workcentre
PRO 580

User's Manual

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GETTING STARTED

1

Congratulations on acquiring your new Xerox WorkCentre Pro 580. The features, ease of operation, and reliability of the WorkCentre Pro 580 allow you to concentrate on your business and leave the copying/printing/faxing/scanning to your WorkCentre Pro 580 and Xerox experts.

• Introduction

• Installing the WorkCentre Pro 580

Introduction

Welcome!

Thank you for purchasing the WorkCentre Pro 580, a powerful multifunction system. With the WorkCentre Pro 580, you can:
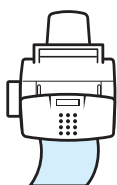
Fax

Use the WorkCentre Pro 580 as a **full-featured stand-alone fax machine** to send and receive faxes. Perform advanced tasks such as delayed transmission, broadcasting, and unattended memory sending.
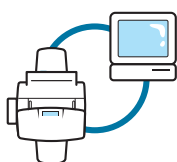
Print

With the WorkCentre Pro 580's high-quality 600 x 600 dpi laser printing, you can create professional documents using the creative printing features on various kinds of print media, such as plain papers, envelopes, transparencies, labels, and so on.

Copy

Make up to **99 copies** of a 20-page document on the WorkCentre Pro 580 without having to connect to a PC. You can adjust the contrast, enlarge or reduce the copies, collate, and select 2-up (Paper save) output.
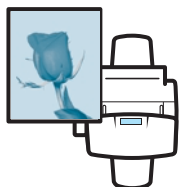
Scan

Use the WorkCentre Pro 580 to scan important documents. Use the scanner to add photo or graphic images to other software applications or to jazz up your projects. You can also scan a document and attach it to an e-mail message. TextBridge Pro Millenium software lets you scan and convert text for your word processing program.

Information and Service

For answers to questions you might have regarding your WorkCentre Pro 580, for hints and tips, or for further assistance with the installation of your WorkCentre Pro 580:

Visit our Web site at http://www.xerox.com

Visit the Xerox Omnifax web site at http://www.omnifax.com

Visit the Xerox Authorized Dealer Channel web site at http://partner.xerox.com/dealerconnection

Email: techsupport@omnifax.xerox.com

Fax: 1-800-210-6551

Call Service and Support at 1-800-693-6664
or place a service call via e-mail:
service@omnifax.xerox.com

A Customer Service Support Representative will assist you in keeping your WorkCentre Pro 580 operational and, if required, will arrange for service.

You will need the following information when you call Xerox;

- Machine Type: WorkCentre Pro 580
- Product Code: KKM
- Machine serial number: Located on the back cover of the WorkCentre Pro 580
- A description of the problem
- Status Code (if any) displayed on the control panel

Supplies

To order supplies for all of your WorkCentre and WorkCentre Pro products, call toll free:

1-800-692-6664

or your local Xerox Authorized Dealer (http://partner.xerox.com/dealerconnection)

WorkCentre Pro 580 Laser Printer Cartridge: 113R00632

Always use genuine Xerox cartridges for best print quality and performance.

Safety Notes

Your WorkCentre Pro 580 system and supplies are designed and tested to meet strict safety requirements. Included are safety agency examination and approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the WorkCentre Pro 580 and refer to them as needed to ensure the continued safe operation of your WorkCentre Pro.

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

Symbology:

⚡ = High Voltage   ◢ = Heated Surface (Fuser)

⚠ = Warning   ☀ = Laser

WARNING:
Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Unplug the WorkCentre Pro 580 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 aerosol cleaners. Follow the instructions in this Users Guide for proper cleaning methods. Use supplies or cleaning materials only as directed. Keep all supplies and materials out of reach of children.

Do not use the WorkCentre Pro 580 near water, wet locations, or outdoors.

Do not place the WorkCentre Pro 580 on an unstable cart, stand, or table. The WorkCentre Pro 580 may fall, causing personal injury or serious damage to the machine.

This product is equipped with a grounding-type plug. 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 electrician to replace the receptacle if you are unable to insert the plug into the outlet. Never use an adapter plug to connect the system to a power source receptacle that lacks a ground connection terminal.

The WorkCentre Pro 580 should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult your local power company.

Do not allow anything to rest on the power cord. Do not locate the WorkCentre Pro 580 where persons will step on the cord.

The power supply cord is the disconnect device for this equipment. Ensure that the WorkCentre Pro 580 is installed near an outlet and is easily accessible.

Your machine is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.

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 WorkCentre Pro 580 and to protect it from overheating, these openings must not be blocked or covered. The WorkCentre Pro 580 should never be placed near or over a radiator or heat register. The WorkCentre Pro 580 should not be placed in a built-in installation unless proper ventilation is provided.

Never push objects of any kind into the slots of the WorkCentre Pro 580, as they may touch dangerous voltage points or short out parts which could result in a fire or electric shock.

Never spill liquid of any kind on the WorkCentre Pro 580.

Never remove covers or guards that require a tool for removal. There are no casual operator serviceable areas within the covers of the WorkCentre Pro 580.

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

Use of an extension cord with the WorkCentre Pro 580 is not recommended or authorized.

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

Avoid exposing the Laser Printer Drum Cartridge to light for extended periods of time.

Do not touch the green photoreceptor. Scratches or smudges that appear on the photoreceptor will result in poor copy quality and may shorten the service life.

Do not put your hands into the fuser area. The fuser is extremely hot and severe burns can result from contact.

Ozone: This product produces ozone during normal operation. The ozone produced is dependent on copy volume and is heavier than air. If the WorkCentre Pro 580 is installed as specified in the Xerox installation procedures, ozone output levels meet safe limits.

If you need any additional safety information concerning the WorkCentre Pro 580 or Xerox supplied materials, you may call the following toll-free number in the United States:

1-800-828-6571

Contents

Here's what comes with your machine.
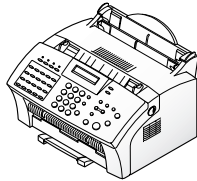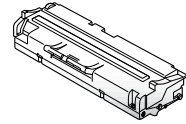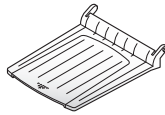
WorkCentre Pro 580	Laser printer cartridge
Document exit tray	Document input tray
Handset	Handset cradle
Power cord *	Telephone line cord
Parallel cable	Driver/User Guide CD-ROM TextBridge Pro Millenium CD-ROM
Quick Reference Guide	One-touch label for the control panel
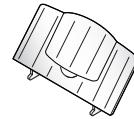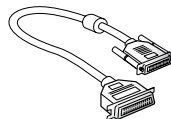
*: These may look different depending on the country.

Main Components and Functions

Before installing the WorkCentre Pro 580, take a moment to familiarize yourself with the main components and their locations related to the scanner and paper print paths.

Scanner Components

Items to be faxed, copied, or scanned use the scanner path which consists of the following components:

Document input tray
Supports original documents.

Document guides

Aligns documents.

Automatic document feeder

Loads up to 20 pages at a time.

Document exit tray

Holds the original document when faxing, copying, or scanning is complete.
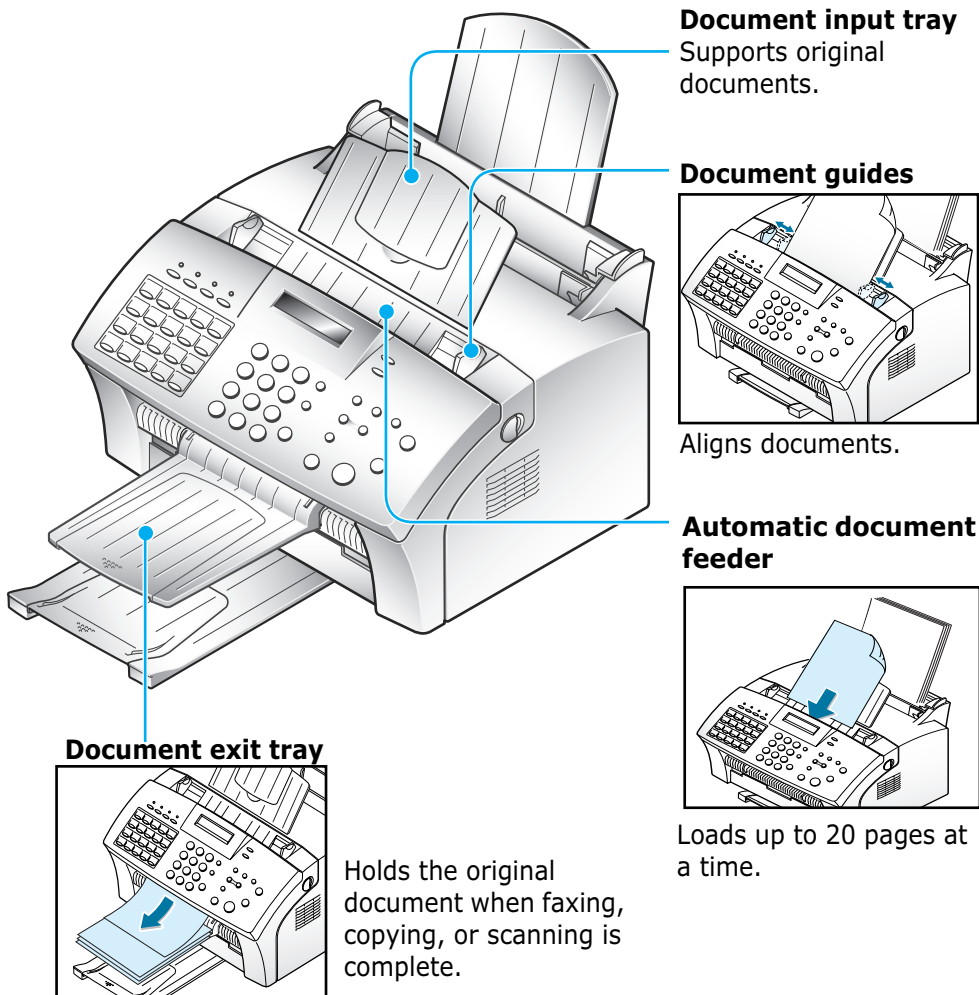
NOTE:
Your machine may look slightly different than the illustration.

Printer Path Components

Paper for printing, receiving faxes and copying follow the printer path. This path consists of the following parts:

Automatic paper feeder extension tray

Supports the print paper.

Paper guides

Aligns paper.

Automatic paper feeder

Holds paper.

Manual paper feeder

Use to feed paper one sheet at a time.

Paper Exit tray

Holds the printed pages.
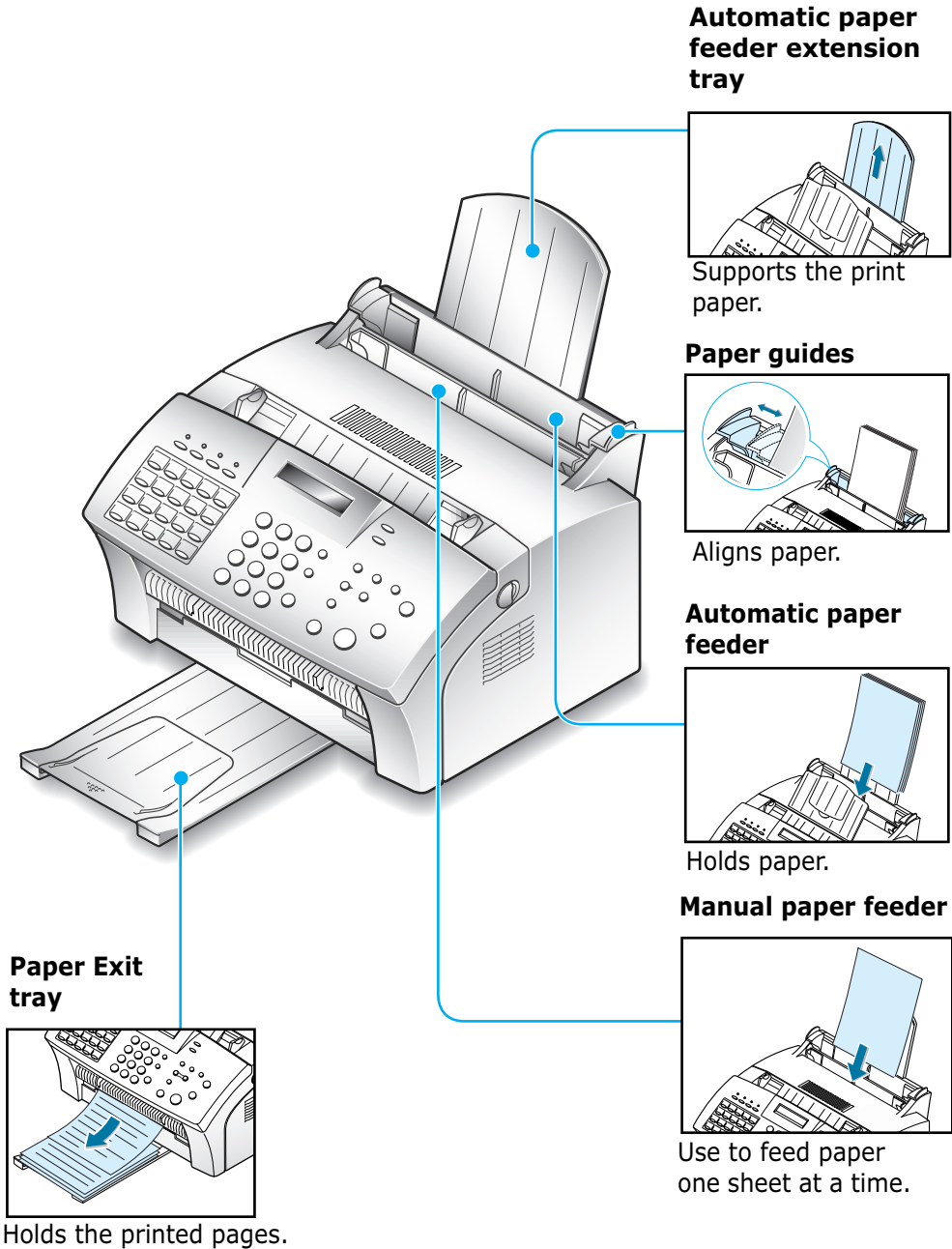
NOTE:
Your machine may look slightly different than the illustration.

Rear View

Power cord connector

Telephone line jack

Extension

IEEE 1284 Parallel cable

Inside View

Laser printer cartridge

Front cover

Cover release buttons
(right and left)
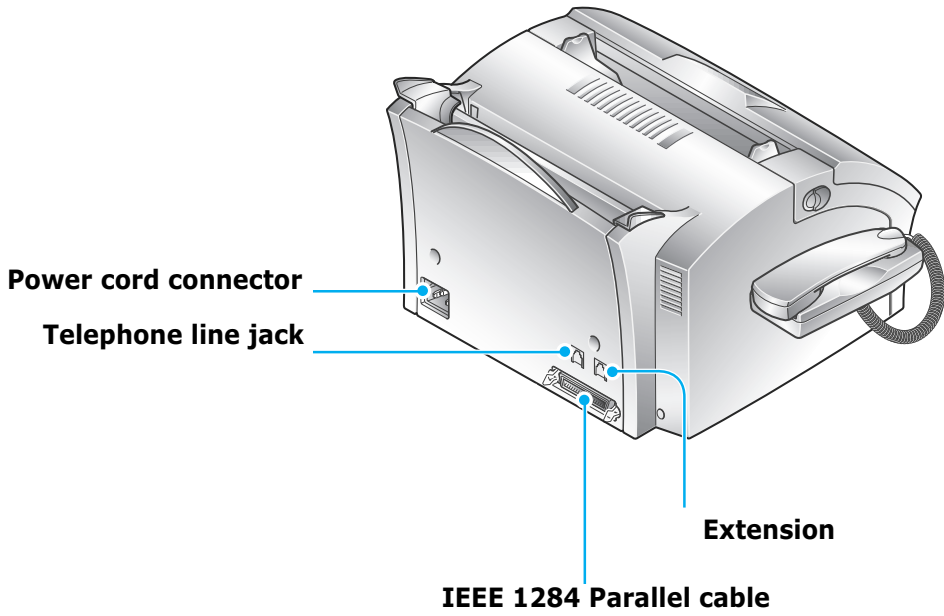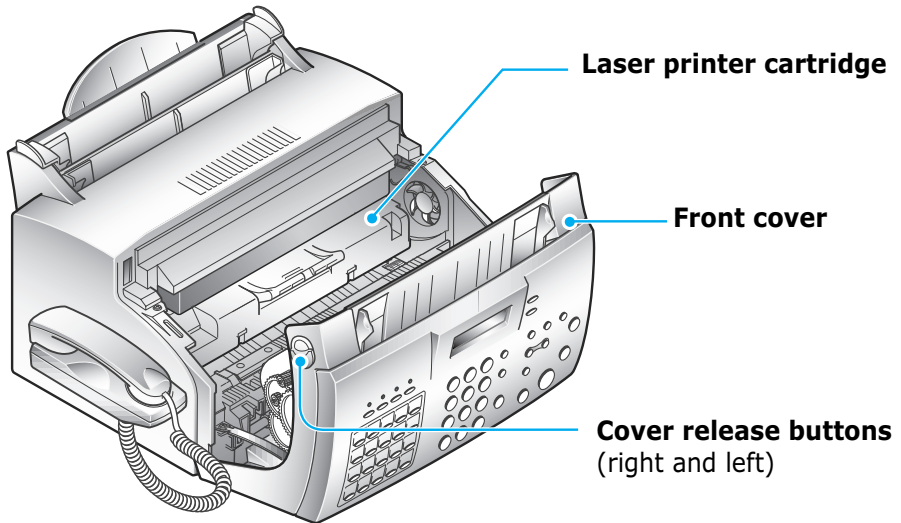
Control Panel Components

The following buttons and features control the operations of the WorkCentre Pro 580.

Toner Save
Turns Toner Save mode on or off.

Power Save
Turns Power Save mode on or off. When held down you are prompted to enter the time duration.

Paper Save
Turns Paper Save mode (2-up) on or off. When held down you are prompted to select 2-up Fax then 2-up copy.

Toll Save
Turns the Toll Save Fax feature on or off. This enables a single delayed transmission. When held down you are prompted to set up the time and destination for Toll Save operation.

Twenty One-Touch Buttons
Store frequently dialed fax numbers.

LCD Display
The display shows the current status of the WorkCentre Pro and guides you through various tasks using a menu system for each operation.
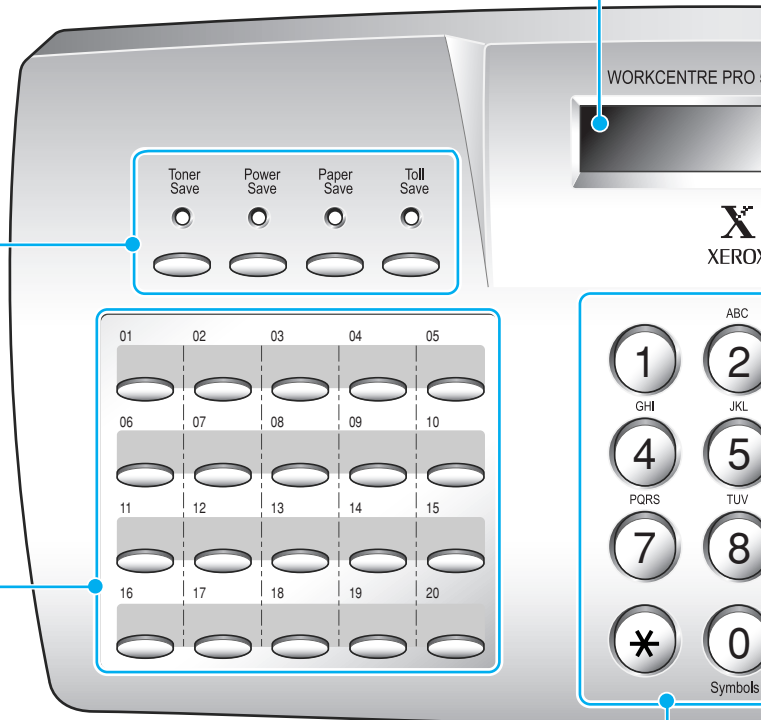
Number Keypad
Use to dial fax numbers manually or to enter letters and numbers for various programming functions.

Speed (#)
Use to dial calls and send fax documents by entering a registered 2-digit number.

RCV. Mode/Contrast
When a document is loaded, use to choose the contrast of copied or transmitted documents.
When a document is not loaded, use to choose the receive mode you want to use. The selected mode is displayed.

Resolution
Use to choose the resolution of transmitted, scanned or copied documents.
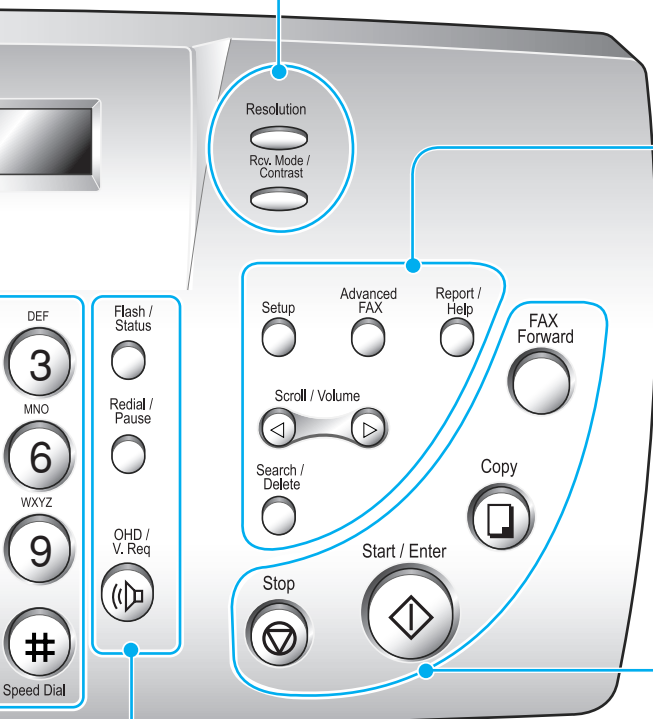
Setup
Use to choose or set up various system options.

Advanced Fax
Use to access advanced fax operations.

Report/Help
Use to print various reports and the help list.

Scroll/Volume
Use to scroll through the menu items or use to move the cursor left or right through the display. Also, use to adjust the ringer volume.

Search/Delete
Use to search for a number in memory or to delete the last digit when typing text or numbers.

Fax Forward
Allows you to forward all received faxes to the defined remote fax machine for a specified date and time duration.

Copy
Use to copy a document.

Start/Enter
Starts a job. Also use to activate the selection shown on the display.

Stop
Use to stop an operation at any time.

Flash/Status
Performs a switch-hook operation. Also use to switch the display status while performing dual jobs.

Redial/Pause
Use to redial the last fax number or to insert a pause into a fax number.

OHD/V.Req (Off hook dial/voice request)
Use to dial numbers without picking up the handset. Also use to make a voice call after sending or receiving a fax.

Installing the WorkCentre Pro 580

Choosing a Location

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

Do not place your machine:

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

Preparing Your Machine for Use

When you take your machine out the box, note that it has been packaged to protect it during shipping. Before you use the machine, check for the following items:

- Remove all tape shown and the tape securing the paper exit tray on the bottom of the WorkCentre Pro 580.
- Open the front cover and remove the automatic document feeder protection sheet.
- Remove all packaging materials.
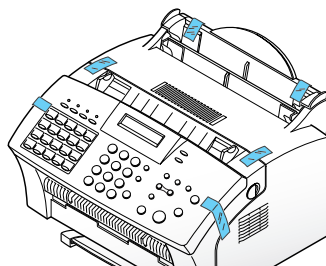
Attaching the Trays

Document Input Tray

Insert the two tabs on the document input tray into the slots as shown.

Extender

Fold out the extender if necessary.
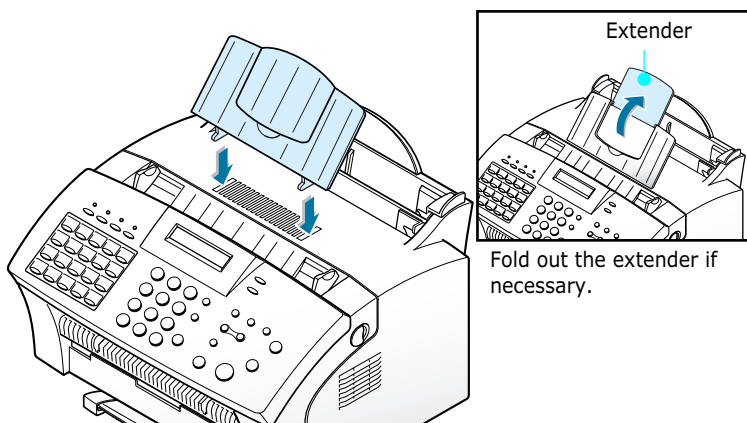
Document Exit Tray

Insert the two tabs on the document exit tray into the slots on the front of the WorkCentre Pro 580.

Extender

Fold out the extender if necessary.
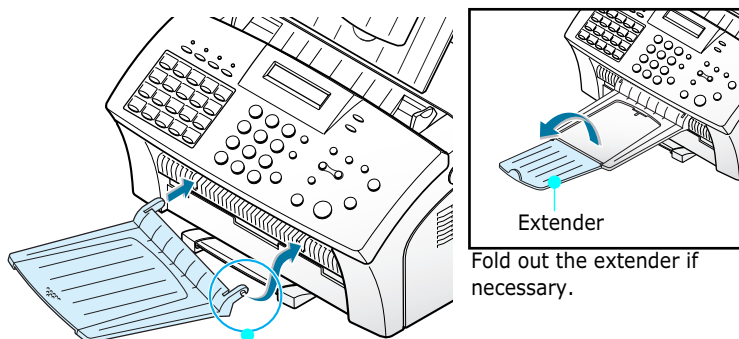
Insert one tab first, then while carefully pushing inward on the remaining tab, slide it into place.

NOTE: Your machine is shipped with the paper exit tray already installed. Remove securing tape if not done previously, then extend the tray to use.
Fold out the extender if necessary.
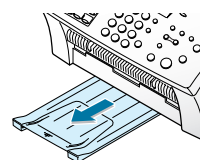
Handset and Handset Cradle

1 Plug the end of the coiled cord of the handset into the jack on the left side of your machine.
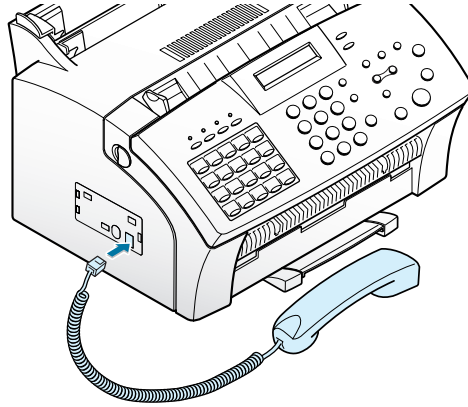
2 Hold the cradle using your hand as shown.
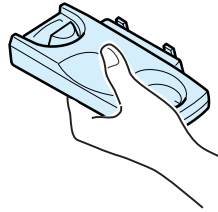
3 Attach the handset cradle to the main body.

Insert the two tabs of the cradle into the slots on the left side of the machine as shown, and while pressing part Ⓐ on the bottom of the cradle, push the cradle toward the machine until it clicks into place.
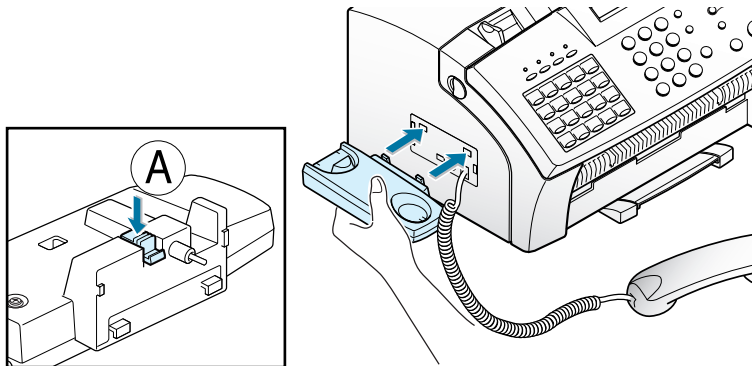
Connecting to the Phone Line

Telephone Line

Plug one end of the telephone line cord into the line jack on the back of the WorkCentre Pro 580 and the other end into a standard phone wall jack.

To a standard phone wall jack
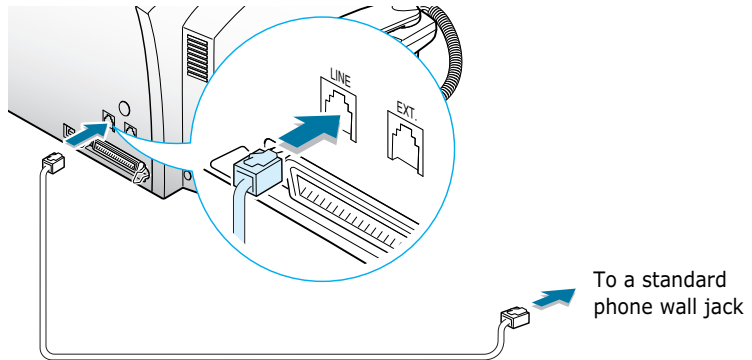
Extension Phone

If you want to use a regular phone or answering machine with your WorkCentre Pro 580, connect it to the jack labeled EXT.LINE on the back of the machine. If you want to use both, connect the answering machine to the WorkCentre Pro 580 and the telephone to the answering machine.
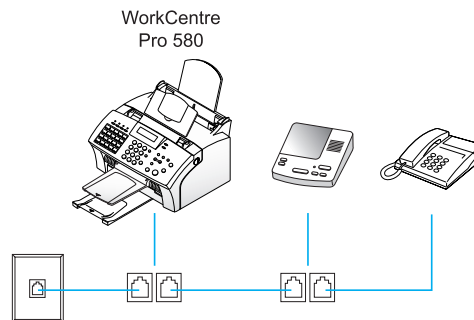
WorkCentre
Pro 580

NOTE: The WorkCentre Pro 580 must be connected to the wall jack. If it isn't, it cannot answer incoming fax calls.

Connecting to the Computer

Your Xerox WorkCentre Pro 580 is equipped with a parallel interface port for use with IBM PCs and compatible computers. Using the supplied Centronics parallel cable, connect your WorkCentre Pro 580 to a computer that supports bi-directional communications (IEEE standard 1284).

NOTE: If using another parallel cable, ensure that it meets IEEE standard 1284 specifications.

CAUTION: Make sure the computer is turned off, and the WorkCentre Pro 580 is unplugged from the power outlet.
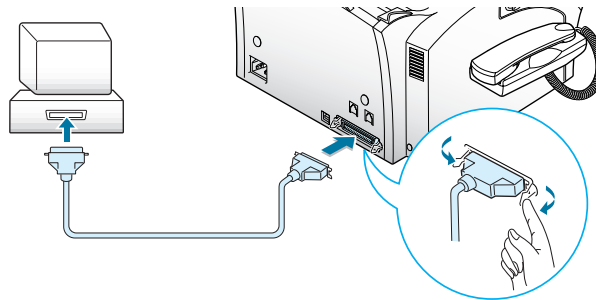
To connect the WorkCentre Pro 580 to a computer using a parallel cable, use the following steps:

1   Plug the parallel cable into the connector on the back of the WorkCentre Pro 580. Swing the metal clips of the connector inward until they lock firmly inside the notches on the parallel cable connector.

2   Connect the other end of the cable to the parallel port on your computer. If necessary, refer to your computer documentation for assistance with this procedure.

Plugging In the AC Power Cord

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

The WorkCentre Pro 580 will turn on and the display will show "SYSTEM INITIAL." It will then prompt you to enter the date and time. After entering the date and time, if there is no paper loaded, the display will show "NO PAPER." then if there is no cartridge installed, the display will show "JAM/ NO CARTRIDGES."

To AC outlet
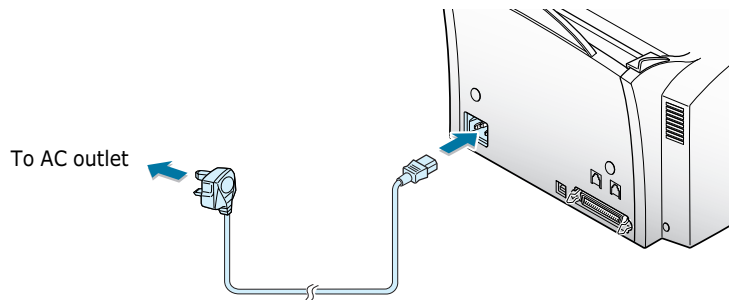
WARNING: There is NO On/Off switch for the WorkCentre Pro 580. When the AC power cord is plugged in, the machine is fully energized.

Loading Paper

For best results, use high quality xerographic paper. The automatic paper feeder can hold a maximum of 150 sheets of 20lb (80 gs/m^2) plain paper. The maximum capacity may be less, depending on the paper thickness. Refer to the Appendix for detailed print media specifications.

> **NOTE:** For stand-alone copy and fax operations, your machine supports A4, letter, and legal paper. After loading paper, make sure that you select the correct paper size.

1 Pull the extension tray on the automatic paper feeder to the fully extended position.

Automatic paper feeder
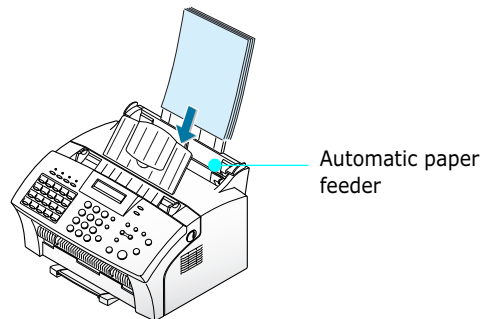
2 Remove a stack of up to 150 sheets of paper from its packaging. Flex or fan the paper back and forth. Do not fold or crease the paper. Straighten the edges on a level surface.
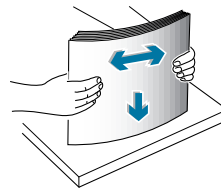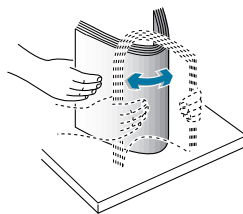
3 Insert the paper with the print side facing you and the top of the page going into the tray first.
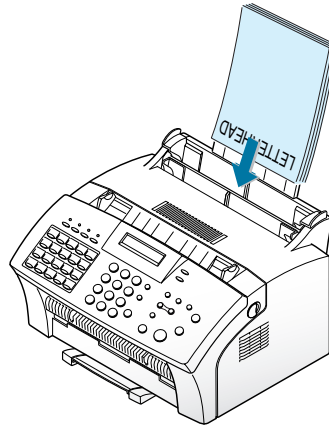
> **NOTE:** Letterhead is shown in the previous illustration for reference only.

4 Adjust the paper guides to the width of the print media. Slide the guides until they lightly touch the stack of print media. Do not bend the print material.
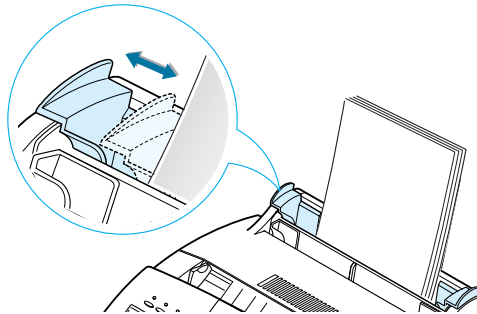
Installing the Laser Printer Cartridge

1 Open the front cover by pulling the cover release buttons on both sides of the WorkCentre Pro 580 towards you.
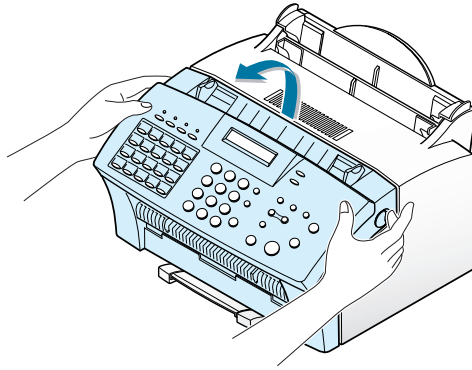
2 Unpack the laser printer cartridge from its plastic bag, and then carefully remove the protective cover sheet.
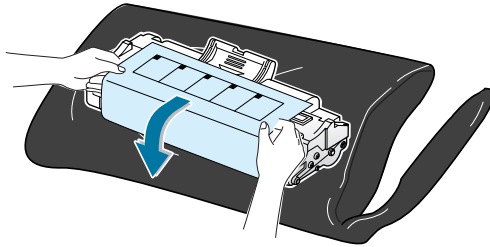
> ⚠ **CAUTION:** Do not touch the green photoreceptor drum. Scratches or smudges that appear on the photoreceptor will result in poor copy quality.

3 Shake the laser printer cartridge from side to side 5 or 6 times to distribute the toner evenly.
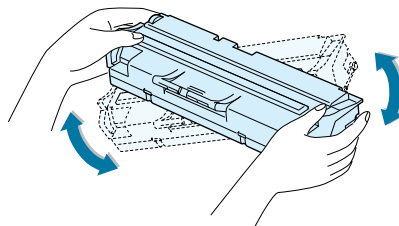
4 Locate the cartridge slots inside the machine, one on each side.
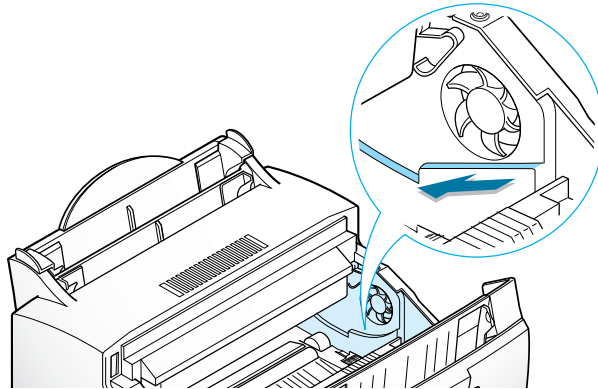
5 Grasp the handle on the front of the laser printer cartridge and slide it down along the cartridge slots until it clicks into place.
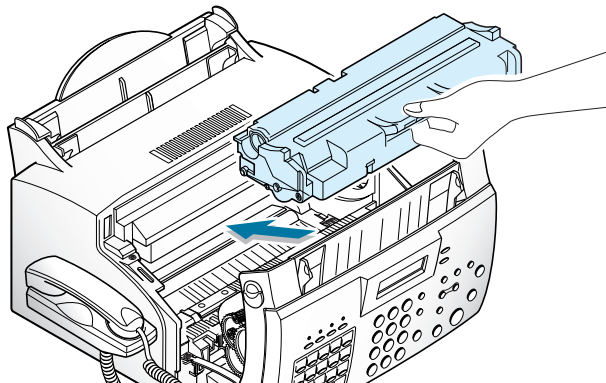
6 Close the cover. Make sure that the cover is securely closed.
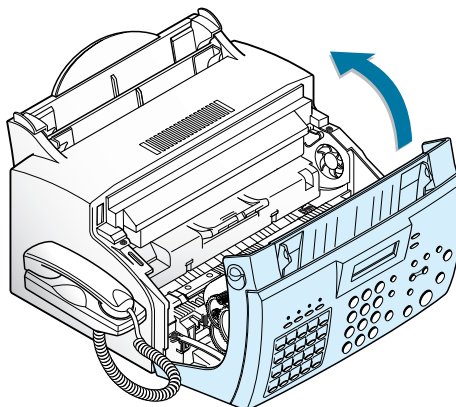
Setting the Date and Time

The current date and time are shown in the display when the machine is on and ready for use (Standby mode). The date and time are printed on all faxes that you send.

When you install your machine for the first time, the display prompts you to reset the date and time.

```
SET DATE & TIME
```

1 Press the **Setup** button on the front panel. the display shows the first setup menu; "FAX NUMBER/NAME."

2 Press ◄ or ► until "TIME/DATE SETUP" appears, then press the **Start/Enter** button to access the Time/Date Setup menu.

3 The display prompts you to choose a "DATE FORMAT." Press the **Start/Enter** button.

4 Press ◄ or ► to select the desired date format, then press the **Start/Enter** button.

NOTE: If you select USA, the date appears in format of Month-Day-Year. The EUROPE format will be displayed in format of Day-Month-Year.

The display shows the currently set date and time using the selected date format and prompts you to set the month. The cursor is under the first digit of the month and the number is blinking.

```
04-01-2001 10:30
```
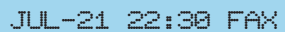
5 Enter the correct date and time for each item using the number keypad. Each time you enter the appropriate number, the display prompts you to enter the next item

in the following order: MONTH, DATE, YEAR, HOUR, and MINUTE.

Enter the time in 24-hour format. For example, enter 22:30 for 10:30 P.M.

If you enter an invalid number, the display does not proceed to the next step. If this happens, re-enter the correct number.

6 When you are finished, press the **Start/Enter** button to save the setting. The display returns to Standby mode and shows the date and time you have set.

```
JUL-21 22:30 FAX
```

Setting Your Fax Number and Name (System ID)

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

1 Press the **Setup** button on the front panel. The display shows the first setup menu; "FAX NUMBER/NAME."

2 Press the **Start/Enter** button to access the Fax Number/Name menu. The display shows "FAX NUMBER."

3 Press the **Start/Enter** button.
If there is a number already set, the number appears.

```
TEL:_
```

4 Enter the telephone number (up to 20 digits) to which your machine is connected.

Press ✳ for plus sign (+) and # for a hyphen. If an incorrect number is entered, press the ◄ or ► button to move the cursor under the incorrect digit, then enter the correct number, or press the **Search/Delete** button to delete it.

5 When the fax number in the display is correct, press the **Start/Enter** button . The display prompts you to enter your ID name. If there is a name already set, the name appears.

```
NAME:_
```

6 Enter your ID name. This can be any name up to 40 characters in length. You can enter alphanumeric characters using the Number keypad. Special symbols such as + and - can be included by pressing 0 repeatedly. If you want to enter the same letter or number in succession (for example, SS, AA, 777), enter one digit, then move the cursor by pressing the ► button, and enter the next digit.

Use the ► button to insert a space in the name. Pressing the ► button two times moves the cursor two positions to the right, creating a space.

For additional details on how to use the Number keypad to enter alphanumeric characters, see page 1.27.

7 Press the **Start/Enter** button when the name on the display is correct.

Entering Alphanumeric Characters

As you perform various tasks, you will need to enter names and numbers using the number keypad. For example, when you set up the WorkCentre Pro 580, you have to enter your name (or your company's name) and telephone number. When you store one-touch dial or speed dial numbers, you also enter the names associated with the numbers.

When prompting you to enter a name, the LCD display will appear a shown below:

```
NAME:_
```

You can then use the procedures described below to enter up to 40 letters and special characters, numbers or spaces.

1 Locate the button labeled with the letter you want – press the button repeatedly until the correct letter appears in the display. You can also include special symbols (space, plus sign, etc.) in the name by using the **0** key. See `Keypad Character Assignments' on the next page.
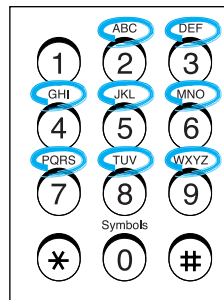
For example, to enter an '**R**', press **7** (labeled PQRS) 3 times. Each time you press **7**, the display shows a different letter–first '**P**', then '**Q**', '**R**', '**S**', and finally '**7**.'

The letter appears on the display as shown below.
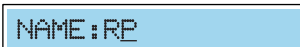
```
NAME:R
```

2 To enter another letter, locate the Number keypad button labeled with the letter you want. Press the button repeatedly until the letter appears in the display.

Or:

If the next letter is printed on the same Number keypad button, move the cursor right by pressing ► button, then press the Number keypad button labeled with the letter you want.

The blinking cursor moves right and the next letter appears on the display.

```
NAME:RP
```

3 Select additional letters in the same way. When you have finished entering the letters, press the **Start/ Enter** button.

Keypad Character Assignments

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

Editing Name

If you make a mistake while entering a number or name, move the cursor under the incorrect digit by pressing ◄ or ►. Then, press the correct number to change, or press the **Search/Delete** button to delete the number.

Using Save Modes

There are four save mode buttons on the front panel of the WorkCentre Pro 580. Using these buttons, you can save toner, power consumption, paper for printing, and tolls for fax calls.
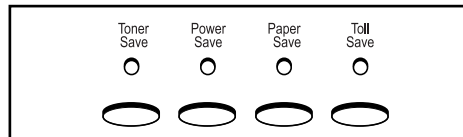
Toner Save Mode

Toner Save mode can be set to conserve the supply of toner in your laser printer cartridge.

Press the **Toner Save** button on the front panel to turn this mode on or off.

• If the LED is on, Toner Save mode activates and the machine uses less toner to print a page.

NOTE: Print quality may be reduced when using Toner Save Mode.

• If the LED is off, Toner Save mode deactivates and the machine prints in the normal mode.

Power Save Mode

Power Save mode lets you reduce power usage when the printer is idle.

Press the **Power Save** button on the front panel to turn this mode on or off.

• If the LED is on, Power Save mode activates and the machine will go to a reduced power state. But it takes slightly longer to receive incoming faxes due to warm up of the machine.

• If the LED is off, Power Save mode deactivates and the machine keeps ready to operate with the minimum warm-up time. This uses more energy to keep your machine warm and ready to print.

To specify how long the machine waits before going to the Power Save mode, press and hold down the **Power Save** button, press ◄ or ► to select **ON** and press the **Start/ Enter** button. Select the desired time length among **5MIN**, **10MIN** and **15MIN** using ◄ or ►. Press the **Start/Enter** button. Selecting **OFF** turns the Power Save mode off.

NOTES:
• Although you turned Power Save mode off by pressing the **Power Save** button, it activates if you have set a time length.
• If your printer is used constantly, press and hold the **Power Save** button and set the time to **OFF**. This keeps the printer ready to print with the minimum warm-up time.

Paper Save Mode (2-up)

With Paper Save mode on, you can save paper by reducing the image size and printing two pages on one sheet of paper when copying or printing received documents.

Press the **Paper Save** button on the front panel to turn this mode on or off.

- If the LED is on, Paper Save mode activates and the machine prints two pages on one sheet of paper when receiving a fax or making a copy of a document. The odd pages will be printed at the bottom of the paper. and the even pages at the top of the paper.

Second page

First page
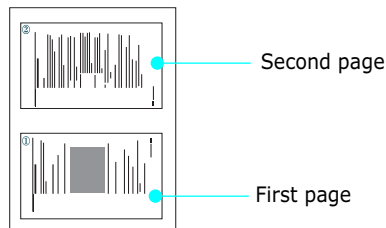
- If the LED is off, Paper Save mode is deactivated.

To set up the Paper Save mode option, press and hold down the **Paper Save** button, and select the desired option by pressing ◄ or ►**,** then the **Start/Enter** button. The following options are available;

- **2-UP COPY**: Uses Paper Save mode for copying a document. Select **ON** or **OFF** using ◄ or ►, then press the **Start/Enter** button.

- **2-UP FAX**: Uses Paper Save mode for receiving faxes. Select **ON** to or **OFF** using ◄ or ►, then press the **Start/Enter** button.

NOTES:

- Print speed of the WorkCentre Pro 580 is considerably slower in the mode.
- The data will be reduced in vertical and horizontal at the same rate depending on the paper size you chose in the Fax Paper Size setup menu.

Toll Save Mode

Toll Save mode allows you to save on the toll charges for telephone calls by transmitting the document stored in memory during the time slot when the call charge is discounted.

INSTALLING SOFTWARE

2

Before the WorkCentre Pro 580 can interface with your computer, you must install driver files. These drivers will enable your computer to properly communicate with the WorkCentre Pro 580 for printing and scanning. All of the necessary drivers are contained on the CD included with your WorkCentre Pro 580.

The topics included in this chapter are:

System Requirements

Proper operation of the WorkCentre Pro 580 requires that your personal computer meets or exceeds the following system requirements:

Minimal requirements:

- **Operating systems:** Windows 95 OSR2/Windows 98/ Windows 98 SE/Windows ME/Windows NT 4 Workstation or Server with Service Pack 3/Windows 2000

- **Disk space:** 120 MB for installation

- **Memory:** 32 MB

- **CPU:** Pentium 133

- **Required software:** Internet Explorer 4.01

- **User rights:** Administrative rights should be set for installation on Windows NT and Windows 2000.

Recommended

- **Operating systems**: Windows 98/Windows 98 SE/ Windows ME/Windows NT 4 Workstation or Server with Service Pack 5/Windows 2000

- **Disk space**: 120MB for Windows 95/98/ME, 290MB for Windows NT 4.0/Windows 2000

- **Memory**: 32MB for Windows 9x, 64MB for Windows NT/ Windows 2000

- **CPU**: Pentium II 200

- **Required software**: Internet Explorer 4.01 or 5.0

- **User rights**: Administrative rights should be set for installation on Windows NT and Windows 2000.

NOTE: Windows 95 versions prior to OSR2 are not recommended due to compatibility with OLE/COM libraries.

Installing the Software

1 Insert the WorkCentre Pro 580 Driver CD-ROM into your CD-ROM drive.

The CD-ROM automatically starts and the opening window appears.

If the opening window does not appear, click **Start**, and then **Run**. Type **D:\Xerox.exe**, replacing "**D**" with the letter of your CD-ROM drive, and click **OK**.

2 When the opening screen appears, click on the checkboxes for what you want to install: PC Print, PC Scan, Control Centre Lite and/or User's Guide. Click on **Continue**.
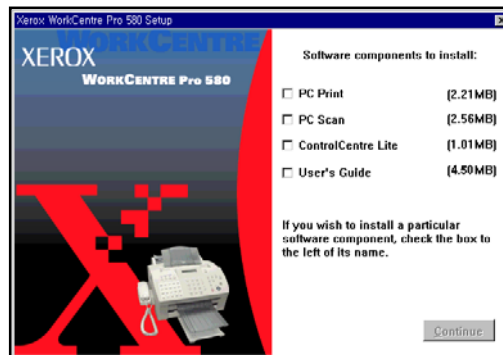
3 A confirmation screen appears. Click **Back** to change your selections or click **Continue** to proceed.
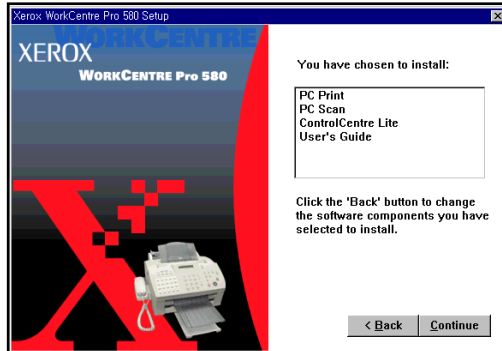
4 The installation will proceed, displaying the progress screens.

5 When the installation is completed, The message box recommends you restart your computer. Click **Reboot Windows**, then Windows restarts.

If your computer does not shut down and restart automatically, you must shut it down manually and restart for the changes to saved.

Un-installing Software

Un-installing is required if you are upgrading the software or
if your installation fails.

NOTE: Before beginning un-installation, ensure all applications
are closed on your PC. A system reboot is required after the
software is un-installed.

1   Start Windows if not already started.

2   From the **Start** menu, select **Programs**, then select
WorkCentre Pro 580, then select the item you wish to
Uninstall.
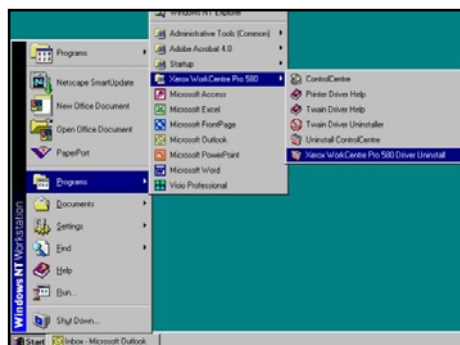
3   When your computer confirms your selection, click **Yes**.
The printer driver and all its components are removed
from your computer.
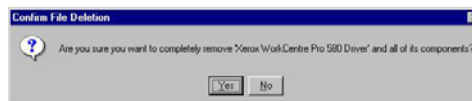
4 When un-installation is done, click **OK**.

5 Restart your computer manually to complete the un-installation.

Fax and Copy Operations

3

This chapter explains how to send and receive faxes and make copies with the WorkCentre Pro 580. This chapter also demonstrates how to use the advanced fax features and change the settings on the fax system.

This chapter provides information on the following topics:

Setting up the WorkCentre Pro 580

Setting Volume

Ringer Volume

You can adjust the volume of the ringer to the desired loudness.

1 In Standby mode, press ◄ or ► . The display shows the current ringer volume setting.

```
RINGER VOL [3]
```

2 Press ◄ or ► repeatedly until you find the desired loudness. Four levels are available; 0~3.
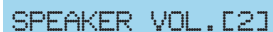
You will hear the selected volume and the display will show the level. Setting '0' turns the ringer off. The machine will work normally even if the ringer is set to off.

3 Press the **Start/Enter** button to save the setting.

Speaker Volume

You can adjust the volume of the speaker to the desired loudness.

1 Press the **OHD/V.Req** (Off hook dial/Voice request) button to adjust the speaker volume. If you cannot hear a dial tone, check the phone line connection.

2 The display indicates "PHONE." Press ◄ or ► repeatedly until you find the desired loudness. Loudness is set in the range from 1 through 3, with 3 representing the loudest setting. The display shows the current volume level.

```
SPEAKER VOL.[2]
```

3 After choosing the desired volume level, press the **OHD/V.Req** button to return to the standby mode.

Setting Alert Tones

You can choose an alarm tone to sound when abnormal operating conditions occur; for example, when out of paper, or if a cover is open (Alarm Volume). You can also set the machine to beep when any key is pressed (Key Volume).

1 Press the **Setup** button on the front panel. The display shows the first setup menu; FAX NUMBER/NAME.

2 Press ◄ or ► until "VOLUME SETUP" appears, then press the **Start/Enter** button. The display shows "ALARM VOLUME." Press the **Start/Enter** button, the display prompts you to turn the sound on or off. Press ◄ or ► repeatedly to select on or off. Press the **Start/**

Enter button for your desired selection. The display changes to "KEY VOLUME."

3 Press the **Start/Enter** button to access the Key Volume menu.

4 Press ◄ or ► repeatedly to select **ON** or **OFF**. Press the **Start/Enter** button for your desired selection. The display changes to "ALARM VOLUME."

5 To return to Standby mode, press the **Stop** button.

Setting User-Selectable Features

Your machine has various user-selectable features. These features are preset at the factory, but you may need to change them. To find out how the features are currently set, print the System Data list. For more information on printing the list, see Printing Reports on page 3.63.

Setting a Feature

1 Press the **Setup** button on the front panel. The display shows the first menu; "FAX NUMBER/NAME."

2 Press ◄ or ► until "SYSTEM SETUP" appears. Press the **Start/Enter** button. The display shows the first feature menu; "LANGUAGE."

3 Scroll through the features by pressing ◄ or ► repeatedly.

4 When the feature you desire is displayed, press the **Start/Enter** button.

5 Choose the desired status by pressing ◄ or ► repeatedly, or enter the desired value using the number keypad.

6 Press the **Start/Enter** button to save the setting. The display changes to the next feature.

You can exit from system setup mode at any time by pressing the **Stop** button. The WorkCentre Pro 580 returns to Standby mode without saving the setting you just changed (unless you first pressed the **Start/Enter** button.)

Selectable Options

NOTE: These instructions assume you've followed the steps listed in the previous procedure, "Setting User-Selectable Features," and the machine is prompting you to change one of the options listed below.

Language
Send from memory
Sending confirm
Fax paper size
Auto reduction
Discard size
Rings to answer
Stamp rcv. name
RCV. start code
ECM mode
Caller ID
Junk fax barrier
DRPD mode (distinctive ring pattern detection)

• **LANGUAGE** :
You can select the LCD display language. The available languages are **ENGLISH**, **GERMAN**, **FRENCH**, **ITALIAN**, **SPANISH**, **PORTUGUESE** and **DUTCH**.

Press ◄ or ► repeatedly to select the desired language, press the **Start/Enter** button**.**

• **SEND FROM MEMORY** :
With this feature enabled, all transmission documents are automatically scanned into memory, and it will not be necessary to wait until documents in the Automatic Document Feeder (ADF) are sent out before you can send or store other fax jobs.

Press ◄ or ► repeatedly to select on or off, press the **Start/Enter** button**.**

- **SENDING CONFIRM** :

  A message confirmation report showing whether the transmission was successful, how many pages were sent, etc., can be selected to print after each fax transmission.

  Select **ERROR** to print only when an error occurs and the transmission was not successful.
  Select **ON** to print a confirmation report automatically each time you send a fax.
  Select **OFF** to turn this feature off.

  Press ◄ or ► repeatedly to select the desired setting, press the **Start/Enter** button.

- **FAX PAPER SIZE** :

  Select the paper size on which you will be printing.
  LETTER, **A4** and **LEGAL** sizes are available.

  Press ◄ or ► repeatedly to select the desired setting, press the **Start/Enter** button**.**

  NOTE: If you set the Auto Reduction menu option, or turned Paper Save mode on, your machine will determine the reduction rate according to this setting.

- **AUTO REDUCTION** :

  When receiving a document as long or longer than the paper installed in your machine, the machine can reduce the data in the document to fit the paper size currently loaded in the machine.

Original   *Received data*
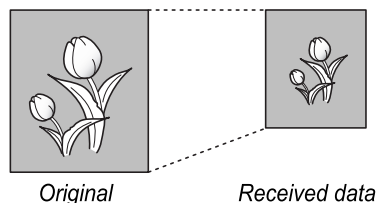
  Use this feature if you want to automatically reduce an incoming page (that would otherwise be divided into two pages) to fit on a single page. If the fax machine cannot reduce the data to fit onto one page with this feature

enabled, the data is divided and printed in actual size on two or more sheets.

Select **ON** to enable. Note that this feature does not apply to the copy mode.
Select **OFF** to turn this feature off. The overflow data will be printed out on a second page.

Press ◄ or ► repeatedly to select on or off, press the **Start/Enter** button.

- **DISCARD SIZE** :
  When receiving or copying a document as long as or longer than the paper installed in your fax machine, you can set the fax machine to discard any excess image at the bottom of the page, to fit into the recording paper size.

  If the received page is outside the margin set, it will be printed on two sheets of paper at the actual size.

  If the data is within the margin, and the Auto Reduction feature is turned on, it will be reduced to fit onto the appropriate size paper (Discard does not take place). If the Auto Reduction feature is turned OFF or fails, the data within the margin will be discarded.

  Enter the desired discard size from 0 through 30 mm using the number keypad. Press the **Start/Enter** button.

  RINGS TO ANSWER :
  You can select the number of times your machine rings before answering an incoming call. If you are using your machine as both a telephone and a fax machine, it is recommended that you set the ring count to at least 4 to give you time to answer a call.

  Enter the ring count by selecting a number from 1 through 7 on the number keypad. The display will automatically advance to Stamp RCV. Name.

• **STAMP RCV. NAME** :
Enabling the feature causes the machine to automatically print the page number, and the date and time of the reception at the bottom of each page of a received document.

Select **ON** to enable.
Select **OFF** to disable.

Press ◄ or ► repeatedly to select on or off, press the **Start/Enter** button.

• **RCV. START CODE** : The remote receive start code allows you to initiate fax reception from an extension phone plugged into the EXT. jack on the back of your machine. If you pick up the extension phone and hear fax tones, enter the remote code and the machine will start receiving. The password is preset to '＊9＊' at the factory.

You may change the remote receive start code by selecting any number from 0 to 9 on the number keypad.

NOTE: Only the middle digit can be changed.

• **ECM MODE**
(Error Correction Mode) This mode compensates for poor line quality and ensures accurate, error-free transmission with another ECM-equipped facsimile machine. If the line quality is poor, transmission time may be increased when the ECM is enabled.

Select **ON** to enable.
Select **OFF** to disable.

Press ◄ or ► repeatedly to select on or off, press the **Start/Enter** button.

• **CALLER ID** :
When you receive a call, you can see the number of the person calling you if it is available from the phone company on which the call was made. (This option may not work when connected to a PABX.)

Select **ON** to turn on caller ID display.
Select **OFF** to disable.

Press ◄ or ► repeatedly to select on or off, press the **Start/Enter** button.

- **JUNK FAX BARRIER** :
  With this feature set to ON, the WorkCentre Pro 580 will only accept a fax sent from a remote fax when the fax number reported by the remote machine is stored in the WorkCentre Pro 580's memory as a one-touch or two-digit speed dial number. This feature is useful for blocking any unwanted fax.

  Select **ON** to turn this feature on. You can receive only from the registered stations. Select **OFF** to turn this feature off. Anybody can send you a fax.

  Press ◄ or ► repeatedly to select on or off, press the **Start/Enter** button.

NOTE: This feature needs the number reported by the remote fax to be an exact match to a one-touch or speed dial number in the WorkCentre Pro 580. If you have a problem receiving faxes, turn this feature off.

DRPD (Distinctive Ring Pattern Detection) MODE :
"Distinctive Ring" is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. Each number is identified by different ring patterns.

The DRPD setting will delay the set RINGS TO ANSWER by one ring because it is comparing each ring to memory. Using the Distinctive Ring Pattern Detection feature, your fax machine can "learn" the ring pattern you designate as the fax line. Once the pattern is learned, you can select DRPD Mode, and the WorkCentre Pro 580 will ignore any other ringing patterns on that line. Any telephone device connected to the EXT. LINE will continue to respond normally to the other ringing patterns.

You can easily suspend or change Distinctive Ring Pattern Detection at any time.

NOTE: Before using the Distinctive Ring Pattern Detection option, Distinctive Ring service must be installed on your telephone line by the telephone company. To setup Distinctive Ring Pattern Detection, you will need another telephone line at your location, or someone available to dial your FAX number from outside.

Press ◄ or ► repeatedly to select your desired setting, press the **Start/Enter** button**.**

Select **ON** to turn this feature on.
Select **OFF** to turn this feature off.
Select **SET** to setup or change the Distinctive Ring Pattern Detection. The LCD displays "WAITING RING." Call your fax number from another telephone. It is not necessary to place the call from a fax machine. When your machine begins to ring, do not answer the call. The machine requires several rings to learn the pattern.

When the machine completes learning, the LCD displays "END DRPD SETUP."

With the DRPD feature active, "DRPD" appears in the display and the previously set reception mode is ignored. If you turn off DRPD, the machine returns to any previously set reception mode.

NOTES:
- DRPD must be set up again if you re-assign your fax number, or connect the machine to another telephone line.
- After DRPD has been set up, call your fax number again to verify that the machine answers with a fax tone. Then have a call placed to a different number assigned to that same line to be sure the call is forwarded to the extension telephone or answering machine plugged into the EXT. jack.

Sending a Fax

Preparing Documents for Faxing or Copying

To fax or copy documents that are printed on standard letter, legal or A4 size paper, follow these guidelines.

• Do not attempt to feed the following types of documents into the machine:

- wrinkled, curled, or folded paper
- chemically processed paper (pressure-sensitive paper, carbon-coated paper, etc.)
- coated paper (glossy, etc.)
- thin paper (onion skin, airmail paper, etc.)
- thick paper
- small or short paper (such as a label, voucher, etc.)
- paper made of cloth or metal

To feed any of these documents, make copies using a standard copy machine and insert the copies into the document tray.

• Remove all staples and paper clips before feeding the document.

• Ensure any glue, ink, or correction fluid on the paper is completely dry before feeding the document.

• Do not feed documents with pages that are different sizes or different thicknesses.

ACCEPTABLE DOCUMENTS (for ADF)

		2 or More Sheets
Document Size	Max.	8.5 in. (W) x 11.7 in. (L) (216 mm x 297 mm)
	Min.	5.8 in. (W) x 5.0 in. (L) (148 mm x 128 mm)
Effective Scanning Width		8.26 in. (210 mm)
Number of sheets which can be loaded at a time		Up to 20
Print Quality		Uncoated on both sides
Paper weight		12.5 lb. to 28 lb.

NOTE: ADF stands for Automatic Document Feeder. It allows you to stack original documents, which will be faxed or copied one by one.

Setting Document Resolution and Contrast

It is recommended that you fax documents that were printed with a typewriter, black ink or toner. The paper should be white or very light. The document should be of normal weight; do not use cardboard. Blue lines on a ruled pad will not fax well.

When sending typical text based documents, you should not need to adjust the resolution and the contrast. However, if you send documents with unusual contrast characteristics, including photographs, you can adjust the resolution and contrast to ensure a high quality transmission.

Resolution

By pressing the **Resolution** button repeatedly after loading a document, you can choose between STANDARD, FINE, or SUPER FINE modes.

Mode	Recommended for
Standard	Documents with normal sized characters.
Fine	Documents containing small characters or thin lines, or for sending documents printed with a dot-matrix printer.
Super Fine	Documents containing extremely fine detail. SUPER FINE mode works only if the remote machine also supports SUPER FINE resolution.

Contrast

Press the **Rcv. Mode/Contrast** button to compensate for the brightness or darkness of your faxed document. By pressing the **Rcv. Mode/Contrast** button repeatedly after loading a document, you can choose between NORMAL, DARKEN, LIGHTEN, or PHOTO.

Mode	Recommended for
Normal	Faxing most documents.
Darken	Documents containing light print or faint pencil markings.
Lighten	Documents containing dark print.
Photo	Photographs or documents containing color or shades of gray. When selecting this mode, the WorkCentre Pro 580 automatically sets the resolution to Fine.

Loading Documents

1 Place your document **face down** with the top edge going into the automatic document feeder.

2 Adjust the document guides for the width of the document.

3 Slide the sheet down into the automatic document feeder until it is grasped and pulled into the machine.
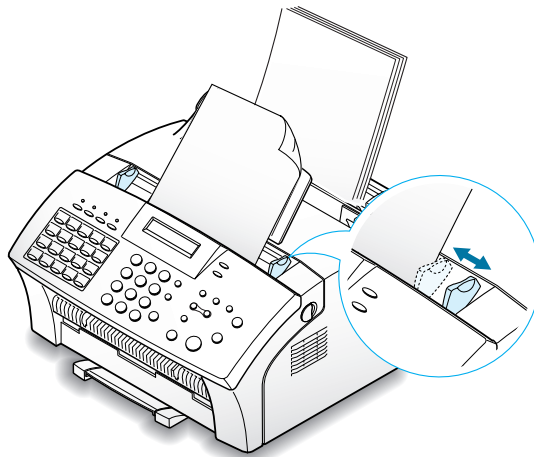
Up to 20 sheets may be inserted at a time. If you insert more than one sheet, stagger the leading edge of the document slightly, and insert the document with a slight push to ensure they feed smoothly.

To add pages while the fax is being sent, place them on top of the already loaded sheets.

4 If necessary, use the **Resolution** and **Rcv. Mode/ Contrast** buttons to change the resolution and the contrast (see page 3.13).

Sending a Fax Automatically

1 After loading a document, enter the number of the remote fax using the keypad.

One-touch or speed Dialing is also available if you have already programmed the number into a one-touch or speed dial number. For information on storing and using numbers in the memory, see page 3.31.

If you make a mistake while entering a number, press ◄ or ► to select the number then delete the digit.

2 Press the **Start/Enter** button when the number appears correctly on the display. The machine dials the number and begins to transmit.

Canceling a Transmission

Press the **Stop** button any time during transmission. If the transmission has started "STOP PRESSED" appears in the display and the transmission is canceled. The WorkCentre Pro 580 purges documents remaining in the automatic document feeder and returns to standby mode.

Confirming a Transmission

When the last document has been sent successfully, the machine beeps and returns to the Standby mode.

If something went wrong during your fax transmission, an error message appears on the display. For a listing of error messages and their meanings, see page 6.7. When you receive an error message, press the **Stop** button to clear the message and resend the document.

You can print out a confirmation report automatically after each transmission is completed. For more information, see "Setting User-Selectable Features" on page 3.5.

Automatic Redialing

If the number you have dialed is busy or there is no answer, the machine will automatically redial the number every three minutes up to a maximum of two times.

The display shows "RETRY REDIAL?." If you want to redial the number immediately, press the **Start/Enter** button. To cancel redialing, press the **Stop** button.

Last Number Redialing

With a document loaded in the feeder, press the **Redial/Pause** button, the machine redials the last number and begins to transmit.

The redial memory in your machine retains the last 10 numbers called. The WorkCentre Pro 580 does not count the duplicates.

1 Press and hold the **Redial/Pause** button for about 2 seconds. "REDIAL PRESS ◄ , ►" is displayed.

2 Press ◄ or ► to search through the memory until you find the desired number.

3 When the number you desire number appears in the display, press the **Start/Enter** button to commence dialing. If a document is loaded in the automatic document feeder, transmission begins when the remote machine answers the call.

Sending a Fax After Talking

You can send a fax after talking with a person at the remote location.

1 After loading a document, pick up the handset and call the remote location.

You can also use an extension phone to call the remote machine.

NOTE: For a successful fax transmission, it is imperative that steps 3 and 4 occur in the proper order.

2 When finished talking, instruct the person at the remote location to press the start button on their fax machine. The remote fax machine will send the initial fax tones.

3 When you hear the fax tone from the remote fax machine, press the **Start/Enter** button on the WorkCentre Pro 580. The machine begins to transmit.

4 Replace the handset and the call will end automatically.

Voice Request

If you are sending or receiving a document and need to speak to the other person during the same phone call, use Voice Request to alert the person at the remote site. You can also respond to a Voice Request made by the person at the remote end.

Sending a Voice Request

1 Press the **OHD/V.Req** button while a document is being sent or received. Voice Request signal is stored and then sent to the remote fax machine after the document has been sent or received.

2 When the phone rings, pick up the handset and answer it.

You can cancel a Voice Request by pressing the **OHD/ V.Req** button again while you are sending or receiving a document.

Answering a Voice Request

When the phone rings after sending or receiving a fax, pick up the handset and answer it.

If you do not answer the Voice Request, the WorkCentre Pro 580 prints out the phone number from the location that made the Voice Request, as well as the time and date that the request was made.

Receiving a Fax

About Reception Modes

Your machine has five reception modes as described below:

- **FAX** mode, the machine answers an incoming call and immediately goes into receive mode.

- **AUTO** mode, the machine answers the incoming call. If a fax signal is not detected, the WorkCentre Pro 580 sounds a ringing tone to indicate a voice phone call. If the handset or external phone is not lifted while the ringing tone is sounding, the machine will switch to automatic fax reception mode.

- To use the **ANS/FAX** mode, you have to attach an answering machine to the EXT.LINE jack on your fax machine. If the WorkCentre Pro 580 senses a fax tone, it automatically switches to fax reception mode. However, if a fax is not sensed, the WorkCentre Pro 580 routes the call to the answering machine, and the caller can leave a message.

- In **TEL** mode, the automatic fax reception is turned off. You can only receive a fax by manually picking up the handset or external phone and pressing the **Start/Enter** button to receive the fax.

- **DRPD** (Distinctive Ring Pattern Detection) "Distinctive Ring" is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. The number used to call a phone with this feature is identified by a distinctive ringing pattern consisting of various combinations of long and short ringing tones. This feature is often used by answering services that answer telephones for many different clients and need to know which number is being called by the ringing pattern of the phone.

Using the Distinctive Ring Pattern Detection (DRPD), this machine "learns" the ring pattern you designate to answer the fax.

Unless changed, this ringing pattern will continue to be recognized and answered as a fax call, and all other ringing patterns will be forwarded to the telephone or answering machine plugged into the EXT. LINE jack. You can easily suspend or change Distinctive Ring Pattern Detection at any time. For details on this feature, see page 3.10.

With the DRPD feature active, DRPD appears in the display and the previously set reception mode is ignored. If you turn DRPD off, the machine returns to any previously set reception mode.

The current reception mode is displayed when the machine is in Standby mode.

```
JUL-21 15:30 FAX
```
— Current reception mode

If you seldom use the fax line for voice conversations, set the WorkCentre Pro 580 to receive a fax automatically by selecting FAX mode.

Receiving Automatically in FAX Mode

Your machine is preset to FAX mode at the factory. If you have changed the fax mode, take the following steps to receive faxes automatically:

1 Press and hold down the **Rcv. Mode/Contrast** button until the mode changes, release the button. Repeatedly press the **Rcv. Mode/Contrast** button until the display shows "FAX," then press the **Start/Enter** button.

2 When you receive a call, the machine answers the call on the specified number of rings and receives a fax automatically. To change the number of rings. See "Setting User-Selectable Features" on page 3.5.

To adjust the ringer volume, see "Setting Volume" on page 3.2.

Receiving in AUTO Mode

1 Press and hold down the **Rcv. Mode/Contrast** button until the mode changes, release the button. Repeatedly press the **Rcv. Mode/Contrast** button until the display shows "AUTO," then press the **Start/Enter** button.

2 When a call comes in, the machine answers on the selected ring count. If a fax tone is sensed, the machine receives the fax automatically.

3 If a fax signal is not sensed when the machine answers the call, you will hear a second ringing tone indicating a voice phone call.

4 Life the handset to answer the call. If the voice call is not answered within a specified time, the machine will switch to automatic fax reception mode.

NOTE: If DRPD Mode is selected, you must first set DRPD mode to OFF. See "Setting User-Selectable Features" on page 3.5.

Receiving Automatically in ANS/FAX Mode

For this mode, you **MUST** attach an answering machine to the **EXT.** jack on the back of your machine (see page 1.17).

1 Press and hold down the **Rcv. Mode/Contrast** button until the mode changes, release the button. Repeatedly press the **Rcv. Mode/Contrast** button until the display shows "ANS/FAX," then press the **Start/Enter** button.

Any incoming calls will be answered by the answering machine. The caller can then leave a message on the answering machine.

2 If a fax tone is detected on the line, the fax receive mode is automatically activated.

NOTES:
- If you set your machine to ANS/FAX mode and your answering machine is switched off, or no answering machine is connected to the WorkCentre Pro 580, the machine will automatically go into FAX receive mode after 6 rings.
- If your answering machine has a 'user-selectable ring counter', set it to answer incoming calls within 1 ring.
- If the WorkCentre Pro 580 is in TEL mode and an answering machine is connected to the machine, turn off the answering machine. This will prevent the answering machine's outgoing message from interrupting your phone conversation.
- If DRPD Mode is selected, you must first set DRPD Mode to OFF. See "Setting User-Selectable Features" on page 3.5

Receiving Manually in TEL Mode

You can answer voice calls using the handset, and receive faxes manually.

1 Press and hold down the **Rcv.Mode/Contrast** button until the mode changes, release the button. Repeatedly press the **Rcv. Mode/Contrast** button until the display shows "TEL," then press the **Start/Enter** button.

2 Answer an incoming call by picking up the handset.

3 If you hear a fax tone, or if the person on the other end asks you to receive a fax, press the **Start/Enter** button.

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

Receiving Manually Using an Extension Telephone

This features works best when you are using an extension telephone connected to the **EXT.** jack on back of your machine (see page 1.17). You can initiate a fax reception from an extension telephone without having to go to the fax machine.

1 When you receive a call on the extension phone and hear fax tones, press the keys '＊**9**＊' (star nine star) on the extension telephone.

The WorkCentre Pro 580 receives the document.

Press the buttons slowly in sequence. If you still hear the fax tone from the remote machine, try pressing '＊**9**＊' once again.

NOTE: The characters '∗**9**∗' (star-nine-star) are preset at the factory as the default remote receive start code for machines with extension phones rather than handsets. The asterisks in the code are fixed characters, but the number can be changed. See "Setting User-Selectable Features" on page 3.5.

2 When you have finished speaking and receiving documents, replace the handset of the extension telephone.

Making a Copy

Copying Overview

The WorkCentre Pro 580 is a high quality copier which offers the following features:

- **Adjustable contrast** : The contrast can be changed to obtain the best copy quality for documents containing faint markings, dark image, photographs, or other halftone images.

- **Multiple copies** : 1 to 99 copies of the document can be made.

- **Reduce/Enlarge** : You can reduce or enlarge the size of a copied image from 50% to 200% in increments of 1%.

- **Collation** : When the Collate Copy menu option is set to YES, the machine sorts the print copies. All pages of the document are printed in reverse order before the next copy is printed. For example, if printing two copies of a three-page document, the machine prints one complete document (page 3, page 2, page 1), before printing a second copy (page 3, page 2, page 1.)

Making a Quick Copy

To make a quick copy without setting additional options:

1 Load the document with the print side facing down into the automatic document feeder until it is grasped and pulled into the WorkCentre Pro 580.

2 Press the **Copy** button.

3 Using the numeric keypad, enter the number of copies you wish to make. The default setting is 01 copy.

4 Press the **Copy** button. The WorkCentre Pro copies the document.

NOTE: When making copies, resolution is automatically set to Super Fine.

Using Advanced Copy Features

You can select the quantity, reduction/enlargement, and collation for the printed copies.

1 Load the document **face down** into the automatic document feeder until it is grasped and pulled into the machine. If necessary, press the **Rcv. Mode/Contrast** button to choose Normal, Darken, Lighten, Photo.

2 Press the **Copy** button. The display prompts you to enter the copy quantity (1 to 99).

3 For two or more copies, enter the desired number and press the **Start/Enter** button.

4 To reduce or enlarge the image size, enter the percent value of the desired zoom rate (50 to 200), then press the **Start/Enter** button.

5 The display shows the Collate Copy menu. Press ◄ or ► to select YES or NO. Setting YES will reverse the print order and sort the print job.

Example: 2 copies of a 3-page document

Collation off   Collation on
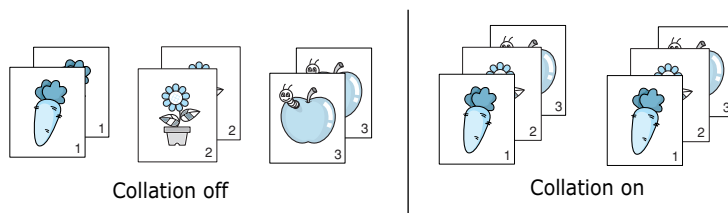
6 Press the **Start/Enter** button to begin copying.

NOTE: Pressing **Copy** at any time before "COLLATE" is displayed begins the copy operation immediately without displaying the remaining options.

Automatic Dialing

Inserting a Pause

With some private telephone systems, you must dial an access code (9 for example) and listen for a second dial tone before dialing an outside number. In such cases, you must insert a pause in the telephone number. You can insert a pause in the telephone number when you are setting up a One-Touch or Speed Dial number, or when you dial a number without lifting the handset.

To insert a pause, press the **Redial/Pause** button at the appropriate place while entering the telephone number.

When you dial a number, the dialing process pauses for about 3 seconds at the point where you inserted the pause.

If you require a longer pause time, press the **Redial/Pause** button twice.

One-Touch Dialing

With One-Touch dialing you can store numbers in any of the 20 one-touch buttons to automatically dial a number with a single press of the corresponding button.

Storing a Number for One-Touch dialing

1 Press and hold one of the 20 one-touch buttons for about 2 seconds. The display shows "Txx:", where "xx" represents the selected one-touch button number.

> Txx:_

If a number has already been programmed in the selected location, the display shows that number. To edit the number, see page 3.32.

If you press and hold a button used for group dialing, the display shows "GROUP ASSIGNED", then prompts you to press another one-touch button.

2 Enter the fax number you want to store by using the number keypad, then press the **Start/Enter** button.

To insert a pause between numbers, press the **Redial/ Pause** button; a 'P' appears on the display.

If you make a mistake while entering a number, press ◄ or ► to select the digit and re-enter the correct number, or press the **Search/Delete** button to delete the digit.

3 The display prompts you to assign a name. For information on how to enter names, see "Entering Alphanumeric Characters" on page 1.27.

Or, you can skip assigning a name.
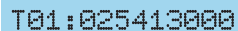
4 Press the **Start/Enter** button when the name appears correctly or without entering a name. The display prompts you to enter another one-touch number.

5 To program another one-touch number, enter the
desired one-touch button and repeat steps 2 through 4.

Or, to return to Standby mode, press the **Stop** button.

Editing a Number for One-Touch Dialing

1 Press and hold the one-touch button for 2 seconds to
select the desired phone number.

```
T01:025413000
```

2 Press ◄ or ► to move the cursor under the desired
number and select the new number from the number
keypad.

Or, press the **Search/Delete** button to delete the digit.

> **NOTE:** When you press the one-touch dial number stored for
> group dial, the display briefly shows "G-REGISTERED" to
> indicate that the number is used for group dial, then you can
> edit the number.

3 When you have finished editing, press the **Start/Enter**
button.

Sending a Fax Using a One-Touch Number

1 Adjust the document guides to match the width of the
document. Load the document **face down** into the
automatic document feeder until it is grasped and pulled
into the machine.

2 Press the one-touch button for the desired number. The
WorkCentre Pro 580 will scan the document and dial the
number automatically. When the remote fax machine
answers the phone, the document will be transmitted
automatically.

Using Address Label

A One-touch label sheet is included with the WorkCentre Pro 580. As you store numbers in the one-touch dial locations, make a note of the numbers on the label to remind you which number is stored in each position.

1 Remove the clear cover and label.
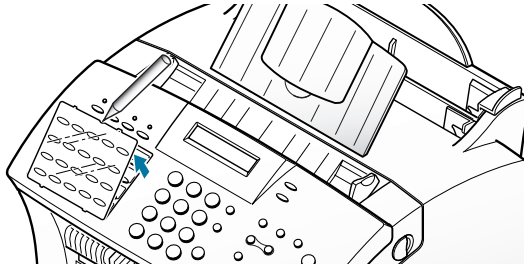
2 Write information on the label and replace the label and cover.
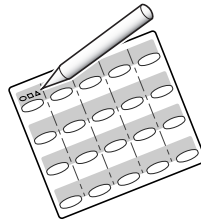
> **NOTE:** You may want to use pencil in case you wish to change these numbers later.

Speed Dialing

You can store up to 80 numbers in two-digit Speed Dial locations (01-80).

Storing a Number for Speed Dialing

1 Press and hold the **Speed(#)** button for about 2 seconds.

```
LOC. [01-80] ►##
```

2 Enter a two-digit location number (01 through 80) to which you want to store a number, then press the **Start/Enter** button.

If a number has already been programmed in the selected location, the display shows that number. To edit the number, see page 3.35.

3 Enter the fax number you want to store by using the number keypad, then press the **Start/Enter** button.

```
Sxx:05512637522_
```

where xx represents the speed location you have selected at step 2.

If you make a mistake while entering a number, press ◄ or ► to select the digit and re-enter the correct number, or press the **Search/Delete** button to delete the digit.

4 To assign a name to the number, enter the desired name. For information on how to enter names, see "Entering Alphanumeric Characters" on page 1.27.

If you do not want to assign a name, skip this step.

5 Press the **Start/Enter** button when the name appears correctly or without entering a name. The display prompts you to enter another location.

6 To program more speed dial numbers, repeat steps 2 through 5.

Or, to return to Standby mode, press the **Stop** button.

Editing a Number for Speed Dialing

1 Press and hold the **Speed(#)** button for about 2 seconds.

2 Enter the two-digit location number for the desired phone number you want to edit, then press the **Start/Enter** button. The display shows the stored number.

```
Sxx:05512637522_
```

3 Press ◄ or ► to move the cursor to the desired number and select the new number from the number keypad, or press the **Search/Delete** button to delete the digit.

NOTE: When you press the speed dial number stored for group dial, the display briefly shows 'G-REGISTERED' to indicate that the number is used for group dial, then you can edit the number.

4 When you have finished editing, press the **Start/Enter** button.

Sending a Fax Using a Speed Number

1 Adjust the document guides to match the width of the document. Load the document **face down** into the automatic document feeder until it is grasped and pulled into the machine.

2 Press the **Speed(#)** button then enter a two-digit speed dial location number.

3 Press the **Start/Enter** button to dial the number. The WorkCentre Pro 580 will scan the document and dial the number automatically. When the remote fax machine answers the phone, the document will be transmitted automatically.

Group Dialing (for Multi-Address Transmission)

Multiple one-touch and speed dial numbers can be registered as a group. By using the group number, you can send a document to multiple numbers in a single operation. The machine will dial the remote numbers in stored sequence. If the number is busy, the machine will dial the next stored number and after dialing all of the stored numbers, will automatically redial any number previously busy. Before you can use this feature, you must program the one-touch and speed dial numbers in a group.

Storing One-Touch or Speed Dial Numbers for Group Dialing

1 Press the **Setup** button. The display shows the first menu; "FAX NUMBER/NAME."

2 Press ◄ or ► until "GROUP DIAL SETUP" appears, and press the **Start/Enter** button.

3 Press one of the 20 one-touch buttons that you want to use for group dial.

4 The display prompts you to confirm the use of this button for group dialing.

```
GROUP NO.: T15
```

Press the **Start/Enter** button to confirm.

If you do not want to use the one-touch number, press the **Stop** button. Then, press another one-touch button.

```
T15 USED !
```

Then you are allowed to select "OTHER" or "RENEW" by pressing ◄ or ►. To replace that number and continue, select **RENEW**. To start over with a different location, select **OTHER**. When the desired option is displayed, press the **Start/Enter** button.

5 The display prompts you to press a one-touch button or to enter a 2-digit speed dial number that you wish to include in the group.

6 Press a one-touch button for the fax number you wish to include in the group.

Or,

Enter a 2-digit speed dial location for the fax number you wish to include in the group.

7 Press the **Start/Enter** button. The display shows the fax number which was stored in the selected location.

8 Repeat step 6 to 7 to enter additional numbers into the selected group.

9 Press the **Start/Enter** button when you have entered all the desired destinations. The display prompts you to enter a name.

10 To assign a name to the group, enter the desired name. See page 1.27 for entering alphanumeric characters.

Or,

If you do not want to assign a name, skip this procedure.

11 Press the **Start/Enter** button. The display asks you to select a one-touch number for another group dial.

12 To continue storing, press another one-touch button and repeat steps 4 through 11.

13 To stop, press the **Stop** button. The display returns to Standby mode.

NOTE: You cannot include one group dial number in another group dial number.

Editing Group Dial Numbers

You can edit one-touch or speed dial numbers stored for group dialing.

1 Press the **Setup** button on the control panel. The display shows the first menu; "FAX NAME/NUMBER."

2 Press ◄ or ► until you find "GROUP DIAL SETUP" then press the **Start/Enter** button.

3 Press the one-touch group dial button used for the group dial number you want to edit.

4 Press ◄ or ► to select the option you want, then press the **Start/Enter** button.

Select **MEMBER ADD** to add a number, and enter as many numbers as needed. To stop entering numbers, press the **Start/Enter** button. Note that you cannot include one group number in another group dial number.

Select **MEMBER DELETE** to delete a number. Press ◄ or ► to scroll to the number you want to delete. When the number that you want to delete is displayed, press the **Start/Enter** button.

5 When you are finished editing, press the **Stop** button.

Sending a Fax Using Group Dialing (Multi-Address Transmission)

You can use Group Dialing for the Delayed Transmission or Memory Transmission.

Follow the procedure of the desired operation (Broadcasting transmission - page 3.46, Delayed transmission - page 3.48, and Toll Save transmission - page 3.61). When the display requests you to enter the remote fax number, press the one-touch button where you stored the group number. You can use only one group number for each operation. Continue the procedure to complete the desired operation.

The machine automatically scans the document into memory and dials each of the numbers included in the group.

ControlCentre Lite

With ControlCentre Lite, you can set up one-touch dial or two-digit speed dial numbers in your computer and download the information to your machine.

1 Start Windows.

2 Click the **Start** menu, and select **Programs** from the Start menu.

3 Select **Xerox WorkCentre Pro 580** on the Programs menu, and select **Control Centre Lite**.

4 The ControlCentre Lite dialog box appears.

Selects the type of automatic dial.

Select the desired memory cell for the Phonebook entry.

Gets the Phonebook numbers stored in your machine.

Downloads the Phonebook numbers to your machine.

Deletes all the Phonebook numbers.

Stores a new number or edits the selected number.

Deletes the selected number.
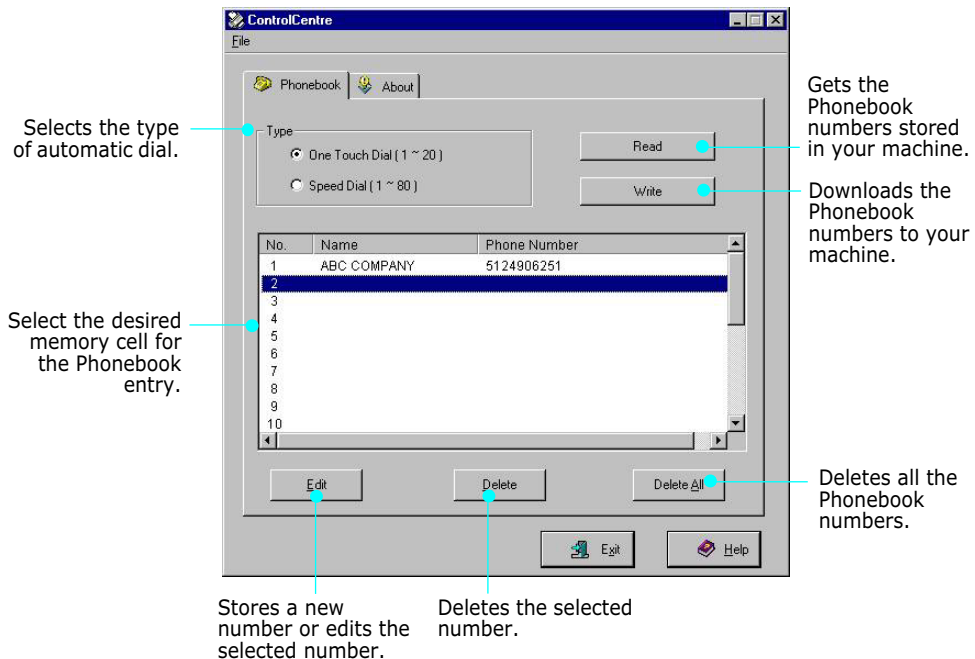
5 If necessary, press **Read** to get the numbers currently stored in your machine. The one-touch and/or speed dial numbers will be uploaded and displayed in the Control Centre Lite dialog box.

6 Select the desired Phonebook number in the Phonebook list and click **Edit**. The Edit dialog box will appear.

7 Enter any name and number, and click **OK** to save the information you just entered.

NOTE: To enter a pause in the phone number, input the letter P.

8 Repeat steps 6 and 7 to store more numbers.

NOTE: Groups cannot be created or edited through ControlCentre Lite.

9 When you have finished, you must click **Write** to download the numbers to your machine.

10 Click **Exit**.

Saving and Using Phonebooks

You can save phonebooks, then open and write them to your WorkCentre Pro 580. This may be useful if you send to several different sets of faxes.
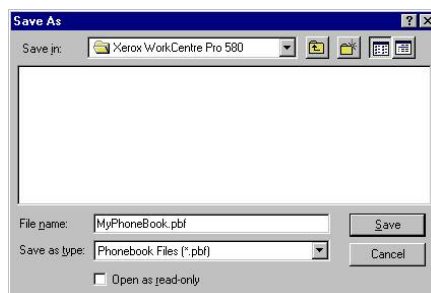
NOTE: Use this procedure to save One-Touch and Speed Dial information. You will need to manually recreate any groups.

1 Start ControlCentre Lite, see page 3.40

2 To save a phonebook, click on **File**.
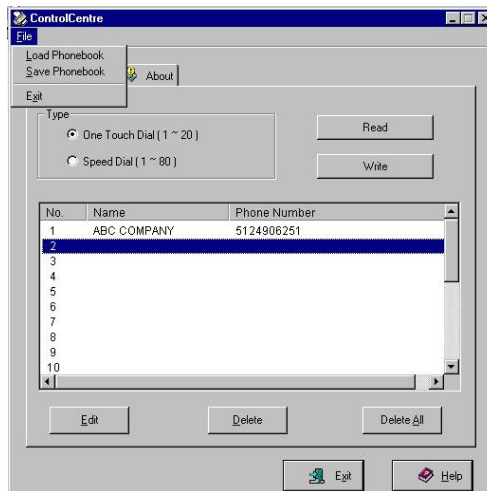
3 Choose **Save Phonebook**.

Type an appropriate name for your phonebook, then click on **Save**. The phonebook will be stored on your computer.

4 To open a phonebook, click on **File** > **Load Phonebook**. When the following screen appears, select the desired phonebook, then click **Open**.

```
Open                                              ? X
Look in:  [Xerox WorkCentre Pro 580] [▼] [🔼] [📁] [▦] [▤]

MyPhoneBook.pbf


File name:    [                    ]        [ Open  ]
Files of type: [Phonebook Files (*.pbf)  ▼]  [ Cancel ]
             □ Open as read-only
```

5 You can write the phonebook to your WorkCentre Pro 580 by clicking on **Write**.

6 Click **Exit** when you are finished.

Searching for a Programmed Number in the Memory

There are two ways to search for a number in the memory. You can either scan from **A** to **Z** sequentially, or you can search using the first letter of the name associated with the number.

Searching Sequentially through the Memory

1 Press the **Search/Delete** button on the front panel.

```
PRESS ◄, ►, A-Z
```

2 Press ◄ or ► to scroll through the memory until you find the name and number you want.

Pressing ◄ or ► allows you to search upward or downward through the entire memory in alphabetical order (from **A** to **Z**).

While searching through the machine's memory, you will see that each entry is preceded by one of three letters: '**T**' for one-touch dial, '**S**' for speed, or '**G**' for group dial number. These letters tell you how the number is stored.

3 When the name and number you want appears on the display, press the **Start/Enter** button to dial.

If a document is loaded, the document begins to be transmitted when the remote fax machine answers the phone.

Searching by the First Letter

1 Press the **Search/Delete** button, then press the button labeled with the letter you want to search for. A name beginning with the letter appears on the display.

For example, if you want to find the name 'MOBILE,' press the '**6**' button, which is labeled with 'MNO.'

2 Press ◄ or ► to move through the memory until you find the name you want.

3 When the name and number you want appear, press the **Start/Enter** button to initiate dialing.

Chain Dialing

Chain dialing allows you to manually add a dialing prefix to any of your pre-programmed 20 One-Touch numbers. By using chain dialing, you may enter a long distance code or access code then press the programmed one-touch number. The WorkCentre Pro 580 will dial the code then the fax number in the One-Touch and transmit the document.

1 Adjust the document guides to match the width of the document. Load your document **face down** into the automatic document feeder until it is grasped and pulled into the machine. If necessary, adjust Resolution and Contrast. For details, see page 3.13.

2 Press the **OHD/V. Req** (Off hook dial/Voice request) button. When you hear the dial tone enter your long distance code or access code, you will hear the machine dial the numbers that you press. Press the desired One-Touch button for your fax number destination. Then press the **Start/Enter** button. The WorkCentre Pro 580 will dial the stored One-Touch phone number and after it connects to the remote fax machine it will send the document.

NOTES:
- This feature will only work in conjunction with the One-Touch locations. It will not work with speed dial numbers or group numbers.
- Only manual transmissions from the automatic document feeder may be performed with the chain dial feature.
- Chain dialing only works with numbers entered before the press of the One-Touch button.

Advanced Fax

Broadcasting

With Broadcasting, documents are stored in memory and automatically sent to one or more remote stations. Use this feature to send your documents to multiple locations.

You can store a maximum of twenty one fax numbers for a memory transmission. If you need to send your fax to more than twenty one locations, you can increase the number of fax locations dialed by including a Group Dial number as the first one of the twenty one numbers.

After sending, the documents are automatically erased from memory.

1 Adjust the document guides to match the width of the document. Load your document **face down** into the automatic document feeder until it is grasped and pulled into the machine. If necessary, adjust the resolution and contrast. For details, see page 3.13.

2 Press the **Advanced FAX** button. The display shows the first menu; "BROADCASTING."

3 Press the **Start/Enter** button to access the Broadcasting menu.

4 Enter the number of the remote machine. There are three methods available to do this:

   • Direct entry of the telephone number using the number keypad.

   • One-touch by pressing a one-touch button including group dial buttons.

   • Speed dial using the **Speed(#)** button and a 2-digit speed dial number on the number keypad, then press

the **Start/Enter** button**.** The stored number appears on the display.

5 Press the **Start/Enter** button to confirm the number. The display asks you to enter another fax number.

6 If you want to send to more than one location, repeat steps 4 and 5.

or,

To send to one location or when you complete the last fax number setting, press the **Start/Enter** button.

NOTE: You cannot use more than one group dial number in a broadcast. If you want to use a group dial number, it must be the first location entered into the broadcast.

---

7 The document will be scanned into memory. The display shows the memory capacity and the number of pages being stored. The WorkCentre Pro 580 begins sending the documents in order of the numbers you entered.

NOTES:
- If "MEMORY FULL" condition occurs while scanning into the memory, the display will show:

  JOB ►CANCEL ►DONE

  Press ◄ or ► to select the option you want. If you select **Cancel**, broadcasting is cancelled. If you select **Done**, your machine performs broadcasting only with the pages already scanned.
- If an error occurs while sending to a specific number, the machine transmits the document to all the other numbers, then retries the number that previously recorded an error. After completing the transmission, your machine prints the multi-communication report.

Delayed Fax

You can configure your WorkCentre Pro 580 to send a fax at a specified time. Up to 10 delayed transmission operations can be reserved in your machine.

1 Adjust the document guides to match the width of the document. Load your document **face down** into the automatic document feeder until it is grasped and pulled into the machine. If necessary, adjust Resolution and Contrast. For details, see page 3.13.

2 Press the **Advanced FAX** button. The display shows the first menu; "BROADCASTING."

3 Press ◄ or ► until "DELAYED FAX" appears, and press the **Start/Enter** button to access the Delayed FAX menu.

4 Enter the number of the remote machine using the ten number keypad. There are three methods available to do this:

   • Direct entry of the telephone number using the number keypad.

   • One-touch by pressing a one-touch button including group dial buttons.

   • Speed dial using the **Speed(#)** button and a 2-digit speed dial number on the number keypad, then press the **Start/Enter** button**.** The stored number appears on the display.

5 Press the **Start/Enter** button to confirm the number. The display asks if you want to enter another fax number.

> ENTER ANOTHER NO

6 If you want to send to more than one location, repeat steps 4 and 5.

or,

To send to one location or when you complete the last fax number setting, press the **Start/Enter** button**.**

NOTE: You cannot use more than one Group dial number in a delayed fax. If you want to use a Group dial number, it must be the first location entered into the delayed fax.

---

7 The display prompts you to enter a name.

If you want to assign a name to the transmission, enter the name. If not, skip this step.
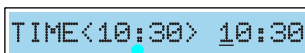
For details on how to enter the name using the number keypad, see page 1.27.

NOTE: The name entered identifies this delayed fax operation. This makes it easier to identify the operation if you need to add documents or cancel the operation.

---

8 Press the **Start/Enter** button. The display shows the current time in brackets and asks you to enter the time when the fax is to be sent.

TIME<10:30> 10:30

The current time

9 Enter the time using the number keypad, then press the **Start/Enter** button.

Enter the time in 24-hour format. For example, enter 22:30 for 10:30 P.M. If you set a time earlier than the current time, the document will be sent at that time on the following day.

10 The document will be scanned into memory. The display shows the memory capacity and the number of pages being stored.

11 The machine returns to Standby mode and the display alternates between messages to remind that you are in Standby mode and that a Delayed Transmission is set.

> **NOTE:** To cancel the operation reserved in memory, see "Canceling a Scheduled Operation" on page 3.56. To add documents to the operation reserved in memory, see "Adding Documents to a Scheduled Operation" on page 3.55.

Priority Fax

When priority fax is enabled, a high priority document can be transmitted ahead of previously scheduled operations. In this operation, the document is scanned in to memory. It is immediately transmitted at the conclusion of any operation already in progress. A priority fax interrupts a broadcast operation between stations (for example, when transmission to station A ends but before transmission to station B begins), or between redial attempts.

1 Adjust the document guides to match the width of the document. Load your document **face down** into the automatic document feeder until it is grasped and pulled into the machine. If necessary, adjust Resolution and Contrast. For details, see page 3.13.

2 Press the **Advanced FAX** button. The display shows the first menu; "BROADCASTING."

3 Press ◄ or ► until "PRIORITY FAX" appears, then press the **Start/Enter** button to access the Priority Fax menu.

4 Enter the number of the remote machine using the ten number keypad. There are three methods available to do this:

• Direct entry of the telephone number using the number keypad.

- One-touch by pressing a one-touch button.

- Speed dial using the **Speed(#)** button and a 2-digit speed dial number on the number keypad, then press the **Start/Enter** button**.** The stored number appears on the display.

NOTE: You cannot use a group dial button with priority fax.

5 Press the **Start/Enter** button to confirm the number. The display asks if you want to enter another fax number. Press the **Start/Enter** button to confirm the number. The display prompts you to enter a name.

6 If you want to assign a name to the transmission, enter the name. If not, skip over this step.

For details on how to enter a name using the number keypad, see page 1.27.

NOTE: The name entered identifies this priority fax operation. This makes it easier to identify the operation if you need to cancel it. See "Canceling a Scheduled Operation" on page 3.56.

7 Press the **Start/Enter** button. The document will be scanned into memory. The display shows the memory capacity and the number of pages being stored.

8 The machine shows the number being dialed, then sends the document.

Polling

What is Polling?

Polling is used when one fax machine requests another to send a document. This is useful for sending unattended faxes. The person who wants to receive the document calls the machine holding the original and requests that the document be sent. In other words, it "polls" the machine holding the original.

Polling Transmission

You can program the fax machine to send documents when polled by a remote fax machine. It is possible to assign a poll code to prevent unauthorized polling of your machine. When you secure your machine using a poll code, only those who know the poll code can poll your machine.

1 Adjust the document guides to match the width of the document. Load your document **face down** into the automatic document feeder until it is grasped and pulled into the machine. If necessary, adjust Resolution and Contrast. For details, see page 3.13.

2 Press the **Advanced FAX** button. The display shows the first menu; "BROADCASTING."

3 Press ◄ or ► until "SEND POLLING" appears, and press the **Start/Enter** button to access the Send Polling menu.

4 The display prompts you to enter a 4-digit poll code.

NOTE: The poll code is preset to 0000 at the factory which represents no poll code. If a poll code other than 0000 is used, polling will be restricted to the WorkCentre Pro 580's only.

```
POLL CODE [0000]
```

5 To use a poll code, enter a 4-digit code (except for 0000), then press the **Start/Enter** button.

Or,

If you do not want to secure the transmission with a poll code, press the **Start/Enter** button when the display shows 0000 for the poll code. If you previously entered a poll code, and do not want one, you may enter 0000 then press the **Start/Enter** button.

6 The display prompts you to store the document in the WorkCentre Pro 580's bulletin memory.

```
BULLETIN►YES►NO
```

NOTE: If you store the document in the bulletin board memory, more than one remote station can poll that document from your machine. If not, the file will be automatically erased after being polled by a remote machine.

7 Press ◄ or ► to highlight **YES** or **NO**, then press the **Start/Enter** button.

To store the document in the bulletin board memory, select YES. Multiple remote stations can poll the document from the WorkCentre Pro 580.

If you do not want the document to be stored in bulletin board memory, select NO. The document will automatically be erased after being polled by a remote machine.

8 The machine stores the document in memory. The display counts the number of pages being stored in memory and the memory capacity remaining.

The machine returns to Standby mode and the display shows a reminder that a Polling Transmission is set. The machine automatically switches to FAX mode (automatic receiving) when set to be polled.

Polling Reception

With polling reception, you can receive documents from an unattended remote fax machine.

NOTE: The remote machine must also support polling to use this feature.

1 Press the **OHD/V.Req** button or pick up the handset and when you hear a dial tone, dial the remote fax machine.

2 When you finish dialing, press the **Advanced FAX** button. Then, "RECEIVE POLLING?" appears.

3 Press the **Start/Enter** button. The display asks you for a 4-digit code. Poll code '0000' represents no code.

4 If the remote machine is secured with a poll code, you must enter the correct code, and press the **Start/Enter** button.

Or,

If the remote machine is not secured with a poll code, press the **Start/Enter** button to accept [0000] which represents no code.

5 The machine begins to receive polling.

NOTES:
- To cancel the operation, press the **Stop** button at any time.
- Not all fax machines have polling capability, and polling incompatibility can occur between different manufacturers.
- If a poll code other than 0000 is used, polling will be restricted to WorkCentre Pro 580's only.

Adding Documents To a Scheduled Operation

You can add documents to a delayed transmission and polling transmission previously entered into memory.

1 Adjust the document guides to match the width of the document. Load your document **face down** into the automatic document feeder until it is grasped and pulled into the machine. If necessary, adjust Resolution and Contrast. For details, see page 3.13.

2 Press the **Advanced FAX** button. The display shows the first menu; "BROADCASTING."

3 Press ◄ or ► until "ADD SCHEDULE" appears, and press the **Start/Enter** button. The display shows the operation, time and name currently reserved in memory.

4 Press ◄ or ► repeatedly until you find the operation to which you want to add documents, then press the **Start/Enter** button.

The machine automatically adds the new documents to the pages already in memory, and displays the memory capacity and the number of pages.

5 After storing, the machine briefly displays the total number of pages, then returns to Standby mode.

Canceling a Scheduled Operation

1 Press the **Advanced FAX** button. The display shows the first menu; "BROADCASTING."

2 Press ◄ or ► until "CANCEL SCHEDULE" appears, and press the **Start/Enter** button. The display shows the operation, time and number currently reserved in the memory.

3 Press ◄ or ► repeatedly until you find the operation you want to cancel, then press the **Start/Enter** button. The display asks you to confirm your selection.

4 Press the **Start/Enter** button to cancel the selected operation. The operation is deleted from memory. Or press the **Stop** button to return to the standby mode without canceling the operation.

NOTE: Canceling a scheduled operation will allow you to cancel any operation in the WorkCentre Pro 580 memory. This includes delayed fax transmissions, polling transmissions, bulletin board polling, and current memory send/broadcast transmissions that have not completed and are waiting to redial.

Additional Functions

Sending a Flash

Some special phone services require a switch-hook signal for proper operation. For example, if you have call-waiting, you can put a call on hold and take a second call on the same line by pressing the **Flash/Status** button.

1 When you are talking on the telephone and hear the call waiting signal, press the **Flash/Status** button once. The first caller is put on hold and you are connected to the second caller.

2 Press the **Flash/Status** button again to talk to the first caller again.

NOTE: If you do not have call waiting service setup on the phone line, do not press the **Flash/Status** button during a call. If you do, you could disconnect the line.

Monitoring a Dual Job Status

The WorkCentre Pro 580 can perform more than one function simultaneously. For example, you can;

• Receive a fax into the memory while making a copy.

• Store a fax document for later transmission while printing an incoming fax.

When the machine performs dual tasks, press the **Flash/Status** button to see the current status on the display of the other operation. Each time you press the **Flash/Status** button, the current status of the two operations displays alternatively.

Forwarding Received Faxes

You can forward all faxes which you receive during a specified date and time period to a specified remote station. This can be useful when you are away from your WorkCentre Pro 580 and want to receive your faxes at another fax machine.

Setting Time and Destination for Forwarding Faxes

To forward received faxes, you must program the phone number of the remote fax machine where the fax is to be sent and the start time and end time of a period when the Fax Forward feature operates.

1 Press and hold down the **Fax Forward** button for about 2 seconds.

2 Enter the number of a designated fax machine to where the faxes are to be forwarded using the number keypad, one-touch dial, or speed dial number.

NOTES:

- If a number has already been programmed for fax forwarding, the display shows that number. To edit the number, see page 3.60.
- You cannot use Group dial numbers for forwarding a fax.

3 Confirm you have entered the correct number in the display, press the **Start/Enter** button. The display prompts you to enter the start time.

4 Enter the date and time for Fax Forwarding to start and press the **Start/Enter** button. The displays prompts you to enter the end time.

5 Enter the date and time for Fax Forwarding to end and press the **Start/Enter** button.

NOTE: The display shows the current date and time or the previously programmed start and end times if the time has not elapsed.

Turning Fax Forwarding On or Off

Press the **Fax Forward** button on front panel to turn this feature on or off. Each press of the button will toggle between on or off.

- When the Fax Forward button is lit, Fax Forwarding is active. All faxes received by the WorkCentre Pro 580 during the specified period will be automatically forwarded to the registered station.

- If the LED is off, Fax Forwarding is deactivated.

- If an error occurs during forwarding a fax, your machine will automatically redial the number every three minutes up to a maximum of two times, just like normal fax operation.
- The Sending Confirmation report which shows time when faxes are forwarded, the designated fax number, the transmission result, the contents of the fax and so on will automatically print after each received fax is forwarded.

Editing Fax Forwarding

You can edit the designated fax number, start time and end time.

1 Press and hold down the **Fax Forward** button for about 2 seconds. The current fax forward telephone number is displayed.

```
TEL:9P05551212
```

2 Enter a new number or use the ◄ or ► to move the cursor under the desired digit and enter a new number from the number keypad. Press the **Start/Enter** button. The display prompts you to edit the start time.

3 Enter a new date and start time or use the ◄ or ► to move the cursor under the information you want to change. Enter the information from the number keypad and press the **Start/Enter** button. The display prompts you to edit the end time.

4 Enter a new date and end time or use the ◄ or ► to move the cursor under the information you want to change. Enter the information from the number keypad and press the **Start/Enter** button. The display prompts you to edit the fax number.

5 Press the **Stop** button to exit. To turn Fax Forwarding on or off see see page 3.59.

Toll Save Faxing

The Toll Save Fax feature can save telephone toll charges by storing the document in memory and sending it at the specified time during the off peak time slot, which is a period of time when the toll charge for the telephone call is reduced.

Setting Time for Toll Save Fax

1 Press and hold down the **Toll** button. The display prompts you to enter the time when the fax is to be sent.
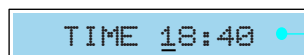
```
TIME 18:40
```
The current time or the time you have set previously

2 Enter the time in 24-hour format using the number keypad, the press the **Start/Enter** button. The display shows briefly the time you have set, then returns to Standby mode.

NOTE: Toll save time slot may vary depending on your contract with your long distance phone company. Contact your telephone company for this information.

Sending a Toll Save Fax

1 Adjust the document guides to match the width of the document. Load your document **face down** into the automatic document feeder until it is grasped and pulled into the machine. If necessary, adjust Resolution and Contrast. For details, see page 3.13.

2 Press the **Toll** button. The Toll Save LED will light. The display will flash "Toll Save On."

NOTE: When turned on, the Toll Save feature will use the last programmed time. If you want to send at a different time, change the time following the steps "Setting Time for Toll Save Fax."

3 Enter the number of the remote machine using the ten number keypad. There are three methods available to do this:

- Direct entry of the telephone number using the number keypad.
- One-touch by pressing a one-touch button including group dial buttons.
- Speed dial using the **Speed(#)** button and a 2-digit speed dial number on the number keypad, then press the **Start/Enter** button**.** The stored number appears on the display.

4 The document will be scanned into memory. The display shows the memory capacity and the number of pages being stored.

5 The machine returns to Standby mode and the display alternates between messages to remind that you are in Standby mode and that a Toll Save fax is scheduled.

The scanned document will be sent at the time which you have defined.

NOTES: To cancel the Toll Save fax operation reserved in memory, see "Canceling a Scheduled Operation" on page 3.56.

CAUTION: When the Toll Save LED is illuminated, all fax transmit operations will be scanned into memory and sent at the programmed time. After you complete entering a Toll Save operation, press the Toll Save button to turn the LED off. Any operations entered into Toll Save will still transmit at the appropriate time, but this will prevent other users from accidentally having their jobs delayed.

Printing Reports

You can print help and reports containing useful information.

NOTE: Lists that print out automatically will not print if there is no paper loaded or a paper jam has occurred.

To Print Lists

1 Press **Report/Help** on the front panel. The display shows the first menu.

> HELP

2 Press ◄ or ► until you find the list you want to print, then press the **Start/Enter** button. The selected list will be printed.

Help

Shows the machine's basic functions and commands and can be used as a quick reference guide.

Sent Journal

Shows activity information for the last 40 fax transmissions. This report shows the fax number/name, start time, duration (time), mode, pages and results.

Received Journal

Shows activity information for the last 40 fax receptions. This report shows the shows the fax number/name, start time, duration (time), mode, pages and results.

Phonebook

Lists all numbers currently stored in memory as One-touch dial numbers, Speed dial numbers, and Group dial numbers.

Sending Confirmation

Shows the fax number, the number of pages, elapsed time of the operation, the communication mode, and the communication results for the last transmission. This confirmation report can also be set to print in one of the following ways according to your setting in System Setup (see page 3.7):

• Automatically after each transmission (ON)

• Automatically only if an error occurs during transmission (ERROR)

• No report printed automatically (OFF).

Schedule Information

Shows the document currently stored for Delayed transmission, Priority transmission, Broadcasting, Send polling and Toll Save fax. The list shows the starting time, type of operation, etc.

System Data List

Shows the status of the user-selectable options. After you change any setting, print this list to confirm your changes.

The following reports print automatically and are not controlled by the **Report/Help** Button.

Multi-Communication Report (Broadcast Report)

Is printed automatically after sending documents to or receiving documents from more than one location.

Callback Message

Is printed out automatically when you do not respond to a remote operator's Voice Request.

Power Failure Report

Is printed out automatically when power is restored after a power failure. This report shows data erased by the power failure.

PRINTING

4

Read this chapter to learn how to select and load print media and how to use the print settings.

The topics included in this chapter are:

- **Print Media**

- **Printing**

Print Media

Selecting Print Media

The type of media you select affects the performance and print quality.

Selecting Media Types

Most photocopy paper, postcards, index cards, transparencies, envelopes, and labels will work with your printer, particularly paper that is marked for use in laser printers. For the best results, use one of the papers developed especially for laser printers.

What to Consider

- **Desired outcome.** The paper you choose should be appropriate for the project. For example, use greeting card paper when making party invitations.

- **Size.** Choose any size paper that fits easily within the paper guides of the printer.

- **Weight.** Use 20~24-pound or 75~90 g/m^2 plain paper for multipurpose, everyday use.

- **Brightness.** Some papers are whiter than others and produce sharper, more vibrant colors. Use white paper for documents with any other pictures.

- **Surface smoothness.** The smoothness of the paper affects how crisp the printing looks on the paper. Glossy, coated paper works well for pictures and charts where you want crisp lines.

Get the Right Paper

Your machine is designed to work well on most common office paper types and with quality 25% cotton bond paper. Because your printer uses toner to produce an image, paper that accepts toner produces the best results. Be sure to test a variety of paper types before buying large quantities.

Paper that Might Not Work

- Highly textured stock, such as linen, may not print evenly because the toner can bleed.

- Extremely smooth, shiny, or coated papers not specifically designed for laser printers can jam the printer and repel toner.

- Multi-part forms, such as duplicate or triplicate forms can wrinkle and jam; the toner is also more likely to smear.

- Paper in poor condition — with tears, dust, wrinkles, curled or bent edges, or that doesn't lie flat can jam the printer.

- Envelopes with thick or crooked edges; envelopes that are damaged, curled, wrinkled, or irregularly shaped; envelopes that are shiny or embossed; or envelopes with clasps or windows.

Selecting Media Sizes

The automatic paper feeder can hold **up to 150 sheets** of 20 lb. (75 g/m^2) paper. The single-sheet manual feeder is designed to hold one sheet. Both can be adjusted to hold media measuring **from 3 by 5 inches** (76.2 by 127 mm) **to 8.5 by 14 inches** (216 by 355.6 mm). This includes, but is not limited to, the following paper and envelope sizes:

- **A4** :8.25 by 11.75 in; 210 by 297 mm
- **A5** :5.82 by 8.25 in; 148 by 210 mm
- **A6** :4.12 by 5.82 in; 105 by 148 mm
- **B5** :7.16 by 10.12 in.; 182 by 257 mm
- **Letter** :8.5 by 11 in; 216 by 279 mm
- **Folio** :8.5 by 13 in; 216 by 330 mm
- **Legal** :8.5 by 14 in; 216 by 356 mm

- **Executive** :7.25 by 10.5 in; 184 by 267 mm
- **No.10 Envelopes** :4.12 by 9.5 in; 105 by 241 mm
- **DL. Envelopes** :4.33 by 8.66 in.; 110 by 220 mm
- **C5 Envelopes** :6.38 by 9.01 in.; 162 by 229 mm
- **C6 Envelopes** :4.49 by 6.38 in.; 114 by 162 mm
- **B5 Envelopes** :6.93 by 9.84 in.; 176 by 250 mm
- **Monarch Envelopes** :3.87 by 7.5 in; 98.5 by 190.5 mm
- **Other Custom Size**

NOTE: Insert all media vertically (portrait orientation) into the automatic paper feeder or single-sheet manual feeder. To print horizontally (landscape orientation), make this selection through the printer driver. Do not print on paper smaller than 3 by 5 inches (76.2 by 127 mm).

Using the Automatic Paper Feeder

You can stack paper or transparencies in the automatic paper feeder to feed automatically. The automatic paper feeder can hold a maximum of 150 sheets of plain paper. The maximum capacity may be reduced depending on the thickness.

NOTE: If you experience feeding problems, try printing one at a time from the manual feeder. See page 4.7.

1 Pull the extension tray on the automatic paper feeder to the fully extended position.
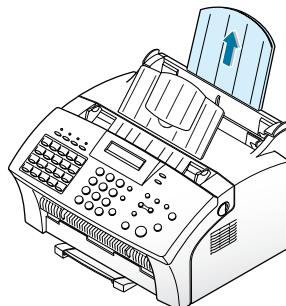
2 Prepare the print material for loading.

- **For paper:**
  Flex or fan the paper back and forth. Do not fold or crease the paper. Straighten the edges on a level surface.
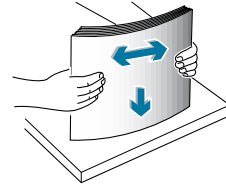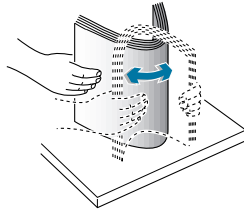
- For transparencies:
  - Hold the transparencies by the edges and avoid touching the print side.
  - Fan the stack of transparencies to prevent feeding failures. Be careful not to scratch or leave fingerprints on the print sides.
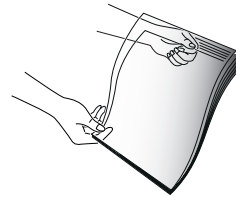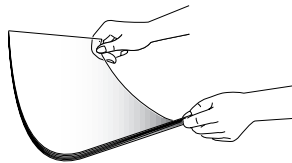
3 Load the print material into the automatic paper feeder. Load only as much paper as will fit beneath the lip protruding from the paper-length adjuster. Neatly stacking the paper before loading will help prevent print problems. Do not mix types. See the following directions to load each type of print material.

- Load paper with the print side facing forward.
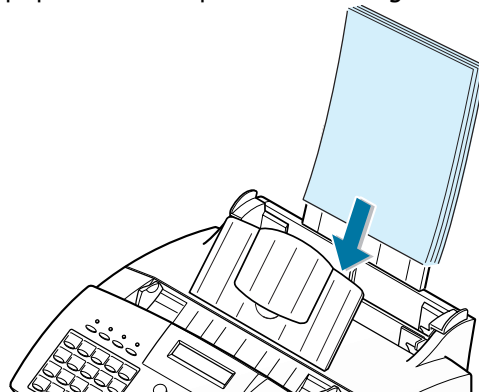
- Load transparencies **facing forward with the adhesive strip on top going into the tray first**.
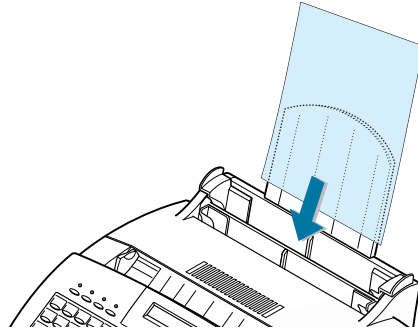
- Load letterhead paper **facing forward with the top of the page going into the tray first**.
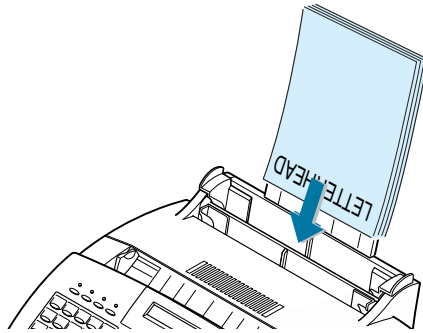
4 Slide both paper guides to fit against the paper's edges. **Ensure the paper lies flat in the tray**.
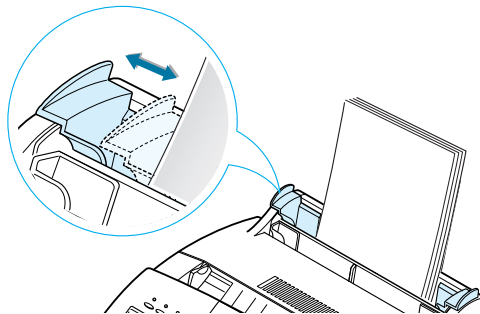
Print Side Up

Most papers print better on one side than on the other. This is especially true for coated or specially treated paper. The print side is usually indicated on the paper package. Be sure to insert the paper into the automatic paper feeder of the printer with the **print side facing forward**.

Using the Manual Paper Feeder

To load a single envelope, card stock, or specialty paper, use the manual paper feeder. When you use the manual feeder, you must feed one piece of media at a time. Manual feeding is helpful when printing on heavy paper or when experiencing paper jams with the type of media in the automatic paper feeder.

Manual paper feeder
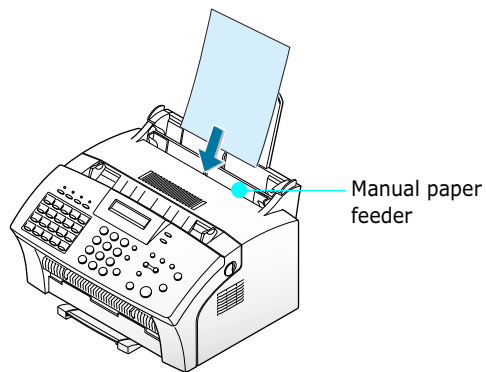
NOTES:

- Make sure that you select the **Manual** for **Paper Source** and the correct paper size and type from your printer driver before starting your print job.

- When you use the manual paper feeder, paper must be loaded in the automatic paper feeder. By doing so, you can prevent a paper jam which might occur in the manual feeder.

1 Place the print media in the manual feeder with print side facing forward and adjust the paper guides to the width of the print media.

• Load the envelope **with the flap side facing away from you**. The end of the envelope with the stamp area must enter the feeder first.
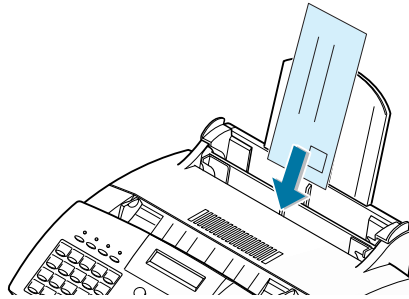
NOTE: Do not feed stamped envelopes. The stamp is shown in the previous illustration for reference only.

CAUTION: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesive. These envelopes may severely damage the printer.

• Load the label sheet **with the adhesive backing facing away from you.**
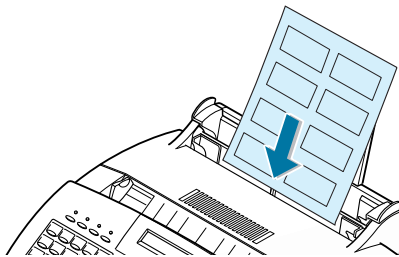
• Load a sheet of card stock **with print facing forward**, **short edge first**.
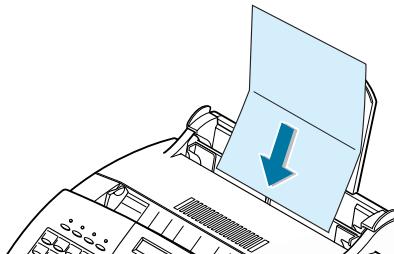
2 Initiate the print job from your computer. The display on the WorkCentre Pro 580 displays "PC PRINTING..." and "PRESS START."

3 Press the **Start/Enter** button to start manual feeding. If you have more than one page to print, press the **Start/Enter** button for each page.
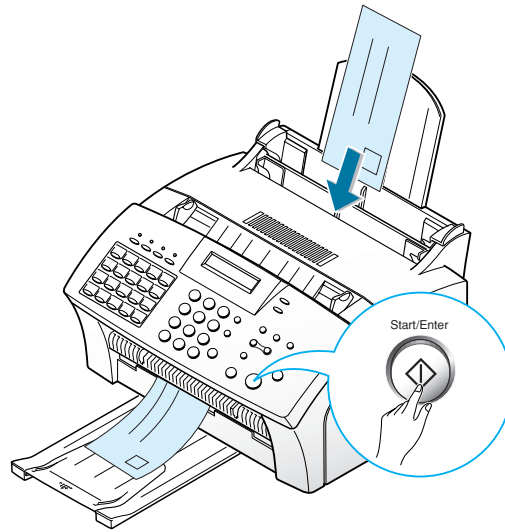
Specialty Paper Guidelines

- Read all instructions that come with special paper for important information regarding how to achieve the highest print quality.

- It is recommended to feed one sheet at a time for special paper types.

- For transparency film, follow these guidelines:
  - Let printed sheets of film cool completely before storing.
  - When a sheet of film has cooled completely, cover its printed side with a sheet of plain (not coated) paper before storing; This is recommended even if placed in a clear file or plastic holder.
  - Do not leave the film in the paper feeder for long periods of time as dust and dirt may accumulate, resulting in poor copy quality.
  - To avoid fading, do not expose the printed film to prolonged direct sunlight.
  - Store unused papers and films flat. Do not remove papers from their protective packaging until ready for use.
  - Store unused film at temperatures between 59°F to 86°F (15°C to 30°C). The relative humidity should be between 10% and 70%.

- For labels, follow these guidelines:
  - Verify that the labels' adhesive material can tolerate fusing temperature of 200°C (392°F) for 0.1 second.
  - Make sure that there is no exposed adhesive material between the labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to printer components.
  - Do not feed a sheet of labels through the printer more than once. The adhesive backing is designed for one pass through the printer.
  - Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

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

- Do not use paper that is thicker than the specifications as it may damage the laser printer cartridge.

Printing

Printing a Document

The following procedure describes the steps required to print from various Windows applications. The exact steps for printing a document may vary depending on the application program. Refer to your software application's documentation for the exact printing procedure.

1 Start the application program to create the document, or open the document you want to print.

2 Select **Print** from the **File** menu. The Print dialog box for your application appears (the Print dialog box for your application may look slightly different).

The basic print settings you require are usually selected within the Print dialog box. These settings include the number of copies, paper size, and page orientation.

Make sure that your printer is selected.
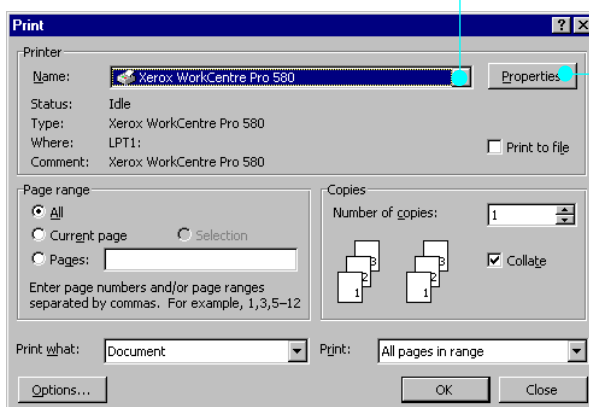
If you see **Properties** button, click it. If you see the **Setup**, **Printer**, or **Options**, click that button instead; then click **Properties** in the next screen.

3 To take advantage of the printer features provided by the WorkCentre Pro 580, click **Properties** in the application's Print dialog box and go to step 4.

If you see **Setup**, **Printer**, or **Options**, click that button instead. Then click **Properties** in the next screen.

4 The dialog box allows you to access all information necessary for using the WorkCentre Pro 580 as a printer.

If necessary, click the **Paper** tab to display the settings shown below. The Paper tab contains the options for setting the basic paper handling.

The **Paper Orientation** option allows you to select the direction in which information is printed on a page. **Portrait** prints across the width of the page, letter style. **Landscape** prints across the length of the page, spreadsheet style.

Select the number of copies to be printed.
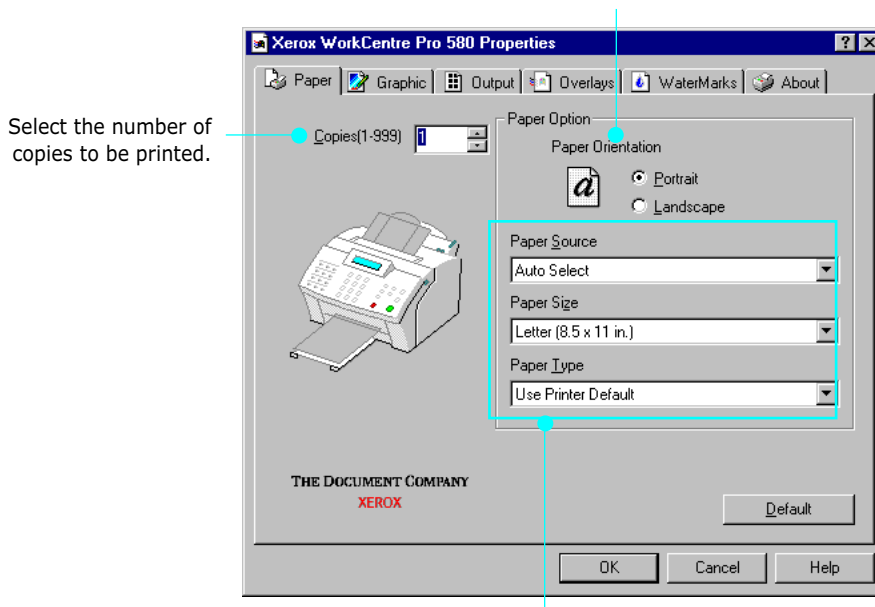
- **Paper Source**: Make sure the **Paper Source** is set to **Auto Select**. If you use the manual feeder on the back of the WorkCentre Pro 580 (see page 4.7), select **Manual**.
- **Paper Size**: Select the paper size you have loaded in the WorkCentre Pro 580. If you have a special size of paper to print on, select **Custom** and define its size in the custom paper size dialog box. The minimum size you can use is 3 by 5 inches. The maximum size is 8.5 inches by 14 inches.
- **Paper Type**: The **Paper Type** option allows you to select the paper type you want to use.

5 If you want to change the setting for print quality, click the **Graphic** tab.

The **Resolution** option allows you to select the print resolution. The higher the setting, the sharper the clarity of printed characters. Higher settings may increase the time it takes to print a document.

The **Toner Save Mode** option allows the WorkCentre Pro 580 to use less toner on each page.

• **Printer Setting**: this feature is determined by the setting you've made on the control panel of the WorkCentre Pro 580.

• **Standard**: does not save toner to print a document.

• **Save**: the WorkCentre Pro 580 uses less toner on each page.

NOTE: You can turn this feature on or off by the **Toner Save** button on the front panel (see page 1.29). The setting in the printer's properties will override the setting on the control panel.
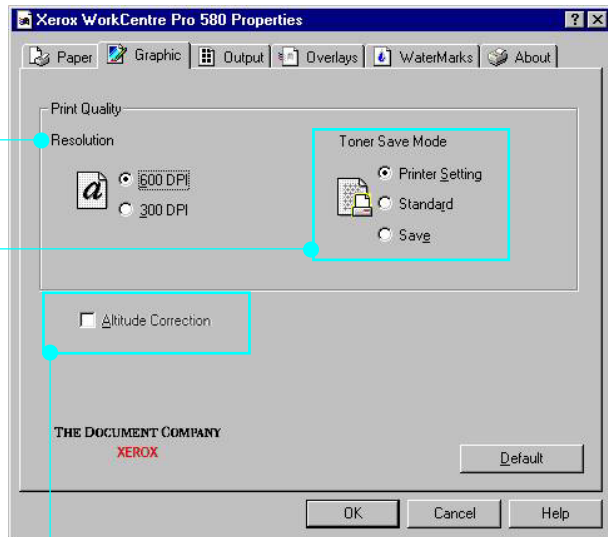
• Altitude Correction: The Altitude Correction option allows you to optimize the print quality if you are using the WorkCentre Pro 580 in high altitude locations.

6 When you finish changing print settings, click **OK** until you see the Print dialog box again.

7 Click **OK** to start printing.

- Most Windows applications will override settings you specify in the printer driver. Change all print settings available in the software application first, and any remaining settings with the printer driver.

- The settings you change here remain in effect while you are using the current program. **To make your changes permanent**, make them in the Printers folder as follows:

  1. Click the Windows **Start** button.

  2. Select **Settings**, then **Printers** to open the Printers window.

  3. Select the **WorkCentre Pro 580**.

  4. Click the right mouse button and select **Properties** or Document Defaults depending on your operating system to open the properties window.

Canceling a Print Job

There are two ways to cancel a print job:

- If your print job has not started to print, cancel from the print spooler in Windows 95, 98, or NT 4.0.

- If your print job is currently printing, press the **Stop** button twice on the front panel of the WorkCentre Pro 580.

CAUTION: If a fax job is currently being transmitted or received, this procedure will also clear it.

Printing Help

The WorkCentre Pro 580 printer driver has help screens that can be activated from the **Help** button in the printer properties dialog box. These help screens give detailed information about the printer features provided by the WorkCentre Pro 580 driver.

To restore default printer properties setting after you changed the print settings, click **Defaults** in the properties dialog box.

Printing Several Pages Per Sheet
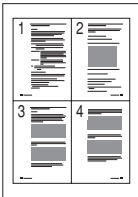
The WorkCentre Pro 580 is equipped with an option that prints several pages on one sheet of paper by reducing the size of each page and organizing them in rows and columns.

1 To change the print settings from your software application, access the WorkCentre Pro 580's printer properties. See page 4.11 to access the printer properties. From the Paper tab, select the **paper** orientation, source and size.

2 Click the **Output** tab, and choose **Multiple Pages Per Sheet** in the Type drop down list under the **Output Mode** section.

3 Select the number of pages to print per sheet (2, 4, 9, or 16) in the **Pages per sheet** drop-down list. When you make a selection, the graphic next to the option changes to show how the printed page will look.

4 Click **Print Page Borders** when you want each page image in your document to print with a border.
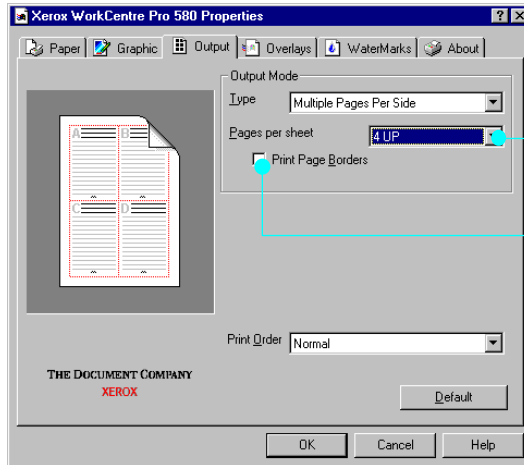
Select the number of pages per one sheet.

Put a check mark to print borders of each page.

5 Click **OK**, then start printing.

Scaling Your Document
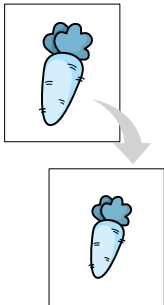
With this printer feature you can scale your print job on a page.

1 Access the WorkCentre Pro 580 printer driver properties. See page 4.11 to access the printer properties.

2 Click the **Output** tab, and select **Scale Printing** in the **Type** drop down list under the **Output Mode** section.

3 Enter the desired scaling rate in the Scale input field.

You can also click the ▲ or ▼ buttons.

Select the scaling rate
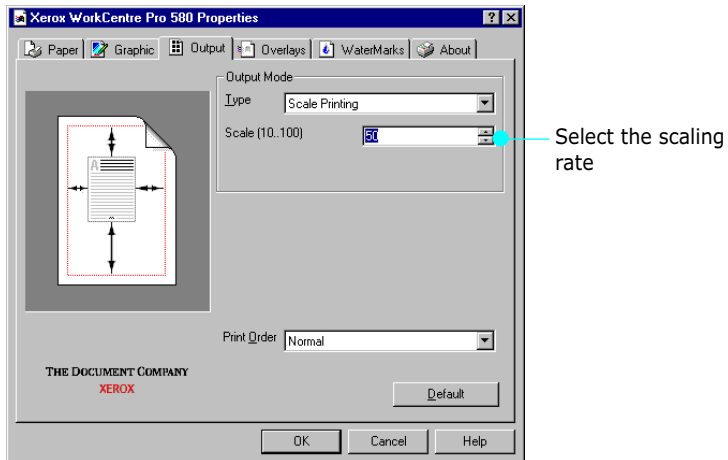
4 Click **OK**, then start printing.

Fitting Your Document To a Selected Paper Size
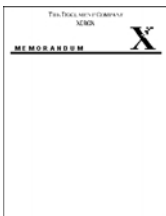
With this printer feature you can scale your print job to any selected paper size regardless of the digital document size. This can be useful when you want to check fine details on a small document.
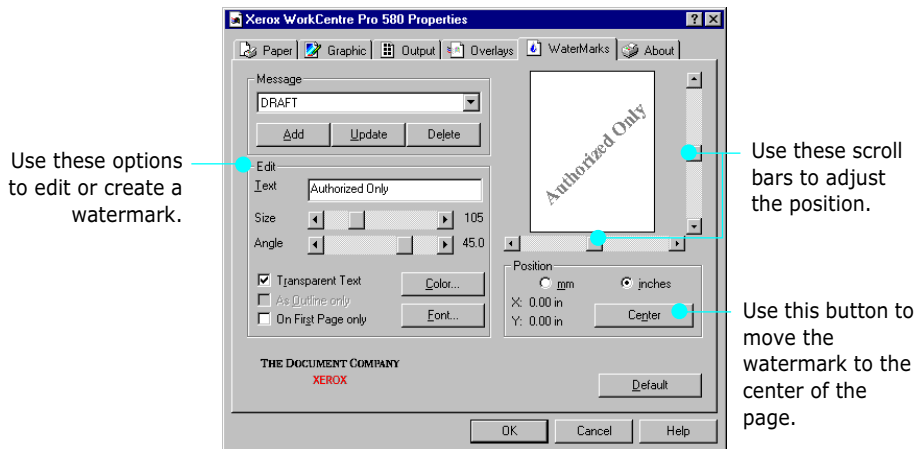
1 Access the WorkCentre Pro 580 printer driver properties. See page 4.11 to access the printer driver properties.

2 Click the **Output** tab, and select **Fit to Page** in the **Type** drop down list under the **Output Mode** section.
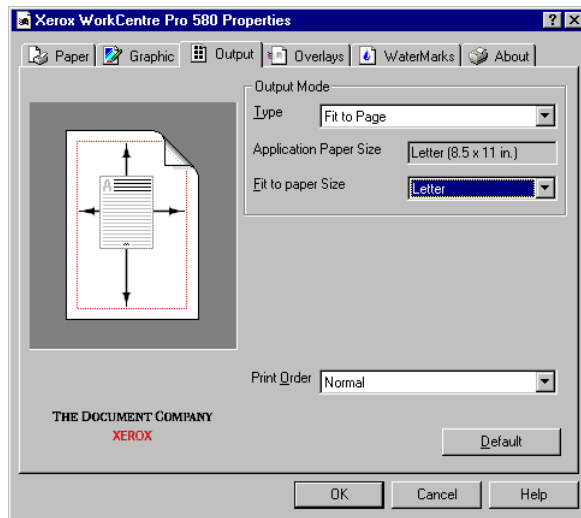
3 You'll see the Application page size and be prompted to select Fit to Paper Size. Select the correct size from the drop-down list.

Select the paper size
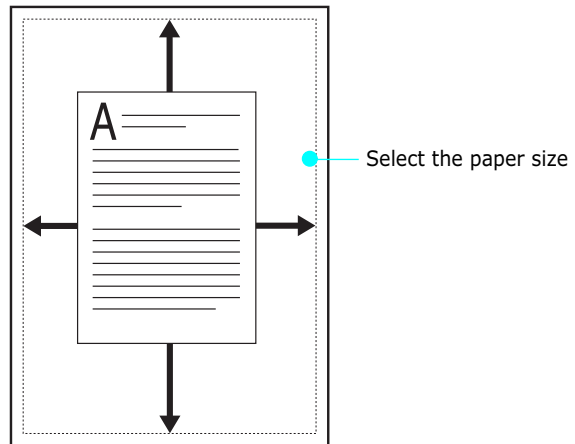
4 Click **OK**, then start printing.

Printing Posters
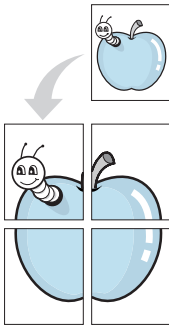
With this feature you can print a single-page document on up to 16 sheets of paper which can be pasted together to form one poster-size document.

1 Access the WorkCentre Pro 580 printer driver properties. See page 4.11 to access the printer properties.

From the **Paper** tab, select the paper orientation, source and size.

2 Click the **Output** tab, and **Poster Printing** in the **Type** drop down list under the **Output Mode** section.
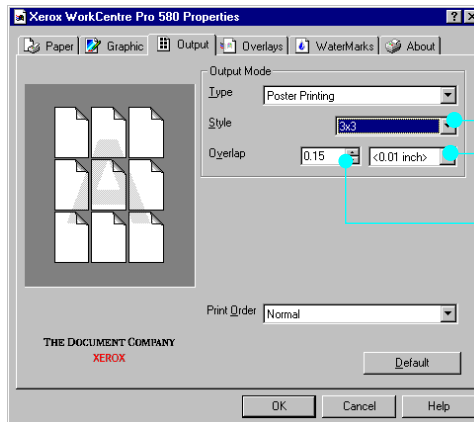
Select the poster style.

Switch between **mm** or **inch**.

Specify the area to be overlapped.

3 To determine the scaling factor, select the Style; 2x2, 3x3, or 4x4.

For example, if you select 2x2, the output will be automatically stretched to cover 4 physical pages.
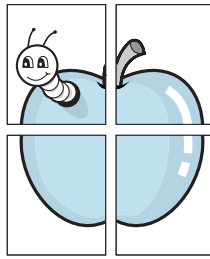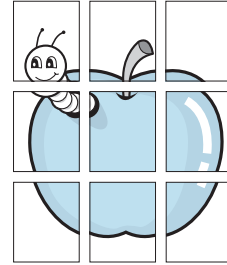
2 x 2   3 x 3

4 You may specify an overlap in millimeter or inch to make it easier to reconstruct the resulting poster.

Overlap=0   Overlap=5
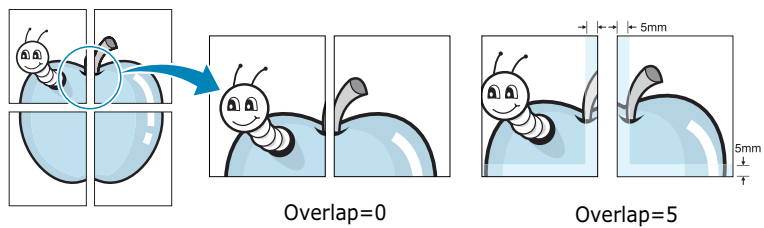
5 Click **OK**, then start printing.

Printing Watermarks

With the Watermark option you can print text over an existing document. For example, you may want to have large gray letters reading "Draft" or "Confidential" printed across the first page or all the pages of a document.

There are several predefined watermarks that come with the WorkCentre Pro 580, and they can be modified or you can add new ones to the list.

To use an existing watermark

1 Access the WorkCentre Pro 580 printer driver properties. See page 4.11 to access the printer properties.

2 Click the **Watermark** tab, and select the desired watermark in the **Message** drop-down list. You will see the selected watermark in the preview window.

preview window
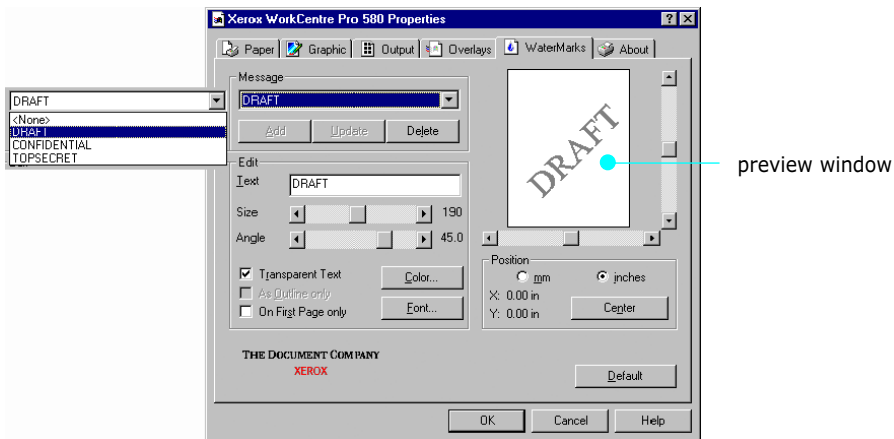
3 Click **OK**, then start printing.

To create or edit a watermark

1 Access the WorkCentre Pro 580 printer driver properties. See page 4.11 to access the printer properties.

2 Click the **Watermark** tab, and enter the desired text message in the Text field. This will be displayed in the preview window. The preview window is provided so that you can see how the watermark will appear on the printed page.

3 Select the desired watermark options, font type, size, color and angle. There are three checkboxes at the bottom of the dialog box:

• **Transparent Text** : Allows the document to show through the watermark.

• **As Outline Only** : Prints the text outline of the watermark. This setting globally effects all watermarks in the list.

• **On First Page Only** : Only prints the watermark on the first page.

Use these options to edit or create a watermark.

Use these scroll bars to adjust the position.

Use this button to move the watermark to the center of the page.

4 If you have created a new or edited an existing watermark, the **Add** and **Update** button is enabled.

To add a new watermark to the list, click **Add**.

5 If you want to edit, select the desired watermark from the list, edit the watermark, then click **Update**.

6 When you complete the edit, click **OK**, then start printing.

To stop printing the watermark, select **None** in the Message drop-down list.

To delete a watermark

1 Access the WorkCentre Pro 580 printer driver properties. See page 4.11 to access the printer properties.

2 From the Watermark tab, select the watermark you want to delete in the Messages drop-down list.

3 Click **Delete**.

4 Click **OK**.

Using Page Overlay
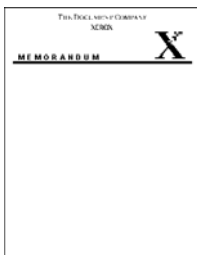
What is an Overlay?

An overlay is text and/or images stored in the computer's hard drive as a special file format that can be printed on any document you choose. Overlays are often used to take the place of preprinted forms and letterhead paper. Rather than using preprinted letterhead, for example, you can create an overlay containing the exact same information as is currently on your letterhead. Then when you want to print a letter with

your company's letterhead, you do not need to load preprinted letterhead paper in the printer. You need only to tell the printer to print the letterhead overlay on your document.

Creating a New Page Overlay

To use a page overlay, you must create a new page overlay containing your logo or image.

1 Create or open a document containing the text or image you want to use for page overlay. Position the items exactly as you wish them to appear when printed as an overlay. If needed, save the file for later use.

2 Select **Print** from the **File** menu. Then click **Properties** in the application's Print dialog box to access the WorkCentre Pro 580 printer properties. For details, see page 4.11.

3 Click the **Overlays** tab, and click **Create Overlay**.
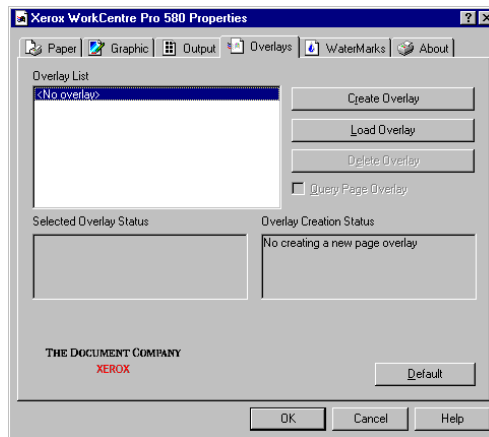
4 In the Create Overlay dialog box, type a name of up to eight characters in the File name box. Select the destination path if necessary.

5 Click **Save**. You will see the name in the Overlay List box.

6 Click **OK** on the **Overlays** box, then click **OK** in the print dialog box, then click **OK** on the "Create Overlay" message box.

The file is not printed out. Instead it will be stored on your computer's hard disk drive.

NOTE: The overlay document size must be the same as documents you will print with the overlay.

Using Page Overlay

After an overlay has been created, it is ready to be printed with your document. To print an overlay with a document:

1 Create or open the document you want to print.

2 Access the WorkCentre Pro 580 printer drive properties. See page 4.11 to access the printer properties.

3 Click the **Overlays** tab, and select the desired overlay from the Overlay List box.

4 If the desired overlay file does not appear in the Overlay List box, click **Load Overlay**, and select the overlay file.
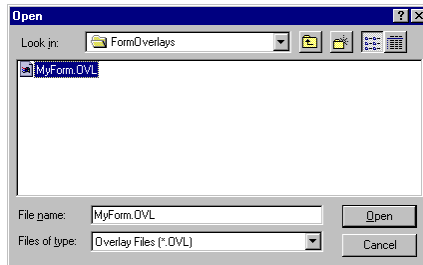
If you have stored the overlay file you want to use into an external source, you can also load the file when you access this Load Overlay window.

After you select the file, click **OK**. The file is now shown in the Overlay List box and is available for printing. Select the overlay from the Overlay List box.
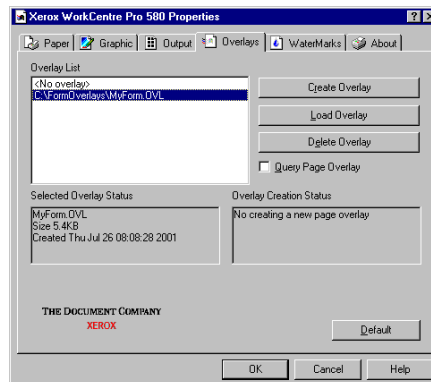
5 If necessary, click the **Query Page Overlay** check box. If this box is checked, a message box will appear each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document.

Answering **Yes** to the message box means that the selected overlay will be printed with your document.

Answering **No** to the message box cancels overlay printing.

If this box is empty, and an overlay has been selected, the overlay will be automatically printed with your document.

6 Click **OK** or **Yes** until the printing starts.

The selected overlay will be downloaded with your print job and printed on your document.

Deleting a Page Overlay

You can delete page overlays that are no longer used.

1 In the WorkCentre Pro 580 printer properties dialog box, click the **Overlays** tab.

2 Select the overlay you want to delete from the Overlay List box.

3 Click **Delete Overlay**.

4 Click **Yes** to the Confirm Delete Overlay message box, then **OK** to the properties dialog box, then close the print dialog box. The overlay file will be deleted from your PC.

Printing in a Network Environment

If you work in a network environment, you can connect the WorkCentre Pro 580 directly to a selected computer (called the "host computer") on the network. The printer can then be shared by other users on the network through a Windows 9x, 2000 or NT 4.0 network printer connection.

NOTE: You need to install the WorkCentre Pro 580 printer driver on each computer that will print documents to the printer.

Setting Up Host Computer

1   Start Windows.

2   From the **Start** menu, select **Control Panel**, and double-click on the **Network** icon.

3   Check the **File and Print Sharing** box, then click **OK**. Close the window.

4   Click **Start** and select **Printers** from **Settings**, then double-click your printer name.

5   Select **Properties** in the Printers menu.

6   Click the **Sharing** tab, then check the **Shared As** box. Fill in the **Shared Name** field, then click **OK**.

Setting Up Client PC

1 Right-click the **Start** menu, and select **Explorer**.

2 Open your network folder in the left column.

3 Right-click the shared name, and select **Capture Printer Port**.

4 Select the port you want, check the **Reconnect at log on** box, then click **OK**.

5 From the **Start** menu, select **Settings**, then **Printers**.

6 Double-click your printer icon.

7 From the **Printers** menu, select **Properties**.

8 Press the **Details** tab, select the printer port, then click **OK**.

Printing a Document

Print your document following the procedures described in page 4.11

MAINTENANCE

5

This chapter provides information for maintaining the high-quality and economical operations of the WorkCentre Pro 580 and the laser printer cartridge.

The topics included in this chapter are:

Guidelines for Maintenance

For optimal performance of your machine, follow these guidelines:

• Place the machine on a stable surface.

• Do not install your machine near devices that contain magnets or generate magnetic fields, such as speakers.

• Keep your machine clean. Dust accumulation can prevent the unit from operating properly.

• For your safety, unplug the power cord from the machine during electrical storms.

• Lift the machine from the bottom only. Do not lift the unit by the front panel or any of the trays.

Clearing Memory

You can selectively clear information stored in your machine's memory.

1 Press the **Setup** button. The display shows the first menu; "FAX NUMBER/NAME."

2 Press ◄ or ► until "MEMORY CLEAR" appears, then press the **Start/Enter** button. The display shows the first menu "FAX NUMBER/NAME."

• **FAX NUMBER/NAME** : your fax number and name are cleared from the machine's memory.

• **DIAL/SCHEDULE** : clears the one-touch, speed dial, or group dial numbers stored in the memory. In addition, all Schedule Job operations are cancelled.

- **JOURNAL** : clears all records of transmissions & receptions.
- **DEFAULT SETUP** : restores all the option settings to factory default.

3 Press ◄ or ► until you find the item you want to clear, then press the **Start/Enter** button. The display prompts you to confirm your selection.

4 Press the **Start/Enter** button to confirm. The selected memory is cleared, then the display prompts you to clear the next item.

5 Repeat steps 3 through 5 to clear another item.

Or, to return to Standby mode, press the **Stop** button.

Cleaning the OPC Drum

If you are getting streaks or spots on your print, you may need to clean the OPC drum.

1 Make sure that paper is loaded in the automatic paper feeder.

2 Press the **Setup** button on the control panel. The display shows the first setup menu; "FAX NUMBER/NAME."

3 Press ◄ or ► until "MAINTENANCE" appears, then press the **Start/Enter** button.

4 The display shows the first menu, "CLEAN DRUM", then press the **Start/Enter** button.

"CLEANING DRUM" is displayed and the WorkCentre Pro 580 feeds a sheet of paper, and prints it out. The toner particles on the OPC drum surface are fixed to the paper.

5 Press the **Stop** button to return to Standby mode.

Adjusting Shading

If the scanning unit becomes dirty, it can alter the shading value. If the documents you are sending or copying have black lines or are blurred, adjust the shading setting.

1 Clean the scanner (see page 5.8). Test again, if the copy quality is still poor, proceed with steps 2 through 5.

2 Load a sheet of white paper into the automatic document feeder.

3 Press the **Setup** button on the front panel. The display shows the first setup menu; "FAX NUMBER/NAME."

4 Press ◄ or ► until "MAINTENANCE" appears, then press the **Start/Enter** button. The display shows the first menu; "CLEAN DRUM."

5 Press ◄ or ► until you find "ADJUST SHADING", then press the **Start/Enter** button.

The white paper is scanned through the document feeder.

Setting the Machine to be Checked by Phone

With the Remote Test feature, Xerox service can run diagnostics on the WorkCentre Pro 580 remotely over the phone lines. This can eliminate the need to send a technician to your site.

1 Press the **Setup** button on the control panel. The display shows the first setup menu; "FAX NUMBER/NAME."

2 Press ◄ or ► until "MAINTENANCE" appears, then press the **Start/Enter** button. The display shows the first menu; CLEAN DRUM.

3 Press ◄ or ► until you find "REMOTE TEST", then press the **Start/Enter** button.

4 Press ◄ or ► to turn this feature ON or OFF, then press the **Start/Enter** button.

If you want to protect your machine from being diagnosed by an unauthorized person, select OFF.

5 Press the **Stop** button to return to Standby mode.

Auto Supply Ordering

If you set the Automatic Supply Ordering menu option to ON, when the laser printer cartridge needs to be replaced, your machine automatically sends a fax to a programmed fax number to notify them that your machine requires a new laser printer cartridge. This feature will be activated only when the fax number for supply ordering is stored in the WorkCentre Pro 580's memory by a technician. Contact Xerox service for more information.

1 Press the **Setup** button on the control panel. The display shows the first setup menu; "FAX NUMBER/NAME."

2 Press ◄ or ► until "MAINTENANCE" appears, then press the **Start/Enter** button. The display shows the first menu; "CLEAN DRUM."

3 Press ◄ or ► until you find "AUTO SUPPLY ORD", then press the **Start/Enter** button.

4 Press ◄ or ► to turn this feature ON or OFF, then press the **Start/Enter** button.

5 Press the **Stop** button to return to Standby mode.

NOTE: A technician is required to program information for this feature to work. Please provide the technician with the following information:

Customer Name:	Your company name or any name to easily identify the location of the WorkCentre Pro 580.
Customer Number:	Your telephone number where someone can contact you.
Service Number:	The fax number of where you want the Auto Supply Ordering information faxed to.
Serial Number:	Serial number of your WorkCentre Pro 580.

Cleaning the Machine

To maintain optimum print quality, follow the cleaning procedures below every time the laser printer cartridge is replaced or whenever print quality problems occur. Always keep your the WorkCentre Pro 580 free from dust and debris.

NOTES:
- Do not use ammonia-based sprays or volatile solvents such as thinner to clean the machine, as these can damage the WorkCentre Pro 580's surface.
- While cleaning the inside of the machine, be careful not to touch the transfer roller (located underneath the laser printer cartridge). The oil from your hands on the roller may cause print quality problems.

CAUTION: Always unplug the power cord from the WorkCentre Pro 580 before cleaning.

Cleaning the Outside

Wipe the outside surfaces of the WorkCentre Pro 580 with a soft, clean, and lint-free cloth. You can dampen the cloth slightly with water, but be careful not to let any water drip onto the machine or inside it.

Cleaning the Inside

During the printing process, paper, toner, and dust particles can accumulate inside the machine. Over time, this buildup can cause print quality problems such as toner specks or smearing. Cleaning inside the printer will eliminate or reduce these problems.

1 Unplug the power cord to turn the WorkCentre Pro 580 off, then wait for the machine to cool.

2 Pull the cover release buttons toward you and open the front cover, remove the laser printer cartridge.

> **NOTE:** To prevent damage to the laser printer cartridge, do not expose it to light for more than a few minute. Cover it with a piece of paper.

3 With a dry, lint-free cloth, wipe away any dust and spilled toner from the laser printer cartridge area and the laser printer cartridge cavity.

Cleaning the Document Scanner

To keep your machine working properly, occasionally clean the white roller, automatic document feeder (ADF) rubber, and the scanning glass.

1 Open the control panel by grasping the panel along the top edge and lightly pulling towards the front.

2 Disassemble the white roller as follows:

Pull the handle of the bushing on the end of the roller slightly outward(A), rotate it until it reaches slot(B), then pull the roller upward and out of the WorkCentre Pro 580.
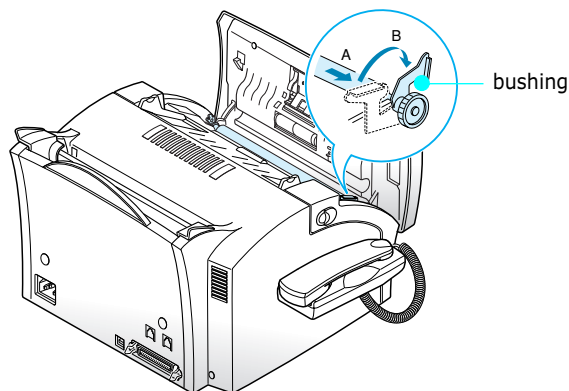
3 Wipe the roller surface with a soft cloth dampened with water.
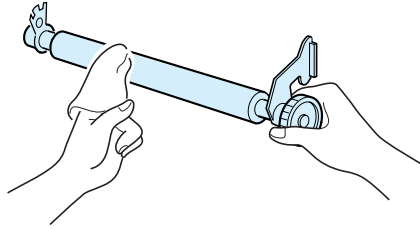
4 Using a cotton swab or a soft, dry cloth, clean the ADF rubber piece.
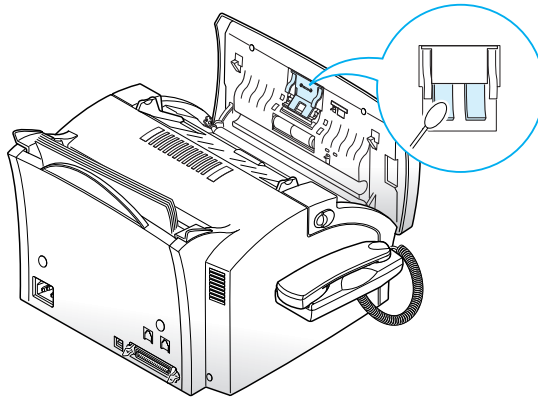
5 Carefully wipe the scanning glass with a soft, dry cloth.

If the glass is very dirty, first wipe it with a slightly dampened cloth, then with a dry cloth. Be very careful not to scratch the glass surface.
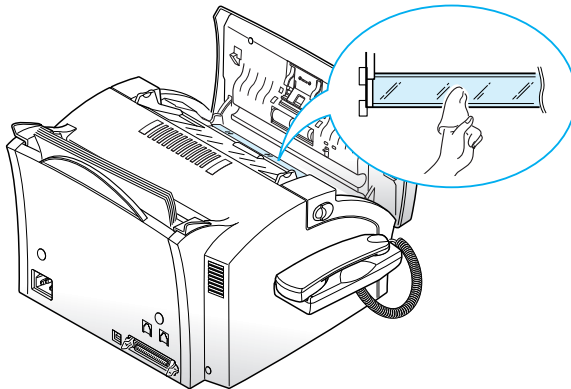
6 Replace the roller in reverse order, and then close the control panel firmly until it clicks into place.

7 Perform the shading adjustment. See "Adjusting Shading" on page 5.4.

Caring for the Laser Printer Cartridge

Expected Cartridge Life

The life of your laser printer cartridge depends on the amount of toner (density) used in each print job. For instance, when you print a typical business letter with about 5% page coverage, you can expect a laser printer cartridge life of approximately 2,500 pages (1,000 pages only for the starter laser printer cartridge shipped with the WorkCentre Pro 580). The actual number may vary according to the density of the printed page. If you print a lot of graphics, you may need to change the cartridge more often.

You can extend the life of your laser printer cartridge by using Toner Save Mode in the WorkCentre Pro 580's printer properties (page 4.13) or on the control panel (page 1.29). The Toner Save Mode uses less toner than normal printing. The printed image is much lighter, and is adequate for printing drafts or proofs.

Replacing the Laser Printer Cartridge

When the laser printer cartridge is near the end of its life, white streaks or hue changes will occur.

Take the following steps to replace the laser printer cartridge:

1 Open the front cover by pulling the cover release buttons on both sides of the WorkCentre Pro 580 towards you.
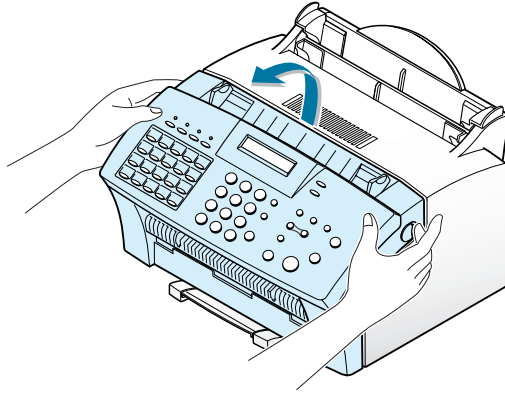
2 Remove the old laser printer cartridge by slightly lifting up then pulling towards you.
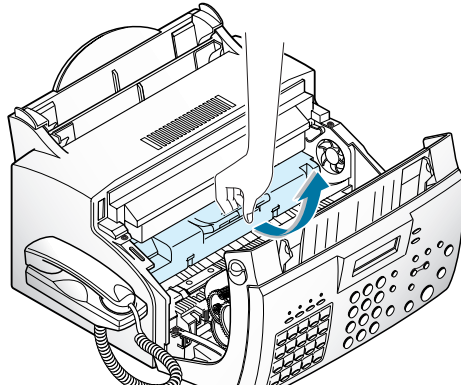
3 Unpack a new laser printer cartridge from its plastic bag, and then carefully remove the protective cover sheet.
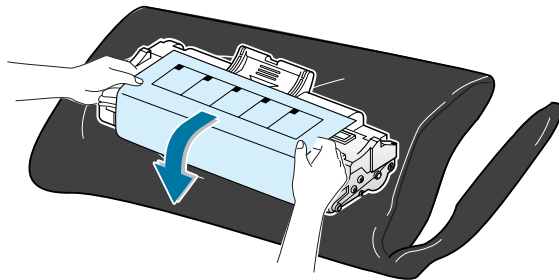
CAUTION: Do not touch the green photoreceptor drum. Scratches or smudges that appear on the photoreceptor will result in poor copy quality and may shorten the life of the laser printer cartridge.
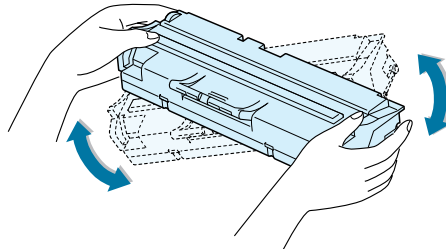
4 Shake the laser printer cartridge from side to side 5 or 6 times to distribute the toner evenly.

5 Locate the cartridge slots inside the WorkCentre Pro 580, one on each side. Grasp the handle on the front of the laser printer cartridge and slide it down along the cartridge slots until it clicks into place.
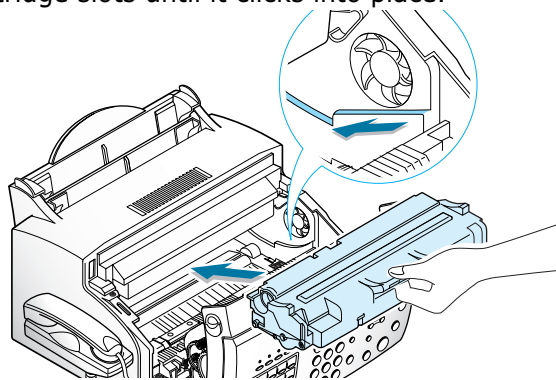
6 Close the front cover firmly until it snaps closed.
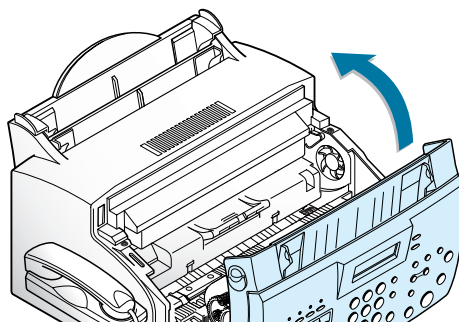
Automatic Document Feeder Rubber Pad Replacement

You can purchase the ADf Rubber Pad from Xerox service or your authorized Xerox service provider.

1 Open the Control Panel Cover.

2 Insert a small flat blade screwdriver into the slots at the lower right and left sides of the ADF Holder.
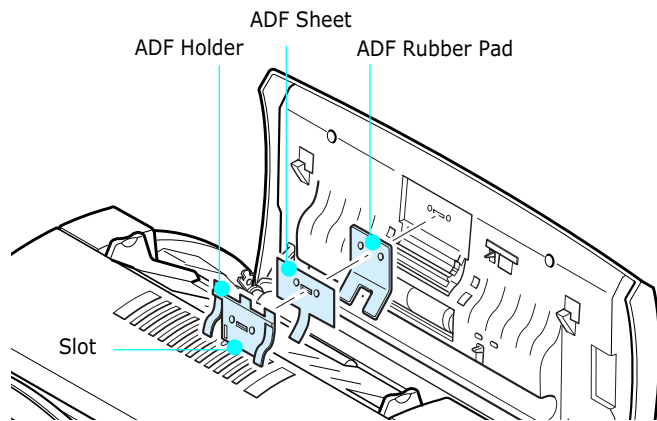
3 Apply slight pressure to release the two locking tabs on each side of the assembly.

4 Remove the assembly and replace the ADF Rubber Pad.

5 Reassemble the components in the order shown in the diagram above.

6 Place the assembly back onto the ADF Holder.

7 Press down on the assembly until it locks into position.

8 Close the Control Panel.

TROUBLESHOOTING

6

This chapter describes troubleshooting for the following areas.

Clearing Jams

Document Jams While Sending a Fax

If a document jams while you are sending it, "DOCUMENT JAM" appears on the display. Do not pull the document out of the feeder, this could damage your WorkCentre Pro 580.

1 Open the control panel by lifting the panel at the top edge.
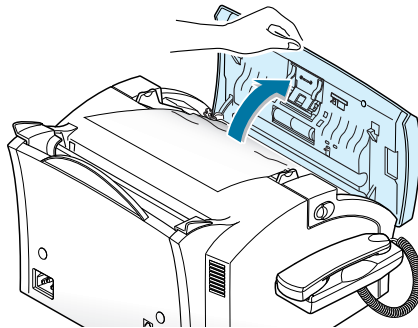
2 Carefully remove the jammed document.
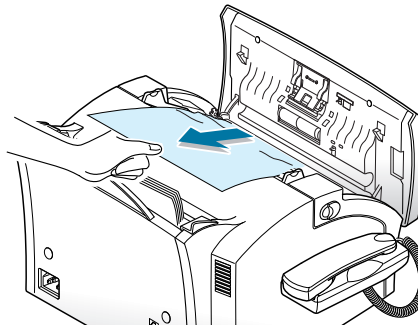
3 Close the control panel firmly until it clicks into place.
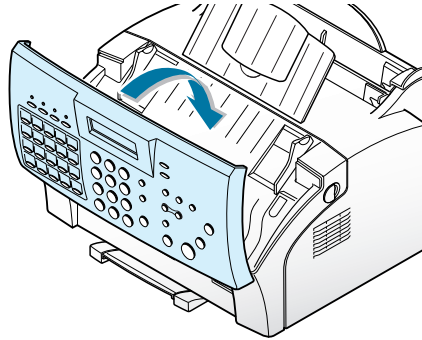
Paper Jams While the Machine is Printing

By carefully selecting the paper type and loading it properly, you should be able to avoid most paper jams. If paper jams occur, an error message appears in the display. Follow the steps below to clear the jam. To avoid tearing the paper, gently pull the jammed paper out.

IF PAPER JAMS IN THE AUTOMATIC PAPER FEEDER

1 Remove the stack of copy paper (if necessary).

2 Carefully remove the jammed paper by pulling it straight up using both hands.
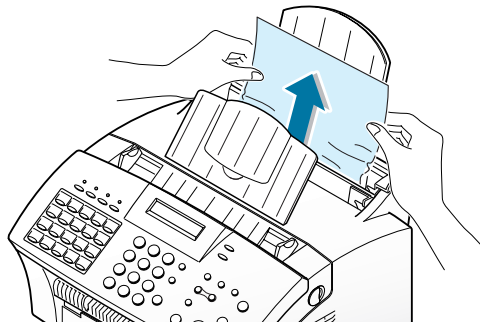
3 After removing the jammed paper, re-load the stack of copy paper back into the automatic paper feeder with the print side facing you.

IF PAPER JAMS IN THE PAPER EXIT AREA

1 If the paper jams as it exits the WorkCentre Pro 580 paper exit tray and most of the paper is visible, gently pull the paper straight out.

NOTE: If there is any resistance when you pull the paper, and it does not move easily when you pull, stop pulling. Continue with the next section, "Paper Jam inside the WorkCentre Pro 580."
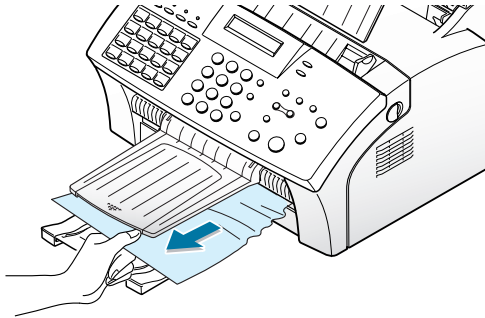
Paper Jams Inside the WorkCentre Pro 580

1 Pull the cover release buttons toward you, open the front cover.

2 Remove the laser printer cartridge.

3 Using both hands, gently pull the paper towards you.
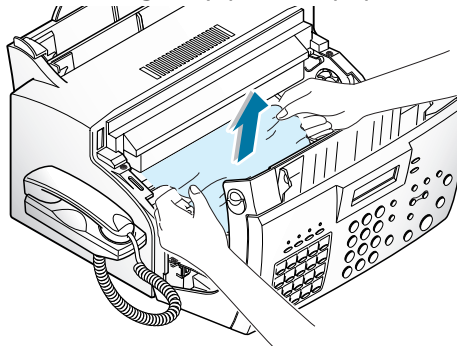
4 Check that there is no other paper jammed inside the WorkCentre Pro 580.

5 Reinstall the laser printer cartridge and close the front cover.

Tips for Avoiding Paper Jams

By carefully selecting print materials and loading them properly, you should be able to avoid most paper jams. If jams do occur, follow the steps outlined in "Clearing Jams" starting on page 6.2. If jams occur frequently, make sure you are following these tips to avoid jams:

• Follow the procedures in "Loading Paper" on page 1.20 to load paper properly. Make sure that the adjustable guides are positioned correctly.

• Do not overload the paper. Up to 150 sheets can be loaded in the automatic paper feeder at a time and the manual feeder holds only one sheet at a time.

• If you need to add additional sheets of paper while printing, remove the remaining paper from the feeder first. Then, combine the paper with the new paper. Flex, fan and straighten the paper before re-inserting into the automatic paper feeder. Note that adding new paper to the remains in the automatic paper feeder may cause paper jams or multiple feeding.

• Envelopes with self-stick adhesives may cause wrinkling, creasing, or even jams and may even damage your machine.

• Fan stacks of labels or transparencies before loading them into the automatic paper feeder. If jams occur when using the automatic paper feeder, try feeding one sheet at a time through the manual feeder.

• Do not load wrinkled, creased, damp, or highly curled paper.

• Do not mix paper sizes in the automatic paper feeder.

• Use only recommended print papers.

• Ensure that the recommended print side is facing forward when loading it in the automatic paper feeder.

• Store print materials in an acceptable environment.

LCD Error Messages

Display	Meaning	Solution
DOCUMENT JAM	The document has jammed in the automatic document feeder.	Refer to "Clearing Jams" in the beginning of this chapter for instructions on how to remove any paper.
DOOR OPEN	The front cover is not securely latched.	Press down on the front cover until it clicks in place.
FUSER ERROR	There is a problem with the fuser unit.	Unplug the power cord, wait until it cools and plug it back in. If the problem still persists, please call Xerox service.
JAM/NO CARTRIDGE	Print media has jammed inside the unit, or the laser printer cartridge is not installed.	Refer to "Paper Jams While Machine is Printing" to clear the jam or install the laser printer cartridge.
LINE ERROR	Your unit cannot connect with the remote machine, or has lost contact because of a problem on the phone line.	Try again. If failure persists, wait an hour or so for the line to clear, then try again. Or, turn the ECM mode on. See "Setting User-Selectable System Features" on page 3.5.
LOAD DOCUMENT	You have attempted to set up a sending operation with no document loaded.	Load a document and try again.
LSU ERROR	A problem has occurred in the LSU (Laser Scanning Unit).	Unplug the power cord and plug it back in. If the problem still persists, please call for service.

Display	Meaning	Solution
MEMORY FULL	The memory is full.	Either delete unnecessary documents, or retransmit after more memory becomes available, or split the transmission into more than one operation.
NO ANSWER	The remote machine has not answered and all the redial attempts have been made.	Try again. Make sure the remote machine is operational.
NO. NOT ASSIGNED	The one-touch or speed dial location you tried to use has no number assigned to it.	Dial the number manually with the keypad, or assign the number to a one-touch or speed dial location. Refer to "Automatic Dialing" on page 3.30.
NO PAPER	The automatic paper feeder is empty.	Add paper to the automatic paper feeder.
OVER HEAT	The WorkCentre Pro 580 has overheated.	Unplug the power cord, wait until it cools down and plug it back in. If you cannot solve the problem, please call Xerox service.
PAPER JAM 0	Recording paper has jammed in the paper feeding area.	Press the **Stop** button and clear the jam. See page 6.2.
PAPER JAM 2	Jammed paper still remains inside the unit.	Clear the jam. See page 6.2.
POLLING ERROR	The remote fax machine you want to poll is not ready to respond to your poll. Or, When setting up to poll another fax machine, you have used an incorrect poll code.	The remote operator should know in advance that you are polling and have their fax unit loaded with the original document. Enter the correct poll code.

Display	Meaning	Solution
POWER FAILURE	A power failure has occurred.	If documents have been stored in the memory, a 'Power Failure Report' will be automatically printed when the power is restored.
RECEIVE ERROR	A fax has not been received successfully.	A problem with the facsimile communications has occurred. Ask the sender to try again.
RETRY REDIAL ?	The machine is waiting for the programmed time interval to automatically redial a previously busy station.	You can press the **Start/Enter** button to immediately redial, or the **Stop** button to cancel the redial operation.
SEND ERROR	Your fax has not gone through successfully.	A problem with the facsimile communications has occurred. Try again.
TONER EMPTY	The laser printer cartridge has run out. The machine stops.	Replace with a new laser printer cartridge.
TONER LOW	The laser printer cartridge is almost empty.	The laser printer cartridge is almost empty. Order a new laser printer cartridge and replace when **Toner Empty** is indicated in the display. The reorder number is 113R00632.
WARMING UP	The WorkCentre Pro 580 is warming up and is not ready.	Wait until the WorkCentre Pro 580 is ready (standby).

Fax Problems

Symptom	Cause and Solution
The machine is not working, there is no display and the buttons are not working.	• Unplug the power cord and plug it in again. • Check for power at the outlet.
No dial tone.	• Check that the phone line is connected properly. • Check the phone wall jack by plugging in another phone.
The numbers stored in the memory do not dial correctly.	• Make sure the telephone numbers are stored correctly in the memory. • Print a Phonebook list. See page 3.63.
The document does not feed into the WorkCentre Pro 580.	• Make sure the document is not wrinkled or creased and you are feeding it correctly. Ensure the document meets specifications. See "Specifications" on page A.2. • Make sure that the front cover is firmly closed.
You cannot receive faxes automatically.	• Ensure that either FAX, ANS/FAX or AUTO mode is selected. • Ensure there is paper in the machine. • Check if the display shows "MEMORY FULL." If so, wait until memory clears.
Your machine cannot receive faxes manually.	• Ensure you press the **Start/Enter** button before you hang up the handset.
Your machine will not transmit.	• Make sure that the document is loaded face down. • Check that the LCD display shows "TX." • Ensure the other machine to which you are sending is able to receive your fax.
You cannot poll another machine.	• The fax machine you are polling may be using a poll code. • The other machine is not setup for transmit polling.

Symptom	Cause and Solution
Blank spaces or poor text quality appear in incoming faxes.	• The machine sending you the fax may be faulty. • The fax machine sending you a fax may have a dirty scan glass. • Line errors due to excessive noise on the phone line. • Check your machine by making a copy. • The laser printer cartridge may be empty. • Refer to "Print Quality Problems" on page 6.14.
Stretch words appear on incoming faxes.	• The machine sending you the fax had a temporary document jam. • Have the remote end resend the document.
Lines appear on copies or outgoing faxes.	• Check your scan glass for marks, and clean it. See page 5.8. • Perform a shading adjustment. See page 5.4
The machine dials a number, but fails to make a connection with another fax machine.	• The other fax machine may be turned off, out of paper, or cannot answer incoming calls. Speak with the operator of the other machine and ask them to investigate the problem.
You cannot store a document in the memory.	• There may be insufficient memory available to store the document. If the display shows a "MEMORY FULL" message, delete any documents you no longer need from the memory, then restore the document.
Blank areas appear at the bottom of each page or on other pages, with only a small strip of text printed at the top.	• You may have chosen the wrong paper settings in Setting User-Selectable Features. See page 3.5 to choose a proper paper size.
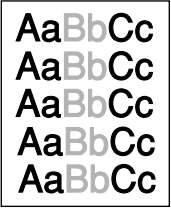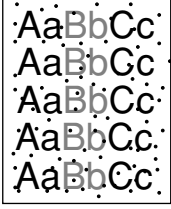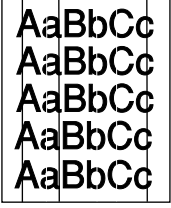
General Printing Problems
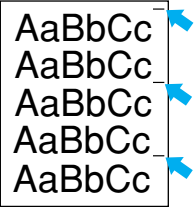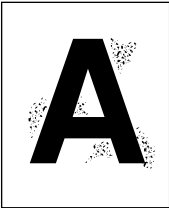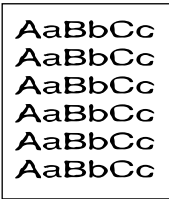
Problem	Possible Cause and Remedy
Your machine does not print.	• A paper jam has occurred. Remove the jammed paper. See page 6.2. • The laser printer cartridge is not installed properly. Remove and reinsert the laser printer cartridge. • The printer cable is not connected properly. Check the printer cable connection. • The printer cable is defective. Swap the cable with one known to work. • The port setting is incorrect. Check the Windows printer settings to make sure that the print job is being sent to the correct port (for example, LPT1). • The printer properties may be configured incorrectly. Check the application to make sure that all print settings are correct. • The printer driver may be incorrectly installed. Uninstall the WorkCentre Pro 580 print driver and reinstall it. Then try printing a test page. Refer to "Uninstalling Software" on page 2.5.
The paper is not fed into the machine.	• Paper has not been loaded properly. Remove and reinsert the paper correctly. See "Using the Automatic Paper Feeder" on page 4.4 or "Using the Manual Paper Feeder" on page 4.7. • There is too much paper in the automatic paper feeder. Remove some of the paper from the feeder.
The paper keeps jamming.	• There is too much paper in the automatic paper feeder. Remove some of the paper from the feeder. (If printing onto envelopes or labels, insert them one at a time in the manual paper feeder.) • The paper setting method may be incorrect. If printing onto envelopes, insert the envelopes so that there is a gap of approximately 1 mm (1/32") between the left and right edge of the envelopes at the paper guide.

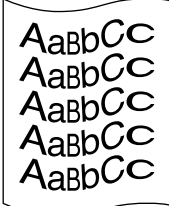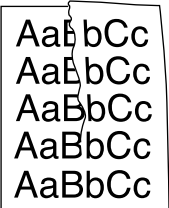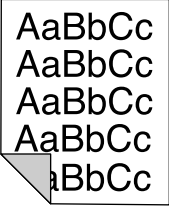| Problem	Possible Cause and Remedy
Half of the page is blank.	• The page layout is too complex. Simplify the page layout and remove any unnecessary graphics from the document. • The page orientation setting may be incorrect. Change the page orientation in the Printer Properties or Print Setup dialog box. • The paper size and the software paper size settings do not match. Insert the correct paper into the machine or change the software paper size settings in the Print Setup dialog box. • Scaling may be set to less than 100%. Change the Scaling setting in the Printer Properties dialog box. • The printer cable specifications may be incorrect. Use or replace the cable with an IEEE-1284 rated cable.
Your machine prints the wrong data, or it prints incorrect characters.	• The printer cable might not be connected properly. Check the printer cable connection. • There may be a problem with the printer driver software. Exit Windows and reboot the computer. Turn the WorkCentre Pro 580 off and then back on again. • The printer cable specifications may be incorrect. Use or replace the cable with an IEEE-1284 rated cable.
Printing is too slow.	• If using Windows 95/98/ME, the Spooling Setting may be set incorrectly. From the **Start** menu, select **Settings** and **Printers**. Click the WorkCentre Pro 580 icon with the right mouse button, select **Properties**, click the **Details** tab, and then click the **Spool Settings** button. Select the desired spool setting from the available choices. • If you are using Windows NT/2000, the Scheduling setting may be set incorrectly. From the **Start** menu, select **Settings** and **Printers**. Click the WorkCentre Pro 580, icon with the right mouse button, select **Properties**, click the **Scheduling** tab. Then, select the desired scheduling setting from the available choices.

Print Quality Problems
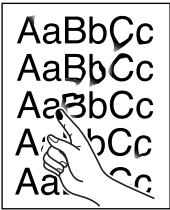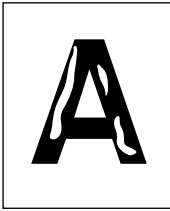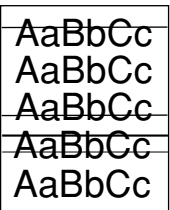
Problem	Possible Cause and Remedy
Light or faded print AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If a vertical white streak or faded area appears on the page: • The toner supply is low. Install a new laser printer cartridge. • The paper may not meet paper specifications (for example, the paper is too moist or too rough). See "Print Media" on page A.7. • If the whole page is light, Toner Save Mode may be on. Turn the Toner Save Mode option off on front panel or within the printer properties as your setting. See page 1.29 and page 4.13 respectively. • A combination of faded and smeared defects may indicate that the laser printer cartridge needs cleaning. See "Cleaning the OPC Drum" on page 5.3. • The surface of scanner parts inside the machine may be dirty. See "Cleaning the Document Scanner" on page 5.8.
Toner specks AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• The paper may not meet paper specifications. See "Print Media" on page A.7. • The transfer roller area may be dirty. See "Cleaning the Inside" on page 5.7. • The paper path may need cleaning. See "Cleaning the Inside" on page 5.7. • The surface of scanner parts may need cleaning. See "Cleaning the Document Scanner" on page 5.8.
Vertical lines AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If black vertical streaks appear on the page: • The photosensitive drum inside the laser printer cartridge has probably been scratched. Install a new laser printer cartridge. If white vertical streaks appear on the page: • The surface of LSU part inside the machine may be dirty. See "Cleaning the Inside" on page 5.7.

Problem	Possible Cause and Remedy
Dropouts AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If faded areas, generally rounded, occur randomly on the page: • A single sheet of paper may be defective. Try reprinting the job. • The moisture content of the paper is uneven or the paper has moist spots on its surface. See "Print Media" on page A.7. • The paper lot is bad. The manufacturing processes can cause some areas to reject toner. Try a different kind or brand of paper. • The laser printer cartridge may be defective. See "Vertical repetitive defects" on page 6.16. • If these steps do not correct the problems, contact a service representative.
Gray background AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If the amount of background toner shading becomes unacceptable, the procedures below may help to clear the condition: • Change the paper to a lighter basis weight. See "Print Media" on page page A.7. • Check the printer's environment; very dry (low humidity) or high humidity (higher than 80 % RH) conditions can increase the amount of background shading. • Install a new laser printer cartridge. • Adjust the shading setting. See "Adjusting Shading" on page 5.4.
Toner smear AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• Clean the inside of the printer. See "Cleaning the Inside" on page 5.7. • Check the paper type and quality. See "Print Media" on page A.7. • Try installing a new laser printer cartridge.

Problem	Possible Cause and Remedy
Vertical repetitive defects AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If marks repeatedly appear on the printed side of the page at even intervals: • The laser printer cartridge may be damaged. Print a cleaning sheet several times by cleaning the OPC drum (see page 5.3). After the printout, if you still have the same problems, install a new laser printer cartridge. • Parts in the machine may have toner on them. If the defects occur on the back of the page, the problem will likely correct itself after a few more pages. • The fusing assembly may be damaged. Contact a service representative.
Background scatter A	Background scatter results from bits of toner distributed on the printed page. • The paper may be too damp. Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture from the air. • If background scatter occurs on an envelope, change your printing layout to avoid printing over areas that have overlapping seams on the reverse side. Printing on seams can cause this problem. • If background scatter covers the entire surface of a printed page, adjust the print resolution through your software application or the printer properties.
Misformed characters AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• If characters are improperly formed, producing hollow images, the paper stock may be too slick. See "Print Media" on page A.7 . • If characters are improperly formed, producing a wavy effect, the scanner unit may need service. Verify that it also occurs on a help list page. If you need service, contact a service representative.

Problem	Possible Cause and Remedy
Page skew AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• Check the paper type and quality. See "Print Media" on page A.7. • Make sure that the paper or other media is loaded correctly and the guides are not too tight or too loose against the paper stack.
Curl or wave AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• Check the paper type and quality. Both high temperature and humidity will cause paper curl. See "Print Media" on page A.7. • Turn over the stack of paper in the automatic paper feeder. Also try rotating the paper 180° in the automatic paper feeder.
Wrinkles or creases AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• Make sure that paper is loaded properly. • Check the paper type and quality. See "Print Media" on page A.7. • Turn over the stack of paper in the automatic paper feeder. Also try rotating the paper 180° in the feeder.
Back of printouts dirty AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• The transfer roller area may be dirty. See "Cleaning the Inside" on page 5.7. • Check if the toner is leaking. Clean inside the machine. See page 5.7.

Problem	Possible Cause and Remedy
Black pages	• The laser printer cartridge may not be installed properly. Remove the cartridge and reinsert it. • The laser printer cartridge may be defective and need replacing. Install a new laser printer cartridge. • The printer may require repairs. Contact a service representative.
Loose toner	• Clean the inside of the printer. • Check the paper type and quality. See "Print Media" on page A.7. • Try installing a new laser printer cartridge. • If the problem persists, the WorkCentre Pro 580 may require repairs. Contact a service representative.
Character Voids	Character voids are white areas within the parts of characters that should be solid black: • If you are using transparencies when you experience this problem, try another type of transparency. (Because of the composition of transparency media, some character voids are normal.) • You may be printing on the wrong surface on the paper. Remove the paper and turn it around. • The paper may not meet paper specifications. See "Print Media" on page A.7.
Horizontal stripes	If horizontally aligned black streaks or smears appear: • The laser printer cartridge may be installed improperly. Remove the cartridge and reinsert it. • The laser printer cartridge may be defective. Install a new laser printer cartridge. • If the problem persists, the WorkCentre Pro 580 may require repairs. Contact a service representative.

Resetting the Machine

If you are experiencing problems or the machine locks up, you may need to reset the machine. Use the following instructions to reset and reboot the machine.

NOTE: This programming sequence must be performed within 1.5 seconds.

1 Press the **Stop** button.

2 Press the ◄ **Scroll/Volume** button.

3 Press the ► **Scroll/Volume** button.

4 Press the **Stop** button.

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APPENDIX

Specifications

	Items	Specification
General	Size (WxDxH) w/o Hand Set	370 x 356 x 195 mm 14.5 x 14 x 7.7 in.
	Weight	7.7 Kg, 17 lbs.
	LCD	16 x 1 Char.
	Interface	Parallel IEEE 1284 Bidirectional
Power	Power Switch	No
	Input Voltage	110V~127V 50 / 60 Hz
	Current	2.5 Amps
	Power Save Mode	Yes, 9.5 watts
Print	Print Method	Laser
	Speed (Engine)	8PPM
	Resolution	600 x 600 dpi
	Print Language	GDI
	Toner Save	Yes
	Effective Print Width	208 mm, 8.2 in.
	Paper Path	Rear to Front

	Items	Specification
Print	Manual Feed	Rear to Front
	Halftone	64 levels
	Operating System	Windows 95/98/ME, Windows NT/2000
Scan	Scan Method	Contact Image Sensor, Monochrome
	Quick Scan Speed	3 seconds
	Fine Mode Speed	6 seconds
	Resolution (Optical)	300 x 300 dpi
	Scan Width Maximum	8.5 in. (216 mm)
	Scan Width Effective	8.26 in. (210 mm)
	Scan Length Maximum	39.4 in. (1000 mm)
	Halftone	64 levels
	ADF Capacity	20 Sheets
	Scan Driver	TWAIN
Copy	Speed	8cpm
	Resolution	Scan:300 x 300 dpi
		Print:600 x 600 dpi
	Halftone	64 levels

	Items	Specification
Copy	Reduction / Enlargement	50 - 200%
	Multi Copy	1 - 99 pages
Telephone	Handset	Yes
	1-Touch Dial	20 EA
	Speed Dial	80 EA
	Telephone Answering Device	No
	Telephone Answering Device Interface	Yes
	Tone/Pulse	US:Tone(DTMF)
		Pulse:Tech Mode only
	External Phone Extension	Yes
Fax	Compatibility	ITU-T G3
	Applicable line	Public Switched Telephone System (PSTN) or behind PABX
	Modem Speed	33.6 Kbps with Auto Fallback
	TX Speed	3 sec
	Compression	MH/MR/MMR
	ECM	Yes
	Standard Resolution	203 x 98 dpi
	Fine Resolution	203 x 196 dpi

	Items	Specification
Fax	Superfine Resolution	300 x 300 dpi
	Contrast	Normal
		Darken
		Lighten
		Photo
	Halftone	64 levels
	Memory Capacity	2 MB (160 pages)*
	Battery Backup	Yes (Max 30Min)
Automatic Paper Feeder	Type	BIN
	Input Capacity	150 sheets / 20lb
	Output Capacity	100 sheets / 20lb
	Output Control	Face up
	Bypass	Single Page
	Paper Type	Plain, Coated paper

Transparency, Envelope

Card stock |
| | Paper Size | Letter, Legal, A4 |
| | Paper Weight | Auto: 16 ~ 24 lb, 60 ~ 90 g/m^2 Bypass: 16 ~ 43 lb, 60 ~ 161 g/m^2 |

* ITU-T No. 1 test chart, your capacity may vary.

	Items	Specification
Automatic Document Feeder	Input Capacity	20 sheets
	Paper Weight	12.5 - 28 lbs.
Consumables	Starter Cartridge	1,000 pages @ 5% coverage
	Laser Printer Cartridge	2500 Pages @ 5% coverage
	Reorder Number	113R00632

Print Media

Selecting Print Media

Satisfactory print and receive quality can be obtained with many types of plain paper. Since the quality of plain paper varies widely, test the print quality before buying large quantities of paper. Your machine uses a variety of papers including:

• Xerographic paper

• Bond paper

• Dual-purpose paper

Because all papers vary in physical characteristics, you can receive mixed results from different packages of paper even through the packages contain the same paper. If you encounter undesirable results, try the other side of the paper, a different type, or another package of the same kind of paper.

Selecting Media Types

Most photocopy paper, postcards, index cards, transparencies, envelopes, and labels will work your printer, particularly paper that is marked for use in laser printers. For the best results, use one of the papers developed especially for an laser printer.

What to Consider

• **Desired outcome.** The paper you choose should be appropriate for the project. For example, use greeting card paper when making party invitations.

- **Size.** Choose any size paper that fits easily within the paper guides of the printer.

- **Weight.** Use 20~24-pound or 75~90 g/m^2 plain paper for multipurpose, everyday use.

- **Brightness.** Some papers are whiter than others and produce sharper, more vibrant colors. Use white paper for documents with pictures.

- **Surface smoothness.** The smoothness of the paper affects how crisp the printing looks on the paper. Glossy, coated paper works well for pictures and charts where you want crisp lines.

- **Colored paper** should be of the same high quality as white paper. The pigments must withstand the printer's fusing temperature of 392° F (200° C) for 0.1 seconds without deterioration. Do not use paper with a colored coating that was added after the paper was produced.

- **Pre-printed forms** must be printed with non-flammable, heat-resistant inks that do not melt, vaporize, or release hazardous emissions when subjected to the printer's approximately 392° F (200° C) fusing temperature for 0.1 seconds.

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

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

Do not use the following types of paper with the WorkCentre Pro 580:

• Highly textured stock, such as linen, may not print evenly because the toner can bleed.

• Extremely smooth, shiny, or coated papers not specifically designed for laser printers can jam the printer and repel toner.

• Multi-part forms, such as duplicate or triplicate forms can wrinkle and jam; the toner is also more likely to smear.

• Paper in poor condition — with tears, dust, wrinkles, curled or bent edges, or that doesn't lie flat can jam the printer.

• Envelopes with thick or crooked edges; envelopes that are damaged, curled, wrinkled, or irregularly shaped; envelopes that are shiny or embossed; or envelopes with clasps or windows.

• Continuous form feed paper. The paper will cause a jam condition.

Selecting Media Sizes

The automatic paper feeder can hold **up to 150 sheets** of 20 lbs (75 g/m^2) paper. The single-sheet manual paper feeder is designed to hold one sheet. Both can be adjusted to hold media measuring **from 3 by 5 inches** (76.2 by 127 mm) **to 8.5 by 14 inches** (216 by 355.6 mm). This includes, but is not limited to, the following paper and envelope sizes:

• **A4** :8.25 by 11.75 in; (210 by 297 mm),
  16-24 lb (60 g/m^2 - 90 g/m^2)
• **Letter** :8.5 by 11 in; (216 by 279 mm)
  16-24 lb (60 g/m^2 - 90 g/m^2)
• **Legal** :8.5 by 14 in; (216 by 356 mm)
  16-24 lb (60 g/m^2 - 90 g/m^2)
• **No.10 Envelopes** :4.12 by 9.5 in; 105 by 241 mm
• **DL. Envelopes** :4.33 by 8.66 in.; 110 by 220 mm
• **C5 Envelopes** :6.38 by 9.01 in.; 162 by 229 mm
• **C6 Envelopes** :4.49 by 6.38 in.; 114 by 162 mm
• **B5 Envelopes** :6.93 by 9.84 in.; 176 by 250 mm
• **Monarch Envelopes** :3.87 by 7.5 in; 98.5 by 190.5 mm
• **Other Custom Size**

Specialty Paper Guidelines

- Read all instructions that come with special paper for important information regarding how to achieve the highest print quality.

- It is recommended to feed one sheet at a time for special paper types.

- For transparency film, follow these guidelines:
  - Cover the printed side of the film with a sheet of plain (not coated) paper before storing; This is recommended even if placed in a clear file or plastic holder.
  - Do not leave the film in the paper tray for long periods of time as dust and dirt may accumulate, resulting in poor copy quality.
  - To avoid fading, do not expose the printed film to prolonged direct sunlight.
  - Store unused papers and films flat. Do not remove papers from their protective packaging until ready for use.
  - Store unused film at temperatures between 59°F to 86°F (15°C to 30°C). The relative humidity should be between 10% and 70%.

- For labels, follow these guidelines:
  - Verify that the labels' adhesive material can tolerate fusing temperature of 200°C (392°F) for 0.1 second.
  - Make sure that there is no exposed adhesive material between the labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to printer components.
  - Do not feed a sheet of labels through the printer more than once. The adhesive backing is designed for one pass through the printer.
  - Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

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

- Do not use paper that is thicker than the specifications as it may damage the laser printer cartridge.

Safety Information

FCC Regulations

Send Header Requirements

Federal Communications Commission (FCC) regulations require all persons within the United States who send any message via a facsimile machine to include an identifying message in the transmission. The message must clearly contain an identifier and telephone number for the entity (business or individual) sending the message.

This facsimile machine provides the local ID and name features required for the FCC regulation. To satisfy the FCC regulation, the telephone number and name must be included with the printed document. To comply with the FCC rules, carefully read and follow the instructions listed in this document to program the local ID and name.

Data Coupler Information

This Xerox WorkCentre Pro 580 machines contains an internal data coupler. Its use is restricted by the FCC (Federal Communications Commission). To comply with the FCC rules, you must carefully read and follow the instructions listed below.

This equipment complies with Part 68 of the FCC rules. On the rear of this equipment is a label that contains, among other information, the FCC registration number and Ringer Equivalence Number (REN). If requested, provide this information to your telephone company. The REN for the WorkCentre Pro 580 is 0.5.

The REN is used to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. In most, but not all areas, the sum of all devices should not exceed five (5.0). To be certain of the number of devices you my connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

Ask your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can severely damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

You may safely connect the machine to the following standard modular jack: USOC-RJ-11C. To connect it, use the standard line cord with modular plugs provided with the installation kit.

An FCC compliant telephone cord and modular plug are provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant.

Do not connect this machine to a party or coin operated phone line.

Repairs to the machine should be made only by a Xerox representative or an authorized Xerox service agency. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

If you find the telephone line is damaged or the telephone company notifies you that your machine is causing damage, disconnect the machine from the telephone line and call for service. Do not reconnect the machine until necessary repairs are made.

The telephone company will, where practical, notify you when they need to temporarily disconnect service. However, if action is reasonable and necessary, but prior notice is not practical, they may still temporarily disconnect your service. In such cases they must:

• Immediately notify you of their temporary action.

• Reconnect service when the source of damage is removed.

• Inform you of your right to bring a complaint to the FCC under FCC rules

The telephone company may make changes to its communications facilities, equipment, operations, or procedures. Such action must be reasonable, required in the operation of their business, and consistent with FCC rules. They must give you prior written notification if the changes can:

• Make your machine incompatible with their equipment

• Require modification or alteration of the machine.

• Otherwise physically affect performance of the machine.

When programming emergency numbers and/or making test calls to emergency numbers:

• Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.

• Perform such activities in off-peak hours, such as early morning hours or late evenings.

Canadian Certification

Notice: The Industry Canada label on this system identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational, and safety requirements. Industry Canada does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord).

The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

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

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

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

Notice: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulation of Industry Canada.

Radio Frequency Emissions

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

• Reorient or relocate the receiving antenna.

• Increase the separation between the equipment and receiver.

• Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

• Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the authority granted by the FCC to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

Laser Safety

Caution: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous exposure to laser light.

Since radiation emitted inside this product is completely confined within the protective housing and external covers, the laser beam cannot escape from the machine during any phase of the user operation. The Center for Devices and Radiological Health (CRDH) of the US Food and Drug Administration implemented regulations for laser products on August 1, 1976. These regulations apply to laser products marketed in the United States.

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