User Guide

WorkCentre XK50cx

Table of Contents

USER GUIDE

Safety Notes

Your WorkCentre XK50cx and supplies are designed and tested to meet strict safety requirements. Included are safety agency examination and approval and compliance to established environmental standards. Please read the following instructions carefully before operating the WorkCentre XK50cx, and refer to them as needed to ensure the continued safe operation of your WorkCentre.

Follow all warnings and instructions marked on or supplied with the product.

Symbols Used: ⚠ = Caution   ⚠ = Warning

Unplug the WorkCentre XK50cx from the wall outlet before cleaning. Always use materials specifically designated for this product. Use of other materials may result in poor performance and could create a hazardous situation.

Do not use aerosol cleaners. Follow the instructions in this User Guide for proper cleaning methods. Never spray anything onto or inside of the WorkCentre XK50cx.

Use supplies or cleaning materials only as directed. Keep all supplies and materials out of reach of children.

Do not use the WorkCentre XK50cx near water, in wet locations, or outdoors.

Do not place the WorkCentre XK50cx on an unstable cart, stand, or table. The WorkCentre XK50cx may fall, causing personal injury or serious damage to the machine.

This product is equipped with a grounding type plug. The plug will fit only into a grounded power outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet. Never use an adapter to connect the WorkCentre to a power source receptacle that lacks a ground connection terminal.

The WorkCentre XK50cx should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult your local power company.

Do not allow anything to rest on the power cord. Do not locate the WorkCentre XK50cx where people will step on the cord.

The power supply cord is the disconnect device for this equipment. Ensure that the WorkCentre XK50cx is installed near an outlet and is easily accessible.

Slots and openings in the cabinet and in the back and sides of the WorkCentre are provided for ventilation. To ensure reliable operation of the WorkCentre and to protect it from overheating, these openings must not be blocked or covered. The WorkCentre XK50cx should never be located near or over a radiator or heat register. The WorkCentre XK50cx should not be placed in a built-in installation unless proper ventilation is provided.

Never push objects of any kind into the slots of the WorkCentre XK50cx as they may touch dangerous voltage points or short out parts which could result in a fire or electric shock.

Never spill liquid of any kind on the WorkCentre XK50cx.

Never remove covers or guards that require a tool for removal. There are no casual operator serviceable areas within the covers of the WorkCentre XK50cx.

Never defeat interlock switches. This Machine is designed to restrict operator access to unsafe areas. Covers, guards, and interlock switches are provided to ensure that the machine will not operate with covers opened.

Use of an extension cord with this WorkCentre is not recommended or authorized.

Avoid direct viewing of the document lights. The lamps are bright and, while not harmful, they may cause an annoying afterimage. Always keep the document cover closed during operation and storage.

If you need additional safety information concerning the WorkCentre or Xerox supplied materials, you may call Xerox at 1-800 TEAM XRX (1-800-832-6979) from within the United Sates. From outside the United States please contact your local Xerox Helpline.
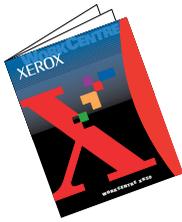
In addition to this User Guide, your WorkCentre XK50cx comes complete with an Install Guide, CD, and a Warranty. If you do not see what you are looking for in this User Guide, check below to find the information.

Install Guide

•Getting Started

•Basic Functions

CD

•Installation Program

•Scanning and Printer Drivers

•Pagis Pro 3.0 (Textbridge Pro)

•Electronic User Guide which covers:

   •Advanced Fax Procedures

   •Printer Settings and Scanning

   •Machine Specifications

   •Paper Specifications

   •Regulatory and Safety Information

   •Tips for Diagnosing Problems

Warranty

•Warranty Information
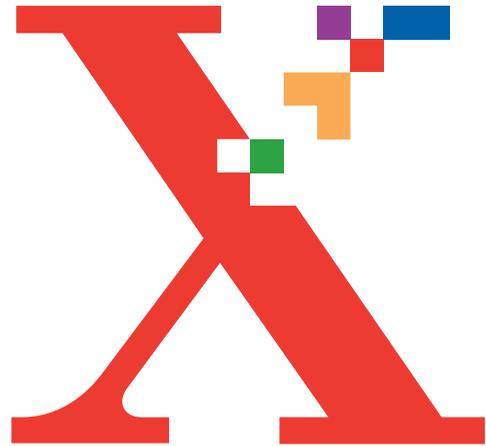
Chapter One

INTRODUCING THE WORKCENTRE XK50cx

1

Thank you for choosing the Xerox WorkCentre XK50cx, the dependable and efficient All-In-One machine that handles your Small Business or Home Office tasks with ease. Using the WorkCentre you can:

- Send and receive faxes.
- Print high resolution color or black-and-white documents.
- Scan photographs, paper documents, book pages, and virtually any object which can be placed on the flatbed scanning surface. The images produced can be copied or converted to fully editable electronic documents or pictures.

See the XK50cx Install Guide for thorough step-by-step instructions on setting up the WorkCentre, installing the software, and basic printing, copying, and scanning.

Component Location

Take a moment to familiarize yourself with the XK50cx components and their location.

**Document
Input Tray**

**Automatic
Document
Feeder**

**Document
Guide**

**Document
Output Tray**

**Control
Panel**

Paper Exit Tray

Scanner Module
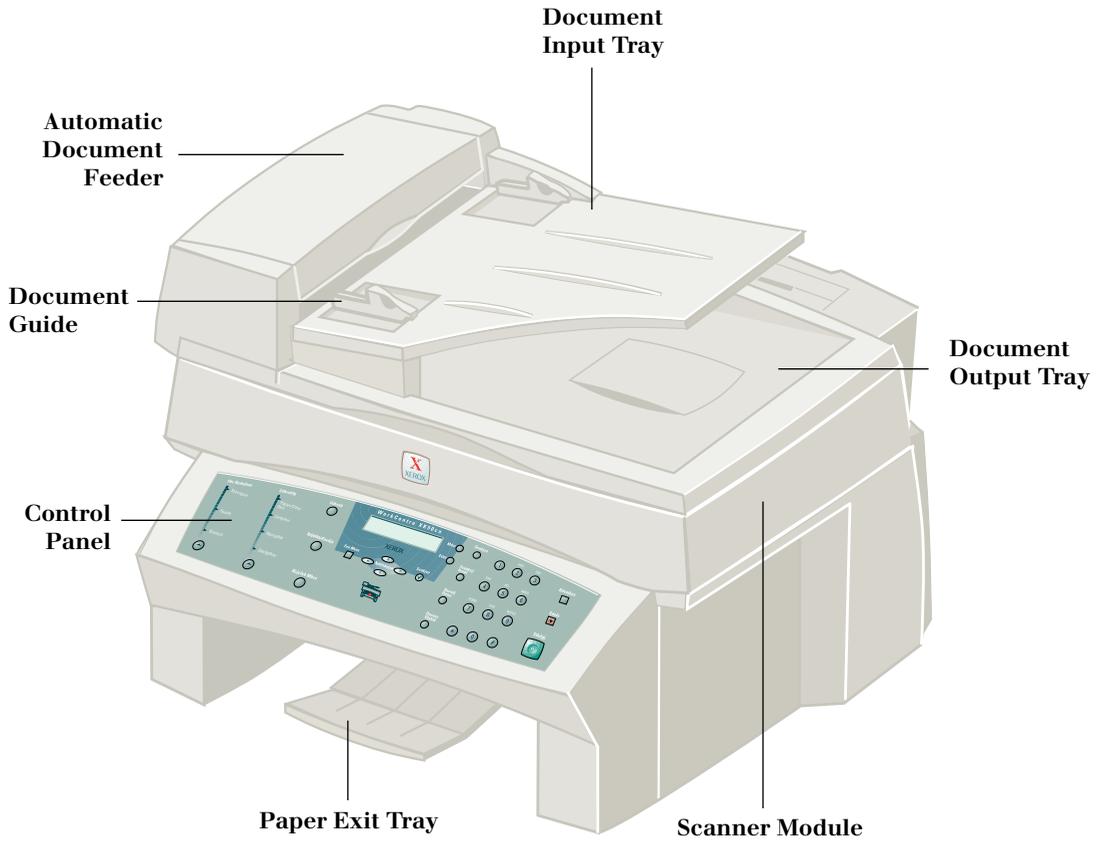
**Automatic Paper
Feeder with Extension**
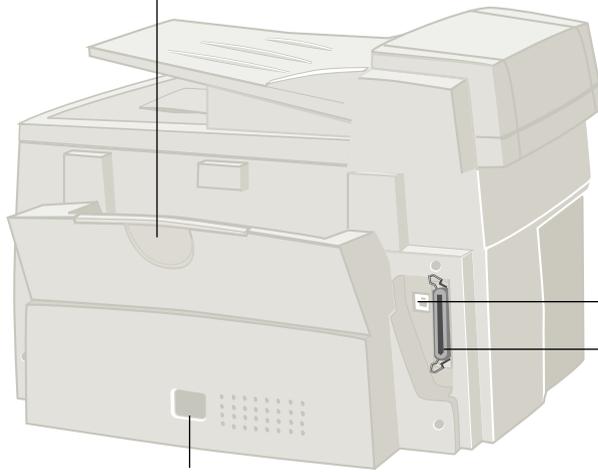
**USB
Connector**

**Parallel
Connector**

**AC Power Cord
Connector**

1

**Document
Glass Cover**

EXT

**Telephone
Connections**

LINE

Control Panel Functions

Use to select paper type for copying

The display shows the current status of the XK50cx and guides the user through various tasks using a menu system for each operation

Use to adjust contrast level prior to copying, faxing or scanning

Use to adjust copy size from 25 to 400%, or to set Clone and Autofit options

Use to choose special functions

Use to select copy, fax and scan quality

Use to move to a higher level in the menu

WorkCentre XK50cx

XEROX

Use to select color or mono for copy, fax or scan mode

Moves to a lower level in the menu

Use to start PC scanning

Lights when an error occurs

Left and right arrow keys move cursor directionally

Up and down arrow keys move to next or last menu item and use to adjust audible volume

Also moves cursor in Edit mode and with Menu and Start buttons to setup special functions and print lists

Use to dial to enter a letter or to choose special functions in combination with the Menu button

Use to display current job status

Use to redial last phone number called or to add a pause when storing a number in the phone book memory

Use to enter into fax sending mode

Start a job

Use to dial calls and send fax documents by entering a 2 digit number

Use to dial number manually (inter-active dial)

Use to stop an operation at any time or delete digits while in edit mode. Any operation originating on a PC should be stopped on the PC

1

Using the Number Keypad

To complete some tasks you will need to enter names and numbers. For example, when you set up your machine; and for setting up Speed Dial numbers.

Entering Alphanumeric Characters

1 When prompted to enter a letter, locate the button labeled with the character you want. Press the button repeatedly until the correct letter appears in the display.

For example, to enter the letter **O**, press ⑥ (labeled MNO).

Each time you press ⑥ the display shows a different letter, first **M**, then **N** and **O**, and finally **6**.

You can enter special characters (space, plus sign, etc.). See *Keypad Character Assignments*.

2 To enter additional letters, repeat Step 1.

If the next letter is printed on the same button, move the cursor by pressing **Right arrow**, then press the button labeled with the letter you want.

The cursor moves right and the next letter appears in the display.

3 When you finish entering letters, press **Start**

Key	Assigned numbers, letters or characters
1	1
2	A > B > C > 2
3	D > E > F > 3
4	G > H > I > 4
5	J > K > L > 5
6	M > N > O > 6
7	P > Q > R > S > 7
8	T > U > V > 8
9	W > X > Y > Z > 9
0	+ > - > , > . > ' > / > * > # > & > 0

Editing Numbers or Names

If you make a mistake, move the cursor under the wrong character by pressing **Left** ◀ or **Right** ▶ Press the correct number to change or press **Clear/ Stop** ⊘ to delete the character.

Inserting a Pause

With some telephone systems, you must dial an access code (9 for example) and listen for a second dial tone. In such cases, you must insert a pause in the telephone number. You can insert a pause when you are setting up a Speed Dial Number.

To insert a pause, press **Pause/Redial** ○ at the appropriate place while entering the telephone number. A "P" will appear in the display at the corresponding location.

1

Using the XK50cx Menu

Your WorkCentre XK50cx has various pre-set features you can change using the Menu. This section covers:

• System Data Options

• System ID

• Date and Time

• Clock Mode

• System Setup Options

• Ringer Volume

• Speaker Volume

• Default Settings

• Menu Clear

• Maintenance Options

• Reports

Fax options are described in Chapter Three, Sending a Fax, and Chapter Four, Receiving a Fax.

Menu Options

Your WorkCentre XK50cx has various preset features which you can change.

This section describes all XK50cx menu options except for Faxing, which is described in later chapters and in the Electronic User Guide.

Reviewing System Data Options

You can review the current System Data Option settings by printing a System Data report:

Press **Menu** ◯ + ① + ④ + **Select** ☑

1

Press **Right** ▷ or **Left** ◁ until SYSTEM DATA appears in the display.

2

Press **Start** ◈

3

Setting a System Data Option

System Data options are listed on the following page. To change a System Data option:

1 Press **Menu** ◯ + ⓪ + ① + **Select** ⊘

2 Scroll through the options by pressing **Down** ⬇ or **Up** ⬆ repeatedly.

3 When the option you want appears in the display, enter the number for the desired setting.

4 Press **Start** [⬤] to store your choice in memory.

You can exit from the System Data setup mode at any time and return to normal operation by pressing **Clear/Stop** ⬒

System Data Options

Option	Description
PAPER SIZE	The paper size - Letter, A4, or Legal.
MESSAGE CONFIRM	A report showing whether the transmission was successful, how many pages were sent, and more. Options are ON, OFF or ERR (prints only when a transmission is not successful).
AUTO JOURNAL	A report with detailed information about the previous 40 communications operations, including time and dates. Optional settings are ON or OFF.
REMOTE RCV CODE	The remote receive code allows you to initiate fax reception from an extension phone plugged into the XK50cx EXT jack. If you pick up the extension phone and hear fax tones, enter the Remote Code and press Start. The Remote Code is preset to *9* at the factory. Settings range from 0 to 9.
DIAL MODE	The type of telephone dial system on your telephone, either tone (Touch Tone) or pulse (Rotary).
ECM MODE	Error Correction Mode compensates for poor line quality. Options are ON or OFF. If the line quality is poor, transmission time may be increased when ECM is enabled.
RX REDUCTION	When receiving a document as long or longer than the paper installed in your machine, the machine can reduce the size of the document to fit the paper size in the XK50cx. Use this feature if you want to automatically reduce an incoming page. If the XK50cx cannot reduce the document to fit onto one page, the document is divided and printed in actual size on two or more pages. With VERTICAL ONLY RX reduction enabled, the XK50cx reduces an incoming document along the vertical axis only.

1

Option	Description
DISCARD SIZE	When receiving a document as long or longer than the paper installed in your machine, you can set the fax machine to discard any excess at the bottom of the page. If the received page is outside the margin you set, it will print on two sheets of paper at the actual size. If the document is within the margin, and the Auto Reduction feature is turned ON, it will be reduced to fit into the appropriate size paper (Discard does occur). If the Auto Reduction feature is turned OFF or fails, the data within the margin will be discarded. Settings range from 0 to 30 mm.
REDIAL INTERVAL	The XK50cx can automatically redial a remote fax machine if it was busy. Intervals from 1 to 15 minutes can be entered.
REDIALS	Specifies the number of redial attempts (from 0 to 9) the XK50cx will attempt.
ANSWER ON RINGS	Specifies the number of times the XK50cx rings (1 - 7) before answering an incoming call.
SEND FROM MEMORY	When enabled, all fax transmission documents are automatically scanned into memory. It will not be necessary to wait until documents in the Automatic Document Feeder are sent before you can send or store other fax jobs.
LOCAL ID	When enabled, the XK50cx automatically prints the page number and date and time of reception at the bottom of each page of a received document.
CONT POLL REPORT	You can configure your WorkCentre XK50cx to automatically poll and retrieve faxes from unattended fax machines. When enabled, a multi-communication report is printed every time continuous polling ends. The report will contain the results for each registered station. Set to ON or OFF.

Option	Description
FAX PRINT QUALITY	Specifies the print quality of incoming faxes, Letter Quality (LQ) or Draft.
CLOCK MODE	Specifies 12 or 24 hour time display.
DRPD MODE LEARN	Distinctive Ring Pattern Detection Mode Learn enables your machine to "learn" a ring pattern you designate to be answered as a fax. Useful when a single telephone line is used to answer several different telephone numbers with different ringing patterns. Turn ON or OFF. Not available in all locations (when activated).
USB MODE	USB mode selections are 1.Fast and 2.Slow. Fast is the default mode. Some PC users may experience poor USB implementation in the default mode. If this occurs, select the 2.Slow mode in order to achieve successful results.

1

System ID

In some countries you are required by law to indicate your fax number on any fax you send. The System ID, containing your telephone number and name (or company name), will be printed at the top of each page sent from your machine.

1 Press **Fax** ⬜

2 Press **Menu** ◯ + ⓪ + ② + **Select** ✓

3 Enter your fax telephone number and press **Select** ✓

Note: If there is a number previously registered, it appears in the display.

4 Enter your name or company name by pressing the numeric keypad buttons until the letter you want appears in the LCD display. Move from letter to letter by pressing **Right** ▸ or **Left** ◂

5 Press **Start** ◉

Date and Time

If you are setting up the machine for the first time, or if the machine has not been operated for an extended period of time, SET DATE AND TIME, and PRESS START will appear on the LCD display.

Press **Menu** ⬤ + ⓪ + ③ + **Select** ✓

1

A flashing cursor prompts you to enter the date. Use the keypad to enter the current date and time using either a MMDDYYYY or DDMMYYYY date format. If you make a mistake, use **Right** ▷ or **Left** ◁ to manually move the cursor to a digit you wish to change. Use **Up** ▲ and **Down** ▼ to select AM or PM.

2

Press **Start**

3

1

Setting the Clock Mode

You can configure your machine to display time using either a 12 hour or 24 hour format.

1 Press **Menu** ⬤ + **Select** ✓

2 Press **Up** ⬤ 3 times. CLOCK MODE appears in the LCD display.

3 Press **Right** ⬤ until either 12 hour or 24 hour mode is selected.

4 Press **Start** ⬤

System Setup

Through the System Setup menu on the LCD panel, you can change the following:

- **Ringer Volume** (Off, Low, Medium, High)

- **Default settings** for the following:

  - **Quality**: sets the default resolution to Draft, Normal, or Best.

  - **Lighten/darken**: sets the default image contrast to darken, normal, lighten, fax photo.

  - **Reduce/Enlarge**: sets the printed image size. Default is 100%. Enter a smaller value to reduce (25%-99%), or a larger value to enlarge (101% - 400%). You can also select Autofit (automatically fits the image to the paper size) or Clone (fits multiple copies on one sheet).

  - **Color/B&W**: sets default printing mode to either Color or B&W (black and white)

  - **Paper type**: sets the default paper type to: Premium, Glossy, Transparency, Plain.

  - **Wake-up Mode:** Copy Mode. This is an automatic setting and can not be changed by the user.

  - **Sound control** (Alarm Sound or Key Press Sound can be turned **Off** or **On**)

- **LCD panel language** (English or French)

Note: Whenever a document is sent or copied the default contrast and resolution mode will be activated unless otherwise changed by using the Quality or Lighten/ Darken button on the control panel.

1

Setting Ringer Volume, Sound Control and Language

To set the Ringer Volume, Sound Control or Language, perform the following steps:

1 Press **Menu** ◯ + ⓪ + ④ + **Select** ✓

2 Press **Up** ⬭ or **Down** ⬭ until the desired option appears.

3 Press **Select** ✓

4 Press **Right** ⬭ or **Left** ⬭ to display the setting options for the feature you have selected.

5 Press **Start** 🔷

Adjusting Speaker Volume

Press **On-Hook Dial** ◯ to adjust the speaker volume. If you cannot hear a dial tone, check the phone connection.

1

Press **Up** ◁ or **Down** ▽ until the desired volume level 1 - 4 is displayed.

2

Press **On-Hook Dial** ◯ to return to standby mode.

3

1

Changing the Default Settings

To display or change default printer settings:

1 Press **Menu** ⚪ + ⓪ + ④ + **Select** ✓ The LCD display indicates RINGER VOLUME.

2 Press **Down** ▽ **DEFAULT SETTINGS?** appears in the LCD display.

3 Press **Select** ✓ Use **Up** △ or **Down** ▽ to scroll through the options.

4 To display or change any current setting for any of the five menu options, choose a feature (the selected item number will blink) and press **Select** ✓ The default setting for your selection will be displayed.

5 Press **Right** ▷ or **Left** ◁ to display the setting options for the feature you have selected. Use the number keypad to enter any numbered setting.

6 Press **Start** 🔘 once you have selected your preferred default setting options.

Memory Clear

You can clear the following XK50cx memory stores:

- System ID

- System Data

- Phonebook and Schedule Job

- Transmit and Receive Journal

Fax Menu Options

Menus 6 through 11 are used to set various fax options, and are described in Chapter Three.

- Delay Send

- Memory Send

- Priority Send

- Polling

- Add/Cancel

- Group Dial

Maintenance

See Chapter Six for a complete description of maintenance options.

1

Receive Mode

The XK50cx is set to automatically answer incoming calls. See Chapter Four, Receiving a Fax, for information on other receive modes.

Reports

Your XK50cx can print reports or lists containing useful information such as System Data or Scheduled Jobs.

To Print Reports/Lists

1 Press **Menu** ◯ + ① + ④ + **Select** ⊘

2 Press **Right** ⤚ until the desired report appears in the LCD.

3 Press **Start** 🔘 to print the report.

The following reports are available:

MSG. CONFIRM
Contains information about faxes sent.

TX JOURNAL
Details fax transmission activities.

RX JOURNAL
Contains details on faxes received.

PHONE BOOK
Lists Speed Dial and Group Dial numbers.

SYSTEM DATA
A report containing the current settings of all user selectable options.

SCHEDULE JOB

Provides information about documents stored for Delayed Send, Priority Send, Memory Send, TX Polling, and Continuous Polling.

HELP LIST
Lists basic machine functions and commands.

Collate

See Chapter Two for a complete description of Collating.

1

Paper Guide

Extension Tray

Automatic Paper Feeder
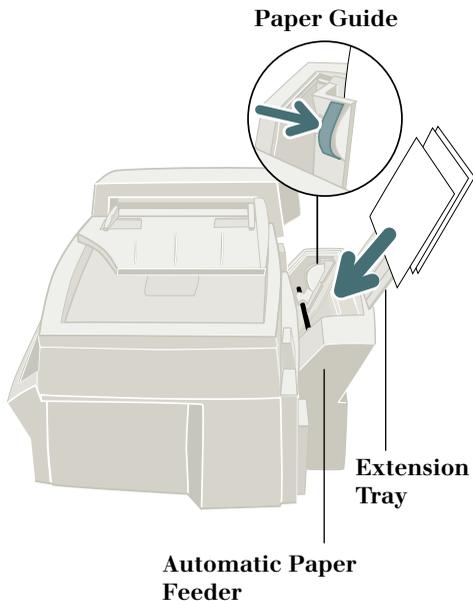
Note: If you experience problems feeding paper, place the media into the Paper Feeder one sheet at a time.

Note: If envelopes jam while printing, try reducing the number of envelopes in the Automatic Paper Feeder.

Loading Paper

For best results, use high quality Xerographic copy paper or inkjet paper.

Using the Automatic Paper Feeder

You can stack paper, envelopes, card stock, labels, or transparencies in the **Automatic Paper Feeder** to feed automatically. The Automatic Paper Feeder can hold a maximum of 100 sheets of 20 lb plain paper, or 10 envelopes or other print media. Depending upon media thickness, maximum capacity may be reduced.

1 Pull the **Extension Tray** on the Automatic Paper Feeder all the way up.

2 Prepare the print material for loading by flexing paper or fanning envelopes. Do not fold or crease the paper.

For transparencies, be sure to use transparency stock approved for use with inkjet printers. Refer to the packaging for the transparency stock to determine the print side. Hold the transparencies by the edges and avoid touching the print side. Be careful not to scratch or leave fingerprints on the print side.

3 Fan the stack of transparencies to prevent feeding failures.

Load the print material in the Automatic Paper Feeder. Ensure that the right edge of the media is in contact with the right side of the Automatic Paper Feeder. Do not exceed the rated capacity. Do not mix different types of print media.

Load paper or transparencies with the print side facing you.

Load letterhead paper with the design side face-up. The top edge of the sheet with the logo should enter the printer first.

While squeezing the tab on the **Paper Guide**, move the guide to the right. Slide the paper guide until it lightly touches the side of the stack of print media. Do not press the paper guide too tightly to the edge of the print media; the guide may bend the media or provide too much resistance when feeding.

Note: When you print a file from your PC using the Automatic Paper Feeder, make sure that you select the source and the correct paper size from your software application before starting your print job.

1

Note: Do not feed stamped envelopes.

Note: Never use envelopes with clasps, snaps, windows, coated linings, or self-adhesive seals. These envelopes may severely damage the printer.
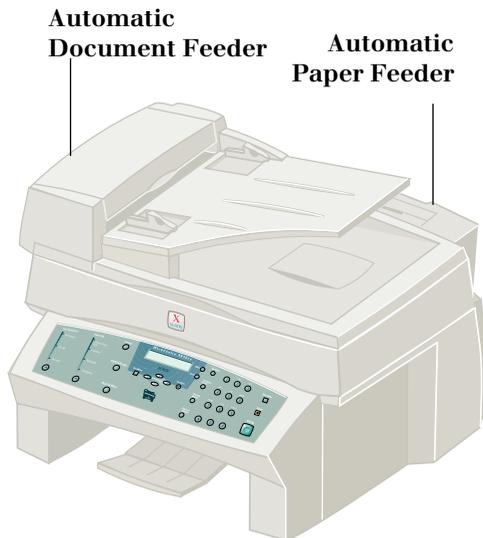
Loading Envelopes

Load envelopes with the address side facing up. The end of the envelope where the stamp will later be placed must enter the Automatic Paper Feeder last.

The right edge of the envelope must align with the right edge of Automatic Paper Feeder. Squeeze the **Paper Guide** and move it to the right until it lightly touches the envelope.

Using the Automatic Document Feeder

Use the **Automatic Document Feeder (ADF)** to feed up to 30 documents (face up) into the XK50cx at any one time.

Automatic Document Feeder   **Automatic Paper Feeder**

1 Adjust the document guide on the ADF to match the width of the document.

2 Insert the media until DOCUMENT READY appears in the display.

3 Press **Start**

The media will then feed into the machine.

Paper Selection

One of the most important things you can do to assure the best possible printing performance of your machine is to select the correct paper. Your machine produces letter quality print on most plain bond papers, including cotton bond and photocopying papers; it does not require special ink jet papers. However, the print quality varies with different paper types. Be sure to test a type of paper before you purchase a large quantity.

1

Paper Types

Option	Description
Plain Paper	The machine supports paper sizes of letter, legal, and A4 in portrait orientation. You can use regular copier paper, cotton bond papers, and typical letterhead. Always use paper without curls, folds, staples, or damaged edges.
Inkjet Paper	Paper developed specifically for printing with inkjet printers.
Coated Paper	Paper developed for high quality printing with minimal or no smearing or running when in contact with water or damp surfaces.
Glossy Paper	A high gloss, thicker paper that produces the look and feel of a photograph. Use this paper to produce photo-realistic prints from your printer.
Transparencies	Your transparencies should be products designed for use in Ink Jet products, with excellent contrast, sharpness, and color quality. The transparency is placed in the machine with the image side up.
Iron-on Transfers	Use inkjet T-shirt transfers to create and personalize T-shirts, sweatshirts, aprons, tablecloths, napkins, tote bags, and anything else your imagination allows! Use on any cotton or cotton/poly blend fabric. Your image is printed in mirror image so when you iron it onto the T-shirt, the image is viewed correctly.
Card Stock	You can create greeting cards, business cards, invitations, announcements, and more.
Labels	Use Label products designed for use with Ink Jet products. Label stock can be 8-1/2 x 11 or A4 size material.

Paper Guidelines

When selecting or loading paper, envelopes, or other special media, keep these guidelines in mind:

• Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.

• Use only high quality inkjet or copier grade paper. Avoid paper with embossed lettering, perforations, or texture that is too smooth or too rough.

• Store paper in its ream wrapper until ready to use. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture, or other conditions that can cause it to wrinkle or curl.

• During storage, moisture-proof wrap (any plastic container or bag) should be used to prevent dust and moisture from contaminating your paper.

• Always use paper and other media that conform with those listed under Specifications in Appendix A.

• Use only well-constructed envelopes with sharp, well creased folds.

• DO NOT use envelopes with clasps and snaps.

• DO NOT use envelopes with windows, coated linings, self-adhesive seals, or other synthetic materials.

1

- DO NOT use damaged or poorly made envelopes.

Guidelines for Special Media

Be sure to read any instructions that come with your special paper. These instructions provide important information regarding how to achieve the highest print quality with these papers.

- It is recommended that you feed special paper types one sheet at a time.

- For transparencies and glossy photo paper, follow these guidelines:

- Let the printed sheets dry completely before storing them.

- When a printed sheet has dried completely, cover the printed side with a sheet of plain (not coated) paper before storing it; this is recommended even if you place the sheets in a clear file or plastic holder.

- Do not leave the film in the paper tray for long periods of time. Dust and dirt may accumulate on the film resulting in spotty printing.

- To avoid smudging caused by fingerprints, handle transparency film and coated paper carefully.

- To avoid fading, do not expose the printed film to prolonged sunlight.

- Store unused media flat. Do not remove papers from their protective packaging until you are ready to use them.

- Store unused media at temperatures between 59 and 86 degrees Fahrenheit (15 to 30 degrees Centigrade). The relative humidity should be between 10% and 70%.

- If the print density of your page is very high, light paper stock may curl slightly due to the large amount of ink. If you need to print dense graphics, try printing on heavier stock.

- Do not use thicker paper than meets the specifications for this machine. Printing with a paper that is thick enough to come in contact with the print head nozzles may damage the cartridge.

1
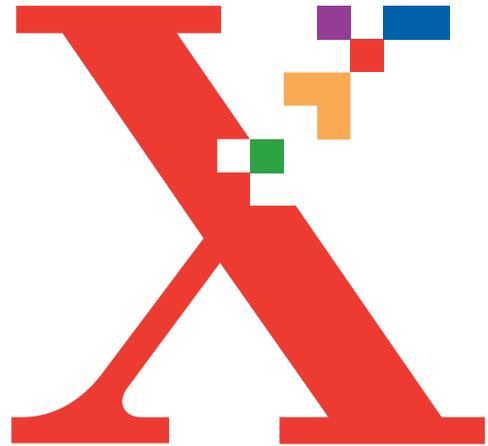
Chapter Two

THE BASICS: PRINTING AND COPYING

This chapter provides basic instructions for printing and copying documents.

2

Copying a Document

The WorkCentre XK50cx is a high quality copier that offers the following features:

• Adjustable Quality and Contrast

• Selectable Paper Type

• Enlarge/Reduce

• Multiple Copies

• Collating

• Black and White/Color Mode selection

When you make a copy you can use the Control Panel buttons to change these settings.

1 Feed the document to be copied *face up* into the Automatic Document Feeder using light forward pressure until DOCUMENT READY appears in the LCD display.

Or

Place a single document on the flatbed scanner *face down* with the edges aligned to the green guides on the scanner.

2 Adjust any settings as desired using the buttons on the Control Panel.

3 Enter the number of copies you would like to make using the number keypad.

Press **Start** to begin copying.

④

Special Copy Features

You can set the following special features by pressing **Reduce/Enlarge** ⌃ on the Control Panel:

- Press **Reduce/Enlarge** ⌃ until CLONE appears in the LCD. This prints multiple image copies on a single page. The number of images is determined by the original image size.

- Press **Reduce/Enlarge** ⌃ until AUTO-FIT appears in the LCD. This automatically reduces or enlarges the original image to fit on the paper.

- Press **Reduce/Enlarge** ⌃ then press **Left** ◁ or **Right** ▷ to set the percent from 25% to 400%.

After making one of these special copy feature selections, you can begin copying.

2

Collating

When on, the machine sorts the copy job. For example 2 copies of a 3 page job will print one complete document followed by the second complete document. (eg. 1,2,3 then 1,2,3)

To set collating:

1 Press **Menu** ◯ + ① + ⑤ + **Select** ✓

2 Press **Right** ▷ or **Left** ◁ to set collating to OFF or ON.

3 Press **Start** ◈

Printing

You can use the XK50cx with all Windows programs. Be sure to set the XK50cx as the default printer for all your Windows 95/98, Windows 2000, or Windows NT 4.0 operations.

Most Windows software programs allow you to make changes to the printer settings. This includes settings that determine how a print job looks, such as page size, paper orientation (landscape or portrait), and margins.

The following steps describe the typical process to print from a Windows environment:

Make sure the XK50cx is properly connected to your computer, and that you have installed the XK50cx software. See the *Install Guide* for details.

From your Windows software program, choose **Print** or **Print Setup** from the **File** menu. Make sure the WorkCentre XK50cx is the selected printer. Click on the **Properties** or **Setup** button if you want to make any adjustments that are appropriate for printing your document.

Note: Printer Properties dialog box buttons and options include:

OK: click when you have finished making changes.

Cancel: click if you want to exit without making any changes.

Help: click to view online help about printer settings.

"?": click to activate the context-sensitive help. Position the ? cursor over the setting in question, and click to see a pop-up window explanation.

Defaults: click to reset all settings to the default value.

About: click to view the software version and creation date.

1

2

2

3 Click on **OK** to close the **Properties** dialog box.

4 After making any necessary changes to the printing parameters, click on **OK** to start the print job.

Printer Settings

For information about Windows 95/98 and NT4.0/2000 Printer Settings, see the Electronic User Guide.

Control Program

For information about the WorkCentre XK50cx Control Program, please see the the Electronic User Guide.
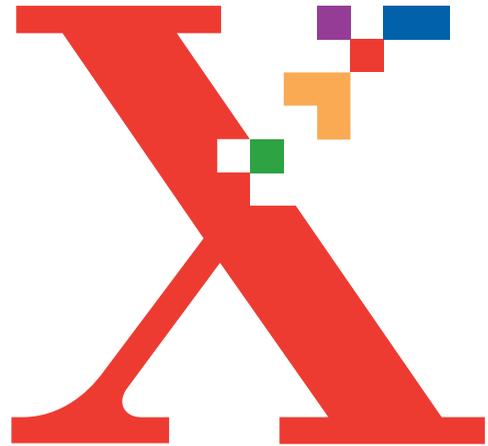
Chapter Three

SENDING A FAX

This chapter explains how to use the XK50cx to send a fax. Advanced fax features and procedures are described in the Electronic User Guide.

You can fax a document by placing it in the Automatic Document Feeder (ADF) or directly on the document glass, pressing **Fax** ▨ and entering the remote fax number using the control panel.

Or, you can use the machine's features such as polling, delayed transmission, memory transmission, priority transmission, and group dialing for advanced fax sending.

3

Note: If your document falls into any of these categories, use the document glass only.

Preparing Documents for Faxing

Use the following guidelines to prepare your documents for faxing

- Do not attempt to feed the following types of documents into the Automatic Document Feeder:
    - carbon-paper or carbon-backed paper
    - coated paper
    - onion skin or thin paper
    - wrinkled or creased paper
    - curled or rolled paper
    - torn paper
- Remove all staples and paper clips before feeding the document.
- Make sure any glue, ink or correction fluid on the paper is completely dry before loading the document.
- Do not load documents containing different sizes or weights of paper.

How to Send a Fax

To fax a document using the Automatic Document Feeder (ADF):

Adjust the document guide on the ADF to match the width of the document.

1

Slide the document *face up* into the ADF until DOCUMENT READY appears in the LCD display.

2

Press **Fax** ▢

3

Use the keypad to dial the number of the remote fax machine.

4

Press **Start**

5

3

To fax a document from the document glass:

1 Place the document face down on the document glass, and lower the top.

2 Press **Fax** ▢

3 Use the keypad to dial the number of the remote fax machine.

4 Press **Start** ◈

The document scans into memory. The display asks if you want to send another page. Press ① or ② When ② (NO) is pressed, the fax is sent.

Canceling a Fax

To cancel a fax press **Clear/Stop** ⊘ at any time during the transmission.

Setting Resolution and Contrast

When sending typical text based documents,the default resolution and contrast settings produce good results.

However, if you send documents that are of poor quality, or contain photographs, you can adjust the resolution and contrast to ensure a higher quality.

Resolution

Press **Quality** ⌄ to increase sharpness and clarity. The document types recommended for quality settings are described in the table on this page.

Mode	Recommended for:
Draft	Documents with normal sized characters.
Normal	Documents containing small characters or thin lines, or for sending documents printed using a dot-matrix printer.
Best	Documents containing extremely fine detail. Photo mode scanning and Best modes are enabled only if the remote machine also supports Best resolution. (See the Note below)

Note: Best Resolution mode is not available if the Send From Memory feature is set to ON. If Send From Memory is set to ON, all documents will be stored to memory in Normal mode.

If the XK50cx is set to Best Resolution mode and the remote fax machine does not support Best Resolution, the XK50cx will transmit using the highest resolution mode supported by the remote fax machine.

3

Contrast

Press **Lighten/Darken** ⌃ to compensate for the brightness or darkness of your faxed document. By

pressing **Lighten/Darken** ⌃ repeatedly after loading a document, you can choose between DARKEN, NORMAL, LIGHTEN, or FAX PHOTO.

Mode	Recommended for:
Darken	Documents containing light print or faint pencil markings.
Normal	Faxing most documents.
Lighten	Documents containing dark print.
Fax Photo	Photographs or documents containing color or shades of gray.

Note: You can set the default resolution and contrast. The default mode will be in effect when a document is sent or copied unless you change the setting for an individual operation. The machine will automatically revert to default settings after the operation is completed.

Sending A Fax After Talking

If you have a phone connected to the EXT jack, you can send a fax after speaking with a person at the remote site.

When finished talking, instruct the person at the remote location to start their fax machine and hang up.

1

The remote fax machine will send the initial fax tones.

Press **Fax** ▢

2

Wait until you hear the fax tone from the remote fax machine.

3

3

Slide the document into the Automatic Document Feeder until DOCUMENT READY appears in the display.

4

Press **Start** ◈ and replace your handset.

5

Confirming Fax Transmission

You can verify that a fax was sent correctly by printing a Message Confirmation Report.

1 Press **Menu** ⚪ + ① + ④ + **Select** ✓

MSG. CONFIRM appears in the LCD display.

2 Press **Start** 🔲 to print the report.

Advanced Fax Features

See the Electronic User Guide for advanced fax features and procedures.
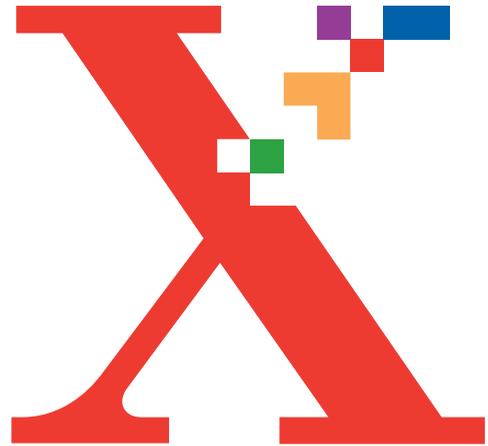
C h a p t e r F o u r

RECEIVING A FAX

Your WorkCentre XK50cx, can automatically answer, receive and print all incoming faxes.

See the Electronic User Guide for advanced fax features and procedures.

4

Note: During PC file printing, an incoming fax will be received and stored in memory.

Receive Modes

You can configure your machine to FAX, TEL or ANS/FAX mode.

1 Press **Menu** ⚪ + ① + ③ + **Select** ✅

2 Press **Right** ⊳ or **Left** ⊲ to display the following Receive Mode options:

- **FAX:** The machine answers an incoming call and immediately goes into fax receive mode.

- **TEL**: In TEL mode, automatic fax answering and reception is turned off. To receive a fax manually, pick up the external phone handset or press **OHD** ⚪ to accept the call and then press **Start** ◎

- **ANS/FAX:** Use if attaching an answering machine to the to the XK50cx. If the XK50cx senses a fax tone, it automatically switches to FAX mode.

- **DRPD:** Distinctive Ring Pattern Detection is a telephone company service that allows you to use a single telephone line to answer many different telephone numbers. The calling number is identified by a distinctive ringing pattern consisting of various combinations of long and short rings.

Press

Note: DRPD only appears as a menu option if t has been set up (if a number has been "learned"). See System Data Options in Chapter One.

3

Receiving Manually in TEL Mode

If you have an external phone connected to the EXT jack, you can answer voice phone calls and receive faxes manually.

Answer an incoming call by picking up the external phone.

Note: The characters * 9 * (star-nine-star) are preset at the factory as the default remote receive start code for machines operated with a telephone connected to the EXT jack. The asterisks in the code are fixed characters, but the number can be changed. See System Data Options in Chapter One.

1

If you hear a fax tone, or if the person calling asks you to receive a fax,

2

press **Start**

You may also press the characters ＊ + 9 + ＊ on the telehone to initiate reception.

Replace the external phone handset. The machine begins receiving and returns to Standby mode when reception is complete.

3

4

Adjusting Ringer Volume

You can adjust the ringer volume to LOW, MED, HIGH or OFF.

Note: To change the number of rings before the machine answers an incoming call, see System Data Options in Chapter One.

1 Press **Menu** ⬭ + ⓪ + ④ + **Select** ⊘ RINGER VOLUME ? displays.

2 Use **Up** ⬭ or **Down** ⬭ to set the ringer volume.

3 Press **Clear/Stop** ⬚ to accept and exit.

Advanced Fax Features

See the Electronic User Guide for advanced fax features and procedures.

4

Chapter Five

HOW TO SCAN PHOTOS AND DOCUMENTS
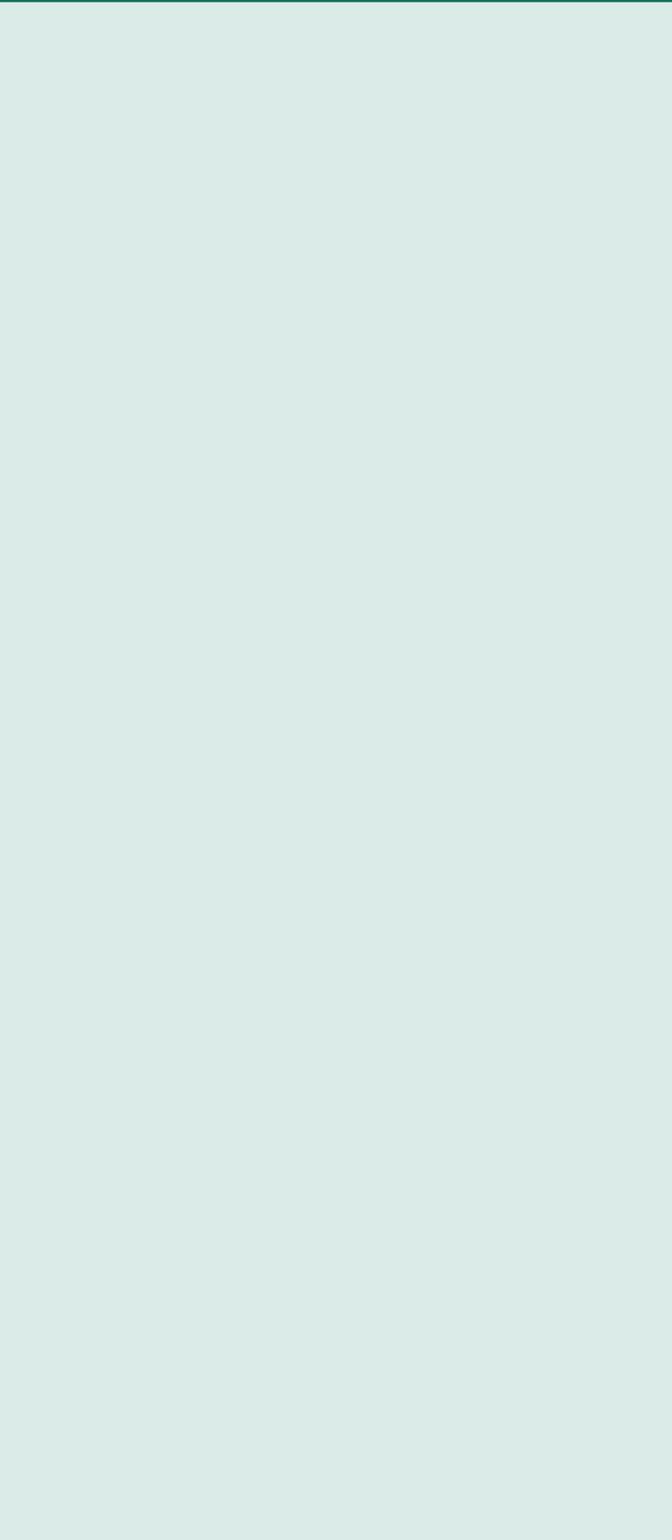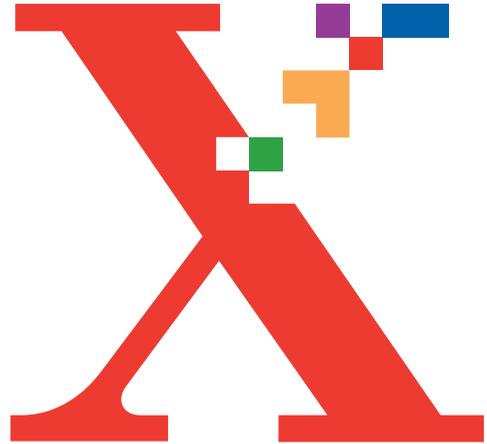
Your WorkCentre XK50cx is equipped with a True Color Quality Scanner capable of reproducing color charts, photographs, graphics or printed text.

These images can be copied or scanned directly into your PC workstation using the *WorkCentre TWAIN Scanner Program*, and edited with the Pagis Pro software included with your XK50cx.

Note: TWAIN provides compatibility across an array of scanning software applications (such as the TWAIN Scanner program) and scanners (such as the XK50cx, a TWAIN compliant scanner).

5

The WorkCentre TWAIN Scanner Program

The WorkCentre TWAIN Scanner program is used to scan documents and photographs. You can decide what portion of a document you want to scan, adjust the brightness and contrast, color balance, resolution, and many other advanced scanner settings.

These settings are fully described in the Scanner Program's Help.

Easy Scanning

To use the XK50cx Scan Button on the Control Panel:

1 Load the document *face up* into the Automatic Document Feeder (DOCUMENT READY appears in the LCD) or place the document *face down* on the document glass.

2 Make sure the Scan to PC program is running. Click the Windows **Start** button then select **Programs ➜ Xerox WorkCentre XK50cx ➜ Scan to PC.**

3 Use the Control Panel buttons to adjust **Quality, Lighten/Darken,** or **Color/B&W** settings to suit your requirements.

4 Press **Scan** ▢ on the XK50cx.

Note: To use this function, the XK50cx must be connected to your PC with a USB cable.

CONNECTING... appears on the LCD display as the XK50cx connects to the PC. Next, the XK50cx scans the document. PC-SCANNING appears in the LCD display, and the scanned image appears in Microsoft Paint.

If you would like to configure Pagis Pro or another program as the default scanning application, run the **Scan to PC** application.

5

Double click the **Scan to PC** icon in the Windows Taskbar (typically in the lower right hand corner of your screen).

6

Click the **Add Application** button, and specify the desired application. Click **OK** when done.

7

For other Scan to PC options, click the Scan to PC **Preference** tab. For more information about scanning, please see the Pagis Pro User Guide and the Xerox WorkCentre TWAIN Scanner program Help.

For additional instructions, refer to the Pagis Pro User Guide.

Note: To open the User Guide, click the Windows Start button, then Programs➔ Pagis Pro3.0➔Documentation➔User Guide.

5

Advanced Scanning

This topic covers advanced scanning with Pagis Pro.

Note: If you are using another scanning application, refer to the documentation provided by the manufacturer.

Note: Note: You can also place a document in the Automatic Document Feeder.

1 Place a single document or photograph *face down* on the document glass with the edges aligned to the green guides on the scanner.

2 Start Pagis Pro on your PC. Click the Windows **Start** button, then **Programs➜ Pagis Pro 3.0 ➜Pagis.**

3 From the Pagis inbox, click the **Scan** button (at the top of the Inbox screen). The *Pagis Scan Tool - Scanner* displays. The Pagis Scan Tool opens to the **Scanner** tab.

4 The **Scanner Setup Wizard** opens automatically. Follow the onscreen instructions to select **Xerox WorkCentre XK50cx** as the *Scanning Source.*

5 Click **Finished** when done to redisplay the Pagis Scan Tool.

6 Click the Pagis Scan tool **Prescan** button. This will perform a preliminary scan and display the WorkCentre TWAIN Scanner program.

Note: To open the User Guide, click the Windows Start button, then Programs➜ Pagis Pro3.0➜Documentation➜User Guide.

For additional instructions, refer to the Pagis Pro User Guide.

Chapter Six

MAINTAINING YOUR XK50cx

This section describes maintenance procedures for:

- Cleaning the Automatic Document Feeder and document glass

- Maintaining Ink Cartridges

6

Document Glass

**Automatic
Document
Feeder**
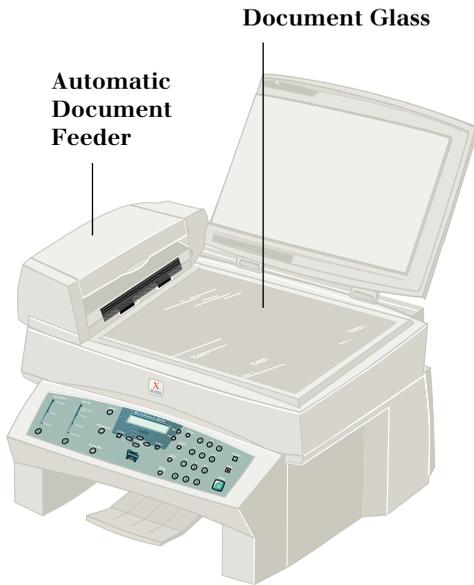
Cleaning the XK50cx

To keep your machine working properly, the **Automatic Document Feeder** and **Document Glass** must be cleaned periodically. If they are dirty, copies and documents sent to another fax machine may not be clear.

1 Power off the WorkCentre XK50cx by unplugging it from the wall outlet.

2 Lift the Automatic Document Feeder gently on the Panel Cover assembly. The Automatic Document Feeder will raise and click into position.

3 Carefully lift the Automatic Document Feeder to expose the rollers.

4 Wipe all roller surfaces with a soft cloth dampened with water.

Clean the document glass with a soft cloth and glass cleaner. Do not spray the cleaner directly onto the document glass. Always spray the cleaner onto the cloth.

5

Caution: Never spray liquid directly onto the document glass. Spray liquid onto the cloth first.

Close the Automatic Document Feeder Top Cover firmly until it clicks into place.

6

Maintaining Ink Cartridges

To get the maximum benefit from your ink cartridges:

- Do not remove an ink cartridge from its packaging until you are ready to install it.

- Do not refill the ink cartridge. The warranty will not cover damage caused by using refilled cartridges.

- Store the ink cartridge in the same environment as the printer.

- Do not remove an ink cartridge from the printer except to replace it. Immediately replace the ink cartridge. The ink cartridge will not print correctly if removed from the machine and left exposed for an extended period.

- Do not swap the color cartridge with the black cartridge. The color cartridge should be installed in the Left carrier and the black cartridge should be installed in the Right carrier.

6

- If you have an opened ink cartridge you are not currently using and do not have an available print cartridge storage unit, store it in an airtight plastic bag. Do not leave it exposed to the air for an extended period; this promotes drying out and clogging of the print nozzles.

Print Cartridge Clean Head Process

You should test the print cartridge when the print is not clear or image information is missing. The problem may be caused by blocked nozzles on the ink cartridge.

The Clean Head process cleans the ink cartridge by purging the nozzles. Then it prints a test so you can see the results. Use the Clean Head process:

- When you suspect the nozzles are clogged.

- When characters are not printing completely.

To run the Clean Head process from the PC, select **Clean Print Nozzles.**

Cleaning the Print Heads

The Clean Head process cleans the print nozzles and removes any deposits that may impair printing functions.

To clean the heads:

Press **Menu** ⬤ + ① + ② + **Select** ✓
 The LCD display indicates SELF TEST ?

1

Press **Up** ⬡ CLEAN HEAD ? appears in the LCD display.

2

Press **Start**

3

PRINTING... appears on the LCD display.

The WorkCentre XK50cx prints a head cleaning test pattern. Notice the series of diagonal lines across the top and bottom of the test pattern. Breaks within a line of the same color indicate a clogged nozzle. Try running the Clean Head process again if you see breaks in the diagonal lines.

6

Wiping the Ink Cartridge Nozzles and Contacts

If print quality does not improve after repeating the Clean Head process, the problem may be caused by dried ink on the ink cartridge nozzles or contacts.

To clean the nozzles and contacts:

1 Remove the ink cartridge. See *Installing Ink Cartridges* later in this section

2 Use a clean, lint free cloth, dampened with water only, to gently clean the entire copper colored area, including the nozzles and contacts. To dissolve any dried ink, hold the damp cloth against the nozzles for about three seconds. Gently blot and wipe dry.

If you are cleaning a color ink cartridge, be especially careful to wipe the nozzles in only one direction so the colors do not mix.

3 Allow the copper-colored area to dry, then reinstall the ink cartridge and repeat the Clean Head process.

If print quality still has not improved, replace the ink cartridge.

Installing Ink Cartridges

The WorkCentre XK50cx is a dual cartridge Inkjet printer. You must use a black and a color ink cartridge.

For the following Xerox print cartridges, please contact your nearest Xerox dealer:

• Hi capacity ink cartridge (8R7881)

• Color Print Cartridge (8R12591)

When you notice the print becomes light or INK LOW appears in the display, replace the apporopriate cartridge(s).

The Ink Cartridge includes the ink supply and the print head. Each time you replace the ink cartridge you are replacing the print head as well.

To install Ink Cartridges:

Lift the Scanner Module until the spring loaded support arm raises and fully supports the Module.

The Cartridge Carrier will automatically move to the access docking position.

Locate the Ink Cartridge holder inside the printer. The Black Ink Cartridge holder is located on the right side of the Cartridge Carrier Assembly and the Color Ink Cartridge is located on the left side of the Carrier Assembly.

6

3 Remove the old cartridge(s) by pulling the top toward you until there is a click. Remove the cartridge(s) from the Carrier.

4 Carefully unwrap the new Ink Cartridge(s) and remove the sealing tape. Slowly pull straight out on the tab located at the end of the Ink Cartridge.
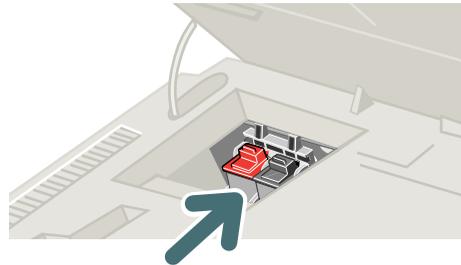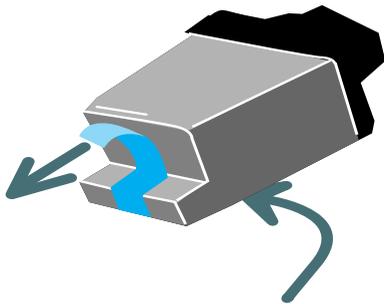
Electrical Contacts

*Note: Avoid touching the electrical contacts on the cartridge.
Ensure that there are no pieces of tape remaining on the cartridge.*

5 Slide the new Ink Cartridge down into the holder and push it forward until it clicks into place.

6 Lower the Scanner Module support arm and Module to the closed position. CARTRIDGE CHANGED? appears in the display.

7 Press **Select** ✓

Press **Down** ⌄ and choose from LEFT, RIGHT or BOTH. Press **Select** ✓ when your choice appears in the display.

8

The display prompts you to confirm RIGHT CARTRIDGE? NEW BLACK and/or LEFT CARTRIDGE? NEW COLOR.

Press **Select** ✓ to confirm your choice(s).

9

OR

If you have returned an old cartridge to the Carrier, press **Right** ⟩ and **Select** ✓ .The machine returns to READY TO COPY mode without printing an Alignment Test Pattern.

If you installed a new cartridge, the machine prints a Cartridge Alignment Test Pattern and CARTRIDGE MAINT. appears in the LCD display. See *Cartridge Alignment* later in this chapter.

⚠️ *Caution: Do not power off the machine until the Cartridge Carrier Assembly has moved back into the docking position. If no menu choices are made, the Carrier Assembly will automatically return to the docking position after about one minute.*

6

Cartridge Alignment

You should print the cartridge alignment test if vertical lines or characters appear crooked. The cartridge alignment test will straighten the vertical lines.

Arrange Alignment

To align the cartridge using the control panel of your WorkCentre:

1 Press **Menu** ◯ + ① + ② + **Select** ⊘

2 Press **Down** ▽
ARRANGE ALIGNMENT? appears in the the display.

3 Press **Select** ⊘ A Cartridge Alignment pattern sheet prints and the Cartridge Maintenance setup menu appears on the LCD display. The letter on the right end of the lower line in the display corresponds to alignment test pattern A. The range of numbers in the center of the display line indicates the range of valid selection choices. The flashing number on the left side of the display indicates the line from print pattern A that is currently selected as optimal.

Enter the number of the line which appears the straightest from pattern A (example - for the second line, enter 02) Press **Down** ▽ to confirm your selection. The setup screen for the Alignment B test pattern is displayed.

4

Repeat step 4 for Alignment test patterns B through F.

5

Press **Start** ◎ to return to normal operation.

6

6
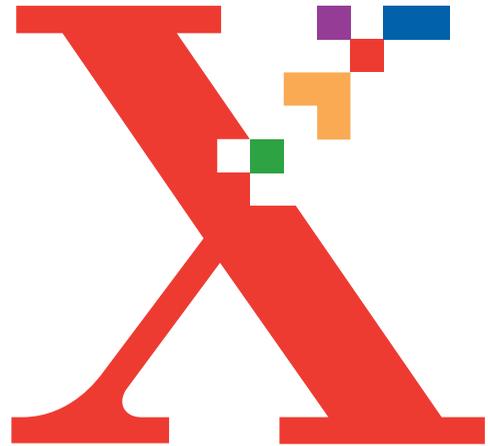
Chapter Seven

TROUBLESHOOTING

This section describes Troubleshooting procedures for:

- Document Jams
- Paper Jams While Printing
- Tips for Avoiding paper Jams
- LCD Display Error Messages

For help diagnosing common printer, print quality, paper feeding and scanning problems, please see the Electronic User Guide.

7

Automatic Document Feeder (ADF)

ADF Top Cover

ADF Top Cover Lip

Document Jams

If a document jams while it is feeding through the ADF, DOCUMENT JAM appears in the LCD display.

1 Raise the ADF assembly by pulling up lightly on the sides of the assemby until it clicks into the raised position.

2 Open the **ADF Top Cover** by pulling up gently on the **Top Cover Lip**.

3 Carefully remove the jammed document.

4 Close the Top Cover and lower the ADF assembly until it clicks into the closed position.

Paper Jams While Printing

If paper jams occur, PAPER JAM appears in the LCD display. Follow the steps below to clear jam. To avoid tearing paper, pull the jammed paper out gently and slowly.

If jammed in the Paper Feed Area at the rear of the machine:

Remove the stack of paper (if necessary).

1

Paper Jam

Remove the jammed paper by gently pulling it straight up.

2

After you remove the jammed paper, reload the stack of paper back into the Automatic Paper Feeder with the print side facing you. Before loading, ensure the edges of the stack of paper are even and straight.

3

Adjust the paper guide to match the width of the paper.

4

If the paper jams as it exits to the printer exit tray, PAPER JAM will appear on the display. Remove the jammed paper by pulling gently on the paper.

Paper Jam

7
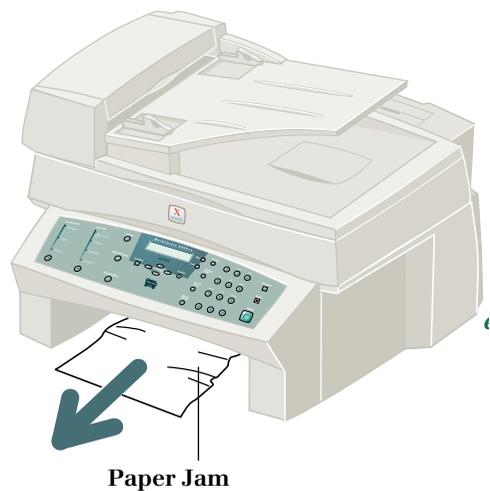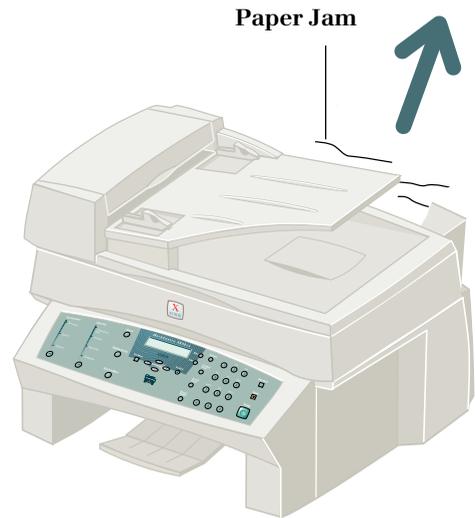
Tips for Avoiding Paper Jams

By carefully selecting print materials and loading them properly, you should be able to avoid most paper jams. If jams do occur, follow the steps outlined in the previous sections. If jams occur frequently, make sure that you are following these tips to avoid jams.

- Make sure you are loading paper properly (See Chapter 1) and that the adjustable paper guide is positioned correctly.

- Do not overload the paper. Never exceed the maximum capacity of 100 sheets of paper in the Automatic Paper Feeder.

- Flex, fan, and straighten paper before loading it.

- Do not load wrinkled, creased, damp, highly curled, or previously stapled paper.

- Do not mix paper types.

- Use only recommended print paper.

- Ensure that the recommended print side is facing up when loading paper into the feeder.

- Store print materials in an acceptable environment. See *Paper Guidelines* in Chapter One for paper storage tips.

LCD Display Error Messages

LCD Display	Meaning	Solution
(L) CART. EMPTY (R) CART. EMPTY ALL CART. EMPTY	The ink cartridge is not correctly installed in the machine.	Following the procedure in Installing Ink Cartridges in the WorkCentre XK50cx Installation Guide, remove and re-install the print cartridge.
CHANGE BLACK INK CHANGE COLOR INK	The indicated ink cartridge is low or out of ink.	Install a new ink cartridge.
DUPLICATED WITH _ _	The number entered is already stored in another speed dial location. The two dashes refer to the speed dial number you enter.	Check the number and enter under another location.
RETRY REDIAL?	The machine is waiting for the programmed interval to automatically redial a previously busy station.	You can press the Start button to redial immediately, or the Clear/Stop button to cancel the redial operation.
DOCUMENT JAM	The document is jammed in the Automatic Document Feeder.	Refer to "Clearing Jams" to remove any jammed paper.
COVER OPEN CLOSE COVER	The cover is not securely latched.	Press down on the cover until it clicks in place.

7

LCD Display	Meaning	Solution
GROUP NOT AVAILABLE	You have tried to select a group location where only a single location number can be used. The Group Location Feature is not available.	No action required
B&W ONLY VALID! GO ON?	You have tried to store color or photo mode documents into memory, however there is not enough memory. The mode is automatically changed to give the best results.	No action required
MEMORY FULL	The machine's memory is full.	Delete unnecessary documents. Retransmit after more memory becomes available. Split the transmission into more than one operation.
NO. NOT ASSIGNED	The Speed Dial location you tried to use has no number assigned to it.	Dial the number manually with the number keypad. Program the number to a Speed Dial location and try again.
NO PAPER	The paper feed tray is empty.	If the machine runs out of paper, it will restart printing when more paper is loaded.

LCD Display	Meaning	Solution
PAPER JAM	Paper jammed inside the unit.	Press the Clear/Stop button and clear the jam. Refer to Paper Jams in this chapter.
POLLING ERROR	The remote FAX machine you want to poll is not ready to respond to your poll.	The remote operator should know in advance that you are polling and have their FAX unit loaded with the original document.
POLL - CODE ERROR	When setting up to poll another FAX machine, you have used an incorrect poll code.	Verify and enter the correct poll code.
SYSTEM ERROR	Internal system errors detected.	Look for obvious error conditions. If the problem persists, power the machine off and on. Keep in mind that any documents in memory may be lost.
NO ANSWER	Did not detect a fax tone after all retry attempts.	Check with the remote operator to ensure the remote machine is working properly.
LINE BUSY	Remote line was busy.	Try operation again or at a later time.
SEND ERROR OR RECEIVE ERROR	Errors detected at the beginning, during or end of the transmission.	This is normally caused by a poor telephone line connection. Try the operation again, or try the operation from another telephone outlet.
CHECK CARTRIDGE	An error detected with the ink cartridge.	The ink cartridge(s) may not be correct for the XK50cx. Check and reinstall or replace cartridge.
UNLOCK SCANNER THEN PRESS STOP	The scanner lock tab is in the lock position.	Unlock the scanner as described in the Install Guide.

7
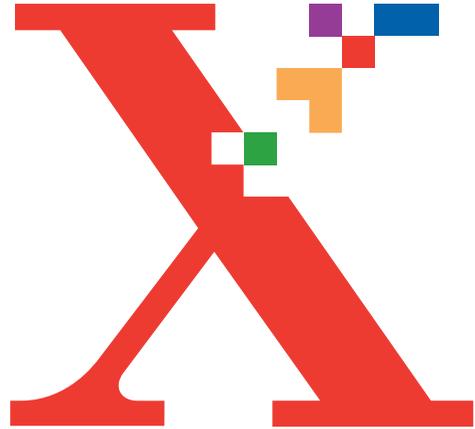
Index

USER GUIDE

This comprehensive index includes the Install Guide, this User Guide, and the electronic User Guide. The following abbreviations are used in this index to reference these documents:

[IG] = Install guide

[UG] = User Guide

[e-UG] = electronic User Guide (Located on your CD)