



Xerox<sup>®</sup> WorkCentre<sup>®</sup> 5945/5945i/5955/  
5955i Multifunction Printer  
2016 Xerox<sup>®</sup> ConnectKey<sup>®</sup> Technology  
Quick Start Guide



©2016 Xerox Corporation. All rights reserved. Xerox® and Xerox and Design® are trademarks of Xerox Corporation in the United States and/or other countries. BR14363

Other company trademarks are also acknowledged.

Version 4.0: February 2016

# Table of Contents

## 1 Safety and Regulations

Notices and Safety .....	3
Safety Labels and Symbols .....	4
Operational Safety Information .....	5
Basic Regulations .....	8
Copy Regulations .....	12
Fax Regulations .....	14
Product Recycling and Disposal .....	18
Energy Program Compliance .....	19
Material Safety Data .....	21
Environment, Health and Safety Contact Information .....	21

## 2 Getting Started

Identifying the Parts of Your Device .....	23
Locating the Serial Number for Your Device .....	24
Xerox ConnectKey Apps .....	25
Services and Options .....	25
Identifying the Control Panel Buttons .....	31
Power On and Off .....	32
Loading Documents .....	34
Making Copies .....	34
Print .....	35
Fax .....	41
Using Workflow Scanning .....	57
Sending an E-mail .....	57
Saved Jobs .....	59
Enhancing Productivity .....	65
Maintenance and Consumables .....	67
Help .....	69



# Safety and Regulations

# 1

## Notices and Safety

Please read the following instructions carefully before operating the device. Refer to them as needed to ensure the continued safe operation of your device.

Your Xerox device and supplies have been designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

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

### **WARNING**

Unauthorized alterations, which may include the addition of new functions or connection of external devices, may impact the device certification. Please contact your Xerox representative for more information.

# Safety Labels and Symbols

All warnings and instructions marked on or supplied for the device should be followed:

Symbol	Description
	<p>WARNING:</p> <p>This symbol alerts users to areas of the equipment where there is the possibility of personal injury.</p>
	<p>WARNING:</p> <p>This symbol alerts users to areas of the equipment where there are heated or hot surfaces, which should not be touched.</p>
	<p>WARNING:</p> <p>This symbol alerts users to the areas of the equipment with moving parts. To avoid personal injury, use caution.</p>
	<p>CAUTION:</p> <p>This symbol alerts users to areas of the equipment which require special attention to avoid the possibility of personal injury or damage to the equipment. A symbol for items that must be performed. Follow instructions carefully to carry out these essential tasks.</p>
	<p>WARNING:</p> <p>This symbol indicates a <b>Laser</b> is being used in the equipment and alerts the user to refer to the appropriate safety information.</p>

The following Warnings and Caution symbols are used in this documentation:

## **WARNING**

This WARNING alerts users to areas of the device where there is the possibility of personal injury.

## **WARNING**

This WARNING alerts users to areas of the device where there are heated surfaces, which should not be touched.

## **Caution**

This symbol alerts users to areas of the equipment which require special attention to avoid the possibility of personal injury or damage to the equipment. A symbol for items that must be performed. Follow instructions carefully to carry out these essential tasks.

# Operational Safety Information

Your Xerox device and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards. To ensure the continued safe operation of your Xerox device, follow the safety guidelines on this website at all times.

## Electrical Supply

This document provides important electrical supply safety information that you should read before installing or using the device.

Read the information in the following sections:

- Power Outlet Electrical Safety
- Power Cord Electrical Safety
- Device Safety
- Emergency Power Off
- Disconnect Device

### Power Outlet Electrical Safety

This device must be operated from the type of electrical supply indicated on the data plate label located on the rear cover of the device. If you are not sure that your electrical supply meets the requirements, please consult your local power company or a licensed electrician for advice.

The electrical supply outlet should be installed near the device and should be easily accessible.



#### **WARNING**

This device must be connected to a protective earth circuit. This device is supplied with a plug that has a protective earth pin. This plug will only fit into an earthed electrical outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact a licensed electrician to replace the outlet. Always connect the device to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician. Improper connection of the device-grounding conductor can result in electrical shock.

### Power Cord Electrical Safety

- Use only the power cord supplied with this device.
- Plug the power cord directly into a grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.
- Do not place this device where people might step on or trip on the power cord.
- Do not place objects on the power cord.
- To reduce the risk of fire, use only No. 26 American Wire Gauge (AWG) or larger telecommunication line cord.

## Device Safety

This device has been designed to provide operator access to safe areas only. Operator access to hazardous areas is restricted using covers or guards, which require a tool to enable removal. Never remove the covers or guards that protect hazardous areas.

### Device Safety - Do These

- Always follow all warnings and instructions that are marked on or supplied with the device.
- Before cleaning this device, switch off then unplug the device from the electrical outlet. Always use materials specifically designated for this device, the use of other materials may result in poor performance and create a hazardous situation.
- Always exercise care when moving or relocating the device. Please contact your local Xerox dealer to arrange relocation of the device to a location outside of your building.
- Always locate the device on a solid support surface (not on plush carpet) that has adequate strength to support the weight of the machine.
- Always locate the device in an area that has adequate ventilation and room for servicing.

**Note:** Your Xerox device is equipped with an energy saving function to conserve power when the device is not in use. The device may be left on continuously.

### Device Safety - Do Not Do These

#### **WARNING**

**Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electro-mechanical equipment.**

- Never use a ground adapter plug to connect the device to a power outlet that lacks a ground connection terminal.
- Never attempt any maintenance function that is not specifically described in this documentation.
- Never obstruct ventilation openings. They are provided to prevent overheating.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the machine near a radiator or any other heat source.
- Never push objects of any kind into the ventilation openings.
- Never override or “cheat” any of the electrical or mechanical interlock devices.
- Never place this device where people might step on or trip on the power cord.
- This device should not be placed in a room unless proper ventilation is provided.

Please contact your local Authorized dealer for further information.

## Emergency Power Off

If any of the following conditions occur, turn off the device immediately switch off the device and disconnect the power cable(s) from the electrical outlet(s). Contact an authorized Xerox Service Representative to correct the problem:

- The device emits unusual odors or makes unusual noises.
- The power cable is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the machine.
- The machine is exposed to water.
- Any part of the device is damaged.

## Disconnect Device

The power cable is the disconnect device for this device. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the device, disconnect the power cable from the electrical outlet.

## Maintenance Information

### **WARNING**

Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electro-mechanical equipment.

- Any operator device maintenance procedures will be described in the user documentation supplied with the device.
- Do not carry out any maintenance on this device which is not described in the customer documentation.
- Use supplies and cleaning materials only as directed in the user documentation.
- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

## Consumables Information

- Store all consumables in accordance with the instructions given on the package or container.
- Keep all consumables away from the reach of children.
- Never throw toner, toner cartridges or toner containers into an open flame.
- When handling cartridges, for example ink, fuser, etc. avoid skin or eye contact. Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge. This can increase the risk of skin or eye contact.
- Use a broom or a wet cloth to wipe off spilled toner. Sweep slowly to minimize generation of dust during clean up. Avoid using a vacuum cleaner. If a vacuum cleaner must be used, the unit should be designed for combustible dusts (e.g. explosion rated motor and conductive hose).

## Product Safety Certification

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

Agency	Standard
Underwriters Laboratories Inc. (US / Canada)	UL60950-1 (2007) 2nd Edition
	CSA 22.2 no. 60950-1-07 2nd Edition
Underwriters Laboratories Inc. (Europe)	IEC60950-1:2005, (2nd Edition) +A1:2009
	EN60950-1:2006 (2nd Edition) +A11:2009;+A1:2010;+A12:2011 (CB Scheme)

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

## Basic Regulations

Xerox has tested this device to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this device in a typical office environment.

### Ozone Safety Information

This product produces ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Install the system in a well-ventilated room. If you need additional information about ozone, please request the Xerox publication Facts About Ozone (part number 610P64653) by calling 1-800-ASK-XEROX in the United States and Canada. In other markets, please contact your local Xerox representative.

### United States (FCC Regulations)

This device has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a commercial environment. This device generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with these instructions, it may cause harmful interference to radio communications. Operation of this device in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

If this device does cause harmful interference to radio or television reception, which can be determined by turning the device off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiver.
- Increase the separation between the device and receiver.
- Connect the device into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television technician for help.

Any changes or modifications not expressly approved by Xerox could void the user's authority to operate the device.

 **WARNING**

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

## Canada (Regulations)

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

## European Union

 **WARNING**

This is a Class A product. In a domestic environment this device may cause radio interference in which case the user may be required to take adequate measures.

 The CE mark applied to this device symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

- Low Voltage Directive 2014/35/EU. Approximation of the laws of the member states related to low voltage equipment.
- Electromagnetic Compatibility Directive 2014/30/EU. Approximation of the laws of the member states related to electromagnetic compatibility.
- Radio Equipment Directive 2014/53/EU.
- Restriction of the use of certain hazardous substances in electrical and electronic equipment. Directive 2011/65/EU.

This device, if used properly in accordance with the user's instructions, is neither dangerous for the consumer nor for the environment.

To ensure compliance with European Union regulations, use shielded interface cables.

A signed copy of the Declaration of Conformity for this device can be obtained from Xerox.

## European Union Lot 4 Imaging Equipment Agreement Environmental Information

### Environmental Information Providing Environmental Solutions and Reducing Cost

#### Introduction

The following information has been developed to assist users and has been issued in relation to the European Union (EU) Energy Related Products Directive, specifically the Lot 4 study on Imaging Equipment. This requires manufacturers to improve environmental performance of in scope products and supports the EU action plan on energy efficiency.

In scope products are Household and Office equipment that meet the following criteria.

- Standard monochrome format products with a maximum speed less than 64 A4 images per minute.
- Standard color format products with a maximum speed less than 51 A4 images per minute.

### **Environmental Benefits of Duplex Printing**

Most Xerox products have duplex printing, also known as 2-sided printing, capability. This enables you to print on both sides of the paper automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption. The Lot 4 Imaging Equipment agreement requires that on models greater than or equal to 40 ppm color or greater than or equal to 45 ppm monochrome the duplex function has been auto enabled, during the setup and driver installation. Some Xerox models below these speed bands may also be enabled with 2-sided printing settings defaulted on at the time of install. Continuing to use the duplex function will reduce the environmental impact of your work. However, should you require simplex / 1-sided printing, you may change the print settings in the print driver.

### **Paper Types**

This product can be used to print on both recycled and virgin paper, approved to an environmental stewardship scheme, which complies with EN12281 or a similar quality standard. Lighter weight paper (60 gsm), which contains less raw material and thus saves resources per print, may be used in certain applications. We encourage you to check if this is suitable for your printing needs.

## **Turkey RoHS Regulation**

In compliance with Article 7 (d). We hereby certify

"It is compliant with the EEE Regulation."

"EEE yönetmeliğine uygundur"

## China RoHS

### 产品中有害物质的名称及含量

#### Name and Content of Harmful Substances in Products

部件名称 Name of the Part	有毒有害物质 Hazardous substances					
	铅 (Pb)	汞 (Hg)	镉 (Cd)	六价铬 (Cr(VI))	多溴联苯 (PBB)	多溴二苯醚 (PBDE)
打印机模块 Printer Module	x	o	o	o	o	o

本表格依据 SJ/T 11364 的规定编制 .  
This form is prepared under the provisions of SJ/T 11364.

α: 表示该有毒有害物质在该部件所有均质材料中的含量均在 GB/T 26572 标准规定的限量要求以下 .  
Indicates that said hazardous substances contained in all of the homogeneous materials for this part is below the limit requirement of GB/T 26572.

x: 表示该有毒有害物质至少在该部件的某一均质材料中的含量超出 GB/T 26572 标准规定的限量要求 .  
Indicates that said hazardous substance contained in at least one of the homogeneous materials used for this is above the limit requirement of GB/T 26572.

## Regulatory Information for 2.4 GHz Wireless Network Adapter

This product contains a 2.4 GHz Wireless LAN radio transmitter module which complies with the requirements specified in FCC Part 15, Industry Canada RSS-210 and European Council Directive 99/5/EC.

The operation of this device is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this device not specifically approved by the Xerox Corporation may void the user's authority to operate the equipment.

## Eurasia Economic Community (EAC Mark)



Russia, Belarus and Kazakhstan are working to establish a common customs union which will be known as the Eurasian Economic Community or EurAsEC. This union has announced a common regulatory scheme and a EurAsEC certification Mark (EAC Mark).

# Copy Regulations

## United States

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:
  - Certificates of Indebtedness
  - National Bank Currency
  - Coupons from Bonds
  - Federal Reserve Bank Notes
  - Silver Certificates
  - Gold Certificates
  - United States Bonds
  - Treasury Notes
  - Federal Reserve Notes
  - Fractional Notes
  - Certificates of Deposit
  - Paper Money
  - Bonds and Obligations of certain agencies of the government, such as FHA, etc.
  - Bonds (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)
  - Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.
  - Postage Stamps, canceled or uncanceled. For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.
  - Postal Money Orders
  - Bills, Checks, or Draft of money drawn by or upon authorized officers of the United States.
  - Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
4. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law.
 

Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.5.
5. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.
6. Passports. Foreign Passports may be photographed.
7. Immigration papers
8. Draft Registration Cards

9. Selective Service Induction papers that bear any of the following Registrant's information:

- Earnings or Income
- Court Record
- Physical or mental condition
- Dependency Status
- Previous military service

Exception: United States military discharge certificates may be photographed.

10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasure, etc. (Unless photograph is ordered by the head of such department or bureau.)

Reproducing the following is also prohibited in certain states:

- Automobile Licenses
- Drivers' Licenses
- Automobile Certificates of Title

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

## Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

## Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions:

- Currency notes
- Bank notes and cheques
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

## Fax Regulations

### United States Fax Header Requirements

#### Fax Send Header Requirements

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a fax machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges. In order to program this information into your machine, refer to the customer documentation and follow the steps provided.

#### Data Coupler Information

This device complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the cover of this device is a label that contains, among other information, a device identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company. A plug and jack used to connect this device to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this device. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

You may safely connect the device to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN for this device is part of the device identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

To order the correct service from the local telephone company, you may also have to quote the codes listed below:

- Facility Interface Code (FIC) = 02LS2
- Service Order Code (SOC) = 9.0Y

### **WARNING**

Ask your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can 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.

If this Xerox device causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the device. If this happens, the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox device, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the User Guide. If the device is causing harm to the telephone network, the Telephone Company may request that you disconnect the device until the problem is resolved.

Repairs to the machine should be made only by a Xerox Service Representative or an authorized Xerox Service provider. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

This device must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your office has specially wired alarm equipment connected to the telephone line, make sure that the installation of this Xerox device does not disable your alarm equipment.

If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer.

## Canada

**Note:** The Industry Canada label identifies certified equipment. This certification means that the device meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this device, users must make sure that it is permissible to be connected to the facilities of the local telecommunications company. The device must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this device, or device malfunctions, may give the telecommunications company cause to request the user to disconnect the device.

Users should make sure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas.

### **Caution**

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalent Numbers of all of the devices does not exceed 5. For the Canadian REN value, please see the label on the device.

### **Canada CS-03 issue 9:**

This product has been tested to and is compliant with CS-03 issue 9.

## Europe

### **Radio Equipment & Telecommunications Terminal Equipment Directive**

This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC.

The product has been designed to work with the national PSTNs and compatible PBXs of the following countries: **Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom, Iceland, Liechtenstein, Norway.**

In the event of problems, you should contact your local Xerox representative in the first instance. This product has been tested to and is compliant with TBR21 OR ES 103 021-1/2/3 or ES 203 021-1/2/3, technical specifications for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. The product may be configured to be compatible with other country networks. Please contact your Xerox representative if it needs to be reconnected to another country's network.

**Note:** Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup. Modification, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

## South Africa

This modem must be used in conjunction with an approved surge protection device.

## New Zealand

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, it does not provide any sort of warranty, and it does not imply that any Telepermitted product is compatible with all Telecom network services. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model.

The equipment may not be capable of correct operation at the higher data speeds designated. 33.8 kbps and 56 kbps connections are likely to be restricted to lower bit rates when connected to some PSTN implementations. Telecom will accept no responsibility for difficulties that arise in such circumstances.

- Immediately disconnect this equipment should it become physically damaged, then arrange for its disposal or repair.
- This modem shall not be used in any manner which could constitute a nuisance to other Telecom customers.
- This device is equipped with pulse dialling, while the Telecom standard is DTMF tone dialling. There is no guarantee that Telecom lines will always continue to support pulse dialling.
- Use of pulse dialling, when this equipment is connected to the same line as other equipment, may give rise to 'bell tinkle' or noise and cause a false answer condition. If you encounter such problems, do not contact the Telecom Faults Service.
- DTMF tones dialling is the preferred method because it is faster than pulse (decadic) dialling and is readily available on almost all New Zealand telephone exchanges.

### **WARNING**

No '111' or other calls can be made from this device during a mains power failure.

- This equipment may not provide for the effective hand-over of a call to another device connected to the same line.
- Some parameters required for compliance with Telecom Telepermit requirements are dependent on the equipment (computer) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom Specifications:
- For repeat calls to the same number:
  - There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
  - The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next attempt.

- For automatic calls to different numbers:
  - The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is no less than five seconds between the end of one call attempt and the beginning of another.
  - For correct operation, total of the RNs of all devices connected to a single line at any time should not exceed five.

## Product Recycling and Disposal

### USA and Canada

Xerox operates a worldwide equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox device is part of the program. For more information about Xerox environmental programs, visit [www.xerox.com/environment.html](http://www.xerox.com/environment.html).

If you are managing the disposal of your Xerox device, please note that the device may contain lead, mercury, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the device was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: [www.eiae.org/](http://www.eiae.org/).

### European Union

#### WEEE Directive 2012/19/EU

Some equipment may be used in both a domestic/household and a professional/business application.



#### Professional/Business Environment

Application of this symbol on your device is confirmation that you must dispose of this device in compliance with agreed national procedures. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.



#### Domestic/Household Environment

Application of this symbol on your device is confirmation that you should not dispose of the device in the normal household waste stream. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste. Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information. In some member states, when you purchase new device, your local retailer may be required to take back your old device free of charge. Please ask you retailer for information. Prior to disposal, please contact your local dealer or Xerox representative for end of life takeback information.

# Energy Program Compliance

## All Markets

### ENERGY STAR



The ENERGY STAR program is a voluntary scheme to promote the development and purchase of energy efficient models, which help to reduce environmental impact. Details on the ENERGY STAR program and models qualified to ENERGY STAR can be found in the website below:

[www.energystar.gov/products/certified-products/detail/imaging-equipment](http://www.energystar.gov/products/certified-products/detail/imaging-equipment)

### Power Consumption and Activation Time

The amount of electricity a product consumes depends on the way the device is used. This product is designed and configured to enable you to reduce your electricity costs. After the last print it switches to Ready Mode. In this mode it can print again immediately if required. If the product is not used for a period of time, the device switches to a Power Saver Mode. In these modes, only essential functions remain active in order to enable reduced product power consumption. Upon exiting from Power Saver Mode, the first print will take slightly longer than in Ready Mode. This delay is the result of the system “waking up” from Power Saver mode and is typical of most imaging products on the market. If you wish to set a longer Activation Time or would like to completely deactivate the Power Save Mode, please consider that this device may then only switch to a lower energy level after a longer period of time or not at all.

To learn more about Xerox’s participation in sustainability initiatives, please visit our site at:

[www.xerox.com/about-xerox/environment/enus.html](http://www.xerox.com/about-xerox/environment/enus.html)



The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR Imaging Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity. Xerox ENERGY STAR equipment is preset at the factory. Your printer will be delivered with the timer for switching to Power Save Mode from the last copy/print out, set at 1 minute. A more detailed description of this feature can be found in the device setup instructions provided in the User Guide or System Administration Guide. For additional information on energy or other related topics, please visit:

[www.xerox.com/about-xerox/environment/enus.html](http://www.xerox.com/about-xerox/environment/enus.html) or  
[www.xerox.co.uk/about-xerox/environment/engb.html](http://www.xerox.co.uk/about-xerox/environment/engb.html)

## Canada

### Environmental Choice



#### Certified to Office Machines CCD-035

This product is certified to Environmental Choice® standard for Office Machines, meeting all requirements for reduced environmental impact. As part of achieving certification, Xerox Corporation has proven this product meets the standard's criteria for energy efficiency. Certified copier, printer, multifunctional device, and fax products must also meet criteria such as reduced chemical emissions and demonstrate compatibility with recycled supplies. Environmental Choice was established in 1988 to help consumers find products and services with reduced environmental impacts. Environmental Choice is a voluntary, multi-attribute and lifecycle based environmental certification that indicates a product has undergone rigorous scientific testing, exhaustive auditing, or both, to prove its compliance with stringent, third-party, environmental performance standards.

## Germany

### Germany Blue Angel



RAL, the German Institute for Quality Assurance and Labeling, has awarded this product the Blue Angel Environmental Label, distinguishing it as a machine which satisfies Blue Angel criteria for environmental acceptability in terms of machine design, manufacture, and operation.

#### Blendschultz

Das Gerät ist nicht für Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

#### Lärmemission

Maschinenlärminformations- Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

#### Importeur

Xerox GmbH Hellersbergstraße 2-441460 Neuss Deutschland

## Material Safety Data

For Material Safety Data information regarding your machine see the support information for your area.

North American material safety data can be found here: [www.xerox.com/msds](http://www.xerox.com/msds).

European Union material safety data can be found here: [www.xerox.com/environment\\_europe](http://www.xerox.com/environment_europe).

For the Customer Support Center phone numbers, go to [www.xerox.com/office/worldcontacts](http://www.xerox.com/office/worldcontacts).

## Environment, Health and Safety Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox device and supplies, please contact the customer help line for your area.

Device safety information is also available on the Xerox website  
[www.xerox.com/about-xerox/environment](http://www.xerox.com/about-xerox/environment).

USA: For Environment, Health, and Safety information call 1-800-ASK-XEROX (1-800-275-9376)

Canada: For Environment, Health, and Safety information call 1-800-ASK-XEROX (1-800-275-9376)

Europe: For Environment, Health, and Safety information call +44 1707 353 434



# Getting Started

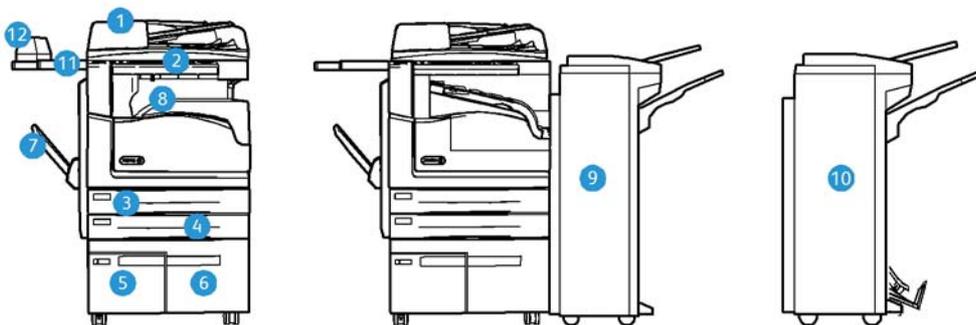
# 2

## Identifying the Parts of Your Device

Your new device is not simply a conventional copier, it is a digital device capable of copying, faxing, printing and scanning, dependent on your model and configuration.

All features and functions described within the User Guide relate to a fully configured WorkCentre and may not be available on your device. If you require further information on any of the optional components, or information on any of the other device configurations please contact your local Xerox representative.

There are several configurations available which provide either 45 or 55 copies or prints a minute. All configurations are fully upgradable so as to meet any future requirements you may have. Please contact your local Xerox representative for further information.



1. **Document Feeder and Document Glass:** Used for scanning single or multiple documents. The document glass can be used for scanning single, bound, custom size or damaged documents.
2. **Control Panel:** Touch Screen and Numeric Keypad.
3. **Paper Tray 1:** This tray is standard on all models. The tray is fully adjustable and can be used for media sizes A5 LEF (5.5 x 8.5" LEF) to A3 (11 x 17").
4. **Paper Tray 2:** This tray is standard on all models. The tray is fully adjustable and can be used for media sizes A5 LEF (5.5 x 8.5" LEF) to A3 (11 x 17").
5. **Paper Tray 3:** This tray is standard on all models. The tray can be used for media size A4 LEF (8.5 x 11" LEF).
6. **Paper Tray 4:** This tray is standard on all models. The tray can be used for media size A4 LEF (8.5 x 11" LEF).
7. **Bypass Tray:** Used for non-standard printing media from A6 SEF (2.8 x 4.3" SEF) to A3 (11 x 17").
8. **Offset Catch Tray:** The optional offset catch tray delivers output collated or uncollated. Each set or stack will be offset from the previous to enable easy separation.

9. **Office Finisher:** This optional device stacks, collates, staples and offsets your output. Hole punch kits can be installed with this finisher.
10. **New Office Finisher Booklet Maker:** This optional finisher creates booklets, collates, offsets, stacks and staples your output. Hole punch kits can be installed with this finisher.
11. **Convenience Shelf:** An optional shelf used for holding documents and the Convenience Stapler.
12. **Convenience Stapler:** Optional stapler used to staple sheets if there is no finisher, or to re-staple originals after copying.

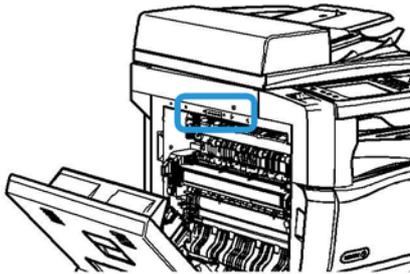
**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

## Locating the Serial Number for Your Device

If you need assistance during or after product installation, please visit [www.xerox.com](http://www.xerox.com) for online solutions and support.

If you require further assistance, call our experts at the Xerox Support Center, or contact your local representative. When telephoning please quote the machine serial number.

The Xerox Support Center or local representative telephone number is provided when the device is installed.



1. Lift the handle to open the door on the left side of the device. Gently lower the door until it comes to rest.
2. The serial number is located at the very top of the area exposed when the door opens.

# Xerox ConnectKey Apps

There are a number of Xerox® ConnectKey® Apps available for use with your ConnectKey device. ConnectKey® Apps extend the capabilities of your ConnectKey devices.

- **Xerox QR Code** - you can use this App to link your mobile applications with ConnectKey devices. You can also use the QR Code App to access information about related Xerox® Mobile Apps.
- **Xerox @PrintByXerox** - you can use this App to print documents to ConnectKey-enabled devices using email submission from any location.
- **Xerox App Gallery 1.0** - you can use this App to access, login, browse, and download ConnectKey Apps from the Xerox App Gallery.

For more information about Xerox® ConnectKey Apps, go to [www.xerox.com/XeroxAppGallery](http://www.xerox.com/XeroxAppGallery).

**Note:** The ConnectKey Apps available depend on your device model and software version. To use ConnectKey Apps, ensure that your device is connected to the Internet.

## Services and Options

### Identifying the WorkCentre 5945/5945i Standard and Optional Services

There are a number of services and options available for use with your device. Many services and options are provided as standard and simply require enabling, or configuring with additional third party hardware.

Additional optional functions and kits are also available and can be purchased and installed.

The options available depend on your device model and software version.

#### Standard

- **Paper Tray 1** fully adjustable paper tray.
- **Paper Tray 2** fully adjustable paper tray.
- **Paper Tray 3** high capacity paper tray.
- **Paper Tray 4** high capacity paper tray.
- **Bypass Tray** used for non-standard printing media.
- **Color Scanner** used to scan in color.
- **Scanning** enables E-mail and Workflow Scanning services.

#### Optional

- **Envelope Tray** this tray is fitted instead of paper tray 2 to enable envelope printing. Up to 55 #10 Envelopes (4.1"x 9.5") can be loaded in the tray.
- **Paper Tray Lock Kit** locks the trays so that paper cannot be removed, this is a useful feature in libraries.
- **Offset Catch Tray** delivers collated or uncollated output when a finisher is not installed.

- **Office Finisher** stacks, collates, staples and offsets your output. A hole punch kit is also available for this finisher.
- **Office Finisher 2 Hole Punch Kit** enables the Office Finisher to make 2 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **Office Finisher 3 Hole Punch Kit** enables the Office Finisher to make 3 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **Office Finisher 4 Hole Punch Kit** enables the Office Finisher to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **Office Finisher Swedish 4 Hole Punch Kit** enables the Office Finisher to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **New Office Finisher Booklet Maker** creates booklets, collates, offsets, stacks and staples your output. Hole punch kits can be installed with this finisher.
- **New Office Finisher Booklet Maker 2 Hole Punch Kit** enables the New Office Finisher Booklet Maker to make 2 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **New Office Finisher Booklet Maker 3 Hole Punch Kit** enables the New Office Finisher Booklet Maker to make 3 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **New Office Finisher Booklet Maker 4 Hole Punch Kit** enables the New Office Finisher Booklet Maker to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **New Office Finisher Booklet Maker Swedish 4 Hole Punch Kit** enables the New Office Finisher Booklet Maker to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **Convenience Stapler** for manual stapling. The Convenience Shelf must be installed.
- **Convenience Shelf** a shelf which can be installed on the left side of the device.
- **Basic Fax Kit (Embedded)** this kit enables a single fax line connection.
- **Extended Fax Kit (Embedded)** this kit enables two fax lines to be connected.
- **USB Keyboard support** enables users to plug in an external keyboard. The keyboard can be useful to enter logins with strong passwords, enter scan metadata, enter email addresses and maintain the device address book.
- **LAN Fax** enables users to send faxes directly from their PC using the print driver.  
Requires the Basic or Extended Fax Kit to be configured and installed.
- **Server Fax** enables users to send and receive hard copy faxes via a fax server.  
Requires a Third Party Fax Server to be configured and installed.
- **Internet Fax** allows users to send or receive faxes over the internet or intranet.
- **Scan to PC Desktop Kit** enables you to scan to your computer. Standard and Pro versions are available.
- **XPS Enablement Kit** enables you to create documents in the XPS (XML Paper Specification) format.
- **Security kit** provides additional security features, such as image overwrite options.
- **McAfee Integrity Control Kit** uses McAfee software to detect and prevent modification and execution of files on the device.
- **Unicode International Printing Kit** enables unicode characters to be printed.

- **Wireless Print Kit** enables connection to a wireless network.
- **Xerox App Gallery 1.0** use this App to access, login, browse, and download ConnectKey Apps from the Xerox App Gallery.
- **Xerox @PrintByXerox** use this App to print documents to ConnectKey-enabled devices using email submission from any location.
- **Xerox QR Code** use this App to link your mobile applications with ConnectKey devices. You can also use the QR Code App to access information about related Xerox® Mobile Apps.
- **Wi-Fi Direct** allows you to connect directly to your printer using Wi-Fi enabled mobile devices.
- **AirPrint 1.4** allows you to print from wired or wireless Apple iOS-based mobile devices and Mac OS-based devices without the need to install a print driver.
- **Xerox Secure Access** provides a card reading device to restrict access to the device.
- **Network Accounting** enables the tracking of device usage for Print, Copy and Scan jobs from multiple devices over the network. A third party server is needed.
- **Xerox Standard Accounting** is an accounting tool which tracks the number of Copy, Print, Workflow Scanning, Server Fax and Fax jobs for each user.
- **Xerox Copier Assistant Kit** provides easier access to the copying capabilities. This assistive technology is an alternative to the standard touchscreen and helps everyone, especially people who are wheelchair users, blind or visually impaired, to easily program copy jobs and make copies.
- **Foreign Interface Device** enables the attachment of a third party access and accounting device, such as a card swipe or coin operated unit.

#### Not Available

- All the potential options for this device are available on this model either as standard or optional features.

## Identifying the WorkCentre 5955/5955i Standard and Optional Services

There are a number of services and options available for use with your device. Many services and options are provided as standard and simply require enabling, or configuring with additional third party hardware.

Additional optional functions and kits are also available and can be purchased and installed.

The options available depend on your device model and software version.

#### Standard

- **Paper Tray 1** fully adjustable paper tray.
- **Paper Tray 2** fully adjustable paper tray.
- **Paper Tray 3** high capacity paper tray.
- **Paper Tray 4** high capacity paper tray.
- **Bypass Tray** used for non-standard printing media.
- **Color Scanner** used to scan in color.
- **Scanning** enables E-mail and Workflow Scanning services.

## Optional

- **Envelope Tray** this tray is fitted instead of paper tray 2 to enable envelope printing. Up to 55 #10 Envelopes (4.1"x 9.5") can be loaded in the tray.
- **Paper Tray Lock Kit** locks the trays so that paper cannot be removed, this is a useful feature in libraries.
- **Offset Catch Tray** delivers collated or uncollated output when a finisher is not installed.
- **Office Finisher** stacks, collates, staples and offsets your output. A hole punch kit is also available for this finisher.
- **Office Finisher 2 Hole Punch Kit** enables the Office Finisher to make 2 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **Office Finisher 3 Hole Punch Kit** enables the Office Finisher to make 3 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **Office Finisher 4 Hole Punch Kit** enables the Office Finisher to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **Office Finisher Swedish 4 Hole Punch Kit** enables the Office Finisher to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **New Office Finisher Booklet Maker** creates booklets, collates, offsets, stacks and staples your output. Hole punch kits can be installed with this finisher.
- **New Office Finisher Booklet Maker 2 Hole Punch Kit** enables the New Office Finisher Booklet Maker to make 2 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **New Office Finisher Booklet Maker 3 Hole Punch Kit** enables the New Office Finisher Booklet Maker to make 3 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **New Office Finisher Booklet Maker 4 Hole Punch Kit** enables the New Office Finisher Booklet Maker to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **New Office Finisher Booklet Maker Swedish 4 Hole Punch Kit** enables the New Office Finisher Booklet Maker to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **Convenience Stapler** for manual stapling. The Convenience Shelf must be installed.
- **Convenience Shelf** a shelf which can be installed on the left side of the device.
- **Basic Fax Kit (Embedded)** this kit enables a single fax line connection.
- **Extended Fax Kit (Embedded)** this kit enables two fax lines to be connected.
- **USB Keyboard support** enables users to plug in an external keyboard. The keyboard can be useful to enter logins with strong passwords, enter scan metadata, enter email addresses and maintain the device address book.
- **LAN Fax** enables users to send faxes directly from their PC using the print driver.  
Requires the Basic or Extended Fax Kit to be configured and installed.
- **Server Fax** enables users to send and receive hard copy faxes via a fax server.  
Requires a Third Party Fax Server to be configured and installed.
- **Internet Fax** allows users to send or receive faxes over the internet or intranet.
- **Scan to PC Desktop Kit** enables you to scan to your computer. Standard and Pro versions are available.

- **XPS Enablement Kit** enables you to create documents in the XPS (XML Paper Specification) format.
- **Security kit** provides additional security features, such as image overwrite options.
- **McAfee Integrity Control Kit** uses McAfee software to detect and prevent modification and execution of files on the device.
- **Unicode International Printing Kit** enables unicode characters to be printed.
- **Wireless Print Kit** enables connection to a wireless network.
- **Xerox App Gallery 1.0** use this App to access, login, browse, and download ConnectKey Apps from the Xerox App Gallery.
- **Xerox @PrintByXerox** use this App to print documents to ConnectKey-enabled devices using email submission from any location.
- **Xerox QR Code** use this App to link your mobile applications with ConnectKey devices. You can also use the QR Code App to access information about related Xerox® Mobile Apps.
- **Wi-Fi Direct** allows you to connect directly to your printer using Wi-Fi enabled mobile devices.
- **AirPrint 1.4** allows you to print from wired or wireless Apple iOS-based mobile devices and Mac OS-based devices without the need to install a print driver.
- **Xerox Secure Access** provides a card reading device to restrict access to the device.
- **Network Accounting** enables the tracking of device usage for Print, Copy and Scan jobs from multiple devices over the network. A third party server is needed.
- **Xerox Standard Accounting** is an accounting tool which tracks the number of Copy, Print, Workflow Scanning, Server Fax and Fax jobs for each user.
- **Xerox Copier Assistant Kit** provides easier access to the copying capabilities. This assistive technology is an alternative to the standard touchscreen and helps everyone, especially people who are wheelchair users, blind or visually impaired, to easily program copy jobs and make copies.
- **Foreign Interface Device** enables the attachment of a third party access and accounting device, such as a card swipe or coin operated unit.

#### Not Available

- All the potential options for this device are available on this model either as standard or optional features.

## Describing the Finishing Devices

### Office Finisher

- Holds up to 250 sheets of paper in the Top Tray, and up to 2000 sheets in the Stacker Tray.
- Paper weight 60 to 216 gsm (16 to 57 lb).
- The Office Finisher can collate, stack, staple and hole punch (if available) your output depending on the features selected. It staples between 2 and 50 sheets of 80 gsm (20 lb) paper, less if using heavyweight paper or tabs.
- The finisher stapler has 1 staple cartridge containing 5000 staples.
- This finisher can be fitted with the optional 2, 3 or 4 Hole-Punch kit.

**New Office Finisher Booklet Maker**

- Holds up to 250 sheets of paper in the Top Tray, and up to 2000 sheets in the Stacker Tray.
- Paper weight 60 to 216 gsm (16 to 57 lb).
- The finisher can collate, stack, staple and hole punch (if available) your output depending on the features selected. It staples between 2 and 50 sheets of 80 gsm (20 lb) paper, less if using heavyweight paper or tabs.
- The finisher stapler has 1 staple cartridge containing 5000 staples.
- This finisher can be fitted with the optional 2, 3 or 4 Hole-Punch kit.
- The booklet maker can staple and fold up to 15 sheets of 80 gsm (20 lb) paper.
- The booklet maker stapler cartridges each contain 2000 staples.

# Identifying the Control Panel Buttons



1. **Services Home:** Provides access to the services available on the device.
2. **Services:** Returns the display to the previous Copy, Fax, or Scan feature screen when the Job Status screen or Machine Status screen is displayed.
3. **Job Status:** Use to check the progress of active jobs, or display detailed information about completed jobs.
4. **Machine Status:** Use to check the device status, the billing meters, the status of consumables, or print the user documentation and reports. Use this button also when accessing the Tools mode.
5. **Touch Screen:** Use to select programming features and display fault clearance procedures and general device information.
6. **Log In/Out:** Use to enter log in details, and to log out.
7. **Help:** Displays help messages for device features.
8. **Numeric Keypad:** Use to enter alphanumeric characters.
9. **Dial Pause:** Use to insert a pause when dialing a fax number.
10. **'C' Cancel Entry:** Cancels the previous entry made on the Numeric Keypad.
11. **Language:** Use to select a different language for the touch screen options.
12. **Power:** Use to select Energy Saver mode, perform a quick restart or to power on or off the device.
13. **Clear All:** Press once to clear a current entry. Press twice to return to default settings.
14. **Interrupt Printing:** Use to pause the job which is currently printing, to run a more urgent copy job.
15. **Stop:** Stops the job in progress.
16. **Start:** Use to start a job.

# Power On and Off

## Powering the Device On



1. Ensure that your device is connected to a suitable power supply and that the power cord is fully plugged in to the electrical inlet of the device.
2. Press the **Power** button. The entire powering on process (to power on all installed options) takes less than 3 minutes 50 seconds.

**Note:** If there are any pages in the document feeder input tray when the device powers on or exits power save mode you will be prompted to reload the documents.

## Powering the Device Off

Power Off ends the current session and turns off the device.



1. Press the **Power** button on the control panel.
2. Select the **Power Off** button on the touch screen.
3. Select the **Power Down** button to confirm that the device should power off.

**Note:** Confirming power off will result in the deletion of any jobs currently in the queue. If **Cancel** is selected the power off option will be cancelled, the device will be available for use and any jobs currently in the queue will be retained.

The device will begin a controlled power down sequence. It remains on for approximately 36 seconds before switching off.

## Using the Energy Saver Option

Energy Saver ends the current session and keeps the device running on low power. When in Energy Saver Mode, press the Power button to wake up the device.



1. Press the **Power** button on the control panel.
2. Select the **Energy Saver** button on the touch screen.
3. The device enters Energy Saver mode when all active jobs are complete. If Sleep mode has been configured, the device will then enter Sleep mode after a specified period of time.

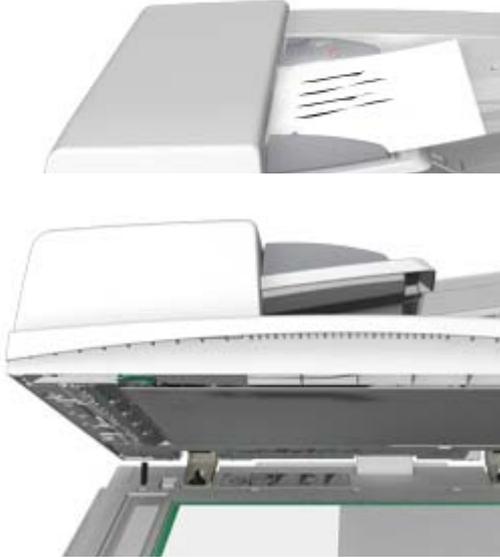
**Note:** The Power button is illuminated when the device is in the Energy Saver state. A steady light indicates the device is in Low Power mode. A flashing light indicates the device is in Sleep mode.

4. To re-activate the device when in Low Power or Sleep mode, press the **Power** button. The device takes longer to recover from Sleep mode.

**Note:** If there are any pages in the document feeder input tray when the device powers on or exits power save mode you will be prompted to reload the documents.

# Loading Documents

Original documents can be loaded either into the document feeder or onto the document glass.



1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents.

Or

Lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

## **Caution**

Do not place objects or documents on the document feeder cover.

**Note:** Original documents are only scanned once even when several copies are selected or 2-sided originals are inserted into the document feeder.

# Making Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents.

Or

Lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

2. Press the **Clear All** button on the control panel twice, then select **Confirm** on the touch screen to cancel any previous programming selections.

3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.
6. Select any options required.
7. Enter the number of prints required using the numeric keypad on the control panel.
8. Press the **Start** button on the control panel to scan the original.
9. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
10. The Job Progress screen displays the progress of the current job. After the Job Progress screen closes, press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

## Print

### Printing a Document using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

**Note:** The device is enabled for AirPrint. AirPrint is Apple's driverless printing technology that enables Apple devices, including Macs, phones and tablets, to print to the device without installing drivers or downloading software.

Your System Administrator may have loaded a specific print driver on your computer. However, if the choice of driver is yours, the following information may help you decide which driver to install.

- **PS (PostScript)** gives you the most options to scale and manipulate images; it offers more precision with high-end graphics. PostScript also provides you with different types of error-handling and font substitution options.
- **PCL (Printer Control Language)** generally has fewer advanced features than PostScript. PCL drivers process most jobs faster than other drivers. This driver is suitable for most every-day printing tasks.
- **XPS (XML Paper Specification)** is an open specification for a page description language and a fixed document format originally developed by Microsoft. Use this driver to improve the speed and quality of XPS files that you print.
- **Mac** is a PostScript driver that has been specifically designed to work on Macs.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

In addition to the drivers designed specifically for your device, you can also use the Xerox Global Print Driver or the Xerox Mobile Express Driver. These drivers will not give you access to all the features available with the device specific drivers.

- **Global Print Driver** is available for PS or PCL printer description languages, the same as the device-specific drivers mentioned above. This driver works with Xerox and non-Xerox printers. Using this driver makes it easy to add and update printers as the print driver does not need to be changed.
- **Mobile Express Driver** lets you find and print to any PostScript printer in any location without driver downloads and installations.

Your System Administrator can configure permissions to control access to the print feature.

- Specifying the time and day of the week when you can print to the device.
- Blocking certain types of job such as secure print.
- Limiting access to specific paper trays.
- Preventing single sided printing.
- Setting specific print settings for applications, for example, setting all Microsoft Word documents to print single sided.
- Limiting print jobs to secure print jobs.

Your System Administrator may also configure your print driver to prompt you to enter login details when you print a document.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the option(s) required.
6. Click the **OK** button to save your settings.
7. Select the confirmation button, the name will vary depending on the application you are printing from. From most applications select the **OK** or **Print** button.
8. Collect your job from the device.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Print** button.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

## Printing a Document using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

**Note:** The device is enabled for AirPrint. AirPrint is Apple's driverless printing technology that enables Apple devices, including Macs, phones and tablets, to print to the device without installing drivers or downloading software.

Your System Administrator may have loaded a specific print driver on your computer. However, if the choice of driver is yours, the following information may help you decide which driver to install.

- **PS (PostScript)** gives you the most options to scale and manipulate images; it offers more precision with high-end graphics. PostScript also provides you with different types of error-handling and font substitution options.
- **PCL (Printer Control Language)** generally has fewer advanced features than PostScript. PCL drivers process most jobs faster than other drivers. This driver is suitable for most every-day printing tasks.
- **XPS (XML Paper Specification)** is an open specification for a page description language and a fixed document format originally developed by Microsoft. Use this driver to improve the speed and quality of XPS files that you print.
- **Mac** is a PostScript driver that has been specifically designed to work on Macs.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

In addition to the drivers designed specifically for your device, you can also use the Xerox Global Print Driver or the Xerox Mobile Express Driver. These drivers will not give you access to all the features available with the device specific drivers.

- **Global Print Driver** is available for PS or PCL printer description languages, the same as the device-specific drivers mentioned above. This driver works with Xerox and non-Xerox printers. Using this driver makes it easy to add and update printers as the print driver does not need to be changed.
- **Mobile Express Driver** lets you find and print to any PostScript printer in any location without driver downloads and installations.

Your System Administrator can configure permissions to control access to the print feature.

- Specifying the time and day of the week when you can print to the device.
- Blocking certain types of job such as secure print.
- Limiting access to specific paper trays.
- Preventing single sided printing.
- Setting specific print settings for applications, for example, setting all Microsoft Word documents to print single sided.
- Limiting print jobs to secure print jobs.

Your System Administrator may also configure your print driver to prompt you to enter login details when you print a document.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the option(s) required.
6. Click the **OK** button to save your settings.
7. Select the confirmation button, the name will vary depending on the application you are printing from. From most applications select the **OK** or **Print** button.
8. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Print** button.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Collect your job from the device.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

## Printing a Document using the Mac Print Driver

You can print to the device from your computer through a print driver. The Xerox Mac print driver allows you to use the specific features available on your device.

**Note:** The device is enabled for AirPrint. AirPrint is Apple's driverless printing technology that enables Apple devices, including Macs, phones and tablets, to print to the device without installing drivers or downloading software.

Your System Administrator can configure permissions to control access to the print feature.

- Specifying the time and day of the week when you can print to the device.
- Blocking certain types of job such as secure print.
- Limiting access to specific paper trays.
- Preventing single sided printing.
- Setting specific print settings for applications, for example, setting all Microsoft Word documents to print single sided.
- Limiting print jobs to secure print jobs.

Your System Administrator may also configure your print driver to prompt you to enter login details when you print a document.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select the option(s) required.
6. Select the confirmation button, the name will vary depending on the application you are printing from. From most applications select the **OK** or **Print** button.
7. Collect your job from the device.
8. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
9. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Print** button.
10. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

## Printing a Document using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

Your System Administrator may have loaded a specific print driver on your computer. However, if the choice of driver is yours, the following information may help you decide which driver to install.

- **PS (PostScript)** gives you the most options to scale and manipulate images; it offers more precision with high-end graphics. PostScript also provides you with different types of error-handling and font substitution options.
- **PCL (Printer Control Language)** generally has fewer advanced features than PostScript. PCL drivers process most jobs faster than other drivers. This driver is suitable for most every-day printing tasks.
- **XPS (XML Paper Specification)** is an open specification for a page description language and a fixed document format originally developed by Microsoft. Use this driver to improve the speed and quality of XPS files that you print.
- **Mac** is a PostScript driver that has been specifically designed to work on Macs.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Refer to the System Administrator Guide for further information.

In addition to the drivers designed specifically for your device, you can also use the Xerox Global Print Driver or the Xerox Mobile Express Driver. These drivers will not give you access to all the features available with the device specific drivers.

- **Global Print Driver** is available for PS or PCL printer description languages, the same as the device-specific drivers mentioned above. This driver works with Xerox and non-Xerox printers. Using this driver makes it easy to add and update printers as the print driver does not need to be changed.
- **Mobile Express Driver** lets you find and print to any PostScript printer in any location without driver downloads and installations.

Your System Administrator can configure permissions to control access to the print feature.

- Specifying the time and day of the week when you can print to the device.
- Blocking certain types of job such as secure print.
- Limiting access to specific paper trays.
- Preventing single sided printing.
- Setting specific print settings for applications, for example, setting all Microsoft Word documents to print single sided.
- Limiting print jobs to secure print jobs.

Your System Administrator may also configure your print driver to prompt you to enter login details when you print a document.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the option(s) required.
6. Click the **OK** button to save your settings.
7. Select the confirmation button, the name will vary depending on the application you are printing from. From most applications select the **OK** or **Print** button.
8. Collect your job from the device.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Print** button.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

# Fax

## Explaining the Fax Options

There are three Fax services which can be installed or enabled on your device, Fax (Embedded Fax), Internet Fax and Server Fax.

If the Fax (Embedded Fax) service is installed, your device is connected directly to a telephone line and therefore gives you direct control over your fax transmissions. This type of fax travels over normal telephone lines and will therefore be charged at telephone rates.

Using Fax enables you to scan your documents and send them to most types of fax machines that are connected to the telephone network.

Received faxes can be setup to print at the device automatically, held in the job list until a secure passcode is entered or sent to an E-mail address using the Fax Forward feature.

The standard Fax option connects to one telephone line. An Extended Fax option is also available which uses two telephone lines. Using two telephone lines allows you to simultaneously send to two destinations, receive from two destinations, or send and receive.

Internet Fax enables the creation of an electronic image file by scanning an original hard copy document. The scanned image is converted into Email format to transmit over the internet or intranet.

Recipients are selected from an address book or entered manually using the keyboard. Received Internet Faxes are automatically sent from the server to the device as print jobs.

Server Fax scans your documents and sends them to any type of fax machine that is connected to a telephone network. Your images are sent from your device to a Third Party fax server, which relays them over the telephone network to the fax number of your choice.

This means that your fax transmissions are controlled by the server, which may limit your faxing options. For example, the server may be set-up to collect and send all faxes at off peak times.

The server control may also reduce your costs as the server can select the most appropriate time and telephone network to use to transmit the fax.

## Faxing from the Device

### Sending a Fax (Embedded Fax)

There are three Fax services which can be installed or enabled on your device, Fax (Embedded Fax), Internet Fax and Server Fax.

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents.

Or

Lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

2. Press the **Clear All** button on the control panel twice, then select **Confirm** on the touch screen to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Fax** button on the touch screen.
5. Enter the recipient details using one or more of the available options.
  - **Enter Recipient:** This option allows you to enter a fax number manually. Use the alphanumeric keypad to enter the number, then select **Add**. Use the special dialing character options if required. Enter the numerals and characters in the appropriate place during number entry.

**Note:** One or more dialing pauses can be required between the access number for an outside line and the fax number. When inserted, the dial pauses appear as commas in the fax number.

- Use the touchscreen number pad to enter the recipient's fax number plus the additional dialing characters.
  - **Dial Pause ( , )** adds a delay between numbers. The pause allows time to switch from an inside to an outside line during automatic dialing. For additional pause time, add multiple pauses. If you are using charge code numbers, enter a pause after the fax number but before the charge code number.
  - **Pulse to Tone ( : )** switches between pulse and tone dialing.
  - **Mask Data ( / )** protects confidential information by changing each character displayed into a \*. This is useful if a special charge code or credit card number is required for a call. Select the **Mask Data ( / )** button before entering confidential numbers and again when you have finished to turn off the masking.
  - **Space ( )** - characters are used to make the numbers entered easier to read but they are ignored by the device during dialling.
  - **Wait for Dial Tone ( = )** suspends dialing until an expected network tone is detected. It can also be used to detect a specific tone when accessing an outside line or other service.
  - **Favorites:** You can use this option to access and select the individual or group contacts that are designated as favorites in your Device Address Book. Select one or more favorites and select **OK**.
  - **Device Address Book:** This option allows you to select fax numbers from your address book. Select the **Down** arrow, then select **Fax Contacts, Fax Groups, Fax Favorites** or **All Contacts** from the drop-down menu. Select the desired contact then select **Add to Recipients** from the menu. To remove a contact from the Recipients list, select the contact, then select **Remove**. Select and add more contacts, or select **OK**.
  - **Mailboxes:** This option allows you to store faxes locally in the device or on a remote fax machine.
  - **Polling:** This option is used to make fax documents stored on one fax device available for remote polling by other fax devices. When **Secure Storage** is selected, you create a list of fax numbers that are allowed to access the stored faxes on the device.
6. Select any options required.
  7. Press the **Start** button on the control panel to scan the original.

8. Remove the original from the document feeder or document glass when scanning has completed.
9. The Job Progress screen displays the progress of the current job. After the Job Progress screen closes, press the **Job Status** button on the device control panel to view the job list and check the status of the job.

## Sending an Internet Fax

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents.  
Or  
Lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
2. Press the **Clear All** button on the control panel twice, then select **Confirm** on the touch screen to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Internet Fax** button.
5. Select the **Enter Recipient** button.
6. Use the touchscreen keyboard to enter the e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
7. Select the **Add** button.
  - If you want to send the document to more than one recipient enter the additional details, one recipient at a time, and select the **Add** button again until all the recipients have been added.
8. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.

9. Select the **Add** button.
  - If you want to send the document to more than one recipient select the **Add Recipient** button, enter the email address and select the **Add** button again. Repeat until all the recipients have been added.
10. Select any options required.
11. Press the **Start** button on the control panel to scan the original.
12. Remove the original from the document feeder or document glass when scanning has completed.
13. The Job Progress screen displays the progress of the current job. After the Job Progress screen closes, press the **Job Status** button on the device control panel to view the job list and check the status of the job.

## Sending a Server Fax

There are three Fax services which can be installed or enabled on your device, Fax (Embedded Fax), Internet Fax and Server Fax.

Server Fax scans your documents and sends them to any type of fax machine that is connected to a telephone network. Your images are sent from your device to a third party fax server, which relays them over the telephone network to the fax number of your choice.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Server Fax features.

1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents.  
  
Or  
  
Lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
2. Press the **Clear All** button on the control panel twice, then select **Confirm** on the touch screen to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Server Fax** button.
5. If required, select the **Server Fax** tab. This is usually the active tab when the Server Fax service opens.
6. Enter the recipient details using one or more of the available options.
  - **Enter Recipient:** This option allows you to enter a fax number manually. Use the alphanumeric keypad to enter the number, then select **Add**. Use the special dialing character options if required. Enter the numerals and characters in the appropriate place during number entry.

**Note:** One or more dialing pauses can be required between the access number for an outside line and the fax number. When inserted, the dial pauses appear as commas in the fax number.

- Use the touchscreen number pad to enter the recipient's fax number plus the additional dialing characters.
- **Dial Pause ( , )** adds a delay between numbers. The pause allows time to switch from an inside to an outside line during automatic dialing. For additional pause time, add multiple pauses. If you are using charge code numbers, enter a pause after the fax number but before the charge code number.

- **Pulse to Tone ( : )** switches between pulse and tone dialing.
  - **Mask Data ( / )** protects confidential information by changing each character displayed into a \*. This is useful if a special charge code or credit card number is required for a call. Select the **Mask Data ( / )** button before entering confidential numbers and again when you have finished to turn off the masking.
  - **Space ( )** - characters are used to make the numbers entered easier to read but they are ignored by the device during dialling.
  - **Wait for Dial Tone ( = )** suspends dialing until an expected network tone is detected. It can also be used to detect a specific tone when accessing an outside line or other service.
  - **Fax Directory:** This option allows you to select fax numbers from your Fax Directory. Select the **Up** or **Down** arrows to scroll through the list, select the desired contact, then select **Add to Recipients** from the drop-down menu. To remove a contact from the Recipients list, select the contact, then select **Remove**. Select and add more contacts, or select **OK**.
7. Select any options required.
  8. Press the **Start** button on the control panel to scan the original.
  9. Remove the original from the document feeder or document glass when scanning has completed.
  10. The Job Progress screen displays the progress of the current job. After the Job Progress screen closes, press the **Job Status** button on the device control panel to view the job list and check the status of the job.

## Faxing from your Computer

### Sending a Fax using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Fax option in your print driver to send a document to a fax address. The job is sent from your computer to the device in the same way as a print job, but instead of being printed it is then faxed over a telephone line to the specified fax destination.

**Note:** To use this feature, your System Administrator must install and enable the fax option on your device.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to send.  
**Note:** You only need to select 1 copy even if you are sending the fax to more than one address. Selecting more than 1 copy will print your document more than once on the recipient's device but will only print the cover sheet once (if you include a cover sheet generated by the print driver).
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Fax** from the **Job Type dropdown menu**.

#### Either

- Click the **Add Recipient** button to add a new recipient manually.
  - Select the **Name entry box** and use your keyboard to enter the name of the recipient.
  - Select the **Fax Number entry box** and use your keyboard to enter the recipient's fax number.
  - If required, select the **Organization entry box** and use your keyboard to enter the recipient's company name.
  - If required, select the **Telephone Number entry box** and use your keyboard to enter the recipient's telephone number.
  - If required, select the **E-mail Address entry box** and use your keyboard to enter the recipient's e-mail address.
  - If required, select the **Mailbox entry box** and use your keyboard to enter the recipient's mailbox number.
  - If required, select the fax recipient in the list and then select the **Save** button.

**Note:** The recipient's details are saved on your computer's hard drive, in your personal address book.

- Click the **OK** button.

**Or**

- Click the **Add From Phonebook** button to add a recipient stored in the address book.
    - Select the option required.
      - **Personal Phonebook** displays contacts you have added to the phonebook using your print driver.
      - **Shared Phonebook** lists contacts you have added, but also contacts added by other people. This address book is usually saved on a network server and must be made available by your System Administrator.
      - **LDAP Phonebook** contains contacts listed in your LDAP (Lightweight Directory Access Protocol) address book. LDAP address books are usually maintained by IT teams as they are often used as company address books and for network authentication and authorization.
    - Select the contact required from the list.
  - If the contact list is long, click in the **Search... entry box** and use your keyboard to enter the contact details.
  - Click the **OK** button to see the search results.
    - Select the **Add** button.
    - Click the **OK** button.
7. If required, select more than one recipient from the Recipients list by clicking the first recipient, pressing and holding the **Ctrl** button on a PC or the **Command** button on a Mac and then clicking each additional recipient. Release the Ctrl or Command button once all recipients have been selected.
8. If you want to add a cover sheet to your fax job, click the **Cover Sheet** tab.
9. Select **Print a Cover Sheet** from the Cover Sheet Options menu.
- Select the **Information** tab. This is usually the active tab when the Cover Sheet options box opens.
    - If required, select the **Sender Name entry box** and use your keyboard to enter your name.
    - If required, select the **Sender Organization entry box** and use your keyboard to enter your company name.
    - If required, select the **Sender Telephone Number entry box** and use your keyboard to enter your telephone number.
    - If required, select the **Sender E-mail Address entry box** and use your keyboard to enter your e-mail address.
    - If required, select the **Sender Fax Number entry box** and use your keyboard to enter the fax number you would like any replies faxed to.
    - If required, select a Recipients option.
      - **Show Recipient Names** prints the names of all the recipients on the cover sheet. The names used are the names you entered when adding each recipient's details.
      - **Hide Recipient Names** does not print any recipient name on the cover sheet.
      - **Show Custom Text** adds specific text you enter as the recipient detail. This option is useful if you are sending to more than one recipient at the same number, but have saved the number under only one name.
  - Select the **entry box under the Recipients menu** and use your keyboard to enter your custom text.

- If you want to add a watermark to your cover sheet, click the **Image** tab.
    - Select the Watermark option required.
    - Select the option required.
      - **Text** activates a text **entry box** where you can type in your text. There are options to select a font, color, orientation and position for your text.
      - **Picture** activates the graphic settings. Click the folder icon to browse to your image. There are options to select a scale, the position and the lightness of your graphic.
    - If required, select a Layering option.
      - **Print in Background** prints your cover sheet text over your watermark, so some of the watermark may be covered.
      - **Blend** gives equal prominence to your cover sheet text and your watermark.
      - **Print in Foreground** prints your cover sheet text under your watermark, so some of the cover sheet text may be covered.
  - Click the **OK** button.
10. If you want the device to print a confirmation sheet, use a specific send speed or resolution, send at a specific time, use a dialing prefix or include credit card details, click the **Options** tab.
- If required, select **Print a Confirmation Sheet** from the Confirmation Sheet menu to have the device print a page stating that your job has successfully faxed. Depending on how your System Administrator has configured the device an error sheet may print if the job fails.
  - If required, select the starting transmission speed you require from the Send Speed menu.
  - If required, select the resolution you require from the Fax Resolution menu. Higher resolutions take longer to transmit.
  - If required, select the time the device should send your job using the Send Time options.
  - If required, select the **Dialing Prefix entry box** and use your keyboard to enter a character that should be dialled before the main fax number.
  - If required, select the **Credit Card entry box** and use your keyboard to enter a credit card number.
  - Click the **OK** button.
11. Click the **OK** button to save your settings.
12. Select the confirmation button, the name will vary depending on the application you are printing from. From most applications select the **OK** or **Print** button.
13. Depending on how your device has been set up, the Fax Confirmation screen may display with the fax recipients for your job. If required, click the **OK** button to confirm.

## Sending a Fax using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Fax option in your print driver to send a document to a fax address. The job is sent from your computer to the device in the same way as a print job, but instead of being printed it is then faxed over a telephone line to the specified fax destination.

**Note:** To use this feature, your System Administrator must install and enable the fax option on your device.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to send.
 

**Note:** You only need to select 1 copy even if you are sending the fax to more than one address. Selecting more than 1 copy will print your document more than once on the recipient's device but will only print the cover sheet once (if you include a cover sheet generated by the print driver).
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Fax** from the **Job Type dropdown menu**.

#### Either

- Click the **Add Recipient** button to add a new recipient manually.
  - Select the **Name entry box** and use your keyboard to enter the name of the recipient.
  - Select the **Fax Number entry box** and use your keyboard to enter the recipient's fax number.
  - If required, select the **Organization entry box** and use your keyboard to enter the recipient's company name.
  - If required, select the **Telephone Number entry box** and use your keyboard to enter the recipient's telephone number.
  - If required, select the **E-mail Address entry box** and use your keyboard to enter the recipient's e-mail address.
  - If required, select the **Mailbox entry box** and use your keyboard to enter the recipient's mailbox number.
  - If required, select the fax recipient in the list and then select the **Save** button.

**Note:** The recipient's details are saved on your computer's hard drive, in your personal address book.

- Click the **OK** button.

#### Or

- Click the **Add From Phonebook** button to add a recipient stored in the address book.
  - Select the option required.
    - **Personal Phonebook** displays contacts you have added to the phonebook using your print driver.
    - **Shared Phonebook** lists contacts you have added, but also contacts added by other people. This address book is usually saved on a network server and must be made available by your System Administrator.
    - **LDAP Phonebook** contains contacts listed in your LDAP (Lightweight Directory Access Protocol) address book. LDAP address books are usually maintained by IT teams as they are often used as company address books and for network authentication and authorization.
  - Select the contact required from the list.

- If the contact list is long, click in the **Search... entry box** and use your keyboard to enter the contact details.
  - Click the **OK** button to see the search results.
    - Select the **Add** button.
    - Click the **OK** button.
7. If required, select more than one recipient from the Recipients list by clicking the first recipient, pressing and holding the **Ctrl** button on a PC or the **Command** button on a Mac and then clicking each additional recipient. Release the Ctrl or Command button once all recipients have been selected.
8. If you want to add a cover sheet to your fax job, click the **Cover Sheet** tab.
9. Select **Print a Cover Sheet** from the Cover Sheet Options menu.
- Select the **Information** tab. This is usually the active tab when the Cover Sheet options box opens.
    - If required, select the **Sender Name entry box** and use your keyboard to enter your name.
    - If required, select the **Sender Organization entry box** and use your keyboard to enter your company name.
    - If required, select the **Sender Telephone Number entry box** and use your keyboard to enter your telephone number.
    - If required, select the **Sender E-mail Address entry box** and use your keyboard to enter your e-mail address.
    - If required, select the **Sender Fax Number entry box** and use your keyboard to enter the fax number you would like any replies faxed to.
    - If required, select a Recipients option.
      - **Show Recipient Names** prints the names of all the recipients on the cover sheet. The names used are the names you entered when adding each recipient's details.
      - **Hide Recipient Names** does not print any recipient name on the cover sheet.
      - **Show Custom Text** adds specific text you enter as the recipient detail. This option is useful if you are sending to more than one recipient at the same number, but have saved the number under only one name.
  - Select the **entry box under the Recipients menu** and use your keyboard to enter your custom text.
  - If you want to add a watermark to your cover sheet, click the **Image** tab.
    - Select the Watermark option required.
    - Select the option required.
      - **Text** activates a text **entry box** where you can type in your text. There are options to select a font, color, orientation and position for your text.
      - **Picture** activates the graphic settings. Click the folder icon to browse to your image. There are options to select a scale, the position and the lightness of your graphic.
    - If required, select a Layering option.
      - **Print in Background** prints your cover sheet text over your watermark, so some of the watermark may be covered.
      - **Blend** gives equal prominence to your cover sheet text and your watermark.
      - **Print in Foreground** prints your cover sheet text under your watermark, so some of the cover sheet text may be covered.
  - Click the **OK** button.

10. If you want the device to print a confirmation sheet, use a specific send speed or resolution, send at a specific time, use a dialing prefix or include credit card details, click the **Options** tab.
  - If required, select **Print a Confirmation Sheet** from the Confirmation Sheet menu to have the device print a page stating that your job has successfully faxed. Depending on how your System Administrator has configured the device an error sheet may print if the job fails.
  - If required, select the starting transmission speed you require from the Send Speed menu.
  - If required, select the resolution you require from the Fax Resolution menu. Higher resolutions take longer to transmit.
  - If required, select the time the device should send your job using the Send Time options.
  - If required, select the **Dialing Prefix entry box** and use your keyboard to enter a character that should be dialled before the main fax number.
  - If required, select the **Credit Card entry box** and use your keyboard to enter a credit card number.
  - Click the **OK** button.
11. Click the **OK** button to save your settings.
12. Select the confirmation button, the name will vary depending on the application you are printing from. From most applications select the **OK** or **Print** button.
13. Depending on how your device has been set up, the Fax Confirmation screen may display with the fax recipients for your job. If required, click the **OK** button to confirm.

## Sending a Fax using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Fax option in your print driver to send a document to a fax address. The job is sent from your computer to the device in the same way as a print job, but instead of being printed it is then faxed over a telephone line to the specified fax destination.

**Note:** To use this feature, your System Administrator must install and enable the fax option on your device.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to send.

**Note:** You only need to select 1 copy even if you are sending the fax to more than one address. Selecting more than 1 copy will print your document more than once on the recipient's device but will only print the cover sheet once (if you include a cover sheet generated by the print driver).
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.

5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. Select **Fax** from the **Job Type dropdown menu**.

#### Either

- Click the **Add Recipient** button to add a new recipient manually.
  - Select the **Name entry box** and use your keyboard to enter the name of the recipient.
  - Select the **Fax Number entry box** and use your keyboard to enter the recipient's fax number.
  - If required, select the **Organization entry box** and use your keyboard to enter the recipient's company name.
  - If required, select the **Telephone Number entry box** and use your keyboard to enter the recipient's telephone number.
  - If required, select the **E-mail Address entry box** and use your keyboard to enter the recipient's e-mail address.
  - If required, select the **Mailbox entry box** and use your keyboard to enter the recipient's mailbox number.
  - If required, click the **Save to Address Book checkbox**.

**Note:** The recipient's details are saved on your computer's hard drive, in your personal address book.

- Click the **OK** button.

#### Or

- Click the **Add From Address Book** button to add a recipient stored in the address book.
    - Select the contact required from the list.
  - If the contact list is long, click in the **Search... entry box** and use your keyboard to enter the contact details.
  - Click the **OK** button to see the search results.
    - Select the **Add** button.
    - If required, select more than one recipient from the Recipients list by clicking the first recipient, pressing and holding the **Ctrl** button on a PC or the **Command** button on a Mac and then clicking each additional recipient. Release the Ctrl or Command button once all recipients have been selected.
    - Click the **OK** button.
7. If you want to add a cover sheet to your fax job, click the **Cover Sheet** tab.
  8. Select **Print a Cover Sheet** from the Cover Sheet Options menu.
    - Click the **Cover Sheet Notes** button.
      - Click the **Cover Sheet Notes entry box** and use your keyboard to enter your note.
      - Click the **OK** button.
    - Click the **Sender Information** button.
      - If required, select the **Sender Name entry box** and use your keyboard to enter your name.
      - If required, select the **Sender Organization entry box** and use your keyboard to enter your company name.
      - If required, select the **Sender E-mail Address entry box** and use your keyboard to enter your e-mail address.
      - If required, select the **Sender Telephone Number entry box** and use your keyboard to enter your telephone number.
      - If required, select the **Sender Fax Number entry box** and use your keyboard to enter the fax number you would like any replies faxed to.

- Click the **OK** button.
  - Click the **Recipient Information** button.
    - If required, select a Recipients option.
      - **Show Recipient Names** prints the names of all the recipients on the cover sheet. The names used are the names you entered when adding each recipient's details.
      - **Show Custom Text** adds specific text you enter as the recipient detail. This option is useful if you are sending to more than one recipient at the same number, but have saved the number under only one name.
  - Select the **entry box under the Recipients menu** and use your keyboard to enter your custom text.
    - Click the **OK** button.
    - Click the **OK** button.
9. If required, select the Cover Sheet Image option required.
- **New** adds a new image.
  - **Text** adds a text cover page.
  - **Picture** adds an image to the cover page.
  - Click the **OK** button.
10. Select the paper size required from the **Cover Sheet Paper Size menu**.
11. If you want the device to print a confirmation sheet, use a specific send speed or resolution, send at a specific time, use a dialing prefix or include credit card details, click the **Options** tab.
- If required, select **Print a Confirmation Sheet** from the Confirmation Sheet menu to have the device print a page stating that your job has successfully faxed. Depending on how your System Administrator has configured the device an error sheet may print if the job fails.
  - If required, select the starting transmission speed you require from the Send Speed menu.
  - If required, select the resolution you require from the Fax Resolution menu. Higher resolutions take longer to transmit.
  - If required, select the time the device should send your job using the Send Time options.
  - If required, select the **Dialing Options entry box** and use your keyboard to enter a character that should be dialled before the main fax number.
  - If required, select the **Credit Card entry box** and use your keyboard to enter a credit card number.
  - Click the **OK** button.
12. Select the confirmation button, the name will vary depending on the application you are printing from. From most applications select the **OK** or **Print** button.
13. Depending on how your device has been set up, the Fax Confirmation screen may display with the fax recipients for your job. If required, click the **OK** button to confirm.

## Sending a Fax using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Fax option in your print driver to send a document to a fax address. The job is sent from your computer to the device in the same way as a print job, but instead of being printed it is then faxed over a telephone line to the specified fax destination.

**Note:** To use this feature, your System Administrator must install and enable the fax option on your device.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to send.
 

**Note:** You only need to select 1 copy even if you are sending the fax to more than one address. Selecting more than 1 copy will print your document more than once on the recipient's device but will only print the cover sheet once (if you include a cover sheet generated by the print driver).
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Fax** from the **Job Type dropdown menu**.

#### Either

- Click the **Add Recipient** button to add a new recipient manually.
  - Select the **Name entry box** and use your keyboard to enter the name of the recipient.
  - Select the **Fax Number entry box** and use your keyboard to enter the recipient's fax number.
  - If required, select the **Organization entry box** and use your keyboard to enter the recipient's company name.
  - If required, select the **Telephone Number entry box** and use your keyboard to enter the recipient's telephone number.
  - If required, select the **E-mail Address entry box** and use your keyboard to enter the recipient's e-mail address.
  - If required, select the **Mailbox entry box** and use your keyboard to enter the recipient's mailbox number.
  - If required, select the fax recipient in the list and then select the **Save** button.

**Note:** The recipient's details are saved on your computer's hard drive, in your personal address book.

- Click the **OK** button.

#### Or

- Click the **Add From Phonebook** button to add a recipient stored in the address book.
  - Select the option required.
    - **Personal Phonebook** displays contacts you have added to the phonebook using your print driver.
    - **Shared Phonebook** lists contacts you have added, but also contacts added by other people. This address book is usually saved on a network server and must be made available by your System Administrator.

- **LDAP Phonebook** contains contacts listed in your LDAP (Lightweight Directory Access Protocol) address book. LDAP address books are usually maintained by IT teams as they are often used as company address books and for network authentication and authorization.
  - Select the contact required from the list.
  - If the contact list is long, click in the **Search... entry box** and use your keyboard to enter the contact details.
  - Click the **OK** button to see the search results.
    - Select the **Add** button.
    - Click the **OK** button.
7. If required, select more than one recipient from the Recipients list by clicking the first recipient, pressing and holding the **Ctrl** button on a PC or the **Command** button on a Mac and then clicking each additional recipient. Release the Ctrl or Command button once all recipients have been selected.
8. If you want to add a cover sheet to your fax job, click the **Cover Sheet** tab.
9. Select **Print a Cover Sheet** from the Cover Sheet Options menu.
- Select the **Information** tab. This is usually the active tab when the Cover Sheet options box opens.
    - If required, select the **Sender Name entry box** and use your keyboard to enter your name.
    - If required, select the **Sender Organization entry box** and use your keyboard to enter your company name.
    - If required, select the **Sender Telephone Number entry box** and use your keyboard to enter your telephone number.
    - If required, select the **Sender E-mail Address entry box** and use your keyboard to enter your e-mail address.
    - If required, select the **Sender Fax Number entry box** and use your keyboard to enter the fax number you would like any replies faxed to.
    - If required, select a Recipients option.
      - **Show Recipient Names** prints the names of all the recipients on the cover sheet. The names used are the names you entered when adding each recipient's details.
      - **Hide Recipient Names** does not print any recipient name on the cover sheet.
      - **Show Custom Text** adds specific text you enter as the recipient detail. This option is useful if you are sending to more than one recipient at the same number, but have saved the number under only one name.
  - Select the **entry box under the Recipients menu** and use your keyboard to enter your custom text.
  - If you want to add a watermark to your cover sheet, click the **Image** tab.
    - Select the Watermark option required.
    - Select the option required.
      - **Text** activates a text **entry box** where you can type in your text. There are options to select a font, color, orientation and position for your text.
      - **Picture** activates the graphic settings. Click the folder icon to browse to your image. There are options to select a scale, the position and the lightness of your graphic.
    - If required, select a Layering option.
      - **Print in Background** prints your cover sheet text over your watermark, so some of the watermark may be covered.
      - **Blend** gives equal prominence to your cover sheet text and your watermark.
      - **Print in Foreground** prints your cover sheet text under your watermark, so some of the cover sheet text may be covered.
  - Click the **OK** button.

10. If you want the device to print a confirmation sheet, use a specific send speed or resolution, send at a specific time, use a dialing prefix or include credit card details, click the **Options** tab.
  - If required, select **Print a Confirmation Sheet** from the Confirmation Sheet menu to have the device print a page stating that your job has successfully faxed. Depending on how your System Administrator has configured the device an error sheet may print if the job fails.
  - If required, select the starting transmission speed you require from the Send Speed menu.
  - If required, select the resolution you require from the Fax Resolution menu. Higher resolutions take longer to transmit.
  - If required, select the time the device should send your job using the Send Time options.
  - If required, select the **Dialing Prefix entry box** and use your keyboard to enter a character that should be dialled before the main fax number.
  - If required, select the **Credit Card entry box** and use your keyboard to enter a credit card number.
  - Click the **OK** button.
11. Click the **OK** button to save your settings.
12. Select the confirmation button, the name will vary depending on the application you are printing from. From most applications select the **OK** or **Print** button.
13. Depending on how your device has been set up, the Fax Confirmation screen may display with the fax recipients for your job. If required, click the **OK** button to confirm.

# Using Workflow Scanning

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents.

Or

Lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

2. Press the **Clear All** button on the control panel twice, then select **Confirm** on the touch screen to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.

**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.

5. If required, select the **Workflow Scanning** tab. This is usually the active tab when the Workflow Scanning service opens.
6. Select a workflow from the Pick a Workflow screen (if shown), or select **Change** to choose a workflow.
7. If required, ensure the latest templates are available by selecting the **Update** button and selecting **Update Now** from the Confirm Template Update window.
8. Select the template required.
9. Select any options required.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed.
12. The Job Progress screen displays the progress of the current job. After the Job Progress screen closes, press the **Job Status** button on the device control panel to view the job list and check the status of the job.

# Sending an E-mail

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents.

Or

Lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

2. Press the **Clear All** button on the control panel twice, then select **Confirm** on the touch screen to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **E-mail** button on the touch screen.
5. Select the **Enter Recipient** button.
6. Use the touch screen keyboard to enter the e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Select the **Add to Address Book** button to create a new address book contact or to add the email address to an existing contact.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.

7. Select the **Add** button.
  - If you want to send the document to more than one recipient select the **Add Recipient** button, enter the email address and select the **Add** button again. Repeat until all the recipients have been added.
8. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
  - Select the **OK** button.
9. Select any options required.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
12. The Job Progress screen displays the progress of the current job. After the Job Progress screen closes, press the **Job Status** button on the device control panel to view the job list and check the status of the job.

# Saved Jobs

## Saving Jobs

### Saving Jobs using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Saved Job option to store your job on the device's hard drive so that it can then be printed on demand when required or printed from Internet Services.

**Note:** Your System Administrator must enable the Job Storage feature on your print driver before you can use the Saved Job option. If you are able to update your own driver settings, this feature can be found by opening the drivers window, right clicking the driver, selecting Printer Properties and then the Configuration tab. Use the dropdown menu to set the Job Storage Module status in the Installable Options section to Installed.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Saved Job** from the **Job Type dropdown menu**.
7. Select the **Job Name entry box** and use your keyboard to enter a name for your job.
  - Select **Use Document Name** from the **Job Name dropdown menu** to save your job with the same name as the original document.
8. Select the folder where your job should be saved from the **Save To** menu.
  - If your required folder does not display, you can use your keyboard to enter the name of the folder where your job should be saved. The Default Public Folder is available for all users to save their jobs to.
9. If required, select the **Print and Save checkbox** to print your document. If you do not check this box your job will be saved, but not printed.

10. If required, select the **Private radio button** to passcode protect your document.
  - Click in the **Passcode entry box** and use your keyboard to enter a 4 to 10 digit passcode.  
**Note:** To release your job you will enter this passcode using the numeric keypad on the device control panel. Only use numbers, and choose a passcode you will remember but that is not easy for other people to guess.
  - Click in the **Confirm Passcode entry box** and use your keyboard to re-enter your 4 to 10 digit passcode.
11. Click the **OK** button.
12. Select the option(s) required.
13. Click the **OK** button to save your settings.
14. Select the confirmation button, the name will vary depending on the application you are printing from. From most applications select the **OK** or **Print** button.

## Saving Jobs using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Saved Job option to store your job on the device's hard drive so that it can then be printed on demand when required or printed from Internet Services.

**Note:** Your System Administrator must enable the Job Storage feature on your print driver before you can use the Saved Job option. If you are able to update your own driver settings, this feature can be found by opening the drivers window, right clicking the driver, selecting Printer Properties and then the Configuration tab. Use the dropdown menu to set the Job Storage Module status in the Installable Options section to Installed.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Saved Job** from the **Job Type dropdown menu**.
7. Select the **Job Name entry box** and use your keyboard to enter a name for your job.
  - Select **Use Document Name** from the **Job Name dropdown menu** to save your job with the same name as the original document.

8. Select the folder where your job should be saved from the **Save To** menu.
  - If your required folder does not display, you can use your keyboard to enter the name of the folder where your job should be saved. The Default Public Folder is available for all users to save their jobs to.
9. If required, select the **Print and Save checkbox** to print your document. If you do not check this box your job will be saved, but not printed.
10. If required, select the **Private radio button** to passcode protect your document.
  - Click in the **Passcode entry box** and use your keyboard to enter a 4 to 10 digit passcode.  
**Note:** To release your job you will enter this passcode using the numeric keypad on the device control panel. Only use numbers, and choose a passcode you will remember but that is not easy for other people to guess.
  - Click in the **Confirm Passcode entry box** and use your keyboard to re-enter your 4 to 10 digit passcode.
11. Click the **OK** button.
12. Select the option(s) required.
13. Click the **OK** button to save your settings.
14. Select the confirmation button, the name will vary depending on the application you are printing from. From most applications select the **OK** or **Print** button.

## Saving Jobs using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Saved Job option to store your job on the device's hard drive so that it can then be printed on demand when required or printed from Internet Services.

**Note:** Your System Administrator must enable the Job Storage feature on your print driver before you can use the Saved Job option. If you are able to update your own driver settings, this feature can be found by opening the drivers window, right clicking the driver, selecting Printer Properties and then the Configuration tab. Use the dropdown menu to set the Job Storage Module status in the Installable Options section to Installed.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.

6. Select **Saved Job** from the **Job Type dropdown menu**.
7. Select the **Job Name entry box** and use your keyboard to enter a name for your job.
  - Select **Use Document Name** from the **Job Name dropdown menu** to save your job with the same name as the original document.
8. Use the **Folder** dropdown menu to select the folder where your job should be saved.
  - If your required folder does not display, you can use your keyboard to enter the name of the folder where your job should be saved. The Default Public Folder is available for all users to save their jobs to.
9. If required, select the **Print and Save** button. If the **Save** button is selected your job will be saved, but not printed.
10. If required, select the **Private** button to passcode protect your document.
  - Click in the **Passcode entry box** and use your keyboard to enter a 4 to 10 digit passcode.  
**Note:** To release your job you will enter this passcode using the numeric keypad on the device control panel. Only use numbers, and choose a passcode you will remember but that is not easy for other people to guess.
  - Click in the **Confirm Passcode entry box** and use your keyboard to re-enter your 4 to 10 digit passcode.
11. Click the **OK** button.
12. Select the option(s) required.
13. Select the confirmation button, the name will vary depending on the application you are printing from. From most applications select the **OK** or **Print** button.

## Saving Jobs using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Saved Job option to store your job on the device's hard drive so that it can then be printed on demand when required or printed from Internet Services.

**Note:** Your System Administrator must enable the Job Storage feature on your print driver before you can use the Saved Job option. If you are able to update your own driver settings, this feature can be found by opening the drivers window, right clicking the driver, selecting Printer Properties and then the Configuration tab. Use the dropdown menu to set the Job Storage Module status in the Installable Options section to Installed.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.

3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Saved Job** from the **Job Type dropdown menu**.
7. Select the **Job Name entry box** and use your keyboard to enter a name for your job.
  - Select **Use Document Name** from the **Job Name dropdown menu** to save your job with the same name as the original document.
8. Select the folder where your job should be saved from the **Save To** menu.
  - If your required folder does not display, you can use your keyboard to enter the name of the folder where your job should be saved. The Default Public Folder is available for all users to save their jobs to.
9. If required, select the **Print and Save checkbox** to print your document. If you do not check this box your job will be saved, but not printed.
10. If required, select the **Private radio button** to passcode protect your document.
  - Click in the **Passcode entry box** and use your keyboard to enter a 4 to 10 digit passcode.  
**Note:** To release your job you will enter this passcode using the numeric keypad on the device control panel. Only use numbers, and choose a passcode you will remember but that is not easy for other people to guess.
  - Click in the **Confirm Passcode entry box** and use your keyboard to re-enter your 4 to 10 digit passcode.
11. Click the **OK** button.
12. Select the option(s) required.
13. Click the **OK** button to save your settings.
14. Select the confirmation button, the name will vary depending on the application you are printing from. From most applications select the **OK** or **Print** button.

## Printing Saved Jobs

### Printing a Saved Job using the Print From Feature

The Print From feature prints jobs which have been saved on the device or on a USB stick. This is a useful feature if you have documents that you need to print regularly.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Print From feature.

Use Print From Saved Jobs to print jobs which have been saved in a folder on the device using the Saved Jobs feature.

Saved Jobs are documents that are sent to the device and stored there for future use. Saved jobs can be accessed and printed at the device and from Internet Services.

1. Press the **Clear All** button on the control panel twice, then select **Confirm** on the touch screen to cancel any previous programming selections.
2. Press the **Services Home** button.
3. Select the **Print From...** button on the touch screen.
4. Select the **Saved Jobs...** button.
5. Select the folder required.
6. Select the saved job required.
7. Select any options required.
8. Select the **Paper Supply** button.
9. Select the Paper Supply option required.
  - **Automatically Select** lets the device select the appropriate paper size for each original based on the size of the original and reduce or enlarge programming.
  - Select a paper tray that contains the size and type of paper you require. The size and media loaded in each tray is displayed.
10. Select the **OK** button.
11. Select the **2-Sided Printing** button.
12. Select the 2-Sided Scanning option required.
  - **Auto** use this option to allow the device to automatically detect if your originals are printed on 1 or 2 sides.
  - **1-Sided** use this option if your originals are printed on 1 side.
  - **2-Sided** use this option if your originals are 2-sided. The document feeder must be used to scan your originals with this option.
  - **2-Sided, Rotate Side 2** use this option if your originals are 2-sided and open up like a calendar. The document feeder must be used to scan your originals with this option.
13. Select the **OK** button.
14. Select the **Finishing** button to select a specific finishing option for the output, or select **Auto** for the device to choose an appropriate option.
15. Select the **OK** button.
16. Press the **Start** button on the Control Panel to print the job.
17. If the job is a secure job, enter the passcode required and select **OK**.
18. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

## Printing Saved Jobs from Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Saved Jobs are documents that are sent to the device and stored there for future use. Saved jobs can be accessed and printed at the device and from Internet Services.

**Note:** This option must be made available by your System Administrator.

Use the Saved Jobs option as a convenient way to store commonly used documents that you need to print, such as forms. Saved jobs can be stored using your print driver and Internet Services. You can print Saved Jobs from the device Control Panel and Internet Services.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, press the **Machine Status** button and select the **Machine Information** tab. You can also print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Jobs** tab.
5. Click the **Saved Jobs** tab. The Reprint Saved Jobs page is displayed and any jobs saved in the Default Public Folder are listed.
6. Check the **checkbox** to left of the job(s) required. To select all the jobs check the **checkbox** at the top of the heading row.
7. Select the **Print Job** option from the **Print Job dropdown menu**.
8. If required, click the **Copies entry box** and use your keyboard to update the number of copies. The default number is 1 even if multiple copies were requested when the job was originally saved.
9. Click the **Go** button.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Print** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

## Enhancing Productivity

Your device is a powerful multi-functional device with many digital functions integrated into one sleek system. It is designed to support large workgroups in different office environments. You can do more with less and streamline your workflow with these productivity enhancing features, for example:

- Online address books
- Customization to meet your own work processes
- Powerful documentation features for example, Booklet Creation, Special Pages, Build Job and Annotations

To maximize job productivity, use the **Job Status** button to access the Active Jobs list and manage your jobs. If a job is urgent, use the Promote option to prioritize the job.

If a job is held in the list, it may require additional resources or a secure code to print. The reason for the held status is displayed on the Job Progress screen. Once the requirement has been met or the correct secure code entered, the job is released for printing.

To enhance productivity your System Administrator can change the default settings for many of the features to the settings most commonly used in your work group. For example, your System Administrator could increase the default darkness of copies if you regularly copy lightly marked documents such as pencil drawings.

Refer to the System Administrator Guide for further information.

# Maintenance and Consumables

## Identifying the Replaceable Units

There are several consumables on the device that need replenishing or replacing, such as paper, staples, and customer replaceable units.



1. Toner Cartridge
2. Print Cartridge

The device will display a message on the touch screen when any of the units need to be re-ordered. 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.

### **WARNING**

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 device.

## Cleaning the Document Glass and Constant Velocity Transport Glass

To ensure optimum print quality at all times, regularly clean the glass areas of your device. This helps avoid output with streaks, smears and other marks that may transfer from the glass area when scanning documents.

When you use the document feeder, your documents will pass over the stationary scanners using the Constant Velocity Transport glass and side 2 scanner window. Any dirt or marks on the glass will cause lines or streaks on your copies, faxes or scanned images.

1. Use a lint-free cloth, lightly dampened with Xerox Anti-Static or general cleaning fluid (or another suitable non-abrasive glass cleaner) to clean the document glass and the Constant Velocity Transport glass (the narrow strip of glass to the left of the main document glass).
2. Wipe away any residue with a clean cloth or paper towel.
3. Use a lint-free cloth, lightly dampened with water, Xerox cleaning fluid or Xerox film remover to clean the under side of the document cover or document feeder and the complete circumference of the Constant Velocity Transport roll.

### **WARNING**

When cleaning the device 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 pressurized air-spray cleaning aids on or in this equipment. Some pressurized air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

## Cleaning the Control Panel, Touch Screen, Document Feeder and Output Trays

Regular cleaning keeps the touch screen, control panel and other device areas free from dust and dirt.

1. Use a soft, lint-free cloth, lightly dampened with water.
2. Wipe clean the entire area of the control panel, including the touch screen.
3. Wipe clean the document feeder, output trays, paper trays and other outside areas of your device.
4. Remove any residue with a clean cloth or paper towel.

## Clearing Paper Jams

When a paper jam occurs, a fault screen is displayed which provides recovery instructions. Follow these instructions to clear the fault.

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

1. The fault screen will indicate the location of the jam. Use the green handles and knobs indicated in the instructions displayed on the touch screen to remove the jammed paper.
2. 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.

# Help

## Accessing the Help Features On the Device

When using your device, detailed and timely help is available at your fingertips. You can access Help information and tips from a variety of sources.



1. Press the **Help (?)** button on the Control Panel at any time to access the Help screens.
2. Use the scroll bar to locate the item required, then select the item. Messages, screen instructions and graphics provide additional information.
3. Press the **Help (?)** button again to close the Help screens.

## Accessing the PostScript Print Driver Help Pages

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the help button to open the Xerox online help. You will need to be connected to the internet to use this help feature.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Select the Xerox PS driver from the list of print drivers available.
3. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
4. Click the **?** button. You will be directed to the Xerox online help in your default internet browser.

## Accessing the PCL Print Driver Help Pages

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the help button to open the Xerox online help. You will need to be connected to the internet to use this help feature.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Select the Xerox PCL driver from the list of print drivers available.
3. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
4. Click the **?** button. You will be directed to the Xerox online help in your default internet browser.

## Accessing the Mac Print Driver Help Pages

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the help button to open the Xerox online help. You will need to be connected to the internet to use this help feature.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Select the Xerox driver from the list of print drivers available.
3. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
4. Click the **?** button. You will be directed to the Xerox online help in your default internet browser.

## Accessing the XPS Print Driver Help Pages

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the help button to open the Xerox online help. You will need to be connected to the internet to use this help feature.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Select the Xerox XPS driver from the list of print drivers available.
3. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
4. Click the **?** button. You will be directed to the Xerox online help in your default internet browser.

## Using the Internet Services Help Feature

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Internet Services Help link to see instructions and information on how to use the features in Internet Services. Internet Services Help opens in a new window.

**Note:** Internet Services is primarily a tool for System Administrators. The Help feature is written for System Administrators rather than general users.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, press the **Machine Status** button and select the **Machine Information** tab. You can also print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Select the **Help** link at the top right hand corner of the screen.
5. Select the option(s) required.

## Getting Further Assistance

For any additional help visit our customer web site at [www.xerox.com](http://www.xerox.com) or contact the Xerox Support Center quoting the machine serial number.

The Xerox Support Center will want to know the nature of the problem, the machine serial number, the fault code (if any) plus the name and location of your company.

