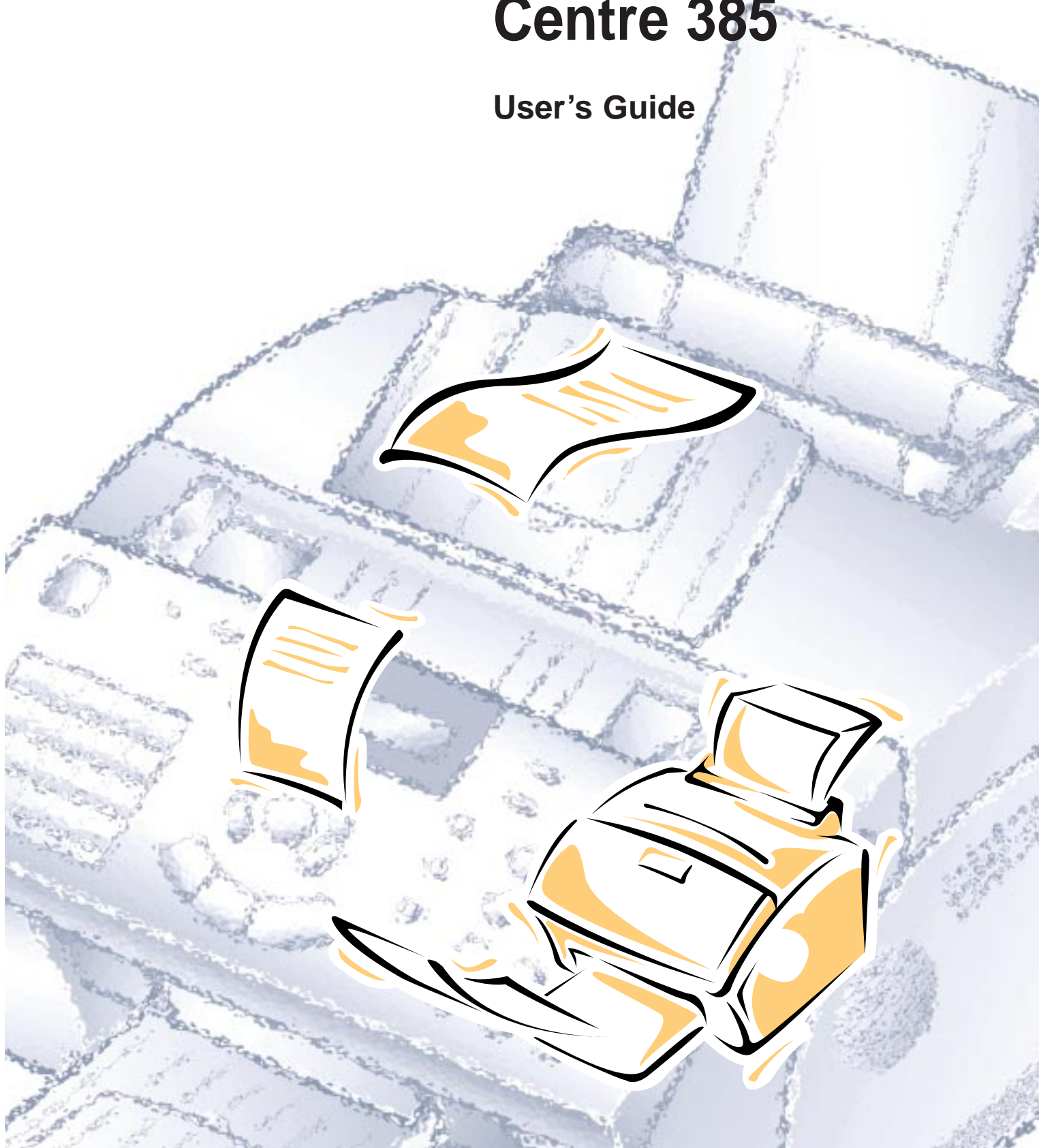


# Xerox Work Centre 385

User's Guide



Thank you for purchasing Xerox Work Centre 385—the multifunction office product for your home office and the whole family. We are sure that Xerox Work Centre 385 will provide all you need in one machine.

Xerox Work Centre 385 combines these office machines:

- Plain paper fax
- Copier
- Laser printer
- Scanner

Enjoy your new Xerox Work Centre 385!

#### **Trademarks**

- Windows is a trademark of Microsoft Corporation.
- IBM is a trademark of International Business Machines.
- Centronics is a trademark of Centronics Data Computer.
- Other names and trademarks mentioned in this manual are trademarks of their respective holders.

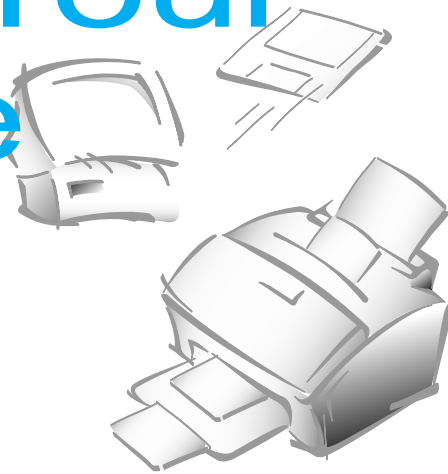
# Important Safety Information



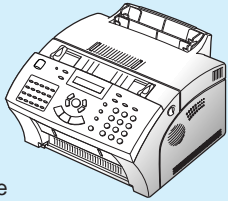
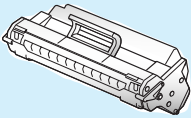
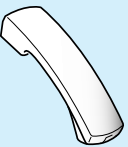
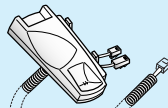

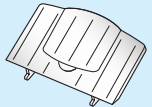
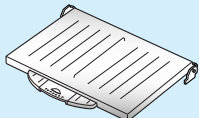
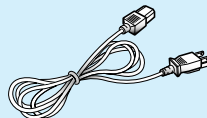
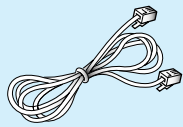
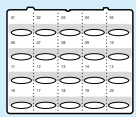
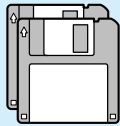

Always be careful when using the machine. To reduce the risk of fire, electrical shock, and other injuries, keep these safety considerations in mind when installing, using, and maintaining your machine:

- **Stability.** Place the machine on a secure, stable surface. The machine can cause serious damage if it falls.
- **Power Supply.** Provide the correct power to the machine, as listed on its back. If you aren't sure of the type of power that's supplied to your home or office, call your electric company.
- **Grounding.** If the plug has three prongs, it must be plugged into a grounded (three hole) outlet. Grounded plugs and outlets are designed for your safety—don't try to make a three-prong plug fit into a two-prong outlet by modifying the plug or outlet in any way. If you can't insert the plug into your wall outlet easily, the outlet should be inspected by a qualified electrician.
- **Overload.** Don't plug too many electrical devices into a wall outlet or extension cord. An overloaded outlet is a fire and electrical shock hazard.
- **Cleaning.** Before cleaning the machine, unplug it from both the power outlet and the telephone jack. Clean exposed parts with a soft cloth slightly dampened with water. Don't use aerosol cleaners.
- **Thunderstorms.** Unplug electrical appliances during thunderstorms. Avoid using any telephone (except a cordless model) during a thunderstorm, since there's a small chance you could get an electrical shock from lightning.
- **Gas Leaks.** Never use any telephone close to a gas leak. If you think gas is leaking, call the gas company immediately, but use a telephone far away from the leak area. A small electrical spark in the telephone could cause a fire.

# Set Up Your Machine



## Unpacking

 Machine	 Toner Cartridge	 Handset *1	 Handset cradle *1
 Printer Exit Tray	 Document Tray	 Document exit tray	 AC power cord *2
 Telephone line cord *2	 One-touch Label	 Printer driver installation diskettes	 User's Guide

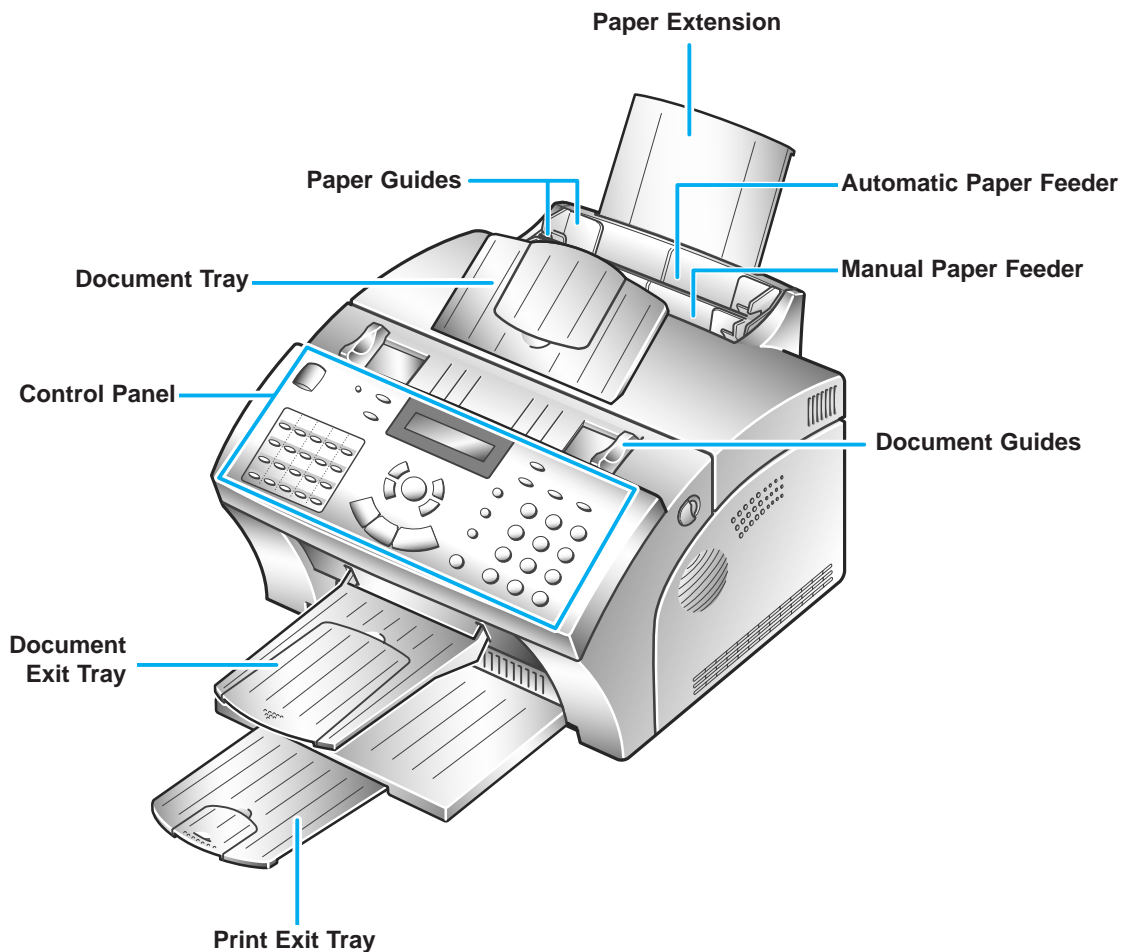
\*1 These parts may not be provided depending on country.

\*2 These parts may look different. The appearance varies according to country.

## Control Locations and Functions

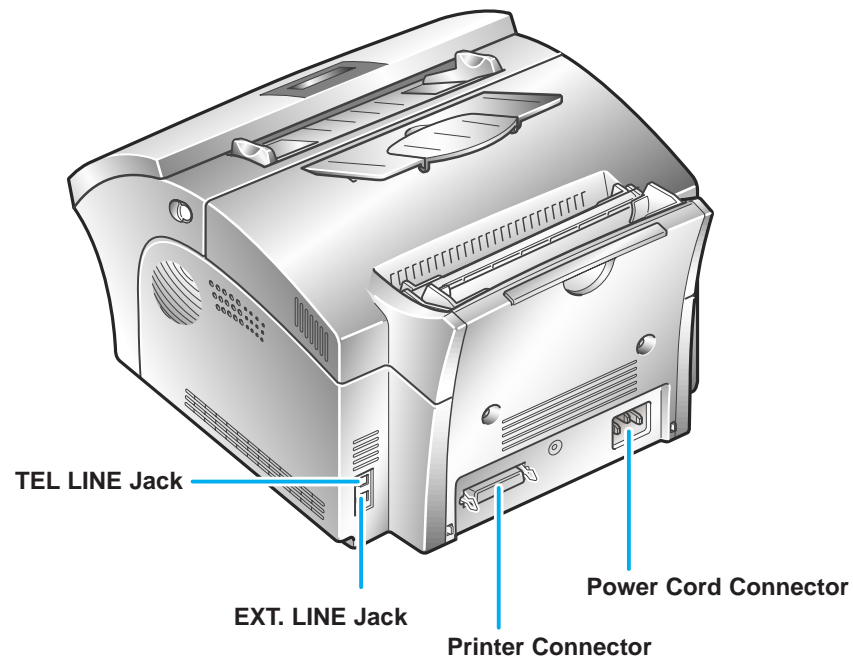
Take a moment to familiarize yourself with the main components and understand their functions.

### Front View

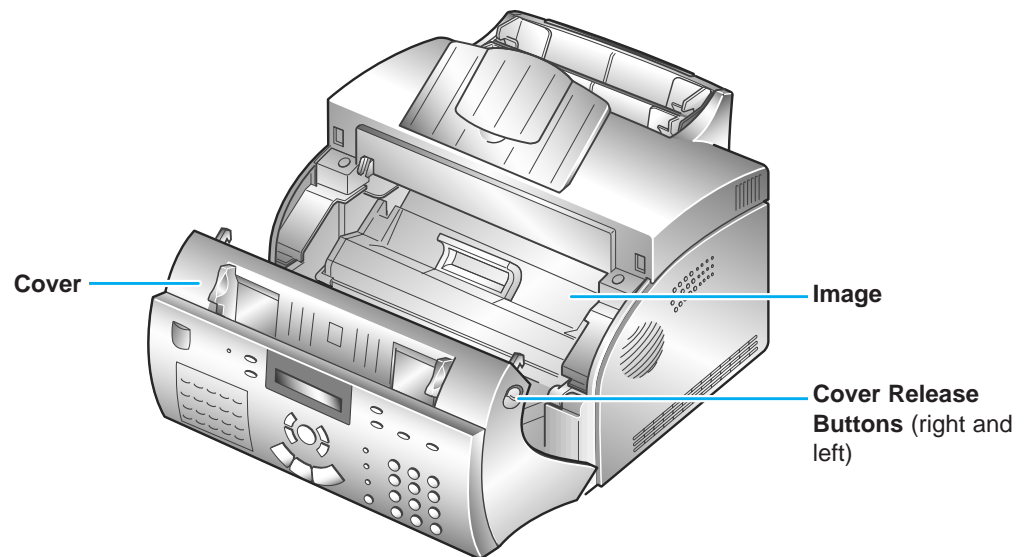


**Note:** Your machine may look slightly different than the illustration.

## Rear View



## Inside



## Choosing a Location

To help guarantee trouble-free operation of your machine, place it on a flat, stable surface near your workstation. Leave enough space to allow for easy paper loading, paper out and opening the front cover.

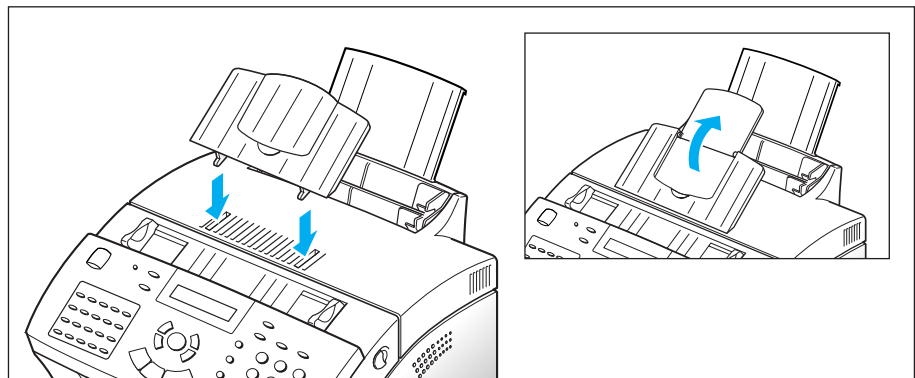
Do not place your machine:

- In direct sunlight.
- Near heat sources or air conditioners.
- In dusty or dirty environments.

## Setting Up Your Machine

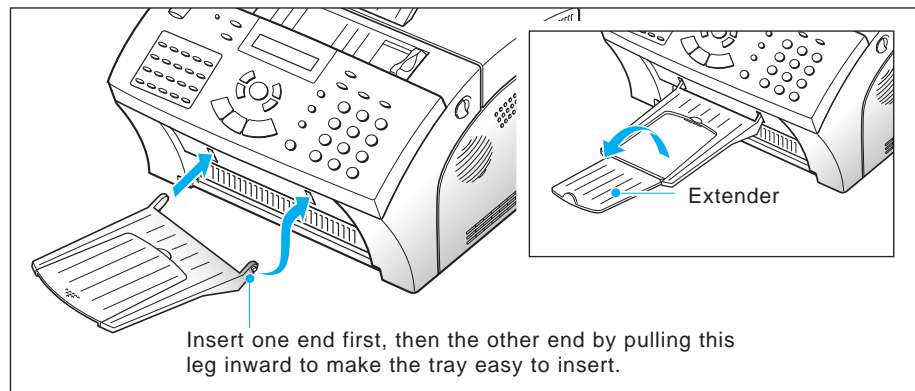
### Document Tray

**Insert two tabs on the tray into the slots as shown.** Fold out the extender on the tray, if necessary.



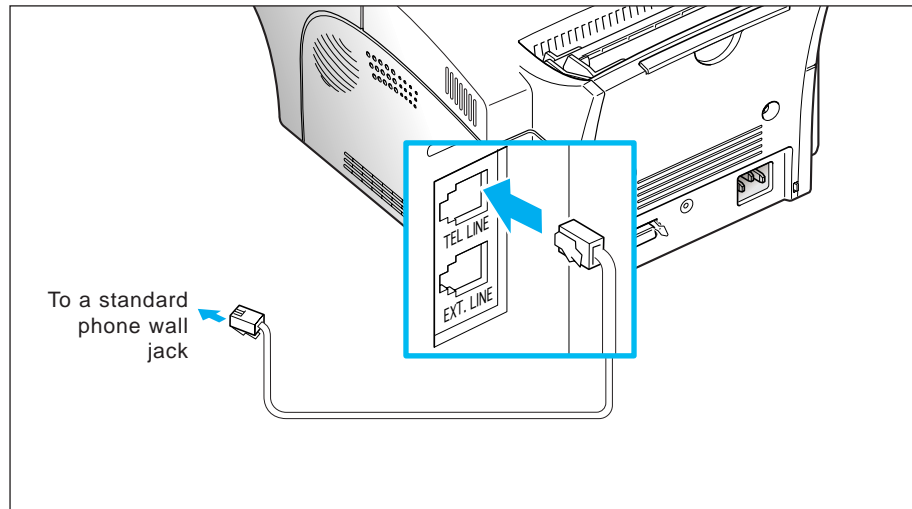
### Document Exit Tray

**Insert the two tabs on the document exit tray into the slots on the front of your machine.** Fold out the extender, if necessary.



## Telephone Line

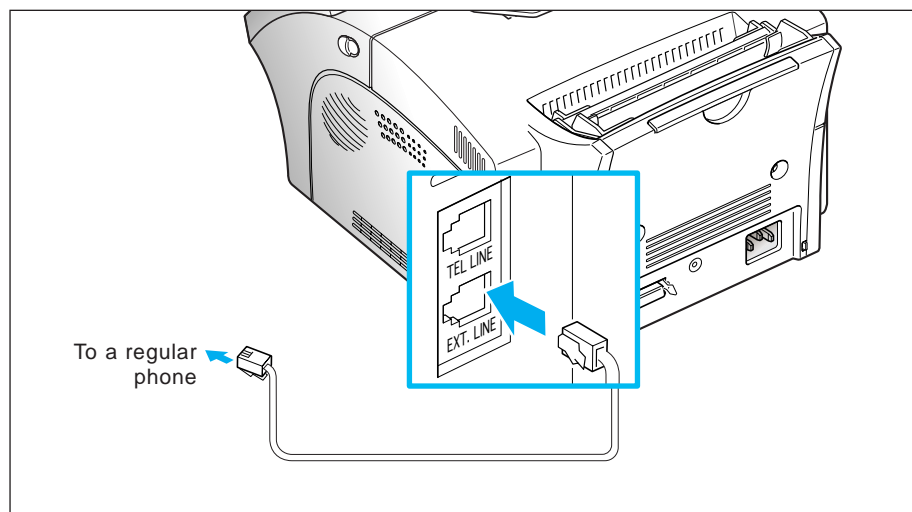
Plug one end of the telephone line cord into the TEL LINE jack and the other end into a standard phone wall jack.



## Extension Phone

If you want to use a regular phone or answering machine with your Work Centre 385 machine, connect the phone into the EXT.LINE jack.

Plug the cord of your extension phone or answering machine into the socket marked EXT.LINE on the back of the machine.



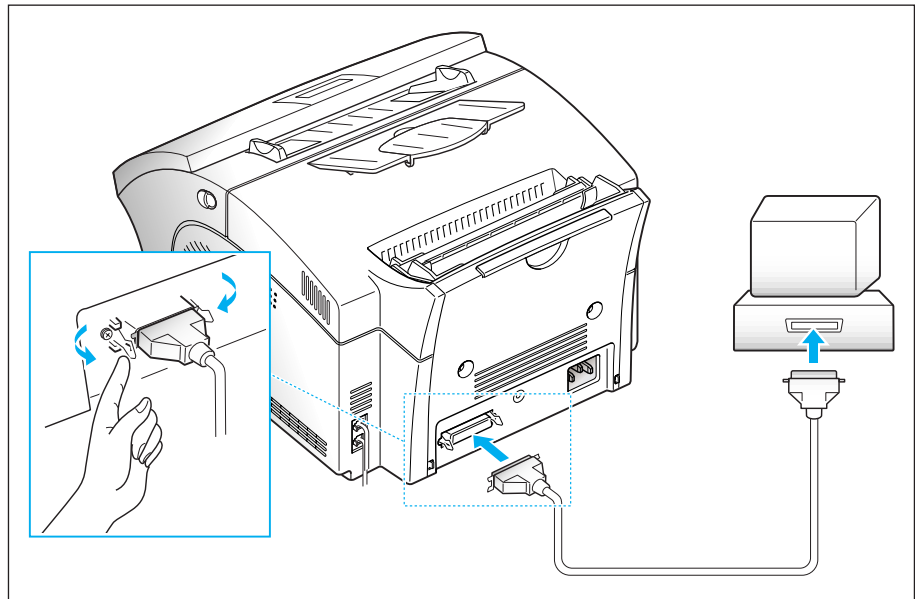


## Printer Cable

Your Xerox Work Centre 385 has a parallel interface port, which allows you to use it with IBM PCs and compatible computers. You have to purchase a Centronics parallel interface cable that supports bi-directional communications (IEEE standard 1284). Ask your dealer for assistance if you need help selecting the right cable.

To connect the printer to the computer, follow the steps below:

1. **Make sure that both the Xerox Work Centre 385 and the computer are turned off.**
2. **Plug the cable into the connector on the back of the printer.** Push the metal clips down to fit inside the notches on the cable plug.

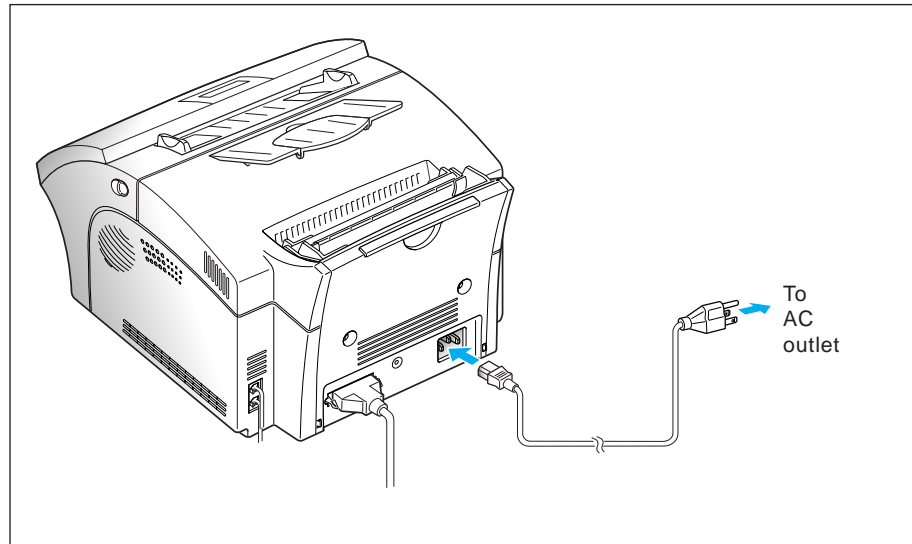


3. **Connect the other end of the cable to the parallel interface port on your computer.** See your computer documentation if you need help.

## AC Power Cord

Plug one end of the cord into the back of the machine and the other end into a standard AC power outlet.

The machine turns on. If there is no cartridge installed, or no paper, the display shows 'DOOR OPEN or NO TONER!!!' or [NO PAPER].



If you want to turn it off, unplug the power cord.

## FCC Information

The following information is applicable only to the machines in the United States of America.

**PLEASE CHECK!!**

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### Label Identification

This equipment complies with Part 15 of the FCC rules. On the rear of this equipment is a label that contains, among other things, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. You may need to provide this information for your telephone company.

---

### Type of Service

This equipment is designed to be used on standard device telephone lines. Connection to telephone company provided coin service (central office implemented systems) is prohibited. Connection to party-line service is subject to state tariffs.

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### Telephone Company Procedure

The goal of the telephone company is to provide you with the best service it can. In order to do this, it may occasionally be necessary for it to make changes in its equipment, operation, or procedures. If these changes affect your service or the operation of the equipment, the telephone company will give you notice, in writing, to allow you to make any changes necessary to maintain uninterrupted service.

If you have any question about your telephone line, such as how many pieces of equipment you can connect to it, the telephone company will provide this information upon request.

In certain circumstances, it may be necessary for the telephone company to request information from you concerning the equipment which you have connected to your telephone line. Upon request of the telephone company, provide the FCC registration number and the Ringer Equivalence Number (REN) which is connected to your line; both of these items are listed on the equipment label and in the Service information chapter of this guide. The sum of all of the RENs on your telephone line should be less than 5 in order to assure proper service from the telephone company. In some cases, a sum of 5 may not be usable on a given line.

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### About Interference

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television technician for help.

**PLEASE CHECK!!**

## Fax Branding

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message is clearly contained in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your fax machine, you should complete the following steps on page 1.16.

## If a Problem Arises

If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network. If the telephone company notes a problem, it may temporarily discontinue service. When practical, the telephone company will notify you in advance of the disconnection. If advance notice is not feasible, you will be notified as soon as possible. When you are notified, you will be given the opportunity to correct the problem and informed of your right to file a complaint with the FCC.

## Hearing Aid Compatible

The telephone handset attached to this equipment is hearing aid compatible.

## Lightning

Your unit has built-in protection circuits, which meet or exceed FCC requirements, to reduce the risk of damage from surges in telephone line currents. However, lightning striking near or on these lines can cause an excessive surge of voltage that can damage the phone.

Lightning damage is uncommon. However, if you are concerned about it or live in an area with frequent and/or severe electrical storms, we suggest that you unplug your electronic equipment during the storms.

## IC Information

The following information is applicable only to facsimile machines installed in Canada.

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### Notices

The Industry Canada(IC) label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational, and safety requirements. The Department does not guarantee the equipment's performance or the user's satisfaction.

Before installing this equipment, users should be aware that it must be properly connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

#### **Caution:**

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Load Number(LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device, to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the load numbers of all the devices does not exceed 100s. The load Number of this unit is 5.

#### **Class B**

This Digital Apparatus does not exceed the Class B limits for Radio Frequency noise from Digital Apparatus set out in the Radio Interference Regulations of the Industry Canada.

# Renseignements du Industrie Canada

Les renseignements suivants ne s'appliquent qu'aux télécopieurs installés au Canada.

## Avis

L'étiquette du Industrie Canada(IC)est une marque d'identification d'appareil certifié. Cette certification signifie que l'appareil répond à certains critères de sécurité et d'utilisation. Cependant, le Ministère ne peut pas garantir que l'appareil répond aux exigences de son utilisateur.

Avant de faire l'installation de l'appareil, l'utilisateur doit se renseigner auprès de sa compagnie téléphonique de sa région. Il faut s'assurer que la compagnie possède aussi une ligne individuelle qu'il vous sera possible d'utiliser avec un dispositif d'assemblage certifié (rallonge de telephone).

L'utilisateur devrait se renseigner afin de faire une bonne utilisation de son appareil et de ne pas nuire au système interne de communication de la compagnie.

Toute réparation d'un appareil certifié devrait être effectuée dans un centre d'entretien approuvé par le fournisseur. Toute réparation ou modification apportée par l'utilisateur à son appareil ou tout problème de fonctionnement pourrait forcer votre compagnie téléphonique à débrancher votre appareil.

L'utilisateur devrait s'assurer que les raccordements de mise à la terre de l'alimentation, des lignes téléphoniques et du système de tuyauterie hydraulique, si présent, soient tous reliés ensembles. Cette mesure de sécurité est importante surtout en milieu rural.

## Mise en garde

L'utilisateur ne devrait pas essayer de faire de tels raccordements seul, il devrait faire appel à du personnel qualifié ou à un électricien selon le cas.

Le numéro de raccordement(LN) se rapporte à chaque appareil et détermine le nombre maximum de raccordements afin d'éviter une surcharge. La boucle peut comprendre plusieurs choix différents tant et aussi longtemps que le total des numéros de raccordement ne dépasse pas la somme de 100.

Le numéro de raccordement de votre appareil es 5.

## Classe B

Cet appareil n'excède pas les limites de la classe B pour les émissions de parasites radio à partir d'un appareil numérique établies par le règlement sur les parasites radio du Industrie Canada.

L'indice de charge(IC) assigné a chaque dispositif terminal indique, pour éviter toute surcharge, le pourcentage de la charge totale qui peut être raccordée a un circuit téléphonique bouclé utilisé par ce dispositif. La terminaison du circuit bouclé peut être constituée de n'importe quelle combinaison de dispositifs, pourvu que la somme des indices de charge de l'ensemble des dispositifs ne dépasse pas 100. L'indice de cet produit est.

**PLEASE CHECK!!**

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## CDRH Regulation

This fax is certified as a "Class 1" laser product under the U.S. department of health and human services(DHHS) radiation performance standard according to the radiation control for health and safety act of 1968.

This product complies with FDA radiation performance standard, 21 CFR subchapter J.

Since radiation emitted inside this fax is completely confined within protective housings and external covers, the laser beam cannot escape during any phase of normal user operation.

## Laser Statement (Laserturvallisuus)



**WARNING** NEVER OPERATE AND SERVICE THE FAX WITH THE PROTECTIVE COVER REMOVED FROM LASER/SCANNER ASSEMBLY. THE REFLECTED BEAM, ALTHOUGH INVISIBLE, CAN DAMAGE YOUR EYES.

Class 1 laser product  
Produit laser de la première classe

Laser beam wavelength: 780nm  
Longueur d'ondes de rayon laser: 780nm

Laser beam power: 0.18mW +/- 0.009mW  
Puissance de rayon laser: 0.18mW +/- 0.009mW

**PLEASE CHECK!!**

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## Ozone Emission

This fax has no corona wires and therefore does not generate ozone gas.

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## UL Standards for Ozone

A standard for ozone emissions has been established by Underwriters Laboratory (UL). This fax meets this standard when shipped from the factory to our customers.

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## Power Saver

This fax contains advanced energy conservation technology that reduces power consumption when it is not in active use.

When the fax does not receive data for an extended period of time, power consumption is automatically lowered.

For potentially faster printing of the first page, you can turn the power save feature off in system data.



The energy star emblem does not represent EPA endorsement of any product or service.

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## Safety Information

Safety and Regulatory Listing for this fax

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### Product Safety

USA      UL 1950 (UL listing)  
CANADA   CSA C22.2-950 (CSA Certification)

**PLEASE CHECK!!**

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### Laser Safety

USA    21 CFR. Chapter 1, Subchapter J (CDRH Certified)



# Specifications

# PLEASE CHECK!!

Applicable line	Public Switched Telephone Network (PSTN) or behind PABX
Compatibility	CCITT Group 3, ECM
Data coding	MH/MR/MMR
Modem speed	14400/12000/9600/7200/4800/2400 bps
Transmission speed	Approx. 6 sec. (V.17 ECM: 14.4 kbps)
Effective scanning width	8.3 inches (210 mm)
Effective printing width	8.2 inches (202 mm)
Scanning method	Sheet-fed Contact Image Sensor (CIS)
Memory	2 MByte
Halftone	64 levels
Printing speed	8 PPM
Automatic document feeder	30 pages
LCD	16 characters 5 2 lines
Dimension (H 5 W 5 D)	9.8 5 14.3 5 17.5 inches (249 5 363 5 446 mm)
Weight	Approx. 33 lbs (fully equipped) Approx. 22 lbs (cartridge and recording paper excluded)
Power requirements	120 VAC, 60 Hz
Power consumption	(Standby) 13 W (Maximum) 490 W
Environmental conditions	Temperature : 50°F to 86°F (10°C to 30°C) Humidity : 30% to 80% RH
Auto dialer	One-touch dialing (registration for 20 numbers) Speed dialing (registration for 80 numbers)
Document size – Width – Length	5.8 to 8.5 inches (148 to 216 mm) Single page : 5 to 14 inches (128 to 356 mm) Multi pages : 5 to 11.7 inches (128 to 297 mm)
Recording paper size – for cassette	Letter : 8.5 5 11 inches (216 5 279 mm) A4 : 8.3 5 11.6 inches (210 5 297 mm) Legal* : 8.5 5 14 inches (216 5 356 mm) *available in an optional second cassette
– for manual feeder	min. : 4 5 5.9 inches (100 5 149 mm) (weight : 60 to 130 g/m²)
Recording paper capacity	150 sheets (weight: 60 to 90 g/m², thickness: 0.08 to 0.12 mm)
Printing method	Laser Scanning Unit
Scanning density – Horizontal – Vertical	300 dpi Standard: 3.85 lines/mm (98 Lpi) Fine : 7.7 lines/mm (196 Lpi) Super fine : 11.8 lines/mm (300 Lpi) Super fine : 15.4 lines/mm (392 Lpi)