XEROX

WorkCentre Pro 555/575
Advanced Features Guide

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Table of Contents

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1   Introduction

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

You will be ready to send and receive faxes and make copies with your machine as soon as you have read the User Guide. You can then refer to topics in this Advanced Features Guide as needed.

Finding Information in the Advanced Features Guide (SAG)

The Advanced Features Guide contains the following sections:

Table of Contents

Use the Table of Contents to find topics easily.

Introduction - Chapter 1

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

Programming the Machine - Chapter 2

Describes Menu Mode operation and the steps required to enter information when programming the machine. Instructions for storing frequently dialed numbers are also provided.

Receiving Documents - Chapter 3

Describes the Receive functions and instructs how to perform each function.

Dialing Methods - Chapter 4

Describes the Dialing methods and instructs how to use each method.

Transmitting Documents - Chapter 5

Describes the Transmit functions and instructs how to perform each function.

Cancelling Jobs - Chapter 6

Provides the instructions for cancelling the various types of jobs.

Polling - Chapter 7

Describes the Polling functions and instructs how to perform each function.

Mailbox Communications - Chapter 8

Describes both the Xerox Mailbox system and the standard ITU-T Mailbox system and instructs how to use the mailbox functions for each system.

Reports - Chapter 9

Describes the reports and lists and instructs how to setup or print each report.

Copying Documents - Chapter 10

Describes the Copy functions and instructs how to perform each function.

Control Centre and Web Control Centre - Chapter 11

Describes how to use Control Centre and Web Control Centre software to set up the WorkCentre

Troubleshooting - Chapter 12

Guides the user through problem solving and provides a list of error codes, messages, and recommended corrective actions.

Installing Options -Appendix A

Provides step by step instructions for installing the optional handset and paper tray.

Ordering Supplies - Appendix B

Provides contact addresses and telephone numbers for ordering consumable supplies.

Maintaining the Product - Appendix C

Provides procedures to clean and maintain the machine. Includes detailed procedures for replacing the consumables.

Product Data Sheet - Appendix D

Provides the products technical specifications.

Environmental Specifications - Appendix E

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

Index

Refer to the Index to locate specific information.

Information provided by the User's Guide

In addition, the User's Guide contains the following sections:

Table of Contents

Use the Table of Contents to find topics easily.

How to Use this Manual - Chapter 1

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

Introduction - Chapter 2

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

Getting Started - Chapter 3

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

Basic Troubleshooting - Chapter 4

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

Environment Specifications - Appendix A

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

Index

Refer to the Index to locate specific information.

Document Conventions

A document convention is simply a way of presenting information. This section explains the conventions used in the WorkCentre Pro User's Guide.

Many procedures require you to press a key to perform a function; these keys appear in boldface type.

For example: Press **Start** to send a fax.

When you use the Menu Mode, you may have to press a series of keys before arriving at the desired menu. The resulting screen message for each step appears next to the series of keys pressed.

For example: The procedure to enable the Send Header would appear as follows:

To enable the send header:

1. Press:

Menu (5) (3) (0) (5)

```
Send header
1.Inside
   2.Outside
      3.Off
```

2. Select where you want the fax header to be printed:

   To print the header in the document area, press (1).

   To print the header above the document area, press (2).

   To not print a header, press (3).

3. The menu selection screen redisplays. Press **Stop** to return to the Standby Mode.

Notes, Cautions, and Warnings

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

Note: *Notes are provided as additional information.*

The following are examples of a caution and a warning:

CAUTION

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

WARNING

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

WorkCentre Pro 555/575

2　Programming the Machine

This chapter contains detailed instructions for programming the WorkCentre from the Control Panel. Step-by-step instructions are provided for programming features using the Menu Mode, storing frequently used numbers to automatic dialing keys, and setting machine defaults.

Using the Menu Mode

Various functions of the WorkCentre are available by selecting menu items with the menu screen displayed on the Control Panel.

The display shows one menu and one feature at a time. By using the arrow key, you can scroll up/down to display the next/previous feature. The menu item is always displayed in the first line while scrolling up/down the features in the second line.

```
Confidential
1.Print mailbox
  2.Sent to mailbox
    3.Poll from mailbox
      4.Store to mailbox
        5.Delete contents
```
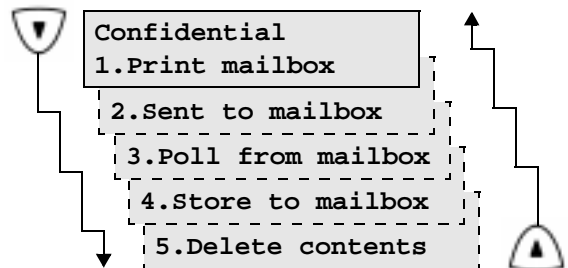
Keys used in Menu Mode Operation

The following table lists the keys commonly used when programming the machine in Menu Mode.

Key	Key Description
Menu	Press the **Menu** key to change the display from Standby Mode to the menu screen. When the menu screen is already displayed, press this key to scroll up through the menu selections.
	When a menu screen is displayed, press the **Down** arrow key to scroll down through the menu selections.
	When the menu screen is displayed, press the **Left** arrow key to display the preceding menu. When entering characters, use this key to move the cursor to the left.
	When entering characters, use the **Right** arrow key to move the cursor to the right.
Enter or ↵	When the currently highlighted menu has sub-items, press the **Enter** key to display the screen of sub-items.
Exit or *	Press the **Exit** key to exit the menu mode.
Numeric Keypad	The Numeric Keypad is used to enter numeric, alphabetical or special characters information.

To program a Menu feature using the scroll keys:

1. From the Standby Mode, press:

   Menu
   ▲

   ```
   Menu map
   1.Fax features
   ```

2. Using the ▲ and ▼ arrow keys, scroll through the list until the feature you wish to program is displayed, then press the **Enter** key.

3. The next menu layer is displayed. Using the ▲ and ▼ arrow keys, scroll through the list until the feature you wish to program is displayed, then press the **Enter** key.

To program a Menu feature using the Menu Numbers:

Most Menu features are assigned a sequence number. You can select the feature you wish to program quickly by pressing **Menu** and the sequence numbers.

Refer to the Menu Flow Map on the pages that follow, or to print a Menu Map, press **Menu**, **7**. Menu map can also be printed by a direct access key.

Locate the feature you wish to program on the Menu Map and note the number sequence.

For example: The Machine ID feature is accessed by first selecting Initial Setup (4), then Machine ID (3).

Therefore, to access this menu item, press:

Menu
▲ (4) (3)

Note: *Double digit menu numbers (01. Speaker volume)*

require 2 entries and are shown as (0)(1)

Menu Flow Map

1. Fax features
- 1. Send option
  - 01. Secure send
  - 02. Error correct-ECM
  - 03. Sub address
  - 04. Send after scan
  - 05. Cover sheet
  - 06. Send later
  - 07. Direct send *
  - 08. Priority
  - 09. Resend stored fax
- 2. Listen to dial
  - 01. Listen to dial
  - 02. Tone dial
  - 03. Line select*
- 3. Polling
  - 01. Poll
  - 02. Scan to be polled
  - 03. Send then poll
  - 04. Continuous poll
- 4. Number of pages
- 5. Secure receive
- 6. Chain dial
- 7. Charge code *
- 8. Mailbox
  - 01. Confidential
  - 02. Bulletin board
  - 03. Relay request
  - 04. Setup & Delete
- 9. Confirmation page

2. Print reports
- 1. Settings
- 2. Pending jobs
- 3. Department code
- 4. Mailbox
- 5. Phonebook *
- 6. Activity #

3. Phonebook setup
- 1. Speed dials
- 2. One touch keys
- 3. Groups

4. Initial setup
- 1. Language
- 2. Date & Time
- 3. Machine ID

Ⓐ

* Not available on some models.
# This menu can be selected by the direct access key

A

5. Default settings

1. Machine settings
  01. Speaker volume
    01. Ringer volume
    02. Alarm volume
    03. Key touch volume
    04. Monitor volume
  02. Power save
  03. Department code
  04. Account code
  05. Line monitor
  06. Receive interval
  07. Error correct-ECM
  08. Collate copy
  09. Dial mode**
  10. Redials
    01. Interval
    02. Number of redial
  11. Answer mode

2. Scanner & Printer
  01. Scan resolution
  02. Long original
  03. Paper size
  04. Change drum

3. Fax send
  01. Memory send
  02. Secure send
  03. Cover sheet
  04. Resend stored fax
  05. Send header
  06. Send after scan

4. Fax receive
  01. Secure receive
    01. Security code
    02. Security receive
  02. Receive to memory
  03. Reduce receive
  04. Discard extra
  05. Collate fax
  06. Refuse junk mail
  07. Receive footer
  08. Separator page

B

** Not available in all markets.

This menu can be selected by the direct access key.

5. Reports
- 01. Activity report
  - 01. Set key default
  - 02. Auto print
- 02. Fax/poll/relay
  - 01. Confirmation
  - 02. Memory send
  - 03. Group send
  - 04. Group poll
  - 05. Relay originator
- 03. Reception reports
  - 01. Local to mailbox
  - 02. Remote to mailbox

6. Remote service
- 01. Remote access
- 02. Download
- 03. RDC password
- 04. Supplies order

6. Self test
- 1. Auto test
  - 01. ADF test
  - 02. Key test
  - 03. LED test
  - 04. LCD test
  - 05. Speaker test
  - 06. Sensor test
  - 07. Print test
- 2. Individual test
- 3. Test result report

7. Menu map #

(B)

Character Entries

When programming your Machine ID or names assigned to Speed Dial numbers and One Touch Keys, you enter characters. Also, many features programmed in the Menu Mode require text entries.

The following table lists the keys used to enter characters. For more information on entering characters, refer to the character entry procedures later in this chapter.

Keys used to Enter Characters

Key	Function
◀	Moves the cursor to the left to delete, change or add characters.
▶	Moves the cursor to the right to delete, change or add characters or spaces.
Insert	Inserts a character between existing characters.
Delete or *	Deletes an existing character.
Numeric KeyPad	Provides the user interface for entering numeric, alphabetical or special characters.

Character Code Table

The Character Code Table lists all characters that can be entered when programming the WorkCentre.

The table lists the numeric keys in the left column and the characters that correspond to each key in the right column.

Multiple characters are assigned to most keys and accessed by pressing the corresponding key a specific number of times.

For example: To select the character A, press the 2 key one time; to select the character B, press the 2 key two times.

To enter a space after a character, press the ▶ key.

Key	Assigned Characters
1	1
2	A B C 2 a b c À Á Â Ã Ä Å Æ Ç
3	D E F 3 d e f È É Ê Ë
4	G H I 4 g h i Ì Í Î Ï
5	J K L 5 j k l
6	M N O 6 m n o Ñ Ò Ó Ô Õ Ö
7	P Q R S 7 p q r s ß
8	T U V 8 t u v Ù Ú Û Ü
9	W X Y Z 9 w x y z
0	(+) sp 0 Ø ! " # $ % & ' * , - . / : = ? @ _

Entering Characters

Using the Numeric Keypad to enter characters:

Correcting Characters

> ***Note:*** *You may need to move the cursor to the left or right, then reposition the cursor prior to entering or deleting a new character.*

Replacing Characters

Input correct characters over the existing characters.

```
Name        (40 max)
[XERIX            ]
```

1. Using the ◄ and ► arrow keys, position the cursor at the character to be corrected.

```
Name        (40 max)
[XEROX            ]
```

2. Enter the desired character.

Deleting or Inserting Characters

```
Name        (40 max)
[XERX             ]
```

1. Using the ◄ and ► arrow keys, position the cursor at the character to be deleted or at the point of insertion.

Note: If you are not in the insert mode, pressing **Delete** deletes the character, but the spaces remain.

```
Name        (40 max)
[XERX            ]I
```

2. Press: **Insert** ○ .
   The message "I" is displayed.

```
Name        (40 max)
[XEROX           ]I
```

3. To insert, enter the correct character(s).
   To delete, press **Delete** ○ .

Direct Access Function Keys

The 5 Direct Access Function Keys, located in the left of the Control Panel, are programmed to perform some of the most frequently used features automatically. Several of these keys use multi-layered menus similar to the Menu Mode. The following maps illustrates the Direct Access Function Keys displaying the available programmable features.

Row 1

Activity Report

Row 2

Charge code

Row 3

Direct send
1. Yes
2. No

Row 4

Menu map

Row 5

Phonebook report
1. All reports
2. Speed dials
3. One touch keys
4. Groups
5. Alpabetical

Setting Up the Phonebook

Remote telephone numbers can be assigned to Speed Dial numbers and/or One Touch Keys in the Phonebook. The numbers are used for Alphabetical Dialing, Speed Dialing, One Touch Dialing, Chain Dialing, Group Dialing and Polling Operations. Once preset, these features allow you to send documents or make a telephone call to frequently called numbers by pressing a few keys.

To program the Group features, the remote telephone number must be assigned to a Speed Dial Number or a One Touch Key.

Planning the Phonebook

When programming the remote telephone number in a Speed Dial Number or a One Touch Key, you can include many fax options to use during the communication. Please read this section carefully and refer to the suggested chapters for detail feature descriptions.

Use the following list as an aid in planning the Phonebook:

- Phonebook Reports can be printed listing the numbers assigned to Speed Dial numbers and One Touch keys. Press Phonebook to print the desired report.

- Determine which phonebook number you want to assign to each One Touch (up to 20 (555)/38 (575)) or Speed Dial (up to 100 (555)/150 (575)) number.

- Determine if you want to store a pause in the telephone number. If your machine is connected to a PBX system, you may need to enter a pause so the system can connect to an outside line. Multiple 3 second pauses can be entered. To enter a pause, press the ***Pause*** key.

- Determine if you want to store a Charge Code. To enter and hide a charge code, press the Charge Code key after you have entered the telephone number.

- Determine which fax options you want to store with the One Touch or Speed Dial telephone number. The following options are available:

  Send Later: Select this option to designate the time you want to begin the job.

  Confirm Report: Select this option to print a confirmation report after the job.

  Listen to Dial: Select this option to turn the monitor speaker on.

  Fax Speed: Select this option to send documents at a slower speed. The slower speeds are used for sending to a number with questionable line conditions. The communication speed will be slower but the chance of communication errors will be reduced.

  Sub address: Select this option to store a sub address with the number. This feature sends a document to a compatible remote fax machine and requests that machine to forward the document to a network user or to a ITU-T mailbox. This feature can also be used to poll/store a document in a ITU-T mailbox of remote compatible machines. Refer to "Attaching an ITU-T Sub Address" in Chapter 8.

- Program the telephone numbers and fax options in the one touch or speed dial phonebook directories. Refer to the "Character Entries" section to enter characters.

- After programming the numbers, print the Phonebook Reports to confirm the numbers are entered correctly.

- Record the names associated with the One Touch Numbers on the One Touch Label.

Pre-setting Speed Dial Numbers

Up to 100 (555)/150 (575) numbers can be assigned to Speed Dial numbers 001 to 999.

An alternate telephone number may be stored with the speed dial number. If the number dialed is busy, the alternate number is dialed after the redial attempts. The alternate number dialing function is not performed in Relay transmissions, polling receptions, or mailbox transmissions.

Once you assign a Speed Dial number and select Fax Options for that number, you can link the Speed Dial number to a One Touch Dialing Key for faster dialing. If you link the speed dial number to a one touch key, you can dial the number using both methods.

Hint: *To print a list of all assigned Speed Dial numbers, press:*

**Phonebook
Report**
(2)   (See the User's Guide.)

To assign Speed Dial numbers:

1. Press:

Menu
(▲) (3) (1)

```
Speed Dial Number
(1-999)        [ _]
```

2. Enter the desired Speed Dial number (1-999).

```
Speed Dial Number
(1-999)        [ 1]
```

3. Press ***Enter***.

Note: *If you select an assigned Speed Dial number, you have the option of deleting, modifying or retaining the information stored with the number. Refer to "Modifying or Deleting Speed Dial Numbers" later in this section.*

```
Fax Number (128 max)
[_                  ]
```

4. Using the Numeric Keypad, enter the fax telephone number (max. 128 digits) you want to assign to the Speed Dial number, then press **Enter**.

```
Alt Number
[                    ]
```

Hint: You can enter a pause or charge code in the primary and alternate telephone numbers. To enter a pause, press the **Pause** key. To enter a charge code, press the **Charge Code** key after entering the telephone number.

5. Using the Numeric Keypad, enter the alternate telephone number, then press **Enter**; or to skip this step, press **Enter.**

```
Name
[                    ]
```

6. Using the Numeric Keypad, enter the name (max. 20 characters), then press **Enter**.

```
Fax options
2.No
```

7. To skip the Fax Options, press (**2**) and go to step 23 to complete the procedure.

To program the Fax Options, press (**1**).

```
Fax options
1.Done
  2.Send later
    3.Confirmation page
      4.Listen to dial
        5.Fax speed
          6.Subaddress
```

8. Select the Fax Option you want to assign to this Speed Dial:

   To exit this option, press (1), and go to step 23 to complete the procedure.

   To select *Send later*, press (2), and go to step 9.

   To select *Confirmation page*, press (3), then go to step 11.

   To select *Listen to dial*, press (4), then go to step 13.

   To select *Fax speed*, press (5), then go to step 15.

   To select *Sub address*, press (6), then go to step 17.

Send Later

9. Enter the desired time you want to start the job (within 24 hours). For the 12 hour format, select AM/PM, then press **Enter**.

10. To add an additional option, go to step 8. To exit, press (1) and go to step 23 to complete the procedure.

Confirmation Page

11. To print a confirmation report after each transaction, press (1).

    To disable this option, press (2).

12. To add an additional option, go to step 8. To exit, press (1) and go to step 23 to complete the procedure.

Listen to Dial

13. To enable the Listen to Dial option, press (1).

    To disable this option, press (2).

14. To add an additional option, go to step 8. To exit, press (1) and go to step 23 to complete the procedure.

Fax Speed

15. To select fasted possible, press (1).

    To select 14400bps, press (2).

    To select 9600bps, press (3).

    To select 4800bps, press (4).

16. To add an additional option, go to step 8. To exit, press (1) and go to step 23 to complete the procedure.

Sub address

17. To skip this option, press (1). Go to step 8.

    To send a document to a sub address location, press (2) to select SUB.

    ```
    SUB          (20max)
    [_              ]
    ```

18. Enter the numeric remote sub address, then press *Enter.*

Note: *Secure address locations require a password if the address is secure. Go to Step 19. If not go to Step 21.*

---

19. To add a password to the sub address,

    press (4) to select PWD.

    ```
    PWD          (20max)
    [_              ]
    ```

20. Enter the numeric remote sub address password, then press *Enter.*

21. To exit the sub address option, press (1).

22. To add an additional option, go to step 8. To exit, press (1) and go to step 23 to complete the procedure.

```
Press One Touch
or ENTER
```

23. To link this Speed Dial Number to a One Touch key, press the desired **One Touch Key;** or to skip this step, press **Enter** .

Note: *If you select an assigned One Touch number, you have the option of deleting or retaining the information previously stored.*

24. To assign additional Speed Dial numbers, repeat steps 2-23.

25. When you have completed the Speed Dial assignment, press **Exit** or **Stop** to return to the Standby Mode.

Modifying or Deleting Speed Dial Numbers

Use this procedure to change or delete a previously assigned Speed Dial number. When you enter the Speed Dial number you want to change or delete, the "Already assigned" message displays.

To modify or delete a Speed Dial number:

1. Press:

   Menu

   (▲) (3) (1)

   ```
   Speed Dial Number
   (1-999)        [ _]
   ```
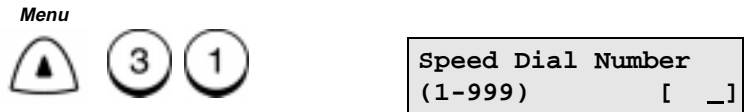
2. Enter the Speed Dial number you want to modify or delete, then press **Enter**.

   ```
   Already assigned
   ```

   ↓

   ```
   Speed Dial Number
   3.Retain
   ```
   ```
   1.Delete
   ```
   ```
   2.Modify
   ```
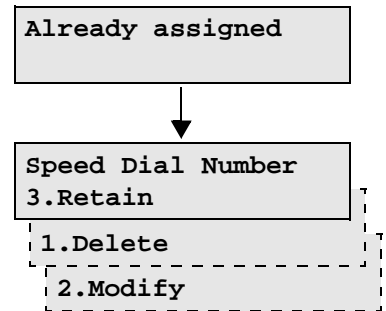
3. To delete the Speed Dial number, press (1).

   To modify the number information, press (2).

   To retain the number information, press (3).

   Refer to the previous procedure, "Pre-setting Speed Dial Numbers," to update the speed dial information.

4. The "Speed Dial Number" screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

> *Note:* *When modifying a Speed Dial number that is tied to a One Touch key, you do not have to re-apply the number to the One Touch. If you do, the machine prompts you to retain/delete the original one touch setting.*

Pre-setting One Touch Numbers

Fifty One-Touch Keys can be programmed to dial a single telephone number, a Speed Dial number or a Group of numbers.

An alternate telephone number can be stored with the One Touch key. If the number dialed is busy, the alternate number is dialed after the redial attempts. The alternate number dialing function is not performed in Relay, Polling, or Mailbox communications.

Hint: *To print a list of assigned One Touch dial numbers, press:*

Phonebook Report ⬭ ③ (See the User's Guide.)

To assign One Touch numbers:

1. Press:

Menu △ ③ ②

```
One touch keys
```

2. Press the desired One Touch key.

```
Fax Number (128 max)
[_                  ]
```

Note: *If you select an assigned One Touch key, you have the option of deleting, modifying or retaining the information stored with the number. Refer to "Modifying or Deleting One Touch Dial Numbers" later in this section.*

---

3. Using the Numeric Keypad, enter the remote fax telephone number (max. 128 digits), then press *Enter*.

```
Alt Number
[_                      ]
```

> *Hint:* You can enter a pause or charge code in the primary and alternate telephone numbers. To enter a pause, press the *Pause* key. To enter a charge code, press the *Charge Code* key after you enter the telephone number.

4. Using the Numeric keypad, enter the alternate telephone number, then press *Enter;* or to skip this step, press *Enter.*

```
Name
[_                      ]
```

5. Using the Numeric Keypad, enter the name (max. 20 characters), then press *Enter*.

```
Fax options
2.NO
```

6. To program the Fax Options, press ⬭1 and go to step 7.

    To skip the Fax Options, press ⬭2 and go to step 22.

```
Fax options
1.Done
  2.Send later
    3.Confirmation dial
    4.Listen to dial
    5.Fax speed
    6.Subaddress
```

7. Select the Fax Option you want to assign to this One Touch:

   To exit the Fax Option, press (1), and go to step 22.

   To select *Send later*, press (2), and go to step 8.

   To select *Confirmation page*, press (3), then go to step 10.

   To select *Listen to dial*, press (4), then go to step 12.

   To select *Fax speed*, press (5), then go to step 14.

   To select *Sub address*, press (6), then go to step 16.

Send Later

8. Enter the desired time you want to start the job (within 24 hours). For 12 hour format, select AM/PM, then press **Enter**.

9. To add an additional option, go to step 7. To exit press (1) and go to step 22 to complete the procedure.

Confirmation Page

10. To print a confirmation report after each transaction, press (1).

    To disable this option, press (2).

11. To add an additional option, go to step 7. To exit press (1) and go to step 22 to complete the procedure.

Listen to Dial

12. To enable the Listen to Dial option, press (1).
    To disable this option, press (2).

13. To add an additional option, go to step 7. To exit, press (1) and go to step 22 to complete the procedure.

Fax Speed

14. To select fasted possible*,* press ① .

    To select 14400bps, press ② .

    To select 9600bps, press ③ .

    To select 4800bps, press ④ .

15. To add an additional option, go to step 7. To exit, press ① and go to step 22 to complete the procedure.

Sub address

16. To skip this option, press ① . Go to step 7.

    To send a document to a sub address location, press ② to select SUB.

    ```
    SUB            (20max)
    [_                  ]
    ```

17. Enter the numeric remote sub address, then press *Enter*.

Note: *Secure address locations require a password if the address is secure. Go to Step 18. If not go to Step 22.*

---

18. To add a password to the sub address,

    press ④ to select PWD.

    ```
    PWD            (20max)
    [_                  ]
    ```

19. Enter the numeric remote sub address password, then press *Enter*.

20. To exit the sub address option, press (1).

21. To add an additional option, go to step 7. To exit, press (1) and go to step 22.

22. To assign additional One Touch numbers, repeat steps 2-21.

23. When you have completed the One Touch Key assignments, press **Exit** or **Stop** to return to the Standby Mode.

Modifying or Deleting One Touch Dial Numbers

Use this procedure to change or delete a previously assigned One Touch number. When you press the One Touch key you want to change or delete, the "One Touch number Already assigned" message displays.

To modify or delete a One Touch number:

1. Press:

Menu

△ ③ ②

```
One touch keys
```

2. Press the One Touch key you want to modify or delete.

```
Already assigned
```

```
One touch key
3.Retain
```
```
1.Delete
```
```
2.Modify
```

3. To delete the One Touch number, press ①.

   To modify the number information, press ②.

   To retain the key assignment, press ③.

   Refer to the previous procedure, "Pre-setting One Touch Numbers," to update the one touch information.

4. The "One touch keys" screen redisplays. Press *Exit* or *Stop* to return to the Standby Mode.

Pre-setting Group Numbers

If you frequently send faxes to the same group of telephone numbers, you can assign these numbers to a Group. Only Speed Dial or One Touch numbers can be assigned to a group. Preset group numbers can also be used for polling.

> **Hint:** *To print the Group Phonebook, press:*
>
> **Phonebook**
> **Report**   (4)   (See the User's Guide.)

It is a good idea to create the list of names and numbers before you actually start programming the machine. The following table lists the information that will be requested and comments on each of the fields.

Fields	Comments
Group Number	Any 25 (555)/50 (575) numbers between 1 and 1999 (25 (555)/50 (575) groups maximum).
Group Name	Maximum of 40 characters for each group.
Telephone Number Designation	Designate telephone numbers from those assigned to Speed Dial or One Touch dialing numbers. Maximum of 100 (555)/150 (575) Speed Dial or 20 (555)/38 (575) One Touch dialing numbers can be entered in a group.
One Touch Key Assigning	Each group can be assigned to a One Touch dialing key.

To preset numbers to a group:

1. Press:

   Menu
   (▲) (3) (3)

   ```
   Group dial number
   (1-1999)      [  _]
   ```

2. Using the Numeric Keypad, enter the number (1-1999) you want to assign to this group.

```
Group dial number
(1-9999)      [  25]
```

3. Press:

Enter

```
Name
[_                ]
```

4. Using the Numeric Keypad, enter the Group name, then press ***Enter***.

```
Enter speed dial
or One touch
```

5. Press the One Touch key you want to include in this Group, or enter the Speed Dial number and press ***Enter***.

```
Press OT or speed
dial or ENTER
```

6. Repeat step 5 to enter additional numbers.

7. When you entered each number you want to include in this group, press ***Enter***.

```
Press One touch
or ENTER
```

Hint: *Group Transmissions are easier if a group is linked to a One Touch Key.*

8. To assign this group to a One Touch key, press the ***One Touch*** key. To skip this step, press ***Enter***.

9. The "Enter Group Number" screen redisplays. Press ***Exit*** or ***Stop*** to return to the Standby Mode.

Programming Group Send

The Programmed Group Send feature allows you to send a document to multiple remote parties in a single operation. Using this process eliminates the time and labor required to dial and scan the same document for separate transmissions to different locations.

If a number is busy, the machine dials the rest of the numbers before returning to the busy number.

To preset a group, see "Pre-setting Group Numbers" in this Chapter.

Note: *You can save dialing steps if you preassign a group number to a One Touch dial key when you program that group.*

To send a document to a programmed group:

1. Load the document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Press **Phonebook**.

```
Phonebook
1.Speed dial
```

4. Press ③.

Note: *If the group is assigned to a One Touch Key, press that One Touch Key.*

```
Group nbr
(1-9999)     [  _]
```

5. Using the Numeric Keypad, enter the group number you want to use to send the document, then press **Enter**.

The machine dials each number in the group and sends the document.

Deleting or Modifying a Group Number

1. Press:

Menu

△ ③ ③

```
Group dial number
(1-9999)    [  _]
```

2. Using the Numeric Keypad, enter the number of the Group you want to delete or modify, then press **Enter**.

```
Already assigned
```

```
Group dial number
3.Retain
 1.Delete
  2.Modify
```
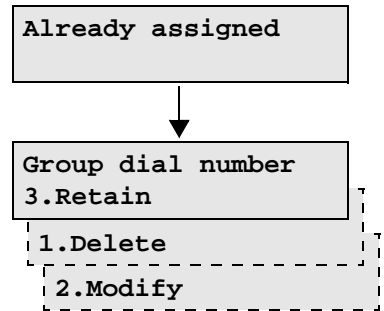
3. Select the Change option:

   To delete this group, press ①.

   To modify this group, press ②. (Refer to "Pre-setting Group Numbers" if necessary.)

   To exit without changing this group, press ③

4. The "Group dial number" screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Filling out the One Touch Label

As you assign phone numbers to the One Touch keys, use a pencil to fill in the location name on the One Touch Label.

One Touch Label   One Touch Label

25
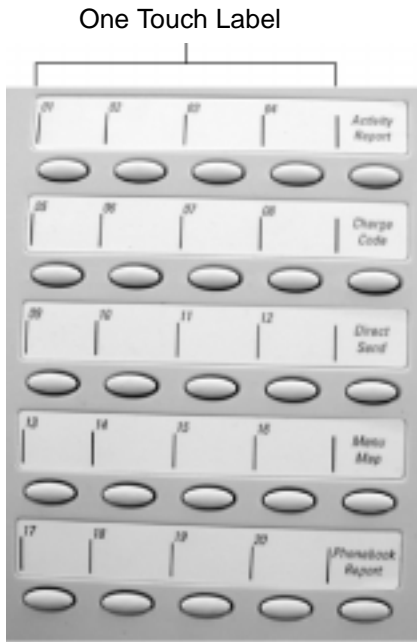
WorkCentre Pro 555   WorkCentre Pro 575

Setting the Department Codes

Use of the machine can be limited to authorized personnel within each department by setting up a Master Department Code and individual Department Codes. You can assign one Master Code and up to 50 Department Codes. The WorkCentre can then monitor the usage for each department.

The Master Department Code is used to setup and modify the Department Code information. During the setup procedure, you are prompted to enter a 5-digit Master Department Code. This code is required to perform any modifications; it is used as a Supervisory master key. The Master Code department number is preset to 01 by the WorkCentre.

The individual Department Codes are used to access and operate the WorkCentre. During the setup procedure, you can assign Department Numbers from 2-50. You are also prompted to enter a 5-digit Department Code for each department. As each department enters their assigned department code to access and operate the WorkCentre, the usage for each department is recorded on the Department Code Report. Refer to Chapter 9, "Reports".

To setup Department Codes

1. Press:

```
Menu
 ▲   5   1   0   3
```

```
Set dept. code
2.No

1.Yes
```
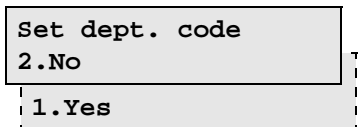
CAUTION

If a master code has been assigned, selecting **2** disable the programmed Master Code.

> *Note:* *To reset the Department Code, the following is displayed.*
>   *To recover the Department Code already being set, press*
>   ①*. To set a new Department Code, press* ②*.*

```
Set dept. code
1.Recover setting

 2.New
```

2. To setup the Master Department Code, press (1).

> *Note:* *If the Master Number is assigned, go to step 6 to set*
>   *additional Department Codes.*

```
Name        (40 max)
[                   ]
```

> *Note:* *Department code 01 is reserved for the Master Code.*

3. Using the Numeric Keypad, enter the name to assign to the
    Master Department, then press ***Enter.***

```
Master code
[_   ]
```

4. Using the Numeric Keypad, enter the 5-digit master code to
    assign to the Master Department, then press ***Enter.***

> *Note:* *The 5-digit Master Code is required to access the*
>   *Department Code feature to perform any modifications.*
>   *Please remember your Master Code.*

5. The Master Department Code entry is completed. To setup individual Department Codes, go to step 6. To exit this feature, press **Stop**.

```
Dept. number (1-50)
                [ _]
```

6. Enter a number between 2 and 50 to assign to this Department, then press **Enter.**

```
Name        (40 max)
[_      ]
```

7. Using the Numeric Keypad, enter the name to assign to this Department (max 20 characters), then press **Enter**. Refer to the "Character Entries" Section.

```
Dept. code
[_      ]
```

8. Using the Numeric Keypad, enter the 5-digit Department Code to assign to this Department, then press **Enter**.

Note: *The 5-digit Department Code is required to access and operate the WorkCentre.*

9. The Department Code entry is completed. To set additional Department codes, repeat steps 6 through 8. To exit this feature, press **Exit** or **Stop**.

Changing the Department Code Settings

The "Master Department Code" is required to add, change, or delete the Department Code settings. This menu is not available to other department codes.

To add or change the Department Code settings:

1. From the "Enter Dept. code" screen, enter the Master Department Code, then press **Enter**.

2. Press:

Menu (▲) (5) (1) (0) (3)

```
Set dept. code
1.Yes
 2.No
```
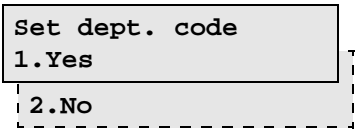
3. To add or change Dept. codes, press (1).

```
Dept. number
(1-50)          [ _]
```
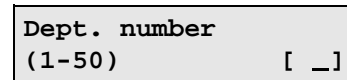
> ❶ **CAUTION**
>
> To disable the Department Control feature, press (2), then press **Exit** or **Stop** to return to the Standby Mode.

4. Enter the Department number to change, then press **Enter**.

```
Dept. number    2
3.Retain
 1.Delete
  2.Modify
```
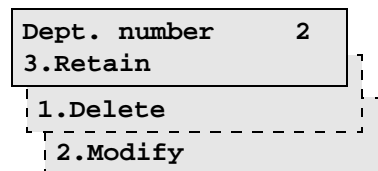
5. To delete this Dept. code, press (1).

   To modify this Dept. code, press (2).

   To exit without changing this Dept. code, press (3).

6. Modify the information as desired. If needed, refer to "Setting the Department Codes" procedure. Press **Exit** or **Stop** to exit.

Setting the Machine Default Settings

Error Correct - ECM Default Setting

Error Correction Mode (ECM) is an internationally-recognized error correction system. It enables communications with clean images since it automatically re-sends any portion of the document affected by line noise or distortion.

This feature cannot be accessed if a document is stored in memory.

> *Note:* *ECM must be set to On when the 33.6K BPS Modem is in your machine.*

- Both the sender and the receiver must have the ECM feature to perform ECM communications.
- Communication time is longer when transmissions are affected by interference.

To set the Error Correct-ECM default mode:

1. Press:


```
Error correct-ECM
1.On
2.Off
```

2. To enable ECM, press (1).

   To disable ECM, press (2).

3. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Long Original Setting

Using the Long Original setting enables the WorkCentre to scan long documents. The available length options are:

1 M (39 inches):	Allows document sizes up to 1 Meter in length (39 inches). If a document longer than 1M is scanned, a "Paper Jam" occurs.
Any Length:	Allows any length document to be scanned.

Note: Selecting Any length turns off the document jam sensor.

To set the Long Original setting:

1. Press:

Menu

▲ (5) (2) (0) (2)

```
Long original
1.1m(39 Inches)

2.Any length
```

2. Select the Long Original option:

   To select 1m, press (1).

   To select Any length, press (2).

3. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Redial Count & Interval Setting*

When a document is reserved in memory and a job number is assigned, the machine automatically attempts to send the document according to the redial setting.

Using this procedure, you can set the length of time between redial attempts (Interval), and the number of times your machine redials a number.

The redial interval range is from 1 to 15 minutes, and the number of redials can be set between 0 and 14 attempts.

If the Resend Stored Fax feature is active and the machine exceeds the number of redials, your document is retained in memory (see Chapter 5, "Transmitting Documents").

To change the Interval and number of redials:

1. Press:


```
Interval      minutes
(1-15)           [ 1]
```

2. Using the Numeric keypad, enter the number of minutes you want the machine to wait before dialing, then press **Enter**.

```
Redial times
(0-14)           [ 5]
```

3. Using Numeric keypad, enter the number of times you want the machine to redial the number, then press **Enter**.

4. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

* Not available in all markets.

Receive Interval

You can set a certain interval to try to receive an incoming document when transmitting an outgoing document consecutively from the same phone line. The interval set by this procedure is inserted after every fourth transmission.

1. Press:

Menu
(▲) (5) (1) (0) (6)

```
Interval time (min)
(0-14)        [ 3]
```

2. Using the Numeric Keypad, enter the number of minutes you want the machine to wait before transmitting the 5th document. Then, press **Enter**.

3. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Resolution & Contrast Setting

The default settings can be changed during a transmit or copy operation by pressing the **Contrast** and **Resolution** keys on the Control Panel.

The following tables define the available default Contrast and Resolution settings:

Resolution selection	Description
Standard	Use for sending normal text and graphics. Selected when Resolution LED is off.
Fine	Use for documents with small characters (newspaper print, etc.).
Superfine	Use for documents containing very detailed print.
Photo	Use for documents containing photographic images.

Contrast selection	Description
Normal	Use for documents printed with ordinary image density. Selected when the Contrast LED is off.
Lighten	Use for documents with dark print that need to be adjusted to print lighter.
Darken	Use for documents with light or faint print that need to be adjusted to print darker.

To change the Contrast & Resolution:

1. Press:

Menu

△ (5) (2) (0) (1)

```
Scan Resolution
1.Standard
  2.Fine
    3.Superfine
```
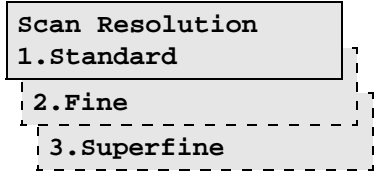
2. Select the Resolution:

   To select Standard, press (1).

   To select Fine, press (2).

   To select Superfine, press (3).

```
Contrast
1.Normal
  2.Darker
    3.Lighter
```
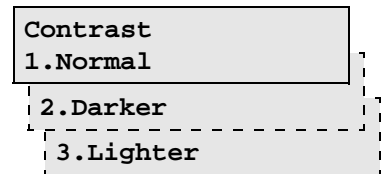
3. Select the Contrast:

   To select Normal, press (1).

   To select Darker, press (2).

   To select Lighter, press (3).

4. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Power Saver Setting

The Power Saver function allows you to turn the power off to save power consumption. If the Power Saver function is On, a warm up period is needed before printing occurs. There are two Power Save modes with this machine, Super Power Save and Printer Power Save.

- Super Power Save - Turns all the power off to minimize power consumption. Select one of three modes, Automatic, Manual or Off:

  Automatic mode: Enters the Power Saver Mode automatically when in the Standby Mode for the pre-set time period.

  Manual Mode: Enters the Power Saver Mode when the Power Save key on the control panel is pressed. If the machine is in the Standby Mode when the Power Save key is pressed, it enters the Power Saver Mode immediately. If the Power Save key is pressed while the machine is not in the Standby Mode, it enters the Power Saver Mode after returning to the Standby Mode.

  Off: Disables the Super Power Saver mode and the Printer Power Saver mode button on the control panel.

1. Press:

   Menu

   ▲ 5 1 0 2

   ```
   Super power save
   2.Manual
   ```
   ```
   3.Off
   ```
   ```
   1.Automatic
   ```

2. Select the Super Power Save mode:

   To select the Automatic mode, press (1). Then, go to Step 3.

   To select the Manual mode, press (2). Then, go to Step 4.

   To select Off, press (3). Then, go to Step 4.

3. When you select the Automatic mode, using the Numeric Keypad, enter the time period (in minutes) for standby before the machine enters the Super Power Save mode automatically.

```
Enter time
(1-60)          [ 3]
```

4. When you select the Manual mode or Off, select the default for the Printer Power Save mode

• Printer Power Save - Turns the printer heater off to save power consumption.

Press:

Menu

(▲) (5) (1) (0) (2)

Select the Manual mode, press (2). Then, go to Step 4.

```
Printer power save
1.On
2.Off
```

To enable the Printer Power Save mode, press (1).

To disable the Printer Power Save mode, press (2).

5. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Refuse Junk Mail Setting

This feature prevents your machine from receiving documents from unknown parties. Documents are received only from those parties whose telephone numbers are assigned to your machine phonebook.

Refuse Junk Mail is effective only on incoming calls in the Auto Receive Mode. (See "Setting the Auto Answer Mode" in chapter 3.)

To enable the Refuse Junk Mail feature:

1. Press:

   Menu
   △ ⑤ ④ ⓪ ⑥

   ```
   Refuse junk mail
   2.Off
     1.On
   ```

2. Select the Refuse Junk Mail option:

   To enable the Refuse Junk Mail feature, press ①.

   To disable the Refuse Junk Mail feature, press ②.

3. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Ringer Volume Setting

Use this feature to adjust the WorkCentre Ringer Volume. The volume range is from 0 (off) to 7 (high).

To adjust the Ringer volume:

1. Press:


```
Ringer volume
4.>>>
5.>>>>
6.>>>>>
7.>>>>>>
8.>>>>>>>
1.Off
2.>
3.>>
```
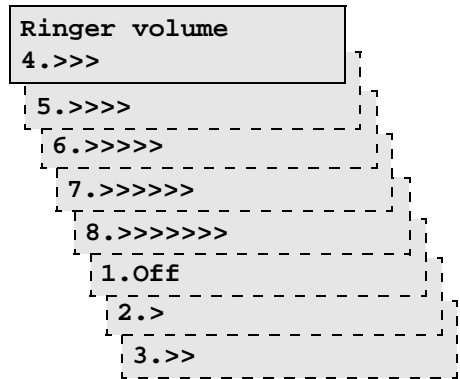
2. Using the Numeric Keypad, enter the Ringer Volume setting from 0-7, then press **Enter**.

3. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Alarm Volume Setting

Use this feature to adjust the WorkCentre Alarm Volume. The volume range is from 0 (off) to 7 (high).

To adjust the Alarm volume:

1. Press:


```
Alarm volume
4.>>>
5.>>>>
6.>>>>>
7.>>>>>>
8.>>>>>>>
1.Off
2.>
3.>>
```
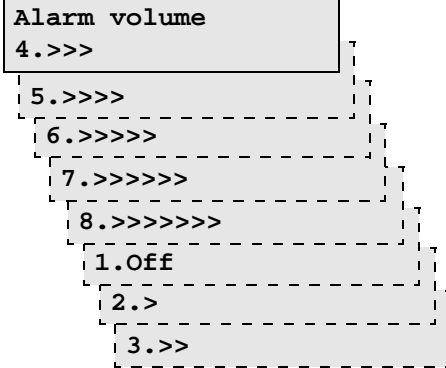
2. Using the Numeric Keypad, enter the Alarm Volume setting from 0-7, then press **Enter**.

3. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Key Touch Volume Setting

Use this feature to adjust the WorkCentre Key Touch Volume. The volume range is from 0 (off) to 7 (high).

To adjust the Key Touch volume:

1. Press:

Menu (▲) (5) (1) (0) (1) (0) (3)

```
Key touch volume
4.>>>
 5.>>>>
  6.>>>>>
   7.>>>>>>
    8.>>>>>>>
     1.Off
      2.>
       3.>>
```
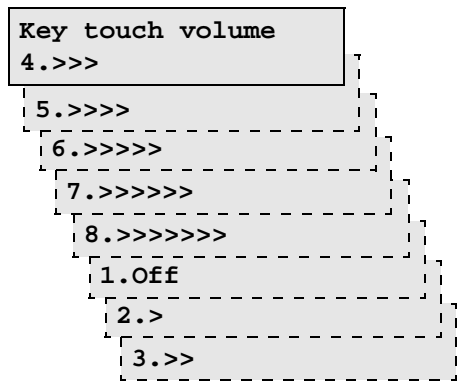
2. Using the Numeric Keypad, enter the Key Touch Volume setting from 0-7, then press **Enter**.

3. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Monitor Volume Setting

Use this feature to adjust the WorkCentre Monitor Volume. The volume range is from 0 (off) to 7 (high).

To adjust the Monitor volume:

1. Press:

    Menu
    ▲ (5) (1) (0) (1) (0) (4)

```
Monitor volume
4.>>>
  5.>>>>
    6.>>>>>
      7.>>>>>>
        8.>>>>>>>
          1.Off
            2.>
              3.>>
```
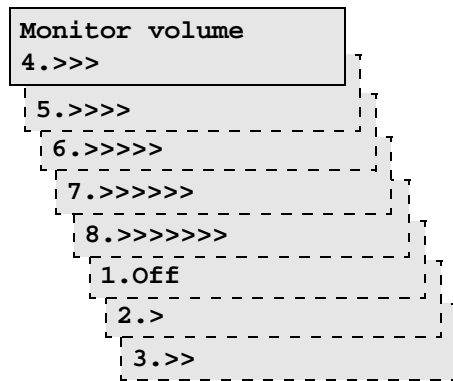
2. Using the Numeric Keypad, enter the Monitor Volume setting from 0-7, then press **Enter**.

3. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Send After Scan Default Setting

This feature enables you to determine whether the dialing starts while the machine is scanning the documents or after the machine has scanned all documents in the Memory Send mode.

Also, if the dialing after scanning is selected, you can select to delete or send the scanned pages when the memory becomes full during scanning.

To set the Send After Scan default mode:

1. Press:

    Menu


    ```
    Send after scan
    2.Off

    1.On
    ```

2. To enable Send After Scan, press (1), then go to step 3.

    To disable Send After Scan, press (2), then go to step 4.

3. Select the memory full option.

    ```
    When memory full
    1.Cancel sending

    2.Send scanned page
    ```

    To delete the pages being scanned, press (1).

    To send the pages being scanned, press (2).

4. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Remote Service Setting

Remote Access

This feature allows a remote Xerox test facility or service center to perform diagnostic tests on your machine.

1. Press:

Menu ▲ ⑤ ⑥ ⓪ ①

```
Remote access
2.Off
  1.On
```
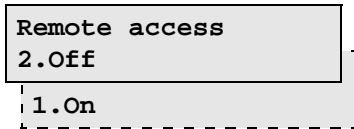
To enable the Remote Access feature, press ①.

To disable the Remote Access feature, press ②.

2. The menu selection screen redisplays. Press *Exit* or *Stop* to return to the Standby Mode.

Download

This selection is used to enable firmware to be downloaded to the machine. The options are anytime or If no job in memory.

There are two Download selections: No Job in Memory and Any Time.

1. Press:

Menu ▲ (5) (6) (0) (2) *******

```
Download firmware
1.Anytime

2.No job in memory
```
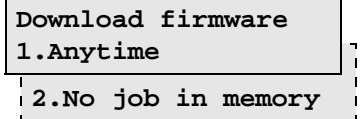
To download the firmware when there is no job in memory, press (1).

To download the firmware at anytime, press (2).

2. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

*** Menu item numbers may vary according to configurations.

RDC Password

Allows you to password protect the machine from any unauthorized person dialing into the machine. This should be used as security to allow only Xerox authorized service persons to use RDC (remote diagnostics centre) to dial into the machine to retrieve information. You should advise the Xerox authorized service persons of the password in order to do this

There are two RDC Password selections: Set RDC Password and Password.

1. Press:

Menu ▲ (5) (6) (0) (3) ✱✱✱

```
RDC password
1.Set RDC password
2.Password (20 max)
```

To set the RDC password, press (1) and enter the password.

To enter your password, press (2) and enter your password.

2. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

✱✱✱ Menu item numbers may vary according to configurations.

Separator Page Default Setting

When this feature is set to "On", the WorkCentre prints a page between each received fax. The Separator Page contains the sending machines telephone number, the time the fax was received and the number of pages.

To set the Separator Page feature:

1. Press:

    Menu
    ▲ ⑤ ④ ⓪ ⑧

    ```
    Separator page
    2.Off
      1.On
    ```
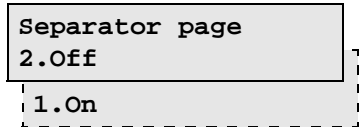
2. Select the Separator Page option:

    To enable the Separator Page feature, press ①.

    To disable the Separator Page feature, press ②.

3. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.
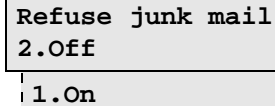
Line Monitor Default Setting

Enable this feature to listen to the initial call sequence during all send and polling operations. To enable this feature for a single operation, refer to "Listen to Dial in chapter 5".

To set the Line Monitor feature:

1. Press:

Menu ▲ (5) (1) (0) (5)

```
Line monitor
2.Off

1.Alway
```
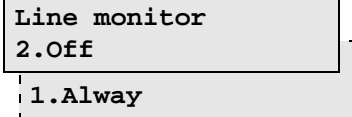
2. Select the Line Monitor option:

   To enable the Line Monitor feature, press (1).

   To disable the Line Monitor feature, press (2).

3. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Multi Access Communications

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

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

Multi Access Function Table - Local

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

* Not available when box type and number are the same

Multi Access Function Table - Fax Communication

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

* Not available when box type and number are the same

Multi Access Function Table - PC

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

* Not available when box type and number are the same

3   Receiving Documents

The WorkCentre can receive documents automatically or manually. Various features are available for customizing your document receiving operation. You can specify a reduction mode for use when oversized documents are received, collate received documents or receive to memory.

The following receiving modes are available:

Receiving Mode	Situation for Selection	Sequence of Operation
Auto Answer	Use when the machine is connected to a dedicated telephone line for facsimile use only.	Upon receiving a call, the machine answers and receives a document automatically.
FAX/TAD * Auto Switching	Use when the machine is used together with a telephone answering device (TAD).	When enabled, the machine receives voice messages and fax receptions without a user present. Switching between the voice message recording and fax receiving is performed automatically.
TEL/FAX * Auto Switching	Use when one line is used for both fax and telephone.	When enable, the machine automatically determines whether an incoming call is a fax or voice call. When the call is a voice call, the ringer will continue until the Pseudo Ring Times value is reached, then switch to fax mode.
Manual Answer	Use when the machine is connected to a line that is primarily used for voice.	Upon receiving an incoming call, pick up the telephone handset to talk with the remote party before starting any fax communication.

* Not available in all markets.

Receiving Documents

Receiving Mode	Situation for Selection	Sequence of Operation
Receive to Memory	User selectable option. Use when the machine is out of paper or toner.	When enabled, the machine automatically receives documents to memory if the printer becomes unavailable until memory becomes full.
Secure Receive	User selectable option. Use for Secure Receptions.	When enabled, the machine receives all documents into memory during the specified time. The documents automatically print at the end of the specified time.
Remote Activation/ Deactivation	Use when an external telephone is connected to the same telephone line.	When enabled, an incoming call may be manually answered on a TEL connected, or on a parallel connected (same line) telephone. If the call is voice call you may talk with the caller. If the call is a fax call you may switch to the fax mode by entering the Remote Activation Code, using the telephone keypad. A fax in progress may be deactivated using the TEL connected telephone keypad.
Distinctive Ring*	Use when your phone company provides Distinctive Ring service.	When enabled, both a telephone number and a fax number may be assigned to the same telephone line, each with a different ring pattern. When a call is received the WorkCentre will automatically receive a fax when the ring pattern is for facsimile operation, or continue to ring, if the ring pattern is for telephone operation.

* Not available in all markets.

Basic Receive

The WorkCentre can receive documents automatically or manually depending on the Answer Mode you have selected. If the Answer Mode is set to Auto answer (Fax), the machine receives a document automatically upon receiving a call.

If the Answer Mode is set to Manual answer, the machine will not receive a document until you press the *Start* key. This mode enables you to use the machine as a telephone, yet receive documents when desired.

The default Answer Mode is Auto answer (Fax).

Setting the Auto Answer Mode

When the answer mode is set to Auto answer, the machine automatically answers and receives incoming fax calls. Use the Auto Answer mode if you have a dedicated phone line.

To set the Auto Answer Mode:

1. Press:


```
Answer mode
1.Fax
  2.Fax/Tad
    3.Tel/Fax
    4.Manual
```
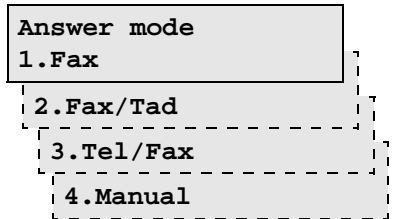
2. To select Auto answer, press (1).
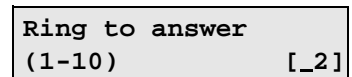
```
Ring to answer
(1-10)          [_2]
```

3.   Using the Numeric Keypad, enter the number of times the phone must ring before the machine answers, then press **Enter**.

> *Note:*   *When the machine is set to auto answer and the set number of rings occurs, the machine answers with a fax signal tone and enters the Auto Receive mode.*

4.   The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Setting the Fax/Tad Answer Mode*

With a telephone answering device (TAD) connected to your machine you can record voice messages and receive documents unattended.

When this feature is enabled, switching between voice message recording and fax receiving is performed automatically.

> *Note:*   *If a fax tone is detected during or after the Answering Machine message, the machine automatically switches to Fax Receiving Mode.*

To set the Fax/Tad answer mode:

1.   Press:

Menu
△ ⑤ ① ① ①

```
Answer mode
1.Fax
  2.Fax/Tad
    3.Tel/Fax
      4.Manual
```

* Not available in all markets.

2. To select Fax/Tad answer, press ②.

```
Fax/Tad timer
(0-99)         [45]
```

3. Using the Numeric keypad, enter the time (in second) you want to switch Fax to Tad, then press **Enter**.

4. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Setting the Tel/Fax Answer Mode*

When enable, this feature switches the mode automatically between the telephone mode and the fax mode, depending on the type of call.

If the remote machine is sending a fax document, the machine automatically receives it. If the remote machine is making a phone call, the machine generates Pseudo-rings.

Note: *If you pick up the machine handset during the Pseudo-ring period, you must press **Stop** to talk with the caller, then press **Start** to begin receiving a document.*
When the Pseudo-ring period ends, the unit is automatically switched to Fax Reception Mode enabling the remote machine to send a fax document.

To set the Tel/Fax answer mode:

1. Press:

Menu
△ ⑤ ① ① ①

```
Answer mode
1.Fax
  2.Fax/Tad
    3.Tel/Fax
      4.Manual
```

* Not available in all markets.

2. To select Tel/Fax answer, press ③.

```
Tel/Fax rings
(1-15)          [ 6]
```

3. Using the Numeric keypad, enter the number of Pseudo-rings, then press **Enter**.

4. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Setting the Manual Answer Mode

Use the Manual Answer mode if you have a single line for fax and voice communications. The Manual Answer mode allows you to answer incoming calls manually. If an incoming call is a fax, you can receive the fax by pressing the **Start** key.

To set the Manual answer mode:

1. Press:

Menu
▲ ⑤ ① ① ①

```
Answer mode
1.Fax
  2.Fax/Tad
    3.Tel/Fax
      4.Manual
```

2. To select Manual answer mode, press ④.

3. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Advanced Receive

Various advanced receive modes and features are available on the WorkCentre to fit your individual needs.

The following advanced modes and features are available:

Modes and Features	Description
Collate Fax	When enabled, received documents are collated with the last page on bottom, first page on top.
Reduce Receive	Selects whether to reduce or divide long documents.
Receive to Memory	When enabled, documents are received to memory when the printer is unavailable.
Secure Receive	When enabled, documents are received to memory during specified times.
Discard extra	When enabled, discards up to 10mm of the lower portion of a long document.

Collate Fax

When the collate fax feature is selected, all received documents are automatically collated. This means the last page is on the bottom and the first page on top of the stack in the copy output tray.

To enable the Collate fax function:

1. Press:

Menu △ ⑤ ④ ⓪ ⑤

```
Collate fax
1.On

2.Off
```
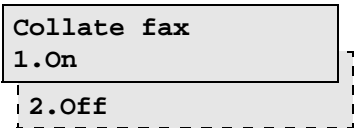
2. Select the collate fax option:

   To enable the collate option, press (**1**).

   To disable the collate option, press (**2**).

3. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Reduce Receive Fax Setting
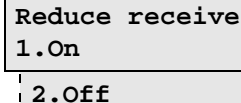
This function allows a reduction of the received image. When this feature is set to On and letter/A4 size copy paper is installed, the WorkCentre reduces longer size documents to fit on the paper.

If Off is selected the longer size document prints on 2 pages.

To set the Reduce Receive Fax default setting:

1. Press:

   Menu

   (▲) (**5**) (**4**) (**0**) (**3**)

   ```
   Reduce receive
   1.On
     2.Off
   ```

2. Select the Reduce receive fax option:

   To automatically reduce oversized documents, press (**1**).

   To automatically divide oversized documents into multiple pages, press (**2**).

3. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Receive to Memory

When this feature is enabled and the printer is not available, the machine automatically receives the document to memory. If this feature is disabled, the machine does not answer the phone. A receive to memory operation occurs if the paper tray is empty, the paper is jammed, or the toner is empty. The message "Document in Memory" displays when you have documents stored in memory. The machine automatically prints when the problem is corrected.

If the memory becomes full while the machine is receiving a document, the machine terminates the operation but retains the pages it received successfully.

> *Note:* *Receive to Memory does not occur when the Free Memory is zero or 100 jobs have been received. If the Free Memory becomes zero during Receive to Memory, document reception stops and no further receptions are possible until memory becomes available.*

To enable the Receive to Memory feature:

1. Press:


```
Receive to memory
1.On

 2.Off
```

2. Select the Receive to Memory option:

   To enable the Receive to Memory mode, press (1).

   To disable the Receive to Memory mode, press (2).

3. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Secure Receive

The Secure Receive feature allows you to set specified times when documents can be received to memory. This feature is useful when private documents are expected. All documents are received to memory during the specified time, then automatically printed at the end of the time period.

In addition to the Automatic Secure Receive feature, you can manually enable the machine to Secure Receive at any time. (See "Manual Secure Receive" in this section.)

To stop a Secure Receive time period and immediately print all received documents, refer to "Ending the Secure Receive Mode".

Automatic Secure Receive Setup

To enable the Automatic Secure Receive Mode, enter a 4-digit security code and designate the time period for receiving documents to memory.

To setup the security code:

1. Press:

Menu

⚠ ⑤ ④ ⓪ ①

```
Secure receive
01.Security code

02.Secure receive
```

2. To set a security code for the first time, or to change your security code, press ⓪①.

```
New security code
[_   ]
```

– or –

```
Enter security code
[_   ]
```

> *Note:* *If you enter an existing code, the "New security code" screen will redisplay, allowing you to enter a new security code. Enter your new code and press **Enter**.*

3. Enter a new 4-digit security code, or your existing security code, then press **Enter**.

```
Default settings
4.Fax receive
```

4. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

To setup the Secure Receive Mode:

1. Press:

Menu

▲ (5) (4) (0) (1)

```
Secure receive
01.Security code
 02.Secure receive
```

2. To enable or disable the Secure Receive feature, press

(0) (2)

.

```
Security code
[_    ]
```

3. Enter your security code, then press **Enter**.

```
Secure receive
1.On
 2.Off
```

4. Select the Secure receive option.

   To disable the Secure Receive Mode, press (2) then press **Exit** or **Stop** to return to the Standby Mode.

   To enable the Secure Receive Mode and designate the time

   period to receive private documents, press (1).

```
Monday
1.All day
 2.Fixed time
```

5. Select the option for each day of the week.

   To select all day of that day of the week, press (1).

   To designate the time period, press (2).

   The display for the next day of the week is shown.

6. Repeat step 5 to set the Secure Receive for each day of the week.

   If you select 2, Fixed time for any day of the week, you will go to step 9 after selecting the options for seven days of the week.

7. Enter the time period during which you want the WorkCentre to Receive Secure documents then press **Enter**.

   ```
   Start stop time
   [16:00-09:00]
   ```

   Note: *The time period displays in 12 hour format if you have "12 hour" selected in the Date & Time Setup. (See the User's Guide.)*

8. The menu selection screen redisplays. Press *Exit* or *Stop* to return to the Standby Mode.

Secure Receive Mode Temporary Stop

During the Secure Receive Mode, you can temporary stop the mode and print all received documents.

To temporary stop the Secure Receive Mode:

1. Press:

Menu
△ (1) (5)

```
Secure receive
1.Temporary stop
```

2. To print all documents, press (1).

```
Enter security code
[_    ]
```

3. Enter your 4-digit security code and press *Enter*.

```
Completed
```

after 2 second...

```
Jan-31 02:23pm  98%
Printing
```

The machine prints all documents received during the Secure Receive Mode, then returns to the Secure Receive Mode.

Discard Extra Setting*

When the Discard Extra Setting feature is enabled, any portion of the document, up to 13mm, that is longer than the recording area is discarded. If the excess portion is greater than 13mm, the document is printed on 2 pages. This allows for remote machines that have scanners that are slight slipping to fit the image on one page. This feature not allowed in all markets.

In some cases the lower part of the document data may be lost.

To set the Discard Extra selection:

1. Press:

   Menu

   (▲) (5) (4) (0) (4)

   ```
   Discard extra
   1.On
    2.Off
   ```
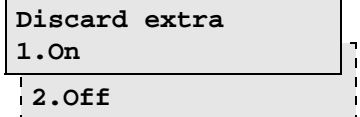
2. Select the Discard Extra selection:

   To discard the portion of the document exceeding the recording area, press (1).

   To automatically divide oversized documents into multiple pages, press (2).

3. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

* Not available in all markets.

4   Dialing Methods

Dialing Methods

When sending documents you must dial the telephone number of the remote party's fax machine. The WorkCentre has 8 dialing methods. Each dialing method can be used for fax transmissions, polling receptions, or telephone calling operations.

A basic transmission includes loading the document, dialing a number, and transmitting the document image. This section describes the following dialing methods:

- Manual Dial (On-hook and Off-hook Dialing)
- Speed Dialing
- One Touch Dialing
- Keypad Dialing
- Redialing
- Alpha Dialing
- Chain Dialing
- Manual Group Dialing

Manual Dial (On-hook and Off-hook Dialing)
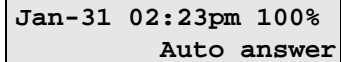
To initiate On-hook dialing press the ***Manual Dial*** key, dial the number and listen for a facsimile tone, then press the ***Start*** key to initiate a transmission.

To initiate Off-hook dialing, lift the optional handset* from the cradle, dial the number and listen for a fax tone, then press the ***Start*** key to initiate a transmission.
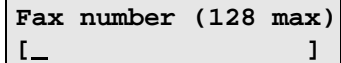
You can perform all the dialing methods in this mode. To dial the remote station using Manual Dial:

1. Load the document face down in the Document Support.

```
Jan-31 02:23pm 100%
          Auto answer
```
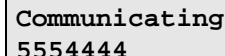
2. If desired set the ***Resolution*** and ***Contrast.***

3. Lift the handset*, or press:

**Manual
Dial**

```
Fax number (128 max)
[_                  ]
```

4. Enter the fax phone number then press ***Enter***, if necessary. To enter a pause, press the ***Pause*** key. To enter a Charge Code, press the ***Charge Code*** key after the telephone number.

5. The machine dials the number and connects with the remote machine. When you hear the fax tones press the ***Start*** key. If you are using On Hook dialing and the remote operator answers, you can pick up the handset* to talk. When you are finished talking you can still send a document by requesting a fax tone and pressing ***Start***, then place the handset* in the cradle.

```
Communicating
5554444
```

The machine sends the document and returns to the Standby Mode.

* Not available in all markets.

Alpha Dialing

Alpha dialing is used to dial by searching for the first character of the name in the Speed Dial, One Touch Dial, and Group Phonebooks.

Refer to Chapter 2, "Setting up the Phonebook" to assign Speed Dial and One Touch numbers or Chapter 5, "Transmitting Documents" to assign Group numbers.

To dial the remote station using Alpha Dialing:

1. Load the document face down in the Document Support.

```
Jan-31 02:23pm 100%
           Auto answer
```

2. If desired, set the **Resolution** and **Contrast**.

3. Press the **Phonebook** key and select (2) for "Alpha dial".

   Enter the first letter at the prompt. Go to step 4.

```
Phonebook
1.Speed dial

 2.Alpha dial

  3.Group dial
```

```
First letter    -
```
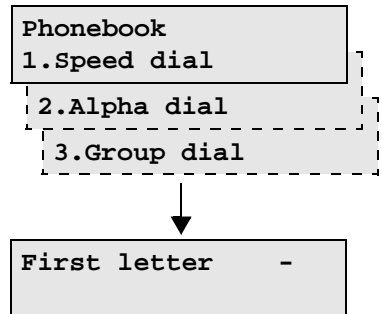
4. Using the Numeric Keypad, press the number that corresponds to the first letter of the first name. Press the key repeatedly until the correct letter displays.

For example: To search for "Keith Doe Co.", press:

(5) (5)

```
First letter    k
Keith Doe Co.
```

---

5. Press the ⬆ and ⬇ arrow keys to scroll through the names.

    Use the ◀ and ▶ arrow keys to scroll the complete phonebook.

6. When the desired name is highlighted, press **Start**.

```
Speed dial:       001
Keith Doe Co.
```

after 2 seconds...

```
Doc. reading     P001
Job number:       007
```

7. The machine automatically dials the phone number of the name you selected, confirms the connection, and sends the document.

Speed Dialing

Once you assigned a destination fax number as a Speed Dialing number, you can dial your destination by entering the Speed Dial number (001-999).

To use this function, the Speed Dial number must be programmed in the Speed Dial Phonebook (see Chapter 2, "Pre-setting Speed Dial Numbers").

To dial a remote station using a Speed Dial number:

1. Load the document face down in the Document Support.

```
Jan-31 02:23pm 100%
          Auto answer
```

2. Select the desired **Resolution** and **Contrast**.

3. Press the **Phonebook** key.

4. Prompt for a Phonebook, select (1) for "Speed dial".

```
Phonebook
1.Speed dial

 2.Alpha dial

  3.Group dial
```

```
Speed dial
(1-999)        [  _]
```
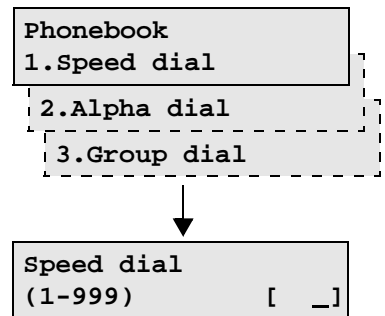
5. Using the Numeric Keypad, enter the Speed Dial number, then press **Start**.

```
Speed dial:      001
XEROX
```

after 2 seconds...

```
Doc. reading    P001
Job number:      041
```

The machine automatically dials the phone number, confirms the connection, and sends the document.

One Touch Dialing

If you programmed a remote party's number to a One Touch key, you can dial that number by pressing the corresponding One Touch key.

To use this function, the One Touch number must be programmed in the Phonebook (see "Pre-setting One Touch Numbers"). To link a One Touch Key to a Speed Dial or Group Number see "Pre-setting Speed Dial Numbers" or "Pre-setting Group Numbers" in Chapter 2.

To dial the remote station using One Touch dialing:

1. Load the document face down in the Document Support.

```
Jan-31 02:23pm 100%
          Auto answer
```

2. Select the desired **Resolution** and **Contrast**.

3.   Press a **One Touch** key.

```
One Touch key:    01
XEROX
```

after 2 seconds…

```
Doc. reading    P001
Job number:      052
```

The machine automatically dials the phone number, confirms the connection, and sends the document.

Keypad Dialing

This feature allows you to dial your destination by entering the number using the Numeric Keypad.

To dial the remote station using Keypad dialing:

1.   Load the document face down in the Document Support.

```
Jan-31 02:23pm 100%
          Auto answer
```

2.   Select the desired **Resolution** and **Contrast**.

3.   Using the numeric keypad, enter the phone number and press **Start**. To enter a pause, press the **Pause** key. To enter a Charge Code, press the **Charge Code** key and enter the number after the telephone number.

```
Fax number (128 max)
[5551515          ]
```

After 2 seconds...

```
Doc. reading    P001
Job number:      017
```

The machine dials the number, confirms the connection, and sends the document.

Automatic Redialing*

When the line of the party you are calling is busy, the machine automatically redials the number according to the redial interval selected.

Hint: *To change the redial settings, press:*

Menu ▲ (5) (1) (0) (6)

(See Chapter 2, "Redial Count & Interval Setting".)

If the line is not connected after the redial attempts, the machine goes into a Transmission Error mode, and you must repeat the transmission procedure.

If the Resend Stored Fax feature is active, the documents are retained in memory and can be resent (see Chapter 5, "Resend Stored Fax Default Setting".)

Manual Redial Last Number (Off-hook)

This redial function enables you to transmit a document to the party of the number last dialed by the operator using the machine.

To redial the last number, a fax number must be stored for resend or you must load a document:

1.   Pick up the handset*, if available, or press:

Manual Dial
◯

```
Fax number (128 max)
[                    ]
```

2.   Press *Redial* key. The display indicates the last number dialed.

3.   When you hear the fax tone, press *Start*.

The machine dials the number. If the connection is confirmed the document is sent. If the line is still busy, the job remains in the pending job list.

* Not available in all markets.

Chain Dialing

Chain Dialing allows you to dial numbers that may require many digits with pauses for voice prompts or variations in number sequences. You can combine sets of numbers (Speed Dialing, One Touch Dialing, Alpha Dialing, and Keypad Dialing) and pauses by first pressing the Chain key.

To Chain Dial:

1. Load the document face down in the Document Support.

```
Jan-31 02:23pm 100%
           Auto answer
```

2. Select the desired **Resolution** and **Contrast**.

3. Press:

Menu


```
Chain dial
Enter fax number
```

4. To enter a One Touch, press the One Touch key.

    To use the Numeric Keypad, enter the number and press **Enter**.

    To use Speed Dial or Alpha Dial, press **Phonebook**. Select (1)

    or (2), enter the Speed Dial number or select the Alpha name,

    and press **Enter.**

```
Chain dial
Enter fax number
```

> **Note:** Press the **Redial/Pause** key to enter a pause between numbers.

5. Repeat step 4 to enter additional numbers.

6. When all numbers are entered, press **Start**.

```
Doc. reading     P001
Job number        017
```

The machine dials the number, confirms the connection and sends the document.

Manual Group Dialing

The machine can send a document to multiple numbers that you dial manually. You do not need to program the numbers as a group for this procedure. Enter numbers using the Numeric Keypad, One Touch keys, or Speed Dial numbers.

To send a document to several numbers:

1. Load the document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Press:

    Manual Group

```
Manual group
Enter fax number
```

4. Using one of the dialing methods, enter the first number. If the number is entered using a One Touch key, do not press **Enter**. If the number is entered using Keypad or Speed Dialing, you must press **Enter**.

```
Enter more
or press START
```

> ***Note:*** *If you select the same entry twice, you are prompted to delete or retain that second entry.*

```
Already assigned
1.Delete
 2.Retain
```

> ***Note:*** *To modify or delete the number, use Menu or Down arrow keys to select the desired number and then press **Enter**.*

5.   Repeat step 4 to enter additional numbers.

6.   When you have entered all the numbers, press ***Start***.

The machine dials each number in the group and sends the document.

Dialing Methods

5   Transmitting Documents

Transmission Modes

The WorkCentre offers various transmission modes to simplify the faxing process. Each transmission mode may be performed using any one of the dialing methods described in the previous section.

- **Memory Send** — The job is first scanned into memory, then sent to the remote party. Using this method, multiple jobs can be stored and the machine transmits each job as the line becomes available.

- **Direct Send** — The job is transmitted, page by page, without being stored in memory. Using this method you can observe the transmission procedure, one page at a time.

- **Delayed Start** — The transmission is programmed to be sent at a later designated time. This feature permits cost savings by scheduling transmissions during periods when telephone rates are lower.

- **Priority Transmission** — A priority send transmission is performed prior to any other job reserved in memory.

- **Resend** — Normally, document data (stored in memory for transmission) is cleared if the transmission fails to reach a remote facsimile. This function enables the machine to save the stored document and allows you to re-schedule the transmission.

- **Group Transmission** — Sends the same document to more than one location via multiple, sequential transmissions. Sometimes referred to as broadcast.

- **Relay Transmission** — Sends a document to a relay station. The relay station then sends the document to another relay station or to the final receiving stations. The origination and relay stations must be ITU-T relay communication compatible units.

- **Mailbox Communications** — The Mailbox feature allows you to store documents in memory on your machine, or that of a remote machine, with a Mailbox number. Other remote parties can then

access the document using the assigned Mailbox number.

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

- **Polling Transmission** — This feature allows you to load a document in your machine to be polled or "received" by a remote machine. The remote party places the call.

- **Secured Send** — This feature restricts your machine from sending documents to numbers other than registered Speed Dial or One Touch dialing numbers.

- **Sub address ITU-T** — This feature allows you to communicate (poll or send) to a specified sub address on a network. The WorkCentre uses the ITU-T Mailbox number for the sub address.

All documents are transmitted as background jobs unless you use the Direct Send Transmission mode. If no other jobs are pending, the machine begins dialing. When the line connects, the transmission begins. You can set the machine to redial* up to 14 times if a busy signal is detected.

If you use the Direct Send transmission mode, the machine transmits the document without storing the image in a memory file. If the call does not complete successfully, the machine does not retransmit the document.

Many options can be combined with each job. For example, you can select Cover Sheet and Delay Start prior to any job (Memory Send, Group, Mailbox, etc.).

If a communication error occurs during the transmission and the document is stored in memory, the machine resends beginning with the first page that did not transmit successfully. When the transmission completes successfully, the machine disconnects and returns to the Standby Mode.

If the Confirmation Report feature is enabled, the machine automatically prints a report after each transmission. To discontinue printing the report, set the user option to OFF (See Chapter 9, "Reports").

* Not available in all markets.

Memory

As the machine scans documents into memory, the available Free Memory is reduced. As documents in memory are transmitted the Free Memory is recovered. The number of pages that can be stored in memory is dependent on the size of your Memory.

Job Numbers

Job numbers are assigned to communications that have been scanned into memory. A Job Number is used to identify the communication if there is a need to cancel a pending transmission (see Chapter 6, "Cancelling Jobs").

```
Doc. reading    P001
Job number:      047
```
— Job Number

```
Jan-31 02:23pm 98%
        Auto answer
```
— Free Memory
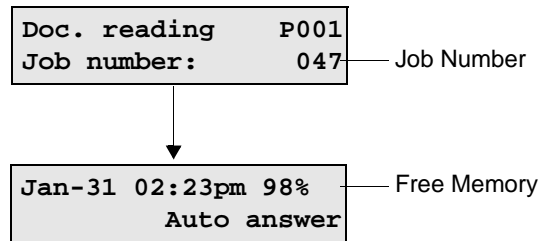
Memory Send or Direct Send Default Mode

In the "Memory Send" mode, the machine first scans the document into memory, then dials the number and sends the fax. The Memory Send mode allows up to 100 jobs to be reserved and sent as the line becomes available. Any operation initiated using one of the dialing methods: One Touch, Speed Dial, Alpha, or Keypad Dialing is automatically performed as a Memory Send transmission.

The Direct Send mode can be selected as the default setting or selected from the Control Panel for one operation. This mode can be selected when residual memory is low or a very large document is to be transmitted. In this mode the machine sends each page as it is scanned.

Set the Memory Send mode to OFF to enable the Direct Send transmission mode.

To change the default transmission mode:

1. Press:

Menu
△ ⑤ ③ ⓪ ①

```
Memory send
1.On
 2.Off
```
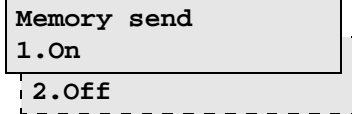
2. Select the default transmission mode:

   To set Memory Send as the default mode, press ①.

   To set Direct Send as the default mode, press ②.

3. The menu selection screen redisplays. Press **Stop** to return to the Standby Mode.

Memory Send

With Memory Send mode, the document is first assigned a job number for internal control of reserved communications. Up to 100 jobs can be reserved. The Job Number is used to identify a communication reserved for transmission or polling-reception, should it become necessary to cancel that operation. Once the Job Number is assigned, the document is scanned into memory, then the remote number is dialed and the fax is sent.

During Memory Send mode, documents can be sent anytime the Standby Mode is displayed. If the facsimile telephone line is busy or the line of the remote facsimile is busy, the document data is stored in memory and is sent when the lines becomes available.

> *Note:* *Memory Send mode is limited by the available memory and is not possible when the Free Memory is at or near 0%. If there is not enough available memory, a Memory Full message is displayed. Press **Stop** and wait until memory is available or use Direct Send from the ADF.*

To send a Document using the Memory Send mode:

1. Load the document face down in the Document Support.

```
Jan-31 02:23pm 100%
           Auto answer
```

2. Select the desired **Resolution** and **Contrast**.

3. Using one of the dialing methods, dial the fax number and press **Start**, if necessary. (See Chapter 4, "Dialing Methods".)

    The machine assigns a job number and scans the document into memory.

```
Doc. reading    P001
Job number       022
```

After 2 seconds...

```
Jan-31 02:23pm 85%
           Auto answer
```

The machine then dials the number, confirms the connection and sends the fax.

Direct Send

When the Direct Send default transmission mode is selected, the machine first dials the remote fax machine and confirms the connection. When the connection is confirmed the machine sends each document page as it is scanned.

To send a single transmission in Direct Send Mode, refer to the "Direct Send with Memory Send Selected" procedure that follows.

To send a document using the Direct Send mode as the default transmission mode:

1. Load the document face down in the Document Support.

```
Jan-31 02:23pm 100%
          Auto answer
```

2. Select the desired **Resolution** and **Contrast**.

Note: *You may select another option for this job. Refer to the selected option for the procedure.*

3. Using one of the dialing methods, dial the fax number and press **Start**, if necessary. (See Chapter 4, "Dialing Methods".)

```
Dialing
          5551212
```

↓

```
Communicating   P001
5551212
```

↓

```
Sending         P001
5551212
```
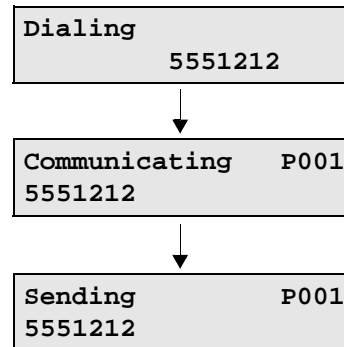
The machine assigns, dials the number and scans the pages as they are transmitted.

Direct Send with Memory Send Selected

When free memory becomes 0% due to many job reservations, a Direct Send transmission can be performed manually even when the default transmission mode is set to "Memory Send" (see "Memory Send or Direct Send Default Mode" earlier in this Chapter).

Note: *If Direct Send is enabled, the document remains in the Document Support until the document is transmitted.*

To manually perform a Direct Send transmission:

1. Load the document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Press:

    **Direct
    Send**

    ```
    Direct send
    1.Yes
    2.No
    ```

4. Press 1 to send the document.

    To return to the Standby Mode without sending the document, press 2.
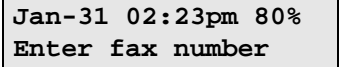
    ```
    Jan-31 02:23pm 80%
    Enter fax number
    ```

    Note: *You can select another option for this job. Refer to the selected option for the procedure.*

5. Using one of the dialing methods, enter the fax number and press **Enter**, if needed.

The machine assigns, dials the number and transmits the pages as they are scanned.

Manual Send

Refer to "Manual Dial" in Chapter 4 "Dialing Methods".

Delayed Start

Transmitting a document at a programmed time is known as a Delayed Start. You can set up a job to begin one month in advance. This feature permits cost savings by scheduling jobs during periods when telephone rates are lower.

To set up a Delayed Start:

1. Load the document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Press:

Menu

(▲) (1) (1) (0) (6)

```
Send later
[02:23pm 31]
```

4. Use the Numeric Keypad and the arrow keys to enter the time and date you want the job to start, then press **Enter.**

Note: *If the 12-hour format is selected, use the arrow keys to select am/pm. DD represents the day of the month. If a number above 31 is entered, the job is started on the first day of the following month.*

Note: *You can select another option for this job. Refer to the selected option for the procedure.*

5. Using one of the dialing methods, enter the fax number and press **Start.**

The document is scanned into memory and is transmitted at the designated time.

Priority Transmission

Use this procedure to send a document immediately, even when other jobs are reserved in memory.

> ***Note:*** *Only one transmission can be Priority Reserved.*

To Priority Send a document:

1. Load the document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Press:

Menu

(▲) (1) (1) (0) (8)

```
Priority fax
Enter fax number
```

> ***Note:*** *You can select another option for this job. Refer to the selected option for the procedure.*

4. Using one of the dialing methods, enter the remote fax number, then press **Enter**, if needed.

   The document is transmitted immediately or immediately following the operation in process.

Charge Codes

The Charge Code function key is used to enter a charge code in a telephone number.

Charge codes can be entered manually during Keypad dialing or stored in the Speed Dial and One Touch numbers for dialing numbers that always require this feature. (Refer to the Chapter 2, "Setting up the Phonebook".)

To enter a Charge Code when sending a document:

1. Load the document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Using the Numeric Keypad, manually enter the fax number.

4. Press:

Charge Code

```
Fax number (128 max)
5151212+_
```

5. The WorkCentre places a "+" in the phone number to indicate that a Charge Code is to follow.

6. Enter the Charge Code.

```
Fax number (128 max)
5151212+$$$_
```

The Charge Code is entered and hidden with "$" symbols displayed in place of the code.

7. Press **Enter** to start the job.

Cover Sheet

The Cover Sheet feature attaches a cover sheet to the top of a document being transmitted. The cover sheet can include a unique image such as your company logo, as well as your station ID, the receiving station's ID and the page count. Using the Cover Sheet feature replaces the routine of manually sending a cover sheet each time you send a document.

The effective scanning image range is 5.9 inches (150 mm). Any image outside the specified range is discarded. This feature will store one image. If this procedure is repeated to store another image, a Delete or Retain prompt is displayed. Selecting Delete allows you to scan a new image. Selecting Retain returns you to the Standby mode.

To use the cover sheet option, the cover sheet feature must first be enabled, and the cover sheet created.

8.3 in.
(210 mm)

Effective Range

5.9 in.
(150 mm)

Feed Direction
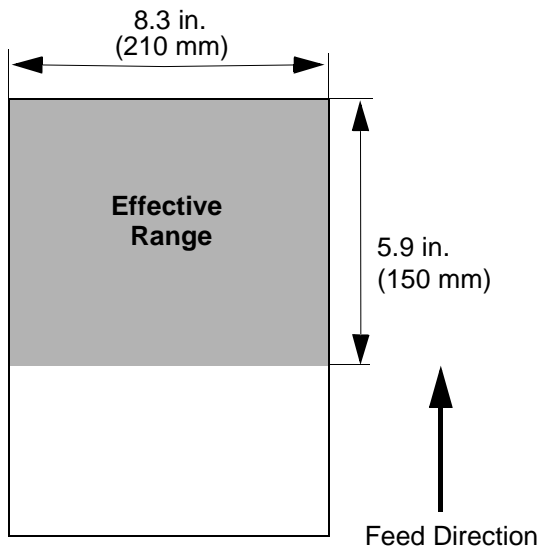
Cover Sheet Setup

To set up a cover sheet for the first time, prepare an image to be pasted to the cover sheet, then perform the following steps.

To enable the Cover Sheet feature:

1. If you would like to add an image to your cover sheet, load the image document face down in the Document Support.

2. Press:

    Menu
    ▲ ⑤ ③ ⓪ ③

    ```
    Cover sheet
    2.Off
     1.On
    ```
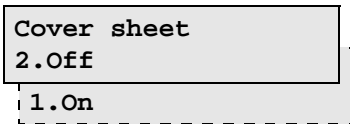
3. Press ① to enable the Cover Sheet option.

    ```
    Load cover image
    1.Yes
     2.No
    ```
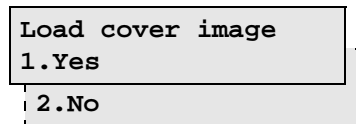
4. Select the Cover Sheet image option:

    To create a cover sheet without an image, press ②.

    To add an image to your cover sheet, press ①.

    ```
    Press START to store
    ```

5. Press *Start* to scan the image and paste it on your cover sheet.

The scanned image can appears on your cover sheet when you send a document using the "Sending Documents with a Cover Sheet" procedure.

Sending a Document with a Cover Sheet

Once you enable the Cover Sheet feature and create a Cover Sheet image (if desired), perform the following steps when sending a document.

To send a document with a Cover Sheet:

1. Load a document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Press:

Menu

▲ ① ① ⓪ ⑤

```
Cover sheet
1.Send
2.Print
```
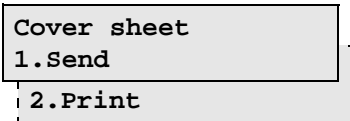
4. Select the Cover Sheet option:

    To print a Cover Sheet, press ②.

    To attach a Cover Sheet when sending this document, press ①.

```
Cover sheet
Enter to Name
```
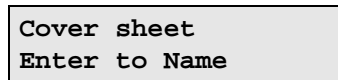
5. Using the Numeric Keypad, enter the name of the person or company the document is being sent to, then press **Enter**.

```
Cover sheet
Enter from Name
```
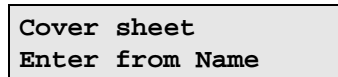
6.   Using the Numeric Keypad, enter your name or company name, then press *Enter*.

```
Cover sheet
Enter fax number
```

Note: *You can select another option for this job. Refer to the selected option for the procedure.*

7.   Using one of the dialing methods, enter the fax number and press *Enter* if necessary.

The document is sent with a Cover Sheet, if selected, and the machine returns to the Standby Mode.

Batching

When multiple documents with the same destination are sent in a single transmission, the process is called batching. The machine automatically batches documents intended for the same destination if the delay start time and other options are the same.

To intentionally send multiple documents in a batch transmission, perform the sending procedure for each document, setting the send criteria the same for each job. Batching "automatically" occurs with documents with the same destination address, designated with the same options. When there is any variation in options designated, batching does not occur.

> *Hint:* *You can "intentionally" batch by using One Touch dialing keys to ensure that the same phone number, locations, and time are used.*

Confirming a Transmission

After sending a document, you can confirm whether your machine sent the document successfully. The following confirmation features are available:

- **End Tone** — When a transmission completes normally, a short tone is generated and the unit returns to the standby mode. If a communication error occurs while attempting to connect to the remote party, a long tone is generated and an error indication is displayed. Press the **Stop** key to clear the error message.

- **Activity Report** — To print a summary of the last 40 communications, press the **Activity** key. The WorkCentre can also be set to automatically print an Activity Report (Refer to Chapter 9, "Reports".)

- **Confirmation Report** — A Confirmation Report can be printed automatically following each transmission or only following error occurrences. (Refer to Chapter 9.)

One Time Fax Options

Before sending a document, you can set up various options that effect only the current job. With the document in the Document Support, set each option you want to apply to that job, then using one of the dialing methods, send the fax. The following options can be set for an individual transmission:

Option	Description
Number of Pages	Prints the designated number of pages at the top of the recording paper for Direct Send Transmissions only.
Listen to Dial	Turns the speaker ON to monitor the line tones.
Send then Poll	Sends a document, then polls a document from the remote machine during the same transmission.
ECM Disable	When the ECM default mode is set to On, allows you to disable ECM for the current transmission .
Secure Send Transmission	The WorkCentre compares the number you dialed with the remote machine's ID. If the numbers do not match, the document is not sent.
Send After Scan	Once the Send After Scan Mode Default Setting is set to Off, this feature allows you enable the Send After Scan mode for a single transmission.

Number of Pages

This feature allows you to set the total number of pages in a Direct Send job for the current job. You do not need to select this feature for Memory Send since the machine automatically totals the number of scanned images. The number of pages is printed in the header by the receiving machine.

To set the Total Number of Pages:

1. Load the document face down in the Document Support.

2. Press Direct Send.

3. Press:

Menu (▲) (1) (4)

```
Number of pages
(1-999)        [ _]
```

4. Using the Numeric Keypad, enter the total number of pages in the job, then press *Enter*. (On earlier versions of the WorkCentre the range is 1-999).

```
Number of pages
Enter fax number
```

5. Press *Menu* to select additional fax options or, using one of the dialing methods, enter the fax number, then press *Enter,* if necessary.

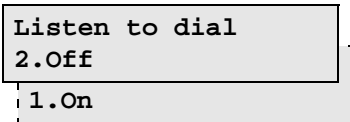The document is sent and the machine returns to the Standby Mode.

Listen to Dial

Enable this feature to listen to the fax tone during the send and polling operations (this is a one time procedure). To enable this feature for all send, receive, and polling operations, refer to Line Monitor Default Settings in Chapter 2.

To set the Listen to Dial feature:

1. Load the document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Press:

   Menu
   ▲ ① ②

   ```
   Listen to dial
   2.Off
   1.On
   ```

4. Select the Listen to Dial option:

   To enable fax tones, press ① .

   To disable fax tones, press ② .

   ```
   Listen to dial
   Enter fax number
   ```

5. Press **Menu** to select additional fax options or, using one of the dialing methods, enter the fax number, press **Enter**.

The document is sent and the machine returns to the Standby Mode.

Send then Poll

This feature performs two operations, transmit and poll, in a single operation. If the remote machine has a document set to be polled, the polling document is received after your document is sent, during the same call (this is a one time procedure).
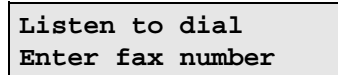
To set the Send then Poll feature:

1. Load the document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Press:

   Menu
   (▲) (1) (3) (0) (3)

   ```
   Send then poll
   2.Off
    1.On
   ```
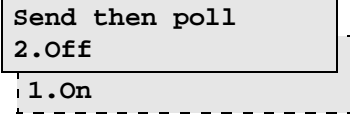
4. Select the Send then Poll option:

   To enable the Send then Poll feature, press (1).

   To disable the Send then Poll feature, press (2), then go to step 6.

   ```
   Add security code
   1.Yes
    2.No
   ```
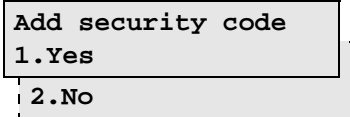
5. Select the Security option:

   To enter a Security Code, press (1), then use the Numeric Keypad to enter a 4-digit code, and press **Enter**.

   ```
   Send then poll
   Enter fax number
   ```
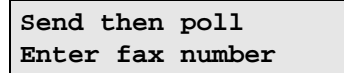
   If you do not wish to enter a security code, press (2).

6. Press **Menu** to select additional fax options, or using one of the dialing methods, enter the fax number, then press **Enter** if necessary.

```
Send then poll
Enter fax number
```

The document is sent. If this feature is enabled, the document set to poll is received, then the machine returns to the Standby Mode.

ECM Disable

Once the Error Correction Mode Default Setting is set to "ON", this feature allows you to disable the ECM mode for a single transmission. Once that transmission is complete, the default status is regained.

> ***Note:*** *ECM must be set to On when the 33.6K BPS Modem is installed. Disabling ECM also turns the 33.6K BPS Modem off. If the ECM Default setting is set to "OFF", the ECM Disable feature is not available. (See Chapter 2, "Error Correct — ECM Default Setting".)*

To set the ECM feature:

1. Load the document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Press:

   Menu

   ▲ (1) (1) (0) (2)

   ```
   Error correct-ECM
   1.On
   2.Off
   ```
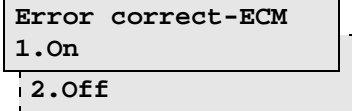
4. Select the ECM option:

   To send the document using ECM, press (1).

   To disable the ECM Mode for this transmission, press (2).
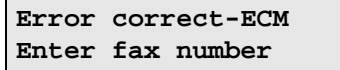
   ```
   Error correct-ECM
   Enter fax number
   ```

5. Press **Menu** to select additional fax options, or using one of the dialing methods, enter the fax number, then press **Enter** if necessary.

The document is sent and the machine returns to the Standby Mode.

Secure Send Transmission

The Secure Send feature prevents your machine from sending to an incorrectly dialed number. With this function enabled, the dialed number is compared to the remote machine ID telephone number. The transmission is possible only when the numbers match.

> *Note:* *This feature is used for one operation. To set the secure send feature on all future transmissions, see "Secure Send Settings" later in this chapter.*

To set the Secure Send feature:

1. Load the document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Press:

    Menu
    (▲) (1) (1) (0) (1)

    ```
    Secure Send
    2.Off
    1.On
    ```

4. Select the Secure Send option:

    To enable the Secure Send Mode, press (1).

    To disable the Secure Send Mode, press (2).

    ```
    Secure Send
    Enter fax number
    ```

5. Press **Menu** to select additional fax options, or using one of the dialing methods, enter the fax number, then press **Enter**.

The document is sent and the machine returns to the Standby Mode.

Send After Scan Enable

Once the Send After Scan Mode Default Setting is set to "OFF", this feature allows you enable the Send After Scan mode for a single transmission. Once that transmission is complete, the default status is regained.

To set the Send After Scan feature:

1. Load the document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Press:

   Menu

   ▲ (1) (1) (0) (4)

   ```
   Send after scan
   2.Off
   1.On
   ```
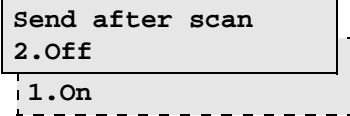
4. Select the Send After Scan option.

   To enable the Send After Scan Mode for this transmission, press

   (1), then go to step 5.

   ```
   When memory full
   1.Cancel sending
   2.Send scanned pages
   ```
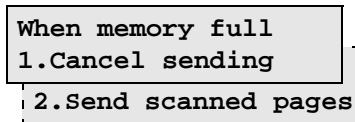
   To disable the Send After Scan Mode for this transmission, press

   (2), then go to step 6.

5. Select the memory full option.

    To delete the pages being scanned, press (1).

    To send the pages being scanned, press (2).

    ```
    Send after scan
    Enter fax number
    ```

6. Press **Menu** to select additional fax options, or using one of the dialing methods, enter the fax number, then press **Enter** if necessary.

The document is sent and the machine returns to the Standby Mode.

Advanced Transmissions

Using an Account Code

Entering an account code when sending a document to a remote party allows you to track the activity to that party. The account code entry is effective for the current operation.

To use this feature, the Account Code Default Setting must be set to "ON". (See "Account Code Default Setting" on the next page.)

To check Account Code usage, print the Activity Report. (See Chapter 9, "Reports".)

1. Load the document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Using one of the dialing methods, enter the fax number and press **Enter,** if necessary.

```
Enter account code
[    ]
```

4. Enter a 4-digit Account Code and press **Start**,

   — or —

   To transmit the document without an Account Code, press **Start**.

   The document is sent and the machine returns to the Standby Mode. If an Account Code was used, it is recorded on the Activity Report.

Account Code Default Setting

The Account Code feature allows you to enter an account number when transmitting documents to a remote party. The account code is printed along with the transmission information on the Activity Report, allowing you to check the activity to that party.

1. To set the Account Code default setting:

    Press:

    Menu

    ▲ (5)(1)(0)(4)

```
Account code
2.Off
1.On
```
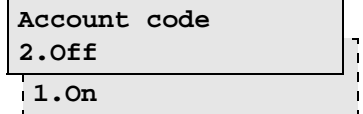
2. Select the Account Code option:

    To enable the Account Code feature, press (1).

    To disable the Account Code feature, press (2).

3. The menu selection screen redisplays. Press **Stop** to return to the Standby Mode.

Transmitting Using a Department Code

When the Department Code option is set, the "Enter Dept. code" screen is displayed.

To set or change Department Codes, refer to Chapter 2, "Changing Department Codes".

```
Jan-31 02:23pm 100%
Enter Dept. code
```

To use the machine:

Enter the 5-digit Department Code, then press **Enter**.

The standby mode screen displays.

If no activity is performed within 1 minute after entering the Department Code, the display returns to the "Enter Dept. code" screen.

Resend Stored Fax Default Setting

Normally, when a transmission can not be completed, the machine automatically attempts to send the document according to the redial criteria. When the number of attempts exceeds the redial counter, the document is cleared from the memory.

With the Resend Stored Fax feature enabled, any document which exceeds the number of redials set is not cleared, but saved in memory for the specified length of time. See the "Resend Stored Fax" procedure that follows, to resend the stored document.

> *Note:* *When the Resend Stored Fax feature is enabled, the stored time is recorded in the Pending Jobs Report (see Chapter 12).*

To set the Resend Stored Fax default setting:

1. Press:

   Menu

   (▲) (5) (3) (0) (4)

   ```
   Resend stored fax
   2.Off
   1.On
   ```

2. Select the Resend Stored Fax option:

   To enable the Resend Stored Fax feature, press (1).

   To disable the Resend Stored Fax feature, press (2), then press **Stop** to return to the Standby mode.

   ```
   Storing time (hours)
   (1-24)          [ 8]
   ```

3.   Use the Numeric Keypad to enter the number of hours (you must use 2 digits) for the machine to store the document, then press **Enter**.

4.   The menu selection screen redisplays. Press **Stop** to return to the Standby Mode.

Resending a Stored Fax

When the Resend Stored Fax feature is enabled, any document that exceeds the number of allowed redials is not cleared, but saved in memory for a specified length of time. Perform this procedure to resend a fax that is stored for resending. If the facsimile number you dialed was not correct, you can change the number before resending the document. Each time this procedure is performed, the number of redials counter is reset.

To resend a stored fax:

1.   Press:

Menu

(▲) (1) (1) (0) (9)

```
Resend stored fax
ENTER or CANCEL
```

after 2 seconds...

```
Job number:     016
1234567890
```

2.   Press the (▲) or (▼) keys to view the jobs stored for resending.

If the job you want to resend was dialed using the Numeric Keypad and with no Fax Options, go to Step 3. If the job you want to resend was other than the above, go to Step 5.

3. While viewing the job to resend, press **Enter** or **Start.** (If the original job was dialed using the keypad, the next screen will allow the phone number to be changed).

```
Job number:      016
1.Start
  2.Change
```

4. Select the Change option:

To resend the job without changing the facsimile number, press

  (1). The machine starts dialing the number.

To resend the job with a different facsimile number, press (2).

```
Enter fax number
[1234567890]
```

5. Using the Numeric Keypad, enter the new facsimile number.

6. Press **Enter.**

The designated job is resent, then the machine returns to the Standby Mode.

Secure Send Setting

When the Secure Send Mode is enabled, all transmissions are secure. The machine compares the number dialed to the remote machines ID telephone number and if the numbers match, the document is sent.

Refer to the "One Time Fax Options," earlier in this chapter, to send a secured individual transmission.

To enable Secure Send:

1. Press:

   Menu
   ▲ 5 3 0 2

   ```
   Secure send
   2.Off
   ```
   ```
   1.On
   ```
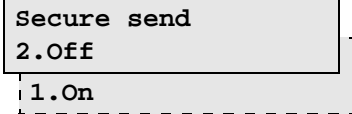
2. Select the Secure Send option:

   To enable the Secure Send feature, press **1**.

   To disable the Secure Send feature, press **2**.

3. The menu selection screen redisplays. Press **Stop** to return to the Standby Mode.

ITU-T Relay Communications

Relay Communication allows you to send documents from your fax machine (initiating station) to one fax machine (relay station), which further sends them to additional fax machines (end stations). If you have several end stations in one or more regional areas you can save time and phone expense by setting up a relay system.

ITU-T Relay Transmission

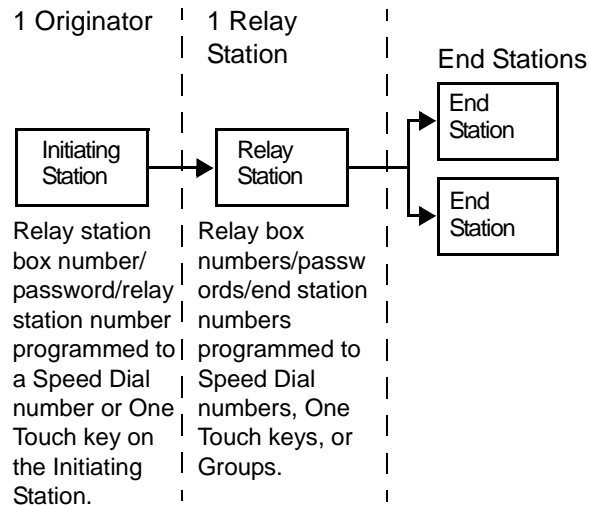To perform a ITU-T relay operation, the following information must be programmed in your machine.

Initiating Station Setup:

- Assign the relay station telephone number to a One Touch Key or Speed Dial number. The WorkCentre Pro 555/575 will only function as an initiating station.

Relay Station Setup:

- The relay station must program the end station telephone numbers to Speed Dial numbers One Touch numbers or Group numbers.

- The relay station must provide these numbers and any required passwords to the Initiating Station.

Example:

1 Originator

1 Relay Station

End Stations

Initiating Station

Relay Station

End Station

End Station

Relay station box number/ password/relay station number programmed to a Speed Dial number or One Touch key on the Initiating Station.

Relay box numbers/passw ords/end station numbers programmed to Speed Dial numbers, One Touch keys, or Groups.

To perform a ITU-T Relay Transmission:

1. Load the document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Press:

Menu


```
Box number (20 max)
[_                  ]
```

4. Using the Numeric Keypad enter a relay box number, then press **Enter**.

```
Set up password
2.No
1.Yes
```

Note: *A Password is required to receive to a Relay Box.*

5. Select the Password option:

   To assign a password, press (1) and go to step 6.

   If you do not want to assign a password, press (2) and go to step 7.

6. Using the Numeric Keypad, enter the password you want to assign to this box, then press **Enter**.

```
Send(Relay)
Enter fax number
```

7. Enter the Speed Dial or One Touch key that you preset for the Relay Station, (You must press **Phonebook** then press **Enter** before entering a speed dial number).

   The document is sent to the Relay Station. The Relay Station will then retransmit the document to the specified End Stations.

6   Cancelling Jobs

Jobs on the WorkCentre can be cancelled by pressing the *Job Status* key or the *Cancel Job* key.

Active jobs on the WorkCentre can be cancelled by pressing the *Job Status* key. The *Job Status* key allows you to monitor and cancel the active job being processed.

Pending jobs can be cancelled by pressing the *Cancel Job* key and selecting from the list of pending jobs. The *Cancel Job* key allows you to cancel pending jobs by job type.

Pressing *Stop* alone does not cancel a Memory or Pending job. You must use the *Cancel Job* or *Job Status* keys to initiate the cancel procedure.

Stop Key

The *Stop* key is used to eject the document from the scanner prior to scanning, and to cancel Direct Send jobs.

Job Status Key

The active job can be monitored in the display and cancelled if desired. When you press the *Job Status* key, the job currently being processed is displayed.

To monitor and/or cancel the active job:

1. Press:

Job Status

```
Dialing
5551212
```

2. If you would like to cancel the displayed job, press

Cancel Job

```
Cancel this job?
1.Yes
2.No
```

3. Press (1) to cancel the displayed job.

The machine returns to the Standby Mode.

Cancel Job Key

Pending jobs can be cancelled as they are confirmed in the display. The Cancel Job key allows you to cancel the following types of jobs:

- **Job Number** — Enter a job number you want to cancel.

- **Incoming call** — Cancels a job currently being received.

- **Send** — Cancels an active job or a reserved Memory Send job.

  Following jobs may be displayed.

  — Send to one number

  — Group send

  — Send to poll-one

  — Send to multi-poll

  — Send to private box

  — ITU-T relay org.

  — ITU-T relay rly.

- **Document in ADF** — Cancels a Direct Send job in the Document Tray.

- **Poll** — Cancels a reserved "Polling" job.

- **Document to be polled** — Cancels a "Storing a Document to be Polled" job reserved on your machine to be polled.

To cancel a pending job:

1. Press:

Cancel Job

```
Cancel job
1.Send
 2.Incoming call
  3.Poll
   4.Doc to be polled
    5.Job number
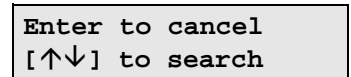```
**
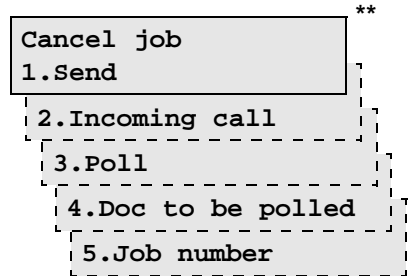
2. Select the type of job you want to cancel.

To cancel a Memory Send transmission, press ( 1 ).

To cancel an Incoming Reception, press ( 2 ).

To cancel a Polling operation, press ( 3 ).

To cancel a Document Waiting to be Polled, press ( 4 ).

To cancel a Job Number, press ( 5 ).

```
Enter to cancel
[↑↓] to search
```

- or -

** If no job is reserved for the job type, such job type is not displayed and the displayed numbers vary.

Cancelling Jobs

The first pending job of the type selected is displayed.

> *Note:* *If no key is pressed within 5 seconds, the first pending job is displayed.*

3. Press the ▲ and ▼ arrow keys to view each pending job of this type.

```
Send to one number
5551212
```

4. When the job you want to cancel is displayed, press *Enter*.

```
Cancel this job?
Job number       043
```

The machine returns to the Standby Mode.

Direct Send Jobs

Use this procedure only if the document is in the process of being transmitted in the Direct Send mode. If the Direct Send job is in the Redial Mode the job is a pending job. Refer to the **Cancel Job** key.

1. If the document is being transmitted, press **Stop**.

```
Cancel this job?
1.5551212
```

2. To cancel the job, press (1).

   The job is cancelled and the document feeds through the scanner.

Cancelling Jobs

7   Polling

Polling Communications

The Polling function allows you to poll a remote machine (Poll), set up a document to be polled by a remote machine (Be Polled), or poll multiple remote machines during the same operation (Group or Continuous Poll).

The Polling feature allows you to retrieve a document from a remote machine when you call that machine.

You can also transmit a document to a remote machine when the remote machine calls you.

Storing a Document to be Polled

This feature stores documents in polling boxes on your machine to be retrieved by others. The following types of Polling boxes are available.

- **Poll-once Box —** Documents stored in a poll-once box are cleared when they are polled. When storing a document to be polled, you can designate the following security options to be required by the polling machine when retrieving your documents.

    - A 4-digit security code 0000-9999. Only WorkCentre Pro 745, 635, 645, 657, 655, 755 machines can poll your machine.

    - The remote machine fax number.

    - Both the remote machine fax number and a 4-digit security code.

    Only 1 transmission can be reserved in a poll-once box without security options assigned.

- **Multi-poll Box —** Documents stored in a multi-poll box are retained in memory regardless of how many times they are polled. No security options are available for multi-poll boxes.

    Only one transmission can be reserved to a multi-poll box at a given time.

Storing a Document to be Polled in a Poll-once Box

This feature stores a document in a Poll-once box and prepares your machine to be polled once by a remote machine. The document is deleted after polling.

You can attach security requirements to the document.

You can store a document to a Poll-once box (without security), or a multi-poll box, but not both.

You can store a document to both a Poll-once box (with security) and a Multi-poll box.

> **Note:** *Group Polling is initiated when the Group Number is assigned to a One Touch key. (See "Pre-setting Group Numbers".)*

1. Load the document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Press:

Menu

(▲) (1) (3) (0) (2)

```
Scan to be polled
1.Poll-once box

 2.Multi-poll box
```

4. To store the document in a Poll-once box, press (1).

```
Security fax number
1.No

 2.Security code

 3.Fax number

 4.Security fax nbr
```

5. Select the security option for storing in this Poll-once box.

    To select no security, press (1) and go to step 7. (If you stored a document in a Multi-poll box you can not store a document without a security code). Any fax machine can poll your machine.

    To select a 4-digit security code, press (2) and go to step 6.

    To select a remote fax number, press (3) and go to step 6. Only the selected remote fax machine can poll your machine.

    To select both a security code and a Fax Number, press (4) and go to step 6.

    ```
    Add security code
    1.Yes
    ```
    ```
    2.No
    ```

    Press (1):

    ```
    Security code
    [_    ]
    ```

    – or –

    ```
    Secure fax (20 max)
    [_                ]
    ```

6. Using the numeric keypad, enter the 4-digit Security Code, or the fax number of the remote polling machine, or both. Press **Enter** after each entry.

    > *Note:* *If a document is already reserved in a Poll-once box and you select the same security features and numbers, you are prompted to delete it, retain it or add the new document to it.*

7. The document is scanned into memory and is waiting to be polled. If a security code was used, provide the 4 digit number to the polling machine operator.

Storing a Document to be Polled in a Multi-poll Box

This feature stores a document in a Multi-poll box and prepares your machine to be polled multiple times by various remote machines. You can only store one document in a Multi-poll box. The document is retained in memory regardless of how many times it is polled.

If a document is stored in a Poll-once box (without security), you cannot store a document in a Multi-poll box (see "Polling a Remote Document (Poll-once or Multi-poll Box)", in this Chapter).

1. Load the document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Press:

Menu ▲ (1) (3) (0) (2)

```
Scan to be polled
1.Poll-once box

2.Multi-poll box
```

> **Note:** *If a document is reserved in a Multi-poll box you are prompted to delete it, retain it or add the new document to it.*

4. To store the document in a Multi-poll box, press (2). If you stored a document without a security code in a Poll-once box you cannot store a document in the Multi-poll box.

The document is scanned and stored in the Multi-poll box. When a polling machine calls, the document will be transmitted.

Cancelling Documents Stored in a Polling Box

To cancel a polling job refer to Chapter 6, "Cancelling Jobs".

Modifying Documents Stored in a Polling Box

Once a document is stored in a polling box, additional documents may replace it or be added to it. If a document is present in the polling box you have selected, the "Already Assigned" screen displays.

To replace or add to a document stored in a Poll box:

1. Load the document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Press:

Menu
(▲) (1) (3) (0) (2)

```
Scan to be polled
1.Poll-once box

  2.Multi-poll box
```

4. To select Poll-once box press (1), and go to step 5.

   To select Multi-poll box, press (2), and go to step 7.

```
Security fax number
1.No

  2.Security code

  3.Fax number

  4.Security & fax nbr
```

5. Select the type of security used when the previous document was stored to the Poll-once box.

    If no security was used, press (**1**), then go to step 7.

    If only a security code was used, press (**2**).

    If only the remote fax number was used, press (**3**).

    If both the remote fax number and a security code were used,

    press (**4**).

    ```
    Security code
    [_        ]
    ```

    – or –

    ```
    Secure fax (20 max)
    [_                ]
    ```

6. Using the numeric keypad, enter the Security Code, Fax Number or both that were used when the previous document was stored in this Poll-once box. Press the **Enter** key after each entry.

    ```
    Already assigned
    1.Delete
      2.Add+
      3.Retain
    ```

7. Select the change option:

    To delete and replace the stored document, press (**1**). The

    document is scanned and the machine returns to the Standby

    Mode.

    To add this document to the stored document, press (**2**). The
    document is scanned and assigned a job number.
    The machine returns to the Standby Mode.

    To retain the current stored document, press (**3**) and then

    press **Stop**. The machine returns to the Standby Mode.

Polling a Remote Document (Poll-once or Multi-poll Box)

Use this procedure to poll a document from a remote machine. If the remote operator stored the document with a security code, you must enter that same security code to poll the document. If a security code is used the document can only be polled by other WorkCentre Pro 745, 635, 645, 657, 655, 755 machines.

To poll a document from a remote machine:

1. Press:

   Menu
   △ (1) (3) (0) (1)

   ```
   Poll one number
   Enter fax number
   ```

2. Using one of the dialing methods, dial the remote telephone number, then press *Start* if necessary.

   ```
   Add security code
   1.Yes
   2.No
   ```

3. Select the security code option:

   If a security code is required, press (1). Then enter the Security Code obtained from the remote operator, then press *Enter*.

   If no Security Code is required by the sending machine, press (2).

   The machine dials the number and retrieves the document.

Group Polling

Use this procedure to poll documents from multiple remote machines with one operation, using a preset Group Number (see "Pre-setting Group Numbers" earlier in this chapter).

A maximum of 50 groups can be preset for use with Multiple Polling Receptions.

> **Note:** *Group Polling is initiated when the Group Number is assigned to a One Touch key. (See "Pre-setting Group Numbers").*

To poll documents from Multiple Remote Machines:

1. Press:

   Menu
   (▲) (1) (3) (0) (1)

   ```
   Poll one number
   Enter fax number
   ```

2. Press:

   Manual Group
   ( )

   ```
   Manual group
   Enter fax number
   ```

3. Using the numeric keypad, **Phonebook** or One Touch keys, enter the number and press **Enter** if necessary. Groups can also be entered if preset to a One Touch key.

4. Repeat step 3 until you entered each number you want to include in the Group Poll.

5. Press **Enter** or **Start**.

```
Add security code
1.Yes
2.No
```

6. Select the Group Poll Security option:

   To poll a group of numbers that do not require a Security Code,

   press (**2**).

   To enter a Security Code, press (**1**).

7. Using the numeric keypad, enter the required Security Code,
   then press **Enter**.

Note: *All machines must use the same poll security code.*

The machine dials each number in the group and retrieves the
document.

Continuous Polling*

Use this procedure to poll the same machine or group of machines frequently, you can set up your machine to automatically perform this task on a regular schedule. When the Continuous Polling feature is active, your machine polls and receives documents from the designated machines, at the same time, on each day you have selected.

Only one Continuous Polling operation can be reserved at a time. To delete the reserved Continuous Poll operation refer to "Deleting Continuous Poll Jobs".

To set the Continuous Polling feature:

1. Press:

    Menu ▲ (1) (3) (0) (4)

    ```
    Interval      (min)
    (10-70)       [_0]
    ```

Note: *The interval is the period of time between polling procedures. Possible settings are 10 to 70 minutes, in 10 minute increments.*

2. Enter the polling interval, then press **Enter**.

    ```
    Start stop time
    [08:00am-05:00pm]
    ```

* Not available in all markets.

3. Enter the Polling start time and stop time, then press **Enter**. (Using the up and down arrow keys, select the AM or PM.)

```
Start/stop days
[Mon-Sat]        ↑↓
```

4. Using the up and down arrow keys, select the starting day and stopping day of the week, press **Enter**.

   (Use the up and down arrow keys to select the day and the right arrow key to change between the start day and the stop day.)

```
Continuous poll
Enter fax number
```

5. Using the dialing methods, enter the remote machine facsimile numbers, and press **Enter** if necessary.

```
Add security code
1.Yes
2.No
```

6. Select the security option:

   If a security code is required, press (1).

   Then enter the Security Code obtained from the remote operator, then press **Enter**.

   If no Security Code is required by the sending machine, press (2).

```
Security code
[_    ]
```

> **Note:** *If using a security code for this poll operation, all machines must be set with the same code.*

7. Then press **Enter**.

Continuous Polling starts when the machine clock reaches the start time.

Deleting Continuous Poll Jobs

To modify the continuous poll operation, you must delete and reenter the information.

To delete a Continuous Poll Job:

1. Press:

Menu (▲) (1) (3) (0) (4)

```
Already assigned
1.Delete
 2.Retain
```
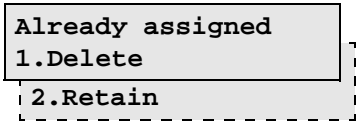
2. To delete the Continuous Poll Job, press (1).

The Continuous Poll Job is deleted and the machine returns to the Standby Mode.

Polling

8 Mailbox Communications

Mailbox ITU-T Communications

The Mailbox ITU-T function key provides mailbox communications with any compatible remote machine using ITU-T standards. ITU-T is an international fax industry standards organization.

Using the Mailbox ITU-T function requires that the mailbox numbers be setup on the mailbox station before a document can be stored at that station. The ITU-T mailbox numbers are also used as the WorkCentre Sub address. Refer to "Attaching an ITU-T Sub address" in Chapter 8. Sub addressing is normally used to route fax files to fax users on a Local Area Network (LAN).

Documents can be stored in mailboxes on your local machine or remote machines to be retrieved by others.

Depending on the type of mailbox you choose, you can control the number of times a document can be polled and by whom.

The following types of mailboxes are available:

- **Confidential Box —** Once a document is polled or printed from the box, it is cleared. If a document is stored with the same box number where another document is already present, the new document is added to the old one. A password can be entered for secure transmissions. A password is required for local and remote Secure Polling operations.

- **Bulletin Board Box** — A document is not cleared when it is polled or printed from the box. If another document is stored with the same box number where another document is already present, it replaces that document. A password can be entered for secure polling operations. A password is required for local and remote secure transmissions and receptions.

Mailbox Reception Reports:

Your WorkCentre can be set to automatically print a report whenever a document is stored in one of its ITU-T mailboxes either by a remote user or locally. See Chapter 9, "Reports".

Local Mailbox (ITU-T)

Once you preset the ITU-T mailbox numbers on your own machine, you can store documents in them for others to retrieve.

The number of users that can access your documents and the required security is dependent on the type of box you store the document in, and the security setup for that box.

Creating an ITU-T Mailbox

Before documents can be stored, the mailbox number must be setup in your mailbox station.

- **Confidential** —To allow polling a Confidential Mailbox, a password must be setup when creating ITU-T mailboxes.

- **Bulletin Board** —To transmit or receive to a Bulletin Board Mailbox, a password must be setup when creating ITU-T mailboxes.

Hint: To print a list of all documents in your ITU-T mailboxes, press:

Menu

△ ② ④   (See Chapter 9 "Reports".)
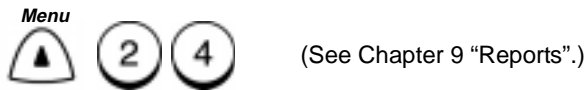
To create a mailbox:

1. Press:

Menu

△ ① ⑧ ⓪ ④

```
Setup & Delete
1.Mailbox setup
2.Mailbox delete
3.Done
```

2. Select the mailbox option.

   To create a mailbox, press (1).

   ```
   Mailbox type
   1.Confidential
   2.Bulletin board
   ```

3. Select the type of mailbox you want to create.

   To create a Confidential mailbox, press (1).

   To create a Bulletin Board type mailbox, press (2).

   ```
   Box number (20 max)
   [_                  ]
   ```

4. Using the Numeric Keypad enter a mailbox number, then press **Enter**.

   ```
   Setup password
   1.Yes
   2.No
   ```

   Note: *A password is required to transmit or receive to a Bulletin Board Mailbox, or to poll a Confidential Mailbox.*

5. Select the Password option:

   To assign a password, press (1) and go to step 6.

   If you do not want to assign a password, press (2) and go to step 7.

   ```
   Password    (20 max)
   [_               ]
   ```

6. Using the Numeric Keypad, enter the password you want to assign to this box, then press **Enter.**

7. The display will return to the mailbox setup screen. You may add additional mailboxes by selecting (1), or you can return to the standby mode by pressing **Exit** or **Stop**.

Deleting an ITU-T Mailbox

> **Hint:** To print a list of all documents in your ITU-T mailboxes, press:
>
> *Menu*
> △ (2) (4)   (See Chapter 9 "Reports".)

To delete a mailbox:

1. Press:

   Menu
   △ (1) (8) (0) (4)

   ```
   Setup & Delete
   1.Mailbox setup
   2.Mailbox delete
   3.Done
   ```

2. Select the mailbox option.

   To delete a mailbox, press (**2**).

   ```
   Box Number  (20 max)
   [_                  ]
   ```

3. Using the Numeric Keypad, enter the box number you want to delete, then press **Enter**. (If a password has been assigned to this box, enter the password and press **Enter**.)

4. The menu selection screen redisplays. Press **Exit** or **Stop** to return to the Standby Mode.

Storing a Document in a Local ITU-T Mailbox

To store a document in your local mailbox:

1. Load the document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Press:

   Menu
   (▲) (**1**) (**8**)

   ```
   Mailbox
   01.Confidential
     02.Bulletin board
       03.Relay request
         04.Setup & Delete
   ```

4. Select the type of mailbox in which to store the document.

   To store in a Confidential mailbox, press (0)(1).

   To store in a Bulletin Board mailbox, press (0)(2).

```
Confidential
1.Print mailbox
  2.Send to mailbox
   3.Poll from mailbox
    4.Store to mailbox
     5.Delete contents
```

– or –

```
Bulletin board
1.Print mailbox
  2.Send to mailbox
   3.Poll from mailbox
    4.Store to mailbox
     5.Delete contents
```

5. To store a document in a local mailbox, press (4).

```
Box number   (20 max)
[_                    ]
```

6. Using the Numeric Keypad enter the mailbox number, then press
   Enter.

> **Note:** *If you selected Bulletin Board and entered a password
> when creating this ITU-T Mailbox number , you must enter
> that same password here to store the document.*

7. Enter a password if required, then press **Enter**.

The document is stored in the mailbox you selected.

Printing a Document Stored in a Local ITU-T Mailbox

You need to know the type of mailbox the document is stored in and the mailbox number. If the document is stored in a Confidential Mailbox with a password, you also need to know the password.

To print a document from your local ITU-T mailbox:

1. Press:

Menu


```
Mailbox
01.Confidential
  02.Bulletin board
    03.Relay request
      04.Setup & delete
```
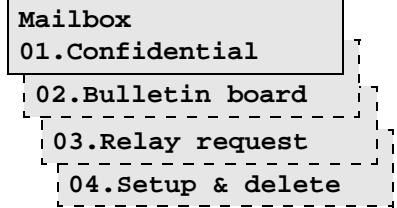
2. Select the type of mailbox you want to print the document from.

   To print from a Confidential mailbox, press `0` `1`.

   To print from a Bulletin Board mailbox, press `0` `2`.

```
Confidential
1.Print mailbox
  2.Send to mailbox
    3.Poll from mailbox
      4.Store to mailbox
        5.Delete contents
```

– or –

```
Bulletin board
1.Print mailbox
  2.Send to mailbox
    3.Poll from mailbox
      4.Store to mailbox
        5.Delete contents
```
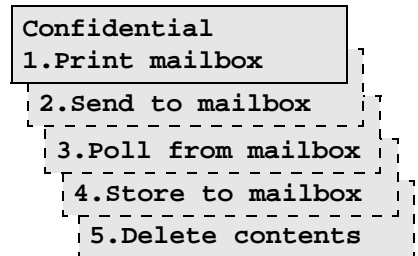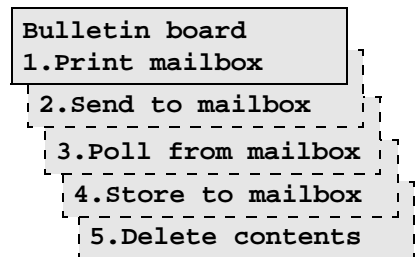
3. To print from a local mailbox, press (1).

```
Box number   (20 max)
[_                    ]
```

4. Using the Numeric Keypad enter the mailbox number, then press
   Enter.

> ***Note:*** *If you entered a password when creating the Confidential*
> *Mailbox, you must enter that password here to print the*
> *document.*

5. Enter the password if required, then press ***Enter***.

The WorkCentre prints the document from the ITU-T mailbox you
selected, then returns to the Standby Mode.

Deleting a Document Stored in a Local ITU-T Mailbox

To delete documents stored in ITU-T mailboxes on your machine, you must know the box number and password, if required.

> **Hint:** *To print a list of all documents stored in ITU-T mailboxes, press:*
>
> **Menu**
> △ ② ④   (See Chapter 9, "Reports".)
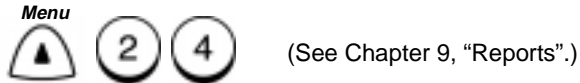
To delete a document stored in a Local ITU-T Mailbox:

1. Press:

   Menu
   △ ① ⑧

   ```
   Mailbox
   01.Confidential
     02.Bulletin board
       03.Relay request
         04.Setup & delete
   ```
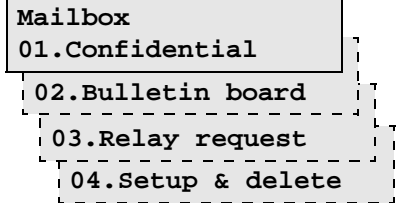
2. Select the type of mailbox you want to delete the document from.

   To delete from a Confidential mailbox, press ⓪ ①.

   To delete from a Bulletin Board mailbox, press ⓪ ②.

   ```
   Confidential
   1.Print mailbox
     2.Send to mailbox
       3.Poll from mailbox
         4.Store to mailbox
           5.Delete contents
   ```

– or –

```
Bulletin board
1.Print mailbox
  2.Send to mailbox
    3.Poll from mailbox
      4.Store to mailbox
        5.Delete contents
```
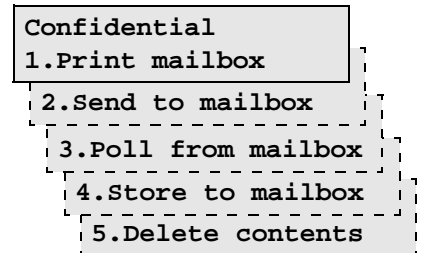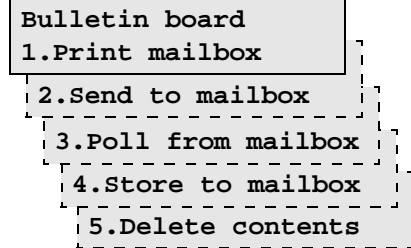
3.   To delete a document from a local mailbox, press **5**.

```
Box number  (20 max)
[_                  ]
```

4.   Using the Numeric Keypad, enter the mailbox number, then press **Enter**.

5.   If you entered a password when creating this mailbox number, enter that same password, then press **Enter**.

The document stored in the mailbox you selected is deleted.

Remote ITU-T Mailbox

The Send to a Remote Mailbox feature allows you to send a document to an ITU-T Mailbox on a remote machine.

Sending to a Remote ITU-T Mailbox

You can transmit a document to either a confidential ITU-T mailbox or a bulletin board.

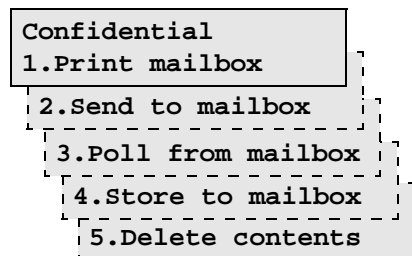| Feature	Description
Confidential	Sending a document to a Remote Confidential Mailbox requires only the remote mailbox number.
Bulletin Board	Remote Bulletin Board Mailboxes must be setup with a password. Obtain the ITU-T mailbox number and password from the remote user to use in the following procedure.

To send documents to a Remote Mailbox:

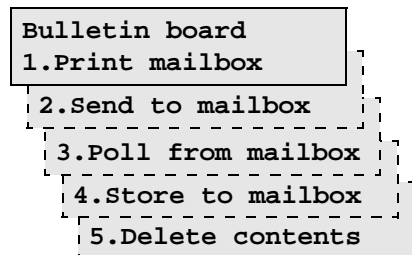1. Load the document face down in the Document Support.

2. Select the desired **Resolution** & **Contrast**.

3. Press:

Menu

(▲) (1) (8)

```
Mailbox
01.Confidential
  02.Bulletin board
    03.Relay request
      04.Setup & delete
```
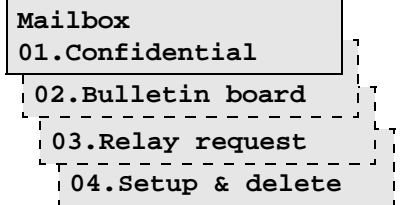
4. Select the type of mailbox you want to send the document to.

    To send to a Confidential mailbox, press ⓪ ①.

    To send to a Bulletin Board mailbox, press ⓪ ②.

```
Confidential
1.Print mailbox
  2.Send to mailbox
    3.Poll from mailbox
      4.Store to mailbox
        5.Delete contents
```

– or –

```
Bulletin board
1.Print mailbox
  2.Send to mailbox
    3.Poll from mailbox
      4.Store to mailbox
        5.Delete contents
```

5. To send to a remote mailbox, press ②.

```
Box number  (20 max)
[_                  ]
```

6. Using the Numeric Keypad enter the remote Confidential or Bulletin Board mailbox number, then press ***Enter***.

> *Note:* *For Bulletin Board transmissions, the remote machine must be setup with a Bulletin Board Mailbox Password.*

7. If you selected Bulletin Board, enter the password preset in the remote machine's Bulletin Board mailbox, then press ***Enter***.

8. Using one of the dialing methods, enter the phone number of the remote mailbox station, then press ***Enter*** if necessary.

The document is sent to the remote station and stored in the box type you selected.

Polling a Remote ITU-T Mailbox

To retrieve documents stored in an ITU-T mailbox of a remote machine, you need to know the type of box the document is stored in, and the ITU-T mailbox number. If the Mailbox requires a password, you also need the password.

When polling, the Remote Confidential Mailbox must be setup with a password. Obtain the ITU-T mailbox number and password from the remote user to use in the following procedure.

To poll a document from a remote mailbox:

1. Press:

   Menu
   (▲) (1) (8)

   ```
   Mailbox
   01.Confidential
     02.Bulletin board
       03.Relay request
         04.Setup & delete
   ```
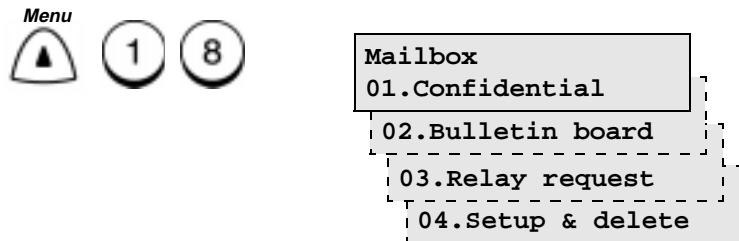
2. Select the type of mailbox from which you want to retrieve the document.

   To retrieve from a Confidential mailbox, press (0)(1).

   To retrieve from a Bulletin Board mailbox, press (0)(2).

   ```
   Confidential
   1.Print mailbox
     2.Send to mailbox
       3.Poll from mailbox
         4.Store to mailbox
           5.Delete contents
   ```

   – or –

   ```
   Bulletin board
   1.Print mailbox
     2.Send to mailbox
       3.Poll from mailbox
         4.Store to mailbox
           5.Delete contents
   ```

3. To poll a remote mailbox, press (**3**).

```
Box number   (20 max)
[_                    ]
```

4. Using the Numeric Keypad enter the mailbox number, then press
    Enter.

> *Note:* *For Confidential mailbox polling, the remote machine must*
> *be setup with a Confidential Mailbox Password.*

5. If you selected Confidential, enter the remote password then
    press ***Enter***.

6. Using one of the dialing methods, enter the phone number of the
    remote mailbox station, then press ***Enter*** if necessary.

The machine dials the remote station and retrieves the document
from the mailbox you selected.

Attaching an ITU-T Sub Address

The sub address feature is used to send a document to a compatible remote fax machine and request that machine to forward the document to the final destination specified in the sub address, normally on a Local Area Network (LAN). It is an alternate method to store in (or poll) a remote mailbox if you do not know whether that mailbox is confidential or a bulletin board on a remote WorkCentre 635, 645, 657 One Touch 745 machine. It can also poll a document stored in a remote sub address. This feature uses the ITU-T protocol and the sub address to establish the routing request and works only with ITU-T compatible machines.

The following defines the SUB, SEP, and PWD sub addressing:

- **SUB** — Transmit a document to a remote sub address.

- **SEP** — Poll a document stored in a remote sub address.

- **PWD** — Add a password to Sub or Sep for secure communications.

The sub address can be up to 20 digits.

To communicate with a compatible ITU-T remote fax, you must obtain the sub address and password, if required, from the remote user and include the information in this procedure.

The WorkCentre uses the ITU-T mailbox number as the sub address. To communicate with a WorkCentre, you must provide your sub address and password, if required, to the remote user to access your mailbox. On the WorkCentre, you can transmit and poll normal and secure documents to the ITU-T mailboxes. The password requirements are the same as for ITU-T mailboxing. Refer to the Mailbox ITU-T Communications section for information on communicating with ITU-T mailboxes.

A sub address can be stored with the Speed Dial and One Touch numbers for remote parties that require a sub address every time. (Refer to Chapter 2, "Setting up the Phonebook".) If you store the sub address in the Speed Dial/One Touch setup, and when dialing using this procedure, the sub address attached here will be used.

Transmitting a Document to an ITU-T Sub Address

Use the following procedure to transmit a document to a sub address:

1. Load the document face down in the Document Support.

2. Select the desired **Resolution** and **Contrast**.

3. Press:

    Menu

    ```
    Sub address ITU-T
    1.Done
      2.Subaddress sub
       3.Subaddress sep
        4.Subaddress pwd
    ```

4. To transmit a document to a remote fax sub address, press **2** to select SUB.

    ```
    SUB          (20max)
    [_               ]
    ```

5. Use the numeric keypad to enter the remote sub address and press **Enter**.

    Note: *To communicate with a remote WorkCentre, obtain and enter the remote ITU-T mailbox number.*

6. To enter a password, press **4** to select PWD. Using the numeric keypad, enter the password, if required by the remote machine and press **Enter**.

    Note: *To transmit to a WorkCentre ITU-T Bulletin Board Mailbox, the remote and local machines must have the same passwords.*

7. To exit the menu, press (1) to select Done.

8. Using one of the dialing methods, enter the remote phone telephone number and press **Enter**.

> *Note:* *The sub address entered in this procedure overrides a sub address programmed in a One Touch or Speed Dial number.*

The document is sent to the remote fax machine and forwarded to the specified sub address.

Polling a Document Using a Subaddress

To communicate with a remote WorkCentre, obtain and enter the remote ITU-T mailbox number. To poll a WorkCentre ITU-T Confidential Mailbox, the remote and local machines must have the same password.

1. Remove any documents from the Document Support.

2. Press:

Menu
(▲) (1) (1) (0) (3)

```
Sub address ITU-T
1.Done
2.Subaddress sub
 3.Subaddress sep
  4.Subaddress pwd
```

3. To poll a document from a remote fax sub address, press (3) to select SEP.

```
SEP           (20max)
[                   ]
```

4. Enter the remote sub address and press ***Enter.***

5. To enter a password, press (4) to select PWD. Using the numeric keypad, enter the remote password, if required by the remote machine, and press ***Enter***.

6. To exit the menu, press (1) to select Done.

7. Using one of the dialing methods, enter the remote phone telephone number and press ***Enter***.

```
Load document
To poll press START
```

8. Press ***Start***.

```
Add security code
1.Yes
2.No
```

9. If a security code is required, press (1). Then enter the security code obtained from the remote operator, then press ***Enter***.

   If no security code is required by the sending machine, press

   (2)

Note: *The sub address entered in this procedure overrides a sub address programmed in a One Touch or Speed dial number.*

---

9 Reports

Various Reports and Lists are available to help you navigate through the menu, check the machine configuration, and monitor the use of the machine. Reports can be set up to include specific information or to print automatically.

Setting Up Reports and Lists

Activity and Reception Reports can be set up to print automatically following a transmission, reception, polling, relay, or mailbox operation.

The following reports can be printed automatically:

- **Activity Reports** — Contain the details of send and receive communications and can be set to automatically print everytime a communication takes place or following 40 communications.

- **Confirmation Reports** — Contain details of each type of communication and can be set to print automatically following a communication or only if an error occurs.

- **Reception Reports** — Contain the details of documents received to a Relay Station, Local Mailbox, or Remote Mailbox.

Activity Report Setup

The Activity Report contains the details of send and receive communications. It also includes the scan, print and drum counter. Using the Activity Report Setup procedure, you can designate which reports are printed automatically and under what conditions.

When "Auto print" is selected the machine automatically prints an Activity Report of all transmit and receive communications after 40 communications occur.

When "Set key default" is selected, you can choose which reports are printed when the ***Activity Report*** key is pressed, for a reception, Transmission, or both.

The following information is printed on the Activity Report:

Item	Description
Nbr.	Item number for each communication.
Job	File number of all communications.
Date Time	Date & time when the communication started.
Duration	Length of communication time in minutes and seconds.
pgs	Number of pages sent or received (max. 999).
To (Send) From (Receive)	Remote name or facsimile number (the "♦" mark is attached when the alternate number or subaddress is used).
Dept.	Department number that was entered for that job.
Account	Account number.

Item	Description
Mode	Communication mode* ♦: 2nd Line Communication EX: Exclusive Error Control Mode G3: G3 Mode EC: G3 Error Control Mode P: Polling Communications R: Relay Group Communications B: Mailbox Communications SB: Subaddress Communication

* The Code is displayed in 3 digits to the right of the Mode symbol.

CODE

Example:

G3 ☐☐☐
- Encoded Data
- Line Density Data
- Transmission Speed

G3 5 0 2
- MMR
- 8 pels/mm x 3.85/lines/mm
- 14400 bps

Code	Transmission Speed	Code	Line Density	Code	Encoding
0	2400 bps	0	8 pels/mm x 3.85 lines/mm	0	MH
1	4800 bps	1	8 pels/mm x 7.7lines/mm	1	MR
2	7200 bps	2	8 pels/mm x 15.4 lines/mm	2	MMR
3	9600 bps	3	—	3	JBIG
4	12000 bps	4	16 pels/mm x 15.4 lines/mm		
5	14400 bps				
6	33600 bps				

Item	Description
Status	Result status of communication and error codes. OK - Successful NG - Failure See Chapter 15 for error code list.

Reports

To set the automatic Activity Report print status:

1. Press:

    Menu (▲) (5) (5) (0) (1)

    ```
    Activity report
    01.Set Key default

    02.Auto print
    ```

2. Select the report mode:

    To select the type of reports that print when the **Activity** key is pressed, press (0)(1), then go to step 3.

    ```
    Set key default
    01.Send & Receive

    02.Send

    03.Receive
    ```

    To choose if a report prints automatically after 40 communications, press (0)(2), then go to step 4.

    ```
    Auto print
    1.On

    2.Off
    ```

3. Select the Set key default mode.

    To print reports of all Sent and Received communications, press (1).

    To print a report of Sent communications, press (2).

    To print a report of Received communications, press (3).

    Then, go to step 5.

4. Select the Auto Print mode.

    To select Auto Print On, press (1).

    To select Auto Print Off, (2).

5. The menu selection screen redisplays. Press **Stop** to return to the Standby Mode.

Confirmation Report Setup*

Confirmation Reports can automatically be printed by the WorkCentre following each transmission, or only following transmissions where an error occurred. Using the setup procedure you can select which type of transmissions automatically print a Confirmation Report, and under which conditions the report is printed:

*   **Always** — Prints a report after every communication.

*   **On Error** — Prints a report only when an error occurs.

*   **Off** — A report is not automatically printed.

In addition, you can set the WorkCentre to print the first page* of the fax on the report for Memory Send, Group Send, Relay Originator, Relay Station, and Relay Destination reports.

Automatic Confirmation Reports are available for the following operations:

*   **Confirmation Report – Direct Send —** Prints transmission results for a Direct Send transmission.

*   **Confirmation Report – Memory Send** — Prints Memory Send Transmission results.

*   **Group Send Report —** Prints Group Transmission results.

*   **Group Polling Report —** Prints Group Polling Transmission results.

*   **Relay Send Originator Terminal Report —** Prints results for Relay Transmissions initiated by the Originator Station.

* Not available in all markets.

Confirmation Report

The Confirmation Report contains the same items as the Activity Report. Refer to the Activity Report Section.

To set the Confirmation Report automatic print status:

1. Press:

Menu
▲ (5) (5) (0) (2) (0) (1)

```
Confirmation
1.Always
  2.On error
    3.Off
```

2. Select the Confirmation report print function:

   To automatically print a report after a Direct Send, press (1).

   To automatically print a report when an error occurs,

   press (2).

   To disable the report feature, press (3).

3. Press **Exit** or **Stop** to return to the Standby Mode.

Confirmation Report - Memory Send*

To set the Confirmation Report-Memory Send automatic print status.

1. Press:

    Menu

    $\triangle$ (5) (5) (0) (2) (0) (2)

    ```
    Memory send
    1.Always
    ```
    ```
    2.On error
    ```
    ```
    3.Off
    ```

2. Select the Memory Send Confirmation report print function:

    To automatically print a report after a Memory Send, press (1).

    To automatically print a report when an error occurs, press (2).

    To disable the automatic report print function, press (3), then go

    to step 4.

3. For Always or On Error reports you can have the WorkCentre
    print the first page* of the fax on the Memory Send report.

    ```
    Show first fax page
    1.On
    ```
    ```
    2.Off
    ```

    To print the first fax page, press (1).

    To print the report without the first fax page, press (2).

4. Press **Exit** or **Stop** to return to the Standby Mode.

* Not available in all markets.

The following information is printed on the Memory Send Confirmation Report:

Item	Description
Job number	Job Number of transmission.
Date	Date and time that the job was accepted.
To	Remote name or facsimile number.
Document Pages	Number of pages of memory input.
Start time	Time when the transmission started.
End time (Resend until)	Time when the transmission ended (the time when a Resend Stored Fax transmission is designated).
Pages sent	Number of pages normally transmitted.
Status	"OK", or error code provided.
Job Number	Job number and result status of communication.

Group Send Report*

To set the Group Send Report automatic print status.

1. Press:


```
Group send
1.Always

2.On error

3.Off
```
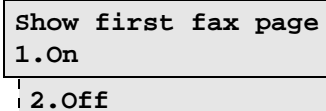
2. Select the Group Send Confirmation Report print option:

   To automatically print a report after a Group Send, press (1).

   To automatically print a report when an error occurs, press (2).

To disable the report feature, press (3), then go to step 4.

3. For Always or On Error reports you can have the WorkCentre print the first page* of the fax on the Group Send Report.

```
Show first fax page
1.On
```
```
2.Off
```

To print the first fax page, press (1).

To print the report without the first fax page press (2).

4. Press **Exit** or **Stop** to return to the Standby Mode.

* Not available in all markets.

The following information is printed on the Group Send Report:

Item	Description
Job number	Job Number of transmission.
Date	Date and time that the job was accepted.
Number of pages	Number of pages of memory input.
Start time	Time when the transmission started.
End time (Resend until)	Time when the transmission ended (the time when a Resend Stored Fax transmission is designated).
Successful nbrs	List of Speed Dial or Group numbers where the transmission was sent.
Unsuccessful nbrs	List of Speed Dial or Group numbers where an error occurred. Sent Pages - The number of pages sent.

Group Poll Report*

To set the Group Poll Report automatic print status.

1. Press:

Menu
(▲) (5) (5) (0) (2) (0) (4)

```
Group Poll
1.Always
2.On error
3.Off
```

2. Select the Group Polling Confirmation Report print option:

    To automatically print a report after a Group Poll, press (1).

    To automatically print a report when an error occurs, press (2).

    To disable the report feature, press (3).

* Not available in all markets.

3. Press **Exit** or **Stop** to return to the Standby Mode.

The following information is printed on the Group Polling Confirmation Report:

Item	Description
Job number	Job Number of transmission.
Date	Date and time that the job was accepted.
Start time	Time when the transmission started.
End time (Resend until)	Time when the transmission ended (the time when a Resend Stored Fax transmission is designated).
Successful nbrs	List of Speed Dial or One Touch numbers where the transmission was sent.
Unsuccessful nbrs	List of Speed Dial or One Touch numbers where an error occurred. Sent Pages - The number of pages sent.

* Not available in all markets.

Relay Originator Report

To set the Relay Originator Report automatic print status.

1. Press:

Menu △ (5) (5) (0) (2) (0) (5)

```
Relay originator
1.Always
  2.On error
    3.Off
```

2. Select the Relay Originator Confirmation Report print option:

   To automatically print a report after the Relay, press (1).

   To automatically print a report when an error occurs, press (2).

   To disable the report feature, press (3). Then go to Step 4.

3. For Always or On Error reports you can have the WorkCentre print the first page* of the fax on the Relay Originator Report.

```
Show first fax page
1.On
  2.Off
```

   To print the first fax page, press (1).

   To print the report without the first fax page, press (2).

4. Press *Exit* or *Stop* to return to the Standby Mode.

The following information is printed on the Relay Originator Confirmation Report:

Item	Description
Job number	Job Number of transmission.
Date	Date and time that the job was accepted.
Document pages	Number of pages.
Start time	Time when the transmission started.
End time (Resend until)	Time when the transmission ended (the time when a Resend Stored Fax transmission is designated).
Successful	List of Speed Dial or Group numbers where the transmission was sent.
Unsuccessful	List of Speed Dial or Group numbers where an error occurred. Sent Pages - The number of pages sent.

Reception Report Setup

Reception Reports can automatically be printed by the WorkCentre whenever a document is received at the Relay Station or into a Mailbox.

Refer to the procedures that follow to manually print a Reception report for the ITU-T Mailboxes.

To select the automatic Reception Reports print option:

1. Press:

Menu

(▲) (5) (5) (0) (3)

```
Reception report
1.Local to mailbox
2.Remote to mailbox
```
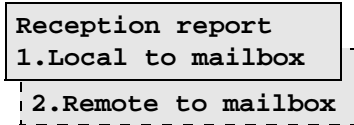
2. Select the report type you want to setup:

   To automatically print a Local Mailbox Reception Report, press

   (1). Select **On** or **Off**. A reception list automatically prints when the machine receives/stores a document in a local Mailbox (see Chapter 8, "Mailbox Communications").

   To automatically print a Remote Mailbox Reception Report, press

   (2). Select **On** or **Off**. A reception list automatically prints when the machine receives/stores a document into a Mailbox from a remote party (see Chapter 8, "Mailbox Communications").

3. Press **Exit** or **Stop** to return to the Standby Mode.

The following information is printed on the Mailbox Reception Report:

Item	Description
Job number	Job number.
Mailbox nbr	Mailbox number.
Mailbox Type	Mailbox Type: Poll-once, Multi-poll, Private Mailbox.
nbr of Pages	Number of document pages entered.
From	Station through which the mail document was entered.

Printing Reports and Lists

Various reports and lists can be printed detailing information about your WorkCentre and information you have stored in it. The following reports can be printed:

- Activity Report

- ITU-T Mailbox Reports

- Pending Jobs Report

- Department Code Report

- Power Failure List

- Menu Map

- Settings Report

Activity Report

Pressing the *Activity* Function Key enables the WorkCentre to print an Activity Report.

To print the Activity Report:

1. Press:

**Activity
Report**

```
Jan-31 02:23pm 100%
Printing report
```

ITU-T Mailbox Report

The ITU-T Mailbox Report lists all documents entered through your own station and remote stations, using the ITU-T mailbox system.

The following information is printed on the ITU-T Mailbox Report:

Item	Description
Mailbox	Mailbox number.
Type	Type of mailbox.
pgs	Number of pages.
Job	Job number.
Date & Time	Time of input.
From	Local designates this machine. Name or number designates the remote machine.

To print an ITU-T Mailbox Report:

Press:

The ITU-T Mailbox Report prints, then the machine returns to the Standby Mode.

Pending Jobs Report

The Pending Jobs Report lists all communication jobs reserved in memory.

The following information is printed on the Pending Jobs Report listed by communication type; (i.e., Send/Receive, To be polled, and Resend Stored Fax).

Item	Description
Job	Job number.
Type	Type of communication.
pgs	Number of pages.
Mail	Mailbox number.
Date & Time	Designated time or time of reception.
To	Name or dial number of the remote party.

To print the Pending Jobs Report:

1. Press:

Menu

The Pending Jobs Report prints, then the machine returns to the Standby Mode.

Department Code Report

The Department Code report lists the Department Names and Codes. The usage for each department is listed by number of pages sent, received and copied.

If you enter the master code, the report lists the master department code and all departments. If you enter a department code, the report prints information for only that user's department.

The following information is printed on the Department Code Report:

Item	Description
Dept.	Department Number.
Name	Department Name.
Dept. code	Department Code for operating the department.
Pgs sent	Number of pages transmitted by the department.
Pgs rcvd	Number of pages received by the department.
Pgs copied	Number of pages copied by the department.

To print the Department Code Report:

1. Press:

Menu
△ ② ③

The Department Code Report prints, then the machine returns to the Standby Mode.

Power Failure List

The WorkCentre has a battery to back up the document data memory contents. However, when the power is turned off for a long time and the communication data stored in the memory is cleared, a list of the job numbers of those cleared communications is automatically printed.

The following information is printed on the Power Failure List for all Transmit and Receive, Polling, Mailbox, Receive to Memory, and Resend Stored Fax communications:

Item	Description
Job	Job number of the communication.
Type	Type of Communication (Continuous poll, Poll-once, Group poll, To be Polled Box, Bulletin Board, etc.).
Mail	Box number for a Mailbox communication.
From	Station where the communication occurred, or the Mailbox is input.
Date/Time	Date and time of input.

Menu Map

The Menu Map is a list of all machine features in a flow chart format.

Refer to Chapter 2 for a detailed Menu Flow Map.

To print the Menu Map:

1. Press:

    Menu

    -or-

    Press   *Menu Map*
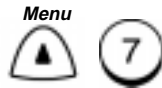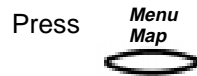
2. The Menu Map prints, then the machine returns to the Standby mode.

Settings Report

The Settings Report prints a list of each machine function and the current settings.

The following settings are printed on the Settings Report:

```
Settings Report                      Date & Time: Jan-31-2000 02:23pm
                                     Tel line   :
                                     Machine ID :


Machine settings                     Fax receive
  Answer mode        : Auto rcv        Secure receive        : Off
     Rings to answer : 2               Receive to memory     : On
  Dial mode          : Tone            Reduce receive        : On
  Redial interval    :  1Minutes       Discard extra         : On
  Redials            :  5              Collate fax           : On
  Distinctive ring   : Off             Refuse junk mail      : Off
  Ringer volume      : 3               Receive footer        : Off
  Alarm volume       : 3               Separator page        : Off
  Key touch volume   : 3
  Monitor volume     : 3             Reports
  Super power save   : Manual          Activity reports
  Printer power save : On                Key default         : Send & Rcv
  Account code       : Off               Auto print          : On
  Line Monitor       : Off               Show error codes    : On
  Redial interval    :  3Minutes       Fax/Poll/Relay reports
  Error correct-ECM  : On                Confirmation rep    : Always
  Collate copy       : Off               Memory send         : Always (w/image)
                                         Group send          : Always (w/image)
Scanner & Printer                        Group poll          : Always
  Scan resolution                      Reception reports
     Resolution      : Standard
     Contrast        : Normal        Remote service          : No job in memory
  Long original      : 1m              Download              :
  Paper size                          RDC password           : Off
     1st cassette    : Letter          Supplies order
Fax send
  Memory send        : On           Total pages             :
  Secure send        : Off            Scanned               :
  Cover sheet        : Off            Printed               :
  Resend stored fax  : Off            Drum count
  Send header        : Inside                                : XXMB
  Send after scan    : Off          Memory size             : XXXXXXXXXXX
                                    ROM version             : XXXXXXXXXXX
                                                            : XXXXXXXXXXX
```

> **Note:** *Total Pages represents the grand total for Scanned and Printed pages, it is not the same as Drum count that is found on the Activity Report.*

> **Note:** *The firmware identification number is located at the top of the Settings Report. Refer to this number when calling for service.*

To print the Settings Report:

1. Press:

Menu

The Settings Report prints, then the machine returns to the Standby Mode.

Reports

10 Copying Documents

Using the copy feature you can print up to 99 copies. The following selections are available when you copy a document:

- Contrast

- Resolution

- Reduction

- Collate

Making Copies

To copy a document:

1. Load the document face down in the Document Support.

2. Press:

Copy

```
Copies              →
(1-99)          [ 1]
```

3. If desired, set the **Contrast**, **Resolution** and **Reduction.**

> *Note: The resolutions available for copying are different than those available for faxing. You can select Fine, Superfine, Fine Photo and Superfine Photo Refer to the User's Guide.*

4. Press the _____ key, select the collate option and the paper size.

5. Select the Collate option:

To enable the Collate option, press (1).

To disable the Collate option, press (2).

```
Paper tray
1.Tray 1
 2.Bypass
  3.Tray 2
```
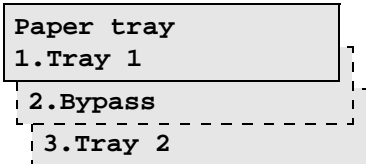
6. Select the Paper source.

To select the Paper Tray, press (1), then go to step 9.

To select the Bypass Tray, press (2), then go to step 7.

To select the Optional Paper Tray, press (3), then go to step 9.

Note: *When the Bypass Tray is selected, the display changes to selected the paper size and paper thickness.*

7. Select the Paper Size.

```
Paper size
2.Letter
3.Legal
1.A4
```
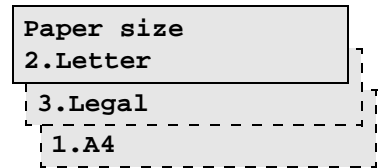
To select the A4 size, press (1).

To select the Letter size, press (2).

To select the Legal size, press (3).

```
Thick paper
2.Off
1.On
```
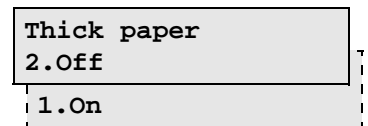
8. Select the Thick Paper mode.

To enable the Thick paper mode, press (1).

To disable the Thick paper mode, press (2).

```
Copies           →
(1-99)        [ 1]
```

9. Using the Numeric Keypad, select the desired number of copies and press *Start*.

Press the *Exit* or *Stop* key to cancel the copy operation.

11 Using the ControlCentre

The ControlCentre software on your PC enables you to easily change the WorkCentre's settings. You can set up the telephone lines, choose fax settings, and create mailboxes. For faster dialing when sending faxes, you can use the ControlCentre to set up your Phonebook of One Touch, Speed Dial and Group Dial numbers. you can also get help quickly on a particular task or feature from the ControlCentre.

To open the ControlCentre and connect to the WorkCentre:

1. Click the Windows Start button.

2. Choose **Programs>Xerox WorkCentre Pro 555/575>Xerox ControlCentre**.

   The ControlCentre displays.

3. From the toolbar click the Connect button.

4. In the Select Device window double-click Local.

5. Select Xerox WC Pro 555/575.

6. Click the Connect button.

   The WorkCentre updates the ControlCentre with its current settings.

Setting up the WorkCentre

Using the ControlCentre, you can specify default WorkCentre settings, such as contrast, resolution and volume levels, and set up your telephone lines.

Setting the Machine Defaults

1. Click the General icon and then click the Machine Setup tab.

2. Type the name of your company or your name in the Company name box.

    The name you enter is printed at the top of each faxed page.

3. To set the default resolution for outgoing faxes and copies, select one of the following options:

    Standard (203 x 98 dpi) Use for documents with normal text and graphics.

    Fine (203 x 195 dpi) Use for documents with small characters

    Superfine (up to 406 x 391 dpi) Use for documents containing very detailed print.

4. To set the default contrast for outgoing faxes and copies, select one of the following options:

    Normal For documents with good dark and light values.

    Darken For documents that are too light.

    Lighten For documents that are too dark.

5. To specify the type of information to print when you press the Activity function key, select one of the following options:

    Sent and received Provides information about the faxes sent from and received at the WorkCentre.

    Sent only Provides information about the faxes sent from the WorkCentre.

    Received only Provides information about the faxes received at the WorkCentre.

6. To set the WorkCentre volume levels, select a number from the range 0 (off) to 7 (high) for the Ringer, Key touch, Alarm and Line monitor volumes.

7. To print a separator page between documents, select one or more of the following options:

   Fax printout Prints a page between each received fax.

   PC printout Print a page between each printed document.

   Copies Prints a page between each copy job.

   Tray selection Select the paper tray to use when printing separator pages: Lowest tray or Auto select.

   Note: If you select Lowest Tray, the paper loaded in the tray is used to print separator pages only.

8. To select the print density for printed documents, including received faxes, copies and reports, select an option in the Print density box. The options range from -2 (lighter print) to 2 (darker print).

9. To require users to enter a four-digit code to send a fax at the WorkCentre, click Request account code. The Activity Report prints the account code used to send a fax to a remote fax number, which helps you to track the activity to remote fax numbers.

10. To arrange multiple copies of the same document in sequential order, click Collate copies.

11. Click Apply to set the options at the WorkCentre.

Setting up the Telephone Lines

The WorkCentre is equipped with one telephone line. If your WorkCentre has the 2nd line hardware option installed, you can set up both telephone lines.

1 Click the General icon and then click the Phone Lines tab.

2 In the Phone line box, select the telephone line you want to set up.

3 If needed, click Add country code and select a country code from the list of choices.

4 In the Fax number box, type the fax number. If required by your telephone system, type the code needed to access an outside line before the fax number.

5 In the Dial mode box, set the mode to Tone if your telephone has touch-tone capability, or Pulse if it doesn't.

6   Click Enable error correction mode - ECM to have the WorkCentre monitor the phone line for errors and, if an error occurs, resend any portion of the document until the transmission is complete. When using ECM, the fax transmission time can be longer, but the complete fax is sent.

7   For telephone line 1, set the Answer mode:

Auto To have the WorkCentre automatically answer and receive incoming fax calls. Use Auto if you have a dedicated fax line. In the Rings to answer (1-10) box, enter the number of times the phone must ring before the WorkCentre answers the call.

Manual To answer incoming calls yourself. Use Manual if you have a single line for both voice and fax calls.

8   For telephone line 2, set how the line is to be used for fax communications:

Send and receive To use the phone line to send and receive faxes.

Receive only To use the phone line to receive faxes only.

Receive during certain times To specify a time period for receiving faxes. Set the time period by selecting times in the Start Receive and Stop Receive time boxes.

9   Click Apply to set the options at the WorkCentre.

Using the Power Save features

You use the Printer Power Save feature to turn off the printer heater during times of inactivity to reduce power consumption. You can also enable the Super Power Save feature, which turns off all power.

1   Click the General icon and then click the Machine Setup tab.

2   Click Use Printer Power Save.

3   In the Use Super Power Save box, select one of the following options:

Automatic Begins Super Power Save after the period of inactivity set in the Minutes (1-60) box.

Manual Begins Super Power Save when the Power Save key is pressed on the WorkCentre control panel.

Off Disables Super Power Save.

4   Click Apply to set the options at the WorkCentre.

Setting the PC's Date and Time on the WorkCentre

You can use the date and time set on your PC for the WorkCentre.

1   From the File menu, click Set PC Time.

Changing Your ControlCentre Password

You can change the password that you use to open the ControlCentre on your PC.

1   From the File menu, click Change Password.

    The Change ControlCentre Password dialog box opens.

2   In the Old password box, type the password currently in use.

3   In the New password box, type the new password you want to use.

4   In the Confirm new password box, retype the new password.

5   Click OK.

Setting the Fax Send Options

You can select the options you want to use for fax transmissions on the Fax Send page. For example, you can choose to include a send header and cover sheet with each fax, and select the number of times the WorkCentre redials a fax number after receiving a busy signal.

Setting the Cover Sheet and Send Header Options

1   Click the Fax icon and then click the Fax Send tab.

2   Click Include send header to print the date and time of the fax transmission, the recipient's name and fax number, the transmission serial number, the page number, and the job or file number at the top of each faxed page.

3   To specify where the send header is printed, select one of the following options:

    Inside margin To print the header close to the document text. If the document text is near the top edge of the paper, the header and text might overlap.

    Outside Margin To print the header at the top of the page to avoid overlapping the document text.

4   Click Add default cover sheet to fax a separate cover page with your document.

    The WorkCentre provides a cover sheet that you can use with your faxes, or you can create your own cover sheet. For information on how to create a cover sheet, see the Transmitting Documents chapter in this guide.

5   Click Apply to set the options at the WorkCentre.

Choosing How to Send Faxes

1   Click the Fax icon and then click the Fax Send tab.

2   Click Always send from memory to send a fax after it's scanned and stored in memory.

    The WorkCentre assigns a job number to each fax stored in memory. You can later identify the fax by its job number should you need to cancel it. When a fax is stored in memory, the

WorkCentre is able to resend any portion of a document that did not transmit successfully due to communication errors, or resend a fax when telephone lines are available.

3   In the Send after scan box, select one of the following options:

Dial while scanning Dials the fax number while scanning the document.

Dial after scanning Dials the fax number after scanning the entire document.

4   To listen to the initial dial sequence, select Always in the Line monitor box.

5   Click Apply to set the options at the WorkCentre.

Sending Faxes Using Security

When you send faxes with security enabled, the WorkCentre compares the number dialed to the remote fax machine's telephone number and, if the numbers match, sends the fax.

1   Click the Fax icon and then click the Fax Send tab.

2   Click Send with security enabled.

3   In the warning box, click OK.

4   Click Apply to set the option at the WorkCentre.

Setting the Redial Options

1   Click the Fax icon and then click the Fax Send tab.

2   In the Maximum redial attempts (0-14) box, type the number of times you want the WorkCentre to redial a number. You can type a number between 0 and 14.

3   In the Redial interval (1-15 min) box, type the time interval between redials. You can type a number between 1 and 15.

4   To save a fax in memory if it could not be sent after the specified number of redials, click Store fax for resend. Enter the length of time, from 1 to 24 hours, you want to store the fax in the Hours (1-24) box.

Note: You will need to resend the stored fax at the WorkCentre. On the WorkCentre's Access Panel, press Resend. Use the arrow keys to find the job to resend, then press Enter.

5   Click Apply to set the options at the WorkCentre.

Faxing Long Originals

You can set up the WorkCentre to scan documents longer than typical page sizes.

1   Click the Fax icon and then click the Fax Send tab.

2   In the Long original length box, select one of the following options:

1 meter (39.36 inches) To scan documents up to one meter in length. If a document longer than one meter is scanned, a paper jam will occur.

Any length To scan documents of any length.

3   Click Apply to set the option at the WorkCentre.

Setting the Fax Receive Options

On the Fax Receive page, you can choose the WorkCentre settings to use when receiving faxes. You can set up the secure receive feature and choose the options for reducing and collating incoming faxes.

Setting the Receive Footer Option

You can set the WorkCentre to print a receive footer on each received page. The receive footer displays the following information: footer message, date and start time of the fax transmission, sender's fax number, recipient's fax number, and page number.

1   Click the Fax icon and then click the Fax Receive tab.

2   Click Print receive footer.

3   Click Apply to set the option at the WorkCentre.

Receiving Faxes when the Printer is Unavailable

You can choose to receive faxes in memory when the WorkCentre's printer is not available. The WorkCentre will store the received fax in memory when the paper tray is empty, the paper is jammed, or the toner is empty. The WorkCentre is unable to receive to memory when memory becomes full or when it has received 100 jobs.

1   Click the Fax icon and then click the Fax Receive tab.

2   Under When printing function is not available, select one of the following options:

Receive to memory   Stores faxes in memory.

Don't receive   Does not receive faxes.

3   Click Apply to set the option at the WorkCentre.

Receiving Secure Faxes

The secure receive feature enables you to keep received documents confidential during a specified time period each day or 24 hours a day. All documents received during the time period are stored in

memory, then automatically printed at the end of the time period. Also, any print jobs that you send from your PC to the WorkCentre are stored in memory during the specified time period.

1   Click the Fax icon and then click the Fax Receive tab.

2   Click Secure faxes.

3   In the warning box, click OK.

4   In the Password dialog box, type the four-digit password to use at the WorkCentre to print the faxes stored in memory during the secure receive time period then click OK.

5   In the Starting box, select the time when you want secure receive turned on each day.

6   In the Ending box, select the time when you want secure receive turned off each day.

7   Click one or more days of the week on which you want to receive secure faxes 24 hours a day.

8   Click Apply to set the options at the WorkCentre.

Setting the Receive Interval

If you are using the same telephone line to send and receive faxes, you can set a time period during which the WorkCentre receives faxes only. After every four fax transmissions, the WorkCentre is available to receive faxes for the length of time you specify.

1   Click the Fax icon and then click the Fax Receive tab.

2   In the Receive interval (0-14 min) box, select the number of minutes for the time interval.

3   Click Apply to set the option at the WorkCentre.

Receiving Faxes from the Fax Numbers Assigned to Your Phonebook Only

To prevent the WorkCentre from receiving faxes from unknown senders, you can choose to receive faxes from the fax numbers specified in your Phonebook only.

1   Click the Fax icon and then click the Fax Receive tab.

2   Click From Phonebook fax numbers only.

3   In the warning box, click OK.

4   Click Apply to set the option at the WorkCentre.

Collating and Reducing Incoming Faxes

When using the reduction option, make sure letter-size paper is loaded in the WorkCentre.

1   Click the Fax icon and then click the Fax Receive tab.

2   To reduce legal-size faxes to fit on letter-size paper, click Reduce faxes to fit.

3   To arrange multiple copies of the same fax in sequential order, click Collate faxes.

4   Click Apply to set the options at the WorkCentre.

Receiving Oversized Faxes

You can set the WorkCentre to automatically print oversized documents on multiple pages. If this feature is not enabled, the WorkCentre discards the portion of the document that exceeds the recording area.

1   Click the Fax icon and then click the Fax Receive tab.

2   Click Print extra on another page.

3   Click Apply to set the option at the WorkCentre.

Receiving Faxes to Your PC

1   Click the PC Fax icon.

2   To specify how faxes are received to your PC, select one of the following options in the Receive faxes to PC box.

Never To print all faxes at the WorkCentre.

For mailboxes only To receive all faxes in a mailbox.

Always To receive all faxes to your PC.

3   If you choose For mailboxes only or Always in step 2, select the number of times the WorkCentre will try sending the fax to your PC in the Retry receiving faxes to PC (0-15) box.

4   Select the interval, in minutes, between retries in the Retry interval (0-15) box.

5   Choose to print or delete the fax after all retries in the After exceeding retry attempts box.

6   Click Apply to set the options at the WorkCentre.

Setting up a Phonebook

To save time dialing fax numbers, you can create a Phonebook of frequently called fax numbers. With the fax numbers preset in a Phonebook, you can send documents by pressing a few keys. This section describes how to preset the One Touch keys, and Speed Dial and Group Dial numbers.

Assigning an Individual Fax Number to a One Touch Key

You can preset 68 One Touch keys on the WorkCentre. This procedure describes how to assign a new fax number to a One Touch key. To link a preset speed dial or group number to a One Touch key, see Assigning a Speed Dial or Group Dial number to a One Touch key.

1   Click the Phonebook icon.

2   Click the One Touch tab.

3   Click the Add button.

4   In the One Touch (01-68) box, select the number you want to preset.

5   In the Add One Touch from box, select Individual.

6   In the Name box, type the person's name.

7   In the Fax number box, type the person's fax number.

8   In the Alternate fax number box, type a second fax number to use when the primary fax number is busy and all redials have been used.

9   If your company or long-distance telephone service requires you to use a charge code for the fax number you entered, click the Add Charge Code button and type the charge code.

10 Select the fax options you want:

Dial using To specify the telephone line to use.

Maximum fax speed To specify a maximum fax speed. Select the speed from the list of options.

Listen to dial To turn on the WorkCentre speaker to monitor the line tones.

Print confirmation report To print a confirmation report after each fax you send to the fax number.

Dial later To send faxes at a specific time. In the Dial later time (hr:min) box, type the time using the format for either a 12- or 24-hour clock.

11 Click Use Mailbox ITU-T to set up any of the following options:

Subaddress To specify the subaddress location to send documents to via a compatible remote fax machine.

Subaddress for polling To specify the subaddress location to retrieve documents from (polling) via a compatible remote fax machine.

Password (optional) To specify the password required for Mailbox ITU-T communications.

12 Do one of the following:

- Click OK to close the One Touch Entry dialog box.

- Click Apply to preset another individual One Touch number.

13 Click Apply to set the options at the WorkCentre.

Assigning a Speed Dial or Group Dial Number to a One Touch Key

This procedure describes how to link a preset Speed Dial or Group Dial number to a One Touch key. To assign a new fax number to a One Touch key, see Assigning an individual fax number to a One Touch key.

1   Click the Phonebook icon.

2   Click the One Touch tab.

3   Click the Add button.

     The One Touch Entry dialog box opens.

4   In the One Touch (01-68) box, select the number you want to preset.

5   In the Add One Touch from box, select from the following options:

     Speed Dial To assign a speed dial number from the displayed list of preset numbers to the One Touch key.

     Group Dial To assign a group number from the displayed list of preset numbers to the One Touch key.

6   From the list of speed dial or group entries, click the number that you want to assign to the One Touch key.

7   Do one of the following:

     • Click OK to close the One Touch Entry dialog box.

     • Click Apply to preset another One Touch number.

8   Click Apply to set the options at the WorkCentre.

Editing a One Touch Key Entry

1   Click the Phonebook icon.

2   Click the One Touch tab.

3   Click the One Touch number you want to edit, then click the Edit button.

4   In the dialog box, make the changes you want, then click OK. See Assigning an individual fax number to a One Touch key or Assigning a Speed Dial or Group Dial number to a One Touch key

5   Click Apply to set the options at the WorkCentre.

Deleting One Touch Key Entries

1   Click the Phonebook icon.

2   Click the One Touch tab.

3   Click the One Touch number you want to delete.

    Note: To delete all the One Touch numbers at once, click Clear All.

4   Click Delete.

5   Click Apply to set the options at the WorkCentre.

Presetting a Speed Dial Number

You can preset up to 300 fax numbers using the Speed Dial numbers from 001 through 999. After you've preset a Speed Dial number, you can link the number to a One Touch key for faster dialing. See Assigning a Speed Dial or Group Dial number to a One Touch key.

1   Click the Phonebook icon.

2   Click the Speed Dial tab.

3   Click the Add button.

    The Speed Dial Entry dialog box opens.

4   In the Speed dial (001-999) box, select the number you want to preset.

5   In the Name box, type the person's name.

6   In the Fax number box, type the person's fax number.

7   In the Alternate fax number box, type a second fax number to use when the primary fax number is busy and all redials have been used.

8   If your company or long-distance telephone service requires you to use a charge code for the fax number you entered, click the Add Charge Code button and type the charge code.

9   Select the fax options you want:

    Dial using To specify the telephone line to use.

    Maximum fax speed To specify a maximum fax speed. Select the speed from the list of options.

    Listen to dial To turn on the WorkCentre speaker to monitor the line tones.

Print confirmation report To print a confirmation report after each fax you send to the fax number.

Dial later To send faxes at a specific time. In the Dial later time (hr:min) box, type the time using the format for either a 12- or 24-hour clock.

10   Click Use Mailbox ITU-T to set up any of the following options:

Subaddress To specify the subaddress location to send documents to via a compatible remote fax machine.

Subaddress for polling To specify the subaddress location to retrieve documents from (polling) via a compatible remote fax machine.

Password (optional) To specify the password required for Mailbox ITU-T communications.

11   Do one of the following:

- Click OK to close the Speed Dial Entry dialog box.

- Click Apply to preset another speed dial number.

12   Click Apply to set the options at the WorkCentre.

Editing a Speed Dial Number

1   Click the Phonebook icon.

2   Click the Speed Dial tab.

3   Click the Speed Dial number you want to edit, then click the Edit button.

4   In the Speed Dial Entry dialog box, make the changes you want. See Presetting a Speed Dial number for more information.

5   In the Speed Dial Entry dialog box, click OK.

6   Click Apply to set the options at the WorkCentre.

Deleting Speed Dial Numbers

1   Click the Phonebook icon.

2   Click the Speed Dial tab.

3   Click the Speed Dial number you want to delete.

    Note: To delete all the Speed Dial numbers at once, click Clear All.

4   Click Delete.

5   Click Apply to set the options at the WorkCentre.

Presetting a Group Dial Number

If you frequently send faxes to the same group of fax numbers, you can save time by assigning the fax numbers to a Group Dial number. When you use the group's number, the WorkCentre will send the fax to each group member. You can preset 50 Group Dial numbers.

Before you can preset a Group Dial number, your Phonebook must contain preset Speed Dial numbers or One Touch key entries.

1   Click the Phonebook icon.

2   Click the Group Dial tab.

3   Click the Add button.

    The Group Dial Entry dialog box opens.

4   In the Group Dial (0001-1999) box, select the number you want to preset.

5   In the Name box, type the group's name.

6   In the Entry from box, select from the following options:

    Speed Dials To assign Speed Dial numbers from the displayed list of preset numbers to the group.

    One Touches To assign One Touch keys from the displayed list of preset keys to the group.

7   From the list on the left side of the dialog box, click the Speed Dial or One Touch key entry that you want to assign to the group, then click the -- > button.

    Note: To not assign the entry to the group, click the entry from the Group Members list, then click the < -- button.

8   Repeat steps 6 and 7 until you've assigned all the numbers you want to the group.

Note: You can assign a maximum of 300 speed dial numbers or 68 One Touch key numbers to the group.

9   Do one of the following:

- Click OK to close the Group Dial Entry dialog box.

- Click Apply to preset another Group Dial number.

10   Click Apply to set the options at the WorkCentre.

Editing a Group Dial Number

1   Click the Phonebook icon.

2   Click the Group Dial tab.

3   Click the Group Dial number you want to edit, then click the Edit button.

4   In the Group Dial Entry dialog box, make the changes you want. See Presetting a Group Dial number for more information.

5   In the Group Dial Entry dialog box, click OK.

6   Click Apply to set the options at the WorkCentre.

Deleting Group Dial Numbers

1   Click the Phonebook icon.

2   Click the Group Dial tab.

3   Click the Group Dial number you want to delete.

Note: To delete all the Group Dial numbers at once, click Clear All.

4   Click Delete.

5   Click Apply to set the options at the WorkCentre.

Saving a Phonebook to Your PC

You can save all your One Touch, Speed Dial, and Group Dial entries to a single file.

1   Click the Phonebook icon.

2   Click the Save As button.

    The Save Phonebook dialog box opens.

3   In the Save in box, select a location for the Phonebook.

4   In the File name box, type a name for the Phonebook.

5   Click Save.

Opening a Phonebook File

If you made changes to the Phonebook that is currently open, save it before opening another Phonebook.

1   Click the Phonebook icon.

2   Click the Open File button.

3   In the Look in box, find the Phonebook's location and then select the Phonebook.

4   Click Open.

Creating Mailboxes

The WorkCentre supports the ITU-T communications standard, which enables you to create mailboxes. Using mailboxes, you can store documents for fax machines to retrieve (poll), receive documents from other fax machines, and set up relay communications. The remote fax machines also must be set up with mailboxes using the ITU-T standard.

Creating a Mailbox

1   Click the Mailbox icon.

2   Click the Add button.

    The Mailbox Entry dialog box opens.

3   In the Mailbox number box, type a number for the mailbox.

4   In the Mailbox type box, select from the following options:

    Confidential To clear a document from the mailbox after it's retrieved or printed. If there is a document in the mailbox and another document is stored in the same mailbox, both documents remain in the mailbox.

    Bulletin Board To not clear a document from the mailbox after it's retrieved or printed. If another document is stored in the same mailbox, it replaces the document currently in the mailbox.

    Relay To use relay communications to transmit a document stored in a mailbox to other fax numbers (end stations).

5   In the Password (optional) box, do one of the following, depending on the mailbox type you are creating:

    •   For a Confidential mailbox, type the password to be used for local and remote secure document retrievals (polling operations). Optionally, you can use the password for secure transmissions.

    •   For a Bulletin Board mailbox, type the password to be used for local and remote secure transmissions and receptions. Optionally, you can use the password for secure document retrievals (polling operations).

    •   For a relay mailbox, type the password to be used at the initiating station.

6   If you are creating relay mailbox, do one of the following:

- To specify a fax number for the end station, select Fax number in the Entry from box. Type the number in the Fax number box.

- To specify a fax number from your Speed Dial numbers for the end station, select Speed Dial in the Entry from box. Click the Change button, select the Speed Dial number you want to use, and click OK.

- To specify a fax number from your One Touch entries for the end station, select One Touch in the Entry from box. Click the Change button, select the One Touch entry you want to use, and click OK.

- To specify a fax number from your Group Dial numbers for the end station, select Group Dial in the Entry from box. Click the Change button, select the Group Dial number you want to use, and click OK.

  Note: You must use a Group Dial number to transmit documents to more than one end station.

7   Do one of the following:

- Click OK to close the Mailbox Entry dialog box.

- Click Apply to create another mailbox.

8   Click Apply to set the options at the WorkCentre.

To have the WorkCentre print a report each time it receives a document in a mailbox, see Reception Reports setup.

Editing a Mailbox

1   Click the Mailbox icon.

2   Click the mailbox you want to edit, then click the Edit button.

3   In the Mailbox Entry dialog box, make the changes you want. See Creating a mailbox for more information.

4   In the Mailbox Entry dialog box, click OK.

5   Click Apply to set the options at the WorkCentre.

Deleting a Mailbox

1   Click the Mailbox icon.

2   Select the mailbox you want to delete.

    Note: To delete all the mailboxes at once, click Clear All.

3   Click Delete.

4   Click Apply to set the options at the WorkCentre.

Using Department Codes

You can control access to the WorkCentre by setting up a master department code and individual department codes. The master department code enables one person to create and change up to 49 individual department codes.

You might want to create a department code for each department in your organization. After informing the individuals within each department of their code, they must enter their code to use the WorkCentre. You can print the Department Code Report for a record of each department's usage of the WorkCentre.

Setting up Department Codes

1   Click the General icon and then click the Department Code tab.

    The Master Code Entry dialog box opens.

2   Type a five-digit code. Note the code you typed as it is required to set up and change department codes.

3   Click OK.

4   Click the Add button.

    The Department Code Entry dialog box opens.

5   In the Department ID (0-99) box, select the number to use for the department.

6   In the Department code (00000-99999) box, type the five-digit code you want to assign to the department.

7   In the Department name box, type the name you want to assign to the department.

8   Do one of the following:

    •   Click OK to close the Department Code Entry dialog box.

- Click Apply to assign another department code.

9   Click Apply to set the options at the WorkCentre.

Note: To print the Department Code Report, on the WorkCentre's Access Panel, press MENU, 2, 3.

Changing a Department Code

1   Click the General icon and then click the Department Code tab.

2   If the Master Code Entry dialog box opens, type your five-digit code and click OK.

3   Select the department code you want to edit or your master code, then click the Edit button.

    The Department Code Entry dialog box opens.

4   Change any of the following options:

    Department ID Select a new department number.

    Department code Type a new five-digit code.

    Department name Type a new department name.

5   In the Department Code Entry dialog box, click OK.

6   Click Apply to set the options at the WorkCentre.

Deleting a Department Code

1   Click the General icon and then click the Department Code tab.

2   If the Master Code Entry dialog box opens, type your five-digit code and click OK.

3   Select the department code you want to delete.

    Note: To delete all the department codes at once, click Clear All.

4   Click Delete.

5   Click Apply to set the options at the WorkCentre.

Printing Reports

You can set up the WorkCentre to print a variety of reports to provide you with information about fax transmissions and receptions. You can also print the Settings Report, which lists the current defaults set on the WorkCentre.

Activity Report Setup

The Activity Report provides information about the faxes sent and received. It also includes the scan, print, drum, and toner counter. You can set the WorkCentre to automatically print an Activity report after 40 transmissions and receptions.

1   Click the Reports icon.

2   Click Activity report.

3   Click Apply to set the option at the WorkCentre.

You can also specify the type of information to print when you press the Activity function key. See Setting the machine defaults.

Confirmation Reports Setup

You can set the WorkCentre to automatically print a report after each transmission (Always) or after a failed transmission (On error), or to not print a report (Never).

1   Click the Reports icon.

2   In the Confirmation box, select the option you want when faxing documents using Direct Send (the WorkCentre sends each document page as it is scanned).

3   In the Confirm send from memory box, select the option you want when faxing documents using Memory Send (the WorkCentre stores the complete document in memory before it is sent).

    If you select either Always or On error, you can click Show first fax page to have the WorkCentre print the first page of the fax on the report.

4   In the Group send box, select the option you want when faxing documents to a group.

    If you select either Always or On error, you can click Show first fax page to have the WorkCentre print the first page of the fax on the report.

5   In the Group poll box, select the option you want when retrieving documents from multiple remote machines using group polling.

6   Under the ITU-T Relay, choose the report setup for relay communications.

Originator Select the option you want for relay transmissions started at the initiating station. If you select either Always or On error, you can click Show first fax page to have the WorkCentre print the first page of the fax on the report.

Station Select the option you want for relay transmissions received and retransmitted by the relay station. If you select either Always or On error, you can click Show first fax page to have the WorkCentre print the first page of the fax on the report.

Destination Select the option you want for relay transmissions received by the end station. If you select either Always or On error, you can click Show first fax page to have the WorkCentre print the first page of the fax on the report.

7   Click Apply to set the options at the WorkCentre.

Reception Reports Setup

You can set the WorkCentre to automatically print a report whenever a document is received in a mailbox or at a relay station.

1   Click the Reports icon.

2   Click Local to mailbox to print a report when a local mailbox receives a document.

3   Click Remote to mailbox to print a report when a remote mailbox receives a document.

4   Click ITU-T Relay station to print a report when a relay station receives a document.

5   Click Apply to set the options at the WorkCentre.

Printing the Settings Report

The Settings Report lists the current defaults set on the WorkCentre.

1   Do one of the following:
    • From the File menu, click Print Settings Report.
    • From the toolbar, click the Print button.

2   In the Print Setup dialog box, click OK.

The WorkCentre prints the report.

Saving the WorkCentre Settings

You can save the ControlCentre options you set and your Phonebook to a file on your PC. If needed, the file provides you with a backup copy of your WorkCentre settings. If you want to save your Phonebook only, see Saving a Phonebook to your PC.

Saving WorkCentre Settings to a File

1   Do one of the following:
    - From the File menu, click Save Settings.
    - From the toolbar, click the Save button.

    The Save As dialog box opens.
2   In the Save in box, select a location for the settings file.
3   In the File name box, type a name for the settings file.
4   Click Save.

Opening a Saved WorkCentre Settings File

1   Do one of the following:
    - From the File menu, click Open Settings.
    - From the toolbar, click the Open button.

    The Open dialog box opens.
2   In the Look in box, find the file's location and then select it.
3   Click Open.
4   If you have made changes to the current settings file and have not saved them, a dialog box opens. Do one of the following:
    - Click Yes to save the changes.
    - Click No to not save the changes.

Creating a new WorkCentre Settings File

1   From the File menu, click New Settings.

    The WorkCentre updates the ControlCentre with its current settings.
2   In the ControlCentre, change any of the settings.
3   Save the new settings to a file. See Saving WorkCentre Settings to a File.

12 Troubleshooting

Self Test

The self test enables you to understand the performance of the machine and diagnose any problems it may have. You may be requested to do this by a Xerox customer support center representative.

To enter self test:

1. Press.

Menu

▲ (4)

```
Auto test
1.Auto test
  2.Individual test
  3.Print test
```
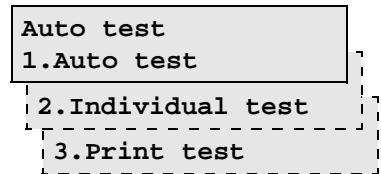
2. Select the Self test option required.

   To run the test automatically and test a number of functions of the machine, press (1).

   To select individual test, press (2) then select the test that you want to run. The tests are:

   ADF test - press (0) then (1), load the documents in the ADF and start to feed the documents. After all the documents are fed, the number of documents that have been scanned is displayed. You will be prompted to confirm that the number of pages scanned are correct.

Key test - Press (0) then (2). You will be asked to press all the keys on the control panel and then press the Stop key at the end of the test. You will receive an OK prompt if the test is successful.

LED test - Press (0) then (3). This test will turn on all the control panel LEDs.

LCD test - Press (0) then (4). When you run this test please check that all the sections in the LCD are turned ON and then turned OFF. You will be prompted to confirm that the test was successfully completed.

Speaker test - Press (0) then (5). You will be prompted to select the various speaker volumes available and confirm that the test was successful.

Switch test - Press (0) then (6). During this test you will be prompted to open and close the scanner cover, open and close the machine top cover, pull out and push in the paper tray, remove and replace the process unit, load the bypass tray with paper and use the flip door.

Test print - Press (0) then (7). When selected the machine will print out a test document which can be checked for print quality. This test uses the main paper cassette and does not pick up the paper in the bypass cassette.

To print out a Self Test Report displaying the status of the Auto test and the Individual tests, press (3).

3. When you have completed the required Self Test, press *Exit* or *Stop* to return to the Standby Mode.

Calling for Service

If you have an error with the machine and can not correct the error using the tables, contact the Customer Support Center. Have available the serial number of the machine and any messages displayed.

Contact the support center at the following telephone number:

- USA   1-800-821-2797

- Canada   1-800-939-3768

- South America   Contact your local service provider.

- Xerox Limited Markets   Refer to the Warranty Pack for support center and telephone numbers.

Error Messages and Codes

If an abnormal condition arises in the machine or an incorrect operation is performed, an alarm signal is generated for about 4 seconds and a message to indicate the nature of the error is displayed. If this happens, take corrective action per the following table.

Error Message	Probable Cause	Corrective Action
BROKEN REGISTRATION PRESS [STOP] CONFIRM DIAL LIST	Phonebook numbers and machine settings have been deleted due to a power failure, etc.	Press the **Stop** key to restore the idle state. If the same error message is displayed again, reprogram the machine.
COMM ERROR - Retry	An error occurred during the communication.	Retry the communication.
DOCUMENT IN MEMORY	A document was received to memory because printing could not occur.	Add paper to the paper tray or check for a paper jam. If a paper jam exists, see the "Paper Jam" section in User's Guide.
DOCUMENT JAM	A document jam occurred.	Remove the jammed document. See the "Document Jam" section in User's Guide.

Error Message	Probable Cause	Corrective Action
DISPLAY QUALITY IS POOR	Display quality of the received document is poor.	Retry the transmission.
DRUM LIFE WARNING	The drum counter has reached 16,000 pages.	Replace the Drum Unit. See Chapter C, "Replacing the Drum Cartridge".
ENTRY MEMORY FULL	The maximum number of Speed Dial, One Touch or Group Dial numbers have been used.	Delete some numbers.
FEATURE UNAVAILABLE	The remote station does not have the desired feature to complete the communication.	Verify the remote station is compatible with the desired feature.
JOB MEMORY FULL	The job reservation memory area is full.	Wait until some jobs have completed and try again.
LINE BUSY	Remote fax number is busy.	Retry the transmission.
LOAD DOCUMENT	A document is not fully inserted into the Document Support.	Reload the document.
LOWER PAPER EMPTY	The lower paper tray is empty.	Add paper to the Lower Paper Tray. Ensure the Lower Paper Tray is closed.
MEMORY FULL	The remaining memory becomes full while storing the document into memory.	Send the document in sections, or use the Direct Send Transmission Mode.
MEMORY OVERFLOW	The memory became full during a Transmission, etc.	Press the **Stop** key to cancel the message then retry the communication when adequate residual memory is gained.
NOT ALLOWED NOW	The specified feature is not enabled now.	Refer to the correct procedure.
OUT OF TONER	The toner cartridge is empty.	Replace the toner cartridge. See Chapter D, "Replacing the Toner Cartridge".
PAGE NUMBERS DIFFER	The designated number of pages does not match the actual document.	Verify the designated number is correct. If the document misfed, resend the document.

Error Message	Probable Cause	Corrective Action
PAPER JAM XX or RELOAD XX PAPER	A paper misfeed was detected or the paper size specified in the settings is not the same as the paper in the tray. "XX" is an error code.	Open the Top Cover and remove the jammed paper or change the setting to the paper size currently in the paper tray See the User Guide.
PAPER TRAY IS EMPTY	All paper tray are empty.	Add paper to the paper tray. Ensure the paper tray is closed.
PIX ERROR	The image of the document transmitted or received is deficient.	Retry the communication.
POLLING ERROR	The password or Tel Number in the Polling communication is wrong.	Retry the communication with the correct password or Telephone Number.
PRINTER PROBLEM	A power failure occurred which resulted in loss of data stored in memory.	A Power Failure list is printed when power is restored. See Chapter 9, "Reports".
REPLACE DRUM	The drum unit has reached the end of its life.	Replace the drum cartridge. See Chapter D, "Replacing the Drum Cartridge".
TONER LOW	The toner cartridge is approaching the end of its life.	Replace the toner cartridge. See Chapter D, "Replacing the Toner Cartridge".
TOP COVER IS OPEN	The Top Cover is open.	Close the Top Cover.
UPPER PAPER EMPTY	The upper paper tray is empty.	Add paper to the upper paper tray. Ensure the upper tray is closed.
WARMING UP	The fuser heater must warm up after periods of inactivity.	Wait approximately 40 seconds for the fuser heater to warm up.

Error Codes

Code	Probable Cause	Corrective Action
10	The Paper tray is Empty	Add paper to the tray. Ensure the tray is closed.
11	A Paper Jam occurred.	Open the Top Cover, and clear the copy paper jam. See the "Paper Jam" section in User's Guide.
12	A document jam occurred.	Remove the jammed document. See the "Paper Jam" section in User's Guide.
13	Operator control panel or Top Cover, is open.	Close the panel or cover.
20	A power failure occurred.	Check the Power Failure Report and retry the operation.
22	File Error due to a Directory Error.	Call for Service.
30	The **Stop** key was pressed during the communication.	Retry the operation.
32	The designated number of pages does not match the actual document.	Verify the designated number is correct. If the document misfed, resend the document.
33	Polling Error. The security code does not match.	Check the security code and retry the operation.
42	The Free Memory is zero causing the communication to stop.	Recover sufficient memory by completing reserved job, then retry the communication.
50	The remote party cannot be reached even after redialing.	Confirm the telephone number is correct, then retry the communication.
53	Security mismatch in Relay or Mailbox transmission. The functions of the remote machine and yours do not match.	Confirm the remote party's security code, password and telephone number.

Code	Probable Cause	Corrective Action
87	No residual memory was remaining on the remote party's machine in a Relay or Mailbox transmission.	Check the remote machine. Retry the transmission.
B0 **B1**	The functions of the remote machine and yours do not match.	Verify the remote station is compatible, then retry the communication.
B2 **B3** **B4** **B5**	Network communication problem.	Check the remote machine and retry the operation.
C0 **C1** **C2** **C3** **C4**	Picture signal problem.	Retry the operation.
D0 **D1** **D2**	Communication error.	Retry the operation
E0	Picture memory error.	Retry the operation.
E6	Printer problem.	Call for service.
F0 **F1**	Communication error.	Turn power off, wait 3 seconds and turn power on. Retry the operation.

Status Code Table

A status code is displayed on some reports. The Code is displayed in 3 digits to the right of the Mode symbol.

CODE   Example:

G3 ⬚⬚⬚   G3 5 0 2

Encoded Data
Line Density Data
Transmission Speed

MMR
8 pels/mm x 3.85/lines/mm
14400 bps

Code	Transmission Speed	Code	Line Density	Code	Encoding
0	2400 bps	0	8 pels/mm x 3.85 lines/mm	0	MH
1	4800 bps	1	8 pels/mm x 7.7lines/mm	1	MR
2	7200 bps	2	8 pels/mm x 15.4 lines/mm	2	MMR
3	9600 bps	3	—	3	JBIG
4	12000 bps	4	16 pels/mm x 15.4 lines/mm		
5	14400 bps				
6	33600 bps				

Transmission Problems

When transmissions are not successful, check the items in the table below. If you confirm these items are set up correctly and transmissions are still unsuccessful, call for technical support.

Problem	Check Items
When you place a document in the Document Support, nothing happens.	• Have you inserted the document far enough into the feeder? • Is the power cord connected to the AC outlet? • Is an error message displayed? If so, see the Error Messages and Codes section in this chapter. • Is the document size or thickness within specification? See the User's Guide, "Document Specifications".
When you press the *Start* key in the Direct Send mode, the message "Dialing" or "Communicating" does not display.	• If you are transmitting "Off-hook", press *Start* before returning the handset* to the cradle. • Is the modular cord of the fax machine disconnected? • Is the Dialing Mode of the machine set correctly? See the User's Guide, "Setting the Dial Mode". • Is the telephone functioning properly? • Is there an error on the receiving side?
Documents misfeed; skewed pages.	• Are the Document Guides adjusted to the document width? • Is the Control Panel fully closed? • Does the document fall within specifications? See the User's Guide, "Document Specifications". • Is the Document Extension Support fully extended?
Documents misfeed; 2 pages feed at a time.	• Are too many pages loaded into the Document Feeder? See the User's Guide, "Document Specifications" for maximum capacities. • Does the document fall within specifications? • Was the document forced too far into the Document Feeder? • Is the Document Extension Support fully extended? • Have you cleaned the Retard Pad and Rollers? See Chapter D, "Maintaining the Product".

* Not available in all markets.

Problem	Check Items
The remote station receives a blank or elongated printout.	• Was the document loaded incorrectly with its printed side up? • Is the Control Panel fully closed?
The sending procedure was completed correctly but nothing happened at the receiving end.	• Is the remote machine able to communicate with a G3 facsimile? The WorkCentre can communicate with G3 facsimiles but not G2 or G4.
Documents cannot be transmitted overseas.	• Set the Fax Speed to transmit the document at a slower speed. See Chapter 2, "Setting up the Phonebook".

Reception Problems

When receptions are not successful, check the items in the following table. If you confirm these items are set up correctly and receptions are still unsuccessful, call for technical support.

Problem	Check Items
When you are to receive a document via the Manual Reception mode, the fax is not received when the **Start** key is pressed.	• Did you return the handset* to its cradle before pressing **Start**? If so, you must press **Start** before you hang up. • Is there a document in the Document Support on your machine? If so, remove it by pressing the **Stop** key. • Is the modular cord connected? • Is the power cord connected? • Does the Paper Tray have paper? • Is the Top Cover fully closed? • Is there an error on the sending machine?
The received fax will not feed out.	• Is the Top Cover fully closed?
After placing paper in the Paper tray, the Paper Empty message continues to display.	• Is the paper installed correctly? See Chapter D, "Replacing the Paper".

* Not available in all markets.

Problem	Check Items
The received document is too dark and difficult to read. Unnecessary lines are printed.	• Is the original document on the sending side of poor quality? Check with the remote station. • Is there a problem with the remote machine? • Does the same problem happen when you copy a document? If so, clean the Recording Unit. See Chapter D, "Maintaining the Product".
The paper is fed out but nothing is printed.	• Is the machine out of toner? • Is the document on the sending side loaded correctly?
Paper jams occur frequently.	• Is the Paper Tray fully closed? • Does the document fall within specifications? See the User's Guide, "Document Specifications".
Machine answers incoming call but will not receive.	• If Refuse Junk Mail is On the machine will only receive for other machines listed in your dial directory phonebook.

Image Quality

If the Document Scanner or Recording Unit is dirty, the quality of your transmitted or received images can be poor. It is recommended that these areas are cleaned regularly. Refer to Chapter D, "Maintaining the Product" for detailed cleaning procedures.

A   Installing Options

This appendix contains the steps for installing the optional handset and paper tray.

Installing the Optional Handset (not available in all countries)

1. Check the contents of the option installation kit.

2. Open the Control Panel cover.
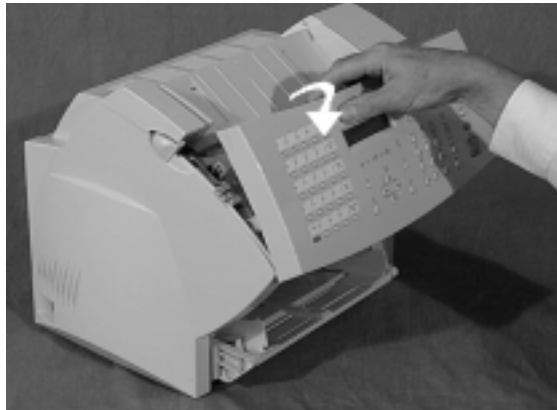
3. Press the Top Cover Open button and open the top cover.
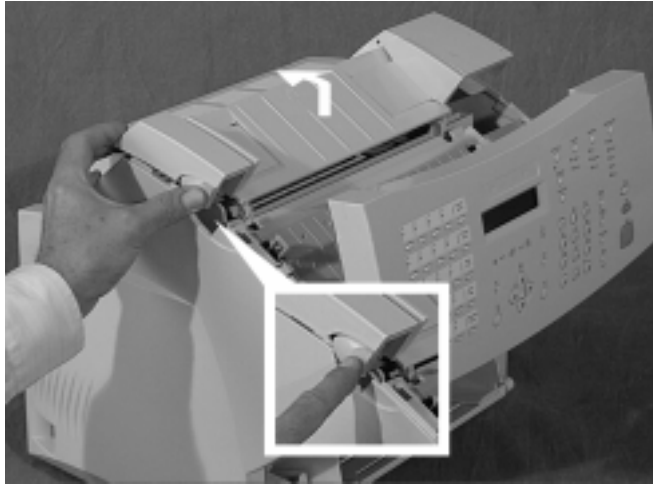
4. Click the handset support bracket into place and close the two covers.
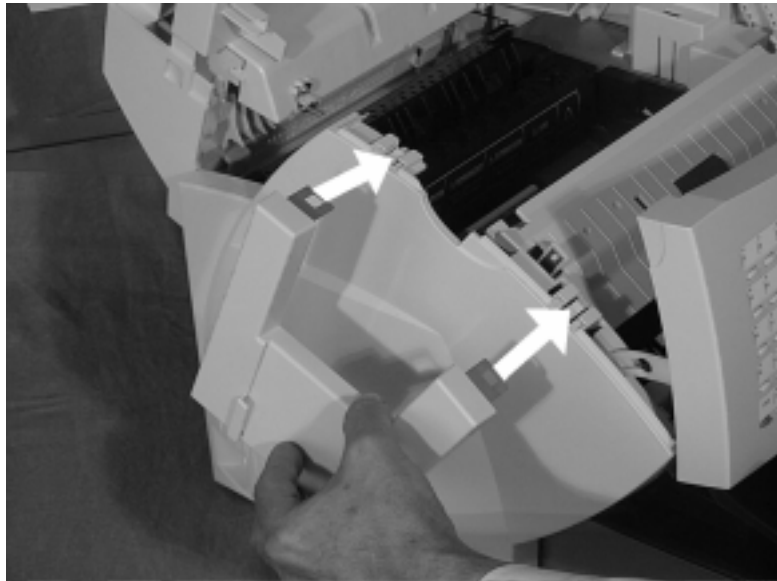
5. Slide the retaining clip for the base unit into the slots on the rear of the unit.
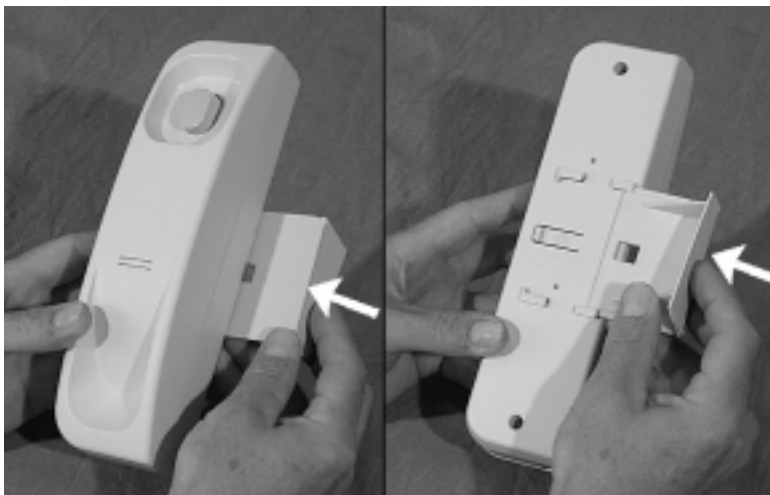
6. Position the base unit on the support bracket.
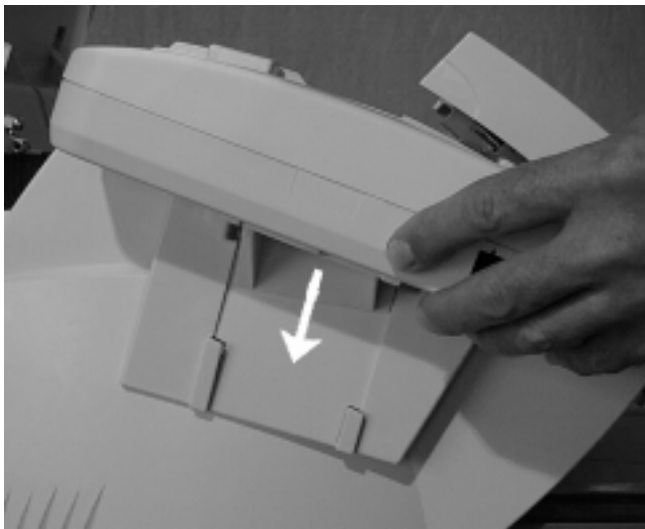
7. Plug one end of the handset cord into the base unit.

8. Plug the other end of the handset cord into the handset.

9. Plug the telephone cord into the base unit.

10. Plug the other end of the telephone cord into the handset socket on the rear of the machine.

11. Press the plastic covers into position in order to retain the handset cord.
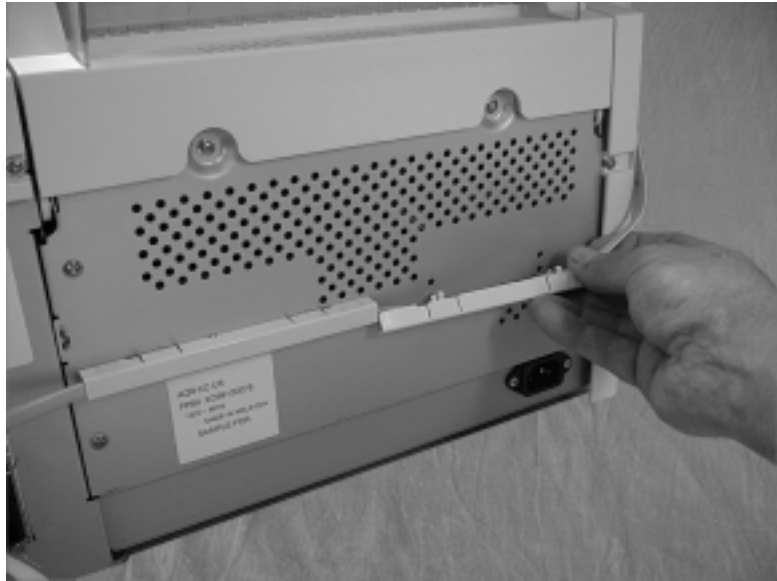
Installing the Optional Paper Tray

The Optional Paper Tray installation kit contains a base unit and a paper tray.

1. Check the contents of the installation kit.

2. Locate the mounting pegs on the base unit.
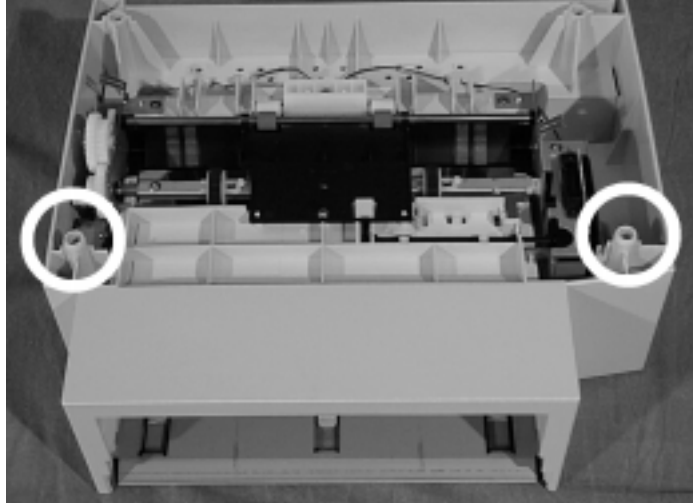
3. Remove the Document Output tray, the Paper Tray and the Bypass Tray.

4. Position the machine over the mounting pegs on the base unit.

5. Lower the machine onto the base unit.

6. Press down and latch the base of the optional paper tray.
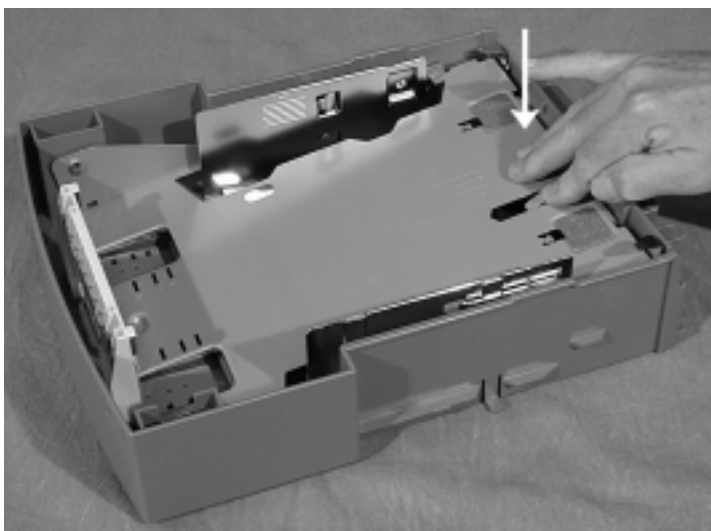
7. Load a full packet of paper into the optional paper tray.

8. Place the cover on the optional paper tray.

9. Insert the optional paper tray into the base unit.

10. Replace the Paper Tray, Document Output Tray and Bypass Tray.

B   Ordering Supplies

Ordering Supplies

To order supplies, contact the Xerox supplies center at the following number:

- USA
  - Supplies center   1-800-822-2200
  - Fax number   1-800-338-7020

- Canada
  - French   1-800-668-0133
  - English   1-800-668-0199

- Europe
  - Call your local sales and service provider.

Supplies:

Item	Part Number
Paper (letter size, 20 lb.)	3R721 (Xerox 4024)
Paper (legal size, 20 lb.)	3R727 (Xerox 4024)
Paper (A4, 80 g/m^2)	3R91720 (Xerox Limited)
Drum Cartridge (Americas)	113R00457
Drum Cartridge (Europe)	113R00456
(Both kits include the ADF retard pad which should be replaced at the same time)	
Toner Cartridge (Americas)	106R00402
Toner Cartridge (Europe)	106R00401

Options:

Item	Part Number
Optional Paper Tray	
Americas (letter))	98S04391
Europe (A4)	98S04389

Ordering Supplies Automatically

The Automatic Supplies Ordering feature allows you to have the machine automatically send a report to a specified fax number (normally a supplies center) when the machine is out of toner or the drum life is low. This will ensure that supplies are available when needed and will minimize ordering time.

Supplies can be ordered through the customer's internal supplies center, through a dealer or even through Xerox Supplies. This is determined when the order center fax number is input. You may also want the flexibility to make bulk orders in order to gain quantity discounts when dealing directly with the Xerox supplies center.

Setting-up Automatic Supplies Ordering

Automatic Supplies Ordering is a three stage process, you need to setup details of the destination where the order will be sent, you need to set up details of the supplies to be ordered and you need to provide your ordering details. Once you have completed the process, you can print a copy of the order form.

Setting up the destination

To set the destination details:

1. Press:

Menu


```
Supplies order setup
1.Destination setup

2.Supplies

3.Other information

4.Image print
```

2. Press (1).

```
Destination setup
Enter fax number
```

3. To enter a One Touch, press the One Touch key.

    To use the Numeric Keypad, enter the number and press **Enter**.

    To use Speed Dial or Alpha Dial, press **Phonebook**. Select (1)
    or (2), enter the Speed Dial number or select the Alpha name,
    and press **Enter.**

4. The menu selection screen redisplays. Press **Exit** or **Stop** to
    return to the Standby Mode.

Entering the part details

To set the part details:

1. Press:

    Menu (▲) (5) (6) (0) (4)

```
Supplies order setup
1.Destination setup
  2.Supplies
   3.Other information
    4.Image print
```

2. Press (2).

```
Select supplies
1.Toner
  2.Drum
```

Press ① to enter Toner or ② to enter Drum.

```
xxxxx ordering
1.Select auto order
2.Enter part number
3.Enter quantity
```

3. Press ① then ① to order automatically.

```
Enter part number
Part # (20 max) :
```

4. Press ① then ② and use the keypad to enter the part number of the toner or drum.

```
Enter quantity
Quantity (1-99) :
```

5. Press ① then ③ and use the keypad to enter the quantity required.

6. The menu selection screen redisplays. Press *Exit* or *Stop* to return to the Standby Mode.

Entering ordering details

To set the ordering details:

1. Press:

Menu
△ (5) (6) (0) (4)

```
Supplies order setup
1.Destination setup
 2.Supplies
  3.Other information
   4.Image print
```

2. Press (3).

```
Other information
1.Customer number
 2.Contact name
  3.Contact tel number
   4.Ship to name
    5. Ship to address
```

```
Enter customer number
Number (20 max) :
```

3. Press (1) and use the keypad to enter your customer number.

```
Enter contact name
Name (40 max) :
```

Press (2) and use the keypad to enter the contact name.

```
Enter tel number
Tel number (32 max) :
```

Press (3) and use the keypad to enter the contact telephone number.

```
Enter ship to name
Name (40 max) :
```

Press (4) and use the keypad to enter the name to whom the items will be despatched.

```
Enter ship address
Address (64 max) :
```

Press (5) and use the keypad to enter the shipping address for items.

4. The menu selection screen redisplays. Press *Exit* or *Stop* to return to the Standby Mode.

Printing the order form

To print the order form:

1. Press:

Menu
(▲) (5) (6) (0) (4)

```
Supplies order setup
1.Destination setup
  2.Supplies
    3.Other information
      4.Image print
```

2. Press (4). The order form will print.

3. The menu selection screen redisplays. Press *Exit* or *Stop* to return to the Standby Mode.

C   Maintaining the Product

Replacing the Paper

When the machine runs out of paper, "PAPER TRAY IS EMPTY" displays and printing stops. Replace the paper using the following procedure:

Bypass Tray:

1. Pull up the Document Output Tray and open the Paper Guide.

Document Output Tray
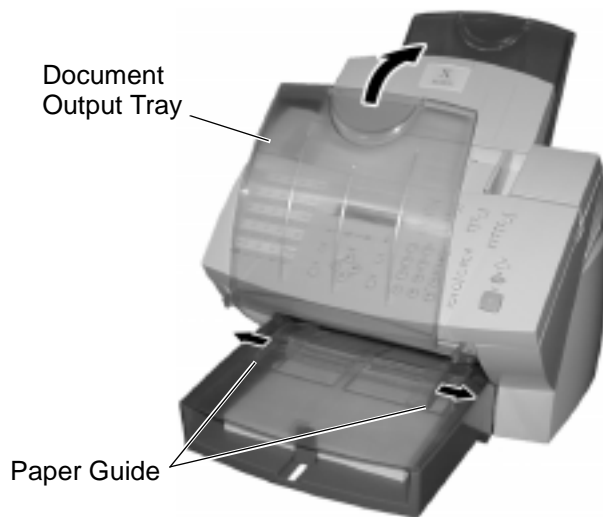
Paper Guide

2. Insert one sheet of paper on the Bypass Tray.
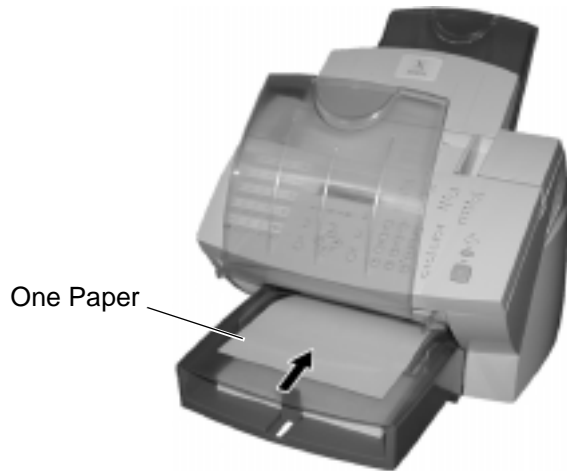
One Paper

02

⊕ CAUTION

Do not insert more than one sheet of paper on the Bypass Tray.
It will cause a paper jam.

3. Adjust the Paper Guides so that both sides of the paper are secure.

4. Return the Document Output Tray.

Document Output Tray
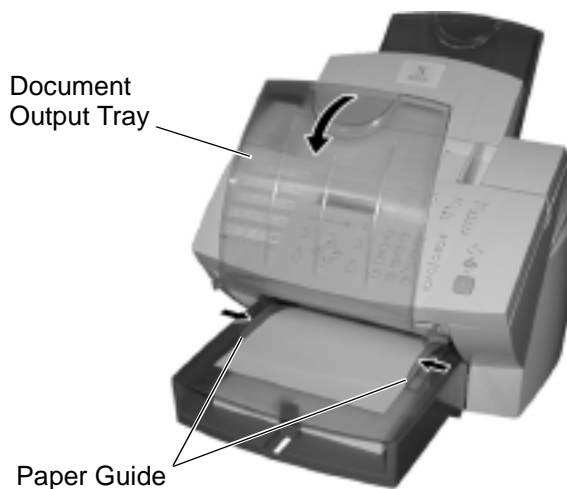
Paper Guide

03

Paper Tray:

1. Pull up the Document Output Tray and remove the Bypass Tray.

Document
Output Tray

Bypass Tray
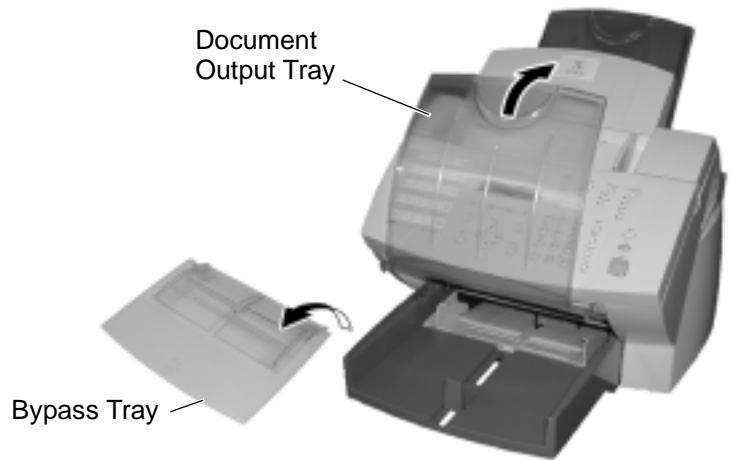
04

2. Open the Paper Guides.

Paper Guide
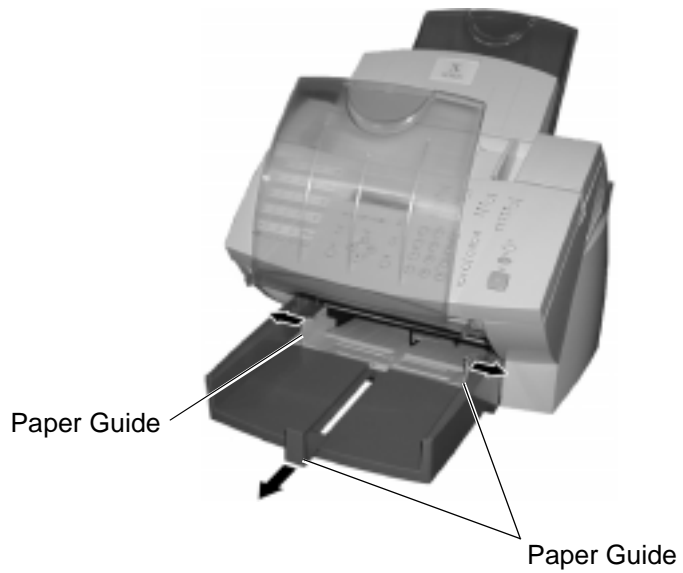
Paper Guide   05

3. Do not fan the paper. Make sure that the corners of paper are neatly aligned.
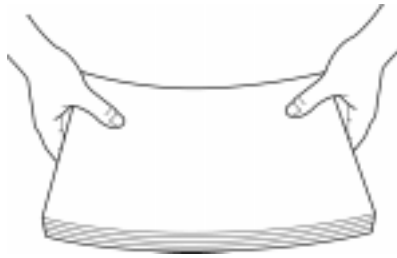
06

4. Insert up to 250 sheets into the Paper Tray. Secure the stack by adjusting the Paper Guides.

Paper Guide
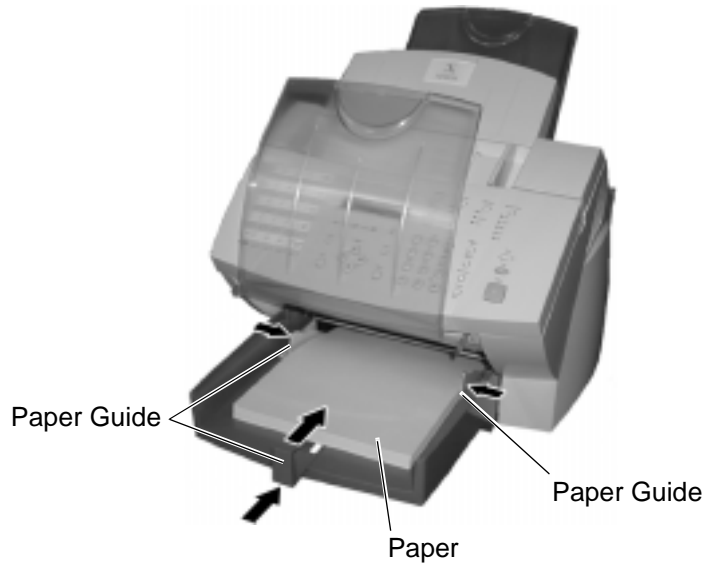
Paper Guide

Paper

07

CAUTION

To avoid paper jams, do not exceed the upper limit line on the Paper Guides.

Paper Guide

Upper Limit Line
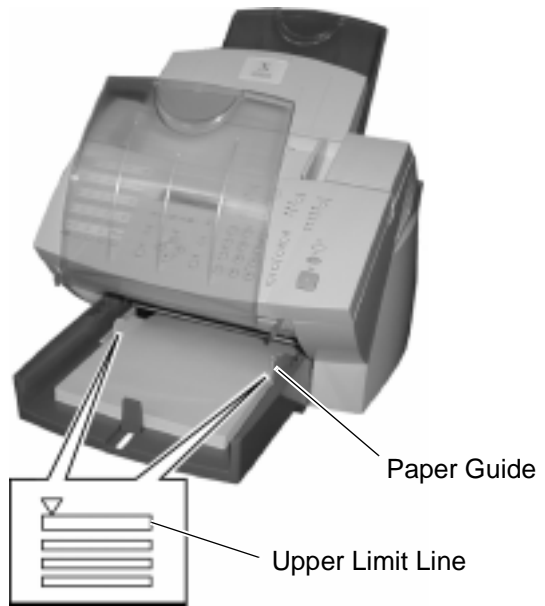
08

5. Replace the Bypass Tray and Document Output Tray.

Document Output Tray

Bypass Tray
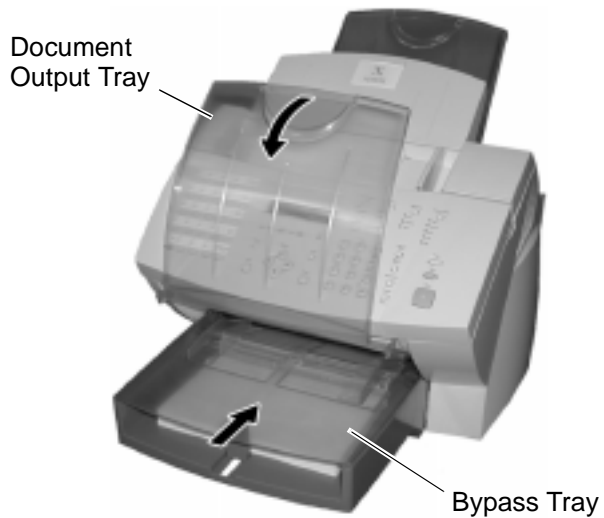
09

To set the paper size:

1. Press:

Menu

△ ⑤ ② ⓪ ③

```
Paper size (Tray 1)
1.LT
  2.A4
    3.LG
```

2. Select the paper size:

   To select Letter size, press ① .

   To select A4, press ② .

   To select Legal size, press ③ .

3. The menu selection screen redisplays. Press **Exit** or **Stop** to return to Standby Mode.

Note: When the Optional Paper Tray is installed, the following screen appears after selecting the paper size in step 2.

```
Paper size (Tray 1)
1.LT
  2.A4
```

To select Letter size, press ① .

To select A4, press ② .

Then go to step 3.

Feeding Envelop Stock

How a particular envelope performs in the WorkCentre Pro 555/575 depends largely on the quality of the envelope. Envelopes come in many sizes, materials and styles. Before ordering or purchasing a large supply of any particular envelope, Xerox advises a short printing test of the candidate envelope through the WorkCentre Pro 555/575 to be sure that the type of envelope performs satisfactorily.

To achieve continuous high-quality performance from the WorkCentre Pro 555/575, you need both quality-manufactured envelopes and careful, experienced use of the WorkCentre Pro 555/575.

CAUTION

Envelope characteristics are subject to change based on the supplier, and on the particular batch of envelopes from the same supplier ordered at different times.

To assure maximum performance, select envelopes with the following characteristics:

- Commercial, official, or business envelopes with diagonal seams.
- Basic weight of 90gsm/24lbs for substrate papers of varying grades.
- Grain direction: diagonal or straight (diagonal is preferred to maximise stiffness)
- Adhesive: must not melt, offset, or emit hazardous chemicals when heated in excess of 195°C/383°F
- Curl: should not have visible levels of curl.
- Must not be wrinkled, have localised curl (around adhesive area) or damaged in any way
- Must be square and straight

Avoid envelopes with:

- Mechanical closures (tie strings or snaps)
- Transparent windows
- Folds that are not completely creased
- Peel-off (strip release) adhesive strips

Replacing the Toner Cartridge

The TONER IS LOW message is displayed when the Toner Cartridge needs to be replaced. If printing continues, a long tone sounds, the OUT OF TONER message displays, and printing stops.

> **!** **CAUTION**
>
> Only replace the Toner Cartridge after TONER IS LOW or OUT OF TONER displays. If the Toner Cartridge is replaced prematurely, print quality problems can occur.

To replace the Toner Cartridge:

1. Push the Top Cover Open Button to the Top Cover and Open the Top Cover.

Top Cover

Top Cover
Open Button

10

2. Remove the Toner Cartridge.

Toner Cartridge   Handle

11

![icon] **CAUTION**

Always hold the Toner Cartridge by the green handles.

3. Remove the new Toner Cartridge from the box it comes packed in.
    Holding it firmly with both hands, rock it left and right, forward and back in the directions indicated by the arrows in the picture.

12   13

4. Holding onto the Toner Cartridge's handle, lower it into the machine. Make sure that the four pins (two on each side) fit into the grooves inside the machine.
Color coordinated "2" labels have been affixed to the Toner Cartridge and to the inside of the machine. Install the Toner Cartridge by aligning these labels.

14
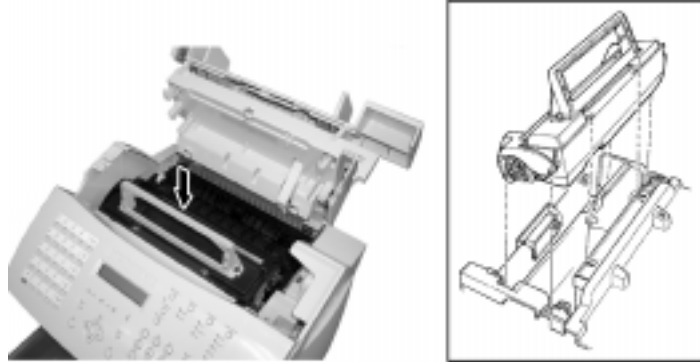
The cartridge will click into place when it is completely installed.

15

16

5.   Press down on the Top Cover until a "Click" is heard to ensure the latches engage.

Top Cover

17

6.   Verify the display has returned to the Standby Mode.

Replacing the Drum Cartridge

The Drum Cartridge requires replacement when the DRUM LIFE WARNING is displayed.

⚠ CAUTION

Do not expose the green drum to light for more than 3 minutes. Never expose the drum to direct sunlight or touch the drum. Damage or poor print quality may result.

To replace the Drum Unit:

1. Push the Top Cover Open Button to the Top Cover and open the Top Cover.

Top Cover

Top Cover
Open Button

10

2. Remove the Toner Cartridge and the Drum Cartridge.

Toner Cartridge

Handle

11

Drum
Cartridge

Handle

18

Note: *Immediately wrap the Drum Cartridge with a cloth to protect it against overexposure to light.*

❗ **CAUTION**

Always hold the Drum Cartridge and Toner Cartridge by the green handles. Do not expose the green drum to light for more than 3 minutes. Never expose it to direct sunlight or touch the green drum. Damage or poor print quality may result.

3. Remove the Drum Cartridge from the box it comes packed in.

4. Install the Drum Cartridge into the machine, aligning the guides of the cartridge with the grooves inside the machine.
Color coordinated "1" labels have been affixed to the Drum Cartridge and to the inside of the machine. Install the Drum Cartridge by aligning these labels.

19
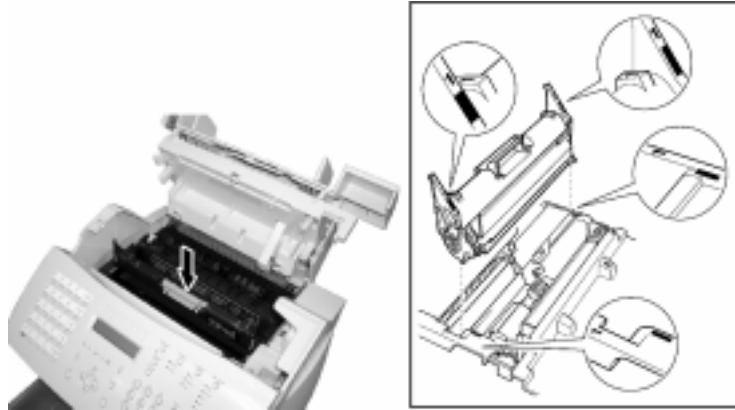
Make sure the Drum Cartridge is inserted inside the machine as far as it will go.

5. Holding onto the Toner Cartridge's handle, lower it into the machine. Make sure that the four pins (two on each side) fit into the grooves inside the machine.
    Color coordinated "2" labels have been affixed to the Toner Cartridge and to the inside of the machine. Install the Toner Cartridge by aligning these labels.

14
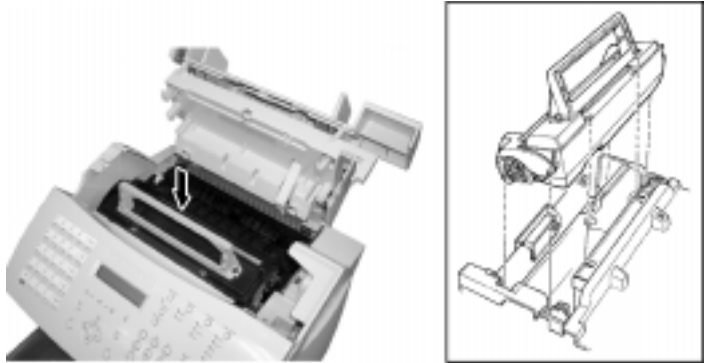
The cartridge will click into place when it is completely installed.

15

16

6. Press down on the Top Cover until a "Click" is heard to ensure the latches engage.

Top Cover

20

Verify the display has returned to the Standby Mode.

To reset the counter of the Drum Cartridge.

Perform the following procedure to reset the Drum Cartridge counter after you replace the Drum Cartridge.

1. Press:


```
Change drum
2.No

  1.Yes
```

2. Press (1).

```
Change drum
Are you sure?
```

3. Press Enter.

```
Completed
```

4. Press Stop to return to the Standby Mode.

> *Note:* Make sure to reset the counter when you replace the Drum
> Cartridge.
> Never perform this operation on any other occasions.

A new ADF Retard Pad is included with the Drum Cartridge kit and
should be installed at the same time as the Drum Cartridge. Continue
on to the ADF replacement procedure.

Replacing the ADF Retard Pad

Note: *The ADF retard pad is included in the Drum Cartridge Kit.*

Follow the instructions below to replace the ADF retard pad.

1. Open the Control Panel Cover and locate the retard pad.
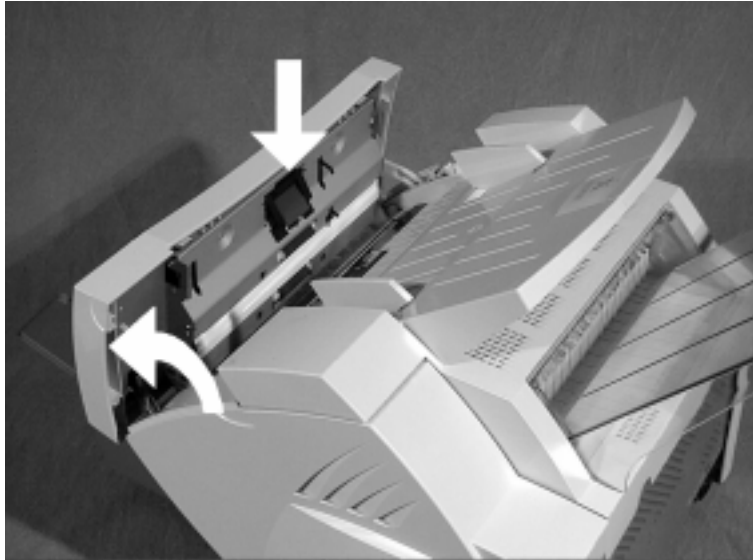
2. Remove the retard pad by releasing the latch at the base of the retard pad and rotating the pad upwards.
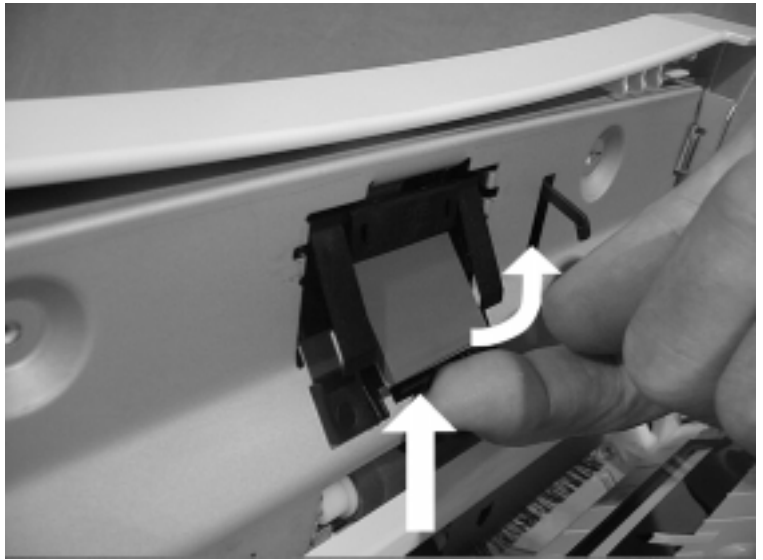
3. When it is in the horizontal position, pull out the retard pad.

4. Replace the retard pad.
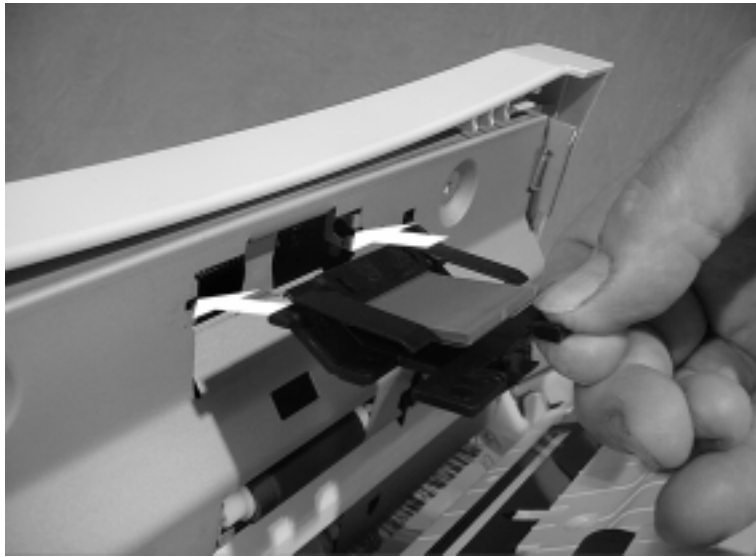
5. Rotate the retard pad downwards and press until it clicks into place.
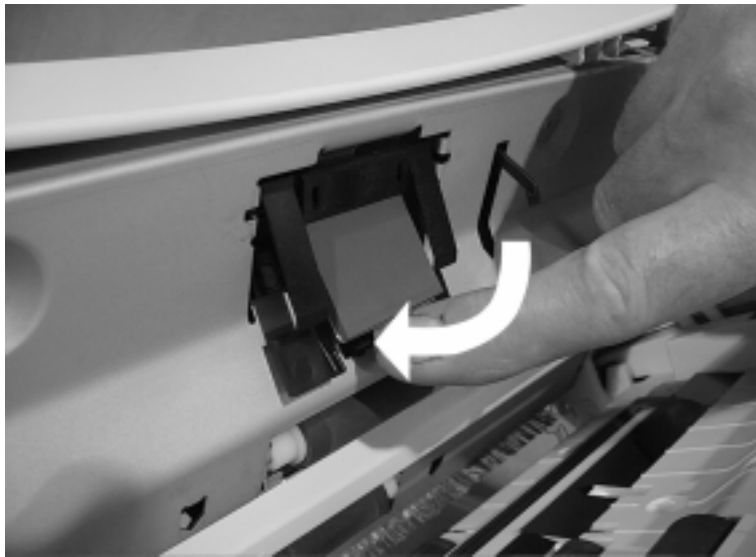
6. Close the control panel cover.

Cleaning the Cabinet

Wipe the machine with a damp cloth to remove dust and fingerprints. Use water to dampen the cloth. Do not use chemicals for cleaning, as this can cause discoloration or damage to the finish of the machine.

21

Cleaning the Document Scanner

The quality of scanned images deteriorates if the Document Scanner becomes dirty.

Use the following procedure to clean the Scanner components:

1. Open the Control Panel Cover.

2. Wipe the glass surface and the guide with a soft dry cloth (lens cleaner cloth).

   If the surfaces require moisture to remove the dirt, use a cloth slightly dampened with water to remove the dirt, followed by a dry cloth to remove streaks.

Control Panel
Cover

Guide

22

Glass Surface
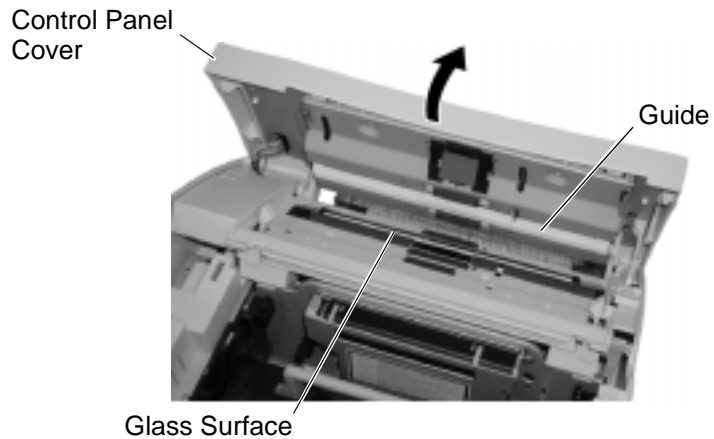
3. Wipe the Retard Pad and the rollers with a dry cloth.
   If the surfaces require moisture to remove the dirt, use a cloth
   slightly dampened with water to remove the dirt, followed by a dry
   cloth.

Control Panel
Cover

Retard Pad
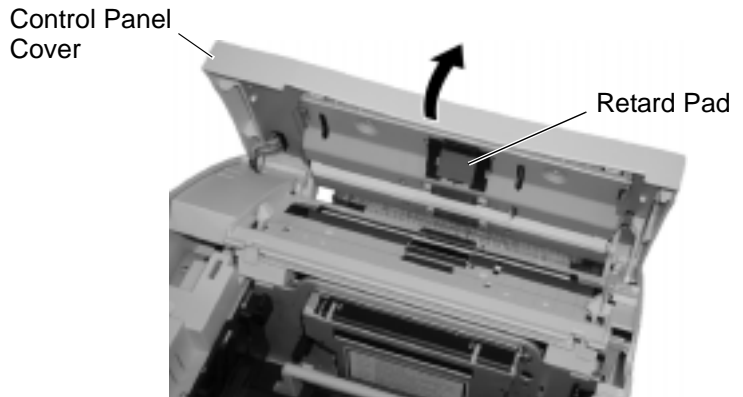
22

4. Close the Control Panel Cover.

Cleaning the Paper Pickup Roller and Paper Guide

Clean the following parts of the machine when you replace the Toner Cartridge or the Drum Cartridge:

- **Paper Guide** — The Paper Guide is located at the bottom of the machine chamber.

- **Paper Pickup Roller** — The Paper Pickup Roller is located at the bottom of the machine chamber.

Use the following procedure to clean the Paper Guide and Paper Pickup Roller:

1. Push the Top Cover Open Button to the Top Cover and open the Top Cover.

   WARNING
   Do not touch the fuser housing inside the machine. The fuser housing is extremely hot while the machine is operating.

Top Cover

Top Cover
Open Button

10

2. Remove the Toner Cartridge and the Drum Cartridge.

Toner Cartridge

Handle

11

Drum
Cartridge

Handle

18

Note: *Immediately wrap the Drum Cartridge with a cloth to*
protect it against overexposure to light.

CAUTION

Always hold the Drum Cartridge and Toner Cartridge
by the green handles. Do not expose the green drum
to light for more than 3 minutes. Never expose it to
direct sunlight or touch the green drum. Damage or
poor print quality may result.

3. Pull up on the Paper Guide that protects the paper pickup roller located at the bottom of the machine chamber.

Paper Guide

23

4. Wipe the Paper Pickup Roller and Paper Guide with a dry cloth. If the surfaces require moisture to remove the dirt, use a cloth slightly dampened with water to remove the dirt, followed by a dry cloth.

Paper Guide

Paper Pickup Roller
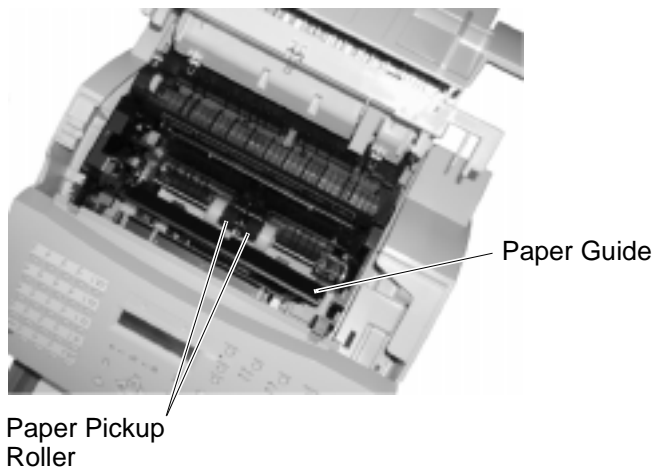
24

5. Install the Drum Cartridge into the machine, aligning the guides of the cartridge with the grooves inside the machine.
Color coordinated "1" labels have been affixed to the Drum Cartridge and to the inside of the machine. Install the Drum Cartridge by aligning these labels.

19
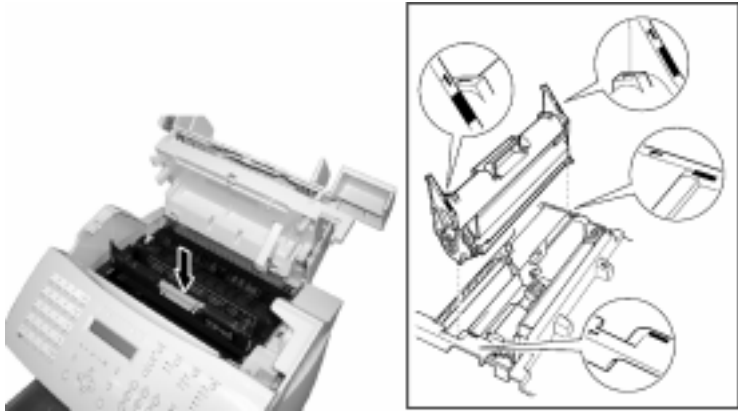
Make sure the Drum Cartridge is inserted inside the machine as far as it will go.

6. Holding onto the Toner Cartridge's handle, lower it into the machine. Make sure that the four pins (two on each side) fit into the grooves inside the machine.
Color coordinated "2" labels have been affixed to the Toner Cartridge and to the inside of the machine. Install the Toner Cartridge by aligning these labels.

14
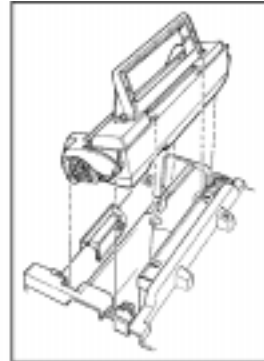
The cartridge will click into place when it is completely installed.

15

16

7. Press down on the Top Cover until a "Click" is heard to ensure the latches engage.

Top Cover

20

8. Verify the display has returned to the Standby Mode.

D Data Sheet

Item	Specification	
Document Size	Width:	8.5 in. max. (216 mm) max.
		5.8 in. min. (148 mm) min.
	Length:	16.5 in. max. (420 mm) max.
		3.9 in. min. (100 mm) min.
Max capacity of the Document Tray (20 lb.)	30 sheets (letter size / A4)	
Copy Paper Size	Letter:	Width 8.5 in. (216 mm) x 11.0 in. (280mm)
	Legal:	Width 8.5 in. (216 mm) x 14.0 in. (356 mm)
	A4:	Width 8.3 in. (210 mm) x 11.7 in. (297 mm)
Paper Tray Capacity 80 gsm (20 lb.)	Main Tray 250 sheets Bypass Tray 1 sheet Optional Tray 500 sheets	
Copy Output Tray Capacity 80 gsm (20 lb.)	Letter/A4:	Up to 250 sheets per tray (with the recommended paper)
	Legal:	Up to 100 sheets per tray (with the recommended paper)
Effective Scanning Width	8.5 in. (216 mm)	
Effective Printing Width	A4:	7.9 in. (201 mm)
	Letter:	8.1 in. (207 mm)
Compatibility Communication Modes	ITU-T G3/ECM	

Item	Specification
Scanning Resolution	Standard 8x3.85 dpm (203x98 dpi) Fine 8x7.7 dpm (203x196 dpi) Superfine 8x15.4 dpm (203x392 dpi) Superfine/Photo 16x15.4 dpm (406x392)
Transmission Rate	WorkCentre Pro 555 14.4 Kbps WorkCentre Pro 575 33.6 Kbps
Encoding Systems	JBIG/MMR/MR/MH
Printing Method	Electrophotography and Laser Printing
Machine Type	Desk-top type with both transmission/reception functions
Number of Connectable Lines	1 line
Printer Emulation	600 x 600 dpi printing 406 x 392 dpi Fax/Copy
PC Operating Environment	Windows 95/98 or NT 4.0
Printer Driver	Xerox Driver Software
PC Interface	Bi-directional Parallel (Centronics 36 pin connector IEEE1284 compliant)
PC Connectivity	PC fax software TWAIN Compatible Scanner
Power Required	90V/140V AC, 45-65 Hz 196V/264V AC, 45-65 Hz
Power Consumed	Max. 700 W (operating), about 17 W or less (standby in Power Saver mode) Super Power Saver = 2W
Unit Dimensions (see Chapter 2 of the User's Guide for Space Requirements	Width: 19.43" (493.5mm) Depth: 22.28" (566mm) Height: 17.13" (435mm)

Item	Specification
Weight	Less than 18 Kg (40 lb) without the optional paper tray
Drum Life	20,000 Prints
Toner Cartridge Yield	The yield of the Initial Toner Cartridge supplied with the Process Unit is 3000 prints. Supply Toner Cartridge yield is 6000 prints, assuming 4% print coverage.
Memory Jobs	100
Department Codes	50
Group Numbers	Pro 555 25 groups Pro 575 50 groups
Input Mailbox	100 boxes
One Touch Numbers	Pro 555 20 Pro 575 38
Speed Dial Numbers (relay Off)	Pro 555 100 Pro 575 150
Memory	Pro 555 - 1.2 Mb Pro 575 - 3.2 Mb Storage is by JBIG encoding method.
Image quality	Standard, Fine, Superfine, Photo
Memory backup	Up to 72 hours

E   Safety Certification and Environmental Compliance

Your Xerox product and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination and approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the equipment and refer to them as needed to ensure the continued safe operation of your machine. **The safety testing and performance of this product have been verified using Xerox materials only.**

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

* Symbology: ⚠ = General warning alerts user to the risk of personal damage.   Example of specific warning

 ⚠ = Warning Heated Surface

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

Do not use aerosol cleaners. Follow the instructions in this User Guide for proper cleaning methods.

Never use supplies or cleaning materials for purposes other than what they were intended. Keep all supplies and materials out of reach of children.

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

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

⚠️ **WARNING**

This product must be earthed

This product is equipped with a 3-wire grounding type plug (e.g., a plug having a third grounding pin). This plug will fit only into a grounding-type power outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet. Never us a grounding adapter plug to connect the copier to a power source receptacle that lacks a ground connection terminal.

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

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

Your equipment 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 sides of the product are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The product should never be located near or over a radiator or heat register. This product 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 product 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 product.

Never remove covers or guards that require a tool for removal, unless directed to do so in a Xerox approved maintenance kit.

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

Use of an extension cord with this product is not recommended or authorized. Users should check building codes and insurance requirements if a properly earthed extension cord is to be used. Ensure that the total ampere ratings of the products plugged into the

extension cord do not exceed the extension cord ampere rating. Also, make sure that the total amperage of all products plugged into the wall outlets does not exceed the outlet rating.

Do not put your hands into the fuser area, located just inside the exit tray area, as you may be burned.

Ozone: This product produces ozone during normal operation. The ozone produced is dependent on copy volume and is heavier than air. Providing the correct environmental parameter, as specified in the Xerox installation procedures, ensure that concentration levels meet safe limits.

If you need additional safety information concerning the copier or Xerox supplied materials you may call the following number:

Europe: +44 (0)1707 353434

USA: 1800 928 6571

Laser Safety Information

This equipment is certified as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the facsimile does not produce hazardous laser radiation.

All laser light emitted inside the facsimile is completely confined within protective housings when any part of the facsimile is opened. This means that the facsimile is safe to use during normal operation and maintenance.

⚠️ **WARNING**

Adjustment or performance of procedures other than those specified herein may result in hazardous laser exposure. Only trained and qualified personnel may open covers or remove parts that are not explicitly shown and described in the WorkCentre Pro 555/575 User's Guide as being accessible to the operator.

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products in 1976. These regulations apply to laser products

manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States. The WorkCentre Pro is in compliance with the CDRH regulation.

The equipment also complies with laser product performance standards set by governmental, national and international agencies as a Class 1 Laser Product.

Third Party Certification

The Xerox WorkCentre Pro 555/575 is certified by various bodies in compliance with national and international safety standards.

120v 60Hz Nominal Markets:

Underwriter Laboratories Inc., UL 1950, Third Party Edition, within reciprocity agreements which include requirements for Canada.

230v, 50 Hz Nominal Markets:

IEC950: 1991 including A1, A2, A3 and A4.

The Xerox WorkCentre Pro 555/575 is manufactured under an ISO 9002 quality registration scheme.

Radio Frequency Emissions USA

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

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and the receiver.

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the users authority to operate this equipment.

WARNING

Shielded cables must be used with this equipment to maintain compliance with FCC regulations

Approvals and Certification

The CE marking applied to this product symbolizes Xerox Limited Declaration of Conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995: Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

March 9, 1999: Council Directive 99/5/EEC approximation of the laws of the member states related to R&TTE.

A full declaration, defining the relevant directives and referenced standards can be obtained from your Xerox Limited representative or by contacting:

Xerox Limited Environmental Health and Safety,
Xerox Limited Technical Centre,
PO Box 17,
Bessemer Road,
Welwyn Garden City,
Herts AL7 1HE, England
Telephone: +44(0)1707 353434

WARNING

This product is certified manufactured and tested in compliance with strict safety and radio frequency interference regulations. Any unauthorized alteration which includes the addition of new functions or the connection of external devices may impact this certification. Please contact your local Xerox Limited representative for a list of approved accessories.

WARNING

In order to allow this product to operate in proximity to industrial, Scientific and medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken.

WARNING

Shielded cables must be used with this equipment to maintain compliance with Council Directive 89/336/EEC.

UK Electricity at Work Regulation

The Electricity at Work Regulation 1989 came into force in England and Wales on the 1 April 1990. This 1989 Regulation places a duty on all employers and self-employed persons to ensure the electrical system in their premises are constructed, maintained and operated in such a manner as to prevent, so far as reasonably practical, danger. This includes ensuring all electrical equipment connected to such electrical systems are safely constructed, maintained and operated.

All Xerox equipment have been designed to exacting safety standards. They have all undergone a variety of stringent safety tests including earth bond, insulation resistance and electrical strength tests. Xerox Limited manufacturing plants have been awarded ISO 9000 quality certification and are subject to regular audits by the British Standards Institution or equivalent national standards body.

Xerox equipment which has been properly and regularly serviced and maintained should not have to undergo additional specific safety tests pursuant to the 1989 Regulation. Customers wishing to complete safety testing should contact Xerox Limited Technical Centre (see page 1) for advice prior to any test implementation.

Xerox equipment should, however, be properly and regularly serviced and maintained at all times.

QUESTION: What is the Electricity at Work Regulation?

ANSWER: The Electricity at Work Regulation 1989 came into force in England and Wales on the 1 April 1990. This 1989 Regulation places a duty on all employers and self-employed persons to ensure the electrical systems in their premises are constructed, maintained and operated in such a manner as to prevent, so far as reasonably

practicable, danger. This includes ensuring all electrical products connected to such electrical systems are safely constructed, maintained and operated.

QUESTION: Does Xerox Limited comply with the Electricity at Work Regulation?

ANSWER: The regulation places a duty on all employers and self-employed persons to ensure the electrical systems in their premises are, effectively safe.

The regulation does not impose on, amongst others, manufacturers or suppliers of such electrical systems. However, rest assured that all Xerox equipment which Xerox Limited and its authorized distributors supplies to customers, conform with all the relevant safety legislation and standards.

QUESTION: Is Xerox equipment safe?

ANSWER: All Xerox equipment supplied by Xerox Limited and their authorized distributors conform to all relevant safety legislation and standards.

QUESTION: Is the Xerox equipment in my premises safe?

ANSWER: All Xerox equipment supplied by Xerox Limited and their authorized distributors conform to all relevant safety legislation and standards. However, like all electrical equipment, they have to be regularly serviced and maintained by competent persons.

Xerox Limited Customer Service Engineers ensure Xerox equipment is serviced and maintained to exacting Xerox safety standards. If you would like your Xerox equipment to be serviced and maintained to such high standards, please contact your local Xerox Limited Customer Service Organization. They will be pleased to assist you.

QUESTION: Does the Xerox equipment in my premises comply with the Electricity at Work Regulations?

ANSWER: All employers and self-employed persons must ensure that the electrical systems in their premises are safe. This will include ensuring Xerox equipment in such premises is safe.

Xerox Limited's Product Safety function has prepared a guide which contains a list of tests which may be completed by your Xerox Limited Customer Service Organization. **THESE TESTS MUST BE CARRIED OUT ONLY BY PERSONS WHO POSSESS THE RELEVANT SKILL, KNOWLEDGE AND EXPERIENCE TO CARRY OUT SUCH TESTS.**

Please contact the Xerox Limited Customer Service Organization for further information.

THE USE OF INAPPROPRIATE TEST PROCEDURES AND TEST EQUIPMENT MAY PROVIDE MISLEADING RESULTS AND MAY CAUSE DEATH, PERSONAL INJURY AND/OR DAMAGE TO PROPERTY.

QUESTION: I would like to carry out my own safety tests on the Xerox equipment in my premises.

ANSWER: You may, of course, request such tests as you deem necessary to satisfy yourself that your Xerox equipment is safe. Your Xerox Limited Customer Support will be pleased to advise you on such testing.

QUESTION: I require records of all tests

ANSWER: After safety testing, your Xerox Limited Customer Service Engineer will provide you with a certificate which details the results of all tests completed.

In the event of any defect being noted, the Xerox equipment will be switched off and disconnected from the supply until the defect has been corrected. You will be advised of such action to enable such defects to be corrected.

PLEASE NOTE: YOU MUST ENSURE THAT YOUR XEROX EQUIPMENT IS SAFE AT ALL TIMES

Please contact us if you have any queries regarding the information provided in this document.

Xerox Limited Environmental Health and Safety,
Xerox Limited Technical Centre,
PO Box 17,
Bessemer Road,
Welwyn Garden City,
Herts AL7 1HE, England

ENERGY STAR®

Xerox Corporation designed this product to comply with the guidelines of the ENERGY STAR program of the Environmental Protection Agency. As an ENERGY STAR Partner, Xerox has determined that this copier model meets the ENERGY STAR guidelines for energy efficiency.
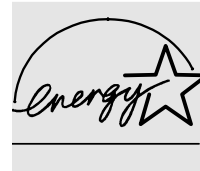
Low Power and Sleep Mode

The Workcentre Pro 555/575 switch to a standby mode of operation when each task has been completed.

In this mode of operation the power consumption is less than the 'Sleep Mode' energy efficiency limit required to satisfy energy start requirements.

The machine recovers from standby mode when any task is initiated within 20 seconds.

Environmental Choice^M

120v, 60Hz products for Canada.

Terra Choice Environmental Services Inc, of Canada has verified that this Xerox product conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact on the environment.

SWISS ENERGY 2000

Xerox Corporation has designed and tested this product to meet the energy restrictions required by Swiss Energy 2000 compliance has been notified to the registration authorities.

Recycled Paper

The WorkCentre Pro 555/575 has established performance with the use of recycled paper with its consequent benefits to the environment. Xerox recommends part numbers:

   3R94565, A4 stock, 80g/m^2 500 sheets

   3R6296, 8.5 x 11 inch stock, 80 g/m^2 500 sheets

The paper contains 50% post consumer content and can be obtained through Xerox and many other office suppliers.

European Fax Approvals and Certification

This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC.

The product has been designed to work with the national PSTNs and compatible PBXs of the following countries:

Austria	Germany	Luxembourg	Sweden
Belgium	Greece	Netherlands	Switzerland
Denmark	Iceland	Norway	United Kingdom
France	Ireland	Portugal	
Finland	Italy	Spain	

In the event of problems, you should contact your local Xerox representative in the first instance.

The product has been tested against TBR21. To assist in the use and application of terminal equipment which complies with this standard, the European Telecommunication Standards Institute (ETSI) has issued an advisory document (EG 201 121) which contains notes and additional requirements to ensure network compatibility of TBR21 terminals. The product has been designed against, and is fully compliant with, all of the relevant advisory notes contained in this document.

The product may be configured to be compatible with other country networks. Please contact your Xerox representative if it needs to be reconnected to another country's network. There are no user-adjustable settings in the product.

NOTE: Although this product can use either loop disconnect (pulse) or DTMF (tone) signalling it is recommended that it is set to use DTMF signalling. DTMF signalling provides reliable and faster call set-up.

Modification, connection to external control software or to external control apparatus not authorised by Xerox, will invalidate its certification.

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 555/575 machine 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 is useful 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 the RENs of all devices should not exceed five (5.0). To be certain of the number of devices you may 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.

WARNING

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. Use the standard line cord (with modular plugs) provided with the installation kit to connect it.

An FCC compliant telephone cord and modular plug is 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 rights 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.

WARNING

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 the off-peak hours, such as early morning hours or late evenings.

Canadian Certification

Notice: The Industry Canada Label on the machine identifies certified equipment. This certification means that the equipment meets certain telecommunications networks 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 connections 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 A limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of Industry Canada.

Cet appareil numérique est conforme aux limites d'émission de bruits radioélectriques pour les appareils de classe A stipulées dans le Règlement sur le brouillage radioélectrique du ministère des Industries du Canada.

Index

P

page numbers
  cover sheet 5-11
  direct send transmissions 5-17, 5-18
  error code 12-6
  setting the number of pages 5-18
paper
  empty paper cassette 12-5
  memory reception 12-3
  paper cassette capacity D-1
  paper jams C-24–C-29
  receiving oversized documents 3-8
  replacing C-1
  size D-1
  supplies B-1
paper cassette
  capacity D-1
  error messages 12-5
  reception problems 12-10
  replacing paper C-3
paper jams C-24–C-29
  reception problems 12-11
paper tray
  empty tray message 12-5
paper Tray Capacity D-1
paper trays
  error messages 12-5
  options B-2
  supplies B-2
password changing
  using ControlCentre 11-5
Pause Key 2-12, 4-2, 4-7
PC emulation D-2
PC interface
  connector D-2
PC operating environment D-2
PC scanning specifications D-2
pending jobs
  see also memory send
Pending Jobs Key
  used 9-18, 9-19, 9-21
Pending Jobs Report 9-18
personal documents

confidential ITU-T mailboxes 8-1
  secure receive 3-2, 3-10
  secure send 5-23
phonebook
  setting one touch numbers 2-20
  setting speed dial numbers 2-13
  setup 2-12
phonebook setting
  using ControlCentre 11-12–11-19
Phonebook Setup Key
  using 2-12–2-30
Photo 2-40
picture quality
  cleaning the machine 12-11
  reception problems 12-11
pix error message 12-5
polling 7-1–7-13
  cancelling continuous poll 7-13
  continuous 7-11–7-13
  error message 12-5
  group 7-9
  modifying or cancelling documents
      stored in a polling box 7-6
  polling reception, described 7-8–7-10
  polling transmission, described 5-2,
      7-2–7-5
  remote documents 7-8
  remote ITU-T mailboxes 8-14
  send then poll 5-17, 5-20
  storing documents to be polled 7-2–7-5
poor quality
  image quality 12-11
power
  consumption D-2
  voltage D-2
  wattage D-2
power cord
  reception problems 12-10
power failure
  error code 12-6
Power Failure List 9-20
power save
  setting using ControlCentre 11-4

presetting
    groups 2-26
    ITU-T mailbox numbers 8-2, 8-4
    one touch keys 2-20
    speed dial numbers 2-13
printer
    printer width D-1
printer driver D-2
printer not available
    receive to memory 3-9
printing
    documents in a ITU-T mailbox 8-7
    memory reception 12-3
    method D-2
    reception problems 12-11
Priority Key
    used 5-9
priority send
    described 5-1
    priority transmissions 5-9
priority transmission 5-9
process unit
    replacing C-12
programmed group dialing 2-26−2-29
    presetting group numbers 2-26
programming
    characters 2-7
    department codes 2-31
    group numbers 2-26
    ITU-T mailbox numbers 8-2, 8-4
    keys to use 2-2
    menu mode features 2-1
    one touch keys 2-20
    phonebook 2-12−2-30
    speed dial numbers 2-13
    text 2-7

Q

quality
    cleaning the machine 12-11
    error messages 12-5
    reception problems 12-11
    troubleshooting 12-11

R

receive footer
    setting using ControlCentre 11-9
receive interval
    setting using ControlCentre 11-10
receive to memory
    described 3-2, 3-9
receiving documents 3-1−3-15
    collate fax 3-7
    default contrast and resolution 2-40
    memory reception message 12-3
    polling 7-3, 7-4, 7-5, 7-9
    receive to memory 3-9
    reception problems 12-10
    refuse junk mail 2-44
    secure receive 3-10−3-14
    setting the answer mode 3-3−3-6
    using ControlCentre 11-12
receiving, printer not available
    using ControlCentre 11-9
reception problems 12-10
Reception Reports 9-14
reception reports
    setup using ControlCentre 11-25
recording
    recording and printing method D-2
recording paper
    oversized documents 3-15
    receiving oversized documents 3-8
    size D-1
recording unit
    image quality 12-11
recovering documents
    resending stored documents 5-30
redial
    automatic 4-8
    count and interval 2-38, 2-39
    manual 4-8
    maximum times 5-2
    number of redials 5-29
    options from ControlCentre 11-7
reduce incoming fax 3-8
    using ControlCentre 11-11