

February 2015



# Xerox® WorkCentre® 5022/5024 Multifunction Printer

## User Guide



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# Contents

# Before Using the Machine

This chapter describes how to use this guide, as well as safety notes and legal notice you should read before using the machine.

## Preface

Thank you for selecting the WorkCentre 5022/5024 (hereafter referred to as "the machine").

This guide describes how to operate the machine and the precautions you should follow during operation. To get the most out of the machine and to use it effectively, be sure to read this guide before use.

This guide assumes that you have a basic knowledge of the operating environment of the personal computer in use and networking environments. For information on the environment of the personal computer in use and the basic knowledge and operations of networking environments, refer to the manuals provided with the personal computer, operating system, and network system.

After reading this guide, be sure to keep it handy for quick reference. It will be useful in case you forget how to perform operations or if a problem occurs with the machine.



**WARNING:** This equipment will be inoperable when the main power fails.

# Types of Manuals

The following guides are provided with the machine.

## **User Guide (this guide) (Driver CD Kit)**

The guide describes how to use the copy, print, fax and scan features as well as how to set the paper, perform everyday maintenance, make machine status settings, perform troubleshooting, and set up a network.

## **Basic Operation Guide (Booklet) (Driver CD Kit)**

The guide describes a quick reference for the basic operations, daily maintenance, and problem solving for this machine.

## **Manual (HTML)**

The manual describes installation and configuration procedures for print drivers and the printer environment. This manual is included in the Driver CD Kit.

## **Print Driver Help**

The help describes print features and operations.

# Using this Guide

This guide is intended for first time users of the machine. It describes the basic operations for the copy, fax, scan, and print features.

## Organization of this Guide

This guide consists of the following chapters:

1 Before Using the Machine: Describes how to use this guide and provides license information.

2 Environment Settings: Describes the environment required to operate the machine.

3 Product Overview: Describes the names of the machine parts as well as basic operations, such as how to turn the machine on and off, how to use the energy saver feature, and how to use Xerox<sup>®</sup> CentreWare<sup>®</sup> Internet Services.

4 Loading Paper: Describes the types of paper and other media that you can use on the machine and how to load paper in a tray.

5 Copy: Describes the basic operation and features of the copy feature.

6 Fax: Describes the basic operations and features for the Fax services.

7 Scan: Describes the basic operations and features of the scan feature.

8 Print: Describes the basic printing operations.

9 Tools: Describes System Administration mode as well as how to change the default settings.

10 Machine Status: Describes how to check the faults that occurred in the machine and to print various reports.

11 Job Status: Describes how to check job status and how to delete jobs.

12 Maintenance: Describes how to replace consumables and to clean the machine.

13 Problem Solving: Describes troubleshooting procedures to solve the problems with the machine.

14 Appendix: Describes the specifications of the machine, optional accessories, and cautions/restrictions.

## Conventions

- The screen shots and illustrations used in this guide vary depending on the machine configuration and optional components installed. Some of the items in the screen shots may not be displayed or available depending on your machine configuration.
- The procedures in this guide may vary depending on the driver and utility software being used due to the upgrades.
- In this document, "Computer" refers to a personal computer or workstation.

## Before Using the Machine

- The following terms are used in this guide:
  - Important: Important information that you should read.
  - Note: Additional information on operations or features.
- The following symbols are used in this guide:

- " " :
  - A cross-reference included in this guide.
  - Names of CD-ROM, features, and screen messages and input text.
- [ ] :
  - Folders, files, applications, button or menu names displayed on the screen.
  - Names of menus, commands, windows, or dialog boxes displayed on the computer screen and their buttons and menu names.
- < > button :
  - Hardware buttons on the control panel.
- < > key :
  - Keys on the keyboard of the computer.
- > :
  - Path to a certain item within a procedure on the control panel.
  - For example: When you see the procedure "select **Tools > Default Settings > Copy**", this means that you need to select **Tools**, select **Default Settings**, and then select **Copy**.
  - Path to a certain item within a procedure on a computer.
  - For example: When you see the procedure "to search for files and folders, click **Start > Search > For Files or Folders**", this means that you need to click **Start**, click **Search**, and then click **For Files or Folders** to search for files and folders.

- Orientation of documents or paper is described in this guide as follows:



Long Edge Feed (LEF)

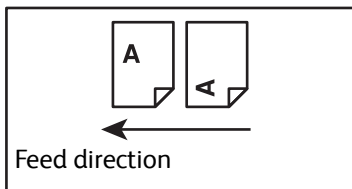
Loading the document or paper in portrait orientation when viewed from the front of the machine.



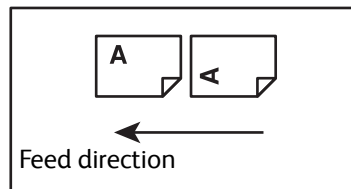
Short Edge Feed (SEF):

Loading the document or paper in landscape orientation when viewed from the front of the machine.

LEF Orientation



SEF Orientation








# Safety Notes

Before using this product, read "Safety Notes" carefully for safety use.

This product and recommended supplies have been tested and found to comply with strict safety requirements including safety agency approvals and compliance with environmental standards. Follow the following instructions for safety use.

**Note** Any unauthorized alteration including an addition of new functions or connection to external devices may not be covered by the product warranty. Contact your local Xerox representative for more information.

Follow all warning instructions marked on this product. The following symbols are used to indicate danger of personal injury or machine damage:

- |   |   |
|---|---|
|  <b>DANGER:</b>    | High risk of severe or fatal injury if not followed strictly.         |
|  <b>WARNING:</b>   | Risk of severe or fatal injury if not followed strictly.              |
|  <b>CAUTION:</b> | Risk of injury to user or damage to machine if not followed strictly. |

## Electrical Safety

This product must be operated by a power source as indicated on the machine's data plate. Consult your local power company to check if your power source meets the requirements.

### **WARNINGS:**

- Connect this product to a protective earth circuit.
- This product is supplied with a plug that has a protective earth pin. The plug fits only into an earthed electrical outlet. This is a safety feature. If the plug doesn't fit to the outlet, contact an electrician to replace the outlet to avoid risk of electric shock. Never use an earthed adapter plug to connect the product to the electrical outlet that has no earth connection terminal.

Improper connection of a grounding conductor may cause electric shock.

- Plug the power cord directly into a grounded electrical outlet. To prevent overheating and a fire accident, do not use an extension cord, a multi-plug adaptor or a multiple connector. Consult your local Xerox representative to check if an outlet is grounded.
- Connect this product to a branch circuit or an outlet that has larger capacity than the rated ampere and voltage of this product. See the data plate on the rear panel of this product for its rated ampere and voltage.
- Never touch the power cord with wet hands. It may cause electric shock.

## Before Using the Machine

- Do not place any object on the power cord.
- Always keep the plug connection free of dust. A dusty or damp environment may cause a minute electric current in a connector. It may generate heat and eventually cause a fire.
- To avoid the risk of electric shock and fire, use only the power cord supplied with this product or a cord designated by Xerox.

The power cord is for use with this product exclusively. Do not use it with any other product.

Do not damage or alter the power cord. Damage and alteration may generate heat and eventually cause electric shock or fire.

If the power cord is damaged or insulated wires are exposed, contact your local Xerox representative for a replacement. Do not use a damaged or uninsulated cord to avoid the risk of electric shock and fire.

### **CAUTIONS:**

- When cleaning this product, always switch off and unplug it. Access to a live machine interior may cause electric shock.
- Do not plug in or unplug this product with the switch in the On position. Plugging and unplugging a live connector may deform the plug and generate heat, and eventually cause a fire.
- Hold the plug, not the cord, when unplugging this product, or it may damage the cord and cause electric shock or fire.
- Always switch off and unplug the machine when it (i.e., fax function) is not used over weekends or long holidays. Failure to do so may cause deterioration of the insulation and eventually electric shock or fire.

**Note** The machine cannot receive fax messages when the power is off.

- Once a month, switch off this product and check the following:
  - the power cord is plugged firmly into an electrical outlet
  - the plug is not excessively heated, rusted or bent
  - the plug and electrical outlet are free of dust
  - the power cord is not cracked or worn down

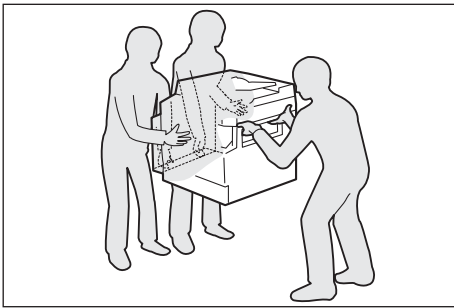
If you notice any unusual condition, switch off and unplug this product first and contact your local Xerox representative.

## Machine Installation

**⚠ WARNING:** Do not locate this product where people might step on or trip over the power cord. Friction or excessive pressure may generate heat and eventually cause electric shock or a fire accident.

**⚠ CAUTIONS:**

- Never locate this product in the following places:
  - Near radiators or any other heat sources
  - Near volatile flammable materials such as curtains
  - In the hot, humid, dusty or poorly ventilated environment
  - In the place receiving direct sunlight
  - Near cookers or humidifiers
- This product weighs 81.6 lbs./37 kg. Always use a team of two persons to avoid mishandling or injury when lifting this product: one to hold the bottom of the folded bypass tray on the left side of the product and the other one to hold the handhold provided on the right side of the product. Never lift it by gripping any other areas. It will prevent you from dropping the product and getting back ache or injuries.

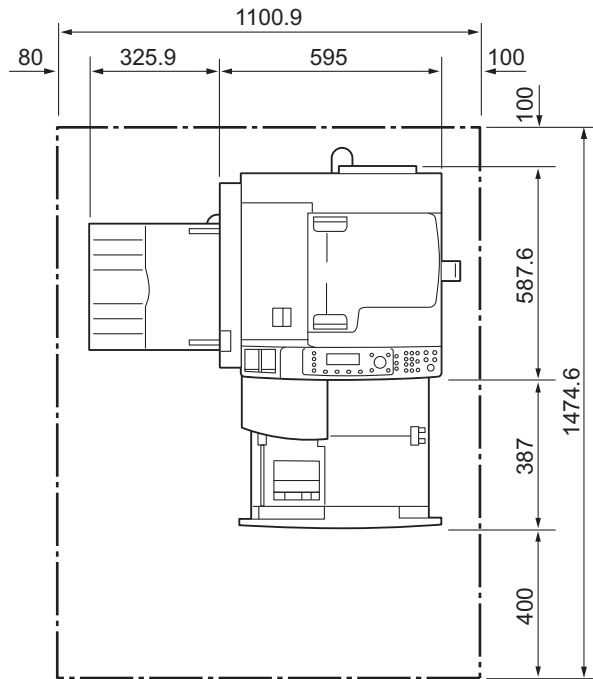


- Locate this product on a level and sturdy surface that can withstand its weight. Otherwise, if tilted, the product may fall over and cause injuries.
- Locate this product in a well-ventilated area. Do not obstruct the ventilation openings of the product.

## Before Using the Machine

Keep the minimum clearance indicated below for ventilation and access to the power plug. Unplug the product if an abnormal condition is noted.

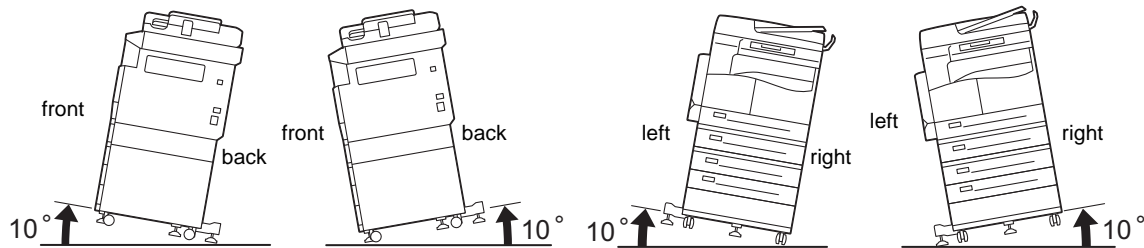
### With Duplex Automatic Document Feeder



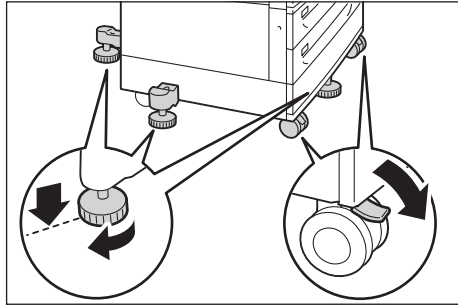
(Unit: mm)

### **WARNINGS:**

- Do not tilt the product at an angle of more than 10 degrees. Otherwise, it may fall over and cause injury.



- Always lock the wheels of this product after installation. Otherwise, it may fall over or slide and cause injury



**!** **CAUTION:** To bundle wires and cables, always use the cable ties and spiral tubes supplied by Xerox.

## Other Notices

- To keep this product in a good performance and condition, always use it in the following environment:  
Temperature: 50 - 90° F (10 - 32° C)  
Humidity: 35 - 85 %
- When the product is left in a chilly room and the room is rapidly warmed up by heater, dew condensation may form inside the product and cause a partial deletion on printing.

## Operational Safety

### **!** **WARNINGS:**

- The operator's product maintenance procedures are described in the customer documentation supplied with this product. Do not carry out any other maintenance procedures not described in the documentation.
- This product is equipped with a safety feature that prohibits access to hazardous areas. The areas are isolated by covers or protectors that require a tool to remove. To prevent electric shock and injury, never remove these covers and protectors.
- To avoid the risk of electric shock and fire, switch off and unplug the product promptly in the following conditions, then contact your local Xerox representative.
  - The product emits smoke or its surface is unusually hot
  - The product emits unusual noise or odor
  - The power cord is cracked or worn down
  - A circuit breaker, fuse, or any other safety device becomes activated
  - Any liquid is spilled into the product
  - The product is soaked in water
  - Any part of the product is damaged

## Before Using the Machine

- Do not insert any object into slots or openings of this product.
- Do not put any of the following items on the product:
  - Liquid container such as flower vases or coffee cups
  - Metal parts such as staples or clips
  - Heavy objects
- If liquid is spilled over or metal parts are slipped into the product, it may cause electric shock or fire.
- Do not use conductive paper such as carbon paper or conductively-coated paper. When a paper jam occurs, it may short-circuit the machine and eventually cause a fire.

### **CAUTIONS:**

- Keep electrical and mechanical safety interlocks active. Keep the safety interlocks away from magnetic materials. Magnetic materials may accidentally activate the product and cause injury or electric shock.
- Do not attempt to remove paper that is deeply jammed inside the machine, particularly if it is wrapped around the fusing unit or the heat roller. Doing so may cause injury or burns. Switch off the product immediately and contact your local Xerox representative.
- Do not apply excessive force to hold a thick document on the document glass. It may break the glass and cause injury.
- Ventilate well during extended operation or mass copying. Inadequate ventilation may affect the office air environment with an ozone odor.

Provide proper ventilation to ensure a comfortable and safe environment.

## Consumables

### **WARNINGS:**

- Store all consumables in accordance with the instructions given on its package or container.
- Use a broom or a wet cloth to wipe off spilled toner. Never use a vacuum cleaner for spills. Doing so increases the risk of fire and explosion from electric sparks igniting inside the vacuum cleaner. If you spill a large volume of toner, contact your local Xerox representative.
- Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injury or explosion.

If you have a used toner cartridge no longer needed, contact your local Xerox representative for its disposal.

### **CAUTIONS:**

- Keep drum cartridges and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.

- When replacing drum cartridges and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.

If you get toner particles in your eyes, wash it out with plenty of water for at least 15 minutes until the irritation is gone. Consult a physician if necessary.

If you inhale toner particles, move to a fresh air location and rinse your mouth with water.

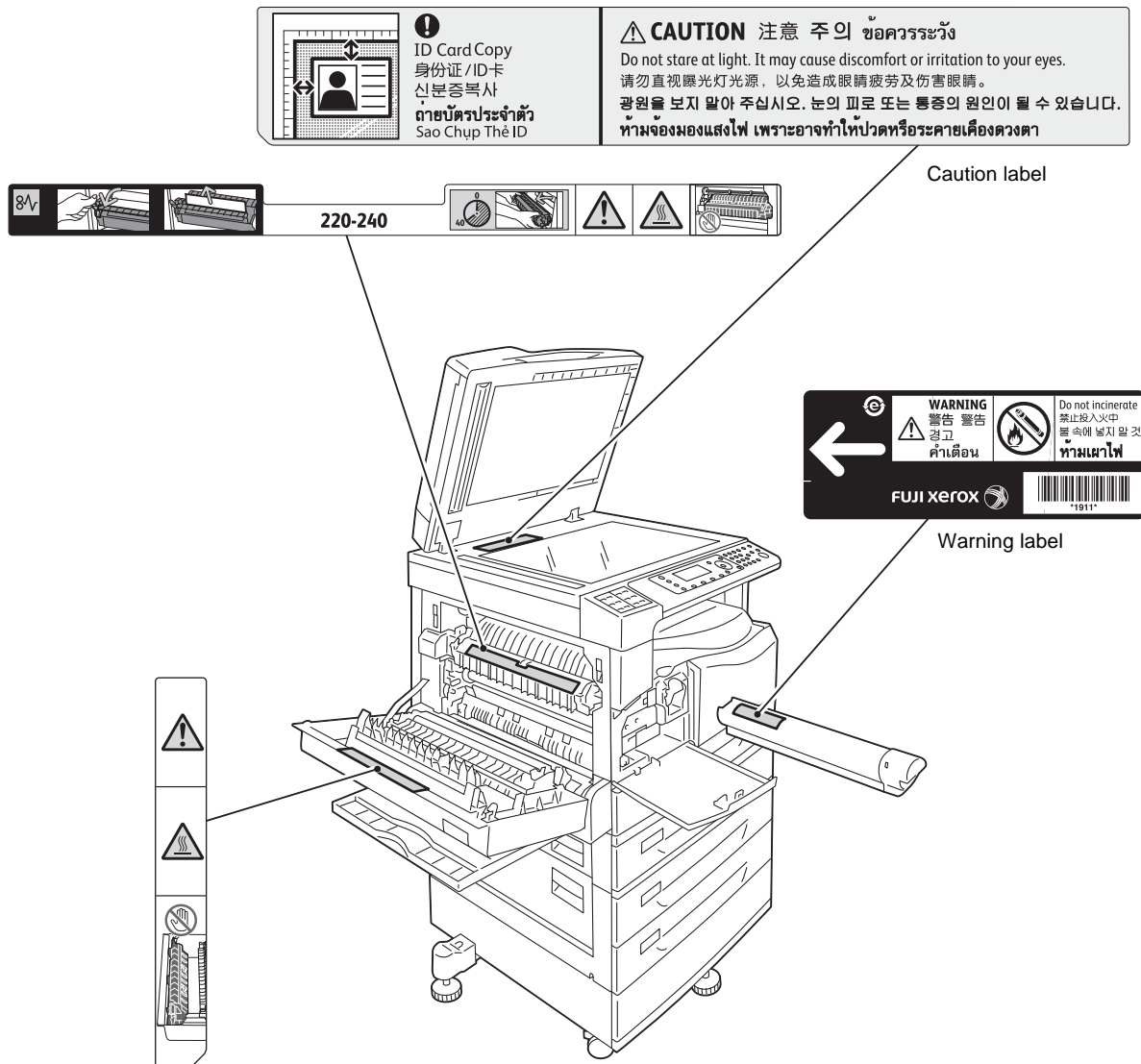
If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.

- When removing the fusing unit, always switch it off first and wait for 40 minutes until it cools.

## Location of Warning and Caution Labels

Always follow all warning instructions marked on or supplied with this product.

**⚠ WARNING:** To avoid the risk of burn injury and electric shock, never touch the area with the "High Temperature" or "High Voltage" indicators.



# Regulations

## Radio Frequency Emissions (Class A)

This product has been tested and found to comply with the limits for a class A digital device, pursuant to International Standard for Electromagnetic Interference (CISPR Publ. 22) and Radiocommunication Act 1992 in Australia/New Zealand. These limits are designed to provide reasonable protection against harmful interference when the product is operated in a commercial environment. This product generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the customer documentation, may cause harmful interference to radio communications. Operation of this product in a residential area is likely to cause harmful interference in which case the user is required to correct the interference at their own expense.

Changes and modifications to this product not specifically approved by Xerox may void the user's authority to operate this equipment.

## Product Safety Certification (UL, CB)

This product is certified by the following agency using the safety standards listed.

Agency: TUV

Standard: IEC60950-1:ed. 2

# Environment

For environmental protection and efficient use of resources, Xerox recycles returned toner cartridges to manufacture parts and materials, or for energy recovery.

Proper disposal is required for used toner cartridges and drum cartridges. Do not open toner cartridge containers. Return them to your local Xerox representative.

# About Licenses

This section describes information about licenses. Be sure to read it thoroughly.

## JPEG Code

Our printer software uses some of the codes defined by the Independent JPEG Group.



## Libcurl

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## ICC Profile (Little cms)

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## WIDE DHCP Client

WIDE Project DHCP Implementation

Copyright (c) 1995 Akihiro Tominaga

Copyright (c) 1995 WIDE Project

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Feedback of the results generated from any improvements or extensions made to this software would be much appreciated.

Any such feedback should be sent to:

Akihiro Tominaga

WIDE Project

Keio University, Endo 5322, Kanagawa, Japan

(E-mail: dhcp-dist@wide.ad.jp)

WIDE project has the rights to redistribute these changes.

## MD5

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- 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.

# Environment Settings

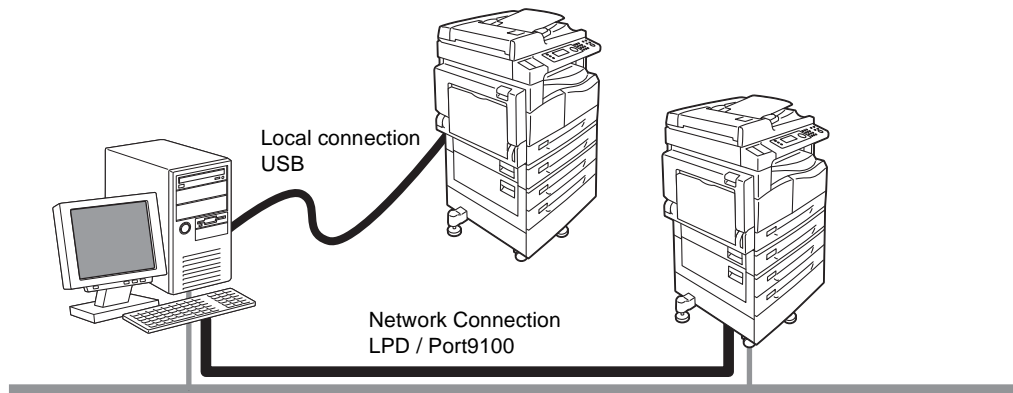
# 2

## Supported Environment

This section describes the environment settings needed to use the machine's print and scan features.

### Print Feature

The machine can be connected directly to a computer for use as a local printer. Connect the machine to a computer with a USB cable.



#### Use as a Local Printer

Connect the machine to a computer with a USB cable.

#### Use as a Network Printer

Print from network-connected computers using the TCP/IP protocol.

To use the machine as a network printer, you need to activate the port to use for printing.

- LPD: Activate this setting when using the LPD port.
- Port9100: Activate this setting when using the Port9100 port.

**Note** This feature is available when the Network Kit is installed.

For information on how to set TCP/IP, refer to [Setting the Network Environment](#) on page 2-6.

For information on how to activate a communication port, refer to [Activating the Communication Port To Use](#) on page 2-11.

## Scan Feature

The machine supports the following Scan functions:

### Using the USB connection

#### Scan with PC application

Uses the USB connection to import scan data in a computer with a TWAIN or Windows Imaging Acquisition (WIA) compatible application.

To use this function, you must install the scan driver from the Driver CD Kit CD-ROM.

**Note** To install the scan driver, follow the instructions provided in the manual (HTML file) included on the CD-ROM.

For information on how to use this feature, refer to [Using an Application to Load Scan Data from the Machine via USB](#) on page 7-6.

### Using the Network connection

#### Scan to E-mail

Uses the SMTP protocol to send the document scanned by the machine as an e-mail attachment.

To send scanned data as an e-mail attachment, you must activate the SMTP port.

(Setting at the time of factory shipment: Enabled)

This function is also used to set the e-mail header and body and SMTP server settings used when e-mails are sent as well as the recipient address (system administrator's e-mail address) for e-mail notification when a transmission error occurs.

**Note** This feature is available when the Network Kit is installed.

For information on how to activate the SMTP port, refer to [Activating the Communication Port To Use](#) on page 2-11.

For information on how to set the SMTP server, refer to [SMTP Server Settings](#) on page 2-13.

For information on how to enter the header and body of an e-mail, refer to [E-mail Header and Body Settings](#) on page 2-14.

For information on how to set the system administrator's e-mail address, refer to [Administrator's E-mail Address](#) on page 2-21.

For information on how to use this feature, refer to [Sending Scan Data to PC as E-mail Attachment - E-mail](#) on page 7-7.

#### Scan to PC (Network)

Uses the SMB protocol to save the document scanned by the machine in a common folder created on a network PC.

To save scanned data on a computer, you must activate the SMB port.

(Setting at the time of factory shipment: Enabled)

**Note** This feature is available when the Network Kit is installed.

For information on how to activate the SMB port, refer to [Activating the Communication Port To Use](#) on page 2-11.

For information on how to use this feature, refer to [Sending Scan Data to PC over Network - PC \(Network\)](#) on page 7-10.

## Fax Feature

The machine supports the following communication networks for fax transmissions:

- Public switched telephone network (PSTN)
- Private branch exchanges (PBX)

You must also make settings in **Region** and **Clock** to use the Fax functions on this machine.

**Note** This option is available when the Fax Kit is installed.

For information on how to make the region setting, refer to [Region](#) on page 9-38.

For information on how to make the clock settings, refer to [Clock](#) on page 9-43.

# Interface Cables

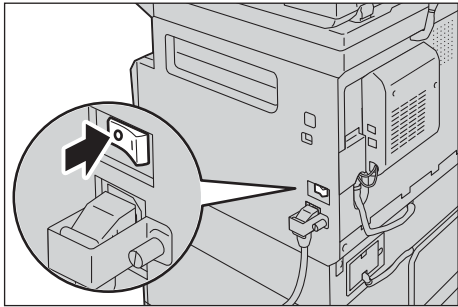
When connecting the machine directly to a computer, use a USB interface. When connecting the machine to a network, use an Ethernet interface.

## Using the USB Interface

The machine supports the USB 1.1/2.0 interface.

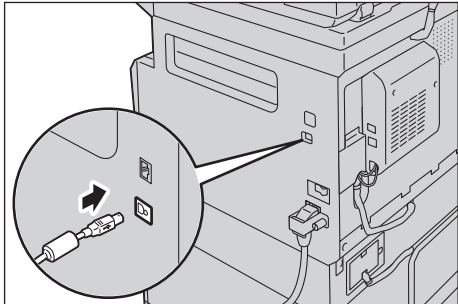
To connect the USB cable:

1. Press the power switch to the Off position to turn the power off.

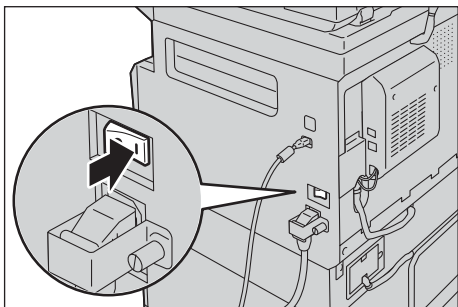


**Note** Check that the display is off.

2. Connect a USB cable to the USB 1.1/2.0 interface connector.



3. Connect the other end of the USB cable to the computer.
4. Press the power switch to the On position to turn the power on.





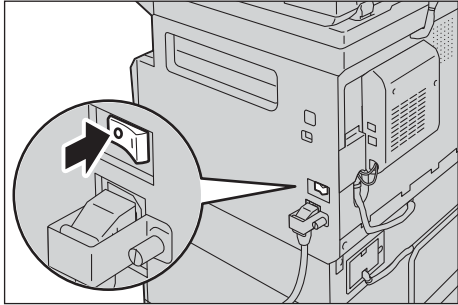
## Using the Ethernet Interface

The machine supports 100BASE-TX and 10BASE-T Ethernet interfaces.

**Note** The Ethernet interface connector is available when the Network Kit is installed on the machine.

To connect the Ethernet interface:

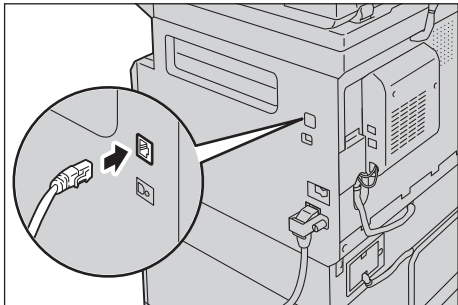
1. Press the power switch to the Off position to turn the power off.



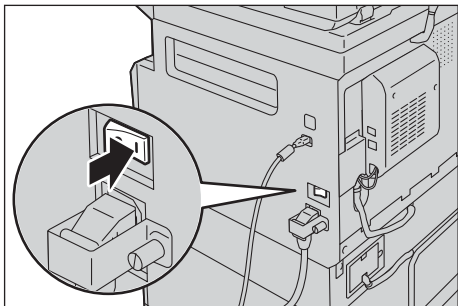
**Note** Check that the display is off.

2. Connect a network cable to the Ethernet interface connector.

**Note** Prepare a network cable suitable for your network connection. When you replace the network cable, contact our Customer Support Center.



3. Press the power switch to the On position to turn the power on.



# Setting the Network Environment

This section describes how to make the settings needed to use the TCP/IP protocol.

The machine supports IPv6 addresses in an IPv6 network environment. For more information, refer to [Setting the Machine's IP Address \(IPv6\)](#) on page 2-7.

## Setting the Machine's IP Address (IPv4)

To use the TCP/IP protocol, you must set the machine's IP address.

By default, the machine is set to obtain its IP address automatically.

This setting automatically sets the machine's IP address when the machine is connected to a network containing a DHCP server.

Print the System Settings Report to check whether the machine's IP address has already been set.

You can also check the IP address in the following methods:

- On the **Machine Status** screen
- Using the **Tools** menu items
- Using Xerox<sup>®</sup> CentreWare<sup>®</sup> Internet Services

For information on how to print the System Settings Report, refer to [Printing Reports/Lists](#) on page 10-7.

For information on how to check on the **Machine Status** screen, refer to [Checking the Machine's IP Address](#) on page 10-5.

For information on how to check using Tools, refer to [TCP/IP](#) on page 9-27.

For information on how to check using Xerox<sup>®</sup> CentreWare<sup>®</sup> Internet Services, refer to [TCP/IP \(Connectivity > Protocols\)](#) on page 2-22.

If the machine's IP address has not been set, set the IP address by using the Printer Setup Utility for Setting IP Address included in the Driver CD Kit or using the control panel to change the **Get IP Address** setting to **Control Panel**.

### Notes

- If the network has a DHCP server, the machine's IP address may be changed, so check the address periodically.
- The machine can acquire address information automatically by using a BOOTP or RARP server. To use a BOOTP or RARP server to acquire the machine's IP address, use the control panel to change the **Get IP Address** setting to **BOOTP** or **RARP**.

For information on how to use the Printer Setup Utility for Setting IP Address, refer to [When Using the Printer Setup Utility for Setting the IP Address](#) on page 2-7.

For information on how to set the IP address from the control panel, refer to [TCP/IP](#) on page 9-27.

## Setting the Machine's IP Address (IPv6)

The machine supports IPv6 addresses in an IPv6 network environment.

The machine's IP address type is set to IPv4 by factory default. To use the machine in an IPv6 network environment, set the IP address type to IPv6 or both types. The IPv6 address is set automatically when the machine is restarted.

Print the System Settings Report to check the IPv6 address.

You can also check the IP address in the following methods:

- On the **Machine Status** screen
- Using the **Tools** menu items
- Using Xerox® CentreWare® Internet Services

For information on how to print the System Settings Report, refer to [Printing Reports/Lists](#) on page 10-7.

For information on how to check on the **Machine Status** screen, refer to [Checking the Machine's IP Address](#) on page 10-5.

For information on how to check using Tools, refer to [TCP/IP](#) on page 9-27.

For information on how to check using Xerox® CentreWare® Internet Services, refer to [TCP/IP \(Connectivity > Protocols\)](#) on page 2-22.

You can set a fixed IPv6 address for the machine using either of the following methods:

- Use the Printer Setup Utility for Setting IP Address.
- Use the control panel to make the setting manually. Enter System Administration mode. From the **Tools** menu, select **Wired Network > TCP/IP > IP Mode**. Set the **IP Mode** to **IPv6** or **Dual Stack**. From the **IPv6** menu, set **Set IPv6** to **Enable**, and then enter the IP address into **IP Address**.
- Use Xerox® CentreWare® Internet Services to make the setting manually. Print the System Settings Report to check the address set automatically, and then use the address to access Xerox® CentreWare® Internet Services.

From the **Properties** tab, select **Connectivity > Protocols > TCP/IP > IP Mode**. Set the **IP Mode** to **IPv6** or **Dual Stack**. The IPv6 address can be entered manually if the **Enabled** checkbox in **Enable Manual Address** is checked under **IPv6**.

For information on how to use the Printer Setup Utility for Setting IP Address, refer to [When Using the Printer Setup Utility for Setting the IP Address](#) on page 2-7.

For information on how to set the IP address from the control panel, refer to [TCP/IP](#) on page 9-27.

For information on how to make settings from Xerox® CentreWare® Internet Services, refer to [Setting Items on Xerox® CentreWare® Internet Services](#) on page 2-19.

## When Using the Printer Setup Utility for Setting the IP Address

This section describes how to set the IP address using the Printer Setup Utility for Setting IP Address included in the Driver CD Kit CD-ROM.

**Note** When using the Printer Setup Utility for Setting IP Address, make sure that the machine is not in use or in System Administration mode.

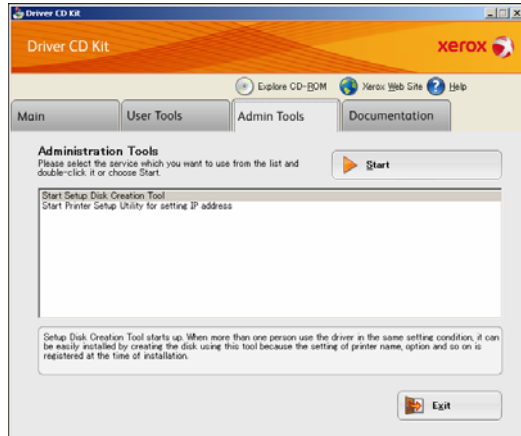
## Environment Settings

1. Insert the Driver CD Kit CD-ROM into your computer.

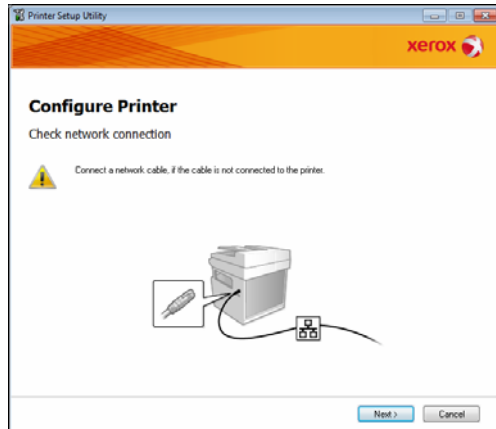
The Launcher runs automatically.

2. In the **Admin Tools** tab, select **Start Printer Setup Utility for setting IP address** from the Administration Tools, and then click **Start**.

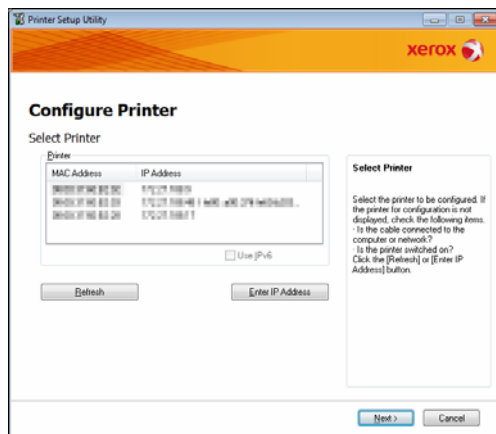
The Printer Setup Utility for Setting IP Address is started.



3. Make sure that the network cable is connected to the machine, and then click **Next**.



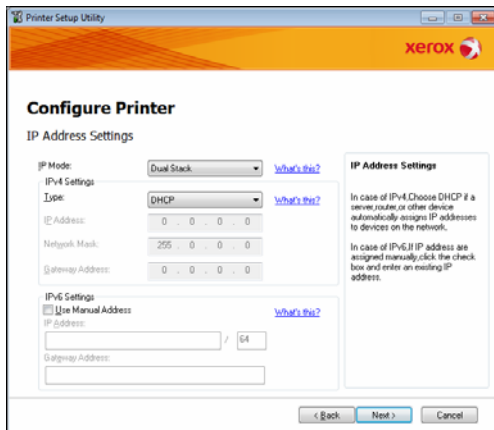
4. As a list of available IP addresses and Mac addresses appears, select the machine and click **Next**.



If you already have the IP address of the machine, click **Enter IP Address** and directly enter the IP address on the displayed window.

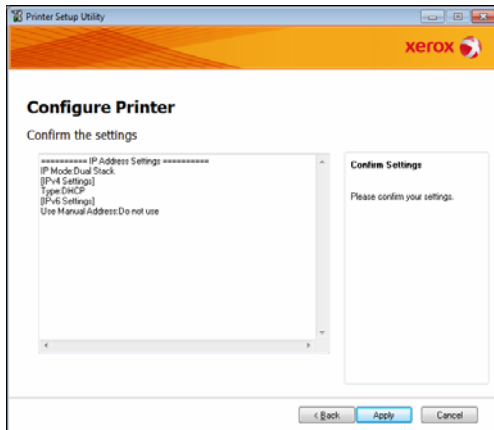


5. Make advanced settings if needed, and then click **Next**.



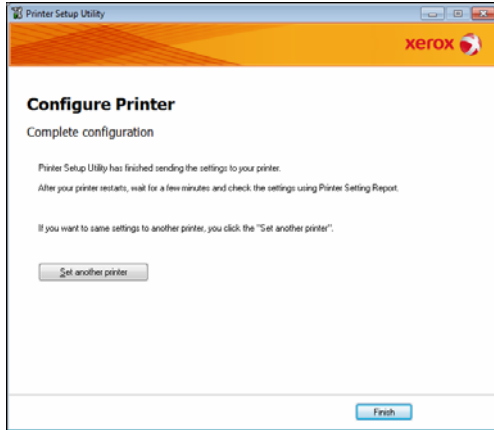
6. After confirming information displayed, click **Apply**.

The specified settings are applied.



7. Click **Finish** to exit the Printer Setup Utility for Setting IP Address.

When the settings are properly configured, the machine reboots automatically.



8. Confirm the assigned IP address after completing the setting process by one of the following methods.

- Printing the System Settings Report
- On the **Machine Status** screen
- Using the **Tools** menu items
- Using Xerox<sup>®</sup> CentreWare<sup>®</sup> Internet Services

For information on how to print the System Settings Report, refer to [Printing Reports/Lists](#) on page 10-7.

For information on how to check on the **Machine Status** screen, refer to [Checking the Machine's IP Address](#) on page 10-5.

For information on how to check using Tools, refer to [TCP/IP](#) on page 9-27.

For information on how to check using Xerox<sup>®</sup> CentreWare<sup>®</sup> Internet Services, refer to [TCP/IP \(Connectivity > Protocols\)](#) on page 2-22.

# Activating the Communication Port To Use

Use Xerox® CentreWare® Internet Services to activate the communication port you want to use.

You can activate the following ports:

Port	Description
SNMP	Activate this port to use the SNMP protocol (used for operations such as loading the machine's information to the print driver).
SMB	Activate this port to use Scan to PC (Network).
LPD	Activate this port to print when using LPD.
Port9100	Activate this port to print when using Port9100.
Send E-mail	Activate this port to send an e-mail.

For information on how to make settings from Xerox® CentreWare® Internet Services, refer to [Setting Items on Xerox® CentreWare® Internet Services](#) on page 2-19.

To activate a communication port:

1. Start Xerox® CentreWare® Internet Services.

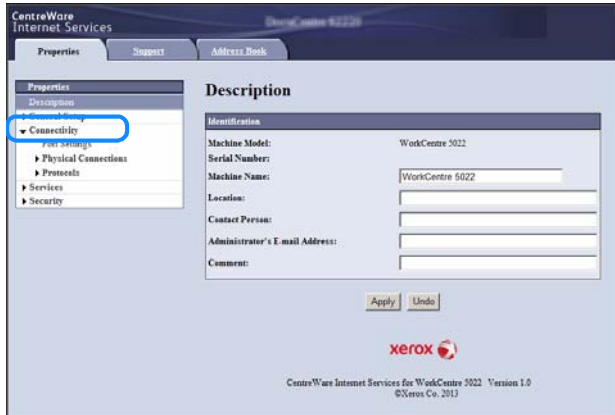
For information on how to start Xerox® CentreWare® Internet Services, refer to [Starting Xerox® CentreWare® Internet Services](#) on page 2-18.

2. Click the **Properties** tab.

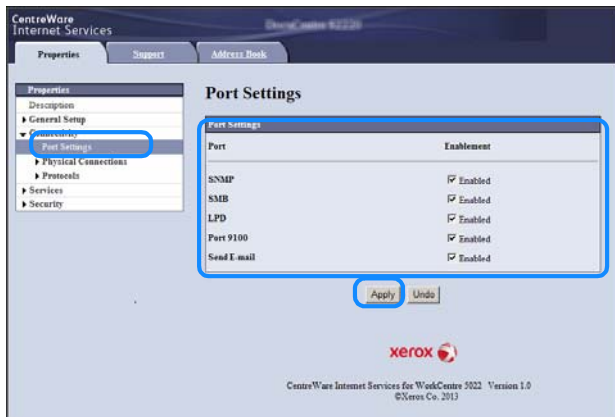


## Environment Settings

3. From the menu on the left, select **Connectivity**.



Click **Port Settings**, and check the checkbox of the desired port.



Click **Apply**.

**Note** Restart the machine to enable the new settings.



# Setting the Send E-mail Function

## SMTP Server Settings

Use the SMTP server to send an e-mail.

Use Xerox<sup>®</sup> CentreWare<sup>®</sup> Internet Services to set the SMTP server.

The items to be set are shown below.

Item	Description
SMTP Server IP Address/Host Name	Enter the SMTP server's IP address as an IPv4 or IPv6 address or in FQDN format (up to 256 characters).
Port Number for sending E-mail	Set the SMTP server's port No. (a value between 1 and 65535).
Login Credentials for the Machine to access the SMTP Server to send automated e-mails	Select <b>None</b> or <b>SMTP AUTH</b> to indicate whether to perform SMTP authentication when sending an e-mail.
Login Name	Enter the SMTP server login name (between 1 and 64 ASCII code characters).
Password	Enter the authentication password for the SMTP server (between 1 and 64 ASCII code characters).
Retype Password	Verify the SMTP server authentication password you entered by re-entering it here.

**Note** If you selected **None** for **Login Credentials for the Machine to access the SMTP Server to send automated e-mails**, you can leave the **Login Name**, **Password** and **Retype Password** fields blank.

To make the settings:

1. Start Xerox<sup>®</sup> CentreWare<sup>®</sup> Internet Services.

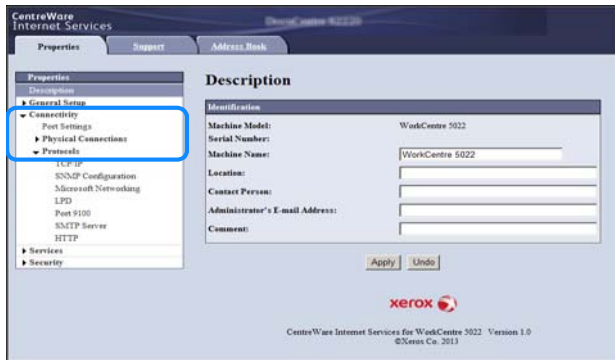
For information on how to start Xerox<sup>®</sup> CentreWare<sup>®</sup> Internet Services, refer to [Starting Xerox<sup>®</sup> CentreWare<sup>®</sup> Internet Services](#) on page 2-18.

## Environment Settings

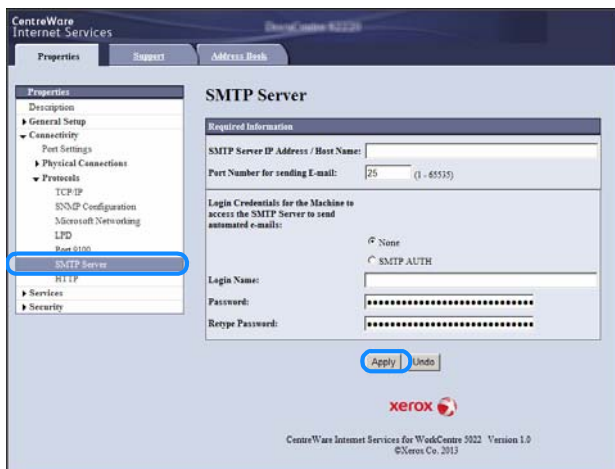
2. Click the **Properties** tab.



3. From the menu on the left, select **Connectivity > Protocols**.



4. Click **SMTP Server**, and enter the settings.



5. Click **Apply**.

## E-mail Header and Body Settings

When sending a scanned document as an e-mail attachment, you can enter an e-mail header and body.

Use Xerox® CentreWare® Internet Services to make the settings.

The items to be set are shown below.

Item	Description
Subject	Enter up to 128 ASCII code characters. (Default: Scan Data from (machine model name))
Message	Enter up to 256 ASCII code characters.

**Note** To send an e-mail, you need to set the system administrator's e-mail address. You cannot send an e-mail unless this is set.

For information on how to set the system administrator's e-mail address, refer to [Administrator's E-mail Address](#) on page 2-21.

To make the settings:

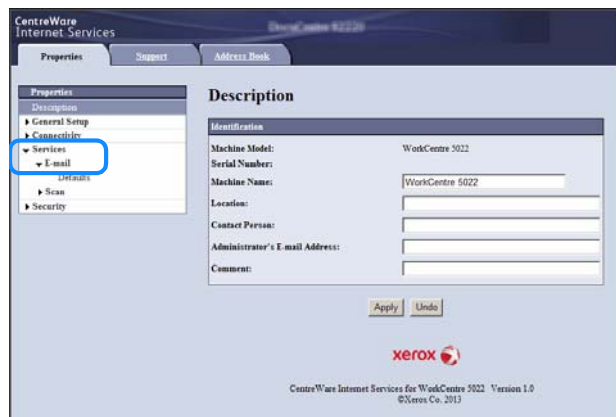
1. Start Xerox® CentreWare® Internet Services.

For information on how to start Xerox® CentreWare® Internet Services, refer to [Starting Xerox® CentreWare® Internet Services](#) on page 2-18.

2. Click the **Properties** tab.

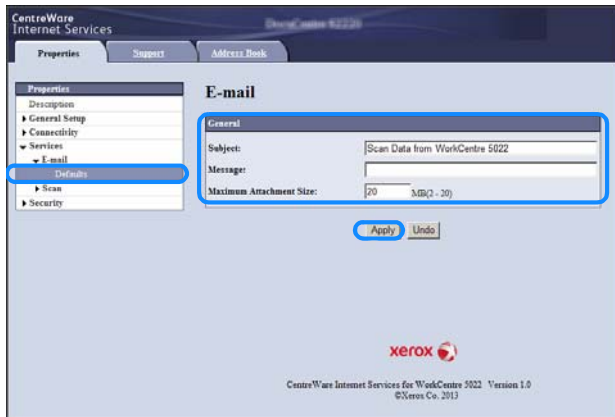


3. From the menu on the left, select **Services > E-mail**.



## Environment Settings

4. Click **Defaults**, and enter the **Subject**, **Message**, and **Maximum Attachment Size**.



# Using Xerox® CentreWare® Internet Services

## Xerox® CentreWare® Internet Services

Xerox® CentreWare® Internet Services provides services such as changing settings using a web browser on a computer connected to a TCP/IP network environment.

### Notes

- The Network Kit is required to use this function. The IP address of the machine also needs to be set. For information on how to set the IP address, refer to [Setting the Network Environment](#) on page 2-6.
- When changing any settings using Xerox® CentreWare® Internet Services, the machine should be in standby status or energy saver mode.



## Supported Environments and Settings

### Operating Systems and Web Browsers

The operation of Xerox® CentreWare® Internet Services has been verified for the following web browsers:

Operating System	Web Browsers
Windows® 8	Windows Internet Explorer® 10
Windows® Server® 2012	Windows Internet Explorer® 10
Windows® 7	Windows Internet Explorer® 8
Windows Vista®	Windows Internet Explorer® 7
Windows XP®	Windows Internet Explorer® 6 SP2, Mozilla Firefox® 3.x, Netscape 7.1 Navigator

## Web Browser Settings

Specifying the machine's address in the web browser is recommended.

**Note** If you specify the machine's address using a proxy server, the service response time may be slow or the screens may not appear. If these problems occur, you will need to set the machine's IP address in the web browser and choose not to use a proxy server. See your web browser's manual for how to make the setting.

You will also need to make other web browser settings to make Xerox<sup>®</sup> CentreWare<sup>®</sup> Internet Services work properly.

The following procedure is based on the Internet Explorer 6.0.

1. From the **Tools** menu, select **Internet Options**.
2. In the **General** tab, click **Settings** under **Temporary Internet Files**.
3. In the **Settings** dialog box, select **Check for newer versions of stored pages**.
4. Select **Every visit to the page** or **Every time you start Internet Explorer**.
5. Click **OK**.
6. Click **OK** in the **Internet Options** dialog box.

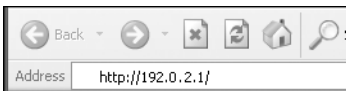
## Starting Xerox<sup>®</sup> CentreWare<sup>®</sup> Internet Services

To start Xerox<sup>®</sup> CentreWare<sup>®</sup> Internet Services:

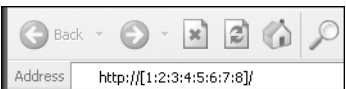
1. Start your computer and a web browser.
2. In your web browser's address bar, enter the machine's IP address or URL, and then press the **Enter** key.

The top page of Xerox<sup>®</sup> CentreWare<sup>®</sup> Internet Services is displayed.

- Example IP address (IPv4)



- Example IP address (IPv6)



- Example URL



### Notes

- If your network uses DNS (Domain Name System) and the machine's host name is registered on the domain name server, you can access the machine using the Internet address combining the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com" then the Internet address is "myhost.example.com".

- When specifying a port number, add ":" and the port number after the IP address or the Internet address.
- The IPv6 address cannot be entered manually in some cases depending on the web browser that you use.
- HTTPS is not supported.

## Setting Items on Xerox® CentreWare® Internet Services

The table below lists the menu items on the Xerox® CentreWare® Internet Services screens.

### Notes

- You must have a user name and a passcode to change the settings. The user ID "admin" and the passcode "1111" is set as default. For information on how to change the user ID and the passcode, refer to [Using Xerox® CentreWare® Internet Services](#) on page 2-17 and [System Administrator Settings \(Security\)](#) on page 2-32.
- You cannot enter the system administration mode from a computer while the machine control panel is in use, the machine side is in the system administration mode, or there are any current or pending jobs. If you still cannot enter System Administration mode, wait for 5 minutes and try

again since there may be background process running such as fax job. Also, you cannot operate the machine control panel while a computer is entering system administration mode.

Tab	Menu Item	See Page:
Properties		P. 2-21
	Description	P. 2-21
	General Setup	-
	Energy Saver Settings	P. 2-21
	Connectivity	-
	Port Settings	P. 2-22
	Physical Connections	-
	Ethernet	P. 2-22
	Protocols	-
	TCP/IP	P. 2-22
	SNMP Configuration	P. 2-24
	Microsoft Networking	P. 2-26
	LPD	P. 2-27
	Port9100	P. 2-27
	SMTP Server	P. 2-28
	HTTP	P. 2-29
	Services	-
	Email	-
	Defaults	P. 2-29
	Scan	-
	Job Templates	P. 2-30
	Security	-
	IP Filtering	P. 2-31
	System Administrator Settings	P. 2-32
Support		P. 2-33
	Support	P. 2-33
Address Book		P. 2-33
	View All Names	P. 2-33
	Common Tasks	P. 2-35



Tab	Menu Item	See Page:
	Add New Name	P. 2-35
	Management	P. 2-35
	Import Data	P. 2-35
	Export Data	P. 2-36
	Delete All Names	P. 2-36

**Note** Double-byte characters cannot be used in Xerox® CentreWare® Internet Services.

## Properties Tab

### Description

Item	Description
Machine Model	The product name is displayed.
Serial Number	The product serial number is displayed.
Machine Name	You can enter the printer name (up to 32 ASCII code characters excluding colons (:), equal signs (=), at symbols (@), or asterisks (*), which are not valid). (Default: "WorkCentre 5022" or "WorkCentre 5024")
Location	You can enter the machine's location (up to 255 ASCII code characters).
Contact Person	You can enter the contact person's information (up to 255 ASCII code characters).
Administrator's E-mail Address	You can enter the e-mail address of the system administrator (up to 128 characters). This information is required for sending an e-mail.

### Energy Saver Settings (General Setup)

**Note** Neither of Low Power mode or Sleep mode can be disabled.

Item	Description
Time to Low Power Mode	You can set the time elapse from the last operation until the machine enters Low Power mode. You can set a value between 1 and 60 minutes. (Default: 1)
Time to Sleep Mode	You can set the time elapse from Low Power mode until the machine enters Sleep mode. You can set a value between 1 and 239 minutes. (Default: 1)
Apply button	You can apply changes by pressing this button.

## Port Settings (Connectivity)

Item	Description
Port	You can activate or deactivate communication ports. You can select from SNMP, SMB, LPD, Port9100, and Send E-mail. Activate each port by checking its checkbox.
Apply button	You can apply changes by pressing this button.

**Note** Reboot the machine to enable new settings.

## Ethernet (Connectivity > Physical Connections)

Item	Description
Rated Speed	You can set the Ethernet port speed. You can select from Auto, 10 Mbps Half-Duplex, 10 Mbps Full-Duplex, 100 Mbps Half-Duplex, or 100 Mbps Full-Duplex. (Default: Auto)
MAC Address	The machine's MAC address is displayed.
Apply button	You can apply changes by pressing this button.

**Note** Reboot the machine to enable new settings.

## TCP/IP (Connectivity > Protocols)

### IP Mode

You can set the IP operation mode. You can select from Dual Stack, IPv4, or IPv6. The Dual Stack setting lets you use both IPv4 and IPv6 addresses. (Default: IPv4)

### General

- Protocol
- **Enabled** is displayed.
- Physical Connection
- **Ethernet** is displayed.
- Host Name

You can set the host name. You can enter between 1 and 32 single-byte alphanumeric characters or hyphens. (Default: last 16-digit of the MAC address).

**Note** Hyphens (-) cannot be used as the first or last character in the string.

- IPv4
  - IP Address Resolution:
 

You can set the method used to acquire the IP Address, Subnet Mask and Gateway Address. You can select from STATIC, DHCP, BOOTP, RARP, or DHCP/Autonet for the address acquisition method. (Default: DHCP/Autonet)

- IP Address:  
You can enter the IP address when **STATIC** is selected for **IP Address Resolution**.
- Subnet Mask:  
You can enter the subnet mask when **STATIC** is selected for **IP Address Resolution**.
- Gateway Address:  
You can enter the gateway address when **STATIC** is selected for **IP Address Resolution**.
- IPv6
  - Enable Manual Address:  
You can check this checkbox to enter the IP address and gateway address directly. (Default: Off)
  - IP Address:  
You can enter the IP address when the **Enable Manual Address** checkbox is checked.
  - Automatically Configured Address 1:  
The automatically assigned IPv6 address is displayed.
  - Link-Local Address:  
The automatically assigned link-local address is displayed.
  - Gateway Address:  
You can enter the gateway address when the **Enable Manual Address** checkbox is checked.
  - Automatically Configured Gateway Address:  
The automatically assigned gateway address displayed.

## Domain Name

Used to enter the DNS domain name (up to 255 characters).

## DNS Configuration

- IPv4
  - Obtain DNS Server Address Automatically:  
Check this checkbox to acquire the DNS server address automatically using DHCP. When you set the DNS server address acquisition method to DHCP, you must also set the IP address acquisition method to DHCP.
  - Preferred DNS Server:  
Used to enter the DNS server address manually.
  - Alternate DNS Server 1-2:  
Used to enter alternate DNS server addresses manually.
- IPv6
  - Obtain IPv6 DNS Server Address Automatically:  
Check this checkbox to set the DNS server address automatically using DHCP.

## Environment Settings

- Preferred DNS Server:  
Used to enter the DNS server address manually.
- Alternate DNS Server 1-2:  
Used to enter alternate DNS server addresses manually.
- Dynamic DNS Registration (IPv4)  
Sets dynamic updating of the IPv4 DNS server. Checking **Enabled** enables dynamic updating of the DNS server. Checking **Overwrite** enables dynamic updating of the data in the DNS server database.
- Dynamic DNS Registration (IPv6)  
Sets dynamic updating of the IPv6 DNS server. Checking **Enabled** enables dynamic updating of the DNS server. Checking **Overwrite** enables dynamic updating of the data in the DNS server database.
- Generate Domain Search List Automatically  
Check **Enabled** to create domain search lists automatically.
- Domain Name 1-3  
Used to enter the name of the domain to search (up to 255 characters).
- Connection Time-Out  
Sets the timeout period when searching for domains (between 1 and 60 seconds). (Default: 1)
- DNS Resolution via IPv6 First  
Check **Enabled** to prioritize IPv6 for resolving DNS names when **IP mode** is set to **Dual Stack**. (Default: On)

### Apply button

Press this button to confirm the entered settings.

**Note** Reboot the machine to enable new settings.

## SNMP Configuration (Connectivity > Protocols)

You can set the SNMP protocol.

### General

- SNMP Port Status  
You can check **Enabled** to use SNMP. (Default: On)
- Edit SNMP v1/v2c Properties button  
You can make advanced SNMP v1/v2c settings by pressing this button. (Default: On)
  - Community Name (Read Only):  
You can enter the community name to acquire (up to 32 ASCII code characters). (Default: blank (public))

- Community Name (Read/Write):  
You can enter the community name to acquire/write (up to 32 ASCII code characters). (Default: blank (private))
- Trap Community Name:  
You can enter the community name for trap notification (up to 32 ASCII code characters). (Default: blank (SNMP\_trap))
- System Administrator's Login ID:  
You can enter information related to the person in charge of maintenance of the machine (up to 127 ASCII code characters)(Default: blank).

### Authentication Failure Generic Traps

You can check **Enabled** to send an authentication failure trap notification when an access attempt was made with an invalid community name not registered in the machine. (Default: On)

### Advanced button

You can make the following settings by pressing this button:

- Add UDP IPv4 Address button

You can add a recipient address for UDP IPv4 trap notification by pressing this button.

- IP Address:  
You can enter the IP address for entry.
- UDP Port Number:  
You can set the UDP port No. for entry (a value between 1 and 65535).
- SNMP Version:  
You can specify the SNMP version for entry as **v1** or **v2c**. (Default: SNMP v1)
- Trap Community Name:  
You can enter the trap community name for entry (between 1 and 32 ASCII code characters). (Default: SNMP\_trap)
- Trap to be Received:  
You can set whether to send notification of **Print**, **Cold Start**, and **Authentication Failure** events.

- Add UDP IPv6 Address button

You can add a recipient address for UDP IPv6 trap notification by pressing this button.

- IP Address:  
You can enter the IP address for entry.
- UDP Port Number:  
You can set the UDP port No. for entry (a value between 1 and 65535).

## Environment Settings

- **SNMP Version:**  
You can specify the SNMP version for entry as **v1** or **v2c**. (Default: SNMP v1)
- **Trap Community Name:**  
You can enter the trap community name for entry (between 1 and 32 ASCII code characters). (Default: SNMP\_trap)
- **Trap to be Received:**  
You can set whether to send notification of **Print**, **Cold Start** and **Authentication Failure** events.
- **Delete button**  
You can delete the traps specified for the trap notification recipient IP address by pressing this button.
- **Edit button**  
You can display notification information of the trap you are using. You can specify the events for which to send notification.

### Apply button

You can apply changes by pressing this button.

**Note** Reboot the machine to enable new settings.

## Microsoft Networking (Connectivity > Protocols)

You can set the SMB protocol and WINS server.

### Filing Destination

- **SMB Port Status**  
You can check **Enabled** to use SMB. (Default: On)
- **Physical Connection**  
**Ethernet** is displayed.
- **Transport**  
**TCP/IP** is displayed.

### Server Information (WINS Server)

**Note** Displays when **IP Mode** is set to **IPv4** or **Dual Stack**.

- **Protocol**  
Displays **Enabled**.
- **Obtain WINS Server Address Automatically**  
You can check this checkbox to acquire the WINS server address automatically using DHCP. When you set the WINS server address acquisition method to DHCP, you must also set the IP address acquisition method to **DHCP**. (Default: ON)

- Primary Server IP Address & Port  
You can set the primary WINS server address.
- Secondary Server IP Address & Port  
You can set the secondary WINS server address.

### Apply button

You can apply changes by pressing this button.

**Note** Reboot the machine to enable new settings.

## LPD (Connectivity > Protocols)

You can set the LPD port.

### General

- LPD Port Status  
You can check **Enabled** to use LPD. (Default: On)
- Physical Connection  
**Ethernet** is displayed.
- Port Number  
You can set the LPD port No. (a value between 1 and 65535). You must set a unique number for each port. (Default: 515)
- Connection Time-Out  
You can set the timeout period that the machine waits before terminating the connection when incoming data stops (between 2 and 3600 seconds). (Default: 60)
- Maximum Connections per Port  
The maximum number of connections is displayed.

### Apply button

You can apply changes by pressing this button.

**Note** Reboot the machine to enable new settings.

## Port9100 (Connectivity > Protocols)

You can set Port9100.

### General

- Port9100 Port Status  
You can check **Enabled** to use Port9100. (Default: On)

## Environment Settings

- Physical Connection  
**Ethernet** is displayed.

### Port Information

- TCP Port Number  
You can set the Port9100 port No. (a value between 1 and 65535).  
You must set a unique number for each port. (Default: 9100)
- Maximum Connections per Port  
The maximum number of connections is displayed.
- End of Job Timeout  
You can set the amount of time the machine waits before terminating the connection when incoming data stops (between 2 and 3600 seconds). (Default: 60)
- PDL Switching  
**Enabled** is displayed.

### Apply button

You can apply changes by pressing this button.

**Note** Reboot the machine to enable new settings.

## SMTP Server (Connectivity > Protocols)

You can set the SMTP server.

### Required Information

- SMTP Server IP Address/Host Name  
You can enter the SMTP server's address as an IPv4 or IPv6 address or in FQDN format (up to 256 characters).
- Port Number for Sending E-mail  
You can set the port number used by the SMTP server to send an e-mail (a value between 1 and 65535). (Default: 25)
- Login Credentials for the Machine to access the SMTP Server to send automated e-mails  
You can set the authentication method when sending an e-mail by SMTP. You can select **None** or **SMTP AUTH**. (Default: None)
- Login Name  
For SMTP servers requiring authentication, enter the e-mail address of the authenticated SMTP user (between 1 to 64 ASCII code characters). This can be left blank if SMTP authentication is skipped.



- Password  
You can enter the password for authentication (between 1 and 64 ASCII code characters). This can be left blank if SMTP authentication is skipped.
- Retype Password  
You can verify the authentication password you entered by re-entering it here.

**Apply button**

You can apply changes by pressing this button.

**HTTP (Connectivity > Protocols)**

You can set the HTTP protocol.

**Configuration**

- Connection  
**Enabled** is displayed.
- Physical Connection  
**Ethernet** is displayed.
- Keep Alive Timeout  
The keep-alive timeout period is displayed.
- Port Number  
You can set the port No. used for HTTP communication (a value between 1 and 65535). You must set a unique number for each port. (Default: 80)
- Connection Time-Out  
Set the connection timeout period from 1 through 255 seconds. (Default: 30)
- Title  
You can select the display for the title displayed on a browser from **None Internet Services** or **Printer model - IP Address**.

**Apply button**

You can apply changes by pressing this button.

**Note** Reboot the machine to enable new settings.

**Defaults (Services > E-mail)****General**

- Subject (Default: Scan Data from "model name")  
You can enter the E-mail header (up to 128 ASCII code characters).

## Environment Settings

- **Message**  
You can enter the E-mail body (up to 256 ASCII code characters).
- **Maximum Attached Size (Default: 20MB)**  
You can set the maximum file size between 2 and 20 MB to attach to an e-mail.

### Apply button

You can apply changes by pressing this button.

**Note** Reboot the machine to enable new settings.

## Job Templates (Services > Scan)

### Network Scanning

- **Output Color**  
You can set the color mode from **Black & White** or **Color**. (Default: Black & White)
- **Original Type**  
You can set the type of document to optimize the scan data from **Text, Photo & Text**, or **Photo**. (Default: Text)

### Advanced Settings

- **Lighten/Darken**  
You can set the density from five levels. (Default: Normal)
- **Sharpness**  
You can set the sharpness from five levels. (Default: Normal)
- **Background Suppression**  
You can check **Enabled** to enable background suppression. (Default: On)
- **Background Suppression Level**  
You can set the background suppression from five levels. (Default: Normal)
- **Resolution**  
You can set the scan resolution from **200x200dpi, 300x300dpi, 400x400dpi, or 600x600dpi**. (Default: 200x200dpi)  
**Note** When **Color Mode** is set to **Color** and **400x400dpi** or **600x600dpi** is selected for the resolution, the **Color Mode** is automatically set to **Black & White**.
- **Image Compression**  
You can set the file compression from five levels. (Default: Standard)

## Layout Adjustment

- Edge Erase

You can set the edge erase value between 0 and 10 mm for erasing the black shadows created around the edges of the paper when scanning with the document cover open. (Default: 2 mm)

## Filing Options

- File Format

In Color mode, you can set the file format for the scanned data from **JPEG** or **PDF**. (Default: PDF)

In Black & White mode, you can set the file format for the scanned data from **TIFF** or **PDF**. (Default: PDF)

## IP Filtering (Security)

You can restrict the supported IP addresses.

### IPv4 Filtering

- IP Filtering

You can check **Enabled** to enable IP Filtering. (Default: Off)

- IP Filter Rule List

The accessible IPv4 address is displayed.

- Add button

The Add IP Filter Rule - IPv4 screen is displayed. You can add the accessible IPv4 address. You can add up to 10 IPv4 addresses.

- Source IP Address:

You can set the IP address that is allowed from access. (Default: 0.0.0.0)

- Source IP Mask:

You can set the prefix length of the IP address that is allowed from access. (Default: 0)

- Edit button

The Edit IP Filter Rule - IPv4 screen is displayed. You can edit the accessible IPv4 address.

- Source IP Address:

You can set the accessible IP address.

- Source IP Mask:

You can set the prefix length of the accessible IP address. (Default: 0)

- Delete button

You can delete the accessible IPv4 address.

### IPv6 Filtering

- IP Filtering

You can check **Enabled** to enable IP Filtering. (Default: Off)

## Environment Settings

- **IP Filter Rule List**  
The accessible IPv6 address is displayed.
- **Add button**  
The Add IP Filter Rule - IPv6 screen is displayed. Adds an accessible IPv6 address. You can add up to 10 IPv6 addresses.
  - **Source IP Address:**  
You can set the accessible IP address.
  - **Source IP Mask:**  
You can set the prefix length of the accessible IP address (Default: 0)
- **Edit button**  
The Edit IP Filter Rule - IPv6 screen is displayed. Edits the accessible IPv6 address.
  - **Source IP Address:**  
You can set the accessible IP address. (Default: 0:0:0:0:0:0:0:0)
  - **Source IP Mask:**  
You can set the prefix length of the accessible IP address. (Default: 0)
- **Delete button**  
You can delete the accessible IPv6 address by pressing this button.

### **Apply button**

You can apply changes by pressing this button.

**Note** Reboot the machine to enable new settings.

## **System Administrator Settings (Security)**

You can set the system administrator's user ID and the passcode.

### System Administrator Settings

- **Administrator's Login ID**  
You can enter the system administrator's user ID (between 1 and 32 ASCII code characters in length, excludes "+", ";", "<", ">", "\"", "?", "[", "]", "'", "{", "}", "|", ":"). (Default: admin)
- **Administrator's Passcode**  
You can set the system administrator's passcode (between 4 and 12 ASCII code characters or blank). (Default: 1111)
- **Retype Administrator's Passcode**  
You need to re-enter the system administrator's passcode.

- **Maximum Login Attempts**

When login attempts using the system administrator's user ID fail repeatedly, access is denied when the number of failed attempts reaches the number set here.

Specify a number between 0 and 10. Specify 0 to disable this setting.

The total number of failed authentication attempts is reset when authentication is successful or the system is restarted. (Default: 5)

### **Apply button**

You can apply changes by pressing this button.

## Support Tab

The links to support information is displayed. The link settings can be changed.

## Support

### **Change Settings button**

You can change the links to support information by pressing this button.

- **Name**

You can enter the link name (between 1 and 63 ASCII code characters).

- **URL**

You can enter the link address (between 1 and 63 alphanumeric characters including the at symbol (@), percent sign (%), period (.), colon (:), forward slash (/), underline(\_), hyphen (-), tilde (~), question mark (?), and ampersand (&), which are valid).

### **Apply button**

You can apply changes by pressing this button.

## Address Book Tab

The list of location information where the scanned data is stored is displayed.

You can register the total of 30 E-mail and Server addresses.

## View All Names

### **Address Number**

The registered numbers (4 digits) of the E-mail or Server addresses are displayed.

### **Name**

The registered names of the E-mail or Server addresses are displayed.

## Address Type

The address types of the registered addresses are displayed.

## Actions

Edit/Delete address information.

- Edit  
Edit the selected address information.
- Delete  
Delete the selected address information.

## Common Settings

- Address Number  
The registered number of the address is displayed. (Not editable)
- Name  
Enter the name of the address to be registered in ASCII code or UTF-8 with up to 16 characters.  
**Note** The entered characters should match the language setting specified in the machine. Otherwise, the text will be garbled. Some characters may not be displayed correctly.
- Address Type  
Select the address type (E-mail or Server) of the registered address.
- E-mail Address (E-Mail only)  
Enter the e-mail address to be registered in ASCII code alphabetic or symbols with up to 64 characters.
- Server Name/IP Address (Server only)  
Enter the DNS name (FQDN) of a server, an IP address, or a NetBIOS name (only for SMB) to be registered in ASCII code alphabetic or symbols (.-: (three symbols)) with up to 64 characters.
- Shared Name (Server only)  
Enter the SMB shared name to be registered with up to 32 characters in ASCII code alphabetic, numbers, blank, and UTF-8.  
**Note** The entered characters should match the language setting specified in the machine. Otherwise, the text will be garbled. Some characters may not be displayed correctly.

## Detailed Settings (Server only)

- Server Path  
Enter the storage directory path to be registered with up to 96 characters in ASCII code alphabetic, numbers, blank, and UTF-8.  
**Note** The entered characters should match the language setting specified in the machine. Otherwise, the text will be garbled. Some characters may not be displayed correctly.

- **User Name**  
Enter the user name to be registered with up to 96 characters in ASCII code alphabetic, numbers, and blank.
- **Password**  
Enter the password for SMB to be registered with up to 32 characters in ASCII code numbers, symbols, and blank.
- **Retype Password**  
Re-enter the password for confirmation.
- **Port Number**  
Select whether to specify the port number used for the transfer protocol to be registered. To specify the port number, select the **Enter Number** and enter a value from 139, 445, 5000 to 65535.
- **Apply button**  
Click this button to confirm the entered settings.
- **Undo button**  
Click this button to cancel the entered settings.

## Common Tasks

### Add New Name

- **Address Number**  
Select whether to specify a speed dial number to be registered. To specify the speed dial number, select the **Specify Preferred Address Number** and enter the speed dial number that you want to register. If the **Specify Preferred Address Number** is not selected, a speed dial number is automatically assigned.
- **Name**  
Enter a name of the address to be registered in ASCII code or UTF-8 with up to 16 characters.
- **Address Type**  
Select the address type (E-mail or Server) of the registered address.

## Management

### Import Data

Imports an Address Book file (\*.dat) of other machines.

**Note** If the imported data is modified, it will not be exported properly.

- **Address Book File**  
Specify an Address Book file (\*.dat) to import. Click the **Browse...** button to select the file (\*.dat) to import in the dialog box displayed.

## Environment Settings

### **Export Data**

Downloads an Address Book file (\*.dat).

### **Delete All Names...**

Deletes all address data.

**Note** Press this button to apply the entered settings.



# Installing the Print Driver/Scan Driver

## Installing the Print Driver

To enable the machine to print, you must first install a print driver from the Driver CD Kit CD-ROM.

The CD-ROM contains the following print driver.

Print Driver Name	Description
Xerox® WorkCentre 5022/5024	Click <b>Print Driver</b> in the Main menu of the Driver CD Kit to start the installation.  The standard print driver converts the data created by the application software to images before sending them to the printer.

XXXXX: Displayed as either "5022" or "5024," depending on the model of your machine.

To install the print driver, follow the instructions provided in the CD-ROM Documentation (HTML) included on the CD-ROM.

## Installing the Scan Driver

A direct USB connection to a computer lets you load scanned data from the machine directly to the computer.

The Driver CD Kit CD-ROM comes with the TWAIN-compatible and Windows Imaging Acquisition (WIA)-compatible scan driver.

Application	Description
TWAIN-compatible and WIA-compatible scan driver	Click <b>Scan Driver</b> in the Main menu on the Driver CD Kit to start the installation. This feature can be used to load scan data from a TWAIN-compatible or WIA-compatible application installed on a computer. <b>Note:</b> Only 32-bit TWAIN-compatible applications are supported. For more information, refer to <a href="#">Using an Application to Load Scan Data from the Machine via USB</a> on page 7-6.
Address Book Editor	Select <b>Install Fax Utility</b> in the <b>User Tools</b> menu of the Driver CD Kit, and click the <b>Start</b> button to start the installation. Use to register recipient for sending document by fax. You can select a recipient using the <b>Address Book</b> button on the control panel if you register the information to Address Book Editor and save it to the machine. You can also retrieve the fax recipient's phone numbers registered on a printer or using Xerox <sup>®</sup> CentreWare <sup>®</sup> Internet Services. For more information on settings items, see the Address Book Editor's Help information.

To install the scan driver, follow the instructions provided in the CD-ROM Documentation (HTML) included on the CD-ROM.

Be sure to restart the computer immediately after installing the scan driver.

**Note** This function is not available on a network environment.

## Uninstalling

### Uninstalling the print driver

To uninstall the print driver, use the uninstallation tool on the Driver CD Kit CD-ROM. Follow the instructions provided in the CD-ROM Documentation (HTML) included on the CD-ROM.

### Uninstalling other software

To uninstall other software installed from the Driver CD Kit CD-ROM, see the application's Readme file. Readme files can be displayed from the Product Information (HTML) on the CD-ROM.

# Product Overview

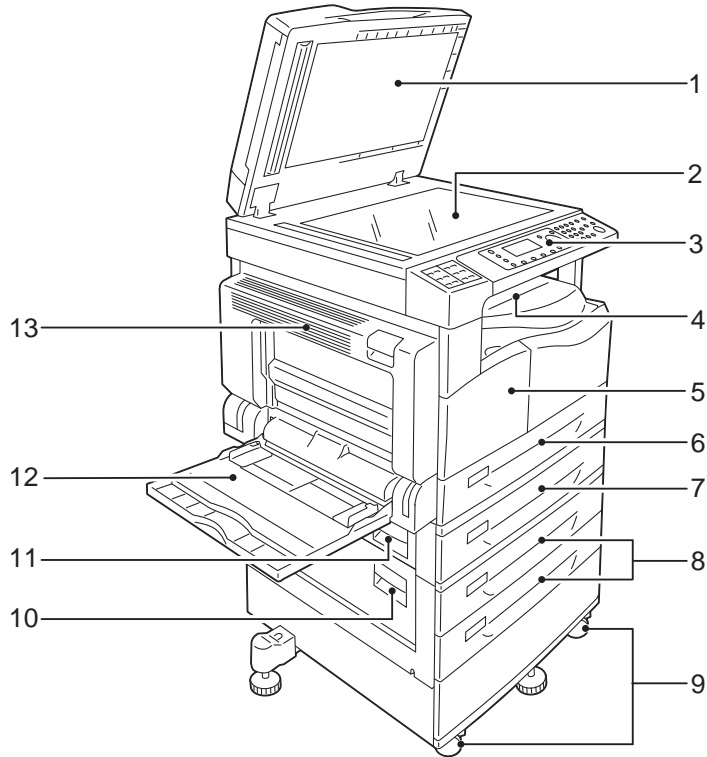
# 3

This chapter lists the name of each machine component, and describes basic operations such as how to turn the power on/off and use the control panel.

## Machine Components

This section describes the machine components and their features.

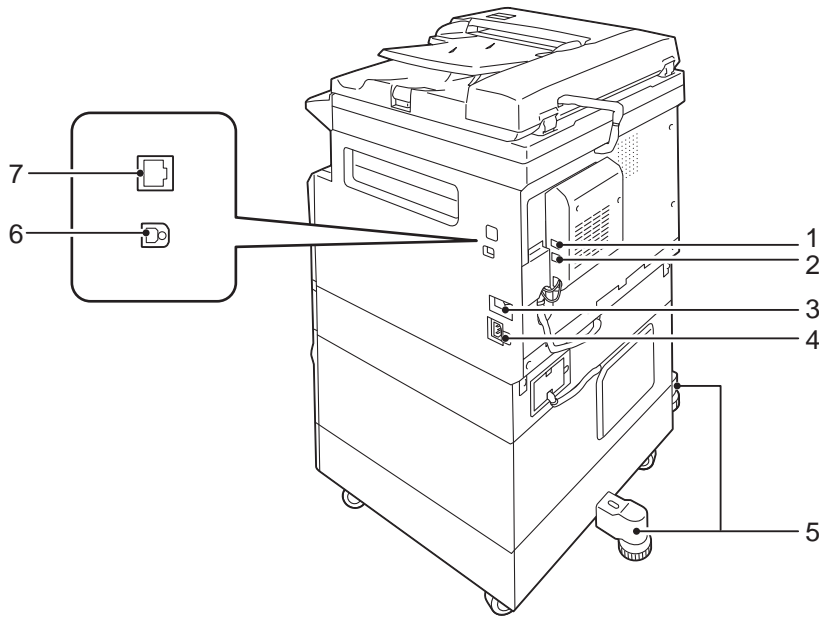
## Front, Left Side



No.	Component	Description
1	Document cover	Holds the document in place.
2	Document glass	Place the document here.
3	Control panel	Contains the buttons, LED indicators, and display used for operations. For more information, refer to <a href="#">Control Panel</a> on page 3-11.
4	Center tray	Copies and prints are delivered here, facing down.
5	Front cover	Open this cover to replace consumables.
6	Tray 1 (standard tray)	Load paper here.
7	Tray 2 (One Tray Module) (Optional)	Optional tray. Load paper here.
8	Trays 3, 4 (Two Tray Module) (Optional)	Optional tray. Load paper here.
9	Locking casters	Locks the wheels of the machine. Lock these casters after moving the machine to its installation site.
10	Two tray module cover C	Open this cover to remove any jammed paper from Tray 3 or 4.

No.	Component	Description
11	One tray module cover B	Open this cover to remove any jammed paper from Tray 2.
12	Tray 5 (bypass)	Load paper here. The tray can be extended.
13	Left cover A	Open this cover to remove any jammed paper. <b>Note:</b> When the machine works properly, this cover is locked. To open this cover, make sure to exit Sleep mode and turn the machine's power off.

## Right Side, Rear

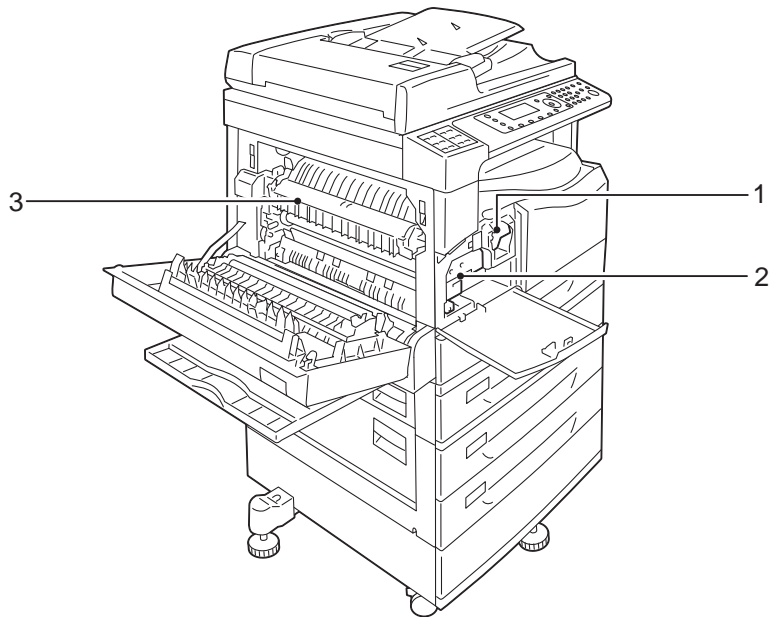


No.	Component	Description
1	LINE 1	Connects to a telephone line.
2	TEL	Connects the machine to a telephone device.
3	Power switch	Switches the power of the machine on and off. For more information, refer to <a href="#">Power Source</a> on page 3-7.
4	Power cord connector	Connects the power cord.
5	Adjusting foot	Prevents the machine from toppling over. Move the machine to its installation site and then rotate this adjuster in clockwise direction until it touches a floor.
6	USB 1.1/2.0 interface connector (Type B)	Connect a USB 1.1/2.0 cable.
7	10BASE-T/100BASE-TX interface connector	Connect a network cable.

### Notes

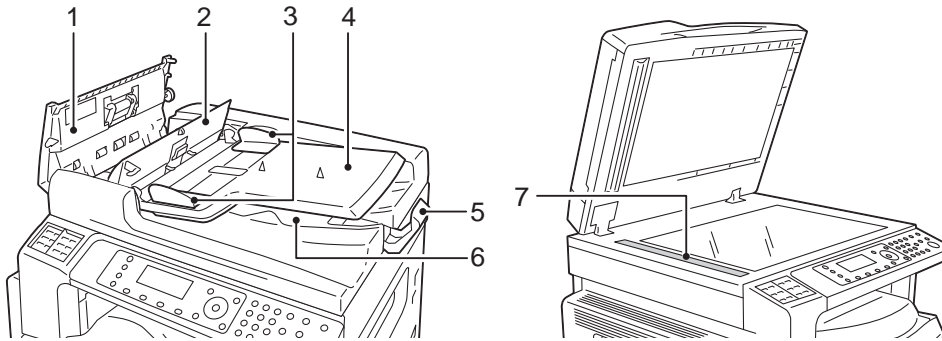
- LINE 1 and the TEL connectors are available when the Fax Kit is installed.
- The 10BASE-T/100BASE-TX interface connectors are available when the Network Kit is installed.

## Inside



No.	Component	Description
1	Toner cartridge	Contains toner (the powder used to form the image).
2	Drum cartridge	Contains photoconductors.
3	Fusing unit	Fuses toner on paper. <b>CAUTION:</b> Do not touch this unit as it is extremely hot.

## Duplex Automatic Document Feeder (Optional)



No.	Component	Description
1	Document feeder cover	Open this cover to remove any jammed paper.
2	Inner cover	Open this cover to remove any jammed paper.
3	Document guides	Aligns the edges of documents.
4	Document feeder tray	Load documents here.
5	Document stopper	Prevents outputs from falling off.
6	Document output tray	Outputs are delivered here.
7	Narrow glass strip	Scans the loaded documents.

**Note** In this guide, the duplex automatic document feeder is referred to as the "document feeder."



# Power Source

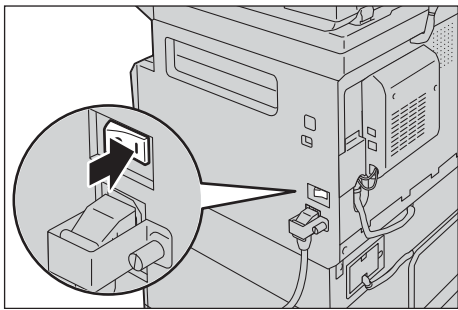
## Switching the Power On

The following describes how to switch the power on.

The machine takes approximately 19 seconds to warm up and to be ready to copy, print, or fax after the power is turned on. It may take slightly longer than normal depending on the device configuration.

Switch the power off at the end of the day or when not using the machine for an extended period of time.

1. Press the power switch to the On position to switch the power on.



### Notes

- The "Please wait" message indicates that the machine is warming up. The machine is not accessible while it is warming up.
- Make sure that the power cable is connected to the machine and the wall outlet properly..

## Switching the Power Off

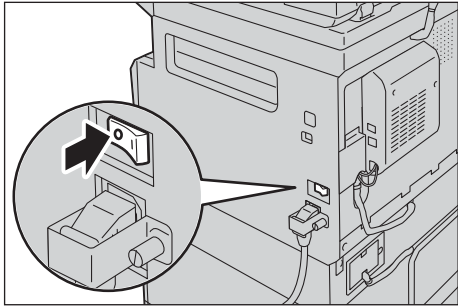
The following describes how to switch the power off.

### Notes

- Do not switch the power off in the following situations. If the power is switched off, the processing data may be erased.
  - While data is being received
  - While a job is being printed
  - While a job is being copied
  - While a job is being scanned
- When switching the power off, wait 5 seconds after outputs have been delivered.
- When powering the machine on after it has been switched off, wait 10 seconds after the display goes off.

## Product Overview

1. Before switching the power off, make sure that the machine has completed all copy or print jobs. Then, make sure that the Data indicator does not light up.
2. Press the power switch to the Off position to switch the power off.



# Energy Saver Modes

The machine is installed with an energy saver feature that will automatically cut off the electricity to the machine if no copy or print data is received for a certain duration.

There are two energy saver modes: Low Power mode and Sleep mode.

## Low Power mode

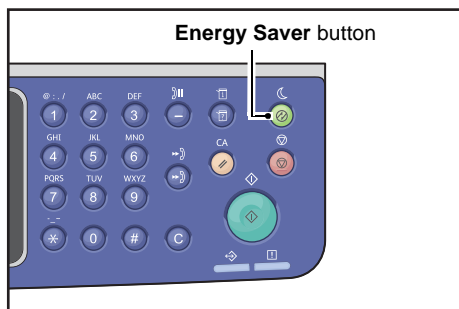
The machine's power is not turned off completely in Low Power mode. Instead, this mode creates a balance between low power consumption and short warm-up time by controlling the temperature of the fusing unit to a level midway between the power off temperature and the "Ready" temperature.

## Sleep mode

Sleep mode minimizes power consumption by shutting off the power to all components except the controller. Warm-up time in Sleep mode is longer than in Low Power mode.

## Entering the Energy Saver Modes

The display of the machine status diagram goes off, and the **Energy Saver** button on the control panel lights up when the machine is in an energy saver mode.



You can set the length of time to wait until the machine enters Low Power/Sleep mode.

Low Power mode is set to 1 min. and Sleep mode to 1 min. at the time of factory shipment. If the machine is left idle for 1 minute, it switches to Low Power mode and then to Sleep mode if left idle for another minute after that.

You can set the amount of time the machine waits before entering Low Power mode from 1 to 60 minutes, and the amount of time the machine waits before entering Sleep mode from 1 to 239 minutes.

**Note** The life of the fusing unit is largely influenced by power distribution time on the machine. Setting the amount of time the machine waits before activating the energy saver feature to a long value will keep the machine's power on longer, and the fusing unit may have to be replaced more often. It may cause an early replacement of the fusing unit of the machine. For more information, contact our Customer Support Center.

For more information on how to set the time interval for Low Power mode and/or Sleep mode, refer to [Energy Saver Settings \(General Setup\)](#) on page 2-21.

## Exiting Energy Saver Modes

The following describes how to deactivate an Energy Saver mode.

The machine exits Energy Saver mode and the **Energy Saver** button light goes off in the following instances:

### Exiting Low Power Mode

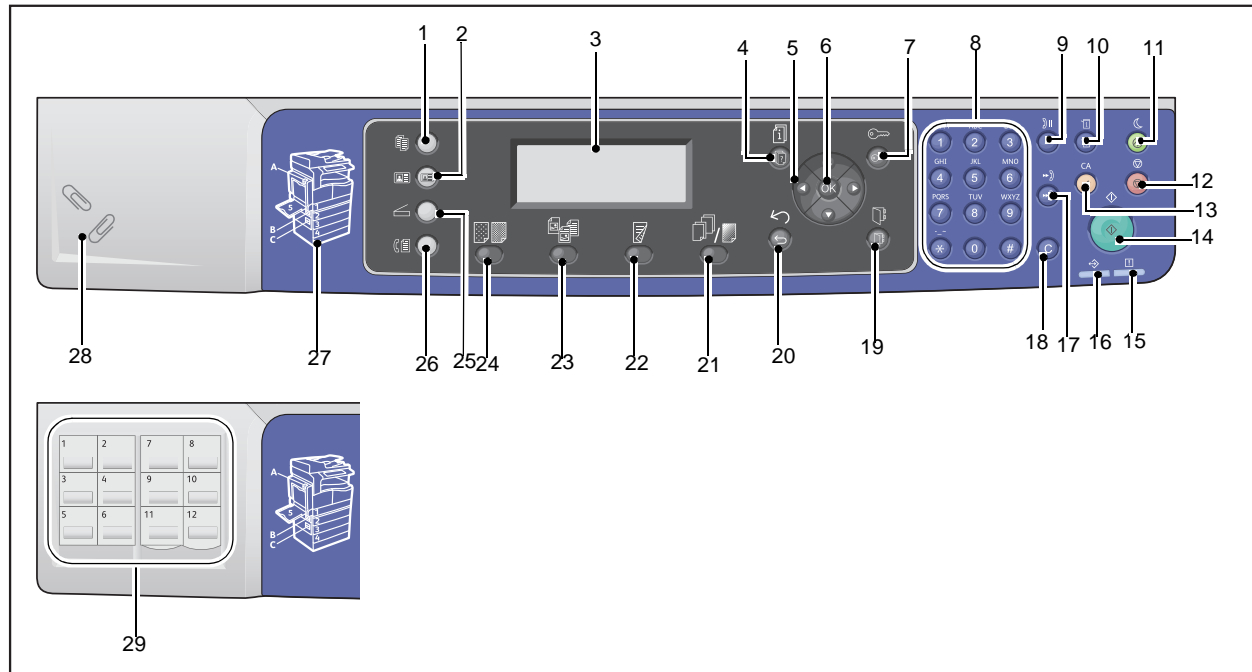
- Receiving a job
- Pressing the **Energy Saver** button
- Entering System Administration mode from a computer
- Pressing any button on the control panel
- Taking paper out or putting in a tray
- Opening or closing the document cover
- Opening or closing any cover of the machine
- Placing a document in the document feeder

### Exiting Sleep Mode

- Receiving a job
- Pressing the **Energy Saver** button
- Entering System Administration mode from a computer

# Control Panel

The names and functions of the control panel's components are described below.



No.	Component	Description
1	<b>Copy</b> button	Press this button to use the Copy feature. When the Copy feature is selected, this button lights up. For more information, refer to <a href="#">Copy</a> on page 5-1.
2	<b>ID Card Copy</b> button	Press this button to use the ID Card Copy feature. When the ID Card Copy feature is selected, this button lights up. For more information, refer to <a href="#">ID Card Copy</a> on page 5-10.
3	Display	Displays the operation menu items and the machine status messages.
4	<b>Job Status</b> button	Press this button to check/cancel a current job or pending job.
5	▲ ▼ ◀ ▶ buttons	Press to select a menu item on the menu screen and to change settings.  The ▲ button allows you to select the previous menu item. The ▼ button allows you to select the next menu item. The ▶ button allows you to go to the next menu screen. The ◀ button allows you to return to the previous menu screen.
6	<b>OK</b> button	Press this button and the arrow buttons to change settings. For more information, refer to <a href="#">Using Quick-Buttons</a> on page 3-14.

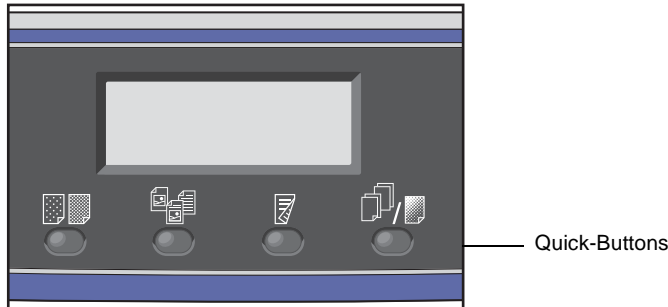
No.	Component	Description
7	<b>Log In/Out</b> button	Press this button to enter or exit System Administration mode (for at least for 4 seconds) or Account mode. This button lights up when the machine is in System Administration mode.
8	Numeric keypad	Press this button to enter numbers (such as number of copies) or text.
9	<b>Dial Pause</b> button	Press this button to insert a pause between numbers when entering a recipient's number.
10	<b>Machine Status</b> button	Press this button to print reports and check the machine information such as the status of consumables and the machine's IP address.
11	<b>Energy Saver</b> button	Lights up when the machine enters Energy Saver mode to conserve power when the machine is left idle for a while. You can also press this button to enter or exit Energy Saver mode.
12	<b>Stop</b> button	Press this button to cancel a current job or failed job.
13	<b>ClearAll</b> button	Press this button to reset the displayed settings of each feature to default values or clear the entered numbers. The setting is returned to the same condition as the machine is powered on.
14	<b>Start</b> button	Press this button to start scanning documents or confirm the value of each setting.
15	<b>Error</b> indicator	Blinks if a system error occurs. This indicator lights up when a problem other than a system error occurs with the machine, including paper jams and running out of paper.
16	<b>Data</b> indicator	Blinks when the machine is sending or receiving data to or from a client. This indicator lights up when data is stored in the machine's memory or when the machine receives faxes waiting to be printed.
17	<b>Speed Dial</b> button	Press this button to specify a recipient with entering a Speed Dial number when sending a fax.
18	<b>C</b> (Clear) button	Press this button to delete one numerical value that you have entered.
19	<b>Address Book</b> button	Press this button to display the recipients registered for the Address Book when sending data by fax, e-mail, or network.
20	<b>Back</b> button	Press this button to return the display to the previous screen.
21	<b>Collated/Resolution</b> button (Quick-Button)	Press this button to display the setting screen for the Collated or Resolution function that lets you change the output method for Copy feature and the resolution for Scan feature. This button lights up when this function is available.
22	<b>2 Sided</b> button (Quick-Button)	Press this button to display the setting screen for the 2 Sided function that lets you select 2 sided printing for Copy and Scan features. This button lights up when this function is available.

No.	Component	Description
23	<b>Original Type</b> button (Quick-Button)	Press this button to display the setting screen for the Original Type function that lets you change the type of document for Copy, ID Card Copy, and Scan features. This button lights up when this function is available.
24	<b>Lighten/Darken</b> button (Quick-Button)	Press this button to display the setting screen for the Lighten/Darken function that lets you adjust the brightness for Copy, ID Card Copy, and Scan features. Also, the Toner Saver setting is available for Copy feature. This button lights up when this function is available.
25	<b>Scan</b> button	Press this button to use the Scan feature. When the Scan feature is selected, this button lights up. For more information, refer to <a href="#">Scan</a> on page 7-1.
26	<b>Fax</b> button	Press this button to use the Fax feature. When the Fax feature is selected, this button lights up. For more information, refer to <a href="#">Fax</a> on page 6-1.
27	Outline view	Used to verify the location indicated in an error message appears on the display.
28	Paper clip tray	Used as a place to store paper clips, staples, etc.
29	One touch panels (Only available for machines with the Fax Kit)	Used to specify the recipient when sending a fax. The recipients registered for one touch buttons 1 to 36 correspond to Speed Dial numbers 001 to 036.

**Note** Some buttons are not available on some models. If you add certain options, you will be able to use them. For more information, contact our Customer Support Center.

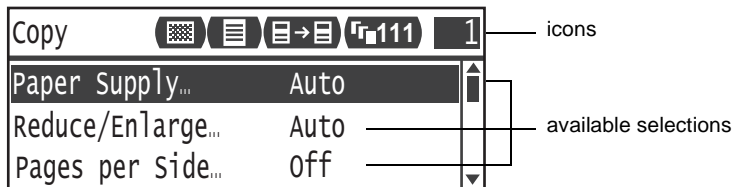
## Using Quick-Buttons

Quick-Buttons give direct access to the settings screen where you can check the current settings and make changes.



1. Hold down a Quick-Button or press it repeatedly to scroll through the options.

The screen shows the icons for the selected mode and available selections. (See example below.)



2. When the value you want is highlighted, release the Quick-Button.

After two seconds, the setting screen exits and the last item selected is applied.

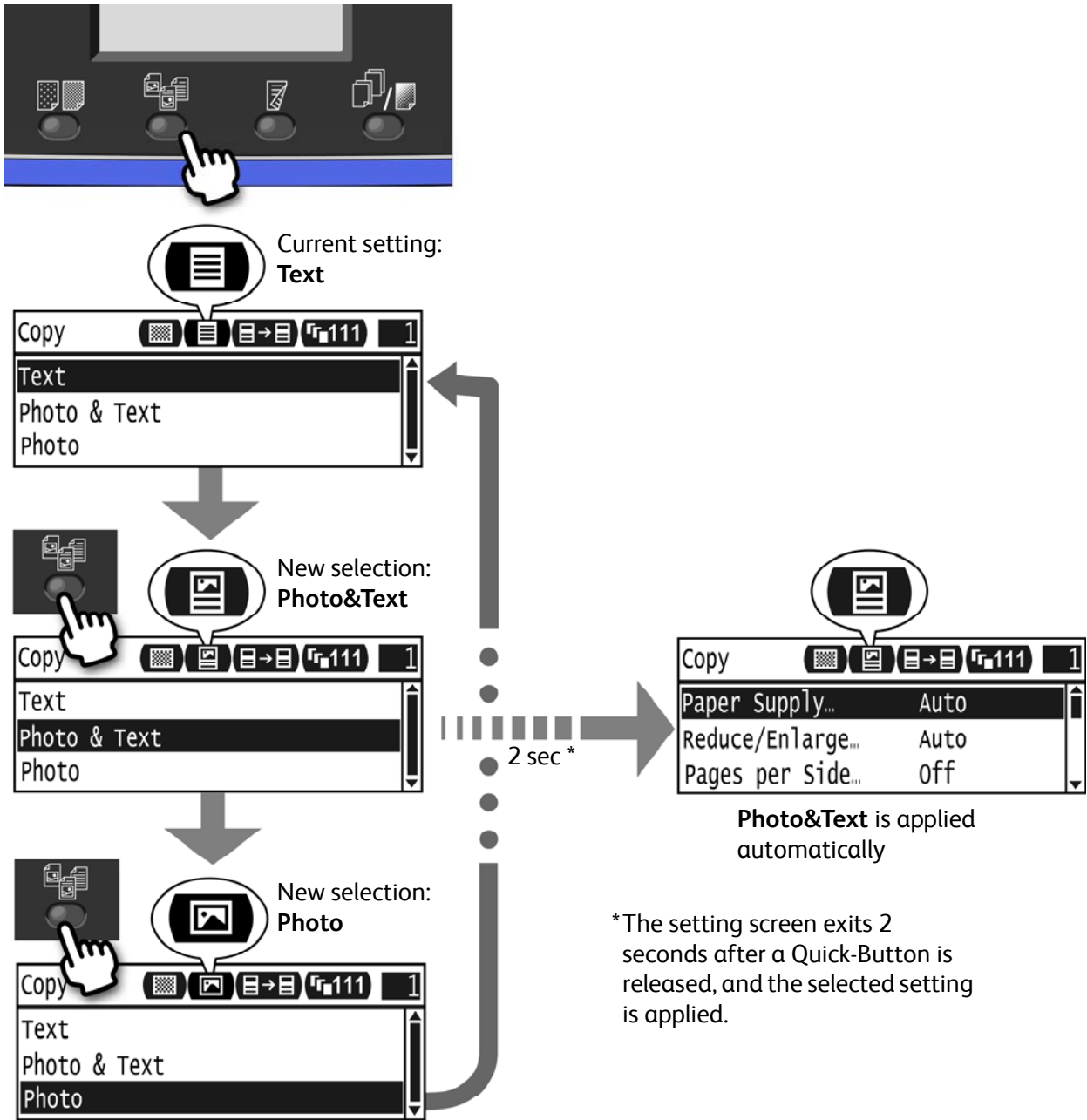
A new setting is applied when:

- 2 seconds has passed after pressing the Quick-Button and the setting screen exits.
- Another Quick-Button is pressed.
- The **Start** button is pressed. In this case, a job, such as copying in Copy mode, proceeds.
- In Scan mode, when the **Address Book** button is pressed. You can also change the address by pressing the button continuously.

**Note** The setting screen exits 2 seconds after a Quick-Button is released and the selected setting is applied.



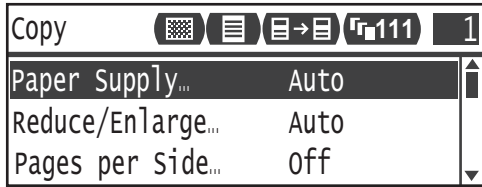
Example: Copy > Original Type

















\*The setting screen exits 2 seconds after a Quick-Button is released, and the selected setting is applied.

## About Icons on the Display

This section describes icons displayed on the screens and the functions available for each feature.



Function	Icon	Item	Copy	ID Card Copy	Scan	Fax
Lighten/Darken		Darken +2	Yes	Yes	Yes	-
		Darken +1	Yes	Yes	Yes	-
		Normal	Yes	Yes	Yes	-
		Lighten +1	Yes	Yes	Yes	-
		Lighten +2	Yes	Yes	Yes	-
		Toner Saver	Yes	-	-	-
Original Type		Photo	Yes	Yes	Yes	-
		Photo & Text	Yes	Yes	Yes	-
		Text	Yes	Yes	Yes	-

Function	Icon	Item	Copy	ID Card Copy	Scan	Fax
2 Sided		1 → 1 Sided	Yes	-	-	-
		1 → 2 Sided	Yes	-	-	-
		2 → 1 Sided	Yes	-	-	-
		2 → 2 Sided	Yes	-	-	-
		Off	-	-	Yes	-
		Flip on Long Edge	-	-	Yes	-
		Flip on Short Edge	-	-	Yes	-
Collated		Off	Yes	-	-	-
		On	Yes	-	-	-
		On (Rotate)	Yes	-	-	-
Resolution		200 × 200	-	-	Yes	-
		300 × 300	-	-	Yes	-
		400 × 400	-	-	Yes	-
		600 × 600	-	-	Yes	-

# About the Default Display Screen

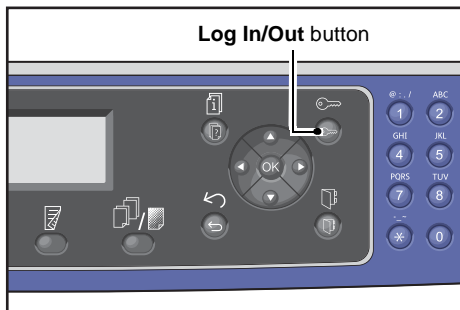
The **Default Display** screen lets you change the Default Display Screen — the screen displayed when turning the power on and after returning from Energy Saver mode.

## Setting the Default Display

You can set the default displayed screen from Copy, Fax, or Scan screen.

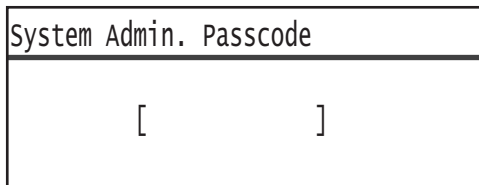
**Note** Some screens cannot be set on some models.

1. Press and hold the **Log In/Out** button for at least 4 seconds.



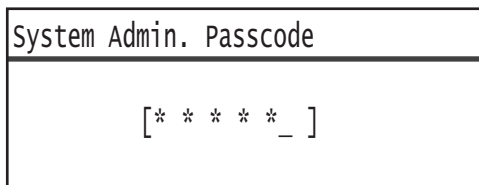
The passcode input screen appears.

**Note** The passcode is initially set to "1111"(four "1" digits).



2. Use the numeric keypad to enter the passcode, and then press the **OK** button.

**Note** The **Log In/Out** button lights when the machine is in System Administration mode.

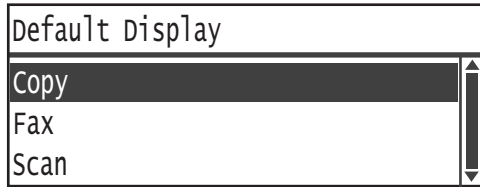


- In the **Tools** screen, select **Default Display**, and then press the **OK** button.

**Note** Select ▲ or ▼ button to move the display up and down.



- Select the desired default display, and then press the **OK** button.



# Account Modes

This section describes three different account modes that the machine offers to manage accounts effectively for copy jobs, and how to log in to the machine.

## Types of Account Modes

You can select one of the following account modes in the system settings: No Account mode, Single Account mode, or Multiple Account mode.

For information on how to select an account mode in the system settings, refer to [User Control](#) on page 9-48.

- |                              |  |
|------------------------------|--|
| <b>No Account mode</b>       | No password is set on the machine in the No Account mode, allowing all users to execute any jobs.  |
| <b>Single Account mode</b>   | A single password is set on the machine in Single Account mode. Only those who have the password can execute copy jobs on the machine.   |
| <b>Multiple Account mode</b> | Up to 30 user accounts are set on the machine in Multiple Account Mode. You can set a desired passcode for each user account. Users are required to enter their account number and passcode to log in to the machine. The system administrator can set the copy job limit on each user account, and also review the total number of copies made by each account. |

## Logging in to the Machine in Single Account Mode

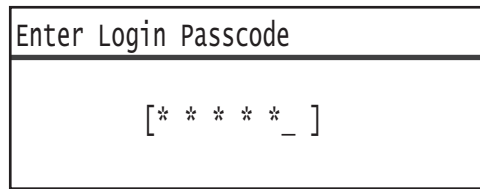
The following procedure describes how to log in to the machine when the machine is in Single Account Mode.

For more information, refer to [User Control](#) on page 9-48.

1. The passcode input screen appears.

Enter Login Passcode
[                      ]

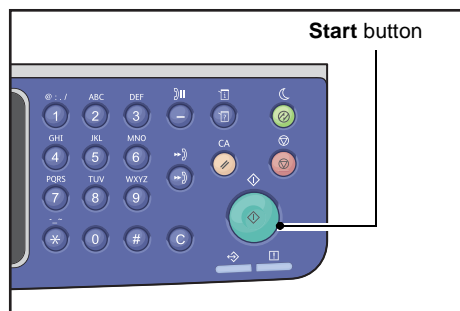
- Use the numeric keypad to enter the passcode, and then press the **OK** button.



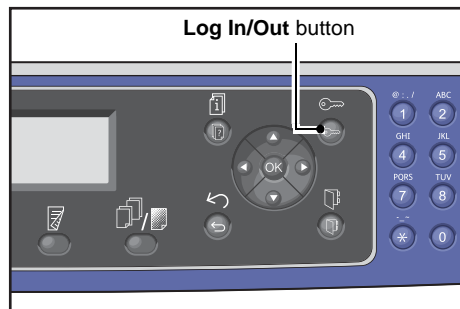
**Note** The password is the same as the system administrator's password used for entering System Administration mode from the control panel. For information, refer to [Entering System Administration Mode](#) on page 9-1.

- Press the **Start** button to confirm the entered passcode.

If the entered passcode is correct, the machine enters Copy mode.



The **Log In/Out** button is lit while you are logged in to the machine.



**Note** You do not need to log in to the machine for a scan job or print job.

To log out, press the **Log In/Out** button again.

#### Notes

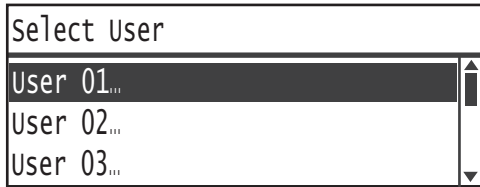
- You do not need to log in to the machine for a scan job or print job.
- To log out, press the **Log In/Out** button again.

## Logging in to the Machine in Multiple Account Mode

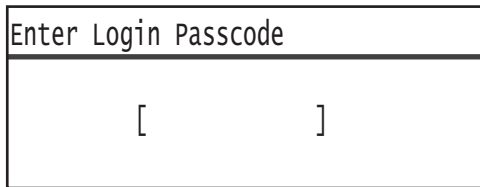
The following procedure describes how to log in to the machine when the machine is in Multiple Account Mode.

For more information, refer to [User Control](#) on page 9-48.

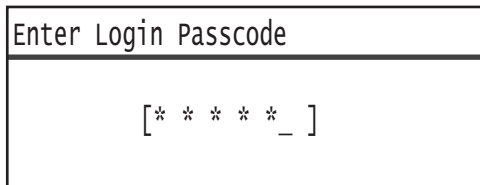
1. Select a user.



The passcode input screen appears.

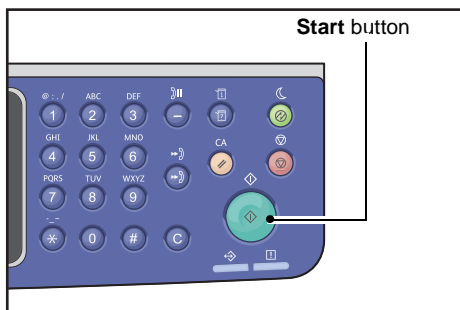


2. Use the numeric keypad to enter the passcode which corresponds to the account number of the selected user, and then press the **OK** button.



**Note** The passcode is the same as the system administrator's passcode used for entering System Administration mode from the control panel. For more information, refer to [Entering System Administration Mode](#) on page 9-1.

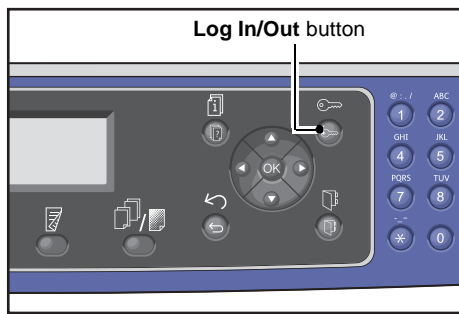
3. Press the **Start** button to confirm the entered passcode.



If the entered passcode is correct, the machine enters Copy Mode.



The **Log In/Out** button remains lit while you are logged in to the machine.



### Notes

- You do not need to log in to the machine for a scan job or print job.
- To log out, press the **Log In/Out** button again.

# Entering Text

Some operations display screens for entering text. This section describes how to enter text.

You can enter numbers, letters and symbols.

Use the numeric keypad to enter text. The type of characters you can select varies according to the menu.

Example Menu Item	Button	Characters You Can Enter
Name, E-mail Address (and others) (The set of characters you can enter changes with each press of the button.)	1	@ → : → . (Period) → / → 1 → @ (Toggles back to start.)
	2	a → b → c → A → B → C → 2 → a (Toggles back to start.)
	3	d → e → f → D → E → F → 3 → d (Toggles back to start.)
	4	g → h → i → G → H → I → 4 → g (Toggles back to start.)
	5	j → k → l → J → K → L → 5 → j (Toggles back to start.)
	6	m → n → o → M → N → O → 6 → m (Toggles back to start.)
	7	p → r → s → Q → R → S → 7 → p (Toggles back to start.)
	8	t → u → v → T → U → V → 8 → t (Toggles back to start.)
	9	w → x → y → z → W → X → Y → Z → 9 → w (Toggles back to start.)
	0	0
	*	- (Hyphen) → _ → ~ → . (Toggles back to start.)
	#	@ → . (Period) → (Space) → \ → _ → ! → " → # → \$ → % → & → ' → ~ → ^ →   → ` → : → ; → ? → , → + → - → / → = → ( → ) → [ → ] → { → } → < → > → @ (Toggles back to start.)

Example Menu Item	Button	Characters You Can Enter
Phone Number, Fax Number (and others)	1	1
	2	2
	3	3
	4	4
	5	5
	6	6
	7	7
	8	8
	9	9
	0	0
	*	*
	#	#
	Dial Pause	- (Pause)
IP Address, etc. (Only numerals can be entered for Buttons 4 to 9 and 0.)	1	: →1 → back to :
	2	A →B →C → 2 → back to A
	3	D → E → F → 3 → back to D

# Setting the Options Configuration

When the Network Kit is installed, you can retrieve information of machine configuration into the print driver.

Update the information of machine configuration when any optional component is changed.

## When Using the Ethernet Interface

You can load the machine's option configuration automatically to the print driver.

### Notes

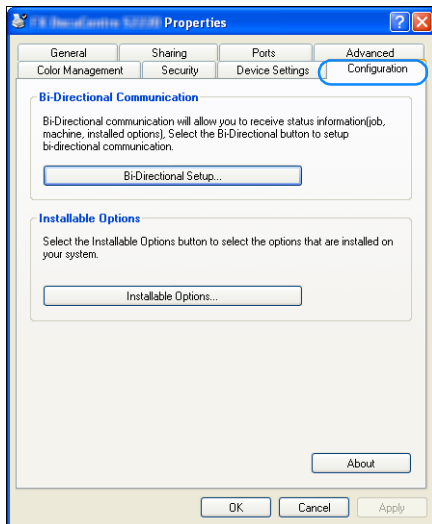
- This function is not available for some models. The Network Kit is required. For more information, contact our Customer Support Center.
- When using this function, activate the SNMP port. (Default: Enabled)
- If you failed to retrieve information of machine configuration or are using the USB interface connection, set the information of machine configuration manually. For more information, click **Help** on the screen to display Help Information.

Follow the steps below to set the option configuration.

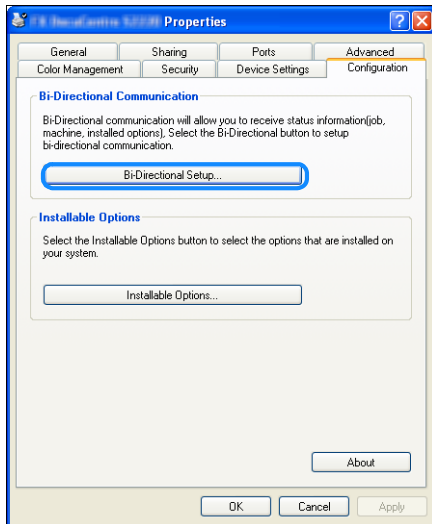
1. From your computer's **Start** menu, select **Printer and Faxes** to display the property of your machine.

**Note** Some operating systems display **Printer** or **Devices and Printers** instead of **Printer and Faxes**.

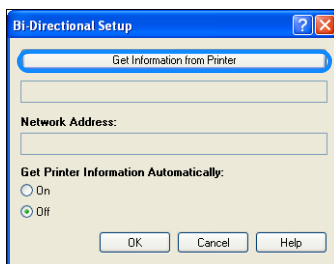
2. Click the **Configuration** tab.



### 3. Click **Bi-Directional Setup**.



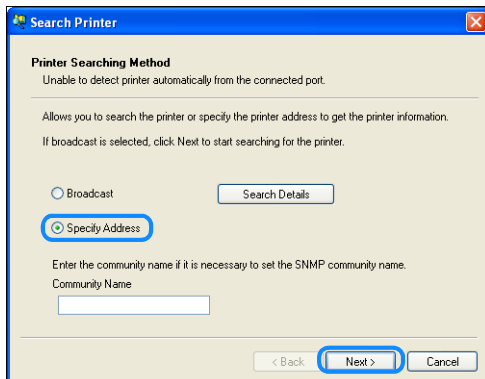
### 4. Click **Get Information from Printer**.



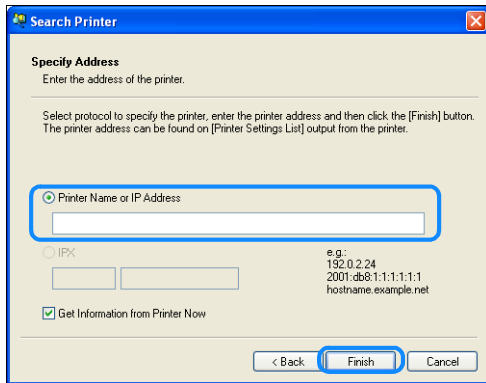
### If Printer Searching Method is displayed

The machine's information is not loaded onto the print driver. Complete the following operations.

#### 1. Select **Specify Address**, and click **Next**.



2. Enter the printer name or IP Address in the **Printer Name or IP Address** field.



3. Click **Finish**.
4. Click **OK**.

# Loading Paper

# 4

This chapter describes the paper that can be used with the machine, precautions when handling paper, and how to load paper in trays.

## Paper Types

To achieve optimum machine performance, use only paper types recommended by Xerox. Use of non-recommended paper types may result in paper jams, lower print quality, malfunctions, or damage to the machine.

If you wish to use paper other than the paper recommended by Xerox, contact our Customer Support Center.

### Notes

- Do not use conductive paper such as origami paper, carbonic paper, or conductively-coated paper. When a paper jam occurs, it may short-circuit the machine and eventually cause a fire.
- Moisture generated by water, rain, or vapor may cause the printed images to fade. For more information, contact our Customer Support Center.

## Supported Paper Weights and Sheet Counts

Paper Tray	Basis Weight	Loadable Quantity	Paper Types
Tray 1 (standard)	60 to 90 gsm	250 * <sup>1</sup> sheets (Up to 27 mm)	Lightweight (60-63 gsm) Plain 1 (64-79 gsm) Plain 2 (80-90 gsm)
Tray 2 (One Tray Module) (Optional) Trays 3, 4 (Two Tray Module) (Optional)	60 to 216 gsm	500 * <sup>1</sup> sheets (Up to 54 mm)	Lightweight (60-63 gsm) Plain 1 (64-79 gsm) Plain 2 (80-90 gsm) Heavyweight (91-169 gsm) Extra-HW (170-216 gsm)
Tray 5 (bypass)	60 to 216 gsm	100 * <sup>2</sup> sheets (Up to 10 mm)	

\*<sup>1</sup> When using 80 gsm paper

\*<sup>2</sup> When using Xerox<sup>®</sup> standard paper

### Notes

- Paper jams may result if you attempt to print on a different paper type or size than the type or size selected in the print driver, or from a tray that does not support the loaded paper. Select the correct paper size, type, and tray to ensure successful printing.
- Basis weight is the weight of one sheet of paper of 1 m<sup>2</sup> in size.

### Supported paper sizes:

- Maximum: A3, 11 × 17" (Non-standard size: 297 × 432 mm)
- Minimum: A5 (Non-standard size: 98 × 127 mm)

### Duplexing (2-sided printing)

The following paper types are supported for automatic duplexing:

- Lightweight (60 to 63 gsm)
- Plain 1 (64 to 79 gsm)
- Plain 2 (80 to 90 gsm)

## Supported Paper Types

When printing or copying on commonly used paper (plain paper), use paper meeting the standards described below. To copy or print as clear as possible, we recommend the following standard paper.



## Usable Paper

In addition to the standard/semi-standard paper, the following paper also can be used.

	Paper Name	Size	Weight (gsm)	Paper Type	Notes
Baseline Paper	Xerox® Business Multipurpose 4200 20 lb.	8.5*11	75	Plain 1	
Semi-Standard Papers	Boise Cascade X-9	8.5*13	75	Plain 1	
	Color Xpressions Planet20	11*17	105	Heavyweight	Bypass only
	Colotech+90	A3	90	Plain 2	
	Premier 60	A4	60	Plain 1	
	Premier 80	A3	80	Plain 2	
	Premier 80	A4	80	Plain 2	
	Xerox® Business 4200	11*17	75	Plain 1	
	Xerox® Business 4200	8.5*14	75	Plain 1	
	Xerox® DIGITAL PAPER	8.5*13.4	75	Plain 1	
	Protucel Navigator	A4	80	Plain 2	
	Colotech+160	A3	160	Heavyweight	Bypass only
	Colotech+220		220	Heavyweight	Not guaranteed; specified maximum is 216 gsm.

## Unusable Paper

Using paper not recommended by Xerox may cause a paper jam or machine malfunction. Use paper recommended by Xerox.

- Damp or wet paper
- Paper pre-printed with other printer or copying machine
- Wrinkled, creased, or ripped paper
- Envelopes that are not flat, or that have clasps
- Color paper with surface treatments
- Paper with rough surface, such as pulp paper or fibrous paper
- Punched paper
- Transparency film

## Storing and Handling Paper

### **Please keep the following points in mind when storing paper**

- Store paper inside a cabinet or other dry place. Paper that has absorbed moisture can result in paper jams and lower image quality.
- After opening a package of paper, wrap and store any remaining paper. We recommend that you store remaining paper in moisture prevention packets.
- Store paper on a flat surface to prevent bends or warping.

### **Please adhere to the following points when loading paper in a tray**

- Align the stack of paper neatly before loading it in a tray.
- Do not use creased or wrinkled paper.
- Do not use warped or curled paper.
- Do not load paper of mixed sizes together into a tray.
- Take care not to touch the print side. Oils from your skin could adhere to the print media, which could affect printing quality. If unavoidable, be sure to use a finger cot, gloves, or other means to cover your fingers before touching the print media.
- LEF is recommended for heavyweight media feeds from the Tray 5 (bypass). If a misfeed occurs, please apply an intentional upper curl to the leading edge of the paper.
- Do not load paper above the maximum fill line in Trays 1 to 5. It may cause paper jams.
- When Heavyweight Paper/Extra-HW Paper is supplied to Tray 5 and causes paper jams, reduce the paper quantity or turn over the paper in Tray 5.

# Loading Paper

## Types of paper loaded in trays

The machine automatically detects the size and orientation of paper loaded in a tray, but the paper type must be set manually. Each tray's default paper type setting is Plain 1 paper. Change the paper type setting when loading a different type of paper. You can also set a non-standard paper size as **Custom Size** paper in Tray 5 (the bypass tray).

For information on how to change the paper type setting, refer to [Changing the Paper Settings](#) on page 4-11.

## Automatic Paper Selection

When processing a print job, specify the settings in the print driver's screen by selecting **Automatically Select** for **Select By Tray** under Paper in the Paper/Output tab. The machine automatically selects a tray to match the specified document size and orientation. This function is called Automatic Paper Selection.

To activate Automatic Paper Selection when copying, set **Paper Supply** to **Auto**.

The Automatic Paper Selection function selects the trays in order from Tray 1 > Tray 2 > Tray 3 > Tray 4 > Tray 5 if there is more than one paper tray that matches.

### Notes

- Trays 2 to 4 are optional components.
- When the machine runs out of paper during copying or printing, the tray switches to the next tray containing paper of the same size and orientation or the tray set in priority. If the tray containing paper of a different size or orientation is selected and runs out of paper again, the printing process is paused until paper is loaded instead of switching to the next tray (Auto Paper Selection function).

For more information on setting the Auto Paper Selection function, refer to [Auto Paper Selection](#) on page 9-48.

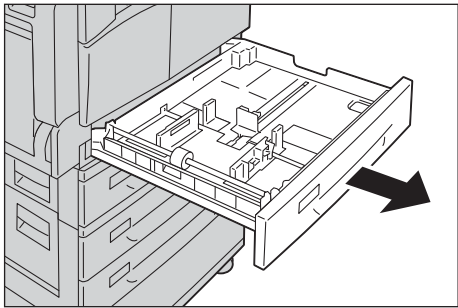
## Loading Paper in Trays 1 to 4 (Optional)

When the machine runs out of paper during copying or printing and an error code is displayed on the machine status diagram, add paper to the tray. Copying or printing automatically resumes when paper is added.

**Note** Fan the paper well before loading it in the tray. This prevents pages from sticking to each other and reduces paper jams.

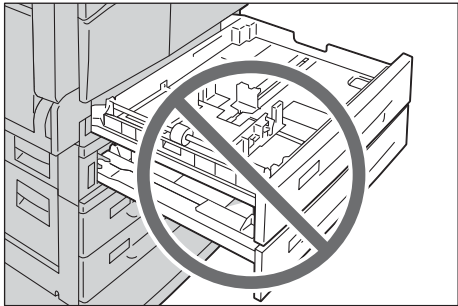
For information on how to change the paper size and orientation in a tray, refer to [Changing the Paper Size for Trays 1 to 4](#) on page 4-9.

1. Pull out the tray until it stops.

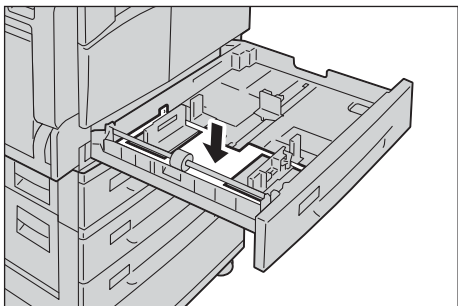


### Notes

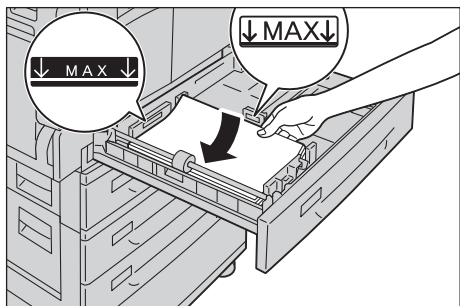
- While the machine is copying or printing, do not pull out the tray that the job uses.
- To prevent paper jams or loading errors, do not load different sizes or types of paper on top of any remaining paper in a tray.
- Pulling out all the trays at once could cause the machine to tilt or fall, causing injury.



2. For Tray 1, push down the metal plate to the bottom of the tray.



3. Load the paper with the side to be copied or printed facing up. Align the leading edge of the paper with the left side of the tray.



#### Notes

- Do not load paper above the maximum fill line. Doing so could cause paper jams or machine malfunctions.
  - Do not place any paper or objects in the empty space on the right side of Tray 1 or 2. Doing so could cause paper jams or machine malfunctions.
4. Push the tray in gently until it stops.

**Note** When pushing the tray in, do it slowly. Pushing the tray with too much force could cause machine malfunctions.

## Loading Paper in Tray 5 (Bypass)

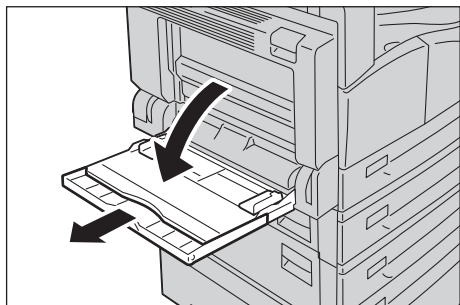
When printing or copying on the paper that cannot be set in Tray 1 to 4, use Tray 5 (bypass).

For printing, specify the settings on the Paper/Output tab using the print driver. Also specify the type of paper to be loaded.

#### Notes

- To prevent paper jams or loading errors, do not remove paper from its packaging until needed.
- Fan the paper well before loading it in a tray. This prevents the pages from sticking to each other and reduces paper jams.
- When paper is loaded into Tray 5 (bypass), Tray 5 is automatically selected and the screen for setting the paper size and type is displayed. For more information, refer to [Paper Supply](#) on page 5-17.

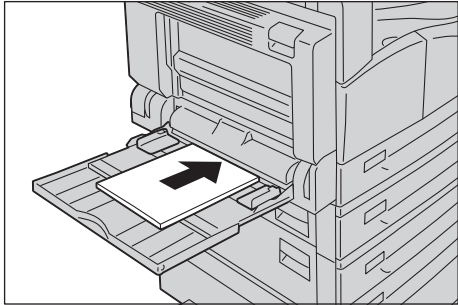
1. Open Tray 5 (bypass).



**Note** If necessary, pull out the extension tray. Pull out the extension tray gently.

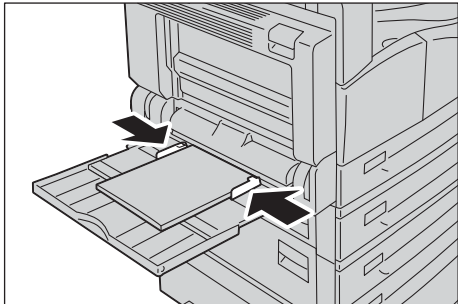
## Loading Paper

2. Load paper with the side to be copied or printed on facing down, inserting the paper until its edge lightly touches against the paper feed entrance.



### Notes

- Do not load mixed paper types in a tray.
  - Do not load paper above the maximum fill line. Doing so could cause paper jams or machine malfunctions.
  - The machine may not be able to feed or create the desired print quality for some types of heavyweight paper.
3. Gently align the paper guides to the loaded paper.



4. Execute the copy or print operation.

# Changing Paper Size

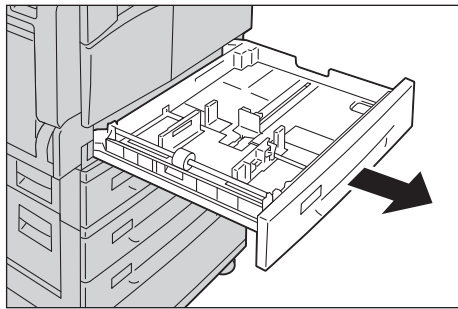
This section describes how to change paper size in Trays 1 to 4.

## Notes

- Do not load mixed paper sizes into a tray.
- A paper type is preset for Trays 1 to 4. Normally, Plain 1 is set for the trays. When changing it to a different paper type, change the paper quality settings to match the type of paper to be loaded so that you can maintain high quality printing. For more information on how to set the paper quality, refer to [Changing the Paper Settings](#) on page 4-11.

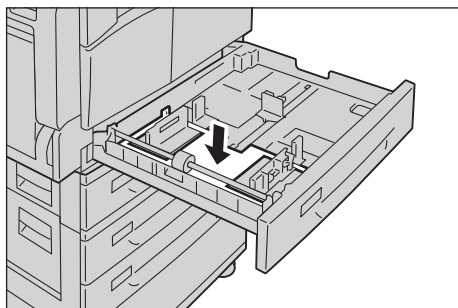
## Changing the Paper Size for Trays 1 to 4

1. Pull out the tray until it stops.



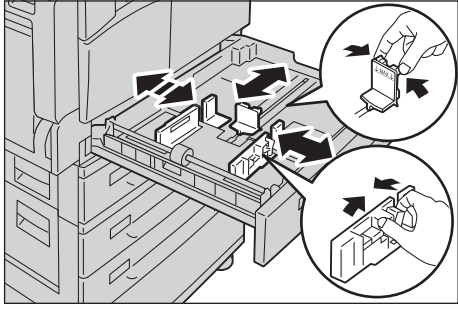
## Notes

- While the machine is copying or printing, do not pull out the tray that the job uses.
  - To prevent paper jams or loading errors, do not load different sizes or types of paper on top of any remaining paper in a tray.
2. Remove any paper loaded in the tray.
  3. For Tray 1, push down the metal plate to the bottom of the tray.

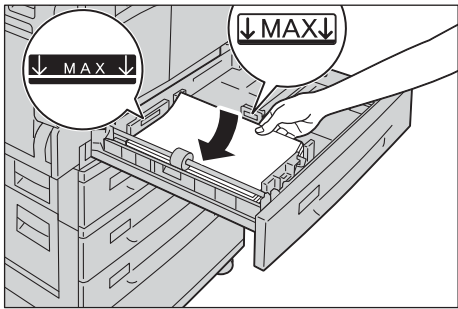


## Loading Paper

4. While pinching the two paper guide levers, move them to the edges of the paper.



5. Load the paper with the side to copy or print on facing up. Align the leading edge of the paper with the left side of the tray.



**Note** Do not load paper above the maximum fill line. Doing so could cause paper jams or machine malfunctions.

6. Push the tray in gently until it stops.

### Notes

- When pushing the tray in, do it slowly. Pushing the tray with too much force could cause machine malfunctions.
- Affix the paper size label to the front of the tray.



# Changing the Paper Settings

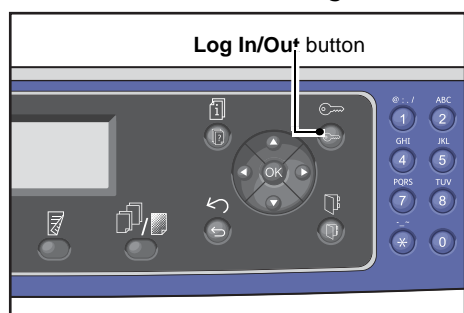
This section describes how to change the paper type setting for a tray.

A paper type is preset for Trays 1 to 4. Normally, Plain 1 is set for the trays. To maintain the same print quality after changing paper in a different quality in the same tray, you need to change the paper quality setting for the tray that matches new paper loaded.

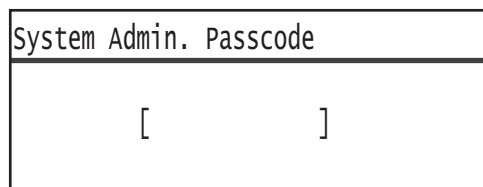
For more information, refer to [Supported Paper Types](#) on page 4-2.

For information on the paper size setting for Tray 5, refer to [Tray 5](#) on page 5-18.

1. Press and hold the **Log In/Out** button for at least 4 seconds.



2. Use the numeric keypad to enter the passcode, and then press the **OK** button.



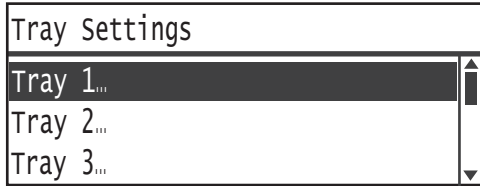
## Notes

- The passcode is initially set to "1111" (four "1" digits).
  - The **Log In/Out** button lights up when the machine is in System Administration mode.
3. Select **Tray Settings**, and then press the **OK** button.



## Loading Paper

4. Select the desired paper tray, and then press the **OK** button.

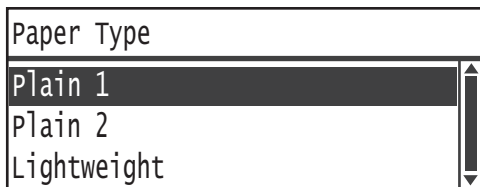


5. Select **Paper Type**, and then press the **OK** button.



**Note** If you select Tray 5 (bypass), **Paper Size** and **Paper Type** are displayed. To change the paper size, select **Paper Size**.

6. Select the desired paper type, and then press the **OK** button.



7. Press the control panel's **Log In/Out** button.

**Note** The **Log In/Out** button light goes out when the machine has exited System Administration mode.

## Copying Procedure

This section describes the basic copy procedures.

### Placing the Document

The following two methods are available to load documents:

#### Document feeder

- Single sheet
- Multiple sheets

#### Document glass
















- Single sheet
- Bound documents, such as book

**Note** The document feeder is not available for some models. An optional component is required. Contact your local Xerox representative.





### Document Feeder

#### Supported document sizes

You can place documents of the standard sizes in the document feeder.

When a document is placed in the document feeder, the machine detects the document size automatically. The following standard size documents are detected automatically: A3 , B4 , A4 , A4 , B5 , B5 , A5 , 11 × 17" , 8.5 × 14" , 8.5 × 13" , 8.5 × 11" , 8.5 × 11" , 8K , 16K , and 16K .

#### Notes

- You can select one of the following alternative document sizes:
  - 8.5 × 14"  or 8.5 × 13" 
  - B5  or 16K 
- When using a 2-sided document in the document feeder, make sure to set **Original - Binding Position** properly.

### Supported documents types (weights)

Documents with weights from 38 to 128 gsm (50 to 128 gsm for 2-sided documents) can be placed in the document feeder and scanned.

The document feeder accepts the following number of sheets.

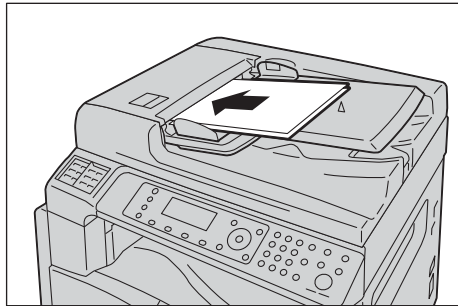
Document type (gsm)	Number of sheets
Lightweight (38 to 49 gsm)	110 sheets
Plain (50 to 80 gsm)	110 sheets
Heavyweight (81 to 128 gsm)	75 sheets

**Note** To avoid paper jams, use the document glass for mixed size, folded, wrinkled, cut-and-pasted documents, curled paper, or carbon-backed paper. If you can flatten the curled document, you can use it.

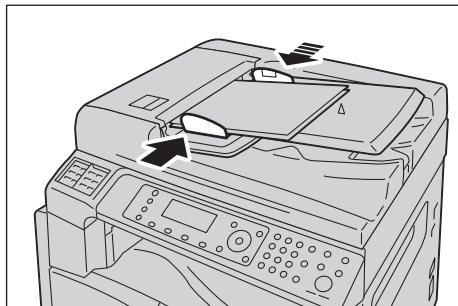
Follow the steps below to place documents in the document feeder.

You can place single or multiple sheet documents.

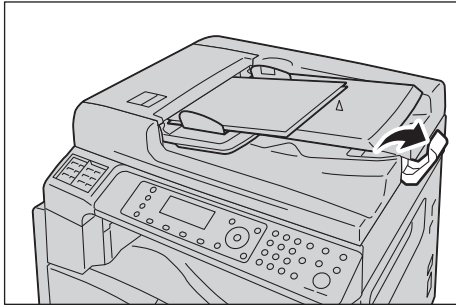
1. Remove any paper clips or staples from the document before placing it in the document feeder.
2. Place the document in the center of the document feeder, with the side to copy (or the front surface of a 2-sided document) facing up.



3. Align the document guides to each side of the document.














4. Open the document stopper.



## Document Glass

### Document sizes supporting automatic detection

The document size is detected automatically when **Original Size** is set to **Auto**.
















The following document sizes are detected automatically: A3 , B4 , A4 , A4 , B5 , B5 , A5 , 11 × 17" , 8.5 × 11" , 8K , 16K , and 16K .

#### Notes

- When copying multiple pages of a document, the document size of the first document page is set to copy the rest of the document.
- The machine automatically determines the tray holding the appropriate paper, based on the document size and the specified zoom ratio.


### Supported document sizes

You can select one of the following document sizes for using the document glass.

A3 , B4 , A4 , A4 , B5 , B5 , A5 , 11 × 17" , 8.5 × 14" , 8.5 × 13" , 8.5 × 11" , 8.5 × 11" , 8K , 16K , and 16K .

#### Notes

- When **Original Size** is set to **Auto**, an error screen appears when you place a non-standard size document on the document glass. In this case, select a document size manually by selecting **Original Size** from the menu items. Depending on the selected document size, the printout may be too large for the paper or may have shadows at the edges.
- You can select a custom paper size specified for Tray 5 (bypass) using the Custom Paper Size Settings. For more information, refer to [Custom Paper Size Settings](#) on page 9-18.

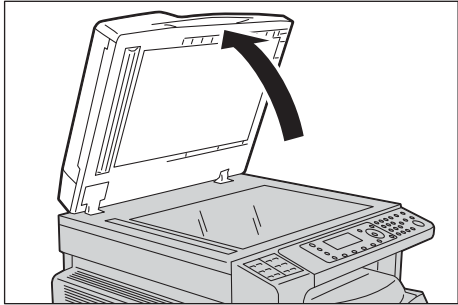
 **CAUTION:** Do not apply excessive force to hold a thick document on the document glass. Doing so may break the glass and cause injuries.

Follow the steps below to place a document on the document glass.

## Copy

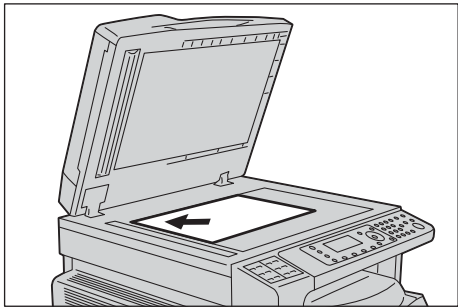
You can place a single sheet document or bound document, such as a book, on the document glass.

1. Open the document cover.

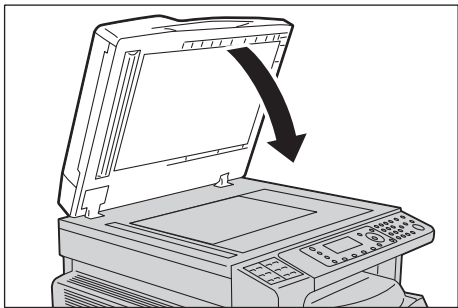


**Note** When using the document glass, make sure to close the document cover after finishing your copy job.

2. Place the document face down and align it against the top left corner of the document glass.



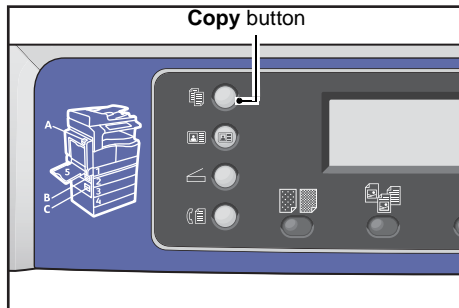
3. Close the document cover.



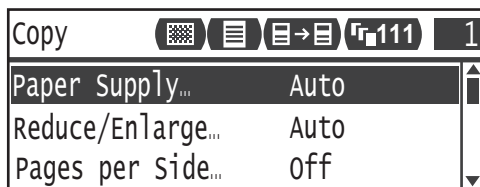
## Advanced Settings

### Notes

- The settings displayed may vary according to model.
  - You may need to enter a passcode to use the copy feature. Ask your system administrator for the passcode.
1. Press the **Copy** button.



2. Make advanced settings as needed.

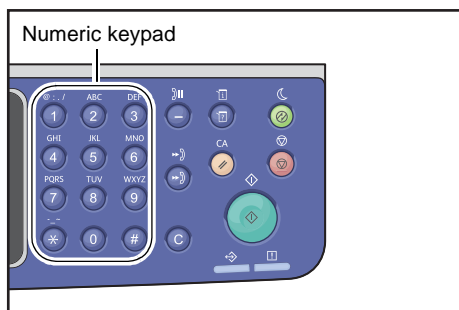


**Note** Refer to [Advanced Copy Settings](#) on page 5-13.

## Entering the Number of Copies

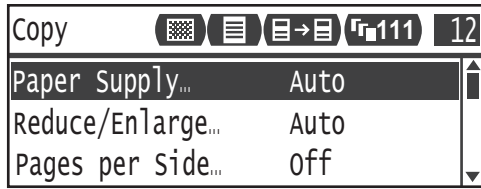
You can enter a value between 1 and 999 for the number of copies.

1. Use the numeric keypad to enter the desired number of copies.

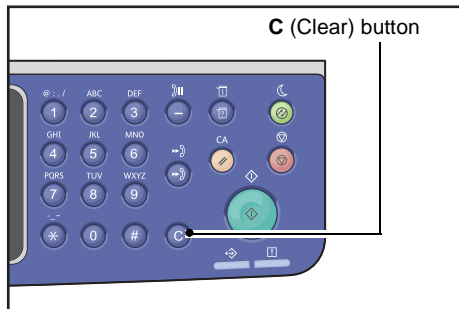


## Copy

The entered value appears in the machine status diagram.

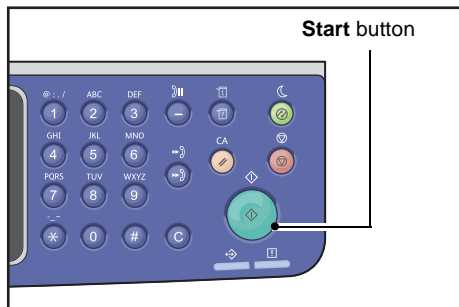


**Note** If you entered an incorrect value, press the **C** (Clear) button, and then enter the correct value.



## Starting the Copy Job

1. Press the **Start** button.



### Notes

- If the document is placed in the document feeder, do not press down on the document while it is being fed through the machine.
- If a problem occurs, an error code appears on the screen. For information on error codes, refer to [Error Codes](#) on page 13-32.

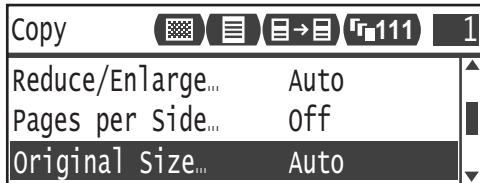


## Placing a Document on the Document Glass

### Copying documents of non-standard sizes

An error screen appears when you place a non-standard size document on the document glass. In this case, select a document size manually by selecting **Original Size** from the menu items.

**Note** Depending on the selected document size, the printout may be too large for the paper or may have shadows at the edges.

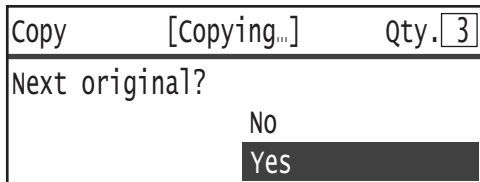


### Copying multiple sets of documents

You can continue copying multiple sets of documents using any of the following settings:

- Collated: On
  - 2 Sided: 1 → 2 Sided, 2 → 2 Sided
  - Pages per Side: 2 Pages or 4 Pages
  - ID Card Copy: On
1. After the first page of a document is scanned, the **Next original?** message appears. Select **Yes**, and then press the **OK** button.

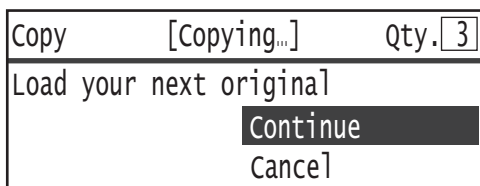
**Note** If there is no other page, select **No**, and then press the **OK** button.



2. Place the next page of the document in the machine, select **Continue**, and then press the **OK** button.

#### Notes

- Repeat Steps 1 and 2 as many times as needed.
- If there is no other page, select **Cancel**, and then press the **OK** button.



## Copy

3. After you place all of the document pages in the machine, select **No** when **Next original?** appears, and then click the **OK** button.

Copy	[Copying...]	Qty. [3]
Next original?		
<input checked="" type="radio"/> No		
<input type="radio"/> Yes		

## About Auto Rotation

The copy feature supports the Auto Rotation function that the machine automatically prints a scanned page to fit onto a page of paper by rotating the scanned image although the orientation of the document is different from the paper loaded in the tray.

You can set this feature in the following cases:

- The tray selection is set to automatic.
- The zoom ratio is set to automatic.
- The zoom ratio is set to **100%** and both document and paper are the same size.
- The **Pages per Side** function is used.

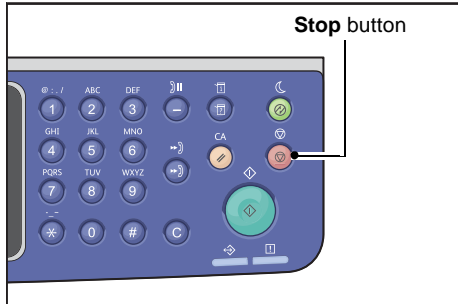
If none of the above conditions applied when copying, the machine does not perform Auto Rotation, which may result in a part of the image to be missing.

# Operations Performed While Copying

While the machine is copying, you can cancel the currently executing job, and check or cancel pending jobs.

## Stopping a Copy Job

To cancel the currently copying job press the **Stop** button.



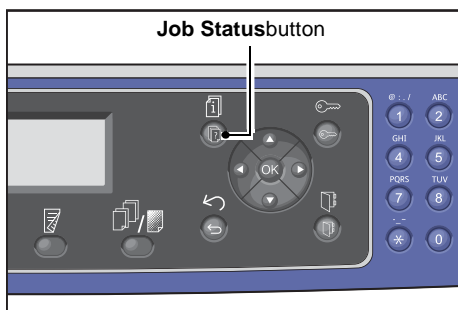
## Checking Job Status

Follow the steps below to check the status of the copy job being executed, or the status of a copy job waiting to start (a pending job).

**Note** You can cancel the currently executing copy job or a pending copy job.

For more information on operation in job screen, refer to [Canceling the Current Job](#) on page 11-3.

1. Press the **Job Status** button.



2. Check the job status.

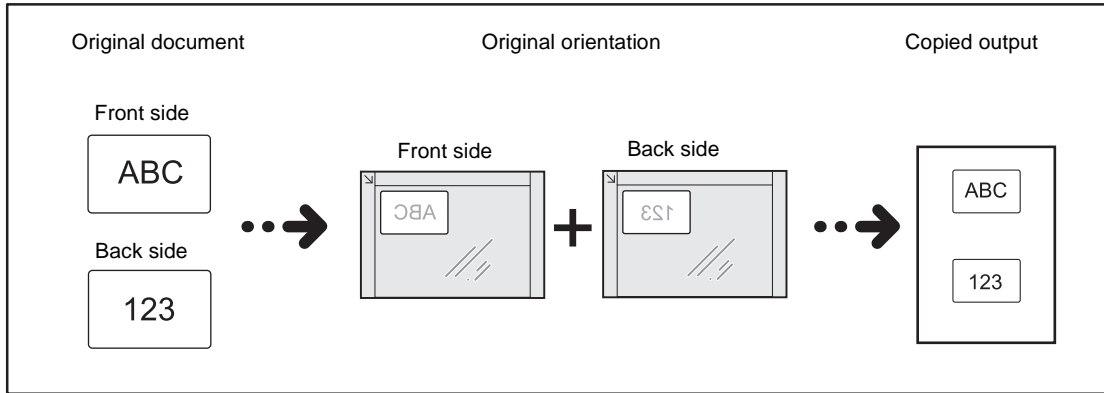
Active Jobs	[Stop]:Delete
Print	A3 □
Print	A4 □
Scan	01 PC1

3. After checking the job status, press the **Job Status** button again.

# ID Card Copy

You can copy both sides of an ID card (name card, employee card, etc.) on one side of paper.

Press the **ID Card Copy** button to enable this feature.



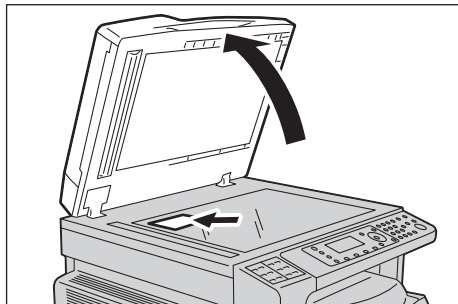
## Notes

- Place an ID card in the upright position.
- Setting ID Card Copy to On automatically sets Reduce/Enlarge to 100%. You can change the zoom ratio manually.

Follow the steps below to use the ID Card Copy feature.

1. Place an ID card face down at least 5mm away from the top left corner of the document glass, and then close the document cover.

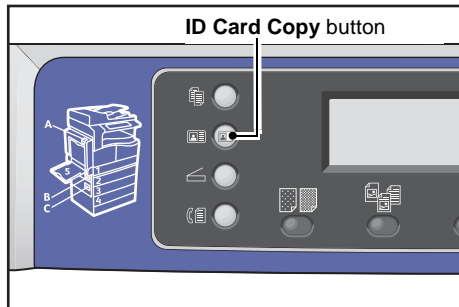
Placing the ID card too close to the corner of the document glass may not copy the edge of the ID card properly.



2. Press the **ID Card Copy** button.

#### Notes

- For your assistance, follow the guidance of ID Card Copy displayed on the screen.
- To copy an ID Card with its four edges, select **Photo & Text** or **Photo** by pressing the **Original Type** button.

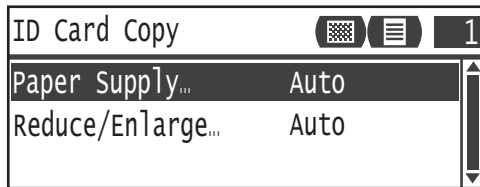


3. Make advanced settings as needed.

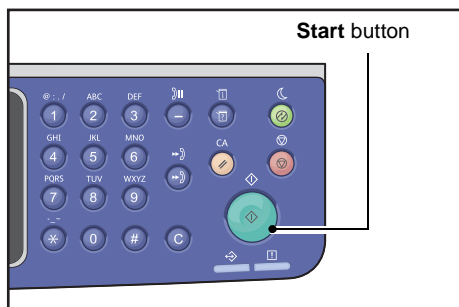
The following settings are also available by:

- Lighten/Darken - Press the **Lighten/Darken** button.
- Original Type - Press the **Original Type** button.

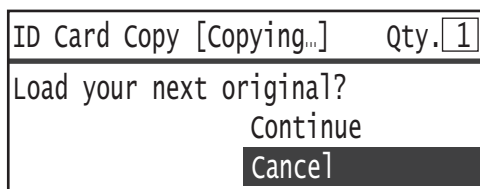
For more information, refer to [Advanced Copy Settings](#) on page 5-13.



4. Press the **Start** button.

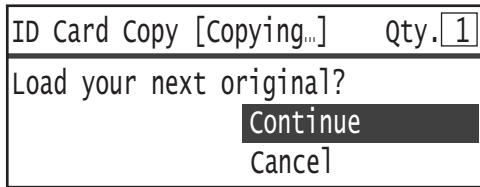


To finish scanning to print only one side of the ID card, select **Cancel**, and then press the **OK** button.



## Copy

5. To continue scanning the other side of the ID card, place the other side of the ID card face down slightly away from the top left corner of the document glass, and then close the document cover.
6. Select **Continue**, and then press the **OK** button to start printing two sides of the ID card.



# Advanced Copy Settings

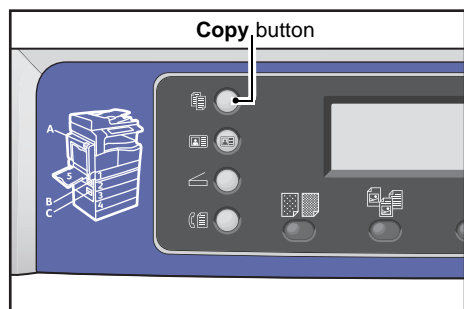
Feature	Description	See page
Lighten/Darken <sup>*1</sup>	Adjusts the copy density.	P. 5-14
Original Type <sup>*1*2</sup>	Sets the document type.	P. 5-15
2 Sided <sup>*1</sup>	Used to select 1 Sided or 2 Sided copying.	P. 5-16
Collated	Sets the output method to use when making multiple sets of copies.	P. 5-17
Paper Supply <sup>*1</sup>	Sets the tray to use.	P. 5-17
Reduce/Enlarge <sup>*1</sup>	Sets a reduction or enlargement factor.	P. 5-19
Pages per Side	Used to copy multiple documents on a single page.	P. 5-20
Original Size <sup>*2</sup>	Sets the document size.	P. 5-20
Original - Binding Position	Sets the binding position of documents.	P. 5-22
Output - Binding Position	Sets the binding position of the outputs.	P. 5-22
Edge Erase <sup>*1*2</sup>	Sets the value for the Edge Erase function used to eliminate shadows.	P. 5-23

<sup>1</sup> You can change the default value of the Copy functions.

<sup>2</sup> You can change the default value of the ID Card Copy functions.

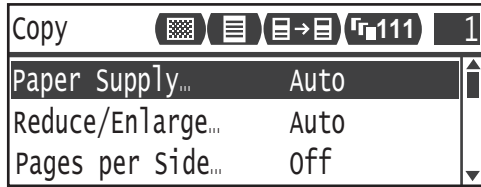
For more information on defaults that can be changed, and how to change them, refer to [Default Settings](#) on page 9-8.

1. Press the **Copy** button.



## Copy

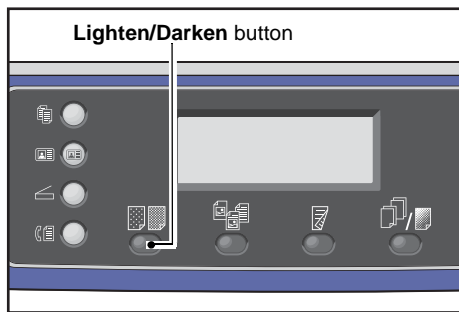
2. Select the desired setting as needed.



## Lighten/Darken

You can set the density from five levels. The farther left the position of ▲, the darker the copy; the farther right, the lighter and toner saver mode.

1. Press the **Lighten/Darken** button.



2. Brightness level and Toner Saver changes every time the **Lighten/Darken** button is pressed. The selection is applied when the screen returns to the main menu screen without pressing the **OK** button.

You can change the displayed time length of the setting screen.

For more information on changing the displayed time length of the setting screen, refer to [Quick-Button Selection Timer](#) on page 10-12.

Dark +2	Creates copies with the darkest density. Use this setting to scan documents containing light objects.
Dark +1	Creates copies with a fairly dark density. Use this setting to scan documents containing fairly light objects.
Normal	Creates copies with the same density as the document.
Light +1	Creates copies with a fairly light density. Use this setting to scan documents containing fairly dark objects.



**Light +2** Creates copies with the lightest density. Use this setting to scan documents containing dark objects.

**Toner saver** Creates copies using less amount of toner with the following settings.

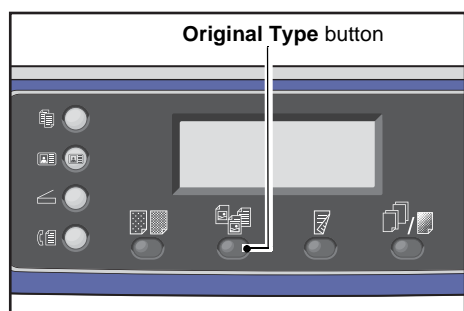
- Lighten/Darken: Lighten +2
- Sharpness: Sharpen +2
- Original Type: Photo & Text

**Note:** Toner Saver cannot be selected for ID Card copy.

## Original Type

You can set the type of document to optimize copies.

1. Press the **Original Type** button.



2. The selection of a document type changes everytime the **Original Type** button is pressed. The selection is applied when the screen is returned to the main menu screen without pressing the **OK** button.

You can change the displayed time length of the setting screen.

For more information on changing the displayed time length of the setting screen, refer to [Quick-Button Selection Timer](#) on page 10-12.

Name	Description
Text (default)	Select this option when the document contains sharp black and white objects such as text.
Photo & Text	Select this option when the document contains both text and photos.
Photo	Select this option when the document contains only photos.

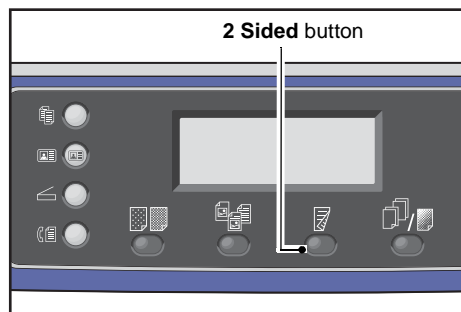
## 2 Sided

You can set the machine to scan a 1-sided or 2-sided document, or copy to one or both sides of the paper.

### Notes

- This feature is available when the duplex output unit is installed on the machine.
- You can select **2→1 Sided** or **2→2 Sided** when document is placed in the document feeder. (The document feeder must be installed.)
- When placing document on the document glass, you can only select either **1→1 Sided** or **1→2 Sided**.
- **1→2 Sided** and **2→2 Sided** can only be used with **Lightweight**, **Plain 1**, and **Plain 2** paper quality.

1. Press the **2 Sided** button.



2. The selection of a copy method changes everytime the **2 Sided** button is pressed. The selection is applied when the screen is returned to the main menu screen without pressing the **OK** button.

You can change the displayed time length of the setting screen.

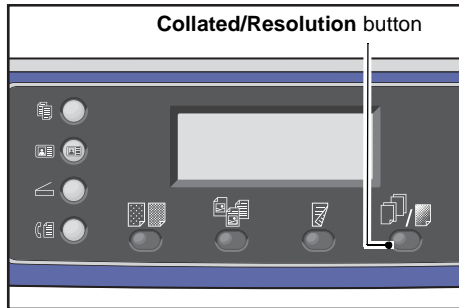
For more information on changing the displayed time length of the setting screen, refer to [Quick-Button Selection Timer](#) on page 10-12.

1→1 Sided	Copies a 1-sided document to one side of the paper. The copy appears the same as the original.
1→ 2 Sided	Copies a 1-sided document to both sides of the paper.
2→1 Sided	Copies a 2-sided document to one side of the paper.
2→2 Sided	Copies a 2-sided document to both sides of the paper. The copy appears the same as the original.

## Collate

You can set the output method for copying sets of multiple documents.

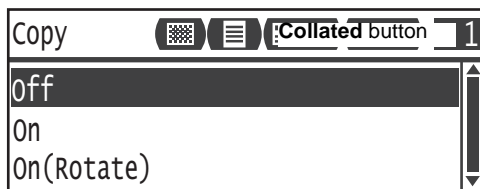
1. Press the **Collated/Resolution** button.



2. The selection of an output method changes everytime the **Collated/Resolution** button is pressed. The selection is applied when the screen is returned to the main menu screen without pressing the **OK** button.

You can change the displayed time length of the setting screen.

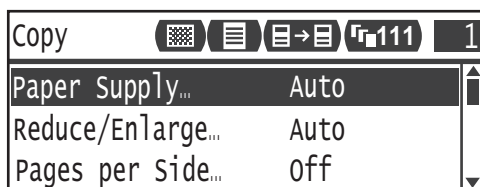
For more information on changing the displayed time length of the setting screen, refer to [Quick-Button Selection Timer](#) on page 10-12.



Off	Uncollated. The machine does not sort copy sets. The machine copies the specified number of copy sets one after another.
On	The machine outputs sheets sorted into sets that are arranged in page order. When a document is placed in the document feeder, it automatically turns on. You can also change the setting to off manually.
On (Rotate)	The machine outputs sheets sorted into sets that are arranged in page order by alternating between landscape and portrait orientations. Use A4, B5, Letter, or 16K paper size with the document oriented in the same direction.

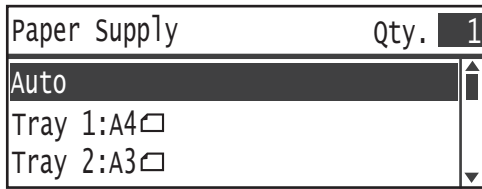
## Paper Supply

1. Select **Paper Supply**, and then press the **OK** button.



Copy

2. Select the desired paper tray, and then press the **OK** button.



### Auto

The machine selects the appropriate paper tray automatically based on the document size.

### Tray 1 to Tray 4

Select one of the installed trays. The indicator moves to the selected tray every time the **Paper Supply** button is pressed.

**Note** Tray 2 to Tray 4 display when the optional paper trays are mounted.

### Tray 5

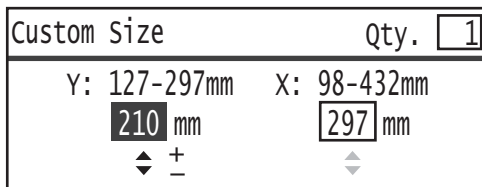
Select the paper size and paper type.

There are standard sizes and preset paper sizes (Custom 1 to 5).

For more information on the preset sizes, refer to [Custom Paper Size Settings](#) on page 9-18.



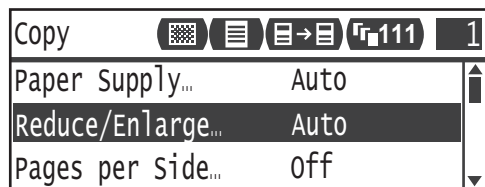
Select **Custom Size** to set a non-standard paper size. You can set a Y direction (vertical) between 127 and 297 mm (in 1 mm increments), and X direction (horizontal) between 98 and 432 mm (in 1 mm increments).



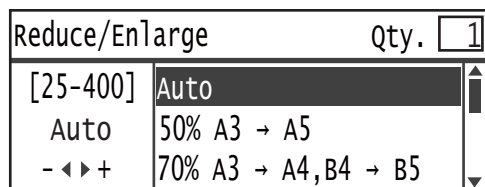
## Reduce/Enlarge

You can set the copying zoom ratio.

1. Select **Reduce/Enlarge**, and then press the **OK** button.



2. Select the reduction/enlargement factor, and then press the **OK** button.



In the machine status diagram, the selected zoom ratio is displayed on the Reduce/Enlarge display.

- 100%** The machine makes the copy the same size as the document.
- Note:** Use the numeric keypad or ◀ and ▶ buttons to set the desired reduction/enlargement zoom ratio. You can set a value between 25 and 400 % (in 1 % increments).
- Auto** The machine automatically sets an appropriate zoom ratio by calculating the document size and the paper size specified in **Paper Supply**, to enable the document to fit on the page.
- Fixed zoom ratio** The machine reduces or enlarges the copy according to the selected zoom ratio.
- Preset XXX%** The machine reduces/enlarges copies by the set zoom ratio.  
The value displayed as the preset reduction/enlargement zoom ratio is the value set by selecting **Tools > Copy Settings > Reduce/Enlarge Preset** in System Administration mode.

## Magnification Table

When you make enlarged or reduced copies from standard size documents on standard size paper, the following copy ratios will apply.

Copy / Documents	A5	B5	A4	B4	A3
A5	100 %	122 %	141 %	174 %	200 %
B5	81 %	100 %	115 %	141 %	163 %
A4	70 %	86 %	100 %	122 %	141 %

Copy / Documents	A5	B5	A4	B4	A3
B4	58 %	70 %	81 %	100 %	115 %
A3	50 %	61 %	70 %	86 %	100 %

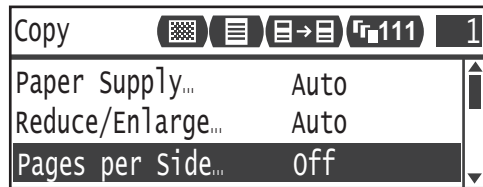
## Pages per Side

Use this setting to copy 2 or 4 documents together on the same page.

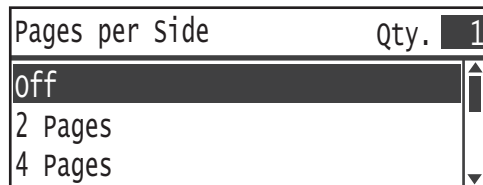
Selecting **Pages per Side** automatically sets a zoom ratio that will enable the documents to fit on the page.

### Notes

- Place the document in an upright position.
  - When using a 2-sided document in the document feeder, make sure to set **Original - Binding Position** properly.
  - Setting **Pages per Side** automatically sets the **Reduce/Enlarge** setting to automatic.
  - The zoom ratio is adjusted automatically within the range of 25 % to 400 %.
1. Select **Pages per Side**, and then press the **OK** button.



2. Select the desired item, and then press the **OK** button.



- |                |  |
|----------------|--|
| <b>Off</b>     | Disables the Pages per Side feature.                     |
| <b>2 Pages</b> | Copies 2 pages of a document to a single sheet of paper. |
| <b>4 Pages</b> | Copies 4 pages of a document to a single sheet of paper. |

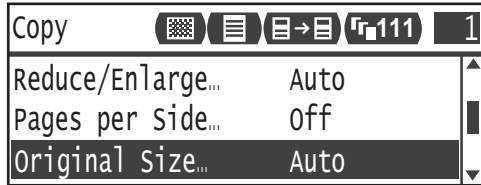
## Original Size

You can set the document size and orientation.

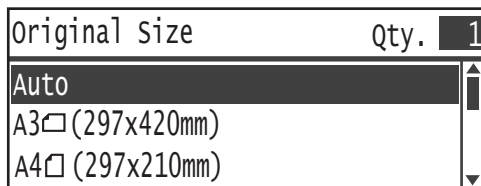
After placing the document on the document glass, make sure to set the size and orientation of the document.

**Note** If the document size is larger than the original size, the image may be cut off or may have shadows at the edges. Make sure to choose an appropriate document size.

1. Select **Original Size**, and then press the **OK** button.



2. Select the document size, and then press the **OK** button.

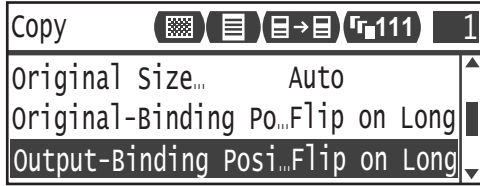


<b>Auto</b>	The machine automatically detects the document size from among the supported standard sizes.
<b>Fixed document size (preset)</b>	Select the size of the placed document. <b>Original Size</b> is automatically set to <b>Auto</b> when the document is placed in the document feeder.
<b>Customs 1 to 5</b>	You can select the registered paper size. For information on registering Customs 1 to 5, refer to <a href="#">Custom Paper Size Settings</a> on page 9-18.
<b>Custom Size</b>	Select <b>Custom Size</b> to set a non-standard document size. You can set a Y direction (vertical) between 86 and 297 mm (in 1 mm increments), and X direction (horizontal) between 86 and 432 mm (in 1 mm increments).

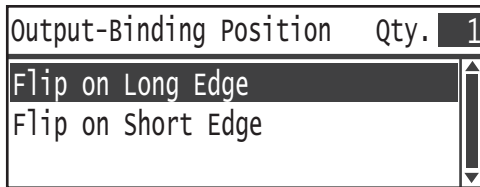
## Original - Binding Position

You can set the position when binding documents.

1. Select **Output - Binding Position**, and then press the **OK** button.



1. Select the binding position, and then press the **OK** button.



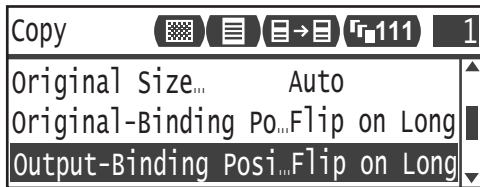
**Flip on Long Edge** Binds the long edge of document in portrait orientation.

**Flip on Short Edge** Binds the short edge of document in landscape orientation.

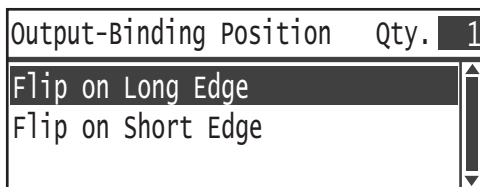
## Output - Binding Position

You can set the position when binding output copies.

1. Select **Output - Binding Position**, and then press the **OK** button.



2. Select the binding position, and then press the **OK** button.



**Flip on Long Edge** Binds the long edge of document in portrait orientation.

**Flip on Short Edge** Binds the short edge of document in landscape orientation.



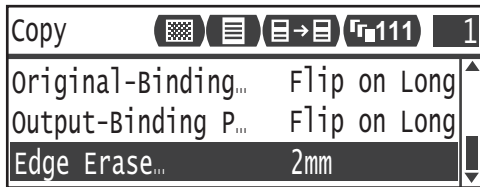
## Edge Erase

You can set to erase the black shadows created around the edge of the paper when copying with the document cover open or copying a bound document.

You can set a value between 0 and 50 mm (in 1 mm increments) for the Edge Erase feature.

### Notes

- The value set for Edge Erase applies to all four edges of the document.
  - For ID card copy, Edge Erase is set separately. For more information, refer to [Edge Erase](#) on page 9-10.
1. Select **Edge Erase**, and then press the **OK** button.



2. Use the numeric keypad to enter a value, and then press the **OK** button.



# Managing the Copy Paper with Accounting

You can manage copy paper usage for up to 30 users.

You can set the passcode and maximum number of copied impressions permitted for each user.

The following features are available with the Accounting function.

- Display/set the password.
- Display the total number of copied impressions.
- Display/set the maximum number of impressions permitted for copying.
- Clear the total number of impressions.

To enable Accounting: [User Control](#) on page 9-48

Items available with Accounting: [User Management](#) on page 9-52

## Operations when Using the Copy Feature

The operation procedure differs depending on the account mode you are using.

For more information, refer to [Account Modes](#) on page 3-20.

## Checking the Total Number of Impressions Copied

The machine can display the total number of impressions each user has copied and the maximum number of impressions each user is permitted to copy.

This function can be used when managing the copy paper.

For more information, refer to [User Management](#) on page 9-52.

## Overview of Fax Operations

The basic flow of fax operations including placing document in the machine, setting the recipient address, and making advanced settings is described below.

You must set the **Region** and **Clock** items to use the Fax feature. For more information, refer to [Region](#) on page 9-38 and [System Settings](#) on page 9-42.

### Placing a Document

The following two methods are available to place a document:

#### Document feeder

- Single sheet
- Multiple sheets

**Note** The document feeder is not available for some models. An optional component is required. Contact your local Xerox representative.
















#### Document glass

- Single sheet
- Bound documents, such as books





### Document Feeder

#### Supported document sizes

You can place standard size document in the document feeder.

When a document is placed in the document feeder, the machine detects the document size automatically. The following standard size documents are detected automatically: A3 , B4 , A4 , A4 , B5 , B5 \*, A5 , 11 × 17" , 8.5 × 14" \*, 8.5 × 13" \*, 8.5 × 11" , 8.5 × 11" , 8K , 16K , and 16K \*.

#### Notes

- You can select one of the following alternative document sizes:
  - B5  (default) or 16K 
  - 8.5 × 14"  (default) or 8.5 × 13" 

## Fax

- When a document containing pages of different sizes is placed in the machine, the machine uses the largest document size to scan the document.
- The paper size for fax transmissions is different from the document sizes supporting automatic detection. For more information, refer to [Original Size](#) on page 6-20.

### Supported documents types (weights)

Documents with weights from 38 to 128 gsm (50 to 128 gsm for 2 Sided documents) can be placed in the document feeder and scanned.

The document feeder accepts the following number of sheets.

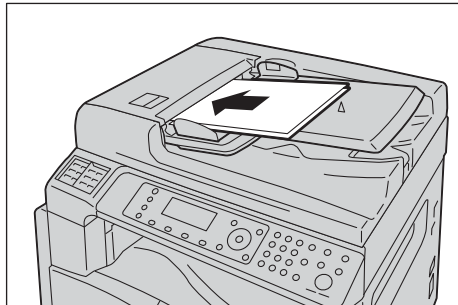
Document Type (gsm)	Number of Sheets
Lightweight (38 to 49 gsm)	110 sheets
Plain (50 to 80 gsm)	110 sheets
Heavyweight (81 to 128 gsm)	75 sheets

**Note** To avoid paper jams, use the document glass for mixed size, folded, wrinkled, cut-and-pasted documents, curled paper, or carbon-backed paper. If you can flatten the curled document, you can use the document.

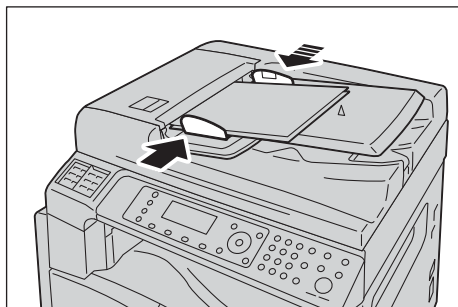
Follow the steps below to place document in the document feeder.

You can place a single or multiple pages of a document.

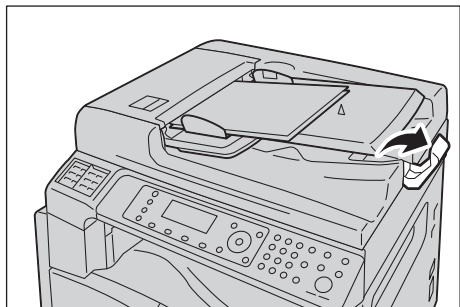
1. Remove any paper clips or staples from document before placing it in the document feeder.
2. Place the document in the center of the document feeder, with the side to be scanned (or the front surface of a 2 Sided document) facing up.



3. Align the document guides to each side of document.















4. Open the document stopper.



## Document Glass












### Document sizes supporting automatic detection

The document size is detected automatically when **Original Size** is set to **Auto**.

The following document sizes are detected automatically: A3 , B4 , A4 , A4 , B5 , B5 \*, A5 , 11 × 17" , 8.5 × 11" , 8K , 16K , and 16K .

### Supported document sizes

You can select one of the following document sizes from **Original Size**.

A3 , B4 , A4 , A4 , B5 , B5 \*, A5 , 11 × 17" , 8.5 × 14" , 8.5 × 13" , and 8K .

### Notes

- When **Original Size** is set to **Auto**, an error screen appears when you place a non-standard size document on the document glass. In this case, select a document size manually by selecting **Original Size** from the menu items. Select the document size from this screen. Depending on the selected document size, the printout may be too large for paper or may have shadows at the edges.
- The paper size for fax transmissions is different from the document sizes supporting automatic detection. For more information, refer to [Original Size](#) on page 6-20.

**!** **CAUTION:** Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

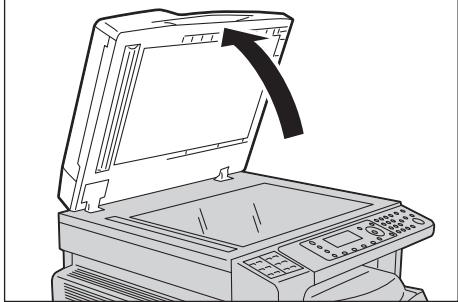
Follow the steps below to place a document on the document glass.

## Fax

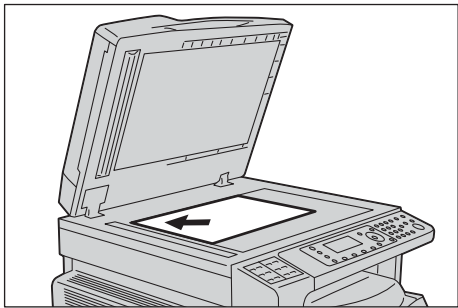
You can place a single sheet document or bound document such as book on the document glass.

1. Open the document cover.

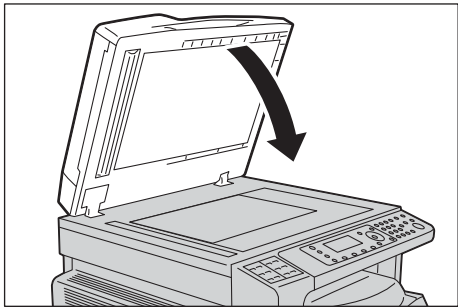
**Note** When using the document glass, make sure to close the document cover after finishing your copy job.



2. Place document face down, and align it against the top left corner of the document glass.



3. Close the document cover.

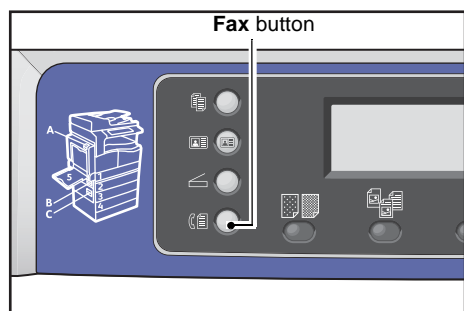


## Specifying the Recipient

Follow the steps below to specify the fax recipient.

**Note** Check the recipient before sending a fax.

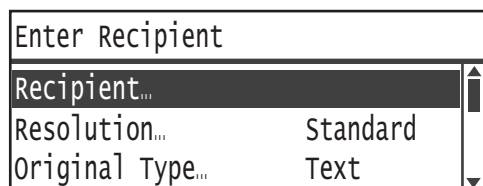
1. Press the **Fax** button.



**Note** You must enter the **Region** setting to use the Fax feature. If a message asking you to set the region appears when you press **Fax** button, set your region.

For information on how to make the setting, refer to [Region](#) on page 9-38.

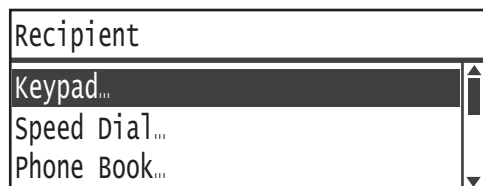
2. Select **Recipient**, and then press the **OK** button.



**Note** You can also specify the fax recipient using the control panel buttons.

For information on how to use the control panel buttons, refer to [Using the Control Panel Buttons to Specify the Fax Recipient](#) on page 6-12.

3. Select how you want to specify the fax recipient.



### Using the numeric keypad

To use the numeric keypad to enter the fax recipient's number directly:

1. Select **Keypad**, and then press the **OK** button.

Fax

2. Use the numeric keypad to enter the fax recipient's number.

Enter Fax Number
-

#### Notes

- To delete the entered numbers, press the **C** (Clear) button.
- You can enter fax numbers of up to 50 digits in length.

3. Press the **OK** button.

### Using the Speed Dial function

To specify the fax recipient by entering a Speed Dial number (001 to 099) registered in the Phone Book:

1. Select **Speed Dial**, and then press the **OK** button.
2. Use the numeric keypad to enter the Speed Dial number.

Speed Dial (001-099)
[ - ]

**Note** To delete the entered numbers, press the **C** (Clear) button.

3. Press the **OK** button.

### Using the Phone Book

To specify the fax recipient by retrieving a Phone Book entry:

1. Select **Phone Book**, and then press the **OK** button.
2. Select the desired fax recipient.

All Entries	[#]:Info, [OK]:Save
001 John Smith	
002 John Jones	
010 John Doe	

**Note** You can press the **#** button to check the fax number. Press the **Back** button to return the display to the previous screen.

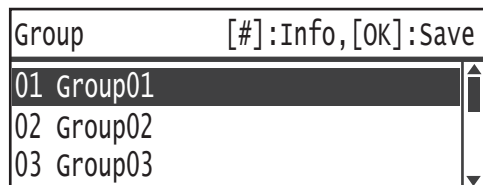
3. Press the **OK** button.



## Using the Group function

To retrieve a Phone Book entry to send the same fax to all the members of a registered group of fax recipients:

1. Select **Group**, and then press the **OK** button.
2. Select the desired group of fax recipients.



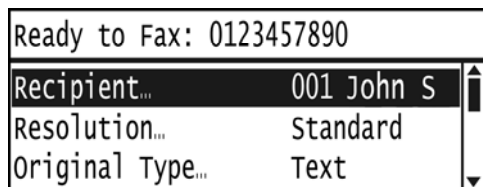
**Note** You can press the **#** button to check the recipients registered in the selected group. Press the **Back** button to return the display to the previous screen.

3. Press the **OK** button.

## Making Advanced Settings

### Notes

- The displayed settings may vary according to models.
  - You may need to enter a passcode to use the copy feature. Ask your system administrator for the passcode.
1. Make advanced settings as needed.

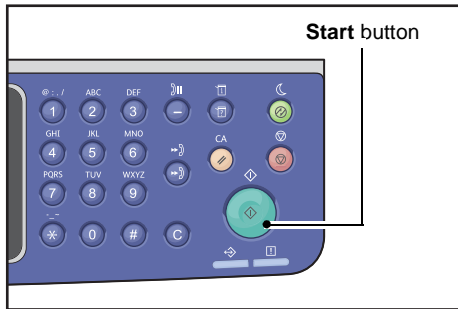


Example: Screen for selecting the fax recipient from among the Speed Dial entries

For more information on advanced settings, refer to [Advanced Fax Settings](#) on page 6-17.

## Starting the Fax Job

1. Press the **Start** button.



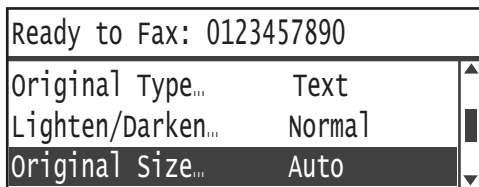
### Notes

- If the document is placed in the document feeder, do not press down on the document while it is being fed through the machine.
- If the memory becomes full when document is being scanned, the machine continues to send by scanning and sending one page at a time.
- The maximum number of pages that can be scanned for a single scan command is 250 pages. The machine automatically starts sending the scanned pages once 250 pages of a document have been scanned.
- If a problem occurs, an error message appears in the display. Follow the instructions in the message to solve the problem.

## Placing a Document on the Document Glass

### Copying a document of non-standard size

An error screen appears when you place a non-standard size document on the document glass. In this case, select a document size manually by selecting **Original Size** from the menu items.



**Note** Depending on the selected document size, the printout may be too large for the paper or may have shadows at the edges.

## When sending faxes of multiple pages of a document

Faxes of multiple pages of a document can be sent using a single start operation.

1. After the first document is scanned, the **Next original?** message appears. Select **Yes**, and then press the **OK** button.

Fax	[Scanning...]
Next original?	
	No
	<b>Yes</b>

### Notes

- If there is no other page, select **No**, and then press the **OK** button.
  - If a **Memory Full** message appears, the scanned data is sent automatically.
2. Place the next page of the document on the document glass, select **Continue**, and then press the **OK** button.

Fax	[Scanning...]
Load your next original	
	<b>Continue</b>
	Cancel

### Notes

- Repeat Steps 1 and 2 as many times as needed.
  - If there is no other page, select **Cancel**, and then press the **OK** button.
3. When you completed scanning all the documents, select **No** when **Next original?** appears, and then click the **OK** button.

Fax	[Scanning...]
Next original?	
	<b>No</b>
	Yes

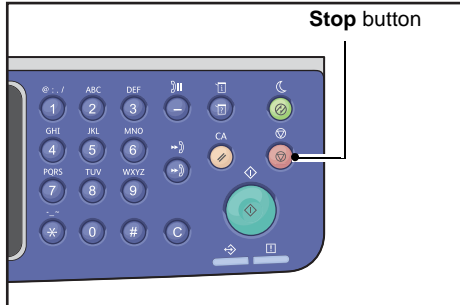
# Operations During Faxing (Sending)

You can cancel the fax currently being sent, and check or cancel pending jobs.

## Canceling the Fax Being Sent

To cancel the fax currently being sent:

1. Press the **Stop** button.



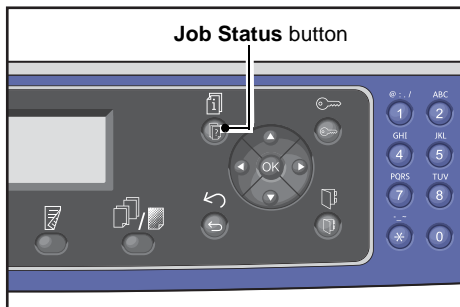
## Checking Job Status

Follow the steps below to check the status of the fax job currently being executed, or the status of a fax job waiting to start (a pending job).

**Note** You can cancel the fax job currently being executed, or pending fax jobs.

For more information on operation in job screen, refer to [Canceling a Pending Fax Job](#) on page 11-4.

1. Press the **Job Status** button.



2. Select **Fax (Send)**, and then press the **OK** button.



3. Check the job status.
4. After checking the job status, press the **Job Status** button again.

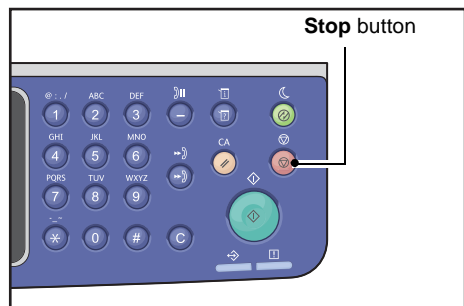
# Operations During Faxing (Receiving)

You can cancel the fax currently being received.

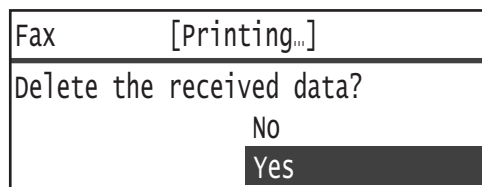
## Canceling the Fax Being Received

To cancel the fax currently being received.

1. Press the **Stop** button.



2. Select the fax job that you want to cancel, and then press the **OK** button.



- Select **No** when you want to cancel printing and save the received data.
- Select **Yes** when you want to cancel printing and delete the received data.

**Note** You can also cancel the received fax from the **Active Jobs** screen.

For more information on the Active Jobs screen, refer to [Canceling the Current Job](#) on page 11-3.

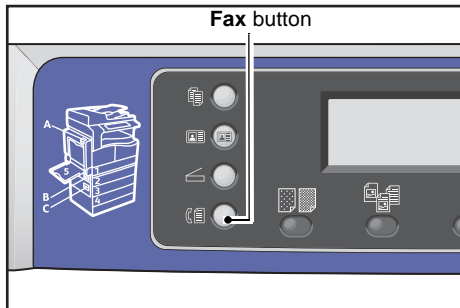
# Using the Control Panel Buttons to Specify the Fax Recipient

You can use the control panel buttons to specify the fax recipient.

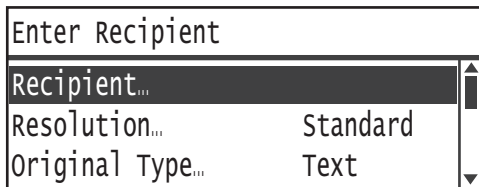
## Using the Numeric Keypad

To use the numeric keypad to enter the fax recipient's number directly:

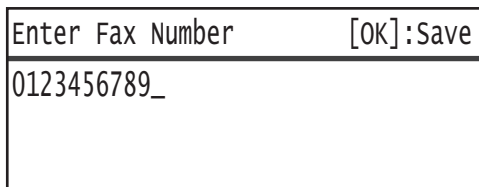
1. Press the **Fax** button.



The **Enter Recipient** screen displays.



2. With the **Recipient** item selected, use the numeric keypad to enter the recipient's fax number.



**Note** You can enter the fax numbers of up to 50 digits in length.

3. Press the **OK** button.

## Using the One Touch Panels

You can specify the fax recipient using the One Touch panel. The fax numbers registered for each One Touch button are the same as the fax numbers registered for Speed Dial entries 001 to 036.

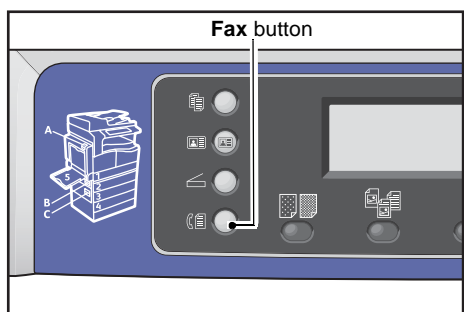
For example, to specify the fax recipient registered for Speed Dial 001, press the One Touch button **1**.

**Notes**

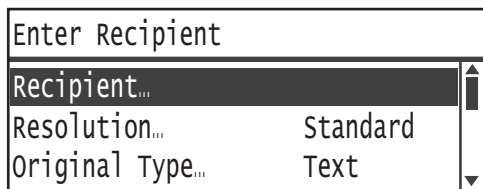
- The One Touch buttons have sensors to detect which set of buttons (1 to 12, 13 to 24, or 25 to 36) is activated. Turn over the One Touch panel completely before pressing the One Touch buttons.
- Take care not to place objects or spill liquids near the One Touch panel.

For information on how to register a Speed Dial entry, refer to [Speed Dial](#) on page 9-21.

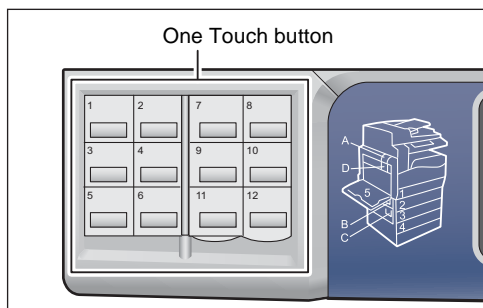
1. Press the **Fax** button.



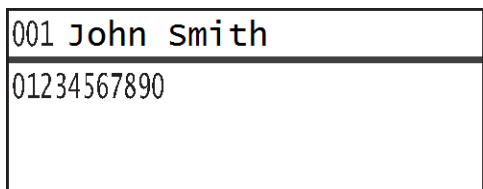
The **Enter Recipient** screen displays.



2. Press a One Touch button.



Example: Screen displayed when the One Touch button **1** is pressed to select **001 John Smith**.



**Note** To specify a Speed Dial number higher than 013, turn over the panel.

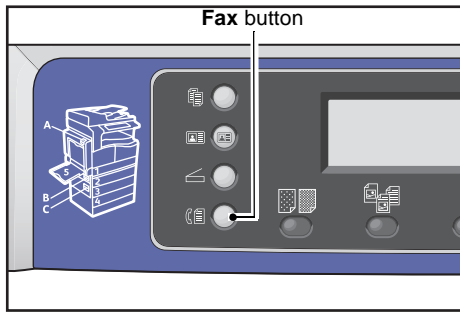
3. Press the **OK** button.

## Using the Address Book Button

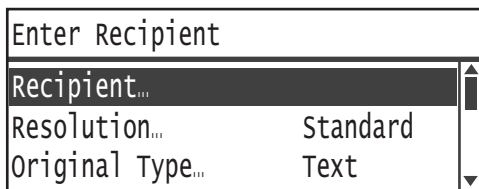
Press the **Address Book** button to display Phone Book entries you can browse through to find the desired recipient.

You can send a fax to a recipient registered as a Phone Book Speed Dial entry, or to multiple recipients registered as a Group entry.

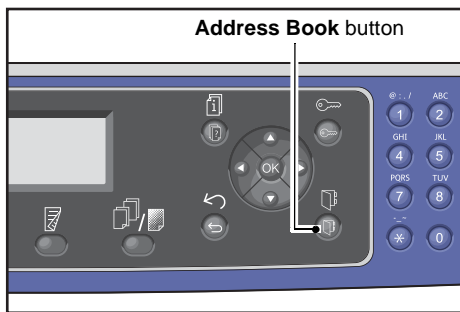
1. Press the **Fax** button.



The **Enter Recipient** screen displays.



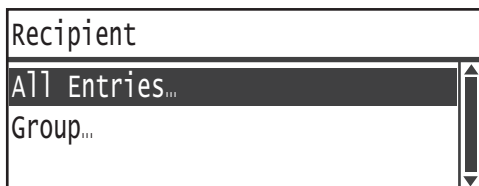
2. Press the **Address Book** button.



3. Select the desired fax recipient.

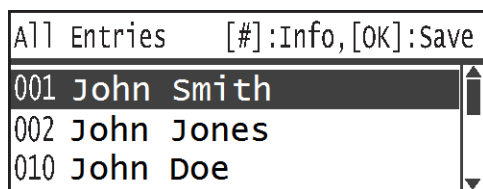
### Sending a fax to a recipient registered as a Speed Dial entry

1. Select **All Entries**, and then press the **OK** button.





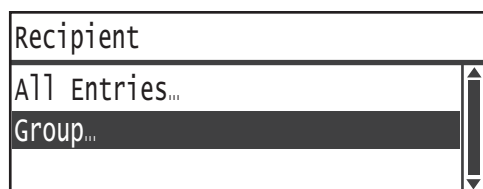
2. Select the desired recipient, and then press the **OK** button.



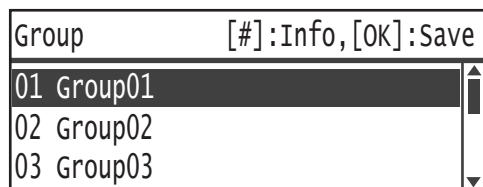
**Note** After selecting a recipient, you can press the **#** button to check the fax number. Press the **Back** button to return the display to the previous screen.

### Sending a fax to a group of recipients registered as a Group entry

1. Select **Group**, and then press the **OK** button.



2. Select the desired group, and then press the **OK** button.

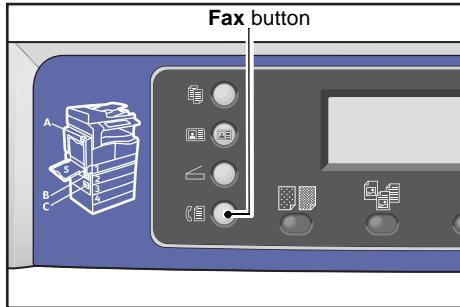


**Note** You can press the **#** button to check the recipients registered in the selected group. Press the **Back** button to return the display to the previous screen.

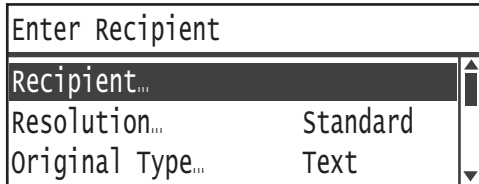
## Using the Speed Dial Button

To specify the fax recipient by entering a Speed Dial number directly in the Speed Dial input screen:

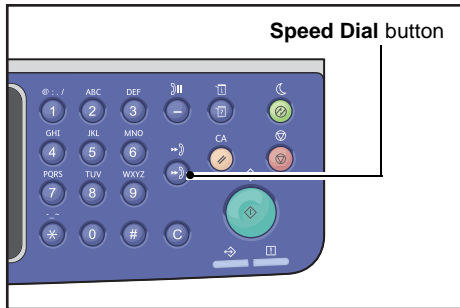
1. Press the **Fax** button.



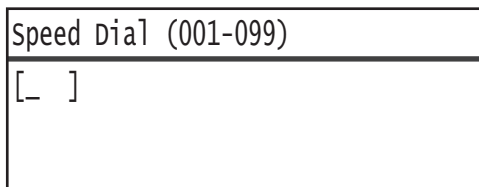
The **Enter Recipient** screen displays.



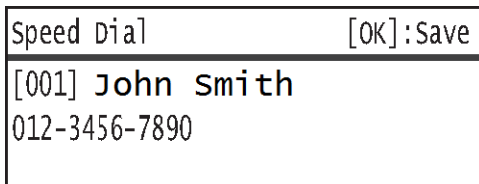
2. With the **Recipient** item selected, press the **Speed Dial** button.



3. Use the numeric keypad to enter the desired Speed Dial number.



Example: The screen appears when the Speed Dial 001 is entered.



4. Press the **OK** button.

# Advanced Fax Settings

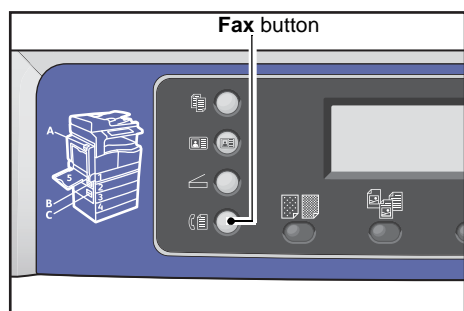
This section describes the advanced functions available for the Fax feature.

Setting Item	Description	See Page:
Resolution*	Sets the scan resolution.	P. 6-18
Original Type*	Sets the document type.	P. 6-18
Lighten/Darken*	Adjusts the copy density.	P. 6-19
Original Size*	Sets the document size.	P. 6-20
Send Priority	Prioritizes the transmission of a fax when other faxes are pending.	P. 6-21
Polling	Used to send a command to a remote machine to receive a document saved on it.	P. 6-21
2 Sided	Sets whether the document is one- or two-sided.	P. 6-22
Edge Erase*	Sets the value for the Edge Erase function used to eliminate shadows.	P. 6-23
ECM*	Resends pages for which transmission failed due to transmission errors or other problems.	P. 6-23
Off Hook	Used to set whether or not to detect an off-the-hook receiver when an external phone is installed.	P. 6-24
Delayed Fax*	Used to send a fax at a specified time, or for Remote Polling.	P. 6-25

**Note** \* You can change the default value of the functions.

For more information on changing the default settings, refer to [Default Settings](#) on page 9-8.

1. Press the **Fax** button.



2. Make advanced settings as needed.

Ready to Fax: 0123457890	
Recipient...	001 John s
Resolution...	Standard
Original Type...	Text

Example: The recipient being specified on the shown screen.

## Resolution

Sets the scan resolution.

1. Select **Resolution**, and then press the **OK** button.

Ready to Fax: 0123457890	
Recipient...	001 John s
Resolution...	Standard
Original Type...	Text

2. Select the resolution, and then press the **OK** button.

Resolution	
Standard	
Fine	
Superfine	

<b>Standard</b>	The standard mode. The machine scans at a resolution of 200 × 100 dpi.
<b>Fine</b>	High picture quality mode. The machine scans at a resolution of 200 × 200 dpi.
<b>Superfine</b>	Ultra-high picture quality mode. The machine scans at a resolution of 400 × 400 dpi.

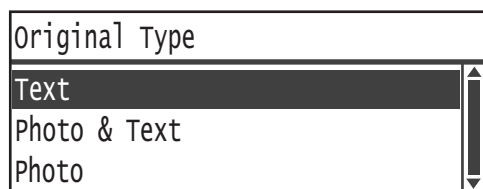
## Original Type

You can set the type of document to optimize scans.

1. Select **Original Type**, and then press the **OK** button.

Ready to Fax: 0123457890	
Recipient...	001 John s
Resolution...	Standard
Original Type...	Text

2. Select the document type, and then press the **OK** button.



- Text (default)**      Select this item when document contains sharp black and white objects such as text.
- Photo & Text**      Select this item when document contains both text and photos.
- Photo**              Select this item when document contains only photos.

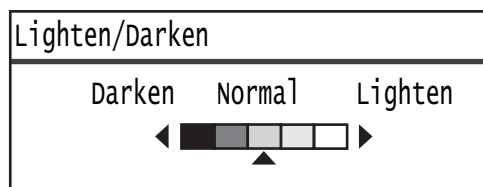
## Lighten/Darken

You can set the density from five levels. The farther left the position of ▲, the darker the copy; the farther right, the lighter.

1. Select **Lighten/Darken**, and then press the **OK** button.



2. Use the ◀ and ▶ buttons to adjust the density, and then click the **OK** button.

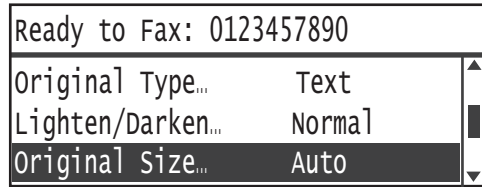


- Darken +2**      Creates copies with the darkest density. Use this setting to scan document containing light objects.
- Darken +1**      Creates copies with a fairly dark density. Use this setting to scan document containing fairly light objects.
- Normal**              Creates copies with the same density as document.
- Lighten +1**      Creates copies with a fairly light density. Use this setting to scan document containing fairly dark objects.
- Lighten +2**      Creates copies with the lightest density. Use this setting to scan document containing dark objects.

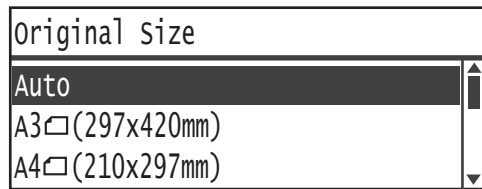
## Original Size

Sets the size of document for fax transmission. The transmission size is automatically specified by the document size.

1. Select **Original Size**, and then press the **OK** button.



2. Select the document size, and then press the **OK** button.



### Auto

If document is a standard size, the machine detects the document size automatically. The paper size used for sending the fax is determined by the detected document size.

Document Size		Paper Size Fax is Sent As
Size placed on the document glass	Size placed in the document feeder	
A5, B5, B5, A4, A4, 5.5 × 8.5", 8.5 × 11", 8.5 × 11", 16K, 16K	A5, B5, B5, A4, A4, 5.5 × 8.5", 8.5 × 11", 8.5 × 11", 16K, 16K	A4
B4	B4	B4
A3, 11 × 17", 8K	A3, 11 × 17", 8K	A3

### Notes

- The document size selection screen appears if the machine cannot detect the size of a document placed on the document glass. Select the desired document size. Depending on the selected document size, the printout may be too large for the paper or may have shadows at the edges.
- The document feeder does not support the non-standard document sizes.

### Fixed document size (Preset)

You can set the document size of the placed document by selecting from the preset document sizes.

## Send Priority

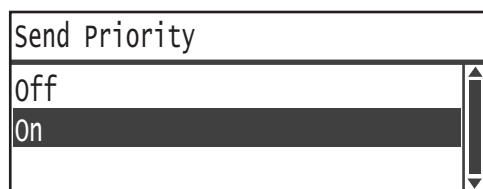
Used to prioritize the transmission of a fax, to have it supersede any other faxes that may be pending. Only one job can be selected for Send Priority.

### Notes

- Faxes, including priority faxes, that fail due to transmission errors will not be resent. However, faxes that fail during transmission or while the recipient's line is busy will be resent. In this case, if a pending document comes up that is ready to be sent before resending of failed faxes begins, the failed fax is resent after the pending document that is ready is sent.
  - When a current or pending priority fax fails due to a transmission or similar error, you cannot set another priority fax until all of the documents for which **Send Priority** was set have been sent.
  - Priority faxes can't be fax broadcasts (faxes sent to multiple recipients at once).
1. Select **Send Priority**, and then press the **OK** button.



2. Select **On**, and then press the **OK** button.



**Note** Select **Off** to disable the priority fax setting.

## Polling

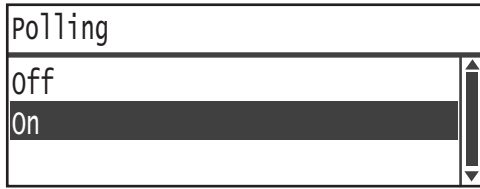
Used to issue a command to a remote machine to send a stored document.

### Notes

- Only one job can be selected for Polling.
  - The Polling function may not be supported by some remote fax machines.
  - The cost of the call will be charged to the machine.
  - Only one recipient can be specified for single remote polling.
  - It redials if the other party does not respond.
1. Select **Polling**, and then click the **OK** button.

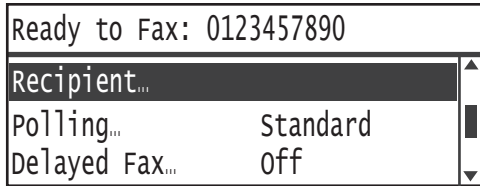


2. Select **On**, and then press the **OK** button.



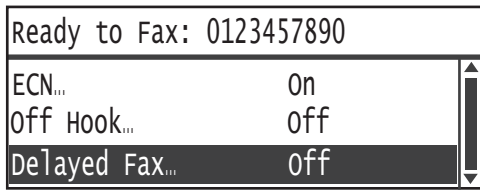
**Note** Select **Off** to disable the Polling function.

3. Select **Recipient**, and specify the recipient's fax number.



For information on how to specify a recipient, refer to [Specifying the Recipient](#) on page 6-5.

4. Press the **Start** button.



To receive a polling file at a specified time, select **Delayed Fax**, and set the time at which to receive the polling.

For information on how to schedule the time at which to receive a fax, refer to [Delayed Fax](#) on page 6-25.

## 2 Sided

You can set to scan a 1 Sided or 2 Sided.

**Note** This function is available when the document feeder and the Duplex Output Unit are installed on the machine.

1. Select **2 Sided**, and then press the **OK** button.





2. Select the copy method, and then press the **OK** button.

2 Sided	
Off	▲
On	▼

- Off**      Select **Off** for a one-sided document.
- On**      Select **On** for a two-sided document.

## Edge Erase

You can set to erase the black shadows created around the edge of the paper when scanning a fax with the document cover open or copying a bound document.

You can set a value between 0 and 10 mm (in 1 mm increments) for the Edge Erase function.

**Note** The value set for Edge Erase applies to all four edges of the document.

1. Select **Edge Erase**, and then press the **OK** button.

Ready to Fax: 0123457890	
Polling...	Off
2 Sided...	Off
Edge Erase...	2 mm

2. Use the numeric keypad to enter a value, and then press the **OK** button.

Edge Erase	
[0 - 10]	
2 mm	
▲▼	

## ECM

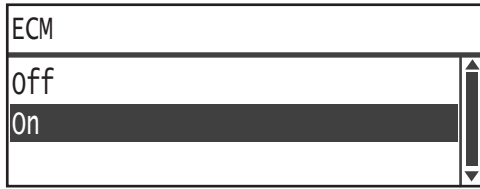
Used to resend pages for which transmission failed due to transmission errors or other problems.

1. Select **ECM**, and then press the **OK** button.

Ready to Fax: 0123457890	
2 Sided...	Off
Edge Erase...	2mm
ECM...	On

Fax

2. Select **On**, and then press the **OK** button.



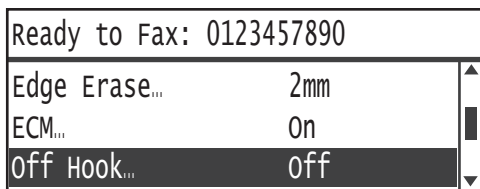
**Note** Select **Off** to disable this function.

## Off Hook

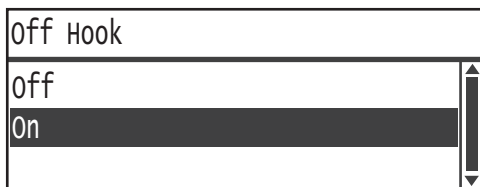
You can select this function when sending a fax during a voice call while an external phone is connected. Setting this to **On** allows you to send and receive faxes while the manual fax transmission screen is displayed.

For information on how to send or receive a fax manually, refer to [Sending/Receiving Faxes Manually](#) on page 6-26.

1. Select **Off Hook**, and then press the **OK** button.



2. Select **On**, and then press the **OK** button.



## Delayed Fax

Used to send a document stored in the machine at a specified time, or issue a command to a remote machine to send a stored document at a specified time (Delayed Polling). The number of documents that can be set up simultaneously is 3 for delayed transmission and 1 for Delayed Polling.

### Notes

- You can specify a time between 00:00 and 23:59 (or between 1:00 and 12:59 AM/PM when the 12-hour clock has been set).
  - You cannot specify a date.
  - When there is a document set with the time specified for the delayed fax while the machine is off, the machine sends the document as the machine is turned on.
  - If you specify a time before the current time, the fax will be sent at the specified time the next day.
  - If the specified time arrives while the document to fax is being scanned, transmission will start about 2 minutes after scanning has finished.
1. Select **Delayed Fax**, and then press the **OK** button.


Ready to Fax: 0123457890	
ECM...	On
Off Hook...	Off
Delayed Fax...	Off

2. Select **On**, and then press the **OK** button.

Delayed Fax	
Off	
On...	

**Note** Select **Off** to disable this function.

3. Use the numeric keypad to enter the time, and then press the **OK** button.

Delayed Fax	
(0:00 - 23:59)	
00	: 00
	

# Sending/Receiving Faxes Manually

When an external phone is connected, you can switch the machine directly from a voice call to a fax send or receive operation.

Follow the steps below to perform the operation.

1. Lift the receiver and make a call.
2. The call is connected when the receiver picks up.

**Note** The manual fax transmission screen is cleared and the display returns to the default display screen if the communications time is too long. For information on how to retransmit faxes manually, refer to [Off Hook](#) on page 6-24.

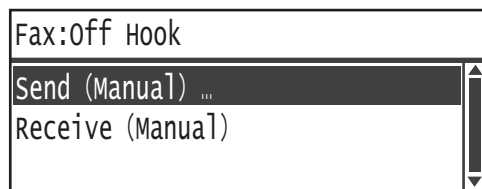
3. You can now send or receive a fax to or from the number you called.

## To send a fax

1. Place document in the machine.

For information on how to place a document, refer to [Placing a Document](#) on page 6-1.

2. Select **Send (Manual)**, and then press the **OK** button.

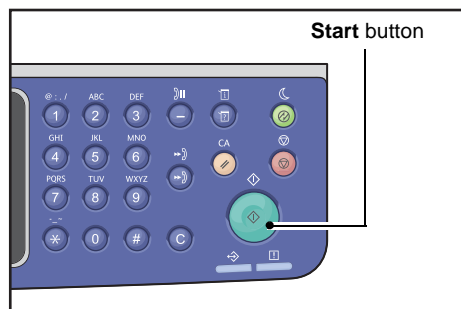


3. Make advanced settings as needed.

**Note** Only the items that can be set for manual fax transmission appear.

For more information on setting items, refer to [Advanced Fax Settings](#) on page 6-17.

4. Press the **Start** button.

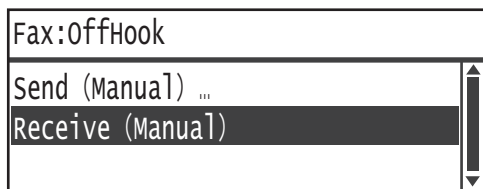


**Note** The machine starts to scan the document. It scans and then sends each page repeatedly.

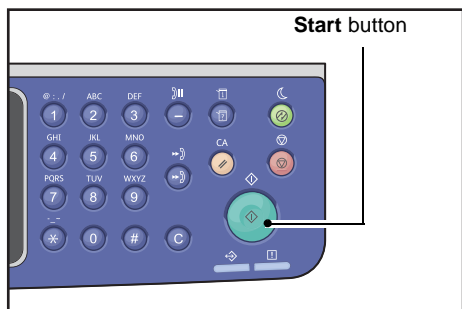
## To receive a fax

1. Wait until you hear the sender's fax machine on the phone's receiver.

2. Select **Receive (Manual)**.









3. Press the **Start** button.



Receive the document.

4. Replace the receiver to end the call.

## Receipt of Faxes

Received faxes can be printed on paper with the paper type of **Plain 1**, sized B5 , 8.5 × 11" , 8.5 × 11" , A4 , B4 , or A3  using one-sided printing only.

You can restrict the paper size on which incoming faxes are received. For more information, refer to [Receive Size](#) on page 9-37.

The paper type for the received fax is always set to **Plain 1**, regardless of the paper type setting specified for each tray.

# Sending a Fax Directly from your Computer

This section describes how to send a fax directly from your computer.

After the installation of the print driver, you can directly send the document created on your computer using an application in the same way as you print from your computer. This function is called Direct Fax.

For information on how to install the print driver, refer to [Installing the Print Driver/Scan Driver](#) on page 2-37.

## Notes

- For information on the Direct Fax function, click **Help** in the print driver screen to display Help Information.
- In order to use this function, setting the FAX feature to the print driver is required.

For information on how to set the option information, refer to [Setting the Options Configuration](#) on page 3-26.

## Sending a Direct Fax

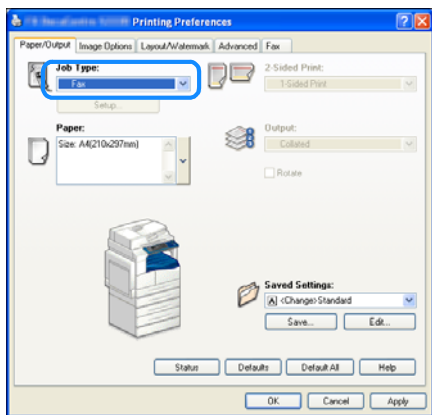
This section describes how to fax a document directly from your computer.

The procedure used for Direct Fax will vary according to the application you are using. See your application's manual for the specific procedure.

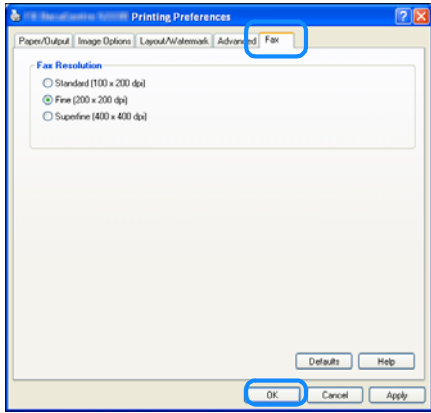
The steps below are the operation used in the **WorkCentre 5022/5024** print driver screen.

**Note** You can send a fax up to 250 pages in one transmission. If it exceeds the 250 pages, send it as a separate file.

1. Select **Print** from the application's **File** menu.
2. Select **WorkCentre XXXXX**.  
XXXXX: Displayed as either "5022" or "5024," depending on the model of your machine.
3. Click **Properties**, and then select **Fax** from the **Job Type**.

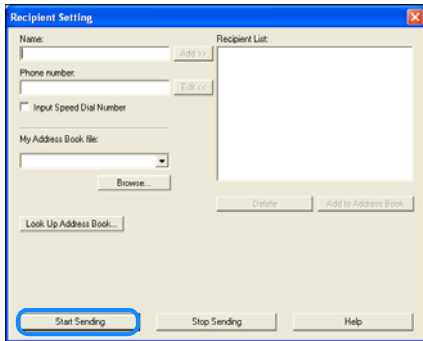


4. Click the **Fax** tab, and then select the desired setting if needed.



**Note** For information on the Direct Fax functions, click **Help** in the print driver screen to display Help Information.

5. Click **OK**.
6. Click **OK** in the **Print** dialog box.
7. Specify a recipient.



**Note** For information on specifying a recipient, click **Help** on the **Recipient Setting** screen to display Help Information. Also, you can select the recipient registered in the Address Book Editor. For information on the installation of Address Book Editor, refer to [Installing the Scan Driver](#) on page 2-37.

8. Click **Start Sending**.



## Scanning Procedure

The basic flow of scan operations, including placing the document in the machine and setting advance settings, is detailed below.

### Placing the Document

The following two methods are available to load documents.

#### Document feeder

- Single sheet
- Multiple sheets

#### Document glass
















- Single sheet
- Bound documents, such as books

**Note** The document feeder is not available for some models. An optional component is required. Contact your local Xerox representative.





### Document Feeder

#### Supported document sizes

You can place documents of the standard sizes in the document feeder.

When a document is placed in the document feeder, the machine detects the document size automatically. The following standard size documents are detected automatically: A3 , B4 , A4 , A4 , B5 , B5 \*, A5 , 11 × 17" , 8.5 × 14" \*, 8.5 × 13" \*, 8.5 × 11" \*, 8.5 × 11" , 8K , 16K , and 16K \*.

#### Notes

- You can select one of the following alternative document sizes:
  - B5  (default) or 16K 
  - 8.5 × 14"  (default) or 8.5 × 13" 
- When a document containing pages of different sizes is placed in the machine, the machine uses the largest document size to scan the document.
- When using 2-sided document placed in the document feeder, make sure to set **2 Sided** properly. If it is not specified and the scanned orientation needs to be corrected, rotate it on your computer.

### Selectable document sizes in the scan driver

A3 (297 × 420 mm), A4 (210 × 297 mm), A5 (148 × 210 mm), B4 (257 × 364 mm), B5 (182 × 257 mm), 8.5 × 11", 8.5 × 14", 11 × 17", 7.25 × 10.5", and Custom.

### Supported documents types (weights)

Documents with weights from 38 to 128 gsm (50 to 128 gsm for 2 Sided documents) can be placed in the document feeder and scanned.

The document feeder accepts the following number of sheets.

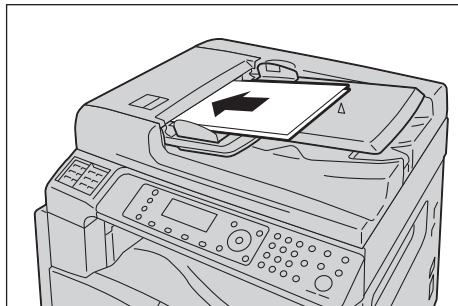
Document type (gsm)	Number of sheets
Lightweight (38 to 49 gsm)	110 sheets
Plain (50 to 80 gsm)	110 sheets
Heavyweight (81 to 128 gsm)	75 sheets

**Note** To avoid paper jams, use the document glass for mixed size, folded, wrinkled, cut-and-pasted documents, curled paper, or carbon-backed paper. If you can flatten the curled document, you can use the document.

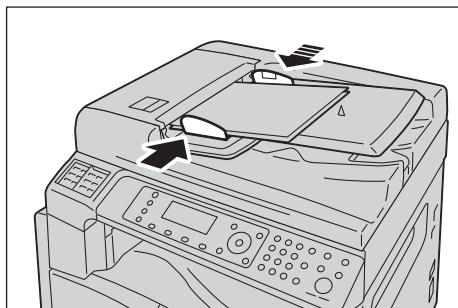
Follow the steps below to place the document on the document feeder.

You can place single or multiple sheet documents.

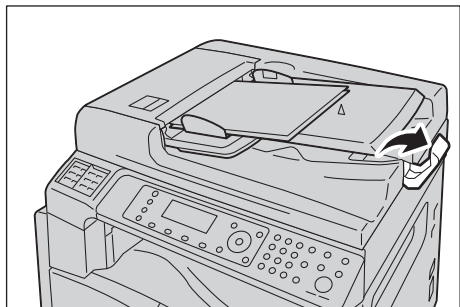
1. Remove any paper clips or staples from the document before placing it in the document feeder.
2. Place the document in the center of the document feeder, with the side to scan (or the front surface of a 2 Sided document) facing up.



3. Align the document guides to each side of the document.









4. Open the document stopper.



## Document Glass















### Document sizes supporting automatic detection

The document size is detected automatically when **Original Size** is set to **Auto**.

The following document sizes are detected automatically: A3 , B4 , A4 , A4 , B5 , B5 , A5 , 11 × 17" , 8.5 × 11" , 8K , 16K , and 16K .

### Supported document sizes


You can select one of the following document sizes from **Original Size**.

A3 , B4 , A4 , A4 , B5 , B5 , A5 , 11 × 17" , 8.5 × 14" \*, 8.5 × 13" \*, 8.5 × 11" , 8.5 × 11" , 8K , and 16K .

**Note** When **Original Size** is set to **Auto**, an error screen appears when you place a non-standard size document on the document glass. In this case, select a document size manually by selecting **Original Size** from the menu items. Depending on the selected document size, the printout may be too large for the paper or may have shadows at the edges.

### Selectable document sizes in the scan driver

A3 (297 × 420 mm), A4 (210 × 297 mm), A5 (148 × 210 mm), B4 (257 × 364 mm), B5 (182 × 257 mm), 8.5 × 11", 8.5 × 14", 11 × 17", 7.25 × 10.5", and Custom.

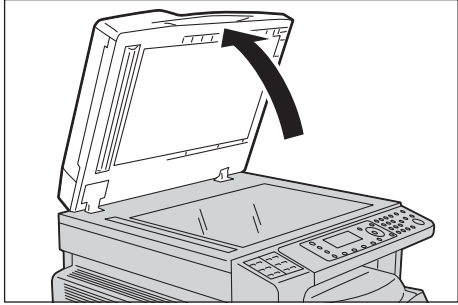
 **CAUTION:** Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

## Scan

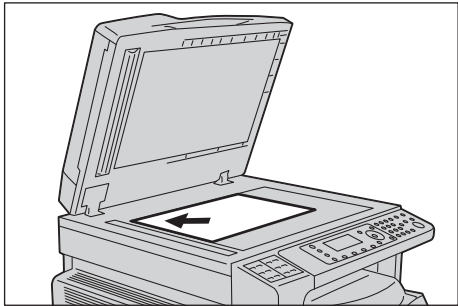
Follow the steps below to place a single sheet document, or bound document such as book, on the document glass.

1. Open the document cover.

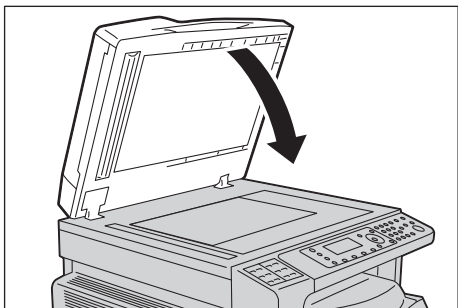
**Note** When using the document glass, make sure to close the document cover after finishing your scan job.



2. Place the document face down, and align it against the top left corner of the document glass.



3. Close the document cover.



## Using the Scan Feature

You can select the scan functions from the following list.

Scan Function	Connection	Details	See Page
Using an application	USB	Scan data is loaded into the computer using the TWAIN or Windows Imaging Acquisition (WIA)-compatible application.	P. 7-6
E-mail	Network	Scan data is sent to the computer as an e-mail attachment.	P. 7-7
PC (Network)		Scan data is forwarded to a computer over the network.	P. 7-10

### Notes

- Some functions are not available on certain models. For more information, contact our Customer Support Center.
- The file name of the scanned data is displayed in the format **YYMMDDHHMMSS.extension**. Here, YY = Year (4 digits), MM = Month (2 digits), DD = Day (2 digits), HH = Hour (2 digits), MM = Minutes (2 digits), and SS = Seconds (2 digits).
- The size of the scanned image may be slightly larger than the document size in some cases. This is due to the margin of error introduced with processing.

# Using an Application to Load Scan Data from the Machine via USB

This function allows you to load scan data from a TWAIN-compatible or Windows Imaging Acquisition (WIA)-compatible application installed on a computer. On the computer display, you can set the scanning condition and view the scanning process on the preview screen while scanning the document.

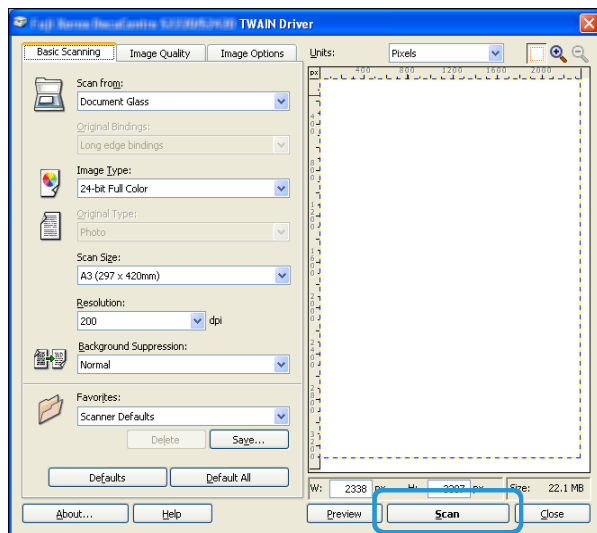
## Notes

- Install the scan driver to use this function. For information on how to install the scan driver, refer to [Installing the Scan Driver](#) on page 2-37.
- The items you can set will vary according to the TWAIN-compatible and Windows Imaging Acquisition (WIA)-compatible applications you are using.
- The supported applications are 32-bit only.

Follow the steps below to perform the operation.

1. Place the document.  
Refer to [Placing the Document](#) on page 7-1.
2. Start an application to load the scanned data.
3. Select the menu item for selecting a scanner (source).
4. Select **WorkCentre 5022/5024**.
5. Make advanced settings as needed.

**Note** For information on the scan functions, click **Help** in the screen to display the help information.



6. Click **Scan**.

# Sending Scan Data to PC as E-mail Attachment - E-mail

This function allows you to send scanned data via e-mail. You can send the monochrome scanned data in PDF or TIFF or the color scanned data in PDF or JPEG to an e-mail. The SMTP protocol is used for the e-mail transmission.

You can only select an e-mail address from the Address Book. You must register e-mail addresses using Xerox® CentreWare® Internet Services in advance. Up to 30 e-mail addresses and SMB servers in total can be registered.

For more information on Xerox® CentreWare® Internet Services, refer to [Using Xerox® CentreWare® Internet Services](#) on page 2-17.

## Notes

- Up to 20 MB of data can be sent.
- If there are any errors during the transmission, an error report is sent to the System Administrator's e-mail address after the transmission to the SMTP server is completed.
- When using 2-sided document placed in the document feeder, make sure to set **2 Sided** properly. If it is not specified and the orientation of the scanned data needs to be changed, rotate it on your computer.

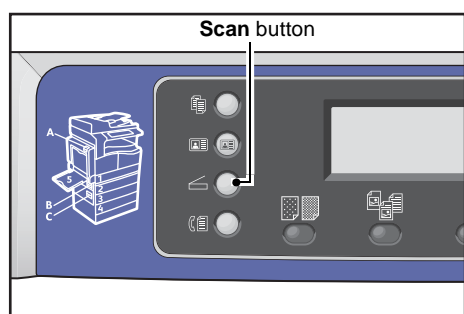
For more information on selecting TIFF or JPEG format, refer to [File Format](#) on page 7-20.

Follow the steps below to e-mail the scanned data.

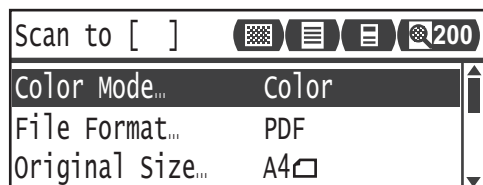
1. Place document in the machine.

For information on how to place a document, refer to [Placing the Document](#) on page 7-1.

2. Press the **Scan** button.

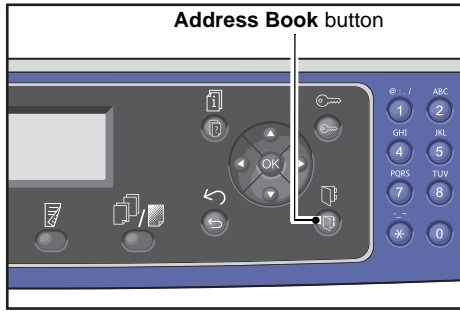


**Note** In the displayed screen, you can enter a two-digit number of registered recipient using the numeric keypad, and then go to step 5.

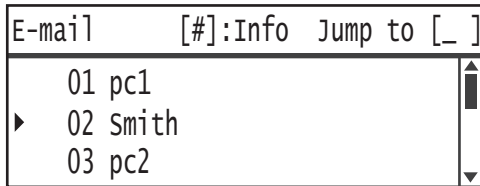


## Scan

3. Press the **Address Book** button.

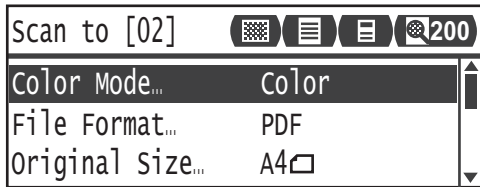


4. Select the desired recipient, and then press the **OK** button.



### Notes

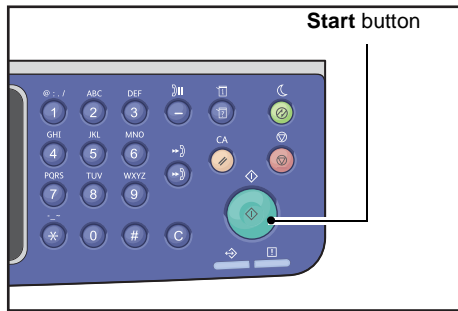
- You can also enter a two-digit number of registered recipient to jump to the specified recipient.
  - To check the e-mail address registered for a recipient, select the recipient and press the **#** button. When you have checked the address, press the **OK** button.
5. Make advanced settings as needed.



For more information on advanced settings, refer to [Advanced Scanner Settings](#) on page 7-15.



6. Press the **Start** button.



If the recipient is not specified, the Address Book screen is displayed.

**Note** You can also set to display the screen to confirm recipient. For more information, refer to [Recipient Confirmation](#) on page 9-33.

Confirm Recipient
02 Smith
Smith@xxx.com
E-mail

# Sending Scan Data to PC over Network - PC (Network)

This function allows you to send scanned data to a network-based computer. You can send the monochrome scanned data in PDF or TIFF or the color scanned data in PDF or JPEG to the specified computer. The SMB protocol is used for the data transmission.

You can only select a forwarding computer from the Address Book. You must register computer addresses using Xerox® CentreWare® Internet Services in advance. Up to 30 e-mail addresses and SMB servers in total can be registered.

For more information on Xerox® CentreWare® Internet Services, refer to [Using Xerox® CentreWare® Internet Services](#) on page 2-17.

## Notes

- To forward scan data, you must first create a shared folder in which to save the data on the computer. Set the write permission for the shared folder.
- If you forward a data file having the same name as a file already in the shared folder, the new file will replace the old one.
- Up to 20 MB of data can be scanned to PC (Network). If the volume exceeds 20 MB, you can select whether to cancel or send the part. (Scan data volume may differ depending on the graphical content in the original document, color mode, and resolution.)
- If a network error occurred or the machine or the computer is disconnected during the transmission, a part of the transferred file is stored in the computer. To delete this file, delete it manually.
- When using a 2-sided document placed in the document feeder, make sure to set **2 Sided** properly. If it is not specified and the orientation of the scanned data needs to be changed, rotate it on your computer.

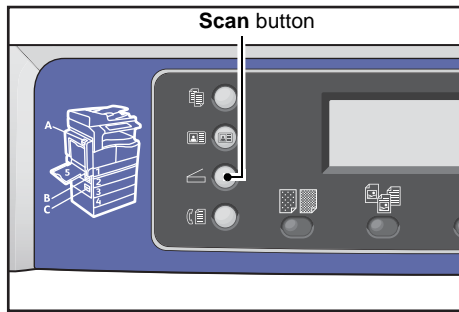
For more information on selecting TIFF or JPEG format, refer to [File Format](#) on page 7-20.

To forward scanned data to a network computer:

1. Place document in the machine.

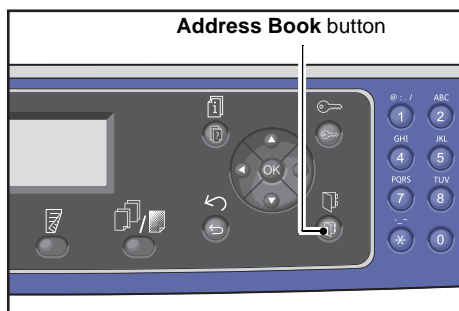
For information on how to place a document, refer to [Placing the Document](#) on page 7-1.

2. Press the **Scan** button.

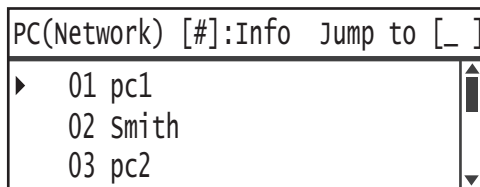


**Note** In the displayed screen, you can enter the two-digit number of registered computer using the numeric keypad, and then go to step 5.

3. Press the **Address Book** button.



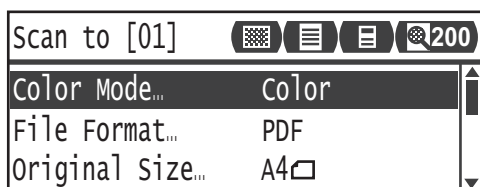
4. Select the desired address of computer, and then press the **OK** button.



#### Notes

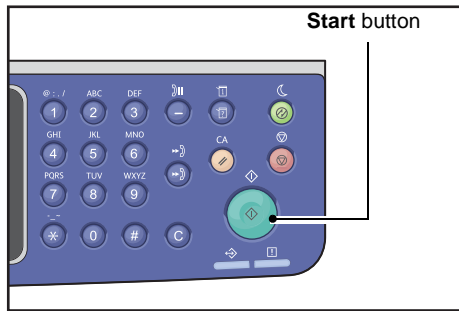
- You can also enter the two-digit number of registered computer to jump to the specified computer.
- To check the address registered for a computer, select it and press the **#** button. When you have checked the address, press the **OK** button.

5. Make advanced settings as needed.



For more information on advanced settings, refer to [Advanced Scanner Settings](#) on page 7-15.

6. Press the **Start** button.



If the address of computer is not specified, the Address Book screen appears.

**Note** You can also set to display the screen to confirm recipient. For more information, refer to [Recipient Confirmation](#) on page 9-33.

# Operations During Scanning

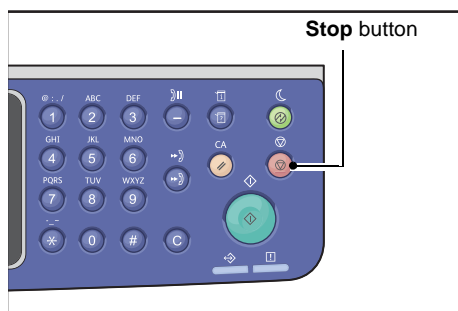
While the machine is scanning document, you can cancel the currently executing job, and check or cancel the pending jobs.

## Canceling the Current Scan Job

To cancel the current scanning job:

### On the machine

1. Press the **Stop** button.



### On the computer

1. Press **Cancel** on the screen displayed while scanning.

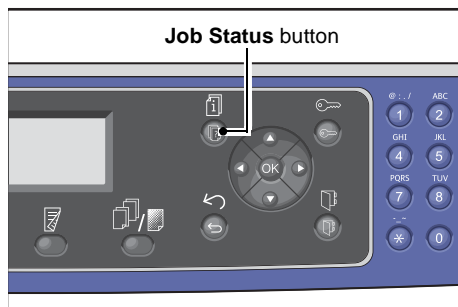
## Checking Job Status

To check the status of the currently executing or the previously scanned job:

**Note** You can cancel the currently executing scan job.

For more information on operation in job screen, refer to [Canceling the Current Job](#) on page 11-3.

1. Press the **Job Status** button.



Scan

2. Check the job status.

Active Jobs	[Stop]:Delete
Fax (Print)	A4 ☐
Print	A4 ☐
Print	B5 ☐

3. To exit the screen, press the **OK** button.

# Advanced Scanner Settings

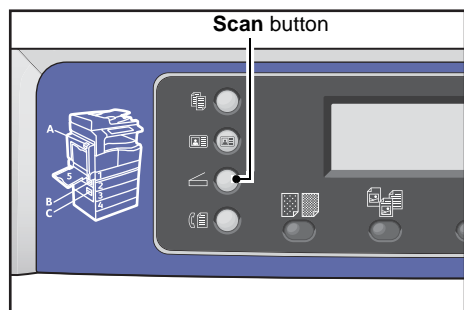
This section describes the advanced functions available for Scan feature with **E-mail** or **PC (Network)**.

Setting Item	Description	See Page
Lighten/Darken*	Adjusts the scan density.	P. 7-16
Original Type*	Sets the document type.	P. 7-17
2 Sided	Sets whether the document is one- or two-sided.	P. 7-18
Resolution*	Sets the scan resolution.	P. 7-19
Color Mode*	Sets the color mode.	P. 7-20
File Format*	Sets the file format.	P. 7-20
Original Size*	Sets the document size.	P. 7-21

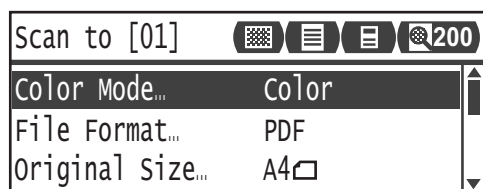
**Note** \* You can change the default value of the functions.

For more information on defaults that can be changed, and how to change them, refer to [Default Settings](#) on page 9-8.

1. Press the **Scan** button.



2. After specifying a recipient or the address of computer, make advanced settings as needed.



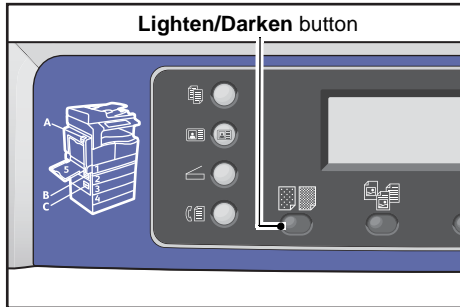
For information on specifying an e-mail recipient, refer to [Sending Scan Data to PC as E-mail Attachment - E-mail](#) on page 7-7.

For information on specifying an address of computer, refer to [Sending Scan Data to PC over Network - PC \(Network\)](#) on page 7-10.

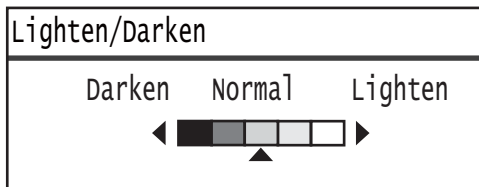
## Lighten/Darken

You can set the density from the five levels. The farther left the position of ▲, the darker the copy density is; the farther right, the lighter.

1. Press the **Lighten/Darken** button.



2. The selection of the brightness level changes everytime the **Lighten/Darken** button is pressed. The selection is applied when the screen is returned to the main menu screen without pressing the **OK** button.



You can change the displayed time length of the setting screen.

For more information on changing the displayed time length of the setting screen, refer to [Quick-Button Selection Timer](#) on page 10-12.

<b>Darken +2</b>	Scans with the darkest density. Use this setting to scan document containing light objects.
<b>Darken +1</b>	Scans with a fairly dark density. Use this setting to scan document containing fairly light objects.
<b>Normal</b>	Scans with the same density as document.
<b>Lighten +1</b>	Scans with a fairly light density. Use this setting to scan document containing fairly dark objects.
<b>Lighten +2</b>	Scans with the lightest density. Use this setting to scan document containing dark objects.

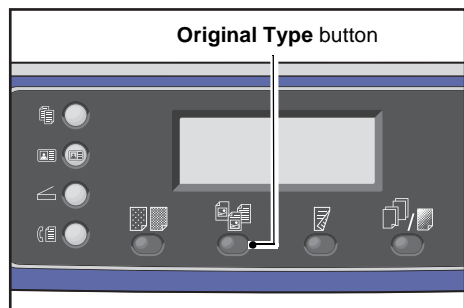


## Original Type

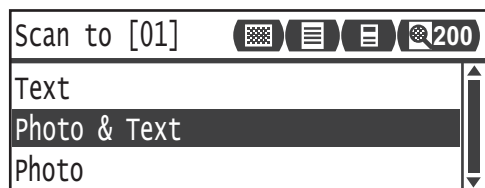
You can set the type of document to optimize the scan data.

**Note** When **Color Mode** is set to **Color**, the image quality of **Text** and **Photo** are equivalent to that of **Photo & Text**.

1. Press the **Original Type** button.



2. The selection of a document type changes everytime the **Original Type** button is pressed. The selection is applied when the screen is returned to the main menu screen without pressing the **OK** button.



You can change the displayed time length of the setting screen.

For more information on changing the displayed time length of the setting screen, refer to [Quick-Button Selection Timer](#) on page 10-12.

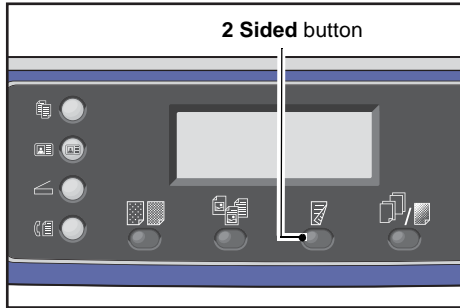
- |                         |   |
|-------------------------|---|
| <b>Text (default)</b>   | Select this item when document contains sharp black and white objects such as text. |
| <b>Photo &amp; Text</b> | Select this item when document contains both text and photos.                       |
| <b>Photo</b>            | Select this item when document contains only photos.                                |

## 2 Sided

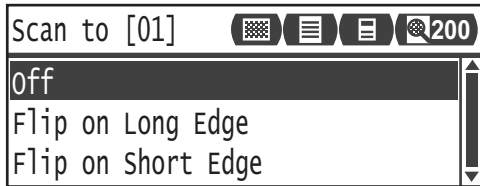
You can set to scan a 1 Sided or 2 Sided document.

**Note** This feature is available when the document feeder is installed on the machine.

1. Press the **2 Sided** button.



2. The selection of a copy method changes everytime the **2 Sided** button is pressed. The selection is applied when the screen is returned to the main menu screen without pressing the **OK** button.



You can change the displayed time length of the setting screen.

For more information on changing the displayed time length of the setting screen, refer to [Quick-Button Selection Timer](#) on page 10-12.

- |                           |  |
|---------------------------|--|
| <b>Off</b>                | Select <b>Off</b> for a one-sided document.                        |
| <b>Flip on Long Edge</b>  | Scans document in portrait orientation to be turned side-to-side.  |
| <b>Flip on Short Edge</b> | Scans document in landscape orientation to be turned side-to-side. |

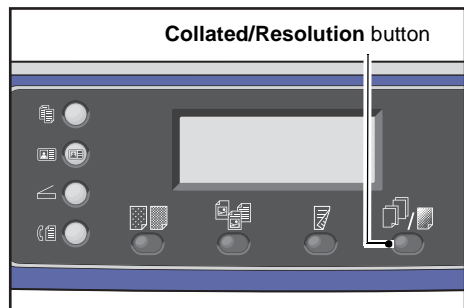
## Resolution

Sets the scan resolution. You can select 200 × 200 dpi, 300 × 300 dpi, 400 × 400 dpi or 600 × 600 dpi.

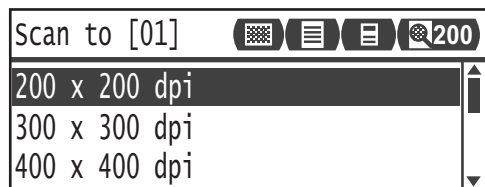
### Notes

- When **Resolution** is set to **400 × 400 dpi** or **600 × 600 dpi** in **Black & White** mode, changing the color mode to **Color** mode changes the **Resolution** setting to **300 × 300 dpi**.
- When **Color Mode** is set to **Color**, changing the resolution to **400x400 dpi** or **600x600 dpi** changes the **Color Mode** setting to **Black & White**.

1. Press the **Collated/Resolution** button.



2. The selection of a resolution changes everytime the **Collated/Resolution** button is pressed. The selection is applied when the screen is returned to the main menu screen without pressing the **OK** button.



You can change the displayed time length of the setting screen.

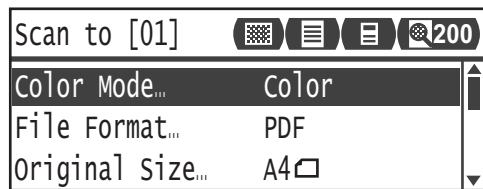
For more information on changing the displayed time length of the setting screen, refer to [Quick-Button Selection Timer](#) on page 10-12.

## Color Mode

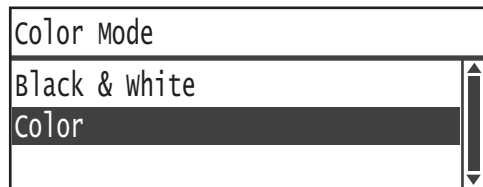
Sets the color mode.

### Notes

- When **Resolution** is set to **400 × 400 dpi** or **600 × 600 dpi** in **Black & White** mode, changing the color mode to **Color** mode changes the **Resolution** setting to **300 × 300 dpi**.
  - When **File Format** is set to **TIFF** in **Black & White** mode, changing the color mode to **Color** changes the **File Format** setting to **PDF**.
  - When **File Format** is set to **JPEG** in **Color** mode, changing the color mode to **Black & White** changes the **File Format** setting to **PDF**.
1. Select **Color Mode**, and then press the **OK** button.



2. Select the desired color mode, and then press the **OK** button.



### Black & White

Used to scan document in black-and-white. The scan data is converted to PDF or TIFF format.

### Color

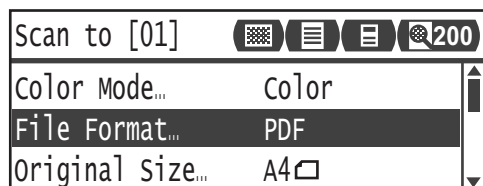
Used to scan document in color. The scan data is converted to PDF or JPEG format.

## File Format

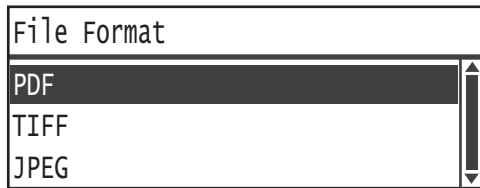
Sets the file format of the scanned data.

The file name is saved in the form of "YMMDDHHMMSS".

1. Select **File Format**, and then press the **OK** button.



2. Select the desired file format, and then press the **OK** button.



<b>PDF (default)</b>	Supports both <b>Black &amp; White</b> and <b>Color</b> .
<b>TIFF</b>	Selectable when <b>Black &amp; White</b> is selected in Color Mode.
<b>JPEG</b>	Selectable when <b>Color</b> is selected in Color Mode.

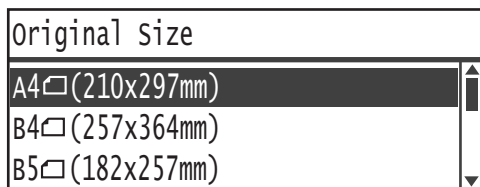
## Original Size

You can set the document size and orientation.

1. Select **Original Size** then press the **OK** button.



2. Select the document size, and then press the **OK** button.



<b>Auto</b>	The machine automatically detects the document size from the supported standard sizes.
<b>Fixed document size (Preset)</b>	Select the size of the placed document.

**Note** **Original Size** is automatically set to **Auto** when document is placed in the document feeder.

Scan

## Major Print Driver Functions

This section describes the major print driver functions used for printing. The print driver must be installed before use.

For information on how to install the print driver, refer to [Installing the Print Driver/Scan Driver](#) on page 2-37.

### Notes

- For information on the Print functions, click **Help** in the print driver screen to display the help information.
- Some functions displayed in the Options tab of the Properties screen can only be used when the mounted options information has been set into the print driver. Functions that have been disabled do not display.

For information on how to set the option information, refer to [Setting the Options Configuration](#) on page 3-26.

Function	Description
Multiple-Up	Prints a multiple-page document on a single page.
2 Sided Print	Prints on both sides of each page when the duplex output unit is installed.
Poster	Enlarges one page of print data to the specified size and prints it on multiple pages. Used to create large posters.
Booklet	Combines 2-sided printing with page collation to enable the creation of booklets with the correct page sequence.
Watermarks	Prints 'Confidential' or another preset character string on top of print data.
Mixed Document	Prints documents containing both vertical and horizontal pages, or pages of different sizes.

# Printing

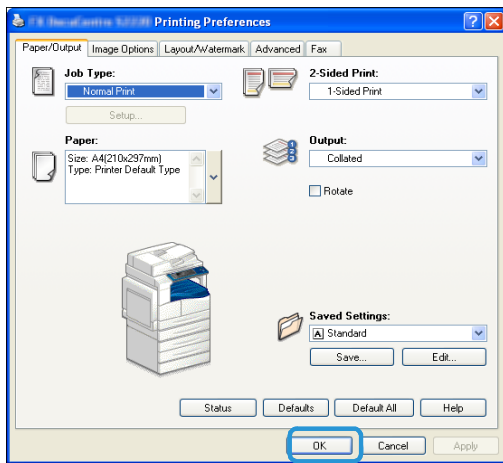
The procedure used to print varies according to the application you are using. See your application's manual for the specific procedure.

The steps below are used in the Xerox® WorkCentre 5022/5024 print driver screen.

1. Select **Print** from the application's **File** menu.
2. Select **Xerox WorkCentre XXXXX**.

**Note** “XXXXX” is displayed as either "5022" or "5024," depending on the model of your machine.

3. If needed, select **Properties** to make advanced settings.



**Note** For information on the Print functions, select **Help** in the print driver screen to display the help information.

4. Click **OK**.
5. Click **OK** in the Print dialog box.



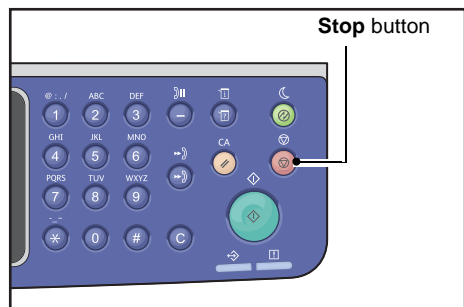
# Operations During Printing

## Stopping the Print Job


To cancel the currently printing job:

### On the machine

Press the **Stop** button.



### On the computer

1. Double-click the printer icon  located on the task bar in the lower right corner of the screen.
2. Select the document name that you desired to cancel, and then press the **Delete** key.  
If there is no document within the window, cancel it manually on the machine.

Print

Each machine feature is set to factory default (initial) settings, but you can customize these settings to match your operating environment. You can change these settings in the **Tools** screen in System Administration mode.

**Note** Some settings cannot be displayed on certain models. An optional component is required. For more information, contact our Customer Support Center.

This chapter describes the functions you can change settings for and provides the settings procedures.

## System Settings Procedure

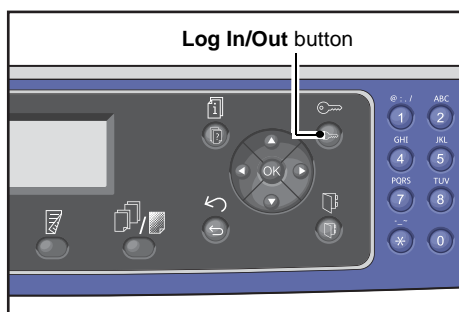
This section gives an overview of how to change the machine's default settings and check machine information.

### Notes

- If there are any current or pending jobs you cannot enter System Administration mode. If there are no current or pending jobs and you still cannot enter System Administration mode, there may be a background process running. Wait 5 minutes and try again.
- While in System Administration mode you cannot receive a print job or start a print or scan job.

## Entering System Administration Mode

1. Press and hold the **Log In/Out** button for at least 4 seconds.

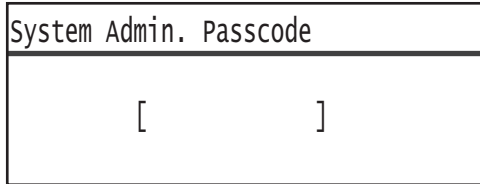


The passcode input screen appears.

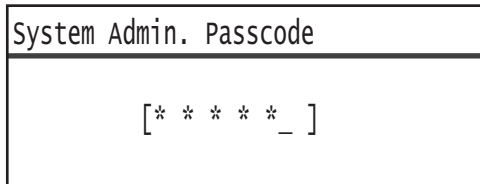
**Notes**

- The passcode is initially set to "1111" (four "1" digits).
- The passcode can be changed.

For information on how to change the passcode, refer to [System Administrator Passcode](#) on page 9-51.



2. Use the numeric keypad to enter the password, and then press the **OK** button.

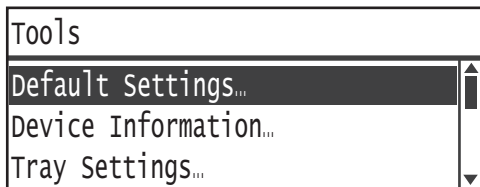


**Note** The **Log In/Out** button lights up when the machine enters System Administration mode.

## Changing the Settings

1. Press the **▲** and **▼** buttons to select the item to set.

For more information, refer to [List of Tools Menu Items Displayed in System Administration Mode](#) on page 9-4.



2. Press the **OK** button.

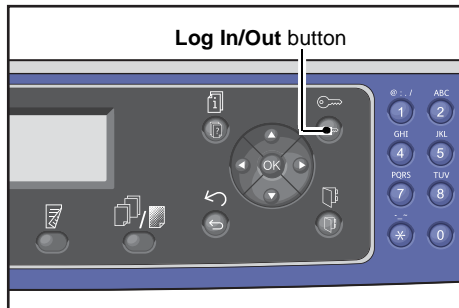
**Note** To return to the **Tools** screen, press the **Clear All** button. To return to the previous screen, press the **Back** or **◀s** button.

3. Repeat Steps 1 and 2 as needed to set all the desired functions.

**Note** Some setting items require input of numerical values using the numeric keypad.

## Exiting System Administration Mode

1. Press the **Log In/Out** button.



### Notes

- If any settings that require to reboot the machine for the new settings to be applied, reboot the machine as the message appear.
- The **Log In/Out** button light goes off when the machine exits System Administration mode.

## List of Tools Menu Items Displayed in System Administration Mode

The table below lists the default settings you can change. The items displayed will vary according to your machine's configuration.

Item	Description	See Page
<b>Default Settings</b>	Used to set the default values of the setting items shown on the control panel display.	P. 9-8
Copy	Used to set the default values of the setting items in the Copy screen.	P. 9-8
ID Card Copy	Used to set the default values of the setting items in the ID Card Copy screen.	P. 9-10
Scan	Used to set the default values of the setting items in the Scan screen.	P. 9-10
Fax	Used to set the default values of the setting items in the Fax screen.	P. 9-12
<b>Device Information</b>	Used to check the Product Name, Serial Number, Printer Name, System Admin. E-mail Address, Firmware Version, IPv4, and IPv6 settings.	P. 9-15
<b>Tray Settings</b>	Used to set the paper type (paper quality) in the paper trays. Also used to set the paper size for Paper Tray 5.	P. 9-16
<b>Custom Paper Size Settings</b>	Used to set non-standard paper sizes for Customs (1 to 5) for Tray 5 (bypass).	P. 9-18
<b>Control Panel Language</b>	Used to set the user interface language used in the control panel display.	P. 9-19
<b>Default Display</b>	Used to set the initial screen to appear in the control panel at power on.	P. 9-20
<b>Phone Book</b>	Used to creates a Phone Book for the fax transmission function.	P. 9-21
Speed Dial	Used to register and change names and fax numbers.	P. 9-21
Group	Used to register or change groups for the Speed Dial function.	P. 9-24
<b>Wired Network</b>	Used to make network environment settings.	P. 9-27
Ethernet	Used to set the Ethernet environment to use.	P. 9-27
TCP/IP	Used to set TCP/IP.	P. 9-27
IP Filter	Used to restrict the IP addresses that can access the machine.	P. 9-29

Item	Description	See Page
<b>Copy Settings</b>	Used to make Copy feature settings.	P. 9-30
Sharpness	Used to set the sharpness level.	P. 9-30
Background Suppression	Used to set whether to remove the background of an image.	P. 9-30
Back. Suppression Level	Used to set the background suppression level.	P. 9-30
Reduce/Enlarge Preset	Used to set the preset reduction/enlargement setting.	P. 9-30
Auto Collate	Used to set to rotate when Collated is selected for output method	P. 9-31
<b>Scan Settings</b>	Used to make Scan feature settings.	P. 9-32
Background Suppression	Used to set whether to remove the background of an image.	P. 9-30
Back. Suppression Level	Used to set the background suppression level.	P. 9-30
Reduce/Enlarge Preset	Used to set the preset reduction/enlargement setting.	P. 9-30
Image Compression	Used to set the compression ratio for scanning.	P. 9-32
Sharpness	Used to set the sharpness level.	P. 9-32
Edge Erase	Used to set the value of Edge Erase.	P. 9-33
Maximum Attachment Size	Used to set the maximum file size of an attached file.	P. 9-33
Receipt Confirmation	Used to set whether to confirm recipient information before sending.	P. 9-33
<b>Fax Settings</b>	Used to make Fax function settings.	P. 9-34
Mode	Used to set the method used to receive faxes when an external phone is mounted.	P. 9-34
Fax Answer	Used to set the ring time when an external phone is mounted.(When <b>Mode</b> is set to <b>Fax</b> )	P. 9-34
Tel/Fax Answer	Used to set the ring time when an external phone is mounted.(When <b>Mode</b> is set to <b>Tel/Fax</b> )	P. 9-34
Line Volume	Used to set the volume of the speaker used to output sound from the phone line.	P. 9-35
Line Type	Used to set the line type.	P. 9-35
Dial Type	Used to set the dial type.	P. 9-35
Call Interval	Used to set the amount of time the machine waits between the end of one transmission and the start of the next.	P. 9-35
Redial Attempts	Used to set the number of times the machine redials.	P. 9-36
Redial Interval	Used to set the amount of time the machine waits between redials.	P. 9-36
Junk Filter	Used to block junk faxes.	P. 9-36

Item	Description	See Page
Send Header	Used to set whether to send information including the print date and sender information on outgoing faxes or not.	P. 9-36
Company Name	Used to register the sender name.	P. 9-36
Fax Number	Used to register the machine's fax number.	P. 9-36
Forward	Used to set whether to forward the incoming fax or not.	P. 9-36
Auto Reduce On Receipt	Used to set whether to reduce the image size when the incoming data is too large for the output paper.	P. 9-37
Border Limit	Used to set the image size limit at which to split the page when the incoming data is too large for the output paper.	P. 9-37
Receive Size	Used to restrict the paper size of faxes that can be received.	P. 9-37
Print Size (Received Letter)	Used to set whether to print the incoming Letter size data on Letter paper or A4 paper.	P. 9-38
Immediate Fax Switch	Used to set the remaining memory level at which to move to immediate communications during fax transmission.	P. 9-38
Off Hook Level	Used to set the detection level of an off-the-hook receiver when using an external phone.	P. 9-38
Region	Used to set the region name.	P. 9-38
Activity Report	Used to set whether to automatically print out the results of sent and received documents that are stored in memory.	P. 9-39
Transmission Report	Used to set the method used to print fax transmission results.	P. 9-40
Broadcast Report	Used to set the method of printing transmission results when "broadcasting" (sending the same fax to multiple recipients at once).	P. 9-40
Protocol Report	Used to set the method used to print protocols.	P. 9-41
<b>System Settings</b>	Used to set other functions.	P. 9-42
Power Saver Timer	Used to set the amount of time the machine waits before entering its power-saving modes.	P. 9-42
Auto Reset	Used to set the amount of time the machine waits before resetting the screen while an operation is being performed.	P. 9-42
Auto Print	Used to set the amount of time the machine waits before starting to print and after receiving a print job.	P. 9-42
Idle Timeout	Used to set the amount of time the machine waits before documents are added.	P. 9-43
Job Cancel	Used to set whether to automatically cancel the job when a job error occurs.	P. 9-43
Clock	Used to set the time on the machine's system clock.	P. 9-43



Item	Description	See Page
Audio Tones	Used to set the volume of the machine's audio tones.	P. 9-46
Job History Verbose	Used to set whether to have the machine automatically print Job History Reports or not.	P. 9-48
Auto Paper Selection	Used to set the paper tray for the paper size detected automatically.	P. 9-48
User Control	Used to restrict the use of the Copy functions.	P. 9-48
Paper Size Settings	Used to set the group of standard document/paper sizes to be detected.	P. 9-49
Show Toner Alert	Used to set how frequently to display messages when the toner cartridge needs to be replaced.	P. 9-49
Show Drum Alert	Used to set how frequently to display messages when the drum cartridge needs to be replaced.	P. 9-49
Show Drum Warning	Used to set how frequently to display messages when the drum cartridge life is ended.	P. 9-49
Maintenance	Used to reset the counters of the periodic replacement parts for machine maintenance.	P. 9-50
<b>Security Settings</b>	Used to set System Administrator information.	P. 9-51
System Admin. Passcode	Used to set the passcode needed to enter System Administration mode.	P. 9-51
<b>User Management</b>	Used to restrict the users permitted to use the Copy functions.	P. 9-52
Confirm/Edit	Used to set whether to reset the total number of copied impressions or not.	P. 9-52
Reset Copied Impressions	Used to set user passcodes and the maximum number of impressions permitted for copying.	P. 9-54

# Default Settings

Use the **Default Settings** screen to make default settings for the Copy, Scan and Fax features.

For information on how to display the **Default Settings** screen, refer to [System Settings Procedure](#) on page 9-1.

## Copy

Sets the default advanced copy settings displayed when the control panel's **Copy** button is pressed.

## Paper Supply

Sets the paper tray displayed in **Paper Supply**. Select the default paper tray to use for copying.

**Auto** is set at the time of factory shipment.

**Tray 2**, **Tray 3**, and **Tray 4** are displayed when the optional paper trays are mounted.

The machine selects a paper tray whose tray is set to **On** for Auto Paper Selection to use for copying when **Auto** is selected. If there is more than one paper tray available that satisfies the conditions, the machine selects the tray with the highest priority to use for copying. However, those trays with the setting of paper quality or paper size that does not support 2 Sided function are excluded from the selection. The priority of the trays to use is Tray 1 > Tray 2 > Tray 3 > Tray 4 > Tray 5.

If an optional paper tray is set as default, the default setting returns to Auto if that tray is removed.

## Reduce/Enlarge

Sets the default value displayed for **Reduce/Enlarge**.

You can select **100%**, **Auto**, **50% A3→A5**, **70% A3→A4**, **B4gB5**, **81% B4→A4**, **B5gA5**, **86% A3→B4**, **A4gB5**, **115% B4→A3**, **B5→A4**, **122% A4→B4**, **A5→B5**, **141% A4→A3**, **B5→B4**, **200% A5→A3**, **5.5 x 8.5"→11 x 17"**, or **Preset XXX%**.

**Auto** is set at the time of factory shipment.

### Notes

- The value displayed for **Preset XXX%** is the value registered for **Reduce/Enlarge Preset** in **Copy Settings**.
- When **Auto** is set, the machine reduces or enlarges the document to fit the specified paper size when copying.

## 2 Sided

Set the default value displayed for **2 Sided**.

**1 → 1 Sided** is set at the time of factory shipment.

<b>1 → 1 Sided</b>	Set when copying one-sided document on one side of each output page.
<b>1 → 2 Sided</b>	Set when copying one-sided document on both sides of each output page.
<b>2 → 1 Sided</b>	Set when copying two-sided document on one side of each output page.
<b>2 → 2 Sided</b>	Set when copying two-sided document on both sides of each output page.

## Original Type

Sets the default value displayed for **Original Type**. This setting optimizes the copy characteristics for the specified document type.

**Text** is set at the time of factory shipment.

<b>Text</b>	Set when copying documents with sharp black and white contrast, such as text documents.
<b>Photo &amp; Text</b>	Set when copying documents containing both text and photos.
<b>Photo</b>	Set when copying photos. <b>Note:</b> This item is disabled when <b>Color Mode</b> is set to <b>Black &amp; White</b> and enabled when <b>Color Mode</b> is set to <b>Color</b> .

## Lighten/Darken

Sets the default copy density value displayed in **Lighten/Darken**.

You can select **Darken +2**, **Darken +1**, **Normal**, **Lighten +1**, **Lighten +2**, or **Toner Saver**.

**Normal** sets the copy density at about the same as the document; **Darken +2** sets a higher density than the document; **Lighten +2** sets a lower density.

**Toner Saver** sets the following values for each feature to conserve the toner usage. **Lighten/Darken: Lighten +2**, **Sharpness: Sharpen +2**, and **Original Type: Photo& Text**.

**Normal** is set at the time of factory shipment.

## Edge Erase

Sets the default value displayed for **Edge Erase**. Setting a value for this menu item erases the black shadows created around the edges of the paper when copying with the document cover open.

You can set values between 0 and 50 mm (in 1 mm increments).

**2 mm** is set at the time of factory shipment.

## ID Card Copy

Sets the default advanced ID Card Copy settings displayed when the control panel's **ID Card Copy** button is pressed.

### Original Size

Sets the default value displayed for **Original Size**.

You can select values between 86 and 297 mm (in 1 mm increments).

**100 mm** is set at the time of factory shipment.

### Original Type

Sets the default value displayed for **Original Type**. This setting optimizes the copy characteristics for the specified document type.

**Text** is set at the time of factory shipment.

<b>Text</b>	Set when copying documents with sharp black and white contrast, such as a text documents.
<b>Photo &amp; Text</b>	Set when copying documents containing both text and photos.
<b>Photo</b>	Set when copying photos.

### Edge Erase

Sets the default value displayed for **Edge Erase**. Setting a value for this menu item erases the black shadows created around the edges of the paper when copying with the document cover open.

You can select values between 0 and 10 mm (in 1 mm increments).

**3 mm** is set at the time of factory shipment.

## Scan

Sets the default advanced scan settings displayed when the control panel's **Scan** button is pressed.

### Color Mode

Sets the default color mode used for scanning (the item displayed for **Color Mode**).

**Black & White** is set at the time of factory shipment.

**Note** When **Resolution** is set to **400 dpi** or **600 dpi**, selecting **Color** changes **Resolution** to **300 dpi**.

<b>Black &amp; White</b>	Scans document as black-and-white documents.
<b>Color</b>	Scans document as color documents.

## File Format (B&W)

Sets the default file format used for scanning in monochrome.

**PDF** is set at the time of factory shipment.

<b>PDF</b>	Saves the scanned document in PDF file format.
<b>TIFF</b>	Saves the scanned document in TIFF file format.

## File Format (Color)

Sets the default file format used for scanning in color.

**PDF** is set at the time of factory shipment.

<b>PDF</b>	Saves the scanned document in PDF file format.
<b>JPEG</b>	Saves the scanned document in JPEG file format.

## Resolution

Sets the default scan resolution displayed for **Resolution**.

You can select **200 dpi**, **300 dpi**, **400 dpi**, or **600 dpi**.

**200 dpi** is set at the time of factory shipment.

**Note** When the **Color Mode** is set to **Color**, you can only select **200 dpi** or **300 dpi**.

## Original Size

Sets the default value displayed for **Original Size**.

You can select **Auto**, **A3** (297 x 420mm), **A4** (297 x 210mm), **A4** (210 x 297mm), **B4** (257 x 364mm), **B5** (257 x 182mm), **B5** (182 x 257mm), **8K** (270 x 390mm), **16K** (270x 195mm), **16K** (195 x 270mm), **A5** (148 x 210mm), **11 x 17"**, **8.5 x 14"**, **8.5 x 13"**, **8.5 x 11"**, or **8.5 x 11"**.

**A4** (297 x 210mm) is set at the time of factory shipment.

## Original Type

Sets the default value displayed for **Original Type**. This setting optimizes the scanning characteristics for the specified document type.

**Text** is set at the time of factory shipment.

When **Color Mode** is set to **Color**, the image quality of **Text** and **Photo** are equivalent to that of **Photo & Text**.

**Text** Set when scanning documents with sharp black and white contrast, such as a text documents.

**Photo & Text** Set when scanning documents containing both text and photos.

**Photo** Set when scanning photos.

**Note:** This item is disabled when **Color Mode** is set to **Black & White** and enabled when **Color Mode** is set to **Color**.

## Lighten/Darken

Sets the default scan density value displayed for **Lighten/Darken**.

You can select **Darken +2**, **Darken +1**, **Normal**, **Lighten +1**, or **Lighten +2**.

**Normal** sets the scan density at about the same as the document; **Darken +2** sets a higher density than the document; **Lighten +2** sets a lower density.

**Normal** is set at the time of factory shipment.

## Fax

Sets the default advanced fax settings displayed when the control panel's **Fax** button is pressed.

This menu item is not displayed when the Fax Kit is not mounted. When the **Region** item has not been set in the **Fax Settings**, some items are not displayed. Set the **Region** item beforehand.

## Resolution

Sets the default fax scan resolution displayed for **Resolution**.

**Standard** is set at the time of factory shipment.

**Standard** Scans faxes at the resolution of 200 x 100 dpi (7.9 x 3.9 dots/mm).

**Fine** Scans faxes at the resolution of 200 x 200 dpi (7.9 x 7.9 dots/mm).

**Superfine** Scans faxes at the resolution of 400 x 400 dpi (15.7 x 15.7 dots/mm).

## Original Type

Sets the default value displayed for **Original Type**. This setting optimizes the fax scanning characteristics to the specified document type.

**Text** is set at the time of factory shipment.

<b>Text</b>	Set when faxing documents with sharp black and white contrast, such as a text documents.
<b>Photo &amp; Text</b>	Set when faxing documents containing both text and photos.
<b>Photo</b>	Set when faxing photos.

## Lighten/Darken

Sets the default fax scanning resolution displayed for **Lighten/Darken**.

You can select **Darken +2**, **Darken +1**, **Normal**, **Lighten +1**, or **Lighten +2**.

**Normal** sets the fax scanning density at about the same as the document; **Darken +2** sets a higher density than the document; **Lighten +2** sets a lower density.

**Normal** is set at the time of factory shipment.

## Original Size

Set the default value displayed for **Original Size**.

You can select **Auto**, **A3** (297 x 420mm), **A4** (210 x 297mm), **B4** (257 x 364mm), **B5** (182 x 257mm), **8K** (270 x 390mm), **A5** (148 x 210mm), **11 x 17"**, **8.5 x 14"**, or **8.5 x 13"**.

**Auto** is set at the time of factory shipment.

**Original Size** is set to **Auto** when a document is placed in the document feeder.

## Edge Erase

Sets the default value displayed for **Edge Erase**. Setting a value for this setting erases the black shadows created around the edges of paper when faxing with the document cover open.

You can set values between 0 and 10 mm (in 1 mm increments).

**2 mm** is set at the time of factory shipment.

## ECM

Sets the default value displayed for **ECM**. This setting resends the fax if an error resulting in transmission failure occurs.

You can select **On** or **Off**.

**On** is set at the time of factory shipment.

## Delayed Fax

Sets the default value displayed for **Delayed Fax**.

This setting lets you specify the time to send a fax. When 24-hour clock display has been set, you can set any time between 0:00 and 23:59 (in 1 minute increments). When 12-hour clock display has been set, you can set any time between 1:00 and 12:59 (in 1 minute increments).

The time is set to **21:00** at the time of factory shipment.



# Device Information

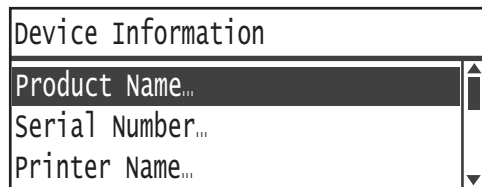
The **Device Information** screen displays the following items:

Item	Description
Product Name	The product's name.
Serial Number	The machine's serial number.
Printer Name	The printer's name.
System Admin. E-mail Address	The System Administrator's e-mail address.
Firmware Version	The machine's firmware version.
IPv4	Used to check the TCP/IP IPv4 settings.
IPv6	Used to check the TCP/IP IPv6 settings.

Follow the steps below to view **Device Information** screen information.

1. In the **Device Information** screen, select the item to display.

For information on how to display the **Device Information** screen, refer to [System Settings Procedure](#) on page 9-1.



2. Press the **OK** button.

# Tray Settings

The Tray Settings set the paper type (paper quality) for each paper tray. The Tray Settings is also used to set the paper size for Paper Tray 5 (bypass).

To maintain the same print quality after changing the quality of paper in a tray, change the tray's default paper quality setting to match the new paper.

**Tray 2 to Tray 4** are displayed when the optional paper trays are mounted.

For information on how to display the **Tray Settings** screen, refer to [System Settings Procedure](#) on page 9-1.

## Tray 1

### Paper Type

Sets the type (quality) of the paper in Tray 1.

You can select **Plain 1**, **Plain 2**, or **Lightweight**.

**Plain 1** is set at the time of factory shipment.

## Tray 2 to Tray 4

### Paper Type

Sets the type (quality) of the paper in Tray 2 to Tray 4 (optional trays).

You can select **Plain 1**, **Plain 2**, **Heavyweight**, **Extra-HW**, or **Lightweight**.

## Tray 5

### Paper Size

Sets the size of the paper in Tray 5 (bypass).

You can select **A3** (297 x 420mm), **A4** (297 x 210mm), **A4** (210 x 297mm), **B4** (257 x 364mm), **B5** (257 x 182mm), **B5** (182 x 257mm), **8K** (270 x 390mm), **16K** (270x 195mm), **16K** (195 x 270mm), **A5** (148 x 210mm), **11 x 17"**, **8.5 x 14"**, **8.5 x 13"**, **8.5 x 11"**, **8.5 x 11"**, **Custom 1 - Custom 5**, or **Custom Size**.

If you select **Custom Size** and press the **OK** button, you can set a non-standard paper size (X (horizontal) 98 to 432 mm, Y (vertical) 127 to 297 mm).

**A4** (297 x 210mm) is set at the time of factory shipment.

## **Paper Type**

Sets the type (quality) of the paper in Tray 5 (bypass).

You can select **Plain 1**, **Plain 2**, **Heavyweight**, **Extra-HW**, or **Lightweight**.

**Plain 1** is set at the time of factory shipment.

## Custom Paper Size Settings

You can set the non-standard paper sizes to the Customs (1 to 5) for the Tray 5 (bypass) (X (horizontal) 98 to 432 mm, Y (vertical) 127 to 297 mm).

The registered Customs can be selected in **Original Size** for the Copy feature.

# Control Panel Language

You can select from the following languages for the user interface language used in the control panel display:

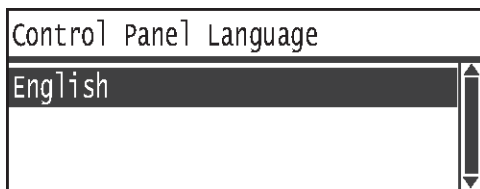
- English
- French
- Italian
- German
- Spanish
- Brazilian Portuguese
- Russian
- Greek
- Turkish
- Polish
- Czech
- Hungarian
- Romanian

**Note** The default language may vary depending on the region of purchase.

Follow the steps below to select the language.

1. Select the language that you want to display from the **Control Panel Language** screen.

For information on how to display the **Control Panel Language** screen, refer to [System Settings Procedure](#) on page 9-1.



2. Press the **OK** button.

# Default Display

The **Default Display** screen lets you change the default display screen. The screen is displayed at power on and after returning from Energy Saver mode. You can select the **Copy** screen, **Fax** screen, or **Scan** screen as the default display screen.

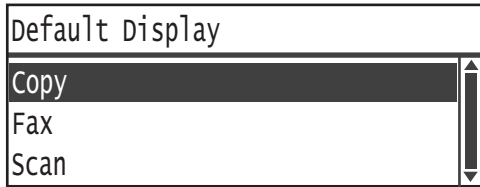
**Copy** is set at the time of factory shipment.

**Note** Some screens cannot be set on some models.

Follow the steps below to change the default display screen.

1. In the **Default Display** screen, select the screen to use as the default display screen.

For information on how to display the **Default Display** screen, refer to [System Settings Procedure](#) on page 9-1.



2. Press the **OK** button.

# Phone Book

The machine's Phone Book has Speed Dial and Group functions. Speed Dial and Group are handy ways to quickly specify recipients when sending faxes.

## Notes

- The Speed Dial and Group functions are not displayed when the Fax Kit (option) is not mounted.
- You cannot register, edit, or delete the Phone Book in the following cases:
  - When there are present jobs that have not been sent as determined by the specified transmission time
  - When receiving or sending faxes
  - When **Junk Filter is On**
  - When **Forward is On**
- You can also register recipients using Address Book Editor. Click the **Install Fax Utility** included in **User Tools** on the Driver CD Kit CD-ROM to install the Address Book Editor on the computer being used. When the Address Book Editor is saved to the machine after the information is registered, the Phone Book entries on the machine are replaced with the new data. For more information on registration, see the Address Book Editor's Help Information.

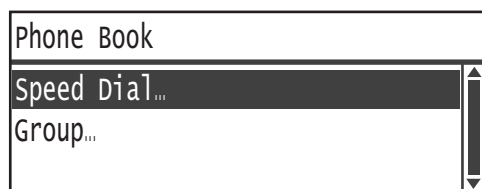
## Speed Dial

The Speed Dial function lets you register fax recipient names and fax numbers. You can register up to 99 Speed Dial entries.

The Speed Dial entries registered as 001 to 036 are the same as One Touch buttons 1 to 36 on the control panel. Pressing the One Touch buttons is a handy way to quickly specify fax recipients.

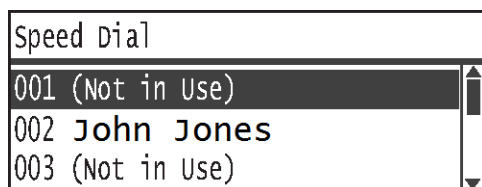
1. In the **Phone Book** screen, select **Speed Dial**, and then press the **OK** button.

For information on how to display the **Phone Book** screen, refer to [System Settings Procedure](#) on page 9-1.



2. To register a new entry, select an unregistered Speed Dial number, and then click the **OK** button.

**Note** To edit an existing Speed Dial number, select the number to edit.



3. Select **Name**, and then press the **OK** button.

Speed Dial 001	[C]:Delete
Name...	
Fax Number...	
Apply Settings...	

4. Enter the name to register, and then press the **OK** button.

**Note** Names can be up to 32 single-byte alphanumeric characters in length.

001:Enter Name
—

5. Select **Fax Number**, and then press the **OK** button.

Speed Dial 001	[C]:Delete
Name	John Smi
Fax Number	
Apply Settings	

6. Enter the fax number to register, and then press the **OK** button.

**Note** You can enter up to 50 characters for the fax number (numbers as well as the number sign (#), asterisk (\*), and underscore (\_)).

001:Enter Phone No.
—

7. Select **Apply Settings**, and then press the **OK** button.

Speed Dial 001	[C]:Delete
Name...	John Smi
Fax Number...	030123456789
Apply Settings...	

8. Select **Yes**, and then press the **OK** button.

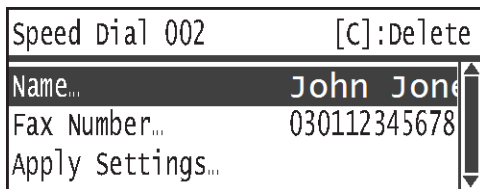
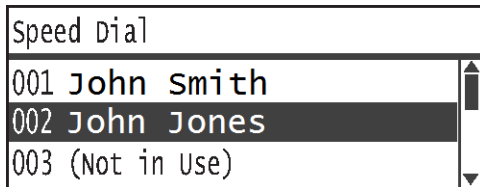
Apply Settings	[Are You Sure?]
Yes	
No	



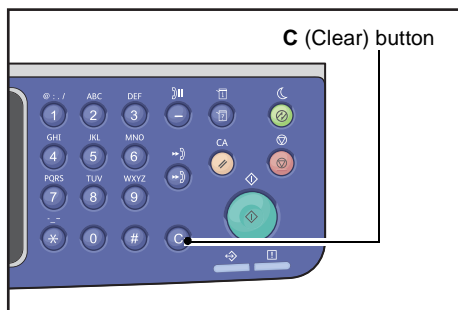
## Deleting a Speed Dial Entry

Follow the steps below to delete a registered Speed Dial entry. **XXX (Not In Use)** is displayed for the deleted entries.

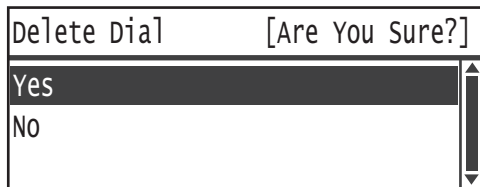
1. Select the speed dial number that you wish to delete on the **Speed Dial** screen, and then press the **OK** button.



2. Press the **C** (Clear) button.



3. Select **Yes**, and then press the **OK** button.



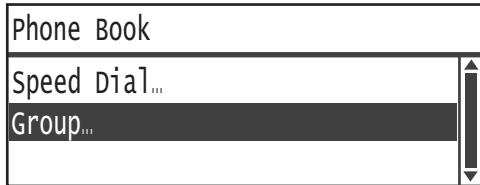
## Group

The Group function lets you group the registered Speed Dial entries into groups (up to 6 groups).

**Note** You can register up to 99 Speed Dial entries in each group.

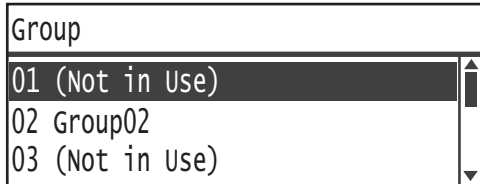
1. In the **Phone Book** screen, select **Group**, and then press the **OK** button.

For information on how to display the **Phone Book** screen, refer to [System Settings Procedure](#) on page 9-1.

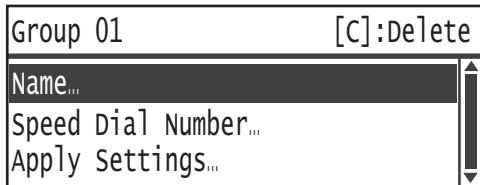


2. To create a new group, select an unregistered group number, and then press the **OK** button.

**Note** To edit an existing group, select the group to edit.

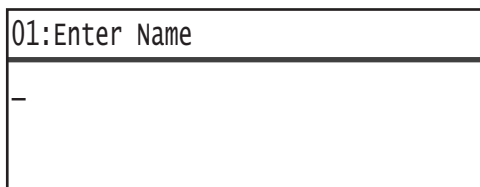


3. Select **Name**, and then press the **OK** button.



4. Enter the group name to register, and then press the **OK** button.

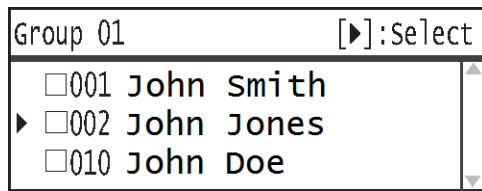
**Note** Names can be up to 32 single-byte alphanumeric characters in length.



5. Select **Speed Dial Number**, and then press the **OK** button.



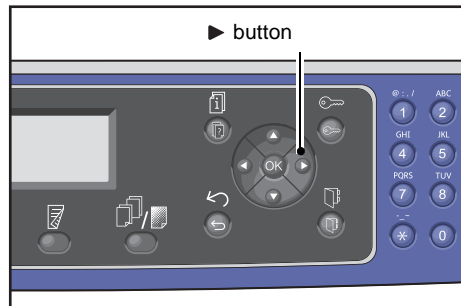
6. Select the speed dial number to register to the group.



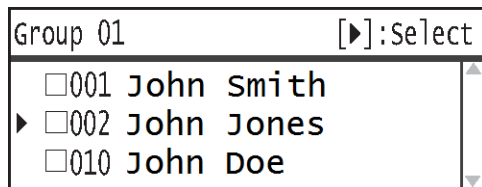
7. Press the ► button.

#### Notes

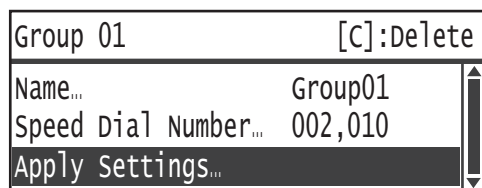
- A checkmark ✓ appears in the checkbox next to each Speed Dial entry. Pressing the ► button again erases the checkmark ✓.
- If you press the # button, you can check the details for the selected Speed Dial entry. Press the **Back** button to return the display to the previous screen.
- You can select up to 99 Speed Dial entries at once.



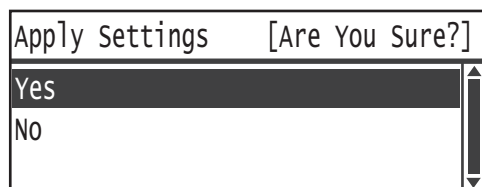
8. Repeat Steps 6 and 7 to select the speed dial numbers to register to the group, and then press the **OK** button.



9. Select **Apply Settings**, and then press the **OK** button.



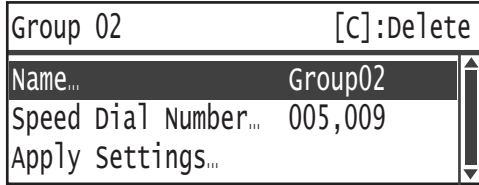
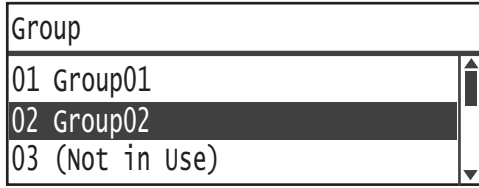
10. Select **Yes**, and then press the **OK** button.



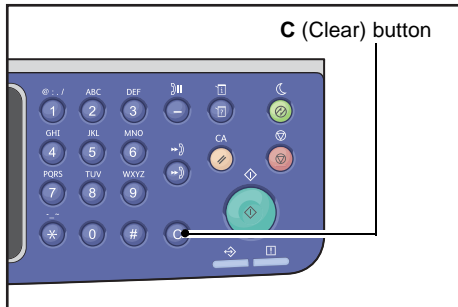
## Deleting a Group

Follow the steps below to delete a registered Group. **XX (Not In Use)** is displayed for deleted groups.

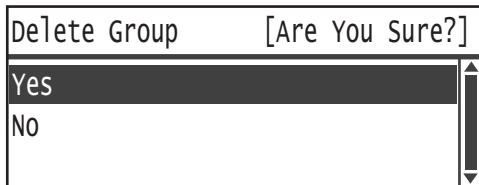
1. In the **Group** screen, select the group to delete, and then press the **OK** button.



2. Press the **C** (Clear) button.



3. Select **Yes**, and then press the **OK** button.



# Wired Network

Used to make network environment settings.

**Note** This function does not display unless the Network Kit is installed.

For information on how to display the **Wired Network** screen, refer to [System Settings Procedure](#) on page 9-1.

## Ethernet

Used to set the Ethernet type to use.

### Speed

You can select **Auto**, **10BASE-T Half**, **10BASE-T Full**, **100BASE-TX Half**, or **100BASE-TX Full**.

**Auto** is set at the time of factory shipment.

### MAC Address

You can select **Auto**, **10BASE-T Half**, **10BASE-T Full**, **100BASE-TX Half**, or **100BASE-TX Full**.

**Auto** is set at the time of factory shipment.

### TCP/IP

Sets TCP/IP.

This setting is activated after restarting the machine.

### IP Mode

Sets the TCP/IP operation mode.

**IPv4** is set at the time of factory shipment.

<b>Dual Stack</b>	Select this setting when using the machine in an environment using both IPv4 and IPv6.
<b>IPv4</b>	Select this setting when using the machine in an IPv4 environment.
<b>IPv6</b>	Select this setting when using the machine in an IPv6 environment.

## IPv4

Sets IPv4.

<b>Get IP Address</b>	<p>Sets the method used to acquire the IP address, subnet mask, and gateway address.</p> <ul style="list-style-type: none"><li>• <b>DHCP</b> Automatically acquires the IP address, subnet mask, and gateway address from the DHCP server.</li><li>• <b>BOOTP</b> Automatically acquires the IP address, subnet mask, and gateway address from the BOOTP server.</li><li>• <b>RARP</b> Automatically acquires the IP address from the RARP server.</li><li>• <b>DHCP/AutoNet</b> Automatically acquires the IP address, subnet mask, and gateway address from the DHCP server. If communication with the DHCP server fails, the AutoIP function is activated to allocate an IP address (169.254.xxx.xxx). If communication with the DHCP server is later re-established, the settings are reacquired from the DHCP server.</li><li>• <b>Control Panel</b> The setting used to set the IP address, subnet mask, and gateway address manually.</li></ul>
<b>IP Address</b>	<p>When <b>Get IP Address</b> is set to <b>Control Panel</b>, the IP address is set by manual input from the numeric keypad.</p> <p><b>Note:</b> Enter the IP address in the format xxx.xxx.xxx.xxx, where each 'xxx' is a value between 0 and 255.</p>
<b>Subnet Mask</b>	<p>When <b>Get IP Address</b> is set to <b>Control Panel</b>, the subnet mask is set by manual input from the numeric keypad.</p> <p><b>Note:</b> Enter the subnet mask in the format xxx.xxx.xxx.xxx, where each 'xxx' is a value between 0 and 255.</p>
<b>Gateway Address</b>	<p>When <b>Get IP Address</b> is set to <b>Control Panel</b>, the gateway address is set by manual input from the numeric keypad.</p> <p><b>Note:</b> Enter the gateway address in the format xxx.xxx.xxx.xxx, where each 'xxx' is a value between 0 and 255.</p>

## IPv6

Sets IPv6.

<b>Set IPv6</b>	<p>Sets whether to use IPv6. You can select <b>Disable</b> or <b>Enable</b>. <b>Disable</b> is set at the time of factory shipment.</p>
<b>IP Address</b>	<p>Use the numeric keypad to enter the IP address.</p>

- Prefix** Use the numeric keypad to set the prefix length of the IP address (between 1 to 128).
- Gateway Address** Use the numeric keypad to enter the gateway address.

## IP Filter

Sets whether to restrict the IP addresses that can access the machine.

### Notes

- The IP filter is a function used to suppress printing using TCP/IP.
- This setting is activated after restarting the machine.

## IPv4

Sets whether to restrict the IPv4 addresses that can access the machine. When this setting is enabled, you can register up to 10 IP addresses/subnet masks to support.

## IPv6

Sets whether to restrict the IPv6 addresses that can access the machine. When this setting is enabled, you can register up to 10 IP addresses/subnet masks to support.

# Copy Settings

Used to set the functions for the Copy feature.

For information on how to display the **Copy Settings** screen, refer to [System Settings Procedure](#) on page 9-1.

## Sharpness

You can select **Soften +2**, **Soften +1**, **Normal**, **Sharpen +1**, or **Sharpen +2**.

**Normal** sets the sharpness at the standard level; **Soften +2** sets it lower; **Sharpen +2** sets it higher.

**Normal** is set at the time of factory shipment.

For more information, refer to **Scan Settings** > [Sharpness](#) on page 9-32.

## Background Suppression

Sets whether to suppress the document's background color.

You can select **Off** or **On**.

**On** is set at the time of factory shipment.

For more information, refer to **Scan Settings** > [Background Suppression](#) on page 9-32.

## Back. Suppression Level

Sets the background suppression level used when **Background Suppression** is set to **On** in **Copy Settings**.

You can select from **Low**, **Normal**, **Higher +1**, **Higher +2**, and **Higher +3**. **Normal** is the standard suppression level, **Low** is the lowest suppression Level, and **Higher +3** is the highest suppression level.

**Normal** is set at the time of factory shipment.

For more information, refer to **Scan Settings** > [Back. Suppression Level](#) on page 9-32.

## Reduce/Enlarge Preset

Used to set the preset Reduce/Enlarge value by selecting **Copy** > **Reduce/Enlarge** in the **Default Settings**.

You can set a value between 25 and 400 % (in 1 % increments).

**400%** is set at the time of factory shipment.

For more information, refer to **Default Settings** > **Copy** > [Reduce/Enlarge](#) on page 9-8.



## Auto Collate

Sets to rotate for the Collated function when document is placed in the document feeder.

You can select **Do Not Rotate** or **Rotate**.

**Do Not Rotate** is set at the time of factory shipment.

# Scan Settings

Used to set the functions for the Scan feature.

The following settings are available for the Scan to E-mail and Scan to PC (Network) functions. For the TWAIN and Windows Imaging Acquisition (WIA) application settings, the settings that you specify with the application are applied.

For information on how to display the **Scan Settings** screen, refer to [System Settings Procedure](#) on page 9-1.

## Background Suppression

Sets the default value displayed for **Background Suppression**. Sets whether to suppress the document's background color.

You can select **Off** or **On**.

**On** is set at the time of factory shipment.

For more information, refer to **Copy Settings** : [Background Suppression](#) on page 9-30.

## Back. Suppression Level

Sets the background suppression level used when **Background Suppression** is set to **On** in **Scan Settings**. This setting is enabled when scanning black-and-white documents.

You can select from **Low**, **Normal**, **Higher +1**, **Higher +2**, and **Higher +3**. **Normal** is the standard suppression level, **Low** is the lowest suppression Level, and **Higher +3** is the highest suppression level.

**Normal** is set at the time of factory shipment.

For more information, refer to **Copy Settings** : [Back. Suppression Level](#) on page 9-30.

## Image Compression

Used to set the file compression ratio when document is scanned.

You can select **Higher +2**, **Higher +1**, **Normal**, **Lower -1**, or **Lower -2**. **Higher +2** is the highest compression ratio, and **Lower -2** is the lowest compression ratio.

**Normal** is set at the time of factory shipment.

Selecting **Higher+2** reduces file size, but also reduces image resolution.

## Sharpness

Sets the default sharpness value displayed for **Sharpness**.

You can select **Soften +2**, **Soften +1**, **Normal**, **Sharpen +1**, or **Sharpen +2**.

**Normal** sets the sharpness at the standard level; **Soften +2** sets it lower; **Sharpen +2** sets it higher.

**Normal** is set at the time of factory shipment.

For more information, refer to **Copy Settings** : [Sharpness](#) on page 9-30.

## Edge Erase

Sets the default value displayed for **Edge Erase**. Setting a value for this menu item erases the black shadows created around the edges of the paper when scanning with the document cover open.

You can set values between 0 and 10 mm (in 1 mm increments).

**2 mm** is set at the time of factory shipment.

For more information, refer to **Default Settings** > **ID Card Copy** > [Edge Erase](#) on page 9-10.

For more information, refer to **Default Settings** > **Fax** > [Edge Erase](#) on page 9-13

## Maximum Attachment Size

Sets the maximum file size for an e-mail attachment.

You can set values between 2 and 20 MB (in 1 MB increments).

**20 MB** is set at the time of factory shipment.

## Recipient Confirmation

Sets whether to confirm the recipient information before sending data.

You can select **On** or **Off**.

**Off** is set at the time of factory shipment.

# Fax Settings

Used to set the functions for the Fax feature.

If **Unknown** is set for **Region**, no other settings besides **Region** are shown. When you use the fax function, be sure to make the **Region** setting and **Clock** in **System Settings**.

The machine needs to be restarted whenever the Fax Settings are changed.

For information on how to display the **Fax Settings** screen, refer to [System Settings Procedure](#) on page 9-1.

## Mode

Sets the method used to receive faxes automatically when an external phone is mounted.

This item is set to **Fax** at the time of factory shipment.

## Fax

Set Fax Mode to use machine as a fax machine only. The machine receives faxes automatically after the number of rings set in **Fax Answer**.

**Note** The machine can also be used as a phone to make outgoing calls.

## Tel/Fax

Set TEL/FAX Mode to use the machine as both a fax machine and phone. Phone calls can be answered by picking up the receiver before the number of rings set in **Tel/Fax Answer** is exceeded. If the call is from fax machine, the fax can be received manually.

## Fax Answer

Sets the external phone's number of rings when **Mode** is set to **Fax**.

You can set a value between 1 and 15 redials (in increments of 1).

**Note** The default value varies by region. The default value is set when **Region** is set.

## Tel/Fax Answer

Sets the external phone's number of rings when **Mode** is set to **Tel/Fax**.

You can set a value between 1 and 15 rings (in increments of 1).

The time is set to **2 times** at the time of factory shipment.

The default value varies by region. The default value is set when **Region** is set.

## Line Volume

Sets the external phone's number of rings when **Mode** is set to **Tel/Fax**.

You can set a value between 1 and 15 rings (in increments of 1).

The time is set to **2 times** at the time of factory shipment.

The default value varies by region. The default value is set when **Region** is set.

## Line Type

Sets the line type to use.

**PSTN** is set at the time of factory shipment.

### PSTN

Set for fax transmissions on a standard phone line.

### PBX

Set for fax transmissions on an internal private branch exchange within a corporation, or on a public line.

## Dial Type

Sets the dial type.

You can select **PB**, **DP (10 PPS)**, or **DP (20 PPS)**.

**Note** The default value varies by region. The default value is set when **Region** is set.

## Call Interval

Sets the amount of time the machine waits between the end of transmission and the start of the next.

You can set a value between 3 and 255 seconds (in 1 second increments).

Setting a high Call Interval value increases the total time needed for "broadcast" faxes (sent to multiple recipients at once), but the machine can receive faxes during the waiting periods.

**Note** The default value varies by region. The default value is set when **Region** is set.

## Redial Attempts

Sets the number of times the automatic redial operation is performed when the recipient is busy or does not answer.

**Note** The default value varies by region. The default value is set when **Region** is set.

## Redial Interval

Sets the amount of time the machine waits between redials.

You can set a value between 1 and 15 minutes (in 1 minute increments).

The time is set to **5 minutes** at the time of factory shipment.

## Junk Filter

Used to set whether to block junk faxes from being received or not.

You can select **On** or **Off**.

**Off** is set at the time of factory shipment.

## Send Header

Sets whether to record and send fax header information (such as date, sender, and recipient) at the beginning of faxes.

You can select **On** or **Off**.

**On** is set at the time of factory shipment.

## Company Name

Used to register the sender's name to be sent to the recipient when a fax is sent.

You can enter up to 32 single-byte alphanumeric characters.

## Fax Number

Used to register the machine's fax number to be sent to the recipient when a fax is sent.

You can enter up to 20 digits, including numbers (0 to 9).

## Forward

Sets whether or not to forward a fax document received on this machine to another fax number.

**Off** is set at the time of factory shipment.

#### Notes

- When **On** is selected, faxes cannot be forwarded if there are more than 20 faxes scheduled for transmission. Incoming faxes are printed out.
- If the recipient of the forwarded fax is also set to forward received faxes and has specified the machine as the recipient, an infinite loop of forwarding operations could result. Ensure an infinite loop will not result when setting the fax forwarding number.
- If the fax could not be forwarded due to the recipient's line being busy or a similar issue, the fax number is redialed. Incoming faxes are printed out if the number of redials exceeds the number of redials set on the machine.

**Off** Prints received faxes.

**On** Forwards received faxes to the specified fax number. Select **On** and press the **OK** button to display the Speed Dial entry screen. Use the numeric keypad to enter the fax forwarding number.

## Auto Reduce On Receipt

Used to set incoming oversized faxes to reduce in size and print them to fit in a single page.

You can select **On** or **Off**.

**On** is set at the time of factory shipment.

## Border Limit

Used to set incoming oversized faxes to only print the portion that fits on in a single page.

You can set values between 0 and 127 mm (in 1 mm increments).

**16 mm** is set at the time of factory shipment.

## Receive Size

Used to restrict the paper size incoming faxes are printed. When an incoming fax is received, the machine notifies the sender fax machine of the required fax size.

**A4/B4/A3** is set at the time of factory shipment.

#### Notes

- Document width is used to indicate the fax size restriction.
- If you received a fax in B4 paper size when the machine has no tray containing B5 paper, it is printed in A3 paper. If the machine has the tray for B4 paper size ready and the tray is empty, the message for loading paper is displayed on the screen.

**Auto** The machine prints incoming faxes by selecting the tray containing the paper of the correct size.

**A4** The machine restricts incoming faxes to A4 size (210 mm width).

## Tools

- A4/B4** The machine restricts incoming faxes to A4 size (210 mm width) and B4 size (257 mm width).
- A4/B4/A3** The machine restricts incoming faxes to A4 size (210 mm width), B4 size (257 mm width), and A3 size (297 mm width).

## Print Size (Received Letter)

Used to set the paper size to print document that was sent in Letter or A4 size.

**Letter/A4** is set at the time of factory shipment.

The machine operates according to the **Auto Reduce on Receipt** or **Border Limit** settings on whether to automatically reduce or discard portions of A4 document received when the paper size is set to **Letter/A4** or **Letter**.

- Letter/A4** The machine prints the fax in Letter size first. If the Letter size is not available, it prints in A4 size.
- Letter** The machine prints the fax in Letter size.

## Immediate Fax Switch

When the amount of remaining memory becomes low while saving an outgoing fax, the machine can be set to start transmission during the save operation when the amount of remaining memory reaches a set value. This is referred to as Immediate communication. Used to set the remaining memory level to switch to the immediate communication.

You can set a value between 0 and 99 % (in 1 % increments).

**0%** is set at the time of factory shipment.

## Off Hook Level

Used to set the level for detecting an off-the-hook receiver when an external phone is mounted.

You can select from **10 volts**, **15 volts**, **20 volts**, **25 volts**, and **35 volts**. **10 volts** is the lowest extraction level, and **35 volts** is the highest extraction level.

**10 volts** is set at the time of factory shipment.

## Region

Sets the machine's region of use.

You can select from **Unknown**, **India**, **Russia**, **South Africa**, **Central Africa**, **Emirates**, **Saudi Arabia**, **Egypt**, **Mexico**, or **Turkey**.



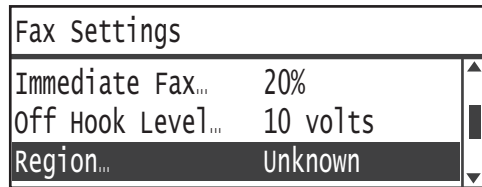
**Unknown** is set at the time of factory shipment.

### Notes

- If you change the **Region** setting after you have started using the machine, all the settings including those in Phone Book and reserved fax or other jobs will be reset. Change the **Region** setting with care.
- When **Unknown** is set, it is the only setting displayed under **Fax Settings**. In addition, **Fax in Default Settings** is not displayed.

Follow the steps below to make the settings.

1. In the **Fax Settings** screen, select **Region**.



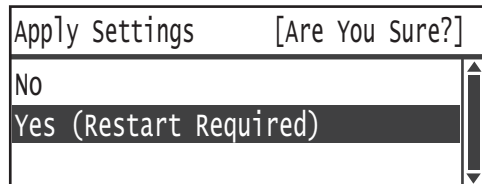
For information on how to display the **Fax Settings** screen, refer to [System Settings Procedure](#) on page 9-1.

2. Press the **OK** button.
3. Select your region, and then press the **OK** button.



4. Select **Yes (Restart Required)**, and then press the **OK** button.

Restart the machine (turn the power off and then turn it back on again).



## Activity Report

Sets whether the machine automatically prints transmission results (Activity Reports) after sending and receiving faxes.

**Enable Auto Print** is set at the time of factory shipment.

## Enable Auto Print

The machine automatically prints transmission results after every 50 faxes sent/received.

**Note** The maximum number of saved transmission logs is 100 for sent logs and 300 for received logs. When Enable Auto Print is set to On, fax transmission is disabled when the number of saved documents in either the sent or receive log exceeds the maximum number of saved logs if the report cannot be printed due to the machine being out of paper or a similar issue. If sending or receiving faxes again, manually print an Activity Report.

For information on how to print an Activity Report manually, refer to [Printing Reports/Lists](#) on page 10-7.

## Disable Auto Print

The machine does not print transmission results.

This cannot be selected if the number of faxes sent or received exceeds 40.

## Transmission Report

Sets the machine's transmission result printing operation after sending a fax.

**Print On Error** is set at the time of factory shipment.

**Note** The Transmission Report cannot be printed manually.

## Always Print

The machine prints the transmission result after sending each fax.

## Print On Error

The machine prints the transmission result when fax transmission fails.

## Never Print

The machine does not print the transmission result regardless of whether fax transmission succeeds or fails.

## Broadcast Report

Sets the operation to print machine's transmission result after sending a fax "broadcast" (the same fax sent to multiple recipients at once).

**Always Print** is set at the time of factory shipment.

**Note** The Broadcast Report cannot be printed manually.

## Always Print

The machine prints the transmission result after sending each fax broadcast.

## Print On Error

The machine prints the transmission result when transmission to one or more of the recipients in the broadcast fails.

## Never Print

The machine does not print the transmission result regardless of whether fax transmission succeeds or fails.

## Protocol Report

Sets the machine's protocol information printing operation after sending faxes.

**Never Print** is set at the time of factory shipment.

## Always Print

Prints whenever fax transmission has been completed.

## Print On Error

The machine prints the transmission result when fax transmission failed.

## Never Print

The machine doesn't print the transmission result regardless of whether fax transmission succeeded or failed.

For information on how to print a Protocol Report manually, refer to [Printing Reports/Lists](#) on page 10-7.

# System Settings

Used to make other settings.

For information on how to display the **System Settings** screen, refer to [System Settings Procedure](#) on page 9-1.

## Power Saver Timer

Used to make settings for the Energy Saver function.

### Low Power Mode

Sets the amount of time the machine waits before entering Low Power mode.

You can set a value between 1 and 60 minutes (in 1 minute increments).

The machine's power is not turned OFF completely in Low Power mode. Instead, this mode creates a balance between low power consumption and short warm-up time by controlling the temperature of the fusing unit to a level midway between the power OFF temperature and the "Ready" temperature.

**1 minute** is set at the time of factory shipment.

### Sleep Mode

Used to set the amount of time the machine waits before entering Low Power mode or Sleep mode.

You can set a value between 1 and 239 minutes (in 1 minute increments).

Sleep mode minimizes power consumption by shutting off the power to all components except the controller. Warm-up time in Sleep mode is longer than in Low Power mode.

**1 minute** is set at the time of factory shipment.

### Auto Reset

Sets the amount of time the machine waits before automatically returning to the Default Display screen when no operation is being performed.

You can select **15 seconds**, **30 seconds**, **45 seconds**, **1 minute**, **2 minutes**, **3 minutes**, or **4 minutes**.

**45 seconds** is set at the time of factory shipment.

### Auto Print

Used to set the amount of time the machine waits after operating the control panel, loading paper on the document feeder, or closing a tray until starting to print automatically.

You can set a value between 1 and 240 seconds (in 1 second increments).

**10 seconds** is set at the time of factory shipment.

## Idle Timeout

The amount of time to wait is set according to the operations listed below when document is placed on the document glass and being scanned.

The amount of time that passes to continue to the next job assuming that there is no additional document to be loaded.

You can select **20 seconds**, **30 seconds**, **60 seconds**, or **90 seconds**.

**30 seconds** is set at the time of factory shipment.

## Job Cancel

Sets whether the machine automatically cancel the job when an error occurs.

You can select **On** or **Off**. If **On** is selected, you can set a value between 60 and 5940 seconds (in 1 second increments).

**600 seconds** is set at the time of factory shipment.

## Clock

Sets the time on the machine's system clock. This item sets the clock used to print the current time on the reports.

### Notes

- This item can only be set when the Fax Kit or Network Kit is installed.
- When setting the time for the first time, first set the **Date Format** and **Time Format**.

Follow the steps below to make the settings.

## Date & Time

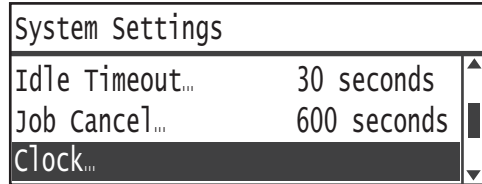
Set the current date and time.

You can select from UTC -12:00 to +13:00.

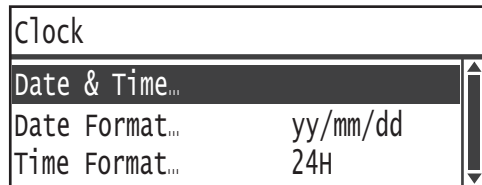
**UTC -5:00** is set at the time of factory shipment.

1. In the **System Settings** screen, select **Clock**, and then press the **OK** button.

For information on how to display the **System Settings** screen, refer to [System Settings Procedure](#) on page 9-1.

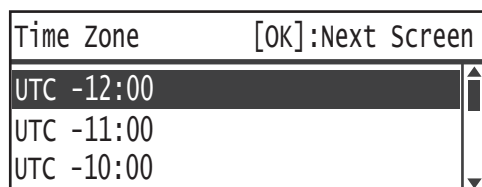


2. Select **Date & Time**, and then press the **OK** button.

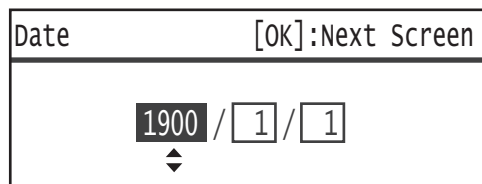


3. Select Time Zone, and then press the **OK** button.

**Note** You can select a value between **UTC -12:00** and **UTC +13:00** for Time Zone.



4. Set the date.

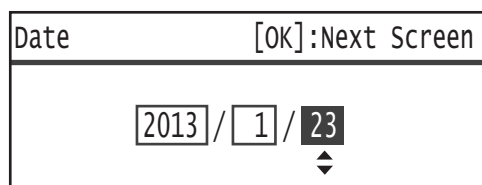


Use the numeric keypad (buttons 0 to 9) to enter the date.

Example: To enter January 23, 2013 as the date, press **2, 0, 1, 3, ► 0, 1, ► 2, 3**.

#### Notes


- Enter the date in the display format set in **Date Format**.
- Press the ► and ◀ buttons to move the cursor.



5. Press the **OK** button.

## 6. Set the current time.

Use the numeric keypad (buttons 0 to 9) to enter the current time.

Time	[OK]: Save
(0:00 - 23:59)	
00	: 00
	

## Notes

- Enter the time in the display format (12- or 24-hour clock) set by **Time Format**.  
When **12H** has been set for **Time Format**, enter a value between **1:00** and **12:59**.  
When **24H** has been set for **Time Format**, enter a value between **0:00** and **23:59**.
  - Press the ► and ◀ buttons to move the cursor.
7. Press the **OK** button.
8. Check the settings, and then press the **OK** button.

## Date Format

Set the date format.

You can select from **yy/mm/dd**, **mm/dd/yy**, or **dd/mm/yy**.

**yy/mm/dd** is set at the time of factory shipment.

1. In the **Clock** screen, select **Date Format**, and then press the **OK** button.

Clock	
Date & Time...	
Date Format...	yy/mm/dd
Time Format...	24H

2. Select the date display format, and then press the **OK** button.

Date Format	
yy/mm/dd	
mm/dd/yy	
dd/mm/yy	

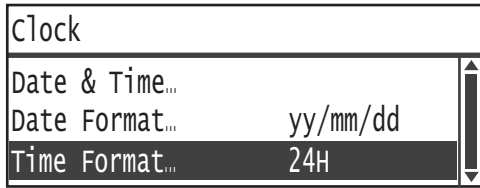
## Time Format

Set the time format.

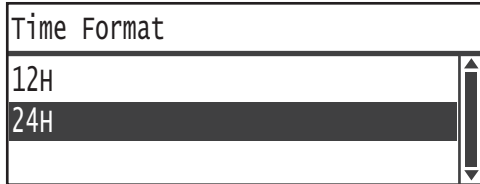
You can select from **12H** or **24H**.

**24H** is set at the time of factory shipment.

1. In the **Clock** screen, select **Time Format**, and then press the **OK** button.



2. Select the time display format, and then press the **OK** button.



## Audio Tones

Used to set the machine's operation and status audio tones.

### All Tones

Sets the volume of all the machine's tones. Use this setting to set all the tones to the same volume.

You can select **Soft**, **Normal**, or **Loud**. Select **Off** to disable this tone.

**Off** is set at the time of factory shipment.

### Selection

Sets the volume of the tone that sounds when selectable buttons are pressed on the control panel.

You can select **Soft**, **Normal**, or **Loud**. Select **Off** to disable this tone.

**Off** is set at the time of factory shipment.

### Control Panel Alert

Sets the volume of the tone that sounds when non-selectable buttons are pressed on the control panel.

You can select **Soft**, **Normal**, or **Loud**. Select **Off** to disable this tone.

**Off** is set at the time of factory shipment.

### Machine Ready

Sets the volume of the tone that sounds at power on and at other times to indicate the machine is ready for copying or printing.



You can select **Soft**, **Normal**, or **Loud**. Select **Off** to disable this tone.

**Normal** is set at the time of factory shipment.

### Job Complete

Sets the volume of the tone that sounds to indicate a job has completed normally.

You can select **Soft**, **Normal**, or **Loud**. Select **Off** to disable this tone.

**Normal** is set at the time of factory shipment.

### Fault

Sets the volume of the tone that sounds to indicate a job has failed.

You can select **Soft**, **Normal**, or **Loud**. Select **Off** to disable this tone.

**Normal** is set at the time of factory shipment.

### Alert Tone

Sets the volume of the tone that sounds to indicate a job has failed and been put on hold due to a problem such as a document/paper jam.

You can select **Soft**, **Normal**, or **Loud**. Select **Off** to disable this tone.

**Normal** is set at the time of factory shipment.

### Out of Paper

Sets the volume of the tone that sounds to indicate a job has failed and been put on hold because the paper tray has run out of paper.

You can select **Soft**, **Normal**, or **Loud**. Select **Off** to disable this tone.

**Normal** is set at the time of factory shipment.

### Consumables

Sets the volume of the tone that sounds to indicate the toner cartridge needs to be replaced.

You can select **Soft**, **Normal**, or **Loud**. Select **Off** to disable this tone.

**Normal** is set at the time of factory shipment.

### Auto Clear

Sets the volume of the tone that sounds 5 seconds before the display will automatically return to the Default Display screen when Auto Reset has been set.

## Tools

You can select **Soft**, **Normal**, or **Loud**. Select **Off** to disable this tone.

**Off** is set at the time of factory shipment.

## Base Tone

Sets the standard volume of buttons that toggle settings (buttons that can be pressed repeatedly to switch a setting among different values).

You can select **Soft**, **Normal**, or **Loud**. Select **Off** to disable this tone.

**Off** is set at the time of factory shipment.

## Job History Verbose

Sets the machine to record Copy and USB Scan jobs on the Job History Reports.

You can select **On** or **Off**.

**Off** is set at the time of factory shipment.

## Auto Paper Selection

Sets the target trays for the automatic tray selection.

**Note** Tray 1 is included in the automatic tray selection.

### Tray 2 to 4

Sets each tray to be included in the automatic tray selection.

You can select **On** or **Off**.

**On** is set at the time of factory shipment.

**Note** **Tray 2** to **Tray 4** are displayed when the optional paper trays are mounted.

## User Control

Used to restrict the users permitted to use the Copy feature.

When this setting is enabled, users must enter a passcode to use the Copy feature.

**Off** is set at the time of factory shipment.

## Off

Users are permitted to use the Copy feature without entering a passcode.

## Single

Users must enter a single specified passcode to use the Copy feature. Use the system administrator's passcode.

For information on how to set a passcode, refer to [System Administrator Passcode](#) on page 9-51.

## Multiple

Select this setting when managing the amount of copy paper used by user or group using Accounting. You can set passcodes and maximum number of impressions permitted for copying for each user or group.

For more information on setting procedure, refer to [User Management](#) on page 9-52.

## Paper Size Settings

Used to specify the size of paper to be automatically detected when you use standard sizes of a document or the machine is set to detect sizes of a document.

You can select from **A/B Series (8K/16K)**, **Inch Series**, **A/B Series (8 x 13")**, or **A/B Series (8 x 13"/8 x 14")**.

**A/B Series (8K/16K)** is set at the time of factory shipment.

## Show Toner Alert

Used to set how frequently to display messages on screen when it is close to the time to replace the toner cartridge.

You can select from **Off**, **At Startup**, or **At Auto Clear**.

**At Startup** is set at the time of factory shipment.

## Show Drum Alert

Used to set how frequently to display messages on the screen when it is close to the time to replace the drum cartridge.

You can select from **Off**, **At Startup**, or **At Auto Clear**.

**At Startup** is set at the time of factory shipment.

## Show Drum Warning

Used to set how frequently to display messages on the screen when the drum cartridge life is ended.

You can select from **Off**, **At Startup**, or **At Auto Clear**.

**At Auto Clear** is set at the time of factory shipment.

## Maintenance

Used to clear the counter of the consumables/periodic replacement parts when directed by your local Xerox representative.

**Note** Do not use this function except as necessary.

# Security Settings

## System Administrator Passcode

Used to set the passcode for entering System Administration mode.

You can enter between 4 to 6 numbers from 0 to 9.

**1111** (four "1" digits) is set at the time of factory shipment.

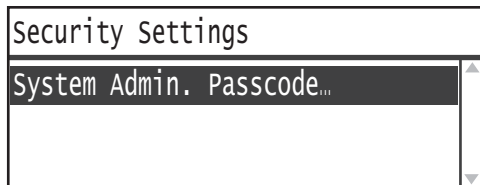
Follow the steps below to make the settings.

1. In the **Tools** screen, select **Security Settings**, and then press the **OK** button.

For information on how to display the **Tools** screen, refer to [System Settings Procedure](#) on page 9-1.

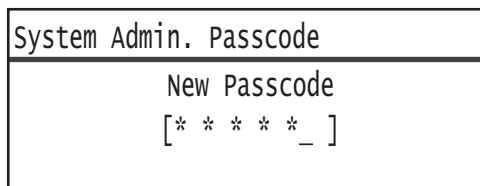


2. Select **System Admin. Passcode**, and then press the **OK** button.



3. Enter the desired passcode in the New Passcode field.

**Note** The entered passcode is displayed as asterisks (\*).



4. Press the **OK** button.

# User Management

When **Multiple** is selected under **User Control**, you can manage the amount of copy paper used per user or group using Accounting. Used to set passcodes and the maximum number of impressions permitted for copying as well as to check the total number of impressions copied for each user or group. Also used to reset the total number of impressions copied for all users and groups at once.

For more information on User Control, refer to [User Control](#) on page 9-48.

## Confirm/Edit

You can manage the copy paper usage for up to 30 users or groups (**User 01** to **User 30**) using Accounting. You can set the passcode and maximum number of copied impressions permitted for each user from **User 01** to **User 30**.

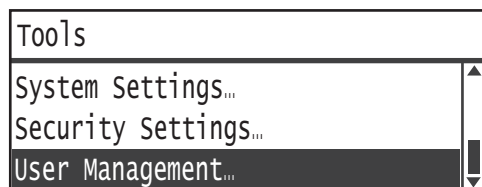
**Note** Each user can check his or her total number of impressions copied and maximum number of permitted impressions.

For more information on how to check user copying information, refer to [Checking the Total Number of Impressions Copied](#) on page 5-24.

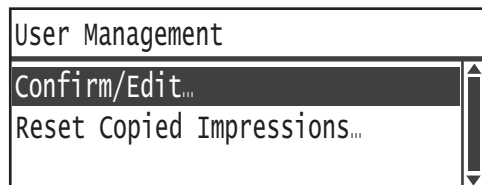
Follow the steps below to perform the operation.

1. In the **Tools** screen, select **User Management**, and then press the **OK** button.

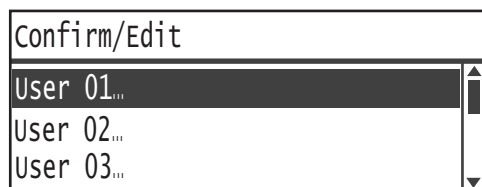
For information on how to display the **Tools** screen, refer to [System Settings Procedure](#) on page 9-1.



2. Select **Confirm/Edit**, and then press the **OK** button.



3. Select the user to display or set, and then press the **OK** button.



## Login Passcode

Used to display or set the passcode used to log in to the machine.

**Note** You can enter between 4 to 6 numbers from 0 to 9.

1. Select **Login Passcode**, and then press the **OK** button.

User 01
Login Passcode...
Copied Impressions...
Copy Limit (Unit: Impressions...)

The current passcode is displayed.

**Note** To change the passcode, press the **C** (Clear) button to erase the current passcode, and then use the numeric keypad to enter a new passcode.

Login Passcode
[0001 ]

2. Press the **OK** button.

## Copied Impressions

Displays the total number of impressions the user has currently copied.

1. Press **Copied Impressions**.

User 01
Login Passcode...
Copied Impressions...
Copy Limit (Unit: Impressions...)

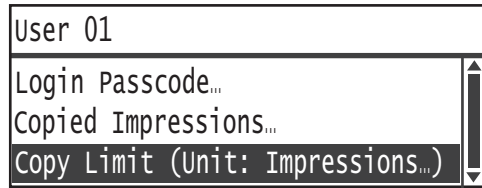
2. Check the value, and then press the **Back** button.

Copied Impressions
352

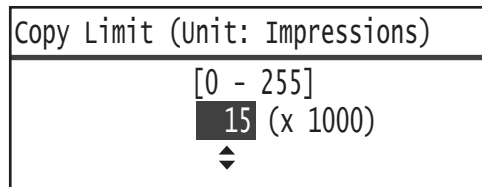
## Copy Limit (Unit: Impressions)

Used to display or set the maximum number of impressions the user is permitted to copy.

1. Press **Copy Limit (Unit: Impressions)**.



2. To change the value, use the numeric keypad to enter the maximum number of permitted impressions.



### Notes

- You can set a value between 0 and 255 (Unit: 1,000 impressions) for the maximum number of permitted impression . Set 0 to disable the restriction on maximum number of copies.
- The user's current total number of impressions is reset to 0 when the maximum number of permitted impressions is changed.

3. Press the **OK** button.

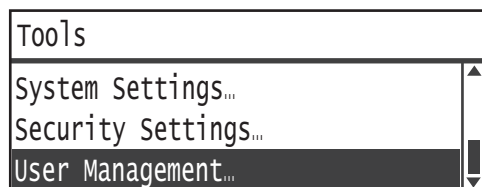
## Reset Copied Impressions

You can select whether to reset the total number of copied impressions for all registered users, User01 to User30, at once. Click **Yes** to reset the total number of impressions copied to 0.

Follow the steps below to perform the operation.

1. In the **Tools** screen, select **User Management**, and then press the **OK** button.

For information on how to display the **Tools** screen, refer to [System Settings Procedure](#) on page 9-1.

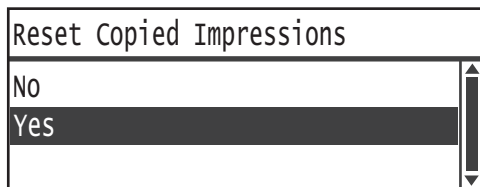




2. Select **Reset Copied Impressions**, and then press the **OK** button.



3. Select **Yes**, and then press the **OK** button.





# Machine Status

# 10

This chapter describes how to check the basic information and status of your machine.

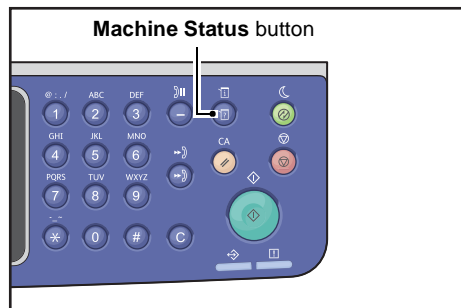
**Note** Some settings are not displayed on some models. An optional component is required. For more information, contact our Customer Support Center.

## Checking Consumables

The **Machine Status** screen displays the status of consumables such as the toner cartridge and the drum cartridge.

Follow the steps below to check the status of consumables.

1. Press the **Machine Status** button.



Machine Status	Toner Status:
Language...	OK
IP Address...	Drum Status:
Billing Informat...	OK

### Toner Status

Shows the toner cartridge status.

- |                     |  |
|---------------------|--|
| <b>OK</b>           | Replacement is not currently needed.   |
| <b>Reorder</b>      | Replacement is not currently needed, but the cartridge will need to be replaced soon. Make sure to have a new toner cartridge on hand. |
| <b>Replace Soon</b> | Replacement is needed soon.  |

## Machine Status

**Replace Now** Replacement is needed now.

**Error** A toner cartridge error occurred.

## Drum Status

Shows the drum cartridge status.

**OK** Replacement is not currently needed.

**Reorder** Replacement is not currently needed, but the cartridge will need to be replaced soon. Make sure to have a new drum cartridge on hand.

**Replace Soon** Replacement is needed soon.

**Replace Now** Replacement is needed now.

**Error** A drum cartridge error occurred.

## Selecting Language

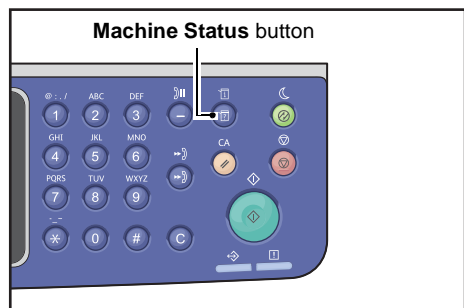
You can select from the following languages for the user interface language used in the control panel display:

- English
- French
- Italian
- German
- Spanish
- Brazilian Portuguese
- Russian
- Greek
- Turkish
- Polish
- Czech
- Hungarian
- Romanian

**Note** The default language may vary depending on the region of purchase.

Follow the steps below to select the language.

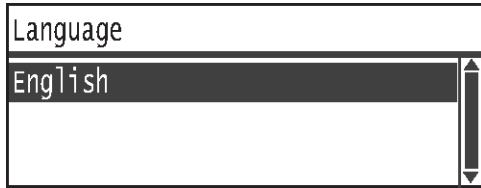
1. Press the **Machine Status** button.



2. In the **Machine Status** screen, select **Language**.

Machine Status	Toner Status:
Language...	OK
IP Address...	Drum Status:
Billing Informat...	OK

3. Select the display language from the **Language** screen.



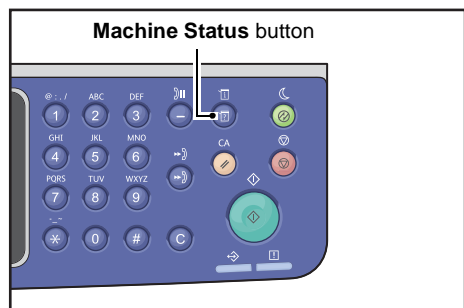
4. Press the **OK** button.

# Checking the Machine's IP Address

You can display the IPv6 or IPv4 address of your machine.

**Note** This feature is available when the Network Kit is installed.

1. Press the **Machine Status** button.



2. In the **Machine Status** screen, select **IP Address**.

Machine Status	Toner Status:
Language...	OK
<b>IP Address...</b>	Drum Status:
Billing Informat...	OK

3. The IP address of your machine is displayed.

IP Address	
IPv4	xxx.xxx.xxx.xxx
IPv6	xxxx:xxxx:xxxx:xxxx:xxxx: xxxx:xxxx:xxxx

# Checking the Meter

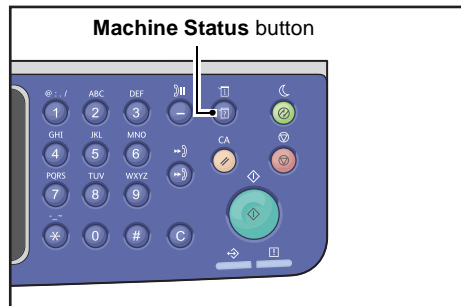
The **Billing Information** screen shows the number of pages output by the machine, itemized as follows:

Item	Description
Product Code	Product code of your machine.
Serial Number	Serial number of your machine.
Meter 1	The total number of pages printed for copying, printing, or incoming faxes.
Meter 2	The total number of copied pages.
Meter 3	The total number of printed pages.
Meter 4	The total number of incoming printed fax pages.
Meter 5*	Besides the Meters 1 to 4, the total number of pages printed for copying, printing, and incoming faxes recognized as large size.

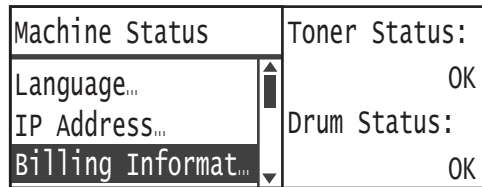
\*Meter 5 is not displayed unless Large Size mode is set.

Follow the steps below to view information on the **Billing Information** screen.

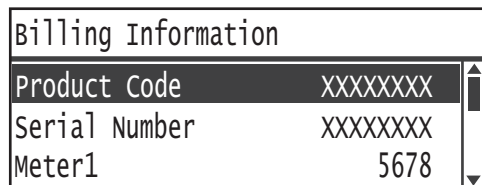
Press the **Machine Status** button.



4. Select **BillingInformation**, and then press the **OK** button.



5. Select the items to be verified.





## Printing Reports/Lists

The machine can print the following reports/lists:

Report/List	Description
System Settings Report	Prints the machine's hardware configuration, version information, number of pages printed by each function, status of consumables, the items that can be set by Xerox <sup>®</sup> CentreWare <sup>®</sup> Internet Service, and their values.
Service Settings Report	Prints the items that can be set from the control panel in System Administration mode.
Job History Report	Shows the job execution results. Prints the results of the most recent jobs (up to 50 jobs' worth).  <b>Notes</b> <ul style="list-style-type: none"> <li>• When the Job History exceeds 50 jobs, each new job replaces the oldest job in the history.</li> <li>• In some cases, page errors occurring during continuous printing of various jobs (single-page jobs) due to paper jams and other problems may not be registered to the Page Error History.</li> <li>• Refer to the Fax Activity Report for fax transmission results.</li> </ul> For information on how to set the machine to print the Job History Report automatically, refer to <a href="#">Job History Verbose</a> on page 9-48.
Error History Report	Prints information on errors generated in the machine. Up to 42 errors are recorded sequentially from newest to oldest. Records information on up to 10 paper jams or similar errors.  <b>Note:</b> The Error History may record less than 42 errors if it contains errors with a large amount of information. When the Error History exceeds its capacity, each new error recorded replaces the oldest error.
Job Counter Report	Prints the total number of pages printed by each feature. In Multiple Account mode, the total and the permitted maximum number of copies by each user are also printed.
Fax Protocol Report	Prints the protocol information of fax transmission.
Fax Address Book <sup>*1</sup>	Prints the Speed Dial and Group information.
Address Book <sup>*3</sup>	Prints the e-mail and server addresses.

Report/List	Description
Fax Activity Report *1	<p>Used to check whether faxes were sent/received normally. For each sent/received fax, prints the sender or recipient name and the transmission result/status.</p> <p>This report is not printed in the following cases:</p> <ul style="list-style-type: none"> <li>• When sending a fax using the redial function</li> <li>• When the fax waiting to be sent was deleted during transmission standby or Redial standby</li> <li>• When the power was shut off or a system error occurred during transmission</li> </ul> <p>The machine can be set up to automatically print transmission results after every 50 faxes are sent/received.</p> <p>For information on how to set the machine to print the Fax Activity Report automatically, refer to <a href="#">Activity Report</a> on page 9-39.</p> <p>For information about the items in the Fax Activity Report, refer to <a href="#">Fax Activity Report</a> on page 14-19).</p>
Fax Transmission Report *1 *2	Prints the communication results.
Fax Broadcast Report *1 *2	Prints the broadcast communication results.
Unprocessed Fax Job *1 *2	Prints the list of accumulated documents being deleted due to power cut. This report is automatically printed when the machine power is switched on.

**Note** The printed items will vary according to the machine's settings.

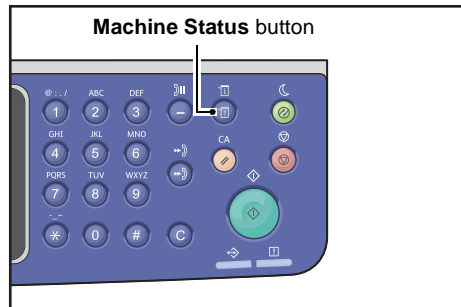
\*1 The Fax Kit is required to use this feature.

\*2 The machine automatically prints the report. For more information, refer to [Fax Settings](#) on page 9-34.

\*3 The Network Kit is required to use this feature.

Follow the steps below to print a report or list.

1. Press the **Machine Status** button.



2. Select **Print Report**, and then press the **OK** button.

Machine Status	Toner Status:
IP Address...	OK
Billing Informa...	Drum Status:
Print Report...	OK

3. Select the report or list to print, and then press the **OK** button.

**Note** To cancel printing while a job is printing, press the **Stop** button, and select **Yes** on the confirmation screen.

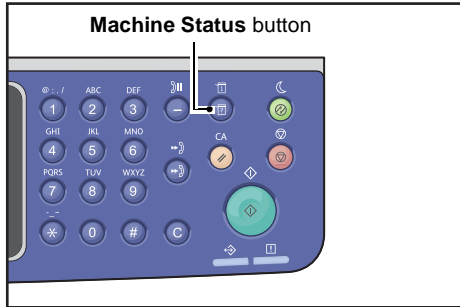
Print Report	[OK]:Print
System Settings	
Service Settings	
Job History	

# Notification Display

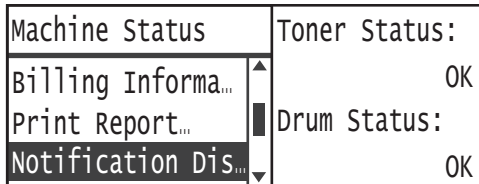
You can set whether to display the Notification screen.

By default, the machine is set to display the notification.

1. Press the **Machine Status** button.



2. Select **Notification Display**, and then press the **OK** button.



3. To disable the guidance, select **Off**, and then press the **OK** button.

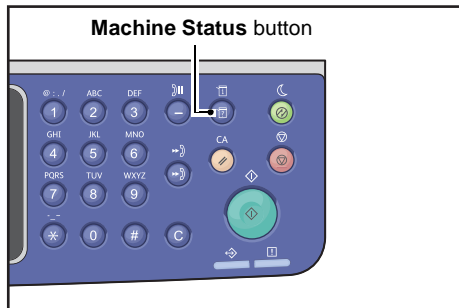


# ID Card Guidance Display

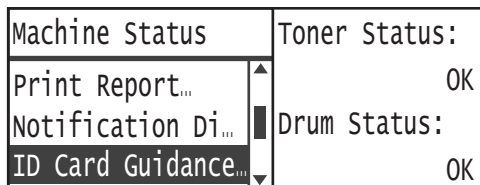
You can set whether to display the guidance of the ID Card Copy feature.

By default, the machine is set to display the guidance.

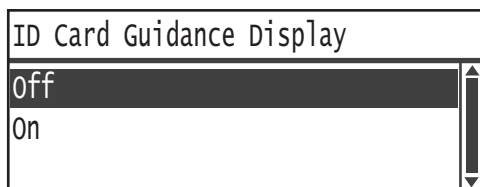
1. Press the **Machine Status** button.



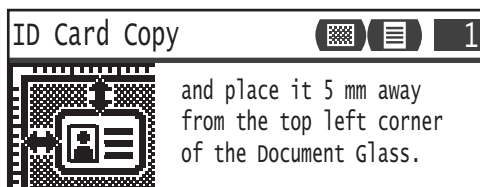
2. Select **ID Card Guidance**, and then press the **OK** button.



3. To disable the guidance, select **Off**, and then press the **OK** button.



- Sample of guidance for ID Card Copy -

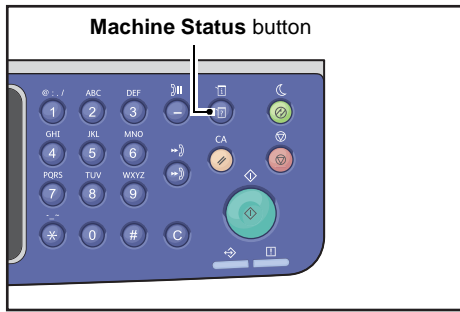


# Quick-Button Selection Timer

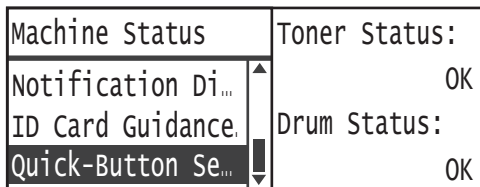
You can set the displayed time length of the setting screens when a Quick-Button is pressed.

By default, the time length is set to 2 seconds.

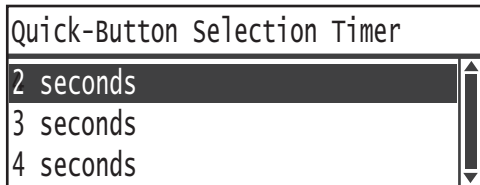
Press the **Machine Status** button.



4. Select **Quick-Button Selection Timer**, and then press the **OK** button.



5. Select the desired time, and then press the **OK** button.



# Job Status

# 11

This chapter describes how to check the status of current or pending jobs, and how to cancel jobs.

**Note** Some settings cannot be displayed on some models. An optional component is required. For more information, contact our Customer Support Center.

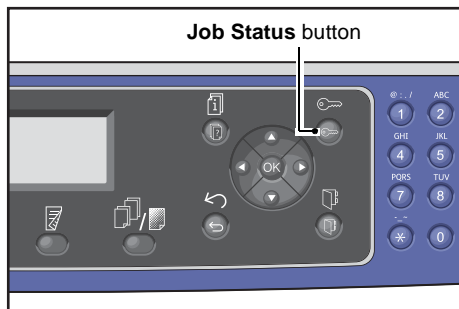
## Checking Current/Pending Jobs

You can check the status of the following current or pending jobs:

- Current print, scan or fax job
- Pending print jobs
- Pending fax jobs to send

**Note** Completed jobs are not displayed.

1. Press the **Job Status** button.



Scroll to check the jobs.

Active Jobs	[Stop]:Delete
Fax (Print)	A4 ☐
Print	A4 ☐
Print	B5 ☐

## Checking Reserved Fax Jobs

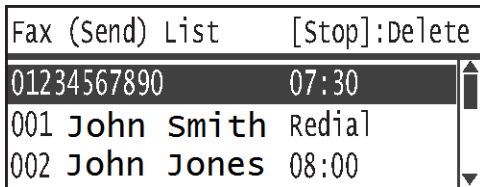
If any outgoing faxes have been reserved, you can check them in the **Fax (Send) List** screen.

## Job Status

In the **Active Jobs** screen, select **Fax (Send)**, and then press the **OK** button.



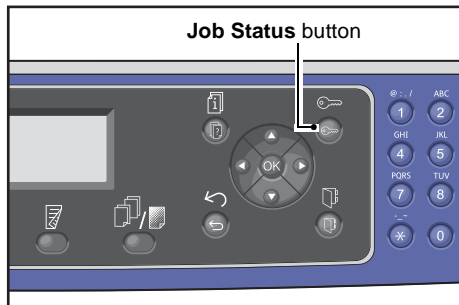
The **Fax (Send) List** screen appears.





# Canceling the Current Job

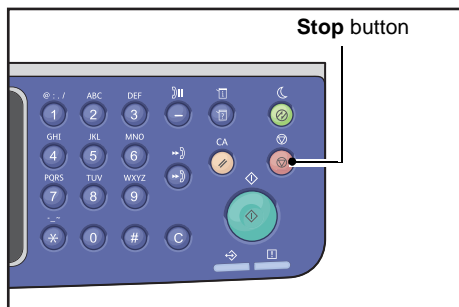
1. Press the **Job Status** button.



2. Select the current job.

Active Jobs	[Stop]:Delete
Fax (Print)	A4 □
Print	A4 □
Print	B5 □

3. Press the **Stop** button.



## Notes

- You may not be able to cancel a job depending on the status of the job processing.
- If the machine is being used as a local printer, it may take some time to cancel the job depending on the type of print job being executed.

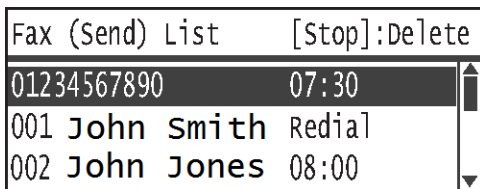
# Canceling a Pending Fax Job

The only type of pending fax job that can be cancelled is a reserved fax job.

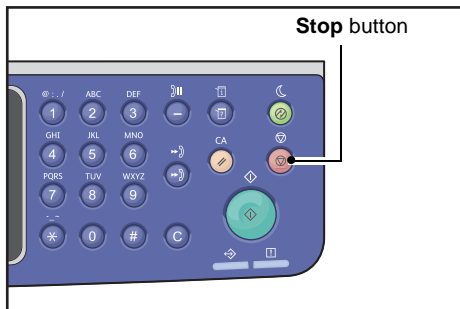
1. In the **Active Jobs** screen, select **Fax (Send)**, and then press the **OK** button.



2. Select a reserved fax job.



3. Press the **Stop** button.



**Note** You may not be able to cancel a job depending on the status of the job processing.

This chapter describes how to replace consumables and clean the machine.


## Replacing Consumables


The machine is provided with the following consumables. We recommend the use of the following consumables as they are manufactured to meet the specifications of the machine.

Type of Consumable / Periodic Replacement Part	Product Code	Quantity/Box
Toner Cartridge	006R01573	1 unit/box
Drum Cartridge	013R00670	1 unit/box

### Notes

- Call the Customer Support Center to order replacement consumables/periodic replacement parts, have product codes ready.
- We recommend that you always keep spare consumables/periodic replacement parts available.

 **CAUTION:** Use a broom or a wet cloth to wipe off spilled toner. Never use a vacuum cleaner for the spills. It may catch fire by electric sparks inside the vacuum cleaner and cause explosion. If you spill a large volume of toner, contact your local Xerox representative.

 **WARNING:** Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion. If you have a used toner cartridge no longer needed, contact your local Xerox representative for its disposal.

 **CAUTION:**

- Keep drum cartridge and toner cartridge out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.
- When replacing drum cartridge and toner cartridge, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.
- If toner spills onto your skin or clothing, wash it off with soap and water. If you get toner particles in your eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary. If you inhale toner particles, move to a fresh air location and rinse your mouth with water. If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.

### Handling consumables/periodic replacement parts

- Do not store boxes of consumables/periodic replacement parts upright.
- Do not unpack consumables/periodic replacement parts before use. Avoid storing consumables/periodic replacement parts in the following locations:
  - High temperature and humid locations
  - Near heat-generating devices
  - Areas exposed to direct sunlight
  - Dusty areas
- When using consumables/periodic replacement parts, carefully read precautions for use. Precautions for use are instructed on their bodies or packages, or a precaution sheet is included in their packages.
- We recommend always keeping spare consumables/periodic replacement parts in stock.
- When calling our Customer Support Center to order consumables/periodical replacement parts, have the product codes ready.
- The use of consumables/periodic replacement parts not recommended by Xerox could impair machine quality and performance. Use only consumables/periodic replacement parts recommended by Xerox.

### Checking the status of consumables

You can check the status of consumables on the **Machine Status** screen.

For more information, refer to [Checking Consumables](#) on page 10-1.

## Replacing the Toner Cartridge

The following messages appear in the control panel's display when the remaining toner level becomes low.

Error code	Message	Required Action
093-406	Toner Near Empty Reorder a toner cartridge.	The toner cartridge will need to be replaced after about 2,500 pages*. Have a replacement toner cartridge ready.  <b>Notes:</b> <ul style="list-style-type: none"> <li>Do not replace the toner cartridge in this condition. If you replace the toner cartridge in this condition, the toner cartridge icon will remain lit.</li> <li>If you are using the toner cartridge that came with the machine or a Low Capacity Toner Cartridge, the icon does not light up at this time.</li> </ul>
093-400	Toner Empty Soon Replace toner cartridge soon.	The toner cartridge will need to be replaced after about 100 pages*. Have a replacement toner cartridge ready.
093-912	Toner Empty Replace toner cartridge.	The error indicator is lit. The toner cartridge needs to be replaced. Replace the toner cartridge.

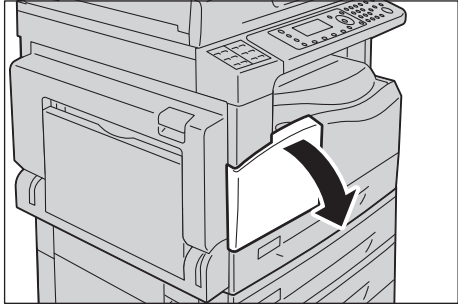
\*The remaining page yield for copy/print jobs is applicable when A4 paper LEF (□) is used. The value is an estimate and varies depending on the conditions such as the content printed, paper size, paper type, and the machine operating environment.

### Notes

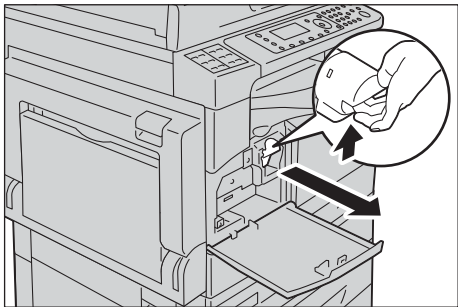
- When you replace a toner cartridge, toner may spill and soil the floor. We recommend laying paper on the floor beforehand.
- The use of toner cartridges not recommended by Xerox may degrade image quality and performance. Use only toner cartridges recommended by Xerox.
- When the remaining amount of toner is low, the machine may stop printing and display an error code. If this occurs, replace the toner cartridge to resume copying or printing.
- Leave the machine's power on when replacing the toner cartridge.
- Copy or print density may decrease slightly after the message "Toner Near Empty Reorder a toner cartridge." appears on the control panel display.
- If you use a used toner cartridge, the message, "Toner Near Empty Reorder a toner cartridge." may appear, and the number of pages that can be copied or printed may differ significantly.

Follow the steps below to replace the toner cartridge.

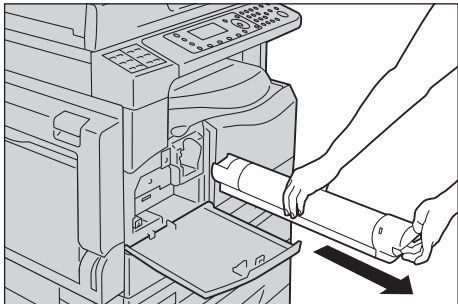
1. Make sure that the machine is not operating, and open the front cover.



2. Hold the handle of toner cartridge and lift it up slightly.



3. Gently pull the toner cartridge out of the machine.



**!** **WARNING:** Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion.

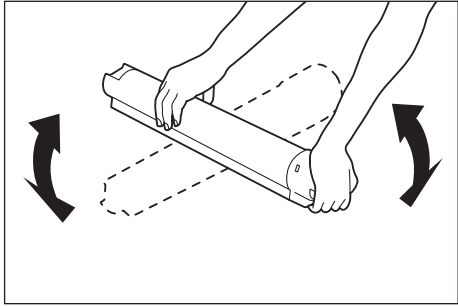
If you have a used toner cartridge no longer needed, contact your local Xerox representative for its disposal.

#### Notes

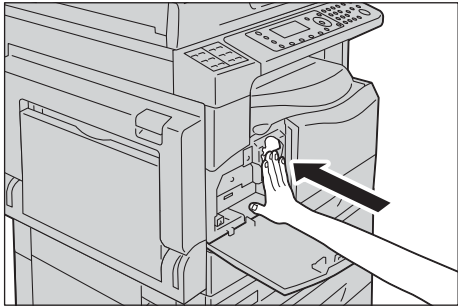
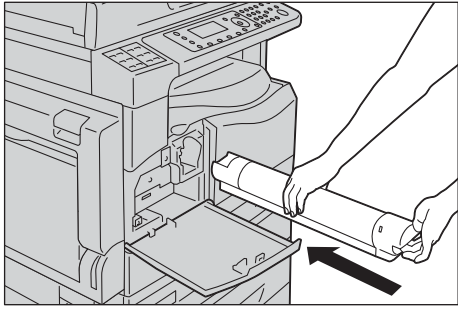
- Pull out the toner cartridge slowly. Otherwise, toner may spill from the cartridge.
- Return used toner cartridges to your local Xerox representative.

4. Unpack a new toner cartridge, and shake it lightly up/down, and left/right 10 times.

**Note** Do not touch the shutter.

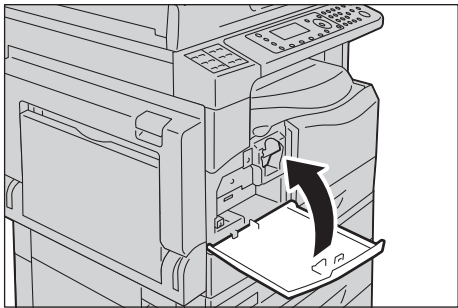


5. Orient the toner cartridge with the arrow (↑) facing up, and insert it as far as it will go.



6. Close the front cover.

**Note** If the front cover is not completely closed, an error code will appear and the machine will remain paused.





## Replacing the Drum Cartridge

The following error codes and icons display in the machine status diagram when the drum cartridge is near the end of its service life.

Call the Customer Support Center to order a replacement drum cartridge.

Error Code	Message	Required Action
091-440	Drum Near End of Life Drum cartridge is near end of life. Reorder a drum cartridge.	The drum cartridge will need to be replaced after the following number of pages. Have a replacement drum cartridge ready. WorkCentre 5024: Approx. 4,000 pages WorkCentre 5022: Approx. 3,000 pages
091-402 091-441	Drum Near End of Life Drum cartridge is near end of life. Replace drum cartridge soon.	The drum cartridge will need to be replaced after about 1,000 pages*. Have a replacement drum cartridge ready.
091-430	Drum End of Life Replace drum cartridge.	The error icon is lit. The drum cartridge needs to be replaced. Replace the drum cartridge.
091-401	Drum Near End of Life Image quality problem may occur. Replacement of drum cartridge is recommended.	The error icon is lit. It is time of expiration for the warranty period of the image quality on the drum cartridge.
091-406	Drum end of Life Machine problem may occur. Replace drum cartridge.	The error icon is lit. It is time of expiration for the warranty period of performance on the drum cartridge.
091-424	Drum End of Life Machine problem will occur soon. Replace drum cartridge immediately.	The error icon is lit. The machine detected a failure due to the use of a drum cartridge that is not supported. Replace the drum cartridge immediately.

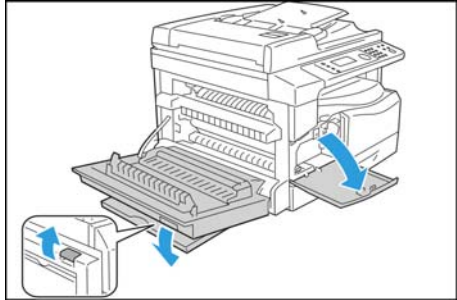
\*The remaining page yield for copy/print jobs is applicable when A4 paper LEF (□) is used. Actual remaining service life will vary depending on the paper size and orientation, number of consecutive pages printed, and the machine's operating environment. Use the figures above only as a guideline.

### Notes

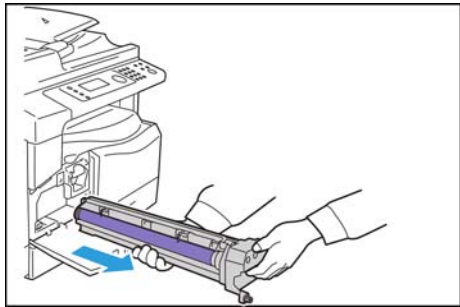
- The use of drum cartridges not recommended by Xerox may degrade image quality and performance. Use only drum cartridges recommended by Xerox.
- Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting. Do not touch or scratch the surface of the drum. Doing so may result in unsatisfactory print quality.

**Follow the steps below to replace the drum cartridge.**

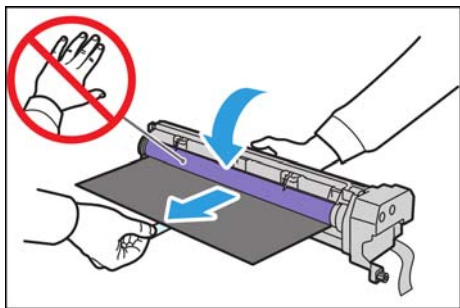
1. Turn off the machine power. Refer to [Power Source](#) on page 3-7.
2. Open the left cover and the front cover.



3. Unscrew the two mounting screws and remove the drum.

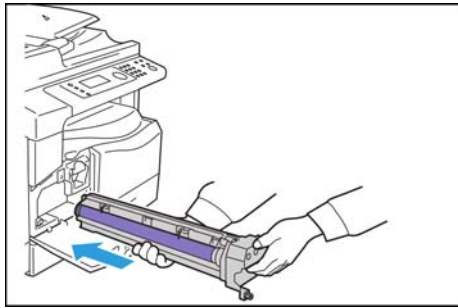


4. Remove the protective cover from the new drum.  
**CAUTION:** Take care to not touch the drum surface.

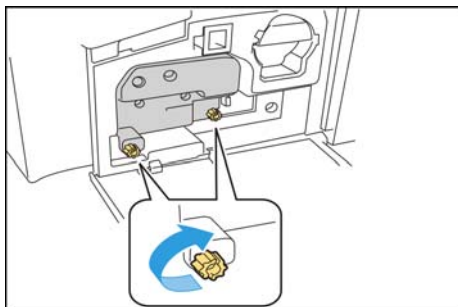


5. Install the new drum.

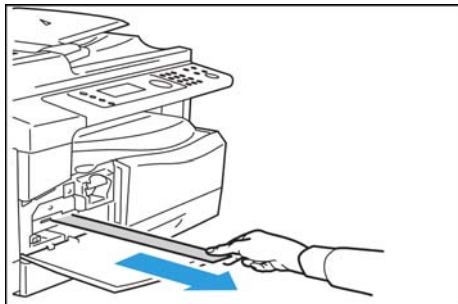
**CAUTION:** Align the guide on the bottom of the drum with receiver on the machine.



6. Tighten the two screws finger tight.

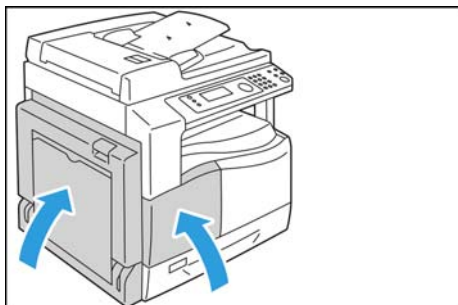


7. Remove the tape.



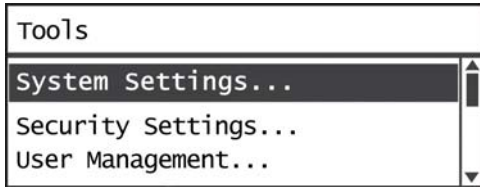
8. Close the left cover and the front cover.

**Note** If the front cover is not completely closed, an error code will appear.



**Follow the steps below to initialize the counter.**

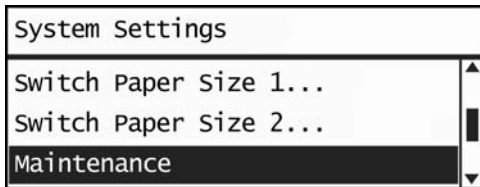
1. Turn on the machine power. Refer to [Power Source](#) on page 3-7.
2. Enter System Administration Mode. Refer to [Entering System Administration Mode](#) on page 9-1 for more information.
3. Press the ▲ and ▼ buttons to select. **System Settings** on the **Tools** screen.



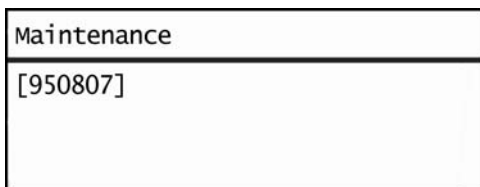
4. Press the **OK** button.

**Note** To return to the **Tools** screen, press the **Clear All** button. To return to the previous screen, press the **Back** or ◀s button.

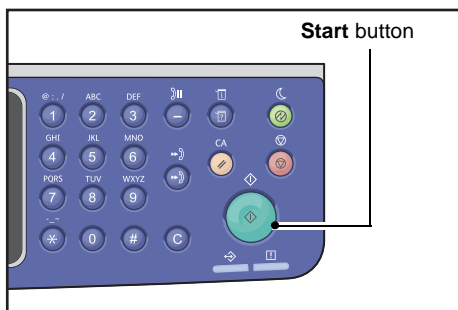
5. Select **Maintenance** from the **System Settings** screen.



6. Press the **OK** button
7. Enter the passcode **950807** on the Maintenance screen using the numeric keypad.



8. Press the **Start** button.



9. When the **Drum Cartridge** screen appears, if the Drum Cartridge has been replaced with a new one, press **Start** button again to initialize the NVM counter. Otherwise, press **Clear All** to cancel this action.

Drum Cartridge	668
The NVM value is cleared now. Are You Sure? Yes: Start No: Clear All	

# Cleaning the Machine

This section describes how to clean the machine outer casing, document cover, document feeder, and document glass.

**⚠ WARNING:** When cleaning this product, use the designated cleaning materials exclusive to it. Other cleaning materials may result in poor performance of the machine. To avoid fire and explosion never use aerosol cleaners.

**⚠ WARNING:** When cleaning this product, always switch off the power and unplug it. Access to a live machine interior may cause electric shock.

## Cleaning the Exterior

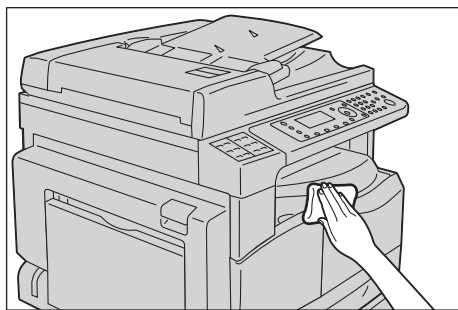
### ⚠ CAUTIONS:

- Do not use benzene, paint thinner, or other volatile liquids or spray insect repellent on the machine as they might discolor, deform, or crack the covers.
- Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying.

1. Wipe the exterior with a firmly wrung soft cloth moistened with water.

### Notes

- Do not use cleaning agents other than water or neutral detergent.
- If you cannot remove the dirt easily, gently wipe the machine with a soft cloth moistened with a small amount of neutral detergent.



2. Wipe off any excess water with a soft cloth.

## Cleaning the Document Cover and the Document Glass

If the document cover and document glass become soiled, smudges may appear on copies, or scanned documents and the machine may not properly detect document sizes.

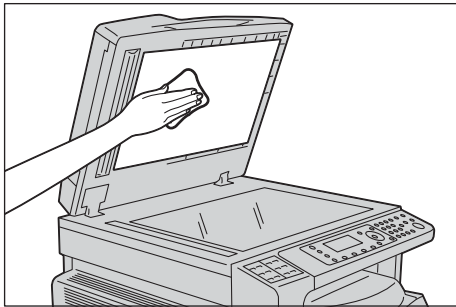
To ensure clean copies at all times, clean the document cover and the document glass about once a month.

**!** **CAUTIONS:**

- Do not use benzene, paint thinner, or other organic solvents. Doing so might damage the paint or coating on plastic parts.
  - Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying, or scanning.
1. Wipe the document cover with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft, dry cloth.

**Notes**

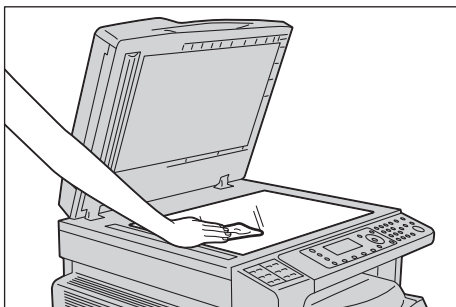
- Do not use cleaning agents other than water or neutral detergent.
- If you cannot remove dirt easily, gently wipe the document cover with a soft cloth moistened with a small amount of neutral detergent.



2. Wipe the document glass with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft, dry cloth.

**Notes**

- Do not use cleaning agents other than water or neutral detergent.
- If you cannot remove dirt easily, gently wipe the document glass with a soft cloth moistened with a small amount of neutral detergent.



## Cleaning the Document Presser and the Narrow Glass Strip

If the document presser or narrow glass strip becomes soiled, smudges may appear on copies, or scanned documents and the machine may not properly detect document sizes.

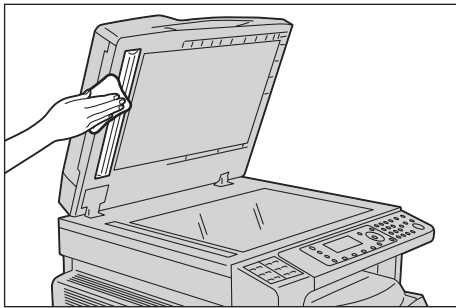
To ensure clean copies at all times, clean the document presser and narrow glass strip about once a month.

**!** CAUTIONS:

- Do not use benzene, paint thinner, or other organic solvents. Doing so might damage the paint or coating on plastic parts.
  - Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying or scanning.
1. Wipe the document presser with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft, dry cloth.

Notes

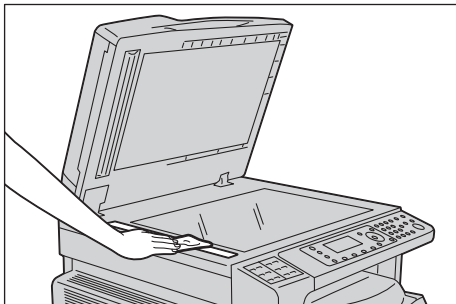
- Do not press the film with excessive force as it can be easily damaged.
- Do not use cleaning agents other than water or neutral detergent.
- If you cannot remove dirt easily, gently wipe the document presser with a soft cloth moistened with a small amount of neutral detergent.



2. Wipe the narrow glass strip with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft dry cloth.

Notes

- Do not use cleaning agents other than water or neutral detergent.
- If you cannot remove dirt easily, gently wipe the narrow glass strip with a soft cloth moistened with a small amount of neutral detergent.





## Cleaning the Document Feeder Rollers

If the document feeder rollers become soiled, smudges may appear on copies, or scanned documents and paper jams may occur.

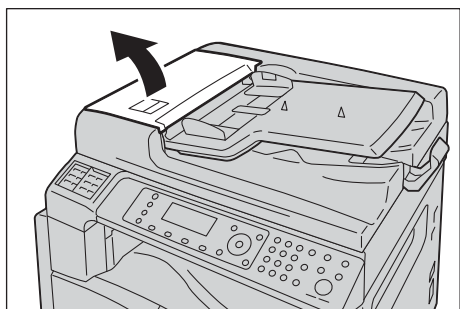
To ensure clean copies at all times, clean the document feeder rollers about once a month.

### ! CAUTIONS:

- Do not use benzene, paint thinner, or other organic solvents. Doing so might damage paint or coating on plastic parts.
- Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying, scanning, or printing.

1. Lift the latch for the document feeder top cover until it is completely open.

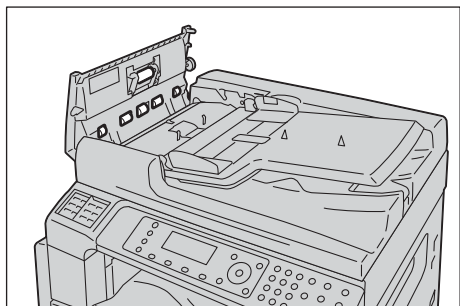
**Note** When you fully open the cover, it comes to a fixed position. Open the cover gently.



2. While turning the rollers, wipe them with a soft cloth moistened with water.

### Notes

- Do not use cleaning agents other than water or neutral detergent.
- Use a cloth firmly wrung to prevent water drops from falling into the machine. If water gets into the machine, it may cause the machine to malfunction.
- If you cannot remove dirt easily, gently wipe the rollers with a soft cloth moistened with a small amount of neutral detergent.



3. Close the document feeder top cover until it clicks into place, and confirm that there is no space between either side of the cover and the document feeder.



# Problem Solving

# 13

This chapter provides possible solutions to various problems you may encounter with the machine.

## Troubleshooting

Follow the troubleshooting procedures below to solve problems.

Problem	Cause/Action
The machine does not work properly.	Refer to <a href="#">Machine Problems</a> on page 13-2.
A message is displayed.	For information on paper jams, refer to <a href="#">Paper Jams</a> on page 13-46. For information on document jams, refer to <a href="#">Document Jams</a> on page 13-55. Refer to <a href="#">Error Codes</a> on page 13-32.
The image quality is poor.	Refer to <a href="#">Image Quality Problems</a> on page 13-6.
Trouble during copying	Refer to <a href="#">Copying Problems</a> on page 13-12.
Trouble during printing	Refer to <a href="#">Printer Problems</a> on page 13-15.
Trouble during faxing	Refer to <a href="#">Fax Problems</a> on page 13-17.
Trouble during scanning	Refer to <a href="#">Scan Problems</a> on page 13-20.
Network problems	Refer to <a href="#">Network Related Problems</a> on page 13-25.


If the error is not resolved even after following the above procedure, contact our Customer Support Center.

# Machine Problems

Check the machine's status again if you suspect a malfunction.

Symptom	Possible Cause	Remedy
The machine is not powered on.	Is the power switched on?	Switch the power on. Refer to <a href="#">Power Source</a> on page 3-7.
	Is the power cord plugged into the power outlet?	Switch the power off and make sure the power plug is inserted securely. Then switch the power on.
	Is the power cord disconnected from the machine?	
	Does the AC outlet supply power properly?	Connect another appliance to the outlet to verify the power supply.
The <b>Error</b> indicator is blinking.	The system of the machine or the components installed may have a problem.	Switch the power off, then on again. If the problem persists, contact our Customer Support Center.
The <b>Error</b> indicator is lit.	Is paper or document jammed?	Remove the jammed paper or document. Refer to <a href="#">Paper Jams</a> on page 13-46. Refer to <a href="#">Document Jams</a> on page 13-55.
	Is the machine front cover or another cover open?	Follow the instructions in the displayed error code to take the required action. Refer to <a href="#">Error Codes</a> on page 13-32.
The display is dark.	Is the <b>Energy Saver</b> button lit?	The machine is in an energy saver mode. Press the control panel's <b>Energy Saver</b> button to turn off the energy saver mode.
Unable to print or copy.	Is there an error code displayed in the control panel's display?	Follow the instructions in the displayed error code to take the required action. Refer to <a href="#">Error Codes</a> on page 13-32.
	Is the power cord connected?	Switch the power off and make sure the power plug is inserted securely into the power outlet. Then switch the power on.
The Data indicator does not light even though you instructed the machine to print.	Is the interface cable connected?	Check the interface cable connection. Refer to <a href="#">Using the USB Interface</a> on page 2-4.
	Is the computer's environment correctly set?	Check the computer's environment, such as print driver settings.
Unable to print although a print job is instructed to Tray 5 (bypass).	Is the specified paper size loaded in the tray?	Follow the instructions in the displayed error code to place paper of the correct size, and then try again. Refer to <a href="#">Error Codes</a> on page 13-32. Refer to <a href="#">Loading Paper in Tray 5 (Bypass)</a> on page 4-7.

Symptom	Possible Cause	Remedy
The print quality is poor.	An image quality problem may have occurred.	Take the required action described in Image Quality Problems. Refer to <a href="#">Image Quality Problems</a> on page 13-6.
Unable to insert or remove a tray.	Did you open a cover or switch the machine off during printing?	Do not forcibly insert or remove the tray. Switch off the power. In a few seconds, switch on the power. When the machine is ready to receive data, insert or remove the tray.
Unable to copy with the specified size.	Is the document glass or the document cover dirty?	Clean the document glass or document cover. Refer to <a href="#">Cleaning the Document Cover and the Document Glass</a> on page 12-12.
	Is the document a transparency or highly translucent medium?	Use the document glass to copy the document, placing a sheet of white paper on top of it.
	Is the document in the correct position?	Place the document correctly. Refer to <a href="#">Placing the Document</a> on page 5-1.
	Is the document loaded correctly?	
	Are the document guides on the document feeder set in the correct positions?	Align the document guides correctly. Refer to <a href="#">Placing the Document</a> on page 5-1.
	Is the document folded?	Smooth out the document and place it again correctly. Refer to <a href="#">Placing the Document</a> on page 5-1.

Symptom	Possible Cause	Remedy
Paper is often jammed or wrinkled.	Is paper loaded correctly in the tray?	Load paper correctly. Refer to <a href="#">Loading Paper in Trays 1 to 4 (Optional)</a> on page 4-6.
	Is the tray inserted correctly?	Correctly insert the tray by firmly pushing it until it stops. Refer to <a href="#">Loading Paper in Trays 1 to 4 (Optional)</a> on page 4-6.
	Is the paper damp?	Replace the paper with a new one.
	Is the paper curled?	Turn over the paper in the tray, or replace the paper with a new one.
	Are the paper and tray settings correct?	Correctly set the paper settings to correspond to the paper loaded. Refer to <a href="#">Changing the Paper Size for Trays 1 to 4</a> on page 4-9.
	Are any torn pieces of paper remaining or is there a foreign object in the machine?	Open the cover of the machine or pull out the tray to remove any torn pieces or foreign objects. Refer to <a href="#">Paper Jams</a> on page 13-46.
	Is non-standard paper loaded in the tray?	Replace with paper that meets machine specifications. Refer to <a href="#">Paper Types</a> on page 4-1.
	Is paper exceeding the maximum fill line in the tray?	Load paper in the tray so that it does not exceed the maximum fill line. Refer to <a href="#">Loading Paper in Trays 1 to 4 (Optional)</a> on page 4-6.
	Are the paper guides set correctly?	Load paper correctly, and align the paper guides to the paper. Refer to <a href="#">Loading Paper in Trays 1 to 4 (Optional)</a> on page 4-6. Refer to <a href="#">Loading Paper in Tray 5 (Bypass)</a> on page 4-7.
Is the paper finely cut out?	Some paper types may not be cut out finely. Load the paper after fanning it well.	
A document is not fed onto document feeder.	Is the document small?	The minimum size of document that can be loaded into the document feeder is A5  .
An error code appears when paper is loaded in Bypass tray and the <b>Start</b> button is pressed.	Check the positions of the paper guides of Bypass tray.	Adjust the paper guides to the correct positions. Refer to <a href="#">Error Codes</a> on page 13-32. Refer to <a href="#">Loading Paper in Tray 5 (Bypass)</a> on page 4-7.

Symptom	Possible Cause	Remedy
Documents often jam.	Are suitable types of documents being used?	Correctly load the documents suitable for the document feeder. Refer to <a href="#">Placing the Document</a> on page 5-1.
	Are you using the irregular shaped documents, business cards, transparencies, or thin documents?	
	Are there any sticky tags, paper clips or adhesive tape on the document?	Remove any sticky tags, paper clips or adhesive tape from the document before copying.
	Are the document guides set in the correct positions?	Adjust the document guide positions. Refer to <a href="#">Placing the Document</a> on page 5-1.
	Is a piece of torn paper remaining in the document feeder?	Open the document feeder cover and check inside. Refer to <a href="#">Document Jams</a> on page 13-55.
An edge of the document is folded.	Is the document curled?	Flatten the curl and load the document again.

# Image Quality Problems


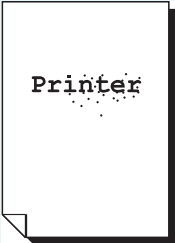
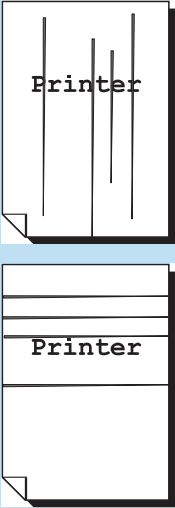
If the image quality of the printout is poor, use the table below to find our most likely cause, and take the action required.

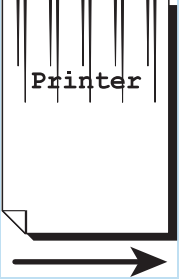
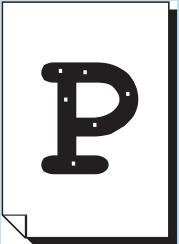

If the image quality remains poor after taking the required action, contact our Customer Support Center.


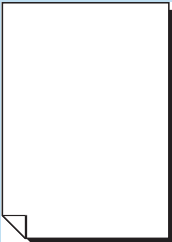


Symptom	Possible Cause	Remedy
Copies are dirty.	Is the document glass or the document cover dirty?	Clean the document glass or the document cover. Refer to <a href="#">Cleaning the Document Cover and the Document Glass</a> on page 12-12.
	Is the document a transparent type such as a transparency medium?	When copying highly translucent documents, dirt on the document cover shows up in the copy. Place a sheet of white paper over the document before copying.
	Is the document on colored or rough paper, or a blueprint?	Adjust the copy density or remove the background paper color before copying. Refer to <a href="#">Lighten/Darken</a> on page 5-14.
	Is the document on glossy printing paper?	Glossy printing paper easily sticks to the document glass, and shadows can resemble dirt in the copy. Place a transparency or transparent film under the document before copying.
Black lines appear in copies.	Is the document feeder's narrow glass strip dirty?	Clean the narrow glass strip. Refer to <a href="#">Cleaning the Document Presser and the Narrow Glass Strip</a> on page 12-13.
Copies are too dark.	Is the copy density set to a high value?	Adjust the copy density. Refer to <a href="#">Lighten/Darken</a> on page 5-14.
Copies are too light.	Is the document light?	
	Is the copy density set to a low value?	
The copy is slightly out of position.	Is the paper loaded in the correct position such as the paper's leading edge drifted away from the corners of the tray?	Load paper correctly, and align the paper guides to the paper. Refer to <a href="#">Loading Paper in Trays 1 to 4 (Optional)</a> on page 4-6. Refer to <a href="#">Loading Paper in Tray 5 (Bypass)</a> on page 4-7.

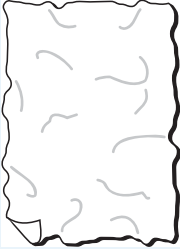

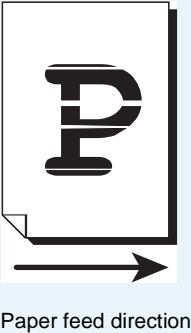



Symptom	Possible Cause	Remedy
Copies are out of position or crooked.	Have you placed the document correctly?	Place the document correctly. Refer to <a href="#">Placing the Document</a> on page 5-1.
	Is the paper loaded correctly in the tray?	Load the paper correctly. Refer to <a href="#">Loading Paper in Trays 1 to 4 (Optional)</a> on page 4-6.
	If using Tray 5 (bypass), have you loaded the paper so that the paper guides are in contact with it?	Load the paper correctly. Refer to <a href="#">Loading Paper in Tray 5 (Bypass)</a> on page 4-7.
	Are the document feeder's document guides misaligned?	Place the document correctly, moving the document guides into contact with the edges of the document. Refer to <a href="#">Placing the Document</a> on page 5-1.
	Have you mounted the tray securely?	Mount the tray by inserting it securely all the way into the machine. Refer to <a href="#">Loading Paper in Trays 1 to 4 (Optional)</a> on page 4-6.
Copies have missing parts in them.	Is the paper damp?	Damp paper creates missing parts or unclear copies. Replace it with paper from an unopened pack.
	Is the paper in the tray creased or wrinkled?	Remove any problematic sheets, or replace the paper with paper from an unopened pack.
	Are you copying a cut-and-pasted or creased document?	Cut-and-pasted or creased parts of the document might not be making proper contact with the document glass. Place a stack of white paper on top of the document to bring it into proper contact with the document glass.
Striped patterns appear in copies.	Are you attempting to make an enlarged copy of the document with too large an enlargement factor?	When making enlarged copies, some enlargement factors can create striped patterns. Adjust the copy enlargement factor. Refer to <a href="#">Reduce/Enlarge</a> on page 5-19.

Symptom	Possible cause	Remedy
<p>The printout is light (faded, unclear).</p> 	The paper is damp.	Replace the paper with new paper.
	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one. Refer to <a href="#">Replacing the Drum Cartridge</a> on page 12-7.
	The toner cartridge has run out of toner.	Replace the toner cartridge with a new one. Refer to <a href="#">Replacing the Toner Cartridge</a> on page 12-3.
<p>Black spots appear in copies.</p> 	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one. Refer to <a href="#">Replacing the Drum Cartridge</a> on page 12-7.
<p>Black or colored lines appear in printouts.</p> 	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one. Refer to <a href="#">Replacing the Drum Cartridge</a> on page 12-7.
	The narrow glass strip is dirty.	Clean the narrow glass strip. Refer to <a href="#">Cleaning the Document Presser and the Narrow Glass Strip</a> on page 12-13.

Symptom	Possible cause	Remedy
Dirt appears at regular intervals in the printout.  Paper feed direction	The paper feed path is dirty.	Print several sheets.
	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one. Refer to <a href="#">Replacing the Drum Cartridge</a> on page 12-7.
White spots appear in areas of black fill. 	The paper is unsuitable.	Load the correct type of paper.
	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one. Refer to <a href="#">Replacing the Drum Cartridge</a> on page 12-7.
The printout comes off on the fingers. The toner is not fused to the paper. The paper is contaminated with toner. 	The paper is damp.	Replace the paper with new paper.
	The paper is unsuitable.	Load the correct type of paper.

Symptom	Possible cause	Remedy
The entire printout is black. 	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one. Refer to <a href="#">Replacing the Drum Cartridge</a> on page 12-7.
	A high-voltage power supply failure may have occurred.	Contact our Customer Support Center.
The printout is blank. 	Multiple pages were fed through the machine at once (double feeding).	Riffle through the stack of paper thoroughly before loading it.
	The toner cartridge has run out of toner.	Replace the toner cartridge with a new one. Refer to <a href="#">Replacing the Toner Cartridge</a> on page 12-3.
	A power failure or high-voltage power supply failure may have occurred.	Contact our Customer Support Center.
The printout contains white areas, or white or colored stripes. 	The paper is damp.	Replace the paper with new paper.
	The paper is unsuitable.	Load the correct type of paper.
The printout is faint overall. 	When using the Bypass tray to print, the paper size specified in the print driver does not match the type and size of the paper actually loaded.	Load paper of the correct type and size in the Bypass tray. Refer to <a href="#">Loading Paper in Tray 5 (Bypass)</a> on page 4-7.
	Multiple pages were fed through the machine at once.	Riffle through the stack of paper thoroughly before loading it.


Symptom	Possible cause	Remedy
<p>The paper is wrinkled.</p> 	<p>The paper is unsuitable.</p> <p>Paper has been added to the paper loaded.</p> <p>The paper is damp.</p>	<p>Replace the paper with new paper.</p>
<p>Text is blurry.</p> 	<p>The paper is unsuitable.</p> <p>Paper has been added to the paper loaded.</p> <p>The paper is damp.</p>	<p>Replace the paper with new paper.</p>
<p>White or color patches appear vertically.</p>  <p>Paper feed direction</p>	<p>The drum cartridge has deteriorated or been damaged.</p> <p>The toner cartridge has run out of toner.</p>	<p>Replace the drum cartridge with a new one. Refer to <a href="#">Replacing the Drum Cartridge</a> on page 12-7.</p> <p>Replace the toner cartridge with a new one. Refer to <a href="#">Replacing the Toner Cartridge</a> on page 12-3.</p>
<p>The printout is slanted.</p> 	<p>The paper cassette's paper guides are not aligned to the correct position.</p>	<p>Align the horizontal and vertical paper guides properly. Refer to <a href="#">Loading Paper in Trays 1 to 4 (Optional)</a> on page 4-6. Refer to <a href="#">Loading Paper in Tray 5 (Bypass)</a> on page 4-7.</p>

# Copying Problems

This section provides possible solutions to various problems you may encounter when using the Copy features.

## Unable to Copy

The table below lists possible solutions when you are unable to copy.

Symptom	Possible Cause	Remedy
The document is not fed properly through the document feeder.	The document size is too small.	The minimum size of document that can be loaded on the document feeder is A5  .
	The document is not a supported type.	The document feeder does not support warped documents, business cards, transparencies, thin documents, or documents with attached stick-on notes, paper clips or tape. Refer to <a href="#">Paper Types</a> on page 4-1.
	The document guides are misaligned.	Align the document guides properly to match the document size.
	There are document shreds stuck in the document feeder.	Open the document feeder cover, and remove the document shreds. Refer to <a href="#">Document Jams</a> on page 13-55.
	You have placed a document containing pages of different sizes.	You cannot place documents with different size pages.

## Copy Output Problems

The table below lists possible solutions to problems with the copy output.

Symptom	Possible cause	Remedy
Copies are dirty.	The document cover or document glass is dirty.	Clean the document cover or document glass. Refer to <a href="#">Cleaning the Document Cover and the Document Glass</a> on page 12-12.
	The document is a transparency or highly translucent medium.	When copying highly translucent documents, dirt on the document cover shows up in the copy. Place a sheet of white paper over the document before copying.
	The document is on colored or rough paper, or is a blueprint.	The paper's background color is being copied. Adjust the copy density or image quality, or specify background suppression before copying.
	The document is printed on glossy printing paper.	Glossy printing paper easily sticks to the document glass, and shadows can resemble dirt in the copy. Place a transparency or transparent film under the document before copying.
Copies are too dark or too light.	The copy density adjustment is not right.	Adjust the copy density. Refer to <a href="#">Lighten/Darken</a> on page 5-14.
	The document is light.	Adjust the copy density. Refer to <a href="#">Lighten/Darken</a> on page 5-14.
	The image quality setting is not correct for the document.	If the copy output of black text is too light, set Original Type to Text. Refer to <a href="#">Original Type</a> on page 5-15.
The copy is slightly out of position.	The paper loaded in the tray is misaligned.	Align the paper stack, and load it so that the leading edge of the paper is aligned with the front corners of the tray.
Copies have missing parts in them.	The paper is damp.	Damp paper creates missing parts or unclear copies. Replace it with paper from an unopened pack.
	The paper in the tray is creased or wrinkled.	Remove any problematic sheets, or replace the paper with paper from an unopened pack.
	The document has been cut-and-pasted, or is creased.	Cut-and-pasted or creased parts of the document might not be making proper contact with the document glass. Place a stack of white paper on top of the document to bring it into proper contact with the document glass.

Symptom	Possible cause	Remedy
Striped patterns appear in copies.	The document's enlargement factor is too large.	When making enlarged copies, some enlargement factors can create striped patterns. Adjust the copy enlargement factor. Refer to <a href="#">Reduce/Enlarge</a> on page 5-19.
Copies are out of position or crooked.	You have not placed the document correctly.	Place the document correctly. Refer to <a href="#">Placing the Document</a> on page 5-1.
	The document feeder's document guides are misaligned.	Place the document correctly, moving the document guides into contact with the edges of the document.
	You have not mounted the tray securely.	Mount the tray by inserting it securely all the way into the machine.
	The paper guides of the Bypass tray are misaligned.	Place the document correctly, moving the document guides into contact with the edges of the document.
	The document size is not correct.	Check the document size set correctly. Refer to <a href="#">Original Size</a> on page 5-20.
	The paper size is not correct.	Check the paper size set correctly. Refer to <a href="#">Changing the Paper Settings</a> on page 4-11.
The copy is not the desired size.	The document cover or document glass is dirty.	Clean the document cover or document glass. Refer to <a href="#">Cleaning the Document Cover and the Document Glass</a> on page 12-12.
	The document is a transparency or highly translucent medium.	Place a sheet of white paper over the document before copying.
	The document has shifted out of position.	Place the document correctly. Refer to <a href="#">Placing the Document</a> on page 5-1.
	The document feeder's document guides are misaligned.	Place the document correctly, moving the document guides into contact with the edges of the document. Refer to <a href="#">Placing the Document</a> on page 5-1.
	The document is creased.	Smooth out the document and place it again correctly. Refer to <a href="#">Placing the Document</a> on page 5-1.
The edges of copies are cut off.	The document exceeds the printable area.	Adjust the reduction/enlargement factor to reduce the copy slightly.



# Printer Problems

This section provides possible solutions to various problems you may encounter when using the Print features.

## Unable to Print

The table below lists possible solutions when you are unable to print.

Symptom	Possible Cause	Remedy
Data remains in the printer icon.	The machine's power is not on.	Switch the machine's power on . Refer to <a href="#">Power Source</a> on page 3-7.
	The PC's cable is disconnected.	Connect the PC's cable.
	The machine's cable is disconnected.	Connect the machine's cable. Refer to <a href="#">Using the USB Interface</a> on page 2-4.
	An error has occurred in the machine.	Check the error information, and take the required action.
	There is a problem in the network connecting the computer and machine.	Contact your Network Administrator.
	The port is not activated.	Activate the port to use. Refer to <a href="#">Activating the Communication Port To Use</a> on page 2-11.
	The machine is connected to multiple computers.	Wait a while, and then try printing again.
Data has been sent to the machine.	No paper has been loaded.	Load paper.
	There is no paper of the specified size.	Load paper of the specified size. Refer to <a href="#">Loading Paper</a> on page 4-5.
	An error has occurred in the machine.	Check the error information, and take the required action.
	Job execution has been paused.	Use the screen to select whether to cancel the job.

## Print Output Problems

The table below lists possible solutions to print output problems.

Symptom	Possible Cause	Remedy
The printout is on the wrong paper size.	The wrong size paper was loaded in the specified tray.	Change the size of the paper loaded in the tray, or change the print options to use a tray containing the specified paper size.
The image at the edges of the paper is missing.	The document exceeds the machine's printable area.	Enlarge the machine's print area, or reduce the document's print area.
The settings specified in the printing options are disabled.	The print driver of another model machine is in use.	Install the machine's print driver.
	An option has not been mounted.	Check the options mounted in the machine, then reselect the items in <b>Items</b> under <b>Options</b> in the print driver.
The computer is not using the print driver supplied with the machine (is using another company's print driver).	Confirm whether the print driver on the computer is the one supplied with the machine.	On the computer, select the print driver supplied with the machine. If the print driver is not listed for selection, install the print driver and then select it. Operation is not guaranteed if another company's print driver is used.

# Fax Problems

This section provides possible solutions to various problems you may encounter when using the Fax feature.

**Note** The Fax features are not available for some models. An optional component is required. For more information, contact our Customer Support Center.

## Problems When Sending Faxes

The table below lists possible solutions when the machine cannot send a fax.

Symptom	Possible Cause	Remedy
The menu does not display even after you press the <b>Fax</b> button.	The USB cable connecting the machine to the Fax Kit has been disconnected.	Reconnect the USB cable connecting the machine to the Fax Kit.
Unable to communicate	The phone line type has not been set properly.	Set the machine's phone line type setting to the line type you are using. Refer to <a href="#">Line Type</a> on page 9-35.
	A phone line problem has occurred.	Use a nearby phone to check whether the line is working. If you can't make a call, the problem is the phone line and not the machine.
	The recipient fax machine doesn't operate properly.	You can't send faxes when the recipient fax is switched off, is set to manual receive mode, or does not support G3 transmission. Call the recipient to check the problem.
	You have specified the wrong number.	Check the fax number and try sending the fax again.
	The number the machine connects to is not a fax number.	If you don't hear a fax machine when you call the number, the number is not a fax number.
	You have forgotten to add the number required to get an outside line.	When calling from an extension, you must add a number at the beginning to get an outside line. Add the number used to get an outside line (often 0) to the beginning of the fax recipient number.
	You have added the number used to get an outside line when calling using a Speed Dial number.	When calling from an extension to an outside number using a Speed Dial number, the number used to get an outside line (such as 0) may already be registered in the Speed Dial number. Check the recipient fax number in the Transmission Report - Job Undelivered.
	You are using a function that the recipient's fax machine doesn't support.	Check whether the recipient's fax machine supports the function.

Symptom	Possible Cause	Remedy
The image quality is poor.	The document scanning glass is dirty.	Clean the document scanning glass. Refer to <a href="#">Cleaning the Document Presser and the Narrow Glass Strip</a> on page 12-13.
	The fax transmission density is not correct.	Adjust the fax transmission density. Refer to <a href="#">Lighten/Darken</a> on page 6-19.
	There is a problem with the receiver.	Check on the problem with the receiver. <b>Note:</b> Image quality problems can occur during fax transmission not only due to problems with the machine, but also due to problems with the sender fax machine.

## Problems When Receiving Faxes

The table below lists possible solutions when you are unable to receive a fax.

Symptom	Possible Cause	Remedy
Unable to communicate	A phone line problem has occurred.	Use a nearby phone to check whether the line is working. If you can't make a call, the problem is the phone line and not the machine.
	The power is not switched on.	The machine can't receive faxes if its power is not on. Switch the machine's power on.
	Paper has not been loaded.	The machine can't print received faxes when there is no paper loaded.
	The paper has jammed.	Check the machine's control panel and remove any jammed paper. Refer to <a href="#">Paper Jams</a> on page 13-46.
	The machine is in System Administration mode.	The machine can't receive faxes when in System Administration mode. Exit System Administration mode.
	The sender did not place the document correctly.	Check on the problem with the sender. <b>Note:</b> Fax transmission problems can occur only due to problems with the machine, but also due to problems with the sender fax machine.


Symptom	Possible Cause	Remedy
The image quality is poor.	The drum cartridge is scratched.	Make a copy. If the image quality is poor, replace the drum cartridge. Refer to <a href="#">Replacing the Drum Cartridge</a> on page 12-7.
	The sender's document scanner is dirty.	Check on the problem with the sender. <b>Note:</b> Image quality problems can occur during fax transmission not only due to problems with the machine, but also due to problems with the sender fax machine.
	The sender has set a low resolution.	Check on the problem with the sender. <b>Note:</b> Image quality problems can occur during fax transmission not only due to problems with the machine, but also due to problems with the sender fax machine.

## Scan Problems

This section provides possible solutions to various problems you may encounter when using the Scan feature.

### Unable to Scan

The table below lists possible solutions when you are unable to scan.

Symptom	Possible Cause	Remedy
The document is not fed properly through the document feeder.	The document size is too small.	The minimum size of document that can be loaded on the document feeder is A5  .
	The document is not a supported type.	The document feeder does not support warped documents, business cards, transparencies, thin documents, or documents with attached stick-on notes, paper clips or tape. Refer to <a href="#">Paper Types</a> on page 4-1.
	The document guides are misaligned.	Align the document guides properly to match the document size. Refer to <a href="#">Placing a Document</a> on page 6-1.
	There are document shreds stuck in the document feeder.	Open the document feeder cover, and remove the document shreds. Refer to <a href="#">Document Jams</a> on page 13-55.

### Unable to Load Scan Data to a PC

The table below lists possible solutions when you are unable to load a scanned document to a computer.

Symptom	Possible Cause	Remedy
Unable to find the scanner.	The machine's power is not on.	Switch the machine's power on. Refer to <a href="#">Power Source</a> on page 3-7.
	The PC's USB cable is disconnected.	Reconnect the computer's disconnected USB cable. Refer to <a href="#">Using the USB Interface</a> on page 2-4.
	The machine's USB cable is disconnected.	Reconnect the machine's disconnected USB cable. Refer to <a href="#">Using the USB Interface</a> on page 2-4.

Symptom	Possible Cause	Remedy
Unable to load data from the scanner due to a TWAIN communication error.	The scan driver is not installed.	Install the scan driver.
Operation stopped while loading data.	Is the file size too large?	Lower the resolution setting, and then try loading the data again.

## Unable to Send Scan Data in E-mail

Symptom	Possible Cause	Remedy
Unable to send an e-mail.	The registered e-mail address is incorrect.	Check the entered e-mail address.
	The maximum data size for outgoing e-mail was exceeded.	Lower the resolution, and reduce the size of the attached data. Refer to <a href="#">Resolution</a> on page 7-19. Refer to <a href="#">Maximum Attachment Size</a> on page 9-33.
	The port for <b>Send E-mail</b> is not set to <b>Enabled</b> .	Check the port setting for Send E-mail. Refer to <a href="#">Required Information</a> on page 2-28.
	The e-mail address for the machine has not been registered.	Input the Administrator's e-mail address. Refer to <a href="#">Administrator's E-mail Address</a> on page 2-21.
	The registered SMTP server setting is incorrect.	Check the SMTP server setting. Refer to <a href="#">SMTP Server (Connectivity &gt; Protocols)</a> on page 2-28.
	The authentication for the SMTP server is not operated correctly.	Check the authentication method for the SMTP server. Refer to <a href="#">SMTP Server (Connectivity &gt; Protocols)</a> on page 2-28.
	The registered login name for the SMTP server is incorrect.	For the SMTP server requiring authentication, the e-mail address of the login user must be registered. Check the registered login name. Refer to <a href="#">SMTP Server (Connectivity &gt; Protocols)</a> on page 2-28.
	The registered password for the SMTP server is incorrect.	Check the registered password for the authenticated user. Refer to <a href="#">SMTP Server (Connectivity &gt; Protocols)</a> on page 2-28.

## Unable to Forward a Scan Document on the Network (SMB)

The table below lists possible solutions when you are unable to forward a scan document on the network.

Symptom	Possible Cause	Remedy
Unable to forward scan data to a network computer	Has the server been entered correctly?	Check the server setting.
	Has the storage location been entered correctly?	Check the storage location setting.
	If SMB was selected, has the shared name been entered correctly?	Check the shared name setting.
	If SMB (UNC notation) was selected, has the storage location been entered correctly?	Check the storage location setting.
	Has the login name been entered correctly?	Check the login name setting.
	Has the passcode been entered correctly?	Check the passcode setting.
	When forwarding data to Windows Server 2003 or Windows Server 2008, is the time setting the same in the machine and in Windows?	Set the same time in the machine and in Windows.
	When using Windows Server 2003, Windows Server 2008 or Windows XP, did a user without a passcode attempt to forward data using SMB?	Follow the steps below to change the network access settings. <ol style="list-style-type: none"> <li>1. Start Windows, and select <b>Control Panel &gt; Administrative Tools &gt; Local Security Policy</b>.</li> <li>2. Select <b>Security Settings &gt; Local Policies &gt; Security Options</b>.</li> <li>3. Set <b>Account: Limit local account use of blank passcodes to console logon only</b> to <b>Disabled</b>.</li> </ol>



## Scan Image Quality Problems

This table below lists possible solutions to problems with the image quality of scan data.

Symptom	Possible cause	Remedy
The scanned image is dirty.	The document cover or document glass is dirty.	Clean the document cover or document glass. Refer to <a href="#">Cleaning the Document Cover and the Document Glass</a> on page 12-12.
	The document is a transparency or highly translucent medium.	When scanning highly translucent documents, dirt on the document cover shows up in the output. Place a sheet of white paper over the document before scanning.
	The document is on colored or rough paper, or is a blueprint.	Adjust the scan density or image quality before scanning.
	The scanned document is printed on glossy printing paper.	Glossy printing paper easily sticks to the document glass, and shadows can resemble dirt in the scan. Place a transparency or transparent film under the document before scanning.
The image is too dark or too light.	The scan density is not properly adjusted.	Adjust the scan density.
	The Original Type is unsuitable.	Select the proper Original Type for the document.
There are missing parts in the image.	The document has been cut-and-pasted, or is creased.	Cut-and-pasted or creased parts of the document might not be making proper contact with the document glass. Place a stack of white paper on top of the document to bring it into proper contact with the document glass.

Symptom	Possible cause	Remedy
The image is not the desired size.	The document cover or document glass is dirty.	Clean the document cover or document glass. Refer to <a href="#">Cleaning the Document Cover and the Document Glass</a> on page 12-12.
	The document is a transparency or highly translucent medium.	Place a sheet of white paper over the document before scanning.
	The document has shifted out of position.	Place the document correctly. Refer to <a href="#">Placing the Document</a> on page 5-1.
	The document feeder's document guides are misaligned.	Place the document correctly, moving the document guides into contact with the edges of the document. Refer to <a href="#">Placing the Document</a> on page 5-1.
	The document is creased.	Smooth out the document and place it again correctly.
The image is grainy.	A low resolution is set.	Set a higher resolution. Refer to <a href="#">Placing the Document</a> on page 5-1.

# Network Related Problems

This section provides possible solutions to network problems.

## Problems Using TCP/IP (LPD/Port9100)

The table below lists possible causes for problems that occur when using TCP/IP (LPD/Port9100), the methods to check, and the required actions to take.

### Unable to Print

Possible Cause	How to Check	Remedy
The correct IP address has not been set.	Have the Network Administrator check whether the machine's IP address is correct.	Set the correct IP address in the machine.
An unrecoverable failure occurred while processing a print job.	Check whether an error is displayed in the control panel's display.	Turn the machine's power OFF, wait until the display becomes blank, and then turn the power ON again.
The selected protocol is not compatible with the computer	Check the selected protocol.	Select a protocol compatible with the computer.
The data format of the print data that the machine is attempting to process does not match the data format of the print data sent by the computer.	-	Turn off output of Ctrl-D.

### Print Output Problems

Possible Cause	How to Check	Remedy
The computer is not using the print driver supplied with the machine (is using another company's print driver).	Confirm whether the print driver on the computer is the one supplied with the machine.	On the computer, select the print driver supplied with the machine. If the print driver is not listed for selection, install the print driver and then select it. Operation is not guaranteed if another company's print driver is used.

## Problems Using Xerox® CentreWare® Internet Services

The table below lists possible solutions to problems you may encounter when using Xerox® CentreWare® Internet Services.

Symptom	Remedy
Unable to connect to Xerox® CentreWare® Internet Services.	Is the machine operating normally? Check whether the machine's power is on.
	Is <b>Internet Services</b> running? Print a System Settings Report and check it.
	Has the Internet address been entered correctly? Check the Internet address again. If you still can't connect to Xerox® CentreWare® Internet Services, try connecting by entering the IP address.
	Are you using a proxy server? The machine cannot connect to some proxy servers. Do not use a proxy server. Set your web browser <b>Not using proxy server</b> , or set the address you are using to <b>Not using proxy server</b> .
The message "Please wait" is not going away.	Wait for a while. If the condition persists, press the <b>Refresh</b> button. If the condition still persists, check whether the machine is operating normally.
Nothing happens after pressing <b>Refresh</b> .	Are you using a supported web browser? See <a href="#">Using Xerox® CentreWare® Internet Services</a> on page 2-17 to check whether your web browser is a supported type.
The frame on the right is not updated after selecting a menu item from the frame on the left.	
The screen display is fragmented.	Change your web browser's window size.
The display is not updated.	Press <b>Refresh</b> .
Nothing happens after pressing <b>Apply</b> .	Are the entered values correct? If you entered an out-of-range value, it is automatically changed to a value within range.
	Are you now using, or did you just use the machine's control panel? When the Auto Reset feature is set, settings made by Xerox® CentreWare® Internet Services are not applied until the preset amount of time has elapsed. Wait for a while.
	Is the machine in an energy saver mode? Cancel the energy saver mode, and then try again.

Symptom	Remedy
When you click <b>Apply</b> , a message such as "The server has returned ineffective or unrecognizable response" or "No data" is displayed on the browser.	Is the password correct? The password you re-entered for confirmation does not match. Enter the password correctly.
	Restart the machine.

## Problems With E-mail Functions

A list is provided with possible solutions to problems you may encounter in not being able to send an e-mail.

Symptom	Remedy
Unable to send an e-mail	Is <b>Send E-mail</b> set to <b>Enabled</b> ?
	Have settings such as the SMTP server's address been made correctly?
	Have you entered the recipient e-mail address correctly?
	Is the SMTP server working properly? Check with your Network Administrator.
	Is the system administrator's e-mail address set?

## Internet/Intranet Connection Problems

The table below lists possible causes and solutions for problems that may occur when connecting to the Internet or an intranet.

## Unable to Connect to the Internet or an Intranet

Possible Cause	Remedy
The IP address has not been set correctly.	Check the IP address setting. If the IP address has not been set correctly, specify a fixed IP address or use DHCP or Autonet to resolve the IP address.
The IP gateway address has not been set correctly.	Enter the IP gateway address correctly when connecting to a proxy server or web server via an IP gateway.
The subnet mask has not been set correctly.	Set the subnet mask correctly, to match the environment in use.
The DNS server address has not been set correctly.	Check the DNS server address.
The DNS server selected cannot resolve the address.	<p>Select a DNS server that can resolve the address.</p> <ul style="list-style-type: none"> <li>When connecting via the proxy server Set the IP address of a DNS server that can resolve the address of the proxy server.</li> <li>When not connecting via the proxy server Set the IP address of a DNS server that can resolve the destination address.</li> </ul>
The setting of the address that does not use a proxy server is incorrect.	<p>Confirm whether only addresses that do not use a proxy server are set. Even if addresses not through a proxy server are specified using the FQDN, if a server is directly accessed using its IP address, the registered server is not excluded. Set the address not to use a proxy server.</p> <p>Likewise, even if you directly specify an address that does not use a proxy server, if a server is accessed with the FQDN, the registered server is not excluded. Set an IP address with the FQDN not to use a proxy server.</p>
The connected server or proxy server is down.	Check whether the server or proxy server to connect to is working normally.
A network cable is disconnected or broken.	Check the network cable connections. The use of a spanning tree environment is recommended to create a network environment resistant to disconnections.
Unable to communicate due to the load on the server application.	Wait a while, and then access the server again.

Possible Cause	Remedy
An error has occurred but is not displayed on the control panel.	Errors that occur while executing background processes are not displayed on the control panel. Print the Job History Report to check the execution results.
Unable to connect due to an access restriction set in the proxy server, firewall or web server.	Types of access restrictions are listed below. Check the set access restriction. <ul style="list-style-type: none"> <li>• Address (port) restriction</li> <li>• SSL restriction</li> <li>• User access (or access authority level) restriction</li> <li>• Content block</li> <li>• Scheme restriction (such as restriction on use of HTTP)</li> <li>• Forwarded data size restriction</li> <li>• Method restriction (such as restriction on use of POST)</li> <li>• HTTP header restriction (such as access permitted only on certain browsers)</li> <li>• Time restriction (such as use permitted only during certain time slots)</li> </ul>

### Unable to Connect to the Desired Web Server

Symptom	Remedy
The machine is not set to use a proxy server.	If the machine is not set to use a proxy server in an environment that uses one, you cannot connect to the desired web server. Set the machine to use a proxy server.
The machine is set to use a proxy server even though the environment does not use a proxy server.	Do not set the machine to use a proxy server in an environment not requiring the use of the proxy server (such as an intranet).
The proxy server address has not been set correctly.	If the machine is set to use a proxy server, you will not be able to connect to the desired web server if the proxy server address is not set correctly. Set the proxy server address correctly.
Unable to connect because the user name or password is incorrect when the proxy server requires authentication.	Set a user name and password in the machine that the proxy server will permit connection for.

### IPv4 or IPv6 Connection Problems

The table below lists possible solutions to problems that may occur when connecting to an IPv4 or IPv6 address.

### Unable to Connect to an IPv4 Address

Symptom	Remedy
When entering an IPv4 address, the machine does not work properly when 0 is added to the head of values in the address, such as 192.168.010.033	Do not add 0 to the head of address values.

### Unable to Connect to an IPv6 Address

Symptom	Remedy
Unable to access the machine by specifying a link-local address.	Append a scope ID to the link-local address. For example, when using Internet Explorer 7 in Windows Vista to access the machine by specifying fe80::203:baff:fe48:9010, append the Windows Vista Ethernet adapter local area connection number (such as 8) as the scope ID (for example, enter fe80::203:baff:fe48:9010 % 8).
Unable to communicate with a Windows operating system supporting IPv6.	Set fixed addresses in Windows operating systems supporting IPv6.
Searches for devices outside the router do not work properly.	When going outside the router in an SMB search, enter the recipient address directly. Multicasting is only supported within a local link (FF02::1).

### Unable to Print in an IPv6 Environment

Symptom	Remedy
Unable to use a shared Windows printer from a Windows operating system supporting IPv6 in an IPv6 network environment without a DNS server.	Register the machine's computer name in the "hosts" file in the Windows operating system supporting IPv6. Example: Register the name in the file C:\Windows\system32\driver\etc\hosts.



## Unable to Scan in an IPv6 Environment

Symptom	Remedy
The file forwarding service fails when only a link-local address is assigned.	Assign a global address.
In an IPv6 network environment without a DNS server, the file forwarding operation fails when you specify a computer name on the data storage server for the Scan to PC (Network) SMB service.	Specify an IPv6 address directly on the data storage server for the Scan to PC (Network) SMB service.
The machine doesn't operate correctly when using a literal-format IPv6 address to specify an e-mail address for an e-mail service. Example: csw@[ipv6:2001:db8::1]	When using an IPv6 environment, use a DNS server and specify e-mail addresses in FQDN format.

## Other IPv6 Problems

Symptom	Remedy
IPv6 addresses are not entered correctly in output Job Logs.	Use IPv4.

## Error Codes

This section describes error codes.

An error message and error code (xxx-xxx) is displayed if printing terminated abnormally because of an error, or a malfunction occurred in the machine.

For faxing, an error code is also displayed on a Fax Activity Report and a Transmission Report - Job Undelivered.

Refer to the error codes in the following table to resolve problems.

**Note** If an error code is displayed, any print data remaining in the machine and information stored in the machine's memory is not secured.

If an error code is displayed that is not listed in the following table, or if you cannot resolve an error despite following the instructions described in the table, contact our Customer Support Center. The contact number is printed on the label or card attached to the machine.

Error Code	Cause	Remedy
003-500	When using the Pages per Side function, the printout doesn't fit in the paper with the specified reduction/enlargement factor.	Press the control panel's <b>Stop</b> button, and change the setting.
003-754	An IPS error occurred.	Press the control panel's <b>Stop</b> button, and cancel the job.
003-795	When enlarging/reducing a scanned document to the paper size specified, the reduction/enlargement ratio exceeds the allowed range.	Press the control panel's <b>Stop</b> button, and change the setting.
003-942	A document with a non-standard size is set in the document feeder.	Press the control panel's <b>Stop</b> button, and check the document.
003-956	A document with a non-standard size is set on the document glass.	Press the control panel's <b>Stop</b> button, and check the document.
003-963	When <b>Auto</b> is set for <b>Paper Supply</b> for a copy job, the size of the scan document is larger than the paper size that can be copied.	Press the control panel's <b>Stop</b> button, and change the setting.
003-972	Exceeded the maximum pages that can be scanned during a copy/scan job.	Press the control panel's <b>Start</b> button to redo the operation or press the <b>Stop</b> button to cancel the operation.
003-973	The image size is too large when enlarging/reducing a scanned document that does not match the orientation of paper.	Take one of the following measures. <ul style="list-style-type: none"> <li>Reduce the magnification with <b>Reduce/Enlarge</b>.</li> <li>Change the orientation of paper or document.</li> </ul>

Error Code	Cause	Remedy
004-345	An error occurred.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
005-122 005-123 005-125 005-131 005-132 005-134 005-135 005-136 005-139 005-145 005-147 005-196 005-197 005-198 005-199	A document jam occurred in the document feeder.	Remove the jammed document. Refer to <a href="#">Document Jams</a> on page 13-55.
005-210 005-275 005-280	An error occurred in the document feeder.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
005-305	The document feeder's left cover is open.	Close the document feeder's left cover.
005-500	An error occurred in the document feeder.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power.
005-907 005-908 005-913	A document jam occurred in the document feeder.	Remove the jammed document. Refer to <a href="#">Document Jams</a> on page 13-55.
005-940	An error occurred in the document feeder.	Press the control panel's <b>Stop</b> button, and set the document on the document feeder again.
005-948	A document size mismatch error occurred in the document feeder.	Press the control panel's <b>Stop</b> button, and cancel the job.
007-270	Tray 1 malfunction.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center. You can use a tray other than Tray 1.

Error Code	Cause	Remedy
007-272	Tray 3 malfunction.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center. You can use a tray other than Tray 3.
007-273	Tray 4 malfunction.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center. You can use a tray other than Tray 4.
010-311 010-312 010-320 010-327 010-379 010-392	An error occurred.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
010-602	Temperature sensor of the machine detected abnormality.	The machine will automatically recover when the machine cools down. Wait for a while, and try again.
016-346 016-372	An error occurred.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
016-500 016-501 016-502 016-504	An error occurred.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power.
016-570	A communication error occurred while printing.	Press the control panel's <b>Stop</b> button, and cancel the job.
016-571	A communication error occurred during print processing.	The machine will automatically recover. Wait a moment, and try again.
016-598	The size of an e-mail page exceeds the maximum message size because of page splitting.	Press the control panel's <b>Start</b> button to redo the operation, or press the <b>Stop</b> button to cancel the operation.
016-742 016-744	An error occurred.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power.
016-749	An error occurred.	Press the control panel's <b>Stop</b> button, and cancel the job.

Error Code	Cause	Remedy
016-759	A setting has been entered for the maximum number of permitted copies, and has been reached. Alternatively, a user who has reached their maximum number of copies logged in.	Press the control panel's <b>Stop</b> button, and cancel the job.
016-764	An error occurred on the network.	Press the control panel's <b>Stop</b> button and cancel the job.
016-765 016-766	The SMTP server's memory area for incoming e-mail is full.	Press the control panel's <b>Stop</b> button, and cancel the job.
016-767	Unable to send the e-mail because the address is not correct	Press the control panel's <b>Stop</b> button, and cancel the job.
016-768	E-mail data creation failed.	Press the control panel's <b>Stop</b> button, and cancel the job.
016-776	A job is canceled.	Press the control panel's <b>Stop</b> button, and cancel the job.
016-781	Unable to resolve the SMTP server name when sending an e-mail.	Press the control panel's <b>Stop</b> button, and cancel the job.
016-791	The machine could not send data when executing the Scan to PC (Network) or Scan to E-mail function.	Press the control panel's <b>Stop</b> button, and cancel the job.
016-799	An invalid print parameter is included in the print data of the application, or the print data and the Print Setup settings may not match.	Press the control panel's <b>Stop</b> button, and cancel the job.
016-981	The EPC memory is full.	Press the control panel's <b>Start</b> button to redo the operation, or press the <b>Stop</b> button to cancel the operation.
016-982	The memory is full while scanning the first page with Scan to PC service.	Press the control panel's <b>Stop</b> button, and cancel the job.
016-985	The attachment size using the Scan to E-mail service exceeds the maximum size.	Press the control panel's <b>Start</b> button to redo the operation, or press the <b>Stop</b> button to cancel the operation.
017-745	Exceeded the maximum storage size using SMB of the Scan to PC service.	Press the control panel's <b>Start</b> button to redo the operation, or press the <b>Stop</b> button to cancel the operation.
024-910	The paper size set for Tray 1 and the paper size specified for the job are not the same.	Press the control panel's <b>Stop</b> button to cancel the job or change the paper to the specified paper size.
024-911	The paper size set for Tray 2 and the paper size specified for the job are not the same.	Press the control panel's <b>Stop</b> button to cancel the job or change the paper to the specified paper size.

Error Code	Cause	Remedy
024-912	The paper size set for Tray 3 and the paper size specified for the job are not the same.	Press the control panel's <b>Stop</b> button to cancel the job or change the paper to the specified paper size.
024-913	The paper size set for Tray 4 and the paper size specified for the job are not the same.	Press the control panel's <b>Stop</b> button to cancel the job or change the paper to the specified paper size.
024-915	The paper size set for Tray 5 (bypass) and the paper size specified for the job are not the same.	Reload paper to match the paper setting or press the control panel's <b>Stop</b> button.
024-950	There is no paper in Tray 1 and another tray cannot be selected.	Load more paper, or press the control panel's <b>Stop</b> button to cancel the job.
024-951	There is no paper in Tray 2 and another tray cannot be selected.	Load more paper, or press the control panel's <b>Stop</b> button to cancel the job.
024-952	There is no paper in Tray 3 and another tray cannot be selected.	Load more paper, or press the control panel's <b>Stop</b> button to cancel the job.
024-953	There is no paper in Tray 4 and another tray cannot be selected.	Load more paper, or press the control panel's <b>Stop</b> button to cancel the job.
024-954	There is no paper in Tray 5 and another tray cannot be selected.	Load more paper, or press the control panel's <b>Stop</b> button to cancel the job.
024-958	The paper setting specified in the control panel does not match the size or type of paper loaded in the Tray 5 (bypass).	Reload paper to match the paper setting or press the control panel's <b>Stop</b> button.
024-959	Tray 1 has not been inserted or the paper guides are in an unsupported position.	Press the control panel's <b>Stop</b> button and insert Tray 1, or check the position of the paper guides.
024-960	Tray 2 has not been inserted or the paper guides are in an unsupported position.	Press the control panel's <b>Stop</b> button and insert Tray 2, or check the position of the paper guides.
024-961	Tray 3 has not been inserted or the paper guides are in an unsupported position.	Press the control panel's <b>Stop</b> button and insert Tray 3, or check the position of the paper guides.
024-962	Tray 4 has not been inserted or the paper guides are in an unsupported position.	Press the control panel's <b>Stop</b> button and insert Tray 4, or check the position of the paper guides.
024-965	The paper specified for the job is not loaded into any of the trays.	Load the specified paper, or press the control panel's <b>Stop</b> button to cancel the job.
024-966	Attempted to select a tray automatically although all trays except the Tray 5 (bypass) are not selectable for auto selection.	Press the control panel's <b>Stop</b> button, and try again.

Error Code	Cause	Remedy
024-718	Incompatible print parameters are used. The combination of the specified features such as Document Size, Paper Size, Paper Tray, 2 sided printing, and Output Tray is incompatible.	Confirm the print data, and try printing again.
026-737	A network error occurred.	Consult your network administrator whether the network or the server has any problem.
027-518	Failed to login the forwarding destination.	Press the control panel's <b>Stop</b> button, and cancel the job.
027-520	Invalid characters are used or the specified path is not found.	Press the control panel's <b>Stop</b> button, and cancel the job.
027-522	Unable to write in the forwarding destination.	Press the control panel's <b>Stop</b> button, and cancel the job.
027-528	Data could not be written to the shared folder because the computer's hard disk is full.	Press the control panel's <b>Stop</b> button, and delete any unneeded data to create room on the hard disk.
027-543	The SMB server (NetBIOS) name is invalid.	Check whether the server name of the SMB server is correct, or press the control panel's <b>Stop</b> button to cancel the job.
027-779	Failed to authenticate the SMTP server.	Press the control panel's <b>Stop</b> button, and cancel the job.
033-313 033-316	An error occurred while sending a fax.	Press the control panel's <b>Stop</b> button, and check the settings.
033-325	An error occurred.	Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
033-326	The sender for the Scan to E-mail function has not been entered.	Press the control panel's <b>Stop</b> button, and check the settings.
033-503 033-504 033-505 033-506 033-507 033-509 033-510 033-517 033-526 033-529 033-531 033-532	An error occurred during fax transmission.	The machine will automatically recover. Wait for a while, and try again.

Error Code	Cause	Remedy
033-541	The recipient of the specified number is not registered.	Specify the recipient correctly, or press the control panel's <b>Stop</b> button, and cancel the job.
033-547	Communication was terminated by a cause such as pressing the <b>Stop</b> button.	The machine will automatically recover. Press the control panel's <b>Stop</b> button, and try again.
033-548	Cannot transmit manually because a line is unavailable.	Press the control panel's <b>Stop</b> button, and cancel the job.
033-549	Cannot use the Fax service because of causes such as memory is insufficient a fax in the queue.	The machine will automatically recover. Wait for a while, and try again.
033-550 033-567	Unable to register in the Address Book.	The machine will automatically recover. Wait for a while, and try again.
033-572	The data received is not printed.	The machine will automatically recover. Wait for a while, and try again.
033-577 033-578	An error occurred during fax transmission.	The machine will automatically recover. Wait for a while, and try again.
033-712	Unable to process because of insufficient memory.	Delete unnecessary data. If the same message is displayed again, contact our Customer Support Center.
033-725	The hard disk is full.	The machine will automatically recover. Wait for a while, and try again.
033-753	An error occurred during fax transmission.	Press the control panel's <b>Stop</b> button, and cancel the job.
034-522	Cannot transmit manually because a line is unavailable.	Confirm the completion of the job, or press the control panel's <b>Stop</b> button, and cancel the job.
034-550	An error occurred during fax transmission.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
034-711	An error occurred during fax transmission.	The machine will automatically recover. Wait for a while, and try again.
034-726	Exceeded the limit of jobs.	The machine will automatically recover. Wait for a while, and try again.
034-746	The line is not connected correctly.	Press the control panel's <b>Stop</b> button, and cancel the job.
034-752	The recipient`s line is busy.	Press the control panel's <b>Stop</b> button, and cancel the job.



Error Code	Cause	Remedy
034-757	An error occurred during fax transmission.	The machine will automatically recover. Wait for a while, and try again.
034-761 034-765	The recipient in the Address Book is incorrect.	Confirm the recipient's address, and try again. If the same message is displayed again, contact our Customer Support Center.
035-550	An error occurred during fax transmission.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power.
035-703	An error occurred during fax transmission.	The machine will automatically recover. Wait for a while, and try again.
035-704	An error occurred while sending a fax.	The machine will automatically recover. Wait for a while, and try again.
035-708 035-728 035-741 035-748 035-758 035-759	An error occurred while sending a fax during fax transmission.	The machine will automatically recover. Wait a moment, and try again.
035-761	An error occurred during fax transmission.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
036-506	An error occurred during fax transmission.	The machine will automatically recover. Wait for a while, and try again.
036-550	An error occurred during fax transmission.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power.
036-700	An error occurred during fax transmission.	The machine will automatically recover. Wait for a while, and try again.
036-740	An error occurred during fax transmission.	Press the control panel's <b>Stop</b> button, and cancel the job.
036-777 036-796	An error occurred during fax transmission.	The machine will automatically recover. Wait for a while and try again.
041-210 041-211	An error occurred in Tray 1.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.

Error Code	Cause	Remedy
042-325	An error occurred.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
042-400	The odor filter life is over.	Contact our Customer Support Center.
042-608 042-614	The Voc filter life is over.	Contact our Customer Support Center.
042-614	An error occurred.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power.
045-310	An error occurred.	Removed the jammed paper. Refer to <a href="#">Paper Jams</a> on page 13-46.
045-313 045-218 061-321 061-325	An error occurred.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
062-277	An error occurred in the document feeder.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
062-300	The cover was open when a document was placed in the document feeder.	Close the cover.
062-311	An error occurred.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
062-360 062-371 062-380 062-386 062-389 062-396	An error occurred.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
071-105	An error occurred in the left cover <b>A</b> or Tray 1.	Remove the jammed paper. Refer to <a href="#">Paper Jams</a> on page 13-46.
072-102	An error occurred in the one tray module cover <b>B</b> or Tray 2.	Remove the jammed paper. Refer to <a href="#">Paper Jams</a> on page 13-46.

Error Code	Cause	Remedy
072-105	A paper jam occurred in the one tray module cover <b>B</b> .	Remove the jammed paper. Refer to <a href="#">Paper Jams</a> on page 13-46.
072-210 072-212 072-215	An error occurred in Tray 2 (One Tray Module).	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
073-102	A paper jam occurred in the two tray module cover <b>C</b> or Tray 3.	Remove the jammed paper. Refer to <a href="#">Paper Jams</a> on page 13-46.
073-104	A paper jam occurred in the one tray module cover <b>B</b> or the two tray module cover <b>C</b> .	Remove the jammed paper. Refer to <a href="#">Paper Jams</a> on page 13-46.
073-105	A paper jam occurred in the one tray module cover <b>B</b> .	Remove the jammed paper. Refer to <a href="#">Paper Jams</a> on page 13-46.
073-210	An error occurred in Tray 3 (Two Tray Module).	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
074-101 074-102	A paper jam occurred in the two tray module cover <b>C</b> or Tray 4.	Remove the jammed paper. Refer to <a href="#">Paper Jams</a> on page 13-46.
074-104	A paper jam occurred in the one tray module cover <b>B</b> or the two tray module cover <b>C</b> .	Remove the jammed paper. Refer to <a href="#">Paper Jams</a> on page 13-46.
074-105	A paper jam occurred in the one tray module cover <b>B</b> .	Remove the jammed paper. Refer to <a href="#">Paper Jams</a> on page 13-46.
074-210	An error occurred in Tray 4 (Two Tray Module).	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
075-135 077-101 077-103 077-104 077-106	A paper jam occurred in the left cover <b>A</b> .	Remove the jammed paper. Refer to <a href="#">Paper Jams</a> on page 13-46.
077-129	A paper jam occurred in the left cover <b>A</b> .	Remove the jammed paper. Refer to <a href="#">Paper Jams</a> on page 13-46.
077-211	An error occurred in the Two Tray Module.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.

Error Code	Cause	Remedy
077-212	An error occurred in the One Tray Module.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
077-300	The front cover is open.	Close the front cover.
077-301	The left cover <b>A</b> is open.	Close the left cover <b>A</b> .
077-305	The two tray module cover <b>C</b> is open.	Close the two tray module cover <b>C</b> .
077-309	The one tray module cover <b>B</b> is open.	Close the one tray module cover <b>B</b> .
077-900 077-901	A paper jam occurred in the left cover <b>A</b> .	Remove the jammed paper. Refer to <a href="#">Paper Jams</a> on page 13-46.
077-904	A paper jam occurred in the one tray module cover <b>B</b> .	Remove the jammed paper. Refer to <a href="#">Paper Jams</a> on page 13-46.
077-905 077-906	A paper jam occurred in the two tray module cover <b>B</b> or <b>C</b> .	Remove the jammed paper. Refer to <a href="#">Paper Jams</a> on page 13-46.
091-313	An error occurred.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
091-401	The drum cartridge needs to be replaced.	Replace the drum cartridge. Call the Customer Support Center to order replacement consumables/periodic replacement parts. Have product codes ready. Refer to <a href="#">Replacing the Drum Cartridge</a> on page 12-7.
091-402	The drum cartridge needs to be replaced.	Replace the drum cartridge. Call the Customer Support Center to order replacement consumables/periodic replacement parts. Have product codes ready. Refer to <a href="#">Replacing the Drum Cartridge</a> on page 12-7.
091-406	The drum cartridge life is over.	Replace the drum cartridge. Call the Customer Support Center to order replacement consumables/periodic replacement parts. Have product codes ready. Refer to <a href="#">Replacing the Drum Cartridge</a> on page 12-7.

Error Code	Cause	Remedy
091-424	The drum cartridge life is over.	Replace the drum cartridge. Call the Customer Support Center to order replacement consumables/periodic replacement parts. Have product codes ready. Refer to <a href="#">Replacing the Drum Cartridge</a> on page 12-7.
091-430	The drum cartridge life is over.	Replace the drum cartridge. Call the Customer Support Center to order replacement consumables/periodic replacement parts. Have product codes ready. Refer to <a href="#">Replacing the Drum Cartridge</a> on page 12-7.
091-440	The drum cartridge needs to be replaced soon.	Replace the drum cartridge. Call the Customer Support Center to order replacement consumables/periodic replacement parts. Have product codes ready. Refer to <a href="#">Replacing the Drum Cartridge</a> on page 12-7.
091-441	The drum cartridge needs to be replaced soon.	Prepare a drum cartridge. Call the Customer Support Center to order replacement consumables/periodic replacement parts. Have product codes ready. Refer to <a href="#">Replacing the Drum Cartridge</a> on page 12-7.
091-914 091-915 091-916	An error occurred with the drum cartridge.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
091-921	An error occurred with the drum cartridge.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
092-660	A drum cartridge error occurred.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power.
092-661	Temperature SNR (in CRU) value is out of range.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power.

Error Code	Cause	Remedy
092-668	ATC SNR (in drum cartridge) value is out of range.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power.
092-910	An error occurred.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power.
093-312	An error occurred with the toner cartridge.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
093-400	There is no more toner in the toner cartridge.	Replace the toner cartridge.
093-406	The toner cartridge needs to be replaced soon.	Prepare a new toner cartridge.
093-912	There is no more toner in the toner cartridge.	Replace the toner cartridge.
093-956	An error occurred with the drum cartridge.	Remove the tape from the drum cartridge. Refer to <a href="#">Replacing the Drum Cartridge</a> on page 12-7.
093-959	An error occurred with the drum cartridge.	Replace the drum cartridge. Call the Customer Support Center to order replacement consumables/periodic replacement parts. Have product codes ready. Refer to <a href="#">Replacing the Drum Cartridge</a> on page 12-7.
116-321 116-323 116-324 116-334 116-377	An error occurred.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
116-386	The fax cable is not connected correctly.	Connect the cable securely, and then switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
116-747	Unable to complete scanning due to the scanning area being too small.	Decrease the value of the Edge Erase or reduce the zoom ratio.
117-326 117-327 123-314	An error occurred.	Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.

Error Code	Cause	Remedy
127-396	Failed to create an e-mail data.	Press the control panel's <b>Stop</b> button, and try again.
133-226	The specified country code is not supported by the machine or the time is not set.	Set the country code or time again. Refer to <a href="#">Region</a> on page 9-38 and <a href="#">Clock</a> on page 9-43.
134-210 134-211	An error occurred during fax transmission.	Connect the cable securely, and then switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.

# Paper Jams


This section describes procedures to clear paper jams.


When paper jams in the machine, the machine stops and an alarm sounds. A message is also displayed on the screen.

Carefully remove the jammed paper without tearing it. Do not leave any pieces of paper in the machine.

## Notes

- If the paper jam message remains displayed after you have cleared it, paper is jammed in another part of the machine. Follow the instructions in the message to take the required action.
- After removing the jammed paper, a copy job resumes automatically.
- A print job resumes automatically from the page being printed just before the paper jam occurred.
- While running a copy job using the document feeder without collating the copied output (meaning that the document feeder feeds and scans the documents one sheet at a time), if a paper jam occurs on the machine, the machine resumes to make a copy of the already-scanned document automatically after removing the jammed paper. However, as for the remaining document, you must press the **Start** button again to allow the document feeder to feed and scan the rest of the loaded documents.

 **WARNING:** If you need to pull out a tray to remove paper jam, contact your local Xerox representative. Do not pull out a tray, otherwise it may cause injuries.

 **CAUTION:** Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause Injuries or burns. Switch off the product immediately and contact your local Xerox representative.



Error Code	Message	Area to Check/ Check Procedure	See Page:
071-105	Paper Jam in Tray 1 Check Tray 1. Open Cover A and remove paper.	1. Left cover <b>A</b> 2. Tray 1	P. 13-49 P. 13-53
072-102	Paper Jam in Tray 2 Check Tray 2. Open Cover B and remove paper.	1. One tray module cover <b>B</b> 2. Tray 2	P. 13-51 P. 13-53
072-105	Paper Jam at Cover B Open Cover B and remove paper.	One tray module cover <b>B</b>	P. 13-51
073-102	Paper Jam in Tray 3 Check Tray 3. Open Cover C and remove paper.	1. Two tray module cover <b>C</b> 2. Tray 3	P. 13-52 P. 13-53
073-104	Paper Jam at Covers B and C Open Cover B and Cover C, and remove paper.	1. One tray module cover <b>B</b> 2. Two tray module cover <b>C</b>	P. 13-51 P. 13-52
073-105	Paper Jam at Cover B Open Cover B and remove paper.	One tray module cover <b>B</b>	P. 13-51
074-101 074-102	Paper Jam in Tray 4 Check Tray 4. Open Cover C and remove paper.	1. Two tray module cover <b>C</b> 2. Tray 4	P. 13-52 P. 13-53
074-104	Paper Jam at Covers B and C Open Cover B and Cover C, and remove paper.	1. One tray module cover <b>B</b> 2. Two tray module cover <b>C</b>	P. 13-51 P. 13-52
074-105	Paper Jam at Cover B Open Cover B and remove paper.	One tray module cover <b>B</b>	P. 13-51
075-135	Paper Jam in Tray 5 Remove paper from Tray 5 and remove paper.	1. Left cover <b>A</b> 2. Tray 5	P. 13-49 P. 13-54

Error Code	Message	Area to Check/ Check Procedure	See Page:
077-101	Paper Jam at Cover A Open Cover A and remove paper.	Left cover <b>A</b>	P. 13-49
077-103 077-104 077-106	Paper Jam Open Cover A and remove paper.		
077-129	Paper Jam at Duplex Module Open Cover A, and remove paper.		
077-900	Paper Jam at Cover A Open Cover A and remove paper.		
077-901	Paper Jam Open Cover A and remove paper.		
077-904	Paper Jam at Cover B Open Cover B and remove paper.	One tray module cover <b>B</b>	P. 13-51
077-905 077-906	Paper Jam at Cover B and C Open Cover B and Cover C, and remove paper.	1. One tray module cover <b>B</b> 2. Two tray module cover <b>C</b>	P. 13-51 P. 13-52

Notes

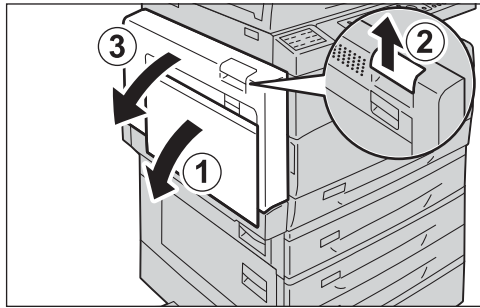
- Pulling out a tray after a paper jam without checking where the jam is located may cause the paper to tear and leave shreds inside the machine. To prevent equipment failure, check the location of paper jams before attempting to clear them.
- The paper jam display will not go out if paper shreds remain in the machine.
- When clearing paper jams, leave the machine's power on. Switching the power off erases information stored in the machine's memory.
- Do not touch parts inside the machine. Printing errors may result.

## Paper Jam in Left Cover A

Follow the steps below to clear paper jams inside the machine's left cover.

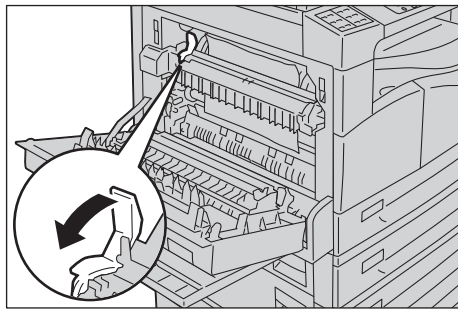
**Note** When removing paper, there may be an image on the machine's Transfer Belt (the black film belt) inside the left cover. Do not touch the Transfer Belt. Image quality could be affected, or the Transfer Belt could be damaged and need replacement.

1. Open Tray 5 (1), and then while lifting up the release lever (2) gently open the left cover (3).

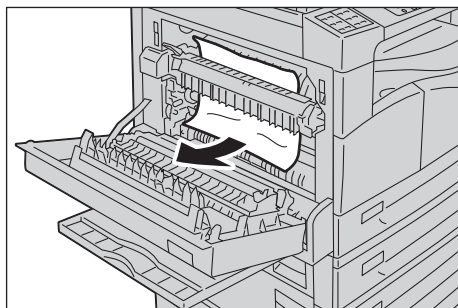


### If the paper is jammed around the fusing unit

- a. Pull down the latch.



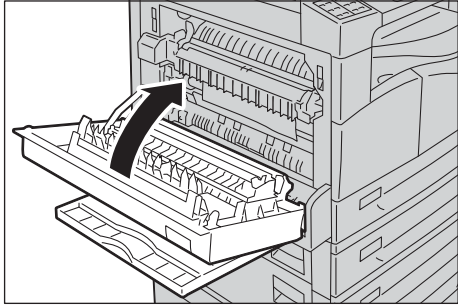
- b. Remove the jammed paper.



**Note** Do not leave any torn pieces of paper inside the machine.

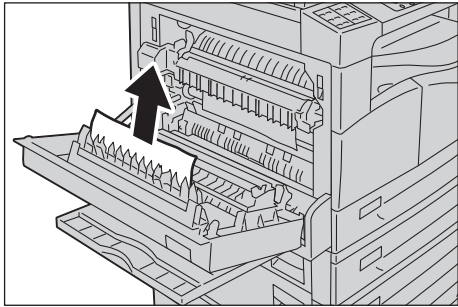
- c. Return the latch back to its position.

- d. Push on the center of the left cover, close it slowly, and raise the Tray 5 (bypass).

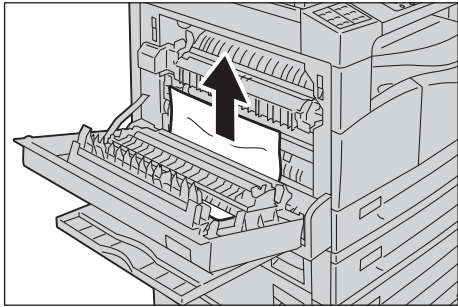


**If the paper is jammed within the left cover**

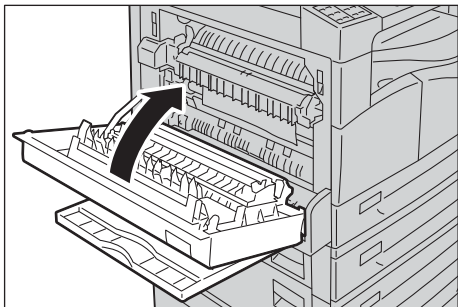
- a. If the paper is jammed in the location shown in the diagram, remove the jammed paper pulling upwards.



- b. If the paper is jammed in the location shown in the diagram, remove the jammed paper pulling upwards.



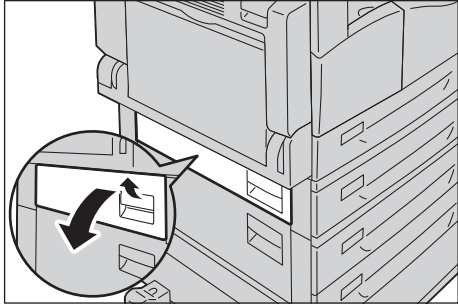
- c. Push on the center of the left cover, close it slowly, and raise Tray 5 (bypass).



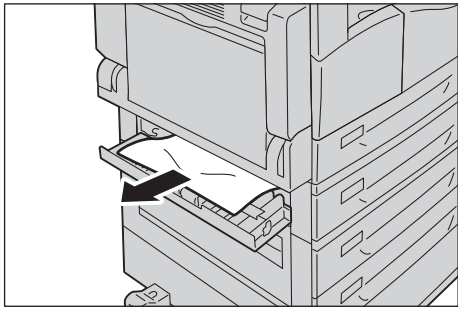
## Paper Jam in One Tray Module Cover B

Follow the steps below to clear paper jams inside the machine's one tray module cover.

1. Pull the release lever, and slowly open the one tray module cover.

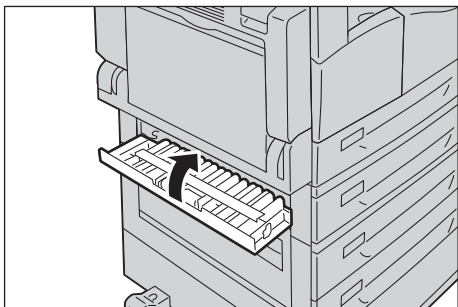


2. Remove the jammed paper.



### Notes

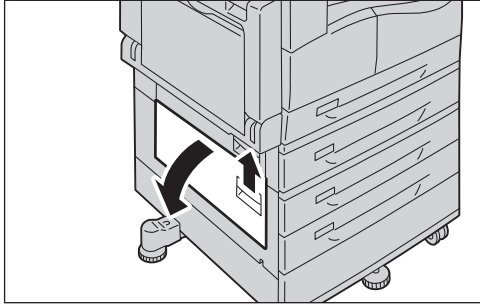
- The paper may be jammed in the upper part where it is difficult to see. Check thoroughly for jammed paper.
  - If the paper tears, check to make sure there are no remaining shreds in the machine.
3. Close the one tray module cover gently.



## Paper Jam in Two Tray Module Cover C

Follow the steps below to clear paper jams inside the machine's two tray module cover.

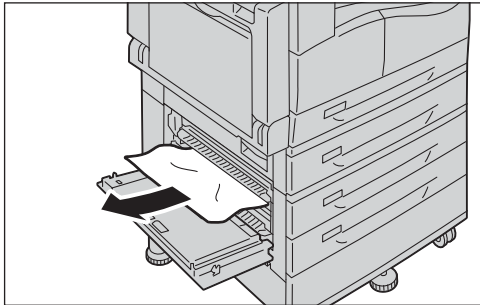
1. Pull the release lever, and slowly open the two tray module cover.



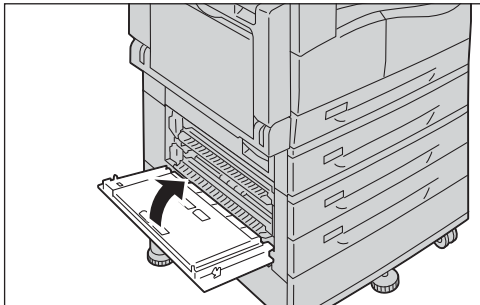
2. Remove the jammed paper.

### Notes

- The paper may be jammed in the upper part where it is difficult to see. Check thoroughly for jammed paper.
- If the paper tears, check to make sure there are no remaining shreds in the machine.



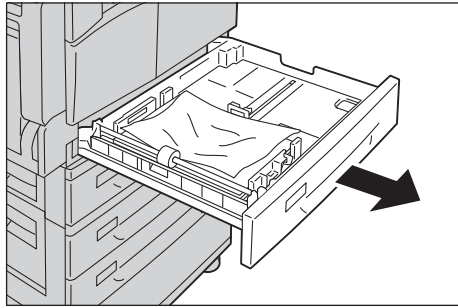
3. Close the two tray module cover gently.



## Paper Jams in Tray 1 to 4

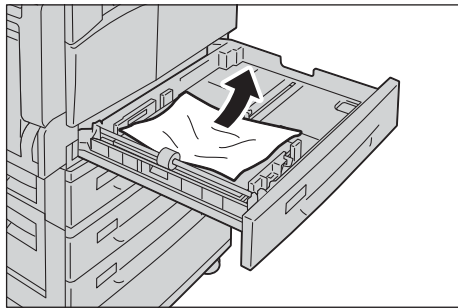
Follow the steps below to clear paper jams in Tray 1 to 4.

1. Remove the jammed paper by referring to the following:
  - Tray 1: [Paper Jam in Left Cover A](#) on page 13-49.
  - Tray 2 (optional): [Paper Jam in One Tray Module Cover B](#) on page 13-51
  - Tray 3 to 4 (optional): [Paper Jam in Two Tray Module Cover C](#) on page 13-52
2. If the jammed paper cannot be removed, pull out the tray.



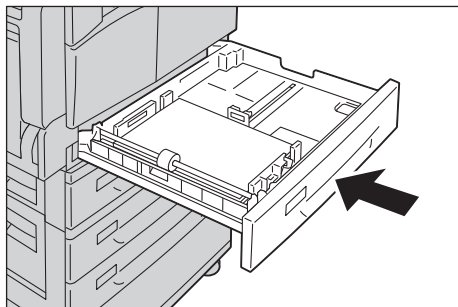
**Note** Pulling out a tray after a paper jam without checking where the jam is located may cause the paper to tear and leave shreds inside the machine. To prevent equipment failure, check the location of paper jams on the display before attempting to clear them.

3. Remove the jammed paper.



**Note** If the paper tears, check to make sure there are no remaining shreds in the machine.

4. Push the tray in gently until it stops.



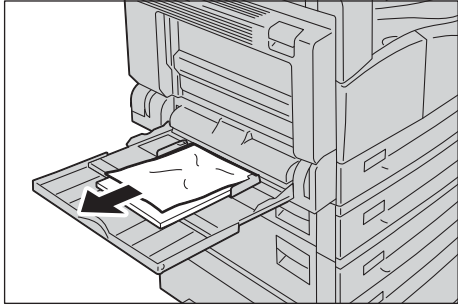
## Paper Jams in the Tray 5 (Bypass)

Follow the steps below to clear a paper jam in Tray 5 (bypass).

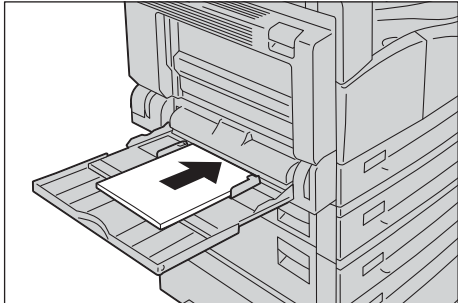
1. Inspect the inside (around the paper feed entrance) of the Tray 5 (bypass), and remove the jammed paper.

### Notes

- If multiple sheets of paper were loaded, remove all the paper while you clear the jam.
- If the paper tears, check to make sure there are no remaining shreds in the machine.



2. If multiple sheets of paper were loaded, align the corners of the removed paper.
3. Insert the paper with the side to print on facing down, aligning it so that its leading edge lightly contacts the paper feed entrance.





## Document Jams

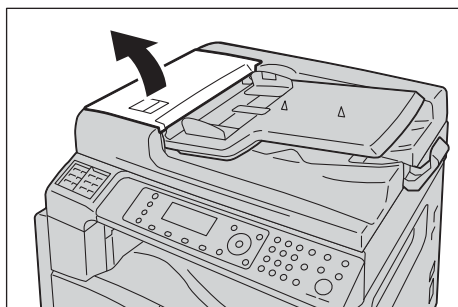
When a document jam occurred in the document feeder, the machine stops and an alarm beeps. A message is also displayed on the screen.

**Note** The document feeder does not come as standard on some machine configurations.

Error Code	Message
005-122	Document Feeder Jam Open Document Feeder Cover and remove paper.
005-123	
005-125	
005-131	
005-132	
005-134	
005-135	
005-136	
005-139	
005-145	
005-147	
005-196	
005-198	
005-199	
005-907	
005-908	
005-913	
005-197	Unavailable Original Size Open Document Feeder Cover and remove paper.

Follow the steps below to remove the jammed document.

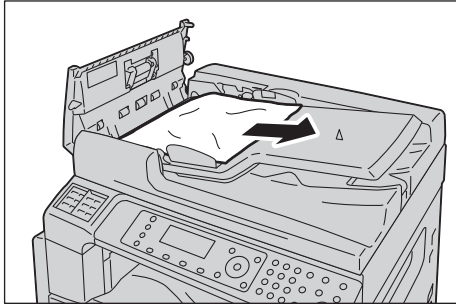
1. Pull up the front handle of the document feeder cover, and open the document feeder cover completely.



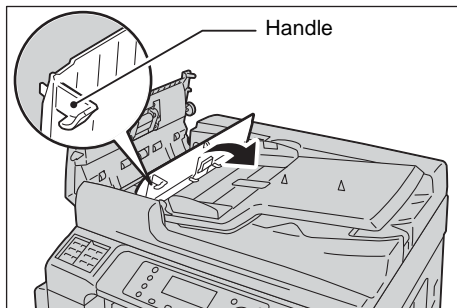
**Note** The cover will remain fixed in position when fully opened. Open the cover slowly.

## Problem Solving

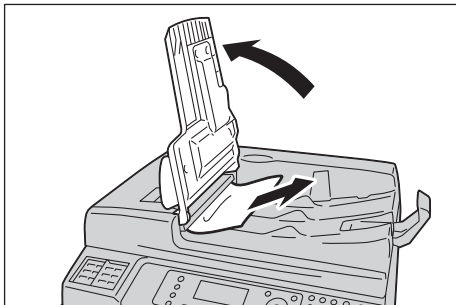
2. If the document has not yet been fed into the feeder, remove it.



3. If you cannot find the document, lift up the handle to open the inner cover.

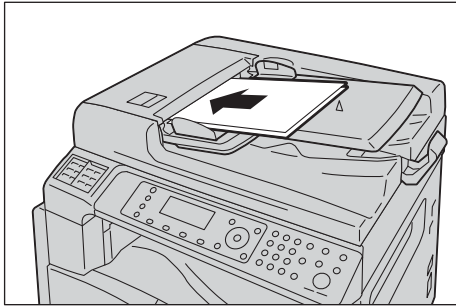


4. Close the document feeder's inner cover.
5. Close the document feeder cover until it clicks into place, and confirm that there is no space between the near or far side of the cover and the document feeder.
6. If you cannot find the document, carefully lift up the document feeder. If you find the document, remove it, then close the document feeder.
7. If you cannot find the document in Step 6, lift up the document feeder tray and remove the document.



8. Carefully move the document feeder tray back into position.

9. Make sure that the document is not torn, wrinkled, or folded, and then reload the documents to complete the job.



After removing the jammed document:

**Copy**

Place the unscanned document again including the jammed pages.

**Scan (E-mail/PC (Network))**

Place the entire document again.

If the scanned data is already sent, place the unscanned document again including the jammed pages.

**Scan (TWAIN/WIA (Windows Imaging Acquisition))**

Place the unscanned document again including the jammed pages.

**Fax**

Place the entire document again.

If the Immediate Fax Switch is set to transmit immediately, place the unscanned document again including the jammed pages.

**Note** Torn, wrinkled or folded document pages can cause document jams or damage. Always copy torn, wrinkled or folded documents by placing them directly on the document glass.



# Appendix



# 14









This chapter describes the machine specifications, optional components, and notes and restrictions.

## Specifications

This section lists the main specifications of the machine. Note that the specifications and the appearance of the product may change without prior notice.

## Basic Functions/Copy Functions

Type	Desktop
Memory	256 MB
Scanning Resolution	600 × 600 dpi
Hard Disk	-
Printing Resolution	600 × 600 dpi
Halftone	256 shades of gray scales
Warm-up Time	19 seconds or less <b>Note:</b> At room temperature, 20°C
Original Paper Size	The maximum size is 297 × 432 mm (A3, 11 × 17") for both sheets and books. Image loss width: 5.5 mm max. at top, right, and left; 6.0 mm max. at bottom
Output Paper Size	Maximum: A3, 11 × 17" Minimum: Tray 1: A5 Tray 2 to 4: A5 Tray 5 (bypass): A5
Output Paper Weight	Tray 1 (standard): 60 - 90 gsm Tray 2 to 4 (optional): 60 - 216 gsm Tray 5 (bypass): 60 - 216 gsm <b>Note:</b> Use paper recommended by Xerox. Copying may not be performed correctly depending on the conditions.
First Copy Output Time	Document glass: 7.2 sec. or less (A4  ) Document feeder: 11 sec. or less (A4  )
Reduction/Enlargement	Size-for-Size 1:1 ± 0.8 % Preset % 1:0.500, 1:0.707, 1:0.816, 1:0.866, 1:1.154, 1:1.225, 1:1.414 1:2.000 Variable % 1:0.25 - 1:4.000 % (1 % increments)

Type	Desktop
Continuous Copy Speed	<p><b>WorkCentre 5024</b></p> <p>Paper Trays 1 to 4: Continuous 1 Sided copy/same magnification</p> <p>A4  B5 : 24 sheets/minute</p> <p>A4: 15 sheets/minute</p> <p>A3, B4, B5: 12 sheets/minute</p> <p>Paper Trays 1 to 4: Continuous 2 Sided copy/same magnification</p> <p>A4  B5 : 17 sheets/minute</p> <p>A4: 8.7 sheets/minute</p> <p>B5: 7.2 pages/minute</p> <p>B4: 7.9 sheets/minute</p> <p>A3: 8.6 sheets/minute</p> <p><b>WorkCentre 5022</b></p> <p>Paper Trays 1 to 4: Continuous 1 Sided copy/same magnification</p> <p>A4  B5 : 22 sheets/minute</p> <p>A4: 15 sheets/minute</p> <p>A3, B4, B5: 12 sheets/minute</p> <p>Paper Trays 1 to 4: Continuous 2 Sided copy/same magnification</p> <p>A4  B5 : 16 sheets/minute</p> <p>A4: 8.7 sheets/minute</p> <p>B5: 7.2 pages/minute</p> <p>B4: 7.9 sheets/minute</p> <p>A3: 8.6 sheets/minute</p> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>• The speed may be reduced due to image quality adjustment.</li> <li>• These are the speeds used for Bond, Plain, and Recycled paper. Print performance can be varied depending on the type of paper used.</li> <li>• The speed of the first set for 2 sided copy with the document feeder maybe reduced to 13 pages/minute.</li> </ul>
Paper Tray Capacity	<p>Standard: 350 sheets (Tray 1 (250 sheets *<sup>1</sup>) + Tray 5 (bypass) (100 sheets *<sup>2</sup>))</p> <p>Optional: 500 sheets *<sup>1</sup> (One Tray Module) and 1,000 sheets *<sup>1</sup> (Two Tray Module)</p> <p>Maximum: 1,850 sheets (Standard + One Tray Module + Two Tray Module)</p> <p>*<sup>1</sup> When using 80 gsm paper</p> <p>*<sup>2</sup> When using Xerox<sup>®</sup> standard paper</p>
Continuous Copy	999 sheets
Output Tray Capacity	250 sheets (A4) <b>Note:</b> When using 80 gsm paper
Power Supply	AC 220 - 240 V ±10 %, 6A, 50/60 Hz ±3 %

Type	Desktop
Power Consumption	1.0 kW or less Sleep mode: 2.3 W or less
Dimensions	Width 595 mm × Depth 573 mm x Height 580 mm (with document feeder)
Machine Weight	37 kg (with document feeder) <b>Note:</b> Toner cartridge is not included.
Space Requirement	Width 947 mm × Depth 573 mm (with document feeder) <b>Note:</b> When Tray 5 (bypass) is fully extended.



## Print Functions

Type	Built-in
Output Paper Size	Same as the Basic Functions/Copy Functions
Continuous Print Speed	Same as the Basic Functions/Copy Functions <b>Note:</b> The speed may be reduced due to image quality adjustment. Print speed may also drop depending on the document.
Print Resolution	Output resolution: 600 × 600 dpi Data processing resolution: 600 × 600 dpi
PDL	Standard: FX HBPL (Host Based Print Language) Optional: PCL
Protocol	Network connection: TCP/IP v4/v6 (lpd, Port9100)
Operating System	Microsoft® Windows® XP Microsoft® Windows Server® 2003 Microsoft® Windows® XP Professional x64 Edition Microsoft® Windows Server® 2003 x64 Edition Microsoft® Windows Vista® Microsoft® Windows Vista® x64 Microsoft® Windows Server® 2008 Microsoft® Windows Server® 2008 x64 Edition Microsoft® Windows Server® 2008 R2 Microsoft® Windows® 7 Microsoft® Windows® 7 x64 Microsoft® Windows® 8 x64 Microsoft® Windows® 8 Microsoft® Windows Server® 2012 x64 Edition For information about the latest supported OS, refer to the Xerox Web site.
Connectivity	Standard: USB 1.1/2.0, TWAIN, Optional: Ethernet 100BASE-TX/10BASE-T

## Scan Functions (Local)\*<sup>1</sup>

Type	Color Scanner
Original Paper Size	Same as the Basic Functions/Copy Functions
Scanning Resolution	Monochrome: 600 × 600 dpi, 400 × 400 dpi, 300 × 300 dpi, 200 × 200 dpi Color: 300 × 300 dpi, 200 × 200 dpi,

Type		Color Scanner
Scanning Halftone		Color: 8-bit input / 8-bit output for each RGB color Monochrome: 1-bit output
Scanning Speed* <sup>2</sup>		Monochrome: 18 sheets/minute Color: 4 sheets/minute With a standard Xerox document (A4  <sub>r</sub> ), at 200 dpi, using TWAIN driver (USB)
Scan to PC (TWAIN/WIA* <sup>3</sup> : USB)	Driver	TWAIN/WIA* <sup>3</sup>
	Operating Systems* <sup>4</sup>	Microsoft® Windows® XP Microsoft® Windows Server® 2003 Microsoft® Windows® XP Professional x64 Edition Microsoft® Windows Server® 2003 x64 Edition Microsoft® Windows Vista® Microsoft® Windows Vista® x64 Microsoft® Windows Server® 2008 Microsoft® Windows Server® 2008 x64 Edition Microsoft® Windows Server® 2008 R2 Microsoft® Windows® 7 Microsoft® Windows® 7 x64 Microsoft® Windows® 8 x64, Microsoft® Windows® 8, Microsoft® Windows Server® 2012 x64 Edition

\*<sup>1</sup> The Local scan function is installed as standard in CPS and CPS NW model.

\*<sup>2</sup> The scanning speed varies depending on documents.

\*<sup>3</sup> WIA stands for Windows Imaging Acquisition.

\*<sup>4</sup> Please refer to the Xerox web site for the latest support operating systems.

## Scan Functions (Network)<sup>\*1</sup> (Optional)

Type		Color Scanner
Original Paper Size		Same as the Copy Functions.
Scanning Resolution		Monochrome: 600 × 600 dpi, 400 × 400 dpi, 300 × 300 dpi, 200 × 200 dpi Color: 300 × 300 dpi, 200 × 200 dpi,
Scanning Halftone		Color: 8-bit input / 8-bit output for each RGB color Monochrome: 1-bit output
Scanning Speed <sup>*2</sup>		Monochrome: 18 sheets/minute Color: 4 sheets/minute With a standard Xerox document (A4), at 200 dpi, using TWAIN driver (USB)
Connectivity		Standard: Ethernet 100BASE-TX/10BASE-T
Scan to PC (Network: Push Scanning)	Protocol	TCP/IP (SMB)
	Operating Systems	Microsoft® Windows® XP Microsoft® Windows Server® 2003 Microsoft® Windows® XP Professional x64 Edition Microsoft® Windows Server® 2003 x64 Edition Microsoft® Windows Vista® Microsoft® Windows Vista® x64 Microsoft® Windows Server® 2008 Microsoft® Windows Server® 2008 x64 Edition Microsoft® Windows Server® 2008 R2 Microsoft® Windows® 7 Microsoft® Windows® 7 x64 Microsoft® Windows® 8 x64 Microsoft® Windows® 8 Microsoft® Windows Server® 2012 x64 Edition
	File Format	Monochrome binary: PDF / TIFF (Multi-Page) Color: PDF (Multi-Page) / JPEG
Scan to e-mail	Protocol	TCP/IP (SMTP Authentication)
	File Format	Monochrome binary: PDF / TIFF (Multi-Page) Color: PDF (Multi-Page) / JPEG





<sup>\*1</sup> The network scan function is only available with the network option.

<sup>\*2</sup> The scanning speed varies depending on documents.

## Fax Functions (Optional)

Send Document Size	Maximum: A3
Recording Paper Size	Maximum: A3 Minimum: A4
Transmission Time	3-second range <b>Note:</b> When transmitting an A4 size 700-character document in the standard quality (8 × 3.85 lines/mm) and high speed mode (28.8 kbps or above: JBIG). This is only the transmission speed for image information and does not include the controlling time for the communication. Note that the actual transmission time depends on the content of documents, the machine that the recipient uses, and the status of the communication line.
Transmission Mode	Super G3/G3 ECM/G3 (ITU-T)
Scanning Resolution	Standard: 8 × 3.85 lines/mm 200 × 100 dpi (7.9 × 3.9 dots/mm) Fine: 8 × 7.7 lines/mm 200 × 200 dpi (7.9 × 7.9 dots/mm) Super-fine (400 dpi): 16 × 15.4 lines/mm 400 × 400 dpi (15.7 × 15.7 dots/mm)
Coding Methods	MH, MR, MMR, JBIG
Transmission Speed	G3: 33.6/31.2/28.8/26.4/24.0/21.6/19.2/16.8/14.4/12.0/9.6/7.2/4.8/2.4 kbps
No. of Fax Lines	PSTN/PBX

## Duplex Automatic Document Feeder (Optional)

Type	Duplex Automatic Document Feeder
Original Paper Size	Maximum: A3, 11 × 17" Minimum: A5 38 - 128 gsm (2 Sided: 50 - 128 gsm)
Capacity	110 sheets <b>Note:</b> When using 80 gsm paper
Feeding Speed	<b>WorkCentre 5024</b> 24 sheets/minute (A4  1 Sided) 13 pages/minute (A4  2 Sided)  <b>WorkCentre 5022</b> 22 sheets/minute (A4  1 Sided) 13 pages/minute (A4  2 Sided)
Dimensions/Weight	Width 540 × Depth 492 × Height 115 mm, 7 kg

## Duplex Output Unit (Optional)

Paper Size	Maximum: A3, 11 × 17" Minimum: A5, B5
Paper Weight	60 - 90 gsm <b>Note:</b> Use the bypass tray when using 91 - 110 gsm paper.

## One Tray Module (Optional)

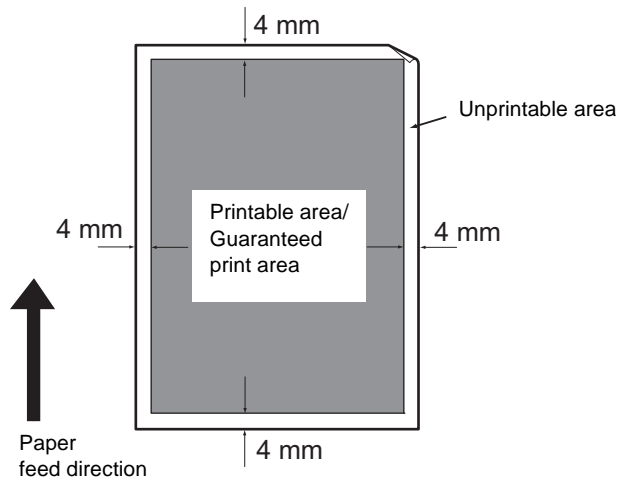
Paper Size	Same as the Basic Functions/Copy Functions
Paper Weight	500 sheets x 1 tray <b>Note:</b> When using 80 gsm paper.
Dimensions/ Weight	Width 540 × Depth 523 × Height 117 mm, 11 kg

## Two Tray Module (Optional)

Paper Size	Same as the Basic Functions/Copy Functions
Paper Weight	500 sheets x 2 trays <b>Note:</b> When using 80 gsm paper.
Dimensions/ Weight	Width 540 × Depth 523 × Height 290 mm, 31 kg

## Printable Area

The standard printable area is the area of the page within 4.0 mm from the top, bottom, left and right edges of the paper. The actual printable area may vary depending on the printer (plotter) and control language.



## Optional Components

The following table shows the optional components available. To purchase these options, contact our Customer Support Center.

Product Name	Description
Network Kit	A kit for using this machine in a network environment.
Network Kit (PCL)	A kit for using this machine in a network environment. Enables you to print with PCL.
Fax Kit	Adds the Fax feature to the machine.
One Tray Module	A tray that can load 500 sheets of paper (when using 80 gsm paper).
Two Tray Module	A set of two trays that can load 500 sheets of paper per tray. (when using 80 gsm paper). This module is available only when the One Tray Module is installed.
Stand	A special stand used to mount the machine on the floor. Contains storage space for paper. This stand is available when the One Tray Module is installed.
Tray Lock	Locks the trays on the machine.

### Notes

- The optional components are subject to change without notice.
- For the latest information, contact our Customer Support Center.

# Notes and Restrictions

This section describes the notes and restrictions to observe when using the machine.

## Notes and Restrictions on the Use of the Machine

### Notes on Switching Off the Power

After the power is switched off, the machine performs internal power off processes for a while. After turning the power off, turning it on again before the screen display has disappeared will not start the machine right away. Before turning the power on, check that the operation screen display has disappeared.

### Installing and Moving the Machine

- Contact our Customer Support Center or a Customer Engineer before moving the machine.
- Do not subject the machine to shocks while it is in operation.
- Take care not to get fingers caught when closing the document cover.
- Do not place objects near fan intakes on the machine's outer casing.

### Character Codes

In data transmission from a computer, if characters that the machine does not support are included in the file names, these characters may not be displayed correctly. Only ASCII characters can be used.

### Hard Disk

You cannot install a hard disk into this product.

### Job History Report

If the output file name includes characters other than alphanumeric, it is not displayed correctly on the Job History Report.

### Printing Results

- The sort feature to change the paper orientation for each set causes a decrease in productivity relative to the ordinary sort.
- Depending on the type of used media, rubber roller marks may be left behind along the scanning direction or toner wax components adhere to the paper during 2 Sided printing or when the output destination is changed during continuous printing.
- Droplets of water may adhere to the printing paper immediately after the power is turned on to the machine.
- Depending on the type of used media, pinch roller marks and minute scratches may form in the scanning direction.
- Line unevenness may occur along the scanning direction in high-volume printing in low-humidity environments.



- Colors may appear muted on the underside of high-density images in printing in low-temperature, low-humidity environments.
- Small white spots may appear within images on the back side of the paper in printing in low-humidity environments.

### **Document Feeder**

The machine does not detect a document placed in the document feeder during Sleep mode.

## **Notes and Restrictions on the Use of the Copy Feature**

### **Copy Feature**

The machine does not offer the Improves Fit function.

### **ID Card Copy**

The front and back side of the placed ID card are printed on each half sheet of a paper in center except the following cases:

- When the size of the ID card is larger than the standard printable size of the ID Card Copy feature, the image is not printed in center.
- When the size of ID card is larger than the standard printable size of the ID Card Copy feature, a part of the image may be cut off.
- The edges of the ID card may be cut off due to the edge erase.

### **About Memory**

If the machine's memory capacity becomes insufficient when copying using the collate feature, it outputs only the document data which is being scanned.

## **Notes and Restrictions on the Use of the Print Feature**

### **Output of Long Feed Documents**

The output of long feed documents is not supported.

### **Print Jobs while the Control Panel is being Operated**

The processing print job or output speed may be reduced in the following cases:

- When the control panel is operated during print job execution
- When the print job's status is displayed in the **Job Status** screen
- Even if the print driver is configured to skip blank pages, the blank pages with white characters, newline characters and space characters will be printed.

### **When the print results differ from the settings**

As in the following cases, insufficient memory for the print page buffer may cause print result in not printing as specified.

- A 2-sided print job is printed on one side.
- A job was terminated (if data cannot be written to the print page buffer, the job including that page, is terminated).

### **Meter Counts for 2 Sided Printing**

When printing a 2 sided print job, depending on the application being used, blank sheets can be inserted automatically to adjust pages. These blank sheets inserted by the application also are counted by the meter.

### **Automatic Cancellation of Print Jobs**

A job is canceled if a malfunction occurred in the machine or the selected tray that is not installed.

### **2-Sided Printing**

When performing 2-sided printing on a machine on which the duplex output unit is not installed, printing only occurs on one side. In this case, print orientation may not be as expected.

### **Memory Full Errors**

- A File System Full or similar error will appear during attempts to send print data at volumes exceeding 30 MB per job using the LPD protocol and printing will be disabled. If this occurs, change the protocol in the **Port Settings** of the printer driver to Port9100 (RAW DATA Socket), or break the job into different sections before printing.
- If the machine stops due to an error caused by the machine running out of paper, the cover on the machine being open, or some other issue, the last job will be canceled while in progress if an attempt is made to send continuous print job data exceeding 30 MB total, even with local printing via USB or printing using the Port9100 protocol. (Jobs for files that are stored during printing will resume printing once the error has been resolved and removed.) To restart printing for the last job that was canceled, first remove the write error message displayed on the client computer side before attempting to execute the print job again.

## **Notes and Restrictions on the Use of the Scan Feature**

This section describes notes and restrictions to observe when using the Scan feature.

For the notes and restrictions on the scan driver, see the "Readme" information on the CD-ROM for the Driver CD Kit that came with the machine.

### **Restriction on Scanning Capacity**

The maximum scanning capacity for one page is 297 × 432 mm. For standard sizes, A3 or 11 × 17 inches.

### **Network Reference on SMB Environment**

- If you configure more than 256 shared resources other than shared folders (such as shared printers) shared resources other than shared folders may be displayed in the shared folder list.
- Network settings (such as the workgroup names, server names and shared names) displayed in lists may not be displayed alphabetically.

- If the registered destination of SMB is incorrect, the job does not end by pressing the **Stop** button after proceeded to the transmission movement. The job ends when the error code "026-737" appears.

### **Compression Format of Scanned Images**

The compression formats for Scan to PC (Network) and Scan to E-mail are PDF or TIFF format for monochrome images and PDF or JPEG format for color images.

### **E-mail Authentication**

The E-mail feature supports SMTP Authentication only.

### **E-mail Recipient Specification**

The E-mail feature does not support specification of multiple recipients.

### **Simultaneous Use of PC-compatible (USB) and Windows Imaging Acquisition (WIA)-compatible Applications**

If you attempt to execute a Windows Imaging Acquisition (WIA)-compatible application while the Button Manager is running, a message may appear stating that scan to PC could not be performed. To restart and try again, close the Windows Imaging Acquisition (WIA)-compatible application.

### **Address Book**

- When registering addresses using Xerox<sup>®</sup> CentreWare<sup>®</sup> Internet Services, we recommend using an Ethernet crossover cable to connect the machine to your computer to protect your e-mail address might be intercepted on the network since the machine does not support SSL.
- 2-byte UTF-8 is supported for the Server Path and the Share Name of the SMB server, and names to be registered in the address book. However, the languages except Korean and Simplified Chinese cannot be displayed on the machine's display.

### **Canceling the Scan Job**

It may be impossible to stop the job by pressing the **Stop** button during the transmission by Scan (SMB/Email), for example when the network cable is unplugged or when the transmission has already been completed.

## **Notes and Restrictions on the Use of the Fax Feature**

### **Fax Communication Environment**

The machine does not support G4 or G3 communication on ISDN lines.

### **Relay Broadcast Function**

The machine does not have relay station functions or repeater station functions.

## Notes and Restrictions when Connecting to Internet or Intranet

### Internet/Intranet Connections

- Depending on the web server, server application, proxy server, and firewall, you may not be able to connect to the Internet or intranet.
- To connect to the Internet or intranet using a third party server application, proxy, or firewall, the following requirements must be met:
- The software must run on Windows XP, Windows Server 2003, Windows Server 2008, Windows Server 2008 R2, Windows Vista, Windows 7, Windows 8, or Windows Server 2012.
- RFC2617: HTTP Authentication: Basic and Digest Access Authentication must be satisfied. (only Basic authentication is supported, the other authentications are not supported)
- Supporting the GET/CONNECT/POST methods

### Xerox® CentreWare® Internet Services

- Depending on the browser settings, text for language selection may not be displayed correctly.
- If the language selection on Xerox® CentreWare® Internet Services differs from the language setting specified in the machine, texts entered on Xerox® CentreWare® Internet Services are not displayed correctly on the machine. It is required to match the both language settings.
- The tabs may not be displayed correctly when there are several browsers to access to Xerox® CentreWare® Internet Services at the same time or condition of the network. In this case, refresh the display.
- The maximum login number configured on Xerox® CentreWare® Internet Services differs from the actual permitted number of authentication failure accessed via Internet Explorer. It does not occur on Firefox and Google Chrome.

## Notes and Restrictions when Operating from Computers

### Supported OS

The supported OS may vary depending on the functions. For more information, refer to [Specifications](#) on page 14-1.

For information about the latest supported OS, refer to the Xerox Web site.

## Notes and Restrictions for Using SMB

This section describes notes and restrictions to observe when using SMB.

### Configuration on the Machine

- IP addresses are managed for the entire system. Configure the settings only after consulting your network administrator.
- The setting of subnet mask and gateway addresses may be required depending on the network environment. Consult your network administrator and configure the required settings.

### Configuration on the Computer

- IP addresses are managed for the entire system. Configure the settings only after consulting your network administrator.
- When setting the network such as IP addresses with a host used under the Network Information Service (NIS), consult your NIS administrator.
- SMB Authentication
- When an IP address or a host name is used to designate the authentication server for SMB authentication, even if the domain name is incorrect, the authentication succeeds if the correct user name and passcode are entered.

### Files on the Computer

- If a network error occurred or the machine or the computer is disconnected during the SMB transmission, a part of the transferred file is stored in the computer. To delete this file, delete it manually.
- If there is a file with the same name exists on the computer, the file on the computer is overwritten with the file sent from the machine.

## Notes and Restrictions for Using TCP/IP (LPD/Port9100)

This section describes notes and restrictions to observe when using TCP/IP (LPD/Port9100).

### Configuration on the Machine

- IP addresses are managed for the entire system. Configure the settings only after consulting your network administrator.
- The setting of subnet mask and gateway addresses may be required depending on the network environment. Consult your network administrator and configure the required settings.

### Configuration on the Computer

- IP addresses are managed for the entire system. Configure the settings only after consulting your network administrator.
- When setting the network such as IP addresses with a host used under the Network Information Service (NIS), consult your NIS administrator.

### While Printing

When you change a computer's IP address or a computer name, queries and cancel processes submitted from the machine are no longer executed correctly. Thus, turn the machine off and on when there is no print data in the receiving buffer.

**Note** You can use the machine's control panel to cancel printing of the current print data in the machine's receiving buffer but not printing of pending print data.

### Communication Restriction by IP Address

If IPv4/IPv6 address which allows communication is registered on the machine, it may be impossible to communicate with the registered address. In this case, specify the fixed IPv4/IPv6 address on the host and set the same address on the machine as the address to be permitted the communication.

## Notes and Restrictions for IPv6 Connection

This section describes notes and restrictions to observe when using IPv6 connection.

- You can only use the following operating system versions to print in an IPv6 environment:
  - Windows XP
  - Windows Vista
  - Windows 7
  - Windows Server 2008
  - Windows Server 2008 R2
  - Windows 8
  - Windows Server 2012

**Note** IPv6 must be installed on Windows XP computers.

- Some features of SMB are not supported (If you attempt to use services with a NetBIOS name, communication may not be available in some environment).
- IPv6-in-IPv4-tunneling in the machine itself is not supported.

**Note** If **IP Mode** is set to **IPv6**, the IPv6-inIPv4-tunneling cannot be performed.

- Communication problems may occur when multiple routers exist on the same subnet.
- The network settings of the DNS server or a server used by the machine may cause performance problems when using services in a dual stack environment.
- Automatically set IPv6 addresses and IPv6 DNS server addresses may be unavailable addresses. "Unavailable IPv6 addresses" mean site-local addresses (fec0::) or addresses with the IPv6 documentation prefix (2001:db8::/32).
- IPv4 DNS information can sometimes be used directly after machine startup if the IP operation mode is Dual Stack, DNS information has been set for both IPv4 and IPv6, and the machine is communicating with a device specified using an FQDN.
- The address displayed as the machine's IP address may change.
- For example, in Dual Stack mode, either the IPv4 address or IPv6 address may not be displayed, or a different IPv6 address may be displayed.
- When IPv6 is enabled and IPv4 is disabled on the machine, you cannot specify a storage location for the Browse feature of the Scan to PC (SMB) function.
- In the following cases, the machine may not be able to identify whether addresses are for the same device, so may not be able to execute status check (lpq) or cancel (lprm) commands for user print jobs executed by LPD.
  - When simultaneously operating IPv4 and IPv6 addresses with the same host
  - When simultaneously operating multiple IPv6 addresses with the same host
- IPv6 addresses may not be correctly recorded on job logs. Use an IPv4 network for correct logging.
- When searching a device outside the router via SMB, directly specify the address. Multicasting is supported only within a local link (FF02::1).
- In an IPv6 network environment without a DNS server, authentication fails when a computer name is specified in the SMB server settings for SMB authentication. Specify an IPv6 address directly as the authentication server's computer name.

# Fax Activity Report

Fax Activity Report lets you check whether fax send and receive operations ended normally. For each fax sent or received, the reports record the sender or recipient name and the transmission result/status.

For information on how to print the fax activity report, refer to [Printing Reports/Lists](#) on page 10-7.

## Sent

Item	Description
No.	The serial number of each outgoing fax.
Job#	A document number appended automatically when the fax job is received.
Remote Terminal	<p>The sender's information, in the following priority order:</p> <ol style="list-style-type: none"> <li>1. Name registered in Speed Dial number5/8/15(Only when the recipient has a registered Speed Dial number.)</li> <li>2. Phone number used when all digits are dialed</li> <li>3. Remote ID</li> <li>4. Communication mode</li> </ol> <p>The Remote ID is the phone number sent by the recipient.</p>
Start Time	<p>The time at which transmission began.</p> <p>For a fax broadcast, the time at which the first transmission started.</p>
Dura.	The amount of time that was required from transmission start to end. For a fax broadcast, this is the total transmission time for all recipients.
Groups	For a fax broadcast, the number of fax broadcasts is recorded. They are recorded with number of completed fax broadcasts on the left of the slash (/) and the total number of fax broadcast recipients to the right of the slash (/).
Pages	<p>The number of pages sent.</p> <p>The number on the left of the slash (/) is the number of pages sent normally. The number on the right of the slash(/) is the total number of scanned pages.</p> <p>This is left empty for fax broadcasts.</p>
Mode	<p>The mode used for the transmission.</p> <p>G3, ECM, SG3 (Super G3), BC (fax broadcast), or [blank] (no information)</p>
Contents	<p>The transmission content.</p> <p>BC (fax broadcast), Forward (forwarded fax), or [blank] (normal transmission)</p>
Result	<p>The transmission result.</p> <p>Done (normal end), Busy (recipient line was busy or the set number of Redials was exceeded), Cancelled (job was cancelled), Check Remote (communication failed), XXX-XXX (communication error)</p> <ul style="list-style-type: none"> <li>• "Cancelled" indicates that the user cancelled the job.</li> <li>• The Remote ID is the phone number sent by the recipient.</li> <li>• "XXX-XXX" indicates an error code.</li> </ul>
Total	The total number of pages sent.



## Received

Item	Description
No.	The serial number of each incoming fax.
Job#	A document number appended automatically when the fax job is received.
Remote Terminal	<p>The sender's information, in the following priority order:</p> <ol style="list-style-type: none"> <li>1. Remote ID</li> <li>2. Communication mode</li> </ol> <p>Remote ID is the sender's phone number.</p>
Start Time	The time at which the incoming fax was received.
Dura.	The amount of time that was required from transmission start to end.
Pages	The number of pages received.
Mode	<p>The mode used for the transmission.</p> <p>G3, ECM, SG3 (Super G3), [blank] (no information)</p>
Contents	<p>The transmission content.</p> <p>Polling (incoming Remote Polling), Forward (forwarded fax), [blank] (normal transmission)</p>
Result	<p>The transmission result.</p> <p>Done (normal end), XXX-XXX (transmission error)</p> <p>"XXX-XXX" indicates an error code.</p>
Total	The total number of pages received.



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