

Xerox
DOCUMENT

HomeCentre



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Introduction

Your Xerox Document HomeCentre is a dependable and efficient multifunction PC companion that handles your home computing tasks with ease. With your HomeCentre and the software that comes with it, you can work quickly to create quality projects for work, school, or home. Here's what you can do with the HomeCentre:

- Scan art, graphics, photographs, or text
- Make color copies of documents
- Print directly from your PC

The HomeCentre does all this in color or black and white. You can scan or make copies with the scanner attached by feeding individual pages into the HomeCentre. You can also detach the scanner if you want to scan or make copies of books, magazines, or other bound and large documents. The HomeCentre CD-ROM includes Pagis Pro97 and TextBridge© Pro 96 software. Pagis is the scanning software that also lets you edit, organize, and file all of your scanned images and documents.

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Award-winning TextBridge optical character recognition software lets you easily convert your paper documents to electronic documents, while retaining text formatting and pictures. Once you have scanned a document, you can edit it to fit your project needs.

The HomeCentre is easy-to-use, and makes scanning, copying, and printing words and pictures simple and fun with just a few mouse clicks. The HomeCentre's unique design and compact size lets it fit easily in your home office environment.

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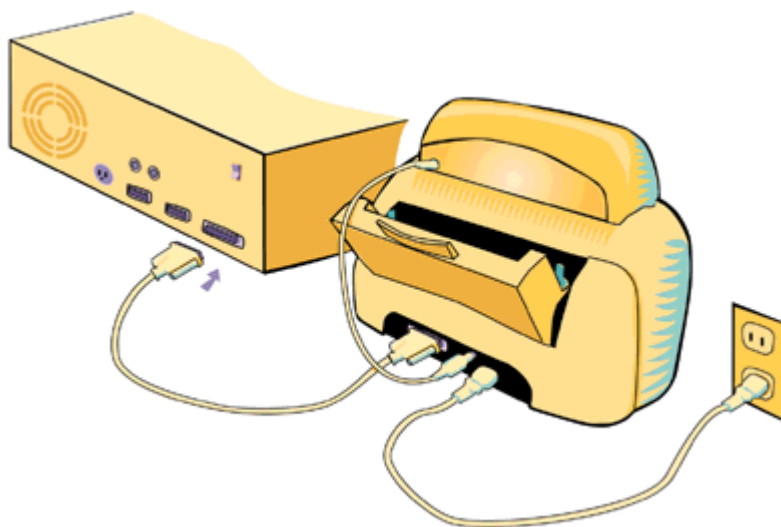
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Finding your way around the HomeCentre

You'll need to know your way around the HomeCentre as you perform your scanning, copying, and printing tasks. Take a moment to familiarize yourself with the HomeCentre.



Rear view of the HomeCentre showing cables and PC connection

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Open cover showing printhead and ink cartridges

What do the buttons and lights do?

The control panel on the front of the printer is how the HomeCentre communicates with you. Notice that there are three buttons with lights (LEDs).

When you are working with the HomeCentre you may need to use the buttons to do one or more tasks. You may also want to keep an eye on the LEDs—the HomeCentre is trying to tell you something when the LEDs are lit or blinking.

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The buttons

Use the buttons to do the following:



Left button—Press and quickly release this button to clean the cartridge, or move the print head into position before you change an ink cartridge or remove the print head. When the left button is pressed and held, the cartridge is primed.



Center button—Press and release this button to reset the HomeCentre if a fault occurs. Pressing the center button also toggles the HomeCentre between the on-line and off-line states.



Right button—Press and quickly release this button to clear a paper jam, eject paper, or clear other errors. Pressing and holding the right button prints the demo page.

The LEDs

Each LED means something different, depending on whether the light is steadily lit or blinking:

Yellow LED—When lit, you need to change or clean the ink cartridge.

Green LED—When lit, the HomeCentre is online and ready to print. When blinking, the HomeCentre is processing data.

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Note If you press the green LED button during the print cycle, the HomeCentre completes the current line before it stops printing.

Red LED—When lit, an error has occurred. For example, you stopped or suspended printing, the paper has jammed, or the HomeCentre has run out of paper.

Using the HomeCentre software

The HomeCentre includes TWAIN-compliant PC scanning software that is compatible with most scanning applications. Included on your HomeCentre CD-ROM is Pagis and TextBridge Pro 96 software.

Pagis and TextBridge Pro 96 are the scanning and optical character recognition (OCR) software you need to convert paper documents to electronic documents, then edit and save them on your PC.

You use the Pagis software on your PC to work with the HomeCentre and perform your printing, copying, and scanning tasks. With the Pagis software, you control the image quality, edit the scanned material, and save images for future use.

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For more information on how to use the Pagis software, refer to the Pagis tutorial, the Pagis online documentation documentation or the Pagis software application online help.

Choosing the HomeCentre as your default printer

You should choose the HomeCentre as your default printer during installation. Refer to your Windows documentation or online help for information on how to choose and set up the default printer.

To use the HomeCentre, do one of the following:

- To use the scanning software, double-click the Pagis icon on your desktop.
- From the Start menu, select Programs, then select the HomeCentre application.

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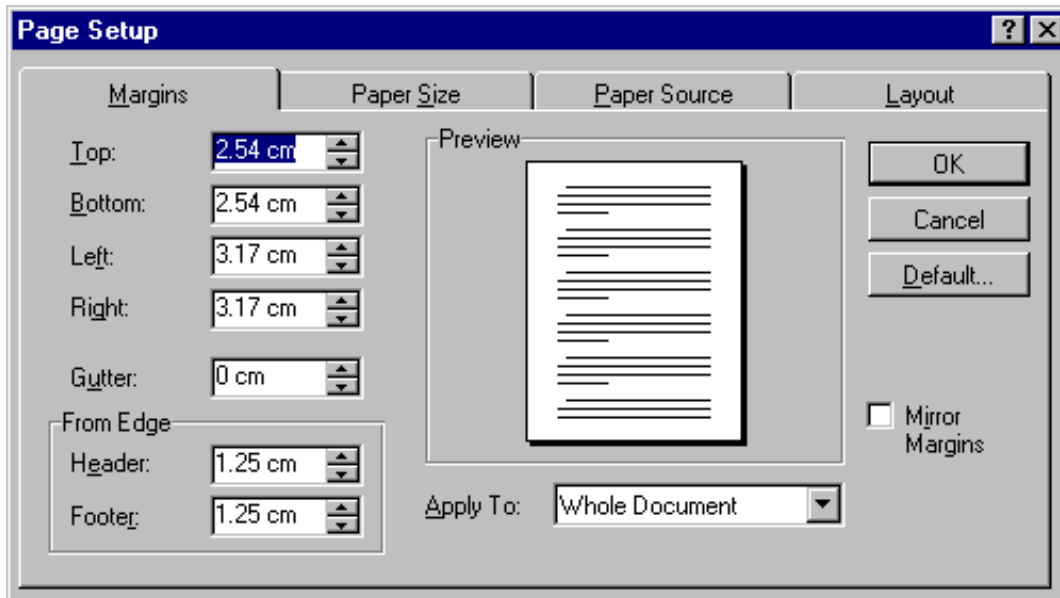
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Changing your printer settings

You can change your printer settings from the Windows Printer driver dialog. You access the HomeCentre printer driver in one of two ways:

- From a Windows application, select Print or Print Setup from the File menu, then select Setup.
- From Windows 95 select Start, Settings, then Printers. Highlight the HomeCentre printer and select Properties, Details, then Setup.



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Specifying print quality

You can specify print quality and control from within the Pagis dialog box. Refer to the Pagis documentation or online help for details.

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Selecting and ordering supplies

This section lists the Xerox supplies you can order and provides guidelines for selecting other types of media. To order supplies for the HomeCentre, contact your local Xerox retailer or dealer

Cartridges and print heads

The following supplies are available for the HomeCentre.

Item	Description	Reorder number
Color ink cartridges		
Black	Black ink cartridge	8R7660
Cyan	Cyan ink cartridge	8R7661
Magenta	Magenta ink cartridge	8R7662
Yellow	Yellow ink cartridge	8R7663
Color print head	Black housing that holds the color ink cartridges	8R7659
Storage box	Storage box for the color print head, when not in use.	60K01010

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Paper and media

Most types of paper will work well in the HomeCentre, although some variables in paper composition may affect print quality. Paper width is limited to 8.5 inches. Most high-grade photocopying papers and cotton bond papers produce good results. You should fully test a paper before purchasing large quantities.

Region	Description	Reorder number
North America		
United States	Xerox Image Series LX (8.5x11 in, 24 lb)	3R3874
	Xerox Select Ink Jet	3R5433
Canada	Xerox Image Series LX	3R4284
	Xerox Select Ink Jet	3R5433
South America		
Brazil	Papel Xerox (210x297 mm, 75 g/m ²)	3R70033
	Papel Xerox (210x297 mm, 90 g/m ²)	3R70355

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Europe

Xerox LaserPrint 3R93556

(210x297 mm, 80 g/m²)

Xerox Colotech 3R93022

(210x297 mm, 90 g/m²)

Xerox Colotech 3R91290

(210x297 mm, 100 g/m²)

Other Countries Contact Xerox for correct
reorder numbers

HomeCentre Specifications

Power 110/220 VAC; 50/60 Hz

Power consumption 14 watts in idle mode

Size 11.5 in. (292mm) high
17.125 in. (438.4 mm) wide
9.5 in. (243.2 mm) deep (w/o paper tray)

Environment Temperature range:
50°F (10°C) to 90°F (32°C)
Humidity range:
20% to 80%, non-condensing

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Safety and Legal Requirements

Your system and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination and approval, and compliance to established environmental standards. Please read the following instructions and refer to them as needed to ensure the continued safe operation of your system.

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

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

Do not use this system near water, wet locations, or outdoors.

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

This system is equipped with a 3-wire, grounding-type plug (i.e., a plug having a third grounding pin). This plug will only fit into a grounding-type power outlet. This is a safety feature. To avoid the risk of electric shock, contact your

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electrician to replace the receptacle if you are unable to insert the plug into the outlet. Never use a ground adapter plug to connect the system to a power source receptacle that lacks a ground connection terminal.

This system should be operated from the type of power source indicated on the marking 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 system where persons will step on the cord.

Use of an extension cord with this system is not recommended or authorized. Users should check building codes and insurance requirements if an extension cord is to be used. Ensure that the total of the ampere ratings of the products plugged into the extension cord does not exceed the extension cord ampere rating. Make sure that the total amperage of all products plugged into the wall outlet does not exceed the outlet rating.

Slots and openings in the cabinet and in the back and bottom of the system are provided for ventilation. To ensure reliable operation of the system and to protect it from overheating, these openings must not be blocked or covered. The system should never be placed near or over a

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radiator or heat register. This system should not be placed in a built-in installation unless proper ventilation is provided.

Never spill liquid of any kind on the system.

Never remove any covers or guards that require a tool for removal. There are no operator serviceable areas within these covers.

Never defeat interlock switches. Machines are designed to not allow operator access to unsafe areas. Covers, guards, and interlock switches are provided to ensure that the system will not operate with covers opened.

WARNING: During normal operation, this system will produce ozone gas. The amount of ozone produced does not present a hazard to the operator. However, it is advisable that the system be operated in a well ventilated area.

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FCC Part 15 rules, Radio Frequency Interference

This equipment has been tested and found to comply with the limits for a Class B (certified) digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a residential environment. This equipment generates, uses, and can radiate radio frequency energy, and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in any 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 receiver.

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- 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/TV technician for help.

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Chapter 2

HomeCentre installation basics

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Skip this chapter if you have already set up the HomeCentre and installed the software by following the steps in the HomeCentre Quick Installation Guide.

This chapter contains some of the same information as in the HomeCentre Installation Guide, with more detail. It may come in handy if you are moving your HomeCentre and have misplaced the Quick Installation Guide, or need more information about a particular setup procedure.

HomeCentre system requirements

For your HomeCentre to work as it should, the recommended configuration is:

- A 486DX, or faster processor
- At least 16 megabytes (MB) of RAM
- Windows95
- 100 MB free hard disk space (this is recommended to store the operating software and to have room for the swap file and the various images to be scanned)
- Minimum 2X CD-ROM drive

Note The Xerox HomeCentre is a personal device and is not supported in network configurations.

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Selecting a good location

Where you place your HomeCentre is important. The HomeCentre requires the following in order to work at its best:

- Open space around the HomeCentre for adequate ventilation
- A room with a temperature range 50 to 90°Fahrenheit (10 to 32° Celsius) and 20 to 80% humidity (RH)
- A flat, level surface with enough space for you to scan in detached mode

Avoid exposing the HomeCentre to the following:

- Direct sunlight or extreme cold
- Extreme changes in temperature or humidity
- Excessive shock; do not drop or hit the machine
- Vibration
- Dust

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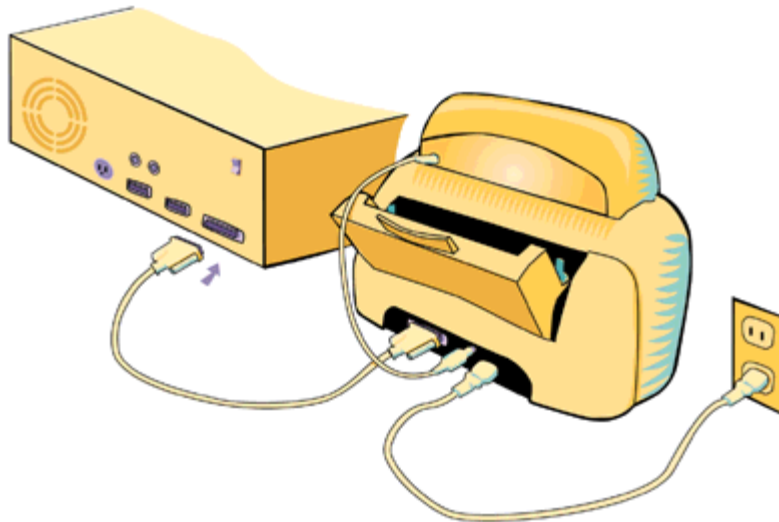
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Attaching the power and parallel cables

The HomeCentre comes with a power cord that you use to connect it to an electrical outlet. To connect the HomeCentre to your PC, see the steps below.



Plugging in the parallel cable

Note Before proceeding, lift the HomeCentre's top lid and look inside to see if there is any shipping tape attached to the Carriage. Also, check the paper guide to see if there is any tape attached. Carefully remove any tape you find. Finally, lift the HomeCentre's top lid and remove the two foam pads from the inside.

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1. Make sure that your PC is turned off.
2. Plug one end of the printer cable into the HomeCentre, as shown below.
3. Plug the other end of the cable into a free parallel printer port on your PC.

Make sure that the connectors on the cable are attached properly and securely.

4. Plug one end of the power cord firmly into the back of the HomeCentre.

Plug the other end into a grounded electrical outlet.

Inserting the color print head and the ink cartridges

1. Lift the HomeCentre lid, then press and release the middle button on the front of the HomeCentre. The printer carriage will move to the center and stop.
2. Open the Color Print Head box and remove the Color Print Head from the plastic bag.

Caution Be careful not to touch the Ink Nozzles when removing the Color Print Head from the plastic bag

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3. Find the bag containing the Black Ink Cartridge.
4. Following the instructions on the outside of the bag, slowly remove the Black Ink Cartridge from its plastic bag. Next, remove the protective strip of plastic from the Ink Cartridge.

Caution Do not touch the uncovered Ink Nozzle area of the Black Ink Cartridge. The ink will get on your hands and the Black Ink Cartridge may become contaminated, if you touch it.

5. Grasping the Color Print Head, insert the Black Ink Cartridge into the first location

Caution Do not force the Ink Cartridge into the Color Print Head.

6. Snap the Ink Cartridge firmly into position.

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7. Repeat steps 5-7 for the other three ink cartridges (cyan, magenta, yellow). Each cartridge is numbered and will correspond to the correct number on the Color Print Head as shown below.



Four ink cartridges installed

8. Move the green Cartridge Lock Lever forward to insert the Color Print Head, as shown in the following figure.



Releasing the green lever

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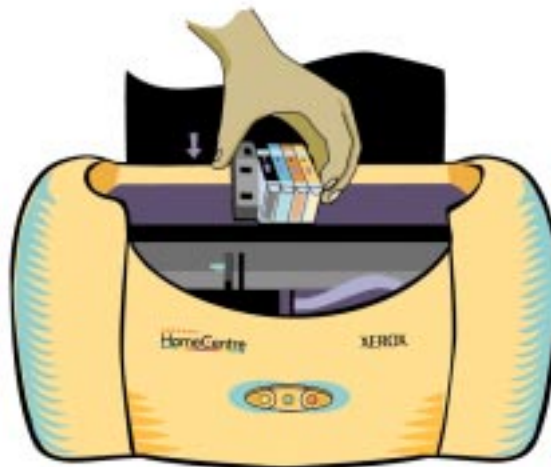
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9. Install the Color Print Head by aligning the hole in the Color Print Head with the green post of the Printer Carriage. Lower the Color Print Head down gently into position, as shown below.



Installing the color printhead

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10. Gently push the green cartridge lock lever up until it snaps into place. This secures the print head. Close the Top Cover.



Moving the Green Cartridge Lever backward

11. Plug your computer and the HomeCentre into the wall socket.
12. Press and release the Left button. The printer will prepare the Color Print Head for printing.

Note If the carriage is not positioned at the far left, after the Left button is pressed, try removing and reinstalling the Color Print Head assembly.

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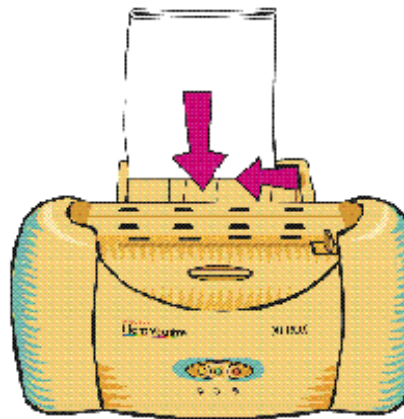
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Loading paper

1. Slide the paper adjuster in the tray all the way to the right.
2. Put the paper in the tray.
3. Slide paper adjuster to rest flush (squarely) against the right side of the paper.



Installing the software

1. Insert the Xerox Document HomeCentre CD-ROM in your PC.
2. Click on the desktop Start button, select "Settings," then "Printers." A dialog box then appears - click on "add printers" and follow the steps as the Windows 95

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Wizard walks you through the process of installing your HomeCentre. This process only takes a few minutes to complete.

You're done setting up your HomeCentre. You can try printing a page right now, just to see what your HomeCentre can do. Print as you normally would from Windows, selecting the HomeCentre as your printer.

Note Do not use an extension cord or a power strip with the HomeCentre. The HomeCentre requires a small amount of power, even when off, in order to maintain the print head. Also, do not use a parallel cable longer than 6 feet; additionally, do not attempt to use the HomeCentre with an "A/B switch."

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You can use the HomeCentre to print documents directly from the PC.

Loading media and printing documents

You can print any document from your PC directly to the HomeCentre. You can print on paper up to 8 ½ inches wide, envelopes, label sheets, A-4 size paper, or transparencies.

1. Insert the paper you want to print on in the paper tray. Make sure you adjust the right paper guide to fit the paper size.

For envelopes, snap up the envelope paper guide in the center of the paper tray.

2. Select the HomeCentre as the default printer. See your Windows documentation for more information.
3. In Windows 95, select the file you want to print.

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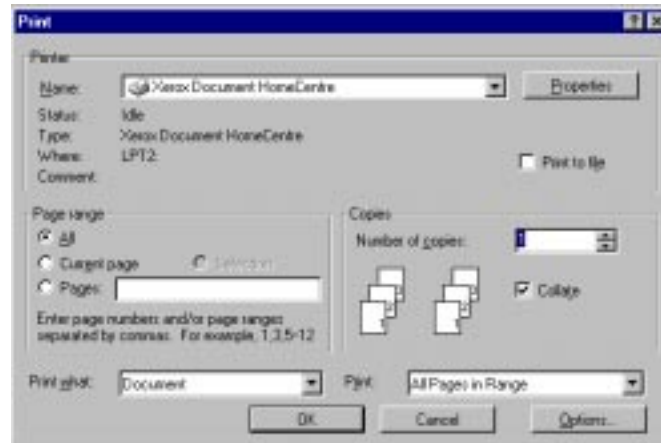
4. Select Print from the File menu.
5. Specify the printing details and click OK. The page is printed.

Printing a document from Windows

You print a document on the HomeCentre from a Windows application. The HomeCentre prints within these margins:

Left: 5mm Top: 5mm
 Right: 5mm Bottom: 12mm

1. At your PC, open the document you want to print.
2. On the File menu, click Print.
3. In the Print dialog box (see next page), choose the options you want and click OK



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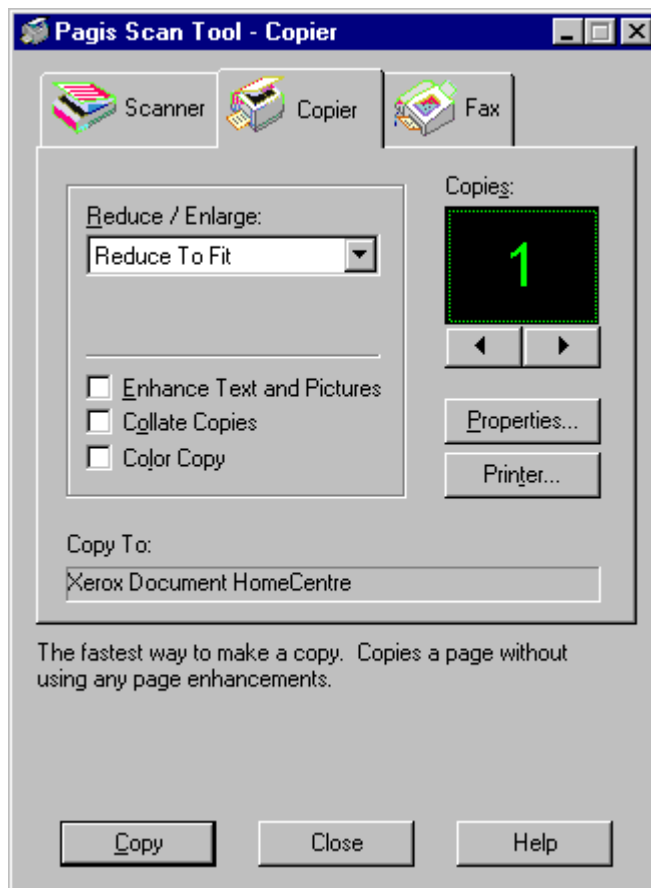
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To Print from Pagis, select the Copy button on the Pagis toolbar, then click on the Printer button, shown below



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Setting printer options

Before you print a document, you can change the size and orientation of the document, select the printing media, and set the print quality. The settings you choose are used until you change them.

Note Some applications may override any of the options you choose.

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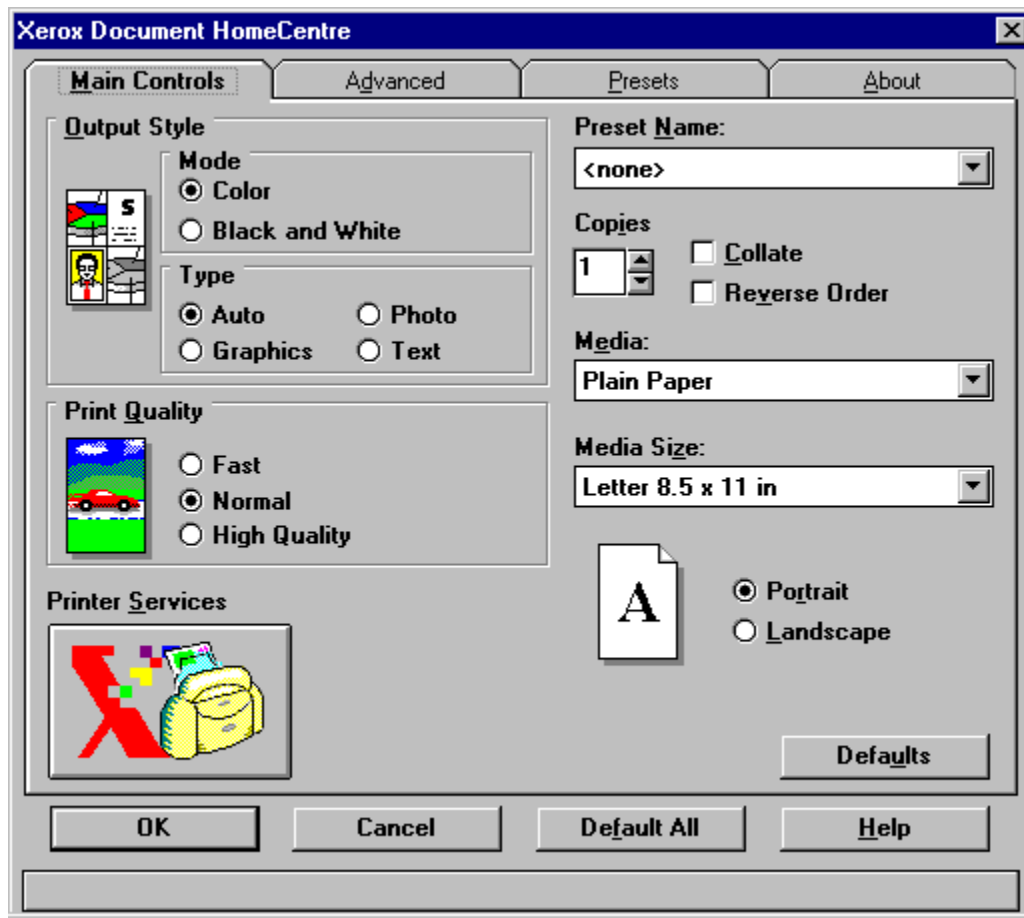
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1. At your PC, do the following:

From the application's File menu, click Print. In the Print dialog box, click Properties (or Setup). The Main Controls property page displays.



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2. Change the defaults for any of these options:

Mode

Prints the document in Color or Black and White. To print in color, the color print head and ink cartridges must be installed in the HomeCentre. To print in black and white, either the color print head and cartridges or the high capacity ink jet cartridge can be installed.

Type

Selects the image quality to use based on the contents of the document. Options are Auto, Photo, Graphics, and Text.

Print quality

Sets printing at different speed and print quality combinations. Fast uses the fastest speed appropriate for the selected media, Normal provides letter quality printing, and High Quality provides high quality printing at a slower speed.

Preset name

Loads a file with predefined printer settings. Select none if you don't have a file of predefined settings.

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Copies

Specifies the number of copies to print, from 1 to 99.

Collate

Arranges, in sequential order, multiple copies of the same document.

Reverse order

Prints the document from last page to first page.

Media

Specifies the type of paper used for printing.

Media size

Sets the paper size used for printing.

Portrait or Landscape

Sets the paper orientation.

3. Click OK.

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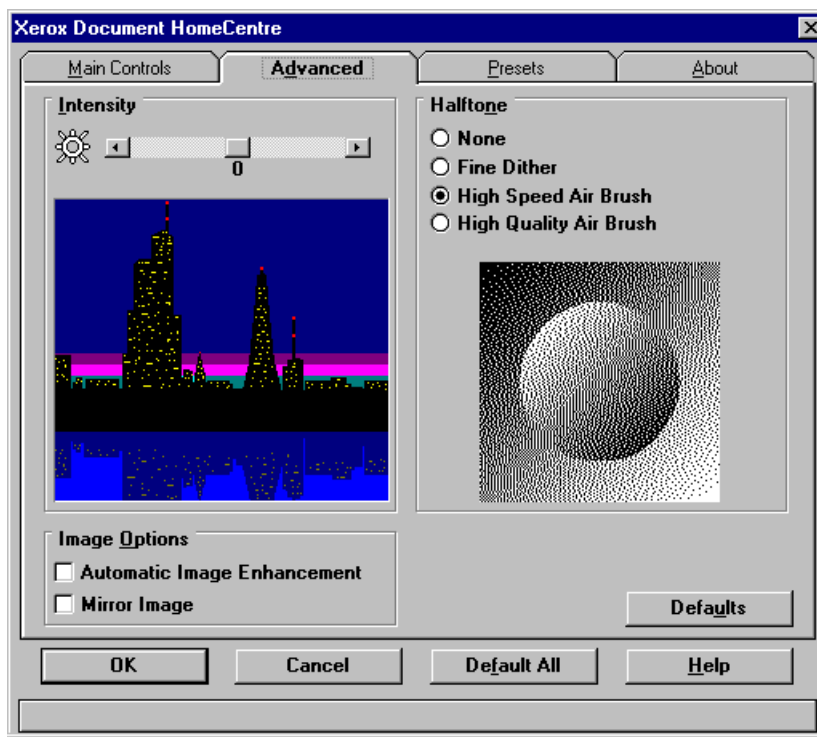
Setting advanced image quality options

You can control advanced image quality features, including image brightness and halftone printing.

1. At your PC, do the following:

From the application's File menu, click Print. In the Print dialog box, click Properties (or Setup).

2. Click the Advanced tab to display the Advanced property page.



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3. Change the defaults for any of these options:

Intensity

Adjusts the image brightness, by darkening or lightening text and graphics.

Automatic image enhancement

Sets optimum print quality for pictures and photographs.

Mirror image

Reverses the image from left to right for special applications such as transfer media.

Halftone

Sets the halftone rendering. Use None to print solid colors and black, Fine Dither for business graphics such as pie charts and bar graphs, High Speed Air Brush for pictures and photographs with the best combinations of quality and speed, and High Quality Air Brush for high quality pictures and photographs.

4. Click OK.

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Using preset files

You can save your printer options to a file called a preset. You can later open the saved preset file and use the predefined printer options for a print job.

Using preset files eliminates specifying printer options for each type of print job. For example, you can create a preset file that defines the options for printing color transparencies and use the file each time you print color transparencies.

Saving printer options to a preset file

You can save printer and advanced image quality options to a preset file.

1. At your PC, do one of the following:
 - From the application's File menu, click Print.
 - In the Print dialog box, click Properties (or Setup).
2. Click the Presets tab to display the Presets property screen (see next page).
3. Under Main Controls and Advanced, set the options you want.
4. Click Save As.

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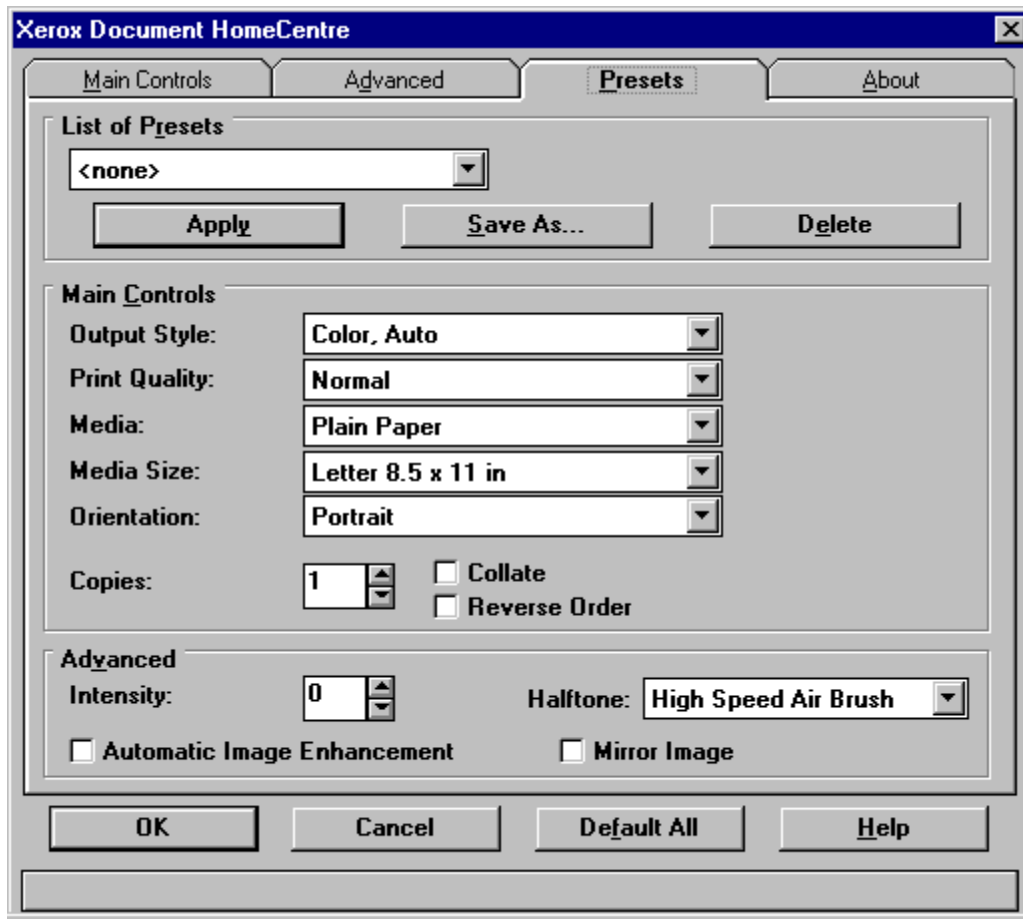
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5. In the Save As dialog box, type a name in the Preset name box and click OK.
6. Click OK.



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Editing the printer options defined in a preset file

You can change any of the options defined in a preset file.

1. At your PC, do the following:
 - From the application's File menu, click Print.
 - In the Print dialog box, click Properties (or Setup).
2. Click the Presets tab.
3. Select the preset file you want to edit from the List of presets.
4. Under Main Controls and Advanced, change the options you want. Refer to the sections "Setting printer options" and "Setting advanced image quality options" for information on the options.
5. Click OK.
6. In the confirmation box, click Yes to save the changes.
7. Click OK to save the changes to the same preset file.

Using a preset file for a print job

1. At your PC, do the following:
 - From the application's File menu, click Print.
 - In the Print dialog box, click Properties (or Setup).

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2. Click the Main Controls tab.
3. In the Preset name box, select the preset file to use for the print job.
4. Click OK.

Deleting a preset file

When you no longer need a preset file, you can delete it.

1. At your PC, do the following:
 - From the application's File menu, click Print.
 - In the Print dialog box, click Properties (or Setup).
2. Click the Presets tab.
3. Select the preset file you want to delete from the List of presets.
4. Click Delete.
5. In the confirmation box, click Yes.

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Using printer services

You can use printer services to view the status of your current print job and the ink level in the cartridges, maintain the color print head and high capacity ink jet cartridge, and choose the conditions under which the printer icon or Status property page displays on your desktop.

Checking the status of your current print job

The Status property page lets you monitor the progress of the current print job, and view any printer status messages or errors. You can also determine the level of ink in the currently loaded ink cartridge(s).

1. At your PC, do the following:
2. In Windows 95, click the Xerox Document HomeCentre button on the taskbar. The Status property page displays (see following page).

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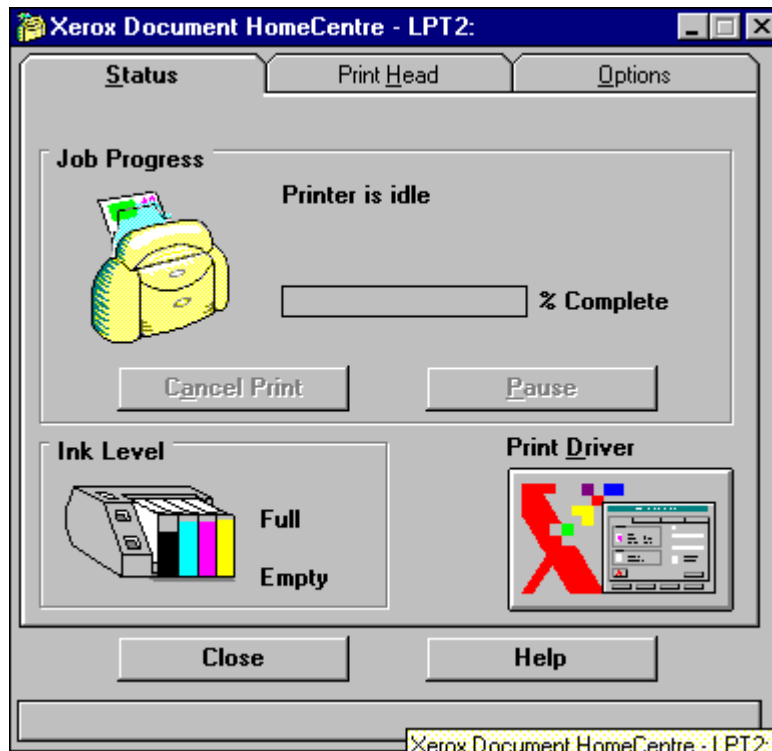
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- To cancel the current print job, click Cancel Print.
 - To pause the print job, click Pause.
3. Do one of the following:
- Click Close to exit the printer settings.
 - Click Print Driver to return to the Main Controls property page and keep the Status property page open.

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Maintaining the color print head or high capacity ink jet cartridge

You use the Print Head property page to perform maintenance tasks such as cleaning, replacing, and aligning the color print head and high capacity ink jet cartridge.

1. At your PC, double-click the HomeCentre icon.
2. Click the Print Head tab to display the Print Head property page.
3. Under Default Print Head, click the type of print head currently installed in the HomeCentre:

Color

Color print head and ink cartridges.

High Capacity Black

High capacity ink jet cartridge.

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4. Under Maintenance, click one of the following buttons:

Clean

Cleans the color print head or high capacity ink jet cartridge.

Change

Moves the printer carriage to the center position so you can remove the color print head or high capacity ink jet cartridge.

Choosing the printer status display options

You can choose the conditions under which the printer icon or Status property page displays on your desktop. You can specify the display settings for idle, printing, and error conditions.

1. At your PC, double-click the HomeCentre icon.
2. Click the Options tab to display the Options property page.
3. Under Display Conditions, select the action you want performed when the printer is Idle, Printing, and in need of attention

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Icon

Displays a printer icon on the desktop.

Window

Opens the Status property page on the desktop.

4. Click Close.

Checking the status of your pending print jobs

The HomeCentre Spool Manager holds the documents queued for printing. You can view the status of a pending document and change its status.

1. In Windows 95, click the Xerox HomeCentre Spool Manager button on the taskbar. The Spool Manager window displays, showing the list of print jobs pending on the HomeCentre and the status of each job.
2. To change the status of a print job, click the document name and then click one of the following options from the Document menu:

Hold

A toggle action button that does not print the document, but keeps it in the queue, or prints the document if it was held in the queue.

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Keep after printing

Keeps the document in the queue after it's printed for printing at a later time.

Delete

Removes the document from the print queue.

Requeue

Advances or delays a document's position in the print queue.

Info

Displays information about the print job.

3. To change the status of the print queue, do the following:
 - On the Queue menu, click Hold to stop printing the documents in the print queue, or to release a held print queue.

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Loading envelopes

You can load either letter- or legal-size envelopes.

1. Remove the printer output tray and any media from the paper tray.
2. Lift the envelope guide located on the paper tray.
3. Load up to 10 envelopes flap side up and against the envelope guide in the paper tray.
4. Slide the paper guide to the left until it rests lightly against the envelopes.
5. Install the printer output tray.

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Printing from DOS

If you print from DOS or a DOS application, the HomeCentre includes a software application called the DOS Control Panel. The DOS Control Panel enables you to change DOS printing options such as font, point size, and page orientation.

1. In DOS, change to the following directory:

```
c:\Program Files\Xerox\HomeCentre
```

Note If you installed your software in another directory, change to the appropriate directory.

2. Type: x400cnp1.
3. In the Control Panel window, change the options you want.
4. Type O (for OK).

The options you chose are set on the HomeCentre.

Note Some DOS applications override the options you set on the Control Panel.

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Enhanced Capabilities Port

If your PC came with a default setting of LPT=ECP (Enhanced Capabilities Port), then the HomeCentre will not operate. The port must be set to Standard Printer Port, not ECP Port. To change to Standard Printer Port from ECP Port, follow these instructions (depending on the version of Windows 95 that is installed on your PC, the wording could differ slightly):

1. Click on the Start Button; then choose the Settings/ Control Panel.
2. Double click the System icon; select the Device Manager tab.
3. Click the + (plus sign) to the left of the Ports icon, then double click on ECP Port.
4. Select the Driver tab in the Printer Port Properties screen, then click the Change Driver button at the bottom right of the screen.
5. The Select Device screen next comes up; click the option button titled Show All Devices at the bottom left of the screen. Two display boxes appear: Manufacturers and Models. Select Printer Port from the list on the right, then click OK

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- At this time you'll be asked to insert the Windows 95 CD-ROM; do so, then wait while the operating system finds and installs the Standard Printer Port setting and removes the ECP Port setting. Click OK after the installation is complete, then re-boot your PC.

Media

The HomeCentre will print on a wide range of media, the mainline media being quality plain paper for general usage. The recommended plain paper is Xerox Image Series LX, 24 lb. 8.5 x11. Other materials can be used for specific applications. 600 DPI paper should be used for high resolution printing.

Paper Size

The HomeCentre will support various fixed sizes plus the capability to accept variable or custom sized medias. The system will have the following sizes plus custom sizes defined by the user. The printer will not print off the page and will notify the user that the image is truncated if page size is smaller than the expected image area.

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Letter: 8.5 x 11.0 in.(216 x 276 mm)

Legal: 8.5 x 14.0 in. (216 x 356 mm)

A4: 210 x 297 mm

A5: 148 x 210 mm

B5: 182 x 257 mm

Executive: 7.25 x 10.5 (184 x 267 mm)

US Cards: 4 x 6 in (102 x 152 mm)

US Cards: 5 x 8 in (127 x 203 mm)

A6 Cards: 105 x 148 mm

Hagaki Postcards: 100 x 148 mm

#10 Envelopes: 4.125 x 9.5 in (105 x 241 mm)

DL Envelopes: 110 x 220 mm

C6 Envelopes: 114 x 162 mm

Custom size: 100 - 229 mm (3.9 - 9 in.) wide x 100 - 356 mm (3.9 - 14 in.) long

Manual Feed: Same as Main feeder

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Paper Weight

Paper: 60 - 90 g/m² (16 lb. to 24 lb.)

Paper*: 91 - 135 g/m² (24 lb. to 36 lb.)

Envelopes*: 75 - 90 g/m² (20 lb. to 24 lb.)

Cards*: 110-200 g/m² (110 index maximum)

Automatic Feed Tray

Media should be loaded face up, short end fed, and left side registered. The tray has an adjustable side guide with indicators for Letter, Legal, A4, and A5.

Both plain and coated papers, transparencies and envelopes may be fed from the main tray.

Paper

Paper capacity (all except A5):150 sheets of 20 lb.
(75 gm²)

Paper capacity (A5):50 sheets of 20 lb. (75 gm²)

Transparencies

Transparencies capacity:10 sheets of 3RXXXX.

Envelopes

Envelope capacity:10 envelopes of 20 lb. (75 gm²).

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Cardstock

Cardstock capacity: 10 sheets of 90 lb. index (143 gm²).

Manual Feed

A manual feed insertion is performed by placing a sheet on top of existing media, the system automatically feed the inserted sheet without additional customer interaction.

Output Tray

Output tray capacity of 50 sheets of 20 lb. (75 g/m²). Paper is delivered image up.

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The HomeCentre lets you do high quality copying. You can copy documents one page at a time, or use the scanner in detached mode to copy larger sized or bound documents.

Most plain photocopy paper will work well in your HomeCentre. For best results, use Xerox Image Series LX or Xerox Selected Ink Jet Paper. Both are available at most office supply stores, or call Xerox direct at 1-800-TEAM-XXR.

What to consider when choosing paper

Size. You can use paper that is up to 8 ½ inches wide. The paper you select should fit within the paper adjusters.

Weight. Use 20 to 28 lb plain paper for your tasks.

Brightness. Some papers are whiter than others and create sharper colors. Use photo paper for printing or copying photographs. Use white paper for other types of documents.

Surface smoothness. The smoothness of the paper affects the printer output quality. Paper with a high cotton content (25% to 100%) has greater surface smoothness. Glossy, coated paper works well for pictures and charts to create sharp lines with good color.

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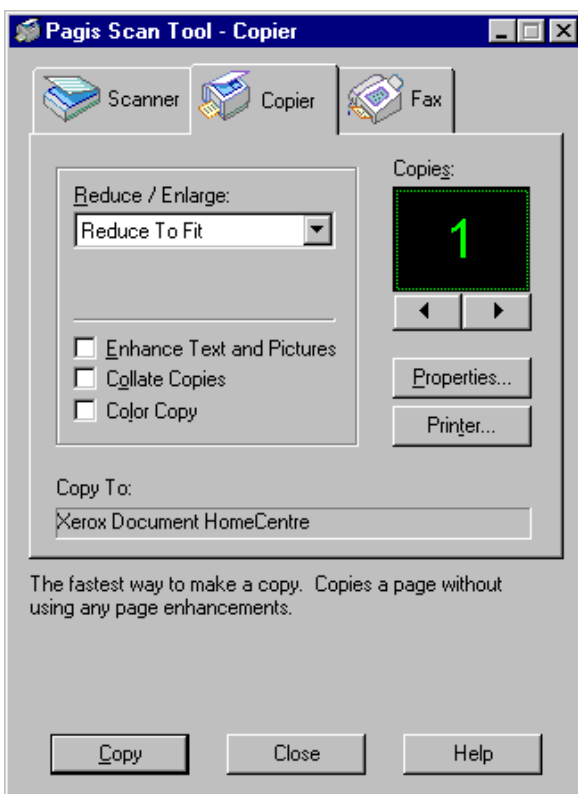
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TIP: Explore the wide range of papers that are available. Check your local office supply store, browse through computer magazines or paper supply catalogs for ideas. Most mail order companies will send you a sampler kit of paper in stock.

You can also copy or print on iron-on transfers, envelopes, stickers, and transparencies that are designed for inkjet printers.



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How does copying work?

To make a copy, simply place the original in the scanner, select the number of copies required using the Pagis software, and start the copy process.

Copy modes

You can copy in one of two ways:

Attached—The scanner remains attached to the HomeCentre base while you feed documents through the space between scanner and base one page at a time, as shown below. Use this type of copying to copy pages that are 8 1/2 inches wide or less.



HomeCentre attached mode

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Detached—You detach the scanner from the HomeCentre base, place it on the document you want to copy, and guide the scanner along as it scans the page, as shown below. The scanner starts to move when it detects the document, and stops when it reaches the end of the document.



HomeCentre detached mode

TIP: Use detached mode to scan bound material from books or other documents, or items wider than 8 ½ inches.

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Copying single pages

1. Pull out the paper tray extension until it clicks into place.
2. Load paper into the paper tray.
3. Insert the document image-side-up into the base of the scanner.

Make sure that the paper edges are flush with the scanner's paper guides. Adjust the scanner's paper guide if necessary. Paper wider than 8 ½ inches will not feed through the scanner.

4. Specify the copy settings. On the Paxis tool bar, click Copy. Specify copy quality, printer, whether to copy in color or monochrome, and the number of copies. See the Paxis online help or documentation for more information.
5. Click Copy Now to start copying.
6. Let the scanner pull the paper through. The image or text displays on the screen as it is processed. To stop processing, click Stop.

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Note If you select 800 DPI, it will take longer to scan and print; also, more disk space is used when resolution (DPI) is set to higher settings.

If you want to copy another document page

Remove the scanned document. Insert another page and click No More Pages - a dialog box will appear; select More Pages.

If you don't have any more pages to copy

Remove the scanned document and click No More Pages; when the dialog box appears, click Print Copy.

A copy of the scanned document is printed.

Copying large or bound documents

1. Pull out the paper tray extension until it snaps into place.
2. Load paper into the paper tray.
3. Detach the scanner by lifting it off the HomeCentre base. Use one hand to keep the base stable.

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4. Place the scanner at the edge of the image to be copied. Make sure that the document you're scanning lays flat; leave enough slack in the cable for the scanner to move freely to the end of the document.
5. Specify the copy settings. On the Pagis tool bar, click Copy. Specify copy quality, printer, whether to copy in color or monochrome, and the number of copies. See the Pagis online help or documentation for more information.
7. Click Copy Now to start.
6. Gently guide the scanner--do not press down or push the scanner as it moves. The scanner is motorized, and will stop when it reaches the end of the page or you lift it off the page.
7. To stop processing, click Stop.

If you want to copy another document page

Click Stop and place the scanner at the top of the next document. Click No More Pages. When the dialog box appears, select More Pages.

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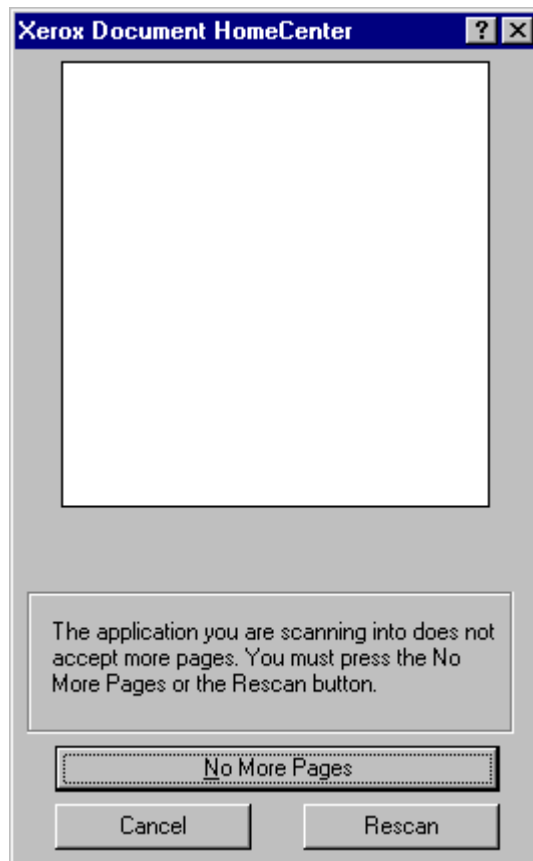
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If you don't have any more pages to copy

Click No More Pages. When the dialog box appears, click Print Copy. The scanned document is printed. Reattach the scanner to the HomeCentre base. Press it gently until it clicks into place.



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Scanning documents

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You can scan documents or originals one page at a time, or use the detachable scanner to scan larger documents. Magazines, books, or other bound material may be scanned using the detachable scanner.

For more information on how to use the Pagis software, refer to the Pagis on-line documentation or the Pagis software application online help.

What can be scanned?

Here are some examples of what you can scan into your PC with the HomeCentre:

- Color or black-and-white photographs
- Drawings that you or you children have drawn
- Magazines, articles, newspapers and books.
- Letters, recipes

Your imagination is your only limitation. You can scan entire pages, or parts of a page. As you experiment with your HomeCentre, you will find more and more uses for it. Try it out and have some fun!

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How does scanning work?

Scanning works like this:

First you choose the drawing, photo, or text you want to scan into your PC.

You then use the Pagis software to select the scan settings, such as paper size, orientation, and scan quality

If the document you want to scan is the width of a normal piece of paper or narrower (8 ½ inches or less), you can feed one sheet at a time through the attached scanner.

Before scanning in a document, make sure that the Document Guide is correctly positioned.

If the document is larger, or if it is a page in a book or magazine, you can detach the scanner and place it on the page to scan. The scanner will move across the page as it scans. Note that when scanning in the detached mode, (with your hand on top of the scanner) you must gently guide the scanner; be sure not to press down or push the scanner as it moves across the page.

As you scan the document, the scanner sends the information to the Pagis program on your PC.

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After scanning is complete, you can use the Pagis software to work with the scanned images. You can insert the scanned graphics or text directly into an open document. Or you can edit the text or graphics and save the information into a separate file. You can then print your completed project on the HomeCentre.

Scanning modes

You can scan in one of two ways:

Attached—The scanner remains attached to the HomeCentre base while you feed documents through the space between scanner and base one page at a time, as shown below. Use this type of copying to copy pages that are 8 1/2 inches wide or less.



HomeCentre attached mode

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Detached—You detach the scanner from the HomeCentre base, place it on the document you want to copy, and guide the scanner along as it scans the page, as shown below. The scanner starts to move when it detects the document, and stops when it reaches the end of the document.



HomeCentre detached mode

TIP: Use detached mode to scan bound material from books or other documents, or items wider than 8 ½ inches.

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Scanning tips

Here are some tips and hints that may increase the quality of your scanned images and help you create a sharper-looking result:

Resolution. Using a high resolution when scanning pictures is not necessarily better than using a resolution of 100 or 200 dpi. A higher resolution always uses more disk space to store the scanned document. When you are scanning in color, you can set the scanning resolution to be lower than your printer's resolution. Experiment with your scanning to see what works best. Note: color resolution is 100 to 800 dpi; black and white resolution is 100 to 1200 dpi.

Glossy or matte paper. Images that are printed on glossy paper will scan better, and produce brighter results with more contrast than images that are printed on paper that has a matte finish. However, glossy surfaces may reflect scanner light and distort the scanned image.

Proper Scan Mode. Even though it's possible to scan using the Auto Image Enhance mode, it's best to use the normal scan mode to scan your documents. Use Auto Image Enhance to edit/enhance images, such as photos,

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color pictures, etc. Note: Auto Image Enhance mode is accessed from the Paxis Editor.

Recalibrating the scanner. If image quality gets worse with time, you may need to recalibrate the scanner.

Keeping the scanner calibrated ensures that the scanner is doing its best to capture images and text and that your project will look good too.

Working space. You should also make sure that you have enough space on your desk or area where the HomeCentre is located to complete the scanning. If you are scanning in detached mode, always use a flat, clean surface. Important: when using detached mode, do NOT scan on a glass or other reflective surface; image quality deteriorates when scanning over reflective surfaces.

Scanning and Editing Text. Scanning using the text option allows you to perform text editing after the document has been scanned into the PC. When scanning using the graphics mode, it is not possible to edit text; only images can be edited in graphics scan mode.

Positioning the Detached Scanner. Make sure that the small black scanner actuator sensor (located on the underside of the detached scanner) is positioned over the document before starting to scan when in the detached mode.

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Scanning Magazine Pages. If you want to scan a page that has been torn from a book or magazine, make sure that the sides of the page are even, and not torn in an uneven manner. Otherwise, the scanner may eject the document halfway through the scan. Note: the more even side of the page should be fed into the left side of the scanner - this will result in the scanner accepting the torn page.

Scanning text that contains black and different colored text. The TextBridge Pro OCR system can only scan black or dark colored text; different colored text is not supported using TextBridge Pro OCR. If the text you wish to scan has different colored characters, try scanning it as a picture instead of as "text only."

Scanning single pages

1. Pull out the paper tray extension until it clicks into place.
2. Insert the document image side up into the front of the HomeCentre. Make sure that the paper edges are flush with the scanner's paper guides. Adjust the scanner's paper guide if necessary. Paper wider than 8 ½ inches will not feed through the scanner.

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3. Specify the scanning settings.

On the Pagis tool bar, select the Scan button to display the scan Tool window. Next, select the type of document you want to scan - magazine article, letter, photograph - and the location where you want the scanned document to reside on your hard disk drive. Next, specify the scanner settings for the text or image. See the Pagis online help or documentation for more information.

1. Click Scan Now to start scanning.

Let the scanner pull the paper through. To stop processing, click Stop.

Note If you select 800 DPI, it will take longer to scan and print; also, more disk space is used when resolution (DPI) is set to higher settings.

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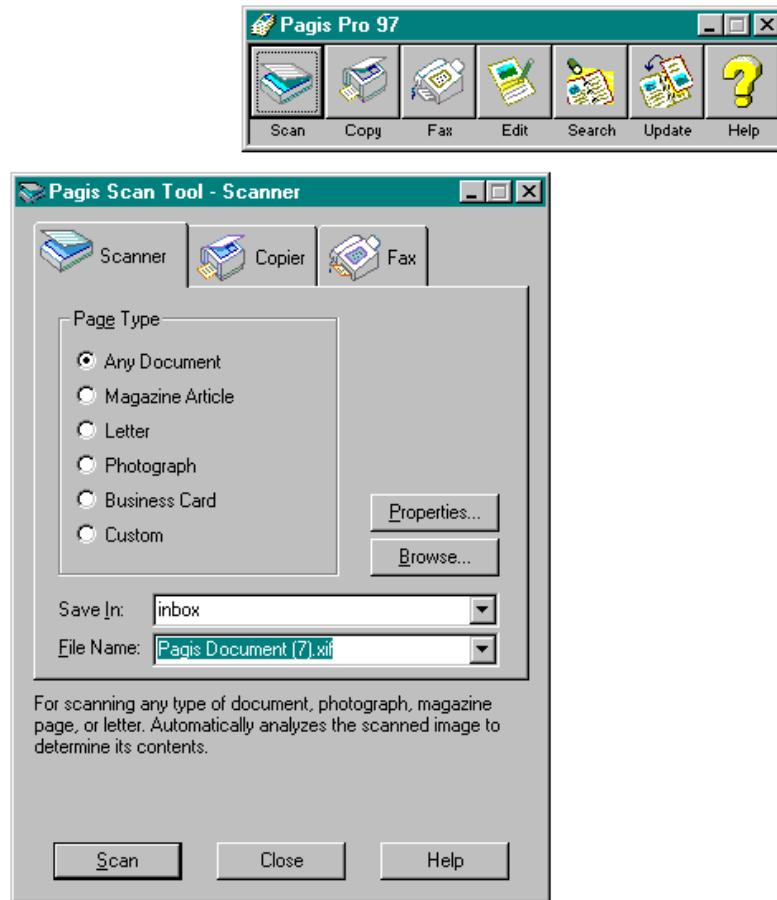
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If you want to scan another document page

Insert another page and click No More Pages - a dialog box will appear; select More Pages.

If you don't have any more pages to scan

Click No More Pages; when the dialog box appears, click Save.

Now you can work with the image or text. See the Pagis online help or documentation for more information about working with the scanned text or image.

Scanning large-sized or bound documents

1. Detach the scanner by lifting it off the HomeCentre base. Use one hand to keep the base stable.
2. Place the scanner at the edge of the image to be scanned. Make sure that the document you're scanning lays flat; leave enough slack in the cable for the scanner to move freely to the end of the document.
3. Specify the scanning settings.

On the Pagis tool bar, if you are scanning text, click

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Scan Text. If you are scanning an image, click Scan Picture. Specify the scanner settings for the text or image. For text, specify document type, area, destination, original document format, output format, and document language. For an image, specify document type, destination, and resolution. See the Paxis online help or documentation for details.

4. Click Start to start scanning.

With your hand on top of the scanner, gently guide the scanner--do not press down or push the scanner as it moves. The scanner is motorized, and moves by itself, and will stop when it reaches the end of the page or you lift it off the page.

5. To stop processing, click Stop, or lift the scanner off the page.

If you want to scan another document page

1. Click Stop and place the scanner on the next document page.
2. Click Next Page.

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If you have no more pages to scan

1. Click No More Pages.
2. Reattach the scanner to the HomeCentre base. Press it gently until it clicks into place. See the Pagis online help or documentation for more information about working with the scanned text or image.

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To keep your HomeCentre in good operating condition, you need to perform periodic maintenance tasks.

Replacing the print head

You need to remove the print head to:

- Replace it with a new one
- Protect it when moving the HomeCentre to another location
- Switch from a black-only cartridge to color ink cartridges and vice versa.

Store the print head in a safe place when you aren't using it or moving it.

Removing the print head

1. Detach the scanner by lifting it off the HomeCentre base. Use one hand to keep the base stable. Place the scanner on the table.
2. Open the top cover.
3. Press and release the yellow LED button (the left-most button).

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4. Wait until the printer carriage moves to the center and stops, then move the green cartridge lock lever all the way forward to release the print head.
5. Gently pull up and remove the print head.

Reinstalling the print head

Caution Make sure that the green cartridge lock lever is **STILL** moved all the way forward before you reinstall the print head.

1. Line up the hole in the print head with the green post on the printer carriage. Lower the print head down gently into position.
2. Gently push the green cartridge lock lever up until it snaps into place. This secures the print head.
3. Close the top cover and reattach the scanner.
4. Press and release the yellow LED button. The printer will prepare the cartridge for printing.

Note If the carriage does not move from the center position after you press the cartridge change button, remove and reinstall the print head.

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Adding paper

Before you add paper, make sure that the paper matches the paper size setting in Windows. Keep in mind that you can't use paper that is wider than 8 ½ inches in the HomeCentre.

1. Pull up the paper tray extension until it snaps into place.
2. Move the paper guide all the way to the right.
3. Fan the paper and put up to 125 sheets into the paper tray.

Note Add the paper with the surface to be printed on facing down.

4. Adjust the paper guide to fit snugly against the right edge of the paper.

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Removing and Replacing the Paper Cassette

In normal operation you do not need to remove the HomeCentre's paper cassette. However, if you do need to remove the cassette, use the following procedure.

To remove the cassette:

1. Grasp the cassette and tab as shown below. Gently squeeze the lever and cassette together until the tab unsnaps. Do the same with the other tab.



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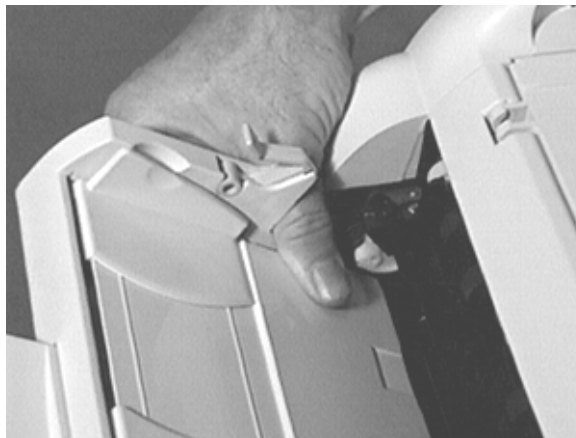
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To insert the cassette:

1. Before inserting the paper cassette, push the cam to the right as far as you can as shown in the figure below.



2. Squeeze the cassette as shown below and insert underneath the cam.



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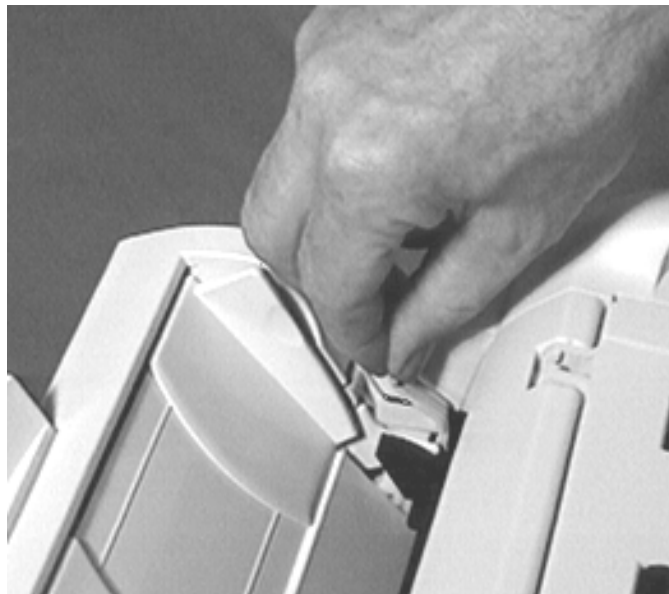
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3. Grasp each green tab and push straight down to lock into place.

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Cleaning the HomeCentre surface

You should clean the HomeCentre surface from time to time to remove dust and dirt.

Caution Don't pour or spray water directly onto the HomeCentre. Use enough water to moisten the cleaning cloth. Don't use detergent, alcohol, and similar cleaners to clean with.

1. Press and hold the green LED button to stop the printer.
2. Unplug the power cord from the wall outlet.
3. Slightly dampen a soft clean cloth with water and wipe the HomeCentre cover.
4. Wipe the HomeCentre cover dry with a clean cloth.
5. Plug the power cord back in.

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Cleaning the print head

You should clean the print head now and then to keep print quality at its best.

Press and hold the yellow LED button for two seconds. The cleaning cycle starts.

Note You can clean the print cartridge only when the green LED is lit or while printing. The HomeCentre will finish printing the current line, clean the head, then start printing again.

Printing a test page

You can print a test page to check the print quality and test the printer. You should print a test page each time you move the HomeCentre or replace an ink cartridge. You can also use the test page to help diagnose HomeCentre problems.

1. Make sure that at least 4 or 5 sheets of paper are in the paper tray.

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2. Make sure that the green LED is lit and is not blinking. If the LED is blinking, press and release the red LED button to reset the HomeCentre.
3. Press and hold the red LED button for 2 seconds. When the test page has printed, the HomeCentre returns to normal mode.

If the test page does not print, repeat steps 1 through 3.

Calibrating the scanner

If your scanned images don't look as sharp and crisp as they used to, you may need to recalibrate the scanner.

Calibrating the scanner restores a sharp image quality and helps the scanner capture clear images and text.

You use the HomeCentre calibration card (included with the printer) for this procedure. Handle the calibration card carefully and keep it in a safe place when you're not using it.

1. From the Start menu, select Programs, HomeCentre, Calibrate HomeCentre.

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2. Insert the calibration card face up into the scanner with the arrows pointing toward the scanner, as shown below.



Calibrating the scanner

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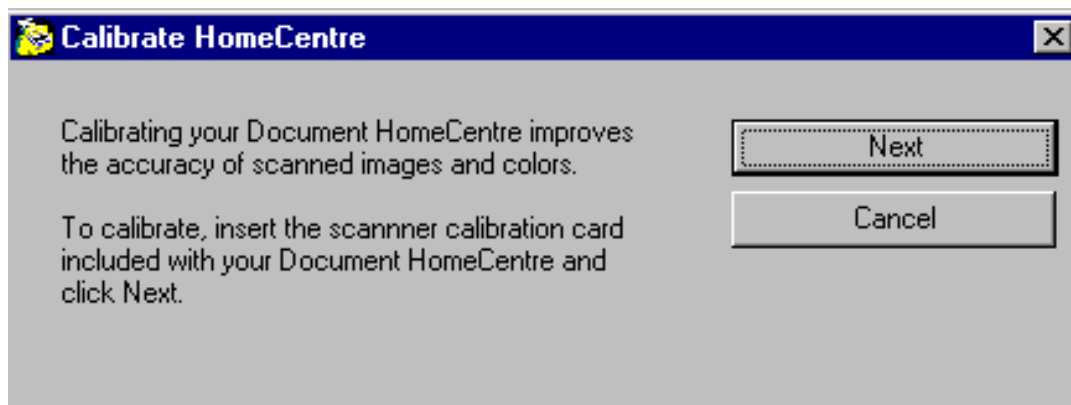
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3. Select Next on the Calibrate HomeCentre screen.



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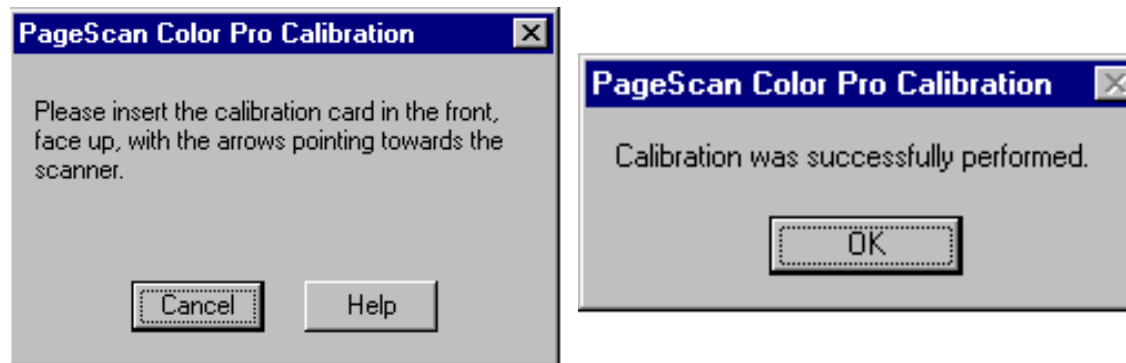
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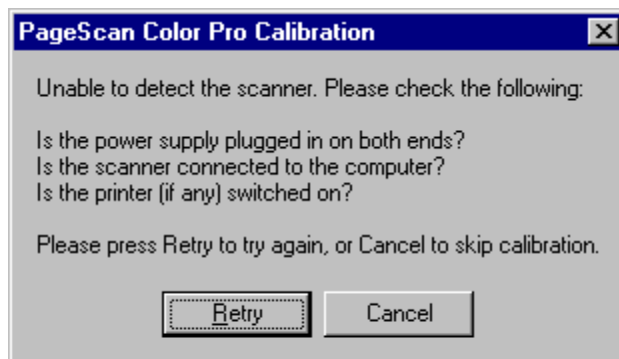
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The calibration progress dialog box is displayed while the scanner is being calibrated.



In case of calibration problems

If your power supply is not plugged in, the scanner is not connected to the PC, or the printer is not powered on, then this screen will appear:



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Troubleshooting and Help

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This chapter gives you the Xerox Customer Support Center telephone number, explains how you can solve common HomeCentre problems, and describes the HomeCentre-related messages you might see on the Windows workspace.

Xerox customer help

If you find you can't solve a HomeCentre problem using this guide or the online help, call the Xerox Customer Support Center to speak with someone for technical help or repair information.

Call from a phone that is near your HomeCentre and PC. This helps the support representative diagnose your problem. You'll get your problem solved faster if you have the following information handy when you call:

- What is your HomeCentre's serial number? (Check the back of the machine.)
- What version of the HomeCentre's software firmer are you using? (Check the About box on your PC.)
- How much memory does your PC have?
- How did the problem start, what you did to try to correct it, and did you see any error messages?

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Note: If you can receive faxes, you may use Xerox's faxback service to receive a list of answers to FAQs (frequently asked questions); you may also access the following Xerox customer support website: <http://www.xerox.com/products/>

The Xerox Customer Support Center telephone number in the United States and Canada is:

1-800-TEAM XRX (1-800-832-6979)

Clearing paper jams

Paper can jam in the printer or not feed correctly into the scanner. When a jam occurs, the HomeCentre red LED will blink and the printer or scanner will stop working.

Clearing paper misfeeds from the printer

1. Remove all paper from the paper tray.
2. Fan the paper and put it back in the paper tray; if you notice any sheet of paper that is non-uniform or uneven, discard.
3. Press and release the red LED button to continue printing.

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4. If misfeeds happen again, flip the paper over and press and release the red LED button to continue printing.

Clearing a paper jam

1. Press and hold the red LED button for two seconds. The paper is released.
2. Gently pull the jammed sheet out from the feed roller.
3. Throw the damaged sheet away and press the red LED button again to continue printing.

Solving HomeCentre problems

This section helps you solve any problems that might occur when you use the HomeCentre.

What if the printer doesn't have any power.?

Check the power cord. Connect the power cord to a different outlet. Make sure the power cord is securely connected to the power outlet and printer. Check and replace the power cord if it's damaged.

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What if while printing or copying I can't print or copy at all?

Make sure of the following:

- The parallel cable connects the HomeCentre to the PC.
- The HomeCentre is set as your default printer or appears in the Print dialog box.
- You're using the provided IEEE 1284-1994-compliant bi-directional cable.

What if while printing or copying I see horizontal lines and streaks on the pages?

- Clean the print head. If the streaks or lines still appear, replace the print head.
- Check to see if all (4) ink cartridges have ink.
- To isolate horizontal streak problems to the printer or scanner, try scanning the same page; if there are no horizontal streaks, then the problem is in the printhead. Clean or replace faulty printhead.

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What if while printing or copying the pages are faint or are missing print?

- Clean the print head. If the print still has problems, replace the print head. Check the ink supply and replace the empty ink cartridge, if necessary. Print a test page

What if while printing or copying I get blank pages after changing the ink cartridge?

- Make sure you removed the protective tape from the ink cartridge.
- If the test page prints okay, check the cable or PC. If blank, remove and reinstall the print head, then clean it. Replace the print head if necessary. To print a test page, press and hold the red LED button.

What if while printing or copying the paper doesn't feed properly into the printer?

- Remove the paper from the paper tray and fan the pages. Don't load more than 125 pages of 16 to 28 lb paper in the tray. Adjust the paper guide to fit against the right edge of the paper.

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What if I look at the LEDs and the red LED is lit?

Check or do the following:

The HomeCentre is out of paper. Add paper to the paper tray, then press the red LED button.

- The print head is not correctly installed. Remove and reinstall the print head.
- A carriage position error occurred. Press the red LED button to clear the error and eject the loaded paper.
- A paper feed error occurred. Remove the jammed paper.

What if I look at the LEDs and the red LED is flashing?

- An internal printer error occurred. Unplug the HomeCentre, then plug it back in. If this doesn't help, contact your Xerox representative.

What if I look at the LEDs and the yellow LED is lit?

- The ink cartridges are running low. Check and replace any low ink cartridges.

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What if I look at the LEDs and the yellow LED is flashing?

Check or do the following:

- An ink cartridge is empty; replace it.
- The wrong type or brand of ink cartridge is installed. Replace the ink cartridge with a Xerox Ink Cartridge.
- An ink cartridge is not installed correctly. Press down on the cartridges to make sure they are fully seated.

What if the scanner doesn't work?

Check or do the following:

- Make sure the parallel cable connects the HomeCentre to the PC.
- Make sure a scanning application (such as Pagis) is installed on your PC.
- Make sure the scanner is connected to the HomeCentre.

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What if the scanner is leaving stripes or lines on the image?

- Use a damp, lint-free cloth to wipe the dust and dirt buildup from the scanner plastic window and rollers. Recalibrate the scanner.

What if the scanner is not detected?

- Check that the cable connections at the parallel port and electrical outlet are secure.
- Make sure you are not using an ECP port.
- Try another parallel port, add a parallel port, or use another PC.

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