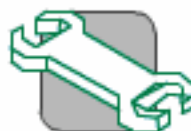


## Interactive User Guide

**Getting Started**

Select the section you want by clicking on the colored buttons or from the pull-down menus at the top of the screen.

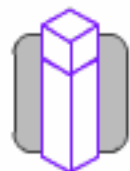
This program will help you get the most out of your machine, with step-by-step how to... procedures, through to friendly and easy to follow tutorials or in depth information about all the features and functions.

**How to...****Tutorials****Maintenance****Troubleshooting****Help****About this program >>****XEROX**

## Interactive User Guide



**Getting Started**



**How to...**



**Tutorials**



**Maintenance**



**Troubleshooting**



**Help**



## Getting Started

**Quick Tour**

**Machine Setup**

**Productivity**

**Specifications**

**Legal and Safety**





## Quick Tour

These modules will help you to get to know your new machine. They will introduce you to the parts of the machine, explain the control panel, show you how to load paper and how to complete a simple copy, fax and scan job.

If you need more information on any of these topics, refer to the relevant sections of the program.

### Product Overview

### Control panel

### Power On and Off

### Loading Paper >>>

### Simple Copying

### Simple Faxing - Server

### Simple Faxing - Embedded

### Simple Internet Faxing

### Simple Network Scanning

### Simple Scan to E-mail



## Product Overview

### 7655/7665/7675- Machine Overview



Your machine is not simply a conventional copier. It is a digital device capable of being used for copying, faxing, printing and scanning. If your machine needs change, your machine can be upgraded accordingly.

Your machine will produce up to 75 prints per minute.



## Product Overview



### 7655/7665/7675- Finishers

The list below shows all the Finishers available with this Xerox product family. For more information on this Finisher please go to the Finishing Options tutorial. Select your Finisher for more information.

**Offsetting Catch Tray  
(OCT)**

**Light Production Finisher**

**Advanced Finisher**

**Professional Finisher**



## Product Overview

### 7655/7665/7675- Finishers

The list below shows all the Finishers available with this Xerox product family. For more information on this Finisher please go to the Finishing Options tutorial. Select your Finisher for more information.

#### Offsetting Catch Tray (OCT)

#### Light Production Finisher

#### Advanced Finisher

#### Professional Finisher

#### Offsetting Catch Tray

The optional Offsetting Catch Tray can hold up to 500 sheets of paper. Output will be delivered either face up or face down in the tray. Each set or stack will be offset from the previous to enable easy separation.



## Product Overview



### 7655/7665/7675- Finishers

The list below shows all the Finishers available with this Xerox product family. For more information on this Finisher please go to the Finishing Options tutorial. Select your Finisher for more information.

Offsetting Catch Tray  
(OCT)

**Light Production Finisher**

Advanced Finisher

Professional Finisher

#### Light Production Finisher

This output device provides a wide range of finishing/folding options. The Finisher has an output capacity of 3000 sheets (20lb/80gsm), and can staple, hole punch and create saddle-stapled booklets. The optional folder provides Single-folding, C-folding and Z-folding capabilities.



## Product Overview

### 7655/7665/7675- Finishers

The list below shows all the Finishers available with this Xerox product family. For more information on this Finisher please go to the Finishing Options tutorial. Select your Finisher for more information.

Offsetting Catch Tray  
(OCT)

Light Production Finisher

**Advanced Finisher**

Professional Finisher

#### **Advanced Finisher**

This finisher can hold up to 500 sheets of paper in the top tray, and up to 1500 sheets of paper in each of the two stacker trays.

The stacker can collate, stack, staple and hole drill your output, depending on the features selected.



## Product Overview

### 7655/7665/7675- Finishers

The list below shows all the Finishers available with this Xerox product family. For more information on this Finisher please go to the Finishing Options tutorial. Select your Finisher for more information.

Offsetting Catch Tray  
(OCT)

Light Production Finisher

Advanced Finisher

Professional Finisher

#### Professional Finisher

This finisher can hold up to 500 sheets of paper in the top tray, and up to 1500 sheets of paper in the stacker tray.

The stacker can collate, stack, staple and hole drill your output, depending on the features selected. The finisher incorporates a booklet maker that will fold and staple your output.



## Product Overview



### 7655/7665/7675- Features

Select from the list below for more information.

**Document Handler**

**Document Glass**

**High Capacity Feeder**

**Paper Trays 1 and 2**

**Paper Trays 3 and 4**

**Bypass Tray**



## Product Overview

### 7655/7665/7675- Features

Select from the list below for more information.

#### Document Handler

#### Document Glass

#### High Capacity Feeder

#### Paper Trays 1 and 2

#### Paper Trays 3 and 4

#### Bypass Tray



#### Document Handler

Up to 250 2-sided documents can be scanned at one time using the Document Handler. Documents from 8.5x5.5" to 11x17" can be accommodated.

## Product Overview

### 7655/7665/7675- Features

Select from the list below for more information.

Document Handler

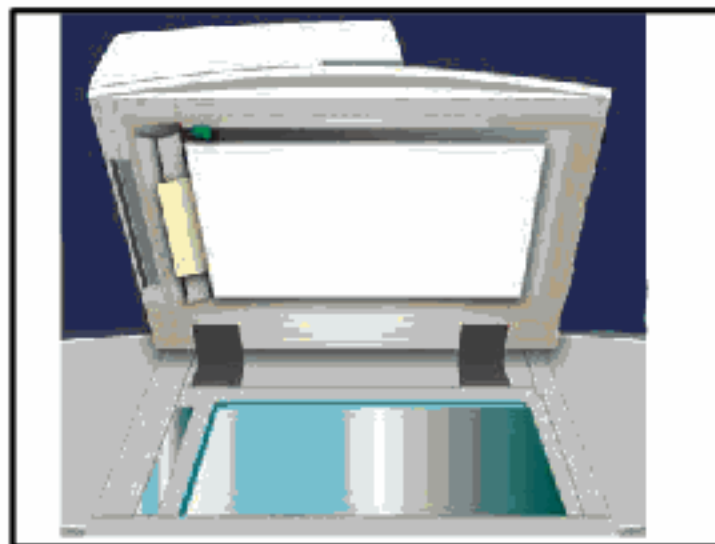
Document Glass

High Capacity Feeder

Paper Trays 1 and 2

Paper Trays 3 and 4

Bypass Tray



#### Document Glass

The Document Glass is located under the Document Handler and is used for scanning and copying documents.

The document glass can be used for bound originals, odd size documents or poor quality originals and it accommodates document sizes up to a maximum of 11x17". Documents should be placed face down on the glass and aligned with the tip of the registration arrow in the top left corner.



## Product Overview

### 7655/7665/7675- Features

Select from the list below for more information.

Document Handler

Document Glass

High Capacity Feeder

Paper Trays 1 and 2

Paper Trays 3 and 4

Bypass Tray



#### High Capacity Feeder

The **High Capacity Feeder** holds approximately 2,000 sheets of 8.5" x 11" / A4 20 lb bond paper. The feeder accommodates 17lb bond to 110lb index paper.

## Product Overview

### 7655/7665/7675- Features

Select from the list below for more information.

Document Handler

Document Glass

High Capacity Feeder

Paper Trays 1 and 2

Paper Trays 3 and 4

Bypass Tray



#### Paper Trays 1 and 2

Trays 1 and 2 are identical. Each tray has a capacity of 500 sheets of 20lb Bond paper. The trays accommodate paper weights from 17lb Bond -110lb Index and are fully adjustable for all stock sizes in the range 8.5x5.5" to 11x17". Plain, bond, heavyweight, extra heavyweight, glossy, heavyweight glossy, labels, transparencies, and custom media can be used in these trays.

## Product Overview

### 7655/7665/7675- Features

Select from the list below for more information.

Document Handler

Document Glass

High Capacity Feeder

Paper Trays 1 and 2

**Paper Trays 3 and 4**

Bypass Tray



#### **Paper Trays 3 and 4**

They have a large capacity to reduce the frequency of loading paper. Both trays are permanently set to **dedicated** trays and feed only A4, 8.5" x 11", or 7.25" x 10.5" LEF stock. Tray 3 can hold up to 870 sheets of 20lb bond paper. Tray 4 can hold up to 1140 sheets of 20lb bond paper.

## Product Overview

### 7655/7665/7675- Features

Select from the list below for more information.

Document Handler

Document Glass

High Capacity Feeder

Paper Trays 1 and 2

Paper Trays 3 and 4

**Bypass Tray**



#### **Bypass Tray**

The Bypass Tray is a paper tray on the left hand side of your machine and can be folded away when not in use. It is primarily intended for use as a small quantity, special materials feeder and accommodates all types of stock in a range of sizes between 4.0" x 6.0" SEF to 13" x 19" SEF. The Bypass Tray has a capacity of approximately 250 sheets of 20lb bond paper or a maximum stack height of 10mm. The tray accommodates paper of weights between 17lb Bond to 300gsm. When lowered, the Bypass Tray can be extended to support longer length stock.

## Product Overview

### 7655/7665/7675- Control Panel

The Control Panel is your interface with the machine. It allows you to select all available features, display fault clearance procedures and general machine information, enter copy quantity and fax numbers, and access help.



## Product Overview

### 7655/7665/7675- Customer Replaceable Units

The list below shows the Customer Replaceable Units included in your machine. Select from the list below for more information.

**Drum Cartridges**

**Toner Cartridges**

**Fuser**

**Charge Corotron**

**Waste Toner Container**



## Product Overview

### 7655/7665/7675- Customer Replaceable Units

The list below shows the Customer Replaceable Units included in your machine. Select from the list below for more information.

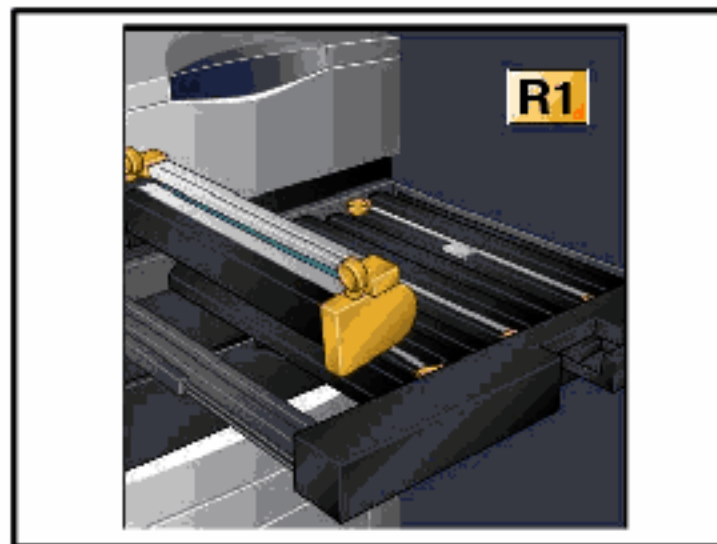
#### Drum Cartridges

#### Toner Cartridges

#### Fuser

#### Charge Corotron

#### Waste Toner Container



#### Drum Cartridges

The drum cartridges will provide up to 86,000 images (for a color drum cartridge) or up to 198,000 images (for a black cartridge). The machine display and this documentation will enable you to successfully install the new cartridge.

## Product Overview

### 7655/7665/7675- Customer Replaceable Units

The list below shows the Customer Replaceable Units included in your machine. Select from the list below for more information.

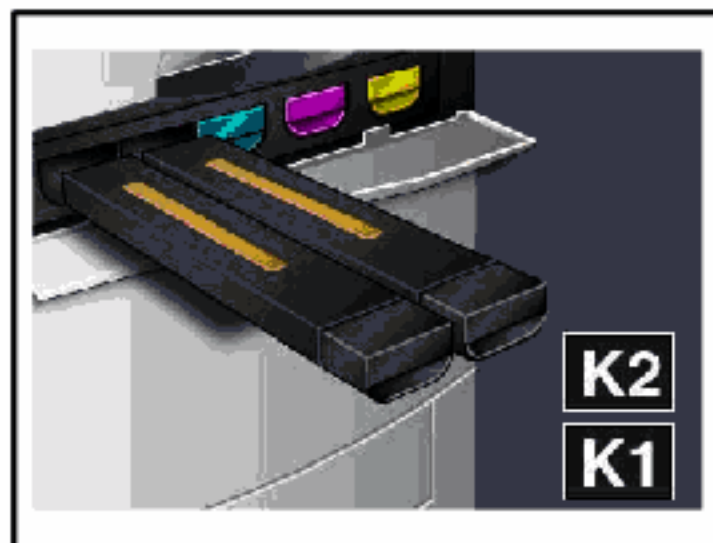
Drum Cartridges

Toner Cartridges

Fuser

Charge Corotron

Waste Toner Container



#### Toner Cartridges

The Toner Cartridges will provide from 15,000 to 17,000 prints at 6% area coverage.



## Product Overview

### 7655/7665/7675- Customer Replaceable Units

The list below shows the Customer Replaceable Units included in your machine. Select from the list below for more information.

Drum Cartridges

Toner Cartridges

**Fuser**

Charge Corotron

Waste Toner Container



#### **Fuser**

The fuser will provide approximately 100,000 prints or copies.

## Product Overview

### 7655/7665/7675- Customer Replaceable Units

The list below shows the Customer Replaceable Units included in your machine. Select from the list below for more information.

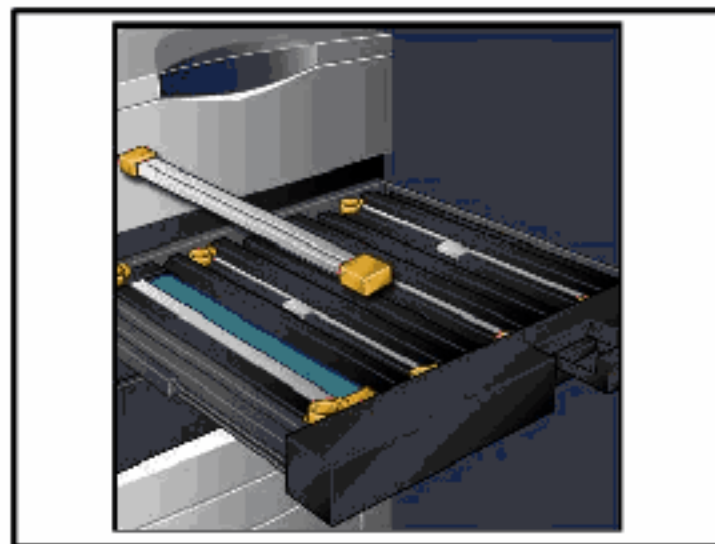
Drum Cartridges

Toner Cartridges

Fuser

**Charge Corotron**

Waste Toner Container



#### Charge Corotron

The machine display and this documentation will enable you to successfully install the new Charge Corotron so you do not have to wait for a service call.

## Product Overview

### 7655/7665/7675- Customer Replaceable Units

The list below shows the Customer Replaceable Units included in your machine. Select from the list below for more information.

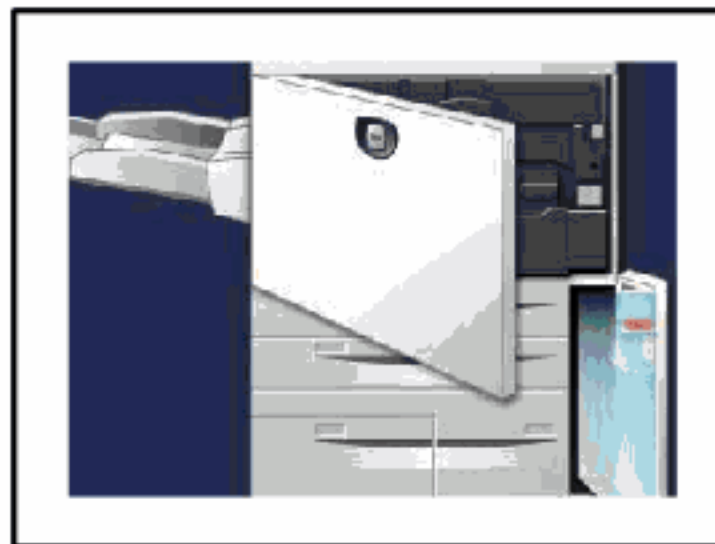
Drum Cartridges

Toner Cartridges

Fuser

Charge Corotron

Waste Toner Container



#### Waste Toner Container

The Waste Toner Container will need changing after approximately 30,000 prints or copies.

## Product Overview

## 7655/7665/7675- Network and Software

CentreWare

Internet Services

XEROX WORKCENTRE

[Index](#) [Contents](#) [Help...](#)**Status** **Jobs** **Print** **Scan** **Properties** **Support****Status**

General

Alerts

Trays

Consumables

**General**

Name: LSYS\_DC8545-D4

IP Address: xx.xxx.xxx.xx

Location: la em WGC

Status: Ready

01-550 52-01 The machine is currently in Energy Saver Mode. No user intervention is required. Printing will start when a job is received from the network or a scan job is ready to print.

Refresh

Reboot Machine



Your machine can be installed on your company or local network, enabling you to print from your desktop workstation.

The software supplied with your machine will help you use, configure and install your machine. A software upgrade function enables you to load the latest machine software revisions at your PC without having to call for assistance.



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## Product Overview



### 7655/7665/7675- Optional Modes

**Single Line Fax Kit  
(Embedded)**

The list on the left shows the optional modes that are available for your machine. Select from the list for more information.

**Dual Line Fax Kit  
(Embedded)**

**Server Fax**

**E-mail**

**Internet Fax**

**Network Scanning  
Services**



## Product Overview



### 7655/7665/7675- Optional Modes

#### Single Line Fax Kit (Embedded)

The list on the left shows the optional modes that are available for your machine. Select from the list for more information.

#### Dual Line Fax Kit (Embedded)

#### Server Fax

#### E-mail

#### Internet Fax

#### Network Scanning Services



#### Single Line Fax Kit (Embedded)

This kit enables a single telephone line connection. Basic Fax, sometimes referred to as Embedded Fax will scan your documents and send them to most types of fax machines that are connected to a telephone network. Your images are sent from your machine directly to the fax number of your choice. This type of fax travels over normal telephone lines and will therefore be charged at telephone rates.

## Product Overview



### 7655/7665/7675- Optional Modes

Single Line Fax Kit  
(Embedded)

Dual Line Fax Kit  
(Embedded)

Server Fax

E-mail

Internet Fax

Network Scanning  
Services

The list on the left shows the optional modes that are available for your machine. Select from the list for more information.



#### Dual Line Fax Kit (Embedded)

This kit enables two telephone lines to be attached to the machine. This provides all the features of the single line fax kit plus the option of sending and receiving faxes at the same time.



## Product Overview



### 7655/7665/7675- Optional Modes

Single Line Fax Kit  
(Embedded)

Dual Line Fax Kit  
(Embedded)

Server Fax

E-mail

Internet Fax

Network Scanning  
Services

The list on the left shows the optional modes that are available for your machine. Select from the list for more information.



#### Server Fax

Enables users to send and receive hard copy faxes via a fax server. Your images are sent from your machine to a Third Party fax server, which relays them to the fax number of your choice. This type of fax travels over normal telephone lines and will therefore be charged at telephone rates.



## Product Overview



### 7655/7665/7675- Optional Modes

Single Line Fax Kit  
(Embedded)

Dual Line Fax Kit  
(Embedded)

Server Fax

E-mail

Internet Fax

Network Scanning  
Services

The list on the left shows the optional modes that are available for your machine. Select from the list for more information.



#### E-mail

This is sometimes referred to as Scan to E-mail, allows you to send your scanned images to any valid E-mail address. The scanned image is sent as an e-mail attachment to the specified recipient(s).



## Product Overview



### 7655/7665/7675- Optional Modes

Single Line Fax Kit  
(Embedded)

Dual Line Fax Kit  
(Embedded)

Server Fax

E-mail

Internet Fax

Network Scanning  
Services

The list on the left shows the optional modes that are available for your machine. Select from the list for more information.



#### Internet Fax

Internet Fax allows you to send your scanned images to another internet fax machine. This type of fax travels over the internet or intranet and will therefore be charged at internet or intranet rates.

## Product Overview



### 7655/7665/7675- Optional Modes

**Single Line Fax Kit  
(Embedded)**

**Dual Line Fax Kit  
(Embedded)**

**Server Fax**

**E-mail**

**Internet Fax**

**Network Scanning  
Services**

The list on the left shows the optional modes that are available for your machine. Select from the list for more information.



#### **Network Scanning Services**

Used to scan an original document and convert it into an electronic file. The file can be distributed and stored in a variety of ways. You can access the file from your desktop for further processing or inclusion in your document.

## Product Overview



### 7655/7665/7675- Optional Features

The list below shows the optional features that are available for your machine. Select from the list below for more information.

Network Job Based Accounting

Hole Punch Option Kit

Direct Connectivity

Auxiliary Interface Device

Convenience Stapler

Secure Access



#### **Network Job Based Accounting**

Enables the tracking of machine usage for print, copy and scan jobs from multiple machines over the network.



## Product Overview



### 7655/7665/7675- Optional Features

The list below shows the optional features that are available for your machine. Select from the list below for more information.

Network Job Based Accounting

Hole Punch Option Kit

Direct Connectivity

Auxiliary Interface Device

Convenience Stapler

Secure Access



#### Hole Punch Option Kit

This kit enables the additional finishing capabilities of hole punching to Advanced Finisher or Professional Finisher.



## Product Overview



### 7655/7665/7675- Optional Features

The list below shows the optional features that are available for your machine. Select from the list below for more information.

Network Job Based Accounting

Hole Punch Option Kit

Direct Connectivity

Auxiliary Interface Device

Convenience Stapler

Secure Access



#### Direct Connectivity

Provides a USB and Parallel port that will enable you to attach a workstation directly to the machine for local printing.



## Product Overview



### 7655/7665/7675- Optional Features

The list below shows the optional features that are available for your machine. Select from the list below for more information.

Network Job Based Accounting

Hole Punch Option Kit

Direct Connectivity

**Auxiliary Interface Device**

Convenience Stapler

Secure Access



#### **Auxiliary Interface Device**

This kit enables the use of a third party accounting device such as a card swipe or coin operated unit to control the use of the available machine functions.

## Product Overview

### 7655/7665/7675- Optional Features

The list below shows the optional features that are available for your machine. Select from the list below for more information.

Network Job Based Accounting

Hole Punch Option Kit

Direct Connectivity

Auxiliary Interface Device

Convenience Stapler

Secure Access



#### Convenience Stapler

Up to 50 sheets of 24lb can be manually stapled using the Convenience Stapler. The staple cartridge holds 5,000 staples.



## Product Overview

### 7655/7665/7675- Optional Features

The list below shows the optional features that are available for your machine. Select from the list below for more information.

Network Job Based Accounting

Hole Punch Option Kit

Direct Connectivity

Auxiliary Interface Device

Convenience Stapler

**Secure Access**

#### Secure Access

Provides the ability to control access to the print, fax, copy, and scan functions through the use of a card and card reader.





## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Control Panel

The Control Panel is divided into four areas: Touch Screen, Pathway buttons, Numeric Keypad and Control buttons.

Touch Screen

Pathway buttons

Numeric Keypad

Control buttons



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

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## Control Panel



Use the scroll bars below to view all of the Control Panel. Roll the cursor over each of the buttons or labels for a brief description of their function.

### Touch Screen



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

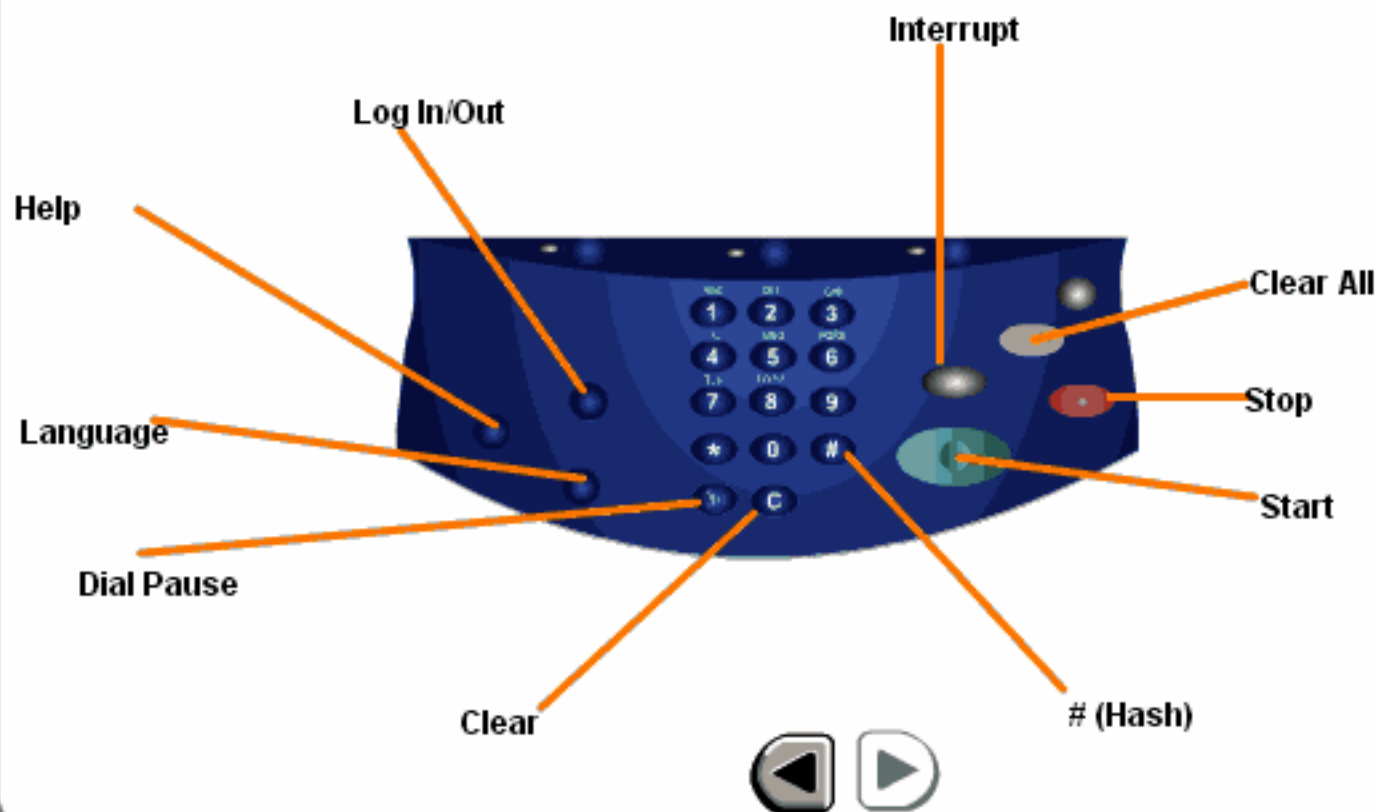
When you have completed the topic select the [Previous Menu] button below.

Enter a key word. 



## Control Panel

Use the scroll bars below to view all of the Control Panel. Roll the cursor over each of the buttons or labels for a brief description of their function.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

Search

## Control Panel



Selecting the **Services** button gives access to the Copy, Fax, Scanning, and E-mail service screens. Each service screen is accessed by touching an icon. The first screen/tab contains all the basic settings for the selected service. The additional tabs allow further programming selections.

The **All Services** icon will be available when the touch screen is not able to display the feature buttons for all the installed services. To access alternative services, touch the **All Services** icon.

For more information on the features and associated tabs, go to the appropriate tutorial.



Selecting the **Job Status** button allows you to check on the progress of a job and, if necessary, to change its position in a queue.

For more information about Job Status go to the tutorial titled **Job Status**.



The **Machine Status** button displays information about the machine. Select this button to review the machine supplies status, review the status of faults and find information required for service calls.

For more information about Machine Status go to the tutorial titled **Machine Status**.





## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Power On and Off

### Power On

Ensure that your machine is connected to a suitable power supply and that the power cord is fully plugged in to the electrical outlet and the machine.

For information on the required power supply select **Specifications** from the Getting Started tab.

**NOTE:**  
*In North America, the machine requires the use of a 20-ampere outlet receptacle, shown here.*



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Power On and Off



### Power On



Power Switch

Press the power switch to switch on your machine. The entire powering up process - to power on with all installed options available - takes approximately 165 seconds.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

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## Power On and Off



### Power Down



Press the power switch to turn your machine off.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

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## Power On and Off



### Power Down

The machine will begin a controlled power down sequence. The machine remains on for approximately 45 seconds before the power is terminated.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

Search

## Loading Paper



Loading the paper trays correctly ensures the smooth running of your machine.

This topic will show you how to load the paper trays:

- > Loading paper trays 1 and 2
- > Loading paper trays 3 and 4
- > Loading the Bypass Tray
- > Loading the High Capacity Feeder

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

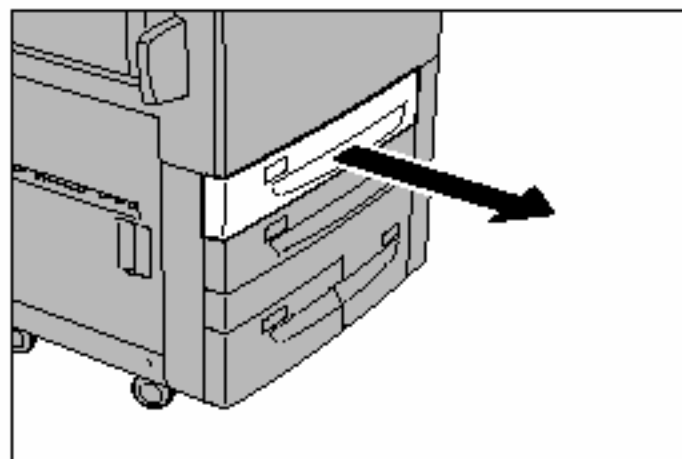
Enter a key word.

Search

## Loading paper trays 1 and 2



Print



Trays 1 and 2 can accommodate 500 sheets of 20lb from 8.5"x5.5" to 11"x17" paper in a variety of different media stock.

The following procedure shows you how to load Tray 1 with 8.5"x11" paper.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

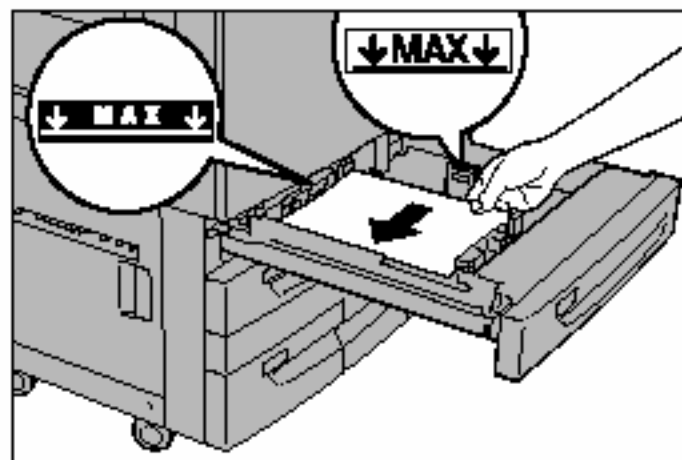
Enter a key word.

Search

## Loading paper trays 1 and 2



Print



Fan the sheets before loading them into the tray. Register the stack of paper against the left side of the tray. Paper must not be loaded above the maximum fill line.

Move the right guide to touch the paper stack.

Move the front and rear guides to just touch the edges of the paper stack.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

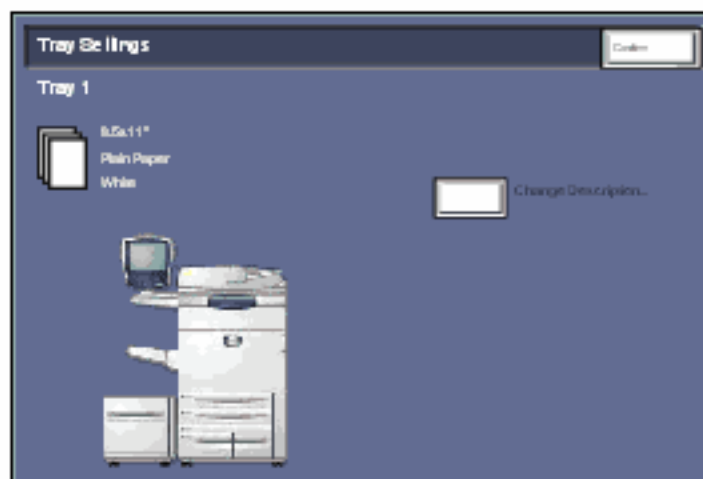
Enter a key word.

Search

## Loading paper trays 1 and 2



Print



The tray settings are displayed on the touch screen. If the tray settings are correct, select the **Confirm** button. Alternatively change the paper type or color by selecting the **Change Description** button on the touch screen.

That completes the procedure for loading the paper tray.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

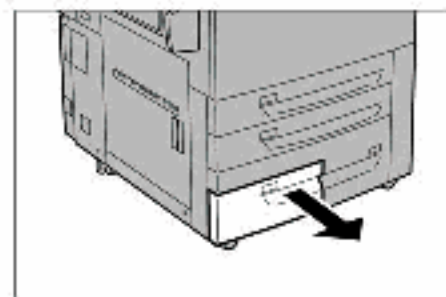
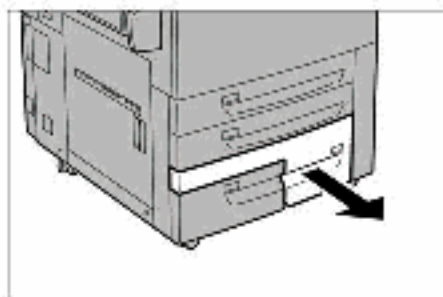
Enter a key word. ▶

Search

## Loading paper trays 3 and 4



Print



Trays 3 and 4 can contain 8.5"x11", A4, or 7.25" x 10.5" long edge feed paper only. Tray 3 can take 870 sheets of 20lb bond paper. While Tray 4 can take 1140 sheets of 20lb bond paper.

Both trays are loaded in the same way. The following procedure shows you how to load Tray 3.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

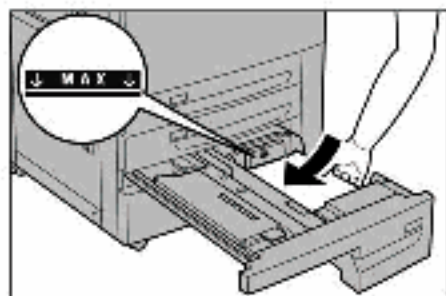
Enter a key word.

Search

## Loading paper trays 3 and 4



Print



Place the paper tightly against the left-hand side of the tray.

**Paper must not be loaded above the maximum fill line.**

Gently close the paper tray.

On closing the tray the elevator raises the paper stack ready for use.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

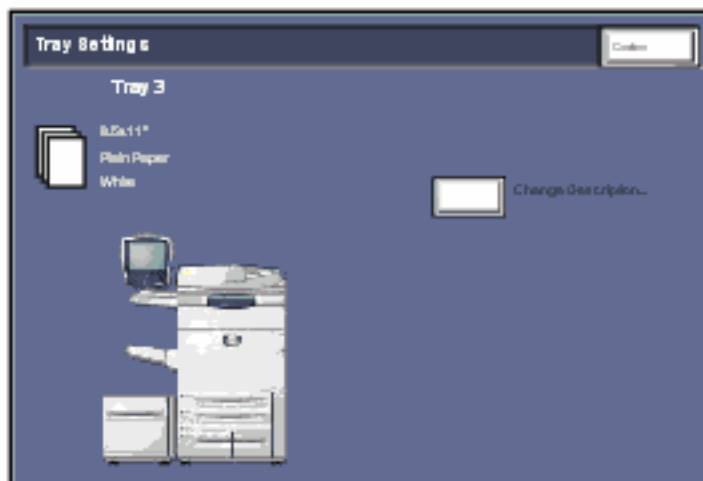
Enter a key word. ▶

Search

## Loading paper trays 3 and 4



Print



The tray settings are displayed on the touch screen. If the tray settings are correct, select the **Confirm** button. Alternatively change the paper type or color by selecting the **Change Description** button on the touch screen.

That completes the procedure for loading the paper tray.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

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Enter a key word.

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## Loading the bypass tray



Print



The bypass tray can hold up to 250 sheets of 20lb, from 4.0"x6.0" to 13"x19" paper in a variety of different media stock.

This procedure shows you how to load transparencies into the bypass tray.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

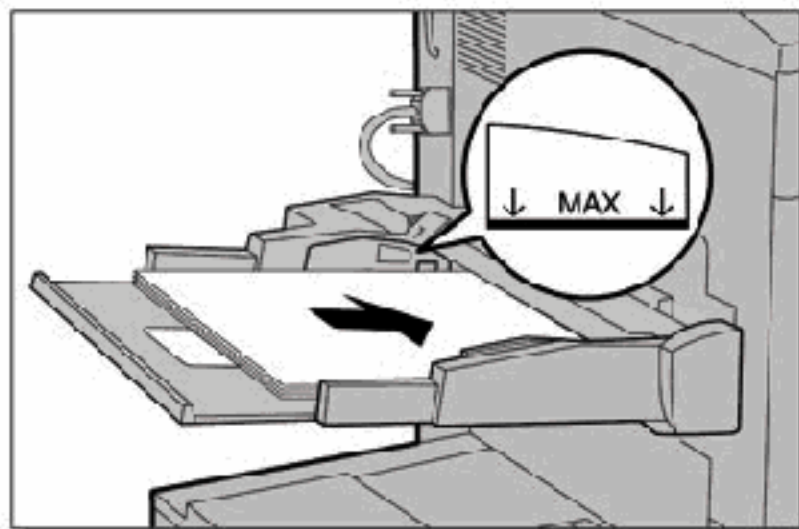
Enter a key word. ▶

Search

## Loading the bypass tray



Print



Register the stack of paper or media against the front right hand corner of the tray. The paper or media must not be loaded above the maximum fill line.

Move the front and rear guides to just touch the edges of the stack.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

Search

## Loading the bypass tray



Print



Confirm
Paper Settings

Bypass Tray

Paper Type	Paper Size
<div style="border: 1px solid gray; padding: 2px;">Plain Paper</div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">Orled</div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">Labels</div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">Pre-printed</div>	<div style="border: 1px solid gray; padding: 2px;">8.5x11"</div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">11x17"</div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">8.5 x 14</div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">8.5x15"</div>
<p style="text-align: left; margin-left: 20px;">Paper Color</p> <div style="border: 1px solid gray; padding: 2px; margin-left: 20px;">White</div> <div style="border: 1px solid gray; padding: 2px; margin-left: 20px; margin-top: 2px;">Blue</div> <div style="border: 1px solid gray; padding: 2px; margin-left: 20px; margin-top: 2px;">Green</div> <div style="border: 1px solid gray; padding: 2px; margin-left: 20px; margin-top: 2px;">Pink</div>	

The paper settings are displayed on the touch screen. If the paper settings are correct, select the **Confirm** button. Alternatively change the paper size, type, or color by selecting the appropriate button on the touch screen.

That completes the procedure for loading the paper tray.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Loading the High Capacity Feeder



Print



The HCF can hold up to 2000 sheets of 8.5" x 11" 20lb bond.

This procedure shows you how to load paper into the High Capacity Feeder.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

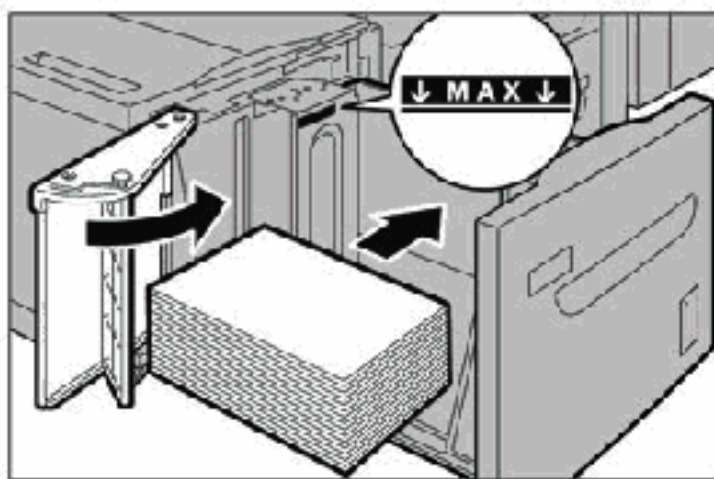
Enter a key word.

Search

## Loading the High Capacity Feeder



Print



Register the stack of paper or media against the front right side of the paper tray. The paper or media must not be loaded above the maximum fill line.

Move the paper guide to just touch the edges of the stack.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

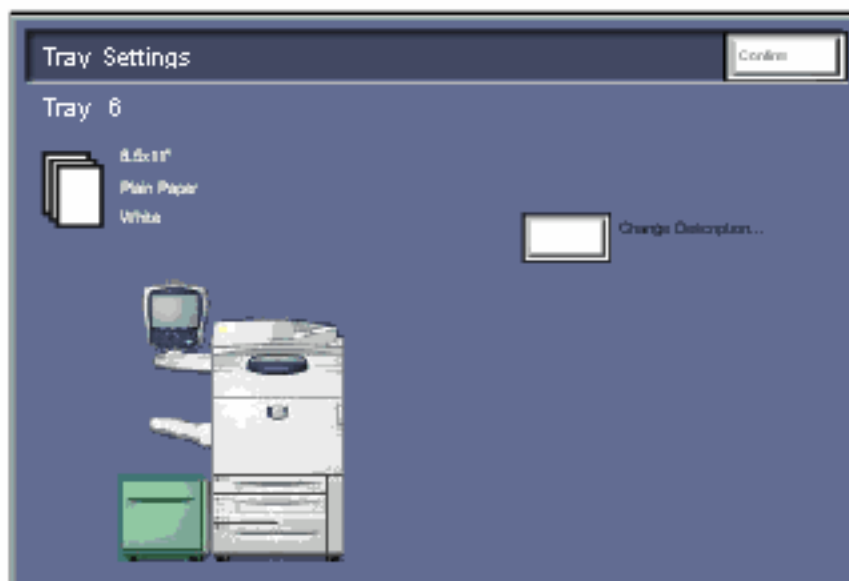
Enter a key word. ▶

Search

## Loading the High Capacity Feeder



Print



The tray settings are displayed on the touch screen. If the tray settings are correct, select the **Confirm** button. Alternatively change the paper type or color by selecting the **Change Description** button on the touch screen.

That completes the procedure for loading the paper tray.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

Search

## Loading Paper



This completes the loading paper module, where you have reviewed:

- > Loading paper trays 1 and 2
- > Loading paper trays 3 and 4
- > Loading the Bypass Tray
- > Loading the High Capacity Feeder

Return to the previous menu to review the other features.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

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Enter a key word. ▶

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## Simple Copying



Before making copies on your machine, you need to determine what you want to copy and how many copies you want to make.

In this tutorial you will learn the 6 simple steps to follow when making copies:

1. Load the document
2. Press the **Services** button, then press the **Copy** icon.
3. Select the features on the **Copy** tab.
4. Enter the quantity
5. Press **Start**
6. Identify the job in **Job Status** mode

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

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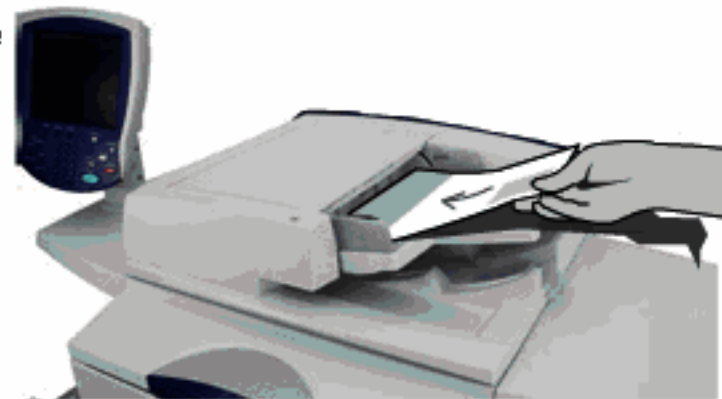
## Simple Copying

### 1. Load the documents

A choice of document input areas is available. These are:

#### 1. A Document Handler for multiple documents.

Up to 250 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the top of the page towards the back or left of the machine. Position the guides to just touch the edge of the documents.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

## Simple Copying

### 2. Press the Copy icon

Pressing the **Clear All** button once will cancel any previous screen programming selections.

Press the **Services** button, and then select the **Copy** icon on the touch screen.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

## Simple Copying

### 3. Select the Features

The options available on the **Copy** tab are the features used most often. They allow you to program the standard features for a copy job.

On touching the button for the required feature, the button changes to blue. If a **More...** button is selected additional options for that feature become available.

[Move your cursor over the features for an explanation of each option.](#)



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

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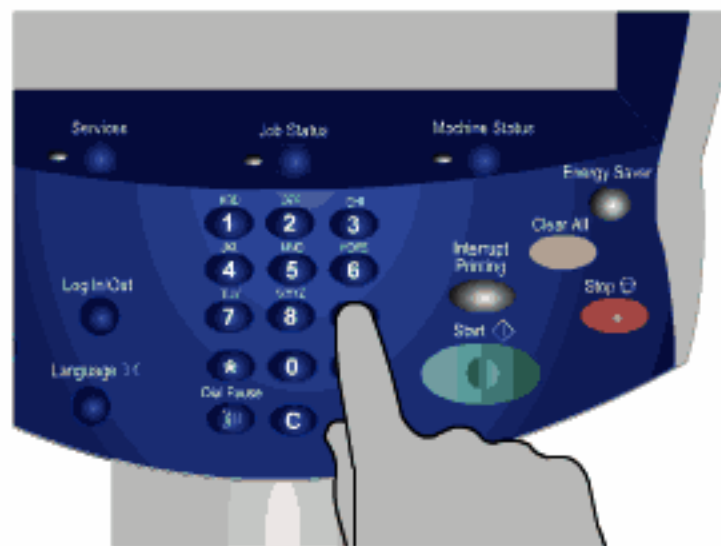
Search

## Simple Copying

### 4. Enter the Quantity

On your machine the maximum copy quantity is 9999. Use the numeric keypad to enter the number of copies. The number entered is displayed in the top right hand corner of the touch screen.

To cancel an incorrect entry, press the **C** button and enter the correct quantity.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

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## Simple Copying

### 5. Press Start

Once you have pressed **Start**, each document is scanned once.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

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## Simple Copying

### 5. Press Start

Once you have pressed **Start**, each document is scanned once.

A screen is displayed showing information about your copy job. After your job is completed or you press the **Program Next Job** button, the screen will close.

Copy

Image Quality    Layout Adjustments    Output Format    Job Assembly

Output Color    Paper Supply    2-Sided Copy    Copy Output

Progress of Your Job

Program Next Job

Copy Job    Printing  
173:

Number of Originals:  
51

Quantity Completed:  
2 / 10

Tray in Use: 3

To access more options and more information about this and other jobs queued in the system, press the Job Status button.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

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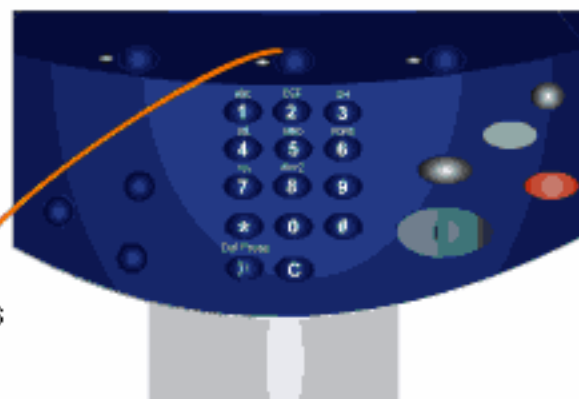
Enter a key word.

## Simple Copying

### 6. Identify your job in Job Status mode.

Press the **Job Status** button on the control panel to display the Active Jobs tab.

Your job will be displayed on the Active Jobs tab as a **Copy Job** and the owner will be **Local User**. If there are no jobs in the queue your job may have already been completed.



Job Status button

Job Status			
Active Jobs	Completed Jobs		
<input type="text"/>			
001	Local User	000 0123 000	Printing
002	Local User	000 0123 000	Printing
003	Local User	000 0123 000	Printing
004	Local User	000 0123 000	Printing
005	Local User	000 0123 000	Printing
006	Local User	000 0123 000	Processing
007	Local User	000 0123 000	Processing
008	Local User	000 0123 000	Scanning

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

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## Simple Copying



This completes the Simple Copying tutorial. Return to the previous menu to select another copy module.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

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## Simple Faxing



In this tutorial you will learn the 6 simple steps to follow when faxing a document:

1. Load the document.
2. Press the **Services** button, then press the **Fax** icon. You may have to select **All Services**, then **Fax** icon.
3. Enter the Fax number or numbers and touch the **Add** button.
4. Change any Fax settings as required.
5. Press **Start**.
6. Identify the job in **Job Status** mode.

Fax is an optional feature and may not be available on your machine.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

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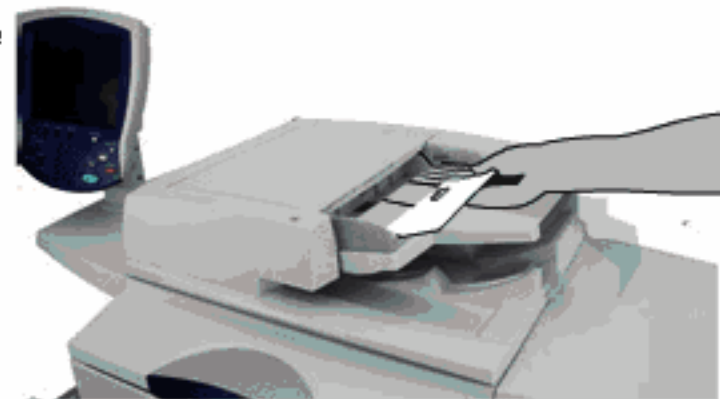
## Simple Faxing

### 1. Load the documents

A choice of document input areas is available. These are:

#### 1. A Document Handler for multiple documents.

Up to 250 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the top of the page towards the back or left of the machine. Position the guides to just touch the edge of the documents.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

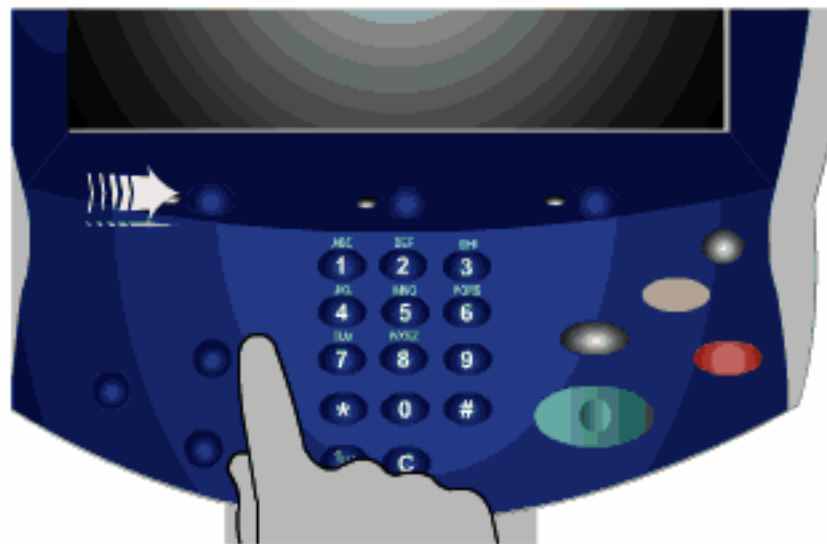
When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

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## Simple Faxing

### 2. Press the Fax icon



Press the **Services** button, then touch the **Fax** icon on the touch screen.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

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## Simple Faxing

### 2. Press the Fax icon



Press the **Services** button, then touch the **Fax** icon on the touch screen.

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## Quick Tour

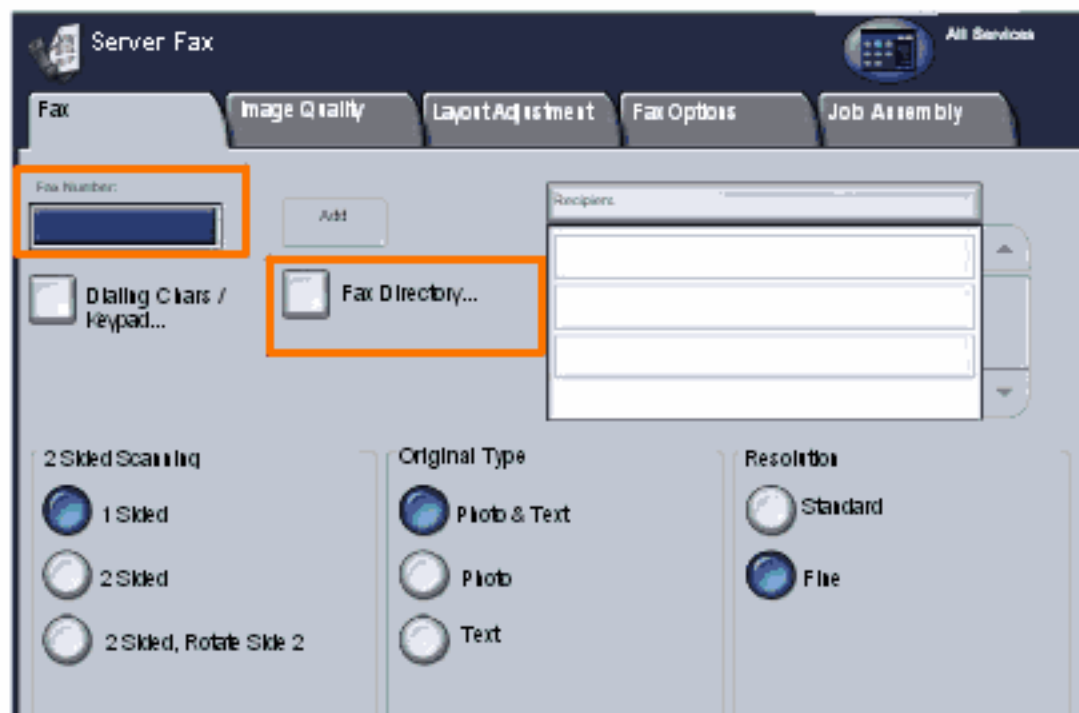
These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

## Simple Faxing

### 3. Enter the Fax number



Server Fax All Services

Fax Image Quality Layout Adjustment Fax Options Job Assembly

Fax Number:  Add

Recipients:

Dialing Clars / Keypad...  Fax Directory...

2 Sided Scanning:  1 Sided  2 Sided  2 Sided, Rotate Side 2

Original Type:  Photo & Text  Photo  Text

Resolution:  Standard  Fine

Use the numeric keypad on the control panel to enter the recipient's fax number. Alternatively, use the **Fax Directory** to select a previously stored fax number. For more information on entering a fax number and the Fax Directory, go to the [Dialing Options](#) tutorial.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

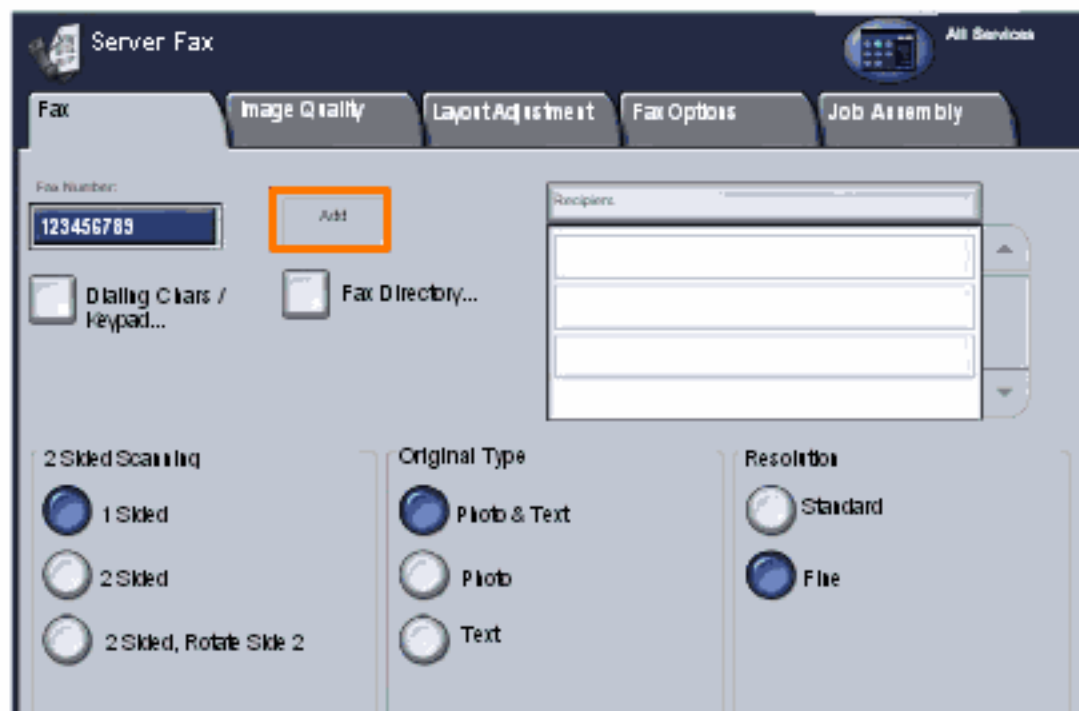
When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

**Search**

## Simple Faxing

### 3. Enter the Fax number



Server Fax All Services

Fax Image Quality Layout Adjustment Fax Options Job Assembly

Fax Number:  **Add**

Dialing Clocks / Keypad...  Fax Directory...

Recipient(s)

2 Sided Scanning

1 Sided

2 Sided

2 Sided, Rotate Side 2

Original Type

Photo & Text

Photo

Text

Resolution

Standard

Fine

After entering the fax number, touch the **Add** button. To send your fax to more than one recipient, enter the next fax number and select the **Add** button again. Repeat the steps until all the required fax numbers are within the **Recipient(s)** list. This will build up a list of all the numbers you wish to fax to.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

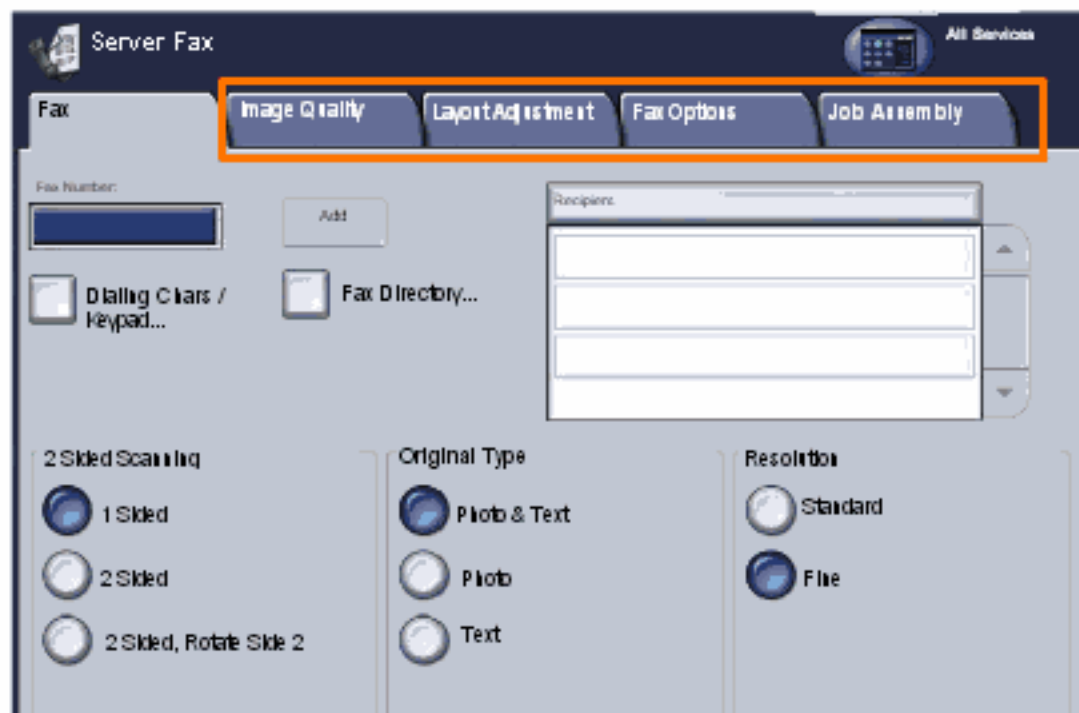
When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Simple Faxing

### 4. Change the Settings



Additional fax settings are found on the **Image Quality**, **Layout Adjustment**, and **Fax Options** tabs. For more information about the additional fax settings, go to the appropriate module within this tutorial.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

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## Simple Fxing

### 5. Press Start

Once you have pressed **Start**, each document is scanned once.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

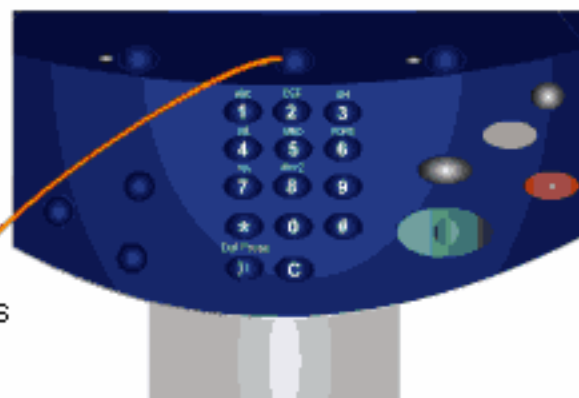
## Simple Faxing

### 6. Identify your job in Job Status mode.

Press the **Job Status** button on the control panel to display the Active Jobs tab.

Your job will be displayed on the Active Jobs tab. If there are no jobs in the queue your job may have already been completed.

Job Status button



Job Status			
Active Jobs	Completed Jobs		
<input type="text"/>			
001	1234.doc	Job 001.doc	Printing
002	5678.doc	Job 002.doc	Printing
003	9012.doc	Job 003.doc	Printing
004	3456.doc	Job 004.doc	Printing
005	7890.doc	Job 005.doc	Printing
006	1234.doc	Job 006.doc	Processing
007	5678.doc	Job 007.doc	Processing
008	9012.doc	Job 008.doc	Scanning

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

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## Simple Faxing



In this tutorial you will learn the 6 simple steps to follow when faxing a document:

1. Load the document.
2. Press the **Services** button, then press the **Fax** icon. You may have to select **All Services**, then **Fax** icon.
3. Enter the Fax number or numbers and touch the **Add** button.
4. Change any Fax settings as required.
5. Press **Start**.
6. Identify the job in **Job Status** mode.

Fax is an optional feature and may not be available on your machine.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. 

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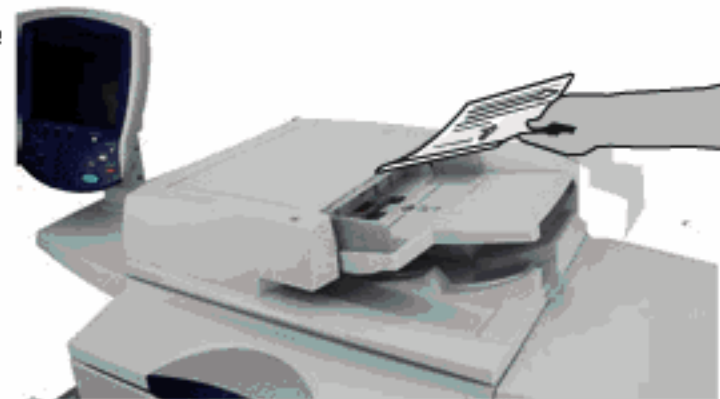
## Simple Faxing

### 1. Load the documents

A choice of document input areas is available. These are:

#### 1. A Document Handler for multiple documents.

Up to 250 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the top of the page towards the back or left of the machine. Position the guides to just touch the edge of the documents.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

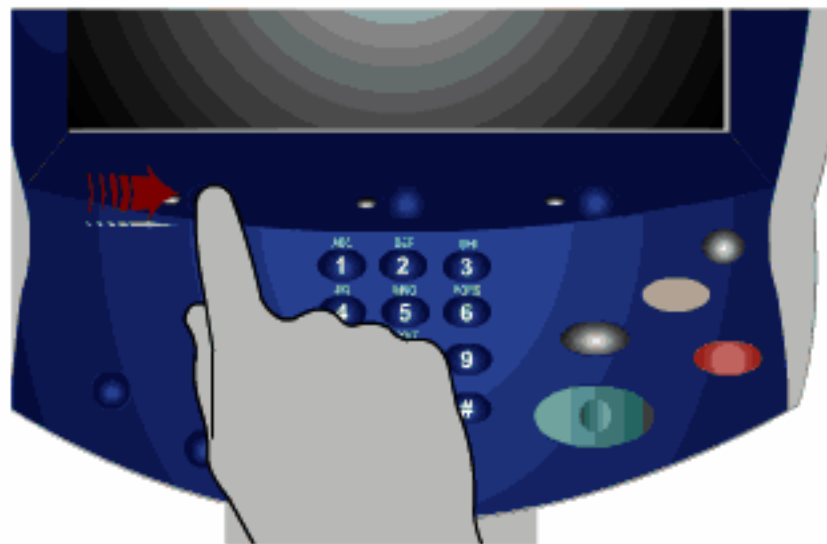
When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

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## Simple Faxing

### 2. Press the Fax icon



Press the **Services** button, then touch the **Fax** icon on the touch screen.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

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## Simple Faxing

### 2. Press the Fax icon



Press the **Services** button, then touch the **Fax** icon on the touch screen.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

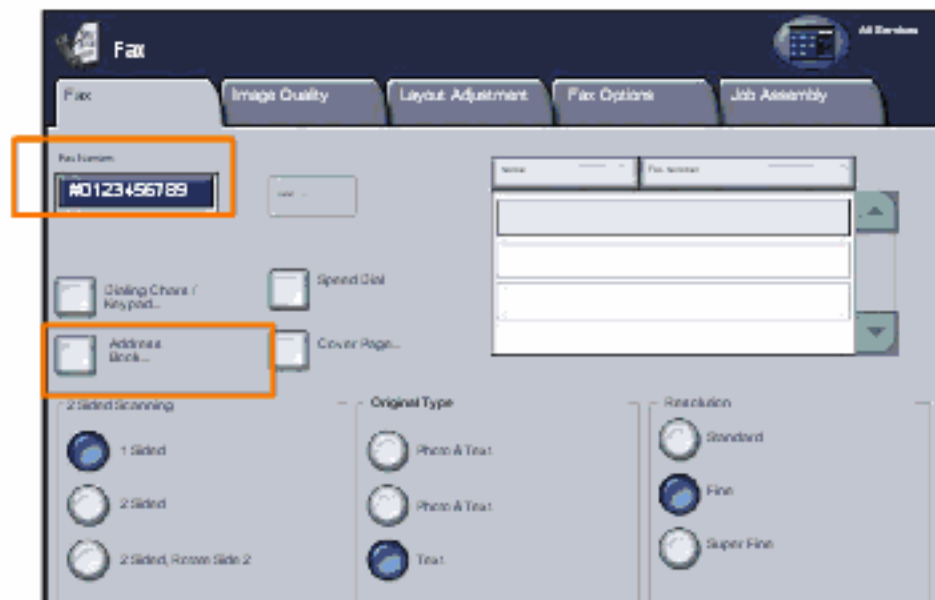
When you have completed the topic select the [Previous Menu] button below.

Enter a key word. 

**Search**

## Simple Faxing

### 3. Enter the Fax number



Use the numeric keypad on the control panel to enter the recipient's fax number. Alternatively, use the **Address Book** to select a previously stored fax number.

For more information on entering a fax number, go to the [Dialing Options](#) tutorial.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

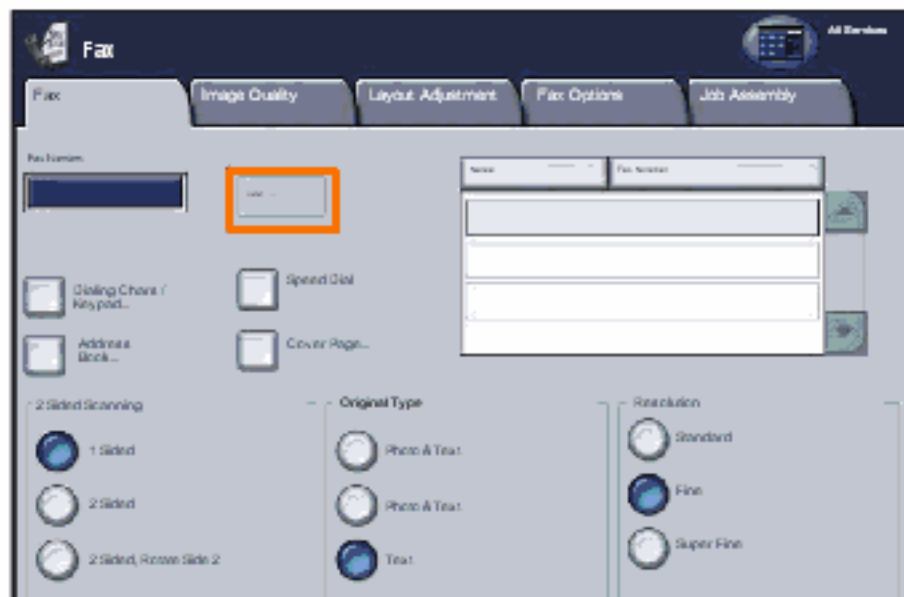
When you have completed the topic select the [Previous Menu] button below.

Enter a key word. 

**Search**

## Simple Faxing

### 3. Enter the Fax number



After entering the fax number, touch the **Add** button. To send your fax to more than one recipient, enter the next fax number and select the **Add** button again. Repeat the steps until all the required fax numbers are within the **Recipient(s)** list. This will build up a list of all the numbers you wish to fax to.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

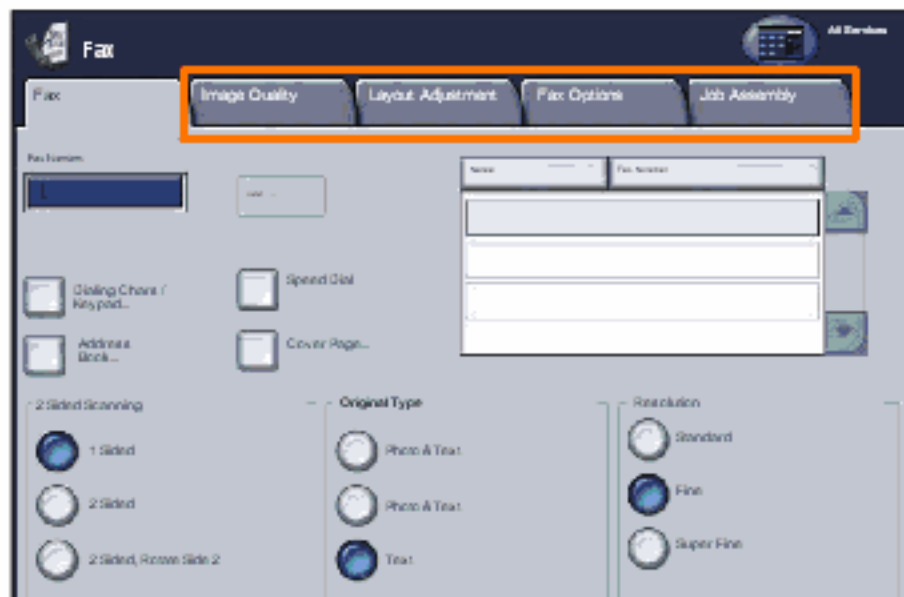
When you have completed the topic select the [Previous Menu] button below.

Enter a key word. 



## Simple Faxing

### 4. Change the Settings



Additional fax features are programmed from the **Image Quality**, **Layout Adjustment**, **Fax Options**, and **Job Assembly** tabs.

More information about the additional fax features is covered later in this tutorial.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Simple Faxing

### 5. Press Start

Once you have pressed **Start**, each document is scanned once.

Your fax job will be submitted to the fax queue, ready to be transmitted.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

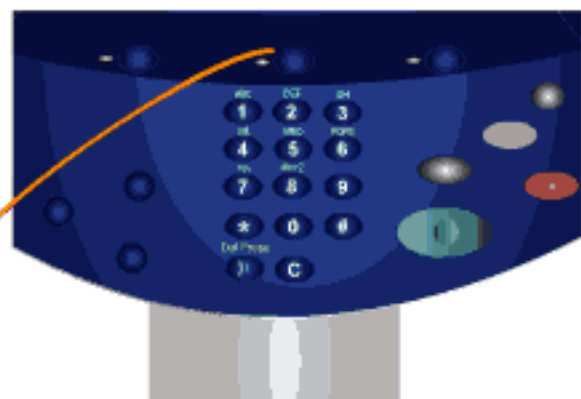
Enter a key word.

## Simple Fxing

### 6. Identify your job in Job Status mode.

Press the **Job Status** button on the control panel to display the Active Jobs tab.

Your job will be displayed on the Active Jobs tab. If there are no jobs in the queue your job may have already been completed.



Job Status button

Job Status			
Active Jobs	Completed Jobs		
<input type="text"/>			
001	LVA 016	000 0148 000	Printing
002	M 74	000 0148 000	Printing
003	B774	000 0148 000	Printing
004	C 100	000 0148 000	Printing
005	C 100	000 0148 000	Printing
006	C 100	000 0148 000	Processing
007	Local User	000 0148 000	Processing
008	U 100	000 0148 000	Scanning

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

Search

## Simple Internet Faxing



In this tutorial you will learn the 7 simple steps to follow when Internet Faxing:

1. Load the document
2. Press the **Services** button, then press the **Internet Fax** icon.  
You may have to select **All Services**, then the **Internet Fax** icon.
3. Enter the recipient details
4. Enter the fax subject
5. Select the features
6. Press **Start**
7. Identify the job in Job Status mode

Internet Fax is an optional feature and may not be available on your machine.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

Search

## Simple Internet Faxing

### 1. Load the documents

A choice of document input areas is available. These are:

#### 1. A Document Handler for multiple documents.

Up to 250 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the top of the page towards the back or left of the machine. Position the guides to just touch the edge of the documents.



#### 2. A document glass:

Used to scan only one original at a time and suitable for any type of document up to a maximum size of 11x17". Place the document face down onto the glass, align with the tip of the registration arrow near the rear left corner of the document glass. Lower the document handler.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. 

Search

## Simple Internet Faxing

### 2. Touch the Internet Fax icon



Press the **Services** button, then select the **Internet Fax** icon. You may have to touch **All Services**, then the **Internet Fax** icon.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

Search

## Simple Internet Faxing

### 2. Touch the Internet Fax icon



Press the **Services** button, then select the **Internet Fax** icon. You may have to touch **All Services**, then the **Internet Fax** icon.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

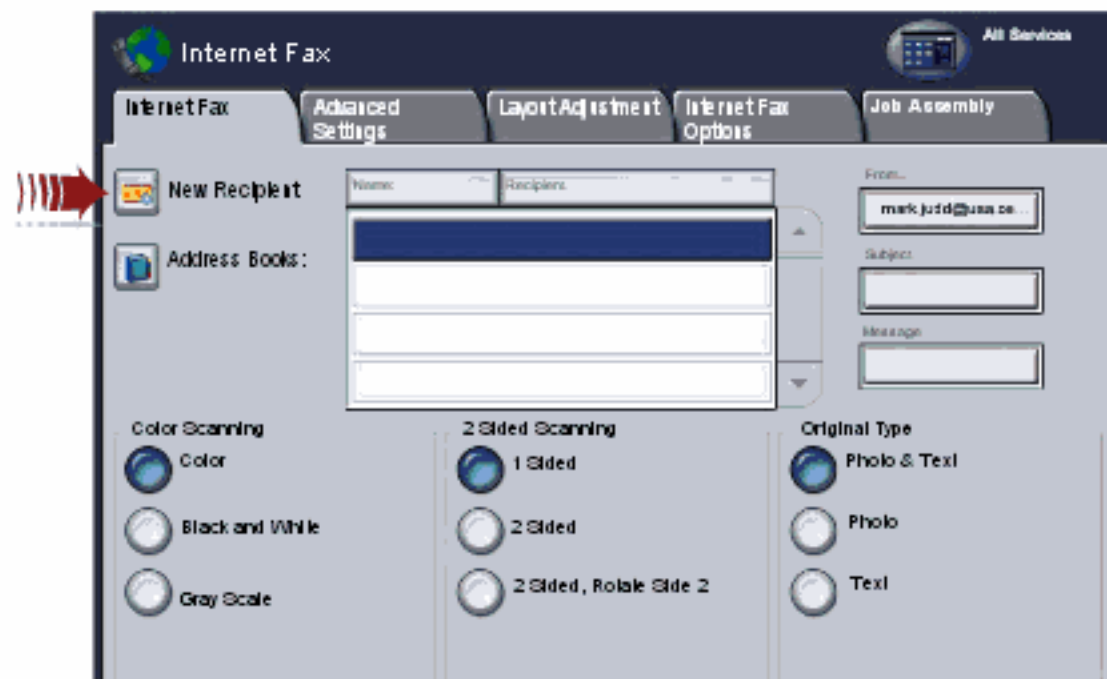
When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Simple Internet Faxing

### 3. Enter the Recipient Details



Select the **New Recipient** button and input the full Internet Fax address of the receiving internet fax machine using the keyboard. Alternatively, get the address from the **Address Book** by inputting the name of the recipient and selecting **Search**.

For more information on using the Address Book, go to the module **Entering an Address**.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

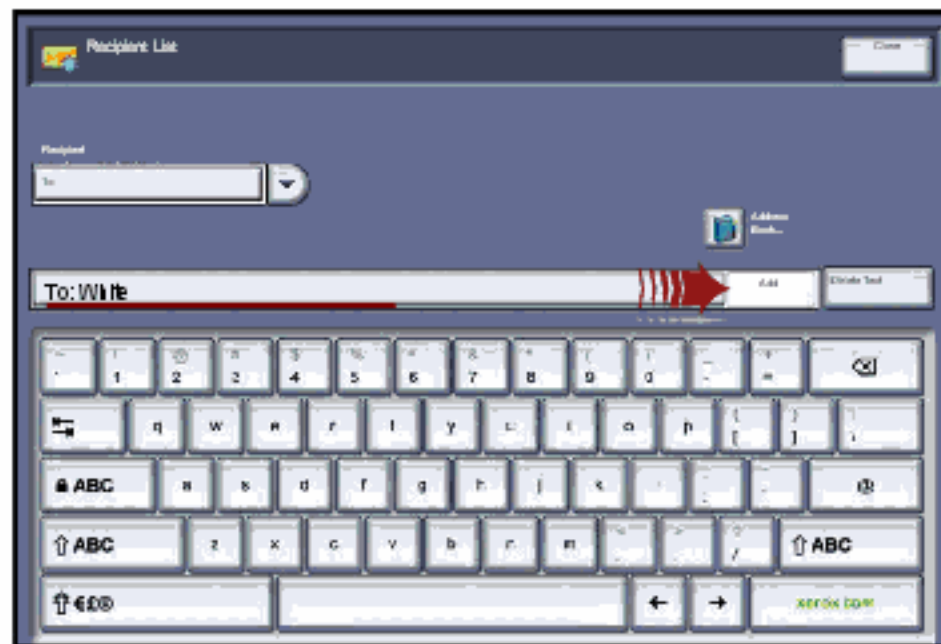
When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

Search

## Simple Internet Faxing

### 3. Enter the Recipient Details



Select **Add**, then **Close**.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

Search

## Simple Internet Faxing

### 4. Enter the Fax Subject

The screenshot shows the 'Internet Fax' software interface. At the top, there are tabs for 'Internet Fax', 'Advanced Settings', 'Layout Adjustment', 'Internet Fax Options', and 'Job Assembly'. Below the tabs, there are sections for 'New Recipient' (with 'Name' and 'Faxnumber' fields), 'Address Books' (with a list of recipients, one showing 'To: Jack, White'), 'Color Scanning' (with radio buttons for Color, Black and White, and Gray Scale), '2 Sided Scanning' (with radio buttons for 1 Sided, 2 Sided, and 2 Sided, Rotate Side 2), and 'Original Type' (with radio buttons for Photo & Text, Photo, and Text). The 'Subject' field is highlighted with an orange box.

Touch the **Subject** field.

Input the fax subject using the keyboard. The subject is the title line that appears on the E-mail that is faxed to the internet fax machine. When your subject is complete, touch the **Save** button.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Simple Internet Faxing

### 5. Select the features



If you need to change the fax settings select the **Advanced Settings**, **Layout Adjustment**, or **Internet Fax Options** tabs then select the desired settings.

For more information on the settings, go to the module **Internet Fax, Advanced Settings, Layout Adjustment, or Internet Fax Options** within this tutorial.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

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## Simple Internet Faxing

### 6. Press Start

Once you have pressed **Start**, each document is scanned once.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

## Simple Internet Faxing

Press the **Job Status** button on the control panel to display the Active Jobs tab.

Your job will be displayed on the Active Jobs tab. If there are no jobs in the queue your job may have already been completed.

Job Status button



Job ID	Job Name	Destination	Status
001	1234 016	000 0123 000	Printing
002	1234 016	000 0123 000	Printing
003	1234 016	000 0123 000	Printing
004	1234 016	000 0123 000	Printing
005	1234 016	000 0123 000	Printing
006	1234 016	000 0123 000	Processing
007	Local User	Copy 2/4	Processing
008	1234 016	000 0123 000	Scanning

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. 

**Search**



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**XEROX**

## Simple Network Scanning



In this tutorial you will learn the steps to follow when Network Scanning:

1. Load the document
2. Press the **Services** button, then press the **Network Scanning** icon.  
You may have to select the **All Services** icon.
3. Select the appropriate template
4. Select the features
5. Press **Start**
6. Identify the job in the Print Queue in Job Status mode
7. Access your job at your workstation

Network scanning is an optional feature and may not be available on your machine.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. 

Search

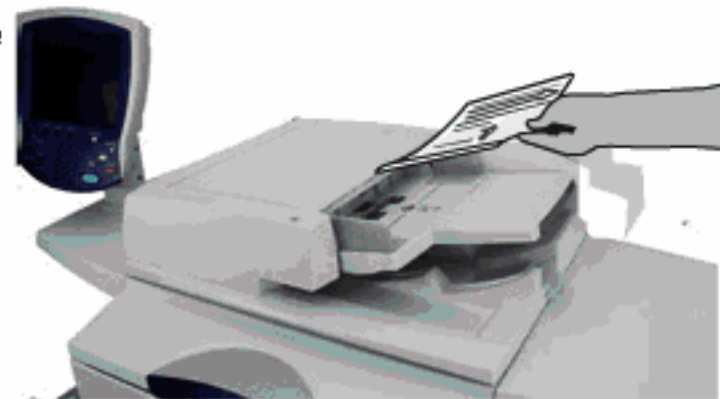
## Simple Network Scanning

### 1. Load the documents

A choice of document input areas is available. These are:

#### 1. A Document Handler for multiple documents.

Up to 250 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the top of the page towards the back or left of the machine. Position the guides to just touch the edge of the documents.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

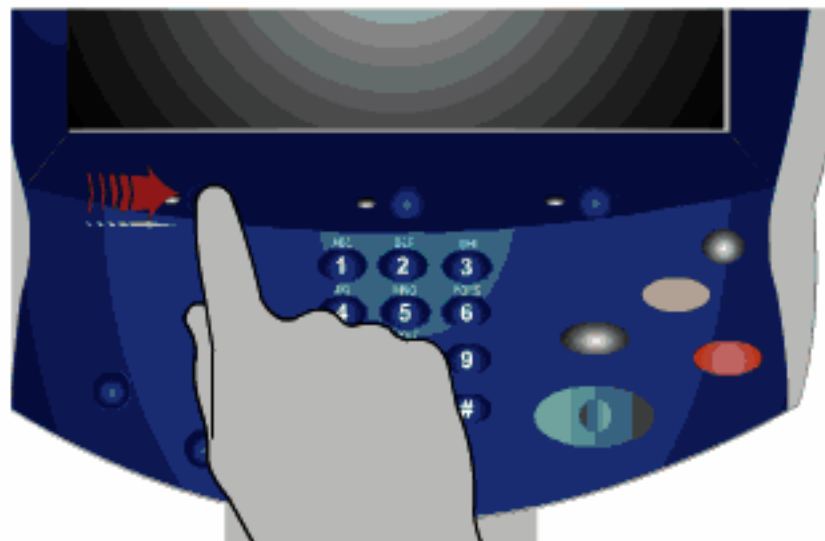
When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

Search

## Simple Network Scanning

### 2. Press the Network Scanning icon



Press the **Services** button, then touch the **Network Scanning** icon.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

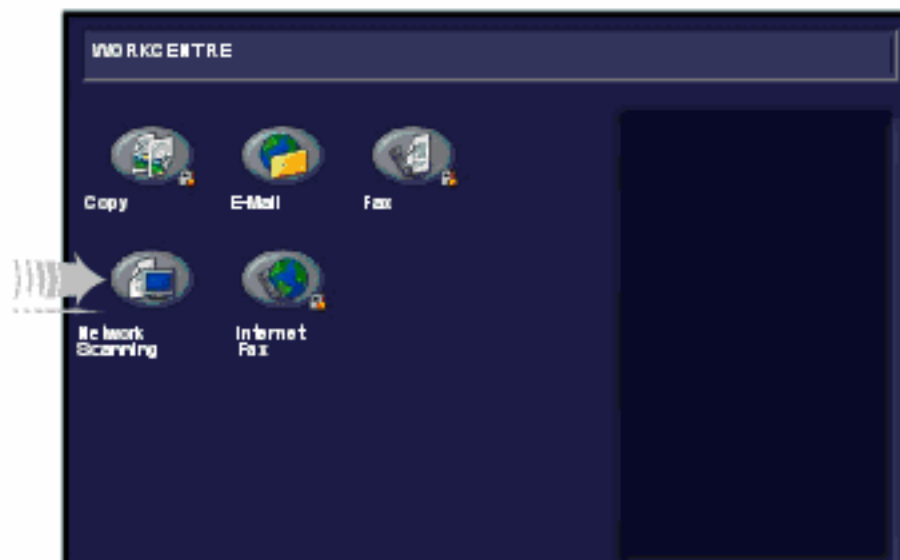
When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

Search

## Simple Network Scanning

### 2. Press the Network Scanning icon



Press the **Services** button, then touch the **Network Scanning** icon.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

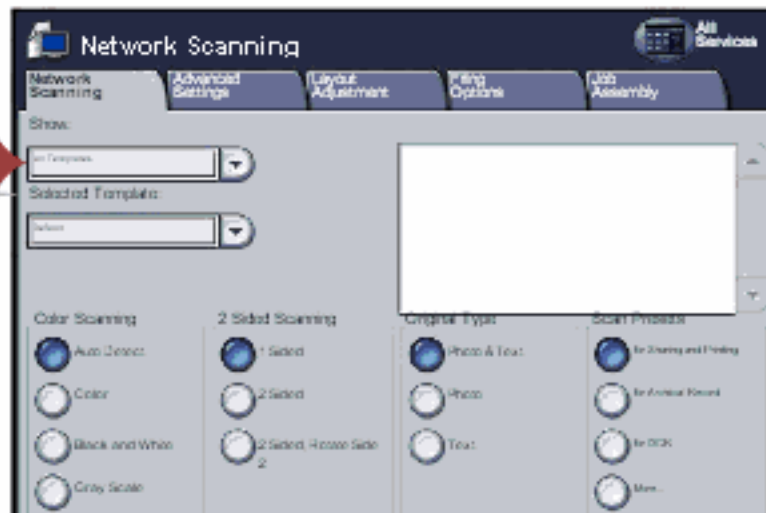
When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

**Search**

## Simple Network Scanning

### 3. Select the template



Select the template from the **Show:** list that contains the destination and other settings required for your scan job from the template list. Contact your System Administrator if none of the templates have been setup.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

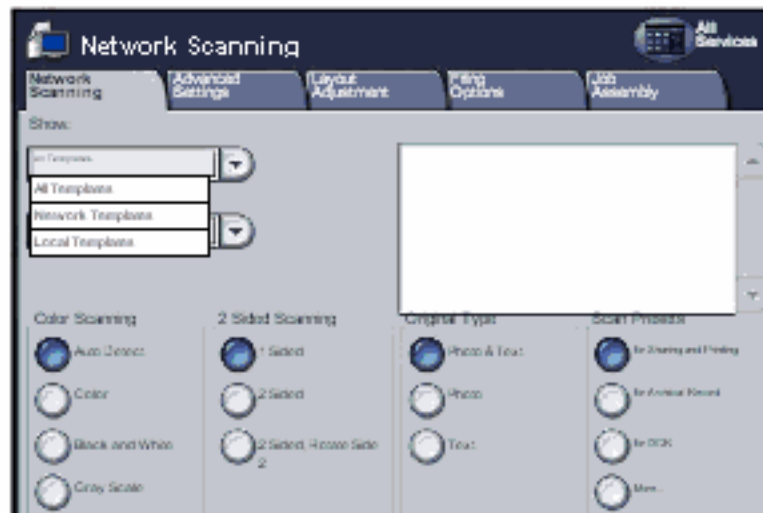
When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

Search

## Simple Network Scanning

### 3. Select the template



Select the template from the **Show:** list that contains the destination and other settings required for your scan job from the template list. Contact your System Administrator if none of the templates have been setup.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

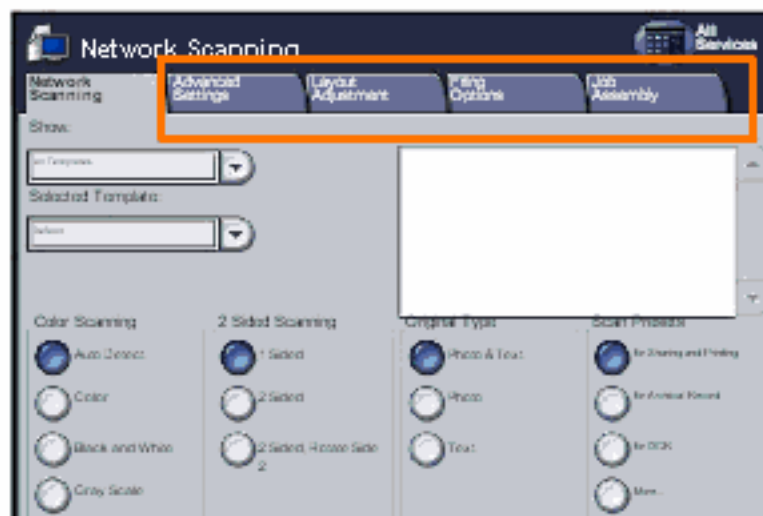
When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

Search

## Simple Network Scanning

### 4. Change the Settings



If you need to change the scan settings, do so on the Network Scanning window. Other scanning options are available on the additional tabs.

[For more information on the settings, go to the appropriate module within this tutorial.](#)

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

Search

## Simple Network Scanning

### 5. Press Start

Once you have pressed **Start**, each document is scanned once.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

## Simple Network Scanning

### 6. Identify your job in Job Status mode.

Press the **Job Status** button on the control panel to display the Active Jobs tab.

Your job will be displayed on the Active Jobs tab. If there are no jobs in the queue your job may have already been completed.

Job Status  
button



Job Status			
Active Jobs	Completed Jobs		
<input type="text"/>			
001	1234 234	000 8123 456	Printing
002	M P 1	9876 5432 10 90	Printing
003	8765	1234 5678 90	Printing
004	P 1234	5678 9012 34	Printing
005	P 1234	5678 9012 34	Printing
006	C 1234	5678 9012 34	Processing
007	Local User	C 1234 567	Processing
008	U 1234	C 1234 567	Scanning

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

Search

## Simple Network Scanning

### 7. Access your job



Access the electronic version of the document at your workstation. The electronic file is accessed from the file destination as specified in the template. Depending on the output format of the imaged file, use the appropriate software to open the file.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

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## Simple E-mail



In this tutorial you will learn the 7 simple steps to follow when E-mailing:

1. Load the document
2. Press the **Services** button, then touch the **E-mail** icon.
3. Enter the recipient details
4. Enter the E-mail subject
5. Select the features
6. Press **Start**
7. Identify the job in Job Status mode

E-mail is an optional feature and may not be available on your machine.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. 

Search

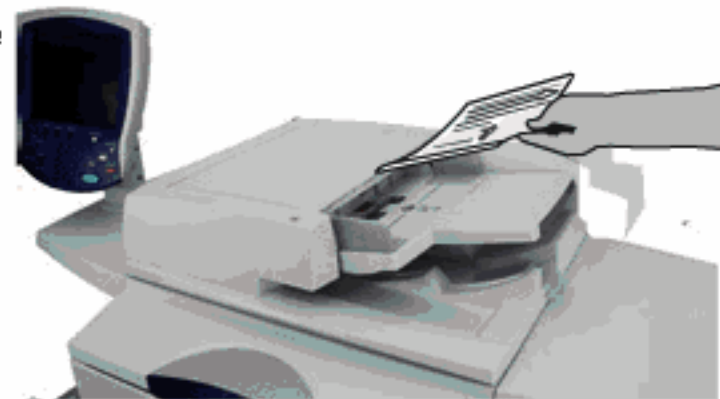
## Simple E-mail

### 1. Load the documents

A choice of document input areas is available. These are:

#### 1. A Document Handler for multiple documents.

Up to 250 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the top of the page towards the back or left of the machine. Position the guides to just touch the edge of the documents.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

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## Simple E-mail

### 2. Touch the E-mail icon



Press the **Services** button, then touch the **E-mail** icon.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Simple E-mail

### 2. Touch the E-mail icon



Press the **Services** button, then touch the **E-mail** icon.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. 

## Simple E-mail

### 3. Enter the Recipient Details



Select the **New Recipient** button.

Input the full E-mail address of the recipient using the keyboard or get the E-mail address from the Address Book by inputting the name of the recipient and selecting **Search for Name**. For more information on using the Address Book, go to the module [Entering an E-mail Address](#).

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

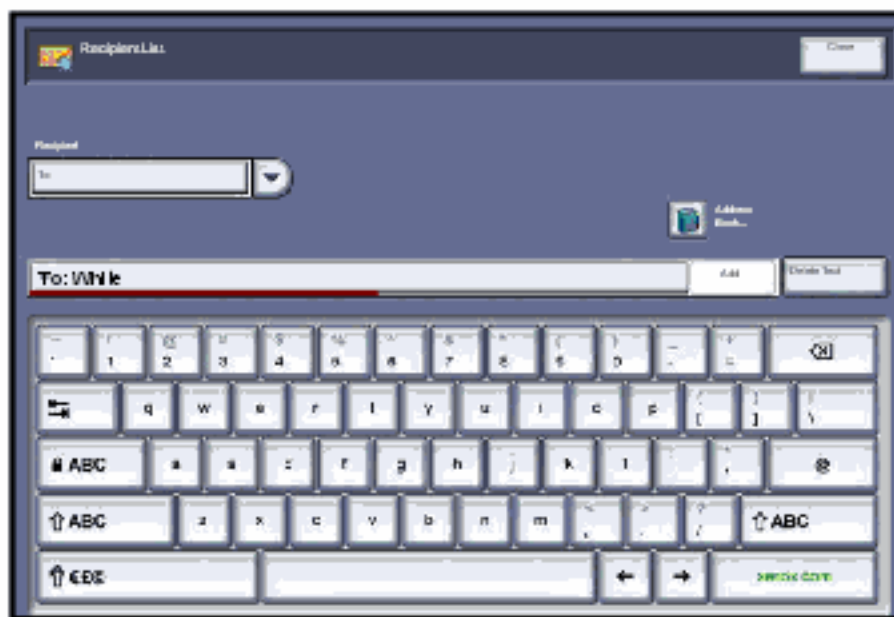
When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

Search

## Simple E-mail

### 3. Enter the Recipient Details



Select the **New Recipient** button.

Input the full E-mail address of the recipient using the keyboard or get the E-mail address from the Address Book by inputting the name of the recipient and selecting **Search for Name**. For more information on using the Address Book, go to the module [Entering an E-mail Address](#).

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

Search

## Simple E-mail

### 4. Enter the E-mail Subject



Select the **Subject** field.

Input the E-mail subject using the keyboard. The subject is the line that appears on the E-mail.

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

## Simple E-mail

### 5. Select the features



Change the Color Scanning, 2 Sided Scanning, Original Type, or Scan Presets features as needed. Other E-mail options are available on the additional tabs.

[For more information on the settings, go to the appropriate module within this tutorial.](#)

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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word. ▶

Search

## Simple E-mail

### 6. Press Start

Once you have pressed **Start**, each document is scanned once.



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## Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

## Simple E-mail

Press the **Job Status** button on the control panel to display the Active Jobs tab.

Your job will be displayed on the Active Jobs tab. If there are no jobs in the queue your job may have already been completed.

Job Status button



Job ID	Name	Location	Status
001	1234 001	000 0123 001	Printing
002	567 0	000 0123 001	Printing
003	890 0	000 0123 001	Printing
004	1 000	000 0123 001	Printing
005	2 000	000 0123 001	Printing
006	3 000	000 0123 001	Processing
007	Local User	000 0123 001	Processing
008	4 000	000 0123 001	Scanning

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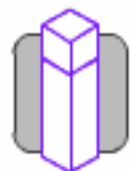
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## Interactive User Guide



**Getting Started**



**How to...**



**Tutorials**



**Maintenance**



**Troubleshooting**



**Help**



## Getting Started

Quick Tour

**Machine Setup**

Productivity

Specifications

Legal and Safety






## Machine Setup

This topic introduces you to the machine setup procedures that will enable you to customize the machine to your own requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Getting Started Menu.

Enter a key word. 

**Search**

## Machine Setups



Your machine is designed to enable machine and feature default settings to be customized to meet your requirements. This module identifies the key default settings that you can change to customize the machine for your convenience. Changing these settings will not take long to complete but will save you time when using the machine.

This module is for the Key Operator and System Administrator of the machine. Accessing the Tools tab changes the defaults.

[Click here if you do not know how to access the Tools tab or select the \*\*Next\*\* button to continue.](#)



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## Machine Setup

This topic introduces you to the machine setup procedures that will enable you to customize the machine to your own requirements.

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## Machine Setups



There are 3 steps to accessing the Tools tab:

1. Select the **Machine Status** button on the control panel, then touch the **Tools** tab.
2. Touch the **Log In/Out** button, then use keypad to enter the default User Name and Passcode.  
*NOTE: 1111 is the factory set default passcode. It is recommended that you change this passcode.*
3. Select **Enter** on the touch screen.



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## Machine Setup

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## Machine Setups



### Localization

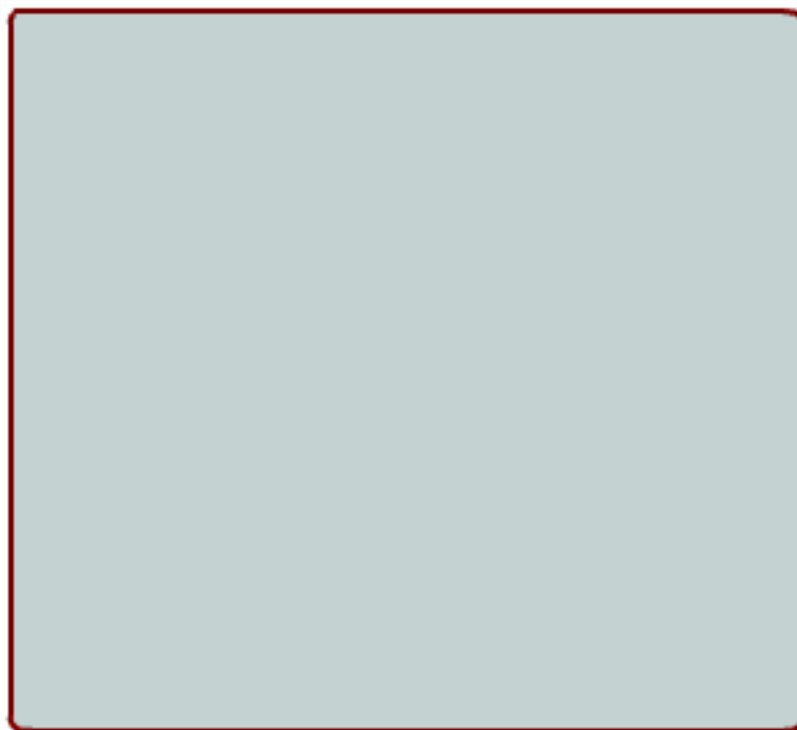
Before using your new machine, the localization settings below will have been made using the machine installation wizard. As your requirements change, you may need to reset or adjust these settings at a later date.

Select the localization settings below for a brief description.

#### Set Date and Time

#### Set Language/Keyboard

#### Set Measurements



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## Machine Setup

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## Machine Setups



### Localization

Before using your new machine, the localization settings below will have been made using the machine installation wizard. As your requirements change, you may need to reset or adjust these settings at a later date.

Select the localization settings below for a brief description.

#### **Set Date and Time**

#### **Set Language/Keyboard**

#### **Set Measurements**

### Set Date and Time

Set the date format, either mm/dd/yyyy or dd/mm/yyyy or yyyy/mm/dd, and enter the correct date.

Set the correct time using either the 12 or 24 hour clock.

The current date and time are displayed on fax documents, confirmation pages and activity reports.

For more information go to the [Machine Administration](#) tutorial.



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## Machine Setup

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## Machine Setups



### Localization

Before using your new machine, the localization settings below will have been made using the machine installation wizard. As your requirements change, you may need to reset or adjust these settings at a later date.

Select the localization settings below for a brief description.

#### Set Date and Time

#### ► Set Language/Keyboard

#### Set Measurements

### Set Language/Keyboard

Though the language can be changed temporarily using the language button on the control panel, this information will be lost when the machine is switched off or goes into power save mode. To change the language permanently use the tools tab settings, so that every time your machine is switched on, all touch screens are displayed in your chosen language.

For more information go to the [Machine Administration](#) tutorial.



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## Machine Setups



### Localization

Before using your new machine, the localization settings below will have been made using the machine installation wizard. As your requirements change, you may need to reset or adjust these settings at a later date.

Select the localization settings below for a brief description.

#### Set Date and Time

#### Set Language/Keyboard

#### ► Set Measurements

### Set Measurements

The measurements that are displayed on the touch screen can be set to either inches or mm. Also set the decimal point (Delimiter Character) to either a period (e.g. 12.3) or a comma (e.g. 12,3).

For more information go to the [Machine Administration](#) tutorial.



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## Machine Setup

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## Machine Setups



### Fax Setup

The fax setup wizard begins automatically when the fax card is installed and the machine is powered on. The fax setups can be carried out immediately, or aborted to a later date. Before using the embedded fax mode, the fax settings below must have been made. Select the fax setups below for a brief description.

### Country Setting

### Line Setup

#### Country Setting

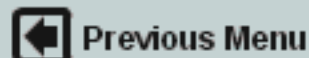
From a list of options select the country in which the machine is installed. This enables the fax modem settings to match the telephone system of the country.

For more information go to the [Machine Administration](#) tutorial.



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## Machine Setup

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## Machine Setups



### Fax Setup

The fax setup wizard begins automatically when the fax card is installed and the machine is powered on. The fax setups can be carried out immediately, or aborted to a later date. Before using the embedded fax mode, the fax settings below must have been made. Select the fax setups below for a brief description.

### Country Setting

### ▶ Line Setup

### Line Setup

Allows you to setup the analog Line 1 and, if installed, analog Line 2. Set the dial type of the line to either Tone or Pulse. Enter the Fax Number and Line Name. Set the fax line properties to Send and Receive, Send Only or Receive Only.

For more information go to the [Machine Administration](#) tutorial.



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## Machine Setup

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## Machine Setups



### Setting Business Defaults

Changing the business defaults to reflect individual business requirements will increase productivity. Select the business settings below for a brief description.

#### Reduce/Enlarge Presets

#### Paper Substitution

#### Tray Settings

### Reduce/Enlarge Presets

When **More** is selected in the Reduce/Enlarge area of the Basic Copy tab, the user is presented with a selection of Reduce/Enlarge options. These options are set using the Reduce/Enlarge Presets selection in Tools. Set the Reduce/Enlarge percentages to reflect your business needs.

For more information go to the [Machine Administration](#) tutorial.



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## Machine Setup

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## Machine Setups



### Setting Business Defaults

Changing the business defaults to reflect individual business requirements will increase productivity. Select the business settings below for a brief description.

#### Reduce/Enlarge Presets

#### ► Paper Substitution

#### Tray Settings

#### Paper Substitution

When enabled, paper substitution allows the automatic substitution of US for metric equivalent paper sizes and alternatively metric for US equivalent paper sizes. For example, when printing an 8.5 x 11 inch document, your machine will automatically print the document on A4 if the 8.5x11 inch paper is not available.

For more information go to the [Machine Administration](#) tutorial.



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## Machine Setup

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## Machine Setups



### Setting Business Defaults

Changing the business defaults to reflect individual business requirements will increase productivity. Select the business settings below for a brief description.

#### Reduce/Enlarge Presets

#### Paper Substitution

#### ▶ Tray Settings

#### Tray Settings

Setting up the trays increases productivity. You can set whether a tray is dedicated to one specific paper size, or whether the user can adjust the tray to hold any paper size within its range.

Setting the machine priority determines which tray is used when **Auto Paper Select** is chosen and more than one of the trays are loaded with the same paper. The highest priority trays are displayed on the Basic Copy tab.

Once enabled, if more than one of the trays are loaded with the same paper, **Auto Selection** automatically switches from one tray to the other if the active tray becomes empty.

For more information go to the [Machine Administration](#) tutorial.



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## Machine Setup

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## Machine Setups



### Setting User Defaults

Changing the user defaults to reflect the needs of the users will make the machine more user friendly, increasing effectiveness and productivity. Select the user settings below for a brief description.

#### ► Display Brightness

#### Entry Screen Default

#### Feature Defaults

### Display Brightness

Depending on where your machine is located, you may wish to adjust the touch screen display in order to minimize glare and improve the touch screen readability.

The touch screen display brightness knob is located on the left side of the Control Panel. Rotate the knob as required to adjust the touch screen display brightness.



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## Machine Setups



### Setting User Defaults

Changing the user defaults to reflect the needs of the users will make the machine more user friendly, increasing effectiveness and productivity. Select the user settings below for a brief description.

#### Display Brightness

#### ▶ Entry Screen Default

#### Feature Defaults

#### Entry Screen Default

You can select which pathway is displayed after the machine is switched on, when a time out has occurred, or when the **Clear All** button on the control panel has been touched. The available options are **All Services**, **Machine Status** or **Job Status**.

You can also choose to display the **Active Jobs** tab or the **Completed Jobs** tabs as the default Job Status screen.

For more information go to the [Machine Administration](#) tutorial.



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## Machine Setup

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## Machine Setups



### Setting User Defaults

Changing the user defaults to reflect the needs of the users will make the machine more user friendly, increasing effectiveness and productivity. Select the user settings below for a brief description.

#### Display Brightness

#### Entry Screen Default

#### ▶ Feature Defaults

### Feature Defaults

Allows you to customize the default settings for the copy, and if available, fax and scan tab features to those that best fit your environment. Changing the default settings does not change the machine's capabilities. It only changes the default programming selections when the machine resets itself, or when the **Clear All** button on the control panel has been touched.

For more information go to the [Machine Administration](#) tutorial.



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## Machine Setup

This topic introduces you to the machine setup procedures that will enable you to customize the machine to your own requirements.

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## Machine Setups



Only a few of the available machine setups have been covered in this module. For more information on these, and other available machine setups, go to the [Machine Administration](#) tutorial.



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## Interactive User Guide



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## Getting Started

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## Productivity

This module explains how you can use the features of the machine to be more productive in your day to day activities.

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# Productivity Features

The machine is a multifunction device with 4 digital functions combined into one sleek integrated system.

It is designed to support large workgroups in different production environments, reducing operating costs while improving the production and management of documents.

Do more with less. Streamline your workflow. Add a new dimension to the productivity of your office!

Copy  
Fax  
Print  
Scan



(Click to Continue)

# XEROX®



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## Productivity

This module explains how you can use the features of the machine to be more productive in your day to day activities.

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# Productivity Features



## Performance: *Speed and Quality*

- Rates of 75, 65, or 55 prints/minute depending on your model
- Can scan multiple documents using the Document Handler
- Copy, print, fax and scan quality is crisp and clear.



Select the members of staff in the office to find out how the machine can be used to improve their productivity.

[Close]

Performance

Flexibility

Versatility

Ease of Use

...And More!



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## Productivity

This module explains how you can use the features of the machine to be more productive in your day to day activities.

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# Productivity Features



## Flexibility:

- Large paper supply, supports a variety of standard/odd sized media stock (e.g. transparencies and other special media)
- Scans standard/odd sized documents
- Variety of print/output options available (e.g. collated, 2 sided, stapled, covers, inserts, booklets, multi-up)
- Upgrade your existing machine to include optional features, enabling your machine to grow as your requirements grow.

[Close]

Select the members of staff in the office to find out how the machine can be used to improve their productivity.

- Performance 
- Flexibility 
- Versatility 
- Ease of Use 
- ...And More! 



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## Productivity

This module explains how you can use the features of the machine to be more productive in your day to day activities.

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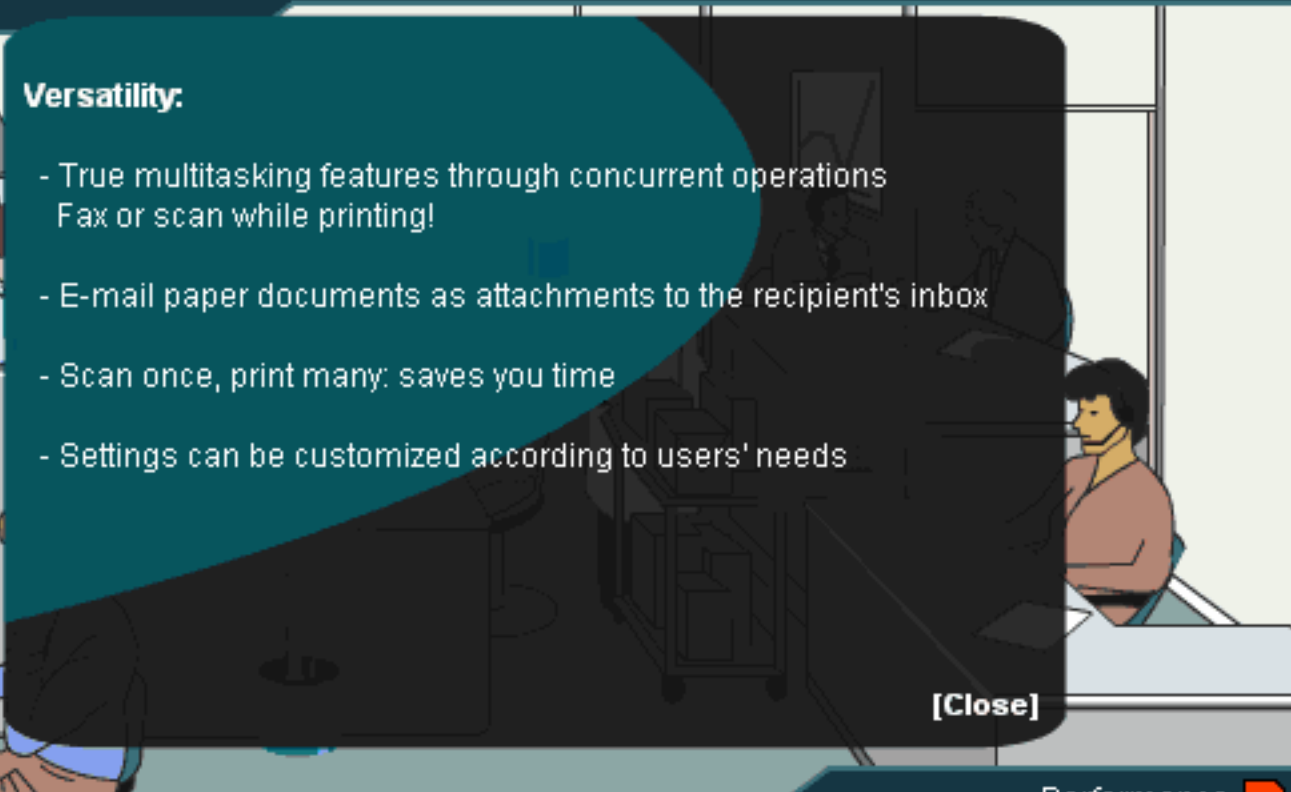
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# Productivity Features



## Versatility:

- True multitasking features through concurrent operations  
Fax or scan while printing!
- E-mail paper documents as attachments to the recipient's inbox
- Scan once, print many: saves you time
- Settings can be customized according to users' needs



[Close]

Select the members of staff in the office to find out how the machine can be used to improve their productivity.

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- Flexibility 
- Versatility** 
- Ease of Use 
- ...And More! 



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## Productivity

This module explains how you can use the features of the machine to be more productive in your day to day activities.

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# Productivity Features



## Ease of Use:

- Setup and maintenance is simple and easy with industry standard connections
- On board print server allows easy management of queues such as print, scan and fax jobs
- Easy to replace consumable cartridges
- Variety of offset outputs to help users find their prints quickly
- A friendly, informative and intuitive user interface

[Close]

Select the members of staff in the office to find out how the machine can be used to improve their productivity.

- Performance 
- Flexibility 
- Versatility 
- Ease of Use 
- ...And More! 



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## Productivity

This module explains how you can use the features of the machine to be more productive in your day to day activities.

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# Productivity Features



## And More!

- Handles tasks with superior quality and functionality
- A suite of software tools and services for system administrators and users that brings the power of the machine to the desktop
- Online address book stores details such as phone numbers, e-mail addresses, etc...



[Close]

Select the members of staff in the office to find out how the machine can be used to improve their productivity.

- Performance 
- Flexibility 
- Versatility 
- Ease of Use 
- ...And More! 



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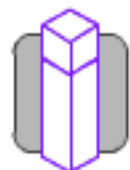
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## Interactive User Guide



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## Getting Started

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## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

**Machine Specifications >>>**

**Document Handler >>>**

**Paper Supply >>>**

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**Electrical Specifications**





## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

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► **Machine Configurations**

**Machine Space Requirements**

**Machine Weight**

**Accessibility**

**Print Speed from Paper Tray 1**

### Machine Configurations

All configurations include one each of the following:

- Duplexing Automatic Document Feeder
- Full Color Panel Touch Screen User Interface
- Offsetting Catch Tray
- 5 Standard Paper Trays
- Controller

-Additional Feeding and Finishing options are available.



## Specifications

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**Electrical Specifications**

**Machine Configurations**

► **Machine Space Requirements**

**Machine Weight**

**Accessibility**

**Print Speed from Paper Tray 1**

### Machine Space Requirements

Width: 73 inches

Depth: 67 inches

Height: 53 inches

Additional Space Requirements are needed for additional finishers.



## Specifications

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► **Machine Weight**

**Accessibility**

**Print Speed from Paper Tray 1**

### Machine Weight

With User Interface and Catch Tray:  
Approximately 600lb.

With User Interface, Catch Tray, and High  
Capacity Feeder:  
Approximately 675lb.

Advanced Office Finisher: add approximately  
176lb.

Professional Finisher: add approximately 233lb.

Light Production Finisher with Folder: add  
approximately 420lb.



## Specifications

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► **Machine Specifications >>>**

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**Machine Space Requirements**

**Machine Weight**

► **Accessibility**

**Print Speed from Paper Tray 1**

### Accessibility

Accessible from the front and from both of the sides.



## Specifications

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► [Print Speed from Paper Tray 1](#)

### Print Speed from Paper Tray 1

#### WorkCentre 7675:

8.5"x11" LEF: 75 ppm one-sided black and white, 50 ppm one-sided color

#### WorkCentre 7665:

8.5"x11" LEF: 65 ppm one-sided black and white, 50 ppm one-sided color

#### WorkCentre 7655:

8.5"x11" LEF: 55 ppm one-sided black and white, 40 ppm one-sided color



## Specifications

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If further specification information is required please contact your Xerox Representative.

**Machine Specifications >>>**

▶ **Capacity**

▶ **Document Handler >>>**

**Document sizes**

**Paper Supply >>>**

**Paper Weights**

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**Mixed Sizes**

**Electrical Specifications**

**Size Sensing**

### Capacity

250 sheets of 20 lb paper





## Specifications

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If further specification information is required please contact your Xerox Representative.

**Machine Specifications >>>**

**Capacity**

▶ **Document Handler >>>**

▶ **Document sizes**

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**Mixed Sizes**

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**Size Sensing**

### Document sizes

5.5"x8.5" to 11"x17" SEF  
or 5.5"x8.5" to 8.5"x11" LEF



## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

**Machine Specifications >>>**

**Capacity**

**Document Handler >>>**

**Document sizes**

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### Paper Weights

60 gsm - 200 gsm



## Specifications

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### Mixed Sizes

Yes - when selected on the user interface and the lead edges have the same dimensions (8.5"x11" LEF and 11"x17" SEF, 8.5"x11" SEF and 8.5"x14" SEF)



## Specifications

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**Capacity**

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**Paper Weights**

**Mixed Sizes**

▶ **Size Sensing**

### Size Sensing

Document sizes can be detected by sensors within the Document Handler.



## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

**Machine Specifications >>>**

▶ **Trays 1 and 2**

**Document Handler >>>**

**Bypass Tray**

▶ **Paper Supply >>>**

**Tray 3**

**Output Modules >>>**

**Tray 4**

**Electrical Specifications**

**Optional High Capacity Feeder**

### Trays 1 and 2

Capacity: 500 sheets of 20lb bond per tray.

Paper Weights: 17lb bond - 110lb index.

Paper Sizes: 8.5"x5.5" LEF to 11"x17" SEF

Auto Size Sensing: 5.5"x8.5" SEF, B5 SEF, A4 SEF, A4 LEF, 8.5"x11" SEF, 8.5"x11" LEF, 8.5"x13" SEF, 8.5"x14" SEF, B4 SEF, A3 SEF, 11"x17" SEF, 7.25"x10.5" LEF, 8"x10" SEF

Media Type: Plain; Bond; Heavyweight; Extra Heavyweight; Glossy; Heavyweight Glossy; Labels; Transparencies; Custom



## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

**Machine Specifications >>>**

**Trays 1 and 2**

**Document Handler >>>**

**▶ Bypass Tray**

**▶ Paper Supply >>>**

**Tray 3**

**Output Modules >>>**

**Tray 4**

**Electrical Specifications**

**Optional High Capacity Feeder**

### Bypass Tray

Capacity: 500 sheets of 20lb bond per tray.

Paper Weights: 17lb bond - 110lb index.

Paper Sizes: 8.5"x5.5" LEF to 11"x17" SEF

Media Type: Plain; Bond; Heavyweight; Extra Heavyweight; Glossy; Heavyweight Glossy; Labels; Transparencies; Custom



## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

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**Machine Specifications >>>**

**Trays 1 and 2**

**Document Handler >>>**

**Bypass Tray**

**Paper Supply >>>**

**Tray 3**

**Output Modules >>>**

**Tray 4**

**Electrical Specifications**

**Optional High Capacity Feeder**

### Tray 3

Capacity: 870 sheets of 20lb bond.  
Paper Sizes: A4 LEF, 8.5" x 11" LEF, 7.25" x 10.5" LEF  
Paper Weights: 17lb bond - 110lb index  
Auto Size Sensing: 8.5"x11" LEF, A4 LEF, 7.25"x10.5" LEF

Media Type: Plain; Bond; Heavyweight; Extra Heavyweight; Glossy; Heavyweight Glossy; Labels; Transparencies; Custom



## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

**Machine Specifications >>>**

**Document Handler >>>**

**Paper Supply >>>**

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**Electrical Specifications**

**Trays 1 and 2**

**Bypass Tray**

**Tray 3**

**Tray 4**

**Optional High Capacity Feeder**

### Tray 4

Capacity: 1140 sheets of 20lb bond.  
Paper Sizes: A4 LEF, 8.5" x 11" LEF, 7.25 x 10.5" LEF  
Paper Weights: 17lb bond - 110lb index  
Auto Size Sensing: 8.5"x11" LEF, A4 LEF, 7.25"x10.5" LEF

Media Type: Plain; Bond; Heavyweight; Extra Heavyweight; Glossy; Heavyweight Glossy; Labels; Transparencies; Custom





## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

**Machine Specifications >>>**

**Document Handler >>>**

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**Output Modules >>>**

**Electrical Specifications**

**Trays 1 and 2**

**Bypass Tray**

**Tray 3**

**Tray 4**

**Optional High Capacity Feeder**

### Tray 4

Capacity: 1140 sheets of 20lb bond.  
Paper Sizes: A4 LEF, 8.5" x 11" LEF, 7.25 x 10.5" LEF  
Paper Weights: 17lb bond - 110lb index  
Auto Size Sensing: 8.5"x11" LEF, A4 LEF, 7.25"x10.5" LEF

Media Type: Plain; Bond; Heavyweight; Extra Heavyweight; Glossy; Heavyweight Glossy; Labels; Transparencies; Custom



## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

**Machine Specifications >>>**

**Trays 1 and 2**

**Document Handler >>>**

**Bypass Tray**

**▶ Paper Supply >>>**

**Tray 3**

**Output Modules >>>**

**Tray 4**

**Electrical Specifications**

**▶ Optional High Capacity Feeder**

### Optional High Capacity Feeder

Capacity: 2000 sheets of 20lb bond.  
Paper Sizes: A4 LEF, 8.5" x 11" LEF, 7.25" x 10.5" LEF

Paper Weights: 17lb bond - 110lb index

Media Type: Bond; Punched; Plain; Letterhead;  
Pre-printed



## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

**Machine Specifications >>>**

**Document Handler >>>**

**Paper Supply >>>**

**▶ Output Modules >>>**

**Electrical Specifications**

**▶ Simple Catch Tray**

**Offsetting Catch Tray**

**Advanced Office Finisher**

**Professional Finisher (with Booklet Maker)**

**Light Production Finisher (with Booklet Maker)**

### Simple Catch Tray

Capacity: approximately 500 sheets of 20lb bond.

Tray Full Detection: No



## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

**Machine Specifications >>>**

**Simple Catch Tray**

**Document Handler >>>**

▶ **Offsetting Catch Tray**

**Paper Supply >>>**

**Advanced Office Finisher**

▶ **Output Modules >>>**

**Professional Finisher (with Booklet Maker)**

**Electrical Specifications**

**Light Production Finisher (with Booklet Maker)**

### Offsetting Catch Tray

Capacity: approximately 500 sheets of 20lb bond

Tray Full Detection: Yes



## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

**Machine Specifications >>>**

**Document Handler >>>**

**Paper Supply >>>**

**▶ Output Modules >>>**

**Electrical Specifications**

**Simple Catch Tray**

**Offsetting Catch Tray**

**▶ Advanced Office Finisher**

**Professional Finisher (with Booklet Maker)**

**Light Production Finisher (with Booklet Maker)**

### Advanced Office Finisher

Capacity top tray: approximately 500 sheets  
Capacity lower tray: 3000 sheets of 20lb bond  
8.5" x 11" size  
Paper Sizes: 4"x6" SEF to 12"x19" SEF  
Paper Weights: 17lb bond - 110lb index  
Stapling: 50 sheets of 24lb bond  
Staples: 5000 per cartridge  
Hole Punch: 2/4 hole or 2/3 hole punch option



## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

**Machine Specifications >>>**

**Document Handler >>>**

**Paper Supply >>>**

**▶ Output Modules >>>**

**Electrical Specifications**

**Simple Catch Tray**

**Offsetting Catch Tray**

**Advanced Office Finisher**

**▶ Professional Finisher (with Booklet Maker)**

**Light Production Finisher (with Booklet Maker)**

### **Professional Finisher (with Booklet Maker)**

Capacity top tray: approximately 500 sheets  
Capacity lower tray: 1500 sheets of 20lb bond  
8.5" x 11" size  
Paper Sizes: 4"x6" SEF to 12"x19" SEF  
Paper Weights: 17lb bond - 110lb index  
Stapling: 50 sheets of 24lb bond  
Staples: 5000 per cartridge  
Hole Punch: 2/4 hole or 2/3 hole punch option  
Booklet Making: Bi-folded booklets(5 sheets maximum), or Saddle-stitched and Center-folded booklets(15 sheets maximum)



## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

**Machine Specifications >>>**

**Document Handler >>>**

**Paper Supply >>>**

**▶ Output Modules >>>**

**Electrical Specifications**

**Simple Catch Tray**

**Offsetting Catch Tray**

**Advanced Office Finisher**

**Professional Finisher (with Booklet Maker)**

**▶ Light Production Finisher (with Booklet Maker)**

### **Light Production Finisher (with Booklet Maker)**

Capacity: 3000 Sheets of 20lb/80 gsm  
Stapling: Staples up to 100 Sheets (3 position single or dual)  
Hole Punching: 2 hole and 3 hole  
Paper Curl: Built in Bi-directional Decurler  
Booklets: Creates Booklets from 11"x17" or A4  
Folding: Optional C-fold and Z-fold capability.  
Prints on inside or outside of folded paper



## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

**Machine Specifications >>>**

**Document Handler >>>**

**Paper Supply >>>**

**Output Modules >>>**

**▶ Electrical Specifications**

### Electrical Specifications

#### **North America**

Voltage: 120 VAC plus/minus 10%  
(20 Amp outlet required)

Frequency: 50/60 Hz plus/minus 3%

Power Consumption: 2.112 KVA maximum

#### **Europe**

Voltage: 220-240 VAC plus/minus 10%

Frequency: 50/60 Hz plus/minus 3%

Power Consumption: 2.2 KVA maximum



## Interactive User Guide



**Getting Started**



**How to...**



**Tutorials**



**Maintenance**



**Troubleshooting**



**Help**



## Getting Started

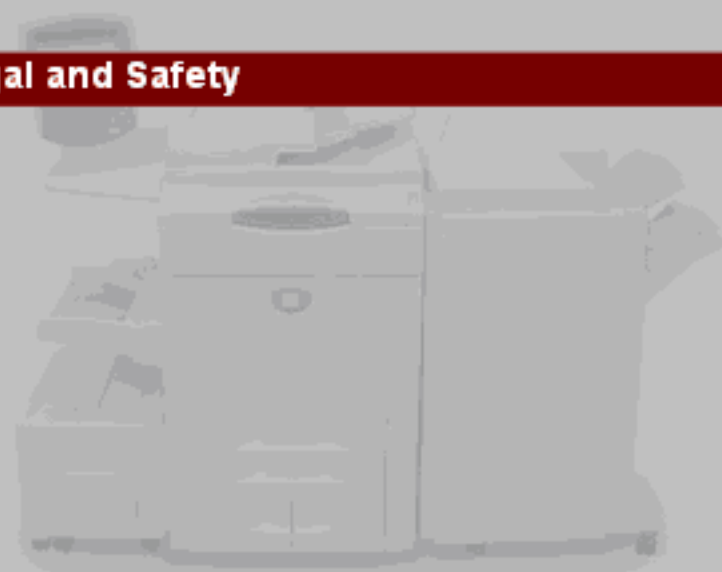
**Quick Tour**

**Machine Setup**

**Productivity**

**Specifications**

**Legal and Safety**





## Legal and Safety

These modules contain important legal and safety information. They explain the procedures you should use in order to avoid injury to yourself or damage to your machine. They also identify and explain the legal and safety regulations that apply to this machine.

To ensure you that operate the equipment safely please read these safety notes carefully before using this product.

**Introduction**

**Safety Notes**

**Regulatory Information**

**Environmental Compliance**



## Legal and Safety

These modules contain important legal and safety information.

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## Safety Notes



### Introduction

To ensure that you operate the equipment safely please read these safety notes carefully before using this product.

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

The safety and environment testing and performance of this product have been verified using Xerox materials only.

**WARNING: Any unauthorized alteration, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your authorized local dealer for more information.**



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## Legal and Safety

These modules contain important legal and safety information.

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## Safety Notes



### Introduction

**All warning** instructions marked on or supplied with the product should be followed.



This **WARNING** alerts users to areas of the product where there is the possibility of personal injury



This **WARNING** alerts users to areas of the product where there are heated surfaces, which should not be touched.



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## Legal and Safety

These modules contain important legal and safety information.

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## Safety Notes



**WARNING:** This product must be connected to a protective earth circuit.



### Electrical Supply

This product should be operated from the type of electrical supply indicated on the data plate label located on the rear cover. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.

This product is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use an earthed adapter plug to connect the product to an electrical outlet that lacks an earth connection terminal.

### Operator Accessible Areas

This equipment has been designed to provide operator access to safe areas only. Operator access to hazardous areas is restricted using covers or guards, which require a tool to enable removal. Never remove these covers or guards.



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## Legal and Safety

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## Safety Notes



**WARNING:** This product must be connected to a protective earth circuit.

hazardous areas is restricted using covers or guards, which require a tool to enable removal. Never remove these covers or guards.

### Maintenance

Any operator maintenance procedures will be described in the customer documentation supplied with the product. Do not to carry out any maintenance on this product, which is not described in the customer documentation.

### Cleaning Your Product

Before cleaning this product, unplug the product from the electrical outlet. Always use materials specifically designated for this product, the use of other materials may result in poor performance and may create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain circumstances.



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## Legal and Safety

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## Safety Notes



### **WARNING - Electrical Safety Information.**



- Use only power cord supplied with this equipment.
- Plug the power cord directly into a grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.
- This equipment is to be used on an appropriate branch circuit/electrical outlet. If this machine needs to be moved to a different location, contact a Xerox service representative or your authorized local representative or service support organization.
- Improper connection of the equipment-grounding conductor can result in electrical shock.
- Do not place this equipment where people might step on or trip on the power cord.



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## Legal and Safety

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## Safety Notes



### **WARNING - Electrical Safety Information.**

- If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet. Call an authorized local service representative to correct the problem.
  - The equipment emits unusual noise or odors.
  - The power cord is damaged or frayed.
  - A wall panel circuit breaker, fuse, or other safety device has been tripped.
  - Liquid is spilled into the copier/printer.
  - The equipment is exposed to water.
  - Any part of the equipment is damaged.

Disconnect Device : The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.



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## Legal and Safety

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## Safety Notes



### Laser Safety Information

**CAUTION: Use of controls, adjustments or performance of procedure other than those specified herein may result in hazardous light exposure.**

This product complies with safety standards and is certified as a Class 1 Laser product under the US Department of Health and Human Services (DHSS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This product does not emit hazardous laser radiation.

Since radiation emitted inside this product is completely confined within the protective housing and external covers, the laser beam cannot escape from the machine during any phase of the user operation. The Center for Devices and Radiological Health (CDRH) of the US Food and Drug Administration implemented regulations for laser products on August 1 1976. These regulations apply to laser products marketed in the United States. The label on the machine indicates compliance with CDRH regulations and must be attached to laser products marketed in the United States.

This product contains laser warning labels. These labels are intended for use by Xerox Service Representatives and are placed on or near panels or shields that require special tools for removal. Do not remove any of the panels. There are no operator serviceable areas inside these covers.



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## Legal and Safety

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## Safety Notes



### Operational Safety Information



To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times.

#### Do These:

- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.
- This equipment must be connected to a protective earth circuit. This equipment is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.
- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- Always exercise care when moving or relocating equipment. Please contact your local Xerox Service Department, or your local support organization to arrange relocation of the product to a location outside of your building.

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## Legal and Safety

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## Safety Notes



### Operational Safety Information



- This equipment should not be placed in a built-in installation unless proper ventilation is provided, please contact your Authorized local dealer for further information.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the equipment near a radiator or any other heat source.
- Never push objects of any kind into the ventilation openings.
- Never override or "cheat" any of the electrical or mechanical interlock devices.
- Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and contact your local Xerox Service Representative or Service Provider immediately.



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## Legal and Safety

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## Safety Notes



### Maintenance Information

Do not attempt any maintenance procedure that is not specifically described in the documentation that is supplied with your copier/printer.

- Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could create a dangerous condition.
- Use supplies and cleaning materials only as directed in this manual. Keep all of these materials out of the reach of children.
- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.
- Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the user manuals.



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## Legal and Safety

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## Safety Notes



### Ozone safety Information

This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Providing the correct environmental parameters as specified in the Xerox installation procedure will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada. In other markets please contact your authorized local dealer or Service Provider.



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## Safety Notes



### For Consumables

Store all consumables in accordance with the instructions given on the package or container.

- Keep all consumables away from the reach of children.
- Never throw dry ink, dry ink cartridges or dry ink containers into an open flame



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## Legal and Safety

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## Safety Notes



## Radio Frequency Emissions

### United States, Canada, Europe

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and 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.

Shielded interface cables must be used with this equipment to maintain compliance with FCC regulations



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## Legal and Safety

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## Safety Notes



### Radio Frequency Emissions

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and 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.

Shielded interface cables must be used with this equipment to maintain compliance with FCC regulations in the United States.



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## Legal and Safety

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## Safety Notes



### Product Safety Certification

This product is certified by the following Agency using the Safety standards listed.

#### Agency

Underwriters Laboratories Inc

#### Standard

UL60950-1 1st (2003) (USA)

IEC60950-1 Edition 1 (2001)

CAN/CSA-C22.2 No. 60950-1-03 (Canada)

This product has been manufactured under a registered ISO9001 Quality system.



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## Legal and Safety

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## Regulatory Information



### ICES-003

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.



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## Legal and Safety

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## Regulatory Information

### US Regulatory Information for the Fax Kit option

**Fax Send Header Requirements:** The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) The country location, telephone number identifying the machine, the header text information (business name), the send and receive behavior and dial type must be entered when installing the Embedded Fax kit option. Refer to the System Administration CD (CD1) for further information on installing Embedded Fax and the Training and Information CD (CD2) for information about the Transmit Header Print feature.

**Data Coupler Information:** This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). A label is fixed to the safety cover of the fax kit that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

A FCC compliant telephone cord and modular plug is provided with this equipment. It is designed to be


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## Legal and Safety

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## Regulatory Information



### US Regulatory Information for the Fax Kit option

To order the correct service from the local telephone company please quote the codes listed below: Facility Interface Code (FIC), Service Order Code (SOC), USOC Jack code and Ringer Equivalence Number (REN).

FIC	SOC	USOC Jack	REN
02LS2	9.0F	RJ-11C	0.3

**WARNING: Ask your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can 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.**

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone



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## Legal and Safety

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## Regulatory Information



### US Regulatory Information for the Fax Kit option

notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the Xerox Welcome Center telephone number 800-821-2797. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

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.

This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your office has specially wired alarm equipment connected to the telephone line, ensure the installation of this Xerox equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.



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## Legal and Safety

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## Regulatory Information



### Regulatory Information for RFID

This product generates 13.56 MHz using an Inductive Loop System as a Radio Frequency Identification system device (RFID). This device meets the FCC Part 15C Unlicensed Modular Transmitter Approval requirements set forth in Public Notice DA00-1407.



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## Regulatory Information



### Canadian Regulatory Information for the Fax Kit option

This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number (REN) is an indication of the maximum number of devices 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 RENs of all the devices does not exceed five. The Canadian REN value of this equipment is 0.3.

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.**



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## Legal and Safety

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## Regulatory Information



### Illegal Copying

▲ Congress, by statute, has forbidden the copying of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such copies.

- Obligations or Securities of the United States Government, such as:
  - Certificates of Indebtedness
  - Coupons from Bonds
  - Silver Certificates
  - United States Bonds
  - Federal Reserve Notes
  - Certificates of Deposit
  - National Bank currency



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## Legal and Safety

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## Regulatory Information



### Illegal Copying



- Fractional Notes
- Paper money
- Bonds and obligations of certain agencies of the government, such as FHA
- Bonds (US Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)
- Internal Revenue Stamps (If it is necessary to copy a legal document on which there is a cancelled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)
- Postage Stamps, canceled or uncanceled (For philatelic purposes, postage stamps may be photographed provided the reproduction is black and white and less than 3/4 or more than 1 1/2 times the linear dimensions of the original.)



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## Legal and Safety

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## Regulatory Information



### Illegal Copying

▲ - Stamps and other representatives of value, of whatever denomination, which may be or have been issued under any Act of Congress

- Adjusted compensation Certificates for veterans of the World Wars
- Obligations or Securities of any Auxiliary government, bank, or corporation
- Copyrighted material (unless permission of the copyright owner has been obtained or the copying falls within the "fair use" or library reproduction provisions of the copyright law). Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, DC 20559 (circular R21)
- Certificates of Citizenship or Naturalization. (Auxiliary naturalization certificates may be photographed.)
- Passports (Auxiliary passports may be photographed.)
- Immigration papers



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## Legal and Safety

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## Regulatory Information



### Illegal Copying

- Registrant's dependency status
- Registrant's court record
- Registrant's previous military service
- Registrant's physical or mental condition

*NOTE: Exception: US Army and Navy discharge certificates may be photographed.*

- Badges, identification cards, passes or insignias carried by military or Naval personnel, or by members of the various Federal Departments and Bureaus, such as the FBI and Treasury (unless the photograph is ordered by the head of such Department or Bureau)

**CAUTION: Copying of the following is also prohibited in certain states: automobile licences, driver's licenses, and automobile Certificates of Title. This list is not all-inclusive. In case of doubt, consult your attorney.**



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## Legal and Safety

These modules contain important legal and safety information.

When you have completed the topic select the [Previous Menu] button below to return to the Legal and Safety Menu.

Enter a key word.

Search

## Environmental Compliance



### USA ENERGY STAR



As an ENERGY STAR partner, Xerox Corporation has determined that (the basic configuration of) this product meets the ENERGY STAR guidelines for energy efficiency.

The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks.

The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory to enter a "low power" state and/or shut off completely after a specified period of use. These energy-saving features can reduce product energy consumption in half when compared to conventional equipment.



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## Legal and Safety

These modules contain important legal and safety information.

When you have completed the topic select the [Previous Menu] button below to return to the Legal and Safety Menu.

Enter a key word.

Search

## Environmental Compliance



### Canada Environmental Choice



Terra Choice Environmental Serviced, Inc. of Canada has verified that this product conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact to the environment.

As a participant in the Environmental Choice program, Xerox Corporation has determined that this product meets the Environmental Choice guidelines for energy efficiency.

Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice has more than 1600 approved products and 140 licensees. Xerox has been a leader in offering EcoLogo approved products.



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## Legal and Safety

These modules contain important legal and safety information.

When you have completed the topic select the [Previous Menu] button below to return to the Legal and Safety Menu.

Enter a key word. 

**Search**

## Environmental Compliance



### Product Recycling and Disposal

If you are managing the disposal of your Xerox product, please note that the product contains lamp(s) with mercury, and may contain lead, Perchlorate and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: <http://www.eiae.org/>.

Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see <http://www.dtsc.ca.gov/hazardouswaste/perchlorate/>

### Waste Electrical and Electronic Equipment ([www.xerox.com/weee](http://www.xerox.com/weee))



#### European Union

Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal please contact your local dealer or Xerox representative for end of life take back information.

#### North America

Xerox operates a worldwide equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit <http://www.xerox.com/environment>.

#### Other Countries

Please contact your local waste authorities and request disposal guidance.



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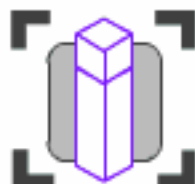
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## Interactive User Guide



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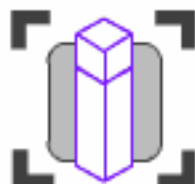
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## Interactive User Guide



**Getting Started**



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## Copy

This procedure explains how to complete the copy job you described.

Select the NEXT button to move to the next step.

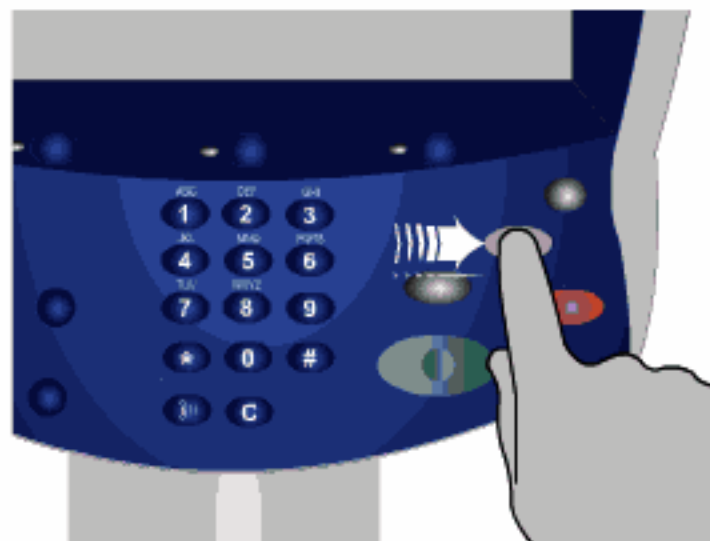
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Print



Before you start any job always make sure that you cancel any selections made by a previous user by pressing the AC (Clear All) button.



## Copy

This procedure explains how to complete the copy job you described.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Print



Remove any staples and paper clips from your documents and ensure that the documents are all the same size and in a good condition.





## Copy

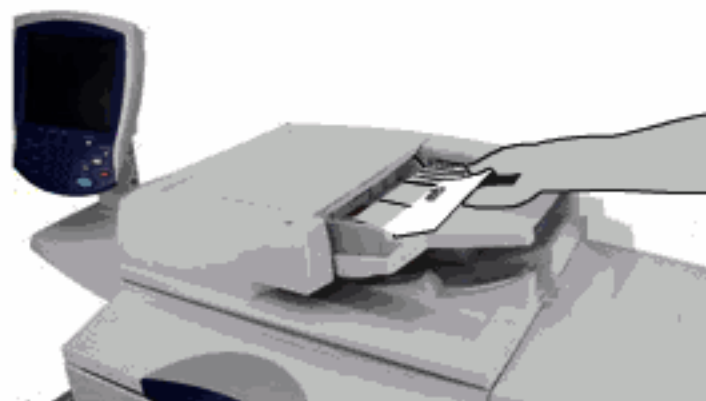
This procedure explains how to complete the copy job you described.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Loading your document



Load the documents in the Document Handler long edge feed and in order (1,2,3...) with page 1 face up on top.

Slide the document guides against the front and rear edges of the documents.





## Copy

This procedure explains how to complete the copy job you described.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Making your selections



Print



Select the **Collated** button if it is not already selected.





## Copy

This procedure explains how to complete the copy job you described.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Making your selections



Print



Select the **1 > 1 Sided** button if it is not already selected.





## Copy

This procedure explains how to complete the copy job you described.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Making your selections



Select the **100%** button if it is not already selected.



## Copy

This procedure explains how to complete the copy job you described.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Making your selections



Print



Select either **Tray 4** or **Tray 3** containing 8.5"x11" portrait paper.





## Copy

This procedure explains how to complete the copy job you described.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Making your selections



Select the number of copies you require on the keypad and then press the **Start** button.





## Copy

This procedure explains how to complete the copy job you described.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Collecting your copies



Print



Your job will be delivered to the finisher output tray.

That completes the procedure. You can:

Review this procedure by using the **Skip Back** button above.

Print this procedure by selecting the **Print** button above.

Create a new procedure by selecting the **Previous Menu** button.



## Interactive User Guide



**Getting Started**



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## How to...

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**Fax**

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Load Paper and Media

Maintain your Product



## Fax

These modules will show you how to use the fax features of the machine. The how to will produce step by step instructions for most of the fax jobs you may have.

Your machine can have either Server Fax or Embedded Fax. At your machine, select the **Fax** mode. If the screen shows the **Superfine** Resolution option, as shown below, you have the Embedded Fax operating on your machine. Select the appropriate fax mode shown below, to continue.

**Fax (Server)**

**Fax (Embedded)**





## Server Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Print



Before you start any job always make sure that you cancel any selections made by a previous user by pressing the AC (Clear All) button.





## Server Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Print



Remove any staples and paper clips from your documents and ensure that the documents are all the same size and in a good condition.





## Server Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Loading your document



Print



Load the documents in the Document Handler long edge feed and in order (1,2,3...) with page 1 face up on top.

Slide the document guides against the front and rear edges of the documents.







## Server Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Preparation



Print



Select the **Fax** tab. You may have to select the **All Services** icon, then the **Fax** icon.

fax0\_1







## Server Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Preparation



Print



Select the **Fax** tab. You may have to select the **All Services** icon, then the **Fax** icon.

fax0\_1



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## Server Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



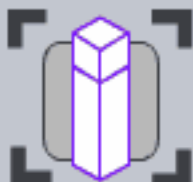
Print



The **Fax** tab will be displayed.

fax0\_1





## Server Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting the destination



Print



Touch the **Fax Number** field and type in the number of the receiving fax machine using the number keys on the keypad. The number will appear in the window indicated. Then add the number to the **Recipient List** by pressing the **Add** button.

You can add several numbers to the Recipient List in this way.

fax4\_1





## Server Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

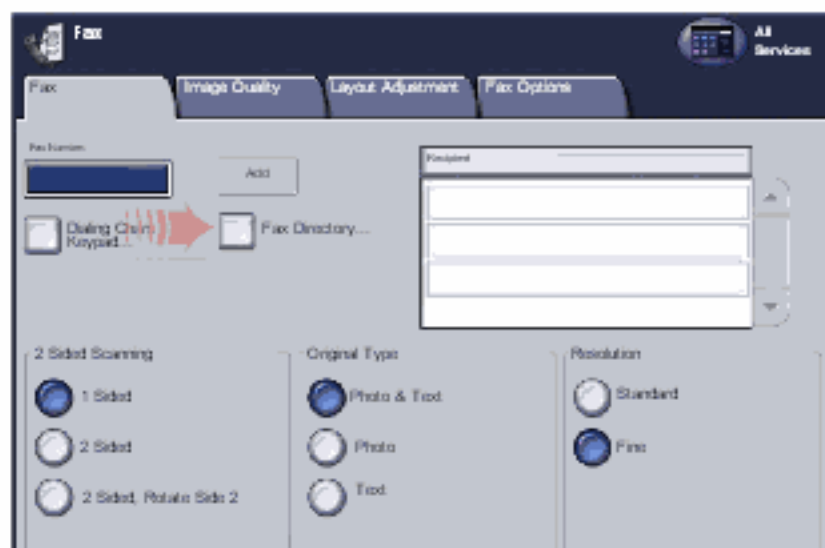
Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Selecting the destination



Print



Or... Select the **Fax Directory** button...

fax4\_1





## Server Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Selecting the destination



Print



Number	Fax Number
1	5001212
2	
3	
4	
5	
6	
7	

Or... Select the **Fax Directory** button... and select a number from the directory, then select the **Add** button. You can add several numbers to the Recipient List in this way. When you have selected all the numbers you need, select **Close**.

fax4\_1





## Server Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

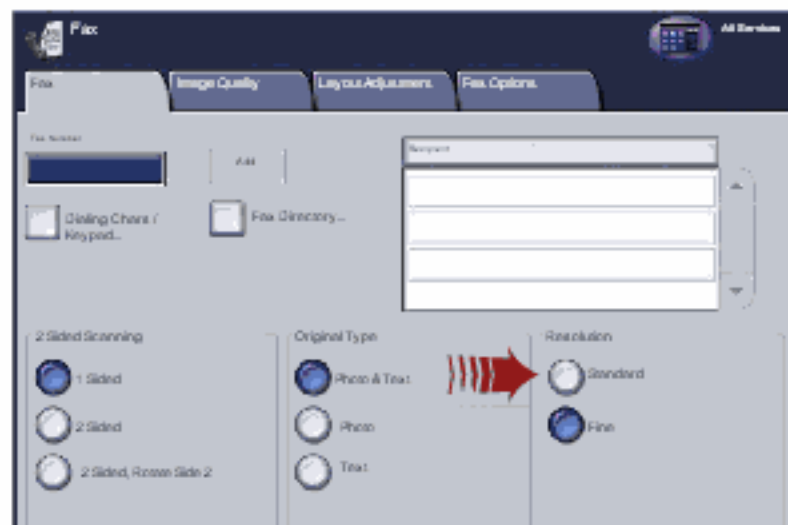
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Image adjustment selections



Print



If your document is normal, that is, it contains mostly text, we would recommend that you use the **Standard** resolution setting as this will produce a smaller file size and will transmit more quickly.

fax7\_1





## Server Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

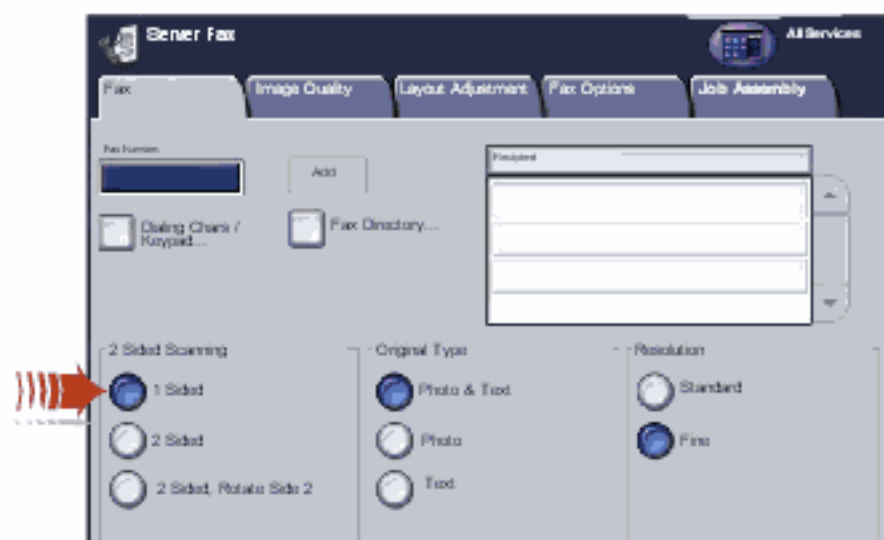
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Image adjustment selections



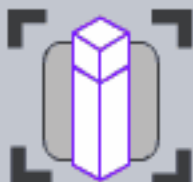
Print



The **2 Sided Scanning** default is **1 Sided** as shown on the screen. If **1 Sided** is not displayed, select the **1 Sided** button.

fax6\_1





## Server Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

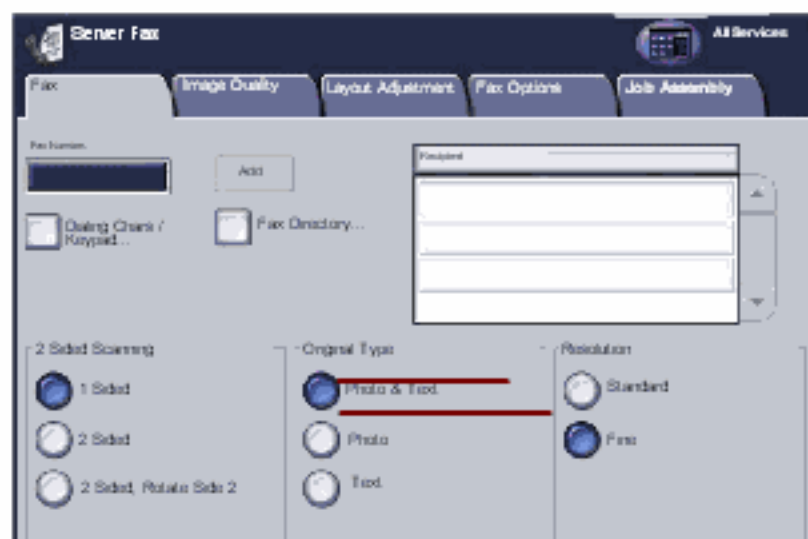
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Image adjustment selections



Print

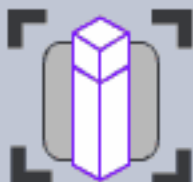


If your document has a combination of photos and text, you do not need to change the **Original Type** setting. This setting produces the best quality for documents containing photographs, text and line art. It is appropriate for the majority of your jobs.

fax5\_1







## Server Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Setting the output format



Print



You can choose to send your fax immediately or delay the send until off peak phone charges apply. To send your fax at a later time, select the **Fax Options** tab, then touch **Delay Start**.

fax8\_1



## Server Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Setting the output format



Print



The screenshot shows a 'Delay Start' screen with a dark blue background. At the top, there is a 'Delay Start' title and two buttons: 'Undo' and 'Save'. Below the title, there are two radio buttons: 'Off' (unselected) and 'Specific Time' (selected). To the right of the radio buttons are two columns of controls for 'Hours' and 'Minutes'. Each column has a '1--12' label, a numeric input field (showing '03' for hours and '30' for minutes), and up/down arrow buttons. Below these controls, it says 'Current time is 15:42'. On the far right, there are two radio buttons for 'AM' (selected) and 'PM'.

Select **Specific Time** and input the time you want your fax to be sent, then select **Save**.





## Server Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Sending your job



Print



When you have made all your selections, press the **Start** button.

fax9\_1





## Server Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Sending your job



Print



A minute or two after the machine has finished scanning your documents, a report (if the report function is enabled) will be produced containing details of the job and telling you if the job succeeded or failed.

If the job was successful, the fax will have been sent to the selected destination.

If the job failed, the reason for the failure will be given in Job Status Details.

That completes the procedure. You can:

Review this procedure by using the **Skip Back** button above.

Print this procedure by selecting the **Print** button above.

Create a new procedure by selecting the **Previous Menu** button.



fax11\_1





## Embedded Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Print



Before you start any job always make sure that you cancel any selections made by a previous user by pressing the AC (Clear All) button.





## Embedded Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Remove any staples and paper clips from your documents and ensure that the documents are all the same size and in a good condition.



## Embedded Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

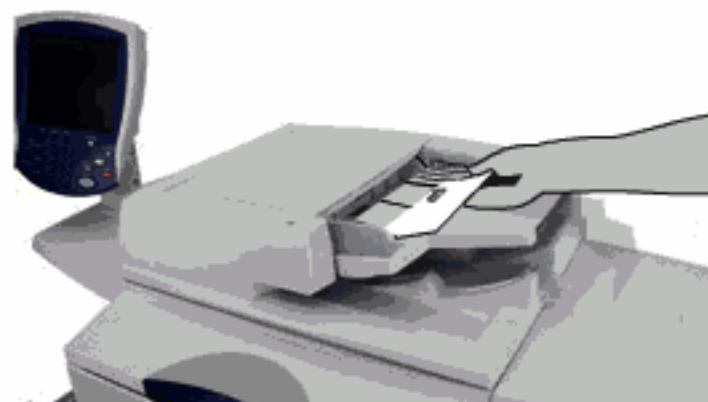
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Loading your document



Print



Load the documents in the Document Handler long edge feed and in order (1,2,3...) with page 1 face up on top.

Slide the document guides against the front and rear edges of the documents.





## Embedded Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Preparation



Print



Select the **Services** button to display the Services selection screens.

efax0\_1







## Embedded Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

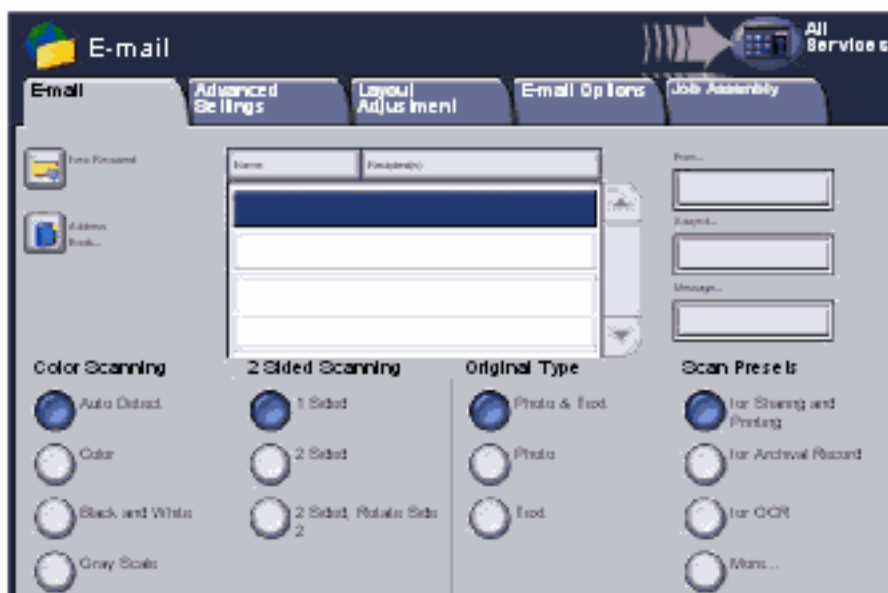
Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Preparation



Print



Select the **Fax** tab. You may have to select the **All Services** icon, then the **Fax** icon.

efax0\_1





## Embedded Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Preparation



Print



Select the **Fax** tab. You may have to select the **All Services** icon, then the **Fax** icon.

efax0\_1





## Embedded Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Print



The **Fax** tab will be displayed.

efax0\_1





## Embedded Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

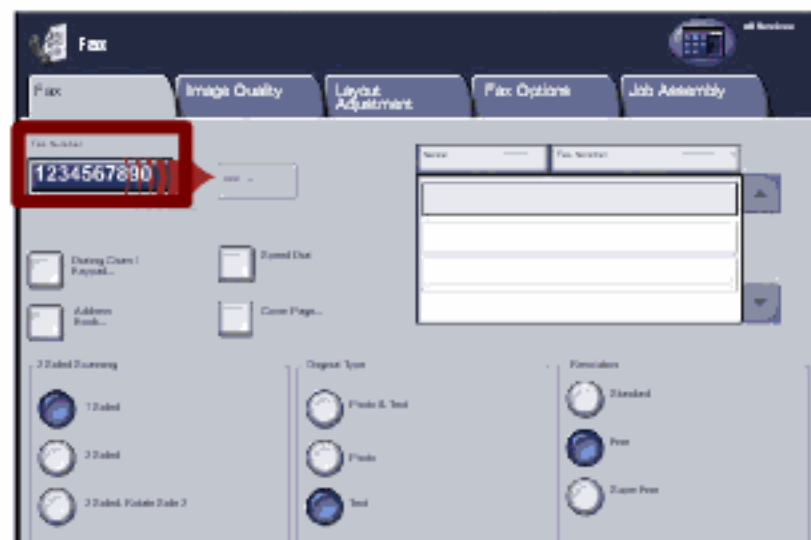
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting the destination



Print



Touch the **Fax Number** field and type in the number of the receiving fax machine using the number keys on the keypad. The number will appear in the window indicated. Then add the number to the **Recipient List** by pressing the **Add** button.

You can add several numbers to the Recipient List in this way.

efax4\_1



## Embedded Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting the destination



Print



If you want to send your fax to several fax machines or select a number or name from an Address Book, select the **Address Book** button.

efax4\_1





## Embedded Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Selecting the destination



Print



Speed Dial	Name	Fax Number
001	John Doe	989-1111
002		989-2222
003	Steve Hall	989-3333
004		11
005		22
006		33
007		44
8008		11111111
8009		222222

From the Address Book screen you can either input individual numbers, select from the individual or group directories, or use the speed dial directory. Each time you select a number touch the **Add** button. When you have chosen all the numbers you require, select **Close**.

efax4\_1



## Embedded Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Image adjustment selections



If your document is normal, that is, it contains mostly text, we would recommend that you use the **Standard** resolution setting as this will produce a smaller file size and will transmit more quickly.

efax7\_1





## Embedded Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Image adjustment selections



Print



The **2 Sided Scanning** default is **1 Sided** as shown on the screen. If **1 Sided** is not displayed, select the **1 Sided** button.

efax6\_1





## Embedded Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Image adjustment selections



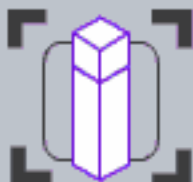
Print



If your document has a combination of photos and text, you do not need to change the **Original Type** setting. This setting produces the best quality for documents containing photographs, text and line art. It is appropriate for the majority of your jobs.

efax5\_1





## Embedded Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

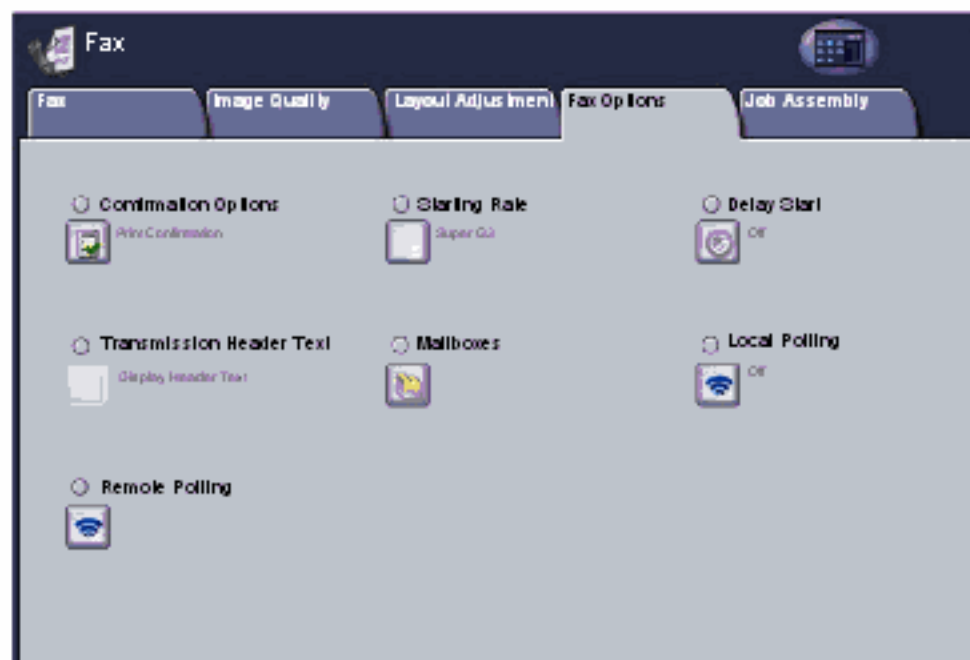
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Setting the output format



Print



There are numerous fax send options that can be accessed from the **Image Quality** tab, the **Layout Adjustment** tab, and the **Fax Options** tab. There are too many to mention here but if you would like more information refer to the Embedded Fax tutorial.

efax8\_1



## Embedded Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Sending your job



Print



When you have made all your selections, press the **Start** button.

fax9\_1





## Embedded Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Sending your job



Print



A minute or two after the machine has finished scanning your documents, a report (if the report function is enabled) will be produced containing details of the job and telling you if the job succeeded or failed.

If the job was successful, the fax will have been sent to the selected destination.

If the job failed, the reason for the failure will be given in Job Status Details.

That completes the procedure. You can:

Review this procedure by using the **Skip Back** button above.

Print this procedure by selecting the **Print** button above.

Create a new procedure by selecting the **Previous Menu** button.



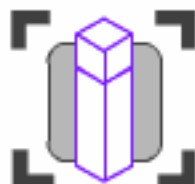
fax11\_1



## Interactive User Guide



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**How to...**

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Load Paper and Media

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## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

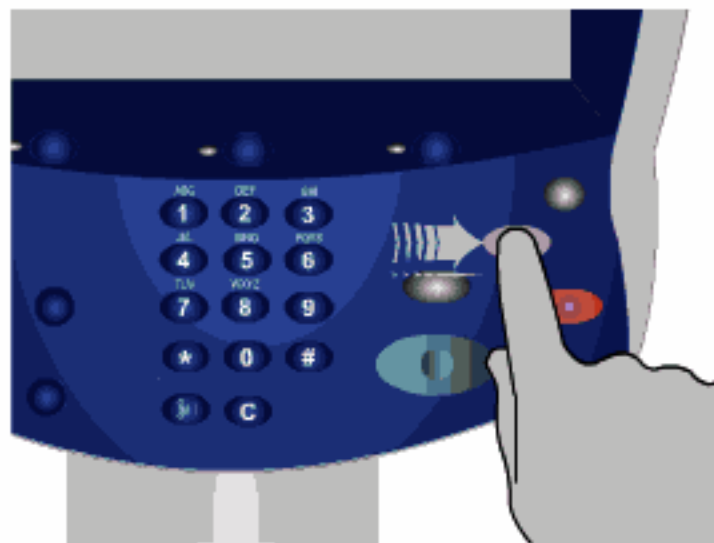
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Print



Before you start any job always make sure that you cancel any selections made by a previous user by pressing the AC (Clear All) button.





## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Preparation



Print



Remove any staples and paper clips from your documents and ensure that the documents are all the same size and in a good condition.





## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

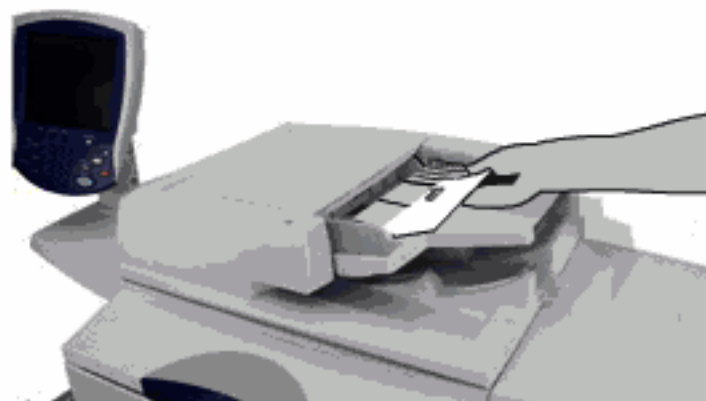
Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Loading your document



Print



Load the documents in the Document Handler long edge feed and in order (1,2,3...) with page 1 face up on top.

Slide the document guides against the front and rear edges of the documents.







## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Preparation



Print



Select the **Services** button to display the Services selection screens.

fax0\_2

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## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

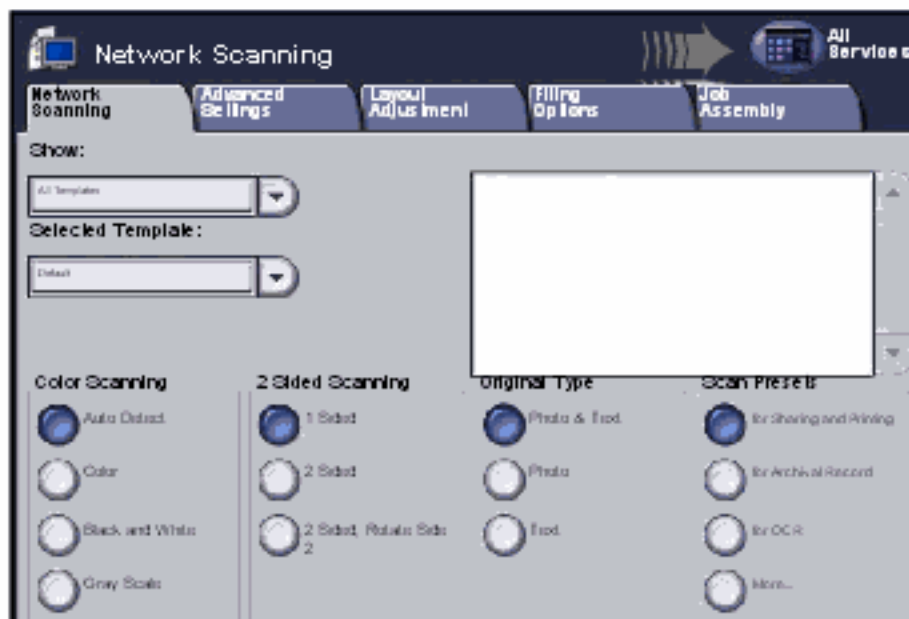
Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Preparation



Print



Select the **Internet Fax** tab. You may have to select the **All Services** icon, then the **Internet Fax** icon.

fax0\_2





## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Preparation



Print



Select the **Internet Fax** tab. You may have to select the **All Services** icon, then the **Internet Fax** icon.

fax0\_2

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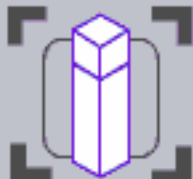
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## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Print



The Internet Fax tab will be displayed.

fax0\_2





## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Selecting the destination



Print



Select the **New Recipient** button.

fax4\_2



## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Selecting the destination



Print



You can;

- 1 - input the full internet address of the receiving internet fax machine using the keyboard on the screen, or
- 2 - find the address in the Address Book by touching the **Search for Name** button.

fax4\_2

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## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

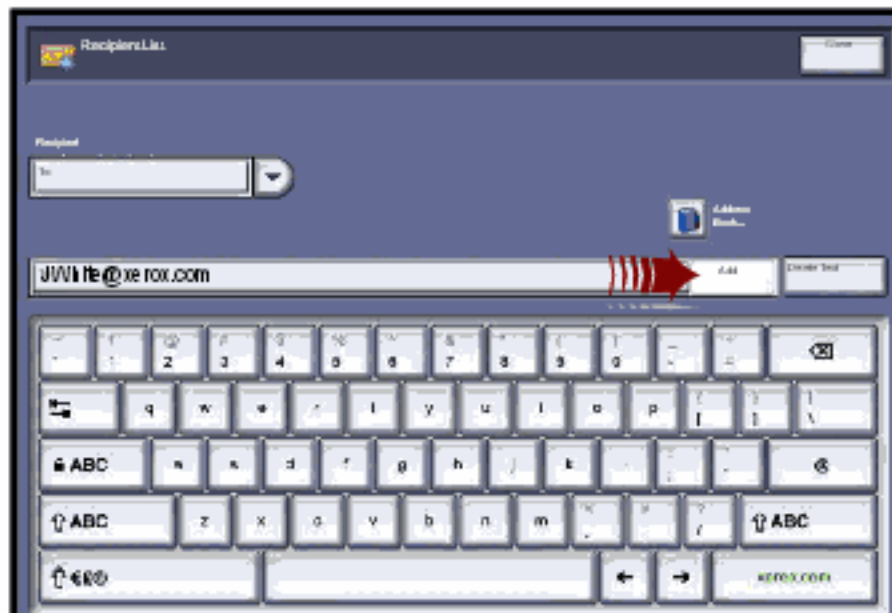
Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Selecting the destination



Print



After you enter the address, touch the **Add** button to add the name to the Recipient List.

For further information about using address books, refer to Tutorials ...Entering an e-mail address...Address books.

fax4\_2





## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Selecting the destination



Print



You can also add a subject to your fax by touching the **Subject...** field.

fax4\_2







## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Image adjustment selections



Print



Select the **Color Scanning** option for your fax. You can choose from Color, Black & White, or Grayscale.

fax5\_5





## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Image adjustment selections



Print



The screenshot shows the 'Internet Fax' software interface. At the top, there are tabs for 'Internet Fax', 'Advanced Settings', 'Layout Adjustment', 'Internet Fax Options', and 'Job Assembly'. The 'Internet Fax' tab is active. Below the tabs, there are sections for 'New Recipient' (with 'Name' and 'Phone' fields), 'Address Books' (with a list of entries), and 'From:' (with an email address field). Below these are three main sections for image adjustments:

- Color Scanning:**
  - Color
  - Black and White
  - Gray Scale
- 2 Sided Scanning:**
  - 1 Sided
  - 2 Sided
  - 2 Sided, Rotate Side 2
- Original Type:**
  - Photo & Text
  - Photo
  - Text

If your document has a combination of photos and text, you do not need to change the **Original Type** setting. This setting produces the best quality for documents containing photographs, text and line art. It is appropriate for the majority of your jobs.

fax5\_5





## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Image adjustment selections



Print



The screenshot shows the 'Internet Fax' software interface. At the top, there are tabs for 'Internet Fax', 'Advanced Settings', 'Layout Adjustment', 'Internet Fax Options', and 'Job Assembly'. The 'Layout Adjustment' tab is active. On the left, there are sections for 'New Recipient' and 'Address Books'. The main area contains three sections: 'Color Scanning' with options for Color, Black and White, and Gray Scale; '2 Sided Scanning' with options for 1 Sided, 2 Sided, and 2 Sided, Rotate Side 2; and 'Original Type' with options for Photo & Text, Photo, and Text. The '1 Sided' option under '2 Sided Scanning' is selected, and the '2 Sided Scanning' section is highlighted with a red line.

The **2 Sided Scanning** default is 1 Sided as shown on the screen. If 1 Sided is not displayed, select the **1 Sided** button.

ifax6\_4





## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Image adjustment selections



Print



Select the **Advanced Settings** tab.





## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Image adjustment selections



Print



Select the **Quality / File Size** button.

ifax7\_5





## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

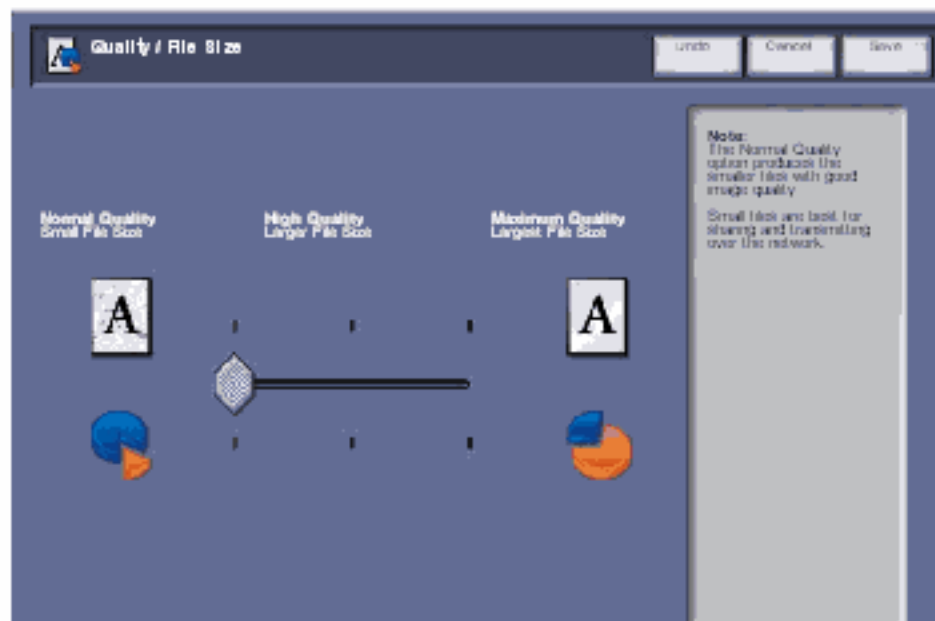
Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Image adjustment selections



Print



Select the **Quality/File Size** setting that you require for your job, then select **Save**. The **Normal** option produces smaller files with good image quality.

ifax7\_5





## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Setting the output format



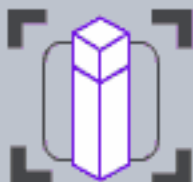
Print



The screenshot shows the 'Internet Fax' software interface. At the top, there are several tabs: 'Internet Fax', 'Advanced Settings', 'Layout Adjustments', 'Internet Fax Options' (which is highlighted with a red arrow), and 'Job Assembly'. Below the tabs, there are sections for 'New Recipient' (with Name and Phone fields), 'Address Books' (with a list of entries), and 'Color Scanning' (with radio buttons for Color, Black and White, and Gray Scale). The '2 Sided Scanning' section has radio buttons for 1 Sided, 2 Sided, and 2 Sided, Rotate Side 2. The 'Original Type' section has radio buttons for Photo & Text, Photo, and Text. A 'Print' button is visible at the top right of the interface.

Select the **Internet Fax Options** tab.





## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

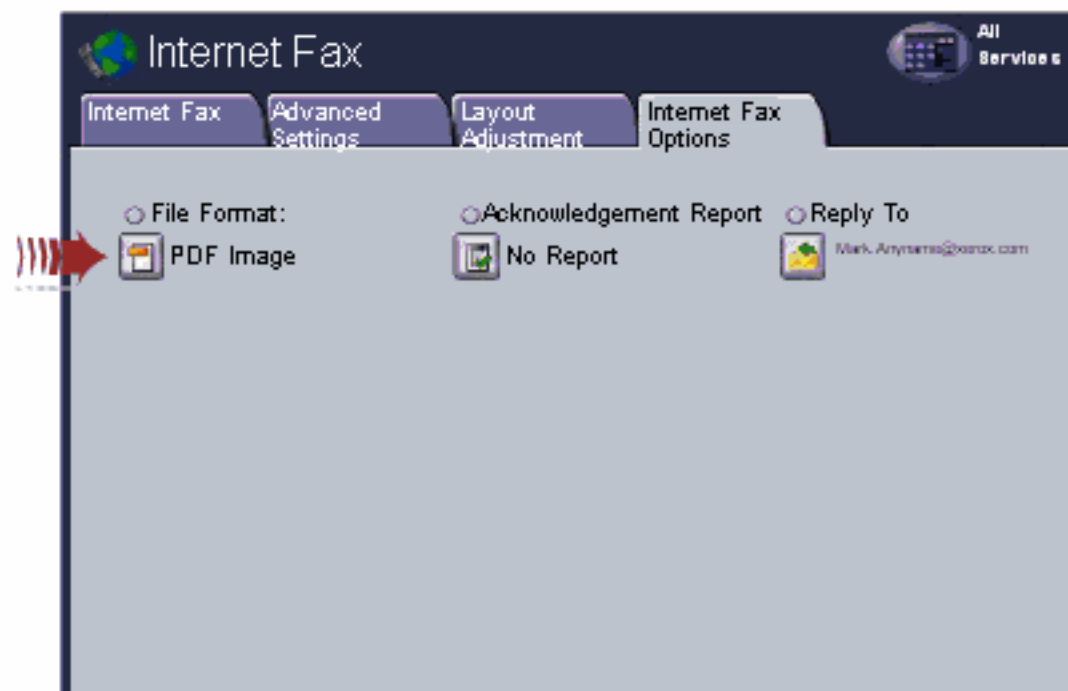
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Setting the output format



Print



Select the **File Format** button to select the scanned file format.

fax6\_2







## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Setting the output format



Print



There are two different file formats:

- mTIFF** - Produces a multi-page Tagged Image File Format (.TIF) file with one or more images per file.
- PDF Images** - Produces an image-only Portable Document Format (.PDF) file with one or more pages.

When you have made your choice, select **Save**.

fax6\_2





## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Sending your job



Print



When you have made all your selections, press the **Start** button.

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## Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Sending your job



Print



A minute or two after the machine has finished scanning your documents, a report (if the report function is enabled) will be produced containing details of the job and telling you if the job succeeded or failed.

If the job was successful, the fax will have been sent to the selected destination.

If the job failed, the reason for the failure will be given in Job Status Details.

That completes the procedure. You can:

Review this procedure by using the **Skip Back** button above.

Print this procedure by selecting the **Print** button above.

Create a new procedure by selecting the **Previous Menu** button.



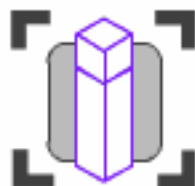
fax1.1\_1



## Interactive User Guide



**Getting Started**



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## How to...

Copy

Fax

Internet Fax

**Network Scan**

E-Mail

Print

Load Paper and Media

Maintain your Product



## How to Network Scan

These modules will show how to use the Network Scanning feature. The how to will produce step by step instructions for most of the network scanning jobs you may have. Prior to using the Network Scanning feature you may need to create a scan template.

[Create a Network Scanning Template](#)

[How to Network Scan](#)




## Network Scan

This How To explains how to create a new Scanning Template.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word. 

**Search**

## Create a Network Scanning template



Print



If a repository has not been created for scan templates ask your System Administrator to create one before you use this procedure.

Access the Centerware Internet Services web site for your machine.

If you do not know how to access this web site click [here](#).



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## Network Scan

This How To explains how to create a new Scanning Template.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word. ▶

## Access Internet Services



Print



### Configuration Report TCP/IP Settings

TCP/IP Enabled:	Enabled
Host Name:	MPStest
IP Address:	XX.XXX.XX.XXX
Broadcast Address:	XX.XXX.XXX.X
Subnet Mask:	XXX.XXX.XX.X
Default Gateway:	XX.XXX.XX.XXX
Interface:	ethernet
Automatic Addressing:	None

To access the Internet Services web site you will need the IP address of your machine. The IP address is printed on the machine configuration report.

[Click here if you do not know how to print a Configuration Report](#) or select the Next button to continue.

Access Remote UI



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## Printing a configuration report



Print



To print a configuration report select the **Machine Status** button.

cnfgrep

## Network Scan

This How To explains how to create a new Scanning Template.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

Enter a key word. ▶




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## Printing a configuration report



Print



**Machine Status**

Machine Information | **Faults** | Supplies | Billing Information | Tools

**General Information**

Customer Support:  
www.xerox.com  
1234567890

Machine Serial Number:  
KUM4-00000202

Current System Software:  
001.000001.000001

IP Address:  
10.123.131.45

Paper Tray Status

Print Reports

Select the **Print Reports** button on the **Machine Information** tab.

## Network Scan

This How To explains how to create a new Scanning Template.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

Enter a key word.

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## Network Scan

This How To explains how to create a new Scanning Template.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

  
**Search**

## Printing a configuration report



A message will confirm that the report is being printed and the report will be delivered to the output tray.

cnfgrep



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## Network Scan

This How To explains how to create a new Scanning Template.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

## Access Internet Services



Print



At your workstation open your web browser and type the IP address of the machine into the Address (URL) field and press **Enter**.

The Internet Services home page will appear. You may wish to add this site to your browser favorites so that you can access it in the future.



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## Network Scan

This How To explains how to create a new Scanning Template.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word. 

**Search**

## Create a Network Scanning template



Print



1. Select the **Scan** tab.



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## Network Scan

This How To explains how to create a new Scanning Template.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word. 

Search

## Create a Network Scanning template



Print



1. Select the **Scan** tab.
2. A list of existing template names will be displayed on the left of the screen and the **New Distribution Template** form will be displayed.  
Click the **Create New Template** link, then type in the name you want for the new template. The description and owners name is optional. Select **Add** when you have completed these fields.



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## Network Scan

This How To explains how to create a new Scanning Template.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Create a Network Scanning template



Print



1. Select the **Scan** tab.
2. A list of existing template names will be displayed on the left of the screen and the **New Distribution Template** form will be displayed.  
Click the **Create New Template** link, then type in the name you want for the new template. The description and owners name is optional. Select **Add** when you have completed these fields.
3. The default template details will be displayed. Each of the following options can be edited to meet your scanning requirements:
  - File Options
  - Document Management Fields
  - Network Scanning
  - Advanced Settings
  - Layout Adjustment
  - Filing Options
  - Report Options
  - Network Scanning Image Settings
  - Compression Capabilities.

Enter a key word.

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## Network Scanning

This procedure explains how to complete the network scanning job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Print



Before you start any job always make sure that you cancel any selections made by a previous user by pressing the AC (Clear All) button.





## Network Scanning

This procedure explains how to complete the network scanning job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Print



Remove any staples and paper clips from your documents and ensure that the documents are all the same size and in a good condition.





## Network Scanning

This procedure explains how to complete the network scanning job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Loading your document



Print



Load the documents in the Document Handler long edge feed and in order (1,2,3...) with page 1 face up on top.

Slide the document guides against the front and rear edges of the documents.





## Network Scanning

This procedure explains how to complete the network scanning job you selected in the how to.

Select the **NEXT** button to move to the next step.

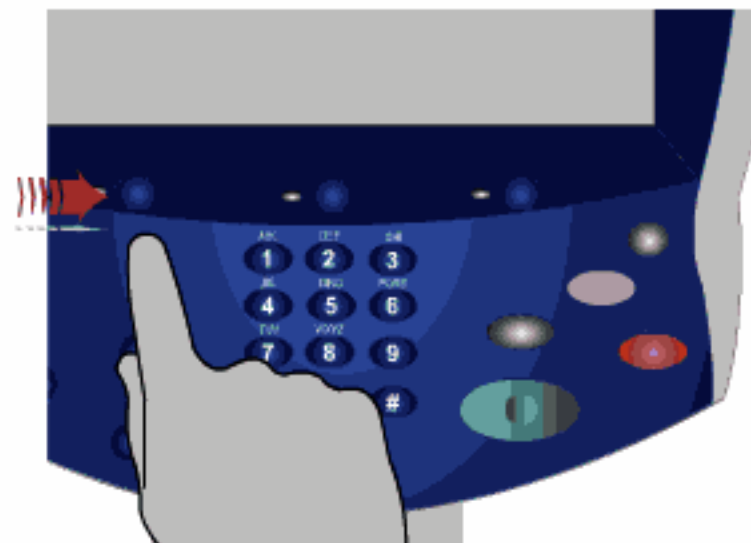
Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Preparation



Print



Select the **Services** button to display the Services selection screens.





## Network Scanning

This procedure explains how to complete the network scanning job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Print



Select the **Network Scanning** tab. You may have to select the **All Services** icon, then the **Network Scanning** icon.





## Network Scanning

This procedure explains how to complete the network scanning job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Print



Select the **Network Scanning** tab. You may have to select the **All Services** icon, then the **Network Scanning** icon.





## Network Scanning

This procedure explains how to complete the network scanning job you selected in the how to.

Select the NEXT button to move to the next step.

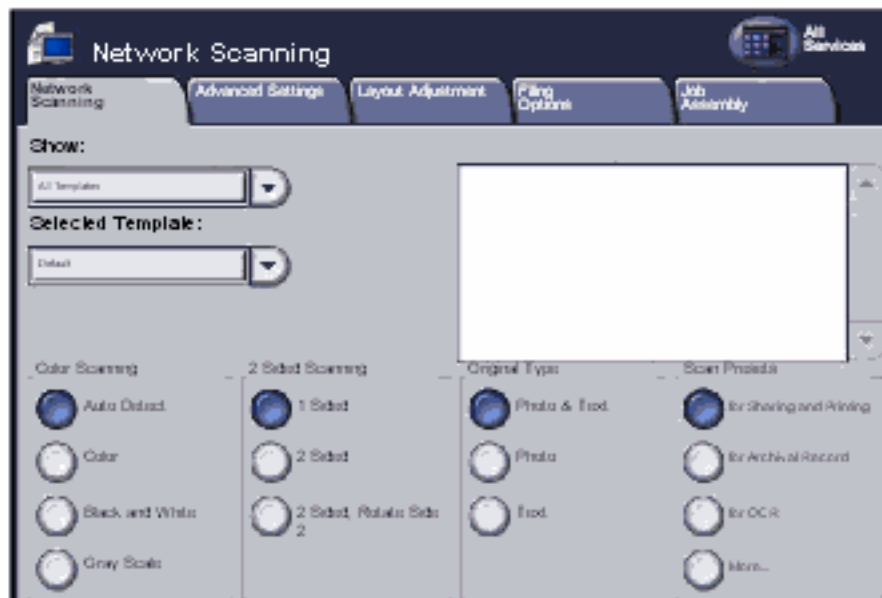
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation

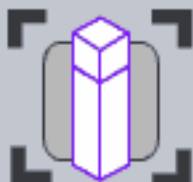


Print



The Network Scanning tab will be displayed. The **Show** field allows you to display **All Templates**, only **Local Templates**, or only **Network Templates**.





## Network Scanning

This procedure explains how to complete the network scanning job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting the destination



Print



Select the **Scan Template** you want to use from the **Selected Template** list. Use the scroll buttons to move through the list.

If you need to make a new template, exit this "How to" and select the "How to create a new scan template".

If you want to find out more about scan templates, go to the scan tutorials and select "Templates".

scan4\_1





## Network Scanning

This procedure explains how to complete the network scanning job you selected in the how to.

Select the NEXT button to move to the next step.

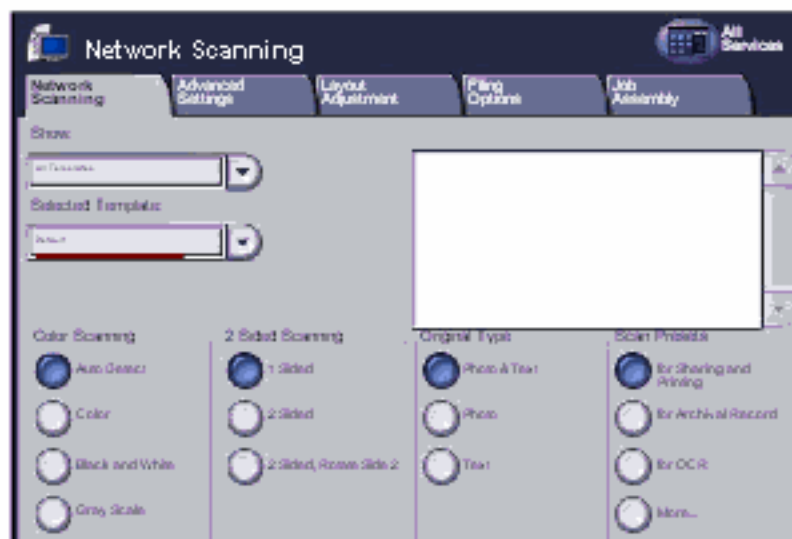
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting the destination



Print



The friendly name of the scan template you have selected is shown on the screen. Other parameters of the template can be changed to suit your specific documents as follows...

scan4\_1







## Network Scanning

This procedure explains how to complete the network scanning job you selected in the how to.

Select the NEXT button to move to the next step.

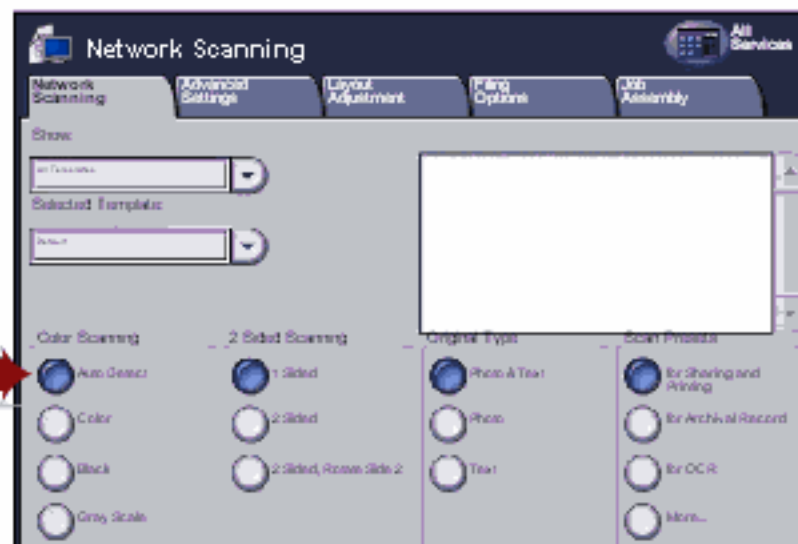
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Image adjustment selections



Print



Select the **Color Scanning** option for your scan. You can choose from Auto Detect, Color, Black & White, or Grayscale.

scan5\_1



## Network Scanning

This procedure explains how to complete the network scanning job you selected in the how to.

Select the NEXT button to move to the next step.

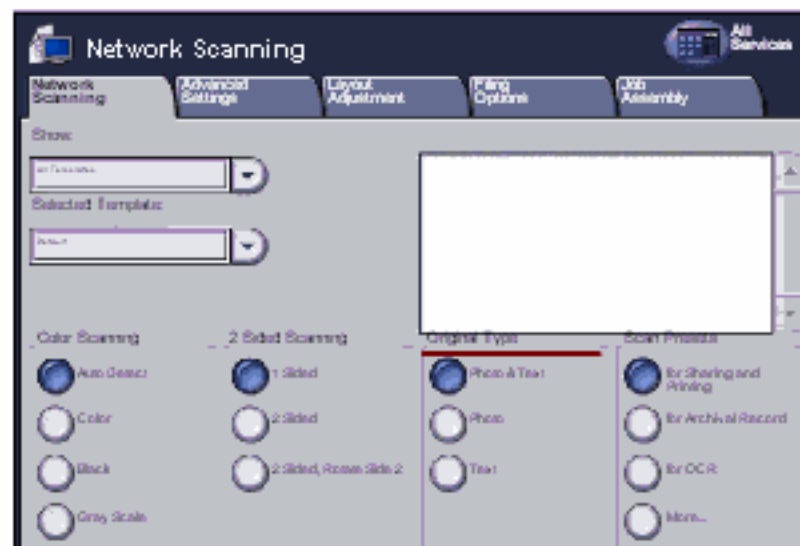
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Image adjustment selections



Print



If your document has a combination of photos and text, you do not need to change the **Original Type** setting. This setting produces the best quality for documents containing photographs, text and line art. It is appropriate for the majority of your jobs.

scan5\_1





## Network Scanning

This procedure explains how to complete the network scanning job you selected in the how to.

Select the NEXT button to move to the next step.

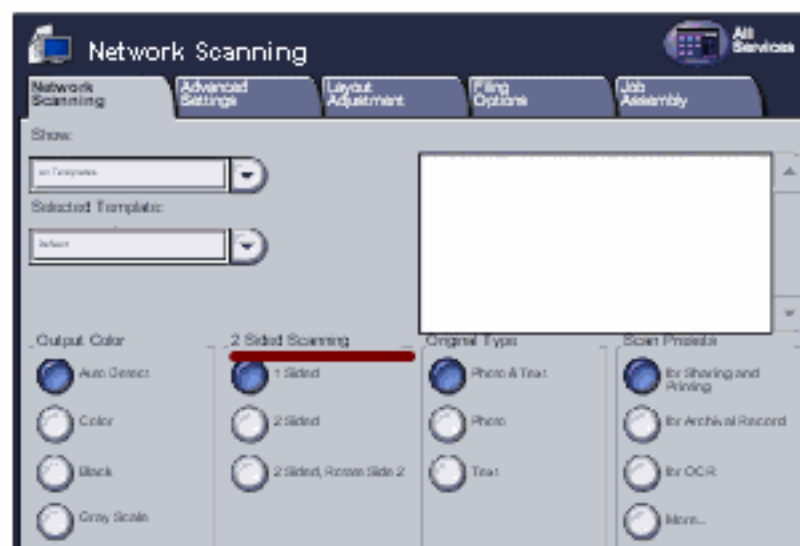
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Image adjustment selections



Print



The **2 Sided Scanning** default is 1 Sided as shown on the screen. If 1 Sided is not displayed, select the **1 Sided** button.

scan6\_1





## Network Scanning

This procedure explains how to complete the network scanning job you selected in the how to.

Select the NEXT button to move to the next step.

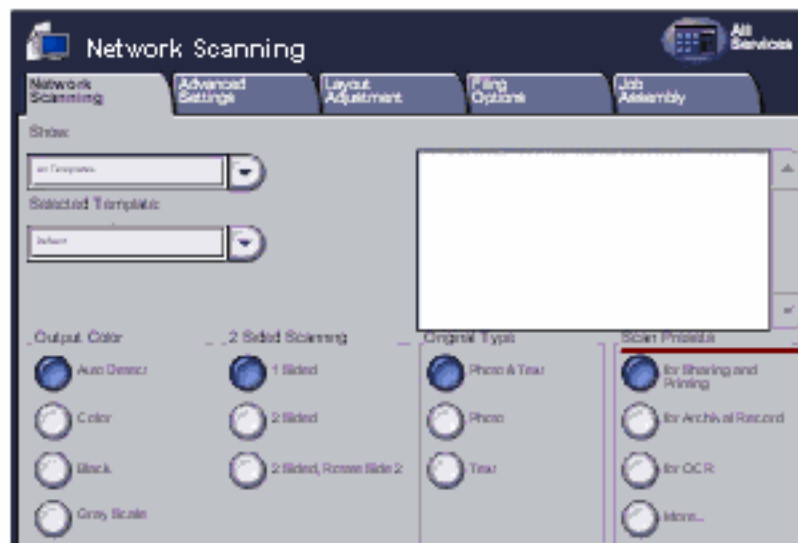
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Image adjustment selections



Print



The **Scan Presets** set the resolution, quality and file size and background suppression options.

The **for Sharing & Printing** preset gives the optimum settings for scanned images that are shared across a network and printed. This setting delivers a small file size with normal image quality and is appropriate for the majority of your jobs.

scan7\_1





## Network Scanning

This procedure explains how to complete the network scanning job you selected in the how to.

Select the NEXT button to move to the next step.

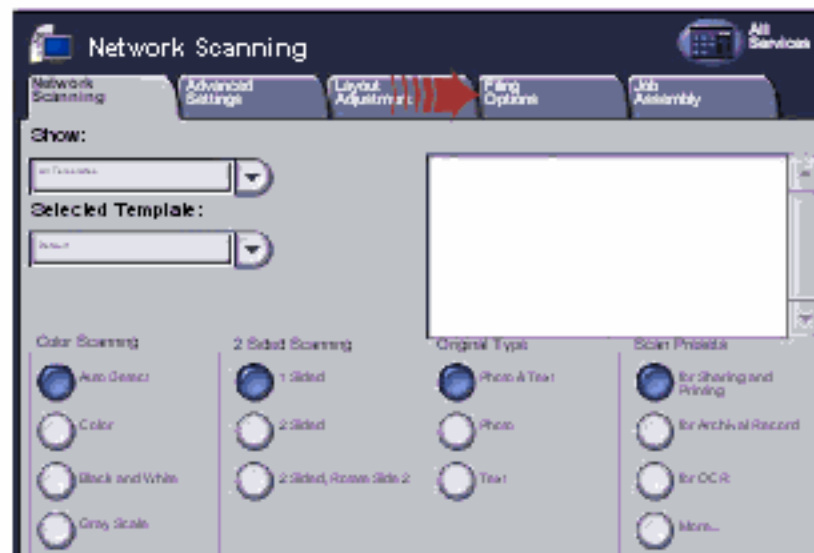
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Setting the output format



Print



Select the **Filing Options** tab.

scan8\_1





## Network Scanning

This procedure explains how to complete the network scanning job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Setting the output format



Print



Select the **File Format** button to select the scanned file format.

scan8\_1





## Network Scanning

This procedure explains how to complete the network scanning job you selected in the how to.

Select the NEXT button to move to the next step.

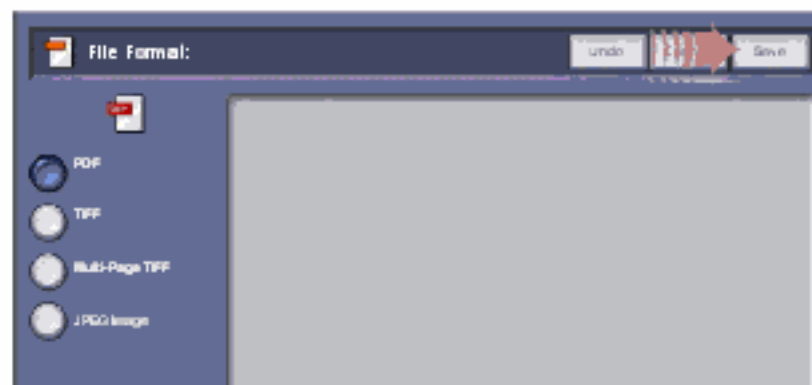
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Setting the output format



Print



There are 6 different file formats:

**TIFF** - Select this format to produce one TIFF file for each scanned page of your document.

**Multi-TIFF** - Choose this Multi-page TIFF format to create a single TIFF File for all of the scanned pages of your document.

**PDF Images** - This selection will produce a PDF (Portable Document Format) file for all of the scanned pages of your document.

**JPEG** - Select this format to produce a standard JPEG file with one image per file.

**PDF/A** - Creates a Portable Document Format document with one or more pages. This format conforms to the PDF Archival Standard.

**XPS** - Creates an XML Paper Specification document with one or more pages. Best suited for electronic sharing and printing documents containing text and photos.

When you have made your choice, select Save.

scan8\_1



## Network Scanning

This procedure explains how to complete the network scanning job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Sending your job



Print



When you have made all your selections, press the **Start** button.

scan9\_1







## Network Scanning

This procedure explains how to complete the network scanning job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Sending your job



Print



If requested in the template, a report will be produced after the machine has finished scanning your documents. The report contains details of the job and tells you if the job succeeded or failed. If the job was successful, the files will have been sent to the selected destination. If the job failed, the reason for the failure will be given in Job Status Details.

That completes the procedure. You can:

Review this procedure by using the **Skip Back** button above.

Print this procedure by selecting the **Print** button above.

Create a new procedure by selecting the **Previous Menu** button.



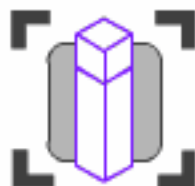
scan11\_1



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## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the NEXT button to move to the next step.

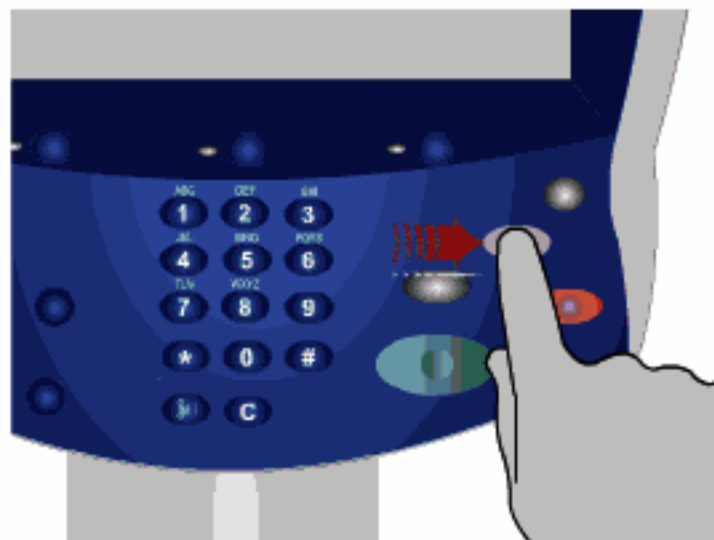
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Print



Before you start any job always make sure that you cancel any selections made by a previous user by pressing the AC (Clear All) button.





## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Print



Remove any staples and paper clips from your documents and ensure that the documents are all the same size and in a good condition.





## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Loading your document



Print



Load the documents in the Document Handler long edge feed and in order (1,2,3...) with page 1 face up on top.

Slide the document guides against the front and rear edges of the documents.





## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Preparation



Print



Select the **Services** button to display the Services selection screens.





## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the **NEXT** button to move to the next step.

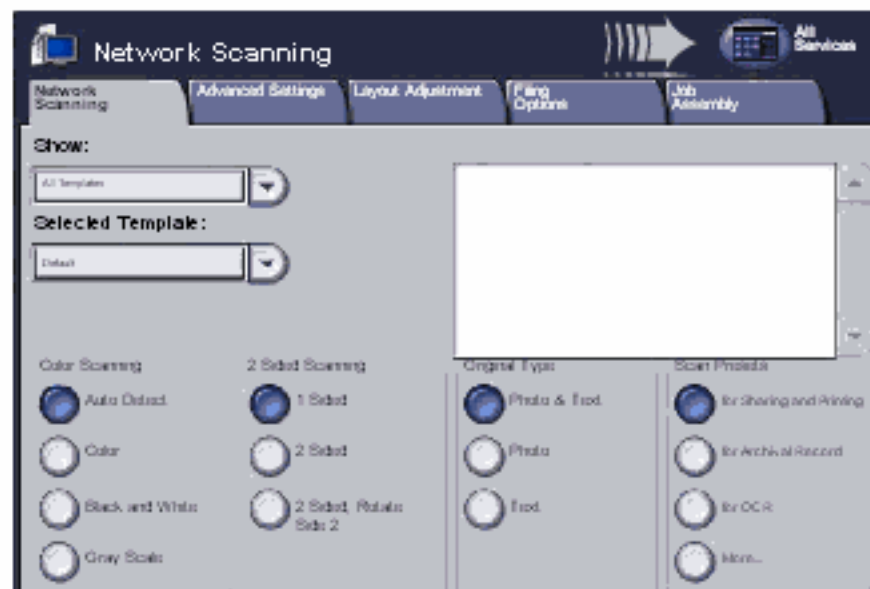
Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Preparation



Print



Select the **E-mail** icon. You may have to touch the **All Services** icon first.





## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Print



Select the **E-mail** icon. You may have to touch the **All Services** icon first.







## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Preparation



Print



The E-mail tab will be displayed.





## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting the destination



Print



NOTE: The From address will either be the E-mail address of the machine or your E-mail address if Authentication is enabled. You may or may not be able to change this address depending on the E-mail settings made by your System Administrator.

To change the From address, touch the **From...** field on the E-mail tab.

scan4\_2



## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting the destination



Print



Input your E-mail address using the keyboard on the screen and then select **Save**.

scan4\_2



## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the NEXT button to move to the next step.

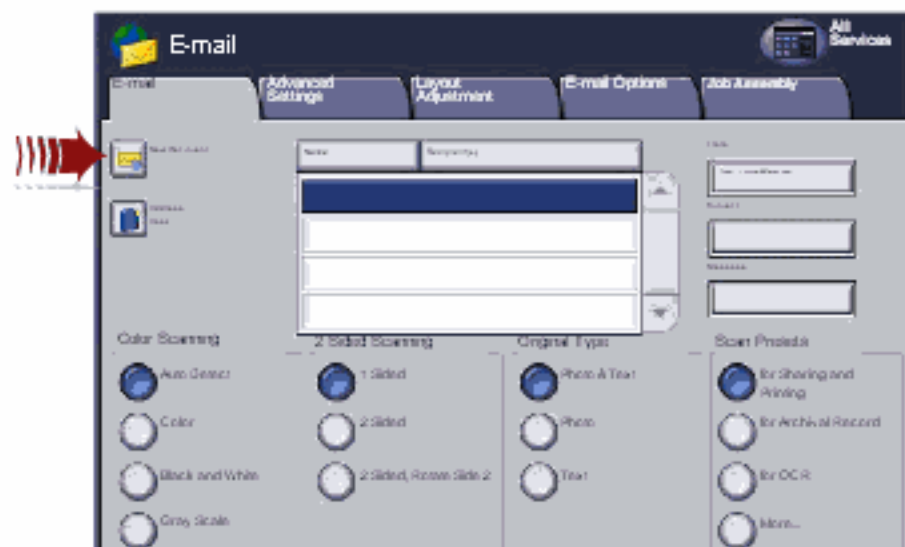
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting the destination



Print



Select the **New Recipient** button.





## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Selecting the destination



Print



You can;

- 1 - input the full E-mail address of the recipient using the keyboard as you have just seen, or
- 2 - get the E-mail address from the Address Book by inputting the name or part of the name of the recipient, depending on how the address book is set up, and selecting **Search**.

scan4\_2



## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the NEXT button to move to the next step.

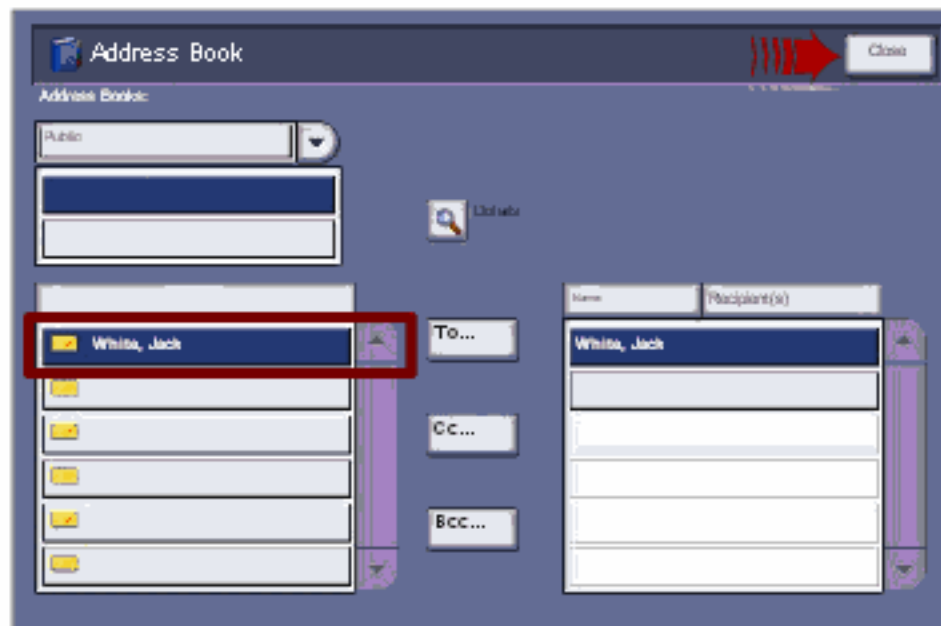
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting the destination



Print



Choose the recipient from the list. Select **To:** to add the name to your recipient list. When all the required recipients have been added to your recipient list, select the **Close** button.

For further information about using address books refer to the Tutorial ...Scan - Entering an e-mail Address - Address books.

scan4\_2



## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting the destination



Print



In a similar way you can also copy this E-mail to other recipients by selecting **CC...** or **BCC...**.

You can also add a subject to your E-mail using the **Subject...** field.

scan4\_2



## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Image adjustment selections



Print



Select the **Color Scanning** option for your scan. You can choose from Auto Detect, Color, Black & White, or Grayscale.

scan5\_5





## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the NEXT button to move to the next step.

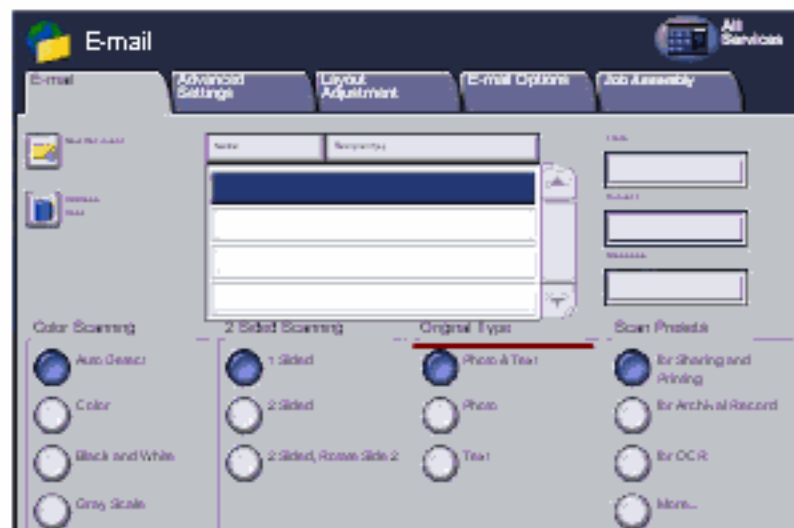
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Image adjustment selections



Print



If your document has a combination of photos and text, you do not need to change the **Original Type** setting. This setting produces the best quality for documents containing photographs, text and line art. It is appropriate for the majority of your jobs.

scan5\_5



## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Image adjustment selections



Print



The **2 Sided Scanning** default is 1 Sided as shown on the screen. If 1 Sided is not displayed, select the **1 Sided** button.

scan6\_4



## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Image adjustment selections



Print



The **Scan Presets** set the resolution, quality and file size and background suppression options.

The **for Sharing & Printing** preset gives the optimum settings for scanned images that are shared across a network and printed. This setting delivers a small file size with normal image quality and is appropriate for the majority of your jobs.

scan7\_5



## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Setting the output format



Print



Select the **E-mail Options** tab.

scan8\_2





## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Setting the output format



Print



Select the **File Format** button to select the scanned file format.

scan8\_2



## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the NEXT button to move to the next step.

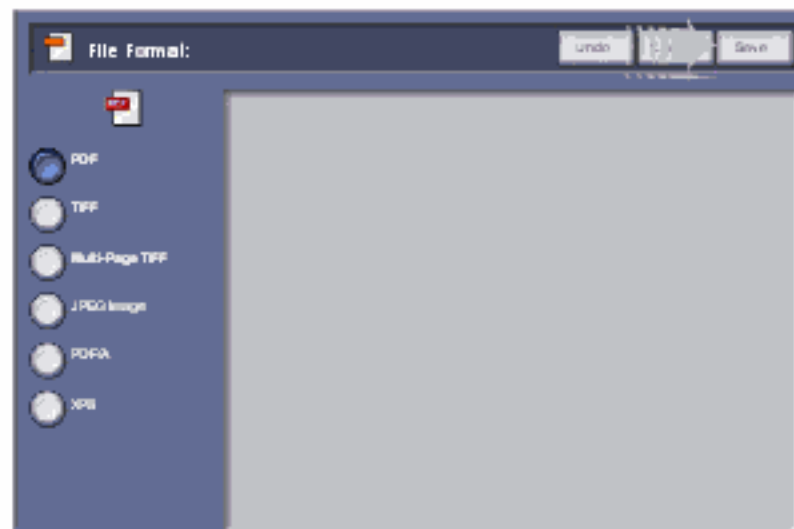
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Setting the output format



Print



There are 6 different file formats:

**TIFF** - Select this format to produce one TIFF file for each scanned page of your document.

**m TIFF** - Choose this Multi-page TIFF format to create a single TIFF file for all of the scanned pages of your document.

**PDF Images** - This selection will produce a PDF (Portable Document Format) file for all of the scanned pages of your document.

**JPEG** - Select this format to produce a standard JPEG file with one image per file.

**PDF/A** - Creates a Portable Document Format document with one or more pages. This format conforms to the PDF Archival Standard.

**XPS** - Creates an XML Paper Specification document with one or more pages. Best suited for electronic sharing and printing documents containing text and photos.

When you have made your choice, select Save.

scan8\_2





## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Sending your job



Print



When you have made all your selections, press the **Start** button.

scan9\_1

Search



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## E-mail

This procedure explains how to complete the E-mail job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Sending your job



Print



If the job was successful, the files will have been sent to the selected destination. If the job failed, the reason for the failure will be given in Job Status Details.

That completes the procedure. You can:

Review this procedure by using the **Skip Back** button above.

Print this procedure by selecting the **Print** button above.

Create a new procedure by selecting the **Previous Menu** button.



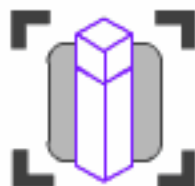
em11\_1



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## Printing

This procedure explains how to complete the print job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

This procedure will demonstrate how to print the job you have selected on a WorkCenter 7675 using the Xerox WorkCenter 7675 PS print driver in Enhanced UI mode as an example. There are numerous types of print drivers for this machine. They are different in design but most are set up and function in a similar way. If you are using a different print driver to the one shown here and you cannot find the feature you need, use the Help feature in the print driver for assistance.





## Printing

This procedure explains how to complete the print job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting the printer



Print



**Print** [?] [X]

Printer  
 Name: **Xerox DC 490/480/470/460 PS3** Properties

Status: Ready  
 Type: Xerox DC 490/480/470/460 PS  
 Where: LPT3  
 Comment:  Print to file

Print Range  
 All  
 Pages from 1 to  
 Selection

Copies  
 Number of copies:   
 Collate

OK Cancel

When you select **Print** from the **File** menu of your application a print dialogue box like this one will be displayed.

Select your machine from the **Printer** list. The default name of the printer is Xerox WorkCenter 7675 PS but your System Administrator may have customized the name to help you locate the machine. If you are unsure, ask your System Administrator.

print0\_1



## Printing

This procedure explains how to complete the print job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting the printer



Print



**Print** [?] [X]

Printer: \_\_\_\_\_

Name: Xerox DC 490/480/470/460 PS3 [Properties]

Status: DP XXX 123 BDUS  
HP YYY 987 hedb

Type: Xerox WorkCentre 7675 PS  
Xerox 123 DC 876 F2

Where: \_\_\_\_\_

Comment: \_\_\_\_\_  Print to file

Print Range:  All  Pages from 1 to   Selection

Copies: Number of copies:

Collate

1 2 3

[OK] [Cancel]

When you select **Print** from the **File** menu of your application a print dialogue box like this one will be displayed.

Select your machine from the **Printer** list. The default name of the printer is Xerox WorkCenter 7675 PS but your System Administrator may have customized the name to help you locate the machine. If you are unsure, ask your System Administrator.

print0\_1





## Printing

This procedure explains how to complete the print job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting the printer



Print



**Print** [?] [X]

Printer: \_\_\_\_\_

Name:

Status: Ready

Type: Xerox WorkCentre 7675 PS

Where: LPT3

Comment:  Print to file

Print Range:  All  Pages from  to   Selection

Copies: Number of copies:

Collate

When you select **Print** from the **File** menu of your application a print dialogue box like this one will be displayed.

Select your machine from the **Printer** list. The default name of the printer is Xerox WorkCenter 7675 PS but your System Administrator may have customized the name to help you locate the machine. If you are unsure, ask your System Administrator.

print0\_1





## Printing

This procedure explains how to complete the print job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Selecting printing properties



Print



**Print** [?] [X]

Printer  
 Name: Xerox WorkCentre 7675 PS [Properties]  
 Status: Ready  
 Type: Xerox WorkCentre 7675 PS  
 Where: LPT3  
 Comment:  Print to file

Print Range  
 All  
 Pages from 1 to   
 Selection

Copies  
 Number of copies:

Collate

[OK] [Cancel]

Select the number of prints or sets of prints you require and then select **OK**. Your job will now be sent to the printer.



## Printing

This procedure explains how to complete the print job you selected in the how to.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

## Collecting your copies



Print



Your job will be delivered to the output tray.

That completes the procedure. You can:

Review this procedure by using the **Skip Back** button above.

Print this procedure by selecting the **Print** button above.

Create a new procedure by selecting the **Previous Menu** button.



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**Load Paper and Media**

Maintain your Product





## Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

**Loading paper trays 1 and 2**

**Loading paper trays 3 and 4**

**Loading paper in the bypass tray**

**Loading paper in the High Capacity Feeder**



## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

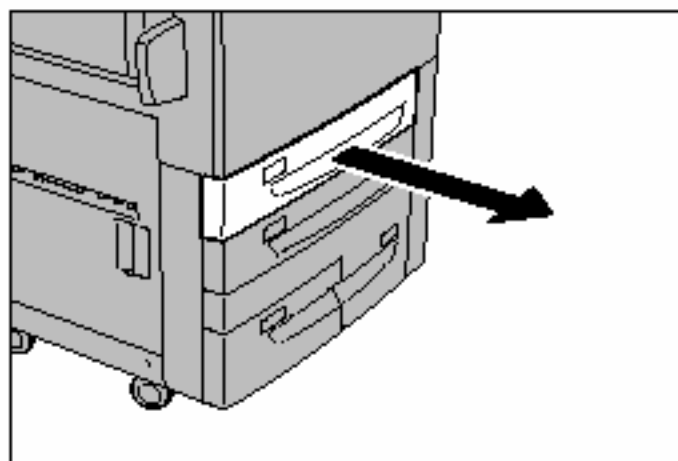
Enter a key word.

Search

## Loading paper trays 1 and 2



Print



Trays 1 and 2 can accommodate 500 sheets of 20lb from 8.5"x5.5" to 11"x17" paper in a variety of different media stock.

The following procedure shows you how to load Tray 1 with 8.5"x11" paper.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

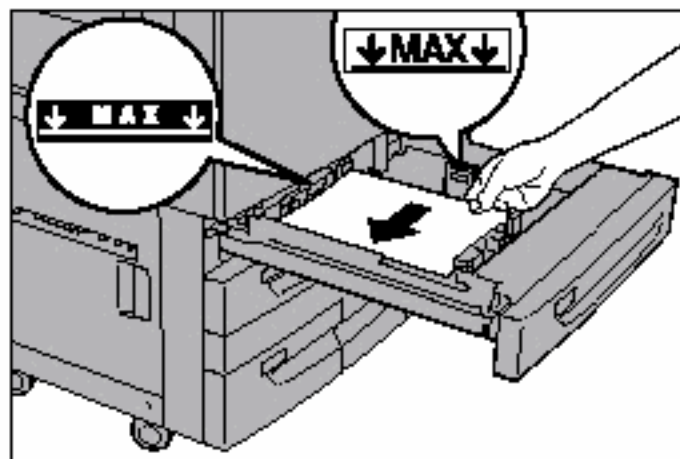
Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

## Loading paper trays 1 and 2



Print



Fan the sheets before loading them into the tray. Register the stack of paper against the left side of the tray. Paper must not be loaded above the maximum fill line.

Move the right guide to touch the paper stack.

Move the front and rear guides to just touch the edges of the paper stack.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

Enter a key word.

Search

## Loading paper trays 1 and 2



Print



The tray settings are displayed on the touch screen. If the tray settings are correct, select the **Confirm** button. Alternatively change the paper type or color by selecting the **Change Description** button on the touch screen.

That completes the procedure for loading the paper tray.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

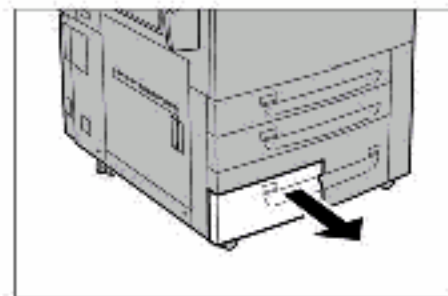
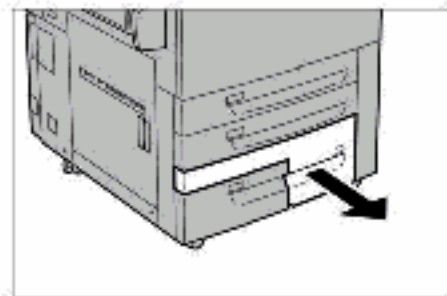
Enter a key word.

Search

## Loading paper trays 3 and 4



Print



Trays 3 and 4 can contain 8.5"x11", A4, or 7.25" x 10.5" long edge feed paper only. Tray 3 can take 870 sheets of 20lb bond paper. While Tray 4 can take 1140 sheets of 20lb bond paper.

Both trays are loaded in the same way. The following procedure shows you how to load Tray 3.



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1/3



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

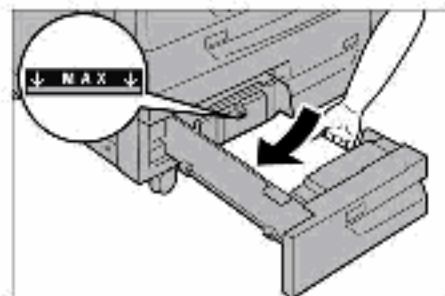
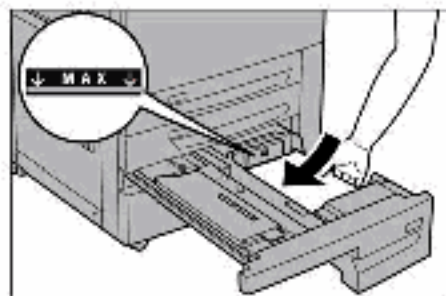
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

## Loading paper trays 3 and 4



Place the paper tightly against the left-hand side of the tray.

**Paper must not be loaded above the maximum fill line.**

Gently close the paper tray.

On closing the tray the elevator raises the paper stack ready for use.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

## Loading paper trays 3 and 4



Print



The tray settings are displayed on the touch screen. If the tray settings are correct, select the **Confirm** button. Alternatively change the paper type or color by selecting the **Change Description** button on the touch screen.

That completes the procedure for loading the paper tray.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

## Loading the bypass tray



Print



The bypass tray can hold up to 250 sheets of 20lb, from 4.0"x6.0" to 13"x19" paper in a variety of different media stock.

This procedure shows you how to load transparencies into the bypass tray.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

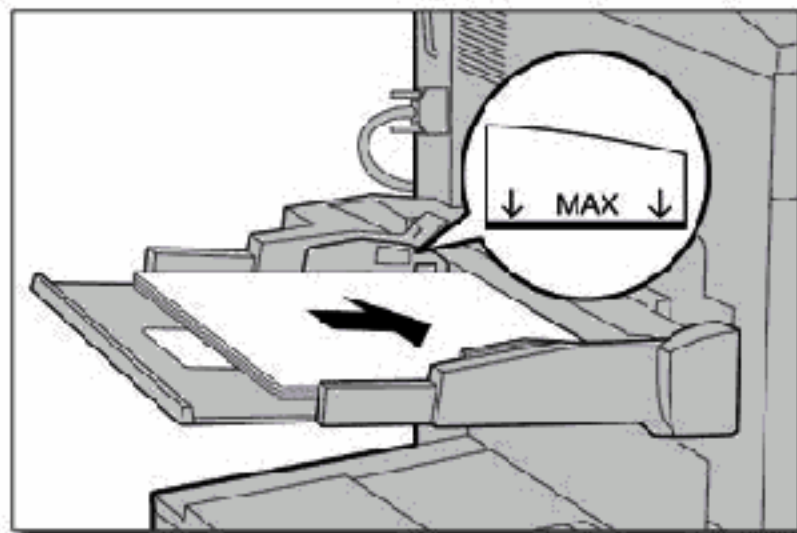
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

  
**Search**

## Loading the bypass tray



Register the stack of paper or media against the front right hand corner of the tray. The paper or media must not be loaded above the maximum fill line.

Move the front and rear guides to just touch the edges of the stack.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

## Loading the bypass tray



Print



Paper Settings
Confirm

### Bypass Tray

**Paper Type**

- Plain Paper
- Onited
- Labels
- Pre-printed

**Paper Size**

- 8.5x11"
- 11x17"
- 8.5 x 14
- 8.5x5.5"

**Paper Color**

- White
- Blue
- Green
- Pink

The paper settings are displayed on the touch screen. If the paper settings are correct, select the **Confirm** button. Alternatively change the paper size, type, or color by selecting the appropriate button on the touch screen.

That completes the procedure for loading the paper tray.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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Glossary

## Loading the High Capacity Feeder



Print



The HCF can hold up to 2000 sheets of 8.5" x 11" 20lb bond.

This procedure shows you how to load paper into the High Capacity Feeder.



## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

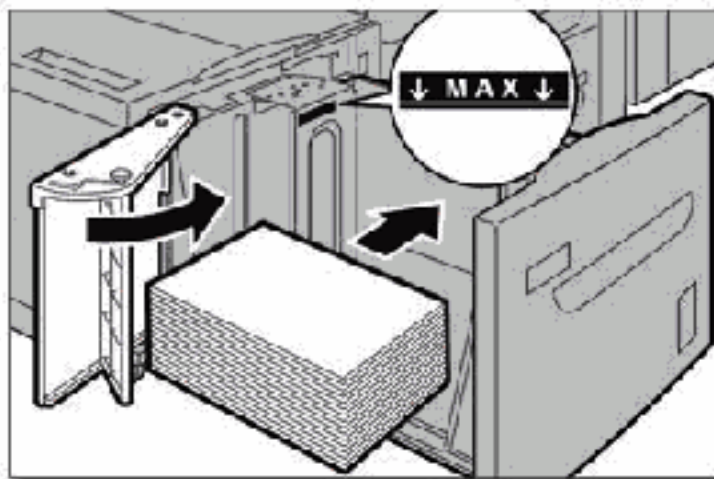
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

## Loading the High Capacity Feeder



Register the stack of paper or media against the front right side of the paper tray. The paper or media must not be loaded above the maximum fill line.

Move the paper guide to just touch the edges of the stack.



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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

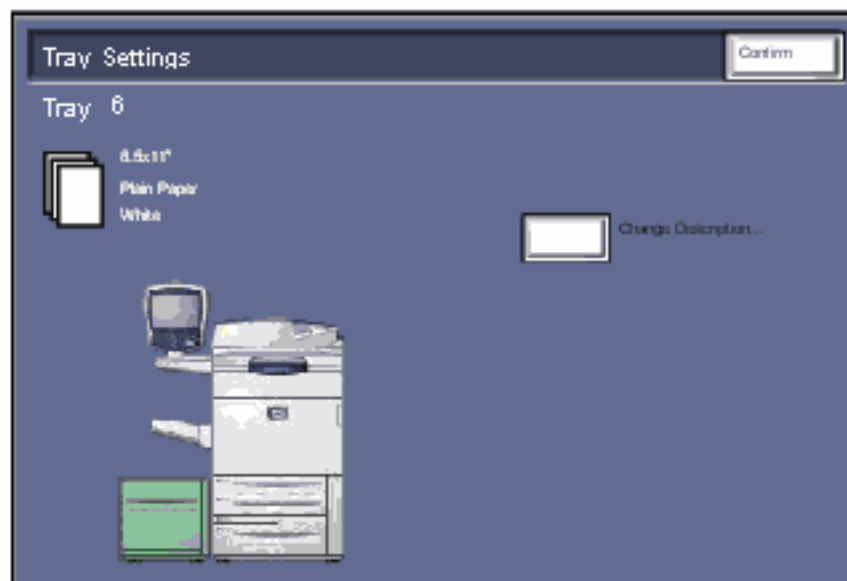
Enter a key word.

Search

## Loading the High Capacity Feeder



Print



The tray settings are displayed on the touch screen. If the tray settings are correct, select the **Confirm** button. Alternatively change the paper type or color by selecting the **Change Description** button on the touch screen.

That completes the procedure for loading the paper tray.



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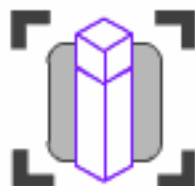
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## Interactive User Guide



**Getting Started**



**How to...**



**Tutorials**



**Maintenance**



**Troubleshooting**



**Help**



**How to...**

**Copy**

**Fax**

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**Network Scan**

**E-Mail**

**Print**

**Load Paper and Media**

**Maintain your Product**



## Maintain your Product

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

**Ordering Supplies**

**Usage Counters**

**Cleaning your machine >>>**

**Adjusting Trays 3 and 4**

**Loading Staples >>>**

**Replacing the Drum Cartridges**

**Replacing the Toner Cartridges**

**Replacing the Fuser**

**Replacing the Charge Corotron**

**Replacing the Waste Toner Container**

**Emptying the Hole Punch Waste Container**





## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word. ▶

Search

## Ordering Supplies



Print



A variety of supplies are available for your machine, for example:

- Paper and other printing media
- Staples
- Drum Cartridges
- Toner Cartridges
- Fuser
- Waste Toner Container
- Charge Corotron

To obtain supplies contact your local Xerox representative, giving your company name, the product number and the machine serial number.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word. 

## Ordering Supplies



Print



### The following information is for US Customers Only.

#### **Cost per Copy Customers**

US Customers should contact the Metered Customer Support Center at 1-800-599-2198 to order Toner Cartridges (black, cyan, magenta and yellow) and Staples if they are included as part of your Xerox Agreement. Contact the Welcome Center at 1-800-821-2797 to order Drum Cartridge A1, Drum Cartridge A2, Drum Cartridge A3, Drum Cartridge A4, Waste Toner Container, and the Fuser.

#### **Customers who purchase supplies and have a Xerox Maintenance Agreement (NOT Cost Per Copy)**

US Customers should call the Xerox Supplies Teleweb Center at 1-800-822-2200 to order Toner Cartridges (black, cyan, magenta and yellow) and Staples. Contact the Welcome Center at 1-800-821-2797 to order Drum Cartridge A1, Drum Cartridge A2, Drum Cartridge A3, Drum Cartridge A4, Waste Toner Container, and the Fuser.

#### **Customers on Time and Materials Service (no Xerox Service Agreement)**

US Customers should call the Xerox Supplies Teleweb Center at 1-800-822-2200 to order Toner Cartridges (black, cyan, magenta and yellow) and Staples. Contact the Customer Parts Center at 1-800-828-5881 to purchase Drum Cartridge A1, Drum Cartridge A2, Drum Cartridge A3, Drum Cartridge A4, the Waste Toner Container, and the Fuser.



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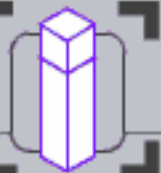


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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

## Usage Counters



Print



**Machine Status**

Machine Serial Number: KVM-00000905

	Black Impressions	21,060,000
	Color Impressions	10,123,455
	Total Impressions	44,246,912

Usage Counters

The **Usage Counters** feature provides access to machine usage and billing information. This feature is accessed by touching the **Machine Status** button, then touching the **Usage Counters** button on the **Billing Information** tab.



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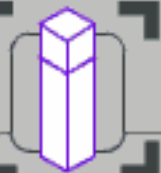


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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

## Usage Counters



Print



To access the Usage Counters:

1. Select the **Machine Status** button.

Select the **Machine Status** button.



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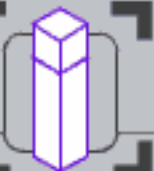


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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Usage Counters



Print



To access the Usage Counters:

1. Select the **Machine Status** button.
2. Ensure that the **Billing Information** tab is visible (a summary of Black Impressions, Color Impressions, and Total Impressions is shown on this tab). Select the **Usage Counters** button.

Select the **Usage Counters** button.

Machine Serial Number:	Usage Counters
PABA00000000	
Black Impressions	24,762,003
Color Impressions	16,123,456
Total Impressions	44,285,012

Enter a key word.

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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Usage Counters



Print



To access the Usage Counters:

1. Select the **Machine Status** button.
2. Ensure that the **Billing Information** tab is visible (a summary of Black Impressions, Color Impressions, and Total Impressions is shown on this tab). Select the **Usage Counters** button.
3. The **Usage Counters** list is displayed.

Counter	Count
Total Impressions	14,215,470
Black Impressions	14,203,300
Black Copied Impressions	8,300,000
Black First Impressions	7,000,000
Color Impressions	90,170
Color Copied Impressions	8,000,000
Color First Impressions	5,000,000
Large Impressions	2,000,000

Enter a key word.

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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

## Usage Counters



Print



The **Total Impressions** counter is always displayed at the top of the list.

Counter	Count
Total Impressions	44,246,512
Black Impressions	24,600,000
Black Copied Impressions	3,000,000
Black Prod. Impressions	16,000,000
Color Impressions	10,123,456
Color Copied Impressions	3,000,000
Color Prod. Impressions	3,123,456
Large Impressions	3,000,456



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word. ▶

Search

## Warning and Caution



Print

**WARNING:** When cleaning your machine do NOT use organic or strong chemical solvents or aerosol cleaners. Do NOT pour fluids directly onto any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

**WARNING:** Do not use pressurised air-spray cleaning aids on or in this equipment. Some pressurised air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

**CAUTION:** Do NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. Do NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your machine.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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## The Document Glass



Print



To ensure optimum print quality at all times, regularly clean the glass areas of your machine. This helps avoid output with streaks, smears, and other marks that transfer from the glass area when scanning documents.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

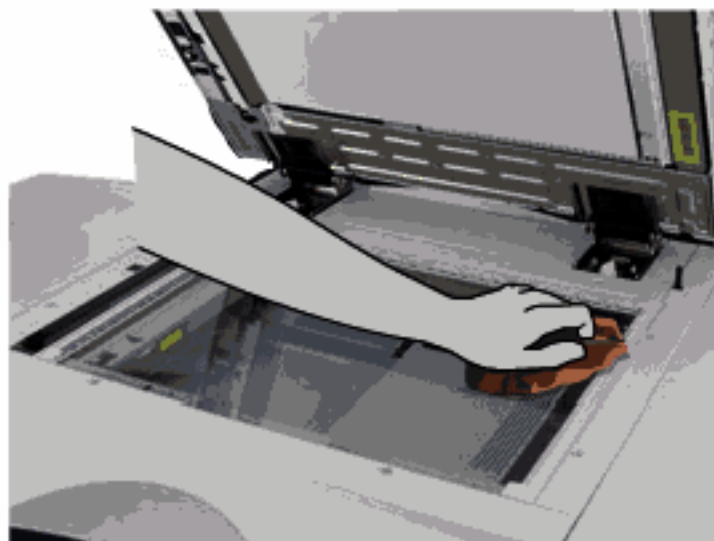
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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## The Document Glass



Use a lint-free cloth, lightly dampened with Xerox Anti-Static or General Cleaning Fluid or another suitable non-abrasive glass cleaner, to clean the glass area.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

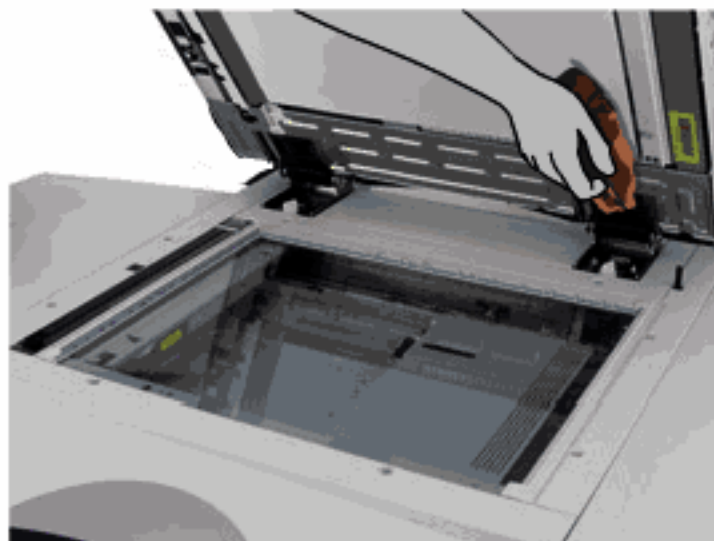
Enter a key word.

  
**Search**

## The Document Glass



Print



Use a lint-free cloth, lightly dampened with water, Xerox Cleaning Fluid or Xerox Film Remover, to clean the under side of the Document Cover and in the Document Handler.



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**XEROX**

## The Control Panel, Touch Screen, Document Handler and Output Trays



Regular cleaning keeps the touch screen and control panel free from dust and dirt. To remove finger prints and smudges, clean the touch screen and control panel with a soft, lint-free cloth, lightly dampened with water.

### Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

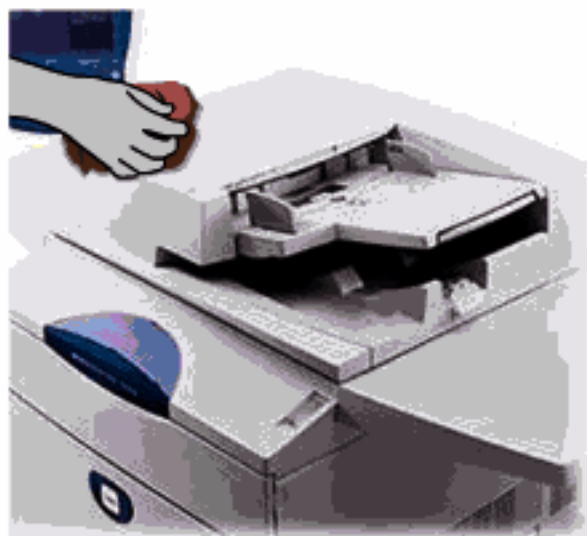
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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## The Control Panel, Touch Screen, Document Handler and Output Trays



Use a lightly dampened cloth to clean the Document Handler, output trays, paper trays and the outside areas of your machine.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

  
**Search**

## Adjusting Trays 3 and 4



Print



Trays 3 and 4 are dedicated paper trays holding only A4 or only 8.5" x 11" paper. You can adjust the paper trays to hold either of these sizes. The following sequence shows how to adjust tray 3 to hold 8.5" x 11" paper.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

  
**Search**

## Adjusting Trays 3 and 4



Print



Open the appropriate tray, load the paper, and move the guides to just touch the edge of the paper stack.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

## Adjusting Trays 3 and 4



Print



When you close the tray, the **Tray Settings** screen will appear. The machine automatically senses the new paper size, and displays the information on the screen.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

Enter a key word. ▶

Search

## Adjusting Trays 3 and 4



Print



If the tray information is correct, touch the **Confirm** button. If the tray information is not correct, touch the **Change Description** button.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

Enter a key word.

Search

## Adjusting Trays 3 and 4



Print



Tray Settings Save

Tray 3

Paper Type

Main Paper	▲
Drilled	
Labels	
Pre-printed	▼

Paper Color

White	▲
Blue	
Green	
Pink	▼

Once you have selected the correct **Paper Type** and **Paper Color**, touch the **Save** button.

Select the [Save](#) button.



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XEROX

## Adjusting Trays 3 and 4



Print



Finally, you must confirm any changes you have made.

Select the **Confirm** button.

## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the **NEXT** button to move to the next step.

Select the **REPLAY** button to replay the step.

Select the **PRINT** button at the top of this screen to print this procedure.

Enter a key word.

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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

## Adjusting Trays 3 and 4



Print



This completes the procedure for adjusting paper trays 3 and 4.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word. ▶

Search

## Loading Staples



Print



[Loading Staples - Advanced Finisher or Professional Finisher](#)

[Loading Staples - Light Production Finisher](#)

[Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher](#)



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

## Loading Staples - Advanced Finisher or Professional Finisher



Print



This procedure shows you how to remove an empty staple cartridge from the Advanced Finisher or Professional Finisher and replace it with a new staple cartridge. This staple cartridge contains 5,000 staples and the machine will tell you when you need to install a new cartridge.

When the finisher is installed and it is time to replace the staple cartridge, a message appears on the touch screen. When this message appears, replace the staple cartridge with a new one.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

## Loading Staples - Advanced Finisher or Professional Finisher



Print



To gain access to the staple cartridge, make sure the machine has stopped, and open the Front Door.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

## Loading Staples - Advanced Finisher or Professional Finisher



Hold the R1 lever of the staple cartridge. Hold the orange lever and pull the cartridge towards you to remove. Dispose of the staple cartridge according to the instructions contained in the new staple cartridge box.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

## Loading Staples - Advanced Finisher or Professional Finisher



Insert the staple cartridge while gripping the orange lever until you hear it click into place. Close the front cover of the finisher.

The use of staple cartridges not recommended by Xerox may impair quality and performance. Use only staple cartridges recommended for the machine.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

## Loading Staples - Light Production Finisher



Make sure the machine has stopped, then open the right cover on the finisher.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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## Loading Staples - Light Production Finisher



Slightly lift the staple cartridge, as shown.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

## Loading Staples - Light Production Finisher



Pull the staple cartridge straight out of the machine.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

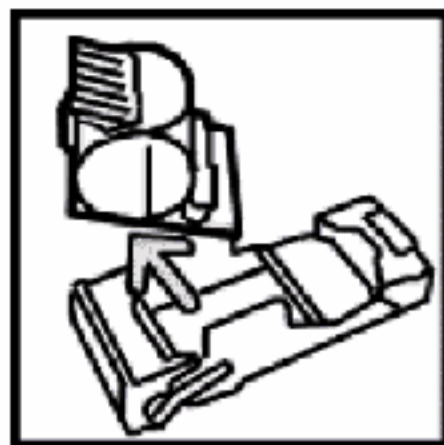
Enter a key word.

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## Loading Staples - Light Production Finisher



Print



Remove the staple cartridge from the staple case.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

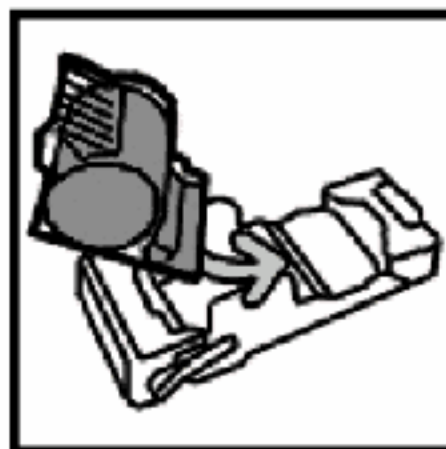
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

  
**Search**

## Loading Staples - Light Production Finisher



Insert a new staple cartridge into the staple case.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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## Loading Staples - Light Production Finisher



Print



Push the cartridge back to its original position.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

Search

## Loading Staples - Light Production Finisher



Print



Push the cartridge down until it clicks into place.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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## Loading Staples - Light Production Finisher



Print



Close the right cover on the finisher.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

## Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher



Print



When a Professional Finisher or Light Production Finisher is installed and it is time to replace the booklet staple cartridge, a message appears on the display. When this message appears, replace the booklet staple cartridge with a new one. This procedure shows you how to remove an empty booklet staple cartridge from the Professional Finisher or Light Production Finisher and replace it with a new booklet staple cartridge.



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## Maintain your Product

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## Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher



Print



To gain access to the staple cartridge, make sure the machine has stopped, and open the Front Door.



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## Maintain your Product

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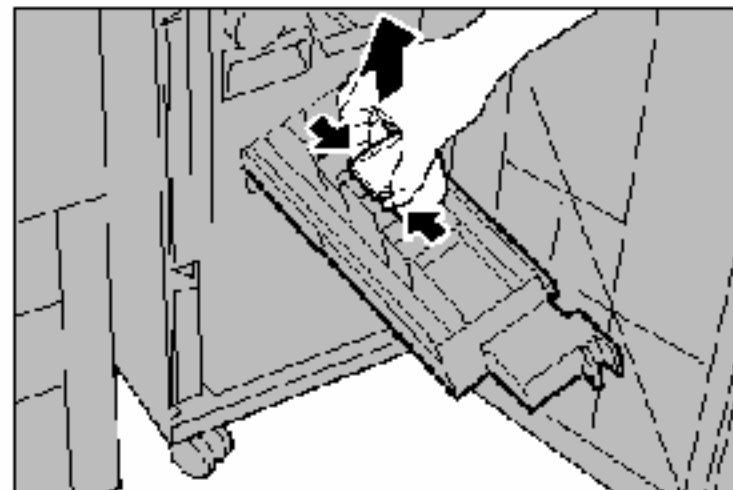
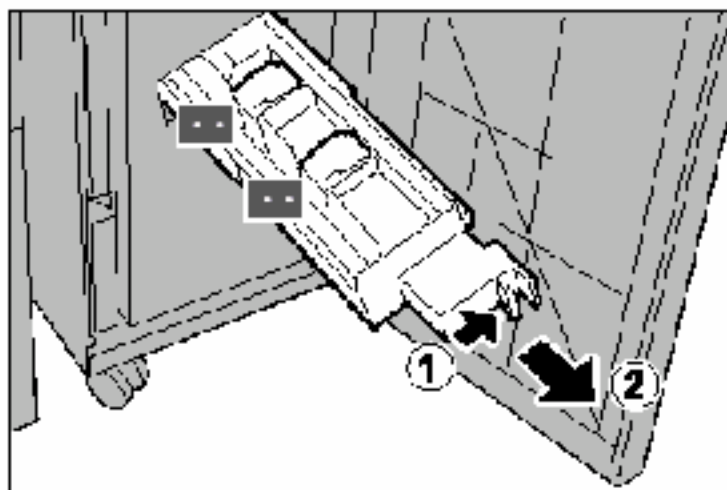
Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

## Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher



Print



Press the levers R2 and R3 to the right, and pull out the unit. Hold the tabs of the booklet staple cartridge, and then lift to remove it.

Dispose of the staple cartridge according to the instructions contained in the new staple cartridge box.



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## Maintain your Product

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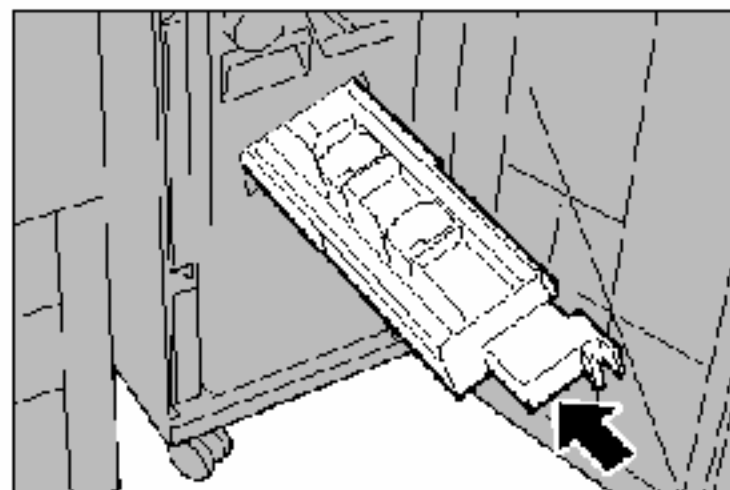
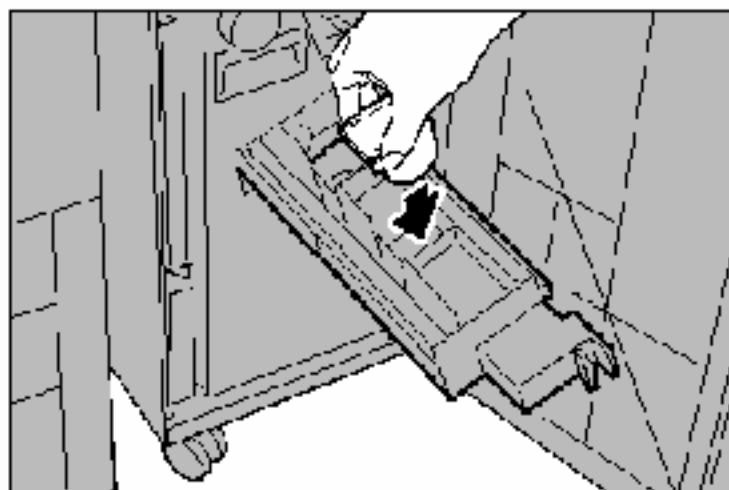
Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

## Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher



Print



Open a new staple cartridge. Holding the tabs of the new booklet staple cartridge, return the cartridge to the original position and gently push it until you hear it click into place. Return the unit to its original position and close the front door.



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## Maintain your Product

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## Replacing the Drum Cartridges



Print



This procedure shows you how to remove a used Drum Cartridge and replace it with a new Drum Cartridge. The machine will tell you when you need to order a new cartridge and when to install it. The Drum Cartridges can be recycled so please follow the disposal instructions you receive with the new items.

**CAUTION:** Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting for more than two minutes. Image quality may deteriorate when the drum cartridges are exposed to light.



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## Maintain your Product

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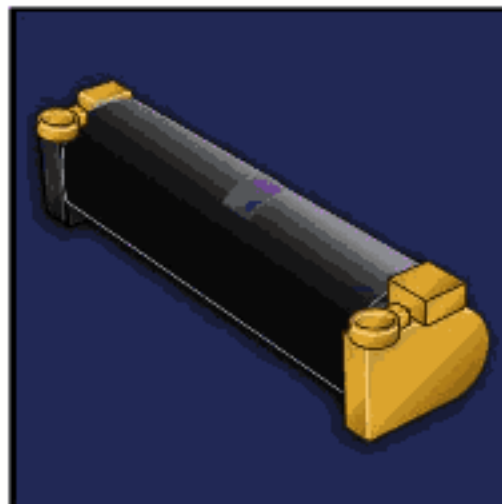
Enter a key word.

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## Replacing the Drum Cartridges



Print



1. Replace drum cartridges while the machine is on. When the power is turned off, all information stored to the machine's memory will be erased.

**CAUTION:** Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting. Do not touch or scratch the surface of the drum. Doing so may result in unsatisfactory printing.



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## Maintain your Product

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## Replacing the Drum Cartridges



Print



2. Make sure the machine has stopped, and open the Front door.



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## Maintain your Product

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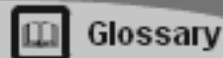
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## Replacing the Drum Cartridges



3. Pull down the R1-R4 handle.



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## Maintain your Product

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## Replacing the Drum Cartridges



4. Raise the Release Handle.



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## Maintain your Product

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## Replacing the Drum Cartridges



Print



5. Open a bag including a new drum cartridge. Place the new drum cartridge near the machine.

**CAUTION:** Do not touch or scratch the surface of the drum when you take it out from the bag.

**CAUTION:** Remember to minimize the amount of time that the drum cartridge is exposed to light. Exposure for more than two minutes may result in light shock to the drum.



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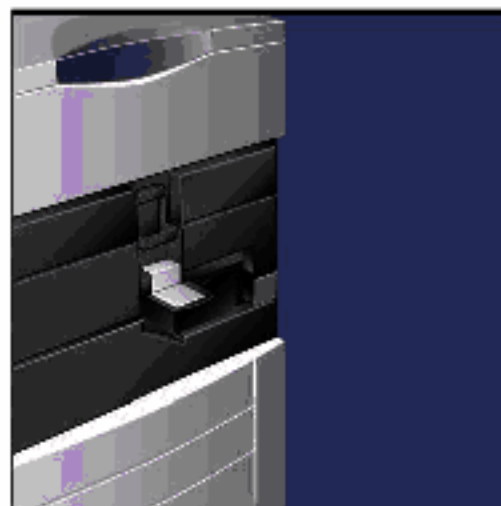
Enter a key word.

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## Replacing the Drum Cartridges



Print



6. Unwrap the sheet covering the new drum cartridge and place it under the cartridge. Some drum cartridges may include a protective film. Remove the the film on the drum cartridge, if it is present.

Open the Drum Drawer.



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## Maintain your Product

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## Replacing the Drum Cartridges



Print



7. Remove the old drum cartridge by holding the finger rings provided at the both ends of the drum cartridge and gently lifting up.



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## Maintain your Product

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## Replacing the Drum Cartridges



Print



8. Grip the finger rings provided at the both ends of the new drum cartridge. Do not touch the surface of the drum cartridge.



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## Replacing the Drum Cartridges



Print



9. Place the new drum cartridge in the machine following the guides with the side marked front facing the front.



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## Maintain your Product

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## Replacing the Drum Cartridges



Print



10. Press both ends of the drum cartridge to place it in a horizontal position.



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## Maintain your Product

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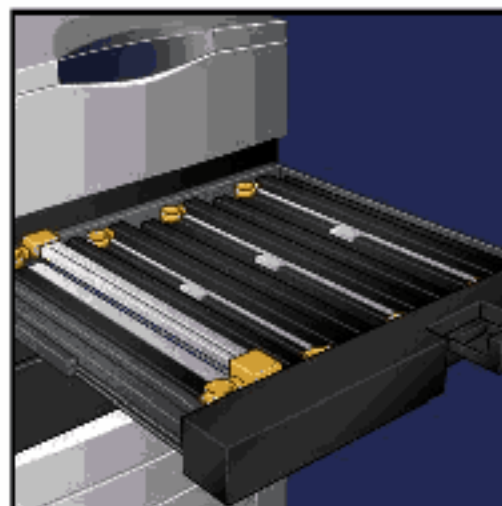
Enter a key word.

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## Replacing the Drum Cartridges



Print



11. Immediately close the Drum Drawer to protect the other drums from light.

**CAUTION:** Remember to close the Drum Drawer - Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting. Do not touch or scratch the surface of the drum. Doing so may result in unsatisfactory printing.



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## Maintain your Product

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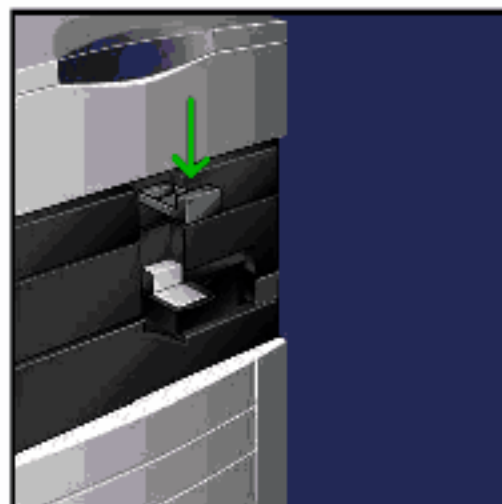
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## Replacing the Drum Cartridges



Print



12. Return the Release Handle to its original position.



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## Maintain your Product

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## Replacing the Drum Cartridges



Print



13. Return the R1-R4 handle to the original position and close the front door.



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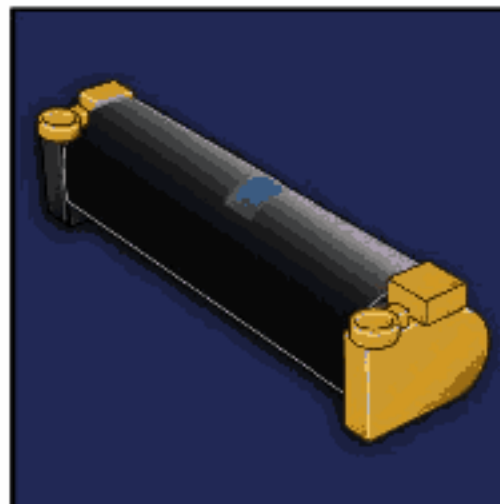
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## Replacing the Drum Cartridges



Print



14. Insert the used drum cartridge into an empty container for recycling.

That completes the procedure for replacing the Drum Cartridges.



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## Maintain your Product

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Enter a key word.

## Replacing the Toner Cartridges



Print



This procedure shows you how to remove a used toner cartridge and replace it with a new toner cartridge. The machine will notify you when a new toner cartridge is needed, and when installation is to occur. If you continue copying or printing without replacing the toner cartridge, a message will appear and the machine will stop after copying or printing around 1,800 pages for Black, or around 1200 pages for Cyan, Magenta and Yellow.

Follow the disposal instructions for the old cartridge when you receive with the new cartridge.



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## Maintain your Product

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## Replacing the Toner Cartridges



Print



1. Replace the toner cartridge while the machine is on. Open the toner cover, located just above the machine front door.



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## Maintain your Product

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## Replacing the Toner Cartridges



Print



2. Lay paper on the floor before removing the cartridge. This will allow any excess toner to fall on the paper. Hold the handle of the color indicated in the message, and gently pull it out.



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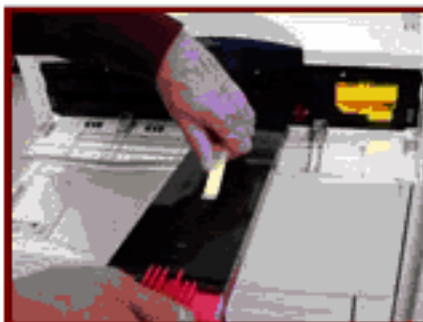
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## Replacing the Toner Cartridges



Print



3. Remove the toner cartridge by holding the handle on the top of the cartridge while gently pulling it straight out. Be careful to not get toner on clothing.



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## Replacing the Toner Cartridges



Print



4. Dispose the toner cartridge as normal office waste or recycle the cartridge.

### Maintain your Product

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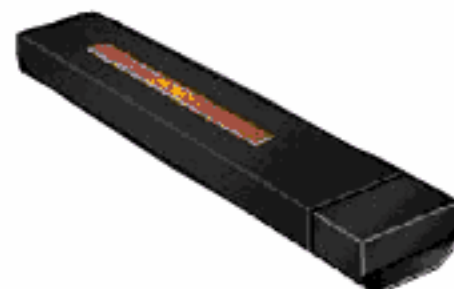
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## Replacing the Toner Cartridges



Print



5. Remove the new toner cartridge from its packaging.

### Maintain your Product

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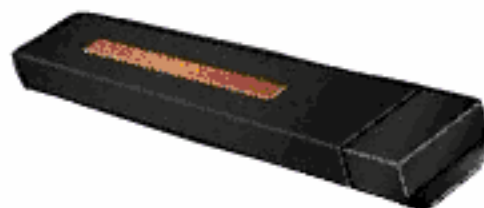
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## Replacing the Toner Cartridges



Print



6. Gently tilt the new cartridge up and down, and then left and right to redistribute the toner.

### Maintain your Product

This topic describes how to perform the maintenance task you selected.

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## Replacing the Toner Cartridges



Print



7. Install the toner cartridge by aligning the arrows on the cartridge evenly with the printer until you hear a click.



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## Maintain your Product

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## Replacing the Toner Cartridges



Print



8. Close the Front Door. If the door will not close completely, make sure the cartridge is in the lock position and the toner cartridge is installed into the appropriate toner location.

**CAUTION:** Never use a vacuum cleaner when you clean spilled toner. It can cause explosion as the toner fills the vacuum cleaner and gets sparks. Use a broom or a cloth moistened with a neutral detergent.



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## Replacing the Toner Cartridges



Print



That completes the procedure for replacing the toner cartridge.



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## Replacing the Fuser



Print



This procedure shows you how to remove a used Fuser and replace it with a new Fuser. The machine will tell you when you need to install a new one. The Fuser can be recycled so please follow the disposal instructions you receive with the new cartridge.



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## Replacing the Fuser



1. Make sure the machine has stopped running, and open the Front Door.



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## Maintain your Product

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## Replacing the Fuser



2. Grasp **Handle #2** and turn it to the unlocked position.



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## Maintain your Product

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## Replacing the Fuser



Print



00:10:00



Warning: To avoid burns wait at least 5-10 minutes after powering off the printer to allow the fuser to cool down, and observe warning labels inside.



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## Maintain your Product

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## Replacing the Fuser



Print



3. Carefully pull out the Transfer Module.



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## Maintain your Product

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## Replacing the Fuser



Print



4. Grab and lift the Amber-Gold colored handle only, lift and pull up and out of the Transfer Module.



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## Replacing the Fuser



Print



5. Dispose the fuser as normal office waste or recycle the fuser.

### Maintain your Product

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## Replacing the Fuser



Print



6. Remove the new fuser from its packaging.



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## Maintain your Product

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## Replacing the Fuser



Print



7. Insert the Fuser into the Transfer module while holding the Amber-Gold handle.



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## Maintain your Product

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## Replacing the Fuser



Print



8. Close the Transfer module.



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## Maintain your Product

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## Replacing the Fuser



Print



9. Turn **Handle #2** to the locked position.



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## Maintain your Product

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## Replacing the Fuser



Print



10. Close the Front Door of the printer.



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## Maintain your Product

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## Replacing the Fuser



Print



That completes the procedure for replacing the Fuser.



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## Maintain your Product

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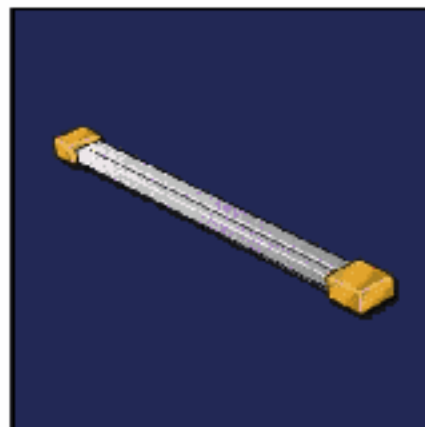
Enter a key word.

## Replacing the Charge Corotron



Print



This procedure shows you how to remove the used Charge Corotron and replace the machine with a new Charge Corotron. The machine will tell you when you need to order a new one and when to install it.

**CAUTION:** Do not expose this item to direct sunlight or strong light from indoor fluorescent lighting. Image quality may deteriorate when these are exposed to light for more than two minutes.



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## Maintain your Product

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## Replacing the Charge Corotron



Print



1. Make sure the machine has stopped running.
2. Open the Front Door.



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## Maintain your Product

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## Replacing the Charge Corotron



Print



3. Pull down the R1-R4 handle.



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## Maintain your Product

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## Replacing the Charge Corotron



Print



4. Raise the Release Handle.



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## Maintain your Product

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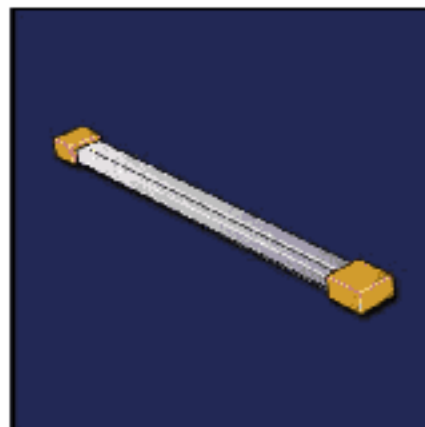
Enter a key word.

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## Replacing the Charge Corotron



Print



5. Open the packaging for the new Charge Corotron and gently place the new Charge Corotron on a flat surface near the machine.



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## Maintain your Product

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## Replacing the Charge Corotron



Print



6. Pull out the Drum Drawer.

**CAUTION:** Remember to minimize the amount of time that the drum cartridges are exposed to light. Exposure for more than two minutes may result in light shock to the drums.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

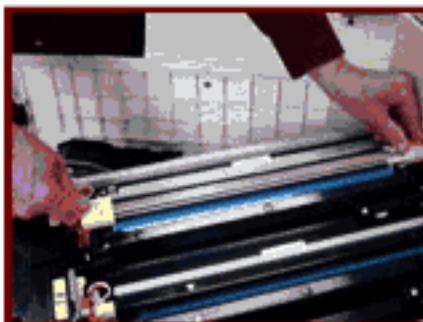
Enter a key word. ▶

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## Replacing the Charge Corotron



Print



7. Grasp both of the Amber-Gold colored casings on the old charge corotron and push towards the back of the machine. You will hear a clicking noise indicating that it is being released.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

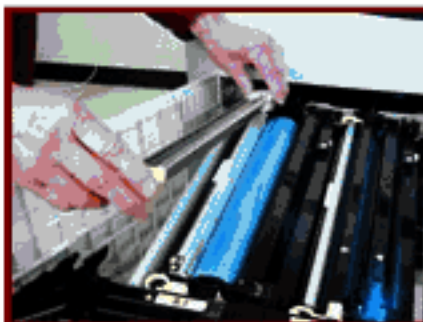
Enter a key word.

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## Replacing the Charge Corotron



Print



8. Remove the old charge corotron by holding the finger rings provided at the both ends of the charge corotron and gently pulling straight up.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

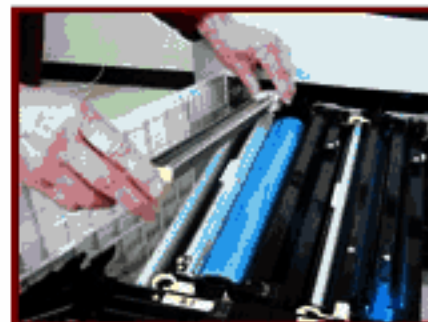
Enter a key word.

  
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## Replacing the Charge Corotron



Print



9. Gently lower the new charge corotron into the machine straight down, and not at an angle.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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## Replacing the Charge Corotron



Print



10. Grasp the Amber-Gold colored casings on the new charge corotron and pull towards the front of the machine until you hear a clicking noise to indicate the charge corotron is in place.



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## Replacing the Charge Corotron



Print



11. Push in the Drum Drawer completely. Return the Release Handle to its original position.

**CAUTION:** Remember to close the Drum Drawer - Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting. Do not touch or scratch the surface of the drum. Doing so may result in unsatisfactory printing.

### Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Charge Corotron



Print



- Return the R1-R4 handle to the original position and close the front door.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

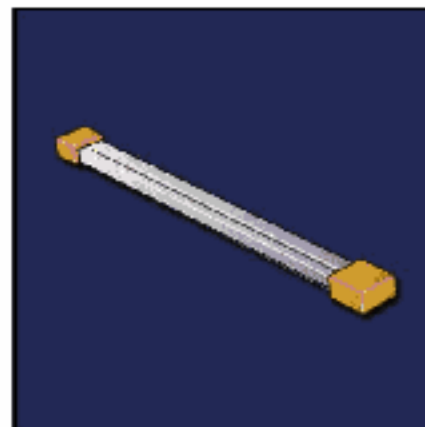
Enter a key word.

## Replacing the Charge Corotron



Print



13. Insert the used charge corotron into an empty container for recycling.

That completes the procedure for replacing the Charge Corotron.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Waste Toner Container



Print



This procedure shows you how to remove the used Waste Toner Container and replace it with a new Waste Toner Container. The machine will tell you when you need to order a new Container and when to install it.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Waste Toner Container



Print



1. Make sure the machine has stopped running, and open the Front Door.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Waste Toner Container



Print



2. Open the waste toner container cover, located to the right of the Area #2 lever.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Waste Toner Container



Print



3. Grip the handle of the waste toner container and pull out about half of it.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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## Replacing the Waste Toner Container



Print



4. Hold the center part on the top of the container, and then remove it.

**CAUTION:** Never use a vacuum cleaner when you clean spilled toner. It can cause explosion as the toner fills the vacuum cleaner and gets sparks. Use a broom or a cloth moistened with a neutral detergent.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Waste Toner Container



Print



5. Hold the used waste toner container firmly with both hands and put it into the provided plastic bag.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Waste Toner Container



Print



6. Hold the center part on the top of a new container and insert it until it comes to a stop.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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## Replacing the Waste Toner Container



Print



7. Close the waste toner container cover.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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## Replacing the Waste Toner Container



Print



8. Close the front cover door.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

  
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## Emptying the Hole Punch Waste Container



The hole punch waste container is a catch tray that collects the waste punched paper. Your machine will prompt you when the hole punch waste container needs emptying.

This procedure shows you how to empty the hole punch waste container.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

  
**Search**

## Emptying the Hole Punch Waste Container



Make sure the machine has stopped. Open the Finisher Front Door and slide the hole punch waste container (R4) out of the finisher. Dispose of the waste punched paper in the waste bin.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Enter a key word.

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## Emptying the Hole Punch Waste Container



Print



Make sure the machine has stopped. Open the Finisher Front Door and slide the hole punch waste container (R4) out of the finisher. Dispose of the waste punched paper in the waste bin.



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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

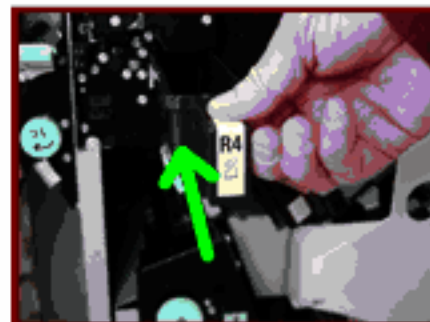
Enter a key word.

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## Emptying the Hole Punch Waste Container



Print



Install the emptied hole punch waste container, ensuring that the container is inserted correctly. Close the Finisher Front Door.

That completes the procedure for emptying the hole punch waste container.



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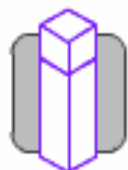
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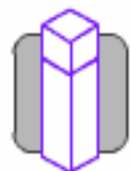
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## Product Overview

This section provides an introduction to your new machine. The section identifies the components of the machine and control panel.

Choose the topic you want to learn about from the menu below.

**Product Overview**

**Control Panel**

**Power On and Off**

**Energy Saver Modes**



## Product Overview

### 7655/7665/7675- Machine Overview



Your machine is not simply a conventional copier. It is a digital device capable of being used for copying, faxing, printing and scanning. If your machine needs change, your machine can be upgraded accordingly.

Your machine will produce up to 75 prints per minute.



## Product Overview



### 7655/7665/7675- Finishers

The list below shows all the Finishers available with this Xerox product family. For more information on this Finisher please go to the Finishing Options tutorial. Select your Finisher for more information.

**Offsetting Catch Tray  
(OCT)**

**Light Production Finisher**

**Advanced Finisher**

**Professional Finisher**



## Product Overview



### 7655/7665/7675- Features

Select from the list below for more information.

**Document Handler**

**Document Glass**

**High Capacity Feeder**

**Paper Trays 1 and 2**

**Paper Trays 3 and 4**

**Bypass Tray**



## Product Overview

### 7655/7665/7675- Control Panel

The Control Panel is your interface with the machine. It allows you to select all available features, display fault clearance procedures and general machine information, enter copy quantity and fax numbers, and access help.



## Product Overview

### 7655/7665/7675- Customer Replaceable Units

The list below shows the Customer Replaceable Units included in your machine. Select from the list below for more information.

**Drum Cartridges**

**Toner Cartridges**

**Fuser**

**Charge Corotron**

**Waste Toner Container**



## Product Overview

## 7655/7665/7675- Network and Software

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[Index](#) [Contents](#) [Help...](#)**Status** **Jobs** **Print** **Scan** **Properties** **Support****Status**

General

Alerts

Trays

Consumables

**General**

Name: LSYS\_DC8545-D4

IP Address: xx.xxx.xxx.xx

Location: la em WGC

Status: Ready

01-550 52-01 The machine is currently in Energy Saver Mode. No user intervention is required. Printing will start when a job is received from the network or a scan job is ready to print.

Refresh

Reboot Machine



Your machine can be installed on your company or local network, enabling you to print from your desktop workstation.

The software supplied with your machine will help you use, configure and install your machine. A software upgrade function enables you to load the latest machine software revisions at your PC without having to call for assistance.



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## Product Overview



### 7655/7665/7675- Optional Modes

**Single Line Fax Kit  
(Embedded)**

The list on the left shows the optional modes that are available for your machine. Select from the list for more information.

**Dual Line Fax Kit  
(Embedded)**

**Server Fax**

**E-mail**

**Internet Fax**

**Network Scanning  
Services**



## Product Overview



### 7655/7665/7675- Optional Features

The list below shows the optional features that are available for your machine. Select from the list below for more information.

Network Job Based Accounting

Hole Punch Option Kit

Direct Connectivity

Auxiliary Interface Device

Convenience Stapler

Secure Access





## Product Overview

This topic describes the various parts of the control panel and what the buttons do.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Enter a key word.

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## Control Panel

The Control Panel is divided into four areas: Touch Screen, Pathway buttons, Numeric Keypad and Control buttons.

Touch Screen

Pathway buttons

Numeric Keypad

Control buttons



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## Product Overview

This topic describes the various parts of the control panel and what the buttons do.

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## Control Panel



Use the scroll bars below to view all of the Control Panel. Roll the cursor over each of the buttons or labels for a brief description of their function.

### Touch Screen



Services button

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## Product Overview

This topic describes the various parts of the control panel and what the buttons do.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

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## Control Panel



Selecting the **Services** button gives access to the Copy, Fax, Scanning, and E-mail service screens. Each service screen is accessed by touching an icon. The first screen/tab contains all the basic settings for the selected service. The additional tabs allow further programming selections.

The **All Services** icon will be available when the touch screen is not able to display the feature buttons for all the installed services. To access alternative services, touch the **All Services** icon.

For more information on the features and associated tabs, go to the appropriate tutorial.



Selecting the **Job Status** button allows you to check on the progress of a job and, if necessary, to change its position in a queue.

For more information about Job Status go to the tutorial titled **Job Status**.



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## Product Overview

This topic describes the various parts of the control panel and what the buttons do.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

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## Control Panel



The actual touch screen will vary depending on the pathway buttons selected and the optional software that is available on your machine. The touch screen also displays important messages about the current condition of the machine, no matter what pathway has been selected.

Line 1 - displays general system status messages.

Line 2 - displays fault messages.

Line 3 - displays general information messages.



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## Product Overview

This topic describes how to power up and power down the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

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## Power On and Off



### Power On

Ensure that your machine is connected to a suitable power supply and that the power cord is fully plugged in to the electrical outlet and the machine.

For information on the required power supply select **Specifications** from the Getting Started tab.

*NOTE:*  
In North America, the machine requires the use of a 20-ampere outlet receptacle, shown here.



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## Product Overview

This topic describes how to power up and power down the machine.

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## Power On and Off



### Power On



Power Switch

Press the power switch to switch on your machine. The entire powering up process - to power on with all installed options available - takes approximately 165 seconds.

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## Product Overview

This topic describes how to power up and power down the machine.

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## Power On and Off



### Power Down



Press the power switch to turn your machine off.



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## Product Overview

This topic describes how to power up and power down the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

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## Power On and Off



### Power Down

The machine will begin a controlled power down sequence. The machine remains on for approximately 45 seconds before the power is terminated.



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## Product Overview

This topic describes the energy saving modes of your machine.

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## Energy Save Modes



Your machine has energy saver features which significantly reduce the power consumption during periods of inactivity. When your machine is in an energy saver mode, the **Energy Saver** indicator light is lit.

The Energy Saver modes are:

- Stand-by
- Low Power
- Sleep



Energy Saver Indicator light



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## Product Overview

This topic describes the energy saving modes of your machine.

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## Energy Save Modes



### Stand-by

Prior to entering Low Power or Sleep mode, the machine is in Stand-by mode whenever it is not copying, faxing, scanning or printing a job. The touch screen is visible and ready to be programmed.

### Low Power

As delivered, the machine automatically switches into Low Power mode 120 minutes after the machine has entered Stand-by mode.  
The factory default setting of 120 minutes is customer changeable within the range of 1 to 120 minutes.

### Sleep

As delivered, the machine automatically switches into Sleep mode 120 minutes after the machine has entered the Low Power mode.  
The factory default setting of 120 minutes is customer changeable within the range of 0 to 120 minutes.



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## Product Overview

This topic describes the energy saving modes of your machine.

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## Energy Save Modes



In both **Low Power mode** and **Sleep mode** the touch screen is blank. When the machine is in **Low Power mode**, the Energy Saver indicator light is on. Alternatively when in **Sleep mode**, the Energy Saver indicator flashes.

The machine is re-activated if the Energy saver button is pressed.

The machine responds within one second and all the features are available within 30 seconds.

*NOTE: The machine will not exit **Sleep** if a fax job arrives and the fax enabled paper trays are empty. The job will be held in memory until either the control panel is touched or paper is loaded.*

For information on changing the Energy Saver settings go to the **Machine Administration** tutorial.



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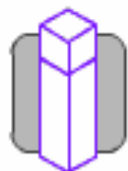
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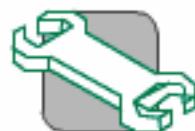
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## Copy

These tutorials explain the copying features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.

### Simple Copying

[Loading Documents >>>](#)

[Output Color](#)

[Reduction/Enlargement](#)

[2 Sided Copying](#)

[Image Quality >>>](#)

[Layout Adjustment >>>](#)

[Output formats >>>](#)

[Job Assembly >>>](#)





## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Simple Copying



Before making copies on your machine, you need to determine what you want to copy and how many copies you want to make.

In this tutorial you will learn the 6 simple steps to follow when making copies:

1. Load the document
2. Press the **Services** button, then press the **Copy** icon.
3. Select the features on the **Copy** tab.
4. Enter the quantity
5. Press **Start**
6. Identify the job in **Job Status** mode



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## Copy

These modules describe all the copy features of the machine.

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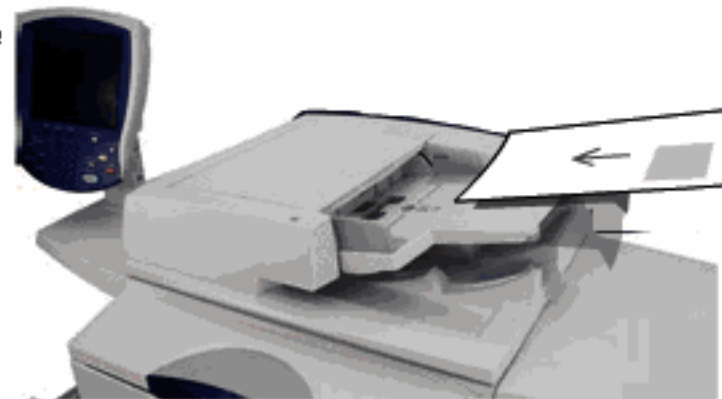
## Simple Copying

### 1. Load the documents

A choice of document input areas is available. These are:

#### 1. A Document Handler for multiple documents.

Up to 250 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the top of the page towards the back or left of the machine. Position the guides to just touch the edge of the documents.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

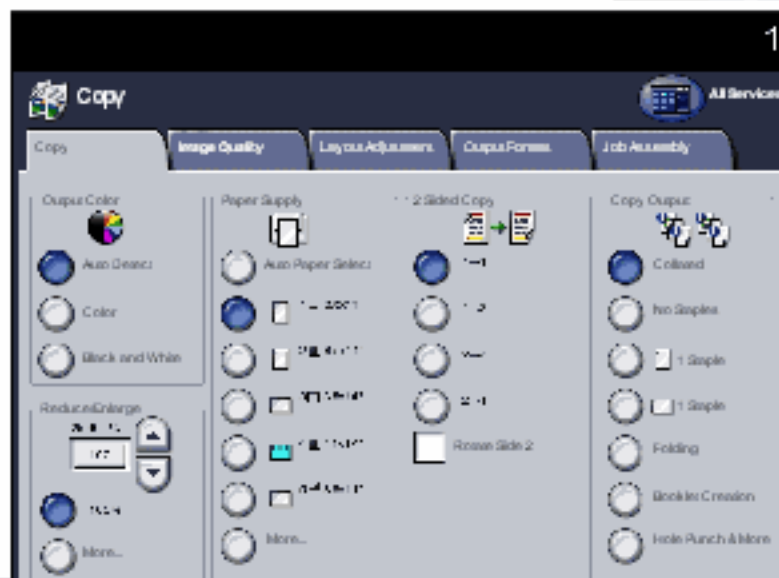
Enter a key word.

## Simple Copying

### 2. Press the Copy icon

Pressing the **Clear All** button once will cancel any previous screen programming selections.

Press the **Services** button, and then select the **Copy** icon on the touch screen.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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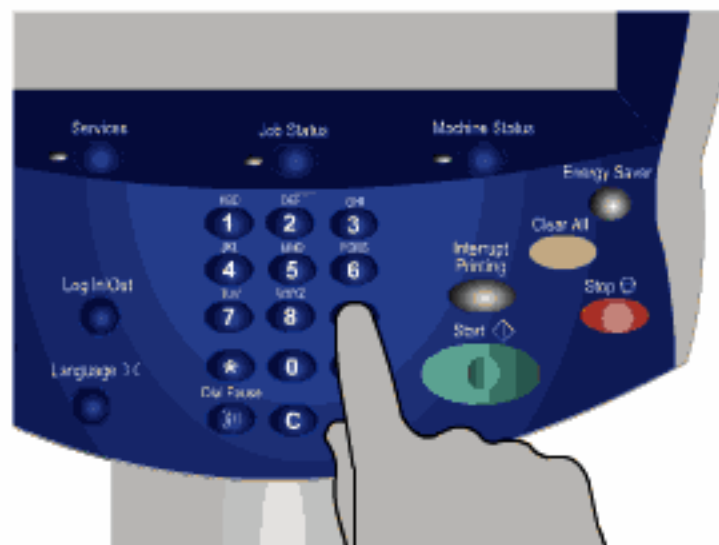
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## Simple Copying

### 4. Enter the Quantity

On your machine the maximum copy quantity is 9999. Use the numeric keypad to enter the number of copies. The number entered is displayed in the top right hand corner of the touch screen.

To cancel an incorrect entry, press the **C** button and enter the correct quantity.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Simple Copying

### 5. Press Start

Once you have pressed **Start**, each document is scanned once.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

## Simple Copying

### 6. Identify your job in Job Status mode.

Press the **Job Status** button on the control panel to display the Active Jobs tab.

Your job will be displayed on the Active Jobs tab as a **Copy Job** and the owner will be **Local User**. If there are no jobs in the queue your job may have already been completed.



Job Status button

Job Status			
Active Jobs		Completed Jobs	
001	1234 567	000 8765 4321	Printing
002	8765	9876 5432 1098	Printing
003	9876	1098 7654 3210	Printing
004	1098	2109 8765	Printing
005	2109	3210 9876	Printing
006	3210	4321 0987	Processing
007	Local User	Copy 234	Processing
008	U-User	Copy 345	Scanning

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## Copy

These modules describe all the copy features of the machine.

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## Simple Copying



This completes the Simple Copying tutorial. Return to the previous menu to select another copy module.



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## Copy

These tutorials explain the copying features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.



**Simple Copying**



**Loading Documents >>>**

**Output Color**

**Reduction/Enlargement**

**2 Sided Copying**

**Image Quality >>>**

**Layout Adjustment >>>**

**Output formats >>>**

**Job Assembly >>>**

**View All Topics**

**Document Handler**

**Document Handler - Mixed Sized Originals**

**Document Glass**

**Document Glass - Book Copying**



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## Copy

These modules describe all the copy features of the machine.

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## Loading documents



Most shapes and sizes of documents can be copied on this machine. The Document Handler will automatically feed 1 or 2-sided documents. The document glass can be used to copy bound or the more unusual document.

This tutorial explains how to load your documents into the machine.

The Tutorial is divided into the following sections:

- > Document Handler
- > Document Handler - Mixed Size Originals
- > Document Glass
- > Document Glass - Book Copying



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## Copy

These modules describe all the copy features of the machine.

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## Loading documents



### Document Handler

The Document Handler will accept most types of documents. They must be loose leaf, of normal thickness, between 8.5x5.5" and 11x17" in size and in good condition.

The document input tray can take up to 250 documents at a time. If your document has more than 250 pages then use the Build Job feature on the Job Assembly tab. For more information about Build Job go to the topic titled **Job Assembly** of this tutorial.

As a general rule load your documents face up in the same orientation as the copy paper. However, if this is not possible the machine will automatically rotate the image for you.

### Document Specification:

Loose leaf

5.5" x 8.5" to 11" x 17"

38 gsm - 200 gsm

Up to 250 sheets of 80 gsm

Refer to Specifications for a full list of recommended input materials.





## Copy

These modules describe all the copy features of the machine.

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## Loading documents

### Document Handler



The machine will detect the size of the documents, this means that you can either:

1. Select **Auto%** Reduce/Enlarge and a specific copy paper size. The image will be modified to fit the selected paper or
2. Select a specific Reduce/Enlarge ratio and **Auto Paper Select** Paper Supply. The machine will select the same size of paper.

When you press the **START** button the document will be scanned once only and stored in memory. If the document is 2-sided, the Document Handler will automatically turn it over so that both sides are scanned.



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## Copy

These modules describe all the copy features of the machine.

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### Document Handler - Mixed Sized Originals

The Document Handler can feed documents containing different size pages. However, the pages must be the same width, like the 8.5"x11" and 11"x17" documents shown. You can either copy them onto one size of paper or you can copy them onto the same mixed size paper as the document.



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## Copy

These modules describe all the copy features of the machine.

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## Loading documents

### Document Handler - Mixed Sized Originals

The mixed size originals feature is switched on by selecting the **Layout Adjustment** tab, then the **Original Size** button, and then selecting the **Mixed Sized Originals** button.

Switch on the Mixed Sized Originals feature on the screen below and then select the **Save** button.



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## Copy

These modules describe all the copy features of the machine.

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## Loading documents

### Document Handler - Mixed Sized Originals

The mixed size originals feature is switched on by selecting the **Layout Adjustment** tab, then the **Original Size** button, and then selecting the **Mixed Sized Originals** button.

[Switch on the Mixed Sized Originals feature on the screen below and then select the \*\*Save\*\* button.](#)



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## Copy

These modules describe all the copy features of the machine.

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## Loading documents

### Document Handler - Mixed Sized Originals

The mixed size originals feature is switched on by selecting the **Layout Adjustment** tab, then the **Original Size** button, and then selecting the **Mixed Sized Originals** button.

Switch on the [Mixed Sized Originals](#) feature on the screen below and then select the **Save** button.



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## Copy

These modules describe all the copy features of the machine.

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## Loading documents



### Document Handler - Mixed Sized Originals

The machine will detect the size of the documents, this means that you can either:

1. Select Auto% Reduce/Enlarge and a specific copy paper size and the image will be modified to fit the selected paper or
2. Select the 100% Reduce/Enlarge ratio and Auto Paper Select and the machine will automatically make copies that are the same size as the originals.



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## Copy

These modules describe all the copy features of the machine.

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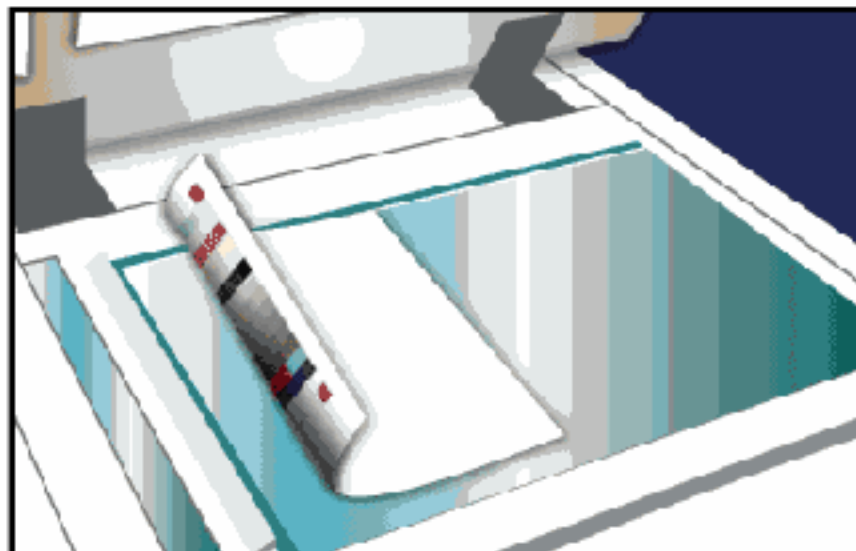
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## Loading documents



### Document Glass

The document glass can be used to copy most documents but is most frequently used for the more unusual document. Some examples are: bound or stapled documents, any size up to 11"x17", heavyweight or lightweight, very shiny, glossy, damaged, torn or crumpled documents.



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## Copy

These modules describe all the copy features of the machine.

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## Loading documents



### Document Glass

With the exception of bound originals, simply place the document face down on the document glass and register it to the left rear corner. Close the document handler.

There are numerous options for copying bound originals that are described in the Bound Originals section later in this module.



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## Copy

These modules describe all the copy features of the machine.

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Enter a key word.

## Loading documents

### Document Glass

The machine can detect the size of the document if it is a standard size. If the document is not a standard size the machine will not know what size it is. This does not matter if you select a specific reduction/enlargement and also select a specific paper tray. However, you can tell the machine the size of the document using the **Manual Size Input** feature.

To input the size of the document select the **Layout Adjustment** tab, the **Original Size** button and the **Manual Size Input** button.



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## Copy

These modules describe all the copy features of the machine.

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## Loading documents

### Document Glass

The machine can detect the size of the document if it is a standard size. If the document is not a standard size the machine will not know what size it is. This does not matter if you select a specific reduction/enlargement and also select a specific paper tray. However, you can tell the machine the size of the document using the **Manual Size Input** feature.

To input the size of the document select the **Layout Adjustment** tab, the **Original Size** button and the **Manual Size Input** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

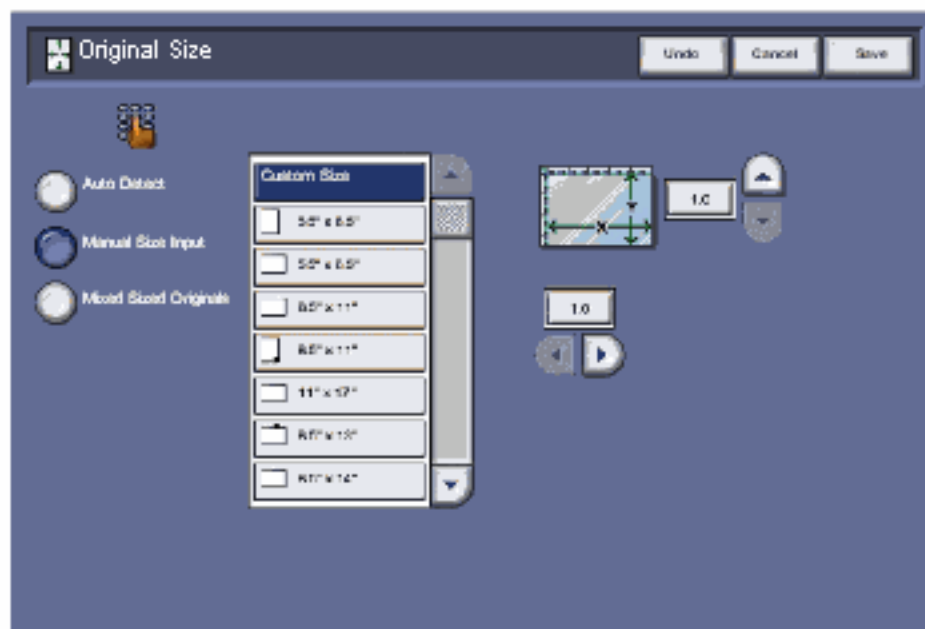
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## Loading documents

### Document Glass

On this screen you can either select a standard paper size and orientation from the list or input a **Custom** size.

When you have input the size of your document, you can use the Auto% Reduce/Enlarge or the Auto Paper Select features. For example, you can auto enlarge your document to fit a specific size of paper.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

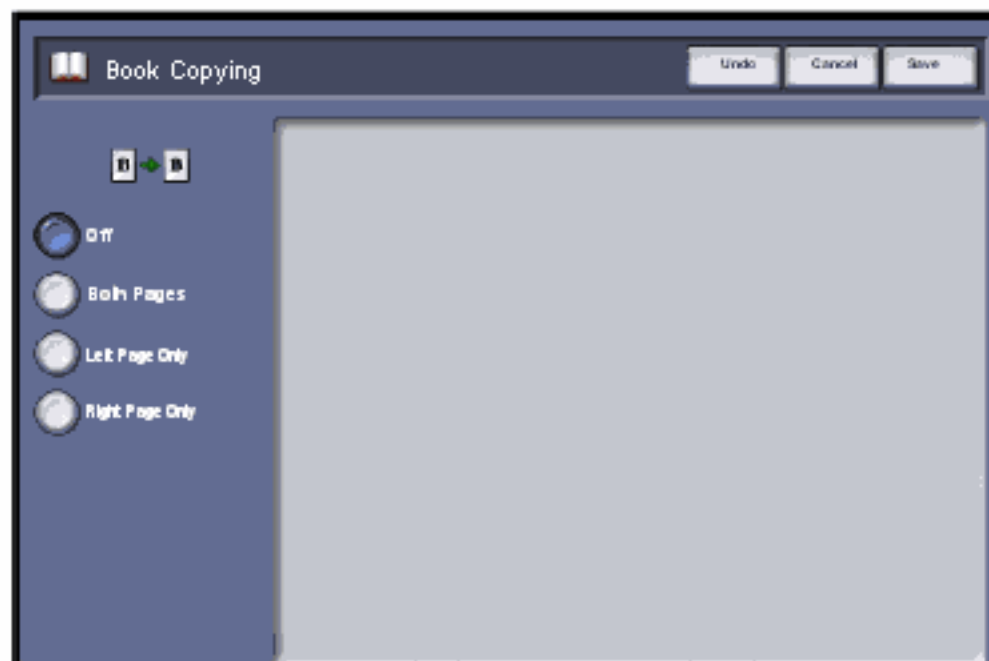
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## Loading documents



### Document Glass - Book Copying

Books can be placed on the document glass to make single-sided or two-sided copies. The book should be placed face down and registered to the rear left corner of the document glass. Align the top of the book original against the rear edge of the document glass.



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## Copy

These modules describe all the copy features of the machine.

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Enter a key word.

## Loading documents

### Document Glass - Book Copying

Various options are available when copying from books.

Select the **Layout Adjustment** tab and then the **Book Copying** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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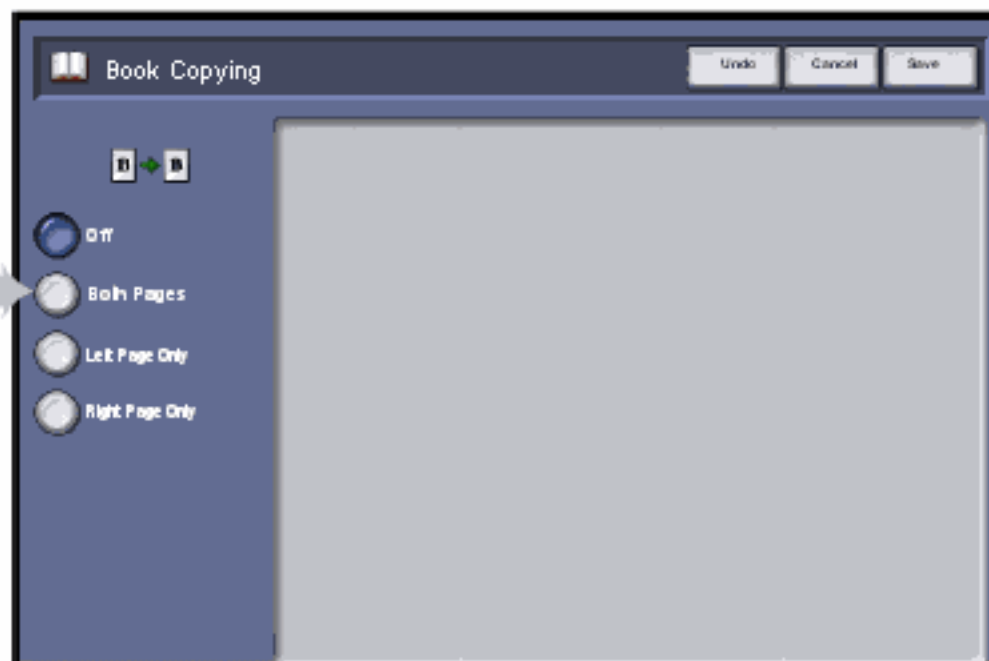
## Loading documents



### Document Glass - Book Copying

From this screen you can choose to copy both pages, the left page only, or the right page only.

Select the **Both Pages** button to continue.



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## Copy

These modules describe all the copy features of the machine.

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## Loading documents

### Document Glass - Book Copying

Whenever you make a Book Copying selection other than **Off**, you will have the option to use the **Binding Erase** feature, which deletes the shadow from your copies that is caused by the center binding.

Select the **Save** button to continue.



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## Copy

These modules describe all the copy features of the machine.

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## Loading documents



### Document Glass - Book Copying

When you have saved your selections, apply a light pressure to the spine of the document and press the **Start** button.

This completes the Document Glass - Book Copying topic.



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## Copy

These modules describe all the copy features of the machine.

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## Loading documents



This completes the overview of how to load your documents into the machine.

Return to the previous menu to select another copy module.



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## Copy

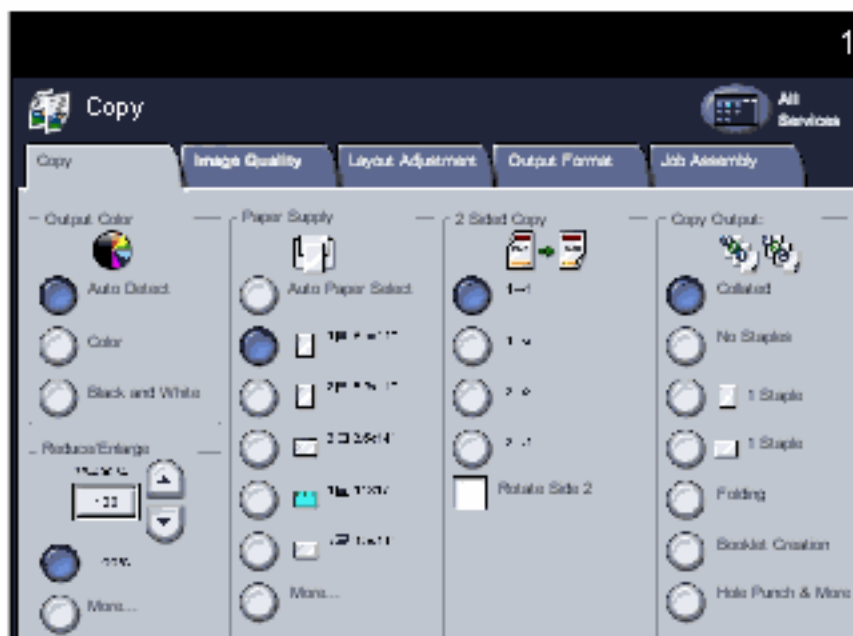
These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Output Color



You can select one of several **Output Color** options from the **Copy** tab.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Output Color



The **Output Color** options are shown here.

Select the **Auto Detect** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

## Output Color



The **Auto Detect** option enables the copier to determine if the document is black and white or color. If the document is black and white, the Black option is selected automatically. If the document is colored, the Color option is selected.

The Document Feeder must be closed for the Auto Detect option to function.

In order for the scanner to accurately sense color on a document, the color area must be greater than 50 square mm (approximately 2 square inches). If the color area is less, then select the Color option.

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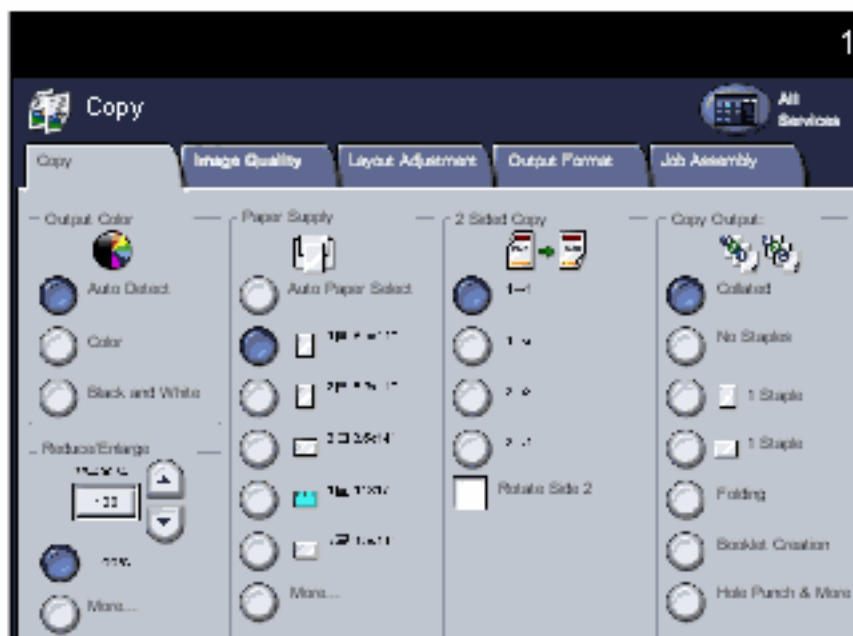
## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

## Output Color



When using **Auto Detect**, some very dark colors may be sensed as black. For these cases, you should select the **Color** option.

*NOTE: With Auto Detect selected, the machine runs at the speed for color copying, even if the originals are Black and White.*

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## Copy

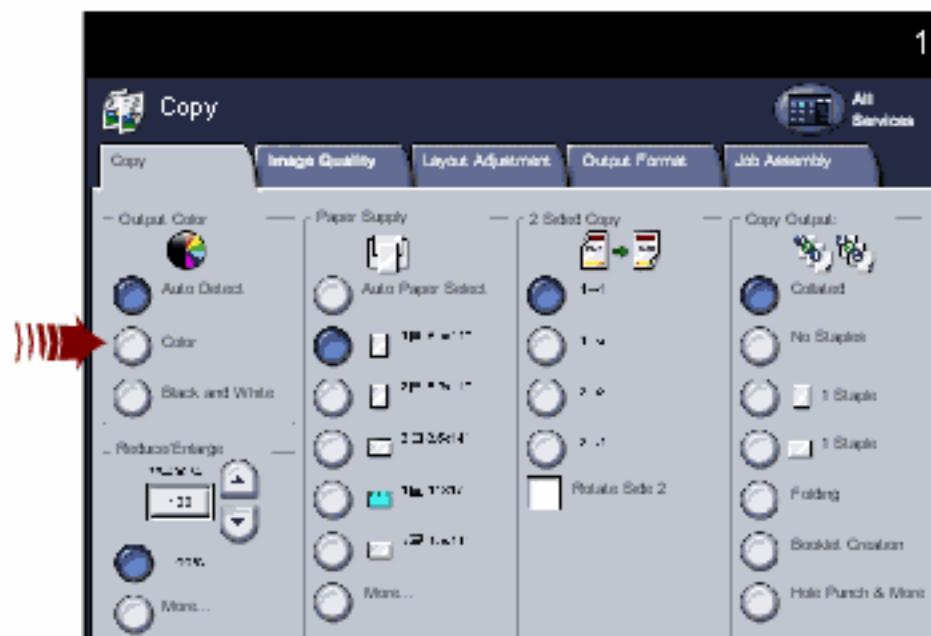
These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Output Color



Select the **Color** button shown above to continue.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output Color



The **Color** option enables the copier to make copies using all four toner colors (Yellow, Magenta, Cyan and Black).

Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

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## Output Color



Select the **Black and White** button to continue.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

## Output Color



The **Black and White** option should be selected when the desired output is a black and white copy. Black and white copies can be made from any original. With Black and White selected, only Black toner is used.

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## Copy

These modules describe all the copy features of the machine.

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## Output Color



This concludes the Output Color tutorial.



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## Copy

These modules describe all the copy features of the machine.

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## Reduction and Enlargement



The reduce/enlarge feature provides a variety of reduction and enlargement options to adjust the size of the output image.

Originals placed on the document glass can be enlarged or reduced by between 400% and 25%.

Various automatic and pre-set selections are available to help you choose the most common reductions or enlargements, while a custom setting enables you to select the ratio that suits your requirements.

In this tutorial you will learn how to:

1. Access the most commonly used reduction and enlargement selections
2. Customize the reduction and enlargement ratios to suit non-standard jobs



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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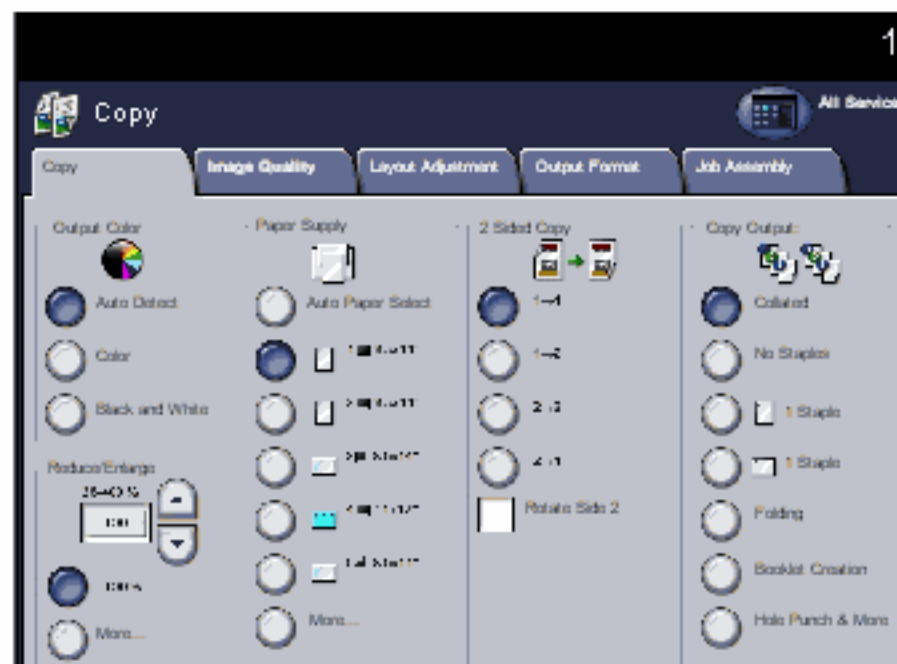
## Reduction and Enlargement

### Basic Reduce/Enlarge buttons

The most common selections are displayed in the Reduce/Enlarge panel on the Copy tab.

Roll the cursor over each Reduce/Enlarge button for a brief description of each setting.

Select the MORE button to move on.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Reduction and Enlargement

### Proportional % Reduce/Enlarge

The **Proportional % Reduce/Enlarge** selections available on this screen will reduce or enlarge the image by the same ratio in both directions so that the image gets bigger or smaller but the proportions remain the same.

Roll the cursor over each screen area for a detailed description of each function.

When you are ready, select the **Independent X-Y%** button to review the custom options.

Variable X-Y		Reduce/Enlarge Presets	
<input checked="" type="radio"/> Proportional	25 - 400 % 100	<input checked="" type="radio"/> 100%	<input type="radio"/> 75% 8.5 x 11" → 6.5 x 11"
<input type="radio"/> Independent X-Y		<input type="radio"/> Auto%	<input type="radio"/> 54% 8.5 x 11" → 6.5 x 11"
<input type="checkbox"/> Auto Center		<input type="radio"/> 20%	<input type="radio"/> 141% 8.5 x 11" → 12.1 x 11"
		<input type="radio"/> 50% 8.5 x 11" → 12.75 x 11"	<input type="radio"/> 100% 8.5 x 11" → 8.5 x 11"
		<input type="radio"/> 64% 8.5 x 11" → 10.7 x 11"	<input type="radio"/> 200%
		<input type="radio"/> 70% 8.5 x 11" → 11.9 x 11"	<input type="radio"/> 400%



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## Copy

These modules describe all the copy features of the machine.

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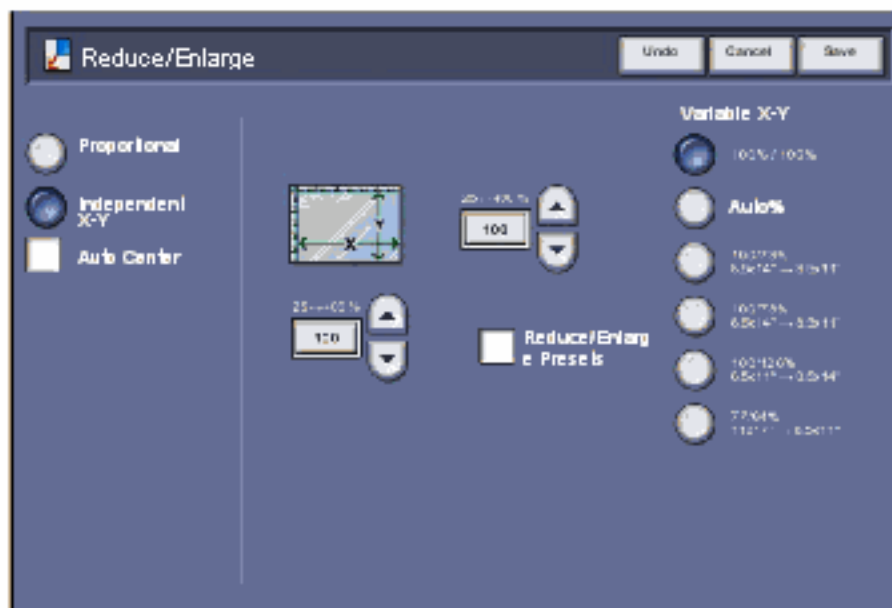
## Reduction and Enlargement

### Independent X-Y% Reduce/Enlarge

The **Independent X-Y% Reduce/Enlarge** screen enables you to set different reduction or enlargement ratios for the width (x) and the height (y) of the image. This will produce a distorted copy of your original document.

Once you have made selections, select **Save** to save your settings.

[Roll the cursor over each of the screen areas for a description of their function.](#)



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## Copy

These modules describe all the copy features of the machine.

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## Reduction and Enlargement



That concludes this explanation of the reduction and enlargement features. Return to the Copy menu.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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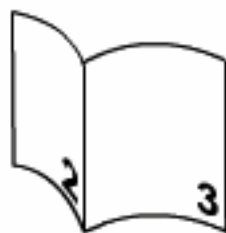
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## 2 Sided Copying

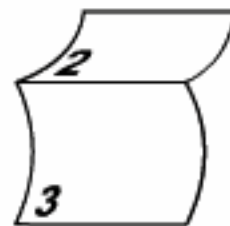


The machine provides options to make one or two-sided copies from one or two-sided originals using either the Document Handler or the document glass.

In this tutorial you will learn how to select the appropriate 2 Sided Copying option.



Book Orientation / Format



Calendar Orientation /Format



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## 2 Sided Copying



The **Copy** tab displays all the two-sided options available on this machine. [Move your cursor over the buttons for an explanation of each option.](#)



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## Copy

These modules describe all the copy features of the machine.

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## 2 Sided Copying



This completes the overview of the 2 Sided Copying feature.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

## Image Quality



Your machine can enhance the quality of your output using the image quality features. This includes features such as setting the machine to suit the type of input, controlling the lightness, darkness and sharpness of the image and enhancing the color of the image. These features are accessed from the **Image Quality** tab.

Select the **Image Quality** tab.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Image Quality



There are six buttons associated with image quality; **Original Type**, **Image Options**, **Image Enhancement**, **Color Effects**, **Color Balance**, and **Color Shift**. The text next to each button reflects the current settings for the features associated with that button.

This tutorial will explain how to use these features to enhance the quality of your output.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

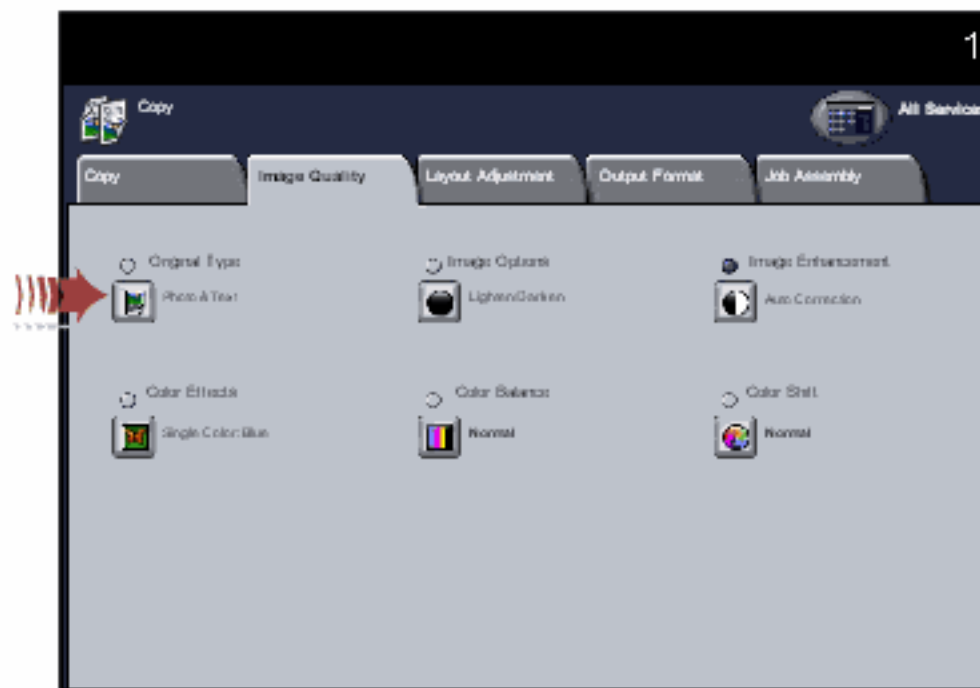
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## Image Quality

### Original Type

The **Original Type** feature provides a convenient way to enhance the copy quality of your output based on the type of original images you are scanning. The default setting is **Photo and Text**.

Select the **Original Type** button on the **Image Quality** tab.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

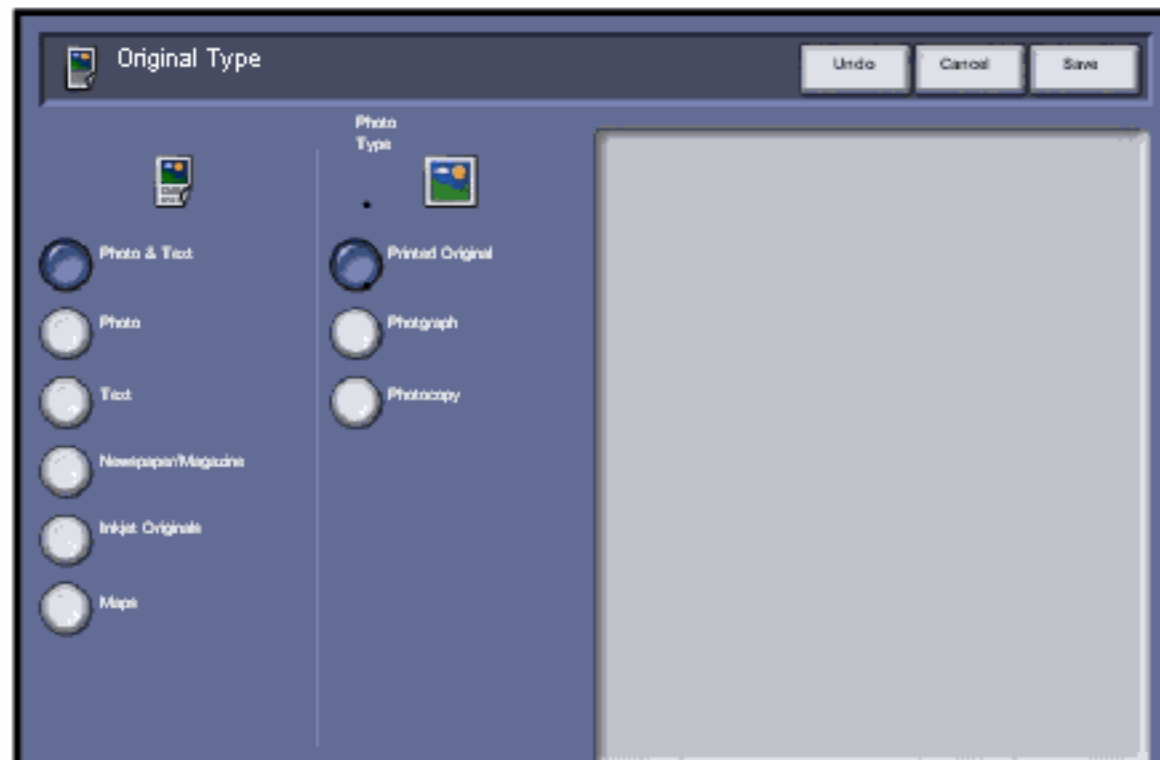
Enter a key word.

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## Image Quality

### Original Type

Roll the cursor over each **Original Type** button for an explanation of when to use each option for optimum image quality.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

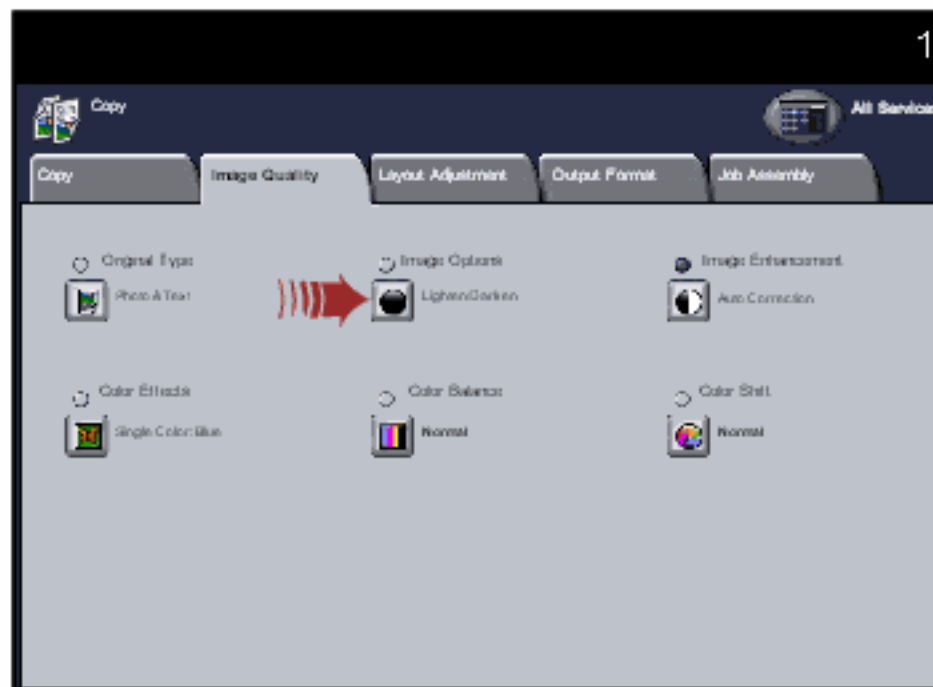
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## Image Quality

### Image Options

The **Image Options** feature includes customized selections for the **Lighten/Darken**, **Sharpness** and **Saturation** settings. The Image Options are accessed from a button on the **Image Quality** tab.

Select the **Image Options** button on the **Image Quality** tab.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

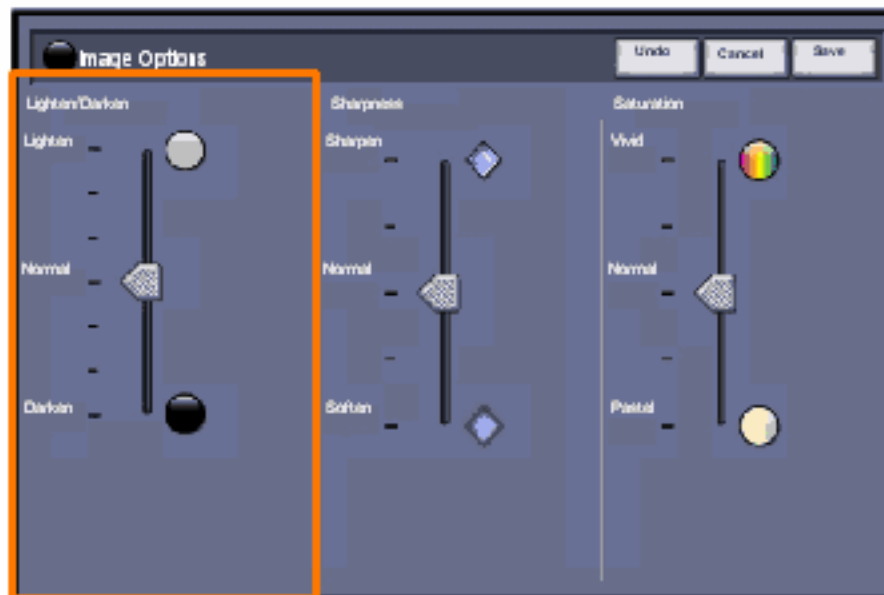
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## Image Quality

### Image Options



The **Lighten/Darken** feature enables you to lighten or darken the image on your copy. Move the slider control **down** to darken the copy, for example, from light originals such as pencil images. Move the slider control **up** to lighten the copy, for example, to copy more details from dark areas in the original or to suppress the lines from pasted or newspaper originals.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Image Quality

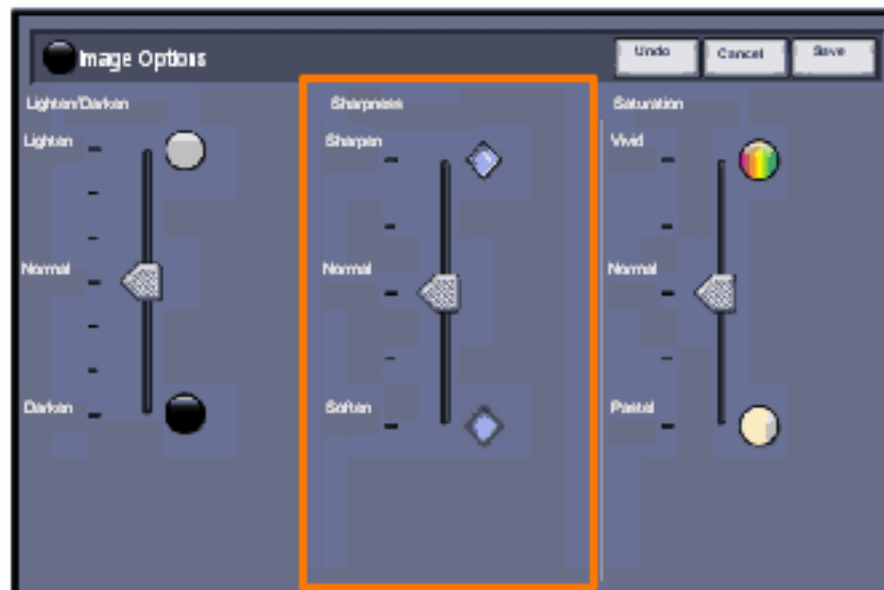
### Image Options



**Sharpness** this feature controls the balance between sharp text and moiré (patterns within the image).

Move the slider control **down** (Soften) to produce an image with a smooth, uniform appearance (ideally suited for photographic scanned images).

Move the slider control **up** (Sharpen) to produce an image with better quality text or line art.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

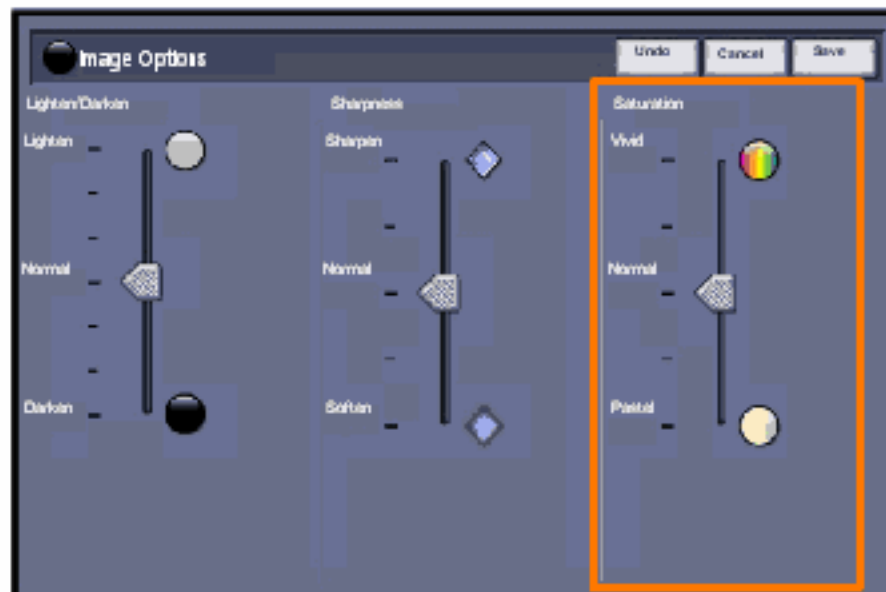
Enter a key word.

Search

## Image Quality

### Image Options

**Saturation** allows colors to become more or less vivid. To make the colors on your output more vivid, move the slide bar up. To create a less vivid output, or a pastel effect, move the slide bar down. To keep the output normal, do not adjust the saturation.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

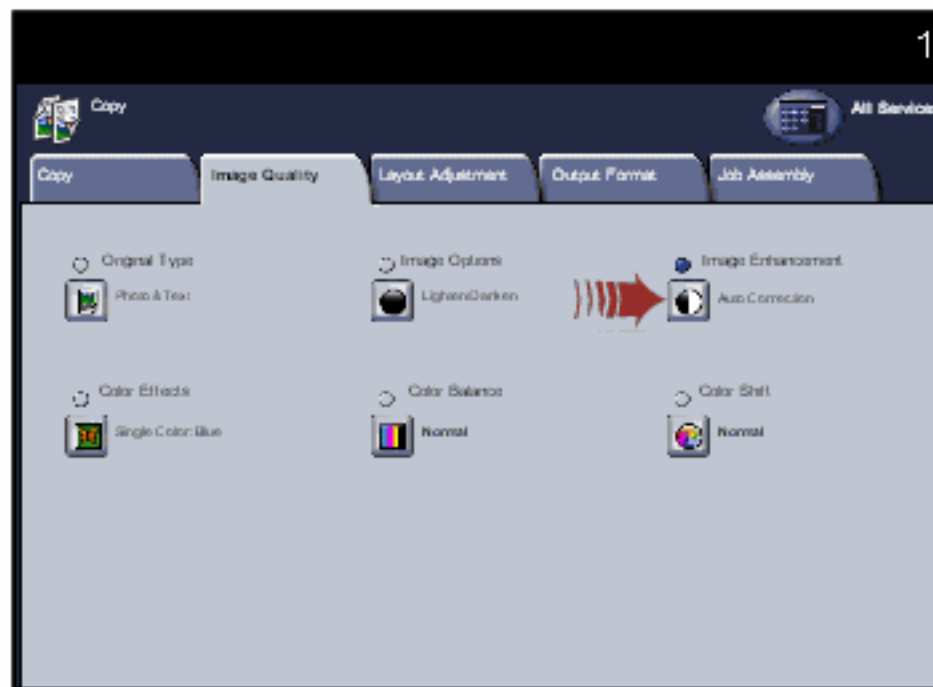
Search

## Image Quality

### Image Enhancement

The **Image Enhancement** options include customized selections for the **Background Suppression**, **Manual Contrast** and **Contrast** settings. The Image Enhancement options are accessed from a button on the **Image Quality** tab.

Select the **Image Enhancement** button on the **Image Quality** tab.



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## Copy

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## Image Quality

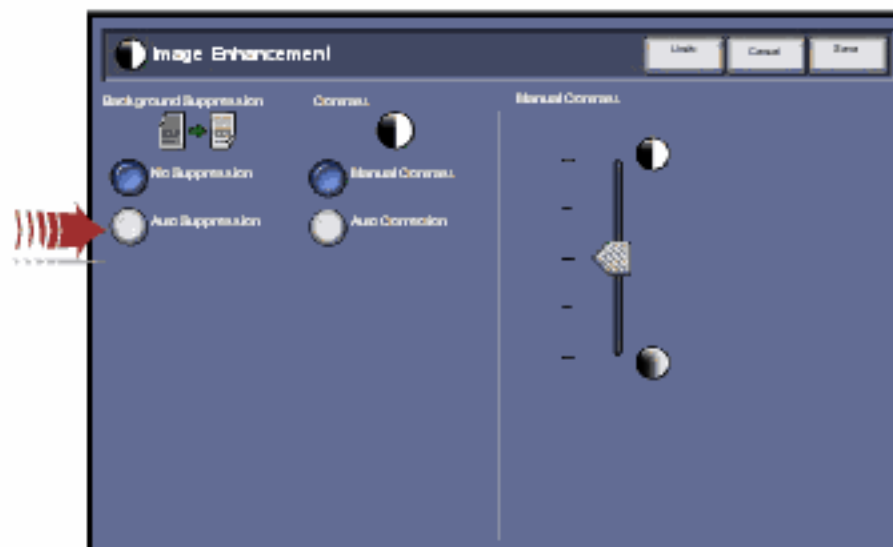
### Image Enhancement

The **Auto Suppression** option in the Background Suppression area of the screen automatically reduces or eliminates any background on the copies caused by colored paper or newspaper originals. Select the **No Suppression** option when:

The Darken adjustment does not produce a satisfactory copy from light originals.

The original has a gray or colored border, such as a certificate.

You want to bring out fine detail that was lost due to a dark edge when using bound originals.



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## Copy

These modules describe all the copy features of the machine.

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## Image Quality

### Image Enhancement

The **Auto Suppression** option in the Background Suppression area of the screen automatically reduces or eliminates any background on the copies caused by colored paper or newspaper originals. Select the **No Suppression** option when:

The Darken adjustment does not produce a satisfactory copy from light originals.

The original has a gray or colored border, such as a certificate.

You want to bring out fine detail that was lost due to a dark edge when using bound originals.



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## Copy

These modules describe all the copy features of the machine.

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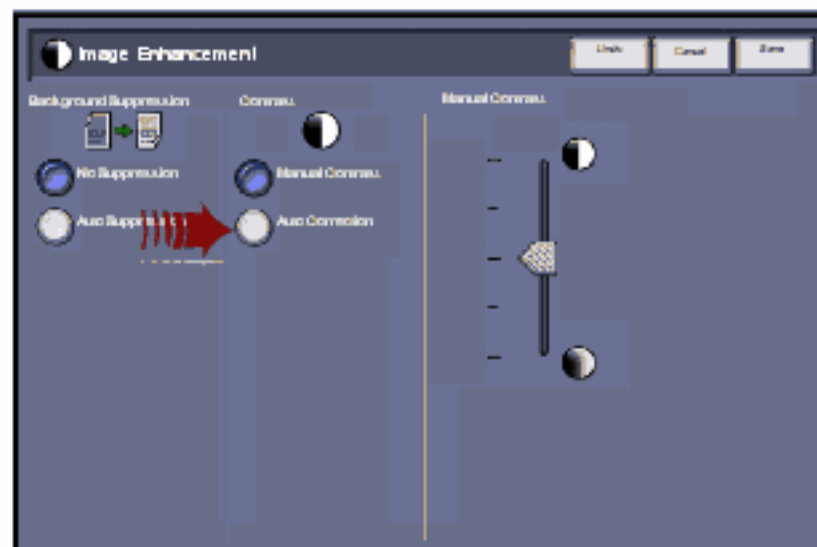
## Image Quality

### Image Enhancement



The **Manual Contrast** feature allows you to control the differences between the image densities on the copy and enables you to compensate for a document that has too much or too little contrast on the image. The lower contrast settings reproduce more detail in light and dark areas of the original while higher contrast settings produce more vivid blacks and whites for sharper text and lines but less detail in pictures.

Select the **Auto Correction** button to continue.



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## Copy

These modules describe all the copy features of the machine.

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## Image Quality

### Image Enhancement

When the **Auto Correction** option is selected in the **Contrast** area, the settings for lightness, sharpness and color saturation are automatically corrected for each original document scanned.



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## Copy

These modules describe all the copy features of the machine.

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## Image Quality

### Color Effects

Color Effects are preset color options, which allow you to change a set of color options and image adjustment selections. Selecting one of the preset color effects causes changes to other image quality features, such as Sharpness, Saturation, Color Shift, Color Balance, Lighten / Darken, Background Suppression and Contrast.

Select the **Color Effects** button on the **Image Quality** tab.



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## Copy

These modules describe all the copy features of the machine.

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Enter a key word.

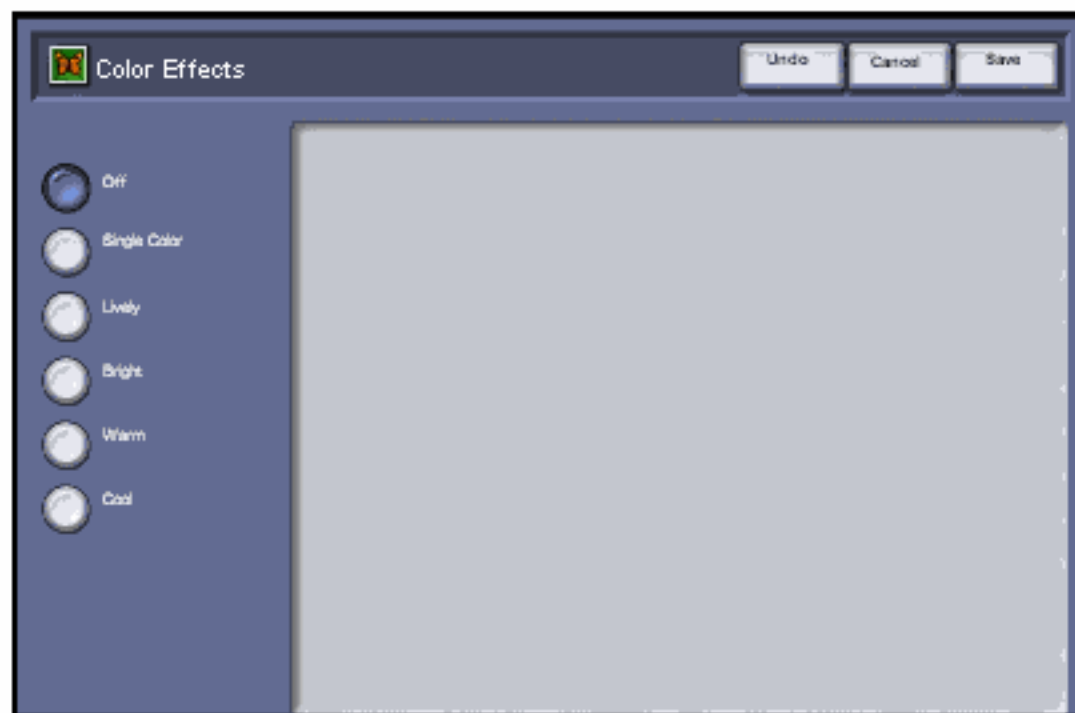
Search

## Image Quality

### Color Effects

Roll over the **Color Effects** options shown on the screen below to view detailed information about each option.

*NOTE: If other image quality settings are changed after selecting a Color Effects option, the Color Effects will be returned to the default setting.*



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Color Balance



The **Color Balance** feature allows you to adjust the balance between colors and the overall amount of color on the output copies. You can access the **Color Balance** button on the **Image Quality** tab.

Select the **Color Balance** button shown to continue.

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## Copy

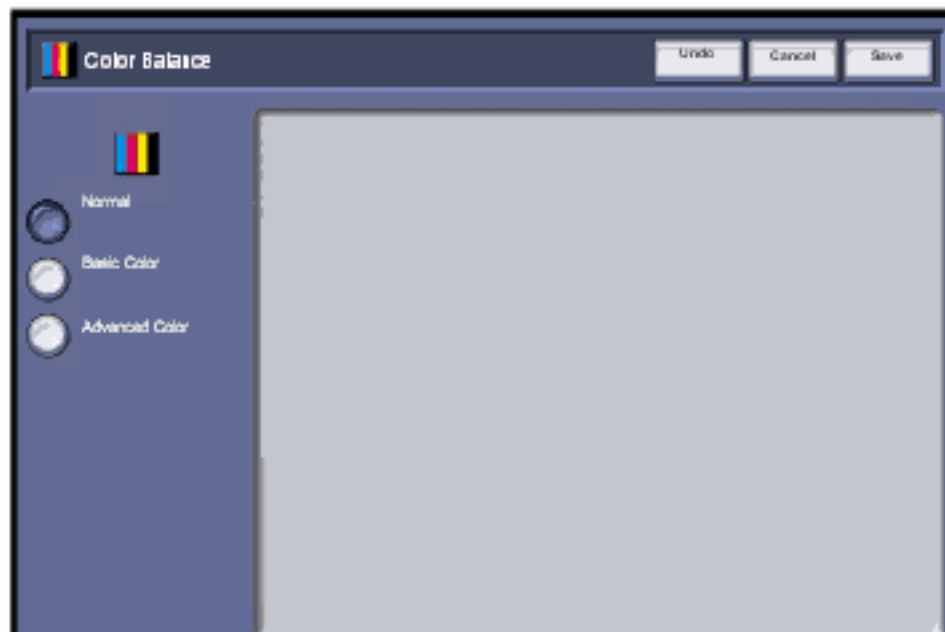
These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Color Balance



The **Normal** option adjusts the color balance settings to the machine default levels.



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## Copy

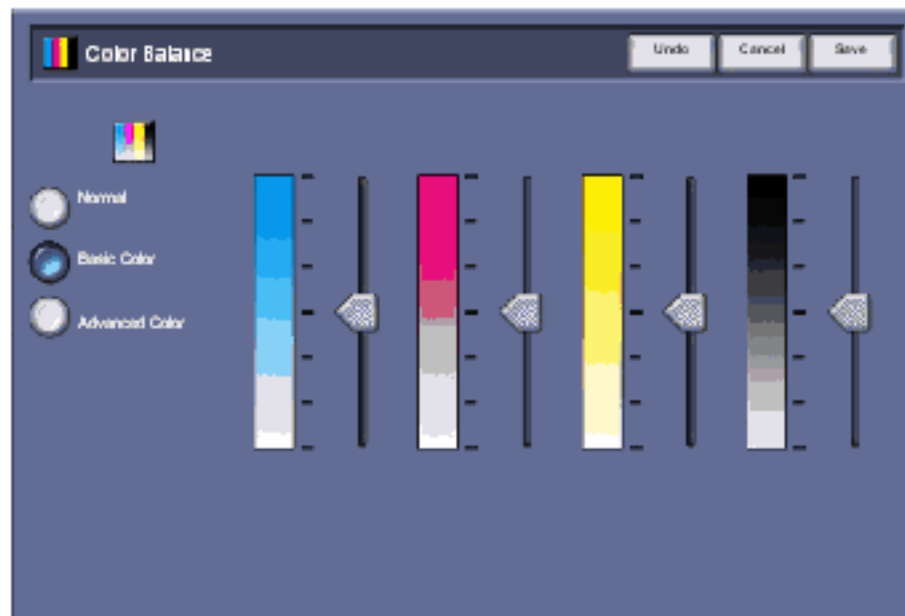
These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Color Balance



The **Basic Color** option allows you to adjust the levels of all four process colors (yellow, magenta, cyan, and black).



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## Copy

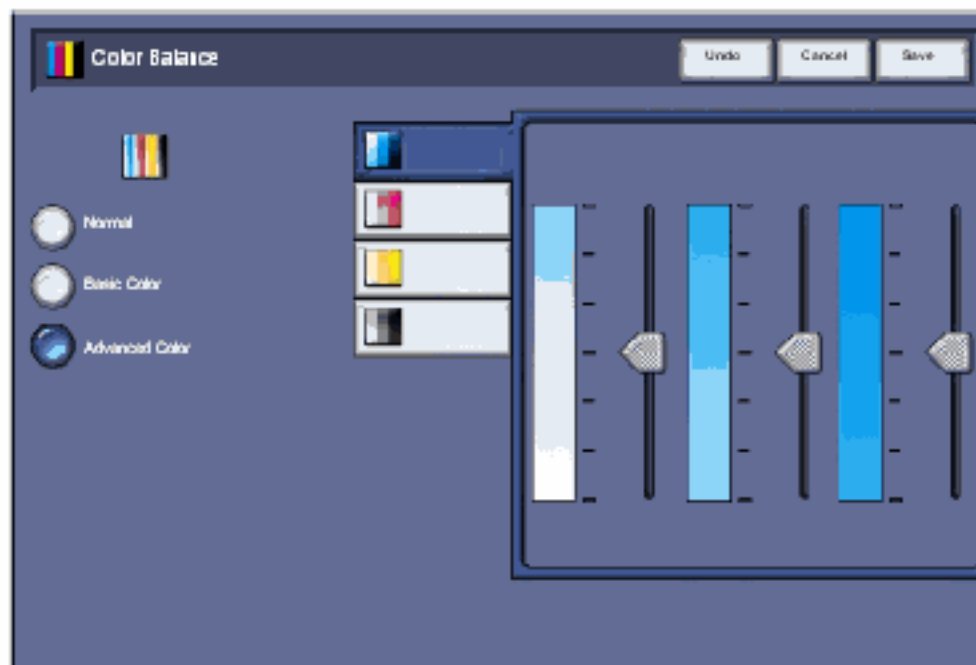
These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Color Balance



The **Advanced Color** option allows you to adjust the highlight, midtone, and shadow density levels in each of the four process colors.



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## Copy

These modules describe all the copy features of the machine.

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## Color Shift



The Color Shift control allows you to alter the hue of the output colors. This permits you to adjust the overall color of the output by shifting colors toward adjacent hues.

You can access the **Color Shift** button on the **Image Quality** tab.

Select the **Color Shift** button shown above to continue.



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## Copy

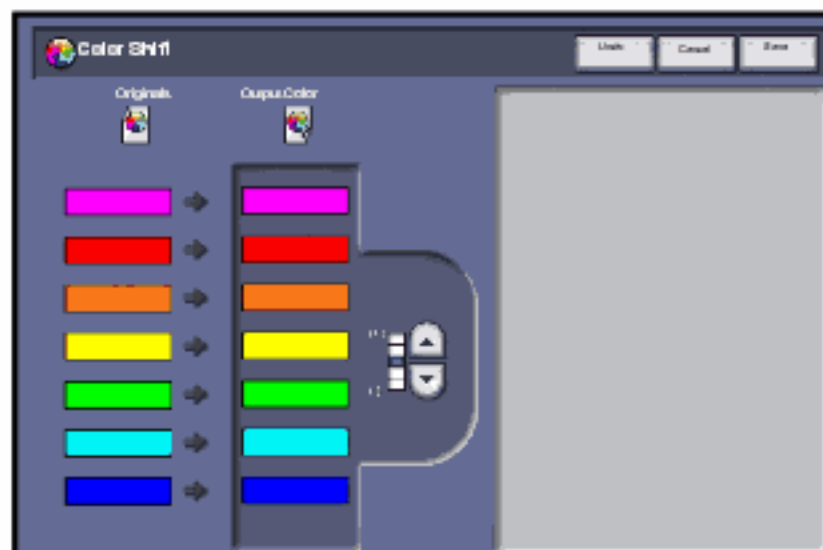
These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Color Shift



If you touch the **Down Arrow** button, the red colors shift toward the yellow hue, the green colors shift toward the cyan hue, and the blue colors shift toward the magenta hue. All colors between these original colors also shift in the same direction.

If you touch the **Up Arrow** button, the red colors shift toward the magenta hue, the blue colors shift toward the cyan hue, and the green colors shift toward the yellow hue. Again, all colors between these original colors also shift in the same direction.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Image Quality



This completes the module on Image Quality. Return to the previous menu to review the other copy modules.



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## Copy

These modules describe all the copy features of the machine.

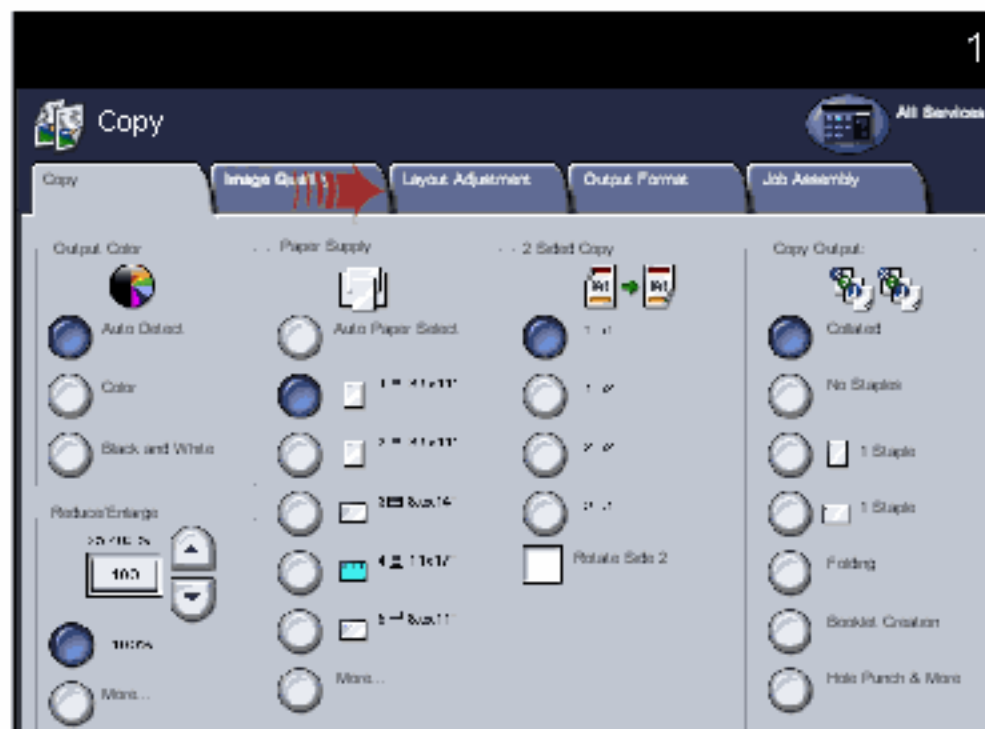
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

## Layout Adjustment

You can enhance the layout of your output using the layout adjustment features. These features are accessed from the **Layout Adjustment** tab.

Select the **Layout Adjustment** tab.



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## Copy

These modules describe all the copy features of the machine.

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## Layout Adjustment



There are six buttons associated with layout adjustment; **Original Orientation**, **Original Size**, **Book Copying**, **Image Shift**, **Edge Erase**, and **Invert Image**. The text next to each button reflects the current settings for the features associated with that button.

This tutorial will explain how to use these features to enhance the layout of your output.



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## Copy

These modules describe all the copy features of the machine.

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## Layout Adjustment

### Original Orientation

The **Original Orientation** feature allows you to specify the orientation of your original documents. This feature is primarily used to ensure that proper output is produced when the Image Shift, Edge Erase, or Page Layout features are enabled.

Select the **Original Orientation** button.



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## Copy

These modules describe all the copy features of the machine.

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Enter a key word.

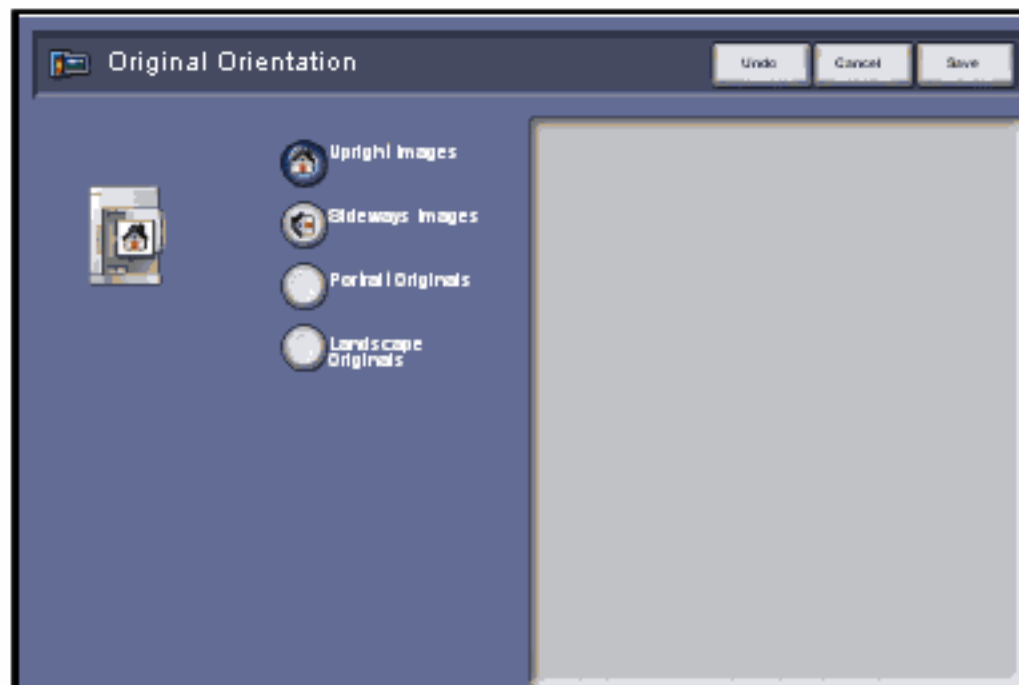
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## Layout Adjustment

### Original Orientation



Select any of the Original Orientation options for an explanation of each option.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

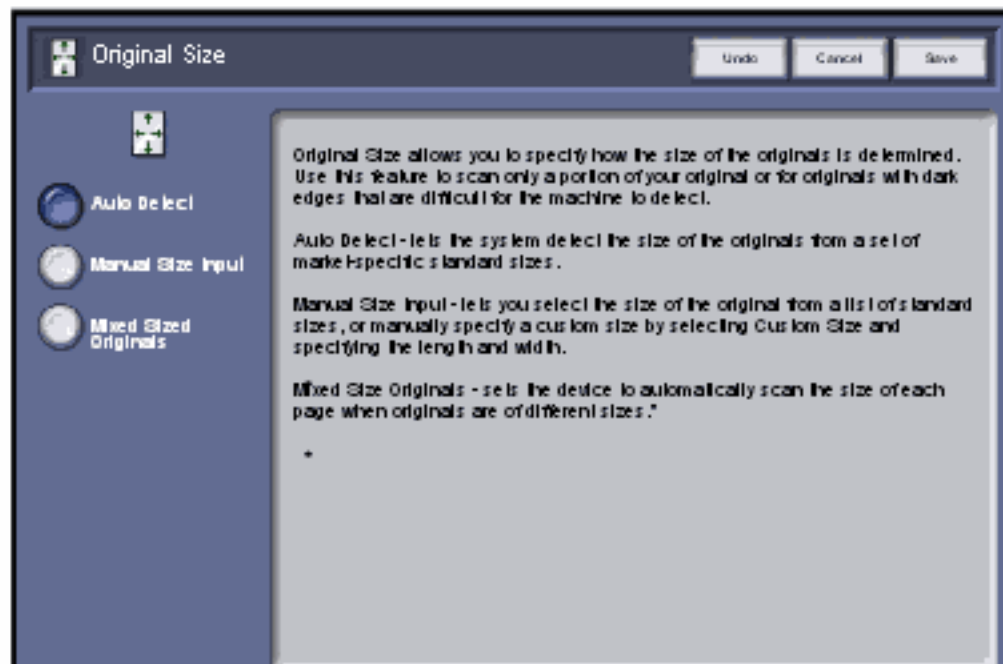
Enter a key word.

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## Layout Adjustment

### Original Size

Select **Original Size** to enter the size of your document when scanning from the Document Glass or the Document Handler. Your machine uses this information to calculate the size of your original and the scanned image.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

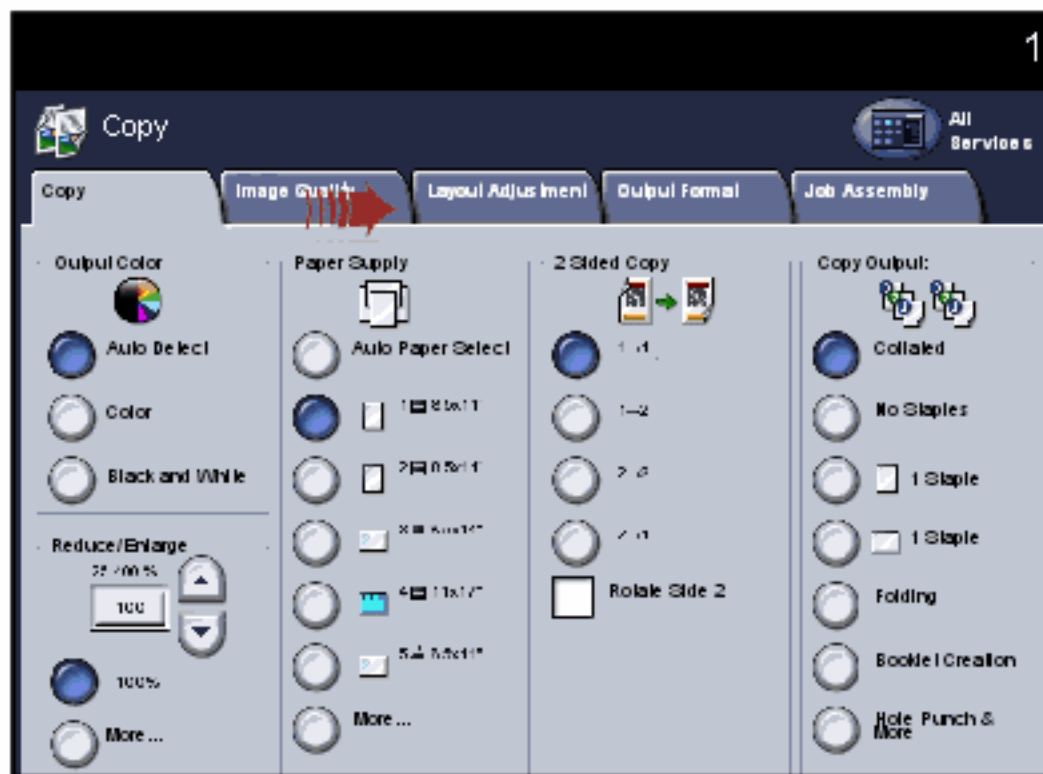
Enter a key word.

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## Layout Adjustment

### Original Size

Access the Original Size settings by selecting the **Layout Adjustment** tab and the **Original Size** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Layout Adjustment

### Original Size

Access the Original Size settings by selecting the **Layout Adjustment** tab and the **Original Size** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

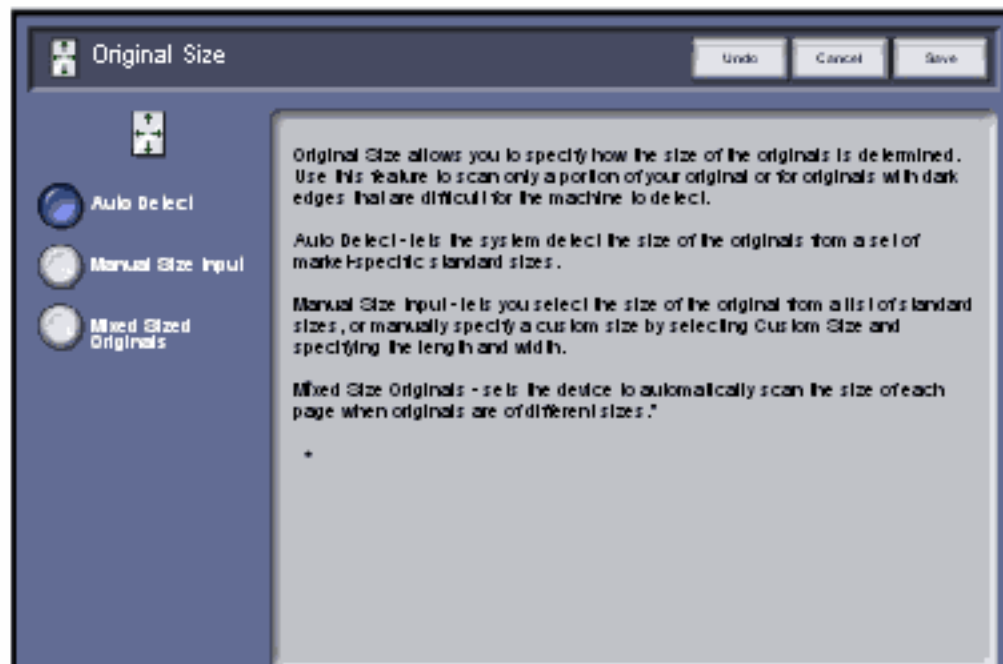
Enter a key word.

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## Layout Adjustment

### Original Size

Select any of the **Original Size** options for an explanation of each option.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

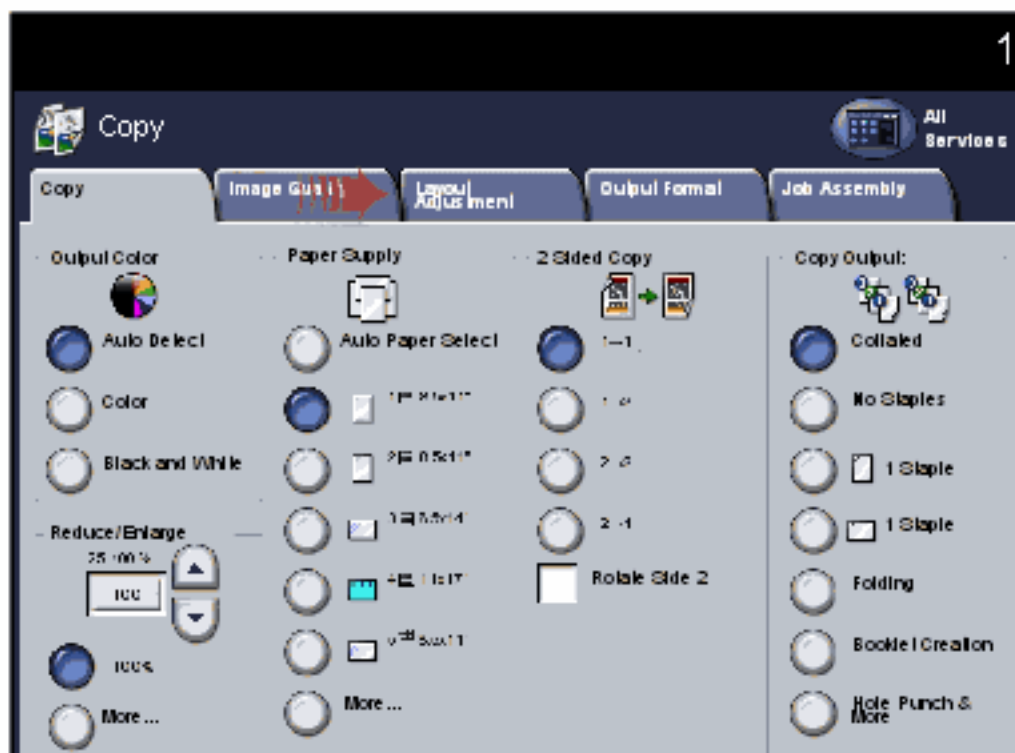
Enter a key word.

## Layout Adjustment

### Document Glass - Book Copying

Various options are available when copying from books.

Select the **Layout Adjustment** tab and then the **Book Copying** button.



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## Copy

These modules describe all the copy features of the machine.

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## Layout Adjustment

### Document Glass - Book Copying

Various options are available when copying from books.

Select the **Layout Adjustment** tab and then the **Book Copying** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

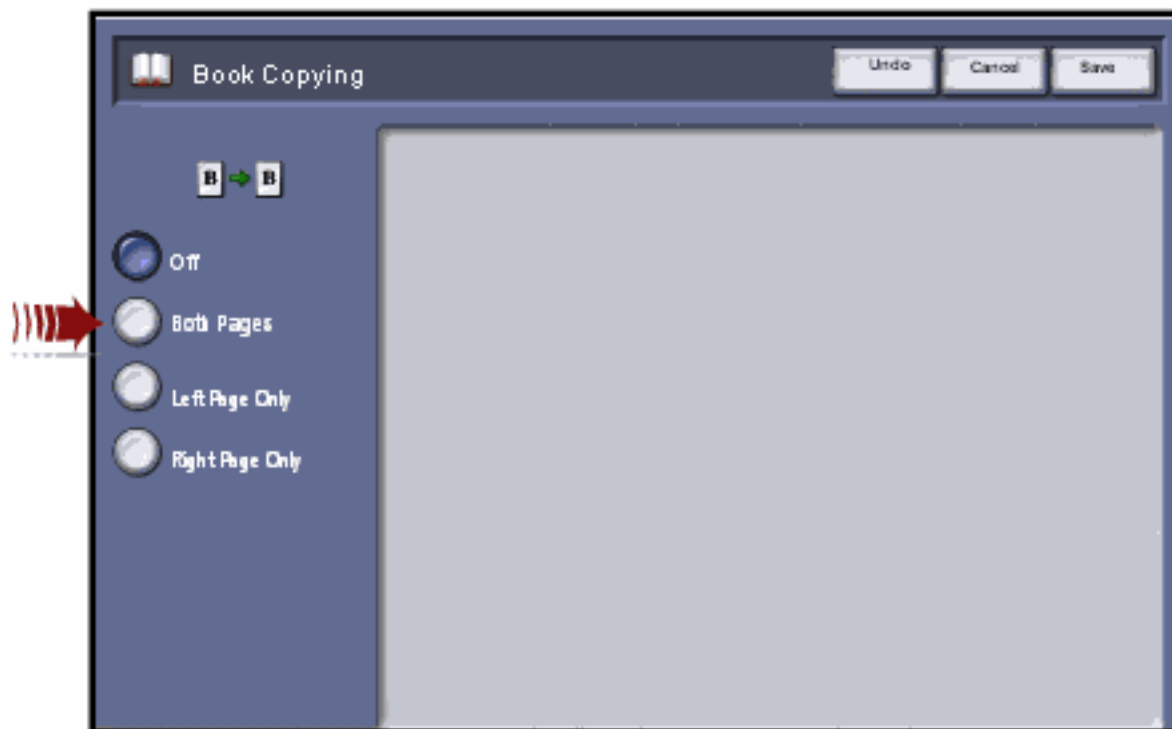
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## Layout Adjustment



From this screen you can choose to copy both pages, the left page only, or the right page only.


Select the **Both Pages** button to continue.



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## Copy

These modules describe all the copy features of the machine.

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## Layout Adjustment

### Document Glass - Book Copying

Whenever you make a Book Copying selection other than **Off**, you will have the option to use the **Binding Erase** feature, which deletes the shadow from your copies that is caused by the center binding.

Select the **Save** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

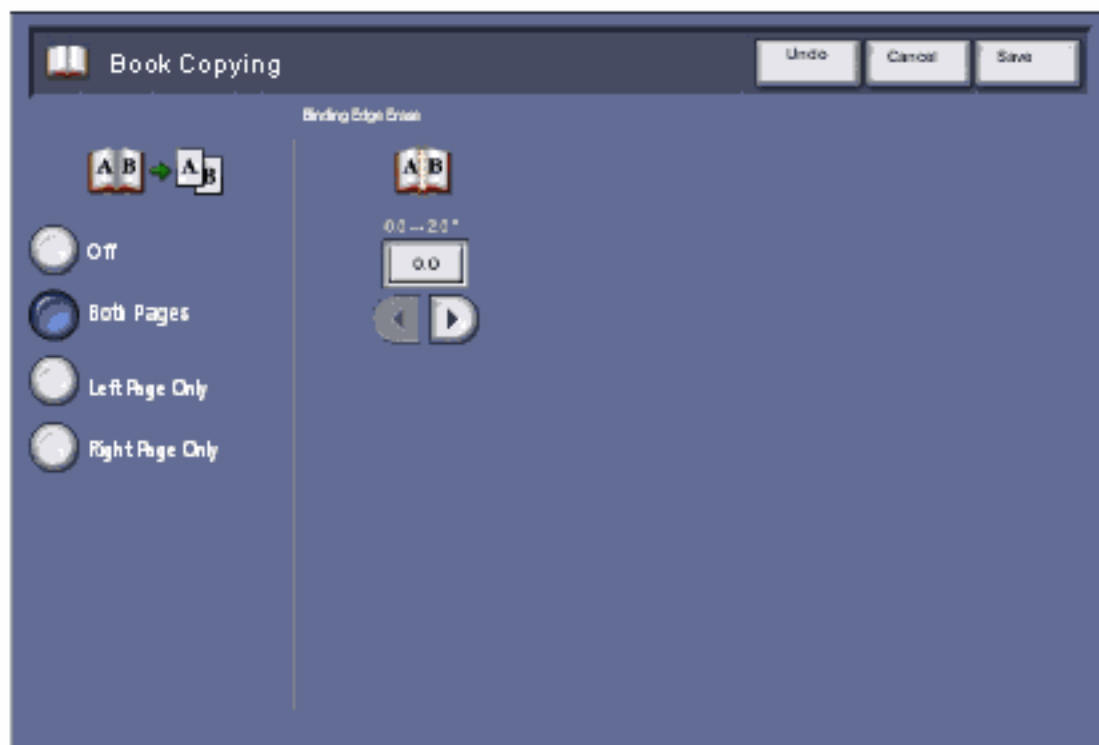
Enter a key word.

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## Layout Adjustment

### Document Glass - Book Copying

When you have saved your selections, apply a light pressure to the spine of the document and press the **Start** button.



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## Copy

These modules describe all the copy features of the machine.

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## Layout Adjustment

### Image Shift

**Image Shift** allows you to move the position of the image on the output page.

Select the **Image Shift** button.



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## Copy

These modules describe all the copy features of the machine.

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## Layout Adjustment

### Image Shift



Select any of the Image Shift options for an explanation of each option.

 **Image Shift**
Undo    Cancel    Save

No Shift

Auto Center


Margin Shift

**Presets**

Slide 1

Slide 2

Available



The Image Shift features allow you to make adjustments for scanning different types of documents.

**No Shift** - Performs no adjustment.

**Auto Center** - Automatically places the scanned image in the center of the selected output.

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## Copy

These modules describe all the copy features of the machine.

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## Layout Adjustment

### Edge Erase

**Edge Erase** allows you to adjust the amount of the image that is erased around the edges of your copies. For example you can remove the marks on your copies made by punched holes or staples in your original. It is accessed from the **Layout Adjustment** tab.

Select the [Edge Erase](#) button



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## Copy

These modules describe all the copy features of the machine.

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## Layout Adjustment

### Edge Erase



Select any of the Edge Erase options shown here for an explanation of each option.

### Edge Erase

All Edges

Individual Edges

Edge Erase allows you to change the edge deletion parameters on copies.

Border Erase - produces a consistent margin erase on all margins.

Print to Edge - performs no edge deletion at all.

Edge Erase - independently erases each margin in differing amounts.

Presets - pre-programmed erase amounts set up by the system administrator.

Presets

Available

Available

Available

All Edges

0.1 - 2.0"



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## Copy

These modules describe all the copy features of the machine.

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## Layout Adjustment



### Invert image

As shown below, the **Mirror Image** feature reverses the original image creating a mirror of the original.

This feature can be used when you want to change the apparent direction of an image or where the original is inked on the reverse of the paper e.g. engineering drawings. If necessary your machine will automatically rotate the image by 180°, depending on the orientation of your original and the paper supply selected.



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## Copy

These modules describe all the copy features of the machine.

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## Layout Adjustment

### Invert image



The **Negative Image** feature converts the black image areas in the original to white, the white image areas to black and any dark gray image areas to light gray. This feature is useful for documents that have a substantial amount of dark background and/or light text and images, saving on dry ink usage.



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## Copy

These modules describe all the copy features of the machine.

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Enter a key word.

## Layout Adjustment

### Invert image

The Invert Image button on the Layout Adjustment tab allows you to switch on the features Mirror Image and Negative Image.

After you have switched Mirror Image and/or the Negative Image on, select **Save** so that you can program any other features you may require from the control panel.

Switch on Mirror Image and/or Negative Image by selecting the **Layout Adjustment** tab, the **Invert Image** button and the appropriate button.



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## Copy

These modules describe all the copy features of the machine.

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## Layout Adjustment

### Invert image

The Invert Image button on the Layout Adjustment tab allows you to switch on the features Mirror Image and Negative Image.

After you have switched Mirror Image and/or the Negative Image on, select **Save** so that you can program any other features you may require from the control panel.

Switch on Mirror Image and/or Negative Image by selecting the **Layout Adjustment** tab, the **Invert Image** button and the appropriate button.



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## Copy

These modules describe all the copy features of the machine.

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**Search**

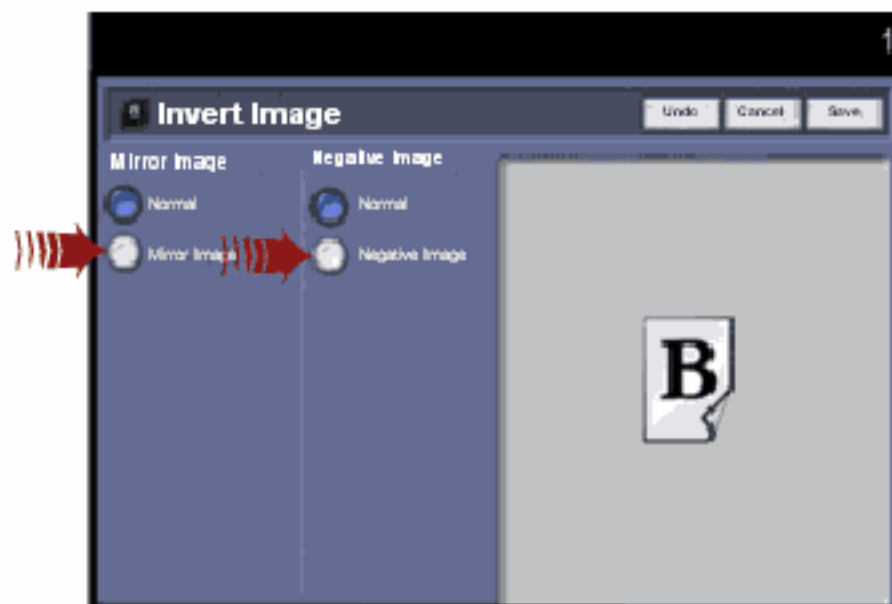
## Layout Adjustment

### Invert image

The Invert Image button on the Layout Adjustment tab allows you to switch on the features Mirror Image and Negative Image.

After you have switched Mirror Image and/or the Negative Image on, select **Save** so that you can program any other features you may require from the control panel.

Switch on Mirror Image and/or Negative Image by selecting the **Layout Adjustment** tab, the **Invert Image** button and the appropriate button.

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## Copy

These modules describe all the copy features of the machine.

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## Layout Adjustment



This completes the module on Layout Adjustment. Return to the previous menu to review the other copy modules.



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## Copy

These modules describe all the copy features of the machine.

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## Output Format



The Output Format options allow you to manipulate the copied images and enhance the appearance and style of your copy jobs. There are 5 options.

- > Booklet Creation
- > Covers
- > Transparency Options
- > Page Layout
- > Annotation

This tutorial will show you how to use all of the options found on the Output Format tab.



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## Copy

These modules describe all the copy features of the machine.

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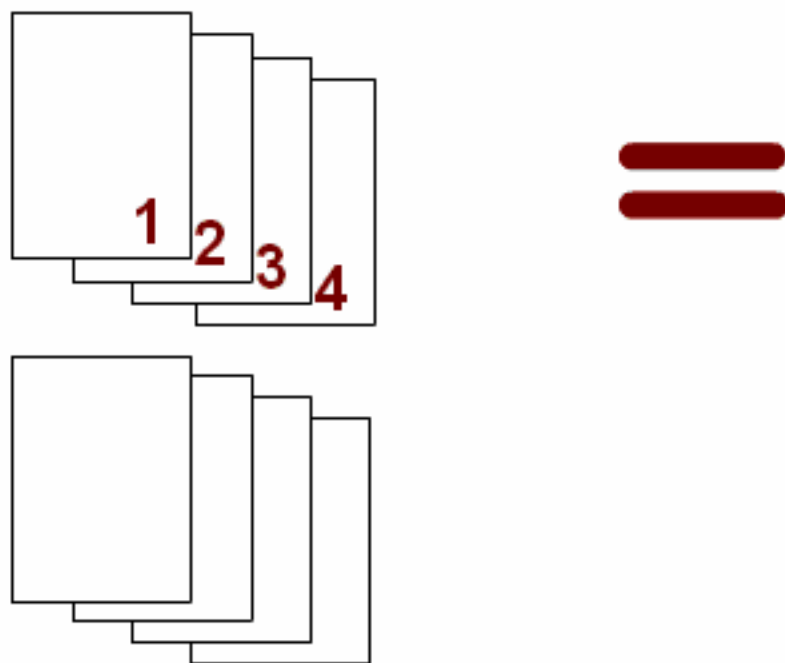
Enter a key word.

Search

## Output Format

### Booklet Creation

Booklet creation enables the production of booklets or multi-page copies from 1 or 2-sided originals. The machine will scan your originals and automatically reduce and arrange the images in the correct sequence on your selected copy paper so that a booklet is created when the copy set is folded in half. If your machine is fitted with a Professional Finisher it can fold and staple your booklets automatically.



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## Copy

These modules describe all the copy features of the machine.

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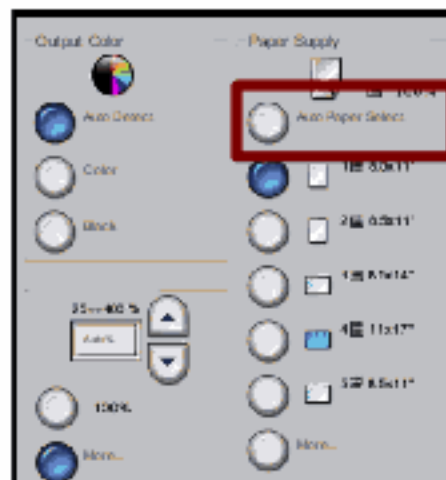
## Output Format

### Booklet Creation



There are 2 simple rules that must be followed when making booklets:

- 1 First select the tray that contains the paper you want to use.  
Booklet Creation is not available if **Auto Paper Select** is chosen.



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## Copy

These modules describe all the copy features of the machine.

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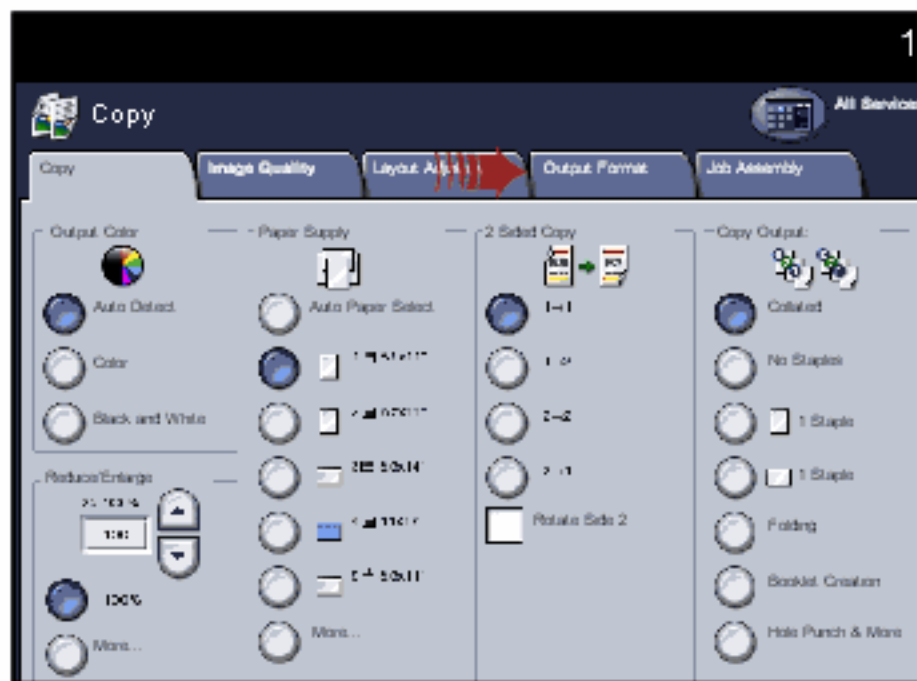
Enter a key word.

## Output Format

### Booklet Creation

The Booklet creation feature is switched on from a button on the Output Format tab. When Booklet creation is switched on, you need to tell the machine that your originals are 1-sided or 2-sided. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Switch on Booklet creation by selecting the **Output Format** tab, the **Booklet Creation** button and the **On** button.



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## Copy

These modules describe all the copy features of the machine.

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## Output Format

### Booklet Creation

The Booklet creation feature is switched on from a button on the Output Format tab. When Booklet creation is switched on, you need to tell the machine that your originals are 1-sided or 2-sided. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Switch on Booklet creation by selecting the **Output Format** tab, the **Booklet Creation** button and the **On** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

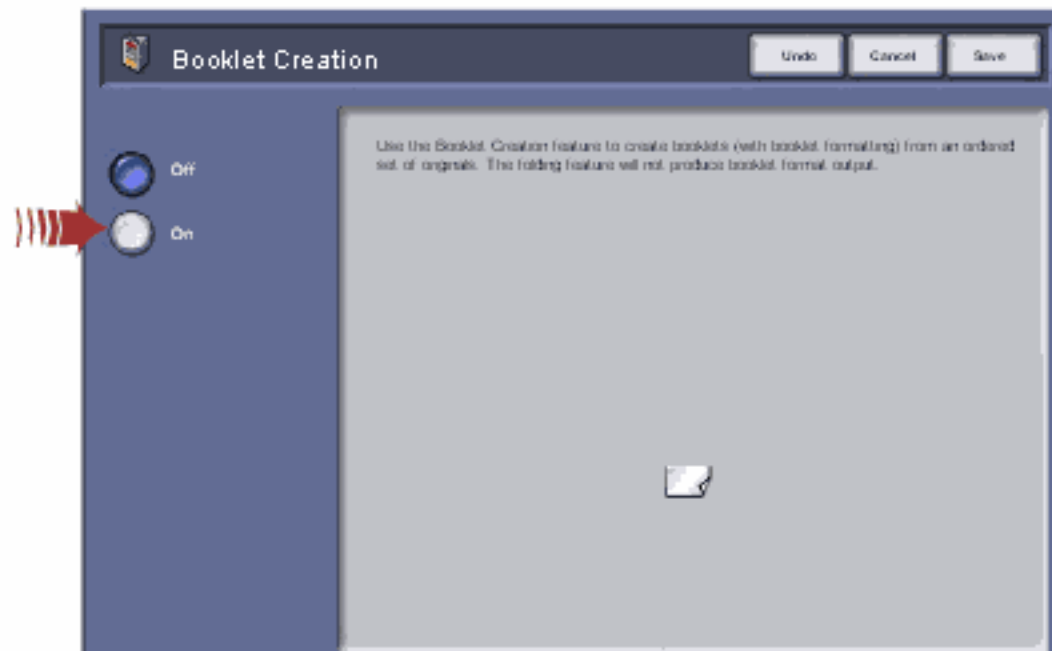
Search

## Output Format

### Booklet Creation

The Booklet creation feature is switched on from a button on the Output Format tab. When Booklet creation is switched on, you need to tell the machine that your originals are 1-sided or 2-sided. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Switch on Booklet creation by selecting the **Output Format** tab, the **Booklet Creation** button and the **On** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

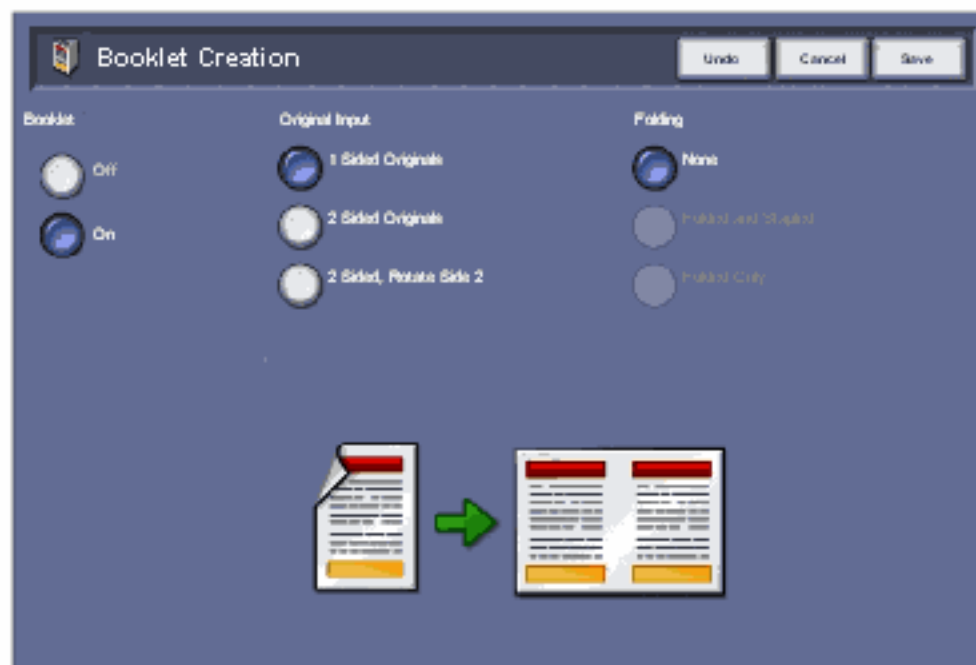
Enter a key word.

## Output Format

### Booklet Creation

The Booklet creation feature is switched on from a button on the Output Format tab. When Booklet creation is switched on, you need to tell the machine that your originals are 1-sided or 2-sided. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Switch on Booklet creation by selecting the **Output Format** tab, the **Booklet Creation** button and the **On** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Output Format

### Booklet Creation



If your machine is fitted with the Professional Finisher you can use the booklet maker feature to fold and, if required staple (saddle stitch) your booklets.

The paper sizes that can be used are:

A3, 11x17 inch, A4, 8.5x11 inch, 8.5x13 inch and 8.5x14 inch.

All paper must be loaded short edge feed in the paper tray.

The media types that can be used are:

Plain Paper, Bond, Index and Cover.

The paper weight determines the number of sheets that can be made into a booklet:

- For stapled booklets a maximum of 15 sheets of 80gm<sup>2</sup> or 20lb bond or equivalent thickness. For example you can have 12 sheets of 80gm<sup>2</sup> or 20lb bond and a cover sheet of 160gm<sup>2</sup> or 43lb bond.
- For folded only booklets a maximum of 5 sheets of 80gm<sup>2</sup> or 20lb bond or equivalent thickness. For example you can have 3 sheets of 80gm<sup>2</sup> or 20lb bond and a cover sheet of 200gm<sup>2</sup> or 53lb bond.

A cover can be inserted onto the booklet automatically by selecting the **Covers** option from the Output Format tab.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

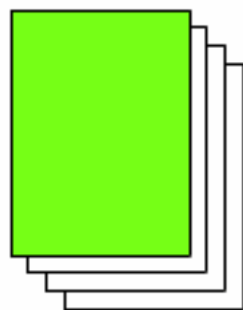
Search

## Output Format



### Covers

This feature allows you to automatically add covers to your copied sets using stock from a different tray. For example you can add colored stock, card or transparencies to your copied sets to add a professional finish to your copy job. There are numerous options as illustrated below.



**Front only**



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Output Format



### Covers

First, select the paper tray you want to use for the main body of the copies. Then load the cover stock into another paper tray. As a rule, load your cover stock so that it is in the same orientation as the paper you are using for the body of your copies.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

## Output Format

### Covers

Covers are selected from the **Output Format** tab.

Here you can choose No Covers, Front Covers Only, Back Covers Only, or Front and Back Covers.

Select the **Output Format** tab and the **Covers** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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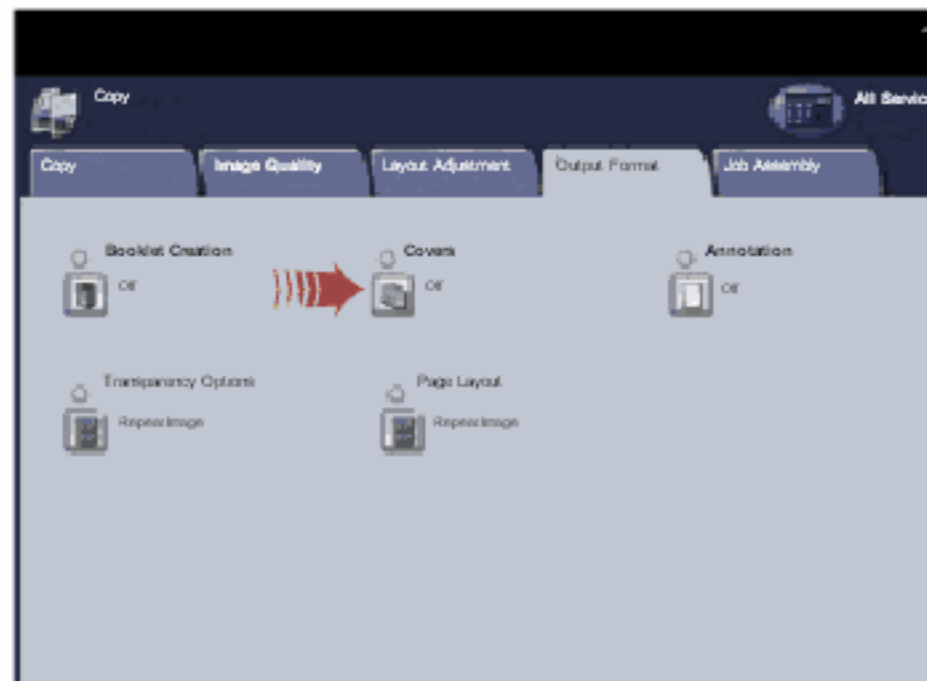
## Output Format

### Covers

Covers are selected from the **Output Format** tab.

Here you can choose No Covers, Front Covers Only, Back Covers Only, or Front and Back Covers.

Select the **Output Format** tab and the **Covers** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Output Format

### Covers

The options for covers are shown here.

**Front and Back Covers** - Your output will be printed with one sheet of cover stock inserted at the front and at the back of each document set.

The screenshot shows a software interface for configuring covers. On the left, a sidebar lists three options: 'Front and Back' (selected), 'Front Only', and 'Back Only'. The main area is divided into 'Printing' and 'Tray' sections. Under 'Printing', there are two dropdown menus, both set to '1 sided'. Under 'Tray', there is a checked checkbox for 'Front and Back Same', and two input fields for 'Front Cover' and 'Back Cover', both set to the number '6'. Buttons for 'Undo', 'Cancel', and 'Save' are visible at the top right of the dialog.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Output Format

### Covers

The options for covers are shown here.

**Front Covers Only** - Your output will be printed with one sheet of cover stock inserted at the front of each document set.

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## Copy

These modules describe all the copy features of the machine.

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## Output Format

### Covers

The options for covers are shown here.

**Back Covers Only** - Your output will be printed with one sheet of cover stock inserted at the back of each document set.

The screenshot shows a 'Covers' dialog box with the following settings:

- Left Sidebar:** Three radio button options: 'Front and Back' (unselected), 'Front Only' (unselected), and 'Back Only' (selected and highlighted with an orange box).
- Printing Section:**
  - Front Only:** A dropdown menu set to '1 sided'.
  - Back Only:** A dropdown menu set to '1 sided'.
- Tray Section:**
  - Front and Back Same:** A checked checkbox.
  - Front Cover:** A dropdown menu set to '1'.
  - Back Cover:** A dropdown menu set to '1'.
- Buttons:** 'Undo', 'Cancel', and 'Save' buttons are located at the top right of the dialog.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Output Format

### Transparency Options

When making a set of transparencies, you can insert a separator between each transparency in order to make it easier to manage your presentation slides. This option is reached from the Output Format tab.

First, select the paper tray you want to use. Transparency Separators are not available if **Auto Paper Select** is selected on the Copy tab.

Select the **Output Format** tab and then select the **Transparency Options** button.



Enter a key word.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Output Format



### Transparency Options

When making a set of transparencies, you can insert a separator between each transparency in order to make it easier to manage your presentation slides. This option is reached from the Output Format tab.

First, select the paper tray you want to use. Transparency Separators are not available if **Auto Paper Select** is selected on the Copy tab.

Select the **Output Format** tab and then select the **Transparency Options** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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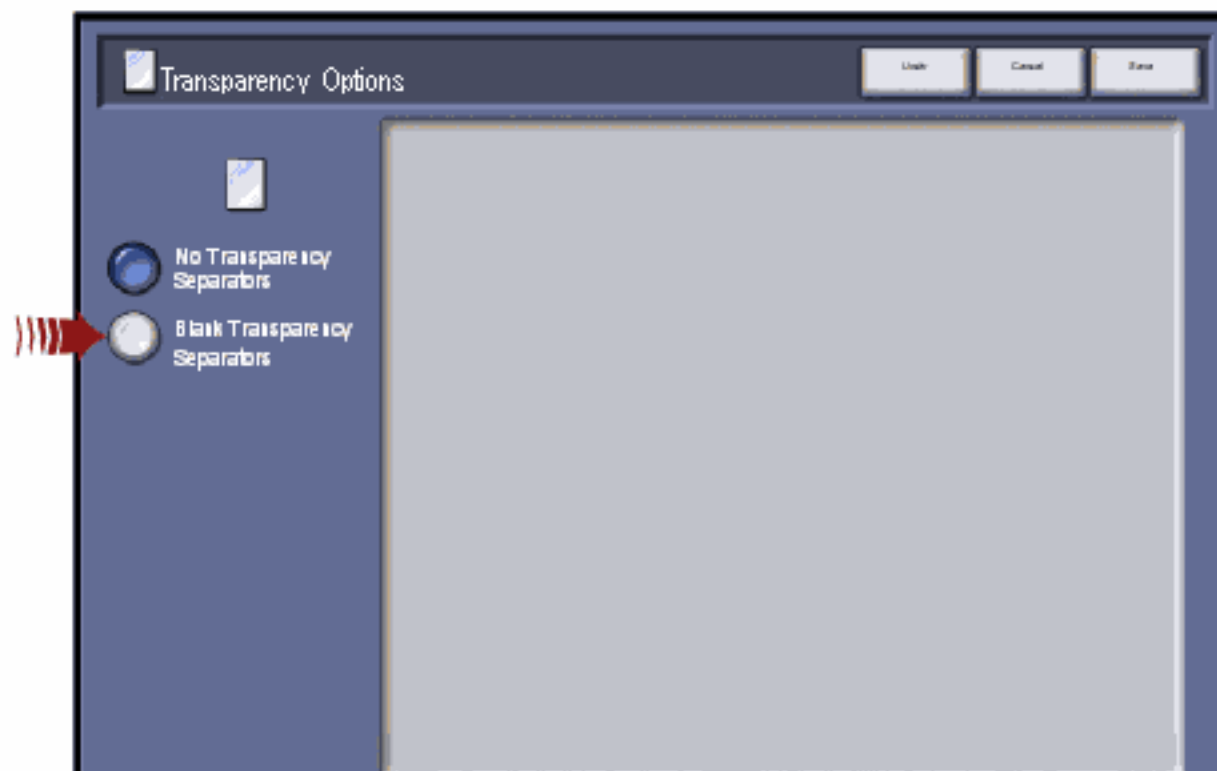
## Output Format



### Transparency Options

The window has two selections, **No Transparency Separators** and **Blank Transparency Separators**.

Select the **Blank Transparency Separators** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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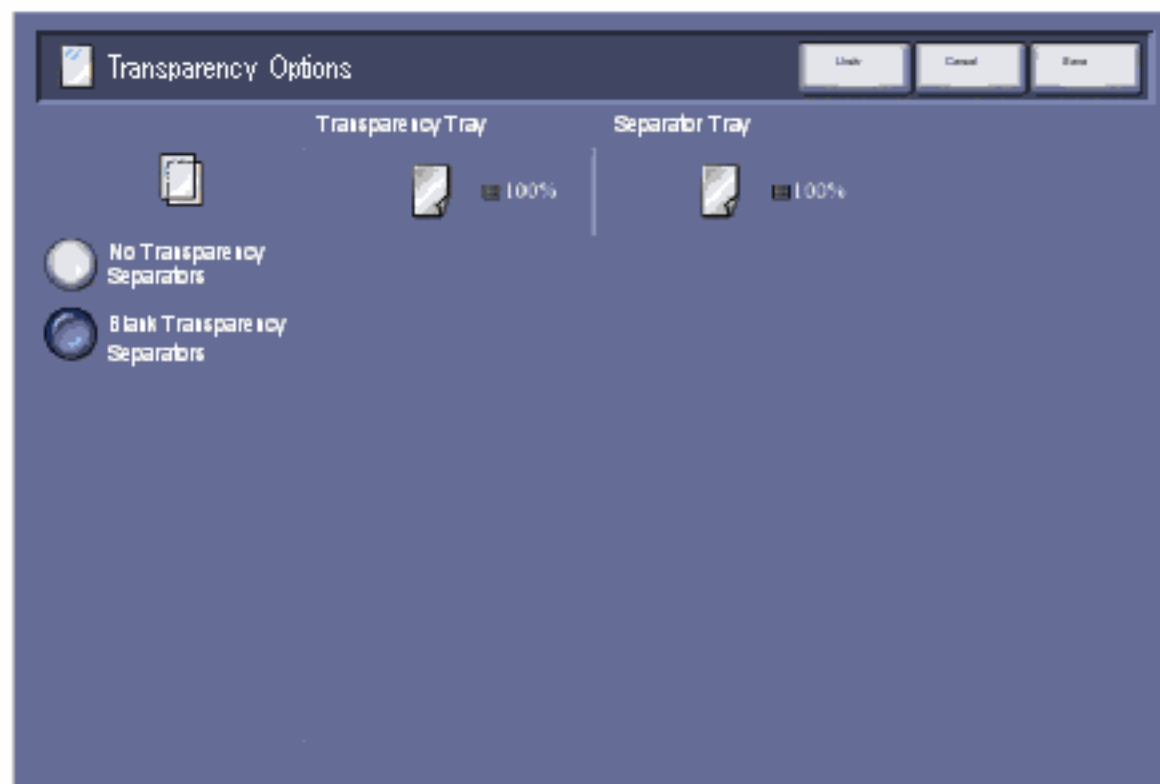
## Output Format



### Transparency Options

The **Blank Transparency Separators** selection will insert blank separators between the transparency sheets (the separators will come from the tray selected in the **Separator Tray** area).

When you have made your choices, select **Save**.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

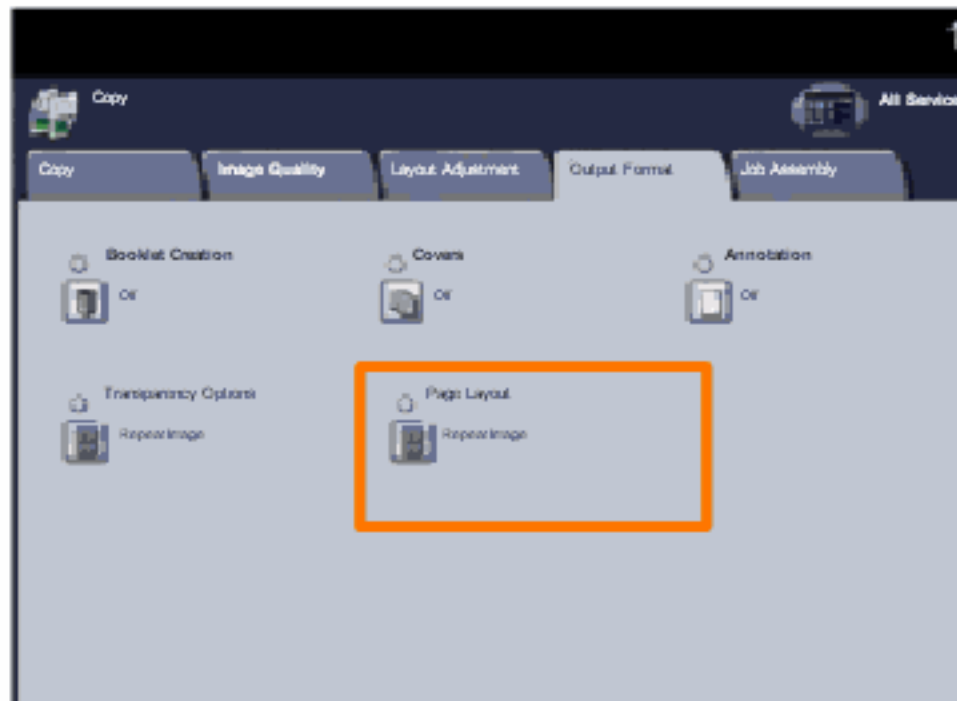
Enter a key word.

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## Output Format

### Page Layout

The Page Layout options are ideal for handouts, storyboards or for archival purposes. You can select between the **Multiple Up** feature or the **Repeat Image** feature.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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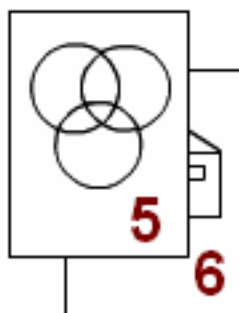
## Output Format



### Multiple up

The Multiple Up feature is ideal for handouts, storyboards or for archival purposes. Multiple Up allows the scanning of up to 225 independent images to fit onto one sheet of paper. Your machine will reduce or enlarge the images as needed, to display them either in landscape or portrait orientation on one page, based on the paper supply selected.

*NOTE: the practical limit is for 16 images on 8.5"x11" paper.*



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

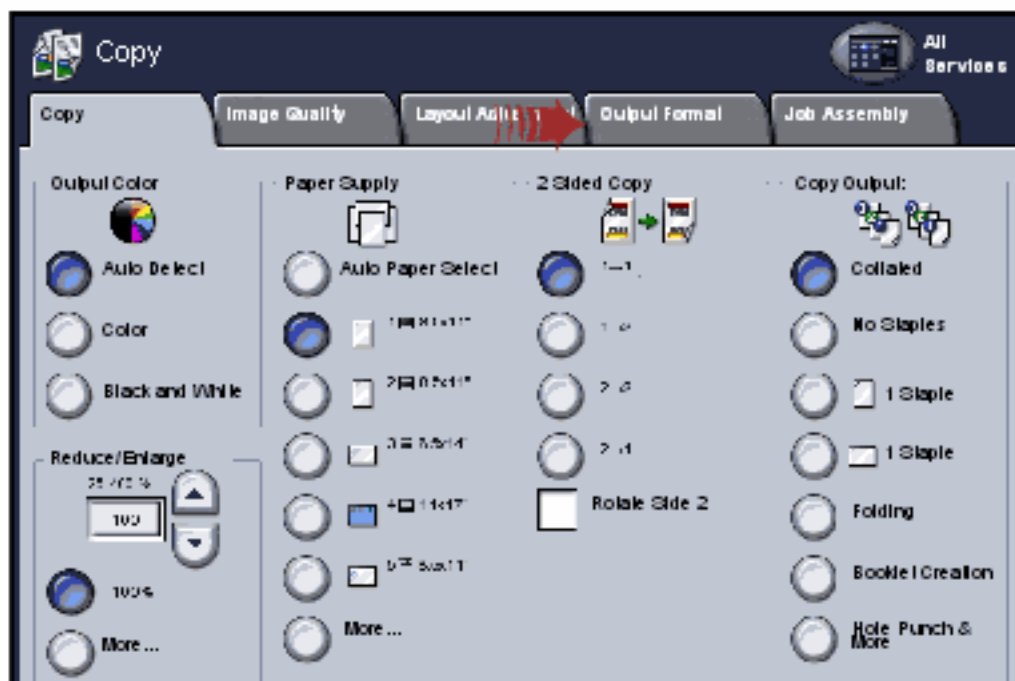
Enter a key word.

## Output Format

### Multiple up

First select the paper tray you want to use. Multiple Up is not available if **Auto Paper Select** is chosen. When Multiple Up is switched on, you need to tell the machine how many images you want printed on each page (2 Pages Up, 4 Pages Up, etc.), and how your original images are oriented. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Switch on Multiple Up by selecting the **Output Format** tab, the **Page Layout** button and the **Multiple Up** button.



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## Copy

These modules describe all the copy features of the machine.

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Enter a key word.

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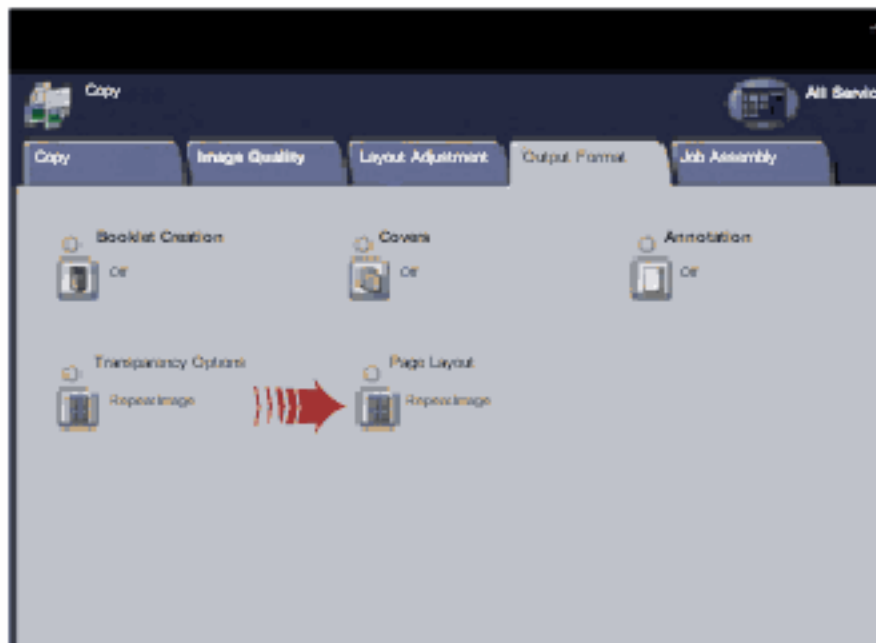
## Output Format



### Multiple up

First select the paper tray you want to use. Multiple Up is not available if **Auto Paper Select** is chosen. When Multiple Up is switched on, you need to tell the machine how many images you want printed on each page (2 Pages Up, 4 Pages Up, etc.), and how your original images are oriented. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Switch on Multiple Up by selecting the **Output Format** tab, the **Page Layout** button and the **Multiple Up** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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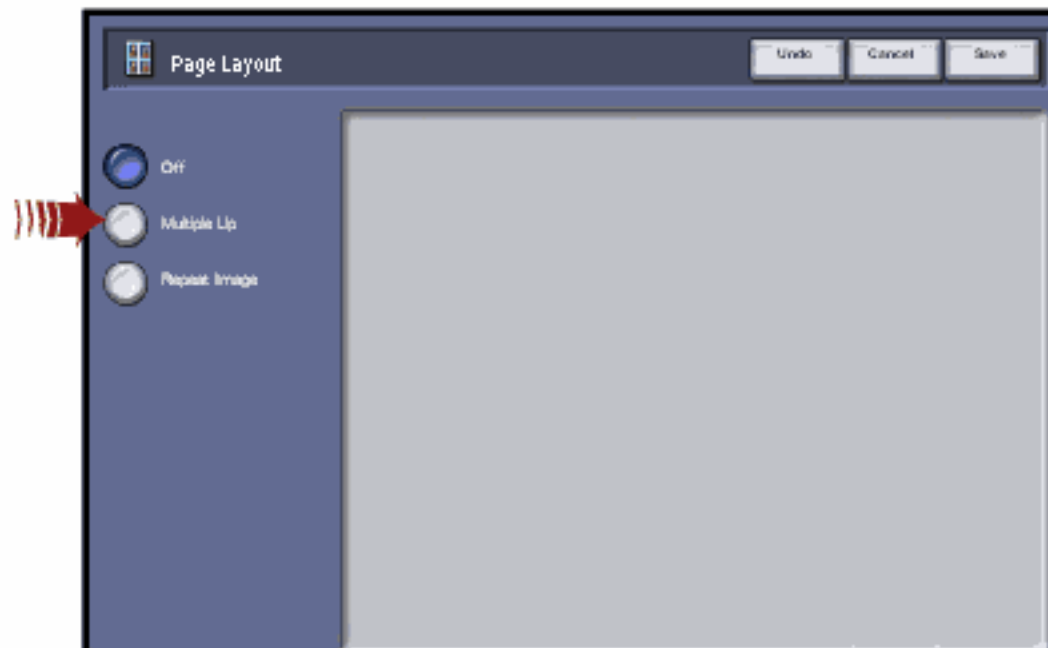
## Output Format



### Multiple up

First select the paper tray you want to use. Multiple Up is not available if **Auto Paper Select** is chosen. When Multiple Up is switched on, you need to tell the machine how many images you want printed on each page (2 Pages Up, 4 Pages Up, etc.), and how your original images are oriented. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Switch on Multiple Up by selecting the **Output Format** tab, the **Page Layout** button and the **Multiple Up** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

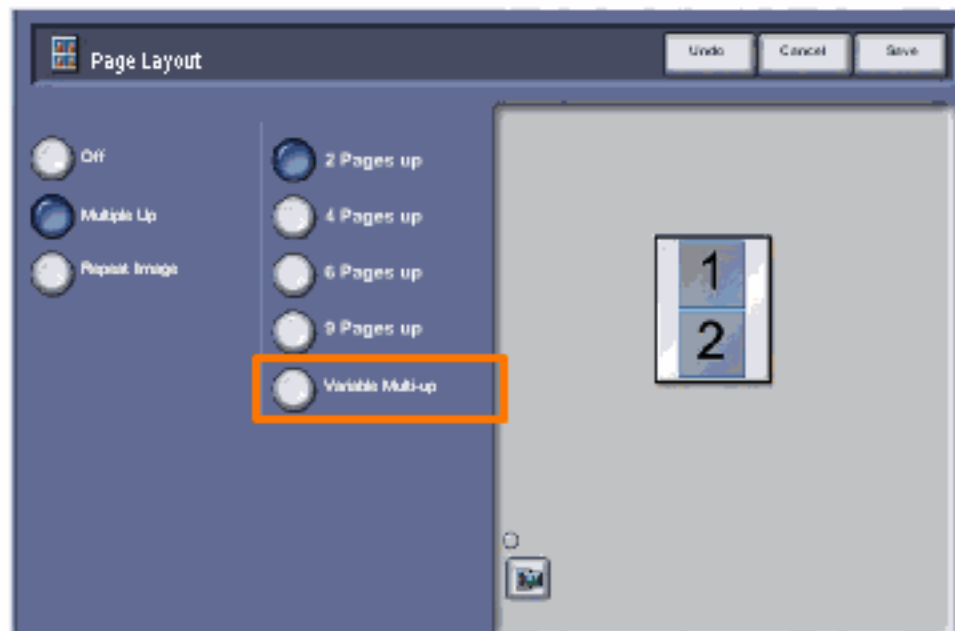
Enter a key word.

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## Output Format

### Multiple up

The **Variable Multi-Up** option allows you to enter a specific number of columns and rows for printing.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Output Format



### Multiple up

The actual number of rows and columns available is limited by the minimum reduction value (25%) and your selected paper output. Certain features cannot be used with the Multiple Up feature and will be grayed out on the touch screen.

The examples below are typical output that can be produced when using the Multiple Up feature.

1	2
3	4

4 Originals  
using  
2 rows and  
2 columns

1	2
3	4
5	6







## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

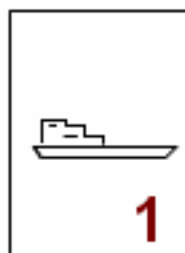
Enter a key word.

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## Output Format

### Repeat Image

The **Repeat Image** feature allows you to copy a single image multiple times onto one page.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

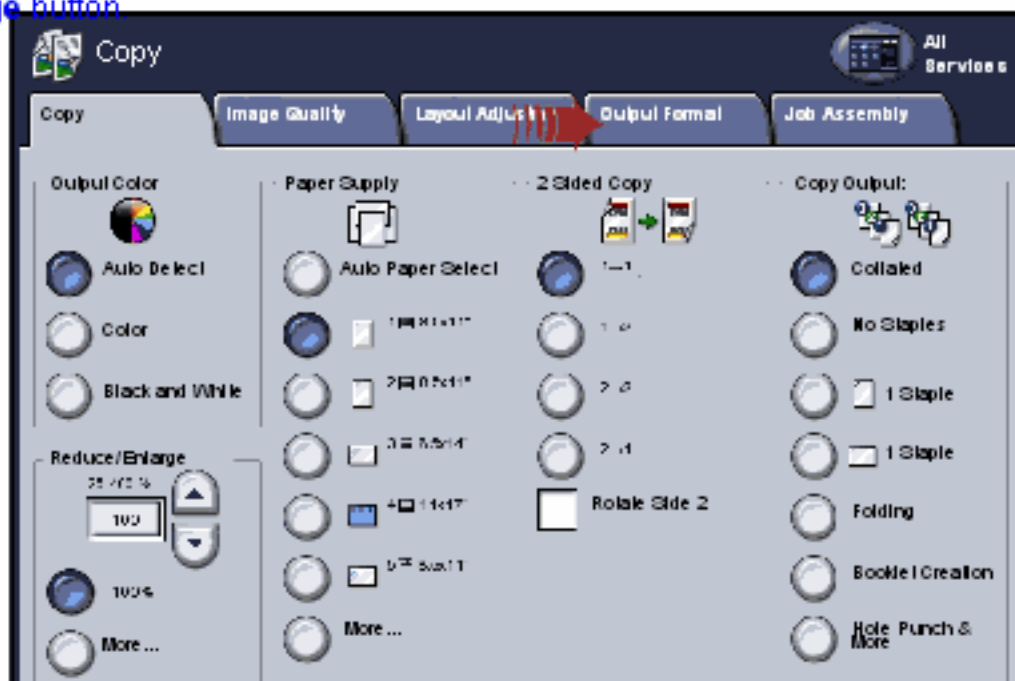
Enter a key word.

## Output Format

### Repeat Image

First select the paper tray you want to use. Repeat Image is not available if **Auto Paper Select** is selected. you need to tell the machine how many images you want printed on each page (2 Pages Up, 4 Pages Up, etc.), and how your original images are oriented. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Switch on Repeat Image by selecting the **Output Format** tab, the **Page Layout** button and the **Repeat Image** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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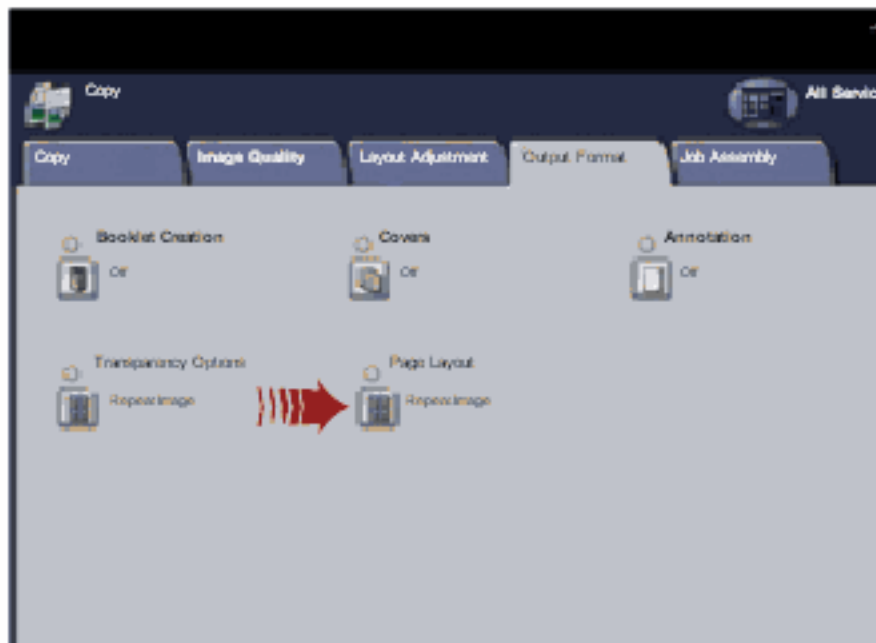
## Output Format



### Repeat Image

First select the paper tray you want to use. Repeat Image is not available if **Auto Paper Select** is selected. you need to tell the machine how many images you want printed on each page (2 Pages Up, 4 Pages Up, etc.), and how your original images are oriented. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Switch on Repeat Image by selecting the **Output Format** tab, the **Page Layout** button and the **Repeat Image** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

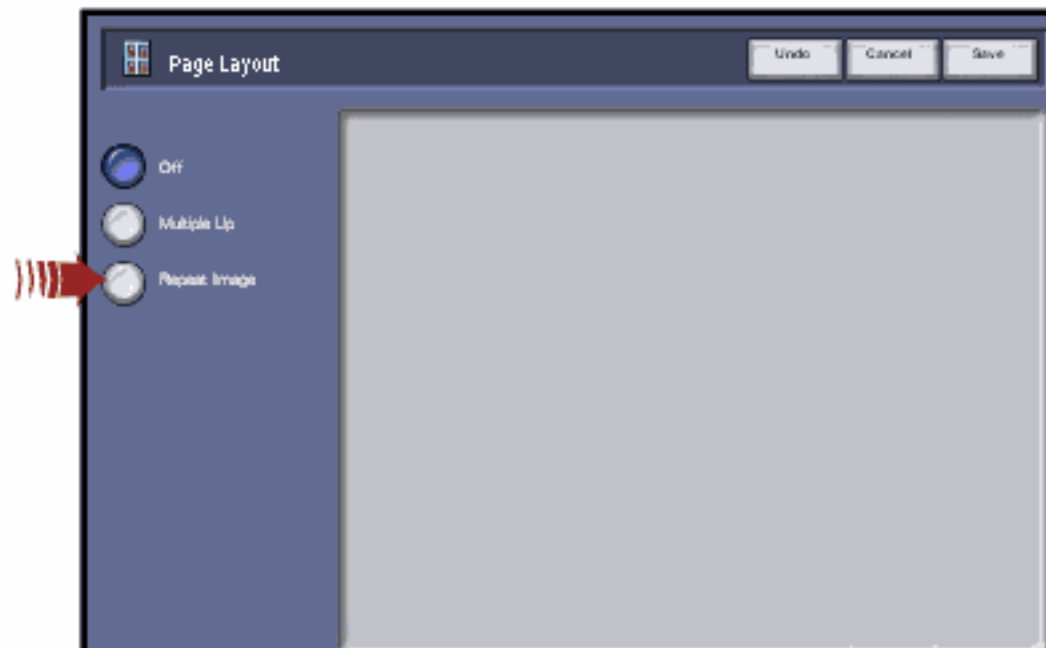
Search

## Output Format

### Repeat Image

First select the paper tray you want to use. Repeat Image is not available if **Auto Paper Select** is selected. you need to tell the machine how many images you want printed on each page (2 Pages Up, 4 Pages Up, etc.), and how your original images are oriented. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Switch on Repeat Image by selecting the **Output Format** tab, the **Page Layout** button and the **Repeat Image** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

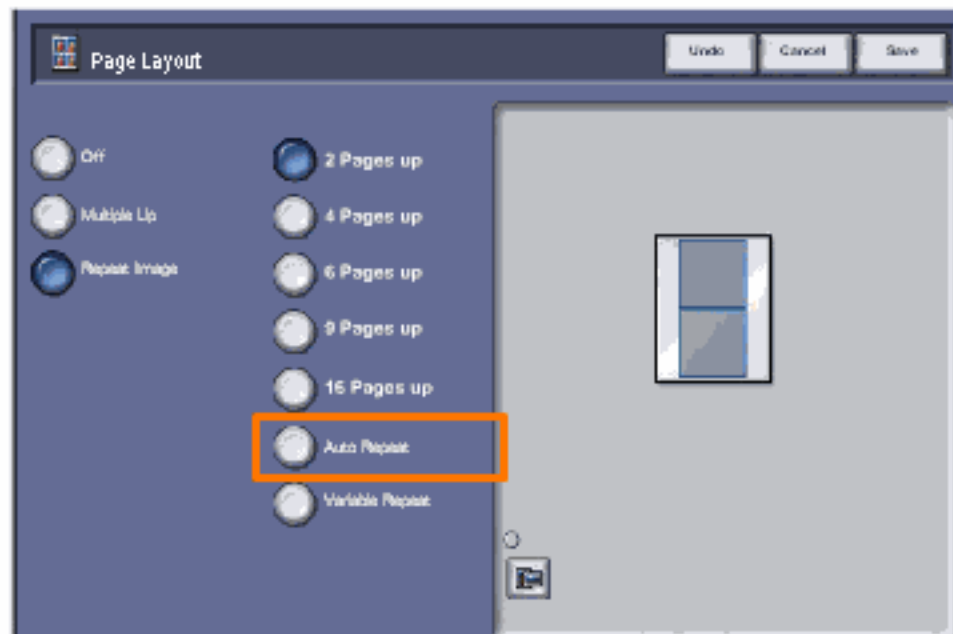
Enter a key word.

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## Output Format

### Repeat Image

The **Auto Repeat** option automatically calculates and prints the maximum number of images that can fit on the output page.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

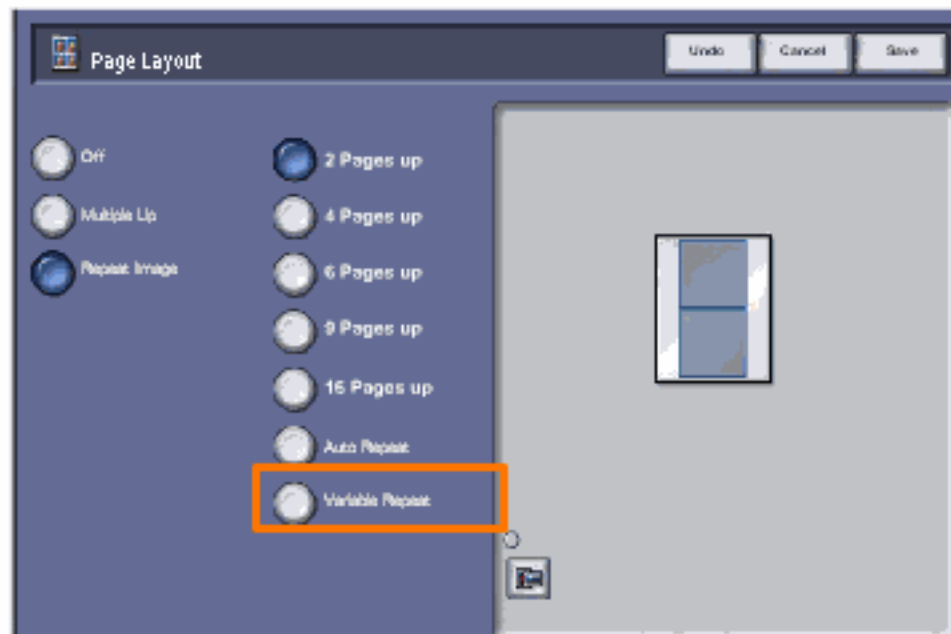
Enter a key word.

  
**Search**

## Output Format

### Repeat Image

The **Variable Repeat** option allows you to enter a specific number of images for printing. Use the arrow buttons to enter the exact number of rows and columns to be printed on your output page.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Output Format



### Repeat Image

The actual number of rows and columns available is limited by the minimum reduction value (25%) and your selected paper output. Certain features cannot be used with the Repeat Image feature and will be grayed out on the touch screen.

The examples below are typical output that can be produced when using the Repeat Image feature.

1	2
3	4

4 Originals  
using  
2 rows and  
2 columns

1	2
3	4
5	6
7	8
9	10

10 Originals  
using  
5 rows and  
2 columns



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

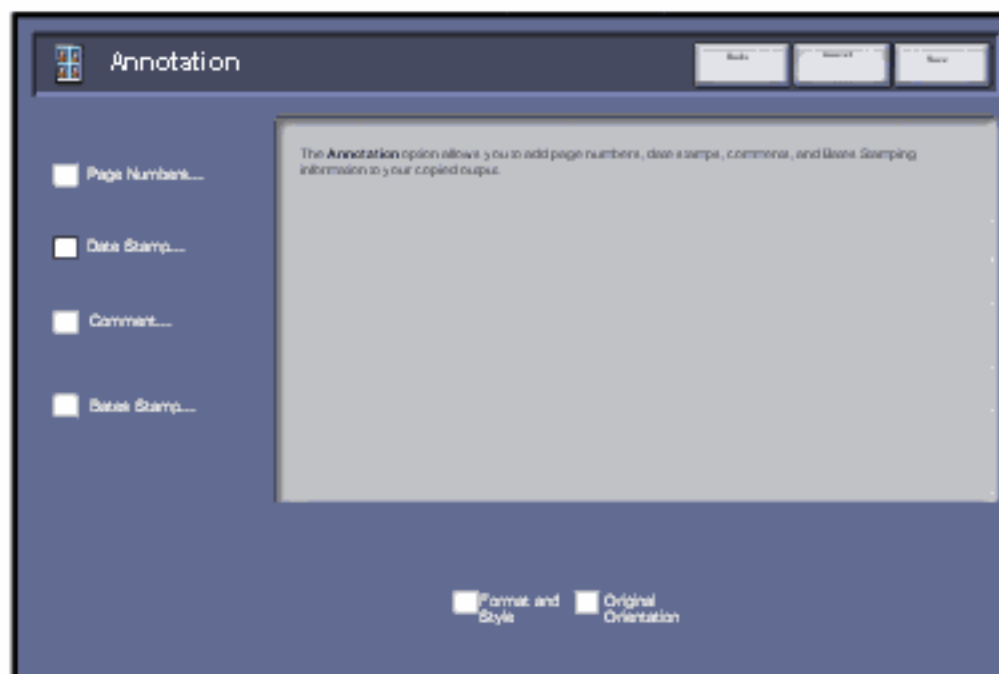
Enter a key word.

Search

## Output Format



The **Annotation** option allows you to add page numbers, date stamps, comments, and Bates Stamping information to your copied output.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

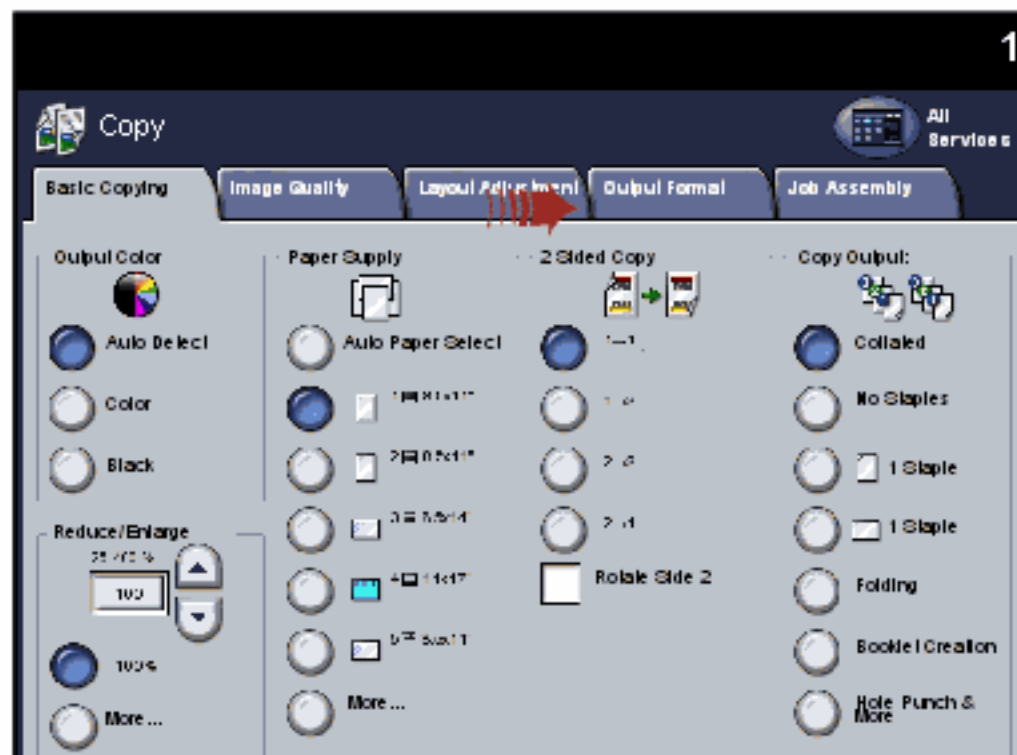
Enter a key word.

## Output Format



You can select from existing annotation formats, or create new formats.

Access the Annotation feature by selecting the **Output Format** tab and the **Annotation** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Output Format



You can select from existing annotation formats, or create new formats.

Access the Annotation feature by selecting the **Output Format** tab and the **Annotation** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

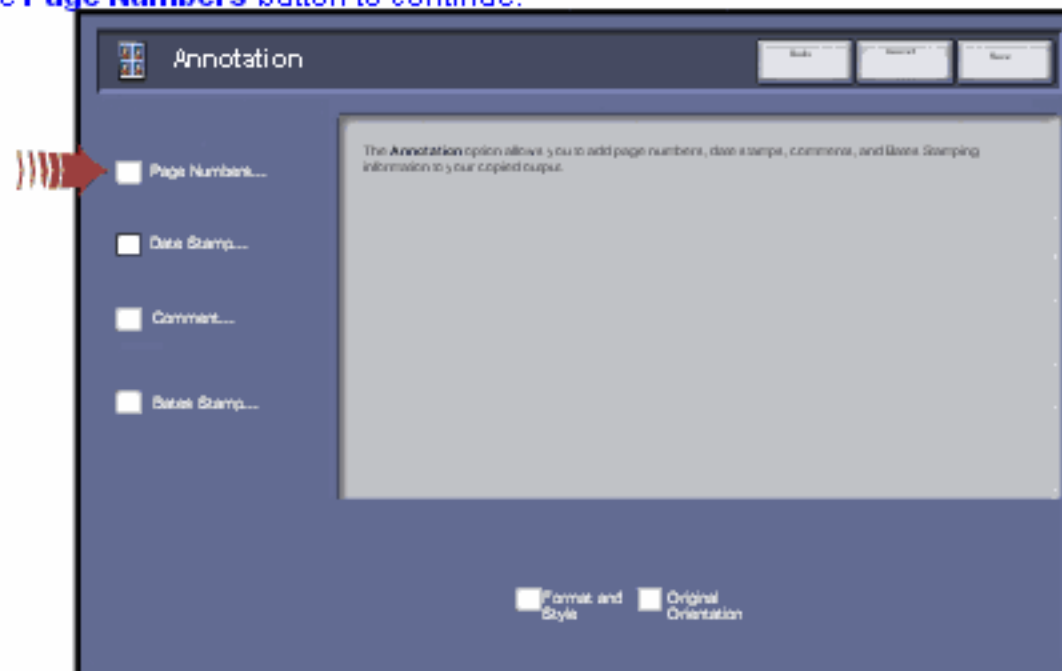
## Output Format



The **Annotation** screen allows you to access the following options:

- > Page Numbers
- > Date Stamp
- > Comment
- > Bates Stamp

Press the **Page Numbers** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

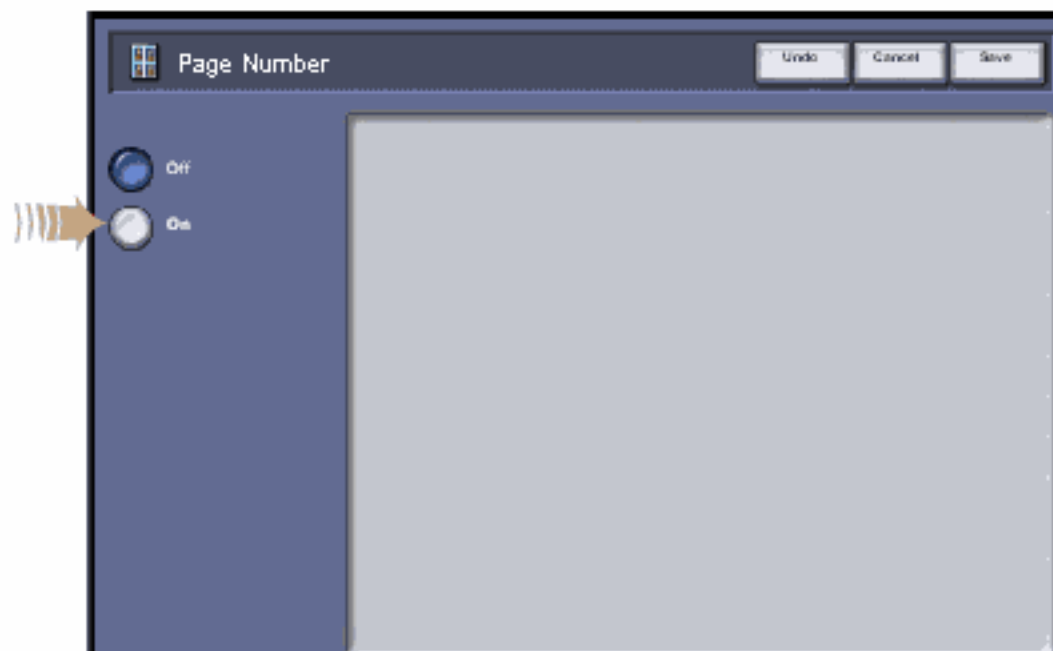
Search

## Output Format



The **Page Number** screen is shown here.

Press the **Page Numbers** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

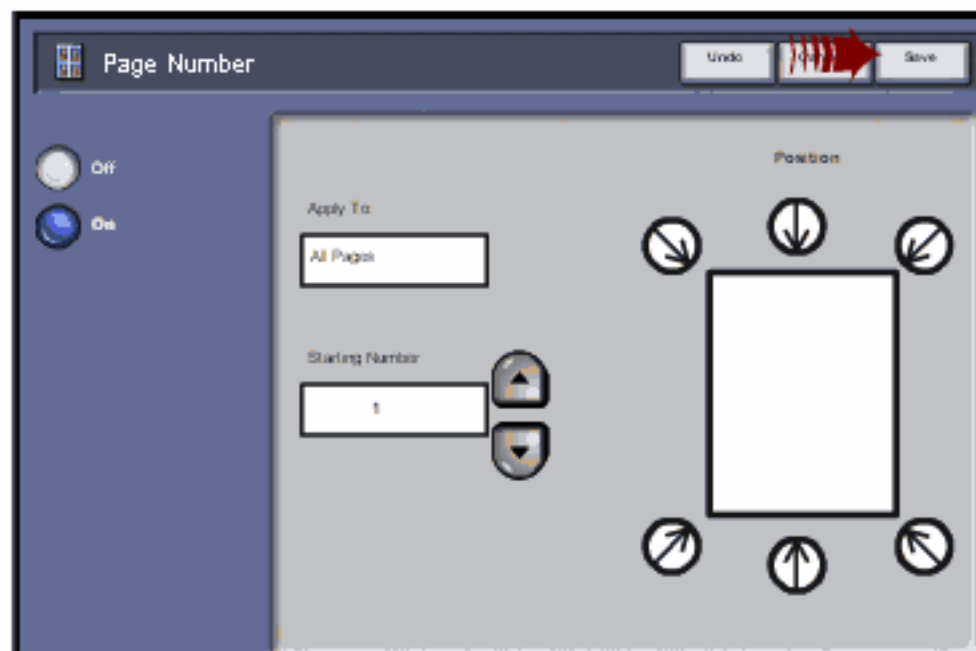
Search

## Output Format



You can add an independent **Page Number** to all pages, or to all pages except the first page of your copied output. You can also change the starting page number, and the printed position of the page number if required.

Press the **Save** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

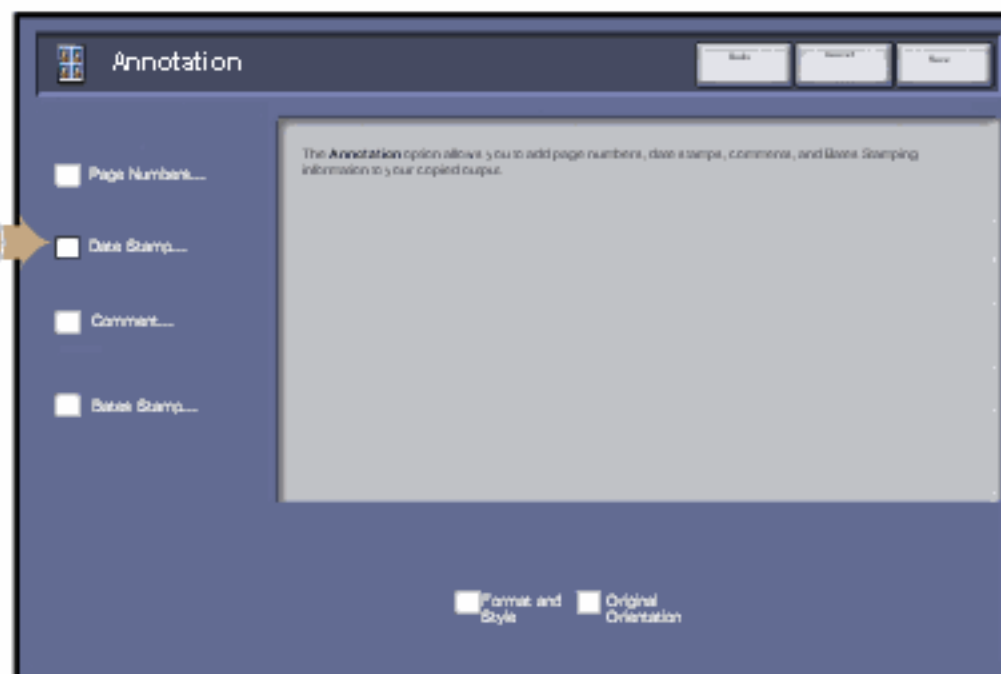
Enter a key word.

Search

## Output Format



Press the **Date Stamp** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Output Format



The **Date Stamp** screen is shown here.

Press the **Date Stamp** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

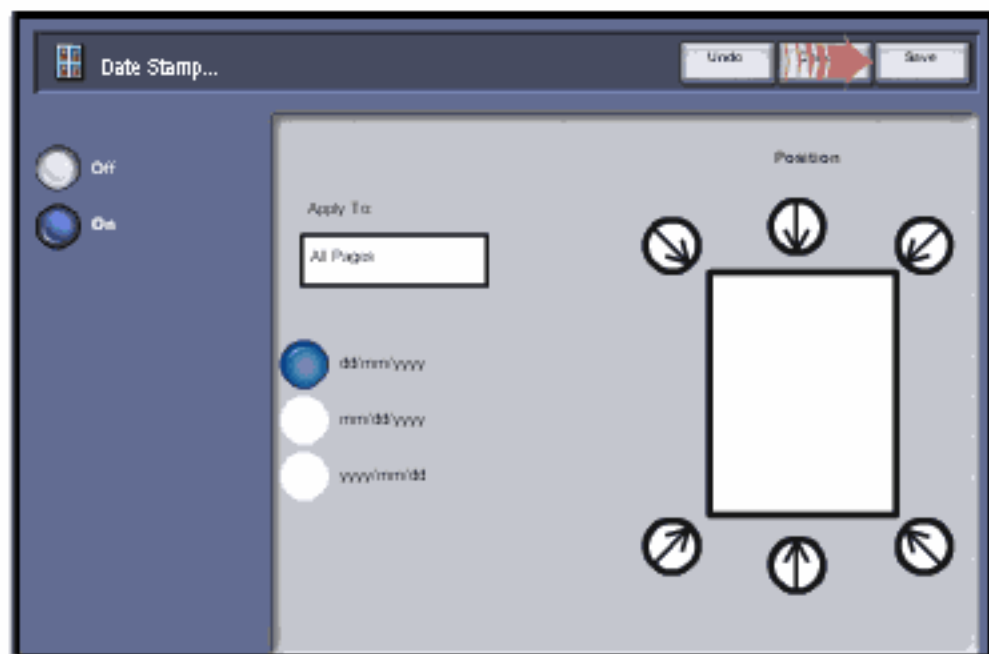
Search

## Output Format



You can make copies with a **Date Stamp** printed on all of the pages of the copied set, or you can choose to have the date printed on all pages except the first page of the copied set. The printed date is the date that the copies are made. You can also change the position and format of the date if required.

Press the **Save** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

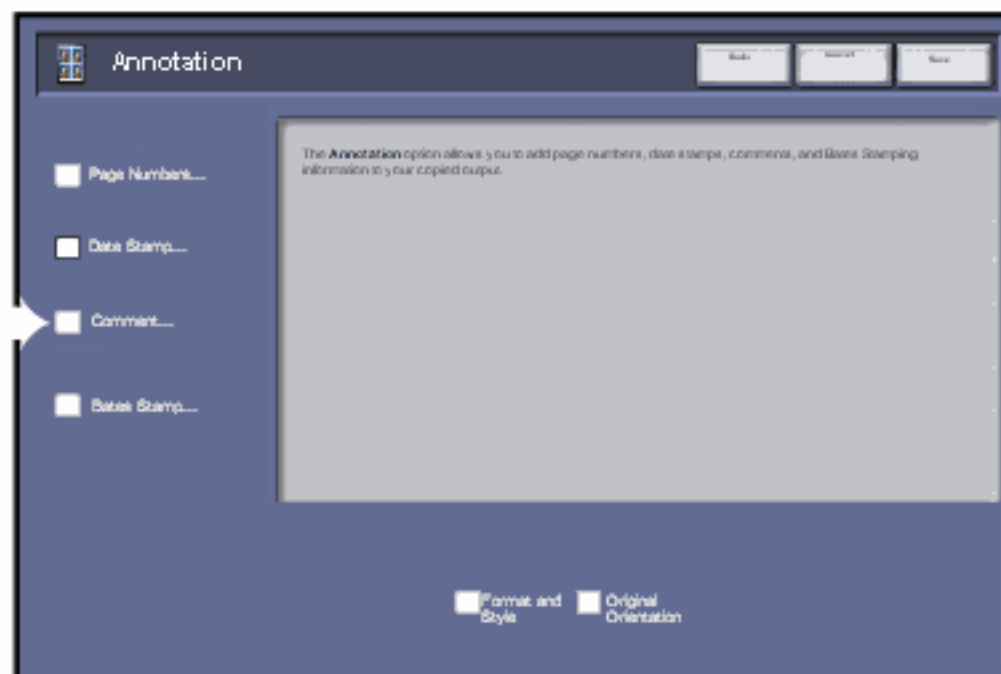
Enter a key word.

Search

## Output Format



Press the **Comment** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

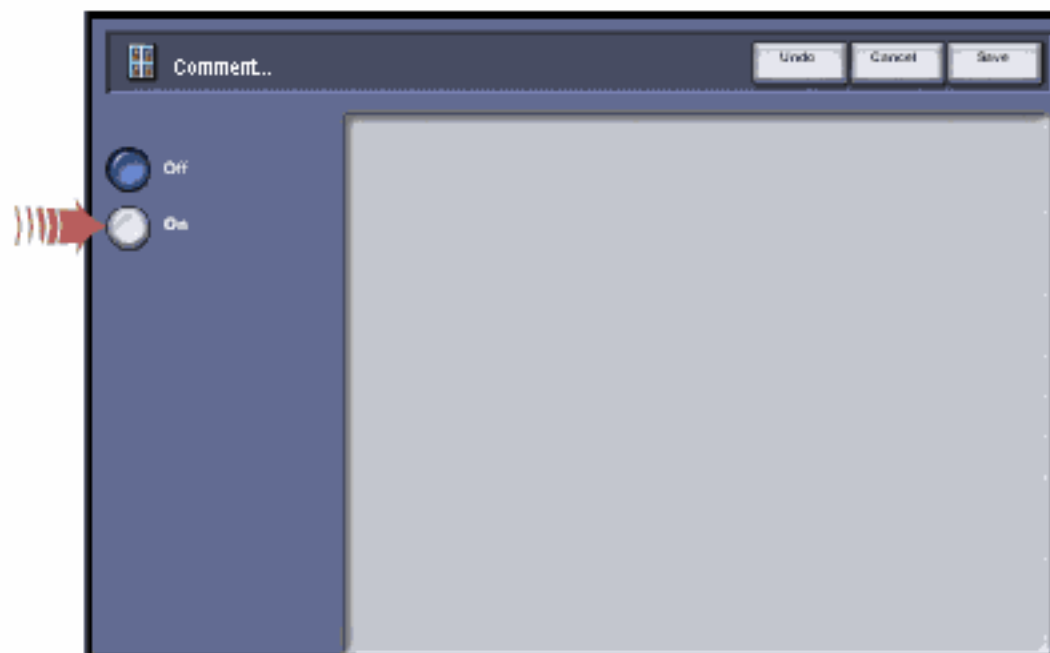
Search

## Output Format



The **Comment** screen is shown here.

Press the **Comment** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

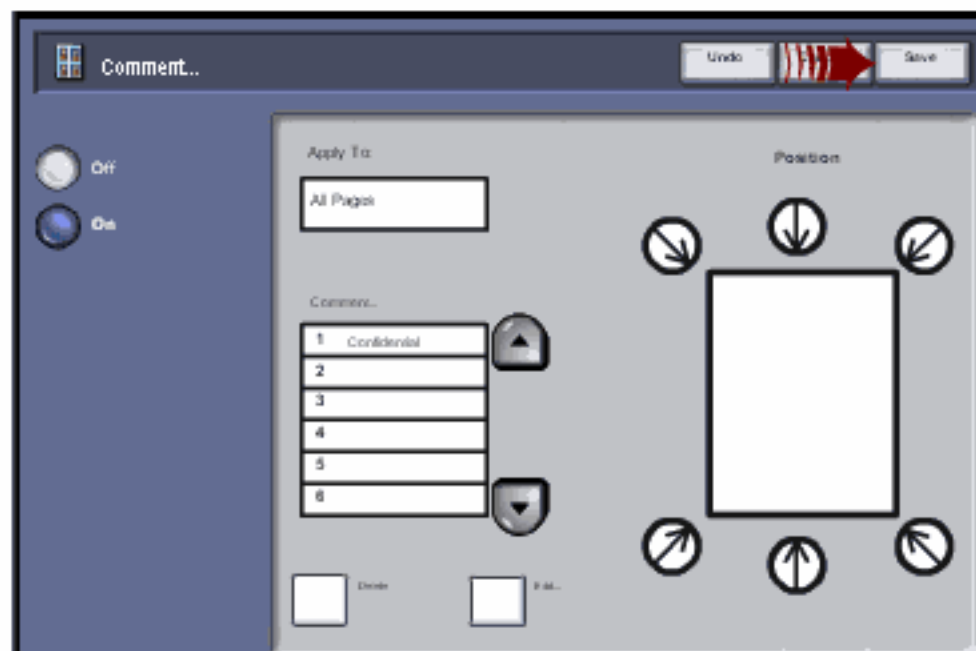


## Output Format



You can select one of eight existing **Comments** to be printed on all pages, or all pages except the first page of your copied sets. You can select from a list of stored comments, or create your own comment. You can also change the comment position if required.

Press the **Save** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

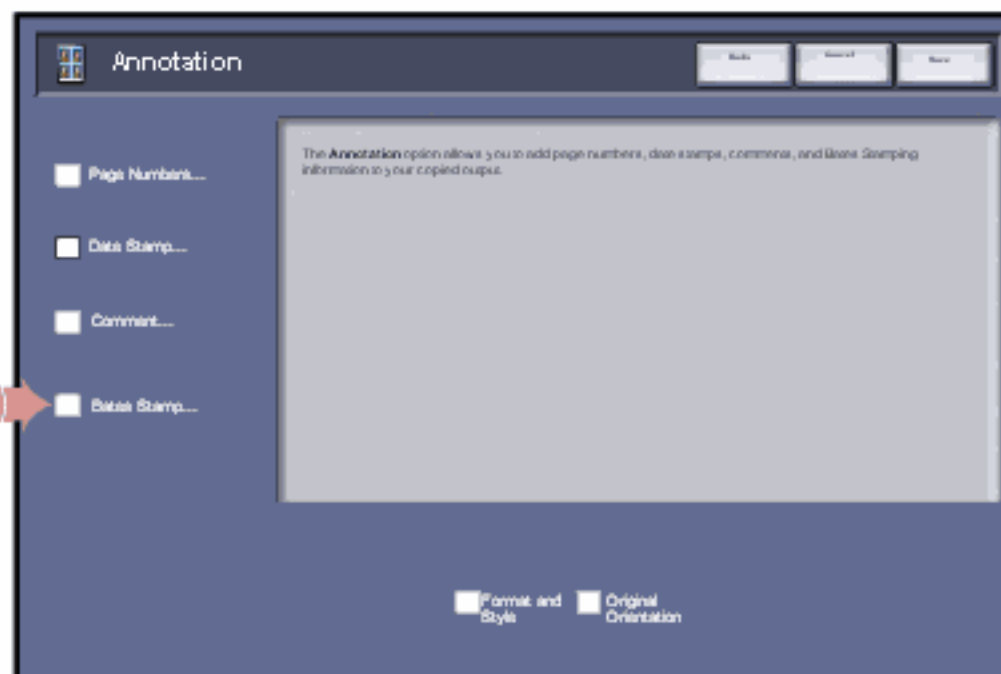
Enter a key word.

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## Output Format



Press the **Bates Stamp** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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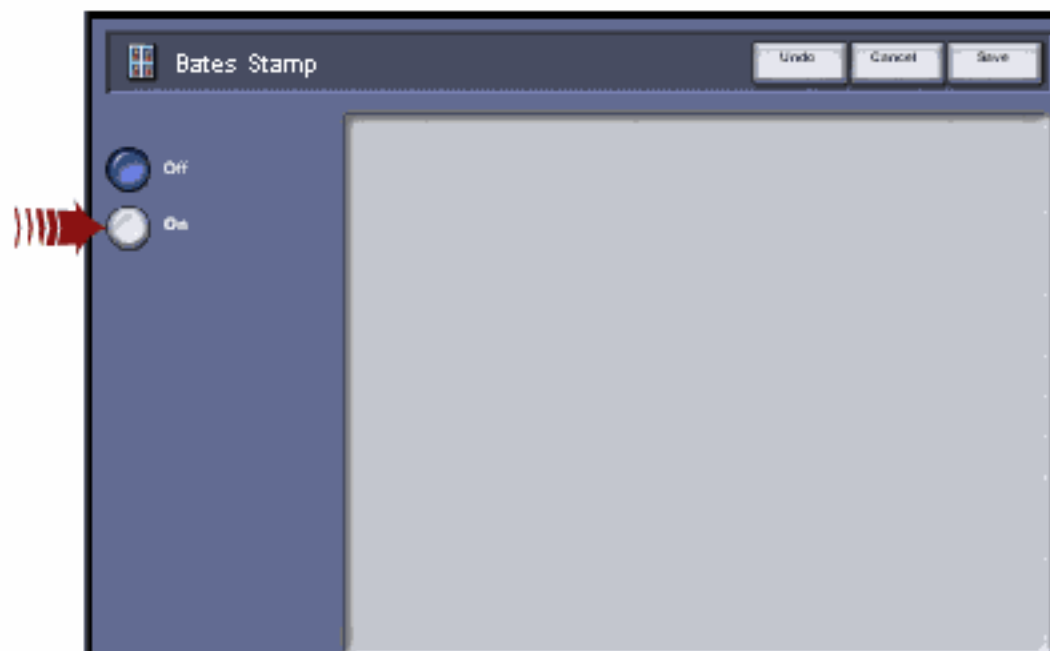
## Output Format



Previous

The **Bates Stamp** screen is shown here.

Press the **Bates Stamp** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

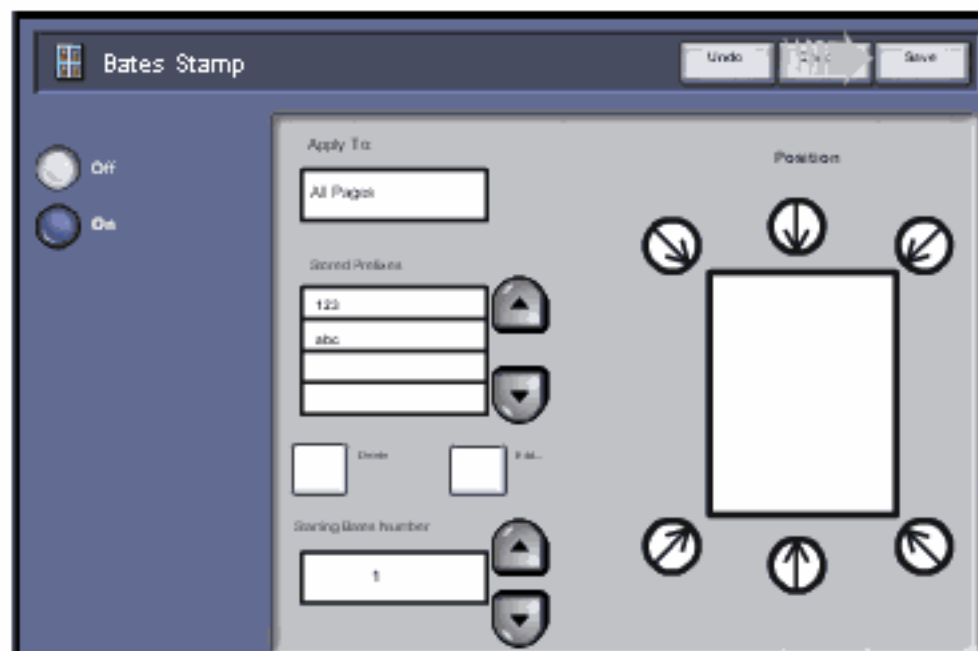
Search

## Output Format



You can add an independent **Bates Prefix Number** to all or many copied pages. You can select from a list of stored prefixes, or create your own prefix. You can also change the starting prefix number, and the stamp position if required.

Press the **Save** button to continue.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Output Format



This concludes the Annotation topic.



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## Copy

These modules describe all the copy features of the machine.

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Enter a key word.

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## Output Format



This completes the explanation of all the Output Format options. Return to the previous menu to review the other copy features.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Job Assembly



Use the productivity features available in the Job Assembly tab to program a job. There are 4 options:

- > Build Job
- > Sample Job
- > Save Current Settings
- > Retrieve Saved Settings

This tutorial will show you how to use all of the above productivity and output features, which can be found on the Job Assembly tab.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Build Job



Use this feature to build a job that requires different settings for each page, or a segment of pages. For example, if a document set consists of...



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

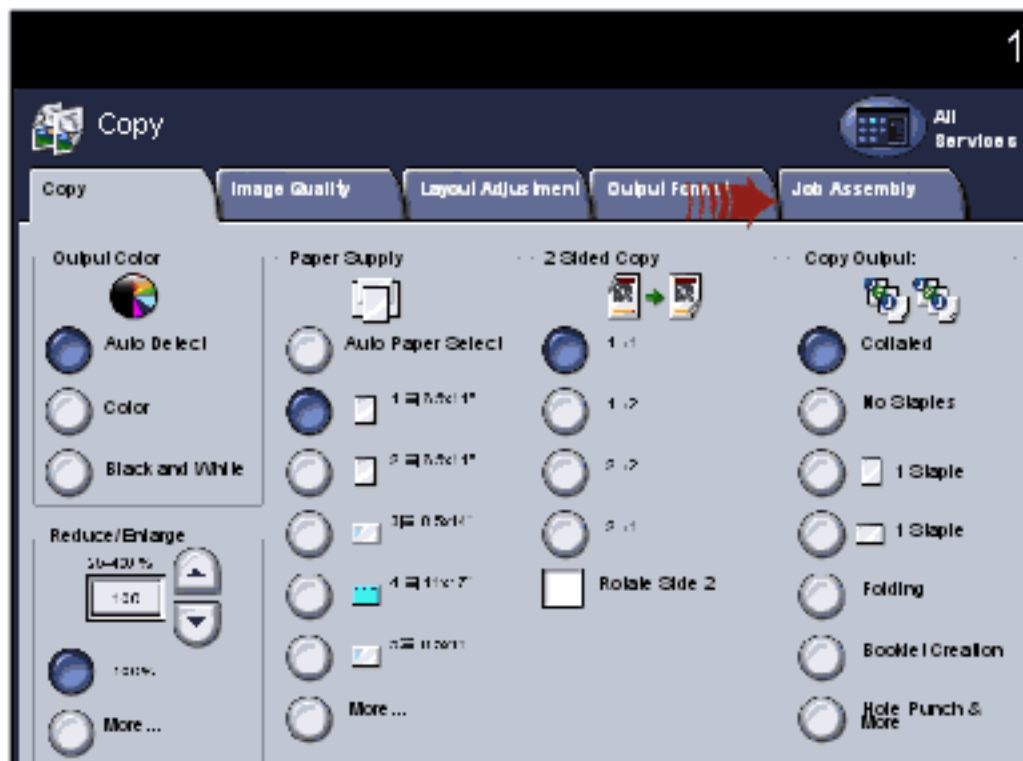
Search

## Build Job



First split the document into sections for individual programming.

Switch on Build Job by selecting the **Job Assembly** tab, the **Build Job** button and the **Build Job On** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Build Job



First split the document into sections for individual programming.

Switch on Build Job by selecting the **Job Assembly** tab, the **Build Job** button and the **Build Job On** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

## Build Job



To begin programming your job, select the **Save** button.

*NOTE: You may want to select the **Display this window between segments** box on the touch screen to help you with the Build Job process.*

Select the **Save** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Build Job



Enter the number of sets you require using the keypad.  
Program the job requirements for the first segment of the job. Load only the first segment into the document handler or place the segment on the glass one page at a time. Press the **Start** button on the keypad.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Search

## Build Job



The screenshot shows the 'Build Job' control panel. At the top right, there are three buttons: 'Cancel Job', 'End Job and Print', and 'Program Next Segment'. The 'Program Next Segment' button is highlighted with a red rectangular box. Below the buttons, there is a list of options on the left: 'Build Job Off' (radio button), 'Build Job On' (radio button), and 'Display this window between segments' (checkbox, which is checked). To the right of these options is a large area labeled 'Segment 1' with several empty rows below it, suggesting a list of segments to be programmed.

When the first segment has finished scanning, the Build Job window will reappear. If required, touch the **Program Next Segment** button.

Remove the originals and program the job requirements for the second segment of the job. Load the second segment into the document handler or on the document glass and press the **Start** button on the control panel.

Repeat these steps until all segments of your job have been programmed and scanned.

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## Copy

These modules describe all the copy features of the machine.

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Enter a key word.

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## Build Job



After the last segment has been scanned, select the **End Job and Print** button.

Select the **End Job and Print** button.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Build Job



The machine will compile all the job segments and print the quantity selected. Build job will be switched off automatically.

[Roll the cursor over the other build job control buttons, for a description of each.](#)

When you have finished viewing the descriptions you will have completed the description of **Build Job**.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Sample Job



When copying a large number of sets, use the Sample Job feature to review a proof copy. You can ensure that the proof copy is exactly what you expected, before printing the remaining sets.



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## Copy

These modules describe all the copy features of the machine.

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## Sample Job



Access the sample job feature from the Job Assembly tab.

Switch on Sample Job by selecting the **Job Assembly** tab and the **Sample Job On** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Sample Job



Switch the sample job on and press the **Save** button.

Select the **Sample Job On** button and the **Save** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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Search

## Sample Job



Load the documents in the document handler and program the job requirements. Enter the quantity required and press the **Start** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Sample Job



One copy set of the job, the sample set, is printed. The remainder of the job is held.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

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## Sample Job



You can then use the job controls on the Job Progress Monitor to release and print the entire job, or delete the entire job if the sample is unsatisfactory.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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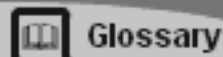
## Sample Job



If the sample set is acceptable, select the **Release** button. The programed number of sets will be produced.

If the sample set is unacceptable, select the **Delete** button. Your job will be deleted from the queue.

This completes the description of the **Sample Job** feature.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

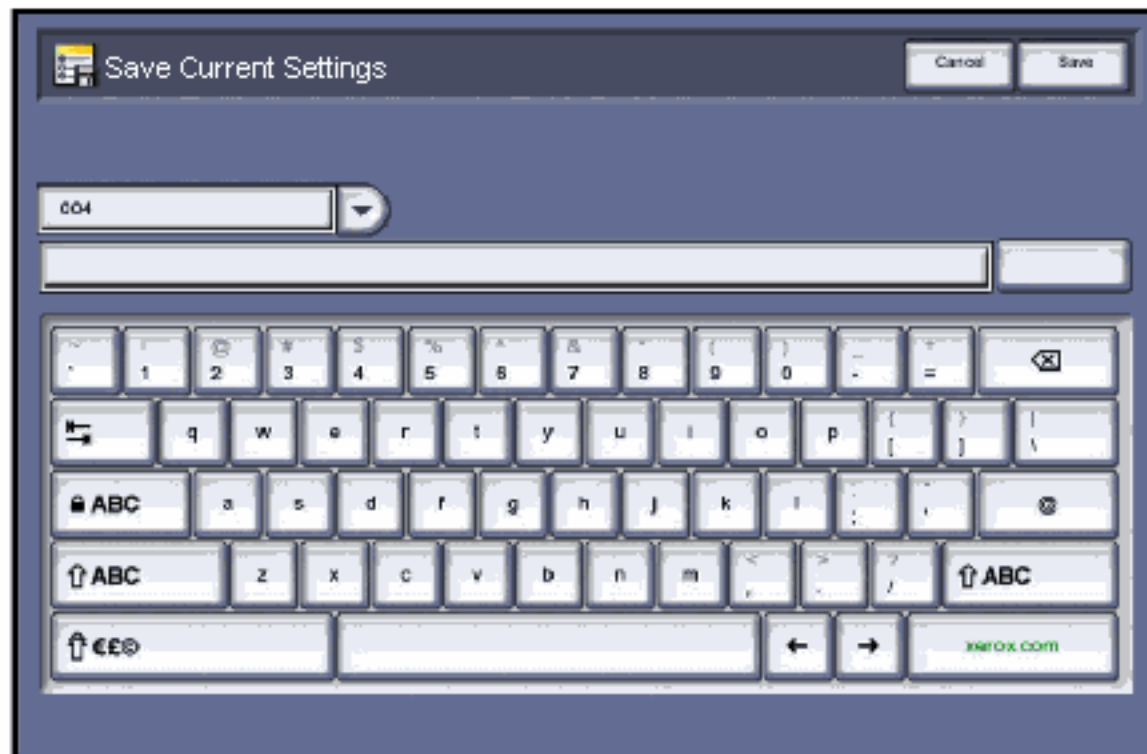
Enter a key word.

Search

## Save Current Settings



Up to 10 combinations of commonly used feature selections can be retained in the machine memory as stored jobs. The machine stores only the programming of the job, NOT the image. Each time stored programming is used, the image must be scanned.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

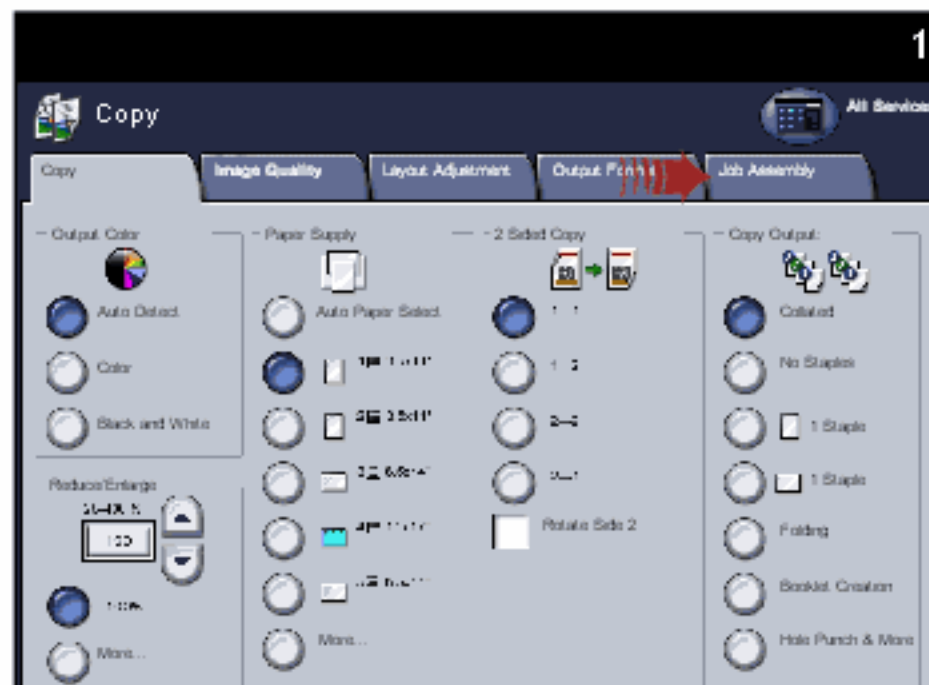
Search

## Save Current Settings

### To Save Current Settings for a Job

Program the required job features using the touch screen.  
Access the Save Current Settings feature from the Job Assembly tab.

Save the job features by selecting the **Job Assembly** tab and the **Save Current Settings** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Save Current Settings

### To Save Current Settings for a Job

Program the required job features using the touch screen.  
Access the Save Current Settings feature from the Job Assembly tab.

Save the job features by selecting the **Job Assembly** tab and the **Save Current Settings** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

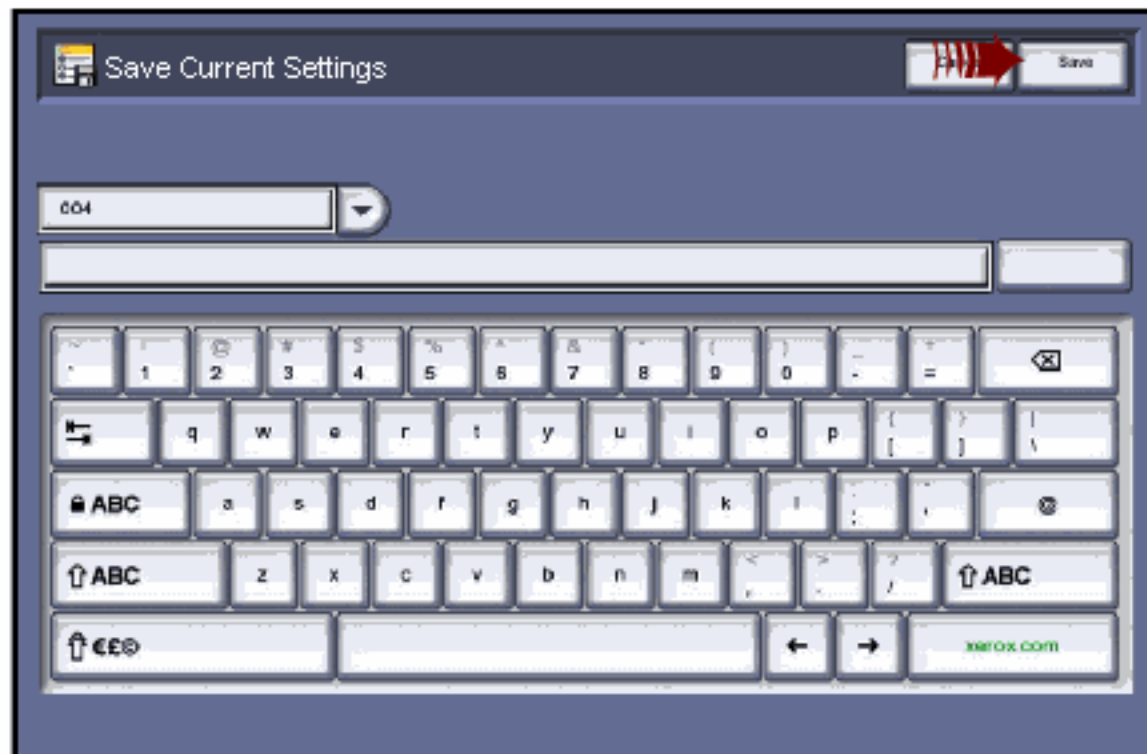
Search

## Save Current Settings

### To Save Current Settings for a Job

Using the drop-down list, select a **Setting Number** and enter an appropriate name for your programmed settings. When your Setting Number and name are complete, touch the **Save** button.

Select the **Save** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

  
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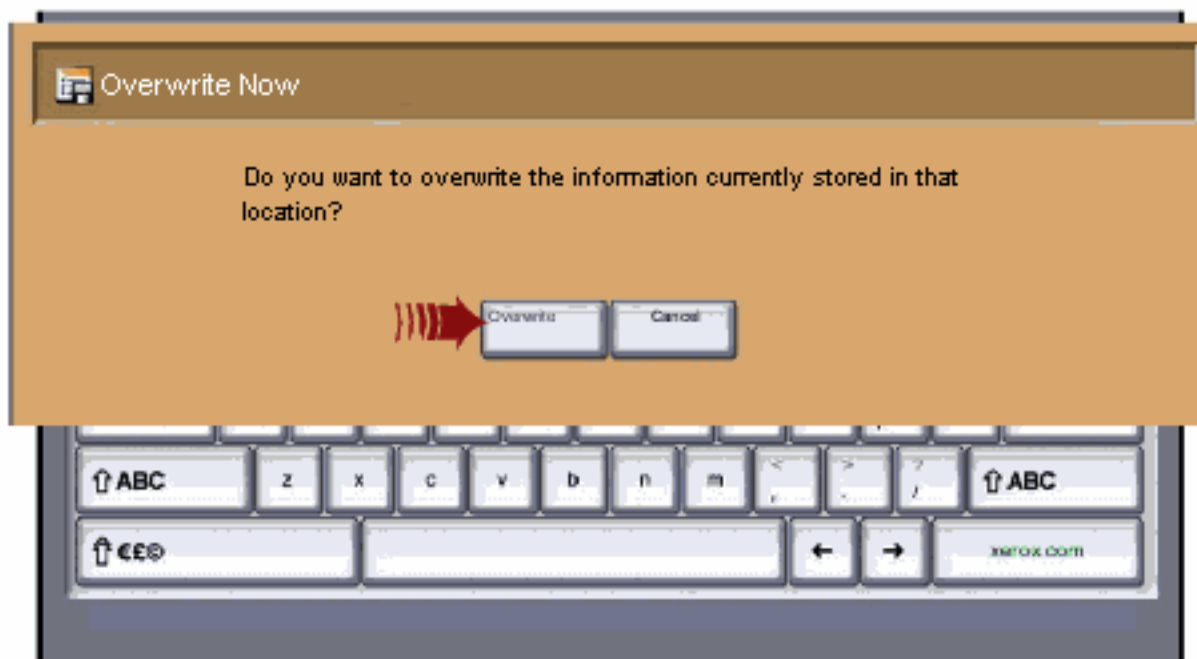
## Save Current Settings

### To Save Current Settings for a Job

A confirmation window will ask if you want to overwrite the existing program. Select the **Overwrite** button to store your new job features to the selected location.

All setting numbers, by default, contain the machine default features as the stored program. As such, the confirmation window will always display as no locations are empty.

Select the **Overwrite** button.

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

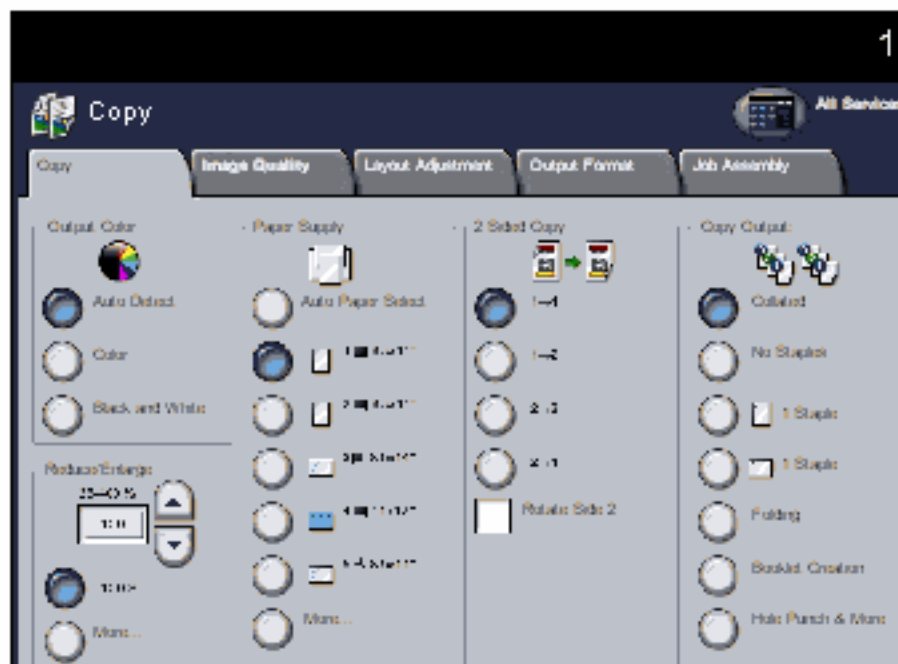
Enter a key word.

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## Save Current Settings

### To Save Current Settings for a Job

This completes the description of Saving Current Settings.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

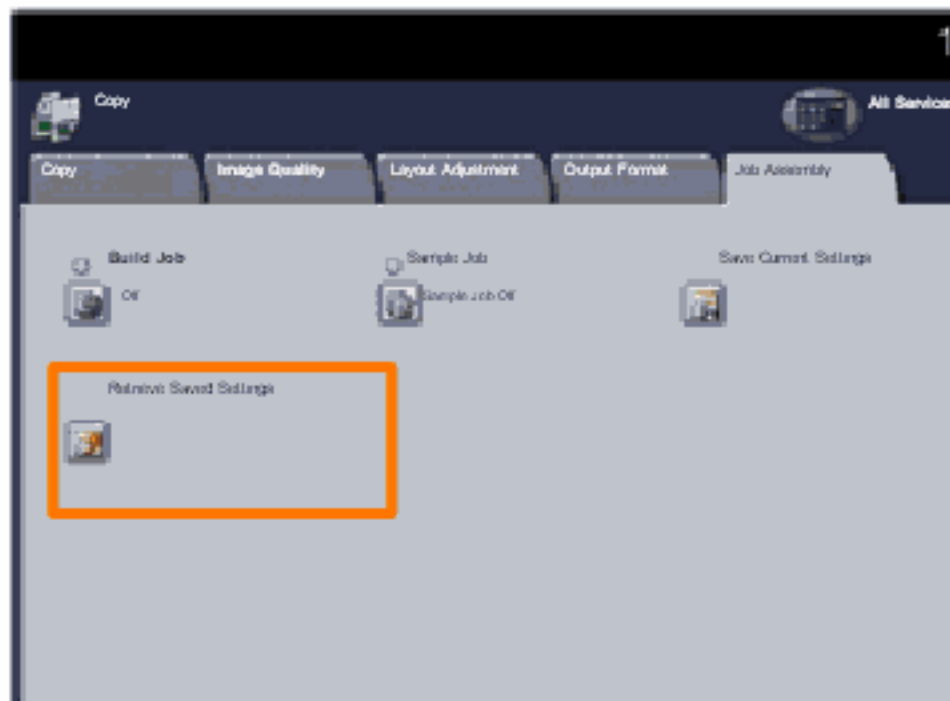
Enter a key word.

Search

## Retrieve Saved Settings

### To Retrieve Settings for a Job

Retrieving settings for a job is done by accessing the **Job Assembly** tab and the **Retrieve Saved Settings** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

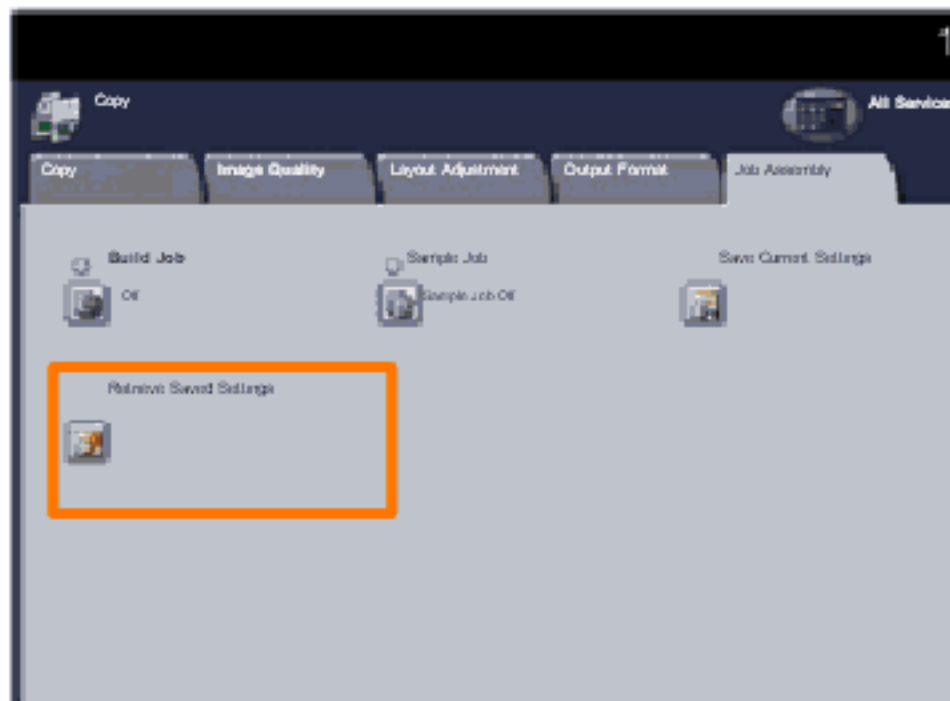
Enter a key word.

Search

## Retrieve Saved Settings

### To Retrieve Settings for a Job

Retrieving settings for a job is done by accessing the **Job Assembly** tab and the **Retrieve Saved Settings** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

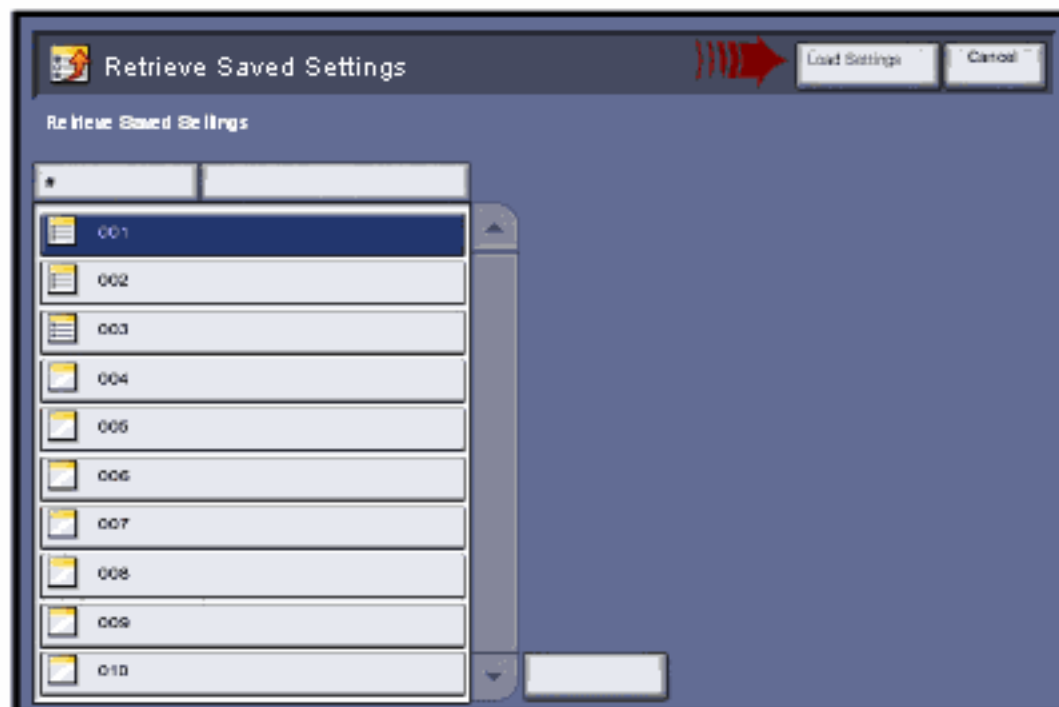
  
**Search**

## Retrieve Saved Settings

### To Retrieve Settings for a Job

Use the drop-down list to select the **Setting Number** containing the required programming features. Select the **Load Settings** button to retrieve the programming information.

Select the **Load Settings** button.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

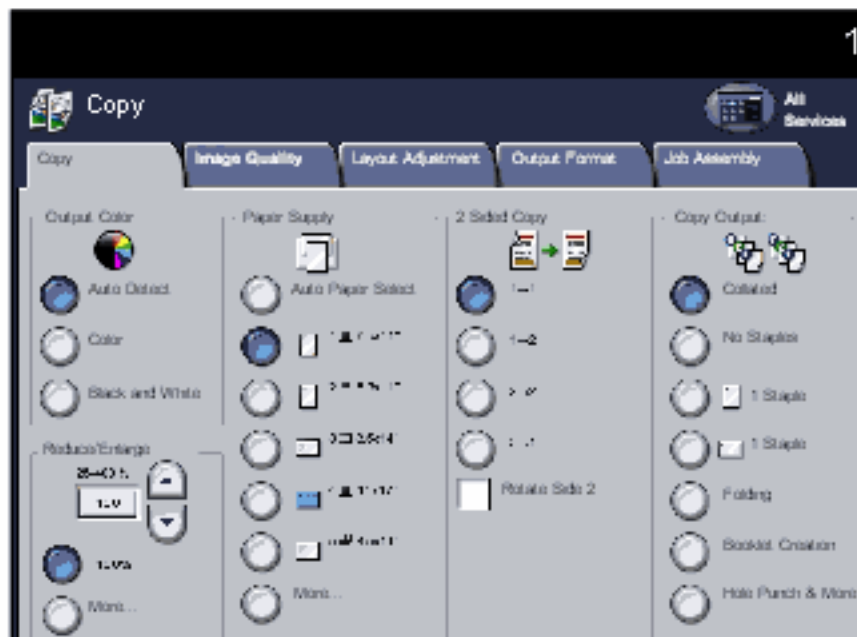
Enter a key word.

## Retrieve Saved Settings

### To Retrieve Settings for a Job

The retrieved settings overwrite the current settings. You can modify the features further, using the touch screen. These additional modifications are not saved with the stored settings. When all program features are entered, load your documents and press the **Start** button.

This completes the description of retrieving saved settings.



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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

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## Job Assembly



This completes the explanation of all the Job Assembly options available to you. Return to the previous menu to review other copy features.



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## Interactive User Guide



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Auditron

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## Fax

There may be 2 types of basic fax on your machine, Server Fax or Embedded Fax. Only 1 type of basic fax will be operational on your machine.

At your machine, select the basic fax mode. If the screen shows the **Superfine, Resolution** option as shown below, you have the Embedded Fax operating on your machine.

Select the appropriate fax mode below to continue.

**Fax - Server**

**FAX - Embedded**





## Fax - Server

These tutorials explain the Server fax features of the machine.

If you are not sure that your machine has Server Fax or Embedded Fax review the Fax Overview topic which will explain the differences and how to identify which type you have on your machine.

### Simple Faxing

### Fax Overview

### Dialing Options >>>

### Basic Settings >>>

### Image Quality >>>

### Layout Adjustment >>>

### Fax Options >>>





## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

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## Simple Faxing



In this tutorial you will learn the 6 simple steps to follow when faxing a document:

1. Load the document.
2. Press the **Services** button, then press the **Fax** icon. You may have to select **All Services**, then **Fax** icon.
3. Enter the Fax number or numbers and touch the **Add** button.
4. Change any Fax settings as required.
5. Press **Start**.
6. Identify the job in **Job Status** mode.

Fax is an optional feature and may not be available on your machine.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

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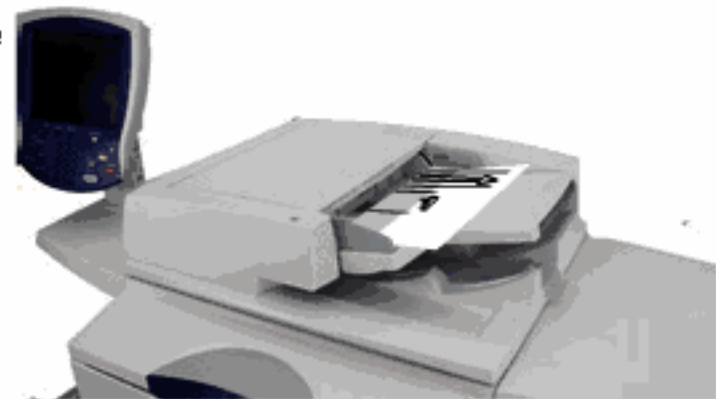
## Simple Faxing

### 1. Load the documents

A choice of document input areas is available. These are:

#### 1. A Document Handler for multiple documents.

Up to 250 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the top of the page towards the back or left of the machine. Position the guides to just touch the edge of the documents.



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## Fax Server

These modules describe all the Fax features of the machine.

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## Simple Faxing

### 2. Press the Fax icon



Press the **Services** button, then touch the **Fax** icon on the touch screen.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

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## Simple Faxing

### 2. Press the Fax icon



Press the **Services** button, then touch the **Fax** icon on the touch screen.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

## Simple Faxing

### 3. Enter the Fax number

The screenshot shows the 'Server Fax' control panel. At the top, there are tabs for 'Fax', 'Image Quality', 'Layout Adjustment', 'Fax Options', and 'Job Assembly'. The 'Fax' tab is active. Below the tabs, there is a 'Fax Number' input field, which is highlighted with an orange box. To its right is an 'Add' button. Below the 'Fax Number' field is a 'Dialing Clars / Keypad...' button. To the right of this is a 'Fax Directory...' button, which is also highlighted with an orange box. To the right of these buttons is a 'Recipients' list with three empty rows. Below the 'Fax Number' and 'Dialing Clars / Keypad...' buttons are three sections of radio button options: '2 Sided Scanning' (with options for 1 Sided, 2 Sided, and 2 Sided, Rotate Side 2), 'Original Type' (with options for Photo & Text, Photo, and Text), and 'Resolution' (with options for Standard and Fine).

Use the numeric keypad on the control panel to enter the recipient's fax number. Alternatively, use the **Fax Directory** to select a previously stored fax number. For more information on entering a fax number and the Fax Directory, go to the [Dialing Options](#) tutorial.

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

## Simple Faxing

### 3. Enter the Fax number

The screenshot shows the 'Server Fax' interface with the following elements:

- Server Fax** header with 'All Services' icon.
- Tabs: **Fax**, Image Quality, Layout Adjustment, Fax Options, Job Assembly.
- Fax Number:** 123456789 (highlighted with a blue box), **Add** button (highlighted with an orange box).
- Recipients:** A list box with three empty rows.
- Dialing Characters / Keypad...** and **Fax Directory...** buttons.
- 2 Sided Scanning:**
  - 1 Sided
  - 2 Sided
  - 2 Sided, Rotate Side 2
- Original Type:**
  - Photo & Text
  - Photo
  - Text
- Resolution:**
  - Standard
  - Fine

After entering the fax number, touch the **Add** button. To send your fax to more than one recipient, enter the next fax number and select the **Add** button again. Repeat the steps until all the required fax numbers are within the **Recipient(s)** list. This will build up a list of all the numbers you wish to fax to.

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## Fax Server

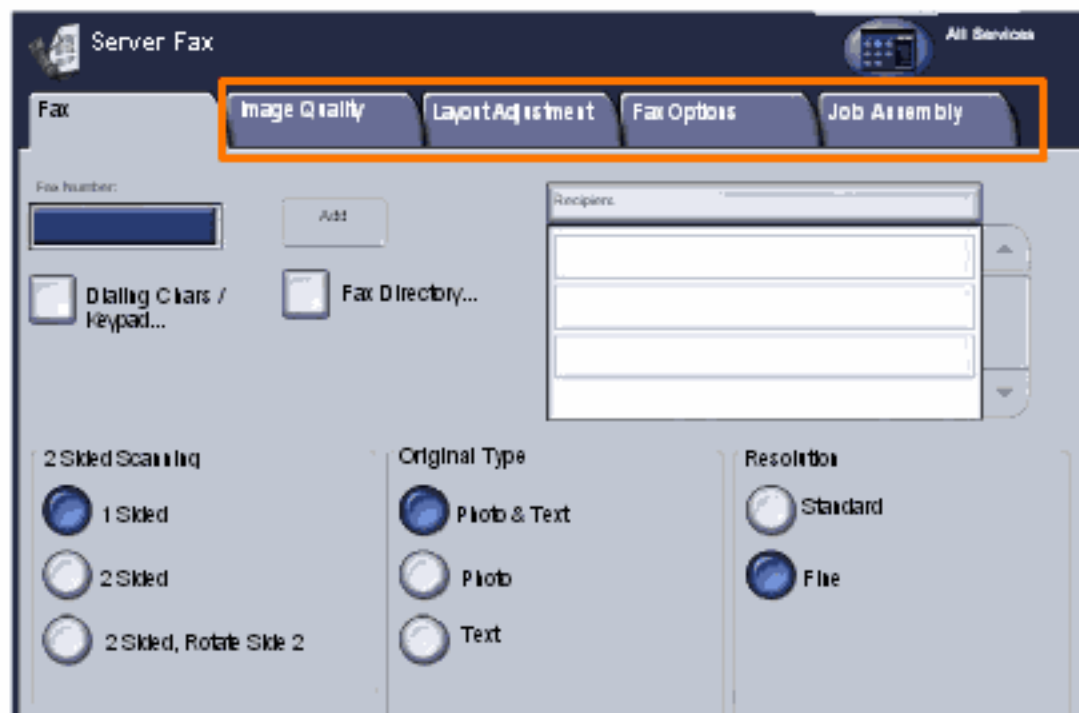
These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

## Simple Faxing

### 4. Change the Settings



Additional fax settings are found on the **Image Quality**, **Layout Adjustment**, and **Fax Options** tabs. For more information about the additional fax settings, go to the appropriate module within this tutorial.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

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## Simple Faxing

### 5. Press Start

Once you have pressed **Start**, each document is scanned once.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

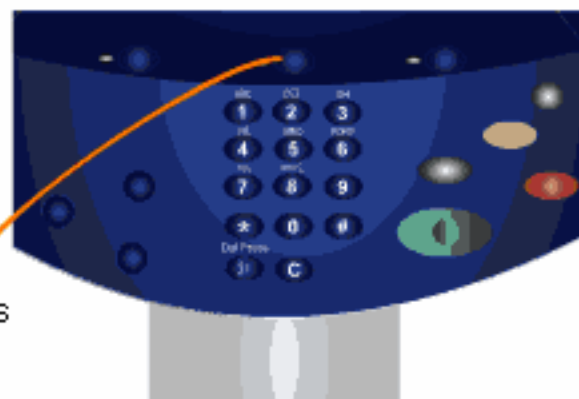
## Simple Faxing

### 6. Identify your job in Job Status mode.

Press the **Job Status** button on the control panel to display the Active Jobs tab.

Your job will be displayed on the Active Jobs tab. If there are no jobs in the queue your job may have already been completed.

Job Status  
button



Job Status			
Active Jobs	Completed Jobs		
<input type="text"/>			
001	1234.doc	Job 001.doc	Printing
002	5678.doc	Job 002.doc	Printing
003	9012.doc	Job 003.doc	Printing
004	3456.doc	Job 004.doc	Printing
005	7890.doc	Job 005.doc	Printing
006	1234.doc	Job 006.doc	Processing
007	5678.doc	Job 007.doc	Processing
008	9012.doc	Job 008.doc	Scanning

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

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## Server Fax Overview



**Server Fax** is an optional feature and is selected by touching the **Fax** services button.



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## Fax Server

These modules describe all the Fax features of the machine.

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Enter a key word.

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## Server Fax Overview



**Server Fax** will scan your documents and send them to any type of fax machine that is connected to a telephone network. Your images are sent from your machine to a Third Party fax server, which relays them over the telephone network to the fax number of your choice. This means that your fax transmissions are controlled by the server, which may limit your faxing options. For example, the server may be set-up to collect and send all faxes at off peak times.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

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## Dialing Options



The Dialing options allow you to enter an individual fax number or a group of fax numbers. You can also enter fax numbers that contain special dialing characters. Alternatively you can select your fax number from a list of stored numbers.

This module describes the various options available:

- > Entering a Fax Number
- > Using the Recipient List
- > Dialing Characters
- > Fax Directory



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

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## Entering a Fax Number

There are 2 methods for entering a fax number:

1. Manually
2. Via the Fax Directory.

For more information about the Fax Directory, go to the topic titled **Fax Directory** within this module.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

Search

## Entering a Fax Number



Dial Pause



Use the numeric keypad on the control panel to manually enter the fax number. If required, a pause can be added to the fax number by selecting the **Dial Pause** button on the control panel.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

## Entering a Fax Number

If you are sending the fax to one fax destination, touch the **Add** button, then press the **Start** button on the control panel.

To send a fax to more than one destination, touch the **Add** button, then enter the next fax number.

For more information about the Recipient List, go to the topic titled **Using the Recipient List** in this module.



The screenshot shows the 'Send Fax' menu with the following elements:

- Buttons: Image Quality, Layout Adjustment, Fax Options, Job Assembly
- Fields: Fax Number (9,37528), Add, Recipient list (empty)
- Options: Dialing Chars / Keypad..., Fax Directory...
- 2 Sided Scanning: 1 Sided (selected), 2 Sided, 2 Sided, Rotate Side 2
- Original Type: Photo & Text (selected), Photo, Text
- Resolution: Standard, Fine (selected)

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## Fax Server

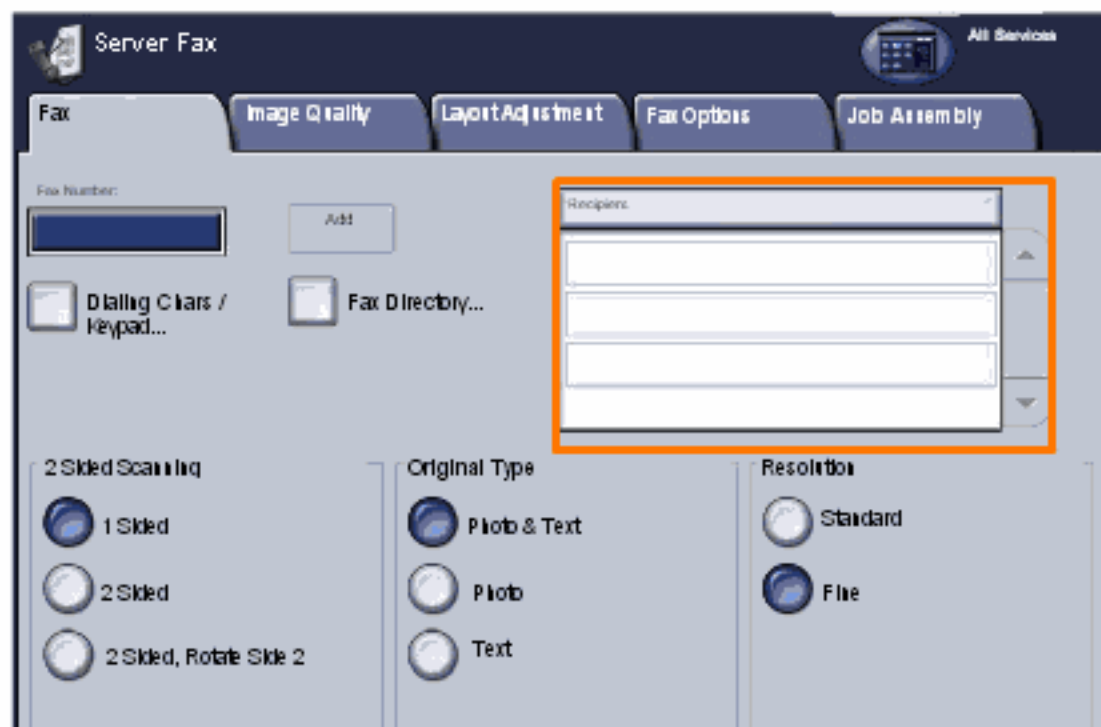
These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

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## Using the Recipient List



Your machine allows you to send a fax to multiple destinations. To send a fax to multiple destinations, you simply have to build a list of destination fax numbers. This list is known as the **Recipient List**.

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

## Using the Recipient List



To build the Recipient List, use one or both of the methods used to enter a fax number.

### Method 1

- Having entered the fax number using the numeric keypad on the control panel, touch the **Add** button.

The screenshot shows the 'Server Fax' interface with the following elements:

- Top navigation tabs: Fax, Image Quality, Layout Adjustment, Fax Options, Job Assembly.
- Header: Server Fax, All Services.
- Fax Number field: 999-1212. A red arrow points to the 'Add' button next to it.
- Buttons: Dialing Class / Keypad..., Fax Directory...
- Recipients list: A list box with three empty rows and scroll arrows.
- 2 Sided Scanning:
  - 1 Sided
  - 2 Sided
  - 2 Sided, Rotate Side 2
- Original Type:
  - Photo & Text
  - Photo
  - Text
- Resolution:
  - Standard
  - Fine

Select the **Add** button.

Enter a key word.

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

## Using the Recipient List



To build the Recipient List, use one or both of the methods used to enter a fax number.

### Method 1

- Having entered the fax number using the numeric keypad on the control panel, touch the **Add** button.

The screenshot shows the 'Server Fax' control panel interface. At the top, there are tabs for 'Fax', 'Image Quality', 'Layout Adjustment', 'Fax Options', and 'Job Assembly'. The 'Fax' tab is active. Below the tabs, there is a 'Fax number' input field with an 'Add' button next to it. Below the input field, there are two buttons: 'Dialing Clars / Keypad...' and 'Fax Directory...'. To the right of these buttons is a 'Recipients' list with a scroll bar. The list contains one entry: '555-1212'. Below the list, there are three sections of options: '2 Sided Scanning' with radio buttons for '1 Sided', '2 Sided', and '2 Sided, Rotate Side 2'; 'Original Type' with radio buttons for 'Photo & Text', 'Photo', and 'Text'; and 'Resolution' with radio buttons for 'Standard' and 'Fine'. The 'Photo & Text' and 'Fine' options are selected.

- The **Recipient List** will change to show all of the fax numbers currently residing in the list.

Enter a key word.

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.



## Using the Recipient List

To build the Recipient List, use one or both of the methods used to enter a fax number.

### Method 2

- Having selected the required entry from the Fax Directory, touch the **Add** button.

Number	Fax Number
1	0001212
2	
3	
4	
5	
6	
7	

Close

Edit

Add -

Recipient(s)

Select the **Add** button.

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

Search

## Using the Recipient List



To build the Recipient List, use one or both of the methods used to enter a fax number.

### Method 2

- Having selected the required entry from the Fax Directory, touch the **Add** button.
- When you have finished with the Fax Directory, touch the **Close** button.

Number	Fax Number
1	0001212
2	
3	
4	
5	
6	
7	

Recipient(s)

5551212

Select the **Close** button.

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

## Using the Recipient List



To build the Recipient List, use one or both of the methods used to enter a fax number.

### Method 2

- Having selected the required entry from the Fax Directory, touch the **Add** button.
- When you have finished with the Fax Directory, touch the **Close** button.

The screenshot shows the 'Server Fax' interface. At the top, there are tabs for 'Fax', 'Image Quality', 'Layout Adjustment', 'Fax Options', and 'Job Assembly'. The 'Fax' tab is active. Below the tabs, there is a 'Fax number:' field with an 'Add' button next to it. There are also buttons for 'Dialling Clars / Keypad...' and 'Fax Directory...'. A 'Recipients' list is visible, containing the number '5551212'. Below the list, there are three sections: '2 Sided Scanning' with options '1 Sided', '2 Sided', and '2 Sided, Rotate Side 2'; 'Original Type' with options 'Photo & Text', 'Photo', and 'Text'; and 'Resolution' with options 'Standard' and 'Fine'.

- As before, the **Recipient List** will change.

Enter a key word.

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## Fax Server

These modules describe all the Fax features of the machine.

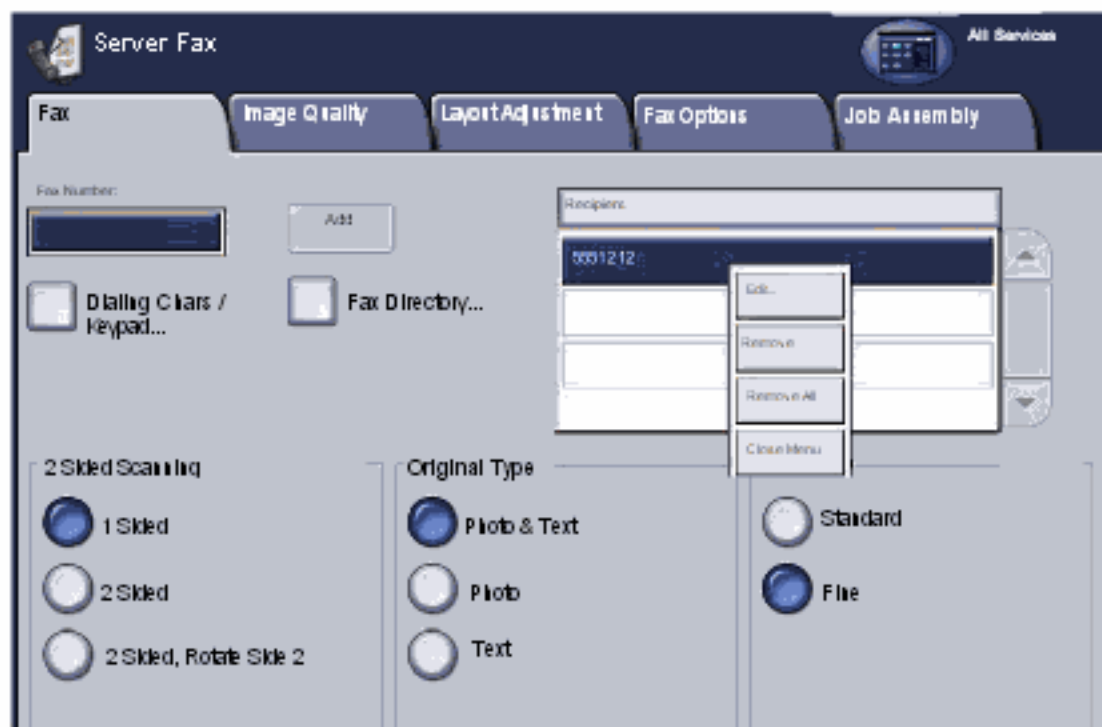
When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

Search

## Using the Recipient List

You can view, edit, and delete fax numbers from the Recipient List by touching the appropriate number in the **Recipient List**.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

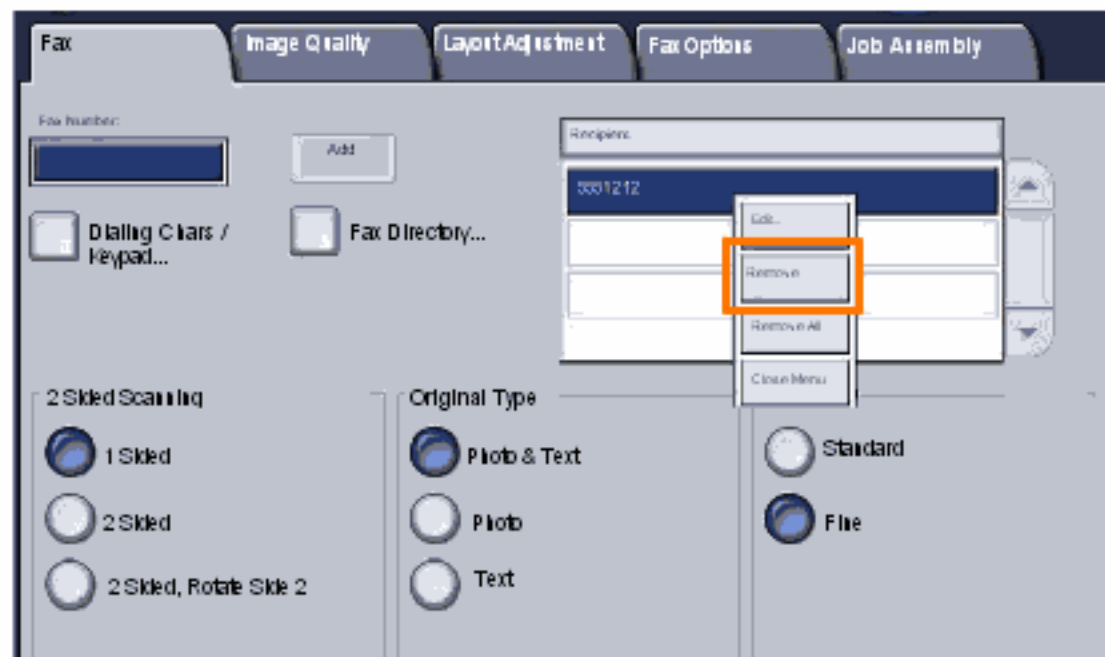
## Using the Recipient List



You can view, edit, and delete fax numbers from the Recipient List by touching the appropriate number in the **Recipient List**.

Entries displayed are for the current fax job and will be automatically deleted once the job has been faxed. Use the up and down scroll arrows to view the entire list. The list can contain up to 50 entries.

To delete a fax number from the send list, touch the number in the list and select the **Remove** button.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

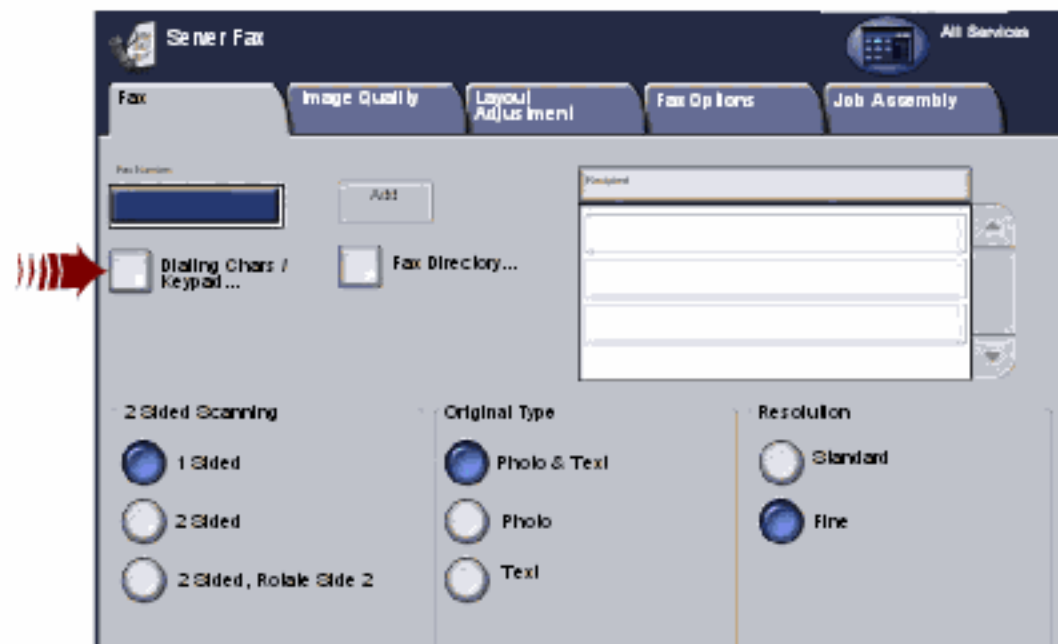
Enter a key word.

Search

## Dialing Characters

Dialing characters are special characters that may be used when entering fax numbers. The dialing characters are entered as part of the fax number. To access the Dialing Character list select the **Dialing Characters/Keypad** button.

Select the **Dialing Characters/Keypad** button.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

## Dialing Characters



Depending on your fax server, some of the following dialing characters are not supported. Please check with your Third Party Vendor.

To enter a dialing character, simply touch the appropriate character in the list.

[Roll the cursor over each of the dialing characters in the list for a brief description.](#)

Character	Symbol
Dial Pause	
Long Pause	
Mark Data	
Group Dial	

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

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## Dialing Characters



To enter a dialing character, simply touch the appropriate character in the keypad.

The screenshot shows a software interface titled "Dialing Characters" with a "Close" button in the top right. Below the title is a "Fax Number" input field with "Add..." and "Delete Fax..." buttons. A keypad is displayed on the left, and a list of characters is on the right. A red arrow points from the keypad to the list.

Character	Symbol
Dial Pause	
Long Pause	
Mark Data	
Group Dial	

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

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## Dialing Characters



To enter a dialing character, simply touch the appropriate character in the keypad.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

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## Dialing Characters



To enter a dialing character, simply touch the appropriate character in the keypad.

Once you have entered the dialing character, continue entering the fax number using the keypad buttons.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

Search

## Dialing Characters



After entering the dialing character and the full fax number select the **Add** button to add the number to the Recipient List. You can now enter another number including special characters or continue with your programming selections.

Dialing Characters
Close

Fax Number

Add...    Delete Fax...

7	8	9
4	5	6
1	2	3
←	0	→

Character	Symbol
Dial Pause	
Long Pause	
Mark Data	
Group Dial	

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.



## Fax Directory

The Fax Directory stores up to 30 fax numbers. Entries displayed in the list are current and will not be deleted once a fax job has been completed. You can add or delete a fax number to or from the Fax Directory, or select a fax number from the directory to add to the Recipient List.

Close

Number	Fax Number		Recipient(s)
1	0001212	Add -	
2			
3			
4			
5			
6			
7			

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.



## Fax Directory

To **Add** a fax number to the Fax Directory:

- Touch the **Fax Directory** button.
- Touch any of the unused directory locations.
- Touch the **Entry Details** button.
- Enter the required fax number, including any dialing characters.
- Touch the **Save** button.

The screenshot shows the 'Fax Directory' window with a 'Close' button in the top right. It contains a table with two columns: 'Number' and 'Fax Number'. The first row is highlighted in blue and contains the number '1' and the fax number '00012 12'. Below the table is an 'Add -' button. To the right of the table is a list box labeled 'Recipient(s)' with several empty rows. At the bottom of the window, there are two buttons: 'Details ...' and 'Clear Text'.

Number	Fax Number
1	00012 12
2	
3	
4	
5	
6	
7	

Buttons: Add -, Details ..., Clear Text

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

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## Fax Directory



To **Delete** a fax number from the Fax Directory:

- From the Fax Directory, touch the fax number to be deleted.
- Touch the **Clear Entry** button.
- Touch the **Delete** button.

A message confirming that you wish to delete the selected fax number from the directory will be displayed.

Number	Fax Number
1	00012 12
2	
3	
4	
5	
6	
7	

Close

Add -

Recipient(s)

Details...

Clear Text

Topic 4/4

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.



## Fax Directory



To add a fax number from the Fax Directory to the **Recipient List**:

- From the Fax Directory, touch the fax number to be added.
- Touch the **Add** button.

Repeat the steps above to add all the required fax numbers to the Recipient List, then touch the **Close** button.

Number	Fax Number
1	0001212
2	
3	
4	
5	
6	
7	

Close

Add -

Recipient(s)

Details...

Clear Text

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

Search

## Dialing Options



This completes the Dialing options module, where you have reviewed:

- > Entering a Fax Number
- > Using the Recipient List
- > Dialing Characters
- > Fax Directory

Return to the previous menu to review the other fax features.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

## 2 Sided Scanning

The 2 Sided Scanning option allows you to set whether 1 or 2 sides of your original document will be scanned and then faxed. For 2 sided original documents the image orientation can also be programmed.

The 2 Sided Scanning option is set from the Fax tab.

The screenshot shows the 'Server Fax' control panel with the 'Fax' tab selected. The '2 Sided Scanning' section is highlighted with an orange border. It contains three radio button options: '1 Sided' (selected), '2 Sided', and '2 Sided, Rotate Side 2'. Other sections include 'Original Type' with 'Photo & Text' selected, and 'Resolution' with 'Fine' selected. The interface also includes fields for 'Fax Number', 'Add', 'Dialing Clars / Keypad...', 'Fax Directory...', and 'Recipients'.

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## Fax Server

These modules describe all the Fax features of the machine.

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## 2 Sided Scanning



Select the 2 Sided Scanning option buttons below for more information.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

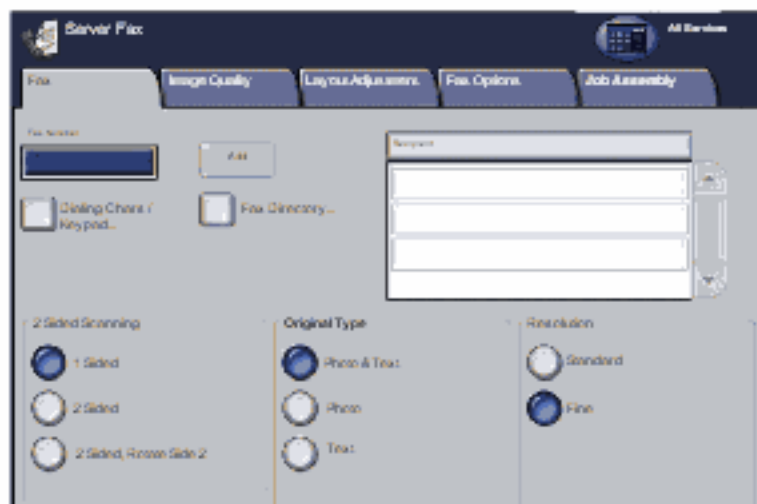
Enter a key word.

Search

## 2 Sided Scanning



Select the 2 Sided Scanning option buttons below for more information.



Select the **1 Sided** button if your original documents are single sided.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

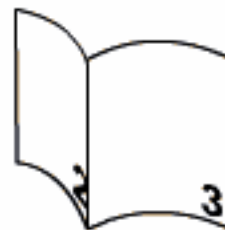
## 2 Sided Scanning

Select the 2 Sided Scanning option buttons below for more information.



Select the **2 Sided** button if your original documents are double sided and in the format head to head, that is your original opens like a book.

The Document Handler must be used to scan your originals with this option.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

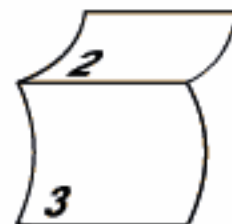
## 2 Sided Scanning

Select the 2 Sided Scanning option buttons below for more information.



Select the **2 Sided Rotate Side 2** button if your originals are double sided and in the head to toe format, that is your original opens like a calendar.

The Document Handler must be used to scan your originals with this option.



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## Fax Server

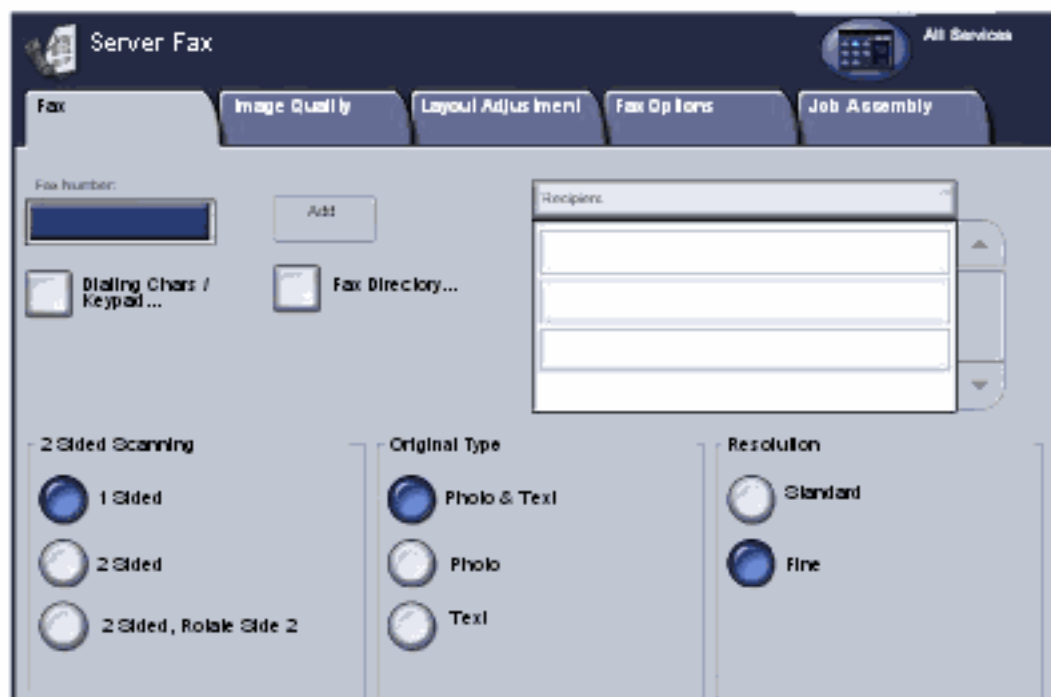
These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

## Original Type

**Original Type** defines the type of original being used for scanning. Making the correct original type selection will enhance the quality of your scanned image.

Roll the cursor over each of the **Original Type** buttons for a description of the feature and when to use it.



Enter a key word.

Search



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## Fax Server

These modules describe all the Fax features of the machine.

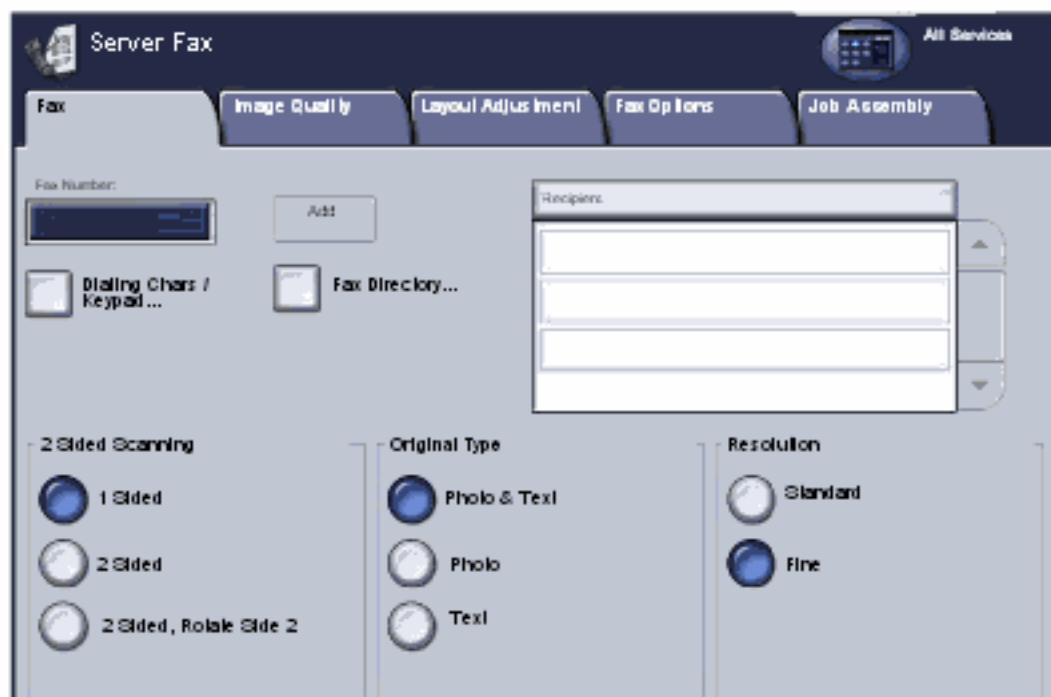
When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

## Original Type

**Original Type** defines the type of original being used for scanning. Making the correct original type selection will enhance the quality of your scanned image.

Roll the cursor over each of the **Original Type** buttons for a description of the feature and when to use it.



**Photo and Text** is the best setting for most originals. It handles both common photos and text documents.

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

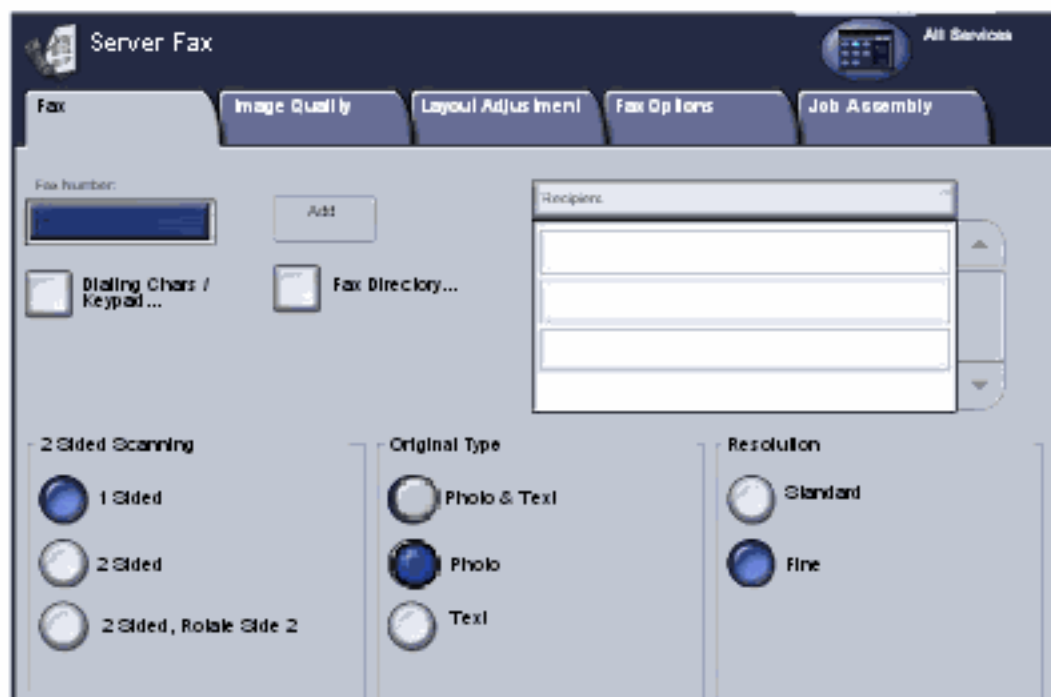
Enter a key word.

Search

## Original Type

**Original Type** defines the type of original being used for scanning. Making the correct original type selection will enhance the quality of your scanned image.

Roll the cursor over each of the **Original Type** buttons for a description of the feature and when to use it.



**Photo** is best for photographs, printed photos, and xerographic copies of pictures.



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## Fax Server

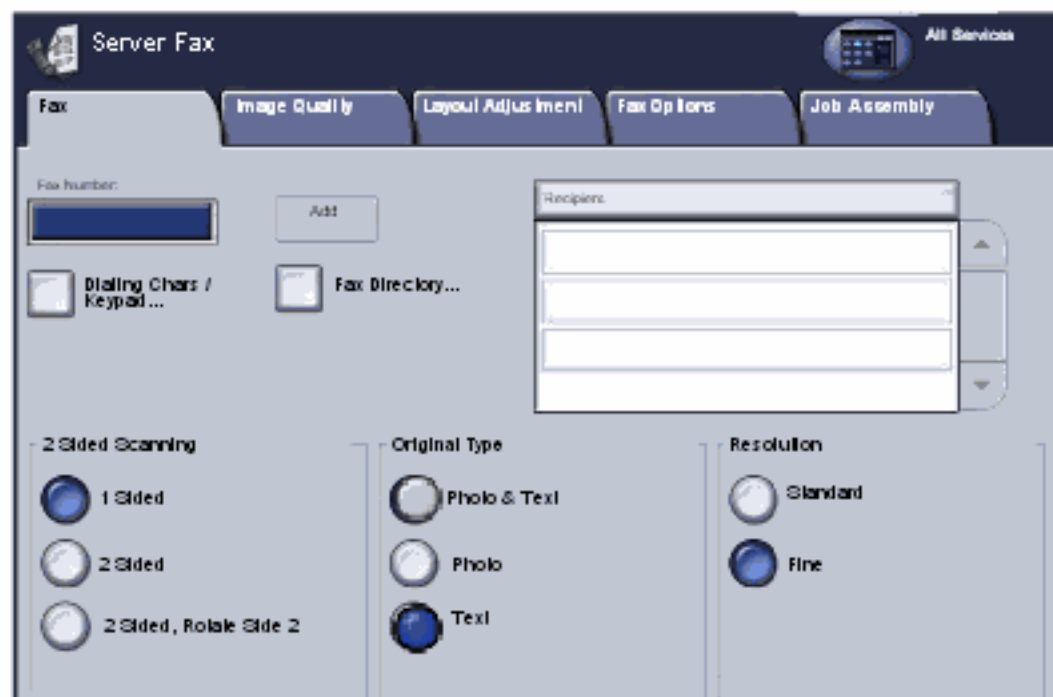
These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

## Original Type

**Original Type** defines the type of original being used for scanning. Making the correct original type selection will enhance the quality of your scanned image.

Roll the cursor over each of the **Original Type** buttons for a description of the feature and when to use it.



**Text** performs best on black text.

Enter a key word.

Search



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

## Resolution

The Resolution affects the appearance of the fax at the receiving fax terminal. A higher resolution yields better quality for photos. A lower resolution reduces communication time.

The resolution is set from the Fax tab.

The screenshot shows the 'Server Fax' interface with several tabs: 'Fax', 'Image Quality', 'Layout Adjustment', 'Fax Options', and 'Job Assembly'. The 'Fax' tab is active. It features a 'Fax Number' field with an 'Add' button, a 'Recipient' list, and checkboxes for 'Dialing Chars / Keypad...' and 'Fax Directory...'. Below these are three sections of radio button options: '2 Sided Scanning' (1 Sided, 2 Sided, 2 Sided, Rotate Side 2), 'Original Type' (Photo & Text, Photo, Text), and 'Resolution' (Standard, Fine). The 'Resolution' section is highlighted with an orange border, and the 'Fine' option is selected.

Enter a key word.

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

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## Resolution



Roll the cursor over each of the resolution setting buttons to obtain a description and a recommendation on when to use them.

The screenshot shows the 'Server Fax' interface with tabs for 'Fax', 'Image Quality', 'Layout Adjustment', 'Fax Options', and 'Job Assembly'. The 'Resolution' section has two radio buttons: 'Standard' (selected) and 'Fine'. A tooltip box is overlaid on the 'Standard' button, containing the following text:

**Standard**  
Delivers 200 x 100 dpi and is recommended for text documents. It requires less communication time, but does not produce the best image quality for graphics and photos.

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

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## Resolution



Roll the cursor over each of the resolution setting buttons to obtain a description and a recommendation on when to use them.

The screenshot shows the 'Server Fax' interface with tabs for 'Fax', 'Image Quality', 'Layout Adjustment', 'Fax Options', and 'Job Assembly'. The 'Resolution' section is visible, showing 'Standard' and 'Fine' options. A tooltip for 'Fine' is shown, stating: 'Delivers 200 x 200 dpi and is recommended for line art and photos. This is the default resolution and the best choice in most cases.'



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

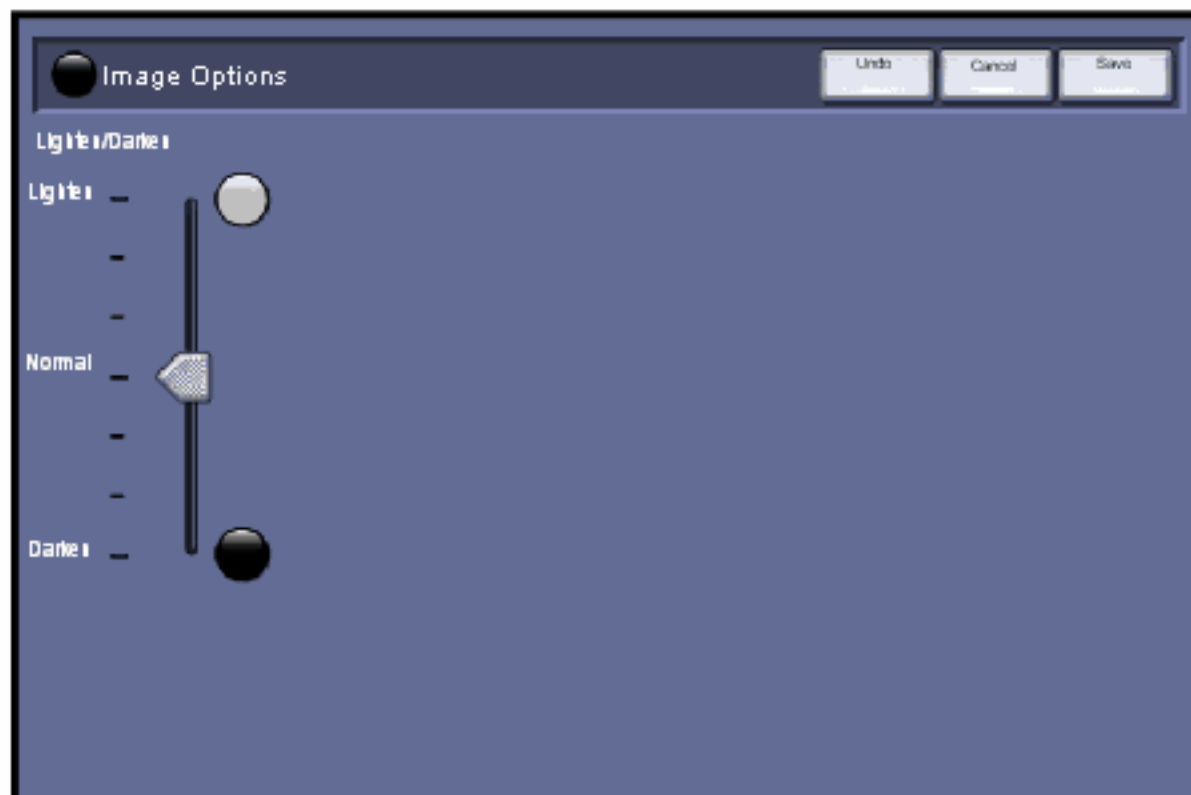
Enter a key word.

Search

## Image Options

The **Lighten/Darken** feature enables you to lighten or darken the image on your copy. Move the slider control **down** to darken the copy, for example, from light originals such as pencil images.

Move the slider control **up** to lighten the copy, for example, to copy more details from dark areas in the original or to suppress the lines from pasted or newspaper originals.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

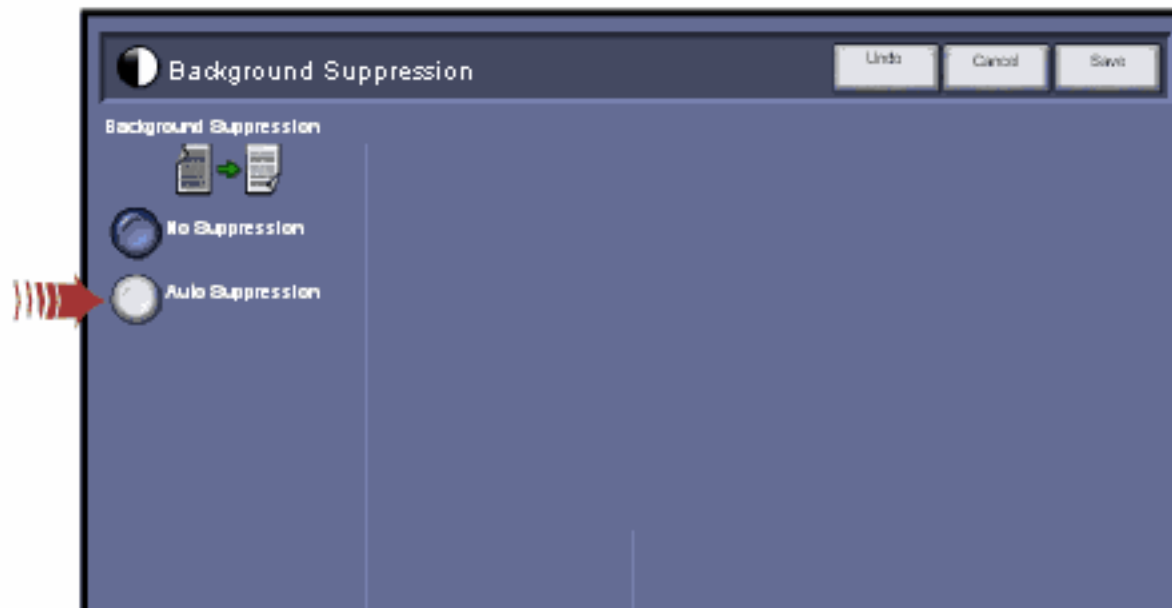
  

## Background Suppression



Background Suppression prevents reproduction of unwanted shading from originals where the opposite side printing shows through. The **Auto Suppression** option in the Background Suppression area of the screen automatically reduces or eliminates any background on the copies caused by colored paper or newspaper originals. Select the **No Suppression** option when:

- The Darken adjustment does not produce a satisfactory copy from light originals.
- The original has a gray or colored border, such as a certificate.
- You want to bring out fine detail that was lost due to a dark edge when using bound originals.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

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## Background Suppression



Background Suppression prevents reproduction of unwanted shading from originals where the opposite side printing shows through. The **Auto Suppression** option in the Background Suppression area of the screen automatically reduces or eliminates any background on the copies caused by colored paper or newspaper originals. Select the **No Suppression** option when:

- The Darken adjustment does not produce a satisfactory copy from light originals.
- The original has a gray or colored border, such as a certificate.
- You want to bring out fine detail that was lost due to a dark edge when using bound originals.



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## Fax Server

These modules describe all the Fax features of the machine.

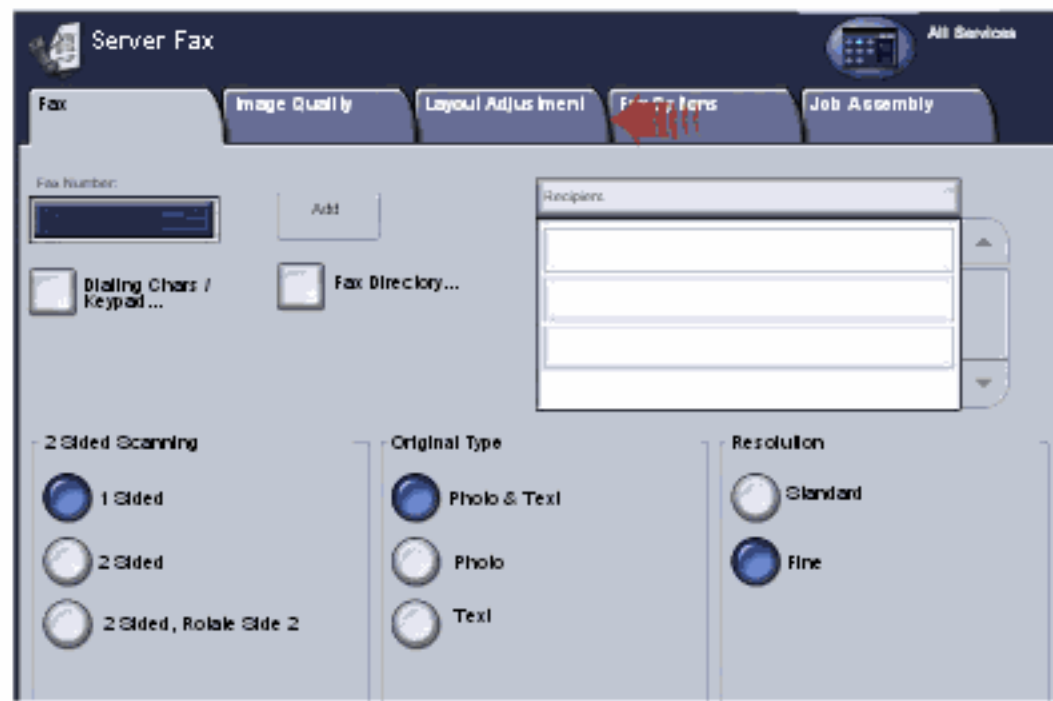
When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

## Original Size

Select **Original Size** to enter the size of your document when scanning from the Document Glass or the Document Handler. Your machine uses this information to calculate the size of your original and the scanned image.

Access the Original Size settings by selecting the **Layout Adjustment** tab and the **Original Size** button.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

Search

## Original Size



Select **Original Size** to enter the size of your document when scanning from the Document Glass or the Document Handler. Your machine uses this information to calculate the size of your original and the scanned image.

Access the Original Size settings by selecting the **Layout Adjustment** tab and the **Original Size** button.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

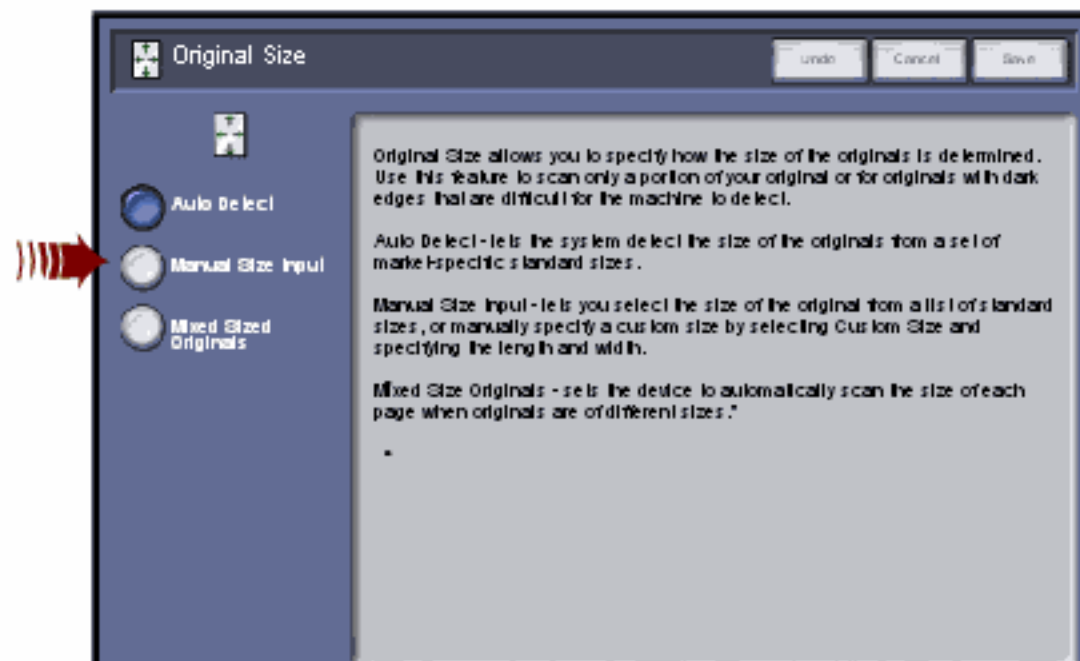
## Original Size



The **Auto Detect** button is the default setting and enables the machine's automatic size sensing. The size detected will be matched to a standard size paper.

If scanning from the Document Glass with this setting selected, the machine will scan your original twice.

Select the **Manual Size Input** button to continue.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

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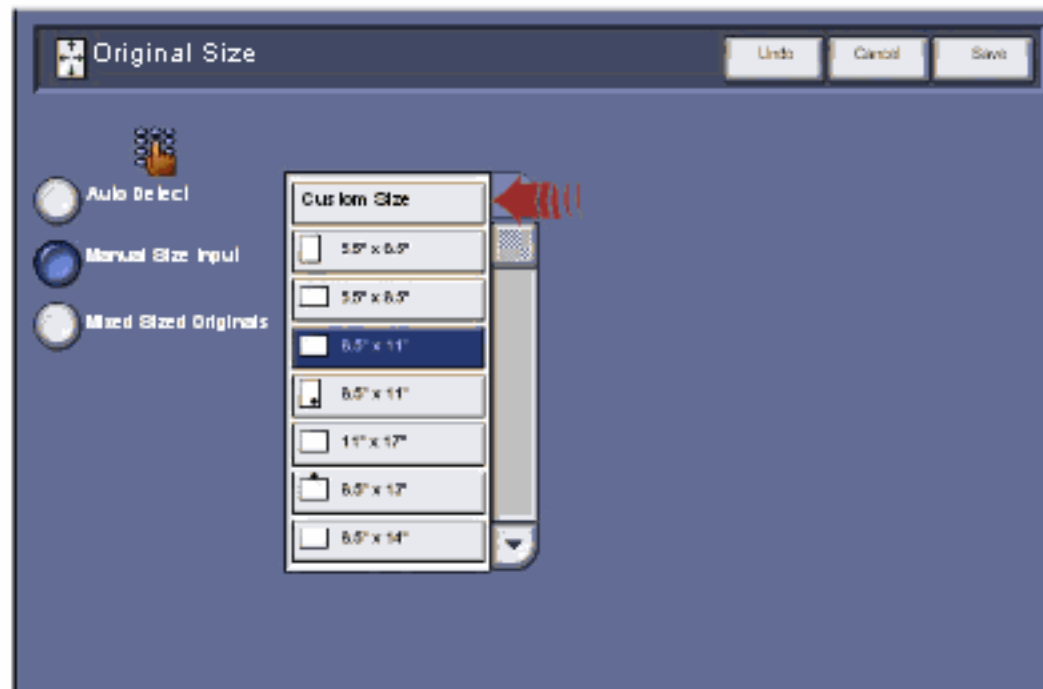
## Original Size



**Manual Size Input** is used when copying from the document glass and allows you to define the size of your original from a list of pre-set, standard document sizes. You can view the list by using the up and down scroll bars.

If your original is not a standard paper size, select the **Custom Size** option in the scroll list. You cannot use this mode when using the document handler.

Select the **Custom Size** option from the scroll list for more information on this option.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

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## Original Size



The **Custom Size** option allows a non-standard size to be defined. This feature can only be used when a document is placed on the Document Glass.

To enter a value, select the X or Y numeric box (as highlighted) and enter the value using the control panel keypad.

Select the **Mixed Size Originals** button to continue.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

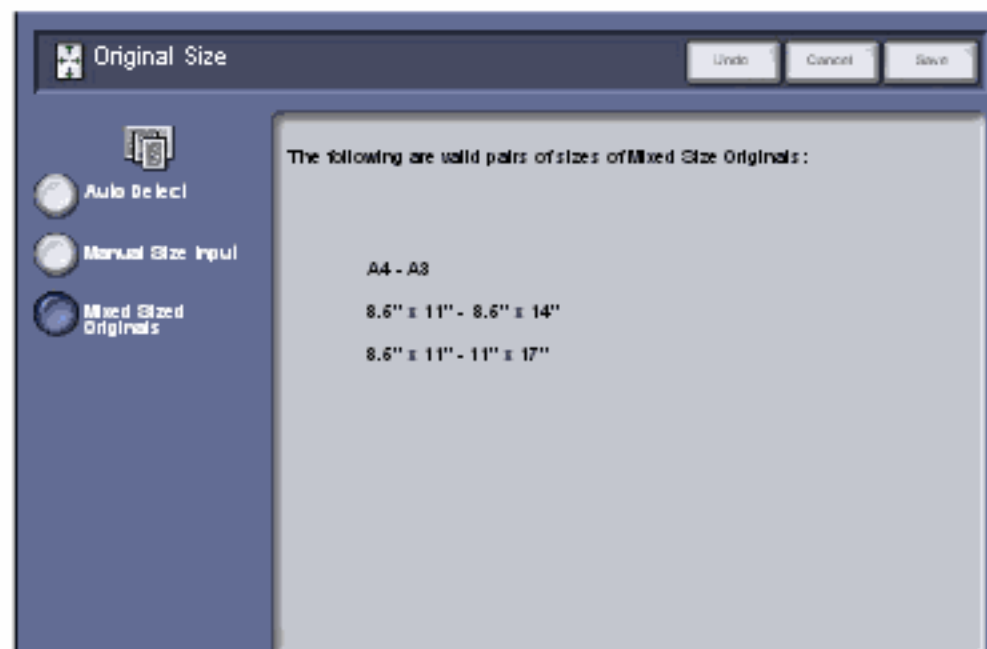
Search

## Original Size



The **Mixed Size Originals** button allows you to fax documents containing different size pages. The pages must be the same width, like 8.5x11" LEF and 11x17" SEF, other combinations are shown on the screen.

This feature can only be used when a document is placed in the document handler.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

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## Original Size



If your machine does not show the **Mixed Size Originals** button, it is recommended that the originals used with this fax mode are of the same size. Using originals that are not of the same size may result in a reduced-sized image being processed by the Fax recipient.

If your originals are not of the same size, use the reduce \ enlarge copy feature to make a new set. Ensure that the new copied set of originals are all the same size.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

## Original Orientation



The **Original Orientation** feature allows you to specify the orientation of your original documents. This feature is primarily used to ensure that proper output is produced when the Image Shift, Edge Erase, or Page Layout features are enabled.

Select the **Layout Adjustment** tab.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

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## Original Orientation



The **Original Orientation** feature allows you to specify the orientation of your original documents. This feature is primarily used to ensure that proper output is produced when the Image Shift, Edge Erase, or Page Layout features are enabled.

Select the **Original Orientation** button.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.



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## Original Orientation



Select any of the Original Orientation options for an explanation of each option.

Original Orientation
Undo    Cancel    Save

 Upright Images  
 Sideways Images

**Upright Images** refers to the direction your originals are loaded in the Document feeder. If you are using the Document Glass, the orientation is as seen before turning it over onto the Glass.

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

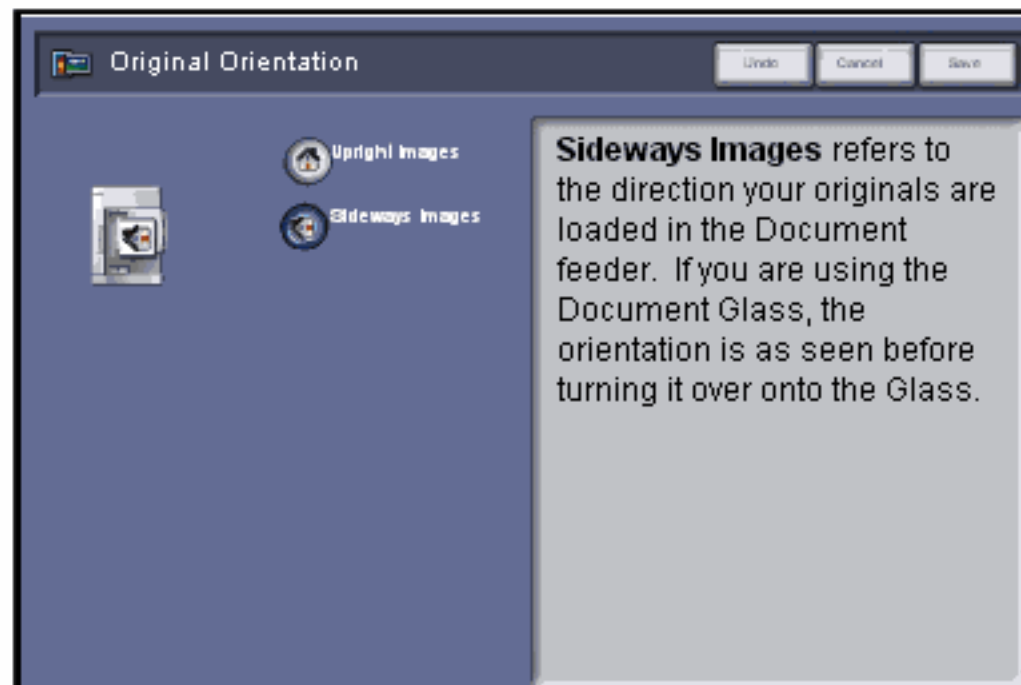
Enter a key word.

Search

## Original Orientation



Select any of the Original Orientation options for an explanation of each option.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

Search

## Delay Start



Use **Delay Start** to specify a time, within the next 24 hours, at which to send a fax. Use this feature to transmit faxes during off-peak hours or when sending to another country or time zone.

The time to send is added to the job information sent to the fax server with the scanned image. The Third Party Fax Server retains the fax for sending at the specified time.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

## Delay Start



Delay Start is set from a button on the **Fax Options** tab.

When you have made your selections you must select **Save** so that you can program any other features you may require from the control panel.

Access the Delay Start option by selecting the **Fax Options** tab and the **Delay Start** button.

The screenshot shows the 'Server Fax' control panel with the 'Fax Options' tab selected. The interface includes a 'Fax number' field with an 'Add' button, a 'Recipients' list, and several configuration sections:

- Dialing Clars / Keypad...** and **Fax Directory...** buttons.
- 2 Sided Scanning** section with radio buttons for:
  - 1 Sided
  - 2 Sided
  - 2 Sided, Rotate Side 2
- Original Type** section with radio buttons for:
  - Photo & Text
  - Photo
  - Text
- Resolution** section with radio buttons for:
  - Standard
  - Fine

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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

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## Delay Start



Delay Start is set from a button on the **Fax Options** tab.

When you have made your selections you must select **Save** so that you can program any other features you may require from the control panel.

Access the Delay Start option by selecting the **Fax Options** tab and the **Delay Start** button.



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## Fax Server

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Enter a key word.

Search

## Delay Start



To enter a time, ensure that the **Specific Time** button is selected and touch either the hours or the minutes entry box. Use the control panel keypad to enter the hours or minutes.

Delay Start

Undo Cancel Save

Off

Specific Time

Hours Minutes

03 30

AM PM

Current time is 11:42

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## FAX - Embedded

These tutorials explain the Embedded fax features of the machine.


If you are not sure that your machine has Server Fax or Embedded Fax review the Fax Overview topic which will explain the differences and how to identify which type you have on your machine.

**Simple Faxing**

**Fax Overview**

**Dialing Options >>>**

**Fax Settings>>>**

 **Image Quality >>>**

 **Layout Adjustment >>>**

**Fax Options >>>**

**Mailboxes >>>**

**Polling >>>**

**Receiving Faxes >>>**

**Build Job**

**Fax Reports**





## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Simple Faxing



In this tutorial you will learn the 6 simple steps to follow when faxing a document:

1. Load the document.
2. Press the **Services** button, then press the **Fax** icon. You may have to select **All Services**, then **Fax** icon.
3. Enter the Fax number or numbers and touch the **Add** button.
4. Change any Fax settings as required.
5. Press **Start**.
6. Identify the job in **Job Status** mode.

Fax is an optional feature and may not be available on your machine.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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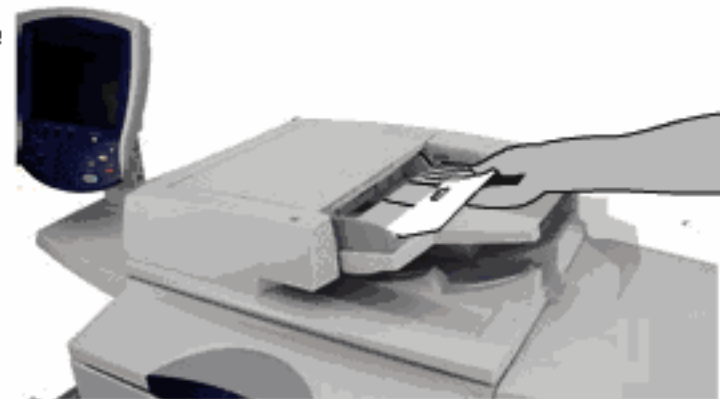
## Simple Faxing

### 1. Load the documents

A choice of document input areas is available. These are:

#### 1. A Document Handler for multiple documents.

Up to 250 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the top of the page towards the back or left of the machine. Position the guides to just touch the edge of the documents.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

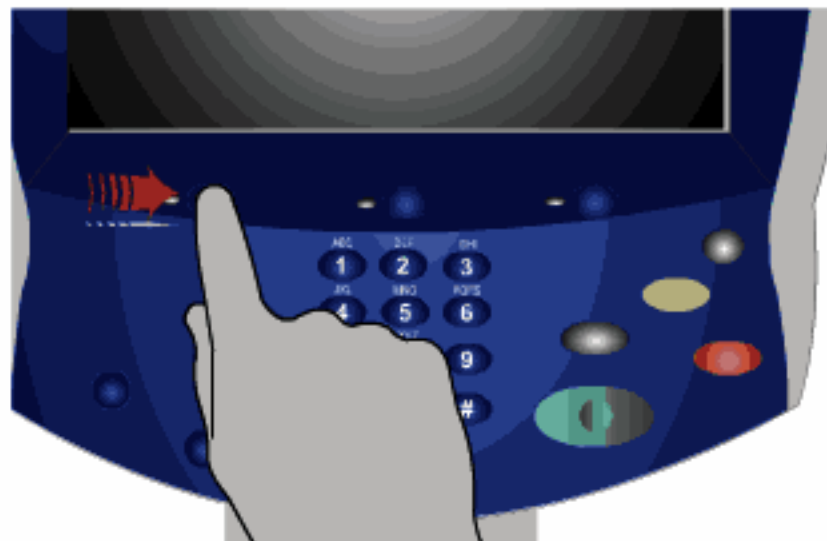
When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Simple Faxing

### 2. Press the Fax icon



Press the **Services** button, then touch the **Fax** icon on the touch screen.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Simple Faxing

### 2. Press the Fax icon



Press the **Services** button, then touch the **Fax** icon on the touch screen.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

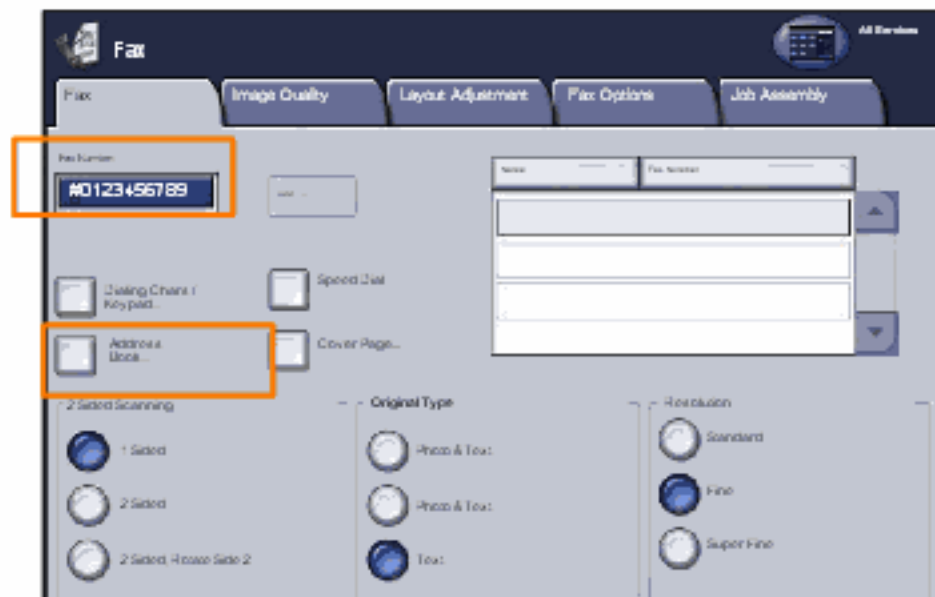
When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Simple Faxing

### 3. Enter the Fax number



Use the numeric keypad on the control panel to enter the recipient's fax number. Alternatively, use the **Address Book** to select a previously stored fax number.

For more information on entering a fax number, go to the [Dialing Options](#) tutorial.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Simple Faxing

### 3. Enter the Fax number

The screenshot shows the 'Fax' menu with sub-tabs: 'Image Quality', 'Layout Adjustment', 'Fax Options', and 'Job Assembly'. The 'Fax Number' field is empty, and the 'Add' button is highlighted with an orange box. Below the 'Fax Number' field are options for 'Dialing Chart / Keypad...', 'Address Book...', 'Speed Dial', and 'Cover Page...'. The '2 Sided Scanning' section has radio buttons for '1 Sided', '2 Sided', and '2 Sided, Reverse Side 2'. The 'Original Type' section has radio buttons for 'Photo & Text', 'Photo & Text', and 'Text'. The 'Resolution' section has radio buttons for 'Standard', 'Fine', and 'Super Fine'.

After entering the fax number, touch the **Add** button. To send your fax to more than one recipient, enter the next fax number and select the **Add** button again. Repeat the steps until all the required fax numbers are within the **Recipient(s)** list. This will build up a list of all the numbers you wish to fax to.



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## Fax Embedded

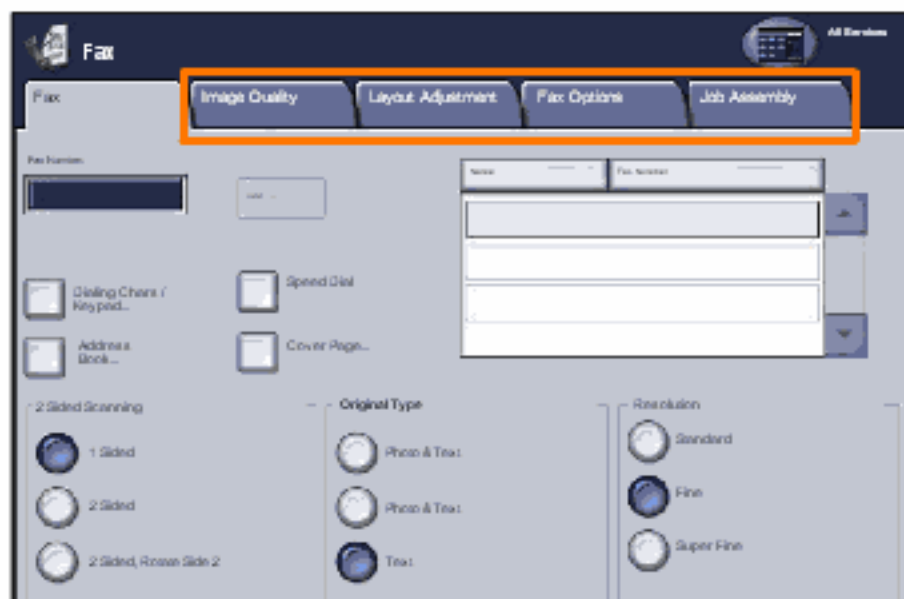
These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Simple Fxing

### 4. Change the Settings



Additional fax features are programmed from the **Image Quality**, **Layout Adjustment**, **Fax Options**, and **Job Assembly** tabs.

More information about the additional fax features is covered later in this tutorial.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Simple Faxing

### 5. Press Start

Once you have pressed **Start**, each document is scanned once.

Your fax job will be submitted to the fax queue, ready to be transmitted.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Simple Faxing

### 6. Identify your job in Job Status mode.

Press the **Job Status** button on the control panel to display the Active Jobs tab.

Your job will be displayed on the Active Jobs tab. If there are no jobs in the queue your job may have already been completed.



Job Status button

Job Status			
Active Jobs	Completed Jobs		
<input type="text"/>			
001	L2W 216	000 8145 600	Printing
002	M 74	9428 1483/6 L 00	Printing
003	B7V2	still in use doc	Printing
004	C 100	Report doc	Printing
005	C 100	Report doc	Printing
006	C 100	Goodal.doc	Processing
007	Local User	C 200 204	Processing
008	U 200	Crash 00	Scanning

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Embedded Fax Overview



**Embedded Fax** is an optional feature and is selected by touching the **Fax** feature button or tab. There are 2 options. Basic Embedded Fax enables the use of one telephone line while the Extended Embedded Fax option enables the use of 2 telephone lines. This provides simultaneous send and receive capability.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Embedded Fax Overview



**Embedded Fax** will scan your documents and send them to most types of fax machines that are connected to the telephone network. Your machine is connected directly to the telephone line or lines and therefore gives you direct control over your fax transmissions. This type of fax travels over normal telephone lines and will therefore be charged at telephone rates.

Return to the Previous Menu to review the Embedded Fax options.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Dialing Options



The dialing options allow you to enter an individual fax number or a group of fax numbers. You can also enter fax numbers that contain special dialing characters. Alternatively you can select your fax number from a list of stored numbers.

This module will describe the various options available:

- > Entering a Fax Number
- > Using the Recipient List
- > Speed Dialing
- > Using the Address Books
- > Using Chain Dialing
- > Dialing Characters



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## Fax Embedded

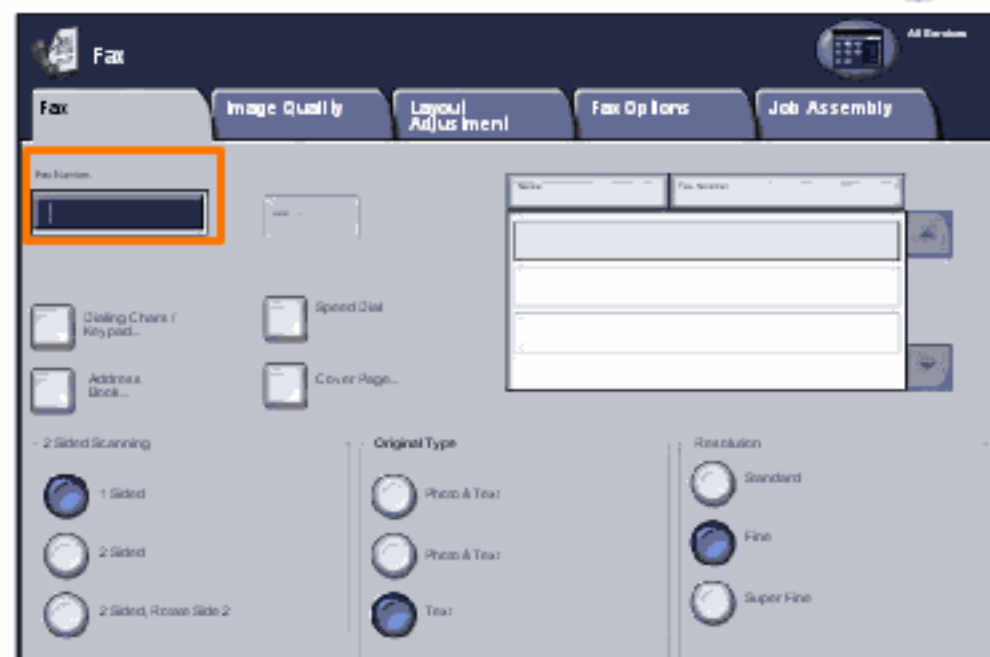
These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Entering a Fax Number



There are 2 methods for entering a fax number:

1. Manually
2. Via the Address Books.

For more information about the Address Books, go to the topic titled **Address Book** within this module.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

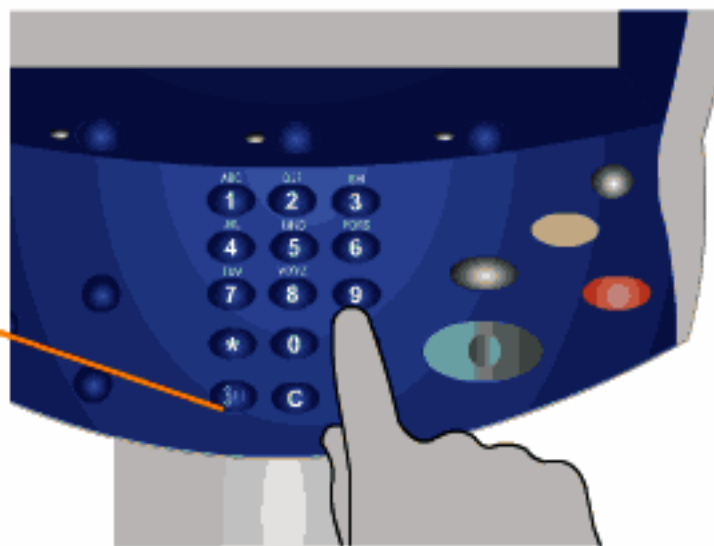
Enter a key word.

Search

## Entering a Fax Number



Dial Pause



Use the numeric keypad on the control panel to manually enter the fax number. If required, a pause can be added to the fax number by selecting the **Dial Pause** button on the control panel.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Entering a Fax Number

Use the numeric keypad on the control panel to manually enter the fax number. If required, a pause can be added to the fax number by selecting the **Dial Pause** button on the control panel. If you are sending the fax to one fax destination, touch the **Add** button, then press the **Start** button on the control panel.

To send a fax to more than one destination, touch the **Add** button, then enter the next fax number.

For more information about the Recipient List, go to the topic titled **Recipient List** in this module.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Using the Recipient List



To send a fax to multiple destinations you simply have to build a list of destination fax numbers. This list is known as the Recipient List. To build the recipient list, use any of the following methods: **Dialing Characters/Keypad**, **Address Book** or **Speed Dial**.

[More information about these methods can be found in this module.](#)



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## Fax Embedded

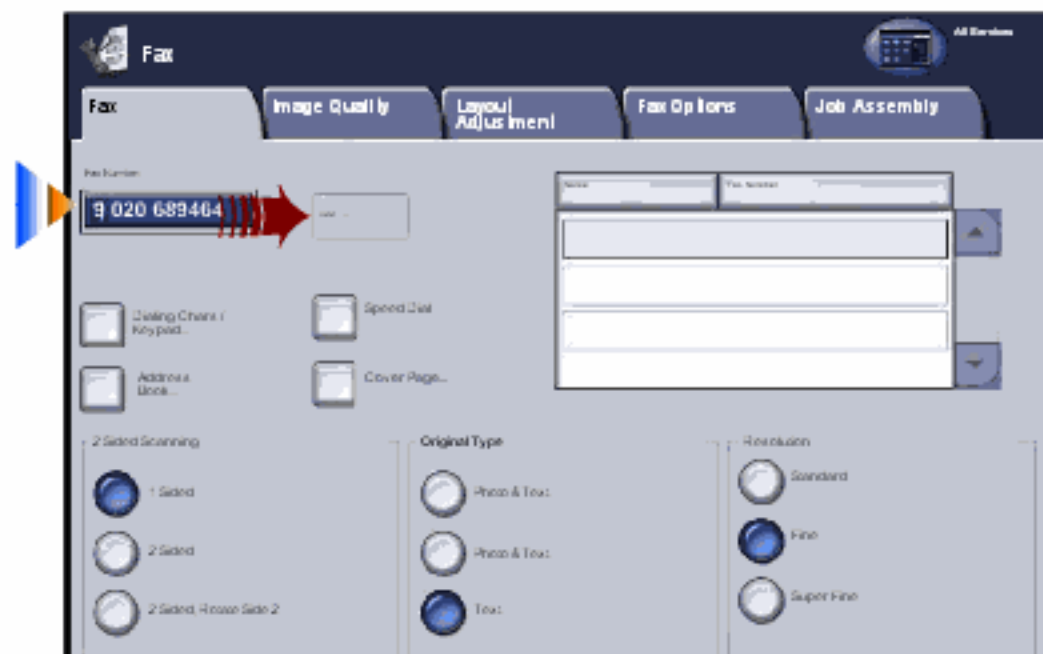
These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Using the Recipient List



Use the keypad, address book, or speed dial to enter the fax recipients number. The fax number field displays the entered or selected fax number. Select the **Add** button to add the number to the current Recipient List.

Select the **Add** button.



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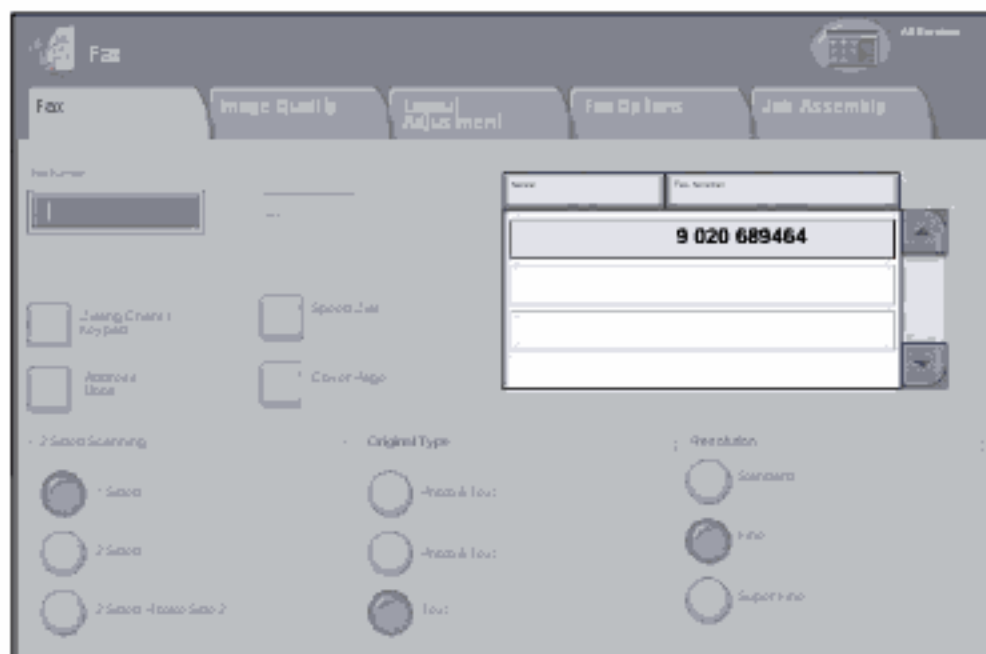
## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Using the Recipient List



The current Recipient List displays all the recipients who will receive your fax. Depending on the memory installed, the current Recipient List holds up to:

- 20 keypad entries, 200 Individual Directory entries and 100 Group Directory entries, **OR**
- 100 keypad entries, 1000 Individual Directory entries and 200 Group Directory entries.



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## Fax Embedded

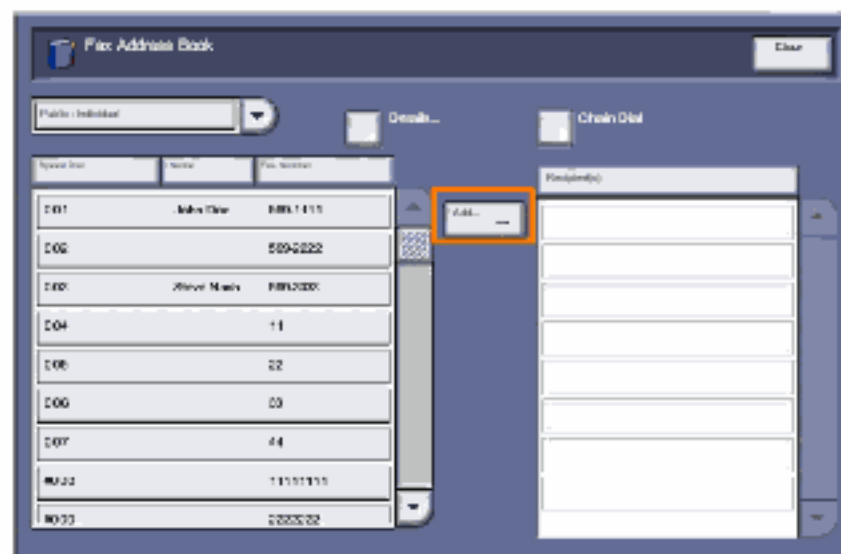
These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

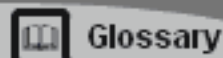
Search

## Using the Recipient List



The Address Book shows either the Individual Directory or the Group Directory depending on which button is selected. Select the required recipient from the list and select the **Add** button to add the recipient to the current Recipient List.

For more information about Address Books, go to the module titled **Address Books**.



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## Fax Embedded

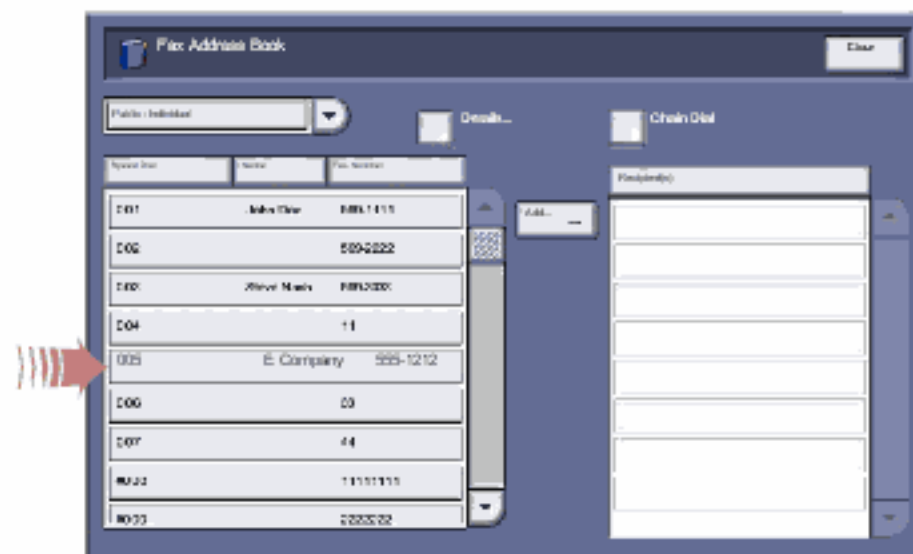
These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

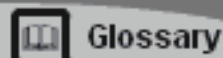
## Using the Recipient List



The Address Book shows either the Individual Directory or the Group Directory depending on which button is selected. Select the required recipient from the list and select the **Add** button to add the recipient to the current Recipient List.

For more information about Address Books, go to the module titled **Address Books**.

Select the Address Book entry **E Company** and select the **Add** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Speed Dial

The speed dial number is the location of the fax number in the Address Book. For example, on the screen below, the speed dial for John is 003. Users must know the Individual or Group Speed Dial numbers in order to use this option.

Speed Dial Numbers

Fax Address Book

Public Individual

Details...

Chain Dial

Speed Dial	Name	Fax Number
001	Steve	000-1111
002		000-2222
003	John	000-3333
004		11
005		22
006		33
007		44
#008		11111111
#009		22222222

Add...

Recipient(s)

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Speed Dial



The table below shows some additional **Speed Dial** input short cuts.

Enter this data	Results
123	To dial the fax number assigned to speed dial number 123.
#001	To dial group number #001.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

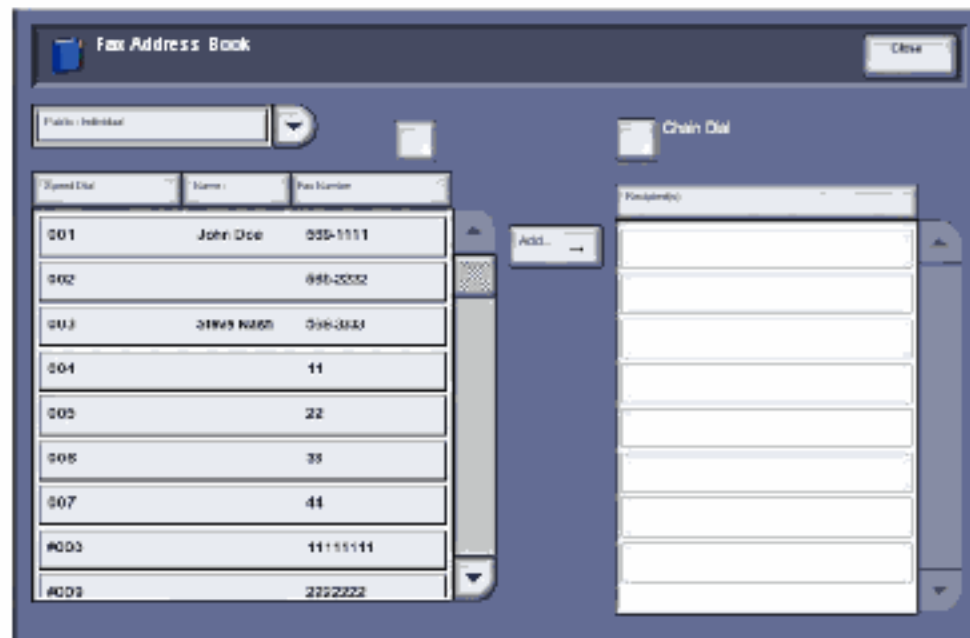
## Address Books



The Address Book stores and displays the details of fax recipients. The details include the recipient's name, fax number and communication settings.

Entries displayed in the Address Book are set in the machine memory and will not be deleted once a fax job has been completed.

The Address Book stores either 200 or 1000 entries, depending on the machine memory installed.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

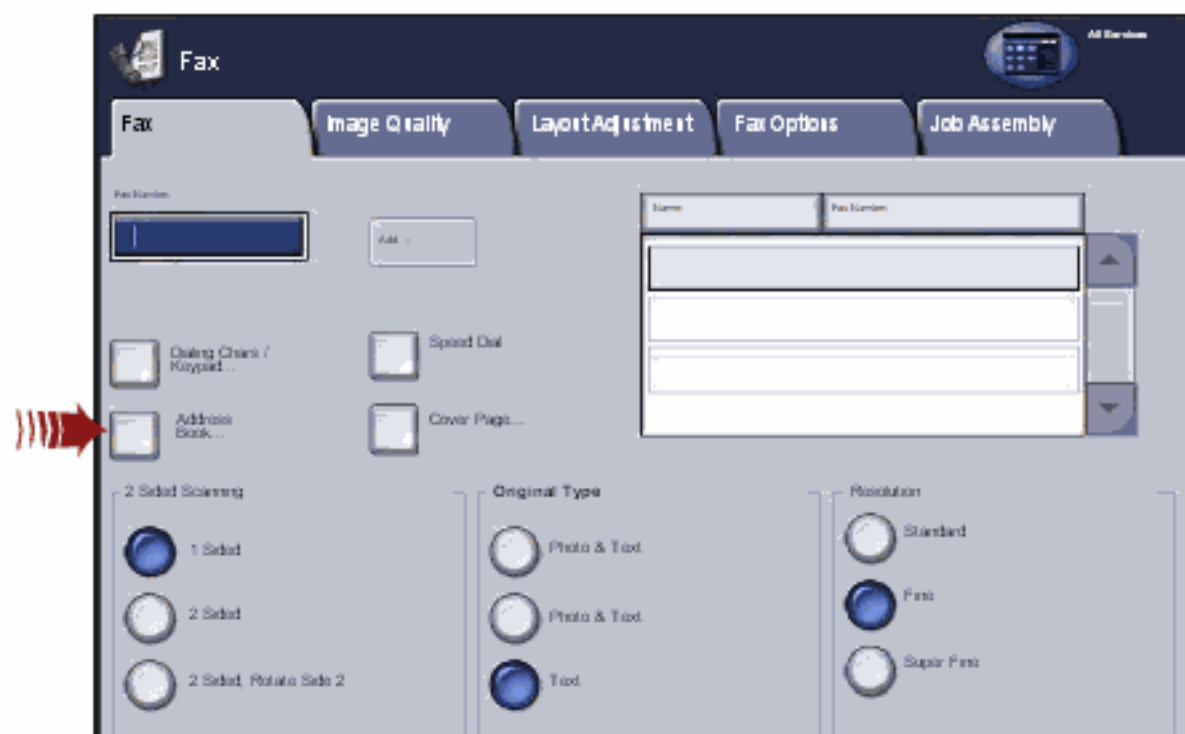
Search

## Address Books



The Address Books are accessed from a button on the **Fax** tab.

Select the **Address Book** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Address Books



The **Individual** Address Book is displayed. This is a list of individual recipients. Select the **Group** button to display the list of recipient groups.

Select the **Group** button.

Speed Dial	Name	Fax Number
001	John Doe	000-1111
002		000-2222
003	0000 NAME	000-3333
004		11
005		22
006		33
007		44
#000		11111111
#000		2222222

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Address Books



The **Group** Address Book is a list of groups of individual numbers. Group members must first be entered into the Individual Address Book. When sending a fax to a group, one group number is entered and each individual in the group receives the document.

Number	Name	Number
001	John Doe	000-1111
002		000-2000
003	0000 NAME	000-3000
004		11
005		22
006		33
007		44
#000		11111111
#000		222222

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

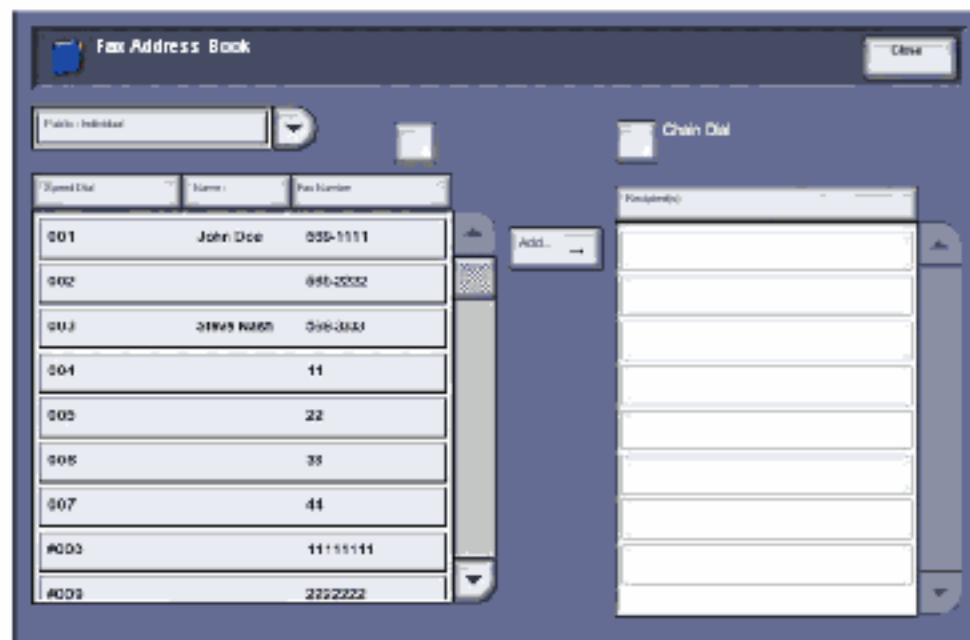
## Address Books



Selecting an entry from the Individual directory can be done in one of two ways.

1. Use the scroll arrows to scroll up and down the list.
2. Select the Speed Dial button and enter the corresponding speed dial number

More information about **Speed Dial** can be found in this module.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

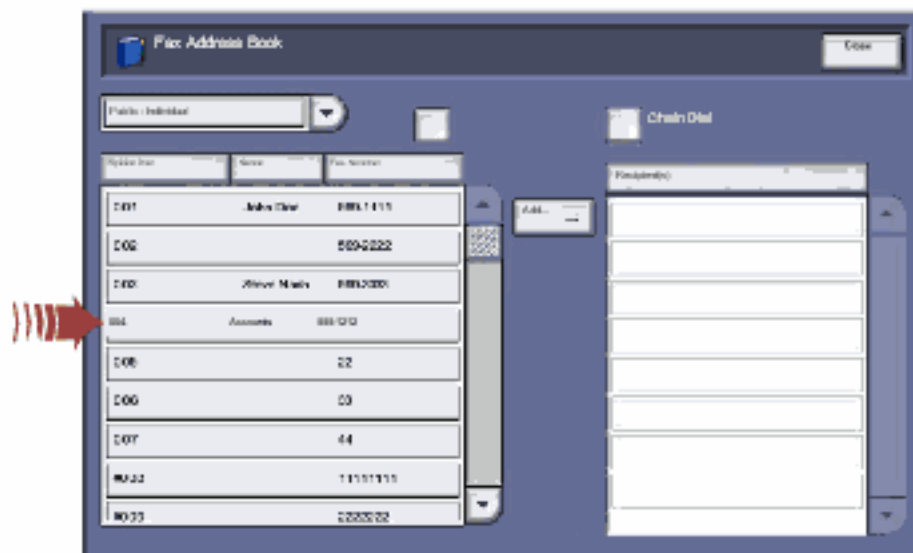
## Address Books



Once you have selected an Address Book entry, select the **Add** button to add the recipient to the current recipient list. Both Individual and Group Address Book entries can be added to the current recipient list.

For more information about the Recipient Lists, go to the topic titled **Recipient List** within this module.

Select the Address Book entry **Accounts** and the **Add** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

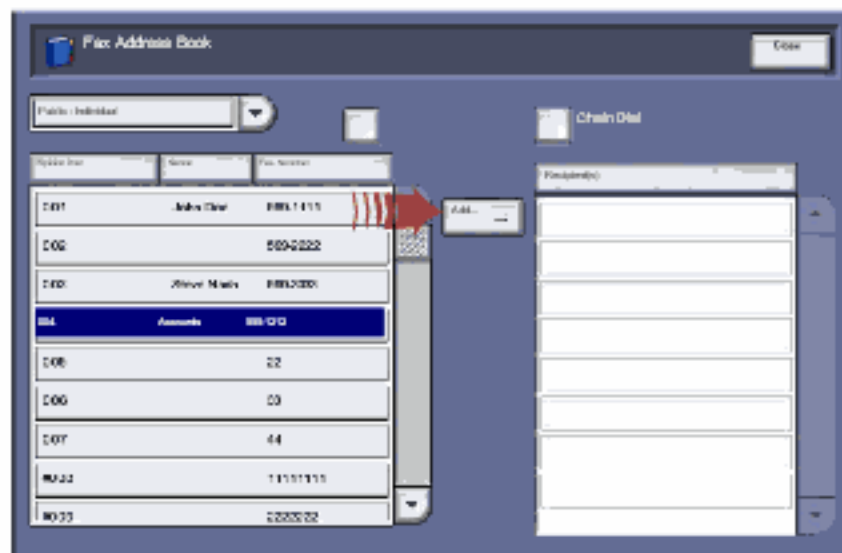
## Address Books



Once you have selected an Address Book entry, select the **Add** button to add the recipient to the current recipient list. Both Individual and Group Address Book entries can be added to the current recipient list.

For more information about the Recipient Lists, go to the topic titled **Recipient List** within this module.

Select the Address Book entry **Accounts** and the **Add** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

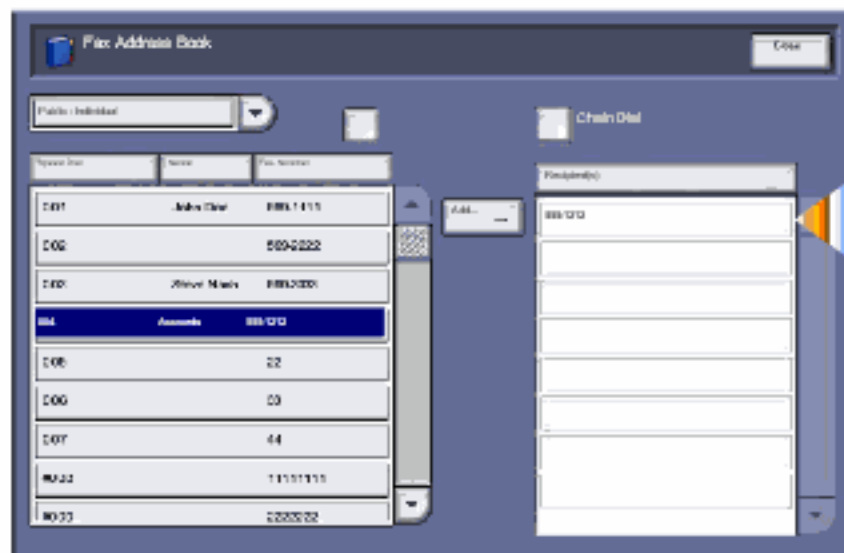
## Address Books



Once you have selected an Address Book entry, select the **Add** button to add the recipient to the current recipient list. Both Individual and Group Address Book entries can be added to the current recipient list.

For more information about the Recipient Lists, go to the topic titled **Recipient List** within this module.

Select the Address Book entry **Accounts** and the **Add** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Chain Dialing



The Chain Dialing feature allows you to create a single fax recipient by adding 2 or more fax numbers together. For example, an area code may be stored separately to the telephone number. Chain Dialing combines these 2 entries into a single fax number.

Chain Dialing is accessed from the Address Book.

For more information about Address Books, go to the module titled **Address Books**.

Select the **Address Book** button.



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## Fax Embedded

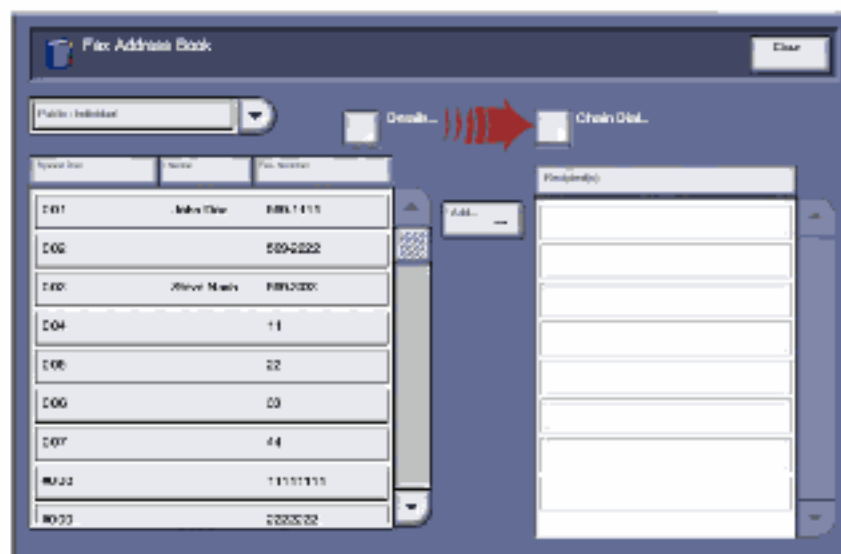
These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Chain Dialing



To add 2 or more fax numbers first select the **Chain Dial...** button.

Select the **Chain Dial...** button.



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## Fax Embedded

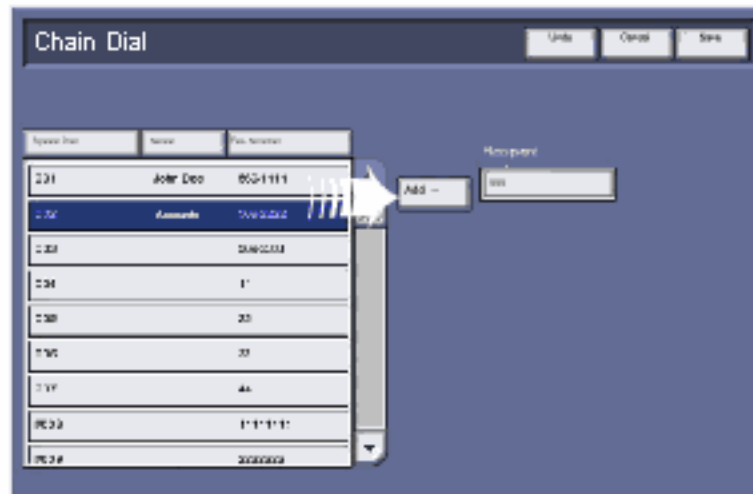
These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Chain Dialing



In the example shown here, the area code has been entered using the keypad. The next part of the fax number can be added using the Individual Directory. The Group Directory and Speed Dialing are not available with Chain Dialing.

The **Accounts** directory entry has already been selected for you. Now select the **Add** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Chain Dialing



The number represented by the **Accounts** directory entry is added to the fax number.

You can chain more than two numbers together, for example, to add an extension number.

When the recipient number is complete, touch the **Save** button to return to the fax tab.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

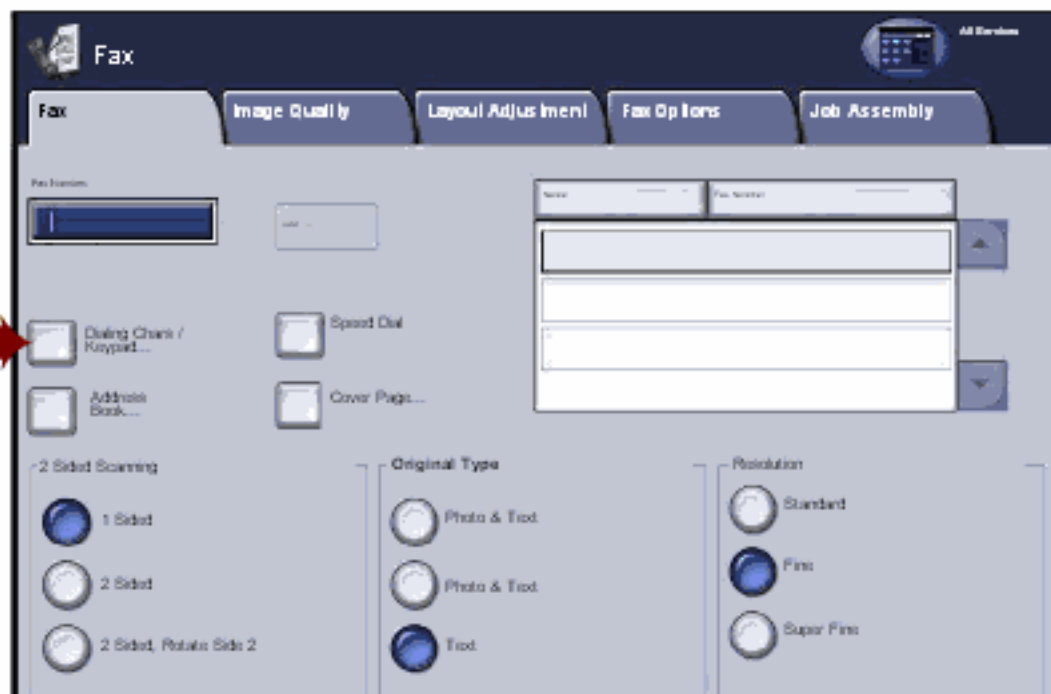
When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Dialing Characters

Dialing characters are special characters that may be used when entering fax numbers. The dialing characters are entered as part of the fax number. To access the Dialing Character list select the **Dialing Characters/Keypad** button.

Select the **Dialing Characters/Keypad** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Dialing Characters



Roll the cursor over each of the dialing characters in the list for a brief description.

To enter a dialing character, simply touch the appropriate character in the list.

Once you have entered the dialing character, continue entering the fax number using the keypad buttons.

Character	Symbol
Dial Pause	
Long Pause	
Mark Data	
Group Dial	

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Dialing Characters



To enter a dialing character, simply touch the appropriate character in the keypad.

Character	Symbol
Dial Pause	
Long Pause	
Mark Data	
Group Dial	

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Dialing Characters



To enter a dialing character, simply touch the appropriate character in the keypad.

The screenshot shows the 'Dialing Characters' menu with a 'Fax Number' field containing a single asterisk (\*). Below the field is a keypad with digits 7-9, 4-6, 1-3, and 0, along with left and right arrow keys and a 'Cancel' key. To the right is a list of characters and their symbols.

Character	Symbol
Dial Pause	
Long Pause	
Mark Data	
Group Dial	

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Dialing Characters



To enter a dialing character, simply touch the appropriate character in the keypad.

Once you have entered the dialing character, continue entering the fax number using the keypad buttons.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Dialing Characters



After entering the dialing character and the full fax number select the **Add** button to add the number to the Recipient List. You can now enter another number including special characters or continue with your programming selections.

Dialing Characters
Close

Fax Number

7	8	9
4	5	6
1	2	3
←	0	→

Character	Symbol
Dial Pause	
Long Pause	
Mark Data	
Group Dial	

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Dialing Options



This completes the dialing options module, where you have reviewed:

- > Entering a Fax Number
- > Using the Recipient List
- > Speed Dialing
- > Using the Address Books
- > Using Chain Dialing
- > Dialing Characters

Return to the previous menu to review the other fax features.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Fax Settings



The Fax Settings options allow you to manipulate the scanned image and enhance the appearance and style of your faxed document. There are 4 options:

- > 2 Sided Scanning
- > Original Type
- > Resolution
- > Cover Page

This tutorial will show you how to use all of the Image Adjustment options.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

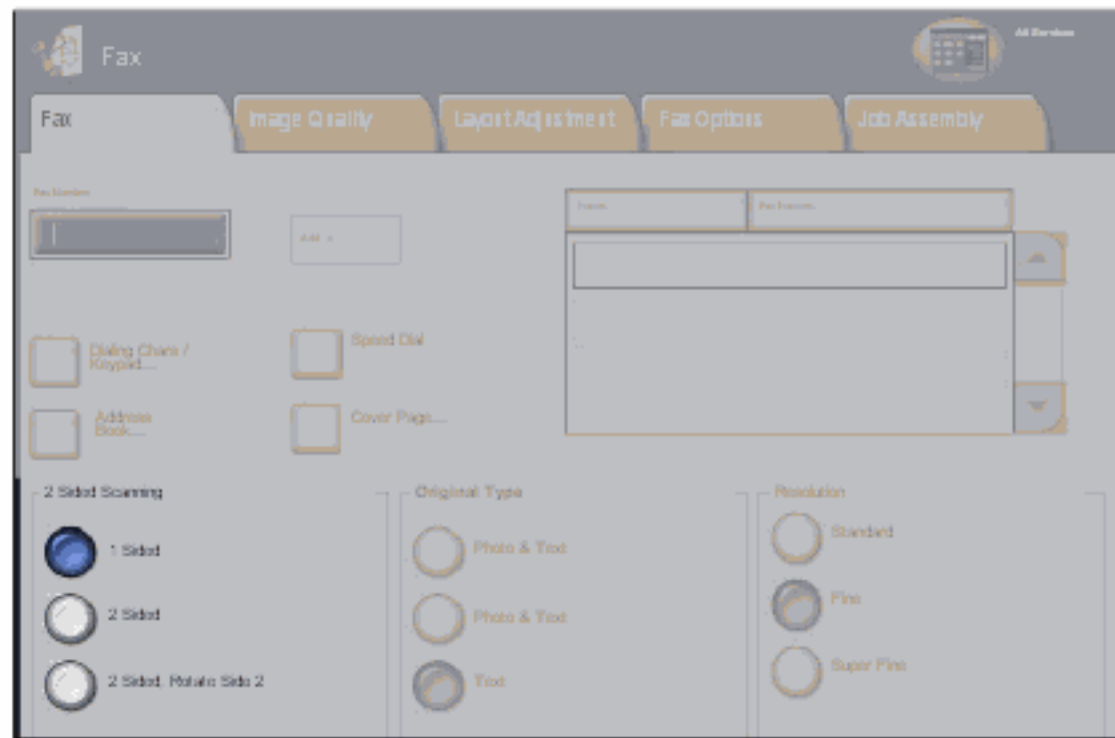
When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## 2 Sided Scanning

The **2 Sided Scanning** option allows you to set whether 1 or 2 sides of your original document will be scanned and then faxed. Documents must first be loaded in the Document Handler to enable the 2 Sided Scanning option. For 2 sided original documents, the image orientation can also be programmed.

The 2 Sided Scanning options are set from the **Fax** tab.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## 2 Sided Scanning



Select the 2 Sided Scanning option buttons below for more information.

The screenshot shows the 'Fax' menu with several tabs: 'Fax', 'Image Quality', 'Layout Adjustment', 'Fax Options', and 'Job Assembly'. The 'Fax' tab is active. Below the tabs, there are fields for 'Fax Number' and 'Name', and a list of destinations. The '2 Sided Scanning' section has three radio buttons: '1 Sided', '2 Sided', and '2 Sided, Rotate Side 2'. The '2 Sided' option is selected. Other sections include 'Original Type' (with 'Text' selected) and 'Resolution' (with 'Fine' selected).

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## 2 Sided Scanning



Select the 2 Sided Scanning option buttons below for more information.

The screenshot shows the 'Fax' menu with the following options:

- Fax Number: [input field] Add --
- Dialing Clars / Keypad...
- Address Book...
- Image Quality
- Speed
- Color
- 2 Sided Scanning
  - 1 Sided
  - 2 Sided
  - 2 Sided, Rotate Side 2

Callout text: Select the **1 Sided** button if your original documents are single sided.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## 2 Sided Scanning



Select the 2 Sided Scanning option buttons below for more information.

The screenshot shows the 'Fax' menu with the 'Image Quality' tab selected. Under the '2 Sided Scanning' section, three options are listed: '1 Sided', '2 Sided' (which is selected with a blue circle), and '2 Sided, Rotate Side 2'. A callout box with an orange border contains the text: 'Select the **2 Sided** button if your original documents are double sided, and open like a book.'

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## 2 Sided Scanning



Select the 2 Sided Scanning option buttons below for more information.

Fax

Fax Number:  Add --

Dialing Clars / Keypad...
  Speed

Address Book...
  Code

2 Sided Scanning

1 Sided  
 2 Sided  
 2 Sided, Rotate Side 2

Select the **2 Sided Rotate Side 2** button if your original documents are double sided, and open like a calendar.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

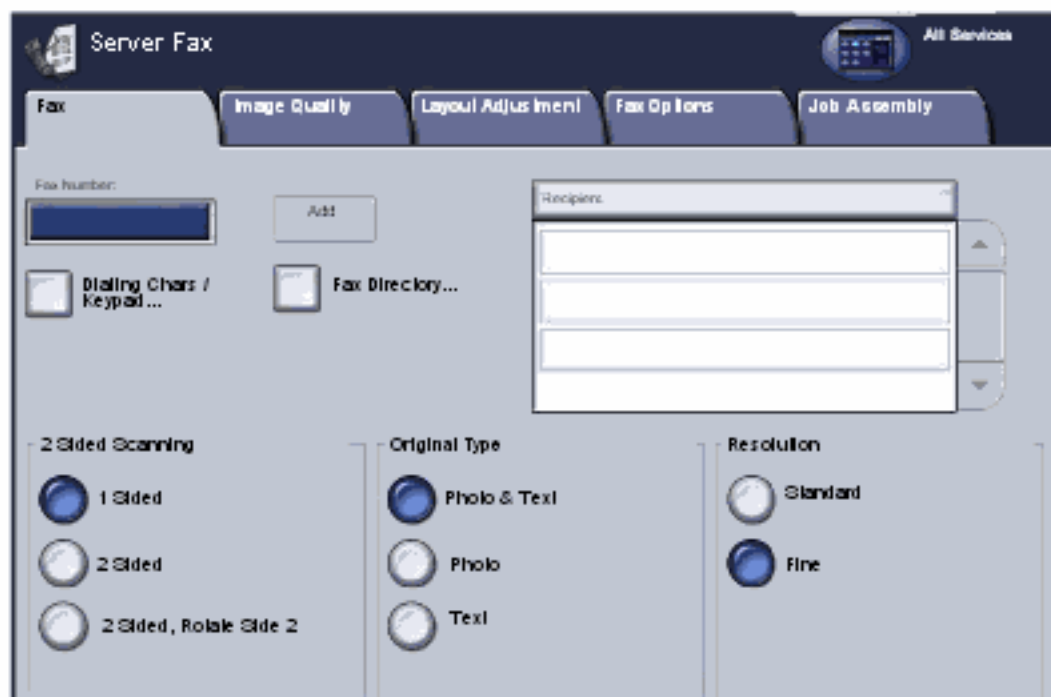
Enter a key word.

Search

## Original Type

**Original Type** defines the type of original being used for scanning. Making the correct original type selection will enhance the quality of your scanned image.

Roll the cursor over each of the **Original Type** buttons for a description of the feature and when to use it.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

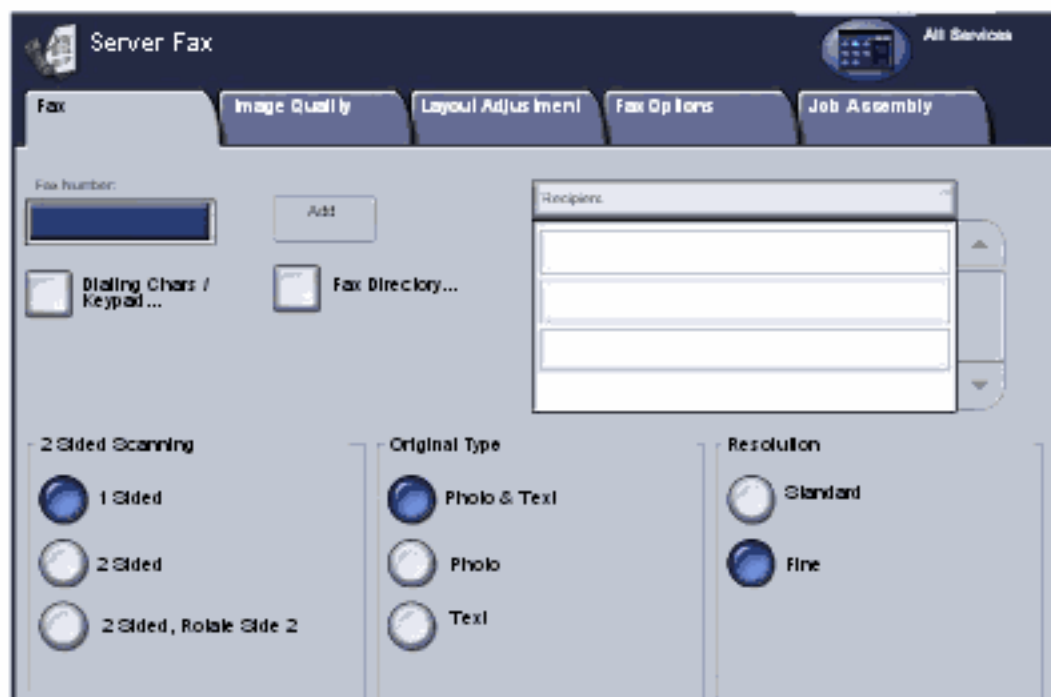
When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Original Type

**Original Type** defines the type of original being used for scanning. Making the correct original type selection will enhance the quality of your scanned image.

Roll the cursor over each of the **Original Type** buttons for a description of the feature and when to use it.



**Photo and Text** is the best setting for most originals. It handles both common photos and text documents.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

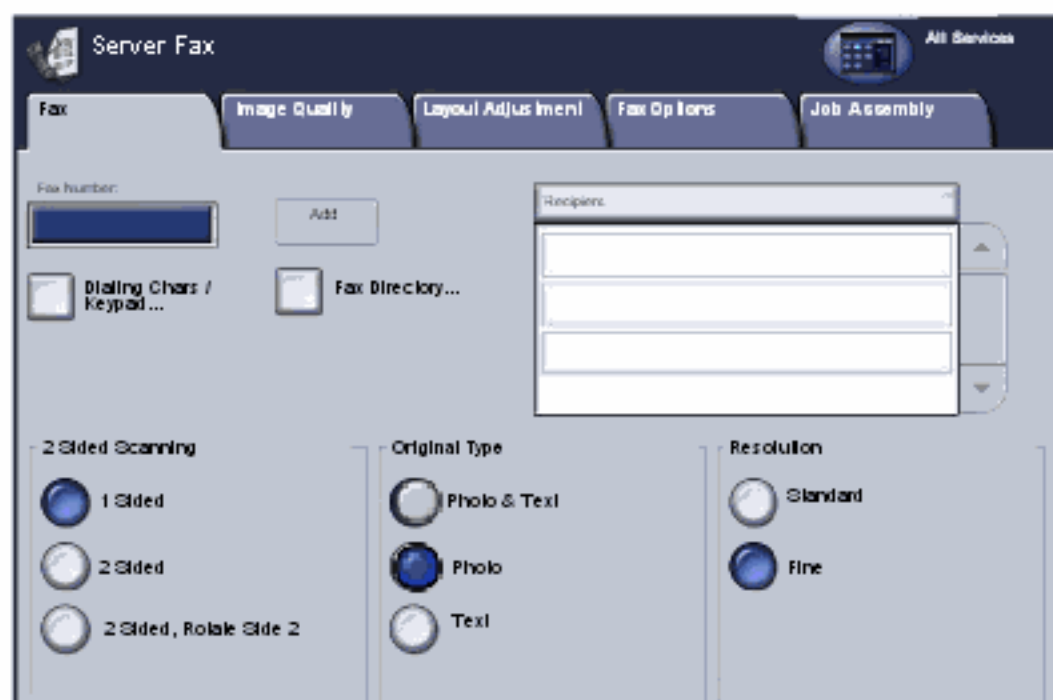
Enter a key word.

Search

## Original Type

**Original Type** defines the type of original being used for scanning. Making the correct original type selection will enhance the quality of your scanned image.

Roll the cursor over each of the **Original Type** buttons for a description of the feature and when to use it.



**Photo** is best for photographs, printed photos, and xerographic copies of pictures.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

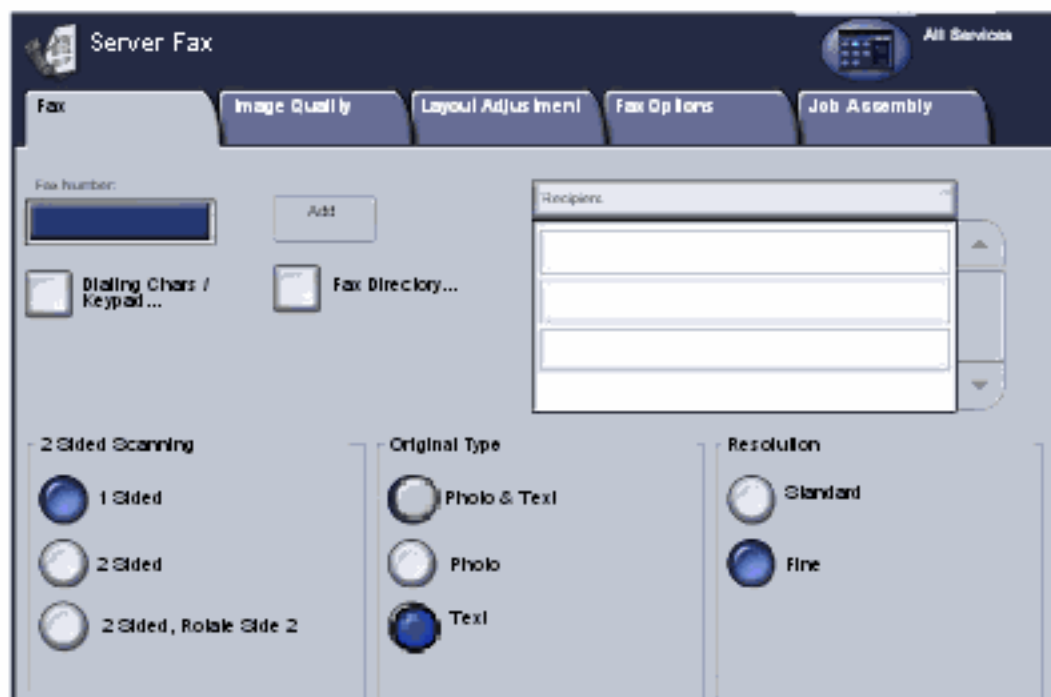
Enter a key word.

Search

## Original Type

**Original Type** defines the type of original being used for scanning. Making the correct original type selection will enhance the quality of your scanned image.

Roll the cursor over each of the **Original Type** buttons for a description of the feature and when to use it.



**Text** performs best on black text.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

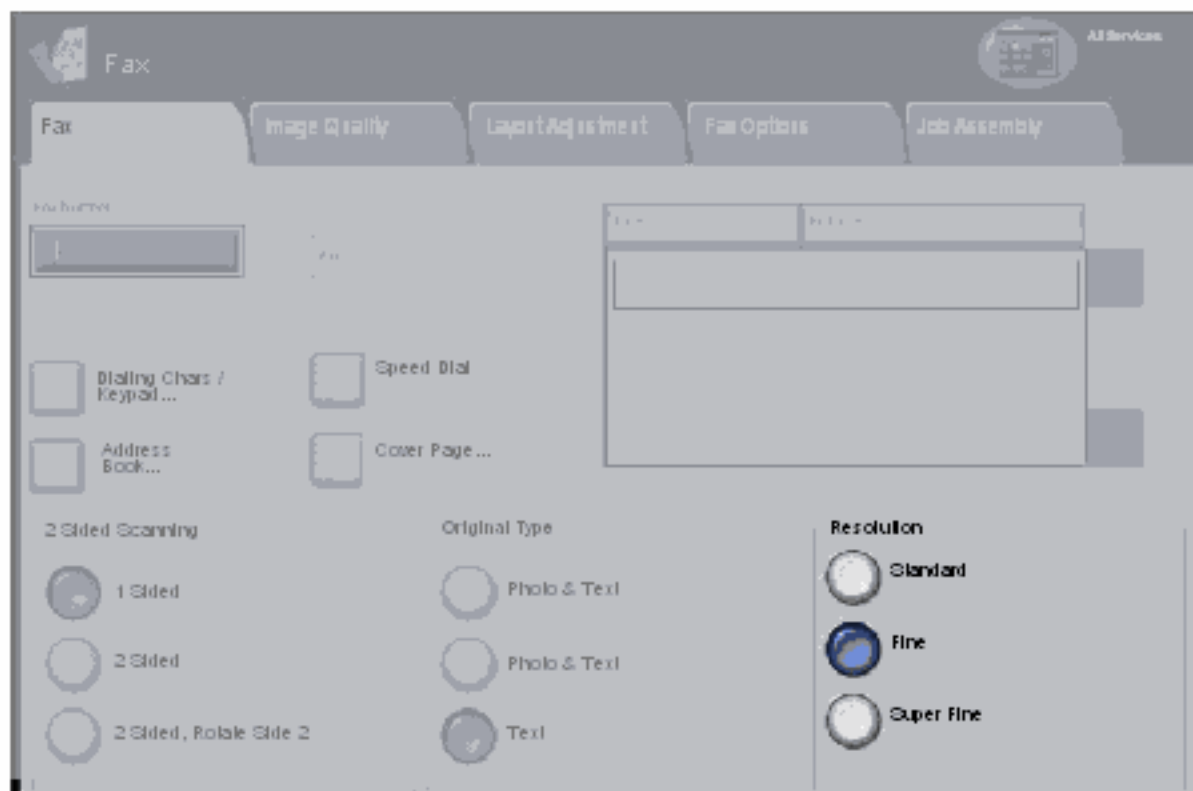
When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Resolution

The Resolution affects the appearance of the fax at the receiving fax terminal. A higher resolution yields better quality for photos. A lower resolution reduces communication time.

The resolution is set from the Fax tab.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Resolution

Roll the cursor over each of the resolution setting buttons to obtain a description and a recommendation on when to use them.

The screenshot shows the 'Fax' menu with sub-tabs: 'Image Quality', 'Layout Adjustment', 'Fax Options', and 'Job Assembly'. The 'Resolution' section is visible, with three radio buttons: 'Standard', 'Fine', and 'Super Fine'. A tooltip is overlaid on the 'Standard' button, containing the following text:

**Standard**  
Delivers 200 x 100 dpi and is recommended for text documents. It requires less communication time, but does not produce the best image quality for graphics and photos.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Resolution

Roll the cursor over each of the resolution setting buttons to obtain a description and a recommendation on when to use them.

The screenshot shows the 'Fax' menu with sub-tabs: 'Image Quality', 'Layout Adjustment', 'Fax Options', and 'Job Assembly'. The 'Resolution' section is visible, showing three radio buttons: 'Standard', 'Fine', and 'Super Fine'. The 'Fine' button is selected. A tooltip box is overlaid on the 'Fine' button, containing the following text:

**Fine**  
 Delivers 200 x 200 dpi and is recommended for line art and photos. This is the default resolution and the best choice in most cases.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Resolution

Roll the cursor over each of the resolution setting buttons to obtain a description and a recommendation on when to use them.

The screenshot shows the 'Fax' menu with sub-tabs: 'Image Quality', 'Layout Adjustment', 'Fax Options', and 'Job Assembly'. The 'Resolution' section is visible, with three radio buttons: 'Standard', 'Fine', and 'Super Fine'. The 'Super Fine' button is selected, and a tooltip is shown over it.

**Superfine**  
 Delivers 600 x 600 dpi and is recommended for photos and halftones, or images that have grey tones. It requires more communication time, but produces the best image quality.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Cover Page

The Cover Page feature adds a cover sheet to the document being transmitted. Using the Cover Page feature replaces the routine of manually sending a cover sheet each time you send a document.

Cover Page is accessed by selecting the **Fax** tab, then by selecting the **Cover Page** button.

[Access the cover feature by selecting the Fax tab and the Cover Page button.](#)



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Cover Page

Roll over the cover letter for an explanation of the information



### Cover Letter

To: XXXXXXXXXXXX

From: XXXXXXXXXXXX

Comment: XXXXXXXXXXXX

Start Time: XXXXXX, XX:XX a.m.

Pages: XX Pages (except this sheet)

Fax number: XXX XXXXXX



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

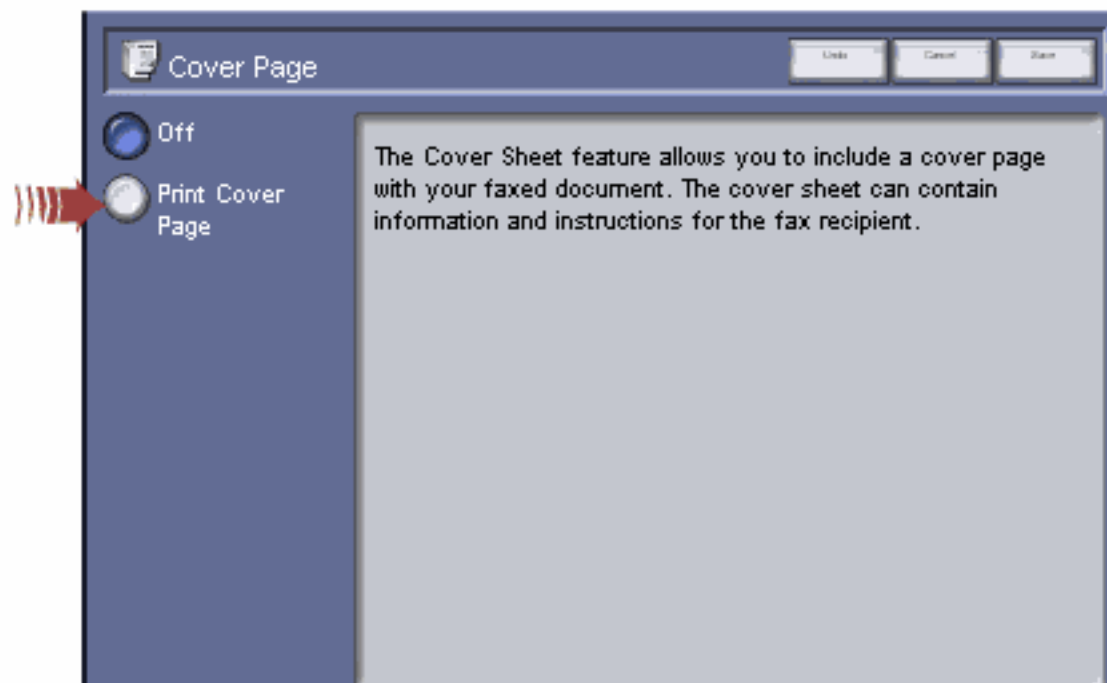
Search

## Cover Page



To enter the cover letter details, touch the **Print Cover Page** button and select the **To**, **From**, **Comment**, or **Edit Comment** button.

Select the **Print Cover Page** button and the **To** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Cover Page



To enter the cover letter details, touch the **Print Cover Page** button and select the **To**, **From**, **Comment**, or **Edit Comment** button.

Select the **Print Cover Page** button and the **To** button.

Cover Page

Off

Print Cover Page

To...

From...

Comment...

01
02
03

Edit Comment...

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Cover Page



Enter the recipient details or a familiar name. Changing the **To** field does not affect the telephone number of the recipient. Select the **Save** button to return to the Cover Page screen.

Keyboard Undo Cancel Save

To: Directory Name Delete Title

1	2	3	4	5	6	7	8	9	0	⌫
⌫	q	w	e	r	t	y	u	i	o	p
ABC	a	s	d	f	g	h	j	k	l	⌫
↑ABC	z	x	c	v	b	n	m	.	⌫	↑ABC
⌫	⌫					←	→			xerox.com

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

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Enter a key word.

Search

## Cover Page



To complete the **From:** field, select the field and add your name or company name.

Cover Page

Off  
Print Cover Page

To...  
From...  
Comment...

01
02
03

Edit Comment...

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Cover Page



The cover letter comments are displayed in a list. A maximum of 11 entries are available in the list, use the scroll arrows to scroll up and down the list. The selected comment is displayed in the **Comment:** area. To delete the comment, select the **None** entry from the list. Only one comment can be selected.

Cover Page

Off  
 Print Cover Page

To...

From...

Comment...

None	
01	
02	
03	

Edit Comment...

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Cover Page



To create, modify, or delete comments that appear on the fax cover letter, select the **Edit Comment** button.

Select the **Edit Comment** button.

Cover Page

Ok Cancel Done

Off

Print Cover Page

To...

From...

Comment...

01	
02	
03	

Edit Comment...

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Cover Page



Use the keyboard to enter the new comment and select the **Save** button.

Enter the comment **abcd** using the keyboard and select the **Save** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Cover Page



Use the keyboard to enter the new comment and select the **Save** button.

Enter the comment **abcd** using the keyboard and select the **Save** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Cover Page



Use the keyboard to enter the new comment and select the **Save** button.

Enter the comment **abcd** using the keyboard and select the **Save** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Cover Page



Use the keyboard to enter the new comment and select the **Save** button.

Enter the comment **abcd** using the keyboard and select the **Save** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Cover Page



Your new comment is added to the Comment list. Select the **Save** button to return to the Cover Page screen. The new comment will be available in the comment list.

Cover Page

Off  
 Print Cover Page

To...

From...

Comment...

abcd	
	01
	02
	03

Edit Comment...

Topic 4/4

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Cover Page



Once you have selected cover letter details, select the **Save** button to return to the Fax tab.

Cover Page

Off  
 Print Cover Page

To...

From...

Comment...  

abcd	
	01
	02
	03

Edit Comment...

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Fax Settings



This completes the explanation of all the Fax Settings options available to you. Return to the previous menu to review other features in this tutorial.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

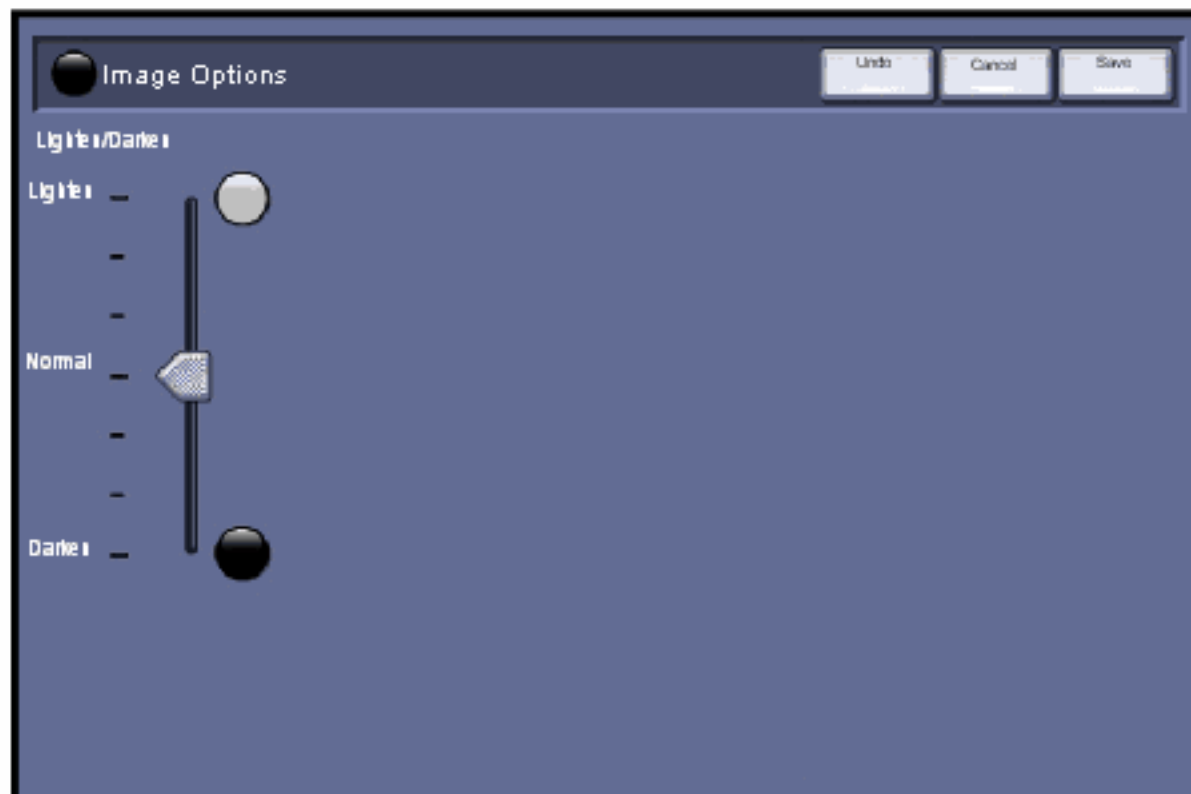
When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Lighten/Darken

The **Lighten/Darken** feature enables you to lighten or darken the image on your copy. Move the slider control **down** to darken the copy, for example, from light originals such as pencil images. Move the slider control **up** to lighten the copy, for example, to copy more details from dark areas in the original or to suppress the lines from pasted or newspaper originals.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

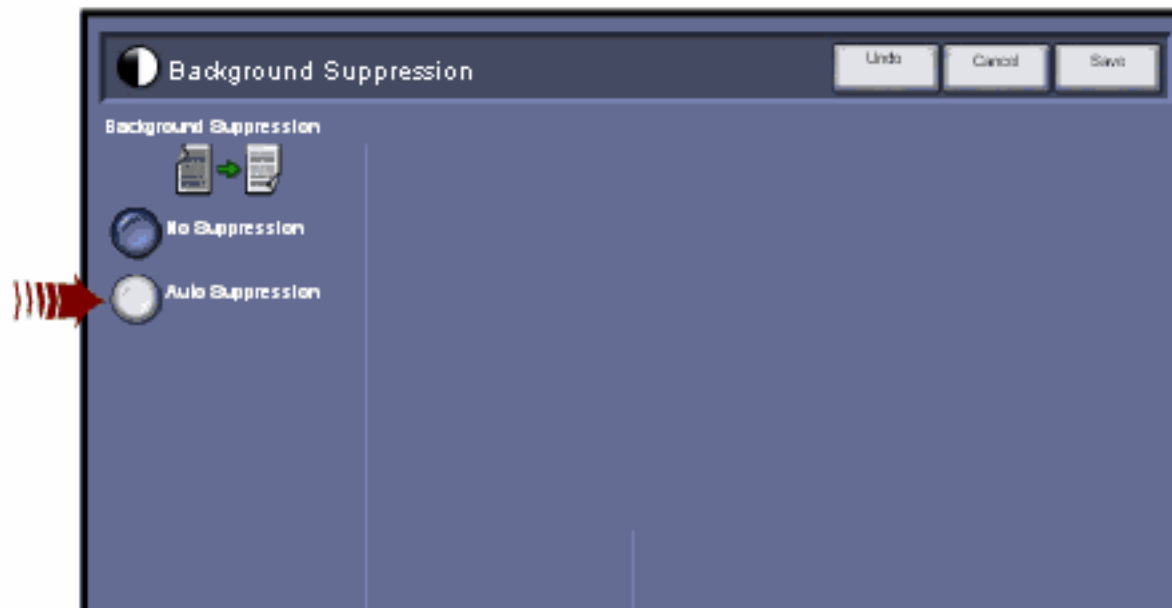
Search

## Background Suppression



Background Suppression prevents reproduction of unwanted shading from originals where the opposite side printing shows through. The **Auto Suppression** option in the Background Suppression area of the screen automatically reduces or eliminates any background on the copies caused by colored paper or newspaper originals. Select the **No Suppression** option when:

- The Darken adjustment does not produce a satisfactory copy from light originals.
- The original has a gray or colored border, such as a certificate.
- You want to bring out fine detail that was lost due to a dark edge when using bound originals.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Background Suppression



Background Suppression prevents reproduction of unwanted shading from originals where the opposite side printing shows through. The **Auto Suppression** option in the Background Suppression area of the screen automatically reduces or eliminates any background on the copies caused by colored paper or newspaper originals. Select the **No Suppression** option when:

- The Darken adjustment does not produce a satisfactory copy from light originals.
- The original has a gray or colored border, such as a certificate.
- You want to bring out fine detail that was lost due to a dark edge when using bound originals.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Original Size

Select **Original Size** to enter the size of your document when scanning from the Document Glass or the Document Handler. Your machine uses this information to calculate the size of your original and the scanned image.

Access the Original Size settings by selecting the **Layout Adjustment** tab and the **Original Size** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

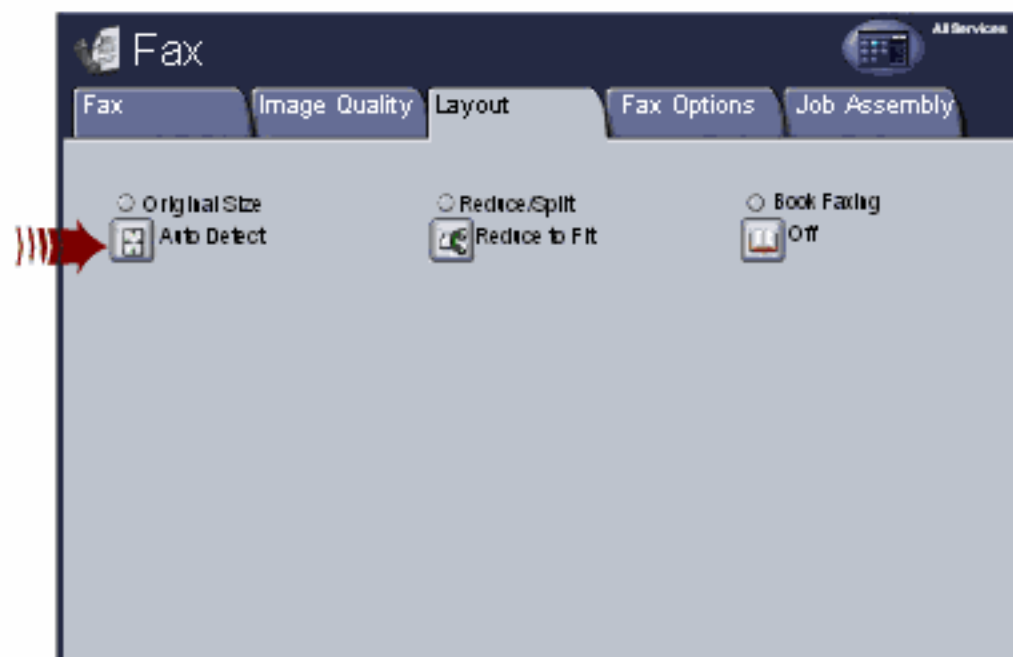
Search

## Original Size



Select **Original Size** to enter the size of your document when scanning from the Document Glass or the Document Handler. Your machine uses this information to calculate the size of your original and the scanned image.

Access the Original Size settings by selecting the **Layout Adjustment** tab and the **Original Size** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

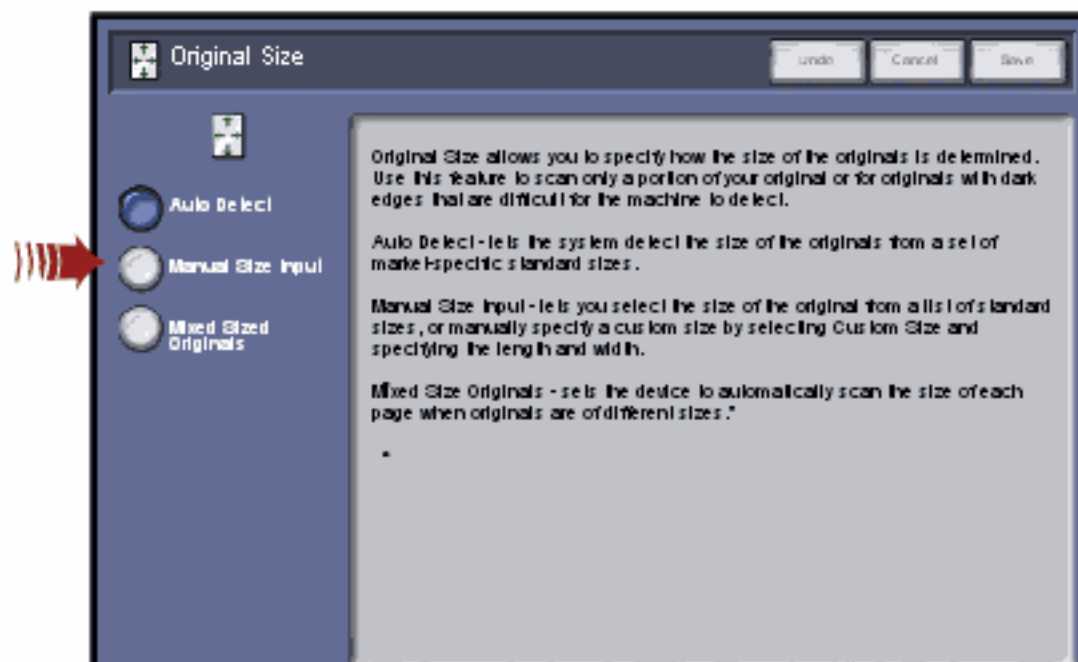
## Original Size



The **Auto Detect** button is the default setting and enables the machine's automatic size sensing. The size detected will be matched to a standard size paper.

If scanning from the Document Glass with this setting selected, the machine will scan your original twice.

Select the **Manual Size Input** button to continue.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

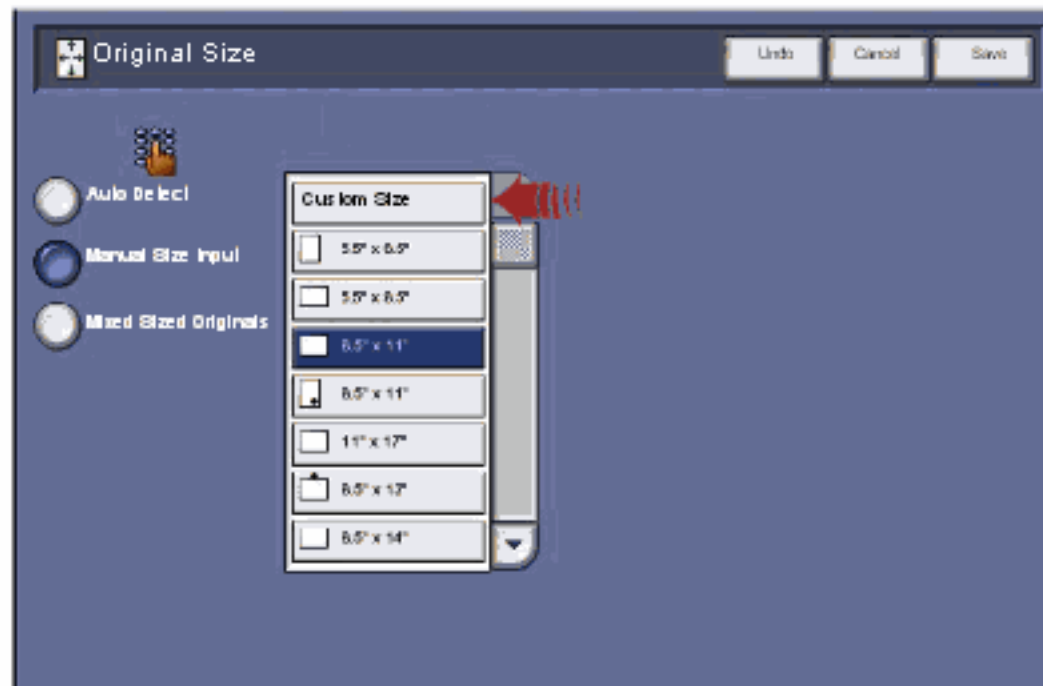
## Original Size



**Manual Size Input** is used when copying from the document glass and allows you to define the size of your original from a list of pre-set, standard document sizes. You can view the list by using the up and down scroll bars.

If your original is not a standard paper size, select the **Custom Size** option in the scroll list. You cannot use this mode when using the document handler.

Select the **Custom Size** option from the scroll list for more information on this option.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Original Size



The **Custom Size** option allows a non-standard size to be defined. This feature can only be used when a document is placed on the Document Glass.

To enter a value, select the X or Y numeric box (as highlighted) and enter the value using the control panel keypad.

Select the **Mixed Size Originals** button to continue.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

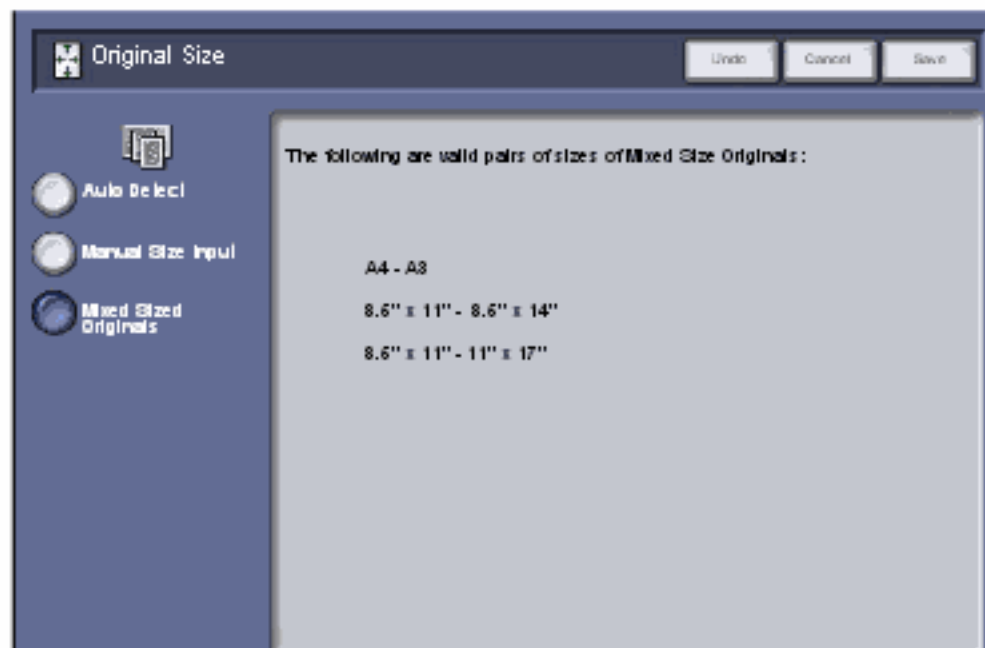
Search

## Original Size



The **Mixed Size Originals** button allows you to fax documents containing different size pages. The pages must be the same width, like 8.5x11" LEF and 11x17" SEF, other combinations are shown on the screen.

This feature can only be used when a document is placed in the document handler.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Original Size



If your machine does not show the **Mixed Size Originals** button, it is recommended that the originals used with this fax mode are of the same size. Using originals that are not of the same size may result in a reduced-sized image being processed by the Fax recipient.

If your originals are not of the same size, use the reduce \ enlarge copy feature to make a new set. Ensure that the new copied set of originals are all the same size.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Reduce/Split



The Reduce/Split feature allows you to specify how your faxed document is printed if your document paper size is larger than the receiving fax machine's capabilities.

Reduce/Split is accessed by selecting the **Layout Adjustment** tab, then by selecting the **Reduce/Split** button.

Access the Reduce/Split feature by selecting the **Layout Adjustment** tab and the **Reduce/Split** button



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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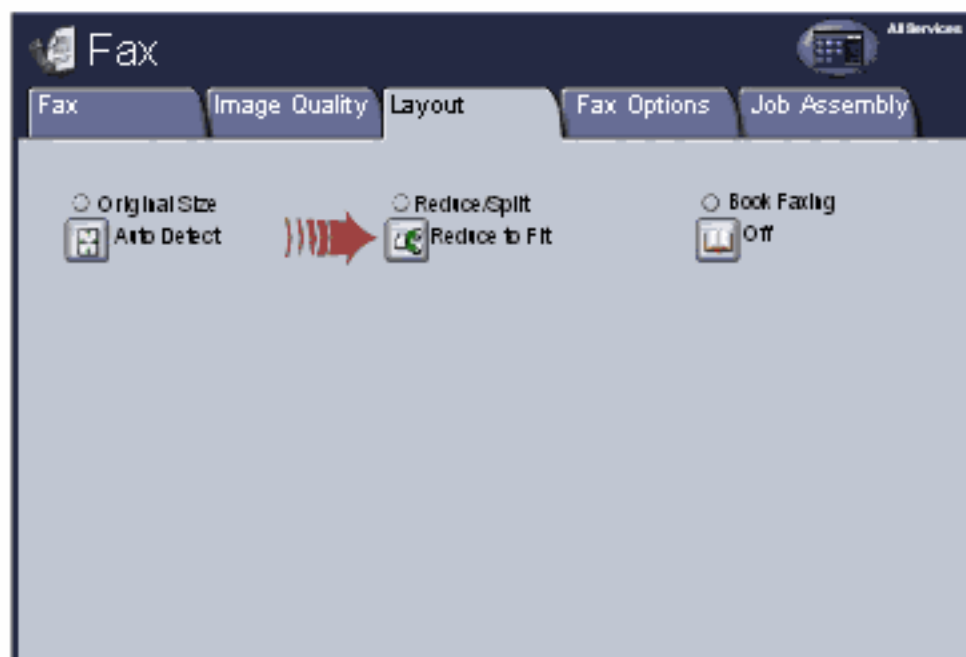
## Reduce/Split



The Reduce/Split feature allows you to specify how your faxed document is printed if your document paper size is larger than the receiving fax machine's capabilities.

Reduce/Split is accessed by selecting the **Layout Adjustment** tab, then by selecting the **Reduce/Split** button.

[Access the Reduce/Split feature by selecting the \*\*Layout Adjustment\*\* tab and the \*\*Reduce/Split\*\* button](#)



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

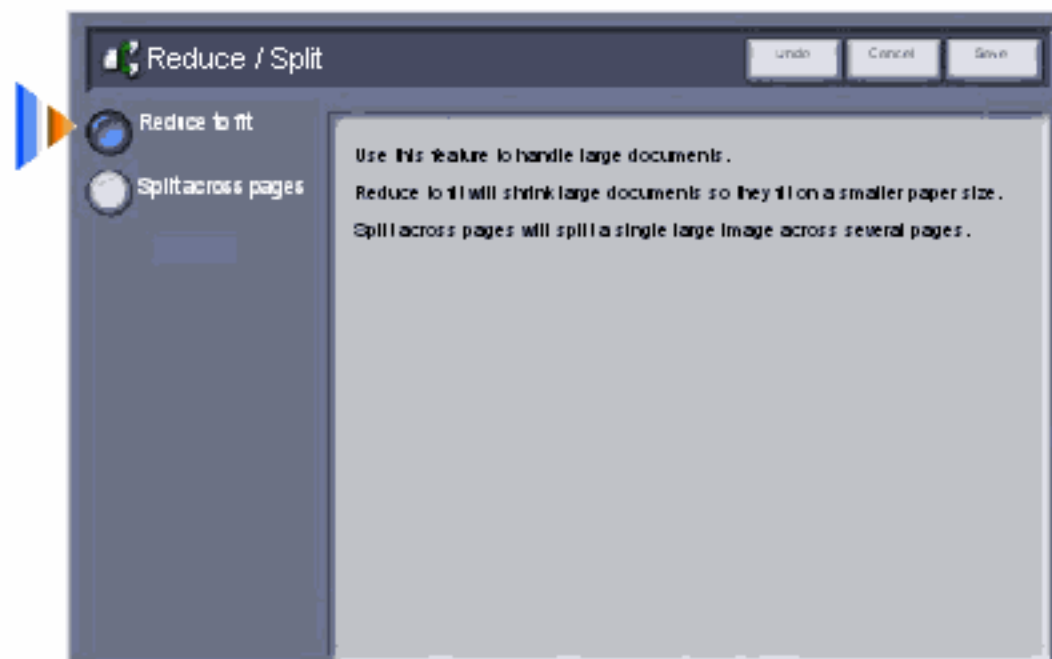
Enter a key word.

Search

## Reduce/Split



When the **Reduce to fit** button is selected the faxed document is reduced to fit the paper size of the receiving fax machine.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Reduce/Split



When the **Reduce to fit** button is selected the faxed document is reduced to fit the paper size of the receiving fax machine.



Faxed 11x17" Original



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

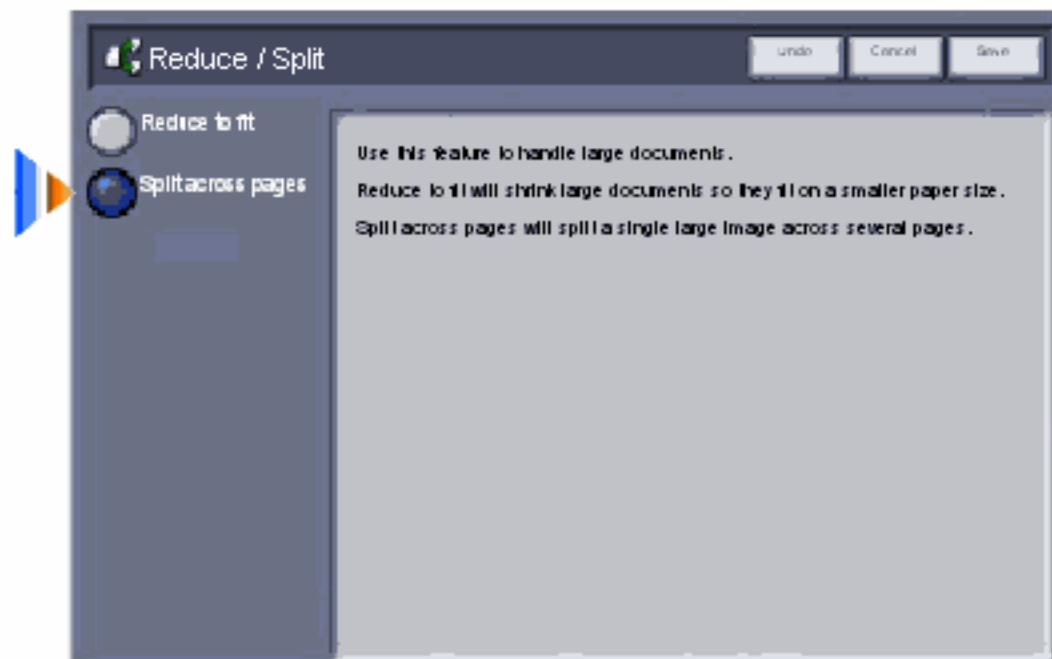
Search

## Reduce/Split



When the **Split across pages** button is selected the faxed document is either split into 2 equal parts or the majority of the image is put on to 1 page and the remainder on the next page.

*NOTE: The **Split Across Pages** option cannot be used with a resolution setting of **Standard**.*



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Reduce/Split



When the **Split across pages** button is selected the faxed document is either split into 2 equal parts or the majority of the image is put on to 1 page and the remainder on the next page.



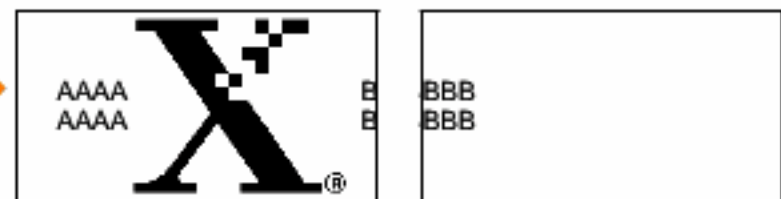
Faxed 11x17" Original



Received on 2 sheets of 8.5x11"



Faxed 8.5" x 14" Original



Received on 2 sheets of 8.5" x 11"



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

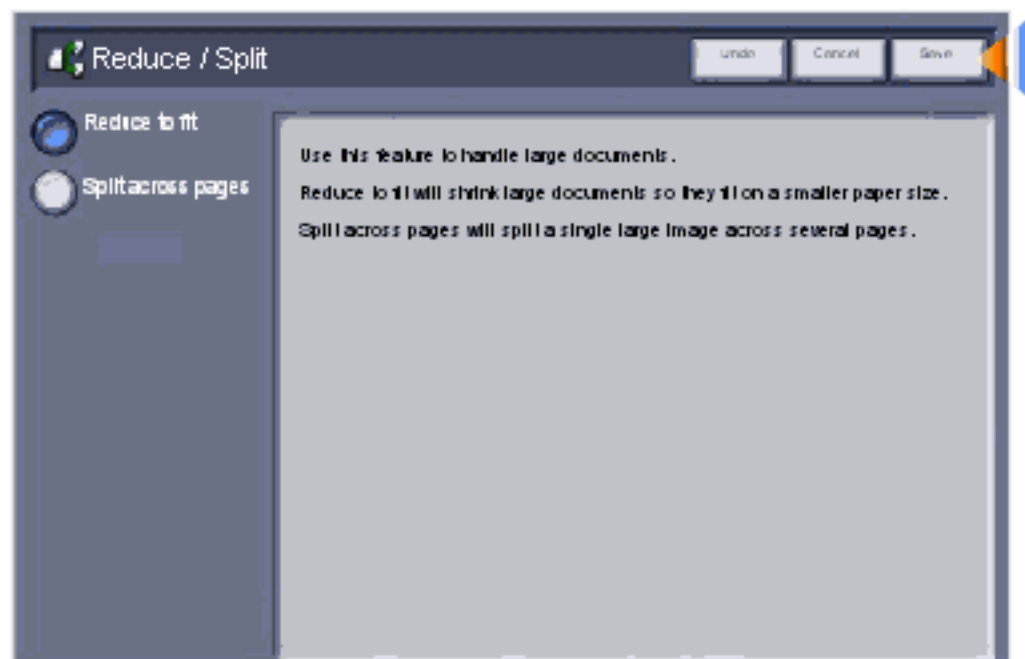
Search

## Reduce/Split



*NOTE: Due to print margins some of the image may be lost around the edges when using the split feature.*

When you have made your selections you must select **Save** so that you can program any other features you may require from the control panel.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Book Faxing



The Book Faxing feature makes it easy to copy, scan, or fax pages from bound documents. The options enable you to erase binding edges, select pages, and adjust the page reading order.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Book Faxing

Various options are available when faxing from bound originals.

Select the **Layout Adjustment** tab and then the **Book Faxing** button.

The screenshot shows the 'Fax' menu with the following elements:

- Header:** 'Fax' and 'All Services'.
- Tabs:** 'Fax', 'Image Quality', 'Layout Adjustment' (selected), and 'Job Assembly'.
- Navigation:** A red arrow points to the 'Previous' button.
- Form Fields:** 'Fax Number' (with a 'Add...' button) and 'Name'.
- Options:**
  - Dialing Chain / Keypad...
  - Speed Dial
  - Address Book...
  - Cover Page...
- Original Type:**
  - 2 Sided Scanning
  - 1 Sided
  - 2 Sided
  - 2 Sided, Photo Side 2
  - Photo & Text
  - Photo & Text
  - Text
- Resolution:**
  - Standard
  - Fine
  - Super Fine



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

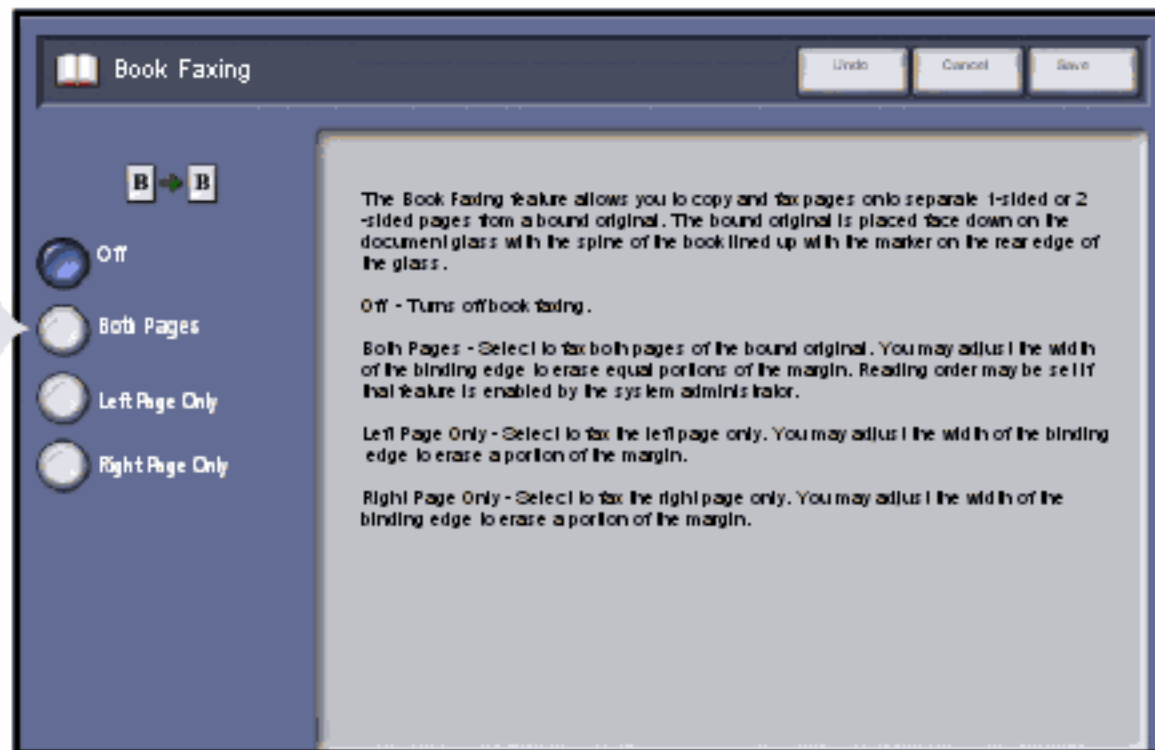
Search

## Book Faxing



From this screen, you can choose to fax both pages, the left page only, or the right page only.

Select the **Both Pages** button to continue.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

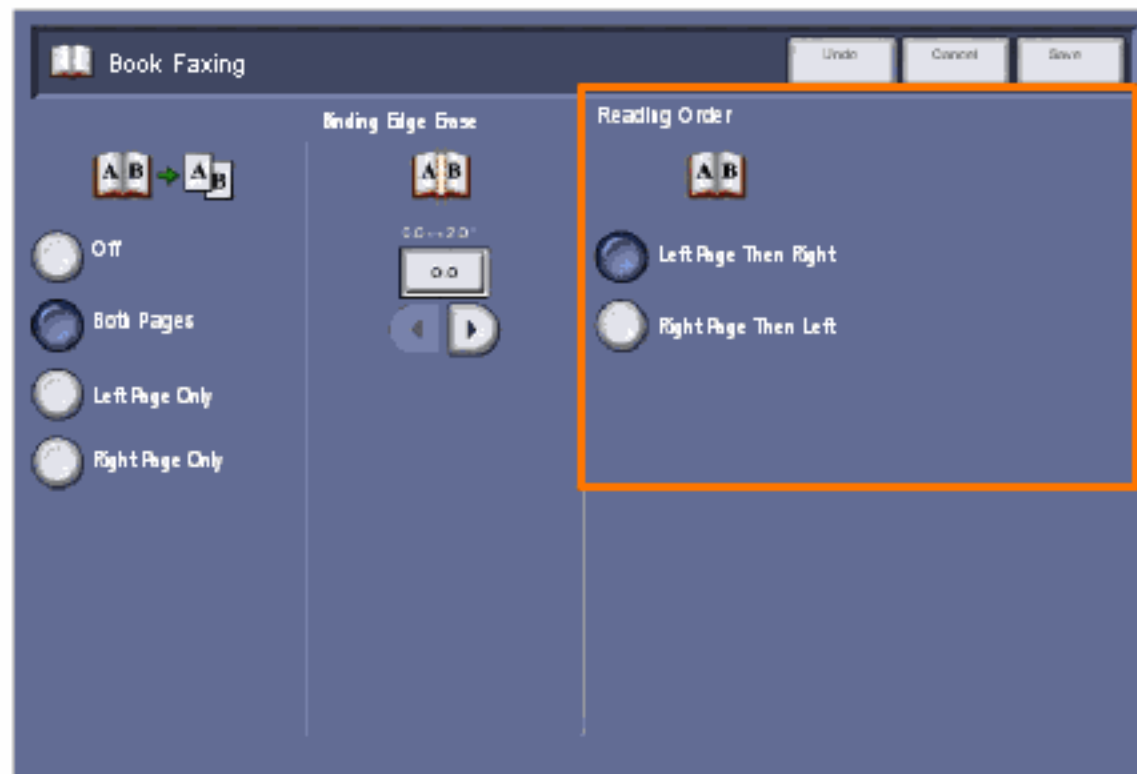
Search

## Book Fxing



Once you select the **Both Pages** button, you can make further selections in the **Reading Order** area of the screen. You will need to choose either:

- Left Page Then Right
- Right Page Them Left



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Book Fxing



If you choose to select **Left Page Only** or **Right Page Only** the only other available options to select is the Binding Edge Erase.

Once all selections have been made, select **Save** to exit Book Fxing.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Fax Options



The Fax Options tab allows you to specify how your fax document is transmitted and how it is printed at the receiving fax machine.

This module describes the various options available:

- > Confirmation Options
- > Transmission Header Text
- > Delay Start
- > Starting Rate



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Confirmation Options

The **Confirmation Options** feature enables the printing of a confirmation report. The Confirmation Options are set from a button on the Fax Options tab.

Access the Confirmation Options by selecting the **Services** button, **Fax Options** button, and then the **Fax Options** tab.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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## Confirmation Options



The Confirmation Report enables a report to be printed at the machine following a fax transmission. You can choose to select **Print Confirmation** or **None**.

Additional Fax Confirmation Reports may be setup by selecting the **User Interface Settings/Fax Service Settings/Setup Fax Reports/Transmission Report Setup** options on the Tools tab by your System Administrator.

Confirmation Options

Undo Cancel Save

Print Confirmation

None

When

Always

Errors Only

Include

Reduced First Page of Job

No Image

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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## Confirmation Options



If you select the **Reduced First Page of Job** option, the Confirmation Report will include a reduced copy of the first faxed page, as well as all the details about the fax. When sending a fax to multiple recipients, one confirmation report will be printed listing all of the recipients. Setup for this particular option may be performed by your System Administrator using the instructions found in the previous screen.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

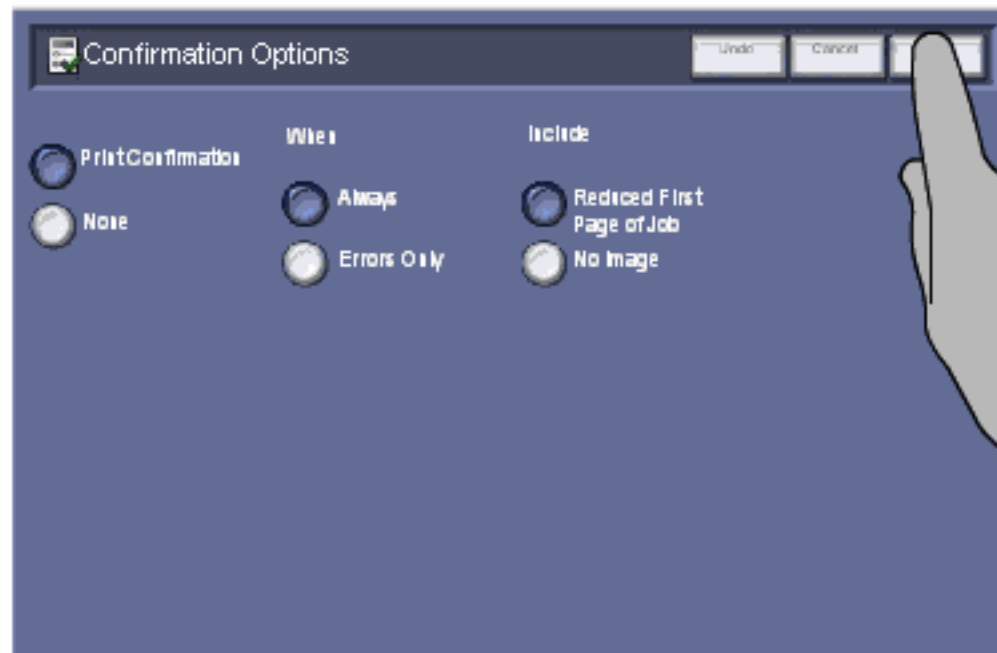
Enter a key word.

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## Confirmation Options



When you have made your selections, select **Save** to return to the Fax Options tab. Continue programming any other features you may require from the control panel.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Transmission Header Text



The Transmission Header Text feature must be setup by your System Administrator in the Tools option prior to accessing via the **Fax Options** tab. **Transmission Header Text** may be setup by selecting the **User Interface Settings/Fax Service Settings/Transmission Defaults/Transmission Header** option on the Tools tab.

Access the Transmission Header Text option by selecting the **Fax Options** tab, and the **Transmission Header Text** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Transmission Header Text



The Transmission Header Text feature must be setup by your System Administrator in the Tools option prior to accessing via the **Fax Options** tab. **Transmission Header Text** may be setup by selecting the **User Interface Settings/Fax Service Settings/Transmission Defaults/Transmission Header** option on the Tools tab.

Access the Transmission Header Text option by selecting the **Fax Options** tab, and the **Transmission Header Text** button



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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## Transmission Header Text



The **Transmission Header Text** allows you to send partial or full details of the fax transmission. The Transmission Header Text feature is accessed from a button on the Fax Options tab.

The details are printed in the header at the top of each page of the fax transmission. Select the **Display Header Text** button to enable full details to be transmitted.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Transmission Header Text



The Transmission Header Text details include: the sending fax machine's telephone number, the date and time the fax was sent and the page number.

Full header details include: the sending fax machine's telephone number and name, the date and time the fax was sent and the page number.

The machine telephone number and name are set up at fax installation. The time is displayed as a 12 or 24 hour clock, depending on the system settings.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Transmission Header Text



When you have made your selections, select **Save** to return to the Fax Options tab. Continue programming any other features you may require from the control panel.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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## Delay Start



Use Delay Start to specify the time within the next 24 hours that you want the fax to be transmitted. Use this feature to transmit faxes during off-peak hours or when sending to another country or time zone.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Delay Start



Delay Start is set from a button on the Fax Options tab.

When you have made your selections you must select **Save** so that you can program any other features you may require from the control panel.

Access Delay Start by selecting the **Fax Options** tab, and the **Delay Start** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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## Delay Start



To enter a time, ensure that the **Specific Time** button is selected and touch either the hours or the minutes entry box. Use the control panel keypad to enter the hours or minutes.

Delay Start

Undo Cancel Save

Off

Specific Time

Hours Minutes

1-12 0-59

03 30

AM PM

Current time is 10:42

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

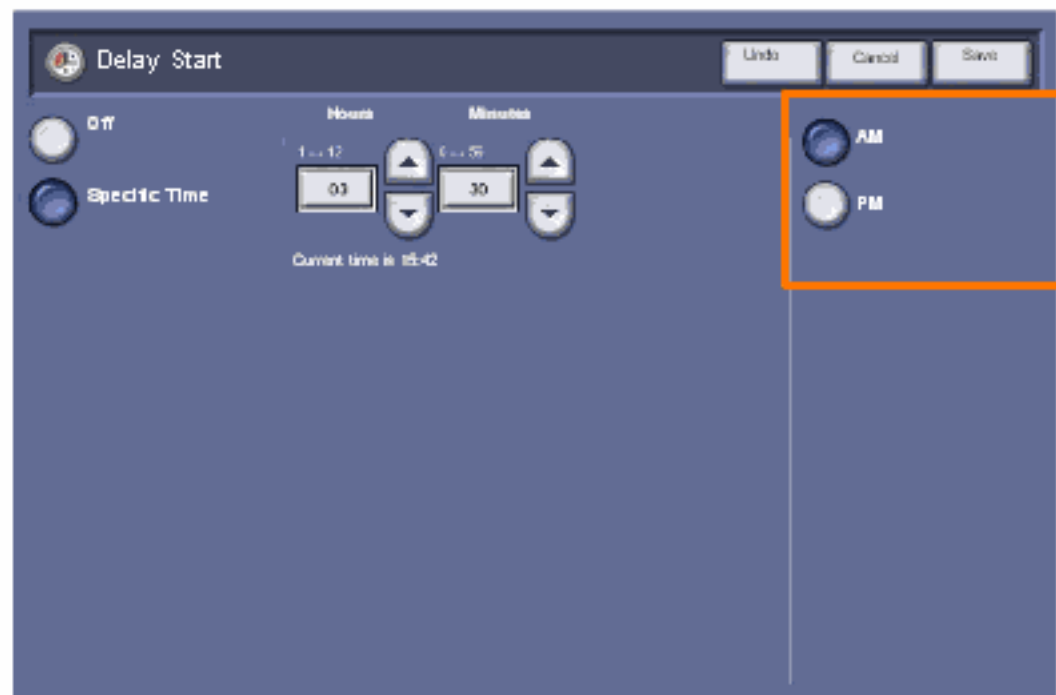
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## Delay Start



To enter a time, ensure that the **Specific Time** button is selected and touch either the hours or the minutes entry box. Use the control panel keypad to enter the hours or minutes.

If the machine is set up to display time as a 12 hour clock, you must also select either the AM or PM button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Starting Rate

The Starting Rate feature allows you to select the transmission speed of your fax job.

The Starting Rate is set from a button on the Fax Options screen.

The Data Rate feature enables you to define the default baud rates when transmitting faxes.

Access the starting rate by selecting the **Fax Options** tab and the **Starting Rate** button



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Starting Rate



The Starting Rate feature allows you to select the transmission speed of your fax job.

The Starting Rate is set from a button on the Fax Options screen.

The Data Rate feature enables you to define the default baud rates when transmitting faxes.

Access the starting rate by selecting the [Fax Options](#) tab and the [Starting Rate](#) button



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Starting Rate

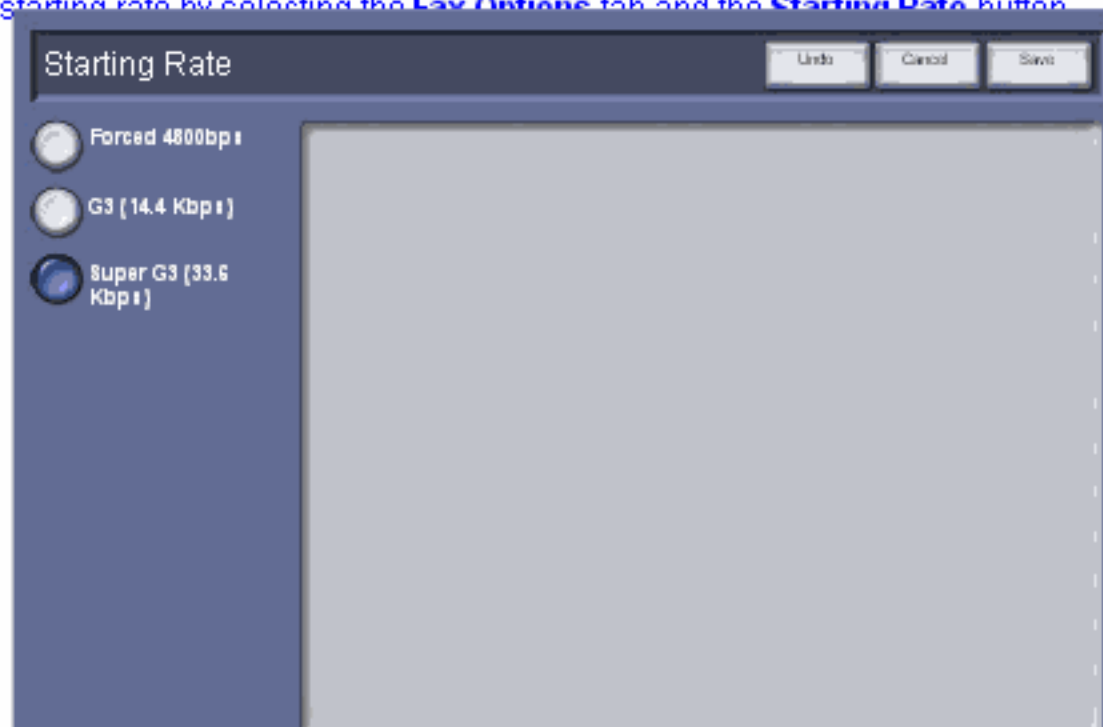


The Starting Rate feature allows you to select the transmission speed of your fax job.

The Starting Rate is set from a button on the Fax Options screen.

The Data Rate feature enables you to define the default baud rates when transmitting faxes.

Access the starting rate by selecting the [Fax Options](#) tab and the [Starting Rate](#) button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

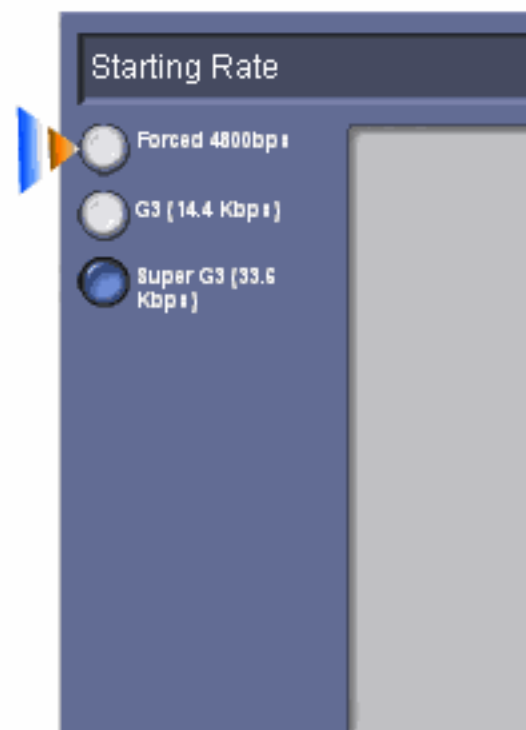
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## Starting Rate



There are 3 starting rates available.

Roll over the starting rate buttons for an explanation of each.



**Forced 4800 bps** - used in areas of low quality communication, when experiencing telephone noise, or when fax connections are susceptible to errors. Forced 4800 bps is a slower transmission rate but is less susceptible to errors. In some regional areas, the use of Forced 4800 bps is restricted.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

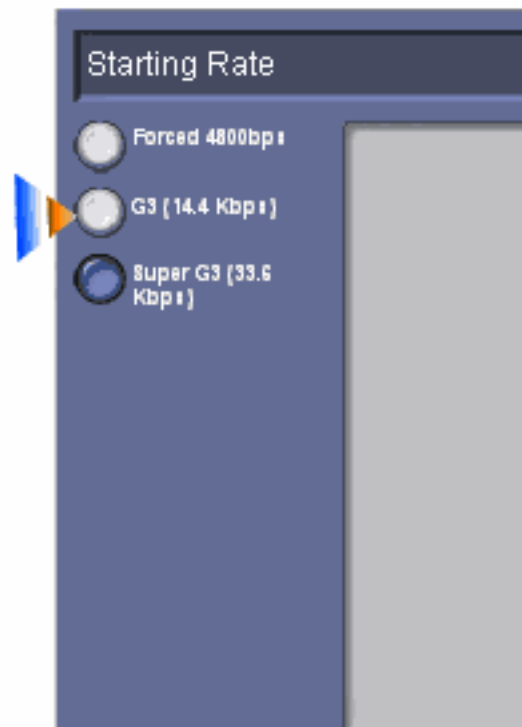
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## Starting Rate



There are 3 starting rates available.

[Roll over the starting rate buttons for an explanation of each.](#)



**G3** - selects the transmission rate based on the maximum capabilities of the receiving fax machine. Initial transmission speed will be 14,400 Bits Per Second (bps). This rate minimizes transmission errors by using Error Correction Mode (ECM).

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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## Starting Rate



There are 3 starting rates available.

[Roll over the starting rate buttons for an explanation of each.](#)

Starting Rate

- Forced 4800bps
- G3 [ 14.4 Kbps ]
- Super G3 [ 33.6 Kbps ]

**Super G3** - determines the transmission rate to be used based on the maximum capabilities of the receiving fax machine. This rate minimizes transmission errors by using Error Correction Mode (ECM). Initial transmission speed will be 33,600 Bits Per Second (bps).

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

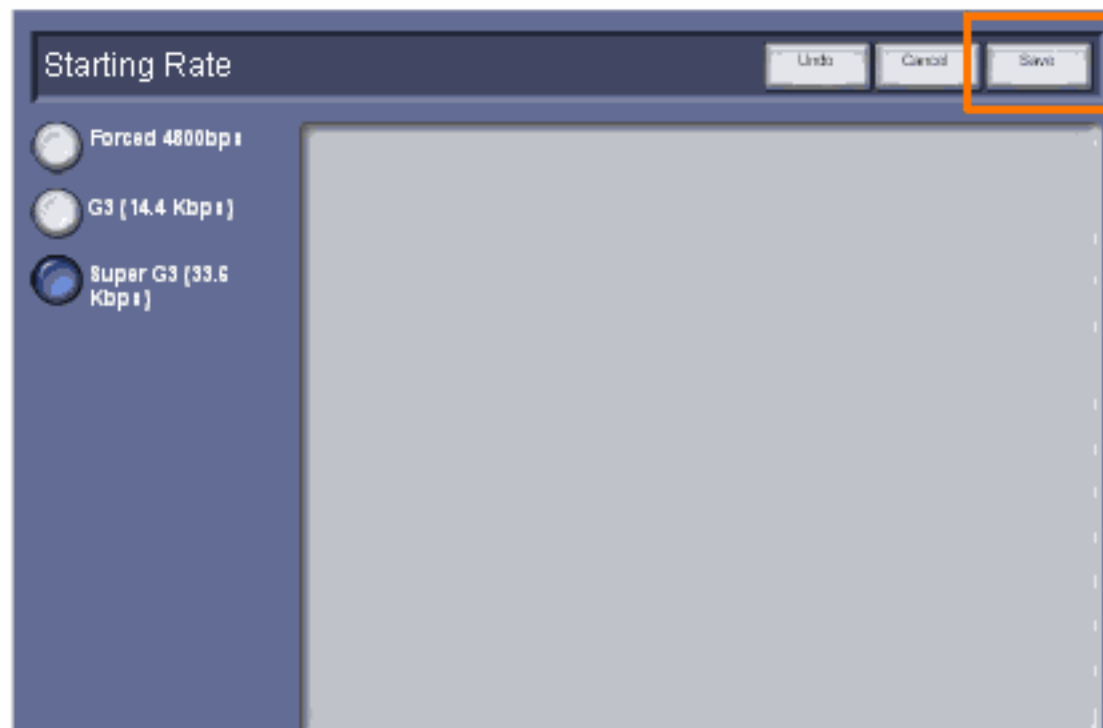
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## Starting Rate



Choose the required starting rate and select the **Save** button to return to the Fax Options screen.

The selected starting rate applies to the current job only.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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## Fax Options



This completes the fax options module, where you have reviewed:

- > Confirmation Options
- > Transmission Header Text
- > Delay Start
- > Starting Rate

Return to the previous menu to review the other fax features.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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## Mailboxes



The mailbox is an electronic storage area on the machine. Incoming faxes can be stored in the mailbox to be printed when you are ready. Outgoing faxes can be stored in the mailbox ready for polling.

This module describes the available mailbox options:

- > Overview
- > Store to a Mailbox
- > Managing Faxes
- > Send to a Remote Mailbox



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

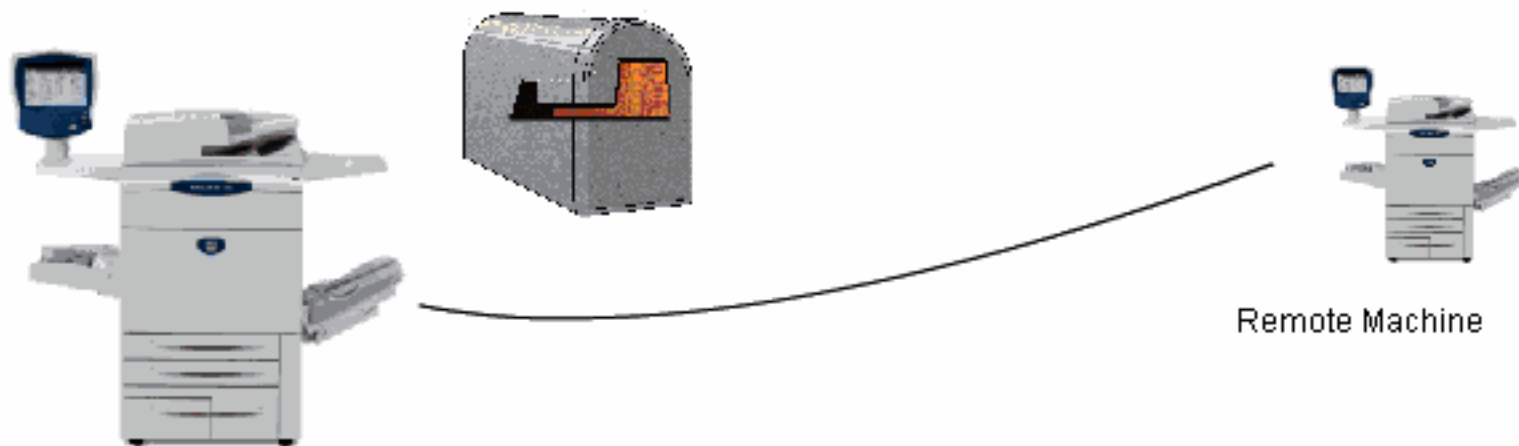
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## Overview



Mailboxes are areas of machine memory where incoming faxes are stored or from which outgoing faxes can be polled. Mailboxes enable you to store all received fax documents until it is convenient to retrieve them. Conversely, storing fax documents in a mailbox for polling allows a remote user or users to retrieve the fax on demand.

Mailboxes must be set up by the system administrator before fax documents can be stored in them. The machine can contain up to 200 electronic mailboxes within it's memory.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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## Overview



To allow a remote user to fax to your mailbox they must know your mailbox number. To retrieve a document from your mailbox the remote user must know your mailbox number and if, appropriate, your passcode.

**Mailboxes** Cancel

- Store to Mailbox
- Send to a Remote Mailbox
- Print Mailbox Documents
- Delete Mailbox Documents

Mailbox Number:   
(001-200)

Mailbox passcode:   
(0000-9999)

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Overview



The mailbox passcode ensures that the fax documents held in the mailbox are secure and can only be accessed by an authorized user. The passcode is a 4 digit number.

If the mailbox has been set up with a passcode of 0000 then any combination of numbers, including no numbers, can be entered as the passcode to gain access to the mailbox.

**Mailboxes** Cancel

- Store to Mailbox
- Send to a Remote Mailbox
- Print Mailbox Documents
- Delete Mailbox Documents

Mailbox Number:   
(001-200)

Mailbox passcode:   
(0000-9999)

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Store to Mailbox

This feature allows you to store documents to be polled. The document is stored in your mailbox and automatically sent to a remote fax machine when requested.

For more information about polling, go to the **Polling** module of this tutorial.

To store a fax in a Mailbox, select the **Fax Options** tab and the **Mailboxes** button.

The screenshot shows the 'Fax' configuration screen with the following elements:

- Navigation:** 'Fax' tab selected, 'Image Quality', 'Layout Adjustment', 'Fax Options', and 'Mailboxes' (highlighted with a red arrow) tabs.
- Form Fields:** 'Fax Number' input field with a 'Go' button; 'Name' and 'Fax Number' input fields.
- Checkboxes:** 'Dialing Check / Keypad...', 'Address Book...', 'Speed Dial', and 'Cover Page...'.
- 2 Sided Scanning:** Radio buttons for '1 Sided', '2 Sided', and '2 Sided, Retain Side 2'.
- Original Type:** Radio buttons for 'Photo & Text', 'Photo & Text', and 'Text'.
- Resolution:** Radio buttons for 'Standard', 'Fine', and 'Super Fine'.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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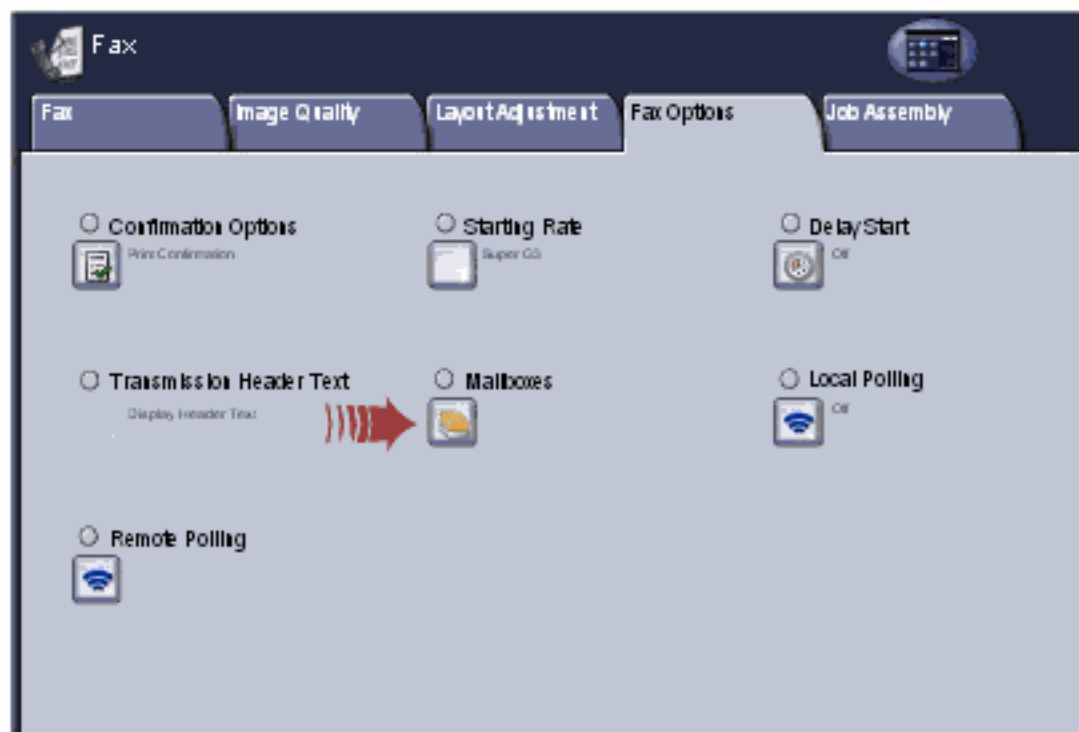
## Store to Mailbox



This feature allows you to store documents to be polled. The document is stored in your mailbox and automatically sent to a remote fax machine when requested.

For more information about polling, go to the **Polling** module of this tutorial.

To store a fax in a Mailbox, select the **Fax Options** tab and the **Mailboxes** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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## Store to Mailbox



On selecting the **Store to Local Mailbox** button, you will be asked to enter your mailbox number and passcode.

Select the **Store to Local Mailbox** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Store to Mailbox



On selecting the **Store to Local Mailbox** button, you will be asked to enter your mailbox number and passcode.

Mailboxes
Cancel

- Store to Local Mailbox
- Send to a Remote Mailbox
- Print Mailbox Documents
- Delete Mailbox Documents

**Mailbox Number:**  
(001-200)

**Mailbox passcode:**  
(0000-9999)

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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## Store to Mailbox



Once the mailbox number and passcode are entered, select **Start** on the control panel. Your fax job is scanned into the mailbox and you are returned to the Mailboxes screen.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Managing Faxes

Faxes stored in your mailbox can be printed or deleted. Use the **Mailboxes** feature to manage your faxes.

Access the Mailboxes feature by selecting the **Fax Options** tab and the **Mailboxes** button.

The screenshot shows the 'Fax' menu with several tabs: 'Fax', 'Image Quality', 'Layout Adjustment', 'Fax Options', and 'Assembly'. The 'Fax Options' tab is active. Below the tabs, there is a 'Fax Number' input field with an 'Add' button. To the right is a table with columns for 'Name' and 'Fax Number'. Below the table are several settings sections: 'Dialing Chain / Keypad...' and 'Speed Dial' (checkboxes); 'Address Book...' and 'Cover Page...' (checkboxes); '2 Sided Scanning' with radio buttons for '1 Sided', '2 Sided', and '2 Sided, Potable Side 2'; 'Original Type' with radio buttons for 'Photo & Text', 'Photo & Text', and 'Text'; and 'Resolution' with radio buttons for 'Standard', 'Fine', and 'Super Fine'. A red arrow points to the 'Assembly' tab.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

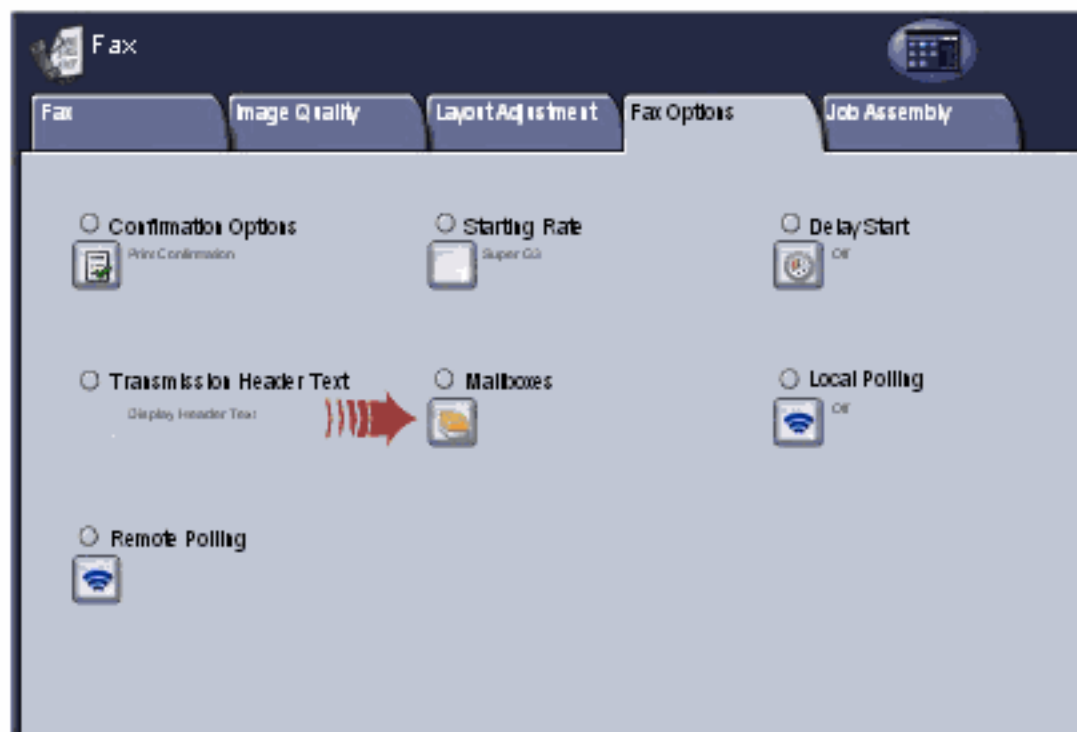
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## Managing Faxes



Faxes stored in your mailbox can be printed or deleted. Use the **Mailboxes** feature to manage your faxes.

Access the Mailboxes feature by selecting the **Fax Options** tab and the **Mailboxes** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Managing Faxes



Printing or deleting will print or delete ALL the faxes stored in your mailbox.

All faxes are documents that you have stored ready for polling AND faxes that you have received in your mailbox.

📁 **Mailboxes** Cancel

<input checked="" type="radio"/> Store to Local Mailbox <input type="radio"/> Send to a Remote Mailbox <input type="radio"/> Print Mailbox Documents <input type="radio"/> Delete Mailbox Documents	<table style="width: 100%;"> <tr> <td style="width: 40%;">Mailbox Number: <small>(001-200)</small></td> <td><input type="text" value="000"/></td> </tr> <tr> <td>Mailbox pass code: <small>(0000-9999)</small></td> <td><input type="text"/></td> </tr> </table>	Mailbox Number: <small>(001-200)</small>	<input type="text" value="000"/>	Mailbox pass code: <small>(0000-9999)</small>	<input type="text"/>
Mailbox Number: <small>(001-200)</small>	<input type="text" value="000"/>				
Mailbox pass code: <small>(0000-9999)</small>	<input type="text"/>				

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Managing Faxes



On selecting either the Print or Delete Mailbox Document buttons, you will be asked to enter your mailbox number and passcode.

Select the **Print Local Mailbox Documents** button.

**Mailboxes** Cancel

- Store to Local Mailbox
- Send to a Remote Mailbox
- Print Mailbox Documents
- Delete Mailbox Documents

Mailbox Number:   
(001-200)

Mailbox passcode:   
(0000-9999)

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Managing Faxes



On selecting either the Print or Delete Mailbox Document buttons, you will be asked to enter your mailbox number and passcode.

Mailboxes
Cancel

<input type="radio"/> Store to Local Mailbox <input type="radio"/> Send to a Remote Mailbox <input checked="" type="radio"/> Print Mailbox Documents <input type="radio"/> Delete Mailbox Documents	Mailbox Number: <input style="width: 80%;" type="text"/>  Mailbox pas code: <input style="width: 80%;" type="text"/>  <div style="text-align: center;">Print Now</div>
--	--

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Managing Faxes



On selecting **Print Now**, all faxes in the selected mailbox are submitted to the print queue. If no faxes are located in the mailbox the message **This mailbox is empty** is displayed.

Mailboxes
Cancel

- Store to Local Mailbox
- Send to a Remote Mailbox
- Print Mailbox Documents
- Delete Mailbox Documents

Mailbox Number:

Mailbox pas s code:

Print Now

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Managing Faxes



The **Delete Local Mailbox Documents** feature also requires the mailbox number and passcode to be entered. When **Delete Now** is selected, all faxes are deleted from the specified mailbox. The storage time for faxes is set up by the System Administrator. A confirmation screen is displayed prior to deleting the faxes stored in the selected mailbox.

**Mailboxes** Cancel

Mailbox Number:

Mailbox passcode:

Store to Local Mailbox

Send to a Remote Mailbox

Print Mailbox Documents

Delete Mailbox Documents

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Managing Faxes



Deletion rules dictate when faxes are deleted from the mailbox. The system administrator sets up the deletion rules through the tools pathway. Below is an explanation of the three rules.

### Delete on Print

Once the faxes have been successfully printed they are deleted from the mailbox.

### Keep for set Time

The fax is deleted once it has first been printed and a set period of time has elapsed. The elapsed time is set between 1 and 72 hours. This enables you to print the faxes several times during the set period, though the elapsed time is not reset. Two or more faxes in a mailbox will have their own timers if they were received at different times.

### Keep Forever

The fax is kept in the mailbox until the **Delete Local Mailbox Documents** button is selected. If the received faxes are not deleted the memory will soon be full.

All the above deletion rules are overwritten if the **Delete Local Mailbox Documents** button is selected, whether the fax has been printed or not. The message displayed in the delete confirmation screen is dependant on the rule applied.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Send to Remote Mailbox



The **Send to Remote Mailbox** feature enables you to send a fax directly to an individual's private mailbox on a remote machine. The remote machine must have mailbox capabilities.

Access the send to a remote mailbox feature from the **Fax Options** tab.

Access the **Send to Remote Mailbox** feature by selecting the **Mailboxes** button and the **Send to Remote Mailbox** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

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Enter a key word.

Search

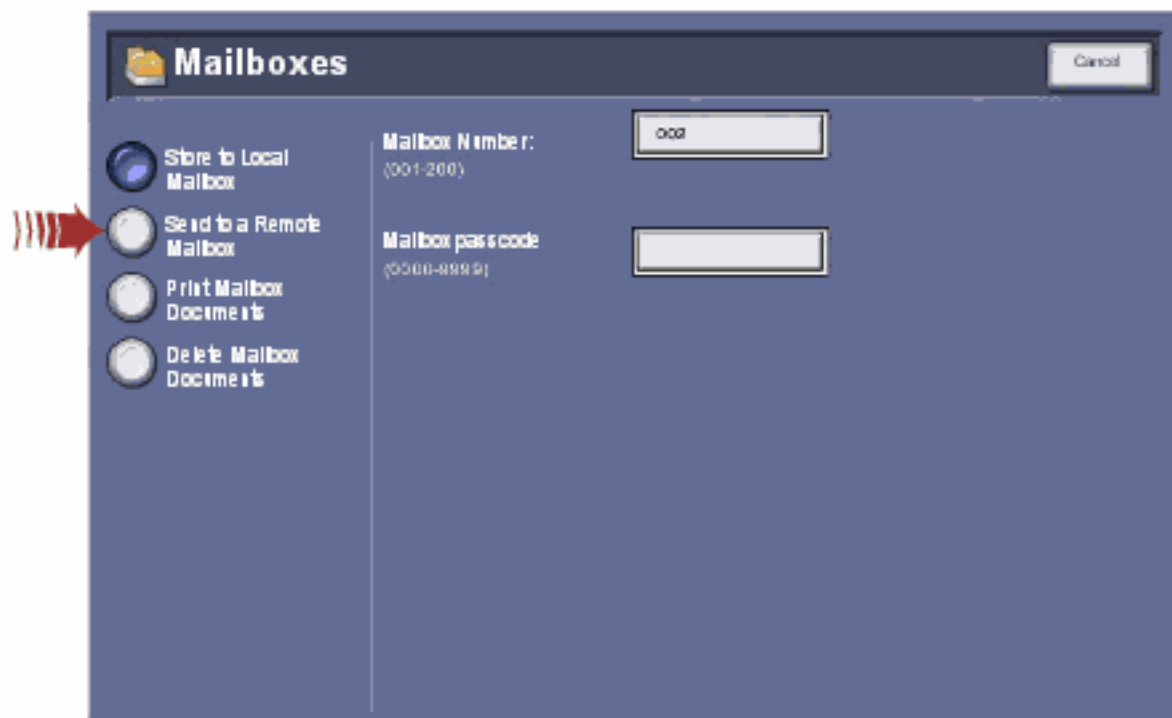
## Send to Remote Mailbox



The **Send to Remote Mailbox** feature enables you to send a fax directly to an individual's private mailbox on a remote machine. The remote machine must have mailbox capabilities.

Access the send to a remote mailbox feature from the **Fax Options** tab.

Access the **Send to Remote Mailbox** feature by selecting the **Mailboxes** button and the **Send to Remote Mailbox** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

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## Send to Remote Mailbox



Enter the recipient's fax number using the control panel, or select the **Address Book** button and select the recipient from the Address Book.

For more information on phone lists and Address Books, go to the topic **Address Book** within the Dialing Options module of this tutorial.

**Mailboxes** Cancel

- Store to Local Mailbox
- Send to a Remote Mailbox
- Print Mailbox Documents
- Delete Mailbox Documents

Fax Number

Address Book

Mailbox Number:

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Send to Remote Mailbox



To send to a remote mailbox you must know the recipient's mailbox number. Highlight the **Mailbox Number** input field and use the control panel to enter the number.

**Mailboxes** Cancel

- Store to Local Mailbox
- Send to a Remote Mailbox**
- Print Mailbox Documents
- Delete Mailbox Documents

Fax Number

Address Book

Mailbox Number:

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

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## Send to Remote Mailbox



Select **Start** on the control panel to send the fax to the recipient's mailbox.

If enabled by your system administrator, a transmission report is printed once the documents are sent to the remote mailbox.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Mailboxes



This completes the Mailbox module, where you have reviewed:

- > Overview
- > Store to a Mailbox
- > Managing Faxes
- > Send to a Remote Mailbox

Return to the previous menu to review the other fax features.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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## Polling



Polling is the retrieval of a document from a remote machine's memory. Your machine can poll a remote machine for faxes or allow a remote machine to poll your machine for stored documents.

This module describes the available polling options:

- > Overview
- > Local Polling
- > Remote Polling



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

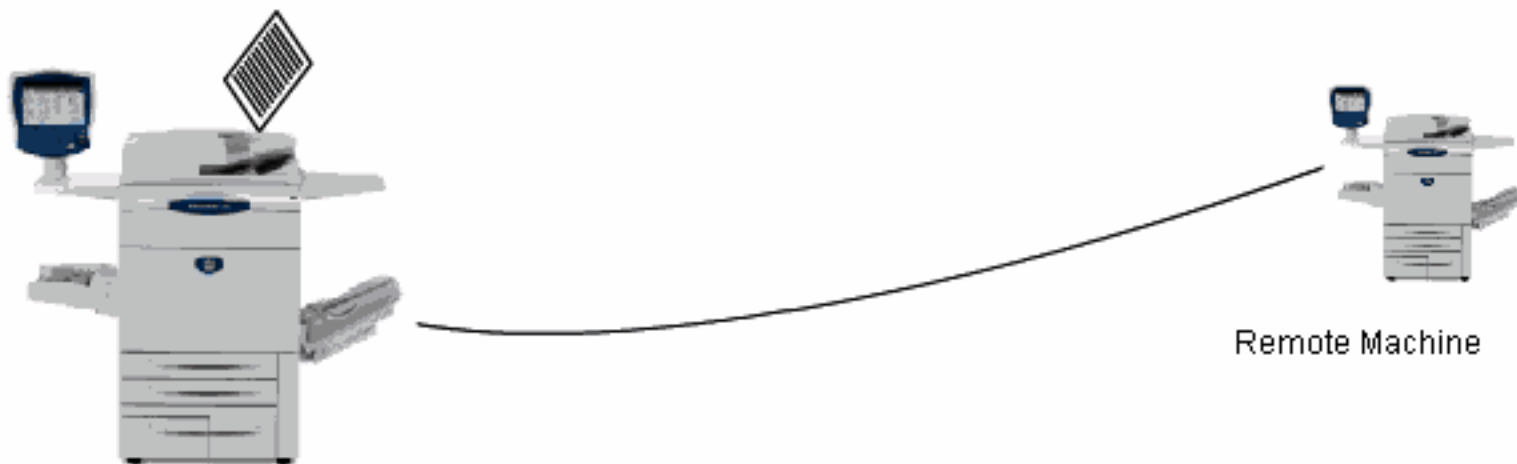
Enter a key word.

Search

## Overview



The Polling feature allows a fax document to be left in the memory of one fax machine or to be retrieved by another fax machine. If the fax document is in memory it may be polled once and deleted, or polled several times, depending on the stored document policy.



Remote Machine



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

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Enter a key word.

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## Overview

### Local Polling

The local polling feature allows you to scan and store a document to your machine for later use.

Your machine offers these options:

- **Off** - Documents will not be stored for polling.
- **Store for Free Polling** - Scans and stores the documents to your machine. Users with fax number of your machine can retrieve documents using the Remote Polling feature on their machine. The fax is immediately sent when polled. No passcodes are required by the polling machine.
- **Store for Secure Polling** - Scans and stores documents to your machine. A passcode is required to retrieve the fax. Your machine must identify the remote machine ID number as one of the passcodes previously registered. The entire passcode is checked and, if it is correct, the stored fax is sent to the remote machine.

Additional options are available in Local Polling:

- **Print Locally Stored Documents** - Prints out all free and secure documents stored.
- **Delete Locally Stored Documents** - Removes all free and secure documents stored.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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## Overview

### Remote Polling

The polling feature also allows you to store a fax document for a remote machine to retrieve, where the remote machine calls or **Polls** your machine. Each time a store for polling job is started, the new fax documents are added to any already stored.

Your machine offers several types of polling:

- **Poll a Remote Fax** - A fax is stored and sent to a remote fax when requested.
- **Poll a Remote Mailbox** - The fax is stored in your mailbox and automatically sent to a remote fax machine when requested. Your mailbox number and, if applicable, passcode must be known by the remote machine.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Local Polling

The Local Polling feature allows you to scan and store a document to your machine for later use. The local machine calls to locate and retrieve faxes stored locally.

Access Local Polling by selecting the **Fax Options** tab and the **Local Polling** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Local Polling



The Local Polling feature allows you to scan and store a document to your machine for later use. The local machine calls to locate and retrieve faxes stored locally.

Access Local Polling by selecting the **Fax Options** tab and the **Local Polling** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

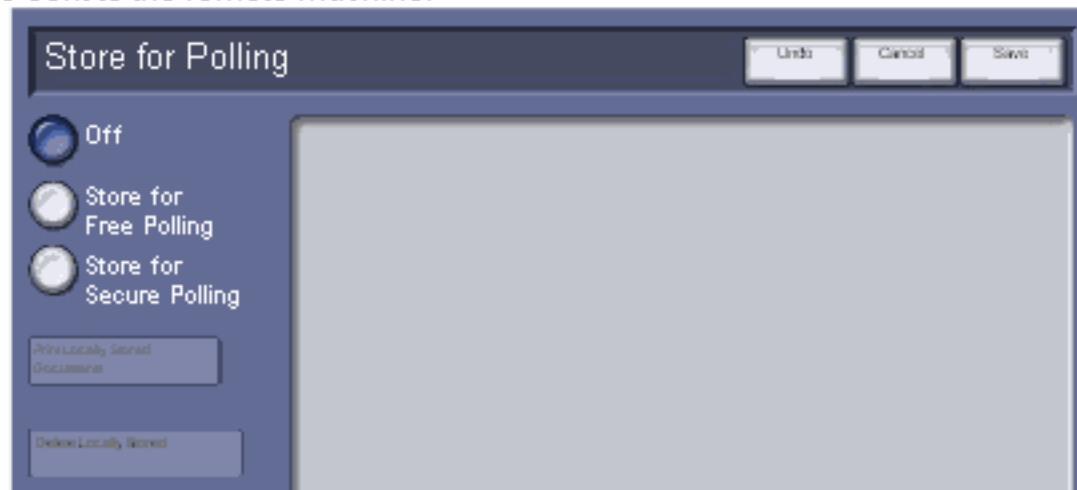
Enter a key word.

## Local Polling



To poll a local fax machine, select the **Local Polling** button from the Fax Options window to switch on the feature. Select one of the following options:

- **Off** - Documents will not be stored for polling.
- **Store for Free Polling** - Scans and stores the documents to your machine. Users with fax number of your machine can retrieve documents using the Remote Polling feature on their machine. The fax is immediately sent when polled. No passcodes are required by the polling machine.
- **Store for Secure Polling** - Scans and stores documents to your machine. A passcode is required to retrieve the fax. Your machine must identify the remote machine ID number as one of the passcodes previously registered. The entire passcode is checked and, if it is correct, the stored fax is sent to the remote machine.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

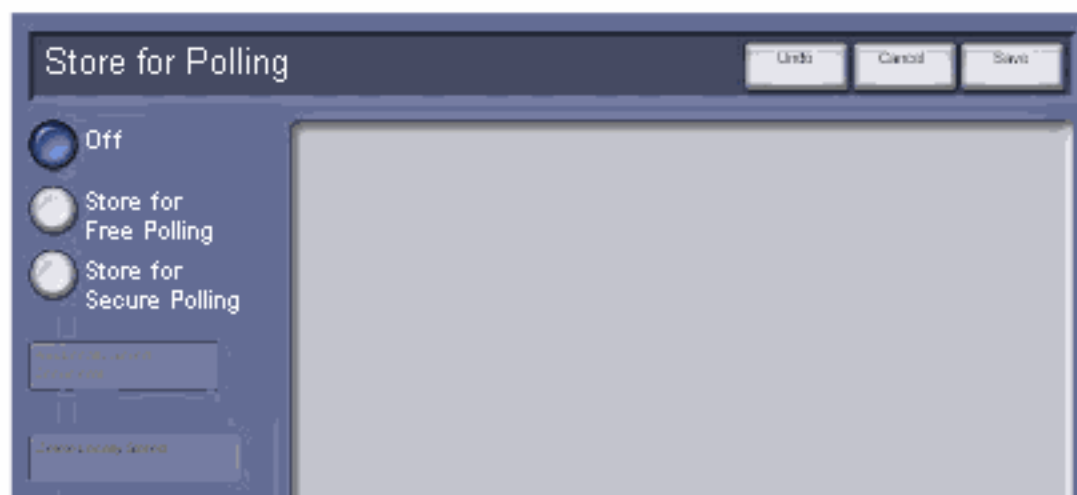
Enter a key word.

Search

## Local Polling



If you select **Store for Free Polling**, Users with the fax number to this machine can retrieve all documents stored for free polling. Once a poll is made, the fax is then deleted.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Local Polling



If you select **Store for Secure Polling**, enter the fax number(s) of the remote machines that are allowed to access documents securely stored on this machine. Once a fax number is entered, select **Add** to add the number to the list. Check whether all of the number should have access to the document.

Undo    Cancel    Save

### Store for Polling

Off

Store for Free Polling

Store for Secure Polling

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Local Polling



Additionally, locally stored faxes can be printed or deleted. To print locally stored documents, select the **Print Locally Stored Documents** button.

To delete locally stored documents from your machine, select the **Delete Locally Stored Documents** button.

**Print Locally Stored Documents** - will print out all free and secure documents stored for Polling on this device.

**Delete Locally Stored Documents** - will remove all free and secure documents stored for Polling on this device.





## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Remote Polling

The polling feature also allows you to store a fax document for a remote machine to retrieve, where the remote machine calls or **Polls** your machine. Each time a store for polling job is started, the new fax documents are added to any already stored. **Poll a Remote Fax** stores and sends a fax to a remote machine when requested. **Poll a Remote Mailbox** allows faxes to be stored in your mailbox and automatically sent to a remote fax machine when requested. Your mailbox number and, if applicable, passcode must be known by the remote machine.

Access Remote Polling from the **Fax Options** tab and selecting the **Remote Polling** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Remote Polling



To poll a remote fax machine, select **Remote Polling** from the Fax Options window. Select **Poll a Remote Fax**. Enter the number of the remote machine you wish to poll. Poll more than one machine by entering new numbers in the Fax Number area and selecting **Add**.

Remote Polling

Cancel

Poll a Remote Fax

Poll a Remote Mailbox

Pol Now

Fax Number

333333

Add...

Speed Dial

Dialing Chars / Keypad ...

Address Book...

Delay Start

Name	Fax Number

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Remote Polling



To poll a remote mailbox you must know the mailbox number. Highlight the Fax Number field and use the keypad to enter the fax number. Highlight the Mailbox Number and use the keypad to enter the mailbox number correctly.

Remote Polling Cancel

Poll a Remote Fax Poll Now

Poll a Remote Mailbox

Fax Number  Add...

Speed Dial

Dialing Chars / Keypad ... Address Book...

Delay Start

Name	Fax Number

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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## Remote Polling



If the remote mailbox is protected with a passcode, highlight the Mailbox Passcode input field and use the keypad to enter the passcode.

If the passcode does not match the remote mailbox passcode the poll will fail.

*NOTE: If the Passcode input field is left blank, the default passcode of 0000 is used.*

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Remote Polling



Once you have entered the number and details of the remote machine mailbox you wish to poll, select the **Poll Now** button to begin polling the remote fax or mailbox.

All fax documents that have been successfully remotely polled are printed on your machine.

Remote Polling

Poll a Remote Fax  
 Poll a Remote Mailbox

Fax Number

Speed Dial

Delay Start

Name	Fax Number

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Polling



This completes the polling module, where you have reviewed:

- > Overview
- > Local Polling
- > Remote Polling

Return to the previous menu to review the other fax features.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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## Receiving Faxes



The default action for how a fax is received is set up by your machine administrator.

This topic will briefly identify the incoming fax defaults and show you how to release secure jobs:

- > Setup
- > Secure Jobs



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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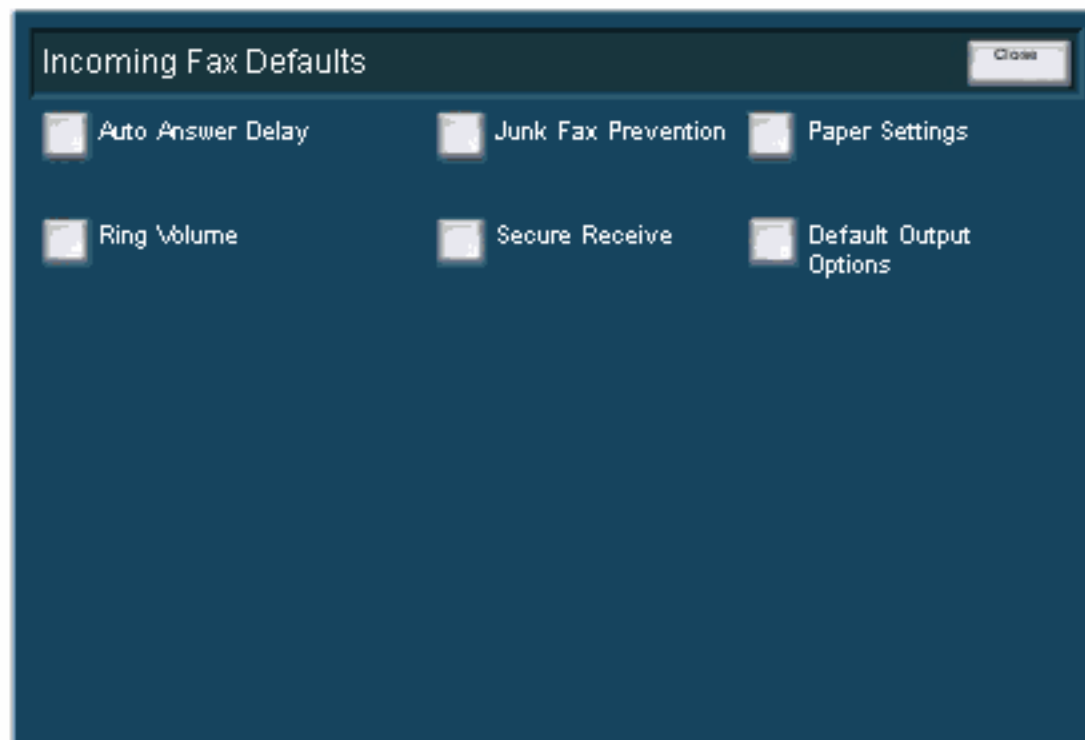
## Setup



Incoming Fax Defaults are set up by the machine administrator and determine how received faxes are printed and managed.

The incoming fax defaults are accessed from the Tools tab.

For more information on Incoming Fax Defaults, go to the Machine Administration tutorial.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

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Enter a key word.

Search

## Setup



[Roll over the default setups below for more information.](#)

### Incoming Fax Defaults

Close

Auto Answer Delay

Ring Volume

#### Auto Answer Delay

This tool enables the machine administrator to set a time delay before the machine responds to a call. This is particularly useful if the machine is attached to a shared telephone line.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

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## Setup



Roll over the default setups below for more information.

The screenshot shows a window titled "Incoming Fax Defaults" with a "Close" button in the top right corner. The window contains several settings, each with a dropdown arrow and a checkbox. A blue arrow points to the "Ring Volume" setting. A tooltip box with an orange border is overlaid on the right side of the window, containing the following text:

**Ring Volume**  
This feature enables the user to hear a ringing tone from the machine when an incoming fax is being received.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

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## Setup



Roll over the default setups below for more information.

### Incoming Fax Defaults

Auto Answer Delay

Junk Fax Prevention

Ring Volume

Secure Receive

### Junk Fax Prevention

This tool enables the machine administrator to prevent the receipt of unwanted (junk) faxes. This is done by only allowing the receipt of faxes from numbers held in the individual directory.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

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## Setup



Roll over the default setups below for more information.

### Incoming Fax Defaults

<input type="checkbox"/> Auto Answer Delay	<input type="checkbox"/> Junk Fax Prevention	<input type="checkbox"/>
<input type="checkbox"/> Ring Volume	<input type="checkbox"/> Secure Receive	<input type="checkbox"/>

### Secure Receive

For added security this feature enables the machine administrator to control when and how incoming faxes are printed. The options are:

Print on receipt

Password protected

For more information go to the **Secure Jobs** topic within this module.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

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## Setup



Roll over the default setups below for more information.

### Incoming Fax Defaults

Close

#### Paper Settings

This feature determines whether an incoming fax is printed onto media that is selected automatically by the machine according to the parameters of the fax, or specified manually within this feature.

Paper Settings

Signature Receive

Default Output Options

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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## Setup



Roll over the default setups below for more information.

### Incoming Fax Defaults

Close



Auto Answer Delay



Junk Fax Prevention



Paper Settings

### Default Output Options

If your machine is fitted with a finisher you will be able to staple, drill or duplex your incoming faxes. This utility is used to specify the output options you require for all your incoming faxes.

Receive



Default Output Options

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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## Secure Jobs



All incoming faxes are submitted to the Incomplete Jobs queue as Fax Jobs and will normally print immediately. If the machine administrator has switched on the **Secure Receive** feature all incoming faxes will enter the Incomplete Jobs queue as Held : Secure Print. To print the faxes, a passcode will need to be entered.

To view the details of a fax that has been held awaiting a passcode, select the held fax in the queue.

To release a fax for printing, select the **Release secure faxes** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

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## Secure Jobs



Use the keypad to enter the passcode and select the **Enter** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

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## Secure Jobs



Use the keypad to enter the passcode and select the **Enter** button.

Select the **Enter** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Secure Jobs



Use the keypad to enter the passcode and select the **Enter** button.

All Held Secure faxes are released from the queue.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Receiving Faxes



This completes the incoming fax defaults module, where you have reviewed:

- > Setup
- > Secure Jobs

Return to the previous menu to review the other fax features.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

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## Build Job



Use this feature to build a job that requires different settings for each page, or a segment of pages. For example, if a document set consists of...



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Build Job



Using Build Job allows the complete job to be sent to single or multiple destinations, without the need to enter the fax number again for each of the segments. The recipient's fax number and, if required, a delayed send time, must be entered before using Build Job.

Access Build Job by selecting the **Job Assembly** tab and the **Build Job** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Build Job



Using Build Job allows the complete job to be sent to single or multiple destinations, without the need to enter the fax number again for each of the segments. The recipient's fax number and, if required, a delayed send time, must be entered before using Build Job.

Access Build Job by selecting the **Job Assembly** tab and the **Build Job** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

  
**Search**

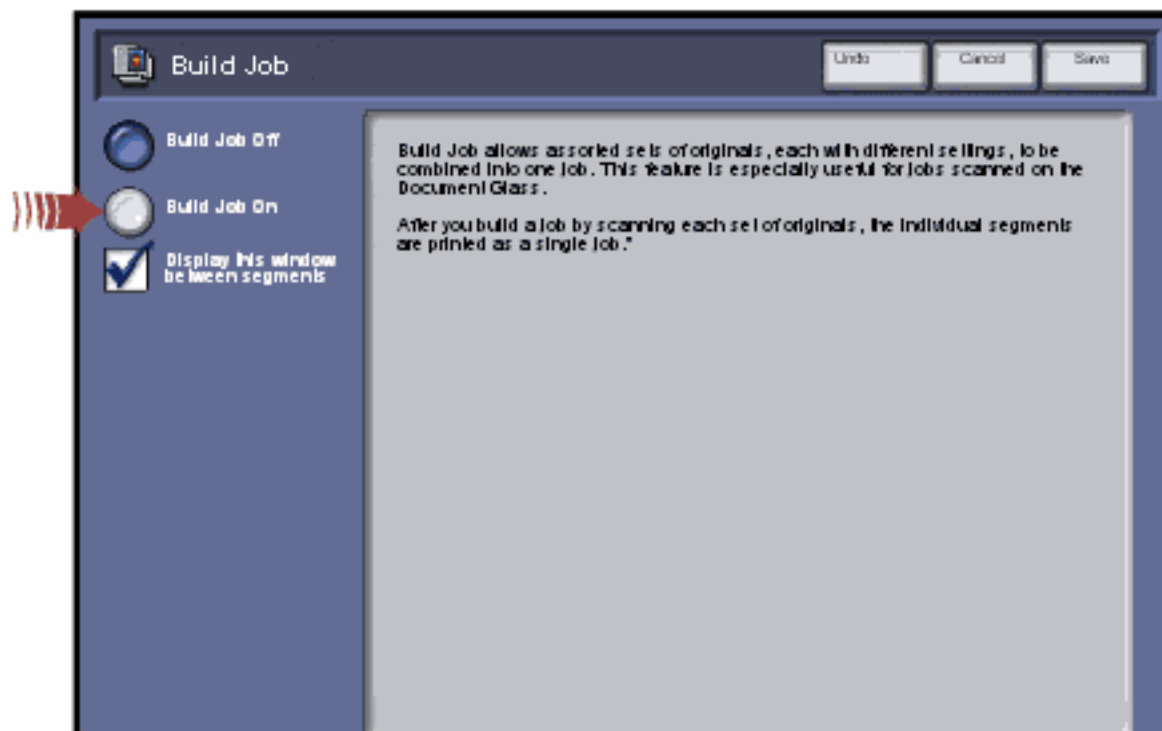
## Build Job



First split the document into sections for individual programming.

Select the **Display this window between segments** check box, if you would like to keep track of the segments within your fax job.

Switch on Build Job by selecting the **Build Job On** button.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Build Job



To begin programming your job, select the **Save** button.

Select the **Save** button.

Build Job

Undo Save

Build Job Off

Build Job On

Display this window between segments

Build Job allows assorted sets of originals, each with different settings, to be combined into one job. This feature is especially useful for jobs scanned on the Document Glass.

After you build a job by scanning each set of originals, the individual segments are printed as a single job.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Build Job



Program the job requirements for the first segment of the job. Load only the first segment into the document handler or place the segment on the glass one page at a time. Press the **Start** button on the control panel.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Build Job



When the first segment has finished scanning, remove the originals and program the job requirements for the second segment of the job. Load the second segment into the document handler or on the document glass and press the **Start** button on the control panel. Repeat these steps until all segments of your job have been programmed and scanned.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Build Job



After the last segment has been scanned, end the build job. This is done by selecting the **End Job and Send** button.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Build Job



The machine will submit the completed fax document to the fax queue and build job will be automatically de-selected.

[Roll the cursor over the other active build job control buttons, for a description of each.](#)

When you have finished viewing the descriptions you will have completed the description of **Build Job**.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

## Build Job



The machine will submit the completed fax document to the fax queue and build job will be automatically de-selected.

[Roll the cursor over the other active build job control buttons, for a description of each.](#)

When you have finished viewing the descriptions you will have completed the description of **Build Job**.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Build Job



The machine will submit the completed fax document to the fax queue and build job will be automatically de-selected.

[Roll the cursor over the other active build job control buttons, for a description of each.](#)

When you have finished viewing the descriptions you will have completed the description of **Build Job**.

**Build Job**

Build Job Off

Build Job On

Display this window between segments

**Delete Last Segment**  
Deletes the last segment scanned. You can continue programing the build job.

Delete Last Segment

Delete Last Segment

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

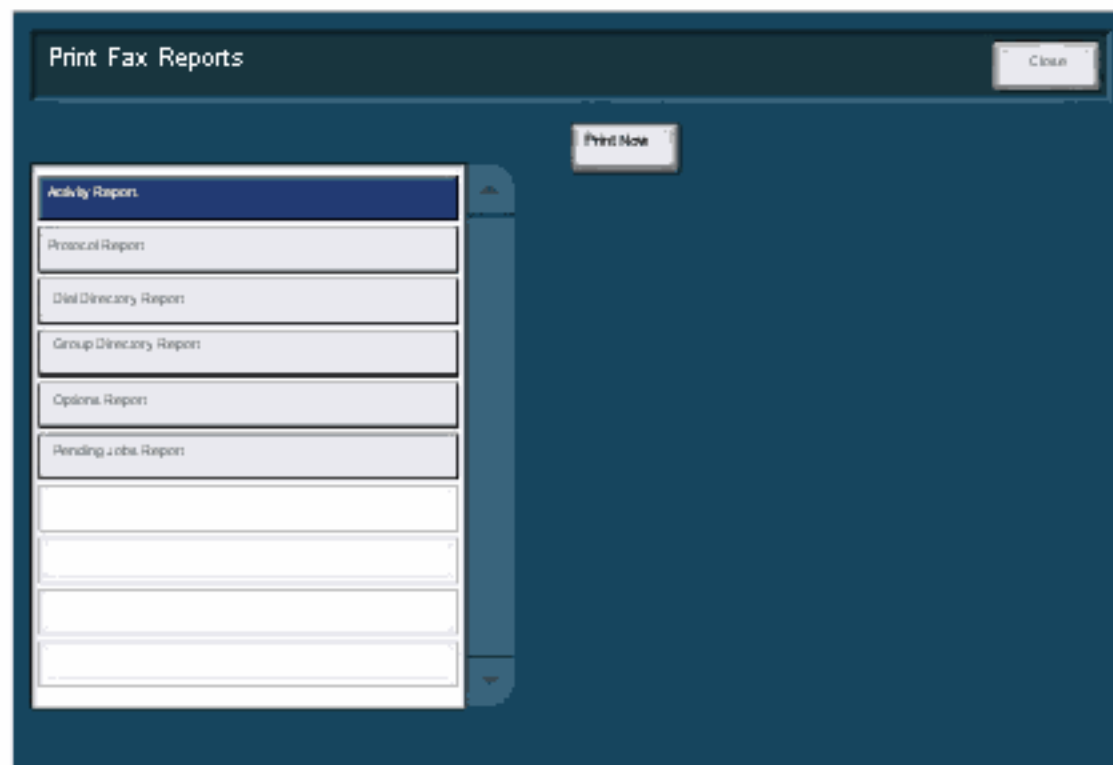
Search

## Fax Reports



The **Print Fax Reports** feature enables you to print information about the machine's fax status.

You can access **Print Fax Reports** by selecting the **User Interface Settings/Fax Service Settings** option on the Tools tab.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Fax Reports



A range of reports can be printed.

For a description of each roll the cursor over the various report titles below.



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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

Search

## Fax Reports

A range of reports can be printed.

For a description of each roll the cursor over the various report titles below.

The screenshot shows a window titled "Print Fax Reports" with a "Print Now" button and a "Close" button. A list of report titles is displayed:

- Activity Report
- Protocol Report
- Dial Directory Report
- Group Directory Report
- Options Report
- Pending Jobs Report

A callout box with an orange border highlights the "Activity Report" title. The text in the callout box reads:

**Activity Report**  
Shows the last 50 fax activities completed on the machine, both incoming and outgoing fax jobs.

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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.

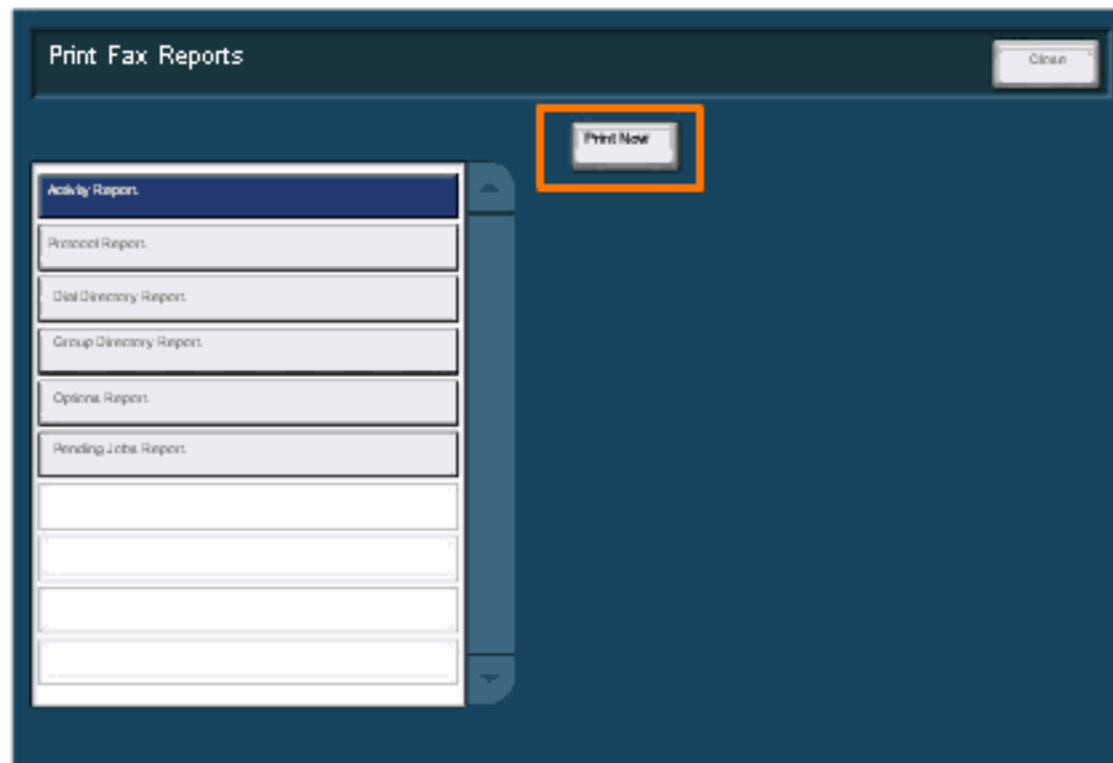
Search

## Fax Reports



To print a report, select the required report from the list and select the **Print Now** button. The requested report is submitted to the print queue. When you have submitted all the required reports to the print queue, select the **Close** button.

You have completed the description of Fax Reports. Return to the previous menu to review other fax features.



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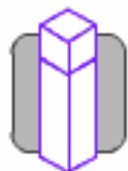
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## Interactive User Guide



**Getting Started**



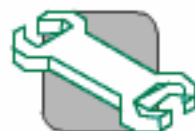
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**Tutorials**



**Maintenance**



**Troubleshooting**



**Help**



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Fax

**Internet Fax**

Network Scanning

E-Mail

Print

Finishing Options

Paper and Media

Auditron

Machine Administration

Machine/Job Status

Internet Services



## Internet Fax

These tutorials explain the internet fax features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.

**Simple Faxing**

**Internet Fax Overview**

**Entering an E-mail Address >>>**

**Basic Settings**

**Advanced Settings >>>**

**Internet Fax Options >>>**







## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Simple Internet Faxing



In this tutorial you will learn the 7 simple steps to follow when Internet Faxing:

1. Load the document
2. Press the **Services** button, then press the **Internet Fax** icon.  
You may have to select **All Services**, then the **Internet Fax** icon.
3. Enter the recipient details
4. Enter the fax subject
5. Select the features
6. Press **Start**
7. Identify the job in Job Status mode

Internet Fax is an optional feature and may not be available on your machine.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

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## Simple Internet Faxing

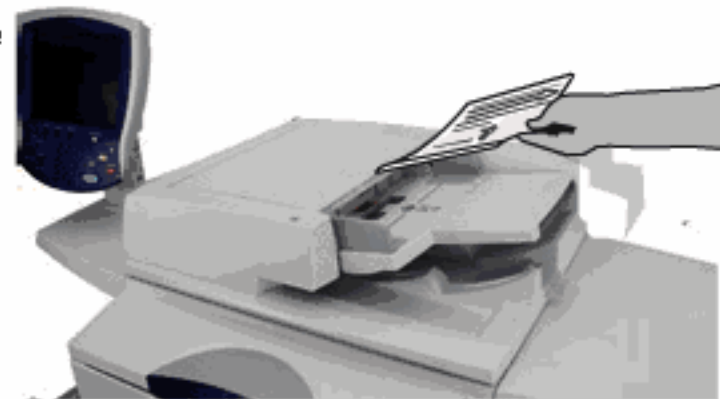


### 1. Load the documents

A choice of document input areas is available. These are:

#### 1. A Document Handler for multiple documents.

Up to 250 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the top of the page towards the back or left of the machine. Position the guides to just touch the edge of the documents.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Simple Internet Faxing

### 2. Touch the Internet Fax icon



Press the **Services** button, then select the **Internet Fax** icon. You may have to touch **All Services**, then the **Internet Fax** icon.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Simple Internet Faxing

### 3. Enter the Recipient Details

Select the **New Recipient** button and input the full Internet Fax address of the receiving internet fax machine using the keyboard. Alternatively, get the address from the **Address Book** by inputting the name of the recipient and selecting **Search**.

For more information on using the Address Book, go to the module **Entering an Address**.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

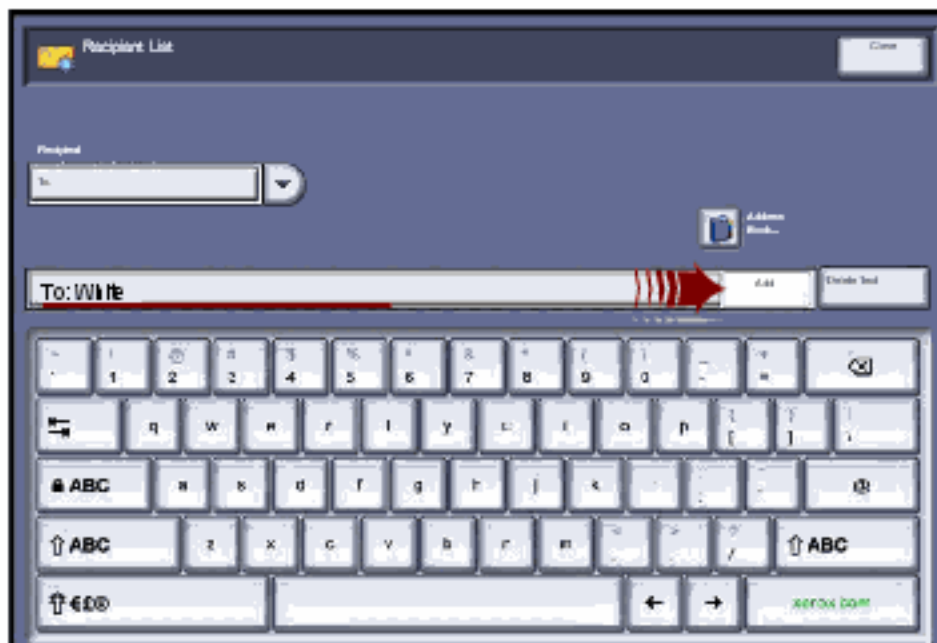
When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Simple Internet Faxing

### 3. Enter the Recipient Details



Select **Add**, then **Close**.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Simple Internet Faxing

### 4. Enter the Fax Subject

The screenshot shows the 'Internet Fax' interface with several tabs: 'Internet Fax', 'Advanced Settings', 'Layout Adjustment', 'Internet Fax Options', and 'Job Assembly'. The 'New Recipient' section is active, showing a 'To:' field with 'Jack, White' and a 'Phone:' field with '11111111111111111111'. The 'Subject' field is highlighted with an orange box. Below the 'Subject' field are 'Original Type' options: 'Photo & Text', 'Photo', and 'Text'. There are also 'Color Scanning' and '2 Sided Scanning' options.

Touch the **Subject** field.

Input the fax subject using the keyboard. The subject is the title line that appears on the E-mail that is faxed to the internet fax machine. When your subject is complete, touch the **Save** button.

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

## Simple Internet Faxing

### 5. Select the features



If you need to change the fax settings select the **Advanced Settings**, **Layout Adjustment**, or **Internet Fax Options** tabs then select the desired settings.

For more information on the settings, go to the module **Internet Fax, Advanced Settings, Layout Adjustment, or Internet Fax Options** within this tutorial.

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Simple Internet Faxing

### 6. Press Start

Once you have pressed **Start**, each document is scanned once.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

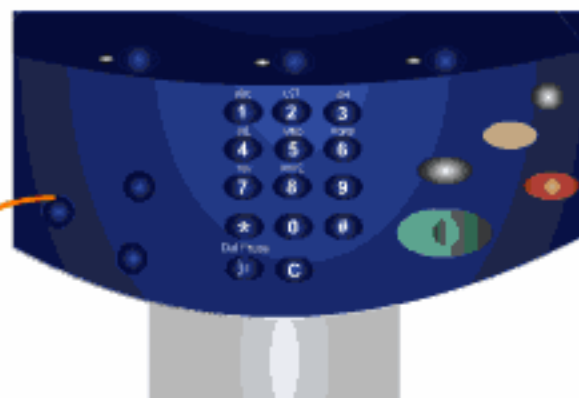
Enter a key word.

## Simple Internet Faxing

Press the **Job Status** button on the control panel to display the Active Jobs tab.

Your job will be displayed on the Active Jobs tab. If there are no jobs in the queue your job may have already been completed.

Job Status button



Job Status			
Active Jobs	Completed Jobs		
<input type="text"/>			
001	12/8 096	000 8145 600	Printing
002	M 7 J	9428 1683/6 4 00	Printing
003	BTV	still to use doc	Printing
004	C 1 00	Report of use	Printing
005	C 1 00	Report of use	Printing
006	C 1 00	Good al doc	Processing
007	Local L 00	C 000 2 04	Processing
008	U 000	C 000 0 00	Scanning

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Internet Fax Overview



Internet Fax enables the creation of an electronic image file by scanning an original hard copy document. The scanned image is faxed to the specified e-mail recipient or recipients, over the internet or intranet. Internet Fax is an optional feature and may not be available on your machine. Using the Internet Fax feature allows you to add and remove recipients and edit the subject line of the e-mail message.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

## Internet Fax Overview



The basic Internet Fax screen allows you to enter the SMTP (Simple Mail Transfer Protocol) e-mail addresses for your fax.

*NOTE: An SMTP compliant e-mail address format must be used. For example, anyone@anycompany.com.*

On this screen, you can identify output color, sides scanned, original type, as well as various scanning/e-mail/fax options.

Move your cursor o

The screenshot shows the 'Internet Fax' configuration interface. At the top, there are tabs for 'Internet Fax', 'Advanced Settings', 'Layout Adjustment', 'Internet Fax Options', and 'Job Assembly'. The 'Internet Fax' tab is active. Below the tabs, there are several sections:

- New Recipient:** Includes fields for 'Name' and 'Phone'.
- Address Books:** A list of address books with a search icon.
- Color Scanning:** Radio buttons for 'Color' (selected), 'Black and White', and 'Gray Scale'.
- 2 Sided Scanning:** Radio buttons for '1 Sided' (selected), '2 Sided', and '2 Sided, Rotate Side 2'.
- Original Type:** Radio buttons for 'Photo & Text' (selected), 'Photo', and 'Text'.

On the right side, there are fields for 'From:' (containing 'mark.judc@usa.xe...'), 'Email:', and 'Message:'.

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

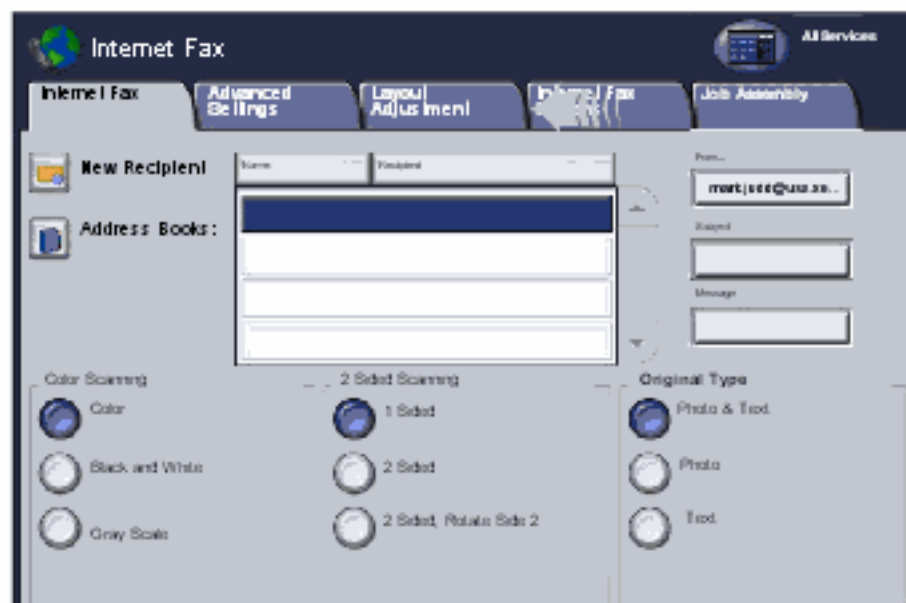
## Internet Fax Overview



The Advanced Settings screen allows you to change the image quality settings to suit the current job and enhance the appearance and style of your scanned fax image.

For more information go to the module titled **Advanced Settings** within this tutorial.

Select the **Layout Adjustment** tab.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Internet Fax Overview



The Layout Adjustment screen allows you to identify the original orientation and size settings to enhance the appearance of your scanned fax image.

For more information go to the module titled **Layout Adjustment** within this tutorial.

Select the **Internet Fax Options** tab.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

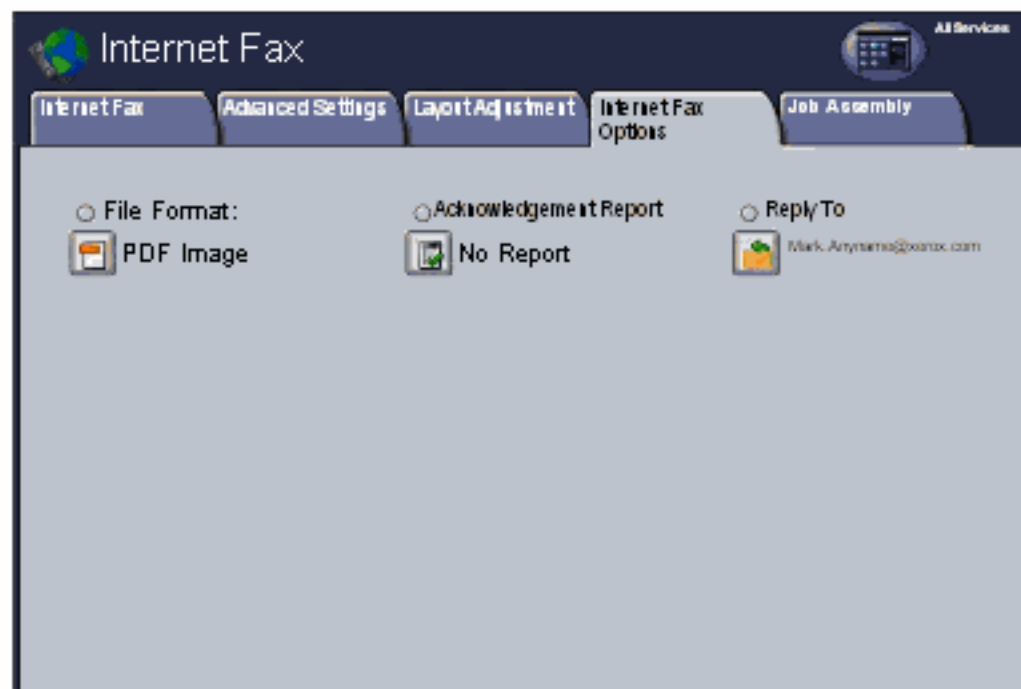
Search

## Internet Fax Overview



The Internet Fax Options screen allows you to change the Reply To e-mail address and identify the file format you require for your fax scanned image. It also allows you to amend the message included in the fax e-mail and print a fax acknowledgement report.

For more information about Options go to the module titled **Internet Fax Options** within this tutorial.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Entering an e-mail address



When entering an e-mail address there are different options available with your machine.

This topic will show you how to enter the address and informs you of the different types of address book your machine can use.

- > Overview
- > Manually
- > Address Books
- > Address Book Types



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Overview



When internet faxing you must enter an SMTP (Simple Mail Transfer Protocol) e-mail address, for example, anyone@anycompany.com.

The e-mail address can be entered in one of two ways - manually or via an address book.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Overview



### Manually

If you already know the full SMTP e-mail address of your required recipient, or if you know that the recipient is not in any of the configured address books, use this option. Enter the e-mail address in much the same way as you would enter the recipient address on your personal computer. For example, anyone@anycompany.com.

For more information about manually entering an e-mail address go to the topic titled **Manually** within this module.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Overview



### Address Books

If you are not sure of the complete SMTP e-mail address, use the address books to search for the correct SMTP e-mail address. Enter the details that you do know and then search the address books in much the same way as you search the address books for your personal computer e-mail.

For more information about using address books to enter an e-mail address go to the topic titled **Address Book** within this module.

For more information about the different types of address books go to the topic titled **Address Book Types** within this module.

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

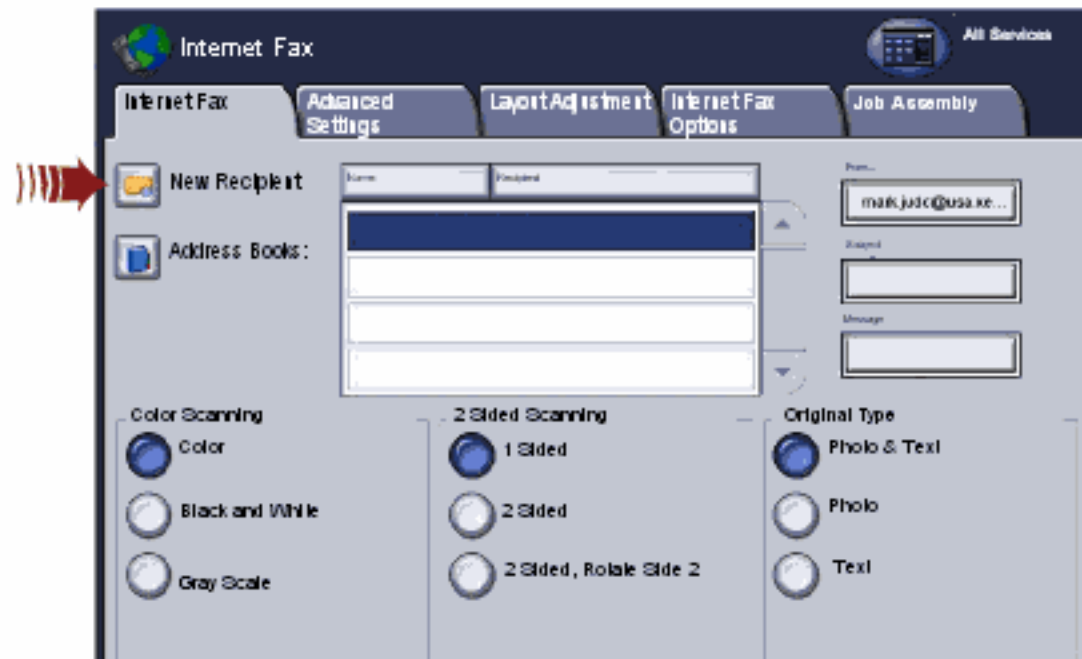
Enter a key word.

Search

## Manually

If you already know the full SMTP e-mail address, you can enter the e-mail address manually on the touch screen. On selecting the **New Recipient** button, the Recipient List keyboard will be displayed.

Select the **New Recipient** button.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

## Manually



Use the keypad on the touch screen to enter the e-mail address.

You can change the keypad to show upper or lower case, accented characters or numbers by selecting any of the buttons, as highlighted below. To delete a character, select the **Backspace** button.

When you have entered the required e-mail address select the **Add** button.

Select the **Add** button.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

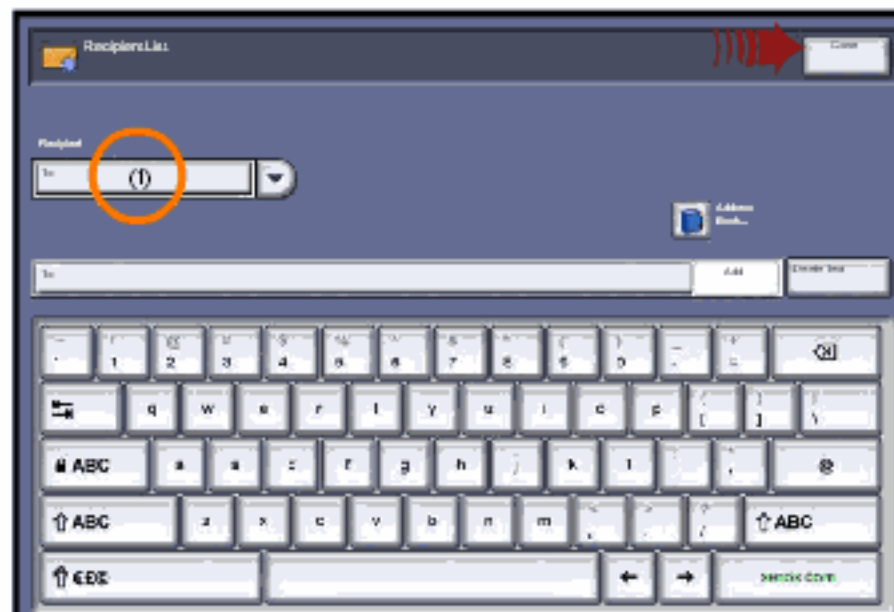
Search

## Manually



The entered e-mail address will be added to the Recipient List. Touch the **Close** button to review the recipient list.

Select the **Close** button.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

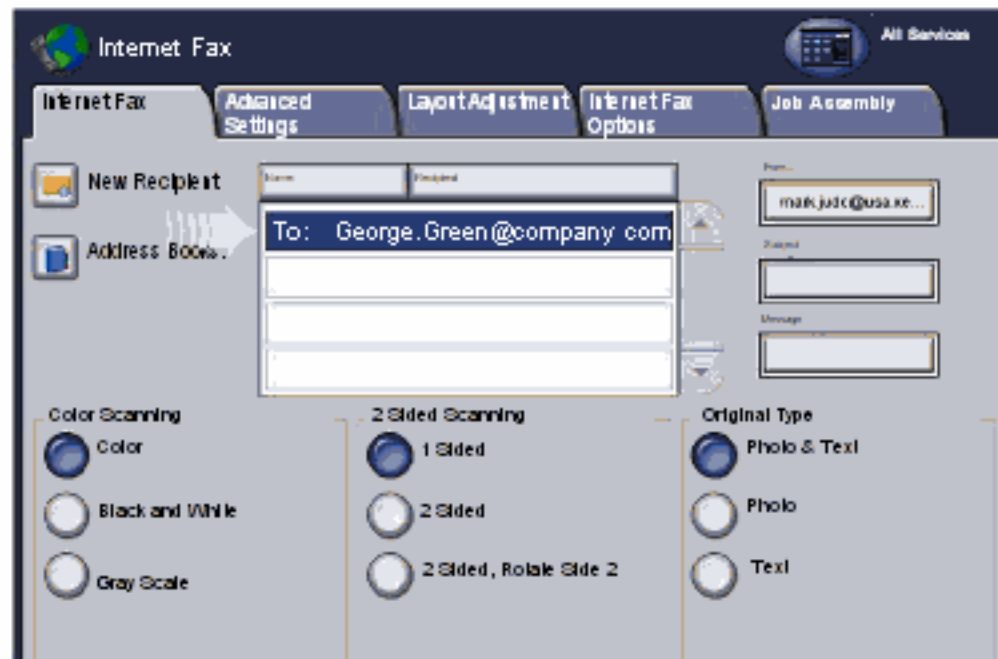
Enter a key word.

Search

## Manually

You can **review**, **edit**, and **remove** entries from the Recipient List by simply touching the entry and selecting the appropriate option.

Select the first entry shown in the Recipient List.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

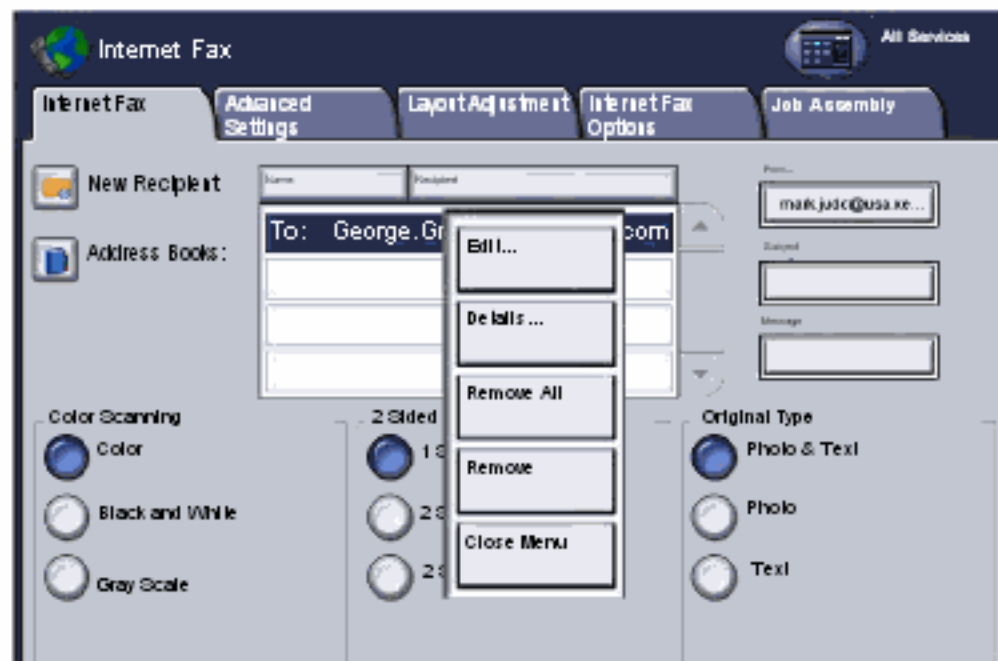
## Manually



You can **review**, **edit**, and **remove** entries from the Recipient List by simply touching the entry and selecting the appropriate option.

Select the first entry shown in the Recipient List.

This concludes the Manual Addressing topic.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

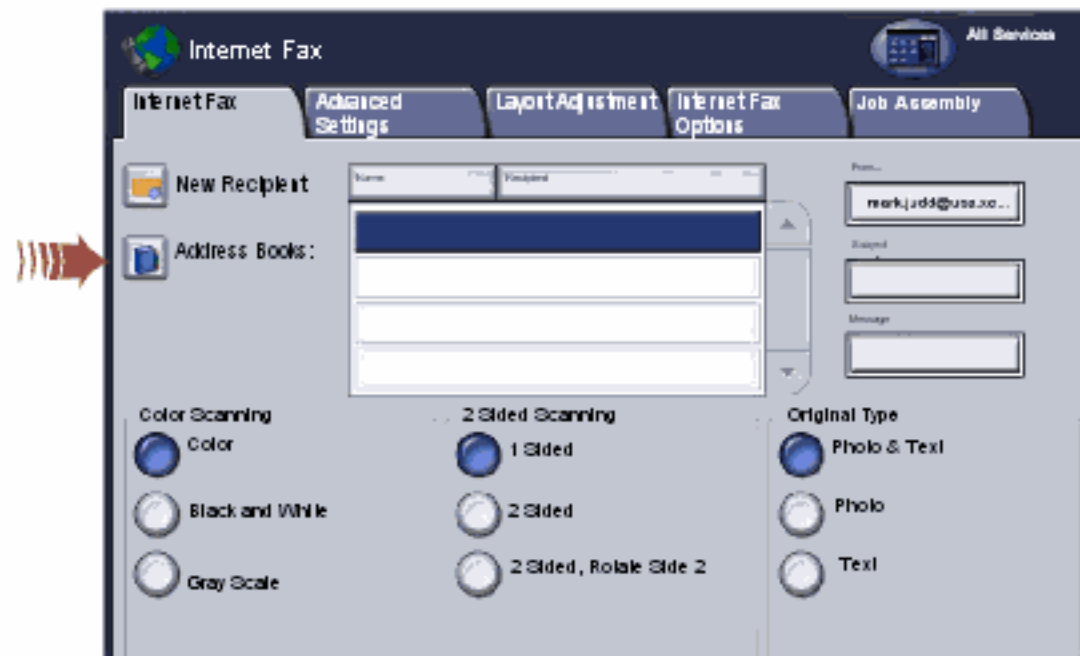
Enter a key word.

Search

## Address Books

Address books contain a list of e-mail addresses and details that are relevant to your company and/or you. Your machine is able to support two types of e-mail address books - Public and Internal. When an entry is made in the To or Cc the Address Book displays search results for one or both configured address books.

Select the **Address Book** button.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Address Books



If you already know the full SMTP e-mail address, you can enter the e-mail address manually on the touch screen. On selecting either the To, Cc or Bcc buttons, the e-mail address entry screen will be displayed.

Select the **To..** button.

Name	Recipient(s)

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Address Books



The entered e-mail address will be added to the Recipient List. Touch the **Close** button to review the recipient list.

Select the **Close** button.

Internet Fax Address Book

Address Books:

Public

Public

Search Network

Name:

- Smith, James
- Taylor, John
- Underwood, Lisa
- Vandecott, Brian
- Wilson, Charles
- Waters, James

Details ...

To...

Cc...

Bcc...

Recipient(s)

To: Smith, James

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Address Books



You can **review**, **edit**, and **remove** entries from the Recipient List by simply touching the entry and selecting the appropriate option.

Select the first entry shown in the Recipient List.

Internet Fax

Internet Fax | Advanced Settings | Layout Adjustment | Internet Fax Options | Job Assembly

New Recipient | Address Books

Name: Recipients

To: Smith, James

From: mark.judd@usa.co...

Subject:

Message:

Color Scanning:  Color,  Black and White,  Gray Scale

2 Sided Scanning:  1 Sided,  2 Sided,  2 Sided, Rotate Side 2

Original Type:  Photo & Text,  Photo,  Text

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

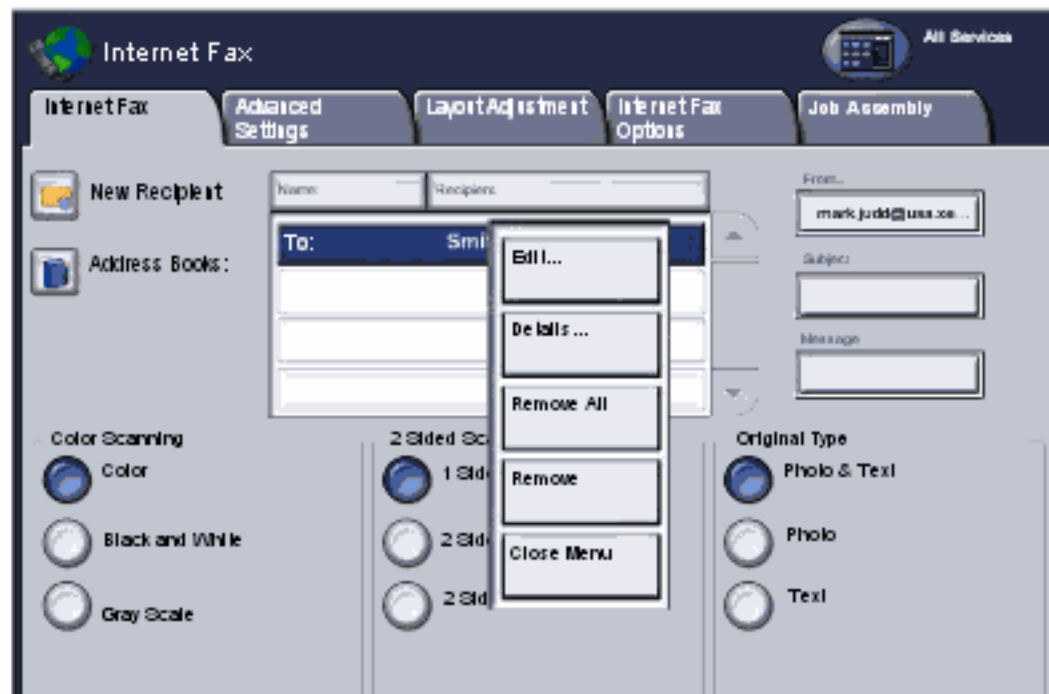
Search

## Address Books



You can **review**, **edit**, and **remove** entries from the Recipient List by simply touching the entry and selecting the appropriate option.

Select the first entry shown in the Recipient List.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Address Book Types



If configured, there are two different types of address book on your machine. The address books are known as Public and Network Address Books.

The following pages will give you a description of each address book type.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Address Book Types



### Public Address Book

The Public Address Book stores external company addresses on the machine. The address book contains a list of user names and their e-mail addresses.

The file must be a CSV (Comma Separated Value) format for your machine to be able to read the file contents. The completed file is imported to the machine via CenterWare Internet Services. Your machine will not allow the import of a Public Address Book file that does not end with the .CSV file extension.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

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## Address Book Types



### Public Address Book

The majority of word processing packages will allow you to create a CSV file. A selection of e-mail applications will also allow you to export a list of users in the CSV file format.

A valid CSV file is in the format *Name, SMTP e-mail address*. For example the following are both valid CSV format file entries:

Smith, smith@company.com

"Smith, John", john.smith@company.com

The order in which the entries are sorted in the CSV file will be the same as that displayed in the Public Address Book at your machine.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

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## Address Book Types



### Network Address Book

Otherwise known as the LDAP (Lightweight Directory Access Protocol), the Network Address Book stores network, or internal company addresses on the company network. The System Administrator creates the Network Address Book.

The display of the search results is defined by the LDAP. For example, the LDAP server can return a search query "And" as "Andrew Smith" when the result "Andrews, James" may have been expected. The *lastname, firstname* or *firstname, lastname* display is controlled by the LDAP server and not your machine.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

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Enter a key word.

## Address Book Types



### Network Address Book

If you have successfully logged in via Authentication mode, your machine will automatically attempt to match your login name to your e-mail address. Your name will then be entered into the From e-mail address field. You will not be able to change the From address.

The screenshot shows the 'Internet Fax' configuration window. At the top, there are tabs for 'Internet Fax', 'Advanced Settings', 'Layout Adjustment', 'Internet Fax Options', and 'Job Assembly'. The 'Internet Fax' tab is active. On the left, there are buttons for 'New Recipient' and 'Address Books:'. The main area contains a table with columns for 'Name' and 'Recipient'. Below this, there are three sections of radio button options: 'Color Scanning' (Color, Black and White, GrayScale), '2 Sided Scanning' (1 Sided, 2 Sided, 2 Sided, Rotate Side 2), and 'Original Type' (Photo & Text, Photo, Text). On the right side, there are input fields for 'From...' (containing 'markjudd@usa.xe...'), 'Subject', and 'Message'. A 'All Services' icon is visible in the top right corner of the window.

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

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Enter a key word.

**Search**

## Entering an e-mail address



This completes the entering an e-mail address module, where you have reviewed:

- > Overview
- > Manually
- > Address Books
- > Address Book Types

Return to the previous menu to review the other features.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

## Basic Settings

The basic settings information is on the first Internet Fax tab and allows you to specify the most commonly used settings for an internet fax job.

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

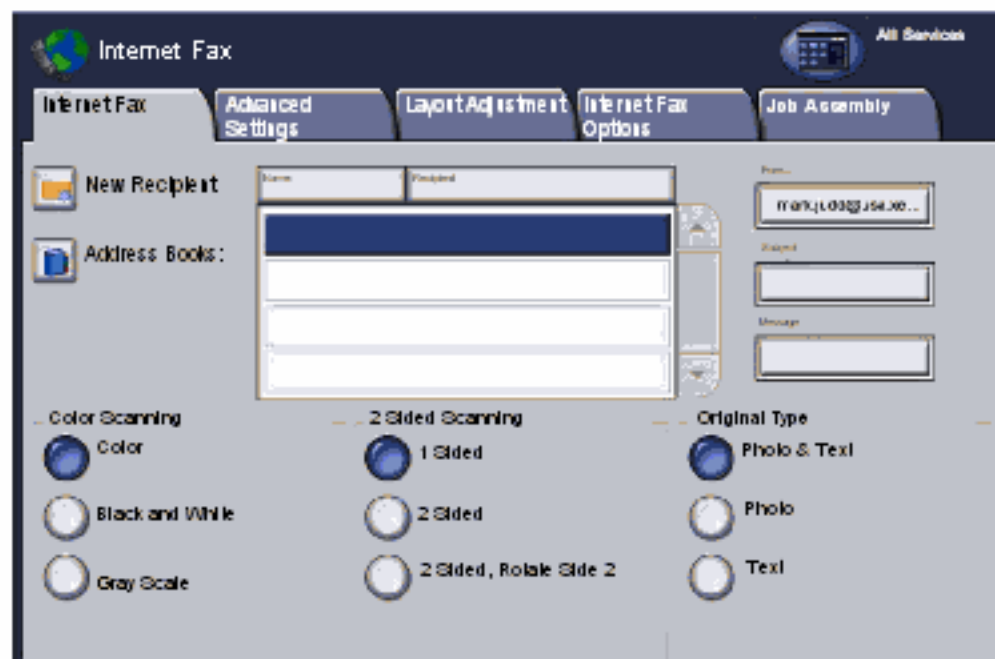
Enter a key word.

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## Basic Settings

The Color Scanning option allows you to select the output color of the document to be scanned.

Select the **Color Scanning** buttons below for more information.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

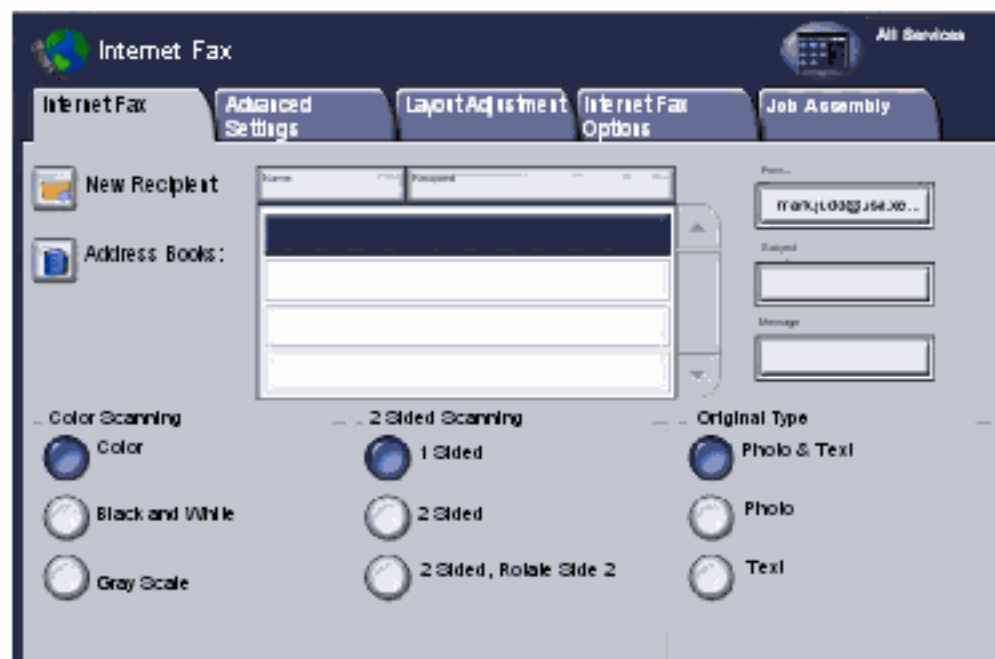
When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

## Basic Settings

The Color Scanning option allows you to select the output color of the document to be scanned.

Select the **Color Scanning** buttons below for more information.



The **Color** option enables the copier to make copies using all four toner colors (Yellow, Magenta, Cyan and Black).

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

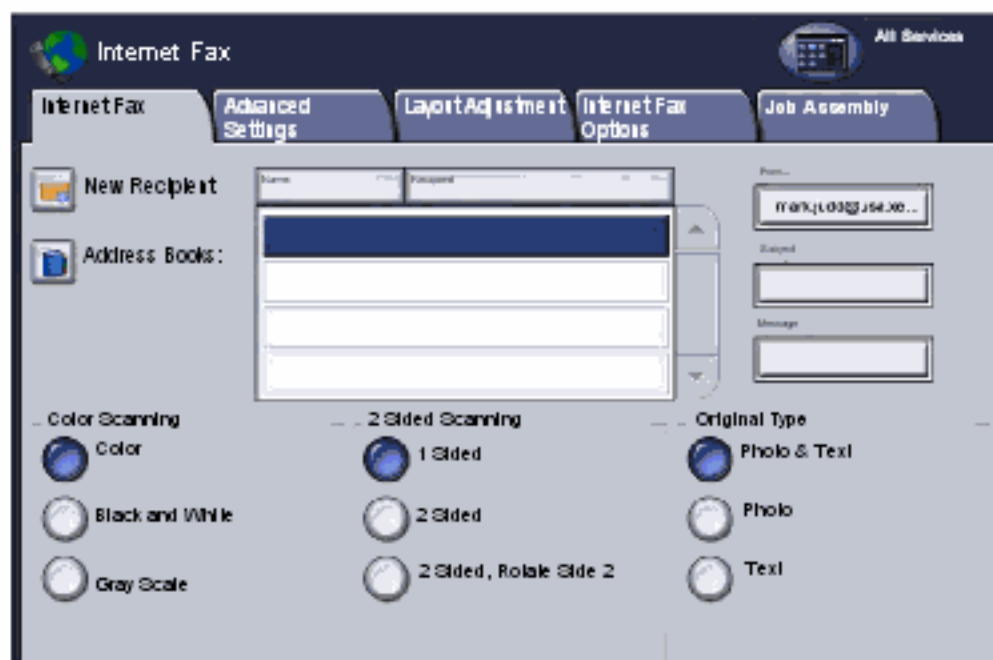
Enter a key word.

Search

## Basic Settings

The Color Scanning option allows you to select the output color of the document to be scanned.

Select the **Color Scanning** buttons below for more information.



The **Black and White** option should be selected when the desired output is a black and white copy. Black and white copies can be made from any original. With Black and White selected, only Black toner is used.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

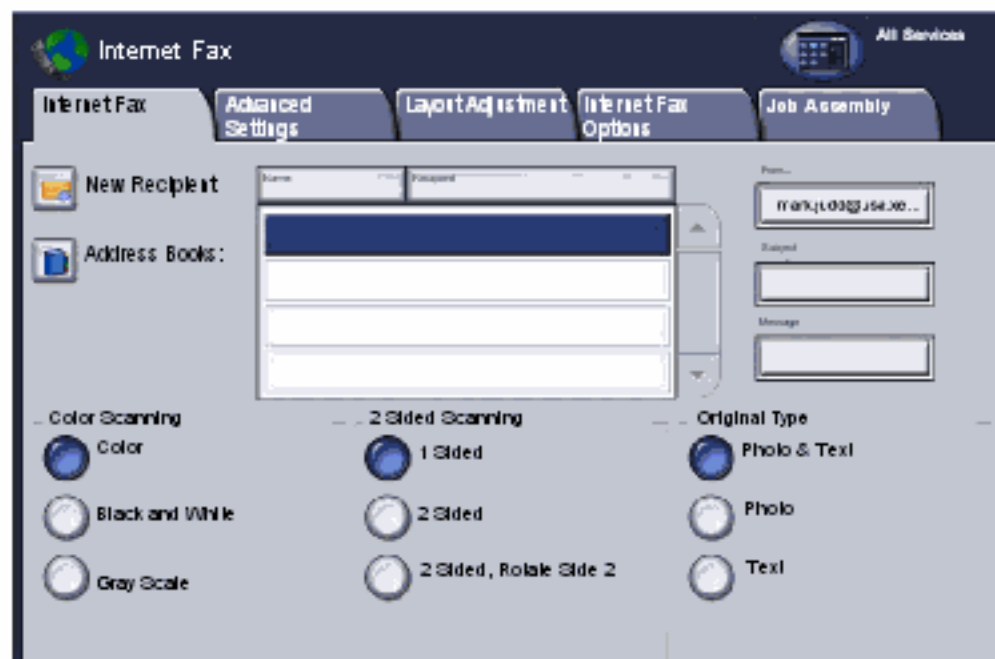
Search

## Basic Settings



The Color Scanning option allows you to select the output color of the document to be scanned.

Select the **Color Scanning** buttons below for more information.



The **Grayscale** option causes all scanned documents to be output in shades of gray.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

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## Basic Settings

Select the 2 Sided Scanning option buttons below for more information.

Internet Fax

Internet Fax | Advanced Settings | Layout Adjustment | Internet Fax Options | Job Assembly

New Receipt

Address Books:

Color Scanning

- Color
- Black and White
- Gray Scale

2 Sided Scanning

- 1 Sided
- 2 Sided
- 2 Sided, Rotate Side 2

Original Type

- Photo & Text
- Photo
- Text

Select the **1 Sided** button if your original documents are single sided.



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## Internet Fax

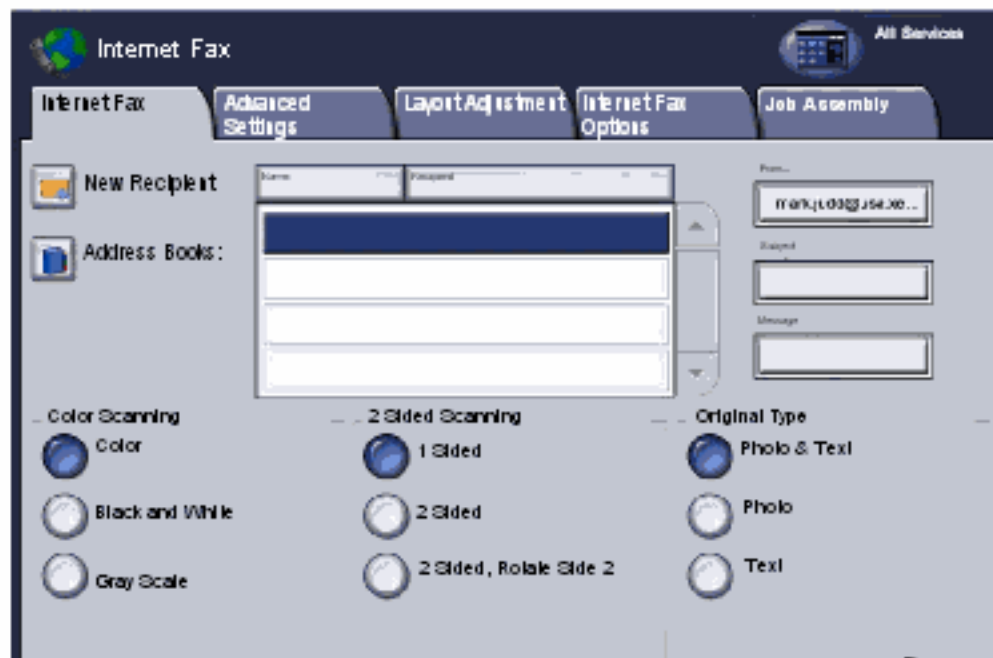
These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

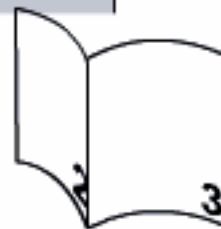
## Basic Settings

Select the 2 Sided Scanning option buttons below for more information.



Select the **2 Sided** button if your original documents are double sided and in the format head to head, that is your original opens like a book.

The Document Handler must be used to scan your originals with this option.



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## Internet Fax

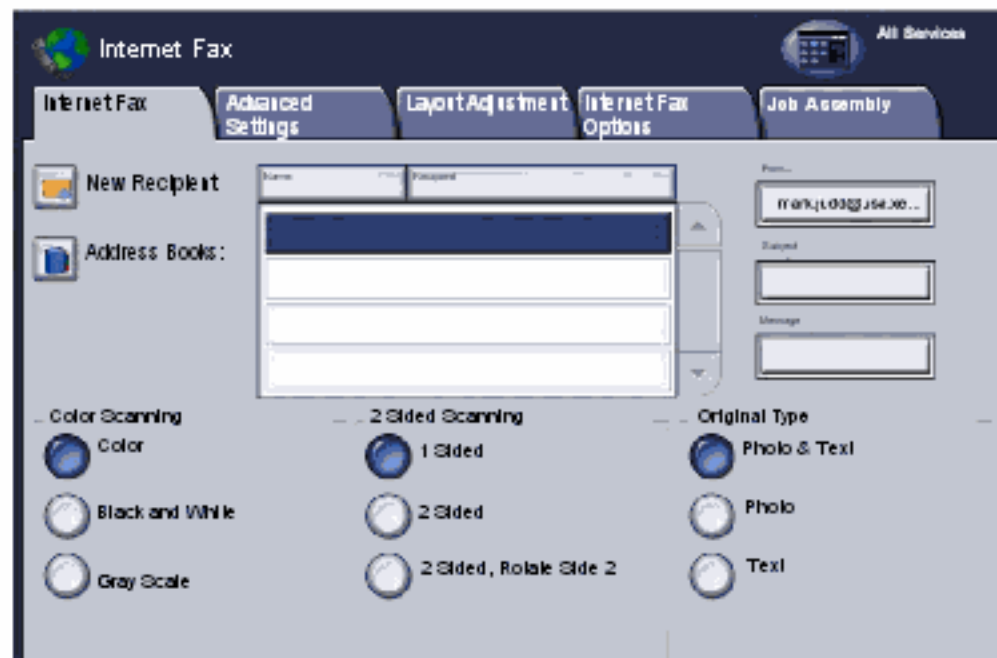
These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

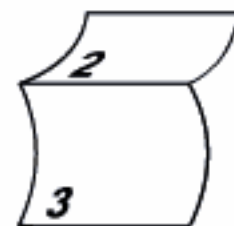
## Basic Settings

Select the 2 Sided Scanning option buttons below for more information.



Select the **2 Sided, Rotate Side 2** button if your original documents are double sided and in the format head to toe, that is your original opens like a calendar.

The Document Handler must be used to scan your originals with this option.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

## Basic Settings



**Original Type** defines the type of original being used for scanning. Making the correct original type selection will enhance the quality of your scanned image.

Roll the cursor over each of the **Original Type** buttons for a description of the feature and when to use it.

The screenshot shows the 'Internet Fax' interface with several tabs: 'Internet Fax', 'Advanced Settings', 'Layout Adjustment', 'Internet Fax Options', and 'Job Assembly'. The 'New Receipt' section is active, showing fields for 'Name', 'Recipient', 'From' (with the email 'mark.judd@usa.xe...'), 'Subject', and 'Message'. The 'Original Type' section has three radio buttons: 'Photo & Text' (selected), 'Photo', and 'Text'. A tooltip box is overlaid on the 'Photo & Text' button, containing the following text:

**Photo & Text**  
Recommended specifically for originals containing photographs, magazine pictures or continuous tones, with text or line art. Produces the best quality for originals containing photographs, text and line art.

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

## Basic Settings



**Original Type** defines the type of original being used for scanning. Making the correct original type selection will enhance the quality of your scanned image.

Roll the cursor over each of the **Original Type** buttons for a description of the feature and when to use it.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

## Basic Settings



**Original Type** defines the type of original being used for scanning. Making the correct original type selection will enhance the quality of your scanned image.

Roll the cursor over each of the **Original Type** buttons for a description of the feature and when to use it.

The screenshot shows the 'Internet Fax' control panel with tabs for 'Internet Fax', 'Advanced Settings', 'Layout Adjustment', 'Internet Fax Options', and 'Job Assembly'. The 'New Receipt' section includes fields for 'Name' and 'Recipient'. The 'From' field contains 'mark.judd@usa.xe...'. The 'Original Type' section has three radio buttons: 'Photo & Text' (selected), 'Photo', and 'Text'. A tooltip box is overlaid on the 'Photo' button with the following text:

**Photo**  
Recommended specifically for originals containing photographs, magazine pictures or continuous tones, without any text or line art. Produces the best quality for photographs, but poor quality text and line art.

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Basic Settings



**Original Type** defines the type of original being used for scanning. Making the correct original type selection will enhance the quality of your scanned image.

Roll the cursor over each of the **Original Type** buttons for a description of the feature and when to use it.

**Text**  
Recommended for scanning originals containing text and line art. Produces sharper edges and is the best quality for text and line art.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

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## Advanced Settings



The Advanced Settings options allow you to manipulate the scanned image and enhance the appearance and style of your faxed document. There are 4 options:

- > Image Options
- > Image Enhancement
- > Resolution
- > Quality / File Size

This tutorial will show you how to use all 4 of the Advanced Settings options.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

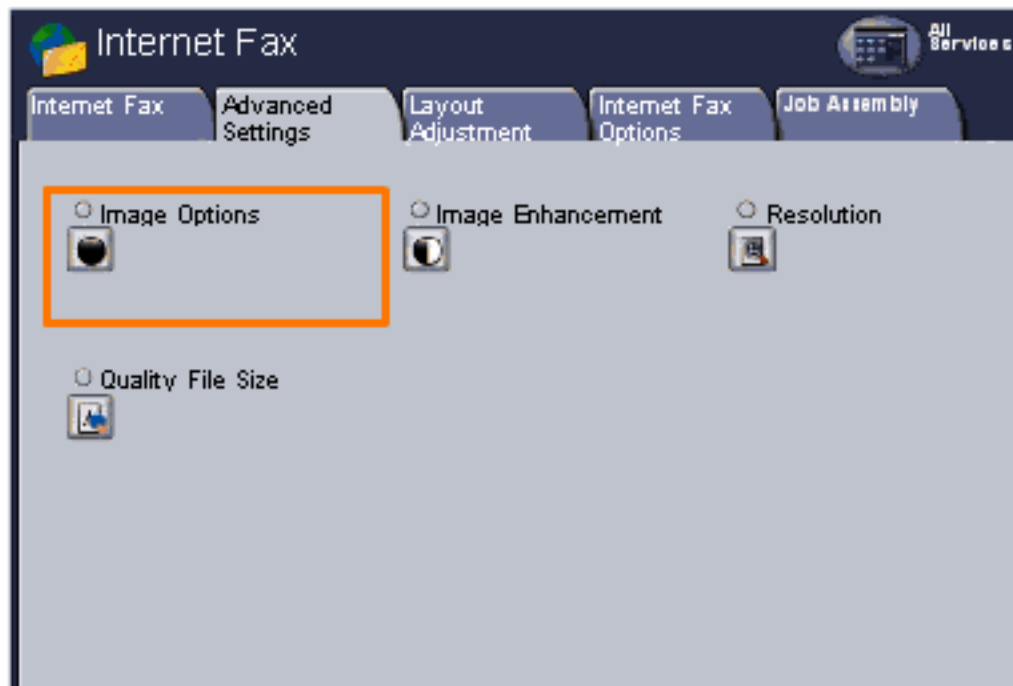
Enter a key word.

Search

## Image Options



Use the Image Options settings to adjust the image quality applied to the scanned document. There are two features associated with Image Options; **Lighten/Darken** and **Sharpness**.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

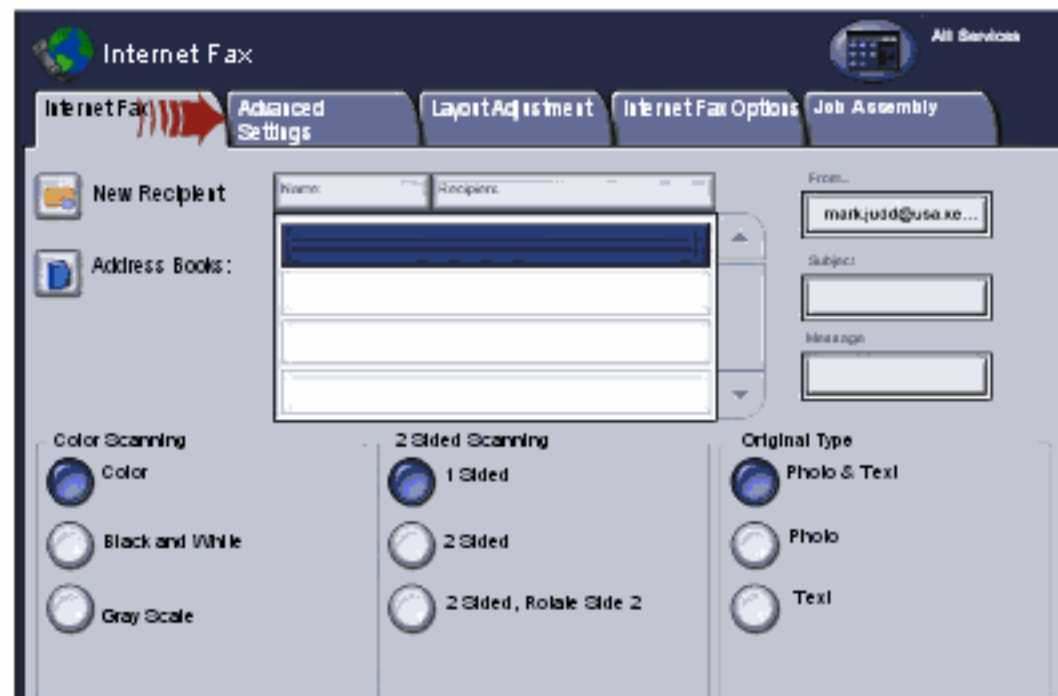
Search

## Image Options



The Image Options are set from a button on the Advanced Settings tab. When you have made your selections you must select **Save** so that you can program any other features you may require from the control panel.

Access the Image Options settings by selecting the **Advanced Settings** tab and the **Image Options** button.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

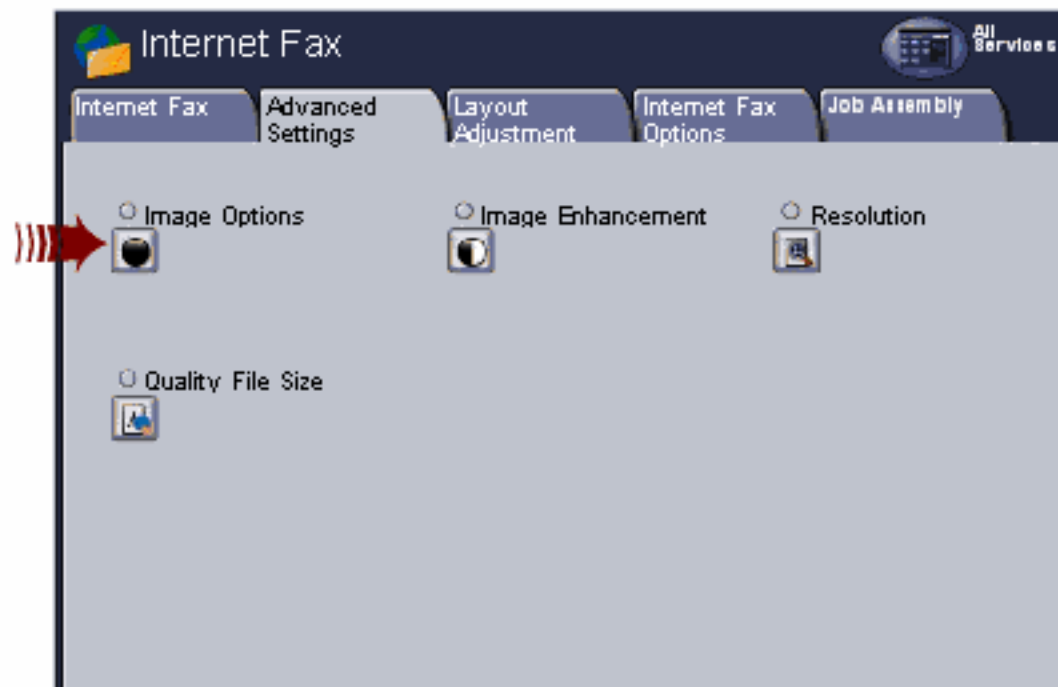
Search

## Image Options



The Image Options are set from a button on the Advanced Settings tab. When you have made your selections you must select **Save** so that you can program any other features you may require from the control panel.

Access the Image Options settings by selecting the **Advanced Settings** tab and the **Image Options** button.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

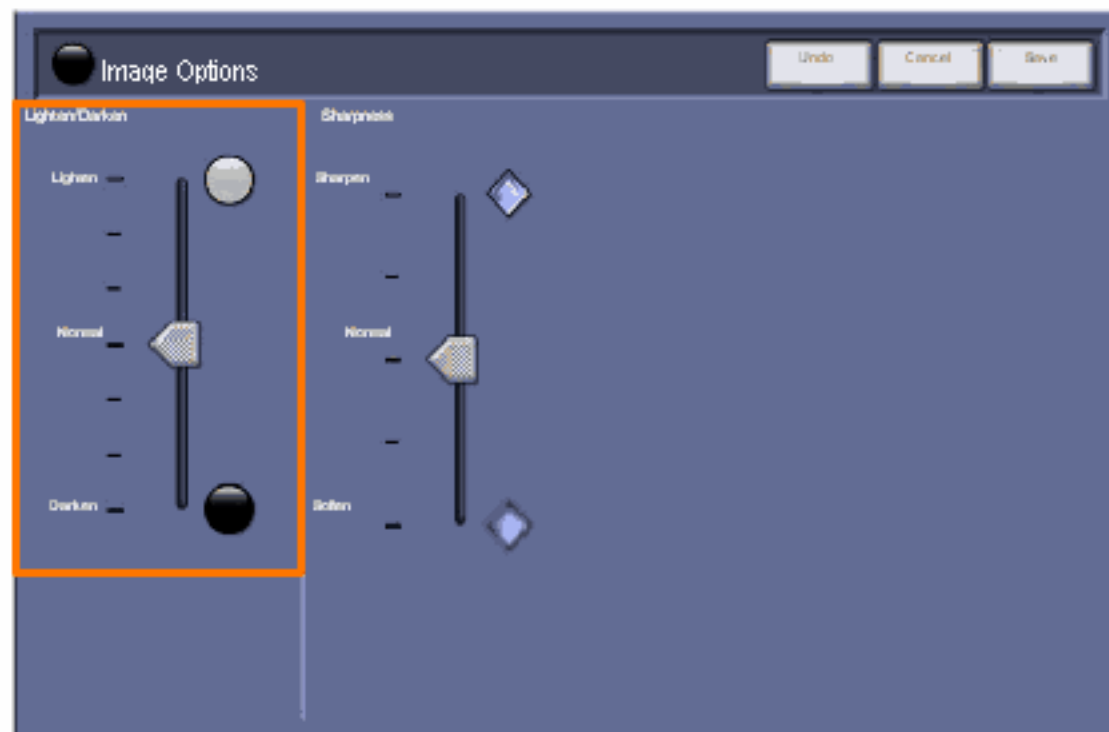
Enter a key word.

Search

## Image Options



**Lighten/Darken** provides manual control to adjust the lightness or darkness of the scanned images. Press the down scroll button to darken the scanned image, from light originals such as pencil images. Press the up scroll button to lighten the scanned image, from dark originals such as half tones or originals with coloured backgrounds.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

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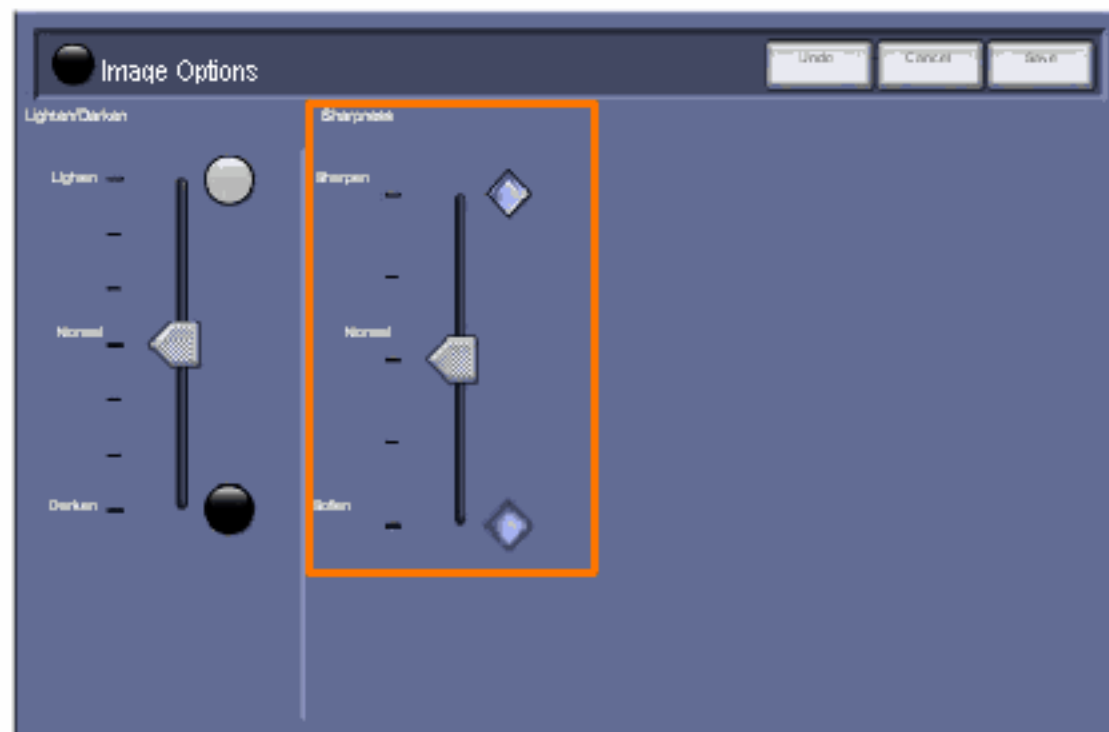
## Image Options



**Sharpness** this feature controls the balance between sharp text and moiré (patterns within the image).

Move the slider control **down** (Soften) to produce an image with a smooth, uniform appearance (ideally suited for photographic scanned images).

Move the slider control **up** (Sharpen) to produce an image with better quality text or line art.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

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## Image Enhancement

Use the Image Enhancement settings when your scanned image requires more than the basic image quality. There are two features associated with Image Enhancement; **Contrast** and **Background Suppression**.

Access the Image Enhancement settings by selecting the **Advanced Settings** tab and the **Image Enhancement** button.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

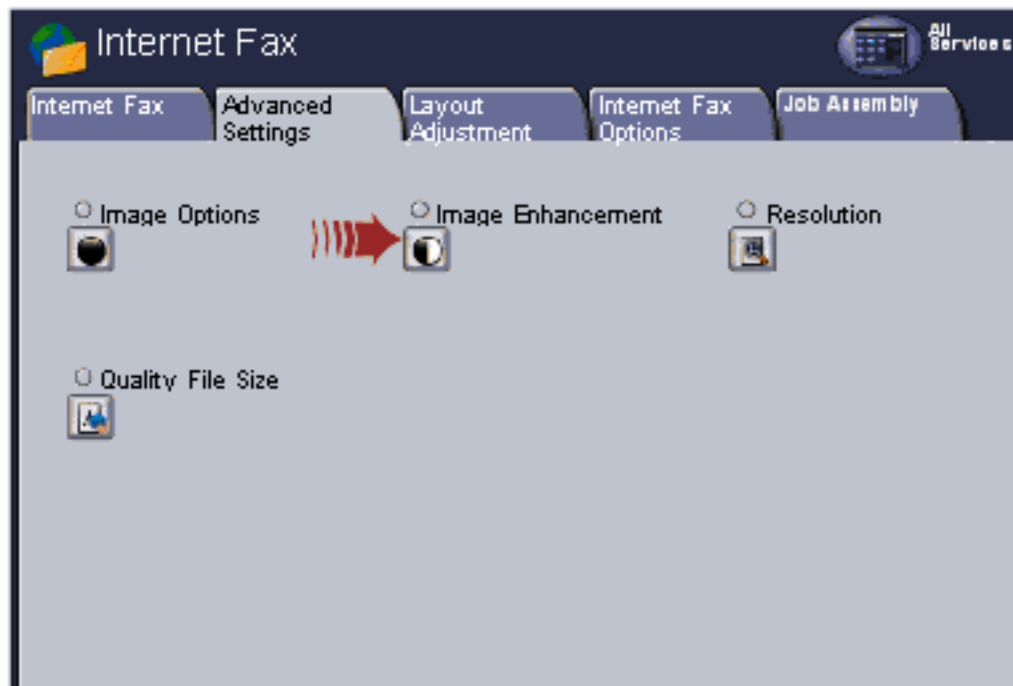
Search

## Image Enhancement



Use the Image Enhancement settings when your scanned image requires more than the basic image quality. There are two features associated with Image Enhancement; **Contrast** and **Background Suppression**.

Access the Image Enhancement settings by selecting the **Advanced Settings** tab and the **Image Enhancement** button.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

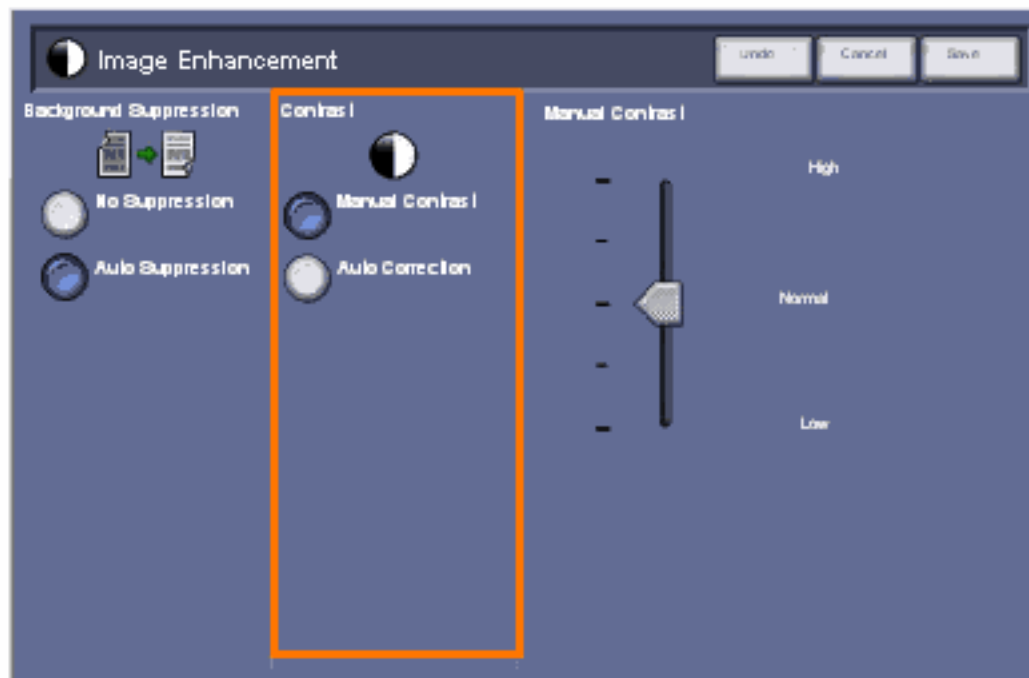
Enter a key word.

Search

## Image Enhancement



The **Contrast** feature controls the difference between the image densities within the scanned image.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

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## Image Enhancement



The **Contrast** feature controls the difference between the image densities within the scanned image.

Lower contrast settings reproduce more detail in light and dark areas of the original, while higher contrast settings produce vivid blacks and whites for sharper text and lines, but less detail in pictures.



Least Contrast



Normal



Most Contrast



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

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Enter a key word.

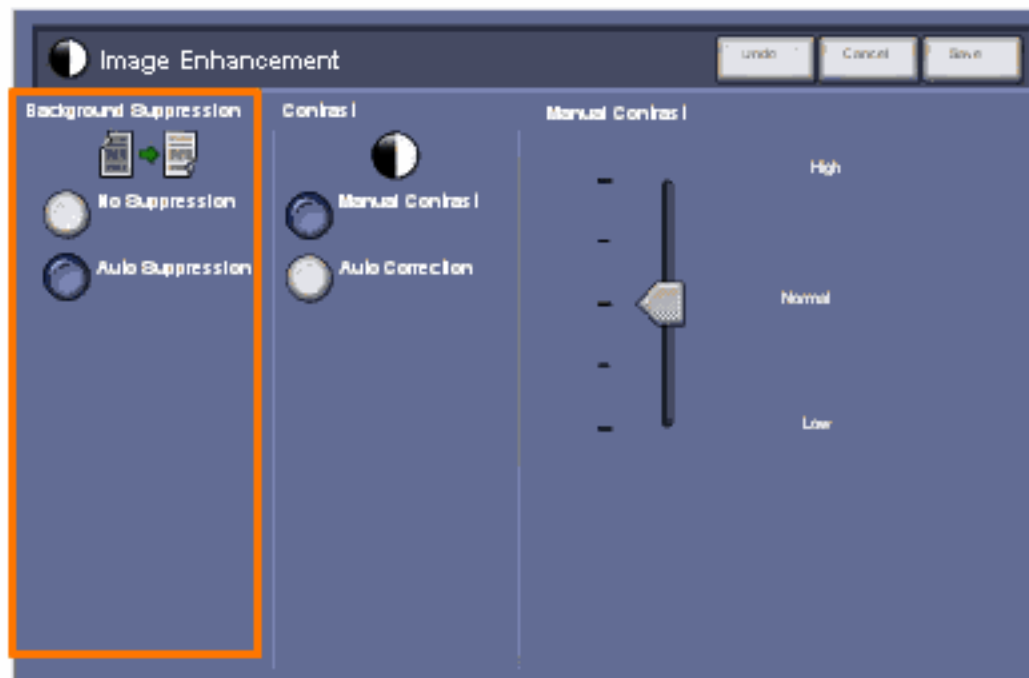
Search

## Image Enhancement



Background Suppression prevents reproduction of unwanted shading from originals where the opposite side printing shows through. The **Auto Suppression** option in the Background Suppression area of the screen automatically reduces or eliminates any background on the copies caused by colored paper or newspaper originals. Select the **No Suppression** option when:

- The Darken adjustment does not produce a satisfactory copy from light originals.
- The original has a gray or colored border, such as a certificate.
- You want to bring out fine detail that was lost due to a dark edge when using bound originals.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

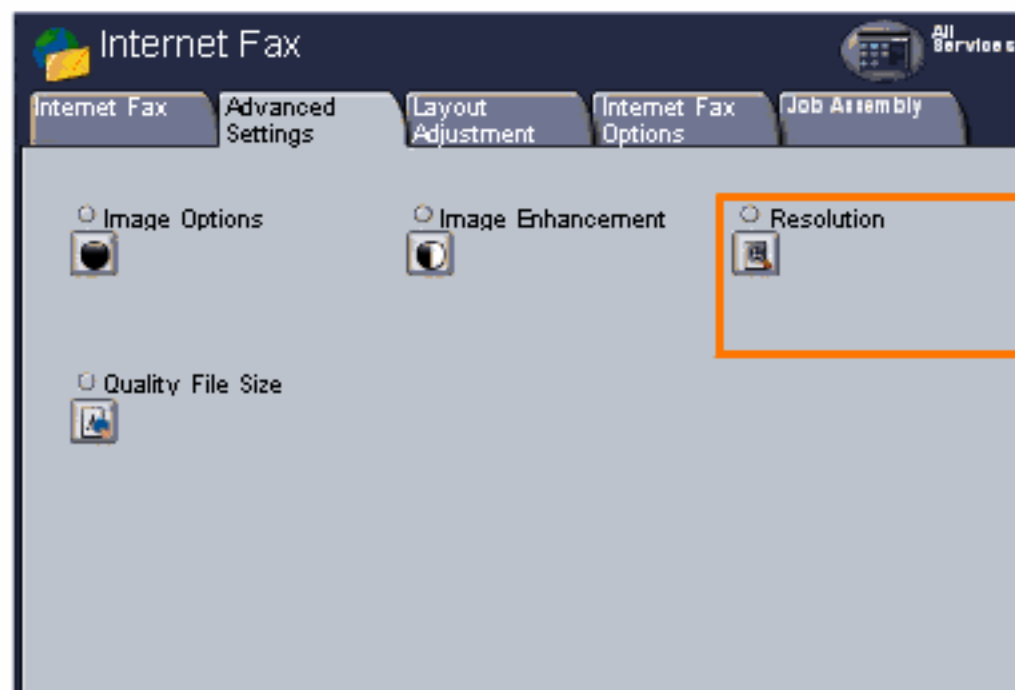
When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

## Resolution



The Resolution affects the appearance of the fax at the receiving fax terminal, by defining the resolution at which the original will be scanned.

A higher resolution yields better quality for photos. A lower resolution reduces communication time.



Enter a key word.

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

## Resolution



The Resolution is set from a button on the Advanced Settings tab.  
When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Access the Resolution settings by selecting the **Advanced Settings** tab and the **Resolution** button.

The screenshot shows the 'Internet Fax' control panel with the 'Advanced Settings' tab selected. A red arrow points to the 'Resolution' button. The 'Resolution' settings are displayed as follows:

Color Scanning	2 Sided Scanning	Original Type
<input checked="" type="radio"/> Color	<input checked="" type="radio"/> 1 Sided	<input checked="" type="radio"/> Photo & Text
<input type="radio"/> Black and White	<input type="radio"/> 2 Sided	<input type="radio"/> Photo
<input type="radio"/> Gray Scale	<input type="radio"/> 2 Sided, Rotate Side 2	<input type="radio"/> Text

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

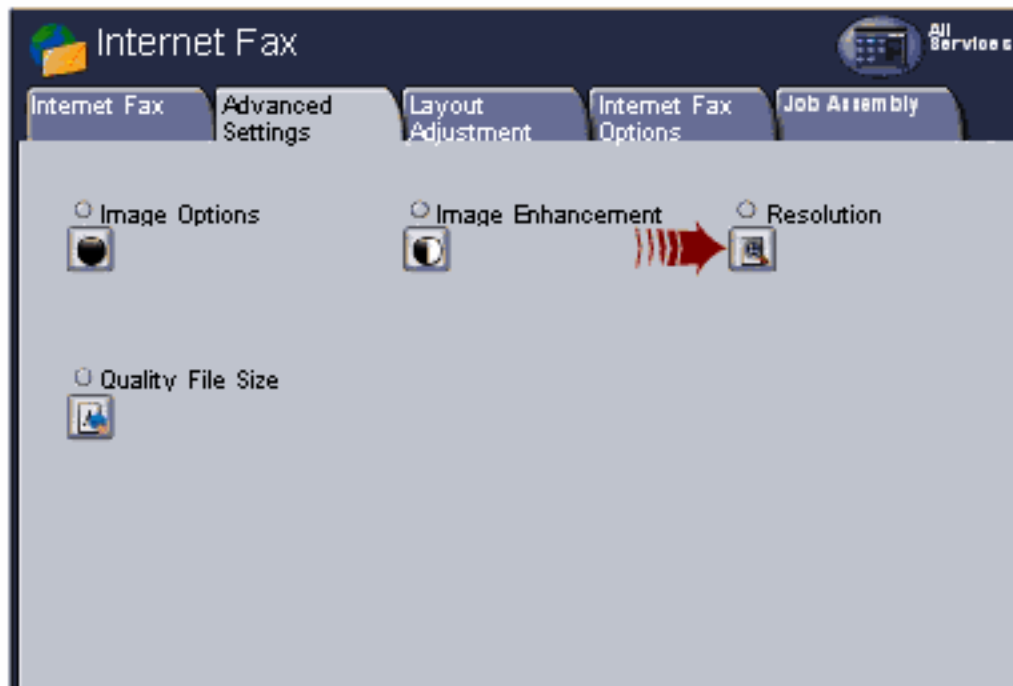
Search

## Resolution



The Resolution is set from a button on the Advanced Settings tab.  
When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Access the Resolution settings by selecting the **Advanced Settings** tab and the **Resolution** button.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

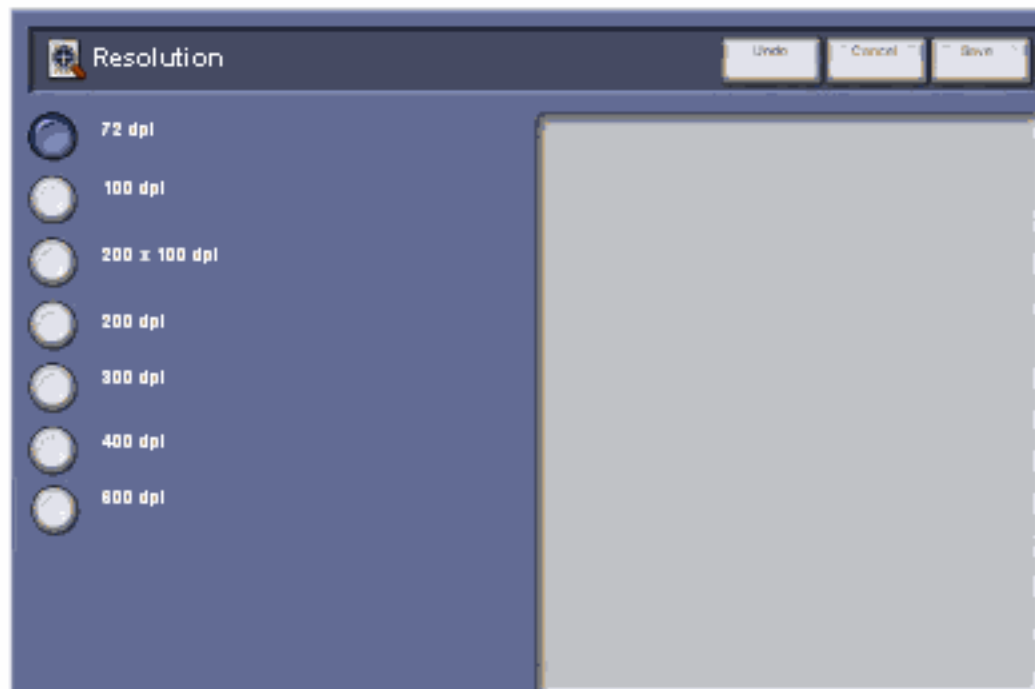
Enter a key word.

Search

## Resolution



Roll the cursor over each of the **Resolution** buttons for a description.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

## Quality / File Size

The Quality / File Size settings allow you to choose between scan image quality and file size. These settings including delivering the highest quality or making smaller file sizes.

When you have made your selection you must select **Save** so that you can programme any other features you may require.

Access the Quality / File Size settings by selecting the **Advanced Settings** tab and the **Quality / File Size** button.

The screenshot shows the 'Internet Fax' settings window. At the top, there are tabs for 'Internet Fax', 'Advanced Settings', 'Layout Adjustment', 'Internet Fax Options', and 'Job Assembly'. The 'Advanced Settings' tab is active. Below the tabs, there are sections for 'New Receipt' (with a 'Name' field and a list), 'Address Books', 'Color Scanning' (with radio buttons for Color, Black and White, and Gray Scale), '2 Sided Scanning' (with radio buttons for 1 Sided, 2 Sided, and 2 Sided, Rotate Side 2), and 'Original Type' (with radio buttons for Photo & Text, Photo, and Text). On the right side, there are fields for 'From:' (marked 'mark.judd@usa.xo...'), 'Subject:', and 'Message:'.

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

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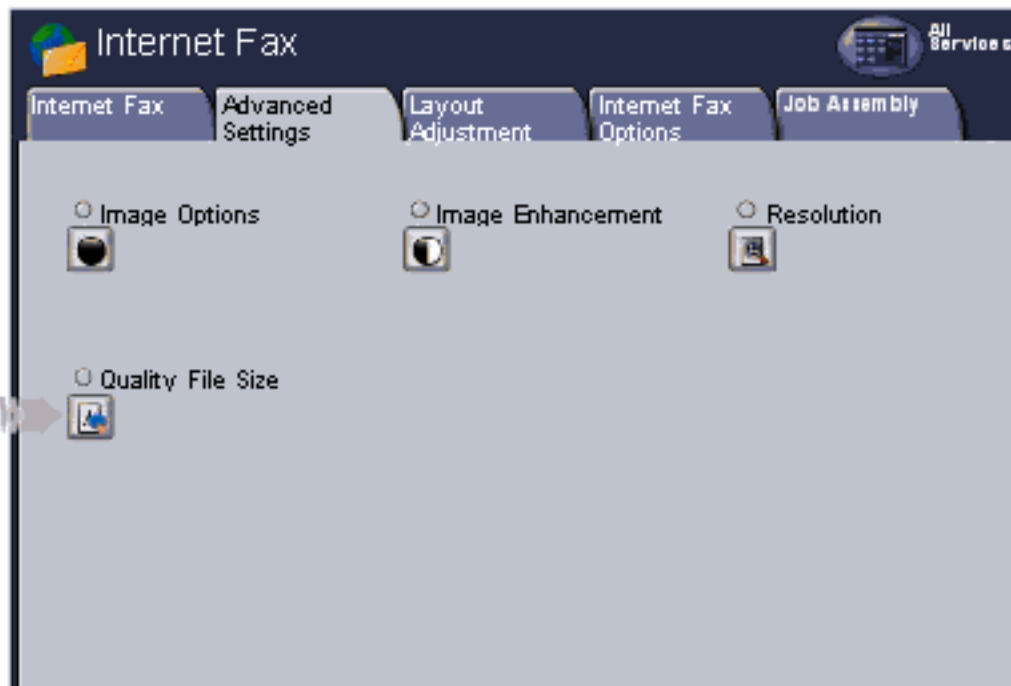
## Quality / File Size



The Quality / File Size settings allow you to choose between scan image quality and file size. These settings including delivering the highest quality or making smaller file sizes.

When you have made your selection you must select **Save** so that you can programme any other features you may require.

Access the Quality / File Size settings by selecting the **Advanced Settings** tab and the **Quality / File Size** button.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Quality / File Size



A small file size delivers slightly reduced image quality but is better when sharing the file over a network. A larger file size delivers improved image quality but requires more time when transmitting over the network.

Quality / File Size

Undo Cancel Save

Normal Quality  
Small File Size

High Quality  
Larger File Size

Note:  
The Normal Quality option produces the smaller files with good image quality.  
Small files are best for sharing and transmitting over the network.

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

Search

## Quality / File Size



If you change the Quality / File Size option you may affect the settings in the other options.

Select the **Save** button to confirm your new quality setting.

Quality / File Size

Undo Cancel Save

Normal Quality  
Small File Size

High Quality  
Larger File Size

Note:  
The Normal Quality option produces the smaller files with good image quality.  
Small files are best for sharing and transmitting over the network.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

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## Advanced Settings



This completes the explanation of all the Advanced Settings options available to you. Return to the previous menu to review other features in this tutorial.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

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## Internet Fax Options



The Internet Fax Options tab allows you to temporarily change the format of the faxed image file, set a 'Reply To' address and add a brief message. The Acknowledgement Report can also be enabled.

This topic will show you how to use the features on the Options tab.

- > File Format
- > Reply To
- > Message Body
- > Acknowledgement Report



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

## File Format

The File Format determines the type of file created and can be temporarily changed for the current job. The default setting for the File Format is entered at the web user interface.

Access the File Format settings by selecting the **Internet Fax Options** tab and the **File Format** button.

The screenshot shows the 'Internet Fax' web interface. At the top, there are navigation tabs: 'Internet Fax', 'Advanced Settings', 'Layout Adjustment', 'Internet Fax Options', and 'Job Assembly'. The 'Internet Fax Options' tab is selected, and a red arrow points to it. Below the tabs, there are several sections:

- New Recipient:** Fields for Name and Telephone.
- Address Books:** A list of address books with a search bar.
- Color Scanning:** Radio buttons for Color (selected), Black and White, and Gray Scale.
- 2 Sided Scanning:** Radio buttons for 1 Sided (selected), 2 Sided, and 2 Sided, Rotate Side 2.
- Original Type:** Radio buttons for Photo & Text (selected), Photo, and Text.

On the right side, there are fields for From (mailto:info@jss.co...), Send, and Message.

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

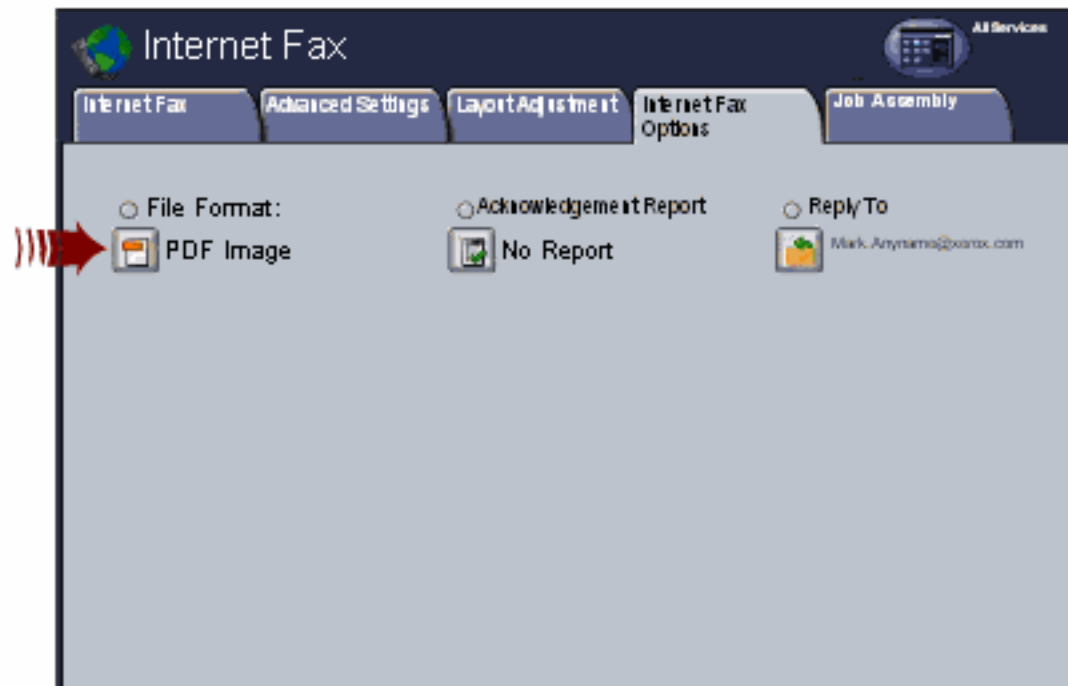
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## File Format



The File Format determines the type of file created and can be temporarily changed for the current job. The default setting for the File Format is entered at the web user interface.

Access the File Format settings by selecting the **Internet Fax Options** tab and the **File Format** button.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

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## File Format



From this screen you can select the document format you wish to use for your scanned image.

Roll the cursor over each of the document format buttons for a description of each format.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

## Reply To

The Reply To feature enables you to include an E-mail address you want the recipient to reply to, for example your own, as opposed to the "From" address which may be the E-mail address of the machine. If you wish to change the Reply to addressee, select the **Reply To** button and enter the required e-mail name using the keypad on the touch screen.

Access the keypad by selecting the **Reply To** button, from the **Internet Fax Options** tab.

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

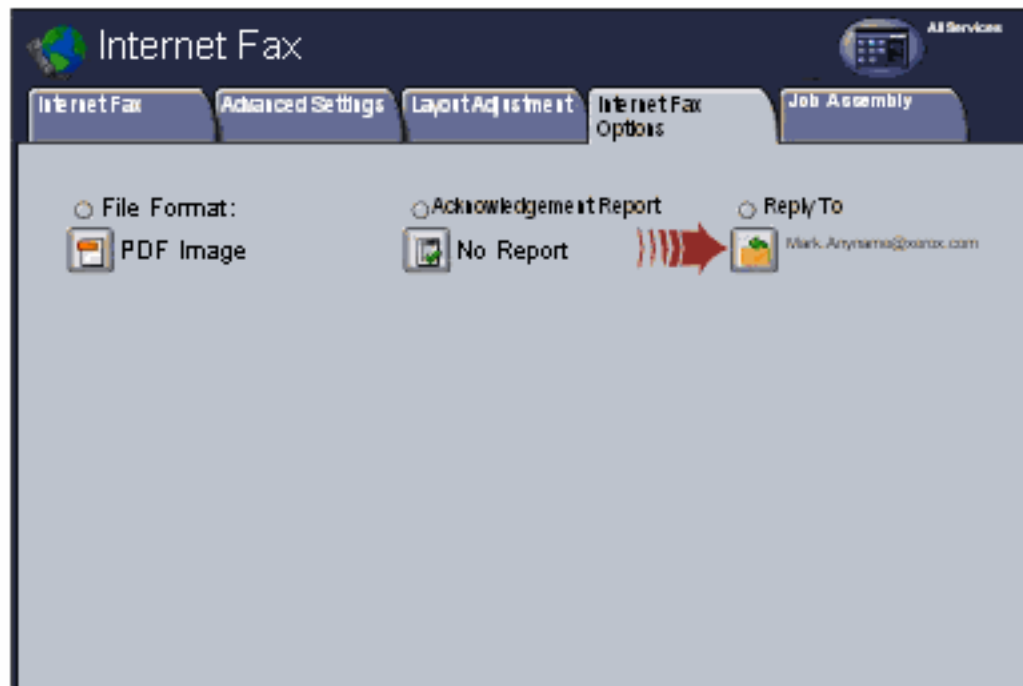
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## Reply To



The Reply To feature enables you to include an E-mail address you want the recipient to reply to, for example your own, as opposed to the "From" address which may be the E-mail address of the machine. If you wish to change the Reply to addressee, select the **Reply To** button and enter the required e-mail name using the keypad on the touch screen.

Access the keypad by selecting the **Reply To** button, from the **Internet Fax Options** tab.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

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## Reply To

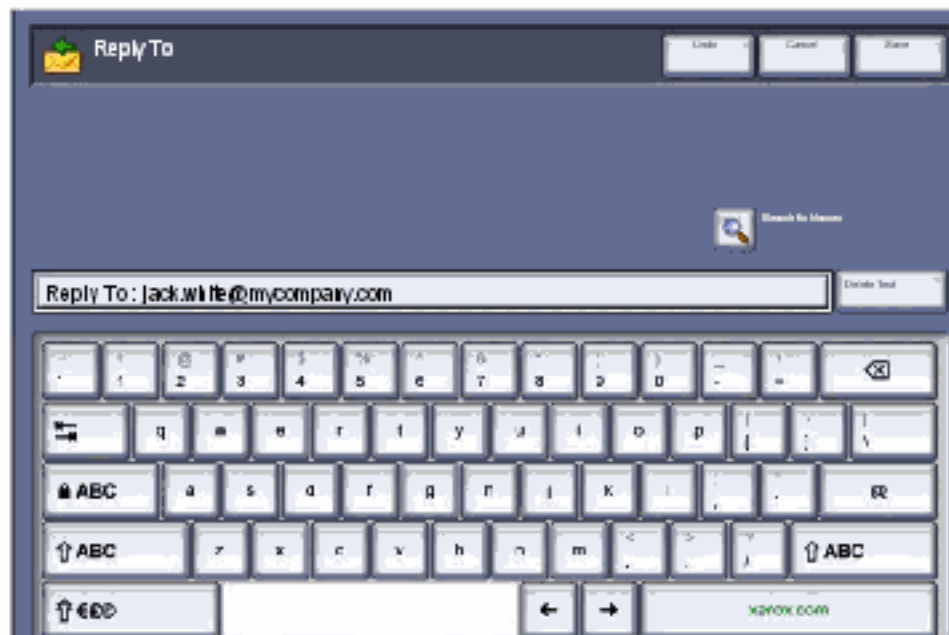


If you logged in through Network Authentication and your details are available in the address book, your e-mail address is displayed. This address can be edited.

Enter the required e-mail name using the keypad on the touch screen, or select the required e-mail name from the address book.

For more information about Address Books go to the module titled **Entering an E-Mail Address** within this tutorial.

When you have entered the e-mail address select the **Save** button.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

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## Message Body

On selecting the Message button you will be prompted to enter an e-mail message. The message body is the text contained within the e-mail and not the e-mail subject line.

Access the Message feature by selecting the **Message** button and the Basic Internet Fax tab window.

The screenshot shows the 'Internet Fax' software interface. At the top, there are tabs for 'Internet Fax', 'Advanced Settings', 'Layout Adjustment', 'Internet Fax Options', and 'Job Assembly'. The 'Internet Fax' tab is selected. On the left, there are buttons for 'New Recipient' and 'Address Books'. The main area contains a 'Name' field with 'Recipients' listed below it. To the right, there are fields for 'From:' (containing 'mark.judd@usa.xe...'), 'Subject:', and 'Message:'. A red arrow points to the 'Message:' field. Below these fields are three sections of radio button options: 'Color Scanning' (Color, Black and White, Gray Scale), '2 Sided Scanning' (1 Sided, 2 Sided, 2 Sided, Rotate Side 2), and 'Original Type' (Photo & Text, Photo, Text).

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

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## Message Body



If no message is entered, one will not display when the fax is sent. Highlight the Message field and enter the text to be used for the message. Alternatively use the touch screen keypad to enter additional text to the default message.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

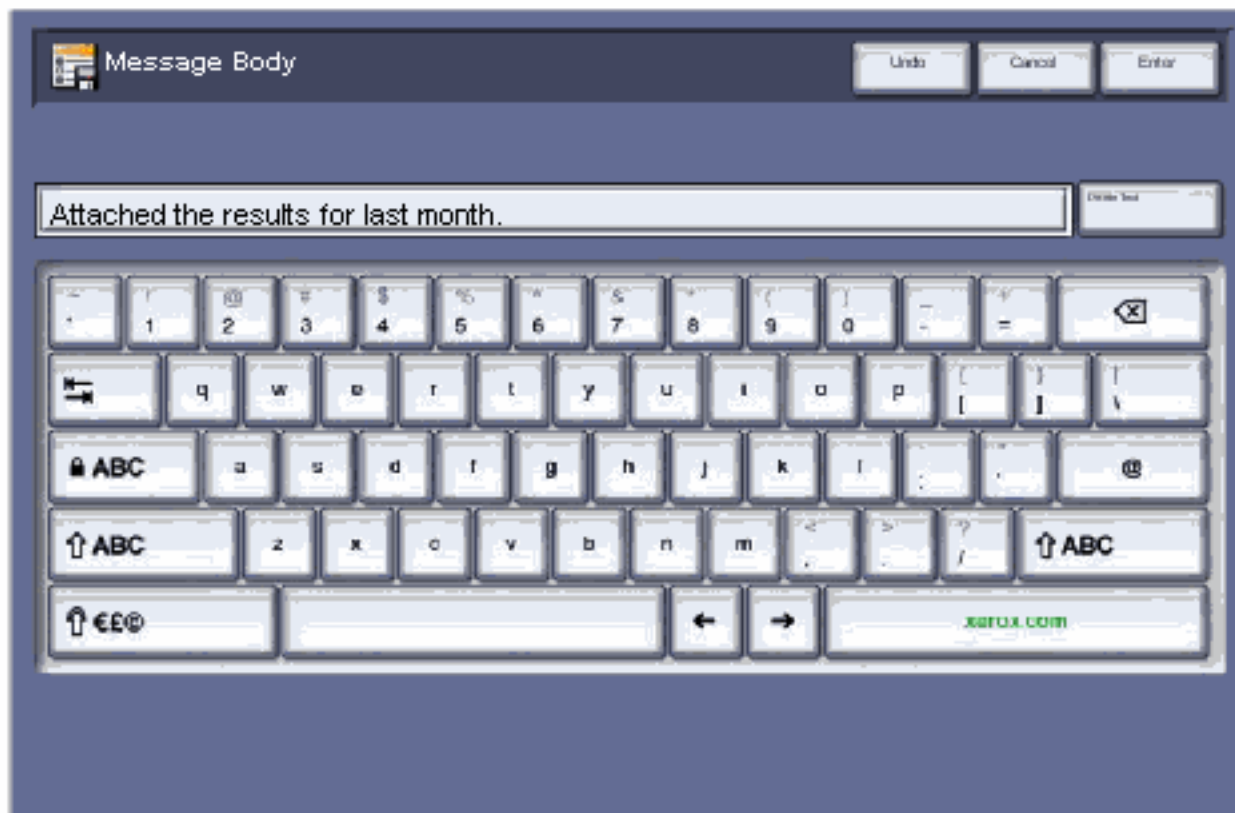
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## Message Body



Use the keyboard to enter the message. If additional characters are required, select the **aaa** button or the **123** button for the numeric keypad.

When you have entered the message select the **Enter** button to return to the Options tab.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

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## Acknowledgement Report

The Acknowledgement Report contains the delivery status for each recipient of the Internet Fax job if known. The Acknowledgement Report feature can be accessed from the Internet Fax Options tab.

Access the Acknowledgement Report option by selecting the **Internet Fax Options** tab and then the **Acknowledgement Report** button.

Internet Fax

Internet Fax Options

New Recipient

Address Books

Name: Recipients

From: mark.judd@usa.xe...

Subject:

Message:

Color Scanning

Color

Black and White

Gray Scale

2 Sided Scanning

1 Sided

2 Sided

2 Sided, Rotate Slide 2

Original Type

Photo & Text

Photo

Text

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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

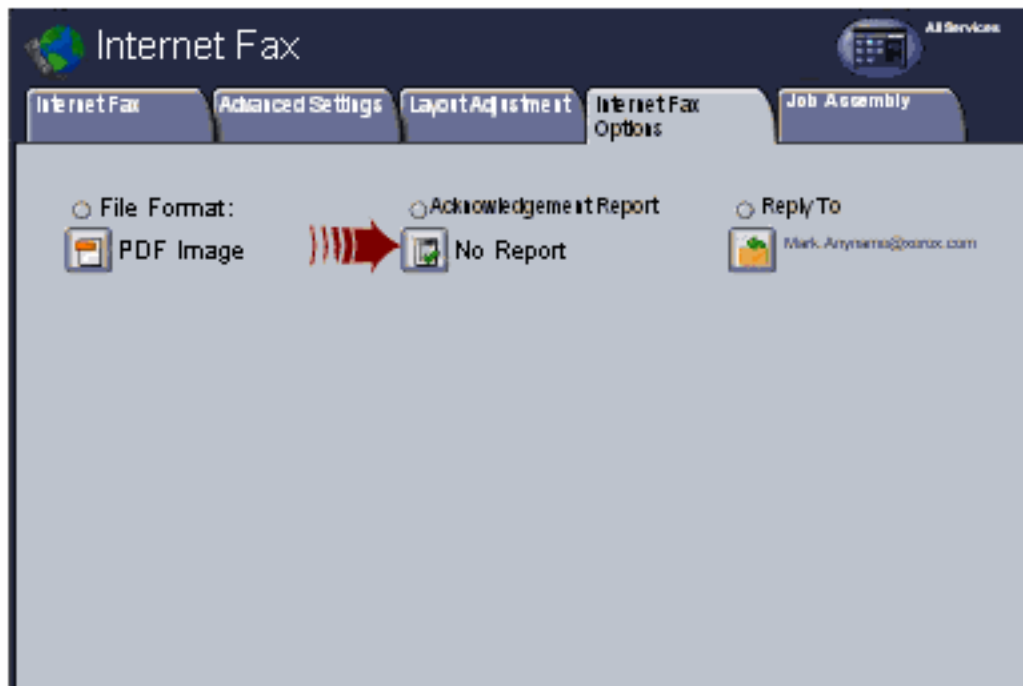
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## Acknowledgement Report



The Acknowledgement Report contains the delivery status for each recipient of the Internet Fax job if known. The Acknowledgement Report feature can be accessed from the Internet Fax Options tab.

Access the Acknowledgement Report option by selecting the **Internet Fax Options** tab and then the **Acknowledgement Report** button.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

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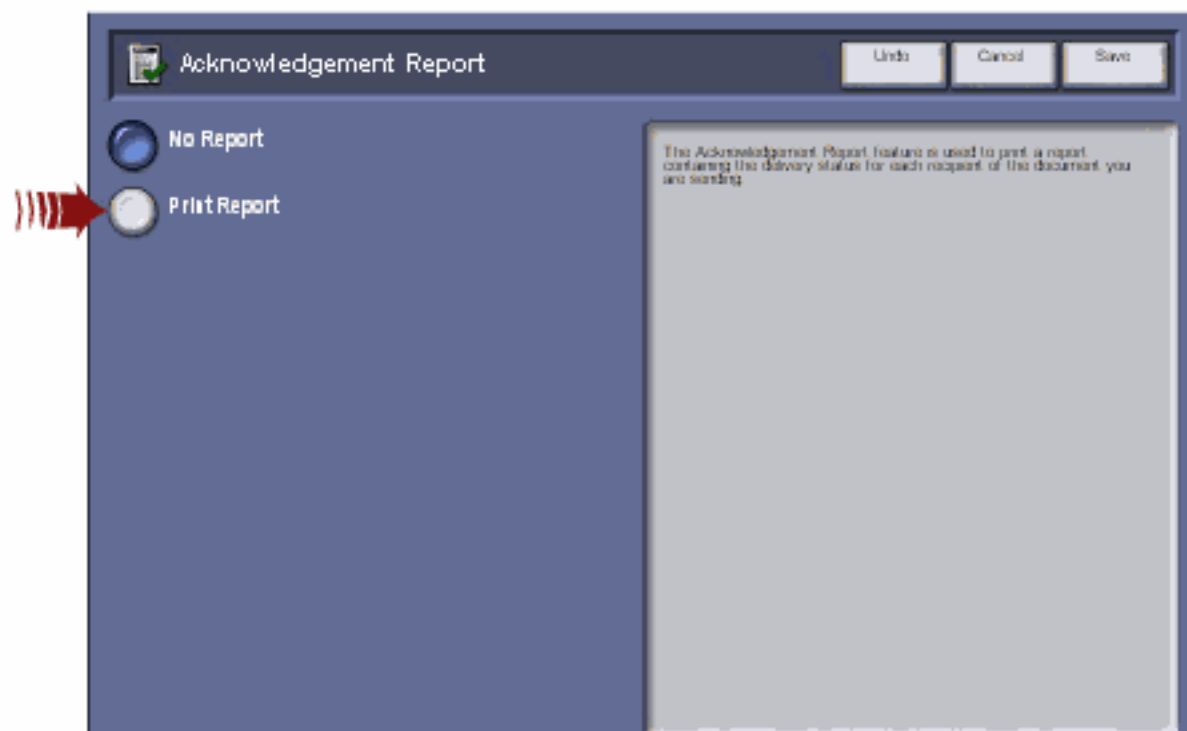
## Acknowledgement Report



Selecting **Print Report** will wait for a delivery receipt from each recipient before printing an Acknowledgement Report.

*NOTE: The report may be delayed due to a recipient's response time.*

Enable the Acknowledgement Report option by selecting the **Print Report** button.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

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## Acknowledgement Report



Be sure to touch the **Save** button after you have made your selection  
You cannot select **No Report** if the device administrator has configured the device to always print an Acknowledgement Report.



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## Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.

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## Internet Fax Options



This completes the explanation of the Options available to you, where you have reviewed:

- > File Format
- > Reply To
- > Message Body
- > Acknowledgement Report

Return to the previous menu to review the other features.



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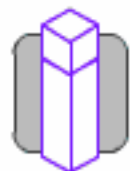
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## Interactive User Guide



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Internet Services



## Network Scanning

These tutorials explain the network scanning features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.

**Simple Network Scanning**

**Network Scanning Overview**

**Repositories**

**Templates >>>**

**Basic Settings**

**Advanced Settings >>>**

**Layout Adjustment>>>**

**Filing Options >>>**



**Job Assembly**





## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

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## Simple Network Scanning



In this tutorial you will learn the steps to follow when Network Scanning:

1. Load the document
2. Press the **Services** button, then press the **Network Scanning** icon.  
You may have to select the **All Services** icon.
3. Select the appropriate template
4. Select the features
5. Press **Start**
6. Identify the job in the Print Queue in Job Status mode
7. Access your job at your workstation

Network scanning is an optional feature and may not be available on your machine.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

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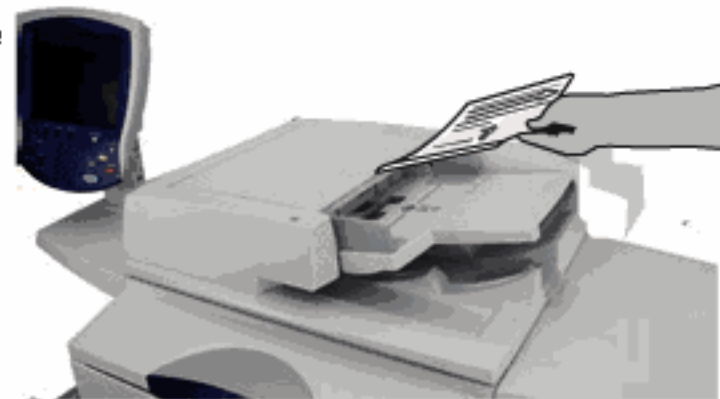
## Simple Network Scanning

### 1. Load the documents

A choice of document input areas is available. These are:

#### 1. A Document Handler for multiple documents.

Up to 250 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the top of the page towards the back or left of the machine. Position the guides to just touch the edge of the documents.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

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### Simple Network Scanning

#### 2. Press the Network Scanning icon



Press the **Services** button, then touch the **Network Scanning** icon.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

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## Simple Network Scanning

### 2. Press the Network Scanning icon



Press the **Services** button, then touch the **Network Scanning** icon.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

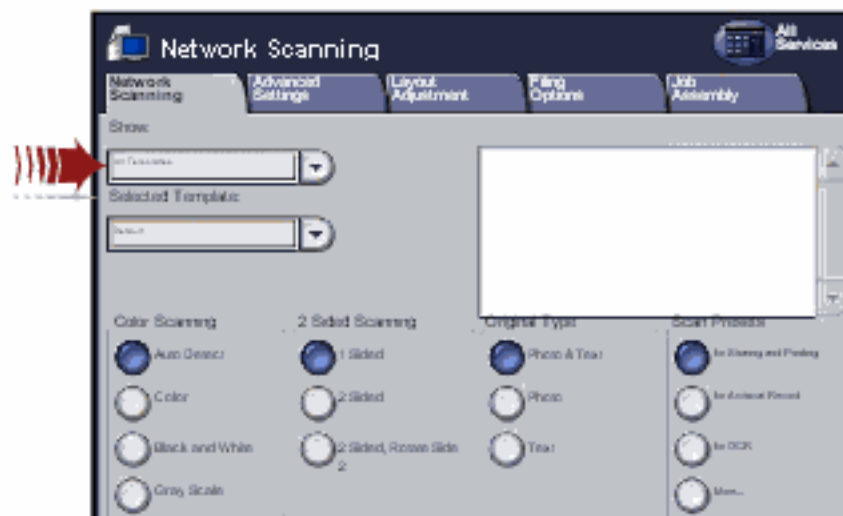
When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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## Simple Network Scanning

### 3. Select the template



Select the template from the **Show:** list that contains the destination and other settings required for your scan job from the template list. Contact your System Administrator if none of the templates have been setup.



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## Network Scanning

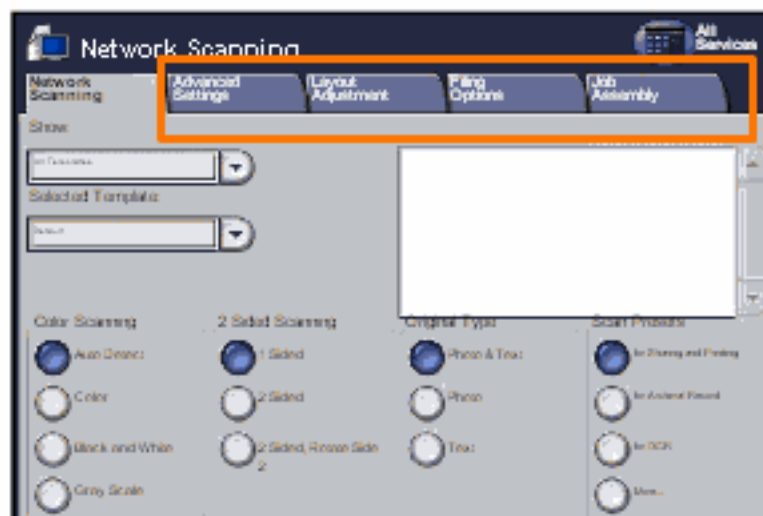
These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

## Simple Network Scanning

### 4. Change the Settings



If you need to change the scan settings, do so on the Network Scanning window. Other scanning options are available on the additional tabs.

[For more information on the settings, go to the appropriate module within this tutorial.](#)



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

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## Simple Network Scanning



### 5. Press Start

Once you have pressed **Start**, each document is scanned once.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

### Simple Network Scanning

#### 6. Identify your job in Job Status mode.

Press the **Job Status** button on the control panel to display the Active Jobs tab.

Your job will be displayed on the Active Jobs tab. If there are no jobs in the queue your job may have already been completed.

Job Status button



Job Status			
Active Jobs		Completed Jobs	
001	L2W 016	000 0161 000	Printing
002	M 7 J	000 0161 000	Printing
003	BTV 2	000 0161 000	Printing
004	C 1 000	000 0161 000	Printing
005	C 1 000	000 0161 000	Printing
006	C 1 000	000 0161 000	Processing
007	Local User	000 0161 000	Processing
008	U 000	000 0161 000	Scanning

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

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## Simple Network Scanning

### 7. Access your job



Access the electronic version of the document at your workstation. The electronic file is accessed from the file destination as specified in the template. Depending on the output format of the imaged file, use the appropriate software to open the file.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

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## Network Scanning Overview



Network scanning enables the creation of an electronic image file by scanning an original hard copy document. Use Network Scanning when both your machine and your computer have access to the same specified filing location. Network scanning is an optional feature and may not be available on your machine.

The scanned file is placed in a network filing location as specified by a *template*. The scanned in document can then be accessed from any computer, via any appropriate software.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

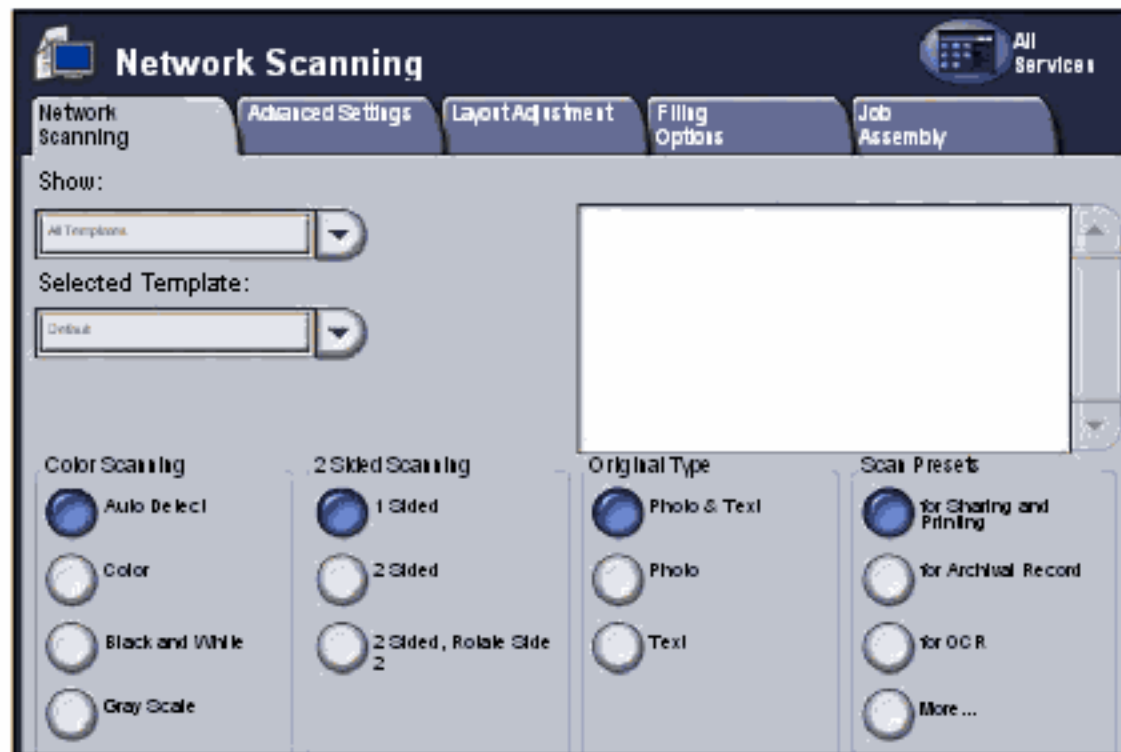
Enter a key word.

## Network Scanning Overview



The basic Network Scanning screen displays the templates and basic settings available to the machine. The settings programmed for the selected template can be temporarily amended using the features available on the touch screen.

[Move your cursor over the screen for an explanation of each area.](#)



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

## Network Scanning Overview



The basic Network Scanning screen allows you to temporarily change the information relating to your original template. Changing these settings allows optimum scanning quality, specifically for your original.

Select the **Advanced Settings** tab.

The screenshot shows the 'Network Scanning' interface with the 'Advanced Settings' tab selected. The interface includes a top navigation bar with tabs for 'Network Scanning', 'Advanced Settings', 'Layout Adjustment', 'Filing Options', and 'Job Assembly'. Below the tabs, there are two dropdown menus: 'Show:' (set to 'All Templates') and 'Selected Template:' (set to 'Default'). The main area is divided into four sections: 'Color Scanning' (with options: Auto Detect, Color, Black and White, Gray Scale), '2 Sided Scanning' (with options: 1 Sided, 2 Sided, 2 Sided, Rotate Side 2), 'Original Type' (with options: Photo & Text, Photo, Text), and 'Scan Presets' (with options: for Sharing and Printing, for Archival Record, for OCR, More ...).

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

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## Network Scanning Overview



The Advanced Settings screen allows you to temporarily manipulate the scan template to enhance the appearance and style of your scanned image.

For more information go to the module titled **Advanced Settings** within this tutorial.

Select the tab **Layout Adjustment** to display the **Layout Adjustment** tab.

The screenshot shows the 'Network Scanning' interface with the 'Advanced Settings' tab selected. The interface includes a top navigation bar with tabs for 'Network Scanning', 'Advanced Settings', 'Layout Adjustment', 'Filing Options', and 'Job Assembly'. Below the tabs, there are five settings options, each with a radio button and an icon: 'Image Options', 'Image Enhancement', 'Resolution', 'Quality File Size', and 'Update Templates'. An 'All Services' icon is visible in the top right corner of the interface.

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

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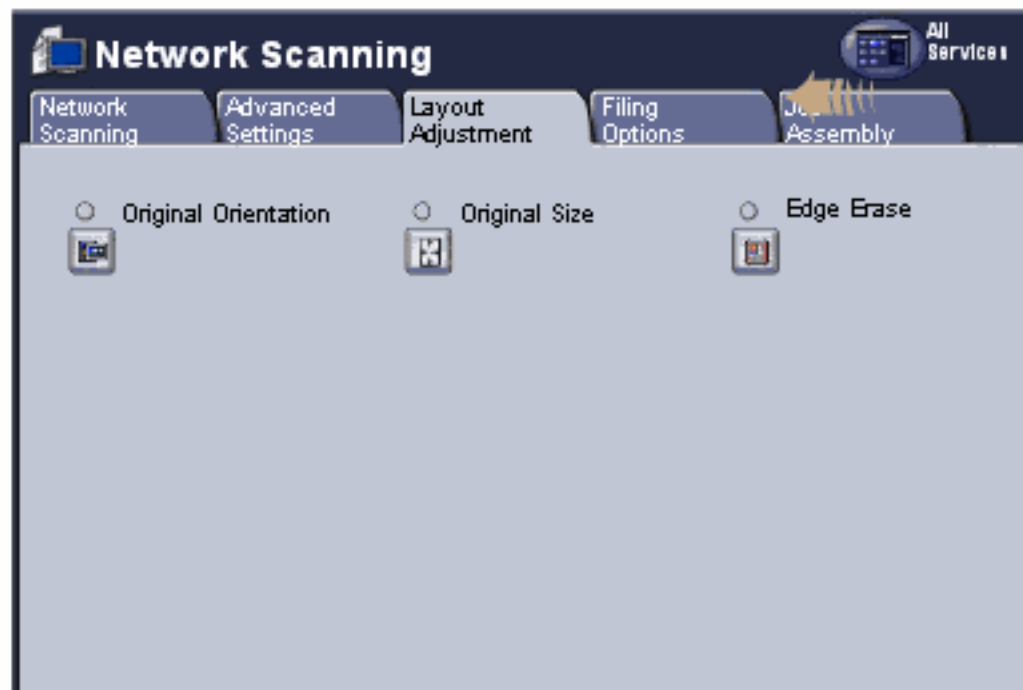
## Network Scanning Overview



The Layout Adjustment screen allows you to manipulate the format of the scanned image. You can identify the original orientation, size, and identify an edge erase value.

For more information go to the module titled **Layout Adjustment** within this tutorial.

Select the **Filing Options** tab.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

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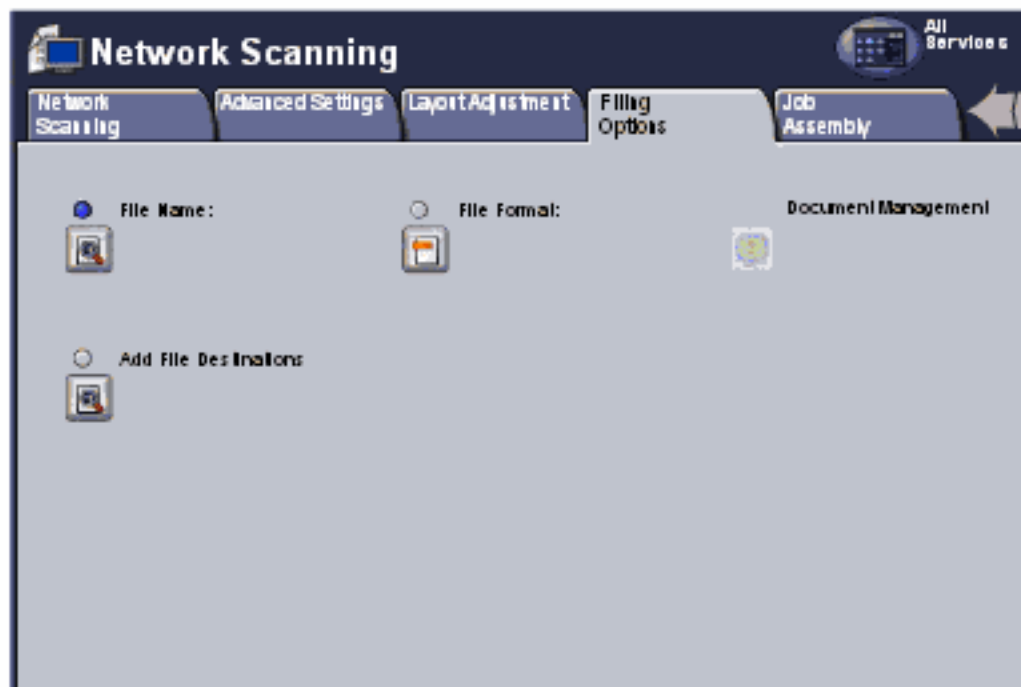
## Network Scanning Overview



The Filing Options screen allows you to identify the document format and name you require for your scanned image. You can also perform limited administration functions, such as document management and adding file destinations for this file.

For more information go to the module titled **Filing Options** within this tutorial.

Select the **Job Assembly** tab.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

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## Network Scanning Overview



The Job Assembly screen allows you to create a build job for this file. The default option for Build Job is Off. To use the Build Job feature, select the **Build Job** button, then touch the **Build Job On** button.

For more information go to the module titled **Job Assembly** within this tutorial.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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## Repositories



Repositories are directories or filing locations set up on a server, where your scanned files are saved to and held.

The repositories are defined in the template and cannot be changed at the machine touch screen.

Before you can use Network Scanning, your System Administrator must set up the repositories available to your machine.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

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## Repositories



Selecting a template identifies the repository / location your scanned job will be filed to.

Repositories are validated by Internet Services when defined by the Machine Administrator as a scanning destination. Repositories are set up through Internet Services on the: *Properties, Services, Network Scanning, and File Repository Setup* page. Internet Services checks for the existence of the scanning username, password and path.

Up to 5 repositories (1 default and 4 additional) can be defined. After the repositories are set up, they are available to you as choices when modifying templates.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

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## Templates



To optimise your use of Network Scanning, creating and using the right template is essential. By modifying the template to your personal requirements you will improve your own productivity.

This topic will show you the creating, using and administration of templates.:

- > Distribution Templates
- > Creating a Template
- > Modify a Template
- > Copying a Template
- > Deleting a Template
- > Accessing a Template
- > Update the Template List



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

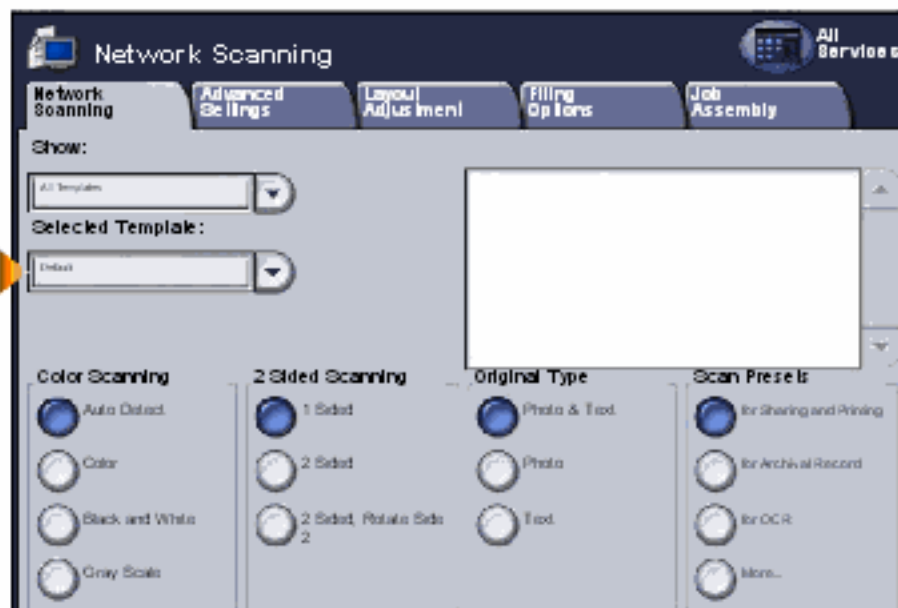
Enter a key word.

## Template Overview



Templates are used for scanning or faxing jobs at your machine. They define the parameters of your scan or fax job. Information such as the final destination of your job (the repository) and the image quality settings are defined within the template, along with the template name. The template name is displayed as the Selected Template on the pull down list.

You can select an existing template 'as is' or use Internet Services to create a brand new one or modify an existing one. To successfully complete a network scanning job you must select a template from the list.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

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## Template Overview



Template operations can either be performed from the Web UI, CenterWare Internet Services, or FreeFlow™ SMARTsend™. For information about FreeFlow™ SMARTsend™ templates refer to the FreeFlow™ SMARTsend™ User Guide. This guide is included with the FreeFlow™ software documentation that accompanied your machine.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

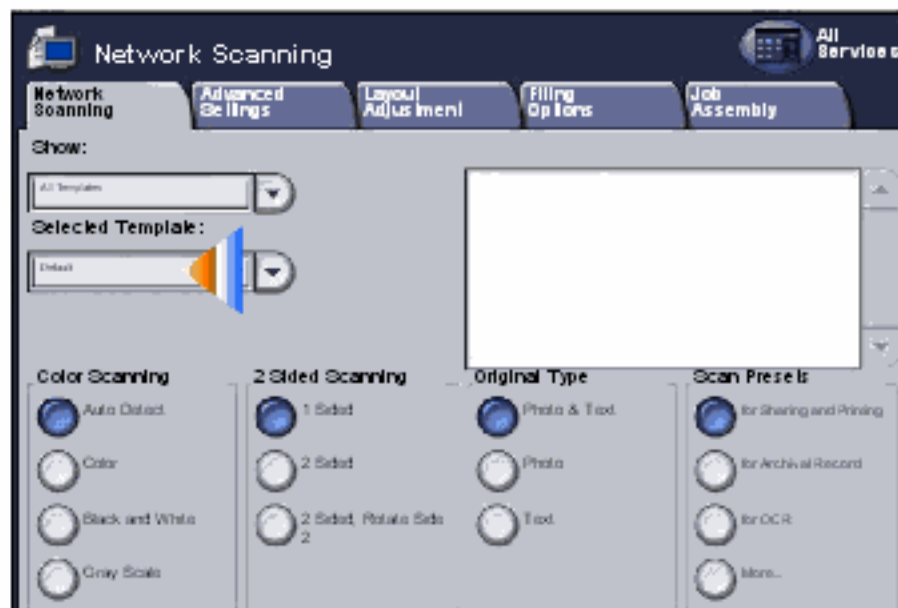
Enter a key word.

## Template Overview



Always present on the machine, at the top of the list, is the default template named *defaultTemplate*. The default template is supplied with your machine software. Once your System Administrator or Machine Administrator has setup the file they will define the parameters of the default template.

As a user, you can create a new template, delete an existing template or copy and then modify an existing template. These template operations are performed using the machines Internet Services. More information on these operations is given later in this topic.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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## Distribution Templates



Template operations are performed via *Scan: Distribution Templates*, which is accessed using the machine Internet Services. To access Internet Services you will need the IP address of your machine. The IP address is printed on the machine Configuration Report.

[Click here if you do not know how to print a Configuration Report](#) or select the **Next** button to continue.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

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## Modifying a Template



This template operation can only be performed once your Machine Administrator has defined the repositories and the default template. The operation is performed within *Internet Services: Scan* tab.

For information on accessing the Distribution Templates select the topic titled **Distribution Templates** within this module.

Modify an existing template as follows....



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

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## Modifying a Template



1. Access the *Scan* tab and select the required template from the list on the left of the screen.

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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## Modifying a Template



1. Access the *Scan* tab and select the required template from the list on the left of the screen.
2. The template settings are displayed. Each section of the template can be modified. For example, if you want to adjust the Document Format settings, select the **Edit** button in the **Filing Options** section.
3. Complete the various areas of the settings and select the **Apply** button to apply the new settings or the **Cancel** button to return the template to its last saved values.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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### Copying a Template



1. Access the *Scan* tab and select the required template from the list on the left of the screen.
2. Select the **Copy** button.
3. Enter the new template name and the template description and owner if required. Select **Add**.
4. The new name will be added to the list on the left of the screen. An exact copy of the originally selected template will appear. Select the copied template and make any required changes as defined in 'Modifying a Template'.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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## Deleting a Template



1. Access the *Scan* tab and select the required template from the list on the left of the screen.
  
2. Select the **Delete** button.

The template is deleted from the list on the left of the screen.

*NOTE: The Default template cannot be deleted.*



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

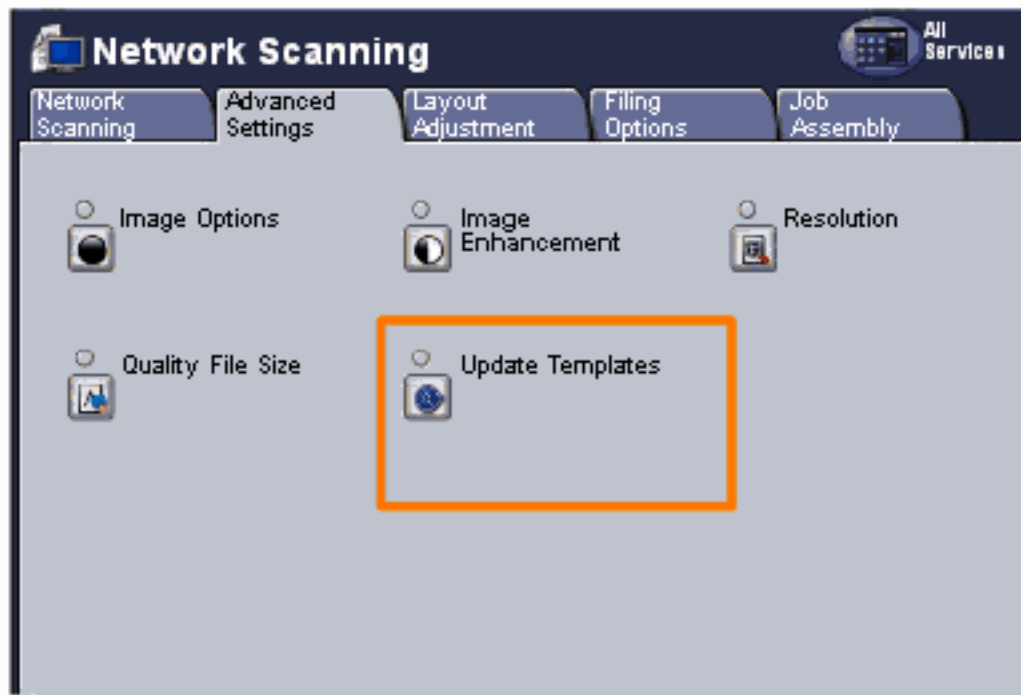
Enter a key word.

  
**Search**

## Accessing a Template

Once you have produced your required template either through CenterWare Internet Services or FreeFlow™ SMARTsend™, you can select it from the machine touch screen.

If the template was created using FreeFlow™ SMARTsend™, select the **Advanced Settings** tab on the touch screen. Select **Update Templates**, then touch the **Update Now** button. Your machine will retrieve and display the latest version of all templates from the file server.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

## Accessing a Template

The Default template appears at the top of the list and is selected automatically. All other templates follow in alphabetical order. Use the up and down scroll arrows to proceed through the template list one template at a time.

The screenshot shows the 'Network Scanning' control panel. At the top, there are tabs for 'Network Scanning', 'Advanced Settings', 'Layout Adjustment', 'Filing Options', and 'Job Assembly'. Below the tabs, there is a 'Show:' dropdown menu set to 'All Templates'. Below that is a 'Selected Template:' dropdown menu set to 'Default', which is highlighted with an orange border. To the right of these dropdowns is a large empty list area with scroll arrows. At the bottom, there are four sections of settings: 'Color Scanning' with radio buttons for 'Auto Detect', 'Color', 'Black and White', and 'Gray Scale'; '2 Sided Scanning' with radio buttons for '1 Sided', '2 Sided', and '2 Sided, Rotate Side 2'; 'Original Type' with radio buttons for 'Photo & Text', 'Photo', and 'Text'; and 'Scan Presets' with radio buttons for 'for Sharing and Printing', 'for Archival Record', 'for OCR', and 'More...'. In the top right corner of the interface, there is an 'All Services' icon.

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

### Accessing a Template



Select the template based on where you want the scanned image to be sent. Programming features such as Sides Scanned, Original Type, and Resolution can be temporarily changed at the machine; however the output destination cannot be changed at the machine. To change the output destination you must modify or create a template. The output destination of the selected template can be viewed on the machine touch screen.

Enter a key word.

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

## Update Templates

If you have created, modified, deleted or copied a template that is stored on the remote server, it is essential that the template list on the touch screen is updated. Selecting the Update Templates button initiates the machine to retrieve the remote server templates and refreshes the list on the touch screen, allowing you to use the changed templates.

Access the Update Templates feature by selecting the **Advanced Settings** tab.

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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## Update Templates



The template list is automatically updated when the machine is powered on. Updating the template list can take several minutes to complete. Your system administrator may have configured the machine to update the list at specific times.

Select the **Update Templates** button and select **Update Now**. A message will display asking if you would like to update the templates even though it may take a few minutes, select **OK**.

The screenshot shows the 'Network Scanning' interface with the following elements:

- Header: Network Scanning (with a printer icon) and All Services (with a service icon).
- Navigation tabs: Network Scanning, Advanced Settings, Layout Adjustment, Filing Options, Job Assembly.
- Options grid:
  - Image Options (with a camera icon)
  - Image Enhancement (with a camera icon)
  - Resolution (with a document icon)
  - Quality File Size (with a document icon)
  - Update Templates (with a refresh icon, highlighted by a red arrow)

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

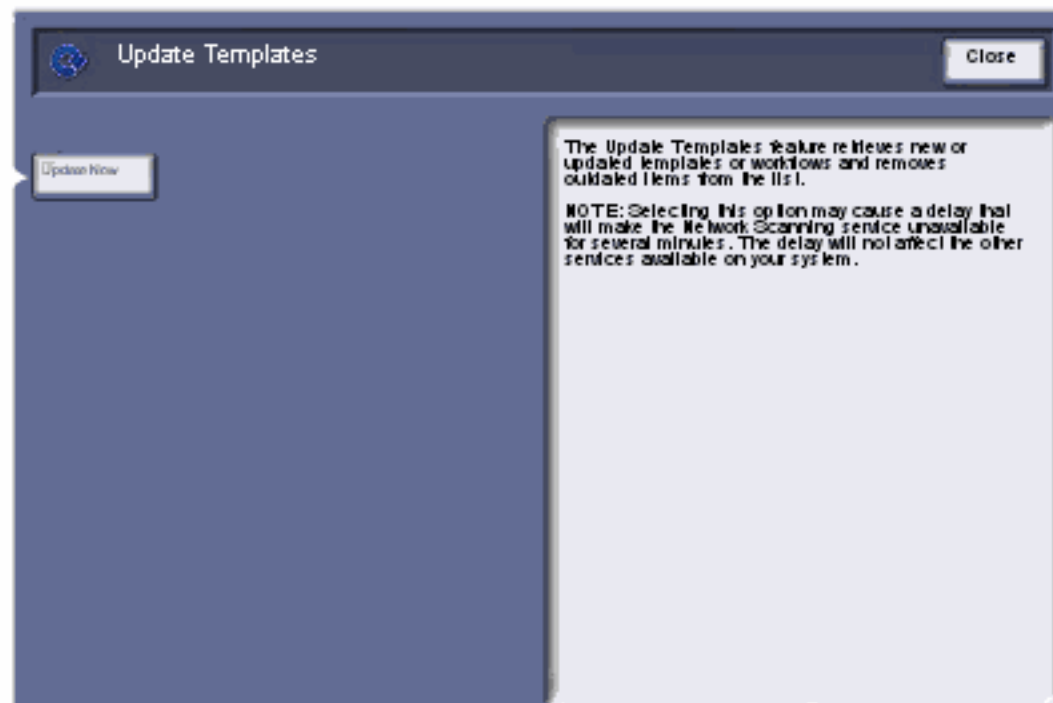
Search

## Update Templates



The template list is automatically updated when the machine is powered on. Updating the template list can take several minutes to complete. Your system administrator may have configured the machine to update the list at specific times.

Select the **Update Templates** button and select **Update Now**. A message will display asking if you would like to update the templates even though it may take a few minutes, select **OK**.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

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## Update Templates



Once the list has been updated you are returned to the Network Scanning tab and the updated list is displayed.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

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## Templates



This completes the topic on scan templates, where you have reviewed:

- > Template Overview
- > Distribution Templates
- > Creating a Template
- > Modify a Template
- > Copying a Template
- > Deleting a Template
- > Accessing a Template
- > Update the Template List

Return to the previous menu to review the other network scanning features.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

## Basic Settings

The basic settings information is on the first Network Scanning tab and allows you to specify the most commonly used settings for a scan job.

Access the basic settings by selecting the first tab .

**Network Scanning** All Services

Network Scanning | Advanced Settings | Layout Adjustment | Filing Options | Job Assembly

Show:  
All Templates

Selected Template:  
Default

**Color Scanning**

- Auto Detect
- Color
- Black and White
- Gray Scale

**2 Sided Scanning**

- 1 Sided
- 2 Sided
- 2 Sided, Rotate Side 2

**Original Type**

- Photo & Text
- Photo
- Text

**Scan Presets**

- for Starting and Printing
- for Archival Record
- for OCR
- More...

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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### Basic Settings



The Color Scanning option allows you to select the output color of the document to be scanned.

Select the **Color Scanning** buttons below for more information.

#### Color Scanning

Auto Detect

Color

Black and White

Gray Scale

#### 2 Sided Scanning

1 Sided

2 Sided

2 Sided, Rotate Side 2

#### Original Type

Photo & Text

Photo

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#### Scan Presets

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

### Basic Settings



The **2 Sided Scanning** option allows you to identify the sides scanned of the job.

Select the **1 Sided** button if your original documents are single sided.

Select the **2 Sided** button if your original documents are double sided and in the format head to head, that is your original opens like a book.

The Document Handler must be used to scan your originals with this option.

Select the **2 Sided Rotate Side 2** button if your originals are double sided and in the head to toe format, that is your original opens like a calendar.

The Document Handler must be used to scan your originals with this option.

#### Color Scanning

 Auto Detect

 Color

 Black and White

 Gray Scale

#### 2 Sided Scanning

 1 Sided

 2 Sided

 2 Sided, Rotate Side 2

#### Original Type

 Photo & Text

 Photo

 Text

#### Scan Presets

 for Starting and Printing

 for Archival Record

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

### Basic Settings



**Original Type** defines the type of original being used for scanning. Making the correct original type selection will enhance the quality of your scanned image.

Roll the cursor over each of the **Original Type** buttons for a description of the feature and when to use it. Select the **Next** button above to continue.

#### Color Scanning

 Auto Detect

 Color

 Black and White

 Gray Scale

#### 2 Sided Scanning

 1 Sided

 2 Sided

 2 Sided, Rotate Side 2

#### Original Type

 Photo & Text

 Photo

 Text

#### Scan Presets

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

### Basic Settings



Scan Presets provide a convenient way to optimize scan settings to match the intended purpose of the scanned documents. The following options are available:

For Sharing & Printing - creates scanned images that are optimized for on-screen viewing and general printing.

For Archival Record - creates small files that consume the least amount of storage space.

For OCR - creates scanned images with clear, crisp lines and edges that provide the best OCR interpretation.

For High Quality Printing - creates scanned images that are optimized for print quality.

Simple Scan - provides faster scan processing by decreasing the overall quality of the scanned images.

#### Color Scanning

Auto Detect

Color

Black and White

Gray Scale

#### 2 Sided Scanning

1 Sided

2 Sided

2 Sided, Rotate Side 2

#### Original Type

Photo & Text

Photo

Text

#### Scan Presets

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for Archival Record

for OCR

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

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## Advanced Settings



The Advanced Settings options allow you to manipulate the scan and enhance the appearance and style of your scan image. There are 5 options:

- > Image Options
- > Image Enhancement
- > Resolution
- > Quality / File Size
- > Update Templates

This tutorial will show you how to use all of the above Advanced Settings options, which can be found on the Advanced Settings tab.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

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## Image Options



Use the Image Options settings to adjust the **Lighten/Darken** and **Sharpness** settings applied to the scanned document.

The screenshot shows the 'Network Scanning' menu with the following structure:

- Network Scanning (selected)
- Advanced Settings
- Layout Adjustment
- Filing Options
- Job Assembly
- All Services

Under the 'Network Scanning' tab, the following options are visible:

- Image Options (highlighted with an orange border)
- Image Enhancement
- Resolution
- Quality File Size
- Update Templates



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

## Image Options



Use the Image Options settings to adjust the **Lighten/Darken** and **Sharpness** settings applied to the scanned document.

Access the Image Options settings by selecting the **Advanced Settings** tab and the **Image Options** button.

The screenshot shows the 'Network Scanning' application window. At the top, there are tabs for 'Network Scanning', 'Advanced Settings', 'Layout Adjustment', 'Filling Options', and 'Job Assembly'. The 'Advanced Settings' tab is active, and a red arrow points to the 'Image Options' button within this tab. Below the tabs, there are two dropdown menus: 'Show:' (set to 'All Templates') and 'Selected Template:' (set to 'Default'). The main area contains four groups of radio buttons: 'Color Scanning' (Auto Detect, Color, Black and White, Gray Scale), '2 Sided Scanning' (1 Sided, 2 Sided, 2 Sided, Rotate Side 2), 'Original Type' (Photo & Text, Photo, Text), and 'Scan Presets' (for Scanning and Printing, for Archival Record, for OCR, Work...).

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

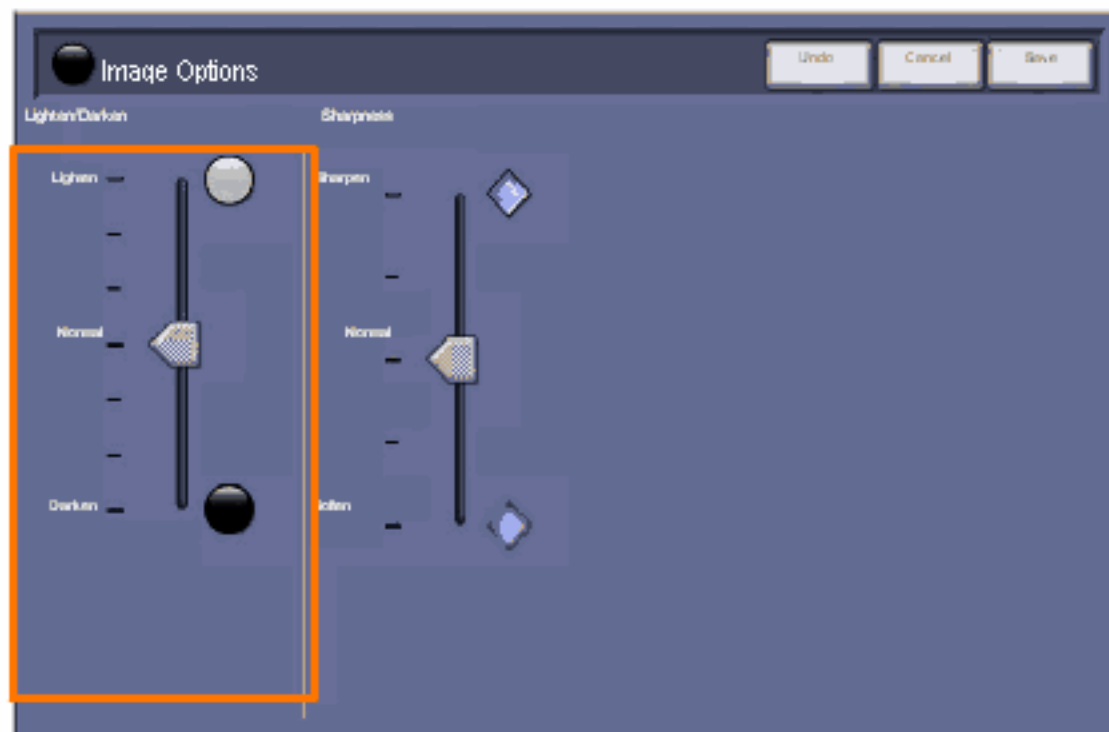
Enter a key word.

Search

## Image Options



**Lighten/Darken** provides manual control to adjust the lightness or darkness of the scanned images. Press the down scroll button to darken the scanned image, from light originals such as pencil images. Press the up scroll button to lighten the scanned image, from dark originals such as half tones or originals with coloured backgrounds.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

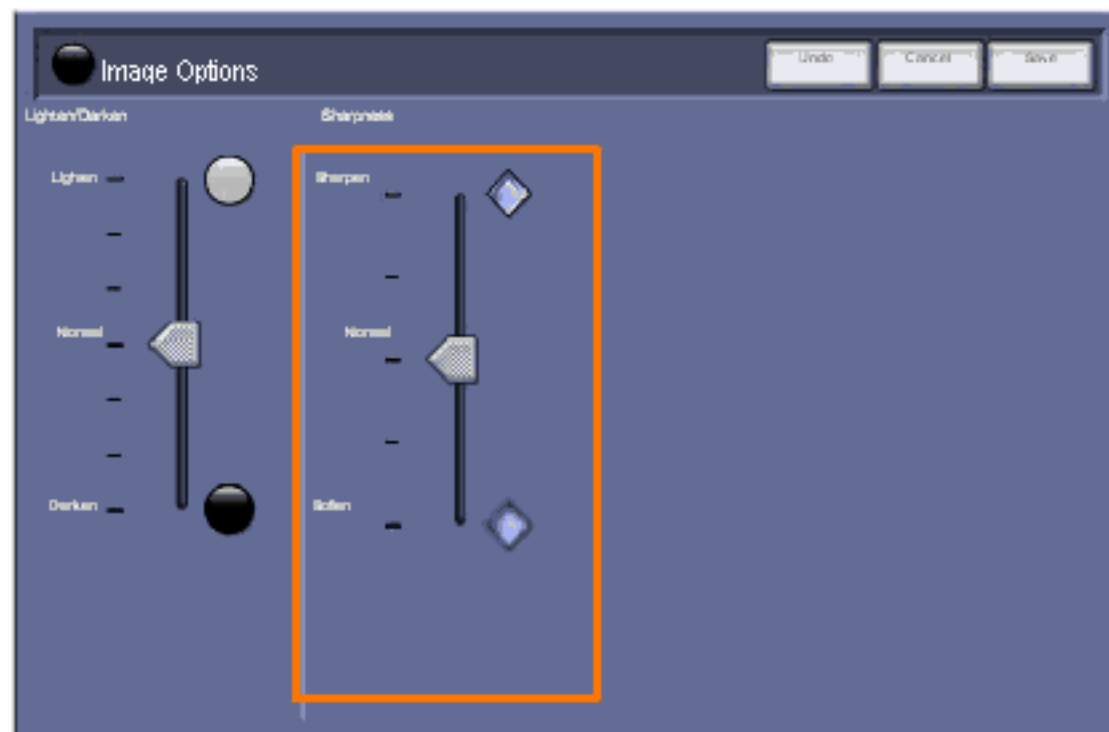
## Image Options



**Sharpness** this feature controls the balance between sharp text and moiré (patterns within the image).

Move the slider control **down** (Soften) to produce an image with a smooth, uniform appearance (ideally suited for photographic scanned images).

Move the slider control **up** (Sharpen) to produce an image with better quality text or line art.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

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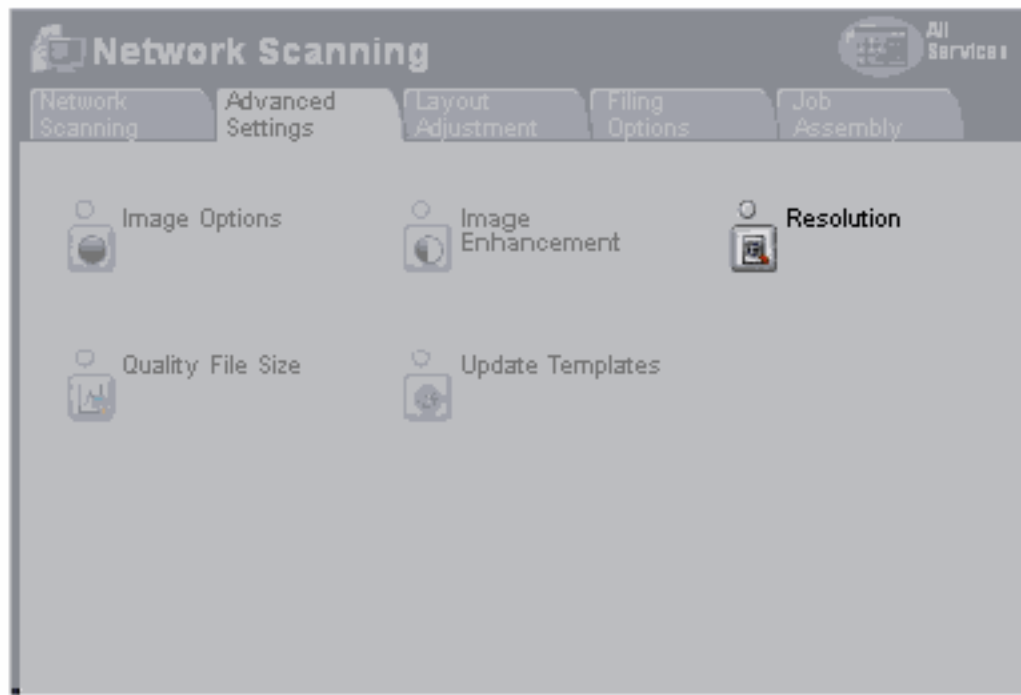
## Resolution



The resolution affects the appearance of the scanned image, by defining the resolution at which the original will be scanned and the image stored.

The higher the scanning resolution, the better the image quality, although a larger image file is created.

The current resolution setting is shown under the Resolution button.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

## Resolution



The Resolution is set from a button on the Advanced Settings tab. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Access the Resolution settings by selecting the **Advanced Settings** tab and the **Resolution** button.

The screenshot shows the 'Network Scanning' control panel. At the top, there are tabs for 'Network Scanning', 'Advanced Settings', 'Layout Adjustment', 'Filling Options', and 'Job Assembly'. The 'Advanced Settings' tab is selected. Below the tabs, there are two dropdown menus: 'Show:' (set to 'All Templates') and 'Selected Template:' (set to 'Default'). A large empty rectangular area is on the right. Below this are four columns of settings, each with radio buttons:

- Color Scanning:** Auto Detect (selected), Color, Black and White, Gray Scale.
- 2 Sided Scanning:** 1 Sided (selected), 2 Sided, 2 Sided, Rotate Side 2.
- Original Type:** Photo & Text (selected), Photo, Text.
- Scan Presets:** for Sharing and Printing (selected), for Archival Record, for OCR, More ...

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

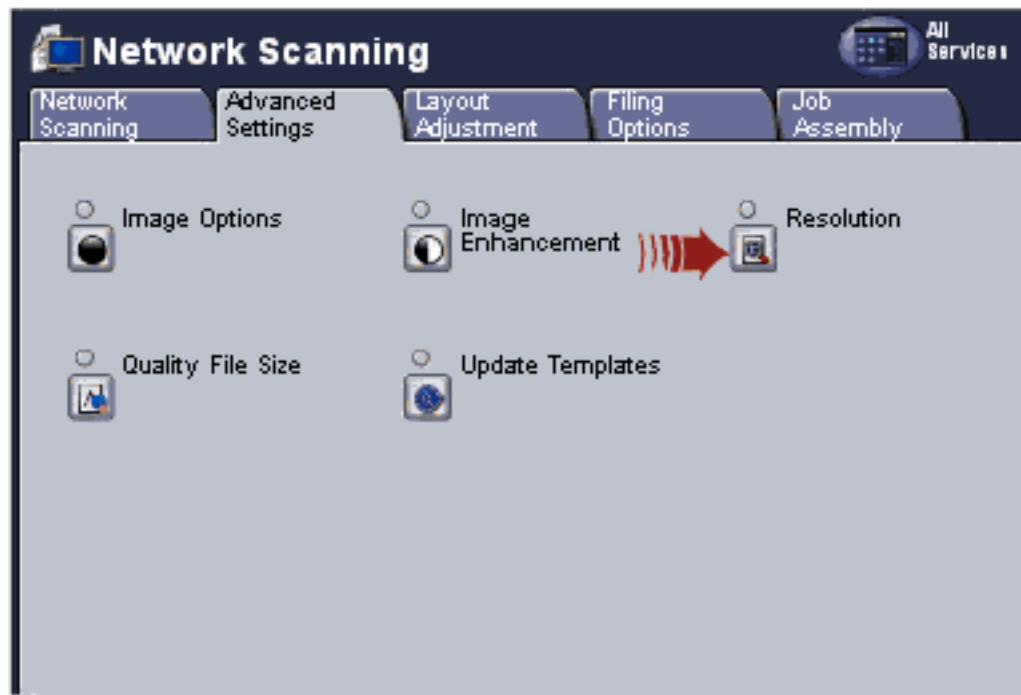
Search

## Resolution



The Resolution is set from a button on the Advanced Settings tab. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Access the Resolution settings by selecting the **Advanced Settings** tab and the **Resolution** button.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

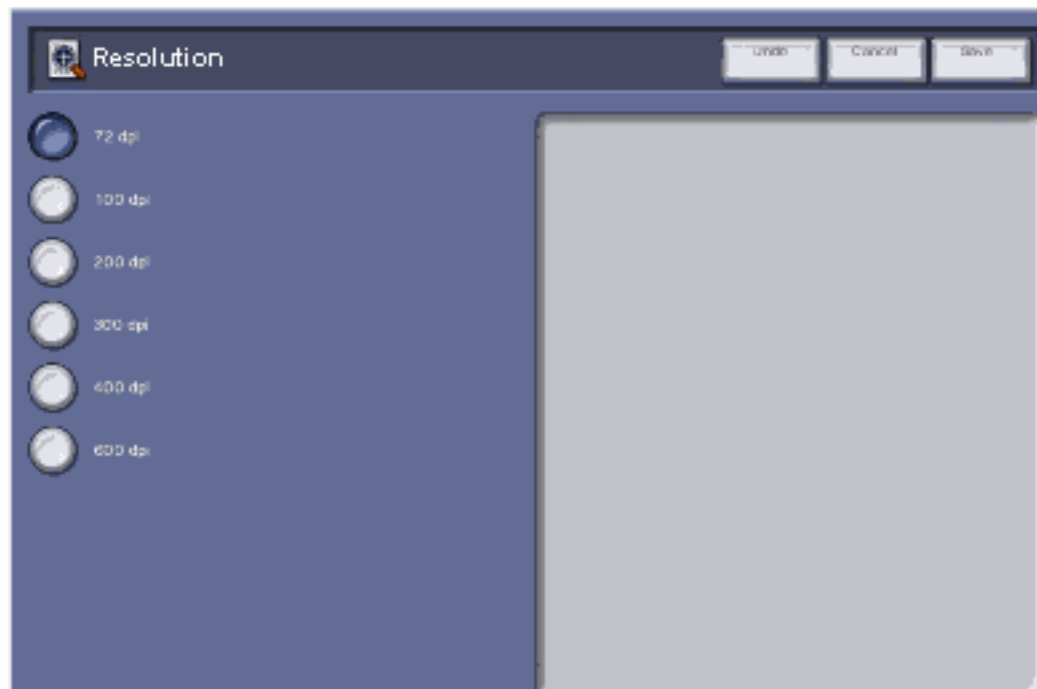
Search

## Resolution



The Resolution is set from a button on the Advanced Settings tab. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

[Roll the cursor over each of the resolution setting buttons to obtain a description and a recommendation on when to use them.](#)



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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## Image Enhancement



Use the Image Enhancement settings when your scanned image requires more than the basic image quality. There are two features associated with Image Enhancement; **Contrast** and **Background Suppression**.

Access the Image Enhancement settings by selecting the **Advanced Settings** tab and the **Image Enhancement** button.

The screenshot shows the 'Network Scanning' software interface. At the top, there are navigation tabs: 'Network Scanning', 'Advanced Settings' (which is highlighted with a red arrow), 'Layout Adjustment', 'Filling Options', and 'Job Assembly'. In the top right corner, there is an 'All Services' icon. Below the tabs, there are two dropdown menus: 'Show:' with 'All Templates' selected, and 'Selected Template:' with 'Default' selected. To the right of these menus is a large empty white rectangular area. Below this area are four columns of radio button options:

- Color Scanning:** Auto Detect (selected), Color, Black and White, Gray Scale.
- 2 Sided Scanning:** 1 Sided (selected), 2 Sided, 2 Sided, Rotate Side 2.
- Original Type:** Photo & Text (selected), Photo, Text.
- Scan Preset:** for Sharing and Printing (selected), for Archival Record, for OCR, More...



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

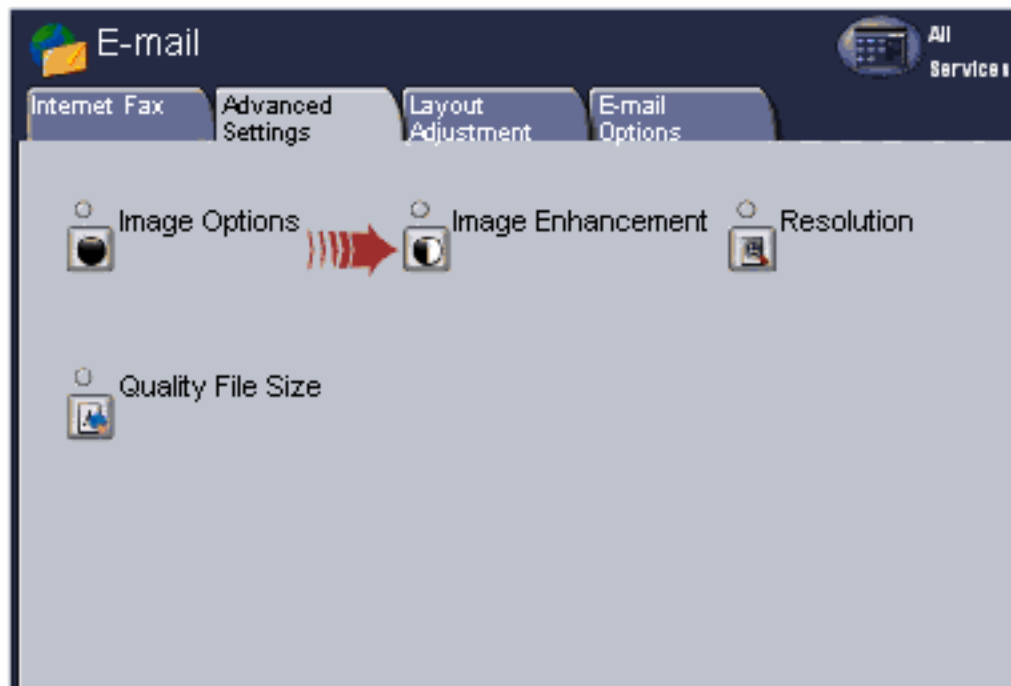
Search

## Image Enhancement



Use the Image Enhancement settings when your scanned image requires more than the basic image quality. There are two features associated with Image Enhancement; **Contrast** and **Background Suppression**.

Access the Image Enhancement settings by selecting the **Advanced Settings** tab and the **Image Enhancement** button.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

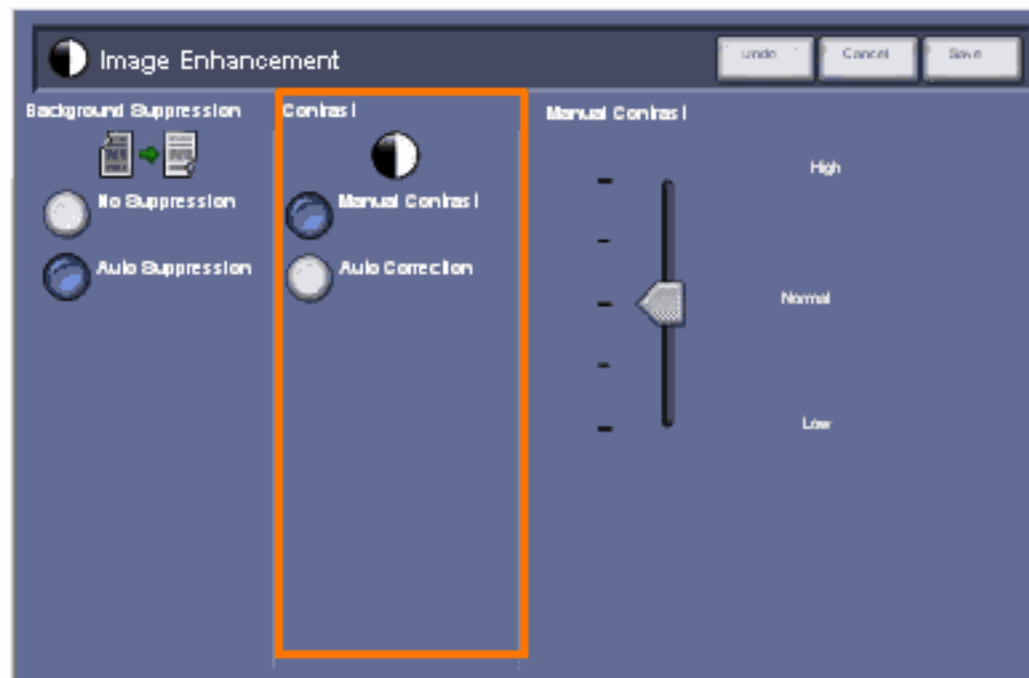
Enter a key word.

Search

## Image Enhancement



The **Contrast** feature controls the difference between the image densities within the scanned image.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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## Image Enhancement



The **Contrast** feature controls the difference between the image densities within the scanned image.

Lower contrast settings reproduce more detail in light and dark areas of the original, while higher contrast settings produce vivid blacks and whites for sharper text and lines, but less detail in pictures.



Least Contrast



Normal



Most Contrast



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

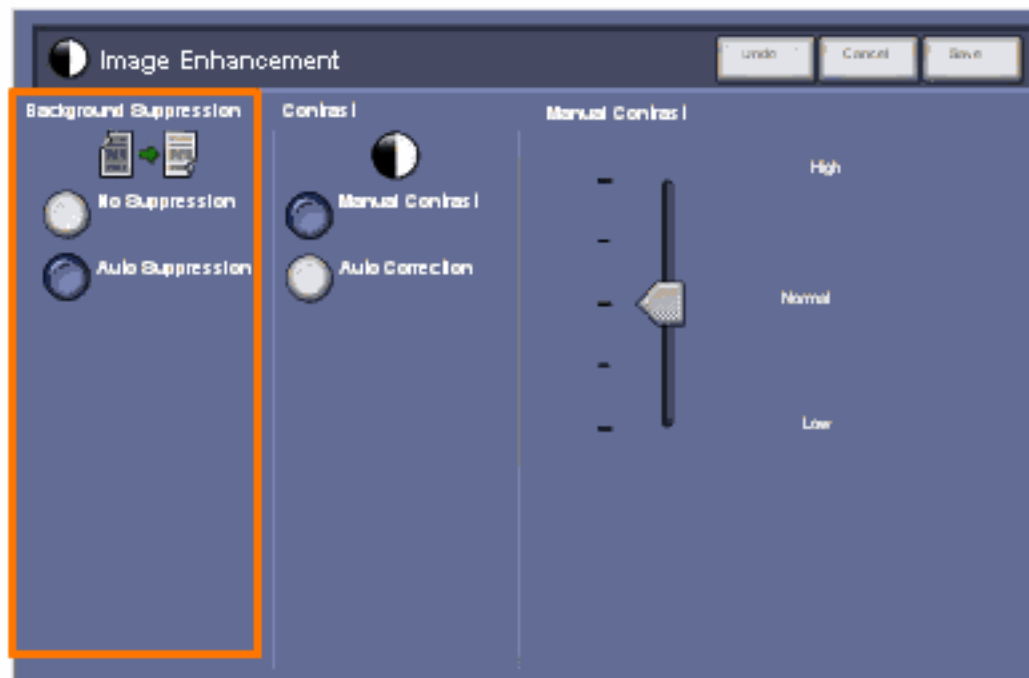
Search

## Image Enhancement



Background Suppression prevents reproduction of unwanted shading from originals where the opposite side printing shows through. The **Auto Suppression** option in the Background Suppression area of the screen automatically reduces or eliminates any background on the copies caused by colored paper or newspaper originals. Select the **No Suppression** option when:

- The Darken adjustment does not produce a satisfactory copy from light originals.
- The original has a gray or colored border, such as a certificate.
- You want to bring out fine detail that was lost due to a dark edge when using bound originals.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

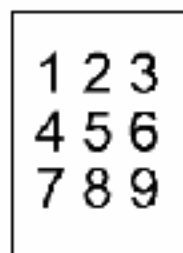
Enter a key word.

## Image Enhancement

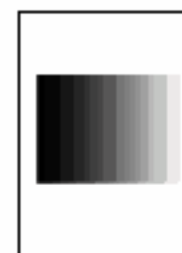


Background Suppression prevents reproduction of unwanted shading from originals where the opposite side printing shows through. The **Auto Suppression** option in the Background Suppression area of the screen automatically reduces or eliminates any background on the copies caused by colored paper or newspaper originals. Select the **No Suppression** option when:

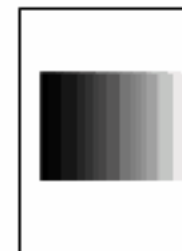
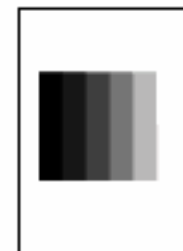
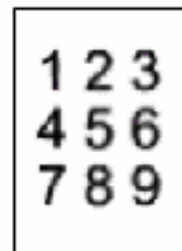
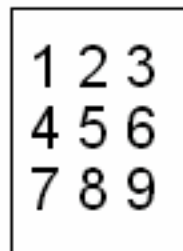
- The Darken adjustment does not produce a satisfactory copy from light originals.
- The original has a gray or colored border, such as a certificate.
- You want to bring out fine detail that was lost due to a dark edge when using bound originals.



Normal



Normal



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

### Quality / File Size

The Quality / File Size settings allow you to choose between scan image quality and file size. These settings including delivering the highest quality or making smaller file sizes.

When you have made your selection you must select **Save** so that you can program any other features you may require.

Access the Quality / File Size settings by selecting the **Advanced Settings** tab and the **Quality / File Size** button.

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

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### Quality / File Size



The Quality / File Size settings allow you to choose between scan image quality and file size. These settings including delivering the highest quality or making smaller file sizes.

When you have made your selection you must select **Save** so that you can program any other features you may require.

Access the Quality / File Size settings by selecting the **Advanced Settings** tab and the **Quality / File Size** button.

**Network Scanning** All Services

Network Scanning | **Advanced Settings** | Layout Adjustment | Filing Options | Job Assembly

Image Options | Image Enhancement | Resolution

Quality File Size | Update Templates

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

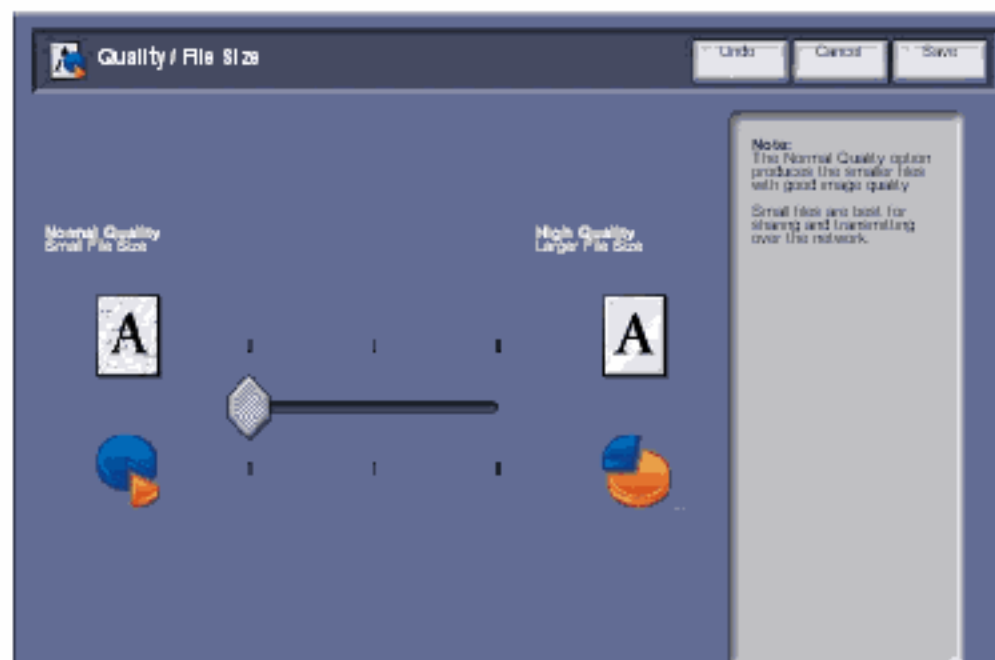
Enter a key word.

Search

## Quality / File Size



A small file size delivers slightly reduced image quality but is better when sharing the file over a network. A larger file size delivers improved image quality but requires more time when transmitting over the network.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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## Quality / File Size



If you change the Quality / File Size option you may affect the settings in the other options.  
Select the **Save** button to confirm your new quality setting.

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

## Update Templates

If you have created, modified, deleted or copied a template that is stored on the remote server, it is essential that the template list on the touch screen is updated. Selecting the Update Templates button initiates the machine to retrieve the remote server templates and refreshes the list on the touch screen, allowing you to use the changed templates.

Access the Update Templates feature by selecting the **Advanced Settings** tab.

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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## Update Templates



The template list is automatically updated when the machine is powered on. Updating the template list can take several minutes to complete. Your system administrator may have configured the machine to update the list at specific times.

Select the **Update Templates** button and select **Update Now**. A message will display asking if you would like to update the templates even though it may take a few minutes, select **OK**.

The screenshot shows the 'Network Scanning' interface. At the top, there are tabs for 'Network Scanning', 'Advanced Settings', 'Layout Adjustment', 'Filing Options', and 'Job Assembly'. Below these tabs, there are several icons representing different scanning options: 'Image Options', 'Image Enhancement', 'Resolution', 'Quality File Size', and 'Update Templates'. A red arrow points to the 'Update Templates' icon. In the top right corner of the interface, there is a button labeled 'All Services'.

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

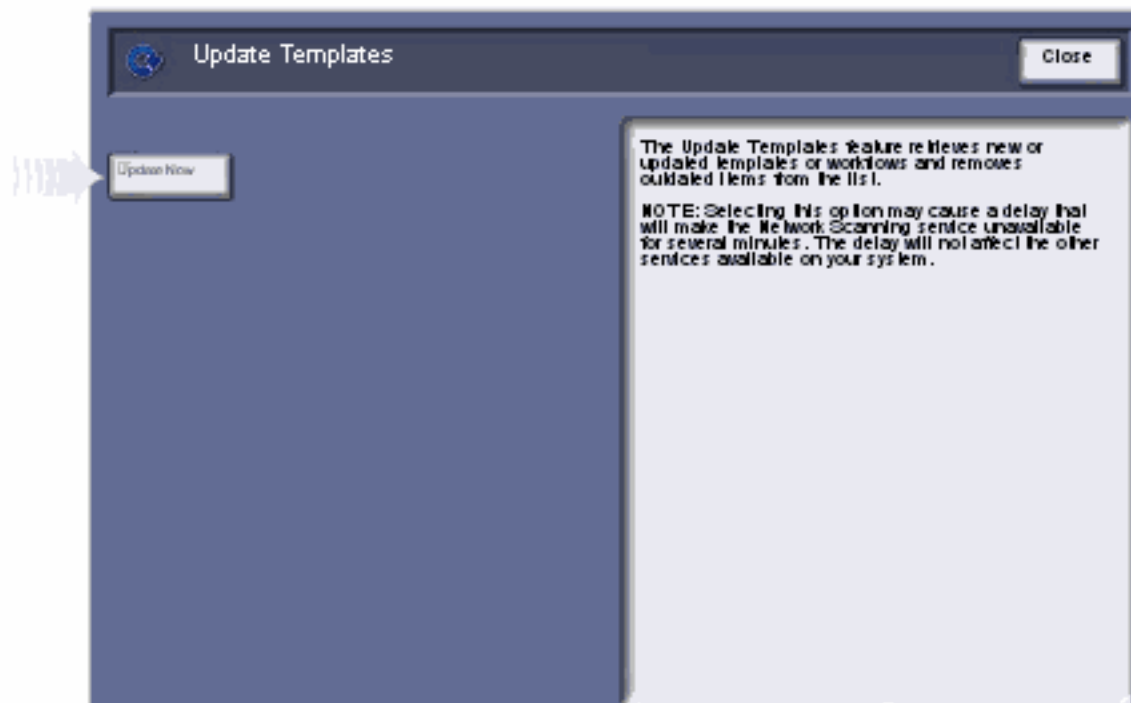
Search

## Update Templates



The template list is automatically updated when the machine is powered on. Updating the template list can take several minutes to complete. Your system administrator may have configured the machine to update the list at specific times.

Select the **Update Templates** button and select **Update Now**. A message will display asking if you would like to update the templates even though it may take a few minutes, select **OK**.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

## Update Templates



Once the list has been updated you are returned to the Network Scanning tab and the updated list is displayed.

The screenshot shows the 'Network Scanning' control panel. At the top, there are tabs for 'Network Scanning', 'Advanced Settings', 'Layout Adjustment', 'Filing Options', and 'Job Assembly'. Below the tabs, there are two dropdown menus: 'Show:' with 'All Templates' selected, and 'Selected Template:' with 'Default' selected. To the right of these menus is a large empty rectangular area. Below the menus are four columns of radio button options:

- Color Scanning:** Auto Select (selected), Color, Black and White, Gray Scale.
- 2 Sided Scanning:** 1 Sided (selected), 2 Sided, 2 Sided, Rotate Side 2.
- Original Type:** Photo & Text (selected), Photo, Text.
- Scan Presets:** for Sharing and Printing (selected), for Archival Record, for OCR, More...

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

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## Advanced Settings



This completes the explanation of all the advanced settings options available to you. Return to the previous menu to review other features in this tutorial.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

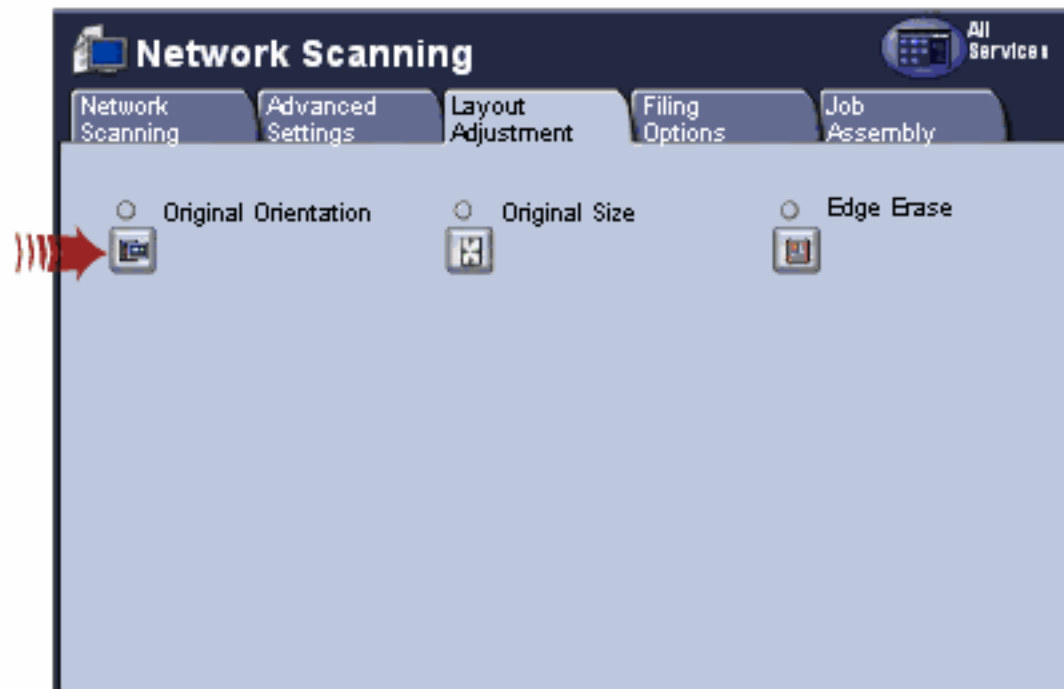
  
**Search**

### Original Orientation



The **Original Orientation** feature allows you to specify the orientation of your original documents. This feature is primarily used to ensure that proper output is produced when the Image Shift, Edge Erase, or Page Layout features are enabled.

Select the **Original Orientation** button.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

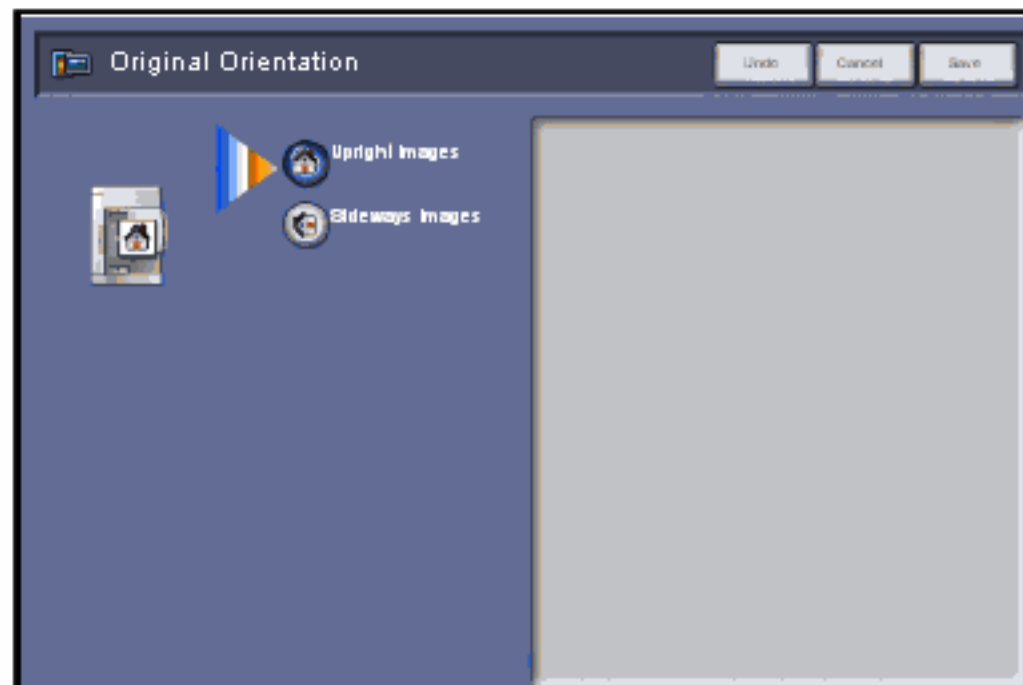
Enter a key word.

Search

## Original Orientation



**Upright Images** refers to the direction your originals are loaded in the Document feeder. If you are using the Document Glass, the orientation is as seen before turning it over onto the Glass.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

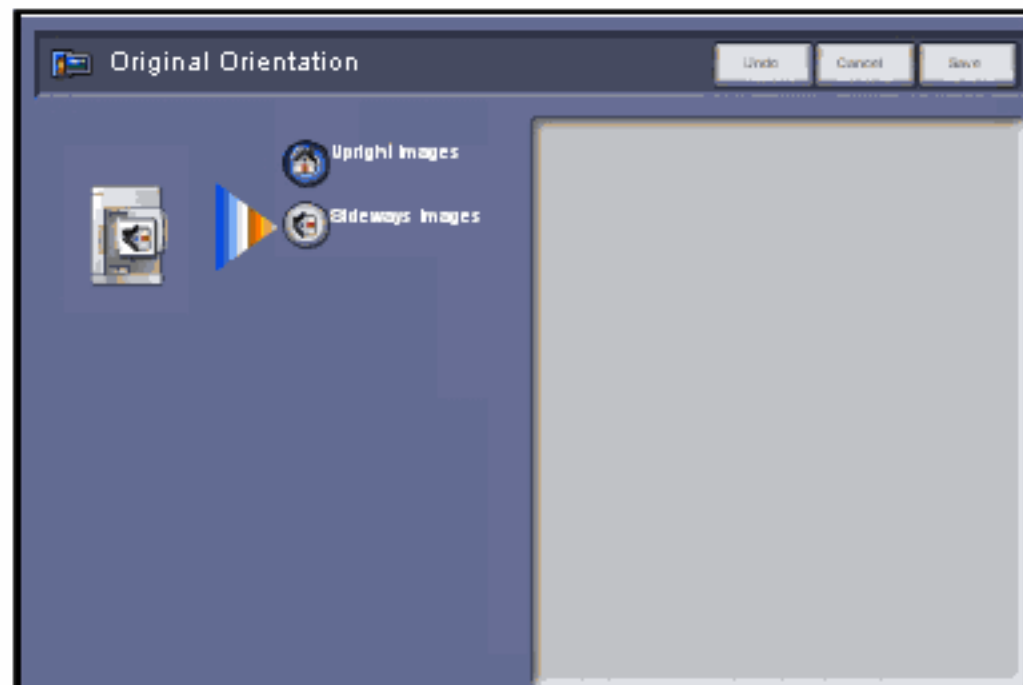
Enter a key word.

Search

## Original Orientation



**Sideways Images** refers to the direction your originals are loaded in the Document feeder. If you are using the Document Glass, the orientation is as seen before turning it over onto the Glass.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

## Original Size

Select **Original Size** to enter the size of your document when scanning from the Document Glass or the Document Handler. Your machine uses this information to calculate the size of your original and the scanned image.

Access the Original Size settings by selecting the **Layout Adjustment** tab.

**Network Scanning** All Services

Network Scanning | **Advanced Settings** | **Layout Adjustment** | Filling Options | Job Assembly

Show:

Selected Template:

**Color Scanning**

- Auto Detect
- Color
- Black and White
- Gray Scale

**2 Sided Scanning**

- 1 Sided
- 2 Sided
- 2 Sided, Rotate Side 2

**Original Type**

- Photo & Text
- Photo
- Text

**Scan Presets**

- for Sharing and Printing
- for Archival Record
- for OCR
- More...

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

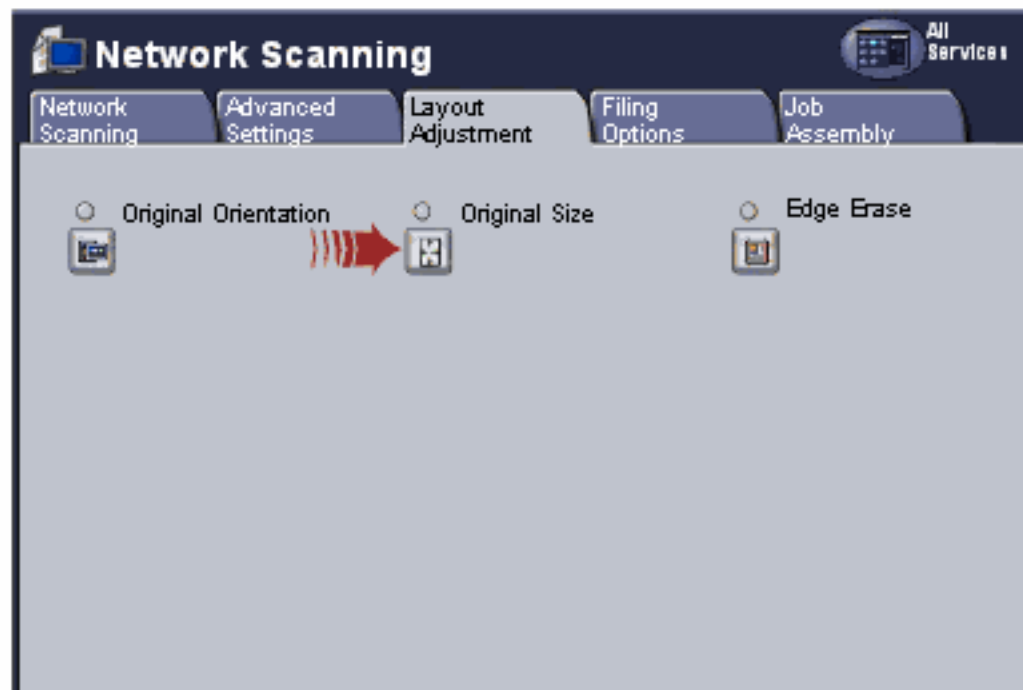
Search

## Original Size



Select **Original Size** to enter the size of your document when scanning from the Document Glass or the Document Handler. Your machine uses this information to calculate the size of your original and the scanned image.

Access the Original Size settings by selecting the **Layout Adjustment** tab.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

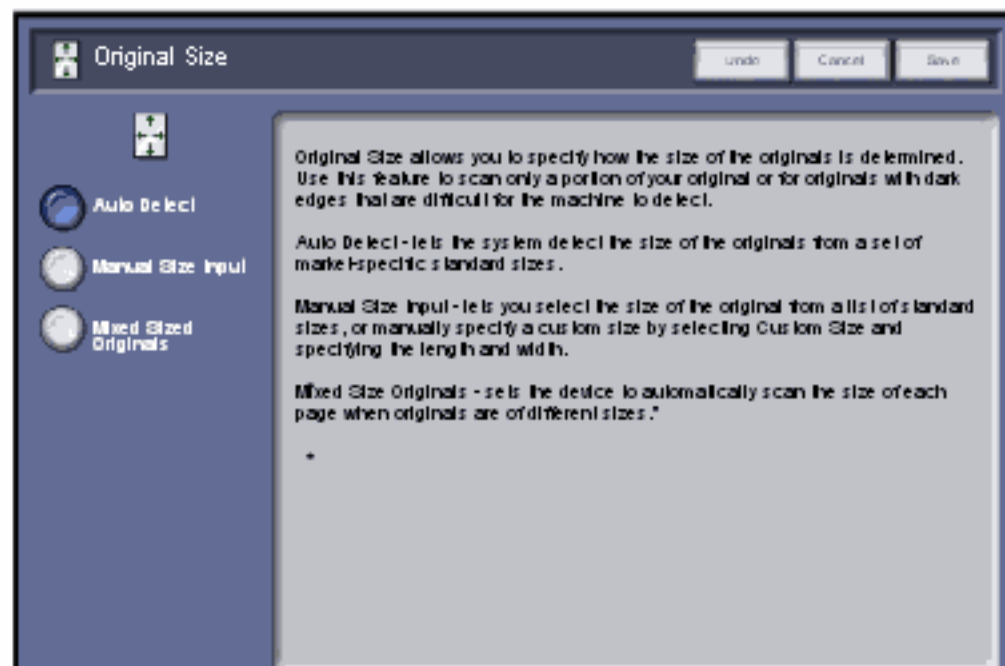
When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

## Original Size



When specifying your original size, the screen also allows you to orientate your scanned image. Selecting the correct orientation will help when processing of your scanned image through the Optical Character Recognition (OCR) application. In the event that you select the incorrect orientation button, most OCR application software will allow you to re-orientate.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

## Original Size



The **Auto Detect** button is the default setting and enables the machine's automatic size sensing. The size detected will be matched to a standard size paper.

If scanning from the Document Glass with this setting selected, the machine will scan your original twice.

Select the **Manual Size Input** button to continue.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

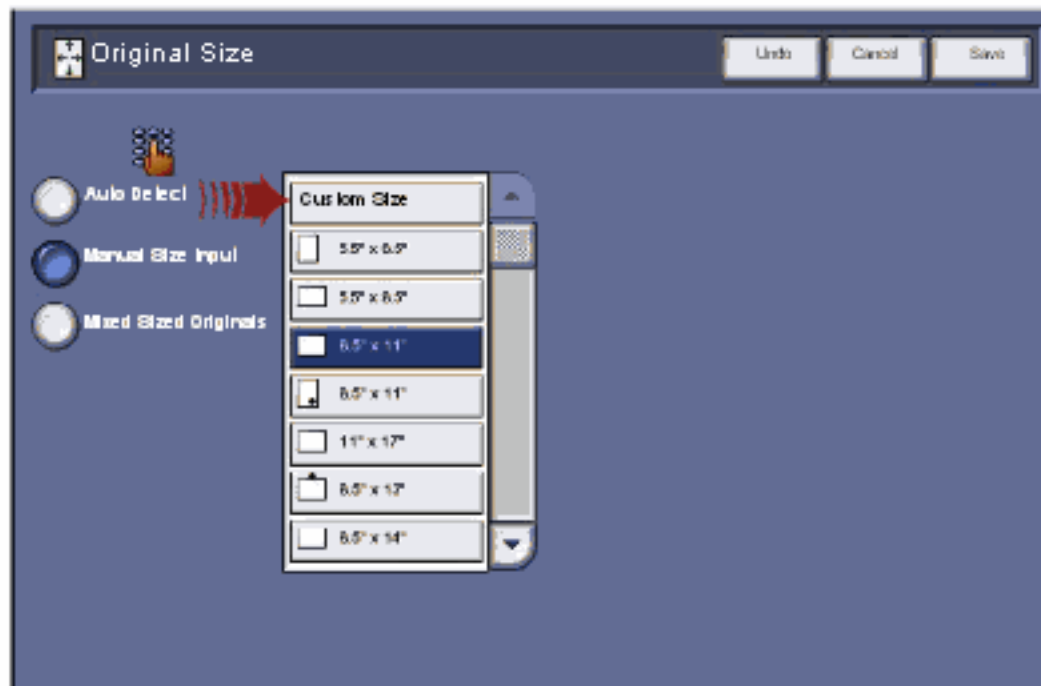
## Original Size



**Manual Size Input** is used when copying from the document glass and allows you to define the size of your original from a list of pre-set, standard document sizes. You can view the list by using the up and down scroll bars.

If your original is not a standard paper size, select the **Custom Size** option in the scroll list. You cannot use this mode when using the document handler.

Select the **Custom Size** option from the scroll list for more information on this option.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

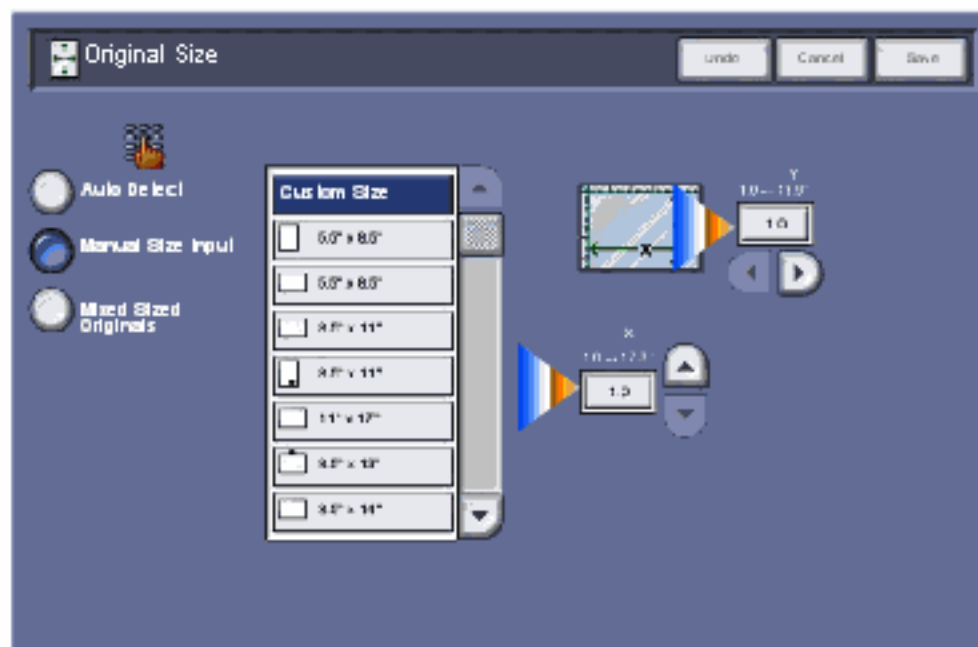
## Original Size



The **Custom Size** option allows a non-standard size to be defined. This feature can only be used when a document is placed on the Document Glass.

To enter a value, select the X or Y numeric box (as highlighted) and enter the value using the control panel keypad.

Select **Save** to confirm your custom sized document and return to the Original Size screen.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

## Original Size



The **Mixed Size Originals** button allows you to scan documents containing different size pages. The pages must be the same width, like 8.5x11" LEF and 11x17" SEF, other combinations are shown on the screen.

This feature can only be used when a document is placed in the document handler.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

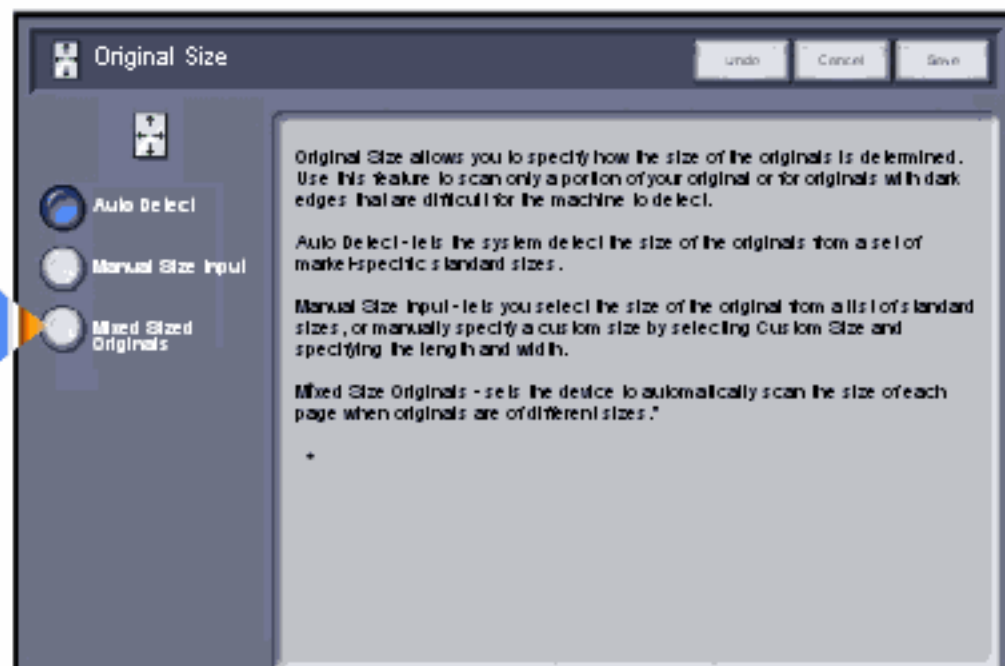
Enter a key word.

## Original Size



The **Mixed Size Originals** button allows you to scan documents containing different size pages. The pages must be the same width, like 8.5x11" LEF and 11x17" SEF, other combinations are shown on the screen.

This feature can only be used when a document is placed in the document handler.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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## Original Size



If your machine does not show the **Mixed Size Originals** button, it is recommended that the originals used are of the same size. Using originals that are not of the same size may result in white space around the scan image of the smaller sized original.

If your originals are not of the same size, use the reduce \ enlarge copy feature to make a new set. Ensure that the new copied set of originals are all the same size. Alternatively the scanned image can be cropped using a graphics package or PDF editor software.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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## Edge Erase



Use this feature to erase spots, unwanted lines, marks and punched holes that appear on your original but are not desirable on the scanned image.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

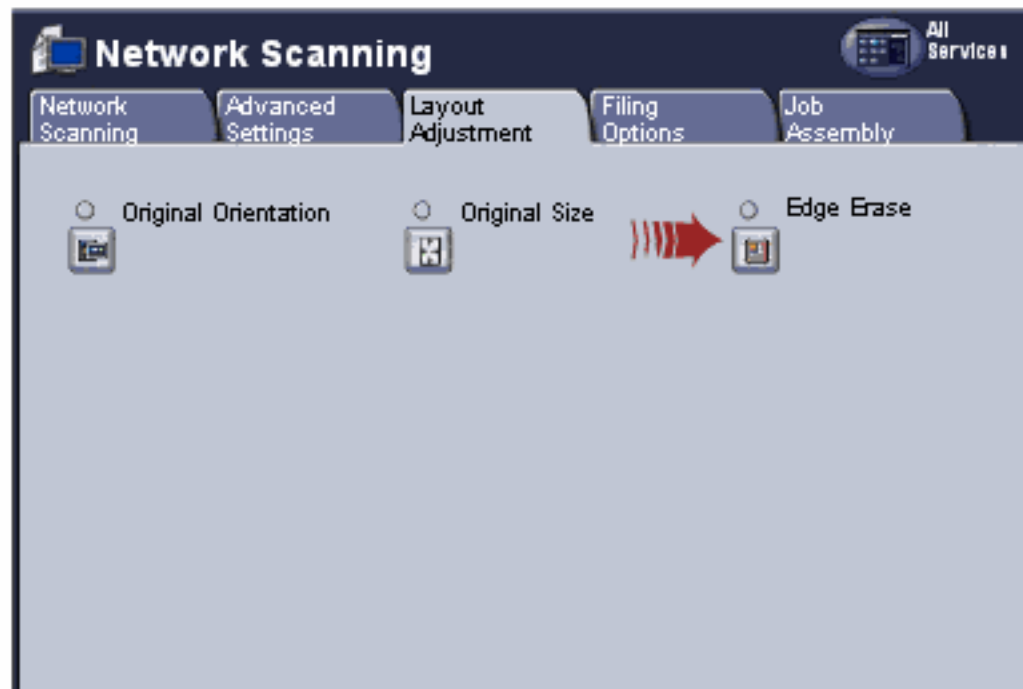
Enter a key word.

Search

## Edge Erase



**Edge Erase** allows you to adjust the amount of the image that is erased around the edges of your copies. For example you can remove the marks on your copies made by punched holes or staples in your original. It is accessed from the **Layout Adjustment** tab.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

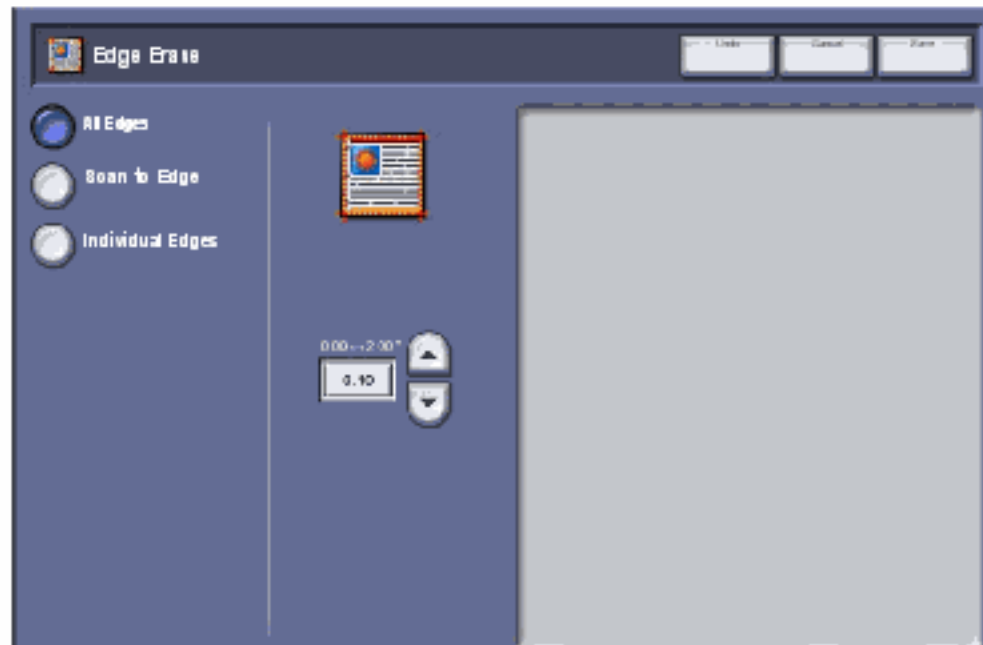
Search

## Edge Erase



**Border Erase** erases equal amounts from all edges, up to 2.0". The default setting is 0.1", which will erase the shadow on the edge of the document. Use the scroll buttons to adjust the amount to be erased. Alternatively, touch the **All Edges** field, then use the numeric keypad on the control panel to enter an appropriate border erase value.

Select the **Scan to Edge** button.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

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## Filing Options



The features of the Filing Options tab allow you to temporarily change the administration for the scanned image. All these features can be found on the Filing Options tab.

This topic will show you the various output format options available to you:

- > File Name
- > File Format
- > Document Management
- > Add File Destinations



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

## File Name

File Name allows you to specify the file name of the document to be scanned. You can also select what to do with the file if the name already exists.

Select either **From Template** or **Custom Name**.

File Name: Undo Cancel Save

File Name:

From Template

Custom Name

Name:

If file already exists:

Rename New File

Append to Existing File

Overwrite Existing File

Do Not Save

Add Date to Name

You can affect the file name of the document to be scanned and also choose what to do if a file with the same name already exists.

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

### File Name



Use the keypad on the touch screen to enter the file name. You can change the keypad to show upper or lower case, accented characters or numbers, by selecting any of the buttons. To delete a character, select the **Back** button.

When you have entered the required document name, select the **Save** button. Also select what to do if the file already exists. Make your selection by choosing an appropriate button for the desired action.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

## File Format

The File Format option allows you to temporarily change the file type of the scanned image file at the destination server. The default setting for the File Format option is the same as the value entered in the selected template.

Access the File Format settings by selecting the **Filing Options** tab and the **File Format** button.

The screenshot shows the 'Network Scanning' interface with the 'Filing Options' tab selected. The interface includes a navigation bar with tabs for 'Network Scanning', 'Advanced Settings', 'Layout Adjustment', 'Filing Options', and 'Job Assembly'. Below the tabs, there are two dropdown menus: 'Show:' (set to 'All Templates') and 'Selected Template:' (set to 'Default'). The main content area is divided into four sections:

- Color Scanning:** Radio buttons for 'Auto Detect' (selected), 'Color', 'Black and White', and 'Gray Scale'.
- 2 Sided Scanning:** Radio buttons for '1 Sided' (selected), '2 Sided', and '2 Sided, Rotate Side 2'.
- Original Type:** Radio buttons for 'Photo & Text' (selected), 'Photo', and 'Text'.
- Scan Presets:** Radio buttons for 'for Sharing and Printing' (selected), 'for Archival Record', 'for OCR', and 'More ...'.

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

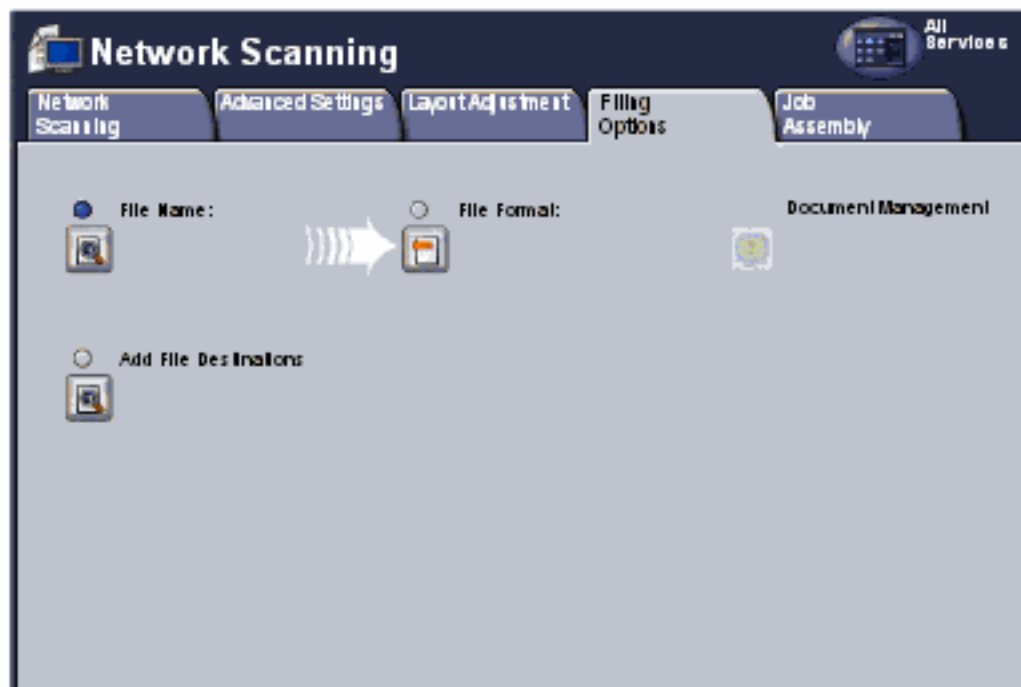
Enter a key word.

## File Format



The File Format option allows you to temporarily change the file type of the scanned image file at the destination server. The default setting for the File Format option is the same as the value entered in the selected template.

Access the File Format settings by selecting the **Filing Options** tab and the **File Format** button.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

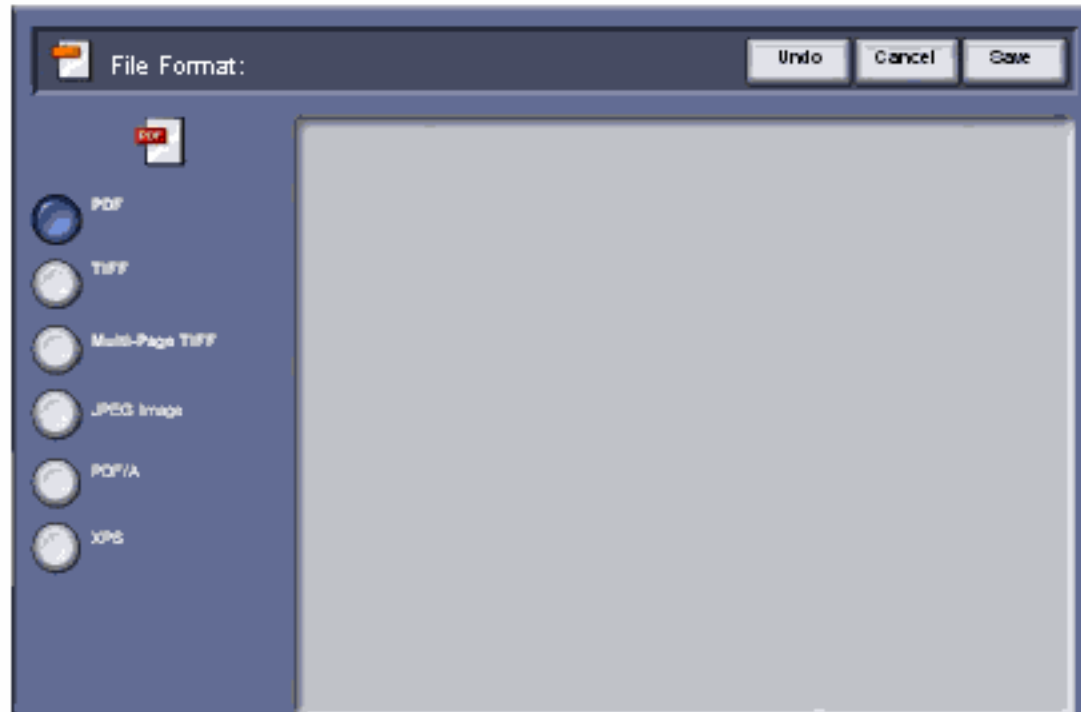
Search

## File Format



Use the File Format option if you wish to have the job sent with a different file format than that set as the template default. There are six file formats; **TIFF**, **Multi-Page TIFF**, **PDF Images**, **JPEG**, **PDF/A**, and **XPS**.

[Roll the cursor over each of the file format buttons to obtain a description.](#)



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

Search

## File Format



Choosing a **PDF** file format allows users to scan to a **Searchable PDF**.

The **Searchable PDF** option maintains the visual integrity of the original document, with the text portions of the image converted via OCR for search purposes and stored in a separate layer. This allows for low-cost conversion from paper to PDF, while permitting easy distribution and an ability to search, link, select/copy and index the text.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

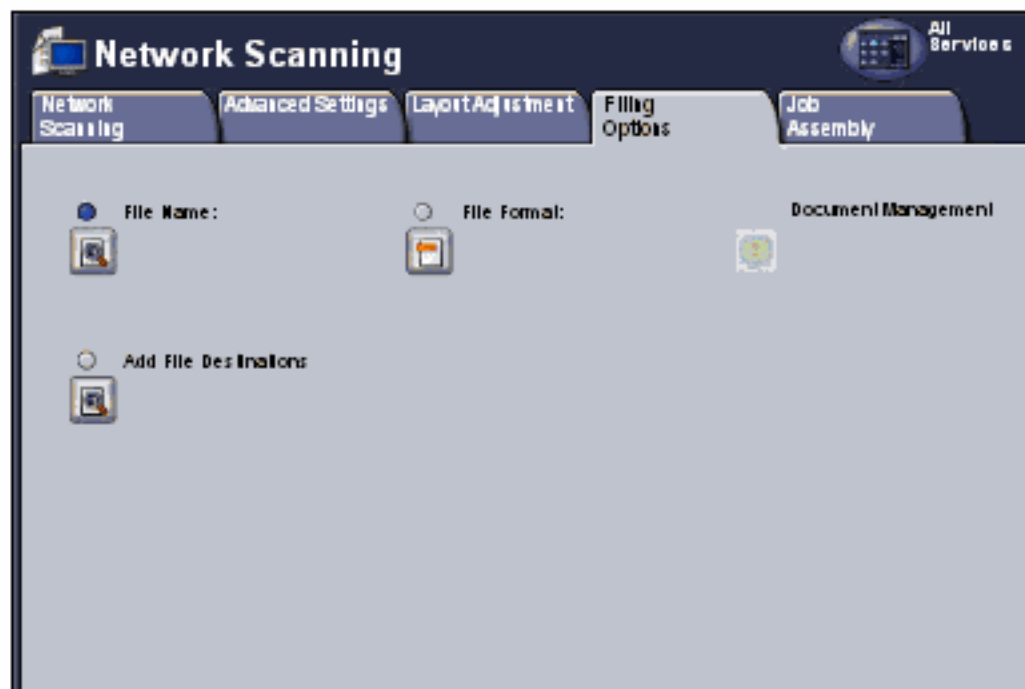
Enter a key word.

### Add File Destinations



The **Add File Destination** option allows you to add additional destinations to the template. You can only scan to 5 different destinations in the one job. If the selected template contains 1 destination you can add an additional 4 destinations using this feature. If the selected template contains 5 destinations the Add File Destination button is disabled.


The additional destinations are predefined and will appear on the touch screen. These predefined destinations are the same destinations as displayed in the template list on the Network Scanning tab.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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## Add File Destinations



Access the Add File Destinations option by selecting the **Filing Options** tab and the **Add File Destinations** button.

The screenshot shows the 'Network Scanning' software interface. At the top, there are tabs for 'Network Scanning', 'Advanced Settings', 'Layout Acquisition', 'Filing Options', and 'Job Assembly'. The 'Filing Options' tab is selected. Below the tabs, there are two dropdown menus: 'Show:' with 'All Templates' selected, and 'Selected Template:' with 'Default' selected. To the right of these is a large empty white box. Below the dropdowns are four sections of radio button options: 'Color Scanning' (Auto Detect, Color, Black and White, Gray Scale), '2 Sided Scanning' (1 Sided, 2 Sided, 2 Sided, Rotate Side 2), 'Original Type' (Photo & Text, Photo, Text), and 'Scan Presets' (for Sharing and Printing, for Archival Record, for OCR, More...).

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

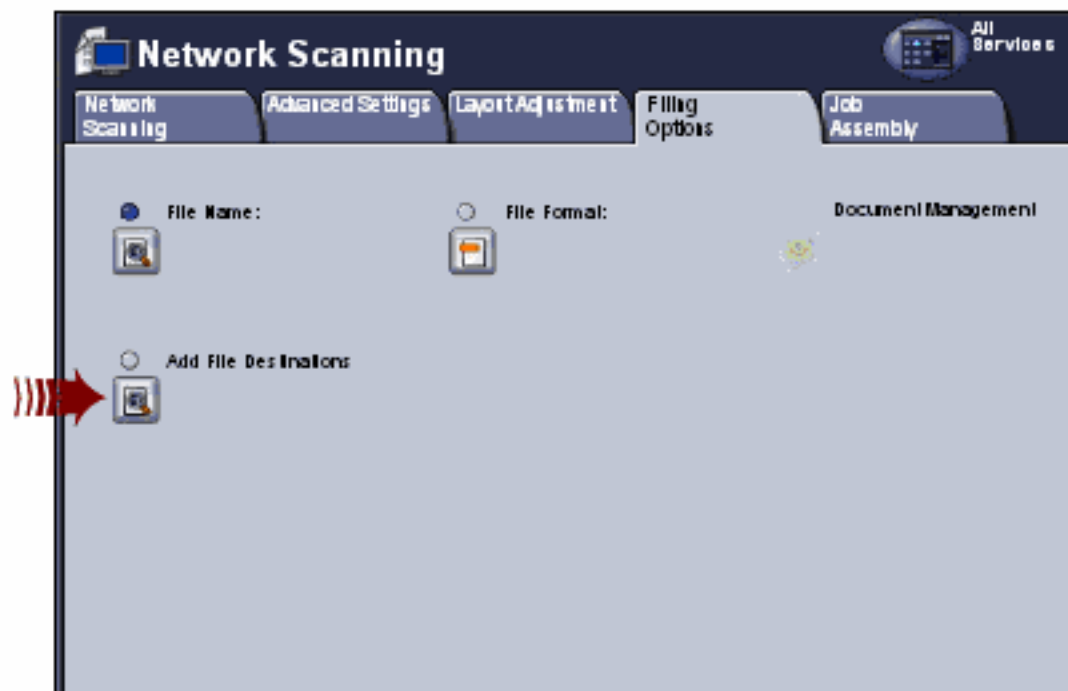
Enter a key word.

Search

### Add File Destinations



Access the Add File Destinations option by selecting the **Filing Options** tab and the **Add File Destinations** button.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

## Add File Destinations



Use the up and down buttons to scroll through the list of alternative destinations. Use the **Add** button to add additional destinations to your destination list. When you have selected all the additional destinations required, select the **Save** button.

The **Show Path** button will display the full server path for the selected template.

Name	Path
<input checked="" type="checkbox"/> name1	dir1 on ncp://server1/path1
<input type="checkbox"/> name2	dir2 on ftp://server2/path2
<input type="checkbox"/> name3	dir3 on smb://server3/path3
<input type="checkbox"/> name4	dir4 on http://server4/path4
<input type="checkbox"/> name5	dir5 on https://server5/path5
<input type="checkbox"/> name6	dir6 on ncp://server6/path6

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

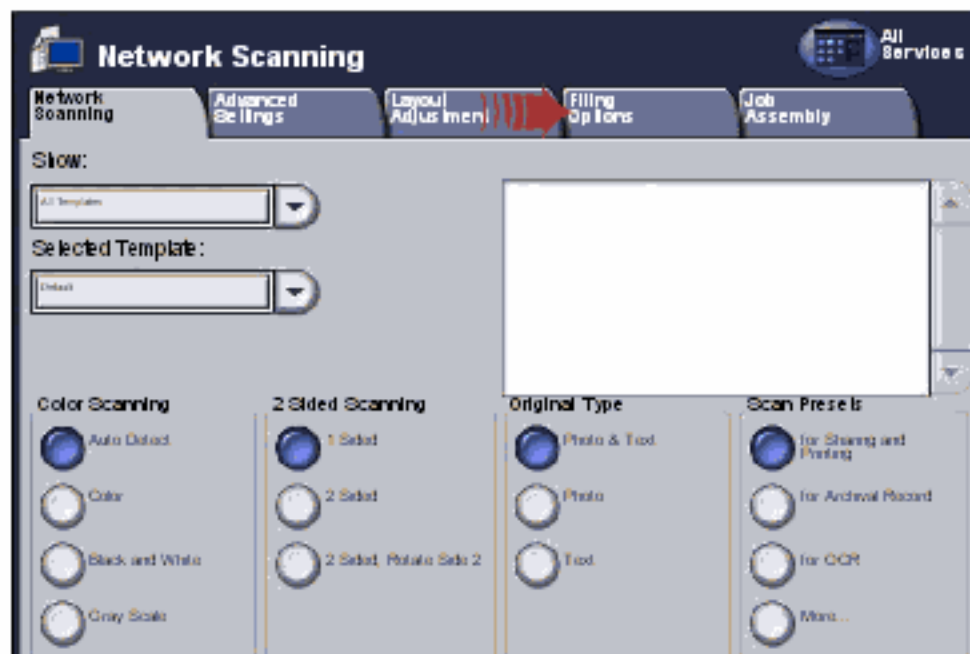
When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

## Document Management

Document Management allows you to use the machine to enter information into the template which is unique to your scanning requirements. The customizable template fields must be enabled when creating the template at the Web UI. For more information about creating templates, go to the module titled **Templates** within this tutorial. The enabled customizable fields will be displayed on your machine's touch screen. If your selected template does not contain any enabled fields, the Document Management Fields button will be inactive.

Access the Document Management Fields settings by selecting the **Filing Options** tab and the **Document Management Fields** button.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

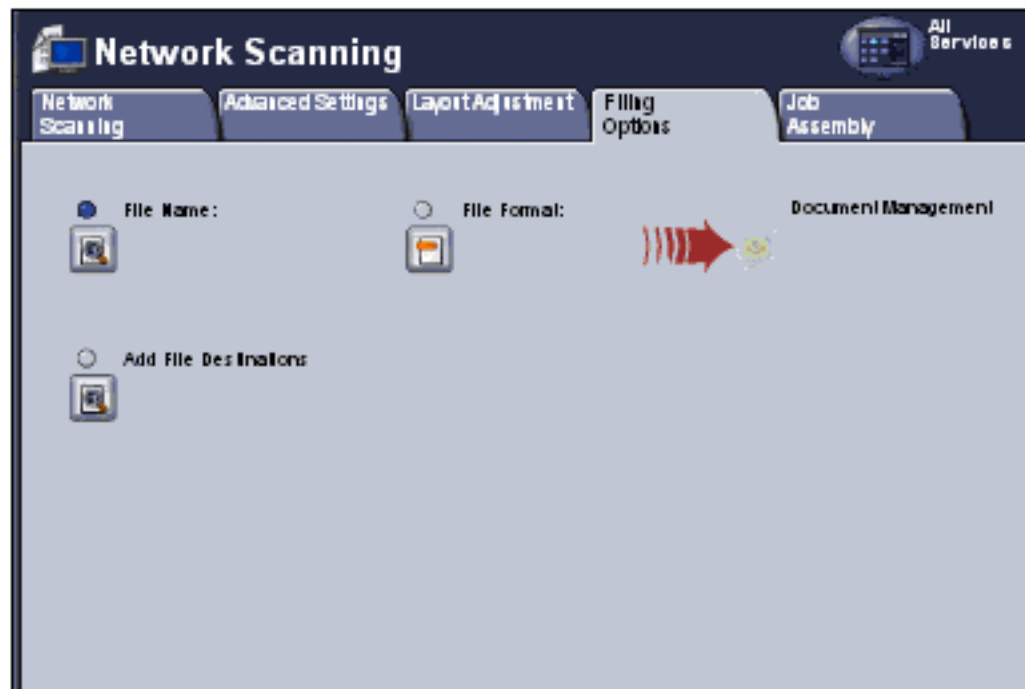
Enter a key word.

## Document Management



Document Management allows you to use the machine to enter information into the template which is unique to your scanning requirements. The customizable template fields must be enabled when creating the template at the Web UI. For more information about creating templates, go to the module titled **Templates** within this tutorial. The enabled customizable fields will be displayed on your machine's touch screen. If your selected template does not contain any enabled fields, the Document Management Fields button will be inactive.

Access the Document Management Fields settings by selecting the **Filing Options** tab and the **Document Management Fields** button.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

Search

## Document Management



Unless a default setting has been entered, you must enter the required details before scanning your original. If you do not enter the information required, a warning message will be displayed on the touch screen.

Select the **Case Number** button below to view a sample of the Document Management field entry method.

Undo Cancel OK

**Document Management Field**

Case Number  
00125549
  Region
 Billing Code



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

Search

## Document Management



If a default setting has been entered, it will be displayed in the text window, as "00125549" below. If no default setting has been entered the text window will be empty.

Use the keypad on the touch screen to enter the information required. If additional characters are required, select the **aaa** button or the **123** button for the numeric keypad. If an incorrect entry is made, select the backspace button, as indicated below.

When all the information has been entered select the **Save** button.

Any changes made to the document management fields will apply to scan jobs using the selected template, until Clear All is selected or the machine times out.

Document Management Field 1 of 3  
Line Number

Cancel Next Save

00125549 Clear Text

1 2 3 4 5 6 7 8 9 0 - \_

q w e r t y u i o p [ ] \ /

ABC a s d f g h j k l ; ' : ,

ABC z x c v b n m [ ] \ /

← CED → [ ] \ /

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

Search

## Filing Options



This completes the explanation of the Options tab, where you have reviewed:

- > File Name
- > File Format
- > Document Management
- > Add File Destinations

Return to the previous menu to review the other network scanning features.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

Search

## Build Job



Use this feature to build a job that requires different settings for each page, or a segment of pages. For example, if a document set consists of...



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

## Build Job



First split the document into sections for individual programming.

Switch on Build Job by selecting the **Job Assembly** tab, the **Build Job** button and the **Build Job On** button.

The screenshot shows the 'Network Scanning' software interface. At the top, there are tabs for 'Network Scanning', 'Advanced Settings', 'Layout Adjustment', 'Filling Options', and 'Job Assembly'. The 'Job Assembly' tab is selected and highlighted with a red arrow. Below the tabs, there are two dropdown menus: 'Show:' with 'All Templates' selected, and 'Selected Template:' with 'Default' selected. To the right of these is a large empty white box. Below the dropdowns are four sections of radio button options:

- Output Color:**
  - Auto Detect
  - Color
  - Black and White
  - Gray Scale
- 2 Sided Scanning:**
  - 1 Sided
  - 2 Sided
  - 2 Sided, Rotate Side 2
- Original Type:**
  - Photo & Text
  - Photo
  - Text
- Scan Presets:**
  - for Storing and Printing
  - for Archival Record
  - for OCR
  - Misc...

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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

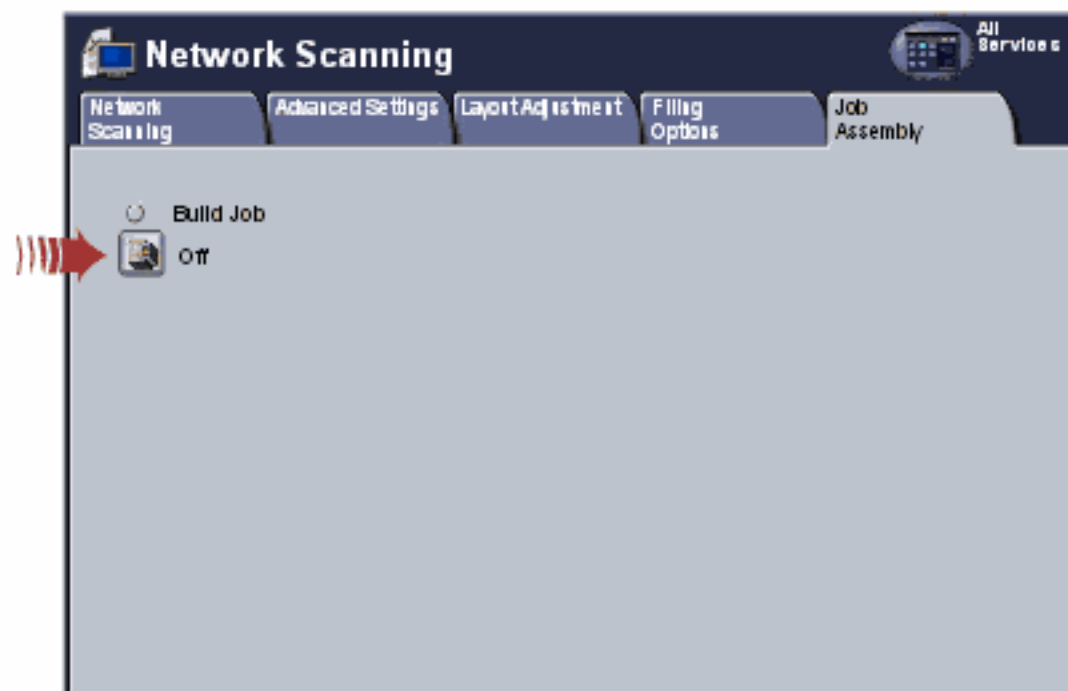
Search

## Build Job



First split the document into sections for individual programming.

Switch on Build Job by selecting the **Job Assembly** tab, the **Build Job** button and the **Build Job On** button.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

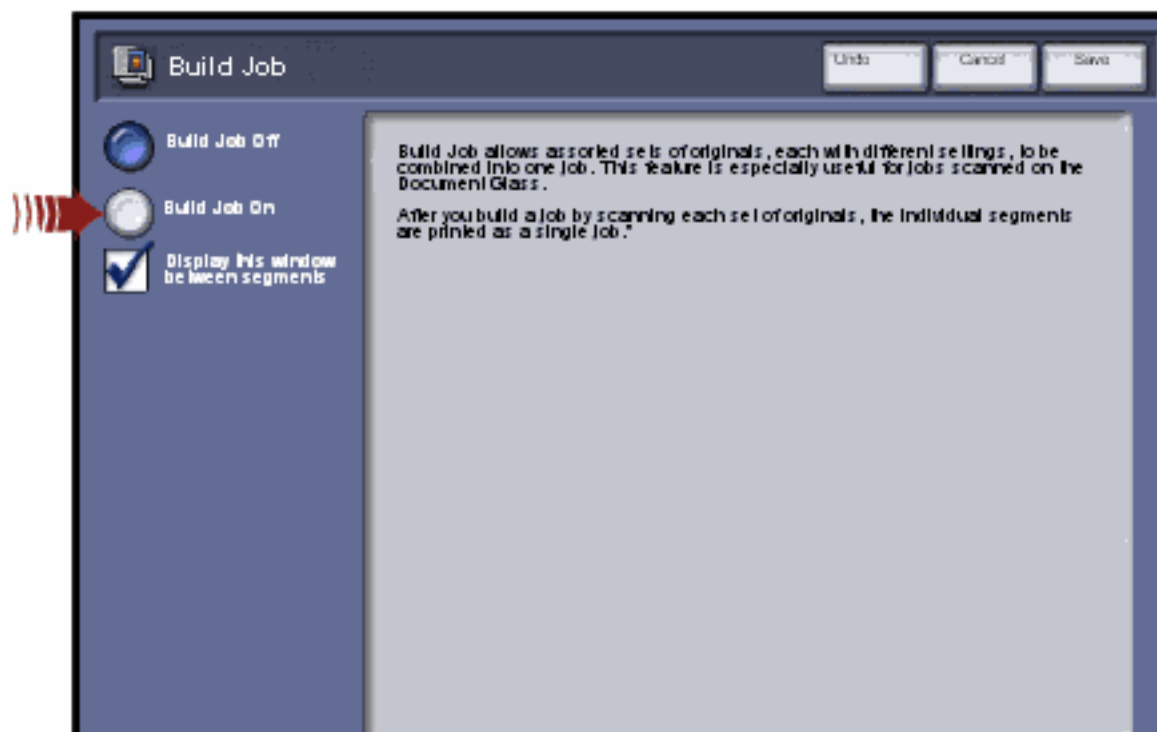
Search

## Build Job



First split the document into sections for individual programming.

Switch on Build Job by selecting the **Job Assembly** tab, the **Build Job** button and the **Build Job On** button.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

Search

## Build Job



To begin programming your job, select the **Save** button.

Select the **Save** button.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

Search

## Build Job



Program the job requirements for the first segment of the job. Load only the first segment into the document handler or place the segment on the glass one page at a time. Press the **Start** button on the keypad.

*NOTE: Some of the Network Scanning features are only set when programming the first build job segment, for example Document Format and Document Name.*



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

Search

## Build Job



When the first segment has finished scanning, remove the originals and program the job requirements for the second segment of the job. Load the second segment into the document handler or on the document glass and press the **Start** button on the control panel. Repeat these steps until all segments of your job have been programmed and scanned.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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## Build Job



After the last segment has been scanned, end the build job. This is done by selecting the **End Job and Send** button.

Select the **End Job and Send** button.



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## Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

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## Build Job



The machine will compile all the job segments and scan the job to the specified location. Build job will be switched off automatically.

If required, select the **Delete All Segments** button on the Build Job Controls screen to delete the current build job and return to the main Build Job screen.

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## Interactive User Guide



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**E-Mail**

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Paper and Media

Auditron

Machine Administration

Machine/Job Status

Internet Services



## E-Mail

These tutorials explain the email features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.

### Simple E-Mail

E-Mail Overview

Entering an E-Mail Address >>>

Basic Settings

Advanced Settings >>>

Layout Adjustment>>>

E-mail Options >>>





## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Simple E-mail



In this tutorial you will learn the 7 simple steps to follow when E-mailing:

1. Load the document
2. Press the **Services** button, then touch the **E-mail** icon.
3. Enter the recipient details
4. Enter the E-mail subject
5. Select the features
6. Press **Start**
7. Identify the job in Job Status mode

E-mail is an optional feature and may not be available on your machine.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Simple E-mail

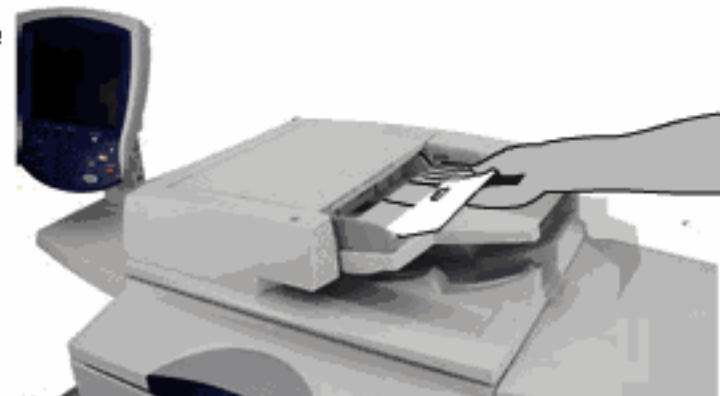


### 1. Load the documents

A choice of document input areas is available. These are:

#### 1. A Document Handler for multiple documents.

Up to 250 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the top of the page towards the back or left of the machine. Position the guides to just touch the edge of the documents.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

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## Simple E-mail

### 2. Touch the E-mail icon



Press the **Services** button, then touch the **E-mail** icon.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

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## Simple E-mail

### 2. Touch the E-mail icon



Press the **Services** button, then touch the **E-mail** icon.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Simple E-mail

### 3. Enter the Recipient Details



Select the **New Recipient** button.

Input the full E-mail address of the recipient using the keyboard or get the E-mail address from the Address Book by inputting the name of the recipient and selecting **Search for Name**. For more information on using the Address Book, go to the module [Entering an E-mail Address](#).



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## E-Mail

These modules describe all the Email features of the machine.

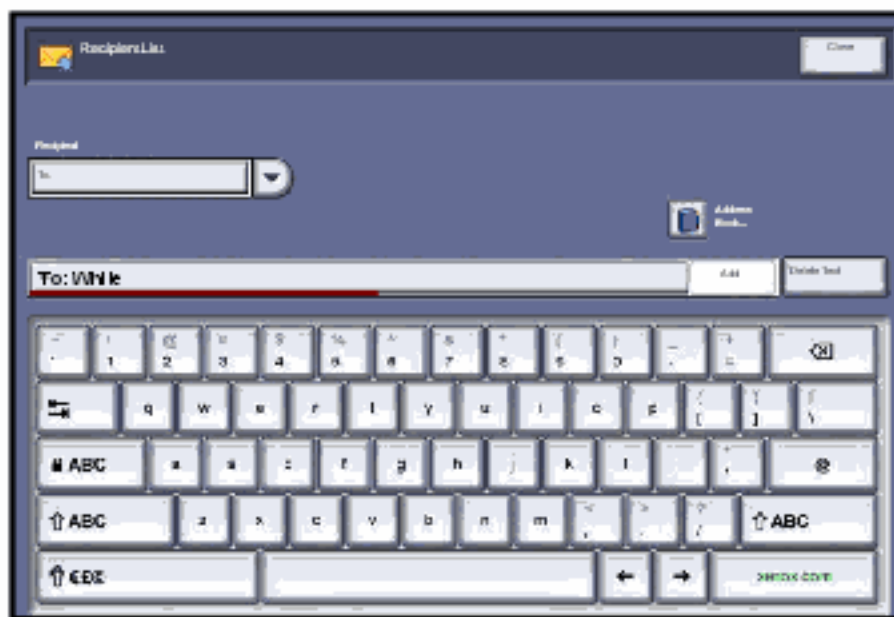
When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Simple E-mail

### 3. Enter the Recipient Details



Select the **New Recipient** button.

Input the full E-mail address of the recipient using the keyboard or get the E-mail address from the Address Book by inputting the name of the recipient and selecting **Search for Name**. For more information on using the Address Book, go to the module [Entering an E-mail Address](#).



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Simple E-mail

### 4. Enter the E-mail Subject



Select the **Subject** field.

Input the E-mail subject using the keyboard. The subject is the line that appears on the E-mail.

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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

## Simple E-mail

### 5. Select the features



Change the Color Scanning, 2 Sided Scanning, Original Type, or Scan Presets features as needed. Other E-mail options are available on the additional tabs.

[For more information on the settings, go to the appropriate module within this tutorial.](#)



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Simple E-mail

### 6. Press Start

Once you have pressed **Start**, each document is scanned once.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

## Simple E-mail

Press the **Job Status** button on the control panel to display the Active Jobs tab.

Your job will be displayed on the Active Jobs tab. If there are no jobs in the queue your job may have already been completed.

Job Status button



Job Status			
Active Jobs	Completed Jobs		
<input type="text"/>			
001	L76 016	000 016 000	Printing
002	M 74	000 016 000	Printing
003	B774	000 016 000	Printing
004	C 106	000 016 000	Printing
005	C 106	000 016 000	Printing
006	C 106	000 016 000	Processing
007	Local User	000 016 000	Processing
008	U 000	000 016 000	Scanning

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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## E-mail Overview



E-mail enables the creation of an electronic image file by scanning an original hard copy document. The scanned image is sent to the specified e-mail recipient or recipients as an e-mail attachment. Using the e-mail feature allows you to add and remove recipients and edit the subject line of the e-mail message.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## E-mail Overview



The basic E-mail screen allows you to enter the SMTP (Simple Mail Transfer Protocol) e-mail addresses for your e-mail.

*NOTE: An SMTP compliant e-mail address format must be used. For example, anyone@anycompany.com.* Move your cursor over the screen for an explanation of each area.

The screenshot shows the 'E-mail' configuration screen with the following elements:

- Header:** 'E-mail' title, 'All Services' icon, and tabs for 'E-mail', 'Advanced Settings', 'Layout Adjustment', 'E-mail Options', and 'Job Assembly'.
- Left Panel:** 'New Recipient' (envelope icon) and 'Address Book...' (book icon) buttons.
- Recipient List:** A table with columns 'Name' and 'Recipient(s)'. The first row is highlighted in blue.
- Form Fields:** 'From...', 'Subject...', and 'Message...' text boxes.
- Color Scanning:** Radio buttons for 'Auto Detect' (selected), 'Color', 'Black and White', and 'Gray Scale'.
- 2 Sided Scanning:** Radio buttons for '1 Sided' (selected), '2 Sided', and '2 Sided, Rotate Side 2'.
- Original Type:** Radio buttons for 'Photo & Text' (selected), 'Photo', and 'Text'.
- Scan Presets:** Radio buttons for 'for Sharing and Printing' (selected), 'for Archival Record', 'for OCR', and 'More ...'.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

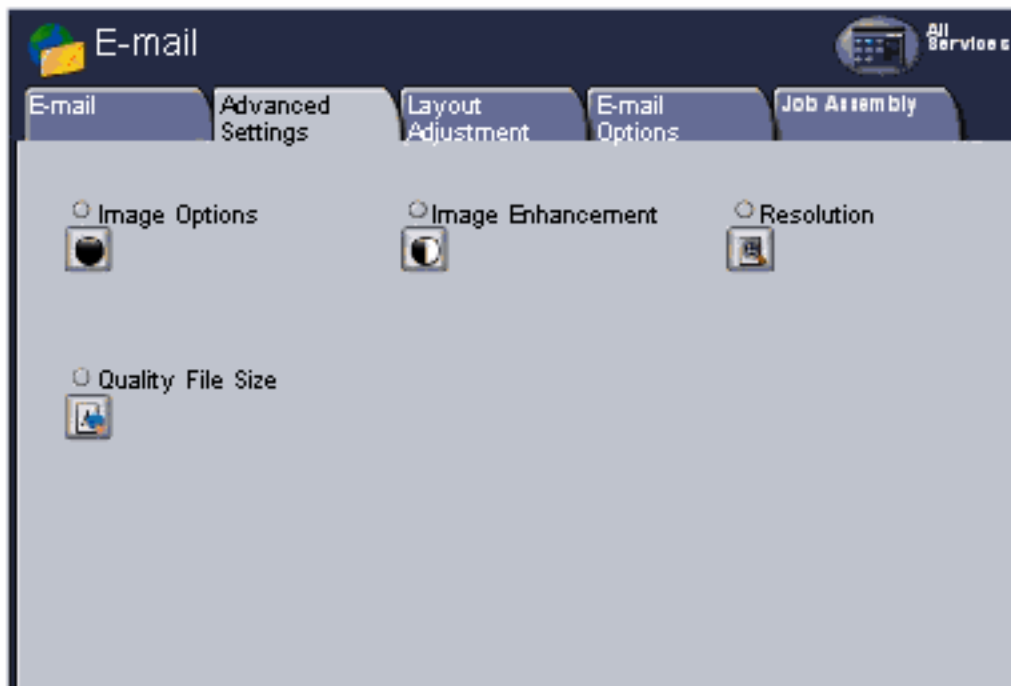
Search

## E-mail Overview




The Advanced Settings screen allows you to change the image quality settings to suit the current job and enhance the appearance and style of your e-mail image.

For more information go to the module titled **Advanced Settings** within this tutorial.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

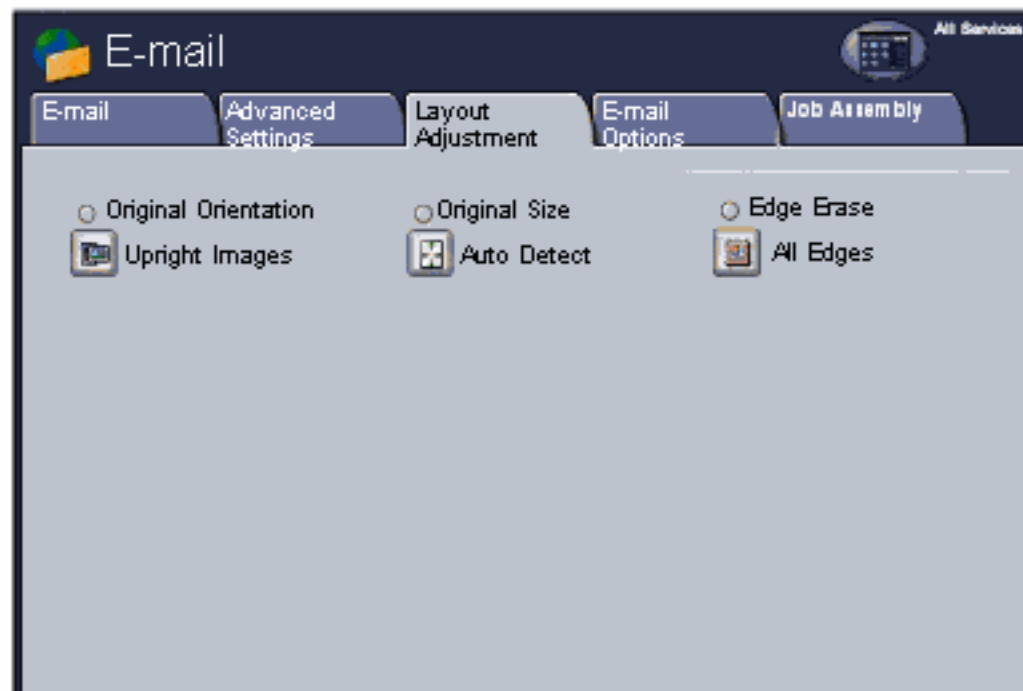
Search

## E-mail Overview



The Layout Adjustment screen allows you to change the original size, orientation, and edge erase.

For more information go to the module titled **Layout Adjustment** within this tutorial.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

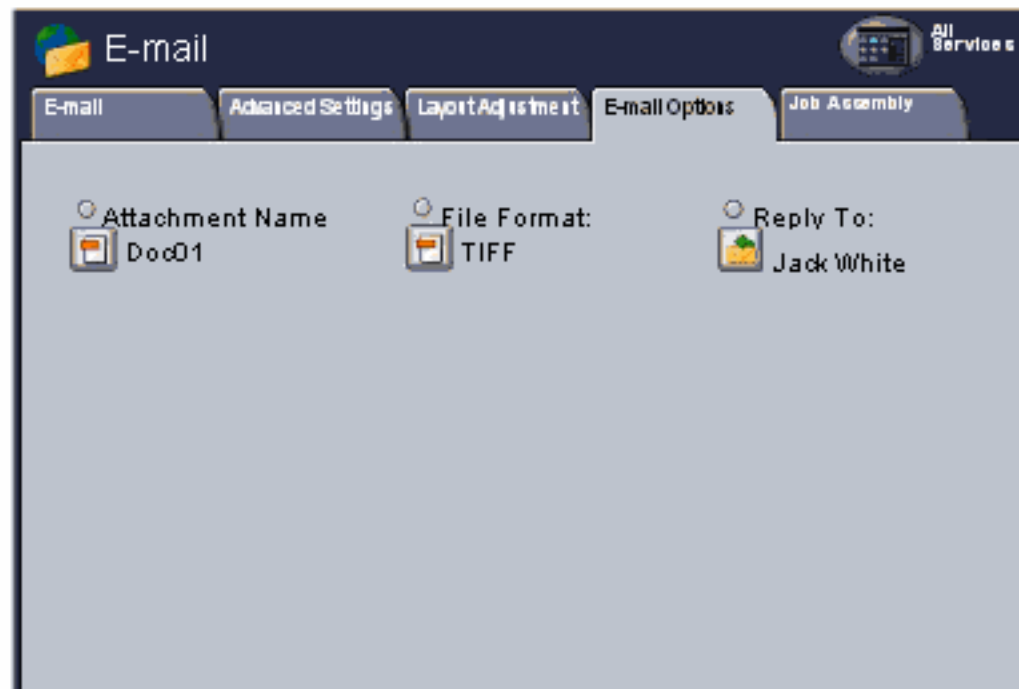
Search

## E-mail Overview



The E-mail Options screen allows you to change the Reply To e-mail address and specify the file format you require for your e-mail scanned image.

For more information go to the module titled **E-mail Options** within this tutorial.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Entering an e-mail address



When entering an e-mail address there are different options available with your machine.

This topic will show you how to enter the address and informs you of the different types of address book your machine can use.

- > Overview
- > Manually
- > Address Books
- > Address Book Types



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Overview



When e-mailing you must enter an SMTP (Simple Mail Transfer Protocol) e-mail address, for example, anyone@anycompany.com.

The e-mail address can be entered in one of two ways - manually or via an address book.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Overview



### Manually

If you already know the full SMTP e-mail address of your required recipient, or if you know that the recipient is not in any of the configured address books, use this option. Enter the e-mail address in much the same way as you would enter the recipient address on your personal computer. For example, anyone@anycompany.com.

For more information about manually entering an e-mail address go to the topic titled **Manually** within this module.

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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Overview



### Address Books

If you are not sure of the complete SMTP e-mail address, use the address books to search for the correct SMTP e-mail address. Enter the details that you do know and then search the address books in much the same way as you search the address books for your personal computer e-mail.

For more information about using address books to enter an e-mail address go to the topic titled **Address Book** within this module.

For more information about the different types of address books go to the topic titled **Address Book Types** within this module.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Manually



If you already know the full SMTP e-mail address, you can enter the e-mail address manually on the touch screen. On selecting either the To, Cc or Bcc buttons, the e-mail address entry screen will be displayed.

Select the **To..** button.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

## Manually



Use the keypad on the touch screen to enter the e-mail address.

You can change the keypad to show upper or lower case, accented characters or numbers by selecting any of the buttons, as highlighted below. To delete a character, select the **Backspace** button.

When you have entered the required e-mail address select the **Add** button.

Select the **Add** button.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Manually



The entered e-mail address will be added to the Recipient List. Touch the **Close** button to review the recipient list.

Select the **Close** button.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

## Manually

The entered e-mail address will be added to the Recipient List. Touch the **Close** button to review the recipient list.

Select the **Close** button.

The screenshot shows the 'E-mail' configuration screen with the following sections:

- Navigation:** E-mail, Advanced Settings, Layout Adjustment, E-mail Options, Job Assembly, All Services.
- Form Fields:** Name, Email Address (To: George.Greeff@company.com), From, Page, Message.
- Color Scanning:**
  - Auto Detect
  - Color
  - Black and White
  - Gray Scale
- 2 Sided Scanning:**
  - 1 Sided
  - 2 Sided
  - 2 Sided, Rotate Side 2
- Original Type:**
  - Photo & Text
  - Photo
  - Text
- Scan Presets:**
  - for Sharing and Printing
  - for Archival Record
  - for OCR
  - More ...

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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

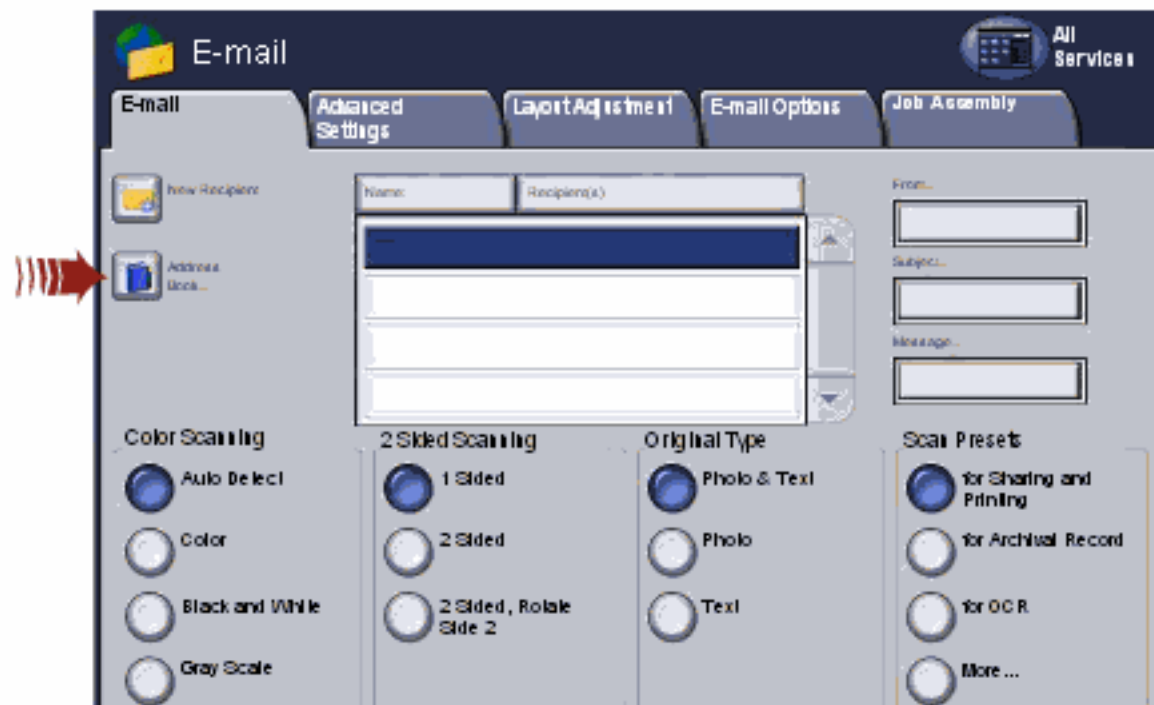
Enter a key word.

Search

## Address Books

Address books contain a list of e-mail addresses and details that are relevant to your company and/or you. Your machine is able to support two types of e-mail address books - Public and Internal. When an entry is made in the To, Cc or Bcc the Address Book displays search results for one or both configured address books.

Select the **Address Book** button.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Address Books



Use the keypad on the touch screen to enter the e-mail recipient's name. As with most search facilities you do not need to enter the full name and can search the address book on the first few letters.

You can change the keypad to show upper or lower case, accented characters or numbers by selecting any of the buttons, as highlighted below. To delete a character, select the **Back** button.

When you have entered the required e-mail search criteria select the **Search** button. Your machine will search the address book for a matching entry.

Select the **Search** button.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Address Books



If there are no matching entries change the address book by selecting another book in the Address Books pull down menu and submit the search in the other address book.

Select the other address book with the search criteria and the **Search** button.



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## E-Mail

These modules describe all the Email features of the machine.

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Enter a key word.

Search

## Address Books



If there are no matching entries change the address book by selecting another book in the Address Books pull down menu and submit the search in the other address book.

Select the other address book with the search criteria and the **Search** button.



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## E-Mail

These modules describe all the Email features of the machine.

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Enter a key word.

Search

## Address Books



If, based on the search criteria, one or more matches are found, the matches are displayed on the touch screen. Use the up and down scroll bars to locate your required recipient.

To add a recipient to your Address List, found on the basic features tab, select the **New Recipient** button, type in a name, and select the **Add** button. Continue this process until you have added all the recipients. When you have finished select the **Close** button.



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## E-Mail

These modules describe all the Email features of the machine.

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## Address Book Types



If configured, there are two different types of address book on your machine. The address books are known as Public and Network Address Books.

The following pages will give you a description of each address book type.



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## E-Mail

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Enter a key word.

Search

## Address Book Types



### Public Address Book

The Public Address Book stores external company addresses on the machine. The address book contains a list of user names and their e-mail addresses.

The file must be a CSV (Comma Separated Value) format for your machine to be able to read the file contents. The completed file is imported to the machine via CenterWare Internet Services. Your machine will not allow the import of a Public Address Book file that does not end with the .CSV file extension.



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## E-Mail

These modules describe all the Email features of the machine.

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Search

## Address Book Types



### Public Address Book

The majority of word processing packages will allow you to create a CSV file. A selection of e-mail applications will also allow you to export a list of users in the CSV file format.

A valid CSV file is in the format *Name, SMTP e-mail address*. For example the following are both valid CSV format file entries:

Smith, smith@company.com

"Smith, John", john.smith@company.com

The order in which the entries are sorted in the CSV file will be the same as that displayed in the Public Address Book at your machine.



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## E-Mail

These modules describe all the Email features of the machine.

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Enter a key word.

Search

## Address Book Types



### Network Address Book

Otherwise known as the LDAP (Lightweight Directory Access Protocol), the Network Address Book stores network, or internal company addresses on the company network. The System Administrator creates the Network Address Book.

The display of the search results is defined by the LDAP. For example, the LDAP server can return a search query "And" as "Andrew Smith" when the result "Andrews, James" may have been expected. The *lastname, firstname* or *firstname, lastname* display is controlled by the LDAP server and not your machine.



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## E-Mail

These modules describe all the Email features of the machine.

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Enter a key word.

Search

## Address Book Types



### Network Address Book

If you have successfully logged in via Authentication mode, your machine will automatically attempt to match your login name to your e-mail address. Your name will then be entered into the From e-mail address field. You will not be able to change the From address.



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## E-Mail

These modules describe all the Email features of the machine.

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Enter a key word.

Search

## Entering an e-mail address



This completes the entering an e-mail address module, where you have reviewed:

- > Overview
- > Manually
- > Address Books
- > Address Book Types

Return to the previous menu to review the other features.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

## Basic Settings

The basic settings information is on the first tab and allows you to specify the most commonly used settings for a job.

[Access the basic settings by selecting the first tab.](#)



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

## Basic Settings



The Color Scanning option allows you to select the output color of the document to be scanned.

Select the **Color Scanning** buttons below for more information.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

## Basic Settings



**Original Type** defines the type of original being used for scanning. Making the correct original type selection will enhance the quality of your scanned image.

Roll the cursor over each of the **Original Type** buttons for a description of the feature and when to use it. Select the **Next** button above to continue.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

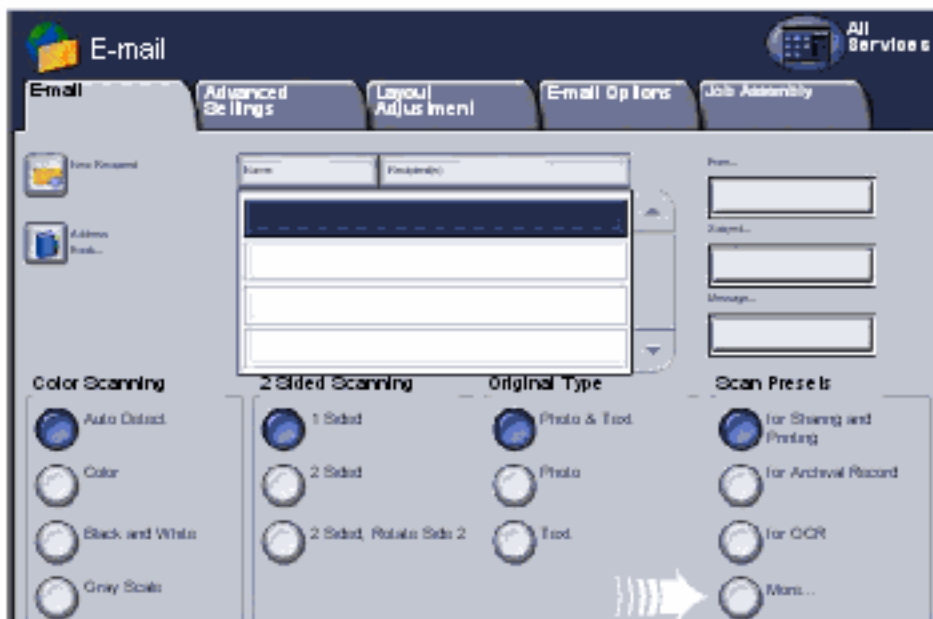
Enter a key word.

## Basic Settings



The **Scan Presets** options automatically set the optimum settings for your scan job. These settings include making smaller file sizes or delivering the highest quality. By selecting a Scan Presets option the touch screen gives an explanation of the option. Select **Save** to confirm your choice of Scan Presets.

Select the **More** button to display all the available Scan Presets options. Select each of the **Scan Presets** buttons to display the touch screen description.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

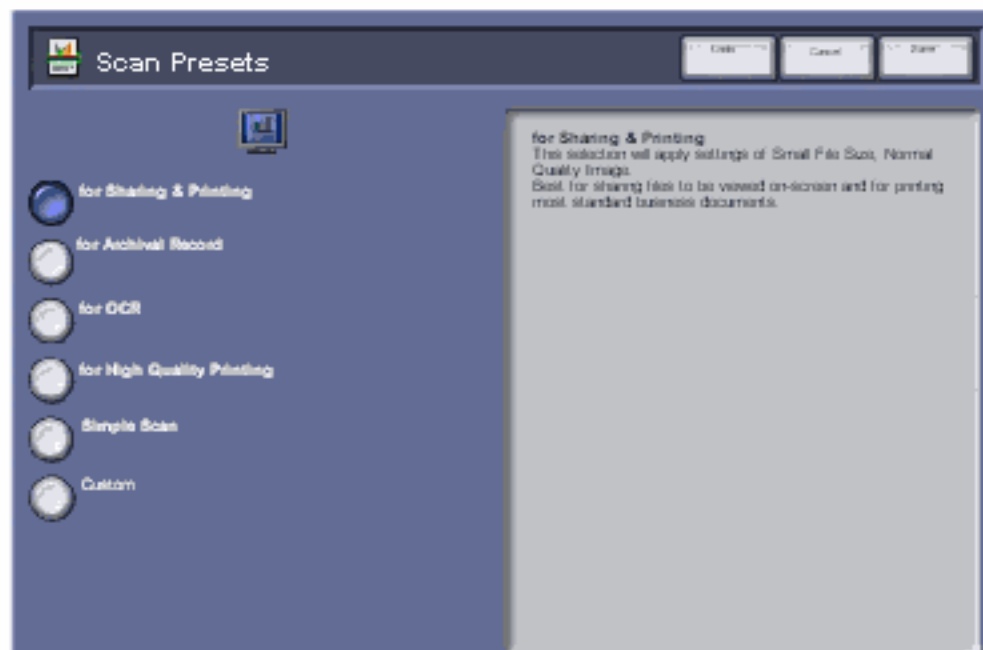
Enter a key word.

## Basic Settings



The **Scan Presets** options automatically set the optimum settings for your scan job. These settings include making smaller file sizes or delivering the highest quality. By selecting a Scan Presets option the touch screen gives an explanation of the option. Select **Save** to confirm your choice of Scan Presets.

Select the **More** button to display all the available Scan Presets options. Select each of the **Scan Presets** buttons to display the touch screen description.



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## E-Mail

These modules describe all the Email features of the machine.

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Enter a key word.

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## Advanced Settings



The Advanced Settings options allow you to manipulate the scan and enhance the appearance and style of your scan image. There are 4 options:

- > Image Options
- > Resolution
- > Image Enhancement
- > Quality / File Size

This tutorial will show you how to use all of the above Advanced Settings options, which can be found on the Advanced Settings tab.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

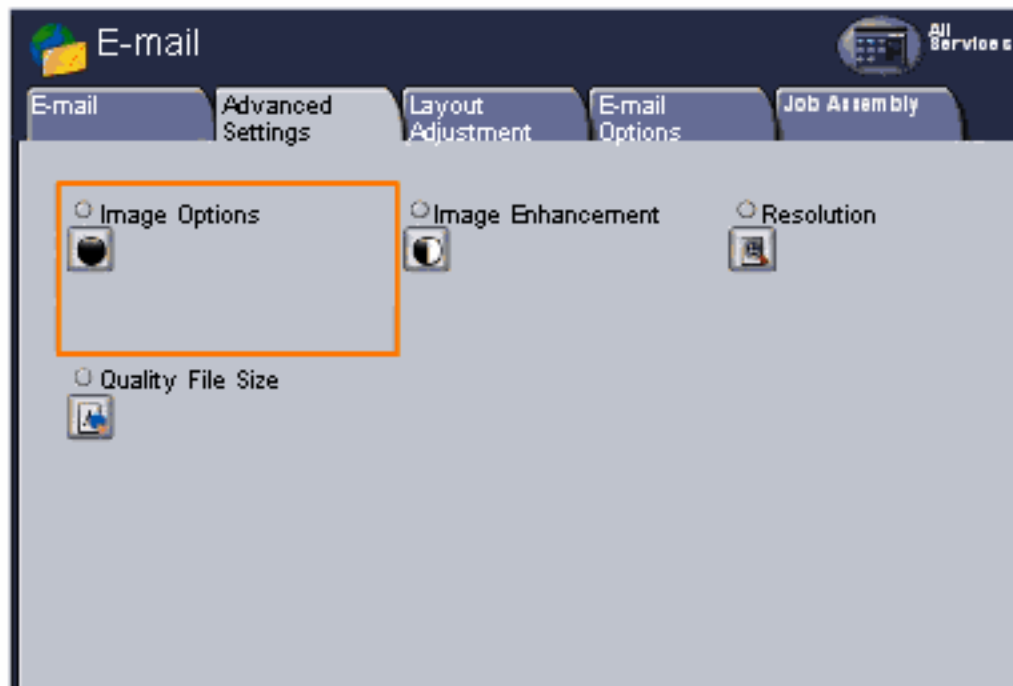
Enter a key word.

Search

## Image Options



Use the Image Options settings to adjust the image quality applied to the scanned document. There are two features associated with Image Options; **Lighten/Darken** and **Sharpness**.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Image Options



The Image Options are set from a button on the Advanced Settings tab. When you have made your selections you must select **Save** so that you can program any other features you may require from the control panel.

Access the Image Options settings by selecting the **Advanced Settings** tab and the **Image Options** button.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

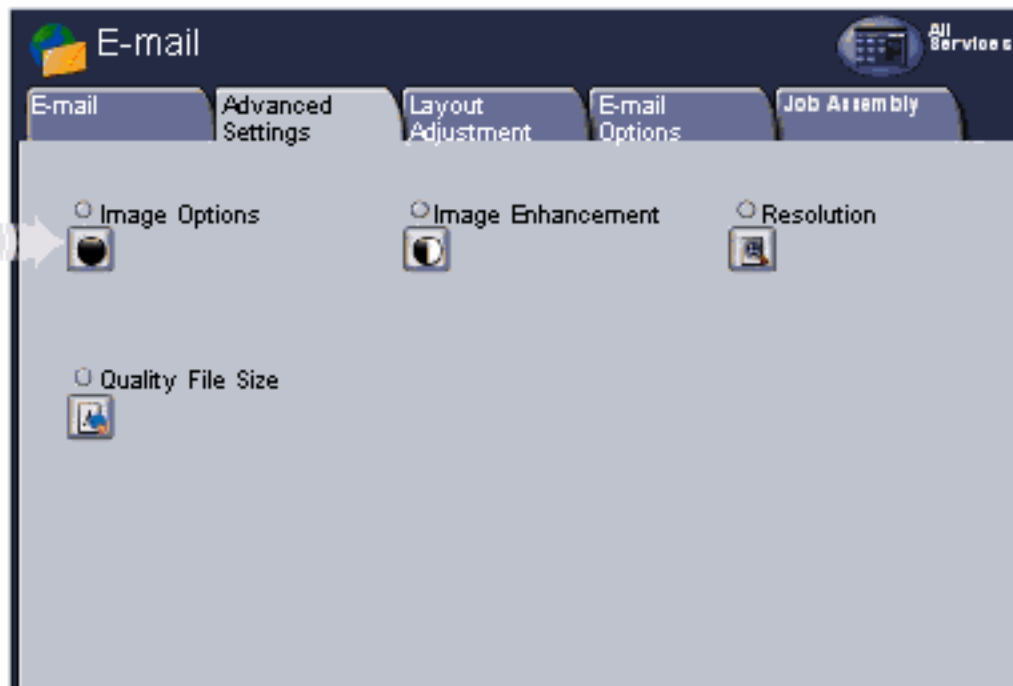
Search

## Image Options



The Image Options are set from a button on the Advanced Settings tab. When you have made your selections you must select **Save** so that you can program any other features you may require from the control panel.

Access the Image Options settings by selecting the **Advanced Settings** tab and the **Image Options** button.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

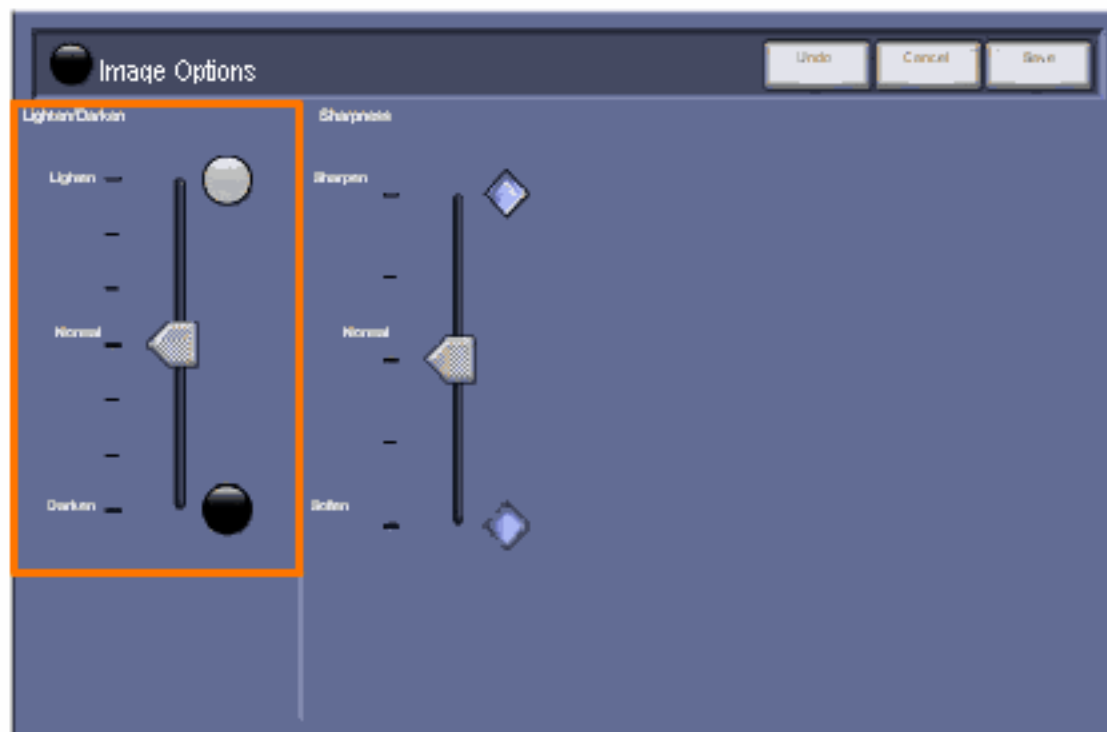
Enter a key word.

Search

## Image Options



**Lighten/Darken** provides manual control to adjust the lightness or darkness of the scanned images. Press the down scroll button to darken the scanned image, from light originals such as pencil images. Press the up scroll button to lighten the scanned image, from dark originals such as half tones or originals with coloured backgrounds.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

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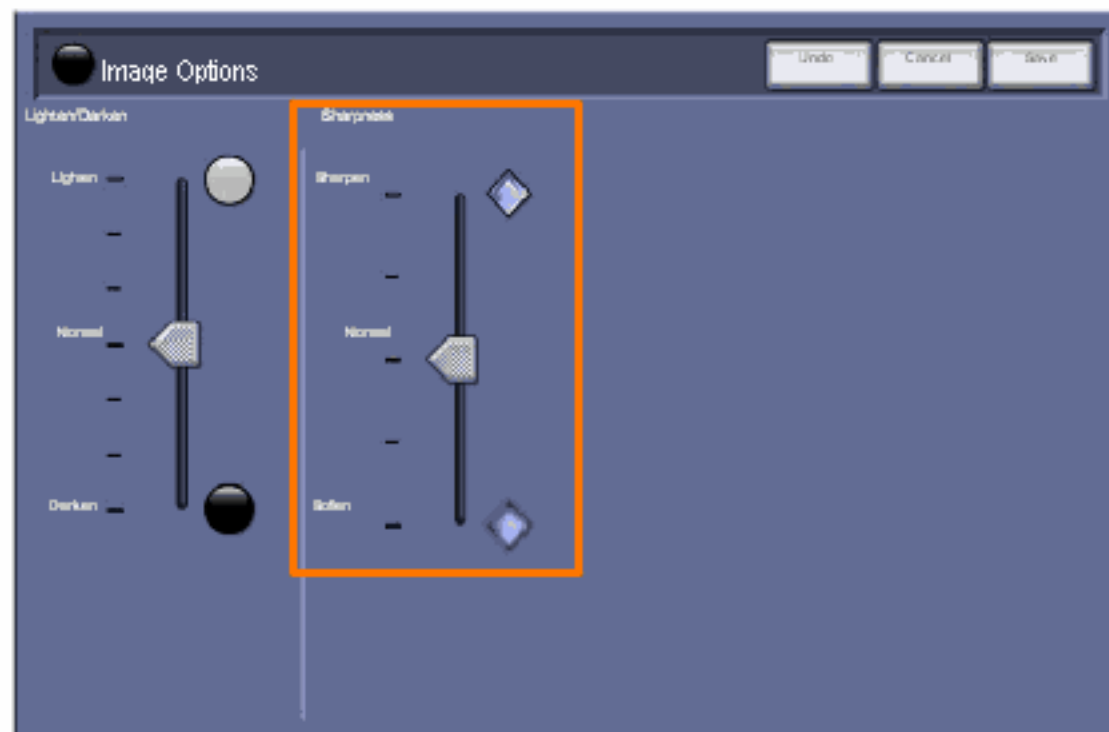
## Image Options



**Sharpness** this feature controls the balance between sharp text and moiré (patterns within the image).

Move the slider control **down** (Soften) to produce an image with a smooth, uniform appearance (ideally suited for photographic scanned images).

Move the slider control **up** (Sharpen) to produce an image with better quality text or line art.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

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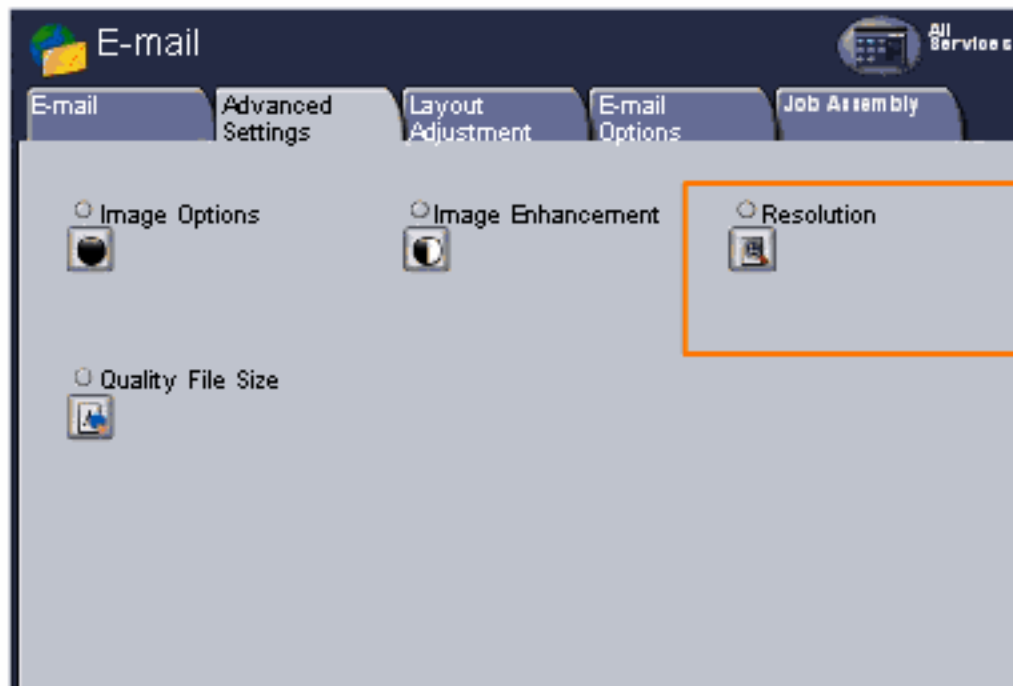
## Resolution



The resolution affects the appearance of the scanned image, by defining the resolution at which the original will be scanned and the image stored.

The higher the scanning resolution, the better the image quality, although a larger image file is created.

The current resolution setting is shown under the Resolution button.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

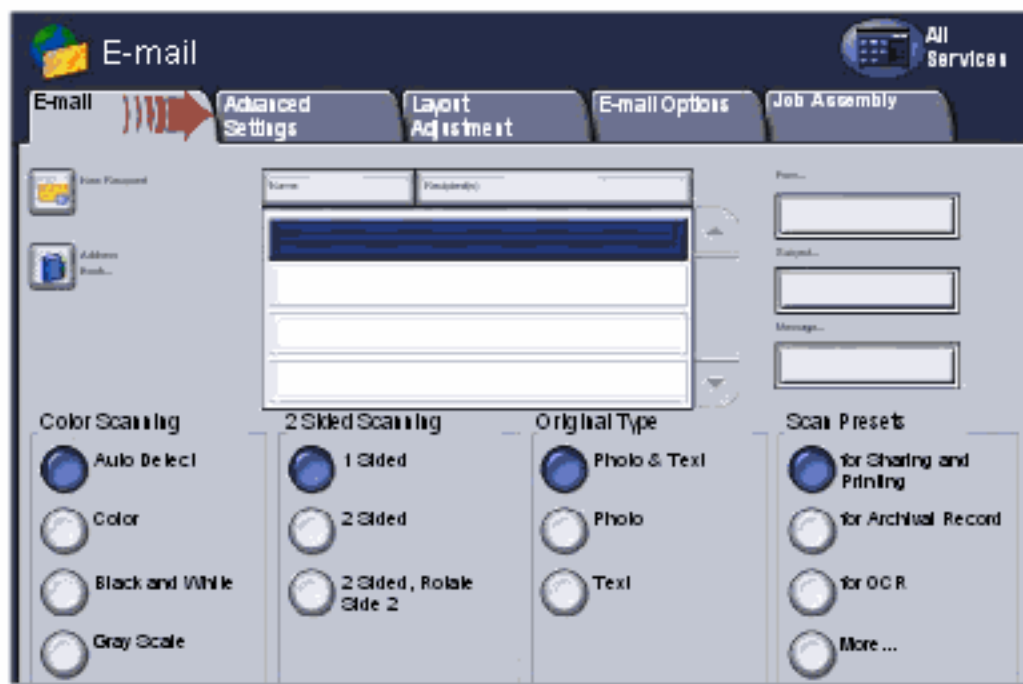
Search

## Resolution



The Resolution is set from a button on the Advanced Settings tab. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Access the Resolution settings by selecting the **Advanced Settings** tab and the **Resolution** button.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

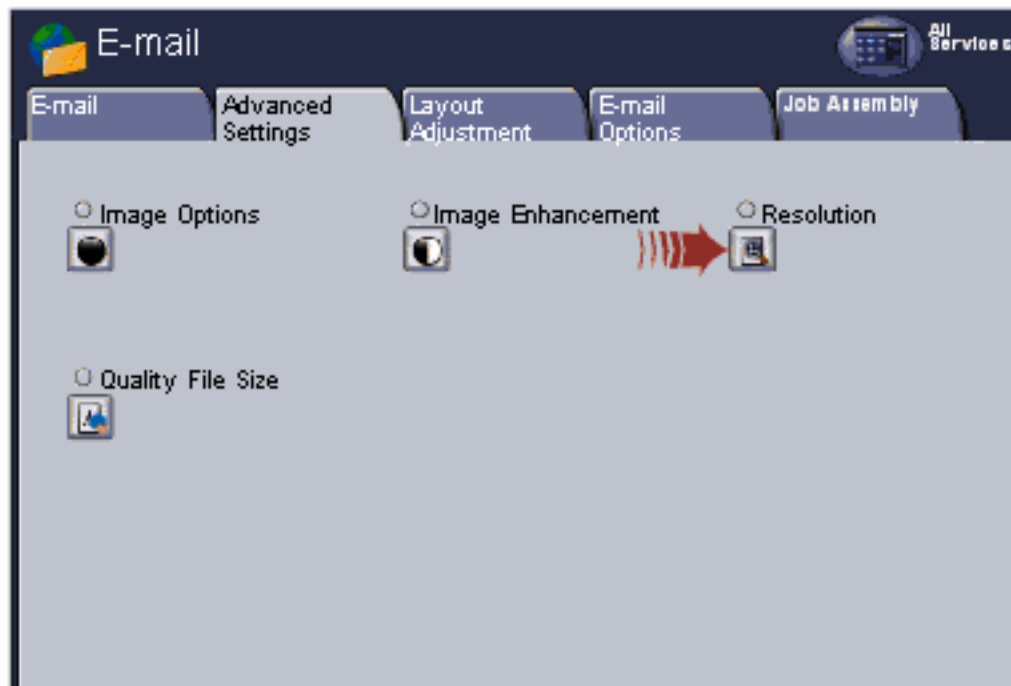
Search

## Resolution



The Resolution is set from a button on the Advanced Settings tab. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Access the Resolution settings by selecting the **Advanced Settings** tab and the **Resolution** button.



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## E-Mail

These modules describe all the Email features of the machine.

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Enter a key word.

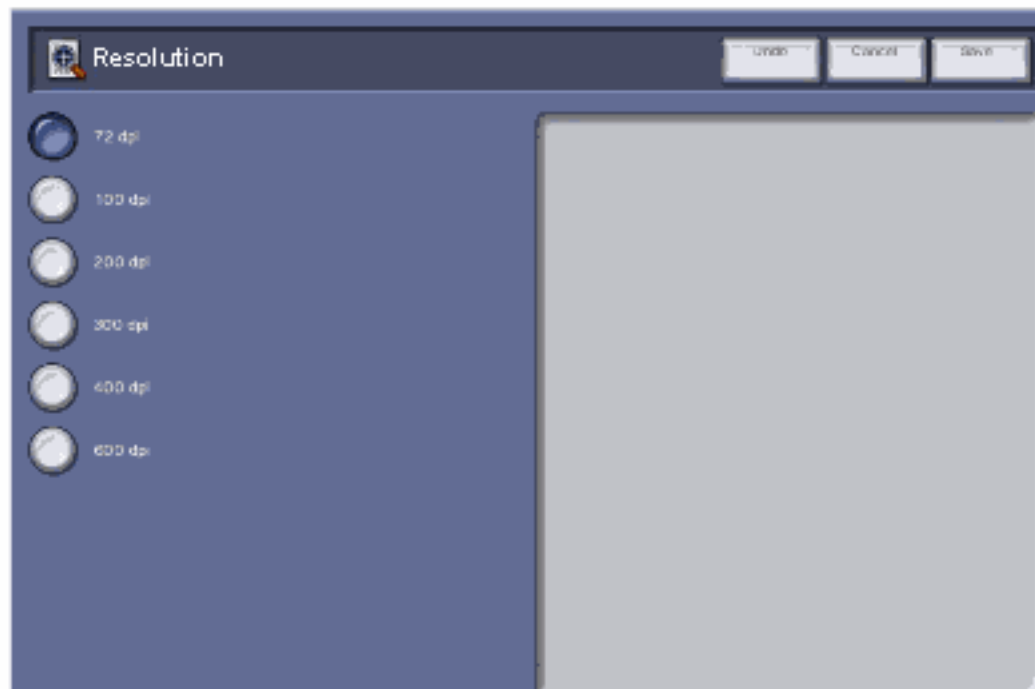
Search

## Resolution



The Resolution is set from a button on the Advanced Settings tab. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

[Roll the cursor over each of the resolution setting buttons to obtain a description and a recommendation on when to use them.](#)



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

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## Image Enhancement

Use the Image Enhancement settings when your scanned image requires more than the basic image quality. There are two features associated with Image Enhancement; **Contrast** and **Background Suppression**.

Access the Image Enhancement settings by selecting the **Advanced Settings** tab and the **Image Enhancement** button.

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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

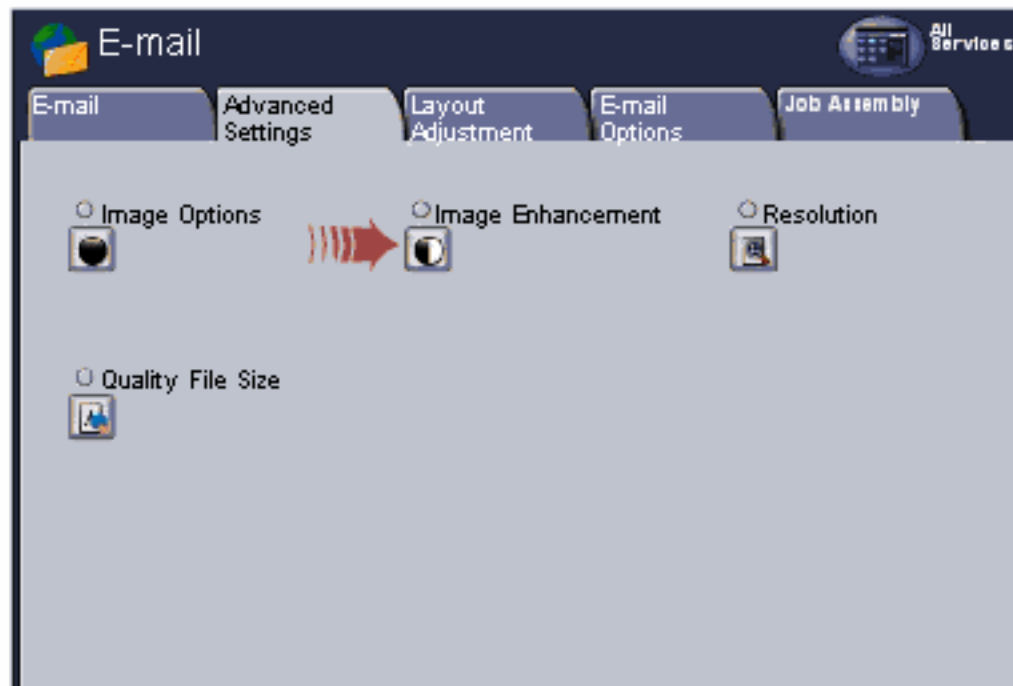
Search

## Image Enhancement



Use the Image Enhancement settings when your scanned image requires more than the basic image quality. There are two features associated with Image Enhancement; **Contrast** and **Background Suppression**.

Access the Image Enhancement settings by selecting the **Advanced Settings** tab and the **Image Enhancement** button.



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## E-Mail

These modules describe all the Email features of the machine.

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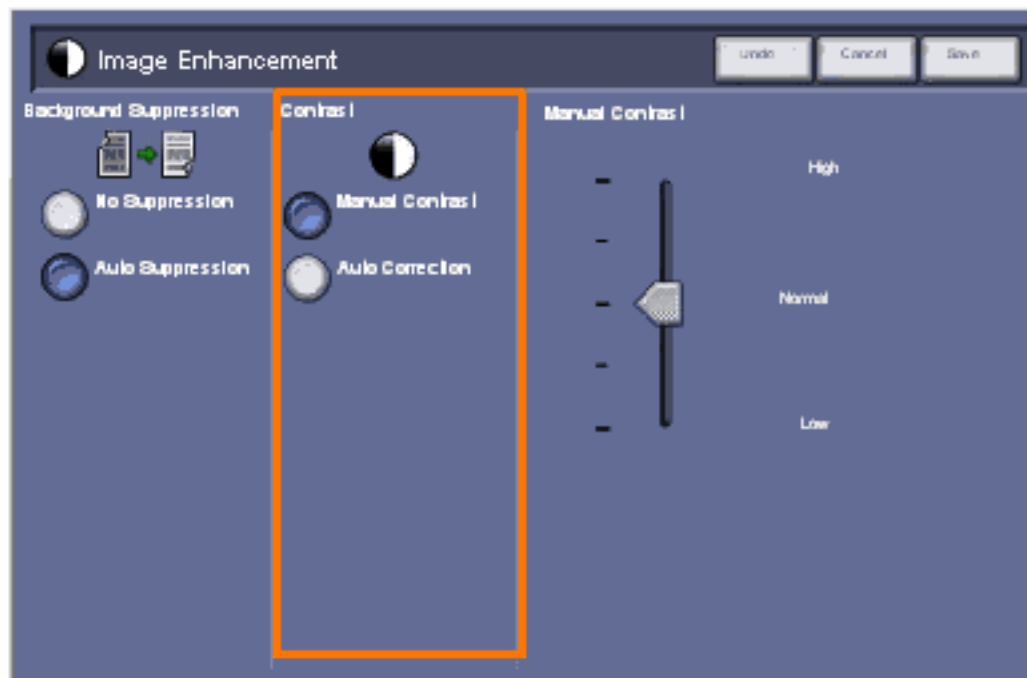
Enter a key word.

Search

## Image Enhancement



The **Contrast** feature controls the difference between the image densities within the scanned image.



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## E-Mail

These modules describe all the Email features of the machine.

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## Image Enhancement



The **Contrast** feature controls the difference between the image densities within the scanned image.

Lower contrast settings reproduce more detail in light and dark areas of the original, while higher contrast settings produce vivid blacks and whites for sharper text and lines, but less detail in pictures.



Least Contrast



Normal



Most Contrast



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## E-Mail

These modules describe all the Email features of the machine.

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Enter a key word.

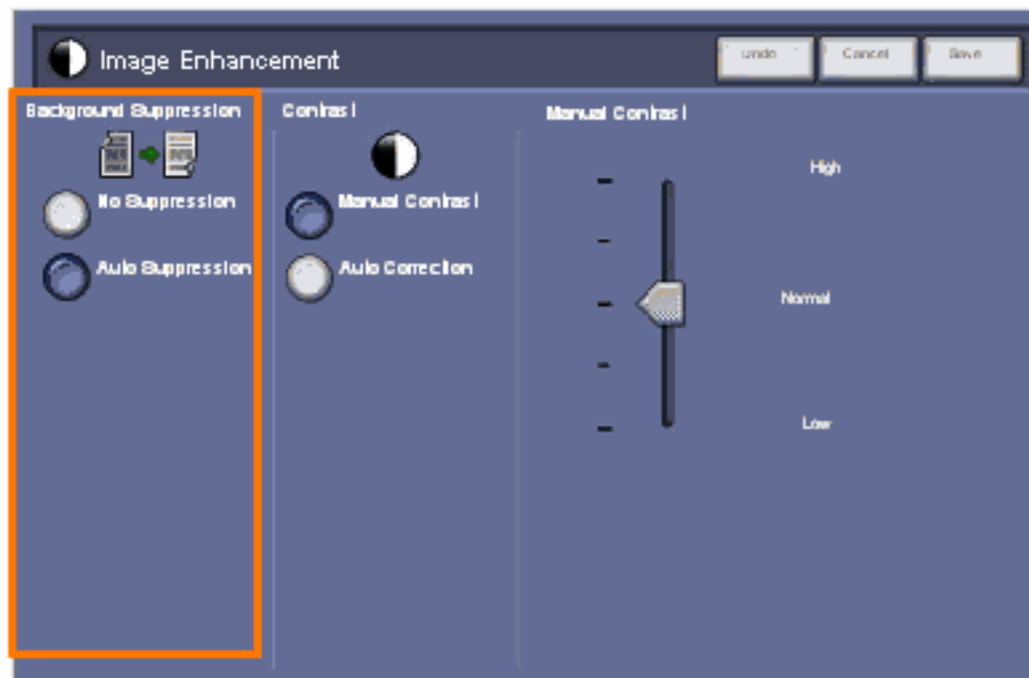
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## Image Enhancement



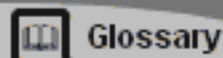
Background Suppression prevents reproduction of unwanted shading from originals where the opposite side printing shows through. The **Auto Suppression** option in the Background Suppression area of the screen automatically reduces or eliminates any background on the copies caused by colored paper or newspaper originals. Select the **No Suppression** option when:

- The Darken adjustment does not produce a satisfactory copy from light originals.
- The original has a gray or colored border, such as a certificate.
- You want to bring out fine detail that was lost due to a dark edge when using bound originals.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Quality / File Size

The Quality / File Size settings allow you to choose between scan image quality and file size. These settings including delivering the highest quality or making smaller file sizes.

When you have made your selection you must select **Save** so that you can program any other features you may require.

Access the Quality / File Size settings by selecting the **Advanced Settings** tab and the **Quality / File Size** button.

The screenshot shows the 'E-mail' settings window with the 'Advanced Settings' tab selected. The 'Quality / File Size' section is visible, containing the following options:

- Color Scanning:**
  - Auto Detect
  - Color
  - Black and White
  - Gray Scale
- 2 Sided Scanning:**
  - 1 Sided
  - 2 Sided
  - 2 Sided, Rotate Side 2
- Original Type:**
  - Photo & Text
  - Photo
  - Text
- Scan Presets:**
  - for Sharing and Printing
  - for Archival Record
  - for OCR
  - More ...

Other visible elements include the 'E-mail' menu, 'Advanced Settings', 'Layout Adjustment', 'E-mail Options', and 'Job Assembly' tabs. There are also input fields for Name, File Name, and Subject, and a 'Message...' field.

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## E-Mail

These modules describe all the Email features of the machine.

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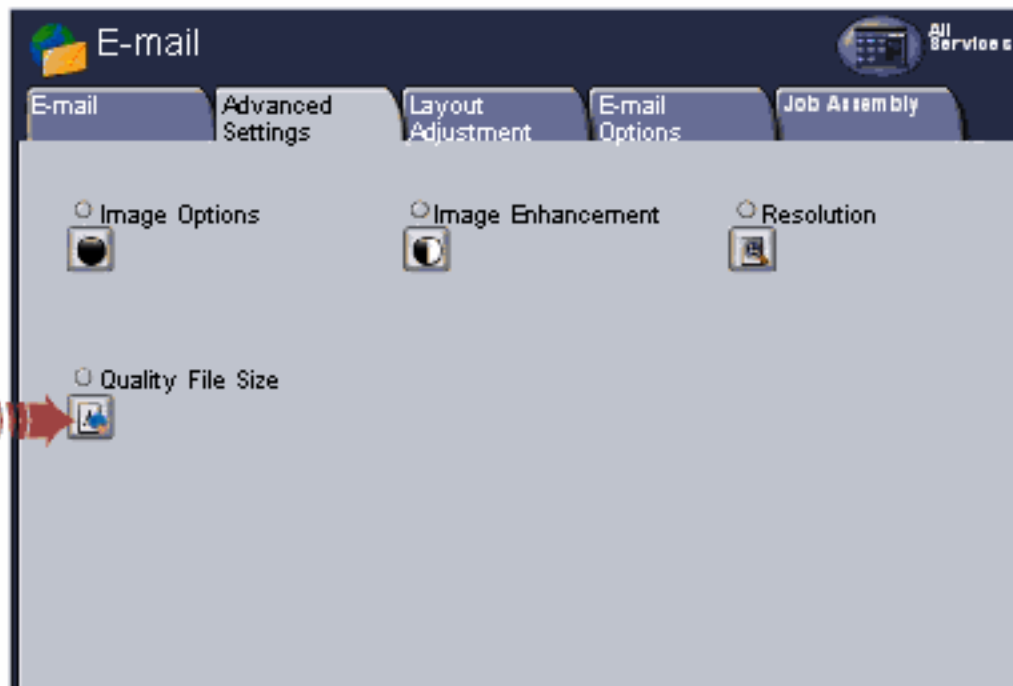
## Quality / File Size



The Quality / File Size settings allow you to choose between scan image quality and file size. These settings including delivering the highest quality or making smaller file sizes.

When you have made your selection you must select **Save** so that you can program any other features you may require.

Access the Quality / File Size settings by selecting the **Advanced Settings** tab and the **Quality / File Size** button.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

## Quality / File Size



A small file size delivers slightly reduced image quality but is better when sharing the file over a network. A larger file size delivers improved image quality but requires more time when transmitting over the network.

Quality / File Size

Undo Cancel Save

Normal Quality  
Small File Size

High Quality  
Larger File Size

Note:  
The Normal Quality option produces the smaller files with good image quality.  
Small files are best for sharing and transmitting over the network.

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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Quality / File Size



If you change the Quality / File Size option you may affect the settings in the other options.  
Select the **Save** button to confirm your new quality setting.

Quality / File Size

Undo Cancel Save

Normal Quality  
Small File Size

High Quality  
Large File Size

Note:  
The Normal Quality option produces the smaller files with good image quality.  
Small files are best for storing and transmitting over the network.

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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Advanced Settings



This completes the explanation of all the advanced settings options available to you. Return to the previous menu to review other features in this tutorial.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Layout Adjustment



The Layout Adjustment tab allows you to specify the size and orientation of your originals, as well as change the edge deletion parameters for your scanned image file.

This topic will show you how to use the features on the Layout Adjustment tab.

- > Original Orientation
- > Original Size
- > Edge Erase



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

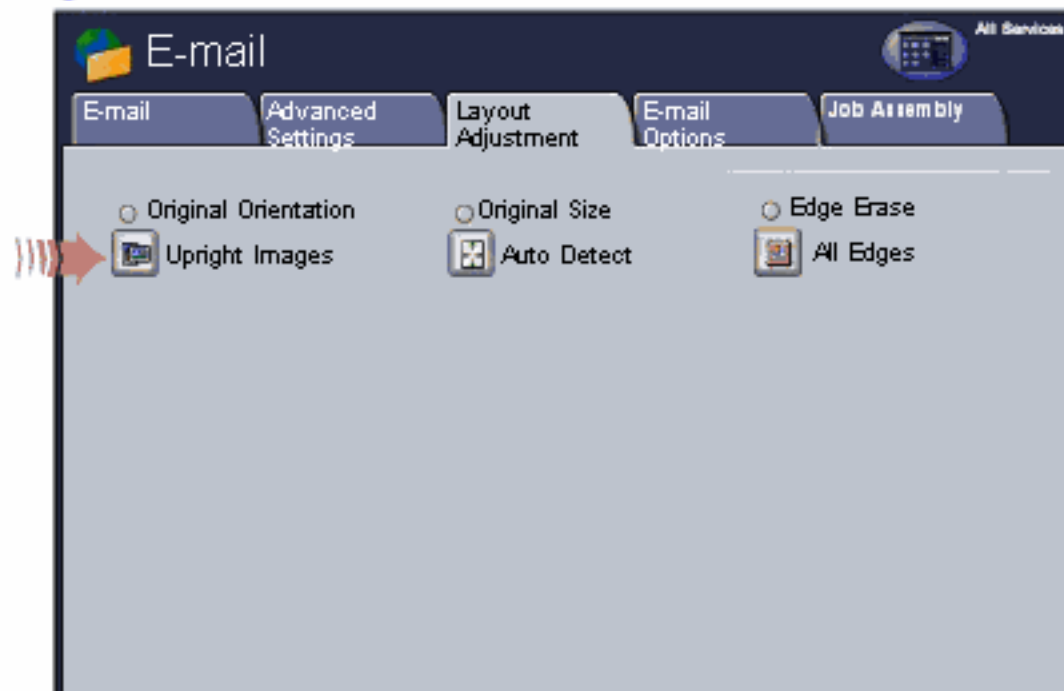
Search

## Original Orientation



The **Original Orientation** feature allows you to specify the orientation of your original documents. This feature is primarily used to ensure that proper output is produced when the Image Shift, Edge Erase, or Page Layout features are enabled.

Select the **Original Orientation** button.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

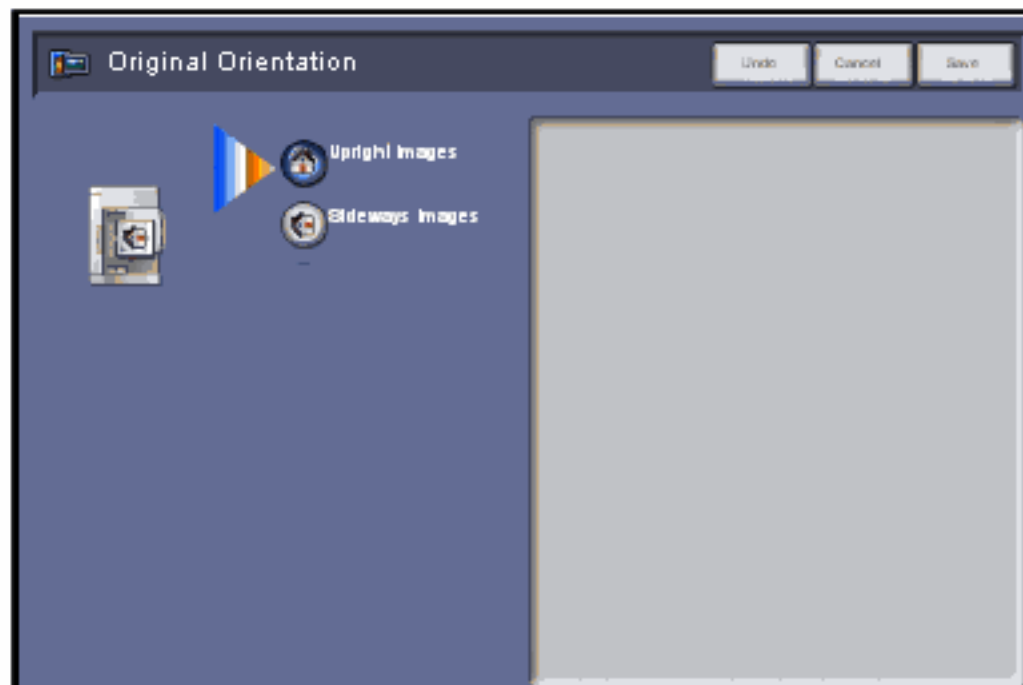
Enter a key word.

Search

## Original Orientation



**Upright Images** refers to the direction your originals are loaded in the Document feeder. If you are using the Document Glass, the orientation is as seen before turning it over onto the Glass.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

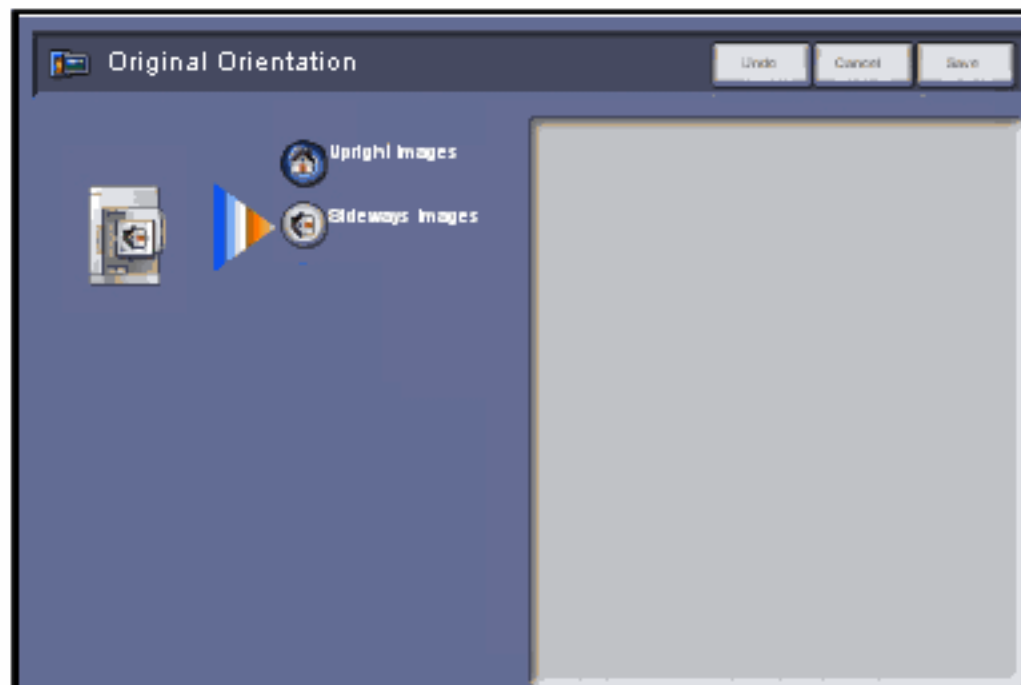
Enter a key word.

Search

## Original Orientation



**Sideways Images** refers to the direction your originals are loaded in the Document feeder. If you are using the Document Glass, the orientation is as seen before turning it over onto the Glass.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

## Original Size

Select Original Size to enter the size of your document when scanning from the Document Glass or the Document Handler. Your machine uses this information to calculate the size of your original and the scanned image.

Access the Original Size settings by selecting the **Layout Adjustment** tab and the **Original Size** button.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

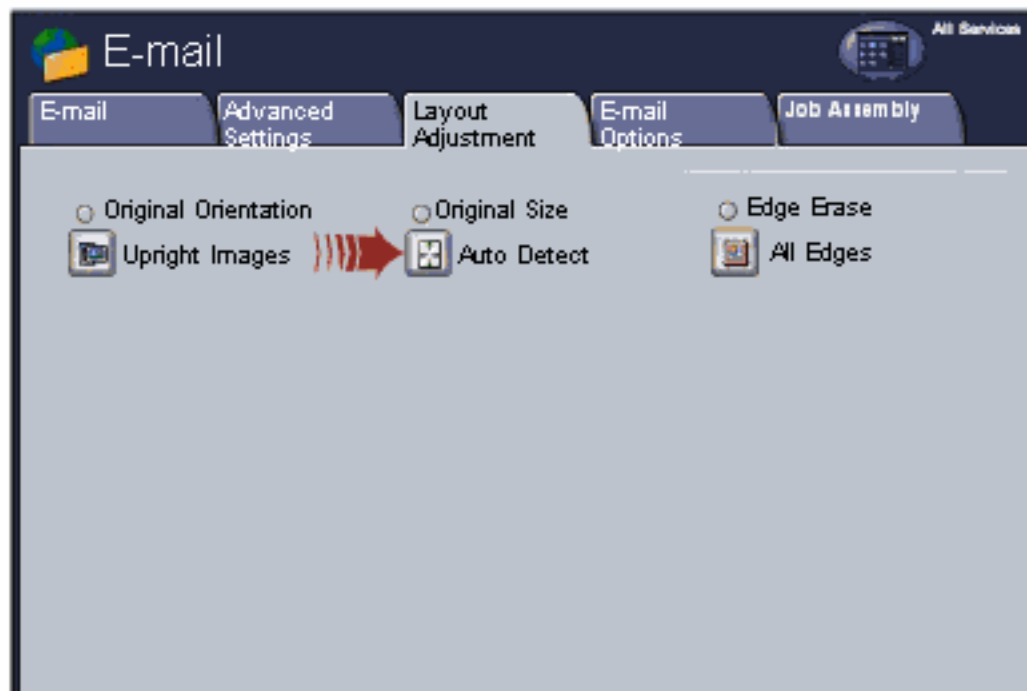
Search

## Original Size



Select Original Size to enter the size of your document when scanning from the Document Glass or the Document Handler. Your machine uses this information to calculate the size of your original and the scanned image.

Access the Original Size settings by selecting the **Layout Adjustment** tab and the **Original Size** button.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

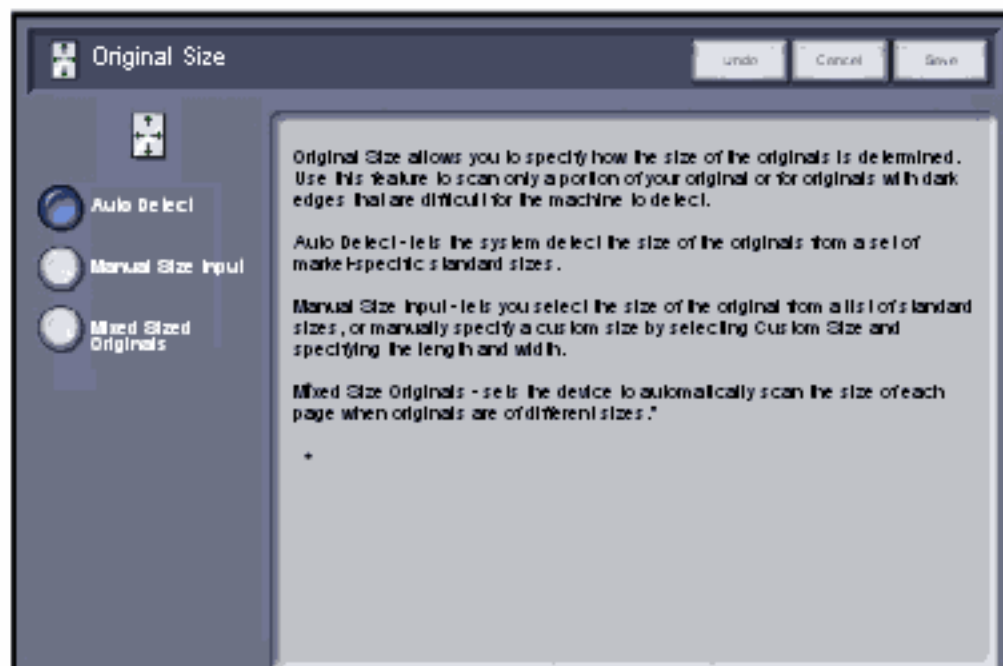
Enter a key word.

Search

## Original Size



When specifying your original size, the screen also allows you to orientate your scanned image. Selecting the correct orientation will help when processing of your scanned image through the Optical Character Recognition (OCR) application. In the event that you select the incorrect orientation button, most OCR application software will allow you to re-orientate.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

## Original Size



The **Auto Detect** button is the default setting and enables the machine's automatic size sensing. The size detected will be matched to a standard size paper.

If scanning from the Document Glass with this setting selected, the machine will scan your original twice.

Select the **Manual Size Input** button to continue.



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## E-Mail

These modules describe all the Email features of the machine.

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Enter a key word.

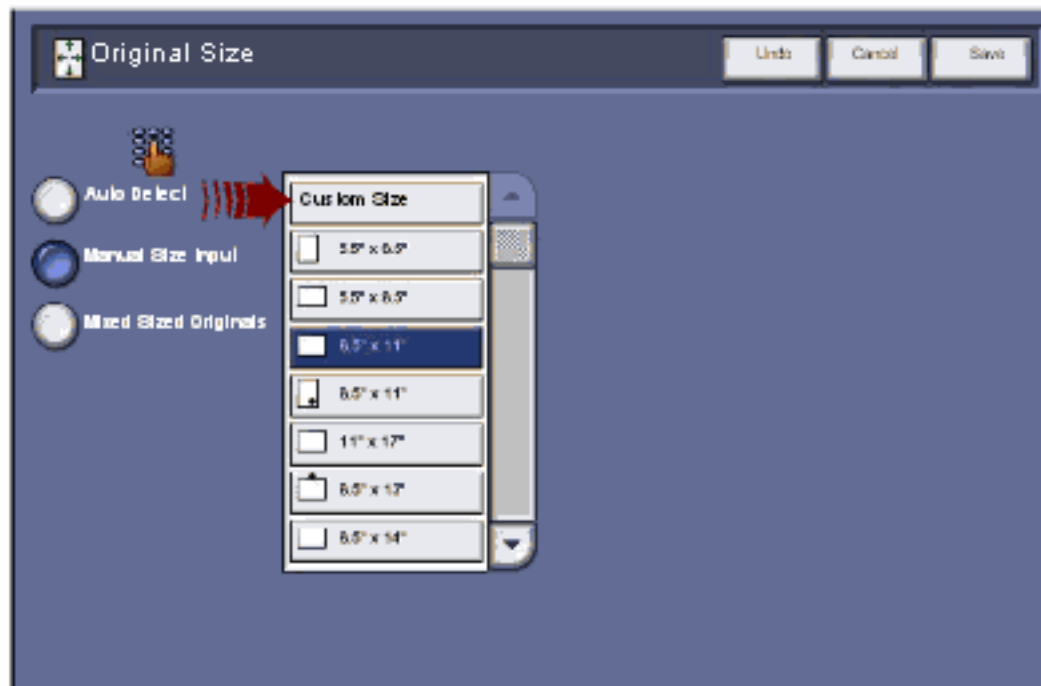
## Original Size



**Manual Size Input** is used when copying from the document glass and allows you to define the size of your original from a list of pre-set, standard document sizes. You can view the list by using the up and down scroll bars.

If your original is not a standard paper size, select the **Custom Size** option in the scroll list. You cannot use this mode when using the document handler.

Select the **Custom Size** option from the scroll list for more information on this option.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

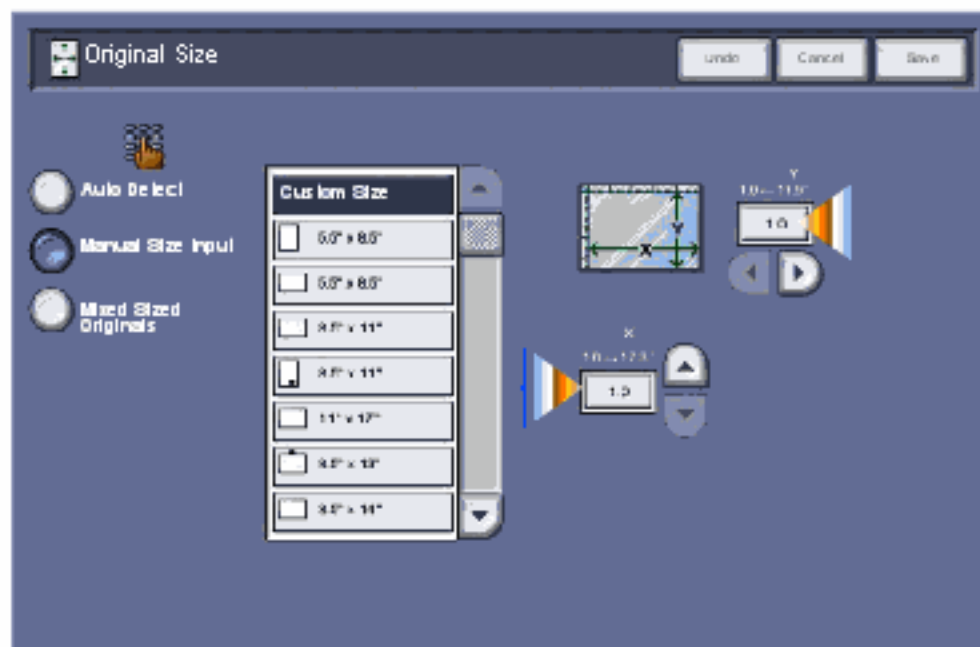
## Original Size



The **Custom Size** option allows a non-standard size to be defined. This feature can only be used when a document is placed on the Document Glass.

To enter a value, select the X or Y numeric box (as highlighted) and enter the value using the control panel keypad.

Select **Save** to confirm your custom sized document and return to the Original Size screen.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

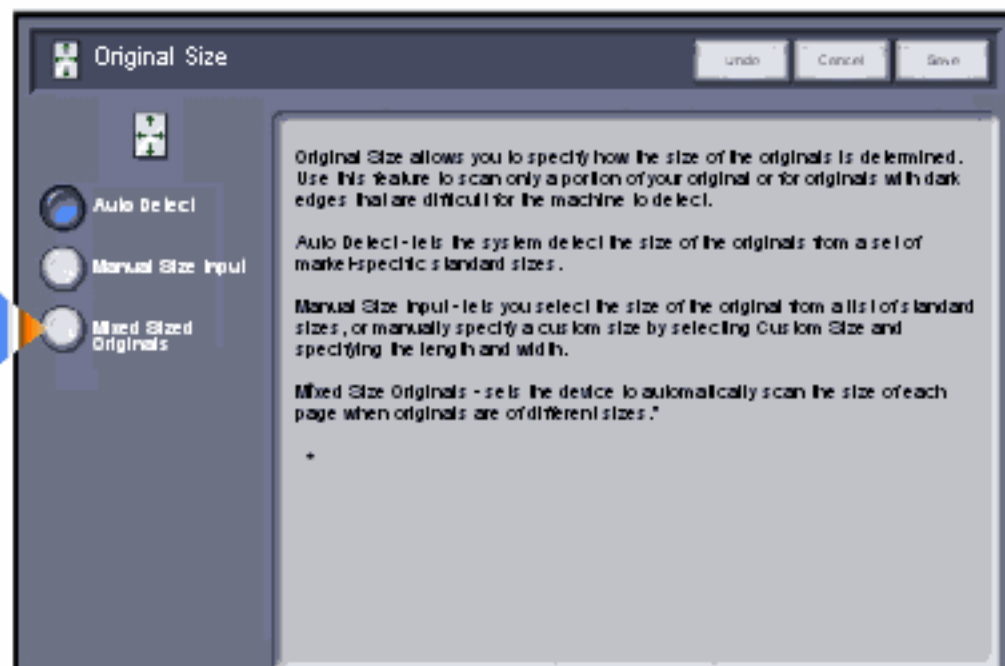
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## Original Size



The **Mixed Size Originals** button allows you to scan documents containing different size pages. The pages must be the same width, like 8.5x11" LEF and 11x17" SEF, other combinations are shown on the screen.

This feature can only be used when a document is placed in the document handler.



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## E-Mail

These modules describe all the Email features of the machine.

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## Original Size



If your machine does not show the **Mixed Size Originals** button, it is recommended that the originals used are of the same size. Using originals that are not of the same size may result in white space around the scan image of the smaller sized original.

If your originals are not of the same size, use the reduce \ enlarge copy feature to make a new set. Ensure that the new copied set of originals are all the same size. Alternatively the scanned image can be cropped using a graphics package or PDF editor software.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

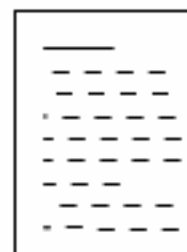
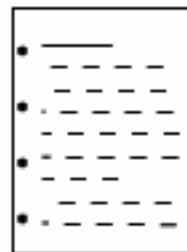
Enter a key word.

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## Edge Erase



Use this feature to erase spots, unwanted lines, marks and punched holes that appear on your original but are not desirable on the scanned image.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

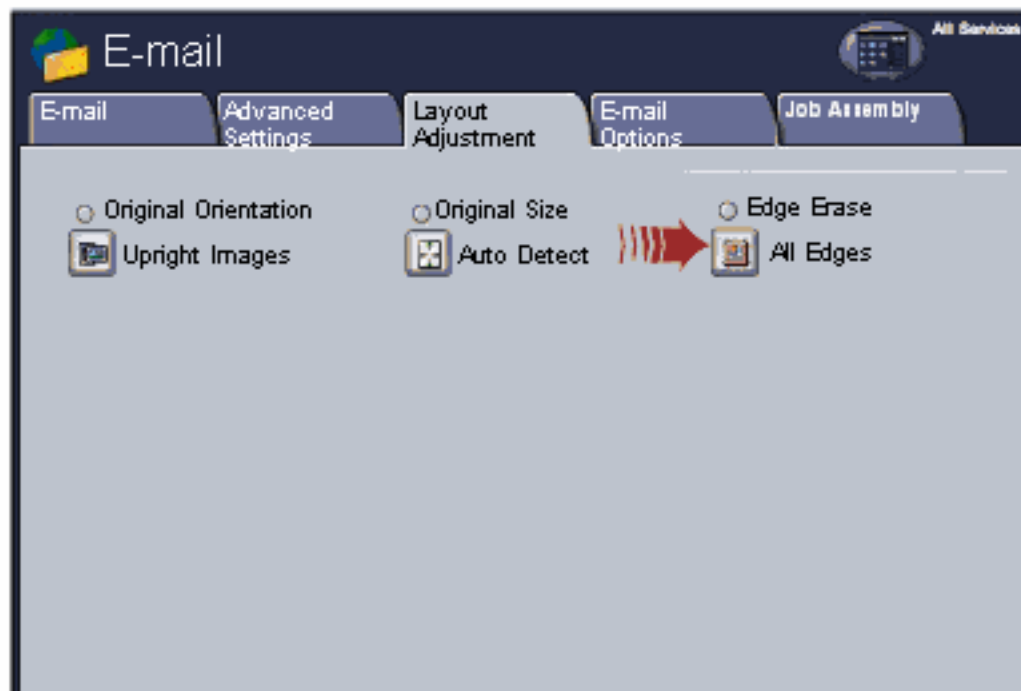
Enter a key word.

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## Edge Erase



**Edge Erase** allows you to adjust the amount of the image that is erased around the edges of your copies. For example you can remove the marks on your copies made by punched holes or staples in your original. It is accessed from the **Layout Adjustment** tab.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

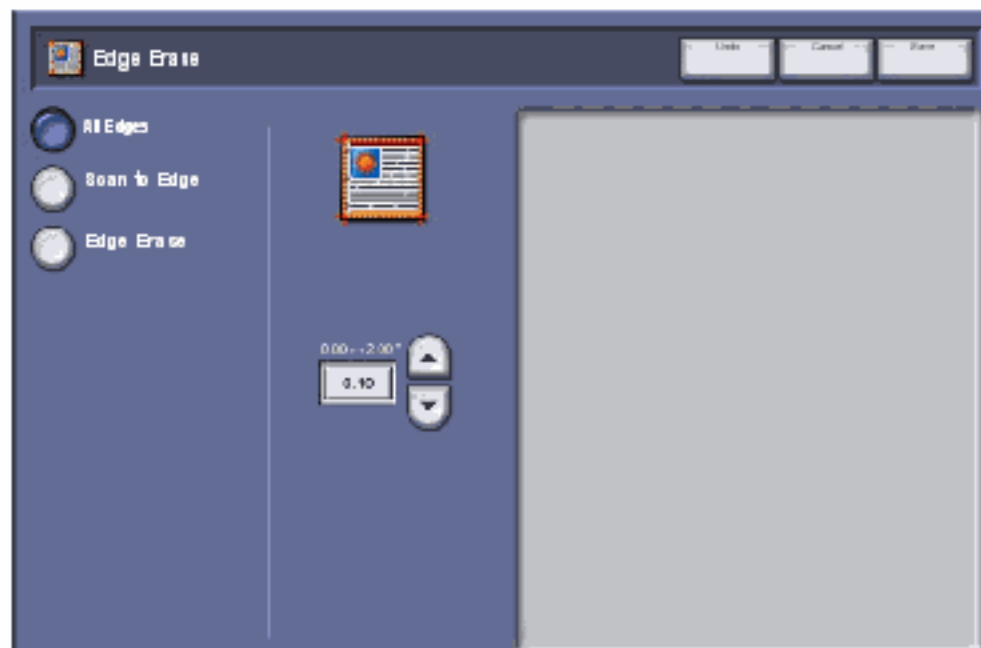
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## Edge Erase



**Border Erase** erases equal amounts from all edges, up to 2.0". The default setting is 0.1", which will erase the shadow on the edge of the document. Use the scroll buttons to adjust the amount to be erased. Alternatively, touch the **All Edges** field, then use the numeric keypad on the control panel to enter an appropriate border erase value.

Select the **Edge Erase** button.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

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## Layout Adjustment



This completes the explanation of the Layout Adjustment options available to you, where you have reviewed:

- > Original Orientation
- > Original Size
- > Edge Erase

Return to the previous menu to review the other features.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

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## Email Options



Email options include File Format and Reply to. The File Format option allows you to temporarily change the file type of the scanned image file at the destination server. The Reply To option allows you to identify who any replies should be sent to.

This topic will show you how to use the features on the Email Options tab.

- > File Format
- > Reply To



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

## File Format

The File Format determines the type of file created and can be temporarily changed for the current job. The default setting for the File Format is entered at the web user interface.

Access the File Format settings by selecting the **Email Options** tab and the **File Format** button.

The screenshot shows the 'E-mail' configuration page with the 'E-mail Options' tab selected. The 'File Format' section is visible, showing the following settings:

- Color Scanning:**
  - Auto Detect
  - Color
  - Black and White
  - Gray Scale
- 2 Sided Scanning:**
  - 1 Sided
  - 2 Sided
  - 2 Sided, Rotate Side 2
- Original Type:**
  - Photo & Text
  - Photo
  - Text
- Scan Presets:**
  - for Sharing and Printing
  - for Archival Record
  - for OCR
  - More ...

Other visible elements include the 'Name' and 'Recipient(s)' fields, 'From...', 'Subject...', and 'Message...' fields, and the 'Job Assembly' tab.

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## E-Mail

These modules describe all the Email features of the machine.

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Enter a key word.

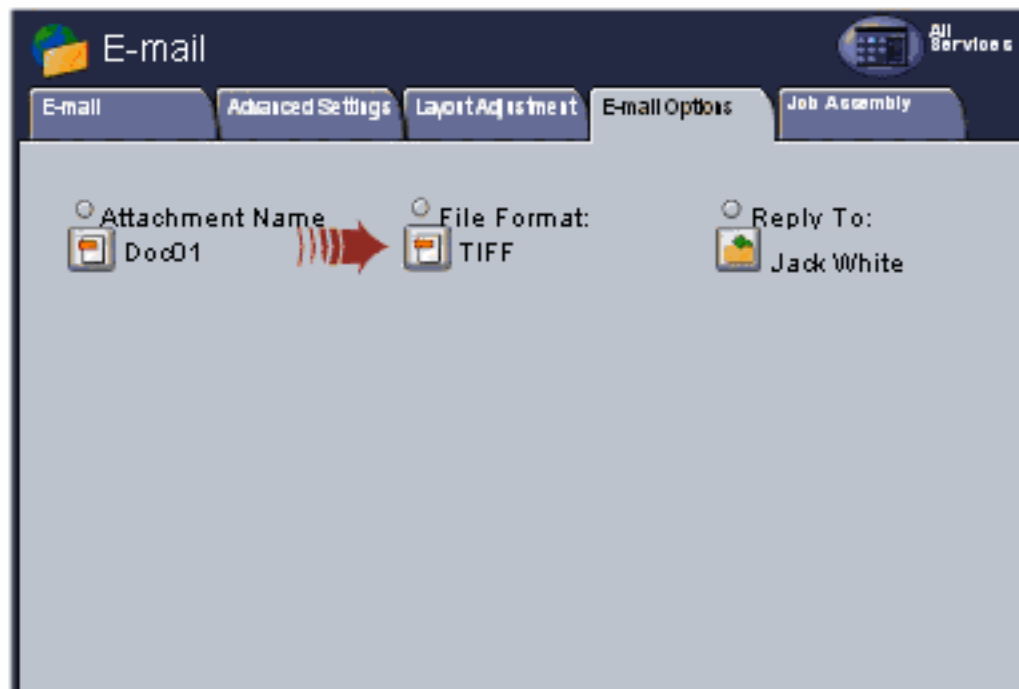
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## File Format



The File Format determines the type of file created and can be temporarily changed for the current job. The default setting for the File Format is entered at the web user interface.

Access the File Format settings by selecting the **Email Options** tab and the **File Format** button.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

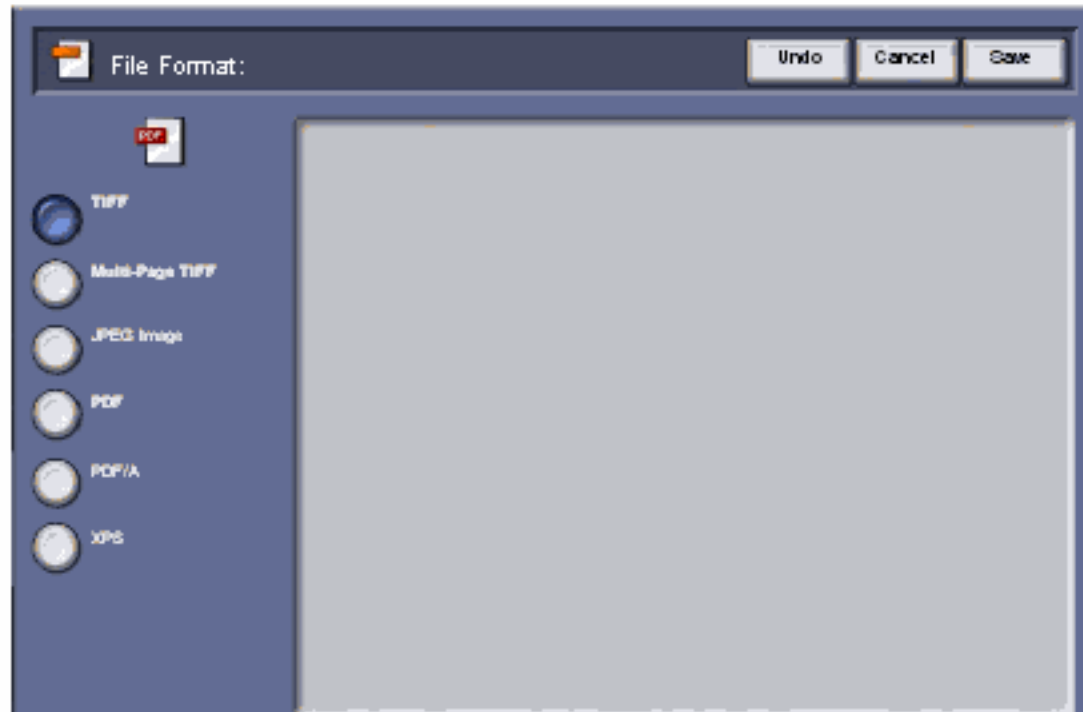
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## File Format



From this screen you can select the document format you wish to use for your scanned image.

Roll the cursor over each of the document format buttons for a description of each format.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

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## Reply To

The Reply To feature enables you to include an E-mail address you want the recipient to reply to, for example your own, as opposed to the "From" address which may be the E-mail address of the machine.

The Reply To feature can be accessed from the **Details** button on the E-Mail tab or a button on the Options tab.

Access the Reply To option by selecting the **Email Options** tab and then the **Reply To** button.



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## E-Mail

These modules describe all the Email features of the machine.

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## Reply To



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## E-Mail

These modules describe all the Email features of the machine.

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## Reply To

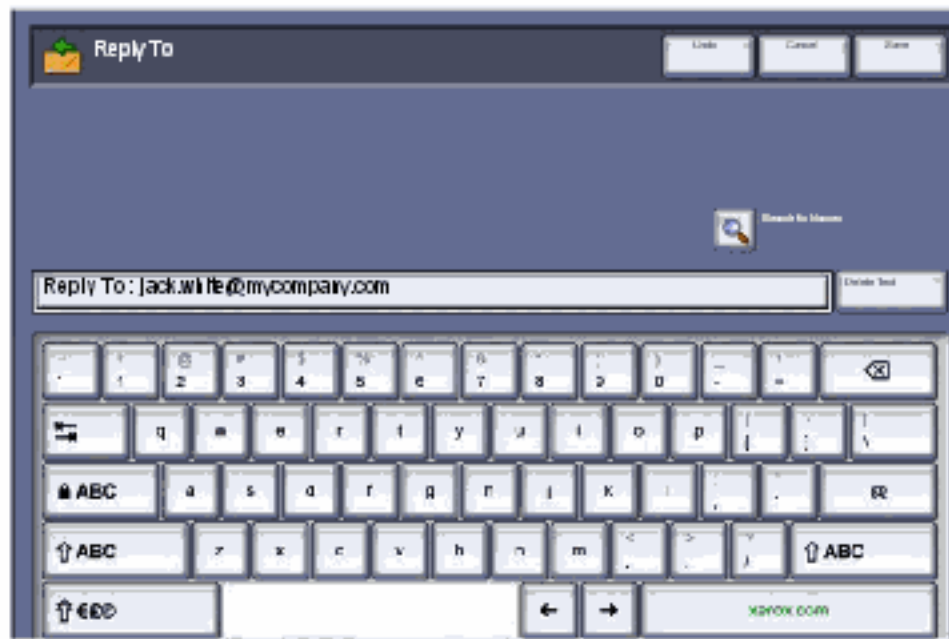


If you logged in through Network Authentication and your details are available in the address book, your e-mail address is displayed. This address can be edited.

Enter the required e-mail name using the keypad on the touch screen, or select the required e-mail name from the address book.

For more information about Address Books go to the module titled **Entering an E-Mail Address** within this tutorial.

When you have entered the e-mail address select the **Save** button.



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## E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

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## Email Options



This completes the explanation of the Options available to you, where you have reviewed:

- > DocumentFormat
- > Reply To

Return to the previous menu to review the other features.



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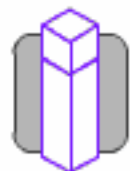
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## Interactive User Guide



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## Print

These tutorials explain how to access information about the print features of your machine. There are so many print drivers that this program cannot explain all the features but each driver has a comprehensive Help function. The Driver topic will help you access the Help function in the print driver you are using.

### Introduction

### Print Drivers

### Remote Printing

### Reprint Saved Job





## Print

These modules describe all the Print features of the machine.

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## Introduction



Your Xerox printer will produce high quality prints from your electronic documents. However, the advanced print features of this machine will enable you to create professionally finished documents at the click of a mouse button.

For example you can:

- Publish your prints as booklets
- Put covers onto your prints
- Automatically staple or hole punch
- Produce sets of transparencies with dividers ready for a presentation

... and many more features that will take the strain out of printing.



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## Print

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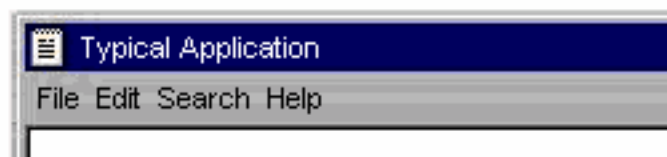
Enter a key word.

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## Introduction



You access the printer from your PC application in the normal way through a print driver. A print driver converts the code contained in an electronic document into a language that the printer can understand. While you can use generic print drivers on this printer they will not enable all the features. This is why you should use the print drivers that accompany this printer.



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## Print

These modules describe all the Print features of the machine.

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## Introduction



The **Properties** of the print driver enable you to select all the options you want to apply to your document. It is your "remote control panel" for the printer.

This concludes this introduction to printing.



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## Print

These modules describe all the Print features of the machine.

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## Print Drivers



There are numerous print drivers for this printer to enable it to be used on all the popular computer operating systems. You can always download the latest versions from the Xerox website [www.xerox.com](http://www.xerox.com).

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## Print

These modules describe all the Print features of the machine.

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## Print Drivers



For Windows users there are many different drivers. Your System Administrator may have loaded specific drivers on your PC. However, if the choice of driver is yours, the following information will help you decide which driver is most suited to your workstation.

[Select each option below for a brief description.](#)

**WorkCentre**

**USB**

**PCL**

**PostScript**



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## Print

These modules describe all the Print features of the machine.

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## Print Drivers



Once you have decided upon the most appropriate print driver, install it on your workstation in the usual way. If you do not know how to install drivers refer to the **System Administration CD** or consult your System Administrator.

*NOTE: You can load more than one print driver for the printer on your workstation. Then, when you send a job to print, you can choose the most appropriate print driver for the job.*



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## Print

These modules describe all the Print features of the machine.

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## Print Drivers



There are 3 sources of information that will help you use the printing functions:

**The CenterWare Print and Fax Services Guide**

**Help within the Drivers**

**The How To...Print section of this program.**

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## Print

These modules describe all the Print features of the machine.

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## Print Drivers



The **CenterWare Print and Fax Services Guides** are located on the CenterWare Print and Fax Services CD in PDF format. The guides contain detailed information and instructions about all the printing features. If you copy the appropriate PDF to your workstation you will have the information on hand when you need it.



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## Print

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## Print Drivers



Help is available on the print drivers through a Help button.



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## Print

These modules describe all the Print features of the machine.

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## Print Drivers



Help is available on the print drivers through a Help button.

When you press the **Help** button a menu is displayed containing the titles of the options available on that tab. Select the option that you want to learn about and a pop-up window will appear explaining the feature in detail.



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## Print

These modules describe all the Print features of the machine.

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## Print Drivers



Print



If you are using a Windows platform now and already have the drivers loaded on this workstation you can try out the Help feature.

- 1 Click on the print button at the top of the screen. A Print window will be displayed.
- 2 Select the Xerox WorkCentre print driver from the Printer - Name drop down menu. If you do not know which one to choose ask your System Administrator. It may have been renamed.
- 3 Click on the **Properties** button. The driver properties window will be displayed. Use the **Help** button to locate information on various tabs in the properties window.

When you have seen all you want, **Cancel** out of the Properties window and the Print window and continue on to the next screen.



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## Print

These modules describe all the Print features of the machine.

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## Print Drivers



The **How To..... Print** section of this program will allow you to identify the type of document you have and the printing output you require. It will then produce detailed instructions that will tell you how to send your job to the printer.

This concludes this description of the printing information sources but if you want to try out the print 'how-to' now, click on the **How To** button in the menu at the top of the screen and then select **Print**.



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## Print

These modules describe all the Print features of the machine.

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## Remote Printing



**Remote printing** is a useful printing feature which enables you to send documents to the printer when you are remote from your office or intranet. The machine contains a web site (Internet Services) that you can access from anywhere in the world using its IP address, as long as you have remote access rights to your intranet.

Only print ready files (.ps, .pcl, .pdf) may be submitted to the device.



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## Print

These modules describe all the Print features of the machine.

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## Remote Printing



To print to the Internet Services UI from a remote location simply open your browser and access your company intranet. Then type in the IP address of the machine and this screen will appear. Select **Print**.



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## Print

These modules describe all the Print features of the machine.

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## Remote Printing



Make your choices from the print options in the **Job Submission** windows.

Select the file you want to print and click on the **Submit Job** button to print your document. In minutes it will be ready for you, a colleague or a customer to pick up from the machine.

This concludes the explanation of remote printing.



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## Print

These modules describe all the Print features of the machine.

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## Reprint Saved Job



When printing, you can choose to "save" your documents to the WorkCentre. You can then reprint your saved jobs at the machine.



The following steps show how to reprint a saved job.



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## Print

These modules describe all the Print features of the machine.

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## Reprint Saved Job



1. Press the **Services** button.
2. Touch the **Reprint Saved Job** icon.
3. Touch the appropriate folder on the **Saved Jobs** tab.
4. Select the job from the list shown.
5. Press the **Start** button on the control panel.



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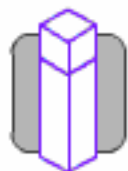
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**Finishing Options**

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## Finishing Options

These tutorials explain the finishing features of the machine.

Your machine will only have one of the finishing options so choose the topic related to the finishing device attached to your machine.

**Simple Catch Tray**

**Offsetting Catch Tray (OCT)**

**Advanced Finisher >>>**

**Professional Finisher >>>**



**Light Production Finisher**

**Convenience Stapler**





## Finishing Options

This topic describes the finishing features on your machine.

When you have completed the topic select the [Previous Menu] button below.

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## Finishing options

### Simple Catch Tray

Your copies will be delivered to the Simple Catch Tray face down, collated or uncollated.



Simple Catch Tray



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## Finishing Options

This topic describes the finishing features on your machine.

When you have completed the topic select the [Previous Menu] button below.

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## Finishing options

### Simple Catch Tray

These are the output options available to you on the Copy tab.

If COLLATED is selected, your output will be stacked in the output tray in sets, 123....., 123....., 123.....

If UNCOLLATED is selected, your output will be stacked in the output tray in stacks, 111....., 222....., 333.....

This completes the description of the Simple Catch Tray.



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## Finishing Options

This topic describes the finishing features on your machine.

When you have completed the topic select the [Previous Menu] button below.

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## Finishing options

### Offsetting Catch Tray

Your copies will be delivered to the Offsetting Catch Tray face down, collated or uncollated.

Each set or stack will be offset from the previous set or stack to enable you to separate them more easily.



Offsetting Catch Tray



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## Finishing Options

This topic describes the finishing features on your machine.

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## Finishing options

### Offsetting Catch Tray

These are the output options available to you on the Copy tab.

If COLLATED is selected, your output will be stacked in the output tray in sets, 123....., 123....., 123.....

If UNCOLLATED is selected, your output will be stacked in the output tray in stacks, 111....., 222....., 333.....

This completes the description of the Offsetting Catch Tray.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Advanced Finisher



The Advanced Finisher is one of the optional finishers available with your machine. This tutorial provides an overview of the finisher and explains how to make the most of the finisher options.

The Tutorial is divided into the following sections:

- > Finisher Overview
- > Finishing Options



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## Finishing Options

This topic describes the finishing features on your machine.

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## Advanced Finisher

### Finisher Overview

The Advanced Finisher provides a wide range of finishing options.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Advanced Finisher

### Finisher Overview

The top tray can receive up to 500 sheets of paper. The finisher will collate, offset, stack, staple and hole punch your output. The stacker tray is capable of receiving 3000 sheets of paper.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Advanced Finisher

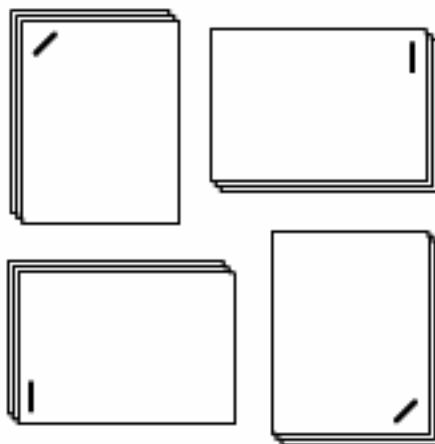
### Finisher Overview



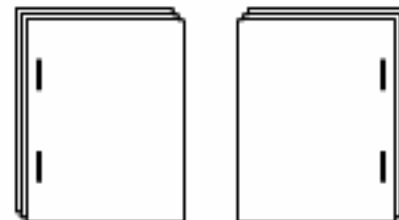
The machine can finish your copies with a single staple either portrait or landscape, two staples or four staples.

Up to 50 sheets of paper from 8.5x5.5" to 11x17" paper can be stapled in a set although if covers, inserts or heavier paper is used this number will reduce. The staple cartridge holds 5,000 staples.

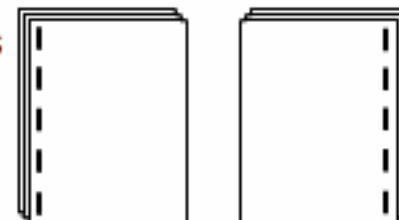
#### Single staple



#### Dual staples



#### Multiple Staples



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## Finishing Options

This topic describes the finishing features on your machine.

When you have completed the topic select the [Previous Menu] button below.

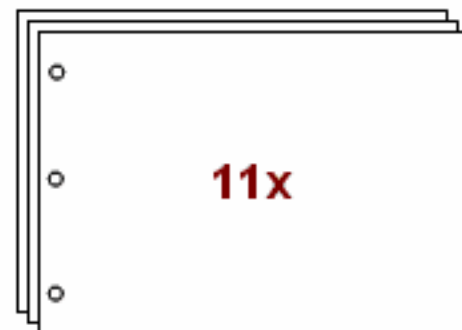
Enter a key word.

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## Advanced Finisher

### Finisher Overview

Your machine will be set to either 2 hole drill and 4 hole drill or 2 hole drill and 3 hole drill, depending upon the configuration that was set for the printer. Each sheet is drilled individually so there is no limit to the numbers in the set. Hole drilling can only be selected for 8.5x11" long edge feed and 11x17" paper and can be combined with a stapling option.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Advanced Finisher

### Finishing Options



The most commonly used finishing options are selected from the Basic Copying screen in the **Copy Output** section.

All the finishing options available on your machine can be seen by selecting the **Hole Punch and More** button. This allows you to view all of the copy outputs and combine some of the output options.

Select the [Hole Punch and More....](#) button in the Copy Output menu.



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## Finishing Options

This topic describes the finishing features on your machine.

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Enter a key word.

## Advanced Finisher

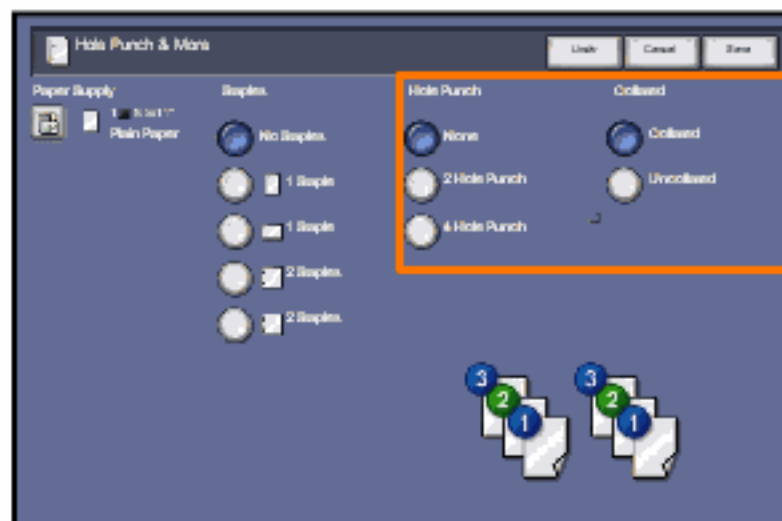
### Finishing Options



This screen enables you to select from the full range of finishing options available.

Select **Collated** for your copies to be sorted into sets 1,2,3....1,2,3....1,2,3. Select **Uncollated** for your copies to be sorted into stacks 1,1,1....2,2,2....3,3,3.

Select either **None**, **2 Hole Punch**, or **4 Hole Punch** for your hole punching requirements. If your machine was configured for **3 Hole Punch**, then that option will display instead of 4 Hole Punch. Each page will be drilled with 2, 3, or 4 holes depending on the option you have selected.



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## Finishing Options

This topic describes the finishing features on your machine.

When you have completed the topic select the [Previous Menu] button below.

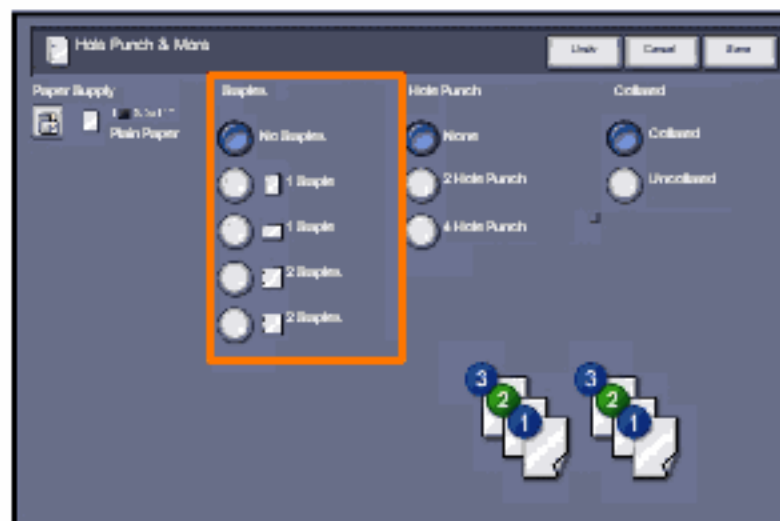
Enter a key word.

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## Advanced Finisher Finishing Options



If more than one staple is desired, you can select either 2 staples or 4 staples. These staples will always be placed on the left side of the paper. A picture depicting where the staples is placed can be found by viewing the window where your selection is made. When your selection is made, select **Save**.



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## Finishing Options

This topic describes the finishing features on your machine.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

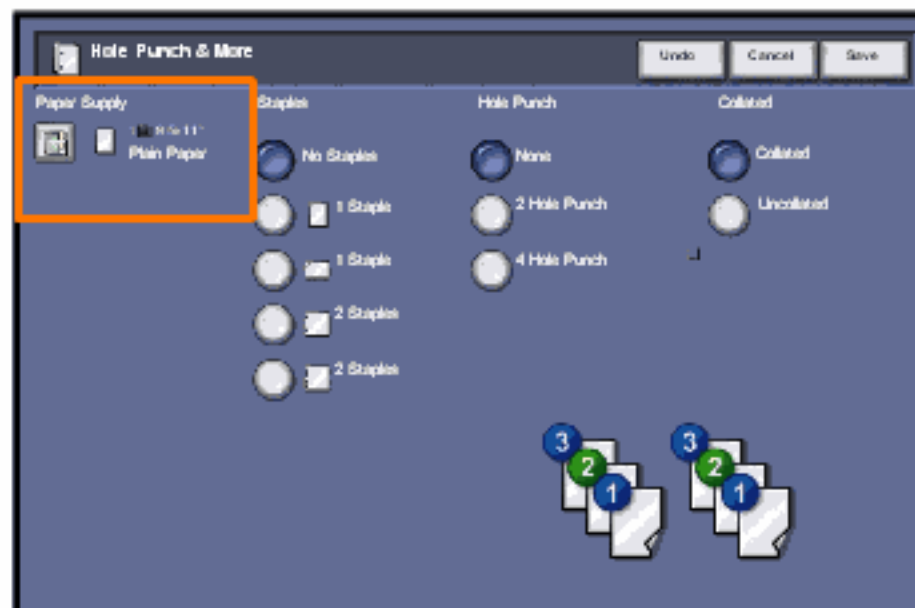
Search

## Advanced Finisher

### Finishing Options



Select the correct paper supply in the **Paper Supply** section of the Hole Punch and More window. Once all selections have been made, select **Save**.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Advanced Finisher



This completes the overview of the finisher and options.

Return to the previous menu to select another module.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Professional Finisher



The Professional Finisher is one of the optional finishers available with your machine. This tutorial provides an overview of the finisher and explains how to make the most of the finisher options.

The Tutorial is divided into the following sections:

- > Finisher Overview
- > Finishing Options
- > Booklet Options



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## Finishing Options

This topic describes the finishing features on your machine.

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## Professional Finisher

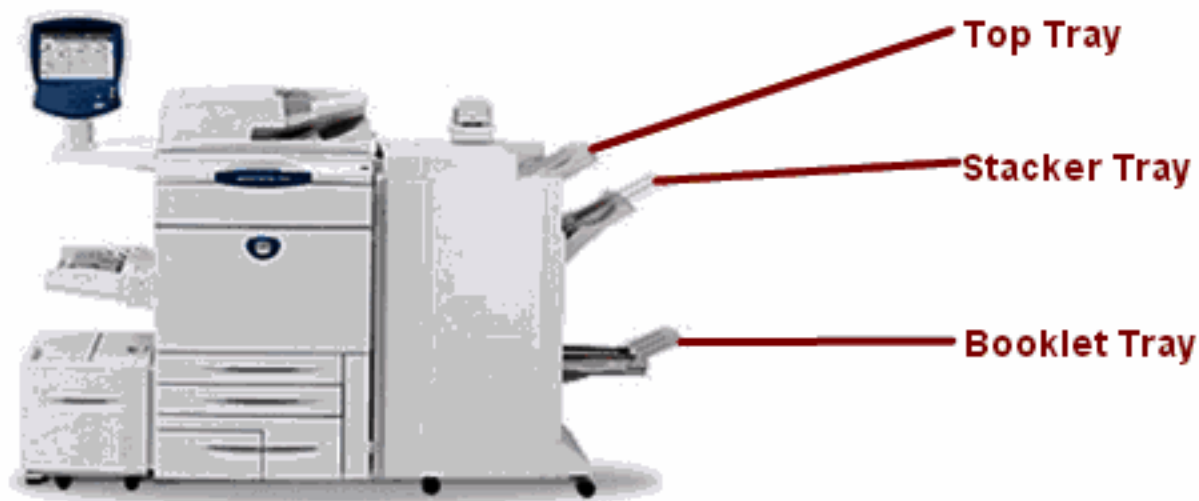
### Finisher Overview

This finisher has a comprehensive range of finishing options. It will collate, offset, stack, staple, hole drill and produce folded booklets either stapled and folded or just folded.

The top tray can receive up to 500 sheets of paper.

The stacker tray is capable of receiving 1500 sheets of paper and is used to collate sets that can be stapled and hole punched.

The Booklet Maker will fold and staple your output into booklets.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Professional Finisher

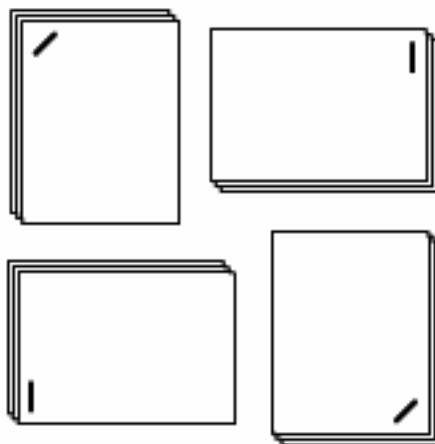
### Finisher Overview



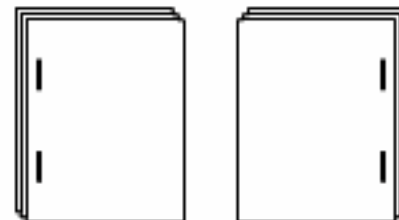
The machine can finish your copies with a single staple either portrait or landscape, two staples or four staples.

Up to 50 sheets of paper from 8.5x5.5" to 11x17" paper can be stapled in a set although if covers, inserts or heavier paper is used this number will reduce. The staple cartridge holds 5,000 staples.

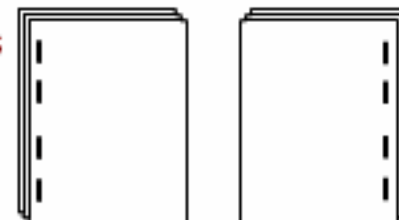
#### Single staple



#### Dual staples



#### Multiple Staples



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## Finishing Options

This topic describes the finishing features on your machine.

When you have completed the topic select the [Previous Menu] button below.

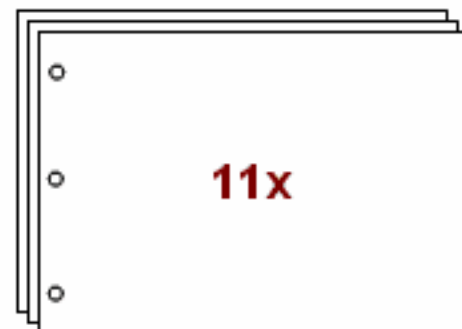
Enter a key word.

Search

## Professional Finisher

### Finisher Overview

Your machine will be set to either 2 hole drill and 4 hole drill or 2 hole drill and 3 hole drill, depending upon the configuration that was set for the printer. Each sheet is drilled individually so there is no limit to the numbers in the set. Hole drilling can only be selected for 8.5x11" long edge feed and 11x17" paper and can be combined with a stapling option.



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## Finishing Options

This topic describes the finishing features on your machine.

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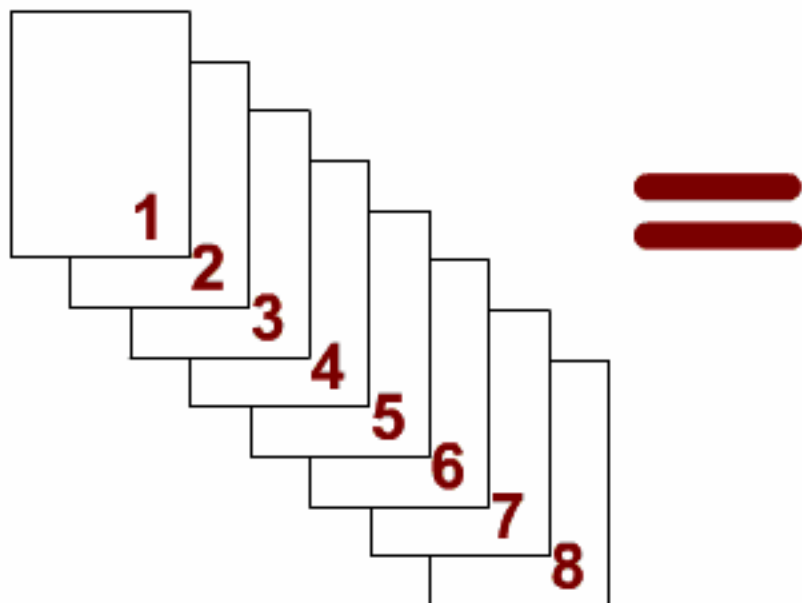
Enter a key word.

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## Professional Finisher

### Finisher Overview

Your machine will fold and if required staple the output to create a booklet. Up to 15 sheets of 80gm<sup>2</sup> or 20lb bond can be folded to create the booklet. The booklet tray can hold between 10 and 30 booklets depending on the number of pages.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Professional Finisher

### Finishing Options



The most commonly used finishing options are selected from the Basic Copying screen in the **Copy Output** section.

All the finishing options available on your machine can be seen by selecting the **Hole Punch and More** button. This allows you to view all of the copy outputs and combine some of the output options.

Select the [Hole Punch and More....](#) button in the Copy Output menu.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Professional Finisher

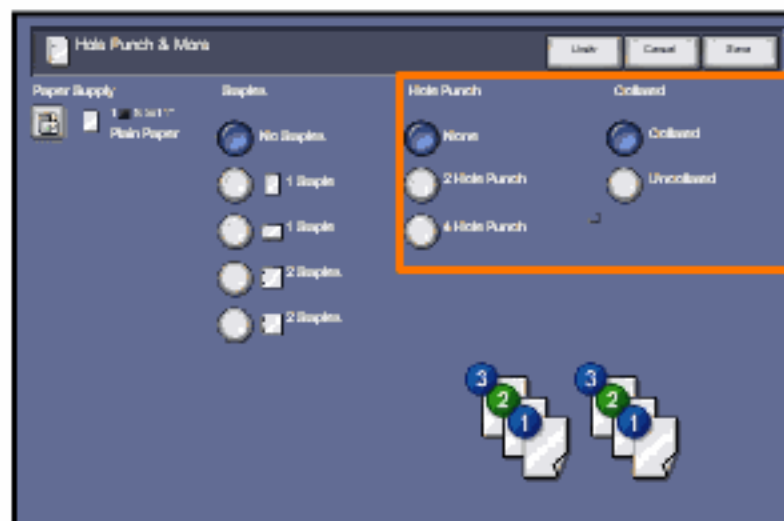
### Finishing Options



This screen enables you to select from the full range of finishing options available.

Select **Collated** for your copies to be sorted into sets 1,2,3....1,2,3....1,2,3. Select **Uncollated** for your copies to be sorted into stacks 1,1,1...2,2,2....3,3,3.

Select either **None**, **2 Hole Punch**, or **4 Hole Punch** for your hole punching requirements. If your machine was configured for **3 Hole Punch**, then that option will display instead of 4 Hole Punch. Each page will be drilled with 2, 3, or 4 holes depending on the option you have selected.



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## Finishing Options

This topic describes the finishing features on your machine.

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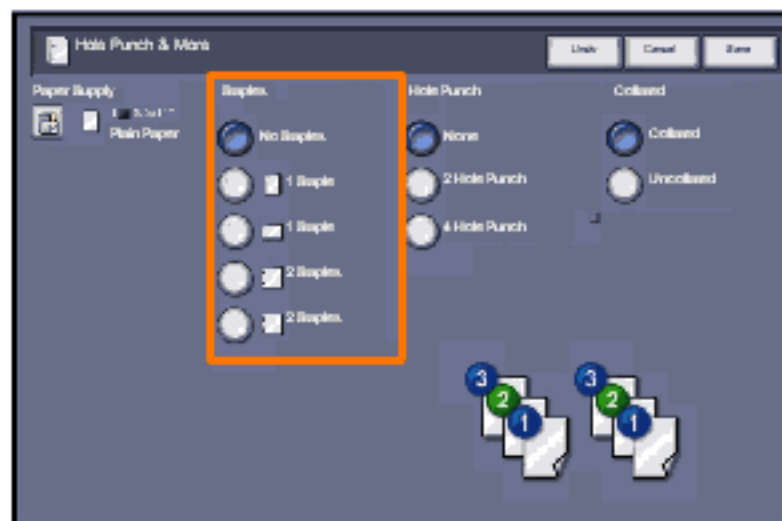
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## Professional Finisher

### Finishing Options



If more than one staple is desired, you can select either 2 staples or 4 staples. These staples will always be placed on the left side of the paper. A picture depicting where the staples is placed can be found by viewing the window where your selection is made. When your selection is made, select **Save**.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Professional Finisher

### Finishing Options



Another finishing option is Folding. There are three folding options:

- No Folding
- Folding
- Fold and Staple

Select the **Folding** button to open the window to make Folding selections.



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## Finishing Options

This topic describes the finishing features on your machine.

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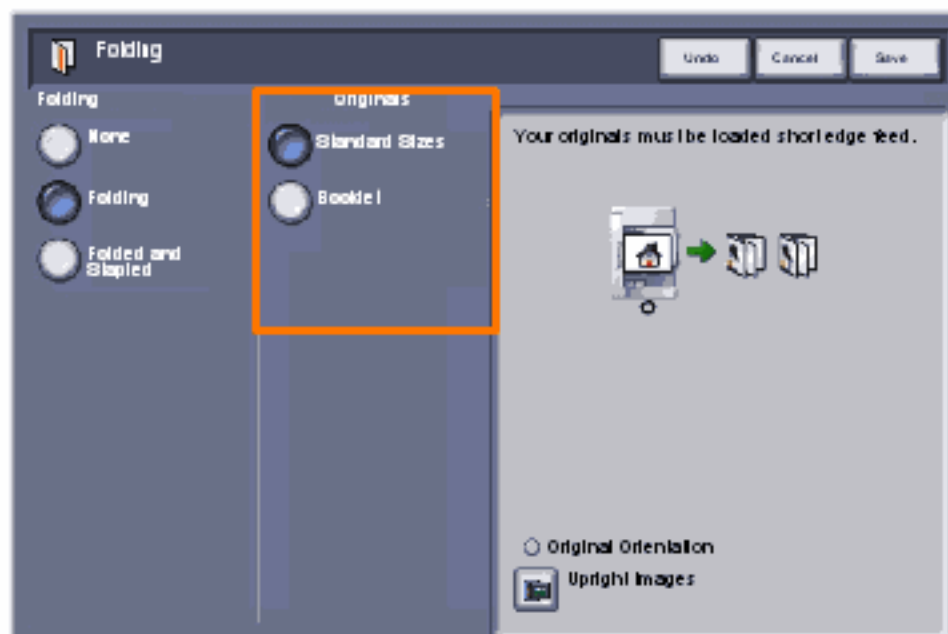
## Professional Finisher

### Finishing Options



There are two folding options, Folding, and Fold and Staple. Once either of these options are selected, you must identify the type of originals. Select either:

- Standard Originals
- Booklet Format Originals



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## Finishing Options

This topic describes the finishing features on your machine.

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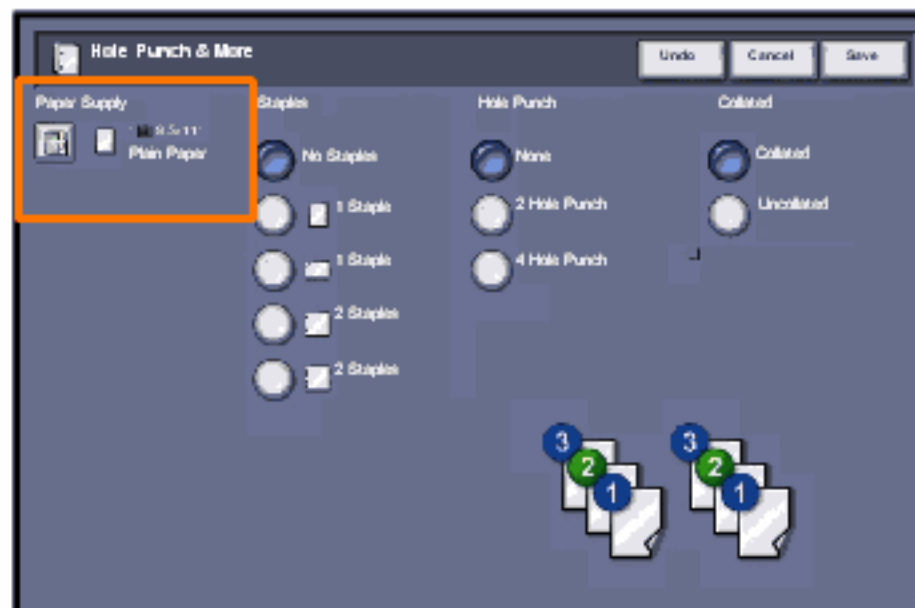
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## Professional Finisher

### Finishing Options



Select the correct paper supply in the **Paper Supply** section of the Hole Punch and More window. Once all selections have been made, select **Save**.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Professional Finisher



### Booklet Options

#### Booklet Maker

The booklet maker will fold and, if required staple (saddle stitch) the output, for example, an 8.5x11" sheet can be folded into an 8.5x5.5" booklet. The paper sizes that can be used are:

A3, 11x17 inch, A4, 8.5x11 inch, 8.5x13 inch and 8.5x14 inch.

All paper must be loaded short edge feed in the paper tray.

The media types that can be used are: Plain Paper, Bond, Index and Cover.

The paper weight determines the number of sheets that can be made into a booklet:

- For stapled booklets a maximum of 15 sheets of 80gm<sup>2</sup> or 20lb bond or equivalent thickness. For example you can have 12 sheets of 80gm<sup>2</sup> or 20lb bond and a cover sheet of 160gm<sup>2</sup> or 53lb bond.
- For folded only booklets a maximum of 5 sheets of 80gm<sup>2</sup> or 20lb bond or equivalent thickness. For example you can have 3 sheets of 80gm<sup>2</sup> or 20lb bond and a cover sheet of 200gm<sup>2</sup> or 43lb bond.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Professional Finisher

### Booklet Options

#### Booklet Maker

The Booklet Maker Output Tray can hold between 10 and 30 booklets depending upon the number of pages, however if you fold down the flap on the right of the tray an unlimited number of booklets can be collected in a suitable container.

A cover can be inserted onto the booklet automatically by selecting the **Covers** option from the Output Format tab.

In order to sort the pages of the document into the correct sequence for the booklet you will need to select the **Booklet Creation** feature from the Output Format Tab or manually arrange your documents in the correct order in the document handler.

The following screens will show you how to use the booklet maker in conjunction with other machine features to create booklets.



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## Finishing Options

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## Professional Finisher

### Booklet Options

Select the paper tray that contains the paper you want to use for the body of your booklet. Use the **More** button to see all the trays. Remember that you can only use A3, 11x17 inch, A4, 8.5x11 inch, 8.5x13 inch and 8.5x14 inch stock and it must be loaded in the paper trays in landscape or short edge feed orientation.



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## Finishing Options

This topic describes the finishing features on your machine.

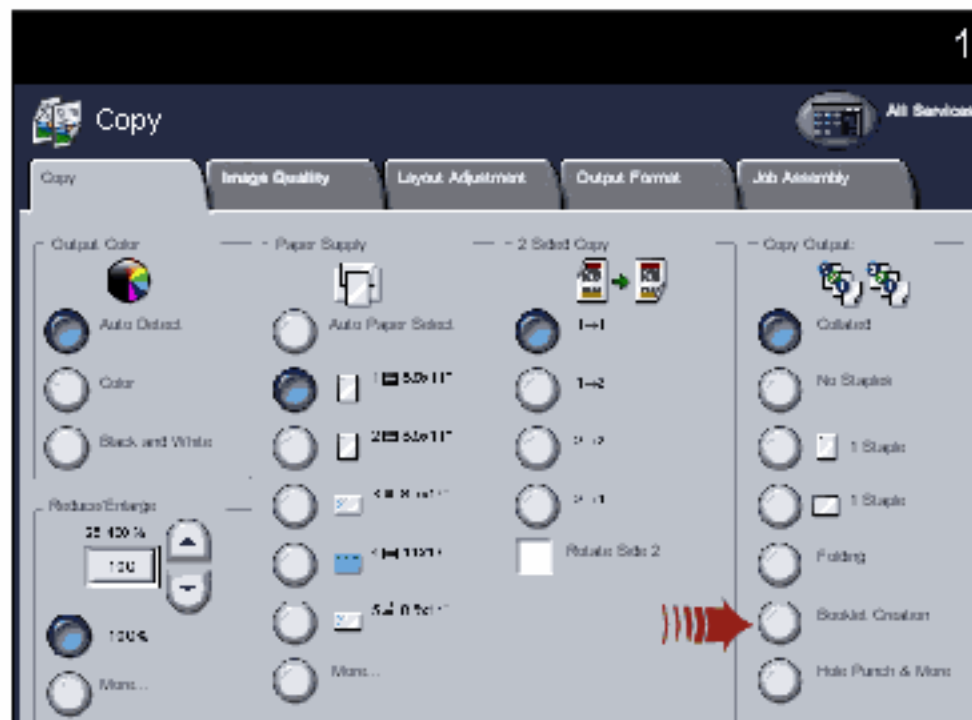
When you have completed the topic select the [Previous Menu] button below.

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## Professional Finisher

### Booklet Options

To enable the Booklet Maker, select **Booklet Creation** from the **Copy** tab. Ensure that you select the appropriate Original Input option on the Booklet Creation window.



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## Finishing Options

This topic describes the finishing features on your machine.

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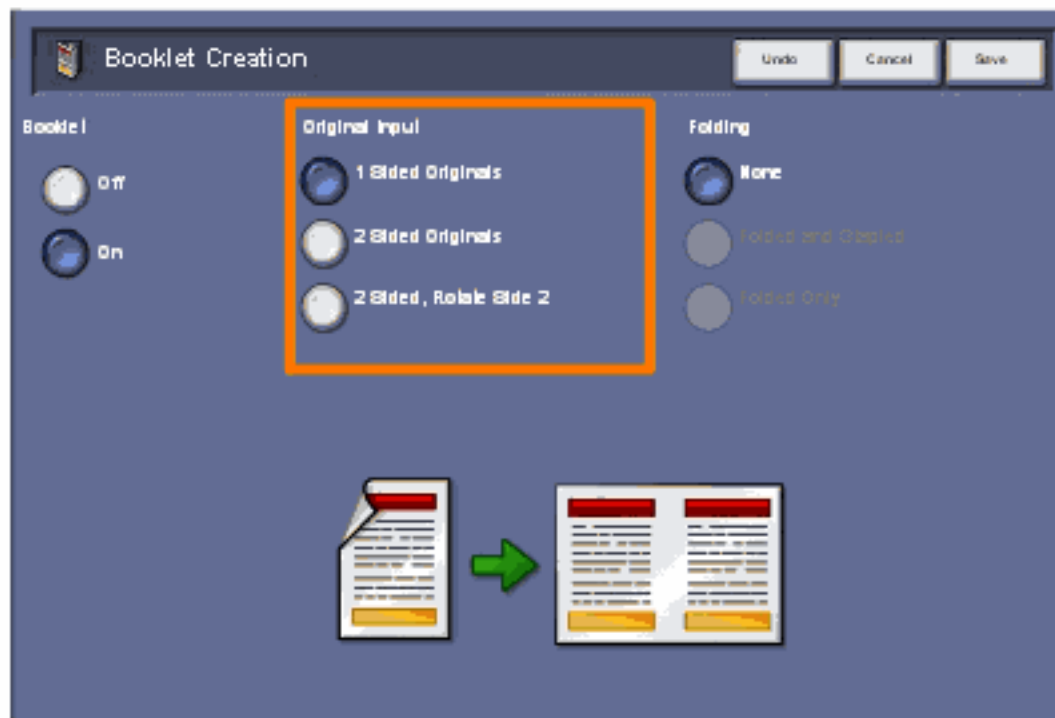
Enter a key word.

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## Professional Finisher

### Booklet Options

To enable the Booklet Maker, select **Booklet Creation** from the **Copy** tab. Ensure that you select the appropriate Original Input option on the Booklet Creation window.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Professional Finisher

### Booklet Options

You can choose to fold or fold and staple your booklet. If you elect to fold and staple, the Booklet Maker will place 2 staples on the spine of the booklet.

When you have made your choice select **Save**.

Booklet Creation

Undo Save

Booklet	Original Input	Folding
<input type="radio"/> Off	<input checked="" type="radio"/> 1 Sided Originals	<input checked="" type="radio"/> None
<input checked="" type="radio"/> On	<input type="radio"/> 2 Sided Originals	<input type="radio"/> Folded and Stapled
	<input type="radio"/> 2 Sided, Rotate Side 2	<input type="radio"/> Folded Only

Visual representation of a document being folded into a booklet.

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## Finishing Options

This topic describes the finishing features on your machine.

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## Professional Finisher

### Booklet Options

The Booklet Creation feature ensures that the images of your document are automatically printed in the correct sequence, reduced if required, and printed 2-sided to form a booklet. Select the **Booklet Creation** feature from the Output Format tab.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Professional Finisher

### Booklet Options

Simply select **On** to enable booklet creation, indicate that your documents are 1-sided or 2-sided, and **Save** your settings.

Load your documents into the document handler in sequential order, that is front cover, content 1 to n and back cover. The machine will automatically reformat the document to create a booklet.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Professional Finisher



This completes the overview of the finisher and options.

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## Finishing Options

This topic describes the finishing features on your machine.

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## Finishing options

### Light Production Finisher (with Booklet Maker)

This output device provides a wide range of finishing options.

The Top Tray is used for stacked output, and can receive up to 500 sheets of paper. The Stacker Tray is used for offset and/or stapled output, and can hold up to 2000 sheets. Both trays can be used for hole punched output (optional).

The Bottom Tray is used for receiving saddle-stapled booklets.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Finishing options



### Light Production Finisher (with Booklet Maker)

The optional **Folder Module** can fold output into **Single Fold**, **C Fold**, **Z Fold**, and **Z Fold Half Sheet** formats.

The **Letter Folder Tray** is used for stacked, folded output, and can receive up to 40 folded sheets.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Finishing options

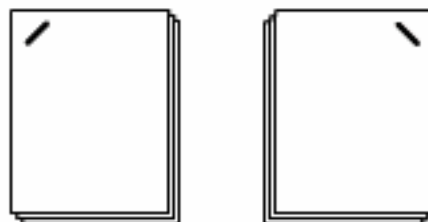


### Light Production Finisher (with Booklet Maker)

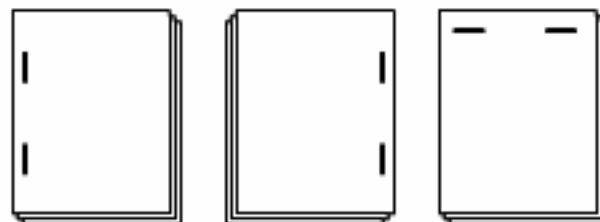
The machine can finish your copies with one or two staples.

Up to 100 sheets of paper from 8" x 10" to 11" x 17" paper can be stapled in a set although if covers, inserts or heavier paper is used this number will reduce. The staple cartridge holds 5,000 staples.

#### Single staple



#### Dual staples



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## Finishing Options

This topic describes the finishing features on your machine.

When you have completed the topic select the [Previous Menu] button below.

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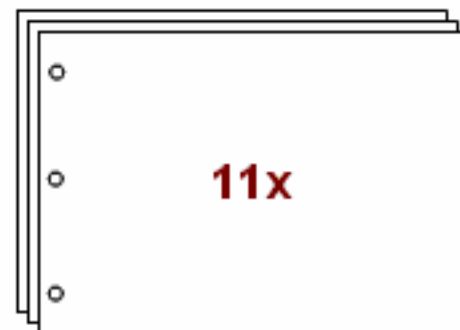
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## Finishing options



### Light Production Finisher (with Booklet Maker)

Your machine will be set to either 2 hole drill and 4 hole drill or 2 hole drill and 3 hole drill, depending upon the configuration that was set for the printer. Each sheet is drilled individually so there is no limit to the numbers in the set. Hole drilling can only be selected for 8.5x11" long edge feed and 11x17" paper and can be combined with a stapling option.



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## Finishing Options

This topic describes the finishing features on your machine.

When you have completed the topic select the [Previous Menu] button below.

Enter a key word.

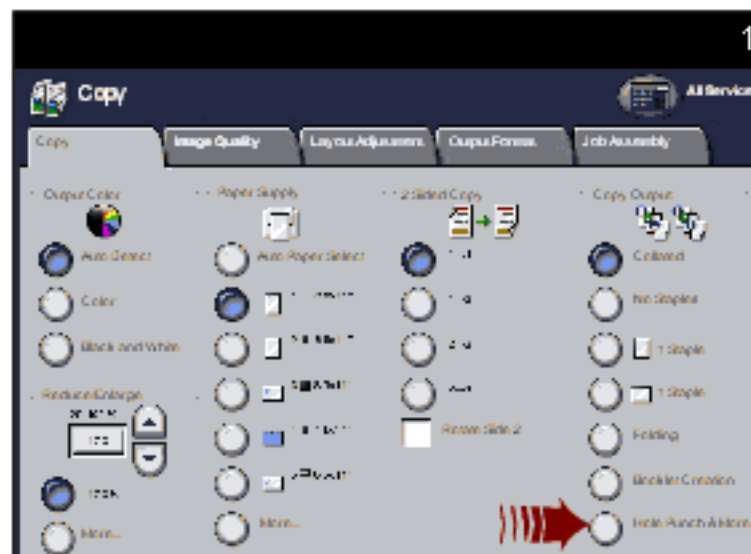
## Finishing options

### Light Production Finisher (with Booklet Maker)

The most commonly used finishing options are selected from the Basic Copying screen in the **Copy Output** section.

All the finishing options available on your machine can be seen by selecting the **Hole Punch and More** button. This allows you to view all of the copy outputs and combine some of the output options.

Select the [Hole Punch and More...](#) button in the Copy Output menu.



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## Finishing Options

This topic describes the finishing features on your machine.

When you have completed the topic select the [Previous Menu] button below.

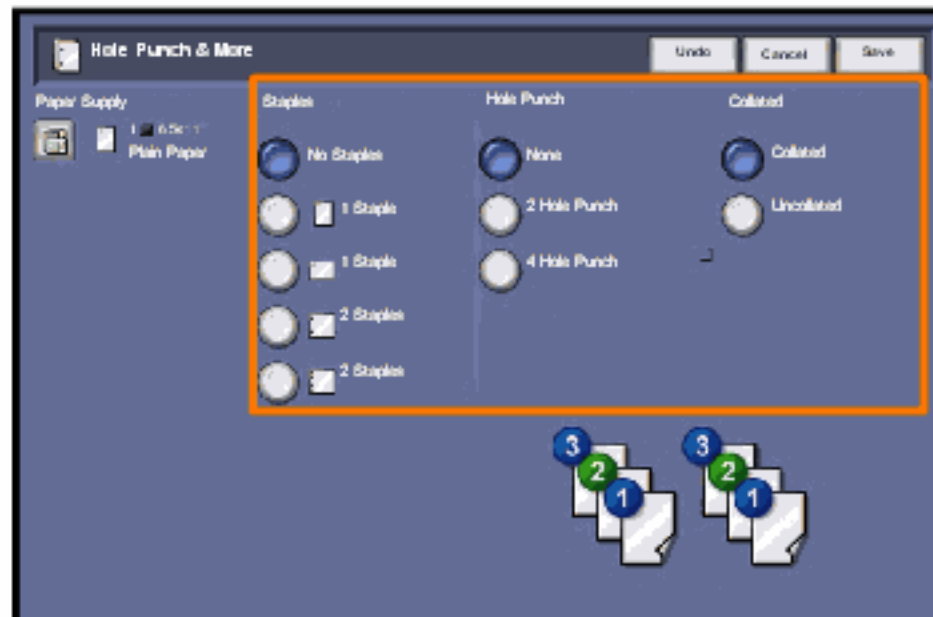
Enter a key word.

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## Finishing options

### Light Production Finisher (with Booklet Maker)

This screen provides the options of stapling, hole punching, and collation.



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## Finishing Options

This topic describes the finishing features on your machine.

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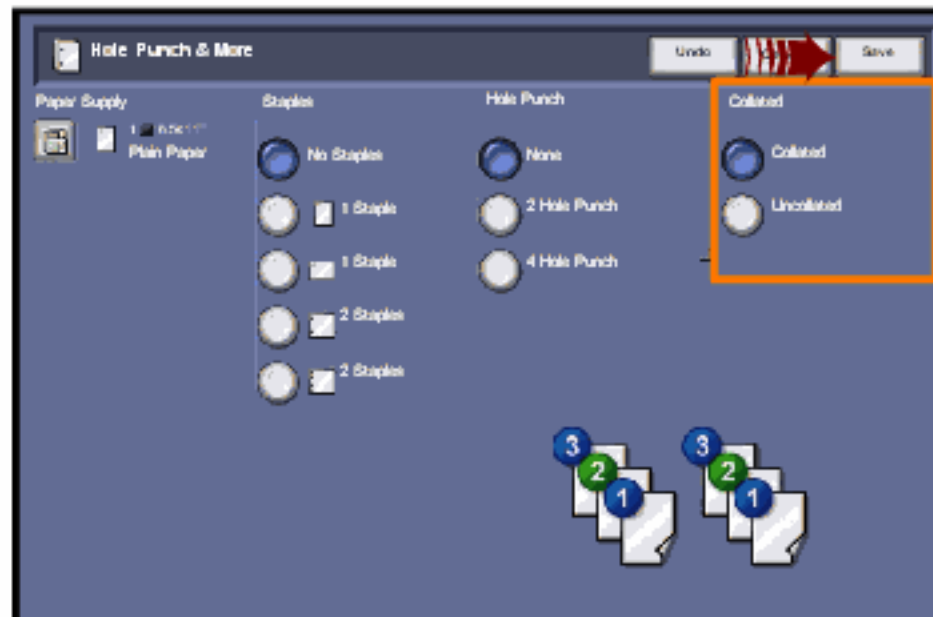
Search

## Finishing options

### Light Production Finisher (with Booklet Maker)

Select **Collated** for your copies to be sorted into sets 1,2,3....1,2,3....1,2,3. Select **Uncollated** for your copies to be sorted into stacks 1,1,1...2,2,2....3,3,3.

Select the **Save** button.



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## Finishing Options

This topic describes the finishing features on your machine.

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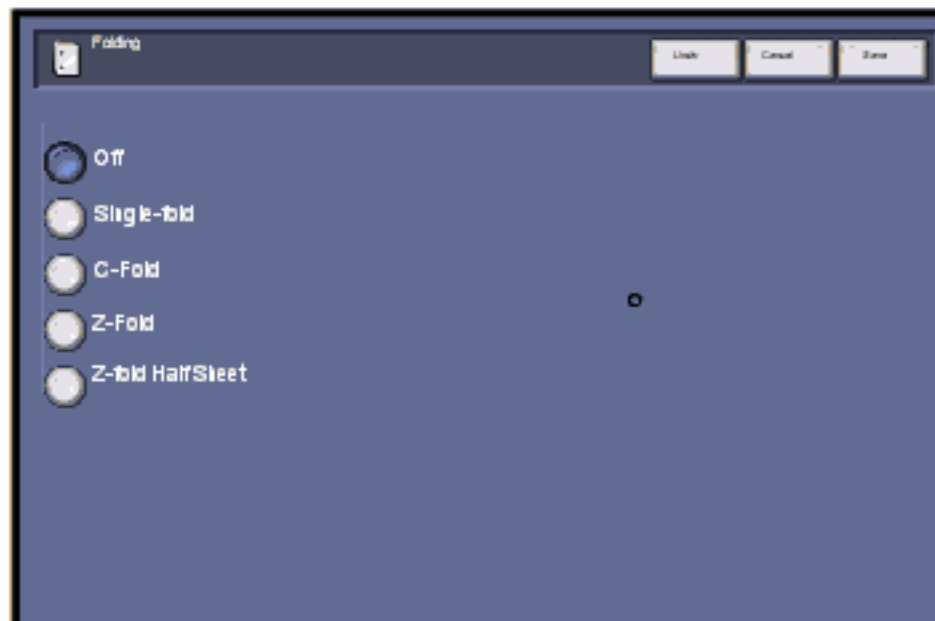
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## Finishing options



### Light Production Finisher (with Booklet Maker)

Additional folding options for this finisher can be selected on the **Folding** screen, which is accessed from the **Output Format** tab.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Finishing options

### Light Production Finisher (with Booklet Maker)

Press the **Open Tray** button to access the folded output tray contents.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Finishing options



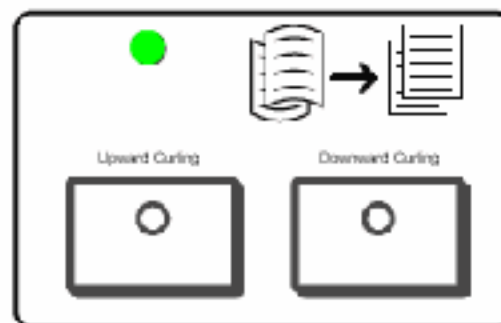
### Light Production Finisher (with Booklet Maker)

This finisher also provides a method for **decurling** your finished output.

Follow the steps below to correct curled output.

1. Check how the output copy is curled.
2. Check the De-curl lights.
3. Press the appropriate De-curl button.

Pressing either of the De-curl buttons toggles the mode between Auto, ON, and OFF.



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## Finishing Options

This topic describes the finishing features on your machine.

When you have completed the topic select the [Previous Menu] button below.

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## Finishing options

### Light Production Finisher (with Booklet Maker)

This completes the description of the Light Production Finisher.



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## Finishing Options

This topic describes the finishing features on your machine.

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## Convenience Stapler



The Convenience Stapler is an optional extra and can be installed if the convenience shelf is fitted. Use the Convenience Stapler to manually staple documents, or to staple output if the Offsetting Catch Tray is fitted. Documents can be stapled straight or at an angle. The Convenience Stapler can staple between 2 sheets of 16lb, and 50 sheets of 24lb. The staple cartridge holds 5,000 staples.



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## Finishing Options

This topic describes the finishing features on your machine.

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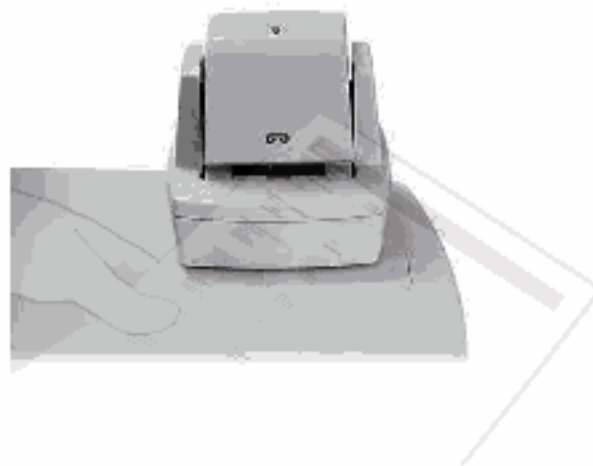
Enter a key word.

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## Convenience Stapler



To use the Convenience Stapler hold your documents face up and slide the corner to be stapled into the stapler. The stapler will automatically staple the documents. During stapling the indicator light on the top of the stapler will be lit.



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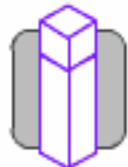
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## Interactive User Guide



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**Paper and Media**

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## Paper and Media

In this tutorial you will learn about the different types of stock and stock sizes that can be used on your machine, the trays available and the types and sizes of stock that can be fed in each tray.

**Trays 1 and 2**

**Trays 3 and 4**

**Bypass Tray**

 **High Capacity Feeder**

**Stock Types >>>**

**Storage and Handling**

**Stock and Tray Selection**





## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

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## Paper and media

### Tray 1 and Tray 2

**Paper Trays 1 and 2** are located on the front of the machine and feed the majority of stock sizes.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Tray 1 and Tray 2

Trays 1 and 2 are identical. Each tray has a capacity of 500 sheets of 20lb (80gsm) paper. The trays are pulled out by the operator for loading.

#### Caution

A paper jam may occur if a tray is opened while it is being used to feed stock.

*NOTE: Do not open tray 1 if tray 2 is open.*



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Tray 1 and Tray 2

The trays accommodate paper weights from 17lb bond to 220lb index (64 to 220 gsm) and are fully adjustable for all stock sizes up to 11x17" (A3).



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Tray 1 and Tray 2

Load pre-formatted paper, including letterhead and pre-printed stock face down and with the top towards the front of the machine. Tabbed stock should have the tab on the right. Load pre-drilled paper with the holes on the left edge. Ensure that the stock edges touch the front and left edges of the tray.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Tray 1 and Tray 2

The paper guides in the trays must be adjusted so that they touch the stock.

To position the right side guide, squeeze the clamp mechanism and slide the guide to touch the edge of the stock.

To position the front and rear guides, squeeze the clamp mechanism and slide the front guide to touch the edge of the stock.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Tray 1 and Tray 2

The trays automatically detect low stock and out of stock conditions. A warning message will be displayed on the screen.

The screenshot shows a control panel interface with a warning message at the top: "Tray 1 is low on paper" with a red number "1" in the corner. Below the warning is a "Copy" menu with several tabs: "Copy", "Image Quality", "Layout Adjustment", "Output Format", and "Job Assembly". The "Copy" tab is active, showing various settings:

- Output Color:** Auto Select (selected), Color, Black and White.
- Reduce/Enlarge:** 25-400% range, 100% selected, More...
- Paper Supply:** Auto Paper Select (selected), 100 x 147, 200 x 247, 300 x 347, 400 x 447, 500 x 547, More...
- 2 Sided Copy:** 1-1 (selected), 1-2, 2-2, 2-1, Rotate Side 2.
- Copy Output:** Collated (selected), No Staples, 1 Staple, 1 Staple, Folding, Booklet Creation, Hole Punch & More.

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Tray 1 and Tray 2

This completes the tutorial on Paper Trays 1 and 2. Return to the previous menu to select another copy module.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Trays 3 and 4

Trays 3 and 4 are high capacity trays.

They are intended to be the primary feeder for the most commonly used stock.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Trays 3 and 4

Both trays feed only A4 or 8.5" x 11" sized stock. To change the tray size between A4 and 8.5"x11" refer to Maintenance - Adjusting Trays 3 and 4.

They have a combined capacity of 2010 sheets of 80 g/m<sup>2</sup> paper, or 2260 sheets of 64 lb bond paper.

Your machine warns you when the trays are empty, open or if the stock supply is low.

Ready to scan your job  
Tray 4 is low on paper.

Copy

Copy    Image Quality    Layout Adjustment    Output Format    Job Assembly

Output Color:  Auto Detect,  Color,  Black and White

Paper Supply:  Auto Paper Select,  12 650 11",  12 600 11",  12 500 11",  12 400 11",  12 300 11",  12 200 11",  12 100 11",  Misc...

2 Sided Copy:  1 +,  1 -,  2-2,  1 +,  Rotate Side 2

Copy Output:  Collated,  No Stapler,  1 Stapler,  1 Stapler,  Folding,  Booklet Creation,  Hole Punch & More

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Trays 3 and 4

The trays are pulled out for operator loading.

Opening a tray automatically lowers an elevator in the base of the tray.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Trays 3 and 4

Load pre-formatted paper, including letterhead and pre-printed stock, face down and with the top towards the front of the machine. Load pre-drilled paper with the holes on the left edge. You can use these trays for plain paper, bond paper, heavyweight paper, extra heavyweight paper, glossy paper, heavyweight glossy paper, labels, and transparencies.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Trays 3 and 4

When the tray is closed the elevator rises to feed the stock.

The time it takes the elevator to fully rise is used to determine the amount of paper in the tray.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Trays 3 and 4

The trays do not automatically measure the size of stock loaded in the trays.

*NOTE: Your machine will not warn you if the wrong sized stock is loaded.*



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Trays 3 and 4

This completes the tutorial on Paper Trays 3 and 4. Return to the previous menu to select another copy module.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Bypass Tray

The Bypass Tray is a paper tray on the left hand side of your machine. It can be folded away when not in use.

It is primarily intended for use as a small quantity, special materials feeder and accommodates stock of all types.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

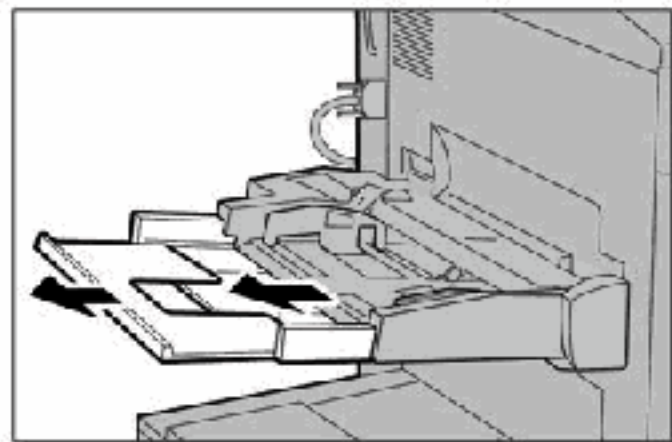
### Bypass Tray

The tray accommodates paper weights from 17lb bond to 300gsm stock.

Stock can be loaded either long or short edge feed (portrait or landscape).

*NOTE: The Bypass Tray is only 13" wide, so some paper sizes must be SEF.*

When lowered, the Bypass Tray can be extended to support longer length stock.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Bypass Tray

The Bypass Tray accommodates all types of stock in a range of sizes between 4.0"x6.0" and 13"x19" SEF and has a capacity of approximately 250 sheets of 20lb paper.

Envelopes should be loaded face up with the flap closed and on the leading (right) edge. Hole punched paper should be loaded with the holes on the leading (right) edge. Tabbed stock should be loaded with the tabs on the trailing (left) edge.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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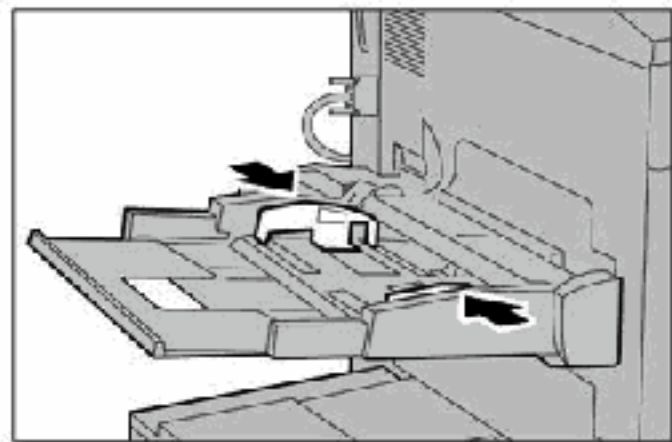
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## Paper and media

### Bypass Tray

Locate the sheet(s) against the front of the tray and move the guides to touch the edges of the sheet(s).

The Bypass Tray detects the position of the guides to determine the size of the stock.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Bypass Tray

When stock is loaded into the Bypass Tray, a pop-up window will appear asking you to change or confirm the type, color, and size of the stock. The tray will not be ready for use until you change or confirm the stock type, color, and size.

Paper Settings Confirm

Bypass Tray

Paper Type

- Plain Paper
- Drilled
- Labels
- Pre-printed

Paper Size

- 8.5x11"
- 11x17"
- 8.5 x 14
- 8.5x5.5"

Paper Color

- White
- Blue
- Green
- Pink



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Bypass Tray

Your machine also alerts you if the Bypass Tray is selected for a print job where the stock selected does not match the stock currently loaded.

It also warns you if the Bypass Tray runs out of stock during a job.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Bypass Tray

This completes the tutorial on the Bypass Tray. Return to the previous menu to select another copy module.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### High Capacity Feeder

The High Capacity Feeder is primarily intended for use as a large quantity feeder and accommodates stock from Executive (7.25" x 10.5") LEF to 8.5" x 11" (A4/210 x 297 mm) LEF.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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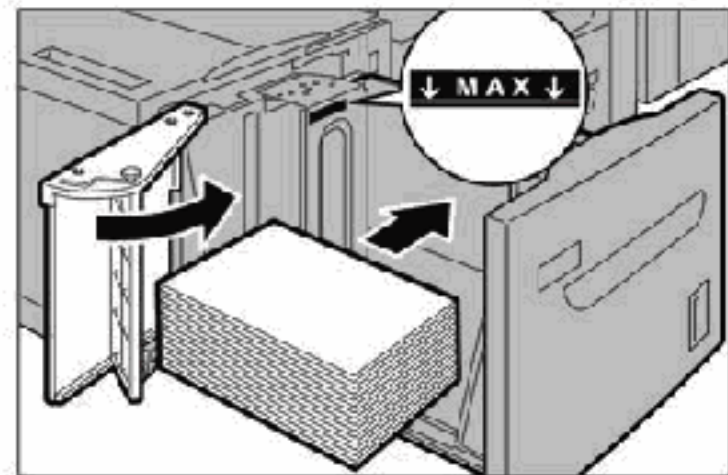
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## Paper and media

### High Capacity Feeder

The High Capacity Feeder can hold paper of weights between 60 gsm to 200 gsm (16 lb to 53 lb bond/110 lb index), and can hold a maximum of 2000 sheets of 80 gsm paper.

Stock can only be loaded long edge feed.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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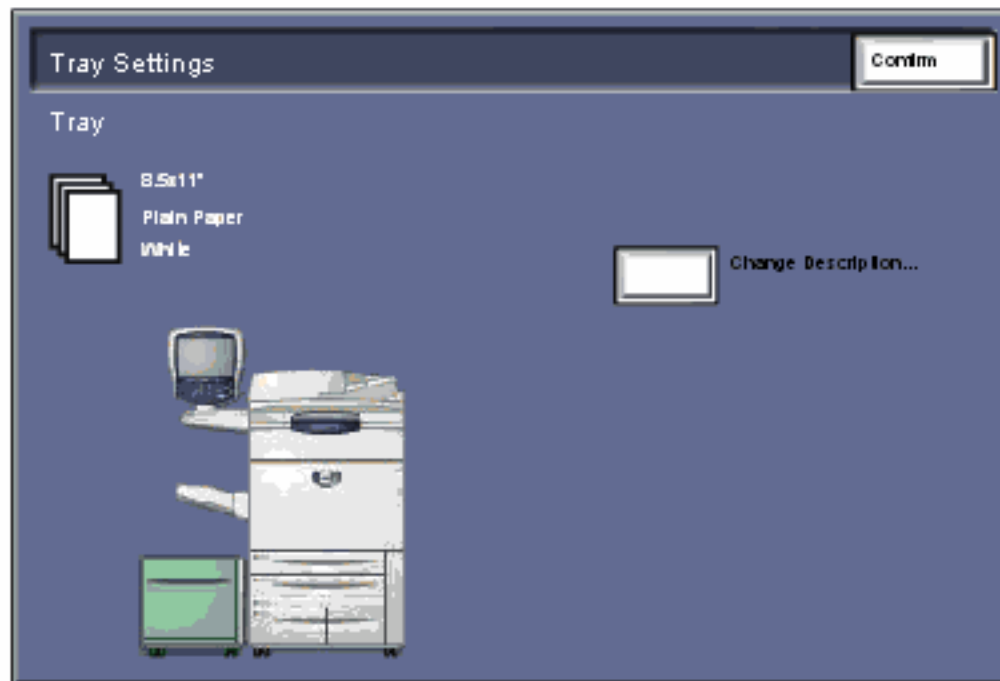
Enter a key word.

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## Paper and media

### High Capacity Feeder

When stock is loaded into the High Capacity Feeder, a pop-up window will appear asking you to change or confirm the type, color, and size of the stock. The tray will not be ready for use until you change or confirm the stock type, color, and size.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### High Capacity Feeder

Your machine also alerts you if the High Capacity Feeder is selected for a print job where the stock selected does not match the stock currently loaded.

It also warns you if the Feeder runs out of stock during a job.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media



### High Capacity Feeder

This completes the tutorial on the High Capacity Feeder. Return to the previous menu to select another module.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Stock Type

Different types of stock can be used on your machine.

This topic will show the different types of stock available for use and how to load them.

- > Paper
- > Covers
- > Labels
- > Transparencies
- > Drilled Paper
- > Envelopes
- > Tabs



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper

### Paper Types

Your machine can operate with a variety of paper such as plain, recycled, non-tearing, heavyweight, and coated papers.

*NOTE: Coated papers are very susceptible to humidity. Multifeeds are much more likely with humidity greater than 40%. Environmental conditions may require that coated paper be fed one sheet at a time from Tray5 (Bypass).*

The following paper stock is NOT recommended:

- Conductive papers
- Papers containing talc
- Papers containing wax, stearate or plasticiser



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper

### Colored Paper/Non-tearing Papers

Colored paper and card is available in a wide range of shades. Color is most effective when used sparingly. Examples of applications that can automatically insert colored stock are covers, inserts, and transparency dividers.

Non-tearing paper is coated with a polyester film that is waterproof, soil resistant and is extremely difficult to tear. Non-tearing paper is a good choice for important documents that are handled frequently.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Covers

### Cover Stock



Cover stock is ideal for posters, calendars, report covers and presentation proofs.

Covers should be loaded in the Bypass Tray face up.

Be sure to specify the appropriate media type on the **Paper Settings** window.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Labels

### Label Stock

Labels consist of three layers; the face sheet, pressure sensitive adhesive and the backing or release sheet. When printing self adhesive labels, it is best to use stock designed for use in xerographic printers. The adhesives are designed to withstand the higher temperatures of such machines without bleeding and causing spotting or causing damage to the internal components.

Dry gum labels (those that require moistening before being applied) can cause dry particles of glue to detach from the backing and should not be used.

The label stock should be left in the printing environment for 72 hours before using it in the printer to allow it to adjust to the ambient temperature.

Leave labels sealed in their plastic wrapping until they are loaded in the printer.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Labels

### Label Usage Hints



Load labels face up into the Bypass Tray only. Do NOT load labels into trays 1 to 4.

Do not fan the label sheets before use unless the package instructs you to do so. If jamming or multi-sheet feeding occurs shuffle the labels before loading.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Transparencies

### Transparency Stock

Transparency stock is primarily used to create images that can be projected on to a screen for presentations. Transparencies are made of polyester film coated with a chemical substance to make toner stick to it readily.

Clear transparencies allow maximum presentation space.

Transparency paper and label paper can cause paper jams, and multiple sheets can be fed to the printer at once. Be sure to carefully fan these types of paper.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Transparencies

### Transparency Stock

Load transparencies into the Bypass Tray face up, or into Trays 1-4 face down.

Be sure to select **Transparency** as the media type on the Touch Screen.

Paper Settings Confirm

Bypass Tray

Paper Type

- Plain Paper
- Dotted
- Transparencies**
- Pre-printed

Paper Size

- 8.5x11"
- 11x17"
- 8.5 x 14
- 8.5x5.5"

Paper Color

- White
- Blue
- Green
- Pink



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Transparencies

### Usage Hints



Some helpful hints for using transparencies:

Fan transparencies to stop them sticking together.

Load transparencies on top of a small stack of same-size paper.

If a coating of fuser oil remains on the transparency after printing, remove it with a lint free cloth.

If a jam occurs while a transparency is printing, ensure it is completely removed before resuming printing. The heat from the machine operation can cause the transparency to melt resulting in serious damage.

When continuously outputting onto transparencies, transparency sheets may sometimes stick to each other. Remove transparencies from the output tray every 20 or so sheets, and fan them to cool them down.





## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Drilled Paper

### Drilled Paper

Drilled paper has two or more holes along one edge for use in ring binders and notebooks.

Caution should be observed before loading the stock to make sure that any plugs (the round pieces cut out of the paper to create the holes) do not remain in the stack. If they get into the system they can cause jams and can also damage the internal components of the machine.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Drilled Paper

### Perforated Paper



Perforated papers have been pierced with one or more rows of holes to permit easy tearing or separation into sections. Perforated card stock may also be used to print sheets of tickets. Perforated forms may contain a detachable mail-back portion or a sheet that is part of a bound document may be perforated along the inside edge for easy removal.

Caution should be observed that papers with perforations can cause feeding and stacking problems if the perforations are not rolled enough to eliminate underside bulge. Jams can also occur if a full-length perforation line parallel to the paper's long side is closer than 3 inches to the leading edge of the sheet.



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## Paper and Media

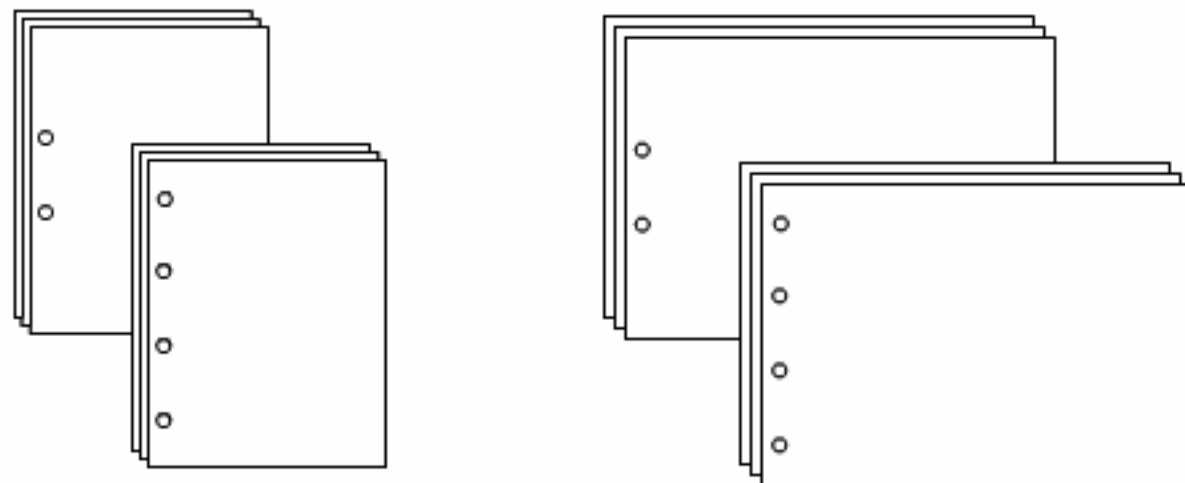
These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Drilled Paper



Load hole punched and perforated paper in Tray 1, Tray 2, Tray 3 and Tray 4 face down, with the holes on the leading edge (left). Load hole punched paper in the Bypass Tray face up, with the holes on the leading edge (right).

Be sure to select **Hole Punched** as the paper type on the touch screen.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Envelopes



Envelopes can only be loaded into the Bypass Tray. Place the envelopes into the Bypass tray face up. The flaps should ALWAYS be closed and on the leading (right) edge.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

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## Envelopes



Your machine can feed the following types of envelopes:

- **C4 (LEF):** 229mm x 324mm
- **C5 (LEF):** 229mm x 162mm

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Tabs

### Tabs/Dividers

Tabs are used as dividers in documents. Your machine can accommodate tab stock with 1 to 10 tabs and weights of up to 53lb.

Do not use tabs with bent corners. They can cause feeding related jams or degraded image quality, including deletions. If a tab is bent, remove it from the set and replace it with an undamaged tab in the same position.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Tabs

### Tabs/Dividers



Tabbed stock can only be loaded into the Bypass Tray. The tabs must be loaded with the tab at the trailing edge of the feed direction.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

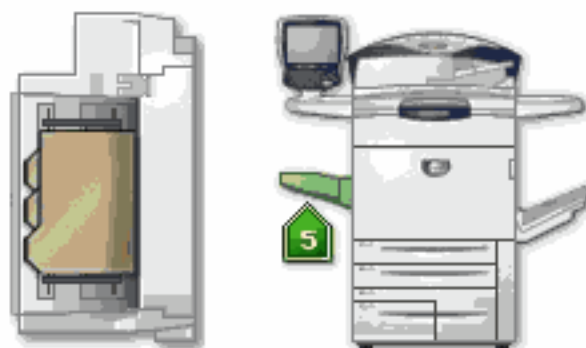
When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

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## Tabs

### Tabs/Dividers



The Bypass Tray must be loaded with the tabs in the order shown (straight collated).



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Tabs

### Tabs/Dividers

Be sure to select and confirm **Pre-Cut Tabs** as the paper type after loading the tabbed stock.

Paper Settings Confirm

Bypass Tray

Paper Type

- Plain Paper
- Dotted
- (S) Pre-Cut Tabs...**
- Pre-printed

Paper Size

- 8.5x11"
- 11x17"
- 8.5 x 14
- 8.5x4.9"

Paper Color

- White
- Blue
- Green
- Pink

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Tabs

### Tabs/Dividers



You will need to enter a **Number in Sequence** option to identify the number of tabs in the set.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Tabs

### Tabs/Dividers



When making copies of tabs to any media, place the tab masters in the document handler in the order and orientation shown.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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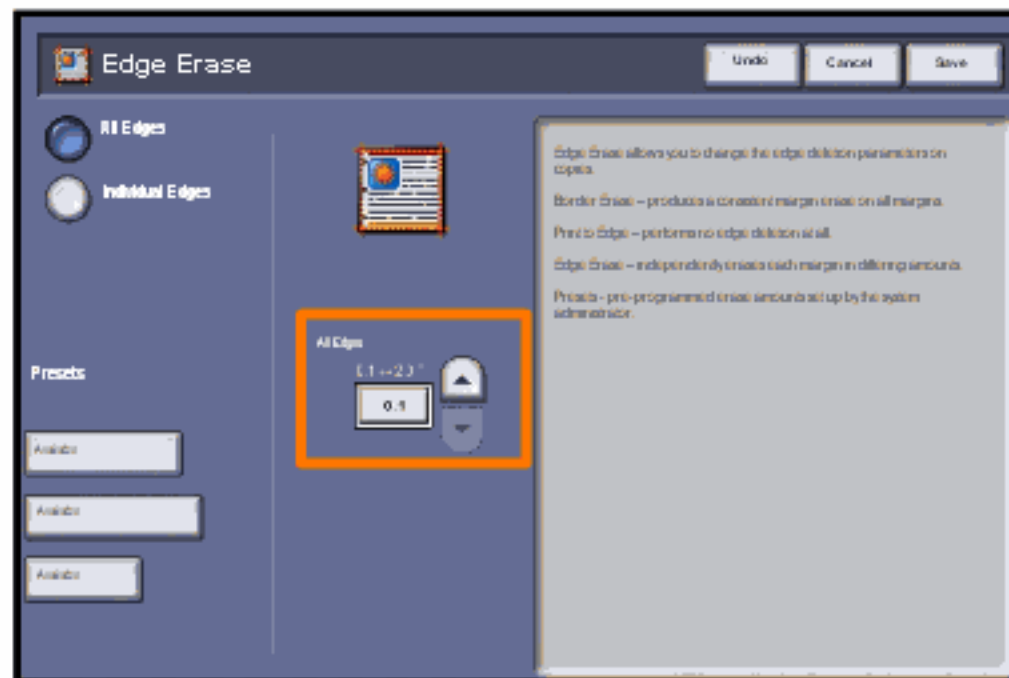
Search

## Tabs

### Tabs/Dividers

It is recommended that you set the **Edge Erase** feature to **0.00** when producing tabs.

*NOTE: When you produce tabs, the Machine automatically shifts the image to ensure your tabs are printed in the correct position. there is no need for you to perform any additional Image Shift operations.*



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Stock Type



This completes the Stock Type module, where you have reviewed:

- > Paper
- > Covers
- > Labels
- > Transparencies
- > Drilled Paper
- > Envelopes
- > Tabs

Return to the previous menu to select another paper and media module.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Storing of Paper Stock

It is important for optimum printing that paper stock is stored correctly. Take note of the following when storing paper stock:

Store in a low humidity area. Damp paper may cause paper jams or poor image quality.

Do not open reams of paper until they are required for use. The ream wrapper contains an inner lining that protects the paper from moisture.

Store on a flat surface to prevent the paper stock from folding or curling.

Stack reams of paper carefully on top of one another to avoid crushing the edges. Do not stack more than five reams on top of each other.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media



### Handling of Paper Stock

For problem free printing and copying, observe the following when loading paper stock into the paper trays:

Do not use folded or wrinkled papers.

Do not load paper of varied sizes into the tray.

Fan transparencies and shuffle labels before loading to prevent jamming or multi-sheet feeding.

Before loading paper into the paper trays, fan the edges. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.



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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

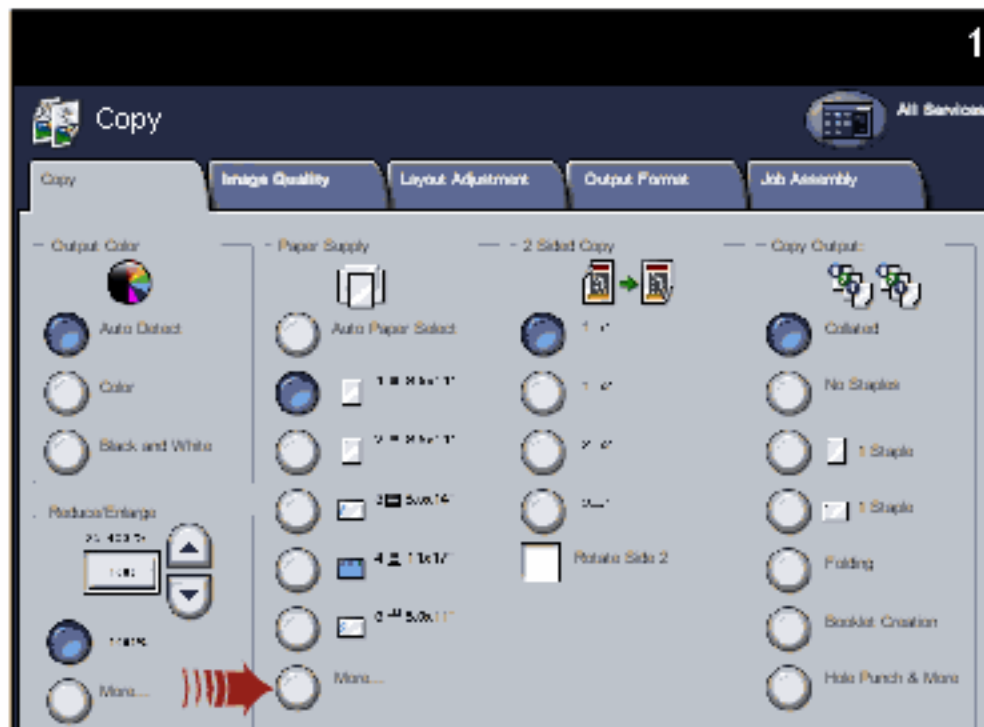
When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

## Paper and media

### Stock and Tray Selection

A user has the option to select the size of paper or to select the Auto Paper Select option. The Auto Paper Select feature automatically selects the appropriate paper size for each document based on the size of the document and any directly selected magnification ratios.

Select the **More...** button



Enter a key word.

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Paper and media

### Stock and Tray Selection



Paper Supply		Undo		Cancel		Save	
Tray	Paper Size	Paper Type	Paper Color	Tray Type			
1 50	8.5x11"	<input checked="" type="checkbox"/> Plain Paper	White	Fully Adjustable			
2 0	11x17"	<input type="checkbox"/> Plain Paper	White	Fully Adjustable			
3 50	8.5x11"	<input checked="" type="checkbox"/> Plain Paper	White	Dedicated			
4 25	8.5x11"	<input type="checkbox"/> Plain Paper	White	Dedicated			
5 0	8.5 x 14	<input type="checkbox"/> Plain Paper	White	Fully Adjustable			
6 0	Auto Paper	<input type="checkbox"/> Plain Paper	White				

The paper supply screen shows all the trays and the confirmed size and type of stock loaded in each tray. A user can select which tray to use from this list. The chosen tray is highlighted in blue.

If the auto tray switching feature has been enabled by your System Administrator and the same size and type of stock is loaded in more than one other tray, including the Bypass Tray, the machine will automatically switch from one tray to the other when stock in the active tray runs out.

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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

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## Paper and media



This completes the tutorial on Stock and Tray Selection. Return to the previous menu to select another copy module.



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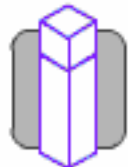
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## Interactive User Guide



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**Network Scanning**

**E-Mail**

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**Auditron**

**Machine Administration**

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## Auditron

This section explains what the Auditron is and how you can set it up to monitor and record the copies made on your machine.

Choose the topic you want to learn about from the menu below.

**Overview**

**Auditron Setup >>>**

**Account Management >>>**

**User Access >>>**





## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## Overview

The Auditron is an accounting feature of the machine. Accounting allows you to track the use of the machine, for analysis and billing purposes, and control access to the features.

There are four accounting options for your machine.

*NOTE: All the Auditron features described in this Tutorial only apply to copying. No other features are affected by the Auditron.*

Select each of the [Accounting Options](#) below for an explanation.

### Auditron

### Xerox Standard Accounting (XSA)

### Auxiliary Access

### Network Accounting

### Auditron

The Auditron is a feature of the machine which automatically tracks copy usage for each user. The auditor will prevent unauthorized access to the copy features of the machine. It is enabled, or disabled by the System or Auditron Administrator.

The Auditron is the standard system on all machines and is described in this tutorial.



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## Auditron

These topics describe all the features and functions of the Auditron.

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## Overview

The Auditron is an accounting feature of the machine. Accounting allows you to track the use of the machine, for analysis and billing purposes, and control access to the features.

There are four accounting options for your machine.

*NOTE: All the Auditron features described in this Tutorial only apply to copying. No other features are affected by the Auditron.*

Select each of the [Accounting Options](#) below for an explanation.

### Auditron

### ▶ Xerox Standard Accounting (XSA)

### Auxiliary Access

### Network Accounting

#### Xerox Standard Accounting (XSA)

The Xerox Standard Accounting is a feature of the machine which automatically tracks copy, print, scan and fax usage for each user. Usage limits can be applied to users to restrict their usage.

XSA is available on WorkCenter and WorkCenter Pro machines. XSA is configured via Internet Services and requires no additional software.

See the System Administration CD1 for more information on Xerox Standard Accounting.



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## Auditron

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## Overview

The Auditron is an accounting feature of the machine. Accounting allows you to track the use of the machine, for analysis and billing purposes, and control access to the features.

There are four accounting options for your machine.

*NOTE: All the Auditron features described in this Tutorial only apply to copying. No other features are affected by the Auditron.*

Select each of the Accounting Options below for an explanation.

### Auditron

### Xerox Standard Accounting (XSA)

### ▶ Auxiliary Access

### Network Accounting

### Auxiliary Access

The Auxiliary Access option is used for a third party device such as a card or coin operator attached to the machine.

Auxiliary Access is available for all machines and can be purchased from your Xerox Sales Representative.



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## Auditron

These topics describe all the features and functions of the Auditron.

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## Overview

The Auditron is an accounting feature of the machine. Accounting allows you to track the use of the machine, for analysis and billing purposes, and control access to the features.

There are four accounting options for your machine.

*NOTE: All the Auditron features described in this Tutorial only apply to copying. No other features are affected by the Auditron.*

Select each of the [Accounting Options](#) below for an explanation.

### Auditron

### Xerox Standard Accounting (XSA)

### Auxiliary Access

### ▶ Network Accounting

#### Network Accounting

Network Accounting is a feature of the machine which automatically tracks print, scan, server fax and copy usage for each user. Network Accounting is run over a network and the accounting functions are performed remotely via third party software. Network Accounting is available on WorkCenter Pro machines and can be purchased from your Xerox Sales Representative.

See the System Administration CD1 for more information on Network Accounting.



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## Auditron

These topics describe all the features and functions of the Auditron.

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## Overview



If the Auditron is enabled, and the user selects the Copy button, a personal numeric passcode must be entered before the copy features become available. Contact the Auditron Administrator for your personal numeric passcode and, if appropriate, group or general account number(s). On completion of the session you must log out of the Auditron. This enables logs to be kept of all **Copy** jobs so that, for example, costs can be charged to different departments or customers. Limits can be set on the number of impressions allowed by each account holder.



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## Auditron

These topics describe all the features and functions of the Auditron.

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## Overview

### Account Types

The Auditron uses four types of account, as listed below.  
[Select each of the Account types below for an explanation.](#)

#### ▶ Master Account

#### User Accounts

#### Group Accounts

#### General Accounts

#### Master Account

Provides the initial account to log into when the Auditron is authenticated and initialized. The account has all tools and auditron rights enabled. It is setup and managed by the System Administrator. The Master Account is always active as long as the Auditron is enabled and cannot be deleted.

The System Administrator enables a user account for the Auditron Administrator.



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## Auditron

These topics describe all the features and functions of the Auditron.

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## Overview

### Account Types

The Auditron uses four types of account, as listed below.  
[Select each of the Account types below for an explanation.](#)

#### Master Account

#### ▶ User Accounts

#### Group Accounts

#### General Accounts

#### User Accounts

All users of the machine must have a valid User Account to login to. The user is also set up with a default Group Account. The counts for both User and Group Accounts are updated when a job is run on the machine.



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## Auditron

These topics describe all the features and functions of the Auditron.

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## Overview

### Account Types

The Auditron uses four types of account, as listed below.  
[Select each of the Account types below for an explanation.](#)

#### Master Account

#### User Accounts

#### ▶ Group Accounts

#### General Accounts

#### Group Accounts

Provides the ability to track images for a workgroup. Many users can be associated with one Group Account. If the user has access to Multiple Group Accounts, they can choose which Group Account to access, in addition to their own User Account. Use Group Accounts to track usage by workgroup or office departments. No limit can be set for Group Accounts.



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## Auditron

These topics describe all the features and functions of the Auditron.

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## Overview

### Account Types

The Auditron uses four types of account, as listed below.  
[Select each of the Account types below for an explanation.](#)

#### Master Account

#### User Accounts

#### Group Accounts

#### ▶ General Accounts

#### General Accounts

General Accounts can only be accessed if the user has login rights. The count is updated for the General Account only. Use General Accounts to track usage by administrative tasks or customers. No limit can be set for General Accounts.



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## Auditron

These topics describe all the features and functions of the Auditron.

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## Overview

### Auditron Administrator

The Auditron Administrator is allocated a User Account by the System Administrator. The account is given Administrator access rights. This enables the Auditron Administrator to select the **Auditron** button on the Accounting Mode screen. The Auditron Administrator can add, delete, or modify accounts, enable or disable access for account users to groups and set limits on the number of impressions each account holder is allowed.



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## Auditron

These topics describe all the features and functions of the Auditron.

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## Overview

This completes the Auditron Overview.



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## Auditron

These topics describe all the features and functions of the Auditron.

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## Auditron Setup



This topic will show you how to **enable** and **configure** the auditron.



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## Auditron

These topics describe all the features and functions of the Auditron.

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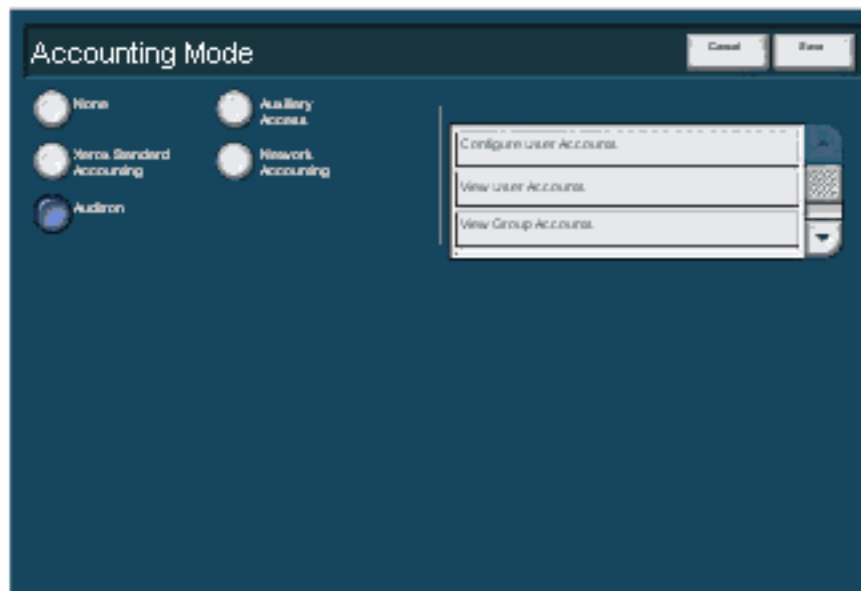
Enter a key word.

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## Enabling the Auditron



The Auditron is enabled by the settings on the **Accounting Mode** screen.



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## Auditron

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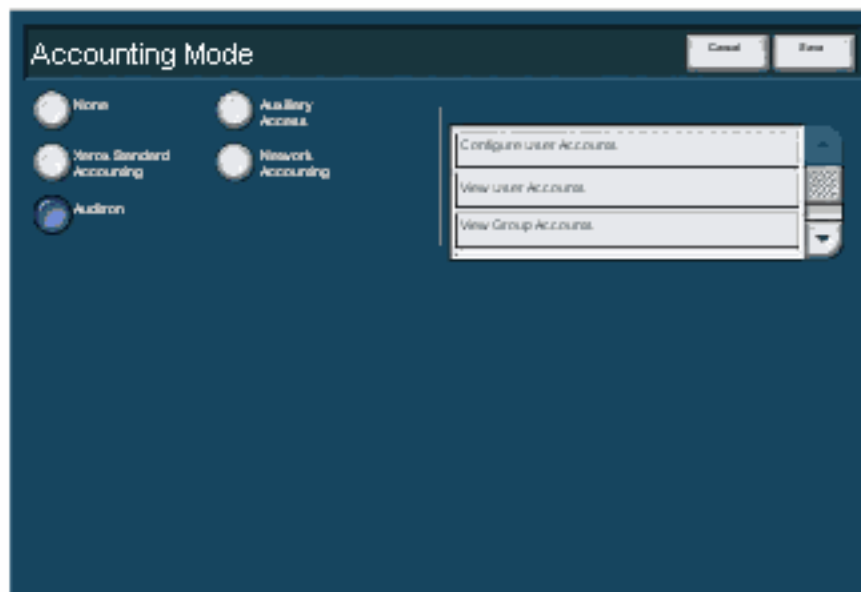
## Enabling the Auditron



The **Accounting Mode** screen is accessed via the following pathway:

- Log In/Out button
- Login Screen
- Tools tab
- Accounting
- Accounting Enablement

See the Machine Administration tutorial for more information about how to access the Tools tab.

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## Auditron

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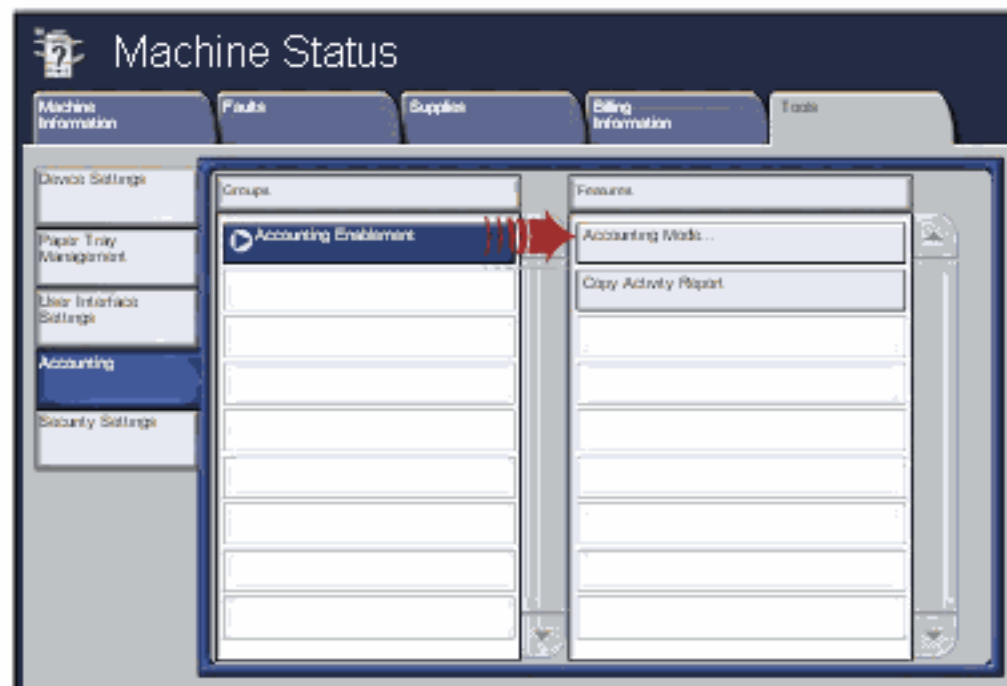
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## Enabling the Auditron



The Auditron is enabled by selecting the Accounting Mode button.

Select the **Accounting Mode** button.



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## Auditron

These topics describe all the features and functions of the Auditron.

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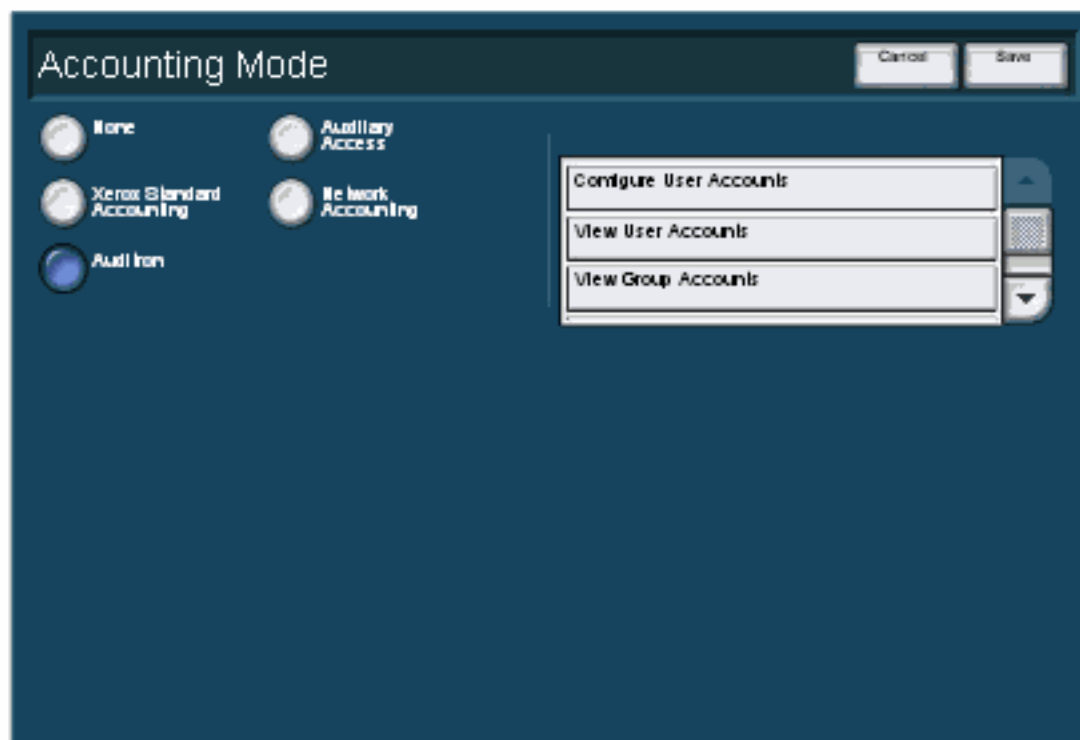
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## Enabling the Auditron



From this screen the desired accounting mode is enabled. Only one option can be selected. The Xerox Standard Accounting, Auxiliary Access and the Network Accounting buttons only appear when the options are installed. The Auditron is always available.

[Roll over the Accounting Mode buttons for an explanation of each mode.](#)



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## Auditron

These topics describe all the features and functions of the Auditron.

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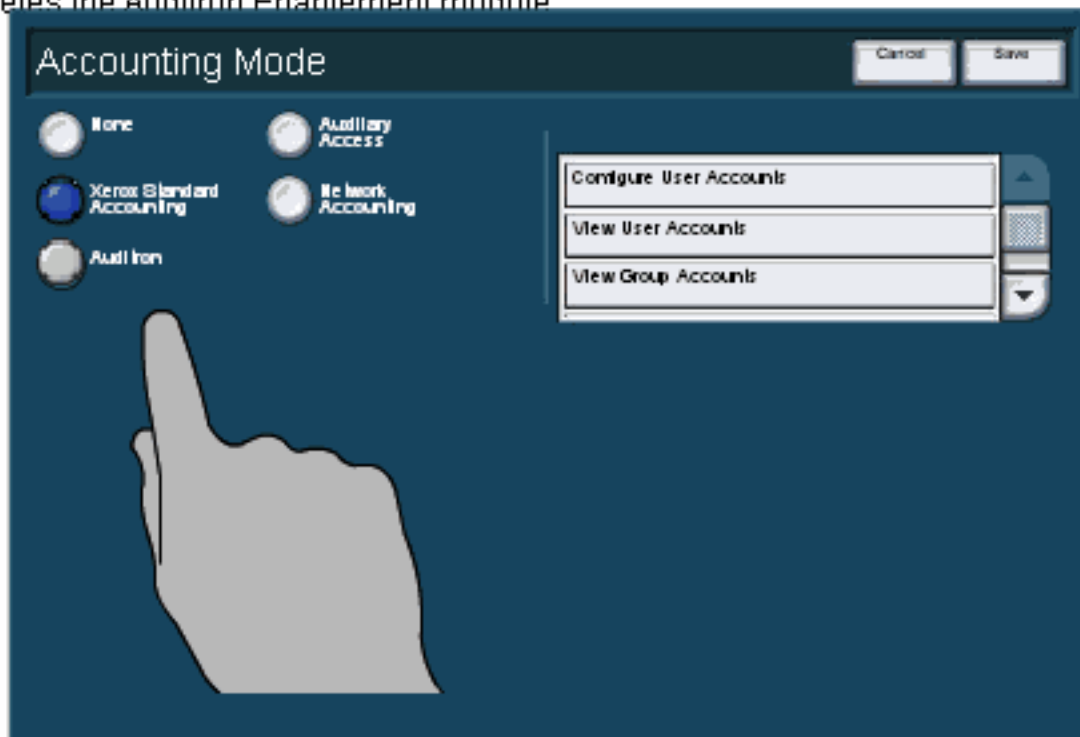
## Enabling the Auditron



Selecting the **Auditron** button, followed by the **Save** button enables the auditron and allows you to proceed with the Auditron setup.

*NOTE: The Auditron may have already been enabled by your System Administrator. If required, contact your System Administrator for access passcodes.*

This completes the Auditron Enablement module.



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## Auditron

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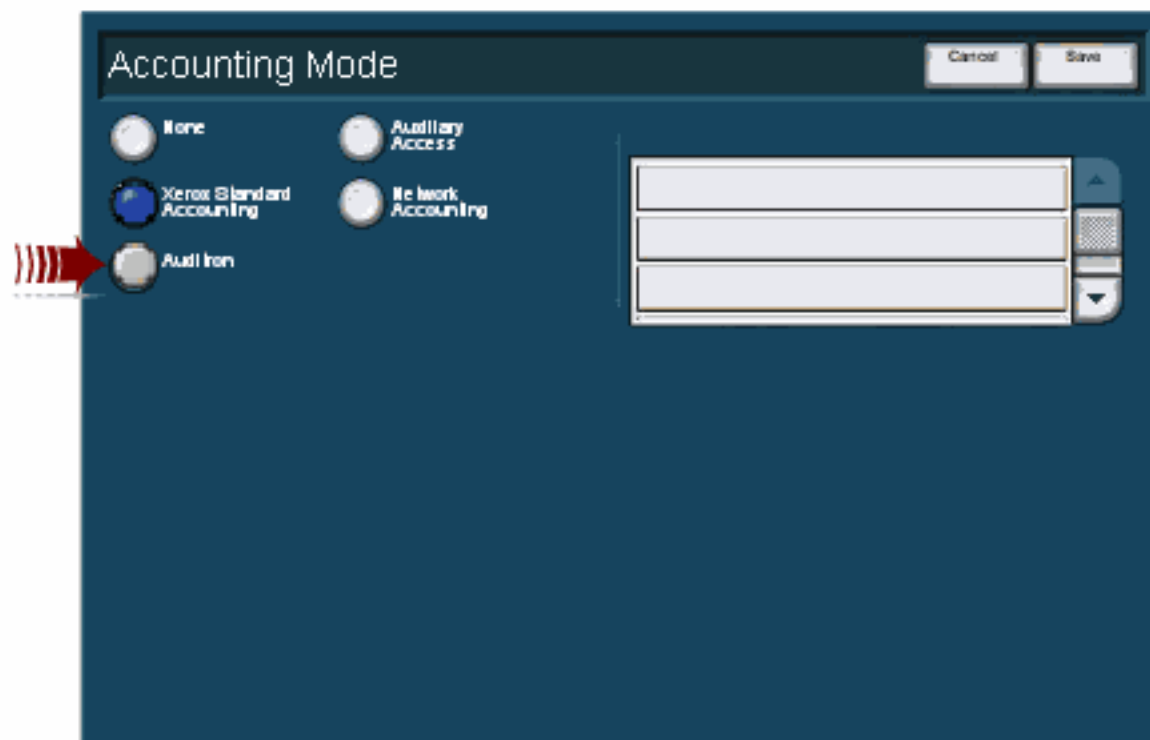
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## Configuring the Auditron



The Auditron needs to be configured before users can access the Auditron features.

Select the **Auditron** button to continue.



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## Auditron

These topics describe all the features and functions of the Auditron.

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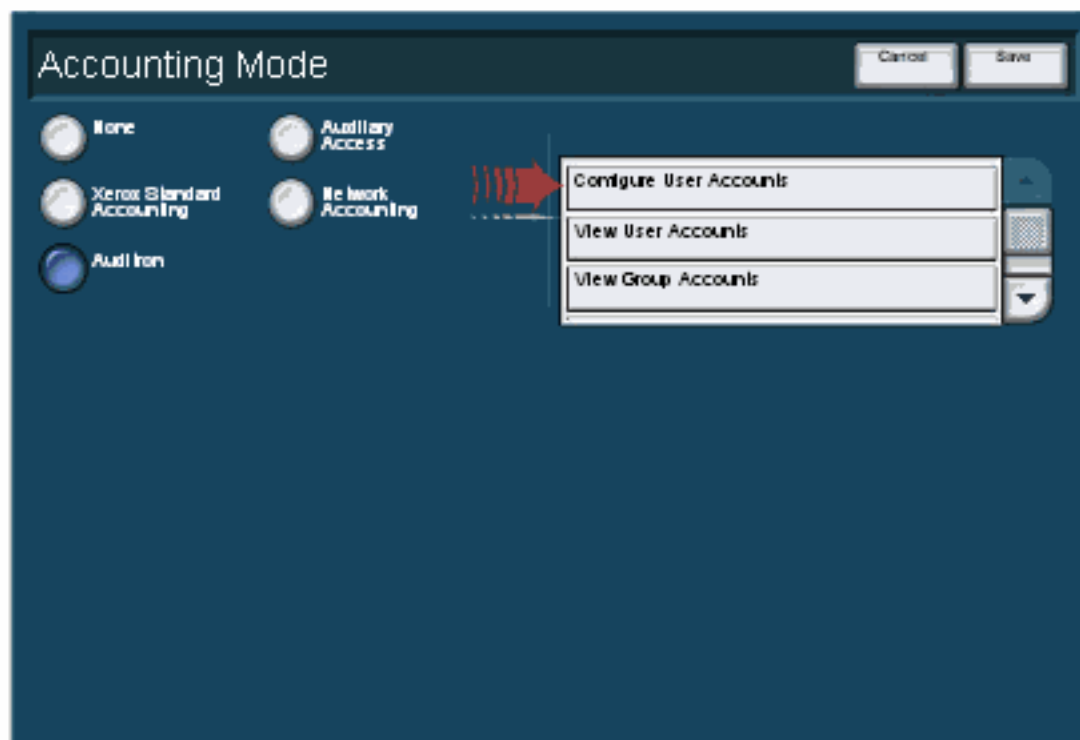
  
**Search**

## Configuring the Auditron



The **Configure User Accounts...** option allows the Auditron Administrator to configure all of the User Accounts and set the Accounting Privileges for each account.

Select the **Configure Account...** button.



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## Auditron

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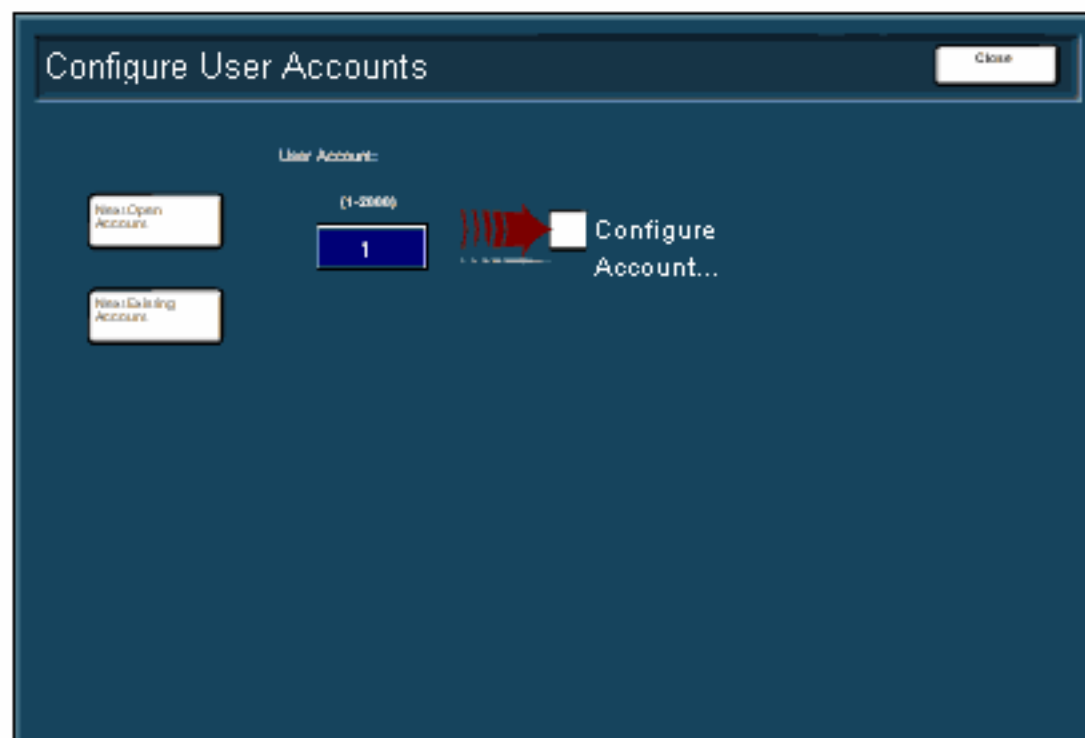
Enter a key word.

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## Configuring the Auditron



The **Configure User Accounts...** option allows the Auditron Administrator to configure all of the User Accounts and set the Accounting Privileges for each account.  
Select the **Configure Account...** button.



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

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## Configuring the Auditron

### Configuring Accounts

This screen allows the Auditron Administrator to save accounts, delete accounts, view counters, set passcodes, set copy limits, and set accounting privileges for all auditron accounts.

Select the **Accounting Privileges...** button.

Configure User Accounts

User Account: <input type="text" value="1"/>	Group Account: <input type="text" value="1"/>	Copy Limits: <table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center; padding-right: 10px;">Black</td> <td style="text-align: center;">Color</td> </tr> <tr> <td style="text-align: center;"><input type="text" value="9999"/></td> <td style="text-align: center;"><input type="text" value="9999"/></td> </tr> </table>	Black	Color	<input type="text" value="9999"/>	<input type="text" value="9999"/>	
Black	Color						
<input type="text" value="9999"/>	<input type="text" value="9999"/>						
Pass Code: <input type="text" value="****"/>	<input type="button" value="Accounting Privileges..."/>	<input type="button" value="View Counters..."/>	<input type="button" value="Delete Account"/>				
		<input type="button" value="Save Account"/>					

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

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## Configuring the Auditron

### Configuring Accounts



This screen allows the System Administrator to provide users with Group Account access, General Account access, and Auditron Administrator access.

### Accounting Privileges: User Account

Cancel

Save



Multiple Group Account Access



General Account Access



Auditron Administrator Access



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

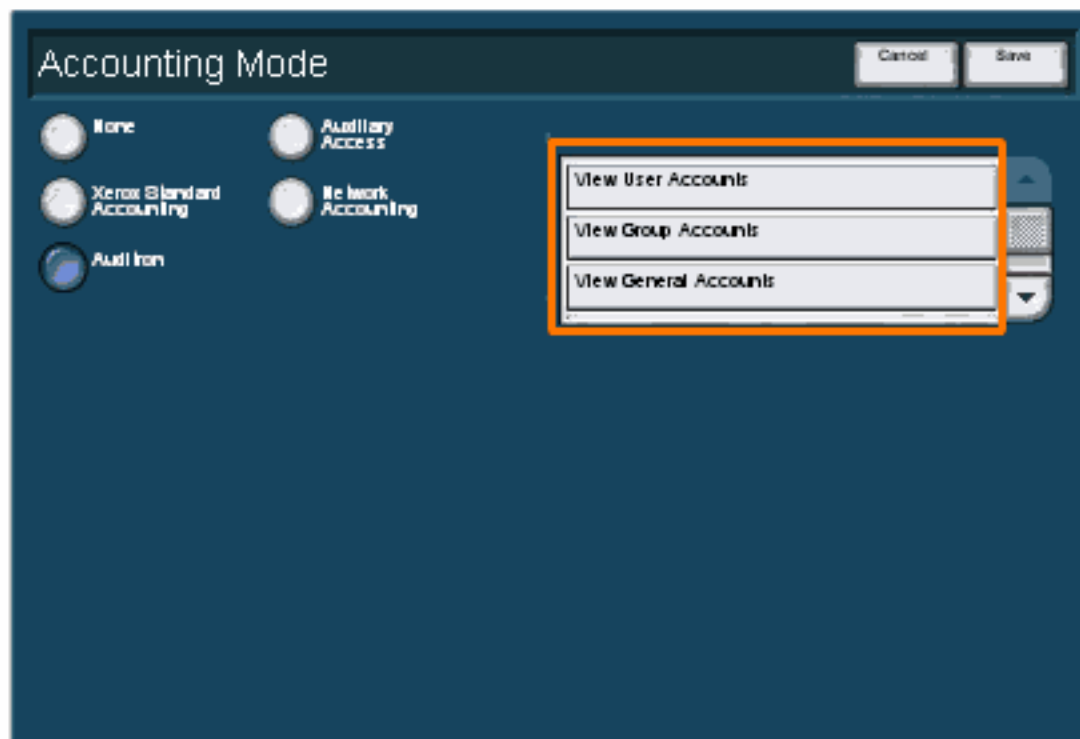
Enter a key word.

  
**Search**

## Configuring the Auditron

### Viewing Accounts

Account information can be viewed by touching any of the three available buttons on the **Accounting Mode** screen.



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

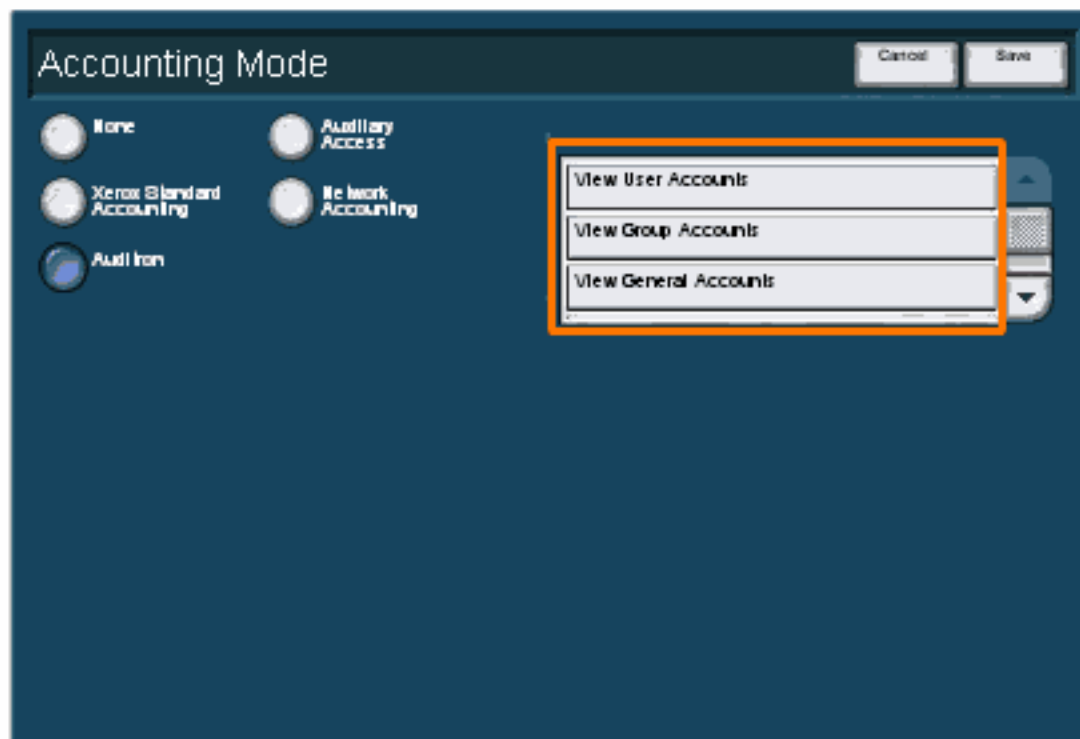
Enter a key word.

  
**Search**

## Configuring the Auditron

### Viewing Accounts

Each of the View Accounts screens (View User Accounts, View Group Accounts, View General Accounts) allow the Auditron Administrator to view data, retrieve data, or reset counters for a specific account.

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## Auditron

These topics describe all the features and functions of the Auditron.

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**Search**

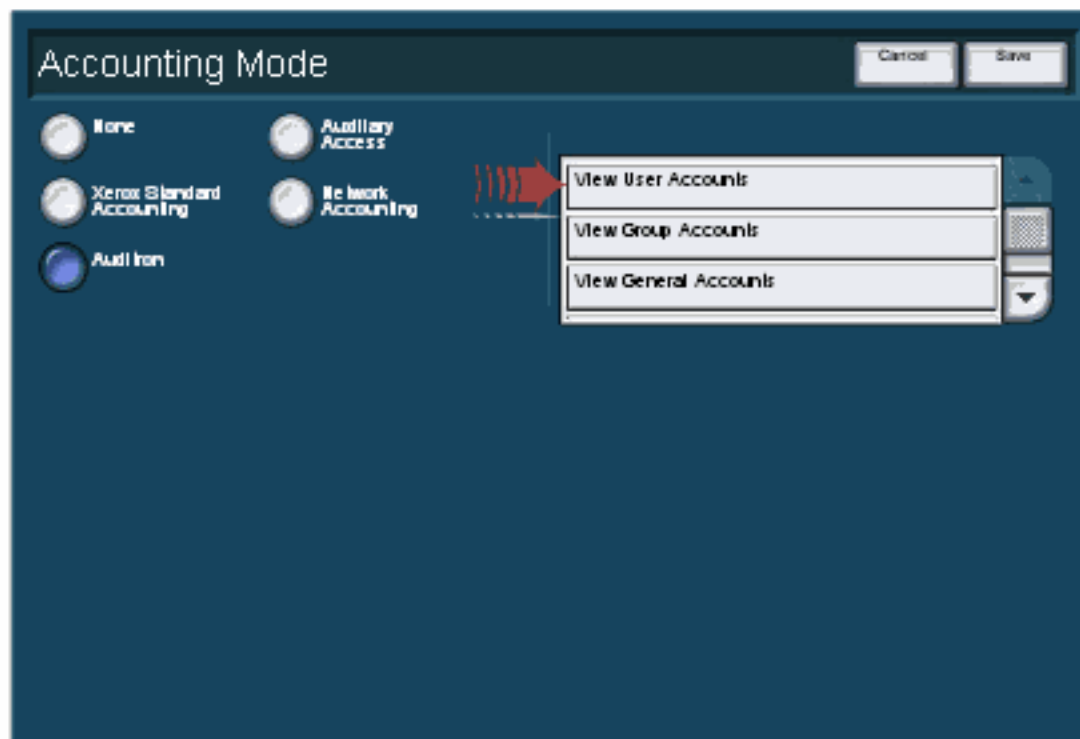
## Configuring the Auditron



### Resetting Accounts

Counters can be reset for an individual User Account, for a single Group Account, or for a General Account. Similarly, all usage counters can be reset simultaneously.

Select the **View User Accounts...** button.



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.



## Configuring the Auditron

### Resetting Accounts

Counters can be reset for an individual User Account, for a single Group Account, or for a General Account. Similarly, all usage counters can be reset simultaneously.

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## Auditron

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When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

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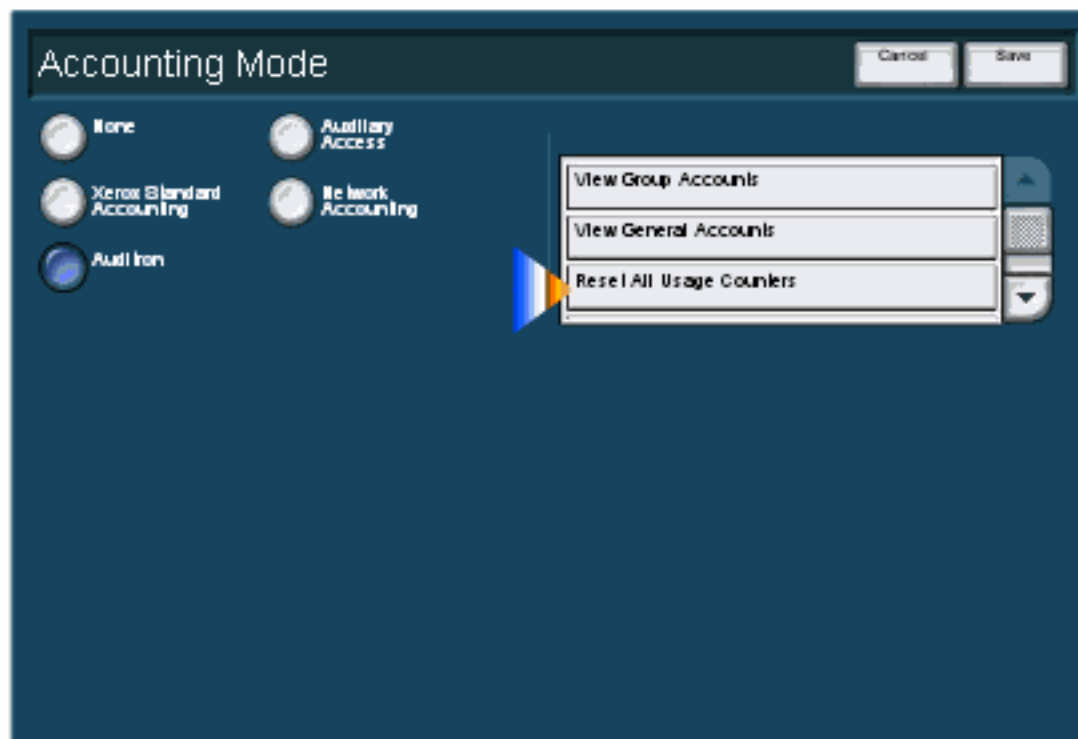
Search

## Configuring the Auditron



To reset all of the Usage Counters, simply touch the **Reset All Usage Counters** button.

Select the [Reset All Usage Counters](#) button.



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

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Search

## Auditron Setup



This completes the auditron setup module, where you have reviewed:

- > Enabling the Auditron
- > Configuring the Auditron

Return to the previous menu to review the other Auditron features.



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## Auditron

These topics describe all the features and functions of the Auditron.

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## Account Management



Managing auditron accounts involves setting up the account, the password and limits and identifying the access level for that account. After a time the limits need to be reset and you may have to delete the account.

This topic will show you the activities involved to effectively manage an auditron account.

- > Setup User Accounts and Accounting Privileges
- > Setup General Accounts
- > Setup Group Accounts
- > Delete a User Account



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

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## Setup User Accounts and Accounting Privileges



The information displayed on the screen is for the currently selected User Account (267). To change the User Account, touch the User Account numeric entry region and type the new number on the keypad.

Configure User Accounts

Close

User Account:  
(1-2000)

267

Configure Account...

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

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## Setup User Accounts and Accounting Privileges



Setting up user accounts involves creating a user account, user numeric passwords, copy limits, and accounting privileges.

Select the [Configure Account...](#) button.



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

## Setup User Accounts and Accounting Privileges



The **User Account** and **Group Account** boxes display information for the currently selected User Account.

If the User Account selected is unused, the User Account field is blank and the Group Account is 1.

The User Account and Group Account are entered, or amended, by touching the required numeric display region and typing the new number on the keypad.

Configure User Accounts Close

User Account:  Group Account:

Copy Limit: Black  Color

\*\*\*\*  Accounting Privileges...  View Counters...  Delete Account  Save Account

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## Setup User Accounts and Accounting Privileges



A valid User Number is from 1 - 2000. A valid Group Number is from 1 - 255.

### Configure User Accounts Close

<p>User Account:</p> <input style="width: 100%;" type="text" value="1"/> <p>Pass Code:</p> <input style="width: 100%;" type="password" value="****"/>	<p>Group Account:</p> <p style="text-align: center; font-size: small;">1-255</p> <input style="width: 100%;" type="text" value="1"/> <p style="text-align: center;"> <input type="button" value="Up"/> <input type="button" value="Down"/> </p>	<p>Copy Units:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; font-size: small;">Black</td> <td style="width: 50%; text-align: center; font-size: small;">Color</td> </tr> <tr> <td style="text-align: center;"><input style="width: 100%;" type="text" value="9999"/></td> <td style="text-align: center;"><input style="width: 100%;" type="text" value="9999"/></td> </tr> </table>	Black	Color	<input style="width: 100%;" type="text" value="9999"/>	<input style="width: 100%;" type="text" value="9999"/>	
Black	Color						
<input style="width: 100%;" type="text" value="9999"/>	<input style="width: 100%;" type="text" value="9999"/>						
<input type="checkbox"/> Accounting Privileges ... <input type="checkbox"/> View Counters ... <input type="checkbox"/> Delete Account <input type="checkbox"/> Save Account							

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## Setup User Accounts and Accounting Privileges



The Copy Limit is from 0 to 16 Million.

To change the limit, touch the numeric display region and type in the new limit using the keypad.

Configure User Accounts Close

			Black	Color
User Account:	Group Account:	Copy Limit:	9999	9999
1	1			
Pass Code:				
****				
	<input type="checkbox"/> Accounting Privileges ...	<input type="checkbox"/> View Counters ...	<input type="checkbox"/> Delete Account	<input type="checkbox"/> Save Account

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## Setup User Accounts and Accounting Privileges



Selecting the **Accounting Privileges...** button allows the Administrator to set access levels for the account currently displayed.

Select the **Accounting Privileges...** button.

Close

### Configure User Accounts

User Account: <input type="text" value="1"/>	Group Account: <input type="text" value="1"/>	Copy Limit: <input type="text" value="9999"/>	Black <input type="text" value="9999"/>	Color <input type="text" value="9999"/>
Pass Code: <input type="text" value="****"/>	<input type="button" value="Accounting Privileges..."/>	<input type="button" value="View Counters..."/>	<input type="button" value="Delete Account"/>	<input type="button" value="Save Account"/>

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## Setup User Accounts and Accounting Privileges



The access levels available are **General Account Access**, **Multiple Group Account Access** and **Auditron Administrator Access**.

Any combination of these access levels may be set.

[Roll over the Accounting Privileges buttons for an explanation of each.](#)

### Accounting Privileges: User Account

Cancel

Save



Multiple Group Account Access



General Account Access



Auditron Administrator Access



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## Setup User Accounts and Accounting Privileges



If none of the buttons on the Accounting Privileges screen are selected, you have enabled User Account rights only

This completes the User Accounts and Accounting Privileges module.

### Accounting Privileges: User Account

Cancel

Save

- Multiple Group Account Access
- General Account Access
- Auditron Administrator Access

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

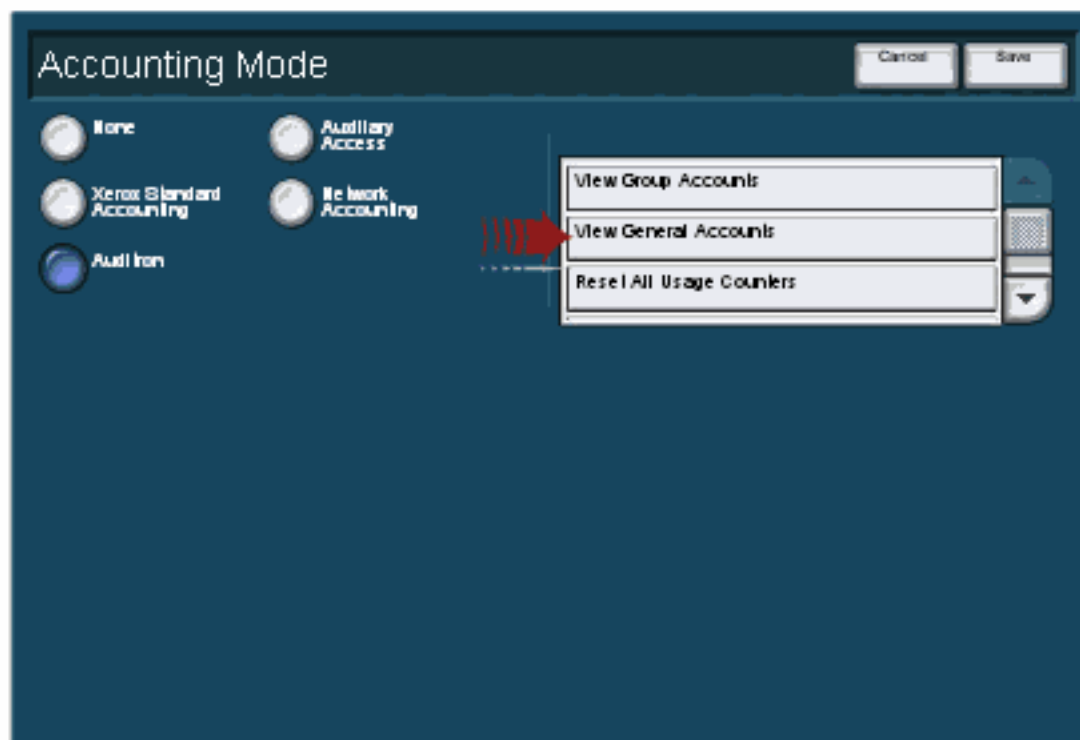
Search

## General Accounts



The copy usage for all General Accounts can be viewed or reset to 0. A limit cannot be assigned to a General Account.

Select the **View General Accounts...** button.



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## General Accounts



The information displayed on the screen is for the currently selected General Account. To change the General Account, use the **Next Account** button or touch the General Account numeric entry region and type the new number on the keypad.

If there are no General Accounts, the General Accounts Access button is grayed out and non-selectable.

View General Accounts Save

General Account:

(1 - 1)

General Account	View	Retrieve	Black:	Color:
1	View	Retrieve	Copied 34	Copied 14

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## General Accounts



Select the **Retrieve Data** button to view the usage data for this General Account.

Save

### View General Accounts

General Account:  
(1 - 1)

<input type="button" value="Home"/>	<input type="button" value="New..."/>	<input type="button" value="Retrieve"/>						
			Black:	Color:				
			Copied	34	14			



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## General Accounts



Shown on the screen are the total counts allocated to the selected General Account.

View General Accounts
Save

General Account:  
(1 - 1)

	Black:	Color:
Copied	34	14

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## General Accounts



Select the **Reset Counters** button to reset the total in the currently displayed General Account to 0.

This completes the General Accounts module.

Save

### View General Accounts

General Account:  
(1 - 1)

<input type="button" value="0"/>	<input type="button" value="Reset"/>	<input type="button" value="Retrieve"/>		Black:	Color:
	<input type="button" value="Reset"/>	Copied	34	14	

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

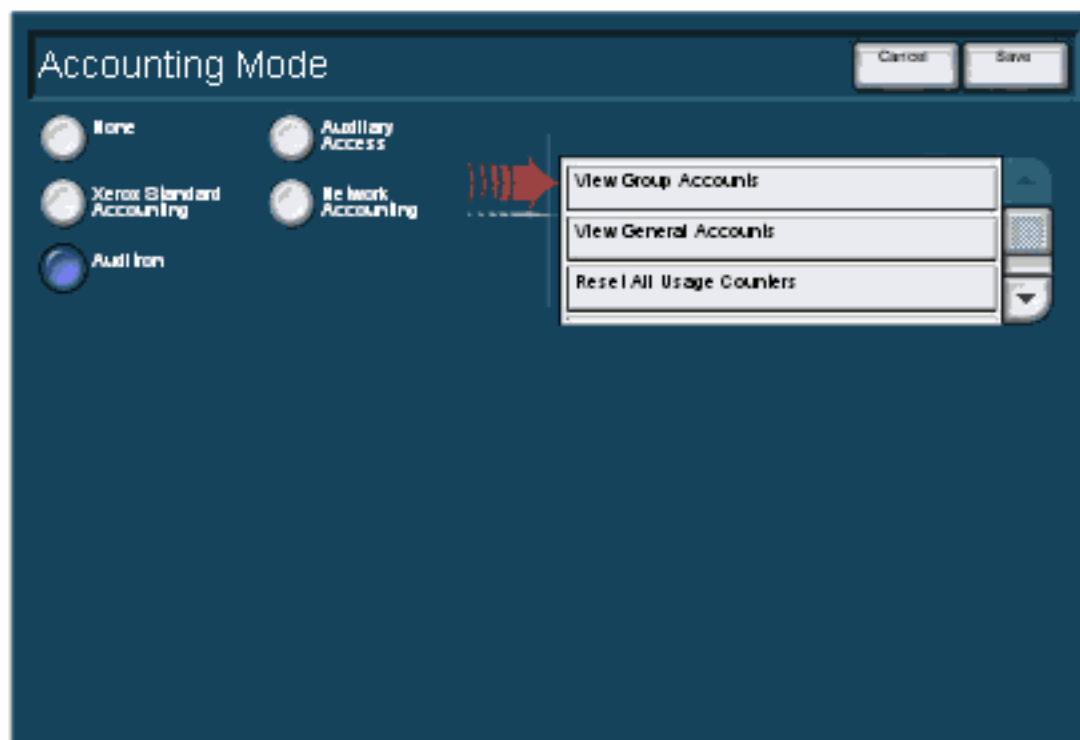
Search

## Group Accounts



The copy count for all Group Accounts can be viewed or reset to 0. A limit cannot be assigned to a Group Account.

Select the **View Group Accounts...** button.



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## Group Accounts



The information displayed on the screen is for the currently selected Group Account. To change the Group Account, touch the Group Account numeric entry region and type the new number on the keypad. Alternatively, use the scroll arrows to increase or decrease the Group Account number. There are between 1 and 255 Group Accounts in the Auditron.

View Group Accounts Save

Group Account

1 - 255

5

Previous

Black: 34

Color: 14

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## Group Accounts



The information displayed on the screen is for the currently selected Group Account. To change the Group Account, touch the Group Account numeric entry region and type the new number on the keypad. Alternatively, use the scroll arrows to increase or decrease the Group Account number. There are between 1 and 255 Group Accounts in the Auditron.

View Group Accounts		Black:		Color:	
Group Account	1 - 255	Pages	Copied	34	14

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## Group Accounts



Select the **Retrieve Data** button to view the usage data for this Group Account.

View Group Accounts Save

Group Account

1 - 295 ▲ ▼

<input type="text" value="5"/>	<input type="text" value="Print"/>		Black:	Color:
<input type="text" value="Name"/>	Copied	34		14

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## Group Accounts



Select the **Reset Counters** button to reset the totals in the currently displayed Group Account to 0.

This completes the Group Accounts module.

View Group Accounts Save

Group Account

1 - 255 ▲ ▼

Black: 34 Color: 14

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## Auditron

These topics describe all the features and functions of the Auditron.

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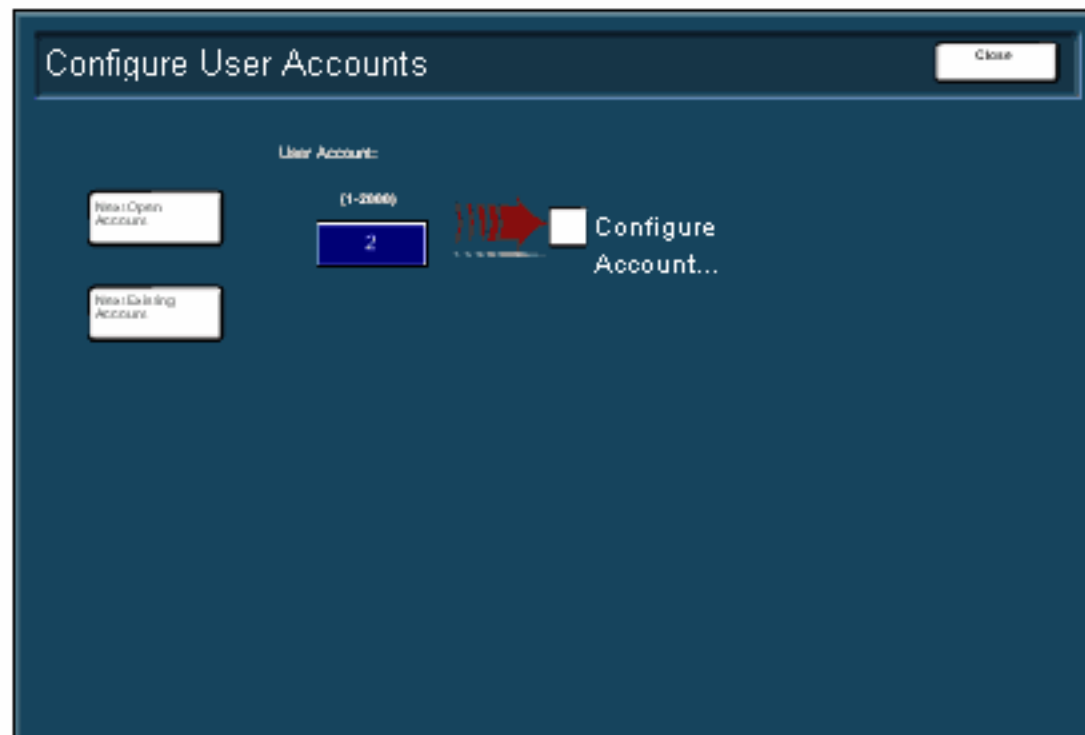
## Deleting an Account



Only the system or auditor administrator can delete a user account.

To delete a user account, access the **Configure User Accounts** screen.

Select the **Configure Account...** button.



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

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## Deleting an Account



The information displayed on the screen is for the currently selected User Account.

Configure User Accounts
Close

User Account: <input type="text" value="2"/> Pass Code: <input type="text" value="****"/>	Group Account: <small>1000</small> <input type="text" value="1"/>	Copy Limits: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 50%;">Black</td> <td style="text-align: center; width: 50%;">Color</td> </tr> <tr> <td style="text-align: center;"><input type="text" value="9999"/></td> <td style="text-align: center;"><input type="text" value="9999"/></td> </tr> </table>	Black	Color	<input type="text" value="9999"/>	<input type="text" value="9999"/>	
Black	Color						
<input type="text" value="9999"/>	<input type="text" value="9999"/>						
<input type="checkbox"/> Accounting Privileges ... <input type="checkbox"/> View Counters ... <input type="checkbox"/> Delete Account <input type="checkbox"/> Save Account							

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

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## Deleting an Account



To delete the selected User Account, select the **Delete Account** button.

Configure User Accounts
Close

<p>User Account: <input type="text" value="2"/></p> <p>Pass Code: <input type="text" value="****"/></p>	<p>Group Account: <input type="text" value="1"/></p> <p style="text-align: center;"><small>1000</small></p> <p style="text-align: center;"><input type="button" value="Up"/> <input type="button" value="Down"/></p>	<p>Copy Limits:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><small>Black</small></td> <td style="text-align: center;"><small>Color</small></td> </tr> <tr> <td style="text-align: center;"><input type="text" value="9999"/></td> <td style="text-align: center;"><input type="text" value="9999"/></td> </tr> </table>	<small>Black</small>	<small>Color</small>	<input type="text" value="9999"/>	<input type="text" value="9999"/>
<small>Black</small>	<small>Color</small>					
<input type="text" value="9999"/>	<input type="text" value="9999"/>					
<input type="checkbox"/> Accounting Privileges... <input checked="" type="checkbox"/> <b>Delete Account</b> <input type="checkbox"/> Save Account						

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## Deleting an Account



This completes the Deleting an Account topic.

Configure User Accounts
Close

<p>User Account: <input type="text" value="1"/></p> <p>Pass Code: <input type="text" value="****"/></p>	<p>Group Account: <input type="text" value="1"/> <input type="button" value="lock"/> <input type="button" value="unlock"/></p> <p><input type="checkbox"/> Accounting Privileges ...</p>	<p>Copy Limits:      Black      Color</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 50px; text-align: center;">9999</td> <td style="border: 1px solid black; width: 50px; text-align: center;">9999</td> </tr> </table> <p><input type="checkbox"/> View Counters ...    <input type="checkbox"/> Delete Account    <input type="checkbox"/> Save Account</p>	9999	9999
9999	9999			

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## Auditron

These topics describe all the features and functions of the Auditron.

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## Account Management



This completes the auditron account management module, where you have reviewed:

- > Setup User Accounts and Accounting Privileges
- > Setup General Accounts
- > Setup Group Accounts
- > Delete a User Account

Return to the previous menu to review the other auditron features.



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## Auditron

These topics describe all the features and functions of the Auditron.

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Enter a key word.

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## User Access



If enabled you must log into the machine before you can start a job. On completion of your session, log out of the auditron or view the counts made for your auditron account.

This topic will show you how to access the auditron.

- > Login
- > Logout
- > View Counts



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## Auditron

These topics describe all the features and functions of the Auditron.

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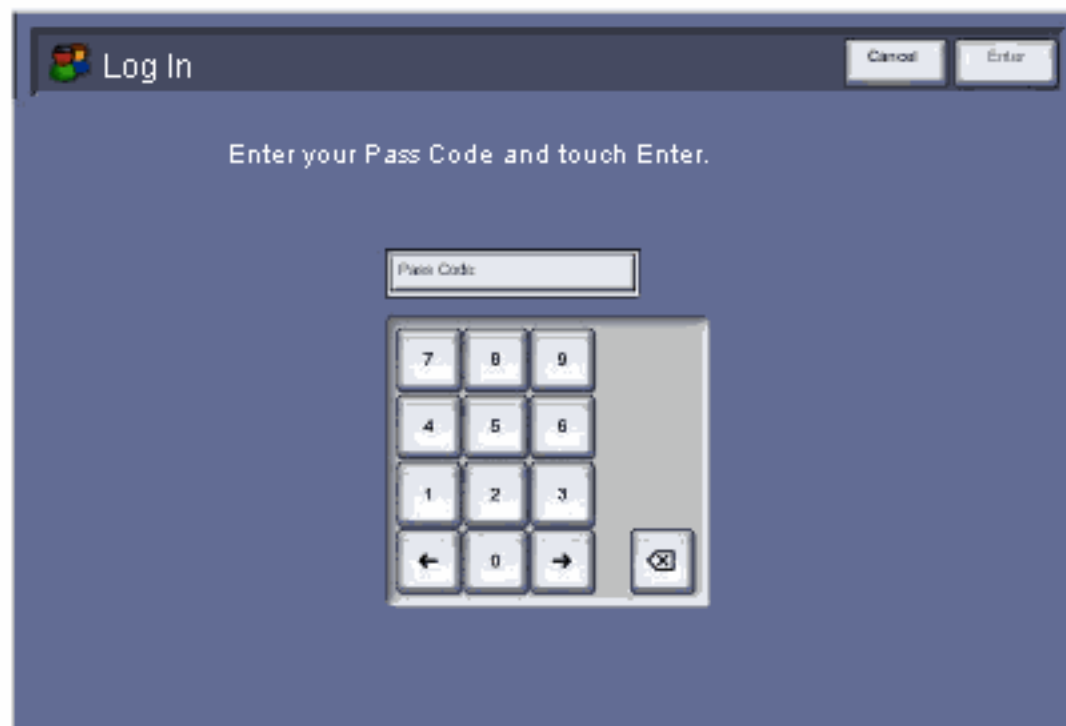
## Login



When the Auditron is enabled, users must login to use copy features.

Each user is allocated access rights and a numeric passcode by the Auditron Administrator.

When the Copy button is selected from the **All Services** screen, users are presented with the **Login** screen.



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## Auditron

These topics describe all the features and functions of the Auditron.

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Enter a key word.

Search

## Login



Use the keypad to enter your numeric passcode and then select the **Enter** button.

Contact your Auditron Administrator to make sure you have the correct passcode.

If the passcode is valid the next screen displayed depends on the type of accounts you have been given access to, User, General, or Group.



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.



## Login



After a successful login, the **Accounting** screen will appear.

If your user account has reached its limit or if your account limit is reached during the session, the message **Copy limits reached** is displayed, the conflict tone sounds, and the job is stopped.

Contact your Auditron Administrator, who will reset or increase your user account limit.

The screenshot shows the 'Accounting' screen with the following elements:

- Window title: Accounting (with a 'Cancel' button)
- Account selection: 'My User Account' (selected) and 'General Account'.
- Group Account: A text box containing '005' with up and down arrow buttons.
- User selection: 'My User Account' with a user icon.
- Color selection: 'Black' (selected) and 'Color'.
- Remaining: Two text boxes showing '107' and '102'.
- Account Details: A checkbox that is currently unchecked.
- Checkbox: 'Redisplay screen on job completion' (checked).

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

## Login



The Accounting screen also enables users to login to a particular group account or general account. Your account access rights will determine which buttons on this screen are available. This screen allows users to quickly see the number of Black copies and Color copies remaining for their account.

Select the **Account Details** button to continue.

The screenshot shows the Accounting screen with the following elements:

- Header: Accounting (with a Cancel button)
- Account Selection:
  - My User Account (selected)
  - General Account
- Group Account: A text box containing '005' with up and down arrow buttons.
- My User Account: A section with a user icon and the text 'My User Account'.
- Remaining Copies:
  - Black: 107
  - Color: 102
- Account Details: A button with a red arrow pointing right, labeled 'Account Details'.
- Checkbox: A checked checkbox labeled 'Redisplay screen on job completion'.

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.



## Login



The **Account Details** screen enables users to view detailed usage data for their account. Users can see the account Limits, Number Used, and Number Remaining data for both Color and Black and White copying.

Service	Output Color	Limit	Used	Remaining
Copy	Black	2,000	900	1,100
Copy	Color	1,000	100	900

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

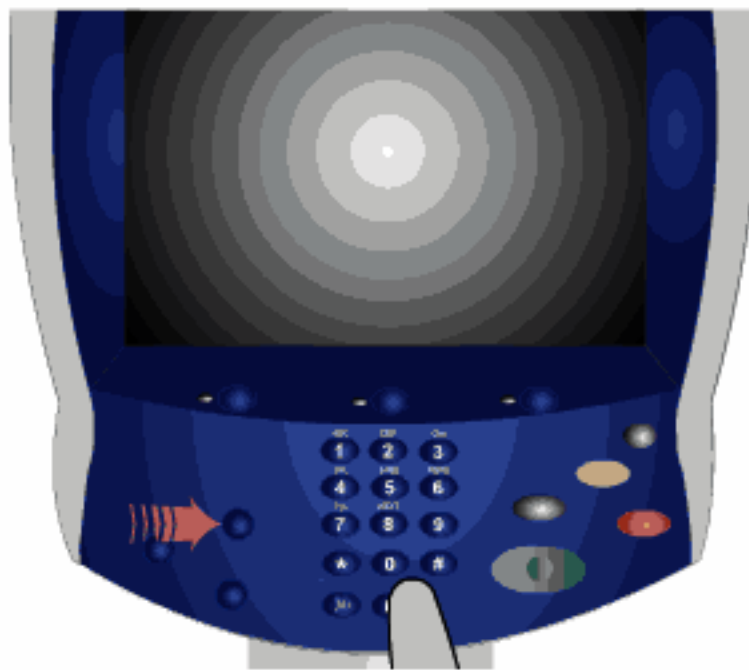
Enter a key word.

Search

## Logout



When you have finished a session you must log out by pressing the **Log In/Out** button (highlighted with a key symbol) on the control panel.



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

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## Logout



Use this screen to change your current group or general account without logging out. If you have access to Group or General Accounts and you wish to change the account for the next job, simply select the appropriate button and the appropriate login screen will display. You will then be able to login to another group or general account number.

### Logout

Are you sure you want to logout?

Session will end and all settings will return to default.

Group  
Account:

Cancel

Logout



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## Logout



To logout of the current session simply select the **Logout** button.

Select the **Logout** button.

### Logout

Are you sure you want to logout?

Session will end and all settings will return to default.

Group Account:

Cancel

Logout

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

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## Logout



Your session will be terminated and the display will revert to the default screen.

This concludes the description of the logout feature.



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

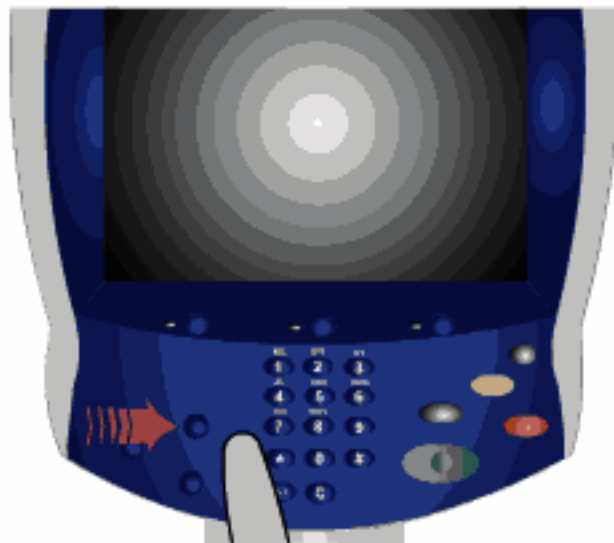
Enter a key word.

Search

## View Counts



To view the copy count for your accounts log in to a session in the normal way. Press the **Log In/Out** button (highlighted with a key symbol) on the control panel, then enter your **Passcode** and touch **Enter**.



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## View Counts



A summary of your User Account will be shown. To view a more detailed version of your User Account, select the **Account Details...** button.

Select the **Account Details...** button.

1234 Accounting Cancel

My User Account

General Account

Group Account:

My User Account

Black  Color

Remaining

Account Details

Redisplay screen on job completion

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## View Counts



The Account Details screen displays the totals for the account or accounts you are currently logged into. The table shows:

- **Limits** = the total number of images allowed for the account
- **Used** = the number of images generated for the account
- **Remaining** = the number of images remaining for the selected account, based on the account limits.

Service	Output Color	Limits	Used	Remaining
Copy	Black	2,000	900	1,100
Copy	Color	1,000	100	900



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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

## View Counts



If you have logged into a group account or a general account, the associated tabs show the totals for the account you are currently logged into.

The totals table for Group and General Accounts does not show the remaining number of images, as no limits are set on these accounts.

Select the **Close** button.

Account Details

My User Account

Service	Output Color	Units	Used	Remaining
Copy	Black	2,000	900	1,000
Copy	Color	1,000	100	900

Close

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## View Counts



Continue with the current session by selecting the **OK** button. Alternatively, change your group or general account or log out of your current session.

This concludes the description of Viewing Counts.

1234
Accounting
Cancel

My User Account

General Account

Group Account:

▲  
▼

My User Account

Black

Color

Remaining

107

102

Account Details

Redisplay screen on job completion

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.



## View Counts



Continue with the current session by selecting the **OK** button. Alternatively, change your group or general account or log out of your current session.

This concludes the description of Viewing Counts.

123 Accounting
Cancel

My User Account

General Account

Group Account:

My User Account

Black     Color

Remaining 107 102

Account Details

Redisplay screen on job completion

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## Auditron

These topics describe all the features and functions of the Auditron.

When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu.

Enter a key word.

Search

## User Access



This completes the auditron user access module, where you have reviewed:

- > Login
- > Logout
- > View Counts

Return to the previous menu to review the other auditron features.



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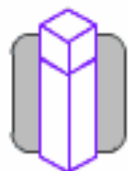
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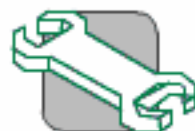
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## Machine Administration

This tutorial describes the utilities available to the machine administrator to set-up and customize the machine. If you cannot find a utility, use Search and it will take you straight there.

**Tools Overview**

**Accessing the Tools Tab**

**Tools Tab Pathway >>>**





## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

Search

## Tools Overview

### The Tools Tab

The **Tools Tab** utilities enable the machine or system administrator to set-up, customize and maintain the machine. Some of the settings in this function are critical to the operation of the machine so the screens are password protected so that they cannot be accidentally changed or corrupted.

Use these tools to:

- Set-up the initial settings and system configuration
- Change the factory settings or defaults.
- Perform basic maintenance tasks.
- Perform a variety of system tests.

The next few screens briefly explain the function of each section of the Tools Tab.



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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

Search

## Tools Overview



There are several Tools Tab sections, the first is illustrated below. The tools that are available depend upon the configuration of the machine. The following screens illustrate the tools tab for a machine that is connected to a network. A copier configuration will not have all these tools.

The screenshot shows the 'Machine Status' interface with the 'Tools' tab selected. The interface is divided into several sections:

- Machine Information**: Includes Device Settings, Paper Tray Management, User Interface Settings, Accounting, and Security Settings.
- Faults**: A section for monitoring machine faults.
- Supplies**: A section for monitoring and managing machine supplies.
- Billing Information**: A section for managing billing-related settings.
- Tools**: The active section, which is further divided into:
  - Groups**: A list of tool groups, with 'Accounting Enablement' currently selected.
  - Features**: A list of available features, including 'Accounting Tools...' and 'Copy Activity Report'.



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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

Search

## Tools Overview



The **Device Settings** section includes utilities for Calibration Settings, General Settings, Input Settings, Output Settings, Test Settings, and Timer Settings.



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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

Search

## Tools Overview



The **Paper Tray Management** section includes utilities for Paper Type and Color Settings, Standard Size Required Settings, Paper Substitution Settings, Tray Settings, and Tray Contents Settings.



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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

Search

## Tools Overview



The **User Interface Settings** section includes utilities for General Settings, Common Service Settings, Copy Service Settings, Fax Service Settings, Service Enablements Settings, and Job Sheet Settings.



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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

Search

## Tools Overview



The **Connectivity and Network Setup** section includes utilities for General Settings, HTTP Settings, Reports, and TCP/IP Settings.



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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

Search

## Tools Overview



The **Accounting** section includes utilities for Accounting Mode Settings and Copy Activity Report Settings.



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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

Search

## Tools Overview



The **Security Settings** section includes utilities for Tools Access Settings, Service Access Settings, Immediate Overwrite Settings, and On Demand Overwrite Settings.



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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

Search

## Accessing the Tools Tab



### Access

Access to all of the options on the **Tools** tab (within the Machine Status window) is via the **Log In/Out** button on the control panel (highlighted on the control panel with a key symbol).



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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

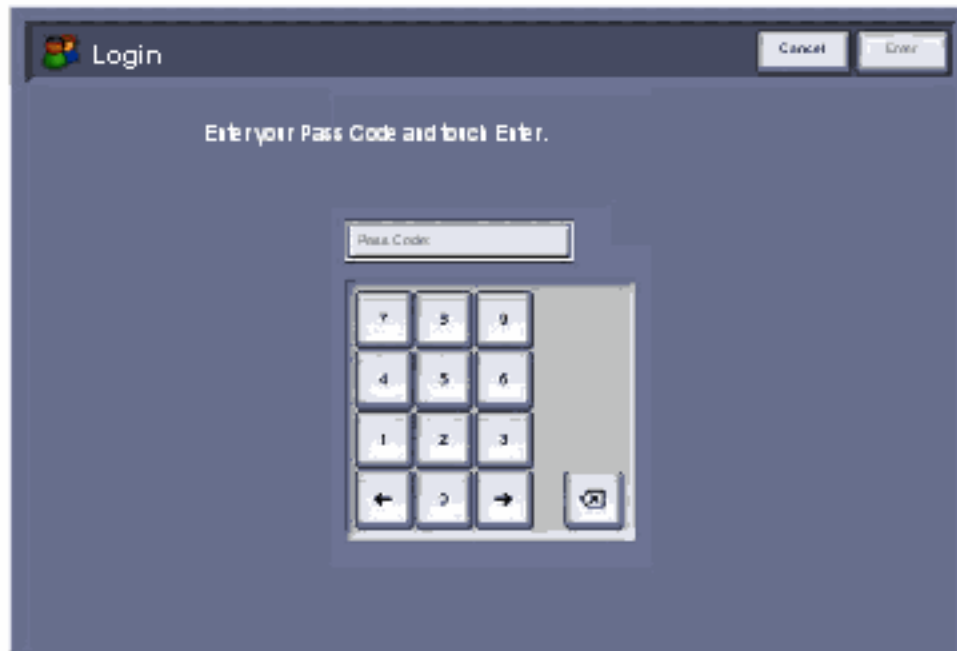
  
**Search**

## Accessing the Tools Tab

### Log In

The Log In Window opens. Use the keypad to enter a User Name and Passcode, then press **Enter** on the screen.

The factory preset passcode is 1111. It is strongly recommended that you change the passcode. Refer to the System Administration CD for information on changing the passcode.

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## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Enter a key word.

Search

## Accessing the Tools Tab



### The Tools Tab

You are now in the Tools tab, and can select any of the tools functions.

The screenshot shows the 'Machine Status' interface with the 'Tools' tab selected. The interface includes a left sidebar with categories: Device Settings, Paper Tray Management, User Interface Settings, Accounting, and Security Settings. The main area is divided into two columns: 'Groups' and 'Features'. Under 'Groups', 'Accounting Enablement' is selected. Under 'Features', 'Accounting Work...' and 'Copy Activity Report' are visible.



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## Tools Tab Pathway

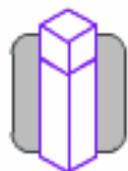
This is the Tools Tab pathway. The structure of the menu follows the structure of the Tools Tab pathway on the machine. Open the menu to locate the description of the Tools feature you require.

- + Tools Tab / Device Settings
- + Tools Tab / Paper Tray Management
- + Tools Tab / User Interface Settings
- + Tools Tab / Connectivity and Network Setup
- + Tools Tab / Accounting
- + Tools Tab / Security Settings

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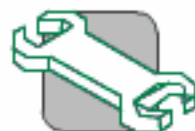
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## Machine/Job Status

These tutorials explain the job status and machine status features of the machine.

The job status topics explain how to find out how your job is being processed. Similarly, the machine status topics tell you the status of the machine.

**Job Status**

**Other Queues**

**Managing Queues**

**Required Resources**

**Machine Status >>>**

**Faults**

**Supplies**





## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Job Status



Entry to the Job Status Screens is via the Job Status button on the control panel.

The job Status button allows the viewing and managing of the job queue.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Job Status

Queue Number	Name	Owner	Status
001	JobStatus.dcn	Fulltime	Printing
002	MachineStatus.rno	R7W	Printing
003	JobStatus.dpc	R7W	Printing
004	Special.doc	G4em	Pending
005	Special.doc	G4em	Pending
006	Special.doc	G4em	Processing
007	Copy 234	Local User	Processing
008	E-mail 330	MJL05	Scanning

This screen displays all the Active Jobs currently in the queue waiting to be processed.

Each job is identified with the following information: **Queue Number**, **Name**, **Owner** and **Status**.

Depending on your machine configuration, the job queue displays up to 150 jobs.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Job Status

Job ID	Owner	Name	State
001	rwilkins	JobStatus.doc	Printing
002	R7W	MachineStatus.rno	Printing
003	R7W	JobStatus.doc	Printing
004	G4em	Special.doc	Pending
005	G4em	Special.doc	Pending
006	G4em	Special.doc	Processing
007	Local User	Copy 234	Processing
008	MJL05	E mail 333	Scanning

The most recently submitted job is displayed at the bottom of the queue.

The Status is updated as the jobs are processed and printed.

The sequence of jobs can be altered by promoting or deleting jobs in the queue.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Job Status

ID	Owner	Name	Status
001	Fulltime	JobStatus.dcn	Printing
002	RTW	MachineStatus.rno	Printing
003	RTW	JobStatus.dpe	Printing
004	G-Kem	Special doc	Pending
005	G-Kem	Special doc	Pending
006	G-Kem	Special doc	Processing
007	Local User	Copy 234	Processing
008	M.Judd	E-mail 330	Scanning

The job name of tasks performed at the machine are identified by the machine mode used, for example **Copy Job** or **Fax Send Job**. The number is a unique identification.

The owner of tasks performed at the machine are shown as **Local User**, unless the sender of the Fax, Internet Fax or E-mail job has been identified using the address book, in which case the address book name is shown as the job owner.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Job Status

ID	Owner	Name	Status
001	Fulltone	JobStatus.dcn	Printing
002	R7W	MachineStatus.rno	Printing
003	R7W	JobStatus.dpc	Printing
004	G4em	Special doc	Pending
005	G4em	Special doc	Pending
006	G4em	Special doc	Processing
007	Local User	Copy 234	Processing
008	MJL05	E mail 330	Scanning

For print, fax, internet fax or e-mail tasks you have submitted to your machine via the print driver or Internet Services, the job name is identified by the filename or document title.

The owner of these jobs is shown as the name that is logged into the sending computer, if no name is known then the IP address is shown.

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Job Status

ID	Owner	Name	Status
001	Fulltime	JobStatus.dcn	Printing
002	RTW	MachineStatus.rno	Printing
003	RTW	JobStatus.dpe	Printing
004	G-Kem	Special doc	Pending
005	G-Kem	Special doc	Pending
006	G-Kem	Special doc	Processing
007	Local User	Copy 234	Processing
008	M.Judd	E-mail 330	Scanning

Other job types in the queue, might be fax and internet faxes that have been received from another machine and are awaiting to be printed out at your machine. The job name for these jobs is identified as **Fax Receive Job** and **Internet Fax Rcv Job**, followed by a unique identification number.

The owner of received fax jobs is identified as the sending machine fax number. The owner of received internet fax jobs is identified as the e-mail address of the sending machine.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Job Status



Listed below are the common status messages shown on the Job Status screen.

[Roll over each of the status messages for an explanation.](#)

- Printing
- Scheduling
- Pending
- Paused
- Interrupted
- Sending
- Completed
- Waiting for Printer
- Formatting
- Scanning
- Held
- Receiving
- Deleted
- Completed with Errors



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Other Queues

On selecting the **Job Status** button, the Active Jobs tab is automatically displayed. To view other queues on the machine select the **View** field.

Select the **View** field.

The screenshot shows the 'Job Status' window with two tabs: 'Active jobs' and 'Completed jobs'. The 'Active jobs' tab is selected. Below the tabs is a 'View' dropdown menu currently set to 'All jobs'. A red arrow points to this dropdown. Below the dropdown is a table of jobs:

001	Fullsize	JobStatus.rtn	Printing
002	R7u	MachineStatus.rtn	Printing
003	R7u	JobStatus.doc	Printing
004	G-6m	Special.doc	Pending
005	G-6m	Special.doc	Pending
006	G-6m	Special.doc	Processing
007	Local User	Copy 2.41	Processing
008	MJ100	E-mail.123	Scanning

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Other Queues

The other queues available are shown on the screen.

*NOTE: The queues available are dependent on the machine configuration.*

[Roll over each of the queue buttons for an explanation.](#)

The screenshot shows the 'Job Status' window with two tabs: 'Active jobs' and 'Completed jobs'. The 'Active jobs' tab is selected. Below the tabs is a 'View' dropdown menu set to 'All jobs'. A list of jobs is displayed with columns for job ID, name, printer name, and status. The status column includes a progress indicator (green arrow for printing, yellow triangle for pending, or green circle for processing) and a text label (Printing, Pending, or Processing).

Job ID	Job Name	Printer Name	Status
	Scan Jobs	JobStatus.dcn	Printing
	Copy and Fax Sent Jobs	MachineStatus.dcn	Printing
003	B7u	JobStatus.dcn	Printing
004	G-6m	Special doc	Pending
005	G-6m	Special doc	Pending
006	G-6m	Special doc	Processing
007	Local User	Copy 234	Processing
008	MJ100	E-mail 110	Scanning



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Managing Queues

Manage your incomplete job using the Job Commands. To access the job commands highlight the required job in the list.

Select job 3, the **YTD Plans, T.Smith** job from the All Incomplete Jobs queue.

The screenshot shows the 'Job Status' window with two tabs: 'Active Jobs' and 'Completed Jobs'. A 'View' dropdown menu is set to 'All Jobs'. Below is a table of jobs:

Job ID	User	Job Name	Status
001	CVilona	JobStatus.doc	Printing
002	BTVu	MachineStatus.doc	Printing
003	T.Smith	YTD Plans	Printing
004	GKern	Special.doc	Pending
005	GKern	Special.doc	Pending
006	GKern	Special.doc	Processing
007	Local User	Copy 234	Processing
008	MJudd	E-mail 333	Scanning

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Managing Queues

The job command buttons available depend on the selected job.

The screenshot shows the 'Job Status' window with two tabs: 'Active Jobs' and 'Completed Jobs'. The 'Active Jobs' tab is selected. Below the tabs is a 'View' dropdown menu set to 'All Jobs'. A table lists jobs with columns for Job ID, User, Job Name, and Status. A context menu is open over the third job (Job 003).

Job ID	User	Job Name	Status
001	CVillone	JobStatus.doc	Printing
002	BTVu	MachineStatus.doc	Printing
003	T. Smith	JobStatus.doc	Printing
004	GKern	JobStatus.doc	Pending
005	GKern	JobStatus.doc	Pending
006	GKern	JobStatus.doc	Processing
007	Local User	JobStatus.doc	Processing
008	M.Judd	E-mail 333	Scanning

Context Menu for Job 003:

- Release
- Job
- Job Details...
- Close Menu

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Managing Queues



To release a held job, select the held job in the queue and select the job command **Release**.

The screenshot shows the 'Job Status' window with two tabs: 'Active Jobs' and 'Completed Jobs'. The 'Active Jobs' tab is selected. Below the tabs is a 'View' dropdown menu set to 'All Jobs'. A table lists jobs with columns for Job ID, User, Job Name, and Status. Job 003 is highlighted, and a context menu is open over it, with the 'Release' option selected.

Job ID	User	Job Name	Status
001	CVillone	JobStatus.doc	Printing
002	BTVu	MachineStatus.doc	Printing
003	T. Smith	JobStatus.doc	Printing
004	GKern	JobStatus.doc	Pending
005	GKern	JobStatus.doc	Pending
006	GKern	JobStatus.doc	Processing
007	Local User	JobStatus.doc	Processing
008	M.Judd	E-mail 333	Scanning

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Managing Queues



The job details can be accessed for incomplete and completed jobs. Depending on the type of selected job, e.g. copy, print, etc, the details will show the submission time, image quality settings, the owner, finishing options, senders e-mail address, etc. Access the **Details** from the job command options.

Select the **Details** button.

The screenshot shows the 'Job Status' window with two tabs: 'Active Jobs' and 'Completed Jobs'. Below the tabs is a 'View' dropdown menu set to 'All Jobs'. A table lists jobs with columns for ID, Name, File Name, and Status. A context menu is open over job 005, showing options: Release, Job, Job Details..., and Close Menu. A red arrow points to the 'Job Details...' option.

ID	Name	File Name	Status
001	CVillone	JobStatus.doc	Printing
002	BTvu	MachineStatus.doc	Printing
003	T.Gosh		Printing
004	GKern		Pending
005	GKern		Pending
006	GKern		Processing
007	Local User		Processing
008	M.Judd	E-mail 333	Scanning

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Managing Queues



The job details can be accessed for incomplete and completed jobs. Depending on the type of selected job, e.g. copy, print, etc, the details will show the submission time, image quality settings, the owner, finishing options, senders e-mail address, etc. Access the **Details** from the job command options.

Job Details:
Close

Job Settings
Required Resource

Feature	Value :
Submission Time:	10:24:05
Quantity:	1



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

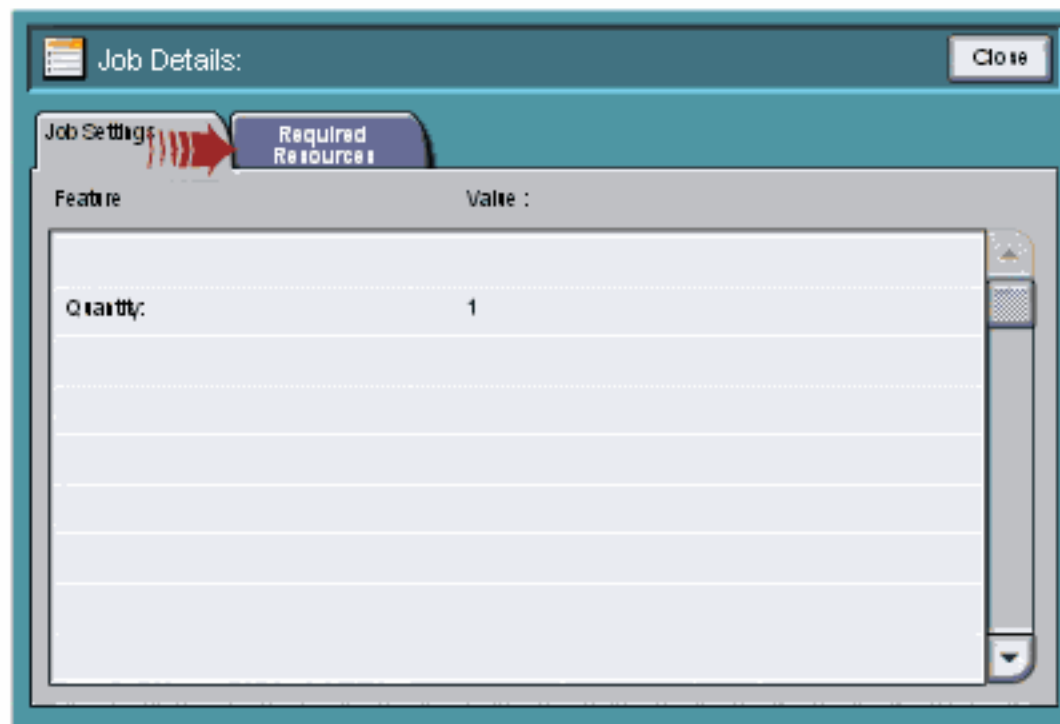
Search

## Required Resources



Display the job resources by selecting the **Required Resources** button on the Progress of Your Job screen

Select the **Required Resources** button.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Required Resources



The **Required Resources** screen shows the size, type and color of the stock required to print the selected job. It also details whether the required paper stock and supplies are loaded in the machine.

Job Details:				
Close				
Job Settings		Required Resources		
Resource	Size	Type	Color	Loaded
Tray 1	8.5x11" LEF	Standard	Blue	No
Tray 3	8.5x11" LEF	Standard	White	Yes
Staples				Yes



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Machine Status



The Machine Status screens allows you to view details that apply specifically to your machine. When contacting your Xerox representative some of the information contained on these screens is needed.

This topic will show you the various options available to you:

- > Machine Information
- > Paper Tray Status
- > Usage Counters
- > Print Reports



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Machine Information



The Machine Information tab displays information needed for service calls and contact numbers. It also provides entry to the Machine Tools screens.

Access to the Machine Information tab is via the Machine Status button on the control panel.

Select the **Machine Status** button on the control panel and the **Machine Information** tab on the touch screen.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Machine Information



The Machine Information tab displays information needed for service calls and contact numbers. It also provides entry to the Machine Tools screens.

Access to the Machine Information tab is via the Machine Status button on the control panel.

Select the **Machine Status** button on the control panel and the **Machine Information** tab on the touch screen.

**Machine Status**

Machine Information    Faults    Supplies    Billing Information    Tools

Machine Serial Number:  
KVM-00000205

Usage Counters

	Black Impressions	21,030,000
	Color Impressions	10,123,456
	Total Impressions	44,246,912

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Machine Information



The **Customer Support** telephone number is for contacting your Xerox representative and ordering supplies. When contacting your Xerox representative you must quote the machine serial number. Other useful information is also displayed on this screen.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Paper Tray Status



From the Machine Information tab, select the **Paper Tray Status** button to view the paper loaded and the status of each of the paper trays.

Select the **Paper Tray Status** button.

Machine Status

Machine Information | Faults | Supplies | Billing Information | Tools

**General Information**

Customer Support:  
www.xerox.com  
1234567890

Machine Serial Number:  
KJW4-00000505

Current System Software:  
001.000001.000001

IP Address:  
10.123.131.45

Paper Tray Status

Print Reports

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Paper Tray Status



Information about each of the trays, including the Bypass Tray, is displayed. The paper **Size**, **Type** and **Color** are the attributes set when loading the trays.

Refer to the **Paper and Media** tutorial for more information.

Tray	Container	Status	Paper Size	Paper Type	Paper Color
1	50	Ready	8.5x11"	Plain Paper	White
2	0	Ready	8.5x11"	Plain Paper	White
3	50	Ready	8.5x11"	Plain Paper	White
4	25	Ready	11x17"	Plain Paper	White
5	0	Ready	8.5x11"	Plain Paper	White
6	0	Ready	8.5x11"	Plain Paper	White

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

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## Paper Tray Status



Paper Tray Status			
Tray	Container F	Status	Paper
1	50	Ready	
2	0	Ready	
3	50	Ready	
4	25	Ready	
5	0	Ready	
6	0	Ready	

The Status column relates to the current status of the paper tray.

The different paper tray status are:

**In Use** - Stock for the current job is being fed from the tray.

**Ready** - The tray is available for feeding, but is not being used for the current job.

**Not Ready** - The tray is not ready for feeding, for example the tray is open.

**Faulted** - The tray has an associated fault condition.

**Empty** - The tray is empty. The last size, type and color used in the tray are displayed as the attributes.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Paper Tray Status



The information displayed on the Tray Status screen is automatically updated if the status of any tray changes.

Tray	Container	Status	Paper Size	Paper Type	Paper Color
1	50	Ready	8.5x11"	Plain Paper	White
2	0	Ready	8.5x11"	Plain Paper	White
3	50	Ready	8.5x11"	Plain Paper	White
4	25	Ready	11x17"	Plain Paper	White
5	0	Ready	8.5x11"	Plain Paper	White
6	0	Ready	8.5x11"	Plain Paper	White

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Usage Counters



Print



**Machine Status**

Machine Serial Number: K0VH-00000505

	Black Impressions	21,060,000
	Color Impressions	10,123,455
	Total Impressions	44,246,912

Usage Counters

The **Usage Counters** feature provides access to machine usage and billing information. This feature is accessed by touching the **Machine Status** button, then touching the **Usage Counters** button on the **Billing Information** tab.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Usage Counters



Print



To access the Usage Counters:

1. Select the **Machine Status** button.

Select the **Machine Status** button.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

## Usage Counters



Print



To access the Usage Counters:

1. Select the **Machine Status** button.
2. Ensure that the **Billing Information** tab is visible (a summary of Black Impressions, Color Impressions, and Total Impressions is shown on this tab). Select the **Usage Counters** button.

Select the [Usage Counters](#) button.

Machine Status

Machine Serial Number: 44A000000

Black Impressions	24,763,003
Color Impressions	16,135,456
Total Impressions	44,245,252

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Usage Counters



Print



To access the Usage Counters:

1. Select the **Machine Status** button.
2. Ensure that the **Billing Information** tab is visible (a summary of Black Impressions, Color Impressions, and Total Impressions is shown on this tab). Select the **Usage Counters** button.
3. The **Usage Counters** list is displayed.

Counter	Cost
Total Impressions	44,218,937
Black Impressions	24,203,300
Black Copied Impressions	8,130,003
Black Faded Impressions	7053,297
Color Impressions	20,014,786
Color Copied Impressions	3,000,000
Color Faded Impressions	5,102,496
Large Impressions	2,000,000



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Usage Counters



Print



The **Total Impressions** counter is always displayed at the top of the list.

Counter	Count
Total Impressions	44,246,012
Black Impressions	24,000,000
Black Copied Impressions	8,000,000
Black Print Impressions	16,000,000
Color Impressions	10,123,456
Color Copied Impressions	3,000,000
Color Printed Impressions	5,123,456
Large Impressions	3,000,456



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Print Reports



From the Machine Information tab, select the **Print Reports** button to access the type of reports you can print.

Select the **Print Reports** button.

The screenshot shows the 'Machine Status' interface with several tabs: 'Machine Information', 'Faults', 'Supplies', 'Billing Information', and 'Tools'. The 'Machine Information' tab is active, displaying 'General Information' with fields for Customer Support, Machine Serial Number, Current System Software, and IP Address. On the right side, there are two buttons: 'Paper Tray Status' and 'Print Reports'. A red arrow points to the 'Print Reports' button.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

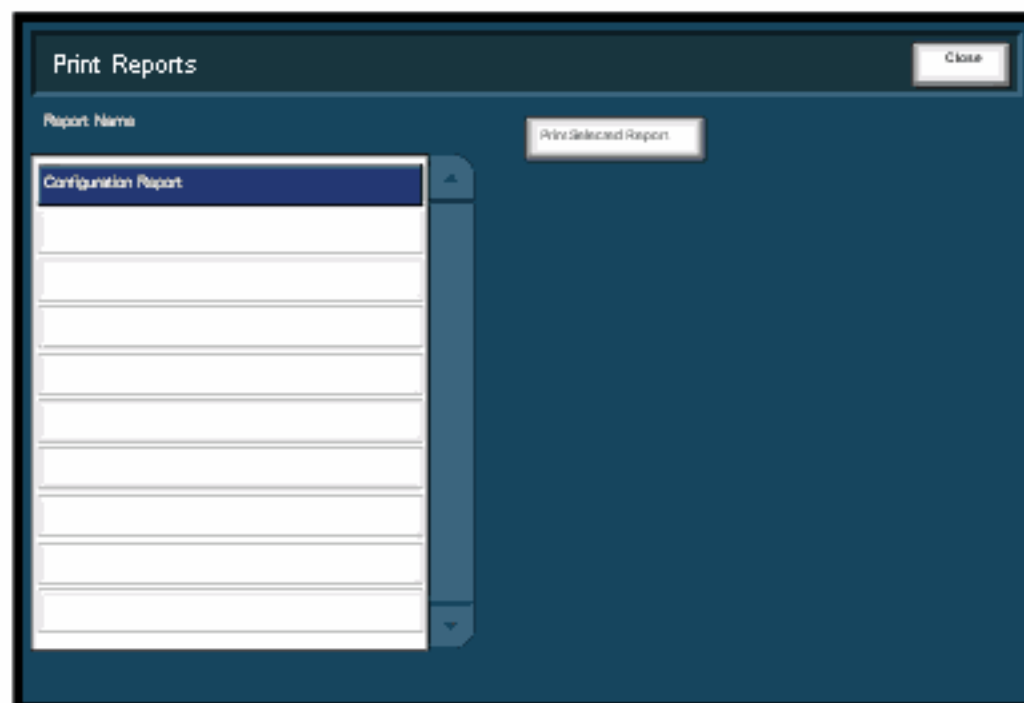
Search

## Print Reports



After touching the required report button, then touching the **Print Selected Report** button, the report is submitted to the print queue.

Select the **Close** button to return to the Machine Information tab.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Machine Status



This completes the Machine Status module, where you have reviewed:

- > Machine Information
- > Paper Tray Status
- > Usage Counters
- > Print Reports

Return to the previous menu to review other machine status features.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Fault Logs



The **Faults** tab displays a list of errors that have or are currently occurring on your machine.

Access to the fault logs is via the Machine Status button on the control panel.

Select the **Machine Status** button on the control panel and the **Faults** tab on the touch screen.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Fault Logs



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

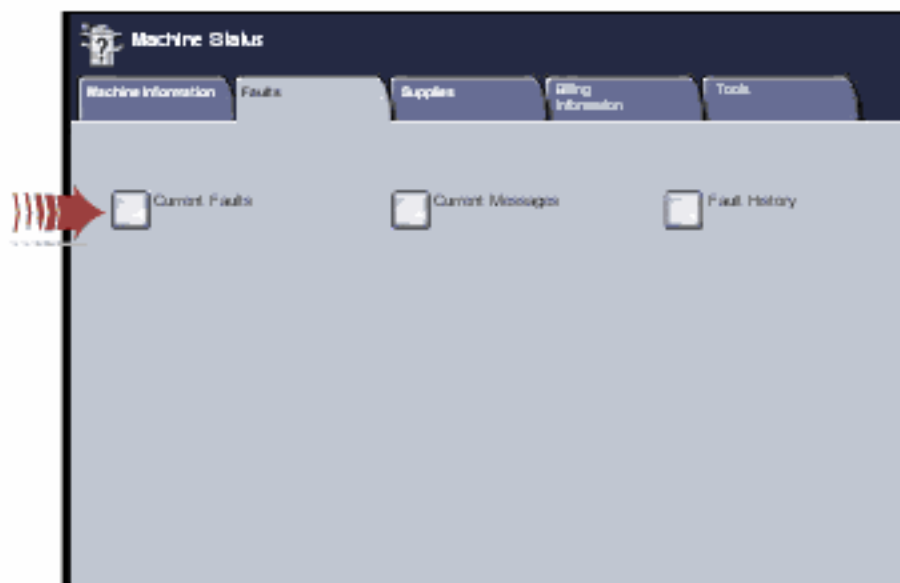
Search

## Fault Logs



There are 3 different fault logs to view, **Current Faults**, **Current Messages**, and **Fault History**. The faults displayed in all the logs are generated by the machine and automatically updated.

Select the **Current Faults** button.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.



## Fault Logs

### Current Faults

The **Current Faults** screen displays a row for each active fault that has been detected by the machine. Entries are made each time a fault is detected and removed when the fault has been cleared.

When the **Instruction** button is selected, the fault clearance screens associated with the fault are displayed.

Current Faults		Instruction	Close
Fault Code	Fault Message		
3-550			
3-550			



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Fault Logs



### Current Messages

The **Current Messages** screen gives a description of each active fault detected by the machine. Entries are made each time a fault is detected and removed when the fault has been cleared.

The fault code generated by the machine and the message associated with each fault are displayed. The current messages are identical to the messages displayed at the top of the screen.

Current Messages		Close
FaultCode	Fault Message	
3-550	Calibration Cancelled	
3-550	Calibration Cancelled	

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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Fault Logs



### Fault History

The **Fault History** screen contains a list of the last 20 faults detected by the machine.

This screen displays the fault code with the time and date when the error occurred.

Fault History					Close
	FaultCode	Date	Time	Image Count	Size
1	2-220	10/21/05	09:03:05	1	
2	2-220	10/21/05	10:45:08	4	



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

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## Supplies



View the status of the machine supplies to gain an indication of when the customer replaceable units need to be replaced.

Access to Supplies is via the Machine Status button on the control panel.

Select the **Machine Status** button on the control panel and the **Supplies** tab on the touch screen.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Supplies



View the status of the machine supplies to gain an indication of when the customer replaceable units need to be replaced.

Access to Supplies is via the Machine Status button on the control panel.

Select the **Machine Status** button on the control panel and the **Supplies** tab on the touch screen.

The screenshot shows the 'Machine Status' interface. At the top, there is a 'Machine Status' header with a question mark icon. Below the header are five tabs: 'Machine Information', 'Faults', 'Supplies', 'Bill of Materials', and 'Tools'. The 'Supplies' tab is currently selected and highlighted in red. The main content area is divided into two columns. The left column is titled 'General Information' and contains the following text: 'Customer Support: www.xerox.com 1234567890', 'Machine Serial Number: KMM000000505', 'Current System Software: 001.000001.000001', and 'IP Address: 10.123.131.45'. The right column contains two checkboxes: 'Paper Tray Status' and 'Print Reports', both of which are currently unchecked.



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

Search

## Supplies

The supplies information shown is based on your machine's average daily usage and the customer replaceable unit's life-span.



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## Machine/Job Status

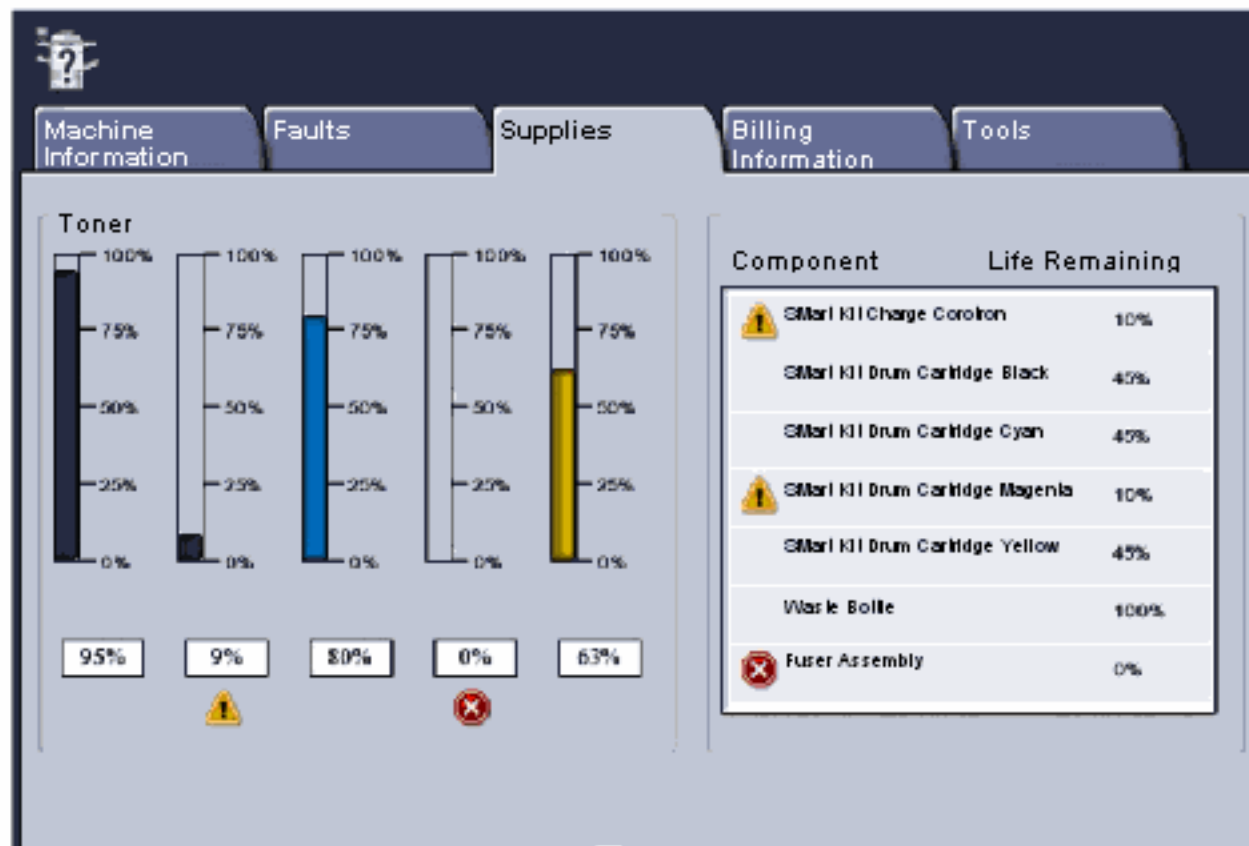
These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Enter a key word.

## Supplies

The information shown on the supplies tab can also be viewed from the machine's Internet Services Web site on your desktop PC. Using Internet Services, a message can be sent to inform you when a consumable needs re-ordering.



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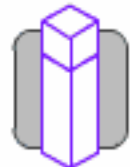
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## Interactive User Guide



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**Internet Services**



## Internet Services

These tutorials introduce you to the features and functions of Xerox Internet Services. The topics below will show you what Internet Services can do for you and how to access it. However, for detailed information about Internet Services you will be instructed to view the inbuilt Help screens.

**Overview**

**How to Access Internet Services**





## Overview

These topics overview the Internet Services features and show you how to access them.

## Internet Services: Overview



WorkCenter machines contain their own Internet Web site. This site is accessed by entering the IP address of the machine into your web browser. As a user, you can obtain information about the machine, and any jobs sent to the machine, from the comfort of your own desktop.

The Internet Services Help function describes all the features and functions of the site but the following screens highlight some of the most useful features to give you an insight into what the site can do for you.

Enter a key word.

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## Overview

These topics overview the Internet Services features and show you how to access them.

### Internet Services: Overview



**The Status Tab** provides information about the machine. You can see:

The **General** status of the machine.

A description of any problems or **Alerts** on the machine.

What paper is in the paper **Trays**.

The status of the **Consumables** like the Toner Cartridges or the Drum Cartridges.

Enter a key word.

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## Overview

These topics overview the Internet Services features and show you how to access them.

## Internet Services: Overview



**The Jobs Tab** displays all the incomplete jobs in the queue on the machine. You will be able to see if your job has printed or if it is held in the print queue for a particular reason.

Enter a key word.

Search



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## Overview

These topics overview the Internet Services features and show you how to access them.

## Internet Services: Overview



**The Print Tab** enables you to send a print ready job to the printer over the internet. You can send the job from your desktop or from a remote location. The screen enables you to set the print format for the job.

Enter a key word.

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## Overview

These topics overview the Internet Services features and show you how to access them.

## Internet Services: Overview



**The Scan Tab** displays a list of all the Network Scanning templates that have been created in Internet Services. On this tab you can copy, delete or create a new network scanning template.

Enter a key word.

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XEROX



## Overview

These topics overview the Internet Services features and show you how to access them.

## Internet Services: Overview



**The Properties Tab** contains all the settings, setups and default values for the machine. These are protected by a user name and password and should only be changed by your system administrator.

Enter a key word.

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## Overview

These topics overview the Internet Services features and show you how to access them.

## Internet Services: Overview



**The Support Tab** contains the name and telephone number of your system administrator and the telephone numbers you should use for Customer Support and Supplies.

Enter a key word.

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## Overview

These topics overview the Internet Services features and show you how to access them.

## Internet Services: Overview



**Help** Select the Help button to display the help screens.

Enter a key word.

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## Overview

These topics overview the Internet Services features and show you how to access them.

## Internet Services: Overview



**Help** The structure of the Help screens corresponds to the structure of the Internet Services tabs. Use the menu on the left of the Help page to access descriptions and instructions about all the features and functions of the Internet Services site.

This completes the overview of Internet Services.

Enter a key word.

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## Overview

These topics overview the Internet Services features and show you how to access them.

## How to Access Internet Services



There are a number of requirements that need to be met before you can access Internet Services.

1. The machine should be physically connected to the network with TCP/IP and HTTP enabled. To check this, print a configuration sheet. Under the section **Network Setup - HTTP Settings** it will say enabled or disabled. If it is disabled, consult your system administrator.
2. An operational workstation with TCP/IP Internet or Intranet accessibility.
3. You need Internet Explorer or an equivalent browser.

If you do not know if your workstation and machine have the necessary software, contact your system administrator.

Enter a key word.

Search



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## Overview

These topics overview the Internet Services features and show you how to access them.

Enter a key word.

Search

## How to Access Internet Services



To access the Internet Services web site you will need the IP address of your machine. The IP address is printed on the machine configuration report.



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## Overview

These topics overview the Internet Services features and show you how to access them.

## Printing a configuration report



To print a configuration report select the **Machine Status** button.

Enter a key word.

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## Overview

These topics overview the Internet Services features and show you how to access them.

Enter a key word.

Search

## Printing a configuration report

**Machine Status**

Machine Information | **Prints** | Supplies | Billing Information | Tools

**General Information**

Customer Support:  
www.xerox.com  
1234567890

Machine Serial Number:  
K123-000000000

Current System Software:  
001.000001.000001

IP Address:  
10.123.121.45

Paper Tray Status

Print Reports

Select the **Print Reports** button on the **Machine Information** tab.



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## Overview

These topics overview the Internet Services features and show you how to access them.

Enter a key word.

Search

## Printing a configuration report



Touch the **Configuration Report** option, then select the **Print Selected Report** button.



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## Overview

These topics overview the Internet Services features and show you how to access them.

Enter a key word.

Search

## Printing a configuration report



A message will confirm that the report is being printed and the report will be delivered to the output tray.



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## Overview

These topics overview the Internet Services features and show you how to access them.

Enter a key word.

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## How to Access Internet Services



At your workstation open your web browser and type the IP address of the machine into the Address (URL) field and press **Enter**.

The Internet Services home page will appear. You may wish to add this site to your browser favorites so that you can access it in the future.

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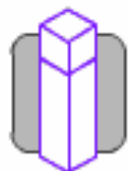
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## Maintenance

### Locating the Serial Number

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Ordering Supplies

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Adjusting Trays 3 and 4

Loading Paper and Media

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Locating the Serial Number

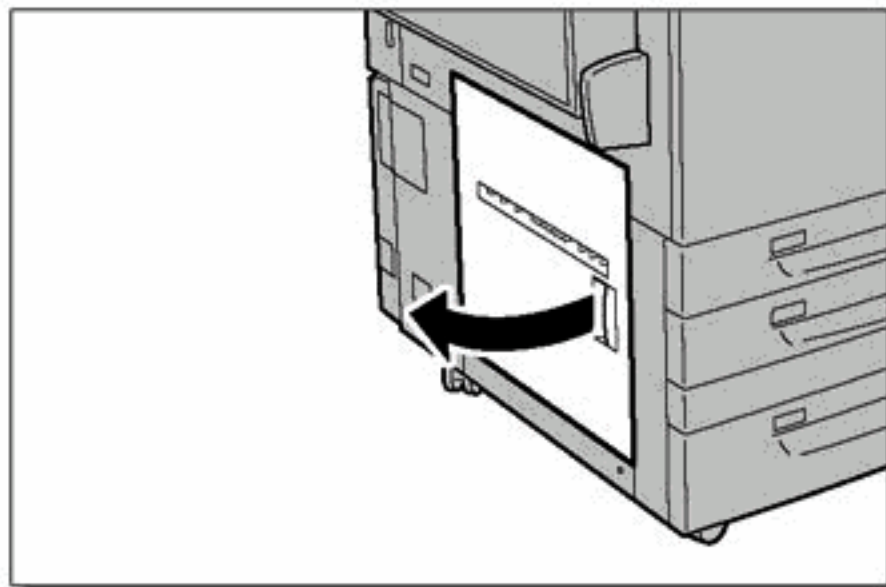


Print



When ordering supplies or contacting Xerox for assistance you will be asked to supply your machine serial number.

The serial number is located on the machine frame. Open the door underneath the Bypass Tray, and look inside the Bottom Right side of the machine frame.



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## Maintenance

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## Locating the Serial Number



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Alternatively the serial number can be located from the touch screen as follows:

1. Select the Machine Status button.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Locating the Serial Number



Print



Alternatively the serial number can be located from the touch screen as follows:

1. Select the Machine Status button.
2. Ensure that the Machine Information tab is visible. The machine serial number is displayed.

**Machine Status**

Machine Information | Faults | Supplies | Billing Information | Tools

**General Information**

Customer Support:  
www.xerox.com  
1234567890

Machine Serial Number:  
N001-000000000

Camel System Software:  
001.000001.000001

IP Address:  
10.123.131.45

Paper Tray Status

Print Reports

Enter a key word.

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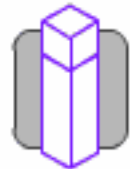
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## Maintenance

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## Usage Counters



Print



**Machine Status**

Machine Serial Number: KJVM-000002925

	Black Impressions	21,060,000
	Color Impressions	10,125,455
	Total Impressions	44,246,912

The **Usage Counters** feature provides access to machine usage and billing information. This feature is accessed by touching the **Machine Status** button, then touching the **Usage Counters** button on the **Billing Information** tab.



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## Maintenance

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## Usage Counters



Print



To access the Usage Counters:

1. Select the **Machine Status** button.

Select the **Machine Status** button.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Usage Counters



Print



To access the Usage Counters:

1. Select the **Machine Status** button.
2. Ensure that the **Billing Information** tab is visible (a summary of Black Impressions, Color Impressions, and Total Impressions is shown on this tab). Select the **Usage Counters** button.

Select the [Usage Counters](#) button.

Machine Status

Machine Use of Materials: 4,484,000,000

Black Impressions	24,763,000
Color Impressions	16,115,450
Total Impressions	44,285,252



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## Maintenance

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## Usage Counters



Print



To access the Usage Counters:

1. Select the **Machine Status** button.
2. Ensure that the **Billing Information** tab is visible (a summary of Black Impressions, Color Impressions, and Total Impressions is shown on this tab). Select the **Usage Counters** button.
3. The **Usage Counters** list is displayed.

Counter	Cost
Total Impressions	44,218,537
Black Impressions	24,203,300
Black Copied Impressions	8,130,003
Black Faxed Impressions	7,053,297
Color Impressions	20,015,236
Color Copied Impressions	3,000,000
Color Faxed Impressions	5,105,236
Large Impressions	2,000,000



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## Maintenance

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## Usage Counters



Print



The **Total Impressions** counter is always displayed at the top of the list.

Counter	Count
Total Impressions	44,246,012
Black Impressions	24,000,000
Black Copied Impressions	8,000,000
Black Print Impressions	16,000,000
Color Impressions	10,123,456
Color Copied Impressions	3,000,000
Color Printed Impressions	5,123,456
Large Impressions	1,000,456



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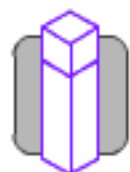
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## Ordering Supplies



Print



A variety of supplies are available for your machine, for example:

- Paper and other printing media
- Staples
- Drum Cartridges
- Toner Cartridges
- Fuser
- Waste Toner Container
- Charge Corotron


To obtain supplies contact your local Xerox representative, giving your company name, the product number and the machine serial number.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Ordering Supplies



Print



### The following information is for US Customers Only.

#### **Cost per Copy Customers**

US Customers should contact the Metered Customer Support Center at 1-800-599-2198 to order Toner Cartridges (black, cyan, magenta and yellow) and Staples if they are included as part of your Xerox Agreement. Contact the Welcome Center at 1-800-821-2797 to order Drum Cartridge A1, Drum Cartridge A2, Drum Cartridge A3, Drum Cartridge A4, Waste Toner Container, and the Fuser.

#### **Customers who purchase supplies and have a Xerox Maintenance Agreement (NOT Cost Per Copy)**

US Customers should call the Xerox Supplies Teleweb Center at 1-800-822-2200 to order Toner Cartridges (black, cyan, magenta and yellow) and Staples. Contact the Welcome Center at 1-800-821-2797 to order Drum Cartridge A1, Drum Cartridge A2, Drum Cartridge A3, Drum Cartridge A4, Waste Toner Container, and the Fuser.

#### **Customers on Time and Materials Service (no Xerox Service Agreement)**

US Customers should call the Xerox Supplies Teleweb Center at 1-800-822-2200 to order Toner Cartridges (black, cyan, magenta and yellow) and Staples. Contact the Customer Parts Center at 1-800-828-5881 to purchase Drum Cartridge A1, Drum Cartridge A2, Drum Cartridge A3, Drum Cartridge A4, the Waste Toner Container, and the Fuser.



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## Cleaning your Machine

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

### Warning and Caution

### The Document Glass

### The Control Panel, Touch Screen, Document Handler and Output Trays



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Warning and Caution



Print

**WARNING:** When cleaning your machine do NOT use organic or strong chemical solvents or aerosol cleaners. Do NOT pour fluids directly onto any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

**WARNING:** Do not use pressurised air-spray cleaning aids on or in this equipment. Some pressurised air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

**CAUTION:** Do NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. Do NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your machine.



## Maintenance

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## The Document Glass



Print



To ensure optimum print quality at all times, regularly clean the glass areas of your machine. This helps avoid output with streaks, smears, and other marks that transfer from the glass area when scanning documents.






## Maintenance

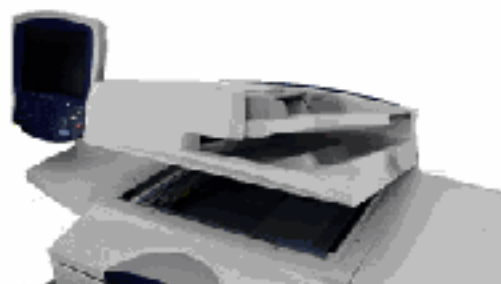
These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## The Document Glass



Use a lint-free cloth, lightly dampened with Xerox Anti-Static or General Cleaning Fluid or another suitable non-abrasive glass cleaner, to clean the glass area.



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## Maintenance

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## The Document Glass



Print



Use a lint-free cloth, lightly dampened with water, Xerox Cleaning Fluid or Xerox Film Remover, to clean the under side of the Document Cover and in the Document Handler.



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## The Control Panel, Touch Screen, Document Handler and Output Trays



Print



Regular cleaning keeps the touch screen and control panel free from dust and dirt. To remove finger prints and smudges, clean the touch screen and control panel with a soft, lint-free cloth, lightly dampened with water.

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## The Control Panel, Touch Screen, Document Handler and Output Trays



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Use a lightly dampened cloth to clean the Document Handler, output trays, paper trays and the outside areas of your machine.



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## Maintenance

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## Adjusting Trays 3 and 4



Print



Trays 3 and 4 are dedicated paper trays holding only A4 or only 8.5" x 11" paper. You can adjust the paper trays to hold either of these sizes. The following sequence shows how to adjust tray 3 to hold 8.5" x 11" paper.



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## Adjusting Trays 3 and 4



Print



Trays 3 and 4 are dedicated paper trays holding only A4 or only 8.5" x 11" paper. You can adjust the paper trays to hold either of these sizes. The following sequence shows how to adjust tray 3 to hold 8.5" x 11" paper.



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## Maintenance

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## Adjusting Trays 3 and 4



Print



Open the appropriate tray, load the paper, and move the guides to just touch the edge of the paper stack.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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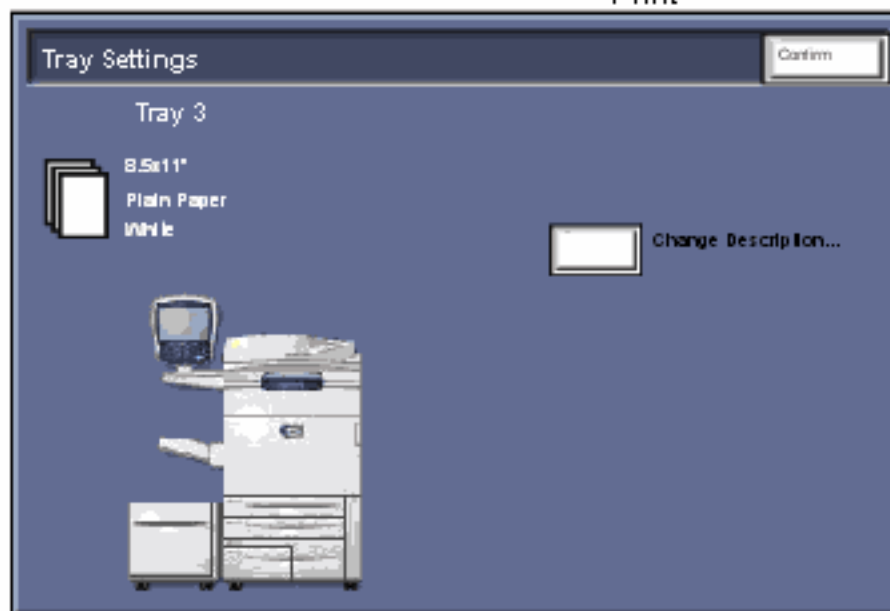
Enter a key word. ▶

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## Adjusting Trays 3 and 4



Print



When you close the tray, the **Tray Settings** screen will appear. The machine automatically senses the new paper size, and displays the information on the screen.



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## Maintenance

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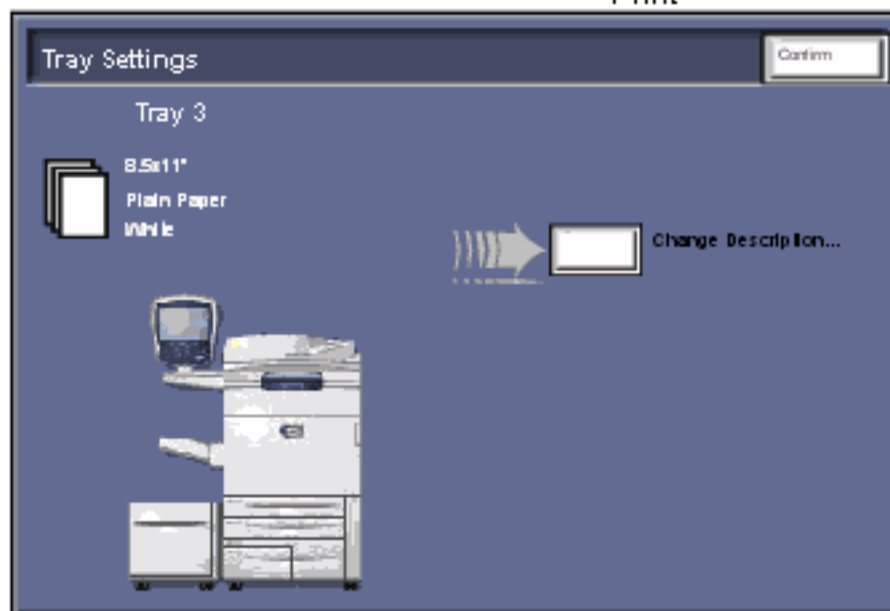
Enter a key word. ▶

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## Adjusting Trays 3 and 4



Print



If the tray information is correct, touch the **Confirm** button. If the tray information is not correct, touch the **Change Description** button.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Adjusting Trays 3 and 4



Print



Tray Settings Cancel Save

Tray 3

Paper Type

Plain Paper	▲
Drilled	
Labels	
Pre-printed	▼

Paper Color

White	▲
Blue	
Green	
Pink	▼

Once you have selected the correct **Paper Type** and **Paper Color**, touch the **Save** button.

Select the [Save](#) button.



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## Maintenance

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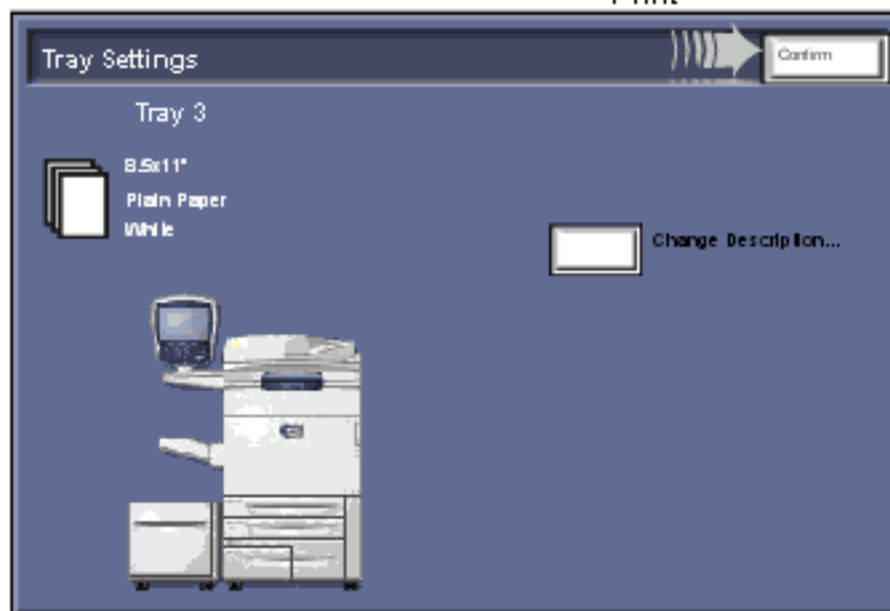
Enter a key word. ▶

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## Adjusting Trays 3 and 4



Print



Finally, you must confirm any changes you have made.

Select the [Confirm](#) button.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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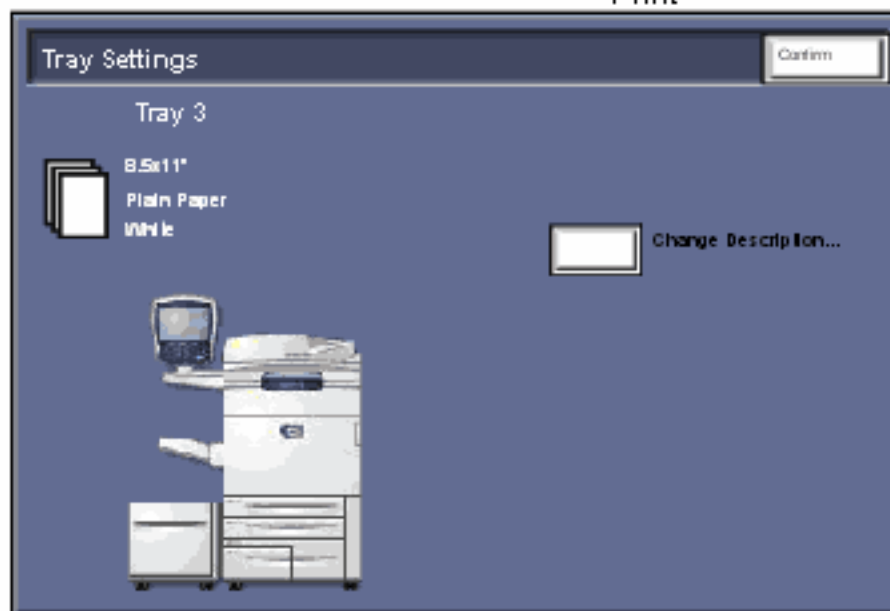
Enter a key word. ▶

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## Adjusting Trays 3 and 4



Print



This completes the procedure for adjusting paper trays 3 and 4.



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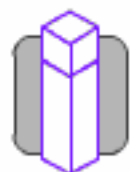
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## Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

**Loading paper trays 1 and 2**

**Loading paper trays 3 and 4**

**Loading paper in the bypass tray**

**Loading paper in the High Capacity Feeder**

**Hints and Tips**



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

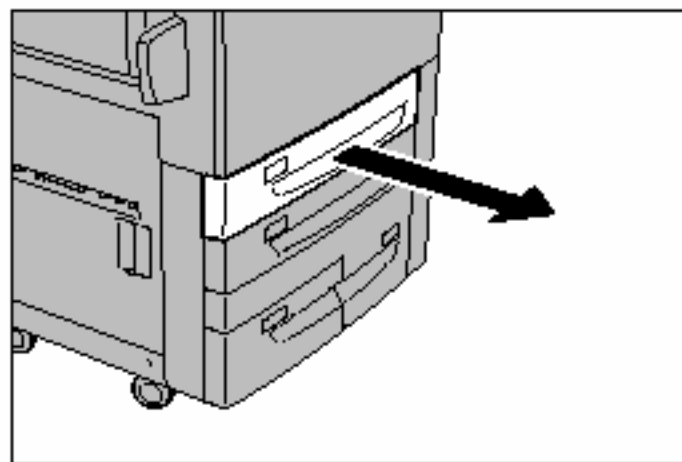
Enter a key word.

Search

## Loading paper trays 1 and 2



Print



Trays 1 and 2 can accommodate 500 sheets of 20lb from 8.5"x5.5" to 11"x17" paper in a variety of different media stock.

The following procedure shows you how to load Tray 1 with 8.5"x11" paper.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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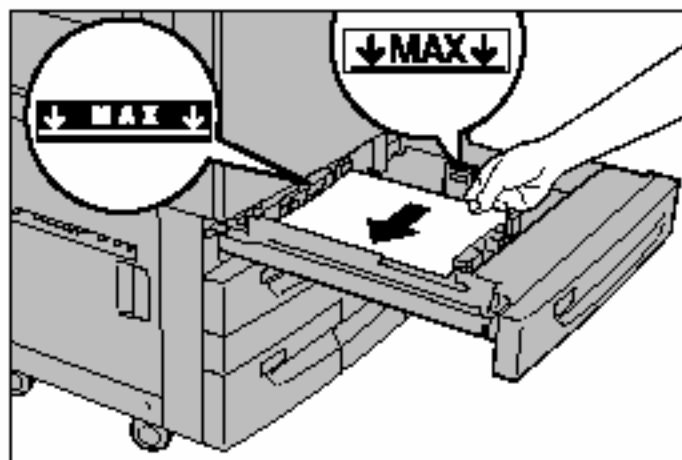
Enter a key word. ▶

Search

## Loading paper trays 1 and 2



Print



Fan the sheets before loading them into the tray. Register the stack of paper against the left side of the tray. Paper must not be loaded above the maximum fill line.

Move the right guide to touch the paper stack.

Move the front and rear guides to just touch the edges of the paper stack.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Loading paper trays 1 and 2



Print



The tray settings are displayed on the touch screen. If the tray settings are correct, select the **Confirm** button. Alternatively change the paper type or color by selecting the **Change Description** button on the touch screen.

That completes the procedure for loading the paper tray.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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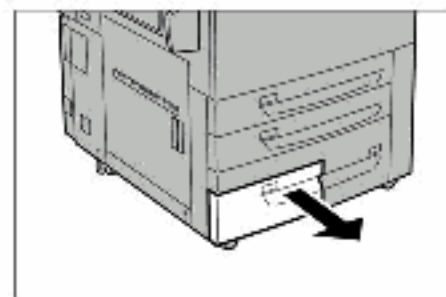
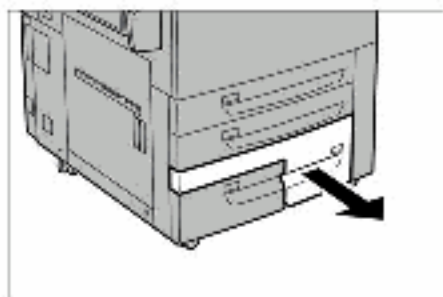
Enter a key word.

Search

## Loading paper trays 3 and 4



Print



Trays 3 and 4 can contain 8.5"x11", A4, or 7.25" x 10.5" long edge feed paper only. Tray 3 can take 870 sheets of 20lb bond paper. While Tray 4 can take 1140 sheets of 20lb bond paper.

Both trays are loaded in the same way. The following procedure shows you how to load Tray 3.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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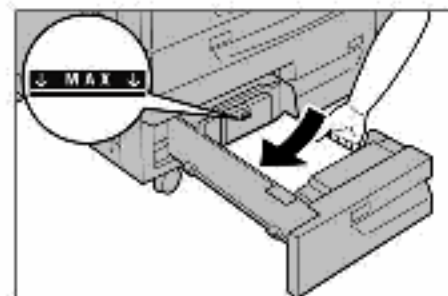
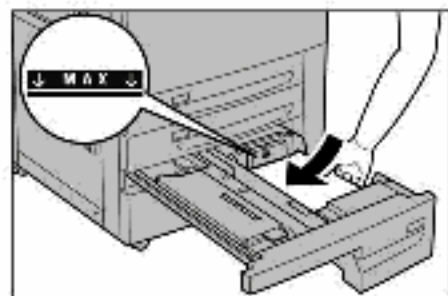
Enter a key word.

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## Loading paper trays 3 and 4



Print



Place the paper tightly against the left-hand side of the tray.

**Paper must not be loaded above the maximum fill line.**

Gently close the paper tray.

On closing the tray the elevator raises the paper stack ready for use.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Loading paper trays 3 and 4



Print



The tray settings are displayed on the touch screen. If the tray settings are correct, select the **Confirm** button. Alternatively change the paper type or color by selecting the **Change Description** button on the touch screen.

That completes the procedure for loading the paper tray.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Loading the bypass tray



Print



The bypass tray can hold up to 250 sheets of 20lb, from 4.0"x6.0" to 13"x19" paper in a variety of different media stock.

This procedure shows you how to load transparencies into the bypass tray.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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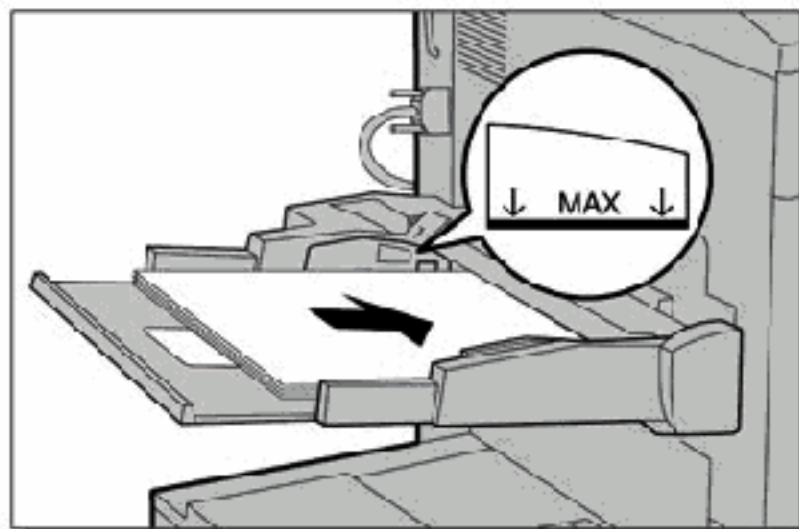
Enter a key word.

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## Loading the bypass tray



Print



Register the stack of paper or media against the front right hand corner of the tray. The paper or media must not be loaded above the maximum fill line.

Move the front and rear guides to just touch the edges of the stack.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Loading the bypass tray



Print



Confirm

### Bypass Tray

**Paper Type**

- Plain Paper
- Drilled
- Labels
- Pre-printed

**Paper Size**

- 8.5x11"
- 11x17"
- 8.5 x 14
- 8.5x5.5"

**Paper Color**

- White
- Blue
- Green
- Pink

The paper settings are displayed on the touch screen. If the paper settings are correct, select the **Confirm** button. Alternatively change the paper size, type, or color by selecting the appropriate button on the touch screen.

That completes the procedure for loading the paper tray.



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## Maintenance

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## Loading the High Capacity Feeder



Print



The HCF can hold up to 2000 sheets of 8.5" x 11" 20lb bond.

This procedure shows you how to load paper into the High Capacity Feeder.



## Maintenance

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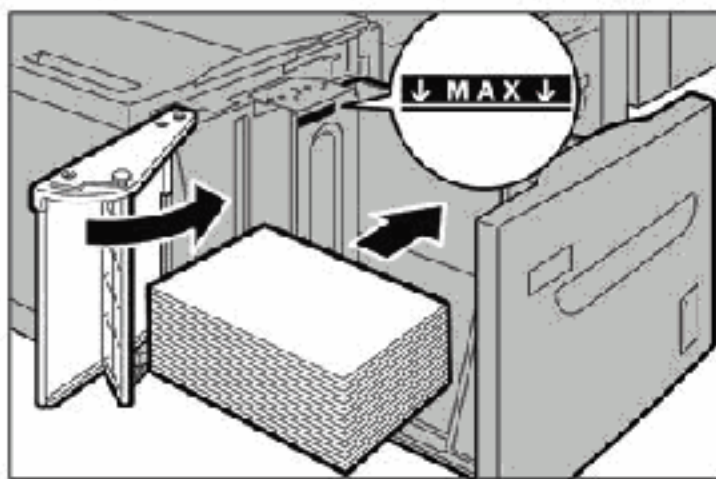
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## Loading the High Capacity Feeder



Print



Register the stack of paper or media against the front right side of the paper tray. The paper or media must not be loaded above the maximum fill line.

Move the paper guide to just touch the edges of the stack.



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## Maintenance

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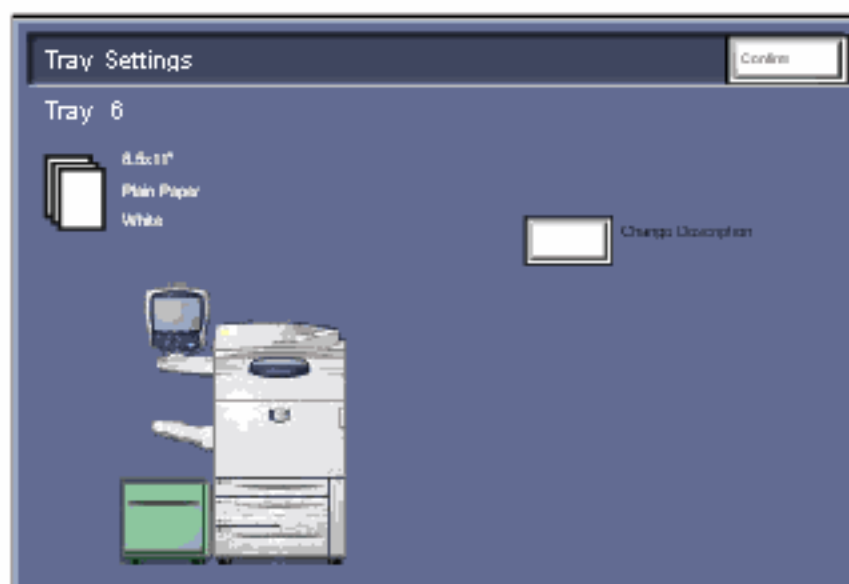
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## Loading the High Capacity Feeder



Print



The tray settings are displayed on the touch screen. If the tray settings are correct, select the **Confirm** button. Alternatively change the paper type or color by selecting the **Change Description** button on the touch screen.

That completes the procedure for loading the paper tray.



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## Maintenance

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## Hints and Tips

There are 5 paper trays designed to use a variety of paper and other media. The bypass tray and trays 1 and 2 are fully adjustable trays and can hold a variety of paper sizes. Trays 3 and 4 are high capacity feeders holding A4 or 8.5" x 11" paper sizes only.

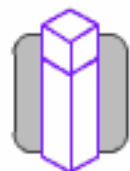
When a paper tray is opened, your machine assumes that more paper is to be loaded. The touch screen displays a pop-up window, giving the option to change the paper and its attributes, or load more of the same paper.

Before loading paper into the paper trays, fan the edges. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

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## Loading Staples



Print



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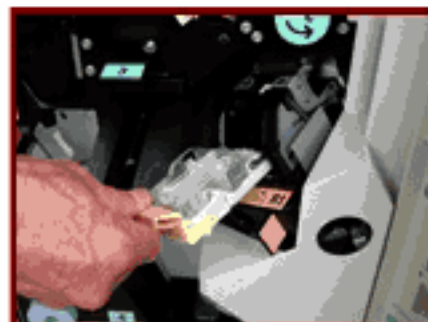


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## Loading Staples - Advanced Finisher or Professional Finisher



This procedure shows you how to remove an empty staple cartridge from the Advanced Finisher or Professional Finisher and replace it with a new staple cartridge. This staple cartridge contains 5,000 staples and the machine will tell you when you need to install a new cartridge.

When the finisher is installed and it is time to replace the staple cartridge, a message appears on the touch screen. When this message appears, replace the staple cartridge with a new one.



## Maintenance

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## Loading Staples - Advanced Finisher or Professional Finisher



Print



To gain access to the staple cartridge, make sure the machine has stopped, and open the Front Door.





## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Loading Staples - Advanced Finisher or Professional Finisher



Print



Hold the R1 lever of the staple cartridge. Hold the orange lever and pull the cartridge towards you to remove. Dispose of the staple cartridge according to the instructions contained in the new staple cartridge box.



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## Maintenance

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## Loading Staples - Advanced Finisher or Professional Finisher



Print



Insert the staple cartridge while gripping the orange lever until you hear it click into place. Close the front cover of the finisher.

The use of staple cartridges not recommended by Xerox may impair quality and performance. Use only staple cartridges recommended for the machine.



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## Maintenance

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## Loading Staples - Light Production Finisher



Print



Make sure the machine has stopped, then open the right cover on the finisher.



## Maintenance

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## Loading Staples - Light Production Finisher



Print



Slightly lift the staple cartridge, as shown.



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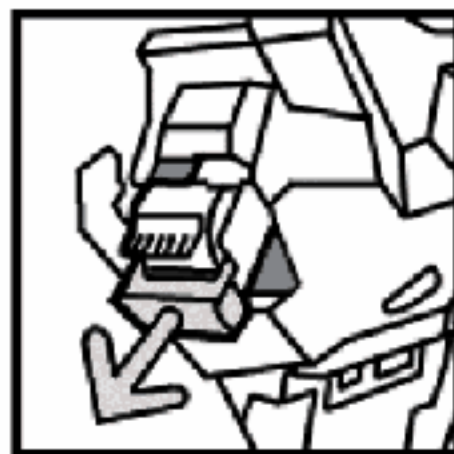


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## Loading Staples - Light Production Finisher



Pull the staple cartridge straight out of the machine.



## Maintenance

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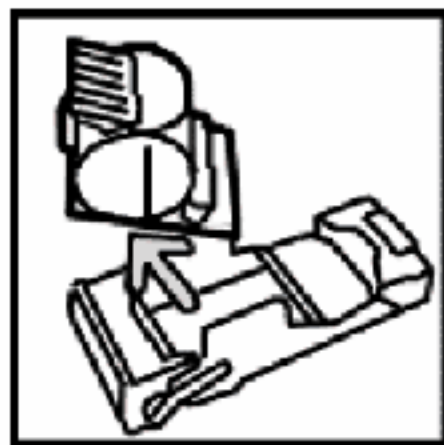


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## Loading Staples - Light Production Finisher



Remove the staple cartridge from the staple case.



## Maintenance

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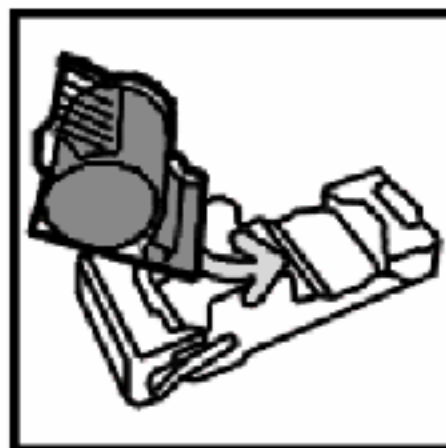
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## Loading Staples - Light Production Finisher



Print



Insert a new staple cartridge into the staple case.



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## Maintenance

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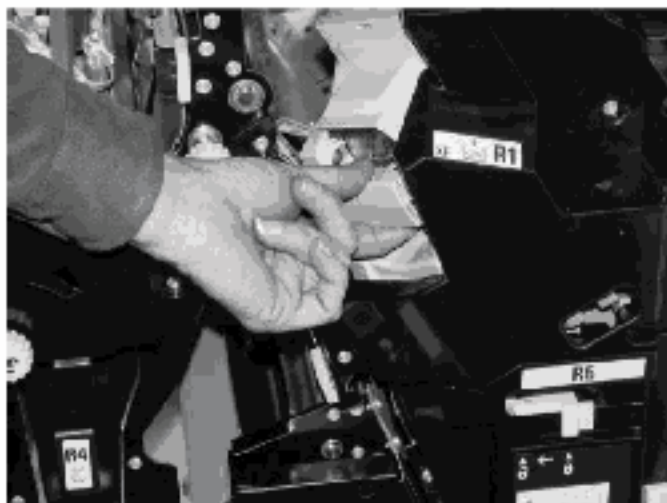
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## Loading Staples - Light Production Finisher



Print



Push the cartridge back to its original position.



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## Maintenance

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## Loading Staples - Light Production Finisher



Print




Push the cartridge down until it clicks into place.



## Maintenance

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## Loading Staples - Light Production Finisher



Close the right cover on the finisher.



## Maintenance

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## Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher



Print



When a Professional Finisher or Light Production Finisher is installed and it is time to replace the booklet staple cartridge, a message appears on the display. When this message appears, replace the booklet staple cartridge with a new one. This procedure shows you how to remove an empty booklet staple cartridge from the Professional Finisher or Light Production Finisher and replace it with a new booklet staple cartridge.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher



Print



To gain access to the staple cartridge, make sure the machine has stopped, and open the Front Door.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

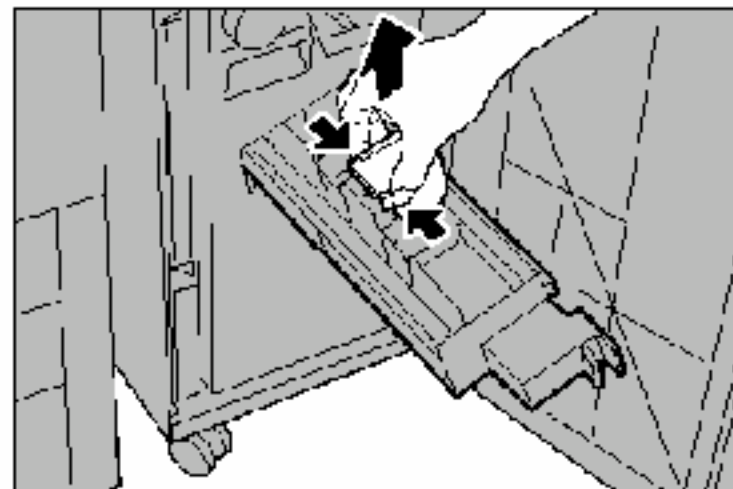
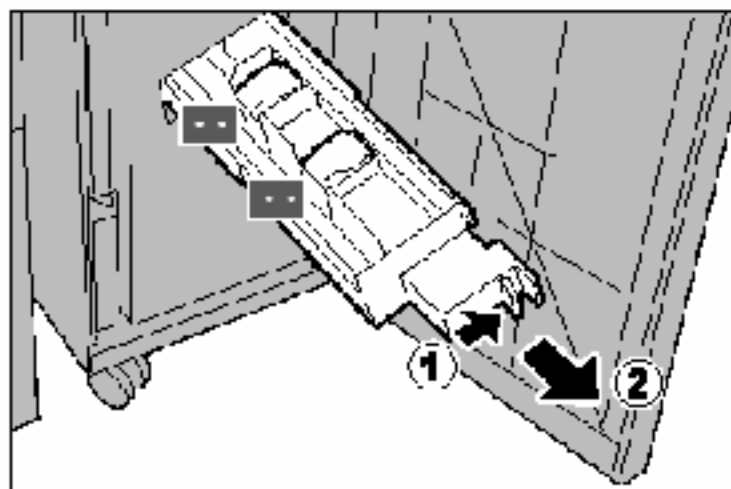
When you have completed the topic select the [Previous Menu] button below.

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## Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher



Print



Press the levers R2 and R3 to the right, and pull out the unit. Hold the tabs of the booklet staple cartridge, and then lift to remove it.

Dispose of the staple cartridge according to the instructions contained in the new staple cartridge box.



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## Maintenance

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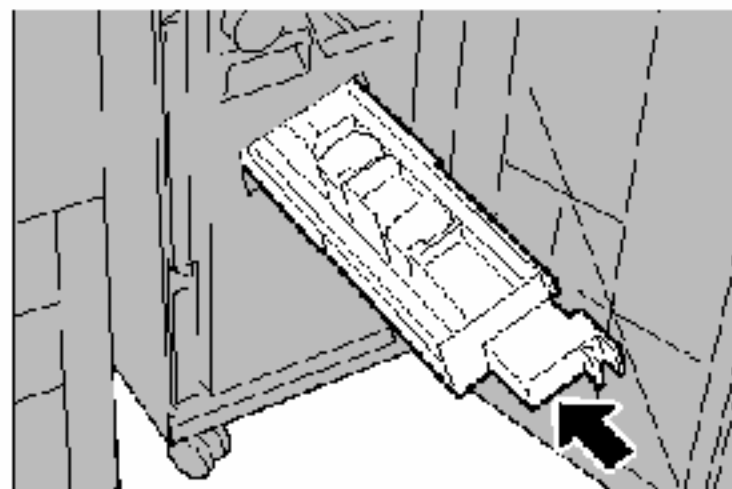
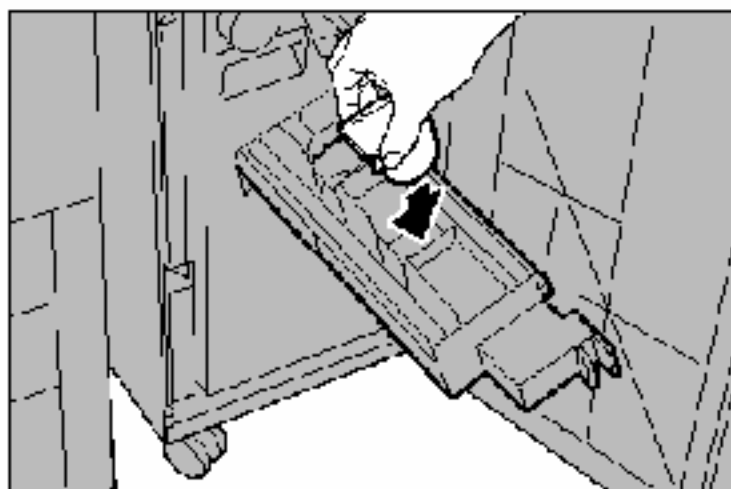
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## Loading Booklet Maker Staples - Professional Finisher or Light Production Finisher



Print



Open a new staple cartridge. Holding the tabs of the new booklet staple cartridge, return the cartridge to the original position and gently push it until you hear it click into place. Return the unit to its original position and close the front door.



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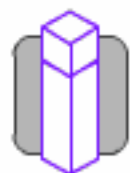
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## Maintenance

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## Emptying the Hole Punch Waste Container



Print



The hole punch waste container is a catch tray that collects the waste punched paper. Your machine will prompt you when the hole punch waste container needs emptying.

This procedure shows you how to empty the hole punch waste container.





## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Emptying the Hole Punch Waste Container



Print



Make sure the machine has stopped. Open the Finisher Front Door and slide the hole punch waste container (R4) out of the finisher. Dispose of the waste punched paper in the waste bin.



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## Maintenance

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## Emptying the Hole Punch Waste Container



Make sure the machine has stopped. Open the Finisher Front Door and slide the hole punch waste container (R4) out of the finisher. Dispose of the waste punched paper in the waste bin.



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## Maintenance

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## Emptying the Hole Punch Waste Container



Install the emptied hole punch waste container, ensuring that the container is inserted correctly. Close the Finisher Front Door.

That completes the procedure for emptying the hole punch waste container.



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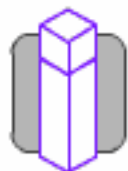
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## Customer Replaceable Units

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

**Replacing the Drum Cartridges**

**Replacing the Toner Cartridges**

**Replacing the Fuser**

**Replacing the Charge Corotron**

**Replacing the Waste Toner Container**



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Drum Cartridges



Print



This procedure shows you how to remove a used Drum Cartridge and replace it with a new Drum Cartridge. The machine will tell you when you need to order a new cartridge and when to install it. The Drum Cartridges can be recycled so please follow the disposal instructions you receive with the new items.

**CAUTION:** Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting for more than two minutes. Image quality may deteriorate when the drum cartridges are exposed to light.



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## Maintenance

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## Replacing the Drum Cartridges



Print



1. Replace drum cartridges while the machine is on. When the power is turned off, all information stored to the machine's memory will be erased.

**CAUTION:** Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting. Do not touch or scratch the surface of the drum. Doing so may result in unsatisfactory printing.



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## Maintenance

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## Replacing the Drum Cartridges



Print



2. Make sure the machine has stopped, and open the Front door.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Drum Cartridges



3. Pull down the R1-R4 handle.



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## Maintenance

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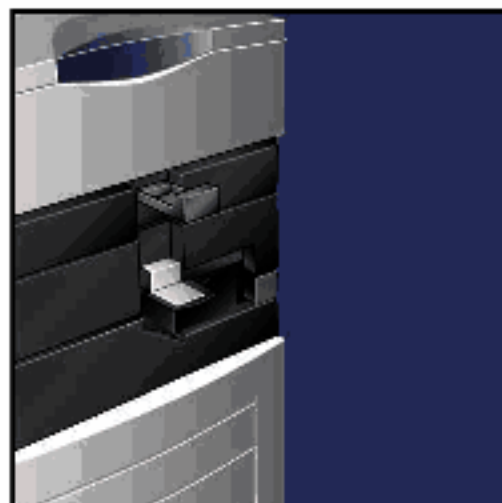
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## Replacing the Drum Cartridges



Print



4. Raise the Release Handle.



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## Maintenance

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## Replacing the Drum Cartridges



Print



5. Open a bag including a new drum cartridge. Place the new drum cartridge near the machine.

**CAUTION:** Do not touch or scratch the surface of the drum when you take it out from the bag.

**CAUTION:** Remember to minimize the amount of time that the drum cartridge is exposed to light. Exposure for more than two minutes may result in light shock to the drum.



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## Maintenance

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## Replacing the Drum Cartridges



Print



6. Unwrap the sheet covering the new drum cartridge and place it under the cartridge. Some drum cartridges may include a protective film. Remove the the film on the drum cartridge, if it is present.

Open the Drum Drawer.



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## Maintenance

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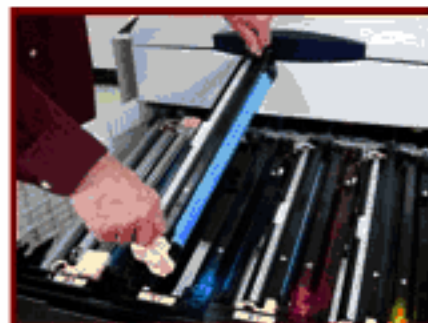
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## Replacing the Drum Cartridges



Print



7. Remove the old drum cartridge by holding the finger rings provided at the both ends of the drum cartridge and gently lifting up.



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## Maintenance

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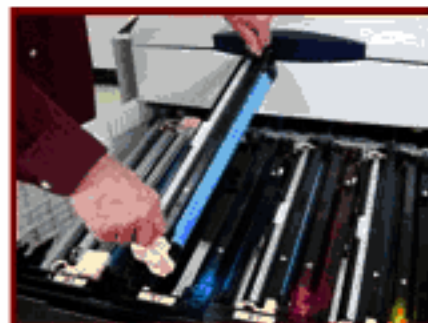
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## Replacing the Drum Cartridges



Print



8. Grip the finger rings provided at the both ends of the new drum cartridge. Do not touch the surface of the drum cartridge.



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## Maintenance

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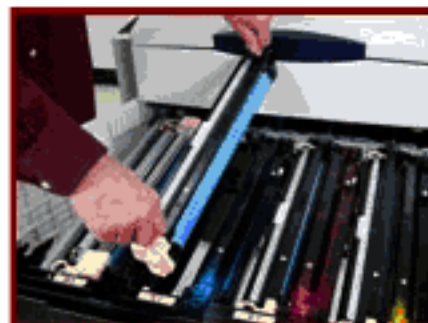
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## Replacing the Drum Cartridges



Print



9. Place the new drum cartridge in the machine following the guides with the side marked front facing the front.



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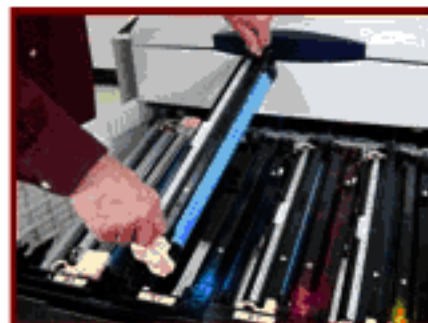
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## Replacing the Drum Cartridges



Print



10. Press both ends of the drum cartridge to place it in a horizontal position.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Drum Cartridges



Print



11. Immediately close the Drum Drawer to protect the other drums from light.

**CAUTION:** Remember to close the Drum Drawer - Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting. Do not touch or scratch the surface of the drum. Doing so may result in unsatisfactory printing.



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## Maintenance

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## Replacing the Drum Cartridges



Print



12. Return the Release Handle to its original position.



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## Maintenance

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## Replacing the Drum Cartridges



Print



13. Return the R1-R4 handle to the original position and close the front door.



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## Maintenance

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## Replacing the Drum Cartridges



Print



14. Insert the used drum cartridge into an empty container for recycling.

That completes the procedure for replacing the Drum Cartridges.



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## Maintenance

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Glossary

## Replacing the Toner Cartridges



Print



This procedure shows you how to remove a used toner cartridge and replace it with a new toner cartridge. The machine will notify you when a new toner cartridge is needed, and when installation is to occur. If you continue copying or printing without replacing the toner cartridge, a message will appear and the machine will stop after copying or printing around 1,800 pages for Black, or around 1200 pages for Cyan, Magenta and Yellow.

Follow the disposal instructions for the old cartridge when you receive with the new cartridge.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Toner Cartridges



1. Replace the toner cartridge while the machine is on. Open the toner cover, located just above the machine front door.



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## Maintenance

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## Replacing the Toner Cartridges



Print



2. Lay paper on the floor before removing the cartridge. This will allow any excess toner to fall on the paper. Hold the handle of the color indicated in the message, and gently pull it out.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Toner Cartridges



Print



3. Remove the toner cartridge by holding the handle on the top of the cartridge while gently pulling it straight out. Be careful to not get toner on clothing.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Toner Cartridges



Print



4. Dispose the toner cartridge as normal office waste or recycle the cartridge.



## Maintenance

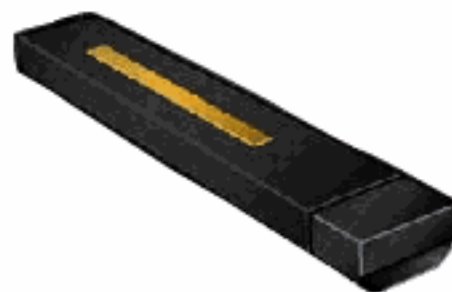
These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Toner Cartridges



5. Remove the new toner cartridge from its packaging.



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## Maintenance

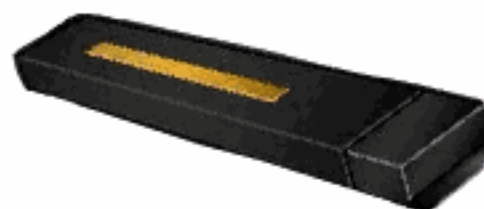
These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Toner Cartridges



6. Gently tilt the new cartridge up and down, and then left and right to redistribute the toner.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Toner Cartridges



7. Install the toner cartridge by aligning the arrows on the cartridge evenly with the printer until you hear a click.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Toner Cartridges



Print



8. Close the Front Door. If the door will not close completely, make sure the cartridge is in the lock position and the toner cartridge is installed into the appropriate toner location.

**CAUTION:** Never use a vacuum cleaner when you clean spilled toner. It can cause explosion as the toner fills the vacuum cleaner and gets sparks. Use a broom or a cloth moistened with a neutral detergent.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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Home

# Replacing the Toner Cartridges



Print




That completes the procedure for replacing the toner cartridge.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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Glossary

## Replacing the Fuser



Print



This procedure shows you how to remove a used Fuser and replace it with a new Fuser. The machine will tell you when you need to install a new one. The Fuser can be recycled so please follow the disposal instructions you receive with the new cartridge.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



Print



1. Make sure the machine has stopped running, and open the Front Door.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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Glossary

## Replacing the Fuser



Print



2. Grasp **Handle #2** and turn it to the unlocked position.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



Print



00:10:00



Warning: To avoid burns wait at least 5-10 minutes after powering off the printer to allow the fuser to cool down, and observe warning labels inside.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



Print



3. Carefully pull out the Transfer Module.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



Print



4. Grab and lift the Amber-Gold colored handle only, lift and pull up and out of the Transfer Module.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



Print



5. Dispose the fuser as normal office waste or recycle the fuser.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



Print



6.Remove the new fuser from its packaging.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



Print



7. Insert the Fuser into the Transfer module while holding the Amber-Gold handle.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



Print



8. Close the Transfer module.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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**XEROX**

## Replacing the Fuser



9. Turn **Handle #2** to the locked position.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



Print



10. Close the Front Door of the printer.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Fuser



Print



That completes the procedure for replacing the Fuser.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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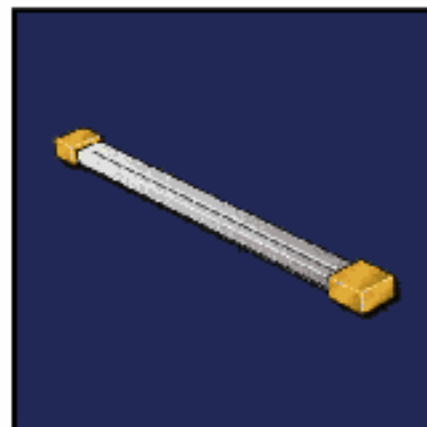
Enter a key word.

Search

## Replacing the Charge Corotron



Print



This procedure shows you how to remove the used Charge Corotron and replace the machine with a new Charge Corotron. The machine will tell you when you need to order a new one and when to install it.

**CAUTION:** Do not expose this item to direct sunlight or strong light from indoor fluorescent lighting. Image quality may deteriorate when these are exposed to light for more than two minutes.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Charge Corotron



Print



1. Make sure the machine has stopped running.
2. Open the Front Door.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Charge Corotron



Print



3. Pull down the R1-R4 handle.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Charge Corotron



Print



4. Raise the Release Handle.



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## Maintenance

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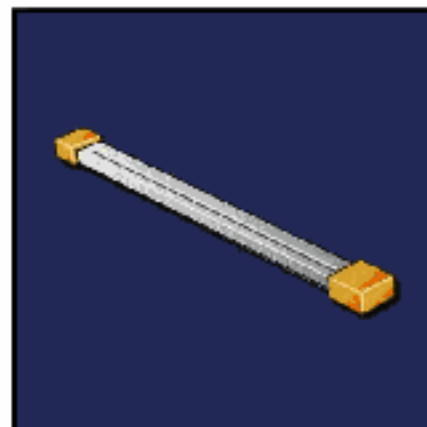
Enter a key word. ▶

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## Replacing the Charge Corotron



Print



5. Open the packaging for the new Charge Corotron and gently place the new Charge Corotron on a flat surface near the machine.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Charge Corotron



Print



6. Pull out the Drum Drawer.

**CAUTION:** Remember to minimize the amount of time that the drum cartridges are exposed to light. Exposure for more than two minutes may result in light shock to the drums.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Charge Corotron



Print



7. Grasp both of the Amber-Gold colored casings on the old charge corotron and push towards the back of the machine. You will hear a clicking noise indicating that it is being released.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Charge Corotron



Print



8. Remove the old charge corotron by holding the finger rings provided at the both ends of the charge corotron and gently pulling straight up.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Charge Corotron



Print



9. Gently lower the new charge corotron into the machine straight down, and not at an angle.



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## Maintenance

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## Replacing the Charge Corotron



Print



10. Grasp the Amber-Gold colored casings on the new charge corotron and pull towards the front of the machine until you hear a clicking noise to indicate the charge corotron is in place.



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## Maintenance

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## Replacing the Charge Corotron



Print



11. Push in the Drum Drawer completely. Return the Release Handle to its original position.

**CAUTION:** Remember to close the Drum Drawer - Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting. Do not touch or scratch the surface of the drum. Doing so may result in unsatisfactory printing.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Charge Corotron



Print



12. Return the R1-R4 handle to the original position and close the front door.



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## Maintenance

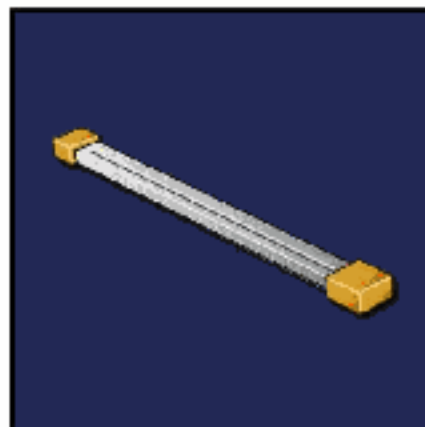
These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Charge Corotron



13. Insert the used charge corotron into an empty container for recycling.

That completes the procedure for replacing the Charge Corotron.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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Glossary

## Replacing the Waste Toner Container



Print



This procedure shows you how to remove the used Waste Toner Container and replace it with a new Waste Toner Container. The machine will tell you when you need to order a new Container and when to install it.



## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Waste Toner Container



Print



1. Make sure the machine has stopped running, and open the Front Door.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Waste Toner Container



Print



2. Open the waste toner container cover, located to the right of the Area #2 lever.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Waste Toner Container



Print



3. Grip the handle of the waste toner container and pull out about half of it.



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## Maintenance

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## Replacing the Waste Toner Container



4. Hold the center part on the top of the container, and then remove it.

**CAUTION:** Never use a vacuum cleaner when you clean spilled toner. It can cause explosion as the toner fills the vacuum cleaner and gets sparks. Use a broom or a cloth moistened with a neutral detergent.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Waste Toner Container



5. Hold the used waste toner container firmly with both hands and put it into the provided plastic bag.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Waste Toner Container



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6. Hold the center part on the top of a new container and insert it until it comes to a stop.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Waste Toner Container



7. Close the waste toner container cover.



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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Replacing the Waste Toner Container



Print



8. Close the front cover door.

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## Maintenance

**Locating the Serial Number**

**Usage Counters**

**Ordering Supplies**

**Cleaning your machine**

**Adjusting Trays 3 and 4**

**Loading Paper and Media**

**Loading Staples**

**Emptying the Hole Punch Waste Container**

**Customer Replaceable Units**

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## Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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## Further Assistance

The online help system provides you with additional information using messages, screen instructions and animated graphics. The help screens can be viewed in the Services, Job Status and Machine Status modes.

*NOTE: Jobs cannot be programmed when using the Help screen.*



Print



Help (?) button



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## Maintenance

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## Further Assistance

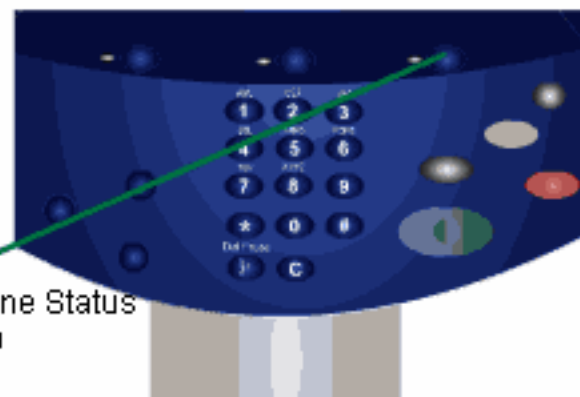
For additional help visit our Customer Web Site at [www.xerox.com](http://www.xerox.com) or contact the Xerox Welcome and Support Center quoting the machine serial number.

The customer support number and machine serial number can be viewed by:

1. Selecting the **Machine Status** button on the control panel.
2. Selecting the **Machine Information** tab.



Print



Machine Status button

**Machine Status**

Machine Information | Faults | Supplies | Billing Information | Tools

General Information

Customer Support:  
[www.xerox.com](http://www.xerox.com)  
 1204567890

Machine Serial Number:  
 X884-000000000

Current System Software  
 001.000001.000001

IP Address:  
 10.123.121.45

Paper Tray Status

Print Reports



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## Troubleshooting

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**Image Quality Problem**

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## Troubleshooting

### Problem Solving Procedure

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## Troubleshooting

These modules help you to solve common problems on your machine.

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## Problem Solving

### *Defining the Problem*

This section contains problem-solving procedures to help you locate and resolve a problem. The procedure will ask you to perform an action or test on the machine and will then ask you a question. Your answer will enable this program to confine the problem to a specific area of the machine. This action, question sequence will continue until the problem is resolved or you can go no further.

When you are ready to continue select the **Next** button above.



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## Troubleshooting

These modules help you to solve common problems on your machine.

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**Search**

## Problem Solving

### Defining the Problem

Some problems can be resolved by rebooting your machine. Power the machine OFF and ON using the ON/OFF switch at the front of your machine.

**CAUTION:** Wait approximately two minutes before turning the machine back ON

Be aware that any incomplete copy jobs in the queue will be lost.

**WARNING:** Use only the ON/OFF switch to reboot your machine. Damage may occur to your machine if power is removed by other means.

If after rebooting your machine, the problem has not been resolved select the **Next** button.



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## Troubleshooting

Problem Solving Procedure

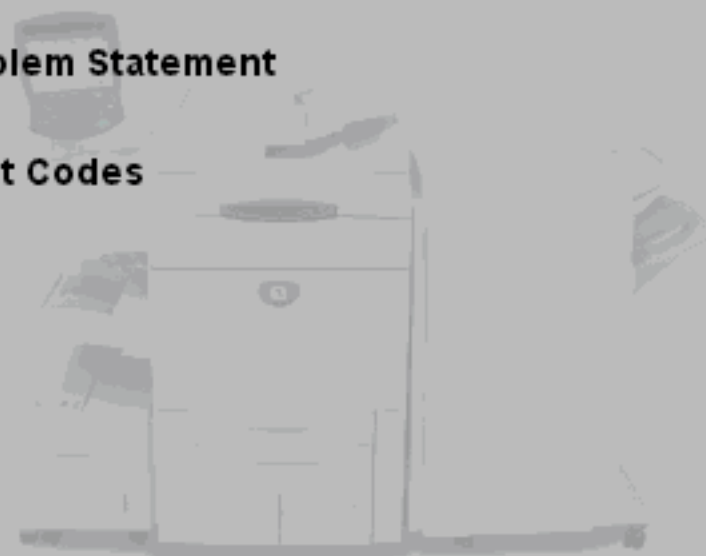
**Faults Overview**

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## Faults Overview

This section explains what happens when a fault occurs on your machine and how to use the fault messages and indications to clear the problem.

**Faults Overview**

**Fault Types**

**Fault Displays**


**Fault Logs**



## Troubleshooting

These modules help you to solve common problems on your machine.

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## Faults Overview



There are different categories of faults that can occur on your machine and different ways in which they are identified depending on the type of fault occurring.

This section gives an overview of the different types of faults and the way that faults are displayed and recorded.



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## Troubleshooting

These modules help you to solve common problems on your machine.

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## Faults Overview

### *Fault Types*

Your machine will generate three different fault types.

#### **Hard Down Faults**

Prevents a subsystem, module or component from functioning properly.

#### **User Clearable Faults**

Prevents the machine from operating properly, for example paper jams. The fault can be cleared by a user.

#### **Status Messages**

Informal messages that do NOT prevent the machine from operating, for example consumable replacement notification.



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## Troubleshooting

These modules help you to solve common problems on your machine.

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## Faults Overview

### *Fault Displays*

The machine has two main types of fault displays, Interrupting and Non-Interrupting. [Select the fault displays below for a description of each.](#)

#### **Interrupting**

Interrupting displays are presented automatically by the system. Depending on the type of fault presented, the screens may contain graphics, animations, instructional text and buttons for fault recovery options.

#### **Non -Interrupting**



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## Troubleshooting

These modules help you to solve common problems on your machine.

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## Faults Overview

### Fault Displays

The machine has two main types of fault displays, Interrupting and Non-Interrupting. [Select the fault displays below for a description of each.](#)

#### Interrupting

#### Non -Interrupting

Non-Interrupting displays consist of messages displayed in the Status Message Area of the screen.



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## Troubleshooting

These modules help you to solve common problems on your machine.

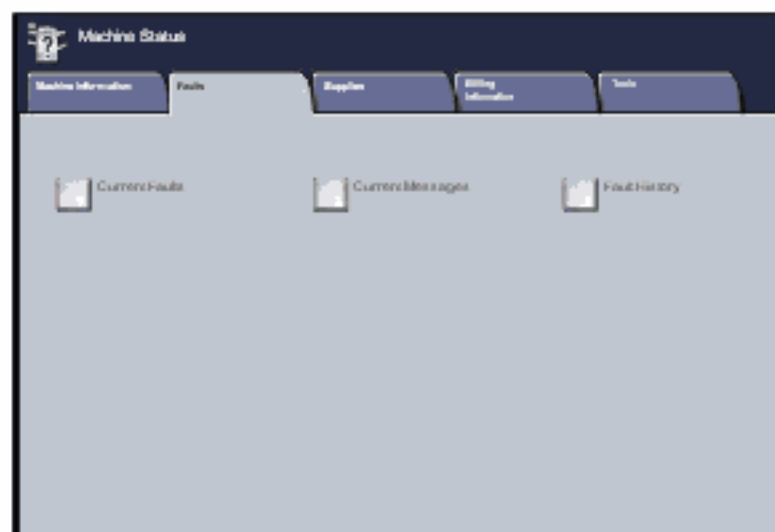
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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## Faults Overview

### Fault Logs



Your machine allows you to view **Current Faults**, **Current Messages** and the **Fault History**. The screens are viewed by selecting the **Machine Status** button on the Control Panel and then selecting the **Faults** tab.



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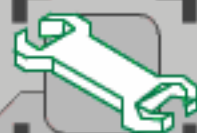


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## Troubleshooting

These modules help you to solve common problems on your machine.

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## Faults Overview

### *Paper Jams*



Paper and media jams happen for a variety of reasons. When a jam occurs, the machine presents instructions on the screen on how to remove the jam. To help prevent jams:

- Use only recommended media
- Store paper and media at a temperature between 10 and 32 degrees Celsius
- Do not use media that is torn, wrinkled or folded
- Ensure the paper tray is not overloaded

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## Troubleshooting

These modules help you to solve common problems on your machine.

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## Fault Types



Your machine has three fault types, Hard Down Faults, User Clearable Faults and Status Messages.

Within each fault type there are subgroups of fault categories relating to the effect the fault has on the machine operation. The fault display generated for each fault depends on the category of that fault.



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## Troubleshooting

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## Fault Types

### Hard Down Faults

Hard Down Faults prevent a subsystem, module or component from functioning properly.

[Select the three categories of Hard Down Faults below for a description of each.](#)

### Low Level Fault

Failure Fault

Fatal Fault

#### Low Level Fault

A Low level Fault occurs when a subsystem or module is unable to function correctly. For example, if during a stapler job a fault is detected, the print and copy features are still functional but the stapler is unavailable.



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## Troubleshooting

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## Fault Types

### Hard Down Faults

Hard Down Faults prevent a subsystem, module or component from functioning properly.

Select the three categories of Hard Down Faults below for a description of each.

Low Level Fault

### Failure Fault

Fatal Fault

#### Failure Fault

A Failure Fault is declared when a low level fault causes a major subsystem to function incorrectly. For example, the fuser goes over temperature causing the print and copy features to become non-functioning.



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## Troubleshooting

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## Fault Types

### Hard Down Faults

Hard Down Faults prevent a subsystem, module or component from functioning properly.

Select the three categories of Hard Down Faults below for a description of each.

Low Level Fault

Failure Fault

**Fatal Fault**

#### Fatal Fault

A Fatal Fault occurs when a system wide failure exists that is unrecoverable. For example, the fuser module becomes inoperable.



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## Troubleshooting

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## Fault Types



### *Customer Clearable Faults*

A Customer Clearable Fault is a fault that can be cleared by the user. There are different levels of access to Customer Clearable Faults depending on the access rights of the user.

[Select the three categories of Customer Clearable Faults below for a description of each.](#)

Low Level Fault

Failure Fault

Reset Fault



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## Fault Types



### Customer Clearable Faults

A Customer Clearable Fault is a fault that can be cleared by the user. There are different levels of access to Customer Clearable Faults depending on the access rights of the user.

[Select the three categories of Customer Clearable Faults below for a description of each.](#)

### Low Level Fault

Failure Fault

Reset Fault

#### Low Level Fault

A Low Level Fault occurs when a subsystem has detected a customer clearable fault, for example, when a stapler runs out of staples. The print and copy features are still operable, but the stapler function is not.



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## Fault Types



### Customer Clearable Faults

A Customer Clearable Fault is a fault that can be cleared by the user. There are different levels of access to Customer Clearable Faults depending on the access rights of the user.

[Select the three categories of Customer Clearable Faults below for a description of each.](#)

Low Level Fault

### Failure Fault

Reset Fault

#### Failure Fault

A Failure Fault is declared when a Low Level Fault causes a major subsystem to become unavailable. For example, when a paper jam fault is detected, the print and copy functions are made inoperable until the paper jam is cleared by the user.

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## Fault Types



### Customer Clearable Faults

A Customer Clearable Fault is a fault that can be cleared by the user. There are different levels of access to Customer Clearable Faults depending on the access rights of the user.

Select the three categories of Customer Clearable Faults below for a description of each.

Low Level Fault

Failure Fault

**Reset Fault**

#### Reset Fault

A Reset Fault can be cleared by powering the machine to off and then to on.



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## Fault Types



### Status Messages

Status messages are informal messages that do not impact the machine from functioning properly.

Select the two categories of Status Messages below for a description of each.

### Warning Messages

Job Fault Messages

#### Warning Messages

Warning Messages are informational and usually have to do with replacing consumables. The messages warn the local user of impending problems, or actions, that need to be taken to avoid a fault occurring.

For example, if the fuser module is close to the end of its life, the machine displays a warning message that the fuser module needs to be replaced soon.

At this time the system sets a predefined limit until a Customer Clearable fault is declared to change the fuser module.



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## Troubleshooting

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## Fault Types



### Status Messages

Status messages are informal messages that do not impact the machine from functioning properly.

Select the two categories of Status Messages below for a description of each.

Warning Messages

### Job Fault Messages

#### Job Fault Messages

Job Fault Messages indicate a fault with the job, for example the required paper stock is unavailable. If a job is paused because of a fault, the user is required to take action to correct the condition, or to delete the job.



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## Fault Displays



All faults that affect the users of the machine are presented to the user by one of two methods:

Interrupting Fault Displays

Non-Interrupting Fault Displays



## Troubleshooting

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## Fault Displays

### *Interrupting Fault Displays*



Interrupting faults are presented if the associated fault affects the entire machine, where the machine is not capable of accepting input or output.

They are also presented if the associated fault affects the currently selected document service but does not affect another service, which can still be used.

The type of fault screen presented depends on the type of fault occurring.



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## Troubleshooting

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## Fault Displays

### *Interrupting Fault Displays*

Some fault displays present the user with fault recovery options. A selection of buttons allow you to choose a fault recovery option.

When an interrupting fault window is being displayed, any status messages associated with the displayed fault will be presented in the Status Message area.



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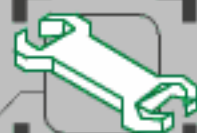


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## Troubleshooting

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## Fault Displays

### *Non-Interrupting Fault Displays*

Non-Interrupting Fault displays consist of messages displayed in the Status Message area. They do not affect the successful completion of a job from the current pathway.

For example, if the operator is currently in the Copy pathway and a fault occurs with printing, then a non-interrupting fault display is presented.



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## Fault Displays



Both Interrupting and Non-Interrupting fault displays are generated automatically by the machine and are displayed in the fault logs.

Once the conditions which resulted in the fault display being generated have been resolved, the display is removed.



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## Troubleshooting

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## Fault Logs



The **Faults** tab displays a list of errors that have or are currently occurring on your machine.

Access to the fault logs is via the Machine Status button on the control panel.

Select the **Machine Status** button on the control panel and the **Faults** tab on the touch screen.



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## Troubleshooting

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## Fault Logs



The **Faults** tab displays a list of errors that have or are currently occurring on your machine.

Access to the fault logs is via the Machine Status button on the control panel.

Select the **Machine Status** button on the control panel and the **Faults** tab on the touch screen.



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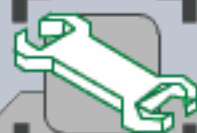


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## Troubleshooting

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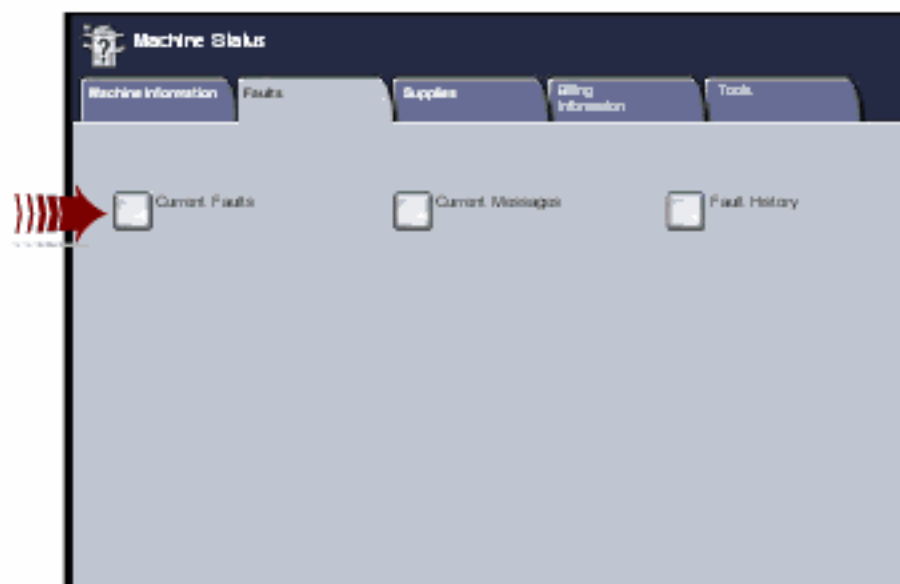
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## Fault Logs



There are 3 different fault logs to view, **Current Faults**, **Current Messages**, and **Fault History**. The faults displayed in all the logs are generated by the machine and automatically updated.

Select the **Current Faults** button.



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## Troubleshooting

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## Fault Logs

### Current Faults

The **Current Faults** screen displays a row for each active fault that has been detected by the machine. Entries are made each time a fault is detected and removed when the fault has been cleared.

When the **Instruction** button is selected, the fault clearance screens associated with the fault are displayed.

Fault Code	Fault Message
3-550	
3-550	

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## Troubleshooting

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## Fault Logs

### Current Messages

The **Current Messages** screen gives a description of each active fault detected by the machine. Entries are made each time a fault is detected and removed when the fault has been cleared.

The fault code generated by the machine and the message associated with each fault are displayed. The current messages are identical to the messages displayed at the top of the screen.

Current Messages		Close
Fault Code	Fault Message	
3-550	Calibration Cancelled	
3-550	Calibration Cancelled	

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## Troubleshooting

These modules help you to solve common problems on your machine.

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## Fault Logs

### Fault History

The **Fault History** screen contains a list of the last 20 faults detected by the machine.

This screen displays the fault code with the time and date when the error occurred.

Fault History					Close
	FaultCode	Date	Time	Image Count	Size
1	2-220	10/21/05	09:03:05	1	
2	2-220	10/21/05	10:45:08	4	

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## Interactive User Guide



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**How to...**



**Tutorials**



**Maintenance**



**Troubleshooting**



**Help**



## Troubleshooting

**Problem Solving Procedure**

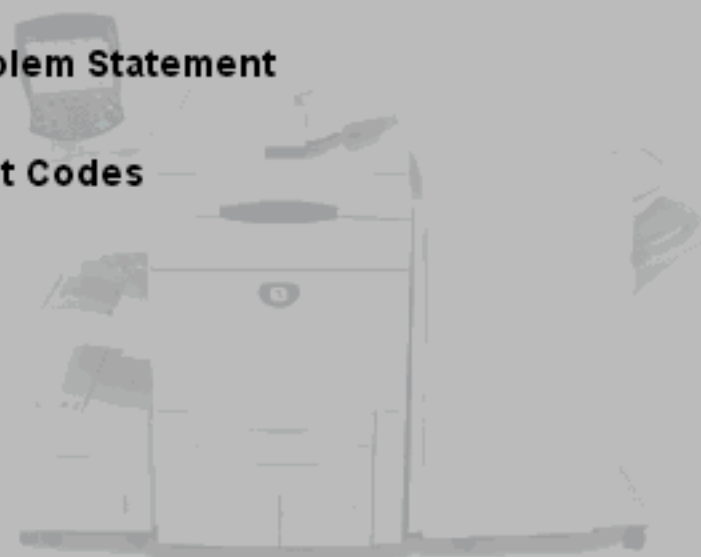
**Faults Overview**

**Jam Clearance**

**Image Quality Problem**

**Problem Statement**

**Fault Codes**





## Jam Clearance

On the rare occasion that a jam or misfeed occurs in your machine, use the topics below to help you clear the problem.

**Paper Jams**

**Staple Jams >>>**

**Hole Punch Jams**

**Document Feeder Jams**

**Bypass Tray Jam or Misfeed**



## Troubleshooting

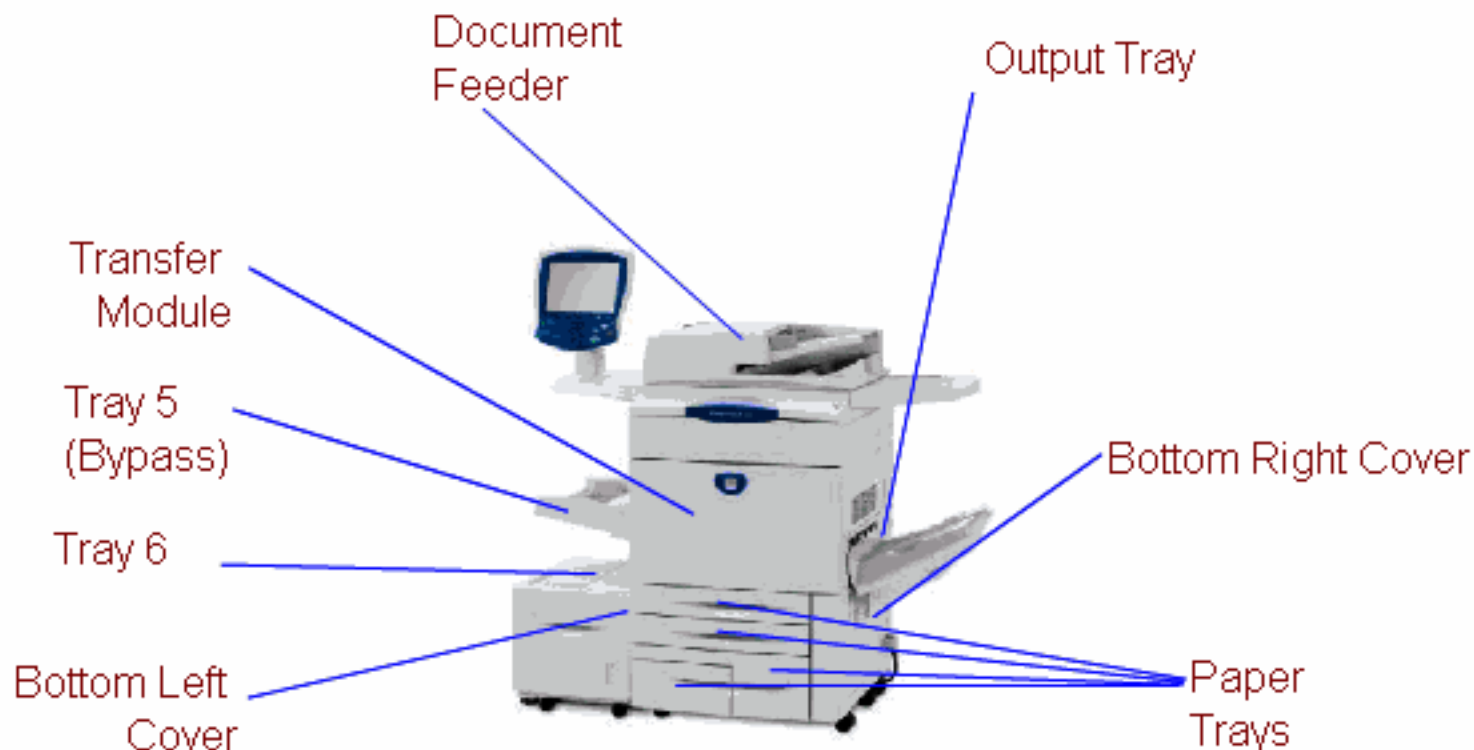
These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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## Paper Jams



The machine has designated paper jam clearance areas which are highlighted in the above figure. If a paper jam occurs, a fault screen opens displaying a message stating in which area the jam is situated. Click on an area to see how paper jams are cleared in that area.



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## Troubleshooting

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## Paper Jams

Area 1

Area 2

Area 3

Area 5

Area 4

Booklet  
Maker Tray

The **Advanced Finisher** and the **Professional Finisher (with Booklet Maker)** contain additional jam clearance areas. Click on an area to see how paper jams are cleared in that area.



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## Troubleshooting

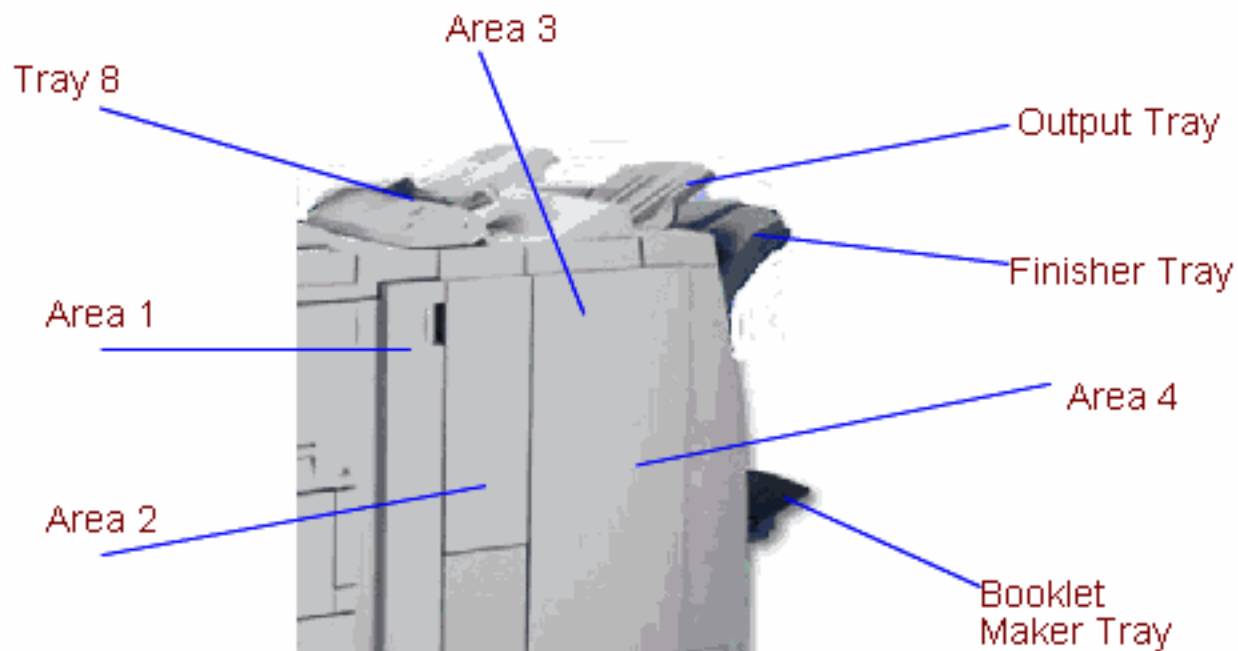
These modules help you to solve common problems on your machine.

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## Paper Jams



The **Light Production Finisher** contains additional jam clearance areas. Click on an area to see how paper jams are cleared in that area.



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## Troubleshooting

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## Paper Jams

### *Paper Hints and Tips*

If paper jams persist, or occur intermittently, check the following points:  
[Select the points below for an explanation of each.](#)

### Handling of Paper Stock

#### Storing of Paper Stock

To prevent jamming and for optimum printing results, observe the following when loading paper into the paper trays on your machine:

- 1 Do not combine and load paper from different reams into the tray (not applicable for High Capacity Trays which are designed to hold up to four reams of paper).
- 2 Do not use folded or wrinkled paper.
- 3 Do not load paper of varied sizes into the tray.
- 4 Always fan transparencies and shuffle labels before loading to prevent jamming or multi-sheet feeding.
- 5 Fanning of paper edges is not required, but may be beneficial with certain stocks in dry environments.



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## Paper Jams

### *Paper Hints and Tips*

If paper jams persist, or occur intermittently, check the following points:  
[Select the points below for an explanation of each.](#)

#### Handling of Paper Stock

#### Storing of Paper Stock

It is important for optimum printing that paper stock is stored correctly. Take note of the following when storing paper stock:

- 1 Store in a low humidity area. Damp paper may cause paper jams or poor image quality.
- 2 Do not open paper packages until they are required for use. The wrapper contains an inner lining that protects the paper from moisture.
- 3 Store on a flat surface to avoid folding or curling of paper stock.
- 4 Stack reams of paper carefully on top of one another to avoid crushing the edges. Do not stack more than five reams on top of each other.



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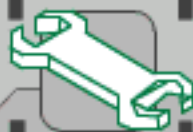


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## Troubleshooting

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## Staple Jam

[Advanced Finisher/Professional Finisher Staple Jam](#)

[Light Production Finisher Staple Jam](#)

[Booklet Maker Staple Jam](#)

Click on the appropriate Staple Jam type listed above to view the associated jam clearance instructions.



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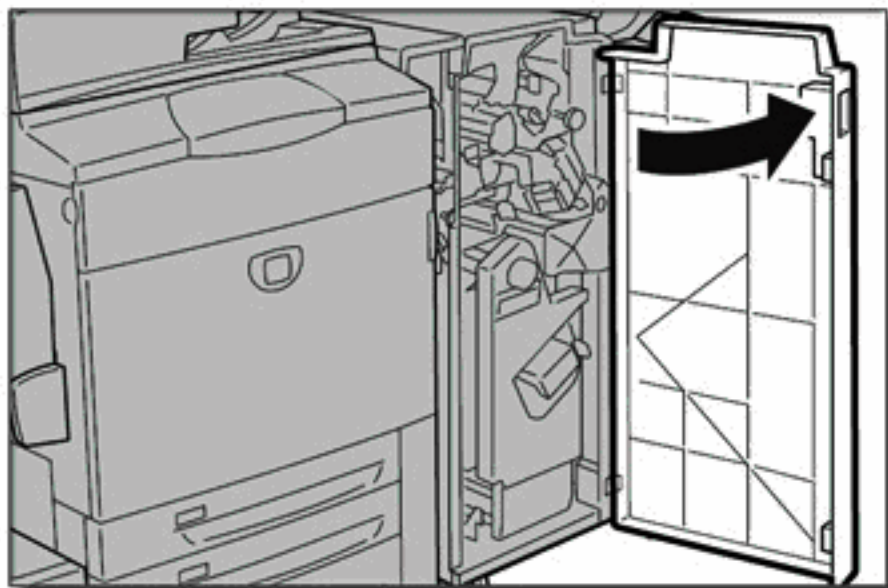
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## Staple Jam

### Advanced Finisher/Professional Finisher Staple Jam



Make sure that the machine has stopped before opening the front door of the finisher.



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## Troubleshooting

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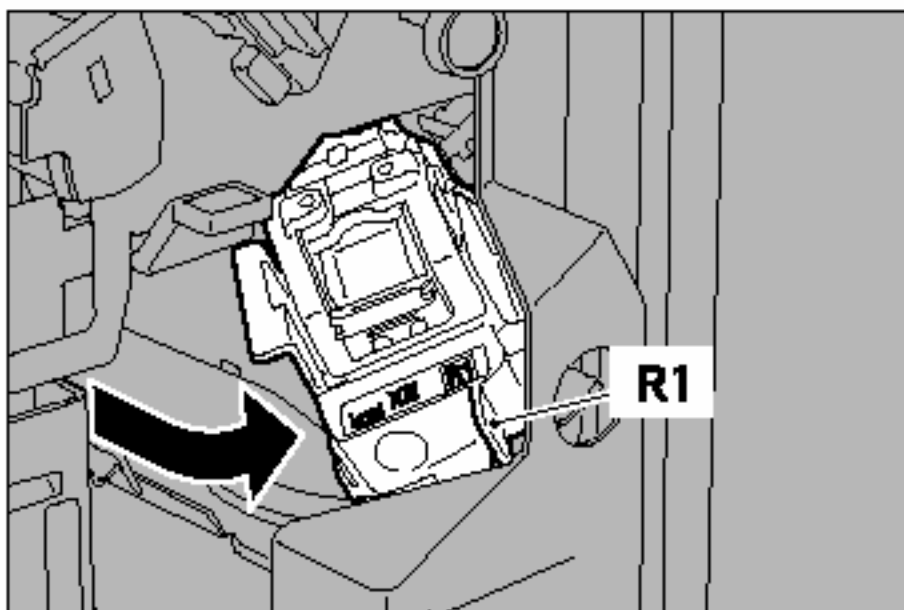
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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## Staple Jam

### Advanced Finisher/Professional Finisher Staple Jam



Grip the Handle R1 of the staple cartridge holder, and pull out the holder to the right towards you.

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## Troubleshooting

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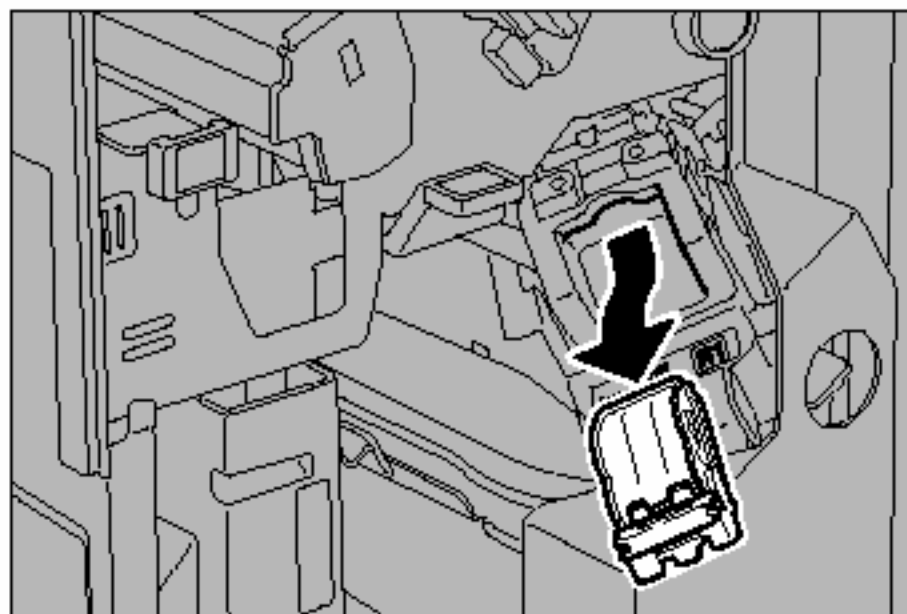
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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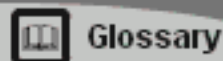
## Staple Jam

### Advanced Finisher/Professional Finisher Staple Jam



Remove the staple cartridge holder by gripping the orange lever.

The staple cartridge is firmly held in place. When you remove the staple cartridge, you must pull the cartridge out with some force.



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## Troubleshooting

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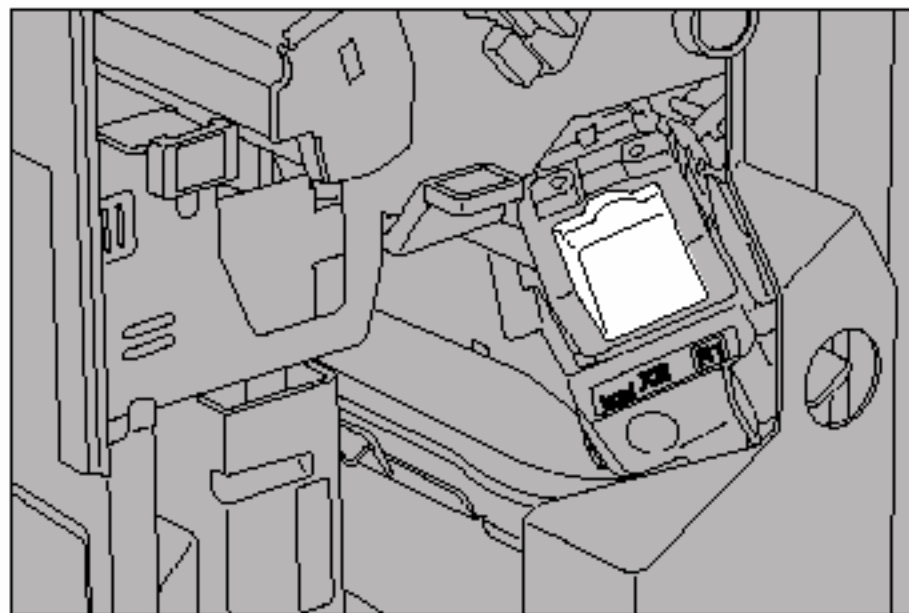
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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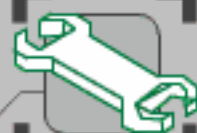
## Staple Jam

### Advanced Finisher/Professional Finisher Staple Jam



After removing the staple cartridge, check the inside of the finisher for any remaining staples.

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## Troubleshooting

These modules help you to solve common problems on your machine.

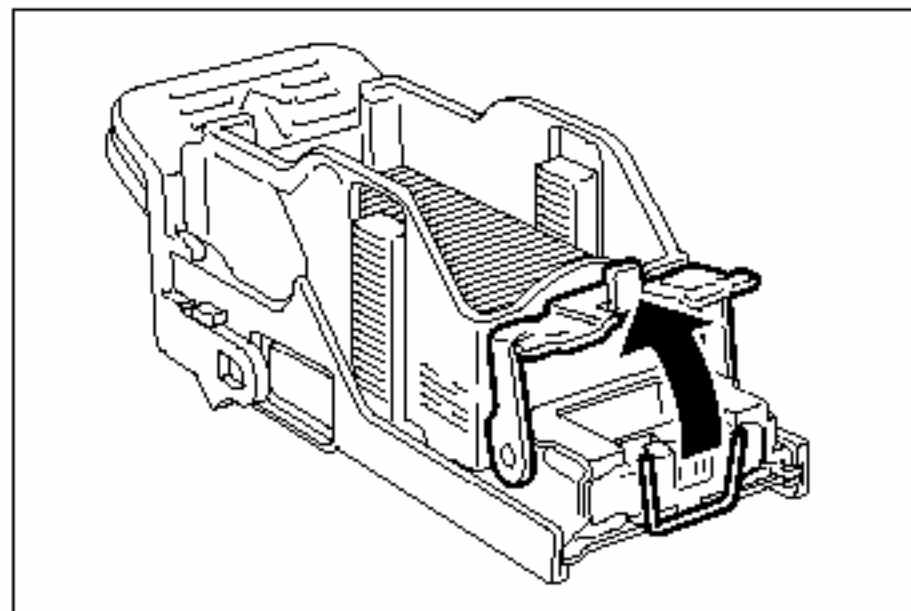
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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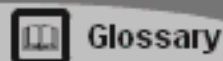
  

## Staple Jam

### Advanced Finisher/Professional Finisher Staple Jam



Pull up the metal part of the staple cartridge. Remove the jammed staples, and return the metal part pulled up in the previous step, to the original position.



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## Troubleshooting

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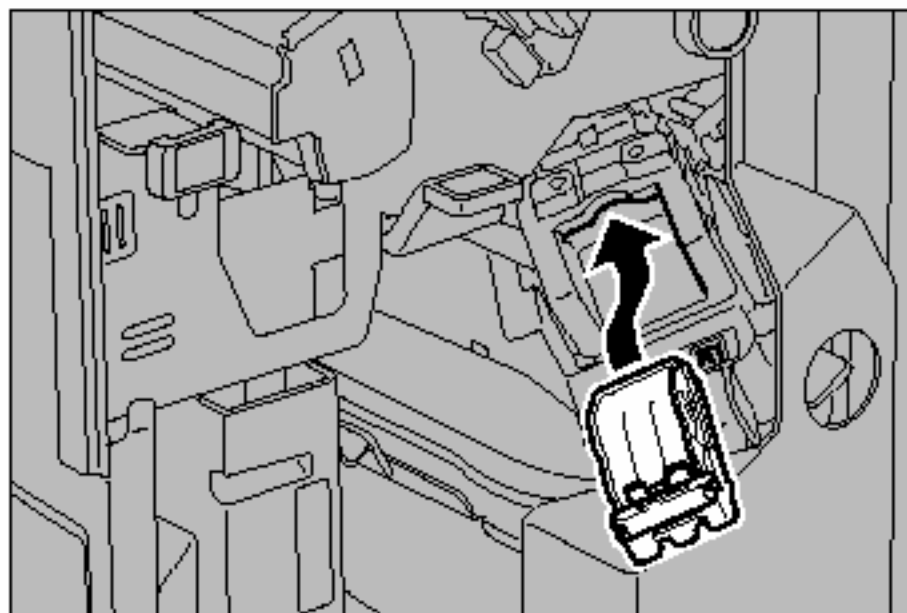
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## Staple Jam

### Advanced Finisher/Professional Finisher Staple Jam



Insert the staple cartridge while gripping the orange lever until you hear it click into place.



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## Staple Jam

### Light Production Finisher Staple Jam



Make sure that the machine has stopped before opening the front door of the finisher.



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## Staple Jam

### Light Production Finisher Staple Jam



Pull out the Staple Cartridge.



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## Staple Jam

### Light Production Finisher Staple Jam



After removing the staple cartridge, check the inside of the finisher for any remaining staples.



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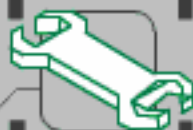


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## Troubleshooting

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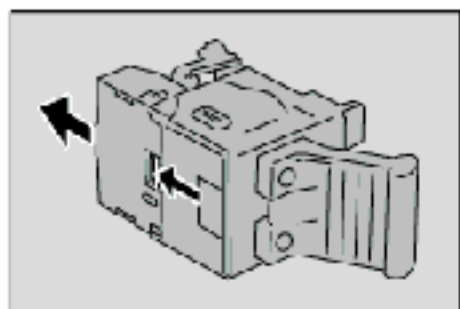
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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## Staple Jam

### Light Production Finisher Staple Jam



Open the staple cartridge cover and remove the jammed staple.

If the jammed staple cannot be removed, push the staple in the direction indicated by arrow.



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## Troubleshooting

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## Staple Jam

### Light Production Finisher Staple Jam



Return the staple cartridge to its original position until it clicks into place.

Close the Finisher door.



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## Troubleshooting

These modules help you to solve common problems on your machine.

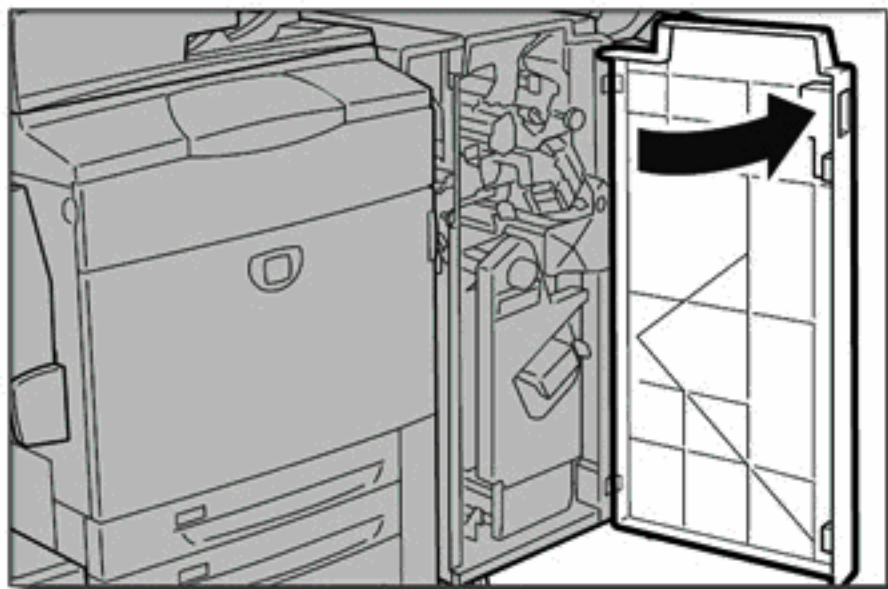
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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## Staple Jam

### Booklet Maker Staple Jam



Make sure that the machine has stopped before opening the front door of the finisher.



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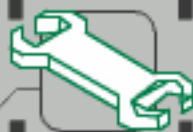


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## Troubleshooting

These modules help you to solve common problems on your machine.

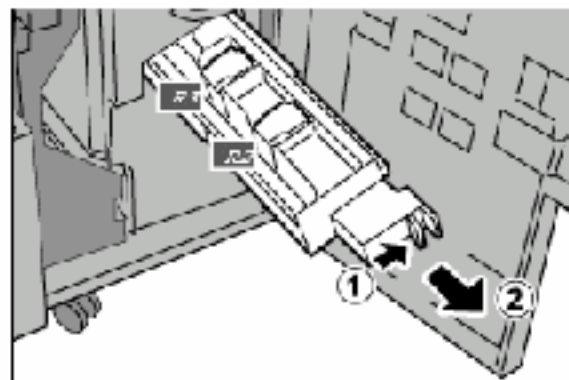
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

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## Staple Jam

### Booklet Maker Staple Jam



Press the levers together, then pull out the Booklet Maker Staple Cartridge.



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## Troubleshooting

These modules help you to solve common problems on your machine.

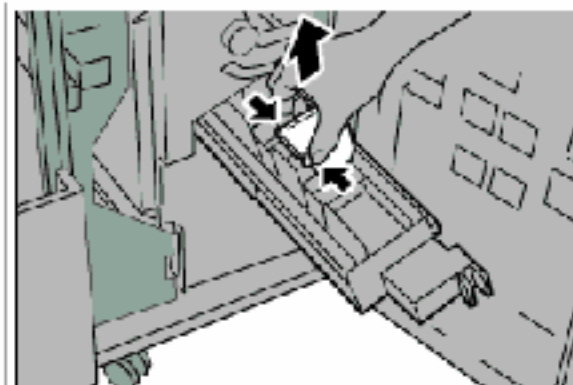
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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## Staple Jam

### Booklet Maker Staple Jam



Hold the tabs of the Booklet Maker Staple Cartridge to lift and remove it.



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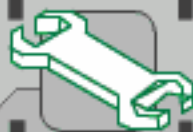


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## Troubleshooting

These modules help you to solve common problems on your machine.

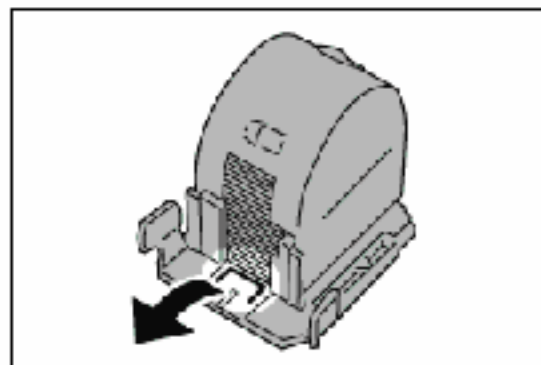
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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## Staple Jam

### Booklet Maker Staple Jam



Remove the jammed staples.



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## Troubleshooting

These modules help you to solve common problems on your machine.

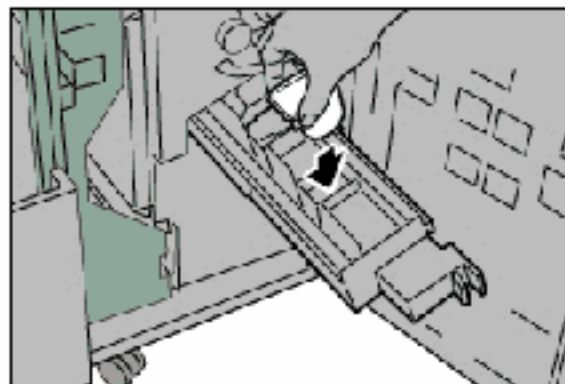
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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## Staple Jam

### Booklet Maker Staple Jam



Holding the tabs of the Booklet Maker Staple Cartridge, gently push the cartridge to its original position until it clicks into place.



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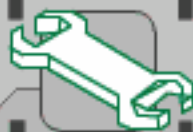


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## Troubleshooting

These modules help you to solve common problems on your machine.

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**Search**

## Staple Jam

### Booklet Maker Staple Jam



Return the unit to its original position and close the Finisher door.



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## Troubleshooting

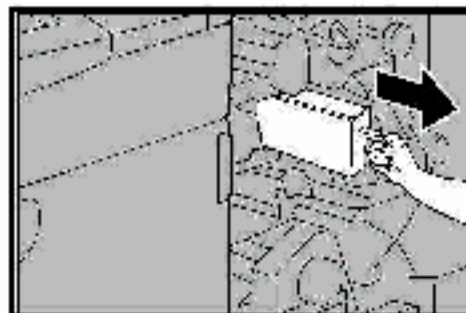
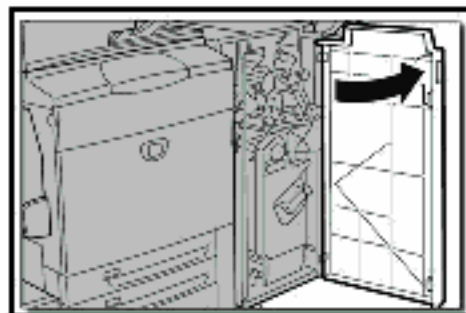
These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

## Hole Punch Jam



If the Hole Punch feature jams, remove and empty the Hole Punch Waste Container as well as removing the paper jam.

For more information on removing paper jams go to the topic titled [Paper Jams](#) within this module. Please select the output device below to view the relevant video for emptying the Hole Punch



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## Troubleshooting

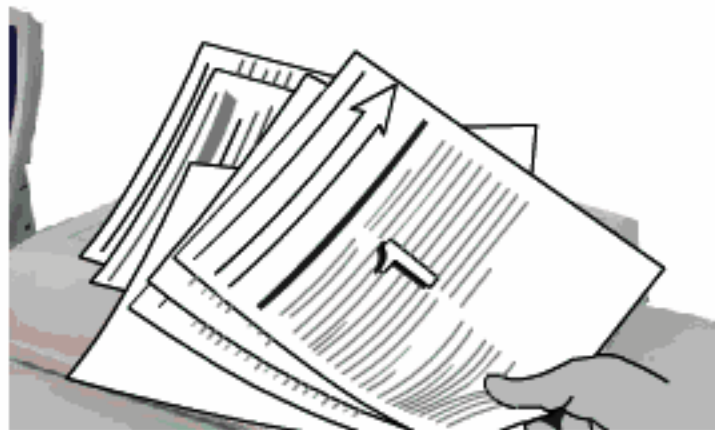
These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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## Document Feeder Jam



If a **Document Feeder jam** occurs, the touch screen will display a message identifying the jam area. If after clearing, the document feeder jams again, follow the steps on the following pages.



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## Troubleshooting

These modules help you to solve common problems on your machine.

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Enter a key word.

Search

## Document Feeder Jam



Check your originals. Ensure that your originals are of a good quality.

*NOTE: If you have poor quality originals, use the document glass to copy a new set.*

*NOTE: If using computer fanfold forms ensure that the perforations down each side of the sheet have been removed. When removed the forms can be loaded either short edge feed or long edge feed.*



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## Troubleshooting

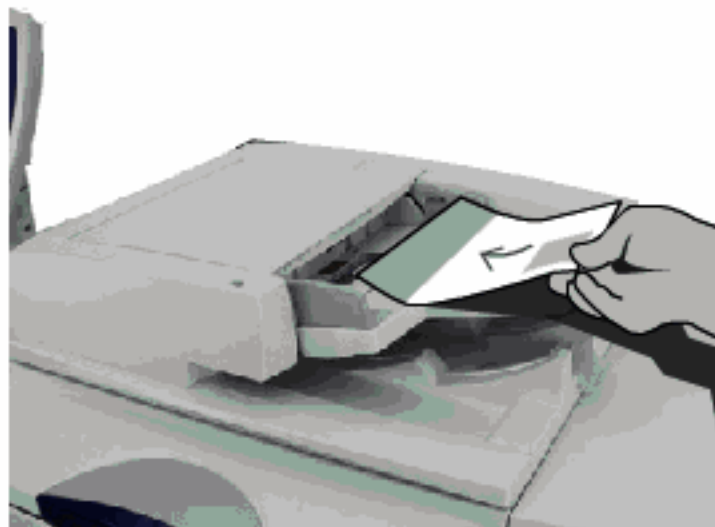
These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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## Document Feeder Jam



Ensure that the Document Handler guides are against the edges of the loaded originals.



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## Troubleshooting

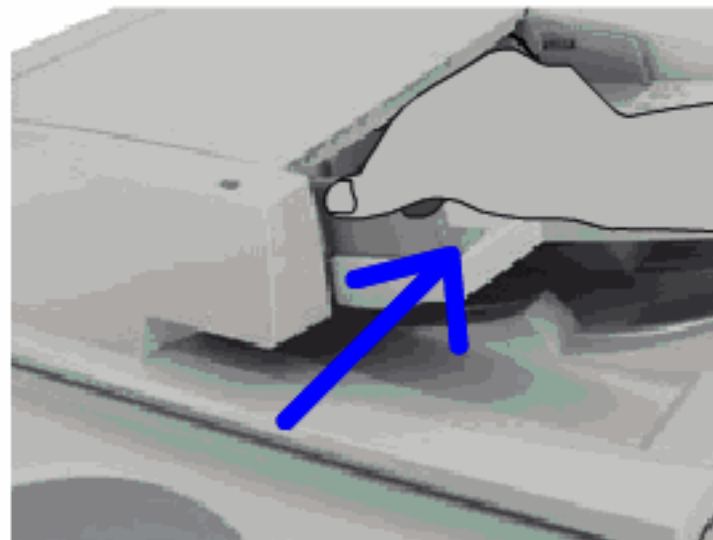
These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.


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## Document Feeder Jam



Ensure that the Document Handler guides are against the edges of the loaded originals.

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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

Search

## Document Feeder Jam



Check that your originals are within specification and that the loaded originals do not cover the maximum fill line on the document handler guides.

**Document Specification:** Loose leaf, 8.5"x5.5" to 11"x17", 13 - 32lb, Up to 250 sheets of 20lb.



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## Troubleshooting

These modules help you to solve common problems on your machine.

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Enter a key word.

  
**Search**

## Tray 5 (Bypass) Jam or Misfeed



Tray 5 (Bypass) Jams occur in the paper path clearance areas. The machine will display a message indicating the clearance area.

For more information on removing paper jams from these areas go to the topic titled [Paper Jams](#) within this module.

If after clearing the jam, the Tray 5 feeder jams or misfeeds again follow the steps on the following pages.



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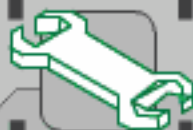


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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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## Tray 5 (Bypass) Jam or Misfeed



Fan the paper and load into the bypass tray. Ensure that the paper does not cover the maximum fill line.

*NOTE: Do not add paper to the tray when paper is already loaded. Instead, remove the paper and combine the additional paper with the paper from the tray and reload.*



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## Troubleshooting

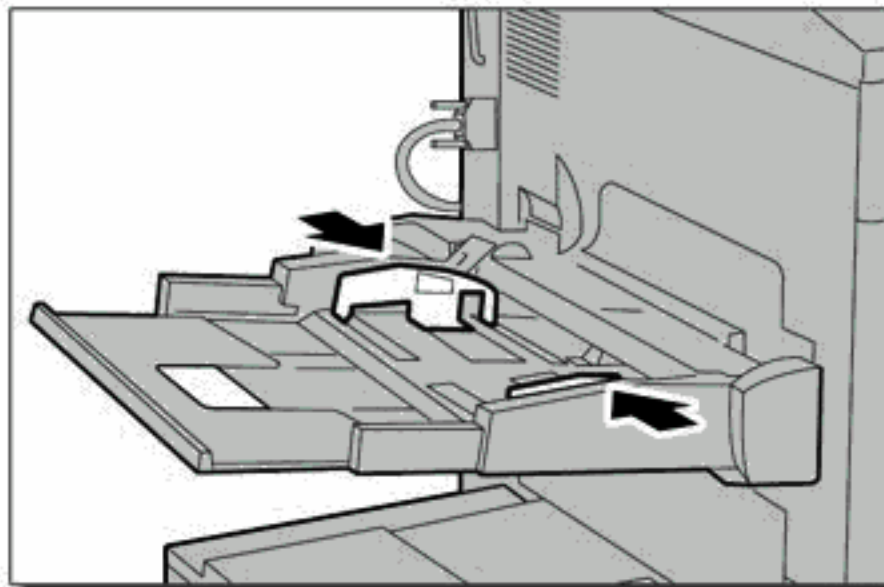
These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

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## Tray 5 (Bypass) Jam or Misfeed



Ensure that the Bypass Tray guides are against the edges of the loaded paper.

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## Troubleshooting

These modules help you to solve common problems on your machine.

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## Tray 5 (Bypass) Jam or Misfeed



Check that the Bypass Tray paper attributes are set correctly.



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## Interactive User Guide



**Getting Started**



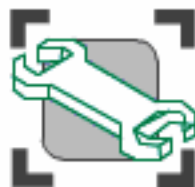
**How to...**



**Tutorials**



**Maintenance**



**Troubleshooting**



**Help**



## Troubleshooting

**Problem Solving Procedure**

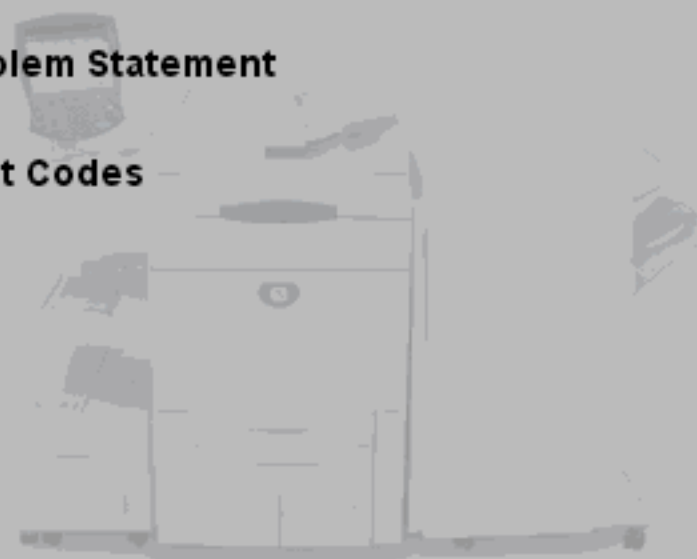
**Faults Overview**

**Jam Clearance**

**Image Quality Problem**

**Problem Statement**

**Fault Codes**





## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

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## Image Quality Problem

### *Defining the Problem*

This section contains problem-solving procedures to help you resolve an image quality problem. The procedure will ask you to perform an action or test on the machine and will then ask you a question. Your answer will enable this program to confine the problem to a specific area of the machine. This action, question sequence will continue until the problem is resolved or you can go no further.

When you are ready to continue select the **Next** button above.



Glossary

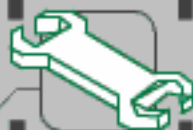


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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Enter a key word.

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## Image Quality Problem

### Defining the Problem

Some problems can be resolved by rebooting your machine. Power the machine OFF and ON using the ON/OFF switch at the front of your machine.

**CAUTION:** Wait approximately two minutes before turning the machine back ON

Be aware that any incomplete copy jobs in the queue will be lost.

**WARNING:** Use only the ON/OFF switch to reboot your machine. Damage may occur to your machine if power is removed by other means.

If after rebooting your machine, the problem has not been resolved select the **Next** button.



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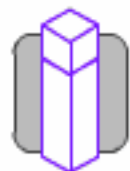
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## Interactive User Guide



**Getting Started**



**How to...**



**Tutorials**



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**Troubleshooting**



**Help**



## Troubleshooting

**Problem Solving Procedure**

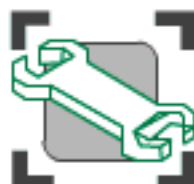
**Faults Overview**

**Jam Clearance**

**Image Quality Problem**

**Problem Statement**

**Fault Codes**



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

### ► Message will not clear

**Output >>>**

**Fax >>>**

**Touch Screen >>>**

**Power / Memory >>>**

**Documents will not feed  
correctly**

**Miscellaneous >>>**

### Message will not clear

- If the fault is a paper jam, ensure that all paper is removed from the appropriate area and that there are no hidden or small pieces of paper left behind.
- **Reboot** your machine by powering Off and ON using the On/Off button at the side of your machine.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

Message will not clear

► Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

► 8.5x11" original was not enlarged onto an 11x17" page

Deformed transparencies

Inserts have images printed on them

Output does not reflect the selections made

Output is not stacked correctly

Pages in the set are not stapled or drilled

Paper sometimes falls out of the stacker tray

Drilled paper holes are on the wrong side

**8.5x11" original was not enlarged onto an 11x17" page**

Select a percentage for enlargement, or select the required paper tray and **Auto % Reduce/Enlarge**.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

Message will not clear

8.5x11" original was not enlarged onto an 11x17" page

► Output >>>

► Deformed transparencies

Fax >>>

Inserts have images printed on them

Touch Screen >>>

Output does not reflect the selections made

Power / Memory >>>

Output is not stacked correctly

Documents will not feed correctly

Pages in the set are not stapled or drilled

Miscellaneous >>>

Paper sometimes falls out of the stacker tray

Drilled paper holes are on the wrong side

### Deformed transparencies

- Transparencies can only be loaded into the Bypass Tray.
- Check to see if **Transparencies** is selected on the touch screen. The machine automatically adjusts for different types of media, paper can tolerate more heat than transparencies.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

Message will not clear

8.5x11" original was not enlarged onto an 11x17" page

Deformed transparencies

► Output >>>

► Inserts have images printed on them

Fax >>>

Output does not reflect the selections made

Touch Screen >>>

Output is not stacked correctly

Power / Memory >>>

Documents will not feed correctly

Pages in the set are not stapled or drilled

Miscellaneous >>>

Paper sometimes falls out of the stacker tray

Drilled paper holes are on the wrong side

### Inserts have images printed on them

- Insert blank sheets of paper with the documents to mark each location for an insert.





## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

Message will not clear

8.5x11" original was not enlarged onto an 11x17" page

Deformed transparencies

Inserts have images printed on them

**Output does not reflect the selections made**

- Select the **Save** button, if appropriate, after each selection on the touch screen.

Output does not reflect the selections made

Output is not stacked correctly

Pages in the set are not stapled or drilled

Paper sometimes falls out of the stacker tray

Drilled paper holes are on the wrong side

► Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

Message will not clear

8.5x11" original was not enlarged onto an 11x17" page

Deformed transparencies

Inserts have images printed on them

Output does not reflect the selections made

► Output is not stacked correctly

Pages in the set are not stapled or drilled

Paper sometimes falls out of the stacker tray

Drilled paper holes are on the wrong side

### Output is not stacked correctly

- Ensure that the paper tray guides are locked in position against the paper.

► Output >>>

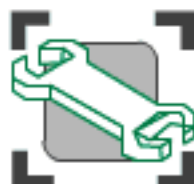
Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

Message will not clear

8.5x11" original was not enlarged onto an 11x17" page

Deformed transparencies

Inserts have images printed on them

Output does not reflect the selections made

Output is not stacked correctly

Pages in the set are not stapled or drilled

Paper sometimes falls out of the stacker tray

Drilled paper holes are on the wrong side

### Pages in the set are not stapled or drilled

- Check to see if the paper tray guides are locked into position against the paper.
- Select the option on the touch screen.
- Check that there are staples in the staple cartridge
- Empty the hole punch waste container.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

Message will not clear

8.5x11" original was not enlarged onto an 11x17" page

Deformed transparencies

Inserts have images printed on them

Output does not reflect the selections made

Output is not stacked correctly

Pages in the set are not stapled or drilled

Paper sometimes falls out of the stacker tray

Drilled paper holes are on the wrong side

### Paper sometimes falls out of the stacker tray

- When using large paper (11x17"), empty the stacker tray before commencing your job.

► Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>





## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

Message will not clear

8.5x11" original was not enlarged onto an 11x17" page

Deformed transparencies

Inserts have images printed on them

Output does not reflect the selections made

Output is not stacked correctly

Pages in the set are not stapled or drilled

Paper sometimes falls out of the stacker tray

▶ Drilled paper holes are on the wrong side

### Drilled paper holes are on the wrong side

- Ensure that the drilled paper is loaded correctly in the paper tray. The holes should be on the leading edge for Trays 1, 2, 3, 4, and 6, and on the trailing edge for the bypass tray.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

**Message will not clear**

**Output >>>**

► **An image is reduced on a transmission**

► **Fax >>>**

**The machine answers calls, but will not accept incoming data**

**Touch Screen >>>**

**Power / Memory >>>**

**The machine will not answer incoming calls**

**Documents will not feed correctly**

**Miscellaneous >>>**

### **An image is reduced on a transmission**

- Confirm the original size of the documents. Documents might be reduced based on the available paper supply at the receiving fax machine.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

**Message will not clear**

**Output >>>**

**Fax >>>**

**Touch Screen >>>**

**Power / Memory >>>**

**Documents will not feed correctly**

**Miscellaneous >>>**

**An image is reduced on a transmission**

**The machine answers calls, but will not accept incoming data**

**The machine will not answer incoming calls**

### **The machine answers calls, but will not accept incoming data**

- If the job contains several graphics, the machine might not have enough memory. The machine will not answer if memory is low.
- Remove stored documents and jobs and wait for existing jobs to complete. This will increase available memory.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

Message will not clear

Output >>>

► Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

An image is reduced on a transmission

The machine answers calls, but will not accept incoming data

► The machine will not answer incoming calls

### The machine will not answer incoming calls

- Set the machine **Auto Answer Delay to 0 seconds.**





## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

Message will not clear

Output >>>

Fax >>>

► **The Touch Screen is completely dark**

► **Touch Screen >>>**

Power / Memory >>>

**The Touch Screen is not bright enough**

Documents will not feed correctly

Miscellaneous >>>

### The Touch Screen is completely dark

- Check to see if the machine is in Energy Saver mode. Press the **Energy Saver** button on the control panel.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

Message will not clear

Output >>>

Fax >>>

► Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

The Touch Screen is completely dark

► The Touch Screen is not bright enough

### The Touch Screen is not bright enough

- Use the **Brightness Dial** on the left side of the control panel to adjust the brightness of the Touch Screen.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

**Message will not clear**

**Output >>>**

**Fax >>>**

**Touch Screen >>>**

➤ **Power / Memory >>>**

➤ **The machine will not power ON**

**Documents will not feed correctly**

**Miscellaneous >>>**

### The machine will not power ON

- Check the power cord installation.
- Firmly press the ON/OFF button.
- Check to see if the AC outlet is receiving voltage. (Connect another appliance to the outlet to verify voltage.)



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

**Message will not clear**

**Output >>>**

**Fax >>>**

**Touch Screen >>>**

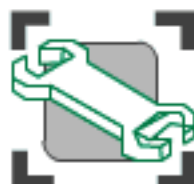
**Power / Memory >>>**

► **Documents will not feed correctly**

**Miscellaneous >>>**

### Documents will not feed correctly

- If you are experiencing problems feeding certain types of document ensure that the document media is suitable for the Document Handler. Check the **Document Specifications** in the **Getting Started** section of this program.  
- Alternatively you can place the documents on the Document Glass.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

Message will not clear

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

➤ **A fax or print document will not print, it is marked as Held in the queue**

**Received fax and report documents will not print**

**With an external control device connected, the machine appears ready, but users cannot log in**

**When printing to the professional finisher, booklet tray, the banner sheet is printed to the top tray.**

➤ **Miscellaneous >>>**

**A fax or print document will not print, it is marked as Held in the queue**

- Check the required resource is available. You might need to ask the machine administrator to change the settings.
- If the print document is a proof or secure print select the **Release** button.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

Message will not clear

A fax or print document will not print, it is marked as Held in the queue

Output >>>

Fax >>>

► Received fax and report documents will not print

Touch Screen >>>

Power / Memory >>>

With an external control device connected, the machine appears ready, but users cannot log in

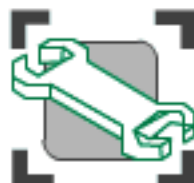
Documents will not feed correctly

When printing to the professional finisher, booklet tray, the banner sheet is printed to the top tray.

► Miscellaneous >>>

### Received fax and report documents will not print

- Check the fax enabled trays in **Machine Status**. You might need to ask the machine administrator to change the settings. For example, if you want a fax to print on blue paper and the machine administrator has disabled fax printing on blue paper, you cannot use it unless the machine administrator enables fax printing on that specific type of paper.
- Contact the machine administrator and ensure that the **Junk Fax** feature is not enabled in the Fax Setups.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

Message will not clear

A fax or print document will not print, it is marked as Held in the queue

Output >>>

Fax >>>

Received fax and report documents will not print

Touch Screen >>>

Power / Memory >>>

▶ With an external control device connected, the machine appears ready, but users cannot log in

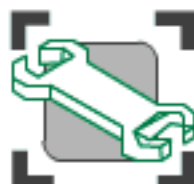
Documents will not feed correctly

When printing to the professional finisher, booklet tray, the banner sheet is printed to the top tray.

▶ Miscellaneous >>>

**With an external control device connected, the machine appears ready, but users cannot log in**

- Check the external device to ensure that it is properly connected and powered on.



## Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice. Click on any of the problems listed below to view possible causes and solutions.

Message will not clear

**A fax or print document will not print, it is marked as Held in the queue**

Output >>>

Fax >>>

**Received fax and report documents will not print**

Touch Screen >>>

Power / Memory >>>

**With an external control device connected, the machine appears ready, but users cannot log in**

Documents will not feed correctly

➤ **When printing to the professional finisher, booklet tray, the banner sheet is printed to the top tray.**

➤ Miscellaneous >>>

**When printing to the professional finisher, booklet tray, the banner sheet is printed to the top tray.**

- To print the banner sheet along with your booklets, the banner sheet must be loaded short edge feed in the paper tray.



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## Troubleshooting

**Problem Solving Procedure**

**Faults Overview**

**Jam Clearance**

**Image Quality Problem**

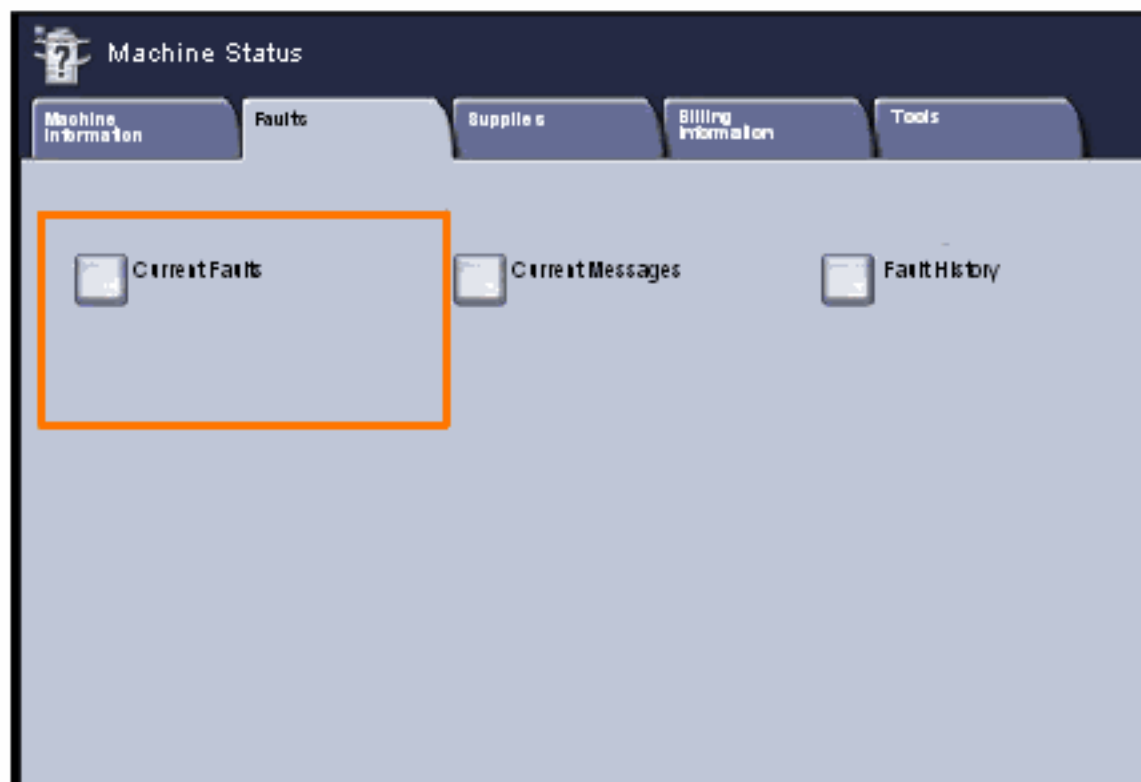
**Problem Statement**

**Fault Codes**



## Fault Codes

If a fault occurs on your machine, a fault code is generated and displayed in the **Current Faults** list accessed through the **Machine Status** button.



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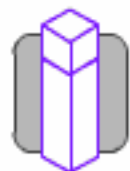
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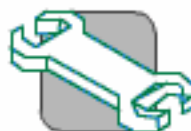
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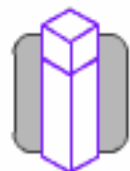
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## Program Overview



*Welcome to the Interactive User Guide for this machine.*

This interactive guide is designed to help you become familiar with the your new machine.

This comprehensive program delivers everything from configuring your machine, to making the most of its features and functions, allowing you to take productivity to the next level.





## Program Overview



### Customized Instructions

The sections include easy to follow, step by step instructions customized to your specific requirements, complemented by examples and animated illustrations.

## How To... Copy

Complete steps 1, 2 and 3 to generate the instructions to complete your specific copy job.

- 1 Your document**  
Describe your original document by selecting from these menus.
- 2 Your copies**  
Select what you want your copies to be from these menus.
- 3** Select the button to display the instructions to complete your copy job.

Page size

8.5"x11" ▼

Type

Loose sheets ▼

Number of pages

1 to 250 ▼

Sides Imaged

All 1 sided ▼

Image Quality

Normal ▼

Media

Plain paper ▼

Output

Collated ▼

2 Sided

All 1 sided ▼

Size

8.5"x11" ▼

Format

Normal ▼

OK

### Collecting your copies



Print



Your job will be delivered to the output tray.

That completes the procedure. You can:

Review this procedure by using the Skip Back button above.

Print this procedure by selecting the Print button above.

Create a new procedure by selecting the Previous Menu button.



XEROX

XEROX

XEROX



## Program Overview



### Glossary

A B C D E F G H I

J K L M N O P Q R

S T U V W X Y Z ?

[A3, A4, A5, A6, B4, B5](#) - These are common metric paper sizes.

[Activity Report](#) - a report that contains information about jobs sent and received.

[Advanced Office Finisher](#) - a stacker/stapler/hole puncher capable of holding up to 100 sheets. Plus an additional 50-sheet tray.

[Auditron](#) - a tracking system built into the product that uses Auditron to track machine copy jobs.

[Auditron Administrator](#) - a user, whose responsibility is to

### Instant Information

In addition, you can use the search facility to look for specific topics or look up unfamiliar terms in the glossary.

### Search

Occurrences of keyword. Select your closest topic.

Search again. Enter another keyword and select the button.

Image

Search Complete  
Your search returned 17 Matches

Slides **Imaged** - Copy

**Image Shift** - Copy

Invert **Images** - Copy

**Image Quality** - (General Fax)

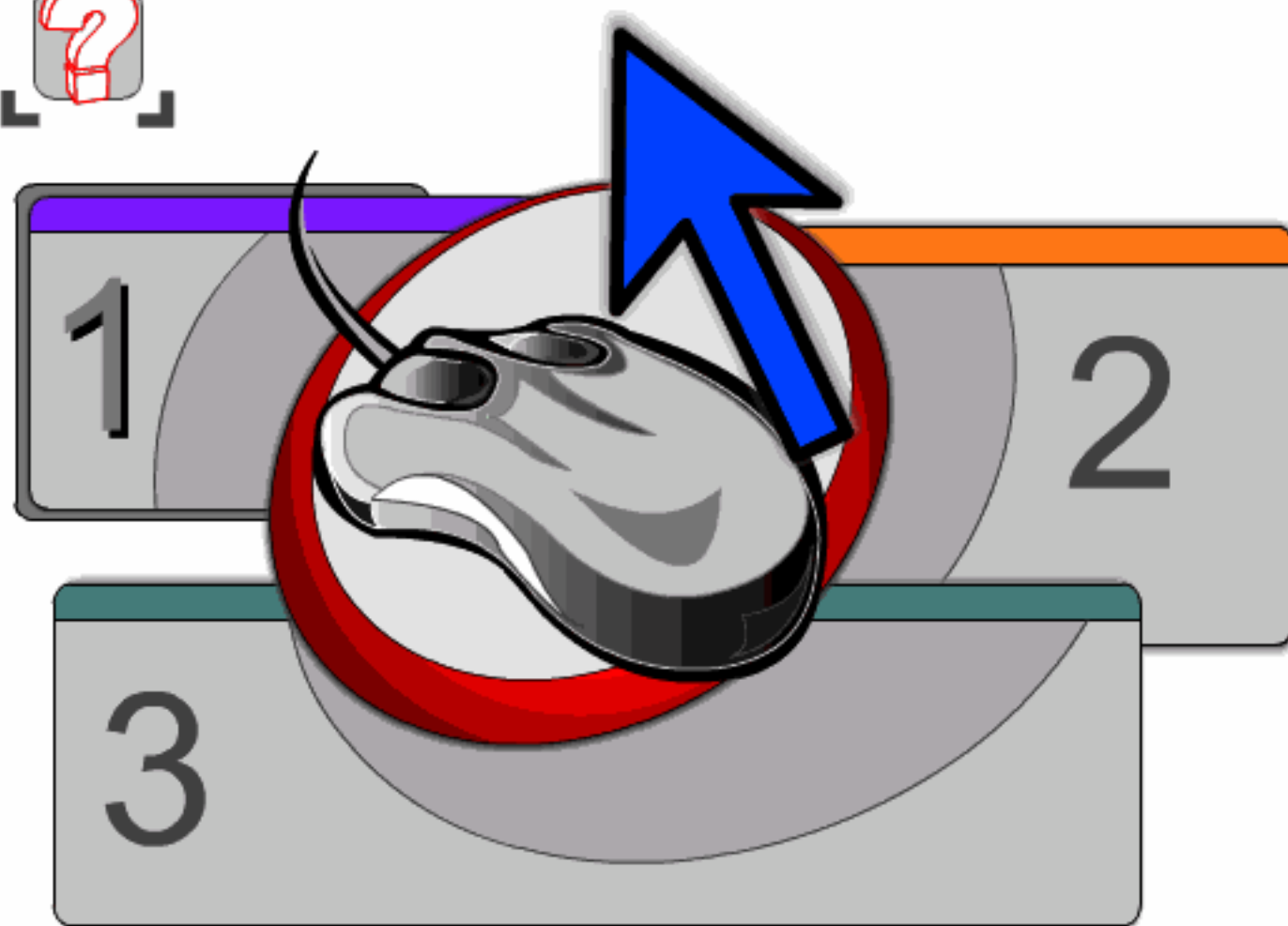
More **Image Quality** - (General Fax)

**Image Quality** - (Internet Fax)

XEROX

XEROX

## Program Overview



### As Easy as 1 - 2 - 3

That means all the information you need even for the most complex jobs is just a few clicks away.



## Program Overview

### Navigation Icons



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Troubleshooting



Help

Select the section you want by clicking on the colored buttons or from the pull-down menus at the top of the screen.

This program will help you get the most out of your machine, with step-by-step how to... procedures, through to friendly and easy to follow tutorials or in depth information about all the features and functions.



XEROX



### Navigation by Icons

You can use the navigation icons found on the home screen to view the topics.



## Program Overview

### Navigation Tabs

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How to...

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Troubleshooting

Help



Getting Started

Select the section you want by clicking on the colored buttons or from the pull-down menus at the top of the screen.



How to...

This program will help you get the most out of your machine, with step-by-step how to... procedures, through to friendly and easy to follow tutorials or in depth information about all the features and functions.



Tutorials



Maintenance



Troubleshooting



Help



Learn More About It  
**XEROX**



### Navigation by Tabs

Alternatively, you can click on the navigation tabs on the top of the screen to browse across the topics from anywhere within the guide.



Previous Menu



Home

**XEROX**



## Program Overview



*You have completed the Program Overview.  
Please take a moment to explore the guide.*



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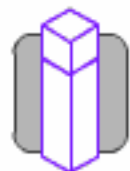
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## About

The image shows a window titled "About" with a standard Windows-style title bar (minimize, maximize, close buttons). The window content is split into two vertical panels. The left panel is white and features the red "XEROX" logo. The right panel is grey and contains blue text with product and version information. Below this, on a darker grey background, is the company name and address in red text.

**XEROX**

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701P46068  
v1.0  
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