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     Xerox 4112/4127 Copier/Printer
     User Guide
Product overview

Tip

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your copier/printer. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the screens provided in this guide are a representation of the type of screens that may be seen on your particular system.

Machine components

<table>
<thead>
<tr>
<th>No.</th>
<th>Component</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DADF</td>
<td>Duplex Automatic Document Feeder, automatically feeds 1 and 2-sided original documents to the Document Glass.</td>
</tr>
<tr>
<td>2</td>
<td>Document cover</td>
<td>Holds a document in place on the document glass.</td>
</tr>
<tr>
<td>3</td>
<td>User Interface</td>
<td>The User Interface (UI) consists of the Control Panel and the Touch Screen. Refer to User Interface (UI) 1-5.</td>
</tr>
<tr>
<td>4</td>
<td>Document glass</td>
<td>Place a document here in order to copy it.</td>
</tr>
<tr>
<td>5</td>
<td>Power switch</td>
<td>Switches on/off the machine power.</td>
</tr>
<tr>
<td>6</td>
<td>Front cover</td>
<td>Open this cover to clear paper jams and to replace the waste toner bottles.</td>
</tr>
<tr>
<td>7</td>
<td>Left Cover</td>
<td>Open this cover to replace the toner cartridge.</td>
</tr>
<tr>
<td>8</td>
<td>Tray 1, 2, 3, 4</td>
<td>Contains the media used for copy or print output.</td>
</tr>
<tr>
<td>9</td>
<td>Bottom left cover</td>
<td>Open this cover to remove paper jams.</td>
</tr>
<tr>
<td>10</td>
<td>Tray 5 (Bypass)</td>
<td>Load nonstandard paper, such as heavy stock or other special media, that cannot be loaded in trays 1-4, or trays 6 and 7.</td>
</tr>
</tbody>
</table>
# Product overview

<table>
<thead>
<tr>
<th>No.</th>
<th>Component</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Left cover</td>
<td>Open to access the top cover and to remove paper jams.</td>
</tr>
<tr>
<td>15</td>
<td>Top cover</td>
<td>Open to remove paper jams.</td>
</tr>
<tr>
<td>16</td>
<td>Confirmation indicator</td>
<td>This lights when a document is loaded correctly.</td>
</tr>
<tr>
<td>17</td>
<td>Document guides</td>
<td>Use these guides to align the edges of the document.</td>
</tr>
<tr>
<td>18</td>
<td>Document feeder tray</td>
<td>Load documents here.</td>
</tr>
<tr>
<td>19</td>
<td>Document output tray</td>
<td>Retrieve scanned documents here.</td>
</tr>
<tr>
<td>20</td>
<td>Document Stopper</td>
<td>Holds large document, such as 11 x 17 in./A3, in place. When not in use, position it upward.</td>
</tr>
<tr>
<td>21</td>
<td>Waste toner container cover</td>
<td>Open this cover when removing the waste toner bottle.</td>
</tr>
<tr>
<td>22</td>
<td>Waste toner container</td>
<td>Collects used toner.</td>
</tr>
<tr>
<td>23</td>
<td>Fuser</td>
<td>Fuses the printed image on the paper. The Fuser is extremely hot and will cause injury if jam clearing instructions are not followed.</td>
</tr>
<tr>
<td>24</td>
<td>Lever</td>
<td>Use in order to pull out the transfer module.</td>
</tr>
<tr>
<td>25</td>
<td>Transfer module</td>
<td>Copies the image from the drum to the paper.</td>
</tr>
<tr>
<td>26</td>
<td>Toner cartridge</td>
<td>Provides toner for transferring the image to the paper.</td>
</tr>
</tbody>
</table>
Note
Throughout this guide, Standard Finisher or Booklet Maker Finisher may be referred to simply as the Finisher.

<table>
<thead>
<tr>
<th>No.</th>
<th>Component</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>Post-process inserter (Cover/Transparency separator tray)/Tray 8</td>
<td>Load paper for cover or transparency separators. Paper loaded here is not used for copying. (This tray is also known as the Interposer)</td>
</tr>
<tr>
<td>28</td>
<td>Decurl button</td>
<td>When you press this button, it activates a decurling feature for the output material. This applies to lighter weight paper especially</td>
</tr>
<tr>
<td>29</td>
<td>Output tray</td>
<td>Copies are delivered here when specific output features are selected, such as Automatic sorting, Collated, Uncollated, or Normal.</td>
</tr>
<tr>
<td>30</td>
<td>Finisher tray</td>
<td>Receives copies when you select stapled, punched, and Z-folded copies.</td>
</tr>
<tr>
<td>31</td>
<td>Booklet output tray</td>
<td>Receives copies when you select Bi-Fold or Bi-Fold + Stapling.</td>
</tr>
<tr>
<td>32</td>
<td>Booklet output tray button</td>
<td>When you press this button, the booklet output tray is raised so you can retrieve booklets from the output area.</td>
</tr>
<tr>
<td>33</td>
<td>Right cover</td>
<td>Open to clear paper jams, replace staples, clear jammed staples, or remove the scraps from the puncher.</td>
</tr>
<tr>
<td>34</td>
<td>Staple cartridges for booklet</td>
<td>There are two staple cartridge for booklet. Remove this cartridge to replace staples and clear staple jams.</td>
</tr>
<tr>
<td>No.</td>
<td>Component</td>
<td>Function</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>35</td>
<td>Staple cartridge</td>
<td>Contains staples; remove this cartridge to replace staples and clear staple jams.</td>
</tr>
<tr>
<td>36</td>
<td>Punch scrap container</td>
<td>Collects the scraps from the puncher. Open to remove the scraps.</td>
</tr>
<tr>
<td>37</td>
<td>Tri-Fold output tray (optional)</td>
<td>Receives copies when you select Tri-Fold In or Tri-Fold out.</td>
</tr>
<tr>
<td>38</td>
<td>Tri-Fold output tray button</td>
<td>Press this button to open tri-Fold output tray.</td>
</tr>
<tr>
<td>39</td>
<td>Left cover.</td>
<td>Open this cover to access the machine and to clear paper jams.</td>
</tr>
<tr>
<td>40</td>
<td>Staple cartridge storage space</td>
<td>An extra Staple cartridge for replacement can be stored at this location (Standard Finisher only).</td>
</tr>
</tbody>
</table>

### Inside the Finisher

- **41**: Staple cartridge
- **42**: Staple waste container
- **43**: Post-process inserter (Cover/Transparency separator tray)/Tray 8

<table>
<thead>
<tr>
<th>No.</th>
<th>Component</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>Staple cartridge</td>
<td>Contains staples; remove this cartridge to replace staples and clear staple jams.</td>
</tr>
<tr>
<td>42</td>
<td>Staple waste container</td>
<td>Container for staple waste; remove this cartridge when full (Standard Finisher only).</td>
</tr>
<tr>
<td>43</td>
<td>Post-process inserter (Cover/Transparency separator tray)/Tray 8</td>
<td>Load paper for cover or transparency separators. Paper loaded here is not used for copying.</td>
</tr>
</tbody>
</table>
# User Interface (UI)

The User Interface (UI) consists of the Control Panel and Touch Screen. The following describes the names and functions of components on the control panel and Touch Screen.

<table>
<thead>
<tr>
<th>No.</th>
<th>Component</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Control panel</td>
<td>Allows keypad selection of features.</td>
</tr>
<tr>
<td>2</td>
<td>Touch Screen</td>
<td>Allows selections to be made simply by touching the screen.</td>
</tr>
<tr>
<td>3</td>
<td>Job Status</td>
<td>Use to view the various Job Status feature screens. Press this button to confirm or cancel currently running or completed jobs or to confirm or print saved documents.</td>
</tr>
<tr>
<td>4</td>
<td>Machine Status</td>
<td>Use to select the various Machine Status features, such as, billing and consumable information.</td>
</tr>
<tr>
<td>5</td>
<td>Energy Saver</td>
<td>Lights when the machine is in the Power Saver mode. To cancel the Power Saver mode, press this button.</td>
</tr>
<tr>
<td>No.</td>
<td>Component</td>
<td>Function</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6</td>
<td>Clear All</td>
<td>Clears all programming and returns the machine to its default settings.</td>
</tr>
<tr>
<td>7</td>
<td>Interrupt</td>
<td>Interrupts the printing or copy process to promote another job a higher priority. The Interrupt indicator lamp lights. Press the Interrupt button after the job is completed to resume the previous operation.</td>
</tr>
<tr>
<td>8</td>
<td>Stop</td>
<td>Press this button to stop the current copy job or communications.</td>
</tr>
<tr>
<td>9</td>
<td>Start</td>
<td>Press this button to start the copy process.</td>
</tr>
<tr>
<td>10</td>
<td>Numeric keypad</td>
<td>Press these buttons to enter the number of copies, password, and other numerical values.</td>
</tr>
<tr>
<td>11</td>
<td>Clear</td>
<td>This keypad button is used to clear an erroneously entered numerical value, or if instructed to do so by the UI.</td>
</tr>
<tr>
<td>12</td>
<td>Language</td>
<td>This button is used to select the machine display language.</td>
</tr>
<tr>
<td>13</td>
<td>Log In/Out</td>
<td>This button is used by the System Administrator to log into the System Administration mode or Login Setup/Auditron Administration mode.</td>
</tr>
<tr>
<td>14</td>
<td>Brightness dial</td>
<td>Adjusts the brightness of the Touch screen.</td>
</tr>
<tr>
<td>15</td>
<td>Services</td>
<td>Press this button to access the various service screens, such as, Copy, Scan to Folder, etc.</td>
</tr>
</tbody>
</table>
Customizing the User Interface

Your System Administrator can customize the buttons and items displayed on the All Services screen.

Customizing the All Services Screen

You can customize the types of features and the location of buttons on the All Services screen. The following illustration shows the factory default settings.

For the procedure to assign features, refer to “Screen Defaults” in the System Administration Guide or ask your System Administrator to make the changes for you.

Note
When a feature is not available the button is not displayed. Also, if the feature is unavailable due to hardware problems, the button is grayed out.

Changing feature screen

You can customize the setting screen for the following features on the All Services screen.

- Copy
- E-mail
- Scan to Folder
- Scan to FTP/SMB

For how to change settings, refer to “Copy Mode Settings” and “Scan Mode Settings” in the System Administration Guide.
Common UI Touch-screen Controls

A majority of the Touch Screens use various controls, buttons, text boxes, etc. that are common with other screens. The following information describes the names and functions of the various common components on the touch panel screens.

<table>
<thead>
<tr>
<th>Screen Component/Control</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Services Icon</td>
<td>This icon is present on most touch screens, Selecting the icon displays the All Services menu screen.</td>
</tr>
<tr>
<td>Lighten/Darken Control</td>
<td>Used to control the image brightness.</td>
</tr>
<tr>
<td>Keyboard Link Button</td>
<td>Selecting this button, causes the related Keyboard screen. This screen is used for the entry of alphanumeric characters into text fields. There are several different keyboard versions utilized in the system and their appearances have minor variations.</td>
</tr>
<tr>
<td>Document List Button</td>
<td>Selecting this button displays a Document List. Use this list to check or delete stored documents.</td>
</tr>
<tr>
<td>Decrease/Next</td>
<td>Use this button to decrease a specific value by one increment or to display the next screen in a series of screens, such as a listing.</td>
</tr>
<tr>
<td>Feature Button</td>
<td>Use this button to select and exercise the related option, setting or feature.</td>
</tr>
<tr>
<td>Increase/Previous</td>
<td>Use this button to increase a specific value by one increment or to display the previous screen in a series of screens, such as a listing.</td>
</tr>
<tr>
<td>Text-entry Box</td>
<td>Use this box to enter and/or display data or text that is specifically related to a feature or function.</td>
</tr>
<tr>
<td>Screen Component/Control</td>
<td>Function</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Cancel Button</td>
<td>This button cancels the current operation.</td>
</tr>
<tr>
<td>Save Button</td>
<td>Selecting this button causes the selected operation or changes to be saved to the machine memory.</td>
</tr>
<tr>
<td>Original Type</td>
<td>Selecting this icon displays the <strong>Original Type</strong> screen, where you can specify the image type that will yield the best image quality.</td>
</tr>
<tr>
<td>Multiple-Up</td>
<td>Selecting this icon allows you to specify the copying of either 2, 4, or 8 separate images to a single sheet of paper.</td>
</tr>
<tr>
<td>Finishing</td>
<td>This icon allows you to specify the copy output method.</td>
</tr>
<tr>
<td>Numeric Keypad</td>
<td>Use the numeric keypad to enter or change a numeric value present on the various screens, such as, quantities, the value for the X and Y coordinates, etc.</td>
</tr>
<tr>
<td>X/Y Controls</td>
<td>Use this control to enter or change the value for X and Y coordinates. In some instances, the numeric keypad can also be used.</td>
</tr>
<tr>
<td>Screen Component/Control</td>
<td>Function</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------</td>
</tr>
<tr>
<td><img src="image" alt="Lighten / Darken" /></td>
<td>This button style is used to navigate to a feature-option screen, which contains options or attributes (as specified by its label) that are directly related to the function.</td>
</tr>
<tr>
<td><img src="image" alt="Feature Settings (Varies)" /></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Top/Bottom Erase" /></td>
<td>When making copies with the document cover open or from a book, the black shadows that appear along the edges and center margin of the paper can be erased using the related controls. Selecting these edge erase icons causes the related screen containing the controls for the function to open.</td>
</tr>
<tr>
<td><img src="image" alt="Edge Erase" /></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Edge Erase (4-sides)" /></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Center Erase" /></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Check Box (feature)" /></td>
<td>Selecting a check box activates the related option/feature. (Indicated by a check mark when selected.)</td>
</tr>
<tr>
<td><img src="image" alt="Output Orientation" /></td>
<td>This icon allows you to specify the copy output orientation.</td>
</tr>
</tbody>
</table>

**Note**

Individual or special controls are addressed in each instance in their related section.
## Optional accessories

### Optional feeding accessories

<table>
<thead>
<tr>
<th>Feeding accessory</th>
<th>Description</th>
<th>Where to find information</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-drawer High Capacity Feeder (HCF/Trays 6 and 7)</td>
<td>The two-tray HCF provides an extra 4,000 sheet capacity of either 8.5 x 11 in. or A4 paper. Each drawer holds 2,000 sheets (16 lb. Bond to 80 lb. Cover/52 gsm to 216 gsm).</td>
<td>Information on the HCF (Trays 6 and 7) can be found throughout this user guide. Refer to the table of contents and the Index for specific page locations.</td>
</tr>
<tr>
<td>1-drawer Oversized High Capacity Feeder (OHCF/Tray 6)</td>
<td>The one-tray OHCF provides a 2,000 sheet capacity of oversized media (8x10 in./B5 to a maximum of 13x19.2 in./SRA3) in weight ranges of 64-300 gsm (uncoated) and 106-300 gsm (coated).</td>
<td>Information on the OHCF (Tray 6) can be found throughout this user guide. Refer to the table of contents and the Index for specific page locations.</td>
</tr>
<tr>
<td>2-drawer Oversized High Capacity Feeder (OHCF/Trays 6 and 7)</td>
<td>Tip This accessory may not be available in your market area. The optional 2-drawer Oversized High Capacity Feeder (OHCF) provides feeds in a variety of stock sizes, including standard sizes and oversized stock up to 13 x 19.2 in./330.2 x 488 mm paper. Each drawer holds 2000 sheets.</td>
<td>Information on the 2-drawer OHCF (Trays 6 and 7) can be found later in this guide. Refer to the section entitled Optional 2-drawer Oversized High Capacity Feeder (Trays 6 and 7) on page 14-1 for specific information.</td>
</tr>
</tbody>
</table>
## Optional finishing accessories

<table>
<thead>
<tr>
<th>Finishing accessory</th>
<th>Description</th>
<th>Where to find information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Finisher (with or without optional C/Z Folder)</td>
<td>The Standard Finisher (with or without the optional C/Z Folder) allows you to staple or hole-punch your output. The Top Tray holds of 500 sheets (20lb/80gsm), while the Stacker Tray holds 3,000 sheets (20 lb./80 gsm). The optional C/Z Folder allows C-folding and Z-folding of 8.5 x 11 in./A4 output, and 11 x 17 in./A3 media.</td>
<td>Information on the Standard Finisher (and optional C/Z Folder) can be found throughout this user guide. Refer to the table of contents and the Index for specific page locations.</td>
</tr>
<tr>
<td>Booklet Maker Finisher with optional C/Z Folder</td>
<td>The Booklet Maker Finisher (with or without the optional C/Z Folder) includes all the features of the Standard Finisher plus: • Automatically creates booklets of up to 25 pages • Creates booklets from 12 x 18 in./SRA3, 11 x 17 in./A3, 8.5 x 14 in. and 8.5 x 11 in./A4</td>
<td>Information on the Booklet Maker Finisher (and optional C/Z Folder) can be found throughout this user guide. Refer to the table of contents and the Index for specific page locations</td>
</tr>
<tr>
<td>High Capacity Stacker (HCS) and required Interface Module</td>
<td>The HCS provides stacking and offsetting capabilities for output, while the Interface Module (IM) acts as a communication device and paper path between the printer and the High Capacity Stacker. Note: The Interface Module is required in order to use the HCS.</td>
<td>Information on the HCS and Interface Module can be found in this user guide in Chapter 14 Addendum.</td>
</tr>
<tr>
<td>Finishing accessory</td>
<td>Description</td>
<td>Where to find information</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------</td>
<td>--------------------------</td>
</tr>
</tbody>
</table>
| SquareFold Trimmer Module | The optional SquareFold Trimmer Module is used in conjunction the Booklet Maker Finisher. The SquareFold Trimmer Module:  
- Receives the booklet from the booklet maker area of the finisher,  
- Flattens the booklet spine, thereby reducing the booklet’s thickness and giving it the appearance of a perfect-bound book, and  
- Trims/cuts away the face (edge) of the booklet, resulting in a neat finished edge | Information on the SquareFold Trimmer Module can be found on your customer documentation CD in the SquareFold Trimmer Module User Guide, or go to [www.xerox.com](http://www.xerox.com) to download the latest version by entering the product name in the Search field and then selecting User Documentation. |
| Interface Module | | |
| GBC AdvancedPunch | The GBC AdvancedPunch provides additional finishing options by allowing you to punch holes in 8.5 x 11 in./A4 documents which support a variety of binding styles. Punch types include 19-hole to a maximum of 32-hole for 8.5 x 11 in. media. A4 media supports punch types 21-hole to a maximum of 47-hole. | Information on the GBC AdvancedPunch can be found on your customer documentation CD in the GBC AdvancedPunch User Guide, or go to [www.xerox.com](http://www.xerox.com) to download the latest version by entering the product name in the Search field and then selecting User Documentation. |
Power on/off

WARNING
Never touch a labeled area indicating High Temperature. Coming in contact with these areas can lead to burns.

After turning the power on, the machine takes approximately 5 minutes to warm up before you can start making copies.

Tip
It is recommended to turn the machine off at the end of the day or when it is not in use for a long period of time. Also, to reduce the power consumption, use the Power Saving feature when the machine is not in use for a while.

For information about Power Saving feature, refer to Power Saver Mode 1-16.

Powering on

1. Open the cover.
2. Press the power switch to the On (1) position.

Note
The Please wait... message indicates that the machine is warming up. The machine cannot be used while it is warming up.
Powering off

⚠️ CAUTION
Never turn the power off in the following instances.
- While data is being received
- While data is being sent (FTP/SMB/e-mail)
- While jobs are being printed
- While jobs are being copied
- While a scan is being executed
- While data is being imported from a computer

1. Press the power switch to the **Off** ( 困 ) position.
2. If the power is to be turned off and then back on, verify that the UI display has turned completely off, then turn the machine back on.

Tip
Power-off processing is performed internally on the machine and continues after the power switch is turned off. Therefore, do not unplug the power cord from the power outlet immediately after turning the power switch off.

About the circuit breaker

In the event of a current leakage, the circuit breaker automatically turns off the machine power to prevent any damage or fire.

⚠️ CAUTION
If the breaker is in the **Off** ( 困 ) position, contact your Customer Support Center, as some abnormal conditions may exist.
Power Saver Mode

The Power Saver feature has two modes; Low Power Mode and Sleep Mode.

The machine automatically enters the Low Power Mode after the preset time has elapsed if the machine is left unused for a fixed period of time.

The machine then enters the Sleep Mode if a further preset time elapses.

Here are two examples:
- If Low Power Mode is set to 15 minutes and Sleep Mode is set to 60 minutes, Sleep Mode activates after 60 minutes of total inactivity, not 60 minutes after Low Power Mode begins.
- If Low Power Mode is set to 15 minutes and Sleep Mode is set to 20 minutes, Sleep Mode activates 5 minutes after Low Power Mode begins.

Exiting the Power Saver Mode

The Power Saver Mode is exited by pressing the Energy Saver button or when the machine receives print data.

Customer documentation updates

You can get the latest customer documentation updates for your product by going to www.xerox.com. Be sure to periodically check this website for the latest information for your product.
Additional applications/tools

The following applications are available for your machine; for more information, contact your Xerox Representative or go to [www.xerox.com](http://www.xerox.com).

**Xerox Extensible Interface Platform (XEIP)**

Xerox Extensible Interface Platform (XEIP) enables independent software vendors and partners to develop customized programs to access directly from the Xerox device. Users can enter their authentication login at the device and access a set of features and options designed specifically for their business needs. For example:

- A hospital could customize the device to help better manage patient forms.
- By touching an icon on the display, a health-care worker could access the hospital’s Web-based document management system and browse a list of patient forms.

Users can quickly scan and capture paper documents, preview thumbnails, and add them to frequently used document storage locations. For example:

- A tutor can scan notes directly to a specific course repository for students to access.
- A student can scan assessment papers to their course folder for their tutor to mark.

Xerox Extensible Interface Platform (XEIP) utilizes web-based Xerox Partner solutions including Omtool™ and Equitrac™ to enable users to access document repositories at the device display screen. Additional resources may be required on the device depending on the solution.

For further information, go to:

- The *System Administration Guide, chapter entitled Options*.
- [www.xerox.com](http://www.xerox.com) and search for Xerox Extensible Interface Platform, and/or
- Contact your Xerox Sales Representative.

**MeterAssistant**

The MeterAssistant allows the System Administrator to set up, view, and access the automatic billing meter information by eliminating the manual steps involved in collecting and reporting meter reads.

Once enabled, MeterAssistant provides the device’s billing meters to Xerox Billing over the Internet with minimal human interaction.

**Note**

All communications between your Xerox 4112/4127 machine and Xerox Billing is conducted through Secure Socket Layer (SSL) protocols and 128-bit encryption to keep information locked from all unauthorized viewers. By enabling the MeterAssistant feature on your Xerox 4112/4127 device, you are simply allowing your device to automatically submit billing meter information on a periodic basis to Xerox Billing as agreed upon in the “Terms and Conditions.” Xerox is NOT accessing your private data, or probing your device. Only information pertaining to your system’s billing meters is actively transferred—no job data or other private information.
Qualified users can implement the MeterAssistant feature based on the following criteria:

- “If your machine has an Integrated Controller ONLY, then all you need to do is sign up for MeterAssistant.
- “If you have a third-party controller, such as EFI Fiery, you MUST have:
  - Two drops/ports for two separate internet connections
  - Two IP addresses (one for the machine and one for the controller); Meter Assistant uses the machine’s IP address to obtain billing meter information.

Note
Existing customers of the Xerox 4112/4127 Family can perform the eligibility test as listed below to see if their equipment is eligible. Customer who recently purchased the Xerox 4112/4127 can bypass this process.


Notes
- This feature may currently be available only in the U.S.A.
- Ensure that you have an internet connection to your machine.

Make sure that you have an account on [www.xerox.com](http://www.xerox.com). Add all devices in inventory that you wish to register for Automatic Meter Reads to your account. For more information on setting up and activating your equipment for meter reads, go to [www.xerox.com/meterreads](http://www.xerox.com/meterreads).
Overview

Tip
The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that may be seen on your particular system.

Copy Procedure

Loading Documents

Document Feeder

The document feeder supports single and multiple-sheet documents. Sizes may range from 140 × 210 mm (A5, 5.5 × 8.5 in.) to a maximum of 297 × 432 mm (A3, 11 × 17 in.).

CAUTION
Place folded or creased documents on the document glass because they may cause paper jams, which could damage originals, if placed in the DADF.

1. Remove any clips and staples before loading the document
2. Adjust the movable document-guides.

3. Load the document and ensure the **Confirmation** indicator lights to show that the document is loaded correctly.

Tip
The document feeder auto-detects only documents of standard sizes. For documents that are not of a standard size, input the size in the **Original Size** field. *The standard document sizes that are auto-detected depend upon the Paper Size Settings defined in the System Administration mode.*

For more information about entering a custom size, refer to **Original Size** on page 2-25.
Document Glass

You can place a single sheet, book or other similar document, up to 297 × 432 mm (A3, 11 × 17 in.) on the document glass.

⚠️ WARNING
- When copying a thick document, do not apply excessive force to the document glass. The glass could break and cause an injury.
- When making copies with the document cover open, avoid looking directly at the copy lamp. Direct eye exposure can cause eye fatigue or damage.

1. Open the document feeder.

2. Place the document face down, and align it as shown below.

3. Close the document feeder.

Note
Only standard size documents are detected automatically on the document glass. For non-standard size documents, enter a custom size in Original Size.

For more information, refer to Original Size on page 2-25.
Selecting Copy Features

Note
The features displayed on the All Services screen depend on the configuration of the machine. To use the Login Setup feature or Auditrion Administration feature, you need a UserID and Password, or just a UserID. For information about UserIDs and Passwords, contact the System Administrator.

1. Press the Services button on the control panel.
2. Select Copy.

Tip
If the System Administrator has configured the machine to display “Explanations”, (using the All Services - Screen Default settings in Administrator mode), text is displayed in the panel on the right side of the screen. When this feature is enabled, you must select OK to continue.

3. Select OK.
4. If previous settings remain, press the Clear All button on the control panel.
5. Select the applicable features from each tab as necessary.
6. Select one of the **Copy, Copy & Store File or Store File Only**.

![Copy, Copy & Store File, Store File Only tabs](image)

**Copy**

Copies scanned documents.

**Copy & Save**

Copies scanned documents and then save them as a data to the folder on the machine. You can print saved data from the Folder or change settings.

**Save Only**

Save scanned documents as a data to the folder on the machine. You can print saved data from the Folder or change settings.

For more information about the tab features, refer to the following sections:

- **Copy** (See Basic Copying on page 2-9)
- **Image Quality** (See Image Quality Tab on page 2-19)
- **Layout Adjustment** (See Layout Adjustment Tab on page 2-21)
- **Output Format** (See Output Format tab on page 2-32)
- **Job Assembly** (See Job Assembly tab on page 2-54)
Entering the Quantity

You can enter up to 9999 for the number of copies.

1. Enter the number of copies needed. The number of copies entered appears on the upper right of the screen.

   ![](numeric_keypad.png)

   **Numeric keypad**

2. To clear an incorrect value, press the **C** button and enter the correct value.

   ![](c_button.png)

   **C button**

Starting the Copy Job

After setting all the applicable copy features from the Copy tab screen, you can press the **Start** button to begin copying.

   ![](start_button.png)

   **Start button**

Note

If a problem occurs, an error message appears on the display. Solve the problem in accordance with the message on the display.
If You Have Another Document

If you have another document, you can copy multiple documents together.

1. Select **Next Original** on the touch screen while the current document is being scanned.

   Notes
   - The **Next Original** option does not automatically display. To use this feature, you need to activate the Build Job feature by selecting the **Job Assembly** tab. When on the **Job Assembly** tab screen, select **Build Job**, and then select **On**.
   - When using the document feeder, load the next document after the machine has finished scanning the first document.

2. Load the next document to the Document Glass or in the feeder.

3. Press **Start**. If you have more documents, load the next document and press **Start** again.

4. When all documents have been scanned, select **Last Original**.

Cancelling the Copy Job

1. Select **Delete** on the touch screen **Copy** screen, or press the **Stop** button on the control panel.

2. From the **Stop/Pause** screen, select **Cancel Printing** or **Resume Printing**.

3. If the **Current and Pending Jobs** screen does not appear, press the **Job Status** button on the control panel.

4. Select the job to cancel from the displayed list, and then select **Stop**.

   Note
   - If the job is a short one, the job may complete before you are able to cancel it.
Changing the copy quantity

To change the number of documents that are being scanned or copied, follow these steps:
1. From the Control Panel:
   a. Press the Stop button
   b. Press Job Status button
2. From the Job Status screen, select the copy job.
3. Select either Details or Job Progress.
4. Select Change Quantity.
5. Using the Control Panel keypad, enter the new copy quantity.
6. Select Save.
7. Select or press Start.

Interrupting the copy job

To temporarily interrupt a copy job in progress in order to perform another copy job, follow these steps:
1. Press the Interrupt button.

Note
The Interrupt button lights and the Copy tab screen displays. This means the machine is in the job interrupt mode.

2. Place a document in the document feeder or on the document glass and change the feature settings as required.
3. Enter the quantity.
4. Press the **Start** button.

5. When the interrupt copy job is completed, press the **Interrupt** button.

   **Note**
   
   The **Interrupt** button is no longer lit. This indicates that the job interrupt mode is canceled or completed.

6. If you have placed a document on the document glass, remove it.
7. Press the **Start** button to resume the previous copy job.

---

### Basic Copying

You can set the basic copy features on the **Copy** tab screen. For more information refer to **Selecting Copy Features on page 2-4**

1. From the **All Services** screen, select **Copy**.

![Copy tab screen](image)
2. Select the copy features. Refer to the following for more information:
   - **Reduce/Enlarge** (See *Reduce/Enlarge*)
   - **Paper Supply** (See *Paper Supply*)
   - **2 Sided** (See *2 Sided Copying (Making 2-sided Copies) on page 2-16*)
   - **Copy Output** (See *Copy Output on page 2-16*)
   - **Image Shift** (See *Image Shift on page 2-17*)
   - **Original Type** (See *Original Type on page 2-18*)
   - **Lighten/Darken** (See *Lighten/Darken on page 2-18*)

3. Select the other applicable features from the remaining tab sections on the Copy screen. Refer to the following for more information:
   - **Image Quality** (See *Image Quality Tab on page 2-19*)
   - **Layout Adjustments** (See *Layout Adjustment Tab on page 2-21*)
   - **Output Format** (See *Output Format tab on page 2-32*)
   - **Job Assembly** (See *Job Assembly tab on page 2-54*)

4. Enter the copy quantity, using the numeric keypad.

5. Press **Start** on the control panel.
Reduce/Enlarge

You can set the reduce or enlarge copy features on the Copy tab screen in the Reduce/Enlarge area.

1. Select the applicable reduce/enlarge ratio.
2. You can also set the Reduce/Enlarge ratio by using the up or down buttons. In this case, the ratio is displayed in the text box.

For more information refer to Selecting Copy Features.

Selecting More... Reduce/Enlarge Presets

You can select from preset standard copy ratios.

1. In the Reduce/Enlarge area on the Copy tab screen, select More...
2. From the Reduce/Enlarge screen, select Proportional.
3. In the Preset% area, select the applicable preset button.
4. If the image is to be automatically centered, select the **Auto Center** check box.
5. Select **Save** to save the changes.

**Using the Variable% Option**

You can enter any ratio for copying to within the range from 25 to 400% in 1% increments.

1. In the **Reduce/Enlarge** area on the **Copy** tab screen, select **More**...
2. In the **Variable%** area, specify the ratio with the **up** and **down** buttons.

3. If the image is to be automatically centered, select the **Auto Center** check box.
4. Select **Save** to save the changes.
When Independent X-Y% is Selected

You can specify different height and width ratios to scale the height and width independently.

1. In the Reduce/Enlarge area on the Copy tab screen, select More...
2. Select Independent X-Y%.

3. Use the up and down buttons to specify the height and width ratios or specify a preset X - Y setting by selecting the buttons in the Preset X - Y% area.
4. To lock the X - Y coordinates, select Lock X - Y%. A checkmark appears.
5. If the image is to be automatically centered, select the Auto Center check box.
6. Select Save to save the changes.
Copy

Paper Supply

You can select the tray loaded with the copy paper you wish to use for copying from the Copy tab screen by selecting the applicable paper supply from the options shown in the Paper Supply area.

Tip
Selecting the More... button causes the Paper Supply screen to display.

Paper Supply Screen

You can select a paper tray that does not appear on the Paper Supply area of the Copy tab screen.

1. From the Paper Supply area of the Copy tab screen, select More...

2. From the list displayed, select the tray that contains the applicable paper size and paper type.

3. Select Save to keep your changes.
Tray 5 (Bypass) Screen

If you want to make copies on special paper that cannot be loaded in trays 1 through 4 or trays 6 through 7, use Tray 5 (Bypass).

1. Load the custom sized paper in the Tray 5 (Bypass) tray.
2. Select the Change Settings paper tray.
3. Use the up and down buttons to navigate the displayed Paper Size options list.
4. From the Paper Size list, select the applicable Paper Size.
5. Use the up and down buttons to navigate the displayed Paper Type options list.
6. From the Paper Type list, select the applicable Paper Type.
7. Select Save to save the changes.

When Custom Size is Selected

You can set the width (X) within the range from 5.9 to 19.2 inches (140 to 400 mm) and the height (Y) within the range from 4.0 to 12.9 inches (100 to 330 mm) in 0.1 inches or 1 mm increments.

1. From the Tray 5 Bypass screen, Paper Size list, select Custom Size.

2. Set the Paper Size dimensions using the up/down, left/right buttons.
3. Select the Paper Type from the displayed list.
4. Select the up button to display the previous screen and select the down button to display the next screen.
5. Select Save to save the changes.

Tips
- Printing may not be performed correctly when the X (horizontal) direction of a non-standard size paper is less than 5.7 inches (148 mm).
- When copying both sides on a non-standard size paper, specify the size from 7.2 to 19.2 inches (182 to 488 mm) for the X (horizontal) direction and from 5.5 to 13.0 inches (140 to 330 mm) for the Y (vertical) direction.
2 Sided Copying (Making 2-sided Copies)

Copies of 1-sided and 2-sided documents can be made on one side or both sides.

1. From the Copy tab screen, in the 2 Sided Copying area, make the applicable selection from the displayed buttons.

2. If Side 2 is to be rotated (head-to-foot) select the Rotate Side 2 check box.

Copy Output

Copy output can be defined by using the Copy Output button on the Copy tab screen.

1. From the Copy tab screen, select the Copy Output button.
2. From the **Hole Punch & More** screen select the applicable output features from the **Hole Punch & More** screen:
   - **Paper Supply** (The **Paper Supply** screen is displayed.)
   - **Collation** feature
   - **Add Tab Stock**
   - **Separator Tray**
   - **Staple** (Available only when **Collated** is selected)
   - **Hole Punch** (Available only when **Collated** is selected)
   - **Output/Offset Stacking**

3. Select **Save** to save the changes.

### Image Shift

Image shift features are defined by using the **Image Shift** button on the **Copy** tab screen.

1. From the **Copy** tab screen, select the **Image Shift** button.
2. Select the applicable image shift features from the **Image Shift** screen.

3. When **Margin Shift** is selected, set the image shift parameters, using the **left/right** (or) **up/down** buttons.
4. Select **Original Orientation**... and set and save the orientation.
5. You can elect to mirror the Side 1 settings to side 2 by selecting the **Mirror Side 1** check box.
6. Select **Save** to save the changes.
Original Type

The original-type specifications can be defined by using the Original Type button on the Copy tab screen.

1. From the Copy tab screen, select the Original Type button.
2. Select the applicable specifications for the original type.
3. Select Save to save the changes.

Lighten/Darken

You can adjust the copy density to one of seven levels from the Copy tab, in the Lighten/Darken area.

The density is adjusted by selecting either the left or right buttons.
Image Quality Tab

You can configure the image quality features from the Image Quality tab screen.

1. On the All Services screen, select Copy.
2. From the Copy screen, select the Image Quality tab.

3. Select the applicable feature on the Image Quality screen.
   - Original Type (See Original Type on page 2-19)
   - Image Options (See Image Options on page 2-20)
   - Background Suppression (See Background Suppression on page 2-20)

Original Type

Copies of the document are reproduced at a more faithful image quality by selecting the document type that matches the original document.

The remaining information for this function is identical to when the Original Type button is selected from the Copy tab. (See Original Type)
Image Options

You can set the image darkness and sharpness from the Image Options screen.

1. From the Copy screen, select the Image Quality tab.
2. Select Image Options.

3. Set the Lightness/Darkness for the image, using the up or Down button in that area of the screen.
4. Set the Sharpness for the image, using the up or Down button in that area of the screen.
5. Select Save to save the changes.

Background Suppression

When Background Suppression is selected, the background color of documents such as newspapers and colored paper documents is erased on the copy.

Note

When Document Type is set to Photo, the Background Suppression feature is not functional.

1. From the Copy screen, select the Image Quality tab.
2. Select Background Suppression.
3. Select **No Suppression** or **Auto Suppression**.

![Background Suppression](image)

4. Select **Save** to save the changes.

### Layout Adjustment Tab

1. On the **All Services** screen, select **Copy**.
2. Select the **Layout Adjustment** tab.

![Copy Layout Adjustment](image)

3. Select the applicable features from the **Layout Adjustment** tab screen:
   - Book Copying (See Book Copying on page 2-22)
   - **2 Sided Book Copying** (See 2 Sided Book Copying on page 2-24)
   - **Original Size** (See Original Size on page 2-25)
   - **Manual Size Input** (See Manual Size Input on page 2-26)
   - **Mixed Size Originals** (See Mixed Size Originals on page 2-27)
   - **Edge Erase** (See Edge Erase on page 2-28)
   - **Image Shift** (See Image Shift on page 2-28)
   - **Image Rotation** (See Invert Image (Mirror Image/Negative Image) on page 2-30)
   - **Invert Image** (See Invert Image (Mirror Image/Negative Image) on page 2-30)
   - **Original Orientation** (See Original Orientation on page 2-31)
Book Copying

The Book Copying feature allows you to copy facing pages of a document on separate sheets of paper in page-number order.

1. From the Copy tab, select the Layout Adjustment tab.
2. Select Book Copying...
3. From the Book Copying screen, select On.
4. Select the book copying features.

5. Use the Left or Right buttons to set the Binding Edge Erase dimensions. (See Binding Edge Erase on page 2-23)

6. Select Save to save the changes.

Tip

You cannot use the document feeder when using this feature.

A document of non-standard size or undetectable size may not be divided exactly into two equal sizes.
Binding Edge Erase

The binding-edge erase feature on the Book Copying screen, erases the shadow from the center section of a bound document. You can set the width for Binding Edge Erase in the range from 0 to 1.9 in. (0 to 50 mm) in 0.1 in. or 1 mm increments.

Examples:

Binding Edge Erase value: 0 mm

- Your bound original is a spiral-bound book and you want to copy both the right and left pages of the book.
- You select Left Page Then Right.
- You do not increase the Binding Edge Erase value; therefore, the Binding Edge Erase value is 0 mm.
- You make a copy of the left and right side pages of your book. The copy output shows the copies with black marks along the binding edge.

```
xjdhjçjhkjs
sjhfhjksfh
kshdhfd
kshfkhf’
skhfk
shfjdka
fh8&02034
```

Binding Edge Erase value: 10 mm

- Using the same bound original, you select Left Page Then Right.
- Increase the Binding Edge Erase to 10 mm.
- You make a copy of the left and right side pages of your book. The copy output shows the copies without black marks along the binding edge, and you have a crisp, white copy of the pages:

```
xjdhjçjhkjs
sjhfhjksfh
kshdhfd
kshfkhf’
skhfk
shfjdka
fh8&02034
```
2 Sided Book Copying

You can assign pages when making copies of facing pages in a bound document so that pages face each other in the same way as the document. A blank sheet is inserted automatically as the first page.

1. From the Copy tab, select the Layout Adjustment tab.
2. Select 2 Sided Book Copying...

4. Select the Starting & Ending Page... button.
5. From the Starting & Ending Page screen, specify a Start and an End page.

6. Select Save. The view returns to the 2 Sided Book Copy screen.
7. Specify the required settings for Binding Edge Erase.
8. Select Save to save the changes.

Note
Confirm the orientation of the loaded document.

Custom-sized documents will not be separated into two equally-sized documents.
Original Size

You can specify the size of the document when scanning standard and custom sized documents or when making copies at a size different from that of the currently loaded document.

1. From the **Copy** tab screen, select the **Layout Adjustment** tab.
2. Select the **Original Size**... button.
3. Select the actual size of the document from the options displayed.

4. If you select a **Manual Size Input**, specify values for the X and Y directions. (See **Manual Size Input** on page 2-26)
5. Select **Save** to save the changes.

**Note**

If the document size cannot be detected, a screen for inputting the document size is displayed.
Manual Size Input

1. From the Copy tab screen, select the Layout Adjustment tab.
2. Select the Original Size... button.
3. From the Original Size screen, select Manual Size Input.

4. Select the applicable size.
5. If you select Custom Size from the list, specify the X and Y values by using the left/right and up/down buttons.

6. Select Save to save the changes.
Mixed Size Originals

You can simultaneously scan different sized documents. Output can also be made to media that is the same size as the originals or so that output is made on the same size of media no matter the size of the original.

1. From the Copy tab screen, select the Layout Adjustment tab.
2. Select the Original Size... button.
3. From the Original Size screen, select Mixed Size Originals.
4. Select Save to save the changes.

Tip
Always load A5 documents in Long Edge Feed orientation.
Copy

Edge Erase

When you make copies with the document-feeder in the open position or from a book, black shadows sometimes appear along the edges and center margin of the paper. If this happens, you can make copies with the shadows erased.

1. From the Copy tab screen, select the Layout Adjustment tab.
2. Select Edge Erase...
3. Select the applicable Edge Erase option.

4. When selecting the Individual Edges button or a preset button, use the control buttons to set the Side 1 and Side 2 erase values.
5. Select Original Orientation... and set and save the orientation.
6. Select Save to save the changes.

Notes
- When making 2 sided copies, the same border erase amount is set for both sides 1 and 2.
- If you set Reduce/Enlarge, the edge erase dimensions are reduced/enlarged in proportion to the ratio you configured.

Image Shift

Tip
This section, related screen and functions are identical to the information previously presented in the Copy tab Image Shift section (See Image Shift on page 2-17) for this information.
Image Rotation

If the orientation of the paper currently loaded in the tray differs from that of the document that is loaded, the machine automatically rotates the document image to make copies with the document and paper orientations matched.

You can also select which edge of the original document to use as a reference for image rotation if documents are of mixed orientations.

1. From the Copy tab screen, select the Layout Adjustment tab.
2. Select Image Rotation...
3. Select the applicable image rotation.

4. Select Save to save the changes.

Note
The image rotation feature can only be used to make copies to paper of A4 and 8.5 × 11 in. or smaller.
Invert Image (Mirror Image/Negative Image)

Copies can be made with a negative image of the original, or with the left and right-side images of the document reversed.

1. From the Copy tab screen, select the Layout Adjustment tab.
2. Select Invert Image...
3. Select the Mirror Image and/or Negative Image option.

![Invert Image options](image)

4. Select Save to save the changes.

Note

When Negative Image and Edge Erase are set simultaneously, the edge erase area turns to white.
Original Orientation

The document orientation needs to be set to indicate the top of the document.
1. From the Copy tab screen, select the Layout Adjustment tab.
2. Select Original Orientation...
3. Select the orientation in accordance with the document that is loaded.
4. Select Save to save the changes.

Note
If the Original Orientation differs from the actual document orientation, the machine may mistakenly detect the wrong side as the head of the document.
Output Format tab

On the Output Format screen, you can configure the document output features.

1. On the All Services screen, select Copy.
2. Select the Output Format tab.

3. Select an applicable feature on the Output Format tab screen.
   - Booklet Creation (See Booklet Creation)
   - Covers (See Booklet Creation - Covers)
   - Transparency Options (See Transparency Options)
   - Page Layout (See Page Layout (Multiple-Up/Repeat Image))
   - Poster (See Poster)
   - Folding (See Folding (optional))
   - Annotations (See Annotations)
   - Watermark (See Watermark)
   - Top Margin Shift (See Tab Margin Shift)
   - Output Orientation (See Output Orientation)
   - ID Card copying (See ID Card Copying)
Booklet Creation

The machine can copy pages so, when multiple-page sheets are overlaid and folded along the center (gutter), a booklet is created in page order. You can also set the gutter dimension and attach a cover or, when the booklet finisher is installed, the booklet can be folded and/or folded and stapled as specified.

1. On the **All Services** screen, select **Copy**.
2. Select the **Output Format** tab.
3. Select **Booklet Creation**...
4. Select **On**.
5. Select the applicable **Output Original** feature.
6. If the machine is equipped with the booklet finisher option, select the applicable **Fold & Staple** feature(s).
7. Select the applicable booklet creation features:
   - Binding Shift... (See Booklet Creation - Binding Shift on page 2-34)
   - Divide Output... (See Booklet Creation - Divide Output on page 2-34)
   - Covers... (See Booklet Creation - Covers on page 2-35)
8. Select **Save** to keep your choices.

**Tip**

Confirm that the orientation of the document and the **Original Orientation** setting of the **Scan Options** screen are the same.

**Note**

If the number of pages in the booklet is not a multiple of four, the remaining pages are output as blank pages.
**Booklet Creation - Binding Shift**

You can set the booklet binding-shift value within the range from 0 to 1.9 in. (0 to 50 mm) in 0.1 in. or 1 mm increments.

1. From the Booklet Creation screen, select Binding Shift...
2. Use the left and right buttons to specify a binding shift value.
3. Select Save to keep your changes.

**Booklet Creation - Divide Output**

You can specify the number of pages to include in each booklet copy-set.

1. From the Booklet Creation screen, select Divide Output...
2. Select On.
3. Use the up and down buttons to specify the number of pages to include.
4. Select Save to keep your changes.
Booklet Creation - Covers

You can make booklet copies with the covers attached. The front and rear cover can be output before the first page and after the last page of the document and on a different type of paper.

1. From the Booklet Creation screen, select Covers... The screen is displayed (default No Covers).
2. Select the applicable cover options.

- Select the applicable cover tray.
- Select the applicable main body tray.
- Set the Front Cover Quantity and Rear Cover Quantity using the up and down buttons.
- If needed, select the Last Page on Back Cover checkbox.
- Select Save to keep your changes.
## Covers

You can make copies with a cover attached.

The front and back cover can be output before the first page of the document on a different type of paper (for example, colored paper or heavyweight paper).

1. On the **All Services** screen, select **Copy**.
2. Select the **Output Format** tab and then select **Covers**.

<table>
<thead>
<tr>
<th>Front Cover</th>
<th>Back Cover</th>
<th>Paper Tray Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Covers</td>
<td>No Covers</td>
<td>Front Cover:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tray 5 (Bypass)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Auto Size Detect</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plain</td>
</tr>
<tr>
<td>Blank Covers</td>
<td>Blank Covers</td>
<td>Back Cover:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tray 5 (Bypass)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Auto Size Detect</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plain</td>
</tr>
<tr>
<td>Printed Front Cover - Side 1</td>
<td>Printed Back Cover - Side 1</td>
<td>Body Pages:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Auto</td>
</tr>
<tr>
<td>Printed Front Cover - Side 2</td>
<td>Printed Back Cover - Side 2</td>
<td>Front Cover Quantity: 1 sheets</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Back Cover Quantity: 1 sheets</td>
</tr>
<tr>
<td>Printed Front Cover - 2 Sided</td>
<td>Printed Back Cover - 2 Sided</td>
<td></td>
</tr>
</tbody>
</table>

3. Select the **Front Cover** configuration.
4. Select the **Back Cover** configuration.
5. Select the **Paper Tray Settings**.
6. Set front and rear cover quantities (per the paragraph following).
7. Select **Save** to keep your changes.
Covers - Front/Back Cover Quantity

You can specify the number of cover sheets used for the front cover. Prints the front cover equally as the body text, even if multiple number of copies are made.

Note
These instructions also work for Covers - Back Cover Quantity.

Use the up/down buttons or the numeric keypad to specify the number of cover sheets that are loaded.

![Front Cover Quantity Interface](image)
Transparency Options

A blank sheet can be inserted as a separator between copied transparencies.

⚠️ **CAUTION**

Xerox recommends OHP transparency film for transparent copies. Use of non-recommended films could cause machine failure or paper jams.

1. On the **All Services** screen, select **Copy**.
2. Select the **Output Format** tab.
3. Select **Transparency Options...**
4. Select the applicable transparency option.

5. Select **Paper Supply Settings** and set the paper tray features.

6. Save the paper-tray features.
7. On the Transparency Options screen, select Save to keep your changes.

Notes
- The Paper Tray Settings screen is not displayed when No Separators is selected.
- When loading transparencies in Tray 5 (Bypass Tray), make sure that the separator paper is loaded in the same orientation as the transparencies.

Page Layout (Multiple-Up/Repeat Image)

Multiple-up

Two, four, or eight sheets of original documents can be copied together onto a single sheet of paper.

1. On the All Services screen, select Copy.
2. Select the Output Format tab.
3. Select Page Layout...
4. Select Multiple-Up.

5. Select the applicable multiple-up option.
6. When 4 Pages Up or 8 Pages Up is selected, specify the applicable reading order in the Reading Order section.
7. Select Original Orientation...
8. Set and save the original orientation features.
9. Select Save to keep your multiple-up changes.

Tip
When you select Multiple Up, the Auto% or Reduce/Enlarge feature is selected automatically. The machine automatically sets the copy ratio and makes copies of the images so that they fit on the selected paper.
Notes

- Image loss may occur depending on the image size of the document.
- When Border Erase is set, border erase is executed for each document copied to the whole document.
- When Image Shift is set, shift is executed on the whole document. For this reason, image loss may occur depending on the document image size of the document.
- You need to select any feature other than Auto Paper Select for the paper tray in Paper Supply area of the Copy tab screen.

Repeat Image

A document image can be copied on one sheet of paper repeatedly for a specified number of times.

1. On the All Services screen, select Copy.
2. Select the Output Format tab.
3. Select Page Layout...
4. Select Repeat Image.
5. Select the applicable Repeat Image option.
6. If Variable Repeat is required, select the correct image layout button and then set the number of columns and rows using the related buttons.
7. Select Original Orientation...
8. Set and save the original orientation features.
9. Select Save to keep your repeat-image changes.

Tip
When the copy ratio is set to Auto, the repeated copies of the image are reduced to fit on the selected paper. You can also specify how the repeated copies of the image are arranged.

Note
When making repeat copies at the same size as the document image, you can specify a number of repeats that will fit on the paper.
Poster

This feature allows you to create a large poster by pasting the copies spread over multiple sheets together. Copied sheets are provided with a paste margin so that they can be pasted together. This paste margin is fixed to 0.4 inches (10 mm).

Note
This feature is not selectable when Collated is selected in the Copy tab, under Copy Output.

1. On the All Services screen, select Copy.
2. Select the Output Format tab.
3. Select Poster...
4. Select Output Size to specify a preset option.
5. To set custom sizes, select Enlargement% and use the up and down buttons to define the values.

6. Select Paper Supply and set the applicable paper supply tray options.
7. Save the paper-supply options.
8. Select Save to keep your changes

Tip
Confirm that the orientation of the document and the Original Orientation setting of the Scan Options screen are the same.

Note
This feature is disabled when Collate is selected from the Holepunch & More screen (Copy tab, Copy Output button).
Folding (optional)

If the machine is equipped with a folding option, you can make copies to be folded in half (single fold) or in thirds (C fold or Z fold types). Each type fold is discussed in detail in this section.

1. On the All Services screen, select Copy.
2. Select the Output Format tab.
3. Select Folding... 

Select the applicable folding features:
- Single Fold (See Single Fold on page 2-43)
- C Fold or Z Fold (See C Fold or Z Fold on page 2-43)
- Z Fold Half Sheet (See Z Fold Half Sheet on page 2-44)

5. Select Save to keep your choices.

Note
The orientation of documents is limited to short-edge feed; therefore, you must select a paper tray set with short-edge feed stock.
Single Fold

If the machine is equipped with a folding option, you can set the machine to fold the output copies in half, in a bi-fold configuration.

1. From the Output Format tab, select Folding...
2. Select Single Fold.

3. Select Page to Fold option.
4. If Fold as a Set is specified, you can elect to staple the set by selecting the Staple check box. You can also specify the Cover tray by selecting the Cover button.
5. Set the cover options (image inside or outside fold).
6. Select the applicable Copy Output button.
7. Select Original Orientation and set and save the orientation.
8. Select Save to keep your choices.

Note
The Fold as a Set feature is disabled whenever an annotation is specified (See Annotations).

C Fold or Z Fold

If the machine is equipped with a folding option, you can set the machine to fold the output copies in thirds, in a C or Z shaped tri-fold configuration.

1. From the Output Format tab, select Folding...
2. Select C Fold or Z Fold, as applicable.
3. Select the specific fold-type options.
4. Select the applicable Copy Output button.
5. Select Original Orientation and set and save the orientation.
6. Select Save to keep your choices.
Z Fold Half Sheet

If the machine is equipped with a folding option, you can set the machine to fold larger output copies in thirds, in a Z shaped tri-fold configuration.

1. From the **Output Format** tab, select **Folding**...
2. Select **Z Fold Half Sheet**.

3. Select the applicable **Copy Output** button.
   
   **Note**
   
   The **Stapling & Hole Punch** features are only available when the **Collate** option is specified.

4. If **Collate** is specified, select the staple and/or hole punching settings as necessary.
5. If **Uncollated with Separators** is selected, select the **Separator Tray** button and set the separator tray attributes.
   
   **Note**
   
   In some workflow environments, the term “**Padding**” is used to refer to Uncollated sets with Separators.

6. Select **Save** to keep your choices.
Annotations

You can add an annotation-stamp, date, page number, and Bates Stamp to the final copies that are not included on the original document.

1. On the All Services screen, select Copy.
2. Select the Output Format tab and then select Annotations...

   ![Annotations Settings]

3. Select the applicable annotation features:
   - Comment (See Annotations - Comment)
   - Date Stamp (See Annotations - Date Stamp)
   - Page Numbers (See Annotations - Page Number)
   - Bates Stamp (See Annotations - Bates Stamp)

4. Select Original Orientation and set and save the orientation.
5. Select Format & Style... and set and save the features.
6. Select Save to keep your choices.

Note
The annotation image and character size is not changed even if you change or set the enlarge/reduce setting.

- If Multiple-Up is set, the annotation is added to the combined image.
- If Repeat Image or Booklet Creation is set, the annotation is added to each individual image.
Annotations - Comment

You can add comment stamps that are stored on the machine to the output copies. You can also create new or edit existing comments. These can also be stored to the machine's memory.

1. On the Annotations screen, select Comment...
2. Select the Comment button.

![Comment screen]

3. Select the applicable comment stamp from the displayed list.
4. To create new or edit an existing Bates Stamp, go to To Create or Edit a Comment, below.
5. Select the Apply to... button and set and save the options.
6. Select the Position... button and set and save the options.
7. From the Comment screen, select Save.

To Create or Edit a Comment

1. From the Annotations - Comment screen, select the existing (or blank) comment from the list.
2. Select Edit.
3. Use the keyboard screen to enter the new or edited comment.
4. Select Save. The view returns to the Annotations - Comment screen.
5. Go to Step 5, in the Annotations - Comment procedure above.
Annotations - Date Stamp

You can make copies with a date stamp added. The printed date is the date and time that the copy was made.

1. From the Annotations screen, select Date Stamp...
2. On the Date Stamp screen, select the Date Stamp button.

3. Select the applicable date-stamp format.
4. Select the Apply to... button and set and save the options.
5. Select the Position... button and set and save the options
6. From the Date Stamp screen, select Save.

For information about the date display format, refer to the System Administration Guide.
Annotations - Page Number

You can elect to add a page number to the output copies.

1. From the Annotations screen, select Page Numbers...
2. On the Page Numbers screen, select the Page Numbers button.

3. Use the up and down buttons to select the starting-page number.
4. Select the Apply to... button and set and save the options.
5. Select the Position... button and set and save the options.
6. From the Page Number screen, select Save.
Annotations - Bates Stamp

The Bates Stamp feature allows you to place an alphanumeric prefix, followed by a sequential page number in the margins of the copy output.

You can specify an existing Bates Stamp stored on the machine or you can create a new or edit an existing Bates Stamp.

1. From the Annotations screen, select Bates Stamp...
2. On the Bates Stamp screen, select the Bates Stamp button.
3. Select the applicable Bates Stamp from the displayed list.
4. To create new or edit an existing Bates Stamp, go to To Create or Edit a Bates Stamp, below.
5. Specify the Starting Number, using the up or down button.
6. Select the Apply to... button and set and save the options.
7. Select the Position... button and set and save the options.
8. Select the Number of Digits... button and set and save the options.
9. From the Bates Stamp screen, select Save.

For information about the date display format, refer to the System Administration Guide.
To Create or Edit a Bates Stamp
1. From the Bates Stamp screen, select an existing (or blank) Bates Stamp from the Stored Prefixes list.
2. Select Edit.
3. Use the keyboard screen to enter the new or edited Bates Stamp.
4. Select Save.
5. Go to Step 5, in the Annotations/Bates Stamp procedure above.

Watermark
You can elect to lightly print a sequential control-number, stored watermark, date and time, or serial number on the background of each copy set as a watermark.
1. On the All Services screen, select Copy.
2. Select the Output Format tab and then select Watermark...
3. If the watermark is a control number, select On in the Control Number area.
4. Use the up or down button to specify a starting number for the control-number watermark.
5. If the desired watermark is one that is stored in the machine’s memory, select Stored Watermarks.
6. Select **On**.

![Stored Watermarks](image)

7. Select the applicable Watermark from the displayed list.

8. Select **Save**.

9. If applicable, from the **Watermark** screen, set and save the desired watermark-effect by using the **Watermark Effect...** button.

10. If the date and time or serial number is to be included, select the appropriate check box.

11. Select **Save** to keep your choices.

**Tip**

The font size or density printed by multiple control can be configured in the system settings. For more information, refer to the **System Administration Guide**.
Tab Margin Shift

You can copy images to a tab location on tabbed paper by specifying the exact position of the tab, so that the image is copied onto the tab.

Sizes of tab paper that can be copied are A4, 8.5 to 11 in.

1. On the All Services screen, select Copy.
2. From the Output Format tab, select Tab Margin Shift...
3. Select the applicable shift feature option:
   - Shift to Tab - The image is only copied to the tab part of the paper.
   - Shift All - The whole document image is copied to the tab paper.
4. Use the left or right button to specify the shift value.
5. Select the applicable tab stock size and type.
6. Select Add Tab Stock to set the tab stock quantity.
7. Select Save to keep your choices.

Notes
- When loading tab paper in Tray 5 (Bypass), load the paper with the side to be copied facing up and with the edge opposite to the tab to be fed first.
- You can load the tab paper in tray 3 to 4 only when selecting Tabbed Stock 1 105-216 gsm. When loading the tab paper in tray 3 or 4, load the paper with the side to be copied facing down and with the edge opposite to the tab aligning to the left side of the tray.
Output Orientation

You can select whether copies should be output facing up or down.
1. On the All Services screen, select Copy.
2. From the Output Format tab, select Output Orientation...
3. Select the applicable Output Orientation feature.
4. Select Save to keep your choice.

ID CardCopying

The ID Card Copying feature allows you to copy both sides of an ID card onto the same side of the paper.

The card should be placed slightly away from the top left corner of the Document Glass in order to capture the whole image of the card.
1. From the Output Format tab, select ID Card Copying...
2. From the ID Card Copying screen, select the On button.
3. Select Save to keep your choices.
Job Assembly tab

From the Job Assembly tab screen, you can configure the various job features.

1. On the All Services screen, select Copy.
2. Select the Job Assembly tab.

3. Select the applicable feature on the Job Assembly screen:
   - Build Job (See Build Job)
   - Sample Job (See Sample Job)
   - Combine Original Sets (See Combine Original Sets)
   - Form Overlay (See Form Overlay)
   - Delete Outside/Delete Inside (See Delete Outside/Delete Inside)
   - Stored Programming (See Chapter 7.)
Build Job

This feature allows you to change and save settings individually for each document page or stack. You can then make copies of documents with different settings as one job.

1. On the All Services screen, select Copy.
2. Select the Job Assembly tab.
3. Select Build Job.
4. Select Build Job On.

5. Select, set and save the applicable features from the features shown at the bottom of the Build Job screen.
   - Copy Output... (See Copy Output)
   - Booklet Creation... (See Booklet Creation)
   - Covers... (See Covers)
   - Annotations (See Annotations)
   - Segment Separators (See Segment Separators)
   - Watermark... (See Watermark)
   - Output Orientation... (See Output Orientation)

6. Select Save to keep your choices.
7. Press the Start button to start the job.

Tip
You can display the previous features screen by selecting the up button, and you can display the next screen by selecting the down button.
Segment Separators

You can insert blank or printed sheets of paper to act as separators between document jobs.

1. From the Job Assembly tab, select Build Job.
2. From the Build Job screen select Segment Separators...

3. Select the applicable separator feature.
4. If Blank Separators is selected, use the up/down buttons to set the number of separators.
5. Select the applicable separator tray.
6. Select Save to save your choices.

Sample Job

When making multiple copies, you can continue making copies after making and examining a sample set. You can elect to continue or cancel the job after confirmation.

1. From the Job Assembly tab, select Sample Job.
2. Select Sample Job On or Sample Job Off.

3. Select Save to save your choice.
Combine Original Sets

This feature allows you to divide lengthy originals into smaller groups that can be loaded into the document feeder in smaller quantities.

1. From the Job Assembly tab, select Combine Original Sets.
2. Select On.
3. Select Save to save your choice.

Note
This feature is available only when Collated is selected in the Copy Output screen.
Form Overlay

You can make copies overlaying the first page of the document on the rest of the documents. For example, if the first page of the document only has a header and footer, the rest of the documents can be copied with the same header and footer.

1. From the Job Assembly tab, select Form Overlay.
2. From the Form Overlay screen, select On or Off.

3. Select Save to keep your choices.

Notes
- If the first page is two sided, only the top side is used for the form overlay.
- The Center/Corner shift, Image shift, Delete Outside/Delete Inside, Edge Erase, Border Erase features are applied to the text body.
Delete Outside/Delete Inside

This feature allows you to specify the area for omission or deletion and then to copy that area.

1. Select **Delete Outside/Delete Inside**.
2. Select the applicable feature.

3. If the originals are 2-sided, select the applicable settings.
4. Select the **Area 1…**, **Area 2…**, or **Area 3…** button.

5. Touch the **Y1** box and enter the value for Y1, using the numeric keypad on the Control Panel.

6. Touch the **Y2** box and enter the value for Y2, using the numeric keypad on the Control Panel.

7. Touch the **X1** box and enter the value for X1, using the numeric keypad on the Control Panel.

8. Touch the **X2** box and enter the value for X2, using the numeric keypad on the Control Panel.
9. If you enter an error, select the **Clear All (z)** button (where z= actual area number).
10. Select **Save** to keep your choices.

**Notes**
- When specifying multiple areas, it is also possible to overlap and specify an area.
- When selecting **Reduce/Enlarge**, the areas are reduced or enlarged by interlocking magnification.
Scan

Overview

Tip
The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that may be seen on your particular system.

Scan procedure

1. Load the documents. (For more information see Chapter 2, Loading Documentson page 2-1)
2. From the All Services screen, select the applicable scanning feature:

   - E-mail (See E-mail on page 3-6)
   - Scan to Folder (See Scan to Folder on page 3-26)
   - Network Scanning (See Network Scanning on page 3-29)
   - Scan to PC (See Scan to PC on page 3-34)
3. Press **Start** on the control panel to start the scan

**Generic Scan Screen Features**

The lower portion of the various scan option screens share features that are common with one-another. To alleviate redundancy, these features are addressed once, as follows:

**Lighten/Darken**

*Note*

If you have the optional Color Scanner Kit installed, the bottom section of the screen will be different than the one shown below.

You can use the **up/down** buttons to adjust the density settings.
Color Scanning (optional Color Scanner Kit only)

You can select the output type desired.

For an explanation of the Output Color Option, See Optional Color Scanner Kit on page 3-41

2 Sided Originals

You can elect to automatically scan both sides of a 2-sided document.

Original Type

The type of document that is being scanned can be set.

Scan Presets

You can select from pre-determined scan presets.

- **for Sharing & Printing**: Suitable for general office documents for on-screen viewing. Using this option will result in a small file size and normal image quality.
- **for Archival Record**: Suitable for general office documents that will be stored electronically. Using this option will result in the smallest file size and normal image quality.
- **for OCR**: Suitable for documents that will be processed by the OCR feature. Using this option will result in a large file size and the maximum image quality.
Scan

Scan Presets, More... Button

You can select and save additional scan-presets by selecting More... in the Scan Presets area.

- **for High Quality Printing**: Suitable for documents containing graphics and photographs. Using this option will result in a large file size and the maximum image quality.
- **Simple Scan**: Suitable for documents that require minimal image processing and compression. Using this option will result in fast processing and an excessively large file size.

If You Have More Documents

If you have more than one stack of documents to scan, select the Next Original button on the touch screen while the current stack of documents is being scanned. This allows you to scan several documents as one set of data.

Note
This screen appears only when the documents are being scanned.

1. While documents are scanning, select Next Original.
2. Load the next document.
3. Press the Start button on the control panel.
4. If you have more documents, load the next document and press the Start button.
5. When all documents are scanned, select Last Original.

Notes
- When using the 2 sided document feeder, the machine waits for the next set of documents after it has finished scanning the first set.
- When the above screen is displayed and no operation is performed after a certain period of time has elapsed, the machine automatically assumes that there are no more documents. The Build Job feature must be enabled and switched on.
- Up to 999 pages can be stored.
Cancelling a Scan Job

Follow the procedure below to cancel a scan.

1. Either select **Stop** on the touch screen or press the **Stop** button on the Control Panel.

2. On the control panel, press **Cancel** to end scanning or **Start** to restart the scan.

3. Press the **Job Status** button on the control panel.

4. Select the job to cancel, and then press **Stop**.

Note
When a scan is cancelled, scan data already stored to the folder is deleted.
E-mail

You can scan a document and send the scanned data as an e-mail attachment.

1. Select E-mail from the All Services screen.

2. From the E-mail tab screen, select New Recipient... (See E-mail Recipients on page 3-7)

3. Select Address book... to search for and specify recipients in the address book. (See Address Book on page 3-8)

4. If you wish to add the machine as a recipient, select Add Me.

5. If you wish to remove or change a recipient, select the applicable recipient and then select Remove or Edit... from the pop-up menu. (See Removing E-mail Recipients on page 3-9 or Select Remove from the menu on page 3-9)

6. Select Subject... to enter and save the E-mail subject using the keyboard screen.

7. Select Message... to enter and save the E-mail message using the keyboard screen.

8. Set the various scan features. (See Generic Scan Screen Features on page 3-2)

9. As needed, select the Advanced Settings tab and set and save the advanced settings. (See Advanced Settings tab on page 3-12)

10. As needed, select the Layout Adjustment tab and set and save the layout adjustments. (See Layout Adjustment tab on page 3-17)

11. Select, set and save the various options from the Email Options tab. (See Email Options tab on page 3-21)

12. Press Start on the control panel.

Note

The Mail Delivery Notification (MDN) and Split Send features in the Output Format screen are only available when using the E-mail feature.
E-mail Recipients

You can compile a list of e-mail recipients using New Recipient...

Adding E-mail Recipients:
1. From the E-mail tab, select New Recipient...

2. Enter the new recipient(s). You can select +Add to add another recipient.

3. Select Close.
Address Book

You can search for and select a specific recipient using the Address Book feature.

1. From the E-mail tab, select Address Book...

2. On the Search for Names screen, select the area, in which, to search.

3. Enter the name to search on in the Name text box.

4. Select Search.
5. When the search is done, specify the recipient from the **Name** column, and select **To**, **CC**, or **BCC**.

![E-mail Address Book](image)

6. Use the scroll-bar to navigate the **Name** list.
7. If needed, select **Details** to display the **Details** screen.
8. Select **Close**.

**Note**
For information about configuring the Address Book, refer to the System Administration Guide or ask your System Administrator for help.

**Removing E-mail Recipients**
1. From the **E-mail** tab, select the recipient to be deleted in the **Recipient(s)** list.

![Recipient Name / E-mail Address](image)

2. Select **Remove** from the menu.
Changing Recipient Settings

1. From the **E-mail** tab, select the recipient to be changed in the **Recipient(s)** list.

2. Select **Edit...** from the menu.

3. Highlight the information to be changed and select **Change Settings**.

4. Use the keyboard to enter the changed information.

5. Select **Save**.

6. Select **Save** from the **Edit Recipient** screen.
Subject

You can enter the **Subject** containing up to 128 characters for the e-mail.

1. From the **E-mail** tab, select **Subject**...

2. Use the keyboard to enter the e-mail subject

3. Select **Save**.

Message Contents

You can enter the **Message** contents containing up to 128 characters for the e-mail.

1. From the **E-mail** tab, select **Message**...

2. Use the keyboard to enter a brief message.

3. Select **Save**.
Advanced Settings tab

You can set advanced setting options from the Advanced Settings tab.

1. Select E-mail from the All Services screen.
2. Select the Advanced Settings tab.

3. As needed, select the applicable options:
   - Image Options... (See Chapter 2, Image Options on page 2-20)
   - Image Enhancement... (See Image Enhancement on page 3-13)
   - Resolution... (See Resolution on page 3-14)

   Note
   The following features are available from the Advanced Settings tab, only when the Optional Color Scanner is installed (See Optional Color Scanner Kit on page 3-41).
   - Quality/File Size... (See Quality/File Size on page 3-15)
   - Photographs... (See Photographs on page 3-16)
   - Shadow Suppression... (See Shadow Suppression on page 3-16)
   - Color Space... (See Color Space on page 3-17)
Image Enhancement

You can elect to enable background suppression and set the contrast using the Image Enhancement feature.

1. From the Advanced Settings tab, select Image Enhancement...

2. Specify the background suppression.
   - No Suppression - Makes scans with background suppression turned off.

   Note
   This feature is not available when B&W is selected on the Original Type screen.

3. Use the up and down buttons to set the image contrast.
4. Select Save.
Resolution

You can select preset resolution settings.

1. From the Advanced Settings tab, select Resolution...
2. Specify the image resolution.
3. Select Save.

Note
When File Format > MRC High Compression or OCR is set to On, only 200 dpi and 300 dpi are available.
Quality/File Size

This feature allows you to select the ratio of data compression for color and grayscale scanned images.

Note
This feature is unavailable whenever Black and White is selected.

1. From the Advanced Settings tab, select Quality/File Size...

2. Use the right or left button to specify the output quality/file size.

   Note
   Only three compression levels are available when MRC High Compression is enabled under PDF Multiple Pages per File in File Format.

3. Select Save.
Photographs

The **Photographs** enhancement feature is only available if the optional color scanner is installed (See Optional Color Scanner Kit on page 3-41) and **Color** is selected from the **Color Scanning** section of a tab screen.

1. From the **Advanced Settings** tab, select **Photographs**...

   ![Photographs Settings](image)

   2. Select **Off** or **Enhance Photographs**:
      - **Off**: Disables the feature.
      - **Enhance Photographs**: Enhances images scanned from color photographs with **Output Color** set to Full Color.

   3. Select **Save**.

   **Note**

   When **Enhance Photographs** is selected, **Shadow Suppression** and **Background Suppression** are not available.

Shadow Suppression

You can use the **Shadow Suppression** feature to hide background colors and image bleed-through.

1. From the **Advanced Settings** tab, select **Shadow Suppression**...

   ![Shadow Suppression Settings](image)

   2. Select **No Suppression** or **Auto Suppression**.

   3. Select **Save**.
Color Space

The **Color Space** feature is only available if the optional color scanner is installed (See Optional Color Scanner Kit on page 3-41) and **Color** is selected from the **Color Scanning** section of a tab screen.

1. From the **Advanced Settings** tab, select **Color Space...**

2. Select **sRGB** or **Device Color Space**.
3. Select **Save**.

Note

When this **Device Color Space** is selected, the factory default values are used or the **Image Options**, **Shadow Suppression**, and **Image Enhancement** features.

Layout Adjustment tab

You can specify layout adjustment settings from the **Layout Adjustment** tab.

1. Select **E-mail** from the **All Services** screen.
2. Select the **Layout Adjustment** tab.
3. Select the applicable option:
   • Original Orientation... (See Chapter 2, Original Orientation on page 2-31)
   • Original Size... (See Chapter 2, Original Size on page 2-25)
   • Edge Erase... (See Edge Erase on page 3-18)
   • Book Scanning... (See Book Scanning on page 3-19)
   • Reduce/Enlarge... (See Reduce/Enlarge on page 3-20)

**Edge Erase**

When scanning with the document-feeder in the open position or from a book, you can remove the black shadows along the edges using the **Edge Erase** feature.

1. From the Layout Adjustments tab, select Edge Erase...

![Edge Erase interface](image)

2. Select **All Edges** or **Parallel Edges**:
   - **All Edges**: Erases the same amount of length from all four edges of your document. The edge erase amount is specified by the System Administrator. If you do not want to erase any edges, select [Parallel Edges] and specify 0 for both the top and bottom and left and right edges.
   - **Parallel Edges**: Allows you to specify the lengths to be erased from the top and bottom and left and right edges of your document. Up to 50 mm (2 inches) can be specified to each field.

3. For parallel edges, you can use the up or down buttons to set the values.

4. Select the applicable **Original Orientation**:
   - **Upright Images** - Selects the vertical orientation, where the top of the document is orientated towards the back of the machine.
   - **Sideways Images** - Selects the horizontal orientation, where the top of the document is orientated towards the left of the machine.

5. Select **Save**.
Book Scanning

The Book Scanning feature allows you to scan facing pages of a document on separate sheets of paper in page-number order.

1. From the Layout Adjustments tab, select Book Scanning...

2. From the Book Scanning screen, select the features.

3. Binding Edge Erase erases the center binding area of the book that tends to be shadowed due to the fold in the pages. Use the Left or Right buttons to set the dimensions.

4. Select Save to save the changes.

Tip
You cannot use the document feeder when using this feature.

Note
A document of non-standard size or undetectable size may not be divided exactly into two equal sizes.
Reduce/Enlarge

The **Reduce/Enlarge** feature allows you to specify a reduction or enlargement value for the scanned document.

1. From the **Layout Adjustments** tab, select **Reduce/Enlarge**...

2. Select from:
   a. **Proportional %** (default):
      - In the **Variable %** area, specify the ratio with the up and down buttons.
      - You can also select a preselect value from the **Preset %** area.
      - Select **Save** to save the changes.
      - **Enter Output Size**: Select from preset standard scanning ratios to set the output size.
   b. In the **Output Size** area, select the applicable preset.
   c. Select **Save** to save the changes.
Email Options tab

Set e-mail options using the **E-mail Options** tab.

1. Select **E-mail** from the **All Services** screen.
2. Select the **E-mail Options** tab.

3. Select the applicable option:
   - File Name... (See File Name on page 3-21)
   - File Format... (See File Format on page 3-22)
   - Reply to... (See Reply to... on page 3-25)
   - Split Send... (See Split Send on page 3-25)
   - Read Receipts... (Sends confirmation to sender)

File Name

You can enter and save a file name.

1. From the **E-mail Options** tab, select **File Name**...

2. Use the keyboard to enter the file name.
3. Select **Save** to save the changes.
File Format

You can set the file format and compression levels.

1. From the E-mail Options tab, select File Format...

2. Select the applicable file format:
   - TIFF/JPEG Auto Select: Automatically saves scanned data as TIFF or JPEG files. Full color and grayscale scanned images are stored in JPEG format, and monochrome scanned images are saved in TIFF format.
   - PDF Images Multiple Pages per File: Saves multiple pages into a single file in PDF format.
   - PDF/A: Saves scanned data in the PDF/A format; PDF/A format is used primarily for archiving and long-term preservation.
   - Optimize PDF for Fast Web View: If you select one of the PDF file format options, the Optimize PDF for Fast Web View option is available for selection.
   - XPS: Saves multiple pages into a single file in XPS.

Notes

- The Optimize PDF for Fast Web View feature allows the user to open and view the first page of a multi-page PDF document within a web browser, while the remainder of the document continues to load in the background. This may increase the overall file size. Fast Web View restructures an Adobe PDF document for page-at-a-time downloading (byte-serving) from web servers. With page-at-a-time downloading, the web server sends only the requested page, rather than the entire PDF document. This is especially important with large documents that can take a long time to download from a server.

- Check with your web master to make sure that the web server software you use supports page-at-time downloading. To ensure that the PDF documents on your website appear in older browsers, you may also want to create HTML links (versus ASP scripts or the POST method) to the PDF documents and keep path names—or URLs—to the files at less than 256 characters.
  - TIFF File for Each Page: Saves each page into a different file in TIFF format.
  - mTIFF Multiple Pages per File: Saves multiple pages into a single file in TIFF format.
  - JPEG File for Each Page: Saves each page into a different file in JPEG format.
  - Optimize PDF for Fast Web View: If you select one of the PDF file format options, the Optimize PDF for Fast Web View option is available for selection.
  - XPS: Saves multiple pages into a single file in XPS (XML Paper Specification) format.

3. If Applicable, select Compression Method. This button is active only when an option other than JPEG File for Each Page is selected.
   - Auto - For black and white pages, this uses MMR when Original Type is Photo & Text or Text, and MH when Original Type is Photo. JPEG is used for grayscale and color pages.
   - Manual Select - Allows you to manually select a compression method for black and white pages. JPEG will be used for grayscale and color pages.
     - Black and White Pages - Select a compression method for black and white pages from MH, MMR, JBIG2 (Arithmetic Code), and JBIG2 (Huffman Code).

Note

The higher the compression rate, the smaller the file size and the poorer the image quality.

4. Select Save. The view returns to the File Format screen.
5. Select Save. The view returns to the File Format screen.
6. Select Save to save the changes.
PDF Security

When applicable, you can set the security password for created PDF files:

1. Select **PDF Security**.

   ![File Format - PDF Security](image)

   - **Off**: PDF Security provides security features you can apply to a document to prevent unauthorized users from accessing it.
   - **Password**:

2. Select **Password**.

   ![File Format - PDF Security](image)

   - **Off**:
   - **Password**:

3. Select the desired **Encryption Algorithm**.
4. Select **Document Open Password** and select **On**.

![PDF Security - Document Open Password](image)

5. Enter the document-open password.
6. Select **Save**.
7. Select **Next** and perform steps 4 and 5 again.
8. Select **Save**. The view is returned to the **File Format** screen.

**PDF Signature**

**Note**

In order for this feature to be functional, a certificate needs to have been previously set by the System Administrator. (See Administration Guide)

Allows you to add a signature to your PDF file so that the document’s authenticity can be definitively proven, preventing false and fake documents from being presented as authentic documents.

When applicable, you can set the **PDF Signature** feature:

1. Select **MRC High Compression**.
2. Select **On** or **Off**.
3. Select **Save**. The view is returned to the **File Format** screen.
Reply to

Use the **Reply to** feature to specify or search for a reply recipient.
1. From the **E-mail Options** tab, select **Reply to**...

![Screenshot of Reply to feature](image1.png)

2. Use the keyboard to enter or search for the applicable reply-to name.
3. Select **Save** to save the changes.

Split Send

When the file size of an outgoing E-mail is too big, the file can be split into files of specific data size to be sent separately.

1. From the **E-mail Options** tab, select **Split Send**...

![Screenshot of Split Send feature](image2.png)

2. Select **Off** or **Split by Page**.
3. Select **Save** to save the changes.
Scan to Folder

You can scan documents on the machine and save the scanned data to a folder on the machine.

Tip
To use this feature, the folder must already exist. See Chapter 4, Computer operations for instructions for creating a Folder.

Note
If a password is set for the specified folder, you must enter the password and select Confirm. If you have forgotten the password, the System Administrator can reconfigure the folder password in System Administration mode.

1. On the All Services screen, select Scan to Folder.

2. If the previous settings are still displayed, press the Clear All button on the control panel.

3. Specify the folder where the scan is to be saved.
4. Select the applicable scanning options from the bottom portion of the screen. (See Generic Scan Screen Features on page 3-2)

5. If a password is set for the specified folder selected, you must enter the password and select Confirm.

6. To access the documents in the folder, select Document List. (See Using the Document List on page 3-27)

7. If appropriate, select features to configure from each tab.

8. Press Start on the control panel.

For information about each of the tab features, refer to the following sections:

- Advanced Settings (See Advanced Settings tab on page 3-12)
- Layout Adjustment (See Layout Adjustment tab on page 3-17)
- Filing Options (See Filing Options tab on page 3-28)

Using the Document List

There are several features available from the Document List. You can confirm or delete documents stored inside the folder.

1. From the Scan to Folder screen, select Document List.

2. Use the scroll bar to navigate the document list.

3. Select the applicable document from the displayed list.

4. Select the applicable features from the Document List screen:
   - Selecting Refresh displays an updated document list with any newly scanned data.
   - Selecting the Document Name or Stored Date column-heading sorts documents in ascending or descending order by that column.
   - Selecting Review displays the document-list settings for the selected document.
   - Selecting Select All selects all the documents in the list.
   - Selecting Delete removes the selected document(s) from the list. This must be confirmed on the Delete Documents screen before the selected document can be removed.
5. If applicable, select **Document Details** to display the details for the selected document.

6. Select **Change Document Name** to edit the existing name using the displayed keyboard.
7. Select **Save** to print the stored document.
8. Select **Close** from the **Document Details** screen to return to the **Document List** screen.

**Filing Options tab**

You can use the on-screen keyboard to enter and save a document file-name for the document that is being scanned from the **Filing Options** tab.

1. Select the **Filing Options** tab.
2. Select **Document Name**...

![File Name Input Field](image)

3. Use the keyboard to enter the applicable file name.

4. Select **Save** to save the changes.

**Note**
For more information about Folder creation, refer to “Local Disk/Folder” in the System Administration Guide or ask your System Administrator for help.

## Network Scanning

The scanned document is stored on the machine’s hard drive and then transmitted automatically to a networked computer (server), using a Job Template (See [Job template on page 3-33](#)).

You can access the Network Scanning feature by selecting **Network Scanning** button from the **All Services** screen.
1. Select **Network Scanning** from the **All Services** screen.

2. Specify a Job Template from the list displayed.

3. Use the **up** and **down** buttons to navigate the list.

4. If you know the applicable template number, you can enter the Job Template Number in the **Go to** text box using the numeric keypad on the control panel.

5. Select **Update Templates** to refresh the template list, if a recently created template does not appear on the list.

6. Select **Template Description** to display a description of the Job Template. A description only appears if it has been set when the Job Template was created.

7. Select the applicable scanning options from the bottom portion of the screen. (See **Generic Scan Screen Features** on page 3-2)

8. If appropriate, select features to configure from each tab.

9. Press **Start** on the control panel.

For information about each of the tab features, refer to the following sections:

- **Advanced Settings** (See **Advanced Settings** tab on page 3-12)
- **Layout Adjustment** (See **Layout Adjustment** tab on page 3-17)
- **Filing Options** (See **Filing Options** tab on page 3-31)
Filing Options tab

You can use the Filing Options tab to set and save the various filing options.

1. Select the **Filing Options** tab.

2. Select **File Name**... to set the name of the scanned file using the displayed keyboard.

3. Select **Save**.

4. Select **File Format**... to set the various formats available. (See **File Format** on page 3-31)

5. Select **File Name Conflict**... to resolve a File Name conflict. (See **File Name Conflict** on page 3-33)

6. Enter Login Name password.

File Format

You can select the applicable file scanning format by using the **File Format** option.

**Note**

The number of format features available varies between formats. If a feature is not available for the specified format, it is either not displayed or displayed as ‘greyed-out’ and not selectable.

1. From the **Filing Options** tab, select **File Format**...

2. Select the applicable file format:
   - TIFF/JPEG Auto Select: Automatically saves scanned data as TIFF or JPEG files. Full color and grayscale scanned images are stored in JPEG format, and monochrome scanned images are saved in TIFF format.
   - PDF Images Multiple Pages per File: Saves multiple pages into a single file in PDF format.
   - PDF/A: Saves scanned data in the PDF/A format; PDF/A format is used primarily for archiving and long-term preservation.
   - Optimize PDF for fast web: If you select one of the PDF file format options, the **Optimize PDF for Fast Web View** option is available for selection.

**Notes**

- The **Optimize PDF for Fast Web View** feature allows the user to open and view the first page of a multi-page PDF document within a web browser, while the remainder of the document continues to load in the background. This may increase the overall file
size. Fast Web View restructures an Adobe PDF document for page-at-a-time downloading (byte-serving) from web servers. With page-at-a-time downloading, the web server sends only the requested page, rather than the entire PDF document. This is especially important with large documents that can take a long time to download from a server.

- Check with your web master to make sure that the web server software you use supports page-at-time downloading. To ensure that the PDF documents on your website appear in older browsers, you may also want to create HTML links (versus ASP scripts or the POST method) to the PDF documents and keep path names—or URLs—to the files at less than 256 characters.
  - TIFF File for Each Page: Saves each page into a different file in TIFF format.
  - mTIFF Multiple Pages per File: Saves multiple pages into a single file in TIFF format.
  - JPEG File for Each Page: Saves each page into a different file in JPEG format.
  - [JPEG File for Each Page] is not available when [Color Scanning] is set to [Black & White].
  - XPS: Saves multiple pages into a single file in XPS (XML Paper Specification) format.

3. If Applicable, select Compression Method. This button is active only when an option other than [JPEG File for Each Page] is selected.

- Auto - For black and white pages, this uses MMR when [Original Type] is [Photo & Text] or [Text], and MH when [Original Type] is [Photo]. JPEG is used for grayscale and color pages.
- Manual Select - Allows you to manually select a compression method for black and white pages. JPEG will be used for grayscale and color pages.
  - **Black and White Pages** - Select a compression method for black and white pages from [MH], [MMR], [JBIG2 (Arithmetic Code)], and [JBIG2 (Huffman Code)].
  - Grayscale/Color Pages - For JPEG images, the JPEG image will be used to compress the image.

**Note**
The higher the compression rate, the smaller the file size and the poorer the image quality.

4. Select Save. The view returns to the File Format screen.

5. Select Save. The view returns to the File Format screen.

Select Save to save the changes.
File Name Conflict

You can resolve a file-name conflict by using the File Name Conflict option.

1. Select the Filing Options tab.
2. Select the File Name Conflict option.

3. Select the appropriate option:
   - Do Not Save: Cancels the scan operation so that you may enter another file name.
   - Rename New File: Attaches a 4-digit number (0000-9999) to the end of the duplicate file name and saves the file in the same directory.
   - Overwrite Existing File: Deletes the existing file with the duplicate file name and saves the new file with the specified file name in the same directory.
   - Append to Existing File: Adds a newly scanned file to the existing file.

Notes
- This button is displayed only when Network Scanning is selected, and is selectable when TIFF for Each Page or JPEG File for Each Page is selected for File Format on the E-mail Options or Filing Options tab.
- Add Date Stamp to File Name: Adds the current date to the name of the new file.
- This button is displayed only when Network Scanning is selected.

4. Select Save.

Job template

The job template is a configuration file that defines conditions, information about the transfer destination server, and other information for the scanned file.

A job template can be created remotely using CentreWare or a Network Scanning server application such as the EFI Controller. According to the settings in the template, documents are automatically scanned, saved in TIFF/JPEG or PDF format, and then sent to a specified server. For information on how to program a job template, refer to Network Scanning in Chapter 3 of the System Administration Guide.

Note
You can create a maximum of 500 Job Templates.
Scan to PC

You can convert scanned data to TIFF, DocuWorks, or PDF formats, and then use the FTP or SMB protocols to send the data to a computer on the network.

Note
A shared folder for saving scanned documents needs to be created on the computer before you can scan the document.

1. From the All Services screen, select Scan to PC.

2. Specify a Transfer Protocol (See Transfer Protocol on page 3-35).

3. Set and save the Address Book attributes by selecting Address Book… (See Address Book on page 3-35)

4. Select the applicable scanning options from the bottom portion of the screen. (See Generic Scan Screen Features on page 3-2)

5. As applicable, select features to configure from the Advanced Settings, Layout Adjustment, and Filing Options tabs.

6. Press Start on the control panel.

For information about each of the tab features, refer to the following sections:
- Advanced Settings (See Advanced Settings tab on page 3-12)
- Layout Adjustment (See Layout Adjustment tab on page 3-17)
- Filing Options (See Filing Options tab on page 3-31)

Note
For information about how to configure the setup from the computer, refer to the manual provided with the computer operating systems.
Transfer Protocol

1. From the **Scan to PC** tab, select **Transfer Protocol**...

   ![Transfer Protocol](image)

   2. Select **FTP**, **SMB**, or **SMB (UNC Format)** as a forwarding protocol.
   3. Select **Save**.

Address Book

From the address book, you can select a server to save the scanned files to.

1. From the **Scan to PC** tab, select **Address Book**...

   ![Address Book](image)

   2. Use the up and down buttons to navigate the list.
   3. Select a **Name** from the list and **Add**. The server name appears in the **Save in** box.
4. Select Details... and verify the related information.

![Details: 005](image)

5. Select Close.

Tip
You can only use recipients configured for SMB or FTP. Mail recipients are not available.

Note
For information about configuring the Address Book, refer to “Address Book” in the System Administration Guide or contact your System Administrator for help.

Filing Options tab

You can use the Filing Options tab to set and save the various filing options.

1. Select the Filing Options tab.

![Filing Options](image)

2. Select File Name... to set the name of the scanned file using the displayed keyboard.
3. Select Save.
4. Select File Format... to set the various formats available. (See File Format on page 3-37)
5. Select File Name Conflict... to resolve a File Name conflict. (See File Name Conflict on page 3-40)
File Format

You can select the applicable file scanning format by using the File Format option.

Note
The number of format features available varies between formats. If a feature is not available for the specified format, it is either not displayed or displayed as ‘greyed-out’ and not selectable.

1. From the Filing Options tab, select File Format...
2. Select the applicable file format:
   - TIFF/JPEG Auto Select: Automatically saves scanned data as TIFF or JPEG files. Full color and grayscale scanned images are stored in JPEG format, and monochrome scanned images are saved in TIFF format.
   - PDF Images Multiple Pages per File: Saves multiple pages into a single file in PDF format.
   - PDF/A: Saves scanned data in the PDF/A format; PDF/A format is used primarily for archiving and long-term preservation.
   - Optimize PDF for fast web: If you select one of the PDF file format options, the Optimize PDF for Fast Web View option is available for selection.

Notes
   - The Optimize PDF for Fast Web View feature allows the user to open and view the first page of a multi-page PDF document within a web browser, while the remainder of the document continues to load in the background. This may increase the overall file size. Fast Web View restructures an Adobe PDF document for page-at-a-time downloading (byte-serving) from web servers. With page-at-a-time downloading, the web server sends only the requested page, rather than the entire PDF document. This is especially important with large documents that can take a long time to download from a server.
   - Check with your web master to make sure that the web server software you use supports page-at-time downloading. To ensure that the PDF documents on your website appear in older browsers, you may also want to create HTML links (versus ASP scripts or the POST method) to the PDF documents and keep path names--or URLs--to the files at less than 256 characters.
   - TIFF File for Each Page: Saves each page into a different file in TIFF format.
   - mTIFF Multiple Pages per File: Saves multiple pages into a single file in TIFF format.
   - JPEG File for Each Page: Saves each page into a different file in JPEG format.
   - [JPEG File for Each Page] is not available when [Color Scanning] is set to [Black & White].
   - XPS: Saves multiple pages into a single file in XPS (XML Paper Specification) format.
3. If Applicable, select Compression Method. This button is active only when an option other than [JPEG File for Each Page] is selected.
   - Auto - For black and white pages, this uses MMR when [Original Type] is [Photo & Text] or [Text], and MH when [Original Type] is [Photo]. JPEG is used for grayscale and color pages.
   - Manual Select - Allows you to manually select a compression method for black and white pages. JPEG will be used for grayscale and color pages.
     - Black and White Pages - Select a compression method for black and white pages from [MH], [MMR], [JBIG2 (Arithmetic Code)], and [JBIG2 (Huffman Code)].

Note
The higher the compression rate, the smaller the file size and the poorer the image quality.
4. Select **Save**. The view returns to the **File Format** screen.
5. Select **Save**. The view returns to the **File Format** screen.
6. Select **Save** to save the changes.

**PDF Security**

When applicable, you can set the security password for created PDF files:

1. Select **PDF Security**.

2. Select **Password**.

3. Select the desired **Encryption Algorithm**.

5. Enter the document-open password.
6. Select Save.
7. Select Next and perform steps 4 and 5 again.
8. Select Save. The view is returned to the File Format screen.

PDF Signature

Note
In order for this feature to be functional, a certificate needs to have been previously set by the System Administrator. (See Administration Guide)

Allows you to add a signature to your PDF file so that the document’s authenticity can be definitively proven, preventing false and fake documents from being presented as authentic documents.

When applicable, you can set the PDF Signature feature:
1. Select MRC High Compression.
2. Select On or Off.
3. Select Save. The view is returned to the File Format screen.
File Name Conflict

You can resolve a file-name conflict by using the File Name Conflict option.

1. Select the Filing Options tab.
2. Select the File Name Conflict option.

3. Select the appropriate option:
   - Do Not Save: Cancels the scan operation so that you may enter another file name.
   - Rename New File: Attaches a 4-digit number (0000-9999) to the end of the duplicate file name and saves the file in the same directory.
   - Overwrite Existing File: Deletes the existing file with the duplicate file name and saves the new file with the specified file name in the same directory.

4. Select Save.

Job template

The job template is a configuration file that defines conditions, information about the transfer destination server, and other information for the scanned file.

A job template can be created remotely using CentreWare. According to the settings in the template, documents are automatically scanned, saved in TIFF/JPEG or PDF format, and then sent to a specified server. For information on how to program a job template, refer to the System Administration Guide.

Note
You can create a maximum of 500 Job Templates.
Optional Color Scanner Kit

If you have the optional Color Scanner Kit installed, some of the screens on your machine will be different than those shown in this chapter. The differences will be noted where they occur and where they would impact scanning operation.

The Color Scanner Kit allows E-mail, Scan to Folder, Network Scanning, and Scan to FTP/SMB scans to be in color. Note that scans for the Copy function are only in black and white since the this machine is a monochrome printer.

For reference, here is an example of the portion of the tabbed screens that shows the Output Color feature. This is only different whenever the optional Color Scanner Kit is installed, and replaces the Darken/Lighten feature.

The Color Scanning area contains these four buttons:
- Auto Detect - scans are made based on the content of the original
- Color - scans are made in full color, regardless of the content of the original
- Black & White - scans are made in black and white, regardless of the content of the original
- Grayscale - scans are made in grayscale, regardless of the content of the original

PDF Scan Kit

The PDF Scan Kit is an optional accessory for the Xerox 4112/4127 Copier/Printer (C/P). The PDF Scan Kit consists of hardware (additional memory) and software (licensing) that expands the capabilities of the standard scanning features, such as: Scan to PC, E-mail scanning, and Network Scanning.

Tip
The Color Scan Kit must also be enabled in order to use the PDF Scan Kit. The Color Scan Kit combined with the PDF Scan Kit allows you to scan and create high compression and/or text searchable PDFs in full color.

Note
The screens shown in this document may or may not reflect your machine's User Interface (UI). The screens may vary depending on your machine's configuration and marketplace. The screens shown here are a representation only.
PDF Scan Kit benefits

The standard Xerox 4112/4127 C/P built-in Scan feature allows you to scan to folder, email, FTP/SMB, and other locations with standard scan settings. These standard scan settings enable high resolution scanning, which in turn creates a larger PDF file size. You can use lower resolution scans to minimize file size, but the scan quality can be impacted. The PDF Scan Kit enables more advanced compression technologies, such as MRC, JBIG2, MMR and MH that allow you to create compressed, high-quality files.

The PDF Scan Kit includes the following features, which are described in detail later in this section:

- **MRC High Compression** scanning
- **Searchable Text**

The PDF Scan Kit can be used with the following services: Scan to PC, Email and Network Scanning. An example of using each service with the PDF Scan Kit is presented later in this document.

**Compression Scanning**

Large files take up more storage space and take more time to transmit than compressed PDF files. There are numerous benefits to compressing files to PDF, but some of the most important benefits are:

- Compressed PDFs can be sent up to 10x faster than files that are not compressed.
- Compressed PDF files take up much less storage space on your system.
- When transferring compressed PDF files over the Internet or Intranet, you use less bandwidth.

When using the PDF Scan Kit, you have access to the following compression models:

- **MRC High Compression**: This feature, specific to the PDF Scan Kit, enables you to create high resolution, high quality compressed scans that allow for fast and efficient transport through networks without impacting the scanned image quality. For additional information, see; MRC High Compression Scanning.

The following compression models apply to Black and White images, only. They are available when using the standard scan package as well as with the PDF Scan Kit.

- **MH**: Modified Huffman - (CCITT-G3) Lossless Fax compression for binary Black and White images, only. For Black & White pages, MH is used when Photo is selected as the Original Type.
- **MMR**: Modified Modified Read - (CCITT-G4) Lossless Fax compression for binary Black and White images, only. This is the default setting for Black and White jobs.
- **JBIG2**: Joint Binary Image Group v2 - The most recent replacement for the CCITT-G3/G4 binary Black and White lossless compression schemes. A scanned image can be compressed up to 10x smaller than with TIFF G4 (MMR). There are two sub categories:
  - **JBIG2-Arithmetic**: Arithmetic coding is a method of encoding data using a variable number of bits. The number of bits used to encode each symbol varies according to the probability assigned to that symbol.
  - **JBIG2-Huffman**: An extremely popular compression method for text-based data. Huffman coding uses an integral number of bits to encode a symbol.
• JPEG: Joint Photographic Experts Group - A compression method that is commonly used for images. For Grayscale and Color images, JPEG is used to compress the image. JPEG resolution depends on system settings. See the System Administrator Guide or contact your system administrator for additional details.

Note
Lossless data compression allows the same original data to be reconstructed from the compressed data. Lossless compression is used for data and text files. Lossy data compression does not produce exact reconstructions. Audio and video files often use lossy compression.

MRC High Compression Scanning

MRC, or Mixed Raster Content, is a compression model that separates an image into three different layers: foreground, background, and mask. Each layer is compressed separately using the most appropriate type of compression for that data type and is later uncompressed and recombined based on the mask layer to restore the original image. This compression model is available only when using the PDF Scan Kit.

As an example, consider a document with text, photographs and graphical elements. Using the MRC High Compression model we might place photographic elements in the Background layer, colored graphical elements (including text color) in the Foreground layer, and text shapes (or other similar high frequency, high contrast elements) in the Mask layers. Since text carries visual information at high contrast and spatial frequency, it can be encoded as 1 bit per pixel at 600 spi. The values of 0 and 1 for the Mask layer indicate which of the two other layers should be used for reconstruction of the composite image.

In contrast to text, the accurate communication of photographic and colored graphical visual information requires fewer pixels per inch (lower spatial frequency), but requires more bits per pixel. To compress the image, we would use a binary and typically lossless algorithm, e.g., MMR, while the Background and Foreground layers would be compressed using a continuous tone, and typically, lossy algorithm, e.g., JPEG.

Using MRC High Compression will generally produce a smaller file size than using one of the other compression models. You can use MRC Compression on its own or with the other compression models for additional compression scenarios.

Note
The following conditions should be considered when using the MRC High Compression feature:

• MRC High Compression is not available for Color Scanner Kit Black & White jobs.
• MRC High Compression is supported for 200 or 300 dpi scans, only.
• When MRC High Compression is designated, document type options are not available. The device automatically scans the document in the Text/Photo mode.
• Photographic paper scanning is not supported with the MRC High-Compression feature.
• PDF v1.3 is output in the MRC High Compression feature, and documents can be opened by Acrobat 4.x. or later. When JBIG2 is used for the compression method of the mask image, PDF v1.4 is output.
Sample Scans using the PDF Scan Kit

The following 8.5 x 14” image was scanned on the 4127 Standard Color Scan using Scan to FTP - without the PDF Scan Kit. The resulting color scanned file size is 5.95MB. When scanning a Grayscale image, the scanned size is 1.19MB.

If the PDF Scan Kit is used when scanning this image, the following size reductions are achieved:

- High Compression File (with Auto compression) - 727K
- High Compression File (with MMR compression) - 403K
- High Compression File (with JBIG2 - arithmetic) - 401K
- High Compression File (with JBIG2 - Huffman) - 406K

High quality of the image is maintained with the added benefit of file size being reduced dramatically - in most cases the file size is reduced more than 10x. As you can see, file size reduction is especially dramatic when scanning color documents.

The next 2-page 8.5 x 11 in. document was scanned on the 4127 Standard Color Scan using Scan to FTP - without the PDF Scan Kit. The resulting file size for the color scan is 893K. For the Grayscale scan, the file size is 916K. Using the PDF scan Kit, the following results were achieved:

- With the MRC High Compression set to On, the size was reduced to 295K.
- If the document was scanned as Grayscale with MRC High Compression set to On, the size would be reduced to 251K.

The high quality of the image is maintained with the added benefit of file size being reduced substantially - in this case more than 3x.
Searchable Text

This feature allows you to scan text and generate PDFs that contain a layer of searchable text. The scanned document can then be transmitted using Scan to PC, E-mail or Network Scanning, where it can be searched, copied and pasted and commented on using Adobe Acrobat or Microsoft Word software. For security purposes the original document cannot be edited.

There are two selections that you can choose from the Searchable Text screen:

- **Image Only**: Scans and transmits images. The text is not searchable when using this option.
- **Searchable**: This feature allows you to scan a document that contains text, compress it and then transmit the resulting PDF file. The text is imbedded into the scanned file.

The following are a few examples which show the benefits of using the PDF Scan Kit’s Searchable Text feature:

- Searchable text is useful when scanning documents that contain bulk text (e.g., user manuals, business reports, memos, legal documents, etc.) so that you can view and search them when using applications such as Adobe Acrobat Reader.
- Searchable text is useful for archiving scanned pages. As an example, once documents are scanned, you can search an entire archive for all documents that include the word “feather.” Since the text is searchable, it is recognized by text search engines such as Google Desktop, Microsoft Windows, etc.
- You can send searchable PDF documents to colleagues for review and comment. They can then comment on the documents using Adobe Acrobat Reader commenting tools and then return the documents to you.
- You can scan numerous documents and then create a single PDF document using tools such as Adobe Acrobat Professional. It may be more convenient to have one single file than ten separate files.
- When sending images, the sent image can be cropped and then edited using imaging software such as Adobe Photoshop or SnagIt. For security purposes, the original image cannot be edited.

Using the PDF Scan Kit

The PDF Scan Kit can be used with Scan to PC, Email and Network Scanning.

- **Scan to PC using the PDF Scan Kit**
- **E-mail using the PDF Scan Kit**
- **Network Scanning using the PDF Scan Kit**

Note

The Color Scan Kit must also be enabled in order to use the PDF Scan Kit.
Scan to PC using the PDF Scan Kit

Scan to PC allows you to convert scanned data to TIFF, DocuWorks, or PDF formats, and then use the FTP or SMB protocols to send the data to a computer on the network.

Note
A shared folder for saving scanned documents needs to be created on the computer before you can scan the document. For additional information about Scan to PC, see the User Guide. See your system Administrator to set up FTP/SMB addresses.

In this example, a 26-page document with both text and images will be compressed with searchable text and sent to an FTP location. The original scanned black and white document is 2.15MB.

1. From the Services screen, select Scan to PC.

2. From the menu within the Address Book, select the FTP address that you want to use to send the document.

3. From the Color Scanning menu, select Grayscale.

4. Press the Filing Option tab.
5. Press the **File Format** button.

6. Select **PDF Images (Multiple Pages per File)**.

7. To set compression, select the **MRC High Compression** button.

8. From the MRC High Compression screen, select **On** to enable high compression.

9. Select **Save**.

10. From the File Format screen, select the **Searchable Text** button.
11. You can select from **Image Only** or **Searchable**:
   - **Image Only**: Scans and transmits images. The text is not searchable when using this option. As an example, this option would be useful if you were scanning to archive a typed document that contained signatures. Once scanned, you could copy and paste the sections of the document that were relevant to your needs.
   - **Searchable**: For this example, select **Searchable**. This feature allows you to send the job as a PDF that contains a layer of searchable text. Select from the following Searchable options:
     - **Language to Identify**: You can select from English, Spanish or French.
     - **Text Compression**: This allows you to select **Compress Text**.

12. Once you have selected your options, select **Save**.
13. Select **Save** on the Searchable Text screen.
15. Select **Start**. The Scan to PC screen shows the progress of the job and it is sent to the selected location. Access the resulting PDF job using Adobe Acrobat software. The original document was 2.15 MB, but when using MRC High Compression, the document was reduced in size to 644k - a size that is more than 3x smaller than the original. You can cut and paste and comment on the document, but you cannot edit the original file.
E-mail using the PDF Scan Kit

This feature allows you to send a scanned document as an e-mail attachment.

In this example, a 2-page color brochure, containing both text and images, is scanned using grayscale and is then e-mailed to three individuals for comment. The original size of the color brochure is 1.63MB.

1. From the Services screen, select E-mail.

![E-mail screen with options]

2. From the E-mail screen, add the users that will be receiving the document.
   
   **Note**
   
   To add new e-mail accounts see the User Guide or contact your System Administrator.

3. From the Color Scanning menu, select Grayscale.

4. Press the E-mail Options tab.
5. Select the **File Format** button.

6. Press the **PDF Images Multiple Pages per File** button.

7. Press the **Searchable Text** button.

8. Select **Searchable**.

9. Press the **Text Compression** button:
   
a. Select **Compress Text**: For grayscale and color jobs the default setting of JPEG is used to compress the image. Since this is a grayscale job, the default setting will be used.
b. Press **Save**.

![Scan Xerox 4112/4127 Copier/Printer 3-51 User Guide](image)

10. To set compression, select the **MRC High Compression** button.
11. Press the **On** button.

![File Format - MRC High Compression](image)

12. Press **Save**.
13. Press **Save** again.
14. Load your document in the document feeder and press **Start**. If enabled, the Email screen shows the progress of the job and it is sent to the selected location. The document size is reduced from 1.63 MB to 293K. Once received, the documents can be commented on using Adobe Acrobat software and then they can be e-mailed back to you for review.
Network Scanning using the PDF Scan Kit

When using Network Scanning, the scanned document is stored on the machine’s hard drive and then transmitted automatically to a networked computer (server), using a Job Template.

The job template is a configuration file that defines conditions, information about the transfer destination server, and other information for the scanned file.

According to the settings in the template, documents are automatically scanned, saved in TIFF/JPEG or PDF format, and then sent to a specified server.

Note
For additional information on creating job templates, see the System Administrator Guide, the User Guide, or contact your System Administrator.

In this example, a three-page color template will be scanned black and white and then compressed and sent in PDF format to a specified network location. The original scanned file size is 1.77 MB.

1. From the Services screen, press Network Scanning.

2. From the Network Scanning screen, select the job template that you want to use.

3. From the Color Scanning menu, select Black & White.
4. Press the Filing Options tab.

5. From the Filing Options tab, select the File Format button.

6. From the File Format screen:
   a. Select **PDF Images Multiple Pages per File**.
   b. Select the **Compression Method** button to view the default compression for Black & White documents. The default selection is MMR since Photo & Text is the Original Type for this job. Select **Cancel** to return to the File Format screen.

   **Note**
   **MRC High Compression** is not available to select for Black & White jobs.
c. Select **Searchable Text**.

![File Format](image)

7. Press the **Searchable** button.
8. Select the **Text Compression** button.

![Searchable Text](image)

9. Select **Compress Text**. The text will be compressed using the MMR compression method, which is the default method for this job.
10. Select **Save**.

![Text Compression](image)

11. Press **Save** on the next two screens.

12. Load your document in the document feeder and select **Start**. The Network Scanning screen shows the progress of the job and it is sent to the selected location. The file size is reduced from the original from 1.77MB to 293K. A confirmation sheet may print once the scan is completed.
Computer operations

Tip
The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that may be seen on your particular system.

Network Printing

Print procedures vary depending on the application software you are using. For more information, refer to the documentation provided with each application.

To learn about print features, click Help in the print driver screen and refer to the online help.

Printing with the PS print drivers

1. Load the paper in the paper tray. See the Paper and other Media chapter in the User Guide.
2. From your computer, open the document you want to print.
4. Select the desired printer.
5. Select Properties.
7. Select the appropriate Paper Tray, Paper Size, and Paper Type.
Computer operations

8. Select the **Advanced** tab and select any **Advanced Features**.
9. Select **OK** to save and close the **Properties** window.
10. Select the desired copies/quantity and **OK** to print the job.

  Note
  For additional information, review your print driver documentation.

Printing with the PCL print drivers

1. Load the paper in the tray. See the **Paper and other Media** chapter in the User Guide.
2. From your computer, open the document you want to print.
3. Select **File > Print**.
4. Select the desired printer.
5. Ensure that **Auto-Rotate and Center** and **Choose Paper Source by PDF page size** are unchecked.

   ![Print dialog box](image)

  Note
  These options may not be available with your version of Adobe Acrobat or Adobe Reader.
6. Select **Properties** and select the **Paper/Output** tab.

7. Click the **Paper Select** button.

8. If Tray 3 or Tray 4 is being used, then select **Paper Settings for Auto Tray** and choose the appropriate paper type.

9. Select **OK** twice to return to the Properties screen.
10. Select the **Advanced** tab and select any **Advanced Features**.

11. Select **OK** to save and close the **Properties** window.

12. Select the desired copies/quantity and **OK** to print the job.

    **Note**    
    For additional information, review your print driver documentation.

**CentreWare Internet Services**

CentreWare Internet Services requires a TCP/IP environment, and enables you to view the status of the machine and its jobs, as well as submit jobs for printing.
Print a job from CentreWare Internet Services

Note
Only **print ready files** (*.ps, *.pcl, *.jpeg, *.tiff, *.pdf, etc.) may be submitted to the device from the CentreWare Internet Services web page.

1. Start your computer and open the browser.
2. Enter the device IP address or Internet address in the browser address field and press the **Enter** key on your computer’s keyboard.

   Note
   If you cannot access your machine via CentreWare Internet Services, see your System Administrator for help.

3. From the CentreWare Internet Services screen, select the Print tab.

4. Select a file to print by clicking the **Browse** button and navigating to the desired file.
5. Select your desired print options.
6. Select the **Submit Job** button to print the job.
Copying a job with tabs

1. Load the tab stock in Tray 5 (Bypass). See, “Loading Paper into Tray 5 (Bypass)” on page 8-5.

2. The Tray 5 (Bypass) screen opens automatically. Use the controller to confirm or change the paper size.
   a. Select **Confirm** if the paper size and type displayed are correct.
   b. Select **Change Settings** to select the correct paper settings.

3. Select the tab stock:
   - **Paper Type**
   - **Paper Size**: Select **Standard Size (8.5 x11 in./A4)**.

4. Select **Save/Confirm** until you return to the **Copy** screen.
5. Select:
   a. **Output Format** tab.
   b. The **Output Orientation** button.

6. Select:
   a. **Face Down**.
   b. **Save**
7. From the Output Format tab, select **Tab Margin Shift**.

8. Select:
   a. **Shift to Tab**: Follow the tab loading instructions and review your tab stock selections.
   b. **Save**.

9. Enter the desired output quantity using the numeric keypad.

10. Select **Start** to begin copying.
Network tab printing

Network printing on tabs using the PS print drivers

1. Load the tab stock in Tray 3, Tray 4, or Tray 5 (Bypass). Refer to **Loading Tab Paper in Trays** in the **Paper and Other Media** chapter.
2. From your computer, open the document you want to print.
3. Select **File > Print**.
4. Select the desired printer.
5. Select **Properties**.
6. Select the **Paper/Output** tab.
7. Select the appropriate **Paper Tray**, **Paper Size**, and **Paper Type** (Select **Tab Stock** if using the Tray 5 manual tray, otherwise select **Printer Default Type**).

8. Select the **Advanced** tab and select **Advanced Features**.
9. Select **Shift tab** from the Tab Margin Shift feature.

10. Set the desired shift margin.

11. Select **OK** to save and close the Tab Margin Shift window.

12. Select **OK** to save and close the **Properties** window.

13. Select the desired copies/quantity and **OK** to print the job.

**Note**

For additional information, review your print driver documentation.

**Network printing on tabs using the PCL print drivers**

1. Load the tab stock in Tray 3, Tray 4, or Tray 5 (Bypass). Refer to **Loading Tab Paper in Trays** in the **Paper and Other Media** chapter.

2. From your computer, open the document you want to print.

3. Select **File > Print**.

4. Select the desired printer.

5. Ensure that **Auto-Rotate and Center** and **Choose Paper Source by PDF page size** are unchecked.

**Note**

These options may not be available with your version of Adobe Acrobat or Adobe Reader.

![Image of Xerox 4127 PCL 6 Properties screen]

7. Click the Paper Select button.

![Image of Paper Select window]

8. If Tray 3 or Tray 4 is being used for the tab stock, then select Paper Settings for Auto Tray and choose Tab Stock for the paper type.

9. If Tray 5 (Bypass) is being used for the tab stock, then select Tray 5 (Bypass) Settings and choose Tab Stock for the paper type.

10. Select OK twice to return to the Properties screen.
11. Select the **Advanced** tab and select the **Tab Margin Shift** item.

![Image of Xerox 4127 PCL 6 Properties window with Advanced tab and Tab Margin Shift highlighted]

12. From the Tab Margin Shift pull-down menu, select the Shift Tab option.

![Image of Xerox 4127 PCL 6 Properties window with Tab Margin Shift options highlighted]
13. Set the desired Tab margin Shift.

14. Select OK to save and close the Tab Margin Shift window.

15. Select OK to save and close the Properties window.

16. Select the desired copies/quantity and OK to print the job.

Note
For additional information, review your print driver documentation.

**E-mail print**

You can send e-mail with TIFF or PDF documents attached from a computer to the machine. Received e-mail is automatically printed. This feature is called “E-mail Print.”

**Sending e-mails**

This example describes how to use Outlook Express to send e-mail from a computer to each printer.

1. Use your e-mail client to create the e-mail body, and then attach a TIFF or PDF document if available.

   **Tip**
   Only plain text is permitted in the e-mail body. Change the body text format to plain text from within your e-mail client. HTML format cannot be printed.

   **Notes**
   - Attached files that do not have the “.tif” or “.pdf” extension may not print correctly.
   - Up to 31 documents can be attached.
2. Enter the mail address of the machine as the recipient.

3. Send the e-mail.

Note
The receiving printer prints the e-mail body and attached documents with the following configuration:

**E-mail body:**
The PCL print driver for the machine is installed on the sending computer with a default TIFF format document attachment. Default value of logical printer configured by **TIFF Memory Allocation Settings** in the CentreWare Internet Services **Emulation Settings**.

**PDF format document attachment:**
Default value of logical printer configured by **Postscript Logical Printer Number** in the CentreWare Internet Services **Emulation Settings**. Offset output specification is disabled in each case.

## Importing scanned data

There are 3 methods for importing documents from a machine folder to your computer.

- Importing from a TWAIN Compatible Application
- Importing from Folder Viewer2
- Importing using CentreWare Internet Services

### Importing from a TWAIN-compatible application

The following section describes methods for using application software to import a document stored on a machine folder.

The Network Scan driver is used to allow client-side application software to import documents (scan data) stored on the folder in the machine via the network.

Note
To learn about fields in the displayed dialog box, click **Help** and refer to the online help.

1. Launch the application software to import the document.
Tip
The application must support TWAIN. TWAIN is a standard for scanners and other input devices.

Note
For information about supported applications, refer to the Readme contained in the CentreWare Utilities CD-ROM.

2. From the File menu, select the command used to choose the scanner (source).
3. From the Source, select Network Scan, and click Select.

4. From the File menu, select the command used to import the image from the scanner.
5. From the displayed list, click the scanner name of the machine, and click the Select Scanner button.

Notes
• If no items are shown in the list, click Refresh. The application searches for scanners.
• Click on Options to change the way scanner names are displayed.

6. In the Folder Number field, input the folder number (001 - 500) that contains the document you wish to import, and input a password (up to 20 digits) into the Password field.

Notes
• When you check the Save Password check box, you can skip steps 5 to 7 the next time you select the same folder.
• Clicking Change Scanner returns to step 5, where you can reselect a scanner.

7. Click Open Folder.
8. Select a document(s) to import from the list, and click **Import**.

![Import dialog](image.png)

**Note**

**Import**, **Refresh**, and **Delete** are available from the menu that appears when you right-click on the list.

- When import begins, a dialog appears like the one shown at right. Scan data is forwarded from the folder to the client.

![Import progress](image.png)

- Once forwarding ends, the document is loaded into the application software and is deleted from the folder.

**Notes**

- If importing one page at a time, documents that have pages not yet imported are shown in the list with an asterisk (*).
- With the exception of DocuWorks, for most applications, the Network Scan driver expands the compressed data and passes it to the application as a BMP file.
- Whether or not to delete the document in the folder after forwarding can be configured.
Changing network scan driver settings

To learn about fields in the displayed dialog box, click Help and refer to the online help.

Configure the display method for the scanner name

- You can change the display method for the scanner name shown when that scanner is selected.

![Options dialog box](image)

- To change the scanner name display method, click on Options in the scanner select dialog box and configure the display.
- If a scanner is registered by Other Network Scanners, the scanner in a different subnetwork can be displayed.

Configure the import method for scanned documents

- You can change the display method and import method for documents when importing them from a folder.

![Settings dialog box](image)

- To change the import method, click Settings in the document select dialog box, and configure the settings in the dialog box that appears.
Importing from Folder Viewer2

Using Folder Viewer2, you can import documents stored in the folder without using any application software.

Tip
Folder Viewer2 does not support importing one document at a time. All documents stored on the selected folder are imported.

Note
To learn about fields in the displayed dialog box, click Help and refer to the Folder Viewer2 online help.

1. Click Start > Programs > Xerox > Utilities > Folder Viewer2.
   
   Note
   If a different program folder was specified during installation, choose the correct name instead of Utilities.

2. From the displayed list, click the scanner name of the machine, and click the Select Scanner button.

3. In the Folder Number field, input the folder number, from 1 - 500, that contains the document you wish to import. Input a password (up to 20 digits) into the Password field.

4. Click Open Folder.
5. Click **Import**.

   ![Image of Network Scanner window]

   **Note**
   
   To import documents, the **Auto Import** check box must be checked in Folder Viewer2.

6. Click on the **Import** button to remove all stored documents from the folder, and save them in the specified directory.
Folder Management

Tip
The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that may be seen on your particular system.

Folder components

Register folders to store copied and scanned documents. A maximum of 500 boxes can be registered. For convenience purposes, you may want to make separate boxes for copied documents and for scanned documents.

Delete Folder button

This deletes the selected folder. If there are documents in the folder, they are also deleted.

Tip
Deleted documents cannot be recovered.

Folder Name

Set the box name by using the keyboard and the numeric keypad; a maximum of 20 characters may be used.

Check Folder Passcode

Set the folder password. Enter up to 20 numeric digits (0 to 9).

Note
The password setting is optional.

Delete Documents After Retrieval

Specify whether or not to enable the feature to delete documents stored in the selected folder at a specified time after a storage period has expired.

- **Save:** The document is stored.
- **Delete:** After the document is printed or retrieved by an external action, it is automatically deleted.
Delete Expired Documents

Specify whether or not to enable the feature to delete stored documents in a folder after a specified storage time period has expired.

- **No**: Does not delete documents even if a specified time period is set.
- **Yes**: Documents are deleted at a specified time after the storage period has expired.

**Tip**
The [Document Expired Date](#) option (System Settings > System Settings > Stored Document Settings) must be enabled and a specified date and time must be set in order for the above folder option to function. If the [Document Expired Date](#) option is not enabled, then an Enabled setting for the [Delete Documents with Expired Date](#) is ignored and the documents are not deleted.

Link Job Flow Sheet to Folder

You can associate a job flow sheet with a folder. By associating a job flow sheet with a previously registered folder, you can determine how documents stored in a folder are processed.

**Note**
For the method of registering a job flow, refer to Job Flow on page 6-1.

**When the Delete Folder button is selected**

This deletes the selected folder. If there are documents in the box, they are all deleted.

**Tip**
The deleted documents cannot be retrieved. When deleting a folder with more than 100 stored documents, delete the documents from the folder before deleting the folder. If multiple documents are deleted at once, it may take a while for them to be deleted (depending on size).
Create a folder

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Tools** tab.
3. From the **Setup Menu** screen, select **Create Folder**.

4. Select a **Folder**.

5. Select **Create/Delete**.

**Note**

By entering a three-digit number with the numeric keypad, you can go directly to a specific folder.
6. When creating a new folder, the password dialog box appears.

7. Select On or Off for the password option.
   a. If you selected On, continue to Step 8.
   b. If you selected Off, continue to Step 11.

8. Enter the desired password.

9. Select the access restrictions (Target Operation):
   - Always (All Operations): Requires a password for:
     - Scanning and saving documents to the folder
     - Viewing (reading) the folder’s Document List
     - Printing or deleting documents from the folder
   - Save (Write): Requires a password only when scanning and saving to a folder. Does not require a password for reading (viewing) the folder’s Document List nor for printing or deleting documents from the folder.
   - Print/Delete (Read): Requires a password only when reading (viewing) the folder’s Document List, and when printing or deleting documents from the folder. Does not require a password when scanning and saving documents to the folder.

10. Select Save.

11. Select the item to be set, and select Change Settings.

12. Select the desired setting for that item.

13. Select Save; you are returned to the Folder Create/Delete screen.

14. Repeat Steps 11-13 for the remaining items.

15. Select Close from the Folder Create/Delete screen; you are returned to the Folder screen.
Editing or deleting an existing folder

1. Press the **Machine Status** button on the Control Panel.
2. Press the **Tools** tab.
3. From the **Setup Menu** screen, select **Create Folder**.

![Create Folder Screen]

4. Select a **Folder**.

![Folder List]

5. Select **Create/Delete**.

**Note**
By entering a three-digit number with the numeric keypad, you can go directly to a specific folder.
6. If you are editing/deleting an existing folder that has an assigned password, the following dialog box appears.

```
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>On</td>
<td>Off</td>
</tr>
<tr>
<td>Password</td>
<td></td>
</tr>
</tbody>
</table>
```

   a. Enter the password for that folder
   b. Select Confirm

7. Select the item to be set, and select Change Settings.

```
<table>
<thead>
<tr>
<th>Items</th>
<th>Current Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Folder Name</td>
<td>TEST</td>
</tr>
<tr>
<td>2. Check Folder Passcode</td>
<td>Always (All Operations)</td>
</tr>
<tr>
<td>3. Delete Documents After Retention</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Delete Expired Documents</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Link Job/Flow Sheet to Folder</td>
<td></td>
</tr>
</tbody>
</table>
```

8. Select the desired setting for that item.
9. Select Save; you are returned to the Folder Create/Delete screen.
10. Repeat Steps 7-9 for the remaining items.
11. Select Close from the Folder Create/Delete screen; you are returned to the Folder screen.
Folder Management

Folder backup information

Your System Administrator can back up all the folders and their documents from the machine onto a remote computer. This is done by using a software application called **Backup Tool for restored document**. This ensures that if the machine malfunctions, the folders and their respective contents can be restored to the machine by the System Administrator.

Tip
When the System Administrator backups the folders, the following settings are **not** backed up and will be lost; therefore, you if you use any of these setting, you should record them so that, if necessary, you can reprogram your folder and its documents after they are restored onto the machine:

- Folder Passwords
- Access restrictions (Target Operations); refer to Step 4 of the procedure on page 5-4
- Automatic deletion of documents after retrieval
- Deletion of documents after their expiration date
- Links to Job Flow Sheets

Send from Folder

Note
The Send from Folder feature is not available for some models. An optional package may be necessary. For more information, contact the Customer Support Center.

Accessing the Send from Folder options

1. Press the **All Services** button.
Folder Management

2. Select Send from Folder.

3. Select the desired folder.

- If required, enter a passcode and select the Confirm button.

4. The selected folder document list appears.
   - To see the documents in a list view of the document list, select the List button.
Folder Management

- To see the documents in a Thumbnail list, select the Thumbnail button.

5. Select a document.

6. Select the desired option: Review, Delete, Document Details, Job Flow Settings, Print, or Batch/Print; each of these options is discussed in more detail beginning on the next page.

Notes
- Up to 100 copied, printed and scanned documents can be stored.
- The number of documents saved is displayed in Documents Stored.

Updated information is displayed by selecting Refresh.

Select ▲ to display the previous screen and select ▼ to display the next screen. Also, select ▲ to display the first screen and select ▼ to display the last screen. When Select All is selected, all documents in the box are selected. The selection will be canceled if the button is selected again.

You can sort documents in ascending or descending order by pressing either Document Name or Stored Date.

To the left of the document name is displayed an icon showing the document contents.
- : Copied document
- : Printed document
- : Edited document
- : Scanned Document
Folder Management

Review

This feature allows you to review the document settings in a folder.

1. Refer to Accessing the Send from Folder options on page 5-7
2. Select a document or documents and select Review.

3. The Document Settings screen appears.

![Review Screen](image)

![Document Settings Screen](image)
Delete

This feature allows you to delete documents in a folder

1. Refer to Accessing the Send from Folder options on page 5-7
2. Select a document or documents and select **Delete**.

3. The **Delete** screen appears.

- Delete
  - This deletes the document.

**Note**
Once the document is deleted, it cannot be recovered.

- Cancel
  - This cancels deleting the document.
Folder Management

Document Details

This feature allows you to check documents stored in a folder, change their names, change the view size, change the rotation, and display different pages.

1. Refer to Accessing the Send from Folder options on page 5-7
2. Select a document and select **Document Details**.

3. Select either **List** or **Thumbnail** view.
4. The **Document Details** screen appears.

5. The **Document Details** screen appears.
View Size and Rotation

This feature allows you to change the size and rotation of the document view.

Select View Size or Rotation pull down menu and select the desired view size and rotation:

- **View Size:** Select either Whole Page or Enlarged View
- **Rotation:** This allows you to rotate ALL the pages for the selected document. Select one of four rotation options:
  - No Rotation
  - Right 90
  - Left 90
  - 180 degrees

Selecting a rotation option results in all the document pages being rotated.

Change Document Name

You can rename documents.

**Note**
You cannot rename documents if multiple documents are selected.

1. Select **Change Document Name**.

2. Enter document name using the keyboard shown.
3. Select **Save** to keep the name change.
Job Flow Settings

This feature allows you to job flow settings for documents in the folder.

1. Refer to Accessing the Send from Folder options on page 5-7
2. Select a document and select **Job Flow Settings**.

3. The **Job Flow Settings** screen appears.

4. Select the desired Job flow settings.
Print/Batch Print Documents

This feature allows you to print documents or multiple documents stored in a box.

1. Select a document or multiple documents, and select Print or Batch Print.

   ![Folder Management (Document List)](image)

   **Note**
   The documents will be merged in the order they are selected.

2. Select the desired print settings and press Print.

   ![Folder Management (Print Settings)](image)

3. Select Document Details to check the content of a document selected.

   ![Folder Management (Document Details)](image)
Linking a Flow Sheet to a folder

To link a job flow sheet to a registered folder, perform the following:

1. From the Folder Create/Delete screen, select **Link Flow Sheet to Folder**.
2. Select **Change Settings**.
   - If a job flow sheet is not currently linked/associated to this folder, then the following screen appears:

   ![Screen 1](image1)

   - If a job flow sheet is already linked/associated to this folder, the following screen on appears:

   ![Screen 2](image2)

   - **Cut Link**: Disassociate the job flow from the folder.
   - **Create/Change Link**: A screen for job flow association appears. You can select from the existing job flows or create a new job flow.

   **Note**
   For more information, refer to Job Flow on page 6-1.

   - **Auto Start**: If you select the Auto Start check box, when a document is stored in the folder, the procedure registered in the job flow is automatically is started.
Overview

Tip
The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that may be seen on your particular system.

A Job Flow Sheet allows you to process documents that are stored in private folders. A Job Flow is started in the following ways:

- Automatically when a document is linked to a folder
- Manually selecting a Job Flow to act on documents stored in the folder.

To start a Job Flow, you must first link a folder with a specific Job Flow Sheet. When a Job Flow Sheet is set to start automatically, documents are processed automatically by the Job Flow when they appear in the folder.

The following conditions apply to Job Flow Sheets:

- Created Job Flow Sheets can be executed, modified, duplicated, or deleted only from the private folder in which it was created.
- You can register the following types of document processing in a Job Flow Sheet:
  - Specifying destinations (FTP, SMB, and e-mail)
  - Specifying multiple destinations and batch processing
  - Printing

The document processing types that you can register in a Job Flow Sheet depend on how the documents are stored in a private folder. See the following chart:

<table>
<thead>
<tr>
<th>Input</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Printer</td>
</tr>
<tr>
<td>Scan</td>
<td>Yes</td>
</tr>
<tr>
<td>Print Stored</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- Only the Job Flow Sheets that you have permission to execute are displayed.
- The Job Flow Sheet feature is available only when the Network Scanning Kit is installed on the machine.
Job Flow

Note
For additional Job Flow Sheet information, including Authentication, and Folders, see the System Administration Guide.

Job Flow Procedures

Creating a Job Flow Sheet

1. Press the Machine Status button.

2. From the tab menu, select:
   a. Tools tab
   b. Create Job Flow Sheet button
3. Select Create.

4. The Create New Job Flow Sheet screen allows you to enter the data necessary to create a new Job Flow Sheet. Each listed option can be deleted or changed.
   - **Change Settings**: Select this to confirm or change the setting values of the selected items.
   - **Delete Settings**: This deletes the setting values of all selected items. You will be asked to confirm the delete process.

5. Select the following line items and then press **Change Settings**. Use the keypad screen to enter information.
   a. **Name**: Set the name for the job flow using a maximum of 128 characters
   b. **Description**: Set the description of the job flow using a maximum of 256 characters
c. **Keyword**: Used to search for a Job Flow Sheet using a maximum of 12 characters. For example, enter *Accounting* as a keyword to access any Job Flow Sheets that contain *Accounting* in the Job Flow name.

![Image](image.png)

Send as E-mail: Specify the recipients for the e-mail. You can specify a total of up to 100 addresses. Select from the address book numbers or by direct input by using the keypad.

- **Address Book**: The recipients can be specified from address book. The specified recipient appears in **Recipient Name/E-mail Address** in the **Send E-mail** screen.

![Image](image.png)
6. **New Recipient:** Specify a new recipient. The specified recipient appears in Recipient Name/E-mail Address in the Mail Send screen.

   a. Select the item you want to change, and select **Change Settings** to set.

      - **Subject:** If desired, set a specific subject.
      - **Delete:** This deletes all information for the selected recipients.
      - **Change Settings:** Confirm or change the selected recipients as shown in the following image.

![Change Settings Image](image)

   - **File Format:** Specify the output file format.
- **Resend Attempts**: Set the amount of times you want to resend an E-mail or to turn off the feature:

![Resend Attempts](image)

Use the Up / Down keys to select a value.
Or touch the type-in region and use the Numeric Keypad to enter a value directly.
b. **Transfer via FTP (1) and Transfer via FTP (2):** Specify the server where documents are sent using FTP protocols.

- **Address Book:** When the server address is registered in the address book, you can specify the address from the address book. The specified address appears in the FTP Transfer screen.

- **File Format:** Specify the output file format.
- **Resend Attempts:** You can enter the amount of times you want the information resent using Resend Attempts.

### Address Book

<table>
<thead>
<tr>
<th>Name</th>
<th>Protocol</th>
<th>Server/IP Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>002 Server Address 02</td>
<td>SMB</td>
<td>129.249.148.2</td>
</tr>
<tr>
<td>005 Server Address 05</td>
<td>FTP</td>
<td>129.249.148.5</td>
</tr>
<tr>
<td>008 Server Address 08</td>
<td>SMB</td>
<td>129.249.148.8</td>
</tr>
<tr>
<td>011 Server Address 11</td>
<td>FTP</td>
<td>129.249.148.11</td>
</tr>
<tr>
<td>014 Server Address 14</td>
<td>SMB</td>
<td>129.249.148.14</td>
</tr>
<tr>
<td>017 Server Address 17</td>
<td>FTP</td>
<td>129.249.148.17</td>
</tr>
<tr>
<td>020 Server Address 20</td>
<td>SMB</td>
<td>129.249.148.20</td>
</tr>
<tr>
<td>023 Server Address 23</td>
<td>FTP</td>
<td>129.249.148.23</td>
</tr>
<tr>
<td>026 Server Address 26</td>
<td>SMB</td>
<td>129.249.148.26</td>
</tr>
</tbody>
</table>
c. **Transfer via SMB (1), Transfer via SMB (2):** Specify the server where documents are sent using SMB protocols.

- **Address Book:** When the server address is registered in the address book, you can specify the address from the address book. The specified address appears in the SMB Transfer screen.

- Select one of **Name, Server, Shared Name, Save in, User Name, or Password** and press the button to display the input screen.
- The numbers of characters you can input are as follows:
  - **Name:** 18 bytes maximum
  - **Server:** 64 bytes maximum
  - **Shared Name:** 18 bytes maximum
  - **Save in:** 128 bytes maximum
  - **User Name:** 32 bytes maximum
  - **Password:** 32 bytes maximum
- **Enter Details:** You can confirm or change the selected recipients.
- **File Format:** Specify the output file format.
d. Selecting **Print** allows you to set options to print the linked Job Flow Sheet. Select **Off** to disable this feature.

![Print Configuration](image)

7. Select **Save** to keep your settings. To activate the Save option, you must enter values in any of the following fields: **Send as E-mail**, **Transfer via FTP**, **Transfer via SMB**, **Print**.

![Job Flow Sheet Configuration](image)
8. View the newly created Job Flow Sheets and select **Exit**.

### Linking a Job Flow Sheet with a Folder

You can link a folder to a Job Flow Sheet, which instructs how the documents in the folder are processed.

1. Select the **Machine Status** button on the controller.
2. From the **Tools** tab, select **Create Folder**.

3. For this exercise, you will link a Job Flow Sheet to a new folder.
   a. Select a folder that is “Not in Use.”
   b. Select **Create/Delete**.

4. On the New Folder - Password screen, you can enter a password for folder access. The password must be entered once you start the Job Flow process.
   a. Enter a password of up to 20 digits using the Numeric Keypad.
   b. Select a password restriction:
      - **Always (All Operations)**: A password is required for all Job Flow Sheet access to the folder.
      - **Save (Write)**: The password entry screen displays when an attempt is made to edit any document in the folder.
      - **Print/Delete (Read)**: The password entry screen displays when an attempt is made to print or delete any document in the folder.
   c. Select **Save**.
Note
If you prefer not using a password, select the Off button. If you do not assign a passcode, all users will be allowed access to the folder.

5. Enter the following information by;
   a. Selecting each menu bar.
   b. Pressing the Change Settings button.
      • Folder Name: Enter a folder name of up to 20 characters using the keypad.
      • Check Folder Passcode: Allows you to review and edit the folder passcode.
      • Delete Documents After Retrieval: You can delete documents in the folder after they are printed or retrieved, or after they are transferred and printed through a Job Flow Sheet.
      • Delete Expired Documents: Allows you to delete documents in the folder after a preset period of time elapses. This time period is set by the System Administrator.
      • Link Job Flow Sheet to Folder: Select and go to step 6.
6. At the Link Job Flow to Folder screen, select the **Create/Change Link** button.

![Link Job Flow to Folder screen](image)

7. Select the Job Flow Sheet that you want to link and then select **Save**.

![Job Flow Sheet list](image)

8. At the Link Job Flow to Folder screen:
   
   a. You can place a checkmark in **Auto Start** if you want the Job Flow Sheet to be automatically executed when a new document is saved to the folder. If you do not select Auto Start, you will need to press the **Start** button on the controller to execute the linked Job Flow Sheet.
b. Select **Close**.

Note
Selecting **Cut Link** at any time to remove Job Flow Sheet linkage.

9. The Job Flow Sheet has been linked to the folder. Select Close to exit to the Tools tab.
Starting a Job Flow Manually

You need to start a Job Flow manually if the Job Flow Sheet was not set to automatically release when it was assigned to a folder.

1. Load the original document(s).
2. Select the Services button on the controller.
3. Select the Job Flow Sheets icon and if enabled by the System Administrator, select OK.
4. Select a listed Job Flow Sheet.

5. Press the Start button. The job runs and is placed in a folder or appropriate server.

Note
To enable communication with network computers, the SOAP port on this device must be opened.

Change/Duplicate actions are not permitted for Job Flows created on a network computer. However, fields that allow changes can be temporarily changed and used.

Job Flow Sheet Filtering

Job Flows can be filtered by authorization. See “Job Flow Sheet Types” in the System Administration Guide for more information.

1. Press the Services button.
2. Select:
   a. Job Flow Sheets
   b. OK.

3. Select Sheet Filtering.

4. The following filtering options are available:
   a. Owner options:
      • System Administrator - If this box is checked, the only Job Flow Sheets available to the System Administrator are displayed.
      • Non-System Administrator - If this box is checked, Job Flow Sheets displayed do not include those available to the System Administrator.
      • No Filtering - When both the System Administrator and Non-System Administrator boxes are checked, all the Job Flow Sheets are displayed.
b. Target options: Place a check in each job type you want displayed.

```
<table>
<thead>
<tr>
<th></th>
<th>Target</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Administrator</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Non-System Administrator</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Folder: Only Job Flow Sheets for scan jobs, external applications and copy jobs are displayed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scan Jobs: ✔️</td>
</tr>
<tr>
<td></td>
<td></td>
<td>External Application: ✔️</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Copy Jobs:</td>
</tr>
</tbody>
</table>
```

5. Select **Save**.

Confirming/Changing Job Flow

You can confirm a Job Flow and temporarily change its parameters. However, only fields that have change permission, assigned when the Job Flow was created, can be edited.

1. Select:
   a. Job Flow Sheets
   b. **OK**
2. Select:
   a. A listed Job Flow.
   b. To change contents, select **Change Settings**.

![Job Flow Sheets (Local Machine)](image)

**Note**
Updated information is displayed by selecting **Refresh**.

- Select ▲ to display the previous screen and select ▼ to display the next screen.
- Select ▲ to display the first screen and select ▼ to display the last screen.
- You can sort documents in ascending or descending order by pressing either **Name** or **Last Updated**.
- To confirm Job Flow contents, select **Details**.

3. Select the group to change from the **Group of Items**. The Group window opens automatically.

![Change Settings](image)

**Note**
Data included in the Job Flow is displayed in the **Group of Items**.
4. Select the items you want to change and make changes as instructed.

<table>
<thead>
<tr>
<th>Items</th>
<th>Current Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Type STR</td>
<td>12345</td>
</tr>
</tbody>
</table>
| 2. Type PMD | .....
| 3. Type INT | 3 |
| 4. Type SEL | 1234567890123456789012 |
| 5. Type DESTI-SMTP | hogehoge.p |
| 6. Type DESTI-SMTPSEC | hogehoge.p |
| 7. Type DESTI-FAX | 1234567890 |
| 8. Type DESTI-FAX | hogehoge.p |
| 9. Type DESTI-FAVSEC | hogehoge.p |
| 10. Type FTP | 123.456.789.123 |

Note
A triangle icon appears to the left of groups that have mandatory fields.

- Data included in the Job Flow is displayed in the Items and Current Settings.

5. Close any open screens to keep your changes.
Stored Programming Overview

Frequently used features and job settings can be saved as Stored Programming, which can be accessed using a shortcut button.

Stored Programming not only remembers feature settings, but it can record a series of operations. This enables you to record the hierarchy of displayed screens for each step. For example, you could use Stored Programming to record the following actions: press the Machine Status button, and display the screen the Print Reports screen to print reports.

- You can record up to 100 consecutive operations in each stored program
- Up to 40 programs can be stored.

Tips
- Build Job cannot be used with Stored Programming.
- There are situations where a stored program will become invalid:
  - When default values or paper tray settings are changed in the system setting
  - When buttons are added or removed from the touch screen, since stored programming only remembers the location of a button on the screen, not the name of the button. For example, button positions can change when a job flow or job template is added or deleted
  - Changing the values of the Watermark feature when it is used in a stored program
  - Changing the password to the folder used in the stored program after it is stored.
- System Settings, Job Flow Sheets, Network Scanning, Address Book and the Browse feature for the Scan to PC cannot be used with Stored Programming.
Storing a Program

1. Press the **Machine Status** button.

   **Note**
   The following actions terminate the storing process:
   
   - Pressing the <Interrupt> button on the control panel
   - The Auto Reset feature causes a time-out
   - A popup window (paper jam, for example) displays

   **Note**
   Do not perform the following while storing a program, or the program may not be stored or it may not function as programmed:
   
   - Remove or insert a paper tray
   - Load or reload paper in Tray 5 (Bypass)

2. From the **Tools** tab, select **Stored Programming**.
3. Select
   a. Store
   b. Select a Stored Programming button from the numbered list. Select ▲▼ to display the previous or next screen

Notes
- When storing a program for Tray 5, store both the paper size and the paper type or the stored program may not be successfully called.
- Once a job is stored to a button it cannot be edited, it must be saved again.

4. Set the features you wish to register. Features that are not available to use with Stored Programming are grayed out, such as Network Scanning and Job Flow Sheets. For the remainder of this exercise, you will store copy job programming. Select the Copy button and OK.
5. From the Copy window, select **1 -> 2 Sided** copying.

6. From the Output format tab, select the **Watermark** button.
7. From the Watermark screen:
   a. Select On
   b. Mark the Date & Time box
   c. Select Save

   ![Watermark Screen]

8. Press the Start button to end registration and store the programming. Once you call the copy job programming, all the screens that you programmed will display prior to job submission.

Notes
- For additional information about naming and calling stored programming, see: on page 7-7 and on page 7-9.
- One-touch buttons M01 to M20 are provided for Stored Programs 1 to 20.
Deleting Stored Programs

1. Press the Machine Status button.
2. From the Tools tab, select Stored Programming.
3. Select
   a. Delete
   b. Select the Stored Program number you want to delete

4. Select Yes to confirm Stored Programming deletion.

5. Select Close.

Note
Deleted Stored Programs cannot be restored.
Naming/Renaming a Stored Program

Up to 18 characters are allowed in a Stored Program name.

1. Press the **Machine Status** button.
2. From the **Tools** tab, select **Stored Programming**.
3. Select:
   a. **Enter/Change Name**
   b. Select the stored program that you want to rename. Select ▲▼ to display the previous or next screen

4. Enter the name, and select **Save**.

5. Confirm the name change.

6. Select **Close** to save your changes.
Stored Program icons

You can add or change a stored program icon.

1. Press the **Machine Status** button.
2. From the **Tools** tab, select **Stored Programming**.
3. Select:
   a. **Assign/Change Icon**
   b. Select the stored program to add or change the icon. Select ▲▼ to display the previous or next screen

4. Select an icon and then select **Save**.

The icon is added to the listed stored program.
Calling a Stored Program

When calling a specified Stored Program, the last screen shown during Stored Program registration appears.

1. Press the **Services** button.

2. Select:
   a. **Stored Programming**
   b. **OK**
3. Select the registered Stored Program containing the features you want to call. Select ▲▼ to display the previous or next screen.

4. Select:
   a. The Stored Program path icon you want to use. Unavailable Stored Programming paths are grayed out
   b. OK

5. Each screen that you programmed displays. After a Stored Program is called, select other features if necessary.

6. If your Stored Program path requires it, press the Start button. The job will complete as programmed.

   Note
   If your Stored Program contain errors it will not run and it will need to be reprogrammed correctly.
Tip
The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that may be seen on your particular system.

Note
Use Xerox recommended paper to avoid: paper jams, reduced print quality, malfunctions and other printer problems.

Loading Paper into Trays

Guidelines for Loading Paper into Trays

<table>
<thead>
<tr>
<th>Do:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Align the stack of paper before setting it in the tray.</td>
<td></td>
</tr>
<tr>
<td>• Fan transparencies and label paper before loading it into trays</td>
<td></td>
</tr>
<tr>
<td>• Fan transparencies output every 20 sheets to prevent them from sticking together.</td>
<td></td>
</tr>
<tr>
<td>• After loading paper, affix the paper size label to the front of the tray to indicate the paper size currently in the tray.</td>
<td></td>
</tr>
<tr>
<td>• Configure the paper tray attributes to match the attributes of the paper loaded in the tray.</td>
<td></td>
</tr>
</tbody>
</table>

| Don't:                  |                                                |
|                        | • Use paper that is folded, creased, waved, curled, or heavily warped. |
|                        | • Load mixed paper sizes together into the tray. |
Additional information

- For a description of how to make copies on non-standard size paper, information about setting Paper Type, Paper Type Priority, Paper Tray Priority, paper quality, and setting the paper substitute feature refer to “Paper Tray Settings” in the System Administration Guide.
- The machine automatically detects the size and orientation of loaded paper in trays. The paper type, however, must be set. For details about changing paper type, refer to “Paper Tray Attributes” in the System Administration Guide.

Loading Paper into Trays

When a paper tray runs out of paper during copying or printing, a message is displayed on the Control Panel. Add paper to the tray according to the displayed instructions. Copying or printing is automatically resumed after paper is added to the tray.

When loading paper into trays:
- Do not load paper exceeding the maximum fill line. Doing so may cause paper jams and other printer problems.
- Place the paper in the tray with the side to be copied or printed on facing up. Tab paper instructions may differ.

Loading Paper into Trays 1 and 2

1. Slowly pull out the tray towards you until it stops.

WARNING
If you pull the tray out using too much force, it can hit and injure your knees.
2. Load and align the edge of the paper against the left edge of the tray.

![Image of paper in tray]

**Note**
Do not load paper exceeding the maximum fill line.

3. Push the tray in gently until it comes to a stop.

**Note**
If you need to change the paper size for Trays 1 and 2, contact the Xerox Customer Support Center.

**Loading Paper into Trays 3 and 4**

1. Slowly pull out the tray towards you until it stops.

![Image of paper tray pulled out]

**WARNING**
If you pull the tray out using too much force, it can hit and injure your knees.
2. Load and align the edge of the paper against the left edge of the tray.

Note
Do not load paper exceeding the maximum fill line.

3. Squeeze the paper guide levers (2) and adjust the guides to match the size of your paper.

4. Push the tray in gently until it comes to a stop.
Loading Paper into Tray 5 (Bypass)

When using Tray 5 (Bypass):

- You must manually enter the paper size
- If you use a non-standard paper size often, you can preset the paper size in the device. The preset size then displays under Standard Sizes in the Tray 5 (Bypass) screen. For information about setup, refer to “Tray 5 (Bypass) - Paper Size Defaults” in the System Administration Guide.
- You can load up to 280 sheets of 20 lb/ 75 gsm paper

Tip
Do not load mixed size paper into Tray 5 (Bypass).

1. Gently extend Tray 5 (Bypass) as necessary to accommodate the paper.

2. Hold the center of the paper guides and slide them to the desired paper size.
3. Lightly insert the paper along the paper guide until it comes to a stop.

4. Select copying or printing.

**Loading Paper into Trays 6 and 7 (optional High Capacity Feeder)**

1. Slowly pull out the tray towards you until it stops.

**WARNING**

If you pull the tray out using too much force, it can hit and injure your knees.
2. Fan, load and align the edge of the paper against the right edge of the tray.

To change the paper size follow steps 3, 4, and 5. If you are not changing the paper size, go to step 6.

3. First remove any paper loaded in the tray.
4. Loosen the screws (2) to remove the guides.
5. Reattach the guides to fit the new paper size and tighten the screws (2).

6. Push the tray in gently until it comes to a stop.

**Loading Paper into Tray 6 (optional 1-drawer Oversized High Capacity Feeder)**

**Note**
If your machine is equipped with the optional 2-drawer Oversized High Capacity Feeder (OHCF), refer to the section entitled Optional 2-drawer Oversized High Capacity Feeder (Trays 6 and 7) on page 14-1 for specific information. The optional 2-drawer OHCF may not be available in your market area.

1. Slowly pull out the tray towards you until it stops.

**WARNING**
If you pull the tray out using too much force, it can hit and injure your knees.
2. Fan and load the paper, then squeeze and slide both paper guides so they just touch the paper stack.

Note
When loading drilled stock, place the paper with its drilled side to the right. When loading tab stock, place the tabs to the left.

3. Move the Paper Weight Switches to match the weight of the paper stock in the tray.

Note
For paper heavier than 256 gsm, slide the Paper Weight Switches to the heavier weight position (257 - 300 gsm). Failure to do so may result in paper jams.

4. Push the tray in gently until it comes to a stop.

Note
When the loaded tray is closed, the tray position is automatically adjusted in the front/back direction based on the paper size.
Loading paper into Tray 8 (Post-Process Inserter)

The Post-Process Inserter is designed for loading paper that will be used as separators and covers. You cannot make copies using the Post-Process Inserter media.

Note
Remove any paper that remains loaded into the Inserter.

1. Hold the center of the paper guides and slide them to the desired paper size.

2. Load the paper, aligning to the front side of the tray. If the paper is preprinted, load the paper with the printed side facing up and with the tab side to be fed first.
Loading Tab Paper into Trays

The following describes the procedures used for loading tab paper into Trays 3 and 4 (below), Tray 5 (Bypass) page 8-12, and Tray 8 (Post-Process Inserter) page 8-13.

Tip
Do not load paper exceeding the maximum fill line. Doing so may cause paper jams and other printer problems.

Loading Tab Paper into Trays 3 and 4

1. Slowly pull out the tray towards you until it stops.

![WARNING]
If you pull the tray out using too much force, it can hit and injure your knees.

2. Load and align the edge of the tab paper against the right edge of the tray with the side to be copied or printed on facing down. Move the two paper guide levers while holding their grips so that they lightly contact the edges of the paper.
Loading Tab Paper into Tray 5 (Bypass)

1. Gently extend Tray 5 (Bypass) as necessary to accommodate the paper.

2. Hold the center of the paper guides and slide them to the desired paper size.

3. Place the tab paper:
   - With the side to be copied or printed facing up.
   - The bottom side to be fed first.
   - Gently along the paper guide until it comes to a stop.
Loading Tab Paper into Tray 8 (Post-Process Inserter)

1. Hold the center of the paper guides and slide them to the desired paper size.

2. If the paper is preprinted, load the paper with the printed side facing up and with the tab side to be fed first.
Change/Confirm the Tray Settings

If you change paper types, the tray settings must be modified to reflect the paper type that is loaded in the tray. The following describes how to change or confirm the attributes of the paper loaded in the trays.

Change/confirm the tray settings from the All Services screen

Note
User Interface (UI) screens vary from system to system and from marketplace to marketplace. As a result, the UI screens shown in this section may or may not reflect your system configuration.

You can confirm and/or change the paper settings, such as weight, size, type, etc.

Tip
In order for the user to confirm or change paper settings, the System Administrator must enable the Paper Tray Attributes feature. See your System Administrator, or refer to the System Administration Guide, Chapter 8, “Setup Menu.”

1. Press the Machine Status button on the Controller.
2. From the Machine Status menu, select the:
   a. Tools tab
   b. Paper Tray Attributes button
3. Select the desired paper tray and then select the **Change Settings** button.

**Note**
For this example, we selected Tray 3 because Trays 1 and 2 do not allow custom paper size entries.

4. Select the **Change Settings** button.
5. Select paper options and
   - Auto Size Detect: If you select Auto Size Detect, select the Save button to save and close the window.
   - **Custom Size:**
     a. The width and height of the paper by selecting the arrow buttons.
     b. Select **Save**.
6. Review the paper settings and press **Confirm**.

![Tray 3 settings](image)

7. Select **Close** on the next screen.
8. Press the **Services** button to return to the **Copy** screen.

**Change/confirm the DEFAULT tray settings (System Administration)**

1. Press the **Log In/Out** button on the Controller.
2. Enter the System Administrator Login ID (password) with the numeric keypad, and select Enter.

![Login as System Administrator](image)

**Note**
The default User ID value is 11111. When using the Authentication feature, a password is required. The default password is x-admin. See the System Administrator Guide for additional information.

3. Select the following:
   a. **Tools** tab
   b. **System Settings** button
   c. **Common Settings** button
   d. **Paper Tray Settings** button.
4. Select **Paper Tray Attributes**.

5. Select the desired paper tray and select **Change Settings**.

   **Note**
   For this example, we selected Tray 3 because Trays 1 and 2 do not allow custom paper size entries.

6. Select the **Change Settings** button.
Select Confirm if paper size and type are correct.

Change Settings
7. Select paper options and:
   - Auto Size Detect: If you select Auto Size Detect, select the Save button to save and close the window.
   
   ![Tray 3 Paper Options](image)

   - Custom Size: Select the following:
     a. The width and height of the paper by selecting the arrow buttons.
     b. Select **Save**.

   ![Tray 3 Custom Size](image)

   **Note**
   If the optional OHCF (Tray 6) is attached, an additional Paper Type option called **Coated Stock** is available.
8. Once you have selected and reviewed your paper options, press the **Confirm** button.

![Paper Tray Selection Screen]

9. Select **Close** on the next two screens to return to the Tools tab.

**Note**
To assign a name to a Custom Paper entry, refer to “Custom Paper Name” in the System Administration Guide.

---

**Loading Tab Paper when the optional GBC AdvancedPunch is connected**

When the optional GBC AdvancedPunch is attached to your machine, tab paper is loaded differently into the paper trays. For information on how to load paper into the paper trays (when a GBC AdvancedPunch is attached), refer to the GBC AdvancedPunch customer documentation.
Job Status

Tip
The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that may be seen on your particular system.

Job Status Overview

The Job Status feature lets you check active, pending, and completed jobs. You can also cancel printing or print pending-print jobs.

You can access the Job Status area by pressing the Job Status button on the control panel.
Active Jobs tab

You can check active jobs, cancel jobs, or execute jobs in the order you set.

1. Press the Job Status button on the control panel.
2. Select the Active Jobs tab.

3. Select the job you want to view from the View pull-down menu.

4. Select the applicable job to view from the displayed list.

5. Use the up or down button on the scroll bar to navigate the list.

6. If required, select Display Time to display the time required to process the job.

Note
For more information about the time settings, refer to “Estimated Time for Single or All Jobs” in the System Administration Guide or contact your System Administrator for help.
7. To delete a job or change the execution order, select the job from the list.
8. Select **Delete** or **Promote** from the pop-up menu.

- **Delete** - Cancels the current or pending job.
- **Promote** - Promotes a job to be run after the currently executing job.
- **Details** - Shows the details of the selected document.
- **Close Menu** - Closes the pop-up menu.

**Completed Jobs tab**

You can check whether a job has completed successfully. Also, by selecting a job, you can display specific details.

1. Press the **Job Status** button on the control panel.
2. Select the **Completed Jobs** tab.
3. Select the job you want to view from the **View** pull-down menu.
4. Use the scroll bar to navigate the list.
5. To check the details of a job, select the job from the displayed list.

![Job Status](image)

6. After checking the job details, select **Close**.

**Secure Print Jobs & More tab**

This section describes how to manipulate documents stored by the secure print, sample set, and delayed print features.

1. Press the **Job Status** button on the control panel.
2. Select the **Secure Print Jobs & More** tab.

3. Select, set and save the applicable features:
   - Secure Print... (See [Secure Print](#))
   - Sample Set... (See [Sample Set](#))
   - Delayed Print... (See [Delayed Print](#))
   - Charge Print... (See [Charge Print](#))
Secure Print
1. From the Secure Print Jobs & More tab, select Secure Print...
2. Select Refresh to display the latest updated information.
3. Use the up or down button to navigate the list.
4. From the displayed list, select the applicable user. If you know the exact number of the user in the list, you can specify the user directly with the numeric keypad, from the Go to box.
5. Select Document List.

6. Use the keypad on the control panel to enter the passcode.

7. Select Confirm.
   Note
   If no password code is set, the Passcode screen does not appear.

8. Use the up or down buttons to navigate the document list.
9. Select the document you want to print or delete (See To Print a Document on page 7) or (See To Remove a Document on page 6).

Note
You can use the Select All button to select all documents in the list. Selecting this button a second time deselects all documents.

To Remove a Document
1. From the document list, select a document to delete.
2. Verify the file name is correct, then select Delete.

3. Select Yes to confirm the deletion.
To Print a Document
1. From the document list, select a document to print.
2. Enter the number of copies in the **No. of Documents** box, using the numeric keypad.
3. Select **Print**.
4. Select what to do with the document after printing.

- **Print and Delete** - Starts printing the document. After printing, the document is removed.
- **Print and Save** - Starts printing the document. After printing, the document is saved to the User document-list.
- **Cancel** - This cancels the printing of the document.

Sample Set

This section describes the sample set feature. When printing multiple copies from a client, specifying a sample set, prints a sample set for validation.

1. From the **Secure Print Jobs & More** tab, select **Sample Set**...
2. Select **Refresh** to display the latest updated information.
3. Use the **up** or **down** button to navigate the list.
4. From the displayed list, select the applicable user. If you know the exact number of the user in the list, you can specify the user directly with the numeric keypad, from the **Go to** box.
5. Select Document List.

6. Select the document you want to print or delete (See To Print a Sample Set on page 9) or (See To Remove a Sample Set Document on page 9).

Note
You can use the Select All button to select all documents in the list. Selecting this button a second time deselects all documents.
To Remove a Sample Set Document
1. From the document list, select a document to delete.
2. Verify the file name is correct, then select **Delete**.

![Delete Sample Set Documents dialog box]

3. Select **Delete** to confirm the deletion.

To Print a Sample Set
1. From the document list, select a document to print.
2. Enter the number of copies in the **No. of Documents** box, using the numeric keypad.
3. Select **Print**.

![Sample Set dialog box]

4. Select **Yes**.
Delayed Print

This section describes how to print and delete documents stored by the delayed print feature.

1. From the Secure Print Jobs & More tab, select Delayed Print...
2. Select Refresh to display the latest updated information.
3. Use the up or down button to navigate the list.
4. From the displayed list, select the applicable document. If you know the exact number of the document in the list, you can specify it directly with the numeric keypad, from the Go to box.
5. Select the applicable document you want to print or delete.

When You Select Delayed Print - Delete

1. From the document list, select a document to delete.
2. Select Delete.
3. Verify the file name is correct, then select Yes.
When You Select Delayed Print - Print

This prints the document saved by the delayed print feature. After printing, the document is deleted.

1. From the document list, select a document to print.
2. Select Print.
3. Select Yes.

Charge Print

The Charge Print feature allows you to print or delete documents stored for each billing user ID.

1. From the Secure Print Jobs & More tab, select Charge Print...

2. Select Refresh to display the latest updated information.
3. Use the up or down button to navigate the list. If you know the exact number of the document in the list, you can specify it directly with the numeric keypad, from the Go to box.
4. Select the needed billing user ID.
5. Select Document List. The Password screen is displayed.
6. Enter the passcode and select Confirm.
7. Select a document to print or delete from the displayed list.
8. Select the required option.
9. When finished, select Close.

Printing Waiting Print Jobs

You can print all the pending print jobs.

Note
If there are no pending print jobs, then you cannot select Print Waiting Jobs.

1. Press the Job Status button.
2. Select Print Waiting Jobs.
Tip
The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that may be seen on your particular system.

Overview

The Machine Status button is used to access machine status information and features.

Press the Machine Status button on the User Interface to access the following tabs.

- Machine Information
- Faults
- Supplies
- Billing Information
- Tools
The Machine Information tab

The **Machine Information** tab provides general information about the copier/printer and has buttons that allow you to access other machine information features.

<table>
<thead>
<tr>
<th>Machine Information</th>
<th>Faults</th>
<th>Supplies</th>
<th>Usage Information</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.xerox.com">http://www.xerox.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Machine Serial Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAA111111</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current System Software</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.24.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IP Address</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.111.11.11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Machine Configuration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software Version</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Serial Number**

The Machine Serial Number is displayed in the General Information area on the Machine Information tab. You will need this number when calling Xerox for technical information or assistance.

**Current system software version**

The version of the system software that is currently installed on your copier/printer is displayed.

**The IP address of your copier/printer**

An IP address is a unique address that an electronic device uses to communicate with other devices on a network using the Internet Protocol (IP) standard.
Machine Configuration...

Select the **Machine Configuration** button to view a list of hardware components and options that are available on your machine, and the status of each.

**Note**
Select ▲ to display the previous screen and ▼ to display the next screen.

### Machine Configuration

<table>
<thead>
<tr>
<th>Items</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Configuration Code</td>
<td>Installed</td>
</tr>
<tr>
<td>2. Document Feeder</td>
<td>Installed</td>
</tr>
<tr>
<td>3. Paper Tray</td>
<td>4 Tray Configuration</td>
</tr>
<tr>
<td>4. High Capacity Feeder</td>
<td>2 Trays</td>
</tr>
<tr>
<td>5. Tray B (Inserter)</td>
<td>Installed</td>
</tr>
<tr>
<td>6. Output Device</td>
<td>LP Finisher with C-Z Fold</td>
</tr>
<tr>
<td>7. Folder</td>
<td>Installed</td>
</tr>
<tr>
<td>8. Booklet Maker</td>
<td>Installed</td>
</tr>
<tr>
<td>9. Hard Disk</td>
<td>Installed</td>
</tr>
<tr>
<td>10. Page Memory Size</td>
<td>128MB</td>
</tr>
</tbody>
</table>

Software Version...

Select the **Software Version** button to check the software versions for machine components.

### Software Version

<table>
<thead>
<tr>
<th>Items</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Controller+PS ROM</td>
<td>0.238.0</td>
</tr>
<tr>
<td>2. IOT ROM</td>
<td>43.11.0</td>
</tr>
<tr>
<td>3. HFC ROM</td>
<td>216.0</td>
</tr>
<tr>
<td>4. Finisher D ROM</td>
<td>20.0</td>
</tr>
<tr>
<td>5. IIT ROM</td>
<td>151.3</td>
</tr>
<tr>
<td>6. IIT Option ROM</td>
<td>124.0</td>
</tr>
<tr>
<td>7. RPF ROM</td>
<td>122.2</td>
</tr>
<tr>
<td>8. SJF1</td>
<td>3.0.7</td>
</tr>
<tr>
<td>9. SSMI</td>
<td>1.7.0</td>
</tr>
</tbody>
</table>
Paper Tray Status...

Select the **Paper Tray Status** button to view the current status information for each paper tray.

<table>
<thead>
<tr>
<th>Tray</th>
<th>Status</th>
<th>% Full</th>
<th>Paper Size</th>
<th>Paper Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tray 1</td>
<td>Ready</td>
<td>100%</td>
<td>A4(l)</td>
<td>Plain</td>
</tr>
<tr>
<td>Tray 2</td>
<td>Ready</td>
<td>75%</td>
<td>A3(l)</td>
<td>Plain</td>
</tr>
<tr>
<td>Tray 3</td>
<td>Ready</td>
<td>50%</td>
<td>A4(l)</td>
<td>Plain</td>
</tr>
<tr>
<td>Tray 4</td>
<td>Ready</td>
<td>25%</td>
<td>A3(l)</td>
<td>Recycled</td>
</tr>
<tr>
<td>Tray 5</td>
<td>-</td>
<td>-</td>
<td>Auto Size Detect</td>
<td>Plain</td>
</tr>
</tbody>
</table>

Print Reports...

The **Print Reports** button must be enabled by a System Administrator before reports can be printed. Some features on the Print Reports screen are only available in System Administrator mode.

Select the various buttons to identify the desired report criteria, then press **Start** to print the report.
Refer to the following table for information about the various reports.

<table>
<thead>
<tr>
<th>Report Category</th>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Status</td>
<td>Job History Report</td>
<td>Lists data for the last 200 jobs recorded on the machine.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jobs can be filtered by job type.</td>
</tr>
<tr>
<td></td>
<td>Error History Report</td>
<td>Lists the most recent errors that occurred in the machine.</td>
</tr>
<tr>
<td>Copy Reports</td>
<td>Configuration Report</td>
<td>Lists common settings, such as the hardware configuration, network information, and current feature settings.</td>
</tr>
<tr>
<td>Printer Reports</td>
<td>Configuration Report</td>
<td>Lists common settings, such as the hardware configuration, network information, and current feature settings.</td>
</tr>
<tr>
<td></td>
<td>PCL Settings List</td>
<td>Lists the PCL emulation mode settings.</td>
</tr>
<tr>
<td></td>
<td>PCL Macro List</td>
<td>Lists the macros registered for use with PCL emulation.</td>
</tr>
<tr>
<td></td>
<td>PDF Settings List</td>
<td>Lists the settings for PDF print mode.</td>
</tr>
<tr>
<td></td>
<td>TIFF/JPEG Settings List</td>
<td>Lists the settings for TIFF/JPEG print mode.</td>
</tr>
<tr>
<td></td>
<td>TIFF/JPEG Logical Printers List</td>
<td>Lists the settings for up to 20 logical printers created in TIFF/JPEG print mode.</td>
</tr>
<tr>
<td></td>
<td>PostScript Logical Printers List</td>
<td>Lists the logical printers created in PostScript mode.</td>
</tr>
<tr>
<td></td>
<td>HP-GL/2 Settings List</td>
<td>Lists the HP-GL/2 emulation mode settings.</td>
</tr>
<tr>
<td></td>
<td>HP-GL/2 Logical Printers List</td>
<td>Lists the HP-GL/2 emulation mode settings stored in memory.</td>
</tr>
<tr>
<td>Scan Reports</td>
<td>Reports: Configuration Report</td>
<td>Lists common settings, such as hardware configuration, network information, and feature settings.</td>
</tr>
<tr>
<td></td>
<td>Reports: Scan/Fax Configuration Report</td>
<td>Lists settings specific to the scan features.</td>
</tr>
<tr>
<td></td>
<td>Reports: Domain Filter List</td>
<td>Lists domains registered for domain filtering.</td>
</tr>
<tr>
<td></td>
<td>Job Template List</td>
<td>Lists the job templates that can be used on the machine.</td>
</tr>
<tr>
<td></td>
<td>Address Book</td>
<td>Lists the contents of address books and relay stations for the address selections shown on the right side of the screen.</td>
</tr>
<tr>
<td>Folder List</td>
<td>Folder List</td>
<td>Lists the folder settings and the procedure used when storing data in the folder.</td>
</tr>
<tr>
<td>Job Counter Report</td>
<td>Job Counter Report</td>
<td>Lists the job counter reports for each feature.</td>
</tr>
</tbody>
</table>
Machine Status

Overwrite Hard Disk

Note
This is an optional feature that may not be available on your copier/printer; it is part of the optional Data Security Kit. It overwrites information on the hard disk to ensure the highest level of security. This option must be enabled by the System Administrator.

The Overwrite Hard Disk feature prevents the document image and registered data recorded on the hard disk from being illegally retrieved.

1. Access to this feature is via the **Machine Status** button on the control panel.
2. Select the **Overwrite Hard Disk** button on the touch screen.

   - The **Overwrite Hard Disk Status Standby** screen displays while the overwrite process is in progress.

   ![Overwrite Hard Disk Status Standby](image1)

   **Status: Standby**

   - This feature prevents the document image and registered data recorded on the hard disk from being illegally retrieved.

   - The number of overwrites is set by the System Administrator.

   - When Overwrite Hard Disk is "In Progress", the jobs on the hard disk are being made unreadable.

   - When the machine returns to standby, the job overwrite process is completed.

3. When **Standby** appears next to the button on the Machine Information tab, the overwriting operation has finished.

   ![Overwrite Hard Disk](image2)

   Refer to the Overwrite Hard Disk section in the System Administration Guide for more information.
Print Mode...

This feature allows you to change the default printer mode and emulation parameter settings.

When **On-line** is selected on the Print Mode window, the copier/printer can accept data. When **Off-line** is selected, the copier/printer is taken off-line and cannot accept data.

### PCL Emulation

Select the **PCL Emulation** button to set parameter values for printing jobs with PCL emulation.

1. Select **PCL Emulation** on the **Print Mode** screen.
2. Enter the 3 digit item number for the parameter that you want to change. **The item numbers are shown in the following table.**
3. Select **Change Value**.
4. Enter the required value.
5. Select **Save**.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Tray</td>
<td>201</td>
<td>0: Auto (Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: Tray 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2: Tray 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3: Tray 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4: Tray 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5: Tray 5 (Bypass)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6: Tray 6 (HCF)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7: Tray 7 (HCF)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Select the paper tray. When <strong>Auto</strong> is selected, the machine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>automatically selects the tray based on the paper size specified on</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the Paper Supply screen.</td>
</tr>
<tr>
<td>Auto Size</td>
<td>202</td>
<td>3: A3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4: A4 (Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5: A5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14: B4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15: B5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>21: 8.5 x 14 in.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>22: 8.5 x 13 in.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23: 8.5 x 11 in. (Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>24: 11 x 17 in.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30: 8K</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Select the default paper size when the machine is set to select</td>
</tr>
<tr>
<td></td>
<td></td>
<td>paper size automatically (set to <strong>Auto</strong>). The default value is A4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or 8.5 x 11 in. depending on the region.</td>
</tr>
<tr>
<td>Bypass Size</td>
<td>203</td>
<td>3: A3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4: A4 (Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5: A5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14: B4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15: B5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>21: 8.5 x 14 in.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>22: 8.5 x 13 in.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23: 8.5 x 11 in. (Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>24: 11 x 17 in.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sets the paper size for the bypass tray. Only available when **Paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tray** is set to <strong>Tray 5 (Bypass)</strong>. The default value is A4 or 8.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>x 11 in. depending on the region.</td>
</tr>
<tr>
<td>Orientation</td>
<td>205</td>
<td>0: Portrait (Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: Landscape</td>
</tr>
<tr>
<td>2 Side Print</td>
<td>206</td>
<td>0: Off (Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: On</td>
</tr>
<tr>
<td>Parameter</td>
<td>Item</td>
<td>Value</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Default Font</td>
<td>0: CG Times</td>
<td>41: Times New Bold</td>
</tr>
<tr>
<td></td>
<td>1: CG TimesItalic</td>
<td>42: Times New Bold Italic</td>
</tr>
<tr>
<td></td>
<td>2: CG Times Bold</td>
<td>43: Symbol</td>
</tr>
<tr>
<td></td>
<td>3: CG Times BoldItalic</td>
<td>44: Wingdings</td>
</tr>
<tr>
<td></td>
<td>4: Univers Medium</td>
<td>45: Line Printer</td>
</tr>
<tr>
<td></td>
<td>5: Univers MediumItalic</td>
<td>46: Times Roman</td>
</tr>
<tr>
<td></td>
<td>6: Univers Bold</td>
<td>47: Times Italic</td>
</tr>
<tr>
<td></td>
<td>7: Univers BoldItalic</td>
<td>48: Times Bold</td>
</tr>
<tr>
<td></td>
<td>8: Univers MediumCondensed</td>
<td>49: Times BoldItalic</td>
</tr>
<tr>
<td></td>
<td>9: Univers MediumCondensedItalic</td>
<td>50: Helvetica</td>
</tr>
<tr>
<td></td>
<td>10: Univers BoldCondensed</td>
<td>51: HelveticaOblique</td>
</tr>
<tr>
<td></td>
<td>11: Univers BoldCondensedItalic</td>
<td>52: HelveticaBold</td>
</tr>
<tr>
<td></td>
<td>12: Antique Olive</td>
<td>53: HelveticaBoldOblique</td>
</tr>
<tr>
<td></td>
<td>13: Antique OliveItalic</td>
<td>54: CourierPS</td>
</tr>
<tr>
<td></td>
<td>14: Antique OliveBold</td>
<td>55: CourierPSOblique</td>
</tr>
<tr>
<td></td>
<td>15: CG Omega</td>
<td>56: CourierPSBold</td>
</tr>
<tr>
<td></td>
<td>16: CG OmegaItalic</td>
<td>57: CourierPSBoldOblique</td>
</tr>
<tr>
<td></td>
<td>17: CG OmegaBold</td>
<td>58: SymbolPS</td>
</tr>
<tr>
<td></td>
<td>18: CG OmegaBoldItalic</td>
<td>59: PalatinoRoman</td>
</tr>
<tr>
<td></td>
<td>19: GaramondAntiqua</td>
<td>60: PalatinoItalic</td>
</tr>
<tr>
<td></td>
<td>20: Garamond Kursiv</td>
<td>61: PalatinoBold</td>
</tr>
<tr>
<td></td>
<td>21: Garamond Halbfett</td>
<td>62: PalatinoBoldItalic</td>
</tr>
<tr>
<td></td>
<td>22: Garamond KursivHalbfett</td>
<td>63: ITC BookmanLight</td>
</tr>
<tr>
<td></td>
<td>23: Courier (Default)</td>
<td>64: ITC BookmanLightItalic</td>
</tr>
<tr>
<td></td>
<td>24: CourierItalic</td>
<td>65: ITC BookmanDemi</td>
</tr>
<tr>
<td></td>
<td>25: CourierBold</td>
<td>66: ITC BookmanDemiItalic</td>
</tr>
<tr>
<td></td>
<td>26: CourierBoldItalic</td>
<td>67: HelveticaNarrow</td>
</tr>
<tr>
<td></td>
<td>27: Letter Gothic</td>
<td>68: HelveticaNarrowOblique</td>
</tr>
<tr>
<td></td>
<td>28: Letter GothicItalic</td>
<td>69: Helvetica NarrowBold</td>
</tr>
<tr>
<td></td>
<td>29: Letter GothicBold</td>
<td>70: HelveticaNarrowBoldOblique</td>
</tr>
<tr>
<td></td>
<td>30: AlbertusMedium</td>
<td>71: New CenturySchoolbookRoman</td>
</tr>
<tr>
<td></td>
<td>31: AlbertusMediumExtraBold</td>
<td>72: New CenturySchoolbookItalic</td>
</tr>
<tr>
<td></td>
<td>32: ClarendonCondensed</td>
<td>73: New CenturySchoolbookBold</td>
</tr>
<tr>
<td></td>
<td>33: Coronet</td>
<td>74: New CenturySchoolbookBoldItalic</td>
</tr>
<tr>
<td></td>
<td>34: Marigold</td>
<td>75: ITC AvantGardeBook</td>
</tr>
<tr>
<td></td>
<td>35: Arial</td>
<td>76: ITC AvantGardeBookOblique</td>
</tr>
<tr>
<td></td>
<td>36: ArialItalic</td>
<td>77: ITC AvantGardeDemi</td>
</tr>
<tr>
<td></td>
<td>37: ArialBold</td>
<td>78: ITC AvantGardeDemiOblique</td>
</tr>
<tr>
<td></td>
<td>38: ArialBoldItalic</td>
<td>79: ITC ZapfChanceryMediumItalic</td>
</tr>
<tr>
<td></td>
<td>39: TimesNew</td>
<td>80: ITC ZapfDingbats</td>
</tr>
<tr>
<td></td>
<td>40: TimeNewItalic</td>
<td></td>
</tr>
<tr>
<td>Parameter</td>
<td>Item</td>
<td>Value</td>
</tr>
<tr>
<td>-----------</td>
<td>------</td>
<td>-------</td>
</tr>
<tr>
<td>Font Size</td>
<td>209</td>
<td>400-5000 (Default: 1200): Specify the point size of a font in increments of 25. The value of 100 represents 1 point.</td>
</tr>
<tr>
<td>Font Pitch</td>
<td>210</td>
<td>600-2400 (Default: 1000): Specify the pitch size of a font. The value of 100 represents a pitch size of 1.</td>
</tr>
<tr>
<td>Form Line</td>
<td>211</td>
<td>5-128 (Default: 64 or 60, depending on region): Specify the number of lines on a page.</td>
</tr>
<tr>
<td>No. of Sets</td>
<td>212</td>
<td>1-999 (Default: 1): Specify the number of print sets.</td>
</tr>
<tr>
<td>Image Enhance</td>
<td>213</td>
<td>0: Off 1: On (Default) Enable or disable enhanced image mode.</td>
</tr>
<tr>
<td>Hex Dump</td>
<td>214</td>
<td>0: Off (Default) 1: On Enable or disable a hex dump.</td>
</tr>
<tr>
<td>Draft Mode</td>
<td>215</td>
<td>0: Off (Default) 1: On Enable or disable draft mode.</td>
</tr>
<tr>
<td>Binding</td>
<td>217</td>
<td>0: LEF (Default) 1: SEF Specify which edge of the paper is to be bound.</td>
</tr>
<tr>
<td>Line Termination</td>
<td>218</td>
<td>0: Off (Default) 1: Add-LF (Appends an LF to CR) 2: Add-CR (Appends a CR to LF and FF) 3: CR-XX (Appends a CR to LF and FF, and LF to CR)</td>
</tr>
</tbody>
</table>
HP-GL/2 Emulation

Select HP-GL/2 Emulation on the Print Mode screen to set parameter values for HP-GL/2 emulation. You can store and retrieve up to 20 emulation settings.

HP-GL/2 - Retrieve Programming

On the Retrieve Programming screen, select Factory Defaults to use the default settings, or select Custom Settings to use user-programmed emulation mode settings.
HP-GL/2 - Programming

The Programming option allows you to set emulation parameter values.


   ![HP-GL/2 - Programming](image)

2. Using the numeric keypad, enter the three digit Item Number for the feature to be set. The item numbers and their values are shown in the following table.

3. Select Change Value.

4. Enter a New Value, using the numeric keypad.

5. Select Save.

6. Select Close to leave this screen.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Size</td>
<td>101</td>
<td>99: Auto (Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100: Paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0: A0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: A1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2: A2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3: A3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4: A4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5: A5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10: B0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11: B1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12: B2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13: B3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14: B4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15: B5</td>
</tr>
</tbody>
</table>

   Set the input PDL logical document size. When Auto is selected, the document size is determined by the Scale Mode (Item 160).
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Size</td>
<td>102</td>
<td>99: Auto</td>
</tr>
<tr>
<td></td>
<td></td>
<td>101: A Size (Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3: A3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4: A4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5: A5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14: B4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15: B5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set the paper size. When Auto is selected, the document size is determined by the Scale Mode (Item 160).</td>
</tr>
<tr>
<td>Paper Tray</td>
<td>103</td>
<td>0: Auto (Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: Tray 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2: Tray 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3: Tray 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4: Tray 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5: Tray 5 (Bypass)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6: Tray 6 (HCF)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7: Tray 7 (HCF)</td>
</tr>
<tr>
<td>Coordinate Rotation</td>
<td>104</td>
<td>0: 0 degrees</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: 90 degrees</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set the paper orientation.</td>
</tr>
<tr>
<td>Auto Layout</td>
<td>106</td>
<td>0: On (Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: Off</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set whether to align the document position and paper automatically.</td>
</tr>
<tr>
<td>Active Palette</td>
<td>107</td>
<td>0: Command (Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: Panel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set whether to use the palette specified by a command or the panel.</td>
</tr>
<tr>
<td>No. of Prints</td>
<td>108</td>
<td>1 to 250 (1: Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set the number of prints to be made.</td>
</tr>
<tr>
<td>Output Tray</td>
<td>109</td>
<td>0: Center Tray (Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: Side Tray</td>
</tr>
<tr>
<td></td>
<td></td>
<td>80: Finisher Tray</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set the output paper tray.</td>
</tr>
<tr>
<td>2 Sided Printing</td>
<td>110</td>
<td>0: None (Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: Head to head</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2: Head to toe</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set the 2 sided original orientation.</td>
</tr>
<tr>
<td>Chinese Characters</td>
<td>111</td>
<td>0: Stroke</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: Mincho</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2: Gothic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set the output style for 2-byte characters.</td>
</tr>
<tr>
<td>Parameter</td>
<td>Item</td>
<td>Value</td>
</tr>
<tr>
<td>----------------------------</td>
<td>------</td>
<td>----------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Alpha-numeric Characters   | 112  | 0: Stroke  
|                            |      | 1: Roman  
|                            |      | 2: Sans-serif  
|                            |      | Set the output style for 1-byte characters.                          |
| Vertical Image Shift       | 113  | 0: None (Default)  
|                            |      | 1-250: -1 to -250 mm  
|                            |      | 251-500: +1 to +250 mm  
|                            |      | Set the vertical image shift.                                        |
| Horizontal Image Shift     | 114  | 0: None (Default)  
|                            |      | 1-250: -1 to -250 mm  
|                            |      | 251-500: +1 to +250   
|                            |      | Set the horizontal image shift.                                      |
| Print Quantity Setup       | 115  | 0: Protocol (Default)  
|                            |      | 1: Panel  
|                            |      | 2: Command  
|                            |      | Set the method for specifying the print quantity.                    |
| HP-GL Mode                 | 150  | 0: HP-GL (Default)  
|                            |      | 1: HP-GL/2  
|                            |      | Set the page description language (PDL).                             |
| Hard Clip                  | 151  | 0: Standard  
|                            |      | 2: Paper (Default)  
|                            |      | Set the hard clip area. The [Standard] hard clip area for A4, Letter, and Ledger is the same as for Hewlett Packard HP7550A. For other sizes, the hard clip area is the machine printable area. The [Paper] hard clip area is the same size as the paper. |
| Eject Command SP           | 152  | 0: Off (Default)  
|                            |      | 1: On  
|                            |      | Set whether the command is processed as an eject command.            |
| Eject Command SPO          | 153  | 0: Off  
|                            |      | 1: On (Default)  
|                            |      | Set whether the command is processed as an eject command.            |
| Eject Command NR           | 154  | 0: Off (Default)  
|                            |      | 1: On  
|                            |      | Set whether the command is processed as an eject command.            |
| Eject Command FR           | 155  | 0: Off (Default)  
|                            |      | 1: On  
<p>|                            |      | Set whether the command is processed as an eject command.            |</p>
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Item</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eject Command PG</td>
<td>156</td>
<td>0: Off (Default)</td>
<td>Set whether the command is processed as an eject command.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: On</td>
<td></td>
</tr>
<tr>
<td>Eject Command AF</td>
<td>157</td>
<td>0: Off (Default)</td>
<td>Set whether the command is processed as an eject command.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: On</td>
<td></td>
</tr>
<tr>
<td>Eject Command AH</td>
<td>158</td>
<td>0: Off (Default)</td>
<td>Set whether the command is processed as an eject command.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: On</td>
<td></td>
</tr>
<tr>
<td>Scale</td>
<td>159</td>
<td>0: Off</td>
<td>Set whether scaling is performed to enlarge or reduce the document size to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: On (Default)</td>
<td>fit the paper size.</td>
</tr>
<tr>
<td>Scale Mode</td>
<td>160</td>
<td>0: Paper Size (Default)</td>
<td>Set how the document size is specified when [Document Size] (101) is set to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: Active coordinate area</td>
<td>[Auto] (99).</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Paper Size] Set the document size to the minimum size that combines the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>active coordinate area from the active coordinate determining method and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>the active coordinate obtained by the settings of Origin Position and Paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Margin.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Active Coordinate Area] Set the document size to the area from which the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>paper margin is subtracted from the active coordinate area obtained by the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>active coordinate determining method.</td>
</tr>
<tr>
<td>Active Area</td>
<td>161</td>
<td>0: Auto (Default)</td>
<td>Set the method for obtaining the active coordinate area.</td>
</tr>
<tr>
<td>Determining</td>
<td></td>
<td>1: PS</td>
<td>[Auto] sets the method for obtaining the active coordinate area.</td>
</tr>
<tr>
<td>Command</td>
<td></td>
<td>2: IW</td>
<td>[PS]: The rectangular area is defined by the area specified by the first [PS]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3: IP</td>
<td>command.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4: Adapted</td>
<td>[IW]: The rectangular area is defined by the area specified by the last [IW]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>command.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[IP]: The rectangular area is defined by the area that encompasses all [IP]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>commands.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Adapted]: The rectangular area is defined by an area calculated from the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>maximum/minimum coordinates of the area and the coordinates plotted by the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>drawing commands, and the maximum size of characters and the line widths</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>present on the page.</td>
</tr>
<tr>
<td>Paper Margin</td>
<td>162</td>
<td>0-99: 0 to 99 mm (0: Default)</td>
<td>Set the paper margins.</td>
</tr>
<tr>
<td>Parameter</td>
<td>Item</td>
<td>Value</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>------------</td>
<td>--------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Image Enhance</td>
<td>163</td>
<td>0: Off&lt;br&gt;1: On (Default)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set whether to artificially enhance the resolution and smooth edges.</td>
<td></td>
</tr>
<tr>
<td>Staple</td>
<td>164</td>
<td>0: None (Default)&lt;br&gt;1: Top left&lt;br&gt;2: Top double&lt;br&gt;3: Top right&lt;br&gt;4: Left double&lt;br&gt;5: Right double&lt;br&gt;6: Bottom left&lt;br&gt;7: Bottom double&lt;br&gt;8: Bottom right&lt;br&gt;9: Center</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set the stapling position.</td>
<td></td>
</tr>
<tr>
<td>Manual Feed Tray Check Indicator</td>
<td>165</td>
<td>0: None&lt;br&gt;1: Yes (Default)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set the manual feed tray indicator.</td>
<td></td>
</tr>
<tr>
<td>Pen Width (No. 0-15)</td>
<td>800-815</td>
<td>0-255: 0 to 25.5 mm (3: Default)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set the width of the pen in 0.1 mm units.</td>
<td></td>
</tr>
<tr>
<td>Line End Shape (No. 0-15)</td>
<td>850-865</td>
<td>0: Cut (Default)&lt;br&gt;1: Round&lt;br&gt;2: Rectangular</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set the line end shape.</td>
<td></td>
</tr>
<tr>
<td>Line Intersects (No. 0-15)</td>
<td>900-915</td>
<td>0: None (Default)&lt;br&gt;1: Intersect&lt;br&gt;2: Round&lt;br&gt;3: Cut</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set the line intersect shape.</td>
<td></td>
</tr>
<tr>
<td>Pen Color (No. 0-15)</td>
<td>950-965</td>
<td>0-100: Black and white</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set the color density.</td>
<td></td>
</tr>
</tbody>
</table>
HP-GL/2 - Store/Delete Programming

You can save up to 5 print modes for the HP-GL/2 emulation.

To store the current selections:
1. Select **Store/Delete Programming**.
2. Select **Store Current Selections**.
3. Select the memory number in which you want to store the current selections.
4. Select **Close**.
   **Tip**
   If you select a number in which information is already stored, the information is overwritten and cannot be restored.

To delete current programming:
1. Select **Store/Delete Programming**.
2. Select **Delete**.
3. Select the memory number for the information you want to delete.
4. Select **Close**.
   **Tip**
   Deleted data cannot be restored.
HP-GL/2 - Default Programming

The default settings for your copier/printer can be either the factory default settings or you can specify custom default settings.

1. Select Default Programming.

2. Select Factory Defaults to use the factory default settings or select Custom Settings.

3. If you select Custom Settings, select a memory number to specify which saved settings should be used.

4. Select Save.

PDF

The PDF option allows you to set a password and parameter values for PDF direct printing. This feature is only available with the PostScript driver.

Password

1. Select Password to access the Keyboard screen.

2. Enter the password (up to 32 characters) and select Save.

Programming

1. Select PDF on the Print Mode screen.

2. Select Programming.

3. Enter the 3-digit item number in the Item Number field. Refer to the following table for parameters, item numbers, and values.

4. Select Change Value.

5. Enter the required value in the New Value field.
6. Select **Save**.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print Sets</strong></td>
<td>401</td>
<td>1-999 (Default: 1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Specify the number of print sets.</td>
</tr>
<tr>
<td><strong>2 Side Print</strong></td>
<td>402</td>
<td>0: Off (Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: LEF Binding</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2: SEF Binding</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Specify which edge of the paper is to be bound for double-sided printing; Long Edge Feed or Short Edge Feed.</td>
</tr>
<tr>
<td><strong>Print Mode</strong></td>
<td>403</td>
<td>0: Standard (Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: Fast</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2: High Quality</td>
</tr>
<tr>
<td><strong>Sort</strong></td>
<td>404</td>
<td>0: Off (Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: On</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enable or disable sorting.</td>
</tr>
<tr>
<td><strong>Layout</strong></td>
<td>405</td>
<td>0: Auto Reduce/Enlarge (Default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: Booklet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2: Two-up</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3: Four-up</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4: 100 % (actual size)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[Auto Reduce/Enlarge] prints with magnification to fit the paper size selection.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[Booklet] specifies duplex printing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[Two-up] and [Four-up] print two and four pages on a single sheet of paper.</td>
</tr>
<tr>
<td><strong>Paper Size</strong></td>
<td>406</td>
<td>0: Auto</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: A4 or Letter (Default)</td>
</tr>
</tbody>
</table>
The Faults tab

The Faults tab provides access to fault information and messages.

Current Faults

Select the **Current Faults** button to view a list of machine faults that are currently affecting the copier/printer.

1. Select **Current Faults** on the **Faults** screen.
2. Select a fault message from the list.
3. Select **Instructions**.
4. Follow the instructions to fix the error.
Current Messages

Select the **Current Messages** button on the **Faults** tab to view a list of machine messages. These messages indicate actions that need to be taken to continue or resume the proper operation of the copier/printer. For example, messages in the following graphic indicate that the drum cartridge needs to be replaced.

![Current Messages Table]

Fault History

Select the **Fault History** button on the **Faults** tab to display a list of fault codes. This information is used to diagnose and solve machine problems.

![Fault History Table]

Refer to chapter 12, Problem Solving, for more information.
The Supplies tab

The **Supplies** tab provides status information about the supplies (consumables) that are used in the copier/printer.

The remaining toner is displayed on a gauge and as the percent full from 100% to 0%.

The status of other consumables is shown as **OK**, **Replace Soon**, or **Replace Now**.

Refer to chapter 11, **Maintenance**, for information about replacing consumables.

**Tip**
If a partially used toner cartridge is placed in the copier/printer, the status shown on the Supplies tab may not match the actual amount of toner remaining in the cartridge. The use of new cartridges is recommended.
The Billing Information tab

Note
The screens shown in this document may or may not reflect your machine’s User Interface (UI). The screens may vary depending on your machine’s configuration and marketplace. The screens shown here are a representation only.

Accessing Billing Information
1. On the machine’s User Interface (UI), press the Machine Status button.

2. Select the Billing Information tab.

![Machine Status button](image)
Billing Information

The Billing Information feature displays the total number of prints/copies made by the machine and also allows you to view specific billing meter information.

The main Billing Information screen displays:
1. The Machine Serial Number
2. Total Impressions: This is the total number of prints/copies made on the machine.

Usage Counters

Select the Usage Counters button to view individual counters and their current count status.

From the drop-down list you can select the desired counter to view; select from:

- **Impression Counters:** This view provides total impression amount information. “Impression” is the image on **one side of one sheet** of media. This counter shows the total impression amount for copied and printed impressions and large impressions.
  - **Black Impressions:**
    - **Black Copied Impressions:** This number represents the total number of impressions for all black/white copied/scanned jobs.
Machine Status

- **Black Print Impressions:** This number represents the total number of impressions for all black/white network print jobs (sent from the user’s computer to the printer).
  - **Large Impressions:** These impressions are **one side of one sheet of a large document** (such as 11 x 17 in./A3). Large Impressions are any documents/originals/prints that are larger than 8.5 x 14 in./B4.
- **Sheet Counters:** This view provides information on the total number of sheets the machine feeds to the output area. Each sheet counts as one click on the counter (regardless of whether it is a one-sided or two-sided copy/print job).
- **Image Sent Counters:** This view provides information on the total amounts for fax images, internet fax images, email images, and network scanned images.
- **All Usage Counters:** This view provides a complete total of all the counters, including the totals from the Impression Counters, Sheet Counters, and Image Sent Counters.

**User Account Billing Information**

**Note**
This feature is available **only** if the Accounting feature is enabled. For more information on the Accounting feature, refer to both your User Guide and System Administration Guide.

When the Accounting feature is enabled, the **User Account Billing Information** button is displayed on the **Billing Information** screen:

This feature displays the billing information of the **currently logged-in user**.
1. Select the **User Account Billing Information** button.

![User Account Billing Information screen](image)

2. The **User Account Billing Information** screen is displayed.

![User Account Billing Information](image)

The billing information of the **currently logged-in user** is displayed, for:

- Copy Jobs
- Scan Jobs
3. Select either **Meter (Copy Jobs)** or **Meter (Scan Jobs)**:

These screens display the following information:

- Usage amount for this session
- Total usage
- Account Limit (set by the System Administrator)
- Available Balance (remaining unused amount for the account)

**Note**
Remember: The information displayed on these screens reflects the currently logged-in user’s account only.

**The Tools tab**

Regular users have limited access to Setup features on the **Tools** tab. The System Administrator login enables additional tools, which are described in chapter 8 of the **System Administration Guide**.
Create Folder

A Folder is a storage area where you can store copied and scanned documents. Users can create folders that all users can access and folders with Folder Passcodes for personal use.

Refer to chapter 4, Computer operations, for information about creating and managing folders.

Stored Programming

To enhance productivity, a series of programming steps can be saved with the Stored Programming feature.

Refer to chapter 7 for more information.

Create New Job Flow Sheet

A Job Flow Sheet contains saved job settings. When a Job Flow Sheet is assigned to a folder, the job settings are applied to the jobs that are in the folder.

Refer to chapter 6, Job Flow, for more information.

Add Address Book Entry

To add an entry to your electronic address book:

1. Select Add Address Book Entry on the Tools tab.

2. Select an available Address number (row). If necessary, use the arrow buttons to scroll to an available address.

3. Select Create/Delete to display a list of items.

4. Change the current settings, as desired. Select an item, select Change Settings, and select the desired setting.

Paper Tray Attributes
The **Paper Tray Attributes** option will appear on the **Tools** tab if the System Administrator has made it available to users.

![Paper Tray Attributes Table]

To change the attributes of a paper tray:

1. Select **Paper Tray Attributes** on the **Tools** tab.
2. Select a tray.
3. Select **Change Settings**.
4. Select **Confirm** if the settings are OK, or select **Change Settings**.
5. Select new settings, if needed.
6. Select **Save**.
Maintenance

Tip
The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that may be seen on your particular system.

Replacing Consumables

Consumables are any parts or supplies that need replacing periodically in order for the printer system to perform all of its functions properly.

Tip
Use only consumables recommended by Xerox for your printer system. The use of consumables not recommended by Xerox may impair image quality and printer system performance.

<table>
<thead>
<tr>
<th>Type of Consumable/Periodical Replacement Part</th>
<th>Product Code</th>
<th>Quantity/Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toner Cartridge</td>
<td>6R1237</td>
<td>1 item/1 box</td>
</tr>
<tr>
<td>Waste Toner Container</td>
<td>8R13036</td>
<td>1 unit/1 box</td>
</tr>
<tr>
<td>Staple Cartridge (R1) for Standard Finisher</td>
<td>8R13041</td>
<td>1 unit/1 box</td>
</tr>
<tr>
<td>Staple Cartridge includes Staple Waste Container (R5)</td>
<td>8R13041</td>
<td>1 unit/1 box</td>
</tr>
<tr>
<td>Booklet Staples</td>
<td>8R12925</td>
<td>5,000 x 4 sets</td>
</tr>
</tbody>
</table>

Notes
• It is recommended that you keep a spare toner cartridge on hand.
• The Standard Finisher is easily identified by its staple waste container.
Checking the Status of Consumables

Check the status of consumables using the Supplies tab.

- The status of consumables is indicated by “Ready,” “Order New,” “Replace Now,” or other indications.
- An indication from 0 to 100% displays the remaining amount of toner.

### Note
For information about confirming the status of consumables, refer to The Supplies Tab in Chapter 10.

Handling Consumables

- Before using consumables, carefully read the instructions and precautions on the packaging.
- Do not unpack consumables until they are ready to be used.

Storing Consumables

- Do not store boxes containing consumables upright.

Avoid storing consumables in a:

- Hot and humid location
- Location close to an open flame
- Location exposed to direct sunlight
- Dusty location

Ordering Consumables

- Check the product code of the consumables and contact the Customer Support Center to place your orders.
- Keeping spare consumables on hand is recommended.
Replacing Toner Cartridges

Toner Cartridge Replacement Guidelines

Be aware of the following warnings and guidelines when handling and replacing Toner cartridges:

⚠️ WARNING
Never throw a Toner cartridge into an open flame since the toner remaining in the cartridge can cause an explosion.

⚠️ CAUTION
Do not use warm water or cleaning solvents to remove Toner (Dry Ink) from your skin or clothing. This will set the Toner and make it difficult to remove. To remove any Toner that gets on your skin or clothing; use a brush, blow air on it, or wash it off with cold water and mild soap.

⚠️ CAUTION
Do not attempt to use a standard shop vacuum or home vacuum to clean Toner spills in or near the machine. Shop and home vacuums are not equipped with correct filtration and will contaminate your environment.

Tip
It is recommended that you place paper on the floor to collect any residual dry ink that may spill.

Toner Cartridge Replacement Procedure

A message displays on the Touch Screen when it is time to replace the Toner cartridge. If you continue copying or printing without replacing the Toner cartridge, the machine stops after copying or printing approximately 5,000 sheets.

1. Open the left cover of the machine.
2. Rotate the toner cartridge to the left until it aligns with the unlock indicator.

3. Pull out the toner cartridge slowly and then lift to remove it.

! **WARNING**
Never throw a toner cartridge into an open flame since the toner remaining in the cartridge can cause an explosion.

**Tip**
Dispose of the empty Toner Cartridge in accordance with your local regulations.

4. Remove the new cartridge from the box. **Before** removing it from the bag, gently shake the toner cartridge a couple times to the left and right to mix any dry ink that may have settled.

5. Hold the toner cartridge with the arrow (↑) mark facing up.
6. Push the cartridge slowly into the machine, then rotate the cartridge to the right until it aligns with the lock indicator.

7. Close the left cover of the machine.

Note
The number of pages stated in the messages dialog refers to using 8.5 x 11 in./A4 paper and is only an estimate which can vary depending on conditions such as the content, paper size, paper type, and the computer environment.

Replacing the Waste Toner Container

Waste Toner Container Replacement Guidelines

Be aware of the following warnings and guidelines when handling and replacing Waste Toner Containers:

!! WARNING
Never throw a Toner cartridge into an open flame since the toner remaining in the cartridge can cause an explosion.

!! CAUTION
Do not use warm water or cleaning solvents to remove Toner (Dry Ink) from your skin or clothing. This will set the Toner and make it difficult to remove. To remove any Toner that gets on your skin or clothing; use a brush, blow air on it, or wash it off with cold water and mild soap.

!! CAUTION
Do not attempt to use a standard shop vacuum or home vacuum to clean Toner spills in or near the machine. Shop and home vacuums are not equipped with correct filtration and will contaminate your environment.

Tips
- It is recommended that you place paper on the floor to collect any residual dry ink that may spill.
- Use only toner cartridges recommended by Xerox for your machine to ensure quality and performance.
  - Dispose of the empty Waste Toner Cartridge in accordance with your local regulations.
  - Replace Waste Toner Cartridges while the machine is powered ON.


Waste Toner Container Removal Procedure

A message displays on the Touch Screen when the Waste Toner Container is full. If you continue copying or printing without replacing the Waste Toner Container, the machine stops after copying or printing approximately 18,000 sheets.

1. Make sure that the machine has stopped copying/printing, then open the Front Cover on the machine.

2. Open the Waste Toner Container cover and push the lever down.

3. Grasp the handle of the Waste Toner Container with one hand, and pull it out of the machine about half way.

4. With the other hand, grasp the top, middle part of the bottle, and then using both hands, pull the entire container out of the machine.
5. Hold the used container firmly with both hands and put it into the plastic bag, which is provided with the new container. Close the bag and dispose of the container according to your local regulations.

![Image](image)

**WARNING**

Never throw a toner cartridge into an open flame since the toner remaining in the cartridge can cause an explosion.

6. Remove the new container from its packaging.

7. Do not grip the container handle. Grasp the top, middle part of the new container and slide it into the machine until it snaps into position.

![Image](image)

8. Close the Waste Toner Container Cover.

9. Close the Front Cover.

**Notes**

- A message will display and the machine will not operate if the front cover is open even slightly.
- The number of pages stated in the messages dialog refers to using 8.5 x 11 in./A4 paper and is only an estimate which can vary depending on conditions such as the content, paper size, paper type, and the computer environment.
Replacing the Staple Cartridge

A message displays on the Touch Screen when it is time to replace a staple cartridge.

**Standard Finisher Staple Cartridge Replacement**

1. Make sure that the machine has stopped copying and printing, then open the Right Cover on the Standard Finisher.

2. Grasp the Staple Cartridge handle located at R1 and lift it slightly and pull out the staple cartridge.

3. Push the position indicators that are located by the arrows on either side of the cartridge to remove the staple case from the cartridge.

4. Push a new staple case into the staple cartridge.
5. Push the removed cartridge back to the original position until it clicks into place.

![Image of cartridge being replaced]


**Note**
A message will display and the machine will not operate if the right cover is open even slightly.

### Replacing the Staple Waste Container on the Standard Finisher

The machine displays a message indicating that the Staple Waste Container is full. To replace the container:

1. Make sure that the machine has stopped copying and printing, then open the Right Cover on the finisher.

![Image of right cover being opened]

2. Locate the Staple Waste Container (R5) in the finisher.

3. Grip the container and move the lever to the right; the Unlock position.

![Image of staple waste container being moved]
4. Remove the container from the finisher.

5. Remove the new container from the packaging. Dispose of the full container in the new container packaging.

6. Insert the new container into the finisher.

7. Move the lever to the left; the lock position.

8. Close the Right Cover of the finisher.
Replacing the Booklet-Maker Staple Cartridge

The Control Panel displays a message indicating that the Booklet-Maker staple cartridge needs to be replaced. Use the following procedure to replace the cartridge on this optional finisher.

1. Make sure that the machine has stopped copying and printing, then open the Right Cover on the finisher.

2. Press the lever to the right and then pull out the Booklet-Maker staple cartridge.

3. Hold the tabs of the Booklet-Maker staple cartridge and then lift to remove it.

4. While holding the tabs of a new Booklet-Maker staple cartridge, return the cartridge to the original position and gently push it until it clicks.
5. Return the unit to its original position.

6. Close the Right Cover of the finisher.

Note
A message will display and the machine will not operate if the right cover is open even slightly.

Emptying the Punch Scrap Container

The Touch Screen displays a message indicating when it is time to empty the Punch Scrap Container.

The punch counter resets to 0 each time you open the Punch Scrap Container, so empty the container each time it is opened.

Tip
Remove the Punch Scrap Container while the system is powered ON. If you switch off the power when emptying the Punch Scrap Container, the machine cannot detect that the scraps have been removed and reset the punch count.

1. Make sure that the machine has stopped copying and printing, then open the Right Cover on the finisher.

2. Pull the Punch Scrap Container out.
3. Discard all the punch scraps in an appropriate container.

4. ReInsert the empty Punch Scrap Container.

5. Close the Right Cover of the finisher.

Note
A message will display and the machine will not operate if the right cover is open even slightly.

Cleaning the Machine

This section presents the following machine cleaning information:
- Cleaning the Exterior
- Cleaning the Document Cover and Document Glass
- Cleaning the Document Feeder Rollers

Cleaning the Exterior

WARNING
Before you start to clean the machine, be sure to switch off the power and unplug the machine. Cleaning the machine without switching off the power may cause an electric shock.

CAUTION
Do not use benzene, paint thinner, other volatile liquids, or spray insect repellent on the machine as doing so may discolor, deform, or crack covers.

CAUTION
Cleaning the machine with an excessive amount of water may cause the machine to malfunction and/or damage documents during copying.
1. Wipe the exterior with a soft cloth moistened with water. If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.

2. Wipe off any excess water from the exterior with a soft cloth.

Cleaning the Document Cover and Document Glass

Cleaning the document cover and glass on a regular basis is important to providing the best image quality possible on your printed or copy output. If the document cover and document glass are dirty, spots may appear on copies and the machine may not properly detect document sizes.

Note
If you receive this message, “The Scanner may be dirty. See User Guide or label instructions on the Document Feeder to wipe the scanning glass,” perform the cleaning procedure for the document cover and document glass.

It is recommended that you clean all components of the Document Cover and Document Glass at the same time. These components consist of the document cover, the document (platen) glass, and the second-side scanning lens assembly.

To clean all three of these components, use the following procedure.

Cleaning the document cover

WARNING
Before you start to clean the machine, be sure to switch off the power and unplug the machine. Cleaning the machine without switching off the power may cause an electric shock.

CAUTION
Do not use benzene, paint thinner, other volatile liquids, or spray insect repellent on the machine as doing so may discolor, deform, or crack covers.

CAUTION
Cleaning the machine with an excessive amount of water may cause the machine to malfunction and/or damage documents during copying.

Note
The document cover is the flat, white surface on the underside of the DADF that holds the document in place on the document glass.
1. Raise the Duplex Automatic Document Feeder (DADF).

![Image of DADF being raised](image)

2. To remove dirt, wipe the document cover with a soft cloth moistened with water and then wipe it dry with a soft cloth. If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.

![Image of document cover being wiped](image)

**Cleaning the document (platen) glass**

**Note**

The document (or platen) glass consists of two parts: the document glass itself and the glass strip. The document glass is the glass on which you place your document in order to copy it. The glass strip is an approximately one-inch wide strip of glass located to the left the document glass.

To remove dirt, wipe the document glass with a soft cloth moistened with water and then wipe it dry with a soft cloth. If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.

![Image of document glass](image)

**CAUTION**

Do not press heavily on the document glass to avoid damaging the glass surface.
Cleaning the second-side scanning lens assembly

The second-side scanning lens assembly is located along the left side of the document cover. The assembly consists of the mirrored-glass strip, a metal strip, a white-plastic strip, and rollers. All parts of the assembly must be cleaned to ensure the best image quality when making copies.

1. With the DADF open, pull the lever that is located at the top of the document cover.

   Part of the document cover pulls away from the assembly, which allows better access to the second-side scanning lens assembly.

2. To remove dirt, wipe the mirrored glass, metal strip, both sides of the white-plastic strip, and the rollers with a soft cloth moistened with water, and then wipe it dry with a soft cloth.

   CAUTION
   Do not press heavily on the mirrored glass as this will result in damage to the film around the glass surface.

   Note
   If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.
3. Once the second-side scanning assembly is clean, return the document cover to its original position and ensure that the lever is locked in place.

If you touch the document cover with your bare hands, wipe it clean before closing the DADF.

4. Gently close the DADF.

Cleaning the Document Feeder Rollers

If the machine is equipped with a document feeder and the document feeder rollers are dirty, spots may appear on copies and the machine may not properly detect document sizes.

To ensure quality copies, clean this area about once a month.

! **CAUTION**

Do not use benzene, paint thinner, other volatile liquids, or spray insect repellent on the machine as doing so may discolor, deform, or crack covers.

! **CAUTION**

Cleaning the machine with an excessive amount of water may cause the machine to malfunction and/or damage documents during copying.

1. Gently lift the latch of the DADF Top Cover until it is open completely in a fixed position.
2. While turning the rollers, gently clean them with a soft cloth moistened with water.

⚠️ **CAUTION**
Use a cloth that has been thoroughly wrung to prevent drops of water falling into the machine. Drops of water on internal components may cause a malfunction.

If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.

3. Close the top cover of the document feeder until you hear it click into place.
4. Close the left cover of the document feeder until you hear it click into place.
Problem Solving

Tip
The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that may be seen on your particular system.

Initial Troubleshooting Procedures

To use the following machine troubleshooting procedures:
1. Begin by reading the first Symptom at the left side of the page.
2. If the description of the symptom is False (NO), move downward to the next symptom.
   Continue down through the Symptoms until you find the symptom that describes the problem.
3. Refer to the Causes and Actions to the right of the correct symptom. Perform the suggested actions until the problem is solved.

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Causes</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power is not switched On.</td>
<td>Yes</td>
<td>Cause: Is the power switch on the machine turned off?</td>
</tr>
<tr>
<td>If NO, go to next symptom.</td>
<td></td>
<td>Action: Turn the power switch on. Refer to Power on/off on page 1-14.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td></td>
<td>Cause: Is the power cord plugged into the power outlet?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Action: Turn the power switch off and then firmly plug in the power cord.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Then turn the power switch on. Refer to Power on/off on page 1-14.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td></td>
<td>Cause: Is the power disconnected from the machine or the rear of the rack?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Action: Turn the power switch off and then firmly plug in the power cord.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Then turn the power switch on. Refer to Power on/off on page 1-14.</td>
</tr>
</tbody>
</table>
### Symptoms | Causes and Actions
--- | ---
If problem is not solved, go to next Cause/Action.

<table>
<thead>
<tr>
<th>Cause</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is power of the correct voltage being supplied?</td>
<td>Make sure that the power supply is 200 - 240 V (volts), 15 A (amperes). Make sure that power of capacity compatible with the specified maximum power consumption of the machine (2.8 - 3.1 KVA) is being supplied.</td>
</tr>
</tbody>
</table>

### Display is dark.

#### Yes

<table>
<thead>
<tr>
<th>Cause</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the Power Saver button on?</td>
<td>The machine is in the Power Saver mode. Press the <strong>Power Saver</strong> button on the Control Panel to cancel the Power Saver mode. Refer to Power Saver Mode on page 1-16.</td>
</tr>
</tbody>
</table>

If problem is not solved, go to next Cause/Action.

<table>
<thead>
<tr>
<th>Cause</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the Brightness Dial set too low?</td>
<td>Use the Brightness Dial to adjust display brightness. Refer to User Interface (UI) on page 1-5.</td>
</tr>
</tbody>
</table>

### A message is displayed.

#### Yes

<table>
<thead>
<tr>
<th>Cause</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has a paper jam or document jam occurred?</td>
<td>For information on paper jams, refer to Paper Jams on page 12-41. For information on document jams, refer to Document Jams on page 12-73.</td>
</tr>
</tbody>
</table>

If problem is not solved, go to next Cause/Action.

<table>
<thead>
<tr>
<th>Cause</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>An error code displayed?</td>
<td>Refer to Error Codes on page 12-25.</td>
</tr>
</tbody>
</table>

### The machine is not working properly.

#### Yes

| Action | Refer to Machine Troubleshooting on page 12-3. |

If NO, go to next symptom.

### Image quality is poor.

#### Yes

| Action | Refer to Image Quality Problems on page 12-7. |

If NO, go to next symptom.
### Machine Troubleshooting

Check the machine status for machine troubleshooting.

---

**WARNING**

Precision components and high-voltage power supplies are used on the machine. Never open or remove machine covers that are screwed shut unless specifically instructed in the User Guide. A high-voltage component can cause electric shocks. When opening the panels and covers that are screwed shut to install or detach optional accessories, be sure to follow instructions in the User Guide. Do not try to alter the machine configuration or modify any parts. Doing so might cause machine malfunction or fire.

---

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Check</th>
<th>Remedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power is not</td>
<td>Is the power switch on the machine turned</td>
<td>Turn the power switch on.</td>
</tr>
<tr>
<td>switched ON.</td>
<td>off?</td>
<td>Refer to Power on/off on page 1-14.</td>
</tr>
<tr>
<td></td>
<td>Is the power cord plugged into the power</td>
<td>Turn the power switch off and then firmly plug in the power cord.</td>
</tr>
<tr>
<td></td>
<td>outlet?</td>
<td>Then turn the power switch on. Refer to Power on/off on page 1-14.</td>
</tr>
<tr>
<td></td>
<td>Is the power cord disconnected from the</td>
<td>Make sure that the power supply is 200 - 240 V (volts), 15 A (amperes).</td>
</tr>
<tr>
<td></td>
<td>machine or the rear of the rack?</td>
<td>Make sure that power of capacity compatible with</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the specified maximum power consumption of the machine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2.8 - 3.1 KVA) is being supplied.</td>
</tr>
<tr>
<td>Symptoms</td>
<td>Check</td>
<td>Remedy</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Display is dark.</td>
<td>Is the Power Saver button on?</td>
<td>The machine is in the Power Saver mode. Press the Power Saver button on the Control Panel to cancel the Power Saver mode. Refer to Power Saver Mode on page 1-1.6.</td>
</tr>
<tr>
<td></td>
<td>Is the brightness dial set too low?</td>
<td>Adjust display brightness using the Brightness dial. Refer to User Interface (UI) on page 1-5.</td>
</tr>
<tr>
<td>Unable to print, or unable to copy.</td>
<td>Is a message displayed on the Control Panel?</td>
<td>Follow the instructions displayed.</td>
</tr>
<tr>
<td></td>
<td>Is the printer mode Offline?</td>
<td>Press the Machine Status button and from the Printer Mode, select Online.</td>
</tr>
<tr>
<td></td>
<td>Is the power cord disconnected from the machine or the rear of the rack?</td>
<td>Turn the power switch off and then firmly plug in the power cord. Then turn the power switch on. Refer to Power on/off on page 1-14.</td>
</tr>
<tr>
<td>Online indicator does not light even though you instructed it to print.</td>
<td>Is the interface cable disconnected?</td>
<td>Turn the power switch off, unplug the power cord from the power outlet, and check the interface cable connection. For information about network settings, refer to the System Administration Guide.</td>
</tr>
<tr>
<td></td>
<td>Is the environment correctly set on the personal computer?</td>
<td>Check the print driver and other environment settings on the personal computer.</td>
</tr>
<tr>
<td></td>
<td>Is the required interface set?</td>
<td>Check the status of the interface port in use. For information about network settings, refer to the System Administration Guide.</td>
</tr>
<tr>
<td>Tray 5 (Bypass) printing failed.</td>
<td>Is is correct paper loaded on the tray?</td>
<td>Follow the instructions displayed to load paper of the correct size and instruct it to print again. Refer to Loading Paper into Tray 5 (Bypass) on page 8-5.</td>
</tr>
<tr>
<td>Text prints incorrectly (text is corrupted).</td>
<td>Non-standard fonts are used for printing.</td>
<td>Check the application or print driver settings.</td>
</tr>
<tr>
<td>Online indicator lights, but copies are not delivered with Online still lit.</td>
<td>Data remains in machine memory.</td>
<td>Cancel printing, or purge remaining data. Refer to Active Jobs tab on page 9-2.</td>
</tr>
<tr>
<td>Cannot open or close trays.</td>
<td>Did you open a cover or turn power off during printing?</td>
<td>Turn the power off without closing or opening a paper tray. Wait several seconds and then turn the power switch on. Make sure that the machine is online (ready to receive data) and then close or open the paper tray.</td>
</tr>
<tr>
<td>Symptoms</td>
<td>Check</td>
<td>Remedy</td>
</tr>
<tr>
<td>----------</td>
<td>-------</td>
<td>--------</td>
</tr>
<tr>
<td>Copies are not made at the desired size.</td>
<td>Is the document scanning glass or the document cover dirty?</td>
<td>Clean the document feeder glass or the document cover. Refer to Cleaning the Document Cover and Document Glass on page 11-14.</td>
</tr>
<tr>
<td>Is the document made of highly transparent material like a transparency?</td>
<td>Place the document on the document glass, and place a white sheet of paper on top of the document before making a copy.</td>
<td></td>
</tr>
<tr>
<td>Is the document at the correct position?</td>
<td>Load the document correctly. Refer to Loading Documents on page 2-1.</td>
<td></td>
</tr>
<tr>
<td>Is the document loaded correctly?</td>
<td>Properly set the document guides. Refer to Loading Documents on page 2-1.</td>
<td></td>
</tr>
<tr>
<td>Are the document guides at the correct position?</td>
<td>Straighten and properly reset the document. Refer to Loading Documents on page 2-1.</td>
<td></td>
</tr>
<tr>
<td>Is the document a non-standard size?</td>
<td>Enter the document size. Refer to Original Size on page 2-25.</td>
<td></td>
</tr>
<tr>
<td>Paper is often jammed or wrinkled.</td>
<td>Is paper loaded properly in the paper tray?</td>
<td>Load paper correctly. Refer to Loading Paper into Trays on page 8-1.</td>
</tr>
<tr>
<td>Is the paper tray set properly?</td>
<td>To ensure tray closure, Firmly push it in as far as possible. Refer to Loading Paper into Trays on page 8-1.</td>
<td></td>
</tr>
<tr>
<td>Is the paper damp?</td>
<td>Replace with paper from a new ream. Refer to Loading Paper into Trays on page 8-1.</td>
<td></td>
</tr>
<tr>
<td>Is the paper curled?</td>
<td>Either turn the paper so that the curl is facing down in the paper tray, or replace with paper from a new ream. Refer to Loading Paper into Trays on page 8-1. Refer to Curled Output Solutions on page 12-80</td>
<td></td>
</tr>
<tr>
<td>Are the paper and paper tray settings correct?</td>
<td>Make sure the paper and paper tray selected match the paper size settings. Refer to “Paper Tray Settings” in the System Administration Guide.</td>
<td></td>
</tr>
<tr>
<td>Are there any torn pieces of paper still remaining inside the machine or is there a foreign object in the machine?</td>
<td>Open the door of the machine or slide out the paper tray to remove the torn paper or the foreign object. Refer to Paper Jams on page 12-41, Loading Paper into Trays on page 8-1.</td>
<td></td>
</tr>
<tr>
<td>Is out-of-spec paper loaded in the tray?</td>
<td>Replace with paper that meets machine specifications. Refer to Loading Paper into Trays on page 8-1.</td>
<td></td>
</tr>
<tr>
<td>Is the paper tray loaded past its maximum fill line?</td>
<td>Load paper in the paper tray so that it does not exceed the maximum fill line. Refer to Loading Paper into Trays on page 8-1.</td>
<td></td>
</tr>
<tr>
<td>Is the paper guide set correctly?</td>
<td>Load the paper correctly, and apply the paper guides lightly. Refer to Loading Paper into Trays on page 8-1. Change/Confirm the Tray Settings on page 8-14.</td>
<td></td>
</tr>
<tr>
<td>Symptoms</td>
<td>Check</td>
<td>Remedy</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Documents are</td>
<td>Are the documents too small?</td>
<td>The minimum size of the document that can be loaded on the document</td>
</tr>
<tr>
<td>not fed into the</td>
<td></td>
<td>feeder is A5 and 5.5 X 8.5 in. Refer to Loading Paper into Trays on</td>
</tr>
<tr>
<td>document feeder.</td>
<td></td>
<td>page 8-1.</td>
</tr>
<tr>
<td></td>
<td>Check the position of the paper guides at the</td>
<td>Set the paper guides to the correct positions. Refer to Loading Paper</td>
</tr>
<tr>
<td></td>
<td>front side of paper Tray 5 (Bypass).</td>
<td>into Tray 5 (Bypass) on page 8-5.</td>
</tr>
<tr>
<td>An error message is</td>
<td></td>
<td></td>
</tr>
<tr>
<td>displayed after paper is loaded in</td>
<td></td>
<td></td>
</tr>
<tr>
<td>paper Tray 5 (Bypass) and the Start button</td>
<td></td>
<td></td>
</tr>
<tr>
<td>is pressed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is the right type of paper/media being used?</td>
<td>Make sure the document feeder is loaded properly with acceptable media.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Refer to Loading Documents on page 2-1.</td>
</tr>
<tr>
<td></td>
<td>Are you trying to copy irregular shaped</td>
<td></td>
</tr>
<tr>
<td></td>
<td>documents, business cards, transparencies, or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>thin documents?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are you trying to copy documents affixed with</td>
<td></td>
</tr>
<tr>
<td></td>
<td>sticky labels, paper clips or adhesive tape?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Remove sticky labels, paper clips or adhesive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>tape from the document before copying.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are the document guides at the correct</td>
<td>Properly set the document guides. Refer to Loading Documents on page 2-1.</td>
</tr>
<tr>
<td></td>
<td>position?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is part of the document ripped, and a piece</td>
<td>Open the document feeder cover and check for pieces of paper. Refer to</td>
</tr>
<tr>
<td></td>
<td>When importing originals of different sizes,</td>
<td>Set Mixed Size Originals to ON. Refer to Mixed Size Originals on page 2-27.</td>
</tr>
<tr>
<td></td>
<td>is the Mixed Size Originals setting set to ON?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is an A5-size document loaded horizontally (▢)</td>
<td>Load the A5-size document vertically (▢).</td>
</tr>
<tr>
<td></td>
<td>on the document feeder when the Mixed Size</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Originals feature is in use?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A corner of the document is folded.</td>
<td>Flatten out the curl and load the document again.</td>
</tr>
<tr>
<td></td>
<td>Is the document curled?</td>
<td></td>
</tr>
<tr>
<td>Stapler faults</td>
<td>–</td>
<td>Refer to Stapler Faults on page 12-76.</td>
</tr>
</tbody>
</table>
### Image Quality Problems

When output image quality is poor, review the following table for solutions.

If image quality is not improved after performing the relevant remedy, contact the Customer Support Center.

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Check</th>
<th>Remedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>The copy is dirty.</td>
<td>Is the document glass or the document cover dirty?</td>
<td>Clean the document glass or the document cover. Refer to Cleaning the Document Cover and Document Glass on page 11-14.</td>
</tr>
<tr>
<td></td>
<td>Is the document made of highly transparent material like a transparency?</td>
<td>If the document is highly transparent, marks on the document cover will be copied. Place a white sheet of paper on the document and make a copy.</td>
</tr>
<tr>
<td></td>
<td>Is the document colored, of a rough texture or a blueprint?</td>
<td>Either adjust the copy density or image quality and then retry copying. Refer to Image Quality Tab on page 2-19, Lighten/Darken on page 2-18.</td>
</tr>
<tr>
<td></td>
<td>Are you making copies of glossy printing paper?</td>
<td>Glossy printing paper sticks easily to the document glass and shadows are sometimes copied and reproduced as dirt. Place a transparency or highly transparent film under the document and retry copying.</td>
</tr>
<tr>
<td>The copy has black lines.</td>
<td>Is the scanning glass on the feeder dirty?</td>
<td>Clean the document glass. Refer to Cleaning the Document Cover and Document Glass on page 11-14.</td>
</tr>
<tr>
<td>The copy is too dark.</td>
<td>Is the copy density set to Dark?</td>
<td>Adjust the copy density. Refer to Lighten/Darken on page 2-18.</td>
</tr>
<tr>
<td>The copy is too light.</td>
<td>Is the copy density set to Light?</td>
<td></td>
</tr>
<tr>
<td>The copy shifts slightly.</td>
<td>Is the paper shifting or is the leading edge of the paper not loaded flush with the tray corners?</td>
<td>Load the paper so it is flush against the paper tray corners. Refer to Loading Paper into Trays on page 8-1.</td>
</tr>
<tr>
<td>Images on the copy are skewed.</td>
<td>Is the document loaded correctly?</td>
<td>Load the document correctly. Refer to Loading Documents on page 2-1.</td>
</tr>
<tr>
<td></td>
<td>Is paper loaded properly in the tray?</td>
<td>Load paper correctly. Refer to Loading Paper into Trays on page 8-1.</td>
</tr>
<tr>
<td></td>
<td>Is the paper guide for paper Tray 5 (Bypass) set so that the tray touches the paper?</td>
<td>Load paper correctly. Refer to Loading Paper into Tray 5 (Bypass) on page 8-5.</td>
</tr>
<tr>
<td></td>
<td>Are the document guides at the correct position?</td>
<td>Load the document correctly, and align the document guides with the edge of the document. Refer to Loading Documents on page 2-1.</td>
</tr>
<tr>
<td></td>
<td>Is the paper tray set properly?</td>
<td>Firmly push in the tray as far as possible. Refer to Loading Paper into Trays on page 8-1.</td>
</tr>
</tbody>
</table>
### Problem Solving

#### Symptoms | Check | Remedy
--- | --- | ---
Part of the image is missing on the copy. | Is the paper damp? | Replace with paper from a new ream. Refer to Loading Paper into Trays on page 8-1.
| Is the loaded paper folded or wrinkled? | | |
| Is the document pasted together or folded in? | The pasted or folded in section may be curling back, and risen up from the surface of the document glass. Place a stack of white sheets on the document to hold the document down flat against the document glass. | |
| A stripe pattern appears in copies. | Is the document enlargement ratio set too large? | Some enlargement ratios can cause stripes. Adjust the copy enlargement ratio. Refer to Reduce/Enlarge on page 2-11. |

| Symptoms | Check | Remedy |
--- | --- | ---
Printing is faint (smudged, unclear). | Is the paper damp? | Replace with paper from a new ream. Refer to Loading Paper into Trays on page 8-1.
| The drum cartridge is depleted or damaged. | Contact the Customer Support Center. |

Black dots are printed. | The drum cartridge is depleted or damaged. | Contact the Customer Support Center. |

Black lines are printed. | The drum cartridge is depleted or damaged. | Contact the Customer Support Center. |
<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Check</th>
<th>Remedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dirt appears at equal intervals.</td>
<td>Dirt on the paper feed path.</td>
<td>Print a few pages.</td>
</tr>
<tr>
<td></td>
<td>The drum cartridge is depleted or damaged.</td>
<td>Contact the Customer Support Center.</td>
</tr>
<tr>
<td>White dots appear in black filled areas.</td>
<td>The paper in use is unsuitable.</td>
<td>Load suitable paper. Refer to Loading Paper into Trays on page 8-1.</td>
</tr>
<tr>
<td></td>
<td>The drum cartridge is depleted or damaged.</td>
<td>Contact the Customer Support Center.</td>
</tr>
<tr>
<td>- Printed toner smudges when rubbed with your finger.</td>
<td>Is the paper damp?</td>
<td>Replace with paper from a new ream. Refer to Loading Paper into Trays on page 8-1.</td>
</tr>
<tr>
<td>- Toner is not fused to the paper.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- The paper is dirtied with toner.</td>
<td>The paper in use is unsuitable.</td>
<td>Load suitable paper. Refer to Loading Paper into Trays on page 8-1.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The entire paper area is printed black.</td>
<td>The drum cartridge is depleted or damaged.</td>
<td>Contact the Customer Support Center.</td>
</tr>
<tr>
<td></td>
<td>High-voltage power supply malfunction.</td>
<td>Contact the Customer Support Center.</td>
</tr>
<tr>
<td>Symptoms</td>
<td>Check</td>
<td>Remedy</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Nothing is printed.</td>
<td>Two or more sheets of paper are being fed simultaneously (double-feed).</td>
<td>Fan the paper and reset. Refer to Loading Paper into Trays on page 8-1.</td>
</tr>
<tr>
<td></td>
<td>High-voltage power supply malfunction.</td>
<td>Contact the Customer Support Center.</td>
</tr>
<tr>
<td>White areas or stripes appear.</td>
<td>Is the paper damp?</td>
<td>Replace with paper from a new ream. Refer to Loading Paper into Trays on page 8-1.</td>
</tr>
<tr>
<td></td>
<td>The paper in use is unsuitable.</td>
<td>Load suitable paper. Refer to Loading Paper into Trays on page 8-1.</td>
</tr>
<tr>
<td>The entire page is printed faint.</td>
<td>If the print was made using Tray 5 (Bypass), the size and type of the loaded paper differed from the setting on the print driver.</td>
<td>Load paper of the correct size and type into Tray 5 (Bypass). Fan the paper thoroughly before loading it. Refer to Loading Paper into Tray 5 (Bypass) on page 8-5. Fan the paper thoroughly and reset. Refer to Loading Paper into Trays on page 8-1.</td>
</tr>
<tr>
<td>Paper becomes wrinkled. Text is blurred.</td>
<td>The paper in use is unsuitable.</td>
<td>Replace with paper from a new ream. Refer to Loading Paper into Trays on page 8-1.</td>
</tr>
<tr>
<td></td>
<td>Paper is being added while it is being fed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is the paper damp?</td>
<td></td>
</tr>
<tr>
<td>Symptoms</td>
<td>Check</td>
<td>Remedy</td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
<td>-------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Outline characters on a colored background longwise.</td>
<td>The drum cartridge is depleted or damaged.</td>
<td>Contact the Customer Support Center.</td>
</tr>
<tr>
<td><img src="image1.png" alt="Outline characters" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text or images are printed at an angle.</td>
<td>The paper guide in the paper tray is not set at the correct position.</td>
<td>Set the horizontal and vertical paper guides to the correct positions. Refer to Loading Paper into Trays on page 8-1.</td>
</tr>
<tr>
<td><img src="image2.png" alt="Text or images" /></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Copy Troubleshooting

To use the following troubleshooting procedures:
1. Begin by reading the first **Symptom** at the left side of the page.
2. If the description of the symptom is False (NO), move downward to the next symptom. Continue down through the **Symptoms** until you find the symptom that describes the problem.
3. Refer to the **Causes and Actions** to the right of the correct symptom. Perform the suggested actions until the problem is solved.

### Unable to Copy

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Causes and Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document is not fed properly from the document feeder</td>
<td>YES Cause Document size is too small. Action The minimum document size that can be loaded on the document feeder is A5. Refer to Loading Documents on page 2-1. If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td>If NO, go to next symptom.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cause The right type of document is not being used. Action The document feeder cannot be used with irregular sized documents, business cards, transparencies, or thin documents. In addition, documents with tags, paper clips, and cellophane tape cannot be used. Refer to Loading Documents on page 2-1. If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td></td>
<td>Cause The document guides are incorrectly set. Action Set the document guides to match the document size. Refer to Loading Documents on page 2-1. If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td></td>
<td>Cause Part of the document is ripped, and a piece of paper remains in the document feeder. Action Open the document feeder cover, and remove the piece of paper. Refer to Document jams on page 12-73. If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td></td>
<td>Cause Documents of different sizes are set. Action When setting documents of different sizes, be sure to specify <strong>Mixed Size Originals</strong>. Refer to Mixed Size Originals on page 2-27.</td>
</tr>
</tbody>
</table>
The Copy result is not what was expected

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Causes and Actions</th>
</tr>
</thead>
</table>
| The copy is dirty | YES Cause The document glass or the document cover is dirty. 
Action Clean the document glass or the document cover. Refer to Cleaning the Document Cover and Document Glass on page 11-14. 
If problem is not solved, go to next Cause/Action. 
Cause The document is made of highly transparent material like a transparency. 
Action If the document is highly transparent, marks on the document cover will be copied. Place a white sheet of paper on the document and make a copy. 
If problem is not solved, go to next Cause/Action. 
Cause Color paper, rough paper, or blueprint paper is being used. 
Action The background color of the paper is copied. Either adjust the copy density or image quality, or specify suppress background color, and retry copying. 
If problem is not solved, go to next Cause/Action. 
Cause Glossy printing paper is being used. 
Action Glossy printing paper easily sticks to the document glass, and shadows are sometimes copied and reproduced as dirt. Place a transparency or highly transparent film under the document and retry copying. |
| The copy is too dark or too light | YES Cause Copy density is set to Dark, or to Light. 
Action Adjust the copy density. Refer to Lighten/Darken on page 2-18. 
If problem is not solved, go to next Cause/Action. 
Cause Density of the document is too light. 
Action Adjust the copy density. Refer to Lighten/Darken on page 2-18. 
If problem is not solved, go to next Cause/Action. 
Cause The Original Type is inappropriate. 
Action Copy black text. If it is too light, select Text for Original Type. Refer to Original Type on page 2-19. |
<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Causes</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The copy shifts slightly YES</td>
<td>Cause Paper set in the paper tray is misaligned.</td>
<td>Action Align the edges of the paper, and load it flush against the front tray corners. Refer to Loading Paper into Trays on page 8-1.</td>
</tr>
<tr>
<td>If NO, go to next symptom.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part of the image is missing on the copy YES</td>
<td>Cause The paper is damp.</td>
<td>Action Replace with paper from a new ream. Refer to Loading Paper into Trays on page 8-1.</td>
</tr>
<tr>
<td>If NO, go to next symptom.</td>
<td></td>
<td>If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td>Images on the copy are skewed YES</td>
<td>Cause The document is not loaded correctly.</td>
<td>Action Load the document correctly. Refer to Loading Documents on page 2-1.</td>
</tr>
<tr>
<td>If NO, go to next symptom.</td>
<td></td>
<td>If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td>Stripes appear in the copy YES</td>
<td>Cause The document enlargement ratio is too large.</td>
<td>Action Stripes can appear at some enlargement ratios. Adjust the copy enlargement ratio. Refer to Reduce/Enlarge on page 2-11.</td>
</tr>
<tr>
<td>If NO, go to next symptom.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The document guides are set incorrectly</td>
<td>Cause The document guides are set incorrectly.</td>
<td>Action Load the document correctly and align the document guides with the edges of the document. Refer to Loading Documents on page 2-1.</td>
</tr>
<tr>
<td>If NO, go to next symptom.</td>
<td></td>
<td>If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td>Symptoms</td>
<td>Causes and Actions</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| Images on the copy are skewed                | **Yes**  
Cause: The paper tray is not set properly.  
Action: Set the tray by firmly pushing it in as far as possible.  
Refer to Loading Paper into Trays on page 8-1.  
If problem is not solved, go to next Cause/Action.  
Cause: The paper guide for Tray 5 (Bypass) is misaligned.  
Action: Load the paper correctly, and align the paper guide with the edge of the paper.  
Refer to Loading Paper into Tray 5 (Bypass) on page 8-5. |
| Copies are not made at the desired size      | **YES**  
Cause: The document glass or the document cover is dirty.  
Action: Clean the document glass or the document cover.  
Refer to Cleaning the Document Cover and Document Glass on page 11-14.  
If problem is not solved, go to next Cause/Action.  
Cause: The document is made of highly transparent material like a transparency.  
Action: Place a white sheet of paper on the document before copying.  
If problem is not solved, go to next Cause/Action.  
Cause: The document is misaligned.  
Action: Load the document correctly.  
Refer to Loading Documents on page 2-1.  
If problem is not solved, go to next Cause/Action.  
Cause: The document guides are in an incorrect position.  
Action: Load the document correctly, and align the document guides with the edges of the document.  
Refer to Loading Documents on page 2-1.  
If problem is not solved, go to next Cause/Action.  
Cause: The document is a non-standard size.  
Action: Enter the document size and then copy.  
Refer to Original Size on page 2-25.  
If problem is not solved, go to next Cause/Action.  
Cause: The document is folded or bent.  
Action: Straighten and properly reset the document.  
Refer to Loading Documents on page 2-1. |
**Print Troubleshooting**

This section describes solutions for problems encountered during printing.

- **Unable to Print**
- **The Printed result is not what was expected.** on page 12-18

### Unable to Print

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Causes</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data remains in the printer icon</td>
<td>YES Cause The printer is not powered on.</td>
<td>Action Turn the power on. If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td>If NO, go to next symptom.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No stapling done</td>
<td>YES Cause The number of pages to staple exceeds 100 or the number exceeds 50 with staple cartridge for 50 sheets. Staple-enabled number of pages is 50 or lower with the staple cartridge for 50 sheets and 100 or lower with the staple cartridge for 100 sheets. Reduce the number of printed pages to 50 or 100 or lower, depending on the staple cartridge used. For Z-folding, stapled-enabled number of pages is 10 or 5 sheets depending on the size of the paper used. For a booklet, up to 15 sheets can be stapled at one time.</td>
<td>Action Connect the network cable to the computer. If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td>If NO, go to next symptom.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A corner of the copy is cut off</td>
<td>YES Cause The document exceeds the printable area.</td>
<td>Action Adjust the reduce/enlarge to make the copy a little smaller.</td>
</tr>
<tr>
<td>If NO, go to next symptom.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If problem is not solved, go to next Cause/Action.

For information about network settings, refer to the System Administration Guide.
<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Causes and Actions</th>
</tr>
</thead>
</table>
| Data remains in the printer icon | **YES**  
An error occurred with the printer.  
Check the error details.  
If problem is not solved, go to next Cause/Action. |
| If NO, go to next symptom.    | **Cause**  
The IP address or SMB network path is misconfigured.  
Configure a correct IP address or SMB network path.  
For information about network settings, refer to the System Administration Guide.  
If problem is not solved, go to next Cause/Action. |
| **Cause**  
The network connection between the computer and machine is abnormal.  
Check with your system administrator.  
If problem is not solved, go to next Cause/Action. |
| **Action**  
The port is not enabled.  
Enable the port in use.  
For information about network settings, refer to the System Administration Guide.  
If problem is not solved, go to next Cause/Action. |
| **Cause**  
Insufficient space available on the hard disk.  
Delete unnecessary data to increase free space.  
If problem is not solved, go to next Cause/Action. |
| **Cause**  
The printer is connected to multiple computers.  
Wait for a while, and then try printing again. |
| Sent to printer **YES**  
If NO, go to next symptom. |
| **Cause**  
Out of paper.  
Supply paper to the printer.  
If problem is not solved, go to next Cause/Action. |
| **Cause**  
No paper for the specified paper size.  
Set paper for the specified paper size.  
Refer to Loading Paper into Trays on page 8-1, or Loading Paper into Tray 5 (Bypass) on page 8-5.  
If problem is not solved, go to next Cause/Action. |
| **Cause**  
Copy operation is performed during interrupt, and interrupt is performed.  
Cancel the interrupt operation.  
If problem is not solved, go to next Cause/Action. |
| **Cause**  
An error occurred with the printer.  
Check the error details. |
The Printed result is not what was expected.

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Causes</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>No stapling done</td>
<td>The number of pages to staple exceeds 100 or the number exceeds 50 with staple cartridge for 50 sheets.</td>
<td>Staple-enabled number of pages is 50 or lower with the staple cartridge for 50 sheets and 100 or lower with the staple cartridge for 100 sheets. For Z-folding, staple-enabled number of pages is 10 or 5 sheets depending on the size of the paper used. For booklet, up to 15 sheets can be stapled at one time. Reduce the number of printed pages to 50 or 100 or lower, depending on the staple cartridge used.</td>
</tr>
<tr>
<td>If NO, go to next symptom.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No folding</td>
<td>The folder is not attached.</td>
<td>Check the options attached with this printer, and reset the printer configuration</td>
</tr>
<tr>
<td>If NO, go to next symptom.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing performed with a different paper size</td>
<td>Paper size provided is different from the specified tray size.</td>
<td>Change the paper size set in the tray, or change print options to specify a tray that contains the appropriate size.</td>
</tr>
<tr>
<td>If NO, go to next symptom.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The image is cut off on the edge of the paper</td>
<td>Image exceeds the printable area of the machine.</td>
<td>Increase the printable area of the machine, or decrease the document print area.</td>
</tr>
<tr>
<td>If NO, go to next symptom.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The printed font differs from the font specified on the computer</td>
<td>Font replacement is configured on the print driver.</td>
<td>Check the font replacement table. If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td>If NO, go to next symptom.</td>
<td></td>
<td>Non-standard fonts are used for printing.</td>
</tr>
<tr>
<td>Printing is slow</td>
<td>The print mode specifies Print Quality.</td>
<td>Check the application or print driver settings. If PostScript is being used, download the required fonts.</td>
</tr>
<tr>
<td>If NO, go to next symptom.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Symptoms</td>
<td>Causes</td>
<td>Actions</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>The settings specified for print options do not take effect</td>
<td>YES Cause A print driver for another model is in use.</td>
<td>Action Install the print driver for this model. If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td>If NO, go to next symptom.</td>
<td>Action</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cause The optional apparatus cannot be attached to the printer.</td>
<td>Action Check the options attached with this printer and reset the printer configuration.</td>
</tr>
<tr>
<td>There is no edge.</td>
<td>YES Cause Image exceeds the printable area of the machine.</td>
<td>Action Increase the printable area of the machine, or decrease the document print area.</td>
</tr>
</tbody>
</table>
### Scan Troubleshooting

**Note**
An optional package may be necessary for this feature. For more information, contact the Customer Support Center.

#### Unable to Scan with the Machine

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Causes and Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document not fed properly from the document feeder</td>
<td><strong>YES</strong> Cause Document size is too small.</td>
</tr>
<tr>
<td></td>
<td><strong>Action</strong> The minimum size of the document that can be loaded on the document feeder is A5. Refer to <a href="#">Loading Documents on page 2-1</a>.</td>
</tr>
<tr>
<td></td>
<td>If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td></td>
<td><strong>Cause</strong> The right type of document is not being used.</td>
</tr>
<tr>
<td></td>
<td><strong>Action</strong> The document feeder cannot be used with irregular sized documents, business cards, transparencies, or thin documents. In addition, documents with tags, paper clips, and cellophane tape cannot be used. Refer to <a href="#">Loading Documents on page 2-1</a>.</td>
</tr>
<tr>
<td></td>
<td>If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td></td>
<td><strong>Cause</strong> The document guides are in the incorrect position.</td>
</tr>
<tr>
<td></td>
<td><strong>Action</strong> Set the document guides to correctly match the document size. Refer to <a href="#">Loading Documents on page 2-1</a>.</td>
</tr>
<tr>
<td></td>
<td>If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td></td>
<td><strong>Cause</strong> Part of the document is ripped and a piece of paper remaining in the document feeder.</td>
</tr>
<tr>
<td></td>
<td><strong>Action</strong> Open the document feeder cover and remove the piece of paper. Refer to Document jams on page 12-73.</td>
</tr>
<tr>
<td></td>
<td>If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td></td>
<td><strong>Cause</strong> Documents of different sizes are set.</td>
</tr>
<tr>
<td></td>
<td><strong>Action</strong> When using documents of different sizes you must specify <a href="#">Mixed Size Originals</a>, otherwise, a paper jam will result. When setting documents of different sizes, be sure to specify <a href="#">Mixed Size Originals</a>. Refer to Mixed Size Originals on page 2-27.</td>
</tr>
</tbody>
</table>
## Unable to import the scanned document into the computer

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Causes and Actions</th>
</tr>
</thead>
</table>
| Unable to find scanner YES       | Cause: The printer is not powered on.  
Action: Turn the power on.  
If problem is not solved, go to next Cause/Action. |
| If NO, go to next symptom.       |  
 Cause: The network cable is disconnected from the computer.  
Action: Connect the network cable to the computer.  
If problem is not solved, go to next Cause/Action.  
| Cause: The network cable is disconnected from the machine.  
Action: Connect the network cable to the machine.  
For information about network settings, refer to the System Administration Guide.  
If problem is not solved, go to next Cause/Action.  
| Cause: The Salutation port is not enabled.  
Action: Enable the Salutation port.  
For information about network settings, refer to the System Administration Guide.  
If problem is not solved, go to next Cause/Action.  
| Cause: The network connection between the computer and machine is abnormal.  
Action: Check with your system administrator.  |
| Unable to open Folder YES        | Cause: No Folder has been created.  
Action: Create a Folder.  
Refer to “Local Disk/Folder” in the System Administration Guide.  
If problem is not solved, go to next Cause/Action.  
| If NO, go to next symptom.       |  
 Cause: Folder password forgotten.  
Action: Unable to verify password. Set the password to Off, and then reset the password again.  
Refer to “Local Disk/Folder” in the System Administration Guide.  |
| Scanner unable to scan data due to TWAIN transmission error YES | Cause: The scan driver is not installed.  
Action: Install the scan driver.  
If NO, go to next symptom.  |
| Operation halts during scanning YES | Cause: Is the file size too big?  
Action: Reduce the resolution, or choose a compressed output file format, and rescan.  
Refer to Scan Presets on page 3-3, or Resolution on page 3-14.  |
Problem Solving

Unable to send the scanned document over the network (FTP/SMB)

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Causes and Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unable to forward over the network</td>
<td>YES Cause Is the server entered correctly?</td>
</tr>
<tr>
<td></td>
<td>Action Check the inputted server. If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td></td>
<td>Cause Is the save location entered correctly?</td>
</tr>
<tr>
<td></td>
<td>Action Check the save location. If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td></td>
<td>Cause When using SMB, is the Shared Name entered correctly?</td>
</tr>
<tr>
<td></td>
<td>Action Check the Shared Name. If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td></td>
<td>Cause When using SMB (UNC Format), is the save location entered correctly?</td>
</tr>
<tr>
<td></td>
<td>Action Check the save location. If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td></td>
<td>Cause Is the login name entered correctly?</td>
</tr>
<tr>
<td></td>
<td>Action Check the login name. If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td></td>
<td>Cause Is the password entered correctly?</td>
</tr>
<tr>
<td></td>
<td>Action Check the password.</td>
</tr>
</tbody>
</table>

Problems with sending E-mail

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Causes and Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unable to send e-mail</td>
<td>YES Cause Mail address is incorrect</td>
</tr>
<tr>
<td></td>
<td>Action Check the e-mail address. If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td></td>
<td>Cause Maximum sending e-mail size is exceeded</td>
</tr>
<tr>
<td></td>
<td>Action Change the maximum sending e-mail size, or reduce the resolution. Refer to “Maximum E-mail Size” in the System Administration Guide, or Resolution on page 3-14.</td>
</tr>
</tbody>
</table>
## Problem Solving

### Image is not what was expected

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Causes and Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The image is dirty</td>
<td><strong>YES</strong> Cause The document glass or the document cover is dirty. Action Clean the document glass or the document cover. Refer to Cleaning the Document Cover and Document Glass on page 11-14. If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td><strong>If NO, go to next symptom.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Image is too dark, or too light</strong></td>
<td><strong>YES</strong> Cause Scan density is set to <strong>Dark</strong>, or to <strong>Light</strong>. Action Adjust the scan density. Refer to Lighten/Darken on page 3-2. If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td><strong>If NO, go to next symptom.</strong></td>
<td></td>
</tr>
<tr>
<td>Part of the image is missing</td>
<td><strong>YES</strong> Cause The document is pasted together or folded in. Action It is possible that the folded in or posted part of the document is not touching the document glass. Place a stack of white sheets on the document to hold the document down flat against the document glass.</td>
</tr>
<tr>
<td><strong>If NO, go to next symptom.</strong></td>
<td></td>
</tr>
<tr>
<td>Symptoms</td>
<td>Causes and Actions</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>The image is not the desired size</td>
<td>The document glass or the document cover is dirty.</td>
</tr>
<tr>
<td>If NO, go to next symptom.</td>
<td>Check cause: The document is made of highly transparent material like a transparency.</td>
</tr>
<tr>
<td></td>
<td>Action: Place a white sheet of paper on the document and scan.</td>
</tr>
<tr>
<td></td>
<td>If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td></td>
<td>Action: The document is misaligned.</td>
</tr>
<tr>
<td></td>
<td>Action: Load the document correctly.</td>
</tr>
<tr>
<td></td>
<td>Refer to Loading Documents on page 2-1.</td>
</tr>
<tr>
<td></td>
<td>If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td></td>
<td>Action: The document guides are in an incorrect position.</td>
</tr>
<tr>
<td></td>
<td>Action: Load the document correctly, and align the document guides with the edges of the document.</td>
</tr>
<tr>
<td></td>
<td>Refer to Loading Documents on page 2-1.</td>
</tr>
<tr>
<td></td>
<td>If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td></td>
<td>Action: The document is a non-standard size.</td>
</tr>
<tr>
<td></td>
<td>Action: Enter the document size and then scan.</td>
</tr>
<tr>
<td></td>
<td>Refer to Reduce/Enlarge on page 3-20.</td>
</tr>
<tr>
<td></td>
<td>If problem is not solved, go to next Cause/Action.</td>
</tr>
<tr>
<td>The image is coarse</td>
<td>Resolution is too low.</td>
</tr>
<tr>
<td>YES</td>
<td>Action: Set a higher resolution.</td>
</tr>
<tr>
<td></td>
<td>Refer to Resolution on page 3-14.</td>
</tr>
</tbody>
</table>
Error Codes

If an error caused the printing to end abnormally or a malfunction occurred in the printer, then an error message code (**-***) is displayed.

Refer to the following table for error codes and information on how to rectify the problem. If an error code not described in the following tables is displayed, or the problem persists even after you have tried the following solutions, contact the Customer Support Center.

Tip
If an error code is displayed, all print data of the printer as well as print data stored in the built-in memory of the machine is discarded.

Errors are divided into the following Categories:

- C: Copy
- P: Print
- S: Scan
- M: Mail
- O: Others Problems

Other Errors

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Category</th>
<th>Cause and Remedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>002-770</td>
<td>m</td>
<td><strong>Cause</strong>: Unable to process job template due to insufficient hard disk space. <strong>Remedy</strong>: Remove unnecessary data from the hard disk to increase free disk space.</td>
</tr>
<tr>
<td>003-750</td>
<td>m</td>
<td><strong>Cause</strong>: Unable to store any documents with 2 Sided Book Copy feature. <strong>Remedy</strong>: Check the 2 Sided Book Copy settings. Refer to 2 Sided Book Copying on page 2-24.</td>
</tr>
<tr>
<td>003-751</td>
<td>m</td>
<td><strong>Cause</strong>: The machine is unable to process size, because the specified document area is too small. <strong>Remedy</strong>: Increase resolution or scan area size.</td>
</tr>
<tr>
<td>003-753</td>
<td>m</td>
<td><strong>Cause</strong>: The selected resolution was too large for scanning mixed size originals using document feeder. <strong>Remedy</strong>: Decrease Scan Resolution to 200dpi or less, and rescan.</td>
</tr>
<tr>
<td>003-754</td>
<td>m</td>
<td><strong>Cause</strong>: An error occurred in the document scanner. <strong>Remedy</strong>: Reprocess the job.</td>
</tr>
<tr>
<td>003-755</td>
<td>m</td>
<td><strong>Cause</strong>: An error occurred in the document scanner. <strong>Remedy</strong>: Reprocess the job.</td>
</tr>
<tr>
<td>003-760</td>
<td>m</td>
<td><strong>Cause</strong>: An incompatible combination of features are specified in the document scan conditions. <strong>Remedy</strong>: Check the selected options.</td>
</tr>
<tr>
<td>003-761</td>
<td>m</td>
<td><strong>Cause</strong>: The paper size of the tray selected for auto tray is different from the paper size of the tray selected for Auto Repeat. <strong>Remedy</strong>: Change the paper size for the tray, or change the <strong>Paper Type Priority</strong> settings.</td>
</tr>
<tr>
<td>Error Code</td>
<td>Category</td>
<td>Cause and Remedy</td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
<td>------------------</td>
</tr>
</tbody>
</table>
| 003-764    | m        | **Cause:** No document is scanned by Form Overlay.  
**Remedy:** Prepare 2 documents or more. |
| 003-795    | m        | **Cause:** When enlarging/reducing a scanned document to the specified paper size, the reduction/enlargement ratio value exceeds the allowed range.  
**Remedy:** Take one of the following actions:  
Manually enter a reduction/enlargement ratio.  
Change the paper size. |
| 005-275    | m        | **Cause:** An error occurred in the document feeder.  
**Remedy:** Power-cycle the machine. Contact the Customer Support Center. |
| 005-280    |          |                  |
| 005-281    |          |                  |
| 005-282    |          |                  |
| 005-283    |          |                  |
| 005-284    |          |                  |
| 012-211    | m        | **Cause:** Finisher malfunction.  
**Remedy:** Power-cycle the machine. If the finisher error is not corrected, contact the Customer Support Center. |
<p>| 012-212    |          |                  |
| 012-213    |          |                  |
| 012-214    |          |                  |
| 012-215    |          |                  |
| 012-216    |          |                  |
| 012-217    |          |                  |
| 012-218    |          |                  |
| 012-219    |          |                  |
| 012-221    |          |                  |
| 012-223    |          |                  |
| 012-225    |          |                  |
| 012-226    |          |                  |
| 012-227    |          |                  |
| 012-228    |          |                  |
| 012-229    |          |                  |
| 012-230    |          |                  |
| 012-235    |          |                  |
| 012-236    |          |                  |
| 012-237    |          |                  |
| 012-238    |          |                  |
| 012-239    |          |                  |
| 012-240    |          |                  |
| 012-241    |          |                  |
| 012-243    |          |                  |
| 012-246    |          |                  |
| 012-247    |          |                  |
| 012-248    |          |                  |
| 012-250    |          |                  |
| 012-251    |          |                  |
| 012-252    |          |                  |
| 012-253    |          |                  |
| 012-254    |          |                  |
| 012-255    |          |                  |
| 012-260    |          |                  |
| 012-264    |          |                  |
| 012-265    |          |                  |
| 012-282    |          |                  |
| 012-291    |          |                  |</p>
<table>
<thead>
<tr>
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</tr>
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</table>
| 012-400    | m m     | **Cause:** Staple Waste Container Near Full.  
**Remedy:** Follow the procedures to remove and replace the staple waste container in the finisher. |
| 012-949    | m m     | **Cause:** Finisher Punch Scrap Container is not attached.  
**Remedy:** Check that the punch scrape container is installed in the finisher and inserted correctly. |
| 016-210    | m m     | **Cause:** An error occurred in the software settings.  
**Remedy:** Power-cycle the printer. Contact the Customer Support Center. |
| 016-220    | m m     | **Cause:** An error occurred in the document scanner.  
**Remedy:** Power-cycle the machine. If the document scanner error is not corrected, contact the Customer Support Center. |
| 016-450    | m m     | **Cause:** The SMB host name already exists.  
**Remedy:** Change the host name.  
For information about network settings, refer to the System Administration Guide. |
| 016-454    | m m     | **Cause:** Unable to retrieve IP address from DNS.  
**Remedy:** Check the DNS configurations and IP address retrieve method.  
For information about network settings, refer to the System Administration Guide. |
| 016-503    | m m     | **Cause:** Unable to resolve SMTP server name during E-mail send.  
**Remedy:** Check that the SMTP server settings from CWIS are correct. Also, check the DNS server settings. |
| 016-504    | m m     | **Cause:** Unable to resolve POP3 server name during E-mail send.  
**Remedy:** Check that the POP3 server settings from CWIS are correct. Check the DNS server settings. |
| 016-505    | m m     | **Cause:** Unable to login to POP3 server during mail send.  
**Remedy:** Check that the user name and password used in the POP3 server from CWIS are correct. |
| 016-701    | m m     | **Cause:** PCL print data could not be processed due to insufficient memory.  
**Remedy:** Reduce resolution, cancel 2 Sided printing or N up, and try to print again.  
Refer to the online help for the print driver. |
<table>
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</tr>
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</table>
| 016-702     | m        | **Cause:** PCL print data could not be processed due to insufficient print page buffer.  
**Remedy:** Take one of the following actions:  
Set Print Mode to **Speed Priority**.  
Use Ensure Print.  
Increase the size of the print page buffer.  
Add additional memory.  
For information about print modes and print guarantees, refer to the online help for the print driver.  
For information about memory, refer to “Allocate Memory” in the System Administration Guide. |
| 016-703     | m        | **Cause:** Mail specifying a non-registered or invalid folder number was received.  
**Remedy:** Take one of the following actions:  
Request the sender to register the folder with the specified number.  
Request the sender to send to a valid folder. |
| 016-704     | m        | **Cause:** Documents stored in the folder have reached the hard disk capacity limit.  
**Remedy:** Remove unnecessary documents from the folder, and save the document.  
Refer to Delete Documents After Retrieval on page 5-1. |
| 016-705     | m        | **Cause:** Secure print documents cannot be registered because of hard disk malfunction.  
**Remedy:** Contact the Customer Support Center.  
Refer to Secure Print on page 9-5. |
| 016-706     | m        | **Cause:** The maximum number of Secure Print users has been exceeded and no space is available on the hard disk.  
**Remedy:** Remove unnecessary documents stored on the printer, and delete unnecessary Secure Print users.  
For information about Secure Print, refer to Secure Print on page 9-5.  
For information about folders, refer to Delete Documents After Retrieval on page 5-1. |
| 016-707     | m        | **Cause:** Unable to sample print because the feature expansion kit is not installed or has malfunctioned.  
**Remedy:** A feature expansion kit is needed to use the Sample Print feature. If the kit is malfunctioning, contact the Customer Support Center. |
| 016-708     | m        | **Cause:** Annotation is not possible due to insufficient hard disk space.  
**Remedy:** Remove unnecessary data from the hard disk to increase free disk space. |
| 016-709     | m        | **Cause:** An error occurred during PCL processing.  
**Remedy:** Retry printing. |
| 016-710     | m        | **Cause:** Delayed Print documents cannot be registered because of hard disk malfunction.  
**Remedy:** Contact the Customer Support Center. |
<table>
<thead>
<tr>
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<th>Cause and Remedy</th>
</tr>
</thead>
</table>
| 016-711    | m        | **Cause**: The configured maximum e-mail size has been exceeded.  
**Remedy**: Take one of the following actions and resend the e-mail:  
Decrease document pages  
Reduce the Scan Resolution  
Reduce the Scan Magnification  
Have the system administrator increase your Maximum Send E-mail Data Size |
| 016-712    | m        | Refer to 003-751. |
| 016-713    | m        | **Cause**: The password set to the folder and the inputted password were not in agreement.  
**Remedy**: Enter the correct password. |
| 016-714    | m        | **Cause**: Specified folder does not exist.  
**Remedy**: Create a folder or specify the existing folder. |
| 016-716    | m        | **Cause**: Unable to spool TIFF file because of insufficient disk space.  
**Remedy**: Remove unnecessary documents and users stored on the printer and then attach the hard disk. When attaching a hard disk, contact the Customer Support Center.  
Refer to Delete Documents After Retrieval on page 5-1. |
| 016-718    | m        | **Cause**: PCL print data could not be processed as there was insufficient memory.  
**Remedy**: Reduce resolution, cancel 2 Sided printing or N up, and retry printing. |
| 016-719    | m        | **Cause**: PCL print data could not be processed as there was insufficient memory.  
**Remedy**: Increase the size of the print page buffer. |
| 016-720    | m        | **Cause**: The PCL print data included a command which cannot be processed.  
**Remedy**: Confirm the print data and try to print again. |
| 016-721    | m        | **Cause**: An error occurred during print processing. Probable causes are as follows:  
1. Printing was instructed by **Automatic Tray Selection** when **Paper Type Priority** is set to **Automatic Tray switching Off** for all paper in the **Common Settings**.  
2. ESC/P command error  
**Remedy**: For 1, when printing by Automatic Tray Selection, set one of the paper types to a setting other than **Automatic Tray Switching Off** in **Paper Type Priority**.  
For 2, check print data.  
Refer to “Paper Type Priority” in the System Administration Guide. |
| 016-722    | m        | **Cause**: Unsupported staple position is specified.  
**Remedy**: Confirm the position, and specify the print data again. |
| 016-723    | m        | **Cause**: Unsupported punch position is specified.  
**Remedy**: Confirm the position, and specify the print data again. |
| 016-728    | m        | **Cause**: An unsupported tag was included in the TIFF file.  
**Remedy**: Check the print data.  
Refer to Generic Scan Screen Features on page 3-2. |
### Error Code: 016-729
- **Cause:** Unable to print because the number of colors/resolution of the TIFF file exceeds the allowed range.
- **Remedy:** Change the number of colors/resolution for the TIFF file, and specify the print data again. Refer to Generic Scan Screen Features on page 3-2.

### Error Code: 016-730
- **Cause:** Detected a command not supported by ARTIV.
- **Remedy:** Check the print data, remove the offending command, and try to print again.

### Error Code: 016-731
- **Cause:** Unable to print TIFF data because it was interrupted.
- **Remedy:** Retry printing.

### Error Code: 016-732
- **Cause:** Unable to use registered form specified by Emulation with host.
- **Remedy:** Resend the form data.

### Error Code: 016-733
- **Cause:** 1. Unable to retrieve IP address from text on the right side of @ of an address during E-mail send. 2. Unable to resolve Internet address on the right side of @ by DNS.
- **Remedy:** 1. Check the mail address. 2. Check the DNS address.

### Error Code: 016-735
- **Cause:** Attempted to print Job Template List while updating the job template.
- **Remedy:** Retry printing after waiting for a period.

### Error Code: 016-738
- **Cause:** Booklet Creation is not applied to the specified paper.
- **Remedy:** Specify the printable paper size for booklet creation.

### Error Code: 016-739
- **Cause:** The specified document and paper size are an unauthorized combination.
- **Remedy:** Specify the combination of the printable document and paper size for booklet creation.

### Error Code: 016-740
- **Cause:** Booklet Creation is not applied to the specified paper tray.
- **Remedy:** Specify the printable paper tray for booklet creation.

### Error Code: 016-746
- **Cause:** An unsupported feature is included in received PDF.
- **Remedy:** Print using printer driver.

### Error Code: 016-748
- **Cause:** Printing is not possible due to insufficient hard disk space.
- **Remedy:** Reduce the number of pages of print data, for example, by dividing up the print data or printing one copy at a time when making multiple copies.

### Error Code: 016-749
- **Cause:** A PJL command syntax error occurred.
- **Remedy:** Either confirm the print settings, or correct the PJL command.

### Error Code: 016-755
- **Cause:** Attempted to process PDF file which was specified to printing prohibited.
- **Remedy:** Cancel the printing prohibited specification using Adobe Reader and try to print again.

### Error Code: 016-756
- **Cause:** No permissions to use the service.
- **Remedy:** Check with your System Administrator.

### Error Code: 016-757
- **Cause:** Password is incorrect.
- **Remedy:** Enter the correct password.
<table>
<thead>
<tr>
<th>Error Code</th>
<th>Category</th>
<th>Cause and Remedy</th>
</tr>
</thead>
</table>
| 016-758    | m        | **Cause:** No Permissions to use service.  
**Remedy:** Check with your Auditron Administrator. |
| 016-759    | m        | **Cause:** Maximum number of pages for this service has been reached.  
**Remedy:** Check with your Auditron Administrator. |
| 016-760    | m        | **Cause:** An error occurred during PostScript processing.  
**Remedy:** Take one of the following actions:  
Set Print Mode to Speed Priority.  
Increase PostScript memory.  
For information about Print Modes, refer to the print driver’s online help.  
For information about memory, refer to “Allocate Memory” in the System Administration Guide. |
| 016-761    | m        | **Cause:** An error occurred during image processing.  
**Remedy:** Set the **Print Mode** to **Speed Priority** and start printing again. If this does not remedy the error, print in the **Ensure Print** mode. |
| 016-762    | m        | **Cause:** A print language not installed on the machine was specified.  
**Remedy:** In **Specify Print Mode** under **Port Settings**, specify a print language. |
| 016-764    | m        | **Cause:** Could not connect to the SMTP server.  
**Remedy:** Contact the SMTP Server Administrator. |
| 016-765    | m        | **Cause:** Could not send mail as the hard disk on the SMTP server was full.  
**Remedy:** Contact the SMTP Server Administrator. |
| 016-766    | m        | **Cause:** An error occurred on the SMTP server.  
**Remedy:** Contact the SMTP Server Administrator. |
| 016-767    | m        | **Cause:** Could not send mail as the mail address was wrong.  
**Remedy:** Check the mail address and transmit again. |
| 016-768    | m        | **Cause:** Could not connect to the SMTP server as the mail address of the machine was incorrect.  
**Remedy:** Check the mail address of the machine. |
| 016-769    | m        | **Cause:** The SMTP server does not support confirmation of mail distribution (DSN).  
**Remedy:** Send mail without setting confirmation of mail distribution (DSN). |
| 016-771    | m        | **Cause:** Unable to retrieve scan data repository address from the CentreWare scan service.  
**Remedy:** Check the DNS address or define the scan data repository address by its IP address. |
| 016-772    | m        | **Cause:** The IP address for the machine is not set properly.  
**Remedy:** Check the DHCP environment or specify a fixed IP address for the machine.  
For information about network settings, refer to the System Administration Guide. |
<table>
<thead>
<tr>
<th>Error Code</th>
<th>Category</th>
<th>Cause and Remedy</th>
</tr>
</thead>
</table>
| 016-774    | m, m     | **Cause:** Compression conversion is not possible due to insufficient hard disk space.  
**Remedy:** Remove unnecessary data from the hard disk to increase free disk space. |
| 016-775    | m, m     | **Cause:** Image conversion is not possible due to insufficient hard disk space.  
**Remedy:** Remove unnecessary data from the hard disk to increase free disk space. |
| 016-776    | m, m     | **Cause:** An error occurred during image conversion processing.  
**Remedy:** A portion of the data might have finished image conversion processing.  
Check the data via CentreWare Internet Services.  
Refer to “CentreWare Internet Services” in the System Administration Guide. |
| 016-777    | m        | **Cause:** A hard disk error occurred during image processing.  
**Remedy:** The hard disk might be defective. When replacing a hard disk, contact the Customer Support Center. |
| 016-778    | m        | **Cause:** Conversion processing of scanned image was interrupted because of insufficient disk space.  
**Remedy:** Remove unnecessary data from the hard disk to increase free disk space. |
| 016-779    | m        | **Cause:** An error occurred during scanned image conversion processing.  
**Remedy:** Retry scanning. |
| 016-780    | m        | **Cause:** A hard disk error occurred during scanned image conversion processing.  
**Remedy:** The hard disk might be defective. When replacing a hard disk, contact the Customer Support Center. |
| 016-786    | m, m     | **Cause:** When using the scan feature, hard disk capacity is insufficient for writing to a file.  
**Remedy:** Either remove unnecessary data from the hard disk to increase free disk space or initialize the hard disk. |
| 016-788    | m        | **Cause:** Failed to load a file from the Web browser.  
**Remedy:** Perform the following actions, and try again.  
Reload the browser page  
Restart the browser  
Power-cycle the machine |
| 016-792    | m        | **Cause:** Specified job history could not be acquired when printing Job Counter Report  
**Remedy:** Specified job history does not exist. |
| 016-793    | m        | **Cause:** The hard disk has run out free space.  
**Remedy:** Either remove unnecessary data from the hard disk to increase free disk space or initialize the hard disk. |
| 016-799    | m        | **Cause:** An illegal print parameter is included.  
**Remedy:** Confirm the print data and option and specify the print data again. |
<table>
<thead>
<tr>
<th>Error Code</th>
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<th>Cause and Remedy</th>
</tr>
</thead>
</table>
| 021-750    | m        | **Cause:** During an inspection or maintenance request a transmission error occurred and our Customer Support Center could not be contacted.  
**Remedy:** Check that the phone lines are connected and try sending an inspection or maintenance request again after a short time. If the error persists, contact the Customer Support Center. |
| 021-751    |          |                  |
| 021-770    |          |                  |
| 021-771    |          |                  |
| 021-772    |          |                  |
| 024-746    | m        | **Cause:** A feature (one of paper size, tray, output tray, or 2 sided printing) that is incompatible with the specified paper quality has been specified.  
**Remedy:** Check the print data. |
| 024-747    | m        | **Cause:** An illegal print parameter combination was set. For example, a non-standard size was specified and Tray Selection was set to Auto.  
**Remedy:** Check the print data. In the above case, select Tray 5 (Bypass). |
| 024-931    | m m      | **Cause:** The Staple Waste Container is full or near full.  
**Remedy:** Remove the Staple Waste Container and reinstall a new one. |
| 024-932    | m m      | **Cause:** The Staple Waste Container is not attached.  
**Remedy:** Check that the Staple Waste Container is installed in the finisher and inserted correctly. |
| 024-956    | m m      | **Cause:** Tray 7 is empty/out of paper.  
**Remedy:** Add paper to Tray 7. |
| 024-957    | m m      | **Cause:** Inserter trays are empty/out of paper.  
**Remedy:** Add paper to the paper trays of the inserter. |
| 024-974    | m m      | **Cause:** Designated paper size and the size of paper in the tray differs when feeding paper from the inserter.  
**Remedy:** Reset the paper or cancel the job. |
| 024-976    | m m      | **Cause:** Finisher staple status is NG.  
**Remedy:** Check staples and reset correctly. |
| 024-977    | m m      | **Cause:** Finisher staple feeding is not ready.  
**Remedy:** Check staples and reset correctly. |
| 024-978    | m m      | **Cause:** Booklet Finisher staple operation is not ready.  
**Remedy:** Check staples and reset correctly. |
| 024-979    | m m      | **Cause:** The staple cartridge is empty.  
**Remedy:** Check staples. Follow procedures to remove and replace staple cartridge. |
| 024-980    | m m      | **Cause:** The finisher stacker tray is full.  
**Remedy:** Remove all paper from the stacker tray. |
| 024-981    | m m      | **Cause:** The finisher top tray is full.  
**Remedy:** Remove all paper from the finisher top tray. |
| 024-982    | m m      | **Cause:** The finisher stacker tray lower safety warning is on.  
**Remedy:** Remove all paper from the stacker tray and remove any other obstructions. |
| 024-983    | m m      | **Cause:** The finisher booklet tray is full.  
**Remedy:** Remove all paper from the booklet tray. |
<table>
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</tr>
</thead>
<tbody>
<tr>
<td>024-984</td>
<td>m m</td>
<td><strong>Cause:</strong> There is a problem with the booklet maker stapler. <strong>Remedy:</strong> Check the staple cartridge and reset correctly.</td>
</tr>
<tr>
<td>024-985</td>
<td>m m</td>
<td><strong>Cause:</strong> There is a problem with the booklet maker stapler. <strong>Remedy:</strong> Check the staple cartridge and reset correctly.</td>
</tr>
<tr>
<td>024-987</td>
<td>m m</td>
<td><strong>Cause:</strong> The envelope folder tray is full. <strong>Remedy:</strong> Remove all paper from the tray. Set the output tray for three fold.</td>
</tr>
<tr>
<td>024-988</td>
<td>m m</td>
<td><strong>Cause:</strong> The envelope folder tray is not detected. <strong>Remedy:</strong> Check that the folder tray is correctly attached and set.</td>
</tr>
<tr>
<td>024-989</td>
<td>m m</td>
<td><strong>Cause:</strong> There is a problem with the booklet maker stapler. <strong>Remedy:</strong> Check the staple cartridge and reset correctly.</td>
</tr>
<tr>
<td>027-452</td>
<td>m</td>
<td><strong>Cause:</strong> IP address already exists. <strong>Remedy:</strong> Change the IP address. For information about network settings, refer to the System Administration Guide.</td>
</tr>
<tr>
<td>027-500</td>
<td>m m</td>
<td><strong>Cause:</strong> Unable to resolve SMTP server name during answer E-mail send. <strong>Remedy:</strong> Check that the SMTP server settings from CWIS are correct.</td>
</tr>
<tr>
<td>027-501</td>
<td>m m</td>
<td><strong>Cause:</strong> Unable to resolve POP3 server name when using POP3 protocol. <strong>Remedy:</strong> Check that the POP3 server settings from CWIS are correct.</td>
</tr>
<tr>
<td>027-502</td>
<td>m m</td>
<td><strong>Cause:</strong> Unable to login to POP3 server when using POP3 protocol. <strong>Remedy:</strong> Check that the user name and password used in the POP3 server from CWIS are correct.</td>
</tr>
<tr>
<td>027-720</td>
<td>m</td>
<td><strong>Cause:</strong> Unable to find the server of an application interface destination. <strong>Remedy:</strong> Check DNS server application or check whether an application interface installed on the computer is registered by DNS server or not.</td>
</tr>
<tr>
<td>027-721</td>
<td>m</td>
<td><strong>Cause:</strong> An application interface destination does not exist. <strong>Remedy:</strong> Check whether an interfaced application operates correctly.</td>
</tr>
<tr>
<td>027-722</td>
<td>m</td>
<td><strong>Cause:</strong> The job was timed out during connection with an application interface destination. An application linkage destination does not exist. <strong>Remedy:</strong> Try to process the job flow.</td>
</tr>
<tr>
<td>027-724</td>
<td>m</td>
<td><strong>Cause:</strong> An application interface destination could not be accessed. <strong>Remedy:</strong> Check whether an interfaced application operates correctly. When it is operating, check the log. When it is not operating, check the network environments.</td>
</tr>
<tr>
<td>027-725</td>
<td>m</td>
<td><strong>Cause:</strong> A job operation failed using an application interface. <strong>Remedy:</strong> Check whether an application linked operates correctly. When it is operating, check the log. When it is not operating, check the network environments.</td>
</tr>
<tr>
<td>Error Code</td>
<td>Cause and Remedy</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>027-726</td>
<td><strong>Cause:</strong> The job status is unclear during an application interface. <strong>Remedy:</strong> Check whether an application linked operates correctly. When it is operating, check the log. When it is not operating, check the network environments.</td>
<td></td>
</tr>
<tr>
<td>027-727</td>
<td><strong>Cause:</strong> A parameter is illegal during an application interface. <strong>Remedy:</strong> Try to process the job flow.</td>
<td></td>
</tr>
<tr>
<td>027-737</td>
<td><strong>Cause:</strong> An error occurred while reading data from the job template pool server. <strong>Remedy:</strong> Check to see whether you have privileges for the directory storing the job template.</td>
<td></td>
</tr>
<tr>
<td>027-739</td>
<td><strong>Cause:</strong> Unable to find the specified job template server. <strong>Remedy:</strong> Check the path name for the job template server.</td>
<td></td>
</tr>
<tr>
<td>027-740</td>
<td><strong>Cause:</strong> Unable to login to job template server. <strong>Remedy:</strong> Check the login user name and password.</td>
<td></td>
</tr>
<tr>
<td>027-741</td>
<td><strong>Cause:</strong> Unable to connect to job template server. <strong>Remedy:</strong> Have the network administrator check the network and server environments.</td>
<td></td>
</tr>
<tr>
<td>027-742</td>
<td><strong>Cause:</strong> Unable to store job template due to insufficient hard disk space. <strong>Remedy:</strong> Remove unnecessary data from the hard disk to increase free disk space.</td>
<td></td>
</tr>
<tr>
<td>027-743</td>
<td><strong>Cause:</strong> The specified job template server is incorrect. <strong>Remedy:</strong> Check the settings for the job template server.</td>
<td></td>
</tr>
<tr>
<td>027-744</td>
<td><strong>Cause:</strong> There is a problem in the domain name of the job template server. <strong>Remedy:</strong> Make sure that the DNS server connection and the domain name are registered to the DNS server.</td>
<td></td>
</tr>
<tr>
<td>027-745</td>
<td><strong>Cause:</strong> The address of the DNS server is not registered on the machine. <strong>Remedy:</strong> Either register the address of the DNS server on the machine or set the address of the job template server by an IP address.</td>
<td></td>
</tr>
<tr>
<td>027-746</td>
<td><strong>Cause:</strong> The specified job template pool server protocol settings are incorrect. <strong>Remedy:</strong> Set up the correct port.</td>
<td></td>
</tr>
<tr>
<td>027-750</td>
<td><strong>Cause:</strong> Attempted to command a print job to a scanned document. <strong>Remedy:</strong> Scanned document cannot be printed. Configure the job flow correctly.</td>
<td></td>
</tr>
<tr>
<td>027-751</td>
<td><strong>Cause:</strong> When following the job flow, an error occurred. <strong>Remedy:</strong> Check the settings for the job flow.</td>
<td></td>
</tr>
<tr>
<td>027-752</td>
<td><strong>Cause:</strong> In a job flow, a job start was specified before a required item was input. <strong>Remedy:</strong> Configure a default to input the required item in the job flow or change the job flow to have the required item link to the folder.</td>
<td></td>
</tr>
<tr>
<td>027-753</td>
<td><strong>Cause:</strong> The necessary port for the job flow is either not enabled or is unavailable. <strong>Remedy:</strong> Have your System Administrator check the port status.</td>
<td></td>
</tr>
</tbody>
</table>

**Error Code**
- C: Color
- P: Performance
- S: Security
- M: Maintenance
- O: Operator
<table>
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<tr>
<th>Error Code</th>
<th>Category</th>
<th>Cause and Remedy</th>
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</thead>
<tbody>
<tr>
<td>027-770</td>
<td>m</td>
<td>m</td>
</tr>
</tbody>
</table>
|            |          | **Cause:** PDL (Printer Description Language) error detected by the controller while processing a network print job.  
**Remedy:** Cancel and resend the print job. If problem continues, reboot both the controller and the printer and resend job. If the problem persists, call the Customer Support Centre for further help/instructions. |
| 027-771    | m        | m                |
|            |          | **Cause:** Disk full error message on the controller.  
**Remedy:** Cancel job. Delete unwanted files from the controller. Resend the network print job. |
| 027-796    | m        | m                |
|            |          | **Cause:** When the machine is configured to only print attached documents when received by mail, a message with no attachments is discarded upon receipt.  
**Remedy:** To print the mail body or header information as well, change settings in the CentreWare Internet Services Properties screen.  
Refer to “E-mail Print” in the System Administration Guide. |
| 027-797    | m        | m                |
|            |          | **Cause:** Invalid received mail output destination.  
**Remedy:** Specify a correct output destination and send the mail again. |
| 062-211    | m        |                  |
|            |          | **Cause:** An error occurred in the document feeder.  
**Remedy:** Contact the Customer Support Center. |
| 062-220    | m        |                  |
|            |          | **Cause:** The document scanner malfunctioned.  
**Remedy:** Contact the Customer Support Center. |
| 062-277    | m        |                  |
|            |          | **Cause:** A communications error occurred between the document scan unit and the document feeder.  
**Remedy:** Contact the Customer Support Center. |
| 062-278    | m        |                  |
|            |          | **Cause:** An error occurred in the document scanner.  
**Remedy:** Power-cycle the machine. If the document scanner error is not fixed by performing the relevant remedy, contact the Customer Support Center. |
| 062-790    | m        |                  |
|            |          | **Cause:** The scanned document is copy-protected.  
**Remedy:** Refer to the Safety Guide, and check to see if the document can be copied. |
| 063-210    | m        |                  |
|            |          | Refer to 062-211. |
| 065-210    | m        |                  |
|            |          | **Cause:** An error occurred with the machine.  
**Remedy:** Contact the Customer Support Center. |
| 065-215    |          |                  |
| 065-216    |          |                  |
|            |          | **Cause:** An error occurred in the document scanner.  
**Remedy:** Power-cycle the machine. If the document scanner error is not fixed by performing the relevant remedy, contact the Customer Support Center. |
| 071-210    | m        |                  |
|            |          | **Cause:** Paper Tray 1 malfunctioned.  
**Remedy:** Contact the Customer Support Center. Trays other than Paper Tray 1 can be used. |
| 072-210    | m        |                  |
|            |          | **Cause:** Paper Tray 2 malfunctioned.  
**Remedy:** Contact the Customer Support Center. Trays other than Paper Tray 2 can be used. |
<table>
<thead>
<tr>
<th>Error Code</th>
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<th>Cause and Remedy</th>
</tr>
</thead>
</table>
| 073-210    | m        | **Cause:** Paper Tray 3 malfunctioned.  
**Remedy:** Contact the Customer Support Center. Trays other than Paper Tray 3 can be used. |
| 074-210    | m        | **Cause:** Paper Tray 4 malfunctioned.  
**Remedy:** Contact the Customer Support Center. Trays other than Paper Tray 4 can be used. |
| 075-210    | m        | **Cause:** Paper Tray 5 (bypass) malfunctioned.  
**Remedy:** Power-cycle the machine. If the tray error is not fixed by performing the relevant remedy, contact the Customer Support Center. |
| 075-211    |          |                  |
| 077-142    | m        | **Cause:** A “Pretransfer sensor ON” indicates a jam; this jam may be caused by any of the following conditions: An error by the Pretransfer sensor, a worn fuser roll, foreign material (such as paper) in the machine, or using media stock that is not supported by the machine.  
**Remedy:** Clear jammed paper. |
| 078-210    | m        | **Cause:** Optional High Capacity Feeder Tray (paper trays 6 & 7) malfunctioned.  
**Remedy:** Check the paper setting of paper trays 6 and 7 and power-cycle the machine. If the trays errors are not fixed by performing the relevant remedy, contact the Customer Support Center. Trays other than 6 and 7 may be used in the interim. |
| 078-211    |          |                  |
| 078-213    | m        | **Cause:** Paper Tray 5 (Bypass) malfunctioned.  
**Remedy:** Power-cycle the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center. |
| 078-260    | O        | **Cause:** Paper Tray 6 malfunctioned.  
**Remedy:** Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center. |
<p>| 078-261    |          |                  |
| 078-262    |          |                  |
| 078-263    |          |                  |
| 078-264    |          |                  |
| 078-265    |          |                  |
| 078-266    |          |                  |
| 078-267    |          |                  |
| 078-268    |          |                  |
| 078-269    |          |                  |
| 078-270    |          |                  |
| 078-271    |          |                  |
| 078-272    |          |                  |
| 078-273    |          |                  |
| 078-274    |          |                  |
| 078-275    |          |                  |
| 078-276    |          |                  |
| 078-277    |          |                  |
| 078-278    |          |                  |
| 078-279    |          |                  |
| 078-280    |          |                  |
| 078-281    | m        | Check the paper loaded in Tray 5 and then power off/on the printer. |
| 078-282    | m        | Power off/on the printer. |</p>
<table>
<thead>
<tr>
<th>Error Code</th>
<th>Cause and Remedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>091-311</td>
<td>Cause: Charge Corotron cleaner failure. Remedy: Power-cycle the machine. If the error is not fixed by performing the relevant remedy, contact the Customer Support Center.</td>
</tr>
<tr>
<td>112-700</td>
<td>Cause: Punch Scrape Container is full or near full. Remedy: Remove and empty the scrape container and reinstall.</td>
</tr>
<tr>
<td>116-701</td>
<td>Cause: 2 sided print could not be made. Remedy: Print each side separately.</td>
</tr>
<tr>
<td>116-702</td>
<td>Cause: Printing was performed using a substitute font. Remedy: Check the print data.</td>
</tr>
<tr>
<td>116-703</td>
<td>Cause: An error occurred during PostScript processing. Remedy: Either confirm the print data or click Spool Settings on the Details tab in the print driver to set bi-directional communications to off.</td>
</tr>
<tr>
<td>116-710</td>
<td>Cause: A probable cause is that the correct document size could not be judged as the receive data exceeded the HP-GL/2 spool size. Remedy: Increase the size assigned to HP-GL/2 auto-layout memory.</td>
</tr>
<tr>
<td>116-713</td>
<td>Cause: Job was divided and printed due to insufficient disk space. Remedy: Remove unnecessary data from the hard disk to increase free disk space.</td>
</tr>
<tr>
<td>116-714</td>
<td>Cause: An HP-GL/2 command error occurred. Remedy: Check the print data.</td>
</tr>
<tr>
<td>116-720</td>
<td>Cause: An error occurred during printing as there was insufficient memory. Remedy: Stop unnecessary ports and remove unnecessary data from the hard disk to increase free disk space.</td>
</tr>
<tr>
<td>116-740</td>
<td>Cause: Numerical value operation error occurred as a value exceeding the value limit of the printer was used in the print data. Remedy: Check the print data.</td>
</tr>
<tr>
<td>116-747</td>
<td>Cause: There are too many paper margin values for the HP-GL/2 effective coordinate area. Remedy: Reduce the paper margin values, and instruct it to print again.</td>
</tr>
<tr>
<td>116-748</td>
<td>Cause: There is no plot data in the HP-GL/2 print data. Remedy: Check the print data.</td>
</tr>
<tr>
<td>116-749</td>
<td>Cause: Job cancelled because the specified font was unavailable. Remedy: Install the font or set up a font replacement on the print driver side.</td>
</tr>
<tr>
<td>Error Code</td>
<td>Category</td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
</tr>
</tbody>
</table>
| 116-771    | m        | **Cause:** There was a problem with parameters in the JBIG data. They were automatically edited.  
**Remedy:** If any problem occurs in job result, try to process the job again. |
| 116-772    | m        | **Cause:** There was a problem with parameters in the JBIG data. They were automatically edited.  
**Remedy:** If any problem occurs in job result, try to process the job again. |
| 116-773    | m        | **Cause:** There was a problem with parameters in the JBIG data. They were automatically edited.  
**Remedy:** If any problem occurs in job result, try to process the job again. |
| 116-774    | m        | **Cause:** There was a problem with parameters in the JBIG data. They were automatically edited.  
**Remedy:** If any problem occurs in job result, try to process the job again. |
| 116-775    | m        | **Cause:** There was a problem with parameters in the JBIG data. They were automatically edited.  
**Remedy:** If any problem occurs in job result, try to process the job again. |
| 116-776    | m        | **Cause:** There was a problem with parameters in the JBIG data. They were automatically edited.  
**Remedy:** If any problem occurs in job result, try to process the job again. |
| 116-777    | m        | **Cause:** There was a problem with parameters in the JBIG data. They were automatically edited.  
**Remedy:** If any problem occurs in job result, try to process the job again. |
| 116-778    | m        | **Cause:** There was a problem with parameters in the JBIG data. They were automatically edited.  
**Remedy:** If any problem occurs in job result, try to process the job again. |
| 116-790    | m        | **Cause:** There was a problem with parameters in the JBIG data. They were automatically edited.  
**Remedy:** If any problem occurs in job result, try to process the job again. |
| 116-780    | m        | **Cause:** There is a problem with the document attached to the received mail.  
**Remedy:** Check the attached document. |
| 123-400    | m        | **Cause:** A malfunction occurred in the machine.  
**Remedy:** Power-cycle the machine. If the machine error is not fixed by performing the relevant remedy, contact the Customer Support Center. |
| 127-210    | m        | **Cause:** Communication error between the printer and the controller. Error detected by the printer.  
**Remedy:** Remove and reinsert the cable connection between the printer and the controller. Power off and on both the printer and the controller. If the problem persists, call the Customer Support Center. |
| 127-211    | m        | **Cause:** Detected a communication error between the printer and the controller.  
**Remedy:** Remove and reinsert the cable connection between the printer and the controller. Power off and on both the printer and the controller. If the problem persists, call the Customer Support Center. |
| 127-212    | m        | **Cause:** Detected an internal print check error by the controller.  
**Remedy:** Remove and reinsert the command/video cable between the controller and the printer. Power off and on both the printer and the controller. If the problem persists, call the Customer Support Center. |
| 127-213    | m        | **Cause:** Detected a mismatch with the software version of the controller.  
**Remedy:** Contact the Customer Support Center for information and/or instructions to remedy the problem. |
| 127-220    | m        | **Cause:** Detected a communication error of the video system by the controller.  
**Remedy:** Remove and reinsert the cable connection between the printer and the controller. Power off and on both the printer and the controller. If the problem persists, call the Customer Support Center. |
| 127-221    | m        | **Cause:** Detected a communication error by the controller.  
**Remedy:** Remove and reinsert the cable connection between the printer and the controller. Power off and on both the printer and the controller. If the problem persists, call the Customer Support Center. |
| 127-311    | m        | **Cause:** Detected a fatal error by the controller.  
**Remedy:** Power on/off both the controller and the printer. If the problem persists, contact the Customer Support Center. |
Remedies are described in this section for situations in which the following messages are displayed.

<table>
<thead>
<tr>
<th>Error Code Message</th>
<th>Category</th>
<th>Cause and Remedy</th>
</tr>
</thead>
</table>
| Amalfunction occurred. Power-cycle the machine. (xxx-yyy)                        | m m m m m| **Cause:** An error occurred.  
**Remedy:** Turn off the power, wait until the Control Panel display goes dark and then turn on power again. If the message persists, record the displayed contents for (xxx-yyy). Switch off the machine immediately, wait for the Control Panel display to go dark and contact the Customer Support Center.|
| Completed with an error. (xxx-yyy)                                               | m m m m m| **Cause:** An error occurred and the job completed.  
**Remedy:** Retry operation after waiting for a period.                                                                                                                                                             |
| A fault has occurred. The machine has rebooted. Select Close. When in doubt, report the malfunction to our Call Center. (xxx-yyy) | m m m m m| **Cause:** An auto-recoverable internal error occurred and the machine restarted automatically.  
**Remedy:** Select the Close button. The machine is operating normally now. If the error persists, call contact the Customer Support Center.                                                                 |
Paper Jams

Review the following list to address paper jams:

- When paper jams inside the machine, the machine stops and an alarm sounds.
- Follow the instructions displayed on the controller to remove the jammed paper.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- If a piece of jammed paper remains inside the machine, the paper jam message will remain on the display.
- Paper jams can be removed with the machine still powered on. When the power is turned off, all information stored to the machine’s memory will be erased.
- Do not touch components inside the machine. This can cause print defects.
- After clearing a paper jam, printing is automatically resumed from the state before the paper jam occurred.
- If a paper jam occurred during copying, press the **Start** button. Copying is resumed from the state before the paper jam occurred.

***WARNING***

When removing jammed paper, make sure that no pieces of jammed paper are left in the machine. A piece of paper remaining in the machine can cause fire. If a piece of paper is stuck in a hidden area or paper is wrapped around the fuser unit or rollers, do not remove it forcefully. You can get injured or burnt. Switch off the machine immediately and contact the Customer Support Center.

Paper Jams in Trays 1-4

**Tip**

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Pull out the tray where the paper jam occurred.

**Note**

To avoid tearing paper, review where the paper jam occurred before pulling out a tray. Torn paper remaining inside the machine can cause machine malfunction.
2. Remove the jammed paper and any torn pieces.

3. Push the tray in gently until it comes to a stop.

Paper Jams in Transport Unit 4

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Make sure that the machine has stopped printing before opening the front cover.

2. Pull out Tray 1.

3. Pull out Transport Unit 4. Tray 2 will come out as you pull out Transport Unit 4.
4. Lift up lever 4a and then remove the jammed paper.

Note
If paper is torn, check inside the machine and remove it.

5. Return lever 4a to the original position.
6. Push Tray 2 in gently until it comes to a stop. Transport Unit 4 will be inserted simultaneously.
7. Push Tray 1 in gently until it comes to a stop.
8. Close the front cover completely. The machine will not operate if the front cover is open even slightly.

Paper Jams in Duplex Module 3
Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Make sure that the machine has stopped printing before opening the front cover.

2. Pull out Duplex Module 3.
3. Move the release lever 3a to remove the jammed paper.

Note
If paper is torn, check inside the machine and remove it.

4. Move lever 3b to the right and then remove the jammed paper.

Note
If paper is torn, check inside the machine and remove it.

5. Push the duplex module in gently until it comes to a stop.
6. Return all levers to their starting positions.
7. Close the front cover completely. The machine will not operate if the front cover is open even slightly.
Paper Jams in Tray 5 (Bypass)

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. When optional high capacity feeder tray is not installed, open the top cover of paper Tray 5 (Bypass).

2. Remove the jammed paper and all paper loaded in paper Tray 5 (Bypass).

Note
If paper is torn, check inside the machine and remove it.

3. Fan the paper you removed making sure that all four corners are neatly aligned.
4. Insert the paper into the tray with the printing side facing up until its leading edge lightly comes up against the paper feed entrance.
Problem Solving

Paper Jams in optional Trays 6 and 7 (High Capacity Feeder Tray)

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Pull out the tray where the paper jam occurred.

   ![Image showing tray removal](image1)

   Note
   To avoid tearing paper, review where the paper jam occurred before pulling out a tray. Torn paper remaining inside the machine can cause machine malfunction.

2. Remove the jammed paper.

   ![Image showing jammed paper removal](image2)

   Note
   If paper is torn, check inside the machine and remove it.

3. Push the tray in gently until it comes to a stop.
Paper jams in optional Tray 6 (1-drawer Oversized High Capacity Feeder)

Note
If your machine is equipped with the optional 2-drawer Oversized High Capacity Feeder (OHCF), refer to the section entitled Optional 2-drawer Oversized High Capacity Feeder (Trays 6 and 7) on page 14-1 for specific information. The optional 2-drawer OHCF may not be available in your market area.

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Pull out Tray 6.

   ![Image of Tray 6]

   Note
   To avoid tearing paper, review where the paper jam occurred before pulling out a tray. Torn paper remaining inside the machine can cause machine malfunction.

2. Remove the jammed paper.

   Note
   If paper is torn, check inside the machine and remove it.

3. Push the tray in gently until it comes to a stop.
Problem Solving

Paper Jams in Tray 8 (Post-Process inserter)

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Press the Cover button.

2. Open cover 1e and then remove the jammed paper and all paper loaded in the Post-Process Inserter.

Note
If paper is torn, check inside the machine and remove it.

3. Fan the paper you removed, making sure that all four corners are neatly aligned, and then load them again.

4. Push cover 1e until you hear it click into place.

Note
A message will be displayed and the machine will not operate if the cover is open even slightly.
Paper Jams in Lower Left Cover

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

Note
This procedure shows how to clear a jam without the HCF (Trays 6 and 7) being present. If you have an HCF, open the Front Cover to optional Trays 6 and 7 to access this area.

1. Open the lower left cover while gripping the release lever.

2. Remove the jammed paper.

Note
If paper is torn, check inside the machine and remove it.

3. Close the lower left cover completely. The machine will not operate if the cover is open even slightly.
Paper Jams inside body

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Make sure that the machine has stopped printing before opening the front cover.

2. Turn the green lever at the center of the transfer module to the right until it is in the horizontal position and then pull the transfer module out to the end.

3. Lift up lever 2b to remove jammed paper. Then turn knob 2a to remove jammed paper.

4. If the jam occurs at the top of the transfer module or inside the fuser unit:
   a. Open the Front cover.
   b. Unlock the unit by pushing down on lever 2.
   c. Pull the fuser drawer towards you until it stops.
   d. Remove the jammed paper by pulling it out towards the left. If the jammed paper cannot be removed, then,

   WARNING
Never touch a labeled area (found on the fuser unit or nearby) indicating “High Temperature” and “Caution.” Contact can lead to burns.
e. Lift up lever 2c and remove the jammed paper.

![Diagram showing lever 2c]

**WARNING**
Never touch the six Fuser Stripper Fingers which are visible when you lift up the lever 2c. Fuser Stripper Fingers are HOT can lead to burns if touched.

**WARNING**
Never touch a labeled area (found on the fuser unit or nearby) indicating “High Temperature” and “Caution.” Contact can lead to burns.

5. Lift up the lever 2c as necessary, shift the lever 2d, and then remove the jammed paper.

![Diagram showing lever 2c and lever 2d]

6. Turn the knob 2f as necessary and then remove the jammed paper.

![Diagram showing knob 2f]
Problem Solving

7. Shift lever 3b on the right of the fuser unit as necessary and then remove the jammed paper.

![Diagram of lever 3b]

Tip
If the jammed paper remains inside and it is difficult to remove, pull out the duplex module after returning the transfer module to the original position. Then try again.

8. Insert the transfer module completely and turn the green lever 2 to the left.

![Diagram of lever 2]

Note
If the lever cannot be turned, pull the transfer module to the middle and insert it again.

9. Close the front cover completely. The machine will not operate if the front cover is open even slightly.

Paper Jams Inside Finisher Left Cover

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

This section describes how to remedy paper jams that occur at the following locations:
- Paper jams at lever 1a and knob 1c
- Paper jams at lever 1d
- Paper jams at lever 1b

Note
Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.
Paper jams at lever 1a and knob 1c

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Make sure that the machine has stopped and then open the left cover on the finisher.

2. Move lever 1a downwards and turn knob 1c left. Remove the jammed paper.

Note
If paper is torn, check inside the machine and remove it.

3. Return lever 1a to the original position.

4. Close the Finisher left cover completely. The machine will not operate if the cover is open even slightly.
Problem Solving

**Paper jams at lever 1d**

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Make sure that the machine has stopped printing and then open the left cover on the finisher.

2. Move lever 1d upwards and remove the jammed paper.

   **Note**
   If paper is torn, check inside the machine and remove it.

3. Return lever 1d to the original position.

4. Close the Finisher left cover completely. The machine will not operate if the cover is open even slightly.
**Paper jams at lever 1b**

**Tip**
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Make sure that the machine has stopped printing and then open the left cover on the finisher.

2. Move lever 1b to the right and remove the jammed paper.

**Note**
If paper is torn, check inside the machine and remove it.

3. Return lever 1b to the original position.

4. Close the Finisher left cover completely. The machine will not operate if the cover is open even slightly.
Paper Jams Inside Finisher Right Cover

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

This section describes how to remedy paper jams that occur at the following locations:
- Paper jams at lever 3b and 3d
- Paper jams at lever 3e and knob 3c
- Paper jams at lever 3g and knob 3f
- Paper jams at lever 4b and knob 3a

Note
Remedies differ according to the paper jam location. Follow the instructions displayed and remove the jammed paper.

Paper jams at lever 3b and 3d

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Make sure that the machine has stopped printing and then open the Right Cover on the finisher.

2. Move levers 3b and 3d to the left, and remove the jammed paper.

Note
If paper is torn, check inside the machine and remove it.
3. Return levers 3b and 3d to the original position.

4. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.

**Paper jams at lever 3e and knob 3c**

**Tip**
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Make sure that the machine has stopped printing and then open the right cover on the finisher.

2. Move lever 3e, turn knob 3c to the right, and remove the jammed paper.

**Note**
If paper is torn, check inside the machine and remove it.
3. Return lever 3e to the original position.

4. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.

**Paper jams at lever 3g and knob 3f**

**Tip**
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Make sure that the machine has stopped printing and then open the right cover on the finisher.

2. Move lever 3g upward and to the left, turn knob 3f to the left, and remove the jammed paper.

**Note**
If paper is torn, check inside the machine and remove it.
3. Return lever 3g to the original position.

4. Close the right cover completely. The machine will not operate if the cover is open even slightly.

**Paper jams at lever 4b and knob 3a**

**Tip**
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Make sure that the machine has stopped printing and then open the right cover on the finisher.

2. Move lever 4b to the left, turn knob 3a to the right, and remove the jammed paper.

**Note**
If paper is torn, check inside the machine and remove it.
3. Return lever 4b to the original position.

4. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.

Paper Jams at Z Folding Unit

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

This section explains how to remove jammed paper from inside the Z folding unit installed in the Standard Finisher or a Booklet Maker Finisher (optional).

- Paper jams at lever 2a and knob 3a
- Paper jams at lever 2b and knob 2c
- Paper jams at knob 2c, levers 2e/2f and tri-fold output tray 2d.
- Paper jams at tri-fold output tray 2d and lever 2g
- Paper jams at unit 4 and knob 4a

Note
Jam clearance remedies differ according to the paper jam location, so follow the displayed instructions.

Paper jams at lever 2a and knob 3a

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Make sure that the machine has stopped printing and then open the right cover on the finisher.
2. Move lever 2a up and turn knob 3a to the left. Remove the jammed paper.

Note
If paper is torn, check inside the machine and remove it.

3. Return lever 2a to the original position.

4. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.

**Paper jams at lever 2b and knob 2c**

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Make sure that the machine has stopped printing and then open the right cover on the finisher.
2. Move lever 2b, turn knob 2c to the right, and remove the jammed paper.

Note
If paper is torn, check inside the machine and remove it.

3. Return lever 2b to the original position.

4. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.

**Paper jams at knob 2c, levers 2e/2f and tri-fold output tray 2d**

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Make sure that the machine has stopped printing and then open the right cover on the finisher.
2. Pull out the tri-fold output tray 2d, swing lever 2e to the right, and remove the jammed paper.

Note
If paper is torn, check inside the machine and remove it.

3. If you cannot remove the paper in Step 2, turn knob 2c to the right, then remove the jammed paper.

Note
If paper is torn, check inside the machine and remove it.

4. Swing back the opened lever (2f or 2e), and push back the tri-fold output tray 2d.

5. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.
Paper jams at tri-fold output tray 2d and lever 2g

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Make sure that the machine has stopped printing and then open the right cover on the finisher.

2. Pull out the tri-fold output tray 2d, swing lever 2g to the right, and remove the jammed paper.

Note
If paper is torn, check inside the machine and remove it.

3. Return lever 2g to the original position and push back the tri-fold output tray 2d.

4. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.
Paper jams at unit 4 and knob 4a

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Make sure that the machine has stopped printing and then open the right cover on the finisher.

2. Pull out unit 4.

3. Turn knob 4a to the left to remove all the jammed paper from the left side of the unit 4.

Note
If paper is torn, check inside the machine and remove it.
4. If the paper cannot be removed, pull up on the green lever on the right top cover unit 4 and remove all the jammed paper.

5. Return unit 4 to the original position.
6. Close the finisher right cover completely. The machine will not operate if the cover is open even slightly.

Paper Jams at Output Area of Finisher

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

This section describes how to remedy paper jams that occur at the following locations:
- Paper jams at output tray
- Paper jams at finisher tray
- Paper jams at booklet output tray

Note
Jam clearance remedies differ according to the paper jam location, so follow the displayed instructions.

Paper jams at output tray

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Remove jammed paper from the output tray.

Note
If paper is torn, check inside the machine and remove it.
2. Open and then close the right cover of the finisher completely. The machine will not operate if the cover is open even slightly.

**Paper jams at finisher tray**

**Tip**
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Remove jammed paper from the finisher tray.

   ![Image of finisher tray]

   **Note**
   If paper is torn, check inside the machine and remove it.

2. Open and then close the right cover of the finisher completely. The machine will not operate if the cover is open even slightly.

**Paper jams at booklet output tray**

**Tip**
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Make sure that the machine has stopped printing and then open the right cover on the finisher.

   ![Image of booklet output tray]
2. Turn knob 4a to the right to remove the jammed paper at the booklet output tray.

   ![Knob 4a and Booklet Output Tray]

   Note
   If paper is torn, check inside the machine and remove it.

3. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.

Paper Jams at the optional High Capacity Feeder Unit

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

This section describes how to remedy paper jams that occur at the following locations:

- Paper jams in Lower Left Cover
- Paper jams at lever 1a and Knob 1c
- Paper jams at lever 1b
- Paper jams at lever 1d

Note
Jam clearance remedies differ according to the paper jam location, so follow the displayed instructions.

**Paper jams in Lower Left Cover**

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Open the front cover of the optional high capacity feeder unit.
2. Open the lower left cover while gripping the release lever.

3. Remove the jammed paper.

   Note
   If paper is torn, check inside the machine and remove it.

4. Close the lower left cover.
5. Close the front cover of the high capacity feeder unit completely. The machine will not operate if the cover is open even slightly.

**Paper jams at lever 1a and Knob 1c**

Tip
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Open the front cover of the high capacity feeder unit.
2. Move lever 1a to the right and turn knob 1c to the right. Remove the jammed paper.

   ![Image](image1.png)

   Note
   If paper is torn, check inside the machine and remove it.

3. Return lever 1a to the original position.

   ![Image](image2.png)

4. Close the front cover of the high capacity feeder unit completely. The machine will not operate if the cover is open even slightly.

**Paper jams at lever 1b**

**Tip**
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Open the front cover of the high capacity feeder unit.

   ![Image](image3.png)
2. Move lever 1b to the right and turn knob 1c to the right. Remove the jammed paper.

Note
If paper is torn, check inside the machine and remove it.

3. Return lever 1b to the original position.

4. Close the front cover of the high capacity feeder unit completely. The machine will not operate if the cover is open even slightly.

**Paper jams at lever 1d**

**Tip**
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Open the front cover of the high capacity feeder unit.
2. Move lever 1d upwards and remove the jammed paper.

Note
If paper is torn, check inside the machine and remove it.

3. Return lever 1d to the original position.

4. Close the front cover of the high capacity feeder unit completely. The machine will not operate if the cover is open even slightly.
Document jams

Document jams can occur at the document cover and at the output area.

**Document jams at cover**

1. Gently lift the latch of the DADF top cover until it is completely open.

2. Open the left cover until it comes to a stop.

3. If the document is not caught in the input section, you can remove it.

4. If you are instructed to turn the wheel, turn the green wheel to eject the document upward.
Note
If the document is stuck, do not pull on it forcefully, as this could damage the document.

5. If you are instructed to open the inner cover, lift up the lever with the green seal on it, and open the inner cover. Remove the jammed document.

6. Turn the green wheel to eject the document upward.

Note
If the document is stuck, do not pull on it forcefully, as this could damage the document.

7. When the inside of the left cover is indicated, remove the jammed document.

8. Close the top cover of the inner cover until you hear it click into place.

9. Close the left cover of the document feeder until you hear it click into place.

10. To locate the document:
   - Pick up the document feeder slowly, or,
   - Pick up the document feeder tray.

11. Gently return the document feeder tray to its original position.

12. After removing the jammed document, reload the entire document, including delivered document sheets. Be sure not to load torn, wrinkled or folded documents in the Document Feeder. The already scanned document sheets will automatically be skipped and scanning will resume from the document sheet last scanned prior to the jam.
Note
To scan torn, wrinkled or folded documents, use the Document Glass, only.

Document jams at output area
1. Open the document cover.

2. Open the belt area while gripping the lever and remove the jammed document.

3. Gently return the belt area to the original position.

4. Put the DADF back in place.
5. After removing the jammed document, reload the entire document, including delivered document sheets. Be sure not to load torn, wrinkled or folded documents in the Document Feeder. The already scanned document sheets will automatically be skipped and scanning will resume from the document sheet last scanned prior to the jam.

Note
To scan torn, wrinkled or folded documents, use the Document Glass, only.
Stapler Faults

Perform the procedures on the following pages when copies are not stapled correctly or when staples are bent. Contact the Customer Support Center if the problem persists.

If stapling occurs in the manner shown in the below illustrations, contact the Customer Support Center.

Tip
Use the staple cartridge cover only when removing bent staples.
Staple jams in the staple cartridge

**Finisher staple cartridge staple jams**

1. Make sure that the machine has stopped printing and then open the front cover on the finisher.

2. Hold the R1 at the position shown in the diagram and pull straight out of the machine.

3. Pull out the staple cartridge and check the inside of the finisher for any remaining staples.
4. Open the staple cartridge cover and remove the jammed staple.

**WARNING**

Be careful when removing jammed staples to avoid hurting your fingers.

5. If the jammed staple cannot be removed, push the staple in the direction indicated by arrow shown in the illustration.
6. Push the cartridge back to the original position.

7. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.

Note
If the staples cannot be removed after carrying out the above procedures, contact the Customer Support Center.

Booklet staple cartridge staple jams
1. Make sure that the machine has stopped printing and then open the front cover on the finisher.

2. Pressing the lever to the right, pull out the staple cartridge.
Problem Solving

3. Hold the tabs of the booklet staple cartridge and then lift to remove it.

4. Remove the jammed staples as shown in the illustration.

WARNING
Be careful when removing jammed staples to avoid cutting and hurting your fingers.

5. Holding the tabs of the booklet staple cartridge, return the cartridge to the original position and gently push it until it clicks into place.

6. Return the unit to its original position.
7. Close the Finisher right cover completely. The machine will not operate if the cover is open even slightly.

Note
If the staples cannot be removed after carrying out the above procedures, contact the Customer Support Center.
Curled Output Solutions

You can correct output paper curl by pressing the De-curl button.

The De-curl button functions while the machine is running or idled and powered on.

1. Check how the output copy is curled.

2. Check the De-curl lights.

3. Press the De-curl button to the desired setting.
De-curl button Mode and function

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Mode</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto</td>
<td>The curling correction is automatically performed according to the paper size or output orientation. We recommend that the De-curl feature be used in Auto mode. The Auto mode is entered in the following cases: After turning on the machine power After canceling Power Saver mode</td>
<td></td>
</tr>
<tr>
<td>Upward Curling ON</td>
<td>Press to correct for upward curling.</td>
<td></td>
</tr>
<tr>
<td>Downward Curling ON</td>
<td>Press to correct for downward curling.</td>
<td></td>
</tr>
<tr>
<td>OFF</td>
<td>Press OFF when the output does not have curl.</td>
<td></td>
</tr>
</tbody>
</table>
Problem Solving
Specifications

Note
In the interests of product development, product specifications and external appearance are subject to change without prior notice.

Copy specifications

<table>
<thead>
<tr>
<th>Item</th>
<th>4112</th>
<th>4127</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copier Type</td>
<td>Console</td>
<td></td>
</tr>
<tr>
<td>Scanning Resolution</td>
<td>600 × 600dpi (23.6 × 23.6 dots/mm)</td>
<td></td>
</tr>
<tr>
<td>Output Resolution</td>
<td>600 × 600dpi (23.6 × 23.6 dots/mm)</td>
<td></td>
</tr>
<tr>
<td>Graduation</td>
<td>256 gradation</td>
<td></td>
</tr>
<tr>
<td>Warm-up Time</td>
<td>6 minutes or less (when the room temperature at 68°F/20°C)</td>
<td>5 minutes or less (when the room temperature at 68°F/20°C)</td>
</tr>
<tr>
<td>Copy Document</td>
<td>The maximum size is 297 × 432 mm (A3, 11 × 17in.) for both sheets and books</td>
<td></td>
</tr>
</tbody>
</table>
## Specifications

<table>
<thead>
<tr>
<th>Item</th>
<th>4112</th>
<th>4127</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy Paper Size</td>
<td>Max: A3/11 x 17 in., 12.6 x 19.2 in. (330 x 488 mm)</td>
<td>Min: A5/5.75 x 8.25 in. (Postcard for Tray 5 (Bypass))</td>
</tr>
<tr>
<td>Image loss:</td>
<td>Lead edge/trail edge: 0.157 in./4 mm or less</td>
<td>Front/back 0.157 in./4 mm or less</td>
</tr>
</tbody>
</table>

**Paper Trays 1 - 2**
- 8.5 x 11 in./A4

**Paper Trays 3 - 4**
- A5, A4, A4, A3, B5, B4
- 8.5 x 11 in., 8.5 x 11 in., 8.5 x 13 in., 8.5 x 14 in., 11 x 17 in., 12.6 x 19.2 in., 13 x 18 in.
- 8K,16K, tab paper (8.5 x 11 in./A4)
- Non-standard size: X direction from 5.5-13 in./140-330 mm, Y direction from 7-19 in./182-488 mm

**Tray 5 (Bypass)**
- A6, A5, A4, A4, A3, B6, B5, B5, B4
- 8.5 x 11 in., 8.5 x 11 in., 8.5 x 13 in., 8.5 x 14 in., 11 x 17 in., 12 x 18 in., 13 x 19 in.
- 8K,16K, 16K, tab paper (A4, 8.5 x 11 in.)
- Non-standard size: X direction from 5.8-19 in./148-488 mm, Y direction from 4-13 in./100-330 mm

When using Trays 3, 4 and 5 (Bypass) to copy a non-standard size document on both sides, set X direction from 5.5 x 13 in./140 to 330 mm and Y direction from 7 x 19 in./182-488 mm.

<table>
<thead>
<tr>
<th>Copy Paper</th>
<th>Trays 1-4, 6, 7: 13 - 57 lb./52 - 216 gsm</th>
<th>Tray 5 (Bypass): 13 - 67 lb./52 - 253 gsm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Use Xerox recommended papers for best results.</td>
<td></td>
</tr>
</tbody>
</table>

**First Copy Output Time**
Values may differ depending on machine configuration.
- 3.0 seconds (When the Document Glass, 100% Reduction/Enlargement, Tray 1, 8.5 x 11 in./A4 are used)

**Copy Reduction / Enlargement Ratio**
- 100%: 1:1 ± 0.7%
- Preset %: 1:0.25, 1:0.50, 1:1.00, 1:0.612, 1:0.707, 1:0.816, 1:0.866, 1:1.154, 1:1.225, 1:1.414, 1:1.632, 1:2.000, 1:4.000
- Variable %: 1:0.25 to 1:4.00 (in 1% increments)
## Specifications

<table>
<thead>
<tr>
<th>Item</th>
<th>4112</th>
<th>4127</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Copy Speed</td>
<td>Continuous 1-sided copy/100% reduction/enlargement</td>
<td>Continuous 1-sided copy/100% reduction/enlargement</td>
</tr>
<tr>
<td></td>
<td>7&quot; x 10 in./B5: 95 sheets/min</td>
<td>7&quot; x 10 in./B5: 116 sheets/min</td>
</tr>
<tr>
<td></td>
<td>8.5&quot; x 11 in./A4: 90 sheets/min</td>
<td>8.5&quot; x 11 in./A4: 110 sheets/min</td>
</tr>
<tr>
<td></td>
<td>SEF:</td>
<td>SEF:</td>
</tr>
<tr>
<td></td>
<td>8.5&quot; x 11 in./A4: 64 sheets/min</td>
<td>8.5&quot; x 11 in./A4: 78 sheets/min</td>
</tr>
<tr>
<td></td>
<td>7&quot; x 10 in./B5: 64 sheets/min</td>
<td>7&quot; x 10 in./B5: 78 sheets/min</td>
</tr>
<tr>
<td></td>
<td>10&quot; x 14 in./B4: 56 sheets/min</td>
<td>10&quot; x 14 in./B4: 69 sheets/min</td>
</tr>
<tr>
<td></td>
<td>11&quot; x 17 in./A3: 50 sheets/min</td>
<td>11&quot; x 17 in./A3: 55 sheets/min</td>
</tr>
<tr>
<td></td>
<td>Continuous 2-sided copy/100% reduction/enlargement</td>
<td>Continuous 2-sided copy/100% reduction/enlargement</td>
</tr>
<tr>
<td></td>
<td>7&quot; x 10 in./B5: 86 pages/min</td>
<td>7&quot; x 10 in./B5: 116 pages/min</td>
</tr>
<tr>
<td></td>
<td>8.5&quot; x 11 in./A4: 81 pages/min</td>
<td>8.5&quot; x 11 in./A4: 110 pages/min</td>
</tr>
<tr>
<td></td>
<td>SEF:</td>
<td>SEF:</td>
</tr>
<tr>
<td></td>
<td>8.5&quot; x 11 in./A4: 64 pages/min</td>
<td>8.5&quot; x 11 in./A4: 70 pages/min</td>
</tr>
<tr>
<td></td>
<td>7&quot; x 10 in./B5: 64 pages/min</td>
<td>7&quot; x 10 in./B5: 70 pages/min</td>
</tr>
<tr>
<td></td>
<td>10&quot; x 14 in./B4: 56 pages/min</td>
<td>10&quot; x 14 in./B4: 62 pages/min</td>
</tr>
<tr>
<td></td>
<td>11&quot; x 17 in./A3: 50 pages/min</td>
<td>11&quot; x 17 in./A3: 55 pages/min</td>
</tr>
<tr>
<td>Paper Feed Method/Capacity</td>
<td>Standard:</td>
<td>Standard:</td>
</tr>
<tr>
<td></td>
<td>Tray 1: 1,200 sheets</td>
<td>Tray 1: 1,200 sheets</td>
</tr>
<tr>
<td></td>
<td>Tray 2: 1,800 sheets</td>
<td>Tray 2: 1,800 sheets</td>
</tr>
<tr>
<td></td>
<td>Trays 3 and 4: 600 sheets each</td>
<td>Trays 3 and 4: 600 sheets each</td>
</tr>
<tr>
<td></td>
<td>Tray 5/Bypass: 280 sheets</td>
<td>Tray 5/Bypass: 280 sheets</td>
</tr>
<tr>
<td></td>
<td>Trays 6 and 7 (optional High Capacity Feeder): 2,300 sheets each.</td>
<td>Trays 6 and 7 (optional High Capacity Feeder): 2,300 sheets each.</td>
</tr>
<tr>
<td></td>
<td>Maximum paper capacity: 9,080 pages (including Trays 6 and 7 (optional High Capacity Feeder) The maximum paper capacity (9,080) is based on 20 lb./75 gsm</td>
<td></td>
</tr>
<tr>
<td>Continuous Copy Pages</td>
<td>9,999 sheets</td>
<td>9,999 sheets</td>
</tr>
<tr>
<td></td>
<td>The machine may pause temporarily to perform an image stabilization.</td>
<td>The machine may pause temporarily to perform an image stabilization.</td>
</tr>
<tr>
<td>Power Source</td>
<td>200 - 240V, 15A</td>
<td>200 - 240V, 15A</td>
</tr>
<tr>
<td>Maximum Power Consumption</td>
<td>Maximum Power Consumption: 2.8 - 3.1 KVA</td>
<td>Maximum Power Consumption: 2.8 - 3.1 KVA</td>
</tr>
<tr>
<td></td>
<td>Low Power Mode: 225W</td>
<td>Low Power Mode: 225W</td>
</tr>
<tr>
<td></td>
<td>Sleep Mode: 15W</td>
<td>Sleep Mode: 15W</td>
</tr>
<tr>
<td>Dimensions</td>
<td>50.2&quot; (width) × 30.8&quot; (depth) × 57.3&quot; (height)</td>
<td>50.2&quot; (width) × 30.8&quot; (depth) × 57.3&quot; (height)</td>
</tr>
<tr>
<td></td>
<td>1,275 mm (width) × 781 mm (depth) × 1,455 mm (height)</td>
<td>1,275 mm (width) × 781 mm (depth) × 1,455 mm (height)</td>
</tr>
<tr>
<td>Weight</td>
<td>591 lbs. (268 kg)</td>
<td>585 lbs (266 kg)</td>
</tr>
<tr>
<td></td>
<td>Weight excludes new toner cartridge, papers and options.</td>
<td>Weight excludes new toner cartridge, papers and options.</td>
</tr>
<tr>
<td>Minimum Space Requirements (Width and Depth)</td>
<td>With Standard Finisher</td>
<td>With Standard Finisher</td>
</tr>
<tr>
<td></td>
<td>90.3&quot;/2,294 mm (W) × 30.8&quot;/781 mm (D) - extending Tray 5 (Bypass) completely</td>
<td>90.3&quot;/2,294 mm (W) × 30.8&quot;/781 mm (D) - extending Tray 5 (Bypass) completely</td>
</tr>
<tr>
<td></td>
<td>With Booklet-Maker Finisher</td>
<td>With Booklet-Maker Finisher</td>
</tr>
<tr>
<td></td>
<td>90.5&quot;/2,299 mm (W) × 30.8&quot;/781 mm (D) - extending Tray 5 (Bypass) completely</td>
<td>90.5&quot;/2,299 mm (W) × 30.8&quot;/781 mm (D) - extending Tray 5 (Bypass) completely</td>
</tr>
</tbody>
</table>
### Print Specifications

<table>
<thead>
<tr>
<th>Type</th>
<th>Built-in type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Continuous Print Speed</strong></td>
<td>The same as Copy; refer to Continuous Copy Speed on page 13-3. When continuously printing a single document 8.5 x 11 in./A4, Speed may be reduced during image quality adjustment when High Precision is specified for the Print Mode of PCL driver, or when [High Precision] or [High Image Quality] is specified for the [Print Mode] of PostScript driver. Performance may be reduced depending on the paper type.</td>
</tr>
<tr>
<td>Resolution</td>
<td>Output resolution: 1200 × 1200 dpi (47.2 × 47.2 dots/mm) Data processing resolution: 1200 × 1200 dpi (47.2 × 47.2 dots/mm)</td>
</tr>
<tr>
<td>Page Description Language</td>
<td>PCL5c, PostScript</td>
</tr>
<tr>
<td>Emulation</td>
<td>ESC/P (VP-1000), HP-GL (HP7586B), HP-GL2/RTL (HP Design Jet 750C Plus), PCL5c/PCLXL (HP Color Laser Jet 5500), ESCP/K, KS/KSSM</td>
</tr>
<tr>
<td>Memory Capacity</td>
<td>512 MB (maximum 512 MB)</td>
</tr>
<tr>
<td>Built-in Fonts</td>
<td>PCL: European 81 type faces, symbol 35 sets PostScript: European 136 type faces</td>
</tr>
<tr>
<td>Interface</td>
<td>Standard: Ethernet (100Base-TX/10Base-T) Option: USB 2.0</td>
</tr>
<tr>
<td>Supported Protocol</td>
<td>Ethernet: TCP/IP (SMB, LPD, Port9100, IPP), NetBEUI (SMB), IPX, SPX (NetWare), Ether Talk (Apple Talk)</td>
</tr>
<tr>
<td><strong>Supported OS</strong></td>
<td>PCL5c: Microsoft Windows 2000, Microsoft Windows XP, Microsoft Windows Server 2003, Microsoft Windows Vista</td>
</tr>
<tr>
<td></td>
<td>PostScript: Microsoft Windows 2000, Microsoft Windows XP, Microsoft Windows Server 2003, Microsoft Windows Vista, Mac OS 7.5 or later, Mac OS 8x, 9x, Mac OS X 10. x</td>
</tr>
</tbody>
</table>
Specifications

Scan specifications

<table>
<thead>
<tr>
<th>Type</th>
<th>Black and white scanner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scan Size</strong></td>
<td>Maximum size: 297 × 432 mm (A3/11 × 17in.) for both sheets and books</td>
</tr>
<tr>
<td><strong>Scan Resolution</strong></td>
<td>600 × 600dpi, 400 × 400dpi, 300 × 300dpi, 200 × 200dpi (23.6 × 23.6, 15.7 × 15.7, 11.8 × 11.8, 7.9 × 7.9 dots/mm)</td>
</tr>
<tr>
<td><strong>Scan Graduation</strong></td>
<td>1 bits input, 1 bits output</td>
</tr>
<tr>
<td><strong>Document Scan Speed</strong></td>
<td>100 copies/min (Scanning into folder for ITU-T No.1 chart 8.5 x 11 in./A4 200dpi)</td>
</tr>
<tr>
<td><strong>Important:</strong></td>
<td>Scanning speed varies by the document.</td>
</tr>
</tbody>
</table>

**Interface**
- Sharing with print controller

**Scan to Folder**
- Supported protocol: TCP/IP (Salutation, HTTP)
- Output format: Monochrome (2 colors: TIFF)
- Driver: TWAIN (Salutation)

**Scan to PC**
- Supported protocol: TCP/IP (SMB, FTP), NetBEUI (SMB)
- SMB protocol only is supported.
- FTP protocol only is supported.
- Output format:
  - Monochrome 2 colors: TIFF (compression type: MH and MMR)
  - DocuWorks, PDF

**E-Mail**
- Supported protocol: TCP/IP (SMTP)
- Output format
  - Monochrome 2 colors: TIFF (compression type: MH and MMR)
  - DocuWorks documents, PDF

Document feeder specifications

<table>
<thead>
<tr>
<th>Item</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Size/Type</strong></td>
<td>Size: A3/11 × 17 in. (297 × 432 mm) Minimum: A5/5.82 × 8.26” (148 × 210 mm) Weight: 10-53 lb./38-200gsm Type: A5, A5, A4, A4, A3, B5, B5, B4, 8.5 × 11 in., 8.5 × 14 in. (SEF), 11 × 17 in. (SEF)</td>
</tr>
<tr>
<td><strong>Paper Capacity</strong></td>
<td>250 sheets When using Xerox 20 lb./75 gsm paper.</td>
</tr>
<tr>
<td><strong>Document Changing Speed</strong></td>
<td>Xerox 4127: 100 sheets/min Xerox 4112: 90 sheets/min</td>
</tr>
<tr>
<td>(8.5 × 11 in./A4 portrait, 1-sided)</td>
<td></td>
</tr>
</tbody>
</table>
Specifications

Optional Trays 6 and 7 (HCF) specifications

<table>
<thead>
<tr>
<th>Item</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy (Sheet) Size/Type</td>
<td>Sizes:</td>
</tr>
<tr>
<td></td>
<td>Maximum: 8.5 x 11 in., A4,</td>
</tr>
<tr>
<td></td>
<td>Minimum: 7.25” x 10.5” (Executive), B5</td>
</tr>
<tr>
<td></td>
<td>Weight: 13-57 lb./52-216gsm</td>
</tr>
<tr>
<td>Paper Feed Levels/Paper Capacity</td>
<td>2300 sheets × 2 levels</td>
</tr>
<tr>
<td></td>
<td>When using Xerox 20 lb./75 gsm paper.</td>
</tr>
<tr>
<td>Size/Weight (Width, Depth, Height)</td>
<td>Size: 23.5/597 mm” (W) × 27.3”/694 mm (D) × 39.1”/992 mm (H)</td>
</tr>
<tr>
<td></td>
<td>Weight: 159 lbs/72 kg</td>
</tr>
<tr>
<td></td>
<td>Weight does not include loaded paper.</td>
</tr>
</tbody>
</table>

Tray 6 (1-drawer Oversized High Capacity Feeder) - optional

Note
If your machine is equipped with the optional 2-drawer Oversized High Capacity Feeder (OHCF), refer to the section entitled Optional 2-drawer Oversized High Capacity Feeder (Trays 6 and 7) on page 14-1 for specific information. The optional 2-drawer OHCF may not be available in your market area.

<table>
<thead>
<tr>
<th>Item</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheet size</td>
<td>SEF:</td>
</tr>
<tr>
<td></td>
<td>8.5 x 11 in./A4</td>
</tr>
<tr>
<td></td>
<td>8.5 x 13 in.</td>
</tr>
<tr>
<td></td>
<td>8.5x14 in.</td>
</tr>
<tr>
<td></td>
<td>10 x 14 in./B4</td>
</tr>
<tr>
<td></td>
<td>11 x 17 in./A3</td>
</tr>
<tr>
<td></td>
<td>12 x 18 in.</td>
</tr>
<tr>
<td></td>
<td>12.6 x 17.7 in./SRA3</td>
</tr>
<tr>
<td></td>
<td>12.6 x 19.2 in.</td>
</tr>
<tr>
<td></td>
<td>13 x 18 in.</td>
</tr>
<tr>
<td></td>
<td>13 x 19 in.</td>
</tr>
<tr>
<td></td>
<td>LEF: B5, 7.25 x 10.5 in.(executive), A4, 8.5 x 11 in., 8.0 x 10 in.</td>
</tr>
<tr>
<td>Paper weight</td>
<td>18 lb. to 110 lb. cover/64 - 300 gsm</td>
</tr>
<tr>
<td>Paper capacity</td>
<td>2000 sheets</td>
</tr>
<tr>
<td></td>
<td>Important: When using up to Xerox 24 lb./90 gsm paper.</td>
</tr>
<tr>
<td>Dimensions</td>
<td>39 in.(width) × 32 in.(depth) × 37 in.(height)</td>
</tr>
<tr>
<td></td>
<td>988 mm (width) × 785 mm (depth) × 930 mm (height)</td>
</tr>
<tr>
<td></td>
<td>Important: The weight does not include any papers.</td>
</tr>
<tr>
<td>Weight</td>
<td>254 lb. (115 kg)</td>
</tr>
<tr>
<td>Power consumption</td>
<td>300 watts maximum</td>
</tr>
</tbody>
</table>
Specifications

Standard Finisher specifications

<table>
<thead>
<tr>
<th>Item</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tray Type</td>
<td>Output Tray: Collated/Uncollated  Finisher Tray: Collated/Uncollated (Offset available)  Booklet Tray: Collated/Uncollated</td>
</tr>
<tr>
<td>Supported Paper Size</td>
<td>Top Tray:  Maximum: A3, 12.6 x 19.2i (330 x 488 mm)  Minimum: A6 (postcards)  Finisher Tray: Maximum: 12.6 x 19.2in. (330 x 488 mm)  Minimum: B5</td>
</tr>
<tr>
<td>Supported Paper Weight</td>
<td>Top Tray and Finisher Tray: 52 - 253 gsm  Capacity  500 sheets  <strong>Important:</strong> When using Xerox 20 lb./75 gsm paper.</td>
</tr>
</tbody>
</table>
| Tray Capacity         | Top Tray: 500 sheets  Finisher Tray: 3,000 sheets, 200 sets*  

* When using A4, B5, 8.5 x 11 in, 8 x 10 in, 7.5 x 10.5 in, 16K only. When using paper of other sizes, tray capacity is 1,500 sheets and 100 sets. |
| Stapling (variable-length) | Maximum stapled sheets: 100 sheets  
When using paper of size larger than A4 or 8.5 x 11 in., the maximum number of sheets that can be stapled is 65.  Staple nails may bend when using certain paper types.  Paper size:  Maximum: A3, 11 x 17 in.  Minimum: B5  
Staple position:  1 location: (front: angled stapling, center: parallel stapling, back: parallel stapling*)  2 locations: (parallel stapling)  
*: Angled stapling for A3 and A4 |
| Folding               | See Booklet-Maker Finisher specifications |
## Specifications

<table>
<thead>
<tr>
<th>Item</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interposer (Tray 8)</td>
<td>Paper size: Maximum: A3, 11 × 17 in., Minimum: B5</td>
</tr>
<tr>
<td></td>
<td>Capacity: 200 sheets</td>
</tr>
<tr>
<td></td>
<td>When using Xerox 20 lb./75 gsm paper</td>
</tr>
<tr>
<td></td>
<td>Paper type: 60 - 220 gsm</td>
</tr>
<tr>
<td>Size/Weight</td>
<td>Size: 41.1 in./1,045 mm (W) x 28.5 in./725 mm (D) x 45.9 in./1,165 mm (H),</td>
</tr>
<tr>
<td>(With Staple Cartridge</td>
<td>Weight: 231.5 lbs/105 kg</td>
</tr>
<tr>
<td>Installed)</td>
<td></td>
</tr>
<tr>
<td>Space Requirements</td>
<td>90.3&quot;/2,294 mm (W) x 30.7&quot;/781 mm (D)</td>
</tr>
<tr>
<td>(When Finisher is connected</td>
<td></td>
</tr>
<tr>
<td>to the Main Unit and Tray 5</td>
<td></td>
</tr>
<tr>
<td>(Bypass) is fully extended)</td>
<td></td>
</tr>
</tbody>
</table>
## Booklet-Maker Finisher specifications

<table>
<thead>
<tr>
<th>Item</th>
<th>Specification</th>
</tr>
</thead>
</table>
| **Tray Type**         | Output Tray: Collated/Uncollated  
                          Finisher Tray: Collated/Uncollated (Offset available)  
                          Booklet Tray: Collated/Uncollated |
| **Supported Paper Size** | Top Tray:  
                          Maximum: A3, 12.6 x 19.2i (330 x 488 mm)  
                          Minimum: A6 (postcards)  
                          Finisher Tray:  
                          Maximum: 12.6 x 19.2 in. (330 x 488 mm)  
                          Minimum: B5  
                          Booklet Tray:  
                          Maximum: A3, 13 x 18 in.  
                          Minimum: A4, 8.5 x 11 in.  |
| **Supported Paper Weight** | Top Tray and Finisher Tray: 52 - 253 gsm  
                          Booklet Tray: center binding 60 - 90 gsm, center folding 60 -105 gsm  
                          NOTE: For covers, paper of up to 220 gsm is supported.  
                          NOTE: If 91 -220 gsm paper is used for covers, the main body of documents must use 60 - 80 gsm paper. |
| **Tray Capacity**     | Top Tray: 500 sheets  
                          Finisher Tray: 2,000 sheets, 200 sets*  
                          * When using A4, B5, 8.5 x 11 in., 8 x 10 in., 7.5 x 10.5 in., 16K only. When using paper of other sizes, tray capacity is 1,500 sheets and 100 sets.  
                          Booklet Tray: 20 sets  
                          Tray may not support some paper types. |
| **Stapling (variable length)** | Maximum stapled sheets: 100 sheets  
                          When using paper of size larger than A4 or 8.5 x 11 in., the maximum number of sheets that can be stapled is 65.  
                          Staple nails may bend when using certain paper types.  
                          Paper size:  
                          Maximum: A3, 11 x 17 in.  
                          Minimum: B5  
                          Staple position:  
                          1 location: (front: angled stapling, center: parallel stapling, back: parallel stapling*)  
                          2 locations: (parallel stapling)  
                          *: Angled stapling for A3 and A4 |
| **Hole Punching**     | Supported paper size:  
                          Maximum: A3, 11 x 17 in.  
                          Minimum: B5 (2 holes), A4 (4 holes)  
                          Number of holes: 2, 4, 3 (optional)  
                          Paper type: 52 - 200 gsm |
<table>
<thead>
<tr>
<th>Item</th>
<th>Specification</th>
</tr>
</thead>
</table>
| **Booklet Creation/Single Fold** | Maximum number of sheets:  
Fold & Staple: 25 sheets  
Fold only: 5 sheets  
When using Xerox 20 lb./75 gsm paper.  
Only 14 sheets can be stapled if adding a cover.  
Paper size:  
Maximum: A3, 13 x 18 in.  
Minimum: A4 SEF, 8.5 x 11 in. SEF  
Paper type:  
Fold & Staple: 60 - 90 gsm  
Fold only: 60 - 105 gsm  
Paper Weights/Booklet Capacity:  
64 - 80 gsm, Uncoated: 25 sheets  
81 - 90 gsm, Uncoated: 20 sheets  
91 - 105 gsm, Uncoated: 10 sheets  
106 - 128 gsm, Uncoated: 10 sheets, Coated: 10 sheets  
129 - 150 gsm, Uncoated: 10 sheets, Coated: 10 sheets  
151 - 176 gsm, Uncoated: 10 sheets, Coated: 10 sheets  
177 - 220 gsm, Uncoated: 5 sheets, Coated: 5 sheets |
| **Folding** | **Note:** Non-stapled fold sets are limited to 5 sheets of paper.  
Refer to the optional Folder table on page 13-11 for folder specifications. |
| **Interposer (Tray 8)** | Paper size:  
Maximum: A3, 11 x 17 in.,  
Minimum: B5  
The machine does not copy or print on paper loaded in the interposer.  
Capacity: 200 sheets  
When using Xerox 20 lb./75 gsm paper  
Paper type: 60 - 220 gsm |
| **Size/Weight** | **(With Staple Cartridge and Staple Cartridge for Booklet are Installed)**  
Size: 41.3 in./1,050 mm (W) x 28.5 in./725 mm (D) x 45.9 in./1,165 mm (H),  
Weight: 286 lbs/130 kg |
| **Space Requirements** | **(When Finisher is connected to the Main Unit and Tray 5 (Bypass) is fully extended)**  
90.5 in./2,299 mm (W) x 44.9 in./1,140 mm (D) |
### Folding unit (Z and C) specifications

<table>
<thead>
<tr>
<th>Item</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z-Fold Half Sheet</td>
<td><strong>Z paper size</strong> 11 x 17 in./A3, 10 x 14 in./B4, 8K</td>
</tr>
<tr>
<td></td>
<td><strong>Capacity</strong> Max: 80 sheets (Standard Finisher) (A3/11 x 17, in., Xerox 20 lb./75 gsm paper Z folding) 20 sheets for 8K and 10 x 14 in./B4</td>
</tr>
<tr>
<td></td>
<td><strong>Paper type</strong> 16-24 lb./60 to 90gsm</td>
</tr>
<tr>
<td></td>
<td><strong>Output tray</strong> Finisher tray</td>
</tr>
<tr>
<td>C Fold</td>
<td><strong>Paper size</strong> A4/8.5 x 11 in.</td>
</tr>
<tr>
<td>Z Fold</td>
<td><strong>Number of sheets to be folded</strong> 1 sheet</td>
</tr>
<tr>
<td></td>
<td><strong>Capacity</strong> 40 sheets When using Xerox 20 lb./75 gsm paper.</td>
</tr>
<tr>
<td></td>
<td><strong>Paper type</strong> 16-24 lb./60 to 90gsm</td>
</tr>
<tr>
<td></td>
<td><strong>Output tray</strong> C/Z Fold output tray</td>
</tr>
<tr>
<td>Single Fold</td>
<td>Refer to <a href="#">Booklet Creation/Single Fold</a> specifications found in the Booklet Maker Finisher specifications table.</td>
</tr>
<tr>
<td>Size/Weight</td>
<td>7.9 in.(width) × 28.5 in.(depth) × 43.9 in.(height), 88.2 lbs. 200 mm (width) × 725 mm (depth) × 1,115 mm (height), 40kg</td>
</tr>
</tbody>
</table>

### Storing paper properly

- Store paper in a dry place. Using paper that has absorbed moisture can cause paper jams and image quality defects.
- Store paper flat to prevent bending or warping.
- Rewrap any unpacked paper before storing it. Moisture prevention packets are recommended.

**Note**

Moisture may cause prints to fade. For more information, contact Xerox Customer Support Center.
Specifications

Printable Area

Standard Printing Area

The standard area that can be printed leaves a margin of 0.16 inches (0.161 in./4.1 mm) on all four edges of the paper (for SRA3, 12.6 in./320 mm wide, a margin of 0.45 in./11.5 mm left and right).

Note
The actual printing area may vary depending on the printer (plotter) control language.

Extended Printing Area

If you choose to extend the printing area in a print, the maximum area for the print is 12.01 × 18.90 inches (305 × 480mm). The maximum area for a copy is 43.2 × 17.01 inches (297 × 432mm). The printing area changes depending on paper size used.

Note
To extend the print area, change the PCL print driver or the Print Area setting on the touch screen.

Note
For information on how to adjust print driver settings, refer to the online help for the print driver.

Note
For more about Control Panel settings, refer to Print Area in the System Administration Guide or contact your System Administrator.

<table>
<thead>
<tr>
<th>When the paper width is less than 12 inches</th>
<th>When the paper width is 12 inches</th>
<th>When the paper width is 12.6 inches (SRA3 (320 mm width))</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Diagram of printable area" /></td>
<td><img src="image2" alt="Diagram of printable area" /></td>
<td><img src="image3" alt="Diagram of printable area" /></td>
</tr>
<tr>
<td><img src="image4" alt="Diagram of unprintable area" /></td>
<td><img src="image5" alt="Diagram of unprintable area" /></td>
<td><img src="image6" alt="Diagram of unprintable area" /></td>
</tr>
<tr>
<td><img src="image7" alt="Diagram of printable area" /></td>
<td><img src="image8" alt="Diagram of printable area" /></td>
<td><img src="image9" alt="Diagram of printable area" /></td>
</tr>
<tr>
<td><img src="image10" alt="Diagram of unprintable area" /></td>
<td><img src="image11" alt="Diagram of unprintable area" /></td>
<td><img src="image12" alt="Diagram of unprintable area" /></td>
</tr>
</tbody>
</table>
Available Options

<table>
<thead>
<tr>
<th>Product name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printer Upgrade Kit</td>
<td>Allows a DC (copier only) machine to be updated to a ST (Network Print) enabled system</td>
</tr>
<tr>
<td>Mobility Plates</td>
<td>These plates allow the system to be installed on uneven floor or heavy carpet.</td>
</tr>
<tr>
<td>Data Security Kit</td>
<td>This kit increases the security of data written to the hard disk.</td>
</tr>
<tr>
<td>Network Accounting Kit (Job Base Account Kit)</td>
<td>Allows you to keep track of the user accounts via an external authentication server.</td>
</tr>
</tbody>
</table>

Note
To purchase and to receive the latest product information, contact the Customer Support Center.

Cautions and Limitations

Notes and Restrictions on the Use of the Machine

When the Print Results Differ from the Settings

Insufficient memory for the print page buffer may cause the effects listed below to occur, giving results not expected from the settings. In this case, more memory is recommended.

- Single-sided printing when duplex was specified
- Jobs are canceled (if a page cannot be rendered in the print page buffer, the job, including that page, is canceled)

Installing and Moving the Machine

- When moving the machine from its rack, contact the Customer Support Center.
- When moving the machine, do not subject the unit to shocks.
- When closing the document cover, be careful not to trap your fingers.
- Do not place objects close to the ventilation opening of the extractor fan of the machine.

Meter Counts for Duplex Printing

For duplex printing, depending on the application being used and the way in which the number of copies is specified, blank pages may be inserted automatically. In this case, the blank page inserted by the application is counted for metering purposes.

Mail Server Restrictions

Depending on the system environment (mail server restrictions and so on), it may not be possible to send or receive large volume e-mails. When setting the number of pages for sending split e-mail, confirm the system environment of the sender and recipient, respectively. If splitting a mail to be sent into single pages results in excessive volume for the transmission, reduce the transmission quality or change the resolution of the original to reduce the size.
Network Confidentiality

Network confidentiality cannot be guaranteed.

Mail System Environment Requirements

To send or receive E-mail, a mail system environment must be provided. Provide the mail system environment, including SMTP, POP3, and DNS servers, etc., as required.

Notes on Security

E-mail uses the Internet as its transmission path. Attention must be paid to security, in order to avoid eavesdropping by third parties, or tampering as can occur with electronic mail and other transmissions over the Internet. Therefore, for important information, it is recommended that you employ other methods to guarantee security. In addition, to avoid the receipt of unwanted E-mail, it is recommended not to divulge the E-mail address to unrelated third parties.

Preventing Receipt of Unwanted E-mail

The machine provides a feature to block malicious mail sent to a user’s address by an external third party of a known mail address. This feature restricts the sender’s address by specifying the domains from which mail may be received.

Note

For information about restricting domains from which mail is received, refer to the System Administration Guide, Chapter 9 (Domain Settings).

Notes on Receiving Mail

Depending on the data in a received E-mail, it is possible for there to be insufficient memory, or for printing not to be possible. In this case, either add more memory, or ask the sender to resend with a lower resolution.

Notes on Folder

Create a new folder to store documents when the total number of document pages stored in one folder exceeds 15,000 pages and the following issues occur:

- Document scanning speed decreases.
- Speeds to copy a document or move a document stored in a folder decrease.

Additionally, when the above mentioned issues occur and document pages do not exceed 15,000 pages, create a new folder to store documents.

Character Code

The following shows the character codes that can be printed by the machine. Character codes other than those shown below may not be printed.

- English: CP1252
- Traditional Chinese: Big5 (CNS 11643-1, CNS 11643-2)
- Simplified Chinese: GB2312
Addendum

Optional 2-drawer Oversized High Capacity Feeder (Trays 6 and 7)

Tip
This accessory may not be available in your market area.

Overview

The optional 2-drawer Oversized High Capacity Feeder (OHCF) provides feeds in a variety of stock sizes, including standard sizes and oversized stock up to 13 x 19.2 in./330.2 x 488 mm paper. Each drawer holds 2000 sheets.

Note
The OHCF comes equipped from manufacturing with the Post Card Kit.
Loading media in the OHCF

**Loading paper in the OHCF**

Use the following procedure to load paper into either tray of the OHCF.

1. Select the appropriate paper stock for your job.
2. Pull out the tray slowly until it stops.
3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.
5. Load paper into the tray.
6. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.
   
   Do not load materials above the MAX line located on the rear Edge Guide.
7. If necessary, set the skew adjustment levers to the desired position for your print job; refer Skew adjustment levers on page 14-8.
8. Gently push in the tray until it comes to a stop.
9. If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.

   ![Tray 6](image)

   a. If the tray settings screen displays the correct paper type, weight, and size, select the **Confirm** button.

   b. If the tray settings need modification, select the **Change Settings** button; the tray properties screen is displayed.

10. From the tray properties screen, select the desired option (Paper Size, Paper Type/Paper Weight, etc.).
11. Make the appropriate changes to that option (such as Paper Size).
12. Select the **Save** button to continue.
13. Select the **Save** button again to continue.
14. Select the **Confirm** button to save the information and close the Paper Tray settings screen.
**Loading tabs in the OHCF**

**Note**

If the optional GBC AdvancedPunch is attached to your machine, refer to the GBC AdvancedPunch customer documentation for instructions on loading tab stock in the trays.

Use the following procedure to load tab stock into either tray of the OHCF.

1. Select the appropriate tab stock for your job.
2. Pull out the tray slowly until it stops.
3. Fan the tab paper before loading them into the tray.
4. Load and align the edge of the tab paper against the right edge of the tray in the long edge feed (LEF) direction as shown in the following illustration:

5. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.

   Do not load materials above the MAX line located on the rear Edge Guide.

6. If necessary, set the skew adjustment levers to the desired position for your print job; refer Skew adjustment levers on page 14-8.

7. Gently push in the tray until it comes to a stop.
Addendum

8. If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.

   a. If the tray settings screen displays the correct paper type, weight, and size, select the **Confirm** button.
   b. If the tray settings need modification, select the **Change Settings** button; the tray properties screen is displayed.

9. From the tray properties screen, select the desired option (Paper Size, Paper Type/Paper Weight, etc.).

10. Make the appropriate changes to that option (such as Paper Size).

11. Select the **Save** button to continue.

12. Select the **Save** button again to continue.

13. Select the **Confirm** button to save the information and close the Paper Tray settings screen.
Loading transparencies in the OHCF

Use the following procedure to load transparencies into either tray of the OHCF.

1. Select the appropriate transparency stock for your job.
2. Pull out the tray slowly until it stops.
3. Fan the transparencies to stop them from sticking together before loading them into the tray.
4. Load transparencies on top of a small stack of the same-size paper and align the edge of the transparencies against the right edge of the tray as shown in the following illustration:

5. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.
   Do not load materials above the MAX line located on the rear Edge Guide.
6. If necessary, set the skew adjustment levers to the desired position for your print job; refer to Skew adjustment levers on page 14-8.
7. Gently push in the tray until it comes to a stop.
8. If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.

   a. If the tray settings screen displays the correct paper type, weight, and size, select the Confirm button.
   b. If the tray settings need modification, select the Change Settings button; the tray properties screen is displayed.

9. From the tray properties screen, select the desired option (Paper Size, Paper Type/Paper Weight, etc.).

10. Make the appropriate changes to that option (such as Paper Size).

11. Select the Save button to continue.

12. Select the Save button again to continue.

13. Select the Confirm button to save the information and close the Paper Tray settings screen.
Loading pre-drilled stock in the OHCF for 1-sided or 2-sided jobs

Use the following procedure to load paper into either tray of the OHCF.

1. Select the appropriate paper stock for your job.
2. Pull out the tray slowly until it stops.
3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.
5. Load and register the pre-drilled paper against the right side of the tray paper as depicted below for either LEF or SEF direction:

6. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.
   Do not load materials above the MAX line located on the rear Edge Guide.
7. If necessary, set the skew adjustment levers to the desired position for your print job; refer Skew adjustment levers on page 14-8.
8. Gently push in the tray until it comes to a stop.
9. If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.

   a. If the tray settings screen displays the correct paper type, weight, and size, select the Confirm button.
   b. If the tray settings need modification, select the Change Settings button; the tray properties screen is displayed.
10. From the tray properties screen, select the desired option (Paper Size, Paper Type/Paper Weight, etc.).
11. Make the appropriate changes to that option (such as Paper Size).
12. Select the Save button to continue.
13. Select the Save button again to continue.
14. Select the Confirm button to save the information and close the Paper Tray settings screen.

Skew adjustment levers

The skew adjustment levers are found in all paper trays. These levers are used to improve paper feed accuracy and to reduce paper skew problems.

Note
- These levers should remain in their default position. The position of these levers should be changed only when there is a skew problem when running a specific print job and/or specific media type.
- Changing the skew adjustment levers from their default position may cause more skew problems when running certain media types, such as coated, label, transparency, and film.

Use the following procedure to set the skew adjustment levers.
1. Pull out the tray slowly until it stops.
2. Slide the Rear Skew Adjustment Lever to the right (as shown in the above picture).
3. Gently push in the tray until it comes to a stop.
4. If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.

![Paper Tray settings screen]

a. If the tray settings screen displays the correct paper type, weight, and size, select the **Confirm** button.

b. If the tray settings need modification, select the **Change Settings** button; the tray properties screen is displayed.

5. From the tray properties screen, select the desired option (Paper Size, Paper Type/Paper Weight, etc.).

6. Make the appropriate changes to that option (such as Paper Size).

7. Select the **Save** button to continue.

8. Select the **Save** button again to continue.

9. Select the **Confirm** button to save the information and close the Paper Tray settings screen.

10. Run your print job.

    • The paper is fed accurately without skew and the printed output is satisfactory; you are finished.
    • The paper is skewed and the printed output is unsatisfactory; proceed to the next step.

11. Pull out the tray slowly until it stops.

12. Return the Rear Skew Adjustment Lever to its left, default position.

13. Slide the Right-side Skew Adjustment Lever toward the front of the paper tray.

14. Gently push in the tray until it comes to a stop.

15. If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.

    a. If the tray settings screen displays the correct paper type, weight, and size, select the **Confirm** button.

    b. If the tray settings need modification, select the **Change Settings** button; the tray properties screen is displayed.

16. From the tray properties screen, select the desired option (Paper Size, Paper Type/Paper Weight, etc.).

17. Make the appropriate changes to that option (such as Paper Size).

18. Select the **Save** button to continue.

19. Select the **Save** button again to continue.

20. Select the **Confirm** button to save the information and close the Paper Tray settings screen.
21. Run your print job.
   • The paper is fed accurately without skew and the printed output is satisfactory; you are
     finished.
   • The paper is skewed and the printed output is unsatisfactory; proceed to the next step.
22. Pull out the tray slowly until it stops.
23. Return the Right-side Skew Adjustment Lever toward the rear of the paper tray; this is its
    default position.
24. Gently push in the tray until it comes to a stop.
25. If you are still having skew adjustment problems, refer to the Alignment Adjustment
    Settings section in the System Administration Guide.

**OHCF problem solving**

**Clearing OHCF jams**

**Tip**
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before
proceeding with your jobs.

This section describes how to remedy paper jams that occur at the following locations:

- Paper jams inside the OHCF trays
- Paper jams at lever 1a and knob 1c
- Paper jams at lever 1b and knob 1c
- Paper jams at lever 1d and knob 1c

**Note**
Remedies differ according to the paper jam location. Follow the instructions displayed to
remove the jammed paper.

**Paper jams inside the OHCF trays**

**Tip**
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before
proceeding with your jobs.

1. Pull out the tray where the paper jam occurred.
2. Remove the jammed paper.

Note
If paper is torn, check inside the machine and remove it.

3. Gently push in the tray until it comes to a stop.

**OHCF paper jams at lever 1a and knob 1c**

1. Open the front cover of the OHCF.

2. Move the lever 1a to the rightward and turn the knob 1c to the right. Remove the jammed paper.

Note
If paper is torn, check inside the machine and remove it.
Addendum

3. Return the lever 1a to the original position.

4. Close the front cover of the OHCF.

Note
If the front cover of the OHCF is not completely closed, a message will appear and the machine will not operate.

OHCF paper jams at lever 1b and knob 1c

1. Open the front cover of the OHCF.

2. Move the lever 1b to the rightward and turn the knob 1c to the right. Remove the jammed paper.

Note
If paper is torn, check inside the machine and remove it.
3. Return the lever 1b to the original position.

4. Close the front cover of the OHCF.

Note
If the front cover of the OHCF is not completely closed, a message will appear and the machine will not operate.

**OHCF paper jams at lever 1d and knob 1c**

1. Open the front cover of the OHCF.

2. Move the lever 1d upwards and remove the jammed paper.

Note
If paper is torn, check inside the machine and remove it.
3. If the paper cannot be removed, turn the knob 1c clockwise, and then remove the jammed paper.

Note
If paper is torn, check inside the machine and remove it.

4. Return the lever 1d to the original position.

5. Close the front cover of the OHCF.

Note
If the front cover of the OHCF is not completely closed, a message will appear and the machine will not operate.
## OHCF fault codes

If a jam/fault occurs in the Oversized High Capacity Feeder, the machine’s UI displays a jam/fault message. The following table provides a list of fault codes for the Oversized High Capacity Feeder and a list of related finisher fault codes.

<table>
<thead>
<tr>
<th>Fault code</th>
<th>Possible cause</th>
<th>Recommended solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>024 955</td>
<td>An OHCF tray is empty or out of paper</td>
<td>Add paper to correct OHCF Tray.</td>
</tr>
</tbody>
</table>
| 024 956    | An OHCF tray is broken | 1. Power Off/On.  
2. If problems persist, contact the Customer Support Center. Trays other than the OHCF trays may be used in the interim. |
| 077 210    | An OHCF tray is broken | 1. Power Off/On.  
2. If problems persist, contact the Customer Support Center. Trays other than the OHCF trays may be used in the interim. |
| 078 100    | An OHCF tray has malfunctioned | 1. Check the paper in the malfunctioning tray.  
3. If the errors persist, contact the Customer Support Center. |
| 078 101    | An OHCF tray has malfunctioned | 1. Check the paper in the malfunctioning tray.  
3. If the errors persist, contact the Customer Support Center. |
| 078 102    | An OHCF tray has malfunctioned | 1. Check the paper in the malfunctioning tray.  
3. If the errors persist, contact the Customer Support Center. |
| 078 210    | An Optional OHCF tray malfunctioned | 1. Check the paper setting of the paper trays and power Off/On the machine.  
2. If problems persist, contact the Customer Support Center.  
Note: Trays other than the OHCF trays may be used in the interim. |
| 078 260    | An OHCF tray malfunctioned | 1. Check the paper loaded in the trays.  
3. If problems persist, contact the Customer Support Center. |
Addendum

<table>
<thead>
<tr>
<th>Fault code</th>
<th>Possible cause</th>
<th>Recommended solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>078 300</td>
<td>An OHCF tray has malfunctioned</td>
<td>1. Check the paper in the malfunctioning tray.</td>
</tr>
<tr>
<td>078 301</td>
<td></td>
<td>2. Power Off/On the machine.</td>
</tr>
<tr>
<td>078 500</td>
<td></td>
<td>3. If the errors persist, contact the Customer Support Center.</td>
</tr>
<tr>
<td>078 901</td>
<td></td>
<td></td>
</tr>
<tr>
<td>078 941</td>
<td></td>
<td></td>
</tr>
<tr>
<td>078 942</td>
<td></td>
<td></td>
</tr>
<tr>
<td>078 943</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OHCF specifications**

Oversized High Capacity Feeder (OHCF/Trays 6 and 7)

<table>
<thead>
<tr>
<th>Item</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheet size</td>
<td></td>
</tr>
<tr>
<td>LEF:</td>
<td></td>
</tr>
<tr>
<td>• B5</td>
<td></td>
</tr>
<tr>
<td>• 7.25 x 10.5 in. (executive)</td>
<td></td>
</tr>
<tr>
<td>• A4/8.5 x 11 in.</td>
<td></td>
</tr>
<tr>
<td>• 8.0 x 10 in.</td>
<td></td>
</tr>
<tr>
<td>SEF:</td>
<td></td>
</tr>
<tr>
<td>• 8.5 x 11 in./A4</td>
<td></td>
</tr>
<tr>
<td>• 8.5 x 13 in.</td>
<td></td>
</tr>
<tr>
<td>• 8.5 x 14 in.</td>
<td></td>
</tr>
<tr>
<td>• 10 x 14 in./B4</td>
<td></td>
</tr>
<tr>
<td>• 11 x 17 in./A3</td>
<td></td>
</tr>
<tr>
<td>• 12 x 18 in.</td>
<td></td>
</tr>
<tr>
<td>• 12.6 x 17.7 in./SRA3</td>
<td></td>
</tr>
<tr>
<td>• 13 x 18 in.</td>
<td></td>
</tr>
<tr>
<td>• 13 x 19 in.</td>
<td></td>
</tr>
<tr>
<td>• 12.6 x 19.2 in.</td>
<td></td>
</tr>
<tr>
<td>• B5</td>
<td></td>
</tr>
<tr>
<td>• 4 x 6 in./101.6 x 152.4 mm (postcard)</td>
<td></td>
</tr>
<tr>
<td>Custom sizes:</td>
<td>182-330 mm (7.2-13 in.) width and 182-488 mm (7.2-19.2 in.) length</td>
</tr>
</tbody>
</table>

| Paper weight | 18 lb. to 130 lb. cover/55-350 gsm |
| Paper capacity | 2000 sheets/drawer               |
| Important: When using up to Xerox 24 lb./90 gsm paper. |
| Dimensions   | 39 in. (width) x 30 in. (depth) x 39 in. (height) |
|              | 988 mm width (+/- 5 mm) x 762 mm depth (+/- 5 mm) x 992 mm height (+/- 5 mm) |
| Weight       | 254 lb. (115 kg)                 |
| Important: The weight does not include any papers. |
Interface Module (IM)

The Interface Module (IM) is an optional finishing accessory that is used in conjunction with other optional finishing accessories, such as the High Capacity Stacker (HCS), the Standard Finisher, or the Optional Booklet Maker Finisher. The Interface Module (IM) acts as a communication device and paper path between the printer and an optional finishing device such as the High Capacity Stacker.

Control Panel

The Control Panel consists of the following:

1. **Auto Curl button**: This button selects the Auto Decurl function.
2. **Manual Curl Up button**: This button selects the three values of manual up curl.
3. **Manual Curl Down button**: This button selects the three values of manual down curl.
4. **Auto Curl indicator**: This indicates that the Auto Curl Mode is selected.
5. **Curl Up/Down Indicators**: These indicate the amount of manual curl (up or down) that is selected.
Paper path

As media enters the IM, it is fed to the Decurler for curl correction. The Decurler has both upper
and lower decurl rolls that apply pressure to the media based upon the following:

- System default
- Decurl selections made in tools-mode on the UI
- Manual selections made at the Decurler Control Panel.

Based on the decurl settings, the Decurler Gate routes the paper to either the up-curl (Cupped)
path, or the down-curl (Bridged) path. The degree of pressure is applied independently to the
upward and downward Decurler arms.

From the decurler, the print media is cooled and routed from the IM to the HCS and other
connected finishing devices.

Paper curl

When paper is exposed to heat, the paper loses moisture and curls toward the heat source. High
coverage jobs tend to curl more due to the toner plastification effect on the paper surface. The
system tries attempts to reduce this by using a mechanical decurling device, located within the
IM.

Some factors affecting paper curl are:

- The weight of the paper and/or whether it is coated or uncoated.
- The amount of dry ink/toner and the area being coverage per sheet.
- How the paper is loaded in the tray.
- The atmospheric conditions of the paper storage room and at the printer location.
- The amount of heat generated during the fusing processes.

If the curl is unacceptable, you can change the setting.

Auto Decurler

In Auto Decurler mode, appropriate decurl settings are selected from the Tools Mode on the UI
by:

1. Logging on as Administrator
2. Pressing the Machine Status button
3. Selecting the Tools tab
4. Selecting System Settings>Common Service Settings>Maintenance and
5. Selecting Decurler Setup

Preset Decurler settings

Your system is also designed with several automated presettings for controlling paper curl. When using these settings, the machine automatically sets the amount of curl correction at the Decurler. Therefore, if paper curl is a problem, use one of the preset Decurler settings in order to eliminate the problem.

When the media passes through the decurler, you are notified of the current amount of curl correction by-way-of the various LEDs on the Interface Module Control Panel. In addition to Auto Decurler mode, you can manually select curl correction from the Interface Module Control Panel.

Manual Decurler

The Manual Decurler mode has seven levels of curl correction available at the IM Control Panel: three levels of Up-curl correction and three levels of Down-curl correction, plus a No correction level.

The amount of curl correction is changed by selecting a related button. The current selected amount of curl correction is displayed by the Control Panel LEDs.

Jam clearance

If a jam occurs, the machine stops printing and a message is displayed on the User Interface (UI). Follow all instructions displayed completely and in the sequence shown.

Interface Module jams

Perform the following steps to clear the Interface Module jam and resume printing:
1. Open the Interface Module Front Cover.
2. Lift the green handles and/or rotate the green knob and remove all jammed paper and paper scraps.
3. Close the Interface Module Front Cover.
4. If the UI indicates there is a jam in the digital press, follow the instructions on the screen to remove any paper in the area indicates. Refer to the Jam Clearance section in the Problem Solving chapter in this manual.

5. Follow the instructions displayed on the digital press UI to resume printing.

Basic troubleshooting

When a problem occurs with your Interface Module, instructions may appear on the UI; refer to the information in this section to help resolve the problem.

The fault code table, which starts on the following page, lists problems and suggested solutions that apply to the Interface Module. If the problem persists after following all instructions, call your Xerox representative.

Fault Codes

<table>
<thead>
<tr>
<th>Fault code</th>
<th>Possible cause</th>
<th>Recommended solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>048 100</td>
<td>Paper jam</td>
<td>Open the front door.</td>
</tr>
<tr>
<td>048 102</td>
<td>A jam occurred during feeding</td>
<td>Carefully remove all sheets and paper scraps from jam clearance areas.</td>
</tr>
<tr>
<td>048 103</td>
<td>A jam notification is displayed on the UI</td>
<td>Close the front door.</td>
</tr>
<tr>
<td>048 900</td>
<td></td>
<td>Verify the paper used is within the approved paper specifications.</td>
</tr>
<tr>
<td>048 901</td>
<td></td>
<td></td>
</tr>
<tr>
<td>048 903</td>
<td></td>
<td></td>
</tr>
<tr>
<td>048 300</td>
<td>The front door is open.</td>
<td>Close the front door.</td>
</tr>
<tr>
<td>048 310</td>
<td>Decurler sensor or belt problem</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>048 311</td>
<td></td>
<td></td>
</tr>
<tr>
<td>048 312</td>
<td></td>
<td></td>
</tr>
<tr>
<td>048 313</td>
<td></td>
<td></td>
</tr>
<tr>
<td>048 314</td>
<td></td>
<td></td>
</tr>
<tr>
<td>048 315</td>
<td></td>
<td></td>
</tr>
<tr>
<td>048 316</td>
<td></td>
<td></td>
</tr>
<tr>
<td>048 318</td>
<td>Cooling fan failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>048 319</td>
<td></td>
<td></td>
</tr>
<tr>
<td>048 320</td>
<td>Communication failure or connection failure</td>
<td>Check the connection between Interface Module and the finishing device. Power off, then power on.</td>
</tr>
<tr>
<td>048 321</td>
<td></td>
<td></td>
</tr>
<tr>
<td>048 322</td>
<td></td>
<td></td>
</tr>
<tr>
<td>048 323</td>
<td>Interface Module failure</td>
<td>Power off, then power on</td>
</tr>
</tbody>
</table>
Specifications

**Electrical**

100V to 240V

Frequency: 50/60 Hz

**Temperature and humidity**

10 to 32°C, 15 to 85RH

50 to 90°F, 15 to 85RH

Note
Above 82°F (28°C), reduced humidity is required to maintain the specified performance.
High Capacity Stacker

The High Capacity Stacker (HCS) is an optional finishing device that provides stacking and offsetting capabilities for output to a Stacker Tray. The HCS connects to the right side of the digital press by way of the Interface Module. The HCS replaces the Offset Catch Tray (OCT).

Identifying the Components

1. Provides manual control of the various functions of the HCS.
2. Collated sets (up to a total of 5000 sheets) are transported to the Stacker Tray located on a moveable Stacker Cart.
3. Up to 500 sheets are transported to the Top Tray:
   - When sheets are purged after a paper jam.
   - When the Sample Set button is selected.
   - When selected as an Output Location. Labels must be sent to the Top Tray.

4. Only used when a second stacking/finishing device is installed. This path transports collated sets through the HCS to a connected finishing device or to another HCS.

**Control Panel**

1. **Sample indicator**: This indicator blinks until a proof set is delivered to the Top Tray.
2. **Sample button**: Press this button to have the HCS deliver the next collated set to the top tray.
3. **Unload button**: Press once to lower the Stacker Tray and unlock the front door.
4. **Unload indicator**: This indicator lights when the Stacker Tray has reached the down position and the front door can be opened.
5. **Top Tray jam area**: Blinks when there is a jam in the top tray area (E7).
6. **Exit jam area**: Blinks where there is a jam in the exit area (E8).
7. **Stacker Entrance jam area**: Blinks when there is a jam in the Stacker Entrance area (E1, E2, or E3).
8. **Stacker Transport jam area**: Blinks when there is a jam in the Stacker Transport area (E4, E5, or E6).

**HCS Trays**

**Top Tray**

The Top Tray offers the following:
- Copies/prints are aligned easily without folds or wrinkles in the output.
- To enable easier pick-up of the output copies/prints, the HCS can be stopped by selecting the **Stop** button on the machine’s UI.
Sample Print feature

Sample prints can be printed by performing the following steps:
1. From the [Copy Output] feature, select:
   a. Collated or Uncollated and
   b. Output Destination/Offset Stacker
2. Select [Stacker - Stacker Cart] then [Real Time Sample Job].
3. Select [Sample Job On].

The [Sample Job On] feature delivers specific pages or sets of an output job to the High Capacity Stacker’s Top Tray. The Sample Job allows the user to check the output while continuing to deliver the major portion of the job to the Stacker Cart.
- For Collated output, for example, if the output is 100 sets of a 50-page original document, the user can choose 1-3 output sample sets.
- For Uncollated output, for example, if the output is 100 copies of each page of a 50-page original document, the user can choose 1-3 sample pages
4. Enter the desired Sample pages/sets to print for the [First Sample] and then for the [Second Sample] and [Third Sample] (if applicable).
5. Select [Save].

Unloading the Stacker Tray

Use the following procedure to unload the Stacker Tray when it is full, or to retrieve a completed job:
1. Press the Unload button on the HCS Control Panel. The Wait light blinks until the Stacker Tray has reached the down position.
2. Open the front door when the Unload Light illuminates.
3. Position the securing bar on top of the stacked paper.
4. Pull the Stacker Cart straight out. Remove the securing bar.
5. Remove the paper from the Stacker Tray.
6. Push the empty Stacker Cart straight into the HCS.
7. Position the securing bar on the fixed area inside the HCS.
8. Close the door. The tray will rise to the operate position.
Jam Clearance

If a jam occurs, the machine stops printing and a message is displayed on the User Interface (UI). Follow all instructions displayed completely and in the sequence shown.

HCS Entrance Jams (E1, E2, and E3)

Perform the following steps to clear the HCS Entrance jam and resume printing:
1. Open the HCS Front Cover. Follow the instructions located inside the Front Cover to clear the E1, E2, or E3 jam.
2. Lift the green handle and/or rotate the green knob and remove all paper in the entrance area.
3. Close the green handle.
4. Close the HCS Front Cover.
5. If the UI indicates there is a jam in the digital press, follow the instructions on the screen to remove any paper in the area indicates. Refer to the Jam Clearance section in the Problem Solving chapter in this manual.
6. Follow the instructions displayed on the digital press UI to resume printing.

HCS Transport Jams (E4, E5, and E6)

Perform the following steps to clear the HCS Transport jam and resume printing:
1. Open the HCS Front Cover. Follow the instructions located inside the Front Cover to clear the E4, E5, or E6 jam.
2. Lift the green handle and/or rotate the green knob and remove all paper in the transport area.
3. Close the green handle.
4. Close the HCS Front Cover.
5. If the UI indicates there is a jam in the digital press, follow the instructions on the screen to remove any paper in the area indicates. Refer to the Jam Clearance section in the Problem Solving chapter in this manual.

6. Follow the instructions displayed on the digital press UI to resume printing.

**HCS Top Tray Jam (E7)**

Perform the following steps to clear the HCS Top Tray jam and resume printing:

1. Open the HCS Front Cover.
2. Remove the jammed paper from the Top Tray.
3. Close the HCS Front Cover.
4. If the UI indicates there is a jam in the digital press, follow the instructions on the screen to remove any paper in the area indicates. Refer to the Jam Clearance section in the Problem Solving chapter in this manual.
5. Follow the instructions displayed on the digital press UI to resume printing.

**HCS Exit Jam (E8)**

Perform the following steps to clear the HCS Exit jam and resume printing:

1. Open the HCS Front Cover. Follow the instructions located inside the Front Cover to clear the E8 jam.
2. Lift the green handle and/or rotate the green knob and remove all paper in the exit area.
3. Close the HCS Front Cover.
4. If the UI indicates there is a jam in the digital press, follow the instructions on the screen to remove any paper in the area indicates. Refer to the Jam Clearance section in the Problem Solving chapter in this manual.
5. Follow the instructions displayed on the digital press UI to resume printing.
Hints and Tips for using the HCS

1. Check the paper in the Stack Tray for curl.
   - No, curl is not present.
   - If the output acceptable and meets customer satisfaction, you are finished.
   - If the output is not acceptable, call for service.
   - Yes, curl is present: continue to the next step.

2. Adjust the paper curl by using the Decurler Controls on the top of the Interface Module; refer to page 18 for more information on adjusting paper curl.

3. If the output has not improved, adjust the paper curl again.

4. If the output still has not improved, call the Customer Support Center.

Fault Codes

<table>
<thead>
<tr>
<th>Fault code</th>
<th>Possible cause</th>
<th>Recommended solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>049 100</td>
<td>Paper jam</td>
<td>Open the front door.</td>
</tr>
<tr>
<td>049 101</td>
<td>A jam occurred during feeding</td>
<td>Carefully remove all sheets and paper scraps from jam clearance areas.</td>
</tr>
<tr>
<td>049 102</td>
<td>A jam notification is displayed on the UI</td>
<td>Close the front door.</td>
</tr>
<tr>
<td>049 104</td>
<td></td>
<td>Verify the paper used is within the approved paper specifications.</td>
</tr>
<tr>
<td>049 106</td>
<td></td>
<td></td>
</tr>
<tr>
<td>049 108</td>
<td></td>
<td></td>
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<tr>
<td>049 113</td>
<td></td>
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<tr>
<td>049 114</td>
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<td>049 115</td>
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<td>049 116</td>
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<td>049 117</td>
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<td>049 119</td>
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<td>049 121</td>
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<tr>
<td>049 900</td>
<td></td>
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<tr>
<td>049 901</td>
<td></td>
<td></td>
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<tr>
<td>049 902</td>
<td></td>
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<tr>
<td>049 903</td>
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<tr>
<td>049 905</td>
<td></td>
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<tr>
<td>049 907</td>
<td></td>
<td></td>
</tr>
<tr>
<td>049 908</td>
<td></td>
<td></td>
</tr>
<tr>
<td>049 210</td>
<td>Front door sensor problem</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 211</td>
<td></td>
<td></td>
</tr>
<tr>
<td>049 212</td>
<td>Stacker tray did not raise or lower properly</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 213</td>
<td></td>
<td></td>
</tr>
<tr>
<td>049 214</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 215</td>
<td></td>
<td></td>
</tr>
<tr>
<td>049 216</td>
<td></td>
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<tr>
<td>049 217</td>
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<tr>
<td>049 218</td>
<td></td>
<td></td>
</tr>
<tr>
<td>049 219</td>
<td>Front door software failure</td>
<td>The front door switch is detected as “open,” but the front door is actually closed (locked). Power off, then power on.</td>
</tr>
<tr>
<td>049 220</td>
<td>Stacker upper limit failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 221</td>
<td>Stacker lower limit failure</td>
<td></td>
</tr>
<tr>
<td>Fault code</td>
<td>Possible cause</td>
<td>Recommended solution</td>
</tr>
<tr>
<td>------------</td>
<td>---------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>049 222</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 223</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 224</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 225</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 228</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 229</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 232</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 233</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 234</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 235</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 236</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 237</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 238</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 239</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 240</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 241</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 242</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 243</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 244</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 245</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 246</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 247</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 248</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 249</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 250</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 251</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 252</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 253</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 280</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 281</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 282</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 283</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 284</td>
<td>Sensor problem/failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 285</td>
<td>EEPROM error</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 286</td>
<td>EEPROM error</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 287</td>
<td>System error</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 288</td>
<td>A board in the machine or HCS may be disconnected.</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 300</td>
<td>Upper cover is open</td>
<td>Close the upper cover</td>
</tr>
<tr>
<td>049 310</td>
<td>HCS download mode failure</td>
<td>Power off, then power on</td>
</tr>
<tr>
<td>049 700</td>
<td>Error in stacking the output paper/media</td>
<td>Remove the paper from the stacker tray</td>
</tr>
<tr>
<td>049 940</td>
<td>Front door is open</td>
<td>Close the front door</td>
</tr>
<tr>
<td>049 941</td>
<td>UI indicates the Stacker Cart and/or Tray needs to be reset</td>
<td>Press the Unload button. The Wait light blinks until the Stacker Tray has reached the down position. When the Stacker Tray has reached the down position, open the front door. Position the Stacker Cart securely into the HCS. Close the front door.</td>
</tr>
</tbody>
</table>
Loss of power

If power is interrupted to the HCS:
- Ensure the power cord is plugged in to the proper wall receptacle
- Ensure that the machine power is switched “On”
- Ensure that the Ground Fault Indicator is in the “On” position
- If the power has not been restored by checking the above items, then call for service

Specifications

Paper guidelines
- Stacker Tray will accept 64-280 gsm (either coated or uncoated stock) with the possibility of degraded stock quality and increased jam rate
- Transparencies may be run to either the Top Tray or the Stack Tray. Stack height should be limited to 100 transparencies.
- Coated paper lighter than 100 gsm may not run as reliably as coated paper heavier than 100 gsm.
- Non-standard papers longer than 305 mm (12 in.) in the feed direction require 210 mm (8.3 in.) minimum measurement across the feed direction.
- Non-standard papers shorter than 254 mm (10 in.) in the cross-feed direction require 330 mm (13 in.) minimum measurement in the feed direction.
Addendum

**Electrical**

100V to 240V

Frequency: 50/60 Hz

**Temperature and humidity**

10 to 32°C, 15 to 85RH

50 to 90°F, 15 to 85RH

Note

Above 82°F (28°C), reduced humidity is required to maintain the specified performance.
## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>abort</td>
<td>To terminate a program, printing, or non-printing execution before it is completed.</td>
</tr>
<tr>
<td>account</td>
<td>A way to identify a job. An account can consist of a mixture of letters, numbers, and symbols. If an account is not entered, the system will indicate “none specified”.</td>
</tr>
<tr>
<td>AppleTalk</td>
<td>The network communication protocol inherent to the Apple Macintosh operating system.</td>
</tr>
<tr>
<td>application software</td>
<td>software resident on the client workstation used to create print documents.</td>
</tr>
<tr>
<td>ASCII</td>
<td>American Standard Code for Information Interchange: Standardized code that represents letters, numbers, and other characters established by the American National Standards Institute to achieve compatibility between data processing and data communications equipment.</td>
</tr>
<tr>
<td>Banner Page</td>
<td>A page printed with each print request that shows you who submitted the print request, the request ID, when the request was printed, and other information about the printed job.</td>
</tr>
<tr>
<td>bind</td>
<td>To join printed pages and covers in order to form a book.</td>
</tr>
<tr>
<td>bindexer</td>
<td>A sorter that is located inside the printer's finisher. The bindexer collates the pages of each print set.</td>
</tr>
<tr>
<td>bitmap</td>
<td>An electronic image. It is comprised of a matrix of picture elements (pixels or dots), where a bit value of one means that the picture element is imaged, and a bit value of zero means that the picture element is not imaged. The number of picture elements in a square area is a function of the display device resolution.</td>
</tr>
<tr>
<td>boot</td>
<td>To load initial instructions into the memory of the computer. These instructions then direct the loading of the rest of the program.</td>
</tr>
<tr>
<td>buffer</td>
<td>An area of memory used for the temporary storage of data as it is being transferred from one location to another.</td>
</tr>
<tr>
<td>Cartridge Font</td>
<td>Fonts that were added to the Print Server using floppy disk, CD ROM, UNIX directory, or downloaded through a queue as part of a job request. These fonts can be deleted from the system when they are no longer needed.</td>
</tr>
<tr>
<td>caution</td>
<td>A notice that alerts the user to the safety information that will prevent damage to the equipment.</td>
</tr>
<tr>
<td>client software</td>
<td>The software that enables the submission of print jobs to the Print Server.</td>
</tr>
<tr>
<td>collated</td>
<td>A method of stacking the printed pages. The prints are grouped in a 1-2-3, 1-2-3 page order. See also, uncollated</td>
</tr>
<tr>
<td>command</td>
<td>A statement that instructs the system to perform a specific operation.</td>
</tr>
<tr>
<td>command line</td>
<td>A string of statements with possible arguments that you enter to instruct the system to perform an operation or series of operations.</td>
</tr>
<tr>
<td>controller</td>
<td>A primary component of the printing system that manages the queueing and processing of print jobs sent over the network, as well as various other tasks.</td>
</tr>
<tr>
<td>data stream</td>
<td>The format of data passed from one device to another.</td>
</tr>
</tbody>
</table>
decomposer A Print Server subsystem that generates the bitmap image that is based on the PDL file.

decomposition service A process within the print service that allows, through the use of various applications and options, the saving of files as TIFF image files.

default A particular setting or value for a variable that is assigned automatically by the software and remains in effect until cancelled or changed by the operator. This setting is designed to produce the best results using the available settings. See also; System Specified.

device Any piece of equipment that accepts PDL jobs and provides output resulting from those jobs. A laser printer capable of interpreting PDL and outputting text and images is a device. Equivalent terms for “device” are “printer”, “printing device”, “output device”, and “raster device”.

device dependent A feature associated with a particular model of device. Device-dependent features result in output varying from one printing device to another.

diagnostics The programs that are used to diagnose problems within the system or to help service personnel pinpoint the source of such problems.

directory Logical grouping of files and subdirectories that are identified by name.

DocuSP The Xerox application software that runs on the workstation which becomes the interface connection between the client and the printer. DocuSP is now named the Xerox FreeFlow Print Server.

dpi Dots per inch.

driver A program that links a peripheral device to the operating system.

dry ink The minute particles of resin and carbon black toner that are deposited and fused onto the page to create images.

duplex To print on both sides of a sheet of paper.

edge treatment Lead Edge Screening is used to prevent fuser wraps on documents that print edge to edge by lightening the image along the leading edge, thus reducing the amount of toner. Some documents contain a dense image along one edge of the paper causing an increase in the amount of toner in that region. If that region is at the leading edge of the paper, the excess toner may cause the paper to wrap around the fuser and jam the printer.

error message A message displayed on the system or printed on an error page, informing you of an error or a fault that occurred with the processing of a job.

Error Page A page printed at the end of a print job that includes error messages, if any occurred.

Ethernet The network architecture standard consisting of a coaxial cable and associated components for connecting workstations to each other, file servers, and peripherals. This communication system enables workstation users to share information and services.

Exception Pages Pages within a job where special page characteristics are set. Exception Pages can be a different stock size or color, side imaged or other options available on the FreeFlow Print Server.

extension The portion of a filename that follows a period. In some instances the extension identifies the file type. For example, .ps would specify a PostScript file.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>fault</td>
<td>A condition which prevents proper processing of a print job and requires the intervention of an operator. For example, a paper jam is a fault.</td>
</tr>
<tr>
<td>filename</td>
<td>A name of a file or a directory.</td>
</tr>
<tr>
<td>fill</td>
<td>The PostScript graphic operation in which the inside of a shape is painted with some color, such as black or a pattern.</td>
</tr>
<tr>
<td>finishing</td>
<td>The operations that are performed after a document leaves the press. For example, binding is a finishing operation.</td>
</tr>
<tr>
<td>fixed disk</td>
<td>A disk drive permanently mounted within a computer. Same as hard disk.</td>
</tr>
<tr>
<td>font</td>
<td>A complete set of alphanumeric characters and symbols that have common characteristics such as style (typeface), point size, weight, and stress. Computers store font images in data files, defined in either bitmap or contour format. For example, 10 point Helvetica Light Italic.</td>
</tr>
<tr>
<td>font renderer</td>
<td>This is an option that allows the System Administrator to select the rasterizer that will be used to process PCL jobs that contain scalable fonts. Additional parameters may be set for the selected rasterizer to enhance the printing of Intellifont and True Type fonts.</td>
</tr>
<tr>
<td>format</td>
<td>The layout of a document, including margins, page length, line spacing, and font; to prepare a disk to accept data.</td>
</tr>
<tr>
<td>frame</td>
<td>The unit of data within a packet whose specifications are defined by the network architecture and network communications protocol.</td>
</tr>
<tr>
<td>FreeFlow Print Server</td>
<td>The Xerox application software that runs on the workstation which becomes the interface connection between the client and the printer.</td>
</tr>
<tr>
<td>FTP</td>
<td>File Transfer Protocol: A network protocol layer used for reliably transferring files over a network, built upon TCP/IP.</td>
</tr>
<tr>
<td>fuser wrap</td>
<td>A condition, resulting in a paper jam, during which the output sheet of paper sticks to the fuser roll and the paper curls around the roll.</td>
</tr>
<tr>
<td>gateway</td>
<td>A network switching device used to connect incompatible networks.</td>
</tr>
<tr>
<td>Graphical User Interface (GUI)</td>
<td>A graphics based user interface. It acts as a means of input/output allowing users to interface in a more intuitive and effective way. GUIs consist of windows, icons, and pull-down/pop-up menus.</td>
</tr>
<tr>
<td>grayscale</td>
<td>An image in which each picture element (pixel or dot) is defined as a gray value as opposed to black or white values. An image file may contain different numbers of gray values depending on its resolution. A halftone screen is applied to grayscale images to prepare them for printing on devices that are capable of printing only solid black dots.</td>
</tr>
<tr>
<td>GUI</td>
<td>See Graphical User Interface.</td>
</tr>
<tr>
<td>Half Bitting</td>
<td>A control that simulates a partial change in position of a pixel by printing every other pixel and allowing the printer to smooth out the ripples. The resulting effect is that peaks and valleys of the pixels are smoothed.</td>
</tr>
<tr>
<td>halftone screen</td>
<td>A tool used in the offset printing, typesetting, and laser printing process to convert a continuous tone (photographic) image to dots. This allows the image to be printed using one of the printing processes.</td>
</tr>
<tr>
<td>hard disk</td>
<td>A disk drive permanently mounted within a computer. Same as fixed disk.</td>
</tr>
<tr>
<td>head to head</td>
<td>To print the reverse side of a page so that the finished document opens like a book.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>head to toe</td>
<td>To print the reverse side of a page so that the finished document opens like a calendar.</td>
</tr>
<tr>
<td>highlight</td>
<td>A visual indication that an object is in a special state. Often used to denote that an item is selected.</td>
</tr>
<tr>
<td>Hold</td>
<td>Delaying the printing of a selected job.</td>
</tr>
<tr>
<td>humidity</td>
<td>The degree of wetness in the printer.</td>
</tr>
<tr>
<td>icon</td>
<td>A small pictorial representation of a base window. When an icon is used, it conserves screen space and keeps the window available for easier access.</td>
</tr>
<tr>
<td>image</td>
<td>The rectangular array of sample values. Each sample value represents some gray-level value or color. Also known as “sampled image”.</td>
</tr>
<tr>
<td>image quality</td>
<td>An option that allows a System Administrator to set a variety of functions to enhance the quality of the printed image based on the type of PDL file being printed and the type of fonts being used.</td>
</tr>
<tr>
<td>Image Shift</td>
<td>A job option that allows you to adjust the location on a page where printing will occur by shifting the image horizontally and/or vertically along an X and/or Y axis.</td>
</tr>
<tr>
<td>ineligible job</td>
<td>A job whose resources are not available to the printer (such as yellow paper, tabs, etc.) Once the resource becomes available, the job will print.</td>
</tr>
<tr>
<td>interpolation</td>
<td>An algorithm used to convert bitmap data from one resolution to a bitmap having another resolution.</td>
</tr>
<tr>
<td>interposer</td>
<td>A device that provides additional paper trays for a printer and allows for the use of preprinted forms or inserts that can be inserted into a job without needing to pass through the fuser.</td>
</tr>
<tr>
<td>Internal Font</td>
<td>One of the resident fonts loaded at installation.</td>
</tr>
<tr>
<td>IOT</td>
<td>Image Output Terminal: The part of a printer or a copier that actually marks the paper.</td>
</tr>
<tr>
<td>IP</td>
<td>The Internet Protocol of the TCP/IP communications suite.</td>
</tr>
<tr>
<td>job</td>
<td>A document file that is associated with a set of printing instructions. Print data, print options data, and other information required for processing and printing a document.</td>
</tr>
<tr>
<td>job flow</td>
<td>The path a job takes from creation to completion at the printer.</td>
</tr>
<tr>
<td>Job Forwarding</td>
<td>A FreeFlow Print Server option that provides you with the ability to forward a job from one system to another.</td>
</tr>
<tr>
<td>Job Inserts</td>
<td>Pages that separate specific pages of a job.</td>
</tr>
<tr>
<td>Job Manager</td>
<td>A printer control module which provides for management and processing of jobs from the time they are received to the time they are printed.</td>
</tr>
<tr>
<td>job size</td>
<td>The size of the print master data file measured in bytes.</td>
</tr>
<tr>
<td>job status</td>
<td>The status of a print job in the print queue.</td>
</tr>
<tr>
<td>job submission</td>
<td>The process of sending a document with an attached job ticket to the server.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>job ticket</td>
<td>A file that contains all the settings that will determine how the printer will print your document. For example, a typical job ticket contains information on paper type, simplex or duplex, binder or tab pages, and number of copies to fit. It also contains information on whether the document has any finishing options set, like stapling, binding, etc.</td>
</tr>
<tr>
<td>LAN</td>
<td>Local Area Network: A network connecting computer and peripheral devices through cables.</td>
</tr>
<tr>
<td>landscape</td>
<td>The page orientation in which page images are arranged horizontally on the page so that the resulting image is wider than it is long; contrast to portrait.</td>
</tr>
<tr>
<td>log</td>
<td>A file that contains a record of events such as messages, errors, and job and accounting information.</td>
</tr>
<tr>
<td>logon</td>
<td>The process of gaining access to a system by entering a user name and, optionally, a password.</td>
</tr>
<tr>
<td>log out</td>
<td>The process of exiting a user work session on a system.</td>
</tr>
<tr>
<td>Long Edge Feed (LEF)</td>
<td>The orientation in which the paper is fed through the imaging system long-edge first. See also, Short Edge Feed.</td>
</tr>
<tr>
<td>lpr</td>
<td>Refers both to the print protocol provided in the internet protocol suite and to the program that implements part of that protocol. A command used to submit a job.</td>
</tr>
<tr>
<td>menu</td>
<td>A group of controls contained in a list of options.</td>
</tr>
<tr>
<td>minimum thickening</td>
<td>The width of a minimum stroke in pixels.</td>
</tr>
<tr>
<td>misregistration</td>
<td>The result of incorrectly aligned colors due to many factors including paper stretch, and press alignment. Misregistration results in white gaps and shifted hues. See also, trapping.</td>
</tr>
<tr>
<td>modules</td>
<td>Individual control units within the software. The FreeFlow Print Server contains the following modules: Job Manager, Printer Manager, Reprint Manager, Queue Manager, Color Manager, and Administration.</td>
</tr>
<tr>
<td>moire</td>
<td>The pattern which results because of one screen angle overprinting other screen angles in color printing.</td>
</tr>
<tr>
<td>named stock</td>
<td>A particular paper stock which has been assigned a particular name to make it easier to identify the stock and its associated characteristics (color, weight, size, etc.) within the stock list.</td>
</tr>
<tr>
<td>offset</td>
<td>A stacking option that delivers printed output in a manner where the edge of each printed job set is placed a few inches from the edge of the other printed sets.</td>
</tr>
<tr>
<td>operating system (OS)</td>
<td>Computer software that controls the low-level operations of computer hardware, including input and output to memory, disk drives, and peripherals.</td>
</tr>
<tr>
<td>Operator</td>
<td>A logon level of the FreeFlow Print Server system. The Operator, typically equivalent to the print operator, possesses less access rights than the System Administrator and more rights than a walk-up user.</td>
</tr>
<tr>
<td>Ordered Stock</td>
<td>Stock placed in a specific order in a tray, such as tab stock.</td>
</tr>
<tr>
<td>orientation</td>
<td>The position of the page image relative to the actual page; describes whether the printed image is parallel to the long side of the paper (landscape orientation) or to the short side of the paper (portrait orientation).</td>
</tr>
<tr>
<td>Padding</td>
<td>A term used to refer to Uncollated Sets with Separators.</td>
</tr>
</tbody>
</table>
password  A combination of letters and numbers associated with a user name. A password provides security for a user account.

path  The route to a file on a disk.

PCL  Printer Command Language: A text-oriented language developed by Hewlett Packard primarily for use with its own range or printers. It is also compatible with many other printers. It supports graphics, text, and images with a wide variety of fonts.

PDL  Page Description Language: A file format that provides a set of instructions to the printer describing the appearance of a page or pages. PostScript and PCL are examples of page description languages.

peripheral  A device used in conjunction with a computer or workstation usually for input or output. Printers and modems are examples of peripherals.

permissions  The attribute of a file or directory that specifies who has read, write, or execute access.

pitch  The number of characters per inch.

pixel  An abbreviation for “picture element”. The smallest addressable element on the scan line of the output device. Pixels have a finite size which depends on the resolution of the device. For example, a pixel on a 300 spi printer is 1/300 of an inch wide.

platform  A combination of hardware and operating system software.

portrait  The page orientation in which page images are arranged vertically on the page so that the resulting image is taller than it is wide; contrast to landscape.

PostScript  A page description language developed by Adobe Systems, Inc. It supports graphics, text, and images with a wide variety of fonts. It is designed to be printer independent.

PostScript job  A PostScript program such as a creator’s final form document. Also referred to as a “PostScript master” or “PDL file”.

PostScript stroke command  A PostScript graphic operation in which the length of a path is painted with a color, such as black.

power off  To shut down the system.

power on  To start the system.

power saver  A printer mode which enables you to minimize the printer power consumption during times of no usage. Both manual and automatic power saver activation is available.

ppm  Pages per minute.

preferences  Preferred settings which can be set within the software to control such things as language and fonts.

preferred tray  This is the tray in the printer that contains the most commonly used stock. The printer can be set up to use this tray as the default, until its stock runs out.

primary stock  Primary stock is the most commonly used paper stock in the printer.

print application software  Software resident on the client workstation used to create print documents.

print client  The application or machine in the distributed system that assembles a service request and submits the request to the server.
<table>
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<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>print job</td>
<td>An object that represents a request to print one or more documents together on a logical printer.</td>
</tr>
<tr>
<td>Print Now</td>
<td>A Job Manager option that allows you to interrupt a currently printing job to print another selected job.</td>
</tr>
<tr>
<td>print options</td>
<td>A set of options available for controlling the processing of a print job. Print options include simplex or duplex printing, media selection, collating, stitching, etc. Print options can be sent to the Print Server as a part of the job, providing automatic job processing.</td>
</tr>
<tr>
<td>print queue</td>
<td>A queue that temporarily stores print jobs that have been sent over the network.</td>
</tr>
<tr>
<td>print service</td>
<td>A print service accepts printing requests and performs the indicated actions.</td>
</tr>
<tr>
<td>printer</td>
<td>The hardware component that places the page image on a physical page.</td>
</tr>
<tr>
<td>Printer Manager</td>
<td>A component of the software designed to set up and manage functions of the printer such as, paper trays, paper stock, stacking, and stock size checking.</td>
</tr>
<tr>
<td>priority</td>
<td>The order in which queues are serviced.</td>
</tr>
<tr>
<td>proof job</td>
<td>A job option that can be achieved by selecting [Job: Proof]. If this option is selected, a single copy of the document will be printed. A benefit to this is that the printer operator gets the chance to view the document before a long print run is begun. When a job is proofed, it is not removed from the queue as occurs when the job is released to the printer. This also helps you to avoid having to resubmit the job from your workstation.</td>
</tr>
<tr>
<td>promote</td>
<td>Moving a job above all pending jobs in the queue.</td>
</tr>
<tr>
<td>public net</td>
<td>The customer’s main enterprise-wide network, comprising possibly many segments joined by gateways and routers.</td>
</tr>
<tr>
<td>queue</td>
<td>A subdirectory on a print server where jobs are stored until the print server can deliver them to the printer.</td>
</tr>
<tr>
<td>Queue Manager</td>
<td>A component of the software that allows you to create, manage, and modify queues.</td>
</tr>
<tr>
<td>RAM</td>
<td>Random Access Memory. Volatile memory used for temporary storage of data and software commands, used by programs for immediate task processing.</td>
</tr>
<tr>
<td>Raster Image Processor (RIP)</td>
<td>The hardware and/or software that rasterizes an image by changing text and images into an array of pixels that will be printed.</td>
</tr>
<tr>
<td>rasterizer</td>
<td>A portion of software that converts graphic objects made up of vectors, or line segments, into dots for output to raster graphic screens and printers.</td>
</tr>
<tr>
<td>reboot</td>
<td>Reloading initial instructions into the memory of the computer. These instructions then direct the loading of the remainder of the programs.</td>
</tr>
<tr>
<td>release</td>
<td>Allows the selected held job to be printed. The job is placed immediately after all printing or pending jobs in the queue.</td>
</tr>
<tr>
<td>Reprint Manager</td>
<td>A component of the software that allows reprinting of jobs that have been saved through the decomposition service.</td>
</tr>
<tr>
<td>Resident Fonts</td>
<td>The fonts that are loaded on the server at the time of installation and cannot be deleted.</td>
</tr>
<tr>
<td>resolution</td>
<td>The measurement of the number of picture elements (pixels or dots) per square area of unit.</td>
</tr>
</tbody>
</table>
Glossary

RIP
See Raster Image Processor.

rotation
To turn a page image from its current position. 0 (zero) degrees represents no rotation.

router
A device used to connect networks or similar or different architectures to isolate data transmission within each network.

Sample Job
A print file in a specific PDL format whose printed result is known. The output of the Sample Job on a subject printer is compared with the known result as a diagnostic tool to determine whether the printer is working properly.

SBM
Signature Booklet Marker.

scalable fonts
A mathematical equation that describes to the printer how to draw the characters of a font. Because only one equation must be stored to produce a character in a variety of sizes, the required amount of memory is much less than for bitmap fonts.

scroll bar
A control that is used to move the view of the data displayed in a window or work space settings.

scrolling
Using the scroll bar to view data that cannot be viewed entirely within a single pane.

select
To choose from a list of options, such as those in a menu.

Separators
Extra paper or other media that are inserted between document sets of a print job. Also referred to as “Slip sheets.”

server
In a computer network, a unit that provides a specific service (such as data storage and computer services) to network users.

settings
The controls used for defining values.

Short Edge Feed (SEF)
Laser printing in which the paper is fed through the imaging system short-edge first. See also, Long Edge Feed.

simplex
Printing on one side of the paper.

slider
A control used to set a value and give a visual indication of the setting.

Slip Sheets
Extra paper or other media that are inserted between document sets of a print job. Also referred to as “Separators.”

SNMP

Soft Fonts
Fonts that are loaded on the server any time after the initial installation using floppy disk, CD ROM, UNIX directory, or downloaded through a queue as part of a job request. These fonts can be deleted when they are no loner needed.

Solaris
A bundled software release from Sun Microsystems which includes the Sun Operating System.

spi
Spots per inch.

spooling space
Space allocated on a print server for storing requests in the printer queue.

stacking
To offset stacks for collated output, uncollated output, or both. This enables stacks or sets of prints to be delivered in a staggered pile.

staple
A finishing option that uses precut wire to staple each print set.
status | The current condition of a system component.
status message | The information generated by an application that informs you about the progress of a process.
stitch | A finishing option which cuts and inserts the wired stitches into each print set.
Stocastic Screening | The process of using randomly spaced dots instead of the traditional halftone dots aligned along designated screen angles. The concept of Stocastic Screening is dots that are spaced randomly will not cause moire patterns. The Stocastic Screen prevents screening interference patterns, but it can cause graininess and other visual artifacts.
stock | The various types of paper used for printing.
stock list | A list available within the interface that identifies all stock types currently loaded on the printer or that are available to be loaded.
stock name | A name assigned to a particular stock to make it easier to identify the stock and its associated characteristics (color, weight, size, etc.) within the stock list.
string | A sequence of alphanumerical characters treated as one unit of data by a program.
stroke | The weight, or width of a character or line.
subnet mask | A series of 4 bytes whose bits identify the corresponding bits in a 4-byte network—host addresses as network versus host addresses. The “1’s” in the mask correspond to the bits used for the network address. The “0’s” in the mask correspond to the bits used for the host address.
System Administrator | The person generally responsible for configuring, operating, and maintaining network systems and workstations. The System Administrator can access and control all system and job data except service data and functions.
System Specified | The system determines the most appropriate settings for the given job. This could be an output location, output order, or resolution. System Specified settings can generally be changed by selecting various FreeFlow Print Server system options in the Setup: Preferences window. See also, default.
2D Overstrike | 2D Overstrike is a PCL image quality control that causes each scan line to be shifted by one pixel in both the fast and slow scan directions and to be merged with the original scan line. The will cause very dark patterns to be printed as a solid black line.
2-sided | The 2-sided selection enables or disables printing on both sides of the paper.
2X scaling | 2X scaling is a PCL image quality control that scales the patterns by a factor of two. This process works well for printing user-defined patterns designed for 300 dpi.
Tagged Image File Format (TIFF) | A common image format developed by Aldus and Microsoft for scanned color and black and white images. It is a versatile, reliable, and widely supported bitmap format designed for exchanging digital information.
TCP/IP | Transmission Control Protocol/Internet Protocol: Commonly used network communications protocol supported by the FreeFlow Print Server. It is a set of data communications protocols, or a type of “language” that the devices use to “speak” with each other.
throughput | The measurement of the speed of a printer, expressed in pages per minute.
TIFF | See Tagged Image File Format.
Glossary

toner  
Particles of resin and carbon black. Toner accepts an electrical charge and is used to create the xerographic prints.

trapping  
An image processing technique used to compensate for misregistration in a print engine or press.

UFST  
Agfa's Universal Font Scaling Technology, is one of several font rasterizers. The USFT control setting is used to adjust the amount of thickening for Intellifont scalable fonts.

uncollated  
A method of stacking printed pages. Documents are printed in separate sets of each page. Printing two sets of a three page document would result in a 1-1-1, 2-2-2 page order. See also, collated.

UNIX  
An operating system for computers, usually working in a network environment. It consists of a hierarchical system of commands, shells, files, and directories.

Unspecified Stock  
A stock name that presents the system with a minimum of limitations for printing.

VIPP  
Variable Data Internet PostScript PrintWare: Setting up and using a “VIPP cache” queue enables you to reuse desired document objects that exist in a post ripped state.

virtual printers  
Logical names for the printer that allow different sets of default attributes to be applied to submitted jobs. The Print Operator and System Administrator define virtual printer names and the associated set of attributes and values.

Walk Up User  
Has the minimum access rights. This user is not required to logon.

warm boot  
Restarting the Print Server while power is still on.

warning  
A notice that alerts users to safety information that will prevent personal injury.

weight  
Refers to the weight of the paper stock in grams per square meter (gsm) or pounds. The paper's weight is usually printed on the ream wrapper.

workstation  
A computer able to process data but designed specifically for interaction with a network.

write black  
The laser images the location on the photoreceptor where black marks are to be printed. The technology enhances the ability to consistently print the fine details associated with lines, text, and halftone dots thereby producing uniform, smooth gray tones and graphics.

write white  
The laser images the location on the photoreceptor where white marks are to be printed.

X axis  
The horizontal axis on a grid.

Y axis  
The vertical axis on a grid.

zone  
Logical, user-defined grouping of devices in an AppleTalk intranet that makes it easier to locate network services.
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