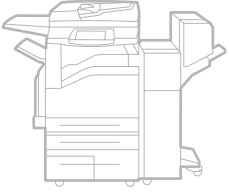


WorkCentre® 7400 Series
Multifunction Printer



WorkCentre® 7425/7428/7435 User Guide

English

Français Guide d'utilisation
Italiano Guida dell'utente
Deutsch Benutzerhandbuch
Español Guía del usuario
Português Guia do usuário
Nederlands Gebruikershandleiding

Svenska Användarhandbok
Dansk Betjeningsvejledning
Norsk Brukerhåndbok
Suomi Käyttöopas
Čeština Uživatelská příručka

Polski Przewodnik użytkownika
Magyar Felhasználói útmutató
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Türkçe Kullanıcı Kılavuzu
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Safety

1

This chapter includes:

- [Electrical Safety](#) on page 12
- [Maintenance Safety](#) on page 14
- [Operational Safety](#) on page 15
- [Symbols Marked on Printer](#) on page 17

Your printer and the recommended supplies have been designed and tested to meet strict safety requirements. Attention to the following information ensures the continued safe operation of your printer.

Electrical Safety

- Use the power cord supplied with your printer.
- Plug the power cord directly into a properly grounded electrical outlet. Make sure each end of the cord is securely connected. If you do not know if an outlet is grounded, ask an electrician to check the outlet.
- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.
- Do not use an extension cord or power strip.
- Verify that the printer is plugged into an outlet that is capable of providing the correct voltage and power. Review the printer's electrical specification with an electrician if necessary.

Warning: Avoid the potential of electrical shock by ensuring that the printer is properly grounded. Electrical products may be hazardous if misused.

- Do not place the printer in an area where people might step on the power cord.
- Do not place objects on the power cord.
- Do not block the ventilation openings. These openings are provided to prevent overheating of the printer.
- Do not drop paper clips or staples into the printer.
- Do not push objects into slots or openings on the printer. Making contact with a voltage point or shorting out a part could result in fire or electrical shock.

If you notice unusual noises or odors:

1. Turn off the printer immediately.
2. Disconnect the power cord from the electrical outlet.
3. Call an authorized service representative to correct the problem.

The power cord is attached to the printer as a plug-in device on the back of the printer. If it is necessary to disconnect all electrical power from the printer, disconnect the power cord from the electrical outlet.

Warning: Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are specifically instructed to do so. Power should be OFF when performing these installations. Disconnect the power cord when removing covers and guards for installing optional equipment. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

The following are hazards to your safety:

- The power cord is damaged or frayed.
- Liquid is spilled into the printer.
- The printer is exposed to water.

If any of these conditions occur, do the following:

1. Turn off the printer immediately.
2. Disconnect the power cord from the electrical outlet.
3. Call an authorized service representative.

Caution: To reduce the risk of fire, use only No. 26 American Wire Gauge (AWG) or larger telecommunication line cord.

Maintenance Safety

- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.
- Do not use aerosol cleaners. The use of supplies that are not approved may cause poor performance and could create a hazardous condition.
- Do not burn any consumables or routine maintenance items. For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Operational Safety

This section includes:

- [Printer Location](#) on page 15
- [Operational Guidelines](#) on page 15
- [Printer Supplies](#) on page 16

Your printer and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines helps to ensure the continued, safe operation of your printer.

Printer Location

- Place the printer in a dust-free area within a temperature range of 50° F to 82° F (10° C to 28° C) and a relative humidity range of 15 percent to 85 percent (non-condensing).
- Place the printer in an area where there is adequate space for ventilation, operation, and servicing.
- Do not place the printer directly on a carpeted floor (without a cart or stand). Airborne carpet fibers can be pulled into the printer and cause print and copy quality problems.
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposure to light-sensitive components.
- Do not place the printer where it is directly exposed to the cold air flow from an air conditioning product.

Operational Guidelines






- Do not block or cover the slots and opening on the printer. The printer may overheat without adequate ventilation.
- Place the printer on a level, solid non-vibrating surface with adequate strength to hold the weight of the printer. The base printer weight without any packaging materials is approximately 101 kg (222 lb.).
- Keep hands, hair, neckties, etc., away from the exit and feed rollers.
- Do not remove the paper source tray that you selected in either the printer driver or control panel when the printer is printing or copying.
- Do not open the doors when the printer is printing.
- Do not move the printer when it is printing.

Printer Supplies

- Use the supplies specifically designed for your printer. The use of unsuitable materials may cause poor performance and a possible safety hazard.
- Follow all warnings and instructions marked on, or supplied with, the printer, options, and supplies.

Caution: Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this product. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Symbols Marked on Printer

Symbol	Description
	<p>Warning or Caution:</p> <p>Ignoring this warning could cause serious injury or even death.</p> <p>Ignoring this caution could cause injury or damage to the property.</p>
	<p>Hot surface on or in the printer. Use caution to avoid personal injury.</p>
	<p>Do not touch components with this symbol as personal injury could result.</p>
	<p>Do not burn the item.</p>
	<p>Hot surface. Wait the indicated time before handling.</p>

Features

2

This chapter includes:

- [Before Using the Printer](#) on page 20
- [Parts of the Printer](#) on page 21
- [Printer Configurations](#) on page 28
- [Control Panel](#) on page 30
- [More Information](#) on page 34

Before Using the Printer

Xerox Welcome Center

If you need assistance during or after product installation, visit the Xerox website for online solutions and support.

www.xerox.com/office/worldcontacts

If you require further assistance, contact our experts at the Xerox Welcome Center. A local representative telephone number may have been provided when the product was installed. For convenience and future reference, please record the telephone number in the space below.

Welcome Center or local representative telephone number:

Xerox US Welcome Center: 1-800-821-2797

Xerox Canada Welcome Center: 1-800-93-XEROX (1-800-939-3769)

If you need any additional help using your printer:

1. Refer to this User Guide.
2. Contact the Key Operator.
3. Visit our Customer Web Site at www.xerox.com/office/WC7425_WC7428_WC7435support or contact the Xerox Welcome Center.

Please have your printer's serial number when contacting Xerox.

The Welcome Center will want to know the following information: The nature of the problem, the serial number of the printer, the fault code (if any), as well as the name and location of your company. Follow the steps below to look up the serial number of the printer.

1. On the printer's control panel, press **Machine Status**.
2. The **Machine Information** tab displays by default. The serial number is displayed on the left side of the printer touch screen.

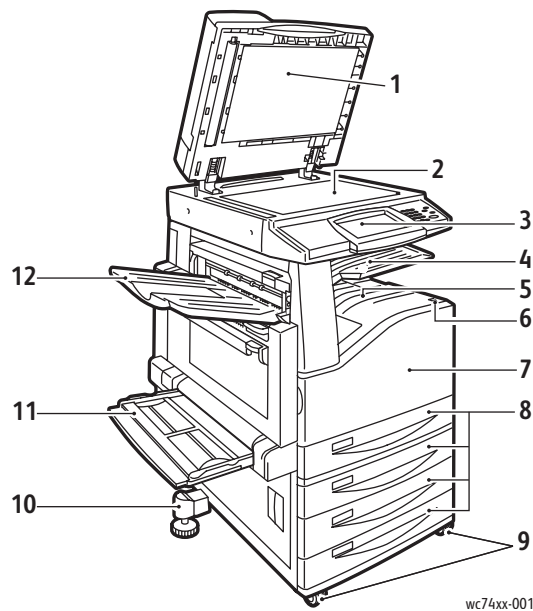
Note: The serial number is also found on the metal plate on the left side of the printer behind Cover A.

Parts of the Printer

This section includes:

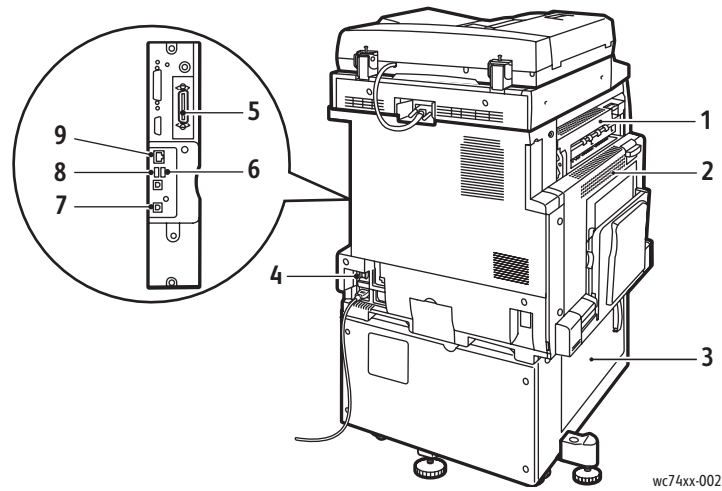
- **Front-Left View** on page 21
- **Rear-Left View** on page 22
- **Document Feeders** on page 23
- **Internal Components** on page 24
- **Professional Finisher (optional)** on page 25
- **Office Finisher LX (optional)** on page 26
- **Integrated Finisher (optional)** on page 27

Front-Left View



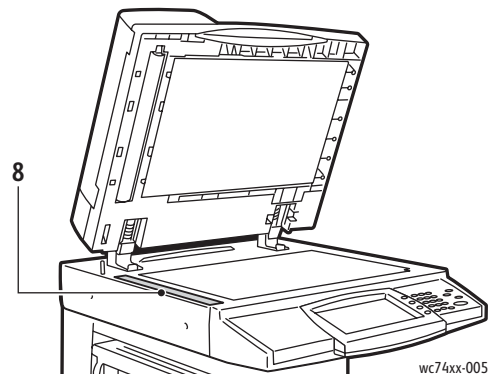
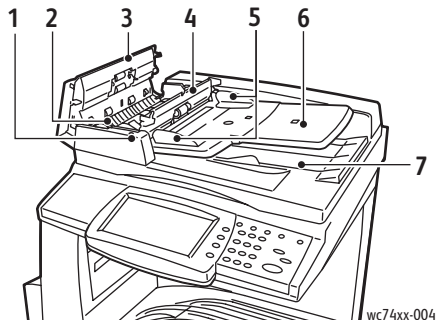
1. Document cover
2. Document glass
3. Control panel
4. Center tray-upper
5. Center tray-lower
6. Power switch
7. Front cover
8. Tray 1 and optional Tray 2, 3, 4
9. Locking casters
10. Adjuster foot
11. Tray 5 (Bypass)
12. Left top tray

Rear-Left View



1. Top left cover
2. Upper left cover
3. Bottom left cover
4. Circuit breaker
5. Parallel connection (optional)
6. Fax connection (optional)
7. USB connection (optional)
8. USB memory card connection (optional)
9. Ethernet connection

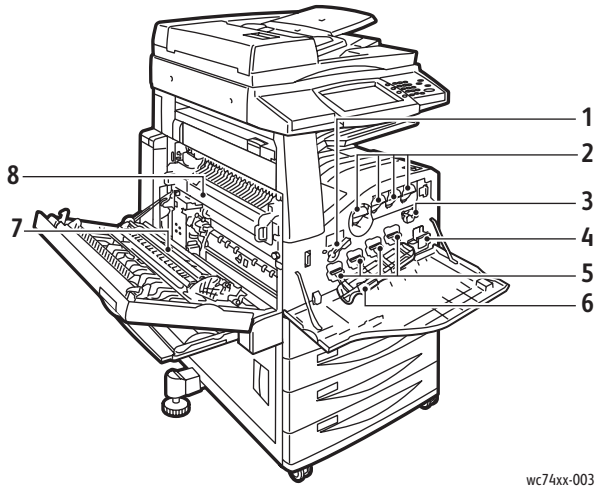
Document Feeders



1. Confirmation indicator
2. Lever
3. Left cover
4. Inner cover
5. Document guides
6. Document feeder tray
7. Document output tray
8. Document glass

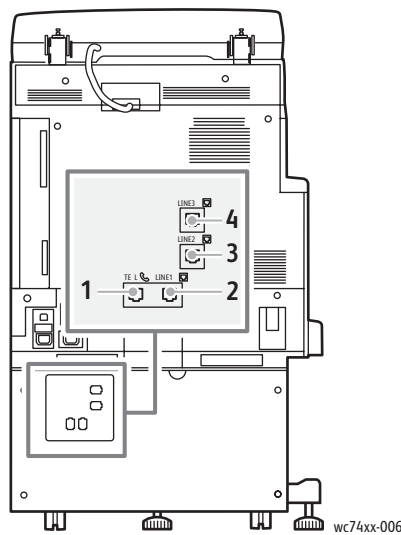
Features

Internal Components



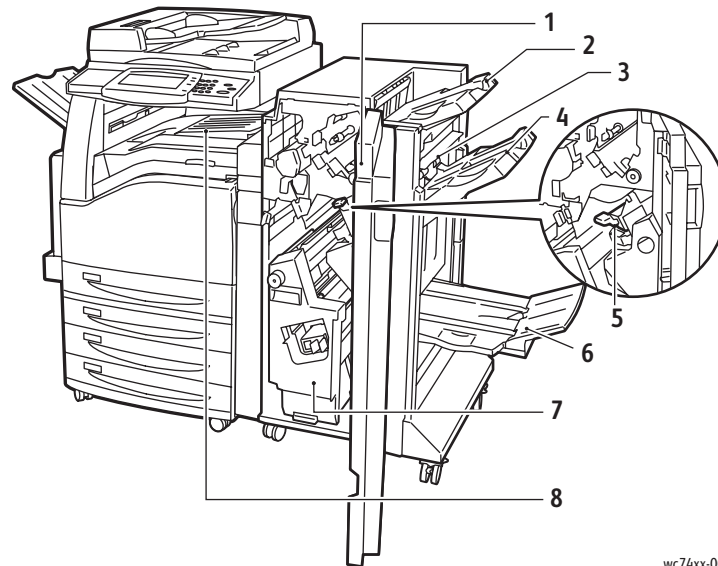
1. Drum Cartridge Release Lever
2. Toner Cartridges
3. Transfer Belt Cleaner
4. Waste Toner Container
5. Drum Cartridges
6. Drum Cartridge Cover
7. Transfer Roller
8. Fuser Assembly

Telephone Connections



1. Tel
2. Line 1
3. Line 2
4. Line 3

Professional Finisher (optional)

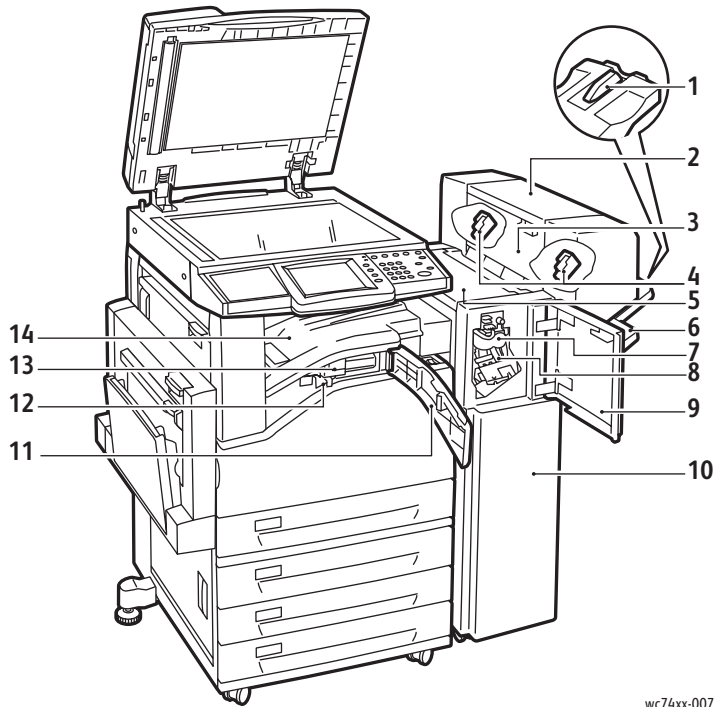


wc74xx-008

1. Front cover
2. Right top tray
3. Exit cover
4. Right middle tray
5. Staple cartridge
6. Right bottom tray (Booklet Maker)
7. Booklet unit
8. Center tray (front transport cover)

Note: Center tray-upper is removed when a finisher is installed.

Office Finisher LX (optional)

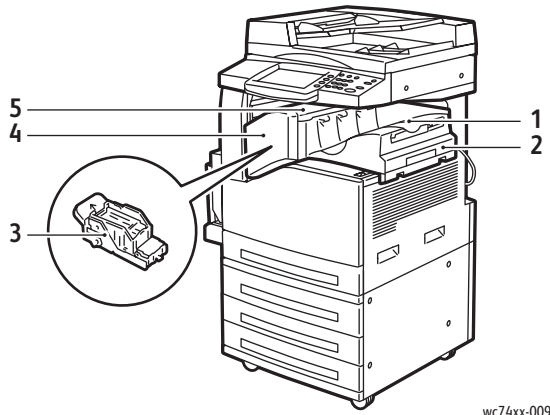


wc74xx-007

1. Tray attachment
2. Booklet unit (optional)
3. Booklet unit side cover (optional)
4. Booklet staple cartridge (optional)
5. Top cover
6. Right middle tray
7. Creaser unit (optional)
8. Staple cartridge
9. Front cover
10. Office Finisher LX
11. Front transport cover
12. Hole-punch waste container
13. Hole punch unit (optional)
14. Center tray-lower

Note: Center tray-upper is removed when a finisher is installed.

Integrated Finisher (optional)



1. Center tray

Note: Center tray-upper is removed when the finisher is installed.

2. Integrated Finisher
3. Staple cartridge
4. Front cover
5. Top cover

Printer Configurations

This section includes:

- [Standard Features](#) on page 28
- [WorkCentre Configurations](#) on page 28
- [Options](#) on page 29

Standard Features

The WorkCentre 7425/7428/7435 provides many capabilities to meet your copy and print needs:

- Copy, print, and optional scan and fax
- Maximum copy speed of up to 35 pages per minute (PPM) for color and black & white copying (on letter size plain paper) depending on configuration
- 1200 x 2400 dpi LED imaging and copy quality
- Copy and print document size up to 11 x 17 inch (12 x 18 inch/SRA3 optional)
- Automatic 2-Sided printing
- Duplex Automatic Document Feeder with capacity of up to 75 sheets
- Color touch screen display on control panel
- Tray 1 with capacity of up to 250 sheets
- Bypass tray with capacity of up to 100 sheets
- 1.5 GB memory
- Internal hard drive for feature support
- PostScript and PCL
- Ethernet 10/100Base-TX connection

WorkCentre Configurations

The printer is available in three configurations:

Model	Print Speed in PPM (Single and Double Sided)
WorkCentre 7425	20 color/25 monochrome
WorkCentre 7428	28 color/28 monochrome
WorkCentre 7435	35 color/35 monochrome

Options

The following options are available for the WorkCentre 7425/7428/7435:

- PostScript Kit (for regions where this is not standard)
- Integrated Finisher
- Office Finisher LX
- Professional Finisher
- Scan Kit
- Scan to PC Desktop
- Envelope Tray
- Three Tray Module with 12 x 18 inch/SRA3 support
- High Capacity Feeder with 12 x 18 inch/SRA3 support
- High Capacity Tandem Tray
- Parallel Printing Kit
- Media Card Reader
- USB Thumbdrive Print Kit
- Standard Work Surface
- Thumbnail Preview Kit
- Server Fax
- One line or Three Line Fax
- Job Based Network Accounting Kit (for regions where this is not standard)
- Data Security Kit (for regions where this is not standard)
- Secure Watermark Kit
- Secure Access Kit
- FreeFlow SmartSend
- Convenience Stapler
- Xerox Common Access Card
- Foreign Device Interface

For more information on options, go to:

www.xerox.com/office/WC7425_WC7428_WC7435supplies

Control Panel

This section includes:

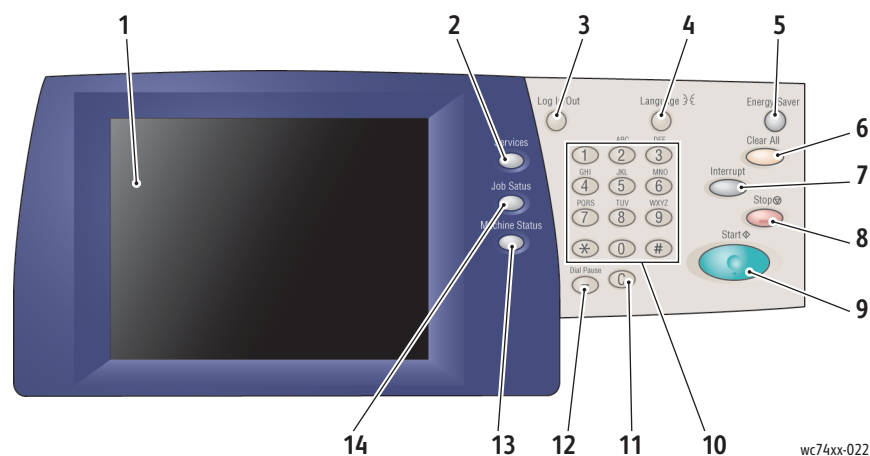
- [Control Panel Layout](#) on page 30
- [Printer Information](#) on page 32

Control Panel Layout

Touch Screen Displays and Controls

- Displays the printer's current operating status.
- Provides access to copy, print, scan, and fax features.
- Provides access to information pages.
- Prompts you to load paper, replace supplies, and clear jams.
- Displays errors and warnings.

Buttons



1. Touch Screen

Displays information and provides access to printer functions.

2. Services Button

Displays the printer functions on the touch screen.

3. Log In/Out

Provides password protected access to the printer default settings.

4. Language

Changes control panel language.

5. Energy Saver Button

When printer is in low power mode, press once to cancel low power mode. Press while the printer is in normal mode to enter low power mode.

6. Clear All

If pressed once, resets the default settings and displays the first screen for the current selection. If pressed twice, resets all the features to their default settings.

7. Interrupt

Temporarily stops the current copy job to allow a priority job to be run.

8. Stop

Temporarily stops the current job. Follow the touch screen message to cancel or resume your job.

9. Start

Starts the job.

10. Alphanumeric Keypad

11. C

Deletes numeric values or the last digit entered.

12. Dial Pause

Enters a pause in a telephone number when transmitting a fax.

13. Machine Status Button

Displays the current status of the printer on the touch screen.

14. Job Status Button

Displays job progress information on the touch screen.

Printer Information

Your printer provides status information both from the touch screen on the control panel and in printed reports. Usage and billing information is also available from the touch screen.

Status Information

View job status to check and manage current and pending jobs:

1. Press the **Job Status** button on the printer control panel.
2. Select the desired job on the touch screen. Use the scroll arrows at the right of the list if necessary.

Print the configuration report to see a detailed list of printer configuration, settings and status.

1. Press the **Machine Status** button.
2. Select the **Machine Information** tab on the touch screen.
3. Select **Print Reports**, then select **Printer Reports**.
4. Select **Configuration Report**, then press the green **Start** button.

Billing Meters

The billing meters screen displays printer usage and billing information.

1. On the printer control panel, press the **Machine Status** button.
2. On the printer touch screen, touch the **Billing Information** tab.
3. The Billing Meters are displayed on the left of the screen.
4. For more detailed information, touch **Usage Counters**.

Auditron Setup

Auditron is used to track billing and control access to printer features for each user. Auditron Mode controls access to copy, scan, fax or print. After Auditron Mode is enabled, the user will be required press the Log In/Log Out button and then enter their User ID information in order to use the printer.

To use Auditron, it is recommended that you first set up user accounts. You can create up to 1,000 user accounts. The Auditron user accounts names and IDs must be unique from other user account names and IDs.

User accounts must specify User ID, User Name, Feature Access and Account Limit.

Note: Enabling Auditron requires the system administrator password.

1. Press the **Log In/Log Out** button and enter the system administrator login information, then press the **Machine Status** button.
2. On the printer touch screen, touch the **Tools** tab. On the next screen, touch **Accounting**, then **Accounting Type**.
3. On the next screen, touch **Local Accounting**, then touch **Save**.
4. Press the **Log In/Log Out** button. On the **Reboot Machine** screen, touch **Reboot Now**. The printer will reboot.

Auditron Mode is now enabled.

More Information

You can obtain more information about your printer and its capabilities from the following sources.

Information	Source
Read Me	Packaged with printer
Installation Guide	Packaged with printer
Quick Use Guide	Packaged with printer
Functional Posters	Packaged with printer
User Guide (PDF)	Software and Documentation CD-ROM www.xerox.com/office/WC7425_WC7428_WC7435docs
System Administrator Guide	www.xerox.com/office/WC7425_WC7428_WC7435docs
Recommended Media List	www.xerox.com/paper (United States) www.xerox.com/europaper (Europe)
Printer Management Tools	www.xerox.com/office/WC7425_WC7428_WC7435drivers
Online Support Assistant	www.xerox.com/office/WC7425_WC7428_WC7435support
Technical Support	www.xerox.com/support
Information pages	Print from the control panel

Network Basics

3

This chapter includes:

- [Choosing a Connection Method](#) on page 36
- [Installing the Printer Drivers](#) on page 38
- [CentreWare Internet Services](#) on page 42

See also:

Online Support Assistant at www.xerox.com/office/WC7425_WC7428_WC7435support

Choosing a Connection Method

The printer can be connected to an Ethernet network, or optionally, using a USB cable.

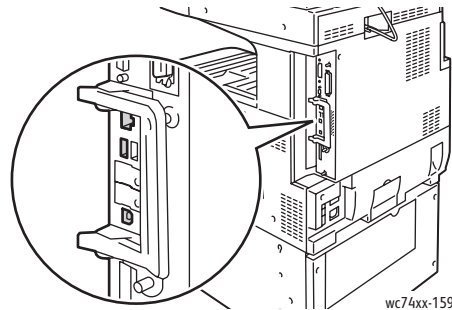
- **Ethernet:** Allows multiple computers to communicate with the printer. A network connection is required for each computer. With a network connection, you can access printer settings and status information using CentreWare Internet Services (a Web-based interface).
- **USB:** A connection for printing from a single computer. A USB cable is required to connect to the printer, so the computer must be located near the printer. Many functions requiring internet access and network communication (such as Scan to Folder and Internet Faxing) are not available.

Note: Cables and other networking hardware such as hubs or routers are not included with your printer and must be purchased separately.

Note: USB and Ethernet ports must be configured by the system administrator. For more information, see the *System Administrator Guide*.

Operating System Requirements

- **PC:** Windows 2000, XP, Windows Vista, Windows Server 2003 or newer.
- **Macintosh:** OS X, version 10.3 or newer.



Connecting via Ethernet

An Ethernet connection allows multiple computers to connect to the printer. All functionality is available, including access to CentreWare Internet Services (CentreWare IS).

To connect to the printer to an Ethernet network:

- **Single Computer:** Connect one end of a Category 5 twisted pair cable to a live network drop. Connect the opposite end of the cable to the RJ-45 socket.
- **Multiple Computers:** Connect a standard Ethernet cable from each computer to an Ethernet hub or a Cable/DSL router. Connect a standard Ethernet cable from the hub/router to the printer's RJ-45 socket.

Connecting via USB

To connect via USB:

1. Power off the printer and the computer.
2. Connect the A end of a USB 2.0 A/B cable to your computer, and the B end to the printer's USB port.
3. Power on the printer.
4. Power on the computer.

See also:

System Administrator Guide at www.xerox.com/office/WC7425_WC7428_WC7435docs

Online Support Assistant at www.xerox.com/office/WC7425_WC7428_WC7435support

Installing the Printer Drivers

This section includes:

- [Choosing a Printer Driver](#) on page 38
- [Installing the Driver \(Windows 2000 or Later\)](#) on page 39
- [Installing the Driver \(Macintosh OS X 10.4 or Later\)](#) on page 40
- [Installing the Driver \(UNIX/Linux\)](#) on page 41

Choosing a Printer Driver

To access special printing options, you must install a Xerox printer driver.

Xerox provides drivers for a variety of page description languages and operating systems. The following printer drivers are available:

Printer Driver	Description
Windows PostScript Driver (Windows 2000/Windows 2003 Server/Windows 2008 Server/XP/Vista)	This genuine Adobe® PostScript® driver allows you to access all of the printing options of your printer and is the default driver on the Software and Documentation CD-ROM.
PCL 5 and PCL 6 Driver (Windows 2000/Windows 2003 Server/Windows 2008 Server/XP/Vista)	The Printer Command Language driver can be used for applications requiring PCL 5 or PCL 6.
Xerox Global Print Driver (Windows)	This is a printer driver for use with any PostScript printer on your network, even those made by other manufacturers. It configures itself for your individual printer upon installation.
Xerox Mobile Express Driver (Windows)	This is a printer driver for use with any PostScript printer on your network, even those made by other manufacturers. It configures itself for the printer you select every time you print. If you travel frequently to the same sites, you can save your favorite printers in that location and the driver will remember your settings.
Macintosh OS X Driver (Macintosh OS X version 10.3 or newer)	This driver allows you to access all of the printing options of your printer from a Macintosh.
UNIX Driver	This driver enables printing from a UNIX operating system.

Go to www.xerox.com/office/WC7425_WC7428_WC7435drivers for the latest printer drivers.

Installing the Driver (Windows 2000 or Later)

Preliminary Steps

Before installing a printer driver, verify that the printer is plugged in, turned on, and connected to an active network.

Quick CD-ROM Install Steps

1. Insert the CD-ROM into your computer's CD-ROM drive. If the installer does not launch, do the following:
 - Click **Start**, then click **Run**.
 - In the **Run** window, type: <CD drive>:\Setup.exe.
2. If you want to change the language, click the **Language** button, select the desired language from the list, then click **OK**.
3. Click **Install Drivers**, then click **Install Print and Scan Drivers**.
4. Agree to the License Agreement.
5. Select your printer in the list of discovered printers, and click **Install**.
6. If your printer does not appear in the list of discovered printers:
 - a. Click the **IP Address or DNS Name** button near the top of the window.
 - b. Type the address or name of the desired printer, then click **Search**. (To see the IP address of the printer, press the **Machine Status** button on the printer control panel. The IP address is displayed on the left side of the touch screen.)
 - c. When the printer is displayed in the window, click **Install**.
7. Select the desired printer driver:
 - PostScript
 - PCL 5
 - PCL 6
8. Select the desired scan driver:
 - TWAIN
 - WIA
 - Enable Xerox Scan Utility
9. Follow the onscreen instructions.

See also:

Online Support Assistant at www.xerox.com/office/WC7425_WC7428_WC7435support

Installing the Driver (Macintosh OS X 10.4 or Later)

To install the printer driver:

1. Insert the *Software and Documentation CD-ROM* into the CD-ROM drive.
2. Open the **Mac** folder, then open **Mac OS 10.3+Universal Installer**.
3. Open *WorkCentre 7425/7428/7435 CD.dmg*.
4. Run the VISE installer to install the printer driver.
5. Enter your password, then agree to the License Agreement.
6. Select your printer in the list of discovered printers, and click **Install**.
7. If your printer does not appear in the list of discovered printers:
 - a. Click **Enter Printer's IP Address or DNS Name** near the bottom of the window.
 - b. Type the address or name of the desired printer, then wait for the computer to find the printer. (To see the IP address of the printer, press the **Machine Status** button on the printer control panel. The IP address is displayed on the left of the touch screen.)
8. Click the **Install** button when it illuminates.
9. When the installer completes, click **Finish**.

The printer should now appear in the printer drop-down lists when printing from an application.

See also:

Online Support Assistant at www.xerox.com/office/WC7425_WC7428_WC7435support

USB Connection

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the CD-ROM drive.

Note: Open the **Printer Setup Utility** for Macintosh OS X 10.4 or earlier. To locate utilities on the Macintosh hard drive, open the **Applications** folder, then open the **Utilities** folder. In OS X 10.5, the printer setup is integrated in the operating system. The steps are similar.
2. Click the **Add** button.
3. Select **USB** from the drop-down menu.
4. Select the printer in the window.
5. Select **Xerox** from the manufacturers in the drop-down menu.
6. Select the appropriate printer configuration from the list of available printers.
7. Click the **Add** button.

If the *Software and Documentation CD-ROM* is not available, download the latest driver from www.xerox.com/office/WC7425_WC7428_WC7435drivers.

Installing the Driver (UNIX/Linux)

Your printer supports connection to a variety of UNIX platforms through the network interface. The workstations currently supported by CentreWare for UNIX/Linux to a network-connected printer are:

- AIX 5
- HPUX 11.0 / 11i
- Solaris SPARC 8/9/10
- Solaris x86 10
- Redhat Fedora Core 5
- Redhat Enterprise Linux v4
- OpenSuse 11

For more information, see the *System Administrator Guide* at www.xerox.com/office/WC7425_WC7428_WC7435docs.

CentreWare Internet Services

CentreWare Internet Services (CentreWare IS) provides a simple interface that enables you to manage and monitor your printer from your computer using the printer's embedded Web server. It provides you with access to printer status, printing and scanning functions. Using CentreWare IS, you can access your printer over a TCP/IP network using a Web browser.

CentreWare IS enables you to:

- Check printer paper supply status from your computer.
- Check status of toner and other consumables.
- Submit print jobs.
- Access and manage scan files stored in printer folders.

Note: CentreWare IS requires a Web browser and a TCP/IP connection between the printer and the network (in Windows, Macintosh, or UNIX environments). Your system administrator must enable TCP/IP and HTTP in the printer, and a browser that supports JavaScript is required. If JavaScript is disabled, a warning message appears and CentreWare IS may not function properly.

To use CentreWare IS, you will need your printer's IP address.

Viewing the Printer IP Address:

1. On the printer control panel, press the **Machine Status** button.
2. The IP Address is displayed on the left of the printer touch screen.

Accessing CentreWare IS

1. At your computer, launch your Web browser.
2. Type the printer's IP address into the Web browser's address bar, then press **Enter**.

The CentreWare IS status page displays on your computer's screen.

Note: Bookmarking the printer's IP address in your Web browser will make it easier to communicate with the printer later.

Printing

4

This chapter includes:

- [Overview](#) on page 44
- [Supported Media](#) on page 45
- [Loading Media](#) on page 47
- [Printing on Special Media](#) on page 60
- [Setting Printing Options](#) on page 63
- [Printing on Both Sides of the Paper](#) on page 67
- [Selecting Which Paper to Use](#) on page 69
- [Printing Multiple Pages on a Single Sheet \(N-Up\)](#) on page 70
- [Printing Booklets](#) on page 71
- [Using Color Corrections](#) on page 73
- [Printing in Black and White](#) on page 74
- [Transparency Separators](#) on page 75

Overview

1. If necessary, load the appropriate media in the tray, then specify the size, color, and type on the printer's touch screen.
2. Access the print menu in your software application (**File > Print** or CTRL+P in Windows, **File > Print**, or CMD+P on a Macintosh for most software applications).
3. In your application's print dialog box, select the printer, then click **Properties** or **Preferences** (Windows), or **Xerox Features** for Macintosh. The title of the button may vary depending on your application.
4. Adjust the printer driver settings as necessary, then:
 - Click **OK** (Windows), then click **OK** to send the print job to the printer. The steps may vary depending on your application.
 - Click **Print** for Macintosh to send the print job to the printer.

Supported Media

This section includes:

- [Recommended Media](#) on page 45
- [General Media Loading Guidelines](#) on page 45
- [Media That Can Damage Your Printer](#) on page 45
- [Paper Storage Guidelines](#) on page 46

Your printer is designed to be used with a variety of media types. Follow the guidelines in this section to ensure the best print quality and to avoid jams.

For best results, use Xerox printing media specified for your WorkCentre 7425/7428/7435.

Recommended Media

A complete, regularly updated list of recommended media types is available at:

- www.xerox.com/paper Recommended Media List (United States)
- www.xerox.com/europaper Recommended Media List (Europe)

Ordering Media

To order paper, transparencies, or other specialty media, contact your local reseller or go to: www.xerox.com/office/WC7425_WC7428_WC7435supplies.

Warning: Damage caused by using unsupported paper, transparencies, and other specialty media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

General Media Loading Guidelines

Follow these guidelines when loading paper and other media in the appropriate trays:

- Use only recommended Xerox transparencies; print quality may vary with other transparencies.
- Do not print on label stock once a label has been removed from a sheet.
- Use only paper envelopes. Print envelopes single sided only.
- Do not overload the paper trays.
- Adjust the paper guides to fit the paper size.

Media That Can Damage Your Printer

Your printer is designed to use a variety of paper and media types for print and copy jobs. However, some media can cause poor output quality, increased paper jams, or damage to your printer.

Printing

Do not use the following:

- Rough or porous media
- Inkjet paper
- Transfer paper
- Dura paper
- Non-laser glossy or coated paper
- Paper that has been photocopied
- Paper that has been folded or wrinkled
- Paper with cutouts or perforations
- Stapled paper
- Envelopes with windows, metal clasps, side seams, or adhesives with release strips
- Padded envelopes
- Plastic media other than supported transparencies

Paper Storage Guidelines

Providing good storage conditions for your paper and other media contributes to optimum print quality.

- Store paper in dark, cool, relatively dry locations. Most paper is susceptible to damage from ultraviolet (UV) and visible light. UV radiation, which is emitted by the sun and fluorescent bulbs, is particularly damaging to paper items. The intensity and length of exposure to visible light on paper should be reduced as much as possible.
- Maintain constant temperatures and relative humidity.
- Avoid storing paper in attics, kitchens, garages, or basements. These spaces usually have exterior walls, which are more likely to collect moisture on the inside surface.
- Store paper flat, either on pallets, cartons, shelves, or in cabinets.
- Avoid having food or drinks in the area where paper is stored or handled.
- Do not open sealed packages of paper until you are ready to load them into the printer. Leave stored paper in the original packaging. For most commercial-cut size grades, the ream wrapper contains an inner lining that protects the paper from moisture loss or gain.
- Some specialty media is packaged inside resealable plastic bags. Store the media inside the bag until you are ready to use it; keep unused media in the bag and reseal it for protection.

Loading Media

This section includes:

- [Supported Media Sizes and Weights](#) on page 48
- [Tray Media Compatibility](#) on page 49
- [Loading Media in Tray 1, 2, 3 or 4](#) on page 51
- [Loading Media in Tray 5 \(Bypass\)](#) on page 52
- [Configuring the Envelope Tray](#) on page 54
- [Loading Envelopes in the Envelope Tray](#) on page 55
- [Loading Paper in the High Capacity Feeder](#) on page 55
- [Loading Paper in the Tandem Tray Module](#) on page 59

Supported Media Sizes and Weights

	Tray #	Supported Standard Size	Paper Basis Weight	Paper Capacity	Stack Height Maximum
Printer	1	Min: A5 SEF Max: A3 SEF, 11x17" SEF	60 – 256 gsm	520 sheets	54 mm
3 Tray Module	2, 3, 4	Min: A5 SEF Max: SRA3 SEF, 12x18" SEF	60 – 256 gsm	520 sheets	54 mm
High Capacity Tandem Tray	2	Min: A5 SEF Max: SRA3 SEF, 12x18" SEF	60 – 256 gsm	520 sheets	54 mm
	3	Min: A5 SEF Max: A4 LEF or Letter LEF	60 – 256 gsm	867 sheets	93 mm
	4	Min: A5 SEF Max: A4 LEF or Letter LEF	60 – 256 gsm	1133 sheets	122 mm
Bypass	5	Min: postcards, envelopes Max: SRA3 SEF, 12x19" SEF Custom size: 3.5 to 12.6" width x 3.86 to 19" height	60 – 256 gsm	100 sheets	10 mm
High Capacity Feeder	6	Min: B5 LEF or 7.25x10.5" LEF Max: A4 LFE, Letter LEF	60 – 216 gsm	2000 sheets	228 mm
Envelope Tray	Replaces Tray 1	Custom size No. 10 Envelope (4.1x9.5") Monarch Envelope (3.9x7.5") DL Envelope (110x220 mm) C5 Envelope (162x229 mm)	75 – 90 gsm	60 #10 envelopes	43 mm

Note: SEF: short-edge feed

Note: LEF: long-edge feed

Note: Paper capacity based on 20lb (75 gsm) paper

Tray Media Compatibility

	Tray #	Supported Paper Type
Printer Tray 1 and 3 Tray Module	1, 2, 3, 4	Plain Plain Reload Punched Letterhead Transparency Heavyweight (HW) (106 – 169 gsm) HW Reload (106 – 169 gsm) Extra-HW (X-HW) (170 – 256 gsm) X-HW Reload (170 – 256 gsm) Recycled Bond Labels (106 – 169 gsm) Pre-Printed Gloss (106 – 169 gsm) Gloss Reload (106 – 169 gsm) HW Gloss (170 – 256 gsm) HW Gloss Reload (170 – 256 gsm)
High Capacity Tandem Tray	2, 3, 4	Plain Plain Reload Punched Letterhead Transparency Heavyweight (HW) (106 – 169 gsm) HW Reload (106 – 169 gsm) Extra-HW (X-HW) (170 – 256 gsm) X-HW Reload (170 – 256 gsm) Recycled Bond Labels (106 – 169 gsm) Pre-Printed Gloss (106 – 169 gsm) Gloss Reload (106 – 169 gsm) HW Gloss (170 – 256 gsm) HW Gloss Reload (170 – 256 gsm)

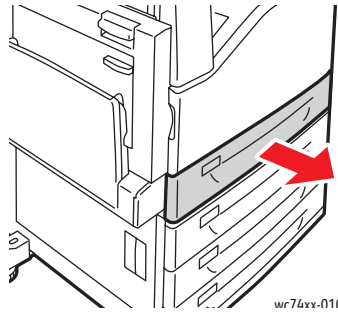
Printing

<p>Bypass</p>	<p>5</p>	<p>Plain Plain Reload Punched Letterhead Transparency Lightweight Heavyweight (HW) (106 – 169 gsm) HW Reload (106 – 169 gsm) Extra-HW (X-HW) (170 – 256 gsm) X-HW Reload (170 – 256 gsm) Recycled Bond Labels (106 – 169 gsm) Pre-Printed Envelope Gloss (106 – 169 gsm) Gloss Reload (106 – 169 gsm) HW Gloss (170 – 256 gsm) HW Gloss Reload (170 – 256 gsm)</p>
<p>High Capacity Feeder</p>	<p>6</p>	<p>Plain Plain Reload Punched Letterhead Transparency Heavyweight (HW) (106 – 169 gsm) HW Reload (106 – 169 gsm) Extra-HW (X-HW) (170 – 256 gsm) X-HW Reload (170 – 256 gsm) Recycled Bond Labels (106 – 169 gsm) Pre-Printed Gloss (106 – 169 gsm) Gloss Reload (106 – 169 gsm) HW Gloss (170 – 256 gsm) HW Gloss Reload (170 – 216 gsm)</p>

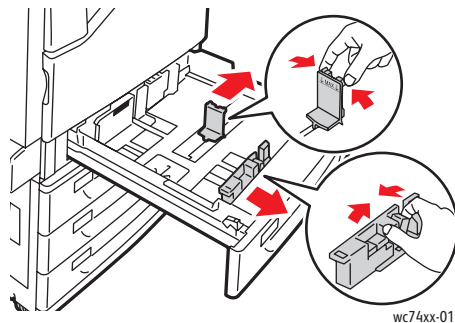
Loading Media in Tray 1, 2, 3 or 4

To load paper or other media:

1. Pull the paper tray out towards you.



2. If required, move the paper tray guides further out to load the new paper. To adjust the side and rear guides, pinch the guide lever on each guide and slide the guides to their new position. To secure the guides in position, release the levers.



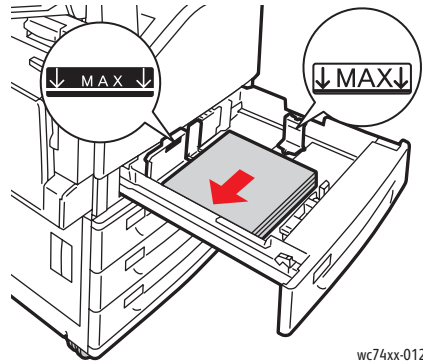
Printing

3. 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.

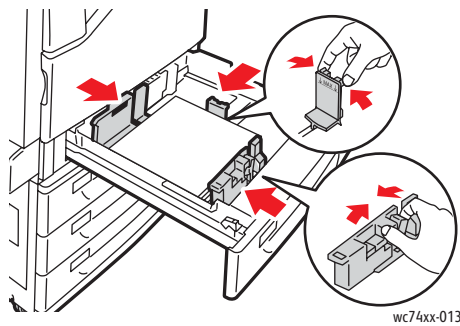
Load the paper against the left-hand side of the tray.

Do not load paper above the maximum fill line. Doing so may cause paper jams.

Note: To avoid paper jams and misfeeds, do not remove paper from its packaging until required.



4. Slide the guides so they just touch the edges of the paper.

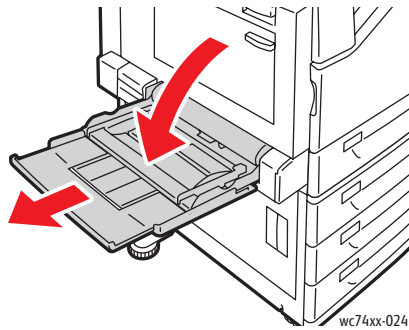


5. Push the tray completely into the printer.
6. If required, touch **Change Settings** on the touch screen, then choose paper size, type, or color on the printer's touch screen, touch **Save**, then touch **Confirm**.
7. Set the printer to detect the paper size you loaded automatically, or manually specify the size using the touch screen.
8. If you have not changed the media type, touch **Confirm** on the touch screen.

Loading Media in Tray 5 (Bypass)

The bypass tray allows you to use a variety of media types. It is primarily intended for small quantity jobs using special media. The bypass tray is located on the left-hand side of the printer. A tray extension is provided to accommodate larger paper. After loading paper in the bypass tray, make sure that the bypass tray settings on the touch screen match the paper size and type loaded.

1. Open the bypass tray by rotating it outward.

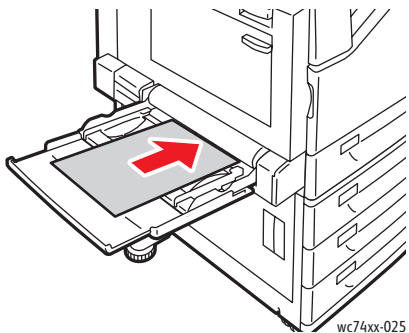


2. Insert the paper either long edge or short edge first.

Note: Paper sizes wider than 12.6 inches/320 mm must be fed short edge first.

Note: Hole punch paper must be loaded with the holes on the trailing (left) edge.

Note: Do not load paper above the maximum fill line. Doing so may cause paper jams.



3. Center the stack, then slide the guides until they are just touching the edges of the stack.
4. Select **Confirm** on the touch screen. If loading a different paper type, touch **Change Settings** on the touch screen, then choose paper size, type, or color on the printer's touch screen, touch **Save**, then touch **Confirm**.
5. Set the printer to select the paper size you loaded automatically, or manually specify the bypass tray using the touch screen.

Loading Envelopes in Tray 5 (Bypass)

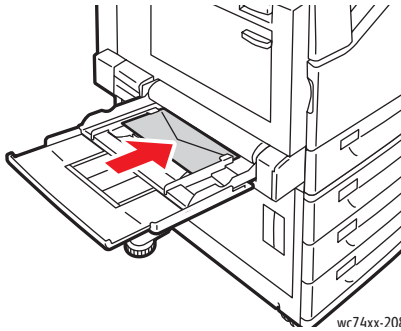
Envelopes can only be loaded in the bypass tray, or the optional envelope tray.

To load envelopes in the bypass tray:

1. Open the bypass tray by rotating it outward.

Printing

2. Load envelopes in the bypass tray with the **flap side up**. The flaps should always be closed and on the leading (right) edge.



3. Center the stack, then slide the guides until they are just touching the edges of the stack.
4. Select **Change Settings** on the touch screen, then choose the envelope size on the printer's touch screen, touch **Save**, then touch **Confirm**.
5. Set the printer to select the envelope size you loaded automatically, or manually specify the bypass tray using the touch screen.

Configuring the Envelope Tray

The optional envelope tray provides higher volume envelope capacity. The envelope tray replaces Tray 1 in the printer, and must be configured before use.

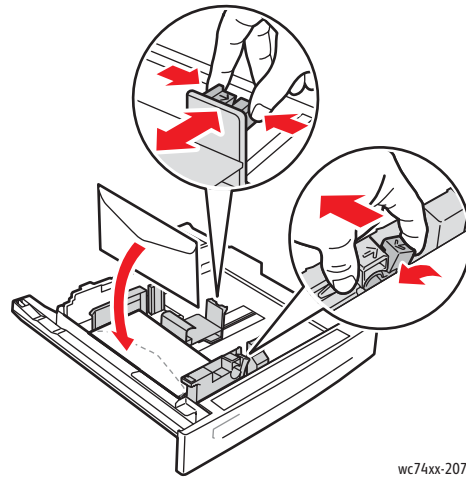
To configure the envelope tray for use:

1. Remove Tray 1 from the printer.
2. Insert the envelope tray in the Tray 1 position in the printer.
3. On the printer's front panel, press **Log in/Out**.
4. Using the keyboard on the printer's touch screen, enter **admin**, touch **Next**, enter **1111**, then touch **ENTER**.
5. Press **Machine Status**.
6. Touch the **Tools** tab, then touch **System Settings**.
7. Touch **Common Service Settings**.
8. Under **Features**, scroll down to **Other Settings**, then touch **Tray 1 Configuration**.
9. Touch **Change Settings**, then touch **Couple as Envelope Feeder**.
10. Touch **Save**, then touch **Close**.
11. Under **Features**, touch **Paper Tray Settings**, then touch **Paper Tray Attributes**, then touch **Tray 1**.
12. Touch **Change Settings**, then touch the checkbox for **Envelope Feeder**, then touch **Change Settings**.
13. Ensure that **Paper Type** is set to **Envelope**.
14. Under **Paper Size**, touch the desired envelope size.
15. Touch **Save**, then touch **Confirm**, then touch **Close**, then touch **Close** again.
16. The envelope tray is now ready for use.

Loading Envelopes in the Envelope Tray

To load envelopes in the envelope tray:

1. Pull the envelope tray out towards you.
2. Load the envelopes in the envelope tray **flap side down**. Flaps should be closed and on the leading edge.
3. Adjust the guides in the envelope tray so they just touch the edges of the stack.



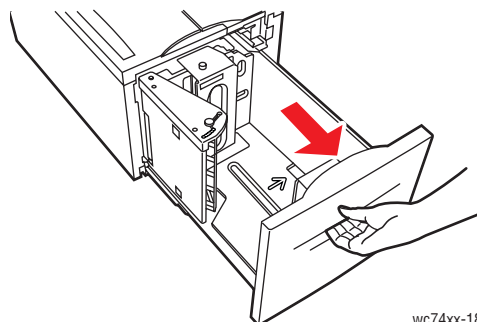
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4. Push the tray completely into the printer.
5. If you have changed envelope size, touch **Change Settings** on the touch screen, then choose the envelope size on the printer's touch screen, touch **Save**, then touch **Confirm**.
6. If you are loading more envelopes of the same size, touch **Confirm** on the touch screen.

Loading Paper in the High Capacity Feeder

To load paper in the High Capacity Feeder:

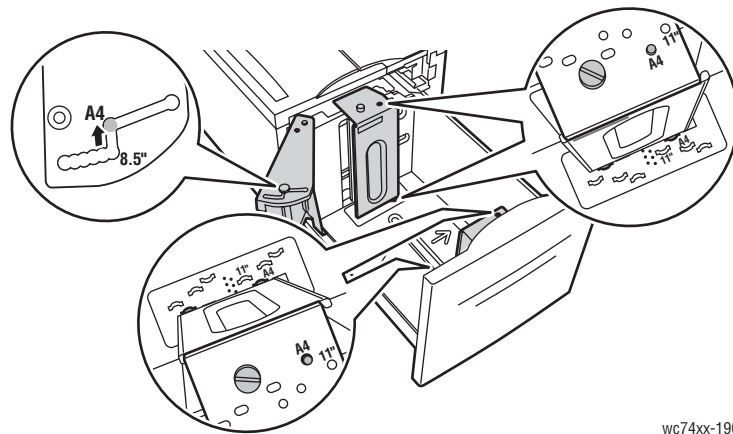
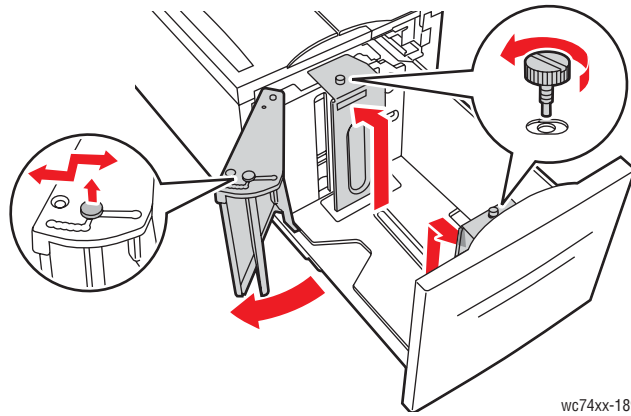
1. Pull the paper tray out towards you.



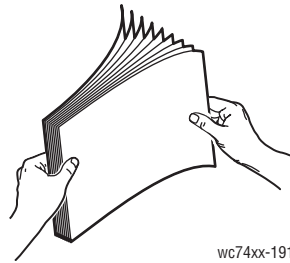
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Printing

2. If required, move the paper tray guides further out to load the new paper. To adjust the side and rear guides, pinch the guide lever on each guide and slide the guides to their new position. To secure the guides in position, release the levers.

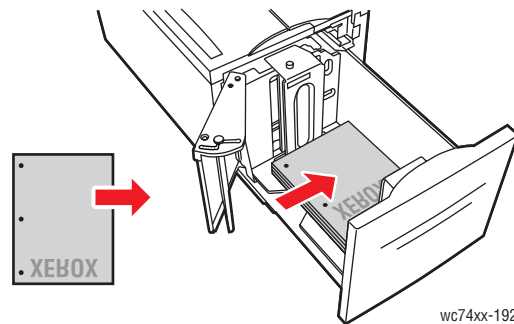


- Before loading paper into the paper trays, fan the edges. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.



For 1-Sided printing:

- Load the paper against the left-hand side of the tray.
- Place the side to be printed **facedown**.
- Place pre-punched paper with the holes toward the left side of the tray.
- Place letterhead (or the top of the page) toward the front of the tray.



Note: Do not load paper above the maximum fill line. Doing so may cause paper jams.

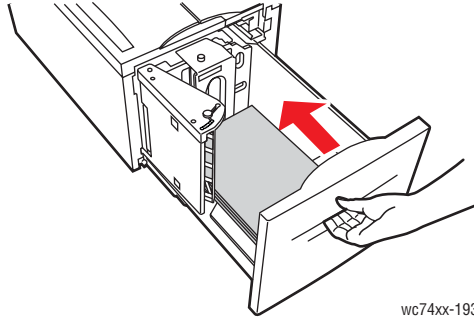
Note: To avoid paper jams and misfeeds, do not remove paper from its packaging until required.

For 2-Sided printing:

- Place the side to be printed first (page 1) **faceup**.
 - Place pre-punched paper with the holes toward the right side of the tray.
 - Place letterhead (or the top of the page) toward the front of the tray.
- Slide the guides so they just touch the edges of the paper.

Printing

5. Push the tray completely into the printer.



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6. If required, touch **Change Settings** on the touch screen, then choose paper size, type, or color on the printer's touch screen, touch **Save**, then touch **Confirm**.
7. Set the printer to detect the paper size you loaded automatically, or manually specify the size using the touch screen.

If you have not changed the media type, touch **Confirm** on the touch screen.

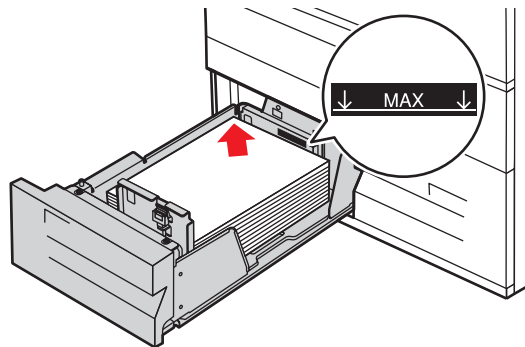
Loading Paper in the Tandem Tray Module

The Tandem Tray Module allows you to load larger amounts of paper for fewer printing interruptions. It contains three trays. Tray 2 holds paper sizes up to 12 x 18 inches/SRA3. Trays 3 and 4 hold letter/A4 size paper.

Note: You cannot load custom size paper into Tray 3 or Tray 4 of the Tandem Tray Module.

To load paper in Tray 3 or 4:

1. Pull Tray 3 or Tray 4 out of the cabinet.
2. Place the paper against the left rear corner of the tray.



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Note: Do not load paper above the maximum fill line.

Note: Always load paper into the tray in the orientation shown in the diagram.

3. Adjust the guides so they touch the edges of the stack.
4. Push the tray completely into the cabinet.
5. If required, touch **Change Settings** on the touch screen, then choose paper type, or color on the printer's touch screen, touch **Save**, then touch **Confirm**.

Printing on Special Media

This section includes:

- [Printing on Transparencies](#) on page 60
- [Printing on Envelopes](#) on page 60
- [Printing on Labels](#) on page 61
- [Printing on Glossy Paper](#) on page 62

Printing on Transparencies

For a listing of trays that support transparency printing, see [Tray Media Compatibility](#) on page 49. For best results, use only recommended Xerox transparencies.

To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/WC7425_WC7428_WC7435supplies.

Caution: Damage caused by using unsupported paper, transparencies, or other specialty media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

For more information, see www.xerox.com/paper, Recommended Media List (United States) or www.xerox.com/europaper, Recommended Media List (Europe).

Guidelines

- Remove all paper before loading transparencies in the tray.
- Handle transparencies by the edges using both hands. Fingerprints or creases can cause poor print quality.
- Do not overload the tray. This can cause the printer to jam.
- Do not use transparencies with stripes on the side.
- Do not fan transparencies before loading.
- After loading transparencies, change the paper type at the printer's touch screen.
- In the printer driver, choose either **Transparency** as the paper type or choose the appropriate tray as the paper source.

Printing on Envelopes

For a listing of trays that support envelope printing, see [Tray Media Compatibility](#) on page 49.

Guidelines

- Successful envelope printing is highly dependent on the quality and construction of the envelopes. Use only paper envelopes specified in the Recommended Media List at www.xerox.com/paper (United States) or www.xerox.com/europaper (Europe).
- Maintain constant temperature and relative humidity.
- Store unused envelopes in their packaging to avoid the effects of moisture and dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.
- Avoid padded envelopes; purchase envelopes that lie flat on a surface.
- Avoid envelopes with heat activated glue.
- Avoid envelopes with press and seal flaps.
- Remove air bubbles from the envelopes before loading them into the tray by setting a heavy book on top of them.
- In the printer driver, choose either the **Envelope size** as the paper type or choose the appropriate tray as the paper source.

Caution: Never use envelopes with windows or metal clasps; they can damage the printer. Damage caused by using unsupported envelopes is not covered under the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas, please contact your local representative for details.

Printing on Labels

For a listing of trays that support label printing, see [Tray Media Compatibility](#) on page 49.

To order paper, transparencies, or other specialty media, contact your local reseller or go to the Xerox Supplies website at www.xerox.com/office/WC7425_WC7428_WC7435supplies.

Guidelines

- Do not use vinyl labels.
- Do not feed a sheet of labels through the printer more than once.
- Print only on one side of the sheet of labels. Use full sheet labels only.
- Do not use any sheet where labels are missing; it may damage the printer.
- Store unused labels flat in their original packaging. Leave the sheets of labels inside the original packaging until ready to use. Return any unused sheets of labels to the original packaging and reseal it.
- Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing them in extreme conditions may cause print quality problems or cause them to jam in the printer.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam in the printer.
- In the printer driver, choose either **Labels** as the paper type or choose the appropriate tray as the paper source.

Printing on Glossy Paper

For a listing of trays that support glossy paper, see [Tray Media Compatibility](#) on page 49.

To order paper, transparencies, or other specialty media, contact your local reseller or go to the Xerox Supplies website for your printer: www.xerox.com/office/WC7425_WC7428_WC7435supplies.

Guidelines

- Do not open sealed packages of glossy paper until you are ready to load them into the printer.
- Leave glossy paper in the original wrapper, and leave the packages in the shipping carton until ready to use.
- Remove all other paper from the tray before loading glossy paper.
- Load only the amount of glossy paper you are planning to use. Do not leave glossy paper in the tray when you are finished printing. Reinsert unused glossy paper in the original wrapper and seal.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause glossy paper to curl and jam in the printer.
- In the printer driver, touch **Gloss**, **Gloss Reloaded**, **Heavyweight Gloss** or **Heavyweight Gloss Reloaded** as the paper type, or choose the tray loaded with the desired paper.

See also:

[Supported Media Sizes and Weights](#) on page 48

[Tray Media Compatibility](#) on page 49

Setting Printing Options

Printing options (also called printer driver options) such as custom size and 2-Sided printing, are selected in **Printing Preferences** (Windows), and **Xerox Features** (Macintosh).

This section includes:

- **Windows Printing Options** on page 63
- **Macintosh Printing Options** on page 65

Windows Printing Options

The following table lists printing options organized in tabs within the **Printing Preferences** window:

Tab	Printing Options
Paper/Output	Job type: Normal Print, Secure Print, Sample Set, Delay Print, Save to Mailbox Paper: Paper size, paper color, paper type, tray selection, transparency separators 2-Sided printing: 1-Sided Print, 2-Sided Print, 2-Sided Print, Flip on Short Edge Finishing; Varies based on configuration Print quality: High Resolution, High Quality, High Speed Output destination: Automatically Select, Left Top Tray
Color Options	Color correction: Automatic, Black and White, Color Adjustments
Layout/Watermark	Page Layout: Pages per sheet (N-Up) Booklet layout (optional) Page Layout Options: Portrait, Landscape, Rotated Landscape), 1-Sided Print, 2-Sided Print, 2-Sided Print, Flip on Short Edge, Watermark settings
Advanced	Document Options: Copies, Collate, Banner Sheet, Request Offset, Bypass Tray Feed Edge Image Options: Application Reduce/Enlarge, Draft Mode, Margins, Mirrored Output, PostScript Pass-Through Booklet Layout: Booklet Image Order Advanced Printing Features, TrueType Font Download Option, PostScript Output Option, PostScript Language Level, Send PostScript Error Handler

Note: For more information about Windows printer driver options, click the **Help** button in the lower right-hand corner of any tab in the Printing Preferences window.

Setting Default Printing Options (Windows)

When you print from any software application, the printer uses the print job settings specified in the Printing Preferences window. You can specify your most common printing options and save them so that you do not have to change them every time you print.

Printing

For example, if you want to print to both sides of the paper for most jobs, specify 2-Sided printing in Printing Preferences.

To change Printing Preferences:

1. In the Windows Status Bar, click **Start, Settings**, then click **Printers and Faxes**.
2. In the **Printers and Faxes** folder, right-click the icon for your printer and click **Printing Preferences**.
3. Click a tab in the **Printing Preferences** window, make selections, then click **OK** to save.

Note: For more information about Windows printer driver options, click the **Help** button in the lower right-hand corner of any tab in the Printing Preferences window.

Selecting Printing Options for an Individual Job (Windows)

If you want to use special printing options for a particular job, change the Printing Preferences before sending the job to the printer. For example, if you want to use the **Enhanced** print-quality mode when printing a particular document, choose this setting in Printing Preferences before printing that job.

1. With the document open in your application, access the **Print** dialog box (**File > Print** or CTRL+P in Windows, **File > Print**, or CMD+P on a Macintosh for most software applications).
2. Choose the WorkCentre 7425/7428/7435 and click the **Properties** button to open the **Printing Preferences** window. This button is labeled **Preferences** in some applications. Choose a tab in the **Printing Preferences** window, then make selections.
3. Click **OK** to save and close the **Printing Preferences** window.
4. Print the job.

Saving a Set of Commonly Used Printing Options (Windows)

You can save and name a set of printing options, so that you can quickly apply them to future print jobs.

To save a set of printing options:

1. Click **Saved Settings** at the bottom of the **Printing Preferences** window, and click **Save As** from the list.
2. Name the set of printing options and click **OK**. The set of options is saved and will appear in the list. The next time you want to print using these options, just choose the name from the list and click **OK**.

Macintosh Printing Options

See the following table for specific printing options in the Macintosh PostScript printer driver:

Tab	Printing Options
Paper/Output	Job type: Normal Print, Secure Print, Sample Set, Delay Print, Save to Mailbox Paper: Automatically Select, Printer Default Type, Other Color, Other Type, Transparency Separators 2-Sided Printing: 1-Sided Printing, 2-Sided Printing, 2-Sided Printing, Flip on Short Edge Output Color: Color, Grayscale Output Destination: Automatically Select, Center Tray – Lower, Center Tray – Upper, Left Top Tray
Special Pages	Add Covers Add Inserts Add Exceptions
Image Options	Lighten/Darken Image Quality: High Quality, High Speed, High Resolution Toner Saver: Conserve Dry Ink CMYK Source Color: Commercial, SWOP, SNAP, EuroScale, Japan Color Output Color Correction: Automatic, sRGB, None Invert Image: Mirror Image
Layout/Watermark	Booklet layout: Enable, Disable Booklet Options: Scale, Gutter, Creep Watermark: Presets, Options, New
Advanced	Booklet Image Order: Left to Right, Right to Left Banner Sheet: Enable, Disable Request Offset: No Offset, Each Set Tray 5 (Bypass) Feed Edge: Long Feed Edge (Normal), Short Feed Edge

Selecting Options for an Individual Job (Macintosh)

To choose print settings for a particular job, change the driver settings before sending the job to the printer.

1. With the document open in your application, click **File**, then click **Print**.
2. Choose your printer from the **Printer** list.
3. Choose the desired printing options from the drop-down lists that are displayed.
4. Click **Print** to print the job.

Saving a Set of Commonly Used Printing Options (Macintosh)

You can name and save a set of printing options, so that you can quickly apply them to future print jobs.

To save a set of printing options:

1. Choose the desired printing options from the drop-down lists on the **Print** menu screen.
2. Click **Save As** from the **Presets** menu to name and save the set of printing options.
3. The set of options is saved and will appear in the **Presets** list. The next time you want to print using these options, just select the name from the list.

Printing on Both Sides of the Paper

This section includes:

- [Automatic 2-Sided Printing Guidelines](#) on page 67
- [Printing a 2-Sided Document](#) on page 68
- [2-Sided Page Layout Options](#) on page 68

Automatic 2-Sided Printing Guidelines

A 2-Sided document can be printed on supported paper. Before printing a 2-Sided document, verify the paper type is supported.

The following paper and media cannot be used for Automatic 2-Sided printing:

- Transparencies
- Envelopes
- Labels
- Plain Reload
- Lightweight
- HW Reload
- Extra HW
- Extra HW Reload
- HW Gloss
- HW Gloss Reload

The following paper can be used for Automatic 2-Sided printing:

- Plain
- Letterhead
- Heavyweight
- Recycled
- Bond
- Pre-printed
- Gloss

See also:

[Supported Media Sizes and Weights](#) on page 48

[Tray Media Compatibility](#) on page 49

Printing a 2-Sided Document

See the following table for 2-Sided document printer driver settings:

Operating System	Steps
Windows Vista, Windows 2000, Windows XP, or Windows Server 2003	Click the Paper/Output tab. Choose an option under 2-Sided Printing : 2-Sided Print 2-Sided Print, Flip on Short Edge
Macintosh OS X, version 10.3 or later	In the Print dialog box, click Layout . Choose an option under Two-Sided : Long-edge binding Short-edge binding .

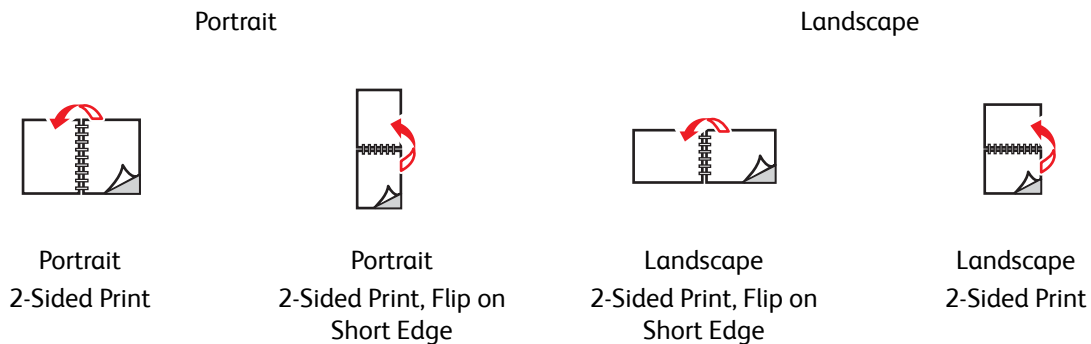
For more information see [Setting Printing Options](#) on page 63.

2-Sided Page Layout Options

When you choose **2-Sided Printing** on the **Paper/Output** tab, you can specify the page layout which determines how the pages turn.

To specify page layout options for 2-Sided printing:

1. Click the **Layout/Watermark** tab.
2. Click **Portrait**, **Landscape**, or **Rotated Landscape**.
3. Click **2-Sided Print**, or **2-Sided Print, Flip on Short Edge**.



Selecting Which Paper to Use

When you send your print job to the printer, you can choose to let the printer automatically select which paper to use based on your document size and the paper type you select, or you can force the printer to use paper from a specific tray.

To select which paper to use:

Windows:

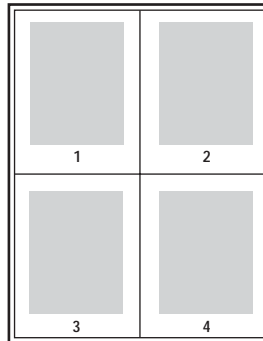
1. In the printer driver, click the **Paper/Output** tab. The Paper summary displays the paper to use for the print job.
2. To change the paper, click the button to the right of the paper summary to display the paper selection drop-down menu.
3. To specify a tray, click the tray in the **Select by Tray** menu.
 - To specify a paper type, click the type in the **Other Type** menu.
 - To specify a standard paper size, click the **Other Size** menu item. In the **Paper Size** dialog box, then click a paper size in the **Output Paper Size** drop-down list.

Macintosh:

1. In the **Print** dialog box, click **Paper Feed**.
2. From the **All pages from** drop-down list, click **Auto Select** to select the paper based on your application settings, or choose a specific paper type or tray.

Printing Multiple Pages on a Single Sheet (N-Up)

When printing a multiple-page document, you can print more than one page on a single sheet of paper. You can print one, two, four, six, nine, or 16 pages per side.



To print multiple pages on a single sheet of paper in a supported driver:

Windows (2000 or later)

1. Click the **Layout/Watermark** tab.
2. Click the button for the **Pages Per Sheet (N-Up)** you want to appear on each side of the sheet.

Macintosh OS X (Version 10.3 or later)

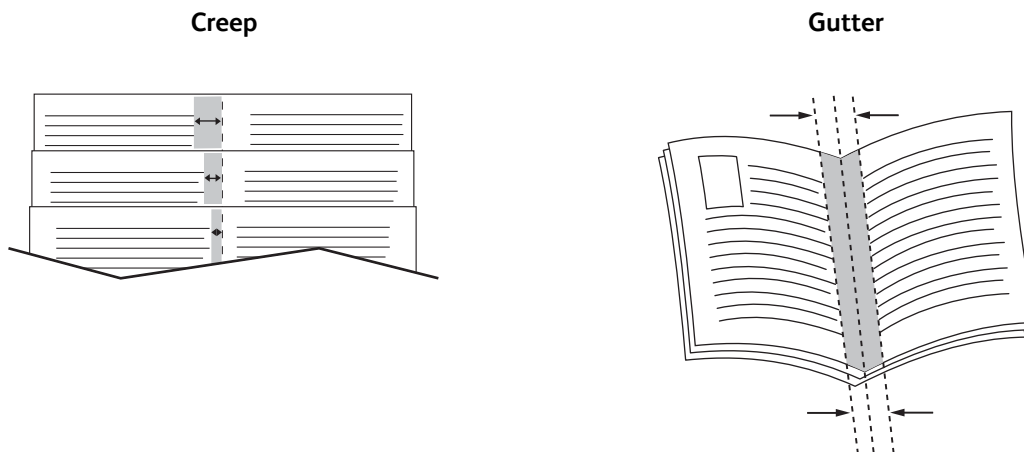
1. In the **Print** dialog box, click **Layout**.
2. From the **Pages Per Sheet** drop-down menu, choose the number of pages per sheet.
3. Click a **Layout Direction** button to select the order in which the images will be printed on the sheet.
4. By default, the images will print on one side of the sheet. Click **Two-Sided** and a binding direction to print on both sides of the sheet.

Printing Booklets

With 2-Sided printing, you can print a document in the form of a small book. Create booklets for any paper size that is supported for automatic 2-Sided printing. The driver automatically reduces each page image and prints four pages per sheet of paper (two on each side). The pages are printed in the correct order so that you can fold and staple the pages to create a booklet.

When you print booklets, you can also specify the *creep* and *gutter* in supported drivers.

- **Creep:** Specifies how much the page images are shifted outward (in 10ths of a point). This compensates for the thickness of the folded paper, which otherwise would cause the page images to shift slightly outward when folded. You can select a value from zero to 1.0 points.
- **Gutter:** Specifies the horizontal distance (in points) between the page images. A point is 0.35 mm (1/72 in.).



The following additional booklet printing options are available in some drivers:

- **Draw Page Borders:** Prints a border around each page.
- **Target Paper Size:** Specifies the size of the paper for the booklet.
- **Right to Left:** Reverses the order of the pages in the booklet.

To select booklet printing in a supported driver:

Windows 2000 or later and PostScript driver

1. Click the **Layout/Watermark** tab.
2. Click **Booklet Layout**.

If you are using the PostScript driver, click the **Booklet Options** button to specify the creep and gutter.

3. If desired, click **Draw Page Borders** in the drop-down list.

Printing

Macintosh OS X (version 10.3 or later) driver

1. In the **Print** dialog box, click **Xerox Features**, then click the **Layout/Watermark** drop-down list.
2. From the **Booklet Layout** drop-down list, click **Enable**. You can also click **Draw Page Borders** or **No Page Borders**.
3. Click **Booklet Options** to **Scale to New Page Size** and to set **Gutter** and **Creep**.
4. Click **Watermark** to add a preset or custom watermark.

Using Color Corrections

The Color Correction options provide simulations of different color devices. **Automatic** is the default correction for general image processing. See the following table to determine what option you want to use.

Color Correction	Description
Automatic Color (Recommended)	Applies the best color correction to each graphic element: text, graphics, and images.
Black and White	Converts all colors to black and white or shades of gray.
Color Adjustments	Displays the adjustments to the color. Adjust the color by clicking this button.

To select the color correction in a supported driver:

Windows 2000 or later and PostScript driver

1. Click the **Color Options** tab.
2. Select the desired color correction: **Automatic Color**, **Black and White**, or **Color Adjustments**.
3. To adjust the color corrections, click the **Color Adjustments** button.
 - Use the **Lighten/Darken** slider to lighten or darken the entire image.
 - Use the **CMYK Color** drop-down list to apply press matching. From the drop-down list, select **Commercial**, **SNAP**, **SWOP**, **EuroScale** or **Japan Color**.

Macintosh OS X (version 10.3 or later) driver

1. In the **Print** dialog box, click **Xerox Features**, then click the **Image Options** drop-down list.
2. In the **Output Color Corrections** drop-down list, click **Auto**, **sRGB** or **None**.

Use the CMYK Source Control drop-down list to apply press matching. From the drop-down list, click **Commercial**, **SNAP**, **SWOP**, **EuroScale** or **Japan Color**.

Printing in Black and White

If you want your output in black, white, and shades of gray, you can select black and white in a supported driver:

Windows 2000 or later and PostScript driver

1. Click the **Color Options** tab.
2. Click the **Black and White** option.

Macintosh OS X (version 10.3 or later) driver

1. In the **Print** dialog box, click **Xerox Features**, then click the **Output Color** drop-down list.
2. Click **Grayscale**.

Transparency Separators

This feature inserts a separator (a divider page) between each printed transparency in your print job. The paper type for your job must be set to Transparency.

Note: Transparency separators are not included in your job if your job is printed on any other media type. They are not included if you print from a specific tray even when that tray contains transparencies.

Windows 2000 or later and PostScript driver

1. In the printer driver, click the **Paper/Output** tab. The Paper summary displays the paper to use for the print job.
2. Click the button to the right of the paper summary to display the paper selection drop-down menu.
3. Click **Other Type**, then click **Transparency**.
4. Click the button to the right of the paper summary again to display the paper selection drop-down menu.
5. Click **Transparency Separators**.
6. From the **Separator Options** drop-down list, click **Blank Separators**, **Printed Separators** (the printed separator contains the same image as the transparency) or **No Separators**.
7. From the **Source** drop-down list, click the tray to use for the separators.
 - Auto Paper Select: Automatically selects the tray where the separator paper type is specified.
 - Tray 1 through Tray 5: selects a paper tray with separator paper type specified.
 - These transparency separator settings override any transparency separator settings in the application. Transparency separators cannot be specified with Booklet output.

Macintosh OS X (version 10.3 or later) driver

1. In the **Print** dialog box, click **Xerox Features**, then click the **Paper Output** drop-down list.
2. Click the button to the right of the paper summary to display the paper selection drop-down menu.
3. Click **Other Type**, then click **Transparency**.
4. Click the button to the right of the paper summary again to display the paper selection drop-down menu.
5. Click **Transparency Separators**.
6. From the **Separator Options** drop-down list, click **Blank Separators**, **Printed Separators** (the printed separator contains the same image as the transparency) or **No Separators**.
7. From the **Source** drop-down list, click the tray to use for the separators.

Printing Cover Pages

A cover page is the first or last page of a document. The printer enables you to choose a different paper source for the cover page than for the body of a document. For instance, use your company letterhead for the first page of a document, or use heavyweight paper for the first and last pages of a report.

- Use any applicable paper tray as the source for printing cover pages.
- Verify that the cover page is the same size as the paper used for the rest of your document.

If you specify a different size in the printer driver than the tray you select as a cover pages source, your cover(s) print on the same paper as the rest of your document.

You have several choices for cover pages:

- **No Covers:** Prints the first and last pages of your document from the same tray as the rest of your document.
- **Front Only:** Prints the first page on paper from the specified tray.
- **Back Only:** Prints the back page on paper from the specified tray.
- **Front and Back: Same:** Front and back cover pages print from the same tray.
- **Front and Back: Different:** Front and back cover pages can print from different trays.

Cover Page	Print Option	Pages Printed on Cover
First	1-Sided printing	Page 1
	2-Sided printing	Pages 1 and 2
Last	1-Sided printing	Last page
	2-Sided printing (odd-numbered pages)	Last page
	2-Sided printing (even-numbered pages)	Last two pages

For the back of your front cover to remain blank when 2-Sided printing, page two of your document must be blank. For the back cover of your document to remain blank, see the following table for inserting blank pages.

Print Option	Last Page of Text	Blank Pages
1-Sided printing		Add one blank page at the end of the document.
2-Sided printing	Odd-numbered	Add two blank pages at the end of the document.
	Even-numbered	Add one blank page at the end of the document.

To select cover pages in a supported driver:

Windows 2000 or later

1. Click the **Special Pages** tab.
2. Click the **Add Covers** button.
3. Choose the cover option and tray to use from the **Add Covers** dialog box.

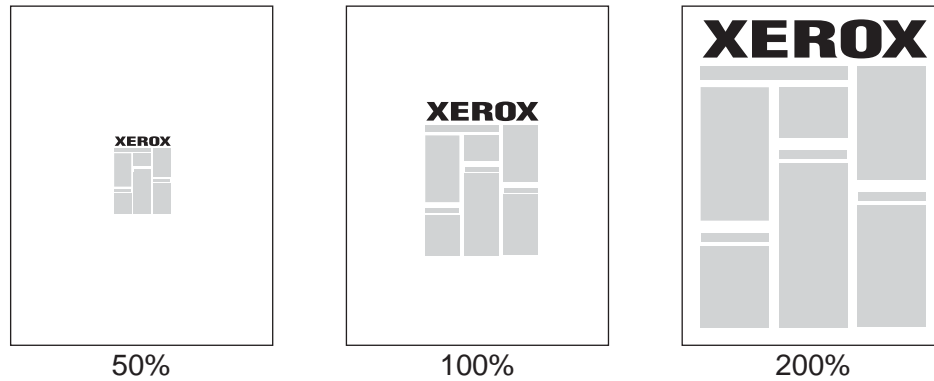
Macintosh OS X (version 10.3 or later) driver

1. In the **Print** dialog box, click **Paper Feed**.
2. Click **First page from**, then click the tray to use for the covers.
3. Under **Remaining pages from**, click the tray to use for the remaining pages.

Note: For booklet printing, the cover page needs to be selected as the Last Page Paper Source.

Scaling

You can reduce or enlarge your page images when they are printed by selecting a scaling value between 25 and 400 percent. The default is 100 percent.



To select scaling in a supported driver:

Windows 2000 or later

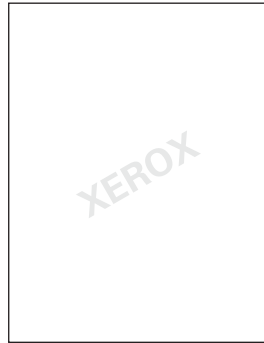
1. Click the **Paper/Output** tab.
2. Click the button to the right of the **Paper** summary and select **Other Size**.
3. Click an option in the **Scale Options** drop-down list.
4. If you click **Manually Scale**, enter a percentage in the percentage box.

Macintosh OS X (version 10.3 or later) driver

1. Click **File**.
2. Click **Page Setup**.
3. Specify the percentage in the box for **Scale**.

Printing Watermarks

A watermark is additional text that can be printed across one or more pages. For example, terms like Draft and Confidential, which you might stamp on a page before distribution, can be inserted with a watermark.



In some Windows drivers you can:

- Create a watermark.
- Edit an existing watermark's text, color, location, and angle.
- Place a watermark on either the first page or every page in a document.
- Print a watermark in the foreground or background or blend with the print job.
- Use a graphic for the watermark.
- Use a time stamp for the watermark.

Note: Not all applications support watermark printing.

To select, create, and edit watermarks:

Windows 2000 or later

1. Click the **Layout/Watermark** tab.
 - To use an existing watermark, choose it from the **Watermark** drop-down list.
 - To modify the watermark, click the **Edit** button to display the **Watermark Editor** dialog box.
 - To create a new watermark, click **New**, then use the **Watermark Editor** dialog box.
2. In the **Watermark** drop-down list for **Options**:
 - Choose an option to print the watermark in the foreground or background or to blend it with the job.
 - Choose an option to print the watermark on all pages or only the first page.

Macintosh OS X (version 10.3 or later) driver

1. In the **Print** dialog box, click **Xerox Features**, then click **Layout/Watermark**.
 - To use an existing watermark, choose it from the **Watermark** drop-down list.
 - To modify the watermark, click **Edit** in the **Watermark** drop-down list to display the **Watermark Editor** dialog box.
 - To create a new watermark, click **New** in the **Watermark** drop-down list to display the **Watermark Editor** dialog box.
2. In the **Options** drop-down list:
 - Choose an option to print the watermark in the foreground or background or to blend it with the job.
 - Choose an option to print the watermark on all pages or only the first page.

Printing Mirror Images

You can print pages as a mirror image (flips images horizontally on pages when printed).

To select mirror images in a supported driver:

Windows 2000 or later and PostScript driver

1. Click the **Advanced** tab.
2. Under **Image Options**, click **On** for **Mirrored Output**.

Macintosh OS X (version 10.3 or later) driver

1. In the **Print** dialog box, click **Xerox Features**, then click **Image Options**.
2. In **Invert Image**, click **Mirror Image**.

Creating and Saving Custom Sizes

Custom size paper can print from Tray 5. You can save custom size paper settings in a supported printer driver. Since these custom sizes are saved in your computer's operating system, they are available for you to select in your applications.

Windows 2000 or later

1. Click the **Paper/Output** tab.
2. Click the button to the right of the **Paper** summary and click **Other Size**.
3. In the **Paper Size** dialog box, click **New** in the **Output Paper Size** drop-down list.
4. In the **New Custom Size** dialog box, enter a descriptive name in the **Name** box and the dimensions in the **Width** and **Height** boxes.
5. Click **OK**.

Macintosh OS X (version 10.3 or later)

1. In the **File** menu, click **Page Setup**.
2. Under format for, choose the printer.
3. In the **Paper Size** drop-down list click **Manage Custom Sizes**.
4. Click the **+** button to add a new custom page size.
5. Enter a descriptive name for the custom page size, then enter the page size and margin information.
6. Click **OK**.

Job Completion Notification

You can choose to be notified when your job is done printing. A message appears in the lower right corner of your computer screen with the name of the job and the name of the printer where it was printed.

Note: This feature is only available when your printer is connected to your computer over a network.

To select job completion notification in a supported driver:

Windows 2000 or later

1. At the bottom of any driver **Printing Preferences** tab, click the **More Status** button.
2. Click the **Notification** menu, then click the desired option.
3. Click the **X** in the upper right hand corner to close the window.

Printing Special Job Types

You can choose one of the following special job types:

- **Secure Print:** Prints the job only after you choose your name and enter your four-digit numeric password on the printer touch screen.
- **Sample Set:** Prints one copy of the job so that you can proof the copy. To print additional copies, release the job on the printer touch screen.
- **Delay Print:** Prints the job at the time you specify.
- **Save to Mailbox:** Stores the job on the printer hard drive so it can then be printed on demand using the printer touch screen or printed from CentreWare IS.

Sending Secure Print, Sample Set, Delay Print or Saved to Mailbox Jobs

Use a supported driver to specify a job as a Secure, Sample Set, Delay Print or Saved to Mailbox job.

Windows 2000 or later

1. Click the **Paper/Output** tab.
2. Under **Job Type**, click the desired job type.
3. In the dialog box:
 - For a **Secure Print** job, enter and confirm your four-digit passcode in the **Secure Print** window.
 - For a **Sample Set** job, choose the print setting for the job, then click **Sample Set**, then click **Print**.
 - For a **Delay Print** job, enter the time you wish the job to print, click **OK**, then click **Print**.
 - For a **Saved to Mailbox** job, enter a name for this job (click the drop down list for options), then the predefined **Mailbox Number**. Choose **Secure Saved Job** options if desired.

Macintosh OS X (version 10.3 or later) driver

1. In the **Print** dialog box, select the job type from the **Job Type** drop-down list.
 - For a **Secure Print** job, enter and confirm your four-digit passcode in the **Secure Print** window.
 - For a **Sample Set** job, choose the print setting for the job, then click **Sample Set**, then click **Print**.
 - For a **Delay Print** job, enter the time you wish the job to print, click **OK**, then click **Print**.
 - For a **Saved to Mailbox** job, enter a name for this job (click the drop-down list for options), then the predefined **Mailbox Number**. Choose **Save**, **Save and Print** and **Secure Saved Job** options if desired.

Printing or Deleting Secure Print Jobs

1. On the printer control panel, press **Job Status**. The **Active Jobs** tab displays.
2. Touch the desired job, then choose the desired action from the pop up menu.
3. Enter your passcode using the printer keypad, then touch **Confirm**.

Printing or Deleting Sample Set Print Jobs

1. On the printer control panel, press **Job Status**. The **Active Jobs** tab displays.
2. Touch the desired job, then choose the desired action from the pop up menu.

Printing or Deleting Delay Print Jobs

1. On the printer control panel, press **Job Status**. The **Active Jobs** tab displays.
2. Touch the desired job, then choose the desired action from the pop up menu.

Printing or Deleting Saved to Mailbox Print Jobs

1. On the printer control panel, press **Job Status**. The **Active Jobs** tab displays.
2. Touch the desired job, then choose the desired action from the pop up menu.

Printing

Copying

5

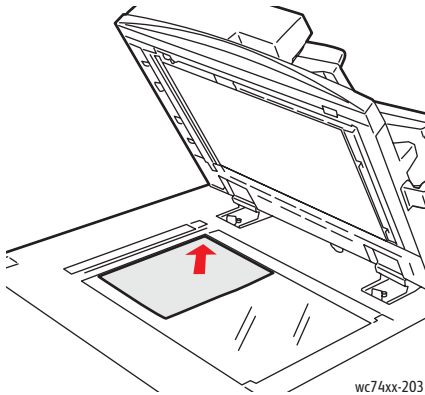
This chapter includes:

- [Basic Copying](#) on page 88
- [Adjusting Copy Options](#) on page 90

Basic Copying

To make copies:

1. Load your original documents. Use the document glass for single copies, or the document feeder for multiple pages.



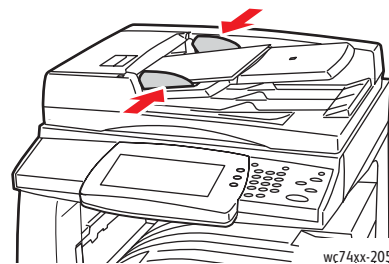
Document Glass

Lift the document feeder cover and place the original **face down**, toward the **back-left** corner of the document glass.



Document Feeder

Insert originals **face up** with the **left edge** of the page entering the feeder first. The green light indicates correct loading of originals.



Adjust the paper guides so they fit against the originals.

2. On the printer control panel, press the **Clear All** button to remove previous copy settings.
3. On the printer touch screen, touch **Copy**.

4. Use the keypad on the right side of the control panel to enter the number of copies. The number of copies selected appears in the upper-right corner of the touch screen.
 - To correct the number of copies entered using the keypad, press the yellow **Clear All** button.
 - To stop a copy job, press the red **Stop** button on the control panel. On the touch screen, touch **Resume** to continue the job, or **Cancel** to cancel the job completely.
5. If necessary, change the copy settings. See [Adjusting Copy Options](#) on page 90.
6. Press the green **Start** button on the control panel.
 - When using the document feeder, copying continues until the document feeder is empty.
 - When using the document glass for 2-Sided Copying, a message appears on the touch screen when it is time to place the next original on the glass. Press the green **Start** button to copy the next original.

Adjusting Copy Options

This section includes:

- **Basic Settings** on page 90
- **Image Quality Adjustments** on page 94
- **Layout Adjustments** on page 97
- **Output Format Adjustments** on page 100
- **Advanced Copying** on page 105

Basic Settings

Use the **Copy** tab to change the following basic settings:

- **Selecting Color or Black & White Copies** on page 90
- **Reducing or Enlarging the Image** on page 91
- **Selecting the Tray to Use for Copies** on page 91
- **Specifying 2-Sided Originals for Copies** on page 92
- **Collating Copies** on page 92
- **Stapling Copies** on page 93
- **Folding Copies** on page 93
- **Hole Punching Copies** on page 93
- **Booklet Creation** on page 93

Selecting Color or Black & White Copies

If the original document contains color, you can create copies in full color, a single color (monochrome), or in black and white.

To select the output color:

1. Touch **Copy** on the touch screen.
2. Select the output color:
 - **Auto Detect:** detects the color content in the original document, and makes copies in full color if the original is a color document, or in black only if the original is a black and white document.
 - **Color:** Copies in full color output using all four printing colors (cyan, magenta, yellow, and black).
 - **Black & White:** Copies in black and white only. Colors in the original are converted to shades of gray.
3. For copies printed in shades of a single color:
 - a. Touch the **Image Quality** tab, then touch **Color Effects**.
 - b. Touch **Single Color**, then touch one of the six color choices.
 - c. Touch **Save**.

Reducing or Enlarging the Image

Image size can be reduced to a maximum of 25 % of original size or enlarged to a maximum of 400 % of original size.

To reduce or enlarge the image:

1. Touch **Copy** on the touch screen.
2. To reduce or enlarge the image proportionally, touch the **up arrow** or the **down arrow**.
3. To reduce or enlarge the image proportionally by a preset amount, such as to fit a particular paper size:
 - a. Touch **More**.
 - b. Touch **Proportional %**, then touch one of the **Preset %** buttons.

Note: You can also touch the up and down arrow to change the percentage.

- c. To center the image on the page, touch **Auto Center**.
 - d. Touch **Save**.
4. To reduce or enlarge the width and length of the image by different percentages:
 - a. Under **Reduce/Enlarge**, touch **More**, then touch **Independent X-Y%**.
 - b. Use the **arrow** buttons to change the width (X axis) of the image.
 - c. Use the **arrow** buttons to change the length (Y axis) of the image.

Note: You can also touch one of the **Preset % buttons**.

- d. To center the image on the page, touch **Auto Center**.
 - e. Touch **Save**.

Selecting the Tray to Use for Copies

You can make copies on letterhead, colored paper, different paper sizes or transparencies by selecting a paper tray loaded with the desired media.

To select the tray to use:

1. Touch **Copy** on the touch screen.
2. Touch one of the trays shown under **Paper Supply**.

Note: The printer includes two paper trays with additional trays available as options.

Note: Trays can also be selected as follows:

- a. Touch **More**.
- b. Touch the desired tray.
- c. Touch **Save**.

Note: **Auto Select** allows the printer to automatically use trays containing the correct paper size.

Specifying 2-Sided Originals for Copies

The document feeder can be used to copy one or both sides of 2-Sided originals. You can also create 1-Sided or 2-Sided copies from 2-Sided originals.

To select the sides to copy:

1. Touch **Copy** on the touch screen.
2. Touch one of the following options under **2-Sided Copying**:
 - **1 → 1-Sided**: Scans only one side of the originals and produces 1-Sided copies.
 - **1 → 2-Sided**: Scans only one side of the originals and produces 2-Sided copies.
 - **2 → 2-Sided**: Scans both sides of the originals and produces 2-Sided copies.
 - **2 → 1-Sided**: Scans both sides of the originals and produces 1-Sided copies.
3. If you selected 2-Sided copies and you want the images on side 2 to be rotated 180 degrees, touch **Rotate Side 2**.

Collating Copies

When making several copies of a multi-page document, copies can be automatically collated. For example, when making three single-sided collated copies of a six-page document, the copies are printed in this order:

1, 2, 3, 4, 5, 6; 1, 2, 3, 4, 5, 6; 1, 2, 3, 4, 5, 6

Uncollated copies are printed in this order:

1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5, 6, 6, 6

To choose collated or uncollated copies:

1. Touch **Copy** on the touch screen.
2. For collated copies, touch **Collated** under **Copy Output**.
3. If you have an appropriate finisher, you can staple collated copies. Touch **Collated 1 Staple** or **Collated 2 Staples**.

Uncollated Copies

1. Touch **More** or **Hole Punch & More** (Office LX Finisher and Professional Finisher) under **Copy Output**.
2. Touch **Uncollated**, or **Uncollated with Separators** if you have separator pages loaded in a different tray) under **Collation**.
3. Touch **Save**.

Stapling Copies

If your printer has a finisher with a stapler, copies can be automatically stapled.

To select stapling:

1. Touch **Copy** on the touch screen.
2. If the original is:
 - a. Collated: under **Copy Output**, touch **Collated 1 Staple** or **Collated 2 Staples**.
 - b. Uncollated: touch **More** or **Hole Punch & More** (Office LX Finisher and Professional Finisher), then touch **1 Staple**, **2 Staples**, or **2 Staples Top**. The screen shows the location of the staple on the page.
 - c. Touch **Save**.

Folding Copies

If your printer has the Office LX Finisher, you can crease copies and then fold them manually. If you have the Professional finisher, you can fold copies.

1. Touch **Copy** on the touch screen.
2. Touch **Folding** under **Copy Output**, then touch **Single Fold**.
3. Touch **Fold a Page at a Time**, or **Fold as a Set**.
4. When Fold as a Set is selected, the following options are available:
 - **Staple** on or off.
 - **Covers**, with options for **Blank Covers** or **2-Sided Covers**, and tray selection for cover pages and main body paper. See [Including Covers](#) on page 102 for more information.
5. Touch **Save**.

Hole Punching Copies

If your printer has the Office LX Finisher with hole punch, or the Professional Finisher, copies can be automatically hole punched.

1. Touch **Copy** on the touch screen.
2. Under **Copy Output**, touch **Hole Punch & More**.
3. Under **Hole Punch**, touch **2 Hole Punch** or **3 Hole Punch**.
4. Touch **Top** to punch at the top of the page rather than the left edge.

Booklet Creation

If your printer has the Office LX Finisher or Professional Finisher, copies can be formatted as a booklet. The booklet can be folded, stapled or both. See [Creating Booklets](#) on page 101.

Image Quality Adjustments

Use the **Image Quality** tab on the touch screen to change the following image quality settings:

- [Specifying the Original Type](#) on page 94
- [Adjusting the Darkness, Sharpness, and Saturation](#) on page 94
- [Automatically Suppressing Background Variations](#) on page 94
- [Adjusting the Contrast](#) on page 95
- [Selecting Color Effects](#) on page 95
- [Adjusting the Color Balance](#) on page 96
- [Selecting the Gloss Level](#) on page 96

Specifying the Original Type

The printer optimizes the image quality of copies based on the type of images in the original document and how the original was created.

To specify the original type:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.
2. Touch **Original Type**.
3. Touch **Auto, Photo & Text, Text, Photo, or Maps**.
 - For Photo & Text or Photo, touch **Printed Original, Photograph, or Photocopy**.
 - For Text, touch **Printed Text, or Light Text** (only available if copy output color is set to Black & White).
4. Touch **Save**.

Adjusting the Darkness, Sharpness, and Saturation

You can lighten or darken copies as well as adjust the sharpness and saturation.

To adjust these image options:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.
2. Touch **Image Options**.
3. Move the **Lighten/Darken** slider by touching the up or down arrow to lighten or darken the image.
4. Move the **Sharpness** slider by touching the up or down arrow to sharpen or soften the image.
5. Move the **Saturation** slider by touching the up or down arrow to make the image colors more or less vivid.
6. Touch **Save**.

Automatically Suppressing Background Variations

When you are using originals printed on thin paper, text or images printed on one side of the paper can sometimes be seen on the other side of the paper. To prevent this from happening in your copy, use the

Auto Suppression setting to minimize the sensitivity of the printer to variations in light background colors.

To change this setting:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.
2. Touch **Image Enhancement**.
3. Under **Background Suppression**, touch **Auto Suppression**.
4. Touch **Save**.

Adjusting the Contrast

Contrast is the difference between light and dark areas in an image. To reduce or increase the contrast of the copies:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.
2. Touch **Image Enhancement**.
3. Touch **Manual Contrast**.
4. Move the slider by using the up or down arrow to select more or less contrast.
5. Touch **Save**.

Selecting Color Effects

If you have a color original, you can adjust the copy colors using presets called **Color Effects**. For example, the copy colors can be adjusted to be brighter or cooler.

To select a color effect:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.
2. Touch **Color Effects**.
3. Touch the desired color preset. The sample images displayed on the right side of the touch screen show how the colors are adjusted.
4. Touch **Off** to cancel color adjustment.
5. Touch **Dual Color** to create a copy consisting of two colors.
 - a. Touch **Source Color**, then touch **Other than Black** or **Color** to select the source color, then touch **Save**.
 - b. Touch **Target Area Color**, then touch the color to replace the source color inside the target area, then touch **Save**.
 - c. Touch **Non-Target Area**, then touch the color to replace the source color outside the target area, then touch **Save**.
6. Touch **Single Color** to create a copy in a single color selected from the list.
7. Touch **Save**.

Adjusting the Color Balance

If you have a color original, you can adjust the balance between the primary printing colors (cyan, magenta, yellow and black).

To adjust the color balance:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.
2. Touch **Color Balance**.
3. To adjust the highlight, midtone, and shadow density levels by color:
 - a. Touch the desired color.
 - b. Touch the up or down arrows to adjust the levels for highlights, midtones, and shadows.
 - c. Repeat steps 3a and 3b for each color.
4. Touch **Save**.

Adjusting the Color Shift

If you have a color original, you can adjust the hue of the copy colors.

To adjust the color balance:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.
2. Touch **Color Shift**. The Original Color bar represents the colors of the original document. The Copy Color bar represents the copy colors.
3. Touch one of the five buttons from **Minus** to **Plus** to select the desired color shift.
4. Touch **Save**.

Note: This feature is only available when the output color is set to **Auto Detect** or **Color**.

Selecting the Gloss Level

The gloss level can be enhanced to create glossier copies.

To adjust the gloss level:

1. Touch **Copy** on the touch screen, then touch the **Image Quality** tab.
2. Touch **Gloss Level**.
3. Touch **Normal** for normal gloss or **Enhanced** for glossier copies.
4. Touch **Save**.

Layout Adjustments

Use the Layout Adjustment tab to change the following settings:

- **Book Copying** on page 97
- **2-Sided Book Copying** on page 98
- **Specifying the Original Size** on page 98
- **Erasing the Edges of Copy Documents** on page 98
- **Shifting the Image** on page 99
- **Rotating the Image** on page 100
- **Inverting the Image** on page 100
- **Specifying the Orientation of the Original** on page 99

Book Copying

When copying a book, magazine, or other bound document, you can copy facing pages onto separate sheets.

You must use the document glass to make copies from books, magazines, or pamphlets. Do not place bound originals in the document feeder.

Note: This feature and **2-Sided Book Copying** on page 98 cannot be activated simultaneously.

Note: Non-standard size documents will not be separated into two pages accurately.

To copy pages from a book or other bound document:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. Touch **Book Copying**. In the next screen, touch **On**.
 - a. To copy both pages of an open book in page order, touch **Both Pages**. If desired, touch the up or down arrow to specify the **Binding Edge Erase** amount, the space between the image area and the binding.
 - b. To copy only the left page of an open book touch **Left Page Only**. If desired, touch the up or down arrow to specify the **Binding Edge Erase** amount, the space between the image area and the binding.
 - c. To copy only the right page of an open book, touch **Right Page Only**. If desired, touch the up or down arrow to specify the binding edge amount to be erased.
3. Touch **Save**.

Note: The facing pages of a bound document must be placed in a horizontal orientation on the document glass as shown on the touch screen.

2-Sided Book Copying

This feature allows you to make 2-Sided copies of facing pages of the original bound document.

Note: This feature and **Book Copying** on page 97 cannot be activated simultaneously.

Note: You must use the document glass to make copies from books, magazines, or pamphlets. Do not place bound originals in the document feeder.

Note: Non-standard size documents will not be separated into two pages accurately.

To copy pages from a book or other bound document:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. Touch **2-Sided Book Copying**. In the next screen, touch **On**.
3. **Starting & Ending Page** specifies the copy start page and copy end page.
 - For **Starting Page**: touch **Left Page** or **Right Page**
 - For **Ending Page**: touch **Left Page** or **Right Page**
4. Touch **Save**.

Specifying the Original Size

To specify the original size so that the correct area is copied:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. Touch **Original Size**.
 - a. The printer can pre-scan the first page of the originals to determine the area to copy. Touch **Auto Detect**.
 - b. If the area to be copied matches a particular paper size, touch **Manual Size Input**. then touch the desired paper size. If necessary, touch the scroll arrows to view the entire list.
 - c. To create a custom size, touch **Custom Size** at the top of the **Standard Sizes** list. Touch the up or down arrow to specify the length and width of the scan area.
 - d. If the original contains pages of different sizes, touch **Mixed Size Originals**.
3. Touch **Save**.

Erasing the Edges of Copy Documents

You can erase content from the edges of your copies by specifying the amount to erase on the right, left, top, and bottom edges.

To erase edges on copies:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. Touch **Edge Erase**.
3. To erase all of the edges by the same amount:
 - a. Touch **All Edges**.
 - b. Touch the up or down arrow to specify the amount to erase from all edges on Side 1.

4. To specify different amounts for the edges:
 - a. Touch **Individual Edges**.
 - b. Touch the up or down arrow to specify the amount to erase from each edge.
 - c. To specify the original's orientation as you load it in the document feeder or document glass, touch either **Upright Image** or **Sideways Image** (top to left), then touch **Save**.
5. If you selected 2-sided copies, touch the up or down arrow to specify the amount to erase from each edge on Side 2 or touch **Mirror Side 1**.

Note: If preset values such as **Hole Punch Erase** or **Header/Footer Erase** were previously saved, you can touch the preset in the lower-left corner of the window.
6. Touch **Print to Edge** to cancel edge erase.
7. Touch **Save**.

Specifying the Orientation of the Original

If you plan to have the copies automatically stapled, specify the orientation:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. Touch the **Original Orientation** button.
3. Touch the **Upright Images** or **Sideways Images (Top to Left)**.
4. Touch **Save**.

Shifting the Image

You can change the placement of the image on the copy page. This is useful if the image size is smaller than the page size.

To change image placement:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. Touch **Image Shift**.
3. To center the image on the page, touch **Auto Center**.
4. To specify the position of the image:
 - a. Touch **Margin Shift**.
 - b. Touch the up or down arrow to specify the amount of **Up/Down** and **Left/Right** shift for Side 1.
5. To specify the original's orientation as you load it in the document feeder or document glass, touch **Original Orientation**, then touch either **Upright Image** or **Sideways Image (Top to Left)**, then touch **Save**.
6. If you selected 2-sided copies, touch the up or down arrow to specify the amount to erase from each edge on Side 2 or touch **Mirror Side 1**.

Note: If preset values such as **Hole Punch Erase** or **Header/Footer Erase** were previously saved, you can select the preset in the lower-left corner of the window.
7. Touch **Save**.

Rotating the Image

If the orientation of the paper currently loaded in the tray differs from that of your original, the printer automatically rotates the copy to fit on the paper.

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. Touch **Image Rotation**, then select from the following:
 - Touch **Off** to cancel rotation.
 - Touch **Always On** for automatic rotation of the copy of your original to fit correctly on your selected paper.
 - Touch **On during Auto** for automatic rotation of the copy of your original when **Auto Paper Select** or **Auto%** is selected.
 - Touch **Save**.

Inverting the Image

Originals can be printed as mirror images; this flips each image horizontally on the page.

Originals can be printed as negative images; this reverses the light and dark areas in each image.

To invert images:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. Touch **Invert Image**.
3. To mirror images, touch **Mirror Image**. The default is **Normal Image**, which does not mirror the images.
4. To create negative images, touch **Negative Image**. The default is **Positive Image**, which does not reverse the light and dark areas in the images.
5. Touch **Save**.

Output Format Adjustments

Use the Output Format tab to make the following changes:

- [Creating Booklets](#) on page 101
- [Including Covers](#) on page 102
- [Adding Annotations](#) on page 102
- [Inserting Transparency Separators](#) on page 104
- [Copying Multiple Pages on a Sheet of Paper](#) on page 101
- [Adding Watermarks](#) on page 104
- [ID Card Copying](#) on page 105

Creating Booklets

Copies can be printed in the form of a booklet. The page images are reduced to print two images per side of each page. You can then fold and staple the pages to create the booklet.

With the appropriate finisher installed, the printer can crease or fold and staple the pages automatically.

Note: In this mode, the printer does not print the copies until it has scanned all of the originals.

To create a booklet:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.
2. Touch **Booklet Creation**, then touch **Booklet Options On**.
3. Touch **1-Sided Originals**, **2-Sided Originals** or **2-Sided Rotated Originals**.
4. Touch **No Fold & Staple**, **Fold & Staple** or **Fold Only**.
5. You can add margins in the center binding area to compensate for the thickness of the booklet:
 - a. Touch **Binding Shift**, then touch the up or down arrow to set the shift.
 - b. Touch **Save**.
6. To add covers, touch **Covers**, then touch **Blank Covers**, **2-Sided Covers** or **1-Sided Covers**.
 - Touch the tray loaded with cover paper and the tray loaded with main body paper. Touch **Save**.
 - To print the copy of the last original page on the back cover for **Blank Covers** and **2-Sided Covers**, touch **Last Page on Back Cover**, then touch **Save**.
7. Touch **Last Page on Back Cover** to print the last copied page on the back cover.
8. To sub-divide a large booklet into subset, touch **Divide Output**, then touch **On**.
9. Touch the up or down arrow to enter the number of sheets for each subset, then touch **Save**.
10. Offset Stacking places each stack of printed pages slightly to the left of right of the previous stack for easier separation.
 - a. Touch **Output Destination/Offset**.
 - b. Touch **Center Tray**, **Left Top Tray**, **Right Top Tray**, or **Right Middle Tray**.
 - c. Touch **Offset Stacking**, then touch **System Default**, **No Offset**, **Offset Per Set** or **Offset Per Job**, then touch **Save**.
11. Touch **Save**.

Note: Tray choices vary depending on installed options.

Copying Multiple Pages on a Sheet of Paper

You can copy multiple original pages onto one side of a sheet of paper. The size of the images is reduced proportionally to fit on the selected paper.

To copy multiple pages on a sheet:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.
2. Touch **Page Layout**.
3. Touch **Multiple Up**.

Copying

4. To select the number of original pages for each sheet of paper, touch **2 Pages Up**, **4 Pages Up** or **8 Pages Up**. For 4 Pages Up or 8 Pages Up, touch the desired **Reading Order**.
5. To change the orientation of the copies, touch **Original Orientation**, then touch **Upright** or **Sideways (Top to Left)**, then touch **Save**.
6. To repeat the same image on a page, touch **Repeat Image**.
 - a. Touch **2 Pages Up**, **4 Pages Up** or **8 Pages Up**.
 - b. Touch **Auto Repeat** to automatically calculate the number of times to repeat vertically or horizontally based on document size, paper size, and the enlarge/reduction ratio.
 - c. Touch **Variable Repeat** to specify the number of times to repeat the image vertically or horizontally using the arrow buttons. You can repeat an image between 1 to 23 times vertically, and between 1 to 33 times horizontally.
 - d. To change the orientation of the copies, touch **Original Orientation**, then touch **Upright** or **Sideways (Top to Left)**, then touch **Save**.

Including Covers

You can print the first and last pages of your copy job on different paper, such as colored or heavyweight paper. The printer selects the paper from a different tray. The covers can be blank or printed.

Note: The paper used for the covers must be the same size as the paper used for the rest of the document.

To select the type of covers and the tray to use for the cover paper:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.
2. Touch **Covers**.
3. To include both a front and back cover that use the same tray and printing options:
 - a. Touch **Front & Back Covers**.
 - b. Touch a printing option for the cover: **Blank Covers**, **1-Sided Covers** or **2-Sided Covers**.
 - c. Touch the tray to use for the covers, then touch the tray to use for the main body.
4. To include only a front cover or only a back cover:
 - a. Touch **Front Cover Only** or **Back Cover Only**.
 - b. Touch a printing option for the cover: **Blank Covers**, **1-Sided Covers** or **2-Sided Covers**.
 - c. Touch the tray to use for the covers, then touch the tray to use for the main body.
5. Touch **Save**.

Adding Annotations

You can automatically add annotations, such as page numbers and the date, to copies.

To print annotations:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.
2. Touch **Annotations**.

3. To insert a comment:
 - a. Touch **Comment**, then on the next screen, touch **Comment** again.
 - b. On the next screen, touch the desired comment in the list of stored comments.
 - c. To create a comment, select a comment not in use, then touch **Edit**. Using the on-screen keyboard, type the new comment, then touch **Save**.
 - d. Touch **Apply To**, then touch **First Page Only**, **All Pages** or **All Pages Except First**, then touch **Save**.
 - e. To select the location of the comment on the page, touch **Position**, then touch the desired location.
 - f. Touch **Save**.
4. To insert the current date:
 - a. Touch **Date Stamp**, then in the next window, touch **Date Stamp** again.
 - b. Touch the format to use for the date.
 - c. To select which pages the date appears on, touch **Apply To**, then touch **First Page Only**, **All Pages** or **All Pages Except First**, then touch **Save**.
 - d. To select the position of the date stamp on the page, touch **Position**, then select the desired position.
 - e. Touch **Save**.
5. To insert page numbers:
 - a. Touch **Page Numbers**, then on the next screen, touch **Page Numbers** again.
 - b. If necessary, on the next screen, touch **Page Numbers** again.
 - c. Touch the up or down arrow to enter the starting page number.
 - d. To select which pages the page number appears on, touch **Apply To**, then touch **All Pages** or **All Pages Except First**, then touch **Save**.
 - e. To select the position of the date stamp on the page, touch **Position**, then select the desired position.
 - f. Touch **Save**.
6. To insert a Bates Stamp:
 - a. Touch **Bates Stamp**, then on the next screen, touch **Bates Stamp** again.
 - b. Touch an existing prefix to use for the **Bates Stamp**. To create a new prefix, touch a prefix not in use, then touch **Edit**. Using the on-screen keyboard, type the new prefix, then touch **Save**.
 - c. Touch the up or down arrow to enter the starting page number.
 - d. To select which pages the Bates Stamp appears on, touch **Apply To**, then touch **All Pages** or **All Pages Except First**, then touch **Save**.
 - e. To select the position of the Bates Stamp on the page, touch **Position**, then touch the desired position, then touch **Save**.
 - f. To specify the number of digits, touch **Number of Digits**. To select the minimum number of digits necessary, touch **Auto Assign**, then touch **Save**. To select a specific number of digits, touch **Manual Assign**, then touch the up or down arrow to add up to 9 leading zeros, then touch **Save**.
 - g. Touch **Save**.

Copying

7. To specify the original's orientation as you load it in the document feeder or document glass, **Original Orientation**, then touch either **Upright Image** or **Sideways Image (Top to Left)**, then touch **Save**.
8. To change the format used for annotations:
 - a. Touch **Format & Style**.
 - b. Touch the up or down arrow to select the font point size.
 - c. Touch the up or down arrow to select the font color.
 - d. Touch **Same as Side 1** or **Mirror Side 1** to select the placement of the annotations on the second side when printing 2-sided copies.
 - e. Touch **Save**.
9. Touch **Save**.

Inserting Transparency Separators

When you create copies on transparencies, you can insert blank pages to separate each transparency. You can also print a set of copies on paper for use as handouts.

To select transparency separators:

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.
2. Touch **Transparency Options**.
3. Select from the following:
 - a. **Blank Transparency Separators**, then touch **Paper Supply**, then touch the tray to use for transparencies and the tray to use for separators.
 - b. **Blank Separators & Handouts**, then touch **Paper Supply**, then touch the tray to use for transparencies and the tray to use for separators and handouts.
 - c. **Transparency Set & Handouts**, then touch **Paper Supply**, then touch the tray to use for transparencies and the tray to use for handouts.
4. Touch **Save**.

Adding Watermarks

You can add a watermark beneath the original image on your copies. Information such as predetermined text, date and time, and the printer serial number can be added.

1. Touch **Copy** on the touch screen, then touch the **Output Format** tab.
2. Touch **Watermarks**.
3. To add a control number, touch **Control Number On**, then touch the up or down arrow to select the starting number.
4. To add a stored watermark, touch **Stored Watermark**, then touch **On**. Touch a stored watermark in the list, then touch **Save**.
5. Touch **Date & Time** to print the date and time that the copy job started on the copies.
6. To print the serial number of your printer on the copies, touch **Serial Number**.

7. The watermark image is faint so the content of the page can be seen. To make the watermark visible on copies used as originals, touch **Watermark Effects**, then touch **Embossed** or **Outline**, then touch **Save**.
8. Touch **Save**.

ID Card Copying

This feature allows you to copy both sides of a small original, such as an ID card, onto the same side of a page.

1. Open the document feeder and place the card in the upper left hand corner of the document glass.

Note: Place the card slightly away from the top left corner of the document glass to capture the whole image of the card.
2. Close the document feeder, then touch **Copy** on the printer touch screen.
3. Touch **ID Card Copying**, then touch **On**, then touch **Save**.
4. Press the green **Start** button to scan side one.
5. Turn the card over without changing its position, then touch **Start** on the touch screen to scan side two.

Note: Do not press the green **Start** button to scan side two.

Both sides of the card will then print onto the same side of a sheet of paper.

Advanced Copying

Use the **Job Assembly** tab to change the following settings:

- [Printing a Sample Copy](#) on page 105
- [Combining Original Sets](#) on page 106
- [Delete Outside/Delete Inside](#) on page 106
- [Saving the Current Copy Settings](#) on page 107
- [Retrieving Saved Copy Settings](#) on page 107
- [Building a Job](#) on page 108

Printing a Sample Copy

If you have a complicated copy job, you may want to print one copy to check before printing multiple copies. Use this feature to print one copy and hold the remaining copies. After you inspect the sample copy, you can print the additional copies printed (using the same settings) or cancel the additional copies.

To print the sample copy:

1. Load the originals in the document feeder.
2. Touch **Copy** on the touch screen, then touch the desired copy settings and the number of copies using the numeric keypad on the printer control panel.
3. Touch the **Job Assembly** tab.

Copying

4. Touch the **Sample Job** button, then touch **Sample Job On**.
5. Touch **Save**.
6. Press the green **Start** button.
7. Inspect the sample print.
 - If acceptable, touch **Start** on the touch screen to print the remaining copies. Do not use the green start button on the printer control panel. If desired, touch **Change Settings** or **Change Quantity** to make adjustments to the job.
 - To cancel the remaining copies, touch **Delete** on the touch screen.

Combining Original Sets

If the number of originals exceeds the capacity of the document feeder, you can combine the sets into one job.

To select **Combine Original Sets**:

1. Touch **Copy** on the touch screen, then touch the desired copy settings and the number of copies using the numeric keypad on the printer control panel.
2. Touch the **Job Assembly** tab, then touch **Combine Original Sets**.
3. Touch **On**, then touch **Save**.
4. Load the first set of originals in the document feeder.
5. Press the green **Start** button on the printer control panel. Copying begins.

The Combine Original Sets window appears on the touch screen.

6. Scan additional sets:
 - a. Load the originals for the next set.
 - b. In the **Combine Original Sets** window, touch **Next Original**.
 - c. Touch **Start** on the touch screen. Do not use the green start button on the printer control panel. Copying continues.
7. Repeat Step 3 for each additional set.
8. When the final set has been copied, in the **Combine Original Sets** window, touch **Last Original**. The final copies print.
9. To cancel the job, touch **Delete**.

Delete Outside/Delete Inside

This feature allows you to delete everything inside or outside a specified rectangular area. Up to three areas can be set.

To select areas to delete:

1. Touch **Copy** on the touch screen, then touch the **Job Assembly** tab.
2. Touch **Delete Outside/Delete Inside**.

3. To delete everything outside the specified area when copying:
 - a. Touch **Delete Outside**.
 - b. The area is defined by the rectangle formed between the points as shown on the touch screen. Touch **Area 1**, then touch each coordinate on the touch screen. Use the numeric keypad on the printer control panel to enter the coordinate values for **X1, X2, Y1** and **Y2**. When all values have been entered, touch **Save**.
 - c. To apply the deleted area for 2-Sided copying, under **Originals** touch **Both Sides, Side 1 Only** or **Side 2 Only**.
 - d. Touch **Save**.
 - e. Additional areas can be set by selecting **Area 2** and **Area 3**.
4. To delete everything inside the specified area when copying:
 - a. Touch **Delete Inside**.
 - b. The area is defined by the rectangle formed between the points as shown on the touch screen. Touch **Area 1**, then touch each coordinate on the touch screen. Use the numeric keypad on the printer control panel to enter the coordinate values for **X1, X2, Y1** and **Y2**. When all values have been entered, touch **Save**.
 - c. To apply the deleted area for 2-Sided copying, under **Originals** touch **Both Sides, Side 1 Only** or **Side 2 Only**.
 - d. Touch **Save**.
 - e. Additional areas can be set by selecting **Area 2** and **Area 3**.

Saving the Current Copy Settings

If you plan to use a particular combination of copy settings for future copy jobs, you can save the settings with a name. Later, you can retrieve the settings.

To save the current copy settings:

1. Touch **Copy** on the touch screen, then touch the desired copy settings.
2. Touch the **Job Assembly** tab, then touch **Save Current Settings**.
3. Enter a name for your saved settings using the keyboard on the touchscreen, then touch **Save**.

Retrieving Saved Copy Settings

If you saved the copy settings for particular types of copy jobs, you can retrieve those settings to use for the current job.

Note: To save the copy settings, see [Saving the Current Copy Settings](#) on page 107.

To retrieve the saved settings:

1. Touch **Copy** on the touch screen, then touch the **Job Assembly** tab.
2. Touch **Retrieve Saved Settings**, then touch the desired saved setting in the list.
3. Touch **Load Settings**. The saved settings are applied to the current job.
4. To delete a saved setting, touch it and touch **Delete Settings**.

Building a Job

If you have a copy job that includes a variety of originals that require different copy settings, you can use this feature to “build” the job. Each “segment” can use different copy settings. After all segments are programmed and scanned (stored in printer memory), the printer prints the complete copy job.

To build a copy job:

1. Touch **Copy** on the touch screen.
2. Program and scan the first segment:
 - a. Load the originals for the first segment.
 - b. Touch the desired copy settings for the first segment.
 - c. Touch the **Job Assembly** tab.
 - d. Touch the **Build Job** button, touch **Build Job On**, then touch **Save**.
 - e. Press the green **Start** button on the printer control panel to scan the first set of originals.

The Build Job window appears on the touch screen.

3. Program and scan additional segments:
 - a. Load the originals for the next segment.
 - b. In the **Build Job** window, touch **Next Original**.
 - c. Touch **Change Settings**. The Copy screen appears. Touch the settings for the segment, then touch **Close** in the upper right corner of the touch screen.
 - d. Touch **Start** on the touch screen. Do not use the green **Start** button on the printer control panel for additional segments.
 - e. Repeat Step 3 for each additional segment.
4. To program and scan the final segment:
 - a. In the **Build Job** window, touch **Last Original**. The entire copy job prints.

Because all segments print as one job, you can select options such as covers or booklet creation that will apply to the entire job.

To select **Build Job** options:

1. Touch **Copy** on the touch screen, then touch the **Job Assembly** tab.
2. Touch **Build Job**, then touch **Build Job On**.

3. Select from:
 - a. **Copy Output:** touch **Paper Supply, Stapling, Collation and Output Destination/Offset** options, then touch **Save**.
 - b. **Booklet Creation:** See [Booklet Creation](#) on page 93. Select settings, then touch **Save**.
 - c. **Covers:** See [Including Covers](#) on page 102. Select settings, then touch **Save**.
 - d. **Annotations:** See [Adding Annotations](#) on page 102. Select settings, then touch **Save**.
 - e. **Segment Separators:** To insert separator pages between segments, **Select Segment Separators**, then choose from the following:
 - **No Separators:** separators are not inserted. Touch **Save**.
 - **Blank Separators:** blank separators are inserted. Use the arrows to specify the quantity of separators. Touch **Save**.
 - **1-Sided Separators Side 1 Only:** the first page of the loaded documents is copied on the front side of a separator. Touch **Save**.
 - **1-Sided Separators Side 2 Only:** the first page of the loaded documents is copied on the back side of a separator. Touch **Save**.
 - **2-Sided Separators:** the first two pages of the loaded documents are copied onto each side of a separator. Touch **Save**.
 - **Watermarks** (touch the shift arrow at the lower right hand corner of the touch screen to display): See [Adding Watermarks](#) on page 104. Select settings, then touch **Save**.
4. Touch **Save**.

Copying

Faxing

6

This chapter includes:

- [Fax Overview](#) on page 112
- [Sending a Fax](#) on page 113
- [Server Fax](#) on page 114
- [Sending an Internet Fax](#) on page 116
- [Faxing from your Computer](#) on page 117
- [Receiving Faxes](#) on page 118
- [Selecting Fax Options](#) on page 119
- [Adding Addresses to the Address Book](#) on page 123

Fax Overview

Fax capability is available as an option for the WorkCentre 7425/7428/7435. The printer can send a fax in one of three ways:

- **Fax:** The document is scanned and sent directly to a fax machine (phone number) using a telephone line connected to the printer.
- **Server Fax:** The document is scanned and sent through an Ethernet network to a fax server with its own telephone connections (phone number). A telephone line connected to the printer is not required.
- **Internet Fax:** The document is scanned and emailed as an attachment to a recipient (email address). A telephone line connected to the printer is not required.

Enabling and Configuring Fax Services

Before you can send a fax from the printer, the system administrator must enable fax services.

For more information see the *System Administrator Guide* at www.xerox.com/office/WC7425_WC7428_WC7435docs.

Sending a Fax

1. Load your document.
 - **Document Glass:** Place the first page of the document facedown on the document glass with the top of the page toward the back-left corner of the document glass.
 - **Document Feeder:** Remove any staples and paper clips from pages and insert them faceup in the document feeder with the left edge of the page entering the document feeder first.
 - On the printer control panel, press the **Services** button.
2. Touch the **Fax** icon. Enter the user name and password if required.
3. Enter either:
 - A fax number (phone number) using the key pad.
 - Touch **Address Book**, then touch a previously stored fax number in the address book.
4. Touch **Add**.
5. Repeat Steps 3 and 4 to add more recipients.
6. If desired, choose fax options. For more information, see [Selecting Fax Options](#) on page 119.
7. Press the green **Start** button.
8. If multiple addresses are selected, **Reconfirm Recipients** by touching **Yes** or **No**.
 - If scanning from the document glass, choose the **Original Size**, then press the green **Start** button again.

The printer scans the pages and transmits the document when all pages have been scanned.

To fax multiple documents, during scanning touch **Next Original**, then load the next document to be faxed.

- a. Press the green **Start** button or touch **Start** on the touch screen.
- b. If scanning from the document glass, choose the **Original Size**, then press the green **Start** button again.
- c. After the last page is scanned, touch **Last Original** to send the fax.

Note: To insert pauses in a fax number, enter the fax number using the numeric keypad, then press the **Dial Pause** button to insert a pause in the fax number where required.

See also:

[Selecting Fax Options](#) on page 119

Server Fax

If you have access to a fax server, you can send a document to a fax machine without having to connect a telephone line to the printer.

Note: Server fax is an option and requires the scanning option.

When you send a server fax, the document is scanned and sent to a location on your network or to a third party server (a repository). The fax server then sends the fax over a telephone line to a fax machine (phone number).

Before you can send a Server Fax, the system administrator must enable Server Fax service.

For more information see the *System Administrator Guide* at www.xerox.com/office/WC7425_WC7428_WC7435docs.

Sending a Server Fax

To send a Server Fax:

1. Load your document.
 - **Document Glass:** Place the first page of the document facedown on the document glass with the top of the page toward the back-left corner of the document glass.
 - **Document Feeder:** Remove any staples and paper clips from pages and insert them faceup in the document feeder with the left edge of the page entering the document feeder first.
 - On the printer control panel, press the **Services** button.
2. Touch the **Fax** icon. Enter the user name and password if required.
3. Specify the recipient using either of these methods:
 - Enter a fax number (phone number) using the key pad.
 - Touch **Address Book**, then touch a previously stored fax number in the address book.
 - To add a **Fax Group**, press **#** then enter the two digit group number.
4. Touch **Add**.
5. Repeat Steps 3 and 4 if there are multiple recipients.
6. If desired, choose fax options. For more information, see [Selecting Fax Options](#) on page 119.
7. Press the green **Start** button.
 - If multiple addresses are selected, **Reconfirm Recipients** by touching **Yes** or **No**.
 - If scanning from the document glass, choose the **Original Size**, then press the green **Start** button again.

The printer scans the pages and transmits the document when all pages have been scanned.

8. To fax multiple documents, during scanning touch **Next Original**, then load the next document to be faxed.
 - a. Press the green **Start** button or touch **Start** on the touch screen.
 - b. If scanning from the document glass, choose the **Original Size**, then press the green **Start** button again.
 - c. After the last page is scanned, touch **Last Original** to send the fax.

Note: To insert pauses in a fax number, enter the fax number using the numeric keypad, then press the **Dial Pause** button to insert a pause in the fax number where required.

Sending an Internet Fax

If you have an SMTP (email) server connected to your network, you can send a document to an email address. This feature eliminates the need for a telephone line connected to the printer. When you send an internet fax, the document is scanned, attached to an email message in TIFF format and sent to an email address.

Note: Before you can send an Internet Fax, the system administrator must enable Internet Fax service, and an SMTP server must be configured. For more information see the *System Administrator Guide* at www.xerox.com/office/WC7425_WC7428_WC7435docs.

To send an Internet Fax:

1. Load your document.
 - **Document Glass:** Place the first page of the document facedown on the document glass with the top of the page toward the back-left corner of the document glass.
 - **Document Feeder:** Remove any staples and paper clips from pages and insert them faceup in the document feeder with the left edge of the page entering the document feeder first.
 - On the printer control panel, press the **Services** button.
2. On the printer touch screen, touch the **Internet Fax** icon. Enter user name and password if required.
3. Specify the recipient using either of these methods:
 - Touch **Address Book**, then touch a previously stored fax number in the address book.
 - Touch **New Recipient**, then enter the recipient's email address using the touch screen keyboard, then touch **Add**
4. Repeat Step 3 for additional recipients.
5. If desired, enter a subject and a message.
6. If desired, choose fax options. For more information, see [Selecting Fax Options](#) on page 119.
7. Press the green **Start** button.
 - If multiple addresses are selected, **Reconfirm Recipients** by touching **Yes** or **No**.
 - If scanning from the document glass, choose the **Original Size**, then press the green **Start** button again.

The printer scans the pages and transmits the document when all pages have been scanned.

8. To fax multiple documents, during scanning touch **Next Original**, then load the next document to be faxed.
 - a. Press the green **Start** button or touch **Start** on the touch screen.
 - b. If scanning from the document glass, choose the **Original Size**, then press the green **Start** button again.
 - c. After the last page is scanned, touch **Last Original** to send the fax.

Faxing from your Computer

This optional feature allows you to fax a file from your computer.

1. From the application, click **File**, then **Print**, then choose the printer.
2. Click **Properties**, then use the **Job Type** menu to choose **Fax**.
3. Click **Add Recipient**, then enter the recipient details.
4. If desired, click the **Cover Sheet** tab, choose an option, then click **OK**.
5. If desired, click the **Options** tab, choose options, then click **OK**.
6. In the **Properties** window, click **OK**.
7. In the **Print** window, click **OK**.
8. The **Fax Confirmation** window appears. If the recipient information is correct, click **OK**.

Your fax is then submitted to the printer fax queue for transmission.

Receiving Faxes

The printer must be configured by the system administrator to receive and print faxes, server faxes and internet faxes. For more information see the *System Administrator Guide* at www.xerox.com/office/WC7425_WC7428_WC7435docs.

Selecting Fax Options

This section includes:

- [Lighten/Darken](#) on page 119
- [Setting 2-Sided Faxing](#) on page 119
- [Selecting the Original Type](#) on page 119
- [Setting the Fax Resolution](#) on page 120
- [Setting Original Size](#) on page 120
- [Book Faxing](#) on page 120
- [Reduce/Enlarge](#) on page 120
- [Clear Pending Faxes](#) on page 120
- [Additional Fax options](#) on page 121

Lighten/Darken

On the printer touch screen, under **Lighten/Darken**, touch the up or down arrow to adjust the fax density.

Setting 2-Sided Faxing

1. On the printer touch screen, under **2-Sided Scanning**, touch an option in the list displayed:
 - **1-Sided**
 - **2-Sided**
 - **2-Sided (Rotate Side 2)**
 - To turn on **First Page 1-Sided** touch the checkbox.
2. Touch **More** for additional options:
 - Touch **1-Sided**, **2-Sided**, or **2-Sided (First Page 1-Sided)**.
 - For 2-Sided faxes, touch **Head to Head** or **Head to Toe**.

Selecting the Original Type

On the printer touch screen, under **Original Type**, touch an option in the list:

- **Text**
- **Photo & Text**
- **Photo**

Setting the Fax Resolution

On the printer touch screen, under **Resolution**, touch an option in the list:

- **Standard 200x100 dpi**
- **Fine 200 dpi**
- **Super Fine 400 dpi**
- **Super Fine 600 dpi**

Setting Original Size

1. On the printer touch screen, touch the **Layout Adjustment** tab.
2. Touch **Original Size**, then choose from the following:
 - **Auto Detect**
 - **Custom Size**, then choose the desired page size.
 - **Mixed Size Originals**
3. Touch **Save**.

Book Faxing

You can use the document glass to scan and fax the left and right pages of a bound document.

Note: Nonstandard paper sizes may not accurately divide into pages.

1. On the printer touch screen, touch the **Layout Adjustment** tab.
2. Touch **Book Faxing**, then touch the desired options.
3. Touch **Save**.

Reduce/Enlarge

You can reduce or enlarge the page image with a specified ratio.

1. On the printer touch screen, touch the **Fax** icon, then touch the **Layout Adjustment** tab.
2. Touch **Reduce/Enlarge**.
3. Touch a preset ratio, or touch the up and down arrow to specify a custom ratio.
4. Touch **Save**.

Clear Pending Faxes

You can view the faxes waiting to be sent. If needed, you can clear one or more faxes.

To cancel pending faxes:

1. On the printer control panel, press the **Job Status** button.
2. In the **Active Jobs** tag, touch the arrow, then touch **Scan, Fax & Internet Fax Jobs** in the list.

3. Touch the pending fax job from the list.
4. Touch **Delete**.

Additional Fax options

You can specify how your fax document is transmitted and how it is printed on the receiving fax machine.

To make these optional settings, on the printer touch screen, touch the **Fax Options** tab. Then, choose from the following options:

Option	Values
Confirmation Options	No Report, Print Report
Transmission Header (for Fax and Internet Fax)	Off, Display Header
Remote Folder	
Starting rate (for Fax and Internet Fax)	G3 Auto, Forced 4800 bps
F Code	On, Off
Priority Send/Delay Start	Priority Send: On, Off Delay Send: Off, Specific Time (user definable.)
Multiple-Up (for Fax and Internet Fax)	Off, On (user definable 2-9 originals)

Further optional fax settings are also provided. On the printer touch screen, touch the **More Fax Options** tab. Then, choose from the following options:

Option	Values
Remote Polling	Off and Poll a Remote Device
Store for Polling	Off, Store for Free Polling and Store for Secure Polling
On-Hook	Initiates dial tone

Faxing

Additional Internet Fax options are available. On the printer touch screen, touch the **Internet Fax Options** tab. Then, choose from the following options:

Option	Values
Acknowledgement Report	Confirmation Options: No Report, Print Report
Read Receipts	On, Off
Internet Fax Profiles	Tiff-S, Tiff-T, Tiff-J

An additional Server Fax option is available. On the printer touch screen, touch the **Transmission Options** tab. Then, set from the following option:

Option	Values
Delay Start	Off, Start time (user definable)

Adding Addresses to the Address Book

The address book can store fax, Internet fax, email and server addresses.

To create address book entries:

1. On the printer control panel, press the **Machine Status** button.
2. On the printer touch screen, touch the **Tools** tab.
3. Touch **Setup**, then touch **Add Address Book Entry**.
4. On the next screen, touch an unused **Recipient** in the scrolling list.
5. Touch the **Create/Delete** button.
6. Touch **Address Type**, then touch **Change**.
7. On the next screen, touch the desired address type, then touch **Save**.

Each address book type (fax, internet fax, email and server addresses) provides a different list of settings to be configured.

8. Touch each desired item in the list (not all are required), enter the information, then touch **Save**.
9. Continue to enter settings for each desired item, then touch **Save** to complete the address book entry.

Faxing

Scanning

7

This chapter includes:

- [Scanning Overview](#) on page 126
- [Loading Original Documents](#) on page 127
- [Scan to Email](#) on page 128
- [Network Scanning](#) on page 130
- [Scan to Folder](#) on page 131
- [Scan to PC](#) on page 133
- [Using the Xerox Scan Utility](#) on page 134
- [Managing Images at Your Computer Using CentreWare IS](#) on page 144
- [Setting Scan Options](#) on page 147

Scanning Overview

Scanning is an optional printer feature providing several methods for scanning and storing an original document. The scanning procedure used with the WorkCentre 7425/7428/7435 differs from that of desktop scanners. Because the printer is normally connected to a network rather than directly to a single computer, you select a destination for the scanned image at the printer.

Destinations include storage of the scanned image on the printer hard drive or in a document repository in a network server. You can also scan images directly to your computer where they can be placed in folders, attached to email, or imported into applications.

The WorkCentre 7425/7428/7435 supports the following scanning services:

- Scan to Email: scan the original document to an email address
- Network Scanning: scan the original document to a document repository on a network server
- Scan to Folder: scan the original document and store the image on the printer's hard drive
- Scan to Home: scan the original document to your home directory
- Creating scan templates and downloading images to your computer using Xerox Scan Utility
- Importing scan images into applications using TWAIN

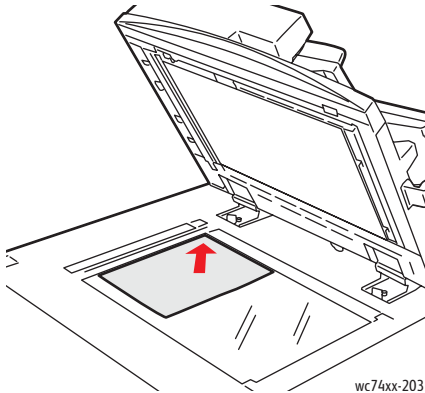
Note: Scanning functions require installation of the Scan Drivers. For more information, see [Installing the Printer Drivers](#) on page 38.

- Scanning services must be enabled by your system administrator.
- Print, copy, and fax jobs can print while you are scanning original documents or downloading files from the printer's hard drive.

Loading Original Documents

All scanning tasks begin with loading the original document in the printer. You can use the document glass for single page jobs, or originals that will not feed through the document feeder. The document feeder can be used for multiple page or single page jobs.

To load documents:



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Document Glass

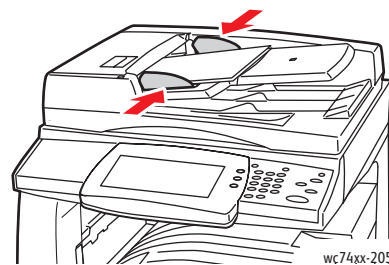
Lift the document feeder cover and place the original **facedown**, toward the **back-left** corner of the document glass.



wc74xx-204

Document Feeder

Insert originals **faceup** with the **left edge** of the page entering the feeder first. The green light indicates correct loading of originals.



wc74xx-205

Adjust the paper guides so they fit against the originals.

Scan to Email

Original documents can be scanned and sent as attachments to email.

1. On the printer control panel, press the **Services** button.
2. Touch the **E-mail** icon.
3. Specify the recipient using one of these methods:
 - Touch **New Recipient**: enter the full email address using the touch screen keyboard.
 - Touch **Address Book**: touch the arrow to choose the desired address book. Enter the name or part of the name of the recipient, depending on how the address book is set up, then touch **Search**.
4. Touch **Add** to add the recipient to the list.
5. Repeat Steps 3-4 to add additional recipients to the list. When all recipients have been added to the list, touch **Close**.
6. A default subject is provided for the email. To change the subject, touch **Subject**, then enter the new subject using the touch screen keyboard. When finished, touch **Save**.
7. Place the document original in the document feeder or on the document glass, then press the green **Start** button.
8. If desired, use the four groups at the bottom of the control panel, **Color Scanning, 2-Sided Scanning, Original Type** and **Scan Presets**, to select the desired options for the scan. For more information, see [Setting Scan Options](#) on page 147.

Note: If scanning to email is not enabled, contact your system administrator. For more information, see the *System Administrator Guide* at www.xerox.com/office/WC7425_WC7428_WC7435docs.

Setting Email Options

You can change the following email settings:

- File Name
- File Format
- Reply To
- Read Receipt

To change the **File Name**, or **Reply To** email options:

1. On the printer control panel, touch the **Services** button.
2. Touch the **E-Mail icon**, then touch the **E-mail Options** tab.
3. Touch **File Name**, or **Reply To**, then delete or modify the default text using the touch screen keyboard, then touch **Save**.

To change the file format:

1. On the printer control panel, press the **Services** button.
2. Touch the **E-Mail icon**, then touch the **E-mail Options** tab.
3. Touch **File Format**, then touch the desired file type, then touch **Save**.

To request a read receipt:

1. On the printer control panel, press the **Services** button.
2. Touch the **E-Mail** icon, then touch the **E-mail Options** tab.
3. Touch **Read Receipts**, then touch **On**.

Network Scanning

Network scanning allows you to scan documents and send them to a document repository on a network server configured by your system administrator.

To use Network Scanning:

1. On the printer control panel, press the **Services** button.
2. On the printer touch screen, touch **Network Scanning**.
3. From the list of templates, touch the template created by your system administrator.
4. The template defines the scan settings as well as the destination of the image. To change any of the scan settings, use the four groups at the bottom of the touch screen, **Color Scanning**, **2-Sided Scanning**, **Original Type** and **Scan Presets**, to choose the desired options for the scan. For more information see [Setting Scan Options](#) on page 147.
5. Place the document original in the document feeder or on the document glass, then press the green **Start** button.

Note: If Network Scanning is not enabled, contact your system administrator. Additional templates can be created by the system administrator. For more information, see the *System Administrator Guide* at www.xerox.com/office/WC7425_WC7428_WC7435docs.

Scan to Folder

This section includes:

- [Creating a Folder](#) on page 131
- [Scanning to a Folder](#) on page 131
- [Send from Folder](#) on page 132
- [Managing Images at Your Computer Using CentreWare IS](#) on page 144

Scan to Folder is the simplest scanning method. It allows scanning to a folder, which is located on the printer hard drive. If this feature is not enabled, contact your system administrator.

You can scan a document, store the image on the printer internal hard drive and then download it to your computer. The printer provides folders to organize and store scanned images. You can also create a password-protected private folder accessible only by you.

Creating a Folder

Your system administrator may have created a folder for you. You can create a folder yourself using CentreWare IS.

1. Launch your Web browser.
2. Type the printer's IP address into the Web browser's address bar, then press **Enter** to open CentreWare IS.

Note: If you don't know your printer's IP address, see [Viewing the Printer IP Address:](#) on page 42.

3. Click the **Scan** tab.
4. In the **Scan** window on the left, click **Folders**.
5. In the **Folder** window, choose a folder labeled "(Not in Use)", then click **Create**.
6. Enter a name for the folder. If desired, create a password.
7. If desired, choose options for **Check Folder Passcode**, **Delete Files after Print** and **Delete Expired Files**.
8. Click the **Apply** button.

Your folder is now available for use, and will appear in the folder list in CentreWare IS and on the printer's touch screen in the **Scan to Folder** tab.

Scanning to a Folder

1. Load your original on the document glass or in the document feeder.
2. On the printer control panel, press the **Services** button.
3. On the printer touch screen, touch **Scan to Folder**.
4. Touch the desired folder in the scrolling list. If necessary, touch the up or down arrow to see the desired folder.

Scanning

5. To change any of the scan settings, choose from the four groups at the bottom of the touch screen, **Color Scanning**, **2-Sided Printing**, **Original Type**, and **Scan Presets**, to apply the desired options for the scan. For more information see [Setting Scan Options](#) on page 147.
6. Press the green **Start** button. The Scan to Folder progress screen appears on the printer's touch screen.

When the scan is complete, the printer's touch screen will redisplay the Scan to Folder screen. The file is stored in the selected folder on the printer hard drive. You can then download the file to your computer using CentreWare IS.

Send from Folder

The optional Send from Folder feature allows you to print a scanned document stored in a folder on the printer hard drive. This feature must be enabled by your system administrator.

To use the Send from Folder feature:

1. On the printer control panel, press the **Services** button.
2. Touch the **Send from Folder** icon.
3. Touch the desired folder in the list. If necessary touch the up or down arrow at the right to scroll through the list.
4. The files stored in the folder are displayed on the next screen. Touch the desired file. The file will be sent from the folder to the printer.
5. To print multiple files, touch them in succession and they will be printed in order.
6. Touch **Print**. If desired touch **Paper Supply** to select the paper to be used, touch **2-Sided Printing** for 2-Sided documents or touch **Output** to choose finishing options if available.
7. Touch **Print** to print the files.
8. If desired, touch **File Details** to view additional file information. To change the file name, touch **Change File Name**, enter the new file name using the touch screen keyboard, then touch **Save**.
9. If desired, touch **Review** to see a detailed file information
10. If Job Flow Sheets have been created, touch **Job Flow Settings**. The Job Flow Sheet currently linked to the folder is displayed. To make changes, touch **Cut Link**, **Create/Change Links** or **Select Job Flow Sheet**.

Note: If Send from Folder is not enabled, contact your system administrator. For more information, see the *System Administrator Guide* at www.xerox.com/office/WC7425_WC7428_WC7435docs.

Using Job Flow Sheets

Job Flow Sheets allow you to execute a series of registered actions. The target of a Job Flow Sheet is a document stored in a folder.

Job Flow Sheets are created by the system administrator. For more information, see the *System Administrator Guide* at www.xerox.com/office/WC7425_WC7428_WC7435docs.

Scan to PC

The Scan to PC feature allows you to scan a document to your computer. This feature must be enabled by your system administrator.

To use the Scan to PC feature:

1. On the printer control panel, press the **Services** button.
2. Touch the **Scan to PC** icon.
3. Touch **Transfer Protocol**, then touch **FTP**, **SMB** or **SMB (UNC Format)**, then touch **Save**.
4. Touch **Server Name**, **Save in Name**, **User Name** and **Password**. For each setting, enter the data using the touch screen keyboard, then touch **Save**.
5. If desired, use the four groups at the bottom of the control panel, **Color Scanning**, **2-Sided Scanning**, **Original Type** and **Scan Presets**, to select the desired options for the scan. For more information, see [Setting Scan Options](#) on page 147.
6. Place the document original in the document feeder or on the document glass, then press the green **Start** button.
7. Access the electronic version of the document at the destination computer.
8. If Scan to PC is not enabled, contact your system administrator. For more information, see the *System Administrator Guide* at www.xerox.com/office/WC7425_WC7428_WC7435docs.

Using the Xerox Scan Utility

This section contains the following:

- [Creating Scan Templates](#) on page 134
- [Deleting Scan Templates](#) on page 136
- [Managing Xerox Scan Utility Folder and Email Profiles](#) on page 136
- [Importing Scanned Files into an Application](#) on page 142

The Xerox Scan Utility (XSU) is a tool that allows you to scan images from the printer to your computer. Using XSU, you can create scan templates, preview images, copy images to a folder and copy images to email.

Note: You must install the scan drivers to use the Xerox Scan Utility. For more information, see [Installing the Printer Drivers](#) on page 38.

Creating Scan Templates

Scan templates contain settings such as file type, resolution, and document original size. You can specify additional settings to retain thumbnail images, or you can select a folder destination, so that when images are scanned, they are automatically copied into a designated folder on your computer.

You must create a scan template before you can download images to your computer or import images to applications via TWAIN or WIA.

Creating a Template with an Image View Setting

To create a new template or edit an existing template with the option to retain thumbnail images in XSU:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock, or navigate to **Applications/Xerox/Xerox Scan Utility** and double-click on **Xerox Scan Utility.app**.
2. Click the **Scan Settings** tab, then select the settings you want to use with the template: **Color**, or **Black and White**, **Original Size**, **Resolution**, **Original Type**, **File Format**, and **Sides to Scan**.
3. Click **Preview image in Xerox Scan Utility** to view the scanned image in both the **Scan to Email** and **Copy to Folder** tabs. From these tabs you can select the appropriate folder or email profile settings to use with your scanned images.

4. Choose one of the following options:
 - To create a new template for the settings you selected: Enter the name for the new template in the **Saved Templates Settings** field.
 - To edit an existing template with the settings you selected: Select a template from the list displayed in the **Saved Templates Settings** drop-down list, then edit the settings.
5. Click **Save**.
6. Spaces are not permitted in template names.

The template will now appear in the list of templates on the **Network Scanning** tab on the printer touch screen.

Creating a Template to Scan Images Directly to Your Computer

To create a template that places scanned images in a specific folder destination on your computer:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon on the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock, or navigate to **Applications/Xerox/Xerox Scan Utility** and double-click on **Xerox Scan Utility.app**.
2. Select the **Scan Settings** tab, then select the settings you want to use with the template: **Color, Black and White, Original Size, Resolution, Original Type, File Format, and Sides to Scan**.
3. Click **Send image directly to folder** to send the scanned images directly to a designated folder on your computer without first viewing the images. Enter information in the following fields:
 - a. To create a unique file name for one or more of the scanned images in the thumbnail view, enter a file name in the **Base File Name** field.
 - b. Enter the folder path where you want to save the file in the **Save To** field, or click the **Browse** button to locate the folder.
 - c. Select one of the following options:
 - Leave the **Save a copy in Xerox Scan Utility** option checked. This enables thumbnail views of the scanned images to remain in the **Copy to Folder** and **Scan to Email** tabs. This is the default setting.
 - Remove the check mark in the **Save a copy in Xerox Scan Utility** option. This disables thumbnail views of the scanned images.
4. Select one of the following options:
 - To create a new template for the settings you selected: Enter the name for the new template in the **Saved Templates Settings** field.
 - To edit an existing template with the settings you selected: Select a template from the list displayed in the **Saved Templates Settings** drop-down list, then edit the settings.
5. Click **Save**.
6. Spaces are not permitted in template names.

Creating Unique Image File Names

When each image is scanned, it is saved with a default file name indicating the date and time the image was scanned. The file name displays the format `DOC_YYYY-MM-day_hh.mm.ss.xxx` representing *year-month-date_hour.minute.second.file type extension*.

For example, the filename `DOC_2008-07-01_13.45.15.pdf` indicates that the image was scanned on July 1, 2008, at 1:45:15 PM and is a PDF file.

When you assign a name to scanned images, the images display with the date and time each image was scanned appended to the name. See the following two examples:

- If you enter the name **report** as the new name for an image that was scanned at 1:45:15 PM on July 1, 2008, the new image name is: **report_2008-07-01_13.45.15.xxx**.
- If you enter the name **report** for several images that were scanned at varying times on July 1, 2008, the new names are: **report_2008-07-01_13.45.15.xxx**, **report_2008-07-01_13.45.25.xxx**, and **report_2008-07-01_13.47.32.xxx**. The date and time information is unique for all scanned images.

Deleting Scan Templates

To delete a scan template:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock, or navigate to **Applications/Xerox/Xerox Scan Utility** and double-click on **Xerox Scan Utility.app**.
2. Select the **Scan Settings** tab.
3. Select the template you want to delete in the **Saved Template Settings** drop-down list.
4. Click the **Delete** button.
5. When prompted, confirm that you want to delete the template. The template will be deleted from the template list in Xerox Scan Utility and from the template list on the printer's control panel.

Managing Xerox Scan Utility Folder and Email Profiles

This section includes:

- [Creating or Editing Email Profiles](#) on page 137
- [Deleting Email Profiles](#) on page 137
- [Creating or Editing Folder Profiles](#) on page 137
- [Deleting Folder Profiles](#) on page 138

With the Xerox Scan Utility, you can create profiles to be reused when sending scanned images as email attachments or when copying scanned images to specific folders. Profiles eliminate the need for re-entering the same email or folder destination information.

Creating or Editing Email Profiles

To create or revise an email profile:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock, or navigate to **Applications/Xerox/Xerox Scan Utility** and double-click on **Xerox Scan Utility.app**.
2. Select the **Scan to Email** tab.
3. Select one of the following options:
 - To create a new profile: Enter the name for the new profile in the Email Profiles field.
 - To edit an existing profile: Select a profile from the list displayed in the Email Profiles drop-down list.
4. To create a unique name for one or more of the scanned images in the thumbnail view:
 - a. Select the images, then enter a file name in the **Base Attachment Name** field
 - b. Enter the appropriate information in the **To**, **CC**, **Subject**, and **Message** fields.
5. Click the **Save** button to save the settings for the new or revised profile.

Note: When you enter a name for images in the Base Attachment Name field, and save the profile, the file name is the name you entered and the unique date and time each image was scanned.

For more information, see [Creating Unique Image File Names](#) on page 136.

Deleting Email Profiles

To delete an email profile:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock, or navigate to **Applications/Xerox/Xerox Scan Utility** and double-click on **Xerox Scan Utility.app**.
2. Select the **Scan to Email** tab.
3. Select the profile you want to delete in the **Email Profiles** drop-down list.
4. Click the **Delete** button.
5. When prompted, confirm that you want to delete the profile.

Creating or Editing Folder Profiles

To create or revise a folder profile:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock, or navigate to **Applications/Xerox/Xerox Scan Utility** and double-click on **Xerox Scan Utility.app**.
2. Select the **Copy to Folder** tab.
3. Select one of the following options:
 - To create a new profile: Enter the name for the new profile in the **Folder Profiles** field.
 - To edit an existing profile: Select a profile from the list displayed in the **Folder Profiles** drop-down list.
4. To create a unique name for one or more of the scanned images in the thumbnail view:
 - a. Select the images, then enter a file name in the **Base File Name** field.
 - b. Enter the folder path where you want to save the file in the **Save To** field, or click the **Browse** button to locate the folder.
5. Click the **Save** button to save the settings for a new or revised profile.
6. When you enter a new file name for images in the Base File Name field and the profile is saved, the new file name displays the name you entered and the unique date and time each image was scanned.

For more information, see [Creating Unique Image File Names](#) on page 136.

Deleting Folder Profiles

To delete a folder profile:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock, or navigate to **Applications/Xerox/Xerox Scan Utility** and double-click on **Xerox Scan Utility.app**.
2. Select the **Copy to Folder** tab.
3. Select the profile you want to delete in the **Folder Profiles** drop-down list.
4. Click the **Delete** button.
5. When prompted, confirm that you want to delete the profile.

Using the Scan to Email and Copy to Folder Tools

Use the **Scan to Email** or **Copy to Folder** tools in the Xerox Scan Utility to attach scanned images to email messages or copy them to local or network folders.

- [Scan to Email Tab](#) on page 139
- [Using an Email Profile for Scanned Image Attachments](#) on page 139
- [Selecting New Email Settings to Send Scanned Image Attachments](#) on page 140
- [Copy to Folder Tab](#) on page 140
- [Using a Folder Profile When Copying Scanned Images to a Folder](#) on page 140
- [Selecting New Folder Settings When Copying Scanned Images to a Folder](#) on page 141
- [Deleting Image Files Using the Xerox Scan Utility](#) on page 141

Scan to Email Tab

When sending scanned images as attachments to email, you can use a saved email profile or manually enter one or more addresses, a subject and message text.

Using an Email Profile for Scanned Image Attachments

To send scanned images as attachments in an email using an email profile:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock, or navigate to **Applications/Xerox/Xerox Scan Utility** and double-click on **Xerox Scan Utility.app**.
2. Select the **Scan to Email**.
3. Select one or more images you want to send in an email.
4. Select the profile you want to use from the **Email Profiles** drop-down list.

The fields for **Attachment Base Name**, **To**, **CC**, **Subject**, and **Message** display information that applies to the saved profile.

5. If desired, enter a different name in the **Base Attachment Name** field and select new email settings. The Xerox Scan Utility adds the scan date and time information for each image to the end of the file name.

Note: For example, if you scan an image at 10:15:07 AM on April 27, 2008, select PDF as the file name extension, then enter the new file name **report** in the **Base Attachment Name** field, the actual file name becomes: **report_2008-04-27_10.15.07.pdf**.

6. Click the **Copy to Email** button to open your email application. The selected images are attached to the email.
7. If desired, make additional changes to the email message, then send the email.
8. For more information, see [Managing Xerox Scan Utility Folder and Email Profiles](#) on page 136.

Selecting New Email Settings to Send Scanned Image Attachments

To send scanned images as attachments in an email without using a profile:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock, or navigate to **Applications/Xerox/Xerox Scan Utility** and double-click on **Xerox Scan Utility.app**.
2. Select the **Scan to Email** tab.
3. Select one or more images you want to send in an email.
4. Enter a name in the **Base Attachment Name** field. The Xerox Scan Utility appends the scan date and time information for each image to the end of the file name.

Note: For example, if you scan an image at 10:15:07 AM on April 27, 2008, select PDF as the file name extension, then enter the new file name **report** in the **Base Attachment Name** field, the actual file name becomes: **report_2008-04-27_10.15.07.pdf**.
5. Enter the appropriate information in the **To**, **CC**, **Subject**, and **Message** fields.
6. Click the **Copy to Email** button to open your email application. The selected images are attached to the email message.
7. If desired, make additional changes to the email message, then send the email.

Copy to Folder Tab

When copying scanned images to a folder, you can use a folder profile that has been saved with specific settings.

Using a Folder Profile When Copying Scanned Images to a Folder

You can create a folder profile to save folder destinations that you frequently use. To copy scanned images to a folder using a folder profile:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock, or navigate to **Applications/Xerox/Xerox Scan Utility** and double-click on **Xerox Scan Utility.app**.
2. Select the **Copy to Folder** tab.
3. Select one or more images you want to copy.
4. Select the profile you want to use from the list displayed in the **Folder Profiles** field drop-down list.

5. If desired, enter a different name in the **Base File Name** field and select a new folder location. The Xerox Scan Utility appends the scan date and time information for each image to the end of the file name.

Note: For example, if you scan an image at 10:15:07 AM on April 27, 2008, select PDF as the file extension, and enter the new file name report in the **Base File Name** field, the actual file name becomes: **report_2008-04-27_10.15.07.pdf**.

6. Click the **Copy to Folder** button to copy the selected images to the folder.
7. For more information, see [Managing Xerox Scan Utility Folder and Email Profiles](#) on page 136.

Selecting New Folder Settings When Copying Scanned Images to a Folder

To copy scanned images to a folder without using a profile:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock, or navigate to **Applications/Xerox/Xerox Scan Utility** and double-click on **Xerox Scan Utility.app**.
2. Select the **Copy to Folder** tab.
3. Select one or more images you want to copy to a folder.
4. Enter a name for the image in the **Base File Name** field. The Xerox Scan Utility appends the scan date and time information for each image to the end of the file name.

Note: For example, if you scan an image at 10:15:07 AM on April 27, 2008, select PDF as the file name extension, and enter the new file name **report** in the **Base File Name** field, the actual file name becomes: **report_2008-04-27_10.15.07.pdf**.
5. Enter the folder path where you want to save the file in the **Save To** field, or click the **Browse** button to locate the folder.
6. Click the **Copy to Folder** button to copy the selected images to the folder.
7. For more information, see [Managing Xerox Scan Utility Folder and Email Profiles](#) on page 136.

Deleting Image Files Using the Xerox Scan Utility

Scanned images displayed in the Xerox Scan Utility are stored on your computer's hard drive. To delete scanned images that are no longer needed using the Xerox Scan Utility:

1. Access the Xerox Scan Utility on your computer:
 - **Windows:** Right-click the **Xerox Scan Utility** icon in the taskbar, then select **Open Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **All Programs** (or **Programs** if you are using Windows Classic View), select **Xerox Office Printing**, select **Scanning**, then select **Xerox Scan Utility**.
 - **Macintosh:** Click the **Xerox Scan Utility** icon in the dock, or navigate to **Applications/Xerox/Xerox Scan Utility** and double-click on **Xerox Scan Utility.app**.
2. Select the **Scan to Email** or **Copy to Folder** tab.

Scanning

3. Select the images you want to delete.
4. Click the **Delete Scanned Image** button.

Importing Scanned Files into an Application

You can import images scanned to your computer from your printer into Windows or Macintosh applications on your computer.

- Importing Scanned Images into a Windows Application (TWAIN)
- Using the WIA Image Manager in a Windows Application
- Using the Xerox Scan Utility in a Macintosh OS X Application (TWAIN)

Importing Scanned Images into a Windows Application (TWAIN)

To import images into an application for Windows 2000, Windows XP, Windows Vista and Windows Server 2003:

1. Open the file in which you want to place the image.
2. Select the application's menu item to acquire the image. For example, if you are using Microsoft Word to place an image in a document:
 - a. Select **Insert**.
 - b. Select **Picture**.
 - c. Select **From Scanner or Camera**.
 - d. Select the scanner, then click the **Custom Insert** button.

The Xerox Scan Utility window displays thumbnails of the scanned images. The date and time that the image was scanned appears below each thumbnail. If you move your mouse over the thumbnail, a pop-up message displays information including the resolution and size of the image file. If a recently scanned image is not displayed, click the **Refresh** button.

3. Select the image you want to import. Some applications allow you to import multiple images.
4. To select more than one image, hold down the **Ctrl** key on your keyboard as you select each image.
5. To import all of the images in the folder, select the **Edit** menu, then select **Select All**.
6. Click the **Retrieve** button. A copy of the image is transferred to the location in your application. If you want to delete the images you selected, click the **Delete** button.

Note: For more information, click the **Help** button.

Using the WIA Image Manager in a Windows Application

You can import images that you scanned from the printer to your computer into an application using the WIA Image Manager on Windows XP, Windows Vista and Windows Server 2003.

To import scanned images into an application:

1. Open the file in which you want to place the image.

2. Select the application's menu item to acquire the image. For example, if you are using Microsoft Word to place an image in a document:
 - a. Select **Insert**.
 - b. Select **Picture**.
 - c. Select **From Scanner or Camera**.
 - d. Select the scanner, then click the **OK** button.
3. In the **Get Pictures from WIA Xerox WorkCentre 7425/7428/7435** window, open the folder to view thumbnails of the images. The filename appears below each thumbnail.
4. To see details of an image file:
 - a. Select the image.
 - b. Click **View picture information**. The **Properties** dialog box displays information about the file size and the date and time that the image was scanned.
 - c. Click the **OK** button to close the dialog box.
5. Select the image you want to import. Some applications enable you to import multiple images:
6. To select more than one image, hold down the **Ctrl** key on your keyboard as you select each image.
7. To import all of the images in the folder, select the **Edit** menu, then select **Select All**.
8. Click the **Get Pictures** button.

A copy of the image is transferred to the location selected in your application.

Note: If you want to delete the images you selected, click the **Delete** button.

Using the Xerox Scan Utility in a Macintosh OS X Application (TWAIN)

To import images into an application:

1. Open the file in which you want to place the image.
2. Select the application's menu item to acquire the image. For example, if you are using Microsoft Word to place an image in a document:
 - a. Select **Insert**.
 - b. Select **Picture**.
 - c. Select **From Scanner or Camera**.
 - d. Select the scanner, then click the **Acquire** button.

The **Scan to Email** and **Copy to Folder** tabs on the Xerox Scan Utility display thumbnails of the images. Information about each image, including the template used, resolution, size of the image file, and the profile name and settings appears to the right of the thumbnail.

1. Select one or more images to import. Some applications allow you to select multiple images:
2. To select more than one image, hold down the **Command** button on your keyboard as you select each image.
3. To import all the images in a folder, click the **Select All** check box.
4. Click the **Import** button. A copy of the image is transferred to the location selected in your application. If you want to delete the images you selected, click the **Delete** button.

Note: For more information, click the **Help** button.

Managing Images at Your Computer Using CentreWare IS

This section contains the following:

- [Downloading Images From a Folder](#) on page 144
- [Printing Images From a Folder](#) on page 145
- [Deleting Image Files From a Folder](#) on page 145

Downloading Images From a Folder

To download images from a folder in the printer:

1. Launch your Web browser.
2. Type the printer's IP address into the Web browser's address bar, then press **Enter** to open CentreWare IS.

Note: If you don't know your printer's IP address, see [Viewing the Printer IP Address](#): on page 42.

3. Click the **Scan** tab.
4. In the **Scan** window on the left, click **Folder**.
5. In the **Folder** window, click on your folder.

For a Private Folder, in the **Folder Passcode** window, type the password, then click **Apply**.

The **Folder: List of Files** window contains your image or images.

6. Click the checkbox to the left of the file you wish to retrieve.
7. Use the scroll bar on the right to display the **Retrieve** section.
8. Choose from the following options:
 - **Retrieve Page:** By default, all pages are retrieved. If desired, click in the **Enabled** check box to enable retrieval of a single page in a multiple page file, then enter a number in **Page Number**.
 - **Retrieve Format:** choose from **TIFF/JPEG, PDF** or **XPS**. PDF and XPS can be used for searchable text documents.
 - These additional options are available when PDF or XPS retrieve formats are selected. They are also dependent on the file settings made for each scan at the printer touch screen.
 - Add Thumbnail
 - MRC High Compression
 - Quality
 - Searchable Text
 - Language to identify
 - Text Compression
9. Click **Save this link** and choose where you want to save the file.

Printing Images From a Folder

To print images from a folder on the printer:

1. Launch your Web browser.
2. Type the printer's IP address into the Web browser's address bar, then press **Enter** to open CentreWare IS.

Note: If you don't know your printer's IP address, see [Viewing the Printer IP Address](#): on page 42.

3. Click the **Scan** tab.
4. In the **Scan** window on the left, click **Folder**.
5. In the **Folder** window, click on your folder.

For a Private Folder, in the **Folder Passcode** window, type the password, then click **Apply**.

The **Folder: List of Files** window contains your scanned image or images.

6. Click the checkbox to the left of the file you wish to print.
7. Use the scroll bar on the right to display the **Print** section.
8. If desired, choose from the following options (the options available vary based on the configuration of your printer):
 - Paper Supply
 - Output Destination
 - Quantity
 - 2-Sided Printing
 - Staple
 - Hole Punch
 - Batch Print
9. Click **Print File**.

After printing, the file remains stored in the folder.

Deleting Image Files From a Folder

You can permanently delete image files on the printer that no longer need to be stored on the printer hard drive. Deleting unnecessary images allows space for new images. You can delete files at your computer using CentreWare IS.

To delete images from a folder on the printer:

1. Launch your Web browser.
2. Type the printer's IP address into the Web browser's address bar, then press **Enter** to open CentreWare IS.

Note: If you don't know your printer's IP address, see [Viewing the Printer IP Address](#): on page 42.

3. Click the **Scan** tab.
4. In the **Scan** window on the left, click **Folder**.

Scanning

5. In the **Folder** window, click on the folder.

For a Private Folder, in the **Folder Passcode** window, type the password, then click **Apply**.

6. The **Folder: List of Files** window contains your scanned image or images.
7. Click the checkbox to the left of the file you wish to delete.
8. Click **Delete** in the upper right hand corner of the file list window.

Setting Scan Options

The scanning features in your printer use templates that define the scan settings and destination for the image.

To change any of the scan settings, use the four groups at the bottom of the touch screen:

- **Color Scanning**
- **2-Sided Scanning**
- **Original Type**
- **Scan Presets**

Scan settings apply to Network Scanning, Scan to E-Mail and Scan to PC. To change the scan settings:

1. On the printer control panel, press the **Services** button.
2. On the printer touch screen, touch the **Network Scanning**, **Scan to E-mail** or **Scan to PC** icon, as appropriate. Choose from the four groups at the bottom of the touch screen and select the desired setting.

Setting	Use
Color Scanning	Override automatic detection; set to Color, Black & White or Grayscale
2-Sided Scanning	Use the document feeder to scan 2-Sided originals. Select 2-Sided scanning to scan both sides of the paper to produce a multi-page image. If your original cannot be fed through the document feeder, use the document glass to manually perform 2-Sided scanning.
Original Type	Choose from: Photo & Text, Photo, Text or Photo
Scan Presets	Choose from: Sharing & Printing, Archival Record or OCR. Choose More for High Quality Printing or Simple Scan.

Advanced Scanning Options

The printer offers advanced options permitting precise control of the scanning process for critical applications. Many of these advanced settings override the automatic settings. They are selected using the printer control panel.

Advanced Settings

Advanced settings allow you to control image options, image enhancements, scan resolution and file size.

Scanning

To use Advanced Settings:

1. On the printer control panel, press the **Services** button.
2. On the printer touch screen, touch **Network Scanning**, then touch the **Advanced Settings** tab. Then touch the desired setting.

Setting	Use
Image Options	Choose: from Lightness/Darkness or Sharpness
Image Enhancement	Choose from: Auto Suppression or Contrast
Resolution	Choose from: 200 dpi to 600 dpi.
Quality/File Size	Choose from: good image quality with small file size, higher image quality with larger file size, or highest image quality with largest file size.
Shadow Suppression	Shadow suppression hides background colors and image bleed-through.

Layout Adjustments

Layout adjustments provide additional settings for original orientation, original size and edge erase.

To use Layout Adjustments:

1. On the printer control panel, press the **Services** button.
2. On the printer touch screen, touch **Network Scanning**, then touch the **Layout Adjustment** tab. Then touch the desired setting.

Setting	Use
Original Orientation	Choose from: Upright Images, Sideways Images (Top to Left).
Original Size	Choose from: Auto Detect, Manual Size Input or Mixed Size Originals.
Book Scanning	Choose from Left Page then Right, Right Page then Left, Top Page then Bottom, Both Pages, Left Page Only, Right Page Only, and Binding Edge Erase.
Reduce/Enlarge	Choose from Proportional % or Enter Output Size.

Filing Options

Filing Options provide additional settings for naming images, choosing image formats, and behavior if a file name already exists.

To use Filing Options:

1. On the printer control panel, press the **Services** button.
2. On the printer touch screen, touch **Network Scanning**, then touch the **Filing Options** tab. Then touch the desired setting.

Setting	Use
File Name	Enter a filename using the touch screen keyboard.
File Format	Choose from: PDF (Image-only or searchable), PDF/A (Image-only or searchable), XPS (Image-only or searchable), Multi-page TIFF or 1 file per page) or JPEG
If File Conflict	Choose from: Do Not Save, Rename New File, Overwrite Existing File, Append to Existing Folder or Add Date Stamp to File Name
Meta Data	Assign descriptive metadata to a scanned job
Login Name	Enter login name if required
Password	Enter password if required

Scanning

Maintenance

8

This chapter includes:

- [Maintenance and Cleaning](#) on page 152
- [Ordering Supplies](#) on page 189

Maintenance and Cleaning

This section includes:

- [General Precautions](#) on page 152
- [Locating the Serial Number](#) on page 153
- [Usage Counters](#) on page 153
- [Cleaning the Printer](#) on page 154
- [Replacing the Toner Cartridges](#) on page 159
- [Replacing the Waste Toner Container](#) on page 161
- [Replacing the Drum Cartridges](#) on page 164
- [Replacing the Fuser Assembly](#) on page 168
- [Replacing the Transfer Belt Cleaner](#) on page 170
- [Replacing the Transfer Roller](#) on page 173
- [Emptying the Hole Punch Waste Container](#) on page 176
- [Installing Staples](#) on page 179

See also: [Safety](#) on page 11.

General Precautions

Warning: When cleaning your printer do NOT use organic or strong chemical solvents or aerosol cleaners. Do NOT pour fluids directly into any area. Use supplies and cleaning materials only directed in this documentation. Keep all cleaning materials out of the reach of children.

Warning: Do NOT use pressurized air-spray cleaning aids on or in the printer. Some pressurized 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 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 printer.

To avoid damaging the printer, keep the following guidelines in mind:

- Do not place anything on top of the printer.
- Do not leave the covers and doors open for any length of time, especially in well-lit places. Light exposure can damage the imaging units.
- Do not open covers and doors during printing.
- Do not tilt the printer while in use.
- Do not touch the electrical contacts, gears, or laser devices. Doing so may damage the printer and cause the print quality to deteriorate.
- Make sure any parts removed during cleaning are replaced before you plug in the printer.

Locating the Serial Number

When ordering supplies or contacting Xerox for assistance, you will be asked to provide your printer serial number. The serial number is located on the printer frame. Open Cover A on the left side of the printer. The serial number is located on the left hand side.

The serial number can also be found using the printer's control panel.

1. On the printer's control panel, press **Machine Status**.
2. The **Machine Information** tab displays by default. The serial number is displayed on the left side of the touch screen.

Usage Counters

The usage counters feature provides access to machine usage and billing information.

1. On the printer's control panel, press **Machine Status**.
2. Touch the **Billing Information** tab, then touch **Usage Counters**.

The usage counters list is displayed on the control panel touch screen. Touch the scroll arrows at the right to see the entire list.

Cleaning the Printer

- [Cleaning the Document Glass and Document Cover](#) on page 154
- [Cleaning the Exterior](#) on page 154
- [Cleaning the Document Feeder Rollers](#) on page 155
- [Cleaning the Printhead Lenses](#) on page 155

Cleaning the Document Glass and Document Cover

To ensure optimum print quality, clean the document glass regularly. This helps avoid output with streaks, smears, and other marks that transfer from the glass while scanning documents.

Use a lint-free cloth lightly dampened with Xerox Anti-Static or another suitable non-abrasive glass cleaner to clean the glass.

Use a lint-free cloth, Xerox Cleaning Fluid or Xerox Film Remover to clean the under side of the document cover and the document feeder.

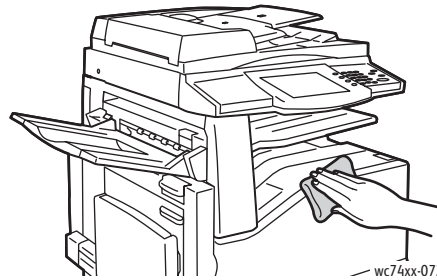


Cleaning the Exterior

Regular cleaning keeps the touch screen and control panel free from dust and dirt. To remove fingerprints and smudges, clean the touch screen and control panel with a soft, lint-free cloth.



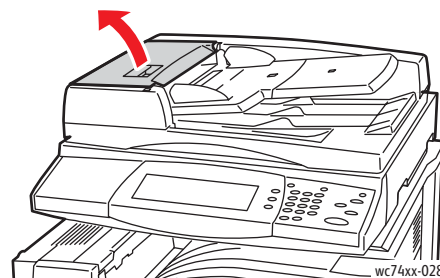
Use a lightly dampened cloth to clean the outside of the document feeder, output trays, paper trays and outside areas of your printer.



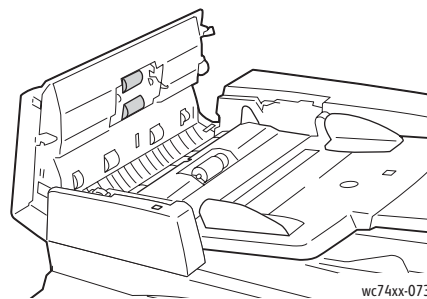
Cleaning the Document Feeder Rollers

Dirt on the document feeder rollers can cause paper jams or deteriorate print quality. For best performance, clean the document feeder rollers once a month.

1. Lift the lever and open the top cover of the document feeder.



2. While turning the rollers, wipe them with a clean, lint free cloth moistened with water.



Caution: Do not use alcohol or chemical cleaners on the document feed rollers.

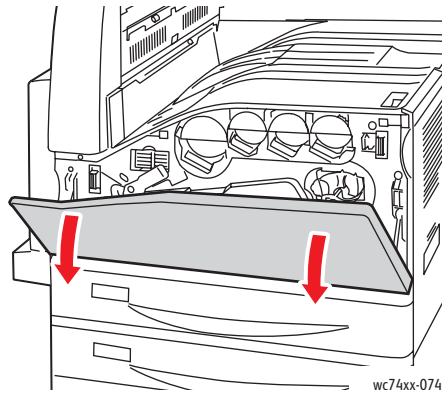
3. Close the top cover, pressing it down until it clicks into place.

Cleaning the Printhead Lenses

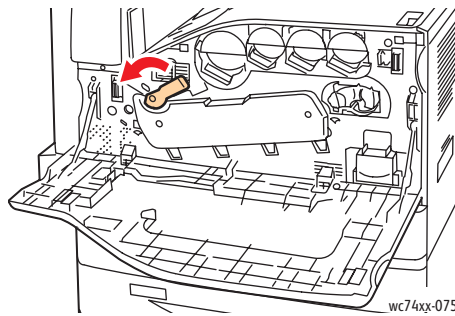
The printer is constructed with four printhead lenses. Clean all lenses as described below.

Maintenance

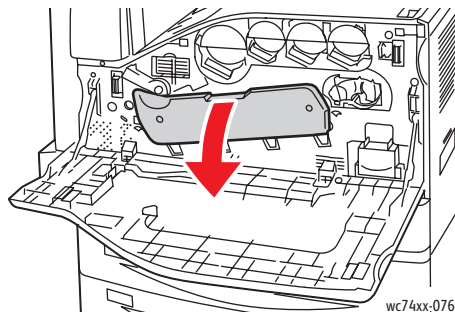
1. Open the printer's front cover.



2. Turn the orange lever to the left.

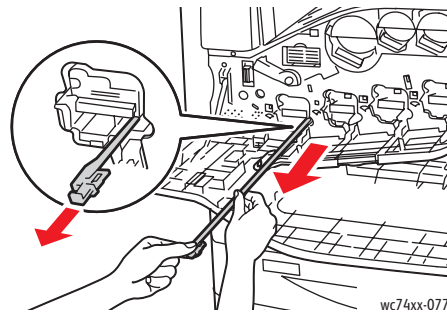


3. Pull the drum cartridge cover down until it clicks into the open position.

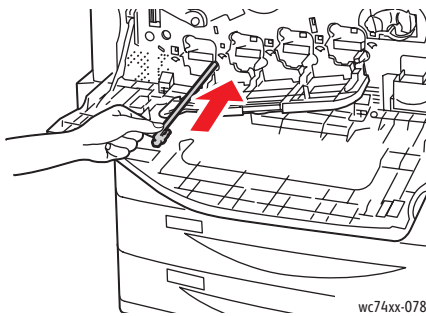


- Each of the four printheads has its own cleaning tool. Slowly pull the printhead lens cleaner out until the three dots are visible.

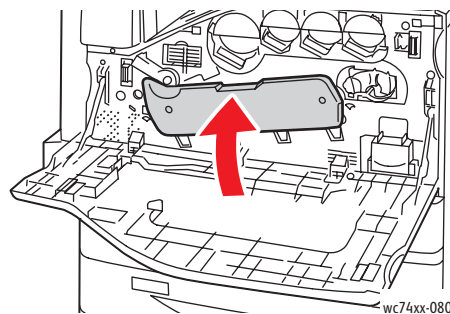
Note: The printhead lens cleaner does not detach from the printer.



- Slowly push the printhead lens cleaner back into the printhead until it stops.

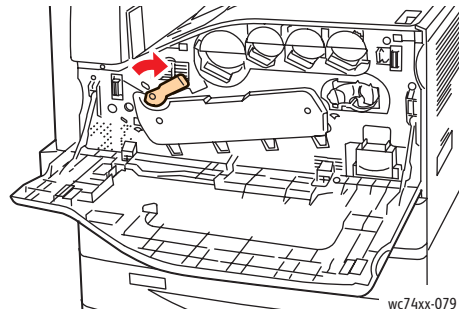


- Repeat Steps 4 and 5 for each printhead.
- Close the drum cartridge cover.



Maintenance

8. Turn the orange lever to the right to return it to the locked position.



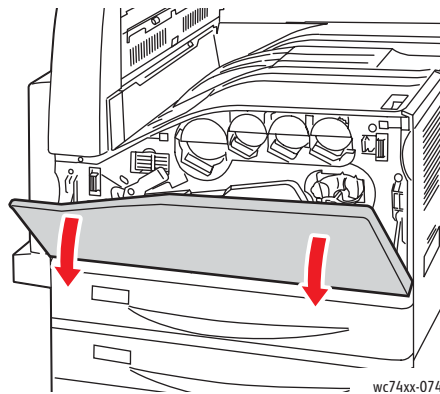
9. Close the printer front cover.

Replacing the Toner Cartridges

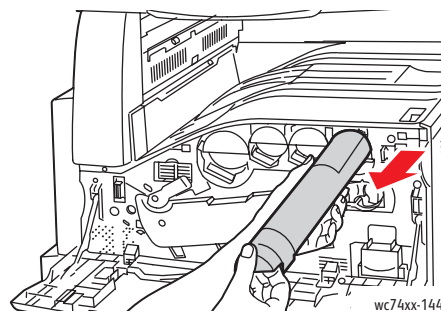
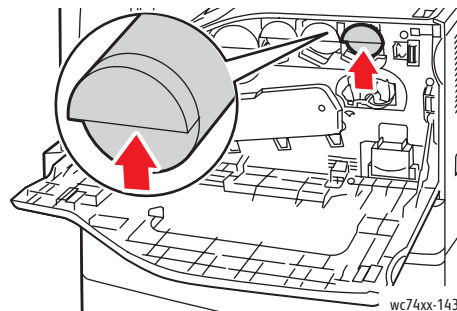
The printer will display a message on the touch screen when a toner cartridge needs to be replaced.

Caution: Do not perform this procedure when the printer is copying or printing.

1. Open the printer front cover.

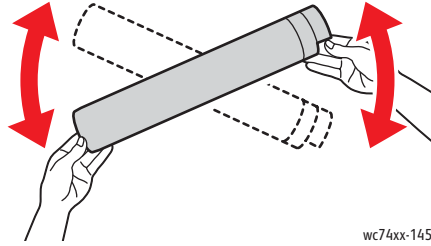


2. Place your fingers under the lip of the toner cartridge, then pull the toner cartridge straight out of the printer.

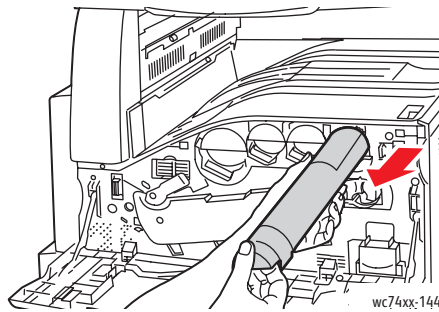


Maintenance

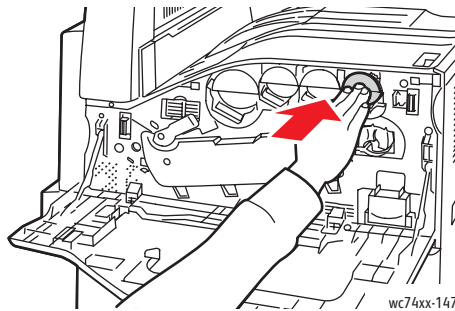
3. Remove the new toner cartridge from the packaging. Tilt the cartridge up and down, then left and right ten times.



4. Hold the new toner cartridge with the arrow facing up, then push the cartridge in slowly until it stops.



5. Push gently on the toner cartridge to ensure it is seated.



6. Close the printer front cover.

Replacing the Waste Toner Container

The printer will display a message on the touch screen when the waste toner container needs to be replaced.

When replacing the waste toner container, you should also clean the printhead lenses. See [Cleaning the Printhead Lenses](#) on page 155.

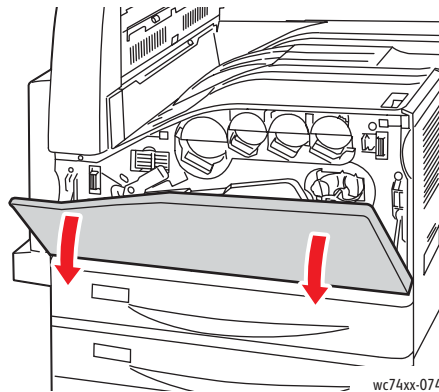
Caution: Do not perform this procedure when the printer is copying or printing.

Caution: Spread paper on the floor to catch possible toner spills.

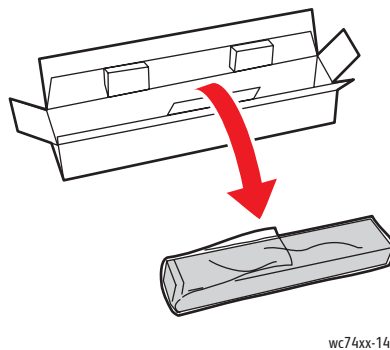
Warning: If you accidentally get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool, not hot water, to rinse the toner off. If toner gets on your skin, wash it off with cool water and a mild soap. If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

Warning: If you spill any toner in the printer, wipe it up using a moist cloth. Never use a vacuum cleaner to remove spilled toner. Sparks inside the vacuum cleaner may cause a fire or explosion.

1. Open the printer front cover.

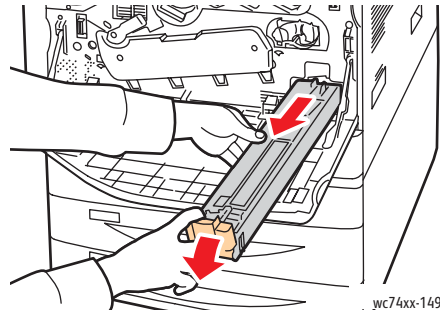


2. Remove the new waste toner container from the packaging. Retain the packaging.

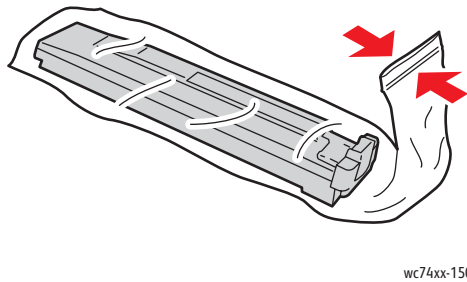


Maintenance

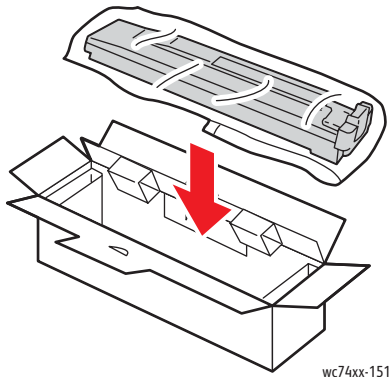
3. Pull the used waste toner container out slowly while supporting it with your left hand.



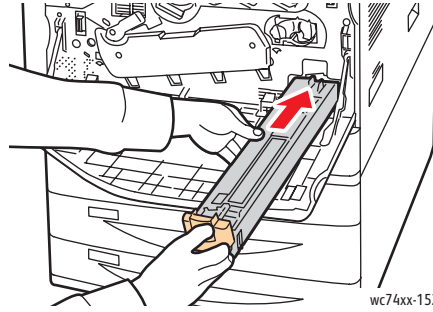
4. Place the used waste toner container in the plastic bag, then seal it firmly using the zipper.



5. Place the used waste toner container in the empty box.



6. Hold the left side of the new waste toner container and slide it into the printer until it clicks.



7. Clean the printhead lenses. See [Cleaning the Printhead Lenses](#) on page 155.

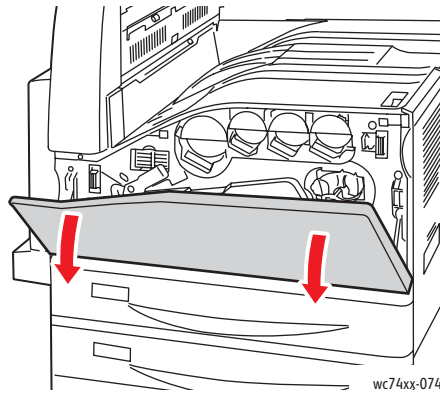
Replacing the Drum Cartridges

The printer will display a message on the touch screen when a drum cartridge needs to be replaced.

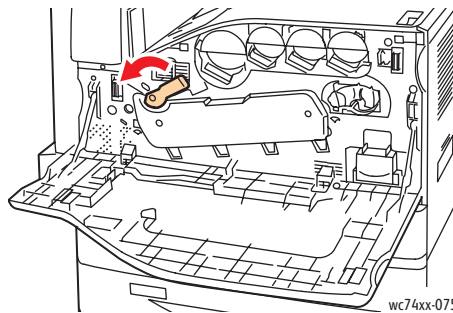
Caution: Do not perform this procedure when the printer is copying or printing.

Note: Do not expose the drum cartridge to direct sunlight or strong indoor fluorescent lighting. Do not touch or scratch the surface of the drum.

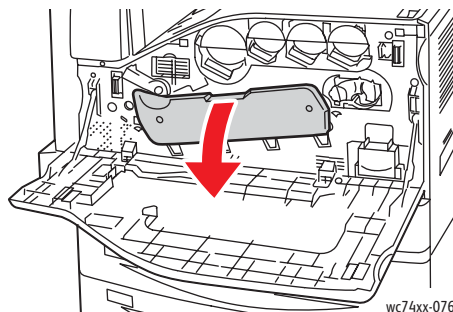
Note: Open the printer front cover.



1. Remove the new drum cartridge from the packaging. Retain the packaging.
2. Turn the orange lever to the left.



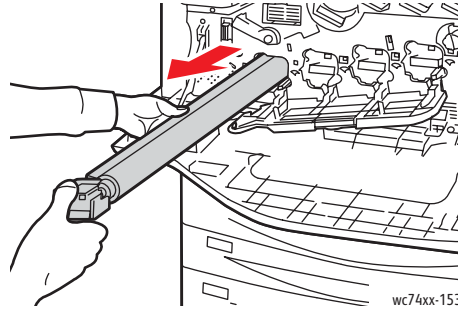
3. Pull the drum cartridge cover down until it clicks into the open position.



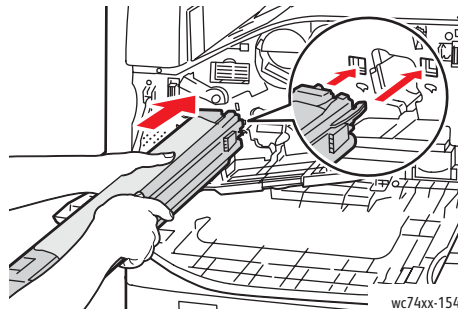
4. Grip the orange handle of the drum cartridge as shown and pull the drum cartridge straight out of the printer. Place the used drum cartridge in the plastic bag and place in the box.

Warning: Do not touch any toner adhering to the drum cartridge.

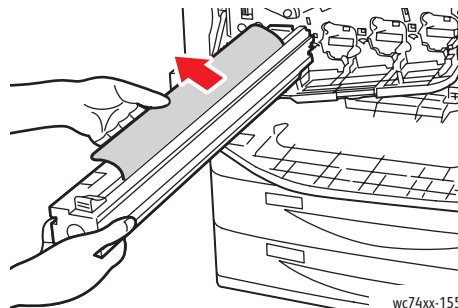
Note: To return the used drum cartridge for recycling, follow the instructions included with the new cartridge. If the instructions or shipping label are not available, go to www.xerox.com/gwa for additional information.



5. Remove the styrofoam from the end of the new drum cartridge.
6. Rest the new cartridge, along with its black plastic protective shield, in the cartridge slot. Make sure to load the cartridge in the direction of the arrow on the top of the shield.



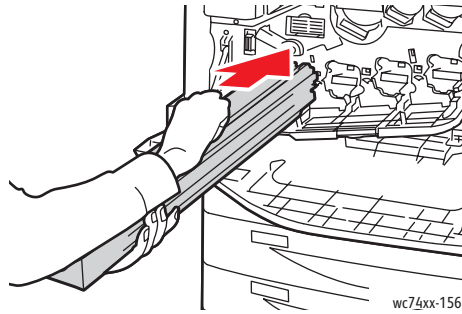
7. While keeping the guides inserted in the slot, remove the black paper sheet by pulling it in the direction shown.



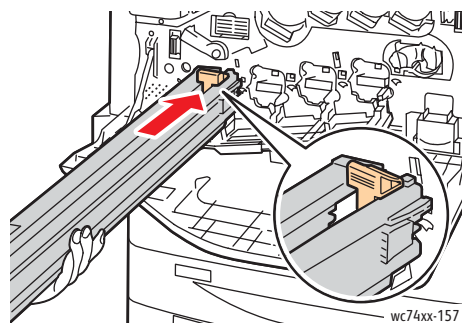
8. Remove the tape from the top of the cartridge shield.

Maintenance

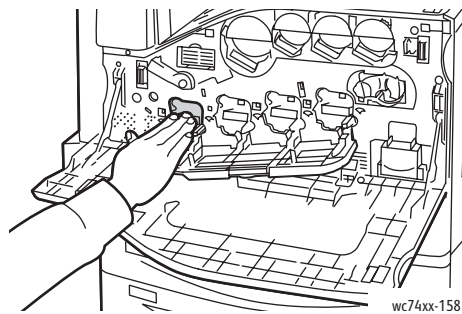
9. Hold the shield and push the cartridge into the printer using the orange handle.



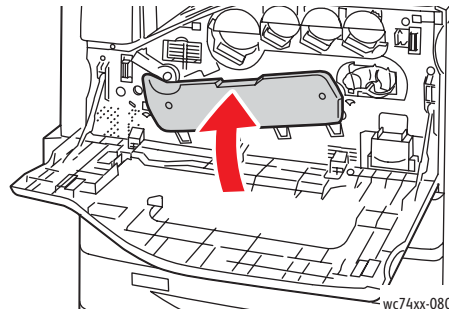
10. Continue pushing the orange handle until it stops.



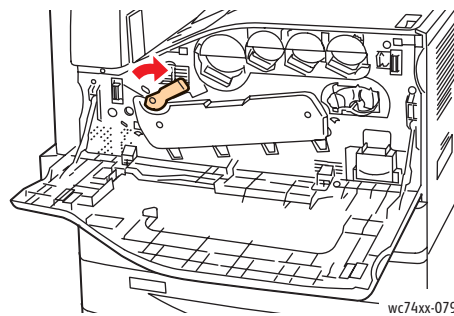
11. Carefully remove the protective shield.
12. Push the drum cartridge until it stops.



13. Close the drum cartridge cover.



14. Turn the orange lever to the right to return it to the locked position.



15. Close the printer front cover.

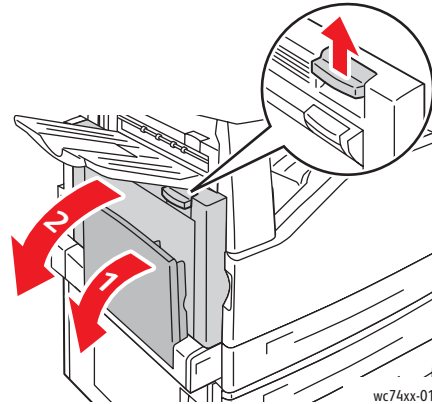
16. Dispose of the protective shield and tape as normal office waste.

Replacing the Fuser Assembly

The printer will display a message on the touch screen when the fuser assembly needs to be replaced.

Caution: Do not perform this procedure when the printer is copying or printing.

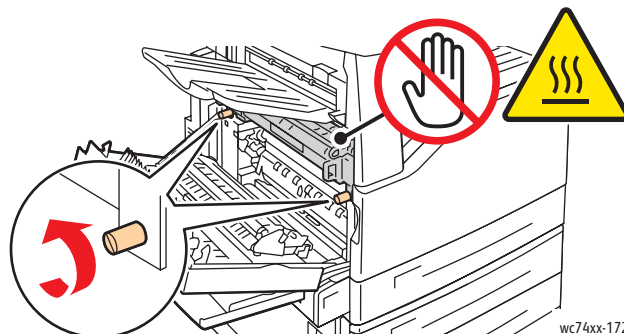
1. Power the printer OFF using the power switch located on the front, right side, below control panel.
2. Open Tray 5 (Bypass) (1). While lifting up the release lever, open the top left cover (2).



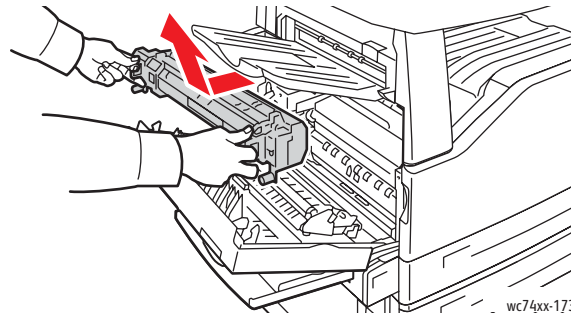
Warning: The fuser assembly is hot during normal operation. To avoid potential personal injury, wait **40 minutes** for the fuser assembly to cool before proceeding.

3. Turn the two orange screws on either side of the fuser assembly counterclockwise until they are completely loosened.

Note: The screws do not detach from the printer.

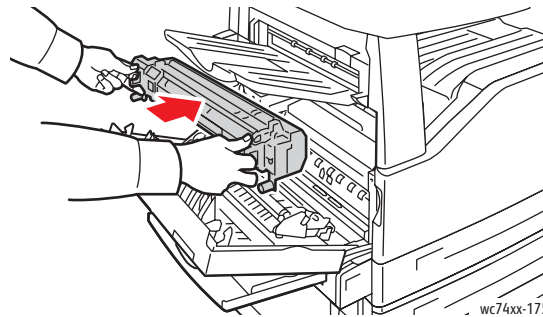


- Using the black grip handles on either side of the fuser assembly, pull the fuser assembly straight out of the printer.

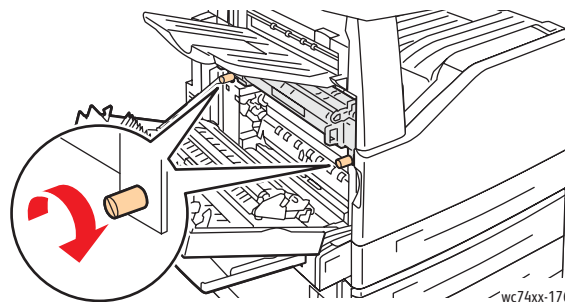


Note: To return the used fuser assembly for recycling, use the prepaid return label included with the new fuser assembly. Use the box from the new fuser assembly for the return. For more information on returning a used fuser assembly, visit www.xerox.com/gwa.

- Remove the new fuser assembly from the packaging. Retain the packaging to return the used fuser assembly.
- Position the new fuser assembly in the opening, then push it straight into the printer until it stops.



- Turn both orange screws clockwise until snug.



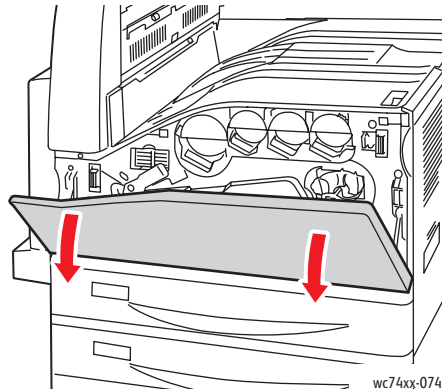
- Close the side cover.
- Turn the power switch ON. The printer will reboot.

Replacing the Transfer Belt Cleaner

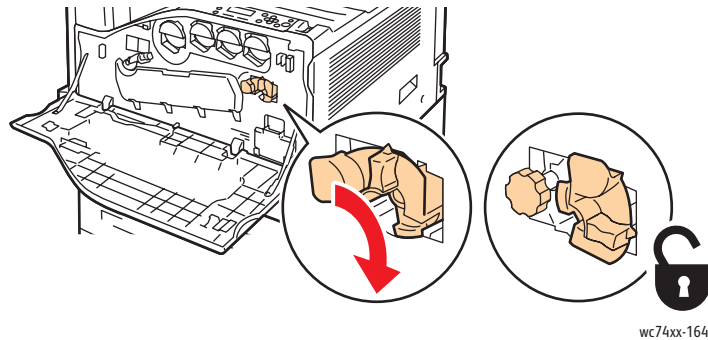
The printer will display a message on the touch screen when the transfer belt cleaner needs to be replaced.

Caution: Do not perform this procedure when the printer is copying or printing.

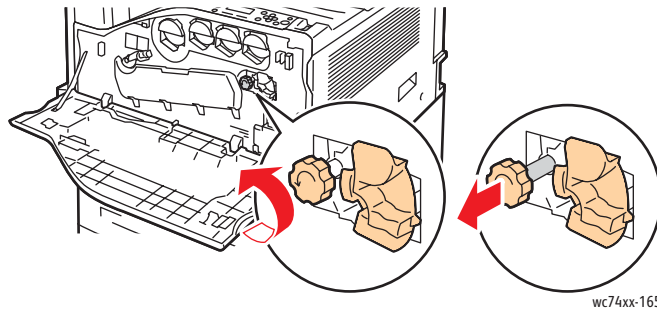
1. Remove the new transfer belt cleaner from the packaging. Retain the packaging.
2. Open the printer front cover.



3. Turn the orange lever to the right to unlock the belt cleaner.

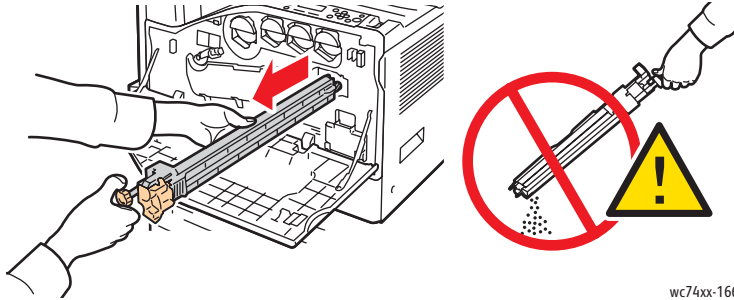


4. Turn the orange knob counterclockwise until it releases.



5. Pull the transfer belt cleaner straight out of the printer.

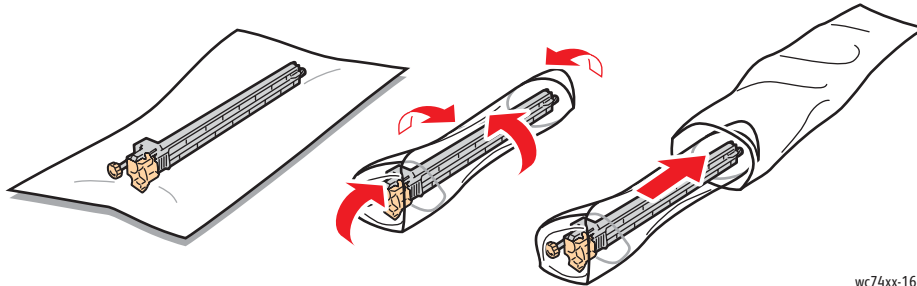
Warning: Do not touch any toner adhering to the transfer belt cleaner. Do not tilt the transfer belt cleaner or toner may spill.



wc74xx-166

6. Place the used transfer belt cleaner in the plastic bag.

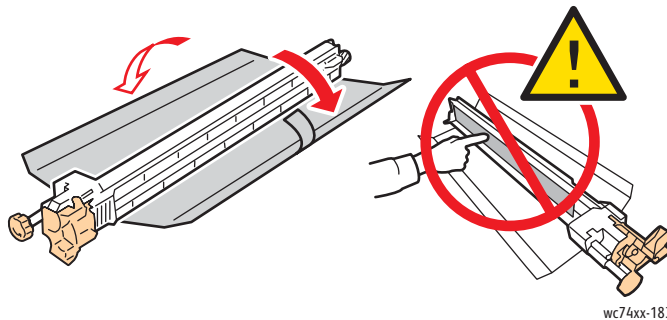
Note: For information on returning a used transfer belt cleaner, visit www.xerox.com/gwa.



wc74xx-167

7. Remove the protective cover from the new transfer belt cleaner.

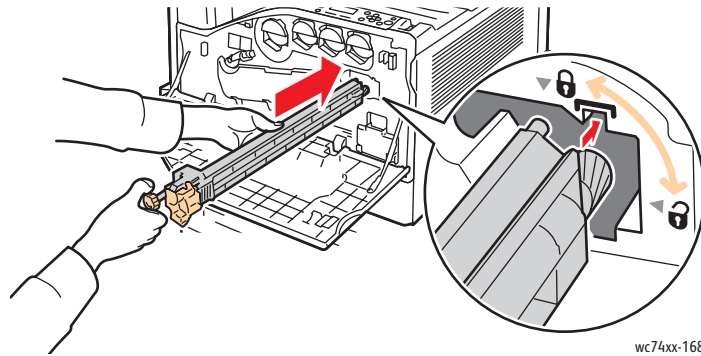
Caution: Do not touch the surface of the transfer belt cleaner. Doing so may deteriorate image quality.



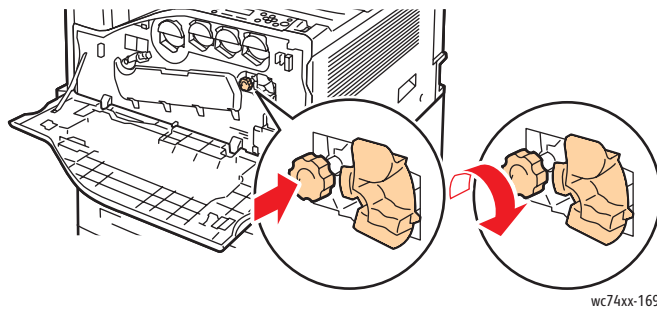
wc74xx-183

Maintenance

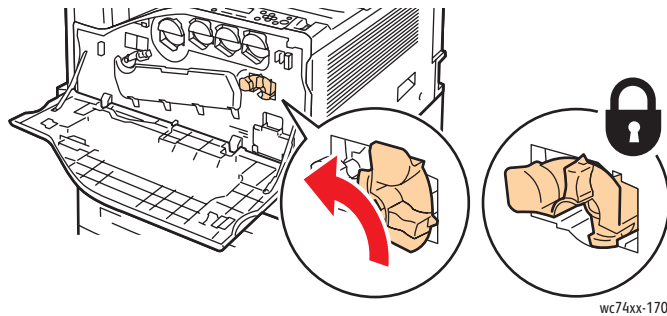
- Support the new transfer belt cleaner with your left hand and slide it straight into the opening until it stops.



- Push the orange knob in, then turn it clockwise until snug.



- Turn the orange lever to the left to lock the belt cleaner.

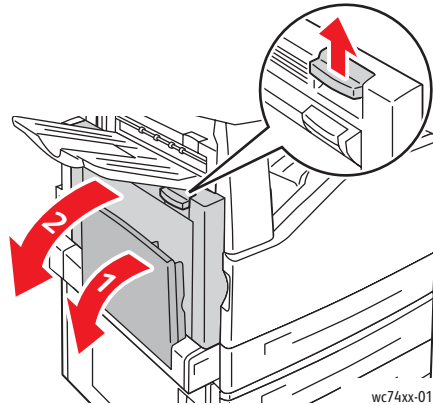


- Close the printer front cover.

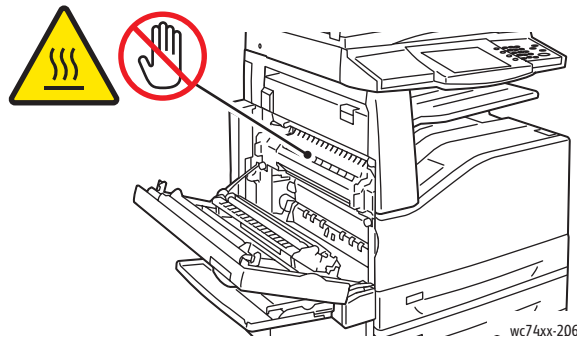
Replacing the Transfer Roller

Caution: Do not perform this procedure when the printer is copying or printing.

1. Open Tray 5 (Bypass) (1). While lifting up the release lever, open the top left cover (2).



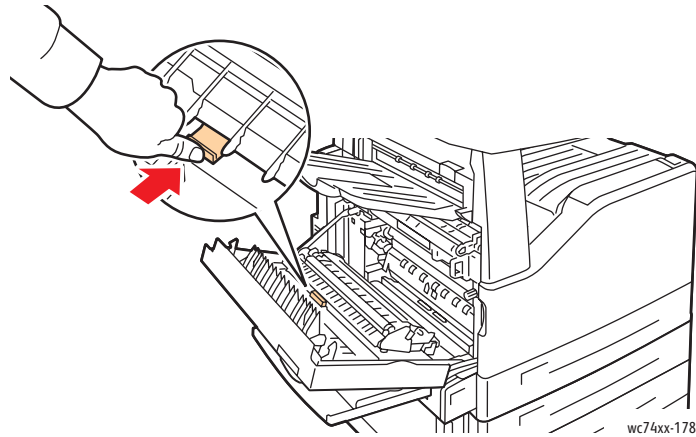
Warning: The fuser is hot during normal operation. To avoid potential personal injury, **wait 40 minutes** for the fuser to cool before proceeding.



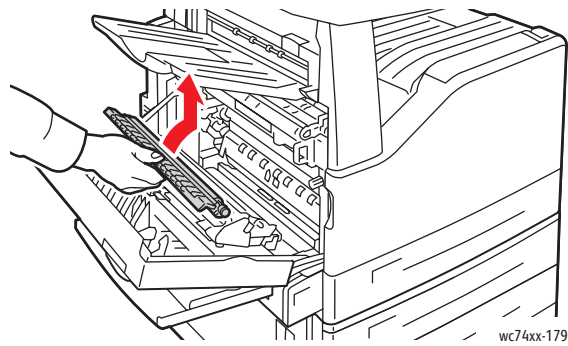
2. Remove the new transfer roller from the packaging. Retain the packaging.

Maintenance

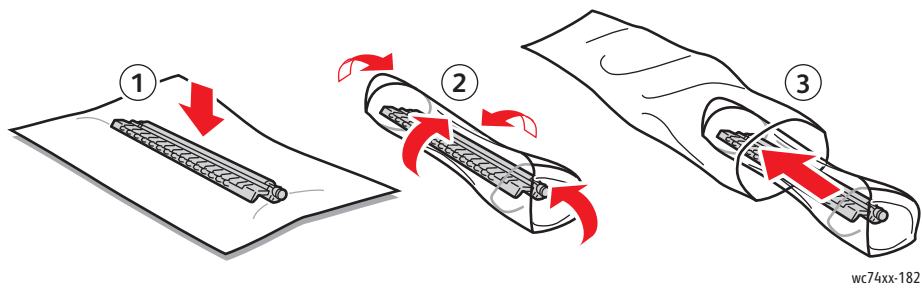
3. Push the orange lever in the direction shown.



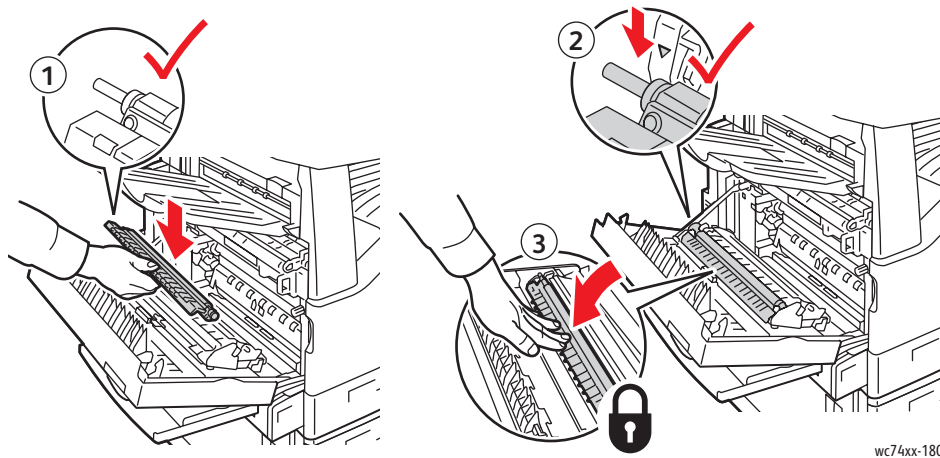
4. Lift the used transfer roller out of the printer.
5. Do not touch any toner adhering to the transfer roller.



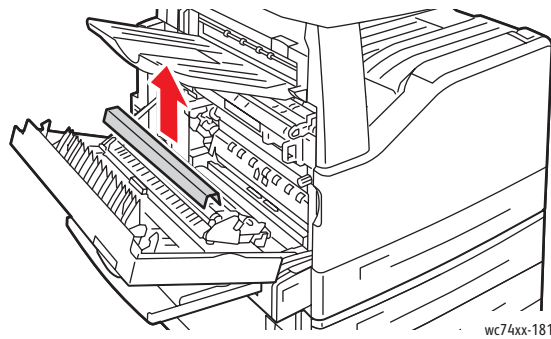
6. Place the used transfer roller in the plastic bag.



7. Place the new transfer roller in the printer as shown. Press down until the transfer roller clicks into place.



8. Remove the protective cover from the transfer roller.



9. Close the side cover.

Emptying the Hole Punch Waste Container

If your printer has the optional Office LX Finisher with Booklet Maker option, or the optional Professional Finisher, you will be alerted by a message on the printer control panel when the hole punch waste container is full and needs to be emptied.

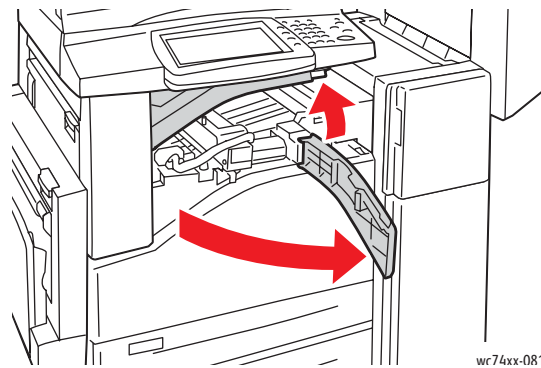
This section includes:

- [Office Finisher LX Hole Punch Waste Container](#) on page 176
- [Professional Finisher Hole Punch Waste Container](#) on page 177

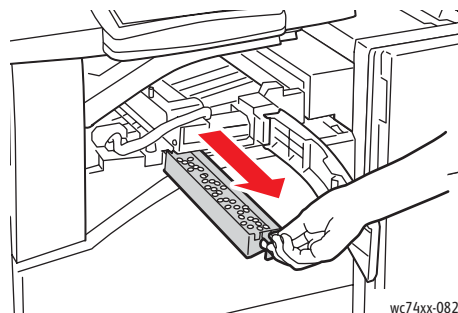
Office Finisher LX Hole Punch Waste Container

Warning: Do not perform this procedure when the printer is copying or printing.

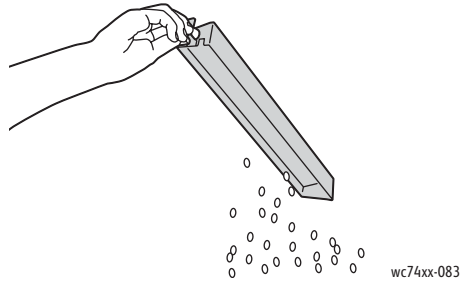
1. Lift the top cover, then open the finisher front transport cover.



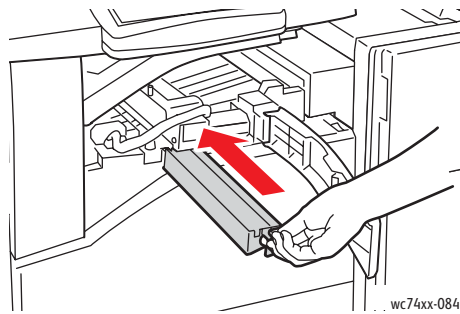
2. Pull out the hole punch waste container.



3. Empty the container.



4. Insert the container and slide it all the way into the finisher.

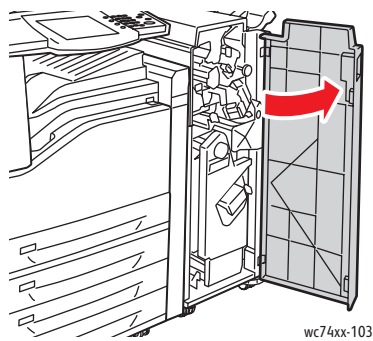


5. Close the finisher front transport cover, then close the top cover.

Professional Finisher Hole Punch Waste Container

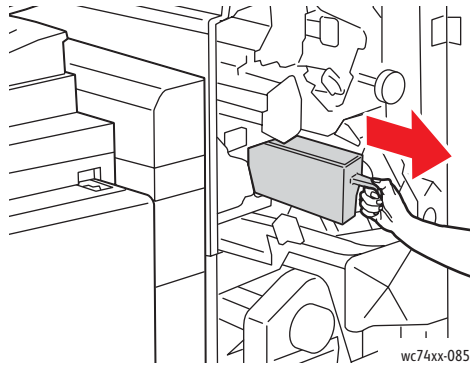
Warning: Do not perform this procedure when the printer is copying or printing.

1. Open the finisher front door.

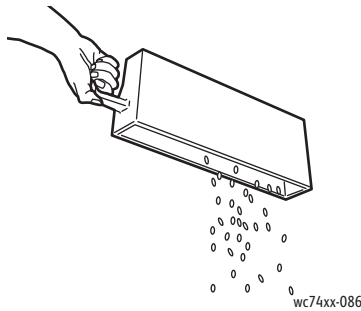


Maintenance

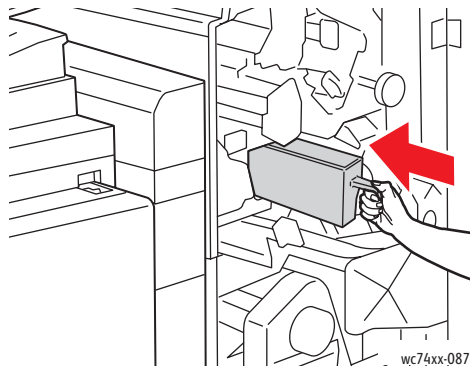
2. Pull out the waste container at **R4**.



3. Empty the container.



4. Insert the container all the way into the finisher.



5. Close the finisher front door.

Installing Staples

If your printer has the optional Integrated Finisher, optional Office LX Finisher with Booklet Maker option, or the optional Professional Finisher, you will be alerted by a message on the printer control panel when a staple cartridge is empty and needs to be replaced.

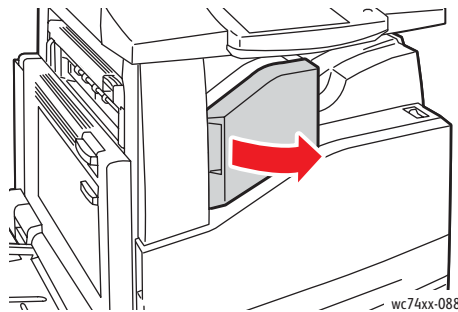
This section includes:

- [Staple Replacement for Integrated Finisher](#) on page 179
- [Main Staple Replacement for Office LX Finisher](#) on page 181
- [Booklet Maker Staple Replacement for Office Finisher LX](#) on page 183
- [Main Staple Replacement for Professional Finisher](#) on page 184
- [Booklet Staple Replacement for the Professional Finisher](#) on page 186

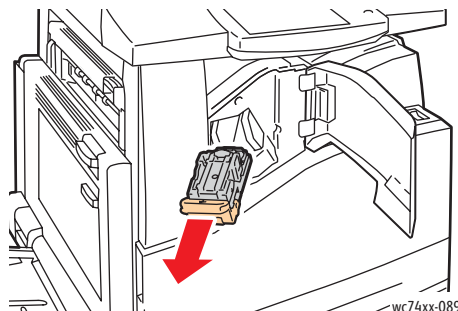
Staple Replacement for Integrated Finisher

Warning: Do not perform this procedure when the printer is copying or printing.

1. Open the finisher front cover.

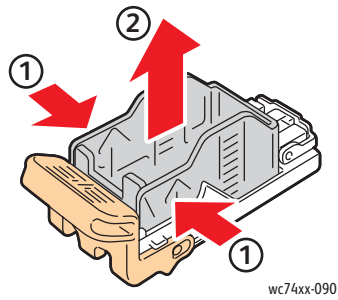


2. Remove the stapler cartridge by pulling it straight out. Check the inside of the finisher for any loose staples and remove them.

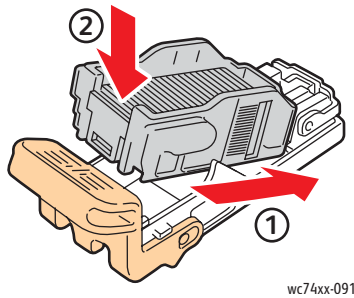


Maintenance

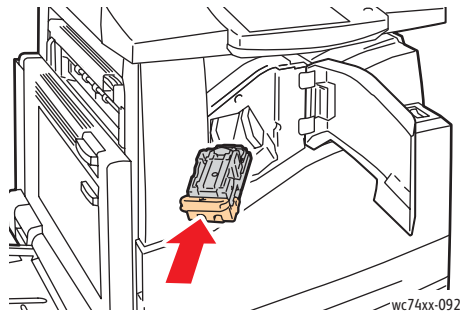
3. Pinch both sides of the staple case (1) and remove the staple case from the cartridge (2).



4. Insert the front side of the new staple case into the staple cartridge (1), then push the rear side into the cartridge (2).



5. Insert the staple cartridge into the finisher.

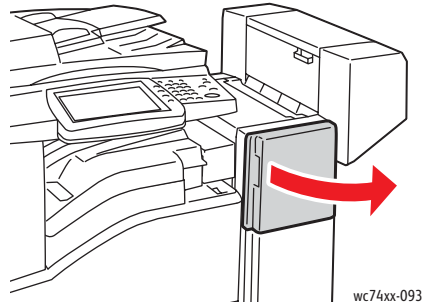


6. Close the finisher front cover.

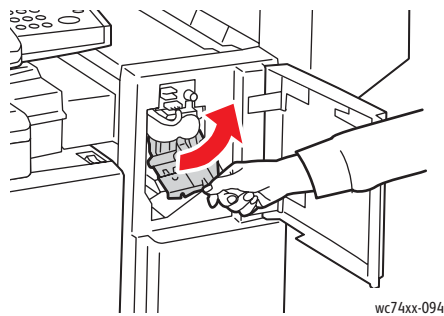
Main Staple Replacement for Office LX Finisher

Warning: Do not perform this procedure when the printer is copying or printing.

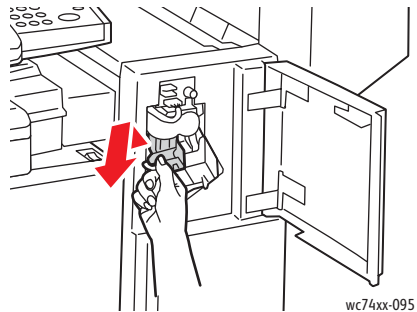
1. Open the finisher front cover.



2. The staple cartridge holder is located inside the finisher cabinet. Pull the staple cartridge holder toward you until it stops.
3. Hold the staple cartridge by lever **R1** and push the staple cartridge holder to the right.

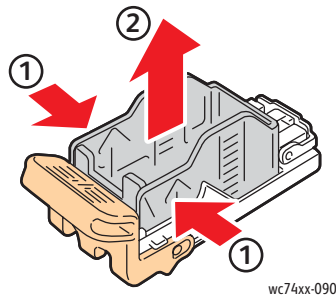


4. Grip the staple cartridge holder by the orange tabs and remove it from the finisher by pulling it firmly toward you.

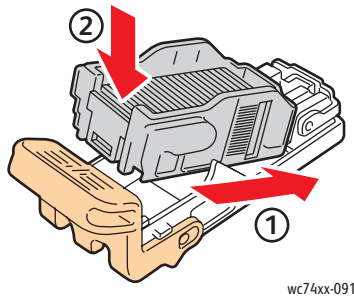


Maintenance

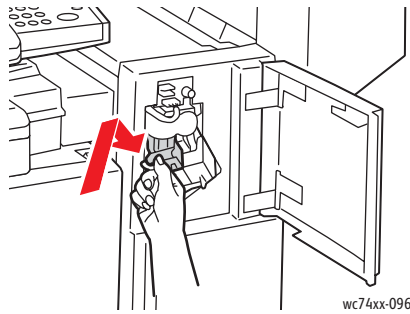
5. Pinch both sides of the staple case (1) and remove the staple case from the cartridge (2).



6. Insert the front side of the new staple case into the staple cartridge (1), then push the rear side into the cartridge (2).



7. Grip the staple cartridge holder by the orange tabs and insert it into the finisher until it clicks.

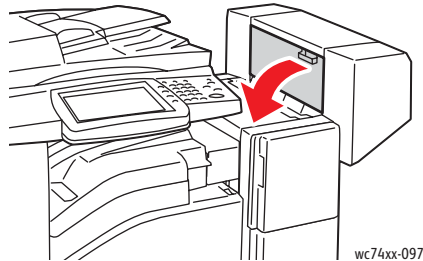


8. Close the finisher front cover.

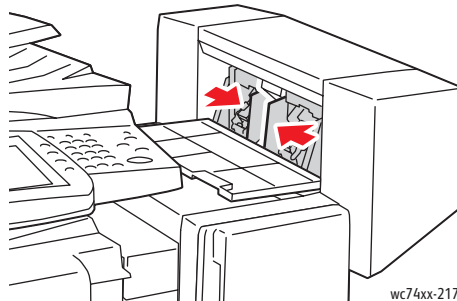
Booklet Maker Staple Replacement for Office Finisher LX

Warning: Do not perform this procedure when the printer is copying or printing.

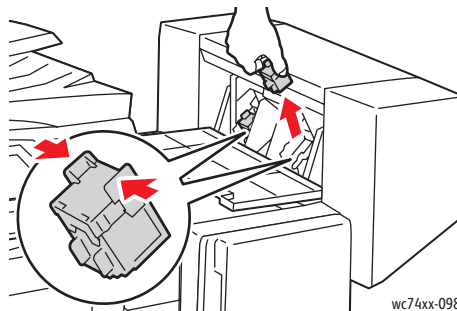
1. Open the finisher side cover.



2. If the staple cartridges are not visible, grip the vertical panels at the left and right of the opening and gently slide them to the center until they stop.



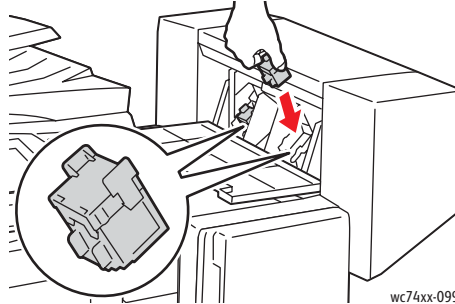
3. Hold the tabs on both sides of the staple cartridge and pull the cartridge out of the finisher.



Maintenance

4. Hold the tabs on both sides of the new staple cartridge and insert it into the original position in the finisher.

Note: If you have trouble inserting the cartridge, make sure the staples in the cartridge are positioned correctly in the cartridge.



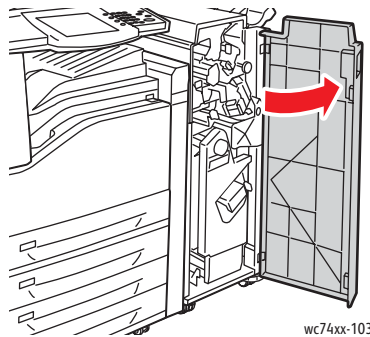
Note: The Booklet Maker uses two staple cartridges. Booklet stapling requires that both staple cartridges contain staples.

5. Repeat Steps 2 and 3 for the other staple cartridge.
6. Close the side cover of the finisher.

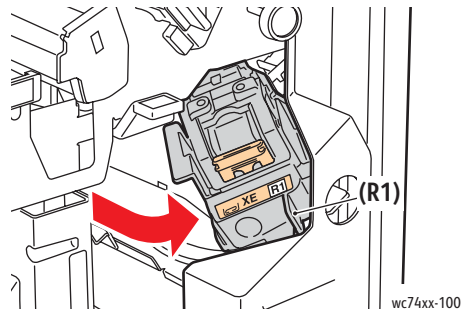
Main Staple Replacement for Professional Finisher

Warning: Do not perform this procedure when the printer is copying or printing.

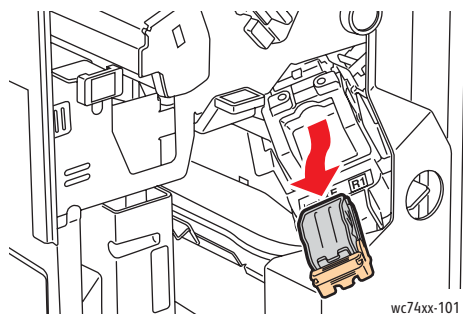
1. Open the finisher front door.



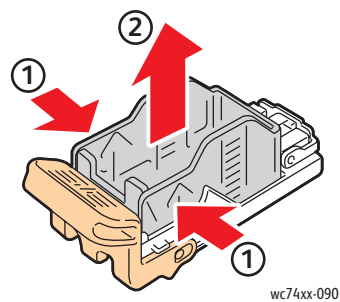
2. Hold the staple cartridge unit by orange lever **R1** and push it to the right.



3. Grip the staple cartridge by the orange tabs and remove it by pulling it firmly toward you.

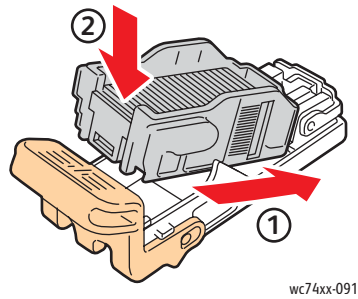


4. Pinch both sides of the staple case (1) and remove the staple case from the cartridge (2).

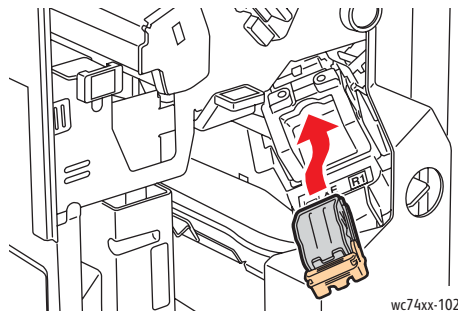


Maintenance

5. Insert the front side of the new staple case into the staple cartridge (1), then push the rear side into the cartridge (2).



6. Grip the staple cartridge by the orange tabs and insert it into the staple cartridge unit until it clicks.



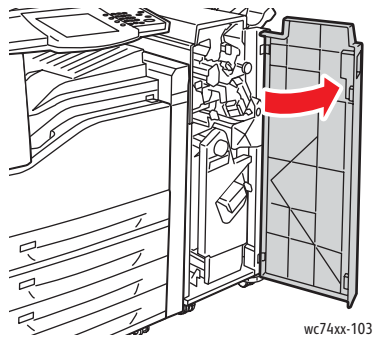
7. Close the finisher front door.

Booklet Staple Replacement for the Professional Finisher

Note: The Professional Finisher uses two staple cartridges labeled **R2** and **R3**. Booklet stapling requires that both staple cartridges contain staples.

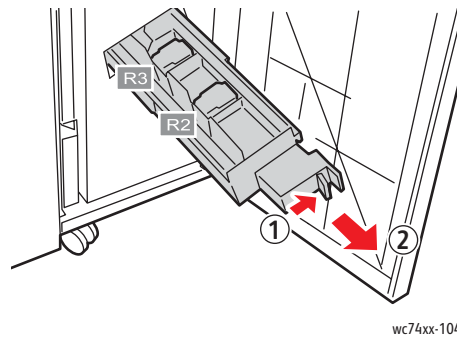
Warning: Do not perform this procedure when the printer is copying or printing.

1. Open the finisher front door.

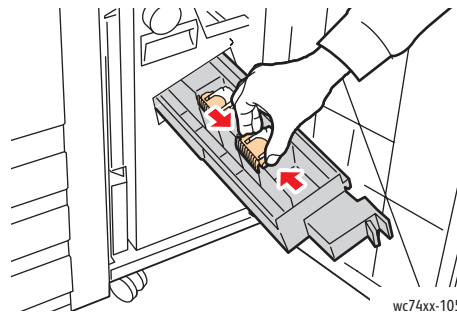


2. While squeezing orange levers **R2** and **R3** together (1), pull the staple cartridge unit out of the finisher until it stops (2).

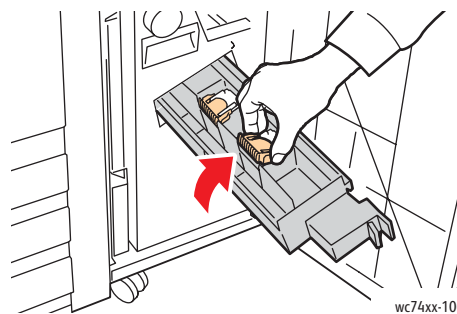
Note: The staple cartridge unit does not detach from the finisher.



3. Grip the orange tabs on both sides of the staple cartridge.

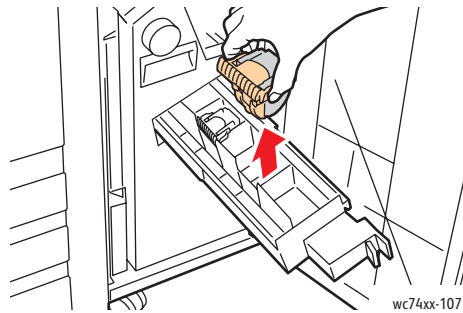


4. While gripping the orange tabs of the staple cartridge, rotate it in the direction shown.

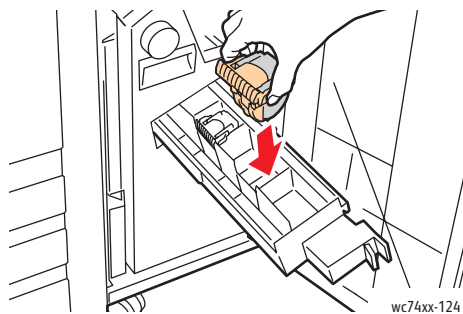


Maintenance

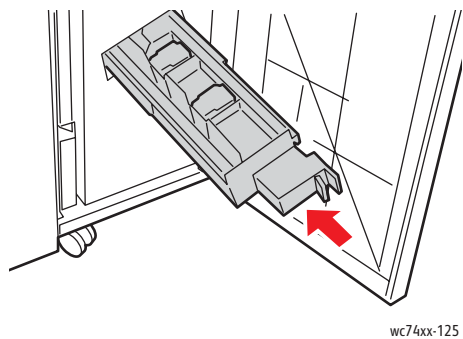
5. Lift the staple cartridge out of the staple cartridge unit.



6. Push the new staple cartridge into the staple cartridge unit.



7. Repeat Steps 3 through 6 for the other staple cartridge.
8. Return the staple cartridge unit to its original position.



9. Close the finisher front door.

Ordering Supplies

This section includes:

- **Consumables** on page 189
- **Routine Maintenance Items** on page 189
- **When to Order Supplies** on page 189
- **Recycling Supplies** on page 190

Certain consumables and routine maintenance items need to be ordered occasionally. Each supply item includes installation instructions.

Consumables

Genuine Xerox Toner Cartridges (Cyan, Magenta, Yellow and Black).

Note: Each toner cartridge includes installation instructions on the box.

Caution: Use of toner other than Genuine Xerox Toner may affect print quality and printer reliability. It is the only toner designed and manufactured under strict quality controls by Xerox for specific use with this printer.

Routine Maintenance Items

Routine maintenance items are printer parts that have a limited life and require periodic replacement. Replacements may be parts or kits. Routine maintenance items are typically customer replaceable.

The following items are routine maintenance items:

- Drum Cartridge
- Waste Toner Container
- Fuser Assembly
- Transfer Roller
- Transfer Belt Cleaner
- Hole Punch Waste Container
- Staple Cartridge
- Booklet Staple Cartridge

When to Order Supplies

The printer's control panel displays a warning when the supply nears its replacement time. Verify that you have replacements on hand. It is important to order these supplies when the messages first appear to avoid interruptions to your printing. The control panel displays an error message when the supply must be replaced.

Maintenance

Order supplies from your local reseller or from the Xerox Supplies website at:
www.xerox.com/office/WC7425_WC7428_WC7435supplies.

Caution: Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Recycling Supplies

For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Some routine maintenance items come with a prepaid return label. Please use it to return used components in their original boxes for recycling.

Troubleshooting

9

This chapter includes:

- [Fault Messages](#) on page 192
- [General Troubleshooting](#) on page 193
- [Clearing Paper Jams](#) on page 196
- [Clearing Staple Jams](#) on page 224
- [Copy/Scan Problems](#) on page 233
- [Fax Problems](#) on page 234
- [Getting Help](#) on page 237

Fault Messages

The printer is capable of detecting problems and providing information about the problem so that you can take action to correct it. If the printer detects a problem (a fault), it displays a message on the top left of the touch screen display.

To see a list of the fault messages that have been displayed on your printer:

On the printer's control panel, press the **Machine Status** button.

1. On the touch screen, touch the **Faults** tab.
2. Touch **Current Faults**, **Current Messages** or **Fault History**.

General Troubleshooting

This section contains procedures to help you locate and resolve problems. Some problems can be resolved by simply restarting the printer.

To restart the printer:

1. Locate the ON/OFF switch on the front of the printer below the control panel.
2. Turn the switch OFF, wait 20 seconds, and turn the switch back ON.

If the problem is not resolved by restarting the printer, see the table in this chapter that best describes the problem.

Printer Does not Turn On

Probable Causes	Solutions
The power cord is not correctly plugged into the outlet.	Turn off the printer, then plug the power cord securely into the outlet.
Something is wrong with the outlet connected to the printer.	Plug another electrical appliance into the outlet and see whether it operates properly. Try a different outlet.
The power switch is not correctly turned on.	Turn the power switch off, wait two minutes, then turn it back on.
The printer is connected to an outlet with a voltage or frequency that does not match the printer specifications.	Use a power source with the specifications listed in Electrical Specifications on page 243.

Caution: Plug the three-wire cord (with grounding prong) directly into a grounded AC outlet only. Do not use a power strip. If necessary, contact a licensed electrician to install a properly grounded outlet.

Printing Takes Too Long

Probable Causes	Solutions
The printer is set to a slower printing mode (for example, heavyweight stock or transparency).	It takes more time to print with special media. When using regular paper, make sure that the media type is set properly in the driver and at the printer's control panel.
The printer is in ENERGY SAVE mode.	It takes time for printing to start in power saving mode.
The job is very complex.	Wait. No action needed.

Printer Resets or Turns Off Frequently

Probable Causes	Solutions
The power cord is not correctly plugged into the outlet.	Turn off the printer, confirm that the power cord is correctly plugged into the printer and the outlet, then turn on the printer.
A system error occurred.	Contact your local Xerox service representative with the error information. Check the error history. For more information see Fault Messages on page 192.

Printer Is Making Unusual Noises

Probable Causes	Solutions
The printer is not level.	Place the printer on a flat, hard, level surface.
The tray is not installed correctly.	Open and close the tray you are printing from.
There is an obstruction or debris inside the printer.	Turn off the printer and remove the obstruction or debris. If you cannot remove it, contact your local Xerox service representative.

The Date and Time Are Incorrect

Probable Causes	Solutions
Did you set the correct date and time?	Ensure you have set the correct Date and Time on the control panel or through CentreWare IS.

Duplex Problems

Probable Causes	Solutions
Media or settings are not correct.	<p>Make sure that you are using correct media. Do not duplex custom-sized media, transparencies, envelopes, labels, plain reload, lightweight, HW reload, extra HW, HW gloss or HW gloss reload.</p> <p>In the printer driver choose 2-Sided Printing.</p>

Clearing Paper Jams

This section includes:

- [Clearing Paper Jams in Tray 1, Tray 2, Tray 3 or Tray 4](#) on page 196
- [Clearing Paper Jams in Tray 5 \(Bypass\)](#) on page 197
- [Clearing Jams in Top Left Cover A](#) on page 198
- [Clearing Paper Jams in Bottom Left Cover C](#) on page 199
- [Clearing Paper Jams in Bottom Left Cover D](#) on page 200
- [Clearing Paper Jams in Duplex Unit B](#) on page 202
- [Clearing Jams in the Document Feeder](#) on page 203
- [Clearing Paper Jams in the Integrated Finisher](#) on page 205
- [Clearing Paper Jams in the Office LX Finisher](#) on page 206
- [Clearing Paper Jams in the Professional Finisher](#) on page 207
- [Solving Problems with Paper Jams](#) on page 219

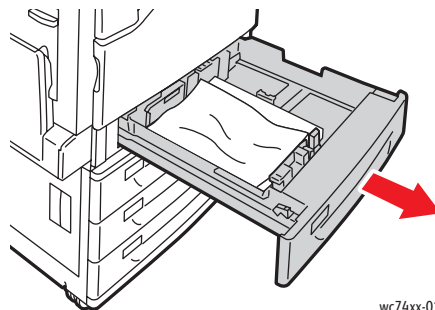
To avoid damage, always remove misfed media carefully, without tearing it. Try to remove the paper in the direction that the paper would normally feed. Any piece of media left in the printer, whether large or small, can obstruct the media path and cause further misfeeds. Do not reload media that has misfed.

Note: The printed side of jammed pages may smudge, and the toner may stick to your hands. Do not touch the printed side of the media when removing it. Make sure not to spill any toner inside the printer.

Warning: If you accidentally get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool, not hot water, to rinse the toner off. If toner gets on your skin, wash it off with cool water and a mild soap. If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

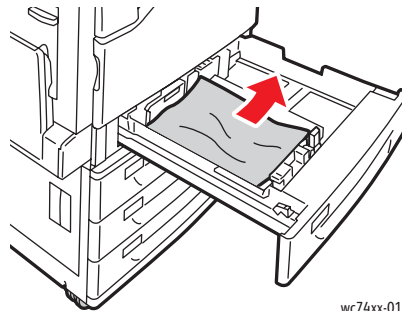
Clearing Paper Jams in Tray 1, Tray 2, Tray 3 or Tray 4

1. Before removing the tray from the printer, check the jam message on the touch screen. If a jam inside the printer is shown, clear that jam first.
2. Pull the tray out toward you until it stops.



wc74xx-015

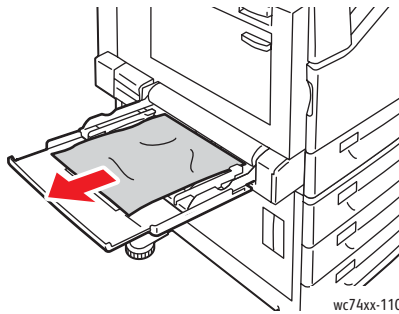
3. Remove the paper from the tray.
4. If the paper is torn, remove the tray completely and check inside the printer for torn pieces of paper.



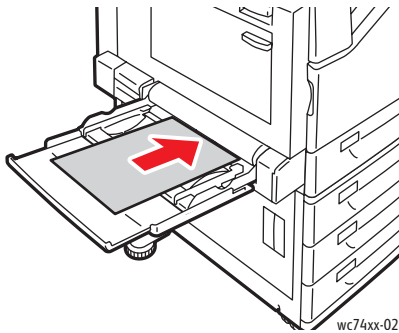
5. Reload the tray with undamaged paper, then push the tray in until it stops.
6. On the printer touch screen, touch **Confirm**.

Clearing Paper Jams in Tray 5 (Bypass)

1. Remove the jammed paper from the tray. Check the paper feed entrance where the tray connects to the printer to make sure it's clear.



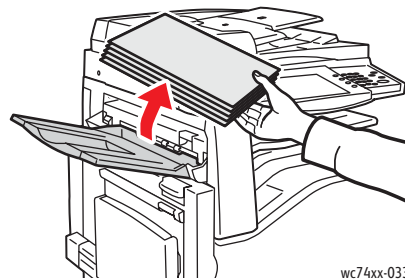
2. Reload the tray with undamaged paper. The leading edge of the paper should lightly touch the paper feed entrance.



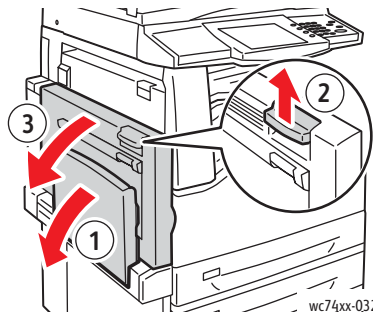
3. On the printer touch screen, touch **Confirm**.

Clearing Jams in Top Left Cover A

1. Remove paper from the Top Left Tray, then fold the tray up.

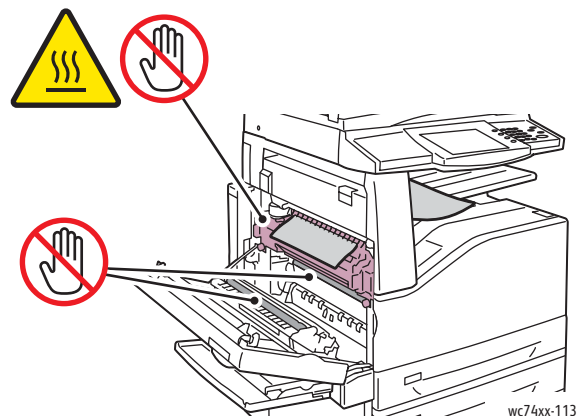


2. Open Tray 5 (Bypass) (1). While lifting up the release lever (2), open the top left cover (3).



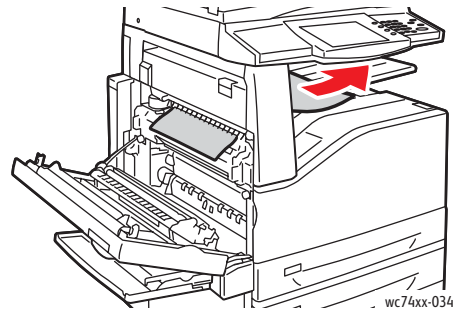
Warning: The area around the fuser may be hot. Use caution to avoid injury.

Note: Do not touch the transfer belt. This could reduce image quality or damage the transfer belt. Do not touch the transfer roller. This could reduce image quality.



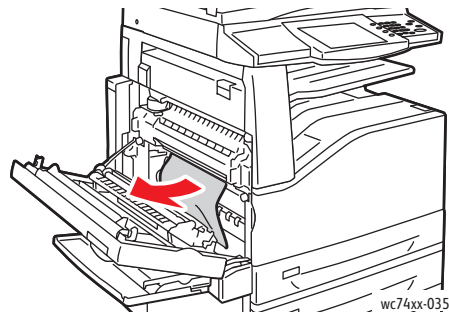
3. If paper is jammed at the exit to the output tray, remove the paper by carefully pulling it straight out in the direction shown.

4. Toner may adhere to the transfer roller. This will not affect print quality.



5. Remove the jammed paper.

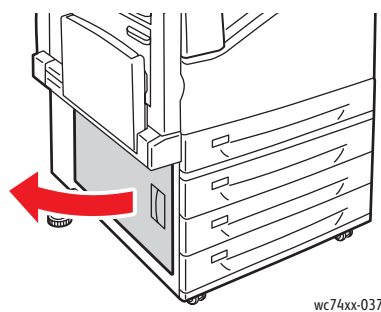
Note: If the paper is torn, remove all torn pieces from the printer.



6. If paper is jammed in the fuser, pull the green lever at A1, then carefully remove the paper. Return the green lever to its normal position.
7. Close the top left cover, then close Tray 5 (Bypass).

Clearing Paper Jams in Bottom Left Cover C

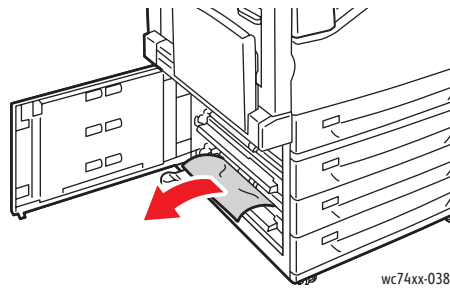
1. Pull the release lever and open the left bottom cover.



Troubleshooting

2. Remove the jammed paper. If the paper is torn, be sure to remove all torn pieces.

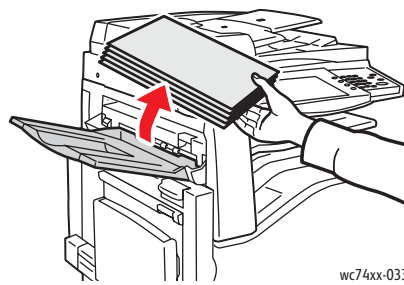
Note: If paper is jammed in the upper position, you may need to look inside the printer to see it.



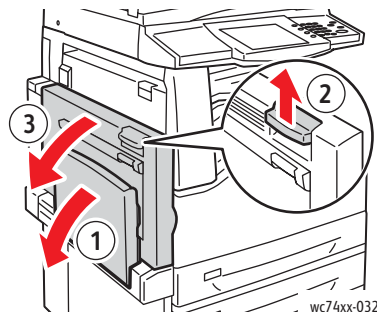
3. Close the left bottom cover.

Clearing Paper Jams in Bottom Left Cover D

1. Remove paper from the Top Left Tray, then fold the tray up.

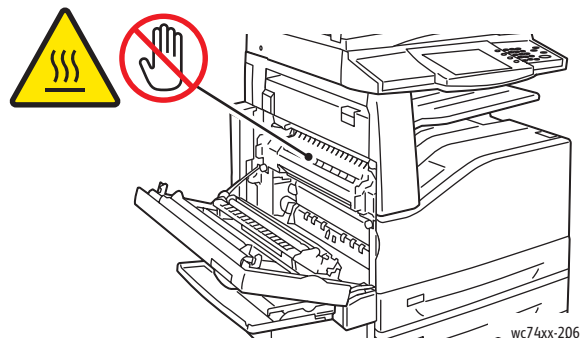


2. Open Tray 5 (Bypass) (1). While lifting up the release lever (2), open the top left cover (3).

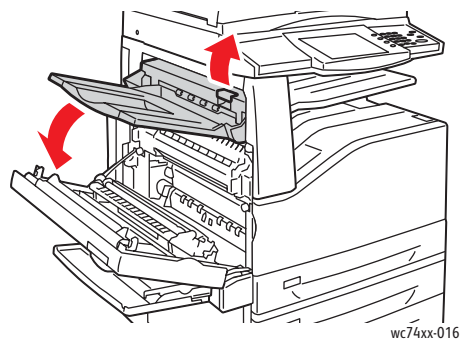


Warning: The area around the fuser may be hot. Use caution to avoid injury.

Note: Do not touch the transfer belt. This could reduce image quality or damage the transfer belt. Do not touch the transfer roller. This could reduce image quality.



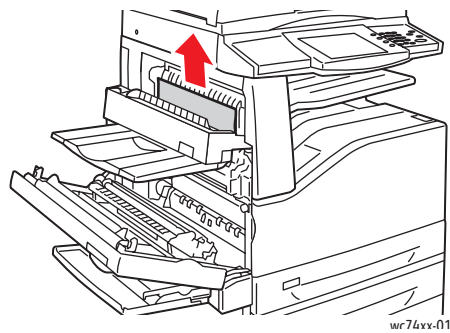
3. Lift the lever up to open top left cover D.



Troubleshooting

4. Remove the jammed paper.

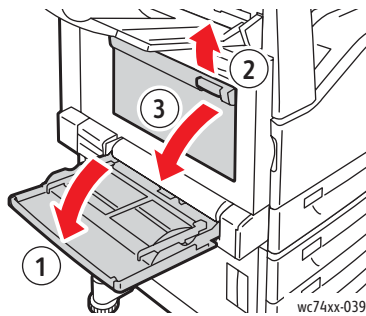
Note: If the paper is torn, remove all torn pieces from the printer.



5. Close the top left cover D.
6. Close the top left cover, then close Tray 5 (Bypass).

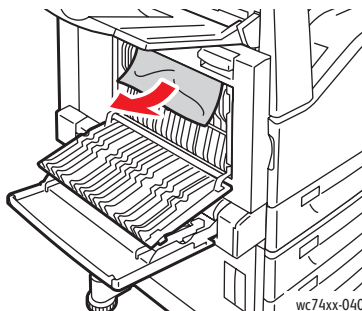
Clearing Paper Jams in Duplex Unit B

1. Open Tray 5 (Bypass), then lift up the lever and open the duplex unit cover.

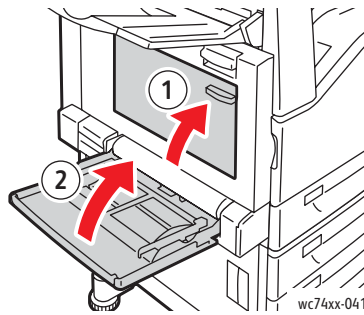


2. Remove the jammed paper.

Note: If the paper is torn, remove all torn pieces from the printer.

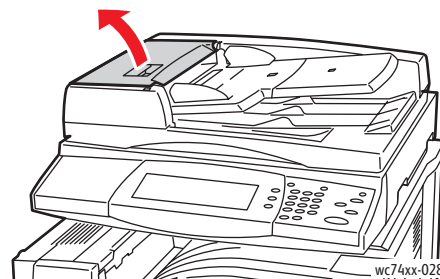


3. Close the duplex unit cover, then close Tray 5 (Bypass).

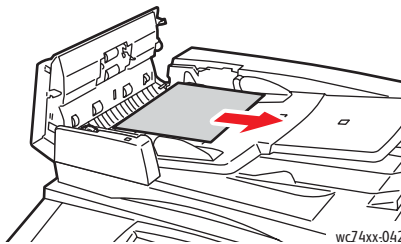


Clearing Jams in the Document Feeder

1. Lift the lever and open the top cover of the document feeder.

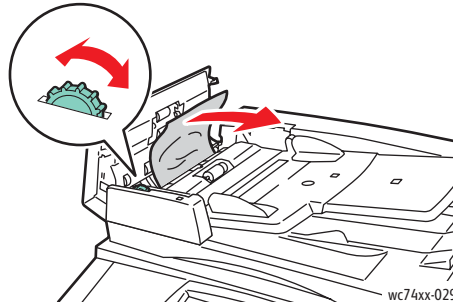


2. If the original is not caught in the entry to the document feeder, pull the original straight out in the direction shown.

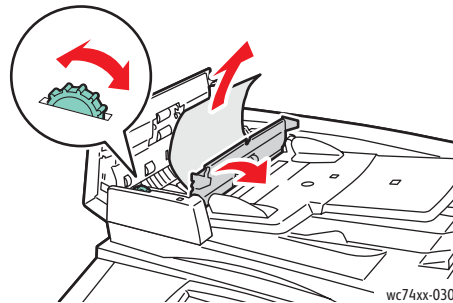


Troubleshooting

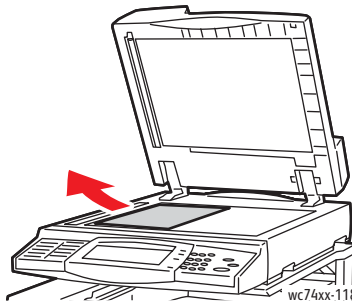
3. If the message on the printer touch screen instructs you to turn the wheel, turn the green wheel in the direction shown to move the original out of the feeder.



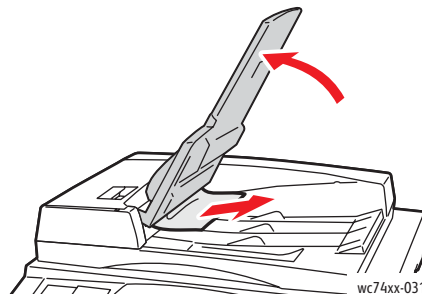
4. If the message on the printer touch screen instructs you to open the inner cover, lift up the lever with the green tab to open the inner cover.
5. Turn the green wheel in the direction shown to move the original out of the feeder. Carefully remove the jammed original.



6. Close the inner cover, then close the top cover, pressing it down until it clicks into place.
7. If the original is not visible when the top cover is opened, lift the document cover, then remove the original.



8. If the original is not visible when the document feeder is opened, lift up the document feeder tray, then remove the paper.



9. Lower the document feeder tray.
10. If the original is not wrinkled or torn, load it into the feeder again following the instructions on the touch screen.

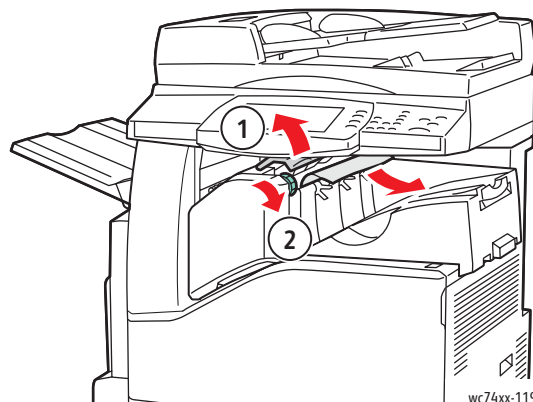
Note: After clearing a document feeder jam, reload the entire document, including the pages already scanned. The printer will automatically skip the scanned pages and scan the remaining pages.

Caution: Torn, wrinkled or folded originals may cause jams and damage the printer. To copy them, use the document glass.

Clearing Paper Jams in the Integrated Finisher

1. Open the top cover of the finisher (1).
2. Turn the green knob in the direction shown to remove the paper (2).
3. Remove the paper by pulling it in the direction shown (3).

Note: If the paper is torn, remove all torn pieces from the printer.

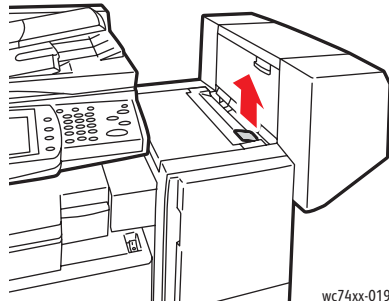


4. Close the top cover.

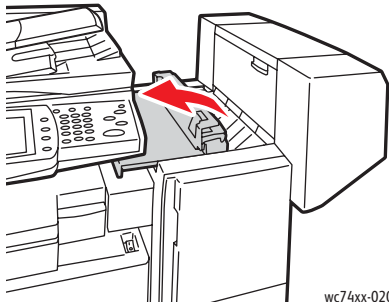
Clearing Paper Jams in the Office LX Finisher

Paper Jams under the Top Cover

1. Pull up the lever on the top cover.

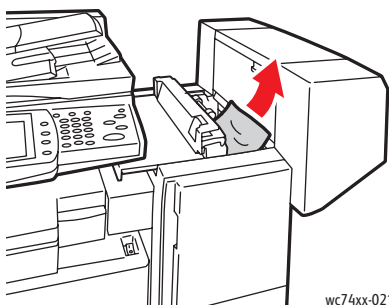


2. The top cover opens.



3. Remove the jammed paper.

Note: If the paper is torn, remove all torn pieces from the printer.

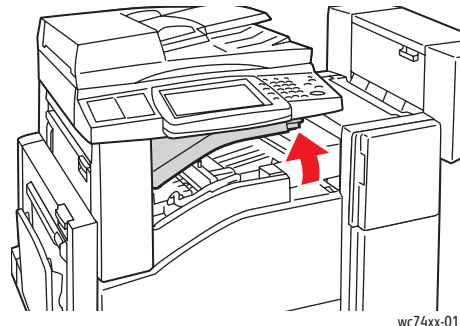


4. Close the top cover of the finisher.

Paper Jams under the Center Tray

1. Lift to open the cover.

Note: The cover is hinged and cannot be removed from the printer.



2. Remove the jammed paper.

Note: If the paper is torn, remove all torn pieces from the printer.

3. Close the cover.

Clearing Paper Jams in the Professional Finisher

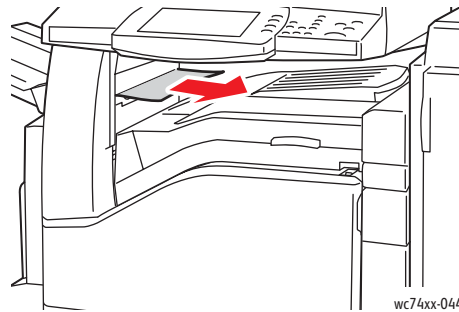
The Professional Finisher is available with an optional Booklet Maker. The same paper jam clearing procedures can be used with either version of the finisher.

This section includes:

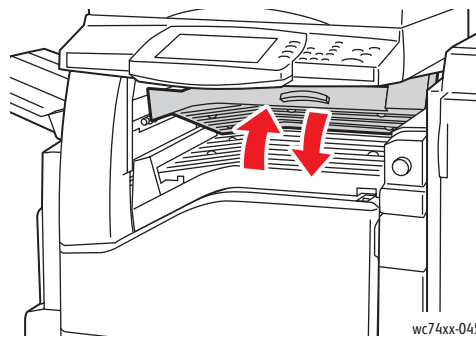
- [Paper Jams in the Center Tray](#) on page 208
- [Paper Jams in the Finisher Transport](#) on page 208
- [Paper Jams at 2a in the Finisher](#) on page 209
- [Paper Jams at 2a in the Finisher \(Using Knob 2c\)](#) on page 211
- [Paper Jams at 2b in the Finisher](#) on page 212
- [Paper Jams at 2b in the Finisher \(Using Knob 2c\)](#) on page 213
- [Paper Jams at 3 in the Finisher](#) on page 214
- [Paper Jams at 5 in the Finisher](#) on page 215
- [Paper Jams at 4b in the Finisher \(with Booklet Maker\)](#) on page 217
- [Paper Jams in the Booklet Tray \(with Booklet Maker\)](#) on page 219

Paper Jams in the Center Tray

1. If the paper is jammed at the exit to the center output tray, carefully pull the paper in the direction shown.

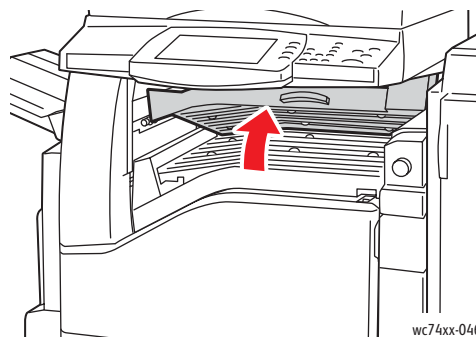


2. Open the finisher transport cover, then close it.

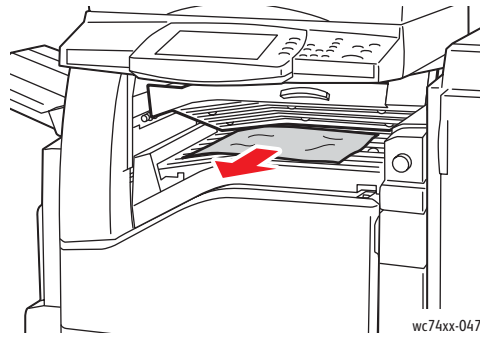


Paper Jams in the Finisher Transport

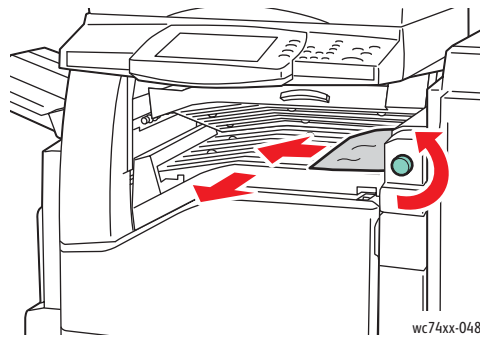
1. Open the finisher transport cover.



2. Remove the jammed paper.



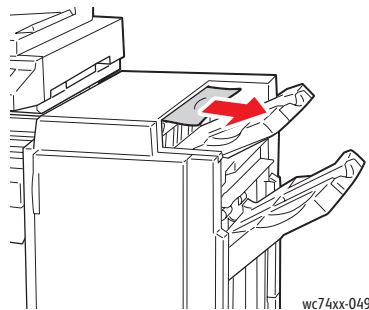
3. If no paper is visible, turn green knob 1 in the direction shown and carefully pull out the jammed paper.



4. Close the finisher transport cover.

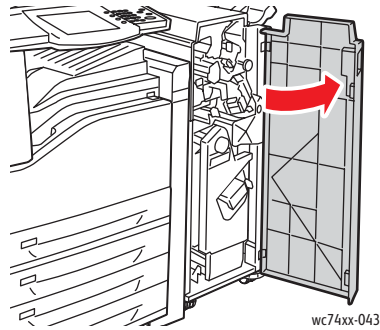
Paper Jams at 2a in the Finisher

1. If the paper is visible at the output tray exit, carefully remove the paper by pulling it in the direction shown.

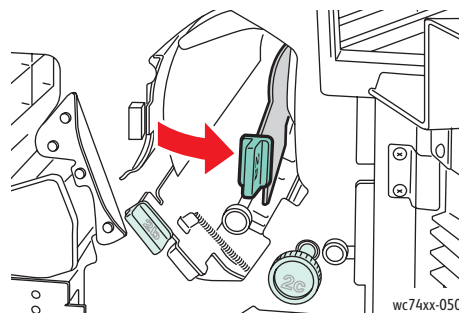


Troubleshooting

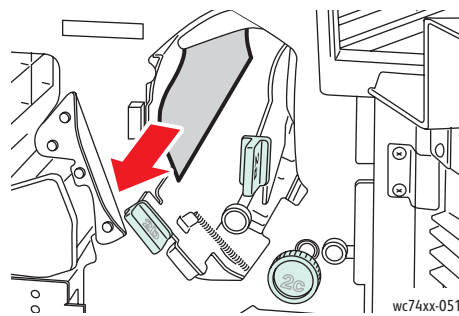
2. Open the front door of the finisher.



3. Move green lever 2a to the right.



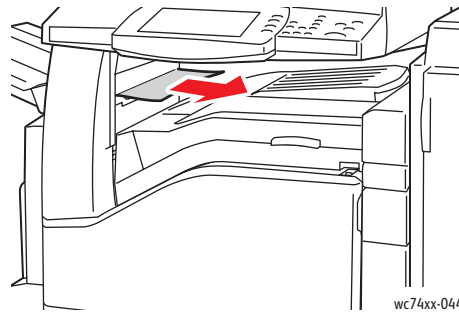
4. Remove the jammed paper.



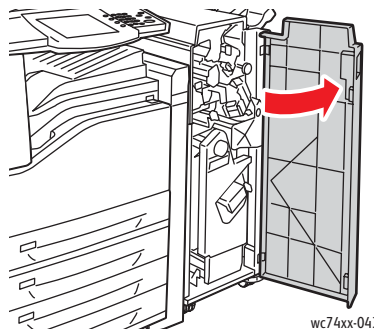
5. Return lever 2a to its original position.
6. Close the front door of the finisher.

Paper Jams at 2a in the Finisher (Using Knob 2c)

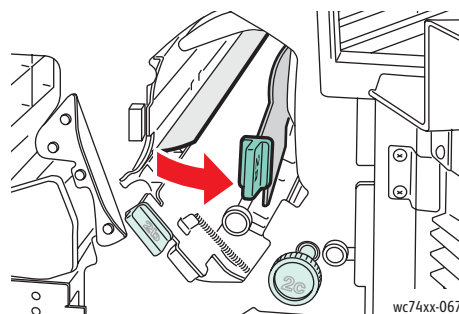
1. If the paper is visible at the output tray exit, carefully remove the paper by pulling it in the direction shown.



2. Open the front door of the finisher.

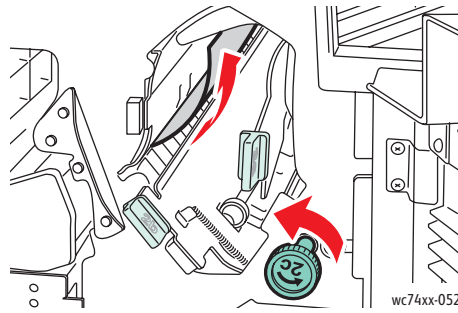


3. Move green lever 2a to the right.

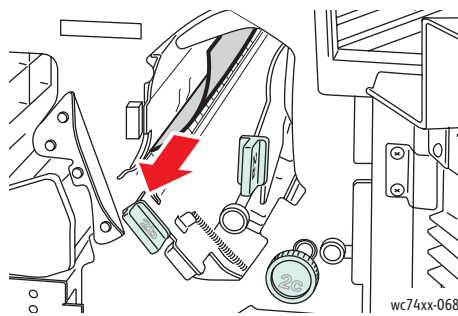


Troubleshooting

4. Turn green knob 2c in the direction shown to release the paper.



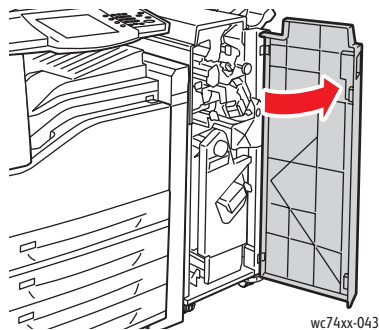
5. Carefully remove the paper.



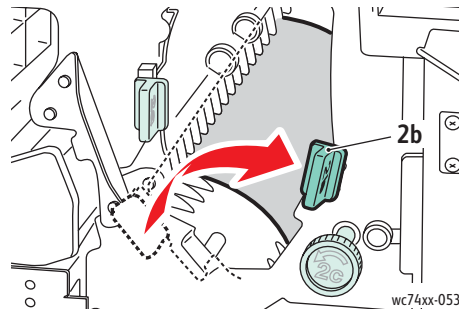
6. Return lever 2a to its original position.
7. Close the front door of the finisher.

Paper Jams at 2b in the Finisher

1. Open the front door of the finisher.



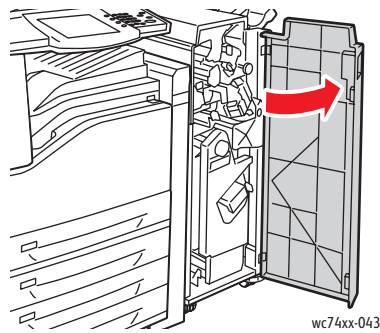
2. Move green lever 2b to the right, then remove the paper.



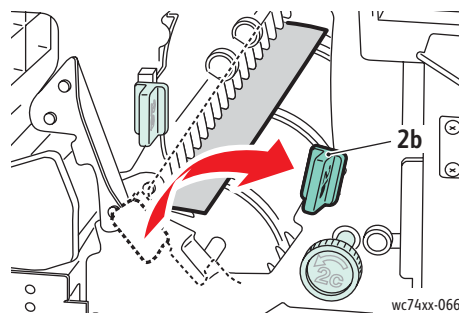
3. Return lever 2b to its original position.
4. Close the front door of the finisher.

Paper Jams at 2b in the Finisher (Using Knob 2c)

1. Open the front door of the finisher.

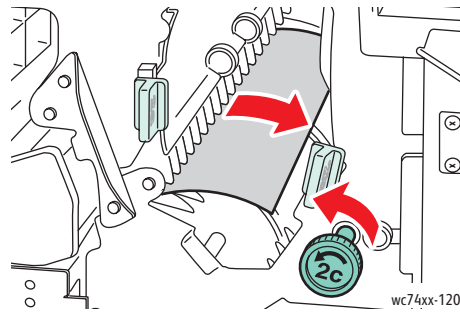


2. Move green lever 2b to the right.

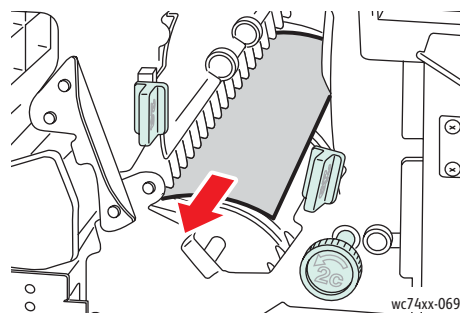


Troubleshooting

3. Turn green knob 2c in the direction shown to release the paper.



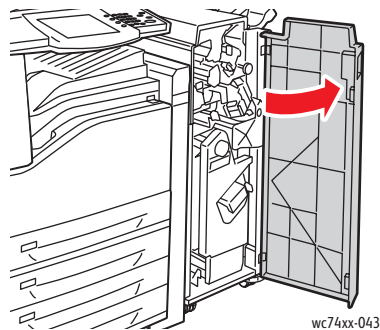
4. Carefully remove the paper.



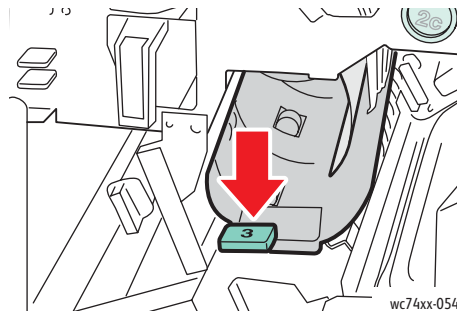
5. Return lever 2b to its original position.
6. Close the front door of the finisher.

Paper Jams at 3 in the Finisher

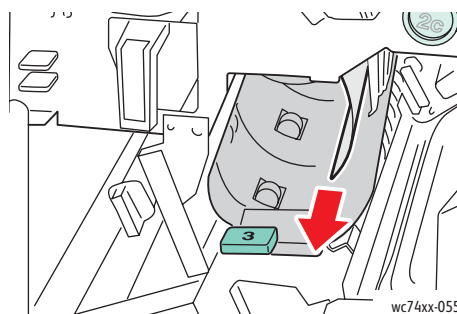
1. Open the front door of the finisher.



2. Pull down green lever 3.



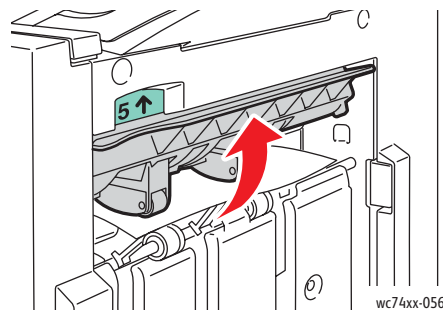
3. Remove the jammed paper.



4. Return lever 3 to its original position.
5. Close the front door of the finisher.

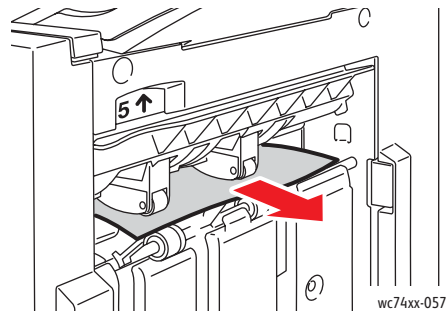
Paper Jams at 5 in the Finisher

1. Open finisher exit cover 5 by lifting upward at green label 5.



Troubleshooting

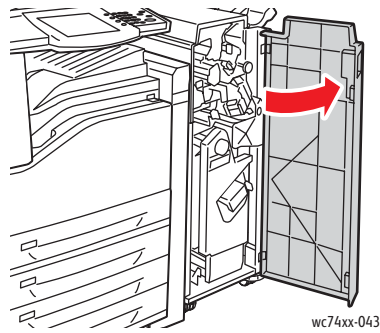
- Carefully remove the paper by pulling it in the direction shown.



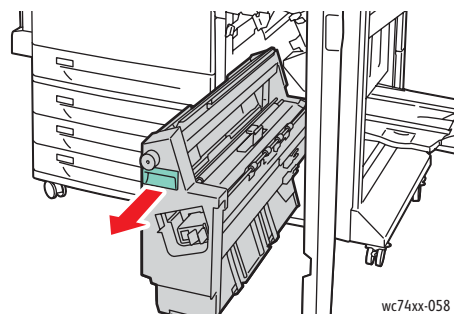
- Return exit cover 5 to its original position.

Paper Jams at 4a in the Finisher (with Booklet Maker)

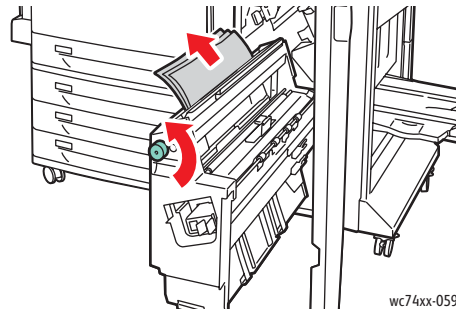
- Open the front door of the finisher.



- Using the green handle, pull out unit 4 until it stops.



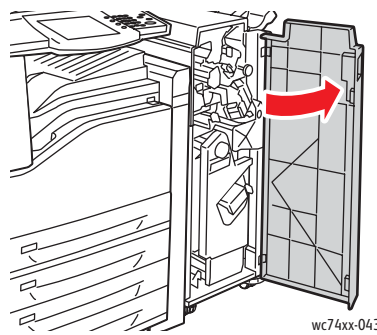
3. Turn green knob 4a in the direction shown to remove the jammed paper.



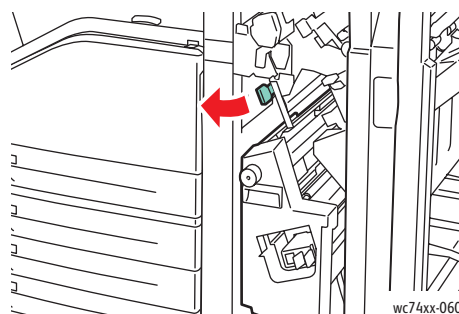
4. Return unit 4 to its original position.
5. Close the front door of the finisher.

Paper Jams at 4b in the Finisher (with Booklet Maker)

1. Open the front door of the finisher.

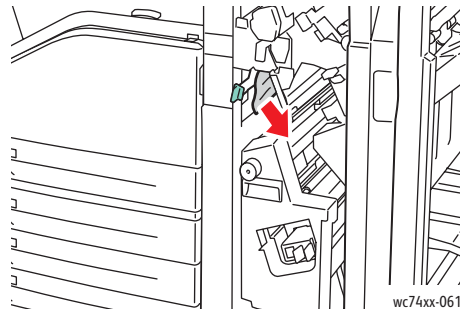


2. Move green lever 4b to the left.

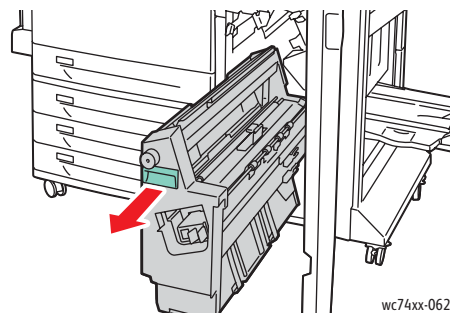


Troubleshooting

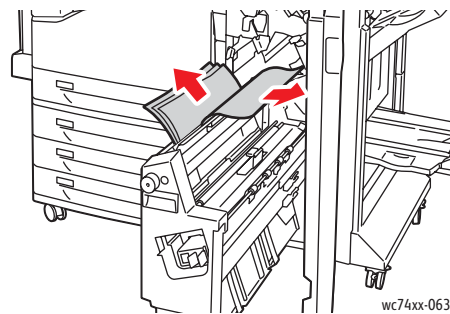
3. If paper is visible, remove the jammed paper by pulling in the direction shown.



4. Using the green handle, pull out unit 4 until it stops.



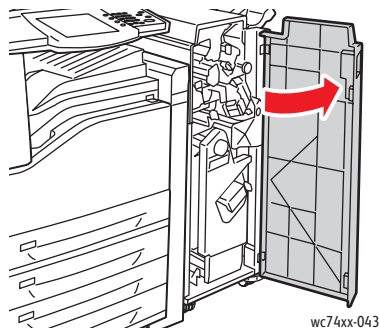
5. Remove the jammed paper from the upper left side and inside of the unit.



6. Return unit 4 to its original position.
7. Return lever 4 to its original position.
8. Close the front door of the finisher.

Paper Jams in the Booklet Tray (with Booklet Maker)

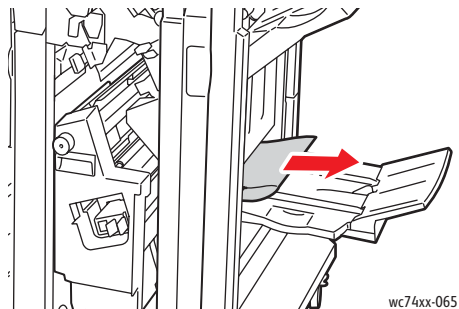
1. Open the front door of the finisher.



2. Turn green knob 4a in the direction shown to release the jammed paper.



3. Remove the jammed paper by pulling in the direction shown.



4. Close the front door of the finisher.

Solving Problems with Paper Jams

The printer is designed to function with minimal paper jams using Xerox supported media types only. Other media types may cause more frequent paper jams. If supported media is jamming frequently in one area, that area may need to be cleaned or repaired.

The Printer Pulls Multiple Sheets Together

Probable Causes	Solutions
The paper tray is too full.	Remove some of the paper. Do not load paper past fill line.
The front edges of the paper are not even.	Remove the media, align the front edges, and then reload it.
The media is moist from humidity.	Remove the media from the tray, and replace it with new dry media.
Too much static electricity is present.	Try a new ream of paper. Do not fan transparencies before loading in tray.

Paper Jam Message Stays On

Probable Causes	Solutions
Some paper remains jammed in the printer.	Recheck the media path and make sure that you have removed all of the jammed paper. Check all doors on the printer.

Duplex Unit Jams

Probable Causes	Solutions
Unsupported media (wrong size, thickness, type, etc.) is being used.	Use only Xerox-approved media. See Supported Media on page 45. Recheck the media path inside the duplex unit and make sure that you have removed all of the jammed paper.
Plain paper, recycled paper, bond, letterhead, heavyweight, pre-printed, gloss, and gloss reload can be auto duplexed if the media type is set properly in the driver. The paper must be loaded in the correct tray. See Supported Media on page 45.	Make sure that you have not mixed media types in the tray. Do not duplex transparencies, envelopes, labels, plain reload, lightweight, HW reload, extra HW, HW gloss, HW gloss reload.

Document Feeder Jams

Probable Causes	Solutions
Unsupported media (wrong size, thickness, type, etc.).	Do not use media that is too thick or too thin. Use only Xerox-approved media. See Supported Media on page 45.
The documents loaded in the document feeder exceed the maximum capacity allowed.	Place fewer documents in the document feeder.
The document guides are improperly adjusted.	Ensure the media guides fit snugly against the media loaded in the document feeder.

Media Is Misfeeding

Probable Causes	Solutions
The media is not correctly positioned in the tray.	Remove the misfed media and reposition the media properly in the tray. Ensure that the media guides in the tray are set correctly.
The number of sheets in the tray exceeds the maximum sheets allowed.	Remove the excess media and load media below the fill line.
The media guides are not correctly adjusted to the media size.	Adjust the media guides in the tray to match the size of the media.
Warped or wrinkled media is loaded in the tray.	Remove the media, smooth it out, and reload it. If it still misfeeds, do not use that media.

Probable Causes	Solutions
The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
Unsupported media (wrong size, thickness, type, etc.) is being used.	<p>Custom-sized media, envelopes, labels, heavyweight stock, or transparencies can only be loaded in Tray 5 (Bypass).</p> <p>Special media must be loaded in Tray 5 (Bypass) only.</p> <p>Ensure that custom cut media is the correct size. Slight errors in cutting can result in jams.</p> <p>Use Xerox-approved media. See Supported Media on page 45.</p>
The recommended transparency or label sheet is facing the wrong way in the tray.	Load the transparencies or label sheets according to the manufacturer's instructions.
Envelopes are facing the wrong way in Tray 5 (Bypass).	<p>Load the envelopes in Tray 5 (Bypass) with the flaps facing up.</p> <p>Flaps should always be closed.</p> <p>Flaps should always be on the leading (right) edge.</p>
Envelopes are facing the wrong way in the Envelope Tray	<p>Load the envelopes in the Envelope Tray with the flaps facing down.</p> <p>Flaps should always be closed.</p> <p>Flaps should always be on the leading edge.</p>
The media feed roller is dirty.	Contact the system administrator.

Minimizing Paper Jams

This section provides information to aid you in minimizing paper jams.

Make sure to:

- Use only supported media. For more information see [Supported Media](#) on page 45.
- Set the tray settings to the loaded media size and type.
- Load the media flat, especially on the leading edge.
- Locate the printer on a hard, flat, level surface.
- Store media in a dry location.
- Remove transparencies from the output tray immediately after printing.
- Adjust the media guides in all trays after inserting the media. A guide that is not properly adjusted can cause poor print quality, media misfeeds, skewed prints, and printer damage.

Avoid the following:

- Media that is specially designed for ink-jet printers with polyester coating.
- Media that is folded, wrinkled, or excessively curled.
- Fanning transparencies before loading in the tray.
- Loading more than one type/size/weight of media in a tray at the same time.
- Loading dog-eared (folded corners), stapled, or punched media in the document feeder.
- Overfilling the trays.
- Allowing the output tray to overfill.
- Allowing the output tray to fill with more than a few transparencies.

Clearing Staple Jams

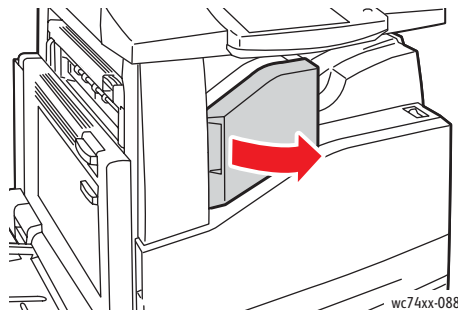
This section includes:

- [Clearing Staple Jams in the Integrated Finisher](#) on page 224
- [Clearing Main Staple Jams in the Office LX Finisher](#) on page 226
- [Clearing Main Staple Jams in the Professional Finisher](#) on page 228
- [Clearing Booklet Staple Jams in the Professional Finisher](#) on page 230

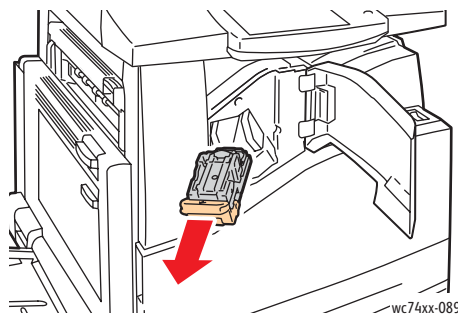
Clearing Staple Jams in the Integrated Finisher

Warning: Do not perform this procedure when the printer is copying or printing.

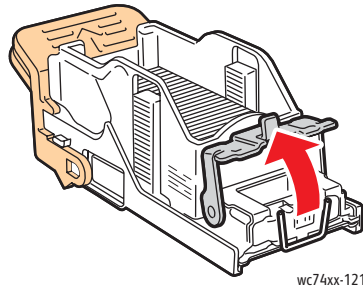
1. Open the finisher front cover.



2. Remove the staple cartridge by pulling it straight out. Check the inside of the finisher for any loose staples and remove them.

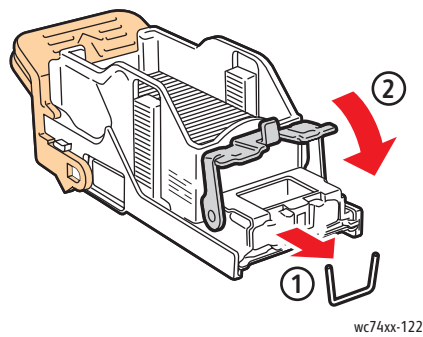


3. Open the staple cartridge clamp by pulling firmly in the direction shown.

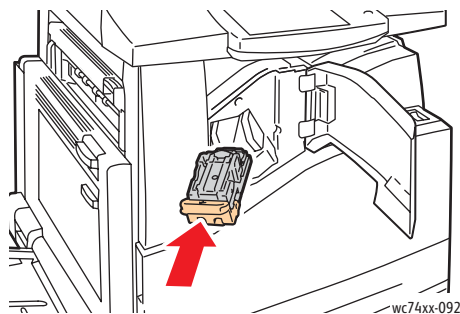


4. Remove the jammed staples (1), then push the clamp in the direction shown until it snaps into the locked position (2).

Warning: The points of the jammed staples are sharp. Remove the jammed staples carefully.



5. Insert the staple cartridge into the finisher.

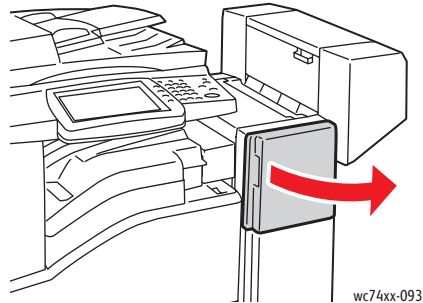


6. Close the finisher front cover.

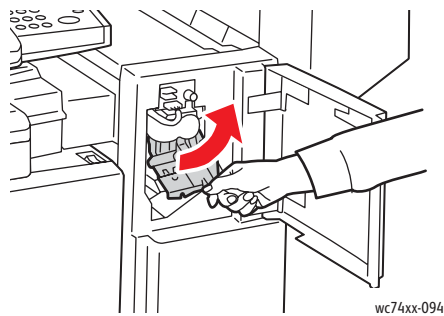
Clearing Main Staple Jams in the Office LX Finisher

Warning: Do not perform this procedure when the printer is copying or printing.

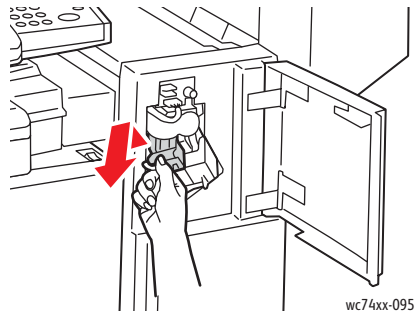
1. Open the finisher front cover.



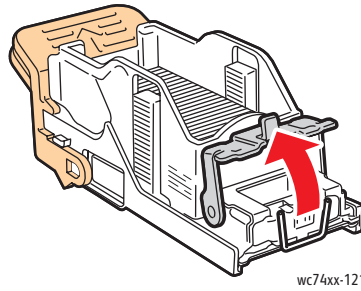
2. The staple cartridge holder is located inside the finisher cabinet. Pull the staple cartridge holder toward you until it stops.
3. Hold the staple cartridge by lever **R1** and push the staple cartridge holder to the right.



4. Grip the staple cartridge holder by the orange tabs and remove it from the finisher by pulling it firmly toward you. Check inside the finisher for any loose staples and remove them.

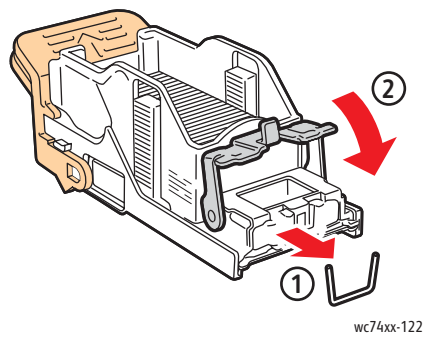


5. Open the staple cartridge clamp by pulling firmly in the direction shown.

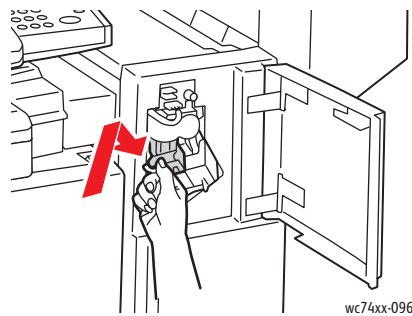


6. Remove the jammed staples (1), then push the clamp in the direction shown until it snaps into the locked position (2).

Warning: The points of the jammed staples are sharp. Remove the jammed staples carefully.



7. Grip the staple cartridge holder by the orange tabs and insert it into the finisher until it clicks.

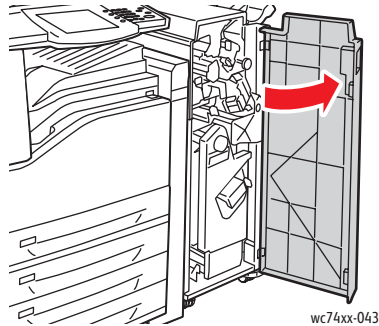


8. Close the finisher front cover.

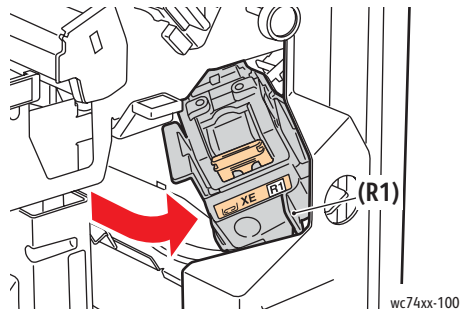
Clearing Main Staple Jams in the Professional Finisher

Warning: Do not perform this procedure when the printer is copying or printing.

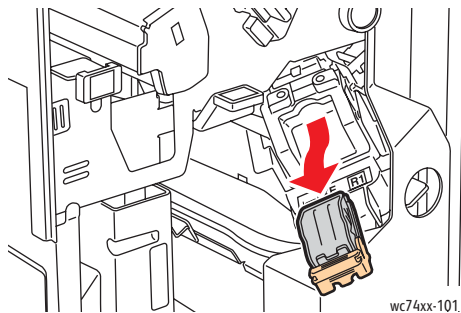
1. Open the finisher front door.



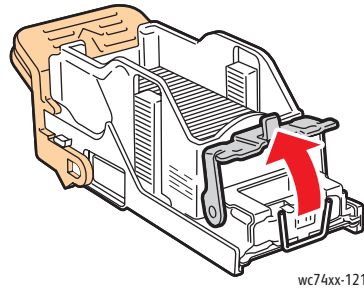
2. Hold the staple cartridge unit by orange lever **R1** and push it to the right.



3. Grip the staple cartridge by the orange tabs and remove it by pulling it firmly toward you. Check inside the finisher for any loose staples and remove them.

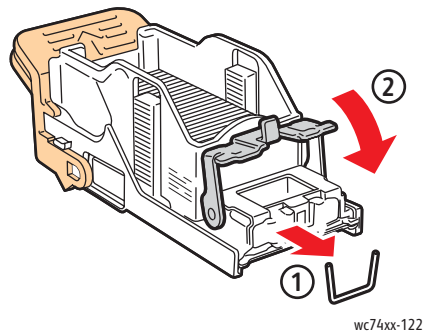


4. Open the staple cartridge clamp by pulling firmly in the direction shown.

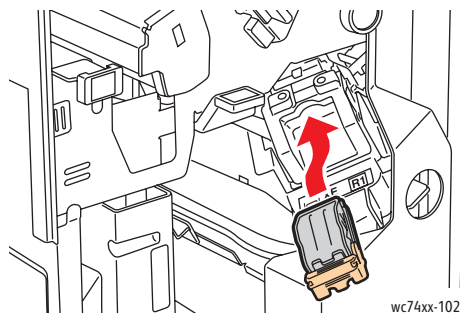


5. Remove the jammed staples (1), then push the clamp in the direction shown until it snaps into the locked position (2).

Warning: The points of the jammed staples are sharp. Remove the jammed staples carefully.



6. Grip the staple cartridge by the orange tabs and insert it into the staple cartridge unit until it clicks.



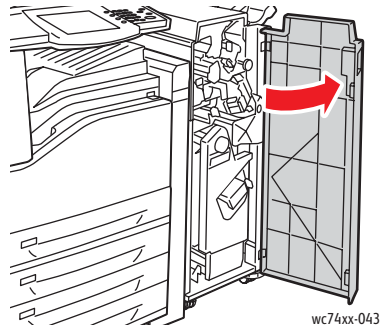
7. Close the finisher front door.

Clearing Booklet Staple Jams in the Professional Finisher

The Professional Finisher uses two staple cartridges labeled R2 and R3. Booklet stapling requires that both staple cartridges be free of jammed staples.

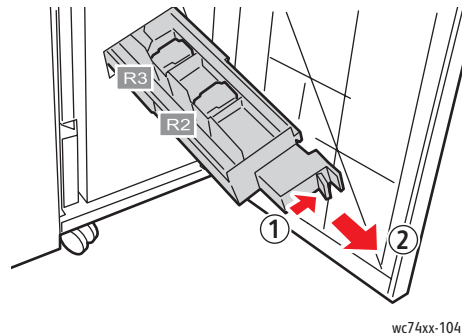
Warning: Do not perform this procedure when the printer is copying or printing.

1. Open the finisher front door.

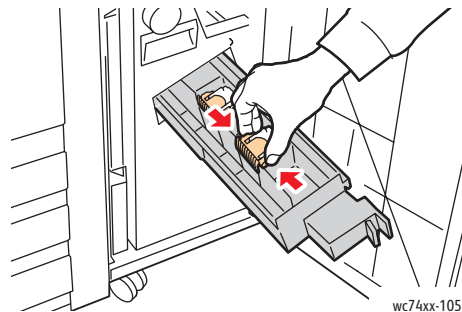


2. While squeezing orange levers **R2** and **R3** together (1), pull the staple cartridge unit out of the finisher until it stops (2).

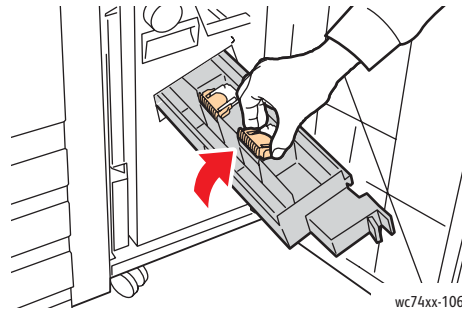
Note: The staple cartridge unit does not detach from the finisher.



3. Grip the orange tabs on both sides of the staple cartridge.



4. While gripping the orange tabs of the staple cartridge, rotate it in the direction shown.

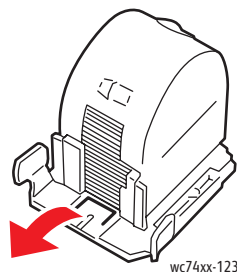


5. Lift the staple cartridge out of the staple cartridge unit.

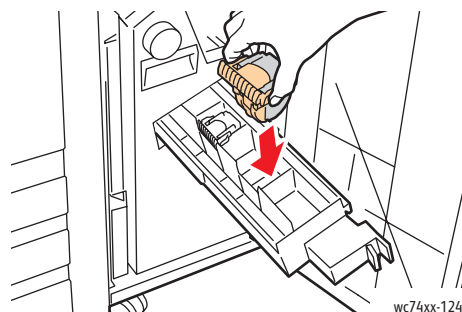


6. Remove the jammed staples by pulling them in the direction shown.

Warning: The points of the jammed staples are sharp. Remove the jammed staples carefully.

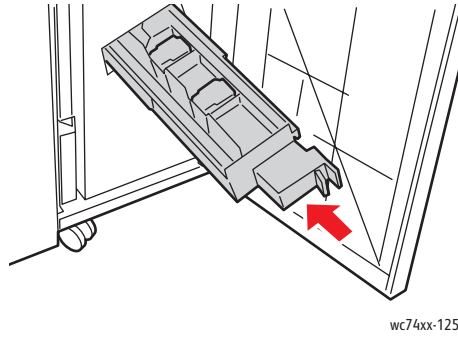


7. Push the staple cartridge into the staple cartridge unit.



Troubleshooting

8. Return the staple cartridge unit to its original position.



9. If no jammed staples were found, repeat Steps 3 through 6 for the other staple cartridge.
10. Close the finisher front door.

Copy/Scan Problems

When the copy or scan quality is poor, choose the closest symptom from the following table to correct the problem.

If the quality does not improve after carrying out the appropriate action, contact Xerox Customer Support or your reseller.

Symptom	Solutions
Lines or streaks only present in copies made from the document feeder	There is debris on the document glass. When scanning, the paper from the document feeder passes over the debris creating lines or streaks. Clean the glass with a lint free cloth.
Spots present in copies taken from the document glass	There is debris on the document glass. When scanning, the debris creates a spot on the image. Clean the glass with a lint free cloth.
The reverse side of the original is showing on the copy or scan	Copy: Enable Automatic Background Suppression. See Automatically Suppressing Background Variations on page 94. Scan: Enable Auto Suppression or Shadow Suppression. See Advanced Settings on page 147.
Image is too light or dark	Copy: Use the Lighten/Darken control in Image Options. See Adjusting the Darkness, Sharpness, and Saturation on page 94. Scan: Use the Lightness/Darkness control in Image Options. See Advanced Settings on page 147.
Colors are inaccurate	Copy: Use Color Effects, Color Balance, Color Shift, or Saturation. See Selecting Color Effects on page 95, Adjusting the Color Balance on page 96 and Adjusting the Color Shift on page 96. Scan: Use Original Type, Scan Presets, or Image Enhancement. See Setting Scan Options on page 147 and Advanced Settings on page 147.

Fax Problems

If the fax cannot be sent correctly, refer to the following table, and then perform the indicated operation. If the fax still cannot be sent correctly, even after performing the described operations, contact your service representative.

This section includes:

- [Problems Sending Faxes](#) on page 235
- [Problems Receiving Faxes](#) on page 236
- [Getting Help](#) on page 237

Problems Sending Faxes

Symptom	Cause	Solution
The document is not scanned.	The document is too thick, too thin, or too small.	Use the document glass to send the fax.
The document is scanned at an angle.	The document guides are not adjusted to the width of the document.	Slide the document guides to fit the width of the document.
The fax received by the recipient is blurry.	The document is incorrectly positioned.	Position the document correctly.
	The document glass is dirty.	Clean the document glass.
	The text in the document is too faint.	Adjust the fax resolution.
	There may be a problem with the telephone connection.	Check the telephone line, then try sending the fax again.
	There may be a problem with the caller's fax machine.	Make a copy to check that your printer is operating correctly, then, if the copy was printed correctly, have the recipient check the condition of their fax machine.
The fax received by the recipient is blank.	The document was sent with the front side facing down (when the document feeder is used).	Load the document to be faxed facing up.
Transmission is not possible.	The transmission procedure may have been performed incorrectly.	Check the transmission procedure, then try sending the fax again.
	The fax number may be wrong.	Check the fax number.
	The speed dial may be incorrectly programmed.	Check that the keys were correctly programmed.
	The telephone line may be incorrectly connected.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the recipient's fax machine.	Contact the recipient.

Problems Receiving Faxes

Symptom	Cause	Solution
The received fax is blank.	There may be a problem with the telephone connection or with the caller's fax machine.	Check that the printer can make clean copies. If it can, have the caller send the fax again.
	The caller may have loaded the pages backward.	Contact the caller.
The printer answers the call, but will not accept incoming data.	Not enough memory	If the job contains several graphics, the printer might not have enough memory. The printer will not answer if memory is low. Remove stored documents and jobs and wait for the existing job to complete. This will increase available memory.
An image is reduced on a transmission.	The paper supply in your printer may not match the original size sent.	Confirm the original size of the documents. Documents might be reduced based on the available paper supply in your printer.
Faxes cannot be received automatically.	The printer is set to receive faxes manually.	Set the printer to automatic reception.
	The memory is full.	Load paper if it is empty, then print the faxes stored in the memory.
	The telephone line is incorrectly connected.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the caller's fax machine.	Make a copy to check that your printer is operating correctly, then, if the copy was printed correctly, have the recipient check the condition of their fax machine.

Getting Help

This section includes:

- [Control Panel Messages](#) on page 237
- [Fax and Scan Alerts](#) on page 237
- [Online Support Assistant](#) on page 237
- [Weblinks](#) on page 237

Control Panel Messages

Xerox provides several automatic diagnostic tools to help you produce and maintain print quality.

The control panel provides you with information and troubleshooting help. When an error or warning condition occurs, the control panel displays a message informing you of the problem.

Fax and Scan Alerts

Alerts provide messages and instructions for helping the user solve problems that may arise when faxing or scanning. Alerts can be viewed through CentreWare IS or through the Xerox Support Centre utility. Alerts can also be viewed by touching **More Status** in the print options (driver).

Note: Fax errors do not prevent scanning, copying, or printing activities.

Online Support Assistant

The Online Support Assistant is a knowledge base that provides instructions and troubleshooting help to solve your printer problems. You can find solutions for print quality, copy quality, media jams, software installation, and much more.

To access the Online Support Assistant, go to:

www.xerox.com/office/WC7425_WC7428_WC7435support

Weblinks

Xerox provides several web sites that offer additional help on your printer.

Resource	Link
Technical support information for your printer.	www.xerox.com/office/WC7425_WC7428_WC7435support
Supplies for your printer	www.xerox.com/office/WC7425_WC7428_WC7435supplies

Troubleshooting

Resource	Link
A resource for tools and information, such as printing templates, helpful tips, and customized features to meet your individual needs	www.xerox.com/office/businessresourcecenter
Local sales and support center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Material Safety Data Sheets identify materials, and provide information on safely handling and storing hazardous materials	www.xerox.com/msds (U.S. and Canada) www.xerox.com/environment_europe (European Union)
Information about recycling supplies	www.xerox.com/gwa
Information about recycling printer	www.xerox.com/environment (U.S. and Canada) www.xerox.com/environment_europe (European Union)

Product Specifications



This chapter includes:

- [Physical Specifications](#) on page 240
- [Environmental Specifications](#) on page 242
- [Electrical Specifications](#) on page 243
- [Performance Specifications](#) on page 244
- [Controller Specifications](#) on page 245

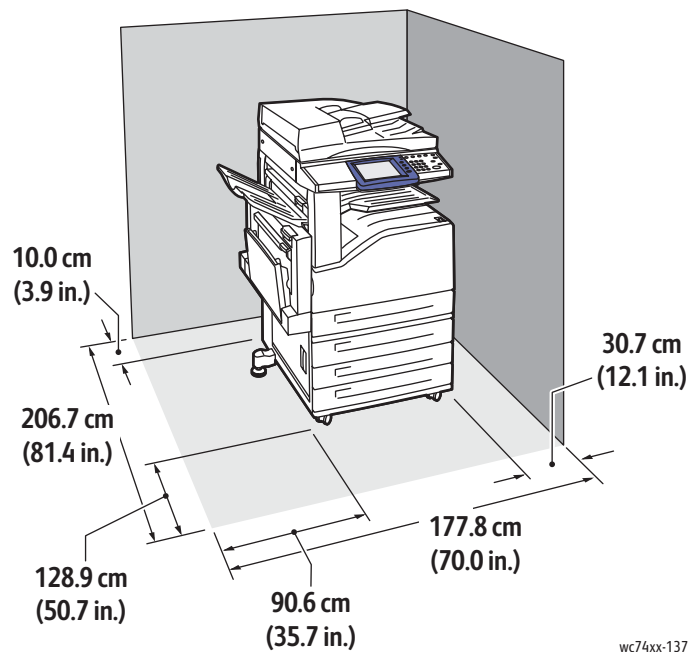
For media specifications and capacities, see [Supported Media](#) on page 45.

Physical Specifications

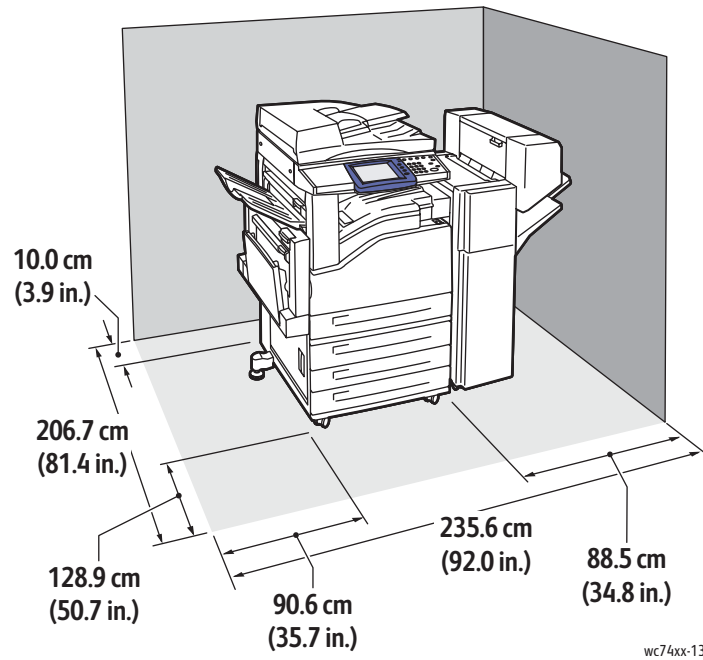
Base Unit

- Width: 1129 mm (44.4 in.)
- Depth: 679 mm (26.7 in.)
- Weight: 101 kg (222 lb.)

Clearance Requirements: Base Unit



Clearance Requirements: Base Unit with Office Finisher LX



Environmental Specifications

Temperature

- Operating: 10° to 28° C / 50° to 82° F

Relative Humidity

- Operating: 15 % to 85 % (non-condensing)

Electrical Specifications

Operating Voltage/Frequency

- 110-127 V, 50/60 Hz
- 220-240 V, 50/60 Hz

Maximum Power Consumption

- 110-127 V: 12A
- 220-240 V: 10A

USA ENERGY STAR Qualified Product



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 machines, 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. Your printer will be delivered with the timer for switching to Power Save Mode from the last copy/print out set at 30 minutes.

The printer automatically switches to a Low Power Mode after an idle period. After an additional idle period, the machine switches to Sleep Mode, saving additional power. The settings for "Time to Low Power Mode" and "Time to Sleep Mode" can be changed using CentreWare IS.

Performance Specifications

Resolution

Maximum Resolution: 1200 x 2400 dpi

Print Speed

WorkCentre 7425

Color: 20 ppm (duplex: 20 ppm); Black: 25 ppm (duplex: 25 ppm) for 8.5x11"/A4, 18 lb.–28 lb. (64 gsm–105 gsm) paper

WorkCentre 7428

Color: 28 ppm (duplex: 28 ppm); Black: 28 ppm (duplex: 28 ppm) for 8.5x11"/A4, 18 lb.–28 lb. (64 gsm–105 gsm) paper

WorkCentre 7435

Color: 35 ppm (duplex: 35 ppm); Black: 35 ppm (duplex: 35 ppm) for 8.5x11"/A4, 18 lb.–28 lb. (64 gsm–105 gsm) paper

Controller Specifications

Controller

667 MHz processor

Memory

1.5 GB

Standard Interfaces

Ethernet 10/100Base-TX

Universal Serial Bus (USB 2.0)

Regulatory Information

B

This chapter includes:

- [Basic Regulations](#) on page 248
- [Copy Regulations](#) on page 250
- [Fax Regulations](#) on page 253

Basic Regulations

Xerox has tested this product to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this product in a typical office environment.

United States (FCC Regulations)

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 commercial environment. This equipment generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with these instructions, it may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

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 receiver.
- 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/television technician for help.

Any changes or modifications not expressly approved by Xerox could void the user's authority to operate the equipment. To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Canada (Regulations)

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.

European Union

Warning: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.



The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

- December 12, 2006: Low Voltage Directive 2006/95/EC
- December 15, 2004: Electromagnetic Compatibility Directive 2004/108/EC
- March 9, 1999: Radio & Telecommunications Terminal Equipment Directive 1999/5/EC

This product, if used properly in accordance with the user's instructions, is neither dangerous for the consumer nor for the environment.

To ensure compliance with European Union regulations, use shielded interface cables.

A signed copy of the Declaration of Conformity for this product can be obtained from Xerox.

Ozone Release

During print operation, a small quantity of ozone is released. This amount is not large enough to harm anyone adversely. However, be sure the room where the product is being used has adequate ventilation, especially if you are printing a high volume of materials, or if the product is being used continuously over a long period.

Copy Regulations

United States

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

1. Obligations or Securities of the United States Government, such as:
 - Certificates of Indebtedness
 - National Bank Currency
 - Coupons from Bonds
 - Federal Reserve Bank Notes
 - Silver Certificates
 - Gold Certificates
 - United States Bonds
 - Treasury Notes
 - Federal Reserve Notes
 - Fractional Notes
 - Certificates of Deposit
 - Paper Money
 - Bonds and Obligations of certain agencies of the government, such as FHA, etc.
 - Bonds (U.S. 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 reproduce a legal document on which there is a canceled 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 in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.
 - Postal Money Orders
 - Bills, Checks, or Draft of money drawn by or upon authorized officers of the United States.
 - Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
4. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the “fair use” or library reproduction rights provisions of the copyright law.
5. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be copied.
6. Passports. Foreign Passports may be copied.
7. Immigration papers.

8. Draft Registration Cards.
9. Selective Service Induction papers that bear any of the following Registrant's information:
 - Earnings or Income
 - Court Record
 - Physical or mental condition
 - Dependency Status
 - Previous military service

Exception: United States military discharge certificates may be copied.

10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasure, etc. (Unless photograph is ordered by the head of such department or bureau.)

Copying the following is also prohibited in certain states:

- Automobile Licenses
- Drivers' Licenses
- Automobile Certificates of Title

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

Canada

Parliament, by stature, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.

Regulatory Information

8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Other Countries

- Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.
- Currency notes
- Bank notes and cheques
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Fax Regulations

United States

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 a fax machine, 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.

In order to program this information into your machine, refer to customer documentation and follow the steps provided.

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). On the cover of this equipment is a label 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 plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (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 Company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

Regulatory Information

The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens, the Telephone Company will provide advance 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 appropriate service center; details of which are displayed either on the machine or contained within the User Guide. 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 Service Representative or an authorized Xerox Service provider. 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, make sure that 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.

Canada

Note: The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Note: Before installing this equipment, users must make sure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Note: Repairs to certified equipment should be coordinated by a representative 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.

Note: Users should make sure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas.

Note: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalent Numbers of all of the devices does not exceed 5. For the Canadian REN value, please see the label on the equipment.

Europe

Radio Equipment & Telecommunications Terminal Equipment Directive

The Facsimile has been approved in accordance with the Council Decision 1999/5/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of a problem you should contact your authorized local dealer in the first instance.

This product has been tested to and is compliant with ES 203 021-1, -2, -3, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. This product provides an user-adjustable setting of the country code. Refer to the customer documentation for this procedure. Country codes should be set prior to connecting this product to the network.

Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup. Modification of this product, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

New Zealand Telecom Warning Notice

1. The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

The equipment may not be capable of correct operation at the higher data speeds designated. 33.6 kbps and 56 kbps connections are likely to be restricted to lower bit rates when connected to some PSTN implementations. Telecom will accept no responsibility should difficulties arise in such circumstances.

2. Immediately disconnect this equipment should it become physically damaged, and arrange for its disposal or repair.
3. This modem shall not be used in any manner which could constitute a nuisance to other Telecom customers.
4. This device is equipped with pulse dialing, while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.
5. Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to 'bell tinkle' or noise and may also cause a false answer condition. Should such problems occur, the user should NOT contact the Telecom Faults Service.
6. The preferred method of dialing is to use DTMF tones, as this is faster than pulse (decadic) dialing and is readily available on almost all New Zealand telephone exchanges.
7. Warning Notice: No '111' or other calls can be made from this device during a mains power failure.

Regulatory Information

8. This equipment may not provide for the effective hand-over of a call to another device connected to the same line.
9. Some parameters required for compliance with Telecom's Telepermit requirements are dependent on the equipment (PC) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom's Specifications:

For repeat calls to the same number:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next attempt.

For automatic calls to different numbers:

- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is no less than 5 seconds between the end of one call attempt and the beginning of another.

10. For correct operation, total of the RN's of all devices connected to a single line at any time should not exceed 5.

Material Safety Data Sheets

For Material Safety Data information regarding your printer, go to:

North America: www.xerox.com/msds

European Union: www.xerox.com/environment_europe

For the Customer Support Center phone numbers, go to www.xerox.com/office/worldcontacts.

Recycling and Disposal



This chapter includes:

- [All Countries](#) on page 259
- [European Union](#) on page 260
- [North America](#) on page 262
- [Other Countries](#) on page 262

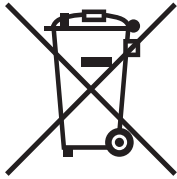
All Countries

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

European Union

Some equipment may be used in both a domestic/household and a professional/business application.

Domestic/Household Environment



Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

Professional/Business Environment

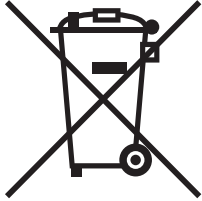


Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

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 reseller or Xerox representative for end of life takeback information.

Information for Users on Collection and Disposal of Old Equipment and Used Batteries



These symbols on the products and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.

For proper treatment, recovery and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling.

For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items.

Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

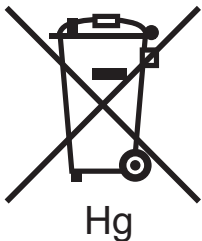
For Business Users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Information on disposal in other countries outside the European Union

These symbols are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal.

Note for the Battery Symbol (symbol example)



This wheeled bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set out by the Directive.

Removal

Batteries should only be replaced by a MANUFACTURER approved service facility.

Recycling and Disposal

North America

Xerox operates an 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 www.xerox.com/environment or for recycling and disposal information, contact your local authorities.

Other Countries

Please contact your local waste authorities and request disposal guidance.

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