XEROX®

TOUCH SCREEN - Displays all the available features and general machine information

CLEAR ALL - Resets features to their default settings

PAUSE - Interrupts current job

START - Starts the job

MACHINE STATUS: Displays machine information

JOB STATUS: Displays the job queue information

FEATURES: Displays the job features on the screen

Features* are accessible by touching the tabs or All Services, for example:

*Some features may not be available on your model.

LOAD PAPER

Tray Information:
Tray 2

- A5
- Plain Paper
- White

FAX

Ready to fax.

Basic Faxing 1 | Image Adjustment 2 | Added Fax Features 3 | All Services

Dialling

Send List ...(0)

Speed Dial

E-MAIL

Ready to Internet-fax

When Address List is complete, load documents and press the

Internet Fax 1 | Basic Settings 2 | Advanced Settings 3

Send:
- From...
- To...
- Cc...

Details

Remove

Remove All

Edit Subject...

Subject : Scanned by the Xerox WorkCentre

Ready

E-Mail 1 | Basic Settings 2 | Advanced Settings

Send:
- From...
- To...
- Cc...
- Bcc...

Details

Remove

Remove All

Edit Subject...

Subject : Scan from a Xerox WorkCentre

COPY

Basic Copying 1 | Image Adjustment 2 | Output Format 3 | Job Assembly 4 | All Services

Output	2 Sided Copy	Reduce/Enlarge	Paper Supply
Collated	1 → 1 Sided	100%	Auto Paper
Uncollated	1 → 2 Sided	Auto%	5 A4
Single Staple	2 → 2 Sided	A3 > A4 (71%)	4 A4
Hole Punching	2 → 1 Sided	A4 > A3 (141%)	3 A4
More...	More...	More...	More...

LOAD PAPER

- **Open the required paper tray.**

- **Load the paper, do not load above the maximum fill line.**

- **Adjust the guides to touch the edge of the paper.**

- **Close the paper tray, except the Bypass Tray.**

- **Confirm the paper size/type settings on the user interface.**

QUICK FAX

- **Load the original face up in the document handler.**

- **Touch the FAX or INTERNET FAX tab.**

- **Touch the screen buttons to make feature selections.**

- **Enter the receiving fax number using the keypad or select an e-mail address from the ADDRESS BOOK.**

- **Press START.**

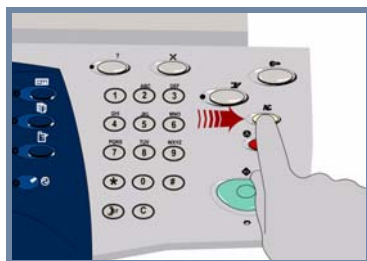### QUICK E-MAIL

- **Load the original face up in the document handler.**

- **Touch the E-MAIL tab.**

- **Touch the screen buttons to make feature selections.**

- **Make a selection from the ADDRESS BOOK.**

- **Press START.**

QUICK COPY

- **Load the original face up in the document handler.**

- **Touch the COPY tab.**

- **Touch the screen buttons to make feature selections.**

- **Press START.**

For more information... 1. Press ? on the control panel, 2. refer to the Quick Use Guide, 3. refer to the Interactive User Guide CD2, or 4. visit our website on... **www.xerox.com/support**
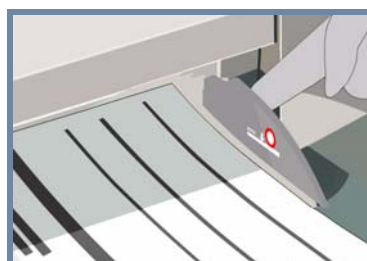
How to save a job for Reprint

1. PREPARATION

Cancel any selections made by a previous user by pressing the **AC (Clear All)** button.
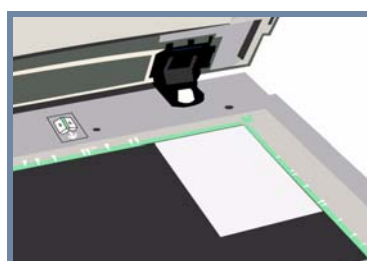
Remove any staples and paper clips from your documents and ensure that the documents are in good condition.

2. LOAD THE DOCUMENTS

Place the documents in the Document Handler in order (1,2,3...) with page 1 face up on top.

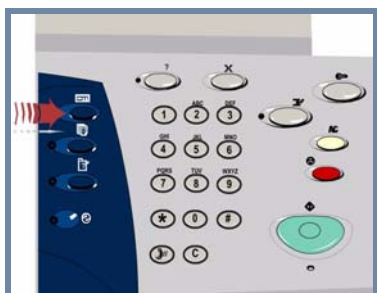**Slide** the document guides against the front and rear edges of the documents.

OR

Place the document face down on the Document Glass and register it to the rear right corner.

3. MAKE COPIES AND SAVE
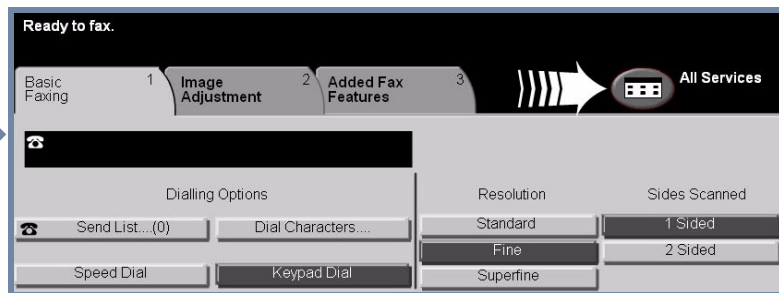
Features Button	All Services Button	Save Job for Reprint Button
Press the **Features** button to display the features selection screen.	Select the **All Services** button **OR** the **Save Job for Reprint** tab.	Select the **Save Job for Reprint** button. If you cannot see the Save Job for Reprint button, select the **More Service** button first.
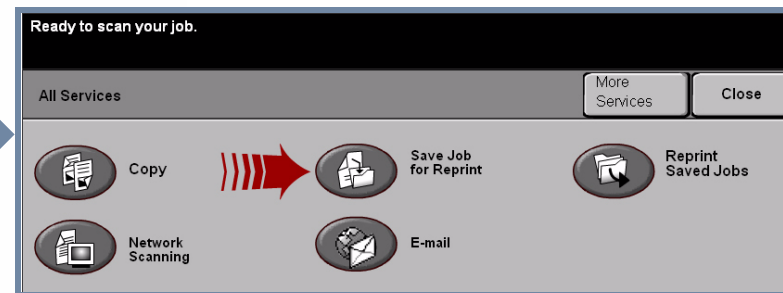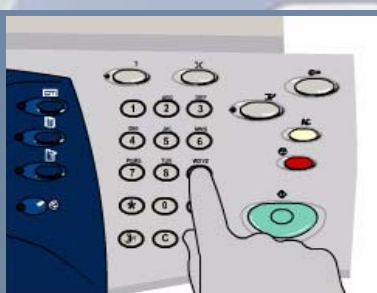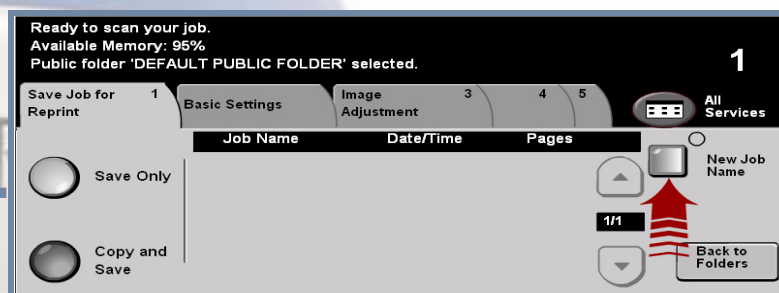
Quantity of Copies	Job Name	Destination Folder
Use the **numeric keypad** to enter the quantity of copies to be made.	Select the **New Job Name** button. and input a unique and meaningful name for your saved job.	Select the **Save Only** or **Copy and Save** button. From the folder list, select a **folder** as the destination for your saved job.
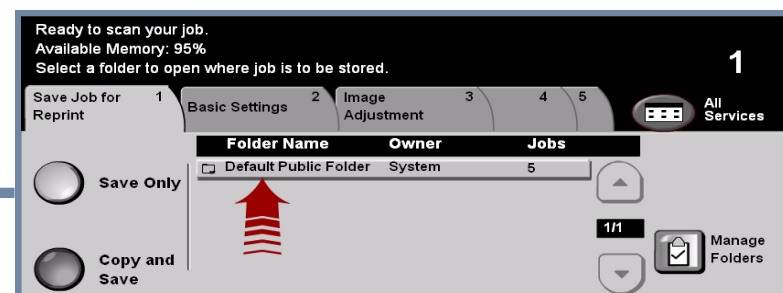
4. START THE JOB
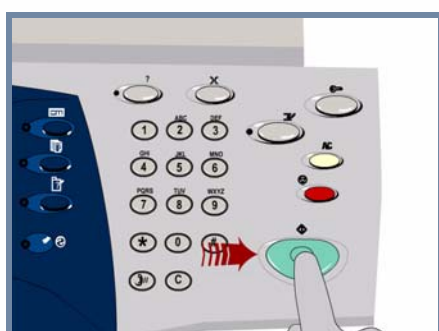
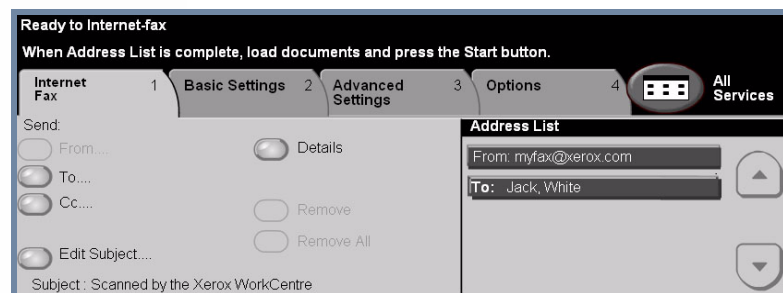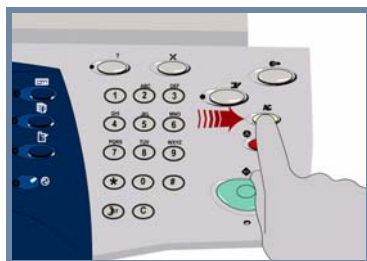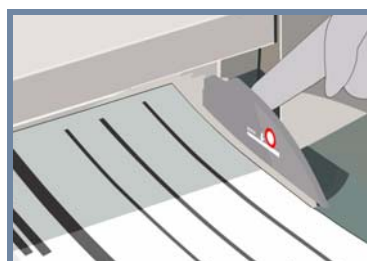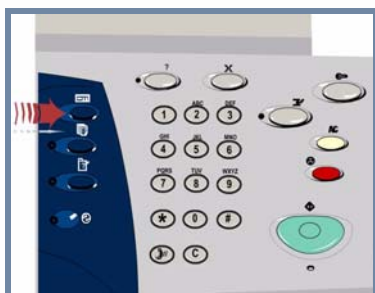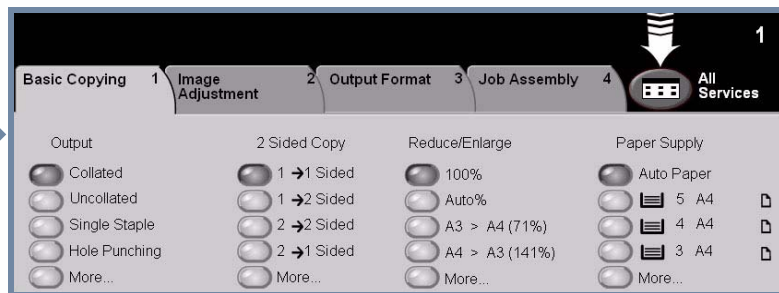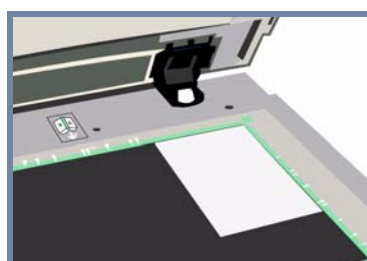**Press** the **Start** button to start your job.

That completes the procedure.

MORE INFORMATION

For more information, please refer to:
- **Interactive User Guide CD 2**
- **Quick Use Guide**
- **http://www.xerox.com/support**

XEROX

How to send an Internet Fax

1. PREPARATION

Cancel any selections made by a previous user by pressing the **AC (Clear All)** button.

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

2. LOAD THE DOCUMENTS

Place the documents in the Document Handler in order (1,2,3...) with page 1 face up on top.

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

OR

Place the document face down on the Document Glass and register it to the rear right corner.

3. ENTER INTERNET FAX OPTIONS

Features Button

Press the **Features** button to display the features selection screen.

All Services Button

Select the **All Services** button **OR** the **Internet Fax** tab.

Internet Fax Button

Select the **Internet Fax** button. If you cannot see the Internet Fax button, select the **More Service** button first.

E-mail Address

Select **To:** in the send field and either input the **full E-mail** address **OR** use the **address book** to select a recipient.

4. TRANSMIT THE INTERNET FAX

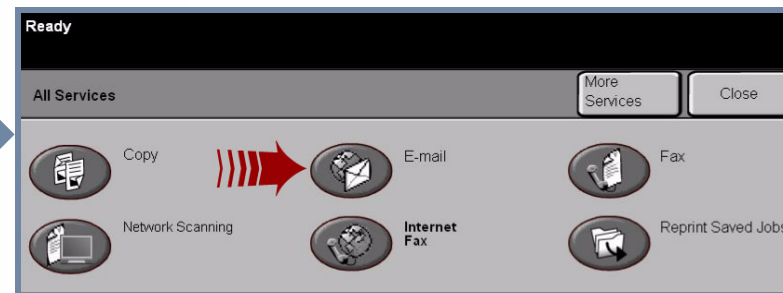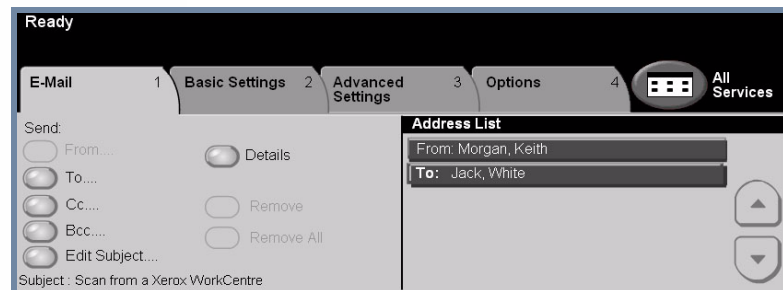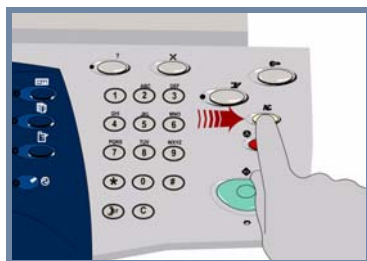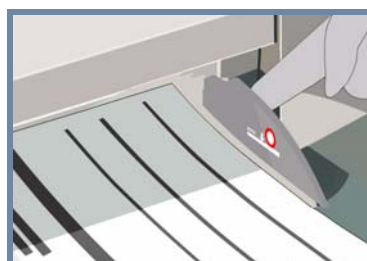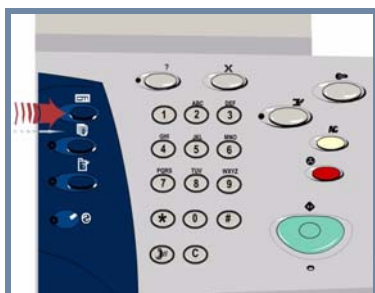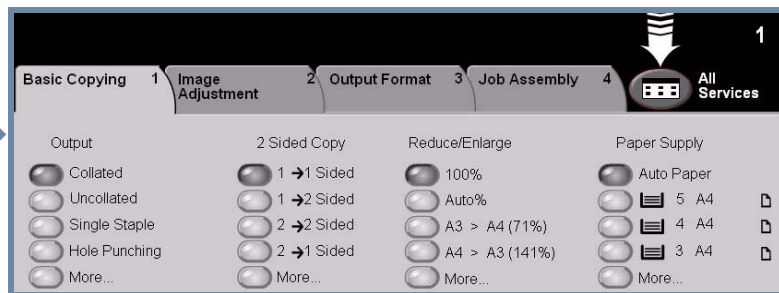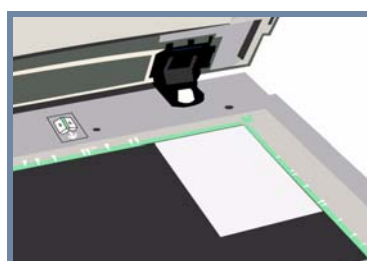**Press** the **Start** button to start your job.

That completes the procedure.

MORE INFORMATION

For more information, please refer to:
- **Interactive User Guide CD 2**
- **Quick Use Guide**
- **http://www.xerox.com/support**

How to Scan to E-mail

1. PREPARATION

Cancel any selections made by a previous user by pressing the **AC (Clear All)** button.

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

2. LOAD THE DOCUMENTS

Place the documents in the Document Handler in order (1,2,3...) with page 1 face up on top.

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

OR

Place the document face down on the Document Glass and register it to the rear right corner.

3. SELECT E-MAIL RECIPIENTS

Features Button	All Services Button	E-mail Button

Press the **Features** button to display the features selection screen.

Select the **All Services** button **OR** the **E-mail** tab.

Select the **E-mail** button. If you cannot see the E-mail button, select the **More Service** button first.
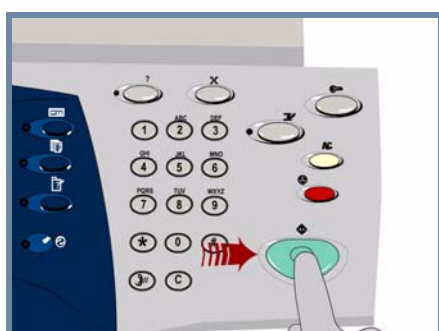
E-mail Address

Select **To:** in the send field and either input the **full E-mail** address **OR** use the **address book** to select a recipient.

4. SEND THE E-MAIL

Press the **Start** button to start your job.
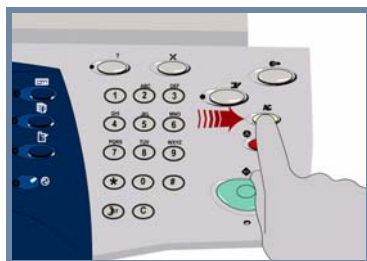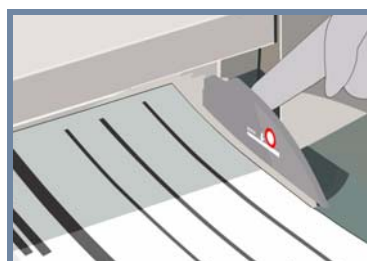
That completes the procedure.

MORE INFORMATION

For more information, please refer to:
- **Interactive User Guide CD 2**
- **Quick Use Guide**
- **http://www.xerox.com/support**

How to send a Fax (Server)

1. PREPARATION

Cancel any selections made by a previous user by pressing the **AC (Clear All)** button.
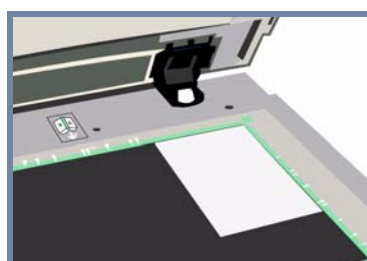
Remove any staples and paper clips from your documents and ensure that the documents are in good condition.

2. LOAD THE DOCUMENTS

Place the documents in the Document Handler in order (1,2,3...) with page 1 face up on top.

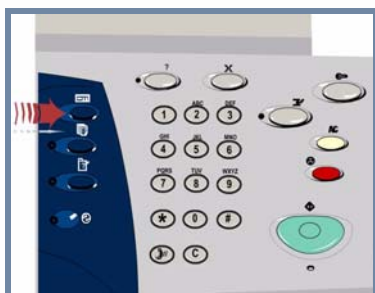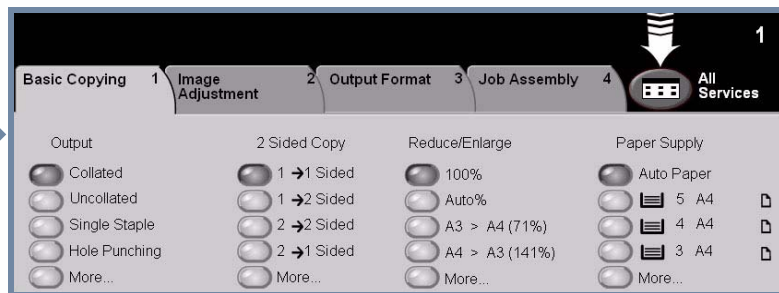**Slide** the document guides against the front and rear edges of the documents.

OR

Place the document face down on the Document Glass and register it to the rear right corner.

3. ENTER FAX OPTIONS

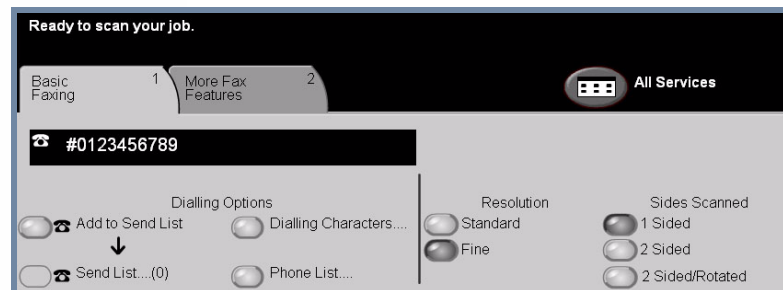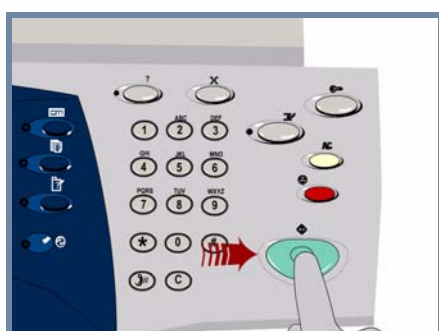| Features Button	All Services Button	Fax Button
Press the **Features** button to display the features selection screen.	Select the **All Services** button **OR** the **Basic Faxing** tab.	Select the **Fax** button. If you cannot see the Fax button, select the **More Service** button first.

Fax Number

Use the **numeric keypad** to enter the recipient's fax number **OR** use the send list to select a previously stored number.

4. TRANSMIT THE FAX

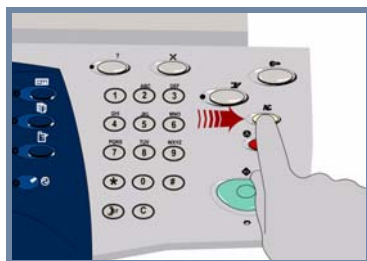**Press** the **Start** button to start your job.

That completes the procedure.

MORE INFORMATION

For more information, please refer to:
- **Interactive User Guide CD 2**
- **Quick Use Guide**
- **http://www.xerox.com/support**
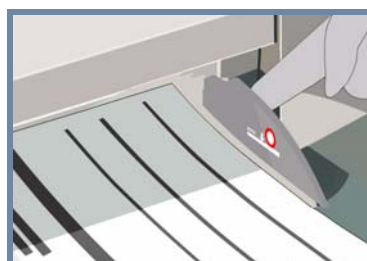
XEROX®

How to Scan a document

1. PREPARATION

Cancel any selections made by a previous user by pressing the **AC (Clear All)** button.
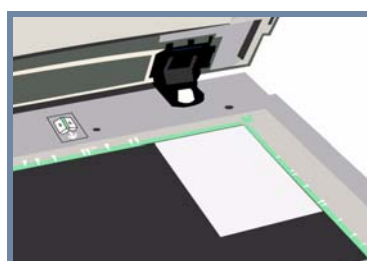
Remove any staples and paper clips from your documents and ensure that the documents are in good condition.

2. LOAD THE DOCUMENTS

Place the documents in the Document Handler in order (1,2,3...) with page 1 face up on top.

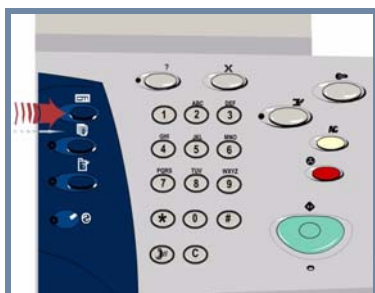**Slide** the document guides against the front and rear edges of the documents.

OR

Place the document face down on the Document Glass and register it to the rear right corner.
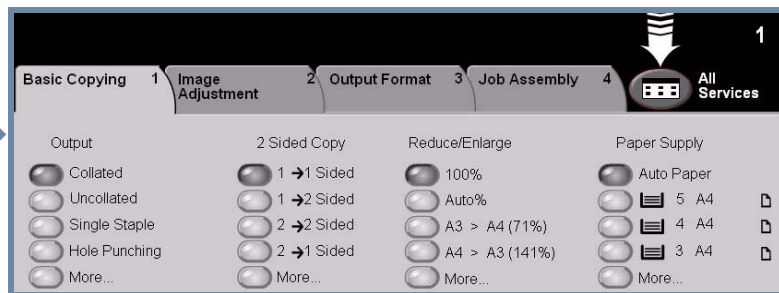
3. STORE THE SCANNED IMAGE

Features Button

Press the **Features** button to display the features selection screen.
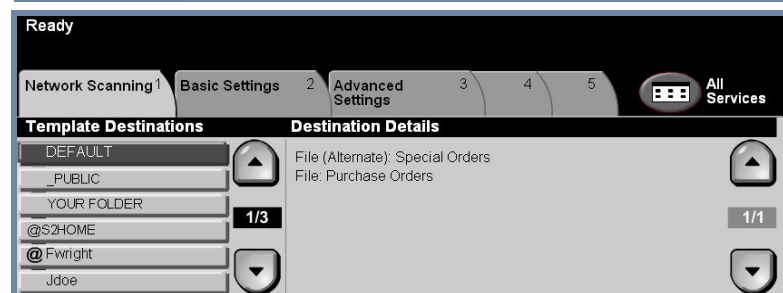
All Services Button

Select the **All Services** button **OR** the **Network Scanning** tab.

Network Scanning Button

Select the **Network Scanning** button. If you cannot see the Network Scanning button, select the **More Service** button first.

Scanning Destination

From the **Template Destination** list, select the **template** that contains the **destination** for your scan job. The available Network, Scan to Mailbox and Scan to Home templates are all shown in the Template Destination list.

4. START THE JOB
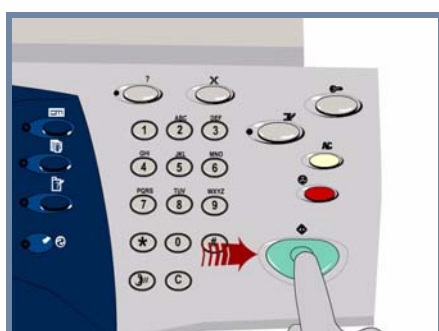
Press the **Start** button to start your job.
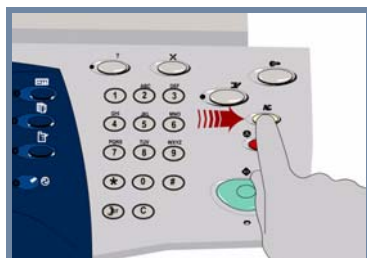
That completes the procedure.

MORE INFORMATION

For more information, please refer to:
- **Interactive User Guide CD 2**
- **Quick Use Guide**
- **http://www.xerox.com/support**

How to send a Fax (Embedded)

1. PREPARATION

Cancel any selections made by a previous user by pressing the **AC (Clear All)** button.
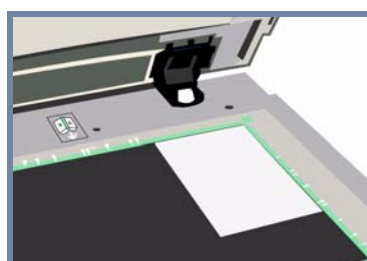
Remove any staples and paper clips from your documents and ensure that the documents are in good condition.

2. LOAD THE DOCUMENTS

Place the documents in the Document Handler in order (1,2,3...) with page 1 face up on top.

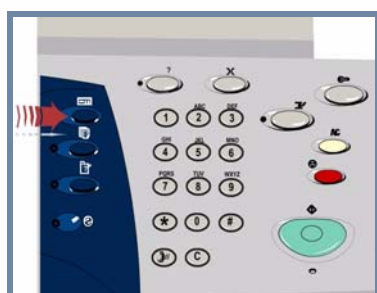**Slide** the document guides against the front and rear edges of the documents.

OR

Place the document face down on the Document Glass and register it to the rear right corner.
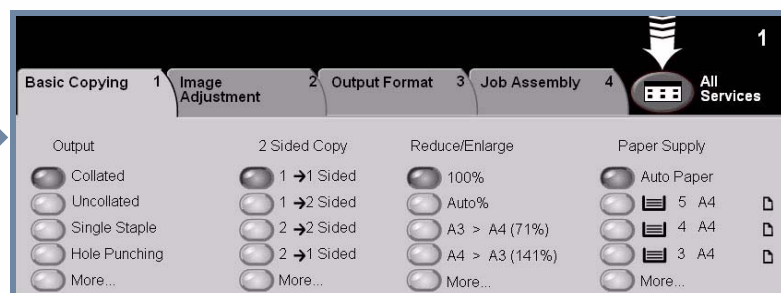
3. ENTER FAX OPTIONS

Features Button	All Services Button	Fax Button

Press the **Features** button to display the features selection screen.

Select the **All Services** button **OR** the **Basic Faxing** tab.

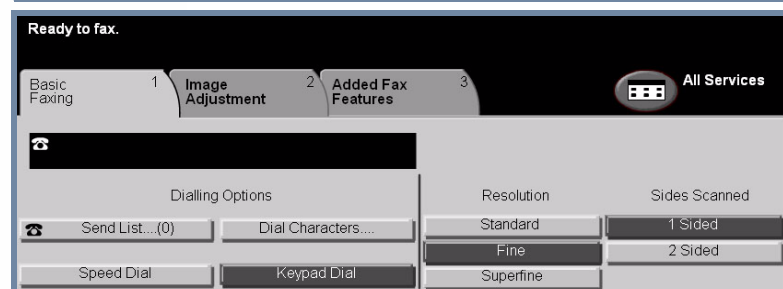Select the **Fax** button. If you cannot see the Fax button, select the **More Service** button first.
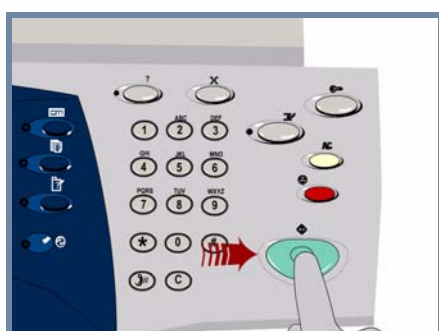
XEROX

Fax Number

Use the **numeric keypad** to enter the recipient's fax number **OR** use the send list to select a previously stored number.

4. TRANSMIT THE FAX

Press the **Start** button to start your job.
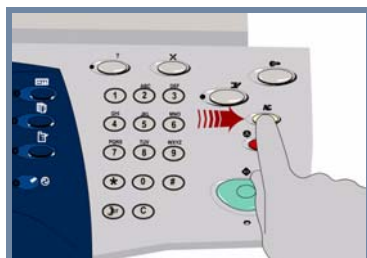
That completes the procedure.

MORE INFORMATION

For more information, please refer to:
- **Interactive User Guide CD 2**
- **Quick Use Guide**
- **http://www.xerox.com/support**

How to make a Copy

1. PREPARATION

Cancel any selections made by a previous user by pressing the **AC (Clear All)** button.
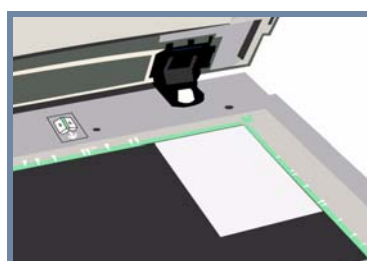
Remove any staples and paper clips from your documents and ensure that the documents are in good condition.

2. LOAD THE DOCUMENTS

Place the documents in the Document Handler in order (1,2,3...) with page 1 face up on top.

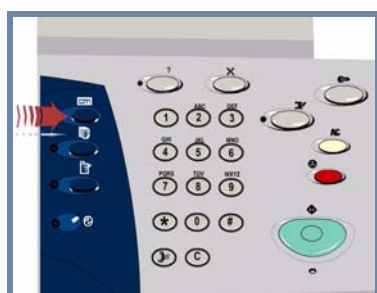**Slide** the document guides against the front and rear edges of the documents.

OR

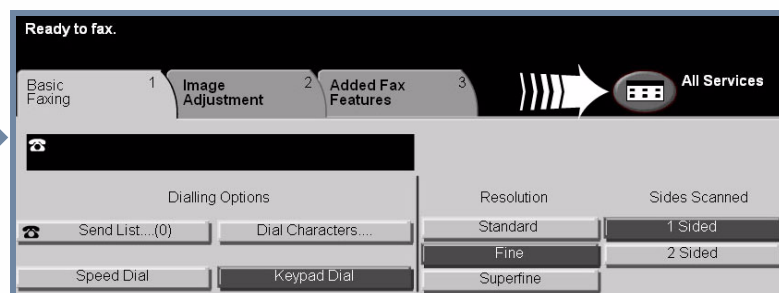**Place** the document face down on the Document Glass and register it to the rear right corner.

3. MAKE COPIES

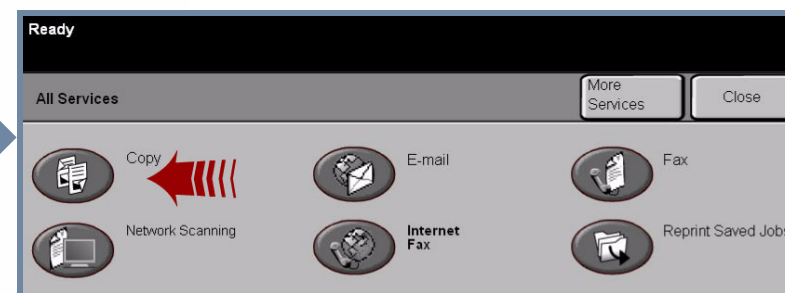| Features Button	All Services Button	Basic Copying Button

Press the **Features** button to display the features selection screen.

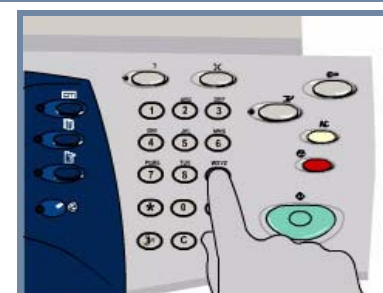Select the **All Services** button **OR** the **Basic Copying** tab.

Select the **Copy** button. If you cannot see the Copy button, select the **More Service** button first.

XEROX

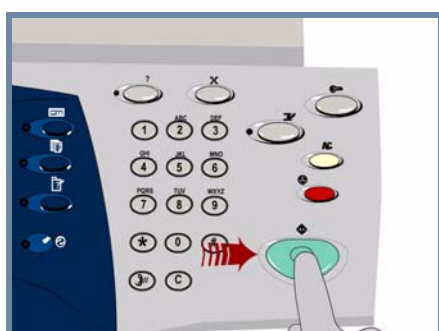#### Quantity of Copies

Use the **numeric keypad** to enter the quantity of copies to be made.

4. START THE JOB

Press the **Start** button to start your job.

That completes the procedure.

MORE INFORMATION

For more information, please refer to:
- **Interactive User Guide CD 2**
- **Quick Use Guide**
- **http://www.xerox.com/support**
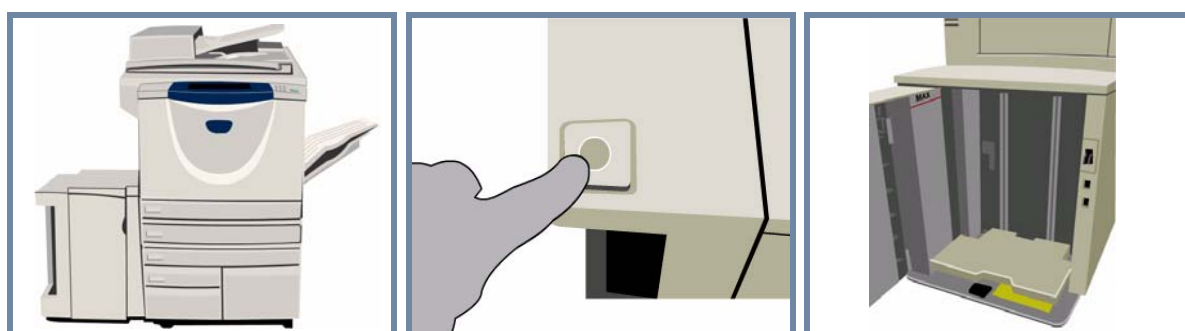
XEROX®

How to Load paper

1. OPEN THE PAPER TRAY

The Bypass Tray can be adjusted for all stock types and sizes between **A6** and **A3**.

Paper Trays 1 and 2 are **fully adjustable** for all stock sizes between **A5** and **A3**.

Paper Trays 3 and 4 are **dedicated** to hold either **A4** or **8.5"x11"**.
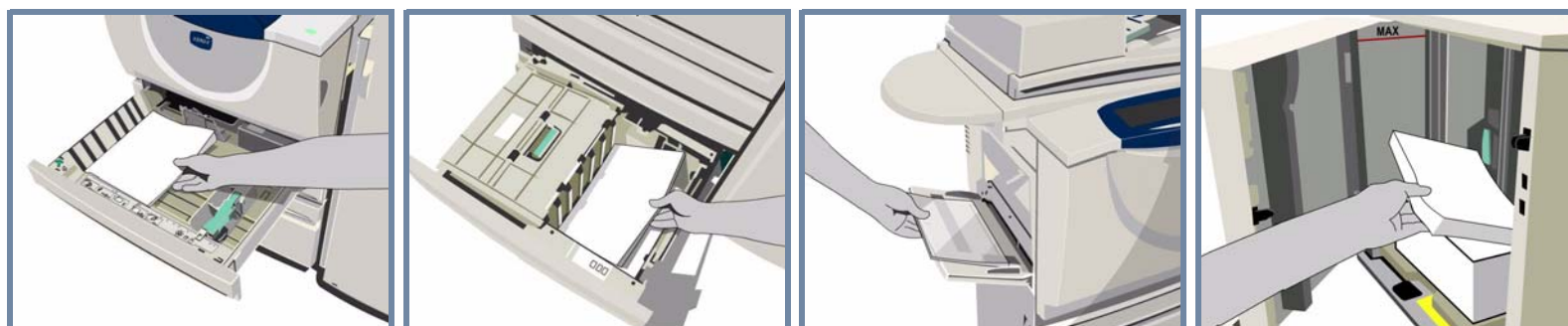
Paper tray 5 is a **high capacity** paper source **dedicated** to hold either **A4** or **8.5"x11"**.

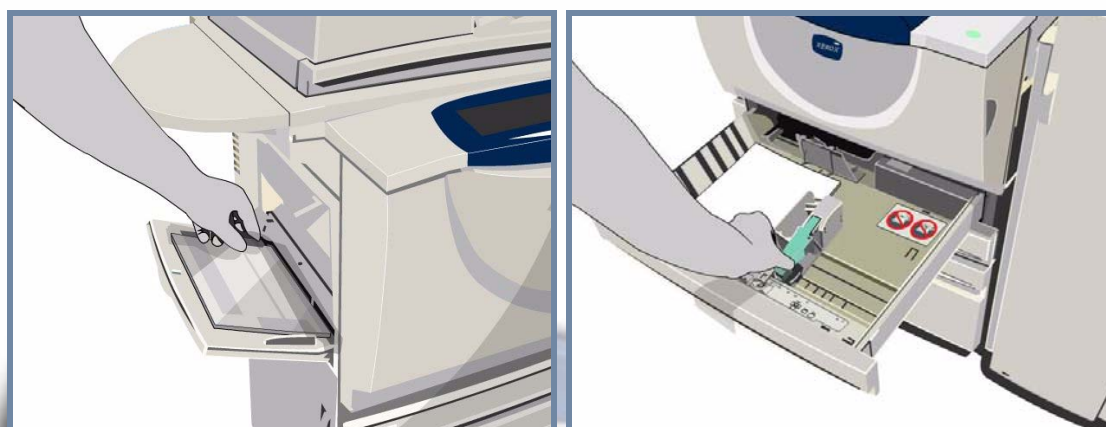Paper tray 5 is opened by accessing the door on the left hand side.

To open paper tray 5 press the button on the top of the tray.

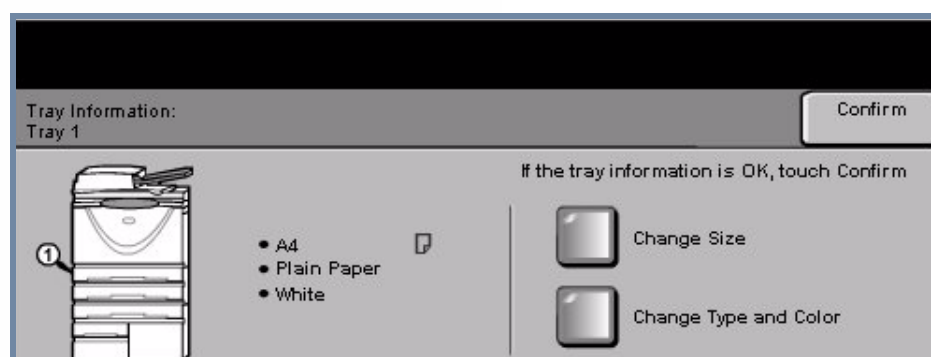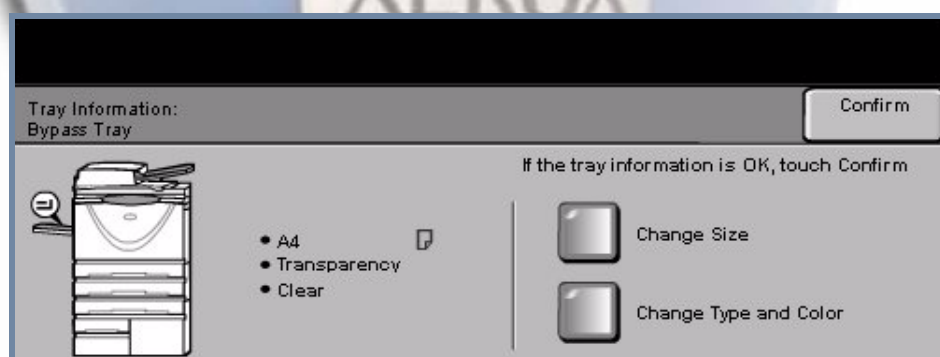Paper tray 5 automatically lowers.

2. LOAD THE PAPER

Do Not load paper above the **Maximum Fill line**.

For the Bypass Tray, and Paper Trays 1 and 2 **adjust the guides** to just touch the edge of the paper stack.

Close the Paper Tray

3. CONFIRM THE PAPER STOCK LOADED

Tray Information: Bypass Tray

If the tray information is OK, touch Confirm

- A4
- Transparency
- Clear

Change Size

Change Type and Color

Confirm

Tray Information: Tray 1

If the tray information is OK, touch Confirm

- A4
- Plain Paper
- White

Change Size

Change Type and Color

Confirm

For the Bypass Tray and Paper Trays 1 and 2, select the **Confirm** button **OR** select the **Change Size** and / or the **Change Type and Colour** buttons to reprogramme the tray if the paper size, type or

4. MORE INFORMATION

For more information, please refer to:
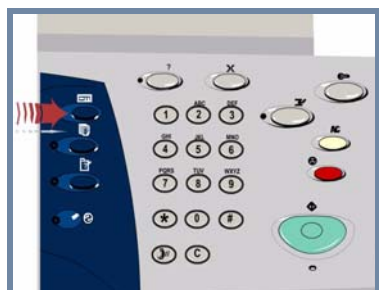
- **Interactive User Guide CD 2**   -   **Quick Use Guide**   -   **http://www.xerox.com/support**

XEROX®

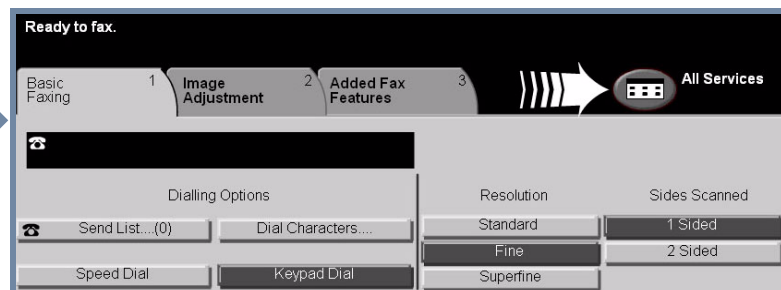## How to Reprint a saved job

1. RETRIEVE THE SAVED JOB

Features Button

Press the **Features** button to display the features selection screen.

All Services Button

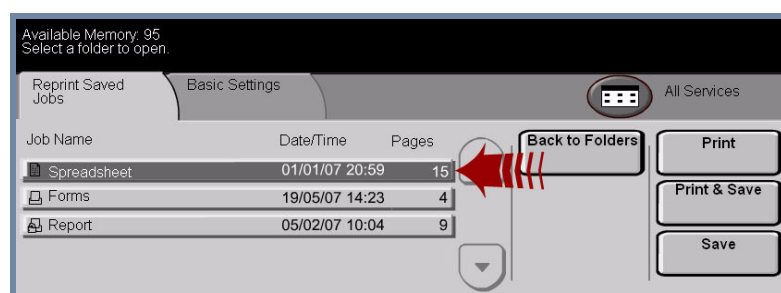Select the **All Services** button **OR** the **Reprint Saved Jobs** tab.

Reprint Saved Job Button

Select the **Reprint Saved Job** button. If you cannot see the Reprint Saved Job button, select the **More Services** button first.
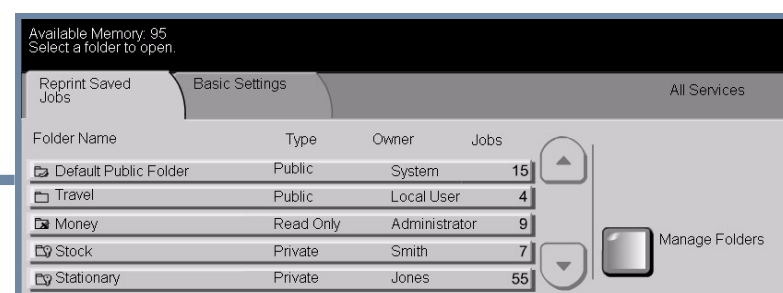
Select the Job

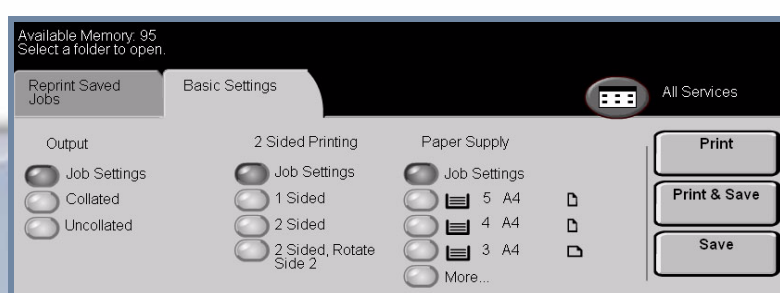From the Job Name list, select the job to be reprinted

Select the Folder

From the Folder Name list, select the folder that contains the job you want to reprint.

2. AMEND SETTINGS AND PRINT QUANTITY
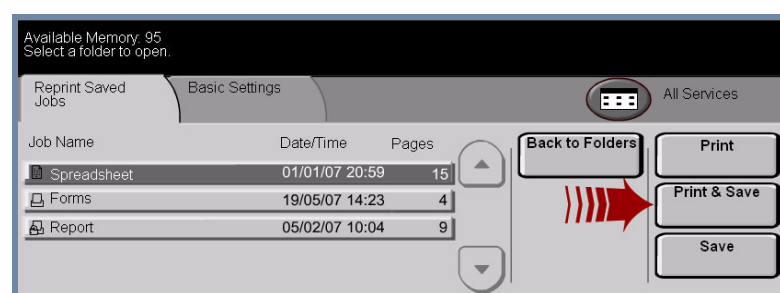
Basic Settings

If required, change the basic setting of the saved job from the **Basic Settings** tab.

Quantity of Prints

Use the **numeric keypad** to enter the quantity of reprints to be made.

3. START THE JOB

Select the **Print** or **Print and Save** button to start your job. That completes the procedure.

MORE INFORMATION

For more information, please refer to:
- **Interactive User Guide CD 2**
- **Quick Use Guide**
- **http://www.xerox.com/support**