

**EXHIBIT A**

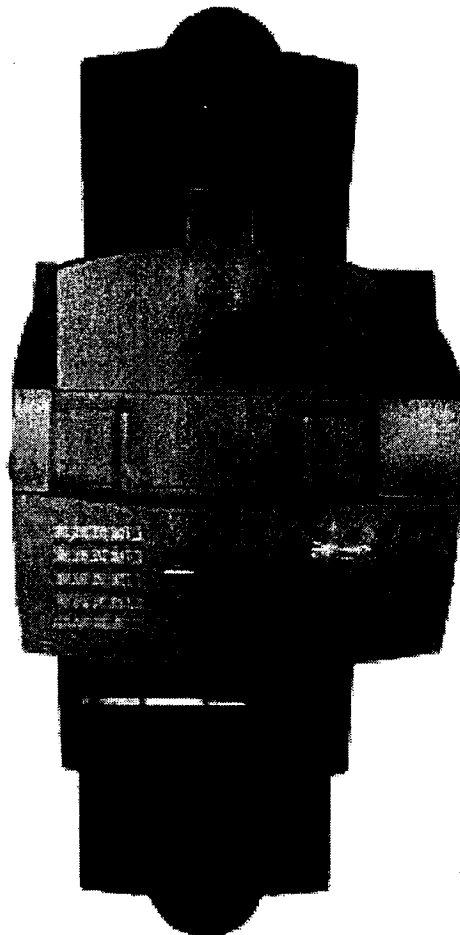
**(FCC Ref. 2.1033(b)(3))**

**"Installation and Operating Instructions  
Furnished to the User"**

**XEROX**

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**Document WorkCentre Pro 555/575  
User's Guide**



FCC ID: BJIOH-99001  
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EXHIBIT A(1)

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# **1 How to Use This Manual**

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Thank you for purchasing the Xerox Document WorkCentre Pro. The WorkCentre is designed for ease of use, but to use your machine to its fullest potential, take some time to read the User Documentation.

You will be ready to send and receive faxes and make copies with your machine as soon as you have read chapters 1 through 3. You can then refer to topics in the remaining documentation as needed.

## **Finding Information in the User's Guide**

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The User's Guide contains the following sections:

### **Table of Contents**

Use the Table of Contents to find topics easily.

### **How to Use This Manual - Chapter 1**

Describes the information in this User's Guide and Advanced Features Guide.

### **Introduction - Chapter 2**

Describes the system and hardware features of the machine and provides an overview of how the machine operates. Each key on the Control Panel is described.

### **Getting Started - Chapter 3**

Includes the procedures for setting up the basic machine information such as date, time, language, machine ID, send header and receive footer. Simple instructions to send, receive, print, and copy are also provided.

## *How to Use This Manual*

### **Basic Troubleshooting - Chapter 4**

Guides the user through problem solving, and recommended corrective actions.

### **Environment Specifications - A**

Provides the safety, data coupler, and Canadian certification information.

### **Index**

Refer to the Index to locate specific information.

## **Information provided by the Advanced Features Guide (AFG)**

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- Programming the Machine
- Receiving Documents
- Dialling Methods
- Transmitting Documents
- Cancelling Jobs
- Polling
- Mailbox Communications
- Reports
- Printing Functionality
- Control Centre/PC Interface Guide

## How to Use This Manual

### Notes, Cautions, and Warnings

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This manual uses notes, cautions, and warnings to emphasize information the reader needs. Notes contain information that supplements the text. Notes are emphasized with italics. The following is an example of a note:

**Note:** *Notes are provided as additional information.*

The following are examples of a caution and a warning:



#### **CAUTION**

Do not touch the green drum surface. Touching the drum could reduce the print quality.



#### **WARNING**

**Do not touch the heater unit inside the machine. The heater unit is hot while the machine is operating.**

## 2 Introduction

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This chapter provides an overview of the WorkCentre's hardware features and operation. The Control Panel is discussed and each key is defined.

### System Overview

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The WorkCentre allows the user to send, receive, copy, and print documents. The ControlCentre software allows you to program the Fax settings on a PC and write the settings to the WorkCentre.

When you switch on the power and the system has warmed up, the machine is in the standby, or idle mode and is ready to use. When an action completes successfully, the machine returns to the Standby Mode and displays the following information:



Jan-31 Mon02:23p100%  
Auto answer

Through the Menu mode, you can configure the standard machine settings or customize your machine. Refer to Chapter 3 "Getting Started" for basic programming instructions and procedures for setting the standard machine settings.

For optimum performance, the machine should be left on 24 hours a day. While the machine is powered on, the internal batteries are charged. (for 575 only)

The primary battery retains the programmed data for up to 5 years if the machine loses power.

Document data stored in a machine with standard memory is retained for up to 72 hours during a power failure or power off, where the image battery is fully charged for more than 8 hours prior to power off. (for 575 only)

## Introduction

### System Features

The following table describes many of the WorkCentre features. Refer to the Table of Contents or Index to locate detailed information.

Feature	Description
Copying on Plain Paper	Plain paper is used for printer output thereby allowing the use of standard forms, labels, etc.
Alpha Dialing 555: 145 Numbers 575: 238 Numbers	Dial the desired location by searching for the name in the Speed Dial, One Touch, and Group phonebooks.
One Touch Dialing 555: 20 Keys 575: 38 Keys	With one key stroke, the number of the assigned location(s) is dialed and the document is sent.
Speed Dialing 555: 100 Numbers 575: 150 Numbers	In addition to the 20/38 One Touch keys, 100/150 3-digit speed dial numbers can be assigned to frequently called locations.
Direct Access Function Keys (5 Keys)	Five of the most frequently used functions are assigned to keys located on the Access Panel.
Multi Access Communications	Utilizing the built-in memory, as many as 100 operations can be programmed for maximum equipment utilization and efficiency. For example, you can store a document to memory while the machine is receiving a document.
High Resolution	With a maximum resolution of 406 dots/inch x 392 dots/inch (16 dots/mm x 15.4 lines/mm) and 64 levels of halftone expression, precision drawings, small-size characters, or photographs are copied, sent, and received clearly.
Enriched System Functions	Various types of communications are available through enriched system functions such as Relay, Group, and Mailbox Communications.
Mailbox Systems	Features ITU-T industry standards mailbox communications.
Group Communications 555: 25 Groups 575: 50 Groups	This feature allows the transmission of a document to as many as 120/188 different remote locations with one operation sequence.



Feature	Description
Manual Group	This feature allows the user to send a document to multiple remote machines by simply pressing the Manual Group key and entering the telephone numbers.
Batching	This feature automatically performs transmissions of multiple documents going to the same phone number. Documents sent to the same location are transmitted with one phone call, thus saving time and call connecting costs.
Refuse Junk mail	With this feature selected, your WorkCentre only receives from those remote units with phone numbers assigned to your Speed Dial or One Touch phonebooks.
Receive to Memory	Automatically stores up to 100 received documents to available memory if the paper runs out or if a paper jam occurs.
Collated Fax	With this feature selected, incoming documents are received to memory and then printed "last page first". This feature stacks the document with page 1 on top.
Super Power-Saver Mode	This feature turns off areas of the machine, which have a high power consumption.
Printer Power Saver Mode	This feature turns off the printer fuser unit to reduce the power consumption.
Optional Accessories	The WorkCentre can be optioned with an additional paper cassette, and a handset*.
ControlCentre	ControlCentre is software package that can be loaded on a PC. The ControlCentre software allows you to program most of the machine settings using the PC, then write the settings to the WorkCentre.
PC Printing	With the Windows™ Printer Driver installed on your PC and the parallel print cable attached to the parallel port, the WorkCentre can be used to print from the PC.

\* Not available in all markets.

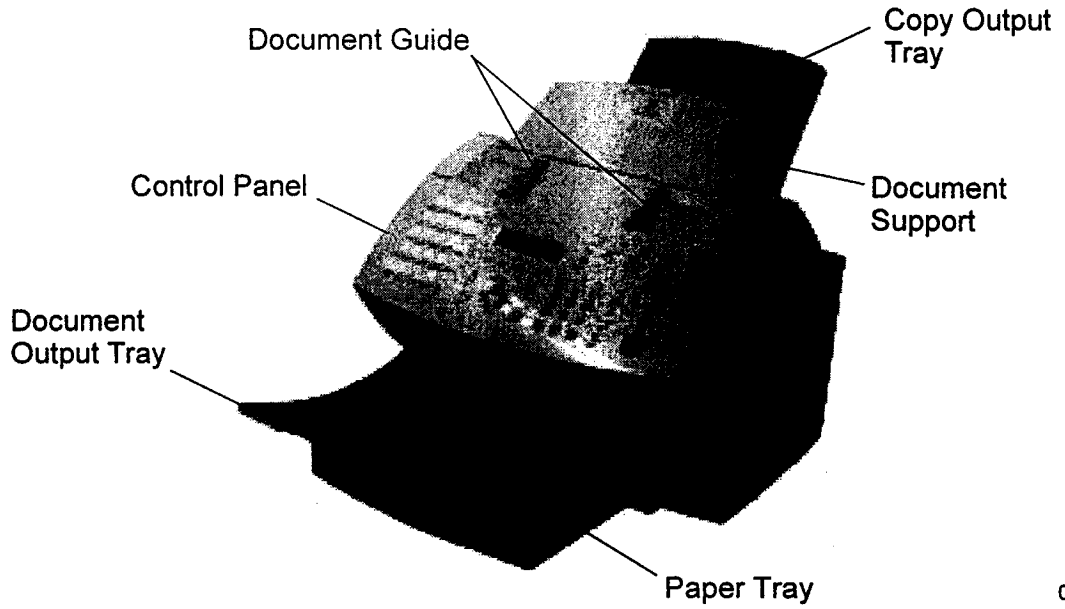
## Introduction

### Hardware Features

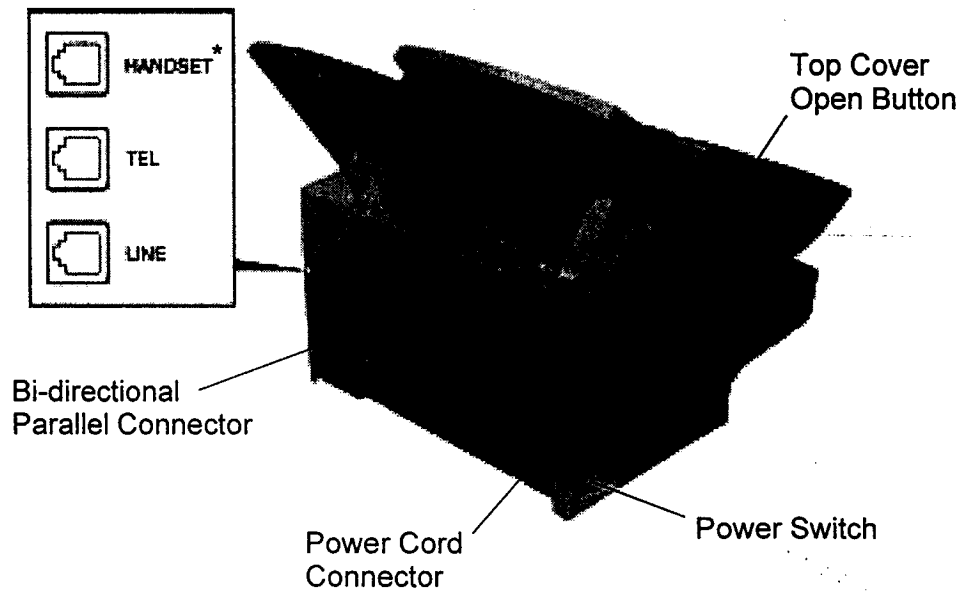
Feature	Description
Document Output Tray	Collects the document pages following a transmission or copy operation. Contains an extension to support legal documents.
Control Panel	Contains the keys to program system features or operate the machine.
Document Guides	Guides the document pages into the scanner.
Document Support	Supports the documents to be copied or transmitted.
Handset Connector*	Provides a jack for connecting the optional handset.
Telephone Connector	Provides a standard modular jack for connecting a telephone.
Line Connector	A standard modular jack for connecting the phone line for fax communications.
Top Cover Open Button	Releases the Top Cover for accessing consumables or clearing a paper jam.
Paper Tray	Supplies the cut sheet paper to the WorkCentre.
Copy Output Tray	Collects printed documents.
Power Switch	Switches the WorkCentre power On/Off.
Power Cord	Supplies power to the machine.
Bi-directional Parallel Connector (IEEE 1284 compliant)	Connects the WorkCentre to a PC.

\* Not available in all markets.

Document WorkCentre Hardware Features



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02

\* Not available in all markets.

## **System Requirements**

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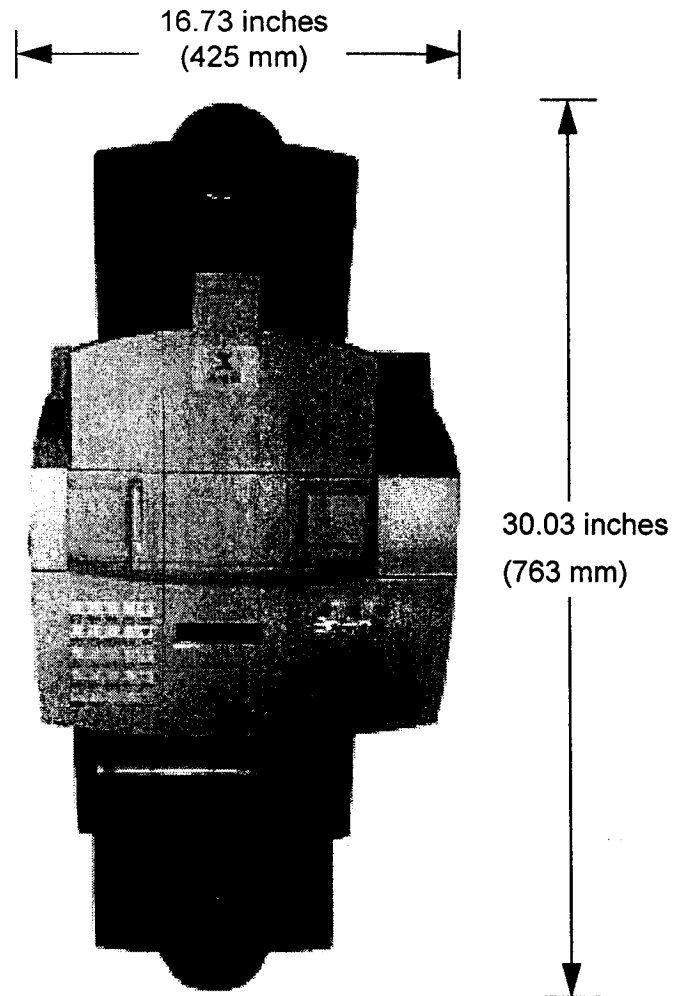
When choosing an installation location, follow these guidelines:

- Avoid dusty locations, extreme heat, humidity, direct sunlight, or areas subject to heavy vibration.
- Avoid areas where interference from other electrical devices may be present.
- Avoid using an AC outlet that shares the same circuit as an electrical device, which may create interference.
- Locate the machine within reach of a telephone outlet. Use a dedicated single line telephone connection.
- Place the machine on a level surface. An uneven surface can cause performance problems such as poor copy quality and paper jams.

## Space Requirements

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Adequate space is required for ventilation, ease of operation, maintenance, and replacement of consumables. Provide the minimum space as shown in the following figure.



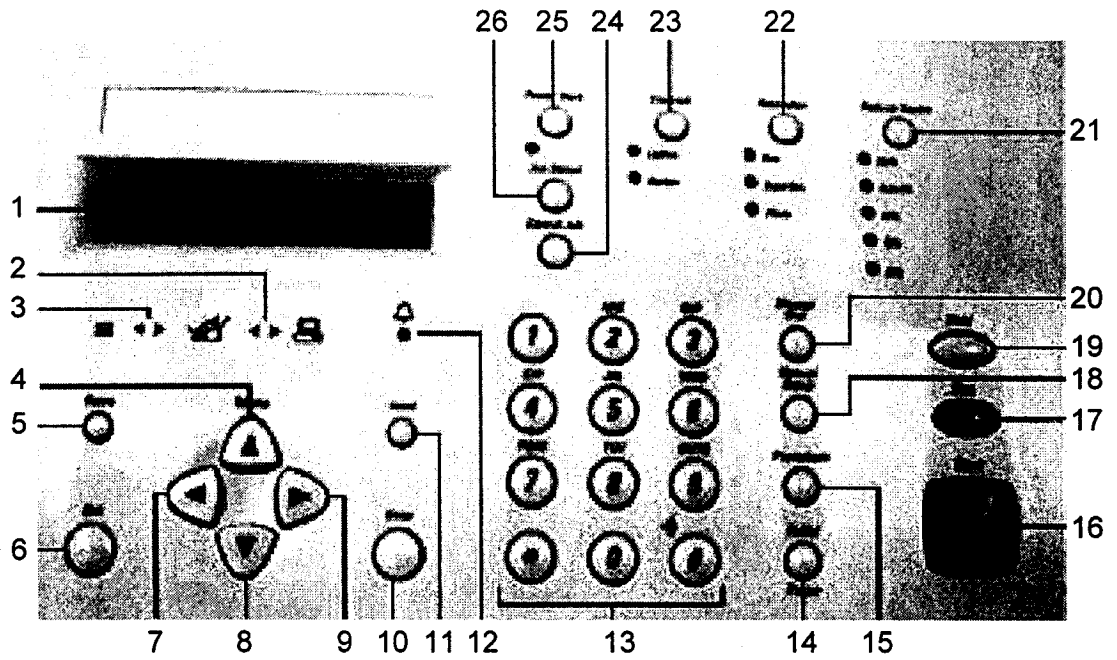
03

Width (with Handset): 19.43 inches (493.5 mm)

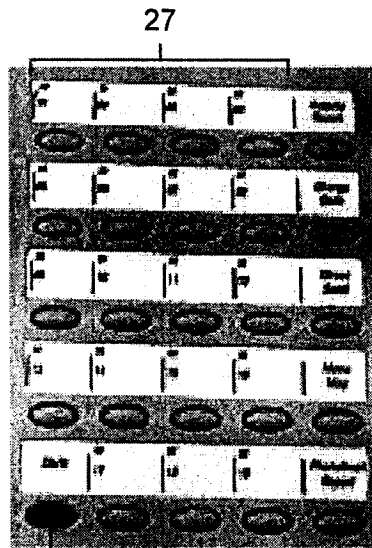
Height: 17.13 inches (435 mm)

Height (with Optional Paper Cassette): 22.28 inches (566 mm)

### Control Panel



04


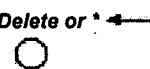
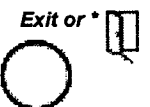





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




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## Control Panel Components and Function Keys









The Control Panel is used to program the features and to initiate communications. The following figures and tables illustrate the Control Panel and describe each component.

Item	Description	Function
1	Display	Displays the machine status and messages. The display provides information about the current operation mode. The machine has the following operating modes: Standby Mode, Communication Mode, Menu Mode, Copy Mode, PC Printing Mode, (see "Operation Modes" later in this Chapter).
2	PC LED	Illuminates when a PC communication is in progress.
3	Line LED	Illuminates when a fax communication is in progress.
4	 Menu or *	<p>The <b>Menu</b> key is used to access menu items listed in the menu map which are not available from the direct access keys. The Menu key is also used as a navigation key for scrolling up a menu list.</p> <p>* Used on International machines.</p>
5	 Delete or *	<p>Deletes the character at the position of the cursor.</p> <p>* Used on International machines.</p>
6	 Exit or *	<p>Used to <b>Exit</b> a menu list.</p> <p>* Used on International machines.</p>
7		<p><b>Left</b> or Back navigation key used for going back to a previous menu list. Also used for positioning the cursor for character delete or insert when you enter names.</p>
8		<p><b>Down</b> navigation key used for scrolling down a menu list.</p>
9		<p><b>Right</b> navigation key used for going to the next level of menus of the highlighted item. Also used when you enter names for positioning the cursor for character delete or insert.</p>


## Introduction

Item	Description	Function
10	<p><i>Enter or *</i> </p> 	<p>Used to select the displayed menu item, to start a communication, or to accept name and number entries.</p> <p>*Used on International machines.</p>
11	<p><i>Insert or *</i></p>  	<p>Sets the insert mode allowing a character to be inserted at the position of the cursor instead of overwriting the character in the current position.</p> <p>*Used on International machines.</p>
12	Alarm LED	Illuminates when an error occurs, or when the machine is out of paper, toner or drum.
13	Numeric Keypad	Used for numeric, alphabetical or special character input for direct dialing, directory dialing, and menu item input.
14	<p><i>Redial</i></p>  <p><i>Pause</i></p>	<p>During on-hook or off-hook dialing, this key is used to redial the last number dialed. Pressing <b>Redial/Pause</b> displays the jobs waiting to be redialed. Pressing the <i>Enter</i> key forces an immediate redial.</p> <p>When entering a telephone number, pressing this key enters a pause in the telephone number sequence.</p>
15	<p><i>Phonebook</i></p> 	Used to access programmed Speed Dial, Alpha, and/or Groups. Pressing this key initially displays the phonebook menu.
16	<p><i>Start</i></p> 	Starts a job that is ready for transmitting, scanning, or copying.
17	<p><i>Stop</i></p> 	Stops a Direct Send job and ejects the document from the scanner. Also used to clear an error message displayed on the display.



Item	Description	Function
18	<p><i>Manual Group</i></p> 	Used to create a one time group of phone numbers, for Group Sending or Polling. Speed dial and one touch numbers can be used.
19	<p><i>Copy</i></p> 	Used to copy documents.
20	<p><i>Manual Dial</i></p> 	Used for interactive dialing. Digits are dialed as the key is pressed. The line monitor automatically turns on.
21	<p><i>Reduce Copies</i></p> 	Used to set the copy reduction. The following settings are available: 100%, Auto Fit, 86%, 75%, 50%
22	<p><i>Resolution</i></p> 	Used to set the resolution for copying, scanning, or faxing. The following settings are available: Standard (no LED lit, fax only), Fine, Superfine, Photo.
23	<p><i>Contrast</i></p> 	Sets the contrast of the printout to Normal (no LED lit), Lighten, or Darken. This is a scanner setting affecting send and copy.
24	<p><i>Cancel Job</i></p> 	<p>Deletes pending and active jobs. You must select the appropriate job type to display the desired job for cancellation. Once the job is displayed, pressing Cancel Job again displays the Cancel Job Confirmation screen.</p> <p>When used in conjunction with the Job Status key, active jobs can be canceled quickly by pressing this key then confirming the cancellation.</p>
25	<p><i>Power Save</i></p> 	This feature turns power off to minimize power consumption, if the machine has not been used for a period of time.

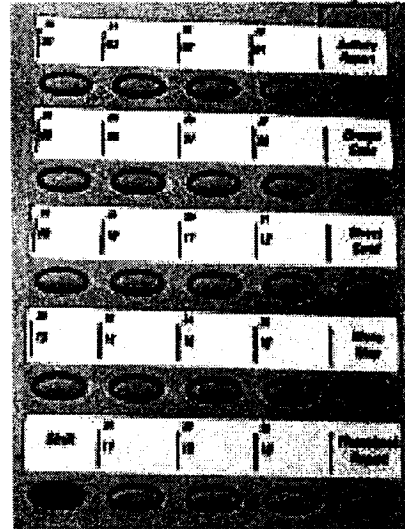
## Introduction

Item	Description	Function
26	<i>Job Status</i> 	Displays the active job if a communication is in progress. If there are no communications in progress, a summary of the Pending Jobs is displayed.
27	One Touch Keys	Used to select phone numbers that have been stored in memory.
28	Shift Key (for 575 only)	Used to select one touch numbers form 20 to 38 and for case character changes on the letter keyboard.

## Direct Access Function Keys






The following table lists the Document WorkCentre's Direct Access Function Keys which are located in the left of the Control Panel. The Direct Access Function Keys automate 5 of the most frequently used WorkCentre features.

Direct Access Function Keys



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Refer to the Table of Contents to locate specific function information.

Description	Function
<b>Activity Report</b> 	Prints a list of Transmission Communications, Receive Communications, or both.
<b>Charge Code</b> 	Allows entry of a Charge Code at the time of dialing or during phonebook programming. Digits entered after this selection are concealed.
<b>Direct Send</b> 	Transmits the document directly from the scanner instead of scanning it into memory first.
<b>Menu Map</b> 	Prints out a menu listing with the menu address numbers.
<b>Phonebook Report</b> 	Prints a list of telephone/facsimile numbers stored in memory. Available reports include Alphabet, Speed Dialing, One Touch, and Group Dialing numbers.

## **Tones**

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The WorkCentre generates tones to indicate the operational status of the machine.

- **Single short tone** — A confirmation tone. A short tone sounds when a key is pressed or when an action completes successfully.
- **Extended tone** — Signifies an unsuccessful operation. An extended tone (two to five seconds) occurs when a transaction does not complete normally. The user must perform an action to continue a process. Refer to the display messages in the Advanced Features Guide.

## Operation Modes

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### Standby Mode

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When the machine is in the Standby Mode, the display indicates the machine status, a prompt for the next operation, or an error message. The following information is displayed:

- **Date and time** — The month, day and time (hour and minute) are displayed. Use the Menu Mode to set the date display sequence and the time format.
- **Standby Mode Status** — The Standby Mode Status indicates the Reception Mode ("Auto Answer", "Manual Answer", "TEL/FAX", "FAX/TAD"). If "Reception Mode" is displayed, the machine has completed the previous task and is ready to fax or copy. If the Paper Tray becomes empty or open, the Standby Mode Status is replaced with the Paper Tray status (Error Message).  
**Enter Depart. code** — if dept. code feature is enabled.
- **Free Memory** — The percentage of remaining memory available for storing documents is displayed. If no memory is used, 100% is displayed.


### Communication Mode

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- **Memory Send** — Memory send communications are performed in the background.
- **Direct Send** — The status of a Direct Send operation is displayed.
- **Communication results** — Results of a communication can be printed. (Refer to the Advanced Features Guide.)
- **Communication error code** — The result of an error in a communication. (Refer to the Advanced Features Guide.)

## Copy Mode

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When the machine is in the Copy Mode, the display informs about the machine status as the machine prints single or multiple copies of the document. When in the copy mode, the following information is displayed. The display changes in the following order each time you press .

- The displays indicates Copying.
- Collate Feature — Collate On/Off
- Paper tray — 1st/Bypass/2nd\*
- Copies

\* Optional Paper Cassette

## Menu Mode

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When the machine is in the Menu Mode, the display indicates each programmable feature, and the settings selected. As you scroll through the menu, the machine prompts you for the information necessary to program each feature.

Several of the features accessed through the Direct Access Function Keys also use menu access.

For a complete overview of the programmable features, refer to the Menu Flow Map in the Advanced Features Guide on your CD-ROM.

## PC Printing Mode

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Using the ControlCentre software and appropriate printer drivers, the WorkCentre can communicate with your PC to allow PC printing and programming of features.

## Types of Communications

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### Transmissions

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- **Memory Send** — The job is first scanned into memory, then sent to the remote party. Using this method, multiple jobs can be stored and the machine transmits each job as the line becomes available.
- **Direct Send** — The job is transmitted, page by page, without being stored in memory. Using this method you can observe the transmission procedure, one page at a time.
- **Speed Dialing** — This dialing method allows you to send a job to a programmed destination by entering the 3 digit Speed Dial number.
- **Alpha Dialing** — This dialing method allows you to send a job to a programmed destination by alphabetically searching the phonebooks for the remote name.
- **One Touch Dialing** — This dialing method allows you to send a job to a programmed destination by simply pressing a One Touch key.
- **Keypad Dialing** — This dialing method allows you to initiate a job by dialing the remote number on the numeric keypad.
- **On-hook Dialing/Manual Dial** — This method allows you to initiate a job without picking up the handset\*. You can choose Alpha, Speed, One Touch, or Keypad dialing operations.
- **Off-hook Dialing /Manual Dial** — This method allows you to initiate a job with the handset\* held in your hand. You can choose Alpha, Speed, One Touch, or Keypad dialing operations.
- **Delayed Start** — The transmission is programmed to be sent at a later designated time. This feature permits cost savings by scheduling transmissions during periods when telephone rates are lower.
- **Priority Transmission** — A priority send transmission is performed prior to any other job reserved in memory.

\* Not available in all markets.

## Introduction

- **Resend** — Normally, document data (stored in memory for transmission) is cleared if the transmission fails to reach a remote facsimile. This function enables the machine to save the stored document and allows you to re-schedule the transmission.
- **Group Transmission** — Sends the same document to more than one location via multiple, sequential transmissions. Sometimes referred to as broadcast.
- **Relay Transmission** — Sends a document to a relay station. The relay station then sends the document to another relay station or to the final receiving stations. The origination and relay stations must be ITU-T relay communication compatible units.
- **Mailbox Communications** — The Mailbox feature allows you to store documents in memory on your machine, or that of a remote machine, with a Mailbox number. Other remote parties can then access the document using the assigned Mailbox number.

The WorkCentre provides. ITU-T - the standard mailbox system is used with compatible ITU-T machines.

- **Polling Transmission** — This feature allows you to load a document in your machine to be polled or "received" by a remote machine. The remote party places the call.
- **Secured Send** — This feature restricts your machine from sending documents to numbers other than registered Speed Dial or One Touch dialing numbers.
- **Sub address ITU-T** — This feature allows you to communicate (poll or send) to a specified sub address on a network. The WorkCentre uses the ITU-T Mailbox number for the sub address.



## Receptions

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- **Auto Answer** — When this mode is active, your machine automatically answers all incoming calls, and automatically completes the communication.
- **Manual Answer** — This mode allows you to answer all incoming calls manually. If the incoming call is a fax, you can receive the incoming fax by pressing **Start**.
- **TEL/FAX Reception** — When this mode is active, a telephone call takes precedence over a fax reception.
- **FAX/TAD Reception** — When the external Telephone Answering Device (TAD) is connected to the TEL jack, the machine records an incoming message when a telephone call is received. If the incoming call is a fax, the machine automatically receives the incoming fax.
- **Memory Reception** — When the feature is enabled and your machine runs out of paper, toner, or has a paper jam, and cannot print the received documents, the data is stored in memory. As soon as the problem is corrected, the documents are printed automatically.
- **Polling Reception** — Allows your machine to retrieve a document set up on a remote machine, even when the remote machine is unattended.
- **Refuse Junk Mail** — This function prevents your machine from receiving documents from unknown parties. Documents are only received from parties whose fax numbers are assigned Speed Dial or One Touch dialing numbers on your machine.
- **Collated Printing** — Incoming documents are stored in memory as they are received. The documents are then printed, last page to first page in order.
- **Reduce Receive** — When a document is received and it is longer than the copy paper, this feature selects whether to reduce the document or divide the document into multiple pages.
- **Secure Receive** — When enabled, the machine receives all documents into memory during the specified time. The documents automatically print at the end of the specified time.

## **Multi Access Communications**

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Using the built-in memory, as many as 100 operations can be programmed whilst other operations are being carried out, for maximum equipment utilization and efficiency. For example, you can store a document to memory while the machine is receiving a document. Refer to the Multi Access Function Tables that follow.

"X" indicates that the functions can be performed at the same time.

Multi Access Function Table - Local

1st Access \ 2nd Access		Local								
		Single Copy	Multi Copy	Print Report (man.)	Print Report (auto)	Print Transmission Report	Mailbox Input	Mailbox Output	Print Received File (Man.)	Print Received File (auto)
Local	Single Copy									
	Multi Copy Scan									
	Multi Copy Print									
	Print Report (Manual)									
	Print Report (Auto)						X			
	Print Transmission Report						X			
	Mailbox Input				X	X		X*	X	X
	Mailbox Output						X*			
	Print Received File (Manual)						X			
	Print Received File (Auto)						X			
Comm	Direct Send			X	X	X		X	X	X
	Delayed Start			X	X	X		X	X	X
	Memory Send	X	X	X	X	X	X	X	X	X
	Receive to Printer						X			
	Receive to Memory	X	X	X	X	X	X*	X*	X	X
PC	Data from PC	X	X	X	X	X	X	X	X	X
	Data to PC	X	X	X	X	X	X	X	X	X
	PC Printing						X			
	PC Scanning			X	X	X		X	X	X

\* Not available when box type and number are the same

**Multi Access Function Table - Fax Communication**

		2nd Access	Fax Communication				
			Direct Send	Transmit Reservation	Memory Send	Receive to Printer	Receive to Memory
1st Access							
Local	Single Copy			X		X	
	Multi Copy Scan			X		X	
	Multi Copy Print	X	X	X		X	
	Print Report (Manual)	X	X	X		X	
	Print Report (Auto)	X	X	X		X	
	Print Transmission Report	X	X	X		X	
	Mailbox Input			X	X	X*	
	Mailbox Output	X	X	X		X*	
	Print Received File (Manual)	X	X	X		X	
	Print Received File (Auto)	X	X	X		X	
Comm	Direct Send						
	Delayed Start			X	X	X	
	Memory Send		X				
	Receive to Printer		X				
	Receive to Memory		X				
PC	Data from PC						
	Data to PC						
	PC Printing	X	X	X		X	
	PC Scanning			X	X	X	

\* Not available when box type and number are the same

Multi Access Function Table - PC

		2nd Access	PC			
			Data from PC	Data to PC	PC Printing	PC Scanning
1st Access						
Local	Single Copy	X	X			
	Multi Copy Scan	X	X			
	Multi Copy Print	X	X			
	Print Report (Manual)	X	X			X
	Print Report (Auto)	X	X			X
	Print Transmission Report	X	X			X
	Mailbox Input	X	X	X		
	Mailbox Output	X	X			X
	Print Received File (Manual)	X	X			X
	Print Received File (Auto)	X	X			X
Comm	Direct Send			X		
	Delayed Start	X	X	X		
	Memory Send			X	X	
	Receive to Printer					X
	Receive to Memory			X	X	
PC	Data from PC					
	Data to PC					
	PC Printing					
	PC Scanning					

\* Not available when box type and number are the same

## *Introduction*