



Xerox® WorkCentre® 7500 Series

User Guide

Guide d'utilisation

Italiano Guida per l'utente

Deutsch Benutzerhandbuch

Español Guía del usuario

Português Guia do usuário

Nederlands Gebruikershandleiding

Svenska Användarhandbok

Dansk Betjeningsvejledning

Norsk Brukerhåndbok

Suomi Käyttöopas

Čeština Uživatelská příručka

Polski Przewodnik użytkownika

Magyar Felhasználói útmutató

Русский Руководство пользователя

Türkçe Kullanıcı Kılavuzu

Ελληνικά Εγχειρίδιο χρήστη

Română Ghid de utilizare

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Document version 1.1: March 2011

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Safety

1

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- Electrical Safety 11
- Operational Safety 12
- Maintenance Safety 14
- Printer Symbols 15
- Environmental, Health, and Safety Contact Information 16

Your printer and the recommended supplies have been designed and tested to meet strict safety requirements. Attention to the following information ensures the continued safe operation of your Xerox® printer.

Notices and Safety

Please read the following instructions carefully before operating your printer. Refer to these instructions to ensure the continued safe operation of your printer.

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

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

Note: Unauthorized alterations, which can include the addition of new functions or connection of external devices, can affect the product certification. Please contact your Xerox® representative for more information.

General Guidelines



WARNINGS:

- Do not push objects into slots or openings on the printer. Touching a voltage point or shorting out a part could result in fire or electrical shock.
- Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are instructed to do so. Turn off the printer when performing these installations. Disconnect the power cord when removing covers and guards for installing optional equipment. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

Electrical Safety

Power Cord

- Use the power cord supplied with your printer.
- Plug the power cord directly into a properly grounded electrical outlet. Make sure that each end of the cord is securely connected. If you do not know if an outlet is grounded, ask an electrician to check the outlet.
- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.

 **WARNING:** Avoid the potential of electrical shock by ensuring that the printer is properly grounded. Electrical products can be hazardous if misused.

- Do not use an extension cord or power strip.
- Verify that the printer is plugged into an outlet that is providing the correct voltage and power. Review the electrical specification of the printer with an electrician if necessary.
- Do not place the printer in an area where people can step on the power cord.
- Do not place objects on the power cord.

Emergency Turn Off

If any of the following conditions occur, turn off the printer immediately and disconnect the power cord from the electrical outlet. Contact an authorized Xerox[®] Service Representative to correct the problem:

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

Telephone Line Cord

 **CAUTION:** To reduce the risk of fire, use only No. 26 American Wire Gauge (AWG) or larger telecommunication line cord.

Operational Safety

Your printer and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines helps to ensure the continued, safe operation of your printer.

Printer Location

- Do not block or cover the slots or openings on the printer. These openings are provided for ventilation and to prevent overheating of the printer.
- Place the printer in an area where there is adequate space for operation and servicing.
- Place the printer in a dust-free area.
- Do not store or operate the printer in a hot, cold, or humid environment.
- Place the printer on a level, solid non-vibrating surface with adequate strength to hold the weight of the product. The base printer weight without any packaging materials is approximately 140.2 Kg (308.4 lb.)
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposure to light-sensitive components.
- Do not place the printer where it is directly exposed to the cold air flow from an air conditioning system.

Operational Guidelines

- Do not remove the paper source tray that you selected in either the print driver or control panel while the printer is printing.
- Do not open the doors when the printer is printing.
- Do not move the printer when it is printing.
- Keep hands, hair, neckties, and so on away from the exit and feed rollers.
- Covers, which require tools for removal, protect the hazard areas within the printer. Do not remove the protective covers.

Ozone Release

This printer produces ozone during normal operation. The amount of ozone produced is dependent on copy volume. Ozone is heavier than air and is not produced in amounts large enough to harm anyone. Install the printer in a well-ventilated room.

For more information in the United States and Canada, go to www.xerox.com/environment. In other markets, please contact your local Xerox® representative or go to www.xerox.com/environment_europe.

Printer Supplies

- Use the supplies designed for your printer. The use of unsuitable materials can cause poor performance and a possible safety hazard.
- Follow all warnings and instructions marked on, or supplied with, the product, options, and supplies.
- Store all consumables in accordance with the instructions given on the package or container.
- Keep all consumables away from the reach of children.
- Never throw toner, print/drum cartridges, or toner containers into an open flame.
- When handling cartridges, for example toner, fuser, and such, avoid skin or eye contact. Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge, which can increase the risk of skin or eye contact.



CAUTION: Use of non-Xerox® supplies is not recommended. The Xerox® Warranty, Service Agreement, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox® supplies, or the use of Xerox® supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Please contact your Xerox representative for details.

Maintenance Safety

- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.
- Do not use aerosol cleaners. Clean with a dry lint-free cloth only.
- Do not burn any consumables or routine maintenance items. For information on Xerox® supplies recycling programs, go to www.xerox.com/gwa.

Printer Symbols

Symbol	Description
	Warning or Caution: Ignoring this warning could cause serious injury or even death. Ignoring this caution could cause injury or damage to property.
	Hot surface on or in the printer. Use caution to avoid personal injury.
	Do not burn the waste toner container.
	Do not expose the drum cartridge to light for more than 10 minutes.
	Do not touch the drum cartridge.
	Hot surface. Wait the indicated time before handling.
	Warning: Moving parts. Use caution to avoid personal injury.

Environmental, Health, and Safety Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox® product and supplies, contact the following customer help lines:

United States:	1-800 828-6571
Canada:	1-800 828-6571
Europe:	+44 1707 353 434

For product safety information in the United States, go to www.xerox.com/environment.

For product safety information in Europe, go to www.xerox.com/environment_europe.

Features

2

This chapter includes:

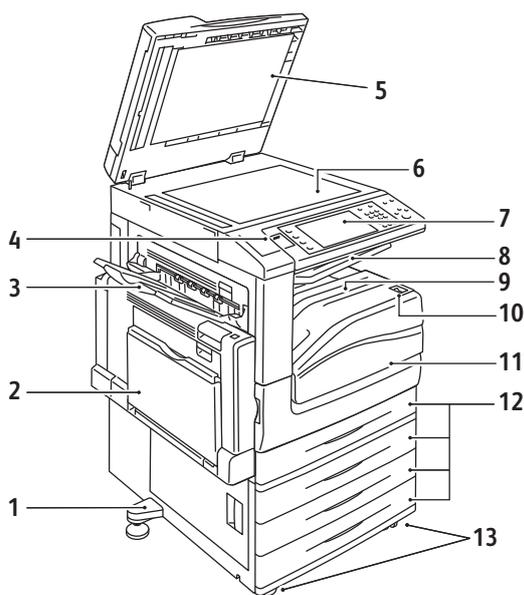
- [Parts of the Printer](#)..... 18
- [Information Pages](#) 23
- [Energy Saver Mode](#) 24
- [Administration Features](#) 25
- [Xerox® Welcome Center](#) 27
- [More Information](#)..... 28

Parts of the Printer

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Left-Front View



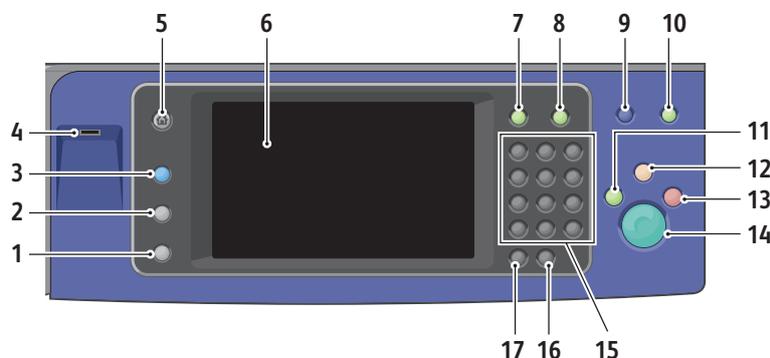
- 1. Adjuster foot
- 2. Tray 5 (bypass tray)
- 3. Left Tray
- 4. USB port
- 5. Document cover
- 6. Document glass
- 7. Control panel
- 8. Center tray
- 9. Center bottom tray
- 10. Power switch
- 11. Front cover
- 12. Tray 1 and optional trays 2–4
- 13. Locking casters

Control Panel

The control panel consists of a USB port, the touch screen, and buttons you press to control the functions available on the printer. The control panel:

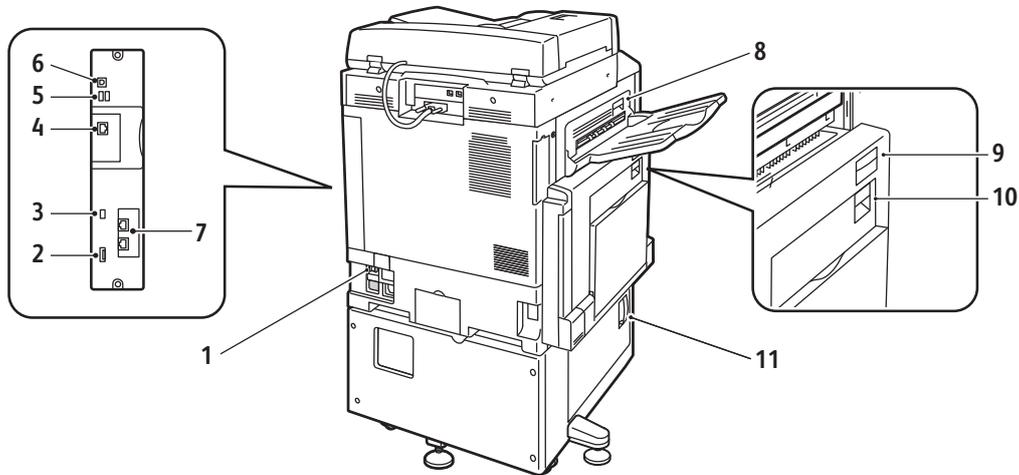
- Displays the current operating status of the printer.
- Provides access to copy, print, scan, and fax features.
- Provides access to information pages.
- Prompts you to load paper, replace supplies, and clear jams.

- Displays errors and warnings.
- Connects to a USB Flash Drive for scan and print access.



1. **Machine Status** displays the status of the printer on the touch screen.
2. **Job Status** displays lists of the active or completed jobs on the touch screen.
3. **Services** provides access to the options for the selected copy, scan, or fax function on the touch screen.
4. **USB port** provides USB Flash Drive connection for storage use in Scan to USB and Print from USB functions.
5. **Services Home** provides access to printer features, such as copy, scan, and fax, on the touch screen.
6. **Touch Screen** displays information, and provides access to printer functions.
7. **Log In/Out** provides access to password-protected features.
8. **Help** displays information about the current selection on the touch screen.
9. **Language** changes the touch screen language and keyboard settings.
10. **Energy Saver** enters and exits the low-power mode.
11. **Interrupt Print** interrupts and resumes the current print, copy, or fax job.
12. **Clear All** resets to the default settings, if pressed once, and displays the first screen for the current selection. If pressed twice, Clear All resets all the features to their default settings.
13. **Stop** temporarily stops the current job. Follow the onscreen message to cancel or resume your job.
14. **Start** starts the selected copy, scan, fax, or Print From job, such as Print from USB.
15. **Alphanumeric keypad** enters alphanumeric information.
16. **C (clear)** deletes numeric values or the last digit entered using the alphanumeric keys.
17. **Dial Pause** inserts a pause in a telephone number when transmitting a fax.

Left-Rear View



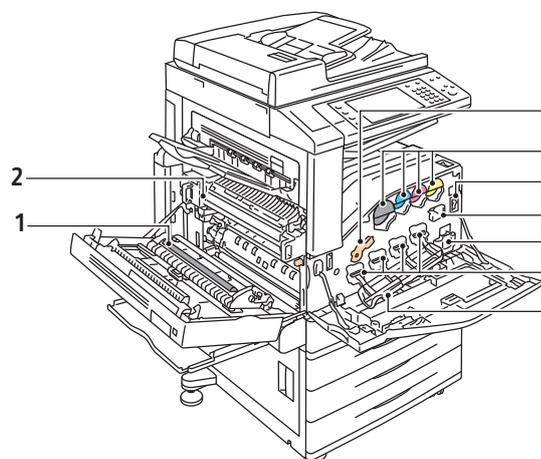
1. Circuit breaker
2. SIM slot
3. Status indicator lights
4. Ethernet connection
5. USB memory card connections
6. USB connection
7. Fax connections (optional)
8. Top left cover D release button
9. Top left cover A release button
10. Duplex unit cover B release button
11. Bottom left cover C release lever

Document Feeder



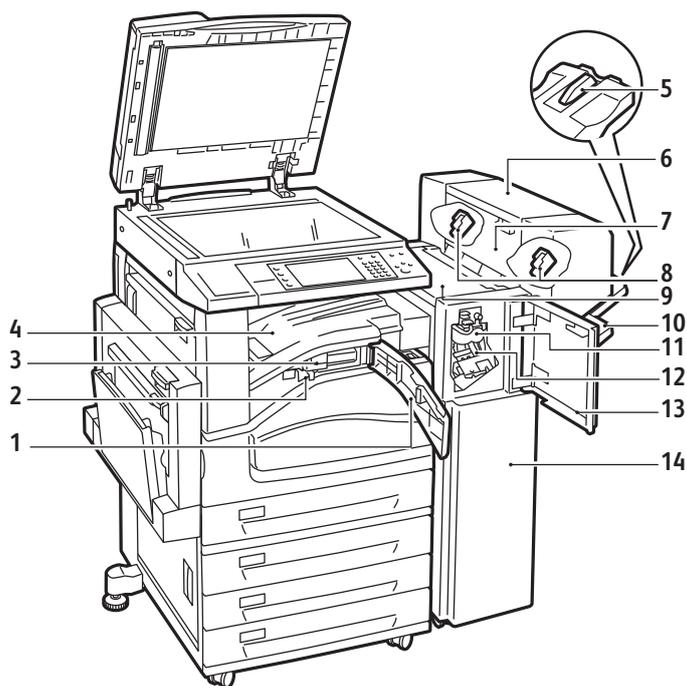
1. Confirmation indicator
2. Top cover
3. Inner cover release lever
4. Inner cover
5. Document guides
6. Document feeder tray
7. Document output tray
8. Document glass

Internal Components



1. Second bias transfer roll
2. Fuser assembly
3. Drum cartridge release lever
4. Toner cartridges
5. Main power switch
6. Transfer belt cleaner
7. Waste toner container
8. Drum cartridges
9. Drum cartridge cover

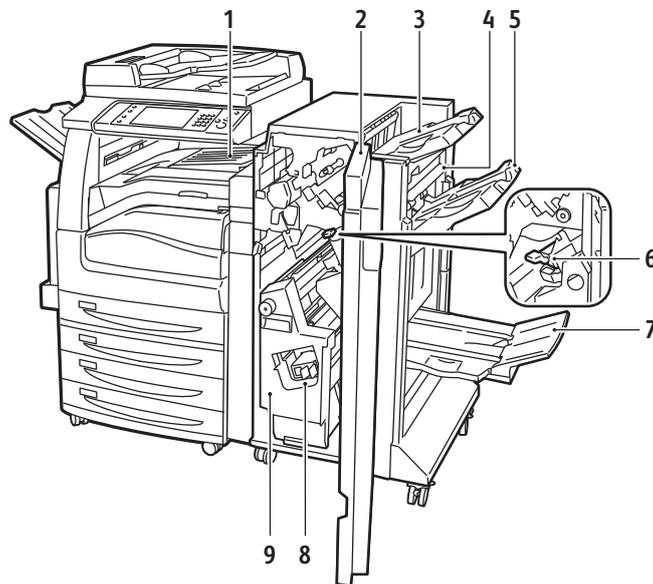
Office Finisher LX



Features

1. Front transport cover
2. Hole punch waste container
3. Hole punch unit (optional)
4. Center tray
5. Right tray extension
6. Booklet maker (optional)
7. Booklet maker side cover (optional)
8. Booklet maker staple cartridge (optional)
9. Finisher top cover
10. Right tray
11. Creaser unit
12. Staple cartridge
13. Finisher front cover
14. Office Finisher LX

Professional Finisher



1. Center tray
2. Finisher front cover
3. Right top tray
4. Exit cover
5. Right middle tray
6. Staple cartridge
7. Booklet maker bin
8. Booklet staple unit
9. Booklet maker unit

Information Pages

Your printer has a printable set of information pages stored on its internal hard drive. Information pages include configuration and font information, demonstration pages, and more.

1. At the printer control panel, press the **Machine Status** button.
2. On the Machine Information tab, touch **Information Pages**, then touch the desired information page.
3. Touch **Print**.

Note: Information pages can also be printed from CentreWare Internet Services.

Printing the Configuration Report

1. At the printer control panel, press the **Machine Status** button.
2. On the Machine Information tab, touch **Information Pages > Configuration Report > Print**.
3. Touch **Close** after the report prints.

Energy Saver Mode

You can set the time the printer spends idle in ready mode before the printer transitions to a lower power level.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Device Settings > General > Energy Saver**.
3. Touch an option:
 - **Intelligent Ready:** The printer wakes and sleeps based on previous usage.
 - **Job Activated:** The printer wakes when it detects activity.
 - **Scheduled:** The printer wakes and sleeps according to a schedule you specify.
4. Under Fast Resume, touch **On** to reduce the wake time. This option changes the default sleep and low-power timeout periods, and increases energy usage.
5. If you selected Scheduled as the Energy Saver Mode, touch **Scheduled Settings** to select the times that you want the printer to wake or sleep.
6. Touch a day of the week in the list.
7. Under Schedule Based On, touch **Activity** to allow the printer to wake on activity for that day. Touch **Time** to wake the printer at a certain time.
8. If you selected Time, touch **Warm Up Time**, and select the time that the printer wakes on that day. Touch **Energy Saver Time**, and select the time that the printer sleeps on that day.
9. Touch **Save**.

Administration Features

This section includes:

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- [Billing and Usage Information](#)..... 25
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For details, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

CentreWare Internet Services

CentreWare Internet Services is the administration and configuration software installed on the embedded Web server in the printer. It allows you to configure and administer the printer from a Web browser.

CentreWare Internet Services requires:

- A TCP/IP connection between the printer and the network in Windows, Macintosh, or UNIX environments.
- TCP/IP and HTTP enabled in the printer.
- A network-connected computer with a Web browser that supports JavaScript.

For details, see the Help in CentreWare Internet Services or the *System Administrator Guide*.

Accessing CentreWare Internet Services

At your computer, open a Web browser, type the IP address of the printer in the address field, then press **Enter** or **Return**.

Finding the IP Address of the Printer

1. At the printer control panel, press the **Machine Status** button.
2. On the Machine Information tab, touch **Information Pages > Configuration Report > Print**.
3. Touch **Close** after the report prints.

The IP address of the printer appears in the Common User Data section of the report, in the upper left of the page.

Billing and Usage Information

Billing and printer usage information appears on the Billing Information screen.

Features

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Billing Information** tab to see basic impression counts.
3. Touch **Usage Counters**, then touch the **Impression Counters** drop-down list to see detailed usage information.
4. Touch **Close**.

Accounting

Accounting allows you to track billing and the amount of copy, print, scan, and fax jobs for each user. All jobs require authentication of User ID and Account ID. The system administrator must create user accounts and enable the Accounting feature.

For details, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

Xerox® Welcome Center

If you need assistance during or after printer installation, visit the Xerox® website for online solutions and support at www.xerox.com/office/worldcontacts.

If you require further assistance, contact the experts at the Xerox® Welcome Center. If a local representative telephone number was provided during printer installation, record the telephone number in the following space.

Xerox® Canada Welcome Center: 1-800-93-XEROX (1-800-939-3769)

If you need additional help using your printer:

1. Refer to this User Guide.
2. Contact the Key Operator.
3. Visit our customer website at www.xerox.com/office/WC75xxsupport.

The Welcome Center wants to know the following information:

- The nature of the problem.
- The serial number of the printer.
- The fault code.
- The name and location of your company.

Locating the Serial Number

You need the printer serial number to order supplies or to contact Xerox® for assistance. The serial number is located on the left side of the printer frame under cover A. The serial number also appears on the control panel. Press the **Machine Status** button to view the serial number on the control panel.

More Information

You can obtain more information about your printer from these sources:

Resource	Location
<i>Installation Guide</i>	Packaged with printer
<i>Quick Use Guide</i>	Packaged with printer
<i>System Administrator Guide</i>	www.xerox.com/office/WC75xxdocs
Video Tutorials	www.xerox.com/office/WC75xxdocs
Recommended Media List	United States: www.xerox.com/paper Europe: www.xerox.com/europaper
Technical support information for your printer; includes online Technical Support, Online Support Assistant, and driver downloads.	www.xerox.com/office/WC75xxsupport
Information about menus or error messages	Control panel Help (?) button
Information pages	Print from the control panel menu
Order supplies for your printer	www.xerox.com/office/WC75xxsupplies
A resource for tools and information, such as interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs.	www.xerox.com/office/businessresourcecenter
Local sales and support center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Xerox® Direct online store	www.direct.xerox.com/

Installation and Setup

3

This chapter includes:

- [Installation and Setup Overview](#) 30
- [Installing the Software](#) 32

See also:

Installation Guide packaged with your printer.

System Administrator Guide at www.xerox.com/office/WC75xxdocs.

Installation and Setup Overview

Before printing, your computer and the printer must be plugged in, turned on, and connected to an active network. The system administrator must configure the initial settings of the printer before installing the driver software. The driver software and utilities must be installed on your computer.

For details on configuring the printer network settings, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

Physical Connection

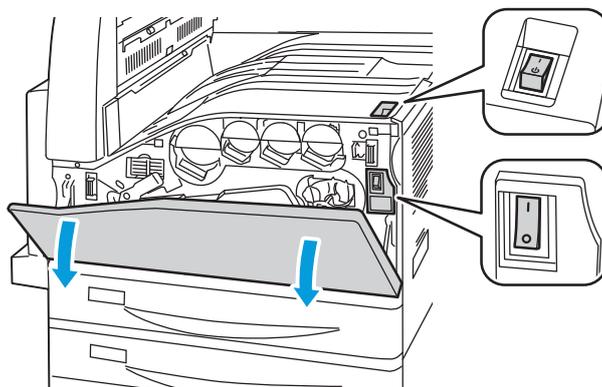
Use a Category 5 or better Ethernet cable to connect the printer to the network. An Ethernet network is used for one or more computers and supports many printers and systems simultaneously. An Ethernet connection is typically faster than a USB connection and provides direct access to printer settings using CentreWare Internet Services.

To connect the printer:

1. Connect the power cord to the printer, and plug the cord into an electrical outlet.
2. Connect one end of a Category 5 or better Ethernet cable to the Ethernet port on the printer. Connect the other end of the Ethernet cable to the network port.
3. Connect a standard RJ11 cable, No. 26 American Wire Gauge (AWG) or larger, to the printer and to a functioning telephone line to support Faxing.

Turning the Printer On

This printer has two power switches. The switch located on the top of the printer, beneath the control panel, controls power only to the electronic components of the printer. The second switch, located behind the front cover, controls the power into the printer. Turn on both switches to operate the printer. First turn on the power switch behind the front cover, then turn on the top switch.



Initial Printer Setup

Make sure that the printer is set up before installing the printer software. Setup includes enabling the optional features and assigning an IP address for the Ethernet network connection. If the printer has not been previously turned on and configured, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

Installing the Software

This section includes:

- [Operating System Requirements](#) 32
- [Installing Drivers and Utilities for Windows](#) 32
- [Installing Drivers and Utilities for Macintosh OS X Version 10.4 and Later](#) 33
- [Installing Drivers and Utilities for UNIX and Linux](#) 34
- [Other Drivers](#) 35

Before installing driver software, verify that the printer is plugged in, turned on, connected to an active network, and has a valid IP address. Ask the system administrator if you do not know the IP address, or see [Finding the IP Address of the Printer](#) on page 25.

If the *Software and Documentation disc* is not available, download the latest drivers from www.xerox.com/office/WC75xxdrivers.

Operating System Requirements

- Windows XP SP1, Windows Vista, Windows Server 2003 or later
- Macintosh OS X version 10.4 or later
- UNIX and Linux: Your printer supports connection to a variety of UNIX platforms through the network interface. For details, see www.xerox.com/office/WC75xxdrivers.

Installing Drivers and Utilities for Windows

Install the Xerox® print driver and the Xerox® scan driver to access all the features of your printer.

To install the print and scan driver software:

1. Insert the *Software and Documentation disc* into the appropriate drive on your computer. The installer starts automatically. If the installer does not start, navigate to the drive on your computer and double-click **Setup.exe**.
2. To change the language, click **Language**, select your language, then click **OK**.
3. Click **Install Drivers**, then click **Install Print and Scan Drivers**.
4. Click **Agree** to accept the license agreement.
5. Select your printer from the list of discovered printers, then click **Install**.
6. If your printer does not appear in the list of discovered printers, click **Extended Search**.
7. If the printer still does not appear in the list of discovered printers, and you know the IP address:
 - a. Click the Network Printer Icon (right) at the top of the gray window.
 - b. Enter the IP Address or the DNS name for the printer.
 - c. Click **Search**, then select your printer from the list of discovered printers.
 - d. Click **Next** when the printer appears in the window.
8. If the printer still does not appear in the list of discovered printers, and you do not know the IP address:
 - a. Click **Advanced Search**.
 - b. If you know the gateway address and subnet mask, click the top button and enter the addresses into the **Gateway** and **Subnet Mask** fields.
 - c. If you know the IP address of another printer on the same subnet, enter the address in the **IP Address** field.
 - d. Click **Search**, then select your printer from the list of discovered printers.
 - e. Click **Next** when the printer appears in the window.
9. Select the desired print driver:
 - **PostScript (recommended)**
 - **PCL 5**
 - **PCL 6**
 - **XPS**
10. Select the desired scan driver:
 - **TWAIN**
 - **WIA**
 - **Enable Xerox® Scan Utility**
11. Click **Install**.
12. Click **Finish** when the installation completes.

Installing Drivers and Utilities for Macintosh OS X Version 10.4 and Later

Install the Xerox® print driver and the Xerox® scan driver to access all the features of your printer.

To install the print and scan driver software:

Installation and Setup

1. Insert the *Software and Documentation disc* into the appropriate drive on your computer.
2. Open the Mac folder, then open Mac OS 10.4+Universal PS folder.
3. Open Xerox® WorkCentre WC75xx CD.dmg.
4. Double-click to run WorkCentre WC75xx CD.mpkg.
5. Click **Continue** for the next three windows.
6. Click **Agree** to accept the license agreement.
7. Click **Install** to accept the current installation location, or select another location for the installation files, then click **Install**.
8. Enter your password, then click **OK**.
9. Select your printer in the list of discovered printers, then click **Continue**.
10. If your printer does not appear in the list of discovered printers:
 - a. Click the **Network Printer Icon**.
 - b. Type the IP address of your printer then click **Continue**.
 - c. Select your printer in the list of discovered printers, then click **Continue**.
11. Click **OK** to accept the print queue message.
12. Select or clear the **Set Printer as Default** and **Print a Test Page** check boxes.
13. Click **Continue**, then click **Close**.

Note: The printer is automatically added to the printer queue in Macintosh OS X version 10.4 and later.

To verify the installation of printer options with the print driver:

1. From the Apple menu, open **System Preferences > Print & Fax**.
2. Select the printer in the list, then click **Options and Supplies**.
3. Click **Driver**, then confirm that your printer is selected.
4. Confirm that all of the options installed on the printer appear correct.
5. If you change settings, click **Apply Changes**, close the window, and quit System Preferences.

Installing Drivers and Utilities for UNIX and Linux

Xerox® Services for UNIX Systems is a two part installation process. It requires the installation of a Xerox® Services for UNIX Systems code package and a printer support package. The Xerox® Services for UNIX Systems code package must be installed before installing the printer support package.

Note: You must have root or superuser privileges to perform the UNIX print driver installation on your computer.

1. At the printer, do the following:
 - a. Verify that both the TCP/IP protocol and the proper connector are enabled.
 - b. On the printer control panel, do one of the following for the IP address:
 - Allow the printer to set up a DHCP address.
 - Enter the IP address manually.

- c. Print the Configuration Report and keep it for reference. For details, see [Configuration Report](#) on page 23.
2. At your computer, do the following:
 - a. Go to www.xerox.com/office/WC75xxdrivers and select your printer model.
 - b. From the Operating System menu, select **UNIX**, then click **Go**.
 - c. Select the **Xerox® Services for UNIX Systems** package for the correct operating system. This package is the core package and must be installed before the printer support package.
 - d. Click the **Start** button to begin downloading.
 - e. Repeat steps a and b, then click the printer package for use with the Xerox® Services for UNIX Systems package that you selected earlier. The second part of the driver package is ready for download.
 - f. Click the **Start** button to begin downloading.
 - g. In the notes below the driver package that you selected, click the link for the **Installation Guide**, then follow the installation instructions.

Notes:

- To load Linux print drivers, perform the preceding procedures but select **Linux** as the operating system. Select **Xerox® Services for Linux Systems** driver or the **Linux CUPS Printing Package**. You can also use the CUPS driver included in the Linux package.
- Supported Linux drivers are available at www.xerox.com/office/WC75xxdrivers.
- For details about UNIX and Linux drivers, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

Other Drivers

The following drivers are available for download at www.xerox.com/office/WC75xxdrivers.

- The Xerox® Global Print Driver works with any printer on your network, including those printers made by other manufacturers. It configures itself for your individual printer upon installation.
- The Xerox® Mobile Express Driver™ works with any printer available to your computer that supports standard PostScript. It configures itself for the printer you select every time you print. If you travel frequently to the same sites, you can save your favorite printers in that location and the driver saves your settings.

Paper and Media

4

This chapter includes:

- Supported Paper..... 38
- Loading Paper..... 44
- Printing on Special Paper..... 52

Supported Paper

This section includes:

- [Recommended Media](#)..... 38
- [Ordering Paper](#) 38
- [General Paper Loading Guidelines](#)..... 38
- [Paper That Can Damage Your Printer](#) 39
- [Paper Storage Guidelines](#) 39
- [Supported Paper Types and Weights](#)..... 40
- [Supported Standard Paper Sizes](#) 40
- [Supported Paper Types and Weights for Automatic 2-Sided Printing](#)..... 41
- [Supported Paper Sizes for Automatic 2-Sided Printing](#) 42
- [Supported Custom Paper Sizes](#) 42
- [Supported Paper Sizes for the Envelope Tray](#)..... 43

Your printer is designed to use various paper and other media types. Follow the guidelines in this section to ensure the best print quality and to avoid jams.

For best results, use Xerox® paper and media recommended for your printer.

Recommended Media

A list of paper and media recommended for your printer is available at:

- www.xerox.com/paper Recommended Media List (United States)
- www.xerox.com/europaper Recommended Media List (Europe)

Ordering Paper

To order paper, transparencies, or other media, contact your local reseller or go to www.xerox.com/office/WC75xxsupplies.

General Paper Loading Guidelines

- Use only recommended Xerox® transparencies; print quality could vary with other transparencies.
- Do not print on label media once a label has been removed from a sheet.
- Use only paper envelopes. Print envelopes 1-sided only.
- Do not overload the paper trays.
- Adjust the paper guides to fit the paper size.

Paper That Can Damage Your Printer

Some paper and other media types can cause poor output quality, increased paper jams, or damage your printer. Do not use the following:

- Rough or porous paper.
- Inkjet paper.
- Non-laser gloss or coated paper.
- Paper that has been photocopied.
- Paper that has been folded or wrinkled.
- Paper with cutouts or perforations.
- Stapled paper.
- Envelopes with windows, metal clasps, side seams, or adhesives with release strips.
- Padded envelopes.
- Plastic media.



CAUTION: The Xerox® Warranty, Service Agreement, or Xerox® Total Satisfaction Guarantee does not cover damage caused by using unsupported paper or specialty media. The Xerox® Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Please contact your local representative for details.

Paper Storage Guidelines

Storing your paper and other media properly contributes to optimum print quality.

- Store paper in dark, cool, relatively dry locations. Most paper is susceptible to damage from ultraviolet and visible light. Ultraviolet light, from the sun and fluorescent bulbs, is particularly damaging to paper.
- Reduce the exposure of paper to strong lights for long periods of time.
- Maintain constant temperatures and relative humidity.
- Avoid storing paper in attics, kitchens, garages, or basements. These spaces are more likely to collect moisture.
- Store paper flat, either on pallets, cartons, shelves, or in cabinets.
- Avoid having food or drinks in the area where paper is stored or handled.
- Do not open sealed packages of paper until you are ready to load them into the printer. Leave stored paper in the original packaging. The paper wrapper protects the paper from moisture loss or gain.
- Some special media is packaged inside resealable plastic bags. Store the media inside the bag until you are ready to use it. Keep unused media in the bag and reseal it for protection.

Supported Paper Types and Weights

Trays	Types and Weights
Trays 1–6	Plain (60–105 g/m ²) Plain Reload (60–105 g/m ²) Bond (60–105 g/m ²) Hole Punched (60–105 g/m ²) Pre-Printed (60–105 g/m ²) Letterhead (60–105 g/m ²) Recycled (60–105 g/m ²) Heavyweight (106–169 g/m ²) Heavyweight Reload (106–169 g/m ²) Gloss (106–169 g/m ²) Gloss Reload (106–169 g/m ²) Extra-Heavyweight (170–256 g/m ²) Extra-Heavyweight Reload (170–256 g/m ²) Heavyweight Gloss (170–256 g/m ²) Heavyweight Gloss Reload (170–256 g/m ²) Labels (106–169 g/m ²) Transparency
Tray 5 (bypass tray) and Envelope Tray (Tray 1) only	Envelopes
Trays 5 (bypass tray) and Tray 6 (High-Capacity Feeder) only	Lightweight (55–59 g/m ²)
Tray 5 (bypass tray) only	Extra Heavyweight Plus (257–300 gm ²) Extra Heavyweight Plus Reload (257–300 g/m ²) Extra Heavyweight Gloss (257–300 g/m ²) Extra Heavyweight Gloss Reload (257–300 g/m ²)

Supported Standard Paper Sizes

Tray Number	European Standard Sizes	North American Standard Sizes
Printer Tray 1	A5 (148 x 210 mm) A4 (210 x 297 mm) A3 (297 x 420 mm) JIS B5 (182 x 257 mm) JIS B4 (257 x 364 mm)	Statement (5.5 x 8.5 in.) Executive (7.25 x 10.5 in.) Letter (8.5 x 11 in.) US Folio (8.5 x 13 in.) Legal (8.5 x 14 in.) Tabloid (11 x 17 in.)
Trays 2–4 of the 3-Tray	A5 (148 x 210 mm)	Statement (5.5 x 8.5 in.)

Module Tray 2 of the High-Capacity Tandem Tray Module Tray 2 of the 1-Tray Module	A4 (210 x 297 mm) A3 (297 x 420 mm) JIS B5 (182 x 257 mm) JIS B4 (257 x 364 mm) SRA3 (320 x 450 mm)	Executive (7.25 x 10.5 in.) Letter (8.5 x 11 in.) US Folio (8.5 x 13 in.) Legal (8.5 x 14 in.) Tabloid (11 x 17 in.) Tabloid Extra (12 x 18 in.)
Trays 3 and 4 of the High-Capacity Tandem Tray Module Tray 6 of the High-Capacity Feeder	A4 (210 x 297 mm) JIS B5 (182 x 257 mm)	Executive (7.25 x 10.5 in.) Letter (8.5 x 11 in.)
Tray 5 (bypass tray) only	Postcard (100 x 148 mm) Postcard (148 x 200 mm) A6 (105 x 148 mm) A5 (148 x 210 mm) A4 (210 x 297 mm) A4 Oversized (223 x 297 mm) A3 (297 x 420 mm) JIS B6 (128 x 182 mm) JIS B5 (182 x 257 mm) 215 x 315 mm JIS B4 (257 x 364 mm) SRA3 (320 x 450 mm) DL envelope (110 x 220 mm) C4 envelope (229 x 324 mm) C5 envelope (162 x 229 mm)	Photo (3.5 x 5 in.) Postcard (3.5 x 5 in.) Postcard (4 x 6 in.) Postcard (5 x 7 in.) Postcard (6 x 9 in.) Statement (5.5 x 8.5 in.) 8 x 10 in. Executive (7.25 x 10.5 in.) Letter (8.5 x 11 in.) 9 x 11 in. US Folio (8.5 x 13 in.) Legal (8.5 x 14 in.) Tabloid (11 x 17 in.) Tabloid Extra (12 x 18 in.) 12 x 19 in.

Supported Paper Types and Weights for Automatic 2-Sided Printing

Paper Types	Weights
Plain	60–105 g/m ²
Bond	60–105 g/m ²
Hole Punched	60–105 g/m ²
Pre-Printed	60–105 g/m ²
Letterhead	60–105 g/m ²
Recycled	60–105 g/m ²
Heavyweight	106–169 g/m ²
Gloss	106–169 g/m ²
Extra-Heavyweight	170–220 g/m ²
Heavyweight Gloss	170–220 g/m ²

Notes:

- Do not use Reload paper of any weight for automatic 2-sided printing. Reload is paper previously laser printed or copied.
- Paper weight is limited to 220 g/m² for automatic 2-sided printing.

Supported Paper Sizes for Automatic 2-Sided Printing

Standard European Sizes	Standard North American Sizes
Postcard (148 x 200 mm)	Postcard (6 x 9 in.)
A5 (148 x 210 mm)	Statement (5.5 x 8.5 in.)
A4 (210 x 297 mm)	8 x 10 in.
A4 Oversized (223 x 297 mm)	Executive (7.25 x 10.5 in.)
A3 (297 x 420 mm)	Letter (8.5 x 11 in.)
JIS B6 (128 x 182 mm)	9 x 11 in.
JIS B5 (182 x 257 mm)	US Folio (8.5 x 13 in.)
215 x 315 mm	Legal (8.5 x 14 in.)
JIS B4 (257 x 364 mm)	Tabloid (11 x 17 in.)
SRA3 (320 x 450 mm)	Tabloid Extra (12 x 18 in.)
	12 x 19 in.

In addition to the standard sizes, you can use custom size paper for 2-sided printing as follows:

- Minimum size 128 x 140 mm (5 x 5.5 in.)
- Maximum size 320 x 483 mm (12 x 19 in.)

Supported Custom Paper Sizes

Tray Number	Paper Sizes
Printer Tray 1	Minimum: 140 x 182 mm (5.5 x 7.2 in.) Maximum: 297 x 432 mm (11.7 x 17 in.)
Trays 2–4 of the 3-Tray Module Tray 2 of the High-Capacity Tandem Tray Module Tray 2 of the 1-Tray Module	Minimum: 140 x 182 mm (5.5 x 7.2 in.) Maximum: 320 x 457 mm (12.6 x 18 in.)
Tray 5 (bypass tray) only	Minimum: 89 x 98 mm (3.5 x 3.9 in.) Maximum: 320 x 483 mm (12.6 x 19 in.)

Supported Paper Sizes for the Envelope Tray

Standard Sizes	Custom Sizes
C4 (229 x 324 mm, 9 x 12.75 in.) C5 (162 x 229 mm, 6.4 x 9.0 in.) DL (110 x 220 mm, 4.33 x 8.66 in.) 152 x 203 mm, 6 x 9 in. 229 x 305 mm, 9 x 12 in. Monarch (88 x 191 mm, 3.9 x 7.5 in.) Number 10 Commercial (241 x 105 mm, 9.5 x 4.125 in.)	Minimum: 148 x 98 mm (5.8 x 3.9 in.) Maximum: 241 x 162 mm (9.5 x 6.4 in.)

Loading Paper

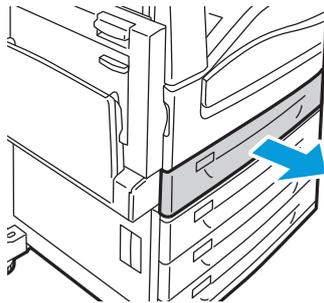
This section includes:

- Loading Paper in Trays 1–4 44
- Loading Paper in Trays 3 and 4 of the Tandem Tray Module 46
- Configuring Tray 6 in the High-Capacity Feeder 47
- Loading Paper in Tray 6 (High-Capacity Feeder) 49
- Loading Paper in Tray 5 (Bypass Tray) 50

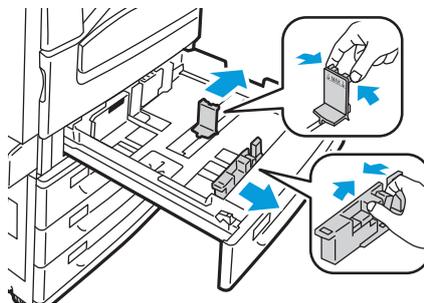
For faster print speeds, load paper 305 mm (12 in.) or shorter for long-edge feed (LEF). Load paper longer than 305 mm (12 in.) for short-edge feed (SEF).

Loading Paper in Trays 1–4

1. Pull out the tray until it stops.

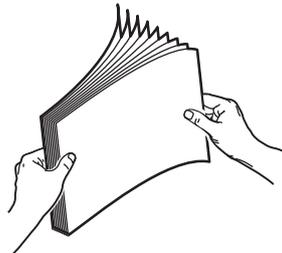


2. If necessary, move the paper tray guides further out to load the new paper.
To adjust the guides, pinch the guide lever on each guide and slide the guide to the new position.
To secure the guides in position, release the levers.



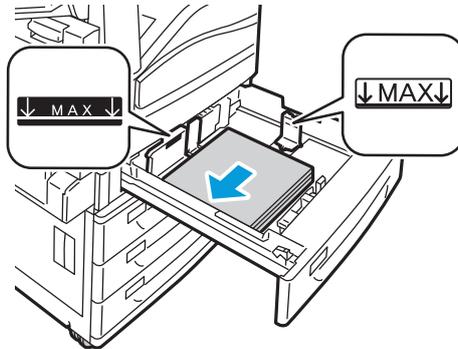
3. Fan the edges of the paper before loading it into the paper trays. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

Note: To avoid paper jams and misfeeds, do not remove paper from its packaging until necessary.

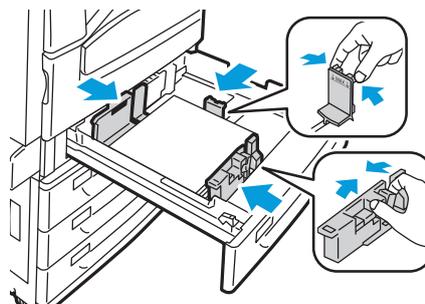


4. Load the paper against the left side of the tray.

Note: Do not load paper above the maximum fill line. Doing so can cause paper jams.



5. Slide the guides so they touch the edges of the paper.



6. Close the tray. A message appears on the control panel.
7. Verify the size, type, and color of the paper. Change the selection for any incorrect setting.
8. On the printer touch screen, touch **Confirm**.



Loading Paper in Trays 3 and 4 of the Tandem Tray Module

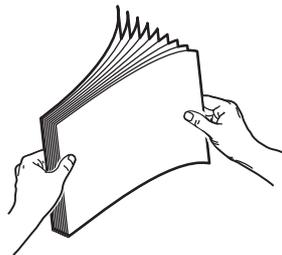
The Tandem Tray Module holds larger amounts of paper for fewer printing interruptions. It contains three trays. Tray 2 holds paper sizes up to SRA3/12 x 18 in. Trays 3 and 4 hold A4/letter size paper only.

Note: Do not load custom size paper into Tray 3 or Tray 4 of the Tandem Tray Module.

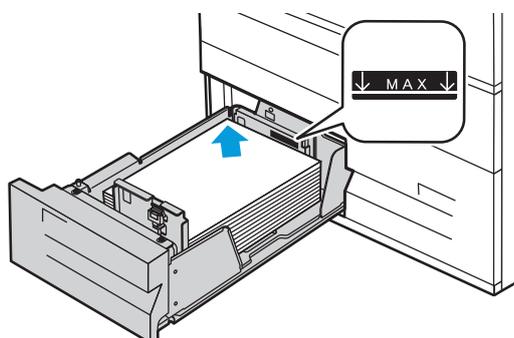
To load tray 2, see [Loading Paper in Trays 1-4](#) on page 44.

1. Pull tray 3 or tray 4 out until it stops.
2. Fan the edges of the paper before loading it into the paper trays. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

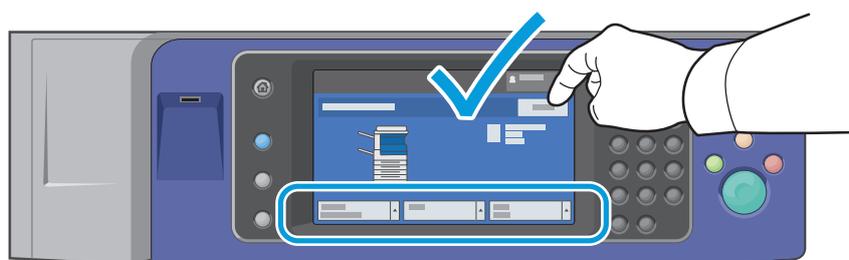
Note: To avoid paper jams and misfeeds, do not remove paper from its packaging until necessary.



3. Stack the paper against the left rear corner of the tray as shown.



4. Adjust the guides so that they touch the edges of the stack.
5. Close the tray.
6. Verify the size, type, and color of the paper. Change the selection for any incorrect setting.
7. On the printer touch screen, touch **Confirm**.



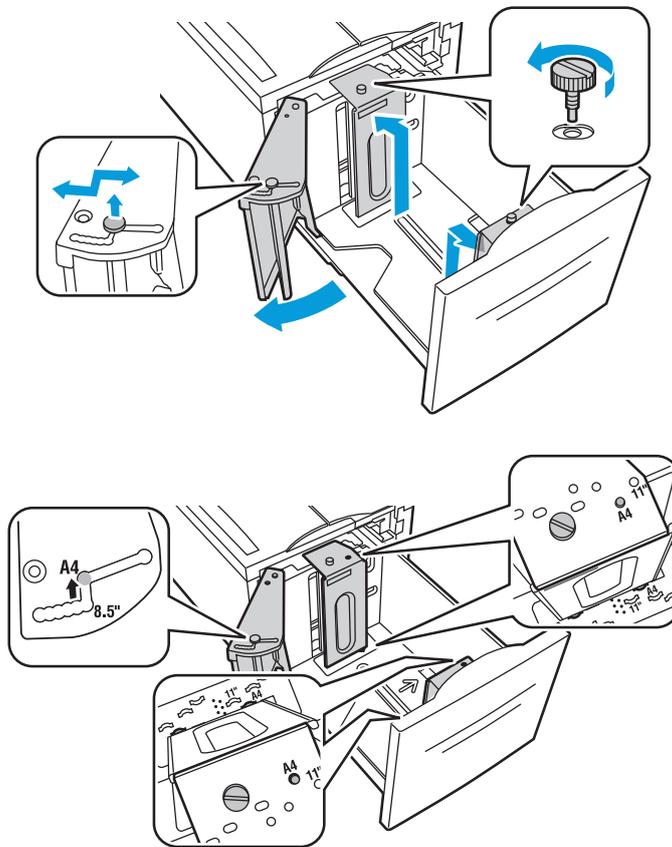
Configuring Tray 6 in the High-Capacity Feeder

Tray 6 is a dedicated high-capacity feeder. It must be configured to support the paper in use. If the tray has never been used, it must be configured for the desired paper size. If you are changing the paper size, you must reconfigure the tray for the new paper size. For details on supported paper sizes, see [Supported Paper](#) on page 38.

Before changing the drawer configuration, always compare the paper size to the Tray 6 configuration. If the paper size matches, no adjustment is needed.

Paper and Media

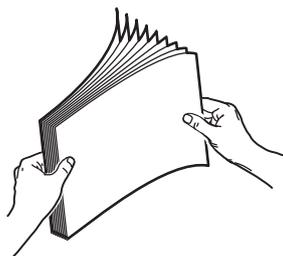
1. Remove the screw that holds the spacer plate at the back of the tray.
2. Lift the spacer plate to remove it.
3. Place the tabs at the bottom of the plate into the slots in the bottom of the drawer that correspond with the paper size.
4. Slide the top of the spacer plate to engage the peg on the back of the tray into the matching hole in the plate.
5. Install the screw to secure the spacer plate.
6. Repeat steps 1–5 for the spacer plate at the front of Tray 6.
7. Locate the pin at the top of the side gate.
8. Lift the pin and guide it to the desired paper size in the slot on top of the side gate.
9. Release the pin to lock it into place.



Loading Paper in Tray 6 (High-Capacity Feeder)

1. Pull Tray 6 out of the feeder until it stops.
2. Open the side gate until it stops.
3. Fan the edges of the paper before loading it into the paper trays. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

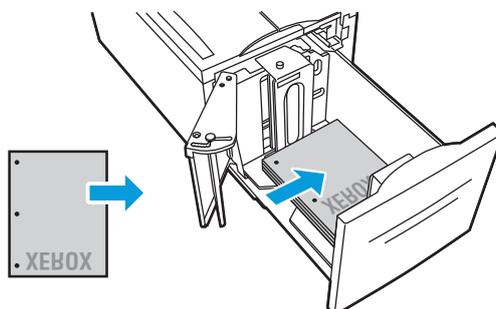
Note: To avoid paper jams and misfeeds, do not remove paper from its packaging until necessary.



4. Load the paper against the right side of the tray.

For 1-sided printing:

- Place the print side face down.
- Place pre-punched paper with the holes toward the left side of the tray.
- Place letterhead or the top of the page toward the front of the tray.



Note: Do not load paper above the maximum fill line. Overfilling can cause paper jams.

For 2-sided printing:

- Place the print side (page 1) face up.
- Place pre-punched paper with the holes toward the right side of the tray.
- Place letterhead or the top of the page toward the front of the tray.

Paper and Media

5. Slide the guides so they touch the edges of the paper.
6. Close the tray.
7. Verify the size, type, and color of the paper. Change the selection for any incorrect setting.
8. On the printer touch screen, touch **Confirm**.

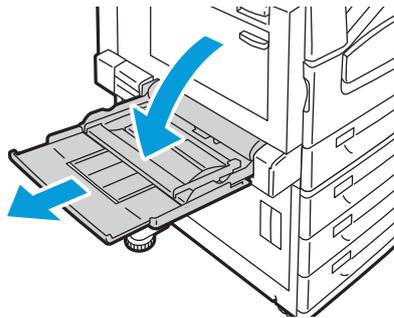


Loading Paper in Tray 5 (Bypass Tray)

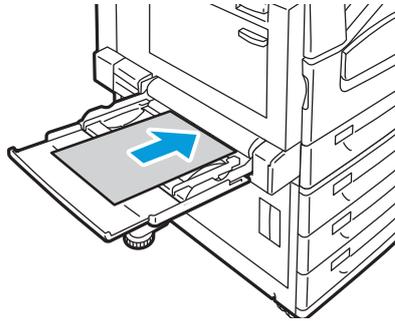
The bypass tray supports the widest variety of media types. It is primarily intended for small quantity jobs using special media. The tray extension provides support for larger paper.

Notes:

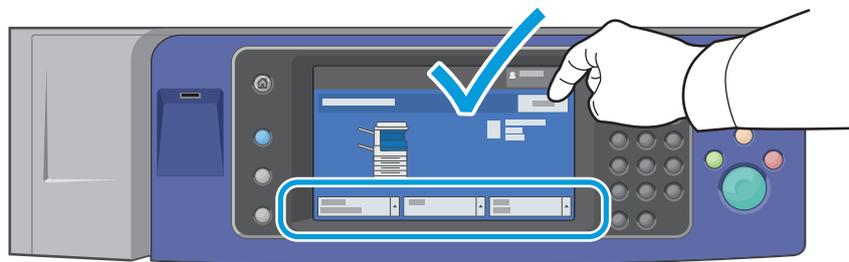
- For faster print speeds, load paper 320 mm (12.6 in.) or shorter with the long edge going into the printer (LEF).
 - Load paper longer than 320 mm (12.6 in.) with the short edge going into the printer (SEF).
 - Load hole punched paper with the holes on the trailing edge (left).
 - Do not load paper above the maximum fill line.
1. Open the bypass tray by rotating it outward.



2. Insert the paper either long edge or short edge first.



3. Center the paper, then slide the guides until they are just touching the edges of the stack.
4. Verify the size, type, and color of the paper. Change the selection for any incorrect setting.
5. On the printer touch screen, touch **Confirm**.



Printing on Special Paper

This section includes:

• Envelopes.....	52
• Labels	54
• Gloss Paper	55
• Transparencies	56

To order paper, transparencies, or other media, contact your local reseller or go to www.xerox.com/office/WC75xsupplies.

See also:

www.xerox.com/paper Recommended Media List (United States)

www.xerox.com/europaper Recommended Media List (Europe)

Envelopes

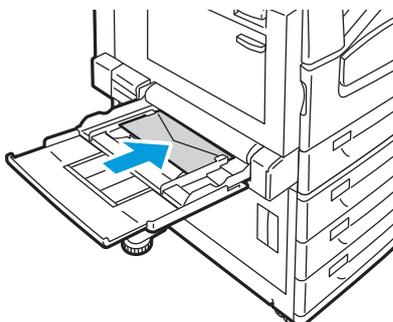
Envelopes can be printed only from tray 1 (envelope tray) or tray 5 (bypass tray).

Guidelines for Printing Envelopes

- Print quality depends on the quality and construction of the envelopes. Try another envelope brand if you do not get desired results.
- Maintain constant temperatures and relative humidity.
- Store unused envelopes in their packaging to avoid the excess moisture and dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.
- Do not use padded envelopes. Use envelopes that lie flat on a surface.
- Do not use envelopes with heat activated glue.
- Do not use envelopes with press and seal flaps.
- Remove air bubbles from the envelopes before loading them into the tray by setting a heavy book on top of them.
- In the print driver software, select Envelope as the paper type.

Loading Envelopes in Tray 5 (Bypass Tray)

1. Open the bypass tray by rotating it outward.
2. Load envelopes in the bypass tray with the flaps closed, flaps up, and flaps on the leading edge, toward the right.

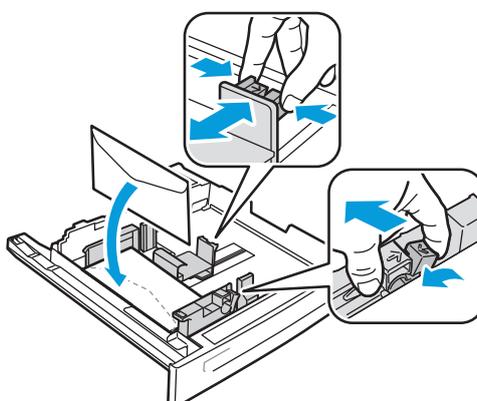


3. Center the stack, then slide the guides until they are just touching the edges of the stack.
4. Verify the size, type, and color of the paper. Change the selection for any incorrect setting.
5. On the printer touch screen, touch **Confirm**.



Loading the Envelope Tray

1. Pull out the envelope tray until it stops.
2. Load the envelopes in the envelope tray with the flaps closed, flaps down, and on the leading edge, toward the left.



3. Adjust the guides so they touch the edges of the stack.
4. Close the tray.
5. Verify the size, type, and color of the paper. Change the selection for any incorrect setting.
6. On the printer touch screen, touch **Confirm**.



Labels

Labels can be printed from trays 1–5.

Guidelines for Printing Labels

- Use labels designed for laser printing.
- Do not use vinyl labels.
- Do not feed a sheet of labels through the printer more than once.
- Do not use dry gum labels.
- Print only on one side of the sheet of labels. Use full sheet labels only.
- Store unused labels flat in their original packaging. Leave the sheets of labels inside the original packaging until ready to use. Return any unused sheets of labels to the original packaging and reseal it.
- Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing them in extreme conditions can cause print-quality problems or cause them to jam in the printer.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam in the printer.
- Extra Heavyweight Labels can only be fed from tray 5 (bypass tray).
- In the print driver software, select Labels, Heavyweight Labels, or Extra Heavyweight Labels as the paper type.



CAUTION: Do not use any sheet where labels are missing, curled, or pulled away from the backing sheet. It could damage the printer.

Loading Labels in Tray 5 (Bypass Tray)

1. Remove all paper from the tray before loading labels.
2. Load labels face down with the top of the sheet toward the front of the printer.
3. Adjust the guides so they touch the edges of the stack.
4. Verify the size, type, and color of the paper. Change the selection for any incorrect setting.
5. On the printer touch screen, touch **Confirm**.



Gloss Paper

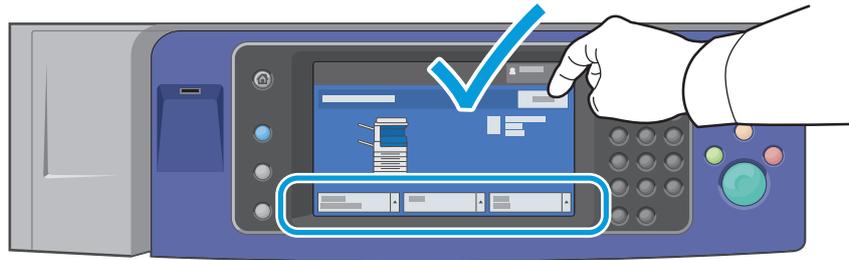
Gloss paper can be printed from any tray.

Guidelines for Printing on Gloss Paper

- Do not open sealed packages of gloss paper until you are ready to load them into the printer.
- Leave gloss paper in the original wrapper, and leave the packages in the shipping carton until ready to use.
- Remove all other paper from the tray before loading gloss paper.
- Load only the amount of gloss paper you are planning to use. Do not leave gloss paper in the tray when you are finished printing. Reinsert unused paper in the original wrapper and seal.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause gloss paper to curl and jam in the printer.
- In the print driver software, select the desired gloss paper type or select the tray loaded with the desired paper.

Loading Gloss Paper in Tray 5 (Bypass Tray)

1. Remove all other paper from the tray before loading gloss paper.
2. Load only the amount of paper you plan to use.
3. Load the paper with the glossy side or print side down.
4. Verify the size, type, and color of the paper. Change the selection for any incorrect setting.
5. On the printer touch screen, touch **Confirm**.



Transparencies

Transparencies can be printed from trays 1–5. For best results, use only recommended Xerox® transparencies.

⚠ CAUTION: The Xerox® Warranty, Service Agreement, or Xerox® Total Satisfaction Guarantee does not cover damage caused by using unsupported paper or specialty media. The Xerox® Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Please contact your local representative for details.

Guidelines for Printing on Transparencies

- Remove all paper before loading transparencies in the tray.
- Handle transparencies by the edges using both hands. Fingerprints or creases can cause poor print quality.
- Do not load more than 20 transparencies. Overloading the tray can cause the printer to jam.
- Load transparencies face up into tray 5 (bypass tray) and face down into trays 1–4.
- Do not use transparencies with stripes on the side.
- Do not fan transparencies.
- After loading transparencies, change the paper type to Transparency on the printer touch screen.
- In the print driver software, select Transparency as the paper type.

Printing

5

This chapter includes:

- [Printing Overview](#) 58
- [Selecting Printing Options](#)..... 59
- [Printing Features](#) 63

Printing Overview

Before printing, your computer and the printer must be plugged in, turned on, and connected to an active network. Make sure that you have the correct print driver software installed on your computer. For details, see [Installing the Software](#) on page 32.

1. Select the appropriate paper.
2. Load paper in the appropriate tray. On the printer control panel, specify the size, color, and type.
3. Access the print settings in your software application. For most software applications, press **CTRL+P** for Windows, or **CMD+P** for Macintosh.
4. Select your printer from the list.
5. Access the print driver settings by selecting **Properties** or **Preferences** for Windows, or **Xerox® Features** for Macintosh. The title of the button can vary depending on your application.
6. Modify the print driver settings as necessary, then click **OK**.
7. Click **Print** to send the job to the printer.

See also:

[Loading Paper](#) on page 44

[Selecting Printing Options](#) on page 59

[Printing on Both Sides of the Paper](#) on page 63

[Printing on Special Paper](#) on page 52

Selecting Printing Options

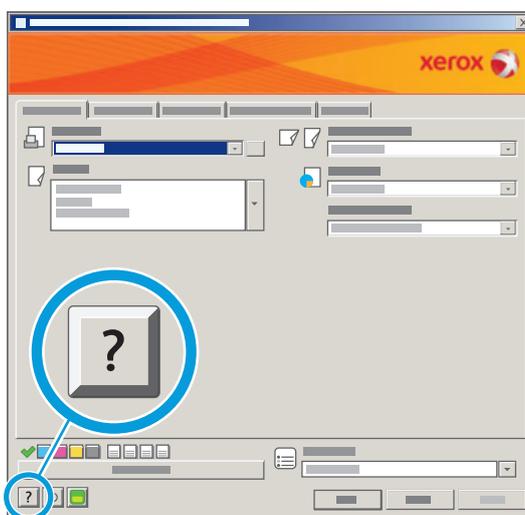
This section includes:

- [Print Driver Help](#)..... 59
- [Windows Printing Options](#)..... 60
- [Macintosh Printing Options](#)..... 61

Printing options, also called print driver software options, are specified as Printing Preferences in Windows, and Xerox® Features in Macintosh. Printing options include settings for 2-sided printing, page layout, and print quality. Printing options that are set from Printers and Faxes Printing Preferences become the default setting. Printing options that are set from within the software application are temporary. The application and the computer do not save the settings after the application is closed.

Print Driver Help

Xerox® print driver software Help information is available from the Printing Preferences window. Click the Help button (?) in the bottom left corner of the Printing Preferences window to see the Help.



Information about Printing Preferences settings appears in the Help window on three tabs:

- **Contents** provides a list of the tabs at the top and the areas at the bottom of the Printing Preferences window. Use the Contents tab to find explanations for each of the fields and areas in Printing Preferences.
- **Index** provides an alphanumeric list of help topics. Click a topic and the explanation appears in the right-side window.
- **Search** provides a field in which you can enter the topic or function for which you need information.

Windows Printing Options

Setting Default Printing Options for Windows

When you print from any software application, the printer uses the print job settings specified in the Printing Preferences window. You can specify your most common printing options and save them so that you do not have to change them every time you print.

For example, if you want to print on both sides of the paper for most jobs, specify 2-sided printing in Printing Preferences.

To select default printing options:

1. In the Windows Taskbar, click **Start > Settings > Printers and Faxes**.
2. In the Printers and Faxes folder, right-click the icon for your printer and click **Printing Preferences**.
3. Click a tab in the Printing Preferences window, select options, then click **OK** to save.

Note: For more information about Windows print driver options, click the Help button (?) in the Printing Preferences window.

Selecting Printing Options for an Individual Job for Windows

To use special printing options for a particular job, change the Printing Preferences from the application before sending the job to the printer. For example, if you want to use the Enhanced print-quality mode when printing a particular document, select Enhanced in Printing Preferences before printing the job.

1. With the document open in your software application, access the print settings. For most software applications, click **File > Print** or press **CTRL+P** for Windows.
2. Select your printer and click the **Properties** or **Preferences** button to open the Printing Preferences window. The title of the button can vary depending on your application.
3. Click a tab in the Printing Preferences window, then make selections.
4. Click **OK** to save and close the Printing Preferences window.
5. Click **Print** to send the job to the printer.

Selecting Finishing Options for Windows

If your printer has a finisher installed, select finishing options in the Printing Preferences of the print driver. In addition to stapling, the Office Finisher LX and the Professional Finisher provide hole punching. The Professional Finisher also provides collation, folding, and stapling.

To select finishing options in the PostScript and PCL print drivers:

1. In the print driver, click the **Paper/Output** tab.
2. Click the arrow to the right of the Finishing section, then select the desired finishing options.

Saving a Set of Commonly Used Printing Options for Windows

You can define and save a set of options, so that you can apply them to future print jobs.

To save a set of printing options:

1. With the document open in your application, click **File > Print**.
2. Select the printer, then click **Properties**. Click the tabs in the Printing Properties window and select the desired settings.
3. Click **Saved Settings** at the bottom of the Printing Properties window, then click **Save As**.
4. Type a name for the set of printing options, then click **OK** to save the set of options in the Saved Settings list.
5. Select the name from the list to print using these options.

Macintosh Printing Options

Selecting Printing Options for Macintosh

To use specific printing options, change the settings before sending the job to the printer.

1. With the document open in your application, click **File > Print**.
2. Select your printer from the Printers list.
3. Select **Xerox® Features** from the Copies & Pages menu.
4. Select the desired printing options from the drop-down lists.
5. Click **Print** to send the job to the printer.

Selecting Finishing Options for Macintosh

If your printer has a finisher installed, select finishing options in the Printing Preferences of the print driver. In addition to stapling, the Office Finisher LX and the Professional Finisher provide hole punching. The Professional Finisher also provides collation, folding, and stapling.

To select finishing options in the Macintosh print driver:

1. In the print driver, click **Copies & Pages**, then select **Xerox® Features**.
2. In the Paper/Output dialog box, click the arrow to the right of the Finishing section, then select the desired finishing options.

Saving a Set of Commonly Used Printing Options for Macintosh

You can define and save a set of options, so that you can apply them to future print jobs.

To save a set of printing options:

1. With the document open in your application, click **File > Print**.
2. Select your printer from the Printers list.
3. Select the desired printing options from the drop-down lists in the Print dialog box.
4. Click **Presets > Save As**.
5. Type a name for the printing options, then click **OK** to save the set of options in the Presets list.
6. To print using these options, select the name from the Presets list.

Printing

Printing Features

This section includes:

• Printing on Both Sides of the Paper	63
• Selecting Paper Options for Printing.....	64
• Printing Multiple Pages to a Single Sheet (N-Up)	64
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Printing on Both Sides of the Paper

Paper Types for Automatic 2-Sided Printing

The printer can automatically print a 2-sided document on supported paper. Before printing a 2-sided document, verify that the paper type and weight are supported.

Paper weights from 60 g/m² through 220 g/m² can be used for automatic 2-sided printing. For details, see [Supported Paper Types and Weights for Automatic 2-Sided Printing](#) on page 41.

The printer does not support the following paper and media for automatic 2-sided printing:

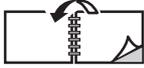
- Reload, which is paper previously laser printed or copied.
- Envelopes
- Labels
- Pre-Cut Tabs
- Gloss or Heavyweight papers heavier than 220 g/m².

Printing a 2-Sided Document

Options for Automatic 2-Sided Printing are specified in the print driver. The print driver uses the settings for portrait or landscape orientation from the application for printing the document.

2-Sided Page Layout Options

You can specify the page layout for 2-sided printing, which determines how the printed pages turn. These settings override the application page orientation settings.

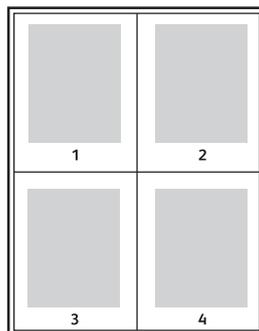
Portrait		Landscape	
			
Portrait 2-Sided Print	Portrait 2-Sided Print, Flip on Short Edge	Landscape 2-Sided Print	Landscape 2-Sided Print, Flip on Short Edge

Selecting Paper Options for Printing

There are two ways to select the paper for your print job. You can let the printer select which paper to use based on the document size, paper type, and paper color you specify. You can also select a specific tray loaded with the desired paper.

Printing Multiple Pages to a Single Sheet (N-Up)

When printing a multiple-page document, you can print more than one page on a single sheet of paper. Print 1, 2, 4, 6, 9, or 16 pages per side by selecting Pages Per Sheet (N-Up) on the Layout/Watermark tab.

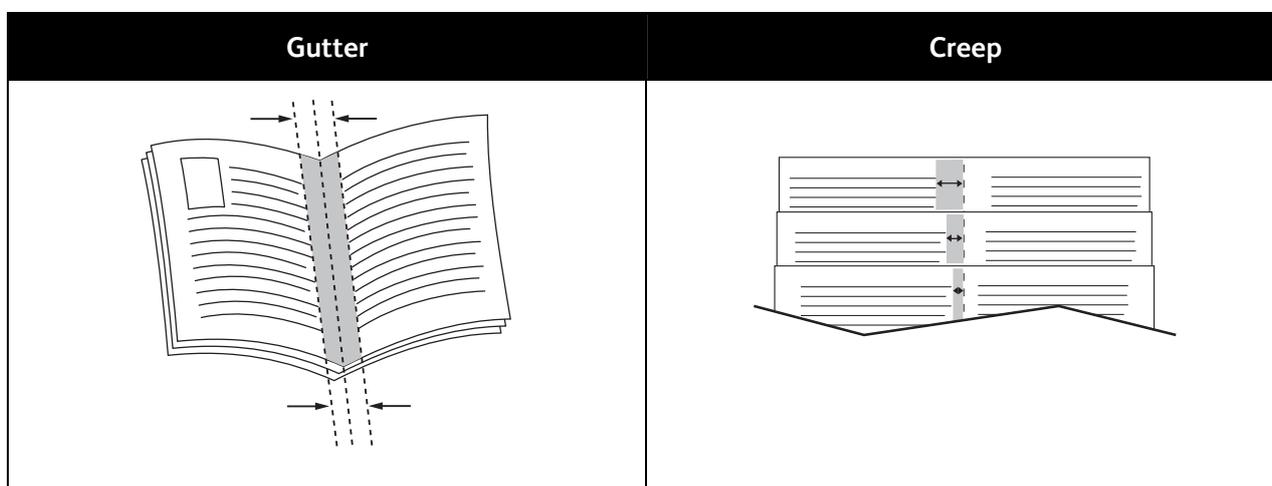


Printing Booklets

With 2-sided printing, you can print a document in the form of a small booklet. Create booklets from any paper size that is supported for 2-sided printing. The driver automatically reduces each page image and prints four page images per sheet of paper, two page images on each side. The pages are printed in the correct order so that you can fold and staple the pages to create the booklet.

When you print booklets using the Windows PostScript or Macintosh driver, you can specify the gutter and creep.

- **Gutter** specifies the horizontal distance in points between the page images. A point is 0.35 mm (1/72 in.).
- **Creep** specifies how much the page images are shifted outward, in tenths of a point. Shifting compensates for the thickness of the folded paper, which would cause the page images to shift slightly outward when folded. You can select a value from zero to 1 point.



Using Color Options

The Color Options control the way the printer uses color to produce your document. The Windows PostScript and the Macintosh drivers provide the widest range of color controls and corrections. Each system has three standard modes of color control for normal use and Custom Color Options for the more advanced users.

The three standard color modes are:

- **Automatic Color** applies the best color correction to text, graphics, and images. This setting is recommended.
- **Vivid Color** applies automatic color correction to make office colors more saturated.
- **Black and White** converts all color in the document to black and white or shades of gray.

Custom Color Options provide three ways of adjusting the colors for more specific color requirements. Click the Custom Color Options bar to open the Custom Color Options window:

- **Color By Words** provides a three step process for defining custom color correction. By making a selection from each of the three fields, you create a sentence for controlling the color characteristics of the document. You can create several sentences to more precisely control the color content of the document.

The sentence structure is made of three parts:

- **What Color to Change?** provides a drop-down list to select a color or range of colors to adjust, such as All Foliage-Green Colors.
- **How Much Change?** lets you select how much effect to make, such as A Lot More, to the selected color.
- **What Type of Change?** lets you select the type of change, such as Vivid, from the drop-down list.

As you create a Color By Words sentence, it appears in the window below the selection fields.

- **Color Correction** provides a list of commercial press, spot color, CIE, and gray image simulations from which you can select to match your document color.
- **Color Adjustments** provides a set of six sliders for adjusting the individual components of the selected colors. Use the sliders to adjust the lightness, contrast, saturation, cyan, magenta, and yellow components of the color.

Printing Cover Pages

A cover page is the first or last page of a document. You can select paper sources for the cover pages that are different from the source used for the body of a document. For example, you can use your company letterhead for the first page of a document. You can also use heavyweight paper for the first and last pages of a report. You can use any applicable paper tray as the source for printing cover pages.

Select one of these options for printing cover pages:

- **No Covers** does not print cover pages. No cover pages are added to the document.
- **Front Only** prints the first page on paper from the specified tray.
- **Back Only** prints the back page on paper from the specified tray.
- **Front and Back: Same** prints the front and back cover pages from the same tray.
- **Front and Back: Different** prints the front and back cover pages from different trays.

After making a selection for printing the cover pages, you can select the paper for the front and back covers by size, color, or type. You can also use blank or pre-printed paper, and you can print side one, side two, or both sides of the cover pages.

Printing Insert Pages

You can add blank or pre-printed insert pages before page one of each document or after designated pages within a document. Adding an insert after designated pages within a document separates sections, or acts as a marker or placeholder. Make sure that you specify the paper to use for the insert pages.

- **Insert Options** provides the options to place an insert After Page X, where X is the specified page, or Before Page 1.
- **Insert Quantity** specifies the number of pages to insert at each location.
- **Page(s)** specifies a page or a range of pages after which you want an insert added. Separate individual pages or page ranges with commas. Specify pages within a range with a hyphen. For example, to add inserts after pages 1, 6, 9, 10, and 11, type: **1, 6, 9-11**.

- **Paper** displays the default size, color, and type of paper selected in Use Job Settings for the insert pages. Use the down arrow to the right of the Paper field to select a different paper by size, color, or type.
- **Job Settings** displays the attributes of the paper selected for the print job, without the inserts.

Printing Exception Pages

You can specify the characteristics of any pages in the print job that differ from the settings used for the rest of the print job.

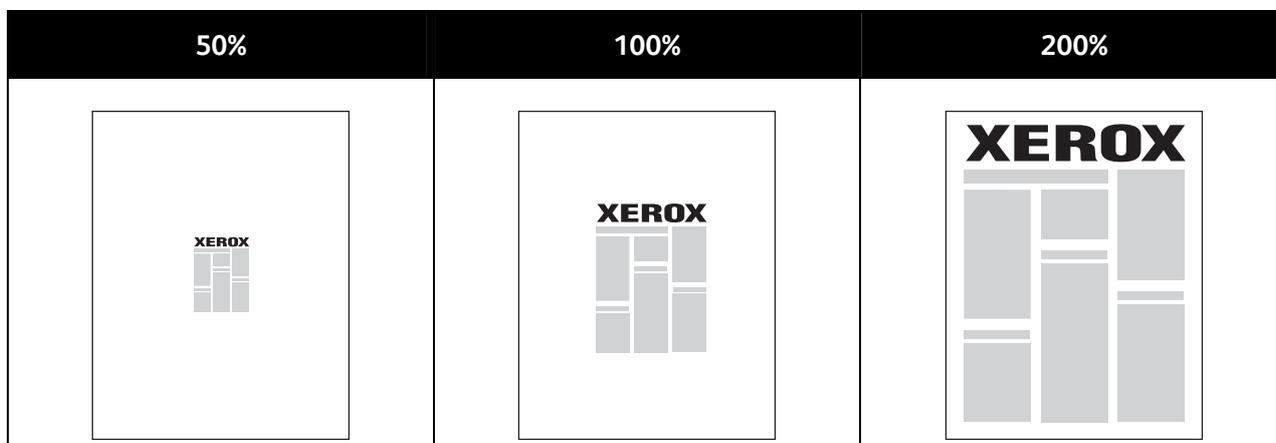
For example, your print job contains 30 pages, 5 of which you want to print on only one side of a special paper. You want the remainder of the pages printed 2-sided on regular paper.

In the Add Exceptions window, you can set the characteristics of the exception pages and select the alternate paper source:

- **Page(s)** specifies the page or range of pages in which the exception page is inserted. Separate individual pages or page ranges with commas. Specify ranges with a dash. For example, to add inserts after pages 1, 6, 9, 10, and 11, type: **1, 6, 9-11**.
- **Paper** displays the Use Job Settings default size, color, and type of paper to use for the exception pages. Click the down arrow to the right of the Paper field to select a different paper by size, color, or type.
- **2-Sided Printing.** Click the down arrow, then click the desired 2-sided printing option:
 - **1-Sided Print** prints the exception pages on one side only.
 - **2-Sided Print** prints the exception pages on both sides of the sheet of paper. The images are printed so that the job can be bound on the long edge of the sheet.
 - **2-Sided Print Flip on Short Edge** prints the exception pages on both sides of the sheet of paper. The images are printed so that the job can be bound on the short edge of the sheet.
- **Job Settings** displays the attributes of the paper for the remainder of the document.

Scaling

You can reduce the image to as little as 25 % of its original size or enlarge it as much as 400 %. The default setting is 100 %.



Printing

In Windows, the Scale Options are located in the print driver on the Paper/Output tab in the Paper field. Click the arrow at the right side of the Paper field and select Other Size to access the Scale Options:

- **No Scaling** does not increase or decrease the size of the image from the original.
- **Automatic Scaling** changes the print from one standard paper size to another standard paper size. The Original Document Size is scaled to fit on the selected output paper size shown in the Output Paper Size field.
- **Manual Scaling** changes the output print size by the percentage entered into the field under the graphic to the right of the Scale Options.

Printing Watermarks

A watermark is special purpose text that can be printed across one or more pages. For example, you can add a word like Copy, Draft, or Confidential as a watermark instead of stamping it on a document before distribution.



Using the watermark options, you can do the following:

- Create a watermark or edit an existing watermark using the Watermark Editor:
 - **Name** allows you to give the new watermark a unique name.
 - **Options** enables you to use text, time stamps, or graphics for the watermark.
 - **Text** provides a field in which you enter the text to be printed as the watermark.
 - **Font** and **Color** determine the font, size, style, and color of the watermark.
 - **Angle** sets the degree of rotation applied to the text or graphics used for the watermark.
 - **Density** defines how faint or how prominent the watermark appears on the pages.
 - **Position** from center determines the position of the watermark on the page. The default position is in the center of the printed pages.
- Place a watermark on the first page or on every page in a document.
- Print a watermark in the foreground or background or blend it with the print job.

Printing Mirror Images

If the PostScript driver is installed, you can print pages as a mirror image. Images mirror left to right when printed.

Creating and Saving Custom Sizes

You can print custom-size paper from Trays 1–5. Custom size paper settings are saved in the print driver and are available for you to select in all your applications. See [Supported Custom Paper Sizes](#) on page 38 for paper sizes that are supported for each tray.

To create and save custom sizes for Windows:

1. Click the **Paper/Output** tab of the print driver.
2. Click the arrow at the right of the Paper field, then select **Other Size > Output Paper Size > New**.
3. In the New Custom Size window, enter the height and width of the new size, then select the units.
4. Enter a title for the new size in the Name field, then click **OK** to save.

To create and save custom sizes for Macintosh:

1. In the application, click **File > Page Setup**.
2. Click **Paper Sizes**, then select **Manage Paper Sizes**.
3. In the Manage Paper Sizes window, click the plus sign (+) to add a new size.
4. Double-click **Untitled** at the top of the window and type a name for the new custom size.
5. Enter the height and width of the new custom size.
6. Click the arrow to the right of the Non-Printable Area field and select the printer from the drop-down list. Or set the top, bottom, right, and left margins for User Defined margins.
7. Click **OK** to save the settings.

Selecting Job Completion Notification for Windows

You can select to be notified when your job finishes printing. A message appears on your computer screen with the name of the job and the name of the printer where it was printed.

Note: This feature is only available on a Windows computer printing to a network printer.

To select job completion notification:

1. In the print driver, click **More Status** at the bottom of any tab.
2. In the Status window, click **Notification**, then click the desired option.
3. Close the Status window.

Printing Special Job Types

Secure Print

Secure Print allows the user to associate a 4–10 digit passcode number with a print job when sending it to the printer. The job is held at the printer until the same passcode number is entered at the control panel.

When printing a series of Secure Print jobs, assign a default passcode number in the Printing Preferences of the print driver. Use the default passcode number for all print jobs sent from that computer. If you must use a different passcode, you can override it in the application print driver.

Printing

To release a Secure Print job for printing:

1. At the control panel, press the **Job Status** button.
2. Touch the **Secure Print** tab.
3. Touch the corresponding print job in the list, then touch **Release**.
4. Use the keypad to enter the passcode number that you assigned to the print job.
5. Touch **Release Job** to start printing.

Sample Set

The Sample Set job type allows you to print a sample copy of a multiple-copy job and hold the remaining copies at the printer. After you review the sample copy, you can select the job name from the printer control panel to print the additional copies.

To release the remainder of prints after printing a sample set:

1. Press the **Job Status** button. A list of pending print jobs appears on the Active Jobs window.
2. Touch the corresponding print job in the list, then touch **Release** to start printing.

Delay Print

You can delay a print job for up to 24 hours from the original job submission time. Enter the time at which you would like the job to print. If the time you enter is earlier than the time that you submit the print job, it prints on the following day. The Delayed Print default time is midnight.

Saved Job

Saved Job allows you to save a print job to a folder on the printer. Using the controls in the Saved Jobs window, you can save the job, or you can print and save the job for future use. You can also set the access to the print job as follows:

- **Public** requires no passcode and allows any user to print the file from the control panel of the printer.
- **Private** requires a passcode so that only a user with the passcode can print the file.

When the Saved Job is no longer needed, you can delete it from the control panel of the printer.

Note: The system administrator must set up this feature before you can use it. For details, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

To print a saved job:

1. Press the **Services Home** button.
2. Touch the **Print from** icon.

Note: If Print from USB is not enabled, the icon is labeled Reprint from Saved Job. If Reprint from Saved Job is not enabled, the icon is labeled Print from USB. If neither function is enabled, the icon does not appear.

3. Use the arrows to the right of the list to scroll through the list and locate the printable file. If the print file is in a folder, touch the name to open the folder.

4. Touch the name of the printable file.
5. Select the number of copies and the paper size, color, and type for the print job.
6. Press the green **Start** button.
7. Touch **Back** to go back to the last screen.
8. Touch **Browse** to look for other folders and printable files.
9. To delete a file, touch the file name and touch **Delete**.

Fax

Local Area Network (LAN) Fax allows you to send faxes from the print driver on your computer to a fax machine over a telephone line. The Fax window allows you to enter recipients, create a cover page with notes, and set options. Using the options you can select confirmation sheets, send speed, fax resolution, send time, and fax dialing options.

Notes:

- When Fax job type is selected, some features, such as Edge Enhancement, Thin Line Enhancement, and Black Enhancement, are turned off.
- Not all printer models support this feature.

Printing from a USB Flash Drive

You can print PDF, TIFF, and XPS files directly from a USB Flash Drive.

Notes:

- If USB ports are disabled, you cannot use a USB card reader for authentication, update the software, or print from a USB Flash Drive.
- The system administrator must set up this feature before you can use it. For details, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

To print from a USB Flash Drive:

1. Insert the USB Flash Drive into the control panel USB port. The Print from USB window appears. The list at the bottom of the window displays the folders and printable files on the USB Flash Drive.
2. Use the arrows to the right of the list to scroll through the list and locate the printable file. If the print file is in a folder, touch the name to open the folder.
3. Touch the name of the printable file.
4. Select the number of copies and the paper size, color, and type for the print job.
5. Press the green **Start** button.
6. Touch **Back** to go back to the last screen.
7. Touch **Browse** to look for other folders and printable files.

Copying

6

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- [Basic Copying](#) 74
- [Selecting Copy Settings](#)..... 76

Basic Copying

To make copies:

1. On the control panel, press the yellow **Clear All** button to clear previous copy settings.
2. Load your original documents:
 - Use the document glass for single pages or paper that cannot be fed using the document feeder. Place the first page of the document face down, in the top left corner of the document glass.
 - Use the document feeder for multiple or single pages. Remove any staples and paper clips from the pages and place them face up in the document feeder.
3. Press the **Services Home** button, then touch **Copy**.
4. Use the alphanumeric keypad on the control panel to enter the number of copies. The number of copies appears in the upper right corner of the touch screen.

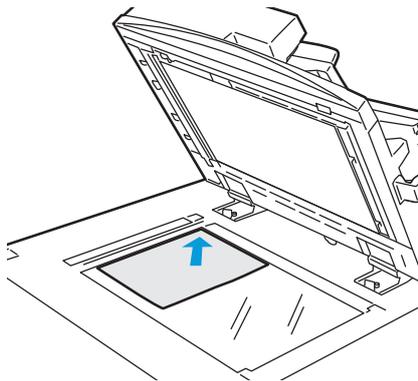
Note: To correct the number of copies entered using the alphanumeric keypad, press the **C** button, then re-enter the number.

5. If desired, change the copy settings. For details, see [Selecting Copy Settings](#) on page 76.
6. Press the green **Start** button.

Notes:

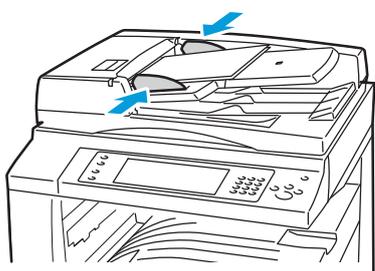
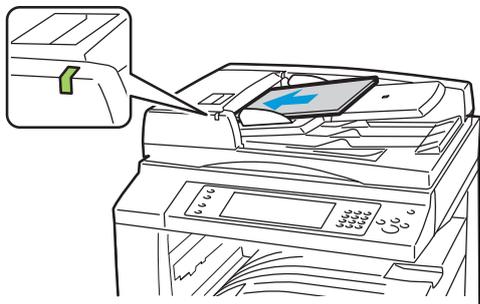
- To pause or cancel a copy job, press the red **Stop** button on the control panel.
- To interrupt a copy job, press the **Interrupt** button on the control panel.
- On the touch screen, touch **Resume** to continue the job, or **Cancel** to cancel the job completely.

Document Glass



- Lift the document feeder cover and place the first page face down in the upper left corner of the document glass.
- The original must be aligned to the matching paper size printed on the edge of the glass.
- The document glass accepts paper sizes up to 310 x 430 mm (12.25 x 17 in.).
- The document glass automatically detects standard paper sizes.

Document Feeder



- Insert originals face up, with page one on top.
- The confirmation indicator illuminates when the originals are correctly loaded.
- Adjust the paper guides so they fit against the originals.
- The document feeder accepts paper weights from 38–128 g/m² for 1-sided pages, and 50–128 g/m² for 2-sided pages.
- The document feeder accepts paper sizes from 85 x 125 mm (3.3 x 4.9 in.) to 297 x 432 mm (11.7 x 17 in.) for 1-sided pages, and 110 x 125 (4.3 x 4.9 in.) to 297 x 432 mm (11.7 x 17 in.) for 2-sided pages.
- The maximum feeder capacity is approximately 110 sheets of 80 g/m² paper.
- The document feeder automatically detects standard paper sizes.

Selecting Copy Settings

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- [Image-Quality Settings.....](#) 83
- [Layout Settings.....](#) 86
- [Output Format Settings.....](#) 89
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Basic Settings

This section includes:

- [Selecting Color or Black and White Copies](#) 77
- [Reducing or Enlarging the Image](#) 77
- [Selecting the Paper Tray](#) 78
- [Selecting 2-Sided Copy Options](#) 78
- [Selecting Collated Copies](#) 79
- [Selecting Uncollated Copies](#) 79
- [Creasing Copies](#) 79
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Selecting Color or Black and White Copies

If the original document contains color, you can create copies in full color, a single color, or in black and white.

To select the output color:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Output Color, select one of the following:
 - **Auto Detect** detects the color content in the original document. If the original is a color document, the printer makes copies in full color. If the original is a black and white document, the printer makes copies in black only.
 - **Black & White** copies in black and white only. Colors in the original are converted to shades of gray.
3. For additional options, touch **More**, then select one of the following:
 - **Auto Detect** detects the color content in the original document. If the original is a color document, the printer makes copies in full color. If the original is a black and white document, the printer makes copies in black only.
 - **Black & White** copies in black and white only. Colors in the original are converted to shades of gray.
 - **Color** copies in full color output using all four printing colors (cyan, magenta, yellow, and black).
 - **Single Color** copies in shades of a single color. Under Colors, select a color. The sample page shows your color selection.
4. Touch **Save**.

Reducing or Enlarging the Image

You can reduce the image to as little as 25 % of its original size or enlarge it as much as 400 %.

Copying

To reduce or enlarge the image:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Reduce/Enlarge, touch one of the following:
 - Minus (-) or plus (+) buttons incrementally reduce or enlarge the percentage. You are ready to make copies.
 - **Reduce/Enlarge %** allows you to use the alphanumeric keypad to type a specific value. You are ready to make copies.
3. Touch **More** for additional options.
 - a. To reduce or enlarge, touch one of the following:
 - **Proportional %** reduces or enlarges the image proportionally.
 - **Independent X-Y%** allows you to reduce or enlarge the width and length of the image by different percentages.
 - b. To select custom or preset values, touch one of the following:
 - **Proportional %** or **Independent X-Y%** allows you to specify exact values. Touch the **Up** or **Down** arrows, or touch the % field, then use the alphanumeric keypad to enter the value.
 - **Presets (X-Y%)** or **Presets (X/Y%)** allows you to select from a list of preset values.
 - c. To center the image on the page, touch **Auto Center**.
4. Touch **Save**.

Selecting the Paper Tray

Select a paper tray loaded with the desired paper to make copies on letterhead, colored paper, transparencies, or different paper sizes.

To select the tray to use for copies:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Paper Supply, touch the desired tray.
3. If the desired tray is not listed, choose another tray:
 - a. Touch **More**.
 - b. Touch the desired tray.
4. Touch **Save**.

Note: The Auto Select setting automatically selects the tray containing the correct paper size.

Selecting 2-Sided Copy Options

Use the document feeder or the document glass to copy one or both sides of a 2-sided original.

To select 2-sided copy options:

1. Press the **Services Home** button, then touch **Copy**.
2. Under 2-Sided Copying, select one of the following:
 - **1->1 Sided** scans only one side of the originals and produces 1-sided copies.
 - **1->2 Sided** scans only one side of the originals and produces 2-sided copies. To rotate the second sides, touch **Rotate Side 2**.

- **2->2 Sided** scans both sides of the originals and produces 2-sided copies. To rotate the second sides, touch **Rotate Side 2**.
 - **2->1 Sided** scans both sides of the originals and produces 1-sided copies.
3. Press the green **Start** button.
 - The document feeder automatically copies both sides of the 2-sided original.
 - A message appears on the control panel when it is time to place the next original on the document glass.

Selecting Collated Copies

You can automatically collate multi-page copy jobs. For example, when making three 1-sided copies of a six-page document, the copies are printed in this order:

1, 2, 3, 4, 5, 6; 1, 2, 3, 4, 5, 6; 1, 2, 3, 4, 5, 6

To select collated copies:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Copy Output, touch **Collated** if it is not already selected.

Selecting Uncollated Copies

Uncollated copies print in the following order:

1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5, 6, 6, 6

To select uncollated copies:

1. Press the **Services Home** button, then touch **Copy**.
2. If your printer has a finisher, under Copy Output, touch **More**.
3. Under Copy Output or Collation, touch **Uncollated**.
4. Touch **Save**.

Creasing Copies

If your printer has the Office Finisher LX with the creasing option, you can crease your copies, and fold them manually.

Note: The originals and the selected paper tray must be loaded short-edge first.

To crease your copies:

Copying

1. Press the **Services Home** button, then touch **Copy**.
2. Under Copy Output, touch **Creasing**.
3. Under Creasing Options, touch **Single Crease**.

Note: Creasing options depend on the paper size. If the desired creasing option is unavailable, touch **Paper Supply**, then select the appropriate tray, and touch **Save**.

4. To specify how the pages are creased, select one of the following options:
 - **Individually** creases each page separately.
 - **Together as a Set** creases all the pages together. Select the **Booklet Staple** check box to saddle staple the pages.
5. Touch **Advanced Settings**, and set the available options:
 - a. Under Side 1 Images, select one of the following:
 - **Image Inside Crease** prints the image inside the crease.
 - **Image Outside Crease** prints the image outside the crease.
 - b. Under Collation, select one of the following:
 - **Collated**
 - **Uncollated**
 - c. Under Originals, select one of the following:
 - **Standard** images are printed full size.
 - **Booklet Format** images are reduced and printed in booklet format.
6. To select the orientation of the originals, touch **Original Orientation** and select one of the following from the drop-down menu:
 - **Upright Images** are loaded upright into the document feeder.
 - **Sideways** Images are loaded into the document feeder with the top edge to the left.
7. Touch **Save**.

Folding Copies

If your printer has the Professional Finisher, you can automatically fold your copies.

To fold copies:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Copy Output, touch **Folding**.
3. Under Folding Options, select **Single Fold**.

Note: Folding options depend on the paper size. If the desired folding option is unavailable, touch **Paper Supply**, then select the appropriate tray and touch **Save**.

4. Under Fold Pages, select one of the following options:
 - **Individually** folds and stacks each page separately.
 - **Together as a Set** folds and stacks all the pages together. Select the **Booklet Staple** check box to staple the pages at the fold.

5. Touch **Advanced Settings**, and set the available options:
 - a. Under Side 1 Image, select one of the following:
 - **Image Inside Fold** prints the image inside the fold.
 - **Image Outside Fold** prints the image outside the fold.
 - b. Under Collation, select one of the following:
 - **Collated**
 - **Uncollated**
 - c. Under Originals, select one of the following:
 - **Standard** images are printed full size.
 - **Booklet Format** images are reduced and printed in booklet format.
6. To select the orientation of the originals, touch **Original Orientation** and select one of the following from the drop-down menu:
 - **Upright Images** are loaded upright into the document feeder.
 - **Sideways Images** are loaded into the document feeder with the top edge to the left.
7. Touch **Save**.

Hole Punching Copies

If your printer has the Professional Finisher, or the Office Finisher LX with the hole punching option, you can hole punch your copies.

Note: Some combinations of hole punching and stapling are not compatible. If a hole punch position overlaps with a staple position, that option is not available.

To select hole punching:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Copy Output, touch **More**.
3. Under Hole Punch, touch one of the following:
 - **2 Holes**
 - **3 Holes**

The sample page shows the location of the holes.

Note: Hole punching options depend on the paper size. If the desired hole punching option is unavailable, touch **Paper Supply**, then select the appropriate tray and touch **Save**. Touch **Help** for details.

4. Touch **Save**.

Stapling Copies

If your printer has the Professional Finisher or the Office Finisher LX, you can staple your copies.

Copying

Note: Some combinations of hole punching and stapling are not compatible. If a hole punch position overlaps with a staple position, that option is not available.

To select stapling:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Copy Output, select one of the following:
 - **1 Staple (Portrait)**
 - **1 Staple (Landscape)**
3. For additional stapling options, touch **More**.

Note: Stapling options depend on whether you feed the paper with the long edge or short edge entering the feeder. If the desired stapling option is unavailable, touch **Paper Supply**, then select the appropriate tray and touch **Save**. Touch **Help** for details.

4. Under Staple, select one of the available options:
 - **1 Staple**
 - **2 Staples**
 - **4 Staples**

Note: Stapling options vary, depending on the finisher.

5. To change the orientation of the page, touch **Original Orientation**, and select one of the following from the drop-down menu:
 - **Portrait Originals**
 - **Landscape Originals**
6. Touch **Save**.

Image-Quality Settings

This section includes:

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- [Adjusting Brightness, Sharpness, and Saturation](#) 83
- [Automatically Suppressing Background Variation](#) 83
- [Adjusting the Contrast](#)..... 84
- [Selecting Color Effects](#) 84
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Specifying the Original Type

The printer optimizes the image quality of the copies based on the type of images in the original document and how the original was created.

To specify the original type:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Image Quality** tab, then touch **Original Type**.
3. On the Original Type screen, select the appropriate settings:
 - On the left side of the screen, touch the content type of the original document.
 - If known, select how the original was produced.
4. Touch **Save**.

Adjusting Brightness, Sharpness, and Saturation

You can lighten or darken copies and adjust the sharpness and saturation.

To adjust the image:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Image Quality** tab, then touch **Image Options**.
3. On the Image Options screen, adjust the sliders up or down as necessary:
 - **Lighten/Darken** lightens or darkens the image.
 - **Sharpness** sharpens or softens the image.
 - **Saturation** makes the image colors more vivid or pastel.
4. Touch **Save**.

Automatically Suppressing Background Variation

When scanning originals printed on thin paper, text or images printed on one side of the paper can sometimes be seen on the other side. Use the Auto Suppression setting to reduce the sensitivity of the printer to variations in light background colors.

Copying

To change this setting:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Image Quality** tab, then touch **Image Enhancement**.
3. Under Background Suppression, touch **Auto Suppression**.
4. Touch **Save**.

Adjusting the Contrast

Contrast is the relative difference between light and dark areas in an image.

To increase or reduce the contrast of the copies:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Image Quality** tab, then touch **Image Enhancement**.
3. On the Image Enhancement screen, adjust the contrast:
 - **Auto Contrast** allows the printer to set the contrast automatically.
 - **Manual Contrast** allows you to adjust the contrast manually. Move the Manual Contrast slider up or down to increase or decrease the contrast. The middle position on the slider, Normal, does not change the contrast.
4. Touch **Save**.

Selecting Color Effects

If you have a color original, you can adjust the color of the copy using preset color effects. For example, you can adjust colors to be brighter or cooler.

To select a preset color effect:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Image Quality** tab, then touch **Color Presets**.
3. On the Color Presets screen, touch the desired preset color effect. The sample images show how the colors are adjusted.
4. Touch **Save**.

Adjusting the Color Balance

If you have a color original, you can adjust the balance of the printing colors between cyan, magenta, yellow, and black before printing your copy.

To adjust the color balance:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Image Quality** tab, then touch **Color Balance**.
3. To adjust the density levels of all four colors:
 - a. On the Color Balance screen, touch **Basic Color**.
 - b. Move the sliders to adjust the level for each color.
4. To adjust the highlight, midtone, and shadow density levels by color:
 - a. On the Color Balance screen, touch **Advanced Color**.
 - b. Touch the color you want to adjust.
 - c. Move the sliders to adjust the levels for highlights, midtones, and shadows.
 - d. Repeat the previous two steps for additional colors.
5. Touch **Save**.

Layout Settings

This section includes:

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Specifying the Orientation of the Original

If you plan to have the copies automatically stapled, specify the orientation of the original:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Original Orientation**.
3. On the Original Orientation screen, touch the desired orientation:
 - **Upright Images** and **Sideways Images** refer to the direction the originals are loaded in the document feeder.
 - **Portrait Originals** and **Landscape Originals** refer to the images on the originals.

Note: If you are using the document glass, the orientation of the original is as seen before turning it over.

4. Touch **Save**.

Specifying the Size of the Original

To scan the correct area of the original, specify the original size:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Original Size**.
3. On the Original Size screen, select one of the following:
 - **Auto Detect** allows the printer to determine the size of the original.
 - **Preset Scan Areas** specifies the area to scan when it matches a standard paper size. In the scrolling list, touch the desired paper size.
 - **Custom Scan Area** allows you to specify the height and width of the area to scan. Touch the **Height-Y** and **Width-X** arrows to specify the area.
 - **Mixed Size Originals** allows you to scan standard-size originals of varying sizes. Use the diagram on the screen to determine which original sizes can be mixed in the same job.
4. Touch **Save**.

Selecting Book Copying

When copying a book, magazine, or other bound document, you can copy either the left or right page onto a single sheet of paper. You can copy both the left and right pages onto two sheets of paper, or as a single image on one sheet of paper.

Note: You must use the document glass to make copies from books, magazines, or other bound documents. Do not place bound originals in the document feeder.

To set up book copying:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Book Copying**.
3. On the Book Copying screen, select one of the following:
 - **Off** copies both pages of an open book as one image on a single sheet of paper.
 - **Both Pages** copies the left and the right pages of an open book onto two sheets of paper. If Binding Edge Erase is required, touch the arrows to erase up to 2 in.
 - **Left Page Only** copies only the left page of an open book on a single sheet of paper. If Binding Edge Erase is required, touch the arrows to erase up to 1 in.
 - **Right Page Only** to copy only the right page of an open book on a single sheet of paper. If Binding Edge Erase is required, touch the arrows to erase up to 1 in.
4. Touch **Save**.

Shifting the Image

You can change the placement of an image on the copy page. This is useful if the image is smaller than the page size. Originals must be positioned as follows for image shift to work correctly:

- **Document Feeder:** Position originals face up, long edge entering the feeder first.
- **Document Glass:** Position originals face down, in the back-left corner of the document glass, long edge to the left.

To change the placement of the image:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Image Shift**.
3. On the Image Shift screen, select one of the following:
 - **Auto Center** centers the image on the page.
 - **Margin Shift** allows you to specify the position of the image. Touch the **Up** or **Down** and **Left** or **Right** arrows to specify the amount of shift for Side 1. Touch the **Up** or **Down** and **Left** or **Right** arrows to specify the amount of shift for Side 2, or select **Mirror Side 1**.

Note: You can use preset values that were previously saved by the system administrator. Touch **Presets** in the lower left corner of the screen, and select a preset from the drop-down menu.

4. Touch **Save**.

Erasing the Edges of Copies

You can erase content from the edges of your copies by specifying the amount to erase on the right, left, top, and bottom edges.

To erase edges on copies:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Edge Erase**.
3. On the Edge Erase screen, select one of the following:
 - **All Edges** erases all four edges by the same amount. Touch the **All Edges** arrows to specify the amount to erase from the edges.
 - **Individual Edges** specifies different amounts for the edges. Touch **Side 1**, then touch the **Left, Right, Top, and Bottom** arrows to specify the amount to erase from each edge. Touch **Side 2**, then touch the **Left, Right, Top, and Bottom** arrows to specify the amount to erase from each edge, or touch **Mirror Side 1**.

Note: You can use preset values that were previously saved by the system administrator. Touch **Presets** in the lower left corner of the screen, and select a preset from the drop-down menu.

4. Touch **Save**.

Inverting the Image

You can invert your original, as a mirror image or as a negative image. You can use one or both of these options.

To invert the image:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Invert Image**.
3. On the Invert Image screen, select the desired options:
 - **Mirror Image** reflects each image left to right on the page. The default setting is Normal Image.
 - **Negative Image** reverses the black and white values. The default setting is Positive Image.
4. Touch **Save**.

Output Format Settings

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Creating a Booklet

You can print copies in the form of a booklet. The original page images are reduced to print two images per side of each printed page. You can then fold and staple the pages manually, or automatically using the appropriate finisher.

Note: In this mode, the printer scans all of the originals before printing the copies.

To create a booklet:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Output Format** tab, then touch **Booklet Creation**.
3. On the Booklet Creation screen, touch **On**.
4. To select a paper tray:
 - a. Touch **Paper Supply**.
 - b. Touch the desired tray.
 - c. Touch **Save**.
5. If your printer has the Professional Finisher or the Office Finisher LX, under Fold & Staple, select one of the following options:
 - **Fold & Staple**
 - **Fold Only**

Note: Folding and Stapling is dependent on the paper size. If the desired option is unavailable, touch **Paper Supply**, then select the appropriate tray and touch **Save**.

6. To specify 2-sided originals:
 - a. Touch **Original Input**.
 - b. Touch **2 Sided Originals**.
7. Touch **Save**.

Including Covers

You can print the first and last pages of your copy job on different paper, such as colored or heavyweight paper. The printer selects the paper from a different tray. The covers can be blank or printed.

Note: The paper used for the covers must be the same size as the paper used for the rest of the document.

To select the type of covers and the tray to use for the cover paper:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Paper Supply, touch the tray containing the paper for the body pages of the job.

Note: If the paper supply is set to Auto Select, covers are unavailable.

3. Touch the **Output Format** tab, then touch **Special Pages**.
4. On the Special Pages screen, touch **Covers**.
5. Under Covers Options, select one of the following:
 - **Front & Back Same** includes front and back covers from the same tray.
 - **Front & Back Different** includes a front and a back cover from different trays.
 - **Front Cover Only** includes only a front cover.
 - **Back Cover Only** includes only a back cover.

Note: The Front & Back Different option includes two Printing Options menus.

6. Touch **Printing Options**.
7. From the drop-down menu that appears, select one of the following:
 - **Blank Cover** inserts a blank cover.
 - **Print on Side 1** prints on the front side of the cover.
 - **Print on Side 2** prints on the back side of the cover. To rotate the image on Side 2 by 180 degrees, touch **Rotate Side 2**.
 - **Print on Both Sides** prints on both sides of the cover. To rotate the image on Side 2 by 180 degrees, touch **Rotate Side 2**.
8. Touch **Paper Supply**, then touch the tray containing the cover paper.
9. Touch **Save**.
10. On the Covers screen, touch **Save**.
11. On the Special Pages screen, touch **Save**.

Specifying Chapter Start Pagination

If you select 2-sided copies, you can set each chapter to start on the front or back of the page. If necessary, the printer leaves one side of the paper blank so that the chapter starts on the specified side of the paper.

To set the start side of particular pages:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Paper Supply, touch the tray containing the paper for the body pages of the job.
Note: If the paper supply is set to Auto Select, Chapter Starts is unavailable.
3. Touch the **Output Format** tab, then touch **Special Pages > Chapter Starts**.
4. On the Chapter Starts screen, touch the **Page Number** field, then use the alphanumeric keypad to enter the page number.
5. Under Start Chapter, select the appropriate page:
 - **On Right Page** specifies the front side of the paper.
 - **On Left Page** specifies the back side of the paper.
6. Touch **Add**. That page is added to the list on the right side of the screen.
7. Repeat the three previous steps to set other pages.
8. Touch **Close**. The page settings appear in the list on the right side of the screen.
9. Touch **Save**.

Adding Inserts

You can insert blank pages or pre-printed sheets in specific locations in your copy job. You must specify the tray containing the inserts.

Note: The paper used for the inserts must have the same width as the paper used for the rest of the document. Inserts cannot be added if Booklet Creation is selected.

To add inserts:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Paper Supply, touch the tray containing the paper for the body pages of the job.
Note: If the paper supply is set to Auto Select, inserts cannot be added.
3. Touch the **Output Format** tab, then touch **Special Pages > Inserts**.
4. On the Inserts screen, touch the **After Page Number** field, then use the alphanumeric keypad to enter the page number.
5. Touch the **Insert Quantity** arrows to specify the number of sheets to insert at that location.
6. To specify the paper tray to use for the insert:
 - a. Touch **Paper Supply**.
 - b. Touch the desired tray.
 - c. Touch **Save**.
7. Touch **Add**. The insert appears in the list on the right side of the screen.
8. Repeat the three previous steps to add additional inserts.
9. Touch **Close**. The inserts appear in the list on the right side of the screen.

Note: To edit or delete an insert, touch the insert in the list, then touch an action in the drop-down menu.

10. Touch **Save**.

Specifying Exception Pages

You can print exception pages in a copy job using paper from a different tray. The paper used for the exception pages must be the same size as the paper used for the rest of the document.

Note: You cannot add exception pages if the paper supply is set to Auto Select, or if Booklet Creation is selected.

To specify the exception pages:

1. Press the **Services Home** button, then touch **Copy**.

Note: If the paper supply is set to Auto Select, exception pages are unavailable.

2. Under Paper Supply, touch the tray containing the paper for the body pages of the job.
3. Touch the **Output Format** tab, then touch **Special Pages > Exceptions**.
4. On the Exceptions screen, touch the beginning **Page Number** field, then use the alphanumeric keypad to enter the starting value for the range of the exception pages.
5. Touch the ending **Page Number** field, then use the alphanumeric keypad to enter the starting value for the range of exception pages.

Note: To specify a single page as an exception, enter its number as the start and end of the range.

6. To specify the paper used for the exception pages:
 - a. Touch **Paper Supply**.
 - b. Touch the tray containing paper for the exception pages.
 - c. Touch **Save**.
7. Touch **Add**. The exception pages are added to the list on the right side of the screen.
8. Repeat the four previous steps to add additional exception pages.
9. Touch **Close**. The exception pages appear in the list on the right side of the screen.

Note: To edit or delete an exception page, touch the page in the list, then touch the desired operation in the drop-down menu.

10. Touch **Save**.

Adding Annotations

You can automatically add annotations such as page numbers and the date to your copies.

Notes:

- Annotations are not added to covers, tabs, inserts, or blank chapter start pages.
- Annotations cannot be added if Booklet Creation is selected.

To add annotations:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Output Format** tab, then touch **Annotations**.
3. To insert page numbers:
 - a. On the Annotation screen, touch **Page Numbers > On**.
 - b. Touch **Apply To**, and select one of the following:
 - **All Pages**
 - **All Pages Except First**
 - c. Touch the **Starting Page Number** field, then use the alphanumeric keypad to enter the page number.
 - d. Under Position, touch an arrow to position the page number in the header or footer. The sample page shows the location of the page number.
 - e. Touch **Save**.
 - f. To change the text formatting, touch **Format & Style**, choose the desired settings, then touch **Save**.
4. To insert a comment:
 - a. Touch **Comment > On**.
 - b. Touch **Apply To**, and select one of the following:
 - **All Pages**
 - **All Pages Except First**
 - **First Page Only**
 - c. Touch an existing comment in the list.

Note: To create a new comment, touch a blank row, use the touch screen keyboard to type the text, then touch **Save**.
 - d. Under Position, touch an arrow to position the selected comment in the header or footer. The sample page shows the location of the comment.
 - e. Touch **Save**.
 - f. To change the text formatting, touch **Format & Style**, choose the desired settings, then touch **Save**.
5. To insert the current date:
 - a. Touch **Date > On**.
 - b. Touch **Apply To**, and select one of the following:
 - **All Pages**
 - **All Pages Except First**
 - **First Page Only**

Copying

- c. Under **Format**, select a format for the date.
 - d. Under **Position**, touch an arrow to position the date in the header or footer. The sample page shows the location of the date.
 - e. Touch **Save**.
 - f. To change the text formatting, touch **Format & Style**, choose the desired settings, then touch **Save**.
6. To insert a Bates Stamp:
- a. Touch **Bates Stamp > On**.
 - b. Touch the **Starting Page Number** field, then use the alphanumeric keypad to enter the starting page number. Leading zeros can be included.
 - c. Touch **Apply To**, and select one of the following:
 - **All Pages**
 - **All Pages Except First**
 - d. Touch an existing prefix in the list.
- Note:** To create a new prefix, touch a blank row, use the touch screen keyboard to type up to eight characters, then touch **Save**.
- e. Under **Position**, touch an arrow to position the Bates Stamp in the header or footer. The sample page shows the location of the Bates Stamp.
 - f. Touch **Save**.
 - g. To change the text formatting, touch **Format & Style**, choose the desired settings, then touch **Save**.
7. Touch **Save**.

Adding Transparency Separators

You can add blank sheets of paper between each printed transparency. The size and orientation of the separators must be the same as the transparencies.

Note: Transparency separators cannot be added if the paper supply is set to Auto Select.

To add transparency separators:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Output Format** tab, then touch **Transparency Separators > On**.
3. Under **Separator Supply**, touch the tray containing the paper to use for the separators. If the tray containing the separator paper is not displayed, touch **More**, touch the desired tray, then touch **Save**.
4. Under **Transparency Supply**, touch the tray containing the transparencies. If the tray containing the transparencies is not displayed, touch **More**, touch the desired tray, then touch **Save**.
5. Touch **Save**.

Printing Multiple Pages per Side

You can copy a single page and have it print multiple times onto one or both sides of the paper. The printer reduces the pages proportionally to fit.

To print multiple original pages on a side:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Output Format** tab, then touch **Page Layout > Pages per Side**.
3. Touch the number of original pages for each side of the paper. To specify a different number:
 - a. Touch **Specify Rows & Columns**.
 - b. Touch the **Rows** arrows to change the number of rows.
 - c. Touch the **Columns** arrows to change the number of columns.
 - d. Select the **Rotate** check box to rotate the page.

Note: The right side of the screen contains a diagram of the image layout.

4. Touch **Original Orientation**, then touch one of the following:
 - **Portrait Originals**
 - **Landscape Originals**
5. Touch **Save**.

Repeating an Image

You can make multiple copies of an original image on one or both sides of the paper. This is useful for duplicating a small image.

To repeat an image on a sheet of paper:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Output Format** tab, then touch **Page Layout > Repeat Image**.
3. Specify the number of images to print on the page:
 - **Preset** buttons repeat the image two, four, six, or nine times on each side of the paper.
 - **Specify Rows & Columns** allows you to determine the number of images. Touch the **Rows** or **Columns** field, then use the alphanumeric keypad to enter the number of rows and columns, or touch the arrows. Select the **Rotate** check box to rotate the paper.
 - **Auto Repeat** allows the printer to determine the maximum number of images that can fit on the currently selected paper size. Touch **Original Orientation**, and select **Upright Images** or **Sideways Images** from the drop-down menu. The sample page shows the image layout.
4. Touch **Save**.

Advanced Copying

This section includes:

- [Building a Copy Job](#)..... 96
- [Printing a Sample Copy](#)..... 96
- [Saving Copy Settings](#)..... 97
- [Retrieving Saved Copy Settings](#)..... 97

Building a Copy Job

Use this feature to produce complex copy jobs that include a variety of originals requiring different copy settings. Each segment of the job can have different copy settings. Once all the segments are programmed, scanned, and temporarily stored in the printer, the copy job prints.

To build a copy job with multiple segments:

1. Press the **Services Home** button, then touch **Copy**.
2. Program and scan the first segment:
 - a. Load the originals for the first segment.
 - b. Select the required settings, such as layout adjustments, image quality, and so on.
 - c. Touch the **Job Assembly** tab, then touch **Build Job > On**.
 - d. Select or clear the **Display this window between segments** check box.
 - e. Press the green **Start** button on the control panel.
3. Program and scan additional segments:
 - a. Load the originals for the next segment.
 - b. When the Build Job screen appears, touch **Program Next Segment**.
 - c. Using the appropriate tabs, select the required settings.
 - d. Press the green **Start** button to scan the originals for that segment.
4. Repeat the previous step for each remaining segment.
5. When all of the segments have been programmed and scanned, touch **Program Next Segment**.
6. Touch the **Job Assembly** tab, then touch **Build Job**.
7. Using the alphanumeric keypad, enter the number of copies in the **Quantity for Final Job** field.
8. In the upper right corner of the Build Job screen, touch **Print the Job**. The Job Progress screen appears.

Note: If necessary, touch **Delete > Delete Job** to cancel the job.

Printing a Sample Copy

You can print a test copy of a complex copy job, before printing multiple copies. This feature prints a single copy and holds the remaining copies. After you inspect the sample, you can print or cancel the remaining copies.

Note: The sample copy is not counted as part of the quantity selected. For example, if you select three copies, one sample copy prints, and three other copies are held until they are released for printing. The result is a total of four copies.

To print a sample copy of your copy job:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the desired copy settings.
3. Touch the **Job Assembly** tab, then touch **Sample Job > On**.
4. Touch **Save**.
5. On the control panel, press the green **Start** button. The sample copy is printed.
6. Print the remaining copies or delete the job:
 - To release and print the remaining copies of the job, touch **Release**.
 - If the sample copy is unsatisfactory, touch **Delete > Delete Job**.

Saving Copy Settings

To use a particular combination of copy settings for future copy jobs, you can save the settings with a name and retrieve them for later use.

To save the current copy settings:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Job Assembly** tab, then touch **Save Current Settings**.
3. Using the touch screen keyboard, type a name for the saved settings.
4. Touch **Save**.

Retrieving Saved Copy Settings

You can retrieve and use any previously saved copy settings for current jobs.

Note: To save the copy settings with a name, see Saving Copy Settings.

To retrieve saved settings:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Job Assembly** tab, then touch **Retrieve Saved Settings**.
3. Touch the desired saved setting.

Note: To delete a saved setting, touch the setting, then touch **Delete Settings**.
4. Touch **Load Settings**. The saved settings are loaded for the current copy job.

Scanning

7

This chapter includes:

- Basic Scanning 100
- Scanning to a Folder 103
- Scanning to Network File Repositories 106
- Scanning to Your Home Directory 108
- Setting Scan Options 109
- Scanning to a USB Flash Drive 115
- Scanning to an Email Address 116
- Scanning with the Xerox® Scan Utility 119

Basic Scanning

Scanning is an optional printer feature providing several methods for scanning and storing an original document. The scanning procedure for your printer differs from that of desktop scanners. The printer is normally connected to a network rather than a single computer, so you select a destination for the scanned image at the printer.

The printer supports the following scanning capabilities:

- Scan a document and store the image on the printer hard drive.
- Scan original document to a document repository on a network server.
- Scan original document to an email address.
- Scan original document to your home directory.
- Create scan templates and download scanned images to your computer using Xerox® Scan Utility.
- Import scanned images into applications using TWAIN and WIA.

To scan an image:

1. On the control panel, press the yellow **Clear All** button to clear previous settings.
2. Load your original documents:
 - Use the document glass for single pages or paper that cannot be fed using the document feeder. Place the first page of the document face down, in the top left corner of the document glass.
 - Use the document feeder for multiple or single pages. Remove any staples and paper clips from the pages and place them face up in the document feeder.
3. Press the **Services Home** button, then touch **Workflow Scanning**.
4. Touch the **Down** arrow, then select the template group from the menu.
5. Select the desired template from the list.
6. To change any of the scan settings, use the options at the bottom of the touch screen:
 - **Output Color**
 - **2-Sided Scanning**
 - **Original Type**
 - **Scan Presets**

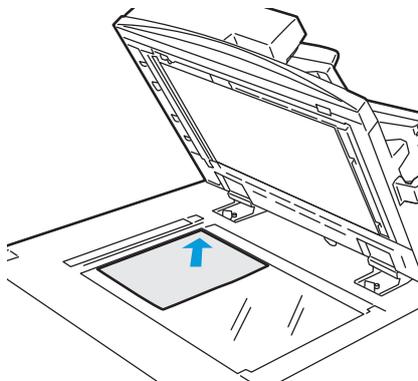
For details, see [Changing the Basic Scan Settings](#) on page 109.

7. Press the green **Start** button.

Notes:

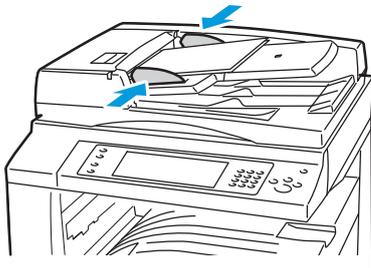
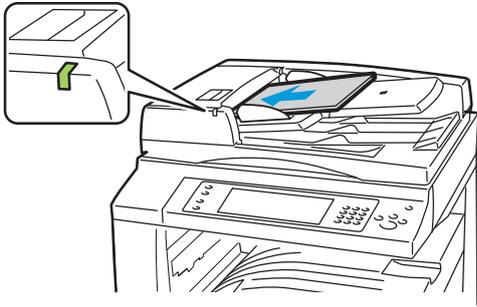
- The printer must be connected to a network to retrieve a scan file.
- The system administrator must set up this feature before you can use it. For details, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs. You can also view the Help in CentreWare Internet Services.
- Print, copy, and fax jobs can print while you are scanning original documents or downloading files from the printer hard drive.

Document Glass



- Lift the document feeder cover and place the first page face down in the upper left corner of the document glass.
- The original must be aligned to the matching paper size printed on the edge of the glass.
- The document glass accepts paper sizes up to 310 x 430 mm (12.25 x 17 in.).
- The document glass automatically detects standard paper sizes.

Document Feeder



- Insert originals face up, with page one on top.
- The confirmation indicator illuminates when the originals are correctly loaded.
- Adjust the paper guides so they fit against the originals.
- The document feeder accepts paper weights from 38–128 g/m² for 1-sided pages, and 50–128 g/m² for 2-sided pages.
- The document feeder accepts paper sizes from 85 x 125 mm (3.3 x 4.9 in.) to 297 x 432 mm (11.7 x 17 in.) for 1-sided pages, and 110 x 125 (4.3 x 4.9 in.) to 297 x 432 mm (11.7 x 17 in.) for 2-sided pages.
- The maximum feeder capacity is approximately 110 sheets of 80 g/m² paper.
- The document feeder automatically detects standard paper sizes.

Scanning to a Folder

This section includes:

- [Scanning to the Public Folder](#) 103
- [Scanning to a Private Folder](#) 104
- [Creating a Private Folder](#) 104
- [Retrieving Scan Files](#) 105

Scanning to a folder is the simplest scanning method. When you scan an image at the printer, the scan file is stored in a folder on the internal hard drive. You then use CentreWare Internet Services to retrieve the stored scan file to your computer.

The default settings create a 1-sided color .pdf document. You can change these settings using the printer control panel, or using CentreWare Internet Services at your computer. Control panel selections override the settings in CentreWare Internet Services.

Note: The system administrator must set up this feature before you can use it. For details, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

Scanning to the Public Folder

The printer provides a public folder to store scanned images. You do not need a password to scan images to the public folder, or to retrieve them. All users can view scanned documents in the public folder. You can also create a password-protected private folder. For details, see [Creating a Private Folder](#) on page 104.

To scan an image to the public folder:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **Workflow Scanning**.
3. Touch the **Down** arrow, then select **All Templates** from the menu.
4. Select the **_PUBLIC** folder from the list.
5. To change any of the scan settings, use the options at the bottom of the touch screen:
 - **Output Color**
 - **2-Sided Scanning**
 - **Original Type**
 - **Scan Presets**

For details, see [Changing the Basic Scan Settings](#) on page 109.

6. For more options, touch the **Advanced Settings** tab. For details, see [Selecting Advanced Settings](#) on page 110.
7. Press the green **Start** button. The Job Progress screen appears, and the original is scanned. The file is stored on the printer hard drive.
8. Use CentreWare Internet Services to move the file to your computer. For details, see [Retrieving Scan Files](#) on page 105.

Scanning to a Private Folder

The system administrator creates private folders on the printer. Private folders can require a password. You can use CentreWare Internet Services to create your own private folders. For details, see [Creating a Private Folder](#) on page 104.

To scan to a private folder:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **Workflow Scanning**.
3. Touch the **Down** arrow, then select **All Templates** from the menu.
4. Select the private folder from the list.
5. On the Document Management screen, touch **Enter Password for Folder**, then use the touch screen keyboard to type the password.
6. Touch **Done**.
7. Touch **Save**.

Creating a Private Folder

To create a private folder with a password:

1. At your computer, open a Web browser, type the IP address of the printer in the address field, then press **Enter** or **Return**.

Note: If you do not know the IP address for your printer, see [Finding the IP Address of the Printer](#) on page 25.

2. Click the **Scan** tab.
3. In the Display section, select **Mailboxes**.
4. In the Scan to Mailbox section, click **Create Folder**.
5. Click the **Folder Name:** field, and type a name for the folder.
6. In the Folder Password field, type a password that adheres to the password rules.
7. In the Confirm Folder Password field, type the password again.
8. Click **Apply**.

Your private folder appears in the folder list in CentreWare Internet Services and on the printer touch screen under Local Templates. The contents are stored locally on the printer hard drive.

Retrieving Scan Files

To retrieve your scanned images, use CentreWare Internet Services to copy the scan files from the printer to your computer.

To retrieve your scan files:

1. At your computer, open a Web browser, type the IP address of the printer in the address field, then press **Enter** or **Return**.

Note: If you do not know the IP address for your printer, see [Finding the IP Address of the Printer](#) on page 25.

2. Click the **Scan** tab.
3. In the Display section, select **Mailboxes**.
4. In the Scan to Mailbox section, click the folder you scanned to.
5. For a private folder, click the **Folder Password** field, type the password, then click **OK**. The Folder Contents window shows your scan file.

Note: If your image file does not appear, click **Update View**.

6. Under Action, select one of the following options from the drop-down menu, then click **Go**:
 - **Download** saves a copy of the file to your computer. When prompted, click **Save**, then navigate to the location on your computer to save the file. Open the file or close the dialog box.
 - **Reprint** prints the file on the printer without saving a copy of the file to your computer.
 - **Delete** deletes the file from the mailbox. When prompted, click **OK** to delete the file or **Cancel** to cancel the operation.

Scanning to Network File Repositories

This section includes:

- [Scanning to a Predefined Network File Repository](#) 106
- [Adding a Scan Destination](#) 106

When using this feature, the images you scan are sent to a file repository on a network server. The system administrator configures the file repository settings.

Using CentreWare Internet Services, you can add your own scan destinations to templates.

Note: The system administrator must set up this feature before you can use it. For details, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

Scanning to a Predefined Network File Repository

To scan an image and send it to a predefined network file repository:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **Workflow Scanning**.
3. Touch the **Down** arrow, then select **All Templates** from the drop-down menu.
4. Select the template created by the system administrator from the list. The template defines the scan settings as well as the destination of the image.
5. To change any of the scan settings, use the options at the bottom of the touch screen:
 - **Output Color**
 - **2-Sided Scanning**
 - **Original Type**
 - **Scan Presets**For details, see [Changing the Basic Scan Settings](#) on page 109.
6. Press the green **Start** button.

Adding a Scan Destination

To add a scan destination to a template:

1. At your computer, open a Web browser, type the IP address of the printer in the address field, then press **Enter** or **Return**.
2. Click the **Scan** tab.
3. In the Display area, select **Templates**.
4. Under Template Operations, click **Create New Template**.
5. In the New Distribution Template area, under Add Destination to Template, select the **Enter a Scan Destination** option.
6. Click the **Friendly Name:** field, and create a name for the template.
7. Under Protocol, select one of the following options:
 - **FTP**
 - **SMB**
 - **HTTP**
 - **HTTPS**
8. Select and define the appropriate settings, such as:
 - Name, IP address, and port information
 - Script path and file name
 - Document path
 - Filing policy
 - Login credentials to access the destination
 - Login name
 - Password

Note: For details, see the *System Administration Guide* at www.xerox.com/office/WC75xxdocs.

9. Click **Add**.
The template is stored on the printer hard drive.

Scanning to Your Home Directory

The Scan to Home feature allows you to scan an image to your home directory.

Note: The system administrator must set up this feature before you can use it. For details, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

To scan an image to your home directory:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **Workflow Scanning**.
3. Touch the **Down** arrow, then select **Scan to Home Templates** from the menu.
4. Select the template created by the system administrator from the list.
5. To change any of the scan settings, use the options at the bottom of the touch screen:
 - **Output Color**
 - **2-Sided Scanning**
 - **Original Type**
 - **Scan Presets**

For details, see [Changing the Basic Scan Settings](#) on page 109.

6. For more options, touch the **Advanced Settings** tab. For details, see [Selecting Advanced Settings](#) on page 110.
7. Press the green **Start** button.

Setting Scan Options

This section includes:

- [Changing the Basic Scan Settings](#) 109
- [Selecting Advanced Settings](#)..... 110
- [Selecting Layout Adjustments](#)..... 111
- [Selecting Filing Options](#)..... 112
- [Building a Scan Job](#) 113

The scanning features in your printer use templates that define the scan settings and the destination for an image.

Changing the Basic Scan Settings

To change the basic scan settings:

1. Press the **Services Home** button, then touch **Workflow Scanning**.
2. Touch **Output Color** and select one of the following options:
 - **Auto Detect** detects the color content in the original image. If the original image is color, the printer scans in full color. If the original is a black and white document, the printer scans in black only.
 - **Black & White** scans in black and white only.
 - **Grayscale** detects and scans various shades of gray.
 - **Color** scans in full color.
3. Touch **2-Sided Scanning** and select one of the following options:
 - **1-Sided** scans only one side of the original image and produces 1-sided output files.
 - **2-Sided** scans both sides of the original image.
 - **2-Sided, Rotate Side 2** scans both sides of the original image, rotating the second side.
4. Touch **Original Type** and select one of the following options:
 - **Photo & Text**
 - **Photo**
 - **Text**
 - **Map**
 - **Newspaper/Magazine**

Note: The photo and text options allow you to specify the type of original, such as printed, photocopied, photograph, inkjet, or solid ink.
5. Touch **Scan Presets** and select one of the following options:
 - **Sharing & Printing** produces small file size and normal image quality.

- **Archival - Small File Size** produces smallest file size and normal image quality.
- **OCR** Optical Character Recognition (OCR) produces large file size and highest image quality.
- **High Quality Printing** produces large file size and highest image quality.
- **Simple Scan** produces large file size with minimal image processing and compression.

Selecting Advanced Settings

Advanced settings allow you to control image options, image enhancements, scan resolution, file size, and updating of templates.

To select advanced settings:

1. Press the **Services Home** button, then touch **Workflow Scanning**.
2. Touch the **Advanced Settings** tab.
3. To adjust brightness, sharpness, and saturation:
 - a. Touch **Image Options**.
 - b. On the Image Options screen, adjust the sliders up or down as necessary:
 - **Lighten/Darken** lightens or darkens the image.
 - **Sharpness** sharpens or softens the image.
 - **Saturation** makes the image colors more vivid or pastel.
 - c. Touch **Save**.
4. To suppress background variation:
 - a. Touch **Image Enhancement**.
 - b. Under Background Suppression, touch **Auto Suppression**.
 - c. Touch **Save**.
5. To adjust the contrast:
 - a. Touch **Image Enhancement**.
 - b. On the Image Enhancement screen, select one of the following:
 - **Auto Contrast** allows the printer to set the contrast automatically.
 - **Manual Contrast** allows you to adjust the contrast manually. Move the Manual Contrast slider up or down to increase or decrease the contrast. The middle position on the slider, Normal, does not change the contrast.

- c. Touch **Save**.
6. To set the resolution:
 - a. Touch **Resolution**.
 - b. On the Resolution screen, select a resolution from 72 dpi through 600 dpi.
 - c. Touch **Save**.
7. To set the quality and file size:
 - a. Touch **Quality/File Size**.
 - b. On the Quality/File Size screen, use the slider to select a setting. The settings range from Normal Quality and Small File Size to Highest Quality and Largest File Size.
 - c. Touch **Save**.
8. To retrieve new templates and remove outdated ones:
 - a. Touch **Update Templates > Update Now**.
 - b. Touch **Confirm**.

Selecting Layout Adjustments

Layout adjustments provide additional settings for the size and orientation of the original, and erasing the edges.

To select layout adjustments:

1. Press the **Services Home** button, then touch **Workflow Scanning**.
2. Touch the **Layout Adjustment** tab.
3. To specify the orientation of the original image:
 - a. Touch **Original Orientation**.
 - b. On the Original Orientation screen, select one of the following options:
 - **Upright Images** and **Sideways Images** refer to the direction the originals are loaded in the document feeder.
 - **Portrait Originals** and **Landscape Originals** refer to the images on the originals.
 - c. Touch **Save**.
4. To scan the correct area of the original image:
 - a. Touch **Original Size**.
 - b. On the Original Size screen, select one of the following options:
 - **Auto Detect** allows the printer to determine the size of the original.
 - **Preset Scan Areas** specifies the area to scan when it matches a standard paper size. In the scrolling list, touch the desired paper size.
 - **Custom Scan Area** allows you to specify the height and width of the area to scan. Touch the **Height-Y** and **Width-X** arrows to specify the area.
 - **Mixed Size Originals** allows you to scan standard-size originals of varying sizes. Use the diagram on the screen to determine which original sizes can be mixed in the same job.

- c. Touch **Save**.
5. To specify the amount to erase from the edges of your image:
 - a. Touch **Edge Erase**.
 - b. On the Edge Erase screen, select one of the following options:
 - **All Edges** erases all four edges by the same amount. Touch the **All Edges** arrows to specify the amount to erase from the edges.
 - **Individual Edges** specifies different amounts for the edges. Touch **Side 1**, then touch the **Left, Right, Top, and Bottom** arrows to specify the amount to erase from each edge. Touch **Side 2**, then touch the **Left, Right, Top, and Bottom** arrows to specify the amount to erase from each edge, or touch **Mirror Side 1**.
 - c. Touch **Save**.

Selecting Filing Options

Filing Options provide additional settings for naming images, selecting image formats, and selecting behavior when a file name exists.

To select filing options:

1. Press the **Services Home** button, then touch **Workflow Scanning**.
2. Touch the **Filing Options** tab.
3. To define a file name prefix:
 - a. Touch **File Name**.
 - b. Use the touch screen keyboard to type a name for your image file.
 - c. Touch **Save**.
4. To select a file format:
 - a. Touch **File Format**.
 - b. On the File Format screen, select one of the following options:
 - **PDF**
 - **PDF/A**
 - **XPS**
 - **Multi-Page TIFF**
 - **TIFF (1 File per Page)**
 - **JPEG (1 File per Page)**
 - c. For PDF, PDF/A, or XPS, select one of the following options:
 - **Image Only**
 - **Searchable**

- d. For the searchable option, touch **Document Language**, then select a language from the drop-down menu.
 - e. Touch **Save**.
5. To select the action to take if a file already exists:
- a. Touch **If File Already Exists**.
 - b. On the If File Already Exists screen, select one of the following options:
 - **Add Number to Name**
 - **Add Date & Time to Name**
 - **Add to TIFF/JPEG Folder**
 - **Overwrite Existing File**
 - **Do Not Save**
 - c. Touch **Save**.
6. To define additional network locations as destinations for scanned documents:
- a. Touch **Add File Destinations**.
 - b. On the Add File Destinations screen, touch the desired destinations.
 - c. Touch **Save**.

Note: Document Management and Add File Destinations can only be modified after scanning to network file repositories or scanning to home have been set up. For details, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

Building a Scan Job

Use this feature to combine an assorted group of originals for assembly into a single scan job.

To build a scan job:

Scanning

1. Press the **Services Home** button, then touch **Workflow Scanning**.
2. Touch the **Job Assembly** tab, then touch **Build Job > On**.
3. Select or clear the **Display this window between segments** check box.
4. Program and scan the first segment:
 - a. Load the originals for the first segment.
 - b. Press the green **Start** button on the control panel.

Note: If a password is required, contact the system administrator.

5. Program and scan additional segments:
 - a. Load the originals for the next segment.
 - b. When the Build Job screen appears, touch **Program Next Segment**.
 - c. Press the green **Start** button to scan the originals for that segment.
6. Repeat the previous step for each remaining segment.

Note: At any time, you can touch **Delete Last Segment** or **Delete All Segments** to modify the job.

7. When all of the segments have been programmed and scanned, touch **Submit the Job**. The Job Progress screen appears, and the individual segments are scanned as a single job.
8. On the Job Progress screen, touch **Job Details** to view a summary of the job.

Note: If necessary, touch **Delete > Delete Job** to cancel the job.

Scanning to a USB Flash Drive

You can insert a USB Flash Drive into the printer, scan a document, and store the scanned file on the USB Flash Drive.

Note: The system administrator must set up this feature before you can use it. For details, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

To scan to a USB Flash Drive:

1. Load the original on the document glass or in the document feeder.
2. Insert your USB Flash Drive in the USB port on the printer control panel.
3. On the USB Drive Detected screen, touch **Store to USB**.
4. To change any of the scan settings, use the options at the bottom of the touch screen:
 - **Output Color**
 - **2-Sided Scanning**
 - **Original Type**
 - **Scan Presets**

For details, see [Changing the Basic Scan Settings](#) on page 109.

5. Press the green **Start** button.
The Job Progress screen appears, and the original is scanned. The file is stored on your USB Flash Drive in the root directory.
6. Remove your USB Flash Drive from the printer.

Scanning to an Email Address

This section includes:

- [Sending a Scanned Image to an Email Address](#).....116
- [Setting Email Options](#)117

When using this feature, the images you scan are sent as email attachments.

Note: The system administrator must set up this feature before you can use it. For details, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

Sending a Scanned Image to an Email Address

To scan an image and send it to an email address:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **E-mail**.
3. To enter an email address:
 - a. Touch **New Recipient**.
 - b. Touch the **Down** arrow, then select **To:** or **Cc:** or **Bcc:** from the menu.
 - c. Touch the **Enter email address and select Add** field, then use the touch screen keyboard to type the email address.
 - d. Touch **Add**.
 - e. Use the touch screen keyboard to type additional email addresses.
 - f. When you are finished, touch **Close**.
4. To enter an email address from the network address book:
 - a. Touch **Address Book**.
 - b. Use the touch screen keyboard to type part of the name, then touch **Search**.
 - c. Select the desired name from the list, then touch **Add**.
5. To add a subject line:
 - a. Touch **Subject**, then use the touch screen keyboard to type the desired text.

Note: To modify the default subject that appears, touch **Clear Text** to clear the field, or use the **Left** and **Right** arrows to edit the text.

- b. Touch **Save**.
6. To change any of the scan settings, use the options at the bottom of the touch screen:
 - **Output Color**
 - **2-Sided Scanning**

- **Original Type**
- **Scan Presets**

For details, see [Changing the Basic Scan Settings](#) on page 109.

7. Press the green **Start** button.

Setting Email Options

You can change the following email settings:

- File Name
- File Format
- Message
- Reply To

To change the email options:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **E-mail**.
3. To change any of the scan settings, use the options at the bottom of the touch screen:
 - **Output Color**
 - **2-Sided Scanning**
 - **Original Type**
 - **Scan Presets**

For details, see [Changing the Basic Scan Settings](#) on page 109.
4. Touch the **E-mail Options** tab.
5. Change the file name:
 - a. Touch **File Name**.
 - b. On the File Name screen, use the touch screen keyboard to delete or modify the default text.
 - c. Touch **Save**.
6. Change the file format:
 - a. Touch **File Format**.
 - b. On the File Format screen, select one of the following options:
 - **PDF**
 - **PDF/A**
 - **XPS**
 - **Multi-Page TIFF**
 - **TIFF (1 File per Page)**
 - **JPEG (1 File per Page)**
 - c. For PDF, PDF/A, or XPS, select one of the following options:
 - **Image Only**
 - **Searchable**

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- d. For the searchable option, touch **Document Language**, then select a language from the drop-down menu.
 - e. Touch **Save**.
7. Change the message:
 - a. Touch **Message**.
 - b. On the Message screen, use the touch screen keyboard to type a message to appear with the images.
 - c. Touch **Save**.
8. Change the Reply To address:
 - a. Touch **Reply To**.
 - b. On the Reply To screen, use the touch screen keyboard to type an email address.
 - c. Touch **Save**.
9. Press the green **Start** button.

Scanning with the Xerox® Scan Utility

This section includes:

- [Scanning Directly to Your Computer](#) 119
- [Creating and Deleting Scan Templates](#) 121
- [Managing Xerox® Scan Utility Folder and Email Profiles](#)..... 125
- [Using the Scan to Email and Copy to Folder Tools](#) 128

The Xerox® Scan Utility allows you to scan images from the printer directly to your computer. Scanned images are not stored in the printer. You can create scan templates, preview images, copy images to a folder on your computer, and copy images to email. You can also import images into Windows applications using their import and image management functions.

Note: You must install the scan drivers to use the Xerox® Scan Utility. For details, see [Installing the Software](#) on page 32.

Scanning Directly to Your Computer

To scan directly to your computer using your own template:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **Workflow Scanning**.
3. Touch the **Down** arrow, then select **All Templates** from the menu.
4. In the list, touch the scan template you created. For details about creating a template, see [Creating and Deleting Scan Templates](#) on page 121.

Note: Control panel selections override the settings in CentreWare Internet Services.

5. To change any of the scan settings, use the options at the bottom of the touch screen:
 - **Output Color**
 - **2-Sided Scanning**
 - **Original Type**
 - **Scan Presets**

For details, see [Changing the Basic Scan Settings](#) on page 109.

6. Press the green **Start** button.
7. Enter your user credentials:
 - a. On the Login Required screen, touch **OK**.
 - b. Use the touch screen keyboard to type your user name, then touch **Next**.
 - c. Type your password, then touch **Done**.

The touch screen shows the job progress. Your file is stored in the selected folder on your computer.

Scanning

Note: If scanning fails, a Workflow Scanning Confirmation Report prints, showing the failed status.

Creating and Deleting Scan Templates

This section includes:

- [Creating a Template with Image Preview](#).....121
- [Creating a Template to Scan Images to a Folder](#).....122
- [Deleting a Scan Template](#).....124

Scan driver templates include settings for output color, original size and type, resolution, file format, and sides to scan. You can also specify settings to preview images, or specify a destination folder on your computer for scanned images.

Creating a Template with Image Preview

To create a template that retains thumbnail preview images in the Xerox® Scan Utility:

1. Access the Xerox® Scan Utility on your computer using one of the following methods:
 - **Windows:** Right-click the **Xerox® Scan Utility Menu** icon in the taskbar, then select **Open Xerox® Scan Utility**. If the icon does not appear in the taskbar, click **Start > Programs > Xerox® Office Printing > Scanning > Xerox® Scan Utility**.
 - **Macintosh:** Navigate to **Applications > Xerox® > Xerox® Scan Utility**, then double-click **Xerox® Scan Utility**.
2. Click the **Scan Settings** tab, then select the desired settings for the template:
 - a. Under Output Color, select one of the following:
 - **Auto**
 - **Black and White**
 - **Color**
 - **Grayscale**
 - b. Under Original Size, select one of the following:
 - **Auto**
 - **Mixed Size Originals**
 - **Letter (8.5 x 11") LEF**
 - **Letter (8.5 x 11") SEF**
 - **Legal (8.5 x 14") SEF**
 - c. Under Resolution, select one of the following:
 - **150x150**
 - **200x200**
 - **300x300**
 - **400x400**
 - **600x600**
 - d. Under Original Type, select one of the following:
 - **Photo and Text**

Scanning

- **Photo**
 - **Text**
 - **Graphics**
- e. Under File Format, select one of the following:
- **Multi-page TIFF**
 - **Single-page TIFF**
 - **JPEG**
 - **BMP**
 - **GIF**
- f. Under Sides to Scan, select one of the following:
- **1 Sided**
 - **2 Sided**
 - **2 Sided, Rotate Side 2**
3. Click the **Preview image in Xerox® Scan Utility** option. This option sends the scanned image to the folder you specify, and the image appears on the Scan to Email and Copy to Folder tabs.
4. Under Saved Template Settings, click the **< New Saved Template Name >** field, then type a name for the new template.

Note: Spaces are not permitted in template names.

5. Specify a folder destination.
6. Click **Save**.
- The template appears in the list on the touch screen.

Note: To edit an existing template with the settings you selected, select a template from the Saved Template Settings drop-down list.

Creating a Template to Scan Images to a Folder

To create a template that places scanned images in a specific folder on your computer:

1. Access the Xerox® Scan Utility on your computer using one of the following methods:
 - **Windows:** Right-click the **Xerox® Scan Utility Menu** icon in the taskbar, then select **Open Xerox® Scan Utility**. If the icon does not appear in the taskbar, click **Start > Programs > Xerox® Office Printing > Scanning > Xerox® Scan Utility**.
 - **Macintosh:** Navigate to **Applications > Xerox® > Xerox® Scan Utility**, then double-click **Xerox® Scan Utility**.
2. Click the **Scan Settings** tab, then select the desired settings for the template:
 - a. Under Output Color, select one of the following:
 - **Auto**
 - **Black and White**
 - **Color**
 - **Grayscale**

- b. Under Original Size, select one of the following:
 - **Auto**
 - **Mixed Size Originals**
 - **Letter (8.5 x 11") LEF**
 - **Letter (8.5 x 11") SEF**
 - **Legal (8.5 x 14") SEF**
 - c. Under Resolution, select one of the following:
 - **150x150**
 - **200x200**
 - **300x300**
 - **400x400**
 - **600x600**
 - d. Under Original Type, select one of the following:
 - **Photo and Text**
 - **Photo**
 - **Text**
 - **Graphics**
 - e. Under File Format, select one of the following:
 - **Multi-page TIFF**
 - **Single-page TIFF**
 - **JPEG**
 - **BMP**
 - **GIF**
 - f. Under Sides to Scan, select one of the following:
 - **1 Sided**
 - **2 Sided**
 - **2 Sided, Rotate Side 2**
3. Click the **Send image directly to Folder** option. This option allows you to send the scanned images directly to a designated folder without first viewing the images.
 4. To create a unique file name for the scanned images in the thumbnail view, click the **Base File Name** field, then type a file name.

The Xerox[®] Scan Utility adds the scan date and time information for each image to the end of the file name.
 5. Under Save to Folder, do one of the following to specify the destination folder:
 - Type the path to the folder.
 - Click **Browse** to locate the folder.

Note: Some folders always cause the scan job to fail.

6. Select or clear the **Save a copy in Xerox® Scan Utility** check box. This option allows you to save thumbnail views in the Copy to Folder and Scan to Email tabs.
7. Under Saved Template Settings, click the **< New Saved Template Name >** field, then type a name for the new template.

Note: Spaces are not permitted in template names.

8. Click **Save**.
The template appears in the list on the printer touch screen.

Note: To edit an existing template with the settings you selected, select a template from the Saved Template Settings drop-down list.

Deleting a Scan Template

To delete a scan template from the Xerox® Scan Utility and the printer touch screen:

1. Access the Xerox® Scan Utility on your computer using one of the following methods:
 - **Windows:** Right-click the **Xerox® Scan Utility Menu** icon in the taskbar, then select **Open Xerox® Scan Utility**. If the icon does not appear in the taskbar, click **Start > Programs > Xerox® Office Printing > Scanning > Xerox® Scan Utility**.
 - **Macintosh:** Navigate to **Applications > Xerox® > Xerox® Scan Utility**, then double-click **Xerox® Scan Utility**.
2. Click the **Scan Settings** tab.
3. Under Saved Template Settings, click the **< New Saved Template Name >** field, then select the template you want to delete from the drop-down list.
4. Click **Delete**.
5. When prompted, click **Yes** to delete the template.
The template is removed from the template list in the Xerox® Scan Utility and from the template list on the printer touch screen.

Managing Xerox® Scan Utility Folder and Email Profiles

This section includes:

- [Creating or Editing Email Profiles](#) 125
- [Deleting Email Profiles](#) 125
- [Creating or Editing Folder Profiles](#) 126
- [Deleting Folder Profiles](#) 126

With the Xerox® Scan Utility, you can create profiles containing email or folder destination information. Use the profiles when sending scanned images as email attachments or copying scanned images to specific folders.

Creating or Editing Email Profiles

To create or revise an email profile:

1. Access the Xerox® Scan Utility on your computer using one of the following methods:
 - **Windows:** Right-click the **Xerox® Scan Utility Menu** icon in the taskbar, then select **Open Xerox® Scan Utility**. If the icon does not appear in the taskbar, click **Start > Programs > Xerox® Office Printing > Scanning > Xerox® Scan Utility**.
 - **Macintosh:** Navigate to **Applications > Xerox® > Xerox® Scan Utility**, then double-click **Xerox® Scan Utility**.
2. Click the **Scan to Email** tab.
3. Select one of the following options:
 - To create a new profile, type the name in the **Email Profiles** field.
 - To edit an existing profile, select a profile from the **Email Profiles** drop-down list.
4. To create a unique name for one or more of the scanned images in the thumbnail view:
 - a. Select the images.
 - b. Click the **Base Attachment Name** field, then type a file name.

Note: The Xerox® Scan Utility adds the scan date and time information for each image to the end of the file name.
5. Type the appropriate information in the following fields:
 - **To:**
 - **CC:**
 - **Subject:**
 - **Message:**
6. Click **Save**.

Deleting Email Profiles

To delete an email profile:

1. Access the Xerox® Scan Utility on your computer using one of the following methods:
 - **Windows:** Right-click the **Xerox® Scan Utility Menu** icon in the taskbar, then select **Open Xerox® Scan Utility**. If the icon does not appear in the taskbar, click **Start > Programs > Xerox® Office Printing > Scanning > Xerox® Scan Utility**.
 - **Macintosh:** Navigate to **Applications > Xerox® > Xerox® Scan Utility**, then double-click **Xerox® Scan Utility**.
2. Click the **Scan to Email** tab.
3. Select the profile you want to delete from the **Email Profiles** drop-down list.
4. Click **Delete**.
5. When prompted, click **Yes** to delete the profile.

Creating or Editing Folder Profiles

To create or revise a folder profile:

1. Access the Xerox® Scan Utility on your computer using one of the following methods:
 - **Windows:** Right-click the **Xerox® Scan Utility Menu** icon in the taskbar, then select **Open Xerox® Scan Utility**. If the icon does not appear in the taskbar, click **Start > Programs > Xerox® Office Printing > Scanning > Xerox® Scan Utility**.
 - **Macintosh:** Navigate to **Applications > Xerox® > Xerox® Scan Utility**, then double-click **Xerox® Scan Utility**.
2. Click the **Copy to Folder** tab.
3. Select one of the following options:
 - To create a new profile, type the name in the **Folder Profiles** field.
 - To edit an existing profile, select a profile from the **Folder Profiles** drop-down list.
4. To create a unique name for one or more of the scanned images in the thumbnail view:
 - a. Select the images.
 - b. Click the **Base File Name** field, then type a file name.

Note: The Xerox® Scan Utility adds the scan date and time information for each image to the end of the file name.
5. Under **Save to Folder**, do one of the following to specify the destination folder:
 - Type the path to the folder.
 - Click **Browse** to locate the folder.
6. Click **Save**.

Deleting Folder Profiles

To delete a folder profile:

1. Access the Xerox® Scan Utility on your computer using one of the following methods:
 - **Windows:** Right-click the **Xerox® Scan Utility Menu** icon in the taskbar, then select **Open Xerox® Scan Utility**. If the icon does not appear in the taskbar, click **Start > Programs > Xerox® Office Printing > Scanning > Xerox® Scan Utility**.

- **Macintosh:** Navigate to **Applications > Xerox® > Xerox® Scan Utility**, then double-click **Xerox® Scan Utility**.
2. Click the **Copy to Folder** tab.
 3. Select the profile you want to delete in the **Folder Profiles** drop-down list.
 4. Click **Delete**.
 5. When prompted, click **Yes** to delete the profile.

Using the Scan to Email and Copy to Folder Tools

This section includes:

- [Using an Email Profile](#) 128
- [Selecting New Email Settings](#) 129
- [Using a Folder Profile](#) 129
- [Deleting Image Files](#)..... 130

Use the Scan to Email or Copy to Folder tools to attach scanned images to email messages or copy them to local or network folders.

When sending scanned images as email attachments, you can use a saved email profile or manually enter the email addresses, subject line, and message text.

When copying scanned images to a folder, you can use a folder profile that has been saved with specific settings.

Using an Email Profile

To send scanned images as attachments in an email using an email profile:

1. Access the Xerox[®] Scan Utility on your computer using one of the following methods:
 - **Windows:** Right-click the **Xerox[®] Scan Utility Menu** icon in the taskbar, then select **Open Xerox[®] Scan Utility**. If the icon does not appear in the taskbar, click **Start > Programs > Xerox[®] Office Printing > Scanning > Xerox[®] Scan Utility**.
 - **Macintosh:** Navigate to **Applications > Xerox[®] > Xerox[®] Scan Utility**, then double-click **Xerox[®] Scan Utility**.
2. Click the **Scan to Email** tab.
3. Select one or more thumbnail images to send with an email.
4. Select a profile from the **Email Profiles** drop-down list.
The Attachment Base Name, To, CC, Subject, and Message fields display information from the saved profile.
Note: The Xerox[®] Scan Utility adds the scan date and time information for each image to the end of the file name.
5. If desired, click any of the fields, then type new email settings.
6. Click **Copy to Email** to open your email application.
The selected images are attached to the email message.
7. If desired, make additional changes to the email settings.
8. Send the email.

Selecting New Email Settings

To send scanned images as attachments in an email without using a profile:

1. Access the Xerox[®] Scan Utility on your computer using one of the following methods:
 - **Windows:** Right-click the **Xerox[®] Scan Utility Menu** icon in the taskbar, then select **Open Xerox[®] Scan Utility**. If the icon does not appear in the taskbar, click **Start > Programs > Xerox[®] Office Printing > Scanning > Xerox[®] Scan Utility**.
 - **Macintosh:** Navigate to **Applications > Xerox[®] > Xerox[®] Scan Utility**, then double-click **Xerox[®] Scan Utility**.
2. Click the **Scan to Email** tab.
3. Select one or more images to send with an email.
4. Click the **Base Attachment Name** field, then type a file name.
The Xerox[®] Scan Utility adds the scan date and time information for each image to the end of the file name.
5. Type the appropriate information in the following fields:
 - **To:**
 - **CC:**
 - **Subject:**
 - **Message:**
6. Click **Copy to Email** to open your email application.
The selected images are attached to the email message.
7. If desired, make additional changes to the email settings.
8. Send the email.

Using a Folder Profile

You can create a folder profile to save folder destinations that you frequently use.

To copy scanned images to a folder using a folder profile:

1. Access the Xerox[®] Scan Utility on your computer using one of the following methods:
 - **Windows:** Right-click the **Xerox[®] Scan Utility Menu** icon in the taskbar, then select **Open Xerox[®] Scan Utility**. If the icon does not appear in the taskbar, click **Start > Programs > Xerox[®] Office Printing > Scanning > Xerox[®] Scan Utility**.
 - **Macintosh:** Navigate to **Applications > Xerox[®] > Xerox[®] Scan Utility**, then double-click **Xerox[®] Scan Utility**.
2. Click the **Copy to Folder** tab.
3. Select one or more images to copy.
4. Select a profile from the **Folder Profiles** drop-down list.
5. If desired, click the **Base File Name** field, then type a different file name.
The Xerox[®] Scan Utility adds the scan date and time information for each image to the end of the file name.
6. Under **Save to Folder**, do one of the following to specify the destination folder:
 - Type the path to the folder.

- Click **Browse** to locate the folder.
7. Click **Copy to Folder** to copy the selected images to the folder.

Deleting Image Files

Scanned images displayed in the Xerox® Scan Utility are stored on your computer hard drive.

To delete scanned images that are no longer needed:

1. Access the Xerox® Scan Utility on your computer using one of the following methods:
 - **Windows:** Right-click the **Xerox® Scan Utility Menu** icon in the taskbar, then select **Open Xerox® Scan Utility**. If the icon does not appear in the taskbar, click **Start > Programs > Xerox® Office Printing > Scanning > Xerox® Scan Utility**.
 - **Macintosh:** Navigate to **Applications > Xerox® > Xerox® Scan Utility**, then double-click **Xerox® Scan Utility**.
2. Click the **Scan to Email** or **Copy to Folder** tab.
3. Select the images you want to delete.
4. Click **Delete Scanned Image**.

Faxing

8

This chapter includes:

- Basic Faxing.....132
- Sending an Embedded Fax.....134
- Sending a Server Fax.....144
- Sending an Internet Fax.....148
- Using the Address Book.....155

The system administrator must set up some fax features before you can use them. For details, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

Basic Faxing

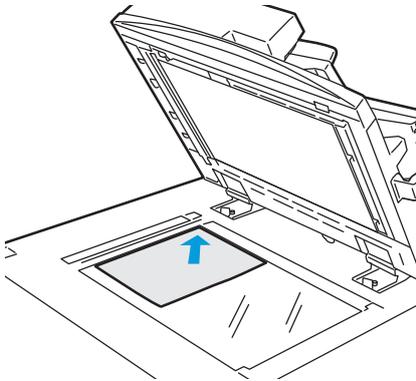
You can send a fax in one of four ways:

- **Embedded Fax:** The document is scanned and sent directly to a fax machine.
- **Server Fax:** The document is scanned and sent through an Ethernet network to a fax server, which sends the fax to a fax machine.
- **Internet Fax:** The document is scanned and emailed to a recipient.
- **Faxing from your computer:** The current print job is sent as a fax. For details, see the print driver software.

To send a fax:

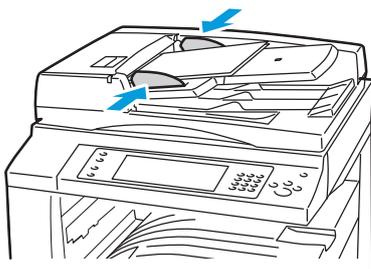
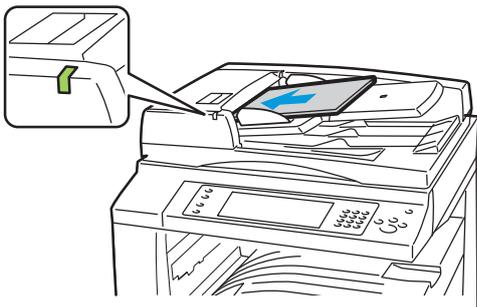
1. Load your original documents:
 - Use the document glass for single pages or paper that cannot be fed using the document feeder. Place the first page of the document face down, in the top left corner of the document glass.
 - Use the document feeder for multiple or single pages. Remove any staples and paper clips from the pages and place them face up in the document feeder.
2. Press the **Services Home** button, then touch the appropriate fax:
 - **Fax** scans the document and sends it directly to a fax machine.
 - **Server Fax** scans the document and sends it through an Ethernet network to a fax server, which sends the fax to a fax machine.
 - **Internet Fax** scans the document and emails it to a recipient.
3. Address the fax using one or more of the available options:
 - **Enter Number and Press Add**
 - **Dialing Characters**
 - **Address Book**
 - **Speed Dial**
 - **Fax Directory**
 - **New Recipient**
4. On the Fax tab, adjust the available fax options as needed:
 - **2-Sided Scanning**
 - **Original Type**
 - **Resolution**
 - **Output Color**
5. Adjust additional fax options if required. For details, see [Selecting Embedded Fax Options](#) on page 136, [Selecting Server Fax Options](#) on page 145, or [Selecting Internet Fax Options](#) on page 150.
6. Press the green **Start** button. The printer scans the pages and transmits the document when all pages have been scanned.

Document Glass



- Lift the document feeder cover and place the first page face down in the upper left corner of the document glass.
- The original must be aligned to the matching paper size printed on the edge of the glass.
- The document glass accepts paper sizes up to 310 x 430 mm (12.25 x 17 in.).
- The document glass automatically detects standard paper sizes.

Document Feeder



- Insert originals face up, with page one on top.
- The confirmation indicator illuminates when the originals are correctly loaded.
- Adjust the paper guides so they fit against the originals.
- The document feeder accepts paper weights from 38–128 g/m² for 1-sided pages, and 50–128 g/m² for 2-sided pages.
- The document feeder accepts paper sizes from 85 x 125 mm (3.3 x 4.9 in.) to 297 x 432 mm (11.7 x 17 in.) for 1-sided pages, and 110 x 125 (4.3 x 4.9 in.) to 297 x 432 mm (11.7 x 17 in.) for 2-sided pages.
- The maximum feeder capacity is approximately 110 sheets of 80 g/m² paper.
- The document feeder automatically detects standard paper sizes.

Sending an Embedded Fax

The system administrator must set up this feature before you can use it. For details, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

To send an embedded fax:

1. Load the original document in the document feeder or on the document glass.
2. Press the **Services Home** button, then touch **Fax**.
3. To address the fax, touch one or more of the following:
 - The **Enter Number and Press Add** field allows you to enter a fax number manually. Use the alphanumeric keypad to enter the number, then touch **Add**.
 - **Dialing Characters** allows you to insert characters such as a dial pause in a fax number. Use the touch screen keypad to enter the numerals and characters, then touch **Add**. Add more numbers, or touch **Close**.
 - **Address Book** allows you to select fax numbers from your Address Book. Touch the **Down** arrow, then select **Individual** or **Group** from the drop-down menu. Touch the **Up** or **Down** arrows to scroll through the list, touch the desired contact, then select **Add to Recipients** from the drop-down menu. Select and add more contacts, or touch **Close**.
 - The **Speed Dial** check box allows you to select recipients from your address book. Touch the **Enter Number and Press Add** field, then use the alphanumeric keypad to enter the three-digit speed dial number. Touch **Add**.
4. To include a cover sheet:
 - a. Touch **Cover Sheet > On**.
 - b. Touch the **To** field, use the touch screen keyboard to type the name of the recipient, then touch **Save**.
 - c. Touch the **From** field, use the touch screen keyboard to type the name of the sender, then touch **Save**.
 - d. To add a comment, do one of the following:
 - Touch an existing comment, then touch **Save**.
 - Touch an **<Available>** comment, touch **Edit**, use the touch screen keyboard to type the text, then touch **Save**.

Notes:

- To delete an existing comment, touch the comment, then touch **Clear**. Touch **Clear** to confirm the action.
 - To edit an existing comment, touch the comment, then touch **Edit**. Use the touch screen keyboard to change the comment, then touch **Save**.
5. Adjust the fax scanning options if necessary:
 - a. Touch **2-sided Scanning** and select from the drop-down menu:
 - **1-Sided**
 - **2-Sided**

- **2-Sided, Rotate Side 2**
- b. Touch **Original Type** and select from the drop-down menu:
 - **Photo & Text**
 - **Photo**
 - **Text**
 - c. Touch **Resolution** and select from the drop-down menu:
 - **Standard (200x100 dpi)**
 - **Fine (200 dpi)**
 - **Super Fine (600 dpi)**
6. If desired, select more options. For details, see [Selecting Embedded Fax Options](#) on page 136.
 7. Press the green **Start** button. The printer scans the pages and transmits the document when all pages have been scanned.

Selecting Embedded Fax Options

This section includes:

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Adjusting Brightness and Sharpness

You can lighten or darken the image, and adjust the sharpness.

To adjust the image:

1. Touch the **Image Quality** tab, then touch **Image Options**.
2. On the Image Options screen, adjust the sliders up or down as necessary:
 - **Lighten/Darken** lightens or darkens the image.
 - **Sharpness** sharpens or softens the image.
 - Touch **Save**.

Automatically Suppressing Background Variation

When scanning originals printed on thin paper, text or images printed on one side of the paper can sometimes be seen on the other side. Use the Auto Suppression setting to reduce the sensitivity of the printer to variations in light background colors.

To change this setting:

1. Touch the **Image Quality** tab, then touch **Image Enhancement**.
2. Under Background Suppression, touch **Auto Suppression**.
3. Touch **Save**.

Adjusting the Contrast

Contrast is the relative difference between light and dark areas in an image.

To increase or reduce the contrast:

1. Touch the **Image Quality** tab, then touch **Image Enhancement**.
2. On the Image Enhancement screen, adjust the contrast:
 - **Manual Contrast** allows you to adjust the contrast manually. Under Manual Contrast, move the slider up or down to increase or decrease the contrast. The middle position on the slider, Normal, does not change the contrast.
 - **Auto Contrast** allows the printer to set the contrast automatically.
3. Touch **Save**.

Specifying the Size of the Original

To scan the correct area of the original, specify the original size:

1. Touch the **Layout Adjustment** tab, then touch **Original Size**.
2. On the Original Size screen, select one of the following:
 - **Auto Detect** allows the printer to determine the size of the original.
 - **Preset Scan Areas** specifies the area to scan when it matches a standard paper size. In the scrolling list, touch the desired paper size.
 - **Custom Scan Area** allows you to specify the height and width of the area to scan. Touch the **Height-Y** and **Width-X** arrows to specify the area.
 - **Mixed Size Originals** allows you to scan standard-size originals of varying sizes. Use the diagram on the screen to determine which original sizes can be mixed in the same job.
3. Touch **Save**.

Selecting Reducing or Splitting

You can determine the method to use for handling images that are too large.

To select Reducing or Splitting:

1. Touch the **Layout Adjustment** tab, then touch **Reduce/Split**.
2. Touch one of the following options:
 - **Reduce to Fit** shrinks large documents to fit on smaller paper.
 - **Split Across Pages** continues a single image across several pages.
3. Touch **Save**.

Setting Up Book Faxing

You can determine the method used for scanning images in a book.

To select Book Faxing:

1. Touch the **Layout Adjustment** tab, then touch **Book Faxing**.
2. Touch one of the following options:
 - **Off** is the default setting.
 - **Both Pages** scans both pages of the book. If necessary, touch the **Binding Edge Erase** arrows to set the amount to erase from the binding edge.
 - **Left Page Only** scans the left page of the book. If necessary, touch the **Binding Edge Erase** arrows to set the amount to erase from the binding edge.
 - **Right Page Only** scans the right page of the book. If necessary, touch the **Binding Edge Erase** arrows to set the amount to erase from the binding edge.
3. Touch **Save**.

Requesting a Confirmation Report

You can request a report that confirms when your faxes are sent or received. The report contains information on timeouts, busy signals, and retry failures.

To set up a Confirmation Report:

1. Touch the **Fax Options** tab, then touch **Confirmation Report**.
2. Touch one of the following options:
 - **Always Print** generates a report for all fax jobs.
 - **Print on Error Only** only generates a report for fax jobs that fail to send.
3. Touch **Save**.

Selecting the Starting Rate

Select the highest starting rate unless the destination for the fax you are sending has special requirements.

To select the transmission speed for a fax:

1. Touch the **Fax Options** tab, then touch **Starting Rate**.
2. Touch one of the following options:
 - **Super G3 (33.6 Kbps)**
 - **G3 (14.4 Kbps)**
 - **Forced (4800 bps)**
3. Touch **Save**.

Sending a Delayed Fax

You can set a time in the future for the printer to send your fax job. The time delay can be from 15 minutes to 24 hours from the current time.

Note: The printer must be set to the current time before you can use this feature.

To specify the time to send your fax:

1. Touch the **Fax Options** tab, then touch **Delay Send**.
2. Touch **Specified Time** and set the time:
 - a. Touch the **Hour** field and use the keypad or touch the arrows to set a number.
 - b. Touch the **Minute** field and use the keypad or touch the arrows to set a number.
 - c. If your printer is set to display the 12-hour clock, touch **AM** or **PM**.
3. Touch **Save**. The fax is sent at the specified time.

Sending Header Text

Note: The system administrator must set up this feature before you can use it. For details, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

To include the fax header text:

1. Touch the **Fax Options** tab, then touch **Send Header Text**.
2. Touch one of the following options:
 - **Off** is the default setting.
 - **On** sends the header text with the fax.
3. Touch **Save**.

Sending a Fax to a Remote Mailbox

To store a fax in a remote mailbox:

1. Touch the **Fax Options** tab, then touch **Mailboxes**.
2. Touch **Send to Remote Mailbox**.
3. Select one of the following options to address the fax:
 - The **Fax Number** field allows you to manually enter a fax number. Use the alphanumeric keypad to enter the number, then touch **Add**.
 - **Dialing Characters** allows you to insert characters such as a Dial Pause in a fax number. Use the touch screen keypad to enter the numerals and characters, then touch **Save**.
 - **Address Book** allows you to select fax numbers from your Fax Address Book. Touch the **Up** or **Down** arrows to scroll through the list, touch the desired contact, then select **Add to Recipients** from the drop-down menu. Select and add more contacts, or touch **Close**.
4. Touch the **Mailbox Number** field, then use the alphanumeric keypad to enter the mailbox number.
5. Touch the **Mailbox Passcode** field, then use the alphanumeric keypad to enter the four-digit mailbox passcode.
6. Touch **Save**.

Storing a Fax in a Local Mailbox

Note: The system administrator must create a mailbox before you can use this feature. For details, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

To store a fax in a local mailbox:

1. Touch the **Fax Options** tab, then touch **Mailboxes**.
2. Touch **Store to Local Mailbox**.
3. Touch the **Mailbox Number** field, then use the alphanumeric keypad to enter the mailbox number.
4. Touch the **Mailbox Passcode** field, then use the alphanumeric keypad to enter the four-digit mailbox passcode.
5. Touch **Save**.

Printing Local Mailbox Documents

Note: You must have documents stored in a mailbox in order to use this feature. For details, see [Storing a Fax in a Local Mailbox](#) on page 140.

To print local mailbox documents:

1. Touch the **Fax Options** tab, then touch **Mailboxes**.
2. Touch **Print Local Mailbox Documents**.
3. Touch the **Mailbox Number** field, then use the alphanumeric keypad to enter the mailbox number.
4. Touch the **Mailbox Passcode** field, then use the alphanumeric keypad to enter the four-digit mailbox passcode.
5. Touch **Print All Documents**. The documents in the mailbox are printed.

Deleting Local Mailbox Documents

To delete all of the documents in a local mailbox:

1. Touch the **Fax Options** tab, then touch **Mailboxes**.
2. Touch **Delete Local Mailbox Documents**.
3. Touch the **Mailbox Number** field, then use the alphanumeric keypad to enter the mailbox number.
4. Touch the **Mailbox Passcode** field, then use the alphanumeric keypad to enter the four-digit mailbox passcode.
5. Touch **Delete All Documents**.
6. Touch **Delete All** to confirm the action. All documents in the mailbox are deleted.

Storing a Fax for Local or Remote Polling

Turn on Secure or Non-Secure Local Polling to make fax documents stored on one printer available for remote polling by other printers. When Secure Local Polling is on, you create a list of fax numbers that are allowed to access the stored faxes on the printer.

To store a fax:

1. Touch the **Fax Options** tab, then touch **Local Polling**.
2. Under Store for Local Polling, touch one of the following options:
 - **Non-Secure Polling** scans your originals and stores them as documents. Anyone with this fax number can access the documents.
 - **Secure Polling** scans your originals and stores them as documents. You specify the fax numbers that can access the documents.
3. For secure polling, touch one or more of the following to add fax numbers to the access list:
 - **Fax Number** field allows you to enter a fax number manually. Use the alphanumeric keyboard to enter the number, and touch **Add**.
 - **Address Book** allows you to add individual stored fax numbers to the list. Select a fax number, and select **Add to Recipients** from the drop-down menu. Touch **Close**.
 - The **Allow all Address Book fax numbers access** check box adds all stored fax numbers to the list.

Note: To modify existing entries in the access list, touch the entry, then select **Edit**, **Remove**, or **Remove All** from the drop-down menu.

4. Touch **Save**.

Printing or Deleting Faxes Stored for Polling

To print or delete stored faxes:

1. Touch the **Fax Options** tab, then touch **Local Polling**.
2. Under Stored Local Documents, touch one of the Local Polling options:
 - **Print All** prints all stored fax documents.
 - **Delete All** deletes all stored fax documents. Touch **Delete All** to confirm the action.

Polling a Remote Fax

If remote polling is turned on, you can retrieve documents that were stored using local polling on another fax machine.

Note: If Local Polling is turned on, Remote Polling is not available. To turn off Local Polling, touch **Local Polling > Off > Save**.

To poll a remote fax:

1. Touch the **Fax Options** tab, then touch **Remote Polling**.
2. Touch **Poll a Remote Fax**.
3. Select one or more options for addressing the fax:
 - The **Enter Number and Press Add** field allows you to enter a fax number manually. Use the alphanumeric keypad to enter the number, then touch **Add**.
 - The **Speed Dial** check box allows you to select recipients from your address book. Touch the **Enter Number and Press Add** field, then use the alphanumeric keypad to enter the three-digit speed dial number. Touch **Add**.

Faxing

- **Dialing Characters** allows you to insert characters such as a Dial Pause in a fax number. Use the touch screen keypad to enter the numerals and characters, then touch **Save**.
 - **Address Book** allows you to select fax numbers from your Fax Address Book. Touch the **Up** or **Down** arrows to scroll through the list, touch the desired contact, then select **Add to Recipients** from the drop-down menu. Select and add more contacts, or touch **Close**.
4. To set a later time when you want your printer to retrieve faxes from other fax machines:
 - a. Touch **Delay Send**.
 - b. Touch **Specified Time** to set the time.
 - c. Touch **Save**.
 5. Touch **Poll Now** to retrieve and print the faxes.

Note: Touch **Close** to cancel the operation.

Polling a Remote Mailbox

If remote polling is turned on, you can retrieve documents that are stored in a fax mailbox on another fax machine.

Note: If Local Polling is turned on, Remote Polling is not available. To turn off Local Polling, touch **Local Polling > Off > Save**.

To poll a remote mailbox:

1. Touch the **Fax Options** tab, then touch **Remote Polling**.
2. Touch **Poll a Remote Mailbox**.
3. To specify the fax number you want to access, do one of the following:
 - The **Fax Number** field allows you to use the alphanumeric keypad to enter the number.
 - **Dialing Characters** allows you to insert characters such as a Dial Pause in a fax number. Use the touch screen keypad to enter the numerals and characters, then touch **Save**.
 - **Address Book** allows you to select fax numbers from your Fax Address Book. Touch the **Up** or **Down** arrows to scroll through the list, touch the desired contact, then select **Add to Recipients** from the drop-down menu. Select and add more contacts, or touch **Close**.
4. Touch the **Mailbox Number** field, then use the alphanumeric keypad to enter the mailbox number.
5. Touch the **Mailbox Passcode** field, then use the alphanumeric keypad to enter the four-digit mailbox passcode.
6. Touch **Poll Now** to retrieve and print the faxes in the mailbox.

Note: Touch **Close** to cancel the operation.

Building a Fax Job

Use this feature to fax an assorted group of originals, each with different settings. Each segment is programmed and scanned, and the images are stored temporarily in the printer. Once all segments have been stored, the individual segments are faxed as a single job.

Note: You must address the fax before using this feature.

To build a fax job:

1. Touch the **Job Assembly** tab, then touch **Build Job > On**.
2. Select or clear the **Display this window between segments** check box.
3. Program and scan the first segment:
 - a. Load the originals for the first segment.
 - b. Select the required settings, such as layout adjustments, image quality, and so on.
 - c. Press the green **Start** button on the control panel.
4. Program and scan additional segments:
 - a. Load the originals for the next segment.
 - b. When the Build Job screen appears, touch **Program Next Segment**.
 - c. Using the appropriate tabs, select the required settings.
 - d. Press the green **Start** button to scan the originals for that segment.
5. Repeat the previous step for each remaining segment.

Note: At any time, you can touch **Delete Last Segment** or **Delete All Segments** to modify the job.

6. When all of the segments have been programmed and scanned, touch **Submit the Job**. The Job Progress screen appears, and the individual segments are faxed as a single job.
7. On the Job Progress screen, touch **Job Details** to view a summary of the job.

Note: If necessary, touch **Delete > Delete Job** to cancel the job.

Sending a Server Fax

If a fax server is connected to the network, you can send a document to a fax machine without requiring a dedicated telephone line.

When using the Server Fax, a document is scanned and sent to a fax repository located on the network. The fax server then sends the fax over a telephone line to a fax machine.

The system administrator must enable the Server Fax service and configure a fax repository, or filing location, before you can use this feature. For details, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

To send a server fax:

1. Load the original document in the document feeder or on the document glass.
2. Press the **Services Home** button, then touch **Server Fax**.
3. To address the fax, touch one or more options:
 - The **Enter Number and Press Add** field allows you to enter a fax number manually. Use the alphanumeric keypad to enter the number, then touch **Add**.
 - **Dialing Characters** allows you to insert characters such as a dial pause in a fax number. Use the touch screen keypad to enter the numerals and characters, then touch **Add**. Add more numbers, or touch **Close**.
 - **Fax Directory** allows you to select fax numbers from your Fax Directory. Touch the **Up** or **Down** arrows to scroll through the list, touch the desired contact, then select **Add to Recipients** from the drop-down menu. Select and add more contacts, or touch **Close**.
4. Adjust the fax scanning options if necessary:
 - a. Touch **2-sided Scanning** and select from the drop-down menu:
 - **1-Sided**
 - **2-Sided**
 - **2-Sided, Rotate Side 2**
 - b. Touch **Original Type** and select from the drop-down menu:
 - **Photo & Text**
 - **Photo**
 - **Text**
 - c. Touch **Resolution** and select from the drop-down menu:
 - **Standard (200x100 dpi)**
 - **Fine (200 dpi)**
5. If desired, select more options. For details, see [Selecting Server Fax Options](#) on page 145.
6. Press the green **Start** button. The printer scans the pages and transmits the document when all pages have been scanned.

Selecting Server Fax Options

This section includes:

- [Adjusting Brightness](#)..... 145
- [Automatically Suppressing Background Variation](#) 145
- [Adjusting the Contrast](#)..... 145
- [Specifying the Orientation of the Original](#)..... 146
- [Specifying the Size of the Original](#) 146
- [Sending a Delayed Fax](#)..... 146
- [Building a Fax Job](#)..... 147

Adjusting Brightness

You can lighten or darken the image.

To adjust the image:

1. Touch the **Image Quality** tab, then touch **Image Options**.
2. On the Image Options screen, adjust the **Lighten/Darken** slider up or down as necessary.
3. Touch **Save**.

Automatically Suppressing Background Variation

When scanning originals printed on thin paper, text or images printed on one side of the paper can sometimes be seen on the other side. Use the Auto Suppression setting to reduce the sensitivity of the printer to variations in light background colors.

To change this setting:

1. Touch the **Image Quality** tab, then touch **Image Enhancement**.
2. Under Background Suppression, touch **Auto Suppression**.
3. Touch **Save**.

Adjusting the Contrast

Contrast is the relative difference between light and dark areas in an image.

To increase or reduce the contrast:

1. Touch the **Image Quality** tab, then touch **Image Enhancement**.
2. On the Image Enhancement screen, adjust the contrast:
 - **Manual Contrast** allows you to adjust the contrast manually. Under Manual Contrast, move the slider up or down to increase or decrease the contrast. The middle position on the slider, Normal, does not change the contrast.
 - **Auto Contrast** allows the printer to set the contrast automatically.

3. Touch **Save**.

Specifying the Orientation of the Original

To specify the orientation of the original document:

1. Touch the **Layout Adjustment** tab, then touch **Original Orientation**.
2. On the Original Orientation screen, touch the desired orientation:
 - **Upright Images** and **Sideways Images** refer to the direction the originals are loaded in the document feeder.
 - **Portrait Originals** and **Landscape Originals** refer to the images on the originals.

Note: If you are using the document glass, the orientation of the original is as seen before turning it over.

3. Touch **Save**.

Specifying the Size of the Original

To scan the correct area of the original, specify the original size:

1. Touch the **Layout Adjustment** tab, then touch **Original Size**.
2. On the Original Size screen, select one of the following:
 - **Auto Detect** allows the printer to determine the size of the original.
 - **Preset Scan Areas** specifies the area to scan when it matches a standard paper size. In the scrolling list, touch the desired paper size.
 - **Custom Scan Area** allows you to specify the height and width of the area to scan. Touch the **Height-Y** and **Width-X** arrows to specify the area.
 - **Mixed Size Originals** allows you to scan standard-size originals of varying sizes. Use the diagram on the screen to determine which original sizes can be mixed in the same job.
3. Touch **Save**.

Sending a Delayed Fax

You can set a time in the future for the printer to send your fax job. The time delay can be from 15 minutes to 24 hours from the current time.

Note: The printer must be set to the current time before you can use this feature.

To specify the time to send your fax:

1. Touch the **Fax Options** tab, then touch **Delay Send**.
2. Touch **Specified Time** and set the time:
 - a. Touch the **Hour** field and use the keypad or touch the arrows to set a number.
 - b. Touch the **Minute** field and use the keypad or touch the arrows to set a number.
 - c. If your printer is set to display the 12-hour clock, touch **AM** or **PM**.
3. Touch **Save**. The fax is sent at the specified time.

Building a Fax Job

Use this feature to fax an assorted group of originals, each with different settings. Each segment is programmed and scanned, and the images are stored temporarily in the printer. Once all segments have been stored, the individual segments are faxed as a single job.

Note: You must address the fax before using this feature.

To build a fax job:

1. Touch the **Job Assembly** tab, then touch **Build Job > On**.
2. Select or clear the **Display this window between segments** check box.
3. Program and scan the first segment:
 - a. Load the originals for the first segment.
 - b. Select the required settings, such as layout adjustments, image quality, and so on.
 - c. Press the green **Start** button on the control panel.
4. Program and scan additional segments:
 - a. Load the originals for the next segment.
 - b. When the Build Job screen appears, touch **Program Next Segment**.
 - c. Using the appropriate tabs, select the required settings.
 - d. Press the green **Start** button to scan the originals for that segment.
5. Repeat the previous step for each remaining segment.

Note: At any time, you can touch **Delete Last Segment** or **Delete All Segments** to modify the job.

6. When all of the segments have been programmed and scanned, touch **Submit the Job**. The Job Progress screen appears, and the individual segments are faxed as a single job.
7. On the Job Progress screen, touch **Job Details** to view a summary of the job.

Note: If necessary, touch **Delete > Delete Job** to cancel the job.

Sending an Internet Fax

If an SMTP (email) server is connected to the network, a document can be sent to an email address. This feature eliminates the need for a dedicated telephone line and the associated service costs. When sending an Internet Fax, the document is scanned and sent to an email address.

Note: The system administrator must enable Internet Fax and configure an SMTP server before you can use this feature. For details, see the *System Administrator Guide* at www.xerox.com/office/WC75xxdocs.

To send an Internet fax:

1. Load the original on the document glass or in the document feeder.
2. Touch the **Services Home** button, then touch **Internet Fax**.
3. Address the fax:
 - a. Touch **New Recipient**.
 - b. Touch the **Down** arrow, then select **To:** or **Cc:** from the menu.
 - c. Touch the **Enter email address and select Add** field, then use the touch screen keyboard to type the email address.
 - d. Touch **Add**.
 - e. Use the touch screen keyboard to type additional email addresses.
 - f. When you are finished, touch **Close**.
4. To add a subject line:
 - a. Touch **Subject**, then use the touch screen keyboard to type the desired text.

Note: To modify the default subject that appears, touch **Clear Text** to clear the field, or use the **Left** and **Right** arrows to edit the text.

- b. Touch **Save**.
5. Adjust the Internet fax options if necessary:
 - a. Touch **Output Color** and select from the drop-down menu:
 - **Auto Detect**
 - **Black & White**
 - **Grayscale**
 - **Color**
 - b. Touch **2-sided Scanning** and select from the drop-down menu:
 - **1-Sided**
 - **2-Sided**
 - **2-Sided, Rotate Side 2**
 - c. Touch **Original Type** and select from the drop-down menu:
 - **Photo & Text**
 - **Photo**

- **Text**
 - **Map**
 - **Newspaper/Magazine**
6. Adjust fax options if necessary.
 7. Press the green **Start** button. The printer scans the pages and sends the document as an email attachment in PDF or TIFF format, when all pages have been scanned.

See also:

[Selecting Internet Fax Options](#) on page 150.

Selecting Internet Fax Options

This section includes:

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- [Automatically Suppressing Background Variation](#) 150
- [Adjusting the Contrast](#)..... 151
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Adjusting Brightness and Sharpness

You can lighten or darken the image, and adjust the sharpness.

To adjust the image:

1. Touch the **Advanced Settings** tab, then touch **Image Options**.
2. On the Image Options screen, adjust the sliders up or down as necessary:
 - **Lighten/Darken** lightens or darkens the image.
 - **Sharpness** sharpens or softens the image.
3. Touch **Save**.

Automatically Suppressing Background Variation

When scanning originals printed on thin paper, text or images printed on one side of the paper can sometimes be seen on the other side. Use the Auto Suppression setting to reduce the sensitivity of the printer to variations in light background colors.

To change this setting:

1. Touch the **Advanced Settings** tab, then touch **Image Enhancement**.
2. Under Background Suppression, touch **Auto Suppression**.
3. Touch **Save**.

Adjusting the Contrast

Contrast is the relative difference between light and dark areas in an image.

To increase or decrease the contrast:

1. Touch the **Advanced Settings** tab, then touch **Image Enhancement**.
2. On the Image Enhancement screen, adjust the contrast:
 - **Manual Contrast** allows you to adjust the contrast manually. Move the slider up or down to increase or decrease the contrast. The middle position on the slider, Normal, does not change the contrast.
 - **Auto Contrast** allows the printer to set the contrast automatically.
3. Touch **Save**.

Specifying the Orientation of the Original

To specify the orientation of the original document:

1. Touch the **Layout Adjustment** tab, then touch **Original Orientation**.
2. On the Original Orientation screen, touch the desired orientation:
 - **Upright Images** and **Sideways Images** refer to the direction the originals are loaded in the document feeder.
 - **Portrait Originals** and **Landscape Originals** refer to the images on the originals.

Note: If you are using the document glass, the orientation of the original is as seen before turning it over.

3. Touch **Save**.

Specifying the Size of the Original

To scan the correct area of the original, specify the original size:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Original Size**.
3. On the Original Size screen, select one of the following:
 - **Auto Detect** allows the printer to determine the size of the original.
 - **Preset Scan Areas** specifies the area to scan when it matches a standard paper size. In the scrolling list, touch the desired paper size.
 - **Custom Scan Area** allows you to specify the height and width of the area to scan. Touch the **Height-Y** and **Width-X** arrows to specify the area.
 - **Mixed Size Originals** allows you to scan standard-size originals of varying sizes. Use the diagram on the screen to determine which original sizes can be mixed in the same job.
4. Touch **Save**.

Setting the Resolution

To set the Internet fax resolution:

Faxing

1. Touch the **Advanced Settings** tab, then touch **Resolution**.
2. On the Resolution screen, touch the desired resolution:
 - **72 dpi** produces acceptable image quality for onscreen viewing. Smallest file size.
 - **100 dpi** produces good image quality for onscreen viewing. Small file size.
 - **150 dpi** produces good image quality for onscreen viewing. Small file size.
 - **200x100 dpi** produces good image quality. Moderate file size.
 - **200 dpi** produces good image quality. Moderate file size. The default setting.
 - **300 dpi** produces high image quality. Large file size.
 - **400 dpi** produces higher image quality. Larger file size.
 - **600 dpi** produces highest image quality. Largest file size.
3. Touch **Save**.

Setting the Quality and File Size

The Quality/File Size option lets you choose from three settings that balance the quality of the image and the size of the file. Higher quality images result in larger file sizes, which are not ideal for sharing and transmitting over the network.

To set the Internet fax quality and file size:

1. Touch the **Advanced Settings** tab, then touch **Quality/File Size**.
2. On the Quality/File Size screen, use the slider to select a setting. The settings range from Normal Quality and Small File Size to Highest Quality and Largest File Size.
3. Touch **Save**.

Specifying a File Format

To specify the Internet fax file format:

1. Touch the **Internet Fax Options** tab, then touch **File Format**.
2. On the File Format screen, select one of the following:
 - **Multi-Page TIFF** produces a multi-page Tagged Image File Format (TIFF).
 - **PDF** produces a Portable Document Format (PDF).
 - **PDF/A** produces a Portable Document Format (PDF) with embedded fonts.
3. Touch **Save**.

Including a Message

To include a message with your Internet fax:

1. Touch the **Internet Fax Options** tab, then touch **Message**.
2. Use the touch screen keyboard to type a message.
3. Touch **Save**.

Specifying a Reply To Address

To specify a reply to email address:

1. Touch the **Internet Fax Options** tab, then touch **Reply To**.
2. Use the touch screen keyboard to type an email address.
3. Touch **Save**.

Printing an Acknowledgment Report

If the status of each recipient is known, you can print a delivery status report. The printer waits for a delivery receipt from each recipient, then prints the report.

Note: The report could be delayed depending on the response time of the recipients.

To print an acknowledgment report:

1. Touch the **Internet Fax Options** tab, then touch **Acknowledgment Report**.
2. Touch **Print Report**.
3. Touch **Save**.

Building a Fax Job

Use this feature to fax an assorted group of originals, each with different settings. Each segment is programmed and scanned, and the images are stored temporarily in the printer. Once all segments have been stored, the individual segments are faxed as a single job.

Note: You must address the fax before using this feature.

To build a fax job:

Faxing

1. Touch the **Job Assembly** tab, then touch **Build Job > On**.
2. Select or clear the **Display this window between segments** check box.
3. Program and scan the first segment:
 - a. Load the originals for the first segment.
 - b. Select the required settings, such as layout adjustments, image quality, and so on.
 - c. Press the green **Start** button on the control panel.
4. Program and scan additional segments:
 - a. Load the originals for the next segment.
 - b. When the Build Job screen appears, touch **Program Next Segment**.
 - c. Using the appropriate tabs, select the required settings.
 - d. Press the green **Start** button to scan the originals for that segment.
5. Repeat the previous step for each remaining segment.

Note: At any time, you can touch **Delete Last Segment** or **Delete All Segments** to modify the job.
6. When all of the segments have been programmed and scanned, touch **Submit the Job**. The Job Progress screen appears, and the individual segments are faxed as a single job.
7. On the Job Progress screen, touch **Job Details** to view a summary of the job.

Note: If necessary, touch **Delete > Delete Job** to cancel the job.

Using the Address Book

This section includes:

- [Adding an Individual Entry](#)155
- [Adding a Group Entry](#)156
- [Editing or Deleting Speed Dial Entries](#)157
- [Using Chain Dial](#)157

Adding an Individual Entry

A total of 1000 speed dial entries can be stored in the printer.

To store multiple recipients in one speed dial entry, store the recipients as a group entry. For details, see [Adding a Group](#) on page 156.

To add an individual speed dial entry:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch **Address Book**.
3. Touch the **Down** arrow, then touch **Individuals**.
4. Touch an available Speed Dial entry, using the scroll arrows if necessary.
5. Assign a name to the entry:
 - a. Touch the **Entry Name** field, then use the touch screen keyboard to type the name.
 - b. Touch **Save**.
6. Assign a fax number to the entry:
 - a. Touch the **Fax Number** field.
 - b. Use the alphanumeric keypad to enter the number:

Note: If the fax number requires characters such as a Dial Pause, touch **Dialing Characters** to enter the characters, then touch **Save**.

7. Set the starting rate:
 - a. Under Starting Rate, touch one of the following:
 - **Super G3**
 - **G3**
 - **Forced**

Faxing

- b. Touch the corresponding speed at the bottom of the screen.
 - c. Select a rate from the drop-down menu, using the **Up** and **Down** arrows to scroll if necessary.
8. To include a cover sheet:
- a. Touch **Cover Sheet > On**.
 - b. Touch the **To** field, use the touch screen keyboard to type the name of the recipient, then touch **Save**.
 - c. Touch the **From** field, use the touch screen keyboard to type the name of the sender, then touch **Save**.
 - d. To add a comment, do one of the following:
 - Touch an existing comment, then touch **Save**.
 - Touch an **<Available>** comment, touch **Edit**, use the touch screen keyboard to type the text, then touch **Save**.

Notes:

- To delete an existing comment, touch the comment, then touch **Clear**. Touch **Clear** to confirm the action.
 - To edit an existing comment, touch the comment, then touch **Edit**. Use the touch screen keyboard to change the comment, then touch **Save**.
9. Touch **Save**.

Adding a Group Entry

To send a fax to multiple individuals, create a group speed dial entry. Groups can include both previously stored individual and group entries.

Note: Individual entries must be set up before groups can be defined. For details, see [Adding an Individual Entry](#) on page 155.

To add a group speed dial entry:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch **Address Book**.
3. Touch the **Down** arrow, then touch **Groups**.
4. Touch an available Speed Dial entry, using the scroll arrows if necessary.
5. Assign a name to the entry:
 - a. Touch the **Group Name** field, then use the touch screen keyboard to type the name.
 - b. Touch **Save**.
6. Touch **Add Recipients**.
7. Touch the **Down** arrow, then touch **Individuals** to add individual speed dial entries, or touch **Groups** to add speed dial groups.
8. Touch the desired speed dial entry, then touch **Add to Group**.
9. When all entries have been added, touch **Save**.
10. Touch **Close**.

Editing or Deleting Speed Dial Entries

To modify or delete existing speed dial entries:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch **Address Book**.
3. Touch the **Down** arrow, then touch **Individuals** or **Groups**.
4. Touch the desired Speed Dial entry, using the scroll arrows if necessary.
5. Touch one of the following:
 - **Edit Details** allows you to modify the properties of the speed dial entry. For details, see [Adding an Individual](#) on page 155 or [Adding a Group](#) on page 156. Touch **Save**.
 - **Clear Entry** removes the entry from the address book. Touch **Clear Entry** to confirm the action.
6. Touch **Close**.

Using Chain Dial

Chain dial creates a single fax recipient telephone number by adding two or more numbers together. For example, an area code or extension number can be stored separately from the rest of the telephone number. Access chain dialing from the Address Book.

To create a chain dial number:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch **Address Book**.
3. Touch the **Down** arrow, then touch **Individuals**.
4. Touch **Chain Dial**.
5. To combine numbers with an existing speed dial entry, use any combination of the following:
 - a. Touch the **Recipient** field, then use the touch screen keypad to enter numbers.
 - b. Touch the desired speed dial entry from the list, using the scroll arrows if necessary. Touch **Add to Recipient**. The numbers are added together in the Recipient field.
6. Touch **Save**. The combined number appears as a single recipient in the Recipients list.
7. Touch **Close**. You can now send the fax.

Maintenance

9

This chapter includes:

- [Maintenance and Cleaning](#)160
- [Billing and Usage Information](#).....191
- [Ordering Supplies](#)192

Maintenance and Cleaning

This section includes:

- [General Precautions](#) 160
- [Cleaning the Printer](#) 161
- [Routine Maintenance](#)..... 166

General Precautions

 **CAUTION:** When cleaning your printer do not use organic or strong chemical solvents or aerosol cleaners. Do not pour fluids directly into any area. Use supplies and cleaning materials only as directed in this documentation.

 **WARNING:** Keep all cleaning materials out of the reach of children.

 **WARNING:** Do not use pressurized spray cleaning aids on or in the printer. Some pressurized sprays contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners increase the risk of fire and explosion.

 **WARNING:** Do not remove the covers or guards that are fastened with screws. You cannot maintain or service any parts that are behind these covers and guards. Do not attempt any maintenance procedure that is not described in the documentation supplied with your printer.

 **WARNING:** Internal parts of the printer can be hot. Use caution when doors and covers are open.

- Do not place anything on top of the printer.
- Do not leave the covers and doors open for any length of time, especially in well-lit places. Light exposure can damage the drum cartridges.
- Do not open covers and doors during printing.
- Do not tilt the printer while in use.
- Do not touch the electrical contacts or gears. Doing so could damage the printer and cause the print quality to deteriorate.
- Make sure any parts removed during cleaning are replaced before you plug in the printer.

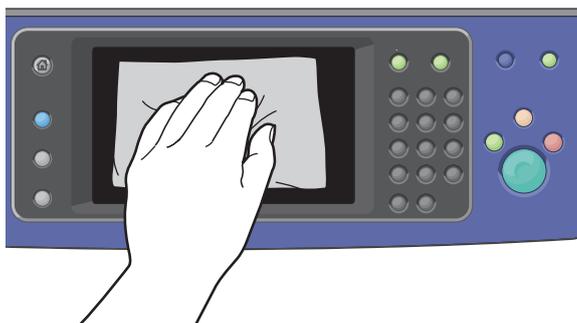
Cleaning the Printer

This section includes:

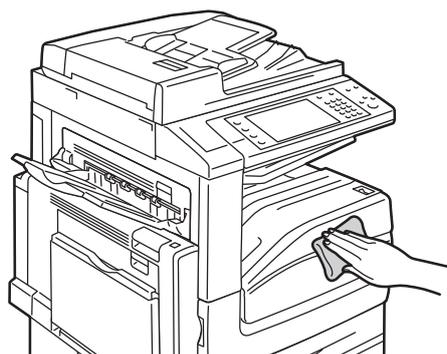
- [Cleaning the Printer Exterior](#) 161
- [Cleaning the Document Glass and Document Cover](#) 161
- [Cleaning the Feed Rollers](#) 162
- [Cleaning the Printhead Lenses](#) 162

Cleaning the Printer Exterior

Regular cleaning keeps the touch screen and control panel free from dust and dirt. To remove finger prints and smudges, clean the touch screen and control panel with a soft, lint-free cloth.



Use a lightly dampened cloth to clean the outside of the document feeder, output trays, paper trays, and outside areas of your printer.

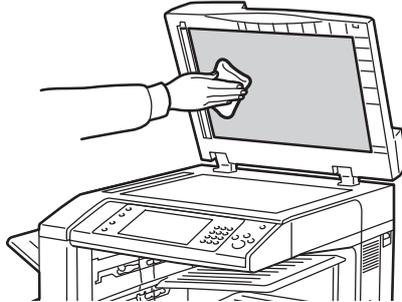


Cleaning the Document Glass and Document Cover

To ensure optimum print quality, clean the document glass regularly. Cleaning helps avoid output with streaks, smears, and other marks that transfer from the glass while scanning documents.

Maintenance

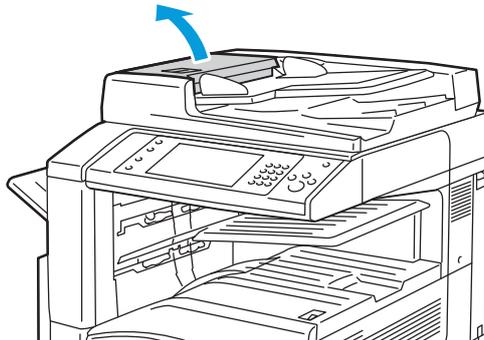
1. Use a lint-free cloth lightly dampened with Xerox® Anti-Static or another suitable non-abrasive glass cleaner. Clean the document glass and the Constant Velocity Transport (CVT) glass to its left.
2. Use a lint-free cloth and Xerox® Cleaning Fluid or Xerox® Film Remover to clean the underside of the document cover and the document feeder.



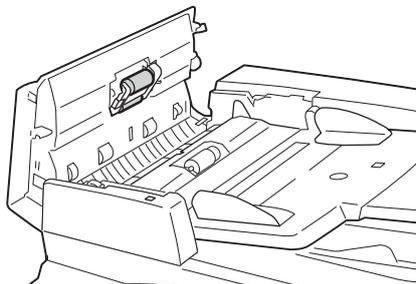
Cleaning the Feed Rollers

Dirt on the document feed rollers can cause paper jams or deteriorate print quality. For best performance, clean the document feed rollers once a month.

1. Lift the lever and open the top cover of the document feeder.



2. While turning the rollers, wipe them with a clean, lint free cloth moistened with water.

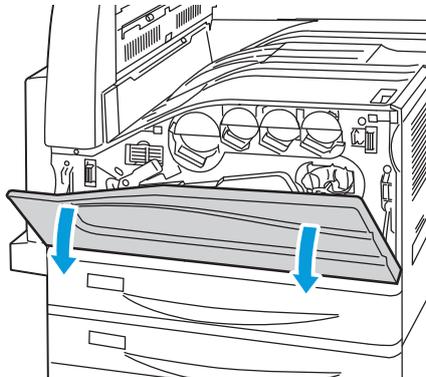


Cleaning the Printhead Lenses

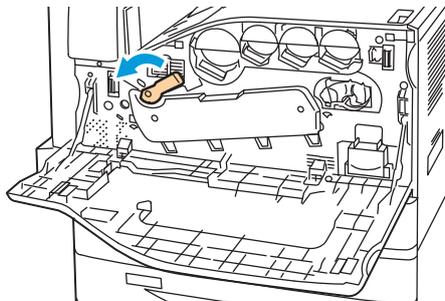
The printer is constructed with four printhead lenses. Clean all lenses as described in the following procedure.

 **CAUTION:** Do not perform this procedure when the printer is copying or printing.

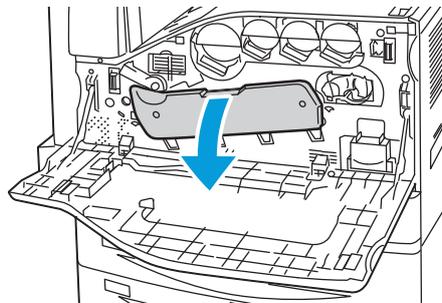
1. Open the front cover of the printer.



2. Turn the orange lever to the left.

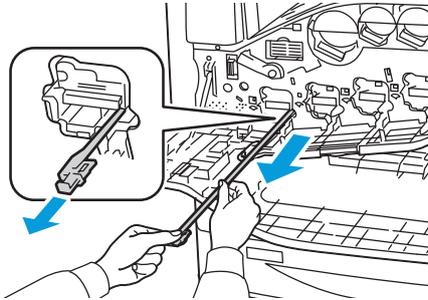


3. Pull the drum cartridge cover down until it clicks into the open position.

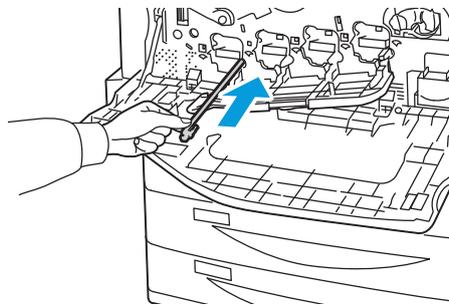


- Each of the four printheads has its own cleaning tool. Slowly pull the printhead lens cleaner out until the three dots are visible.

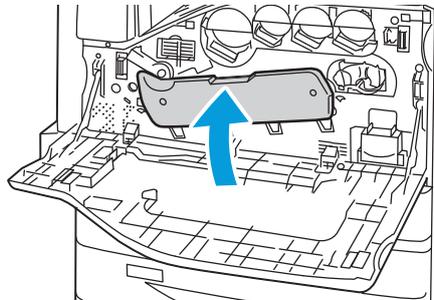
Note: The printhead lens cleaner does not detach from the printer.



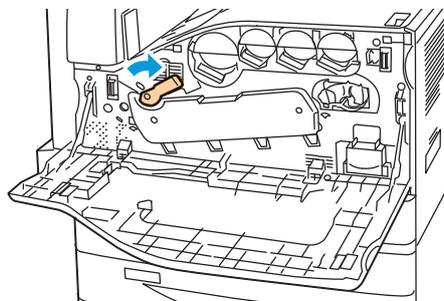
- Slowly push the printhead lens cleaner back into the printhead until it stops.



- Repeat Steps 4 and 5 for each printhead.
- Close the drum cartridge cover.



- Turn the orange lever to the right to return it to the locked position.



9. Close the printer front cover.

Routine Maintenance

This section includes:

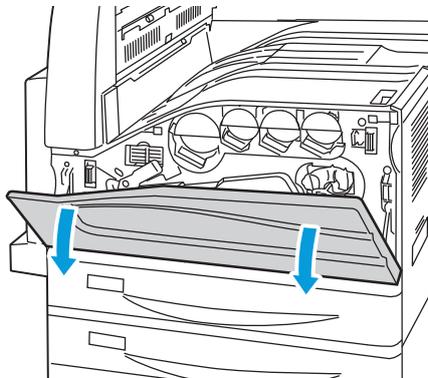
- Replacing the Toner Cartridges 166
- Replacing the Waste Toner Container 168
- Replacing the Drum Cartridges 170
- Replacing the Transfer Belt Cleaner 173
- Replacing the Second Bias Transfer Roll 175
- Resetting Supply Life Counters 178
- Emptying the Hole Punch Waste Container 179
- Replacing Staple Cartridges 182

Replacing the Toner Cartridges

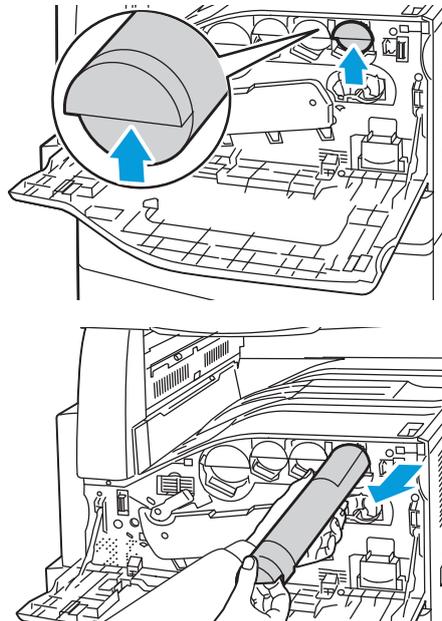
A message appears on the control panel when a toner cartridge must be replaced.

 **CAUTION:** Do not perform this procedure when the printer is copying or printing.

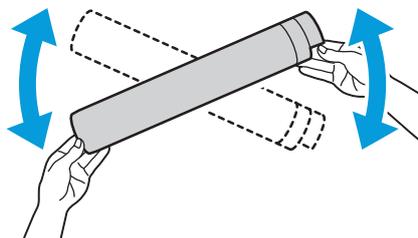
1. Open the front cover of the printer.



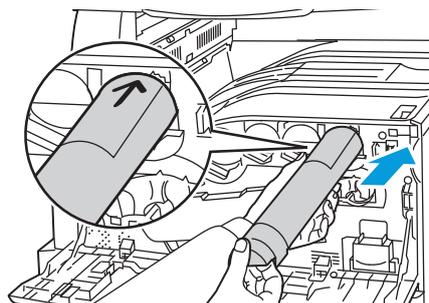
2. Place your fingers under the lip of the toner cartridge, then pull the toner cartridge straight out of the printer.



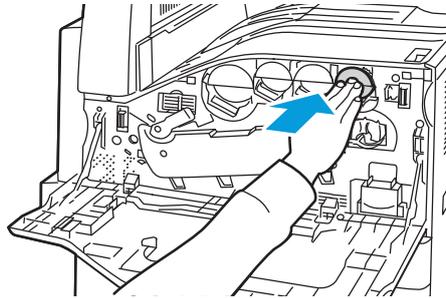
3. Remove the new toner cartridge from the packaging. Tilt the cartridge up and down, then left and right 10 times.



4. Hold the new toner cartridge with the arrow facing up, then push the cartridge in slowly until it stops.



5. Push gently on the toner cartridge to ensure that it is seated.



6. Close the printer front cover.

Replacing the Waste Toner Container

A message appears on the control panel when the waste toner container must be replaced.

When replacing the waste toner container, clean the printhead lenses. For details, see [Cleaning the Printhead Lenses](#) on page 162.

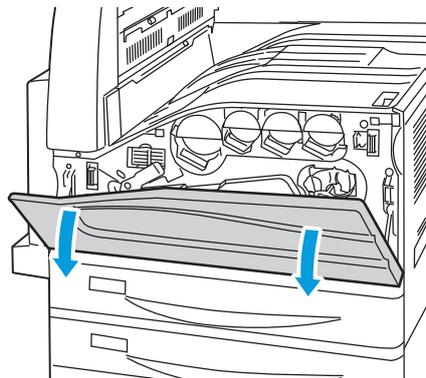
 **CAUTION:** Spread paper on the floor to catch possible toner spills.

 **WARNING:** If you spill any toner in the printer, wipe it up using a moist cloth. Never use a vacuum cleaner to remove spilled toner. Sparks inside the vacuum cleaner can cause a fire or explosion.

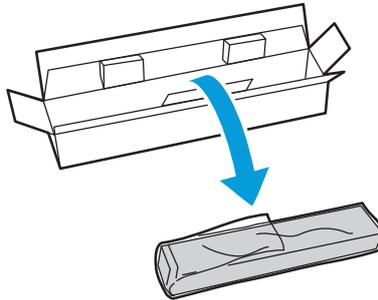
 **WARNING:** If you accidentally get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool water, not hot, to rinse off the toner. If toner gets on your skin, wash it off with cool water and a mild soap. If you get toner in your eyes, wash it out immediately with cool water then consult a doctor.

 **CAUTION:** Do not perform this procedure when the printer is copying or printing.

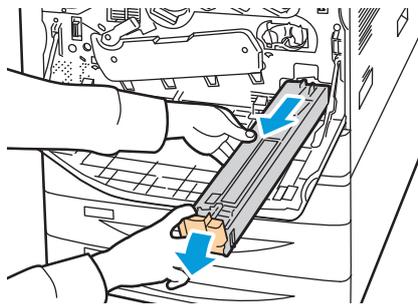
1. Open the front cover of the printer.



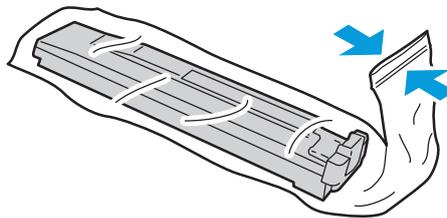
2. Remove the new waste toner container from the packaging. Retain the packaging.



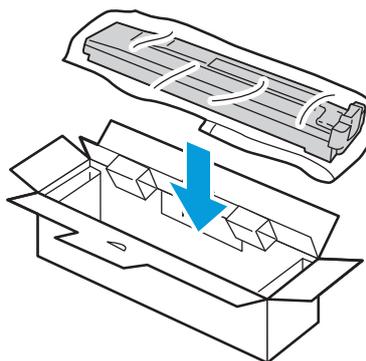
3. Pull the used waste toner container out slowly while supporting it with your other hand.



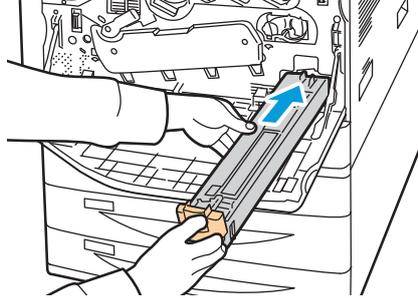
4. Place the used waste toner container in the plastic bag, then seal it firmly using the zipper.



5. Place the used waste toner container in the empty box.



6. Hold the left side of the new waste toner container and slide it into the printer until it clicks.



7. Clean the printhead lenses. For details, see [Cleaning the Printhead Lenses](#) on page 162.
8. Close the front cover.

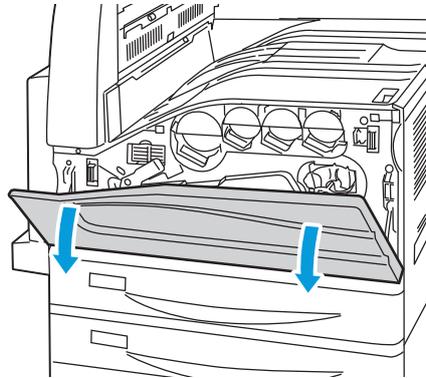
Replacing the Drum Cartridges

A message appears on the control panel when a drum cartridge must be replaced.

 **CAUTION:** Do not expose the drum cartridge to direct sunlight or strong indoor fluorescent lighting. Do not touch or scratch the surface of the drum.

 **CAUTION:** Do not perform this procedure when the printer is copying or printing.

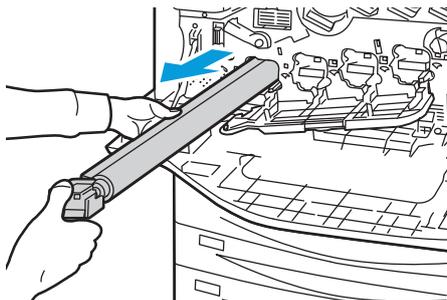
1. Open the front cover of the printer.



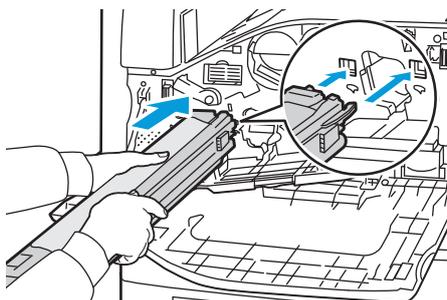
2. Grip the orange handle of the drum cartridge as shown and pull the drum cartridge straight out of the printer. Place the used drum cartridge in the plastic bag and place in the box.

 **WARNING:** Do not touch any toner adhering to the drum cartridge.

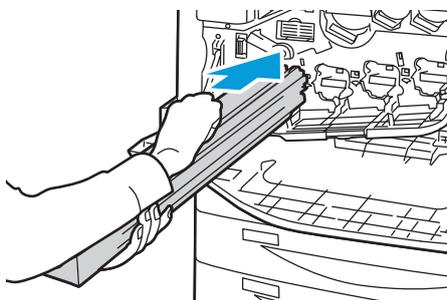
Note: To return used supplies for recycling, follow the instructions included with the new supplies. If the instructions or shipping label are not available, go to www.xerox.com/gwa for additional information.



3. Remove the packing material from the end of the new drum cartridge.
4. Rest the new cartridge, along with its black plastic protective shield, in the cartridge slot. Make sure to load the cartridge in the direction of the arrow on the top of the shield.

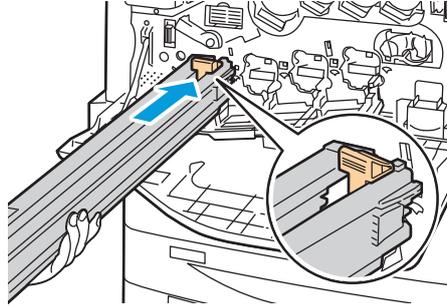


5. While keeping the guides inserted in the slot, remove the black paper sheet by pulling it in the direction shown.
6. Remove the tape from the top of the cartridge shield.
7. Hold the shield and push the cartridge into the printer using the orange handle.

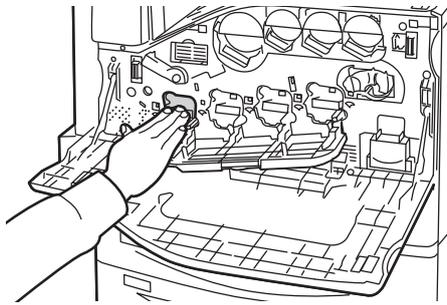


Maintenance

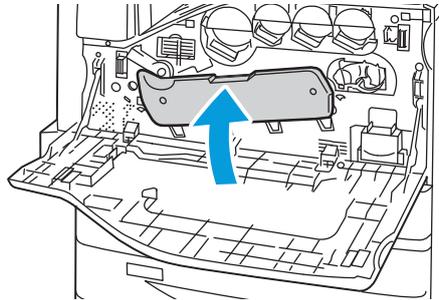
8. Continue pushing the orange handle until it stops.



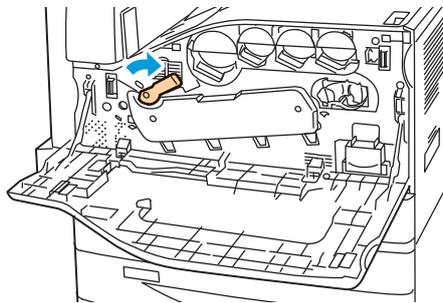
9. Carefully remove the protective shield.
10. Push the drum cartridge until it stops.



11. Close the drum cartridge cover.



12. Turn the orange lever to the right to return it to the locked position.



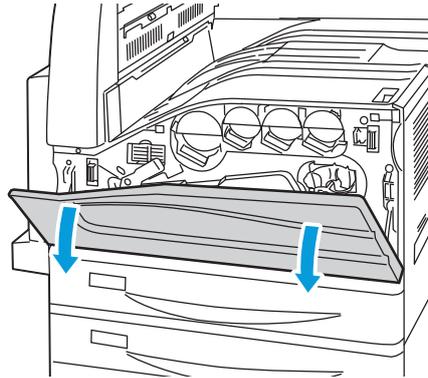
13. Close the printer front cover.
14. Dispose of the protective shield and tape as normal office waste.

Replacing the Transfer Belt Cleaner

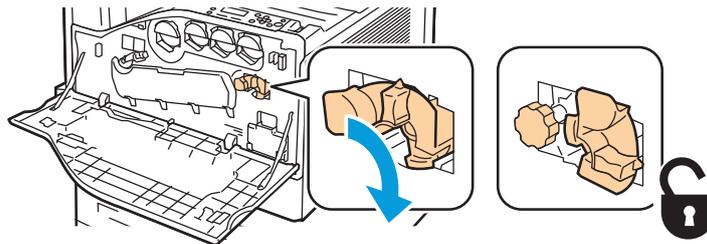
A message appears on the control panel when the transfer belt cleaner must be replaced.

 **CAUTION:** Do not perform this procedure when the printer is copying or printing.

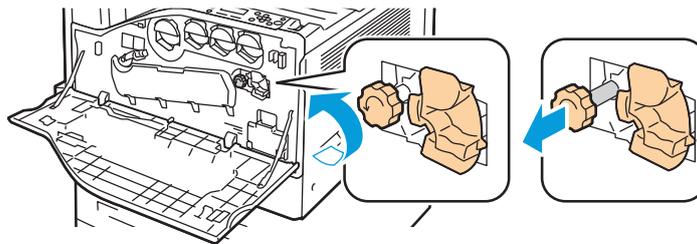
1. Open the front cover of the printer.



2. Turn the orange lever to the right to unlock the belt cleaner.

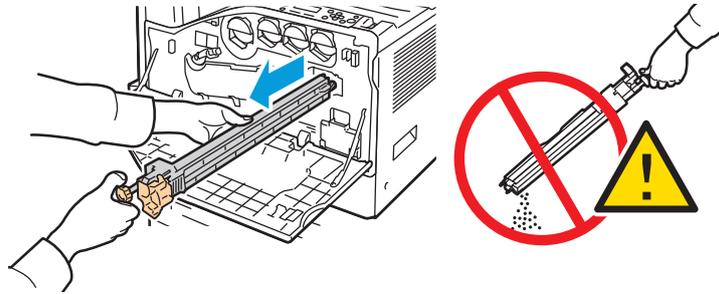


3. Turn the orange knob counterclockwise until it releases.

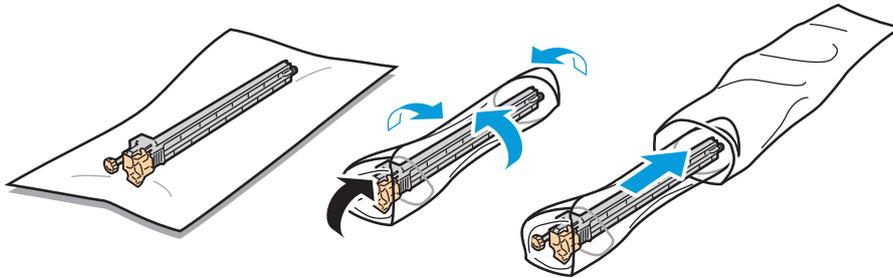


4. Pull the transfer belt cleaner straight out of the printer.

 **WARNING:** Do not touch any toner adhering to the transfer belt cleaner. Do not tilt the transfer belt cleaner or toner could spill.

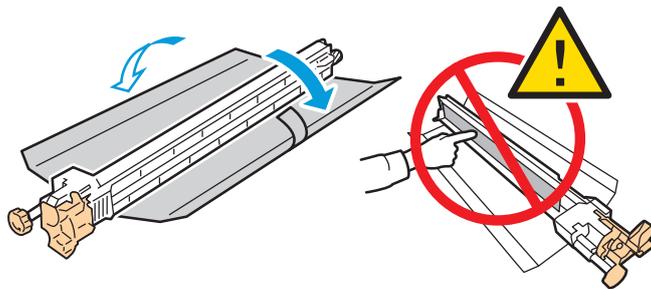


5. Remove the new transfer belt cleaner from the packaging. Retain the packaging.
6. Place the used transfer belt cleaner in the plastic bag.

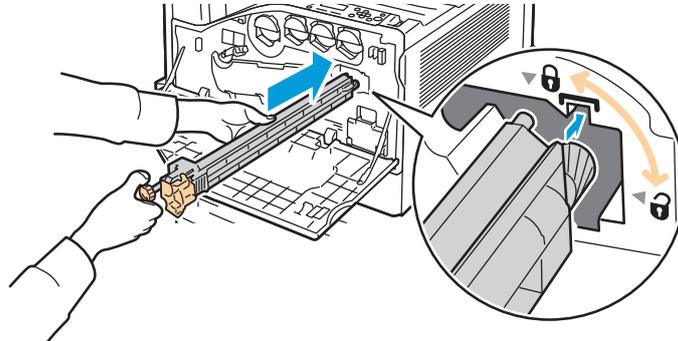


7. Remove the protective cover from the new transfer belt cleaner.

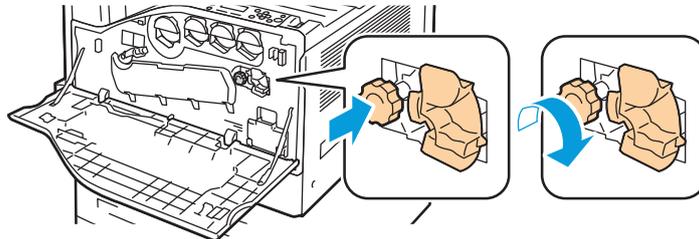
 **CAUTION:** Do not touch the surface of the transfer belt cleaner. Doing so could deteriorate image quality.



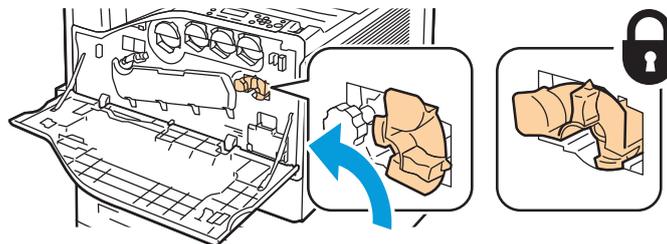
- Support the new transfer belt cleaner with your left hand and slide it straight into the opening until it stops.



- Push the orange knob in, then turn it clockwise until snug.



- Turn the orange lever to the left to lock the belt cleaner.

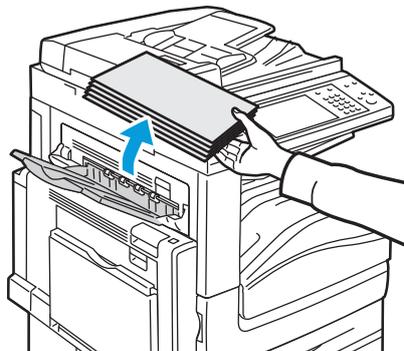


- Close the printer front cover.

Replacing the Second Bias Transfer Roll

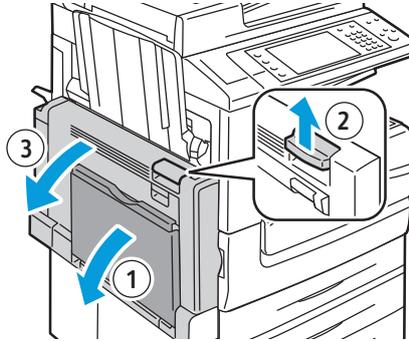
A message appears on the control panel when the second bias transfer roll must be replaced.

- Remove paper from the left tray, then fold up the tray.



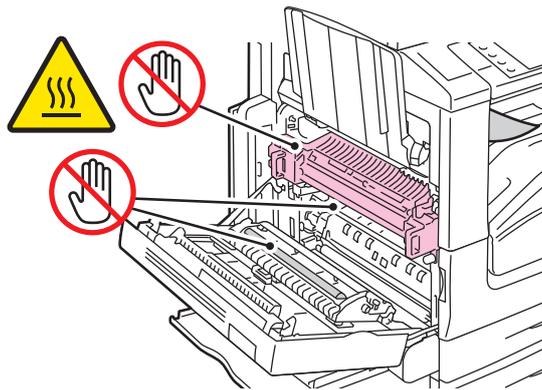
Maintenance

2. Open tray 5 (bypass) as shown (1).
3. While lifting up the release lever (2), open the top left cover A as shown (3).

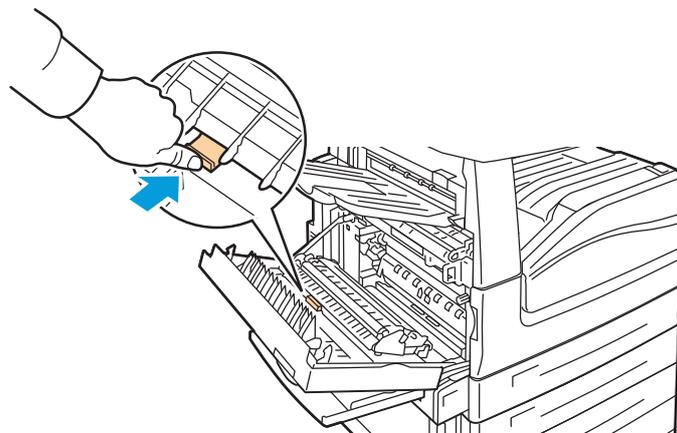


 **WARNING:** The area around the fuser can be hot. Use caution to avoid injury.

 **CAUTION:** Do not touch the transfer belt. Touching the belt can reduce image quality or damage the transfer belt. Do not touch the transfer roller. Touching the roller can reduce image quality.

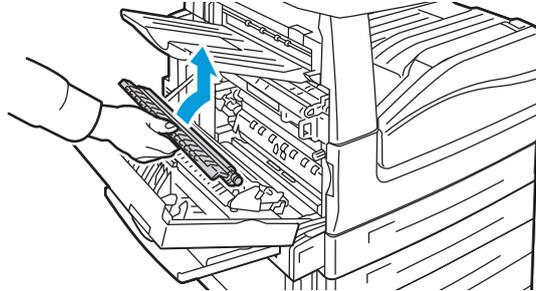


4. Remove the new second bias transfer roll from the packaging. Retain the packaging.
5. Push the orange lever in the direction shown.

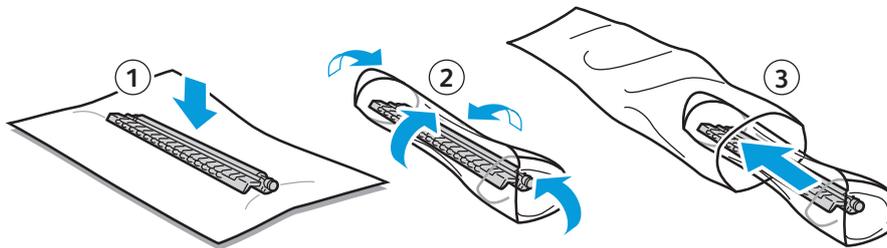


- Lift the used second bias transfer roll out of the printer.

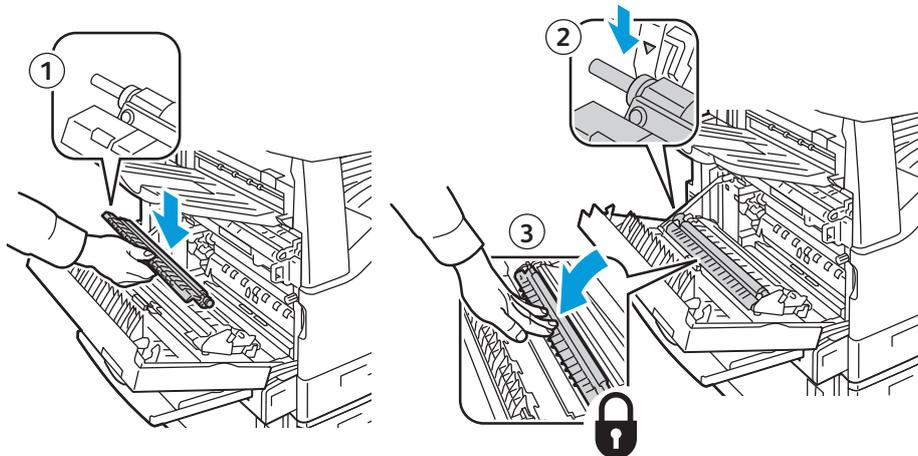
Note: Do not touch any toner adhering to the second bias transfer roll.



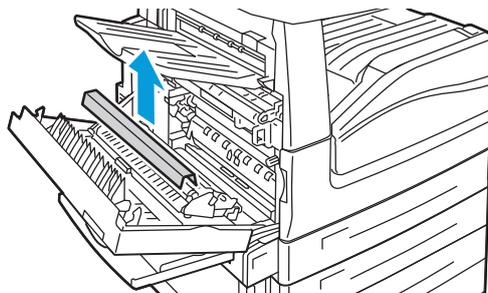
- Place the used second bias transfer roll in the plastic bag.



- Place the new second bias transfer roll in the printer as shown. Press down until the transfer roller clicks into place.



- Remove the protective cover from the second bias transfer roll.



10. Close top left cover A.

Resetting Supply Life Counters

You must reset the supply life counters when you replace some supplies.

Note: To access this feature at the control panel, log in as an administrator.

1. Press the **Log In/Out** button, enter the system administrator login information, and then press **Enter**. For details, see the *System Administrator Guide*.
2. On the control panel, press **Machine Status**.
3. Touch the **Tools** tab, then touch **Device Settings**.
4. Touch **General > Supply Counter Reset**. Touch the scroll arrows if necessary.
5. Touch the desired supply item, then touch **Reset Counter**.
6. In the confirmation screen, touch **Reset**.
7. Touch **Close**.
8. Press the **Log In/Out** button, then touch **Logout**.

Emptying the Hole Punch Waste Container

This section includes:

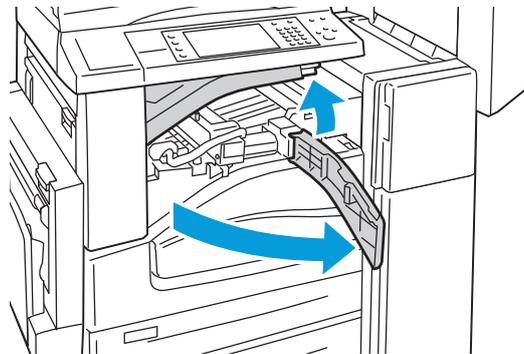
- Emptying the Hole Punch Waste Container in the Office Finisher LX.....179
- Emptying the Hole Punch Waste Container in the Professional Finisher180

A message appears on the control panel when the hole punch waste container is full.

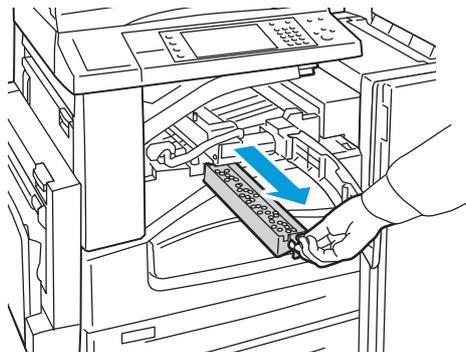
Emptying the Hole Punch Waste Container in the Office Finisher LX

 **WARNING:** Do not perform this procedure while the printer is copying or printing.

1. Lift the finisher transport top cover, then open the front transport cover.

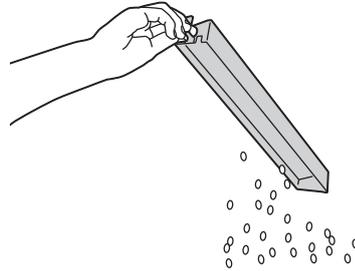


2. Pull out the hole punch waste container.

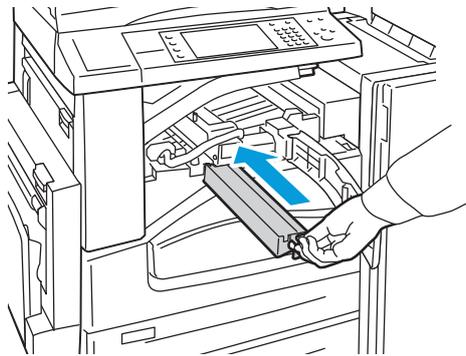


Maintenance

3. Empty the container.



4. Insert the container and slide it all the way into the finisher.

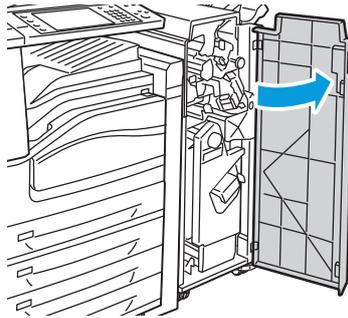


5. Close the finisher front transport cover, then close the top cover.

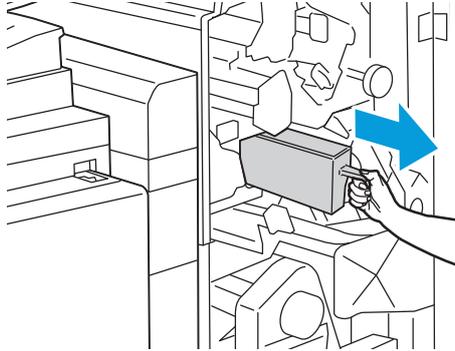
Emptying the Hole Punch Waste Container in the Professional Finisher

 **WARNING:** Do not perform this procedure while the printer is copying or printing.

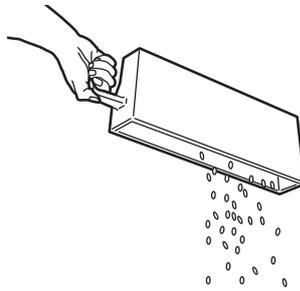
1. Open the front door of the finisher.



2. Pull out the waste container at R4.



3. Empty the container.



4. Insert the container all the way into the finisher.



5. Close the finisher front door.

Replacing Staple Cartridges

This section includes:

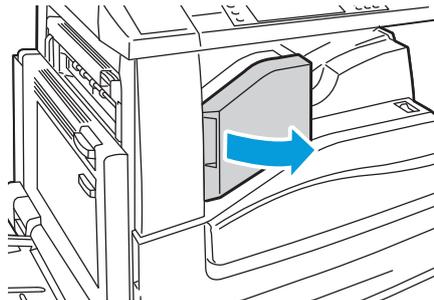
- Replacing Staples in the Integrated Finisher 182
- Replacing Staples in the Main Stapler of the Office Finisher LX 183
- Replacing Staples in the Booklet Maker of the Office Finisher LX 185
- Replacing Staples in the Main Stapler of the Professional Finisher 186
- Replacing Staples in the Booklet Maker of the Professional Finisher 188

A message appears on the control panel when a staple cartridge is empty.

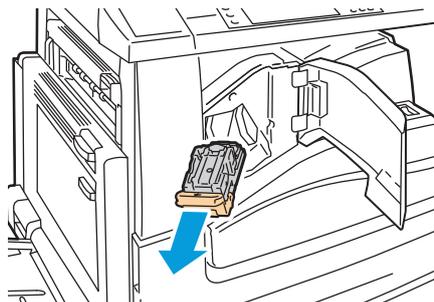
Replacing Staples in the Integrated Finisher

 **WARNING:** Do not perform this procedure while the printer is copying or printing.

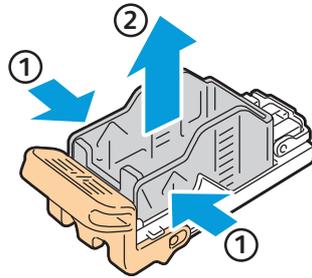
1. Open the finisher door as shown.



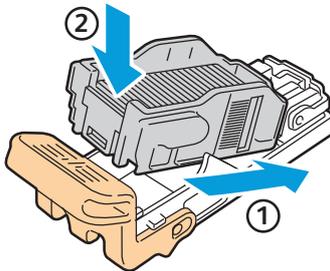
2. Grip the staple cartridge by the orange handle and remove the cartridge by pulling it firmly toward you.



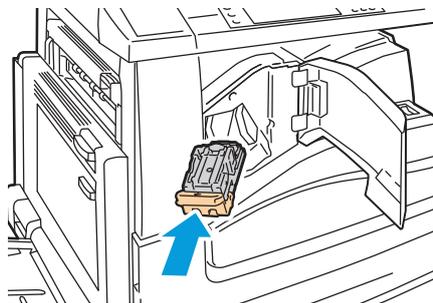
3. Remove any loose staples or other debris from inside the finisher.
4. Pinch both sides of the staple case (1) and remove the staple case from the cartridge (2).



5. Insert the front side of the new staple case into the staple cartridge (1), then push the rear side into the cartridge (2).



6. Grip the staple cartridge by the orange handle and insert the cartridge into the stapler until it clicks.

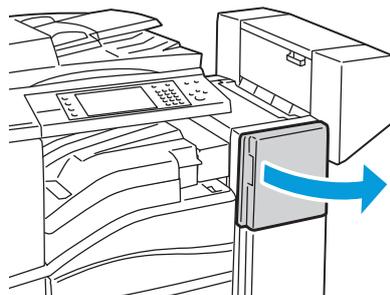


7. Close the finisher front cover.

Replacing Staples in the Main Stapler of the Office Finisher LX

 **WARNING:** Do not perform this procedure while the printer is copying or printing.

1. Open the finisher door as shown.

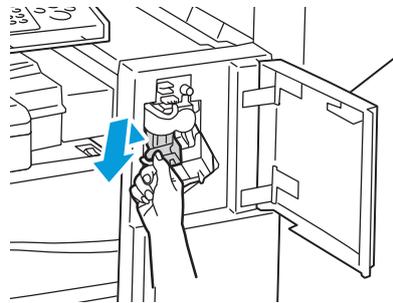


Maintenance

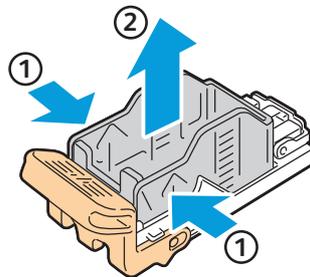
2. Reach into the finisher cabinet and pull the stapler toward you until it stops.
3. Push the stapler to the right as shown.



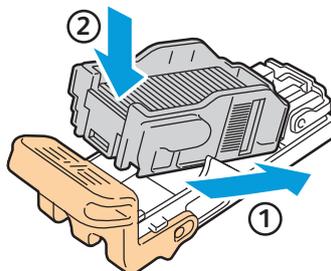
4. Grip the staple cartridge by the orange handle and remove the cartridge by pulling it firmly toward you.



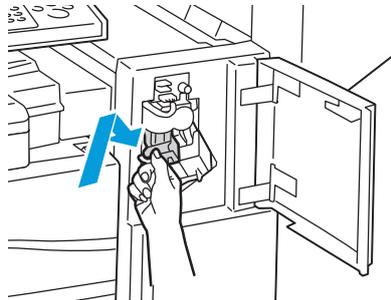
5. Remove any loose staples or other debris from inside the finisher.
6. Pinch both sides of the staple case (1) and remove the staple case from the cartridge (2).



7. Insert the front side of the new staple case into the staple cartridge (1), then push the rear side into the cartridge (2).



8. Grip the staple cartridge by the orange handle and insert it into the stapler until it clicks to lock in place.



9. Close the finisher front door.

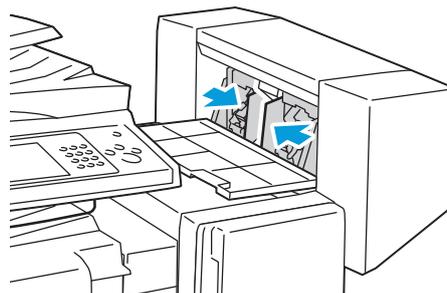
Replacing Staples in the Booklet Maker of the Office Finisher LX

 **WARNING:** Do not perform this procedure while the printer is copying or printing.

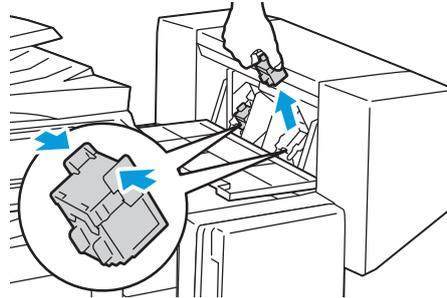
1. Open the finisher side cover.



2. If the staple cartridges are not visible, grip the vertical panels at the left and right of the opening and slide them to the center.

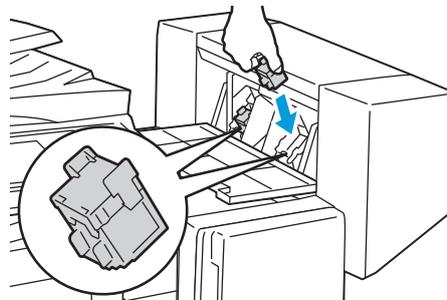


3. Hold the tabs on both sides of the staple cartridge and pull the cartridge out of the finisher.



4. Hold the tabs on both sides of the new staple cartridge and insert it into the original position in the finisher.

Note: If you have trouble inserting the cartridge, make sure the staples are positioned correctly in the cartridge.

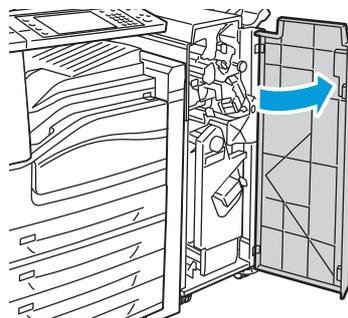


Note: The Booklet Maker uses two staple cartridges. Booklet stapling requires that both staple cartridges contain staples.

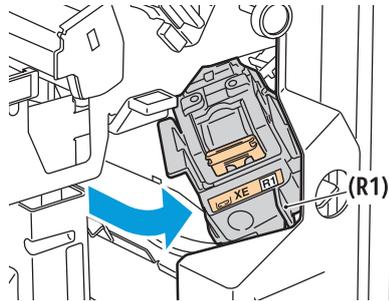
5. Starting at Step 2, repeat the procedure for the other staple cartridge.
6. Close the side cover of the finisher.

Replacing Staples in the Main Stapler of the Professional Finisher

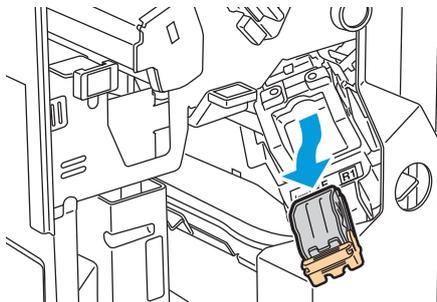
1. Open the front door of the finisher.



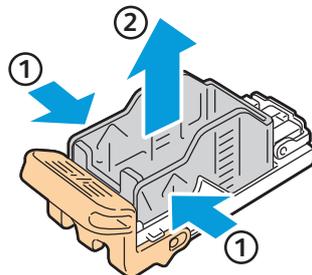
2. Hold the staple cartridge unit by orange lever R1 and push it to the right.



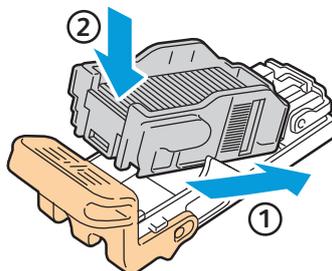
3. Grip the staple cartridge by the orange tabs and remove the cartridge by pulling it firmly toward you. Check inside the finisher for any loose staples and remove them.



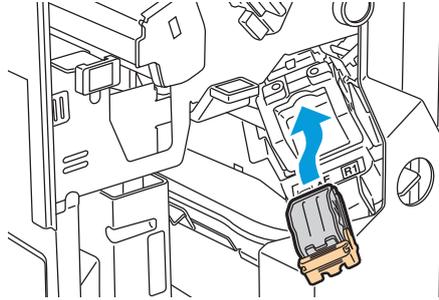
4. Pinch both sides of the staple case (1) and remove the staple case from the cartridge (2).



5. Insert the front side of the new staple case into the staple cartridge (1), then push the rear side into the cartridge (2).



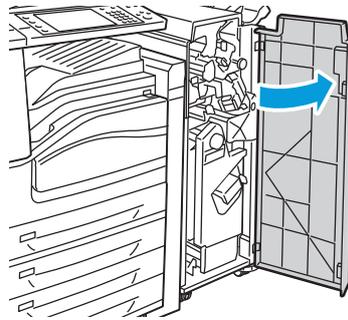
6. Grip the staple cartridge by the orange tabs and insert it into the staple cartridge unit until it clicks.



7. Close the finisher front door.

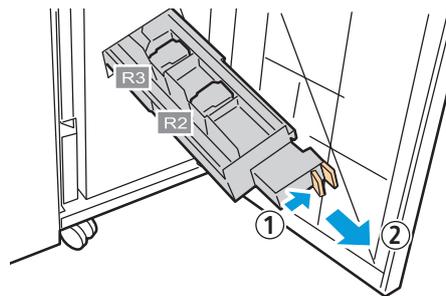
Replacing Staples in the Booklet Maker of the Professional Finisher

1. Open the front door of the finisher.

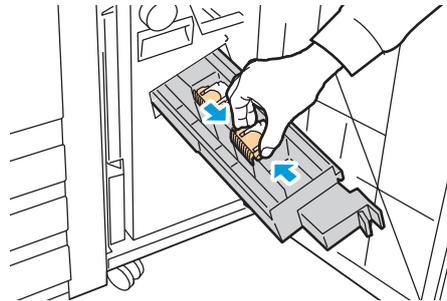


2. While squeezing orange levers R2 and R3 together (1), pull the staple cartridge unit out of the finisher until it stops (2).

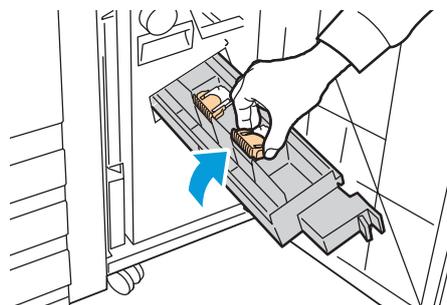
Note: The staple cartridge unit does not detach from the finisher.



3. Grip the orange tabs on both sides of the staple cartridge.



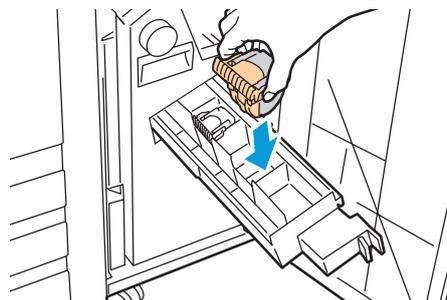
4. While gripping the orange tabs of the staple cartridge, rotate it in the direction shown.



5. Lift the staple cartridge out of the staple cartridge unit.

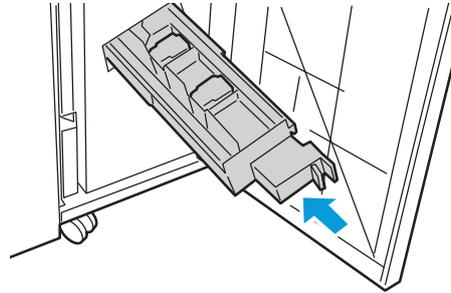


6. Push the staple cartridge into the staple cartridge unit.



Maintenance

7. If you find no jammed staples, repeat the preceding steps for the other staple cartridge.
8. Return the staple cartridge unit to its original position.



9. Close the finisher front door.

Billing and Usage Information

Billing and printer usage information appears on the Billing Information screen.

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Billing Information** tab to see basic impression counts.
3. Touch **Usage Counters**, then touch the **Impression Counters** drop-down list to see detailed usage information.
4. Touch **Close**.

Ordering Supplies

This section includes:

- [Locating the Serial Number](#).....192
- [Consumables](#).....192
- [Routine Maintenance Items](#)192
- [When to Order Supplies](#).....193
- [Recycling Supplies](#).....193

Locating the Serial Number

You need the printer serial number to order supplies or to contact Xerox® for assistance. The serial number is located on the left side of the printer frame under cover A. The serial number also appears on the control panel. Press the **Machine Status** button to view the serial number on the control panel.

Consumables

Consumables are printer supplies that get depleted during the operation of the printer. Consumable supplies for this printer are the Genuine Xerox® Toner Cartridges (Cyan, Magenta, Yellow, and Black).

Note: Each toner cartridge includes installation instructions.

 **CAUTION:** Use of toner other than Genuine Xerox® Toner can affect print quality and printer reliability. It is the only toner designed and manufactured under strict quality controls by Xerox for specific use with this printer.

Routine Maintenance Items

Routine maintenance items are printer parts that have a limited life and require periodic replacement. Replacements can be parts or kits. Routine maintenance items are typically customer replaceable.

Note: Each routine maintenance item includes installation instructions.

Routine maintenance items for this printer include the following:

- Drum Cartridge
- Waste Toner Container
- Second Bias Transfer Roll
- Transfer Belt Cleaner
- Staple Cartridge

- Booklet Staple Cartridge

When to Order Supplies

A warning appears on the control panel when supplies near their replacement time. Verify that you have replacements on hand. It is important to order these items when the messages first appear to avoid interruptions to your printing. An error message appears on the control panel when supplies must be replaced.

Order supplies from your local reseller or go to www.xerox.com/office/WC75xxsupplies.

 **CAUTION:** Use of non-Xerox[®] supplies is not recommended. The Xerox[®] Warranty, Service Agreement, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox[®] supplies, or the use of Xerox[®] supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Please contact your Xerox representative for details.

Recycling Supplies

For information on Xerox[®] supplies recycling programs, go to www.xerox.com/gwa.

Supplies include a prepaid return label. Please use it to return used components in their original boxes for recycling.

Troubleshooting

10

This chapter includes:

- General Troubleshooting196
- Jams201
- Print-Quality Problems238
- Copy and Scan Problems244
- Fax Problems245
- Getting Help247

General Troubleshooting

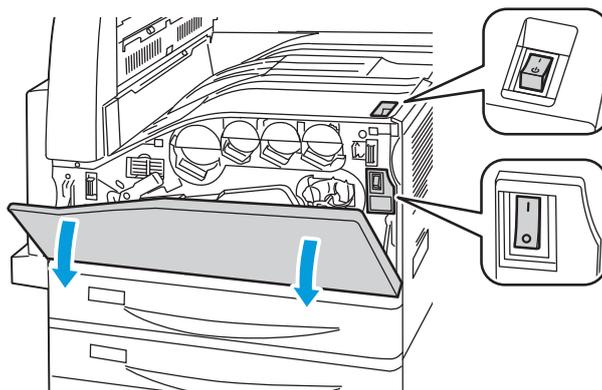
This section includes:

- [Printer has Two Power Switches](#)196
- [Restarting the Printer](#)197
- [Printer Does Not Turn On](#)197
- [Printer Resets or Turns Off Frequently](#)197
- [Printing Takes Too Long](#).....198
- [Document Prints From Wrong Tray](#)198
- [Document Fails to Print](#).....198
- [Printer is Making Unusual Noises](#).....199
- [Automatic 2-Sided Printing Problems](#)199
- [Date and Time are Incorrect](#).....199
- [Scanner Errors](#).....200

This section contains procedures to help you locate and resolve problems. Resolve some problems by simply restarting the printer.

Printer has Two Power Switches

This printer has two power switches. The switch located on the top of the printer, beneath the control panel, controls power only to the electronic components of the printer. The second switch, located behind the front cover, controls the power into the printer. Turn on both switches to operate the printer. First turn on the power switch behind the front cover, then turn on the top switch.



Restarting the Printer

1. Locate the two power switches.
2. Turn off the switch on the top of the printer. A message appears on the control panel that warns that the printer is turning off.
3. If the printer turns off, then turn on the switch to restart the printer.
4. If the printer does not turn off after two minutes, then open the front cover and turn off the second switch.
5. Turn on the bottom switch, then turn on the top switch to restart the printer.

If the problem is not resolved by restarting the printer, see the table in this chapter that best describes the problem.

Printer Does Not Turn On

Probable Causes	Solutions
The power cord is not correctly plugged into the outlet.	Turn off the printer, and plug the power cord securely into the outlet.
Something is wrong with the outlet connected to the printer.	<ul style="list-style-type: none"> • Plug another electrical appliance into the outlet and see if it operates properly. • Try a different outlet.
One of the power switches is not turned on.	Turn off both of the power switches. Wait two minutes then turn on both of the switches.
The printer is connected to an outlet with a voltage or frequency that does not match the printer specifications.	Use a power source with the specifications listed in Electrical Specifications on page 258.

 **CAUTION:** Plug the three-wire cord (with grounding prong) directly into a grounded AC outlet only. Do not use a power strip. If necessary, contact a licensed electrician to install a properly grounded outlet.

Printer Resets or Turns Off Frequently

Probable Causes	Solutions
The power cord is not correctly plugged into the outlet.	Turn off the printer, confirm that the power cord is correctly plugged into the printer and the outlet, then turn on the printer.
A system error occurred.	Contact your Xerox [®] service representative with the error message. Check the control panel fault history. For details, see Viewing Faults and Error Messages on the Control Panel on page 248.

Printing Takes Too Long

Probable Causes	Solutions
The printer is set to a slower printing mode, for example, for printing on heavyweight paper or transparencies.	It takes more time to print on certain types of special media. Make sure that the paper type is set properly in the driver and at the printer control panel.
The printer is in Energy Saver mode.	Wait. It takes time for printing to start when the printer is coming out of Energy Saver mode.
The way the printer was installed on the network could be an issue.	Determine if a print spooler or a computer sharing the printer is buffering all print jobs and then spooling them to the printer. Spooling can slow print speeds. To test the speed of the printer, print some Information pages such as the Office Demo Page. If the page prints at the rated speed of the printer, you could have a network or printer installation issue.
The job is complex.	Wait. No action needed.

Document Prints From Wrong Tray

Probable Causes	Solutions
Application and print driver have conflicting tray selections.	<ol style="list-style-type: none"> 1. Check the tray selected in the print driver. 2. Go to the page setup or printer settings of the application from which you are printing. 3. Set the paper source to match the tray selected in the print driver or set the paper source to Automatically Select. <p>Note: Set the paper source tray selection to Automatic to have the print driver select the tray.</p>

Document Fails to Print

Probable Causes	Solutions
Selected tray has wrong paper size installed.	<p>To view the Job Status for a failed print on the touch screen:</p> <ol style="list-style-type: none"> 1. Press the Job Status button, then touch the Active Jobs tab. 2. Find the failed print job in the list. 3. Note the status of the failed print job, such as Held: Resources Required. 4. Touch to select the print job for more details, then touch Job Details. 5. Note the Tray number listed under Resources and the Status of the selected tray. 6. Load the proper size paper in the tray or select another tray.
Application and print driver have conflicting tray selections.	See Document Prints from Wrong Tray on page 198.

Printer is Making Unusual Noises

Probable Causes	Solutions
One of the trays is not installed correctly.	Open and close the tray from which you are printing.
There is an obstruction or debris inside the printer.	Turn off the printer and remove the obstruction or debris. If you cannot remove it, contact your Xerox [®] service representative.

Automatic 2-Sided Printing Problems

Probable Causes	Solutions
Unsupported or incorrect media.	Make sure that you are using the correct paper. For details, see Supported Paper on page 38. Envelopes, labels, transparencies, reloaded paper, and paper heavier than 220 g/m ² cannot be used for 2-sided printing.
Incorrect setting.	In the print driver Properties, select 2-Sided Print on the Paper/Output tab.

Date and Time are Incorrect

The date and time are set automatically when the printer is connected to a network that has a Network Time Protocol (NTP) server. NTP is used to synchronize the internal clocks of computers over a network connection at system startup and every subsequent 24-hour period thereafter. This feature ensures that the internal clock of the printer stays synchronized with the NTP server you specify.

Note: To access this feature at the control panel, log in as an administrator.

Probable Causes	Solutions
The time zone, date, or time is set incorrectly.	<ol style="list-style-type: none"> 1. At the printer control panel, press the Machine Status button, then touch the Tools tab. 2. Touch Device Settings > General > Date & Time. 3. To set the time zone, touch Time Zone and touch the arrows to adjust the time zone. 4. To set the date, touch Date, select a format and set the date. 5. To set the time, touch Time and set the time. Select Display 24 hour clock to use 24 hour format. 6. Touch Save.

Scanner Errors

Probable Causes	Solutions
Scanner is not communicating.	Turn off the printer, and check the scanner cable. Wait two minutes and turn the printer on again. If the problem is not resolved, contact your Xerox® service representative.

Jams

This section includes:

- [Clearing Paper Jams202](#)
- [Minimizing Paper Jams.....223](#)
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Clearing Paper Jams

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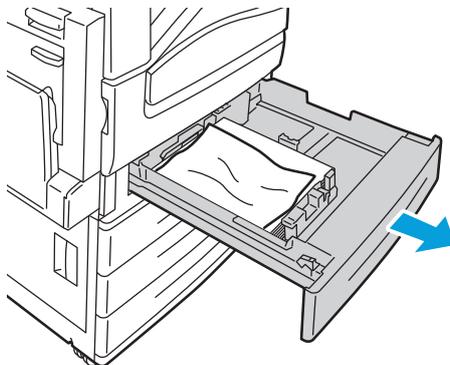
To avoid damage, always remove jammed paper carefully, without tearing it. Try to remove the paper in the direction that it would normally feed. Any piece of paper left in the printer, whether large or small, can obstruct the paper path and cause further jams. Do not reload paper that has jammed.

Note: Do not touch the printed side of the paper when removing it. The printed side of jammed pages could smudge, and the toner could stick to your hands. Avoid spilling any toner inside the printer.

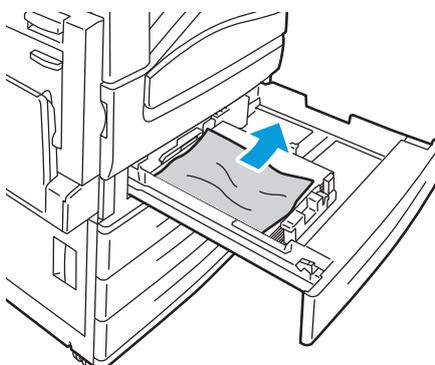
 **WARNING:** If you accidentally get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool water, not hot, to rinse off the toner. If toner gets on your skin, wash it off with cool water and a mild soap. If you get toner in your eyes, wash it out immediately with cool water then consult a doctor.

Clearing Jams at Tray 1, Tray 2, Tray 3, or Tray 4

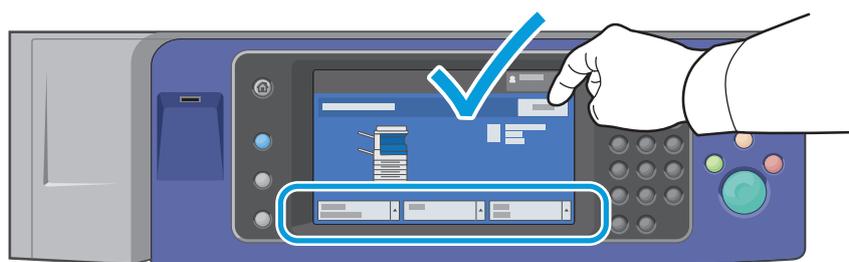
1. Before removing the tray from the printer, look at the jam message on the control panel. If another jam is shown, clear that jam inside the printer first.
2. Pull the tray out toward you until it stops.



3. Remove the paper from the tray.
4. If the paper is torn, remove the tray completely and check inside the printer for torn pieces of paper.

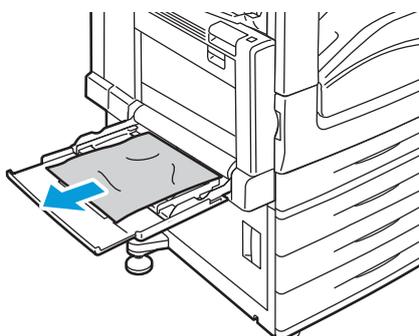


5. Reload the tray with undamaged paper, then push the tray in until it stops. Paper Settings - Tray X appears on the control panel.
6. Verify the size, type, and color of the paper. Change the selection for any incorrect setting.
7. On the printer touch screen, touch **Confirm**.



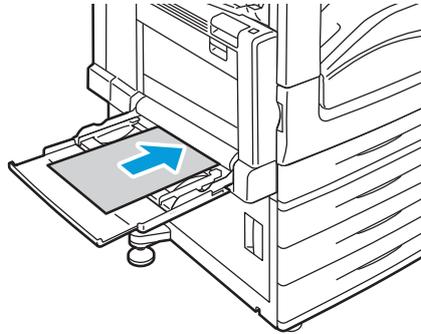
Clearing Jams at Tray 5 (Bypass Tray)

1. Remove the jammed paper from the tray. Make sure the paper feed entrance where the tray connects to the printer is clear.



Troubleshooting

2. If the paper is torn, check inside the printer for torn pieces of paper.
3. Fan the paper you removed and make sure that all four corners are neatly aligned.
4. Insert the paper into tray 5 with the printing side face down. The leading edge of the paper should lightly touch the paper feed entrance.



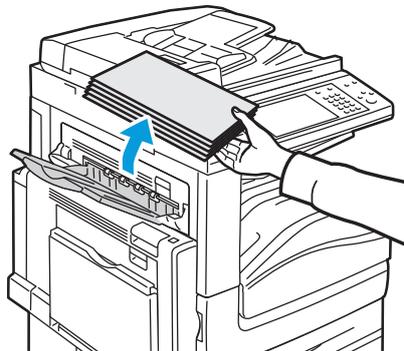
Paper Settings - Tray 5 (Bypass) appears on the control panel.

5. Verify the size, type, and color of the paper. Change the selection for any incorrect setting.
6. On the printer touch screen, touch **Confirm**.

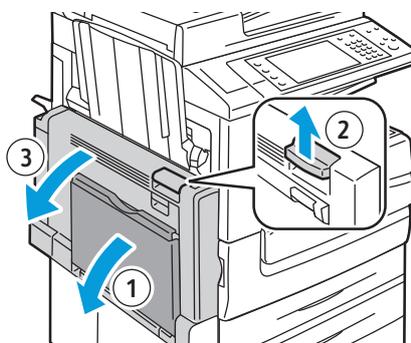


Clearing Jams in Top Left Cover A

1. Remove paper from the left tray, then fold up the tray.

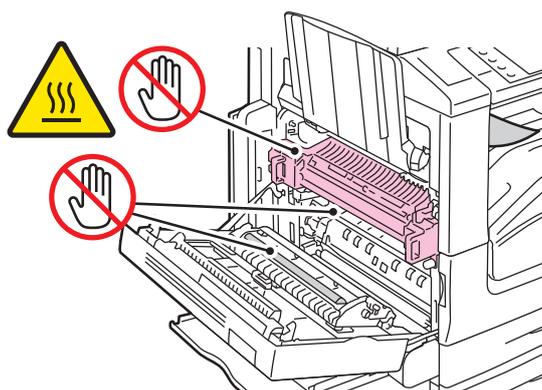


2. Open tray 5 (bypass) as shown (1).
3. While lifting up the release lever (2), open the top left cover A as shown (3).



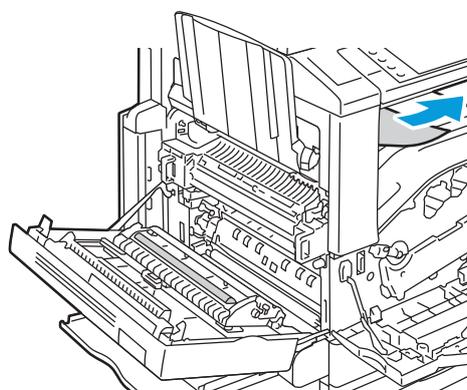
WARNING: The area around the fuser can be hot. Use caution to avoid injury.

CAUTION: Do not touch the transfer belt. Touching the belt can reduce image quality or damage the transfer belt. Do not touch the transfer roller. Touching the roller can reduce image quality.



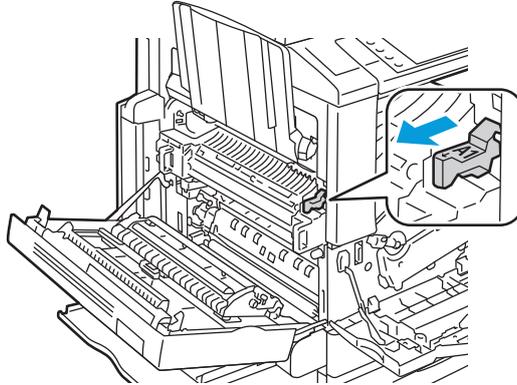
4. If paper is jammed at the exit to the output tray, remove the paper by carefully pulling it straight out in the direction shown.

Note: Toner can adhere to the transfer roller. This does not affect print quality.

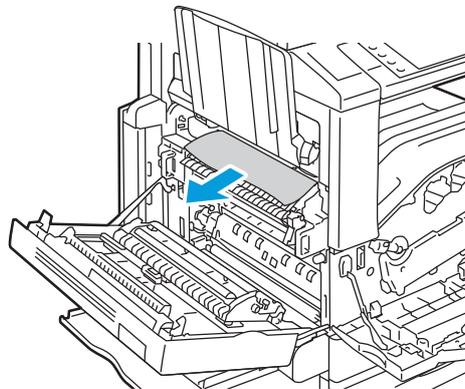


Troubleshooting

5. If paper is jammed in the fuser, pull green lever A1 to open the fuser exit gate.

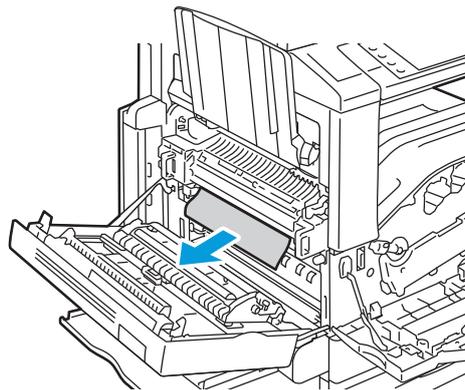


6. Remove the paper as shown.



Note: If the paper is torn, remove all torn pieces from the printer.

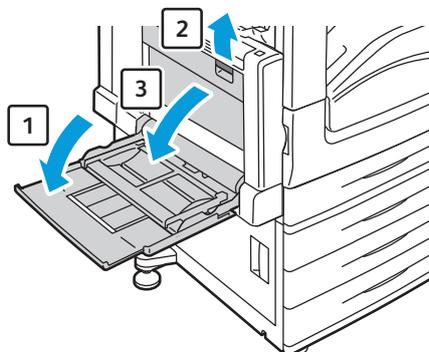
7. If the paper is jammed at the bottom entry of the fuser, remove it as shown.



8. Return the green lever A1 to its normal position.
9. Close cover A, then close tray 5.

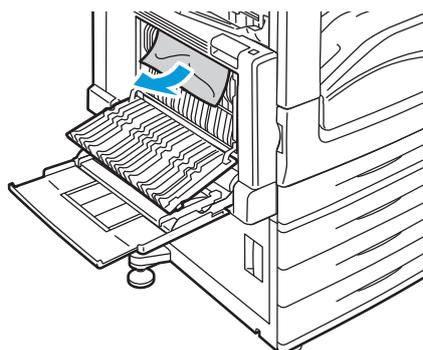
Clearing Jams in Duplex Unit B

1. Open tray 5 (bypass tray) as shown (1).



2. While lifting the release lever (2), open the top left cover B as shown (3).
3. Remove the jammed paper as shown.

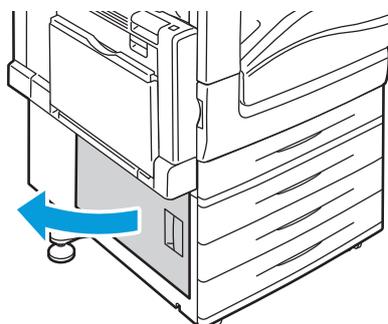
Note: If the paper is torn, remove all torn pieces from the printer.



4. Close the duplex unit cover B, then close tray 5 (bypass tray).

Clearing Jams at Bottom Left Cover C

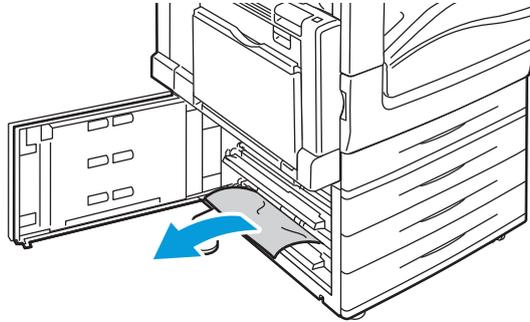
1. Pull the release lever and open the left bottom cover C as shown.



Troubleshooting

2. Remove the jammed paper as shown.

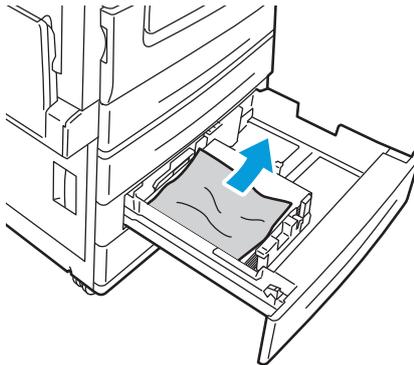
Note: If the paper is torn, remove all torn pieces from the printer.



3. For paper jammed in the upper position, look inside the printer to remove it.

Note: If the paper is inaccessible, see [Clearing Jams in Top Left Cover A](#) on page 204.

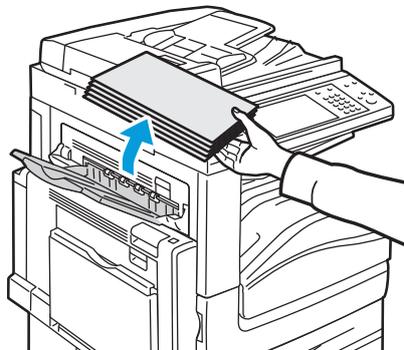
4. For paper jammed in the tray feed roller, open the tray and remove the paper.



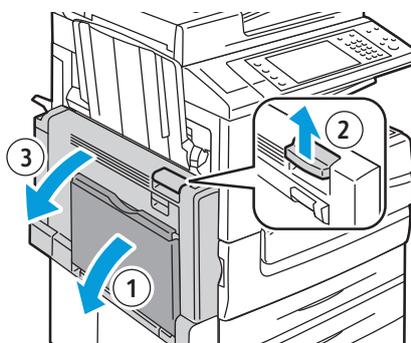
5. Close the left bottom cover C.

Clearing Jams in Top Left Cover D

1. Remove paper from the left tray, then fold up the tray.

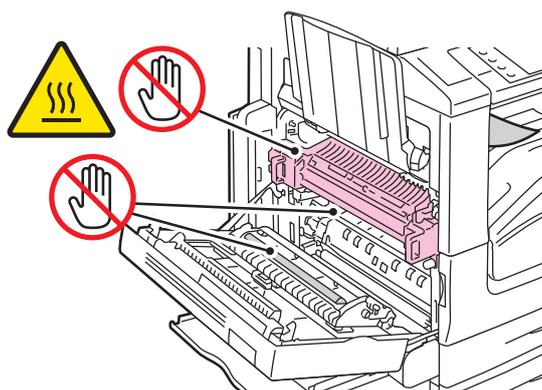


2. Open tray 5 (bypass) as shown (1).
3. While lifting up the release lever (2), open the top left cover A as shown (3).

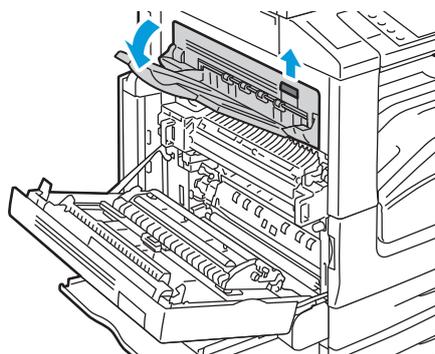


 **WARNING:** The area around the fuser can be hot. Use caution to avoid injury.

 **CAUTION:** Do not touch the transfer belt. Touching the belt can reduce image quality or damage the transfer belt. Do not touch the transfer roller. Touching the roller can reduce image quality.



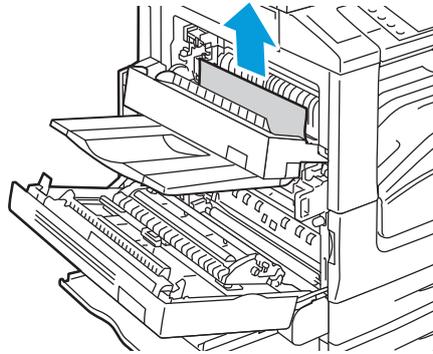
4. Open the left tray as shown.
5. Lift the lever up to open top left cover D.



Troubleshooting

6. Remove the jammed paper as shown.

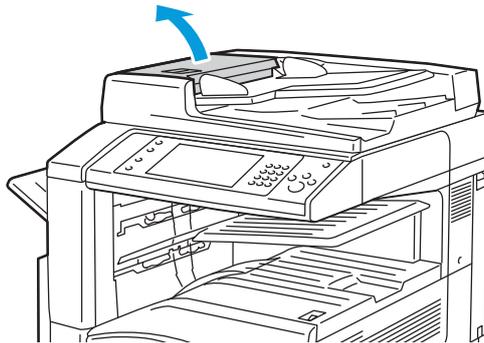
Note: If the paper is torn, remove all torn pieces from the printer.



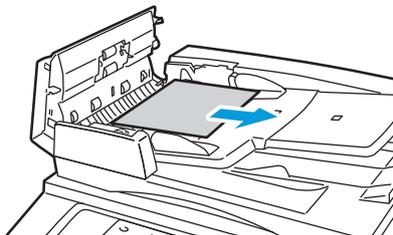
7. Close the top left cover D.
8. Close the top left cover A, then close tray 5 (bypass tray).

Clearing Jams in the Document Feeder

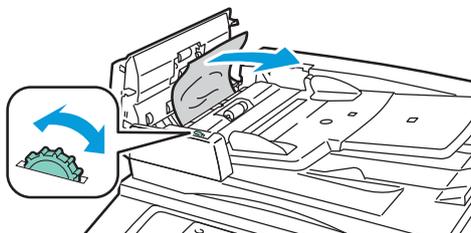
1. Lift the lever and open the top cover of the document feeder as shown.



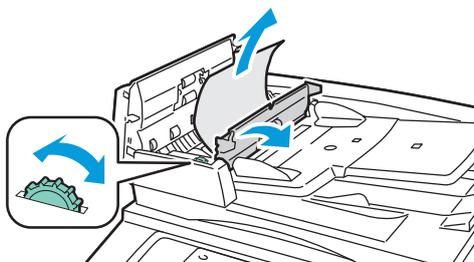
2. If the original is not caught in the entry to the document feeder, pull it straight out in the direction shown.



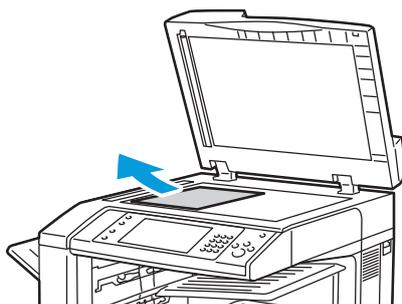
3. If the message on the control panel instructs you to turn the green wheel, turn it in the direction shown. Turning the green wheel moves the original out of the feeder.



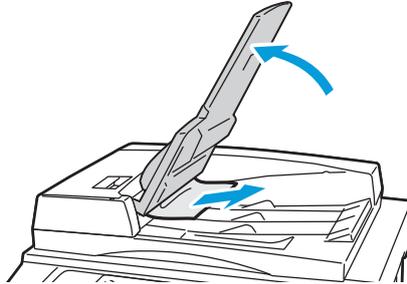
4. If the message instructs you to open the inner cover, lift the lever with the green tab to open the inner cover.
5. Turn the green wheel in the direction shown to move the original out of the feeder. Carefully remove the jammed original.



6. Close the inner cover, then close the top cover, pressing it down until it clicks into place.
7. If the original is not visible when the top cover is opened, lift the document cover and remove the original.



8. If the original is not visible when the document cover is opened, lift up the document feeder tray, then remove the paper.



9. Lower the document feeder tray.
10. If the original is not wrinkled or torn, load it into the feeder again following the instructions on the touch screen.

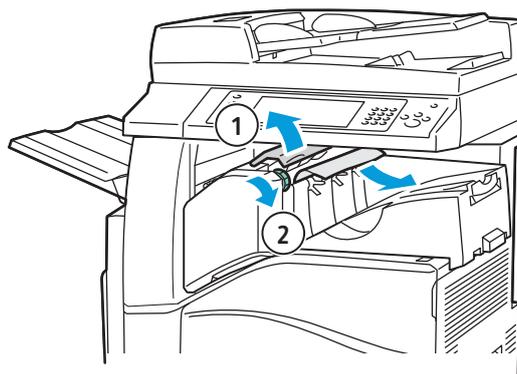
Note: After clearing a document feeder jam, reload the entire document, including the pages already scanned. The printer automatically skips the scanned pages and scans the remaining pages.

-  **CAUTION:** Torn, wrinkled, or folded originals can cause jams and damage the printer. To copy torn, wrinkled, or folded originals, use the document glass.

Clearing Jams in the Integrated Finisher

1. Locate the Integrated Finisher mounted beneath the Scanner and Control Panel.
2. Open the top cover of the finisher (1).
3. Turn the green knob in the direction shown to remove the paper (2).
4. Remove the paper by pulling it in the direction shown.

Note: If the paper is torn, remove all torn pieces from the printer.

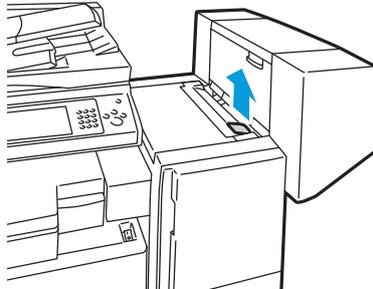


5. Close the top cover of the Integrated Finisher.

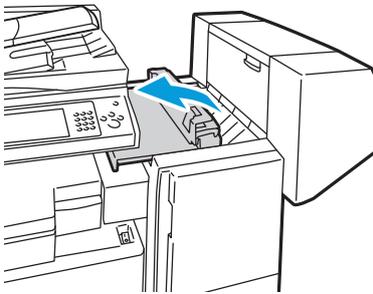
Clearing Jams in the Office Finisher LX

Clearing Jams Under the Finisher Top Cover

1. Pull up the lever on the top cover.

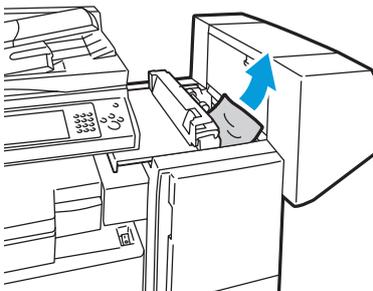


2. Open the top cover by rotating it to the left.



3. Remove the jammed paper.

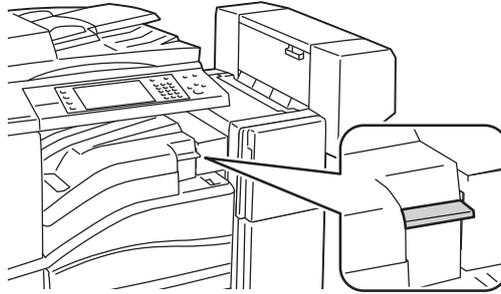
Note: If the paper is torn, remove all torn pieces from the finisher.



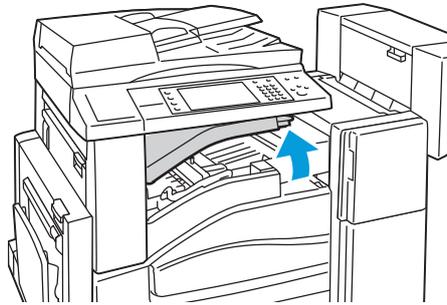
4. Close the top cover of the finisher.

Clearing Jams in the Finisher Transport

1. Locate the handle on the right front of the center tray.



2. Lift the handle of the center tray straight up to open the transport cover.



3. Remove the jammed paper.

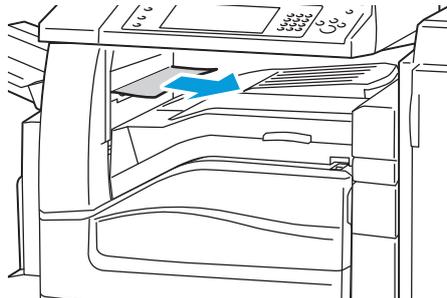
Note: If the paper is torn, remove all torn pieces from the finisher.

4. Close the transport cover.

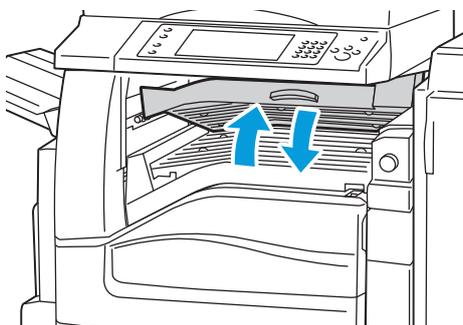
Clearing Jams in the Professional Finisher

Clearing Jams in the Center Tray

1. If the paper is jammed at the exit to the center output tray, pull the paper in the direction shown.

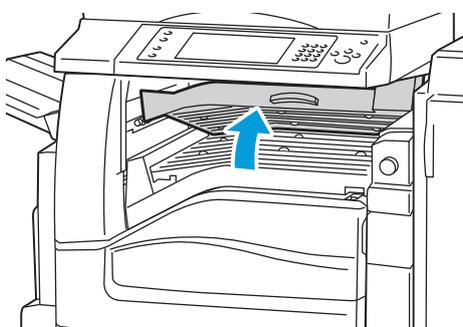


2. Open, then close, the finisher transport cover.

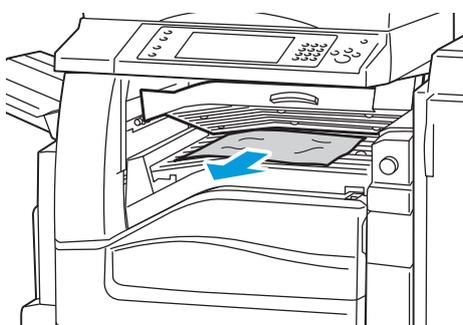


Clearing Jams in the Finisher Transport

1. Open the finisher transport cover.

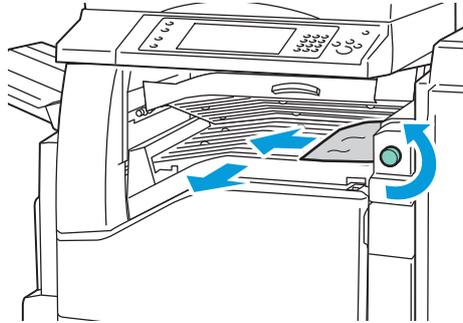


2. Remove the jammed paper.



Note: If the paper is torn, remove all torn pieces from the finisher.

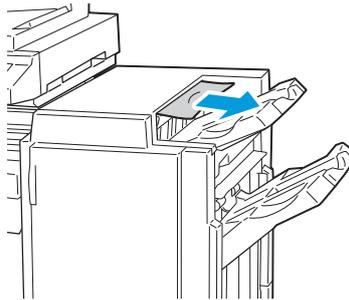
3. If no paper is visible, turn green knob 1 in the direction shown and carefully pull out the jammed paper.



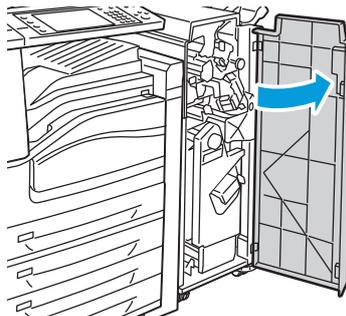
4. Close the finisher transport cover.

Clearing Jams at 2a in the Finisher

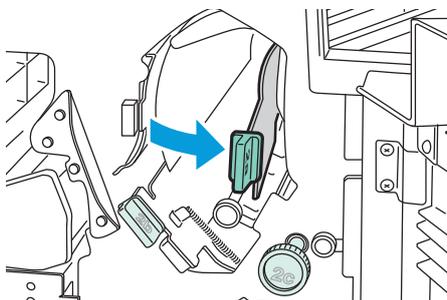
1. If the paper is visible at the output tray exit, remove the paper by pulling it in the direction shown.



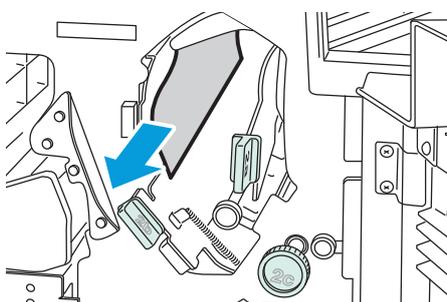
2. Open the front door of the finisher.



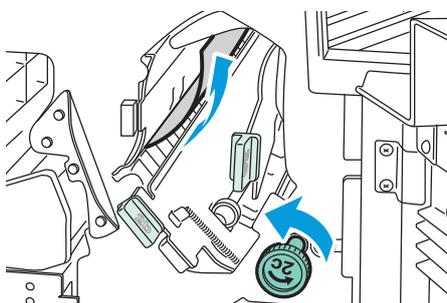
3. Move green lever 2a to the right.



4. Remove the jammed paper.

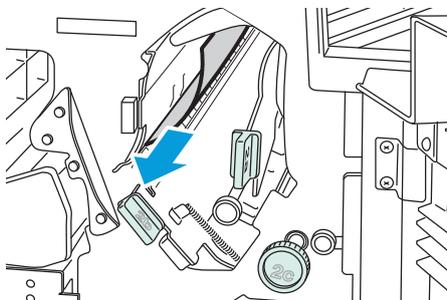


5. If the paper is inaccessible or if the control panel displays a message to do so, turn knob 2c in the direction shown to release the paper.



6. Carefully remove the paper.

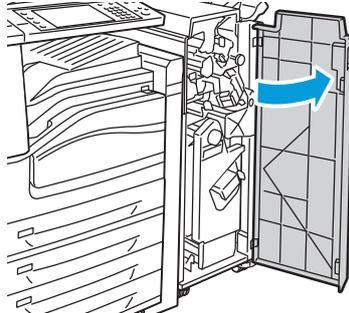
Note: If the paper is torn, remove all torn pieces from the finisher.



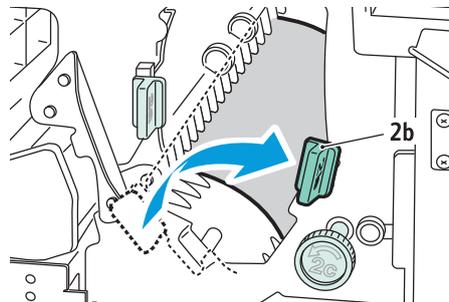
7. Return lever 2a to its original position.
8. Close the front door of the finisher.

Clearing Jams at 2b in the Finisher

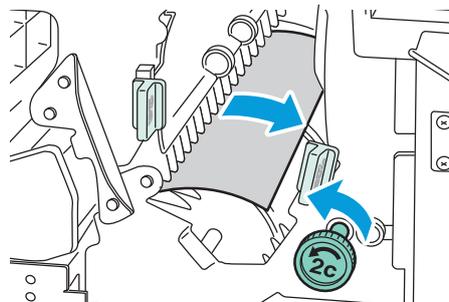
1. Open the front door of the finisher.



2. Move green lever 2b to the right.

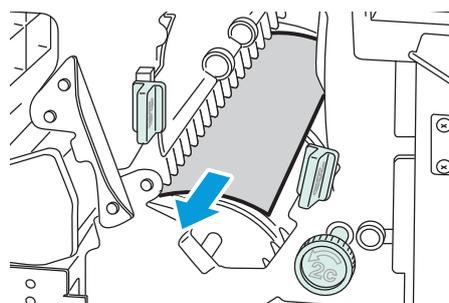


3. Remove the jammed paper.
4. If the paper is inaccessible or if the control panel displays a message to do so, turn knob 2c in the direction shown to release the paper.



5. Carefully remove the paper.

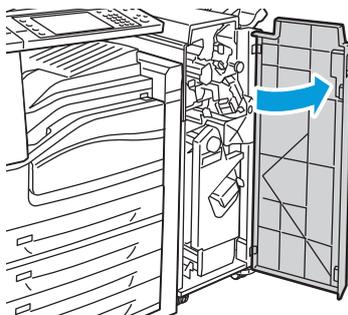
Note: If the paper is torn, remove all torn pieces from the finisher.



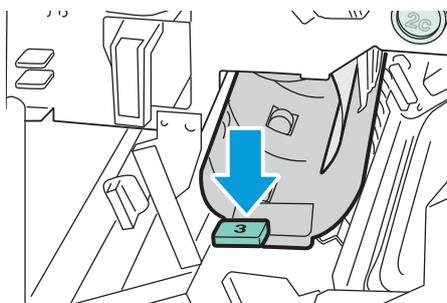
6. Return lever 2b to its original position.
7. Close the front door of the finisher.

Clearing Jams at 3 in the Finisher

1. Open the front door of the finisher.

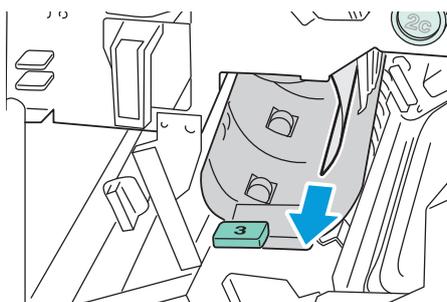


2. Pull down green lever 3.



3. Carefully remove the jammed paper.

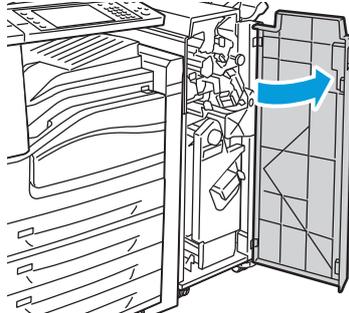
Note: If the paper is torn, remove all torn pieces from the finisher.



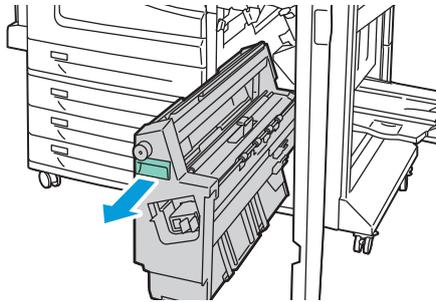
4. Return lever 3 to its original position.
5. Close the front door of the finisher.

Clearing Jams at 4a in the Finisher

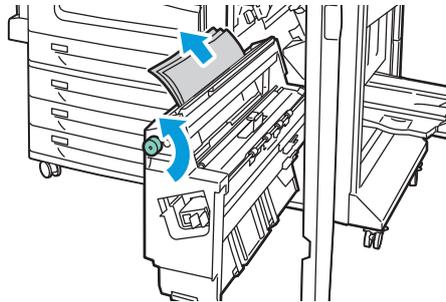
1. Open the front door of the finisher.



2. Using the green handle, pull out unit 4 until it stops.



3. Turn green knob 4a in the direction shown to release the jammed paper.



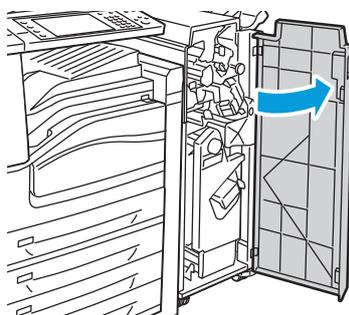
4. Carefully remove the paper as shown.

Note: If the paper is torn, remove all torn pieces from the finisher.

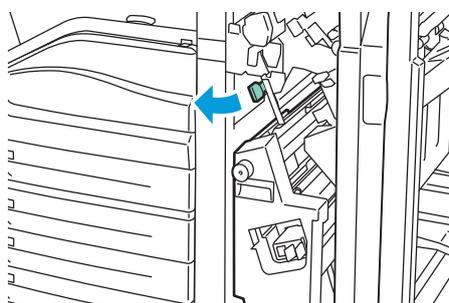
5. Return unit 4 to its original position.
6. Close the front door of the finisher.

Clearing Jams at 4b in the Finisher

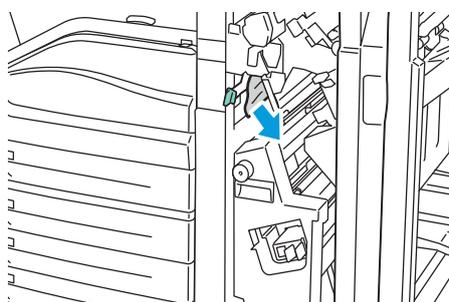
1. Open the front door of the finisher.



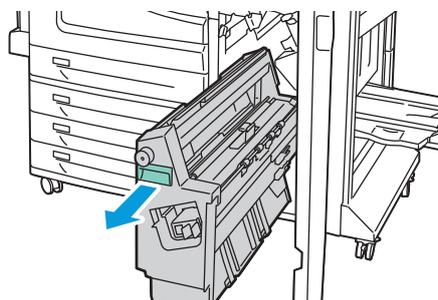
2. Move green lever 4b to the left.



3. If paper is visible, remove the jammed paper by pulling in the direction shown.



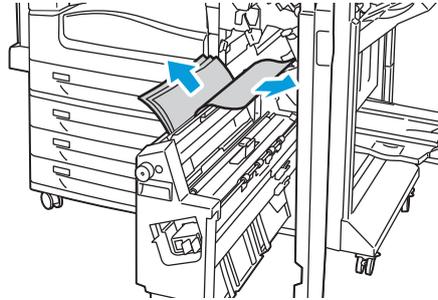
4. Using the green handle, pull out unit 4 until it stops.



Troubleshooting

5. Turn green knob 4a in the direction shown to release the jammed paper.
6. Carefully remove the paper from the upper left side and from inside the unit.

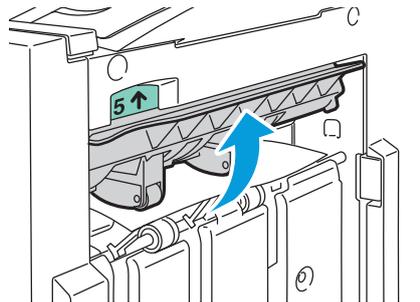
Note: If the paper is torn, remove all torn pieces from the finisher.



7. Return unit 4 to its original position.
8. Return lever 4b to its original position.
9. Close the front door of the finisher.

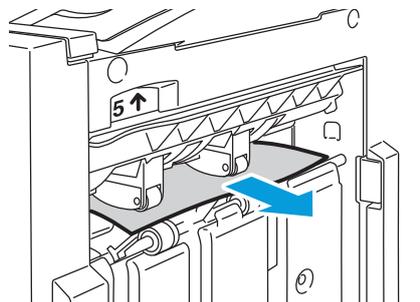
Clearing Jams at 5 in the Finisher

1. Open finisher exit door 5 by lifting up at green label 5.



2. Remove the paper by pulling it in the direction shown.

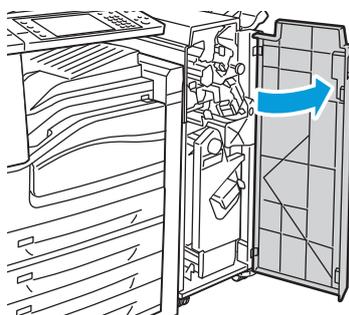
Note: If the paper is torn, remove all torn pieces from the finisher.



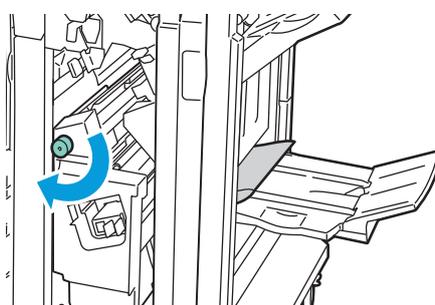
3. Return exit cover 5 to its original position.

Clearing Jams in the Booklet Tray

1. Open the front door of the finisher.

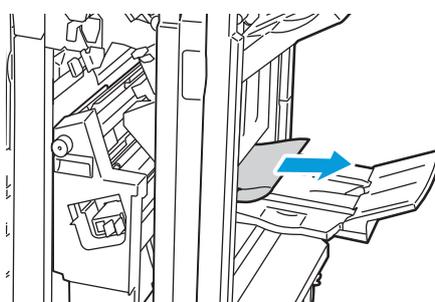


2. Turn green knob 4a in the direction shown to release the jammed paper.



3. Remove the jammed paper by pulling in the direction shown.

Note: If the paper is torn, remove all torn pieces from the finisher.



4. Close the front door of the finisher.

Minimizing Paper Jams

The printer is designed to function with minimal paper jams using Xerox® supported paper. Other paper types can cause jams. If supported paper is jamming frequently in one area, clean that area of the paper path or have the printer repaired.

The following can cause paper jams:

- Selecting the incorrect paper type in the print driver.
- Using damaged paper.
- Using unsupported paper.

Troubleshooting

- Loading paper incorrectly.
- Overfilling the tray.
- Adjusting the paper guides improperly.

Most jams can be prevented by following a simple set of rules:

- Use only supported paper. For details, see [Supported Paper](#) on page 38.
- Follow proper paper handling and loading techniques.
- Always use clean, undamaged paper.
- Avoid paper that is curled, torn, moist, creased, or folded.
- Fan the paper to separate the sheets before loading it into the tray.
- Remove transparencies from the output tray immediately after printing.
- Observe the paper tray fill line; never overfill the tray.
- Adjust the paper guides in all trays after inserting the media. A guide that is not properly adjusted can cause poor print quality, misfeeds, skewed prints, and printer damage.
- After loading the trays, select the correct paper type and size on the control panel.
- When printing, select the correct type and size in the print driver.
- Store paper in a dry location.
- Use only Xerox[®] paper and transparencies designed for the printer.

Avoid the following:

- Paper that is specially designed for ink-jet printers with polyester coating.
- Paper that is folded, wrinkled, or excessively curled.
- Fanning transparencies before loading in the tray.
- Loading more than one type, size, or weight of paper in a tray at the same time.
- Loading punched paper or paper with folded corners or staples in the document feeder.
- Overfilling the trays.
- Allowing the output tray to overfill.
- Allowing the output tray to fill with more than a few transparencies.

Refer to the control panel Paper and Media Information Pages for information on supported paper, or go to www.xerox.com/paper.

Troubleshooting Paper Jams

This section includes:

- [Multiple Sheets Pulled Together](#).....225
- [Paper Misfeeds](#).....225
- [Jams in the Document Feeder](#).....226
- [Paper Jam Message Stays On](#).....226
- [Duplex Unit Jams](#).....226

Multiple Sheets Pulled Together

Probable Causes	Solutions
The paper tray is too full.	Remove some of the paper. Do not load paper past fill line.
The edges of the paper are not even.	Remove the paper, align the edges, and then reload it.
The paper is moist from humidity.	Remove the paper from the tray, and replace it with new dry paper.
Too much static electricity is present.	<ul style="list-style-type: none"> • Try a new ream of paper. • Do not fan transparencies before loading in tray.
Using unsupported paper.	Use only Xerox [®] -approved paper. For details, see Supported Paper on page 38.
Humidity is too high for coated paper.	Feed paper one sheet at a time.

Paper Misfeeds

Probable Causes	Solutions
The paper is not correctly positioned in the tray.	<ul style="list-style-type: none"> • Remove the misfed paper and reposition it properly in the tray. • Ensure that the paper guides in the tray are set correctly.
The paper tray is too full.	Remove some of the paper. Do not load paper past fill line.
The paper guides are not correctly adjusted to the media size.	Adjust the paper guides in the tray to match the size of the media.
Warped or wrinkled paper is loaded in the tray.	Remove the paper, smooth it out, and reload it. If it still misfeeds, do not use that paper.
The paper is moist from humidity.	Remove the moist paper and replace it with new, dry paper.
Unsupported paper of the wrong size, thickness, or type.	Use only Xerox [®] -approved paper. For details, see Supported Paper on page 38.

Troubleshooting

The label sheet is facing the wrong way in the tray.	<ul style="list-style-type: none">• Load label sheets according to the instructions from the manufacturer.• Load labels face down in tray 5 (bypass tray).• Load labels face up in tray 1, tray 2, tray 3, and tray 4.
Envelopes are loaded incorrectly in tray 5 (bypass tray).	Load the envelopes in tray 5 (bypass tray) with the flaps closed, flap-side up, and the flaps leading into the printer.
Envelopes are loaded incorrectly in the envelope tray.	Load the envelopes in the envelope tray with the flaps closed, flap-side down, and the flaps toward the left side of the tray.

Jams in the Document Feeder

Probable Causes	Solutions
Unsupported paper of the wrong size, thickness, or type.	Use only Xerox [®] -approved paper. For details, see Supported Paper on page 38.
The documents loaded in the document feeder exceed the maximum capacity allowed.	Place fewer documents in the document feeder.
The document feeder guides are improperly adjusted.	Adjust the paper guides to fit snugly against the media loaded in the document feeder.

Paper Jam Message Stays On

Probable Causes	Solutions
Some paper remains jammed in the printer.	Recheck the media path and make sure that you have removed all of the jammed paper.
One of the printer doors is open.	Check the doors on the printer. Close any door that is open.

Duplex Unit Jams

Probable Causes	Solutions
Unsupported paper of the wrong size, thickness, or type.	<ul style="list-style-type: none">• Use only Xerox[®]-approved paper. For details, see Supported Paper on page 38.• Do not use transparencies, envelopes, labels, reloaded paper, or paper heavier than 220 g/m² for automatic 2-sided printing.

<p>Paper type is set incorrectly in the print driver.</p>	<p>The following types of paper can be used for automatic 2-sided printing:</p> <ul style="list-style-type: none"> • Plain paper • Recycled paper • Bond • Letterhead • Heavyweight • Extra-heavyweight • Preprinted • Gloss • Heavyweight gloss • Extra heavyweight gloss <p>Make sure that the paper type is set correctly in the driver and the paper is loaded in the correct tray. For details, see Supported Paper on page 38.</p>
<p>Paper is loaded in the wrong tray.</p>	<p>The paper must be loaded in the correct tray. For details, see Supported Paper on page 38.</p>
<p>Tray is loaded with mixed paper.</p>	<p>Load the tray with only one type and size of paper.</p>

Clearing Staple Jams

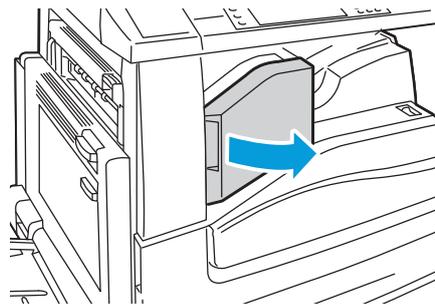
This section includes:

- Clearing Staple Jams in the Integrated Finisher228
- Clearing Staple Jams in Office Finisher LX.....230
- Clearing Booklet Staple Jams in the Office Finisher LX231
- Clearing Main Staple Jams in the Professional Finisher.....233
- Clearing Booklet Staple Jams in the Professional Finisher235

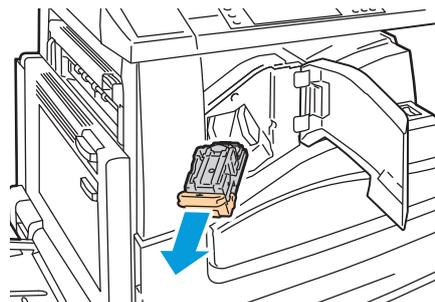
Clearing Staple Jams in the Integrated Finisher

 **WARNING:** Do not perform this procedure while the printer is copying or printing.

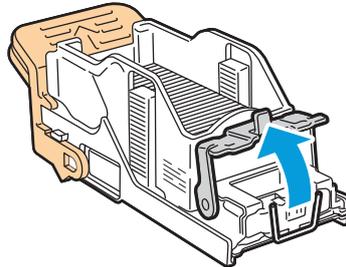
1. Open the finisher door as shown.



2. Grip the staple cartridge by the orange handle and remove the cartridge by pulling it firmly toward you.

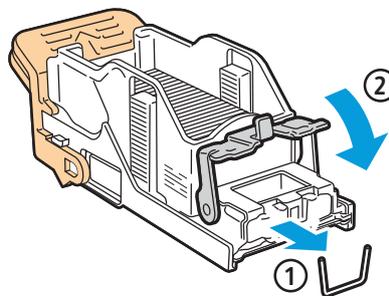


3. Remove any loose staples or other debris from inside the finisher.
4. Open the staple cartridge clamp by pulling firmly in the direction shown.

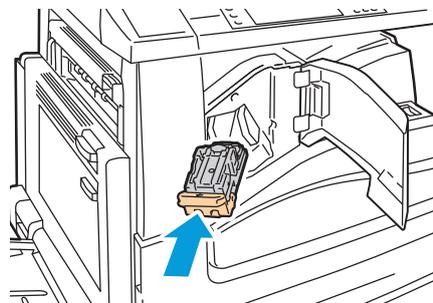


5. Remove the jammed staples (1), then push the clamp in the direction shown until it snaps into the locked position (2).

 **WARNING:** The points of the jammed staples are sharp. Remove the jammed staples carefully.



6. Grip the staple cartridge by the orange handle and insert the cartridge into the stapler until it clicks.

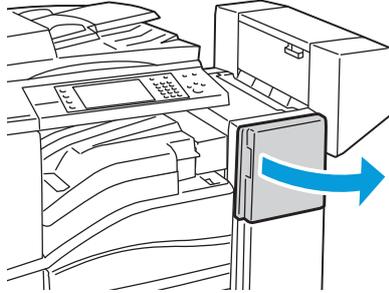


7. Close the finisher front cover.

Clearing Staple Jams in Office Finisher LX

 **WARNING:** Do not perform this procedure while the printer is copying or printing.

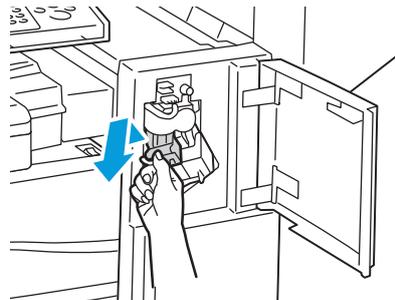
1. Open the finisher door as shown.



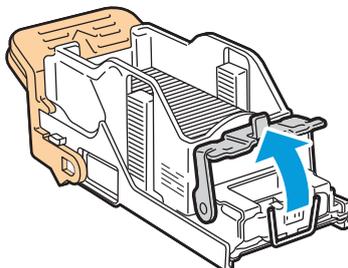
2. Reach into the finisher cabinet and pull the stapler toward you until it stops.
3. Push the stapler to the right as shown.



4. Grip the staple cartridge by the orange handle and remove the cartridge by pulling it firmly toward you.

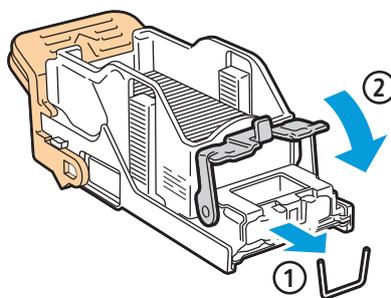


5. Remove any loose staples or other debris from inside the finisher.
6. Open the staple cartridge clamp by pulling firmly in the direction shown.

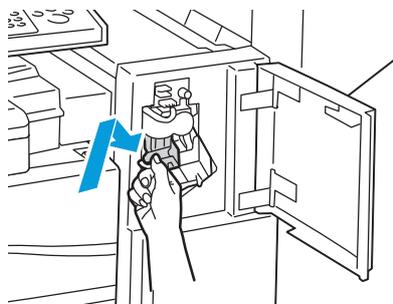


7. Remove the jammed staples (1), then push the clamp in the direction shown until it snaps into the locked position (2).

 **WARNING:** The points of the jammed staples are sharp. Remove the jammed staples carefully.



8. Grip the staple cartridge by the orange handle and insert it into the stapler until it clicks to lock in place.



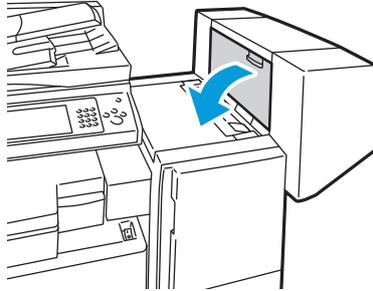
9. Close the finisher front door.

Clearing Booklet Staple Jams in the Office Finisher LX

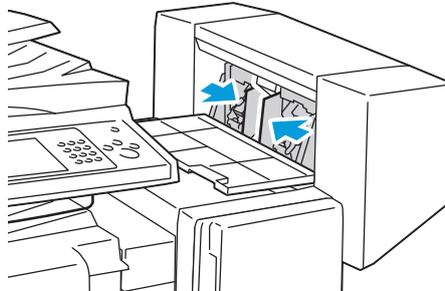
The stapler in the booklet maker uses two staple cartridges labeled R2 and R3. Booklet stapling requires that both staple cartridges be free of jammed staples.

 **WARNING:** Do not perform this procedure while the printer is copying or printing.

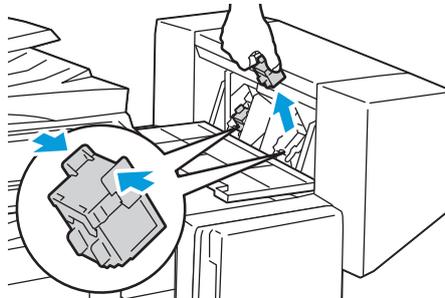
1. Open the finisher side cover.



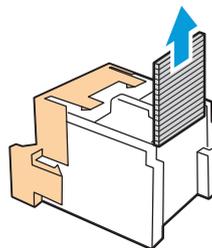
2. If the staple cartridges are not visible, grip the vertical panels at the left and right of the opening and slide them to the center.



3. Hold the tabs on both sides of the staple cartridge and pull the cartridge out of the finisher.

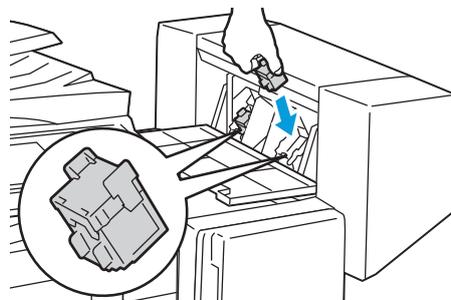


4. Remove the jammed staples by pulling them in the direction shown.



5. Hold the tabs on both sides of the new staple cartridge and insert it into the original position in the finisher.

Note: If you have trouble inserting the cartridge, make sure the staples are positioned correctly in the cartridge.



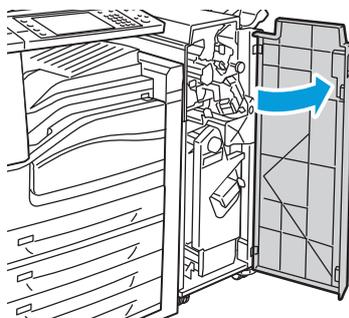
Note: The Booklet Maker uses two staple cartridges. Booklet stapling requires that both staple cartridges contain staples.

6. Starting at Step 2, repeat the procedure for the other staple cartridge.
7. Close the side cover of the finisher.

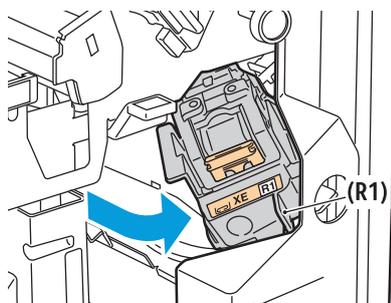
Clearing Main Staple Jams in the Professional Finisher

⚠ WARNING: Do not perform this procedure while the printer is copying or printing.

1. Open the front door of the finisher.

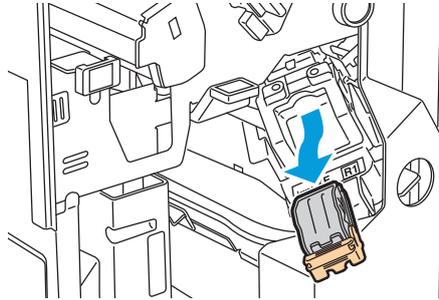


2. Hold the staple cartridge unit by orange lever R1 and push it to the right.

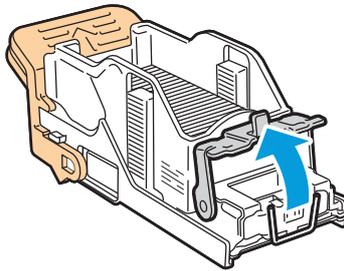


Troubleshooting

3. Grip the staple cartridge by the orange tabs and remove the cartridge by pulling it firmly toward you. Check inside the finisher for any loose staples and remove them.



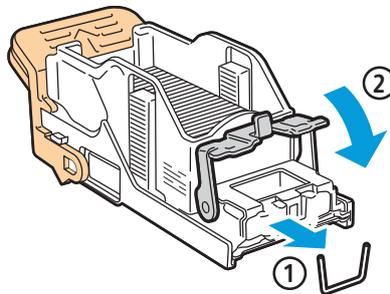
4. Open the staple cartridge clamp by pulling firmly in the direction shown.



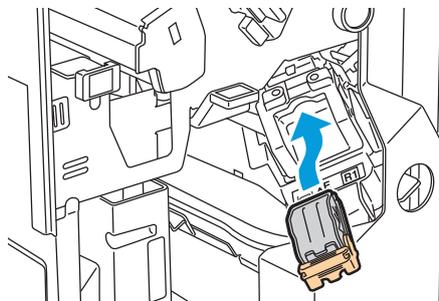
5. Remove the jammed staples (1), then push the clamp in the direction shown until it snaps into the locked position (2).



WARNING: The points of the jammed staples are sharp. Remove the jammed staples carefully.



6. Grip the staple cartridge by the orange tabs and insert it into the staple cartridge unit until it clicks.



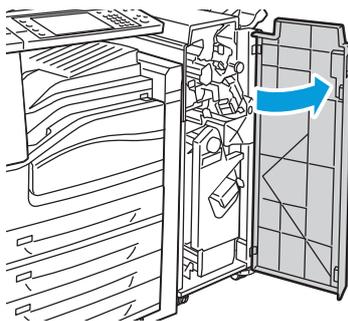
7. Close the finisher front door.

Clearing Booklet Staple Jams in the Professional Finisher

The stapler in the booklet maker uses two staple cartridges labeled R2 and R3. Booklet stapling requires that both staple cartridges be free of jammed staples.

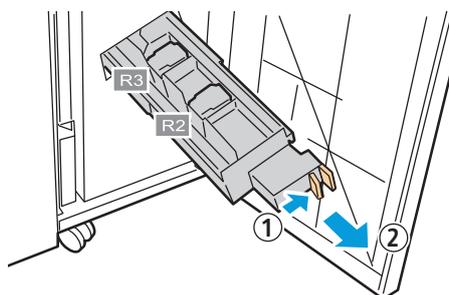
⚠ WARNING: Do not perform this procedure while the printer is copying or printing.

1. Open the front door of the finisher.

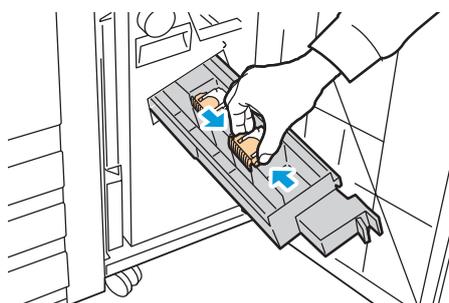


2. While squeezing orange levers R2 and R3 together (1), pull the staple cartridge unit out of the finisher until it stops (2).

Note: The staple cartridge unit does not detach from the finisher.

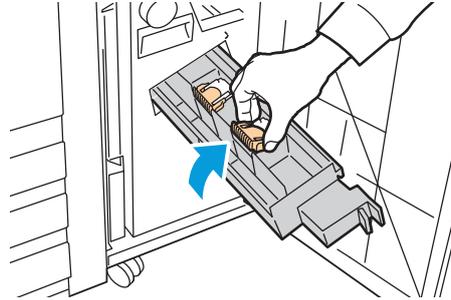


3. Grip the orange tabs on both sides of the staple cartridge.



Troubleshooting

4. While gripping the orange tabs of the staple cartridge, rotate it in the direction shown.

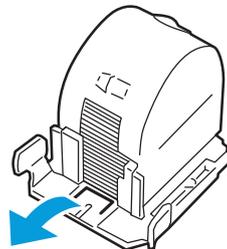


5. Lift the staple cartridge out of the staple cartridge unit.

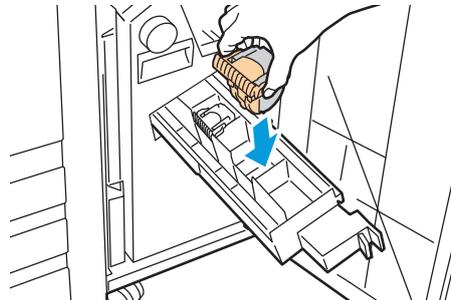


6. Remove the jammed staples by pulling them in the direction shown.

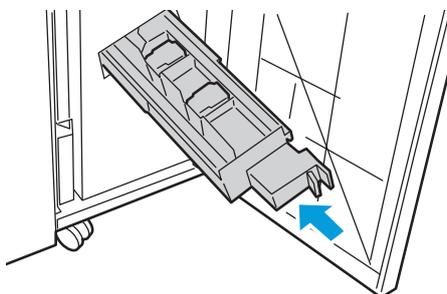
 **WARNING:** The points of the jammed staples are sharp. Remove the jammed staples carefully.



7. Push the staple cartridge into the staple cartridge unit.



8. If you find no jammed staples, repeat the preceding steps for the other staple cartridge.
9. Return the staple cartridge unit to its original position.



10. Close the finisher front door.

Clearing Hole Punch Jams

Clearing Hole Punch Jams in Office Finisher LX

If the printer stops printing and reports a hole punch jam, empty the hole punch waste container. For details, see [Emptying the Hole Punch Waste Container](#) on page 179.

After emptying the hole punch waste container, locate and remove any paper jams.

Clearing Hole Punch Jams in the Professional Finisher

If the printer stops printing and reports a hole punch jam, empty the hole punch waste container. For details, see [Emptying the Hole Punch Waste Container](#) on page 179.

After emptying the hole punch waste container, locate and remove any paper jams.

Print-Quality Problems

This section includes:

- [Controlling Print Quality](#).....238
- [Troubleshooting Print-Quality Problems](#).....241

Your printer is designed to produce consistently high-quality prints. If you observe print-quality problems, use the information in this section to troubleshoot the problem. For more information, go to www.xerox.com/office/WC75xxsupport.

 **CAUTION:** The Xerox® Warranty, Service Agreement, or Xerox® Total Satisfaction Guarantee does not cover damage caused by using unsupported paper or specialty media. The Xerox® Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Please contact your local representative for details.

Notes:

- To enhance print quality, the toner/print/drum cartridges for many models of equipment are designed to cease functioning at a predetermined point.
- Grayscale images printed with the composite black setting increment the color pages counter, because color consumables are used. Composite black is the default setting on most printers.

Controlling Print Quality

Various factors can affect the quality of the output of your printer. For consistent and optimum print quality, use paper designed for your printer, and correctly set the Print-Quality Mode and Color Adjustments. Follow the guidelines in this section to maintain optimum print quality from your printer.

Paper and Media

Your printer is designed to use various paper and other media types. Follow the guidelines in this section for the best print quality and to avoid jams:

- Use only Xerox® supported paper types and sizes. For details, see [Supported Paper](#) on page 38.
- Use only dry, undamaged paper.



CAUTION: Some paper and other media types can cause poor output quality, increased paper jams, or damage your printer. Do not use the following:

- Rough or porous paper.
 - Inkjet paper.
 - Non-laser glossy or coated paper.
 - Paper that has been photocopied.
 - Paper that has been folded or wrinkled.
 - Paper with cutouts or perforations.
 - Stapled paper.
 - Envelopes with windows, metal clasps, side seams, or adhesives with release strips.
 - Padded envelopes.
 - Plastic media.
- Make sure the paper type selected in your print driver matches the paper type on which you are printing.
 - If you have the same size paper loaded in more than one of the trays, make sure that the proper tray is selected in the print driver.
 - Store your paper and other media properly for optimum print quality. For details, see [Paper Storage Guidelines](#) on page 39.

Print-Quality Modes

Select the correct Print-Quality Mode for your print job from the print driver. For instructions on setting the Print-Quality Mode, see [Selecting Printing Options](#) on page 59. To control the Print-Quality Mode:

- Make sure that the Print-Quality Mode is set to the correct mode. For example, if the print appears too light, make sure the Print-Quality Mode is not set to Toner Saver mode. The default setting is Standard.
- Use the Print-Quality Mode settings in the print driver to control print quality. If the print quality is not suitable, adjust the Print-Quality Mode setting to a higher level.
- Use only Xerox[®] supported paper types and sizes. For details, see [Supported Paper](#) on page 38.

Color Corrections and Color Adjustments

Color Correction is set to Automatic at the factory for best printing results of mixed text, graphics, and images on a range of supported paper. For instructions on setting the Color Correction, see [Using Color Corrections](#) on page 65. Follow these guidelines to control the Color Corrections and Color Adjustments:

- Make sure that the Color Correction in the print driver is set to Automatic for best results on most paper.
- Select a mode of Color Correction to produce more vivid results. For example, when printing graphics in which the sky does not look blue enough, select **Vivid** for more vibrant blue skies.
- Select a Custom Color Adjustment, such as Office Color, Press Match, or Spot Color, to match the color output to another output device.

Troubleshooting

- Select Color Adjustments to adjust particular characteristics of the printed color, such as Lightness, Contrast, Saturation, and Color Casts, to achieve a desired result.

Troubleshooting Print-Quality Problems

This section includes:

- [Printing the Troubleshooting Print-Quality Pages](#)241
- [Eliminating the Paper or Media as the Problem](#).....241
- [Isolating the Problem to the Printer or to the Application](#).....242
- [Troubleshooting Print-Quality Problems in the Application, Print Driver, or Print Server](#).....242
- [Troubleshooting Print-Quality Problems in the Printer](#)243
- [Performing the Print Calibration Procedure](#)243

Your printer is designed to produce consistently high-quality prints. If you observe print-quality problems, use the information in this section to troubleshoot the problem. For more information, go to www.xerox.com/office/WC75xxsupport.



CAUTION: The Xerox® Warranty, Service Agreement, or Xerox® Total Satisfaction Guarantee does not cover damage caused by using unsupported paper or specialty media. The Xerox® Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Please contact your local representative for details.

Note: To enhance the print quality, toner/print/drum cartridges for many models of equipment are designed to cease functioning at a predetermined point.

Printing the Troubleshooting Print-Quality Pages

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Troubleshooting > Support Pages**.
3. Touch **Troubleshooting Print Quality Page**, then touch **Print**.
4. Compare your print-quality problems to the examples on the pages.

Eliminating the Paper or Media as the Problem

Damaged or unsupported paper or media can cause print-quality problems even when the printer, application, and print driver are working perfectly. Use the following guidelines to eliminate the paper as the source of the print-quality problem:

- Make sure that the printer supports the paper or media.
- Make sure that the printer is loaded with undamaged, dry paper.
- If the condition of the paper or media is in doubt, replace it with new paper or media.
- Make sure that you have the proper tray selected in the print driver and from the control panel.
- Make sure that you have the correct paper type selected in the print driver and in the control panel of the printer.

Isolating the Problem to the Printer or to the Application

When you are sure that the paper is supported and in good condition, use the following steps to isolate the problem:

1. From the control panel of the printer, print the pages for Diagnosing Print Quality. For details, see [Printing the Troubleshooting Print Quality Pages](#) on page 241.
 - If the pages printed properly, the printer is working properly and the print-quality problem is an application, print driver, or print server problem.
 - If the pages still have print-quality problems, the problem is in the printer.
2. If the pages printed properly, see Troubleshooting Print-Quality Problems in the Application, Print Driver, or Print Server.
3. If the pages still had print-quality issues, or did not print, see Troubleshooting Print-Quality Problems in the Printer.

Troubleshooting Print-Quality Problems in the Application, Print Driver, or Print Server

If the printer is printing properly from the control panel but you still have print-quality problems, the application, print driver, or print server could be the cause.

To isolate the problem:

1. Print a similar document from another application and look for the same print-quality problems.
 - If the document still has the same print-quality problems, it is probably a print driver or print server problem. If the problem persists, go to step 2.
 - If the document printed without print-quality problems, the application is probably the cause. Restart your printer, restart the application, and print the document again. If the problem persists, go to step 5. For more information, see [Restarting the Printer](#) on page 197.
2. Check the print driver used for the print job.
3. Click **Start > Settings > Printers and Faxes**.
4. Right-click on the name of the printer.
5. Select **Properties** from the drop-down list.
 - Make sure the model name in the middle of the driver matches the model name of the printer.
 - If the names do not match, install the proper print driver for the printer.
6. If the print driver is correct, see [Selecting Printing Options](#) on page 59 to set the Print Quality Mode and Color Correction.
 - Set the Print Quality Mode to Standard or Enhanced.
 - Set the Color Correction to Automatic Color Correction.
7. If the problem persists, delete then reinstall the print driver.
8. If the problem still persists, make sure that you are not printing through a print server. Try printing directly to the printer.

If the problem persists, go to www.xerox.com/office/WC75xxsupport for online support information.

Troubleshooting Print-Quality Problems in the Printer

If you have print-quality problems when printing a Demo Page or the Configuration Report from the control panel, the problem is in the printer.

To find the source of the problem:

1. At the control panel, print the Troubleshooting Print-Quality Pages. For details, see [Printing the Troubleshooting Print Quality Pages](#) on page 241.
2. If the prints are too light to see print details, verify the following:
 - The printer is loaded with undamaged, dry supported paper.
 - The toner levels of one or more of the toner cartridges is not too low.
3. If the pages are printed with a solid color, one or more of the drum cartridges could be defective. Correct the problem before continuing.
4. If the colors of the pages do not match your expectations, run the control panel Print Calibration.
5. Compare the print-quality problems in your document to each of the examples in the Troubleshooting Print-Quality Pages.

If you find a match in the Troubleshooting Print-Quality Pages, look in the Solutions column for the action to take to resolve the problem.

If the problem persists, go to www.xerox.com/office/WC75xxsupport for online support information.

Performing the Print Calibration Procedure

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Troubleshooting > Calibration > Print Calibration**.
3. Follow the onscreen instructions to run the Print Calibration procedure.

Copy and Scan Problems

If the copy or scan quality is poor, refer to the following table.

Symptoms	Solutions
Lines or streaks only present in copies made from the document feeder.	There is debris on the document glass. When scanning, the paper from the document feeder passes over the debris creating lines or streaks. Clean all glass surfaces with a lint free cloth.
Spots present in copies taken from the document glass.	There is debris on the document glass. When scanning, the debris creates a spot on the image. Clean all glass surfaces with a lint free cloth.
The reverse side of the original is showing on the copy or scan.	Turn on Background Suppression.
Image is too light or too dark.	<ul style="list-style-type: none"> • Copy: Use the Image Quality settings to lighten, darken, or adjust contrast. • Scan: Use the Advanced Settings Tab to lighten, darken, or adjust contrast.
Colors are inaccurate.	<ul style="list-style-type: none"> • Copy: Use the Image Quality settings to adjust color balance. • Scan: Confirm the correct Original Type is set.

If the problem persists, go to www.xerox.com/office/WC75xxsupport for online support information.

Fax Problems

This section includes:

- [Problems Sending Faxes](#)245
- [Problems Receiving Faxes](#)246

Note: If you cannot send and receive faxes, make sure that you are connected to an approved analog telephone line. The fax cannot send or receive when connected to a digital phone line.

If you cannot send or receive faxes correctly, refer to the following tables.

Problems Sending Faxes

Symptoms	Causes	Solutions
The document is not scanned using the document feeder.	The document is too thick, too thin, or too small.	Use the document glass to send the fax.
The document is scanned at an angle.	The document feeder guides are not adjusted to the width of the document.	Adjust the document feeder guides to fit the width of the document.
The fax received by the recipient is blurry.	The document is incorrectly positioned.	Position the document correctly.
	The document glass is dirty.	Clean the document glass.
	The text in the document is too light.	Adjust the resolution. Adjust the contrast.
	There is a problem with the telephone connection.	Verify that the telephone line is working, then send the fax again.
The fax received by the recipient is blank.	There is a problem with the fax machine of the caller.	Make a copy to verify that your printer is operating correctly. If the copy was printed correctly, have the recipient verify the condition of their fax machine.
	The document was loaded incorrectly.	<ul style="list-style-type: none"> • Document feeder: Place the original document face up. • Document glass: Place the original document face down.
Fax was not transmitted.	The fax number is wrong.	Verify the fax number.
	The telephone line is incorrectly connected.	Verify the telephone line connection. If it is disconnected, connect it.
	There is a problem with the fax machine of the recipient.	Contact the recipient.
	The fax is not installed or is not enabled.	Verify that the fax is installed and enabled.

	Server Fax is enabled.	Make sure that Server Fax is disabled.
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If the problem persists, go to www.xerox.com/office/WC75xxsupport for online support information.

Problems Receiving Faxes

Symptoms	Causes	Solutions
The received fax is blank.	There is a problem with the telephone connection or with the fax machine of the caller.	Verify that the printer can make clean copies. If it can, have the caller send the fax again.
	The sender loaded the pages incorrectly.	Contact the sender.
The printer answers the call, but does not accept incoming data.	Not enough memory.	If the job contains several graphics, the printer could not have enough memory. The printer does not answer when memory is low. Delete stored documents and jobs then wait for the existing job to complete. This increases available memory.
The received fax size is reduced.	The paper supply in the printer does not match the document size sent.	Confirm the original size of the documents. Documents could be reduced based on the available paper supply in the printer.
Faxes cannot be received automatically.	The printer is set to receive faxes manually.	Set the printer to automatic reception.
	The memory is full.	Load paper if it is empty, and then print the faxes stored in the memory.
	The telephone line is incorrectly connected.	Verify the telephone line connection. If it is disconnected, connect it.
	There is a problem with the fax machine of the sender.	Make a copy to verify that your printer is operating correctly. If the copy prints correctly, have the recipient verify their fax machine is operating correctly.

If the problem persists, go to www.xerox.com/office/WC75xxsupport for online support information.

Getting Help

This section includes:

- [Control Panel Messages](#)247
- [Scan and Fax Alerts](#).....248
- [Maintenance Assistant](#)248
- [Online Support Assistant](#)249
- [More Information](#).....249

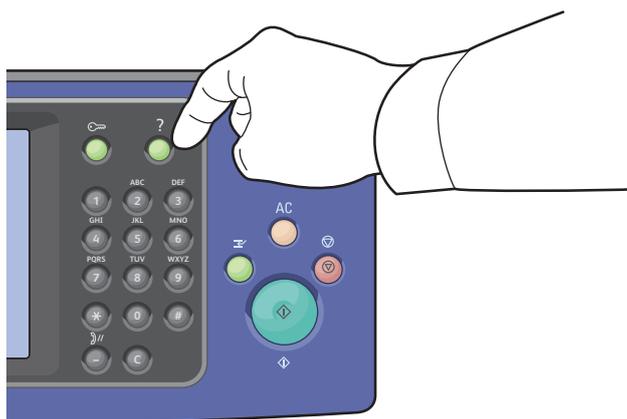
Xerox® provides several automatic diagnostic utilities to help you maintain productivity and print quality.

Control Panel Messages

The printer control panel provides information and troubleshooting help. When an error or warning condition occurs, the control panel displays a message informing you of the problem. In many cases, the control panel also displays an animated graphic showing the location of the problem, such as the location of a paper jam. For many error and status messages, the control panel Help provides additional information.

Control Panel Help

Touch the **Help** button to view additional information about error or status messages on the control panel. The Help button is labeled with a question mark (?).



Most of the control panel menu items also have associated help text that describes the menu item.

Scan and Fax Alerts

Alerts provide messages and instructions that help you solve problems when printing, faxing, or scanning. Alerts appear on the control panel touch screen, or you can view them through CentreWare Internet Services.

Note: Fax errors do not prevent scanning, copying, or printing.

Viewing Job Status on the Control Panel

To see the status of a list of active jobs or completed jobs, press the **Job Status** button.

- Touch the **Active Jobs** tab to see the status of the active jobs that are printing.
- Touch the **Completed Jobs** tab to see the status of the last 20 jobs that were completed.

Viewing Error Messages on the Control Panel

1. Press the **Machine Status** button, then touch the **Faults** tab.
2. Touch one of the buttons to view a list of alerts:
 - **Current Faults:** Current faults that affect the operation of the printer, such as a paper jam.
 - **Current Messages:** Alert messages regarding the current job status of the printer, such as an empty paper tray.
 - **Fault History:** The last 20 fault alerts.
 - **Fault Code:** The fault code for the error that affected printer operation.
 - **Date:** The date when the error occurred.
 - **Time:** The time of the day when the error occurred.
 - **Image Count:** The image count on the printer when the error occurred.
 - **Paper:** The paper that was used when the error occurred.

Viewing Alerts in CentreWare Internet Services

See [Accessing CentreWare Internet Services](#) to access the embedded Web server in the printer.

1. In CentreWare Internet Services, click **Status > Description & Alerts**.
The Description and Alerts page appears.
2. Click **Refresh** to update the page.

Maintenance Assistant

Your printer includes a built-in diagnostic capability allowing you to send diagnostic information directly to Xerox. Maintenance Assistant is a remote diagnostic tool that offers a fast way to resolve potential issues, receive assistance, and automate the troubleshooting or repair process.

Use Maintenance Assistant only when requested to do so by a Xerox representative.

Online Support Assistant

Online Support Assistant is a knowledge base that provides instructions and troubleshooting help to solve printer problems. You can find solutions for print-quality problems, paper jams, software installation problems, and more. Online assistance offers the latest technical solutions and illustrated step-by-step operational tips.

To access the Online Support Assistant, go to www.xerox.com/office/WC75xxsupport.

More Information

You can obtain more information about your printer from these sources:

Resource	Location
<i>Installation Guide</i>	Packaged with printer
<i>Quick Use Guide</i>	Packaged with printer
<i>System Administrator Guide</i>	www.xerox.com/office/WC75xxdocs
Video Tutorials	www.xerox.com/office/WC75xxdocs
Recommended Media List	United States: www.xerox.com/paper Europe: www.xerox.com/europaper
Technical support information for your printer; includes online Technical Support, Online Support Assistant, and driver downloads.	www.xerox.com/office/WC75xxsupport
Information about menus or error messages	Control panel Help (?) button
Information pages	Print from the control panel menu
Order supplies for your printer	www.xerox.com/office/WC75xxsupplies
A resource for tools and information, such as interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs.	www.xerox.com/office/businessresourcecenter
Local sales and support center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Xerox [®] Direct online store	www.direct.xerox.com/

Specifications



This appendix includes:

- [Printer Configurations and Options](#)252
- [Physical Specifications](#).....254
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Printer Configurations and Options

Standard Features

The WorkCentre 7500 Series Multifunction Printer provides the following features:

- Copy, print, scan, fax, Internet Fax, and Server Fax
- Scan to USB and Print from USB mass storage devices
- Maximum copy speed of up to 50 pages per minute (ppm) for color and up to 55 ppm black and white copying on letter size plain paper (speed dependent on configuration)
- 1200 x 2400 dpi LED imaging and copy quality
- Copy document sizes up to A3 or 11 x 17 in.
- Print document size up to SRA3/12 x 18 in.
- Automatic 2-sided printing
- Duplex Automatic Document Feeder with 110-sheet capacity
- Color touch screen display on control panel
- Tray 1 with 520-sheet capacity
- Must choose one of the following paper tray options:
 - 3-Tray Module with standard SRA3/12 x 18 in. support
 - 1-Tray Module with standard SRA3/12 x 18 in. support
 - High-Capacity Tandem Tray with standard SRA3/12 x 18 in. support, 2000 A4/Letter sheets
- Bypass Tray with 100-sheet capacity
- 2 GB memory plus 1 GB page memory
- Internal 160 GB hard drive
- PostScript and PCL fonts
- Ethernet 10/100/1000Base-TX
- Universal Serial Bus (USB 2.0)
- PostScript, PCL, and XPS support
- Job Based Accounting
- Data Security
- Xerox Extensible Interface Platform® (EIP)

Available Configurations

Model	Print Speed in ppm (1-sided and 2-sided)
WorkCentre 7525 Multifunction Printer	25 color/25 monochrome
WorkCentre 7530 Multifunction Printer	30 color/30 monochrome

WorkCentre 7535 Multifunction Printer	35 color/35 monochrome
WorkCentre 7545 Multifunction Printer	45 color/45 monochrome
WorkCentre 7556 Multifunction Printer	50 color/55 monochrome

Options and Upgrades

- Integrated Finisher
- Office Finisher LX
- Professional Finisher
- Envelope Tray
- 3-Tray Module with standard SRA3/12 x 18 in. support
- 1-Tray Module with standard SRA3/12 x 18 in. support
- High-Capacity Tandem Tray with standard SRA3/12 x 18 in. support, 2000 A4/Letter sheets
- High-Capacity Feeder
- Standard Work Surface
- One Line and Dual Line Fax Kits
- Xerox Secure Access Unified ID System[®]
- FreeFlow SMARTsend
- Convenience Stapler
- Xerox[®] Common Access Card Enablement Kit
- Xerox[®] Copier Assistant (XCA)
- Foreign Device Interface
- Scan to PC Desktop
- EFI Workflow
- Unicode Print

Physical Specifications

Base Configuration

- Width: 1063.8 mm (41.8 in.)
- Depth: 685 mm (27 in.)
- Height: 1127.3 mm (44.4 in.)
- Weight: 140.2 Kg (308.4 lb.) with 3-Tray Module

Configuration With Integrated Finisher

- Width: 1129 mm (44.4 in.)
- Depth: 685 mm (27 in.)
- Height: 1127.3 mm (44.4 in.)
- Weight: 152.2 Kg (335 lb.) with 3-Tray Module

Configuration With Office Finisher LX and Booklet Maker

- Width: 1666 mm (65.6 in.)
- Depth: 685 mm (27 in.), 695 mm (27.4 in.) with Booklet Maker
- Height: 1127.3 mm (44.4 in.)
- Weight: 177.2 Kg (390 lb.) with 3-Tray Module

Configuration With Professional Finisher

- Width: 1922 mm (75.7 in.)
- Depth: 685 mm (27 in.)
- Height: 1127.3 mm (44.4 in.)
- Weight: 228.2 Kg (502 lb.) with 3-Tray Module

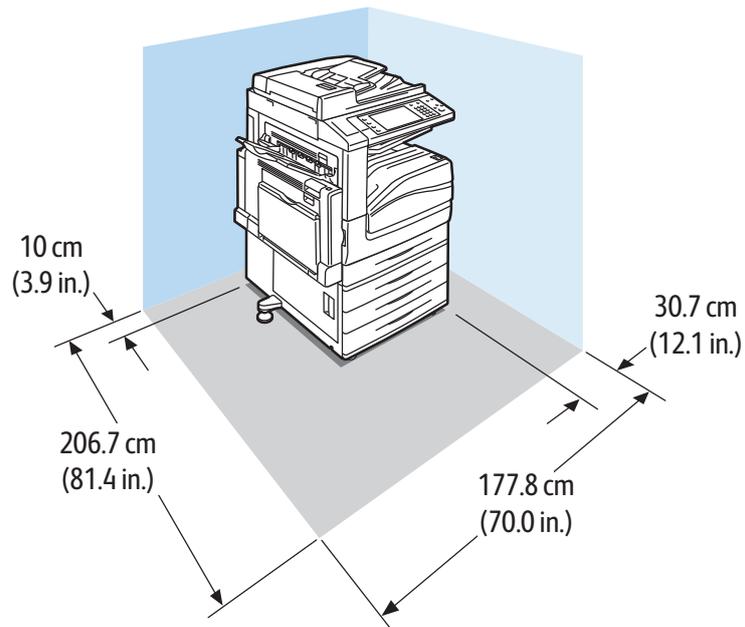
Configuration With Professional Finisher and High-Capacity Feeder

- Width: 1922 mm (75.7 in.)
- Depth: 685 mm (27 in.)
- Height: 1127.3 mm (44.4 in.)
- Weight: 256.4 Kg (564 lb.) with 3-Tray Module

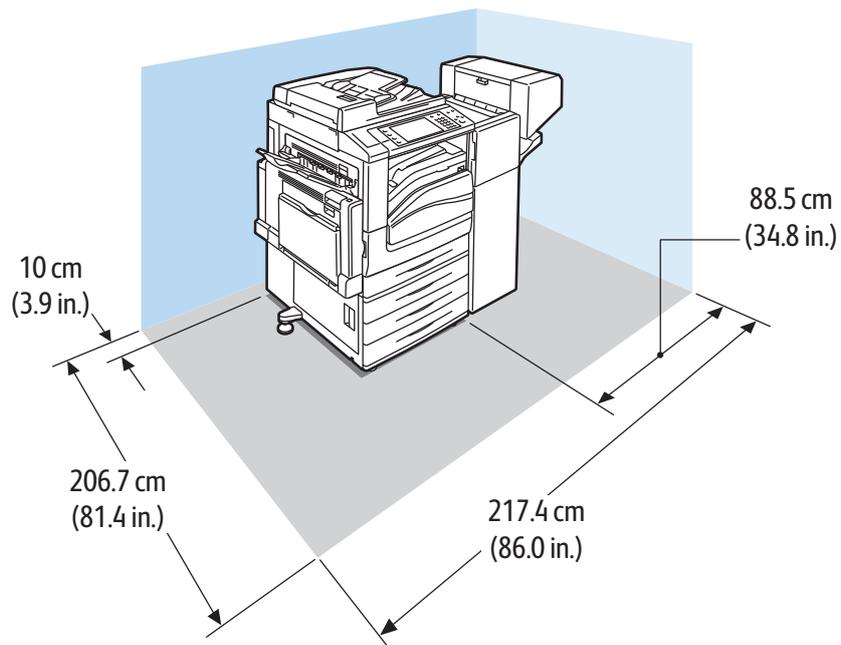
Clearance Requirements

Printer Clearance Requirements for Base Configuration

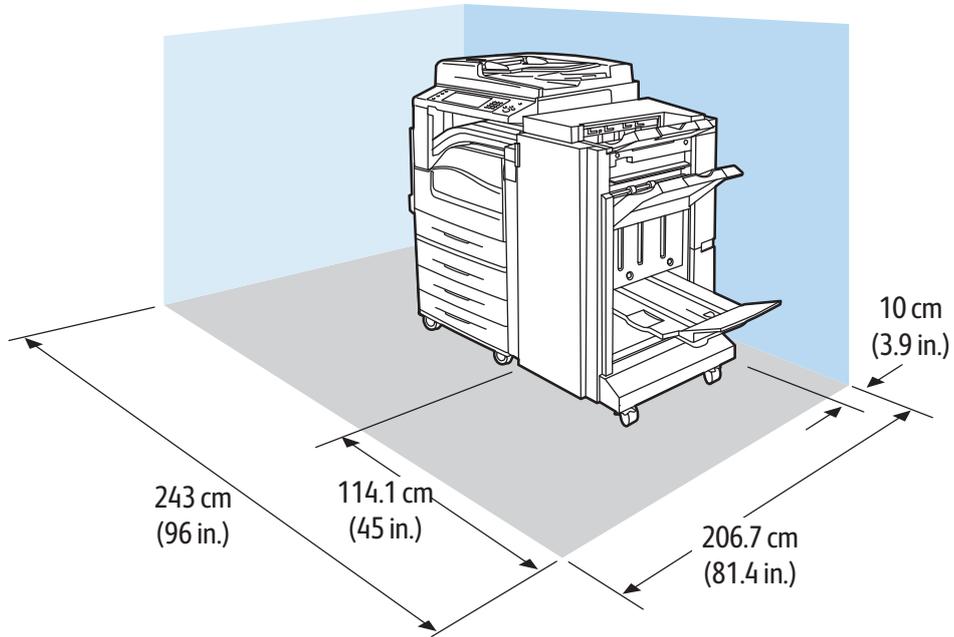
Note: The clearance requirements do not change with the addition of the optional Integrated Finisher.



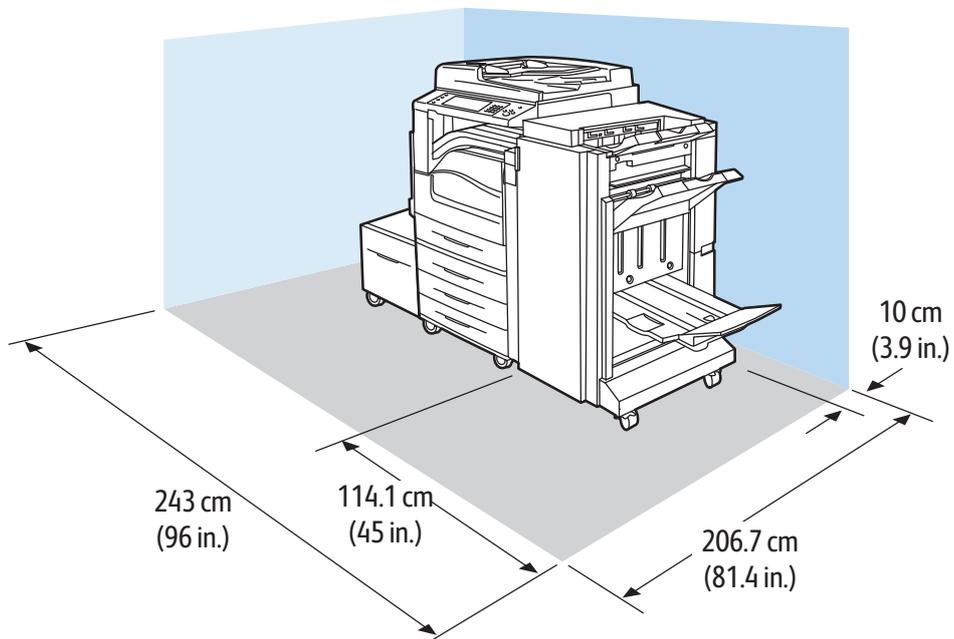
Printer Clearance Requirements With Office Finisher LX and Booklet Maker



Printer Clearance Requirements With Professional Finisher



Printer Clearance Requirements With Professional Finisher and High-Capacity Feeder



Environmental Specifications

Temperature

- 10°–28°C
- 50°–82°F

Relative Humidity

Operating: 15 % to 85 % (non-condensing)

Electrical Specifications

Power Supply Voltage	Frequency	Current Required	Power Consumption (full system)
110–127 VAC +/-10 %	50 Hz +/- 3 Hz 60 Hz +/- 3 Hz	13.2 A	1584 VA @ 120 V (Max)
220–240 VAC +/-10 %	50 Hz +/- 3 Hz 60 Hz +/- 3 Hz	8 A	1920 VA @ 240 V (Max) 1760 VA @ 220 V (Max)

ENERGY STAR Qualified Product



The Xerox® WorkCentre 7500 Series of Multifunction Printers are ENERGY STAR® qualified under the ENERGY STAR Program Requirements for Imaging Equipment.

The ENERGY STAR and ENERGY STAR mark are registered United States trademarks.

The ENERGY STAR Imaging Equipment Program is a team effort between United States, European Union, and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction printers, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain, and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox® ENERGY STAR equipment is preset at the factory to switch to Energy Saver Mode after two minutes from the last copy or print. For details, see [Energy Saver Mode](#) on page 24.

Performance Specifications

Printing Resolution

Maximum Resolution: 1200 x 2400 dpi

Print Speed

Print speeds are provided for printing long-edge feed (LEF) on A4 (210 x 297 mm, 8.27 x 11.69 in.) or Letter (216 x 279 mm, 8.5 x 11 in.) Bond 64–105 g/m² (18–28 lb.) paper from any tray except tray 5 (bypass tray).

Printer Model	Color	Black and White
WorkCentre 7525 Multifunction Printer	25 ppm	25 ppm
WorkCentre 7530 Multifunction Printer	30 ppm	30 ppm
WorkCentre 7535 Multifunction Printer	35 ppm	35 ppm
WorkCentre 7545 Multifunction Printer	45 ppm	45 ppm
WorkCentre 7556 Multifunction Printer	50 ppm	55 ppm

Controller Specifications

Processor

1.5 GHz processor

Memory

Memory	Technology	Size	Clock Speed	Specifications
System Memory	DDR2, non-ECC	2 GB	333 MHz	200-pin SODIMM, 667 MWords/s
EPC Memory	DDR2, non-ECC	1 GB	133 MHz	200-pin SODIMM, 267 MWords/s, 32 b wide
Flash Memory	EEPROM	32 MB	NA	Daughter card. Derived from the Gawain FLASH/NVM.
NVM	SRAM	512 KB	NA	
JPEG Buffer	SRAM	1 MB (256 Kb*32)	200 MHz	Soldered to PWBA.

Interfaces

- Ethernet 10/100/1000Base-TX
- Universal Serial Bus (USB 2.0)

Environmental, Health, and Safety Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox® product and supplies, contact the following customer help lines:

United States:	1-800 828-6571
Canada:	1-800 828-6571
Europe:	+44 1707 353 434

For product safety information in the United States, go to www.xerox.com/environment .

For product safety information in Europe, go to www.xerox.com/environment_europe .

Regulatory Information

B

This appendix includes:

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Basic Regulations

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

United States FCC Regulations

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

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

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

Changes or modifications to this equipment not approved by Xerox can void the authority of the user to operate this equipment.

Note: To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Canada

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

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

European Union



CAUTION: This is a Class A product. In a domestic environment, this product can cause radio interference in which case the user could be required to take adequate measures.



The CE mark applied to this product symbolizes a declaration of conformity by Xerox with the following applicable Directives of the European Union as of the dates indicated:

- December 12, 2006: Low Voltage Directive 2006/95/EC

- December 15, 2004: Electromagnetic Compatibility Directive 2004/108/EC

This printer, if used properly in accordance with the instructions, is not dangerous for the consumer or for the environment.

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

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

Turkey RoHS Regulation

In compliance with Article 7 (d), we hereby certify “it is in compliance with the EEE regulation.”

“EEE yönetmeliğine uygundur.”

Ozone Release

This printer produces ozone during normal operation. The amount of ozone produced is dependent on copy volume. Ozone is heavier than air and is not produced in amounts large enough to harm anyone. Install the printer in a well-ventilated room.

For more information in the United States and Canada, go to www.xerox.com/environment . In other markets, please contact your local Xerox® representative or go to www.xerox.com/environment_europe .

Copy Regulations

United States

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

1. Obligations or Securities of the United States Government, such as:

- Certificates of Indebtedness.
- National Bank Currency.
- Coupons from Bonds.
- Federal Reserve Bank Notes.
- Silver Certificates.
- Gold Certificates.
- United States Bonds.
- Treasury Notes.
- Federal Reserve Notes.
- Fractional Notes.
- Certificates of Deposit.
- Paper Money.
- Bonds and Obligations of certain agencies of the government, such as FHA and so on.
- Bonds. United States Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.
- Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.
- Postage Stamps, canceled or uncanceled. For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.
- Postal Money Orders.
- Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.
- Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
- Adjusted Compensation Certificates for Veterans of the World Wars.

2. Obligations or Securities of any Foreign Government, Bank, or Corporation.
3. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
4. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.
5. Passports. Foreign Passports may be photographed.
6. Immigration papers.
7. Draft Registration Cards.
8. Selective Service Induction papers that bear any of the following Registrant's information:
 - Earnings or Income.
 - Court Record.
 - Physical or mental condition.
 - Dependency Status.
 - Previous military service.
 - Exception: United States military discharge certificates may be photographed.
9. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasure, and so on (unless photograph is ordered by the head of such department or bureau).

Reproducing the following is also prohibited in certain states:

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

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

For more information about these provisions contact the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

Canada

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

- Current bank notes or current paper money
- Obligations or securities of a government or bank
- Exchequer bill paper or revenue paper
- The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law
- Proclamations, orders, regulations, or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province)

Regulatory Information

- Marks, brands, seals, wrappers, or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission, or agency established by the Government of Canada or of a province or of a government of a state other than Canada
- Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada
- Documents, registers, or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof
- Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner

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

Other Countries

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

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

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

Fax Regulations

United States

Fax Send Header Requirements

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

For instructions on programming the Fax Send Header information, refer to the section of the *System Administrator Guide* on Setting Transmission Defaults.

Data Coupler Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It connects to a compatible modular jack that is also compliant. See installation instructions for details.

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

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

To order the correct service from the local Telephone Company, you could also have to quote the codes in the following list:

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



CAUTION: Ask your local Telephone Company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

If this Xerox® equipment causes harm to the telephone network, the Telephone Company could temporarily discontinue service to the telephone line to which it is connected. If advance notice is not practical, the Telephone Company notifies you of the disconnection as soon as possible. If the Telephone Company interrupts your service, they can advise you of your right to file a complaint with the FCC if you believe that it is necessary.

The Telephone Company could change its facilities, equipment, operations, or procedures which could affect the operation of the equipment. If the Telephone Company changes something that affects the operation of the equipment, they should notify you in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this Xerox® equipment, please contact the appropriate service center for repair or warranty information. Contact information is contained in the Machine Status menu on the printer and in the back of the Troubleshooting section of the *User Guide*. If the equipment is causing harm to the telephone network, the Telephone Company may request you to disconnect the equipment until the problem is resolved.

Only a Xerox Service Representative or an authorized Xerox Service provider are authorized to make repairs to the printer. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

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

Your office could have specially wired alarm equipment connected to the telephone line. Make sure that the installation of this Xerox® equipment does not disable your alarm equipment.

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

Canada

This product meets the applicable Industry Canada technical specifications.

A representative designated by the supplier should coordinate repairs to certified equipment. Repairs or alterations made by the user to this device, or device malfunctions, could cause the telecommunications company to request you to disconnect the equipment.

For user protection, make sure that the printer is properly grounded. The electrical ground connections of the power utility, telephone lines, and internal metallic water pipe systems, if present, must be connected together. This precaution could be vital in rural areas.



WARNING: Do not attempt to make such connections yourself. Contact the appropriate electric inspection authority, or electrician, to make the ground connection.

The REN assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface could consist of any combination of devices. The only limitation to the number of devices is the requirement that the sum of the RENs of the devices does not exceed 5. For the Canadian REN value, please see the label on the equipment.

European Union

Radio Equipment and Telecommunications Terminal Equipment Directive

The Facsimile has been approved in accordance with the Council Decision 1999/5/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of a problem you should contact your authorized local dealer.

This product has been tested to and is compliant with ES 203 021-1, -2, -3, a specification for terminal equipment for use on analog-switched telephone networks in the European Economic Area. This product provides a user-adjustable setting of the country code. The country code should be set prior to connecting this product to the network. Refer to the customer documentation for the procedure for setting the country code.

Note: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, we recommend that you set it to use DTMF signaling for more reliable and faster call setup. Modification of this product, connection to external control software, or connection to an external control apparatus not authorized by Xerox® will invalidate its certification.

New Zealand

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

The equipment may not be capable of correct operation at the higher data speeds designated. 33.6 kbps and 56 kbps connections are likely to be restricted to lower bit rates when connected to some PSTN implementations. Telecom will accept no responsibility for difficulties that arise in such circumstances.

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



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

7. This equipment may not provide for the effective hand-over of a call to another device connected to the same line.
8. Some parameters required for compliance with Telecom Telepermit requirements are dependent on the equipment (computer) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom Specifications:

For repeat calls to the same number:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next attempt.

For automatic calls to different numbers:

The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is no less than five seconds between the end of one call attempt and the beginning of another.

9. For correct operation, total of the RNs of all devices connected to a single line at any time should not exceed five.

Product Safety Certification

The following Agency certified this product using the Safety standards listed:

Agency	Standard
TUV	UL60950-1, 2 nd Edition
	IEC/EN60950-1, 2 nd Edition

Material Safety Data Sheets

For Material Safety Data information regarding your printer, go to:

- North America: www.xerox.com/msds
- European Union: www.xerox.com/environment_europe

For the Customer Support Center phone numbers, go to www.xerox.com/office/worldcontacts.

Recycling and Disposal



This appendix includes:

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All Countries

If you are managing the disposal of your Xerox® product, please note that the printer may contain lead, mercury, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. Perchlorate Material: This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see www.dtsc.ca.gov/hazardouswaste/perchlorate.

North America

Xerox operates an equipment take-back and reuse/recycle program. Contact your Xerox representative (1-800-ASK-XEROX) to determine if this Xerox® product is part of the program. For more information about Xerox® environmental programs, visit www.xerox.com/environment, or for recycling and disposal information, contact your local authorities.

European Union

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

Domestic/Household Environment



Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.



In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

Professional/Business Environment



Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.



In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal, please contact your local reseller or Xerox representative for end of life take-back information.

Collection and Disposal of Equipment and Batteries



These symbols on the products and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.

For proper treatment, recovery, and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling.

For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items.

Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

Business Users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Disposal Outside of the European Union

These symbols are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal.

Note for the Battery Symbol



This wheeled bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set out by the Directive.

Battery Removal

Batteries should only be replaced by a MANUFACTURER-approved service facility.

Other Countries

Please contact your local waste management authority to request disposal guidance.