WorkCentre®
5632/5638/5645/5655/5665/5675/5687

Quick Use Guide

604P19210C

MAXIMISE YOUR PRODUCTIVITY...

...by taking advantage of all the capabilities of your device. An Interactive User Guide CD is supplied with your product. The CD provides animated tutorials and interactive screens. When installed on your network it will always be available to everyone, or load it on your hard drive for easy access.

Contents

Welcome

Introduction

Welcome to your new Xerox machine.

This *Quick Use Guide* provides you with an overview of the features and options that may be available on your machine.

For additional assistance at the machine press the *Help* button. If your machine is connected to the network, use the *CentreWare Help* system or click on the *Help* button in the *Print Driver*.

NOTE: *The appearance of the Touch Screens may differ slightly on other configurations. However, feature descriptions and functionality as described remain the same.*

Additional Resources

System Administration CD (CD1)

Contained in the *CD Pack* delivered with your machine, the *System Administration CD (CD1)* offers detailed information on configuring your machine for network printing and instructions on installing any of the optional features.

The *System Administration CD (CD1)* is intended for *System/Machine Administrators*.

Interactive User Guide CD (CD2)

For detailed information on any of the features or functions available on your machine, please refer to the *Interactive User Guide CD (CD2),* contained in the *CD Pack* delivered with your machine.

The *Interactive User Guide CD* is intended for all users, including *Machine Administrators*. It contains comprehensive information about your new product including interactive 'how-to's and tutorials. To ensure maximum productivity is gained from your machine, please copy the programme contained on the CD onto your network so that all users have access.

Utilities CD (CD3)

Contained in the *CD Pack*, the *Utilities CD (CD3)* contains a utility for upgrading to new versions of software on the machine.

NOTE: *This CD is not required during installation.*

Features

Overview of Features at the Machine

Using the powerful features available on your machine you can:

Scan Once and Print Many

When making copies your machine only has to scan a document once regardless of the number of copies needed. This reduces the risk of jams and damage to originals.

Perform Different Tasks Simultaneously

Your machine performs different tasks simultaneously. A job can be added to the job queue by scanning it, even while the machine is printing another job.

Make Copies Look Like Originals

Your machine allows the reproduction of high quality images, especially photographs, graphics, text, or a combination. Compare your output to that from other copiers and see the difference.

Customise Image Size and Placement

You can manipulate the appearance of the image on the output stock.

- Shift the image to create margins for binding.
- Automatically reduce, enlarge, or centre your images.
- Print multiple reduced images on a single page.

Use Digital Features to Simplify your Work Process

Use the **Build Job** feature to divide a copy or embedded fax job into different segments and apply different settings to each of the segments. This allows you to:

- Combine originals from the document glass and the document handler into a single job.
- Create a single job, using different programming features for each original.
- Feed more than the maximum number of originals through the document handler without reprogramming.

Use the **Transparency** feature to produce transparencies with transparency separators in one step.

Use the **Booklet Creation** feature to automatically reduce or enlarge and sequence the images when making booklets.

Use the **Covers** feature to automatically add covers to your documents.

Use the **Mixed Size Originals** feature to copy mixed size originals simultaneously. Produces copies on uniform size paper or mixed size paper.

Use the **Annotation** feature to add a comment, page number or date to your copy output.

Be Environmentally Friendly

This product complies with a variety of international standards for environmental protection and is compatible with most recycled paper.

Scan Documents to Create Electronic Files (Optional)

This feature allows you to create electronic files from your originals which can be:

- Filed on the server.
- Transferred over the network to your desktop.
- Distributed through an e-mail system.
- Automatically placed into a Document Management Application.
- Converted into an electronic digital document which can be edited, managed, shared and distributed, using a wide variety of software applications.

Fax Documents (Optional)

The optional *Embedded Fax* service is a walk up feature that enables you to transmit and receive hard copy faxes using a telephone network.

The optional *Server Fax* service is a walk up feature allowing you to scan your documents and send them to any type of fax machine that is connected to a telephone network, via your fax server.

NOTE: *Both Embedded and Server Fax can be installed on the WorkCentre at the same time, however only one service can be enabled for use.*

The optional *Internet Fax* service allows users to transmit and receive documents as an e-mail attachment. This type of fax travels over the internet or intranet.

Overview of Features at the Workstation

If your machine is connected to a network you can use the following features. Refer to the *System Administration CD (CD1)* for connection details.

CentreWare Print Drivers

The *Print Driver* extends the productivity power of your machine to your desktop. Options include:

- 1-sided or 2-sided.
- Collated and stapled sets, depending on the finisher options available on the machine.
- Resolutions up to 1200x1200 dpi.
- Adding standard or customised watermarks.
- Printing multiple images on one page.

CentreWare Tools

The *CentreWare* software suite also offers optional *User Management Tools*.

CentreWare Internet Services

A 'built in' web *Home Page* which allows print-ready files to be sent via the *World Wide Web*. This feature is accessed via *Internet Services*.

FreeFlow™ SMARTsend™

The FreeFlow™ SMARTsend™ or FreeFlow™ SMARTsend™ Professional offer optional Network Scanning tools.

Safety and Legal

To ensure you operate the equipment safely please carefully read the safety and regulatory notes in the Interactive User Guide on the *Interactive User Guide CD (CD2)* before using this product.

Your Xerox product and recommended supplies have been designed and tested to meet strict safety requirements. These include safety agency approval, and compliance to established environmental standards.

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

Any unauthorised alteration, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your authorised local dealer for more information.

This product must be operated from the electrical supply type indicted on the data plate label located on the rear cover. This product must be connected to a protective earth circuit.

This product is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. Never use an earthed adapter plug to connect the product to an electrical outlet that lacks an earth connection terminal.

Never remove these covers or guards, as these are fitted to ensure user safety.

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

Follow the electrical safety information as described in the customer documentation supplied with the product. The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.

Use of controls, adjustments or performance of procedure other than those specified in the customer documentation supplied with the product may result in hazardous light exposure.

Follow the operational safety information as described in the customer documentation supplied with the product.

Do not attempt any maintenance procedure that is not specifically described in the documentation that is supplied with the product.

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

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

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. Shielded interface cables must be used with this equipment to maintain compliance with FCC regulations in the United States.

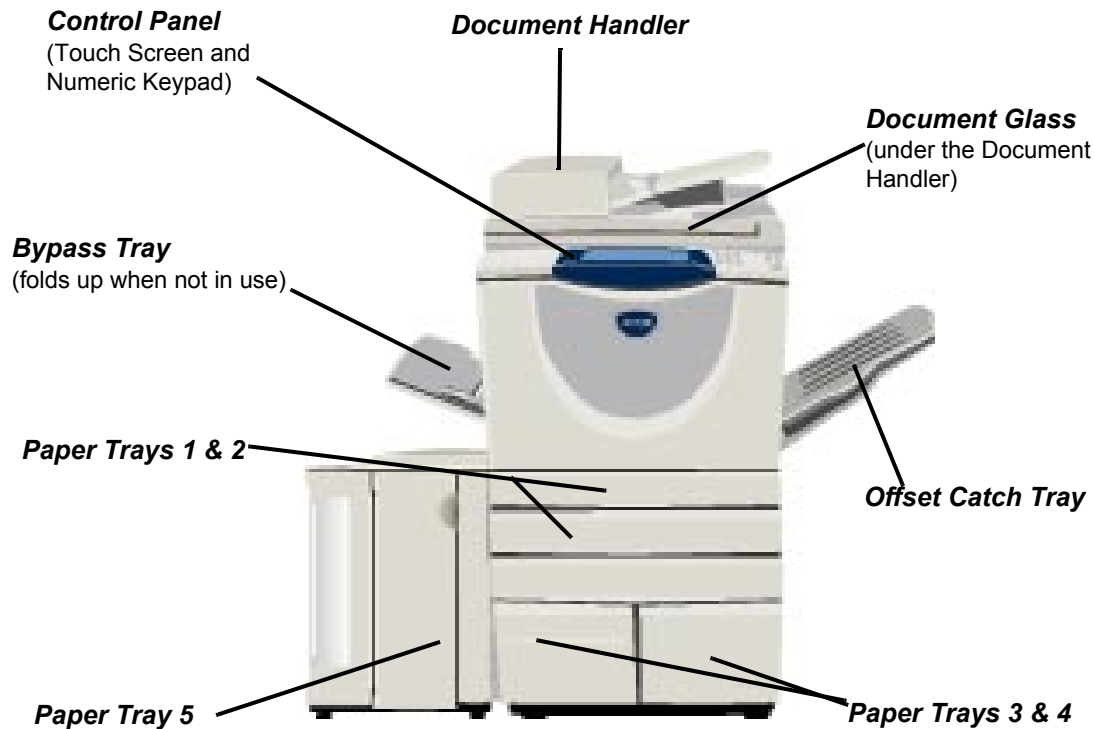This product is certified by the following Agency using the Safety standards listed.

Agency	Standard
Underwriters Laboratories Inc	UL60950-1 1st (2003) (USA/Canada)
	IEC60950-1 Edition 1 (2001)

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

Please refer to the customer documentation supplied with the product for full safety and legal information.

Product Overview

WorkCentre Overview

Control Panel
(Touch Screen and
Numeric Keypad)

Document Handler

Document Glass
(under the Document
Handler)

Bypass Tray
(folds up when not in use)

Paper Trays 1 & 2

Offset Catch Tray

Paper Tray 5

Paper Trays 3 & 4

WorkCentre Options

The following options are available for the *WorkCentre copier/printer/scanner*:

Document Handler	Feeds 75 or 100 single or double sided documents depending on model speed. Documents from A5 to A3 (5.5"x8.5" to 11"x17") can be fed. Fitted instead of the document cover.
Paper Trays 3 & 4	Both trays have a larger capacity than trays 1 and 2, therefore reducing the number of times you need to replace paper in the machine.
Paper Tray 5	Has a larger capacity than trays 3 and 4, further reducing the number of times you need to replace paper in the machine.
Paper Tray 6 (Inserter)	Optional inserter tray available with the High Volume Finisher and High Volume Finisher with Booklet Maker. Designed to hold special stock, for example covers, that is inserted into a job
Offset Catch Tray	Delivers output either face up or face down, collated or uncollated. Each set or stack will be offset from the previous to enable easy separation. Fitted instead of a finisher.

Finisher There are 6 finisher types available, depending on your machine configuration:

- Basic Office Finisher
- Office Finisher
- Advanced Office Finisher
- Professional Finisher
- High Volume Finisher
- High Volume Finisher with Booklet Maker

To identify your finisher type and for more information about each finisher, refer to *"Finishing Devices" on page -8*.

Your chosen finisher is fitted instead of the *Offset Catch Tray*.

Hole Punch This option is available if your machine is equipped with any of the five finishers fitted with a *Hole Punch*. The kits available are *2 Hole*, *3 Hole*, *4 Hole* or *Swedish 4 Hole*. Each sheet is punched individually, so there is no limit to the number of sheets in the set. Additional *Hole Punch* kits can be purchased as an option, although only one kit can be fitted at one time.

Convenience Stapler Up to 50 sheets of 90g/m^2 (24lb) paper or a maximum stack height of 5.5mm can be stapled manually using the *Convenience Stapler*. The staple cartridge holds 2000-5000 staples.

NOTE: *The Convenience Shelf must be fitted to your machine before the Convenience Stapler can be installed.*

Envelope Tray This tray is installed in place of paper tray 2 to enable envelope printing. The tray is adjustable for the most common sizes and has a capacity of up to 50 envelopes.

Basic Fax Kit (Embedded) This kit enables a single telephone line connection. *Basic Fax*, also referred to as *Embedded Fax*, will scan your documents and send them to most types of fax machine connected to a telephone network. The images are sent from your machine directly to the fax number entered.

Extended Fax Kit (Embedded) Enables two telephone lines to be attached to the machine. This provides all the features of the *Basic Fax* kit plus the capability to send and receive faxes at the same time.

LAN Fax Enables a document to be sent to a fax machine that is connected to a telephone network. The images are sent from the PC directly to the fax number entered.

Server Fax Enables users to send and receive hard copy faxes via a fax server. The images are sent from your machine to a third party fax server, which relays them to the fax number entered.

Internet Fax Allows users to send or receive faxes over the internet or intranet.

E-mail Allows an image to be scanned and sent to any valid e-mail address. The scanned image is sent as an e-mail attachment to the specified recipient(s).

Network Scanning Used to scan an original document and convert it into an electronic file. The file can be distributed and archived in a variety of ways. The final destination of the electronic file will depend on the scan path chosen by the user.

Colour Scanning Enablement Kit Used to add colour scanning capabilities to Network enabled machines. The Colour Scanning Enablement card also upgrades machines with E-mail and Internet Fax capabilities.

Network Accounting Enables the tracking of machine usage for *Print*, *Copy* and *Scan* jobs from multiple machines over the network.

Xerox Standard Accounting A tool which can be used by administrators to track the number of *Copy*, *Print*, *Network Scanning*, *Server Fax* and *Embedded Fax* jobs for each user, provided these services are installed on the machine. Usage limits can be applied to users and the administrator can print a report which contains all *Xerox Standard Accounting* data.

Foreign Interface Device Enables the attachment of a third party access and accounting device, such as a card swipe or coin operated unit.

256MB Electronic Pre-Collation (EPC) Memory Additional temporary storage area for scanned information.

Finishing Devices

Top Tray   Stacker Tray

Top Tray   Stacker Tray

Basic Office Finisher

Office Finisher

Top Tray   Stacker Trays

Top Tray   Stacker Tray

Booklet Maker Tray

Advanced Office Finisher

Professional Finisher (with Booklet Maker)

Top Tray   Stacker Tray

Tray 6 (Inserter)   Top Tray   Stacker Tray

C\Z Folder (tri-fold)

Booklet Maker Tray

High Volume Finisher

High Volume Finisher with Booklet Maker

Basic Office Finisher   Holds up to 250 sheets of paper in the *Top Tray*, and up to 1000 sheets in the *Stacker Tray*. The Stacker can collate, stack and staple your output, depending on the features selected. The staple cartridge for the *Basic Office Finisher* contains a minimum of 3000 staples.

NOTE: *Double Staple is not available with the Basic Office Finisher.*

Office Finisher   Holds up to 250 sheets of paper in the *Top Tray*, and up to 2000 sheets in the *Stacker Tray*. The stacker can collate, stack, staple and hole punch your output depending on the features selected.

The staple cartridge for the *Office Finisher* contains a minimum of 3000 staples.

Advanced Office Finisher   Holds up to 250 sheets of paper in the *Top Tray*, and up to 1500 sheets in the *Stacker Tray*.

The *Advanced Office Finisher* can collate, stack, staple and hole punch your output depending on the features selected.

The finisher stapler has 1 staple cartridge containing 5000 staples.

Professional Finisher   Holds up to 250 sheets of paper in the *Top Tray*, and up to 1500 sheets in the *Stacker Tray*.

The *Professional Finisher* can collate, stack, staple and hole punch your output depending on the features selected.

The *Professional Finisher* also incorporates a *Booklet Maker* which can fold and staple your output. The *Booklet Maker* stapler requires 2 staple cartridges, each containing 2000 staples. The finisher stapler has 1 staple cartridge containing 5000 staples.

High Volume Finisher   This finisher can hold up to 250 sheets of paper in the top tray, and up to 3000 sheets of paper in the stacker tray. The optional Tray 6 (Inserter) can be installed on this finisher.

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

High Volume Finisher with Booklet Maker   This finisher can hold up to 250 sheets of paper in the top tray, and up to 3000 sheets of paper in the stacker tray. The optional Tray 6 (Inserter) can be installed on this finisher.

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

The finisher incorporates a booklet maker that will fold and staple your output. A C\Z Folder (tri-fold) is available as an option.

Getting Started

Control Panel Overview

▦ Features

Displays the job features on the screen.

▤ Job Status

Displays job progress information.

▨ Machine Status

Displays the current status of the machine.

◉ Power Saver Indicator

Indicates when the machine is in Power Saver Mode.

✱ Asterisk

Use to start a DTMF (Dual Tone Multi-frequency) operation.

〙// Dial Pause

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

Touch Screen

Displays and selects all the available programming features, plus fault clearance procedures and general machine information.

？ Help

Accesses additional information.

⌇ Language

Changes text to an alternative language.

⌇ Access

Accesses *Tools*, used to adjust the defaults of the machine.

AC Clear All

Resets all the features to their default settings.

⤳ Interrupt

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

⊘ Pause

Temporarily stops the current job.

◇ Start

Starts the job.

 # Hash

Indicates the dialing character or designates a group dial number. Also used when entering a password.

C Clear

Deletes numeric values or the last digit entered.

Ready to scan your job.   **1**

| Basic Copying | 1 | 2 | 3 | 4 | 📇 | ID Card Copy | 📠 | Fax | ▦ | All Services |

Output
- Collated
- Uncollated
- Single Staple ▯
- Hole Punch
- More...

2 Sided Copy
- 1 → 1 Sided
- 1 → 2 Sided
- 2 → 2 Sided
- 2 → 1 Sided
- More...

Reduce / Enlarge
- 100%
- Auto %
- A3→A4 (71%)
- A4→A3 (141%)
- More...

Paper Supply
- Auto Paper
- ▤ 4 A4 ▯
- ▤ 3 A4 ▯
- ▤ 1 A4 ▯
- More...

Power On or Off

1

To power ON:

➢ Press the **[Power]** switch. The entire powering on process (to power on all installed options) takes less than 165 seconds.

NOTE: *Certain functions of the machine e.g. copying and scanning will be available before others.*
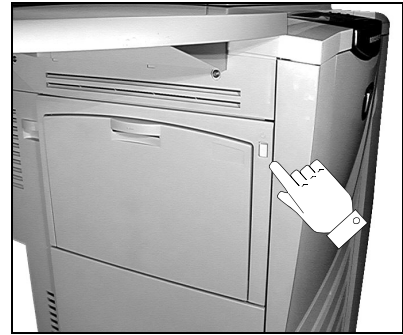
2

To power OFF:

➢ Press the **[Power]** switch. A confirmation screen will appear requesting a power down option.
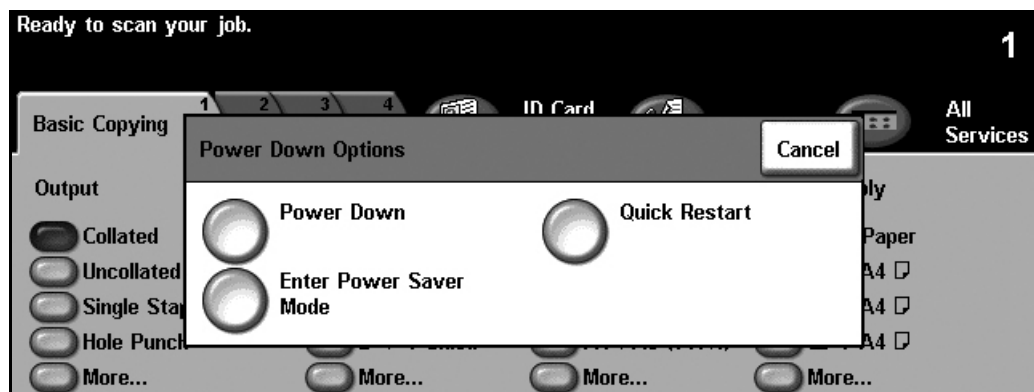
3

➢ If **[Power Down]** is selected the *Power Down Confirmation* screen displays a warning that data may be lost if the machine is powered down.

NOTE: *Confirmation of this screen will result in the deletion of any jobs currently in the queue.*

➢ Touch the **[Confirm]** button to power off the machine.

NOTE: *The machine remains on for approximately 45 seconds before the power is terminated.*

➢ If **[Enter Power Saver Mode]** is selected, the machine will immediately enter the *Power Saver Mode* appropriate to its configuration. If there are any jobs in the queue, a second pop-up screen displays.

NOTE: *To re-activate the machine when in this mode, touch a button on the Touch Screen or control panel.*

➢ If **[Quick Restart]** is selected and confirmed the machine will restart. A pop-up screen will appear warning that any jobs in the queue will be deleted.

NOTE: *Any copy jobs in the queue will be deleted, print jobs in the queue are recovered.*

➢ If **[Cancel]** is selected the power down options will be canceled and the machine will be available for use.

Loading Paper

1

> Open the required paper tray.

NOTE: *Paper trays 1 and 2 are fully adjustable for all stock sizes between A5 and A3 (5.5"x8.5" and 11"x17"). Paper trays 3 and 4 are dedicated paper trays which can be adjusted to hold either A4 or 8.5" x 11" long edge feed paper only.*

2

> Load paper. Paper must not be loaded above the fill line.
> Close the tray.

NOTE: *For paper trays 1 and 2, ensure the guides are just touching the paper, otherwise the size automatically detected may be incorrect.*
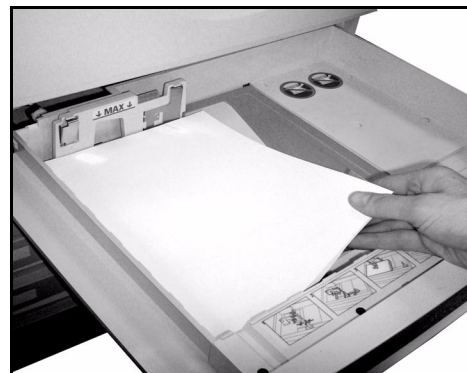
3

> Select **[Confirm]** OR select **[Change Size]** and/or **[Change Type and Colour]** to reprogramme the tray if the paper size, type or colour has changed.

NOTE: *Ensure the Size, Type and Colour are all correct. For standard copy paper the following should apply:*
Size *- A4*
Type *- Plain paper*
Colour *- White*
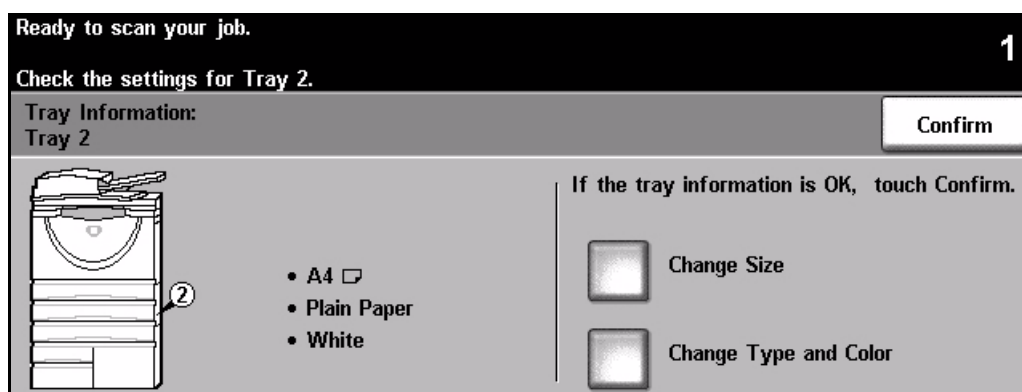
NOTE: *Some machine configurations do not support envelope printing, please refer to the Product Overview chapter for more information.*

Making Copies

1
➢ Load the documents either in the document handler or on the document glass.

NOTE: *Documents are only scanned once.*
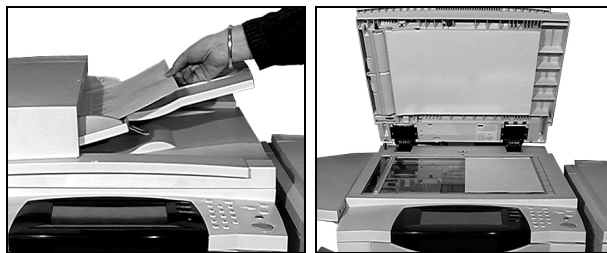
2
➢ Access the *Basic Copy* screen - if necessary select the **[Features]** button on the control panel.
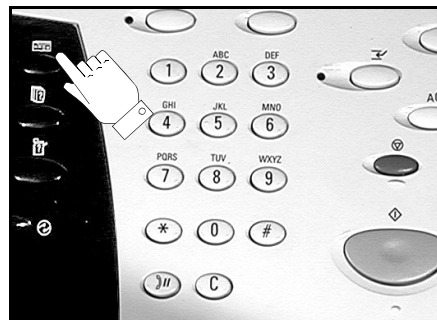
3
➢ Select the required features on the *Touch Screen*.
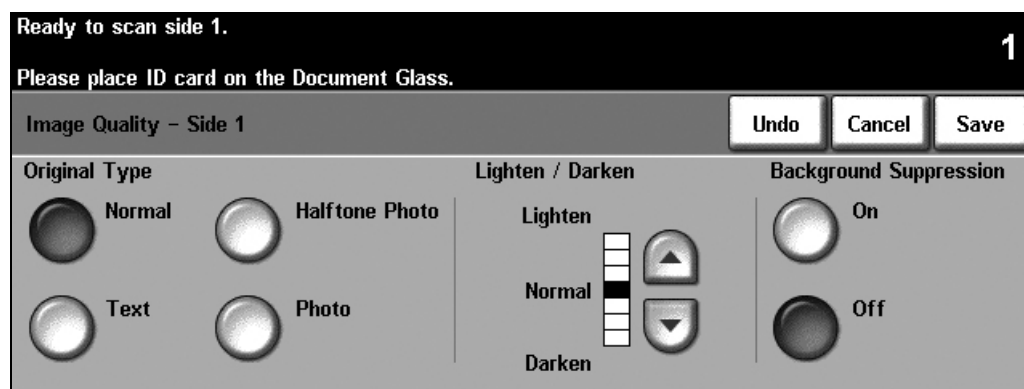➢ Select the number of copies required.
➢ Press **[Start]**.

Ready to scan your job.				1
Basic Copying 1 2 3 4	ID Card Copy	Fax		All Services
Output	**2 Sided Copy**	**Reduce / Enlarge**	**Paper Supply**	
Collated	1 → 1 Sided	100%	Auto Paper	
Uncollated	1 → 2 Sided	Auto %	4 A4	
Single Staple	2 → 2 Sided	A3→A4 (71%)	3 A4	
Hole Punch	2 → 1 Sided	A4→A3 (141%)	1 A4	
More...	More...	More...	More...	
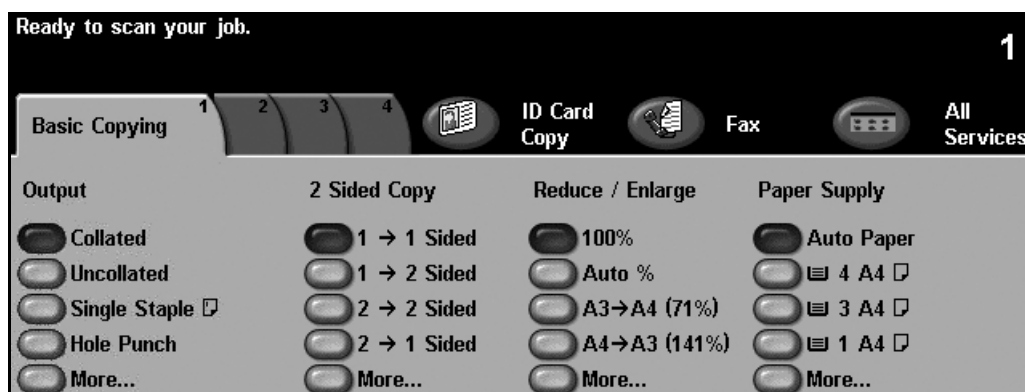
Copy features include...

- *Producing stapled or hole punched sets, if there is a finisher available*
- *Auto Reduce/Enlarge*
- *Adding printed or blank separators into transparency sets*
- *Adding printed or blank covers*
- *Inserting printed or blank sheets or tabs*
- *Erasing edges and borders*
- *Storing the programming for frequently run jobs*

- *Image Quality adjustment*
- *Copying mixed size originals*
- *Arranging multiple images on a page*
- *Adding Annotations*
- *Image Shift*
- *Build Job to apply different programming within a set of documents*
- *Creating booklets*

Copying an ID Card

1
- ➤ Load side 1 of the ID card on the document glass.
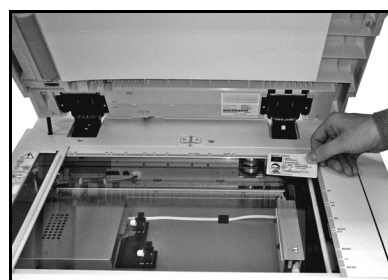
2
- ➤ Access the *ID Card Copy* screen - if necessary select the **[Features]** button on the control panel.
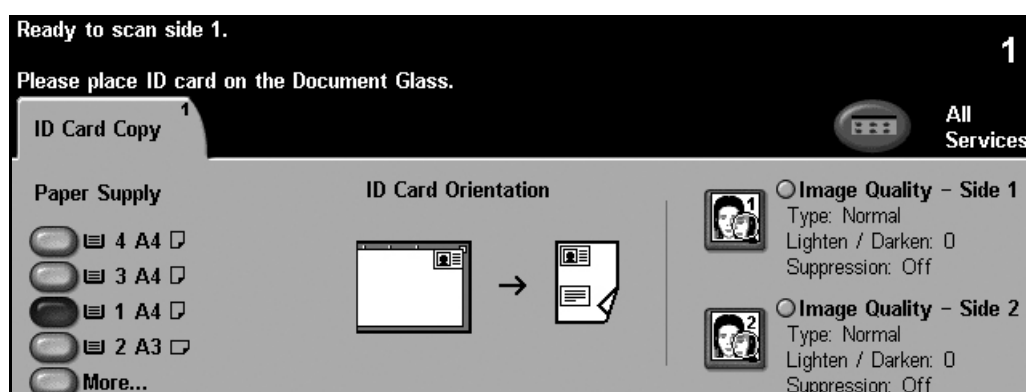
3
- ➤ Select the required side 1 Image Quality features on the *Touch Screen*.
- ➤ Press **[Start]**.

NOTE: *Side 1 of the card is only scanned once.*

4
- ➤ Load side 2 of the ID card on the document glass.
- ➤ Select the required side 2 Image Quality features on the *Touch Screen*.
- ➤ Select the number of copies required.
- ➤ Press **[Start]**.

NOTE: *Side 2 of the card is scanned and both sides are printed to a single side output.*

Saving for Reprint

1
- ➢ Load the documents either in the document handler or on the document glass.

  NOTE: *Documents are only scanned once.*
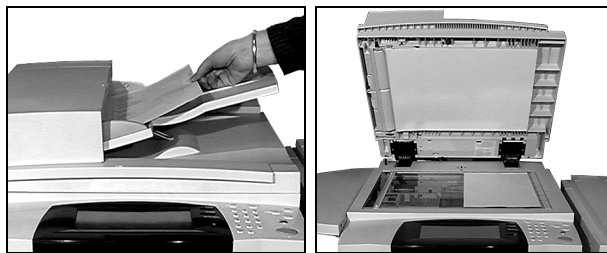
2
- ➢ Access the *Save Job for Reprint* screen - if necessary select the **[Features]** button on the control panel.
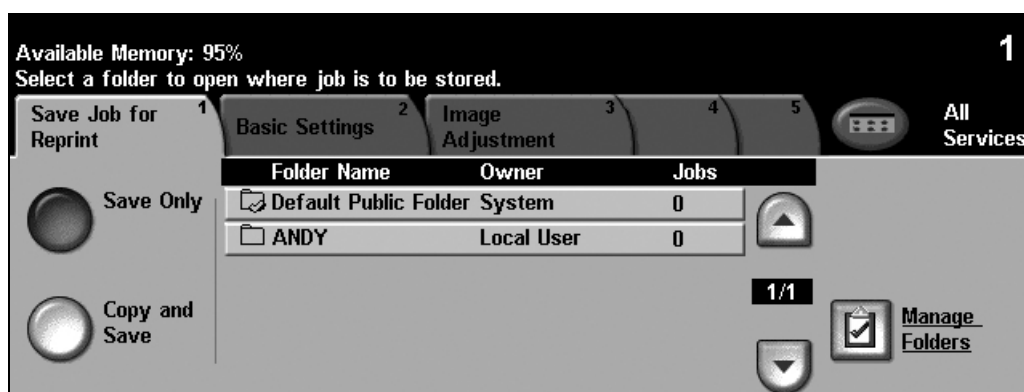
3
- ➢ Select the required option. Select **[Save Only]** if you want to store your document without printing. Select **[Copy and Save]** if you want to print a copy and store your document.
- ➢ Select the folder where you want to store your document.
- ➢ Select the required features on the *Touch Screen*.
- ➢ Press **[Start]**.
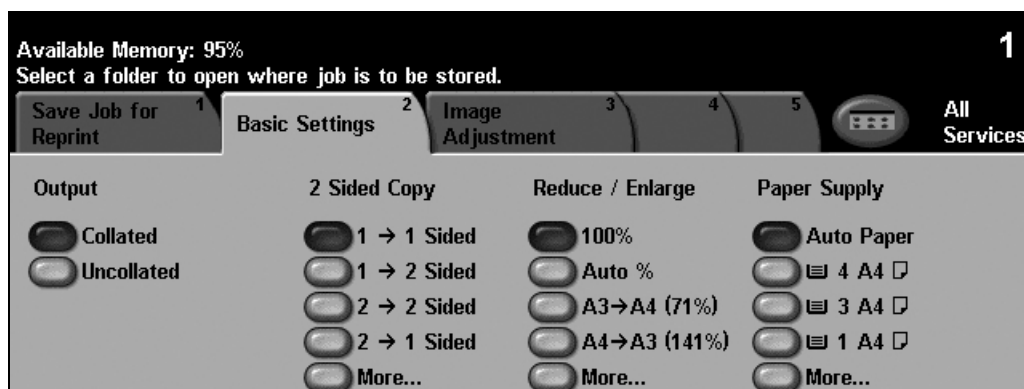
Reprinting Saved Jobs

1

➢ Access the *Reprint Jobs* screen - if necessary select the **[Features]** button on the control panel.
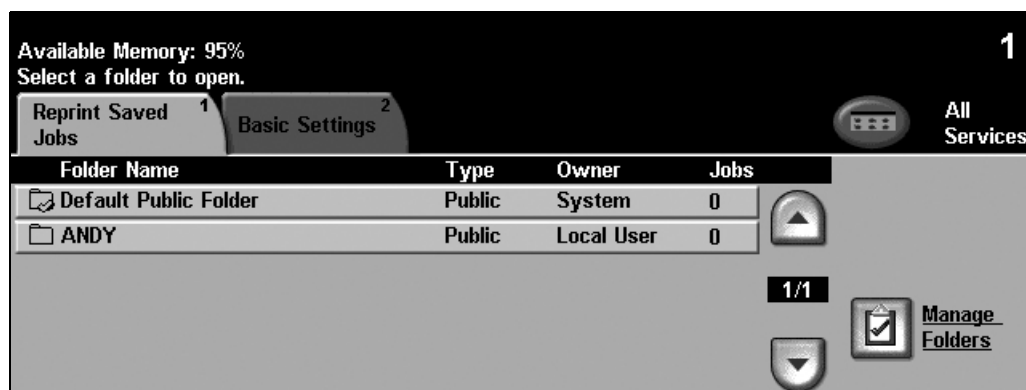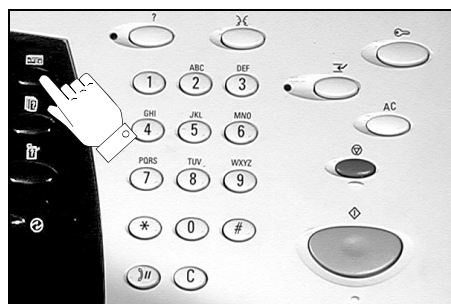
2

➢ Select the folder where you stored your document.

➢ Select the document from the list.

➢ Select the required features on the *Touch Screen*.

➢ Select the required option:

  • Select **[Print]** if you want to print and then delete your document.

  • Select **[Print and Save]** if you want to print and then save changes to your document settings.

  • Select **[Save]** to save changes to your document settings.

➢ Press **[Start]**.
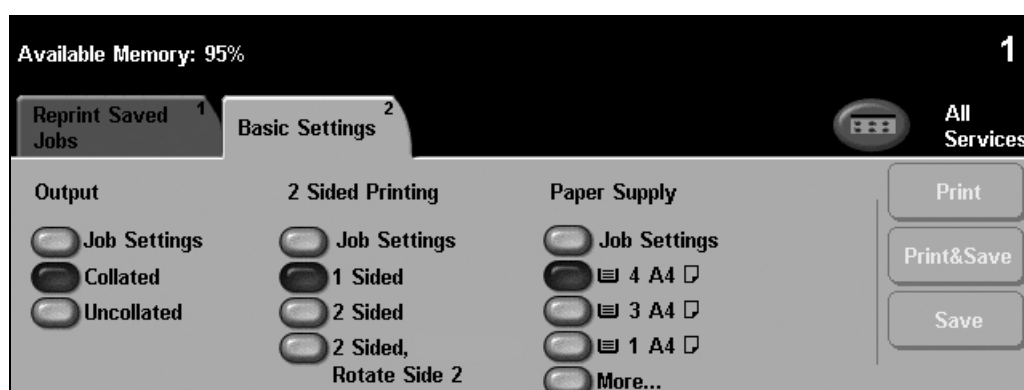
Sending an Embedded Fax

Embedded Fax is an optional walk up fax feature on your machine. If the *Basic Fax* screen matches that displayed in step 2 then *Embedded Fax* is enabled. Refer to the *System Administration CD (CD1)* for more information.

NOTE: *Both Embedded and Server Fax can be installed on the WorkCentre at the same time, however only one service can be enabled for use.*

1
➢ Load the documents either in the document handler or on the document glass.
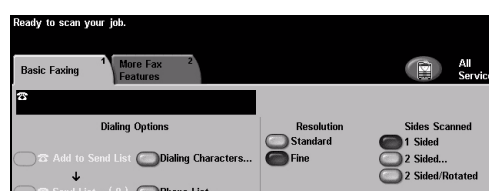
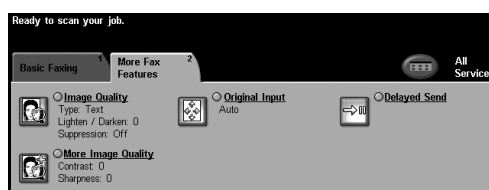**NOTE:** *Documents are only scanned once.*

2
➢ Select **[Fax]**.

NOTE: *You may need to select [All Services] first to access the fax option.*

➢ Enter the telephone number.

3
➢ Select the required features on the *Touch Screen*.
➢ Press **[Start]**.
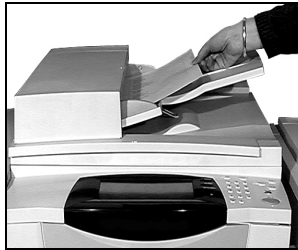
Fax features include...

➢ Adjusting the Resolution
➢ Faxing double sided originals
➢ Programming the size of the originals being scanned
➢ Image Quality adjustment
➢ Delaying the start time of a fax
➢ Adding a Cover Letter
➢ Sending to more than one recipient
➢ Mailbox storage and polling to and from your machine
➢ Setting the transmission speed

Sending a Server Fax

Server Fax is an optional feature on networked *WorkCentre* machines. If the *Basic Fax* screen matches that displayed in step 2 then *Server Fax* is enabled. Refer to the *System Administration CD (CD1)* for more information.

NOTE: *Both Embedded and Server Fax can be installed on the WorkCentre at the same time, however only one service can be enabled for use.*

1
- ➢ Load the documents either in the document handler or on the document glass.

  NOTE: *Documents are only scanned once.*

2
- ➢ Select **[Fax]**.

  NOTE: *You may need to select [All Services] first to access the fax option.*

- ➢ Enter the telephone number.

3
- ➢ Select the required features on the *Touch Screen*.
- ➢ Press **[Start]**.

Fax features include...

- ➢ Adjusting the Resolution
- ➢ Faxing double sided originals
- ➢ Programming the size of the originals being scanned
- ➢ Image Quality adjustment
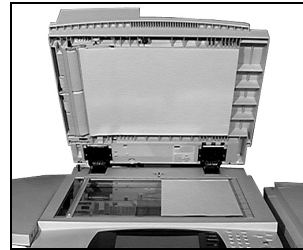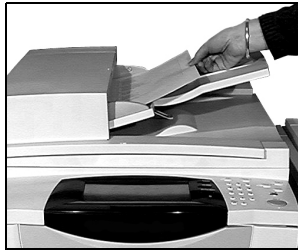- ➢ Delaying the start time of a fax

Sending an Internet Fax

Internet Fax is an optional feature on networked *WorkCentre* machines. Refer to the *System Administration CD (CD1)* for more information.

1
- Load the documents either in the document handler or on the document glass.
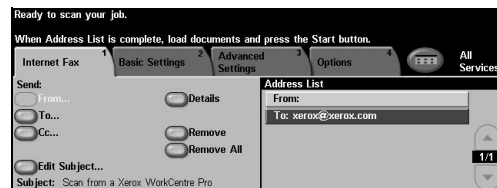
NOTE: *Documents are only scanned once.*

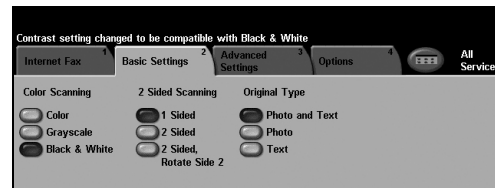

2
- Select **[Internet Fax]**.

NOTE: *You may need to select [All Services] first to access the Internet Fax option.*

- Select **[To.]**, enter the recipient e-mail details and select **[Save]**.
- Select **[Edit Subject]**, enter a subject and select **[Save]**.

3
- Select the required features on the *Touch Screen*.
- Press **[Start]**.

Internet Fax features include...

- Setting up a Public or Internal Address Book
- Adjusting the Resolution
- Scanning double sided originals
- Programming the size of the originals being scanned
- Image Quality adjustment
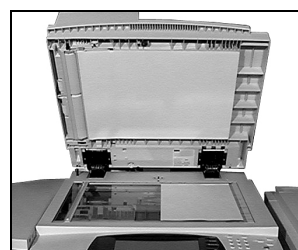- Changing the default file format setting

Scanning a Document to a File

Refer to the *System Administration CD (CD1)* for more information on *Network Scanning*.

1
- ➢ Load the documents either in the document handler or on the document glass.
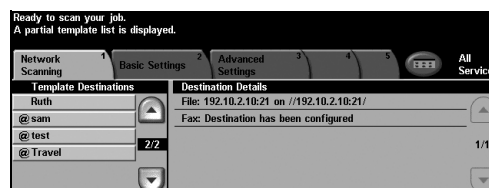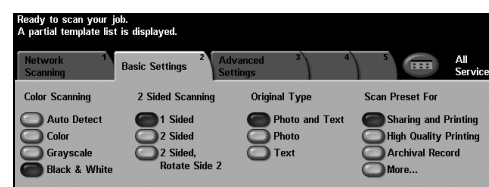
NOTE: *Documents are only scanned once.*

2
- ➢ Select **[Network Scanning]**.

NOTE: *You may need to select [All Services] first to access the Network Scanning option.*

3
- ➢ Select the template required.
- ➢ Select the required features on the *Touch Screen*.
- ➢ Press **[Start]**.
- ➢ On completion access your job at your workstation.

Network Scanning features include...
- ➢ Adjusting the image output requirements
- ➢ Adjusting the Resolution
- ➢ Scanning double sided originals
- ➢ Programming the size of the originals being scanned
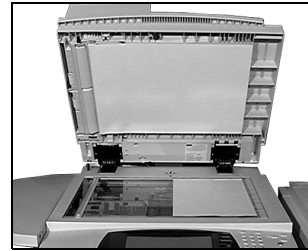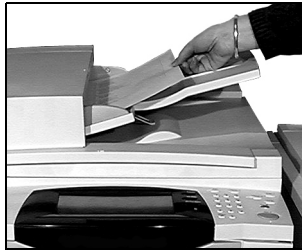- ➢ Changing the destination for the scanned image

Sending an E-mail

Refer to the *System Administration CD (CD1)* for more information on the *E-mail* feature.

1
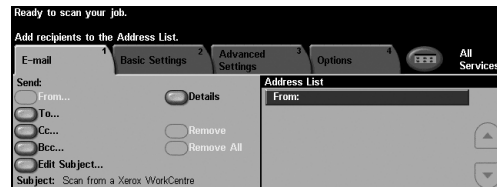- ➢ Load the documents either in the document handler or on the document glass.

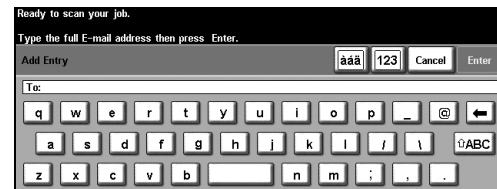**NOTE:** *Documents are only scanned once.*

2
- ➢ Select **[E-mail]**.

NOTE: *You may need to select [All Services] first to access the e-mail option.*

3
- ➢ Select **[To]**, enter the recipient e-mail details and select **[Enter]**.
- ➢ Select **[Edit Subject]**, enter a subject and select **[Save]**.
- ➢ Select the required features on the *Touch Screen*.
- ➢ Press **[Start]**.

E-mail features include...

- ➢ Setting up a Public or Internal Address Book
- ➢ Adjusting the Resolution
- ➢ Scanning double sided originals
- ➢ Programming the size of the originals being scanned
- ➢ Image Quality adjustment

Printing from a PC

If your machine is connected to a network, documents can be printed directly from your PC using the *CentreWare Print Driver* supplied. The *Print Driver* must be loaded on each PC which uses the machine for printing.

1
➢ Select **[Print]** in your application.
➢ Select your machine as the printer.
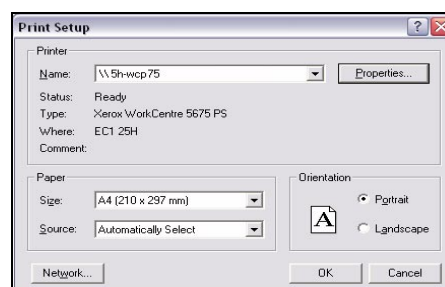
2
➢ Select **[Properties]**, make your selections and click **[OK]**.
➢ Click **[OK]** to print your document.

NOTE: *Instructions may vary depending on the application being used.*

Print features include...

➢ Printing 1 or 2 sided
➢ Producing stapled or hole punched sets, if available
➢ Changing the printing Resolution
➢ Adding a Banner Sheet
➢ Adding a front cover
➢ Adjusting the Image Quality
➢ Adding a Watermark
➢ Reprint Saved Jobs

Sending a LAN Fax

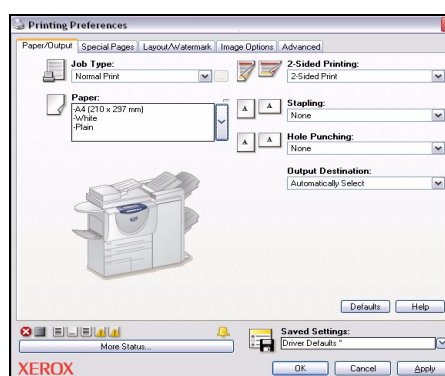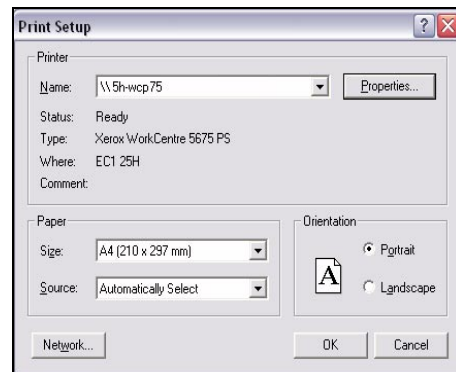Refer to the *System Administration CD (CD1)* for more information on the *LAN Fax* feature.

1
- ➢ Select **[Print]** in your application.
- ➢ Select your machine as the printer.

2
- ➢ Select **[Properties].**
- ➢ Select **[Job Type]** and then **[Fax]** from the pull down menu.
- ➢ Enter the recipient details and select the features required.
- ➢ Click **[OK]** to send your document.

NOTE: *Instructions may vary depending on the application being used.*
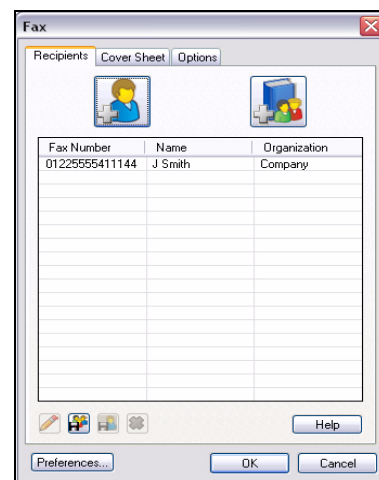
LAN fax features include...

- ➢ Creating a Phone book
- ➢ Confirmation Sheet
- ➢ Send Speed
- ➢ Resolution
- ➢ Send Time
- ➢ Cover sheet

Printing with Internet Services

Printing with *Internet Services* is available on the *WorkCentre* if the option compatible with PostScript®3™ is installed. *Internet Services* uses a Web User Interface embedded in the machine to communicate between the HTTP server and the machine. This option is only available when the machine is connected to a network.
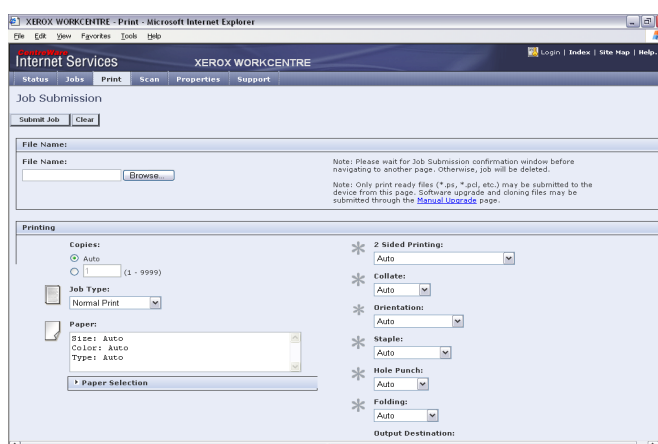
1
➢ Open your Web Browser, then enter:
  http:// and the printer TCP/IP address.
➢ Press the **[Enter]** key on your workstation keyboard.

  The default *Status* window displays.

HINT: *If you do not have the TCP/IP address for your machine, Refer to the System Administration CD (CD1).*

2
➢ Click on **[Print]** and make your selections.

3
➢ Click on **[Browse]** and locate the file to be printed.
➢ Click on **[Submit Job]**.

NOTE: *For more detailed information on using Internet Services refer to the System Administration CD (CD1).*

Internet Services features include...

➢ Creating, modifying and deleting scan templates if Network Scanning is available
➢ Promoting, deleting or releasing a job in the Print Queue
➢ Reviewing the status of your machine
➢ Reprint Saved Jobs

Logging On / Logging Off

If an *authentication mode* has been enabled**,** a valid User Number needs to be entered in order to access the machine functions.
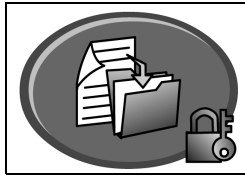
Authentication is a useful network security management tool limiting, restricting and monitoring access to the network via the machine. Authentication can be set up by the *System Administrator* to restrict access to the features within *E-mail*, *Network Scanning*, *Server Fax* and *Internet Fax*.

Network Authentication Access Requires your network login name and password. If you do not have a network account on the local network you will not be authenticated using this mode.

Guest Access Requires a generic passcode that is set up by the *System Administrator*. You will need to obtain the passcode from the *System Administrator*.

Xerox Secure Access Requires a configured card and card-reader that is set up by the *System Administrator*. You will need to obtain the access details from the *System Administrator*.

1
➢ To *Log On* when the *Internal Auditron* has been enabled, use the keypad to enter a 4 digit password and then select **[Enter]**.

> User Account Login
> Please enter your password and touch ENTER.
>
> Enter
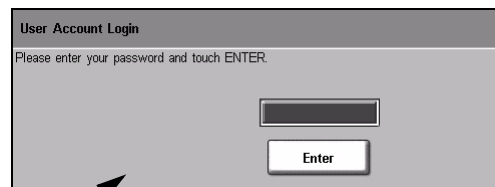
Internal Auditron
Log on screen

➢ To *Log On* when *Network Accounting* has been enabled, enter a valid *User ID* and *Account ID* and select **[Enter]**.

> Ready to scan your job.   1
> Login
> Please input your User and Account IDs
> User ID
> Account ID   Enter
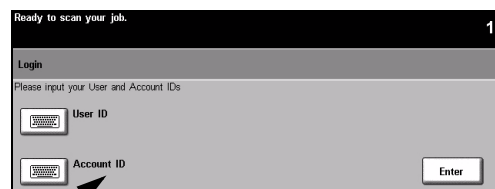
Network Accounting Log on screen

2
➢ Complete your job.

3
To *Log Off*:

➢ Press **[Access ⊙⌇]** on the control panel.

➢ Select **[Logout]** on the *Touch Screen*.

Customising your Machine

Your machine can be customised to suit your working environment and practices. The *System Management Tools* enable your *System* or *Machine Administrator* to set-up, customise and maintain the machine.

After your machine is installed, it is recommended that the settings and options are customised to fully meet the requirements of the Users. Please discuss your requirements with your *System* or *Machine Administrator* to ensure you get optimum performance from your machine.

The *Tools* facility is accessed using the *Access* ⌛ button on the control panel. Some of the settings within *Tools* are critical to the operation of the machine, therefore the screens are password protected so they cannot be accidently changed or corrupted.

Full instructions for accessing and customising the *System Management Tools* are located in the *Interactive User Guide CD (CD2),* contained in the CD Pack delivered with your machine.
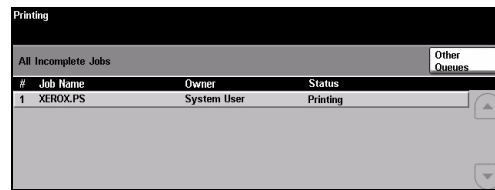
System Management Tools include...

➢ System Settings
➢ Screen Defaults
➢ Access and Accounting
➢ Feature Defaults
➢ Connectivity and Network Setup
➢ Consumables Management
➢ Machine Tests
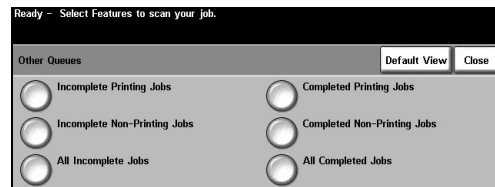➢ Power Saver Administration
➢ Fax Setups

Further Assistance

1 Access the Job Queue

➢ Press the **Job Status** button on the control panel. The *All Incomplete Jobs* queue displays.
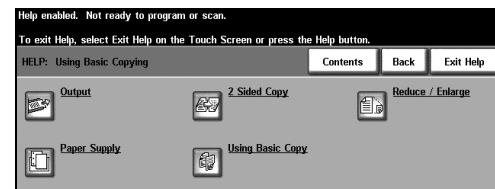
➢ Review the status of the job.

```
Printing

All Incomplete Jobs                                    Other
                                                       Queues
#   Job Name          Owner          Status
1   XEROX.PS          System User    Printing
```

➢ Select **[Other Queues]** to access and review the other queues available.

```
Ready – Select Features to scan your job.

Other Queues                              Default View   Close

 ○  Incomplete Printing Jobs      ○  Completed Printing Jobs

 ○  Incomplete Non-Printing Jobs  ○  Completed Non-Printing Jobs

 ○  All Incomplete Jobs           ○  All Completed Jobs
```

2 Access the on-line Help

➢ **?** Press **Help** at any time to access the on-line help screens.

➢ Messages, screen instructions and graphics provide additional information.

```
Help enabled.  Not ready to program or scan.
To exit Help, select Exit Help on the Touch Screen or press the Help button.
HELP:  Using Basic Copying              Contents   Back   Exit Help

   Output                2 Sided Copy              Reduce / Enlarge

   Paper Supply          Using Basic Copy
```
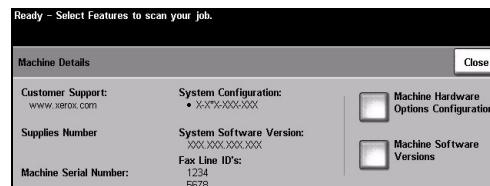
3 For additional Help

If you need any additional help on using your machine you can:

➢ Refer to the *Interactive User Guide CD (CD2),* contained in the CD Pack delivered with your machine.

➢ Refer to the *System Administration CD (CD1)* contained in the CD Pack delivered with your machine.

➢ Visit our *Customer Web Site* at *www.xerox.com* or contact the *Xerox Welcome and Support Centre* quoting the machine serial number.

➢ Press the **[Machine Status]** button on the control panel.

➢ Select **[Machine Details]** to display the machine serial number.

NOTE: *The serial number can also be found on a metal plate inside the front door.*

```
Ready – Select Features to scan your job.

Machine Details                                              Close

Customer Support:          System Configuration:
 www.xerox.com              • X-X*X-XXX-XXX              Machine Hardware
                                                         Options Configuration
Supplies Number            System Software Version:
                            XXX.XXX.XXX.XXX              Machine Software
                                                         Versions
Machine Serial Number:     Fax Line ID's:
                            1234
                            5678
```

Maintenance

Consumables

Consumables are items on the machine that need replenishing or replacing, such as paper, staples, and customer replaceable units.To place an order for Xerox consumables, please contact your local Xerox Representative giving your Company Name, product number and the machine serial number.

☞ **HINT:** *For information about locating the serial number, please refer to "Locating the Serial Number" on page -34.*

To find out more information about each consumable please refer to the *Maintenance* section of the *Interactive User Guide CD (CD2),* contained in the CD Pack delivered with your machine.

Customer Replaceable Units

There are 5 replaceable units on the machine:

> Xerographic Module
>
> Replenisher Bottle (toner)
>
> Fuser Module and Ozone Filter
>
> Document Handler Feed Head
>
> Waste Toner bottle

The machine will display a message on the Touch Screen when any of the above need to be reordered. This message is a warning that the unit is nearing the end of its life.

Only replace the unit when a message actually instructs you to do so.

To replace a Replaceable Unit, follow the instructions on the User Interface or refer to the *Maintenance* section of the *Interactive User Guide CD (CD2),* contained in the CD Pack delivered with your machine.

⚠️ **CAUTION: When replacing consumables, DO NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. Do NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your machine.**

Staple Cartridges

If your machine is equipped with a finisher you will be required to replace the staple cartridge or cartridges when the machine displays a message instructing you to do so.

To replace a staple cartridge, follow the instructions on the User Interface or refer to the *Maintenance* section of the *Interactive User Guide CD (CD2),* contained in the CD Pack delivered with your machine.

HINT: *To place an order for any Xerox consumables, please contact your local Xerox Representative giving your Company Name, product number and the machine serial*

number.

⚠️ **CAUTION: When replacing consumables, DO NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. Do NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your machine.**

Cleaning the Machine

⚠️ **WARNING: When cleaning the machine do NOT use organic or strong chemical solvents or aerosol cleaners. Do NOT pour fluids directly onto any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.**

⚠️ **WARNING: Do not use pressurised air-spray cleaning aids on or in this equipment. Some pressurised air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.**

1 Document Glass and Constant Velocity Transport Glass

➢ Apply Xerox Cleaning Fluid or Xerox Anti-Static Cleaner, to a lint-free cloth. Liquid should never be poured directly onto the glass.

➢ Wipe clean the entire glass area.

➢ Wipe away any residue with a clean cloth or paper towel.

Constant velocity transport glass
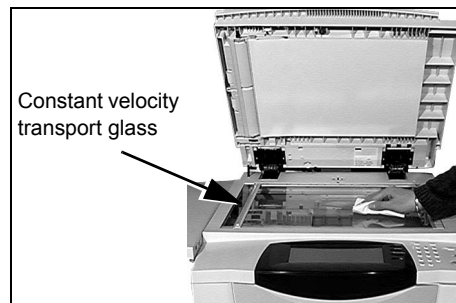
NOTE: *Spots or marks on the glass will be reproduced on the prints when copying from the document glass. Spots on the Constant Velocity Transport Glass will show up as streaks on the prints when copying from the document handler.*

2 Touch Screen

➢ Use a soft, lint-free cloth, lightly dampened with water.

➢ Wipe clean the entire area, including the *Touch Screen*.

➢ Remove any residue with a clean cloth or paper towel.

For more information about maintaining other areas of your machine please refer to the *Interactive User Guide CD (CD2),* contained in the CD Pack delivered with your machine.
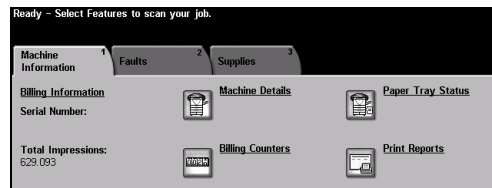
Further Assistance

For any additional help visit our customer web site at *www.xerox.com* or contact the *Xerox Welcome and Support Centre* quoting the machine serial number.
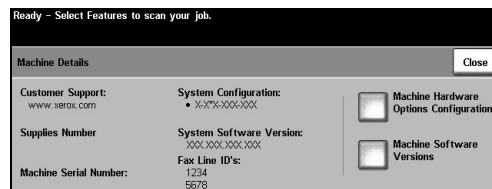
1 ➢ Press the **[Machine Status]** button on the control panel.
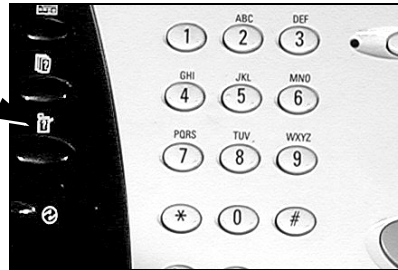
2 ➢ The Machine Information screen displays.

➢ Select **[Machine Details]**.

3 ➢ The Customer Support Number for the *Welcome and Support Centre* and the Machine Serial Number are displayed.

Troubleshooting

NOTE: *For additional Troubleshooting information please refer to the Interactive User Guide CD (CD2) or the System Administration CD (CD1).*
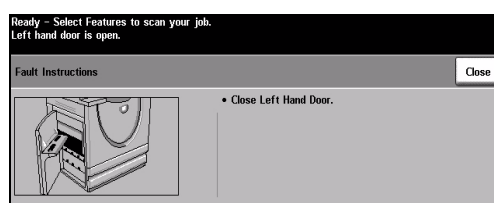
Fault Clearance

1 When a fault occurs, a fault screen displays which provides recovery instructions.

➢ Follow these instructions to clear the fault.

NOTE: *Any printed sheets removed will automatically be reprinted once the paper jam is cleared.*


2 ## Paper Jams

➢ The fault screen will indicate the location of the jam.

➢ Use the green handles and knobs indicated in the instructions displayed on the screen to remove the jammed paper.

➢ Ensure that all jam clearance handles and levers are returned to their correct positions. The red flashes behind the jam clearance handles and levers should not be visible.

NOTE: *Jam Clearance areas vary depending on your machine model and configuration.*

3 Document Jams

➢ Remove all the documents from the document handler and document glass as instructed.

➢ Re-order the documents as at the start of the job and reload. The documents will be recycled automatically to recover the job.
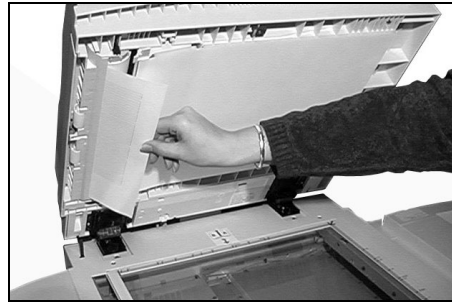
If you are unable to clear the fault, refer to the next section to contact your local *Xerox Welcome and Support Centre* for assistance.

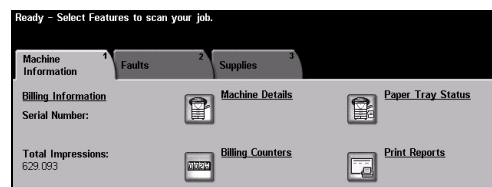# Xerox Welcome and Support Centre

If the difficulty persists, contact the *Xerox Welcome and Support Centre*. The *Welcome and Support Centre* will want to know the following information: The nature of the problem, the Machine Serial number, the fault code (if any) plus the name and location of your company.
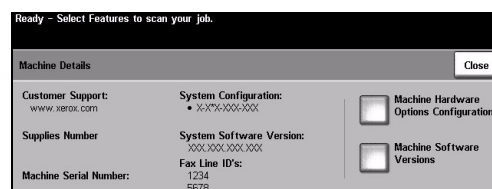
Locating the Serial Number

1

➢ Press the **[Machine Status]** button on the control panel.

2

➢ The Machine Information screen displays.

➢ Select the **[Faults]** tab to see details of recent faults, together with fault codes.

3

➢ Select **[Machine Details]** to display the Customer Support Number for the *Welcome and Support Centre* and the Machine Serial Number.

NOTE: *The serial number can also be found on a metal plate inside the front door.*