

Pro 385 User Manual

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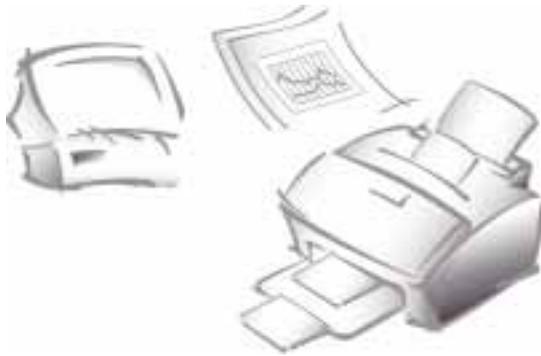
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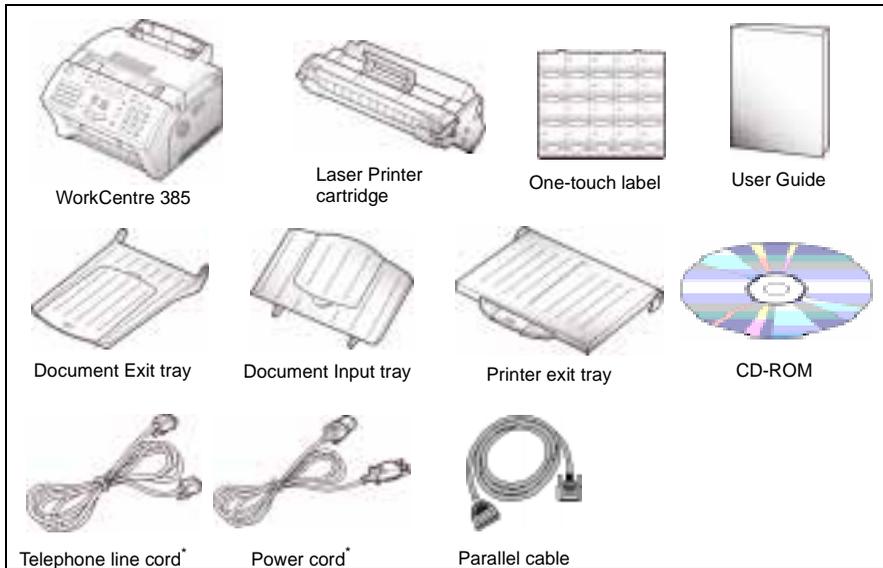
Chapter 1



Getting Started

Set Up Your Machine

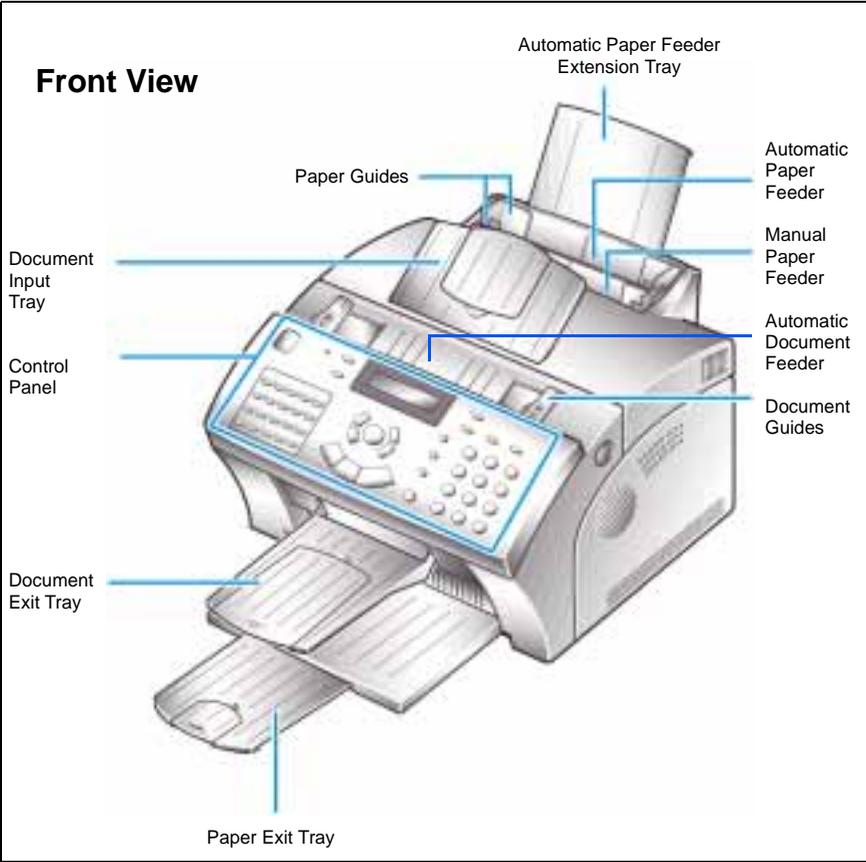
Unpacking



* Appearance may vary according to country.

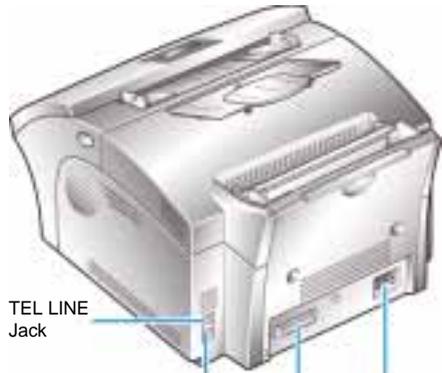
Control Locations and Functions

Take a moment to familiarize yourself with the main components and their locations.



Note: Your machine may look slightly different than the illustration.

Rear View



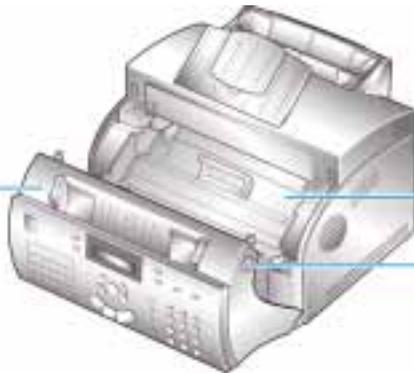
TEL LINE Jack

EXT. LINE Jack

Power Cord Connector

PC Cable Connector

Inside



Cover

Laser Printer Cartridge

Cover Release Buttons (right and left sides)

Choosing a Location

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

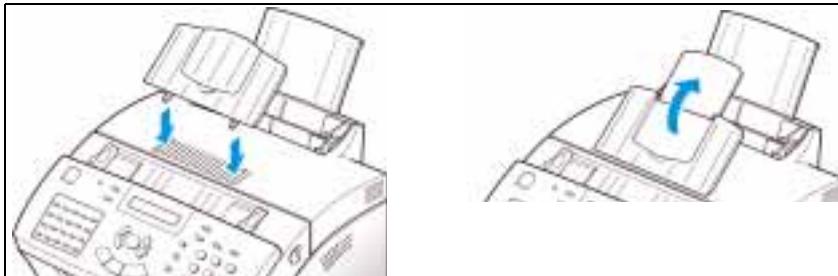
Do not place your machine:

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

Setting Up Your Machine

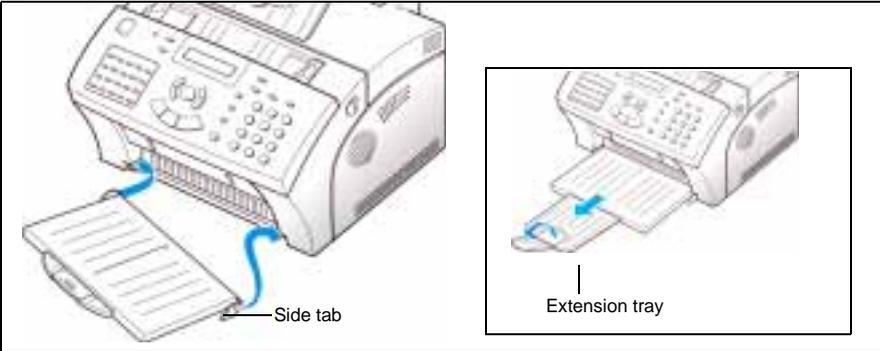
Document Input Tray

Insert the two tabs on the tray into the slots as shown. Fold out the extender on the tray, if necessary.



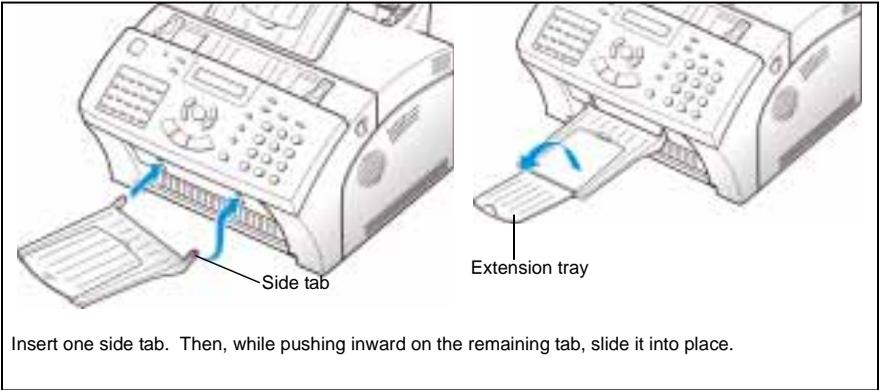
Printer Exit Tray

While pushing inward on the flexible side tabs of the printer exit tray, insert them into the corresponding slots. If desired, fold out the extension tray.



Document Exit Tray

Insert the two tabs on the document exit tray into the slots on the front of your machine. Fold out the extension tray, if necessary.

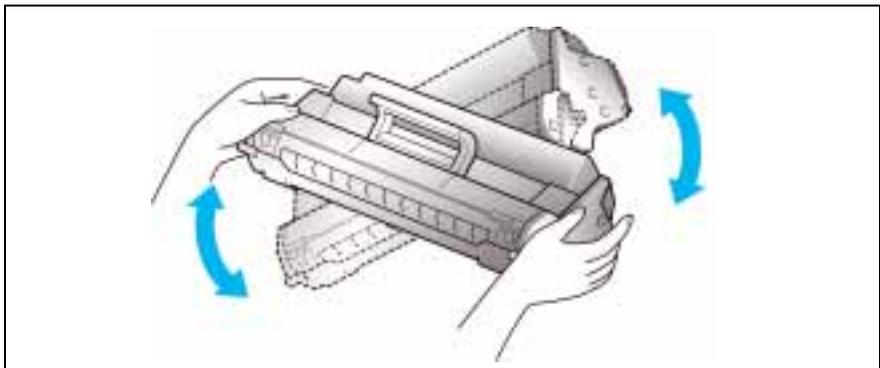


Installing the Laser Printer Cartridge

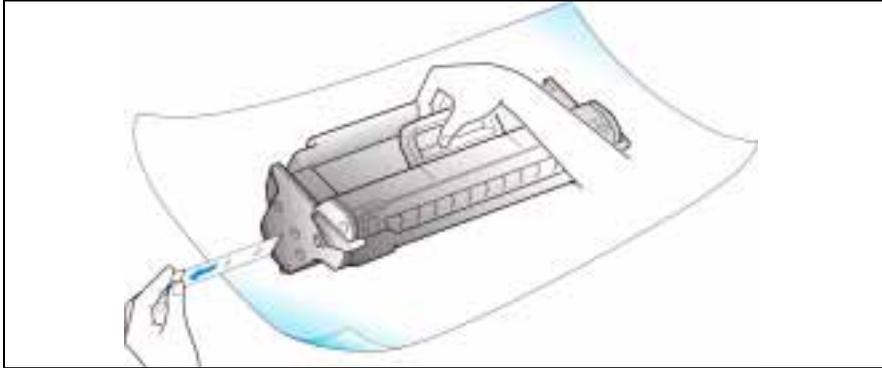
- 1 Open the cover by pulling the cover release buttons on both sides of the machine toward you.



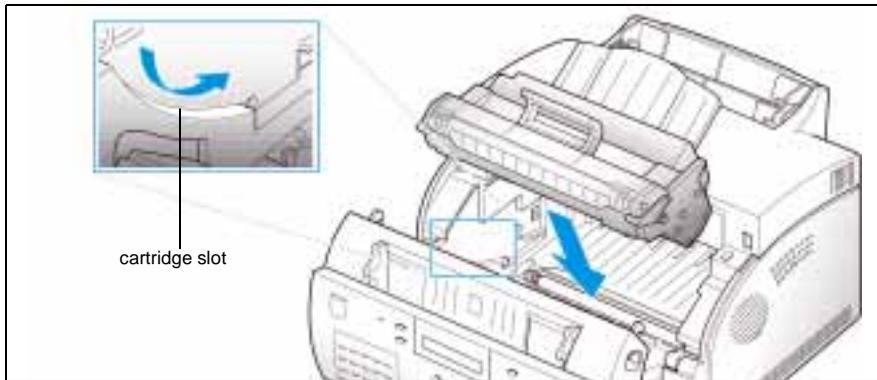
- 2 Unwrap the Laser Printer Cartridge.
- 3 Shake the Laser Printer Cartridge from side to side five or six times to distribute the toner evenly.



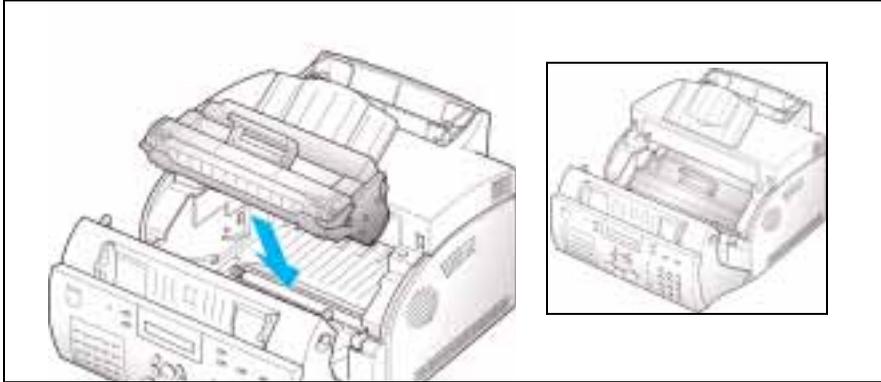
- Carefully remove the sealing tape by pulling straight out on the tab protruding from the end of the Laser Printer Cartridge.



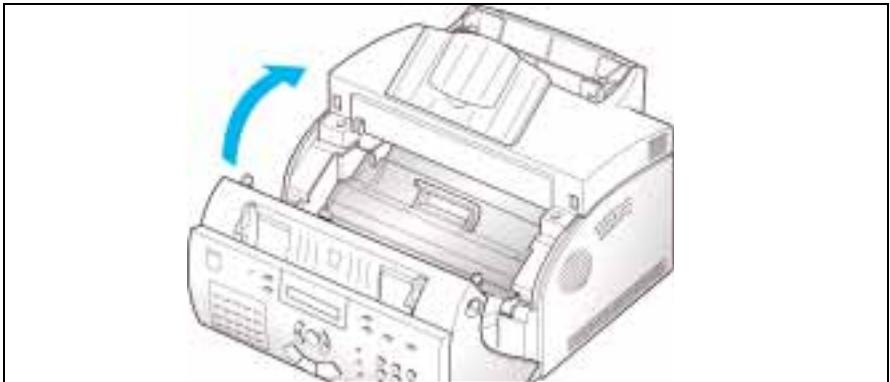
- Locate the two Laser Printer Cartridge slots inside the printer, one on each side.



- 6 Grasp the handle and slide the Laser Printer Cartridge down along the cartridge slots until it clicks into place.

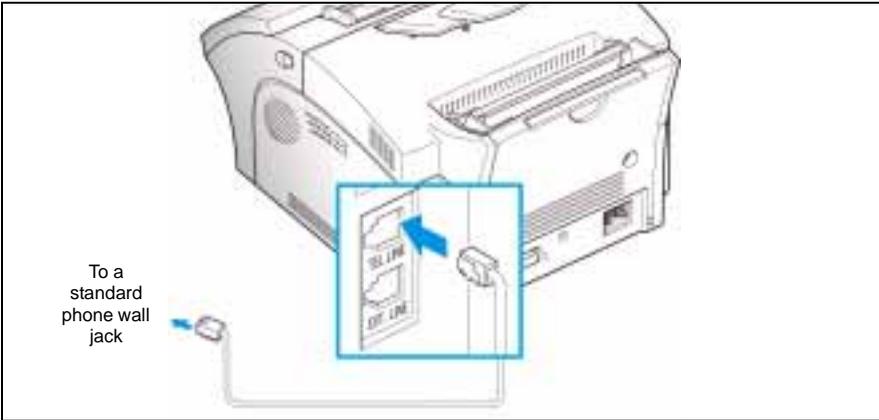


- 7 Close the cover. Make sure that the cover is securely closed and both cover release buttons have clicked into place.



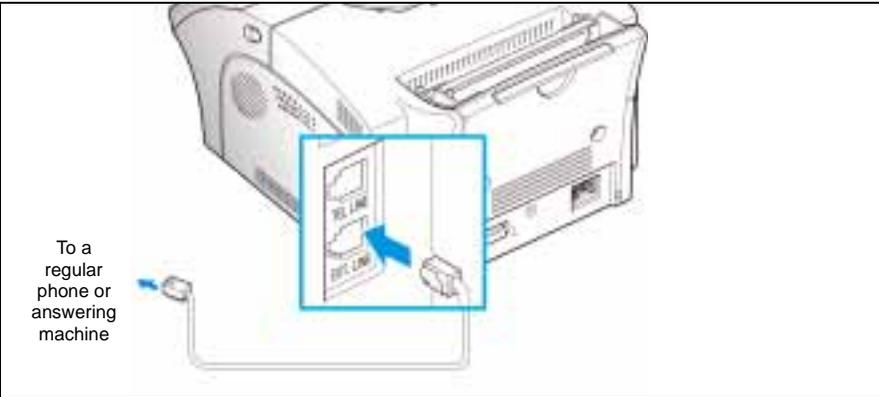
Telephone Line

Plug one end of the telephone line cord into the TEL LINE jack and the other end into a standard phone wall jack.



Extension Phone

If you want to use an ordinary phone or answering machine with your WorkCentre 385, connect it to the jack labelled EXT. LINE on the back of the machine.



PC Cable

Your Xerox WorkCentre 385 is equipped with a parallel interface port for use with IBM PCs and compatible computers. Using the supplied Centronics parallel cable, connect your WorkCentre 385 to a computer that supports bi-directional communications (IEEE standard 1284).



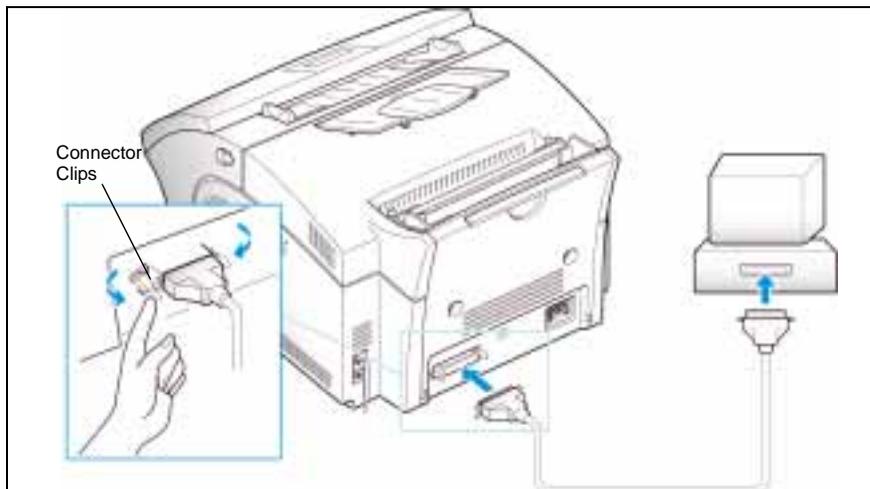
Note: If using another parallel cable, ensure that it meets IEEE standard 1284 specifications.

To connect the WorkCentre 385 to a computer, follow the steps below:



CAUTION: Make sure the computer is turned off, and the WorkCentre 385 is unplugged from the power outlet.

- 1 Plug the parallel cable into the connector on the back of the WorkCentre 385. Swing the metal clips of the connector inward until they lock firmly inside the notches on the parallel cable connector.



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

AC Power Cord



WARNING: There is NO On/Off switch for the WC 385. When the AC power cord is plugged in, the machine is fully energized.



Note: To correctly install the WC 385, the AC power cord must remain unplugged from the grounded wall outlet until software is to be loaded. In the next step, one end of the power cord will be plugged into the back of the WC 385. Leave the other end of the cord unplugged until directed to plug it in during software installation.

- 1 Plug one end of the AC Power Cord in the back of the WC 385.

Print Media Specifications

Refer to the Appendix for detailed print media specifications.

There are two locations to load paper, the Automatic Paper Feeder and the Manual Paper Feeder. The table below illustrates the paper types that can be loaded into each:

Automatic Paper Feeder	Manual Paper Feeder
Standard Paper	Non-Standard Paper
Transparency Film	Transparency Film
Paper Label	Paper Label
	Envelopes
	Card Stock
	Odd Size (minimum 10.5 cm x 15 cm)

In the table below, the capacities for the various media in the Automatic Paper Feeder and the Manual Paper Feeder are shown:

Type	Automatic Paper Feeder Capacity	Manual Paper Feeder Capacity
Paper	150 (20# 80 gm ² Stock)	1
Transparency Film	1	1
Paper Label	1	1
Card Stock	N/A	1
Envelope	N/A	1

In the following table, the capacity of the Automatic Paper Feeder is shown:

Paper Type	Capacity
Letter/A4	100 Sheets (20# 80 gm ² paper)
Legal	50 Sheets (20# 80 gm ² paper)
All Other Stock (Label Paper, Transparency, Envelope)	1

Core Media List

The following list reflects the media that has been tested and is guaranteed to successfully print.

Paper	Size	Weight
Xerox 4200	Letter (8 1/2 x 11)	16#
Xerox 4024DP Bond	Letter (8 1/2 x 11)	20# 80 gm ²
Xerox 80 Premier	210 X 297 mm	80 gm ²
Xerox Blue, Green and Red	Letter (8 1/2 x 11)	20# 80 gm ²
Xerox 3R9023 Transparency Film	Letter (8 1/2 x 11)	N/A

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Xerox 3R9023 Transparency Film	Letter (8 1/2 x 11)	N/A

Loading Paper

For best results, use high quality xerographic copy paper as described in *Print Media Specifications* on page 1-13.

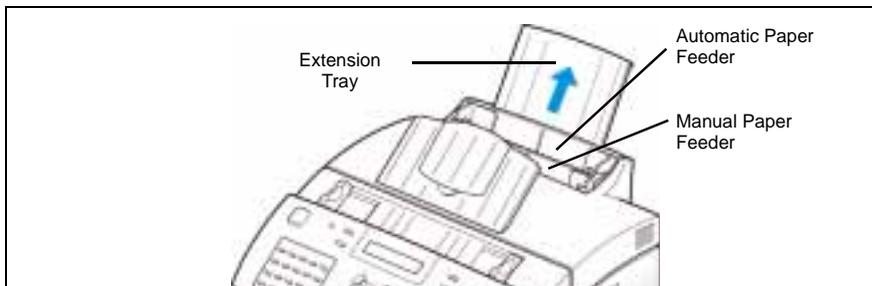
Using the Automatic Paper Feeder

You can stack paper, envelopes, card stocks, labels, or transparencies in the Automatic Paper Feeder to feed automatically. The Automatic Paper Feeder can hold a maximum of 150 sheets of 80 gm² plain paper, or 10 envelopes, or other print media. Depending upon media thickness, maximum capacity may be reduced.



Note: If you experience problems feeding paper, place the media into the Manual Paper Feeder one sheet at a time.

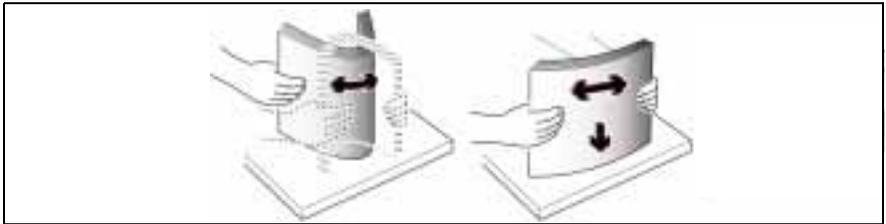
- 1 Pull the Extension Tray on the Automatic Paper Feeder all the way up.



- 2 Prepare the print material for loading.

For paper and envelopes, flex paper or fan envelopes back and forth. Do not fold or crease the paper.

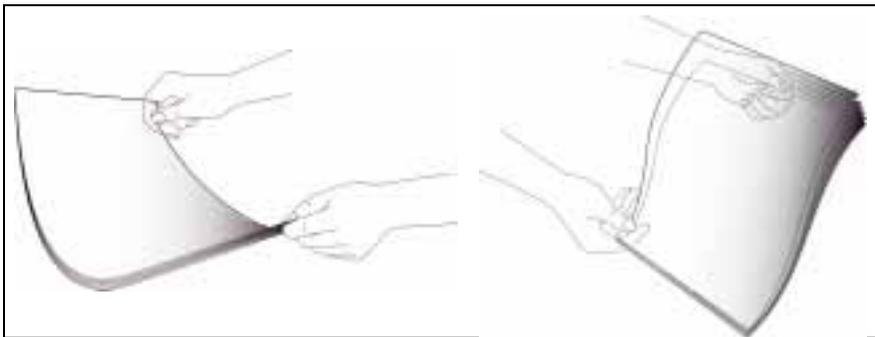
Straighten the edges on a level surface.



Note: If envelopes jam while printing, try reducing the number of envelopes in the Automatic Paper Feeder.

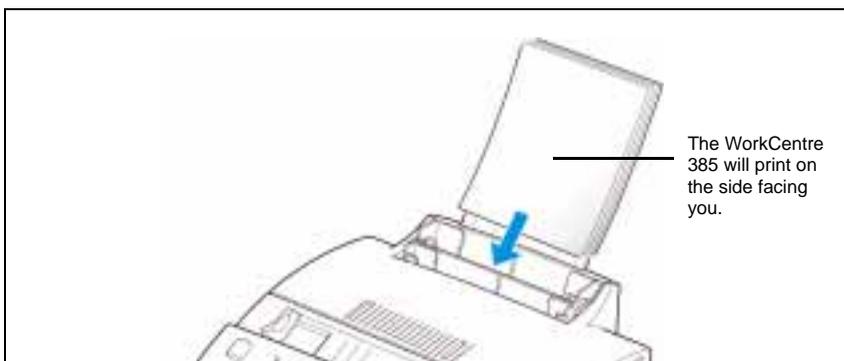
For transparencies, refer to the packaging for the transparency stock to determine the print side. Hold the transparencies by the edges and avoid touching the print side. Be careful not to scratch or leave fingerprints on the print side.

Fan the stack of transparencies to prevent feeding failures.

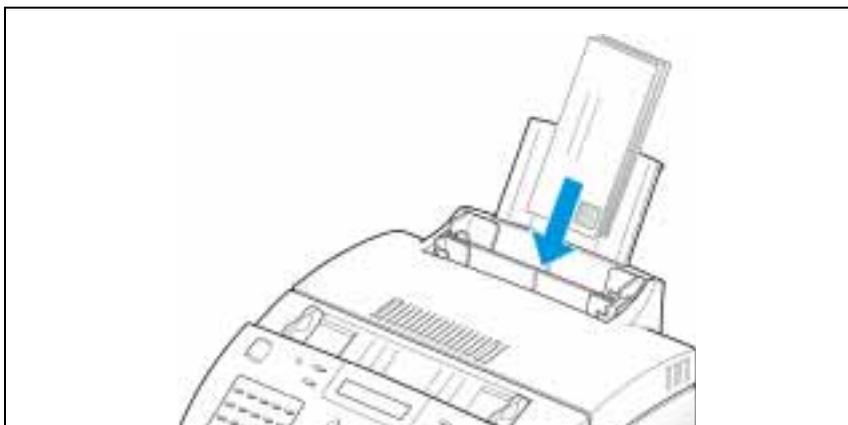


- 3 Load the print material in the Automatic Paper Feeder. Do not exceed the rated capacity for each type of print material. For media capacity specifications, refer to *Print Media Specifications* on page 1-13 and *Specifications* in the Appendix. Do not mix different types of print media. Refer to the following instructions for loading each type of print material.

- a) Load paper or transparencies with the print side facing you.



- b) Load envelopes with the flap side facing away from you. The end of the envelope with the stamp area must enter the Automatic Paper Feeder first.



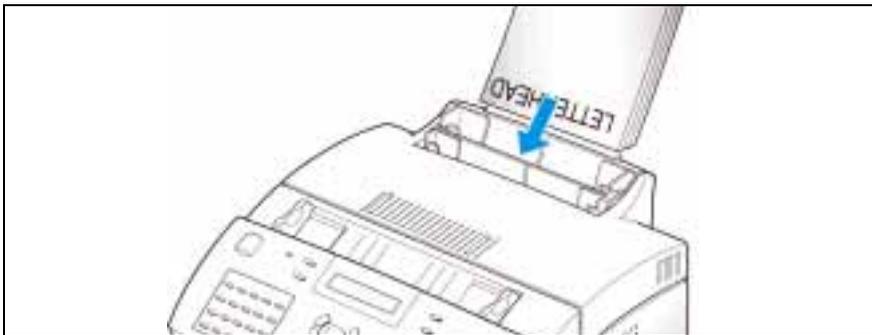


Note: Do not feed *stamped* envelopes. The stamp is shown in the previous illustration for reference only.

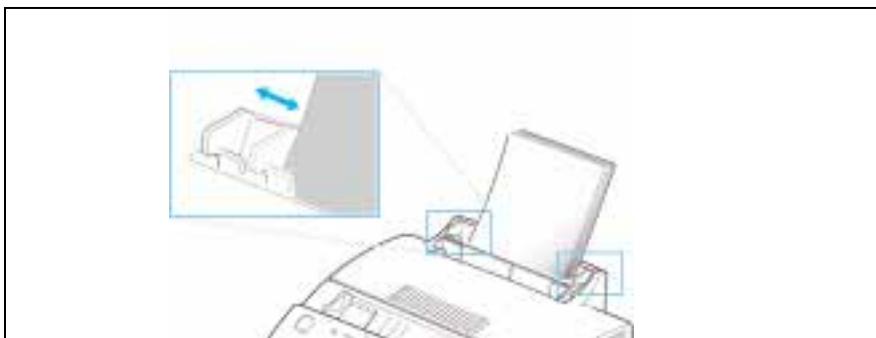


CAUTION: Never use envelopes with clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.

- c) Load letterhead paper with the design facing you. The top edge of the sheet with the logo should enter the printer first.



- 4 Adjust the paper guides to the width of the print media. Slide the paper guides until they lightly touch both sides of the stack of print media. Do not tightly press the paper guides to the print media edges, the guides may bend the media or provide too much resistance when feeding.



Note: When you print a file from your PC using the Automatic Paper Feeder, make sure that you select the correct paper source and paper size from your software application before starting your print job.

Using the Manual Paper Feeder

Use the Manual Paper Feeder to feed paper **one sheet at a time** into your machine.



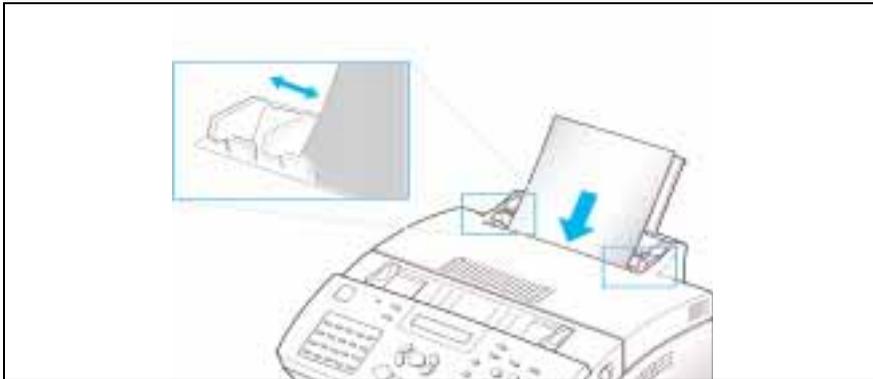
Note: When you print a file from your PC using the Manual Paper Feeder, make sure that you select the correct paper source and paper size from your software application before starting your print job.

- 1 Place the paper in the Manual Paper Feeder and adjust the paper guides to the width of the print material. Slide the paper guides until they lightly touch the stack of print media. Do not tightly press the paper guides to the print media edges, the guides may bend the media or provide too much resistance when feeding.



Note: Refer to *Loading Paper* on page 1-15 for specific instructions on loading various types of media.

- 2 Ensure that the media is fed into the machine as far as it will go.



- 3 Press the **Start** button to start manual feeding of the media. If you have more than one page to print, press the **Start** button for each page.

Paper Guidelines

When selecting or loading paper, envelopes, or other special media, keep these guidelines in mind:

- Always use paper and other media that conform with those listed under *Print Media Specifications* on page 1-13 and *Specifications* in the Appendix.
- Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.
- Use cut-sheet paper only. You cannot use continuous feed paper.
- Use only high quality, copier grade paper. Avoid paper with embossed lettering, perforations, or texture that is too smooth or too rough.
- Colored paper should be of the same high quality as white paper. The pigments must withstand the printer's fusing temperature of 392° F (200° C) for 0.1 second without deterioration. Do not use paper with a colored coating that was added after the paper was produced.
- Pre-printed forms must be printed with non-flammable, heat-resistant inks that do not melt, vaporize, or release hazardous emissions when subjected to the printer's approximately 392° F (200° C) fusing temperature for 0.1 second.
- Store paper in its ream wrapper until ready to use. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture, or other conditions that can cause it to wrinkle or curl.
- During storage, moisture-proof wrap (any plastic container or bag) should be used to prevent dust and moisture from contaminating your paper.

- Use only transparencies designed for use with xerographic printers.
- Use only well-constructed envelopes with sharp, well creased folds.
 - DO NOT use envelopes with clasps and snaps.
 - DO NOT use envelopes with windows, coated linings, self-stick adhesives, or other synthetic materials.
 - DO NOT use damaged or poorly made envelopes.

Installing Software

System Requirements

Proper operation of the WorkCentre 385 requires that your personal computer meets or exceeds the following system requirements:

- IBM compatible personal computer, with a 486SX 33MHz or faster processor
- Windows operating environment (3.1x, Windows 95, Windows 98, Windows NT 4.0)
- At least 4MB of free hard disk space*
- 8MB or more RAM (Windows 3.1x), 16MB RAM (Windows 95, 98), and 24MB RAM (NT 4.0)

* 4MB minimum hard disk space required for driver installation only. If installing the additional software packages included on the CD ROM, an additional 30MB free hard disk space is required (20MB TextBridge Pro, 10MB LaserFax3.5 Lite).

Overview of the WorkCentre 385 Drivers

Before the WorkCentre 385 can interface with your computer, you must install driver files. These drivers will enable your computer to properly communicate with the WorkCentre 385 for printing, scanning and PC fax operations. PC fax is the process of faxing a computer file, such as a word processing document or image file, directly from your computer via the built-in fax modem in the WorkCentre 385.

All of the necessary drivers are contained on the CD included with your WorkCentre 385.

Additional Software

Two software applications, LaserFAX 3.5 Lite and Textbridge Pro, are included on the CD ROM supplied with the WorkCentre 385.

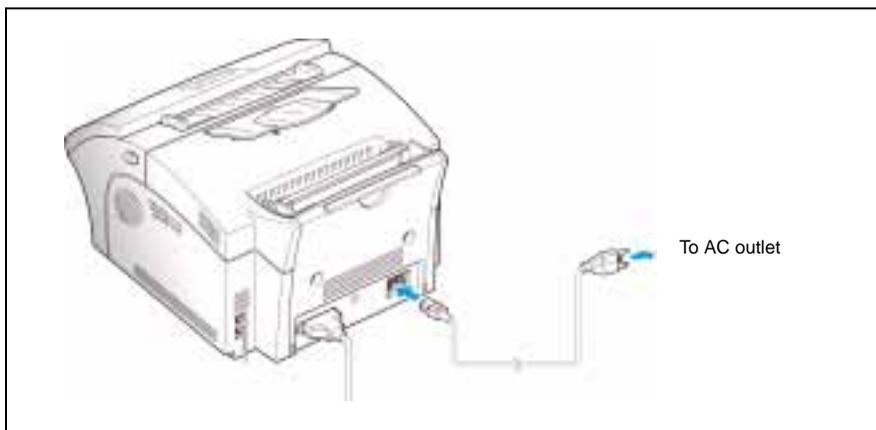
- LaserFAX 3.5 Lite is a fax program which enables you to send faxes from and receive faxes to your PC.
- TextBridge Pro, a scanning program with optical character recognition (OCR) capabilities, is also included for your convenience.

Proper operation of the WorkCentre 385 with either of the additional software applications requires prior installation of the WorkCentre 385 drivers.

Software Installation Procedure

In Windows 3.x, Windows 95/98, or Windows NT 4.0

- 1 Turn on your PC and start Windows.
- 2 Ensure the Xerox WorkCentre 385 is plugged into a standard grounded AC power outlet and connected to your computer.



- 3 The machine turns on.



Note: To power off the machine; unplug the power cord. Power must be applied at all times if the machine is used as an unattended fax machine.

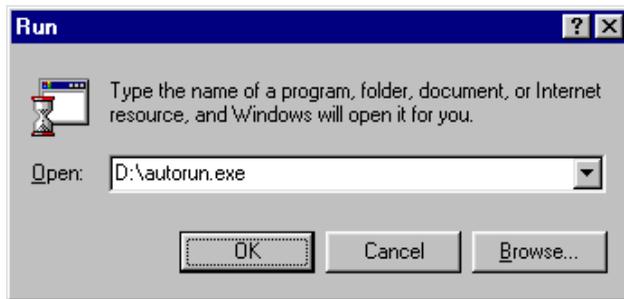
- 4 Insert the supplied CD into your computer's CD ROM drive.
The Xerox WorkCentre 385 installation program will begin.



Note: If you are using Windows 3.x, the Xerox WorkCentre 385 installation program will not begin automatically. To start the program, Select **FILE>RUN** from the **Windows Program Manager** then proceed to step 4b.

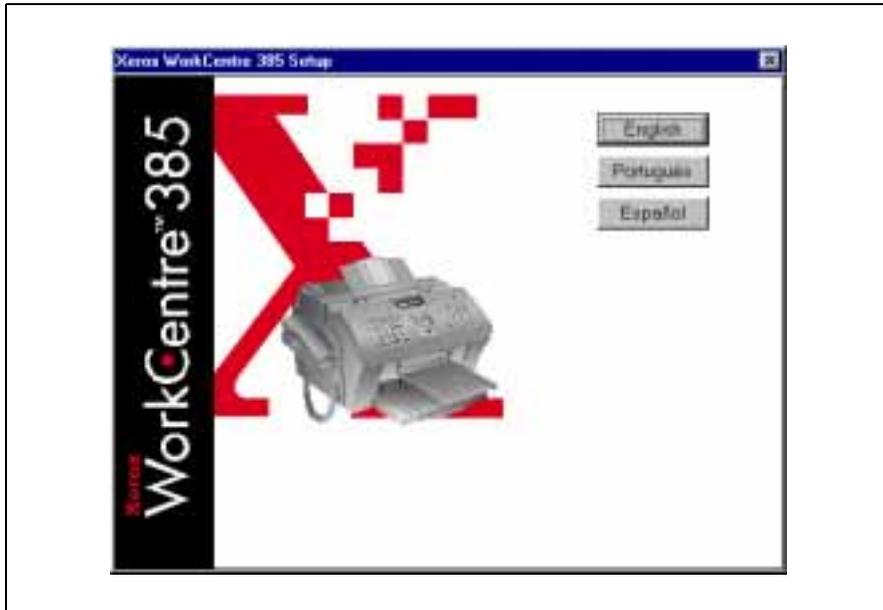
If the program does not start:

- a) From the **Start** menu, select **Run**.
- b) Type D:\autorun.exe (where "D" represents the letter designation of the computer's CD ROM drive), and click **OK** to start the installation program.



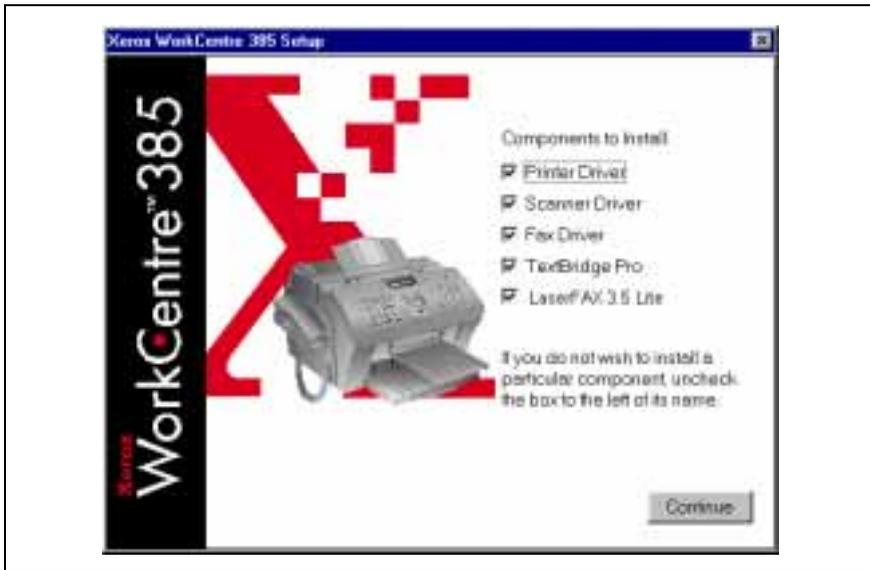
The Xerox WorkCentre 385 installation program will begin.

- 5 Select a language.



A window will appear showing the components to be installed.

- 6 Follow the on-screen instructions and click **Continue**.



The selected components are installed one at a time in the order they are presented on the screen.



Note: Although the installation program will prompt you to shut down your machine after each component is installed, it is not necessary to shut down your computer until all components are installed.

After the last component has been installed, you must shut down and restart your computer to complete the installation process. If your computer does not shut down and restart automatically, you must shut it down manually and restart it before the changes you have made will be in effect.

Note: After installing the printer driver, the WorkCentre 385 will be selected as the default Windows printer.

Uninstalling Software

Uninstallation of software is required only if you are upgrading the software, or if your installation fails.

In Windows 3.x

In Windows 3.x, all WorkCentre 385 software components are installed into a single Program Group.

To uninstall components:

- 1 Start Windows.
- 2 In the Program Manager, double click the WorkCentre 385 Program Group.
The WorkCentre 385 Program Group will open.
- 3 Double Click on the Program Group containing the component you wish to uninstall.
The Program Group will open.
- 4 Double Click on the Uninstall icon.
The selected component is uninstalled.



Note: All software components must be uninstalled one at a time.

In Windows 95/98, or Windows NT 4.0

- 1 Start Windows.
- 2 From the **Start** menu, select **Programs**.
- 3 Select the Start Menu Program Item for component you wish to uninstall.
- 4 Click on the Submenu uninstall icon for the component you wish to remove.

A window will appear prompting you to confirm that you wish to remove the selected application.
- 5 Click on **Yes**.
- 6 Uninstall Shield launches and the component is uninstalled.



Note: All software components must be uninstalled one at a time.

Using the Control Panel

On/Off Line Button and LED Indicator

Use to turn your machine On-line or Off-line. The LED lights while the machine is on-line, indicating that the machine is ready to print a PC file.



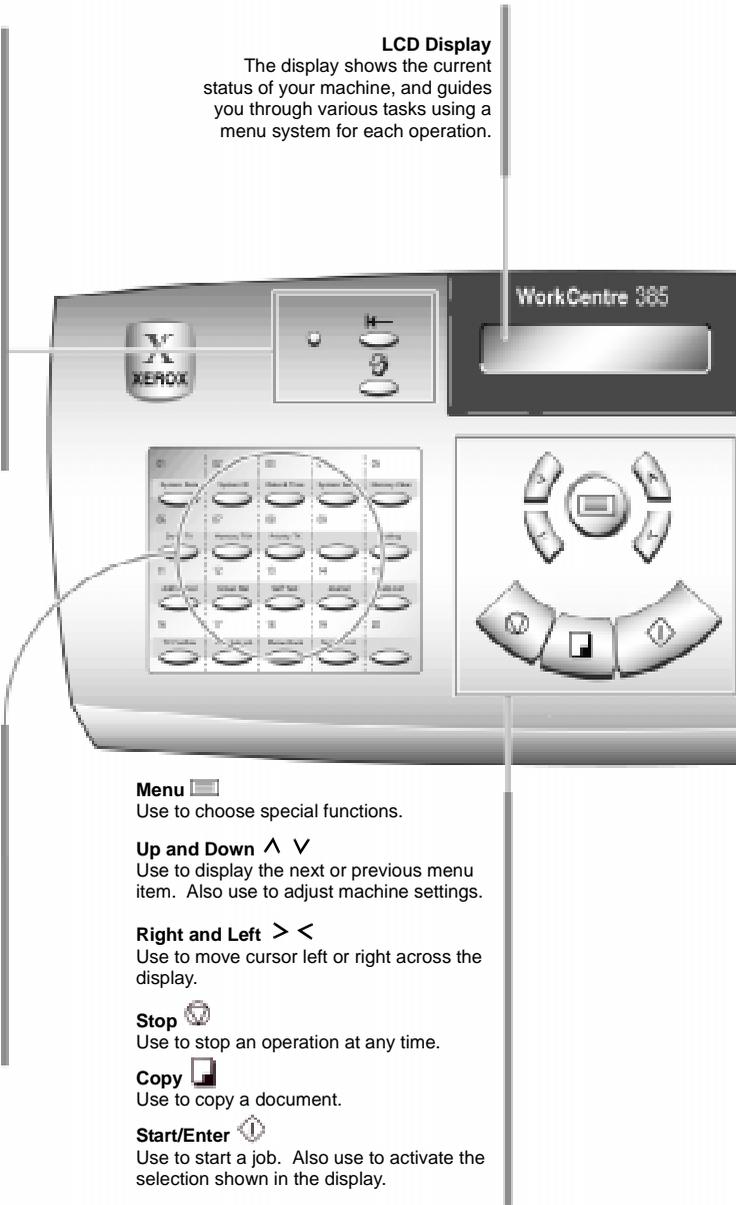
Print Priority
Use to assign print priority to PC file printing over fax printing.

One-touch Dial and Special Function Buttons

Use to call most frequently used numbers with one button.

Also, use in conjunction with the Menu button to set up special functions or print reports.

LCD Display
The display shows the current status of your machine, and guides you through various tasks using a menu system for each operation.



Menu 
Use to choose special functions.

Up and Down  
Use to display the next or previous menu item. Also use to adjust machine settings.

Right and Left  
Use to move cursor left or right across the display.

Stop 
Use to stop an operation at any time.

Copy 
Use to copy a document.

Start/Enter 
Use to start a job. Also use to activate the selection shown in the display.

**Search/Delete**

Use to search for numbers in memory. Also use to delete digits in the edit mode.

Receive

(Receive Mode)

Use to choose the receive mode you want to use. The selected mode is displayed.

Resolution

Use to choose the resolution of copied or transmitted documents.

Contrast

Use to choose the contrast of copied or transmitted documents.

Number Keypad

Use to dial numbers manually or to enter letters and numbers for various programming functions.

Speed/Dual

Use to dial calls and send fax documents by entering a 2-digit number. Also use to switch the LCD display between tasks while performing dual jobs.

Redial/Pause

Use to redial the last phone number called. You can also use it to add a pause when storing a number in memory.

Flash

Use to perform a switch-hook operation such as call waiting.

 **Speaker**

Use to adjust the volume of the internal speaker.

System Setup

Ringer Volume

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

- 1 Press the **Menu** button, then press the **System Setup** button on the One-Touch keypad. The display indicates RINGER VOLUME ?.
- 2 Press **Enter**, then press the **Up** or **Down** button to choose the desired loudness of the ringer.

The selected ringer sounds and the display indicates the loudness level with the > symbol.

If adjusted such that no > symbol is displayed, the ringer will be turned off. The machine will work normally even if the ringer is set to off.



- 3 Press **Enter** when the desired volume level is selected. The display indicates the next setup menu DEFAULT SETTINGS ?. For details on the *Default Settings* menu, see *Home Resolution and Home Contrast* on page 1-35.
- 4 To return to Standby mode, press the **Stop** button.

Home Resolution and Home Contrast

The default print resolution and contrast can be set to their most frequently used modes. Whenever a document is sent or copied, the home contrast and resolution mode will be activated unless otherwise changed by using the **Resolution** or **Contrast** button on the control panel.

- 1 Press the **Menu** button, then press the **System Setup** button on the One-Touch keypad. The display indicates RINGER VOLUME ?.
- 2 Press the **Up** or **Down** button until DEFAULT SETTINGS ? appears.
- 3 Press **Enter**. The display prompts you to choose the Home Resolution mode.



HOME RESOLUTION
[STANDARD]

- 4 Press the **Left** or **Right** button repeatedly until you locate the desired mode:
 - STANDARD—use with most documents.
 - FINE—use for documents with fine detail, such as small print.
 - SUPER FINE—use for documents that have extremely fine detail.
- 5 Press **Enter** to select the desired resolution mode. The display prompts you to choose the Home Contrast mode



HOME CONTRAST
[NORMAL]

- 6 Press the **Left** or **Right** button repeatedly until you find the desired mode:
 - **NORMAL**—use with documents of average or normal contrast.
 - **DARKEN**—use with documents with low contrast or light images.
 - **LIGHTEN**—use with documents with high contrast or dark images.
 - **PHOTO**—for obtaining maximum image quality with documents that contain pictures or photographs with shades of gray.
- 7 Press **Enter** to select the desired mode. The **SOUND CONTROL ?** setup menu selection is displayed. Refer to the next section *Sound Control*, for configuration details.
- 8 To return to Standby mode, press the **Stop** button.

Sound Control

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

- 1 Press the **Menu** button, then press the **System Setup** button on the One-Touch keypad. The display indicates **RINGER VOLUME ?**.
- 2 Press the **Up** or **Down** button until you find **SOUND CONTROL ?**.
- 3 Press **Enter**. The display prompts you to turn the alarm sound **ON** or **OFF**.
- 4 Press **1** to turn the sound **ON** or **2** to turn it **OFF**. You can also press the **Right** or **Left** button to choose **ON** or **OFF**, then press **Enter** to confirm.

- 6 Press the **Left** or **Right** button repeatedly until you find the desired mode:
 - **NORMAL**—use with documents of average or normal contrast.
 - **DARKEN**—use with documents with low contrast or light images.
 - **LIGHTEN**—use with documents with high contrast or dark images.
 - **PHOTO**—for obtaining maximum image quality with documents that contain pictures or photographs with shades of gray.
- 7 Press **Enter** to select the desired mode. The **SOUND CONTROL ?** setup menu selection is displayed. Refer to the next section *Sound Control*, for configuration details.
- 8 To return to Standby mode, press the **Stop** button.

Sound Control

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

- 1 Press the **Menu** button, then press the **System Setup** button on the One-Touch keypad. The display indicates **RINGER VOLUME ?**.
- 2 Press the **Up** or **Down** button until you find **SOUND CONTROL ?**.
- 3 Press **Enter**. The display prompts you to turn the alarm sound **ON** or **OFF**.
- 4 Press **1** to turn the sound **ON** or **2** to turn it **OFF**. You can also press the **Right** or **Left** button to choose **ON** or **OFF**, then press **Enter** to confirm.

- 5 The display prompts you to turn the key sound ON or OFF. Press **1** to turn the sound ON or **2** to turn it OFF. The REMOTE DIAGNOSIS PROTECTION ? setup menu selection is displayed. Refer to the next section, *Remote Diagnosis Protection* for configuration details.
- 6 To return to Standby mode, press the **Stop** button.

Remote Diagnosis Protection

Remote diagnosis is a feature which allows Xerox or other authorized personnel to perform diagnostics on your machine via telephone.

If you want to disable remote diagnosis (to protect your machine from being serviced by an unauthorized person), you must activate the Remote Diagnosis Protection feature.

- 1 Press **Menu**, then press **System Setup** on the One-Touch keypad. The display indicates RINGER VOLUME ?.
- 2 Press the **Up** or **Down** button until you find REMOTE DIAGNOSIS PROTECTION ?, then press **Enter**.
- 3 The display prompts you to turn the feature ON or OFF. Press **1** to turn it ON or **2** to turn it OFF.
- 4 The SELECT LANGUAGE? setup menu selection is displayed. Refer to the next section, *Select Language* for configuration details.
- 5 To return to Standby mode, press the **Stop** button.

- 5 The display prompts you to turn the key sound ON or OFF. Press **1** to turn the sound ON or **2** to turn it OFF. The REMOTE DIAGNOSIS PROTECTION ? setup menu selection is displayed. Refer to the next section, *Remote Diagnosis Protection* for configuration details.
- 6 To return to Standby mode, press the **Stop** button.

Remote Diagnosis Protection

Remote diagnosis is a feature which allows Xerox or other authorized personnel to perform diagnostics on your machine via telephone.

If you want to disable remote diagnosis (to protect your machine from being serviced by an unauthorized person), you must activate the Remote Diagnosis Protection feature.

- 1 Press **Menu**, then press **System Setup** on the One-Touch keypad. The display indicates RINGER VOLUME ?.
- 2 Press the **Up** or **Down** button until you find REMOTE DIAGNOSIS PROTECTION ?, then press **Enter**.
- 3 The display prompts you to turn the feature ON or OFF. Press **1** to turn it ON or **2** to turn it OFF.
- 4 The SELECT LANGUAGE? setup menu selection is displayed. Refer to the next section, *Select Language* for configuration details.
- 5 To return to Standby mode, press the **Stop** button.

Select Language

You can select the LCD display language. The available choices are: English, German, French, Italian, and Spanish.

- 1 Press the **Menu** button, then press the **System Setup** button on the One-Touch keypad. The display indicates RINGER VOLUME ?.
- 2 Press the **Up** or **Down** button until you find SELECT LANGUAGE?, then press **Enter**.
- 3 Press the **Up** or **Down** button to choose the desired display language, then press **Enter**. You can also press the number of the language in the display.
- 4 ECONO MODE SETTING ? setup menu selection is displayed. Refer to the next section, *Econo Mode* for configuration details.
- 5 To return to Standby mode, press the **Stop** button.

Econo Mode Setting

Econo Mode can be set to on to conserve the supply of toner in your Laser Printer Cartridge.

- 1 Press the **Menu** button, then press the **System Setup** button on the One-Touch keypad. The display indicates RINGER VOLUME ?.
- 2 Press the **Up** or **Down** button until ECONO MODE SETTING ? is displayed. Then press **Enter**.

The display prompts you to set the mode to ON or OFF.

- 3 Press **1** to turn Econo Mode ON or, **2** to turn Econo Mode OFF.



Note: Print quality may be reduced when using Econo Mode.

- 4 The LAST FAX DATA REPRINT ? setup menu selection is displayed. Refer to the next section, *Last Fax Data Reprint* for configuration details.
- 5 To return to Standby mode, press the **Stop** button.

Last Fax Data Reprint

If the toner is low or empty, the received fax page may be too light to read the message. If the fax message was lost because of low or empty toner, use the Last Fax Data Reprint feature to print the last fax data. Your machine continuously stores the last 10 pages of received fax data, and updates the pages each time you receive a fax.

- 1 Press the **Menu** button, then press the **System Setup** button on the One-Touch keypad. The display indicates RINGER VOLUME ?.
- 2 Press the **Up** or **Down** button until LAST FAX DATA REPRINT ? is displayed, then press **Enter**.

A rectangular display screen showing the text "LAST FAX DATA" at the top and "1 : PRINT 2 : CLEAR" below it.

LAST FAX DATA
1 : PRINT 2 : CLEAR

- 3 Press **1** to print the last 10 pages of received fax. If you want to clear the data to save memory, press **2**. After clearing memory, full memory is available until a new fax is received.
- 4 The FLASH DOWNLOAD ? setup menu item is displayed. Press the **Stop** button.

- 3 Press **1** to turn Econo Mode ON or, **2** to turn Econo Mode OFF.



Note: Print quality may be reduced when using Econo Mode.

- 4 The LAST FAX DATA REPRINT ? setup menu selection is displayed. Refer to the next section, *Last Fax Data Reprint* for configuration details.
- 5 To return to Standby mode, press the **Stop** button.

Last Fax Data Reprint

If the toner is low or empty, the received fax page may be too light to read the message. If the fax message was lost because of low or empty toner, use the Last Fax Data Reprint feature to print the last fax data. Your machine continuously stores the last 10 pages of received fax data, and updates the pages each time you receive a fax.

- 1 Press the **Menu** button, then press the **System Setup** button on the One-Touch keypad. The display indicates RINGER VOLUME ?.
- 2 Press the **Up** or **Down** button until LAST FAX DATA REPRINT ? is displayed, then press **Enter**.

A rectangular display screen showing the text 'LAST FAX DATA' at the top and '1 : PRINT 2 : CLEAR' below it.

LAST FAX DATA
1 : PRINT 2 : CLEAR

- 3 Press **1** to print the last 10 pages of received fax. If you want to clear the data to save memory, press **2**. After clearing memory, full memory is available until a new fax is received.
- 4 The FLASH DOWNLOAD ? setup menu item is displayed. Press the **Stop** button.

Adjusting Speaker Volume

- 1 Press the **Speaker** button on the front panel to adjust the speaker volume. If you cannot hear a dial tone, check the phone line connection.
- 2 The display indicates PHONE. Press the **Up** or **Down** button repeatedly until the desired loudness setting is displayed. Loudness is set in the range from 1 through 7, with 7 representing the loudest setting.
- 3 After choosing the desired volume level, press the **Speaker** button to return to the Standby mode.

Setting the Clock Mode

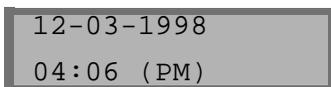
You can configure your machine to display time using either a 12 hour or 24 hour format.

- 1 Press the **Menu** button, then press the **System Data (01)** button on the One-Touch keypad. PAPER SIZE appears on the display.
- 2 Press the **Up** button.
CLOCK MODE appears on the LCD display.
The display prompts you to select either a 12 hour or 24 hour Clock Mode.
- 3 Press **1** to select a 12 hour Clock Mode or, Press **2** to select a 24 hour Clock Mode .

Setting the Date and Time

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

- 1 Press the **Menu** button, then press the **Date & Time** button on the One-Touch keypad. The current date and time are displayed. A flashing cursor in the display prompts you to enter the date.
- 2 Using the Number keypad, enter the current date using a MMDDYY date format. If you make a mistake, use the right and left buttons to move the cursor to the digit you wish to change.



```
12-03-1998
04:06 (PM)
```

After entering the date the flashing cursor will move into the first digit of the time.

- 3 Using the Number keypad, enter the current time. Remember to enter the time according to the current Clock Mode setting (12 or 24 hour format). Refer to the previous section, **CLOCK MODE** for details.



Note: AM or PM is selected by pressing the Up or Down arrow.

- 4 Press **Enter** when the date and time settings displayed are correct.

The display indicates the date and time you have set, then returns to Standby mode.



Note: If an invalid number is entered, the machine beeps and does not proceed to the next step. If this happens, enter the correct number.

Setting the System ID (Your Number and Name)

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

- 1 Press the **Menu** button, then press the **System ID** button on the One-Touch keypad. The display prompts you to enter the telephone number.

If there is a number previously registered, the number appears.

- 2 Enter the telephone number (up to 20 digits) to which your machine is connected. You can enter spaces with the **Pause** button or a dash with the **#** button.

If an incorrect number is entered, press the **Right** or **Left** button to move the cursor under the incorrect digit, then enter the correct number or press the **Delete** button to delete the number.

- 3 Press **Enter** when the correct number is displayed. The display prompts you to enter your ID name.

- 4 Enter your ID name. This can be any name up to 20 characters in length. You can enter alphanumeric characters using the Number keypad. Special symbols such as + and - can be included by pressing 0 repeatedly. If you want to enter the same letter or number in succession (for example, SS, AA, 777), enter one digit, then move the cursor by pressing the **Right** button, and enter the next digit.

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

For additional details on how to use the Number keypad to enter alphanumeric characters, see *Entering Alphanumeric Characters* on page 3-24.

5 Press **Enter** when the name in the display is correct.



Note: If there is a number and name previously registered, the number and name appear in the upper line and ED:1 DEL:2 NXT:3 in the bottom line. Press **1** to edit the existing number. Press **2** to delete the number. The machine deletes the number and continues to the next step. Press **3** to keep the number and continue.

Print Priority

To print a PC document while the machine is printing a received fax, the printing of the fax can be interrupted. Press the PRINT PRIORITY button to enable this feature. The display indicates PP in the lower right corner. The interrupted fax data will be stored in memory. To disable this feature, press the PRINT PRIORITY button again. The display will no longer indicate PP. The length of time Print Priority is in effect can be set using the Print Priority feature. Refer to *User Options (System Data)* on page 1-47 for details.

Dual

The WorkCentre 385 can perform more than one function at the same time. For example, it can simultaneously:

- Print a PC document while sending a fax.
- Receive a fax into memory while making a copy.
- Receive a fax into memory while printing a PC document.
- Store a fax document for later transmission while printing an incoming fax.

5 Press **Enter** when the name in the display is correct.



Note: If there is a number and name previously registered, the number and name appear in the upper line and ED:1 DEL:2 NXT:3 in the bottom line. Press **1** to edit the existing number. Press **2** to delete the number. The machine deletes the number and continues to the next step. Press **3** to keep the number and continue.

Print Priority

To print a PC document while the machine is printing a received fax, the printing of the fax can be interrupted. Press the PRINT PRIORITY button to enable this feature. The display indicates PP in the lower right corner. The interrupted fax data will be stored in memory. To disable this feature, press the PRINT PRIORITY button again. The display will no longer indicate PP. The length of time Print Priority is in effect can be set using the Print Priority feature. Refer to *User Options (System Data)* on page 1-47 for details.

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- Print a PC document while sending a fax.
- Receive a fax into memory while making a copy.
- Receive a fax into memory while printing a PC document.
- Store a fax document for later transmission while printing an incoming fax.

While the machine is performing dual tasks, press the **Dual** button to toggle the display between the current operation and the new operation.

Reports

Your fax machine can print reports containing useful information like Scheduled Jobs and System Data. The following reports are available:

- Journal (One-Touch button 14)

The journal consists of two reports, a Transmission Report and a Reception Report. Each report contains information concerning transmission or reception activities. They can be printed on command, or automatically if certain conditions are met (see *Selectable Options* on page 1-48). These reports will be automatically printed after every 40 transmissions or receptions if auto is selected.

- Help List (One-Touch button 15)

This quick reference guide consists of a list detailing the machine's basic functions and operating instructions.

- TX Confirm (One-Touch button 16)

The Message Confirmation Report lists important information about faxes sent from your machine including: the remote site fax number, number of pages faxed, elapsed time of the operation, the communication mode, and the communication results.

You can set up your machine to print a TX Confirm report:

- Automatically after each transmission (ON).
- Automatically only if an error occurs during transmission (ERR).
- The machine can be set to print no report at all (OFF). You can print this report manually at any time you want.

While the machine is performing dual tasks, press the **Dual** button to toggle the display between the current operation and the new operation.

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Your fax machine can print reports containing useful information like Scheduled Jobs and System Data. The following reports are available:

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You can set up your machine to print a TX Confirm report:

- Automatically after each transmission (ON).
- Automatically only if an error occurs during transmission (ERR).
- The machine can be set to print no report at all (OFF). You can print this report manually at any time you want.

- Schedule Job (One-Touch button 17)

The Schedule Information List provides information about documents currently stored for Delayed Transmission, Priority Transmission, Memory Transmission, Continuous Polling, and TX Polling. The list shows the starting time, type of operation, etc.

- Phone Book (One-Touch button 18)

This Telephone Numbers List indicates all of the numbers currently stored in machine memory as One-Touch Dial numbers, Speed Dial numbers, and Group Dial numbers.

- System List (One-Touch button 19)

This System Data List indicates the status of the user-selectable options. See *User Options (System Data)* on page 1-47. After changing any setting, print this list to confirm your changes.

Printing Reports

To Print Reports:

- 1 Press the **Menu** button.
- 2 Press the **One-Touch** button corresponding to the desired report on the One-Touch keypad. Refer to the table below:

One-Touch Button #	Button Label	Report/List Name
14	Journal	Transmission or Reception Journal
15	Help List	Help List
16	TX Confirm	Message Confirmation Report
17	Schedule Job	Schedule Information List
18	Phone Book	Telephone Numbers List
19	System List	System Data List

The selected list will be printed out.

Other Reports

- Multi-Communication Report

This report is printed automatically after sending to or receiving from more than one location and provides detailed information about the operation.



Note: Any report which is configured to print automatically will not print if your machine runs out of paper, has a paper jam, or is printing a file sent from a PC.

User Options (System Data)

Your machine has various user-selectable features. These options are preset at the factory, but you may need to change them. To find out how the options are currently set, print the System List. For more information on printing the list, see *Printing Reports* on page 1-46.

Setting an Option

- 1 Press the **Menu** button.
- 2 Press the **System Data** button on the One-Touch keypad.
The display shows the first option menu.
- 3 Scroll through the options by pressing the **Down** or **Up** buttons repeatedly.
- 4 When the option you want appears in the display, enter the number for the desired setting.

Or
You can use **Right** or **Left** buttons to select the desired setting.
- 5 Press the **Enter** button to store your choice in memory.
You can exit from setup mode at any time by pressing the **Stop** button. When you press the Stop button, the machine stores the options you changed and returns to the Standby mode.

Selectable Options

These instructions assume you've followed the steps listed in the previous procedure, *Setting an Option*, and the machine is prompting you to change one of the options listed below.

All of these options are menu settings accessed by the One-Touch button 01, System Data.

- **PAPER SIZE** - Select the paper size you will be printing on.
Press **1** for letter (LTR), **2** for A4 size, or **3** to use legal (LGL) size paper.
- **MESSAGE CONF.** - A message confirmation report showing transmission information; whether the transmission was successful, how many pages were sent, etc.
Press **1** to print a confirmation report automatically each time you send a fax (ON).
Press **2** to turn this feature off (OFF).
Press **3** to print only when an error occurs and the transmission was not successful (ERR).
- **AUTO JOURNAL** - The Journal is a report providing detailed information about the previous 40 communication operations including times and dates.
Press **1** to print the Journal automatically after every 40 transmissions or receptions (ON).
Press **2** to disable automatic printing of the Journal (OFF). You can still print Journal reports manually at any time. See *Printing Reports* on page 1-46.

- **REMOTE CODE** - The remote receive start code allows you to initiate fax reception from an extension phone plugged into the EXT. LINE jack on the back of the machine. If you pick up the extension phone and hear fax tones, enter the Remote Code and the machine will start receiving. The Remote Code is preset to *9* at factory. You may change the Remote Code by selecting any number from 0 to 9 on the numeric keypad.
- **POWER SAVING** - The power saving menu item lets you reduce power usage when the printer is idle.

Press **1** to turn the feature ON. The display asks you to determine the length of time the printer waits after printing a job before going to a reduced power state. Press one of the following:

- 1 for 10 minutes
- 2 for 15 minutes
- 3 for 30 minutes
- 4 for 45 minutes
- 5 for 60 minutes

Or

If your printer is used constantly, press 2 to turn Power Saving OFF. This keeps the printer ready to print with minimum warm-up time.

- **DIAL MODE** - Select the type of dial system your fax machine is connected to:

Press **1** if the fax machine is connected to a tone (Touch Tone) dial line.

Press **2** if the fax machine is connected to a pulse (Rotary) dial line.

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

Press **1** to turn the Error Correction mode on.

Press **2** to turn the Error Correction mode off.

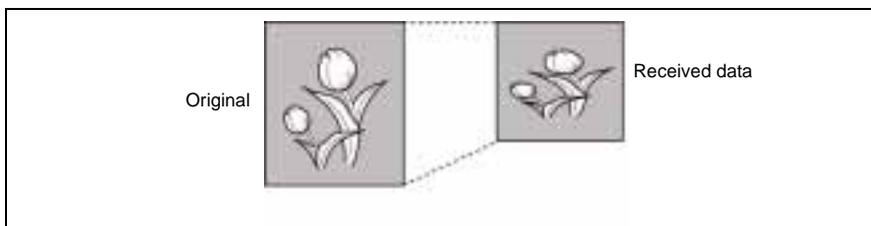
- **RX REDUCTION** - When receiving a document as long as or longer than the paper installed in your machine, the machine can reduce the data in the document to fit the paper size currently loaded in the machine.

Use this feature if you want to automatically reduce an incoming page (that would otherwise be divided into two pages) to fit on a single page. If the fax machine cannot reduce the data to fit into one page with this feature enabled, the data is divided and printed in actual size on two or more sheets.

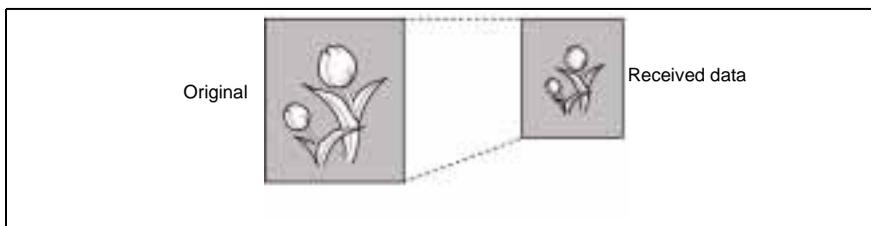
Press **1** to turn this feature on. Note that this feature does not apply to the copy mode.

Press **2** to turn this feature off. The overflow data will be printed out on a second page.

- **H. REDUCTION (Horizontal)** - If you turn the RX reduction feature on, you are allowed to set the Horizontal Reduction feature on or off. With Horizontal Reduction enabled, the machine will reduce an incoming page containing overflow data along the vertical axis only. The net effect of Horizontal Reduction will be a vertical compression of the image as shown below:



If you want to reduce incoming pages equally along both axes in order to maintain the proportionality of the original image, turn the horizontal reduction feature off. If you turn this feature off, the machine reduces the data as shown below.



Press **1** to turn this feature on.

Press **2** to turn this feature off.

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

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

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

Using the Number keypad, enter the desired discard size, and press the **Enter** button to store your selection.

- **REDIAL INTERVAL** - Your machine can automatically redial a remote fax machine if it was busy or does not answer the first call attempt.

Enter the number of minutes (from 1 to 15) using the Number keypad.

- **REDIALS** - Enter the number of redial attempts (from 0 to 9) you wish your machine to make before giving up.



Note: If you enter 0, the machine will not redial.

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

Enter the ring count by selecting a number from 1 through 7 on the Number keypad.

- DRPD (Distinctive Ring Pattern Detection) MODE - Distinctive Ring is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. The particular number someone uses to call you is identified by different ringing patterns, which consist of various combinations of long and short ringing sounds. This feature is often used by answering services who answer telephones for many different clients. They need to know which number someone is calling on to properly answer the phone.

Using the Distinctive Ring Pattern Detection feature, your fax machine can "learn" the ring pattern you designate to be answered as a fax. Unless you change it, this ringing pattern will continue to be recognized and answered as a fax call. All other ringing patterns will be forwarded to the extension telephone or answering machine plugged into the EXT. LINE jack.



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

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

Press **1** to turn this feature on.

Press **2** to turn this feature off.

Press **3** to setup the Distinctive Ring Pattern Detection. The LCD displays WAITING RING. Call your fax number from another telephone. It is not necessary to place the call from a fax machine. When your machine begins to ring, do not answer the call. The machine requires several rings to learn the pattern.

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

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



Note: DRPD must be set up again if you re-assign your fax number, or connect the machine to another telephone line.

After DRPD has been set up, call your fax number again to verify that the machine answers with a fax tone, then have a call placed to a different number assigned to that same line to be sure the call is forwarded to the extension telephone or answering machine plugged into the EXT. LINE jack.

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

Press **1** to turn this feature on.

Press **2** to turn this feature off.

- **LOCAL ID** - Enabling this feature causes the machine to automatically print the page number, date, and time of the reception at the bottom of each page of a received document.

Press **1** to turn this feature on.

Press **2** to turn this feature off.

- **PRIORITY TERM** - You can set your machine to turn Print Priority off automatically if there is no further PC printing activity. There are two user selectable interval options; 8 hours or 30 minutes.

Press **1** to select 8 hours. Print Priority is turned off automatically 8 hours after PC printing is completed.

Press **2** to select 30 minutes. Print Priority is turned off automatically 30 minutes after PC printing is completed.

Note: Refer to *Print Priority* on page 1-43 for details on the Print Priority feature.

- **REPRINT** - This feature allows you to turn the Last Fax Data Reprint memory storage feature on or off.

Press **1** to turn this feature on.

Press **2** to turn this feature off.

- **CLOCK MODE** - Use this feature to determine how time is displayed on your machine.

Press **1** to select a 12 hour Clock Mode.

Press **2** to select a 24 hour Clock Mode.

Chapter 2 Making a Copy

Set Up Your Machine [2-1](#)



Making a Copy

Making a Copy

Your machine is a high quality copier which offers the following features:

- **Adjustable Contrast** - The contrast setting can be changed to obtain the best copy quality for documents containing faint markings, dark images, photographs or other halftone images.
- **Multiple copies** - 1 to 99 copies of the document can be made.
- **Enlarge\Reduce** - You can reduce or enlarge the size of a copied image from 50% to 200% in increments of 1%.
- **Collation** - When the *Copy Collate* menu option is set to *On*, the machine sorts the print job. For example, if you print two copies of a three-page document, the machine prints one complete document (page 1, page 2, page 3) before printing a second copy (page 1, page 2, and page 3).

To make a quick copy:

- 1 Adjust the document guides to match the width of the document.
- 2 Slide the document *face down* into the Automatic Document Feeder until it is grasped and pulled into the machine.
- 3 If necessary, press the **Contrast** button.
You may choose NORMAL, DARKEN, LIGHTEN or PHOTO.
- 4 Press the **Copy** button.
- 5 Using the Number keypad, enter the number of copies you wish to make. The default setting is 01 copy.

- 6 Press the **Copy** button.

Or

Press the **Start** button.

The machine copies the document.

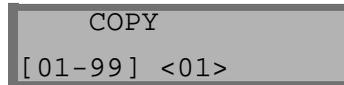


Note: When making copies, resolution is automatically set to *Super Fine*.

The *Copy Collate* menu is not available if you reduce or enlarge the image size. The *Enlarge/Reduce* menu is not available if you set the copy job to be collated.

To make copies using the Copy menu features:

- 1 Adjust the document guides to match the width of the document.
- 2 Slide the document *face down* into the Automatic Document Feeder until it is grasped and pulled into the machine.
- 3 If necessary, press the **Contrast** button.
You may choose NORMAL, DARKEN, LIGHTEN or PHOTO.
- 4 Press the **Copy** button to display the COPY menu. For two or more copies (2 to 99), enter the desired number using the Number keypad, then press the **Down** button.



```
COPY
[ 01-99 ] <01>
```

- 5 The display shows the next option: the REDUCE\ENLARGE menu.

```
REDUCE\ENLARGE  
1 . AUTO 2 . MANUAL
```

- a) Selecting **1. AUTO**, will cause the WorkCentre 385 to automatically reduce the copy size of each page to fit on a single page.
- b) Selecting **2. MANUAL**, brings up the COPY RATE menu, where you can manually adjust the copy image scale size settings.

The number in the right corner of the bottom line shows the current image percentage. To reduce or enlarge the image size, enter the percent value (50 to 200) using the Number keypad.

```
ENTER RATE  
[ 50-200 ] <100>
```

Press the **Down** button to confirm your settings.

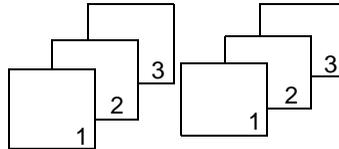
- 6 The display shows the next option: the COPY COLLATE menu.

```
[ COPY COLLATE ]  
1 : ON 2 : OFF
```

When making multiple copies, there are two collate options: ON and OFF.

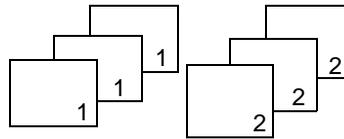
- Selecting **1:ON** will make 1 copy of page 1, 2, and 3 in order, then makes a second copy of 1, 2, and 3 until a total of n copies has been made.

SORT



- Selecting **2:OFF** will make n copies of page one, n copies of page two, and so on. These copy sets will all be stacked on top of each other.

GROUP



Press **1** or **2** to choose the desired collation method. You can also press the **Down** button to choose the default collation setting; 2.OFF. The LCD display scrolls back and shows the first option: number of copies.

- 7** Press the **Start** button or the Copy button to begin the copy operation.



Note: When setting the copy options, pressing the **Copy** button will begin the copy operation immediately without displaying any remaining options.

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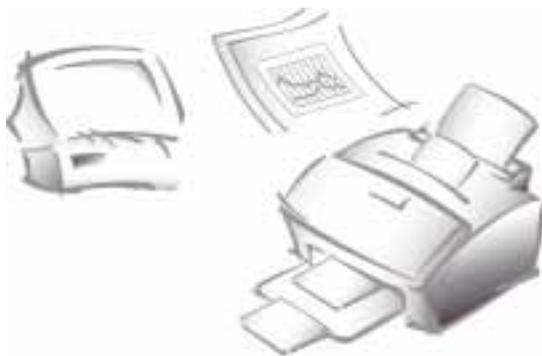
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Chapter 3



Sending a Fax

3

Options for Sending a Fax Using the WorkCentre 385

Using the WorkCentre 385, you can send a fax in one of two ways:

- By placing the document in the Automatic Document Feeder and entering the information required for faxing at the WorkCentre 385 Control Panel. This is called Manual Faxing.

For information and instructions for Manual Faxing, refer to *Manual Faxing* on page 3-2.

- By faxing the document directly from your computer workstation using LaserFAX software. This is called PC Faxing.

For information and instructions for PC Faxing, refer to *PC Faxing* on page 3-38.

Manual Faxing

This section provides information and instructions for faxing a document from the WorkCentre 385 using the WorkCentre 385 Control Panel.

Preparing Documents for Faxing

You can fax documents that are printed on standard letter, legal or A4 size paper. Follow these guidelines to prepare your documents.

- Do not attempt to feed the following types of documents into the machine:
 - carbon-paper or carbon-backed paper
 - coated paper
 - onion skin or thin paper
 - wrinkled or creased paper
 - curled or rolled paper
 - torn paper

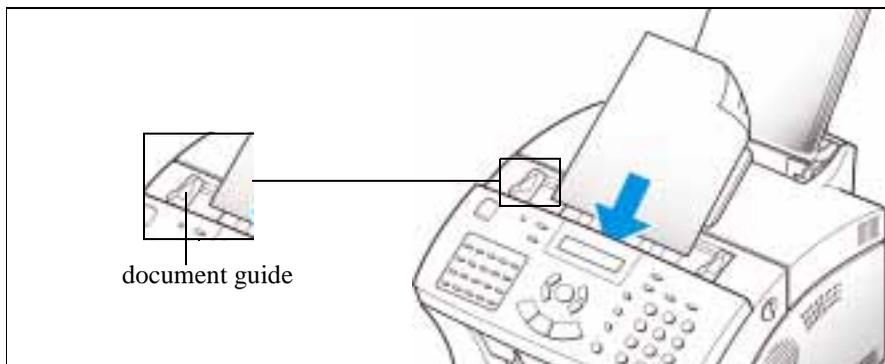


Note: If your document falls into any of the above categories, make a copy of the document first. Use the copy for insertion into the Automatic Document Feeder.

- Remove all staples and paper clips before feeding the document.
- Make sure any glue, ink or correction fluid on the paper is completely dry before loading the document.
- Do not load documents containing different sizes or weights of paper.

Sending a Fax Manually

- 1 Adjust the document guides to match the width of the document.
- 2 Slide the document *face down* into the Automatic Document Feeder until it is grasped and pulled into the machine.



The display alternately reads DOCUMENT READY and shows the remaining memory capacity. Up to 30 sheets may be inserted at a time.

To insert more than one sheet, ensure that the bottom sheet enters first. Stagger the leading edge of the sheets slightly and insert them with light pressure to ensure smooth feeding.

To add pages while the fax is sending, insert them *face down* into the Automatic Document Feeder on top of the already loaded sheets.

- 3 If necessary, adjust the document resolution and contrast. See *Resolution* on page 3-21 and *Contrast* on page 3-23 .

- 4 Using the Number keypad, enter the number of the fax machine to which you wish to send the document. If you make a mistake while entering a number, move the cursor under the incorrect digit by using the **Right** or **Left** buttons, and correct the number. You may also delete incorrect numbers by pressing the **Delete** button.
- 5 Press the **Start** button when the number appears correctly in the display. The machine dials the number and begins to transmit the fax.
If you wish to cancel the fax, press the Stop button two times.

Sending a Fax Using a One-Touch Number

- 1 Adjust the document guides to match the width of the document.
- 2 Slide the document *face down* into the Automatic Document Feeder until it is grasped and pulled into the machine.
- 3 Press the **One-Touch** button (01 through 20) to which you assigned the telephone number you wish to call. For information on storing numbers in memory, see *Configuring Automatic Dialing Features* on page 3-15.
The machine will scan the document and dial the number automatically. When the remote fax machine answers the phone, the document will be transmitted automatically.

- 4 Using the Number keypad, enter the number of the fax machine to which you wish to send the document. If you make a mistake while entering a number, move the cursor under the incorrect digit by using the **Right** or **Left** buttons, and correct the number. You may also delete incorrect numbers by pressing the **Delete** button.
- 5 Press the **Start** button when the number appears correctly in the display. The machine dials the number and begins to transmit the fax.
If you wish to cancel the fax, press the Stop button two times.

Sending a Fax Using a One-Touch Number

- 1 Adjust the document guides to match the width of the document.
- 2 Slide the document *face down* into the Automatic Document Feeder until it is grasped and pulled into the machine.
- 3 Press the **One-Touch** button (01 through 20) to which you assigned the telephone number you wish to call. For information on storing numbers in memory, see *Configuring Automatic Dialing Features* on page 3-15.
The machine will scan the document and dial the number automatically. When the remote fax machine answers the phone, the document will be transmitted automatically.

Sending a Fax Using a Speed Dial Number

- 1 Adjust the document guides to match the width of the document.
- 2 Slide the document *face down* into the Automatic Document Feeder until it is grasped and pulled into the machine.
- 3 Press the Speed button, then enter a two digit speed dial location number. For information on storing numbers in memory, *Speed Dialing* on page 3-18.
- 4 Press the **Start** button to dial the number.

The machine will scan the document and dial the number automatically. When the remote fax machine answers the phone, the document will be transmitted automatically.



Note: You can store One-Touch or Speed Dial numbers so you can dial your most frequently used numbers with one touch of a button or a two digit speed dial number. For information on storing numbers in memory, see *Configuring Automatic Dialing Features* on page 3-15.

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

Group Dialing can be used in conjunction with Memory Transmission or Delayed Transmission faxing operations. However, before you can access the Group Dialing feature, Group Numbers must be configured. See *Group Dialing (for Multi-Address Transmission)* on page 3-19 for more information.

Sending a Fax Using a Speed Dial Number

- 1 Adjust the document guides to match the width of the document.
- 2 Slide the document *face down* into the Automatic Document Feeder until it is grasped and pulled into the machine.
- 3 Press the Speed button, then enter a two digit speed dial location number. For information on storing numbers in memory, *Speed Dialing* on page 3-18.
- 4 Press the **Start** button to dial the number.

The machine will scan the document and dial the number automatically. When the remote fax machine answers the phone, the document will be transmitted automatically.



Note: You can store One-Touch or Speed Dial numbers so you can dial your most frequently used numbers with one touch of a button or a two digit speed dial number. For information on storing numbers in memory, see *Configuring Automatic Dialing Features* on page 3-15.

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

Group Dialing can be used in conjunction with Memory Transmission or Delayed Transmission faxing operations. However, before you can access the Group Dialing feature, Group Numbers must be configured. See *Group Dialing (for Multi-Address Transmission)* on page 3-19 for more information.

To send a fax using the Group Dialing feature:

- 1 Adjust the document guides to match the width of the document.
- 2 Slide the document *face down* into the Automatic Document Feeder until it is grasped and pulled into the machine.
- 3 Follow the procedure for the desired operation (see *Memory Transmission (Broadcasting)* on page 3-9 or *Delayed Transmission* on page 3-11).
- 4 When you come to the step where the display prompts you to enter the remote fax number, enter the Group Number.



Note: A Group Number may be assigned to a One-Touch button or designated as a two digit numerical keypad number. You can use only one Group Number in a single operation.

- 5 Continue the procedure to complete the (Memory Transmission or Delayed Transmission) operation. Your machine will automatically scan the document loaded in the Automatic Document Feeder into memory and subsequently dial each of the numbers included in the group.

Sending a Fax After Talking

If you have a regular phone connected to the EXT.LINE jack on the back of the machine, you can send a fax after speaking with a person at the remote site.

- 1 Adjust the document guides to match the width of the document.

To send a fax using the Group Dialing feature:

- 1 Adjust the document guides to match the width of the document.
- 2 Slide the document *face down* into the Automatic Document Feeder until it is grasped and pulled into the machine.
- 3 Follow the procedure for the desired operation (see *Memory Transmission (Broadcasting)* on page 3-9 or *Delayed Transmission* on page 3-11).
- 4 When you come to the step where the display prompts you to enter the remote fax number, enter the Group Number.



Note: A Group Number may be assigned to a One-Touch button or designated as a two digit numerical keypad number. You can use only one Group Number in a single operation.

- 5 Continue the procedure to complete the (Memory Transmission or Delayed Transmission) operation. Your machine will automatically scan the document loaded in the Automatic Document Feeder into memory and subsequently dial each of the numbers included in the group.

Sending a Fax After Talking

If you have a regular phone connected to the EXT.LINE jack on the back of the machine, you can send a fax after speaking with a person at the remote site.

- 1 Adjust the document guides to match the width of the document.

- 2 Slide the document *face down* into the Automatic Document Feeder until it is grasped and pulled into the machine.
- 3 Pick up the handset of the telephone connected to the EXT. LINE jack; call the remote location.



Note: For a successful fax transmission, it is imperative that steps 4 to 6 occur in the proper order.

- 4 When finished talking, instruct the person at the remote location to press the start button on their fax machine. They can then hang up. The remote fax machine will send the initial fax tones.
- 5 **Wait until you hear the fax tone** from the remote fax machine.
- 6 Press the **Start** button on the WorkCentre 385. The machine begins to transmit.
- 7 Replace the handset.

Canceling Transmission

To cancel a fax:

- 1 Press the **Stop** button at any time during the transmission. The machine continues to send the fax, and the display shows a message warning you that the machine is in use.
- 2 Press the **Stop** button again to cancel the transmission.

- 2 Slide the document *face down* into the Automatic Document Feeder until it is grasped and pulled into the machine.
- 3 Pick up the handset of the telephone connected to the EXT. LINE jack; call the remote location.



Note: For a successful fax transmission, it is imperative that steps 4 to 6 occur in the proper order.

- 4 When finished talking, instruct the person at the remote location to press the start button on their fax machine. They can then hang up. The remote fax machine will send the initial fax tones.
- 5 **Wait until you hear the fax tone** from the remote fax machine.
- 6 Press the **Start** button on the WorkCentre 385. The machine begins to transmit.
- 7 Replace the handset.

Canceling Transmission

To cancel a fax:

- 1 Press the **Stop** button at any time during the transmission. The machine continues to send the fax, and the display shows a message warning you that the machine is in use.
- 2 Press the **Stop** button again to cancel the transmission.

Confirming Transmission

A Message Confirmation report shows whether the transmission was successful and how many pages were sent.

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

To print a Message Confirmation report:

- 1 Press the **Menu** button.
- 2 Press the **TX Confirm** (16) button on the One-Touch keypad.
- 3 The machine prints out a Message Confirmation report.

You can also configure your machine to print out a confirmation report automatically each time a fax is sent.

To automatically print a confirmation report:

- 1 Press the **Menu** button.
- 2 Press the **System Data** button (01) on the One-Touch keypad.
- 3 Press the **Down** or **Up** buttons repeatedly until MESSAGE CONF. appears in the display.
 - a) Press **1** to print a confirmation report automatically each time you send a fax (ON).

Or

- b) Press **2** to turn this feature off (OFF).

Or

- c) Press **3** to print only when an error occurs and the transmission was not successful (ERR).

If an error occurred during your fax transmission, an error message appears in the display. If you receive an error message, press **Stop** to clear the message and try to send the document again.

For a listing of error messages and their meanings, see *LCD Display Error Messages* on page 7-8.

Memory Transmission (Broadcasting)

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

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

After sending, the documents are automatically erased from memory.

- 1 Adjust the document guides to match the width of the document.
- 2 Slide the document *face down* into the Automatic Document Feeder until it is grasped and pulled into the machine.

If necessary, adjust the resolution and contrast. For details, see *Resolution* on page 3-21 and *Contrast* on page 3-23.

- 3 Press the **Menu** button, then press the **Memory TX** button on the One-Touch keypad.

If an error occurred during your fax transmission, an error message appears in the display. If you receive an error message, press **Stop** to clear the message and try to send the document again.

For a listing of error messages and their meanings, see *LCD Display Error Messages* on page 7-8.

Memory Transmission (Broadcasting)

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

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

After sending, the documents are automatically erased from memory.

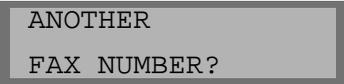
- 1 Adjust the document guides to match the width of the document.
- 2 Slide the document *face down* into the Automatic Document Feeder until it is grasped and pulled into the machine.

If necessary, adjust the resolution and contrast. For details, see *Resolution* on page 3-21 and *Contrast* on page 3-23.

- 3 Press the **Menu** button, then press the **Memory TX** button on the One-Touch keypad.

- 4 Enter the **telephone number** of the remote machine. There are several methods available to do this:
 - Direct entry of the telephone number using the numeric keypad.
 - One-Touch keypad dialing of stored telephone numbers (see *One-Touch Dialing* on page 3-15).
 - Speed Number dialing using the numeric keypad (see *Speed Dialing* on page 3-18).
- 5 Press the **START** button.

The display prompts you to enter another fax number.



ANOTHER
FAX NUMBER?

- 6 If you have entered the last fax number setting, press the **Stop** button.

Or

If you want to send the document to more than one location, press the **Enter** button and enter another fax number using the numeric keypad, One-Touch keypad, or two digit Speed Dial number.

The number appears in the display.

Repeat Step 6 until you have entered the last fax number setting and pressed the Stop button.

- 7 The document is scanned into memory. The display shows the remaining memory capacity and the number of pages. The machine dials the first telephone number and begins sending the document.



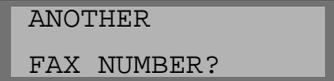
Note: Only a single Group Dial number may be used per Memory Transmission operation.

Delayed Transmission

You can configure your machine to send a fax at a specified time. Up to 30 delayed transmission operations can be reserved in your machine.

- 1 Place the document *face down* in the Automatic Document Feeder. If desired, adjust the resolution and contrast. For details, see *Resolution* on page 3-21 and *Contrast* on page 3-23.
- 2 Press the **Menu** button, then press the **Delay TX** button on the One-Touch keypad.
- 3 Enter the telephone number of the remote machine. There are several methods available to do this:
 - Direct entry of the telephone number using the numeric keypad.
 - One-Touch keypad dialing of stored telephone numbers (see *One-Touch Dialing* on page 3-15).
 - Group and Speed number dialing using the numeric keypad (see *Configuring Automatic Dialing Features* on page 3-15).
- 4 Press the **Enter** button.

The display prompts you to enter another fax number.



ANOTHER
FAX NUMBER?

- 5 If you have entered the last fax number setting, press the **Stop** button.

Or

If you want to send the document to more than one location, press the **Enter** button and enter another fax number using the numeric keypad, One-Touch keypad, or two digit Speed Dial number.

The number appears in the display.

Repeat Step 5 until you have entered the last fax number setting and pressed the Stop button.

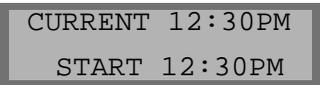


Note: Only a single Group dial number may be used in a Delayed Transmission Operation.

- 6 The display prompts you to enter an ID for the transmission. If you want to assign a name to the transmission, enter it using the Number keypad. If not, proceed to Step 7.

For details on how to enter letters using the Number keypad, see *Entering Alphanumeric Characters* on page 3-24.

- 7 Press the **Enter** button. The display shows the current time on the upper line and prompts you to enter the time the fax will be sent.



CURRENT 12:30PM
START 12:30PM

- 8 Using the Number keypad, enter the time the fax will be sent. Use the Up or Down button to switch between AM and PM. If you set a time earlier than the current time, the document will be sent at that time on the following day.
- 9 After entering the time, press the **Enter** button.
- 10 The machine scans the document into memory, returns to Standby mode and displays a reminder that a Delayed Transmission is set.



Note: If you want to cancel the Delayed Transmission, see *Canceling a Standby Operation* on page 3-14.

Adding Documents To a Standby Operation

You can add documents to a Delayed Transmission previously entered into memory.

- 1 Place the document *face down* in the Automatic Document Feeder. If necessary, adjust the resolution and contrast. For details, see *Resolution* on page 3-21 and *Contrast* on page 3-23.
- 2 Press the **Menu** button.
- 3 Press the **Add/Cancel** button on the One-Touch keypad. The LCD display prompts you to select ADD or CANCEL. Note that **1. Add** is already selected in the LCD display.

A rectangular LCD display showing the word "OPERATION" at the top. Below it, two options are listed: "1 . ADD" and "2 . CANCEL".

OPERATION	
1 . ADD	2 . CANCEL

- 8 Using the Number keypad, enter the time the fax will be sent. Use the Up or Down button to switch between AM and PM. If you set a time earlier than the current time, the document will be sent at that time on the following day.
- 9 After entering the time, press the **Enter** button.
- 10 The machine scans the document into memory, returns to Standby mode and displays a reminder that a Delayed Transmission is set.



Note: If you want to cancel the Delayed Transmission, see *Canceling a Standby Operation* on page 3-14.

Adding Documents To a Standby Operation

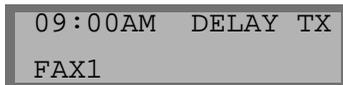
You can add documents to a Delayed Transmission previously entered into memory.

- 1 Place the document *face down* in the Automatic Document Feeder. If necessary, adjust the resolution and contrast. For details, see *Resolution* on page 3-21 and *Contrast* on page 3-23.
- 2 Press the **Menu** button.
- 3 Press the **Add/Cancel** button on the One-Touch keypad. The LCD display prompts you to select ADD or CANCEL. Note that **1. Add** is already selected in the LCD display.

A rectangular LCD display showing the word "OPERATION" at the top. Below it, two options are listed: "1 . ADD" and "2 . CANCEL".

OPERATION	
1 . ADD	2 . CANCEL

- 4 Press the **Enter** button to confirm. The display shows operations currently reserved in memory.



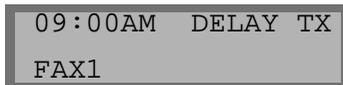
09:00AM DELAY TX
FAX1

- 5 Press the **Down** or **Up** buttons repeatedly until you find the operation you want to add documents to, then press the **Enter** button.
- 6 The machine automatically adds the new documents to the pages already in memory, displays the number of total pages and added pages, then returns to Standby mode.

Canceling a Standby Operation

- 1 Press **Menu**, then press the **Add/Cancel** button on the One-Touch keypad. The display prompts you to select 1.ADD or 2.CANCEL.
- 2 Press **2**. The display shows the operations currently reserved in memory.
- 3 Press the **Down** or **Up** button repeatedly until you find the operation you want to cancel.
- 4 Press the **Enter** button to cancel the job.

- 4 Press the **Enter** button to confirm. The display shows operations currently reserved in memory.



09:00AM DELAY TX
FAX1

- 5 Press the **Down** or **Up** buttons repeatedly until you find the operation you want to add documents to, then press the **Enter** button.
- 6 The machine automatically adds the new documents to the pages already in memory, displays the number of total pages and added pages, then returns to Standby mode.

Canceling a Standby Operation

- 1 Press **Menu**, then press the **Add/Cancel** button on the One-Touch keypad. The display prompts you to select 1.ADD or 2.CANCEL.
- 2 Press **2**. The display shows the operations currently reserved in memory.
- 3 Press the **Down** or **Up** button repeatedly until you find the operation you want to cancel.
- 4 Press the **Enter** button to cancel the job.

Configuring Automatic Dialing Features

One-Touch Dialing

One-Touch dialing lets you use any one of the 20 One-Touch buttons located on the left of the machine's control panel to automatically dial a number.

Storing a Number for One-Touch Dialing

1 When assigning a One-Touch number, press and **hold the One-Touch button** (01 through 20) for **2 seconds**. The display shows TXX:, where "T" signifies you are assigning a One-Touch number and "XX" designates the selected One-Touch button.

2 **Enter the number** you want to store by using the Number keypad, then press **Enter**.

To insert a pause between numbers when dialing, press the Redial/Pause button.

If you make a mistake while entering a number, use the Right or Left buttons to move the cursor under the wrong digit, then enter the correct digit, or press the Delete button.

3 The display asks you to enter a name. Using the Number keypad, enter the desired name (up to 20 alphanumeric characters). For information on how to enter names, see *Entering Alphanumeric Characters* on page 3-24.

Or

If you don't want to assign a name, skip this step.



Note: If you assign a name to the number, the name will appear in the display whenever you press the One-Touch button.

- 4 Press the **Enter** button when the name appears correctly or without entering a name.

To set another One-Touch number, press the desired One-Touch button and repeat steps 2 through this step.

Or

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

Using the One-Touch Address Label Sheet

A One-Touch label sheet is included with your machine. As you store numbers in One-Touch dial buttons, make a note of the numbers on the label to remind you which number is stored in each position.

- 1 Remove the clear cover and label using a pointed instrument, as shown below.



Note: You may want to use pencil in case you wish to change these numbers later.

- 2 Write information on the label and replace the label and cover.



Speed Dialing

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

Storing a Number for Speed Dialing

- 1 Press and hold the **Speed** button for 2 seconds.
- 2 Enter a two digit location number (01 through 80) to which you want to store a number, then press the **Enter** button.

If a number is already stored in the location, the display shows the number in the upper line and ED:1 DEL:2 NXT:3 in the bottom line. Press 1 to edit that number, 2 to delete that number, or 3 to keep that number and choose another location.

- 3 Enter the telephone number you want to store, then press the **Enter** button.
- 4 To assign a name to the number, enter the desired name. For information on how to enter names, see *Entering Alphanumeric Characters* on page 3-24.

Or

If you don't want to assign a name, skip this step.

- 5 Press the **Enter** button when the name appears correctly or without entering a name.
 - 6 To store more telephone numbers, repeat steps 2 through 5.
- Or
- To return to Standby mode, press the **Stop** button.

Group Dialing (for Multi-Address Transmission)

Multiple One-Touch and speed dial numbers can be registered as a Group. By using the Group number, you can send a document to multiple parties in a single operation. Up to ten numbers may be stored as a Group. Your machine will dial the remote numbers in a stored sequence. If the number is busy, your machine will dial the next stored number and after dialing all of the stored numbers, will automatically redial any number previously busy. Before you can use this feature, you must coordinate and store Group numbers.

Storing One-Touch or Speed Dial Numbers for Group Dialing

- 1 Press the **Menu** button, then press the **Group Dial** button on the One-Touch keypad.
- 2 Enter a **two digit location number** (01 through 80) you want to use for Group Dial, then press the **Enter** button.

The display prompts you to press a One-Touch button or enter a Speed Dial number which you wish to include in the group.

```
ENTER ONE-TOUCH  
/ SPEED DIAL> ##
```

- 3 Press the **One-Touch button** assigned to the fax number you wish to include in the group.

Or

Enter the **two digit Speed Dial location** to which the fax number you wish to include in the group is stored.

- 4 Press the **Enter** button. Repeat steps 3 and this step to include more destination numbers in the group.
- 5 Press the **Stop** button when you have entered all the telephone numbers you want to include in the group. The display asks you to enter a name.
- 6 To assign a name to the Group, enter the desired name.
Or
If you don't want to assign a name, skip this step.
- 7 Press the **Enter** button. If you want to store another group dial number, repeat steps 2 through 7.
Or
To return to Standby mode, press the **Stop** button.

Assigning a Group to a One-Touch Button

You can assign a Group number to a One-Touch button. The One-Touch button can then be used to call all the telephone numbers stored in the Group. Before you can use this feature, you must first register the Group number and then assign the registered Group number to an empty One-Touch button. Refer to *Storing a Number for One-Touch Dialing* on page 3-15 or *Storing a Number for Speed Dialing* on page 3-18 for details.

- 1 Press and hold the **One-Touch** button that you want to assign (01 through 20) for 2 seconds.
- 2 Enter the two digit Group number.
- 3 Press the **Enter** button. The group number is assigned to the selected One-Touch button, and the display asks you to enter One-Touch button for another group dial if you wish.

- 4 If you want to store another One-Touch Group Dial number, repeat steps 1 to 3.

Or

If you want to return to Standby mode, press the **Stop** button.

Setting Document Resolution and Contrast

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

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

Resolution

Press the **Resolution** button to increase sharpness and clarity. By pressing the **Resolution** button repeatedly after loading a document, you can choose between STANDARD, FINE, or SUPER FINE modes.

The document types recommended for these settings are described in the table on the next page.

- 4 If you want to store another One-Touch Group Dial number, repeat steps 1 to 3.

Or

If you want to return to Standby mode, press the **Stop** button.

Setting Document Resolution and Contrast

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

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The document types recommended for these settings are described in the table on the next page.

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



Note: Super Fine Resolution mode is not available if the Send From Memory Feature is set to ON. If Send From Memory is set to ON, all documents will be stored to memory in Fine Resolution mode.

If the WorkCentre 385 is set to Super Fine Resolution mode and the remote fax machine does not support Super Fine Resolution, the WorkCentre 385 will transmit using the highest resolution mode supported by the remote fax machine.

Contrast

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

Mode	Recommended for...
Normal	Faxing most documents.
Darken	Documents containing <i>light print or faint pencil markings</i> .
Lighten	Documents containing <i>dark print</i> .
Photo	Photographs or documents containing <i>color or shades of gray</i> . Your machine will not transmit color, but it will scan and send up to 256 shades of gray.



Note: You can set the default resolution and contrast. The default mode will be in effect when a document is sent or copied unless you change the setting for an individual operation. The machine will automatically revert to default settings after the operation is completed. For details on how to set the default resolution and contrast, see *Home Resolution and Home Contrast* on page 1-35.

Using the Number Keypad

As you perform various tasks, you will need to enter names and numbers using the Number keypad. For example, when you set up your machine, you enter your name (or your company's name) and telephone number. When setting up One-Touch or Speed Dial numbers, you will also need to enter telephone numbers and names.

Contrast

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

Mode	Recommended for...
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When prompting you to enter a name, the LCD display will appear as shown below :



You can then use the procedures described below to enter up to 20 letters and special characters, numbers or spaces.

Entering Alphanumeric Characters

- 1 Locate the button labelled with the character you want. Press the button repeatedly until the correct letter appears in the display.



For example, to enter the letter O, press the 6 key (labeled MNO). Each time you press the 6 key, the display shows a different letter, first M, the N, and O, and finally 6.

You can enter special characters (space, plus sign, etc.) in the name by using the 0 key. See *Keypad Character Assignments* on page 3-26.

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



You can then use the procedures described below to enter up to 20 letters and special characters, numbers or spaces.

Entering Alphanumeric Characters

- 1 Locate the button labelled with the character you want. Press the button repeatedly until the correct letter appears in the display.



For example, to enter the letter O, press the 6 key (labeled MNO). Each time you press the 6 key, the display shows a different letter, first M, the N, and O, and finally 6.

You can enter special characters (space, plus sign, etc.) in the name by using the 0 key. See *Keypad Character Assignments* on page 3-26.

The letter appears in the display.



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

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

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



If the letter that appears is not the one you wish to enter, press the Number keypad button repeatedly until the letter you wish to enter appears in the display. Select additional letters in the same way.

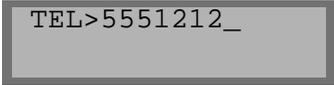
- 3 When you finish entering letters, press the **Enter** button.

Keypad Character Assignments

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

Entering Numbers

You can enter the telephone number of a remote fax machine manually by using the Number keypad. The number you press appears in the LCD display.



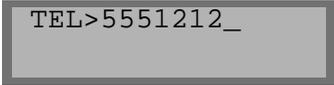
TEL>5551212_

Keypad Character Assignments

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

Entering Numbers

You can enter the telephone number of a remote fax machine manually by using the Number keypad. The number you press appears in the LCD display.



TEL>5551212_

You can also use One-Touch buttons (including a Group Dial number) or a two digit Speed Dial number for entering telephone numbers.

Your machine lets you send the same document to more than one location. After you enter a fax number, the display prompts you to enter ANOTHER FAX NUMBER?. To enter another fax number, you can enter the number manually, use a One-Touch button, or a two digit Speed Dial number.



Note: You cannot use a Group Number Dialing button to enter another fax number.

Editing Numbers or Names

If you make a mistake while entering a number or name, move the cursor under the wrong digit by pressing the **Right** or **Left** button. Press the correct number to change or press the **Delete** button to delete the number.

Inserting a Pause

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

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

When you dial a number, the dialing process pauses for about 3 seconds at the point where you inserted the pause. If you require a longer pause time, press the **Pause** button twice.

You can also use One-Touch buttons (including a Group Dial number) or a two digit Speed Dial number for entering telephone numbers.

Your machine lets you send the same document to more than one location. After you enter a fax number, the display prompts you to enter ANOTHER FAX NUMBER?. To enter another fax number, you can enter the number manually, use a One-Touch button, or a two digit Speed Dial number.



Note: You cannot use a Group Number Dialing button to enter another fax number.

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When you dial a number, the dialing process pauses for about 3 seconds at the point where you inserted the pause. If you require a longer pause time, press the **Pause** button twice.

Other Functions

Redial

To redial the last number called:

- 1 Press **Redial**. If a document is loaded in the document tray, the machine automatically begins to send.

Redial Memory

To search through Redial memory:

- 1 Press and hold the **Redial** button for 2 seconds.
The Redial memory in your machine retains the last 10 numbers called. If you have dialed the same number multiple times, the machine does not count the duplicates.
- 2 Press the **Down** or **Up** buttons to search through memory until you find the number you want.
- 3 When the number you want appears in the display, press the **Start** button to commence dialing. If a document is loaded in the Automatic Document Feeder, transmission begins when the remote machine answers the call.

Searching for a Number in Memory

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

Searching Sequentially through Memory

- 1 Press the **Search** button, then press the **Up** or **Down** buttons to move through the memory until you find the number you want.

Pressing the Down button allows you to search downward through the entire memory in alphabetical order (from A to Z), and pressing the Up button allows you to search upward in reverse alphabetical order (from Z to A).

Each time you press the Down or Up buttons, the display shows the next number stored in memory.

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

- 2 When the number you want appears in the display, press the **Start** button to commence dialing.

If a document is loaded, transmission will begin when the remote fax machine answers the phone.

Searching by the First Letter

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

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

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

- 2 Press the **Up** or **Down** buttons to move through the memory until you find the name you want.
- 3 When the name and number you want appear, press the **Start** button to initiate dialing.

Tone

If your telephone service is configured for pulse dialing, you may still need to use Touch Tone signals to perform special operations by phone. Bank-by-phone and voice mail are two examples of systems that require Touch Tone signals. You can send Touch Tone signals by following these steps:

- 1 **Dial the number** using pulse dialing.
- 2 When the remote phone answers, **press ***.
Any numbers you now press will be sent as Touch tones for the remainder of the call.
- 3 Enter the remaining numbers required by the service. The machine returns to the pulse mode after you complete the call.

- 2 Press the **Up** or **Down** buttons to move through the memory until you find the name you want.
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Any numbers you now press will be sent as Touch tones for the remainder of the call.
- 3 Enter the remaining numbers required by the service. The machine returns to the pulse mode after you complete the call.

Flash

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

- 1 When you are on the telephone and hear the call waiting signal, press the **Flash** button once. The first caller is placed on hold; you are connected to the second caller.
- 2 Press the **Flash** button again to return to the first caller.



CAUTION: If your telephone service does not use the switch-hook signal, do not press the Flash button during a call. Doing so could disconnect the call.

Automatic Redial

If the number you dial to send a fax is busy or there is no answer, the machine hangs up and waits for the specified retry period. It then redials the number. If, after the specified number of retry attempts (retry count) the machine fails to connect, it returns to Standby mode.

- 1 While the machine is redialing, the LCD display shows BUSY REDIAL.
- 2 If you want to redial the number immediately, press the **Start** button. To stop redialing, press the **Stop** button.

You can select the number of retries and the retry term between each redial attempt. See *User Options (System Data)* on page 1-47.

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You can select the number of retries and the retry term between each redial attempt. See *User Options (System Data)* on page 1-47.

Priority Transmission

When priority transmission is enabled, a high priority document can be transmitted ahead of previously scheduled operations.

In this operation, the document is scanned into memory. It is immediately transmitted at the conclusion of any operation already in progress.

A priority transmission interrupts a broadcast operation between stations (for example, when transmission to station A ends but before transmission to station B begins), or between redial attempts.

- 1 Place the document *face down* in the Automatic Document Feeder. If necessary, adjust the resolution or contrast. For details, see *Resolution* on page 3-21 and *Contrast* on page 3-23.
- 2 Press the **Menu** button, then press the **Priority TX** button on the One-Touch keypad.
- 3 Enter the telephone number of the remote machine. There are several methods available to do this:
 - Direct entry of the telephone number using the numeric keypad.
 - One-Touch Keypad dialing of stored telephone numbers (see *One-Touch Dialing* on page 3-15).
 - Speed Number dialing using the numeric keypad (see *One-Touch Dialing* on page 3-15).



Note: Group Number Dialing functions are not available in a Priority Transmission.

- 4 The display prompts you to enter a name for the transmission.

To assign a name to the transmission, enter it using the Number keypad and press the **Enter** button.

Or

If you do not want to assign the transmission a name, press the **Enter** button to skip over this step.

For details on how to enter letters using the Number keypad, see *Entering Alphanumeric Characters* on page 3-24.

- 5 The document is scanned into memory. The display shows the remaining memory capacity and the number of pages. The machine dials the first telephone number and begins sending the document.

Polling

What is Polling?

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



Note: The remote machine must also support Polling to use this feature.

Being Polled By a Remote Machine (TX POLL)

You can program your fax machine to send documents when polled by a remote fax machine. It is possible to assign a Poll Code to prevent unauthorized polling of your fax machine.

When you secure your machine using a Poll Code, only those who know the code can poll your machine.

- 1 Place the document *face down* in the Automatic Document Feeder. If desired, adjust the resolution and contrast. For details, see page *Resolution* on page 3-21 and *Contrast* on page 3-23.
- 2 Press the **Menu** button.
- 3 Press the **Polling** button on the One-Touch keypad. The display prompts you to choose one of the two polling options: TX POLL and DELAY RX POLL.

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- 1 Place the document *face down* in the Automatic Document Feeder. If desired, adjust the resolution and contrast. For details, see page *Resolution* on page 3-21 and *Contrast* on page 3-23.
- 2 Press the **Menu** button.
- 3 Press the **Polling** button on the One-Touch keypad. The display prompts you to choose one of the two polling options: TX POLL and DELAY RX POLL.

- 4 Press the **Enter** button to confirm TX POLL. The display prompts you to enter a 4-digit poll code.



Note: The poll code is preset to 0000 at the factory. This setting represents no poll code.

- 5 If you want to use a poll code, enter a 4-digit code.

- 6 Press the **Enter** button.

Or

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

- 7 The display prompts you to store the document in the machine bulletin board memory.



BULLETIN ?



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

- 8 To store the document in the bulletin board memory, press the **Enter** button.

Or

If you do not want the document to be stored in bulletin board memory, press the **Stop** button.

- 9 The machine stores the document in memory. The display shows a count of the number of pages being stored in memory and the remaining memory capacity.
- 10 The machine returns to Standby mode and displays a reminder that a Polling Transmission is set. The machine automatically switches to FAX mode (automatic receiving) when set to be polled.

Adding Documents To the Job to be Polled

If you want to add documents to the original documents waiting in memory to be polled, follow the procedure below.

- 1 Place the additional documents *face down* into the Automatic Document Feeder.
- 2 Press the **Menu** button.
- 3 Press the **Polling** button on the One-Touch keypad. The LCD displays the polling options.
- 4 Press **1** to select TX POLL.

- 8 To store the document in the bulletin board memory, press the **Enter** button.

Or

If you do not want the document to be stored in bulletin board memory, press the **Stop** button.

- 9 The machine stores the document in memory. The display shows a count of the number of pages being stored in memory and the remaining memory capacity.
- 10 The machine returns to Standby mode and displays a reminder that a Polling Transmission is set. The machine automatically switches to FAX mode (automatic receiving) when set to be polled.

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If you want to add documents to the original documents waiting in memory to be polled, follow the procedure below.

- 1 Place the additional documents *face down* into the Automatic Document Feeder.
- 2 Press the **Menu** button.
- 3 Press the **Polling** button on the One-Touch keypad. The LCD displays the polling options.
- 4 Press **1** to select TX POLL.

- 5 The display prompts you to enter the poll code. The last used poll code is displayed.
- 6 Enter the **4-digit Poll code** you had previously set, then press the **Enter** button.
The display prompts you to select 1.ADD or 2.CANCEL.
- 7 Press **1**. The machine scans the new documents into memory and returns to Standby mode.

Canceling a Job Already in Memory Which is Waiting to be Polled

If you want to cancel a job already in memory waiting to be polled, follow the procedure below.

- 1 Press the **Menu** button.
- 2 Press the **Add/Cancel** button on the One-Touch keypad. The LCD display prompts you to select 1.ADD or 2.CANCEL.
- 3 Press **2**.
The set up information for the last entered polling job is displayed. If you have more than one polling job waiting in memory, press the UP or DOWN arrows until the set up information for the job you wish to cancel is displayed.
- 4 Press the **Enter** button.
The display prompts ARE YOU SURE?
- 5 To cancel the polling job, press **1.YES**.
The job is erased from memory and the machine returns to Standby mode.

- 5 The display prompts you to enter the poll code. The last used poll code is displayed.
- 6 Enter the **4-digit Poll code** you had previously set, then press the **Enter** button.
The display prompts you to select 1.ADD or 2.CANCEL.
- 7 Press **1**. The machine scans the new documents into memory and returns to Standby mode.

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If you want to cancel a job already in memory waiting to be polled, follow the procedure below.

- 1 Press the **Menu** button.
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- 3 Press **2**.
The set up information for the last entered polling job is displayed. If you have more than one polling job waiting in memory, press the UP or DOWN arrows until the set up information for the job you wish to cancel is displayed.
- 4 Press the **Enter** button.
The display prompts ARE YOU SURE?
- 5 To cancel the polling job, press **1.YES**.
The job is erased from memory and the machine returns to Standby mode.

PC Faxing

This section provides information and instructions for PC Faxing from a computer workstation connected to the WorkCentre 385. Using this method, a fax is sent *without* first printing it and placing the printed document in the Automatic Document Feeder. This process is controlled by a PC Faxing application called *LaserFAX Lite Version 3.5*.

What is LaserFAX Lite?

LaserFAX Lite software is an application that is used to enable PC Faxing using the WorkCentre 385. If selected during the installation of the other software components for the WorkCentre 385, the LaserFAX Lite application is installed automatically.

After it is installed, LaserFAX becomes a selection among the printing devices for your computer workstation. When you send a fax directly from your PC, you simply select LaserFAX as the destination for a print job. A LaserFAX dialog is then displayed that prompts you to enter the phone number and other information for the fax job.

LaserFAX Installation

To install LaserFAX Lite, no additional special hardware is required. Simply ensure that the WorkCentre 385 is connected to the computer workstation using the supplied IEEE 1284 parallel cable, and a phone line has also been connected to the Tel Line input on the back of the WorkCentre 385.

The system requirements and procedures for installing LaserFAX Lite software are contained in *Chapter 1 - Getting Started*. Refer to this chapter if LaserFAX Lite is not already installed on your computer workstation.

Sending Faxes with LaserFAX Lite

The steps performed to fax using LaserFAX Lite are very similar to the steps performed to print a document from a word processing application. However, when selecting the printer that will receive the document, you will select LaserFAX. The dialog displayed will then prompt you to enter the phone number of the fax machine you are sending the fax to.

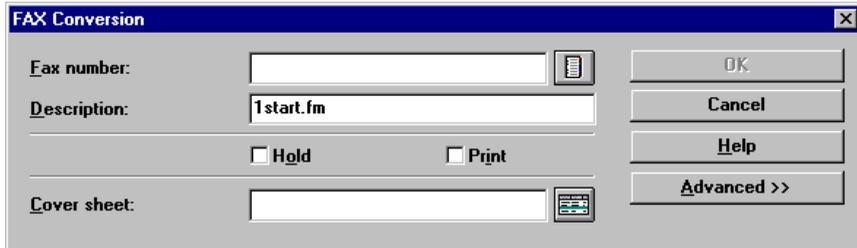
To fax a document, perform the following steps:



Note: The following steps are generally the same for all versions of Windows. The actual steps you perform may be slightly different depending on the Windows version and application you are faxing from. Additional detail for some of the dialogs is available later in this section of the User Guide. You are also encouraged to refer to the on-line help for the LaserFAX application.

- 1 Open a word processing application on the computer workstation.
- 2 Create or open the document to be faxed.
- 3 Select Print from the word processing application.
- 4 When the application print dialog is displayed, select LaserFAX on LFPT.PRN as the printer.
- 5 Select OK or Print to send the document to be printed. Even if you have forgotten to load LaserFAX, it will load automatically when you send the document to it as a printer.

- 6 After the document has been converted to a fax image, the Fax Conversion dialog will pop up prompting you for details of the transmission:



- 7 Enter the fax number manually or click the Phonebook button to select from your LaserFAX Phonebook. If you have already defined entries in the Phonebook you can type a key name assigned to a Phonebook entry and LaserFAX Lite will look up the associated fax number.

Note: For information on the LaserFAX phonebook refer to *The LaserFAX Phonebook* on page 3-53. You can also select the Help button and review the on-line help topics for this feature.

- 8 (Optional) Enter a description of the fax job. While this is an optional step, it can be very useful when searching All Jobs Pending or Jobs Completed for your fax job.

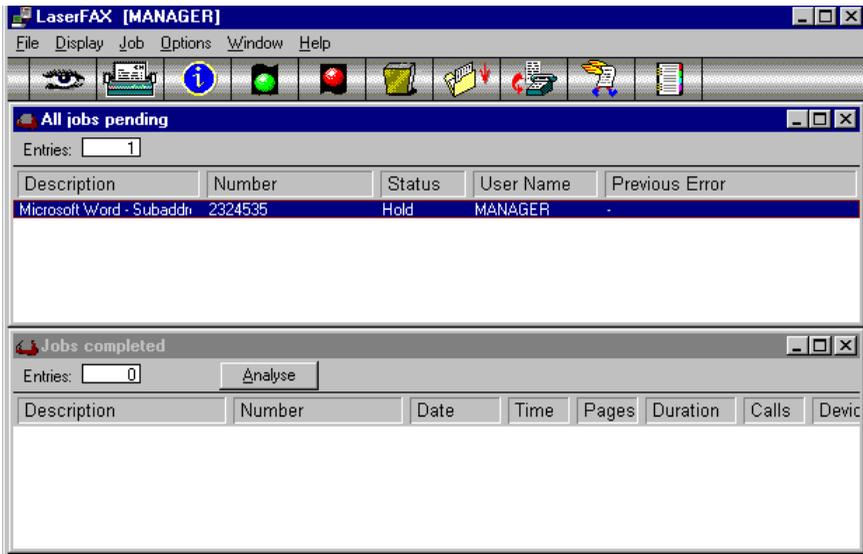
- 9 (Optional) You may add a Cover Sheet as the first page of your fax by either typing the file name for the cover sheet in the **Cover sheet:** field, or by clicking the cover sheet button and selecting from the list of cover sheet files displayed. The first time you use this feature you may be asked to enter other information required to complete the cover sheet - for example the **From** field. Perform the following steps to enter information on the Cover sheet:



Note: If a new cover sheet is selected, the dialog will expand to include areas for you to enter the name of the recipient, the subject of the fax, and a short message.

- a) If prompted select **Yes** to define the cover sheet fields.
 - b) Double click each user defined field name and type the desired information in the field.
 - c) Click **OK**. If the “Save settings on exit” option is selected LaserFAX Lite will remember these settings and not ask you for them next time the cover sheet is used. To change the settings use the **Options, Cover sheets...** menu.
- 10 (Optional) To hold the fax to be sent at a later time, select the **Hold** checkbox.
- 11 (Optional) If a printed copy of the fax is desired when the document is faxed, select the **Print** checkbox.
- 12 (Optional) Select other features available under the **Advanced>>** button selection. For more information on this features see *Fax Conversion Dialog Advanced Features* on page 3-43.

- 13 To fax the document, click the **OK** button. This will result in the job being displayed in the **All jobs pending** list in the LaserFAX application:



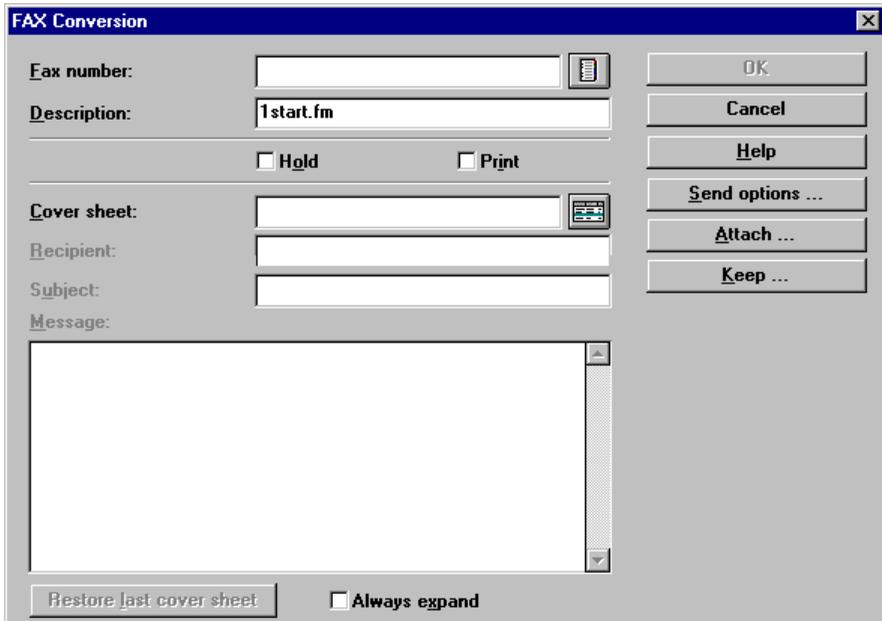
- 14 The fax job will appear in this list until it is transmitted using the features of the LaserFAX application. At that time, it will be displayed in the **Jobs completed** list.



Note: The features of the LaserFAX application are briefly described under *LaserFAX Application Features* on page 3-49. For more detailed information on the features of the LaserFAX application, refer to the on-line help system in the LaserFAX application.

Fax Conversion Dialog Advanced Features

When the Fax Conversion dialog is displayed, there is an **Advanced>>** button that can be selected which makes available several other features for the fax job. When the **Advanced>>** button is selected the dialog below is displayed:



The screenshot shows the 'FAX Conversion' dialog box with the following fields and controls:

- Fax number:** A text input field with a small icon to its right.
- Description:** A text input field containing the text '1start.fm'.
- Hold:** A checkbox.
- Print:** A checkbox.
- Cover sheet:** A text input field with a small icon to its right.
- Recipient:** A text input field.
- Subject:** A text input field.
- Message:** A large text area with a vertical scrollbar.
- Buttons:** A vertical stack of buttons on the right side: 'OK', 'Cancel', 'Help', 'Send options ...', 'Attach ...', and 'Keep ...'.
- Bottom controls:** A 'Restore last cover sheet' button and an 'Always expand' checkbox.

Note that the Fax Conversion screen now contains additional fields for the **cover sheet**, and three new buttons; **Send options**, **Attach...** and **Kee...**.

Cover Sheet Options

The cover sheet options on this page can be used to select an existing cover sheet, or create a new sheet.

Cover Sheet

In this location, you can select a previously created and saved cover sheet.

Recipient

In this field the recipient of the fax is entered.

Subject

The subject of the fax is entered here.

Message

The message to be conveyed on the cover sheet is entered here.

Restore last cover sheet

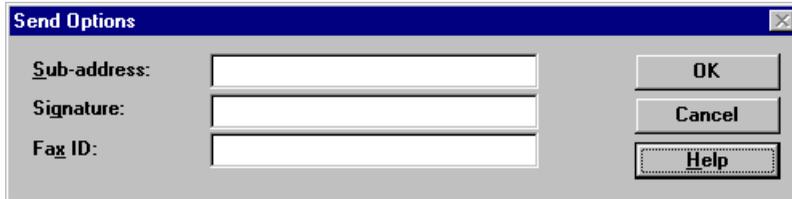
When selected, this feature will restore the last cover sheet for the fax job.

Always Expand

When this feature is selected, the expanded cover sheet dialog seen in the diagram above is displayed by default when the Fax Conversion dialog is displayed.

The Send Options Button

Selecting the **Send options** button will cause the following dialog to be displayed:

A screenshot of a Windows-style dialog box titled "Send Options". The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains three text input fields on the left, each with a label: "Sub-address:", "Signature:", and "Fax ID:". To the right of these fields are three buttons: "OK", "Cancel", and "Help". The "Help" button is enclosed in a dashed rectangular border.

Sub Address

A subaddress may be up to 20 digits long and is sometimes used to automatically route the outgoing fax to a specific fax machine.

Signature

A signature may be up to 20 digits long and may be sent and received with the fax. It is the ITU PWD T30 frame. Note that it is not possible to transmit a signature if you also wish to perform a turnaround poll in the same transmission.

Fax ID

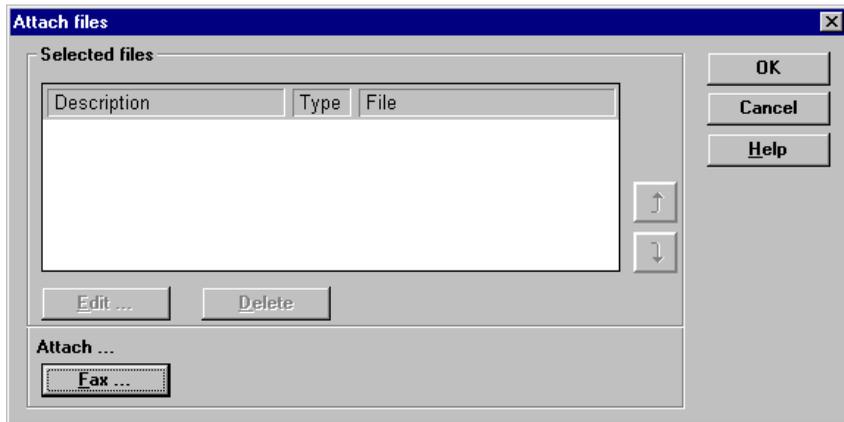
This is the identification you send to the remote fax system. If you do not enter a value here, the default ID will be the fax number you entered when installing LaserFAX. For additional information, see *Registration Details* in the LaserFAX Configuration program.

The Attach Button

The Attach button is used to attach documents to the current fax job by referencing the file name of the fax document.

Using the features available under the **Attach...** button, documents that are already prepared as faxes can be attached to the current job.

When the **Attach...** button is selected the following dialog is displayed:



The features of this dialog are as follows:

- The **Fax** button displays the list of fax files to choose from.
- The arrow keys are used to change the order of the attachments.
- The **Edit** button is used to change the displayed path to the attached file.
- The **Delete** button is used to delete the attachment. This does not delete the file from the workstation.

To use the **Attach...** feature:

- 1 Click on the **Fax** button.
- 2 Select the file you want to attach and click on **OK**. You can select several faxes at once by holding down the **CTRL** key and clicking on the faxes that you wish to attach.
- 3 When all files are attached to the fax job, select **OK** to fax the job and its attachments.

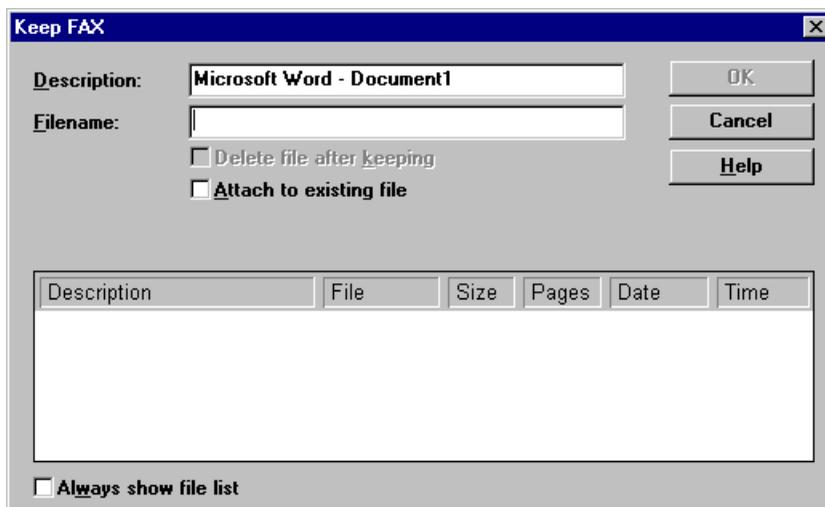


Note: For more information on the **Attach...** feature, refer to on-line help within the LaserFAX Lite 3.5 application.

The Keep Button

The **Keep...** button will allow you to keep a copy of the fax on the workstation hard disk.

When the **Keep...** button is pressed, the following dialog is displayed:



To use the features of this dialog, perform the following steps:

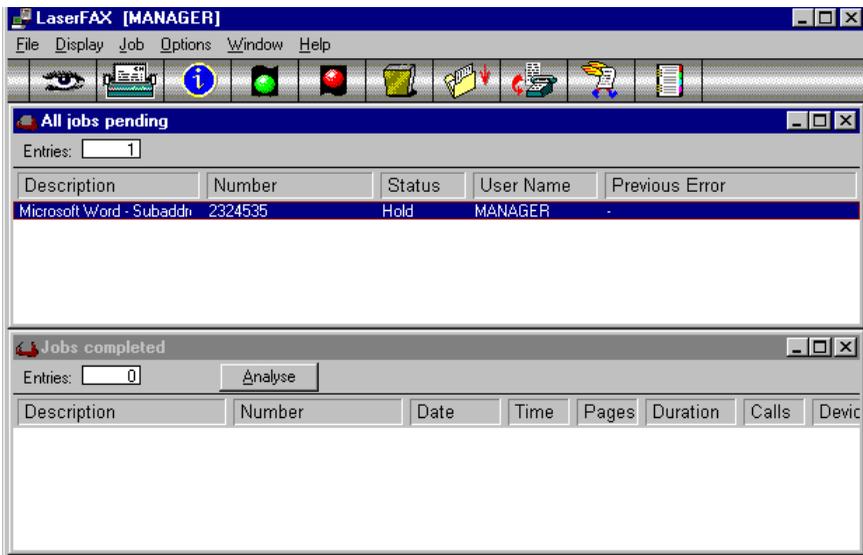
- 1 The name of the file and the application in which it was generated are displayed in the **Description:** field. Edit the description and enter a filename. The default file type will be .FAX.
- 2 (Optional) Select **Delete file after keeping** if you want to keep a copy of the transmitted fax.

- 3 (Optional) Select **Attach to existing file** to attach the fax to the end of an existing fax document.
- 4 (Optional) Click on the **Always show file list** if you would like this list displayed whenever you use the **Files** button in the LaserFAX application.
- 5 After making settings on this dialog, select **OK** to return to the **Advanced>>** dialog.

LaserFAX Application Features

In this section, the features of the LaserFAX application are briefly described. For additional information on the functions and features of the LaserFAX application, refer to the on-line help system for the LaserFAX application.

The LaserFAX application is displayed when a fax is sent from the WorkCentre 385. The following window is displayed:

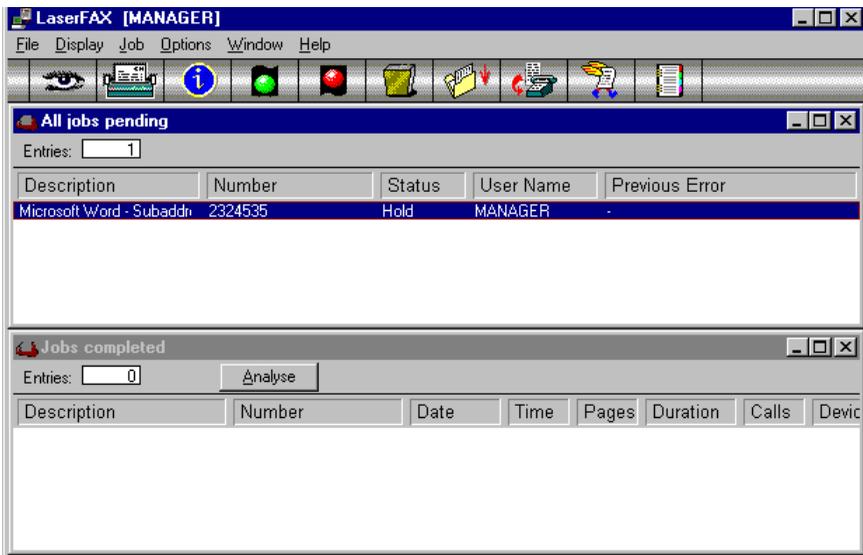


- 3 (Optional) Select **Attach to existing file** to attach the fax to the end of an existing fax document.
- 4 (Optional) Click on the **Always show file list** if you would like this list displayed whenever you use the **Files** button in the LaserFAX application.
- 5 After making settings on this dialog, select **OK** to return to the **Advanced>>** dialog.

LaserFAX Application Features

In this section, the features of the LaserFAX application are briefly described. For additional information on the functions and features of the LaserFAX application, refer to the on-line help system for the LaserFAX application.

The LaserFAX application is displayed when a fax is sent from the WorkCentre 385. The following window is displayed:



LaserFAX Application Toolbar Features

The features of the LaserFAX Toolbar are as follows:

The Viewer Button



This will load the LaserFAX Viewer to display the fax file currently selected in the All Jobs pending, Received faxes or Fax files list.

The Print Button



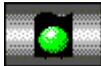
This will print the current fax or list. Use Printer setup from the File menu to select the default printer (or fax machine) to be used.

The Information Button



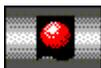
This will show more details of a job in the All Jobs pending, Jobs completed, Fax files, etc lists. You can also use this button to see information about users or devices. From the details screen displayed on your screen, you will be able to edit information about the entry you have selected.

The Go Button



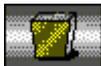
This will release the selected fax from hold or failed status. If a job is shown as pending, a retry may be scheduled. Clicking on the green traffic light will cause the LaserFAX application to try sending again without waiting for the retry interval.

The Stop/Hold Button



This will stop the current job in progress or place a pending job into Hold status. A held job can be released with the Go button.

The Waste Button



This will delete an entry from a list. In the case of the lists of completed transmissions or receptions, it will provide the option to archive the lists to a file before deleting them.

The Keep Button



This will keep a permanent copy of a fax file. The kept file may then be sent on its own, included as an image within another fax, or appended to another fax.

The Route Button

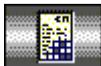


This button is used to pass an incoming fax on to one or more LaserFAX users on a network.



Note: See Route fax in the On-line Help for more details.

The Scan Button



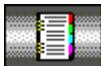
If you are using an external fax machine with LaserFAX you can use this to scan documents into your PC.

The QuickFax Button



This allows you to send a fax without using any other program. See the QuickFAX screen and on-line Help for more details.

The Phonebook Button



This will display the phonebook so that you can select a number from it.

The LaserFAX Phonebook

The LaserFax application has a phonebook that can be used to enter up to 20 entries. These entries can then be selected from the phonebook, or can be specified by using a key name. For frequently used numbers, this feature saves time and effort.

In the LaserFAX application, select the **Display, Phonebook** menu item or click on the Phonebook icon in the toolbar to view your entries.

Adding Entries to the Phonebook

Display the phonebook and click on the **Add** button or press the INS (Insert) key on your keyboard to add a new entry. You must specify a unique key name which can then be typed for LaserFAX to look up the fax number in your phonebook. The phonebook provides the ability to add a description and a fax number for each entry as well as a telephone number and comments.

Any entry in the phonebook can be edited by double clicking it.

Troubleshooting LaserFAX

When LaserFAX does not activate, ensure that:

- The WorkCentre 385 is connected and plugged in.
- The parallel interface cable is properly connected and is not longer than 2 metre.
- No error message is displayed on the WorkCentre 385. If an error message is displayed, check the Troubleshooting section of this manual to diagnose the problem.

Chapter 4 Receiving a Fax

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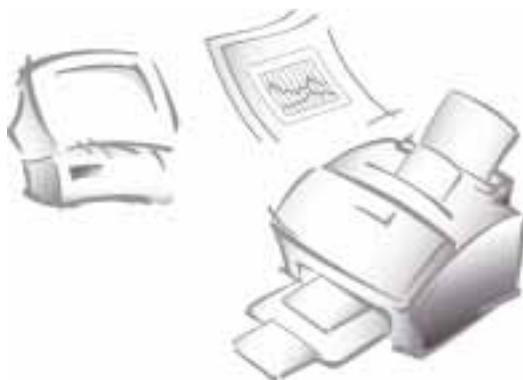
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Troubleshooting LaserFAX [4-15](#)



Receiving a Fax

Options for Receiving a Fax Using the WorkCentre 385

Using the WorkCentre 385, you can receive a fax in one of two ways:

- By allowing the WorkCentre 385 to answer, receive, and print all incoming faxes. This process normally involves printing of the incoming fax. When incoming faxes are received in this manner, there is no electronic storage of the fax in memory. When used in this manner, the WorkCentre 385 is receiving faxes as a Stand Alone fax machine. There are four distinct ways to configure the WorkCentre 385 as a Stand Alone fax machine.

For information and instructions for operation as a Stand Alone fax machine, refer to *Reception Modes* on page 4-2.

- By receiving faxes directly to your computer workstation using LaserFAX software. This is called PC Fax Reception.

For information and instructions for PC Fax Reception, refer to *PC Fax Reception* on page 4-12.

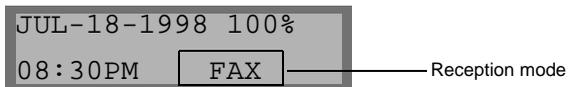
Reception Modes

When used as a Stand Alone fax machine, your multi-function machine has four reception modes as described below:

- **FAX** The machine answers an incoming call and immediately goes into fax receive mode.
- **TEL/FAX** The machine answers the incoming call. If a fax signal is not detected, the WorkCentre 385 sounds a ringing tone to indicate a voice phone call. If the external phone is not lifted while the ringing tone is sounding, the machine will switch to automatic fax reception mode.
- **ANS/FAX** To use the ANS/FAX mode, you have to attach an answering machine to the EXT. LINE socket on your fax machine. If the WorkCentre 385 senses a fax tone, it automatically switches to fax reception mode. However, if a fax is not sensed, the WorkCentre 385 routes the call to the answering machine, and the caller can leave a message.
- **TEL** In TEL mode, automatic fax reception is turned off. You can receive a fax only by manually picking up the external phone to accept the call and pressing **Start** to receive the fax.

Determining the Reception Mode

The current reception mode is displayed in the bottom line of the LCD display window.



If you seldom use the fax line for phone conversations, set the WorkCentre 385 to either FAX mode or TEL/FAX mode. In these modes, the WorkCentre 385 answers incoming calls and receives faxes automatically.

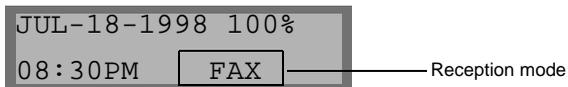
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- **ANS/FAX** To use the ANS/FAX mode, you have to attach an answering machine to the EXT. LINE socket on your fax machine. If the WorkCentre 385 senses a fax tone, it automatically switches to fax reception mode. However, if a fax is not sensed, the WorkCentre 385 routes the call to the answering machine, and the caller can leave a message.
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Determining the Reception Mode

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If you seldom use the fax line for phone conversations, set the WorkCentre 385 to either FAX mode or TEL/FAX mode. In these modes, the WorkCentre 385 answers incoming calls and receives faxes automatically.



Note: During PC file printing, an incoming fax will be received and stored in memory. The memory is also used for PC file printing. If you are printing a large PC file, it is recommended that you stop PC file printing while receiving a fax. This will maximize memory space for the incoming fax.

Receiving Automatically in FAX Mode

- 1 Press the **Receive** button until the display indicates FAX.
- 2 When a fax call comes in, the machine answers on the second ring and receives it automatically.



Note: To change the number of rings before the machine answers an incoming call, see *Selectable Options* on page 1-48.

To adjust ringer volume, press the **Menu** button and the **System Setup** button on the One-Touch keypad. Ringer volume is the first item displayed. Use the **Up** or **Down** button to set the desired loudness.

Receiving Automatically in TEL/FAX Mode

If you have an ordinary phone connected to the EXT. LINE jack on the back of the machine, you can select TEL/FAX mode to receive fax transmissions and answer voice calls.

- 1 Press the **Receive** button until the display indicates TEL/FAX.
- 2 When a call comes in, the machine answers on the second ring. If a fax tone is sensed, the machine receives the fax automatically.



Note: To change the number of rings before the machine answers an incoming call, see *Selectable Options* on page 1-48.

To adjust ringer volume, press the **Menu** button and **System Setup** on the



Note: During PC file printing, an incoming fax will be received and stored in memory. The memory is also used for PC file printing. If you are printing a large PC file, it is recommended that you stop PC file printing while receiving a fax. This will maximize memory space for the incoming fax.

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- 1 Press the **Receive** button until the display indicates TEL/FAX.
- 2 When a call comes in, the machine answers on the second ring. If a fax tone is sensed, the machine receives the fax automatically.



Note: To change the number of rings before the machine answers an incoming call, see *Selectable Options* on page 1-48.

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Receiving Automatically in TEL/FAX Mode

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



Note: To change the number of rings before the machine answers an incoming call, see *Selectable Options* on page 1-48.

To adjust ringer volume, press the **Menu** button and **System Setup** on the

One-Touch keypad. Ringer volume is the first item displayed. Use the **Up** or **Down** button to set the desired loudness.

- 3 If a fax signal is not sensed when the machine answers the call, you will hear a second ringing tone indicating a voice phone call.
- 4 Lift the handset to answer the call. If the voice call is not answered within a specified time, the machine will switch to automatic fax reception mode.

Receiving Manually in TEL Mode

If you have an ordinary phone connected to the EXT. LINE jack on the back of the machine, you can answer voice phone calls and receive faxes manually.

One-Touch keypad. Ringer volume is the first item displayed. Use the **Up** or **Down** button to set the desired loudness.

- 3 If a fax signal is not sensed when the machine answers the call, you will hear a second ringing tone indicating a voice phone call.
- 4 Lift the handset to answer the call. If the voice call is not answered within a specified time, the machine will switch to automatic fax reception mode.

Receiving Manually in TEL Mode

If you have an ordinary phone connected to the EXT. LINE jack on the back of the machine, you can answer voice phone calls and receive faxes manually.

- 1 Press the **Receive** button until the display indicates TEL.
- 2 Answer an incoming call by picking up the receiver.
- 3 If you hear a fax tone, or if the person calling asks you to receive a fax, press the **Start** button on the machine.

If the machine is equipped with an extension phone, you may also press the characters * 9 * (star-nine-star) on the extension telephone to initiate reception.



Note: The characters * 9 * (star-nine-star) are preset at the factory as the default remote receive start code for machines with extension phones. The asterisks in the code are fixed characters, but the number can be changed. For more information, see *Selectable Options* on page 1-48.

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

Receiving Automatically in ANS/FAX Mode

To use this mode, you must attach an answering machine to the EXT. LINE jack on the back of your machine.

- 1 Press the **Receive** button until the display indicates ANS/FAX. Any incoming voice calls will be answered by the answering machine. The caller can then leave a message on the answering machine.
- 2 If a fax tone is detected on the line, the fax receive mode is automatically activated.

- 1 Press the **Receive** button until the display indicates TEL.
- 2 Answer an incoming call by picking up the receiver.
- 3 If you hear a fax tone, or if the person calling asks you to receive a fax, press the **Start** button on the machine.

If the machine is equipped with an extension phone, you may also press the characters * 9 * (star-nine-star) on the extension telephone to initiate reception.



Note: The characters * 9 * (star-nine-star) are preset at the factory as the default remote receive start code for machines with extension phones. The asterisks in the code are fixed characters, but the number can be changed. For more information, see *Selectable Options* on page 1-48.

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

Receiving Automatically in ANS/FAX Mode

To use this mode, you must attach an answering machine to the EXT. LINE jack on the back of your machine.

- 1 Press the **Receive** button until the display indicates ANS/FAX. Any incoming voice calls will be answered by the answering machine. The caller can then leave a message on the answering machine.
- 2 If a fax tone is detected on the line, the fax receive mode is automatically activated.



Note: If you set your machine to ANS/FAX mode and your answering machine is switched off, or no answering machine is connected to the Xerox WorkCentre 385, the machine will automatically go into fax receive mode after six rings.

If your answering machine has a user-selectable ring counter, set it to answer incoming calls after one ring.

If the machine is in TEL mode, and an answering machine is connected to the machine, turn off the answering machine. This will prevent the answering machine's outgoing message from interrupting your phone conversation.

Receiving a Fax When the Machine is Out of Paper

Incoming fax transmissions are automatically stored in memory under the following conditions:

- The WorkCentre 385 is out of paper
- A paper jam occurs
- A document is copying
- A list is printing



Note: If you set your machine to ANS/FAX mode and your answering machine is switched off, or no answering machine is connected to the Xerox WorkCentre 385, the machine will automatically go into fax receive mode after six rings.

If your answering machine has a user-selectable ring counter, set it to answer incoming calls after one ring.

If the machine is in TEL mode, and an answering machine is connected to the machine, turn off the answering machine. This will prevent the answering machine's outgoing message from interrupting your phone conversation.

Receiving a Fax When the Machine is Out of Paper

Incoming fax transmissions are automatically stored in memory under the following conditions:

- The WorkCentre 385 is out of paper
- A paper jam occurs
- A document is copying
- A list is printing

After receiving documents, the machine displays MEMORY RECEIVED and the cause. For example, NO PAPER.

When the condition is cleared, for example by loading new paper or clearing a jam, the machine will automatically print the fax stored in memory.

If you clear the problem while the machine is receiving documents into memory, it will print the stored document immediately upon clearing the problem.

Receiving a Fax Printed Too Light to Read

If the toner level in the Laser Printer Cartridge is low or empty, you may receive a fax which is printed too light to read. Fortunately, the machine stores the last 10 pages of received fax data, continuously updating the pages whenever a fax is received. This feature is always enabled to prevent loss of fax data due to low or empty toner. Follow the procedures below to print the Last Fax Data or to erase Last Fax Data from memory.

Printing Last Fax Data:

- 1 Press the **Menu button**, then press the **System Setup button** on the One-Touch keypad.
The display shows RINGER VOLUME ?.
- 2 Press the **Up** or **Down** button until the display shows LAST FAX DATA REPRINT ?.
- 3 Press **Enter**.
- 4 The LED display screen shown below appears.



LAST FAX DATA
1 : PRINT 2 : CLEAR

After receiving documents, the machine displays MEMORY RECEIVED and the cause. For example, NO PAPER.

When the condition is cleared, for example by loading new paper or clearing a jam, the machine will automatically print the fax stored in memory.

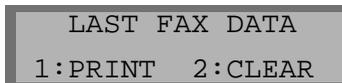
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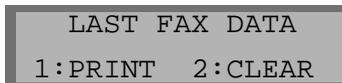
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The display shows RINGER VOLUME ?.
- 2 Press the **Up** or **Down** button until the display shows LAST FAX DATA REPRINT ?.
- 3 Press **Enter**.
- 4 The LED display screen shown below appears.



LAST FAX DATA
1 : PRINT 2 : CLEAR

- 5 Press **1: PRINT** to print the last 10 pages of received fax data.
Full memory is available until a new fax is received.

Erasing Last Fax Data From Memory

- 1 Press the **Menu** button, then press the **System Setup** button on the One-Touch keypad.
The display shows RINGER VOLUME?.
- 2 Press the **Up** or **Down** button until you find LAST FAX DATA REPRINT?.
- 3 Press **Enter**.

The LCD display screen shown below appears.



- 4 Press **2: CLEAR** to erase the Last Fax Data from memory.

Distinctive Ring Pattern Detection (DRPD)

Distinctive Ring is a telephone company service which enables the use of a single telephone line to answer several different telephone numbers. The number used to call a phone with this feature is identified by a distinctive ringing pattern consisting of various combinations of long and short ringing tones.

This feature is often used by answering services that answer telephones for many different clients and need to know which number is being called by the ringing pattern of the phone.

- 5 Press **1: PRINT** to print the last 10 pages of received fax data.
Full memory is available until a new fax is received.

Erasing Last Fax Data From Memory

- 1 Press the **Menu** button, then press the **System Setup** button on the One-Touch keypad.
The display shows RINGER VOLUME?.
- 2 Press the **Up** or **Down** button until you find LAST FAX DATA REPRINT?.
- 3 Press **Enter**.

The LCD display screen shown below appears.



- 4 Press **2: CLEAR** to erase the Last Fax Data from memory.

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This feature is often used by answering services that answer telephones for many different clients and need to know which number is being called by the ringing pattern of the phone.

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

Unless changed, this ringing pattern will continue to be recognized and answered as a fax call, and all other ringing patterns will be forwarded to the telephone or answering machine plugged into the EXT. LINE jack. You can easily suspend or change *Distinctive Ring Pattern Detection* at any time. See *Selectable Options* on page 1-48.

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

Polling

What is Polling?

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

Polling One or More Remote Machines (RX POLL)

You can set up the machine to automatically receive documents from unattended remote fax machines. The machine can be set up to receive the fax now, or at a later time. This feature permits unattended polling in off-peak hours when telephone rates are lower.



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

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Unless changed, this ringing pattern will continue to be recognized and answered as a fax call, and all other ringing patterns will be forwarded to the telephone or answering machine plugged into the EXT. LINE jack. You can easily suspend or change *Distinctive Ring Pattern Detection* at any time. See *Selectable Options* on page 1-48.

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

- 1 Press the **Menu** button.
- 2 Press the **Polling** button on the One-Touch keypad. The display shows the polling options:



```
1 . TX POLL
2 . DELAY RX POLL
```

- 3 Press **2: DELAY RX POLL**. The display asks you to enter the number of the remote fax machine.
- 4 Enter the telephone number of the remote machine. There are several methods available to do this:
 - Direct entry of the telephone number using the numeric keypad
 - One-Touch keypad dialing of stored telephone numbers (see *One-Touch Dialing* on page 3-15)
 - Speed Number dialing using the numeric keypad (see *Speed Dialing* on page 3-18)
- 5 Press **Enter**.
- 6 The display asks you to enter another fax number to receive documents from another location. If you want to receive documents from more than one location:
 - a) Press the **Enter** button and enter another fax number using the numeric keypad, a One-Touch button, or two digit Speed Dial number.

The number appears in the display. Repeat Steps 5 and 6 to receive document from other locations.

Or

- b) If you have entered the last fax number, press the **Stop** button.

- 7 The display asks you to enter a name for the job. To assign a name to the polling job, enter the name. If a name is not desired, skip this step.
- 8 Press the **Enter** button. The display asks you to enter a 4-digit poll code.
- 9 If the remote machine is secured with a poll code, you must enter the correct code, and press the **Enter** button.

Or

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

- 10 The display prompts for the time at which the machine will call and poll the remote machine. To call the remote machine immediately, skip over this step without entering a time for polling.

Or

If a specific time for polling is desired, enter the time. If you have configured your machine to use a 12-hour format, remember to specify A.M. or P.M.



Note: If you set a time earlier than the current time, your machine calls the number at that time on the following day.

- 11 Press the **Enter** button. If you did not enter a specific time for polling, the machine dials the remote machine immediately. If you entered a specific start time, the machine will call and poll the remote machine at that time.

PC Fax Reception

This section provides information and instructions for receiving faxes directly to a computer workstation connected to the WorkCentre 385. Using this method, a fax is received to the PC *without* printing it. This process is controlled by a PC Faxing application called *LaserFAX Lite Version 3.5*.

What is LaserFAX Lite?

LaserFAX Lite software is an application that is used to enable PC Faxing using the WorkCentre 385. If selected during the installation of the other software components for the WorkCentre 385, the LaserFAX Lite application is installed automatically.

LaserFAX Installation

To install LaserFAX Lite, no additional special hardware is required. Simply ensure that the WorkCentre 385 is connected to the computer workstation using the supplied IEEE 1284 parallel cable, and a phone line has also been connected to the Tel Line input on the back of the WorkCentre 385.

The system requirements and procedures for installing LaserFAX Lite software are contained in *Chapter 1 - Getting Started*. Refer to this chapter if LaserFAX Lite is not already installed on your computer workstation.

Receiving Faxes With LaserFAX

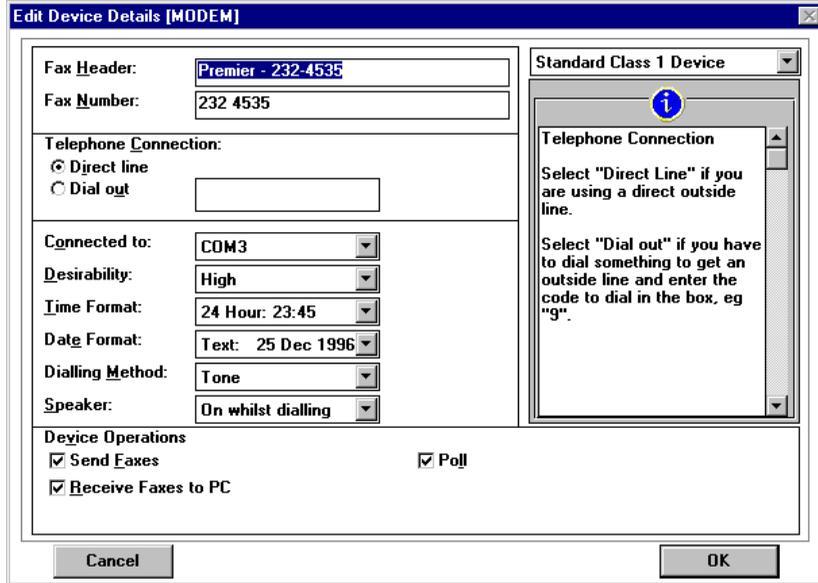
LaserFAX Lite can be configured to receive faxes directly to a computer workstation, rather than having them print on the WorkCentre 385.

To do this, perform the following steps:

- 1 In the LaserFAX program group, select LaserFAX Config. The dialog shown below will be displayed:



- 2 On this dialog, select the **Edit Device** button. This will cause the **Edit Device Details** dialog to be displayed. An example of this dialog is shown on the next page.



- 3 On this dialog, select the **Receive Faxes to PC** checkbox.
- 4 Select **OK**.

When a fax is received, an entry for the received fax will be displayed in the **Received faxes** list. Double click on the entry to view it. You can then decide whether to keep it, delete it, print it, or send it to another recipient.

For a brief overview of LaserFAX application features, refer to *LaserFAX Application Features* on page 3-49.



Note: If the WorkCentre 385 is not connected to the PC, or LaserFAX is not running, or the **Receive to PC** option is not selected, faxes will be printed on the WorkCentre 385.



Note: When LaserFAX Lite is running it is not possible to print or scan using the WorkCentre 385 if **Receive faxes to PC** is selected.

If **Receive Fax to PC** is selected, to allow printing or scanning on the WorkCentre 385 you must shutdown LaserFAX Lite, or temporarily disable **Receive Faxes to the PC** by performing the following steps:

- 1 Select the **Display, Device information** menu.
- 2 Double click WC385 and de-select the **Receive faxes to PC** option.
- 3 Click **OK**.
- 4 Repeat this process to re-enable **Receive Faxes to the PC** later.

Troubleshooting LaserFAX

When LaserFAX does not activate, ensure that:

- The WorkCentre 385 is connected and plugged in.
- The parallel interface cable is properly connected and is not longer than 6 feet.
- No error message is displayed on the WorkCentre 385. If an error message is displayed, check the Troubleshooting section of this manual to diagnose the problem.



Note: When LaserFAX Lite is running it is not possible to print or scan using the WorkCentre 385 if **Receive faxes to PC** is selected.

If **Receive Fax to PC** is selected, to allow printing or scanning on the WorkCentre 385 you must shutdown LaserFAX Lite, or temporarily disable **Receive Faxes to the PC** by performing the following steps:

- 1 Select the **Display, Device information** menu.
- 2 Double click WC385 and de-select the **Receive faxes to PC** option.
- 3 Click **OK**.
- 4 Repeat this process to re-enable **Receive Faxes to the PC** later.

Troubleshooting LaserFAX

When LaserFAX does not activate, ensure that:

- The WorkCentre 385 is connected and plugged in.
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Chapter 5 Printing

Printing a Document [5-1](#)

Printer Settings [5-2](#)

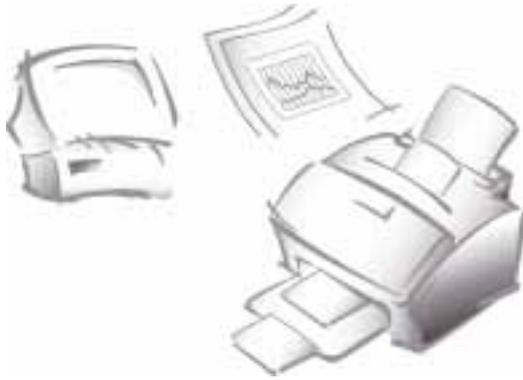
 Accessing and Changing Printer Settings [5-3](#)

 In Windows 3.x [5-3](#)

 In Windows 95/98 [5-8](#)

 In Windows NT 4.0 [5-13](#)

Chapter 5



Printing

Printing a Document

This procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to your software application documentation for the exact printing procedure.

- 1 Make sure that your machine is properly connected to the computer, and the On/Off Line LED indicator is lit (if it is not, press the **On/Off Line** button).
- 2 Verify that you have installed the print driver software for your machine. See *Installing Software* on page 1-24.
- 3 Create or open the document that you want to print.
- 4 Choose **Print** or **Print Setup** from the **File** menu. Make sure the Xerox WorkCentre 385 is selected as your default printer.

- 5 Click on the **Properties** or **Setup** button if you want to make any adjustments that are appropriate for printing your document. (See *Printer Settings* on page 5-2.)
- 6 Click on **OK** to close the **Properties** dialog box.
- 7 After making any necessary changes to the printing parameters, click on **OK** to start the print job.
- 8 If necessary, press the **Print Priority** button on the control panel of your Xerox WorkCentre 385 to assign first priority to the PC print job when the machine receives a fax.

Printer Settings

You can use your machine with all your Windows 3.x, Windows 95/98, or Windows NT applications. Be sure to set the Xerox WorkCentre 385 as the default printer for all your Windows operations.

Most Windows software applications allow you to make changes to the printer settings. This includes settings that determine how a print job looks, such as page size, paper orientation, and margins. Settings made in the application to create the document will usually override settings made in the printer driver.

The Xerox WorkCentre 385 printer driver includes the Printer Settings parameters described in the following section.

- 5 Click on the **Properties** or **Setup** button if you want to make any adjustments that are appropriate for printing your document. (See *Printer Settings* on page 5-2.)
- 6 Click on **OK** to close the **Properties** dialog box.
- 7 After making any necessary changes to the printing parameters, click on **OK** to start the print job.
- 8 If necessary, press the **Print Priority** button on the control panel of your Xerox WorkCentre 385 to assign first priority to the PC print job when the machine receives a fax.

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The Xerox WorkCentre 385 printer driver includes the Printer Settings parameters described in the following section.

Accessing and Changing Printer Settings

In Windows 3.x

You can access printer settings by using any of these methods:

- Open the **Main** Program Group from the Program Manager Window. Open the **Control Panel** Program Group. Open the **Printers** icon. Access the printing options from the **Printers** dialog box.

Or

- Select the **Print Setup...** option available from the **File** menu of most applications that run in Windows.

Or

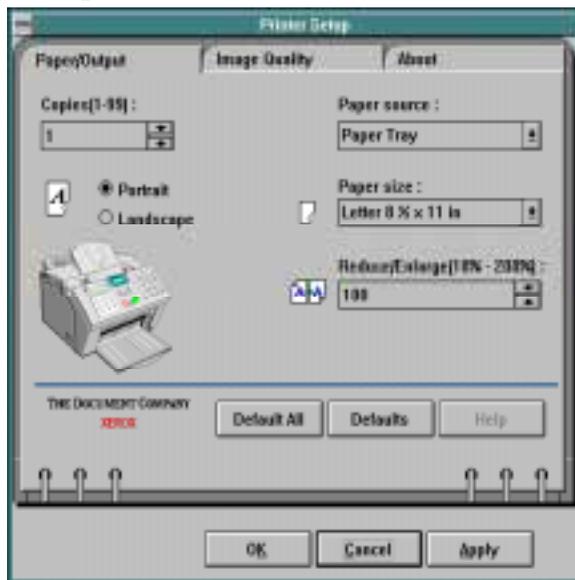
- Select the **Print...** option available from the **File** menu of most applications that run in Windows, then select **Printer** in the **Print** dialog window, then select **Options**.

From the **Printer Setup** window, you can review and change whatever settings are needed for your print job. The **Printer Setup** window consists of three tabs:

- Paper/Output Tab - for paper sources and sizes, number of copies, etc.
- Image Quality Tab - for image quality
- About Tab - for product identification and information

Paper/Output Tab

The Paper Output tab is shown below.



Copies

Click in the **Copies** box to enter a value (1 to 99), or click on one of the arrows to raise or lower the value in the **Copies** box.

Paper Source

Click on the down arrow to display the two **Paper Source** options, then click on the *Paper tray* or *Manual feed* option.

Portrait/Landscape

Click on one of the two radio buttons to select either **Portrait** or **Landscape** orientation for your print job.

Paper Size

Click on the **Down** arrow to display the **Paper Size** options, then click on the desired paper size:

Letter 8.5 x 11 in.	Folio 8.5 x 13 in.
Legal 8.5 x 14 in.	B5 182 x 257 mm.
Executive 7.25 x 10.5 in.	10 4.125 x 9.5 in.
A4 210 x 297 mm.	DL 110 x 220 mm.
A5 148 x 210 mm.	

Reduce/Enlarge

Click in the **Reduce/Enlarge** box to enter a percent value (10 to 200), or click on one of the arrows to raise or lower the value in the **Reduce/Enlarge** box.

Other Controls

Each tab menu contains a row of buttons at the bottom of the window. These buttons are used as follows:

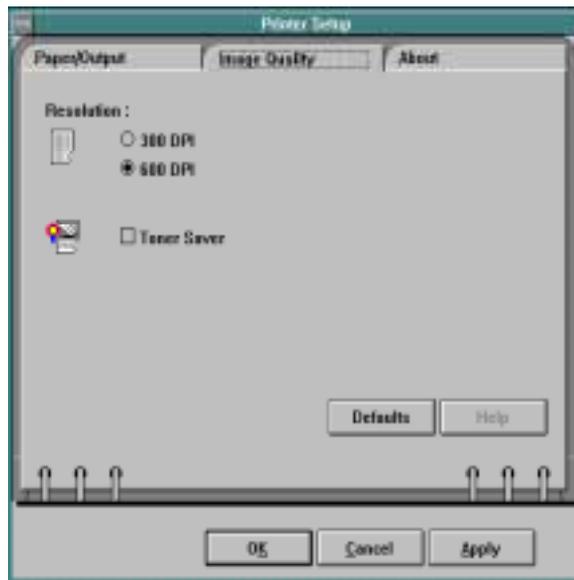
- **Default All:** Click on this button to change all printer settings to their default values.
- **Defaults:** Click on this button to change the currently selected printer settings to its default value.
- **Help:** Click on this button to display an on-line Help screen that provides more information about the printer settings.

In addition, the Printer Setup Window contains a row of three buttons at the bottom of the window. These buttons are used as follows:

- **OK:** Click on this button to apply changes, and return to the Print dialog window.
- **Cancel:** Click on this button to immediately terminate the Printer Settings Tab Menu, and return to the Print dialog window. Any parameter changes that have not been *applied* are ignored.
- **Apply:** Click on this button to immediately apply any changes so they will not be ignored.

Image Quality Tab

The Image Quality tab is shown below:



Resolution

Click on one of the two radio buttons to select either **300 dpi** or **600 dpi** print resolution for your print job.

Toner Saver

Click on the check box to save toner when you are printing. This results in a lighter printed image. To disable this option, click on the check box again.

About Tab

This tab shows product version information.

In Windows 95/98

You can access printer settings by using any of these methods:

- Select the **Print** or **Print Setup** command from within any Windows application. This method will provide access to the Paper/Output, Image Quality and About tabs only.

Or

- Select the printer from the **Printers** folder, and then select the **Properties** command from the **File** menu. This method will provide access to the General and Details tabs, as well as the Paper/Output, Image Quality and About tabs only.

Or

- Select the printer from the **Printers** folder, click the right mouse button, and then select **Properties** from the drop-down list. This method will provide access to the General and Details tabs, as well as the Paper/Output, Image Quality and About tabs only.

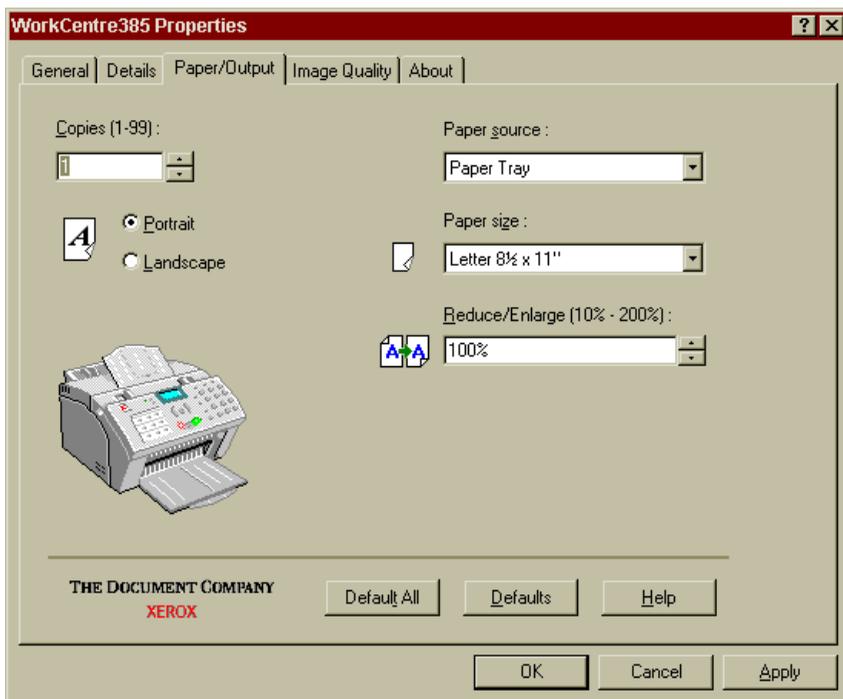
When you see the **Printer Properties** displayed, you can then review and change whatever settings are needed for your print job. If accessed through the **Printers** folder, the **Printer Properties** consists of five tabs:

- General Tab - for viewing and changing general Windows 95 printer information (see your Windows 95/98 User Guide for details).
- Details Tab - for viewing and changing port and timeout parameters (see your Windows 95/98 User Guide for details)
- Paper/Output Tab - for paper sources and sizes, number of copies, etc.
- Image Quality Tab - for image quality
- About Tab - for product identification and information

Paper Output Tab



Note: If this tab is accessed through the **Printers** folder, any changes made to settings will become the default settings for the printer. Settings made when the printer properties are accessed through an application **File** menu and **Print** or **Print Setup** will remain active until the application you are printing from is closed.



Copies

Click in the **Copies** box to enter a value (1 to 99), or click on one of the arrows to raise or lower the value in the **Copies** box.

Paper Source

Click on the **Down** arrow to display the two **Paper Source** options, then click on the *Paper tray* or *Manual feed* option.

Paper Size

Click on the **Down** arrow to display the **Paper Size** options, then click on the desired paper size:

Letter 8.5 x 11 in.	Folio 8.5 x 13 in.
Legal 8.5 x 14 in.	B5 182 x 257 mm.
Executive 7.25 x 10.5 in.	10 4.125 x 9.5 in.
A4 210 x 297 mm.	DL 110 x 220 mm.
A5 148 x 210 mm.	

Portrait/Landscape

Click on one of the two radio buttons to select either Portrait or Landscape orientation for your print job.

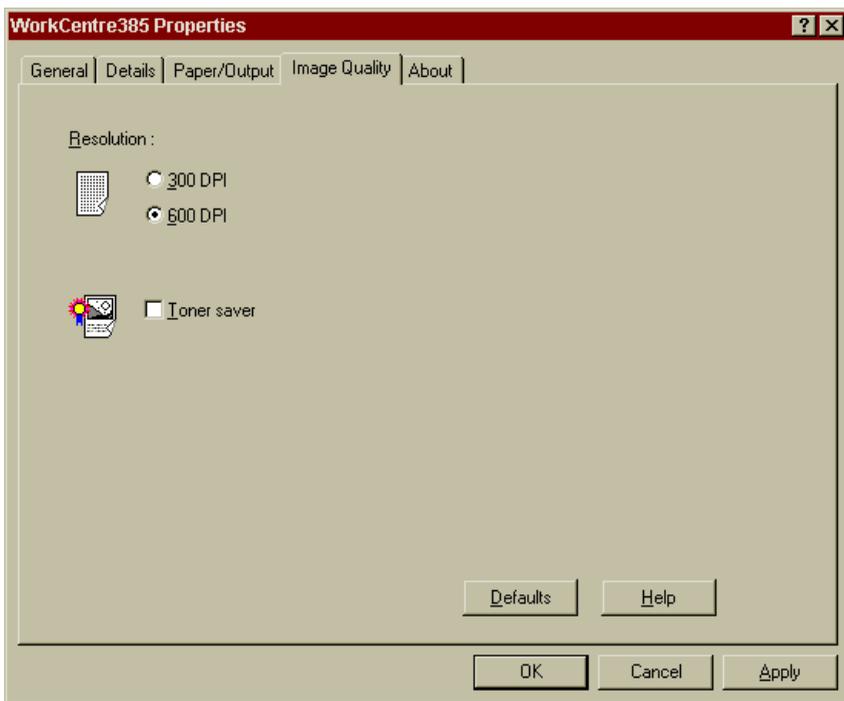
Reduce/Enlarge

Click in the **Reduce/Enlarge** box to enter a percent value (10 to 200), or click on one of the arrows to raise or lower the value in the **Reduce/Enlarge** box. A value of 100 will result in printing your job the same size as the original document.

Image Quality Tab



Note: If this tab is accessed through the **Printers** folder, any changes made to settings will become the default settings for the printer. Settings made when the printer properties are accessed through an application **File** menu and **Print** or **Print Setup** will remain active until the application you are printing from is closed.



Resolution

Click on one of the two radio buttons to select either **300 dpi** or **600 dpi** print resolution for your print job.

Toner Saver

Click on the check box to enable toner saving for your printer. This results in a lighter printed image. To disable this option, click on the check box again.

[About Tab](#)

This tab shows the software version information.

In Windows NT 4.0

You can access printer settings by using any of these methods:

- Select the **Print** or **Print Setup** command from within any Windows application. This method will provide access to the Paper/Output, Image Quality and About tabs only.

Or

- Select the printer from the **Printers** folder, and then select the **Properties** command from the **File** menu. This method will provide access to the General and Details tabs, as well as the Paper/Output, Image Quality and About tabs.

Or

- Select the printer from the **Printers** folder, click the right mouse button, and then select **Properties** from the drop-down list. This method will provide access to the General and Details tabs, as well as the Paper/Output, Image Quality and About tabs.

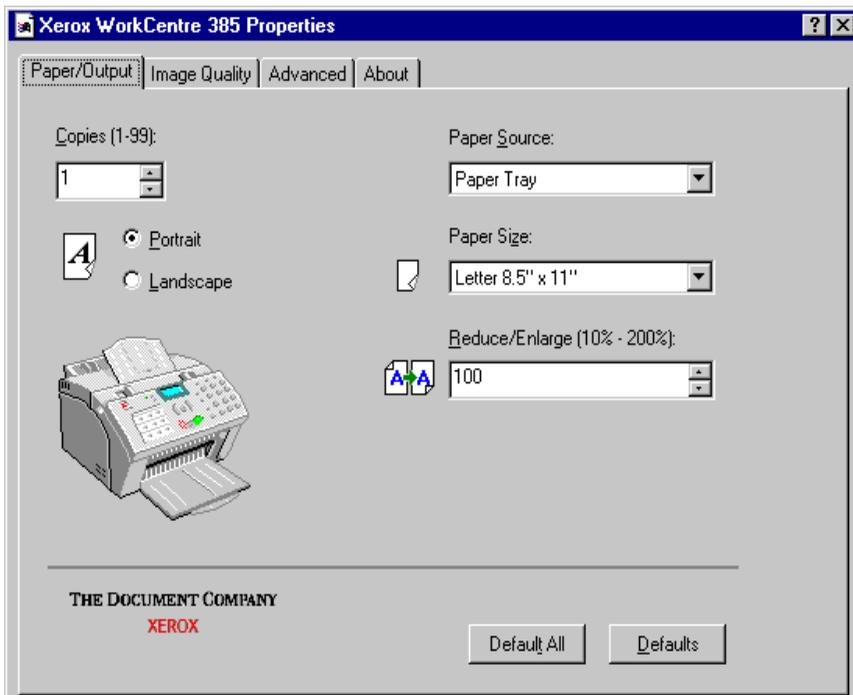
When you see the **Printer Properties** displayed, you can then review and change whatever settings are needed for your print job. If accessed through the **Printers** folder, the **Printer Properties** consists of four tabs:

- Paper/Output Tab - for paper sources and sizes, number of copies, etc.
- Image Quality Tab - for image quality
- Advanced Tab - for advanced printer settings
- About Tab - for product identification and information

Paper Output Tab



Note: If this tab is accessed through the **Printers** folder, any settings made will become the default settings for the printer. Settings made when the printer properties are accessed through an application **File** menu and **Print** or **Print Setup** will remain active until the application you are printing from is closed.



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Click on the **Down** arrow to display the two **Paper Source** options, then click on the *Paper tray* or *Manual feed* option.

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Click on the **Down** arrow to display the **Paper Size** options, then click on the desired paper size:

Letter 8.5 x 11 in.	Folio 8.5 x 13 in.
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Executive 7.25 x 10.5 in.	10 4.125 x 9.5 in.
A4 210 x 297 mm.	DL 110 x 220 mm.
A5 148 x 210 mm.	

Portrait/Landscape

Click on one of the two radio buttons to select either Portrait or Landscape orientation for your print job.

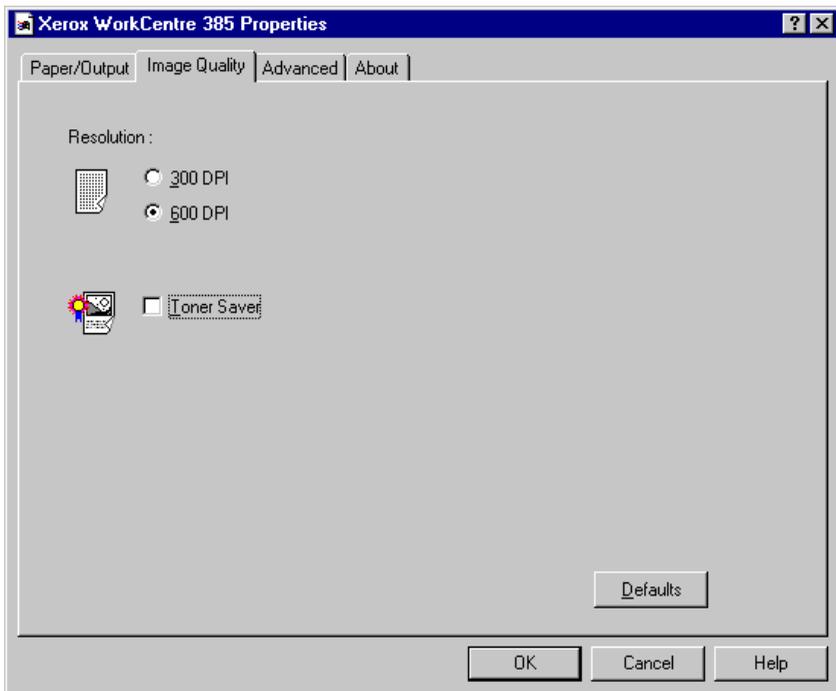
Reduce/Enlarge

Click in the **Reduce/Enlarge** box to enter a percent value (10 to 200), or click on one of the arrows to raise or lower the value in the **Reduce/Enlarge** box. A value of 100 will result in printing your job the same size as the original document.

Image Quality Tab



Note: If this tab is accessed through the **Printers** folder, any settings made will become the default settings for the printer. Settings made when the printer properties are accessed through an application **File** menu and **Print** or **Print Setup** will remain active until the application you are printing from is closed.



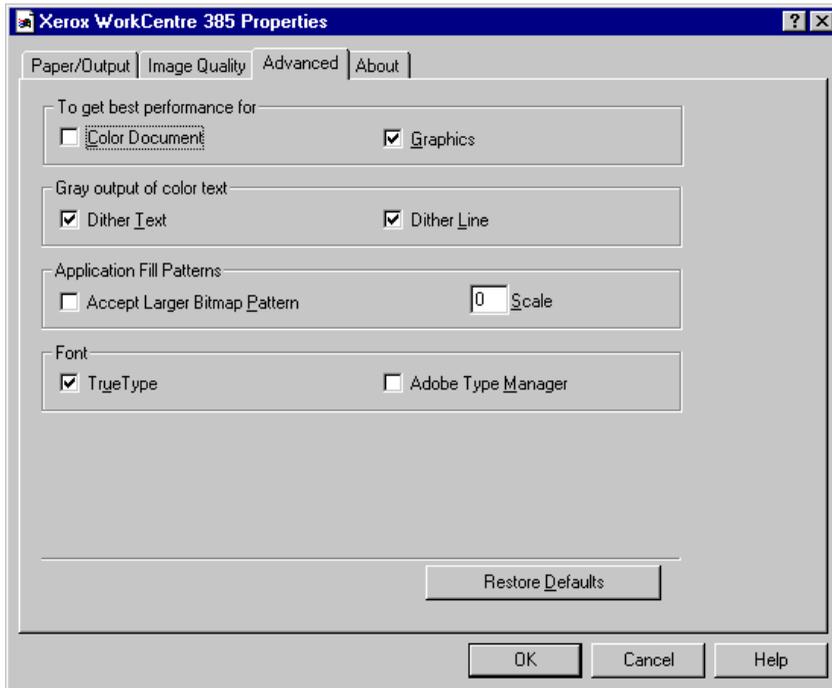
Resolution

Click on one of the two radio buttons to select either **300 dpi** or **600 dpi** print resolution for your print job.

Toner Saver

Click on the check box to enable toner saving for your printer. This results in a lighter printed image. To disable this option, click on the check box again.

Advanced Tab



Overview

The Advanced Tab provides options to accommodate software applications that interface with printer drivers in non-standard ways. Most users need never access these options. However, if a particular document is not printing satisfactorily, you can try altering these settings to improve the printed output.

To get best performance for

Color Document

Some applications do not recognize the capabilities of your printer to interpret color images as shades of gray. For these applications, the Color Document option exists. For example, this option should be checked when printing from Microsoft PowerPoint.

If correct gray tones are not being printed from an application, try changing this option. Click on the checkbox to enable the Color Document option.

Graphics

This selection enables special instruction codes developed by Micrografx. This set of codes can provide substantial performance gains when printing complex graphics from some software applications. For example, Lotus Freelance for Windows and most Micrografx software either requires or works better with this option checked.

In general, if performance when rendering complex graphics is either very slow, or yields unsatisfactory output, you should try changing this setting. Click on the checkbox to enable the Graphics option.

Gray output of color text

Dither Text

The WorkCentre 385 relies on dithering to achieve shades of gray. With the Dither Text option checked (the default), the WorkCentre 385 provides accurate grays even if it has to dither them.

However, small dithered text is difficult to read. With the Dither Text option not checked, your printer maps text and lines to the nearest gray. For black & white output, the grays that are darker than about 50% map to black; while lighter grays map to white. For color output, colors map to the nearest gray.

If you are getting poor results from small gray or colored text, try changing the setting of this option.

Dither Lines

The WorkCentre 385 relies on dithering to achieve shades of gray. With the Dither Lines option checked (the default), the WorkCentre 385 prints accurate grays even if it has to dither them.

However, fine dithered lines appear dashed instead of solid. With the Dither Lines option not checked, your printer maps text and lines to the nearest gray. For black & white output, the grays that are darker than about 50% map to black; while lighter grays map to white. For color output, colors map to the nearest gray.

If you are getting poor results from thin gray or colored lines, try changing the setting of this option.

Application Fill Patterns

Accept Larger Bitmap Pattern

When an application sends a bitmap fill pattern (also called a "pattern brush") to the printer, the standard size is 8 pixels x 8 pixels. Some applications are able to send larger patterns.

If Accept Larger Bitmap Pattern is checked, and bitmap fill patterns print incorrectly, for example too small or too dark, try changing the setting.

Scale

The WorkCentre 385 uses a process that automatically enlarges the bitmap fill patterns so that the output more closely matches the screen. For example, with the default, "automatic" setting of Scale: 0, patterns that come from a VGA system (96x96 logical pixels per inch) are enlarged three times to nearly match the 300x300 dpi output of a laser printer.

If you set Scale to 1, the printer will handle the brush patterns exactly as they come from the application -- no scaling. You can also force the printer to scale by 2, 3, 4, or more times by entering larger numbers.

If the pattern filled areas in your printed output does not closely match the screen display, try changing this setting.

Font

TrueType

When the TrueType option is checked, TrueType fonts are sent as text. This may result in faster printing.

When the TrueType option is not checked, fonts are handled as graphics. This can be useful if you are printing over a network to a print server that does not have the same typeface you are using on your workstation PC. Since the data is sent as graphics, you do not run into font substitution problems.

If your text printing results are satisfactory, you should ignore these settings.



Note: If you are printing with characters found in languages like Japanese or Chinese (also called double-byte characters), the TrueType checkbox should be off.

Adobe Type Manager

When the Adobe Type Manager (ATM) option is checked, the printer driver accesses a "back door" to the Adobe Type Manager. This may speed up printing of Type 1 PostScript fonts by handling them as text.

When the Adobe Type Manager option is not checked, fonts are handled as graphics.

About Tab

This tab shows the software version information.

Accessing and Changing Printer Settings

In Windows 3.x

You can access printer settings by using any of these methods:

- Open the **Main** Program Group from the Program Manager Window. Open the **Control Panel** Program Group. Open the **Printers** icon. Access the printing options from the **Printers** dialog box.

Or

- Select the **Print Setup...** option available from the **File** menu of most applications that run in Windows.

Or

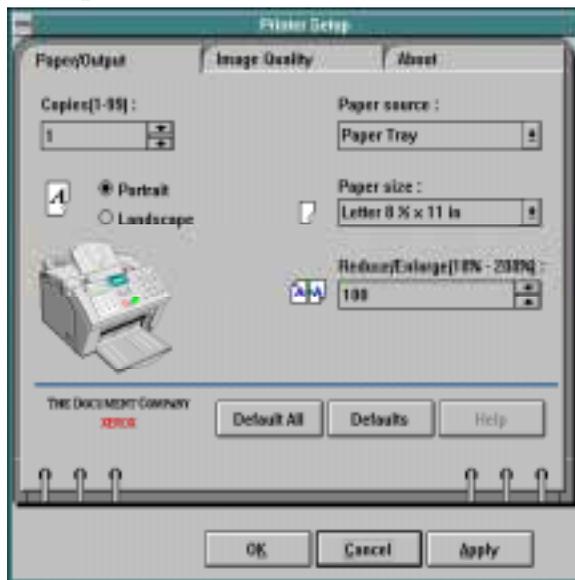
- Select the **Print...** option available from the **File** menu of most applications that run in Windows, then select **Printer** in the **Print** dialog window, then select **Options**.

From the **Printer Setup** window, you can review and change whatever settings are needed for your print job. The **Printer Setup** window consists of three tabs:

- Paper/Output Tab - for paper sources and sizes, number of copies, etc.
- Image Quality Tab - for image quality
- About Tab - for product identification and information

Paper/Output Tab

The Paper Output tab is shown below.



Copies

Click in the **Copies** box to enter a value (1 to 99), or click on one of the arrows to raise or lower the value in the **Copies** box.

Paper Source

Click on the down arrow to display the two **Paper Source** options, then click on the *Paper tray* or *Manual feed* option.

Portrait/Landscape

Click on one of the two radio buttons to select either **Portrait** or **Landscape** orientation for your print job.

Paper Size

Click on the **Down** arrow to display the **Paper Size** options, then click on the desired paper size:

Letter 8.5 x 11 in.	Folio 8.5 x 13 in.
Legal 8.5 x 14 in.	B5 182 x 257 mm.
Executive 7.25 x 10.5 in.	10 4.125 x 9.5 in.
A4 210 x 297 mm.	DL 110 x 220 mm.
A5 148 x 210 mm.	

Reduce/Enlarge

Click in the **Reduce/Enlarge** box to enter a percent value (10 to 200), or click on one of the arrows to raise or lower the value in the **Reduce/Enlarge** box.

Other Controls

Each tab menu contains a row of buttons at the bottom of the window. These buttons are used as follows:

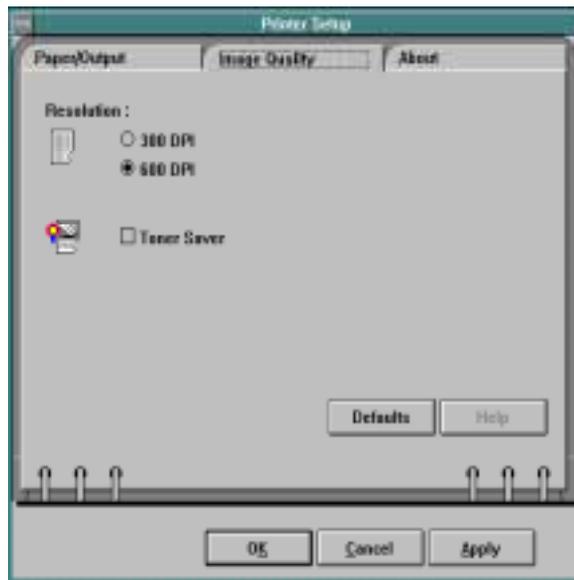
- **Default All:** Click on this button to change all printer settings to their default values.
- **Defaults:** Click on this button to change the currently selected printer settings to its default value.
- **Help:** Click on this button to display an on-line Help screen that provides more information about the printer settings.

In addition, the Printer Setup Window contains a row of three buttons at the bottom of the window. These buttons are used as follows:

- **OK:** Click on this button to apply changes, and return to the Print dialog window.
- **Cancel:** Click on this button to immediately terminate the Printer Settings Tab Menu, and return to the Print dialog window. Any parameter changes that have not been *applied* are ignored.
- **Apply:** Click on this button to immediately apply any changes so they will not be ignored.

Image Quality Tab

The Image Quality tab is shown below:



Resolution

Click on one of the two radio buttons to select either **300 dpi** or **600 dpi** print resolution for your print job.

Toner Saver

Click on the check box to save toner when you are printing. This results in a lighter printed image. To disable this option, click on the check box again.

About Tab

This tab shows product version information.

In Windows 95/98

You can access printer settings by using any of these methods:

- Select the **Print** or **Print Setup** command from within any Windows application. This method will provide access to the Paper/Output, Image Quality and About tabs only.

Or

- Select the printer from the **Printers** folder, and then select the **Properties** command from the **File** menu. This method will provide access to the General and Details tabs, as well as the Paper/Output, Image Quality and About tabs only.

Or

- Select the printer from the **Printers** folder, click the right mouse button, and then select **Properties** from the drop-down list. This method will provide access to the General and Details tabs, as well as the Paper/Output, Image Quality and About tabs only.

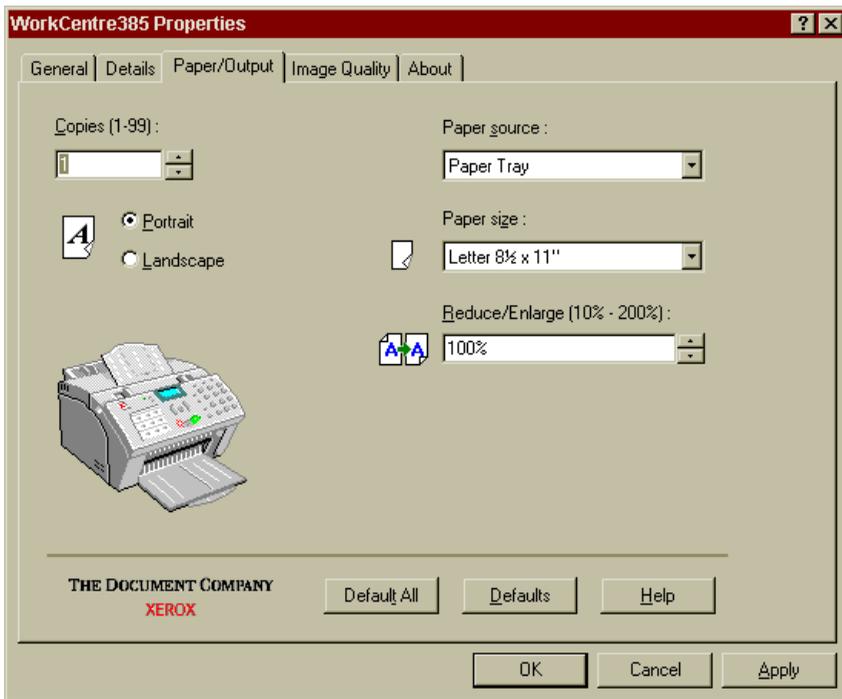
When you see the **Printer Properties** displayed, you can then review and change whatever settings are needed for your print job. If accessed through the **Printers** folder, the **Printer Properties** consists of five tabs:

- General Tab - for viewing and changing general Windows 95 printer information (see your Windows 95/98 User Guide for details).
- Details Tab - for viewing and changing port and timeout parameters (see your Windows 95/98 User Guide for details)
- Paper/Output Tab - for paper sources and sizes, number of copies, etc.
- Image Quality Tab - for image quality
- About Tab - for product identification and information

Paper Output Tab



Note: If this tab is accessed through the **Printers** folder, any changes made to settings will become the default settings for the printer. Settings made when the printer properties are accessed through an application **File** menu and **Print** or **Print Setup** will remain active until the application you are printing from is closed.



Copies

Click in the **Copies** box to enter a value (1 to 99), or click on one of the arrows to raise or lower the value in the **Copies** box.

Paper Source

Click on the **Down** arrow to display the two **Paper Source** options, then click on the *Paper tray* or *Manual feed* option.

Paper Size

Click on the **Down** arrow to display the **Paper Size** options, then click on the desired paper size:

Letter 8.5 x 11 in.	Folio 8.5 x 13 in.
Legal 8.5 x 14 in.	B5 182 x 257 mm.
Executive 7.25 x 10.5 in.	10 4.125 x 9.5 in.
A4 210 x 297 mm.	DL 110 x 220 mm.
A5 148 x 210 mm.	

Portrait/Landscape

Click on one of the two radio buttons to select either Portrait or Landscape orientation for your print job.

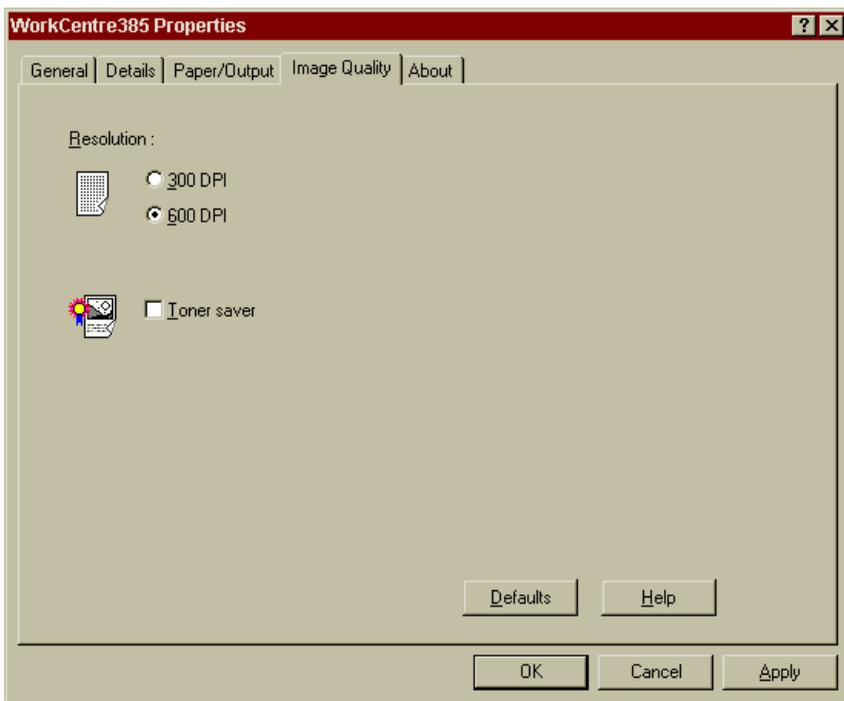
Reduce/Enlarge

Click in the **Reduce/Enlarge** box to enter a percent value (10 to 200), or click on one of the arrows to raise or lower the value in the **Reduce/Enlarge** box. A value of 100 will result in printing your job the same size as the original document.

Image Quality Tab



Note: If this tab is accessed through the **Printers** folder, any changes made to settings will become the default settings for the printer. Settings made when the printer properties are accessed through an application **File** menu and **Print** or **Print Setup** will remain active until the application you are printing from is closed.



Resolution

Click on one of the two radio buttons to select either **300 dpi** or **600 dpi** print resolution for your print job.

Toner Saver

Click on the check box to enable toner saving for your printer. This results in a lighter printed image. To disable this option, click on the check box again.

[About Tab](#)

This tab shows the software version information.

In Windows NT 4.0

You can access printer settings by using any of these methods:

- Select the **Print** or **Print Setup** command from within any Windows application. This method will provide access to the Paper/Output, Image Quality and About tabs only.

Or

- Select the printer from the **Printers** folder, and then select the **Properties** command from the **File** menu. This method will provide access to the General and Details tabs, as well as the Paper/Output, Image Quality and About tabs.

Or

- Select the printer from the **Printers** folder, click the right mouse button, and then select **Properties** from the drop-down list. This method will provide access to the General and Details tabs, as well as the Paper/Output, Image Quality and About tabs.

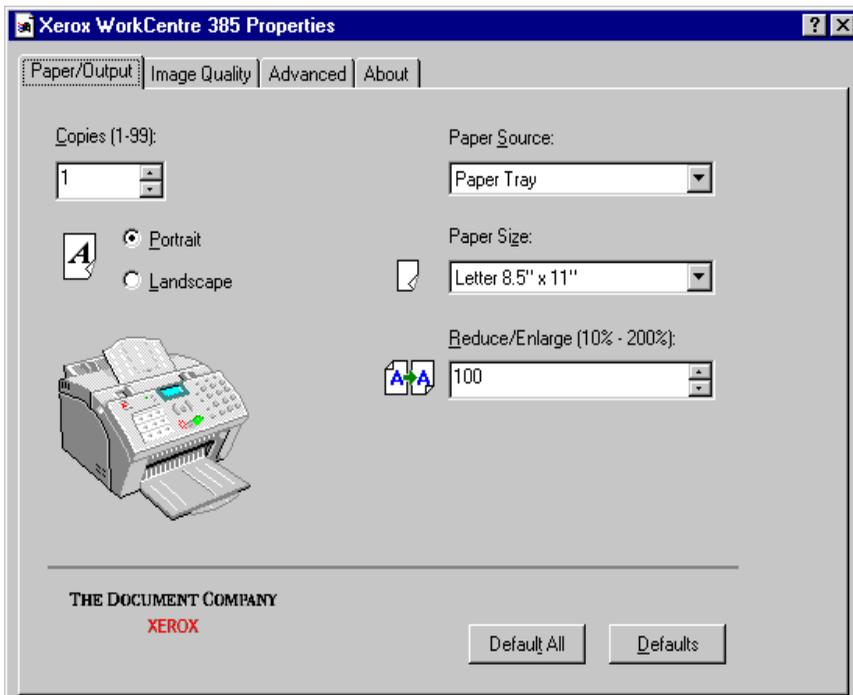
When you see the **Printer Properties** displayed, you can then review and change whatever settings are needed for your print job. If accessed through the **Printers** folder, the **Printer Properties** consists of four tabs:

- Paper/Output Tab - for paper sources and sizes, number of copies, etc.
- Image Quality Tab - for image quality
- Advanced Tab - for advanced printer settings
- About Tab - for product identification and information

Paper Output Tab



Note: If this tab is accessed through the **Printers** folder, any settings made will become the default settings for the printer. Settings made when the printer properties are accessed through an application **File** menu and **Print** or **Print Setup** will remain active until the application you are printing from is closed.



Copies

Click in the **Copies** box to enter a value (1 to 99), or click on one of the arrows to raise or lower the value in the **Copies** box.

Paper Source

Click on the **Down** arrow to display the two **Paper Source** options, then click on the *Paper tray* or *Manual feed* option.

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Click on the **Down** arrow to display the **Paper Size** options, then click on the desired paper size:

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Click on one of the two radio buttons to select either Portrait or Landscape orientation for your print job.

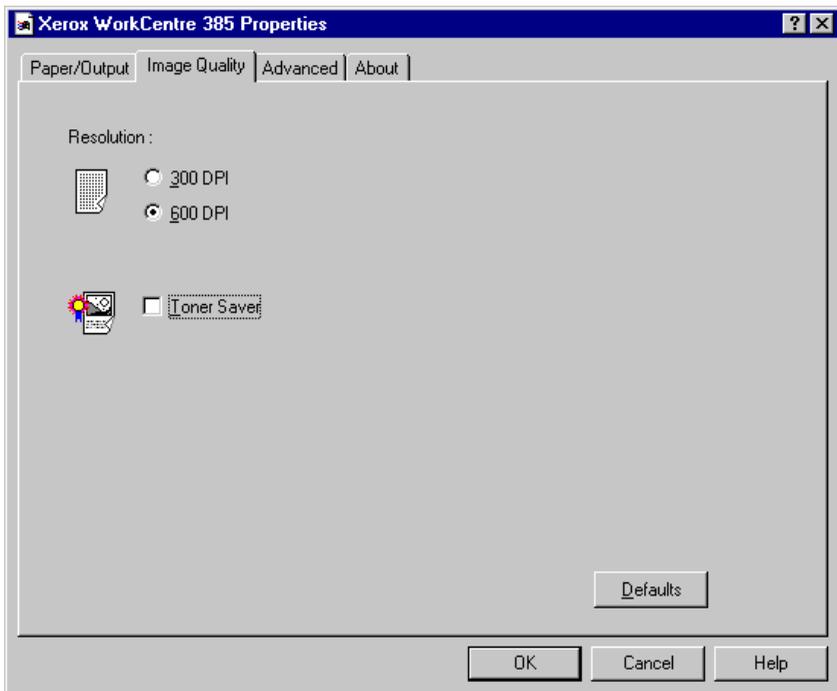
Reduce/Enlarge

Click in the **Reduce/Enlarge** box to enter a percent value (10 to 200), or click on one of the arrows to raise or lower the value in the **Reduce/Enlarge** box. A value of 100 will result in printing your job the same size as the original document.

Image Quality Tab



Note: If this tab is accessed through the **Printers** folder, any settings made will become the default settings for the printer. Settings made when the printer properties are accessed through an application **File** menu and **Print** or **Print Setup** will remain active until the application you are printing from is closed.



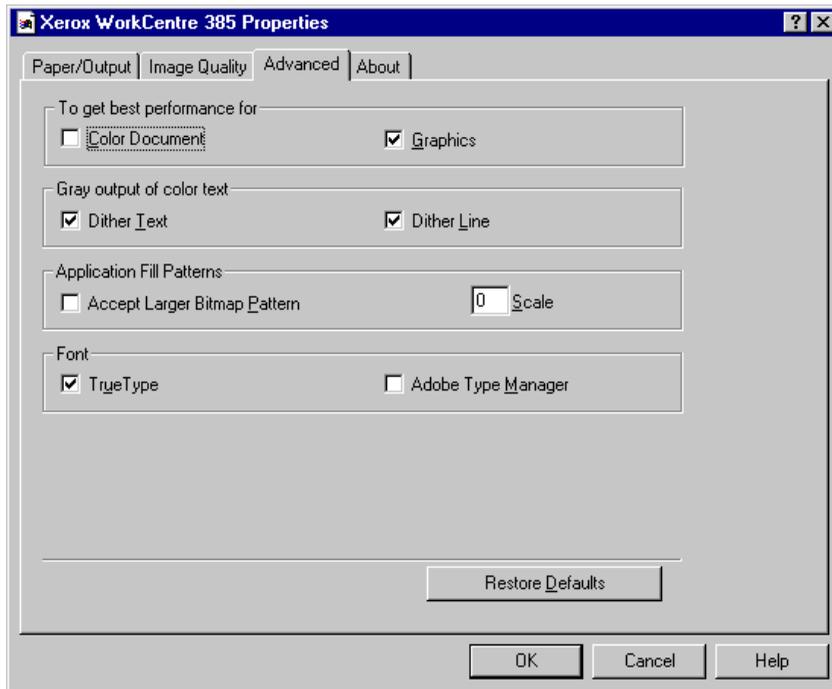
Resolution

Click on one of the two radio buttons to select either **300 dpi** or **600 dpi** print resolution for your print job.

Toner Saver

Click on the check box to enable toner saving for your printer. This results in a lighter printed image. To disable this option, click on the check box again.

Advanced Tab



Overview

The Advanced Tab provides options to accommodate software applications that interface with printer drivers in non-standard ways. Most users need never access these options. However, if a particular document is not printing satisfactorily, you can try altering these settings to improve the printed output.

To get best performance for

Color Document

Some applications do not recognize the capabilities of your printer to interpret color images as shades of gray. For these applications, the Color Document option exists. For example, this option should be checked when printing from Microsoft PowerPoint.

If correct gray tones are not being printed from an application, try changing this option. Click on the checkbox to enable the Color Document option.

Graphics

This selection enables special instruction codes developed by Micrografx. This set of codes can provide substantial performance gains when printing complex graphics from some software applications. For example, Lotus Freelance for Windows and most Micrografx software either requires or works better with this option checked.

In general, if performance when rendering complex graphics is either very slow, or yields unsatisfactory output, you should try changing this setting. Click on the checkbox to enable the Graphics option.

Gray output of color text

Dither Text

The WorkCentre 385 relies on dithering to achieve shades of gray. With the Dither Text option checked (the default), the WorkCentre 385 provides accurate grays even if it has to dither them.

However, small dithered text is difficult to read. With the Dither Text option not checked, your printer maps text and lines to the nearest gray. For black & white output, the grays that are darker than about 50% map to black; while lighter grays map to white. For color output, colors map to the nearest gray.

If you are getting poor results from small gray or colored text, try changing the setting of this option.

Dither Lines

The WorkCentre 385 relies on dithering to achieve shades of gray. With the Dither Lines option checked (the default), the WorkCentre 385 prints accurate grays even if it has to dither them.

However, fine dithered lines appear dashed instead of solid. With the Dither Lines option not checked, your printer maps text and lines to the nearest gray. For black & white output, the grays that are darker than about 50% map to black; while lighter grays map to white. For color output, colors map to the nearest gray.

If you are getting poor results from thin gray or colored lines, try changing the setting of this option.

Application Fill Patterns

Accept Larger Bitmap Pattern

When an application sends a bitmap fill pattern (also called a "pattern brush") to the printer, the standard size is 8 pixels x 8 pixels. Some applications are able to send larger patterns.

If Accept Larger Bitmap Pattern is checked, and bitmap fill patterns print incorrectly, for example too small or too dark, try changing the setting.

Scale

The WorkCentre 385 uses a process that automatically enlarges the bitmap fill patterns so that the output more closely matches the screen. For example, with the default, "automatic" setting of Scale: 0, patterns that come from a VGA system (96x96 logical pixels per inch) are enlarged three times to nearly match the 300x300 dpi output of a laser printer.

If you set Scale to 1, the printer will handle the brush patterns exactly as they come from the application -- no scaling. You can also force the printer to scale by 2, 3, 4, or more times by entering larger numbers.

If the pattern filled areas in your printed output does not closely match the screen display, try changing this setting.

Font

TrueType

When the TrueType option is checked, TrueType fonts are sent as text. This may result in faster printing.

When the TrueType option is not checked, fonts are handled as graphics. This can be useful if you are printing over a network to a print server that does not have the same typeface you are using on your workstation PC. Since the data is sent as graphics, you do not run into font substitution problems.

If your text printing results are satisfactory, you should ignore these settings.



Note: If you are printing with characters found in languages like Japanese or Chinese (also called double-byte characters), the TrueType checkbox should be off.

Adobe Type Manager

When the Adobe Type Manager (ATM) option is checked, the printer driver accesses a "back door" to the Adobe Type Manager. This may speed up printing of Type 1 PostScript fonts by handling them as text.

When the Adobe Type Manager option is not checked, fonts are handled as graphics.

About Tab

This tab shows the software version information.

Chapter 6 Scanning

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Chapter 6



Scanning

Overview

The WorkCentre 385 TWAIN Scanner Program is an image-scanning program that operates under various image-editing and OCR applications. The WorkCentre 385 TWAIN Scanner Program includes drivers which may be used with any TWAIN-compliant application software. The scanner program software will operate the WorkCentre 385 black and white scanner.

The TWAIN standard is an image data transfer protocol developed to allow one software package to use many devices. Some examples of TWAIN compliant devices are: flat-bed scanners, drum scanners, digital cameras, and video frame grabbers.

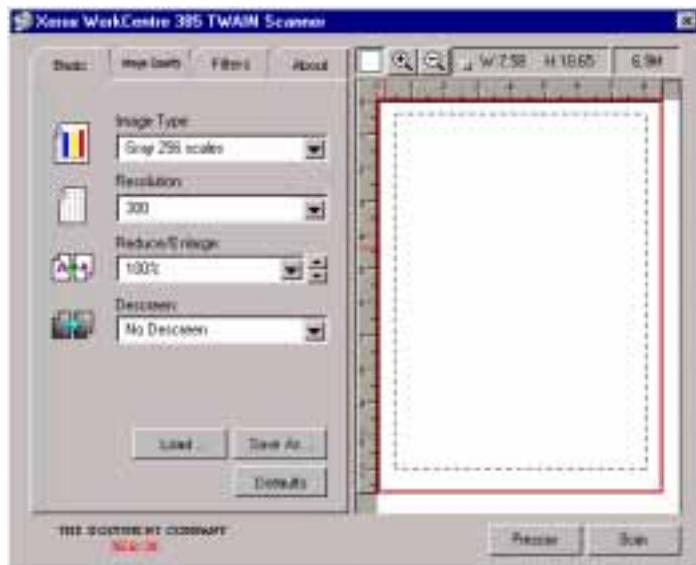
The TWAIN standard also allows many software packages access to the same image input device. Examples of some TWAIN-compliant software packages are: ScanSoft Pajis SE, TextBridge and Adobe Photoshop. TextBridge is provided with your WorkCentre 385.

The WorkCentre 385 TWAIN Scanner Program

The WorkCentre 385 TWAIN Scanner Program provides an impressive array of scanning controls and previewing options:

- Monitor rendering capabilities
- Descreen
- Flip and rotate
- Inversion of images
- A variety of filters
- Control brightness
- Gamma correction
- Reduction or magnification of images, and more.

To access these features, the **WorkCentre 385 TWAIN Scanner** window below opens when *Acquire* (or similar selection) is selected from the **File** menu of a TWAIN compliant image editing application.



With this array of image previewing and scanning functions, you can see the results of the changes you made to an image, before you save the images you create.



Note: Your WorkCentre 385 can scan in black/white and grayscale only.

Starting the WorkCentre 385 TWAIN Scanner Application



Note: To install the WorkCentre 385 TWAIN Scanner application, refer to *Installing Software* in the *Getting Started* section of this manual.

To use the WC 385 as a scanner, the following are required:

- WorkCentre 385 TWAIN Scanner application installed on the workstation connected to the WC 385.
- A TWAIN compliant image editing software application (for example, ScanSoft Pagemaker SE, TextBridge, or Adobe Photoshop).

The WorkCentre 385 TWAIN Scanner window will be displayed when you choose the WC 385 to scan documents or photographs from the TWAIN compliant image editing application.

To start the WorkCentre 385 TWAIN Scanner application:



Note: To start the WorkCentre 385 TWAIN Scanner application from TextBridge Pro, refer to *Starting the WorkCentre 385 TWAIN Scanner Application from TextBridge Pro* below.

- 1 Plug in the WC 385 and switch on your PC.
- 2 Start Windows.
- 3 Start/Open the TWAIN-compliant image-editing application.
- 4 In most programs, choose the **Select Source** option from the **File** menu.
- 5 Select **385Scan** in the **Select Source** dialog box.
- 6 Open the **File** menu, and select the **Acquire** option. The WorkCentre 385 TWAIN Scanner window will appear (see *The WorkCentre 385 Twain Scanner Window* on page 6-7).
- 7 When the WorkCentre 385 TWAIN Scanner window appears, you can select the appropriate scan options for the document or photograph to be scanned.

After adjusting the settings in the Scan window, you can perform a preliminary preview scan of the image before performing a final scan. To launch a preview scan:

- a) Load the document to be scanned in the Automatic Document Feeder.
- b) Click the **Prescan** button.

The WorkCentre 385 scans the image and a preview appears in the WorkCentre 385 TWAIN Scanner window.

- 8 Adjust the scan options as desired before initiating the final scan.
- 9 Reload the document back into the Automatic Document Feeder.
- 10 Click the **Scan** button.
- 11 The document is scanned by the WorkCentre 385 and the updated image is displayed in the TWAIN compliant application.

Starting the WorkCentre 385 TWAIN Scanner application from TextBridge Pro

- 1 From the **File** menu, click on **Select Scanner**. A list of supported scanners will be displayed.
- 2 From the list, select Xerox WorkCentre 385 (TWAIN). Click OK.
- 3 From the TextBridge Pro **Process** menu, select **Get Page**. A Page Type dialog will be displayed.
- 4 Select the desired page type and select **Scanner** as the **Page Source**. Click OK.
- 5 The WorkCentre 385 TWAIN Scanner application is displayed. Select the appropriate scan options for the document or photograph to be scanned.

After adjusting the settings in the Scan window, you can perform a preliminary preview scan of the image before performing a final scan. To launch a preview scan:

- a) Load the document to be scanned in the Automatic Document Feeder.
- b) Click the **Prescan** button.

The WorkCentre 385 scans the image and a preview appears in the WorkCentre 385 TWAIN Scanner window.

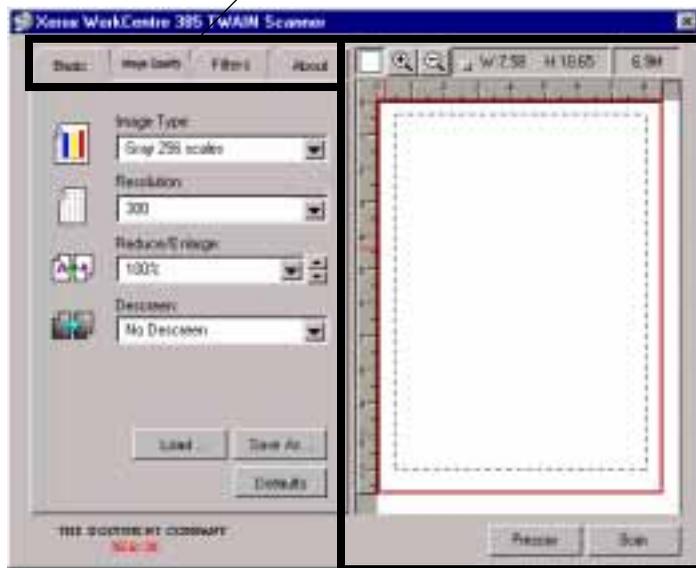
- 6 Adjust the scan options as desired before initiating the final scan.
- 7 Reload the document back into the Automatic Document Feeder.
- 8 Click the **Scan** button.
- 9 The document is scanned by the WorkCentre 385 and the updated image is displayed in TextBridge Pro.

The WorkCentre 385 Twain Scanner Window

The 385Scan Window is used to view and modify the scanned image. Using the features of this window, various image processing options can be applied to the scanned image.

Scanner Control Tabs

For more information, see page 6-9.



Preview window

For details on the tools in the Preview windows, see page 6-34.

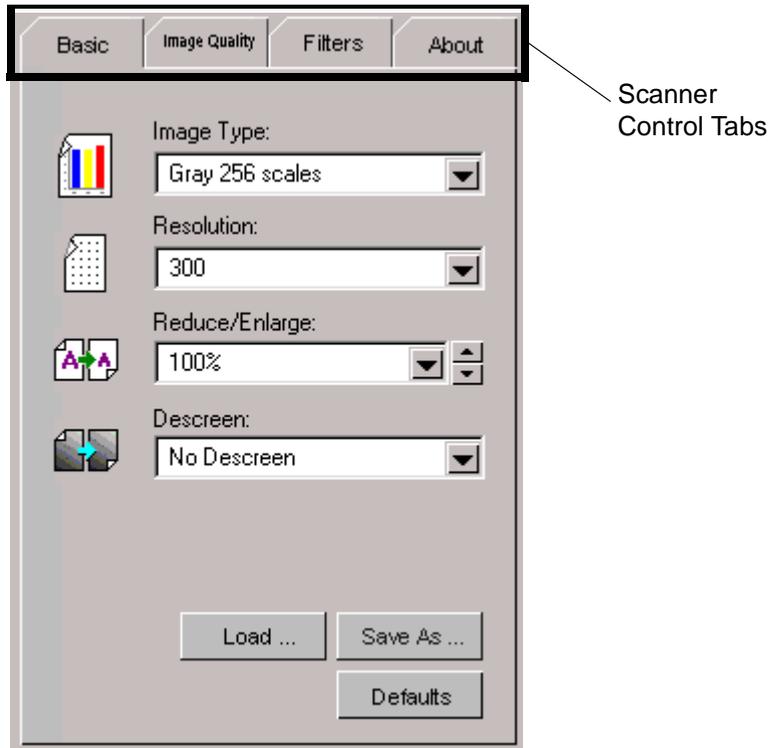
WorkCentre 385 TWAIN Scanner Help

You can refer to the WorkCentre 385 TWAIN Scanner application on-line help for assistance. To access on-line help, move the cursor over the feature of the window that help is desired for. A yellow popup dialog box will appear. Click on the dialog box to access on-line help.

On-line Help contains information about using the menus and commands of WorkCentre 385 TWAIN Scanner application. Use Help anytime you need information on the use of a particular menu or command.

Scanner Control Tabs

You can adjust the settings for the document or photograph to be scanned prior to capturing the image using the features of the Scanner Control Tabs.



Each of these tabs is described in detail in the following sections of this User Guide:

- The Basic Tab see page 6-10.
- The Image Quality Tab see page 6-19.
- The Filters Tab see page 6-30.
- The About Tab indicates the version of the WorkCentre 385 TWAIN Scanning application.

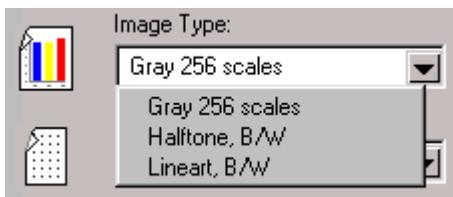
The Basic Tab

The features of the Basic Tab are described in this section. All of the features of this tab are available when the Gray 256 Scales selection is made for Image Type. Refer to the table below which indicates the tab features that are available for the Lineart B/W and Halftone B/W Image Type selections.

	Gray 256 Scales	Lineart B/W	Halftone B/W
Image Type	Available	Available	Available
Resolution	All selections available	300, 200, and 150 dpi selections only available	300, 200, and 150 dpi selections only available
Reduce/Enlarge	Available	Not Available	Not Available
Descreen	Available	Not Available	Not Available

Image Type

This menu specifies the mode in which the image is to be scanned. Each of the selections available are explained in detail below.



The following examples of the scan modes illustrate possible output for the scanned image.



Gray 256 Scales

Halftone B/W

Lineart B/W

Gray 256 Scales

Images scanned in Gray 256 Scales mode are scanned in 256 shades of gray. If high quality copies of photographs or other continuous tone originals are desired, Gray 256 Shades mode is the best choice.

Gray 256 Scales provides accurate representation of black and white, and intermediate gray shades between black and white, for each individual pixel. It actually provides 256 shades, representing white by the value 255 and black by the value zero, with progressively lighter intermediate shades of gray by values from 1 through 254.

Halftone B/W

This scan mode uses various combinations of black and white pixels to simulate gray scales. While not the same level of image quality as the Gray 256 Scales image type, this image type is good for continuous tone images where smaller file size is more important than ideal image quality.

In this scan mode, each pixel of the image has two possible states: on (black) or off (white). This means that each pixel can be represented by 1 bit. For this reason, the file size is much smaller than that of a document scanned in the Gray 256 Scales mode, which uses 8 bits to define 256 shades of gray.

Lineart B/W

Lineart B/W mode is generally the best choice for printed text or pen-and-ink drawings.

Like the Halftone B/W image type, this image type defines the state of each pixel in the image with one bit that is either on or off.

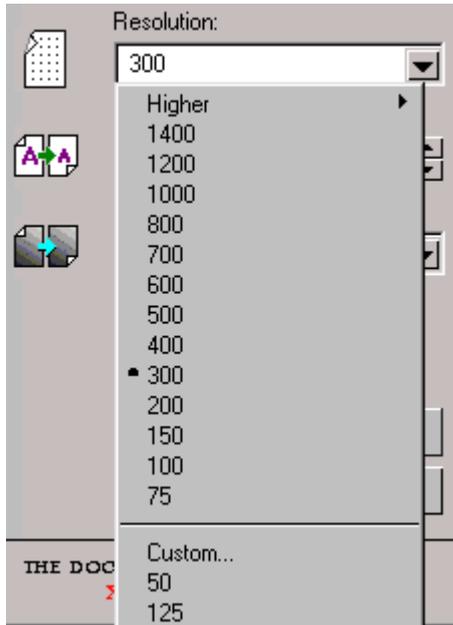
For this reason, files created in this mode will require approximately the same amount of disk space as a Halftone B/W file.



Note: In both Halftone and Lineart modes, the resolution can only be set at 150, 200, or 300 dpi.

Resolution

The resolution setting determines the amount of information the scanner will capture in a scanned image.



Resolution is measured in dpi (dots per inch). The higher the resolution is, the finer the image detail and the bigger the image file size is. Increasing the resolution will result in corresponding increases in image detail and image file size. See the examples of images at 75 and 300 dpi.



75 dpi



300 dpi

You can select any one of the resolution settings shown on the **Resolution** menu, or specify your own resolution by selecting the **Custom** option which invokes the **Custom Resolution** dialog box.

Using the **Custom Resolution** dialog box, three custom resolution settings can be made. These three settings can then be displayed and selected from the **Resolution** menu.

To use the Custom Resolution dialog box:

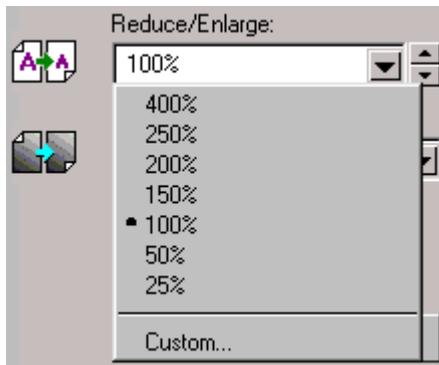
- 1 Type the desired resolution (in dpi)
- 2 Click **OK**.
- 3 The custom resolution created will then be displayed in the Resolution menu.



Note: The Resolution settings can be restored by clicking **Defaults** at the bottom of the Basic tab.

Reduce/Enlarge

This feature allows an image to be automatically enlarged or reduced as it is scanned. The default scaling factor is 100%. The selected scaling factor, the range of which is dependent on the selected image type, affects the printed scan output.



Note: When scanning a printed image for screen display only, scale the image down to increase processing speed and decrease the file size.



Scaling 100%



Scaling 50%

Fixed scaling options are displayed as percentages of reduction or enlargement. Image width and height are scaled proportionally when fixed scaling factors are used. To scale to a size other than the fixed sizes, select the Custom option in the Scaling menu. The Custom Scaling dialog box will appear.

To change the Height or Width text box values:

- 1 Insert the desired height and width values into the Height and Width text boxes.
- 2 The units of measurement may be changed to inches, centimeters, millimeters, pixels, picas, or percentages of the original image dimensions by selecting the desired unit of measurement from the Units drop-down list boxes to the right of the Height and Width text boxes.
- 3 To prevent distortion of the image when changing height and width values, the height and width values are automatically linked—you need only enter one value, either a Height or Width value. The other value will be computed and the image will resize proportionately.



Note: You can also change Height and Width values by directly adjusting the selection frame.



Note: Output image file size is proportional to both Height and Width. If both Height and Width values are doubled, then the image area and image file size will increase four-fold.



Note: Once you have confirmed or changed the size, resolution, and final scan boundary settings, the scanning software determines the size of the resulting scanned image and displays this information along with available hard disk space.

Descreen

This selection is used to eliminate moire patterns from the output image. Moire occurs as a result of differences in the screen pattern used to print the document and the scanner electronics. Moire may appear as checkered patterns bands or dots. Descreen preprocessing can minimize the transfer of moire patterns into your image file.



Besides a default setting of No Descreen, the Descreen selector provides three grades of descreen preprocessing as described below.

No Descreen

No descreening.

Art print (175 lpi)

The Art print selection is used to smooth the fine dot pattern found in high quality art prints and magazines made in a resolution higher than 200dpi.

Magazine (133 lpi)

The Magazine selection is used to smooth the fine dot pattern found in glossy magazines made in the resolution higher than 200dpi.

Newspaper (85 lpi)

The Newspaper selection smooths the coarse grain pattern commonly found in newspaper images made in a resolution higher than 200dpi.



Note: The preview display is not affected by the Descreen option. In order to see the results of Descreen process, it is always necessary to scan the image, and examine the output image on the workstation display.

The Image Quality Tab

The features of the Image Quality tab are described below. All of the features of this tab are available when the Gray 256 Scales selection is made for Image Type. Refer to the table below which indicates the tab features that are available for the Lineart B/W and Halftone B/W Image Type selections.

	Gray 256 Scales	Lineart B/W	Halftone B/W
Color Channel Selection	Gray Channel Only	Gray Channel Only	Gray Channel Only
Highlight Control	Available	Available	Available
Shadow Control	Available	Not Available	Not Available
Midtone Control	Available	Not Available	Not Available
Advanced Features	Available	Not Available	Not Available

Color Channel



The Color Channel radio buttons are used to specify the color channel in which to change the Highlight, Shadow and Midtone values.

The only channel available to be selected when using the WorkCentre 385 to scan is the Gray channel. Red, Green and Blue are used for scanners capable of scanning documents in color.

Highlight



The Highlight value represents the lightest value in an image. All pixels above this point will be rendered as pure white. If you subsequently broaden the highlight points on the Level Adjustment graph, the pixels will be re-mapped within the new range, thus allowing you to see more detail in the image.

The Highlight scroll bar allows you to manually set a highlight level. The default for the Highlight settings is 255. You can increase or decrease the highlights in a particular image as needed by adjusting this scroll bar. The value in the adjacent box will change in the range 1 to 255 as the slider moves.

Shadow



The Shadow value represents the darkest value in an image. All pixels below this point will be rendered as pure black. If you subsequently broaden the shadow points on the Level Adjustment graph, the pixels will be re-mapped within the new range thus allowing you to see more detail in the image.

The default value for Shadow is 0. You can increase or decrease the shadows in a particular image as needed by adjusting this scroll bar.

Midtone



All optical devices such as monitors and scanners have some differences in their light sensitivity characteristics. 385Scan provides Midtone adjustment for you to compensate for these differences in your scanner, and it produces better scanned images.

To change the Midtone value, move the Slider to the left or right to change the values in the adjacent text box. The value in the adjacent box will change in the range 0.1 to 10.0 as the slider moves.

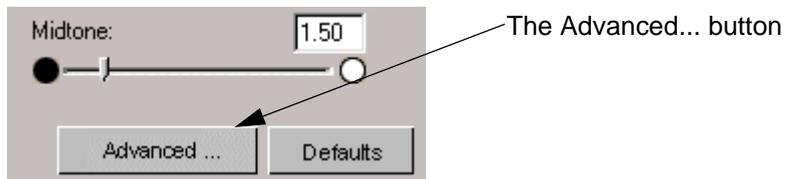
Ordinarily, good results can be obtained from your machine by leaving the slider at its default value of 1.00.

The Advanced Selection

The Advanced selection will present features that allow you to modify the Level Adjustment and Tonal Map of the document.

For both the Level Adjustment and the Tonal Map functions, the window displayed contains small representations, known as thumbnail views, of the original and enhanced images (Samples 1 and 2).

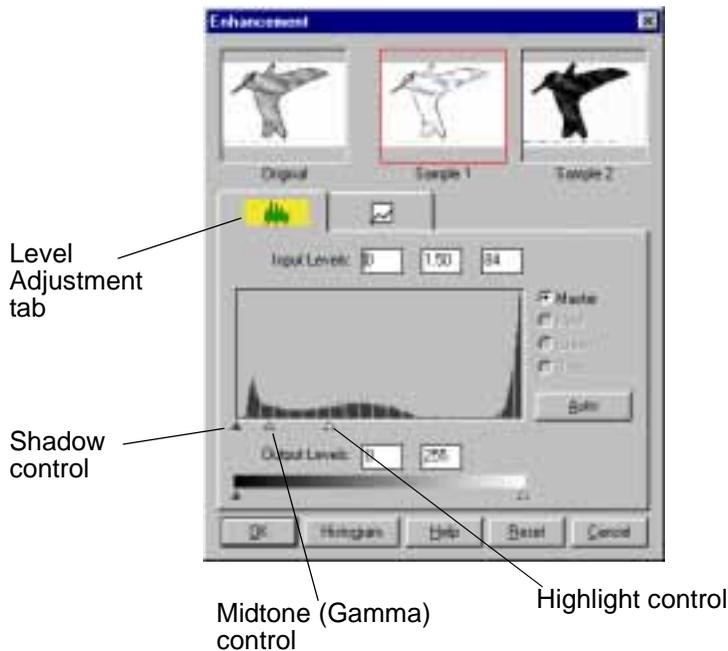
To activate the Level Adjustment or Tonal Map functions, click on the **Advanced...** button at the bottom of the Image Quality tab.



When this button is selected, the Level Adjustment window is displayed by default.

Level Adjustment

The Level Adjustment dialog box shows the distribution of brightness levels in your image. To adjust the histogram plot, drag the triangles located below the horizontal bar to the desired values. The left (black) triangle changes the shadow levels. The right (white) triangle changes the highlight levels. The middle (gray) triangle controls the midtone levels.



By varying the Shadow points and Highlight points you can change the relative shades and highlights of the image. The Shadow point represents the darkest value and the Highlight point is the brightest value.

The Midtone point represents the Gamma setting for your particular screen. On the histogram, the Shadow and Highlight scales are divided into 255 units.

Therefore, all pixels in the original that are darker than the current shadow point are now completely black in the enhanced image. Conversely, all pixels in the original that are brighter than the current highlight point are now completely white in the processed image.

Setting the highlight point to 200 renders all pixels greater than or equal to 200, on the original, completely white in the processed image. Similarly setting the Shadow point to 200 renders all points less than or equal to 200, on the original, completely black in the enhanced image. Photographers often refer to these effects as "high-key" or "low-key". High-key is an image pushed to the white end, and low-key is an image pushed to the black end of the tone curve.

The Midtone is a relative measure of the gamma of your monitor. The scale for Midtone ranges from 0 to 255. The gamma curve is on a geometric series. This means that at a value of 255 it tends to infinity.

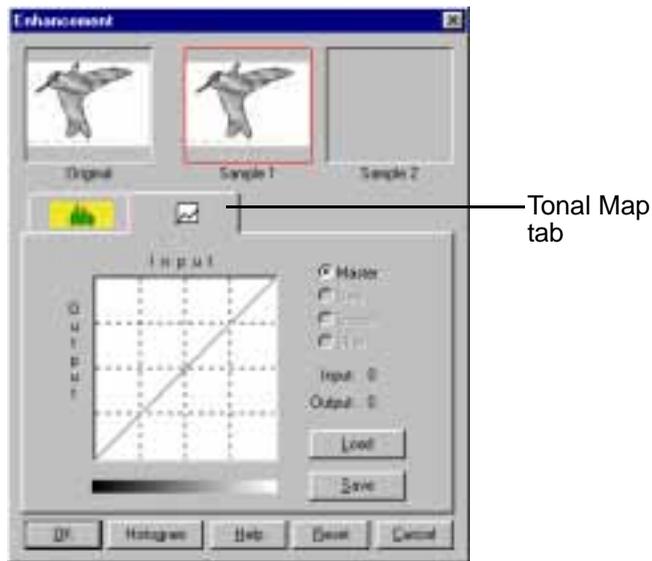
The Midtone is bound by the Shadow and Highlight terms and cannot exceed them at any time. So, if the Highlight is set to 255 and the Shadow is set to 0, a gamma of 1 is equal to a Midtone of 128. Similarly, if the Shadow is set at 200 (lower boundary) and the Highlight is set at 220 (upper boundary), a gamma of 1 is equal to a Midtone of 210.

Operation:

- 1 Select the **Advanced...** button on the **Image Quality** tab. This will display the **Level Adjustment** window.
- 2 On the histogram, use the mouse key to click on the **Black**, **Gray**, or **White** triangles to make changes to the **Shadow**, **Midtone**, and **Highlight** respectively.
- 3 To see the changes and compare them to the original previewed image, click on **Sample 1** to see the enhanced image.
- 4 To make a second enhancement for comparison, click on **Sample 2**. Make new enhancements to the original. Compare the images of **Samples 1** and **2**.
- 5 After completing enhancement settings, click on the desired sample to choose the image.
- 6 Click **OK** to save the changes and close the **Enhancement** dialog box. If you do not want to save the changes, click on the **Cancel** button to and close the **Enhancement** dialog box. Click the **Auto** button to allow the software to make appropriate highlight and shadow adjustments.

Tonal Map

If you select the Tonal Map tab, the following will be displayed.

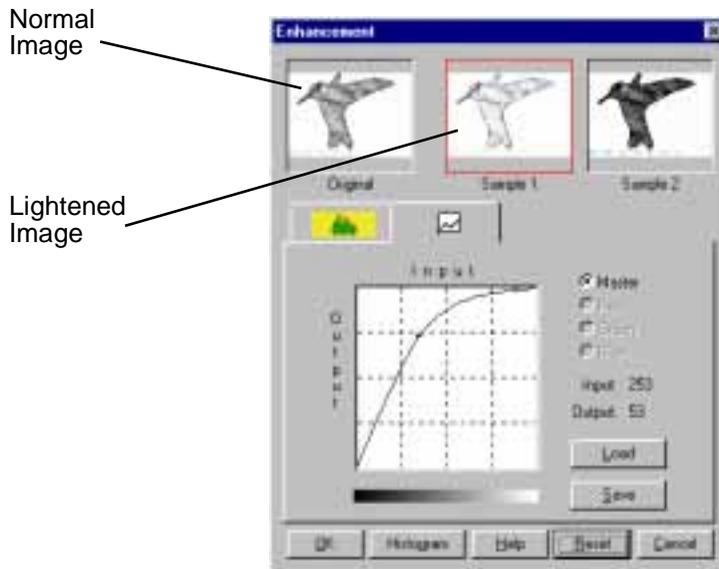


The Tonal Map is yet another way to adjust Highlight, Midtone, or Shadow levels in your images. When you open the **Tonal Map** dialog box, a tonal map consisting of a diagonally straight line appears. Notice that at every point on the default tonal map, the output shadow, midtone, and highlight brightness levels are equal to the input shadow, midtone, and highlight brightness levels.

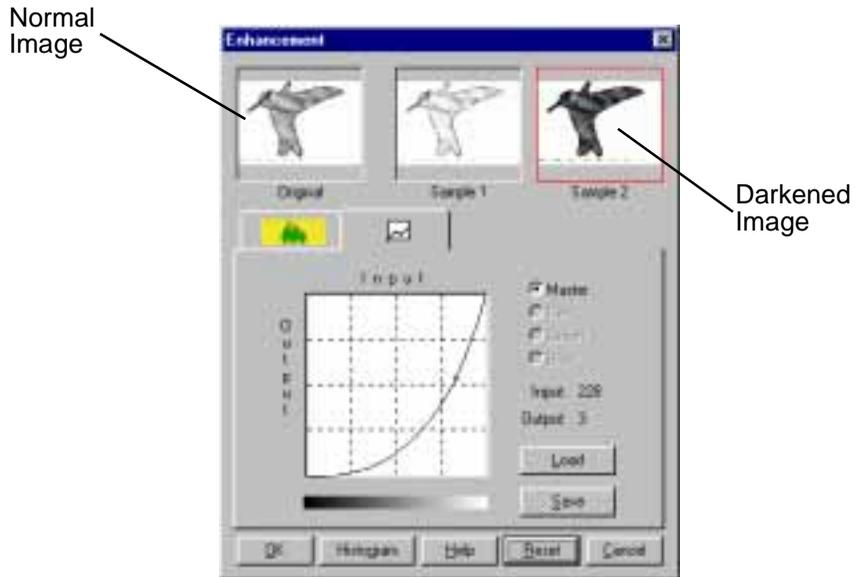
The shape and slant of the tonal map represent brightness level ratios between the input of the original image and the output image data. By clicking on the tonal map line, a hand-shaped cursor will appear which can be dragged to change the shape of the tonal map line.

The horizontal axis represents the original input brightness and the vertical axis represents the enhanced brightness. Values on either scale range from 0 to 255.

As shown in the figure below, if the curve is changed into a convex shape above the original diagonal, the enhanced image will be brighter than the original.



If the curve is changed into a concave shape below the original diagonal, the enhanced image will be darker than the original.



Operation:

- 1 Click on the **Tonal Map** icon in the **Preview** window or the **Tonal Map** tab in the **Enhancement** dialog box. **Tonal Map** dialog box will appear.
- 2 Click on the **Tonal Map** curve, an indicator appears which can then be dragged to change the shape of the curve.
 - a) If a previously saved **Tonal Map** is desired, select the **Load** button. An **Open** dialog box appears for you to open the desired file.

- b) Or, click on the **Reset** button to return the **Tonal Map** to the default diagonal as in the original.
 - c) Click the **Save** button to save the changes as a customized setting. A **Save As** dialog box will appear upon selection of this button. Enter the name for the customized curve and click on the **OK** button.
- 3 Select the **Histogram** button to see a histogram of the changes made.
 - 4 Select the **OK** button to accept all the changes or the **Cancel** button to abandon all unsaved changes.

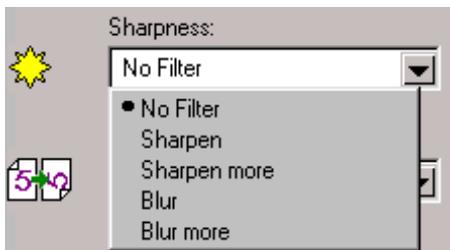
The Filters Tab

The features of the Filters Tab are described below, and are used to apply various visual modifications to the scanned image. All of the features of this tab are available when the Gray 256 Scales selection is made for Image Type. Refer to the table below which indicates the tab features that are available for the Linear B/W and Halftone B/W Image Type selections.

	Gray 256 Scales	Linear B/W	Halftone B/W
Sharpness Control	Available	Not Available	Not Available
Rotate Control	Available	Not Available	Not Available
Flip Image Control	Available	Not Available	Not Available
Invert Image Control	Available	Available	Available

Filter

Filter is typically useful for high-contrast images which soften or sharpen edges and boundaries of an image.



No Filter

This is the default filter option. No filtering will take place when using this option.

Sharpen

This selection emphasizes the edges of an image. It sharpens the image boundaries by increasing the relative contrast between adjacent pixels. In general, sharpen filters should only be used when you want to accentuate the differences between one area and another.

Sharpen More

This option further emphasizes the edges of an image. This option produces a much stronger contrast than the Sharpen option.

Blur

This selection softens the image by smoothing out any sharp transitions in intensity between two adjacent pixels.

Blur More

This option further softens the image by performing the same function as the Blur option, but to a greater extent.

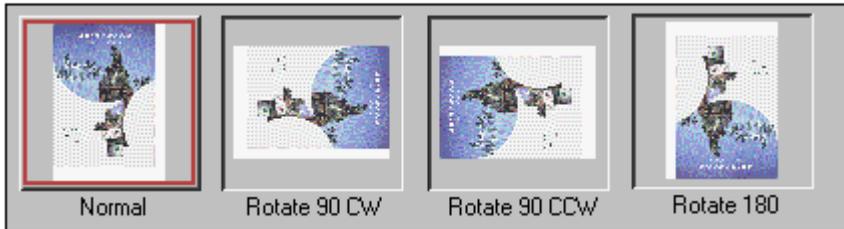


Note: If you blur the image too much, you will risk losing texture and depth in the image.

Rotate Image



This selection provides the ability to rotate an image. The rotation mechanism rotates an image clockwise in 90° increments.



Flip Image



This selection provides the ability to flip an image. The flipping mechanism flips an image about the horizontal or vertical axis.



Invert Image

This function inverts all the tone values, providing a photographic negative of the original. This effect is similar to using the Tonal Map to tonally invert the image.



Preview Window

After adjusting the settings in the Scanner Control window, choose any one of the tools in the Preview Window to further enhance the image. The following is detailed information about the tools available in the Preview Window.

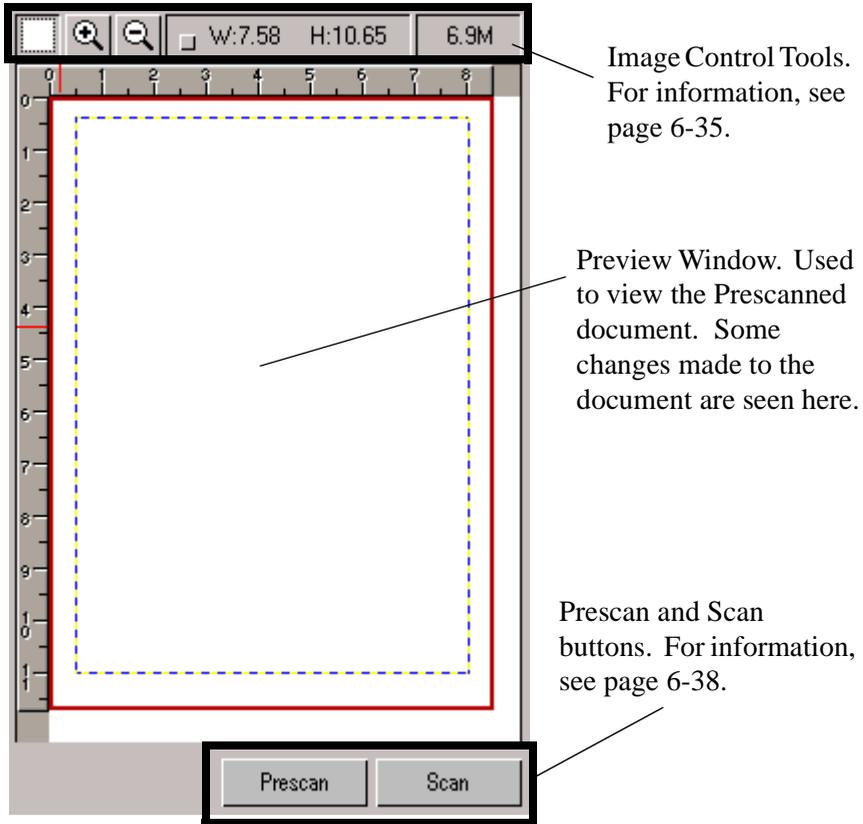


Image Control Tools



The Image Control Tools are used to control the image displayed in the Preview Window. The functions of these tools are described below.

Frame Tool



After a preview image has been created, you can define the boundaries of the area to be included in your final scan by using the Frame tool.

Use the Frame tool to select a rectangular portion (selection frame) of the preview screen, or select the entire preview screen, for the final scan boundaries. When you select the Scan button, only the area within the selection frame will be included in the final scan.

To use the Frame tool:

- 1 Select the Frame tool by clicking the Frame tool icon.
- 2 Drag the cursor to the preview area and release the mouse button when the selection frame is in the desired position.
- 3 To adjust the selection frame size or shape, drag any edge or corner of the frame in or out. Alternatively, hold down the Shift key and the mouse key on one of the sides of the frame and then move the cursor accordingly. This action will contract or expand the entire frame.

- 4 To move the selection frame to a different area of the image without changing its size or shape, place the cursor within the selection frame and drag it to the desired location.
- 5 To create an entirely new selection frame, place the cursor outside the existing selection frame and drag diagonally. The first selection frame will disappear while the second one remains.



Note: If you hold down the Shift key and drag the mouse diagonally, the sides of the selection frame will resize proportionally.

Zoom In and Out Tools



The Zoom In and Out tools allow you to zoom in or out on an image within the Preview window; zooming in (the + sign appears on the zoom cursor) enlarges the view of the active image so that you can work on small details in an image. Zooming out (the - sign appears on the zoom cursor) reduces the view of the active image.

To use the Zoom In tool:

- 1 Select the Zoom tool by clicking the Zoom In tool icon.
- 2 Drag the cursor to the preview area. The cursor will change to a magnifying glass whenever it is in the preview space.

- 3 Zoom in (magnify an area) by positioning the cursor on an area of interest in the preview area and clicking the left mouse button. The preview area will be doubled in size. Click again and the area will again be enlarged by a factor of 100%. By repeating this process, you can enlarge the preview display of the image up to 800% of its original size.

As an alternative to the method stated above, select the Zoom tool and then, while holding the mouse key down, drag the cursor over the area you want to enlarge. A solid frame, defining the area of enlargement, will appear while the mouse key is being held down. Upon release of the mouse key, the defined area will be enlarged.

- 4 Use the scroll bars to view hidden areas of the displayed preview image.

To use the Zoom Out tool:

- 1 Select the Zoom Out tool by clicking the Zoom Out tool icon.
- 2 Drag the cursor to the preview area. The cursor will change to a magnifying glass whenever it is in the preview space.
- 3 Zoom out by positioning the cursor in the preview area and clicking the left mouse button.



Note: The Zoom In and Out tools do not affect the image produced by the Scan control. It only affects the Preview Display.

Width and Height Indicators



The Width and Height indicators will display the width and height of the frame defined with the frame tool.

File Size Indicator



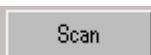
The file size indicator will display the file size that will result for the scanned image defined with the Frame tool.

Prescan Button



The Prescan button is used to obtain a low resolution preview of the document. The prescanned document will appear in the Preview Window.

Scan Button



The Scan button is used to obtain the final scan of the document after all of the enhancement features have been applied to the prescanned document.

When Scan is selected, the scanned image does not appear in the Preview Window. It appears in the TWAIN compliant application from which the scan was originated.

Chapter 7 Troubleshooting

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Document Jams While Sending a Fax [7-2](#)

Paper Jams While Machine is Printing [7-3](#)

If Jammed in the Paper Feed Area at the Rear of the Machine [7-3](#)

If Paper is Jammed in the Printer Output Area [7-5](#)

If Paper is Jammed Inside the Machine [7-6](#)

Tips for Avoiding Paper Jams [7-8](#)

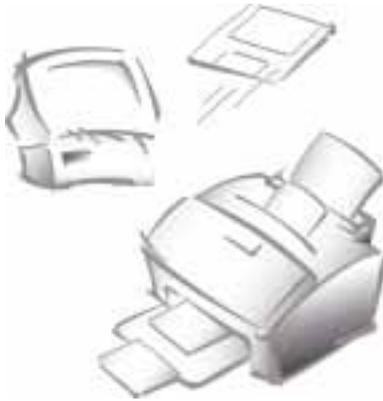
LCD Display Error Messages [7-8](#)

Fax Problems [7-12](#)

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Chapter 7



Troubleshooting

This section describes Troubleshooting for the following areas:

- Clearing Jams
- LCD Display Error Messages
- Fax Problems
- Printer Problems
- Print Quality Problems

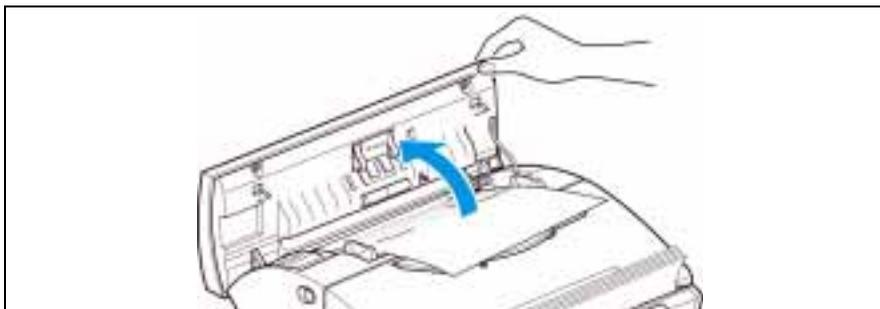
Refer to the specific subsection for a description of the problem and associated solutions.

Clearing Jams

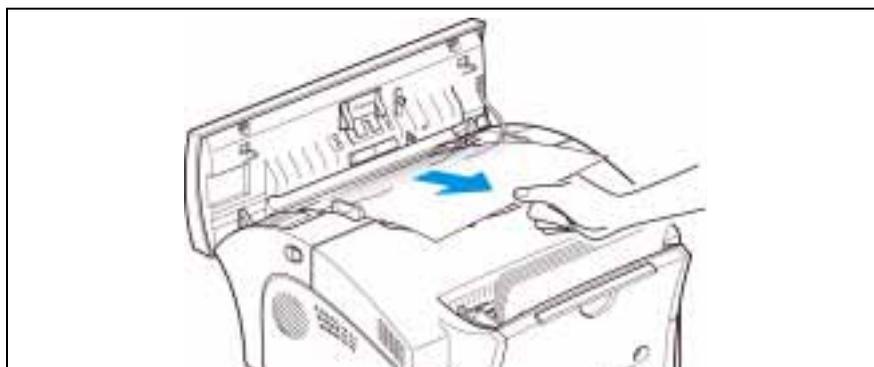
Document Jams While Sending a Fax

If a document jams while you are sending it, DOCUMENT JAM appears in the display. Do not pull the document out of the slot or you may damage your machine.

- 1 Open the control panel by pulling lightly on the Control Panel cover.



- 2 Carefully remove the jammed document. Close the control panel firmly until it clicks into place.



Paper Jams While the Machine is Printing

By carefully selecting paper type and loading them properly, you should be able to avoid most paper jams. If paper jams occur, an error message appears in the display. Follow the steps below to clear jam. To avoid tearing paper, pull the jammed paper out gently and slowly.

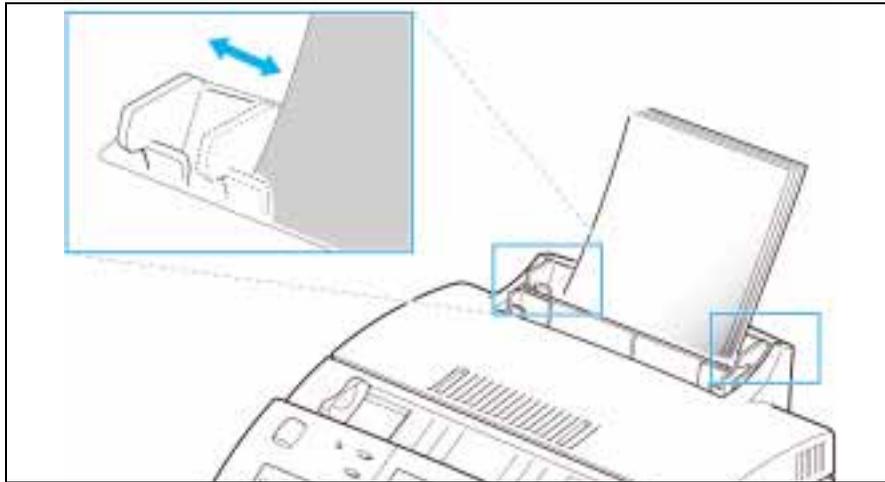
If Jammed in the Paper Feed Area at the Rear of the Machine

- 1 Remove the stack of copy paper (if necessary).
- 2 Remove the jammed paper by carefully pulling it straight up **using both hands**.



- 3 After you remove the jammed paper, reload the stack of copy paper back into the Automatic Paper Feeder with the print side facing you.

- 4 Adjust the paper guides to match the width of the paper.

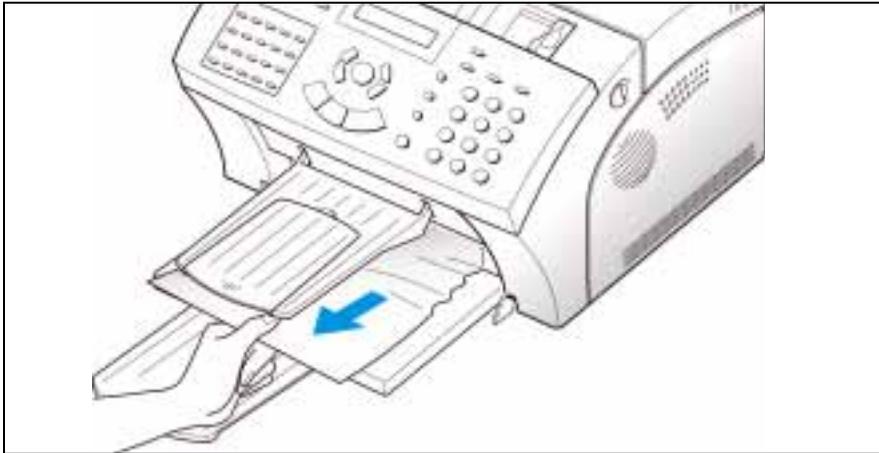


If Paper is Jammed in the Printer Output Area

If the paper jams as it exits to the printer exit tray and most of the paper is visible, pull the paper straight out using **both hands**.



CAUTION: If there is resistance when you pull the paper, and it does not move easily when you pull, stop pulling. Continue with the next section, *If Paper is Jammed Inside the Machine*.

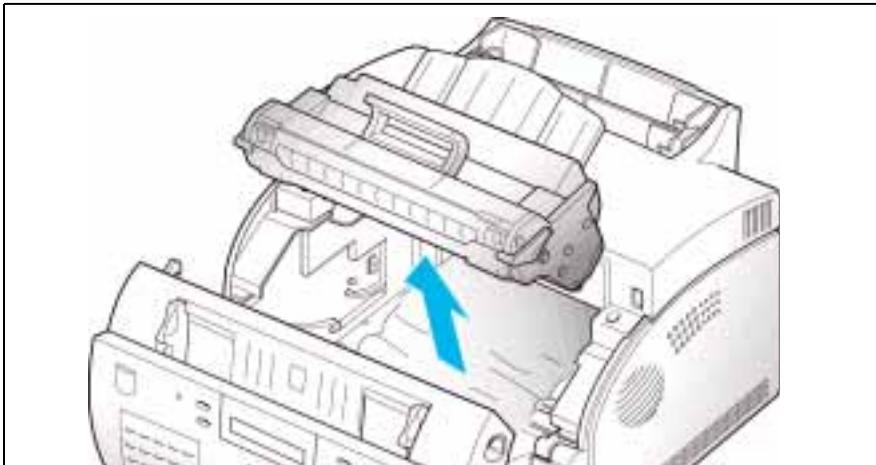


If Paper is Jammed Inside the Machine

- 1 Pull the cover release buttons toward you to open the cover.



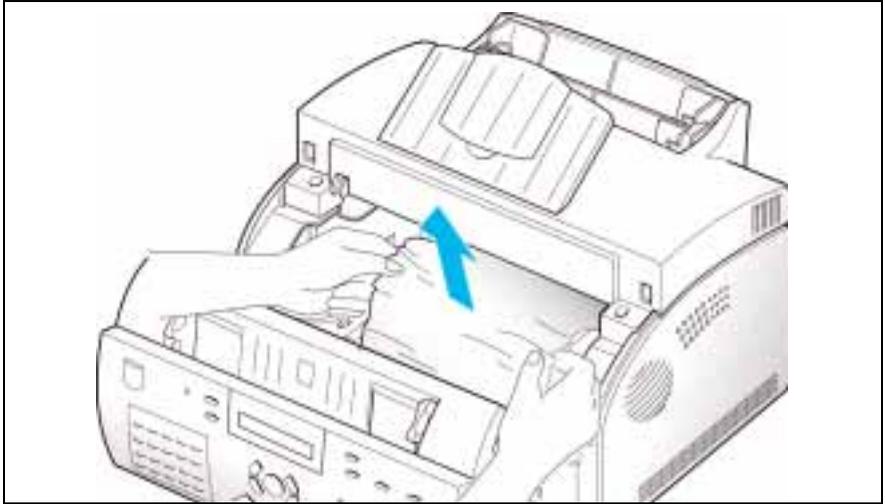
- 2 Remove the Laser Printer Cartridge by lifting it carefully by the handle.





WARNING: The Fuser is hot. Use caution when removing the jammed paper.

- 3 Using both hands, gently pull the paper toward you.



- 4 Check that there is no other paper jammed inside the printer.
- 5 Reinstall the Laser Printer Cartridge.
- 6 Close the front cover.

Tips for Avoiding Paper Jams

By carefully selecting print materials and loading them properly, you should be able to avoid most paper jams. If jams do occur, follow the steps outlined in *Clearing Jams* on page 7-2. If jams occur frequently, make sure that you are following these tips to avoid jams.

- Follow the procedures in *Loading Paper* on page 1-15 to load paper properly. Make sure the adjustable paper guides are positioned correctly.
- Do not overload the paper. Never exceed the maximum capacity of 150 sheets of paper in the Automatic Paper Feeder.
- Flex, fan, and straighten paper before loading it.
- Do not load wrinkled, creased, damp, or highly curled paper.
- Do not mix paper types.
- Use only recommended print paper.
- Ensure that the recommended print side is facing up when loading paper into the feeder.
- Store print materials in an acceptable environment.

LCD Display Error Messages

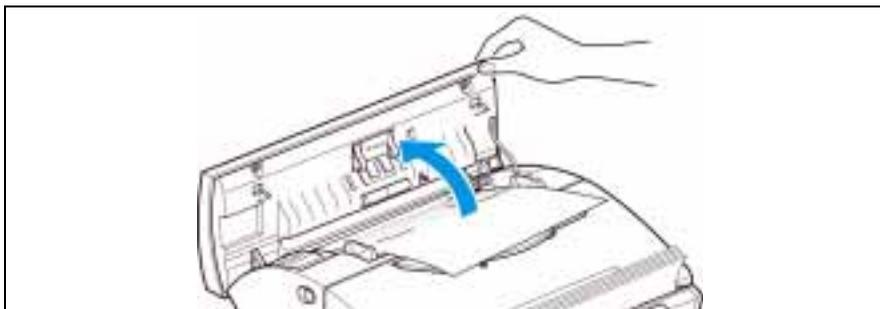
LCD Display	Meaning	Solution
RETRY REDIAL?	The machine is waiting for the programmed interval to automatically redial a previously busy station.	You can press Start to immediately redial, or Stop to cancel the redial operation.
COMM. ERROR	There is a fax communications problem.	Try faxing again.

Clearing Jams

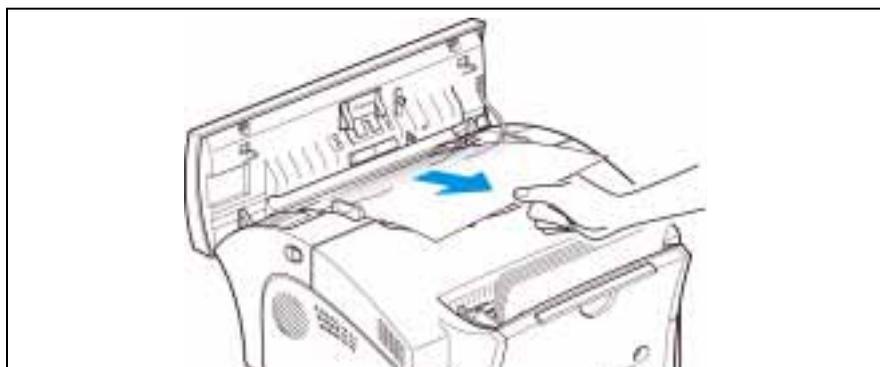
Document Jams While Sending a Fax

If a document jams while you are sending it, DOCUMENT JAM appears in the display. Do not pull the document out of the slot or you may damage your machine.

- 1 Open the control panel by pulling lightly on the Control Panel cover.



- 2 Carefully remove the jammed document. Close the control panel firmly until it clicks into place.



Paper Jams While the Machine is Printing

By carefully selecting paper type and loading them properly, you should be able to avoid most paper jams. If paper jams occur, an error message appears in the display. Follow the steps below to clear jam. To avoid tearing paper, pull the jammed paper out gently and slowly.

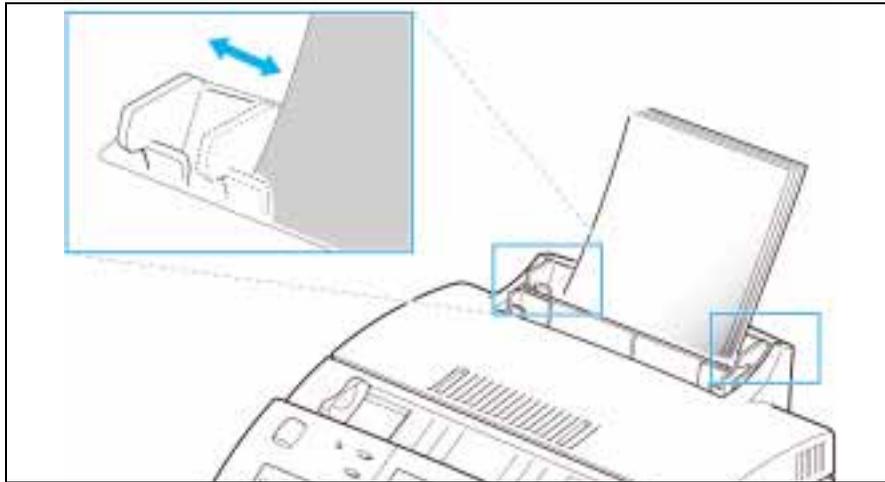
If Jammed in the Paper Feed Area at the Rear of the Machine

- 1 Remove the stack of copy paper (if necessary).
- 2 Remove the jammed paper by carefully pulling it straight up **using both hands**.



- 3 After you remove the jammed paper, reload the stack of copy paper back into the Automatic Paper Feeder with the print side facing you.

- 4 Adjust the paper guides to match the width of the paper.

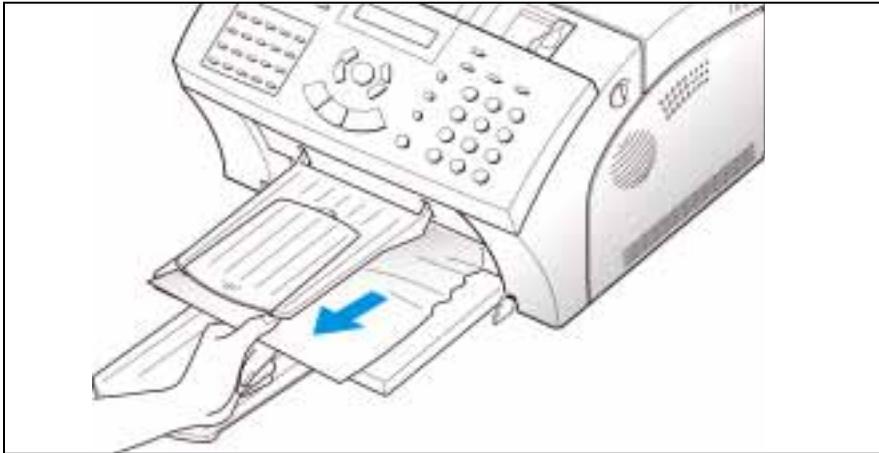


If Paper is Jammed in the Printer Output Area

If the paper jams as it exits to the printer exit tray and most of the paper is visible, pull the paper straight out using **both hands**.



CAUTION: If there is resistance when you pull the paper, and it does not move easily when you pull, stop pulling. Continue with the next section, *If Paper is Jammed Inside the Machine*.

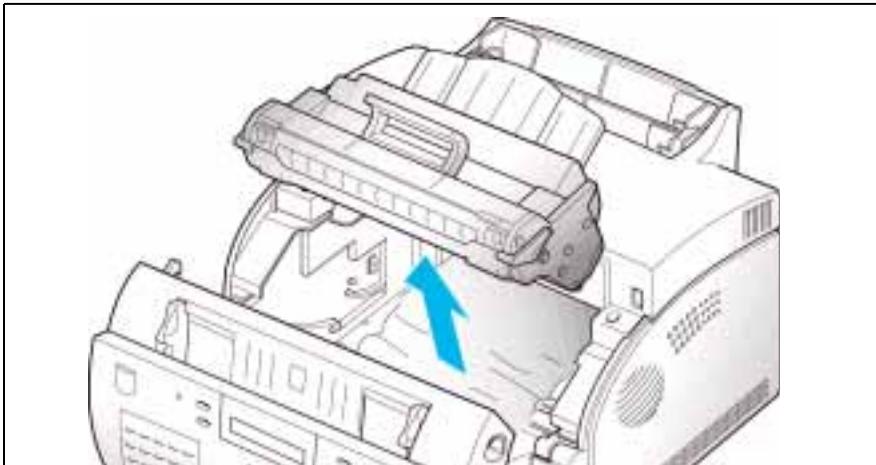


If Paper is Jammed Inside the Machine

- 1 Pull the cover release buttons toward you to open the cover.



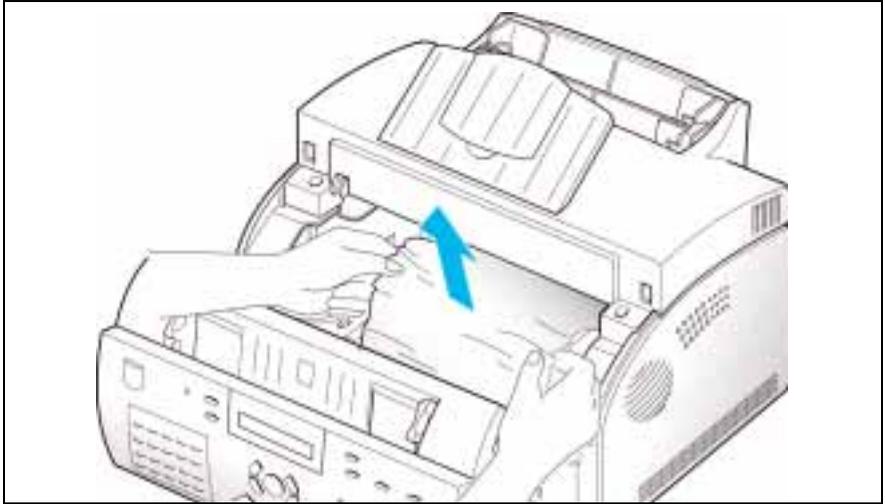
- 2 Remove the Laser Printer Cartridge by lifting it carefully by the handle.





WARNING: The Fuser is hot. Use caution when removing the jammed paper.

- 3 Using both hands, gently pull the paper toward you.



- 4 Check that there is no other paper jammed inside the printer.
- 5 Reinstall the Laser Printer Cartridge.
- 6 Close the front cover.

Paper Jams While the Machine is Printing

By carefully selecting paper type and loading them properly, you should be able to avoid most paper jams. If paper jams occur, an error message appears in the display. Follow the steps below to clear jam. To avoid tearing paper, pull the jammed paper out gently and slowly.

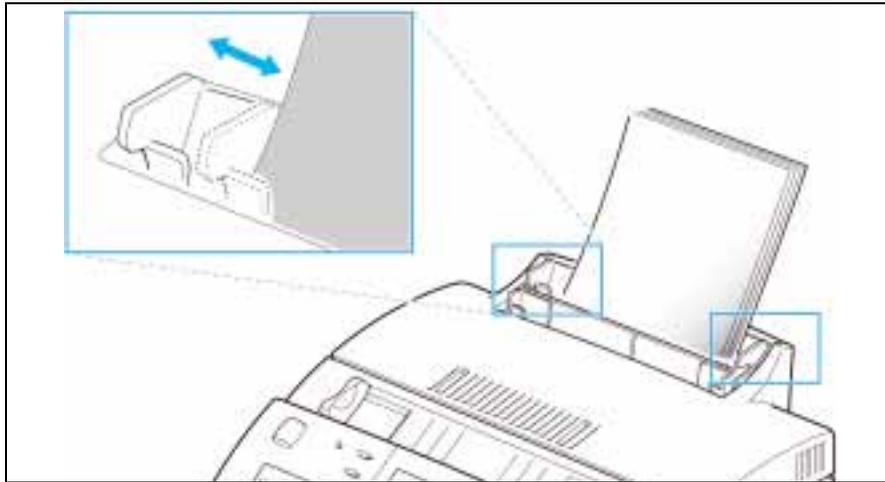
If Jammed in the Paper Feed Area at the Rear of the Machine

- 1 Remove the stack of copy paper (if necessary).
- 2 Remove the jammed paper by carefully pulling it straight up **using both hands**.



- 3 After you remove the jammed paper, reload the stack of copy paper back into the Automatic Paper Feeder with the print side facing you.

- 4 Adjust the paper guides to match the width of the paper.

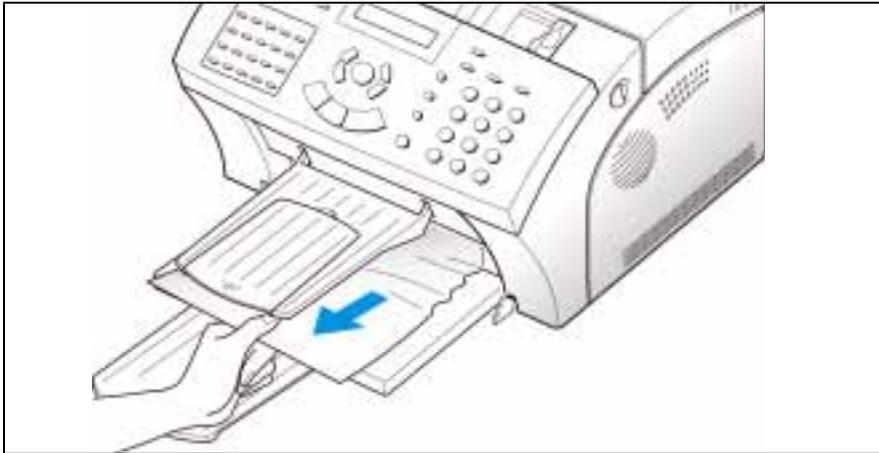


If Paper is Jammed in the Printer Output Area

If the paper jams as it exits to the printer exit tray and most of the paper is visible, pull the paper straight out using **both hands**.



CAUTION: If there is resistance when you pull the paper, and it does not move easily when you pull, stop pulling. Continue with the next section, *If Paper is Jammed Inside the Machine*.

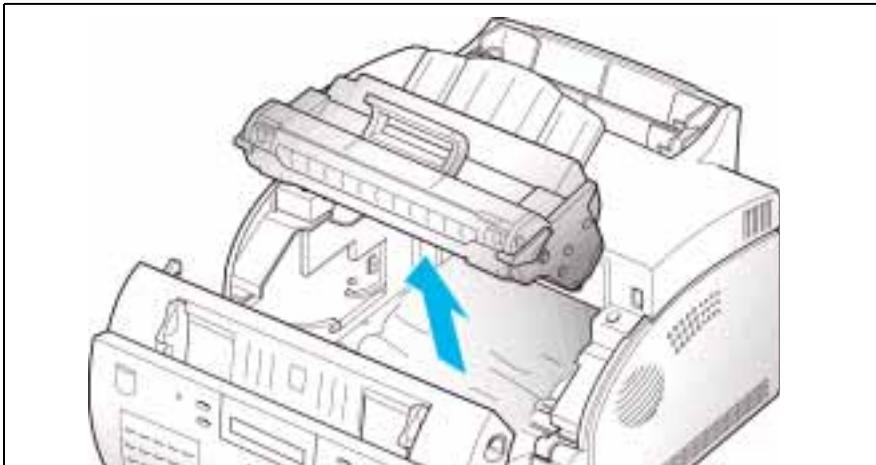


If Paper is Jammed Inside the Machine

- 1 Pull the cover release buttons toward you to open the cover.



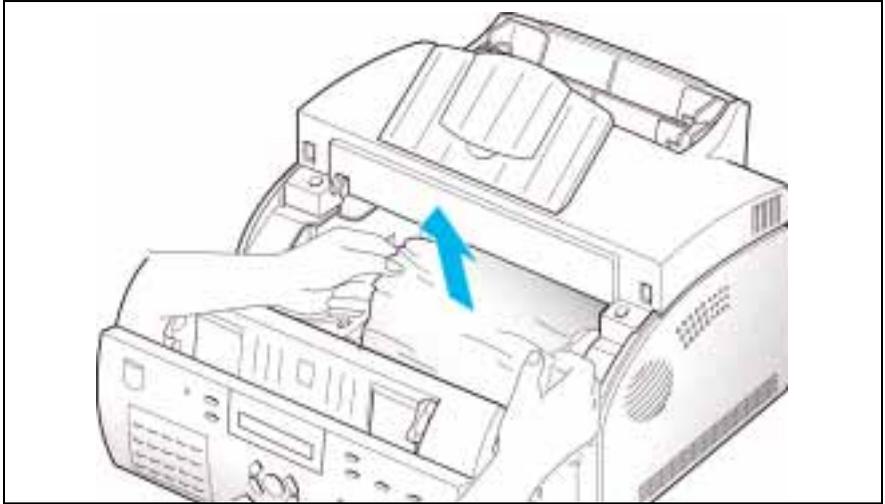
- 2 Remove the Laser Printer Cartridge by lifting it carefully by the handle.





WARNING: The Fuser is hot. Use caution when removing the jammed paper.

- 3 Using both hands, gently pull the paper toward you.



- 4 Check that there is no other paper jammed inside the printer.
- 5 Reinstall the Laser Printer Cartridge.
- 6 Close the front cover.

Tips for Avoiding Paper Jams

By carefully selecting print materials and loading them properly, you should be able to avoid most paper jams. If jams do occur, follow the steps outlined in *Clearing Jams* on page 7-2. If jams occur frequently, make sure that you are following these tips to avoid jams.

- Follow the procedures in *Loading Paper* on page 1-15 to load paper properly. Make sure the adjustable paper guides are positioned correctly.
- Do not overload the paper. Never exceed the maximum capacity of 150 sheets of paper in the Automatic Paper Feeder.
- Flex, fan, and straighten paper before loading it.
- Do not load wrinkled, creased, damp, or highly curled paper.
- Do not mix paper types.
- Use only recommended print paper.
- Ensure that the recommended print side is facing up when loading paper into the feeder.
- Store print materials in an acceptable environment.

LCD Display Error Messages

LCD Display	Meaning	Solution
RETRY REDIAL?	The machine is waiting for the programmed interval to automatically redial a previously busy station.	You can press Start to immediately redial, or Stop to cancel the redial operation.
COMM. ERROR	There is a fax communications problem.	Try faxing again.

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LCD Display	Meaning	Solution
INCOMPATIBLE	<ul style="list-style-type: none"> Remote machine did not have the requested feature, such as Polling. The remote machine has insufficient memory to complete the operation you are attempting. 	Confirm the features of the remote party's machine.
DOCUMENT JAM	The document jammed in the paper feeder.	Refer to <i>Clearing Jams</i> on page 7-2 to remove any jammed paper.
DOOR OPEN OR NO TONER	The cover is not securely latched, or the Laser Printer Cartridge is not installed.	Press down on the cover until it clicks in place, or install the Laser Printer Cartridge.
GROUP NOT AVAILABLE	You have tried to select a group location where only a single location number can be used.	Group Location Feature is not available.
LINE ERROR	Your machine cannot connect with the remote site, or it has lost contact because of a problem on the phone line.	<ul style="list-style-type: none"> Try again. If the failure persists, wait an hour or so for the line to clear, then try again. Turn on ECM mode. See <i>User Options (System Data)</i> on page 1-47.
LOAD DOCUMENT	You have attempted to set up a sending operation without loading a document.	Load a document and try again.

LCD Display	Meaning	Solution
MEMORY FULL!	The machine's memory is full.	<ul style="list-style-type: none"> Delete unnecessary documents. Retransmit after more memory becomes available. Split the transmission into more than one operation.
NO ANSWER!	The remote machine has not answered and all redial attempts have been made.	Try again. Make sure the remote machine is operational.
NO. NOT ASSIGNED	The One-Touch or Speed Dial location you tried to use has no number assigned to it.	<ul style="list-style-type: none"> Dial the number manually with the numeric keypad. Assign the number to a One-Touch or Speed Dial button and try again.
NO PAPER	The paper feed tray is empty.	Load paper.
OVERHEAT	The machine overheated.	Wait until it cools down. If you cannot solve the problem, please call Xerox Service.
PAPER JAM 0	Paper jammed in paper feed area.	Press the Stop button and clear the jam. Refer to <i>Paper Jams While the Machine is Printing</i> on page 7-3.
PAPER JAM 1	Paper jammed inside the unit.	Clear the jam. Refer to <i>Clearing Jams</i> on page 7-2.

LCD Display	Meaning	Solution
PAPER JAM 2	The jammed paper is still inside the unit.	Clear the jam. Refer to <i>If Paper is Jammed Inside the Machine</i> on page 7-6.
POLLING ERROR	<ul style="list-style-type: none"> The remote fax machine you want to poll is not ready to respond to your poll. When setting up to poll another fax machine, you have used an incorrect poll code. 	<ul style="list-style-type: none"> The remote operator should know in advance that you are polling and have their fax unit loaded with the original document. Enter the correct poll code.
POWER FAILURE	A power failure occurred.	If there are documents stored in memory, a Power Failure Report will be printed automatically when the power is restored.
WARMING UP PLEASE WAIT	The machine is warming up and is not ready (off-line).	Wait until the machine is ready (on-line).

Fax Problems

Symptom	Solution
The machine is not working, there is no display, and the buttons are not working.	<ul style="list-style-type: none"> • Unplug the power cord and plug it in. • Check for power at the outlet.
There is no dial tone	<ul style="list-style-type: none"> • Check that the phone is connected properly • Check the phone wall socket by plugging in another phone.
The telephone numbers stored in memory do not dial correctly	Make sure the telephone numbers are stored correctly in memory. Print a Telephone Numbers List. See <i>Printing Reports</i> on page 1-46 .
The document does not feed into the machine.	Make sure the document is not wrinkled or creased and you are feeding it correctly.
You cannot receive faxes automatically.	<ul style="list-style-type: none"> • Ensure that either FAX or TEL/FAX mode is selected. • Ensure there is paper in the machine. • Ensure that your machine's memory is not full. Check the display for a MEMORY FULL error message.
The machine cannot receive faxes manually.	<p>Ensure that you are hanging up the handset before you press the Start button.</p> <p>NOTE: This applies only to Xerox WorkCentre 385 models equipped with a telephone connected to the EXT. LINE jack on the bottom of the machine.</p>

Symptom	Solution
The machine will not transmit.	<p>Make sure that the document is loaded face down.</p> <p>Check that the LCD display reads TX.</p> <p>You may have hung up the handset of the external phone before you pressed Start.</p> <p>Ensure the machine you are sending to is able to receive faxes.</p>
You cannot poll another machine.	The fax machine you are calling may be using a poll code.
Blank spaces or poor text quality appear in incoming faxes.	<ul style="list-style-type: none"> • The machine sending the fax may be faulty. • Line errors due to excessive noise on phone line. • Check your machine by making a copy. • The Laser Printer Cartridge is empty.
Stretched words appear on incoming faxes.	The machine sending the fax had a temporary paper jam.
Lines appear on copies or outgoing faxes.	Check your machine's scan glass for marks and clean it, if necessary. See <i>Cleaning the Document Scanner</i> on page 8-2.
The machine dials a number, but fails to make a connection with another machine.	The other machine may be turned off, out of paper, or cannot answer incoming calls. Have the operator of the other machine investigate the problem.
The machine is unable to store a document in memory.	There may be insufficient memory available to store the document. If the display shows a MEMORY FULL error message, delete any documents you no longer need from the memory, then try storing the document.
Blank areas appear at the bottom of each page, or on other pages, only a small strip of text is printed at the top of the page.	Check the paper settings in the user option setup. Refer to <i>Selectable Options</i> on page 1-48.

Printer Problems

Symptom	Cause and Solution
The printer does not print.	<ul style="list-style-type: none">• The printer cable is not connected properly.• The printer cable is defective. Swap the cable with one known to work. If necessary, replace the cable.• The printer port is configured incorrectly. Check printer setting in Windows to make certain that the print job is being sent to the correct port (for example, LPT1).• The Laser Printer Cartridge is not installed properly. Remove and re-insert the cartridge, see <i>Installing the Laser Printer Cartridge</i> on page 1-6.• A paper jam has occurred. Refer to <i>Clearing Jams</i> on page 7-2.• The printer may be configured incorrectly within an application. Check the application to verify that all print settings are correct.• The printer driver may be incorrectly installed. Re-install the printer driver. See <i>Uninstalling Software</i> on page 1-30. Try printing a test page.
The paper does not feed into the printer.	<ul style="list-style-type: none">• Paper has not been loaded properly. Remove and re-insert the paper correctly. Refer to <i>Loading Paper</i> on page 1-15.• There is too much paper in the Automatic Paper Feeder. Decrease the number of sheets of paper in the Automatic Paper Feeder.

Symptom	Cause and Solution
<p>Half of the printed page is blank.</p>	<ul style="list-style-type: none"> • The page layout is too complex. Simplify the page layout, and remove any unnecessary graphics from the document. • The page orientation setting may be incorrect. Change the page orientation in the Print Setup dialog box. • The paper size and the software paper size settings do not match. Load the correct paper in the printer or change the software paper size settings in the Print Setup dialog box. • Scaling may be set to less than 100%. Change the scaling setting in the Paper/Output dialog box. • The printer cable may be incorrect. Use or replace the cable with an IEEE-1284 rated cable.
<p>The printer prints the wrong data, or it prints incorrect characters.</p>	<ul style="list-style-type: none"> • The printer cable may be connected improperly. Check the cable connection. • There may be a problem with the printer driver software. Exit Windows and reboot the computer. Turn the printer off and on. • The printer cable may be incorrect. Use or replace the cable with an IEEE-1284 rated cable

Symptom	Cause and Solution
The paper keeps jamming.	<ul style="list-style-type: none"> • There is too much paper in the Automatic Paper Feeder. Remove some of the paper from the Automatic Paper Feeder. If printing onto transparencies, or labels, insert them one at a time in the Manual Paper Feeder. • An incorrect type of paper is being used. Use only paper that meets the specifications required by the printer. • The paper setting method may be incorrect. If printing onto envelopes, insert the envelopes so that there is a gap of approximately 1 mm (1/32") between the left and right edges of the envelopes at the paper guide.
Printing is too slow.	<ul style="list-style-type: none"> • If using Windows 3.1x, Print Manager may be disabled. From the Control Panel Printers menu, check the Use Print Manager box. • If using Windows 3.1x, the Background Printing item in the Option menu of Print Manager may be set incorrectly. Select Background Printing from the Option menu in the Print Manager. • If using Windows 95, the Spooling Setting may be set incorrectly. From the Start menu, select Settings and Printers. Click the Work Centre icon with the right mouse button, select Properties, click the Details tab, and then click the Spool Settings button. Select the desired spool setting from the available choices

Print Quality Problems

Symptom	Cause and Solution
The page is white or the printout is too light to read.	Toner is low or empty. Refer to <i>Replacing the Laser Printer Cartridge</i> on page 8-9.
Irregular faded patches of print appear.	<ul style="list-style-type: none"> There is a paper quality problem. Use only paper that meets the specifications required by the printer. Toner may be unevenly distributed. Remove the Laser Printer Cartridge and shake it gently to evenly distribute the toner. Re-install the image cartridge.
Black staining on prints.	<ul style="list-style-type: none"> There is a paper quality problem. Use only paper that meets printer specifications. A Laser Printer Cartridge from another Xerox printer has been installed. Always use the same Laser Printer Cartridge with the same printer. Using a cartridge that has already been used in another printer may not give satisfactory results.
Black streaks or ghost images on printouts	<ul style="list-style-type: none"> Clean the drum. Refer to <i>Cleaning the Drum</i> on page 8-13.
Character voids.	The paper may be too dry. Try printing with a different batch of paper. Always store paper in its original sealed package.
Background scatter on printed pages.	<ul style="list-style-type: none"> The paper may be too damp. Try printing with a different batch of paper. Always store paper in its original sealed package. Do not open packages of paper until necessary so that the paper does not absorb too much moisture from the air. You may be printing on uneven surfaces. If printing envelopes, change your printing layout to avoid printing over areas that have overlapping seams on the reverse side.

Symptom	Cause and Solution
Missing characters	<ul style="list-style-type: none"> The paper may be too damp. Try printing with a different batch of paper. Always store paper in its original sealed package. Do not open packages of paper until necessary so that the paper does not absorb too much moisture from the air.
Back of printout is dirty.	The transfer roller may be dirty. Print a few blank pages to clean the transfer roller.
Incorrect fonts.	True Type fonts may be disabled (Windows 3.1x). Use the Fonts dialog box in the Control Panel to enable True Type fonts.
Faded graphics.	<ul style="list-style-type: none"> Toner may be low. Remove the Laser Printer Cartridge and shake it gently to evenly distribute the toner. Reinstall the Laser Printer Cartridge. Replace the Laser Printer Cartridge. Have a spare Laser Printer Cartridge ready to replace the empty one.

Chapter 8 Maintenance

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Clearing the Document Scanner [8-2](#)

Automatic Document Feeder Rubber Pad Replacement [8-6](#)

Adjust Shading [8-7](#)

Managing the Laser Printer Cartridge [8-8](#)

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Maintenance

Clearing Memory

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

- 1 Press **Menu**, then press **Memory Clear** on the One-Touch keypad. **MEMORY CLEAR ITEM (1-4)** appears briefly on the display followed by the list shown below. Use the UP and Down buttons to scroll through the list of options.

Memory Clear Items

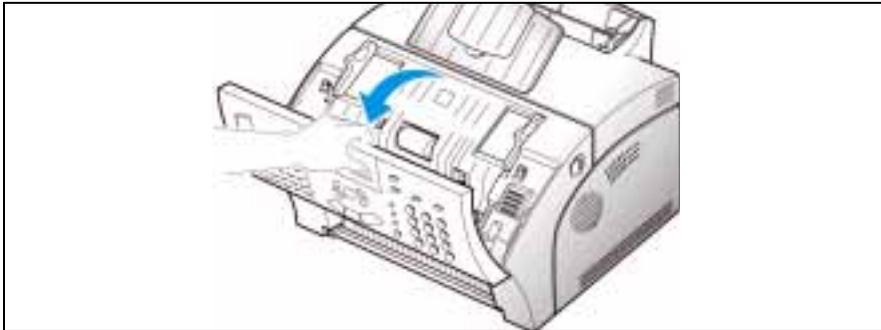
1. SYSTEM ID	The System ID number and name are cleared from the machine's memory.
2. SYSTEM DATA	Restores user-selectable options to the default value.
3. PHONEBK/MEMORY	Clears the One-Touch, Speed Dial, or Group Dial numbers stored in memory. All the Scheduled Job operations you have reserved are also canceled.
4. TX-RX JOURNAL	Clears all records of transmissions and receptions.

- 2 Highlight the memory items you want to clear by pressing the **UP** or **DOWN** button repeatedly until the item to be cleared is blinking.
- 3 Press the **Enter** button.
ARE YOU SURE? appears in the LCD display.
- 4 Press **1** to confirm. Or use the **Right** or **Left** button to choose YES, then press the **Enter** button. The selected memory is cleared.

Cleaning the Document Scanner

To keep your machine working properly, occasionally clean the white roller, Automatic Document Feeder (ADF) rubber, and the scanning glass. If they are dirty, documents sent to another fax machine may not be clear.

- 1 Open the Control Panel by pulling lightly on the Control Panel Cover assembly.

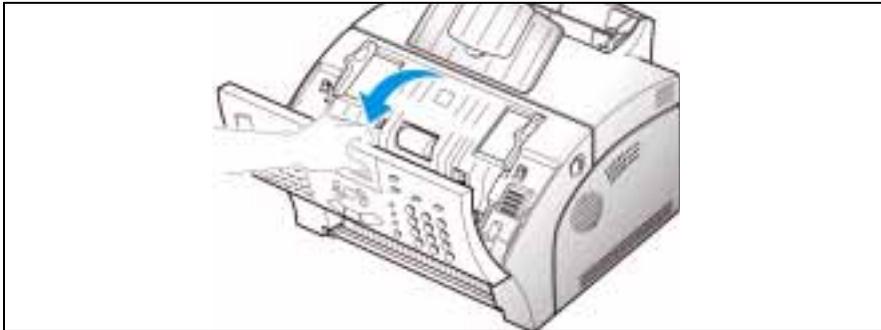


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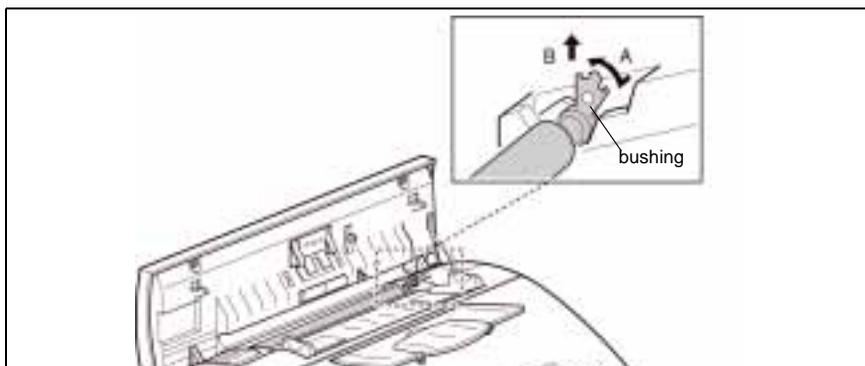
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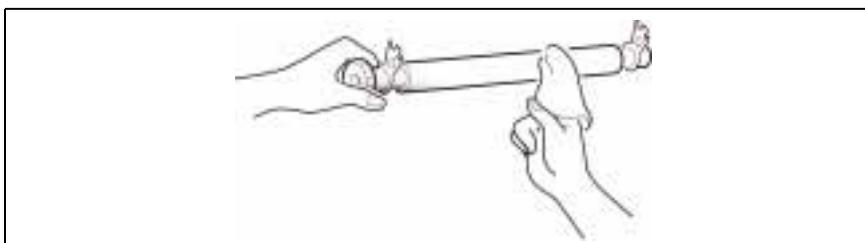
- 1 Open the Control Panel by pulling lightly on the Control Panel Cover assembly.



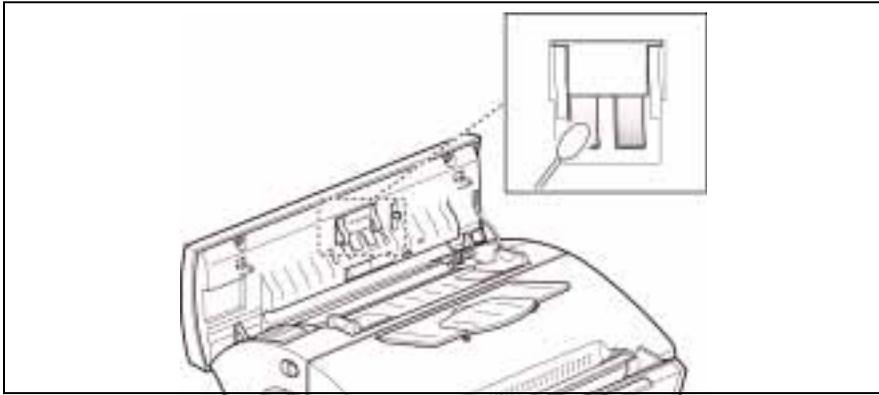
- 2 Disassemble the white roller as follows:
 - a) Both ends of the white roller have plastic bushings that are used to secure the roller in the machine. Pull the two bushings slightly inward (A).
 - b) Rotate the bushings until they reach a vertical position (B).
 - c) Pull the roller upward and out of the machine.



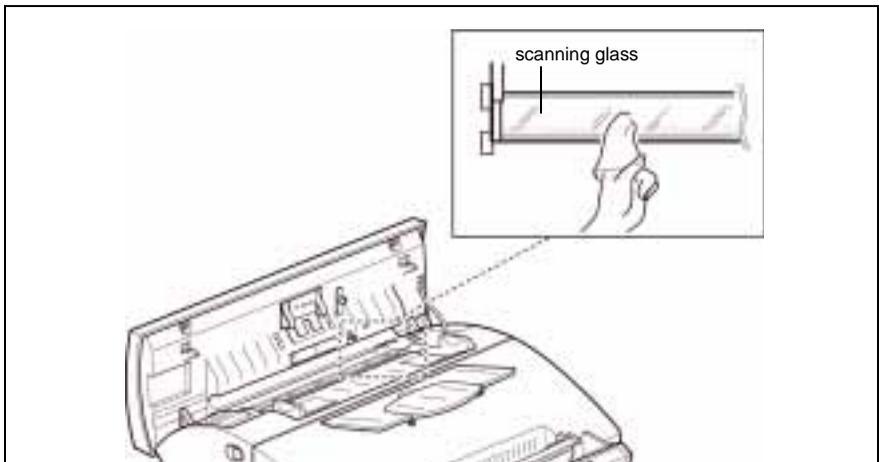
- 3 Wipe the roller surface with a soft cloth dampened with water.



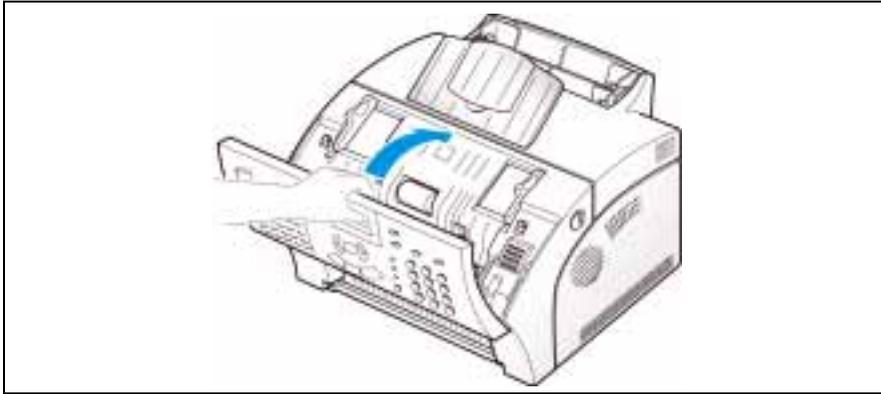
- 4 Using a cotton swab or a soft dry cloth, clean the ADF rubber piece.



- 5 Carefully wipe the scanning glass with a soft, dry cloth.
If the glass is very dirty, first wipe it with a slightly dampened cloth, then with a dry cloth. Be very careful not to scratch the glass surface.

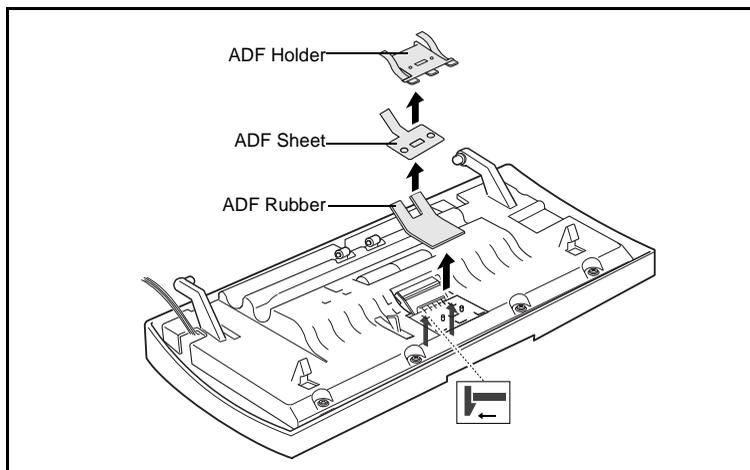


- 6 Replace the roller by performing steps one and two in reverse order.
- 7 Close the control panel firmly until it clicks into place.



Automatic Document Feeder Rubber Pad Replacement

- 1 Open the Control Panel Cover.
- 2 Insert a small flat blade screwdriver under the right and left sides of the ADF Holder.



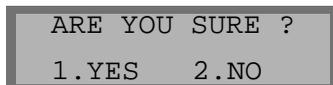
- 3 Apply upward pressure to release the two locking tabs on each side of the assembly.
- 4 Remove the assembly and replace the ADF Rubber.
- 5 Reassemble the components in the order shown in the diagram above.
- 6 Place the assembly back onto the ADF Holder.
- 7 Press down on the assembly until it locks into position.
- 8 Close the Control Panel.

Adjust Shading

The Adjust Shading feature allows you to recalibrate the baseline value the Document Scanner will interpret as white when scanning documents. This procedure should be performed after cleaning the Document Scanner, particularly if the white rubber roller remains stained after cleaning.

To adjust the shading:

- 1 Press the **Menu** button, then press the **Maintenance** button on the One-Touch keypad.
CLEAN DRUM ? appears in the LCD display
- 2 Press the **Down** or **Up** button. ADJUST SHADING ? appears in the display.
- 3 Press the **START** button. The LCD display prompts you to confirm your choice by pressing the appropriate number key.



ARE YOU SURE ?
1 . YES 2 . NO

Note: Selecting the 2 button on the number keypad will cancel the Adjust Shading operation. The LCD display will revert to the previous menu level.

- 4 Press **1**. The LCD display prompts you to load a sheet of white paper into the Automatic Document Feeder.
- 5 Load a single sheet of white paper into the Automatic document Feeder.
The WorkCentre 385 immediately begins feeding the sheet of paper through the Automatic Document Feeder. SHADING ... appears on the LCD display.
- 6 The WorkCentre 385 returns to standby mode.

Managing the Laser Printer Cartridge

Expected Cartridge Life

The life of your Laser Printer Cartridge depends on the amount of toner (density) used in each print job. For instance, if the printer is typically used to print business letters with about 5% page coverage, the Laser Printer Cartridge life will be approximately 2,500 pages, using the Laser Printer Cartridge shipped with the machine. Subsequently purchased Laser Printer Cartridges will have a cartridge life of approximately 5,000 pages. The actual number may vary according to the density of the printed page.

Printers that are used mainly for graphics will consume the toner in the Laser Printer Cartridge at a faster rate.

You can extend the life of your Laser Printer Cartridge by using the *Econo Mode* setting, see *Econo Mode Setting* on page 1-38. When in *Econo Mode*, your machine prints using less toner. The printed image is much lighter, but it is adequate for printing draft copies of documents.

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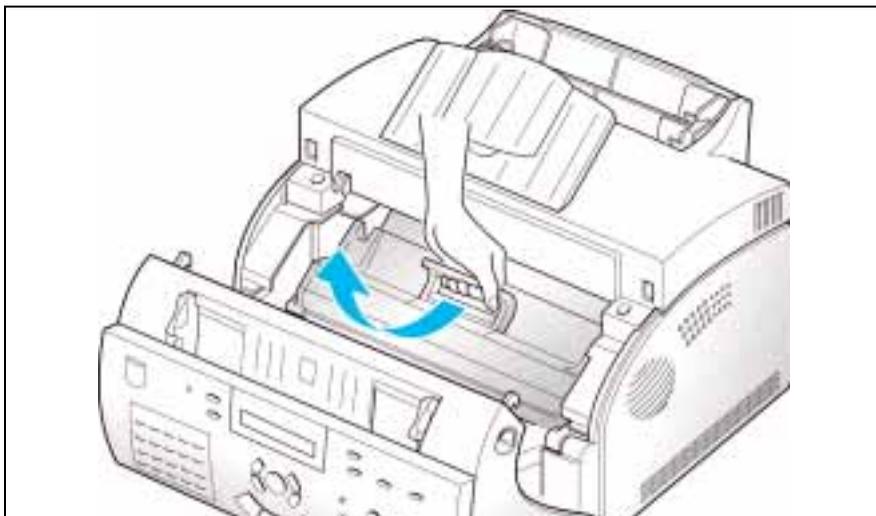
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Replacing the Laser Printer Cartridge

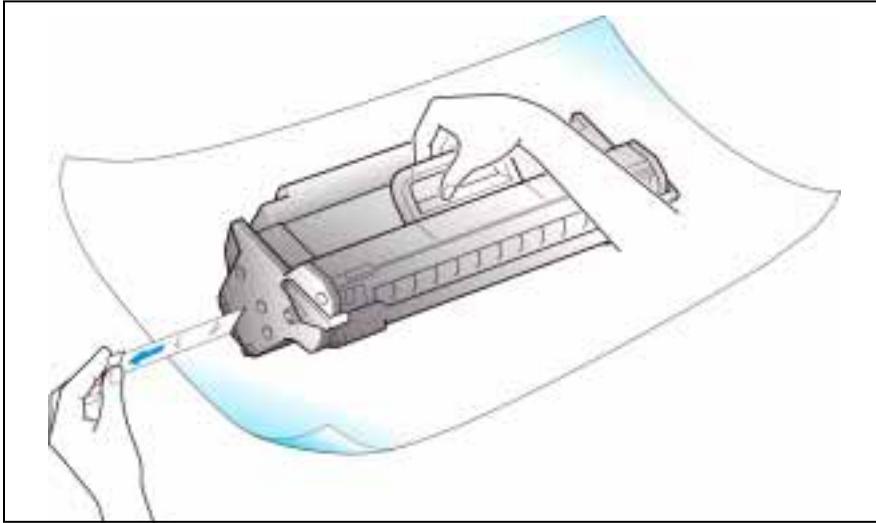
- 1 Pull the cover release buttons toward you to open the cover.



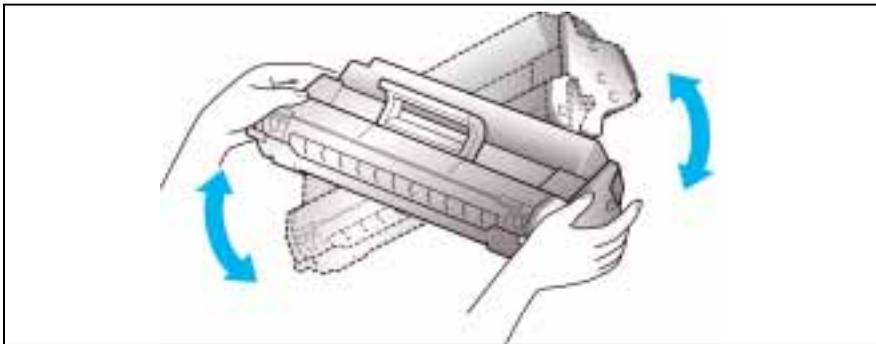
- 2 Remove the empty Laser Printer Cartridge by lifting it carefully by the handle. Follow the instructions printed on the cartridge box to recycle the used cartridge.



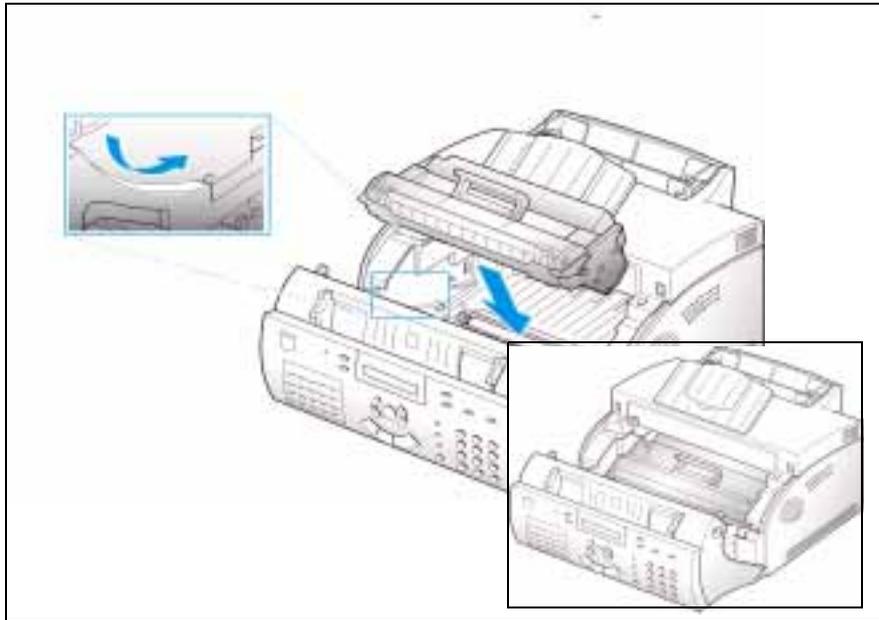
- 3 Unwrap a new Laser Printer Cartridge; carefully remove the sealing tape.



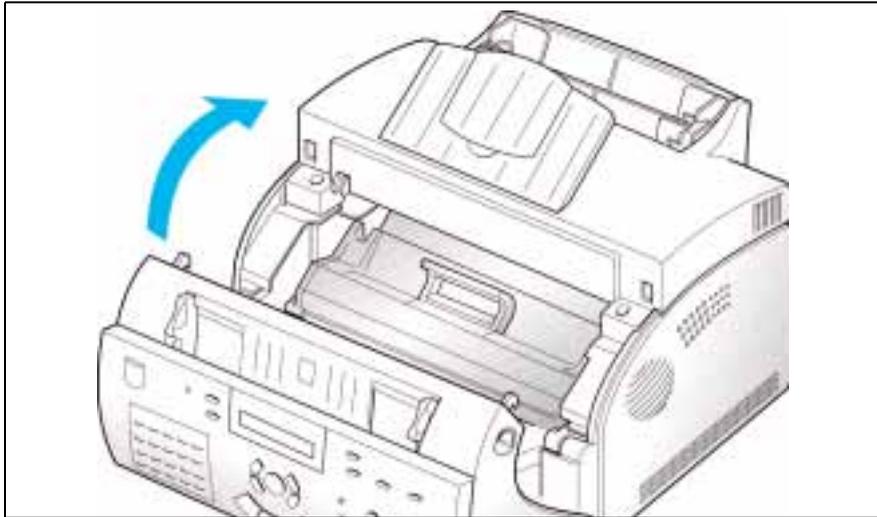
- 4 Shake the cartridge from side to side five or six times to distribute the toner evenly.



- 5 Locate the cartridge slots inside the printer, one on each side. Grasp the handle; slide the Laser Printer Cartridge down between the cartridge slots until it drops into place.



- 6 Close the cover firmly. Ensure that both side buttons have clicked into place.



Extending the Life of the Laser Printer Cartridge

When the Laser Printer Cartridge is near the end of its life, white streaks or print density changes will occur. You can temporarily re-establish print quality by redistributing the remaining toner in the cartridge.

- 1 Pull the cover release buttons toward you to open the printer cover.
- 2 Remove the Laser Printer Cartridge.
- 3 Gently shake the cartridge from side to side to distribute the toner evenly.

- 4 Reinstall the cartridge and close the cover.

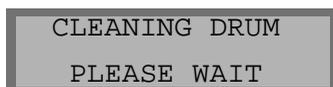
This is typically successful for one time only. The toner will eventually run out and blank pages will be printed when a print job is sent, or when a fax is received. To restore print quality, the Laser Printer Cartridge must be replaced. See *Installing the Laser Printer Cartridge* on page 1-6.

Cleaning the Drum

If print output quality decreases due to the presence of black streaks or ghost images appearing on printouts, drum cleaning should be performed as an attempt to rectify the problem.

To clean the drum:

- 1 Press the **Menu** button, then press the **Maintenance** button on the One-Touch keypad.
CLEAN DRUM ? appears in the LCD display
- 2 Press the **START** button. The LCD display shows drum cleaning is underway.



The WorkCentre 385 outputs a single sheet of paper containing any excess toner removed from the drum.

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The life of your Laser Printer Cartridge depends on the amount of toner (density) used in each print job. For instance, if the printer is typically used to print business letters with about 5% page coverage, the Laser Printer Cartridge life will be approximately 2,500 pages, using the Laser Printer Cartridge shipped with the machine. Subsequently purchased Laser Printer Cartridges will have a cartridge life of approximately 5,000 pages. The actual number may vary according to the density of the printed page.

Printers that are used mainly for graphics will consume the toner in the Laser Printer Cartridge at a faster rate.

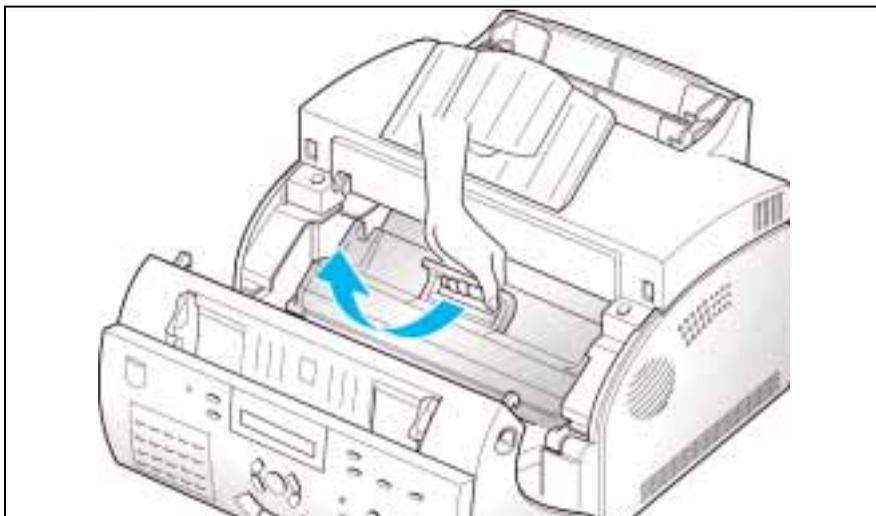
You can extend the life of your Laser Printer Cartridge by using the *Econo Mode* setting, see *Econo Mode Setting* on page 1-38. When in *Econo Mode*, your machine prints using less toner. The printed image is much lighter, but it is adequate for printing draft copies of documents.

Replacing the Laser Printer Cartridge

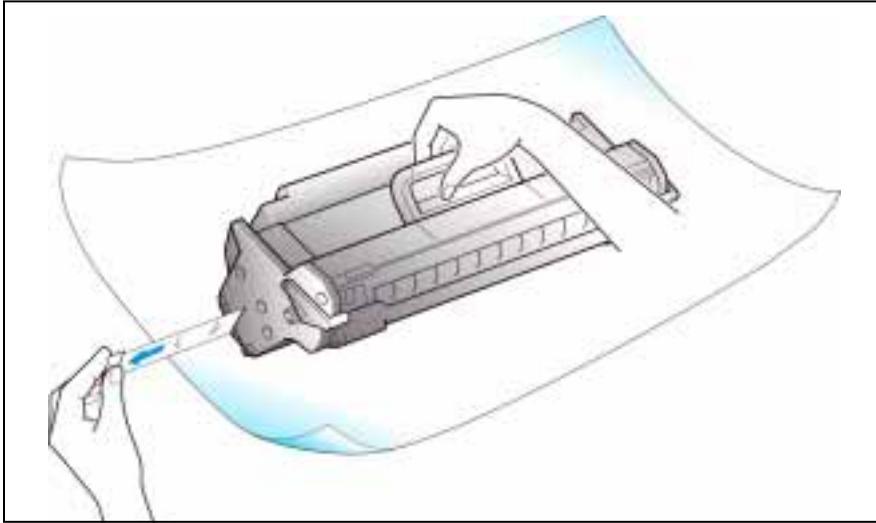
- 1 Pull the cover release buttons toward you to open the cover.



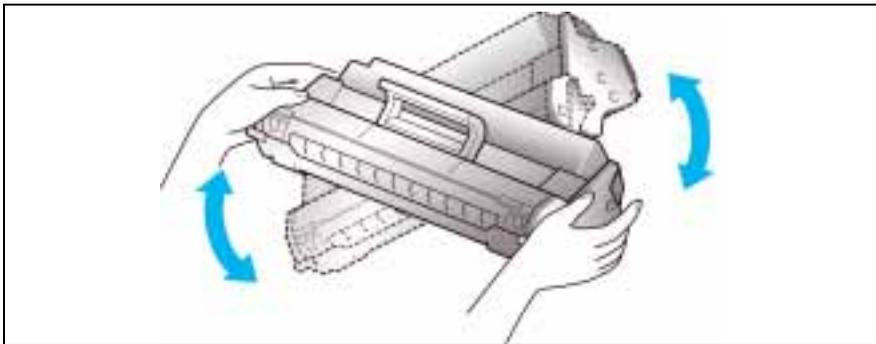
- 2 Remove the empty Laser Printer Cartridge by lifting it carefully by the handle. Follow the instructions printed on the cartridge box to recycle the used cartridge.



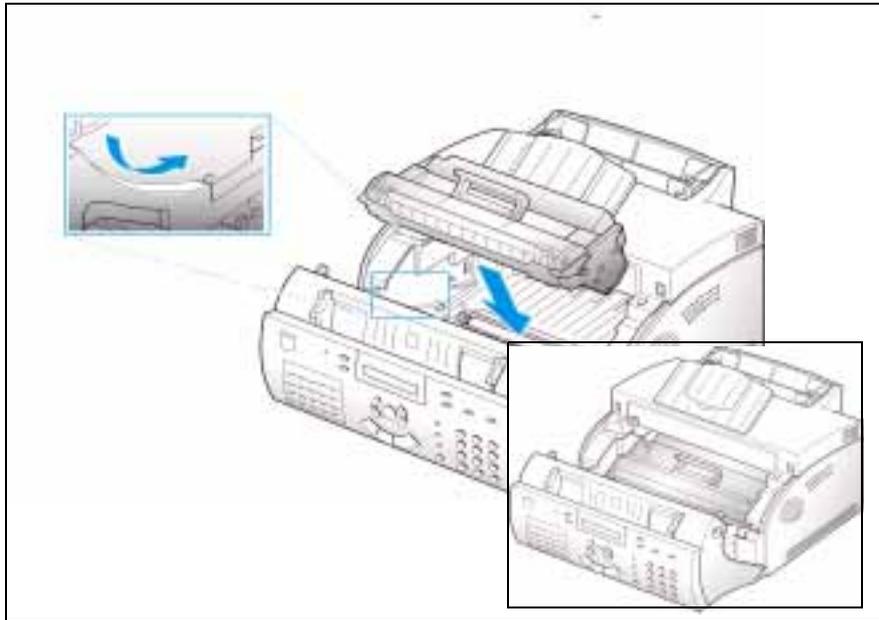
- 3 Unwrap a new Laser Printer Cartridge; carefully remove the sealing tape.



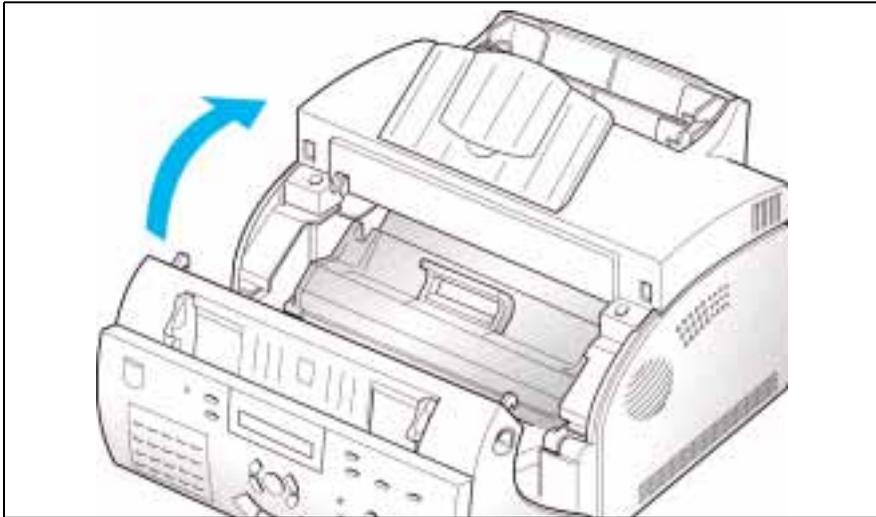
- 4 Shake the cartridge from side to side five or six times to distribute the toner evenly.



- 5 Locate the cartridge slots inside the printer, one on each side. Grasp the handle; slide the Laser Printer Cartridge down between the cartridge slots until it drops into place.



- 6 Close the cover firmly. Ensure that both side buttons have clicked into place.

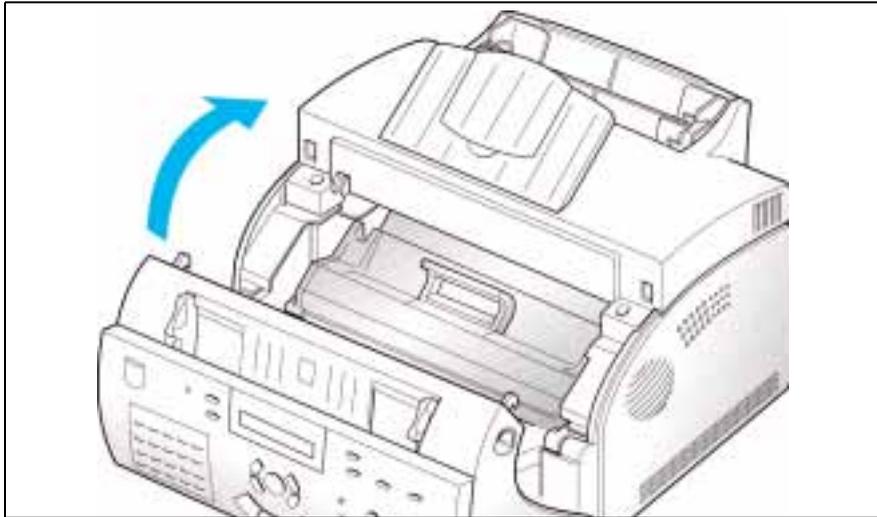


Extending the Life of the Laser Printer Cartridge

When the Laser Printer Cartridge is near the end of its life, white streaks or print density changes will occur. You can temporarily re-establish print quality by redistributing the remaining toner in the cartridge.

- 1 Pull the cover release buttons toward you to open the printer cover.
- 2 Remove the Laser Printer Cartridge.
- 3 Gently shake the cartridge from side to side to distribute the toner evenly.

- 6 Close the cover firmly. Ensure that both side buttons have clicked into place.



Extending the Life of the Laser Printer Cartridge

When the Laser Printer Cartridge is near the end of its life, white streaks or print density changes will occur. You can temporarily re-establish print quality by redistributing the remaining toner in the cartridge.

- 1 Pull the cover release buttons toward you to open the printer cover.
- 2 Remove the Laser Printer Cartridge.
- 3 Gently shake the cartridge from side to side to distribute the toner evenly.

- 4 Reinstall the cartridge and close the cover.

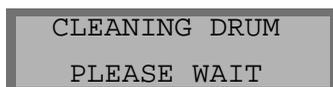
This is typically successful for one time only. The toner will eventually run out and blank pages will be printed when a print job is sent, or when a fax is received. To restore print quality, the Laser Printer Cartridge must be replaced. See *Installing the Laser Printer Cartridge* on page 1-6.

Cleaning the Drum

If print output quality decreases due to the presence of black streaks or ghost images appearing on printouts, drum cleaning should be performed as an attempt to rectify the problem.

To clean the drum:

- 1 Press the **Menu** button, then press the **Maintenance** button on the One-Touch keypad.
CLEAN DRUM ? appears in the LCD display
- 2 Press the **START** button. The LCD display shows drum cleaning is underway.



The WorkCentre 385 outputs a single sheet of paper containing any excess toner removed from the drum.

- 4 Reinstall the cartridge and close the cover.

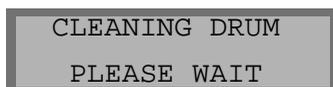
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To clean the drum:

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CLEAN DRUM ? appears in the LCD display
- 2 Press the **START** button. The LCD display shows drum cleaning is underway.



The WorkCentre 385 outputs a single sheet of paper containing any excess toner removed from the drum.

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Chapter 9

Appendix

Specifications

Applicable line	Public Switched Telephone Network (PSTN) or behind PABX
Compatibility	CCITT Group 3
Data coding	MH/MR/MMR
Modem speed	14400/12000/9600/7200/4800/2400 bps
Transmission speed	Approx. 6 sec. (V.17 ECM: 14.4 kbps)
Effective scanning width	8.3 inches (210 mm)
Effective printing width	8.2 inches (202 mm)
Scanning method	Sheet-fed Contact Image Sensor (CIS)
Memory	2.5 MByte
Halftone	64 levels
Printing speed	8 PPM (Letter/A4 Size)
Automatic document feeder	30 pages (20 lb or 75 g/m ²)
LCD	16 characters x 2 lines
Dimension (H x W x D)	238 x 355 x 415 mm

Weight	20 lb Net, 31 lb with tray and CRU (9/14 Kg)
Power requirements	230VAC/50Hz
Power consumption	(Standby) 13 Watts (Maximum) 490 Watts
Environmental conditions	Temperature : 50°F to 86°F (10°C to 30°C) Humidity : 30% to 80% RH
Auto dialer	One-touch dialing (registration for 20 numbers) Speed dialing (registration for 80 numbers)
Document size - Width - Length	5.8 to 8.5 inches (148 to 216 mm) Single page: 5 to 40 inches (120 to 1000 mm) Multi pages: 5 to 11.7 inches (128 to 297 mm)
Recording paper size - for automatic paper feeder - for manual paper feeder	Letter: 8.5 x 11 inches (216 x 279 mm) A4 : 8.3 x 11.6 inches (210 x 297 mm) Legal : 8.5 x 14 inches (216 x 356 mm) Length: 5 to 14 inches (125 to 356 mm) Width: 3.5 to 8.5 inches (90 to 216 mm)
Recording paper weight - for automatic paper feeder -for manual paper feeder	16 to 24 lb (60 to 90 g/m ²) 16 to 40 lb (60 to 163 g/m ²)
Automatic paper feeder capacity	150 sheets; 16 to 20 lb (60 to 75 g/m ²) weight
Printing method	Laser Scanning Unit
Printing resolution	600 x 600 dpi (23.6 x 23.6 lines/mm)
Scanning resolution (fax) – Horizontal – Vertical	300 dpi Standard: 98 Lpi (3.85 lines/mm) Fine: 196 Lpi (7.7 lines/mm) Super fine: 300 Lpi (11.8 lines/mm)

Scanning resolution (scanner)	Standard: 204 x 98 Lpi (8 x 3.85 lines/mm) Fine: 204 x 196 Lpi (8x 7.7 lines/mm) Super fine: 300 x 300 Lpi (11.8 x 11.8 lines/mm)
Copy resolution	300 x 300 Lpi (11.8 x 11.8 lines/mm)
Battery backup	1 to 2 hours

FCC Regulations

Send Header Requirements

Federal communications commission (FCC) regulations require all persons within the United States who send any message via a facsimile machine to include an identifying message in the transmission. The message must clearly contain an identifier and telephone number for the entity (business or individual) sending the message.

This facsimile machine provides the local ID and name features required for the FCC regulation. To satisfy the FCC regulation, the telephone number and name must be included with the printed document. To comply with the FCC rules, carefully read and follow the instructions listed in this document to program the local ID and name.

Data Coupler Information

This Xerox Work Centre 385 machine contains an internal data coupler. Its use is restricted by the FCC (Federal Communications Commission). To comply with the FCC rules, you must carefully read and follow the instructions listed below.

Scanning resolution (scanner)	Standard: 204 x 98 Lpi (8 x 3.85 lines/mm) Fine: 204 x 196 Lpi (8x 7.7 lines/mm) Super fine: 300 x 300 Lpi (11.8 x 11.8 lines/mm)
Copy resolution	300 x 300 Lpi (11.8 x 11.8 lines/mm)
Battery backup	1 to 2 hours

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Data Coupler Information

This Xerox Work Centre 385 machine contains an internal data coupler. Its use is restricted by the FCC (Federal Communications Commission). To comply with the FCC rules, you must carefully read and follow the instructions listed below.

On the rear of this equipment is a label that contains, among other information, the registration number and Ringer Equivalence Number (REN). If requested, provide this information to your telephone company.

The REN is used to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

ASK your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can severely damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

You may safely connect the machine to the following standard modular jack: RJ-11C. Use the standard line cord (with modular plugs provided with the installation kit to connect it.

A compliant telephone cord and modular plug is provided with this equipment.

Do not connect this machine to a party or coin operated phone line.

Repairs to the machine should be made only by a Xerox representative or an authorized Xerox service agency. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

Radio Frequency Emissions

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to 89/336/EEC including EN53022 ClassB. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encourage to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Change or modifications to this equipment not specifically approved by the Xerox Corporation may void the authority granted to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with the regulations.

Scanning resolution (scanner)	Standard: 204 x 98 Lpi (8 x 3.85 lines/mm) Fine: 204 x 196 Lpi (8x 7.7 lines/mm) Super fine: 300 x 300 Lpi (11.8 x 11.8 lines/mm)
Copy resolution	300 x 300 Lpi (11.8 x 11.8 lines/mm)
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ASK your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can severely damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

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A compliant telephone cord and modular plug is provided with this equipment.

Do not connect this machine to a party or coin operated phone line.

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This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to 89/336/EEC including EN53022 ClassB. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encourage to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Change or modifications to this equipment not specifically approved by the Xerox Corporation may void the authority granted to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with the regulations.

Safety and Legal Requirements for Xerox Europe

Approvals and Certification



The CE marking applied to this product symbolises Xerox Europe Declaration of Conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995: Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

A full declaration, defining the relevant directives and referenced standards can be obtained from your Xerox Europe representative or by contacting:

Xerox Europe Product Safety,
Xerox Europe Technical Centre,
PO Box 17,
Bessemer Road,
Welwyn Garden City,
Herts AL7 1HE, England

WARNING: This product is certified manufactured and tested in compliance with strict safety and radio frequency interference regulations. Any unauthorised alteration which includes the addition of new functions or the connection of external devices may impact this certification. Please

contact your local Xerox Europe representative for a list of approved accessories.

WARNING: In order to allow this equipment to operate in proximity to industrial, Scientific and medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures.

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

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

Unplug this product from the wall outlet before cleaning. Always use materials specifically designated for this product. Use of other materials may result in poor performance and could create a hazardous situation.

Do not use aerosol cleaners. Follow the instructions in this User Guide for proper cleaning methods.

Never use supplies or cleaning materials for purposes other than what they were intended. Keep all supplies and material out of reach of children.

Do not use this product near water, wet locations, or outdoors.

Do not place this product on an unstable cart, stand, or table. The product may fall, causing personal injury or serious damage to the product.



WARNING: This product must be earthed.

This product is equipped with a 3-wire, grounding-type plug (i.e., a plug having a third grounding pin). This plug will only fit into a grounding-type power outlet. This is a safety feature. To avoid the risk of electric shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet. Never use a grounding adapter plug to connect the product to a power source receptacle that lacks a ground connection terminal.

This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your local power company.

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

Slots and openings in the cabinet and in the back and bottom of the product are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.

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

Never spill liquid of any kind on the product.

Never remove any covers or guards that require a tool for removal, unless directed to do so in a Xerox approved maintenance kit.

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

Use of an extension cord with this product is not recommended or authorized. Users should check building codes and insurance requirements if an extension cord is to be used. Ensure that the total ampere ratings of the products plugged into the extension cord does not exceed the extension cord ampere rating. Also make sure that the total amperage of all products plugged into the wall outlet does not exceed the outlet rating.

If you need additional safety information concerning the copier or Xerox supplied materials you should contact your Xerox representative or you may contact Xerox Environment Health and Safety on:

*(UK) 44 (0)1707 353434

***Safety Standards:** The Xerox WorkCentre 385 is certified to EN 60950.

Other National Standards: The Xerox WorkCentre 385 is also certified in compliance with applicable standards by various national bodies.

The Electricity at Work Regulation (in England and Wales) Xerox Limited ONLY

Electricity at Work Regulations:

The Electricity at Work Regulation 1989 came into force in England and Wales on the 1 April 1990. This 1989 Regulation places a duty on all employers and self-employed persons to ensure the electrical system in their premises are constructed, maintained and operated in such a manner as to prevent, so far as reasonably practical, danger. This includes ensuring all electrical equipment connected to such electrical systems are safely constructed, maintained and operated.

All Xerox equipment have been designed to exacting safety standards. They have all undergone a variety of stringent safety tests including earth bond, insulation resistance and electrical strength tests. Xerox Europe manufacturing plants have been awarded ISO 9000 quality certification and are subject to regular audits by the British Standards Institution or equivalent national standards body.

Xerox equipment which has been properly and regularly serviced and maintained should not have to undergo additional specific safety tests pursuant to the 1989 Regulation. Customers wishing to complete safety testing should contact Xerox Europe Technical Centre (see page 9-9) for advice prior to any test implementation.

Xerox equipment should, however, be properly and regularly serviced and maintained at all times.

QUESTION: What is the Electricity at Work Regulation?

ANSWER: The Electricity at Work Regulation 1989 came into force in England and Wales on the 1 April 1990. This 1989 Regulation places a duty **on all employers and self-employed persons** to ensure the electrical systems in their premises are constructed, maintained and operated in such a manner as to prevent, so far as reasonably practicable, danger. This includes ensuring all electrical products connected to such electrical systems are safely constructed, maintained and operated.

QUESTION: Does Xerox Europe comply with the Electricity at Work Regulation?

ANSWER: The regulation places a duty on **all employers and self-employed persons** to ensure the electrical systems in their premises are, effectively safe.

The regulation does not impose on, amongst others, **manufacturers or suppliers** of such electrical systems. However, rest assured that all Xerox equipment which Xerox Europe and its authorised distributors supplies to customers, conform with all the relevant safety legislation and standards.

QUESTION: Is Xerox equipment safe?

ANSWER: All Xerox equipment supplied by Xerox Europe and their authorised distributors conform to all relevant safety legislation and standards.

QUESTION: Is the Xerox equipment in my premises safe?

ANSWER: All Xerox equipment supplied by Xerox Europe and their authorised distributors conform to all relevant safety legislation and standards. However, like all electrical equipment, they have to be regularly serviced and maintained by competent persons.

Xerox Europe Customer Service Engineers ensure Xerox equipment is serviced and maintained to exacting Xerox safety standards. If you would like your Xerox equipment to be serviced and maintained to such high standards, please contact your local Xerox Europe Customer Service Organisation. They will be pleased to assist you.

QUESTION: Does the Xerox equipment in my premises comply with the Electricity at Work Regulations?

ANSWER: All employers and self-employed persons must ensure that the electrical systems in their premises are safe. This will include ensuring Xerox equipment in such premises is safe.

Xerox Europe's Product Safety function has prepared a guide which contains a list of tests which may be completed by your Xerox Europe Customer Service Organisation. **THESE TESTS MUST BE CARRIED OUT ONLY BY PERSONS WHO POSSESS THE RELEVANT SKILL, KNOWLEDGE AND EXPERIENCE TO CARRY OUT SUCH TESTS.**

Please contact the Xerox Europe Customer Service Organisation for further information.

THE USE OF INAPPROPRIATE TEST PROCEDURES AND TEST EQUIPMENT MAY PROVIDE MISLEADING RESULTS AND MAY CAUSE DEATH, PERSONAL INJURY AND/OR DAMAGE TO PROPERTY.

QUESTION: I would like to carry out my own safety tests on the Xerox equipment in my premises.

ANSWER: You may, of course, request such tests as you deem necessary to satisfy yourself that your Xerox equipment is safe. Your Xerox Europe Customer Support will be pleased to advise you on such testing.

QUESTION: I require records of all tests.

ANSWER: After safety testing, your Xerox Europe Customer Service Engineer will provide you with a certificate which details the results of all tests completed.

In the event of any defect being noted, the Xerox equipment will be switched off and disconnected from the supply until the defect has been corrected. You will be advised of such action to enable such defects to be corrected.

PLEASE NOTE: YOU MUST ENSURE THAT YOUR XEROX EQUIPMENT IS SAFE AT ALL TIMES.

Please contact us if you have any queries regarding the information provided in this document.

Xerox Europe Product Safety,
Xerox Europe Technical Centre,
PO Box 17,
Bessemer Road,
Welwyn Garden City,
Herts AL7 1HE, England

European Product Marking Requirements

CTR 21 Annex II

The equipment has been approved in accordance with Council Decision 98/482/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network termination point.

In the event of problems, you should contact your equipment supplier in the first instance.

CTR 21 Annex III

The Xerox fax options for the WorkCentre 385 have been approved in accordance with Council Decision 98/482/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network termination point. In the event of problems, you should contact your local Xerox representative in the first instance.

In general, under the scope of this approval, this product has been designed to work with the national PSTNs of the following countries:

Austria	Greece	Norway
Belgium	Iceland	Portugal
Denmark	Ireland	Spain
Finland	Italy	Sweden
France	Luxembourg	Switzerland
Netherlands	United Kingdom	Germany

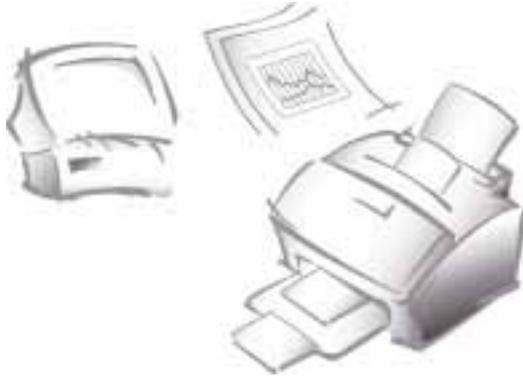
The test standard used for this approval is TBR21. To assist in the use and application of terminal equipment approved against this standard, the European Telecommunication Standards Institute (ETSI) has issued an advisory document (EG 201 121) which contains notes and voluntary additional requirements to ensure network compatibility of TBR21 terminals. The Xerox fax functions have been designed against, and are fully compliant with, all of the relevant advisory notes contained in this document.

The fax kits may also be configured by a Xerox representative to be compatible with other country networks. Other countries, not listed above, will be approved against their own National requirements. Please contact your Xerox representative if the WorkCentre 385 needs to be reconnected to another country's network. There are no user adjustable settings on the fax option.

Chapter 10 Glossary

Glossary [10-1](#)

Chapter 10



Glossary

Glossary of Terms & Definitions

The following terms and definitions pertain to the Xerox WorkCentre 385.

Term	Definition
ANS/FAX Mode	To use this mode, you must have an answering machine attached to the EXT.LINE jack on the back of the machine. In ANS/FAX mode, the machine automatically answers the phone call. If the machine detects a fax signal, it will receive that fax. If a fax signal is not detected, the machine will send the call to the answering machine. For this function, the LCD display on the control panel shows ANS/FAX.
Automatic Paper Feeder	You can stack up to 150 sheets of plain paper or up to 10 envelopes or other special media in this feeder. It will feed the loaded sheets automatically.

Centronics	This refers to the type of printer cable needed for this machine. It is called a Centronics parallel interface cable that supports bi-directional communications (IEEE standard 1284) between your machine and your PC.
Contrast	This refers to the difference or contrast between light and dark areas of an image. There is a Contrast button on the control panel, to increase or decrease image contrast on printed sheets.
Cover Release buttons	There are two cover release buttons, one on each side of the front cover. You open the front cover by simultaneously pressing inward and pulling forward on these buttons.
Dial Mode	You can select the type of phone line service for your machine: Dial or pulse mode.
Document Scanner	The Document Scanner is a device in your machine that scans your document for the purpose of copying or faxing that document.
Document Exit Tray	The Document Exit Tray fits into the slots on the front of your machine, just above the Printer Exit Tray. The Document Exit Tray holds those sheets scanned for fax purposes.
Document Guides	Also called paper guides. These guides can be adjusted to the width of the paper medium. There are two pairs of guides: one for the Automatic Paper Feeder and one for the Manual Paper Feeder.

Document Tray	The Document Tray fits into the slots in the top of your machine. It holds those documents that will be scanned for fax or copy purposes.
dpi	Dots per inch abbreviation. A unit of measure indicating the resolution of the image. The greater the DPI value, the higher the resolution of the image. There is a Resolution button on the control panel.
DRPD	Distinctive Ring Pattern Detection abbreviation. This is a telephone company service that lets you use a single phone line to answer several different phone numbers.
Dual job	Your machine can perform more than one function at the same time. For example, you can print a PC document while sending a fax, or store a fax for later transmission while printing an incoming fax.
ECM MODE	This refers to Error Correction Mode, and lets you compensate for poor phone line quality and ensures accurate, error-free transmission. When ECM Mode is enabled, transmission time may increase.
Econo Mode	This setting lets you use toner in the most efficient way. While this mode preserves toner, print quality may be reduced.
EXT. LINE	This is a jack on the back of the machine where you can plug a phone set or answering machine.

FAX Mode	In FAX Mode, the machine automatically answers the call to receive a fax. For this function, the LCD display on the control panel shows FAX.
FCC	Federal Communications Commission. This a branch of the United States Federal Government that establishes laws and standards for any machines involving communications. There is an FCC Registration number on your machine's Xerox label, located on the back of the machine.
Flash	Pressing this button on the control panel performs the equivalent of a switch-hook. This is useful when you have call waiting, and want to put the first caller on hold to take the second call. If you do not have call waiting, pressing the Flash button could disconnect your call.
Forced Memory	When this feature is turned on, all documents will be automatically scanned into memory before transmission. This eliminates the waiting time between faxes.
Home Contrast	This term is the same as default contrast mode, and is used whenever a document is sent or copied. You can override this default mode.

Home Resolution	This term is the same as default resolution mode, and it is used whenever a document is sent or copied. You can override this default mode.
IC	Industry Canada. This refers to IC labels that identify equipment certified in Canada.
Laser Printer Cartridge	The image cartridge is the removable, replaceable cartridge containing the toner powder that constitutes the printed image.
ips	Inches per second.
Landscape	Landscape orientation on the printed page refers to the image horizontal dimension being longer than the vertical dimension.
Last Fax Data Reprint	Your machine stores the last 10 pages of received fax data. If toner is low, and the last received fax page is printed too light, you can reprint the last fax pages after the image cartridge is replaced.
LCD	Liquid Crystal Display. The LCD on your machine is located near the top edge of the control panel. This LCD is used to display all menu items and error messages.
LPT1	Line Printer 1. Most PCs have a single parallel port that is connected to the printer with a Centronics cable. Some PCs have a second parallel port called LPT2.

MB	Megabyte. A measure of memory storage capacity.
mm	Millimeter. A unit of length.
MMDDYY	This expression refers to MonthDayYear in a six digit format.
On/Off Line	This button found on the control panel turns your machine on-line or off-line. A lamp lights when the machine is turned on-line.
One-touch buttons	This is a set of 20 buttons found on the left front of the machine's control panel. Each button can be set up to automatically speed dial a phone number or a group of phone numbers.
One-touch Label	This is a removable paper label that is positioned over the one-touch buttons on the left front of the machine's control panel.
OS	Operating System. Windows 95 is an Operating System.
Parallel interface port	This refers to the printer port found on the back of your machine. The Centronics printer cable plugs into this port.

Print density	The print density can be changed between medium and dark on your machine.
Portrait	A printing term specifying that the long axis of the printed page is vertically oriented.
Power Saving	This feature lets you reduce machine power when the printer is idle. You can change the length of time the printer waits after a job is printed before power is reduced.
Printer Driver	The Printer Driver is software that you load into your PC that enables your PC to print a document from its PC application to your printer.
Printer Exit Tray	This tray fits into the bottom front of your machine, and holds the printed sheets as they exit from the machine. This tray has an extender flap for longer sheets.
Priority Term	If you want to print a PC document while the machine is printing a received fax, you can press the Print Priority button to stop the fax printing. You can then print the PC document. The fax document is stored in memory for later printing.
RAM	Random Access Memory. All PCs need RAM to execute programs.

Redial	When you press the Redial button, the machine automatically begins to send the document that is loaded in the document tray, using the phone number previously dialed.
Redial Term	This refers to the period of time before an automatic redial occurs.
Redial Try	This refers to the number of redials the machine will attempt before giving up.
REN	Ringer Equivalence Number. This number can be found on the label located on the back of your machine.
Remote diagnosis	You can have your machine checked out through the phone line by a service company at a remote place.
Resolution	<i>see</i> DPI.
Ringer volume	You can adjust the machine's ringer to the desired volume.
RTI	Receive Terminal Identification. This feature automatically prints the page number, the date, and the time of reception on each page of a received fax.

RX Reduction	When your machine receives a document that is longer than the paper loaded in your machine, the machine can reduce the data in the document to fit into your loaded paper size. Options also include Horizontal Reduction (reduce data in size) and Discard Size (discard excess image at the bottom).
Select language	You can select the LCD display language from English, German, French, Italian or Spanish.
Sound control	You can choose if an alarm to sounds when an error occurs in the machine.
System ID	The System ID consists of your telephone number (up to 20 digits and pauses) and name (up to 20 characters).
System reports	Your machine can print many different system reports including: Help List, Message Confirmation Report, Schedule Information List, Telephone Number List, System Data List, Transmission or Reception Journal, Multi-Communication Report, Call Back Message, and Power Failure Report.
TEL LINE	This is a jack on the back of your machine into which you plug the telephone line cord for all phone-related purposes.

TEL Mode

In TEL Mode, your machine is set for you to manually answer any call. If you hear a fax signal, you then press the Start button and hang up the handset of the external phone to begin receiving the fax. For this function, the LCD display on the control panel shows TEL.

TEL/FAX Mode

In TEL/FAX mode, the machine automatically answers the call. If the machine detects a fax signal, it will receive that fax. If a fax signal is not detected, the machine will give another ringing tone to tell you it is a phone call. For this function, the LCD display on the control panel shows TEL/FAX.

Xerox label

This is the machine label found on the back of your machine. It contains such items as the Federal Communications Commission Registration number, the Ringer Equivalence Number and the machine's serial number.

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

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

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

Using the Number keypad, enter the desired discard size, and press the **Enter** button to store your selection.

- **REDIAL INTERVAL** - Your machine can automatically redial a remote fax machine if it was busy or does not answer the first call attempt.

Enter the number of minutes (from 1 to 15) using the Number keypad.

- **REDIALS** - Enter the number of redial attempts (from 0 to 9) you wish your machine to make before giving up.



Note: If you enter 0, the machine will not redial.

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

Enter the ring count by selecting a number from 1 through 7 on the Number keypad.

**Search/Delete**

Use to search for numbers in memory. Also use to delete digits in the edit mode.

Receive

(Receive Mode)

Use to choose the receive mode you want to use. The selected mode is displayed.

Resolution

Use to choose the resolution of copied or transmitted documents.

Contrast

Use to choose the contrast of copied or transmitted documents.

Number Keypad

Use to dial numbers manually or to enter letters and numbers for various programming functions.

Speed/Dual

Use to dial calls and send fax documents by entering a 2-digit number. Also use to switch the LCD display between tasks while performing dual jobs.

Redial/Pause

Use to redial the last phone number called. You can also use it to add a pause when storing a number in memory.

Flash

Use to perform a switch-hook operation such as call waiting.

 **Speaker**

Use to adjust the volume of the internal speaker.

- **CLOCK MODE** - Use this feature to determine how time is displayed on your machine.

Press **1** to select a 12 hour Clock Mode.

Press **2** to select a 24 hour Clock Mode.

To make a quick copy:

- 1 Adjust the document guides to match the width of the document.
- 2 Slide the document *face down* into the Automatic Document Feeder until it is grasped and pulled into the machine.
- 3 If necessary, press the **Contrast** button.
You may choose NORMAL, DARKEN, LIGHTEN or PHOTO.
- 4 Press the **Copy** button.
- 5 Using the Number keypad, enter the number of copies you wish to make. The default setting is 01 copy.

- 6 Press the **Copy** button.

Or

Press the **Start** button.

The machine copies the document.



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

The *Copy Collate* menu is not available if you reduce or enlarge the image size. The *Enlarge\Reduce* menu is not available if you set the copy job to be collated.

- 5 The display shows the next option: the REDUCE\ENLARGE menu.

```
REDUCE\ENLARGE  
1 . AUTO 2 . MANUAL
```

- a) Selecting **1. AUTO**, will cause the WorkCentre 385 to automatically reduce the copy size of each page to fit on a single page.
- b) Selecting **2. MANUAL**, brings up the COPY RATE menu, where you can manually adjust the copy image scale size settings.

The number in the right corner of the bottom line shows the current image percentage. To reduce or enlarge the image size, enter the percent value (50 to 200) using the Number keypad.

```
ENTER RATE  
[ 50-200 ] <100>
```

Press the **Down** button to confirm your settings.

- 6 The display shows the next option: the COPY COLLATE menu.

```
[ COPY COLLATE ]  
1 : ON 2 : OFF
```

Color Channel



The Color Channel radio buttons are used to specify the color channel in which to change the Highlight, Shadow and Midtone values.

The only channel available to be selected when using the WorkCentre 385 to scan is the Gray channel. Red, Green and Blue are used for scanners capable of scanning documents in color.

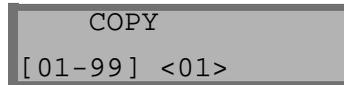
Highlight



The Highlight value represents the lightest value in an image. All pixels above this point will be rendered as pure white. If you subsequently broaden the highlight points on the Level Adjustment graph, the pixels will be re-mapped within the new range, thus allowing you to see more detail in the image.

To make copies using the Copy menu features:

- 1 Adjust the document guides to match the width of the document.
- 2 Slide the document *face down* into the Automatic Document Feeder until it is grasped and pulled into the machine.
- 3 If necessary, press the **Contrast** button.
You may choose NORMAL, DARKEN, LIGHTEN or PHOTO.
- 4 Press the **Copy** button to display the COPY menu. For two or more copies (2 to 99), enter the desired number using the Number keypad, then press the **Down** button.



```
COPY  
[ 01-99 ] <01>
```

- **REMOTE CODE** - The remote receive start code allows you to initiate fax reception from an extension phone plugged into the EXT. LINE jack on the back of the machine. If you pick up the extension phone and hear fax tones, enter the Remote Code and the machine will start receiving. The Remote Code is preset to *9* at factory. You may change the Remote Code by selecting any number from 0 to 9 on the numeric keypad.
- **POWER SAVING** - The power saving menu item lets you reduce power usage when the printer is idle.

Press **1** to turn the feature ON. The display asks you to determine the length of time the printer waits after printing a job before going to a reduced power state. Press one of the following:

- 1 for 10 minutes
- 2 for 15 minutes
- 3 for 30 minutes
- 4 for 45 minutes
- 5 for 60 minutes

Or

If your printer is used constantly, press 2 to turn Power Saving OFF. This keeps the printer ready to print with minimum warm-up time.

- **DIAL MODE** - Select the type of dial system your fax machine is connected to:

Press **1** if the fax machine is connected to a tone (Touch Tone) dial line.

Press **2** if the fax machine is connected to a pulse (Rotary) dial line.

- DRPD (Distinctive Ring Pattern Detection) MODE - Distinctive Ring is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. The particular number someone uses to call you is identified by different ringing patterns, which consist of various combinations of long and short ringing sounds. This feature is often used by answering services who answer telephones for many different clients. They need to know which number someone is calling on to properly answer the phone.

Using the Distinctive Ring Pattern Detection feature, your fax machine can "learn" the ring pattern you designate to be answered as a fax. Unless you change it, this ringing pattern will continue to be recognized and answered as a fax call. All other ringing patterns will be forwarded to the extension telephone or answering machine plugged into the EXT. LINE jack.



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

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

Press **1** to turn the Error Correction mode on.

Press **2** to turn the Error Correction mode off.

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

Use this feature if you want to automatically reduce an incoming page (that would otherwise be divided into two pages) to fit on a single page. If the fax machine cannot reduce the data to fit into one page with this feature enabled, the data is divided and printed in actual size on two or more sheets.

Press **1** to turn this feature on. Note that this feature does not apply to the copy mode.

Press **2** to turn this feature off. The overflow data will be printed out on a second page.

Width and Height Indicators



The Width and Height indicators will display the width and height of the frame defined with the frame tool.

File Size Indicator



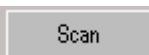
The file size indicator will display the file size that will result for the scanned image defined with the Frame tool.

Prescan Button



The Prescan button is used to obtain a low resolution preview of the document. The prescanned document will appear in the Preview Window.

Scan Button



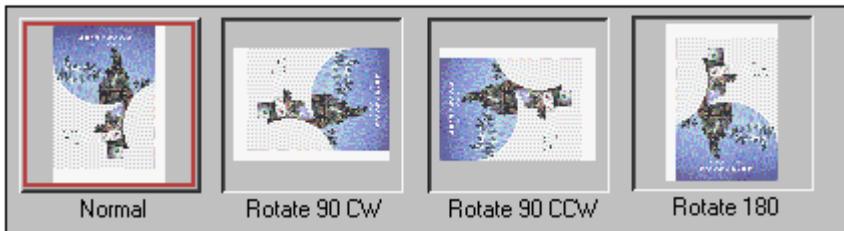
The Scan button is used to obtain the final scan of the document after all of the enhancement features have been applied to the prescanned document.

When Scan is selected, the scanned image does not appear in the Preview Window. It appears in the TWAIN compliant application from which the scan was originated.

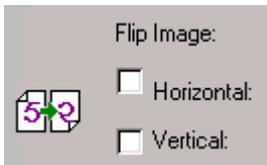
Rotate Image



This selection provides the ability to rotate an image. The rotation mechanism rotates an image clockwise in 90° increments.



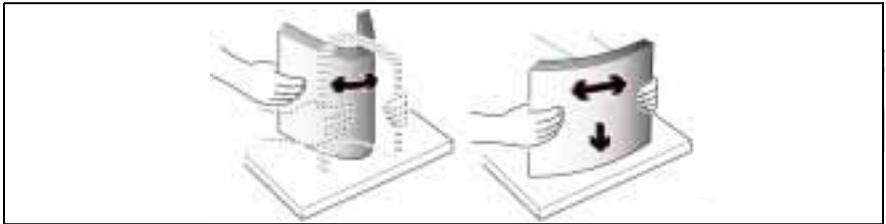
Flip Image



This selection provides the ability to flip an image. The flipping mechanism flips an image about the horizontal or vertical axis.



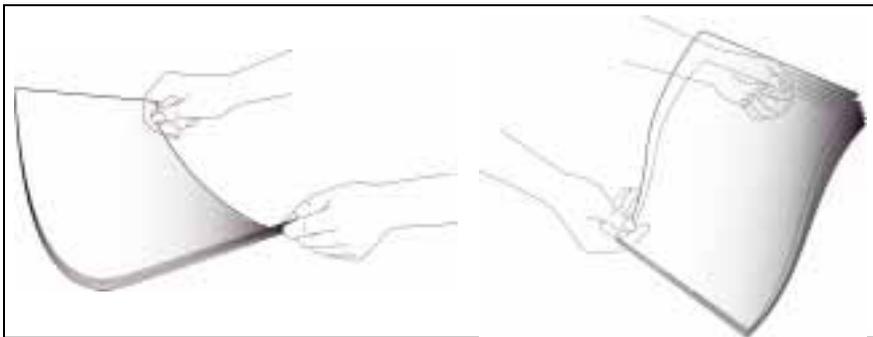
Straighten the edges on a level surface.



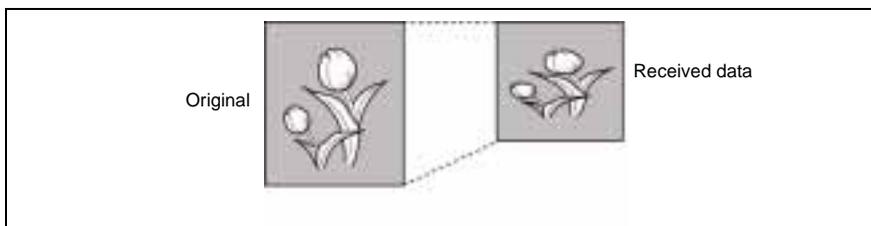
Note: If envelopes jam while printing, try reducing the number of envelopes in the Automatic Paper Feeder.

For transparencies, refer to the packaging for the transparency stock to determine the print side. Hold the transparencies by the edges and avoid touching the print side. Be careful not to scratch or leave fingerprints on the print side.

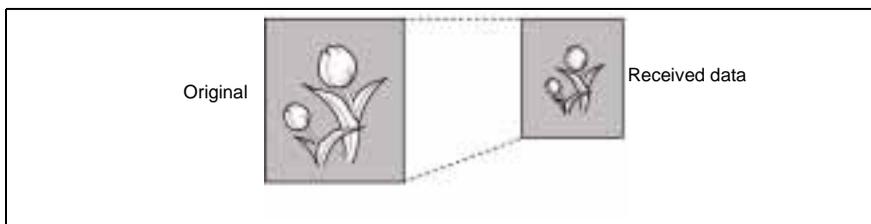
Fan the stack of transparencies to prevent feeding failures.



- **H. REDUCTION (Horizontal)** - If you turn the RX reduction feature on, you are allowed to set the Horizontal Reduction feature on or off. With Horizontal Reduction enabled, the machine will reduce an incoming page containing overflow data along the vertical axis only. The net effect of Horizontal Reduction will be a vertical compression of the image as shown below:



If you want to reduce incoming pages equally along both axes in order to maintain the proportionality of the original image, turn the horizontal reduction feature off. If you turn this feature off, the machine reduces the data as shown below.



Press **1** to turn this feature on.

Press **2** to turn this feature off.

To start the WorkCentre 385 TWAIN Scanner application:



Note: To start the WorkCentre 385 TWAIN Scanner application from TextBridge Pro, refer to *Starting the WorkCentre 385 TWAIN Scanner Application from TextBridge Pro* below.

- 1 Plug in the WC 385 and switch on your PC.
- 2 Start Windows.
- 3 Start/Open the TWAIN-compliant image-editing application.
- 4 In most programs, choose the **Select Source** option from the **File** menu.
- 5 Select **385Scan** in the **Select Source** dialog box.
- 6 Open the **File** menu, and select the **Acquire** option. The WorkCentre 385 TWAIN Scanner window will appear (see *The WorkCentre 385 Twain Scanner Window* on page 6-7).
- 7 When the WorkCentre 385 TWAIN Scanner window appears, you can select the appropriate scan options for the document or photograph to be scanned.

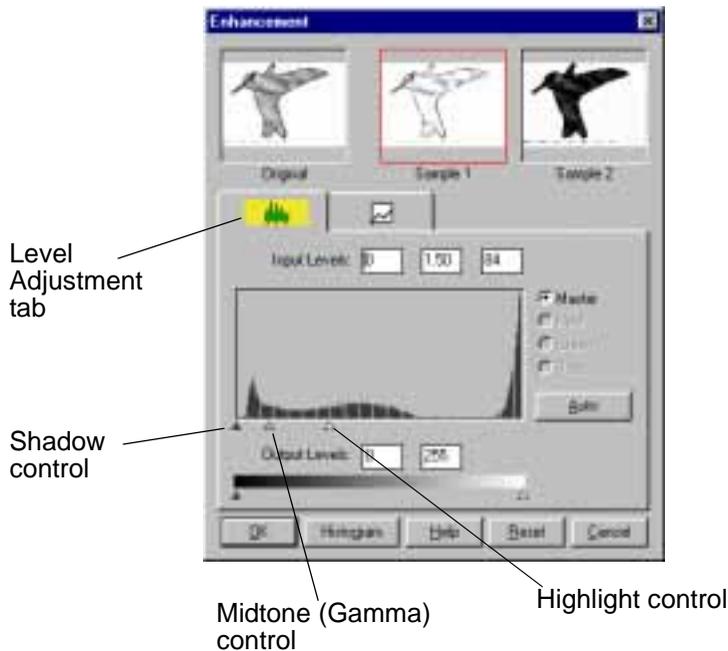
After adjusting the settings in the Scan window, you can perform a preliminary preview scan of the image before performing a final scan. To launch a preview scan:

- a) Load the document to be scanned in the Automatic Document Feeder.
- b) Click the **Prescan** button.

The WorkCentre 385 scans the image and a preview appears in the WorkCentre 385 TWAIN Scanner window.

Level Adjustment

The Level Adjustment dialog box shows the distribution of brightness levels in your image. To adjust the histogram plot, drag the triangles located below the horizontal bar to the desired values. The left (black) triangle changes the shadow levels. The right (white) triangle changes the highlight levels. The middle (gray) triangle controls the midtone levels.



By varying the Shadow points and Highlight points you can change the relative shades and highlights of the image. The Shadow point represents the darkest value and the Highlight point is the brightest value.

The Highlight scroll bar allows you to manually set a highlight level. The default for the Highlight settings is 255. You can increase or decrease the highlights in a particular image as needed by adjusting this scroll bar. The value in the adjacent box will change in the range 1 to 255 as the slider moves.

Shadow



The Shadow value represents the darkest value in an image. All pixels below this point will be rendered as pure black. If you subsequently broaden the shadow points on the Level Adjustment graph, the pixels will be re-mapped within the new range thus allowing you to see more detail in the image.

The default value for Shadow is 0. You can increase or decrease the shadows in a particular image as needed by adjusting this scroll bar.

Midtone



All optical devices such as monitors and scanners have some differences in their light sensitivity characteristics. 385Scan provides Midtone adjustment for you to compensate for these differences in your scanner, and it produces better scanned images.



Note: If you assign a name to the number, the name will appear in the display whenever you press the One-Touch button.

- 4 Press the **Enter** button when the name appears correctly or without entering a name.

To set another One-Touch number, press the desired One-Touch button and repeat steps 2 through this step.

Or

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

Using the One-Touch Address Label Sheet

A One-Touch label sheet is included with your machine. As you store numbers in One-Touch dial buttons, make a note of the numbers on the label to remind you which number is stored in each position.

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

Press **1** to turn this feature on.

Press **2** to turn this feature off.

- **LOCAL ID** - Enabling this feature causes the machine to automatically print the page number, date, and time of the reception at the bottom of each page of a received document.

Press **1** to turn this feature on.

Press **2** to turn this feature off.

- **PRIORITY TERM** - You can set your machine to turn Print Priority off automatically if there is no further PC printing activity. There are two user selectable interval options; 8 hours or 30 minutes.

Press **1** to select 8 hours. Print Priority is turned off automatically 8 hours after PC printing is completed.

Press **2** to select 30 minutes. Print Priority is turned off automatically 30 minutes after PC printing is completed.

Note: Refer to *Print Priority* on page 1-43 for details on the Print Priority feature.

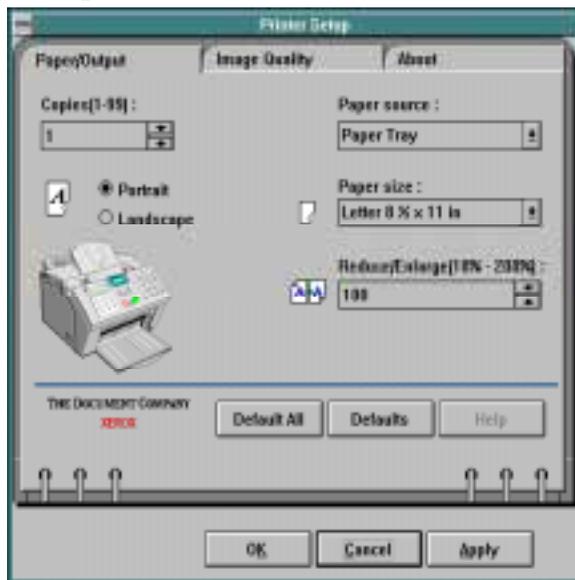
- **REPRINT** - This feature allows you to turn the Last Fax Data Reprint memory storage feature on or off.

Press **1** to turn this feature on.

Press **2** to turn this feature off.

Paper/Output Tab

The Paper Output tab is shown below.



Copies

Click in the **Copies** box to enter a value (1 to 99), or click on one of the arrows to raise or lower the value in the **Copies** box.

Paper Source

Click on the down arrow to display the two **Paper Source** options, then click on the *Paper tray* or *Manual feed* option.

Portrait/Landscape

Click on one of the two radio buttons to select either **Portrait** or **Landscape** orientation for your print job.

Paper Size

Click on the **Down** arrow to display the **Paper Size** options, then click on the desired paper size:

Letter 8.5 x 11 in.	Folio 8.5 x 13 in.
Legal 8.5 x 14 in.	B5 182 x 257 mm.
Executive 7.25 x 10.5 in.	10 4.125 x 9.5 in.
A4 210 x 297 mm.	DL 110 x 220 mm.
A5 148 x 210 mm.	

Reduce/Enlarge

Click in the **Reduce/Enlarge** box to enter a percent value (10 to 200), or click on one of the arrows to raise or lower the value in the **Reduce/Enlarge** box.

Other Controls

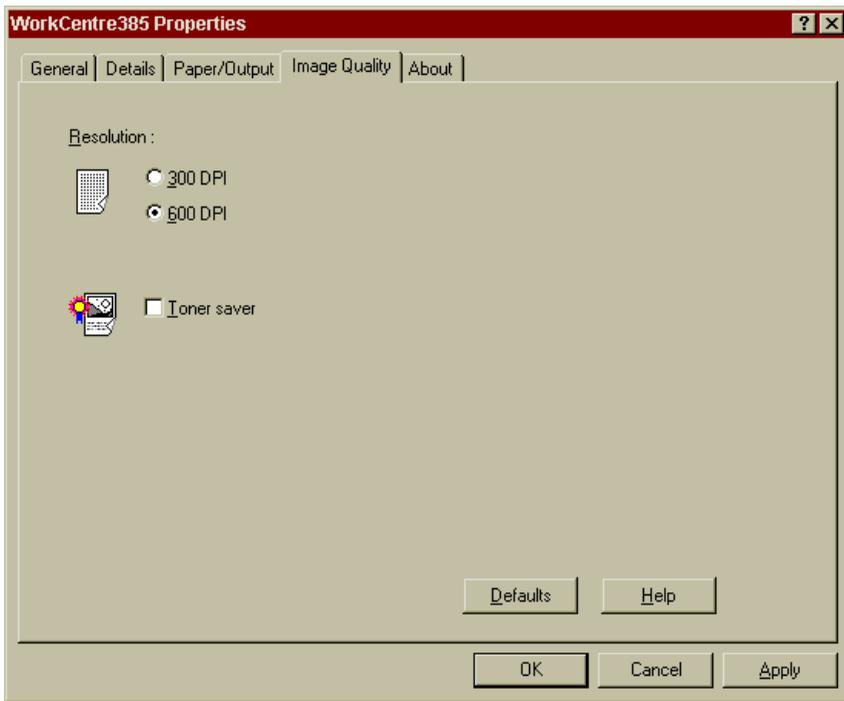
Each tab menu contains a row of buttons at the bottom of the window. These buttons are used as follows:

- **Default All:** Click on this button to change all printer settings to their default values.
- **Defaults:** Click on this button to change the currently selected printer settings to its default value.
- **Help:** Click on this button to display an on-line Help screen that provides more information about the printer settings.

Image Quality Tab



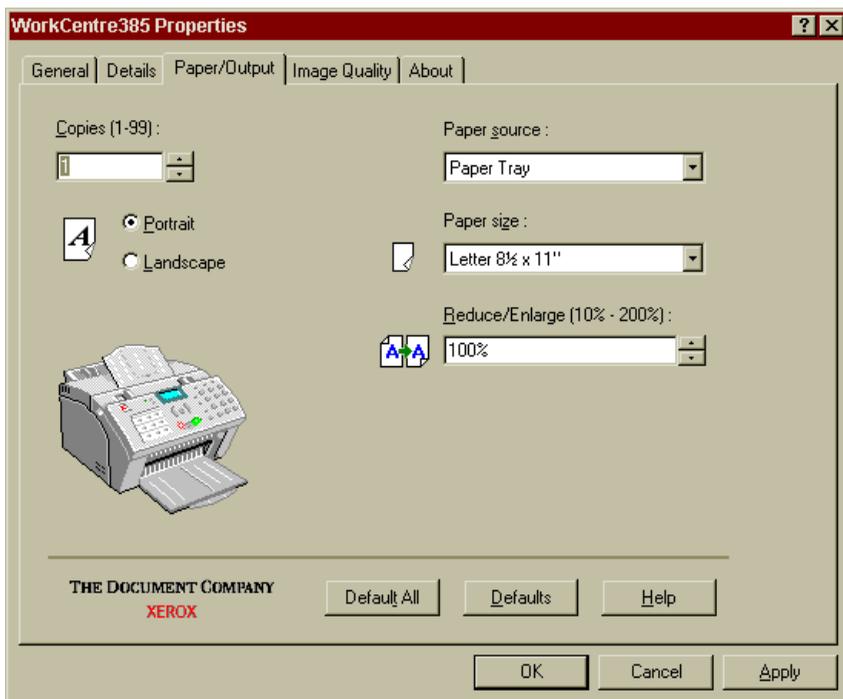
Note: If this tab is accessed through the **Printers** folder, any changes made to settings will become the default settings for the printer. Settings made when the printer properties are accessed through an application **File** menu and **Print** or **Print Setup** will remain active until the application you are printing from is closed.



Paper Output Tab

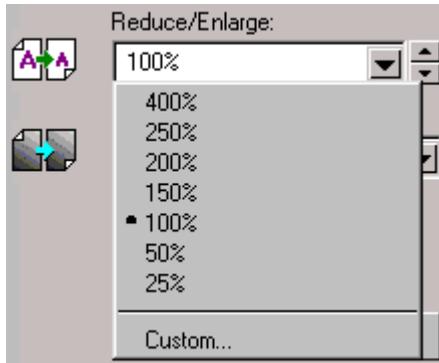


Note: If this tab is accessed through the **Printers** folder, any changes made to settings will become the default settings for the printer. Settings made when the printer properties are accessed through an application **File** menu and **Print** or **Print Setup** will remain active until the application you are printing from is closed.



Reduce/Enlarge

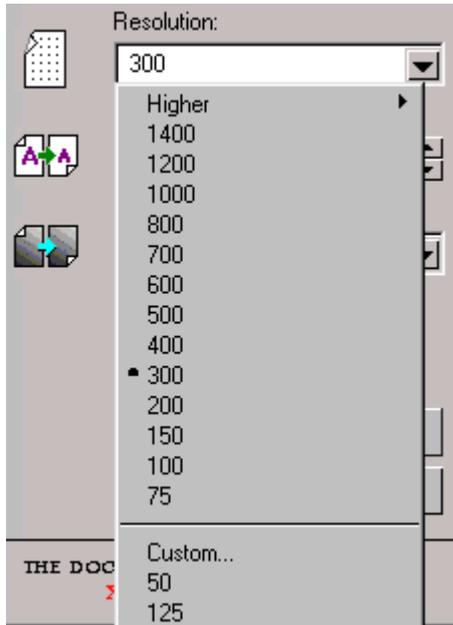
This feature allows an image to be automatically enlarged or reduced as it is scanned. The default scaling factor is 100%. The selected scaling factor, the range of which is dependent on the selected image type, affects the printed scan output.



Note: When scanning a printed image for screen display only, scale the image down to increase processing speed and decrease the file size.

Resolution

The resolution setting determines the amount of information the scanner will capture in a scanned image.



Resolution is measured in dpi (dots per inch). The higher the resolution is, the finer the image detail and the bigger the image file size is. Increasing the resolution will result in corresponding increases in image detail and image file size. See the examples of images at 75 and 300 dpi.



75 dpi



300 dpi

To change the Midtone value, move the Slider to the left or right to change the values in the adjacent text box. The value in the adjacent box will change in the range 0.1 to 10.0 as the slider moves.

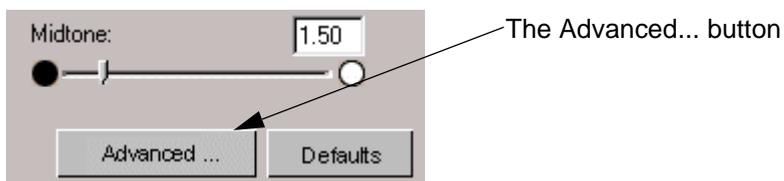
Ordinarily, good results can be obtained from your machine by leaving the slider at its default value of 1.00.

The Advanced Selection

The Advanced selection will present features that allow you to modify the Level Adjustment and Tonal Map of the document.

For both the Level Adjustment and the Tonal Map functions, the window displayed contains small representations, known as thumbnail views, of the original and enhanced images (Samples 1 and 2).

To activate the Level Adjustment or Tonal Map functions, click on the **Advanced...** button at the bottom of the Image Quality tab.



When this button is selected, the Level Adjustment window is displayed by default.

Besides a default setting of No Descreen, the Descreen selector provides three grades of descreen preprocessing as described below.

No Descreen

No descreening.

Art print (175 lpi)

The Art print selection is used to smooth the fine dot pattern found in high quality art prints and magazines made in a resolution higher than 200dpi.

Magazine (133 lpi)

The Magazine selection is used to smooth the fine dot pattern found in glossy magazines made in the resolution higher than 200dpi.

Newspaper (85 lpi)

The Newspaper selection smooths the coarse grain pattern commonly found in newspaper images made in a resolution higher than 200dpi.



Note: The preview display is not affected by the Descreen option. In order to see the results of Descreen process, it is always necessary to scan the image, and examine the output image on the workstation display.



Note: You can also change Height and Width values by directly adjusting the selection frame.



Note: Output image file size is proportional to both Height and Width. If both Height and Width values are doubled, then the image area and image file size will increase four-fold.



Note: Once you have confirmed or changed the size, resolution, and final scan boundary settings, the scanning software determines the size of the resulting scanned image and displays this information along with available hard disk space.

Descreen

This selection is used to eliminate moire patterns from the output image. Moire occurs as a result of differences in the screen pattern used to print the document and the scanner electronics. Moire may appear as checkered patterns bands or dots. Descreen preprocessing can minimize the transfer of moire patterns into your image file.





Gray 256 Scales

Halftone B/W

Lineart B/W

Gray 256 Scales

Images scanned in Gray 256 Scales mode are scanned in 256 shades of gray. If high quality copies of photographs or other continuous tone originals are desired, Gray 256 Shades mode is the best choice.

Gray 256 Scales provides accurate representation of black and white, and intermediate gray shades between black and white, for each individual pixel. It actually provides 256 shades, representing white by the value 255 and black by the value zero, with progressively lighter intermediate shades of gray by values from 1 through 254.

Halftone B/W

This scan mode uses various combinations of black and white pixels to simulate gray scales. While not the same level of image quality as the Gray 256 Scales image type, this image type is good for continuous tone images where smaller file size is more important than ideal image quality.

In this scan mode, each pixel of the image has two possible states: on (black) or off (white). This means that each pixel can be represented by 1 bit. For this reason, the file size is much smaller than that of a document scanned in the Gray 256 Scales mode, which uses 8 bits to define 256 shades of gray.

Invert Image

This function inverts all the tone values, providing a photographic negative of the original. This effect is similar to using the Tonal Map to tonally invert the image.



Lineart B/W

Lineart B/W mode is generally the best choice for printed text or pen-and-ink drawings.

Like the Halftone B/W image type, this image type defines the state of each pixel in the image with one bit that is either on or off.

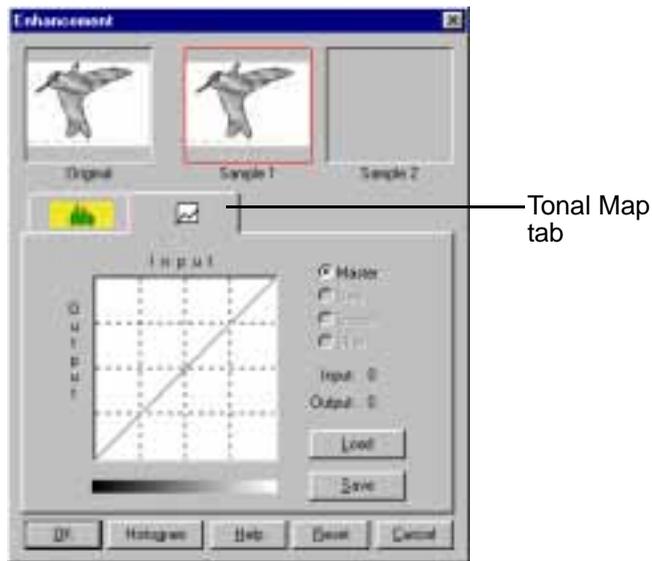
For this reason, files created in this mode will require approximately the same amount of disk space as a Halftone B/W file.



Note: In both Halftone and Lineart modes, the resolution can only be set at 150, 200, or 300 dpi.

Tonal Map

If you select the Tonal Map tab, the following will be displayed.



The Tonal Map is yet another way to adjust Highlight, Midtone, or Shadow levels in your images. When you open the **Tonal Map** dialog box, a tonal map consisting of a diagonally straight line appears. Notice that at every point on the default tonal map, the output shadow, midtone, and highlight brightness levels are equal to the input shadow, midtone, and highlight brightness levels.

- 8 Adjust the scan options as desired before initiating the final scan.
- 9 Reload the document back into the Automatic Document Feeder.
- 10 Click the **Scan** button.
- 11 The document is scanned by the WorkCentre 385 and the updated image is displayed in the TWAIN compliant application.

Starting the WorkCentre 385 TWAIN Scanner application from TextBridge Pro

- 1 From the **File** menu, click on **Select Scanner**. A list of supported scanners will be displayed.
- 2 From the list, select Xerox WorkCentre 385 (TWAIN). Click OK.
- 3 From the TextBridge Pro **Process** menu, select **Get Page**. A Page Type dialog will be displayed.
- 4 Select the desired page type and select **Scanner** as the **Page Source**. Click OK.
- 5 The WorkCentre 385 TWAIN Scanner application is displayed. Select the appropriate scan options for the document or photograph to be scanned.

After adjusting the settings in the Scan window, you can perform a preliminary preview scan of the image before performing a final scan. To launch a preview scan:

- a) Load the document to be scanned in the Automatic Document Feeder.
- b) Click the **Prescan** button.

The WorkCentre 385 scans the image and a preview appears in the WorkCentre 385 TWAIN Scanner window.

- 4 To move the selection frame to a different area of the image without changing its size or shape, place the cursor within the selection frame and drag it to the desired location.
- 5 To create an entirely new selection frame, place the cursor outside the existing selection frame and drag diagonally. The first selection frame will disappear while the second one remains.



Note: If you hold down the Shift key and drag the mouse diagonally, the sides of the selection frame will resize proportionally.

Zoom In and Out Tools



The Zoom In and Out tools allow you to zoom in or out on an image within the Preview window; zooming in (the + sign appears on the zoom cursor) enlarges the view of the active image so that you can work on small details in an image. Zooming out (the - sign appears on the zoom cursor) reduces the view of the active image.

To use the Zoom In tool:

- 1 Select the Zoom tool by clicking the Zoom In tool icon.
- 2 Drag the cursor to the preview area. The cursor will change to a magnifying glass whenever it is in the preview space.

Chapter 7



Troubleshooting

This section describes Troubleshooting for the following areas:

- Clearing Jams
- LCD Display Error Messages
- Fax Problems
- Printer Problems
- Print Quality Problems

Refer to the specific subsection for a description of the problem and associated solutions.