

*1*

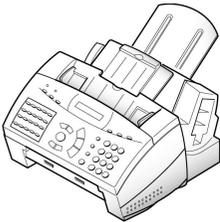
*Getting  
Started*

THE DOCUMENT COMPANY  
**XEROX**

# Setting up Your Machine

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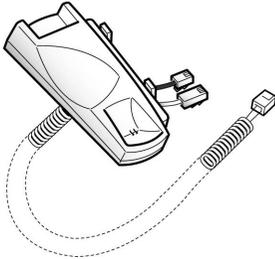
## Unpacking



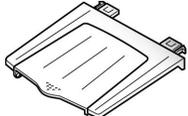
Machine



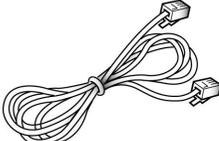
Handset



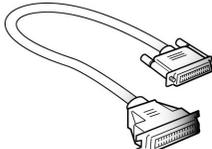
Handset Cradle



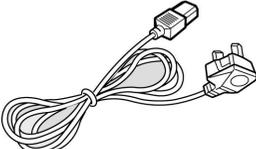
Document Exit Tray



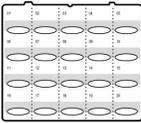
Coiled handset cord



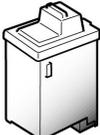
Parallel printer cable



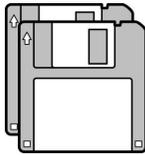
AC power cord



One-touch label



Black, color print cartridge



WinFax LITE diskettes



Smart Soft CD-ROM

Setup and Operation User's Guide  
Paxis SE User's Guide  
Winfax LITE User's Guide

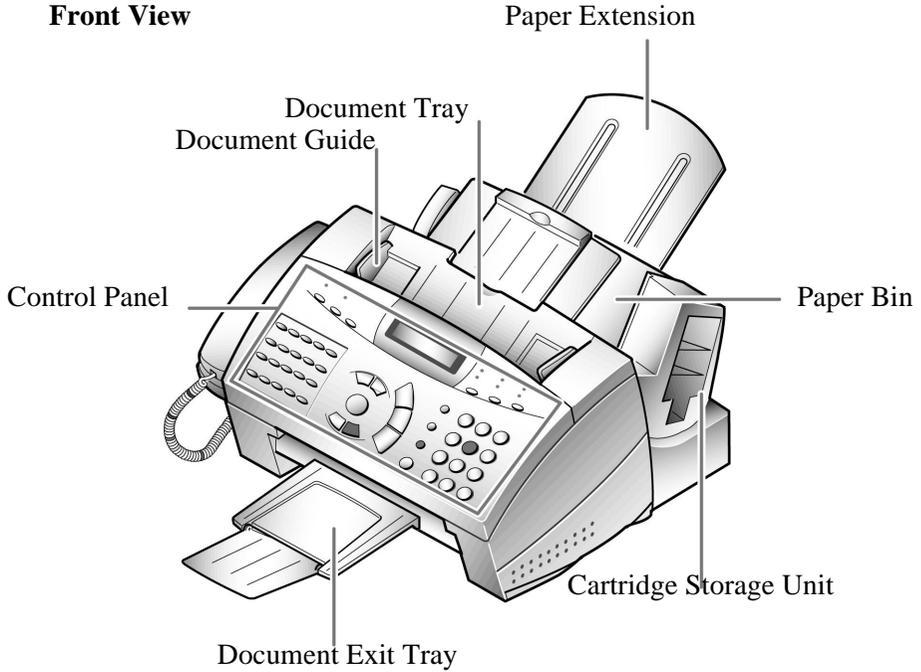


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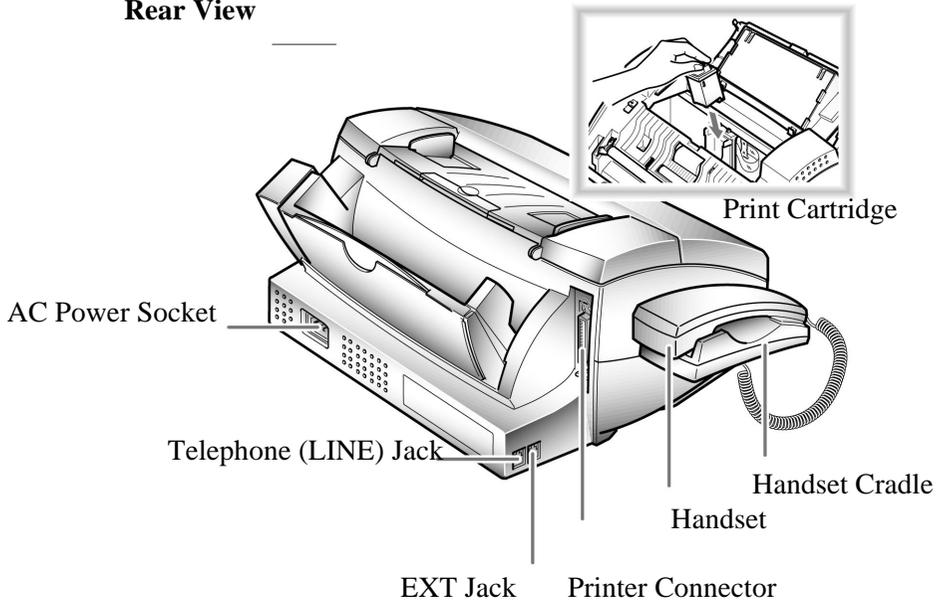
## Control Locations and Functions

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

### Front View



### Rear View



*Your machine may look slightly different than the illustration.*

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## Choosing a Location

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

Do not place your machine:

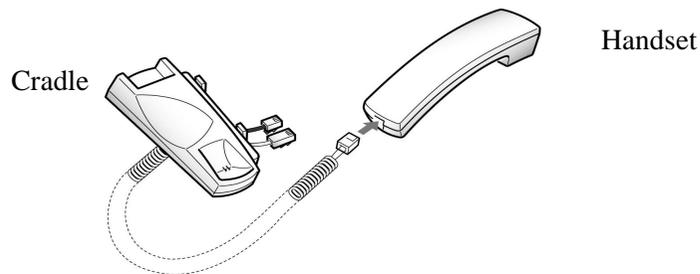
- In direct sunlight.
- Near heat sources or air conditioners.
- In dusty or dirty environments.

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## Setting Up Your Machine

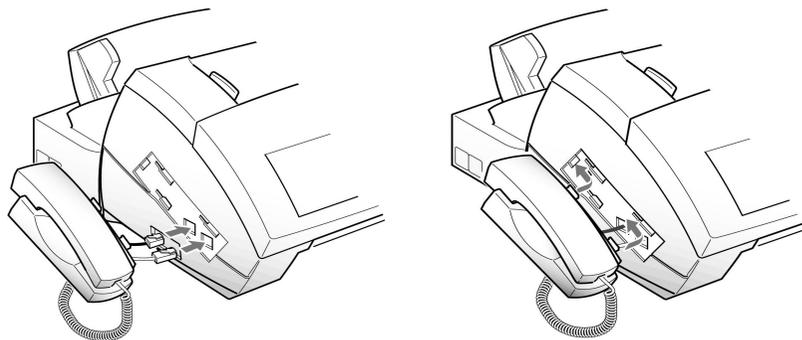
### *Handset and Handset Cradle*

1. Plug one end of the coiled cord into the jack on the handset. Then plug the other end into the modular jack on the bottom of the handset cradle.



2. Plug the cradle's modular cords into the modular jacks on the left side of your machine.

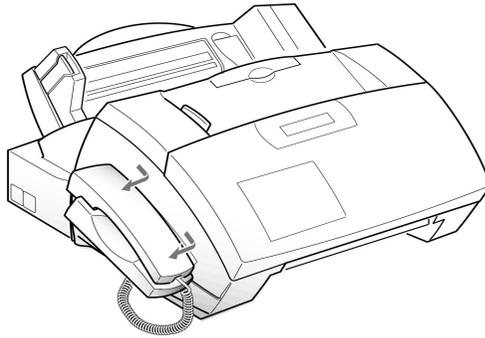
Attach the handset cradle to the main body. Insert the two tabs of the cradle into the slots on the left side of the main body as shown, and push it up.



White cord

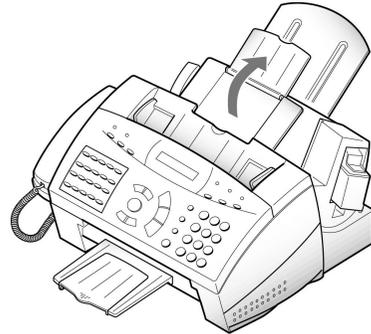


If you want to remove the handset, slide it down, then take it out.



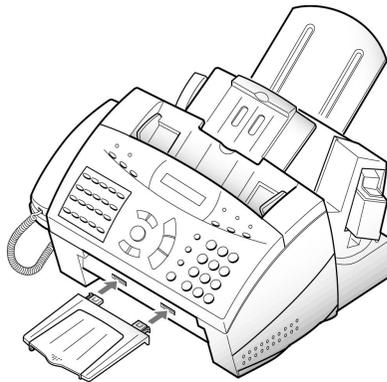
### ***Document tray***

3. Pull the document tray upward. Fold out the extender on the document tray, if necessary.

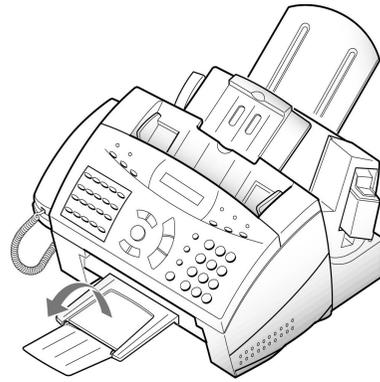


### ***Document Exit Tray***

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

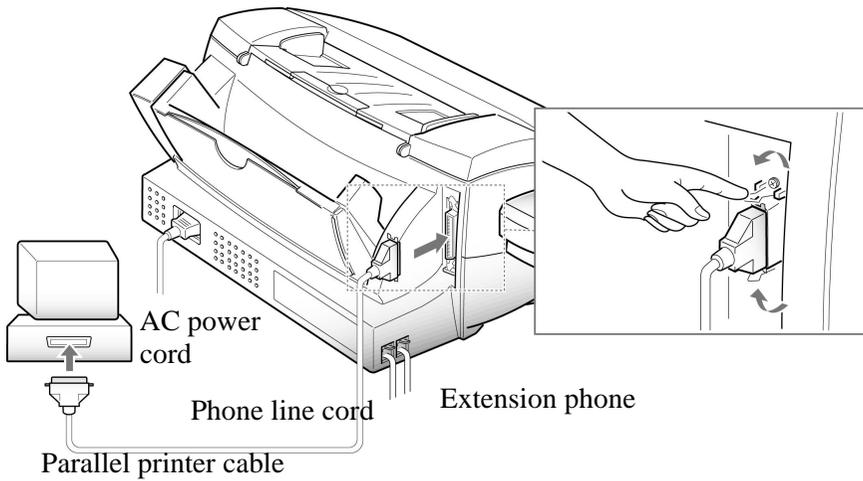


***Document Exit tray***

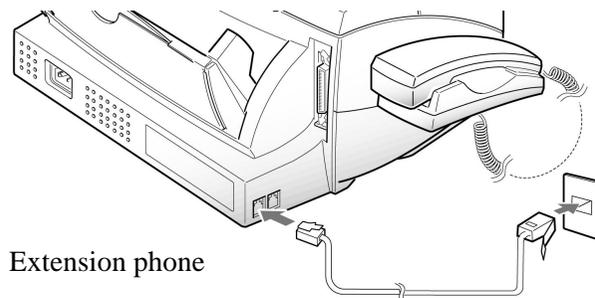


***Extender***

## Connection Diagram

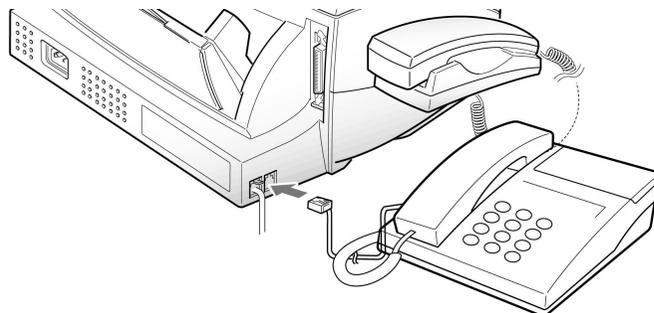


5. Plug one end of the telephone line cord into the LINE jack and the other end into a standard phone wall jack.



6. If you want to use a regular phone or answering machine with your Document WorkCentre 365c machine, connect the phone.

Plug the cord of your extension phone or answering machine into the TAD lead and plug the other jack of TAD lead into the socket marked EXT on the back of the machine.



### ***Printer Cable***

7. Connect a bidirectional parallel printer to the 36 pin printer jack on your machine. Fasten the metal clips to the parallel cable.

It is recommended to use the parallel cable that supports IEEE-1284 bidirectional communications.

8. Connect the other end of the parallel cable to your computer.

### ***AC Power Cord***

9. Plug one end of the cord into the back of the machine and the other end into a standard, grounded 3-pin AC socket (220~240V, 60Hz).

The machine turns on. All lamps on the control panel light up and the display shows 'POWER INITIAL'. If there is no cartridge installed, or no paper, the display shows 'NO CARTRIDGE' or 'NO PAPER'.

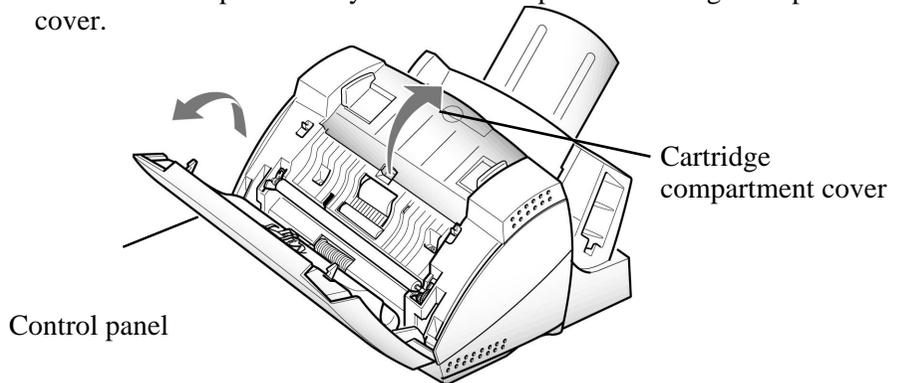
If you want to turn it off, unplug the power cord.

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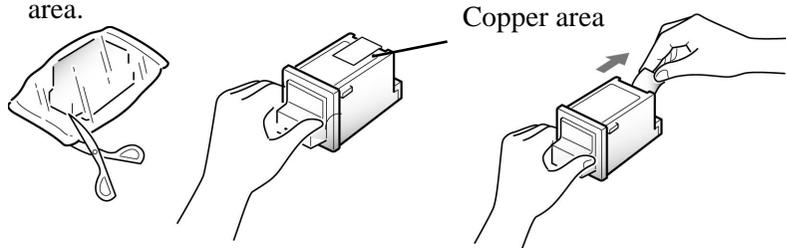
## Installing the Print Cartridge

When the machine is powered up without the print cartridge installed, the display shows 'NO CARTRIDGE '. Perform the following steps to install a new print cartridge:

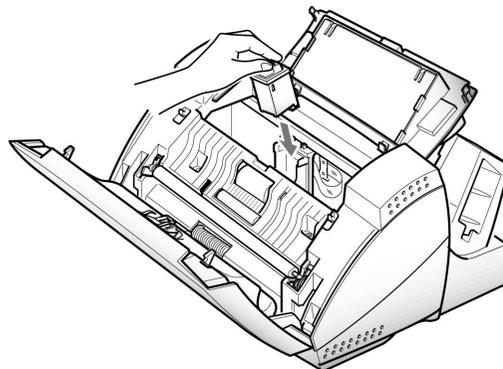
1. Press the Cartridge button to move the cartridge carrier to the install position.
2. Lift the control panel with your hand and open the cartridge compartment cover.



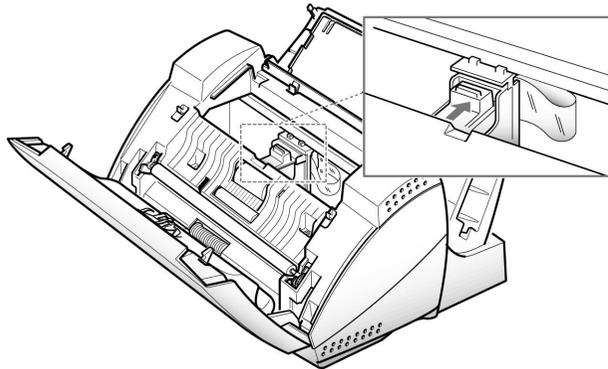
3. Remove the new print cartridge from its packaging. Hold the print cartridge by the black areas or colored top only. Do not touch the copper area.



4. Insert the cartridge into the printer as shown below.



5. Push the cartridge firmly in the direction of the arrow until it clicks into place.



6. After installing the print cartridge, close the cover and replace the control panel.
7. The display shows 'THE CARTRIDGE IS 1.NEW 2.USED'. Choose 'NEW' by pressing the **1** button, or by using the left and right arrow button and pressing **Enter**.

The display shows briefly 'MONO INSTALLED' or 'COLOR INSTALLED' for color print cartridge.



*If you want to install a color cartridge to print a file from your PC, you should use 'Install Cartridge' tab in the Document WorkCentre 365c Control Program on your PC.*

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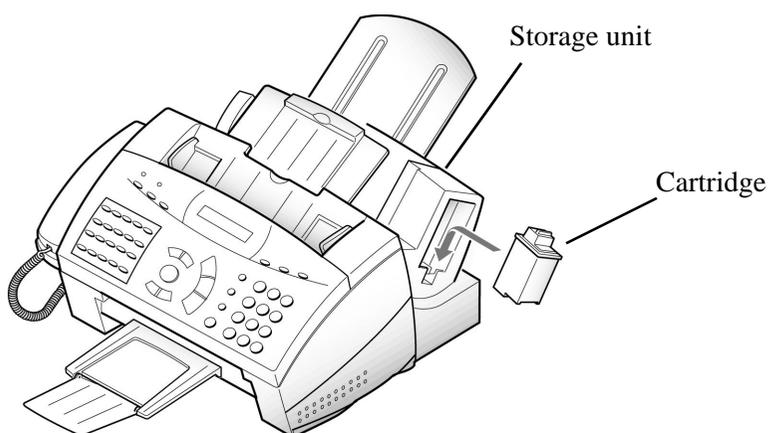
## Storing a Print Cartridge in the Storage Unit

The print cartridge storage unit provides a convenient place to store an extra black or color print cartridge, and prevents an opened cartridge from drying out.

**To store a print cartridge in the storage unit:**

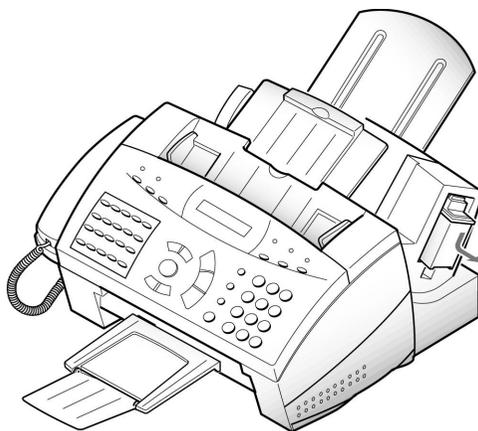
**Insert the print cartridge into the storage unit and slightly push it down.**

When switching between the color and black print cartridges, keep the unused one in the print cartridge storage unit. The storage unit prevents the print cartridge from drying out while providing easy access to it.



**To remove a print cartridge from the storage unit:**

**Push the cartridge slightly down and pull it toward you.**



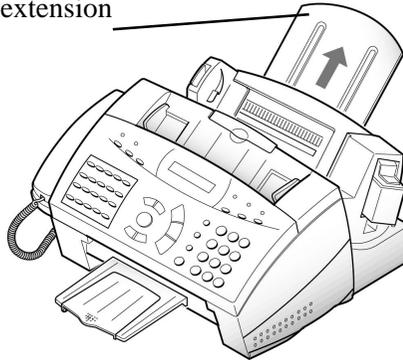
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## Loading Paper

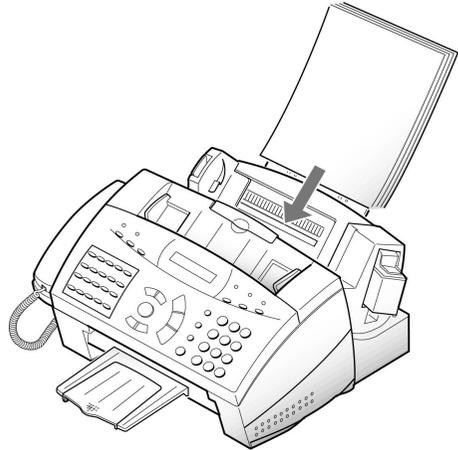
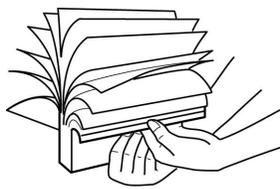
The display shows 'NO PAPER' when paper is not loaded. You can load approximately 130 sheets of paper. Perform the following steps to load paper:

1. Pull the paper extension on the paper bin all the way up.

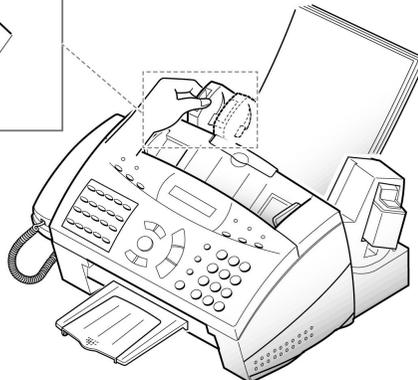
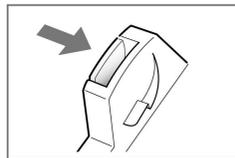
Paper extension



2. Fan the paper and insert the paper with the print side facing you.



3. Squeeze the left paper guide and move it to the right to match the width of the paper.



---

## Running the Self Test

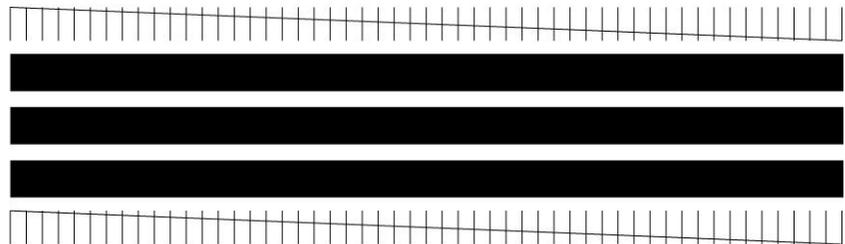
*Each time you install a new print cartridge, run the self test to check if the printer mechanism is functioning properly. Follow the steps below to perform the Self Test:*

1. Press **Menu**, then press **Self Test** on the one-touch keypad. The machine prints out a test pattern.
2. Examine the test pattern and look for a break in the diagonal line. (See the test pattern sample below.)

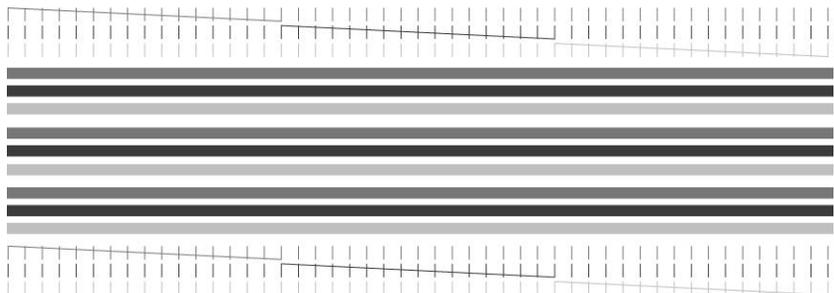
A broken line indicates a clogged nozzle. Run the nozzle test. See page 3.24.

If the diagonal lines are not broken and the black (or color) bars are clear, the printer mechanism is functioning properly.

### *Sample of a Test Pattern*



Black cartridge



Color cartridge

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## System Setup

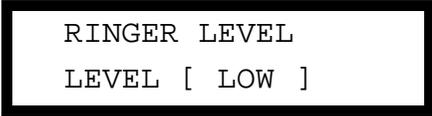
Under this mode, you can adjust the volume of the ringer, and set the home position for the contrast and resolution lamps on the control panel.

### Adjusting the Ringer Volume

1. Press **Menu**, then press **System Setup** on the one-touch keypad. The display shows 'RINGER VOLUME.?'
2. Press **Enter**, then use **Up** or **Down** to choose the desired loudness of the ringer.

The ringer sounds and the display shows the selected loudness; LOW, MED, HIGH, OFF.

Choosing OFF turns the ringer off. The machine will work normally even if the ringer is set to off.



```
RINGER LEVEL
LEVEL [ LOW ]
```

3. Press **Enter** when the desired volume level is selected. The display shows the next setup menu 'HOME SETTING?.' For details on 'Home setting' menu, see below.
4. To return to Standby Mode, press **Stop**.

### Setting Home Positions for Resolution and Contrast

The contrast and resolution lamps on the control panel can be set to their most frequently used positions. Whenever a document is loaded in your machine, the home contrast and resolution lamps will turn on. Contrast and resolution can be changed for individual operations by pressing the Resolution and Contrast buttons until the desired mode lamp is lit up.

1. Press **Menu**, then press **System Setup** on the one-touch keypad. The display shows 'RINGER VOLUME.?'
2. Press the **Up** or **Down** arrows until you find 'HOME SETTING?.'

3. Press **Enter**. The display asks you to choose the resolution or contrast.



```
1 . RESOLUTION
2 . CONTRAST
```

4. Press **1** to choose 'RESOLUTION'. For 'CONTRAST', press **2**. You can also choose the mode by pressing  $\uparrow$  or  $\downarrow$  and Enter. The display shows the current mode.
5. Press  $\leftarrow$  or  $\rightarrow$  repeatedly until you find the desired mode.

#### HOME RESOLUTION

- STANDARD-use with most documents.
- FINE-default resolution settings and should be used for documents with fine detail, such as small print.
- SUPER FINE-originals that have extremely fine detail.

#### HOME CONTRAST

- NORMAL-use with documents of average or normal contrast.
  - DARKEN-use with documents with low contrast or light images.
  - LIGHTEN-use with documents with high contrast or dark images.
  - PHOTO-for obtaining maximum image quality with documents that contain pictures or photographs with shades of grey.
6. Press **Enter**. The display newly asks you to choose RESOLUTION or CONTRAST.
  7. If necessary, repeats steps 4 and 5. To return to Standby mode, press **Stop**.

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## Adjusting the Speaker Volume

1. Press **OHD** to adjust the speaker volume. If you cannot hear dial tone, check the phone line connection.
2. Press  $\uparrow$  or  $\downarrow$  repeatedly until you find the desired loudness. The display shows the current volume level.
3. After choosing the desired volume level, press **OHD**.

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## Setting the Date and Time

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

1. Press **Menu**, then press Date & Time on the one-touch keypad. The display asks you to choose a date format.

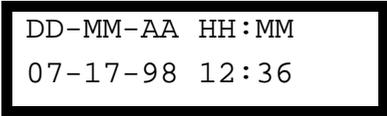


```
ADJUST THE DATE FORMAT
 1. UK           2. USA
```

2. Choose the desired date format by pressing **1** for U.K., or **2** for USA. You can also choose the format by pressing  $\leftarrow$  or  $\rightarrow$  then **Enter**.

If you select USA, the date format will be displayed as MMDDYY. The U.K. will be displayed as DDMMYY.

The display shows the currently set date and time.



```
DD-MM-AA HH:MM
07-17-98 12:36
```

3. Change the date and time by pressing  $\leftarrow$  or  $\rightarrow$  to move the blinking cursor under the number you want to change, and enter the correct number using the number keypad.

DD (Day) = 01~31

MM (Month) = 01~12

YY (Year) = two digits

HH (Hour) = 00~23

MM (Minute) = 00~59

4. When the date and time are correct, press **Enter**.

If you enter an invalid number, the machine beeps and does not proceed to the next step. If this happens, reenter the correct number.

The display shows the date and time you have set, then returns to Standby Mode.

---

## Setting the System ID (Your Number and Name)

The System ID will be printed at the top of each page sent from your machine.

1. Press **Menu**, then press **System ID** on the one-touch keypad. The display asks you to enter the telephone number.

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

2. Enter the telephone number (up to 20 digits) which your machine is connected to. You can enter alphanumeric characters using the number keypad, and include special symbols such as +, -, by pressing 0 repeatedly.

For details on how to use the number keypad to enter number or letter, see page 2.5.

If you want to enter the same number or letter in succession (e.g. 55, 777, AA), press one digit, then move the cursor by pressing  $\Rightarrow$ , and enter the next digit.

If you make a mistake, press  $\Leftarrow$  or  $\Rightarrow$  to move the cursor under the wrong digit. Then enter the correct number to change or press **Delete** to delete the number.

If you want to insert a space, you can also use  $\Rightarrow$  to move the cursor to skip the position.

3. Press **Enter** when the number in the display is correct. The display asks you to enter your ID name.
4. Enter your ID name (up to 20 characters) as described above to enter number, then press **Enter**.

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# *Installing Xerox Software*

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## **Installing Xerox Software**

You must install the Xerox Software for printing, faxing, and PC copying. If you do not install this software, your machine will not work.

For those users without a CD-ROM drive, diskettes are included containing:

- Document WorkCentre 365c Printer Driver
- Document WorkCentre 365c Scanner Driver
- Document WorkCentre 365c Fax Driver
- Document WorkCenter 365c Controller
- WinFax Lite

The Xerox CD includes the backup copies of the above drivers and more:

- ScanSoft Paxis SE
- ScanSoft TextBridge Pro
- Adobe Acrobat Reader
- User Documentation for the above programs.

For details on the drivers, refer to the description for each driver.

## Document WorkCentre 365c Printer Driver

Before you can use any type of printer with your computer, you must install a printer driver. The printer driver tells the computer what kind of a printer you are using. The printer driver also controls the various settings, such as print quality and paper type. You define these settings within the printer driver, and the printer driver then communicates the settings to both the computer and the printer.

To use the machine as your printer, you must install the Document WorkCentre 365c Printer Driver in your computer. After installing the printer driver, make sure the Document WorkCentre 365c is selected as a default printer to use the machine as your printer.

## Document WorkCentre 365c Scanner Driver

The Scanner driver allows you to scan images from any graphics or OCR (optical character recognition) applications program that supports the TWAIN standard (e.g. Pagis SE, Adobe Photoshop). To use your machine as your scanner, you must install the Document WorkCentre 365c Scanner Driver in your computer.



**Note:** the included program, ScanSoft Pagis SE does not use all of the functions of the scanner driver (Refer to Section 4 for more information about the scanner driver), but you still must install the scanner driver for Pagis SE to be able to scan.

## Document WorkCentre 365 Controller

The Xerox Controller utility enables you to set up phonebook numbers and download them into the Document WorkCentre 365c. This program also allows you to use the fax and copy functions of your 365c or 365cx remotely from your PC.

You can open the Document WorkCentre 365c Controller display by clicking on its icon in the Control Panel menu. You can also terminate the Controller at any time, if necessary.

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## Document WorkCentre 365 Fax Driver

The Document WorkCentre 365c Fax Driver allows you to use a Class-2 compatible PC-FAX application like WinFax LITE 4.0. The Document WorkCentre 365c Fax Driver is a Windows program that silently runs in the background all of the time.

When you exit the Document WorkCentre 365c Manager, it will offer you two options. One option is to terminate the Document WorkCentre 365c Manager, and the other option is to keep the Manager running in the background. If you decide to terminate the Manager, all current and future Document WorkCentre 365c usage will be terminated until you restart the Document WorkCentre 365c Manager or restart Windows. You can also restart the Document WorkCentre 365c Manager from the Control Panel menu at any time.

You can change Document WorkCentre 365c Manager COM port, which should be consistent with the COM port used by PC-FAX application. Its default COM port is COM3.



*It is recommended that you not set automatic receiving mode through a PC-FAX application like WinFax LITE, because it occupies the LPT port all of the time and you cannot use your machine for printing, scanning, or any other job.*

### Pagis SE

Please note that Windows 95 and a CD-ROM drive are required to install the Pagis SE software.

With Pagis SE, you can easily scan documents and photographs into your computer and maintain them as electronic documents. You can also use Pagis SE to quickly transmit scanned documents by fax or electronic mail, or to print a copy on your printer. Pagis SE will also perform OCR (read a printed document into an electronic file).

To use Pagis SE as your scanning application, you must install the Pagis SE in your computer.

### TextBridge Pro

Please note that a CD-ROM drive is required to install the TextBridge Pro software. TextBridge Pro will run under the Windows 3.1x or Windows 95 Operating systems.

The main function of TextBridge Pro is to read a scanned document and change it into an editable electronic document.

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# System Requirements

Before you start, make sure you have the following computer setup. These are the minimum requirements.

## **Document WorkCentre 365c Printer Driver**

- IBM or compatible with 486SX 33MHz or higher processor
- Free disk space of at least 3MB
- 8MB or more RAM
- Windows 95, Windows 3.x
- CD-ROM drive

## **Document WorkCentre 365c Scanner Driver**

- IBM or compatible with 486SX 33MHz or higher processor
- Free disk space of at least 3MB
- 8MB or more RAM
- Windows 95, Windows 3.x
- CD-ROM drive

## **Pagis SE**

- IBM or compatible with 486SX 33MHz or higher processor
- Free disk space of at least 20MB
- 16MB or more RAM
- Windows 95
- CD-ROM drive

## **Document WorkCentre 365c Controller**

- IBM or compatible with 486SX 33MHz or higher processor
- Free disk space of at least 4MB
- 8MB or more RAM
- Windows 95, Windows 3.x
- CD-ROM drive

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## Install Procedure

Before you start, make sure your computer meets or exceeds the system requirements for the driver and application program you want to install. See page 1.22.



**Note:** It is strongly recommended that you use the provided diskettes to install the drivers; printer, scanner, fax and controller. It is also recommended that you install WinFax LITE from the provided diskettes.

**In some countries, a CD-ROM is not furnished.**

### Installation using Diskettes

1. Make sure the machine is plugged in and connected to your computer. Turn on the your machine and the computer.
2. Insert the Printer Driver Diskette into the drive. Follow the procedures for Windows 95 or Windows 3.1x shown below.

#### Printer Driver in Windows 95

1. Start Windows. You will see a screen that indicates that a new hardware device has been discovered. The screen will prompt you to select which driver you want to install for your new hardware.
2. Select *Driver from disk provided by hardware manufacturer*. Then, select OK. The following screen is displayed:



3. Make certain that A:/ appears in the window. Click “OK”. The final “Add Printer Wizard” screen will appear.



4. To use your machine as the default printer, select Yes, and click Finish. The setup file is copied into your computer.
5. When installation is complete, the Install New Cartridge dialogue box appears. Click Cartridge Installed.
6. Follow the instructions on the screen.



*If Windows 95 does not recognize the printer:*

1. Re-insert the driver diskette.
2. Select Printers in Settings under Start menu. The Print window appear.
3. Double click Add Printer.
4. Click OK. The "Add Printer Wizard" will appear.
5. Click "Next".
6. On the screen that appears, click "Have Disk"
7. Proceed to Step 3 on Page 23.

### **Printer Driver, Scanner Driver, Fax Driver, Controller and WinFax LITE in Windows 3.1x**

1. With Windows running, Insert the Printer Driver diskette into your floppy drive.
2. From the **Program Manager**, select **Run** from the File menu. The Run dialog box appears.
3. Type “D:\Setup.exe” into the Run dialog box, where “D:” represents the driver letter of your floppy drive.

**Note:** For WinFax LITE installation, type “D:\Install.exe” into the Run dialog box.

4. Follow the directions on the setup screen.

### **Printer Driver, Scanner Driver, Fax Driver, Controller and WinFax LITE in Windows 95.**

1. With Windows running, Insert the Printer Driver diskette into your floppy drive.
2. Click “Start”, then “Run”, then “Browse”. In the “Run” dialog box:
3. Type “D:\Setup.exe” into the Run dialog box, where “D:” represents the driver letter of your floppy drive.

**Note:** For WinFax LITE installation, type “D:\Install.exe” into the Run dialog box.

4. Follow the directions on the setup screen.

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## **Installation Using CD-ROM**

The same procedures for installation as detailed above apply to installing from the CD-ROM, with the following exceptions. The CD-ROM contains much more than just the software and drivers. If you explore the CD-ROM, you will find Adobe Acrobat reader in many languages, all of the documentation, including User’s Guides for the 365c/cx, Pagis SE, TextBridge and other software. Please take a look at what’s there.

### **Printer Driver installation in Windows 95**

1. When the “Install from Disk” dialog box appears (see page 1.23), you will need to select “Browse” and locate the proper language, machine (365c or 365cx) and the print driver folder rather than “A:/”.
2. Proceed with installation as outlined above.

## **Scanner Driver, Fax Driver, Controller and WinFax LITE Installation in Windows 95**

1. Click “Start”, then “Run”, then “Browse”.
2. Locate and select the folder on the CD-ROM in the proper language, for the proper machine (365c or 365cx) and proper driver. Select “Setup.exe” in that folder (or “Install.exe” for WinFax LITE). Then, click “OK”.
3. Proceed with installation as outlined above.

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## **Uninstalling**

Uninstall is only required if you are upgrading from older Document Work-Centre 365c software, or updating the software, or if your installation fails.

### **In Windows 95**

1. Start Windows if not already started.
2. Click the Start button and choose Programs.
3. Choose the driver or application you want to remove (Document Work-Centre 365c Printer driver, Document WorkCentre 365c Scanner driver, Document WorkCentre Fax driver, Document WorkCentre 365c Controller, Pagis SE, TextBridge or WinFax Lite).
4. Choose “Uninstall”. The Uninstall dialogue box appears. Follow the instructions on the screen to complete uninstallation.

### **In Windows 3.x**

1. Start Windows if not already started.
2. From the Program Manager, double click the driver or application icon you want to remove (Document WorkCentre 365c Printer, Document WorkCentre 365c Scanner, Document WorkCentre 365c Manager, Pagis SE or WinFax Lite).
3. In the selected software windows, double click the Uninstall icon. The selected software Uninstall dialogue box appears.
4. Follow the instructions on the screen to complete uninstallation.