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# Xerox<sup>®</sup> ColorQube<sup>™</sup> 9201/9202/9203 All Guides



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Xerox<sup>®</sup> ColorQube<sup>™</sup>  
9201/9202/9203  
Copy



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# Introduction

This guide describes the copying features of the device, including options for *Output Color*, *Reduce/Enlarge*, *2-Sided Copying*, *Layout Adjustment*, *Image Quality*, *Output Format*, *Job Assembly*, and other copy functions.

*Copy* is a standard feature and is selected by pressing the **Services Home** button, then the **Copy** option.

When **Copy** is selected, the device scans your originals and stores the images. It then prints the images based on the selections made.

Most feature screens include these buttons to confirm or cancel your choices.

- **Undo** resets the current screen to the values that were displayed when the screen was opened.
- **Cancel** resets the screen and returns to the previous screen.
- **Save** saves the selections made and returns to the previous screen.
- **Close** closes the screen and returns to the previous screen.



Instructions for making a copy and using the basic features are provided in the [ColorQube™ 9201/9202/9203 Quick Use Guide](#). If Authentication or Accounting has been enabled on your device you may have to enter log in details to access the features, refer to [Log In / Out](#) on page 51.

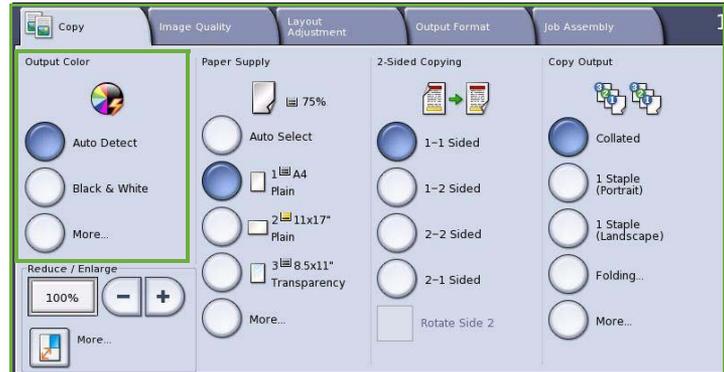
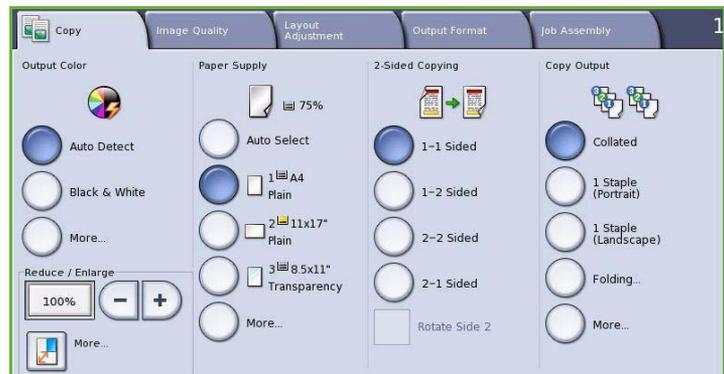
# Copy Options

The *Copy* tab includes basic copying selections such as *Output Color*, *Reduce / Enlarge*, *Paper Supply*, *2-Sided Copying* and *Copy Output*. Each option is described in detail below.

## Output Color

The *Output Color* options include selections to automatically detect and match the color of your original or produce monotone, full color or a single color output from your original. Use **More...** to access all the options. The options are:

- **Auto Detect** to select output that matches your original.
- **Black & White** to select monotone output regardless of the color of your original.
- **Color** to select color output from your original.
- **Single Color** to select a single color output regardless of the color of your original. Choose from:
  - Red
  - Green
  - Blue
  - Cyan
  - Green
  - Yellow
  - Magenta



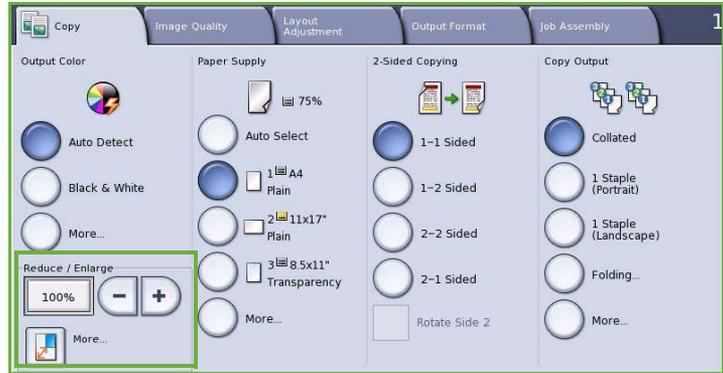
## Reduce / Enlarge

A variety of options are available on your device to enable you to reduce or enlarge the output from your original. This includes selecting a specific ratio, either proportionately or independently, and choosing from a selection of pre-defined preset buttons. For convenience, easy access to ratio selection can be found on the *Copy* tab in the *Reduce / Enlarge* area. Use **More...** to access all the options.

Images from originals placed on the *document glass* can be enlarged or reduced by any ratio between 400% and 25%. Images from originals fed through the *document feeder* can be enlarged or reduced by any ratio between 200% and 25%.

## Copy Options

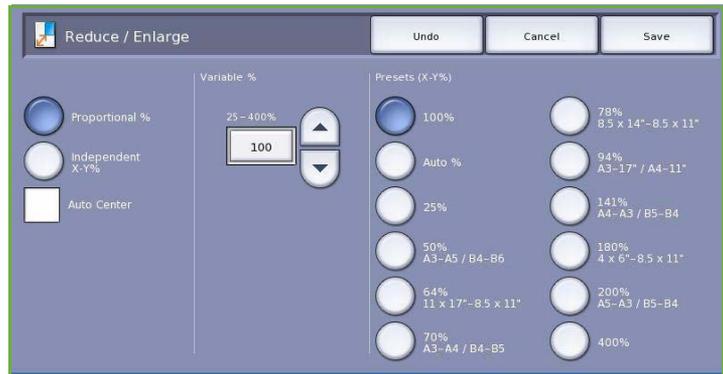
- Use the **- / +** buttons  on the **Copy** screen to select the required reduction or enlargement percentage.
- Alternatively, select the **ratio** button  and use the numeric keypad to type in the ratio required.
- Set the ratio window to 100% if you want your output image to be the same size as your original.



## Proportional %

Selections made on this screen will reduce or enlarge the image by the same ratio in both directions so that the image gets bigger or smaller, but the proportions remain the same.

- Select the **Variable %** button  and use the numeric keypad or the *arrow* buttons to enter the ratio required.
- Use the **Preset** buttons to select **100%**, **Auto %** or commonly used ratios which can be set up by your Administrator. The selected proportional ratios in percentages are shown next to the button, together with an example application.

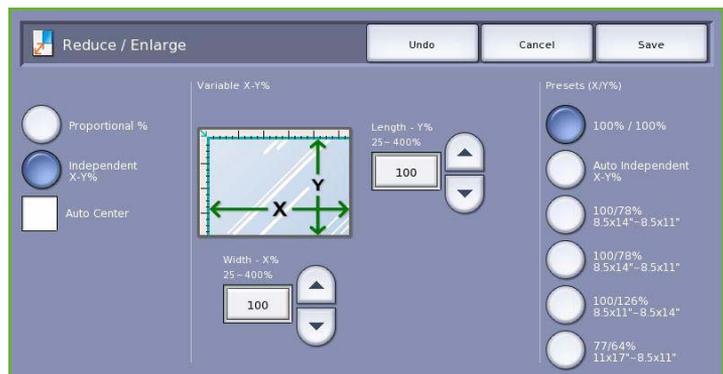


When **Auto %** is selected, the device chooses the best ratio to reduce or enlarge the original onto the selected paper size. You must specify a paper tray before using this option.

## Independent X-Y%

This selection enables you to set different reduction or enlargement ratios for the **X** (width) and the **Y** (height) of the image. This will produce a distorted copy of your original.

- Select the **Variable X-Y%** buttons  and use the numeric keypad or the *arrow* buttons to enter the **Width - X%** and **Length - Y%** ratios required.



- Use the **Pre-set (X/Y%)** buttons to select **100%/100%**, **Auto Independent X-Y%** or commonly used ratios which can be set up by your Administrator. The selected X and Y ratios in percentages are shown next to the button, together with an example application.

Use **100% / 100%** to produce an image the same size as your original.

**Auto Independent X-Y%** automatically fits the image of your original onto the paper you have selected. The reduction or enlargement will not be proportional, the device will distort the image so that it will fit onto the paper. You must specify a paper tray before using this option.

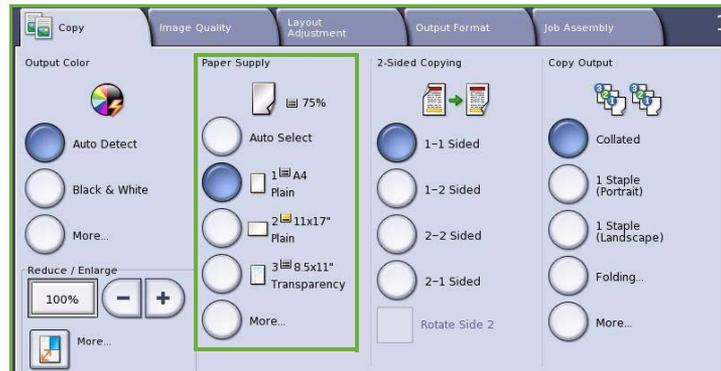
## Auto Center

This option can be selected with either the *Proportional* or *Independent* options to position the image in the center of the paper selected.

## Paper Supply

On the *Paper Supply* section of the *Copy* tab you have the option to select a paper tray, the paper size required or **Auto Select**. Use **More...** to access all the options.

- Auto Select** automatically selects the appropriate paper size for each original based on the size of the original and any directly selected magnification ratios.
- Alternatively, you can select a paper tray that contains the size and type of paper you require. The size and type of media loaded in each tray is displayed.



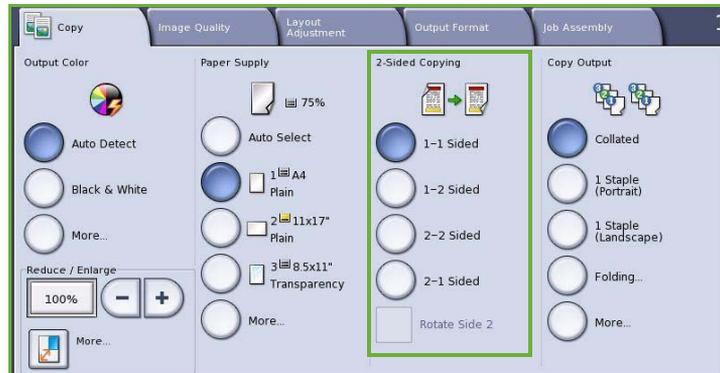
When the **More...** button is selected, the *Paper Supply* screen is displayed showing all the trays and the confirmed size and type of media loaded in each tray.

- A user can select which tray to use from this list. The chosen tray is highlighted in blue.
- If the *Auto Tray Switching* feature has been enabled by your System Administrator and the same size and type of media is loaded in more than one tray, the device will automatically switch from one tray to the other when media in the active tray runs out.

## 2-Sided Copying

The device provides options to make one or two-sided copies from one or two-sided originals using either the *document feeder* or the *document glass*. The options are:

- **1>1 Sided** use this option if your originals are printed on one side and you want single-sided copies.
- **1>2 Sided** use this option if your originals are printed on one side and you want 2-sided copies. You can also select the **Rotate Side 2** button to have the second page rotated 180°.
- **2>2 Sided** use this option if you want to make two sided copies from two-sided originals. You can also select the **Rotate Side 2** button to have the second page rotated 180°.
- **2>1 Sided** this option will make one-sided copies from two-sided originals.

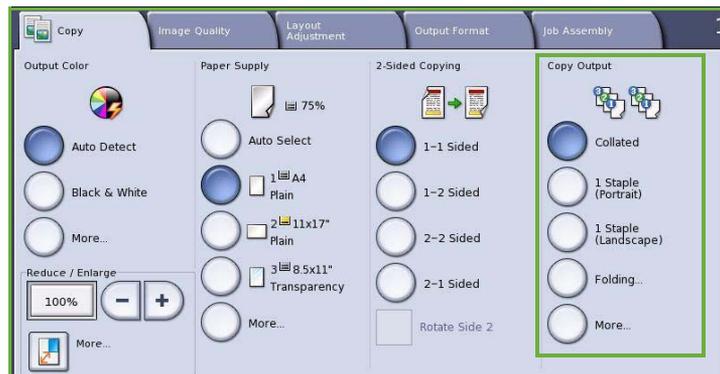


**Note:** If using the *document glass* to scan originals, the device displays a message when ready to scan side 2.

## Copy Output

The most commonly used *Copy Output* options are selected directly from the *Copy* tab. The options available are dependent on the finishing device and kits installed. Refer to [Finishing Devices](#) on page 23.

- **Collated** sorts your copies into sets 1,2,3 1,2,3 1,2,3.
- **Uncollated** sorts your copies into stacks 1,1,1 2,2,2 3,3,3.
- **1 Staple (Portrait)** staple will be positioned in one of the short edge corners depending on how the originals are loaded.
- **1 Staple (Landscape)** the staple will be positioned in one of the long edge corners, depending on how the originals are loaded.
- **Folding** a new window opens providing access to the folding options. Refer to [Folding](#) on page 22.
- Use **More...** to access additional output options.



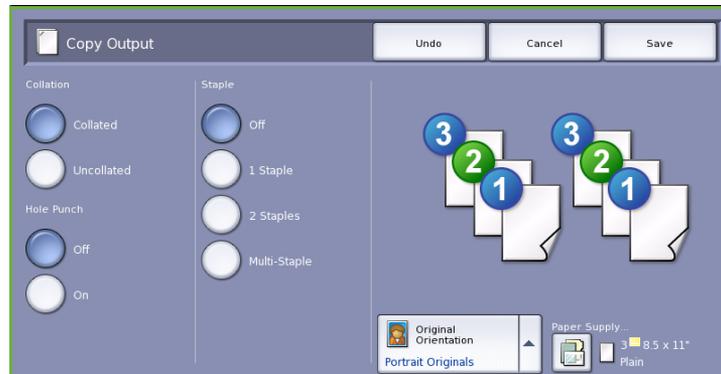
For information about the *Staple* options, refer to [Stapling Options](#) on page 21.

For information about *Hole Punch* options, refer to [Hole Punching](#) on page 22.

## Stapling Options

The stapling options available are dependent on the finishing device available and the configuration setup. For information about the available finishing devices, refer to [Finishing Devices](#) on page 23.

- **1 Staple** when this option is selected, a single staple is positioned in the top left corner of the output.
- **2 Staple** when this option is selected, two staples are positioned parallel to the left or top edge of the copies.
- **Multi-Staple** when this option is selected, depending on the size of your copy paper, either three or four staples will be positioned parallel to the left edge or your copies. For example:



- 4 Staples = A4 LEF, A3, 8.5x11" LEF, 11x17", 8x10" LEF.
- 3 Staples = 8x10" SEF, 8.5x11" SEF, 8.5x5.5" LEF, A4 SEF, A5 LEF, 8.5x14" SEF, B5 SEF.

**Note:** SEF is Short Edge Feed and LEF is Long Edge Feed.

- Use the *Original Orientation* option to select the orientation of the originals being scanned. Select **Portrait** or **Landscape**.
- Use the *Paper Supply* option to select the output media required.

To achieve some of the staple options, the copy paper will need to be loaded in a specific orientation - either Long Edge Feed (LEF) or Short Edge Feed (SEF) as shown in this table.

Paper Size and Orientation	Output Required	Original Orientation	Output Tray Orientation
A4, 8.5x11" LEF	LEF A4, 8.5x11" Single Staple Top Left		
A4, 8.5x11" SEF	SEF A4, 8.5x11" Single Staple Top Left		
A4, 8.5x11" SEF	SEF A4, 8.5x11" Single Staple Bottom Left		

**Note:** For some selections the device will rotate the image. If you are unable to staple, ensure that Image Rotation is **On** in **Tools**. Refer to the [Administration and Accounting](#) guide for more information.

## Hole Punching

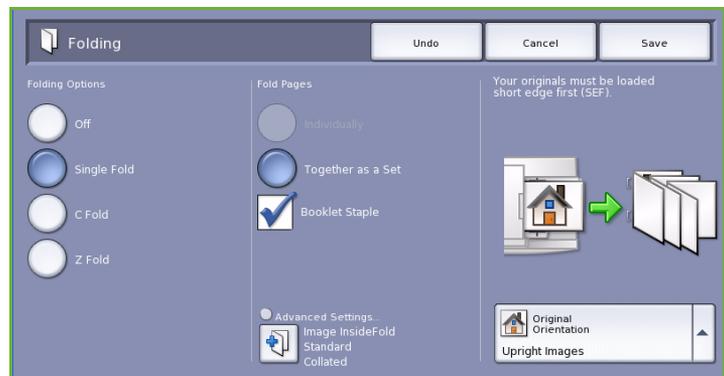
If your device is equipped with one of the optional Hole Punch kits, either *2 Hole*, *3 Hole*, *4 Hole*, *Swedish 4 Hole* or *2 Hole Legal Punch* will be available.

- Hole punching can only be selected for A4 LEF, Legal SEF and A3 (8.5x11" LEF, Legal SEF and 11x17" SEF) paper and it can be combined with a stapling option if required.
- Each sheet will be punched individually so there is no limit to the number of pages in the set.

## Folding

If the optional Tri-fold Module is installed on your device, A4 or 8.5x11" media in a weight range of 60 to 105 gsm (16 to 28 lb) can be folded in a Single Fold, C Fold or Z Fold. Originals must always be loaded Short Edge Feed (SEF) and you can select the orientation of your originals - whether the images are **Upright** on the page or sideways.

- **Single Fold**  the page will be folded in half and you can select the following options:
  - **Individually** is used to fold each page individually.
  - **Together as a Set** is used to fold all the pages together to create single booklet.
  - **Booklet Staple** is selected to fold and staple the output. This is only available with the **Together as a Set** option.
  - **Advanced Settings** are used to select additional layout options:
    - **Originals** options allow you to select if your originals are standard or already formatted as a booklet.
    - **Side 1 Image** options are used to select if the image on the first side is printed inside or outside the fold.
    - **Collation** is used to select collated or uncollated output.
- **C Fold**  the page will be folded as shown. Select whether to have the image printed on the inside or outside of the fold, and **Collated** for sets or **Uncollated** for stacks.
- **Z Fold**  the page will be folded as shown. Select whether to have the image printed on the inside or outside of the fold, and **Collated** for sets or **Uncollated** for stacks.
- Use the **Original Orientation** option to select the orientation of the originals being scanned. Select **Upright Images** or **Sideways Images**. The images will be rotated as required.



## Finishing Devices

Your device is equipped with one of the following finishing devices:



- 1 **High Volume Finisher:** The High Volume Finisher has a comprehensive range of finishing options. It collates, offsets, stacks and staples your output. The top tray can receive up to 250 sheets of paper and the stacker tray up to 3000 sheets of paper. This finisher can be fitted with the optional 2, 3 or 4 Hole-Punch kit and the Tray 6 (Post Process Inserter) kit.
- 2 **Booklet Maker:** The High Volume Finisher is also available with a Booklet Maker which enables booklets to be folded and stapled. Folded sheets and booklets are delivered to the booklet tray which can hold between 10 and 30 booklets, depending upon the number of pages. If the flap on the right of the tray is folded down, an unlimited number of booklets can be collected in a suitable container.
- 3 **Tri-fold Module:** If you have a High Volume Finisher with Booklet Maker, a Tri-fold module can also be fitted. This enables your device to tri-fold booklets. With the Tri-fold module fitted, the capacity of the finisher stacker tray is reduced to 2000 sheets. Refer to [Folding](#) on page 22 for information about the folding options.
- 4 **Tray 6 (Post Process Inserter):** This optional accessory is a feeder that sits on top of the finisher unit. It enables pre-printed sheets to be inserted into sets created by your device. The inserted sheets do not go through the copy or print process in the device. For more information about using Tray 6 (Inserter) refer to the [Paper and Media](#) guide.
- 5 **Office Finisher:** This finisher is capable of receiving up to 250 sheets of paper in the top tray and up to 2000 sheets of paper in the stacker tray. The Office Finisher can be fitted with the optional 2, 3 or 4 Hole-Punch Kit.
- 6 **Offsetting Catch Tray (OCT):** The Offsetting Catch Tray holds up to 500 sheets of 80 gsm (20 lb) paper and is located on the right-hand side of the device.

**Note:** Thick stacks of paper can be removed from your finisher more easily by using the pause function. Press the button as shown to lower the stacker tray to a more convenient height. Then press the button again to return the stacker tray to normal height. Alternatively, it automatically resets after 30 seconds.



## Convenience Stapler

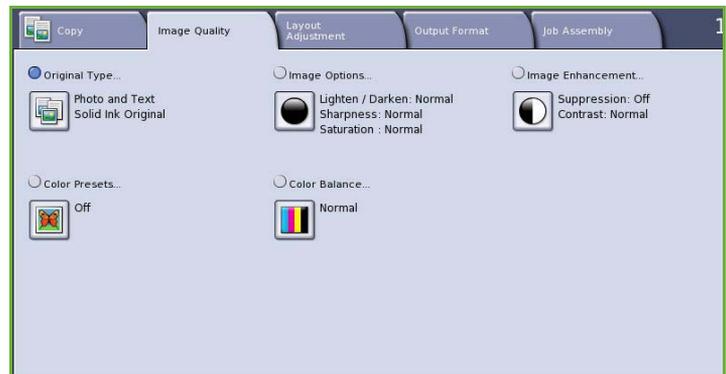
This optional device is used to manually staple documents. Documents can be stapled straight or at an angle. The Convenience Stapler can staple between 2 sheets of 64 gsm (18 lb), and 50 sheets of 80 gsm (20 lb). The Staple Cartridge holds 5,000 staples.



- To use the Convenience Stapler hold your documents face up and slide the corner to be stapled into the stapler.  
During stapling the indicator light on the top of the stapler is lit.
- The stapler automatically staples the documents.

# Image Quality

This section describes how to enhance the quality of your output and the options available. Options enable you to set the type of original, adjust the lightness, darkness, contrast and sharpness of the image, and also to customize the settings for color output.

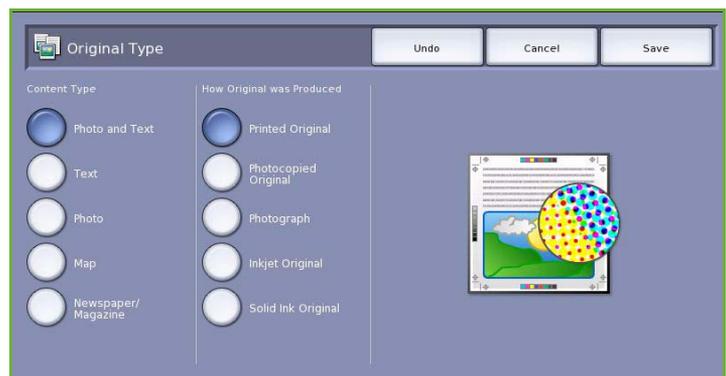


## Original Type

Use this option to define the type of original being copied. Making the correct selection enhances the quality of your output. The options are:

## Content Type

- **Photo & Text** is recommended for originals containing high quality photographs and halftones. Using this setting the output will contain medium quality pictures though the sharpness of text and line art is slightly reduced.
- **Text** produces sharper edges and is recommended for text and line art.
- **Photo** is used specifically for originals containing photos, magazine pictures or continuous tones without any text or line art. Produces the best quality for photos but reduced quality text and line art.
- **Map** is used if your original is a map or contains intricate line art and text.
- **Newspaper / Magazine** is used if your original is from a magazine or newspaper that contains photographs or text.



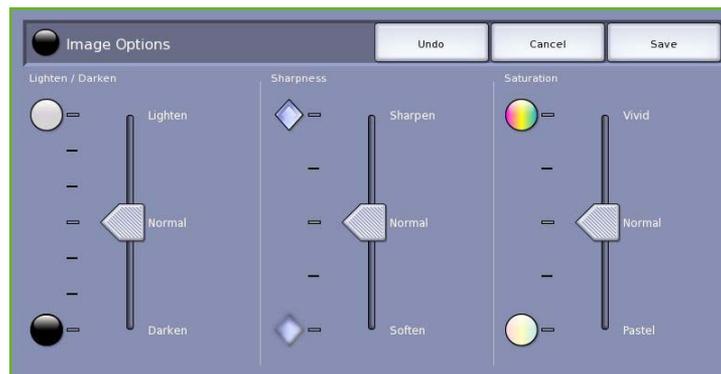
## How the Original was Produced

- **Printed Original** is for originals that have come from a magazine, book or newspaper or that have been printed on a large printing device.
- **Photocopied Original** is for originals that are photocopies.
- **Photograph** is for high quality photographic originals.
- **Inkjet Original** is for originals that have been produced using an inkjet printer.
- **Solid Ink Original** is for originals produced by a solid ink printing process, such as output from this device.

## Image Options

*Image Options* is used to change the appearance of the copy output. The options are:

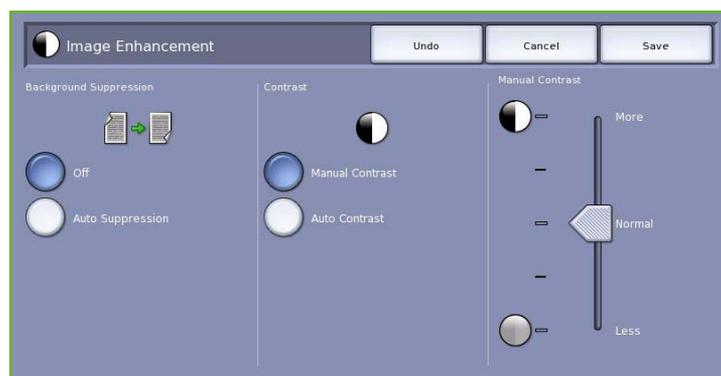
- **Lighten / Darken** provides manual control to adjust the lightness or darkness of the scanned images. Move the indicator down to darken the image or up to lighten the image.
- **Sharpness** provides manual control to adjust the sharpness of the scanned images. Move the indicator up to sharpen the image. Move the indicator down to soften the scanned image.
- **Saturation** controls the balance between vivid and pastel shades of the image. Move the indicator towards *Vivid* for more saturated colors. Move the indicator towards *Pastel* for less saturated colors.



## Image Enhancement

*Image Enhancement* provides options for improving the quality of the output, by reducing the background or adjusting the contrast. The options are:

- **Background Suppression** enhances originals that have colored backgrounds, by reducing or eliminating the background on the output copy. This option is useful when your original is on colored paper.
  - Select **Auto Suppression** to automatically suppress unwanted background.
  - Select **Off** to turn the Background Suppression feature off, particularly when:
    - The **Darken** adjustment does not produce a satisfactory output from light originals.
    - The original has a gray or colored border, such as a certificate.

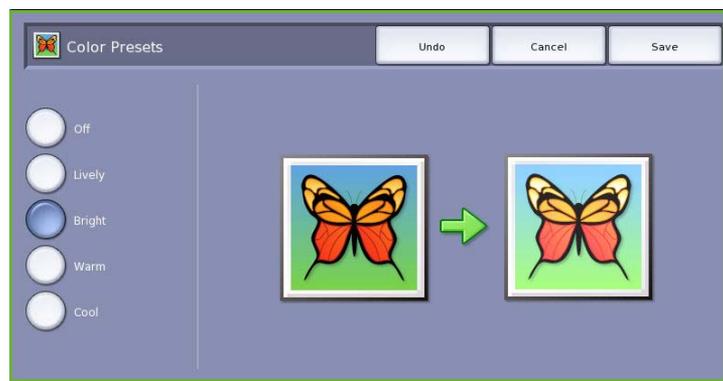


- You want to bring out fine detail that was lost due to a dark edge when using bound originals.
- **Contrast** controls the image density on the output and compensates for an original that has too much or too little contrast on the image.
  - Select **Manual Contrast** to set the level of contrast yourself. Move the indicator towards the *More* setting to reproduce more vivid blacks and whites for sharper text and lines but less detail in pictures. Move the indicator towards the *Less* setting to reproduce more detail in light and dark areas of the original.
  - Select **Auto Contrast** to automatically set the contrast level depending on the original being scanned.

## Color Presets

*Color Presets* provides options for enhancing the quality of your color copies. Selecting a color preset option optimises all the image quality features. The options are:

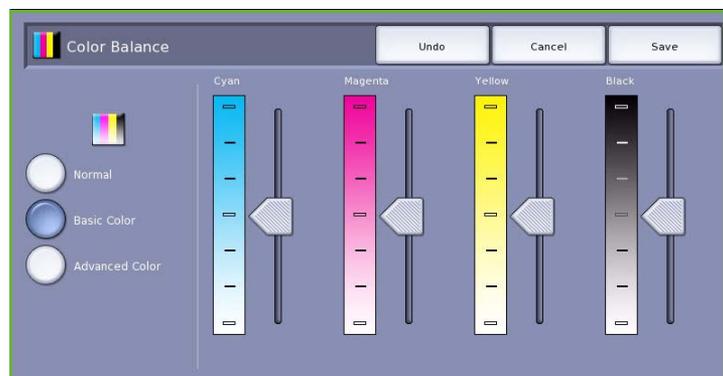
- **Lively** increases the depth of color of your copies.
- **Bright** increases the lightness of your copies.
- **Warm** brings out the red tones in the output.
- **Cool** brings out the blue tones in the output.



## Color Balance

*Color Balance* enables you to adjust the balance between individual colors and the overall amount of color on the copies. The options are:

- **Normal** leaves the color the same as the original.
- **Basic Color** adjusts the individual density levels for each of the four process colors - yellow, magenta, cyan and black. Move the indicator up the scale for increased density and down the scale for less density for each color.
- **Advanced Color** adjusts the highlight, mid-tone and shadow density levels in each of the four process colors. Select a process color and move the indicator up the scale for increased density and down the scale for less density for each of the three options.



# Layout Adjustment

Using the *Layout Adjustment* features you can change the appearance of your output image. This includes shifting the image, producing a mirror image, deleting an area from any or all of the edges of the original and copying from book originals.



## Original Orientation

Use to specify the orientation of the originals being scanned. The options are:

- **Upright Images** refers to the direction the images are loaded in the *document feeder*. Use this option if your images are in the orientation matching the image shown when loaded in the *document feeder*.
- **Sideways Images** refers to the direction the images are loaded in the *document feeder*. Use this option if your images are in the orientation matching the image shown when loaded in the *document feeder*.
- **Portrait Originals** refers to the image orientation on the original documents. Use this option to select a Portrait image orientation. Originals can be fed in any direction.
- **Landscape Originals** refers to the image orientation on the original documents. Use this option to select a Landscape image orientation. Originals can be fed in any direction.

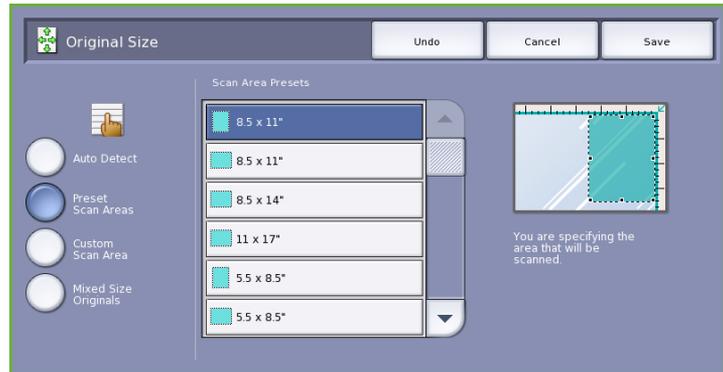


Select **Save** to save your selections and exit.

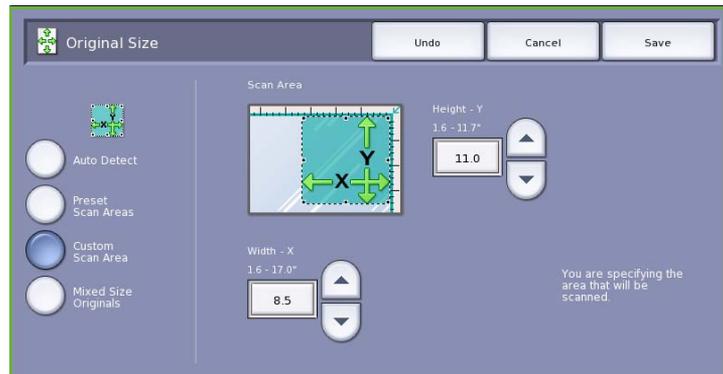
## Original Size

*Original Size* allows you to specify automatic size detection of the originals, mixed size originals, or the specific size of the image to be scanned. The options are:

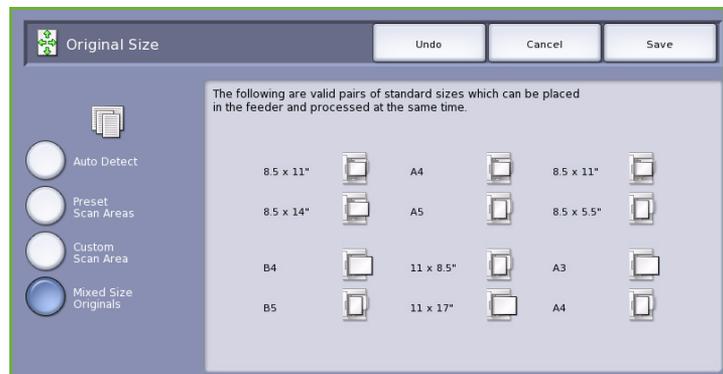
- **Auto Detect** is the default setting and enables automatic size sensing. The size detected is matched to a standard size paper.
- **Preset Scan Areas** allows you to define the size of your original from a list of pre-set, standard original sizes. You can view the list by using the scroll bar.



- **Custom Scan Area** is used to enter a specific area for scanning. Measure the area to be scanned on the original and enter the X and Y axis measurements into the fields provided. Only the area specified is scanned.



- **Mixed Size Originals** allows you to scan documents containing different size pages. The pages must be the same width, like A4 LEF and A3 SEF (8.5x11\"/>



- If **Auto Reduce/Enlarge** and a specific **Paper Supply** is selected, all the images are reduced or enlarged and copied onto the same size paper.
- If **Auto Paper Supply** is selected, the images are copied size for size and a mix of paper sizes will be output.

## Book Copying

**!** **CAUTION:** Do Not close the document feeder when scanning bound originals.

This feature enables you to specify which page or pages of a book are to be scanned. The book original is placed face down on the *document glass* with the spine of the book lined up with the marker on the rear edge of the glass. Align the top of the bound original against the rear edge of the *document glass*.



The device will identify the size of the original during scanning. If the pages have a black or dark colored border the device will assume that the pages are smaller than they really are. To overcome this use the **Custom Scan Area** feature in **Original Size** to enter the exact size of the page. Refer to [Original Size](#) on page 28.

- **Both Pages** use to scan both pages, the left page of the book will be scanned first. Use the *arrow* buttons to specify an amount from 0 to 50 mm (0 to 2") to be deleted from the center of the book in order to delete unwanted marks reproduced from the gutter of the book.
- **Left Page** use to scan the left page only. Use the *arrow* buttons to specify an amount from 0 to 25mm (0 to 1") to be deleted from the right side of the page in order to delete unwanted marks reproduced from the gutter of the book.
- **Right Page** use to scan the right page only. Use the *arrow* buttons to specify an amount from 0 to 25mm (0 to 1") to be deleted from the left side of the page in order to delete unwanted marks reproduced from the gutter of the book.
- **Reading Order** use to select if the pages read from **Left to Right** or **Right to Left**.



**Note:** The **Reading Order** option may not be displayed if it has not been enabled in **Tools**. Refer to the [Administration and Accounting](#) guide for more information.

Select **Save** to save your selections and exit.

Several pages of a bound document can be copied using the *Build Job* feature. Refer to [Build Job](#) on page 47 for more information.

## Image Shift

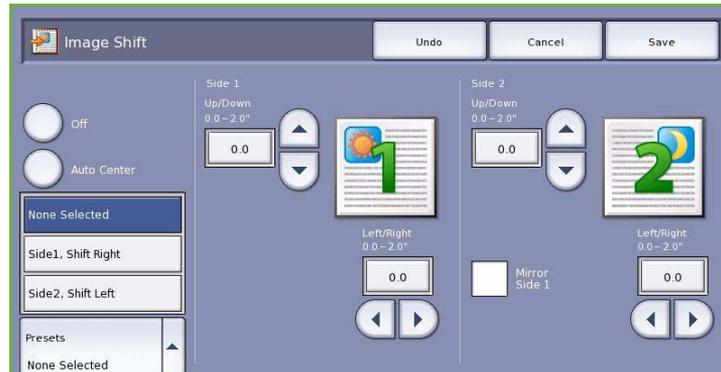
*Image Shift* allows you to move the position of the image on the output page. The options are:

- **Auto Center** automatically centers the scanned image on the output paper. To work effectively, the original should be smaller than the selected output media or alternatively, the image should be reduced.
- **Margin Shift** moves the image up / down or left / right on the page to give a bigger or smaller top and left margin. Enter the shift required by selecting a field or use the arrow buttons.

Shift is entered in 1 mm (0.1") increments up to 50 mm (2.0").

When copying 2-sided there are two options:

- Adjust the margin of side two independently of side one.
- Create a mirror image of side one to provide a binding margin.
- **Presets** provide access to commonly used shift settings and are customized by the System Administrator using **Tools**.



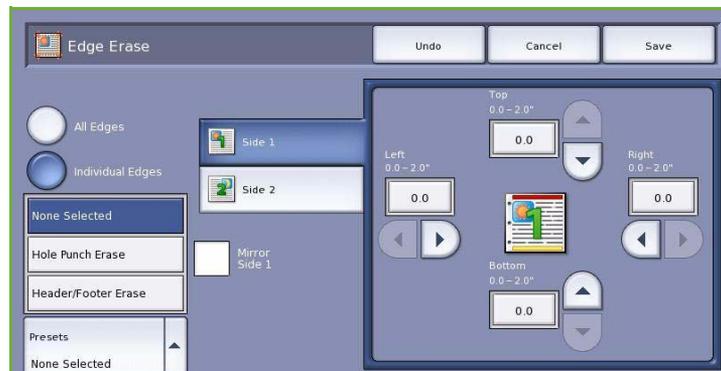
## Edge Erase

*Edge Erase* enables you to specify how much of the image to erase around the edges of your document. For example, you can remove the marks caused by punched holes or staples in your original. The options are:

- **All Edges** is used to erase an equal amount from all the edges. Use the *arrow* buttons to adjust the amount to be erased from 1 mm to 50 mm (0.1" to 2.0"). All marks or defects within the measurement set are deleted.
- **Individual Edges** enables an individual amount to be erased from each of the edges, on both the first and second sides.

Use the *arrow* buttons to adjust the amount for each edge, from 1 mm to 50 mm (0.1" to 2.0").

- **Mirror Side 1** can be selected to erase exactly the same amount on the Side 2 image as selected for Side 1.
- **Presets** provide access to commonly used erase settings and are customized by the System Administrator using **Tools**.

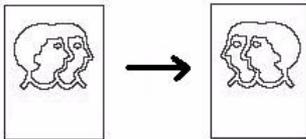


## Invert Image

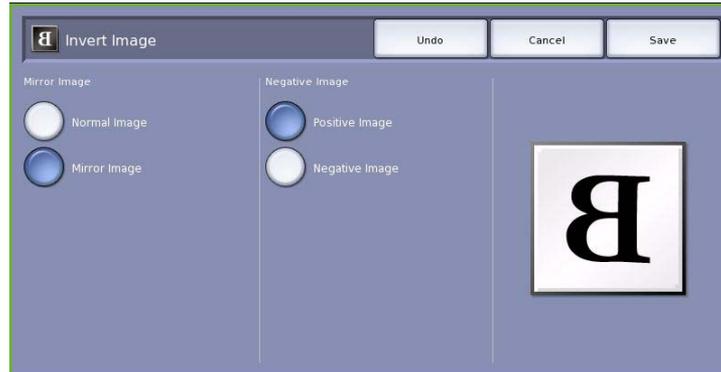
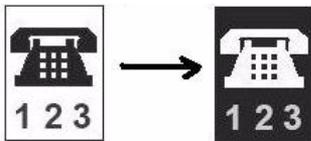
*Invert Image* allows you to reverse the image or create a negative. This feature is useful for originals that have a substantial amount of dark background or light text and images, saving on ink usage.

The options are:

- **Mirror Image** reverses the original image creating a mirror of the original.

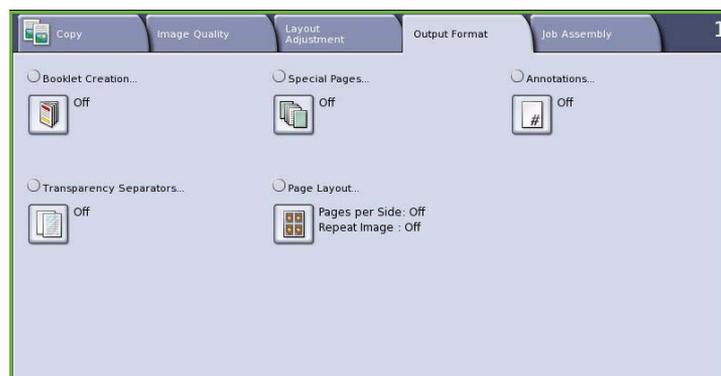


- **Negative Image** converts the dark image areas to light, and the light image areas to dark.



## Output Format

The *Output* options allow you to manipulate the copied images and enhance the appearance and style of your copy jobs. For example, you can add covers or annotations, create booklets, combine several images onto one page and interleave transparencies.

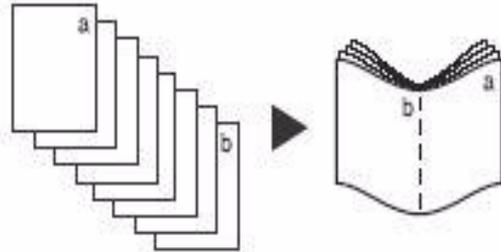


## Booklet Creation

*Booklet Creation* enables the production of booklets from 1 or 2 sided originals. The device will scan your originals and automatically reduce and arrange the images in the correct sequence on your selected copy paper, so that a booklet is created when the copy set is folded in half.

A cover can be inserted onto the booklet automatically by selecting the **Special Pages** option from the *Output Format* tab.

If your device is fitted with the High Volume Finisher with Booklet Maker you can use the *Booklet Creation* feature to automatically produce folded and stapled booklets. The following Booklet Maker specifications apply:



- Paper Sizes A3, 11x17", A4, 8.5x11", 8.5x13" and 8.5x14".
- All media must be Short Edge Feed (SEF).
- Booklet thickness:
  - For *Folded and Stapled* booklets a maximum of 15 sheets of 80 gsm (20 lb) or equivalent thickness. For example you can have 13 sheets of 80 gsm (20 lb) and a cover sheet of 160 gsm (43 lb).
  - For *Folded Only* booklets a maximum of 5 sheets of 80 gsm (20 lb) or equivalent thickness. For example you can have 3 sheets of 80 gsm (20 lb) and a cover sheet of 200 gsm (53 lb).

Refer to [Finishing Devices](#) on page 23 for more information.

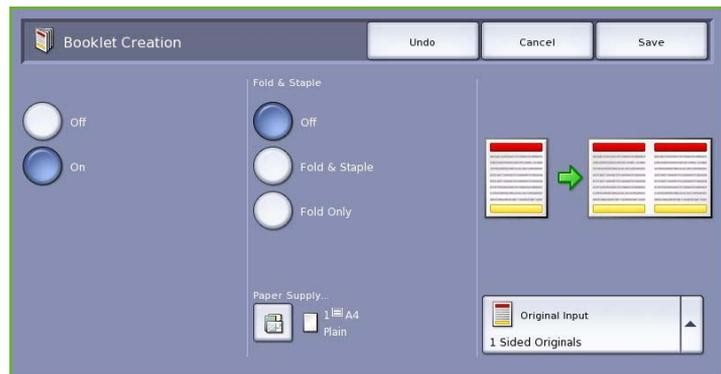
To create a booklet:

1. Select **Booklet Creation** and **On**.

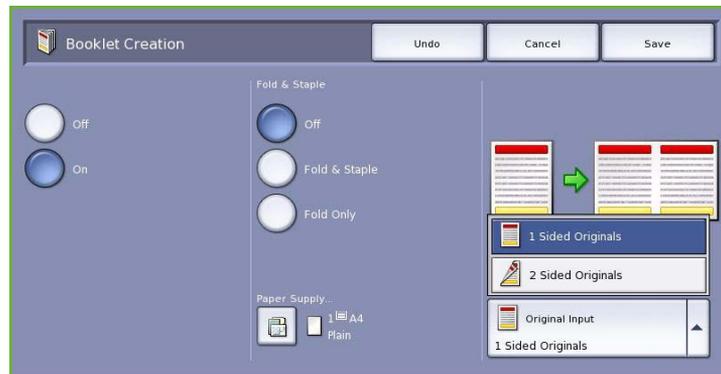
**Note:** Booklet Creation is not available if **Auto Paper** is selected. Select an alternative **Paper Supply** option.

2. Select the **Paper Supply** button and select the tray that contains the paper you want to use.

If using the High Volume Finisher with Booklet Maker to fold and staple your output, a Short Edge Feed (SEF) Paper Supply must be selected.



3. From the *Original Input* drop-down menu, select either **1 Sided Originals** or **2 Sided Originals** according to the originals you are using.
4. If available, select either **Fold** or **Fold and Staple** as required and select **Save** to confirm your selections.
5. Load your originals into the *document feeder*.



6. Use the **Original Orientation** option on the *Layout Adjustment* tab to select the correct feed and image orientation for the originals. Refer to [Original Orientation](#) on page 27.
7. Select **Save** to confirm your selections and run the job.

**Note:** The default reading order of your booklet will be from the left page to the right page. If a different reading order is required, the System Administrator can use **Tools** to display a reading order option. Refer to the [Administration and Accounting](#) guide for more information.



## Special Pages

The *Special Pages* feature controls how you add special pages such as covers and inserts to your copy job. If you have a High Volume Finisher and the optional Tray 6 (Inserter) installed you can feed the Covers or Inserts from this tray. Media loaded into Tray 6 (Inserter) is not part of the printing process. If you require printed Covers, you must use pre-printed media or use another tray. Refer to the [Paper and Media](#) guide for more information.

**Note:** *Special Pages* cannot be used with **Auto Paper Supply**, a paper supply must be specified.

The **Special Pages** options are:

- **Covers** enables blank or printed pages to be added to the front, back or both sides of your set. The covers can be a different media to the rest of your job. Refer to [Covers](#) on page 34.
- **Chapter Starts** ensures each chapter starts on a right or left page as required, blank pages are inserted automatically if needed. Refer to [Chapter Starts](#) on page 35.
- **Inserts** enables blank pages to be inserted at designated places within your copy sets. Single or multiple pages can be inserted. This option is also used to insert Pre-Cut tabs into your document. Refer to [Inserts](#) on page 36.

- **Exceptions** are used to program pages that require printing on a different media to the rest of your job. Refer to **Exceptions** on page 37.

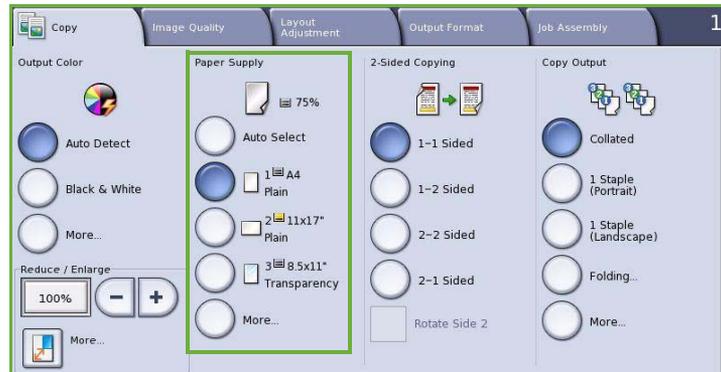
**Note:** When identifying the page number to enter for *Chapter Starts*, *Inserts* and *Exceptions*, count each side as a separate page if scanning a 2-sided document.

## Covers

Use the following instructions to program **Covers**:

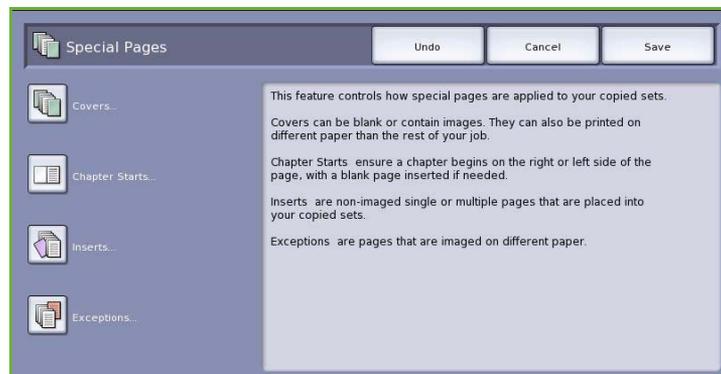
1. On the *Copy* tab, select the paper you want to use for the main body of the copies.

**Note:** **Special Pages** is not available if **Auto Paper** is selected.



2. If required, load special media into another paper tray ensuring that it is in the same orientation as the paper you are using for the body of your copies.  
Update the *Paper Settings* screen and **Confirm** your selections.

3. Select the **Output Format** tab, **Special Pages** button and then **Covers**.



4. Select the *Covers Option* required:
  - **Front & Back Same** is used if the same media and printing options are required for both covers.
  - **Front & Back Different** is used for front and back covers with different programming requirements.
  - **Front Cover Only** is used if only a front cover is required.
  - **Back Cover Only** is used if only a back cover is required.



5. Select a *Printing Option* from the drop-down menu for each of the covers required:
  - **Blank Cover** is used if no printing is required.
  - **Print on Side 1** is used to print the first or last page of your document onto side 1 of the front or back cover sheet.
  - **Print on Side 2** is used to print the first or last page of your document onto side 2 of the front or back cover sheet.
  - **Print on Both Sides** is used to print the first or last two pages of your document onto side 1 and side 2 of the front or back cover sheet.

**Note:** If **Front & Back Same** is selected, the same programming options are applied to the Front and Back cover.

6. Select the paper tray that contains the cover media.
7. Select **Close** to return to the *Special Pages* screen.

A list of the selected *Special Pages* is displayed on the screen. To make changes, select the item in the list you wish to change and use **Edit**. Use **Delete** or **Delete All** to delete unwanted entries. Select **Close Menu** to exit from the drop-down menu.

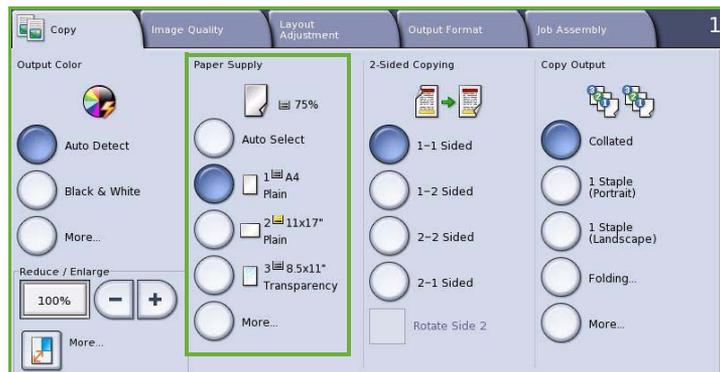
8. Select **Save** to confirm your selections and run the job.

## Chapter Starts

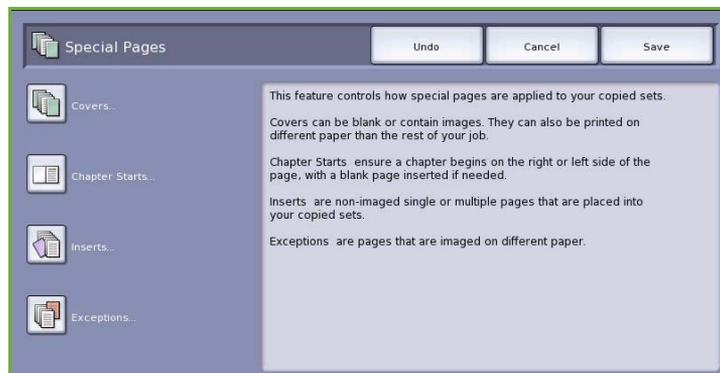
Use the following instructions to program **Chapter Starts**:

1. On the *Copy* tab, select the paper you want to use the job.

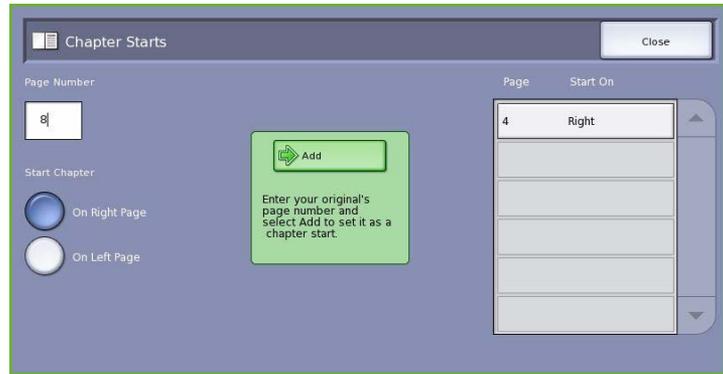
**Note:** **Special Pages** is not available if **Auto Paper** is selected.



2. Select the **Output Format** tab, **Special Pages** button and then **Chapter Starts**.



3. Select the **Chapter Starts** button.
4. Select the **Page Number** box and use the numeric keypad to enter a page number for the chapter start.
5. Select either **On Right Page** to print on Side 1, or **On Left Page** to print on Side 2.
6. Select the **Add** button to confirm your selections and add the programmed *Chapter Start* to the list on the right.  
Add further *Chapter Starts* as required.



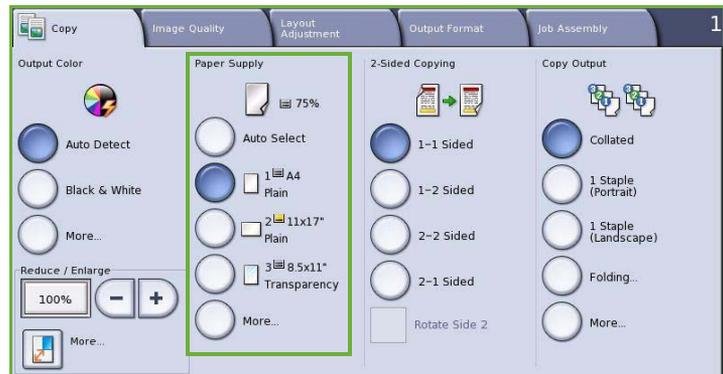
7. Select **Close** to return to the *Special Pages* screen.  
A list of the selected *Special Pages* is displayed on the screen. To make changes, select the item in the list you wish to change and use **Edit**. Use **Delete** or **Delete All** to delete unwanted entries. Select **Close Menu** to exit from the drop-down menu.
8. Select **Save** to confirm your selections and run the job.

## Inserts

Use the following instructions to program **Inserts**:

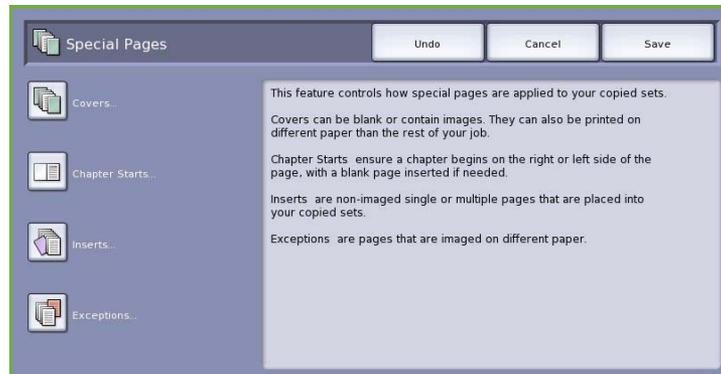
1. On the *Copy* tab, select the paper you want to use for the main body of the copies.

**Note:** **Special Pages** is not available if **Auto Paper** is selected.



2. If required, load special media into another paper tray ensuring that it is in the same orientation as the paper you are using for the body of your copies.  
If using tab stock for your inserts, refer to the **Paper and Media** guide for information about loading tabs.  
Update the *Paper Settings* screen and **Confirm** your selections.

3. Select the **Output Format** tab, **Special Pages** button and then **Inserts**.



4. Select the **After Page Number** box and use the numeric keypad to enter the page number you want the insert to follow.

**Note:** To add an insert before page 1 of your document, use the Covers option. Refer to **Covers** on page 34.

5. Use the *arrow* buttons to enter how many inserts should be added.
6. Select the **Paper Supply** button and select the tray that contains the Inserts media. Select **Save** to save your selection.



7. Select the **Add** button to confirm your selections and add the programmed *Insert* to the list on the right. Add further *Inserts* as required.
8. Select **Close** to return to the *Special Pages* screen.  
A list of the selected *Special Pages* is displayed on the screen. To make changes, select the item in the list you wish to change and use **Edit**. Use **Delete** or **Delete All** to delete unwanted entries. Select **Close Menu** to exit from the drop-down menu.
9. Select **Save** to confirm your selections and run the job.

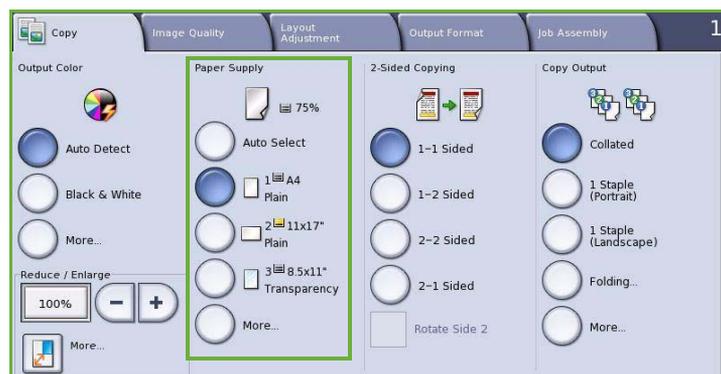
## Exceptions

Use the following instructions to program **Exceptions**:

1. On the *Copy* tab, select the paper you want to use for the main body of the copies.

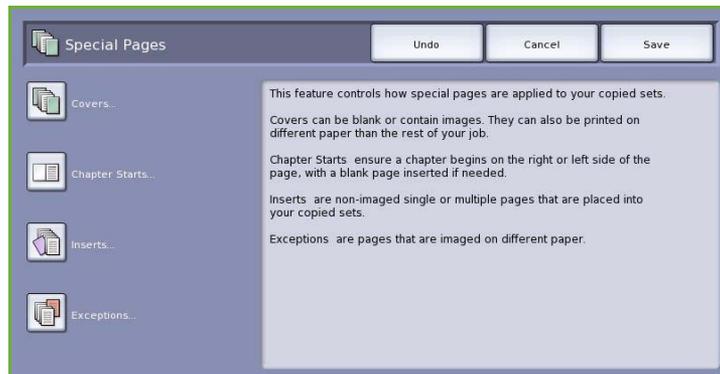
**Note:** **Special Pages** is not available if **Auto Paper** is selected.

2. If required, load special media into another paper tray ensuring that it is in the same orientation as the paper you are using for the body of your copies.



Update the *Paper Settings* screen and **Confirm** your selections.

3. Select the **Output Format** tab, **Special Pages** button and then **Exceptions**.



4. Select the **Page Number** boxes and use the numeric keypad to enter the page number or sequence of pages you want printed on different media.
5. Select the **Paper Supply** button and select the tray that contains the Exceptions media. Select **Save** to save your selection.
6. Select the **Add** button to confirm your selections and add the programmed *Exceptions* to the list on the right. Add further *Exceptions* as required



7. Select **Close** to return to the *Special Pages* screen.

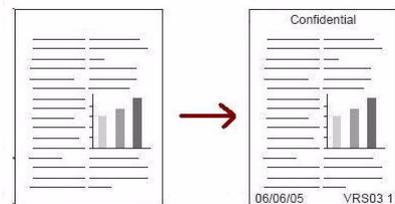
A list of the selected *Special Pages* is displayed on the screen. To make changes, select the item in the list you wish to change and use **Edit**. Use **Delete** or **Delete All** to delete unwanted entries. Select **Close Menu** to exit from the drop-down menu.

8. Select **Save** to confirm your selections and run the job.

## Annotations

The **Annotations** feature enables you to automatically add a comment, page number, date or Bates Stamp to your copy output. You can select any or all of these annotation options and specify where on the copy output they should appear. You can also select the appearance of the annotations such as the font size and font color. The options are:

- **Page Numbers** to automatically print a page number in a specified position on the page. Page numbers are automatically increased by one. For 2 sided copy output the page number is printed on both sides and counts as two pages.
- **Comment** to add up to 50 alpha-numeric characters in a specified position on the page. An existing comment can be added or a new comment can be created or edited.
- **Date** to add today's date in a specified format and position on the page. The date printed is the date set on your device.



- **Bates Stamp** to add a selected Bates Stamp in a specified position on the page. Bates Stamping is used primarily in the legal and business fields and consists of a set prefix (such as a case number or client reference) together with a page number applied to a document as it is being processed. The prefix can contain up to 8 alpha-numeric characters. You can add a new prefix or choose an existing one from the list provided.

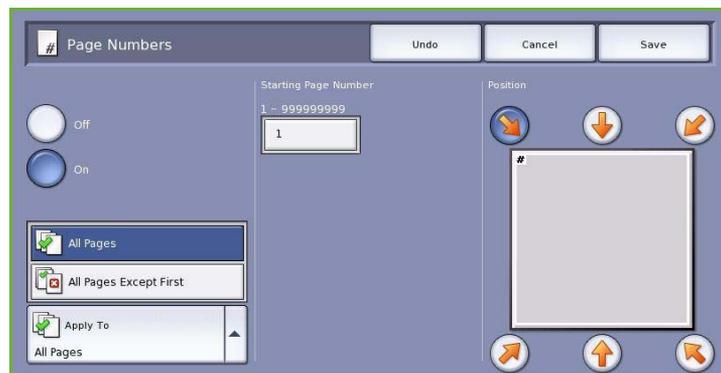
## Page Numbers

Use the following instructions to program *Page Numbers*:

1. Select the **Output Format** tab, **Annotations** button and then **Page Numbers**.



2. Select the **On** button.
3. Specify the position of the page number by selecting one of the arrow buttons on the right.
4. Select the **Page Number** input box and use the numeric keypad to enter the starting page number you want printed on your copy output.
5. From the drop-down menu on the left, select either **All Pages** or **All Pages Except First** to determine which pages the page number will apply to.

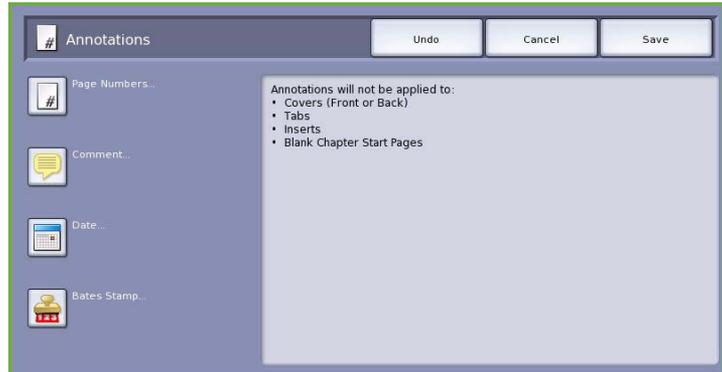


6. Select **Save** to store your selections and return to the *Annotations* screen. Program additional annotations as required.
7. Program the **Format & Style** options required for your Annotations. Refer to [Format and Style](#) on page 43 for instructions.
8. Select **Save** to confirm your selections and run the job.

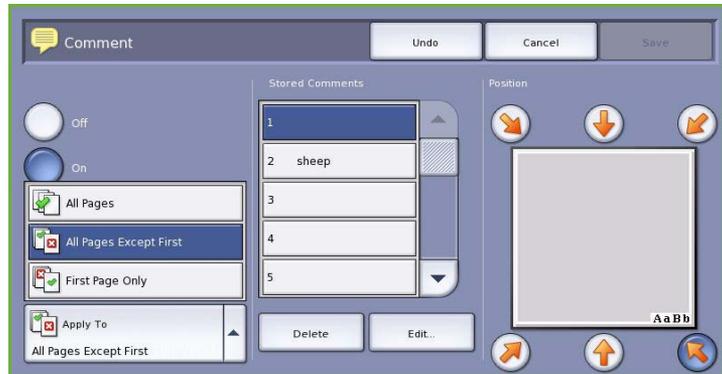
## Comment

Use the following instructions to add a *Comment*:

1. Select the **Output Format** tab, **Annotations** button and then **Comment**.



2. Select the **On** button.
3. Select one of the arrow buttons to determine the position of the comment on the page.
4. Specify whether you want the comment to appear on **All Pages, All Pages Except First** or **First Page Only**.
5. Use the *scroll bar* to browse the list of available comments and select the comment you require.

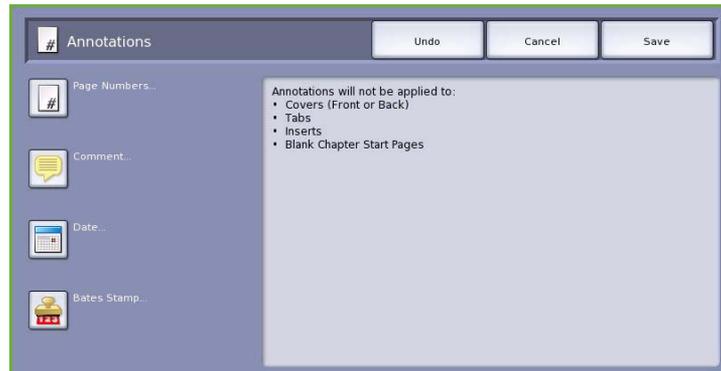


6. To add a new comment to the list, highlight an empty entry and use the keyboard to enter up to 50 alpha-numeric characters. To edit an existing comment, highlight the comment in the list and select the **Edit** button. Use the keyboard to edit the entry and select **Save** to close the keyboard.
7. Select **Save** to store your selections and return to the *Annotations* screen. Program additional *Annotations* as required.
8. Program the **Format & Style** options required for your *Annotations*. Refer to [Format and Style](#) on page 43 for instructions.
9. Select **Save** to confirm your selections and run the job.

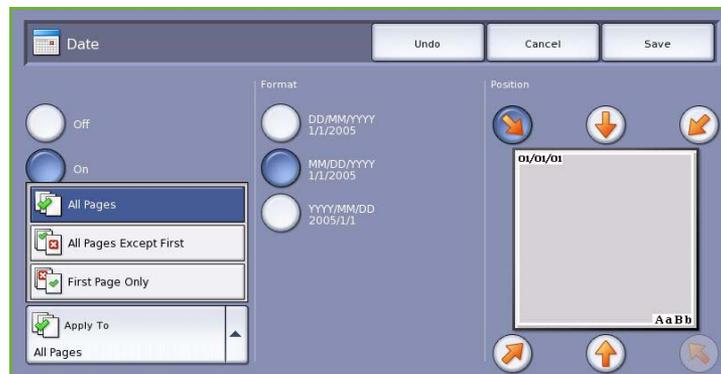
## Date

Use the following instructions to add the *Date*:

1. Select the **Output Format** tab, **Annotations** button and then **Date**.



2. Select the **On** button.
3. Select one of the arrow buttons to determine the position of the date on the page.
4. Specify the date format by selecting **DD/MM/YYYY**, **MM/DD/YYYY** or **YYYY/MM/DD**.

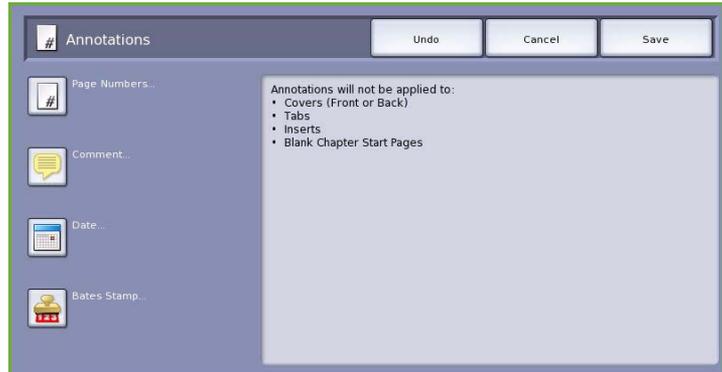


5. Specify whether you want the date to appear on **All Pages**, **All Pages Except First** or **First Page Only**.
6. Select **Save** to store your selections and return to the *Annotations* screen. Program additional *Annotations* as required.
7. Program the **Format & Style** options required for your *Annotations*. Refer to [Format and Style](#) on page 43 for instructions.
8. Select **Save** to confirm your selections and run the job.

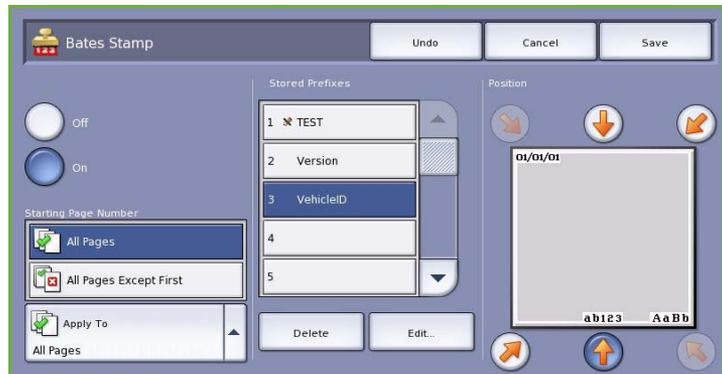
## Bates Stamp

Use the following instructions to program a *Bates Stamp*:

1. Select the **Output Format** tab, **Annotations** button and then **Bates Stamp**.



2. Select the **On** button.
3. Select one of the arrow buttons to determine the position of the *Bates Stamp* on the page.
4. Select the **Starting Page Number** box and use the numeric keypad to enter a starting page number. Leading zeros may be entered to set the starting page number length, for example 000000001.

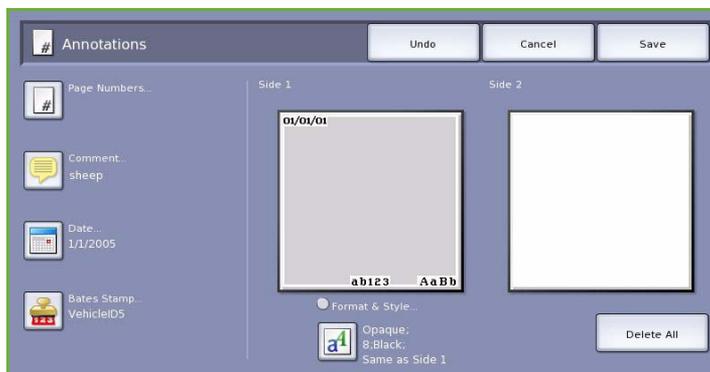


5. Specify whether you want the *Bates Stamp* to appear on **All Pages** or **All Pages Except First**.
6. Use the *scroll bar* to browse the list of available prefixes and select the one you require. To add a new prefix to the list, highlight an empty entry and use the keyboard to enter up to 8 alpha-numeric characters. Alternatively to edit an existing prefix, highlight the prefix in the list and select the **Edit** button. Use the keyboard to edit the entry and select **Save** to close the keyboard.
7. Select **Save** to store your selections and return to the *Annotations* screen. Program additional *Annotations* as required.
8. Program the **Format & Style** options required for your *Annotations*. Refer to [Format and Style](#) on page 43 for instructions.
9. Select **Save** to confirm your selections and run the job.

## Format and Style

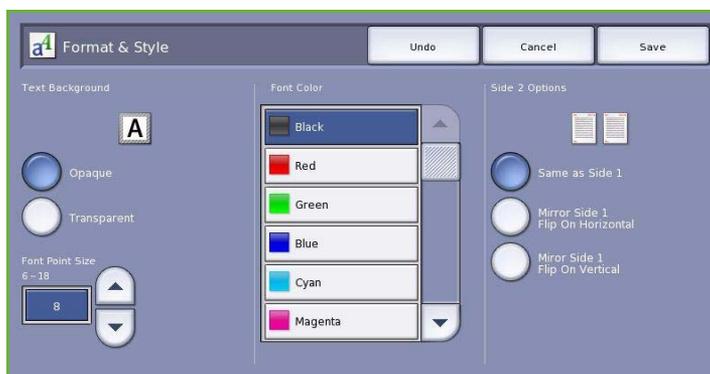
Once you have programmed the *Annotations* required, use the following instructions to select the format and style required:

1. Select the **Output Format** tab, **Annotations** button and then **Format & Style**.



2. Specify the appearance of annotated text:

- **Opaque** the annotated text is placed on the copy output with a white border. No copy text is visible under the annotated text.
- **Transparent** the annotated text is placed on the copy output so that the copy text is visible under the annotated text.



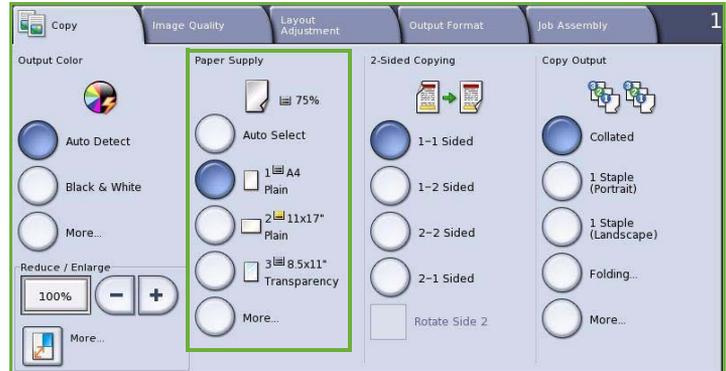
3. Use the *arrow* buttons to enter the **Font Point Size** which determines the size of all the annotation options used on your copy output.
4. Use the *scroll bar* to browse the list of font colors and select the one you require.
5. Select the **Side 2 Options** from the following selections:
  - **Same as Side 1** settings chosen will apply to both Side 1 and Side 2 of your output.
  - **Mirror Side 1 Flip on Horizontal** output will open from right to left like a book, with the binding edge on the left. The position of the annotation on Side 2 will mirror Side 1. For example, if a page number is positioned in the bottom left corner of Side 1, it will appear in the bottom right corner of Side 2.
  - **Mirror Side 1 Flip on Vertical** output will open from bottom to top like a calendar, with the binding edge at the top. The position of the annotation on Side 2 will mirror Side 1. For example, if a page number is positioned in the bottom left corner of Side 1, it will appear in the bottom right corner of Side 2.
6. Select **Save** to save your annotation *Format & Style* options.
7. Select **Save** to confirm your selections and run the job.

## Transparency Separators

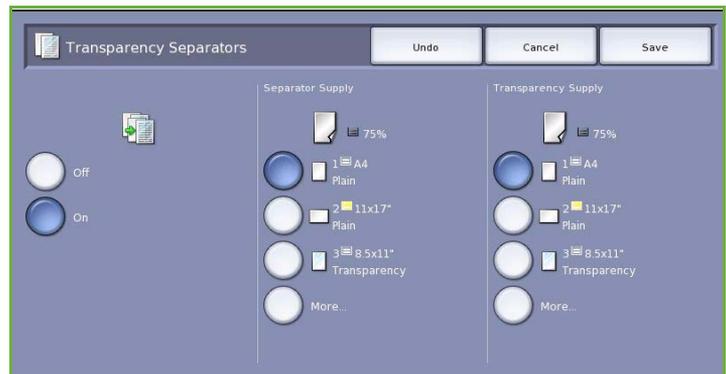
Use *Transparency Separators* to interleave each printed transparency with a blank sheet of paper from a specified paper tray.

1. Load the transparencies into Tray 4 (Bypass), update the *Paper Settings* screen and **Confirm** your selections. Refer to the *Paper and Media* guide for loading instructions.

**Note:** *Transparency Separators* is not available if **Auto Paper** is selected.



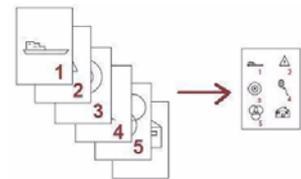
2. Select the **Output Format** tab, then **Transparency Separators** and select **On**.
3. Select the paper tray containing the paper for the separators.
4. Select the tray that contains the transparencies.
5. Select **Save** to confirm the selections and run the job.



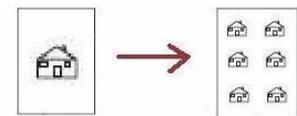
## Page Layout

The *Page Layout* feature is ideal for handouts, story boards or for archival purposes. It allows up to 36 images to fit onto one sheet of paper. Your device will reduce or enlarge the images as needed, to display them either in landscape or portrait orientation on one page, based on the paper supply selected. The options are:

- **Pages per Slide** individual images reduced to fit onto one sheet of paper.



- **Repeat Image** multiple copies of the same image reduced to fit onto one sheet of paper. The actual number of rows and columns available is limited by the minimum reduction value (25 %) and your selected paper output.



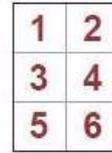
**Note:** Some features cannot be used with the *Page Layout* feature and will be grayed out on the Touch Screen.

The examples shown here are typical outputs that can be produced when using the *Page Layout* feature.

**Note:** The practical limit is for 16 images on A4 (8.5x11”) paper.



4 Originals using 2 rows and 2 columns

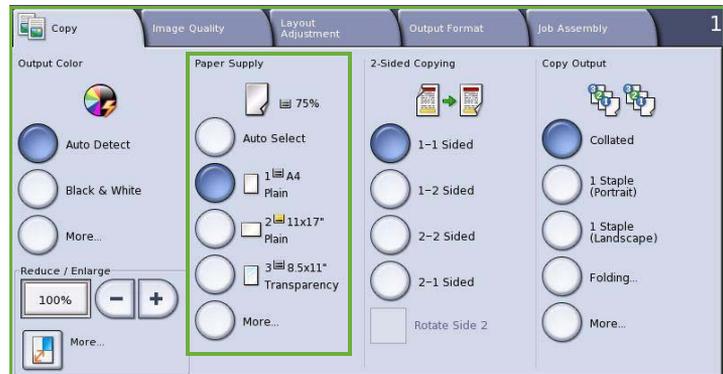


6 Originals using 3 rows and 2 columns



2 Originals using 2 rows and 1 column

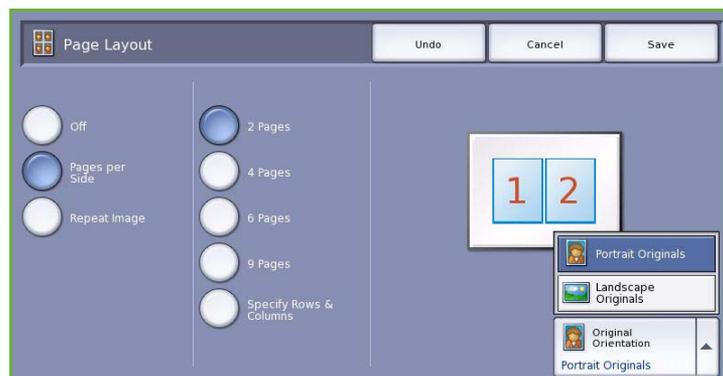
1. On the *Copy* tab, select the paper you want to use for the copies.



2. Select the **Output Format** tab, then **Page Layout**.
3. Select the Page Layout option required:

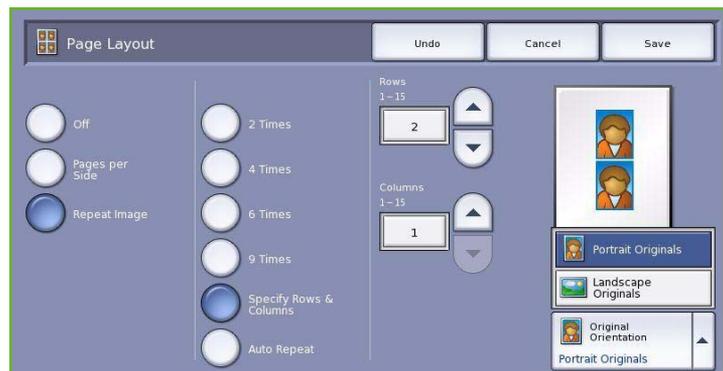
**Pages per Slide**

- Select the button that represents the required number of images per page.
- Alternatively, select the **Specify Rows & Columns** button and use the *arrow* buttons to select the number of rows and columns, from 1 to 15.
- Select either **Portrait Originals** or **Landscape Originals** from the drop-down menu on the right.



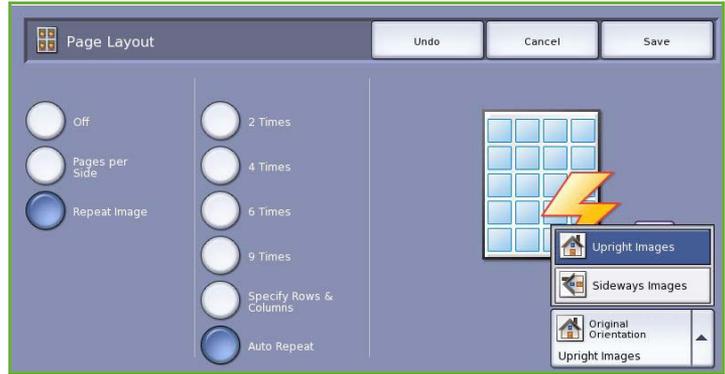
**Repeat Image**

- Select the button that represents the required number of images per page.
- Alternatively, select the **Specify Rows & Columns** button and use the *arrow* buttons to select the number of rows and columns, from 1 to 15.



## Output Format

- Select either **Portrait Originals** or **Landscape Originals** from the drop-down menu on the right.
- If **Auto Repeat** is selected, the size of the original is used to automatically calculate the maximum number of rows and columns that can be accommodated on the currently selected paper size.
- To determine how the images are printed, select either **Upright Images** or **Sideways images** from the drop-down menu on the right.



4. When you have made your selections select **Save** to save your selections and run the job.

# Job Assembly

Use the *Job Assembly* options to program a job that requires individual selections for specific pages or sections, produce a *Sample Set* before printing the whole job or for storing and retrieving frequently run programs.

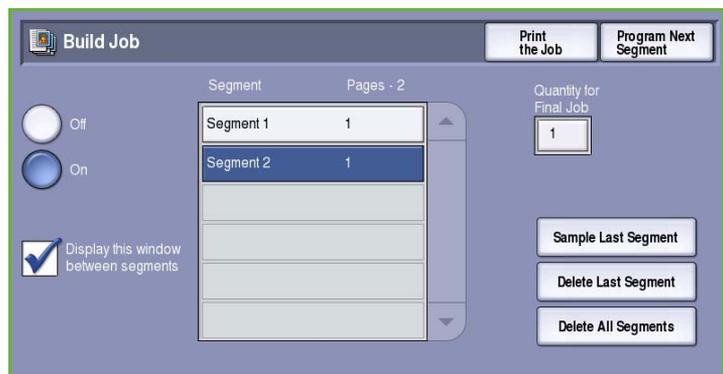
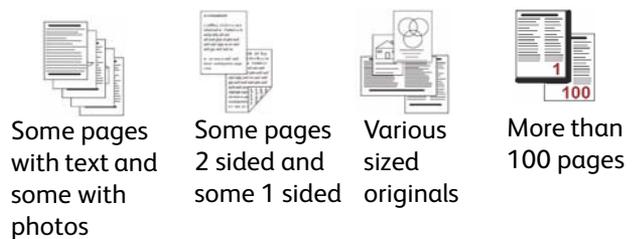


## Build Job

Use this feature to build a job that requires different settings for each page, or a segment of pages.

You can select the appropriate settings to be applied to individual pages or segments of a completed job. First split the originals into sections for individual programming.

1. Select **Build Job** on the *Job Assembly* tab and select the **On** button.
2. Select **Display this window between segments** to view the *Build Job* screen during scanning. Then select **Save**.
3. Select the options required for the first segment of the job.
4. Load the first segment originals and press **Start**.
5. Remove the first segment originals. The *Build Job* screen displays the first segment in the list. The following options can be applied to any segment:



- **Sample Last Segment** produces a proof print of the last segment scanned. The proof is delivered to the output module. If you are satisfied with the proof you can continue programming the *Build Job*.
- **Delete Last Segment** deletes the last segment scanned. You can continue programming the *Build Job*.
- **Delete All Segments** deletes the current *Build Job* and returns you to the main *Build Job* screen.

6. Using **Program Next Segment**, select the options required for the second segment.
7. Load the second segment originals and press **Start**.
8. Repeat these steps until all segments of your job have been programmed and scanned.
9. After the last segment has been scanned, select **Print the Job** to indicate you have finished scanning and the job can be processed and completed.

## Sample Set

When copying a large number of sets, use the *Sample Set* feature to review a proof copy to ensure that all the print settings are correct before printing the remaining sets.

1. Select the **Sample Set** button on the *Job Assembly* tab.
2. Select the **On** button and then select **Save**.

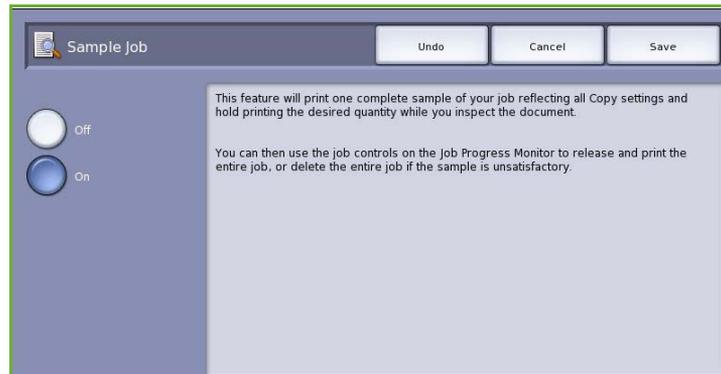
3. Load the originals in the *document feeder* and program the job requirements.
4. Enter the total quantity required and press the **Start** button.

One copy set of the job, the *Sample Set*, is printed.

The *Job Progress* screen is displayed and the job is held in the *Job List*.

5. If the *Sample Set* is acceptable, select **Release**. The programmed number of sets will be produced. If the *Sample Set* is unacceptable, select **Delete** and **Delete Job** to confirm. Your job will be deleted from the list.

**Note:** If the *Job Progress* screen is not displayed, access your job by selecting the **Job Status** button. Select the job in the list and select **Release** or **Delete**.

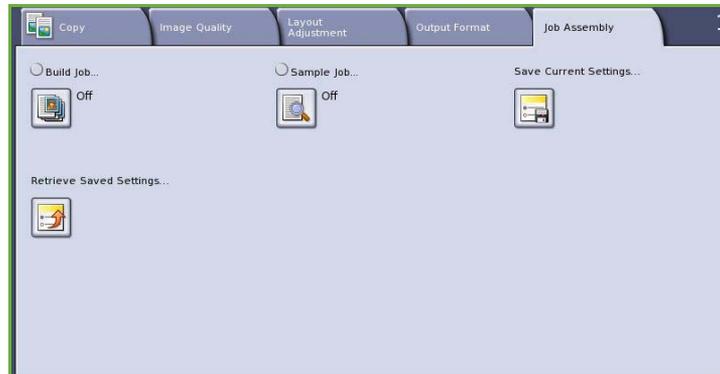


## Save Current Settings

Up to ten combinations of commonly used feature selections can be retained in the device memory as *Saved Settings*. The device stores only the programming of the job, NOT the image. Each time Saved Settings are retrieved and used, the image must be scanned.

### To Save

1. Program the required job features.
2. Select the **Save Current Settings** button on the *Job Assembly* tab.



3. Select the *Setting* drop-down menu and use the *scroll bar* to select an **<Available>** setting.
4. Use the keyboard to enter a name for the saved settings.
5. Select **Save**.  
The settings are stored and can be accessed using the *Retrieve Saved Settings* feature.



## Retrieve Saved Settings

This feature enables you to *Retrieve Saved Settings* from the device memory and apply them to the current job. Changes can be made to the retrieved settings, but these will not be stored with the saved settings.

1. Select the **Retrieve Saved Settings** button on the *Job Assembly* tab.



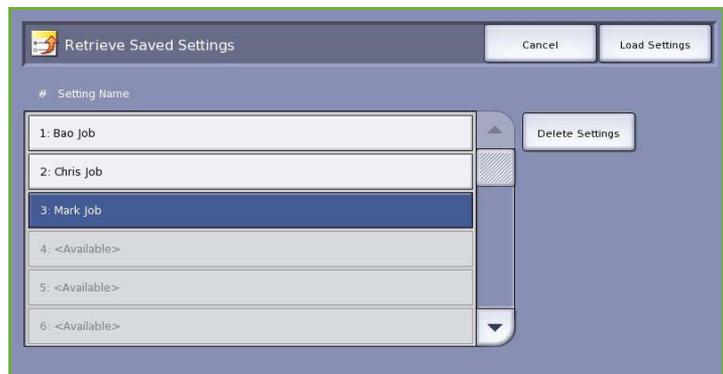
2. Select the required job settings from the list. If required, use the *scroll bar* to access all the settings.

3. Select the **Load Settings** button, to retrieve the programming information.

The recalled programming features become active.

To delete a *Settings* entry, use the **Delete Settings** option and select **Delete** to confirm.

4. Modify the selections as required for this job. These additional modifications are not saved with the saved settings.
5. Load your originals and press the **Start** button.



# Log In / Out

If *Authentication* or *Accounting* has been enabled on the device, you may need to log in before using some or all of the services. A picture of a lock on a button indicates that you must log in to use that service.

1. To log in select the **Log In/Out** button on the control panel. Selecting a locked service will also prompt you to enter a log in name and password.



2. Use the keyboard to enter your **User Name**, then select the **Next** button.
3. Use the keyboard to enter your **Password**, then select the **Enter** button.
4. If an accounting system is in use on the device, you may also need to enter additional information.



- If *Xerox Standard Accounting* is enabled, the user will also have to log in using their Xerox Standard Accounting details.
- If *Network Accounting* is enabled, the user must enter a User ID and an Account ID.
- If a *Foreign Device Interface (FDI)* is installed, you are prompted to access via the device installed, for example a card reader or coin slot.

Your user details display in the User Details area on the right side of the message display.

5. To log out, select the **Log In/Out** button again or select the User Details area and select **Log Out** from the drop-down menu.
6. A confirmation screen is displayed, select **Log Out** or **Cancel**.



[Log In / Out](#)

Version 2.0  
06/09



# Xerox<sup>®</sup> ColorQube<sup>™</sup> 9201/9202/9203 Fax



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 2.0: July 2009

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# Introduction

*Fax* is an optional feature that can be installed on your device. If installed, it can be accessed by selecting the **Services Home** button, then the **Fax** option. Using *Fax* enables you to scan your documents and send them to most types of fax machines that are connected to the telephone network.

Your device is connected directly to a telephone line and therefore gives you direct control over your fax transmissions.

This type of fax travels over normal telephone lines and will therefore be charged at telephone rates.

The standard *Fax* option has the ability to connect to one telephone. An Extended Fax option is also available which utilizes two telephone lines. Using two telephone lines provides the capability to simultaneously send and receive.

**Note:** This device only faxes in black and white.

Most feature screens include these buttons to confirm or cancel your choices.

- **Undo** resets the current screen to the values that were displayed when the screen was opened.
- **Cancel** resets the screen and returns to the previous screen.
- **Save** saves the selections made and returns to the previous screen.
- **Close** closes the screen and returns to the previous screen.

Instructions for sending a fax and using the basic features are provided in the [ColorQube™ 9201/9202/9203 Quick Use Guide](#). If Authentication or Accounting has been enabled on your device, you may have to enter log in details to access the features. <Emphasis>Refer to “Log In / Out” on page 80.



# Dialing Options

The dialing options enable you to enter the destination fax number or numbers. Select the appropriate dialing option for your fax job.

To access the *Dialing Options*, select **Services Home** and **Fax**.

## Dialing Options

The dialing options enable you to enter the destination fax number or numbers. Select the appropriate dialing option for your fax job.

To access the *Dialing Options*, select **Services Home** and **Fax**.

## Manual Dialing

1. Select the fax number field and enter the fax number required using the numeric keypad.
2. If special characters are required, use the **Dialing Characters** option to enter the number plus additional dialing characters. Refer to [Dialing Characters](#) on page 58.
3. Select **Add** to add the number to the recipient list. Enter additional numbers as required.
4. To amend the Recipient List:
  - Select the entry in the list. If necessary, use the *scroll bar* to access all the entries.
  - Use **Edit** to amend the entry. Use **Remove** to delete the entry from the list, or **Remove All** to delete all entries. If removing an entry, a confirmation screen is displayed.



The fax will be sent to all the numbers in the recipient list.

## Speed Dialing

If numbers have been entered into the *Address Book* they can be accessed via a **Speed Dial** number. Each entry in the *Address Book* is allocated a 3-digit *Speed Dial* number, shown next to the entry. For more information about the *Address Book*, refer to [Address Book](#) on page 59.

1. Select the **Speed Dial** option, a tick is displayed.
2. Select the fax number entry field.



3. Enter the 3-digit speed dial number.
4. Select **Add** to add the number to the *Recipient List*. Enter additional numbers as required.
5. *Speed Dialing* can be combined with *Manual Dialing* to build the recipient list.

## Dialing Characters

Additional dialing characters can be accessed by selecting the **Dialing Characters** button. Use this option to enter the fax number if special characters are required. To enter a fax number using the dialing characters:

1. Select the **Dialing Characters** button.
2. Use the numeric keypad to enter the number plus additional dialing characters.

The following characters are available:

- **Dial Pause [,]** use to pause between numbers. For additional pause time, add multiple pauses. If you are using charge code numbers, enter a pause after the fax number but before the charge code number.
- **Pulse to Tone [:]** use to switch between pulse and tone dialing.
- **Mask Data [/]** use to protect confidential information. For example, if a special charge code or credit card number is required for a call, simply use the *Mask Data* character. Select the / character before entering confidential numbers. After the last confidential numbers, select / again to turn the mask data off. Characters between the / symbols will appear as \*.
- **Wait for Dial Tone [=]** suspends dialing until an expected network tone is detected. It can also be used to detect a specific tone when accessing an outside line or other service.
- **Optional Readability Characters [Space ( ) - ]** these are used for readability purposes but do not affect the number entered. For example, if you wish to identify the area code of a fax number, use the *Readability Characters* (1234) 567890.

If more than one fax line is available, the following characters are also available:

- **Line 1 [<1>]** selects line 1 to dial the number. Using the line selection identifier temporarily overwrites the fax settings and is for the current job only.
- **Line 2 [<2>]** selects line 2 to dial the number. Using the line selection identifier temporarily overwrites the fax settings and is for the current job only.

If an incorrect entry is made, use the left/right arrows to navigate through the number and use the **C** button to delete a character. Use **Clear Text** to delete all the characters.

3. When you have entered the fax number and dialing characters required, select **Add** to add the number to the recipient list.
4. Select **Close** to return to the fax options.



## Address Book

The *Address Book* is used to store individual fax numbers or groups of fax numbers which are used frequently. Up to 200 individual entries and 40 Group entries can be stored. For each number stored, transmission settings can also be set. The *Address Book* can be accessed from all screens where a fax number requires entering. Use the following instructions to setup and use *Individual* or *Group* entries.

If numbers have been entered into the *Address Book* they can be accessed via the **Address Book** button.

1. Select the **Address Book** button.  
A list of individuals entered in the *Address Book* is displayed.

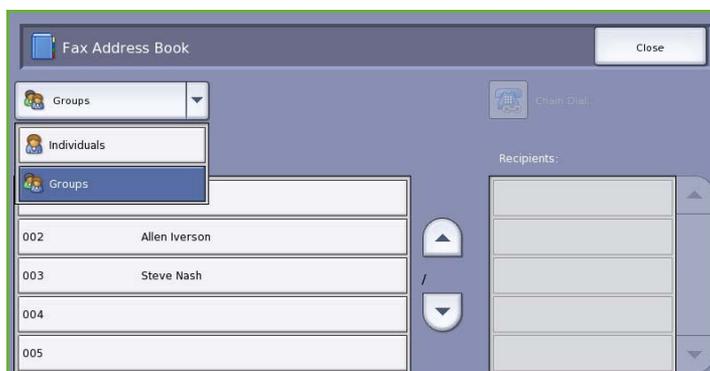


2. Select the required recipient and select **Add to Recipients** from the drop-down menu. The number is added to the Recipients list.  
Continue adding recipients as required.

3. To add a *Group* entry to the list, select the **Individuals** drop-down menu and select **Groups**. The available *Groups* are displayed. Select the *Group* required and select **Add to Recipients** from the drop-down menu.

The *Group* is added to the Recipients list.

Continue adding Individual or Group entries as required.



4. To edit an existing entry, select the entry from the list and select the **Edit Details** button. Edit the entry as required and select **Save**.
5. To clear an entry from the *Address Book* list, select the entry requiring deletion and select **Clear Entry** from the drop-down menu. A confirmation screen is displayed, select **Clear Entry**.
6. Select **Close** to return to the fax options screen.



The fax will be sent to all the numbers in the Recipients list.

## Using Chain Dial

The Chain dialing feature allows you to create a single fax recipient by adding 2 or more fax numbers together. For example, an area code may be stored separately to the telephone number. Chain dialing combines these 2 entries into a single fax number.

1. Select **Address Book** and then the **Chain Dial** button.
2. If numbers or special dialing characters are required before the *Address Book* number, use the numeric keypad to enter the numbers and characters required.
3. Select the *Address Book* entry required and select **Add to Recipient**.  
The recipients fax number is added to the number in the *Recipient* entry box. Continue adding numbers using the numeric keypad or *Address Book* until the number is complete.
4. Select **Save** to save your number in the list and return to the *Address Book* screen.
5. Select **Close** to return to the fax options.

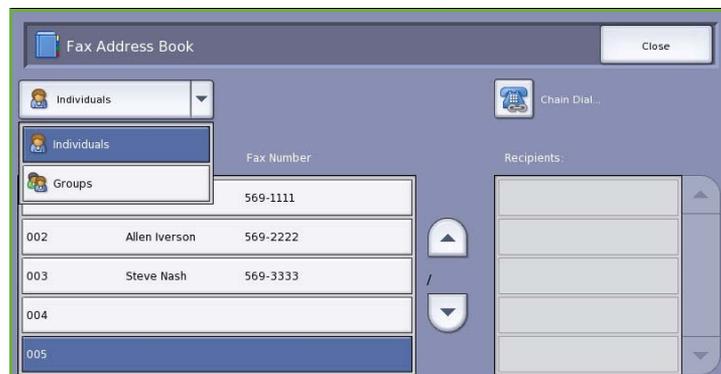
The number displays in the Recipients list.



## Setting up the Address Book

### Individuals

1. Select the **Fax** tab and the **Address Book** button.
2. Select the **Individuals** button from the drop-down menu.
3. Select an empty slot from the list of entries. If necessary, use the *Up and Down* buttons.
4. Enter the name of the recipient in the **Entry Name...** field.  
Use the backspace key to delete an incorrect entry, or the **Clear Text** button to delete the entire entry. Select **Save**.



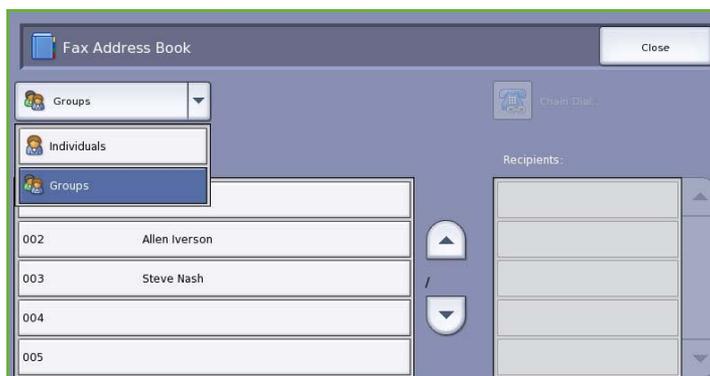
- Enter the fax number of the recipient in the **Fax Number** field. Use the **Dialing Characters** button to enter the number if special characters are required. Refer to [Dialing Characters](#) on page 58.
- Select a **Starting Rate** for the recipient. Use the drop-down menu to select a speed for the option selected. Refer to [Starting Rate](#) on page 70.
- Select **Cover Sheet** and select **On** to include a cover sheet for the recipient. Complete the details required, refer to [Cover Sheet](#) on page 62 for more information.
- Select the **Save** button. The new entry is displayed in the list.
- To amend an entry, use the **Edit Details** option. To delete the entry, use the **Clear Entry** option.



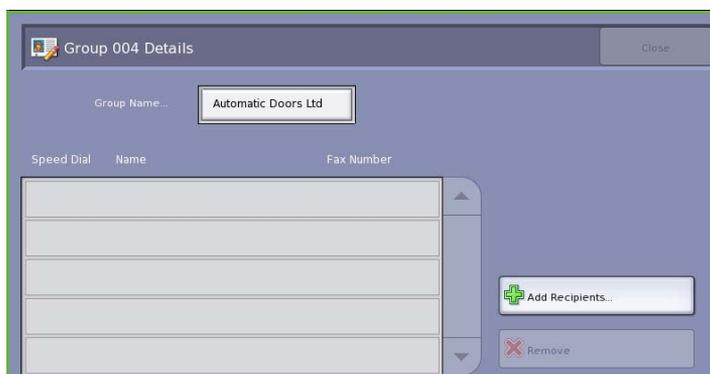
## Groups

Group entries allow you to group individual entries under one number, for regularly used broadcast transmissions. When transmitting a fax you only have to enter the one group number to send to multiple destinations. Fax numbers can only be added to a group if they are first entered as an individual entry.

- To create a *Group* entry, select the **Fax** tab and the **Address Book** button.
- Select the **Groups** option from the drop-down menu.
- Select an empty slot from the list of entries. If necessary, use the *Up and Down* buttons.



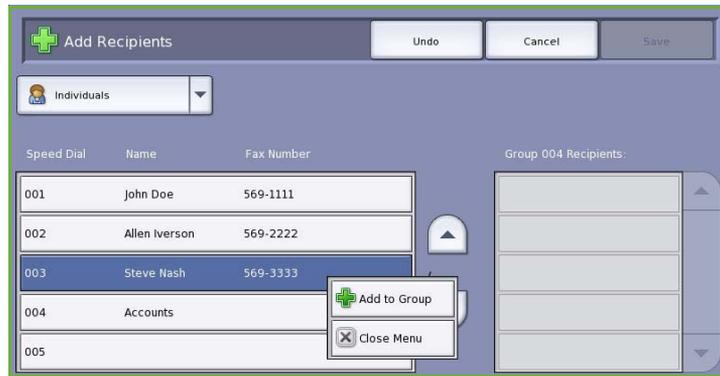
- Enter the name of the *Group* in the **Group Name...** field.  
Use the backspace key to delete an incorrect entry, or the **Clear Text** button to delete the entire entry. Select **Save**.
- Select the **Add Recipients** button to add recipients to the *Group*.



6. Individual or Group recipients can be added to a Group:

To add an individual entry, select **Individuals** from the drop-down menu. Select the entry required and select **Add to Group**.

To add a group entry to the new group, select **Group** from the drop-down menu. Select the group entry required and select **Add to Group**.



7. Continue adding individuals and groups until all the recipients have been added.  
To delete entries from the Group, use **Remove** or **Remove All**.
8. Select **Save** when you have finished adding recipients. The recipients display in the list.
9. Select **Close** to return to the *Address Book* screen. The new Group has been created.
10. To amend a Group entry, select the **Edit Details** option. To delete a Group, use the **Clear Entry** option.

## Cover Sheet

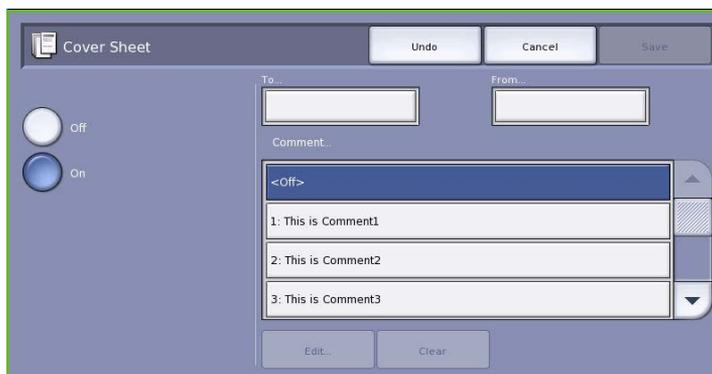
The *Cover Sheet* feature attaches a cover sheet to the document being transmitted. This replaces the routine of manually sending a cover sheet each time you send a document.

The *Cover Sheet* includes the following information:

- **To** the recipients name, can be entered at the device.
- **From** the sender's name, as entered at the device.
- **Comment** the comment as specified from the comment list.
- **Start Time** the date and time of the fax transmission. Depending on the setup, the time is displayed as a 12 or 24 hour clock. This information is added automatically to the cover sheet.
- **Pages** the page count, excluding the cover page. This information is added automatically to the cover sheet.
- **Fax number** the number of the sending fax device. This information is added automatically to the cover sheet.

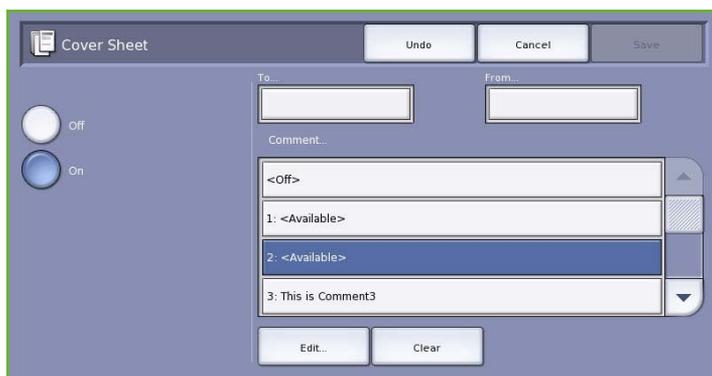
To select a *Cover Sheet*:

1. Select the **Cover Sheet** button and select **On**.
2. Select the **To...** field and enter the name of the recipient using the keyboard.
  - Up to 30 alphanumeric characters can be entered.
  - To delete a character use the back arrow key, or to clear the entire entry select **Clear Text**.
  - Use the **Keyboards...** button to access additional language keyboards.
  - Select **Save**.
3. Select the **From...** field and enter the name of the recipient using the keyboard and select **Save**.
4. Select the comment required from the list.



If a customized comment is required, select an **<Available>** comment and use **Edit** to enter the text required. Then select **Save**.

5. To delete a comment from the list, select the comment and select **Clear**. A confirmation screen is displayed, select **Confirm**.

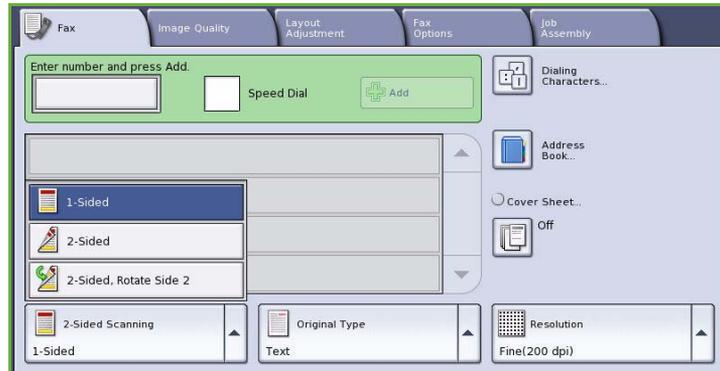


The cleared comment becomes **<Available>**.

6. Select **Save** to save your selections and exit.

# Fax

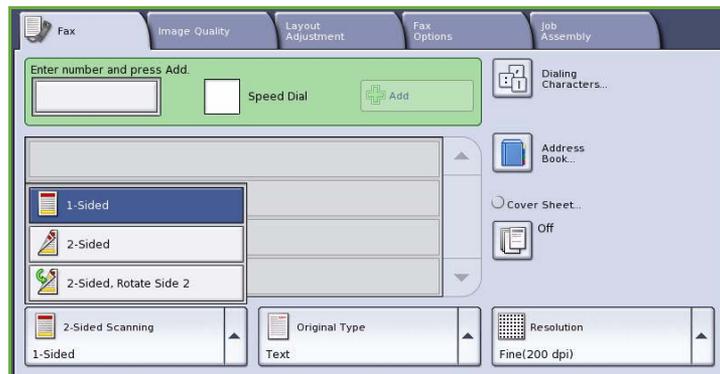
These *Fax* options provide access to fax features which are required for programming basic fax jobs. To access the *Fax* options, select **Services Home** and **Fax**. The **Fax** tab is displayed.



## 2-Sided Scanning

The *2-Sided Scanning* option allows you to set whether 1 or 2 sides of your original document are scanned. The options are:

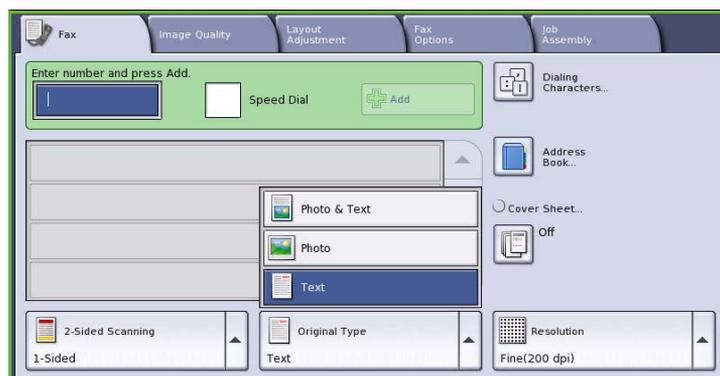
- **1 Sided** is used if your original documents are single sided.
- **2 Sided** is used if your original documents are double sided. The *document feeder* must be used to scan your originals with this option.
- **2-Sided, Rotate Side 2** select if your original opens up like a calendar. The *document feeder* must be used to scan your originals with this option.



## Original Type

Use this option to define the type of original being used for scanning. Making the correct selection enhances the quality of your output image. The options are:

- **Photo & Text** is recommended for originals containing high quality photographs and halftones. Using this setting the scanned image will contain medium quality pictures though the sharpness of text and line art is slightly reduced.

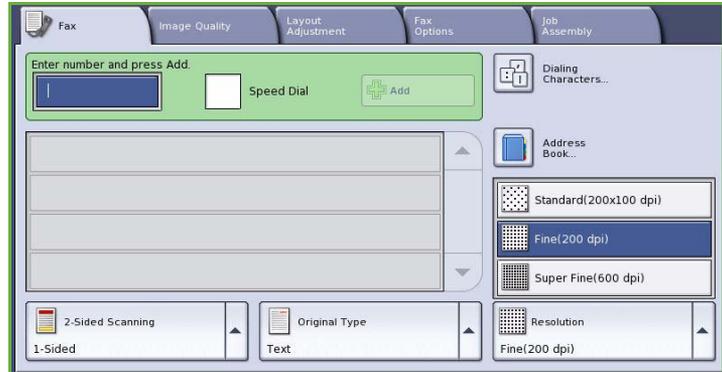


- **Photo** is used specifically for originals containing photos, magazine pictures or continuous tones without any text or line art. Produces the best quality for photos but reduced quality text and line art.
- **Text** produces sharper edges and is recommended for text and line art.

## Resolution

The *Resolution* affects the appearance of the fax at the receiving fax terminal. A higher resolution produces a better quality image. A lower resolution reduces communication time. The options are:

- **Standard (200x100 dpi)** is recommended for text originals. It requires less communication time but does not produce the best image quality for graphics and photos.
- **Fine (200 dpi)** is recommended for line art and photos. This is the default resolution and the best choice in most cases.
- **Superfine (600 dpi)** is recommended for photos and halftones, or images that have gray tones. It requires more communication time, but produces the best image quality.



## Image Quality

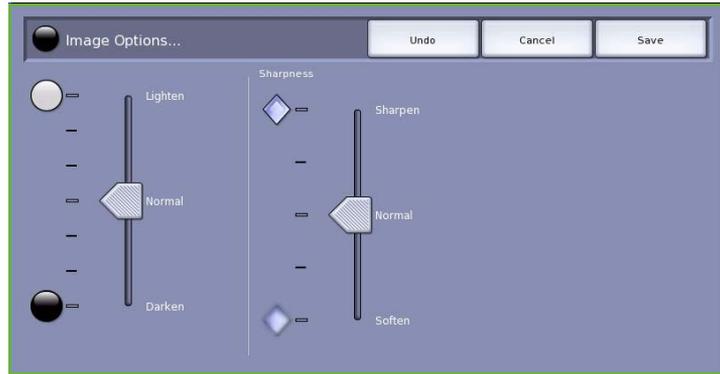
The *Image Quality* options provide access to the features which enhance the image quality or output quality. To access the *Image Quality* options, select **Services Home** and **Fax**. Then select the **Image Quality** tab.



## Image Options

*Image Options* is used to change the appearance of the output image. The options are:

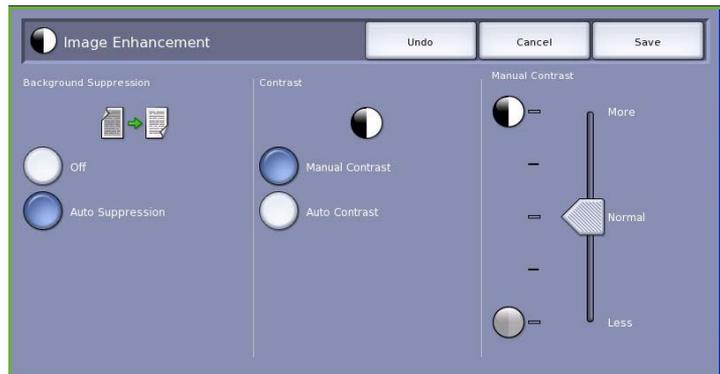
- **Lighten / Darken** provides manual control to adjust the lightness or darkness of the scanned images. Move the indicator down to darken the image or up to lighten the image.
- **Sharpness** provides manual control to adjust the sharpness of the scanned images. Move the indicator up to sharpen the image. Move the indicator down to soften the scanned image.



## Image Enhancement

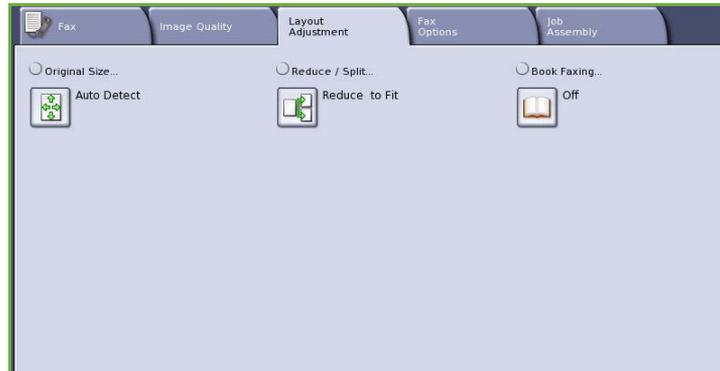
*Image Enhancement* provides options for improving the quality of the output, by reducing the background or adjusting the contrast. The options are:

- **Background Suppression** enhances originals that have colored backgrounds, by reducing or eliminating the background on the output. This option is useful when your original is on colored paper.
  - Select **Auto Suppression** to automatically suppress unwanted background.
  - Select **Off** to turn the Background Suppression feature off, particularly when:
    - The **Darken** adjustment does not produce a satisfactory output from light originals.
    - The original has a gray or colored border, such as a certificate.
    - You want to bring out fine detail that was lost due to a dark edge when using bound originals.
- **Contrast** controls the image density on the output and compensates for an original that has too much or too little contrast on the image.
  - Select **Manual Contrast** to set the level of contrast yourself. Move the indicator towards the *More* setting to reproduce more vivid blacks and whites for sharper text and lines but less detail in pictures. Move the indicator towards the *Less* setting to reproduce more detail in light and dark areas of the original.
  - Select **Auto Contrast** to automatically set the contrast level depending on the original being scanned.



# Layout Adjustment

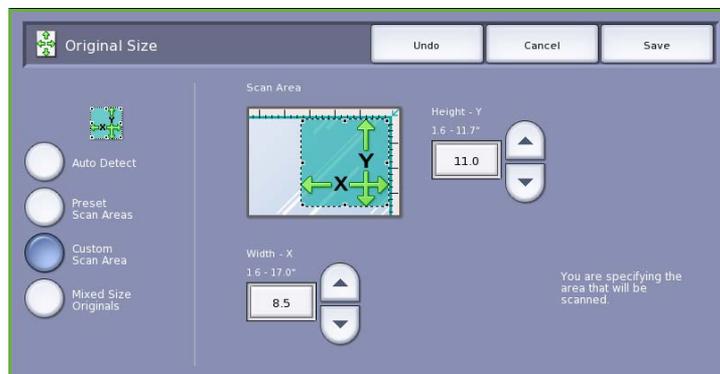
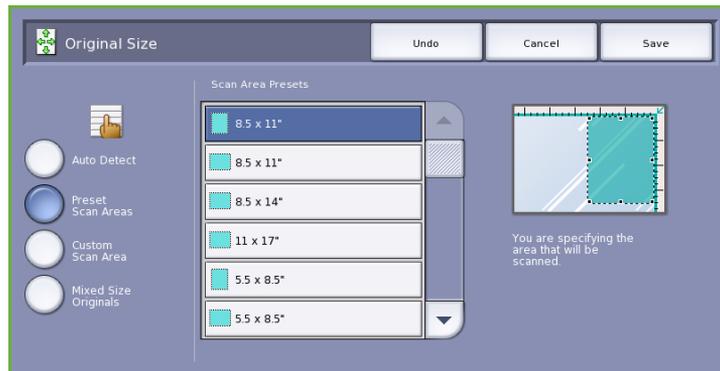
The *Layout Adjustment* options allow you to manipulate the scanned image and enhance the appearance and style of your faxed document. To access the *Layout Adjustment* options, select **Services Home** and **Fax**. Then select the **Layout Adjustment** tab.



## Original Size

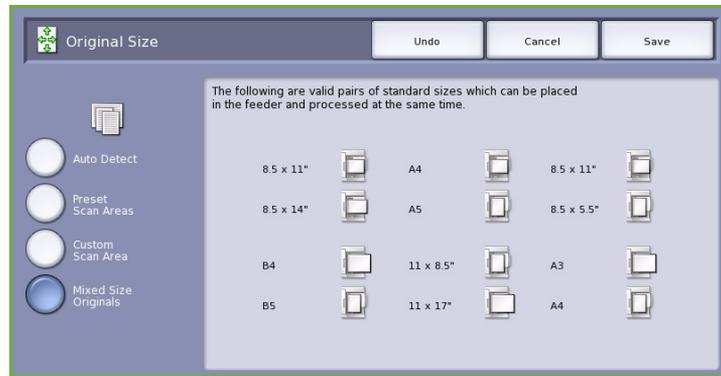
Select **Original Size** to enter the size of your document when scanning from the document glass or the document feeder. Your device uses this information to calculate the size of your original and the scanned image. You can also select **Auto Detect** for automatic size detection, or **Mixed Size Originals** if scanning a mix of sizes. The options are:

- **Auto Detect** is the default setting and enables automatic size sensing. The size detected is matched to a standard size paper.
- **Preset Scan Areas** allows you to define the size of your original from a list of pre-set, standard document sizes. You can view the list by using the scroll bar.
- **Custom Scan Area** is used to enter a specific area for scanning. Measure the area to be scanned on the original and enter the X and Y axis measurements into the fields provided. Only the area specified is scanned.



## Layout Adjustment

- **Mixed Size Originals** allows you to scan documents containing different size pages. The pages must be the same width, like A4 LEF and A3 SEF (8.5x11" LEF and 11x17" SEF). Other combinations are shown on the screen.  
The device will detect the size of the documents and determine whether the receiving fax machine can support the various paper sizes. If the receiving fax cannot support the page sizes, the image is reduced or enlarged to fit.

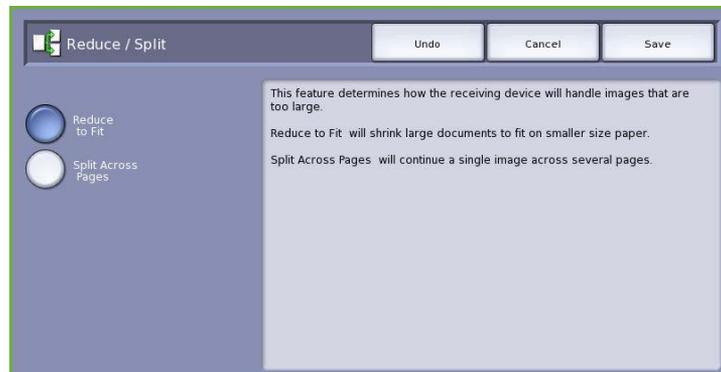


Select **Save** to save your selections and exit.

## Reduce/Split

Select **Reduce/Split** to specify how your faxed document is printed if your document paper size is larger than the receiving fax machine's capabilities. The options are:

- **Reduce to Fit** this option reduces the image to fit the paper size of the receiving fax machine.
- **Split Across Pages** this option splits the document into 2 equal parts, or the majority of the image is put on to 1 page and the remainder on the next page.



Select **Save** to save your selections and exit.

## Book Faxing



**CAUTION: Do Not** close the document feeder when scanning bound originals.

Select **Book Faxing** to specify which page or pages of a book are to be scanned. The book original is placed face down on the *document glass* with the spine of the book lined up with the marker on the rear edge of the glass. Align the top of the bound original against the rear edge of the *document glass*.



The device will identify the size of the original during scanning. If the pages have a black or dark colored border the device will assume that the pages are smaller than they really are. To overcome this use the **Custom Scan Area** feature in **Original Size** to enter the exact size of the page. Refer to [Original Size](#) on page 67.

The options are:

- **Both Pages** use to scan both pages, the left page of the book will be scanned first. Use the *arrow* buttons to specify an amount from 0 to 50 mm (0 to 2”) to be deleted from the center of the book in order to delete unwanted marks reproduced from the gutter of the book.
- **Left Page Only** use to scan the left page only. Use the *arrow* buttons to specify an amount from 0 to 25mm (0 to 1”) to be deleted from the right side of the page in order to delete unwanted marks reproduced from the gutter of the book.
- **Right Page Only** use to scan the right page only. Use the *arrow* buttons to specify an amount from 0 to 25mm (0 to 1”) to be deleted from the left side of the page in order to delete unwanted marks reproduced from the gutter of the book.
- **Reading Order** use to select if the pages read from **Left to Right** or **Right to Left**.

**Note:** The **Reading Order** option may not be displayed if it has not been enabled in **Tools**. Refer to the [Administration and Accounting](#) guide for more information.

Select **Save** to save your selections and exit.

Several pages of a bound document can be faxed using the *Build Job* feature. Refer to [Build Job](#) on page 78 for more information.

## Fax Options

The *Fax Options* allow you to specify how your fax document is transmitted and how it is printed at the receiving fax machine. To access the *Fax Options*, select **Services Home** and **Fax**. Then select the **Fax Options** tab.



## Confirmation Report

Select **Confirmation Report** to print a broadcast report to identify the success or failure of a fax job. The options displayed depend on the settings enabled in **Tools**. Refer to the [Administration and Accounting](#) guide for more information.

The options are:

### Print Confirmation

- Use to print a transmission report containing details about the fax, together with a reduced copy of the first faxed page.
- The *Confirmation* report is printed after every transmission.
- When sending a fax to multiple recipients, one report is printed listing all of the recipients.



### Print On Error Only

- Select this option to print the *Confirmation* report only if an error occurs with the transmission.

Select **Save** to save your selections and exit.

## Starting Rate

Use **Starting Rate** to select the speed at which the device starts transmitting your fax job. A high starting rate should be used in good transmission areas, and a low rate in poor quality areas. The options are:

### Super G3 (33.6 Kbps)

- Determines the transmission rate to be used based on the maximum capabilities of the receiving fax machine.
- This rate minimizes transmission errors by using *Error Correction Mode (ECM)*. Initial transmission speed is 33,600 Bits Per Second (bps).



### G3 (14.4 Kbps)

- Selects the transmission rate based on the maximum capabilities of the receiving fax machine.
- Initial transmission speed is 14,400 Bits Per Second (bps). This rate minimizes transmission errors by using Error Correction Mode (ECM).

### Forced (4800 bps)

- Used in areas of low quality communication, when experiencing telephone noise, or when fax connections are susceptible to errors.
- Forced 4800 bps is a slower transmission rate but is less susceptible to errors. In some regional areas the use of Forced 4800 bps is restricted.

Select **Save** to save your selections and exit.

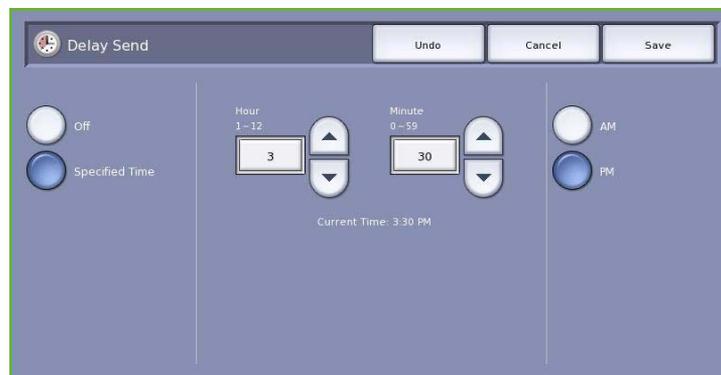
### Delay Send

Select **Delay Send** to specify the time within the next 24 hours that you want the fax to be transmitted. Use this feature to transmit faxes during off-peak hours or when sending to another country or time zone. **Delay Send** can also be used with Mailbox and Polling options.

The options are:

#### Specified Time

- Select **Specified Time** and select either the **Hour** or the **Minute** field to enter a time to send your fax.
- Use the *arrow* buttons or numeric keypad to enter the hours and minutes.
- If the device is set up to display the time using a 12 hour clock, you must also select either the **AM** or **PM** button.
- Select **Save** to save your selections and exit.



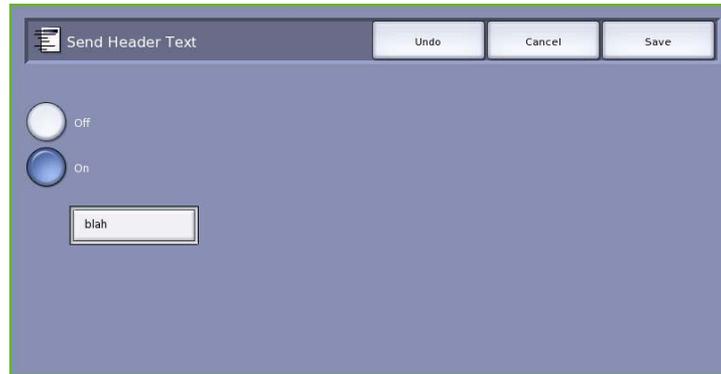
The fax will be stored in memory and sent at the specified time.

## Send Header Text

This feature allows you to include header text information when sending the fax. The information is printed in the header at the top of each page of the fax transmission. The information included is displayed on the screen and can be customized using **Tools**. Refer to the [Administration and Accounting](#) guide.

- Select **On** to enable the *Send Header Text* to print on the fax output.

Select **Save** to save your selections and exit.



## Mailboxes

Mailboxes are areas of device memory where incoming faxes are stored or from which outgoing faxes can be polled. Mailboxes enable you to store all received fax documents until it is convenient to retrieve them. Conversely, storing fax documents in a mailbox for *Polling* allows a remote user or users to retrieve the fax on demand.

Mailboxes must be set up by the System Administrator before fax documents can be stored in them. The device can contain up to 200 electronic mailboxes within its memory. To allow a remote user to fax to your mailbox they must know your mailbox number. To retrieve a document from your mailbox the remote user must know your mailbox number and if appropriate, your passcode.

The mailbox passcode ensures that the fax documents held in the mailbox are secure and can only be accessed by an authorized user. The passcode is a 4 digit number. If the mailbox has been set up with a passcode of 0000 then any combination of numbers, including no numbers, can be entered as the passcode to gain access to the mailbox.

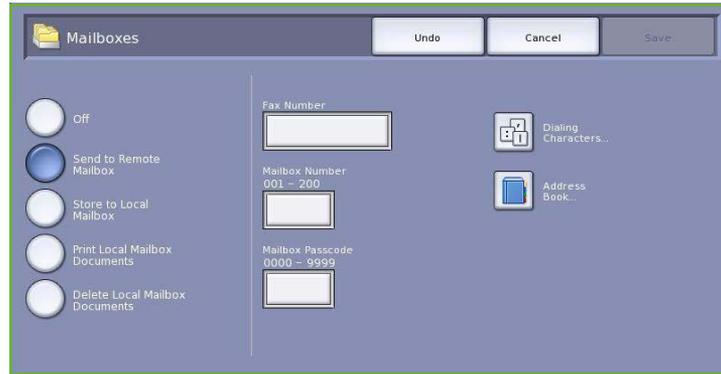


Select the **Mailboxes** button. The options are:

## Send to Remote Mailbox

This feature enables you to send a fax directly to an individual's private mailbox on a remote machine. The remote machine must have mailbox capabilities.

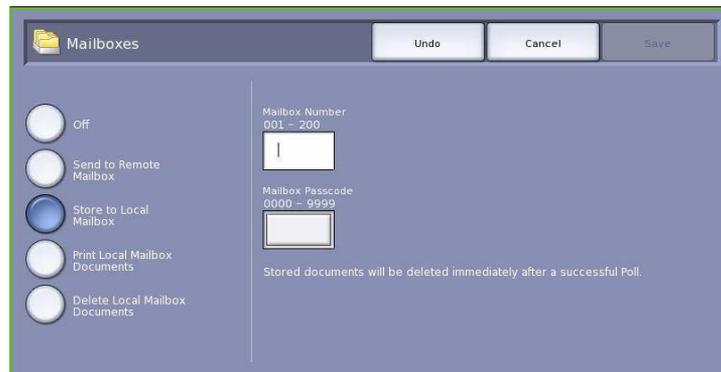
1. Select **Send to Remote Mailbox**.
2. Enter the recipient's fax number using the control panel, or select the **Address Book** option and select the recipient from the directory.
3. To send to a remote mailbox you must know the recipients mailbox number. Enter the **Mailbox Number**, between 001 and 200.
4. Enter the 4-digit **Mailbox Passcode**.
5. Select **Save** to save your selections and exit.
6. Use **Delay Send** to program a specific time to send the fax. Refer to **Delay Send** on page 71.
7. Load the originals and select **Start** on the control panel to send the fax to the recipient's mailbox. A *Store to Remote Mailbox* message is displayed for information. If enabled by your System Administrator, a report is printed once the documents are sent to the remote mailbox.



## Store to Local Mailbox

This feature allows you to store documents to be polled. The document is stored in your mailbox and automatically sent to a remote fax machine when requested.

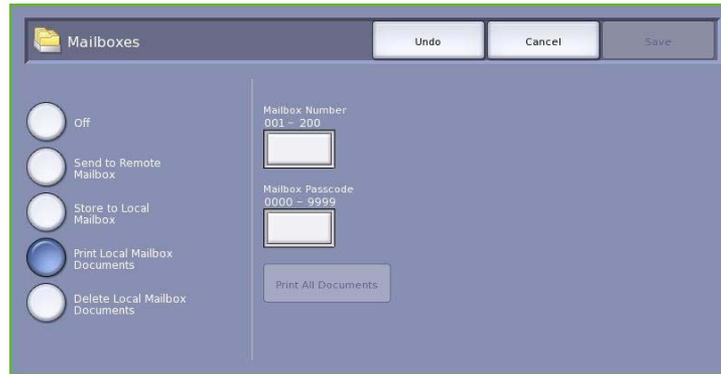
1. Select the **Store to Mailbox** button.
2. Enter the **Mailbox Number**, between 001 and 200.
3. Enter the **Mailbox Passcode**.
4. Select **Save** to save your selections and exit.
5. Load the originals and select **Start**. Your fax job is scanned and stored in the mailbox and the *Mailboxes* screen returns.



## Print Local Mailbox Documents

Faxes stored in your mailbox can be printed.

1. Select the **Print Local Mailbox Documents** button.
2. Enter the **Mailbox Number**, between 001 and 200.
3. Enter the **Mailbox Passcode**.
4. Select **Print All Documents** to print the contents of the mailbox.

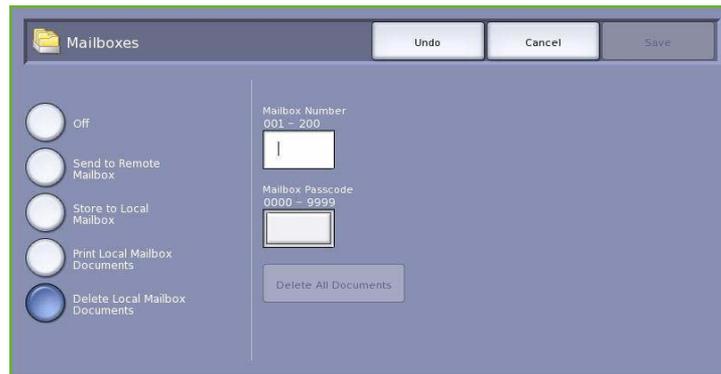


The documents may be deleted after printing, depending on the *Mailbox & Polling Policies* set.

## Delete Local Mailbox Documents

All the faxes stored in your mailbox can be deleted. *Local Mailbox Documents* are faxes you have stored ready for *Polling* and faxes that you have received in your mailbox.

1. Select the **Delete Local Mailbox Documents** button.
2. Enter the **Mailbox Number**, between 001 and 200.
3. Enter the **Mailbox Passcode**.
4. Select **Delete All Documents** to delete the contents of the mailbox. A confirmation screen is displayed, select **Delete All** or **Cancel**.



**Note:** The storage time for faxes is set up by the System Administrator.

5. A confirmation screen is displayed prior to deleting the faxes stored in the selected mailbox.

## Local Polling

The *Local Polling* feature allows a fax document to be left in the memory of your device to be retrieved by another fax machine. If the fax document is in memory it may be polled once and deleted, or polled several times, depending on the *Mailbox & Polling Policies* set.

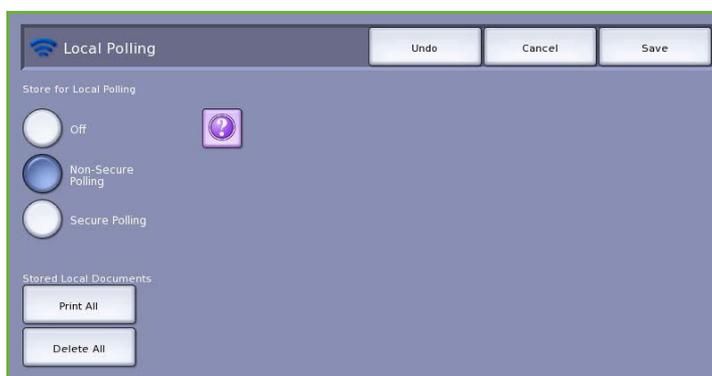
Select the **Local Polling** button. The options are:



## Non-Secure Polling

This feature allows you to scan documents and store them in the memory of your device. When a remote fax machine polls your device, it is able to retrieve the scanned fax document or documents. No passcode is required for *Non-Secure Polling*.

1. Select the **Non-Secure Polling** button.
2. Select **Save** to save your selections and exit.
3. Load the originals to be stored for polling and press **Start**.

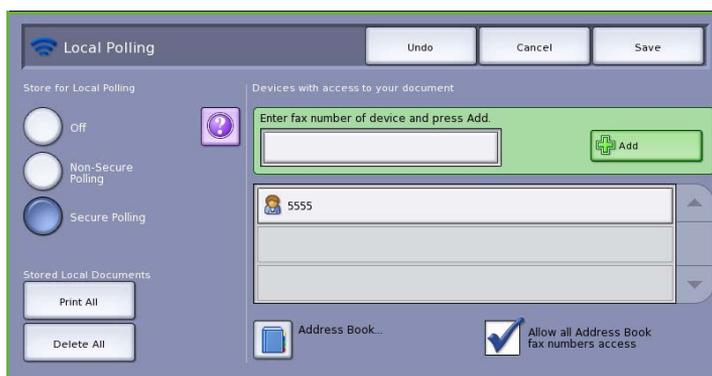


The originals are scanned and stored in memory ready to be polled.

## Secure Polling

This feature allows you to scan documents and store them in the memory of your device ready for polling. *Secure Polling* is used for sensitive documents, access is only granted if the fax numbers of the retrieving devices have been entered, or if the **Allow All Address Book fax numbers access** option is selected.

1. Select the **Secure Polling** button.
2. Enter the fax numbers of the devices retrieving the document or select **Allow All Address Book fax numbers access**. The number of the remote fax machine must be stored in the *Address Book*.
3. Use **Add** to add more than one number to the list. Use the **Address Book** option to add a specific number from the directory.



4. Select **Save** to save your selections and exit.
5. Load the originals to be stored for polling and press **Start**.

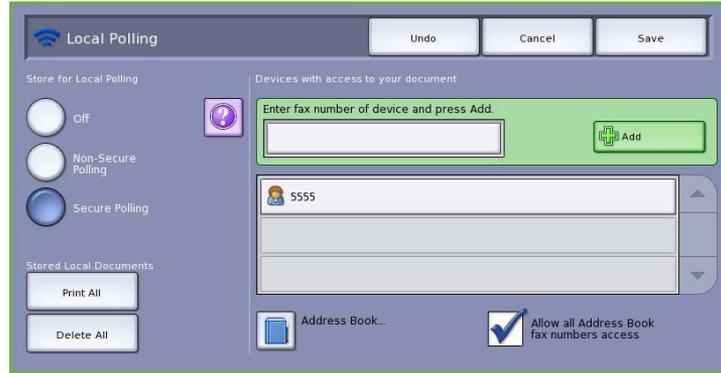
The originals are scanned and stored in memory ready to be polled.

## Stored Local Document

Documents stored in memory for local polling can be printed or deleted.

- Select **Print All** to print the documents stored in memory.
- Select **Delete All** to delete all stored documents. A confirmation screen is displayed, select **Delete All** or **Cancel**.

Select **Save** to save your selections and exit.



## Remote Polling

The **Remote Polling** feature allows you to retrieve a stored document from a remote machine, where you call or *Poll* that machine. Your device offers several ways of *Polling* another fax machine:

- **Poll a Remote Fax** retrieves a fax from a remote fax machine or machines, immediately or at a specified time using Delay Send.
- **Poll a Remote Mailbox** retrieves a fax document from the mailbox of a remote fax machine. The mailbox number and if applicable, the passcode must be known.

**Note:** If your device does not connect with the remote machine when Polling, it redials the number. If it does connect and then the transmission fails, it does not redial the number and you have to start the Polling activity again. Polling a remote machine is not available if the fax line is set to **Send Only** or **Receive Only**.

Select the **Remote Polling** button. The options are:

### Poll a Remote Fax

The **Poll a Remote Fax** feature allows you to call a remote fax machine. The call locates and retrieves faxes stored at the remote machine. Remote Polling allows you to poll a remote machine immediately or at a specified time. More than one remote machine can be polled at a time.

1. Select the **Poll a Remote Fax** button.
2. Enter the fax numbers of the devices which are being polled. Use **Add** to add more than one number to the list. Use the **Speed Dial** or **Address Book** option to add a specific number from the directory. Use the **Dialing Characters** option to enter special characters if required.
3. Use **Delay Send** to program a specific time to poll the remote machine. Refer to **Delay Send** on page 71.
4. Select **Poll Now** to commence polling.

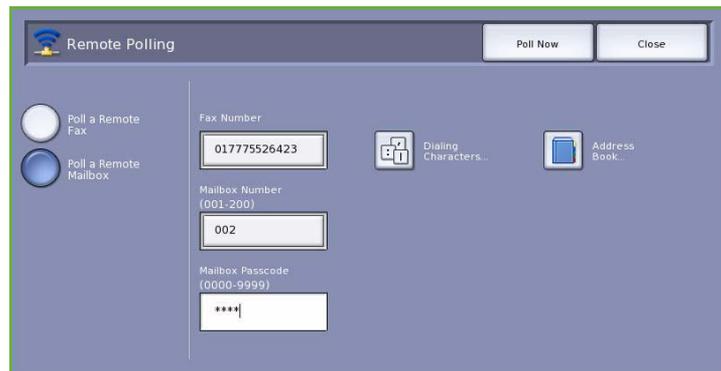


The remote device is polled and the retrieved document printed. Select **Close** to exit.

### Poll a Remote Mailbox

The *Poll Remote Mailbox* feature allows you to call a mailbox which is set up on a remote fax machine. The call locates and retrieves faxes stored within the *Polled* mailbox.

1. Select the **Poll a Remote Mailbox** button.
2. Enter the fax number of the device being polled. Use the **Address Book** option to add the number if required. Use the **Dialing Characters** option to enter the number if special characters are required. Refer to **Dialing Characters** on page 58.
3. Enter the *Mailbox Number*, between 001 and 200.
4. Enter the 4-digit *Mailbox Passcode*.
5. Select **Poll Now** to commence polling the mailbox.



The remote device is polled and the retrieved document printed. Select **Close** to exit.

# Job Assembly

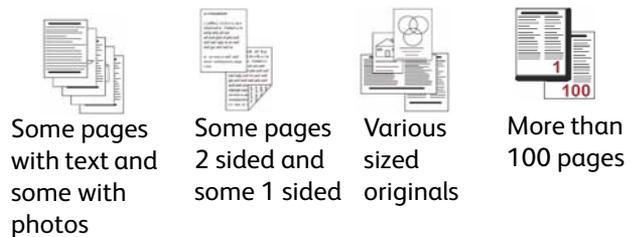
This tab provides access to the *Build Job* feature for compiling jobs which have different originals or programming requirements within a job. To access the *Job Assembly* options, select **Services Home** and **Fax**. Then select the **Job Assembly** tab.



## Build Job

Use this feature to build a job that requires different settings for each page, or a segment of pages.

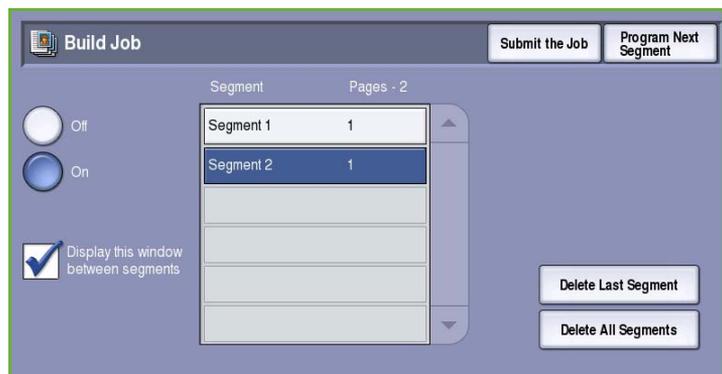
You can select the appropriate settings to be applied to individual pages or segments of a completed job. First split the originals into sections for individual programming.



1. Select **Build Job** on the *Job Assembly* tab and select the **On** button.
2. Select **Display this window between segments** to view the *Build Job* screen during scanning. Then select **Save**.
3. Select the options required for the first segment of the job.

**Note:** The fax destination details must be entered prior to scanning.

4. Load the first segment originals and press **Start**.
5. Remove the first segment originals.



The *Build Job* screen displays the first segment in the list. The following options can be applied to any segment:

- **Delete Last Segment** deletes the last segment scanned. You can continue programming the *Build Job*.
  - **Delete All Segments** deletes the current *Build Job* and returns you to the main *Build Job* screen.
6. Using **Program Next Segment**, select the options required for the second segment.
  7. Load the second segment originals and press **Start**.

8. Repeat these steps until all segments of your job have been programed and scanned.
9. After the last segment has been scanned, select **Submit the Job** to indicate you have finished scanning and the job can be processed and completed.

## Secure Faxes

All incoming faxes are submitted to the *Incomplete Jobs* list as fax jobs and usually print immediately.

If the administrator has switched on the **Secure Receive** feature, all incoming faxes require a passcode in order to release them for printing.

1. To release a *Secure Fax* for printing, press the **Job Status** button and select the held fax in the list.
2. To release a fax for printing, select the **Release** button from the drop-down menu.



3. Use the numeric keypad to enter the passcode and select the **Release Job** button.

The secure fax job is released for printing.



# Log In / Out

If *Authentication* or *Accounting* has been enabled on the device, you may need to log in before using some or all of the services. A picture of a lock on a button indicates that you must log in to use that service.

1. To log in select the **Log In/Out** button on the control panel. Selecting a locked service will also prompt you to enter a log in name and password.



2. Use the keyboard to enter your **User Name**, then select the **Next** button.
3. Use the keyboard to enter your **Password**, then select the **Enter** button.
4. If an accounting system is in use on the device, you may also need to enter additional information.



- If *Xerox Standard Accounting* is enabled, the user will also have to log in using their Xerox Standard Accounting details.
- If *Network Accounting* is enabled, the user must enter a User ID and an Account ID.
- If a *Foreign Device Interface (FDI)* is installed, you are prompted to access via the device installed, for example a card reader or coin slot.

Your user details display in the User Details area on the right side of the message display.

5. To log out, select the **Log In/Out** button again or select the User Details area and select **Log Out** from the drop-down menu.
6. A confirmation screen is displayed, select **Log Out** or **Cancel**.



Version 2.0  
06/09



Xerox® ColorQube™  
9201/9202/9203  
Server Fax



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 2.0: July 2009

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# Introduction

Server Fax is a standard feature that can be enabled. If enabled, it is selected by pressing the **Services Home** button, then the **Server Fax** option.

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

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

Most feature screens include these buttons to confirm or cancel your choices.

- **Undo** resets the current screen to the values that were displayed when the screen was opened.
- **Cancel** resets the screen and returns to the previous screen.
- **Save** saves the selections made and returns to the previous screen.
- **Close** closes the screen and returns to the previous screen.

Instructions for sending a server fax and using the basic features are provided in the [ColorQube™ 9201/9202/9203 Quick Use Guide](#). If Authentication or Accounting has been enabled on your device, you may have to enter log in details to access the features, refer to [Log In / Out](#) on page 95.



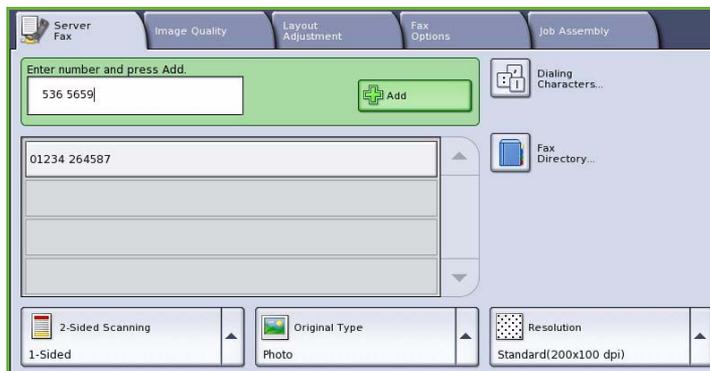
# Dialing Options

The dialing options enable you to enter the destination fax number or numbers. Select the appropriate dialing option for your fax job.

To access the *Dialing Options*, select **Services Home** and **Server Fax**.

## Manual Dialing

1. Select the fax number field and enter the fax number required using the numeric keypad.
2. If special characters are required, use the **Dialing Characters** option to enter the number plus additional dialing characters. Refer to [Dialing Characters](#) on page 85.
3. Select **Add** to add the number to the recipient list. Enter additional numbers as required.



The fax will be sent to all the numbers in the recipient list.

## Dialing Characters

Additional dialing characters can be accessed by selecting the **Dialing Characters** button. Use this option to enter the fax number if special characters are required. To enter a fax number using the dialing characters:

1. Select the **Dialing Characters** button.
2. Use the numeric keypad to enter the number plus additional dialing characters.

The following characters are available:

- **Dial Pause [,]** use to pause between numbers. The pause allows time to switch from an inside to an outside line during automatic dialing. For additional pause time, add multiple pauses. If you are using charge code numbers, enter a pause after the fax number but before the charge code number.
- **Long Pause [I]** use to enter a long pause between numbers.
- **Mask Data [/]** use to protect confidential information. For example, if a special charge code or credit card number is required for a call, simply use the *Mask Data* character. Select the / character before entering confidential numbers. After the last confidential number, select / again to turn the mask data off. Characters between the / symbols will appear as \*.



## Dialing Options

- **Group Dial [\]** use to add another fax number to the entry if the fax is being transmitted to multiple recipients.
- **Pulse to Tone [;]** use to switch between pulse and tone dialing.
- **Password Check [S]** use for remote terminal identification. This character verifies that the correct number has been dialled.
- **Wait for Network Tone [W]** suspends dialing until an expected network tone is detected. It can also be used to detect a specific tone when accessing an outside line or other service.
- **Optional Readability Character [+]** this is used for readability purposes and does not affect the number entered. For example, if you wish to identify the area code of a fax number, use the *Readability Character* 01234+567890.

If an incorrect entry is made, use the left/right arrows to navigate through the number and use the **C** button to delete a character. Use **Clear Text** to delete all the characters.

3. When you have entered the fax number and dialing characters required, select **Add** to add the number to the recipient list.
4. Select **Close** to return to the fax options.

## Fax Directory

The *Fax Directory* is used to store individual fax numbers which are used frequently. The *Fax Directory* can be accessed from all screens where a fax number requires entering. Up to 29 entries can be added.

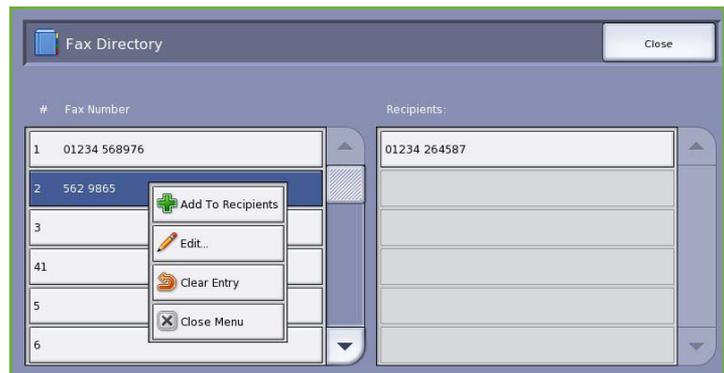
### Using the Fax Directory

If numbers have been entered into the *Fax Directory* they can be accessed via the **Fax Directory** button.

1. Select the **Fax Directory** button.  
A list of fax numbers entered in the *Fax Directory* is displayed.
2. Select the required number and select **Add to Recipients** from the drop-down menu. The number is added to the Recipients list.

Continue adding recipients as required.

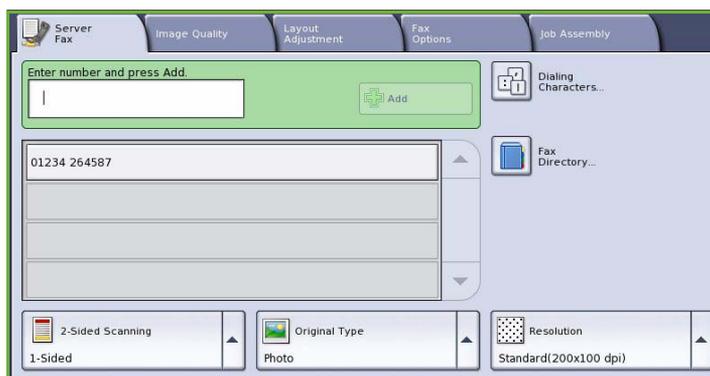
3. To edit an entry, select it in the list and select the **Edit** button.  
Edit the entry as required and select **Save**.
4. To clear an entry from the list, select the entry requiring deletion and select **Clear Entry** from the drop-down menu. A confirmation screen is displayed, select **Clear Entry** or **Cancel**.
5. Select **Close** to return to the fax options.



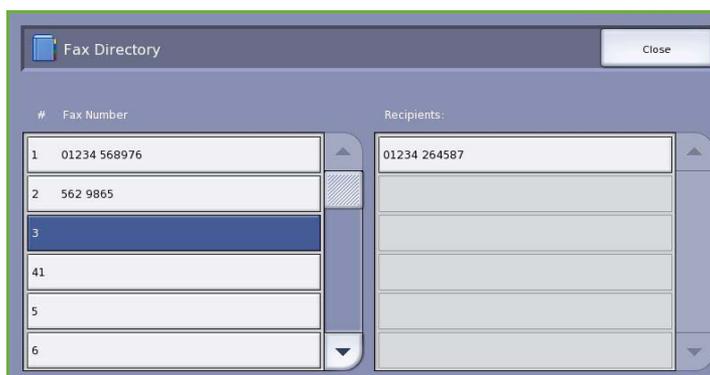
The fax will be sent to all the numbers in the recipient list.

## Setting up the Fax Directory

1. Select the **Server Fax** tab and the **Fax Directory** button.



2. Select an empty slot from the list of entries. If necessary, use the *scroll bar*.



3. Enter the fax number in the **Edit Fax Number** field.

Use the **C** button to delete an incorrect entry, or the **Clear Text** button to delete the entire entry.

Select **Save**.

The new entry is displayed in the list.



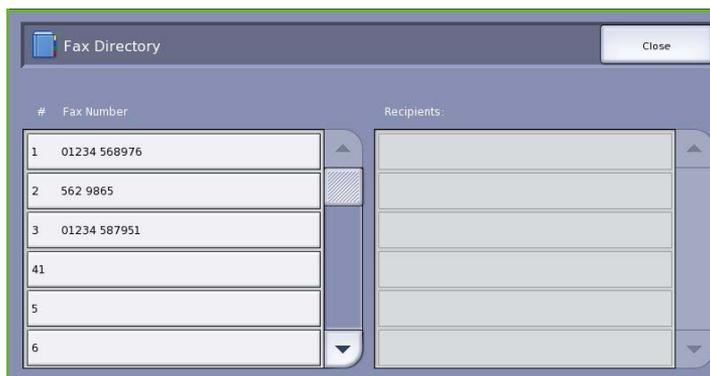
4. To use the entry for the current job, select the entry in the list and select **Add To Recipients**.

The number is added to the Recipients list.

5. To edit an entry, select it in the list and select the **Edit** button.

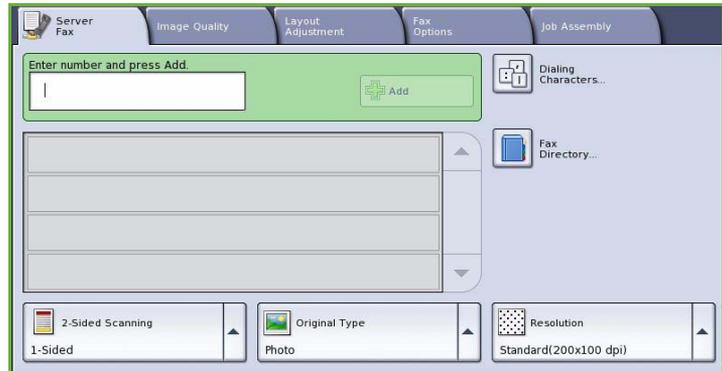
Edit the entry as required and select **Save**.

6. To exit from the *Fax Directory*, select **Close**.



# Server Fax Options

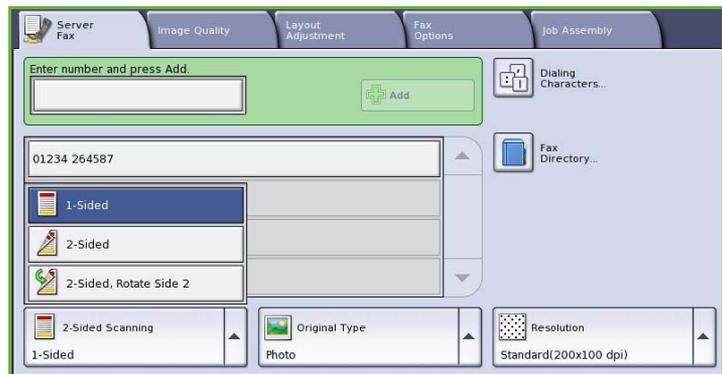
These *Server Fax* options provide access to fax features which are required for programming basic server fax jobs. To access the *Fax* options, select **Services Home** and **Server Fax**. The **Server Fax** tab is displayed.



## 2-Sided Scanning

The *2-Sided Scanning* option allows you to set whether 1 or 2 sides of your original document are scanned. The options are:

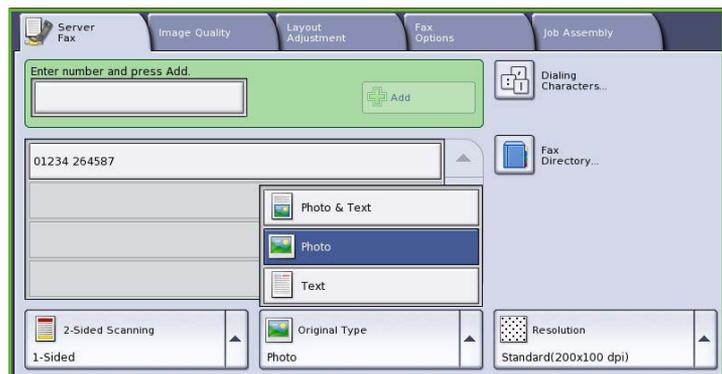
- **1 Sided** is used if your original documents are single sided.
- **2 Sided** is used if your original documents are double sided. The *document feeder* must be used to scan your originals with this option.
- **2-Sided, Rotate Side 2** select if your original opens up like a calendar. The *document feeder* must be used to scan your originals with this option.



## Original Type

Use this option to define the type of original being used for scanning. Making the correct selection enhances the quality of your output image. The options are:

- **Photo & Text** is recommended for originals containing high quality photographs and halftones. Using this setting the scanned image will contain medium quality pictures though the sharpness of text and line art is slightly reduced.



- **Photo** is used specifically for originals containing photos, magazine pictures or continuous tones without any text or line art. Produces the best quality for photos but reduced quality text and line art.
- **Text** produces sharper edges and is recommended for text and line art.

## Resolution

The *Resolution* affects the appearance of the fax at the receiving fax terminal. A higher resolution produces a better quality image. A lower resolution reduces communication time. The options are:

- **Standard (200x100 dpi)** is recommended for text documents. It requires less communication time but does not produce the best image quality for graphics and photos.
- **Fine (200 dpi)** is recommended for line art and photos. This is the default resolution and the best choice in most cases.



## Image Quality

The *Image Quality* options provide access to the features which enhance the image quality or output. To access the *Image Quality* options, select **Services Home** and **Server Fax**. Then select the **Image Quality** tab.



## Image Options

*Image Options* is used to change the appearance of the output image. The options are:

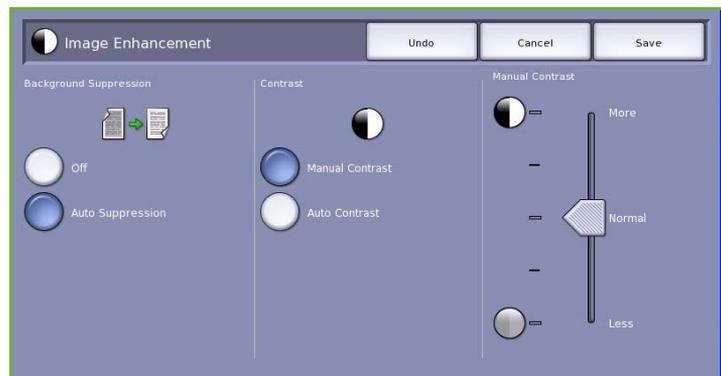
- **Lighten / Darken** provides manual control to adjust the lightness or darkness of the scanned images. Move the indicator down to darken the image or up to lighten the image.



## Image Enhancement

*Image Enhancement* provides options for improving the quality of the output, by reducing the background or adjusting the contrast. The options are:

- **Background Suppression** enhances originals that have colored backgrounds, by reducing or eliminating the background on the output. This option is useful when your original is on colored paper.
  - Select **Auto Suppression** to automatically suppress unwanted background.
  - Select **Off** to turn the Background Suppression feature off, particularly when:
    - The **Darken** adjustment does not produce a satisfactory output from light originals.
    - The original has a gray or colored border, such as a certificate.
    - You want to bring out fine detail that was lost due to a dark edge when using bound originals.
- **Contrast** controls the image density on the output and compensates for an original that has too much or too little contrast on the image.
  - Select **Manual Contrast** to set the level of contrast yourself. Move the indicator towards the *More* setting to reproduce more vivid blacks and whites for sharper text and lines but less detail in pictures. Move the indicator towards the *Less* setting to reproduce more detail in light and dark areas of the original.
  - Select **Auto Contrast** to automatically set the contrast level depending on the original being scanned.



# Layout Adjustment

The *Layout Adjustment* options allow you to manipulate the scanned image and enhance the appearance and style of your faxed document. To access the *Layout Adjustment* options, select **Services Home** and **Server Fax**. Then select the **Layout Adjustment** tab.



## Original Orientation

Use to specify the orientation of the originals being scanned. The options are:

- **Upright Images** refers to the direction the images are loaded in the *document feeder*. Use this option if your images are in the orientation matching the image shown when loaded in the *document feeder*.
- **Sideways Images** refers to the direction the images are loaded in the *document feeder*. Use this option if your images are in the orientation matching the image shown when loaded in the *document feeder*.
- **Portrait Originals** refers to the image orientation on the original documents. Use this option to select a Portrait image orientation. Originals can be fed in any direction.
- **Landscape Originals** refers to the image orientation on the original documents. Use this option to select a Landscape image orientation. Originals can be fed in any direction.

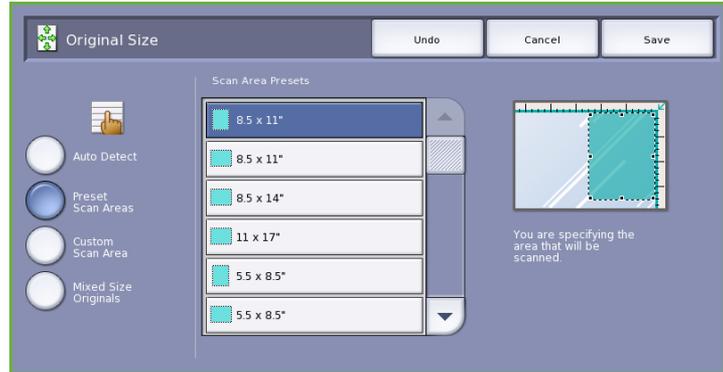


Select **Save** to save your selections and exit.

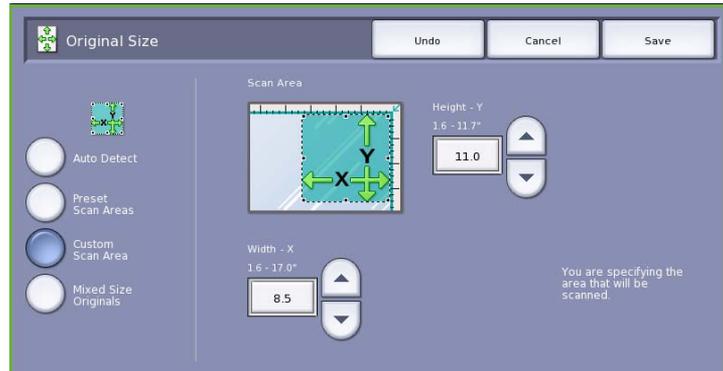
## Original Size

Select **Original Size** to enter the size of your document when scanning from the document glass or the document feeder. Your device uses this information to calculate the size of your original and the scanned image. You can also select **Auto Detect** for automatic size detection, or **Mixed Size Originals** if scanning a mix of sizes. The options are:

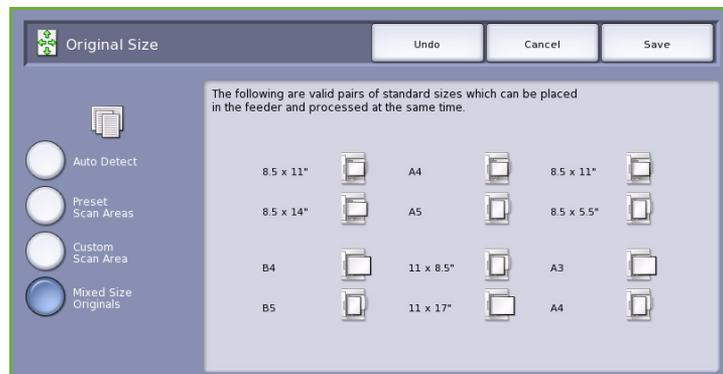
- **Auto Detect** is the default setting and enables automatic size sensing. The size detected is matched to a standard size paper.
- **Preset Scan Areas** allows you to define the size of your original from a list of pre-set, standard document sizes. You can view the list by using the scroll bar.



- **Custom Scan Area** is used to enter a specific area for scanning. Measure the area to be scanned on the original and enter the X and Y axis measurements into the fields provided. Only the area specified is scanned.



- **Mixed Size Originals** allows you to scan documents containing different size pages. The pages must be the same width, like A4 LEF and A3 SEF (8.5x11" LEF and 11x17" SEF). Other combinations are shown on the screen.  
The device will detect the size of the documents and determine whether the receiving fax machine can support the various paper sizes. If the receiving fax cannot support the page sizes, the image is reduced or enlarged to fit.



Select **Save** to save your selections and exit.

# Fax Options

The *Fax Options* allow you to specify when your fax document is transmitted. To access the *Fax Options*, select **Services Home** and **Server Fax**. Then select the **Fax Options** tab.

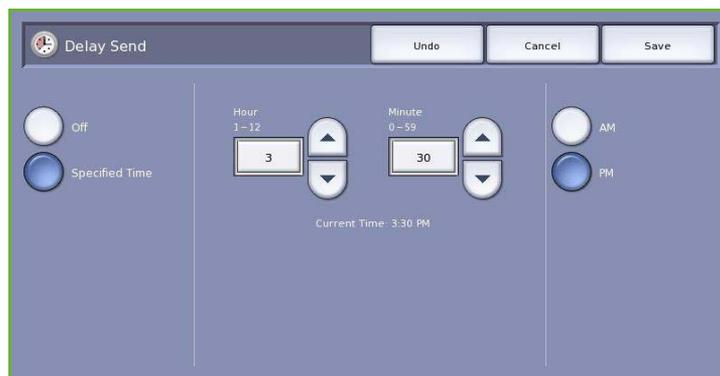
## Delay Send

Select **Delay Send** to specify the time within the next 24 hours that you want the fax to be transmitted. Use this feature to transmit faxes during off-peak hours or when sending to another country or time zone. Delay Send can also be used with Mailbox and Polling options.

The options are:

## Specified Time

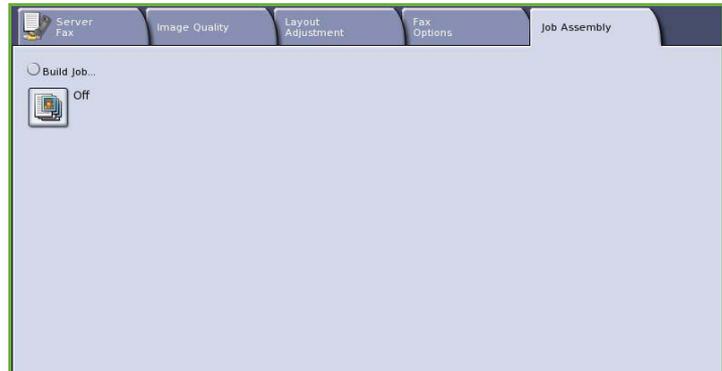
- Select **Specified Time** and select either the **Hour** or the **Minute** field to enter a time to send your fax.
- Use the *arrow* buttons or numeric keypad to enter the hours and minutes.
- If the device is set up to display the time using a 12 hour clock, you must also select either the **AM** or **PM** button.
- Select **Save** and program and scan the fax job.



The fax will be stored in memory and sent at the specified time.

# Job Assembly

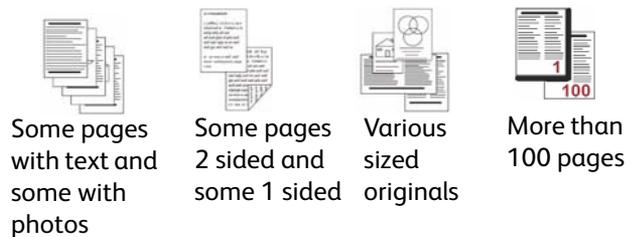
This tab provides access to the *Build Job* feature for compiling jobs which have different originals or programming requirements within a job. To access the *Job Assembly* options, select **Services Home** and **Server Fax**. Then select the **Job Assembly** tab.



## Build Job

Use this feature to build a job that requires different settings for each page, or a segment of pages.

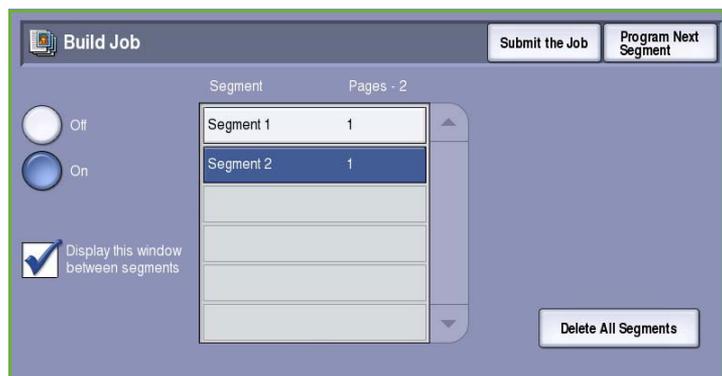
You can select the appropriate settings to be applied to individual pages or segments of a completed job. First split the originals into sections for individual programming.



1. Select **Build Job** on the *Job Assembly* tab and select the **On** button.
2. Select **Display this window between segments** to view the *Build Job* screen during scanning. Then select **Save**.
3. Select the options required for the first segment of the job.

**Note:** The fax destination details must be entered prior to scanning.

4. Load the first segment originals and press **Start**.
5. Remove the first segment originals. The *Build Job* screen displays the first segment in the list. **Delete All Segments** deletes the current *Build Job* and returns you to the main *Build Job* screen.
6. Using **Program Next Segment**, select the options required for the second segment.
7. Load the second segment originals and press **Start**.
8. Repeat these steps until all segments of your job have been programmed and scanned.
9. After the last segment has been scanned, select **Submit the Job** to indicate you have finished scanning and the job can be processed and completed.



# Log In / Out

If *Authentication* or *Accounting* has been enabled on the device, you may need to log in before using some or all of the services. A picture of a lock on a button indicates that you must log in to use that service.

1. To log in select the **Log In/Out** button on the control panel. Selecting a locked service will also prompt you to enter a log in name and password.



2. Use the keyboard to enter your **User Name**, then select the **Next** button.
3. Use the keyboard to enter your **Password**, then select the **Enter** button.
4. If an accounting system is in use on the device, you may also need to enter additional information.
  - If *Xerox Standard Accounting* is enabled, the user will also have to log in using their Xerox Standard Accounting details.
  - If *Network Accounting* is enabled, the user must enter a User ID and an Account ID.
  - If a *Foreign Device Interface (FDI)* is installed, you are prompted to access via the device installed, for example a card reader or coin slot.



Your user details display in the User Details area on the right side of the message display.

5. To log out, select the **Log In/Out** button again or select the User Details area and select **Log Out** from the drop-down menu.
6. A confirmation screen is displayed, select **Log Out** or **Cancel**.



[Log In / Out](#)

Version 2.0  
06/09



# Xerox<sup>®</sup> ColorQube<sup>™</sup> 9201/9202/9203 Internet Fax



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 2.0: July 2009

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# Introduction

*Internet Fax* is a standard feature that can be enabled. If enabled, it is selected by pressing the **Services Home** button, then the **Internet Fax** option.

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



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

Most feature screens include these buttons to confirm or cancel your choices.

- **Undo** resets the current screen to the values that were displayed when the screen was opened.
- **Cancel** resets the screen and returns to the previous screen.
- **Save** saves the selections made and returns to the previous screen.
- **Close** closes the screen and returns to the previous screen.



Instructions for sending an internet fax and using the basic features are provided in the [ColorQube™ 9201/9202/9203 Quick Use Guide](#). If Authentication or Accounting has been enabled on your device you may have to enter log in details to access the features, refer to [Log In / Out](#) on page 114.

# Internet Fax

These *Internet Fax* options provide access to features which are required for programming basic internet fax jobs. To access the *Internet Fax* options, select **Services Home** and **Internet Fax**. The **Internet Fax** tab is displayed.

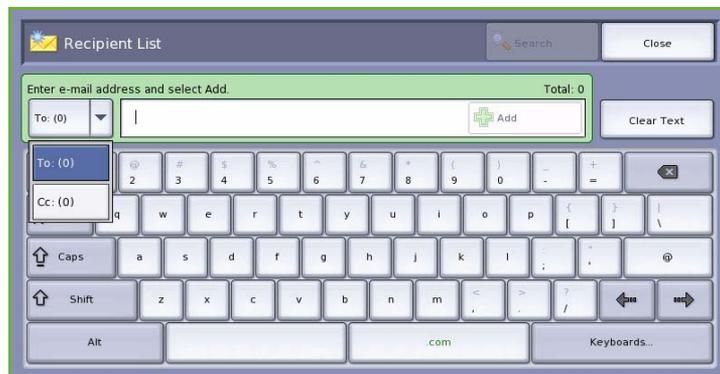


## New Recipient

Use this option to enter details of all the recipients of the Internet Fax. To enter the recipient details:

1. Select **New Recipient**.
2. Select **To** or **Cc** for the recipient using the drop-down menu to the left of the entry box.
3. Using the keyboard, enter the e-mail address.
  - Up to 40 alphanumeric characters can be entered.
  - To delete a character use the back arrow key, or to clear the entire entry select **Clear Text**.
  - Use the **Keyboards...** button to access additional language keyboards.
4. Select **Add** to add the e-mail address to the recipient list.
5. Continue adding e-mail addresses until all the recipient's have been added to the list.  
Select **Close**.

All the recipients are displayed in the recipient list.



## From:

To enter or edit the sender's name:

1. Select **From**.

**Note:** This option may not be available.

2. If a default name is displayed, select **Clear Text** to delete the entry.
3. Using the keyboard, enter the e-mail address of the sender.
  - Up to 40 alphanumeric characters can be entered.
  - To delete a character use the back arrow key, or to clear the entire entry select **Clear Text**.
  - Use the **Keyboards...** button to access additional language keyboards.
4. Select **Save** to save and return to the previous screen, or **Cancel** to exit.



The e-mail address entered is displayed in the **From** field.

## Subject:

To enter a subject for the internet fax:

1. Select the **Subject** field.
2. Using the keyboard, enter the subject of the Internet Fax.
  - Up to 40 alphanumeric characters can be entered.
  - To delete a character use the back arrow key, or to clear the entire entry select **Clear Text**.
  - Use the **Keyboards...** button to access additional language keyboards.
3. Select **Save** to save and return to the previous screen, or **Cancel** to exit.

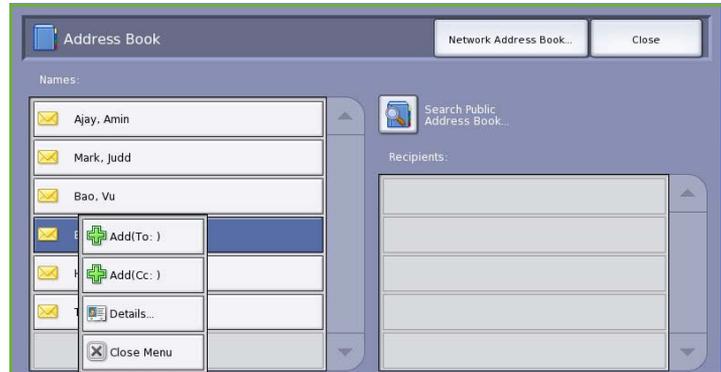


The subject entered is displayed in the **Subject** field.

## Address Book

If the device has been setup to access the Network and Public Address Books, you can use them to select recipients. For information about setting up address books, refer to the [System Administrator Guide](#).

1. Select the **Address Book** button.  
A list of e-mail addresses is displayed.
2. Select the e-mail address required and select **Add (To:)** or **Add (Cc:)** from the drop-down menu.  
The e-mail address is added to the recipient list.
3. Continue adding e-mail addresses as required.



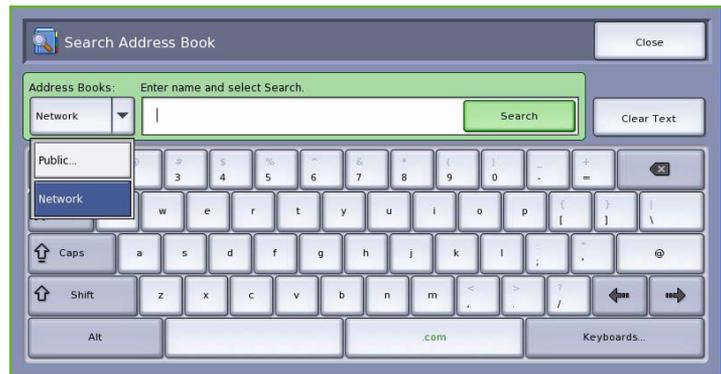
4. Use the **Search** option to search for a specific entry. Select **Search** and enter the name required using the keyboard and select **Search**.

The matching entries are displayed. Select the name required and add the recipient to the list using the drop-down menu.

5. To search different address books, use the **Public Address Book** or **Network Address Book** option (if available).

Select the *Address Book* required using the drop-down menu to the left of the field and search using the same method described.

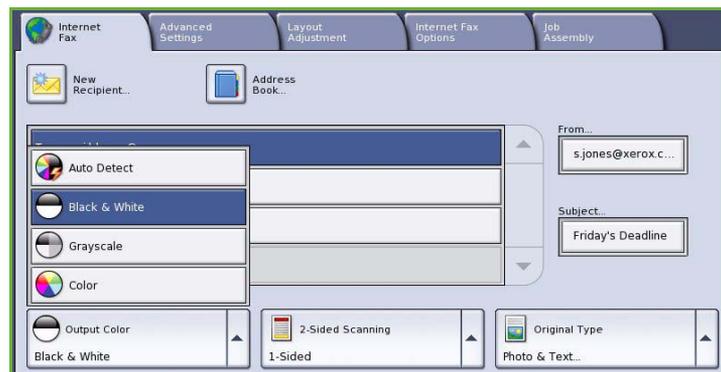
6. To find out more information about an address in the *Address Book*, select **Details...** Full details of the e-mail address owner are displayed. Select **Close** to exit the *Details* window.



## Output Color

The *Output Color* options include selections to automatically detect and match the color of your original or produce monotone, full color or grayscale output from your original. The options are:

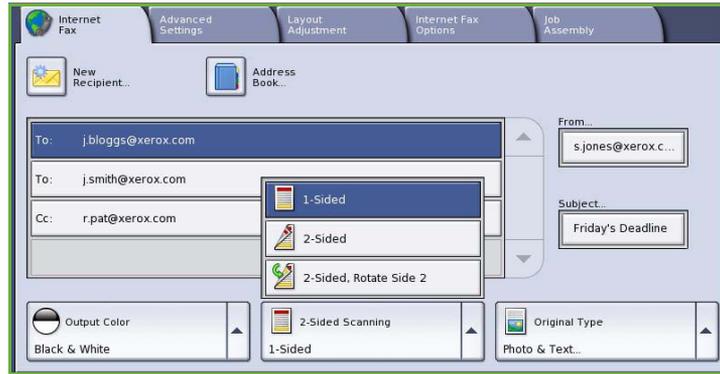
- **Auto Detect** to select output that matches your original.
- **Black & White** to select monotone output regardless of the color of your original.
- **Grayscale** to use gray scales instead of color.
- **Color** to select color output from your original.



## 2-Sided Scanning

The *2-Sided Scanning* option allows you to set whether 1 or 2 sides of your original document are scanned. The options are:

- **1 Sided** is used if your original documents are single sided.
- **2 Sided** is used if your original documents are double sided. The *document feeder* must be used to scan your originals with this option.
- **2-Sided, Rotate Side 2** select if your original opens up like a calendar. The *document feeder* must be used to scan your originals with this option.



## Original Type

Use this option to define the type of original being used for scanning. Making the correct selection enhances the quality of your output image. The options are:

- **Photo & Text** is recommended for originals containing high quality photographs and halftones. Using this setting the scanned image will contain medium quality pictures though the sharpness of text and line art is slightly reduced.
- **Photo** is used specifically for originals containing photos, magazine pictures or continuous tones without any text or line art. Produces the best quality for photos but reduced quality text and line art.
- **Text** produces sharper edges and is recommended for text and line art.
- **Map** is used if your original is a map or contains intricate line art and text.
- **Newspaper / Magazine** is used if your original is from a magazine or newspaper that contains photographs or text.



## How the Original was Produced

- **Printed Original** is for originals that have come from a magazine, book or newspaper or that have been printed on a large printing device.
- **Photocopied Original** is for originals that are photocopies.
- **Photograph** is for high quality photographic originals.
- **Inkjet Original** is for originals that have been produced using an inkjet printer.
- **Solid Ink Original** is for originals produced by a solid ink printing process, such as output from this device.

# Advanced Settings

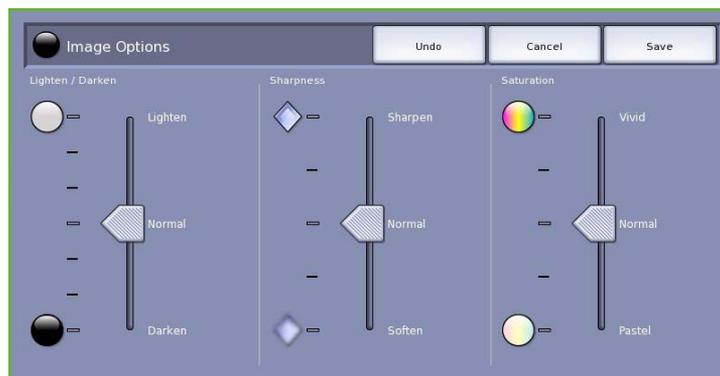
The *Advanced Settings* provide access to the features which enhance the image quality or output quality. To access the *Advanced Settings*, select **Services Home** and **Internet Fax**. Then select the **Advanced Settings** tab.



## Image Options

*Image Options* is used to change the appearance of the output image. The options are:

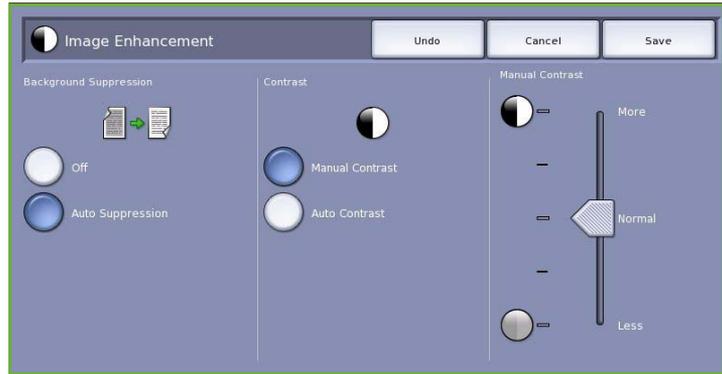
- **Lighten / Darken** provides manual control to adjust the lightness or darkness of the scanned images. Move the indicator down to darken the image or up to lighten the image.
- **Sharpness** provides manual control to adjust the sharpness of the scanned images. Move the indicator up to sharpen the image. Move the indicator down to soften the scanned image.
- **Saturation** controls the balance between vivid and pastel shades of the image. Move the indicator towards *Vivid* for more saturated colors. Move the indicator towards *Pastel* for less saturated colors.



## Image Enhancement

*Image Enhancement* provides options for improving the quality of the output, by reducing the background or adjusting the contrast. The options are:

- **Background Suppression** enhances originals that have colored backgrounds, by reducing or eliminating the background on the output. This option is useful when your original is on colored paper.
  - Select **Auto Suppression** to automatically suppress unwanted background.
  - Select **Off** to turn the Background Suppression feature off, particularly when:
    - The **Darken** adjustment does not produce a satisfactory output from light originals.
    - The original has a gray or colored border, such as a certificate.
    - You want to bring out fine detail that was lost due to a dark edge when using bound originals.
- **Contrast** controls the image density on the output and compensates for an original that has too much or too little contrast on the image.
  - Select **Manual Contrast** to set the level of contrast yourself. Move the indicator towards the *More* setting to reproduce more vivid blacks and whites for sharper text and lines but less detail in pictures. Move the indicator towards the *Less* setting to reproduce more detail in light and dark areas of the original.



## Resolution

The *Resolution* affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time. The options are:

- **72 dpi** recommended for output displayed on a computer. It produces the smallest file size.
- **100 dpi** recommended for output that delivers low quality text documents.
- **150 dpi** recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics.
- **200x100 dpi** recommended for good quality text documents and line art.
- **200 dpi** recommended for average quality text documents and line art. Suitable for office documents and photographs.



- **300 dpi** recommended for high quality text documents that are to pass through *OCR* applications. Also recommended for high quality line art or medium quality photos and graphics. This is the default resolution and the best choice in most cases.
- **400 dpi** recommended for photos and graphics. It produces average image quality for photos and graphics.
- **600 dpi** recommended for high quality photos and graphics. It produces the largest image file size, but delivers the best image quality.

Select **Save** to save your selections and exit.

## Quality / File Size

The **Quality / File Size** settings allow you to choose between scan image quality and file size. These settings allow you to deliver the highest quality or make smaller files. A small file size delivers slightly reduced image quality but is better when sharing the file over a network. A larger file size delivers improved image quality but requires more time when transmitting over the network. The options are:

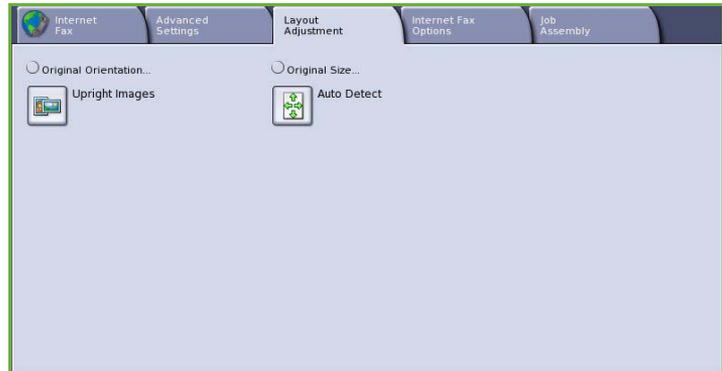
- **Normal Quality** produces small files by using advanced compression techniques. Image quality is acceptable but some quality degradation and character substitution errors may occur with some originals.
- **Higher Quality** produces larger files with better image quality.
- **Highest Quality** produces the largest files with the maximum image quality. Large files are not ideal for sharing and transmitting over the network.



Select **Save** to save your selections and exit.

# Layout Adjustment

The *Layout Adjustment* options allow you to manipulate the scanned image and enhance the appearance and style of your faxed document. To access the *Layout Adjustment* options, select **Services Home** and **Internet Fax**. Then select the **Layout Adjustment** tab.



## Original Orientation

Use to specify the orientation of the originals being scanned. The options are:

- **Upright Images** refers to the direction the images are loaded in the *document feeder*. Use this option if your images are in the orientation matching the image shown when loaded in the *document feeder*.
- **Sideways Images** refers to the direction the images are loaded in the *document feeder*. Use this option if your images are in the orientation matching the image shown when loaded in the *document feeder*.
- **Portrait Originals** refers to the image orientation on the original documents. Use this option to select a Portrait image orientation. Originals can be fed in any direction.
- **Landscape Originals** refers to the image orientation on the original documents. Use this option to select a Landscape image orientation. Originals can be fed in any direction.

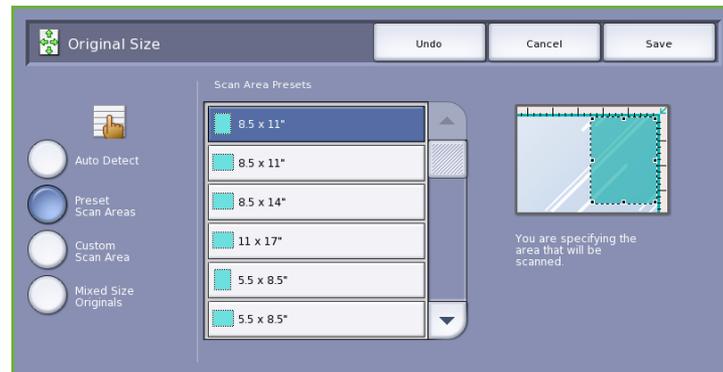


Select **Save** to save your selections and exit.

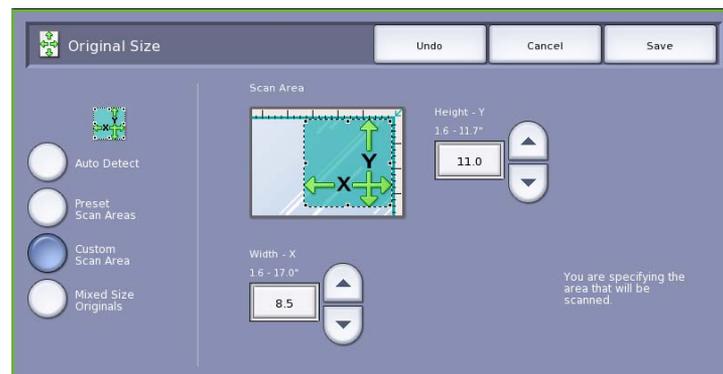
## Original Size

Select **Original Size** to enter the size of your document when scanning from the document glass or the document feeder. Your device uses this information to calculate the size of your original and the scanned image. You can also select **Auto Detect** for automatic size detection, or **Mixed Size Originals** if scanning a mix of sizes. The options are:

- **Auto Detect** is the default setting and enables automatic size sensing. The size detected is matched to a standard size paper.
- **Preset Scan Areas** allows you to define the size of your original from a list of pre-set, standard document sizes. You can view the list by using the scroll bar.

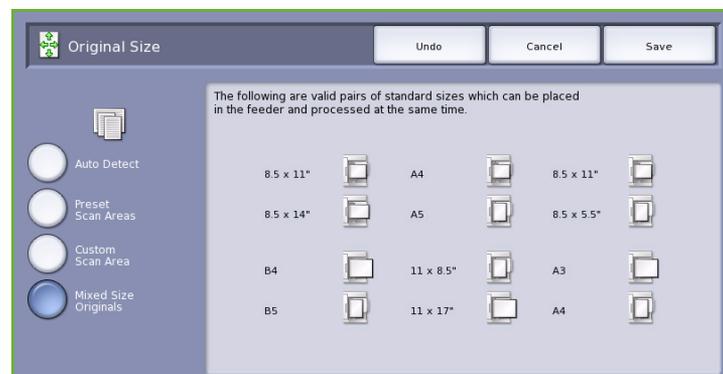


- **Custom Scan Area** is used to enter a specific area for scanning. Measure the area to be scanned on the original and enter the X and Y axis measurements into the fields provided. Only the area specified is scanned.



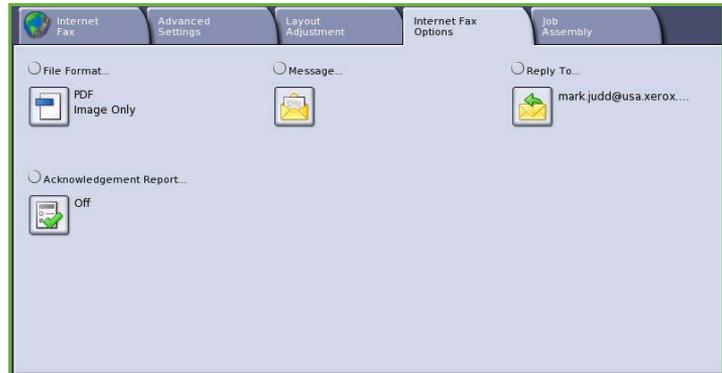
- **Mixed Size Originals** allows you to scan documents containing different size pages. The pages must be the same width, like A4 LEF and A3 SEF (8.5x11" LEF and 11x17" SEF). Other combinations are shown on the screen.

Select **Save** to save your selections and exit.



# Internet Fax Options

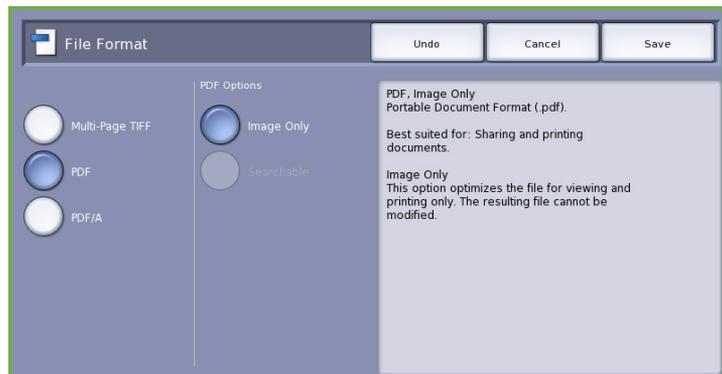
The *Internet Fax Options* allow you to temporarily change the format of the image file, set a *Reply To* address and add a brief message. The *Acknowledgement Report* can also be enabled. To access the *Internet Fax Options*, select **Services Home** and **Internet Fax**. Then select the **Internet Fax Options** tab.



## File Format

**File Format** determines the type of file created. You can select the file format you wish to use for your scanned image. The options are:

- **Multi-Page TIFF (Tagged Image File Format)** produces a single TIFF file containing several pages of scanned images. A more specialized software is required to open this type of file format.
- **PDF (Portable Document Format)** allows recipients with the right software to view, print or edit the *Internet Fax* file, no matter what their computer platform. Depending on the receiving device, the **PDF** selection may not be compatible when the resolution is set to **200 dpi**. This file format is optimised for viewing and sharing.
- **PDF/A (Portable Document Format)** is an industry standard format for long term document preservation based on the PDF format. The **Advanced Settings** may need checking to ensure they are appropriate for extended use.



## Message

This option is used to enter a message for the internet fax. The message is the text contained within the fax and not the subject line.

- Using the keyboard, enter the message required.
  - Up to 50 alphanumeric characters can be entered.
  - To delete a character use the back arrow key, or to clear the entire entry select **Clear Text**.
  - Use the **Keyboards...** button to access additional language keyboards.
- Select **Save** to save the selections and exit.



## Reply To

The **Reply To** feature enables you to include an e-mail address you want the recipient to reply to. For example you can enter your personal e-mail address. If you logged in through authentication and your details are available in the *Address Book*, your e-mail address is displayed.

- Using the keyboard, enter the message required.
  - Up to 50 alphanumeric characters can be entered.
  - To delete a character use the back arrow key, or to clear the entire entry select **Clear Text**.
  - Use the **Keyboards...** button to access additional language keyboards.
- Select **Save** to save the selections and exit.



## Acknowledgement Report

Using this feature a confirmation report is printed indicating the delivery status of the internet fax job. Each internet fax recipient provides a delivery receipt when the job is received. Once the receipt is received by the device, the report is compiled and printed.

**Note:** The report may be delayed depending on how quickly the recipient's respond.



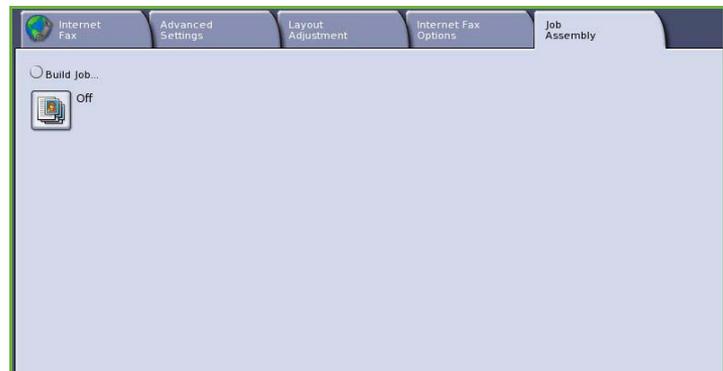
## Print Report

- The device requests a receipt from each of the recipients when the Internet Fax is sent.
- Once the recipient's acknowledge receipt, the report is compiled and printed automatically.

Select **Save** to save your selections and exit.

## Job Assembly

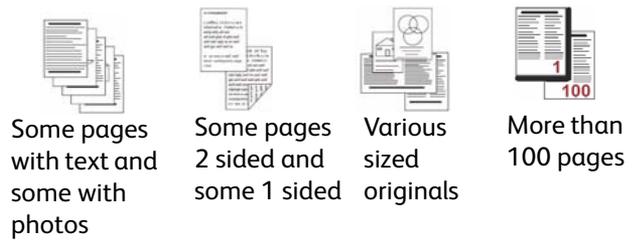
This tab provides access to the *Build Job* feature for compiling jobs which have different originals or programming requirements within a job. To access the *Job Assembly* options, select **Services Home** and **Internet Fax**. Then select the **Job Assembly** tab.



## Build Job

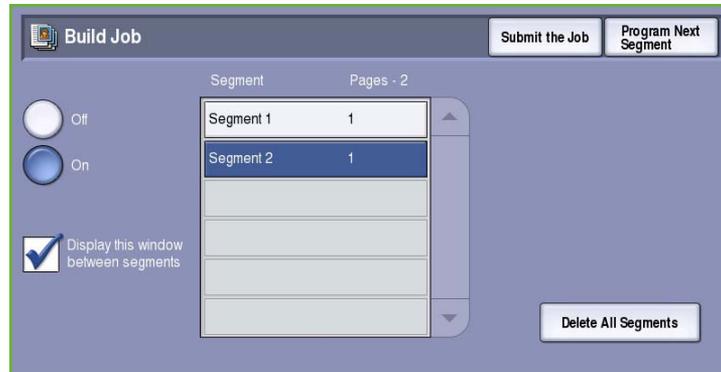
Use this feature to build a job that requires different settings for each page, or a segment of pages.

You can select the appropriate settings to be applied to individual pages or segments of a completed job. First split the originals into sections for individual programming.



1. Select **Build Job** on the *Job Assembly* tab and select the **On** button.
2. Select **Display this window between segments** to view the *Build Job* screen during scanning. Then select **Save**.
3. Select the options required for the first segment of the job.

**Note:** The recipient details must be entered prior to scanning.



4. Load the first segment originals and press **Start**.
5. Remove the first segment originals. The *Build Job* screen displays the first segment in the list. **Delete All Segments** deletes the current *Build Job* and returns you to the main *Build Job* screen.
6. Using **Program Next Segment**, select the options required for the second segment.
7. Load the second segment originals and press **Start**.
8. Repeat these steps until all segments of your job have been programmed and scanned.
9. After the last segment has been scanned, select **Submit the Job** to indicate you have finished scanning and the job can be processed and completed.

# Log In / Out

If *Authentication* or *Accounting* has been enabled on the device, you may need to log in before using some or all of the services. A picture of a lock on a button indicates that you must log in to use that service.

1. To log in select the **Log In/Out** button on the control panel. Selecting a locked service will also prompt you to enter a log in name and password.



2. Use the keyboard to enter your **User Name**, then select the **Next** button.
3. Use the keyboard to enter your **Password**, then select the **Enter** button.
4. If an accounting system is in use on the device, you may also need to enter additional information.



- If *Xerox Standard Accounting* is enabled, the user will also have to log in using their Xerox Standard Accounting details.
- If *Network Accounting* is enabled, the user must enter a User ID and an Account ID.
- If a *Foreign Device Interface (FDI)* is installed, you are prompted to access via the device installed, for example a card reader or coin slot.

Your user details display in the User Details area on the right side of the message display.

5. To log out, select the **Log In/Out** button again or select the User Details area and select **Log Out** from the drop-down menu.
6. A confirmation screen is displayed, select **Log Out** or **Cancel**.



Version 2.0  
06/09



# Xerox<sup>®</sup> ColorQube<sup>™</sup> 9201/9202/9203 Fax from PC



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 2.0: July 2009

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# Introduction

The *Fax from PC* service on the ColorQube™ 9201/9202/9203 Print Driver enables you to send a fax to any fax machine over the telephone network from your PC or workstation. The great advantage of this feature is that you do not have to print your document before you send it as a fax, and you can accomplish the complete task without leaving your workstation.

The 2 requirements for this option are:

- A connected printer configuration.
- Fax must be enabled on the device.

There are 3 main screens that enable the setup and use of Fax from PC:

- The *Recipients* screen is used to address your fax by either entering recipients individually or from address books.
- The *Cover Sheet* tab provides the facility to send a cover sheet with your fax.
- The *Options* window enables the user to program additional options for the fax job, such as selecting a confirmation sheet, the send speed and resolution. You can also specify a time to send the fax using the Send Time option.

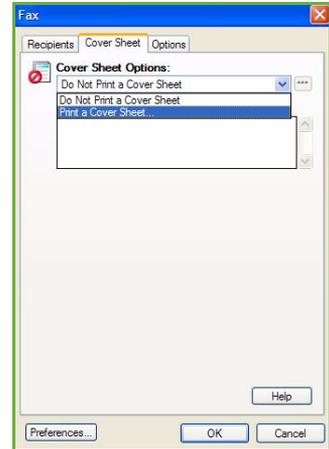


The **Preferences** button enables the user to customize the settings that are displayed when the Fax from PC feature is used to make it quicker and easier to send your fax.



6. If you require a *Cover Sheet* to be sent with your fax document, select **Print a Cover Sheet** in the *Cover Sheet* tab. The *Cover Sheet* options window will display automatically, allowing you to customize the page to your requirements.

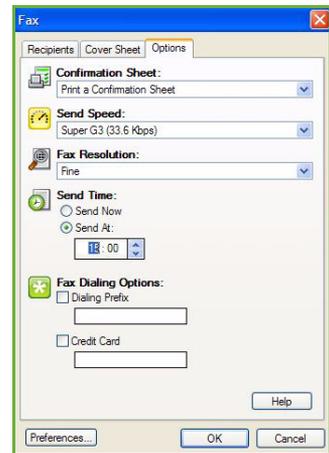
When you have selected all the options you require, select **OK**.



7. Select the **Options** tab to choose:
  - With or without a *Confirmation Sheet*.
  - The **Send Speed**, either **Super G3 (33.6 Kbps)**, **Forced 4800 bps** or **G3 (14.4Kbps)**.
  - The **Resolution** of the fax, either **Standard**, **Fine** or **Superfine**.
  - The **Send Time** if you want to delay the transmission of your fax.
  - Dialing options for a number prefix or credit card billing systems.

When you have selected all the options you require, select **OK**.

8. Select **OK** on the print driver screen and **OK** on the *Print* screen. The *Fax Confirmation* screen will appear with the list of recipients you have chosen.



9. If you wish to make any changes, edit the details by selecting the button with a pencil icon. If the details are correct, select the **OK** button and your fax will be submitted to the device job list ready to be transmitted.
10. Select the **Job Status** button on the control panel to display the job list. Your job will be displayed in the list. If there are no other jobs in the list your job may have already been processed. Refer to the [Machine and Job Status](#) guide for more information.



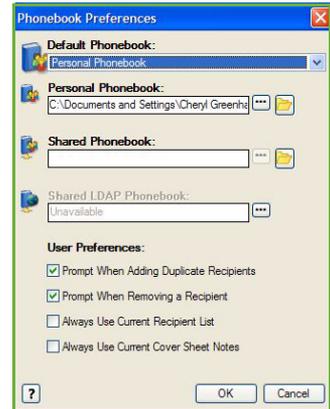
## Preferences

The *Preferences* screen enables you to setup your Phonebooks and display preferences to suit your own requirements.

### Phonebook Preferences

Select **Fax** as the *Job Type* on the *Paper/Output* screen of the print driver. The *Fax Recipients* screen will automatically open.

Select the **Preferences** button at the bottom of the *Fax Recipients* screen to access the *Phonebook Preferences* screen.



- **Personal Phonebook** information is stored in files with a suffix of .pb. You can create numerous files of this type and select them as your personal phonebook. They will then appear as phonebook options on the *Add From Phonebook* screen. You can create a personal or shared phonebook using this option or you can import a comma-separated value (.CSV) file (Windows only). You can store up to 1,000 entries phonebook.
- **Shared Phonebook** shows the location of a shared phonebook, which is accessed by many users and is typically located on a network server. You can copy information from the shared phonebook to a personal phonebook, but shared phonebooks are generally set to read-only mode.
- **Shared LDAP Phonebook** shows the location of a shared LDAP (Lightweight Directory Access Protocol) phonebook (if enabled). LDAP is a protocol that is often used for corporate address books. This phonebook is located on a network server and accessed by many users. You can copy information from the LDAP phonebook to a personal phonebook. To access an LDAP phonebook, bi-directional communication must be configured in the print driver. You can specify the location of your company phone book in the Shared LDAP Phonebook window. Your company phonebook will then be available on the *Add From Phonebook* screen.

Refer to **Help** on the Preferences screen in your print driver for more information about importing, exporting and creating Phonebooks.

### User Preferences

Select the *User Preferences* required:

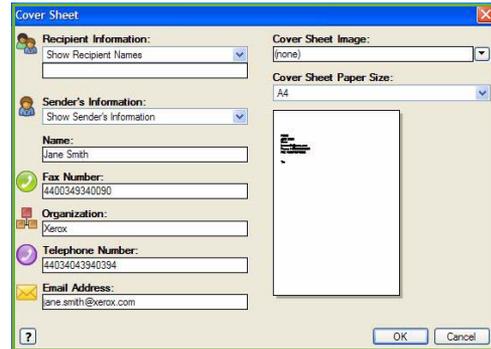
- **Prompt When Adding Duplicate Recipients** provides a warning if the same recipient is added twice.
- **Prompt When Removing a Recipient** provides a warning if deleting a recipient from the phonebook.
- **Always Use Current Recipient List** is used if you always send faxes to the same recipients. This option eliminates the need to create a recipient list each time you send a fax.
- **Always Use Current Cover Sheet Notes** always send faxes with the same message on the fax cover sheet. This option eliminates the need to create a cover sheet message each time you send a fax.

## Cover Sheet

The *Cover Sheet* option enables you to add a cover sheet to your fax.

Select **Print a Cover Sheet** to send a cover sheet with your job. The cover sheet options are displayed.

- Select the *Recipient Information* to print:
  - Use **Show Recipient Names** to print the names of the recipients on the cover sheet.
  - Use **Hide Recipient Names** if you do not want the recipient names to print on the cover sheet.
  - Use **Show Custom Text** to customize the cover sheet with your own information.
- Select the *Sender's Information* to print:
  - Use **Show Sender's Information** to print the sender's information on the cover sheet.
  - Use **Hide Sender's Information** if you do not want the sender's information to print on the cover sheet.
- Enter the details of the sender to include on the cover sheet:
  - Fax Number
  - Organization
  - Telephone Number
  - E-mail Address
- Use **Cover Sheet Image** to select an image or text to include on the cover sheet. Select **New** to import an image to include or to create your own text.
- Use **Cover Sheet Paper Size** to select the paper size for the cover sheet.



## Options

On this screen there are 5 fax transmission options that you may use to customize the transmission of your fax.

### Confirmation Sheet

Here you can choose to print a *Confirmation Sheet* that will confirm the success or failure of the transmission.

Select **Print a Confirmation Sheet** using the drop-down menu.

### Send Speed

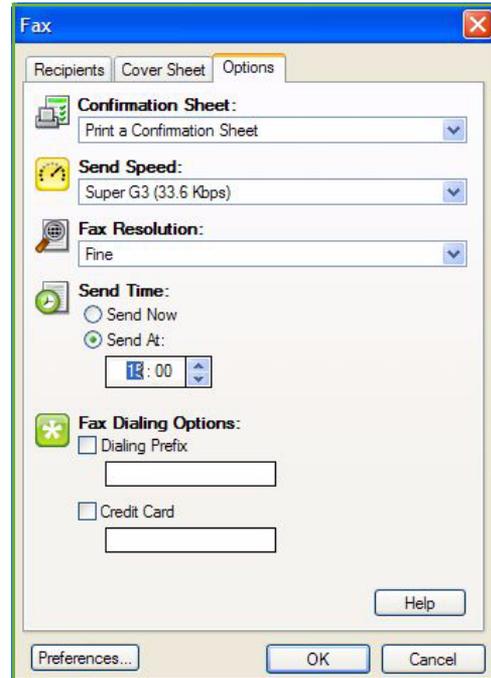
You can choose one of 3 transmission speeds. Select *Send Speed* to select the transmission speed. The options are:

- **Super G3 (33.6 Kbps)** this is the fastest transmission rate and is the default setting. This rate minimizes transmission errors by using Error Correction Mode (ECM). Initial transmission speed will be 33,600 Bits Per Second (bps).
- **Forced 4800 bps** used in areas of low quality communication, when experiencing telephone noise, or when fax connections are susceptible to errors. 4800 bps is a slower transmission rate but is less susceptible to errors. In some regional areas, the use of 4800 bps is restricted.
- **G3 (14.4Kbps)** selects the transmission rate based on the maximum capabilities of the receiving fax machine. Initial transmission speed will be 14,400 Bits Per Second (bps). This rate minimizes transmission errors by using Error Correction Mode (ECM).

### Fax Resolution

You can choose one of 3 image resolutions depending on the type of documents being sent. The higher the resolution you choose the better the received image will be but it will take longer to transmit. The options are:

- **Standard (200 x 100 dpi)** is recommended for text originals. It requires less communication time but does not produce the best image quality for graphics and photos.
- **Fine (200 x 200 dpi)** is recommended for line art and photos. This is the default resolution and the best choice in most cases.
- **Superfine (600 x 600 dpi)** is recommended for photos and halftones, or images that have gray tones. It requires more communication time, but produces the best image quality.



## Send Time

This is sometimes called *Delayed Send*. Use this feature to transmit faxes during off-peak hours or when sending to another country or time zone. The default setting will send the fax immediately.

To send the fax at a specific time in the next 24 hours, select **Send At** and either type in or use the *arrow* buttons to choose the local time that you want the fax sent.

## Fax Dialing Options

Use if you need to add an external access number, a country code or an area code to the recipient number or if a credit card number is required.

- Select **Dialing Prefix** if you need to add, for example, an external access number, a country code or an area code to the recipient number you have selected on the recipients screen.
- Select **Credit Card** if you want to bill the call to a credit card. You can conceal the credit card number from the recipient by using "\ " before and after the part of the number you want to conceal.

Fax from PC Options

Version 2.0  
06/09



# Xerox<sup>®</sup> ColorQube<sup>™</sup> 9201/9202/9203 Print



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 2.0: July 2009

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# Introduction

The ColorQube™ 9201/9202/9203 will produce high quality prints from your electronic documents. However, the advanced print features of this machine will enable you to create professionally finished documents at the click of a mouse button.

For example you can:

- Publish your prints as booklets
  - Put covers onto your prints
  - Automatically staple or hole punch
  - Produce sets of transparencies with dividers ready for a presentation
- ... and many more features that will take the strain out of printing.

You access the printer from your PC application in the normal way through a print driver. A print driver converts the code contained in an electronic document into a language that the printer can understand. While you can use generic print drivers on this printer they will not enable all the features. This is why you should use the print drivers that accompany this printer.



Instructions for printing and using the basic features are provided in the [ColorQube™ 9201/9202/9203 Quick Use Guide](#).

There are numerous print drivers for this device to enable it to be used on all the popular computer operating systems. They are provided on a disc with your device or you can download the latest versions from the Xerox website [www.xerox.com](http://www.xerox.com).

Instructions for installing the ColorQube™ 9201/9202/9203 and print drivers are provided in the [System Administrator Guide](#).

## Print Drivers

For Windows users there several drivers. Your System Administrator may have loaded specific drivers on your PC. However, if the choice of driver is yours, the following information will help you decide which driver is most suited to your workstation.

The printer drivers are available in PostScript 3, PCL 5c, and PCL 6c printing formats.

## PostScript

PostScript gives you greater ability to scale and manipulate images; it offers more precision with high-end graphics. PostScript also provides you with different types of error-handling and font substitution options.

## PCL

PCL (Printer Command Language) generally has fewer advanced features than PostScript. However, using PCL enables you to process most jobs faster.

Once you have decided upon the most appropriate print driver, install it on your workstation in the usual way. If you do not know how to install drivers refer to the [System Administrator Guide](#) or consult your System Administrator.

**Note:** You can load more than one print driver for the device on your workstation. Then, when you send a job to print, you can choose the most appropriate print driver for the job.

## Xerox System PPD Files

A PostScript Printer Description (PPD) file is a readable text file that provides a uniform approach to specifying special features for printer drivers that interpret PostScript. Xerox provides PostScript PPDs for use with generic Windows XP / Server 2003 / Vista PostScript printer drivers. These PPDs are available on the disc provided with your device or from the Xerox Web site.

## Print and Fax Driver Information

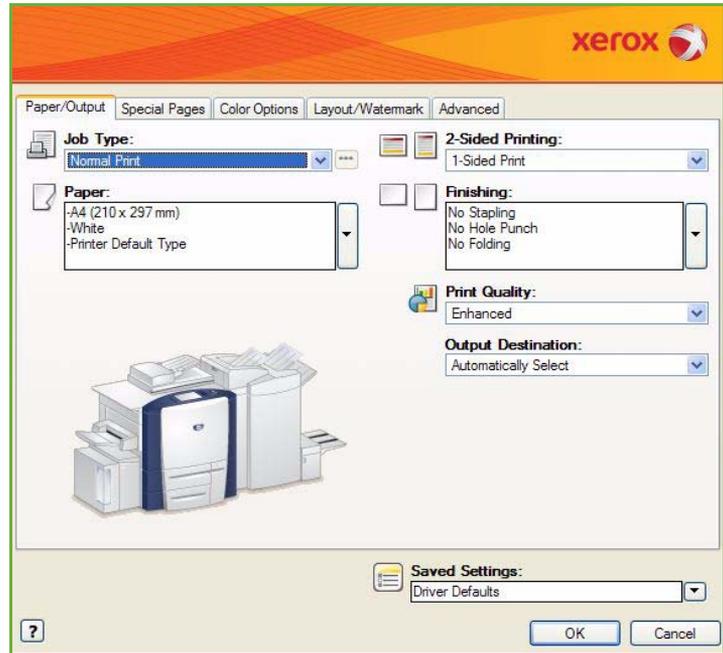
The printer drivers include the following documentation, designed to get you up and running quickly and easily.

- **Printer Drivers Guide for Windows** this guide is intended for anyone who installs and configures printer drivers and wants to know more about the features available in the printer drivers.
- **Printer Drivers Guide** is in electronic (PDF) format and is provided on a disc with the printer drivers.
- **Help** the Help system is the primary source for information about using the printer drivers. You can access the Help system through the Help buttons in the driver. Included in the Help system are feature descriptions, step-by-step procedures, Xerox system information, problem-solving information, and support information.

# Paper/Output

Use the *Paper/Output* tab to select the basic printing requirements for your job. Identify the type of job being submitted, the paper, sides printed, finishing and quality requirements.

**Note:** Some features are only supported by specific printer configurations, operating systems, or driver types. You may see more features or options listed than your specific device supports.



## Job Type

Use this option to select the type of job being submitted to the printer.

- **Normal Print** prints the job immediately without requiring a passcode.
- **Secure Print** is used for confidential or sensitive jobs. The job is held at the device until a passcode is entered to release the job for printing.

When you select this job type, the *Secure Print* screen is displayed for you to enter a unique passcode.

When the job arrives at the printer it is held in the job list until you release the job using the same passcode entered when the job was submitted.

**Note:** If multiple secure jobs are held in the list and require the same secure code, they will all be released for printing.

- **Sample Set** prints one copy of the job as a sample and holds the remaining copies in the job list at the printer. Once you have checked the sample set you can release the remaining sets for printing, or delete the job if no longer required.



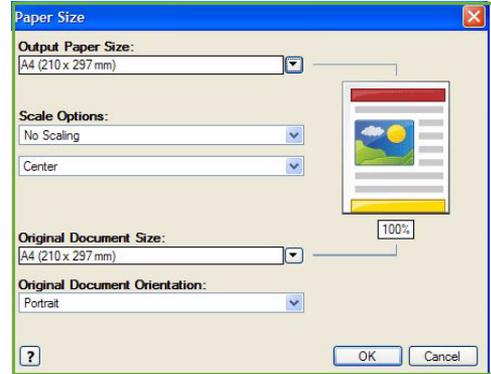


## Paper

This option displays information about the paper to use for the print job, such as size and type.

To change the paper to use for printing, select the Paper drop-down menu. The options are:

- **Other Size** select this option to display the *Paper Size* screen. Select the paper size and scaling amount required.
- **Other Color** use this option to select a paper color for the print job. Select a color from the drop-down menu.
- **Automatically Select** use to enable the printer to select a color.
- **Other Type** use this option to select a type of paper or media to use for the print job.



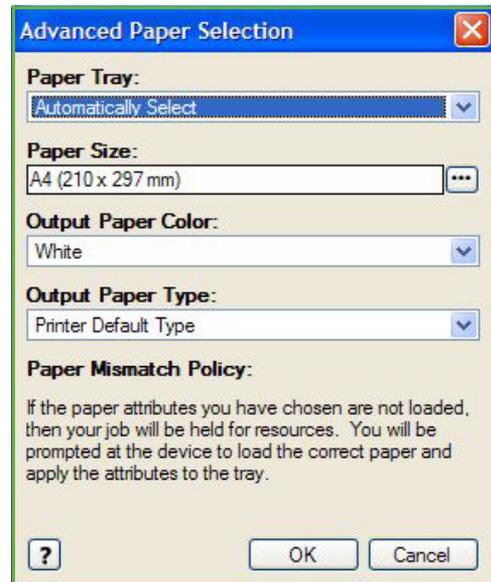
Select a paper type from the drop-down menu.

- **Automatically Select** use to enable the printer to select a type.
- **Select by Tray** use this option to select a specific tray for printing the job. The printer only uses the paper in the selected tray, even when more than one tray contains the same paper size and type.
- Use **Automatically Select** to enable the printer to select a tray loaded with the size and type of paper selected for the job.

## Advanced Paper Selection

Select this option to display the *Advanced Paper Selection* screen.

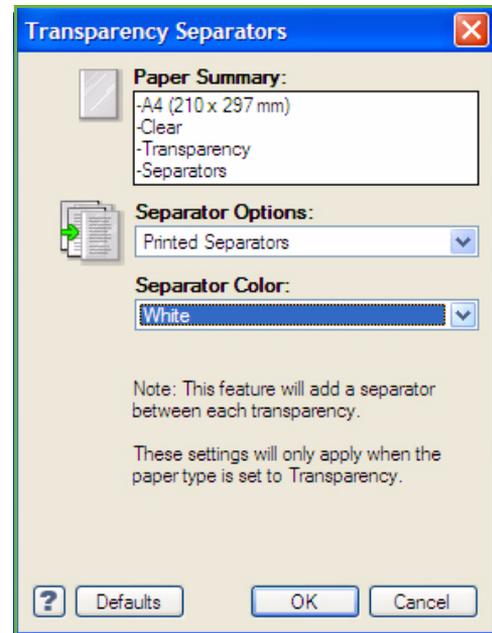
Select the paper tray, size, color and type to use for printing.



## Transparency Separators

Select this option to display the *Transparency Separators* screen. If this option is selected, a blank or printed sheet is placed after each transparency. The paper type for your job must be set to **Transparency** using the **Other Type** menu option.

- Select **Blank Separators** or **Printed Separators** using the *Separator Options* drop-down menu.
- Select the *Separator Color*.



## 2-Sided Printing

You can have your job automatically printed on both sides of a sheet of paper.

- **1-Sided Print** prints on one side of the paper or transparency. Use this option when printing on transparencies, envelopes, or labels.
- **2-Sided Print** prints on both sides of a sheet of paper. The images are printed so the job can be bound on the long edge of the sheet.
- **2-Sided Print, Flip on Short Edge** prints on both sides of a sheet of paper. The images are printed so the job can be bound on the short edge of the sheet.

**Note:** Some media types, sizes, and weights cannot be automatically printed on both sides. Refer to [www.xerox.com](http://www.xerox.com) for specifications information.

## Finishing

Use to select the finishing options for the print job, such as stapling or hole punching. To change the finishing options, select the button to the right of the summary to display the finishing selection drop-down menu.

### Stapling

- Select the number or location of staples required to staple each set.
- Select **No Stapling** to switch off stapling.

**Note:** The stapling options vary depending on the type of finisher.

## Hole Punching

- Select **Hole Punch** to punch the paper.
- Select **No Hole Punching** to switch off hole punching.

**Note:** The number of holes punched and their location depend on the hole punch unit in the finisher.

## Folding

- **Bi Fold** folds the output in the middle, creating two sides.
- **C Tri Fold** folds the output to create three sides, with the outer flap folded over the inner flap.
- **Z Tri Fold** folds the output to create three sides in a Z effect.
- Select **No Folding** to switch off folding.

## Booklet Creation

Select this menu item to display the *Booklet Creation* screen to select booklet layout and booklet finishing options.

### Booklet Finishing

- Select **Booklet Fold** to fold the booklet
- Select **Booklet Fold and Staple** to staple the booklet in the center and then fold.

### Booklet Layout

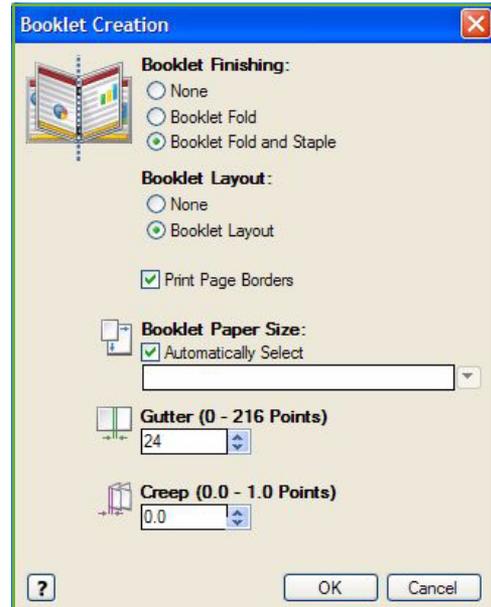
- Using the option, the document pages are rearranged into the correct sequence to create the booklet.
- Use **Print Page Borders** to place a border around the images or text on each page.

### Booklet Paper Size

- Use **Automatically Select** to enable the printer to select the paper size for the job.
- To select a paper size for the job, deselect the checkbox and use the drop-down menu.

### Gutter

- Use this option to shift the images to create a center margin for the booklet.
- This option provides space for the booklet center fold.
- Specify the horizontal distance (in points) between the page images. (A point is 1/72" or .35 mm.)



## Creep

- This option gradually shifts the images throughout the document, providing less shift in the center of the booklet and more shift to the outer pages of the booklet. This is useful for booklets with more than 10 pages.
- Setting the **Creep** compensates for the thickness of the folded paper, which otherwise might cause the page images to shift slightly outward when folded.
- Specify how much the page images are shifted outward (in 10ths of a point).

**Note:** Some media types, sizes, and weights cannot be stapled, punched, or folded. Refer to [www.xerox.com](http://www.xerox.com) for specifications information.

## Print Quality

The *Print Quality* affects the appearance of printed output and the time the job takes to print.

### High Resolution/Photo

- Use this option if printing high quality output or photos.

### Enhanced

- This default option is a high quality printing mode for fine lines and detail.
- Recommended for vibrant, saturated, color prints.

**Note:** The print job may take longer to process when printed in Enhanced print quality mode. Transparencies are always printed in Standard print quality mode.

### Standard

- This option is a high speed, general purpose printing mode for crisp, bright, color prints.
- Recommended for most office uses and quick prints.

### Fast Color

- This provides the fastest full-color mode. It is useful for text images and for previewing work. It rapidly produces review documents and is useful for rush jobs.
- Use with standard sized paper in Paper Tray 1.
- Not recommended for documents containing small text, fine detail, or large areas of bright solid fill.

## Output Destination

- Use this option to select the destination for your output from the tray choices in the drop-down menu.
- Use **Automatically Select** to send the printed output to a destination based on the paper size.

**Note:** If a destination appears in gray text, it may not be available due to other settings that you have selected.

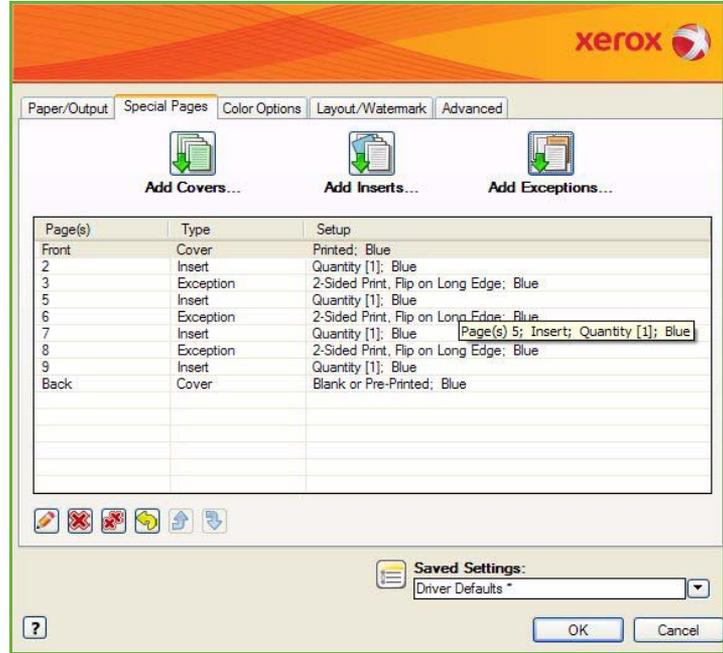
# Special Pages

The *Special Pages* tab enables you to add, modify, or delete cover pages, inserts, or exception pages.

The table provides a summary of the special pages for your print job. Up to 250 inserts and exception pages can be included in the table. You can change the width of the columns in the table.

To edit, delete or move an entry in the table use the following buttons:

-  **Edit** you can select single or multiple entries and use this button to change the properties for the selected entries.
-  **Delete** is used to delete an individual entry or a selection of entries.
-  **Delete All** is used to delete all the entries in the table.
-  **Undo** is used to undo the last actions if you make an error.
-  **Up** and  **Down** are used to move the entries up or down in the table.

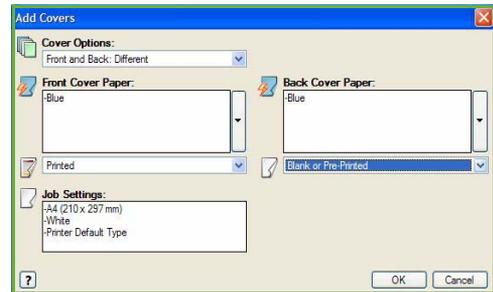


Some features are only supported by specific printer configurations, operating systems, or driver types. You may see more features or options listed than your specific device supports.

## Add Covers

Use this option to add blank or printed covers to your printed document.

1. To add a cover select the **Add Covers** button above the table.
2. Select the *Cover Options* required:
  - **Front Only** provides a front cover.
  - **Back Only** provides a back cover.
  - **Front and Back: Same** provides a front and back cover with the same settings, on the same media.
  - **Front and Back: Different** provides a front and back cover with individual programming requirements and on different media if required.
3. Select the *Paper Settings* for the selected cover options.



4. Select the printing options:
  - **Blank or Preprinted** inserts a blank or pre-printed sheet and does not print an image.
  - **Printed** uses the first page of the document to print the front cover (if selected), and the last page to print the back cover (if selected).
5. Select **OK** to save your selections and exit.  
The cover details display in the table.

## Add Inserts

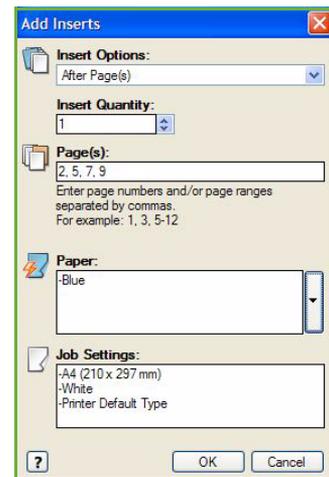
Use this option to add blank or pre-printed inserts to your printed document. To program the inserts, you enter the page number of the page before the insert. If an insert is required as your first page, **Before Page 1** can be specified. It is recommended that you work through your document and identify the page numbers where inserts are required prior to programming.

This option is also used if tabs are required in the job. Refer to the [Paper and Media](#) guide for further information about tabs.

1. To add an insert select the **Add Inserts** button above the table.
2. Using the *Inserts Options* drop-down menu, select whether the insert is to be placed **Before Page 1** or select **After Page(s)** to place inserts after the specified page numbers.

**Note:** To add an insert to the front of your document, use the **Before Page 1** option.

3. Select the number of insert sheets required.
4. Specify the page number before each insert. If multiple inserts are required it is recommended you enter all the page numbers, separated by a comma or enter a page range separated by a dash.
5. Select the *Paper* requirements for the inserts and select **OK**. If **Pre-Cut Tab** is selected as the paper type, enter the number of tabs in the sequence in the *Pre-Cut Tabs* window displayed.



**Note:** If using tab stock for your blank or pre-printed inserts, refer to the [Paper and Media](#) guide for information about loading tabs.

All the inserts programmed display in the table.

6. If any inserts have individual programming, such as a different paper color or a different number of inserts, select the entry required and use the **Edit** button to change the programming.

## Add Exceptions

Use this option to specify the characteristics of any pages in the print job that differ from the settings used for the majority of the job. For example, your print job may contain 30 pages that print on standard-sized paper and two pages that print on a different size of paper. Use this option to indicate these two exception pages and select the alternate paper size to use.

1. To add *Exceptions* select the **Add Exceptions** button above the table.
2. Enter the page number the exception programming applies to. If multiple exceptions are required it is recommended you enter all the page numbers, separated by a comma or enter a page range separated by a dash.

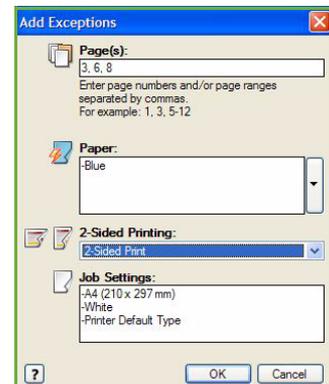
If individual programming is required for some of the exceptions, the entry can be edited from the table.

3. Select the *Paper* requirements for the exceptions.  
If **Use Job Setting** is displayed, the same paper as the main job is used.
4. Select the *2-Sided Printing* requirements for the exceptions:

- **Use Job Setting** uses the same programming applied to the main job.
- **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 with the images printed so the job can be bound along 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 with the images printed so the job can be bound along the short edge of the sheet.

*Job Settings* displays the paper requirements specified for the main job.

5. Select **OK** to save your selections and exit.  
All the exceptions programmed display in the table.
6. If any exceptions pages require individual programming, such as a different paper color or a different number of inserts, select the entry and use the **Edit** button to change the programming.



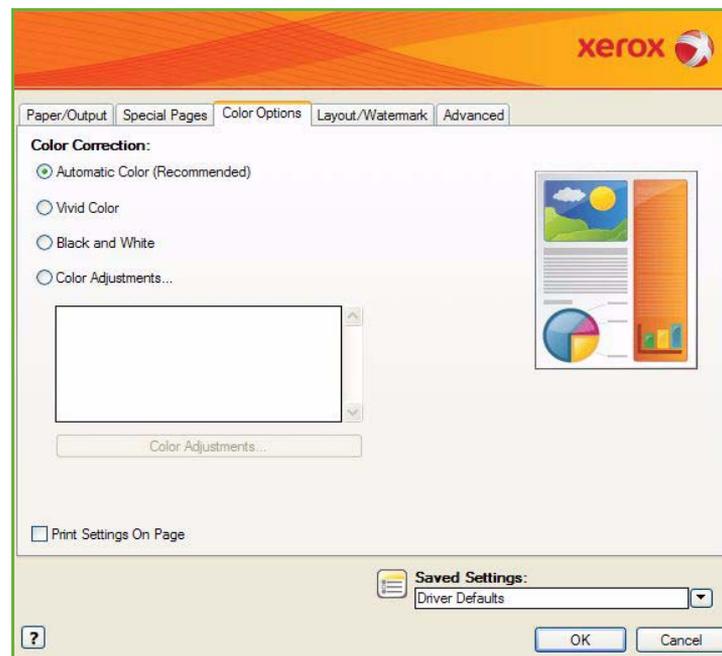
# Color Options

The *Color Options* tab contains the following items that enable you to select a color correction (or black and white printing), customize the Automatic color correction, and adjust colors in your job.

Some features are only supported by specific printer configurations, operating systems, or driver types. You may see more features or options listed than your specific device supports.

## Color Correction

Select one of the following color corrections designed for your printer. The corrections include options for matching the printer's colors as closely as possible to colors on other devices, such as your computer screen or a printing press, or converting the colors to grayscale.



## Color

Uses the best color correction for each graphic element (text, artwork, and photographs) in your print job.

## Vivid Color

Produces brighter and more saturated colors.

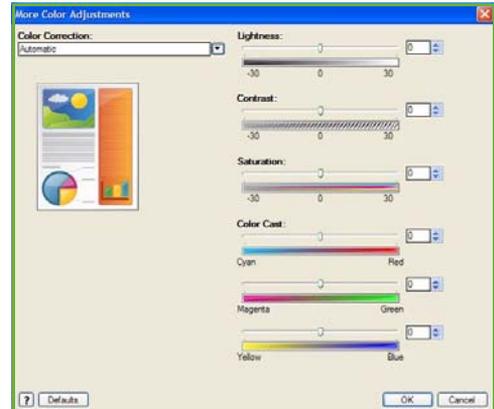
## Black and White

Converts the colors to grayscale. Use when you want to produce a black-and-white version of a document.

## Color Adjustments

This option displays the adjustments made to the color settings. Adjust the color by selecting the **Color Adjustments** button. The *Color Correction* drop-down menu provides the following options:

- **Automatic** uses the best color correction for each graphic element (text, artwork, and photographs) in your print job.
- **Simulate LCD Display** matches the print output color to the computer monitor's colors.
- **Simulate RGB Display** matches the print output color to the RGB (red, green, blue) setup.
- **Vivid Color** produces brighter and more saturated colors.
- **Black and White** converts the colors to grayscale. Use when you want to produce a black and white version of a color document.
- **Use Printer Control Panel Setting** uses the color correction set in the printer. The color correction can be set for the printer using the device touch screen or Internet Services.
- **None** removes color corrections.
- **Custom** allows you to select the tabs to customize the host's color selections.
- After selecting an option from the *Color Correction* menu the following settings can be adjusted:
  - **Lightness** move the slider to the right to lighten or to the left to darken the colors in your print job.
  - **Contrast** move the slider to the left to decrease or to the right to increase the contrast. With increased contrast, saturated colors become more saturated, darker colors become more black, and lighter colors become more white.
  - **Saturation** move the slider to the left to decrease or to the right to increase the color intensity without changing the darkness.
  - **Color Cast** move the *Cyan/Red*, *Magenta/Green*, and *Yellow/Blue* slider to change the gamma function between a color and its complement. For example, when you increase the cyan on the first slider, the red decreases, and vice versa.



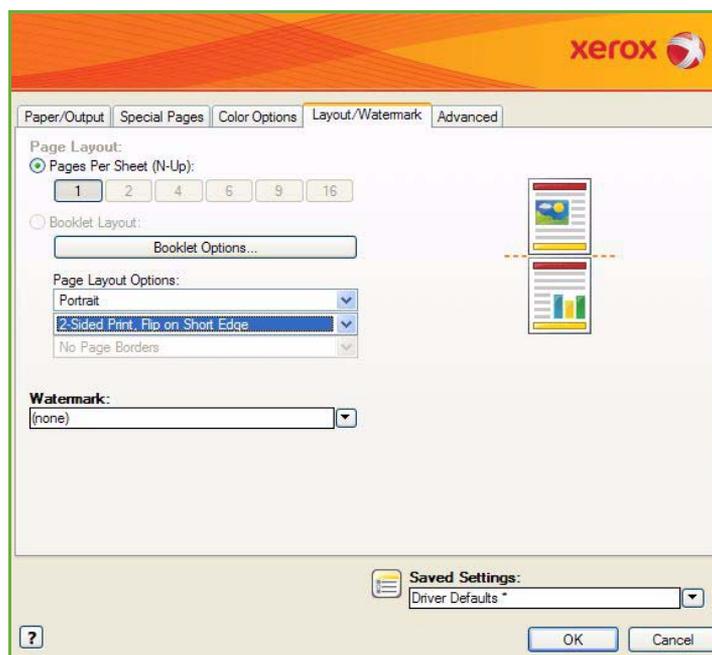
## Print Settings on the Page

Prints the filename, print-quality mode, and color settings of the print job on the edge of the page.

# Layout/Watermark

The *Layout/Watermark* tab contains settings for selecting page layout, booklet layout and watermark options.

Some features are only supported by specific printer configurations, operating systems, or driver types. You may see more features or options listed than your specific device supports.



## Page Layout

### Pages Per Sheet (N-Up)

Select this option to print 1, 2, 4, 6, 9, or 16 pages on each side of a sheet of paper. Selecting multiple pages per sheet saves paper and is useful when you want to review the layout of the document.

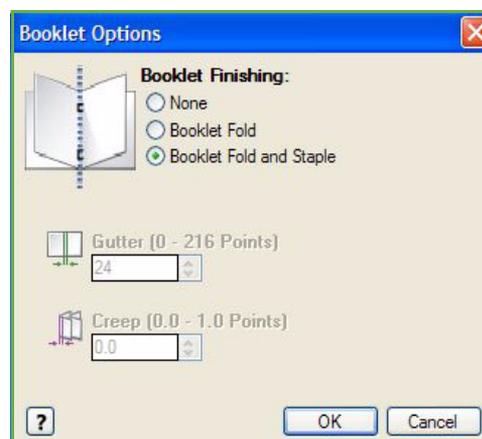
### Booklet Layout

Automatically prints 2 pages on each side of each sheet of paper.

The printer driver changes the order of the pages so that they can be folded and stapled to create a booklet.

To program additional booklet settings, select the *Booklet Options* button.

- **Booklet Fold** folds the booklet.
- **Booklet Fold and Staple** staples the booklet in the center and then folds.
- **Gutter** shifts the images to create a center margin for the booklet. Specify the horizontal distance (in points) between the page images. (A point is 1/72" or .35 mm.)



- **Creep** gradually shifts the images throughout the document, providing less shift in the center of the booklet and more shift to the outer pages of the booklet. Specify how much the page images are shifted outward (in 10ths of a point).

**Note:** Some media types, sizes, and weights cannot be stapled, punched, or folded. Refer to [www.xerox.com](http://www.xerox.com) for specifications information. If your document is already formatted as a booklet, do not select **Booklet Layout**.

## Page Layout Options

If the orientation is not already set in your application, select the orientation from the first drop-down menu.

- **Portrait** prints the text and images across the shortest dimension of the paper.
- **Landscape** prints the text and images across the longest dimension of the paper.
- **Rotated Landscape** places the landscape text and image upside down (rotates the text and image 180 degrees).

Select the sides printed option required from the second drop-down menu.

- **1-Sided Print** prints on one side of the paper or transparency. Use this option when printing on transparencies, envelopes, or labels.
- **2-Sided Print** prints on both sides of a sheet of paper with the images printed so the job can be bound on the long edge of the sheet.
- **2-Sided Print, Flip on Short Edge** prints on both sides of a sheet of paper with the images printed so the job can be bound on the short edge of the sheet.

**Note:** You can also select these options on the Paper/Output tab for 2-Sided Printing.

If you select multiple pages per sheet for *Pages Per Sheet* or *Booklet Layout* select one of the following options from the third drop-down menu.

- **No Page Borders** does not print a border around each page.
- **Draw Page Borders** prints a border around each page.

## Watermark

A watermark is a picture or text (independent of that provided by the application) that is printed on every page or the first page of the job.

The watermark options are provided in the drop-down menu. There are pre-set watermarks listed available, **Draft**, **Confidential** and **Copy**.

Once a watermark is selected, use the *Options* menu to select whether to print the watermark in the background, in the foreground, or blend with the job. Also select whether to print the watermark on all pages or on the first page only.

Additional watermarks can be created using the **New** option. The *Watermark Editor* screen is displayed with options for creating a new watermark.

- **Name** is used to enter a name for the watermark. The name appears in the watermark selection menu under the *Layout/Watermark* tab. When creating a new watermark, type a name that is no more than 255 characters.
- The **Options** pull down menu allows you to choose the type of watermark to create. Select one of the following options:
  - **Text** uses the characters that you type in the *Text* field. This is displayed in the document as the watermark.
  - **Time Stamp** uses a time stamp as the watermark. Select whether to include the weekday, date, time, and/or time zone in the **Time Stamp Format** drop-down list.
  - **Picture** uses a picture as the watermark. The picture can be in Bitmap, GIF or JPG format. Specify the file name in the *File Name* field or select the *Choose File* button to browse to the picture that you want to use.
- **Font** if you selected **Text** or **Time Stamp**, select this option to access the *Font* screen to change the font family, style, and size to use for the text.
- **Color** if you selected **Text** or **Time Stamp**, select this option to access the *Color* screen to change the color to use for the text.
- **Angle** if you selected **Text** or **Time Stamp**, either specify an angle or move the slider to select the angle of the text on the page. The default angle is 45 degrees.
- **Scale** if you selected **Picture**, either specify the percentage or move the slider to select the percentage to scale the picture.
- **Density** either specify a density for the watermark or move the slider to select the density. The default density is 25 percent.
- Use **Position (from center)** to select the number of inches or millimeters to shift the watermark from the center of the page or select the **Center** option to center the watermark.
- **Preview Options** selects the paper size and orientation to use for the preview image of the watermark. Select **Color** or **Black and White** to display the watermark in the selected font color or gray respectively.



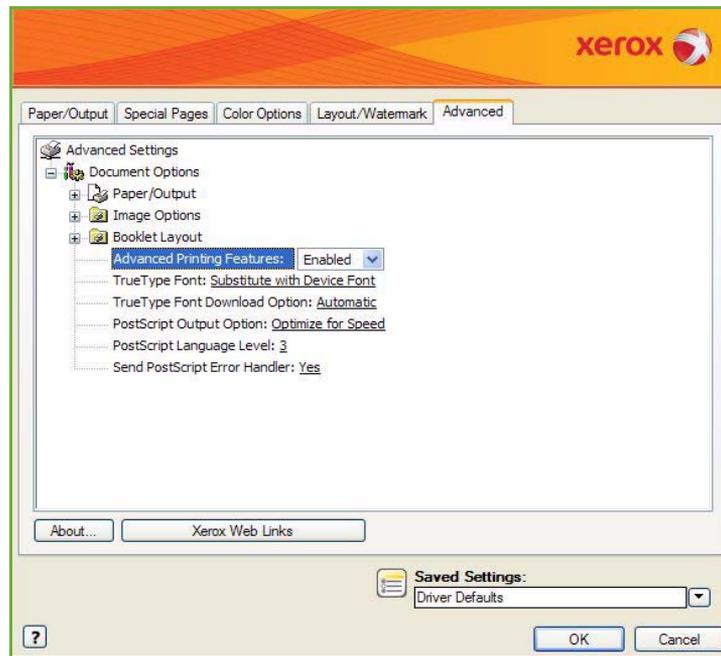
Use the **Edit** option to change an existing watermark. To delete the selected watermark, select **Delete** from the drop-down menu.

**Note:** Not all applications support watermark printing.

# Advanced

The *Advanced* tab enables you to select advanced printing options that are rarely changed.

**Note:** Some features are only supported by specific printer configurations, operating systems, or driver types. You may see more features or options listed than your specific device supports.



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06/09



# Xerox<sup>®</sup> ColorQube<sup>™</sup> 9201/9202/9203 Workflow Scanning



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 2.0: July 2009

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# Introduction

*Workflow Scanning* is a standard feature that can be enabled. If enabled, it is selected by pressing the **Services Home** button, then the **Workflow Scanning** option.

*Workflow Scanning* enables the creation of an electronic image file by scanning an original hard copy document. Use *Workflow Scanning* when both your device and your computer have access to the same specified filing location. The scanned file is placed in a network filing location known as a repository, as specified by the template selected on the device.



The standard *Workflow Scanning* option enables the electronic images to be stored and retrieved from a server or workstation on the network. Two further options are available:

- *Scan to Mailbox* will store the image in the device memory and the user can retrieve the files using Internet Services. For further information, refer to [Scan to Mailbox](#) on page 170.
- *Scan to Home* allows the user to send the files to a location on the network specified as their *Home* destination. For further information, refer to [Scan to Home](#) on page 174.

*Workflow Scanning* is setup by a System Administrator using Internet Services. Users can use Internet Services to create templates and folders once the relevant scanning function has been setup and enabled.

Most feature screens include these buttons to confirm or cancel your choices.

- **Undo** resets the current screen to the values that were displayed when the screen was opened.
- **Cancel** resets the screen and returns to the previous screen.
- **Save** saves the selections made and returns to the previous screen.
- **Close** closes the screen and returns to the previous screen.

Instructions for using the basic *Workflow Scanning* features are provided in the [ColorQube™ 9201/9202/9203 Quick Use Guide](#). If Authentication or Accounting has been enabled on your device you may have to enter log in details to access the features, refer to [Log In / Out](#) on page 176.

## Repositories

*Repositories* are directories or filing locations set up on a server, where your scanned files are saved to and held. The *Repositories* are setup using Internet Services. Before you can use *Workflow Scanning*, your System Administrator must set up the repositories available to your device. Selecting a template identifies the repository / location your scanned job is filed to. *Repositories* are validated by Internet Services when defined by the System Administrator as a scanning destination. Up to 5 *Repositories* (1 default and 4 additional) can be defined. After the *Repositories* are set up, they are available to you as choices when modifying templates.

## Templates

Templates are used for scanning and faxing jobs at your device via the *Workflow Scanning* service. They define the parameters of your scan or fax job. Information such as the final destination of your job (the repository) and the image quality settings are defined within the template, along with the template name. The template name is displayed within the template list, accessed on the device touch screen.

You can select an existing template 'as is' or use Internet Services to create a brand new one or modify an existing one. To successfully complete a *Workflow Scanning* job you must select a template from the device touch screen.

Template operations can either be performed using *Internet Services*, or *FreeFlow™ SMARTsend™*. For information about *FreeFlow™ SMARTsend™* templates refer to the *FreeFlow™ SMARTsend™* User Guide. This guide is included with the *FreeFlow™* software documentation that accompanied your device.

Always present on the device, at the top of the list, is the *Default* template. The Default template is supplied with your device software. Once your System Administrator has setup the file repository they define the parameters of the Default template.

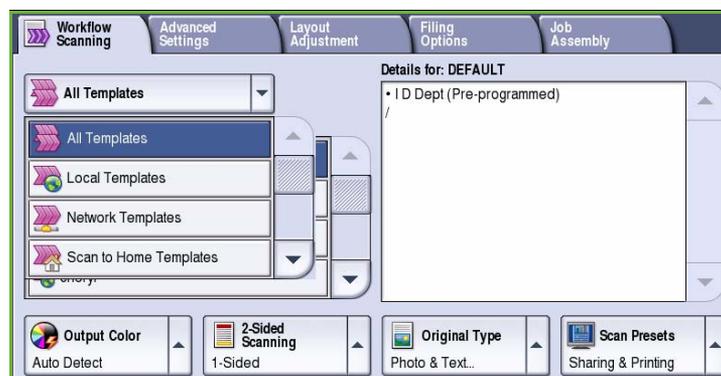
As a user, you can create a new template, delete an existing template or copy and then modify an existing template. These template operations are performed using *Internet Services*. More information on these operations is given later in this guide.

## Workflow Scanning Options

### Selecting a Template

To use a template, select the template required from the template list. To access additional templates, use the drop-down menu above the list. To ensure the latest templates are available, select **Update Templates** from the **Advanced Settings** tab.

- **All Templates** allows you to identify and select all the scanning templates or workflows that are available on the device. Use the scroll buttons to browse through the list and select a scanning template for use.
- **Local Templates** displays the basic scanning templates that have been created using the options provided by the device.
- **Network Templates** displays advanced network scanning templates and workflows which have been created using optional scanning applications.

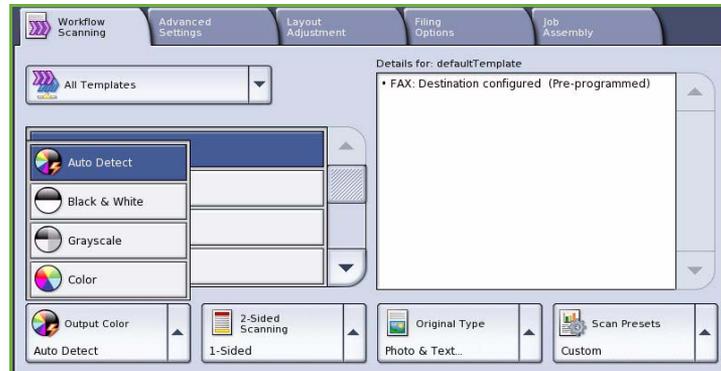


- **Scan to Home Templates** are available if you have entered your logged into the device. Images are scanned to a specific area for each user.
- **Public / Private Templates** displays private or public access templates setup by the System Administrator.

## Output Color

Select **Output Color** to automatically detect and match the color of your original or produce monotone, full color or a single color output from your original. The options are:

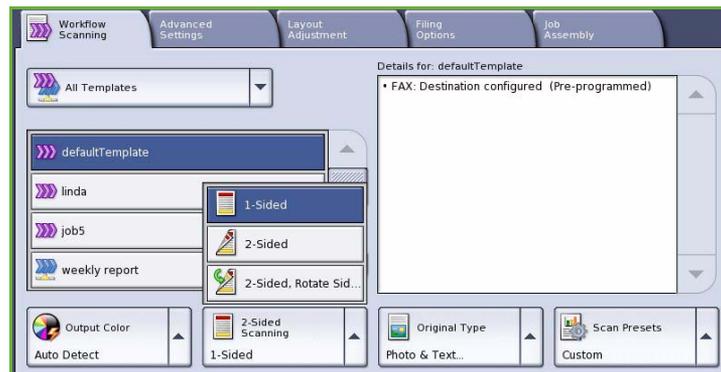
- **Auto Detect** to select output that matches your original.
- **Black & White** to select monotone output regardless of the color of your original.
- **Grayscale** to use gray scales instead of color.
- **Color** to select color output from your original.



## 2-Sided Scanning

The *2-Sided Scanning* option allows you to set whether 1 or 2 sides of your original document are scanned. The options are:

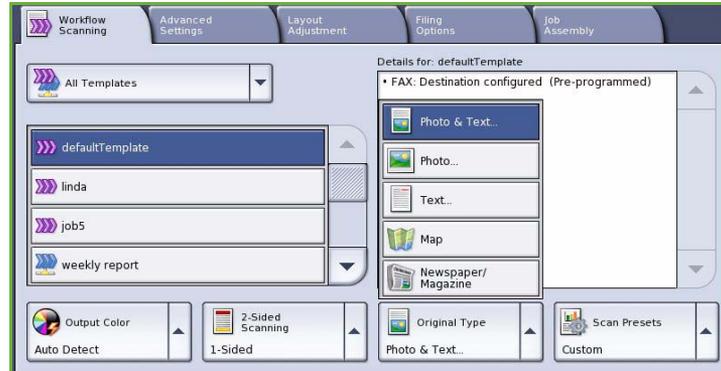
- **1 Sided** is used if your original documents are single sided.
- **2 Sided** is used if your original documents are double sided. The *document feeder* must be used to scan your originals with this option.
- **2-Sided, Rotate Side 2** select if your original opens up like a calendar. The *document feeder* must be used to scan your originals with this option.



## Original Type

Use this option to define the type of original being used for scanning. Making the correct selection enhances the quality of your output image. The options are:

- **Photo & Text** is recommended for originals containing high quality photographs and halftones. Using this setting the scanned image will contain medium quality pictures though the sharpness of text and line art is slightly reduced.
- **Text** produces sharper edges and is recommended for text and line art.
- **Photo** is used specifically for originals containing photos, magazine pictures or continuous tones without any text or line art. Produces the best quality for photos but reduced quality text and line art.
- **Map** is used if your original is a map or contains intricate line art and text.
- **Newspaper / Magazine** is used if your original is from a magazine or newspaper that contains photographs or text.



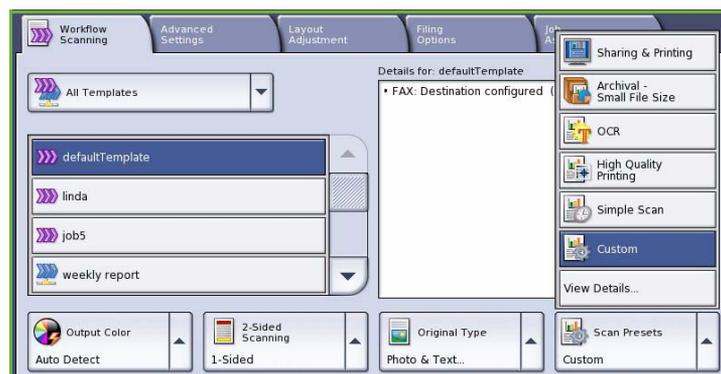
## How the Original was Produced

- **Printed Original** is for originals that have come from a magazine, book or newspaper or that have been printed on a large printing device.
- **Photocopied Original** is for originals that are photocopies.
- **Photograph** is for high quality photographic originals.
- **Inkjet Original** is for originals that have been produced using an inkjet printer.
- **Solid Ink Original** is for originals produced by a solid ink printing process, such as output from this device.

## Scan Presets

Use **Scan Presets** to optimise scan settings to match the intended purpose of the scanned documents. The options are:

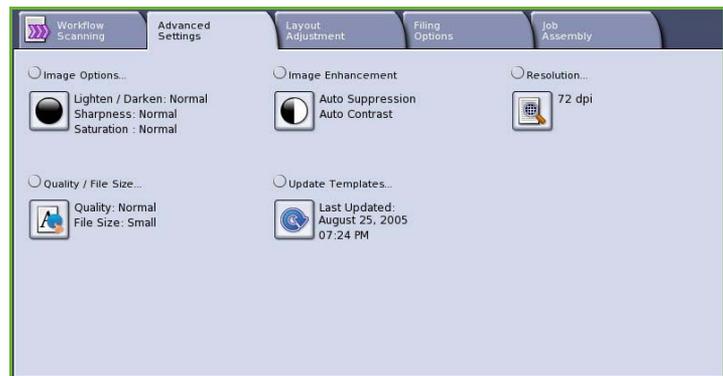
- **Sharing & Printing** is used for sharing files that are going to be viewed on-screen and for printing most standard business documents. This setting results in a small file size and normal image quality.



- **Archival - Small File Size** is best for standard business documents that are stored electronically for record keeping purposes. This setting results in the smallest file sizes and normal image quality.
- **OCR** is best for documents that are going to be processed by Optical Character Recognition (OCR) software. This setting results in large file sizes and the highest image quality.
- **High Quality Printing** is best for business documents containing detailed graphics and photos. This setting results in large file sizes and the highest image quality.
- **Simple Scan** is used for faster processing but may result in excessively large file sizes. Using this setting applies only minimal image processing and compression.
- **View Details...** is used to access all the *Scan Presets* options available. If using this option, select **Save** to save your selections and exit.

## Advanced Settings

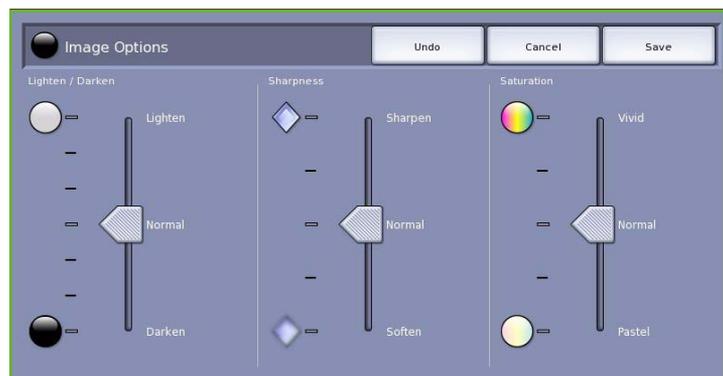
The *Advanced Settings* provide access to the features which enhance the image quality or output quality. To access the *Advanced Settings*, select **Services Home** and **Workflow Scanning**. Then select the **Advanced Settings** tab.



## Image Options

*Image Options* is used to change the appearance of the output image. The options are:

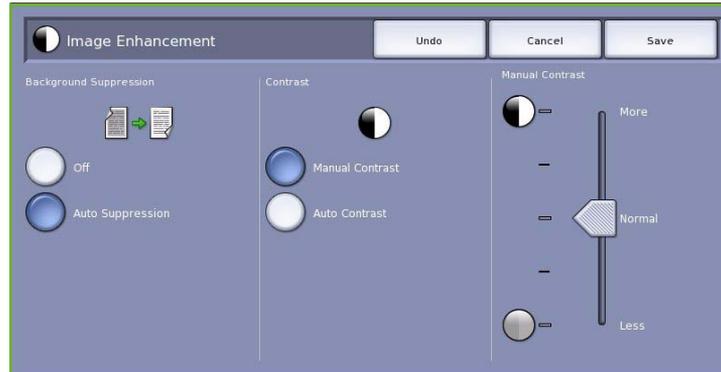
- **Lighten / Darken** provides manual control to adjust the lightness or darkness of the scanned images. Move the indicator down to darken the image or up to lighten the image.
- **Sharpness** provides manual control to adjust the sharpness of the scanned images. Move the indicator up to sharpen the image. Move the indicator down to soften the scanned image.
- **Saturation** controls the balance between vivid and pastel shades of the image. Move the indicator towards *Vivid* for more saturated colors. Move the indicator towards *Pastel* for less saturated colors.



## Image Enhancement

*Image Enhancement* provides options for improving the quality of the output, by reducing the background or adjusting the contrast. The options are:

- **Background Suppression** enhances originals that have colored backgrounds, by reducing or eliminating the background on the output. This option is useful when your original is on colored paper.
  - Select **Auto Suppression** to automatically suppress unwanted background.
  - Select **Off** to turn the Background Suppression feature off, particularly when:
    - The **Darken** adjustment does not produce a satisfactory output from light originals.
    - The original has a gray or colored border, such as a certificate.
    - You want to bring out fine detail that was lost due to a dark edge when using bound originals.
- **Contrast** controls the image density on the output and compensates for an original that has too much or too little contrast on the image.



## Resolution

The **Resolution** affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time. The options are:

- **72 dpi** recommended for output displayed on a computer. It produces the smallest file size.
- **100 dpi** recommended for output that delivers low quality text documents.
- **150 dpi** recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics.
- **200 dpi** recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics.
- **300 dpi** recommended for high quality text documents that are to pass through *OCR* applications. Also recommended for high quality line art or medium quality photos and graphics. This is the default resolution and the best choice in most cases.



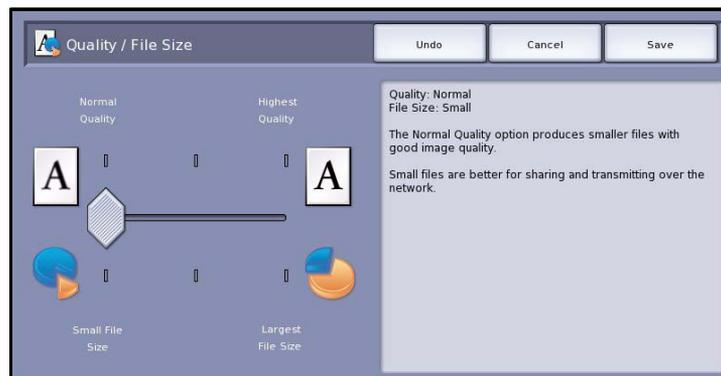
- **400 dpi** recommended for photos and graphics. It produces average image quality for photos and graphics.
- **600 dpi** recommended for high quality photos and graphics. It produces the largest image file size, but delivers the best image quality.

Select **Save** to save your selections and exit.

## Quality / File Size

The **Quality / File Size** settings allow you to choose between scan image quality and file size. These settings allow you to deliver the highest quality or make smaller files. A small file size delivers slightly reduced image quality but is better when sharing the file over a network. A larger file size delivers improved image quality but requires more time when transmitting over the network. The options are:

- **Normal Quality** produces small files by using advanced compression techniques. Image quality is acceptable but some quality degradation and character substitution errors may occur with some originals.
- **Higher Quality** produces larger files with better image quality.
- **Highest Quality** produces the largest files with the maximum image quality. Large files are not ideal for sharing and transmitting over the network.



Select **Save** to save your selections and exit.

**Note:** If you change the **Quality / File Size** option you may affect the settings in the **Scan Presets** options on the *Workflow Scanning* tab.

## Update Templates

The **Update Templates** feature retrieves new or updated templates or workflow and removes outdated items from the list.

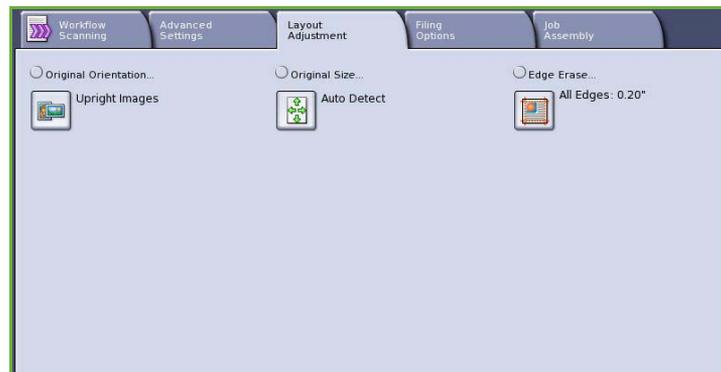
- **Update Now** retrieves updated template information immediately.
- Select the **Confirm** option to confirm an update is required.
- Select **Close**.

**Note:** Selecting this option may cause a delay and the *Workflow Scanning* service will be unavailable for several minutes. The delay does not affect the other services available on the device.



# Layout Adjustment

The *Layout Adjustment* options allow you to manipulate the scanned image and enhance the appearance and style of your output. To access the *Layout Adjustment* options, select **Services Home** and **Workflow Scanning**. Then select the **Layout Adjustment** tab.



## Original Orientation

Use to specify the orientation of the originals being scanned. The options are:

- **Upright Images** refers to the direction the images are loaded in the *document feeder*. Use this option if your images are in the orientation matching the image shown when loaded in the *document feeder*.
- **Sideways Images** refers to the direction the images are loaded in the *document feeder*. Use this option if your images are in the orientation matching the image shown when loaded in the *document feeder*.
- **Portrait Originals** refers to the image orientation on the original documents. Use this option to select a Portrait image orientation. Originals can be fed in any direction.
- **Landscape Originals** refers to the image orientation on the original documents. Use this option to select a Landscape image orientation. Originals can be fed in any direction.

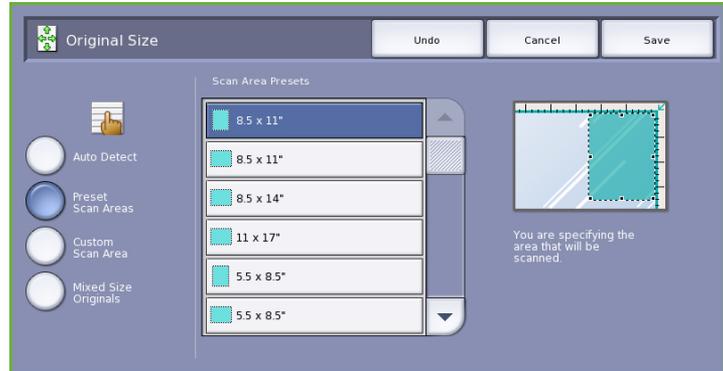


Select **Save** to save your selections and exit.

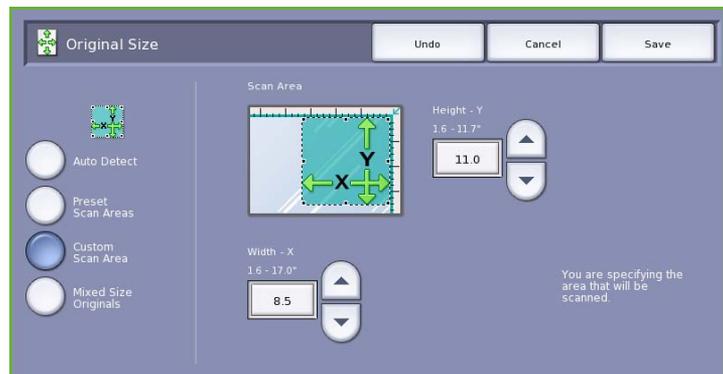
## Original Size

**Original Size** allows you to specify automatic size detection of the originals, mixed size originals, or the specific size of the image to be scanned. The options are:

- **Auto Detect** is the default setting and enables automatic size sensing. The size detected is matched to a standard size paper.
- **Preset Scan Areas** allows you to define the size of your original from a list of pre-set, standard original sizes. You can view the list by using the scroll bar.

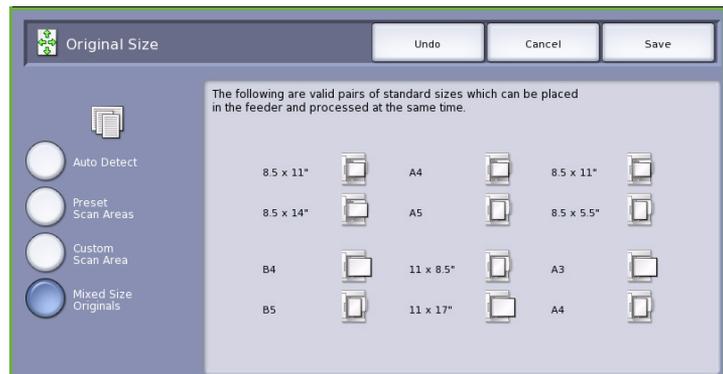


- **Custom Scan Area** is used to enter a specific area for scanning. Measure the area to be scanned on the original and enter the X and Y axis measurements into the fields provided. Only the area specified is scanned.



- **Mixed Size Originals** allows you to scan documents containing different size pages. The pages must be the same width, like A4 LEF and A3 SEF (8.5x11\" LEF and 11x17\" SEF). Other combinations are shown on the screen.

Select **Save** to save your selections and exit.

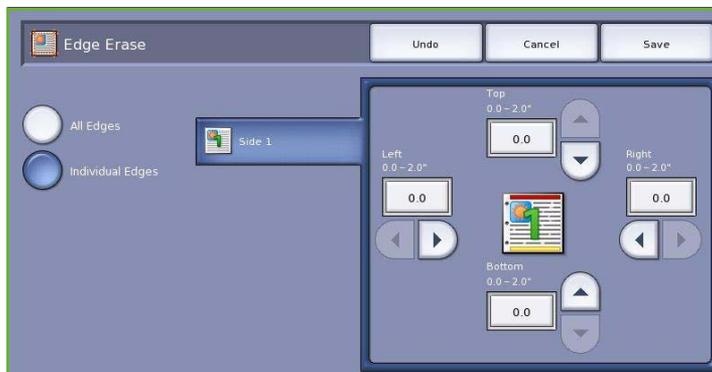


## Edge Erase

*Edge Erase* enables you to specify how much of the image to erase around the edges of your document. For example, you can remove the marks caused by punched holes or staples in your original. The options are:

- **All Edges** is used to erase an equal amount from all the edges. Use the *arrow* buttons to adjust the amount to be erased from 1 mm to 50 mm (0.1" to 2.0"). All marks or defects within the measurement set are deleted.
- **Individual Edges** enables an individual amount to be erased from each of the edges.

Use the *arrow* buttons to adjust the amount for each edge, from 1 mm to 50 mm (0.1" to 2.0").



Select **Save** to save your selections and exit.

## Filing Options

Use the filing options to specify details about the scanned images to be stored, for example the file name, the file format and the overwrite conditions. To access the *Filing Options*, select **Services Home** and **Workflow Scanning**. Then select the **Filing Options** tab.



## File Name

This feature enables you to name the file that is stored.

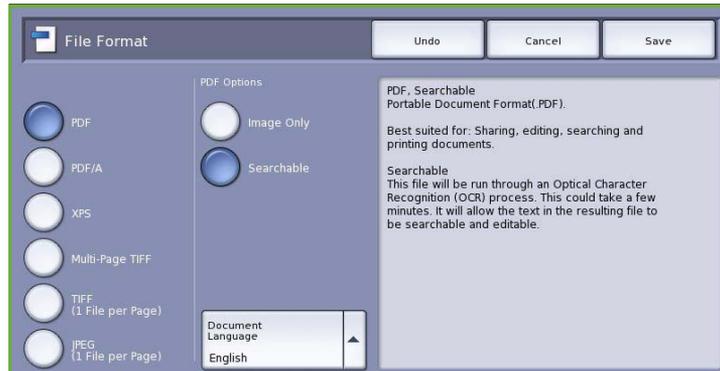
- Using the keyboard, enter the name of the file.
  - Up to 40 alphanumeric characters can be entered.
  - To delete a character use the back arrow key, or to clear the entire entry select **Clear Text**.
  - Use the **Keyboards...** button to access additional language keyboards.
- Select **Save** to save your selections and exit.



## File Format

**File Format** determines the type of file created. You can select the file format you wish to use for your scanned image. The options are:

- **PDF (Portable Document Format)** allows recipients with the right software to view, print or edit the file, no matter what their computer platform.
  - **Image Only** optimises the file for viewing and printing and cannot be modified.
  - **Searchable** runs the file through an *Optical Character Recognition (OCR)* process. This can take a few minutes but allows the text in the file to be searchable and editable. If **Searchable** is selected, the **Document Language** menu becomes available. Select the appropriate language from the menu.



Depending on the receiving device, the **PDF** selection may not be compatible when the resolution is set to **200 dpi**.

- **PDF/A** is an industry standard format for long term document preservation based on the PDF format. The **Advanced Settings** may need checking to ensure they are appropriate for extended use.
  - **Image Only** optimises the file for viewing and printing and cannot be modified.
  - **Searchable** runs the file through an *Optical Character Recognition (OCR)* process. This can take a few minutes but allows the text in the file to be searchable and editable. If **Searchable** is selected, the **Document Language** menu becomes available. Select the appropriate language from the menu.

- **XPS (XML Paper Specification)** is a new format supported by Windows Vista.
  - **Image Only** optimises the file for viewing and printing and cannot be modified.
  - **Searchable** runs the file through an *Optical Character Recognition (OCR)* process. This can take a few minutes but allows the text in the file to be searchable and editable. If **Searchable** is selected, the **Document Language** menu becomes available. Select the appropriate language from the menu.
- **Multi-Page TIFF (Tagged Image File Format)** produces a single TIFF file containing several pages of scanned images. A more specialized software is required to open this type of file format.
- **TIFF (1 File per Page)** produces a graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned.
- **JPEG (1 File per Page) (Joint Photographic Experts Group)** produces a compressed graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned.

Select **Save** to save your selections and exit.

## If File Already Exists

This option is used to determine how the device handles duplicate filenames.

- **Add Number to Name** adds a unique number to the filename used.
- **Add Date & Time To Name** appends a date and time stamp and a device identifier to the filename.
- **Add to TIFF / JPEG Folder** creates a folder with the given name and stores a file for each page of your original. Only available if TIFF or JPEG is the chosen file format.
- **Overwrite Existing File** overwrites the existing file with the new file.
- **Do Not Save** the scanned images are not saved if a file with the same name exists.



## Document Management

The *Document Management* feature enables users to assign descriptive data to a scanned job. The descriptive data can be accessed by other software applications to assist in searching, indexing and the automated processing of scanned documents.

The *Document Management* data requirements are individually defined and programmed within the workflow scanning template.



The *Document Management* data fields can be either mandatory or optional. If the data is mandatory, the user is prompted to enter the data before scanning is allowed. Once the required data is entered, the user can commence scanning the job. If the data is optional, the user is prompted to enter the data, but can complete the job without the data if required.

## Add File Destinations

This option allows you to select additional network locations as filing destinations for your scanned documents. These additional filing destinations must be setup by the System Administrator using Internet Services.

- Select the destination required from the list.
- To view information about the destination, select **View Details**.



The destination filing path and information is displayed.

# Job Assembly

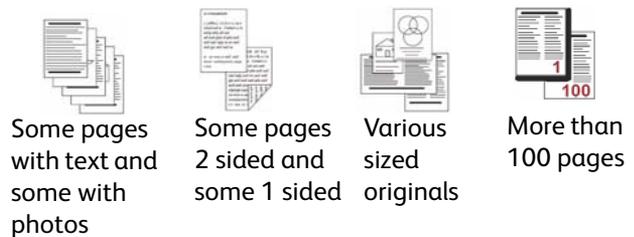
This tab provides access to the *Build Job* feature for compiling jobs which have different originals or programming requirements within a job. To access the *Job Assembly* options, select **Services Home** and **Workflow Scanning**. Then select the **Job Assembly** tab.



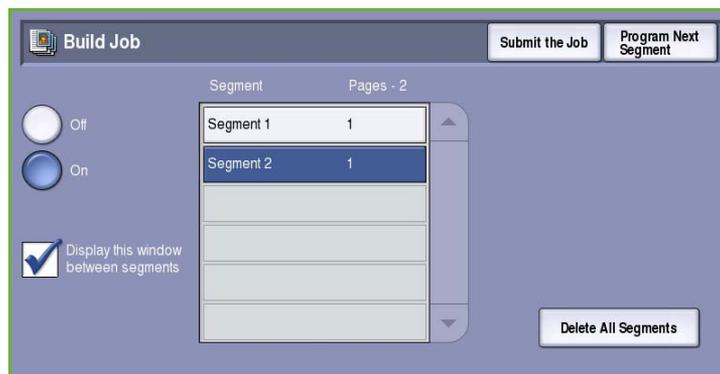
## Build Job

Use this feature to build a job that requires different settings for each page, or a segment of pages.

You can select the appropriate settings to be applied to individual pages or segments of a completed job. First split the originals into sections for individual programming.



1. Select **Build Job** on the *Job Assembly* tab and select the **On** button.
2. Select **Display this window between segments** to view the *Build Job* screen during scanning. Then select **Save**.
3. Select the options required for the first segment of the job.
4. Load the first segment originals and press **Start**.
5. Remove the first segment originals. The *Build Job* screen displays the first segment in the list. **Delete All Segments** deletes the current *Build Job* and returns you to the main *Build Job* screen.



6. Using **Program Next Segment**, select the options required for the second segment.
7. Load the second segment originals and press **Start**.
8. Repeat these steps until all segments of your job have been programmed and scanned.
9. After the last segment has been scanned, select **Submit the Job** to indicate you have finished scanning and the job can be processed and completed.

# Creating Templates

Templates can be created, modified and deleted using the Internet Services option on your device. Template operations can only be performed once your System Administrator has defined the repositories and the default template. This operation is performed within Internet Services. To access Internet Services:

1. Open the web browser from your Workstation.
2. In the URL field, enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field:  
`http://192.168.100.100`.
3. Press **Enter** to view the Home page.  
The Internet Services options for your device are displayed.



**Note:** To find out the IP address of your device, print a configuration report. Refer to the [Machine and Job Status](#) guide for instructions.

## New Templates

1. To create a new template, select the **Scan** option and select **Create New Template**.

**Note:** A *New Distribution Template* General Information window is displayed.



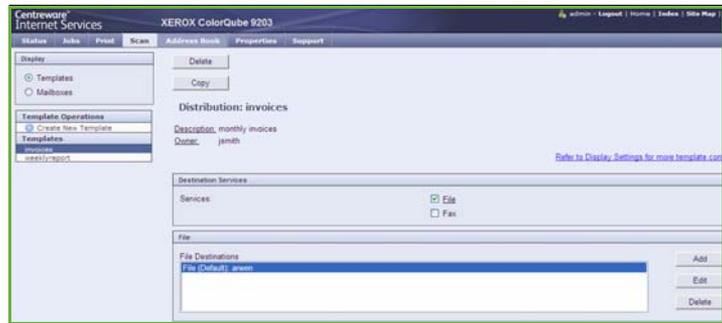
2. Enter the name that you want to appear as the template name on the device.
3. Complete the *Description* and *Owner* fields, if required.



4. Select the **Add** button to create the template.

The new template name is added to the list on the left of the screen. The new template is populated with the same settings as the Default template.

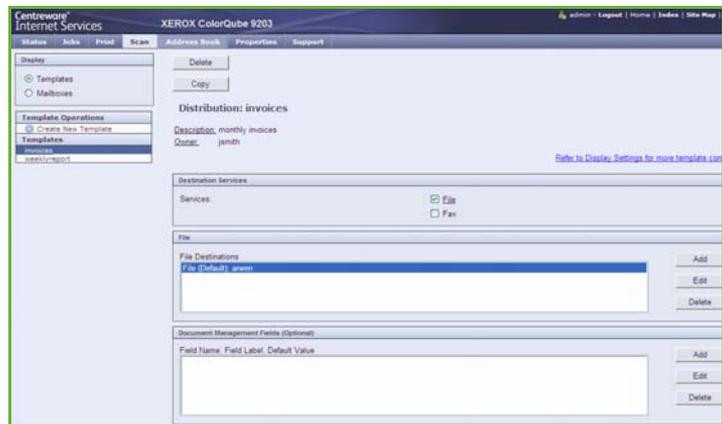
You can now modify the settings as required.



## Modifying a Template

Existing templates can be modified using Internet Services.

1. To modify a template, select the Internet Services *Scan* option.
2. Select the required template from the list on the left of the screen. The template settings are displayed. Refer to [Template Options](#) on page 166 for information about the available settings.
3. Select **Edit** to change the options required.
4. Select **Apply** to save the selections and exit.



## Copying a Template

A template can be copied and used as a base for a new template using Internet Services.

1. To copy a template, select the Internet Services *Scan* option.
2. Select the required template from the list on the left of the screen.
3. Select the **Copy** button.
4. Enter the new template name and the template description and owner if required. If the name is not changed, "Copy" is appended to the template name.



## Creating Templates

5. Select **Add**.  
An exact copy of the original template is displayed with the new name.
6. Select the copied template and make any changes required.

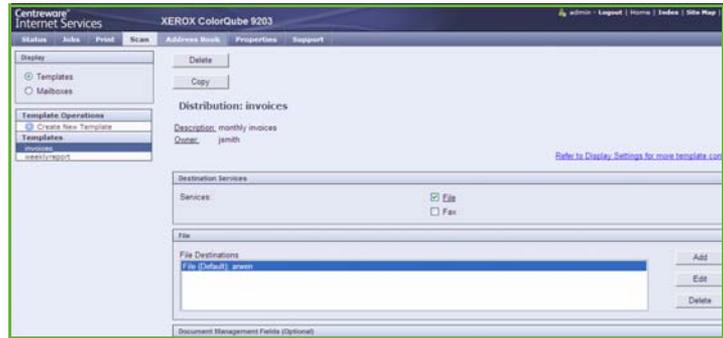
## Deleting a Template

Templates can be deleted using Internet Services.

1. To delete a template, select the Internet Services *Scan* option.
2. Select the required template from the list on the left of the screen.
3. Select the **Delete** button.

The template is deleted from the list on the left of the screen.

**Note:** The Default template cannot be deleted.

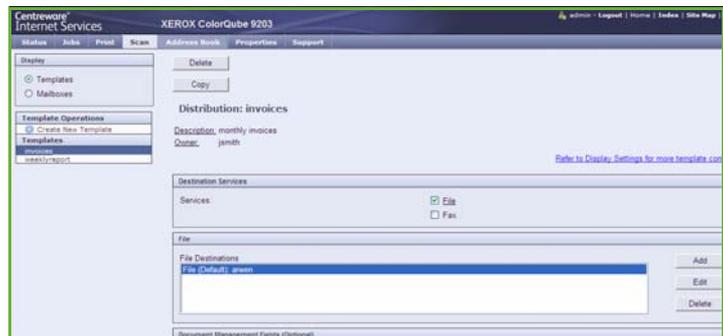


## Template Options

### Destination Services

This option is used to select whether the template is for filing and/or faxing.

- **File** is selected if you only require your originals to be scanned and stored in the designated filing location.
- **Fax** is selected if you also require your scanned images to be faxed to a remote fax destination. If this is selected the fax destination must also be entered.



## File

This option is used to select the filing location required for your scanned images.

A default filing destination is always available. If additional locations have been defined by the System Administrator, these can also be added to the template.

1. To add a new destination, select **Add**. The **Filing Destination** options are displayed.
2. Select the **Filing Policy** required for the destination if a file exists with the same name:
  - Add Number to Name
  - Add Date & Time to Name
  - Overwrite Existing File
  - Do Not Save
3. Select the **File Destination** required using the drop-down menu.
4. If required, enter a document path for storing your scanned images.
5. Select **Apply** to add the new destination and exit the screen. The destination is listed.



## Document Management Fields

This option enables users to assign descriptive data to a scanned job. The descriptive data can be accessed by other software applications to assist in searching, indexing and the automated processing of scanned documents.

1. To add a field, select **Add** and enter the data required.
2. Select **Editable** if the user is required to enter data at the time of scanning. Select **Not Editable** to include fixed data.
3. Enter a field label and a default value if required. If user input is required select **User Input Required**. Select **Mask User Input** if the data entered is confidential, such as a passcode. If details of the entry must be added to the log, select **Record User Input to Job Log**.
4. Select **Apply** to save the field entry.



## Workflow Scanning

These options are used to set the basic options for a job. The options are:

- **Output Color** provides selections to automatically detect and match the color of your original or produce monotone, full color or a single color output from your original.
- **2 Sided Scanning** allows you to set whether 1 or 2 sides of your original document will be scanned and then filed.
- **Content Type** is used to define the type of original being used for scanning.
- **How Original was Produced** is used to select the production method of the original.
- **Scan Presets** are used to optimise scan settings to match the intended purpose of the scanned documents.

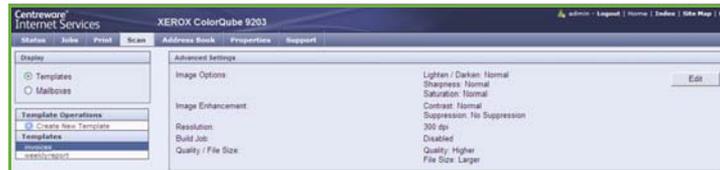


## Advanced Settings

These settings provide advanced scanning options used to adjust image quality, select the file size and enhance the image.

The following options are available:

- **Image Options** are used to adjust the image quality applied to the scanned document.
- **Image Enhancement** is used to select an image quality setting appropriate for your originals.
- **Resolution** is used to define the resolution to use for scanning the original. The higher the scanning resolution, the better the image quality, although a larger image file is created.
- **Build Job** allows you to build a job that requires different settings for each page, or a segment of pages or has more originals that can be scanned in the *document feeder* at one time.
- **Quality / File Size** allows you to choose between scan image quality and file size. These settings allow you to deliver the highest quality or make smaller files. A small file size delivers slightly reduced image quality but is better when sharing the file over a network. A larger file size delivers improved image quality but requires more time when transmitting over the network.



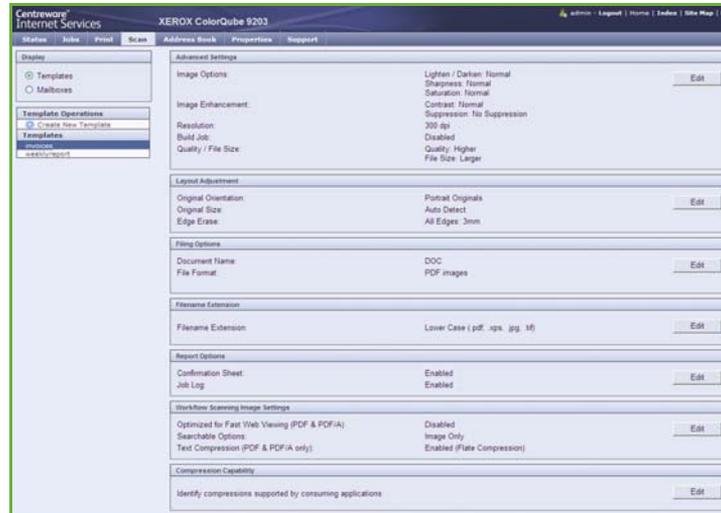
Select **Edit** to change the options. Select **Apply** to save the selections and exit.

## Layout Adjustment

These options allow you to manipulate the scanned image and enhance the appearance and style of your filed image.

The following options are available:

- **Original Orientation** is used to specify the orientation of the originals being scanned.
- **Original Size** is used to enter the size of your document when scanning from the *document glass* or the *document feeder*. Your device uses this information to calculate the size of your original and the scanned image.
- **Edge Erase** is used to erase spots, unwanted lines, marks and punched holes that appear on your original but are not required on the scanned image.



## Filing Options

These options are used to specify the document name and file format used to store the scanned images. The following options are available:

- **Document Name** enables you to name the file that will be stored.
- **File Format** determines the type of file created and can be temporarily changed for the current job.

## File Name Extension

This option allows you to set if the file extension is added to the file name using lower or upper case characters.

## Report Options

These options are used to enable the confirmation sheet and job log.

- **Confirmation Sheet** provides information about the success of the scanning job and prints at the device when the job has completed.
- **Job Log** allows you to print a list of the last jobs that the system has completed processing.

## Workflow Scanning Image Settings

These settings are used to set the image optimization, the searchable options and the compression settings. The following options are available:

- **Optimized for Fast Web Viewing** these options are used to set the device to optimise the image file for viewing on a website.
- **Searchable Options** are used to select if the file content is searchable and the language options.
- **Text Compression** allows you to enable the text to be compressed if the file format output is PDF or PDF/A.

## Scan to Mailbox

*Scan to Mailbox* allows you to scan hard copy originals and store them on the device for later retrieval. To use *Scan to Mailbox* you must first create a private folder using Internet Services. You must give the folder a name and a secure password.

Once set up, the private folder is displayed on the device under the templates list. To store images in your private folder, select the folder in the list of templates, enter your passcode and scan your images.



The scanned images can then be retrieved at your PC by accessing Internet Services, selecting your folder and entering your passcode. You can then print your scanned documents or download them to your PC.

The *Workflow Scanning* option needs to be installed before this feature can be used but it is NOT necessary for the *Workflow Scanning* repositories and templates to be configured.

## Creating a Private Folder

Your System Administrator enables the *Scan to Mailbox* feature using Internet Services. To use *Scan to Mailbox* you must setup a personal folder using Internet Services. To access Internet Services:

1. Open the web browser from your Workstation.

2. In the URL field, enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field:  
`http://192.168.100.100`.



3. Press **Enter** to view the Home page.

The Internet Services options for your device are displayed.

**Note:** To find out the IP address of your device, print a configuration report. Refer to the [Machine and Job Status](#) guide for instructions.

4. Select **Scan** and select **Mailboxes** from the display options.

The *Scan to Mailbox* options are displayed.

5. Select **Create Folder** and enter the folder name, a password and confirm the password.



6. Select **Apply**.

The new folder is created and is displayed in the folder list.

7. To access the private folder and customize the options, enter the folder password.

Select **Personalise Settings** to customize the scanning selections using the **Edit** option. Select **Apply** after customizing each option.

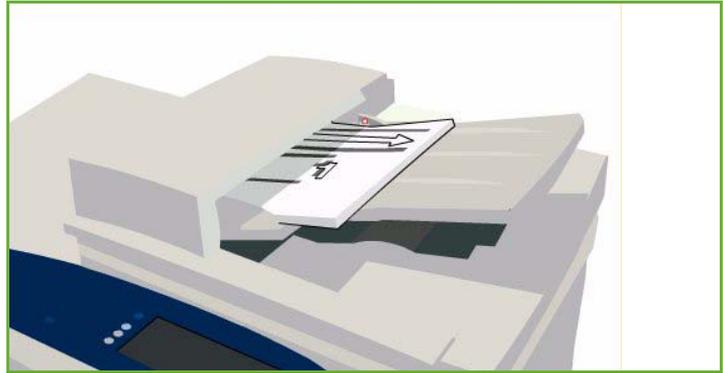
When you have finished customizing your scanning options, select **Back** to return to the *Folder Contents* screen.

8. To change your folder password or delete the folder, use the **Modify Folder** option.

Your private folder is now setup and will display in the templates list when *Workflow Scanning* is selected on the device.

## Using Scan to Mailbox

1. Load the original documents in the *document feeder* or on the *document glass*.



2. Press the **Clear All (AC)** button twice and then **Confirm** to cancel any previous screen programming selections.



3. Press the **Services Home** button and select the **Workflow Scanning** option. The *Workflow Scanning* features are displayed.

4. Select your private folder template from the templates list.

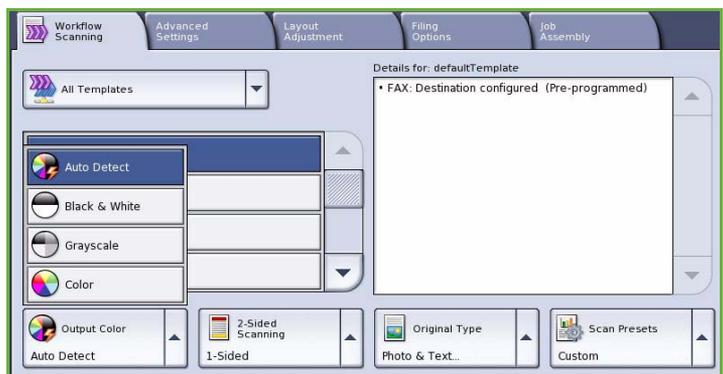
5. Enter your folder password using the keyboard.

The template settings are updated to your customized settings defined when the folder was created.



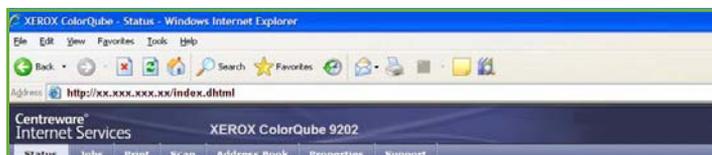
6. Make programming changes to **Output Color**, **2 Sided Scanning**, **Original Type** and **Scan Presets** as required.

Refer to [Workflow Scanning Options](#) on page 151 for more information.



7. Additional *Workflow Scanning* options are provided on each of the tabs. Refer to the following sections for further information:
  - [Advanced Settings](#) on page 154
  - [Layout Adjustment](#) on page 157
  - [Filing Options](#) on page 159
  - [Job Assembly](#) on page 163
8. Press **Start** to scan the originals and process the *Workflow Scanning* job. Remove the originals from the *document feeder* or glass when scanning has completed. The *Workflow Scanning* job enters the job list ready for filing.
9. Select **Job Status** to view all the job lists and check the status of your job. Refer to the [Machine and Job Status](#) guide for more information. The scanned images are filed in your private folder and are accessed using Internet Services.
10. To access Internet Services, open the web browser from your Workstation.

In the URL field, enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field:  
`http://192.168.100.100`.



Press **Enter** to view the Home page.

The Internet Services options for your device are displayed.

**Note:** To find out the IP address of your device, print a configuration report. Refer to the [Machine and Job Status](#) guide for instructions.

11. Select **Scan** and select **Mailboxes** from the display options. Select your private folder, enter the folder password and select **OK**. A list of the folder contents is displayed. If necessary, use the **Update View** option to update the list of contents.
12. Select the file required. The following options are available:

- **Download** is used to save a copy of the file to a specified location. If Download is selected you will need to select **Save** and specify a file location.
- **Reprint** can be used to print the file on the device. The job is sent to the device immediately and printed.
- **Delete** is used to permanently remove the file from your private folder and from the device.
- **Job Log** is used to view the job log information for the selected job.



Select the action required from the drop-down menu and select **Go**.

## Scan to Home

*Scan to Home* allows you to scan hard copy originals at the ColorQube™ 9201/9202/9203 and send them to a destination on the network which is specified as your "Home" destination.

You enter your Network Authentication log in at the device. The device displays one *Scan to Home* template. When you scan a document the authentication server provides the information as to who is logged in at the device.

The *Workflow Scanning* option needs to be installed before this feature can be used but it is NOT necessary for the *Workflow Scanning* repositories and templates to be configured.



Your System Administrator enables the Scan to Home option in Internet Services. Your System Administrator also needs to enable Network Authentication for this feature to be available. *Lightweight Directory Application Protocol (LDAP)* connectivity may also be used.

## Using Scan to Home

The *Scan to Home* option must be enabled and setup by the System Administrator in order for the Scan to Home template to be available on the device. You must also be logged in on the device using Network Authentication to use this option.

1. Load the original documents in the *document feeder* or on the *document glass*.
2. Press the **Clear All (AC)** button twice and then **Confirm** to cancel any previous screen programming selections.
3. To log in select the **Log In/Out** button on the control panel.

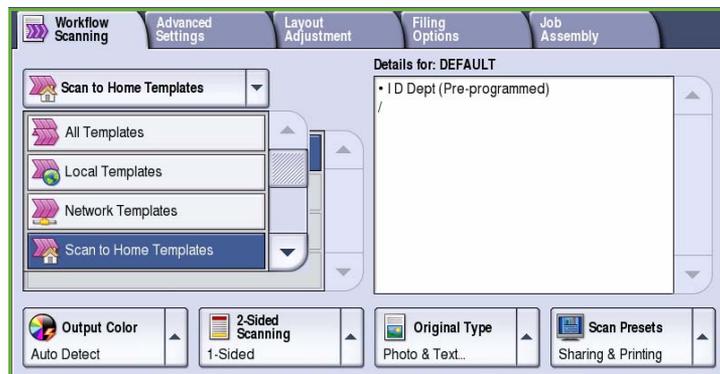


- Use the keyboard to enter your **User Name**, then select the **Next** button. Use the keyboard to enter your **Password**, then select the **Enter** button.



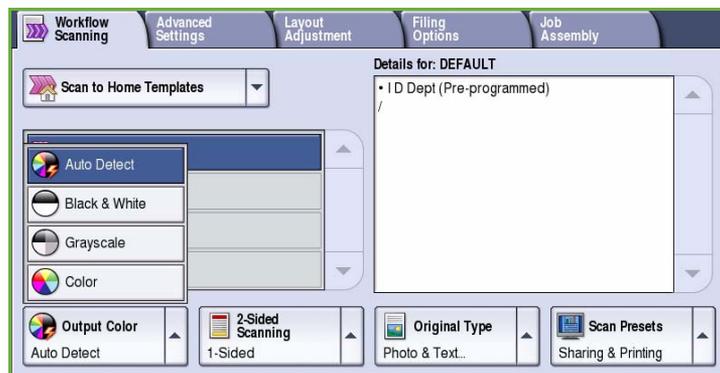
- Press the **Services Home** button and select the **Workflow Scanning** option. The *Workflow Scanning* features are displayed.

- Select the **Scan To Home Templates** option from the drop-down menu. The *Default Template* is displayed and the current settings are changed to the settings in the Scan to Home template.



- Make programming changes to **Output Color**, **2 Sided Scanning**, **Original Type** and **Scan Presets** as required. Additional *Workflow Scanning* options are provided on each of the tabs. Refer to the following sections for further information:

- [Advanced Settings](#) on page 154
- [Layout Adjustment](#) on page 157
- [Filing Options](#) on page 159
- [Job Assembly](#) on page 163



- Press **Start** to scan the originals and process the *Scan to Home* job. Remove the originals from the *document feeder* or glass when scanning has completed. The job enters the job list ready for filing to the home location specified.



9. Select **Job Status** to view all the job lists and check the status of your job. Refer to the [Machine and Job Status](#) guide for more information.

The scanned images are filed to the location specified on the template ready for retrieval by the user.

## Log In / Out

If *Authentication* or *Accounting* has been enabled on the device, you may need to log in before using some or all of the services. A picture of a lock on a button indicates that you must log in to use that service.

1. To log in select the **Log In/Out** button on the control panel. Selecting a locked service will also prompt you to enter a log in name and password.



2. Use the keyboard to enter your **User Name**, then select the **Next** button.
3. Use the keyboard to enter your **Password**, then select the **Enter** button.
4. If an accounting system is in use on the device, you may also need to enter additional information.



- If *Xerox Standard Accounting* is enabled, the user will also have to log in using their Xerox Standard Accounting details.
- If *Network Accounting* is enabled, the user must enter a User ID and an Account ID.
- If a *Foreign Device Interface (FDI)* is installed, you are prompted to access via the device installed, for example a card reader or coin slot.

Your user details display in the User Details area on the right side of the message display.

5. To log out, select the **Log In/Out** button again or select the User Details area and select **Log Out** from the drop-down menu.
6. A confirmation screen is displayed, select **Log Out** or **Cancel**.



Version 2.0  
06/09



# Xerox<sup>®</sup> ColorQube<sup>™</sup> 9201/9202/9203 E-mail



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 2.0: July 2009

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# Introduction

*E-mail* is a standard feature that can be enabled. If enabled, it is selected by pressing the **Services Home** button, then the **E-mail** option.

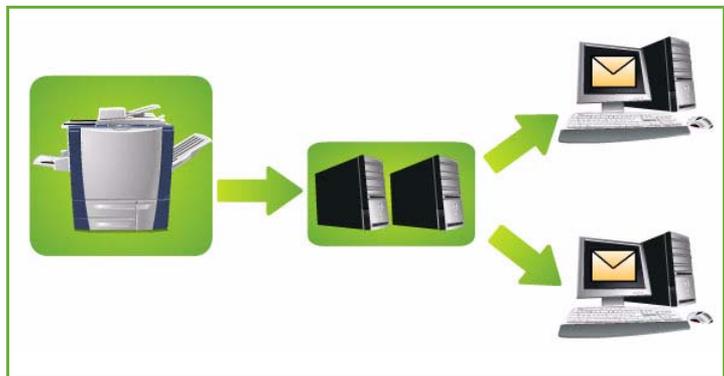
*E-mail* enables the creation of an electronic image file by scanning an original hard copy document. The scanned image is e-mailed to the specified e-mail recipient or recipients over the internet or intranet.



Using the *E-mail* feature allows you to add and remove recipients and edit the subject line of the e-mail message.

Most feature screens include these buttons to confirm or cancel your choices.

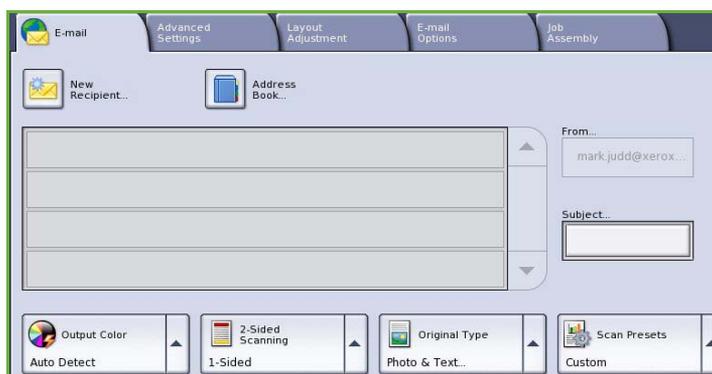
- **Undo** resets the current screen to the values that were displayed when the screen was opened.
- **Cancel** resets the screen and returns to the previous screen.
- **Save** saves the selections made and returns to the previous screen.
- **Close** closes the screen and returns to the previous screen.



Instructions for sending an e-mail and using the basic features are provided in the [ColorQube™ 9201/9202/9203 Quick Use Guide](#). If Authentication or Accounting has been enabled on your device you may have to enter log in details to access the features, refer to [Log In / Out](#) on page 195.

# E-mail Options

These *E-mail* options provide access to features which are required for programming basic e-mail jobs. Details such as the *Recipient*, *Copy To* recipients and the *Subject* are entered here.



## New Recipient

Use this option to enter details of all the recipients of the e-mail. To enter the recipient details:

1. Select **New Recipient**.
2. Select **To**, **Cc** or **Bcc** for the recipient using the drop-down menu to the left of the entry box.
3. Using the keyboard, enter the e-mail address.
  - Up to 40 alphanumeric characters can be entered.
  - To delete a character use the back arrow key, or to clear the entire entry select **Clear Text**.
  - Use the **Keyboards...** button to access additional language keyboards.
4. Select **Add** to add the e-mail address to the recipient list.
5. Continue adding e-mail addresses until all the recipient's have been added to the list.  
Select **Close**.

All the recipients are displayed in the recipient list.



## From:

To enter or edit the sender's name:

1. Select **From**.

**Note:** This option may have been configured by the System Administrator and may not be available.

2. If a default name is displayed, select **Clear Text** to delete the entry.
3. Using the keyboard, enter the e-mail address of the sender.
  - Up to 40 alphanumeric characters can be entered.
  - To delete a character use the back arrow key, or to clear the entire entry select **Clear Text**.
  - Use the **Keyboards...** button to access additional language keyboards.
4. Select **Save** to save and return to the previous screen, or **Cancel** to exit.



The e-mail address entered is displayed in the **From** field.

## Subject:

To enter a subject for the e-mail:

1. Select the **Subject** field.
2. Using the keyboard, enter the subject of the e-mail.
  - Up to 40 alphanumeric characters can be entered.
  - To delete a character use the back arrow key, or to clear the entire entry select **Clear Text**.
  - Use the **Keyboards...** button to access additional language keyboards.
3. Select **Save** to save and return to the previous screen, or **Cancel** to exit.



The subject entered is displayed in the **Subject** field.

## Address Book

If the device has been setup to access the Network and Public Address Books, you can use them to select recipients. For information about setting up address books, refer to the [System Administrator Guide](#).

1. Select the **Address Book** button.  
A list of e-mail addresses is displayed.
2. Select the e-mail address required and select **Add (To:)**, **Add (Cc:)** or **Add (Bcc:)** from the drop-down menu.

The e-mail address is added to the recipient list.

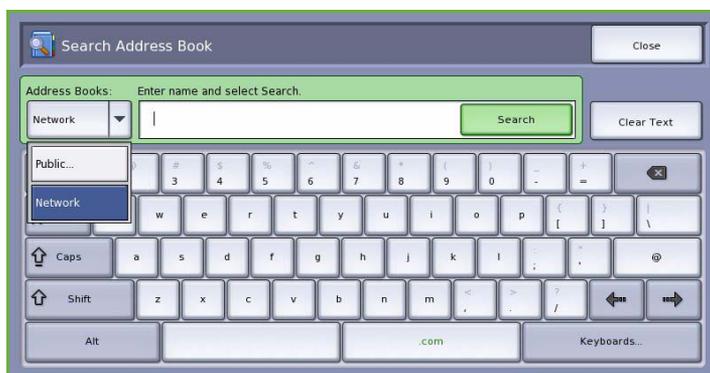
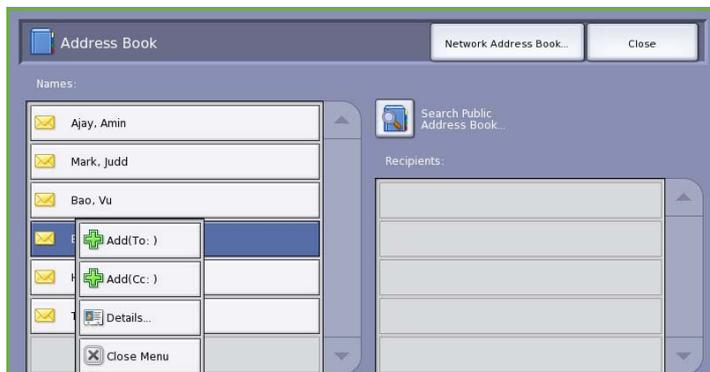
3. Continue adding e-mail addresses as required.

4. Use the **Search** option to search for a specific entry. Select **Search** and enter the name required using the keyboard. Select **Search** to start the search.

The matching entries are displayed. Select the name required and add the recipient to the list using the drop-down menu.

5. To search different address books, use the **Public Address Book** or **Network Address Book** option. Select the *Address Book* required using the drop-down menu to the left of the field and search using the same method described.

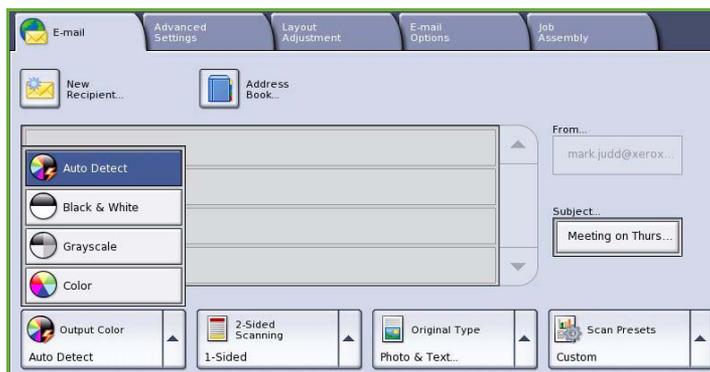
6. To find out more information about an address in the *Address Book*, select **Details...** Full details of the e-mail address owner are displayed. Select **Close** to exit the *Details* window.



## Output Color

Select **Output Color** to automatically detect and match the color of your original or produce monotone, full color or a single color output from your original. The options are:

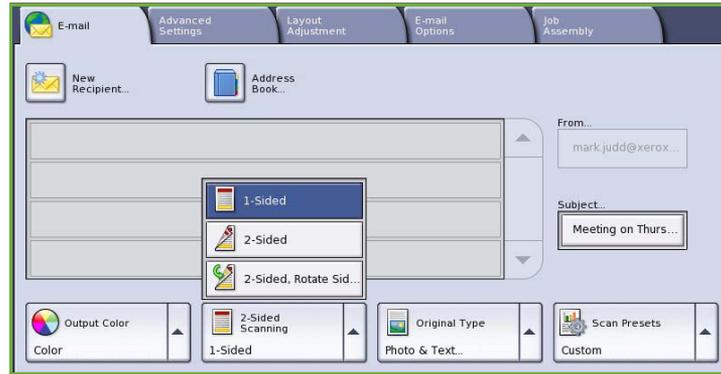
- **Auto Detect** to select output that matches your original.
- **Black & White** to select monotone output regardless of the color of your original.
- **Grayscale** to use gray scales instead of color.
- **Color** to select color output from your original.



## 2-Sided Scanning

The *2-Sided Scanning* option allows you to set whether 1 or 2 sides of your original document are scanned. The options are:

- **1 Sided** is used if your original documents are single sided.
- **2 Sided** is used if your original documents are double sided. The *document feeder* must be used to scan your originals with this option.
- **2-Sided, Rotate Side 2** select if your original opens up like a calendar. The *document feeder* must be used to scan your originals with this option.



## Original Type

Use this option to define the type of original being used for scanning. Making the correct selection enhances the quality of your image. The options are:

- **Photo & Text** is recommended for originals containing high quality photographs and halftones. Using this setting the scanned image will contain medium quality pictures though the sharpness of text and line art is slightly reduced.
- **Photo** is used specifically for originals containing photos, magazine pictures or continuous tones without any text or line art. Produces the best quality for photos but reduced quality text and line art.
- **Text** produces sharper edges and is recommended for text and line art.
- **Map** is used if your original is a map or contains intricate line art and text.
- **Newspaper / Magazine** is used if your original is from a magazine or newspaper that contains photographs or text.



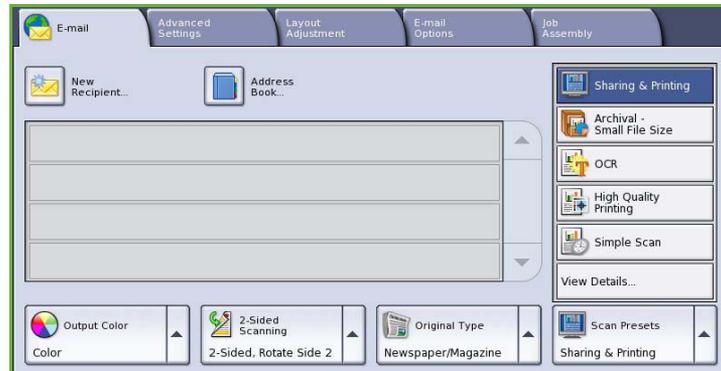
## How the Original was Produced

- **Printed Original** is for originals that have come from a magazine, book or newspaper or that have been printed on a large printing device.
- **Photocopied Original** is for originals that are photocopies.
- **Photograph** is for high quality photographic originals.
- **Inkjet Original** is for originals that have been produced using an inkjet printer.
- **Solid Ink Original** is for originals produced by a solid ink printing process, such as output from this device.

## Scan Presets

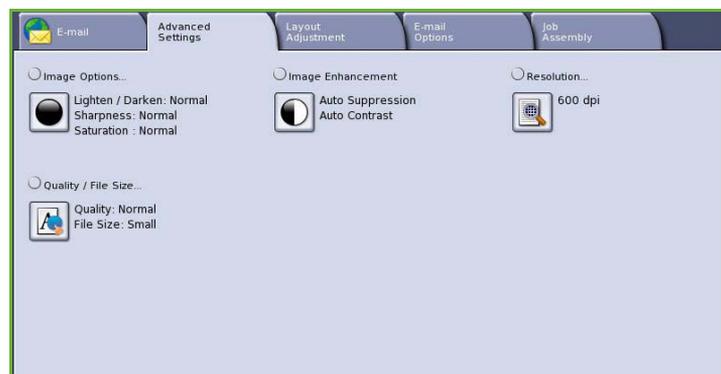
Use **Scan Presets** to optimise scan settings to match the intended purpose of the scanned documents. The options are:

- **Sharing & Printing** is used for sharing files that are going to be viewed on-screen and for printing most standard business documents. This setting results in a small file size and normal image quality.
- **Archival - Small File Size** is best for standard business documents that are stored electronically for record keeping purposes. This setting results in the smallest file sizes and normal image quality.
- **OCR** is best for documents that are going to be processed by Optical Character Recognition (OCR) software. This setting results in large file sizes and the highest image quality.
- **High Quality Printing** is best for business documents containing detailed graphics and photos. This setting results in large file sizes and the highest image quality.
- **Simple Scan** is used for faster processing but may result in excessively large file sizes. Using this setting applies only minimal image processing and compression.
- **View Details...** is used to access all the *Scan Presets* options available. If using this option, select **Save** to save your selections and exit.



## Advanced Settings

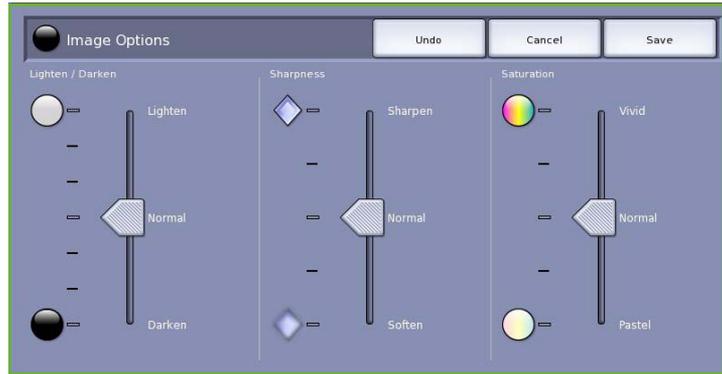
The *Advanced Settings* provide access to the features which enhance the image quality or output quality. To access the *Advanced Settings*, select **Services Home** and **E-mail**. Then select the **Advanced Settings** tab.



## Image Options

*Image Options* is used to change the appearance of the output image. The options are:

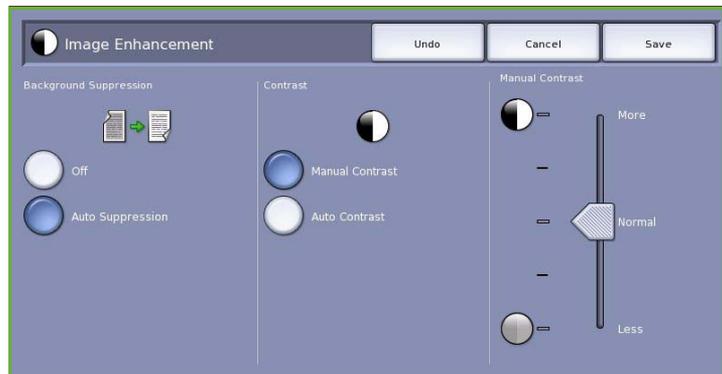
- **Lighten / Darken** provides manual control to adjust the lightness or darkness of the scanned images. Move the indicator down to darken the image or up to lighten the image.
- **Sharpness** provides manual control to adjust the sharpness of the scanned images. Move the indicator up to sharpen the image. Move the indicator down to soften the scanned image.
- **Saturation** controls the balance between vivid and pastel shades of the image. Move the indicator towards *Vivid* for more saturated colors. Move the indicator towards *Pastel* for less saturated colors.



## Image Enhancement

*Image Enhancement* provides options for improving the quality of the output, by reducing the background or adjusting the contrast. The options are:

- **Background Suppression** enhances originals that have colored backgrounds, by reducing or eliminating the background on the output. This option is useful when your original is on colored paper.
  - Select **Auto Suppression** to automatically suppress unwanted background.
  - Select **Off** to turn the Background Suppression feature off, particularly when:
    - The **Darken** adjustment does not produce a satisfactory output from light originals.
    - The original has a gray or colored border, such as a certificate.
    - You want to bring out fine detail that was lost due to a dark edge when using bound originals.
- **Contrast** controls the image density on the output and compensates for an original that has too much or too little contrast on the image.
  - Select **Manual Contrast** to set the level of contrast yourself. Move the indicator towards the *More* setting to reproduce more vivid blacks and whites for sharper text and lines but less detail in pictures. Move the indicator towards the *Less* setting to reproduce more detail in light and dark areas of the original.



## Resolution

The **Resolution** affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time. The options are:

- **72 dpi** recommended for output displayed on a computer. It produces the smallest file size.
- **100 dpi** recommended for output that delivers low quality text documents.
- **150 dpi** recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics.
- **200 dpi** recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics.
- **300 dpi** recommended for high quality text documents that are to pass through *OCR* applications. Also recommended for high quality line art or medium quality photos and graphics. This is the default resolution and the best choice in most cases.
- **400 dpi** recommended for photos and graphics. It produces average image quality for photos and graphics.
- **600 dpi** recommended for high quality photos and graphics. It produces the largest image file size, but delivers the best image quality.

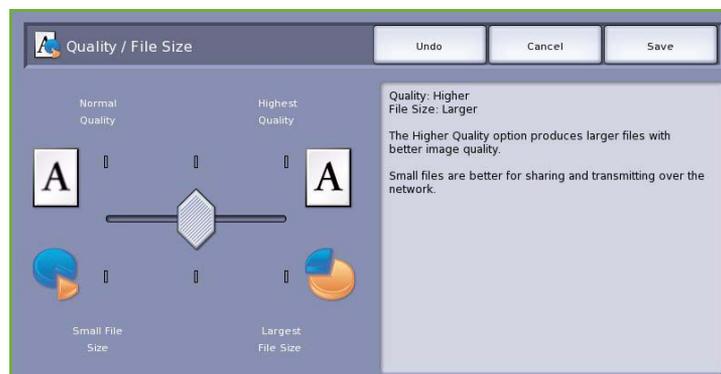


Select **Save** to save your selections and exit.

## Quality / File Size

The **Quality / File Size** settings allow you to choose between scan image quality and file size. These settings allow you to deliver the highest quality or make smaller files. A small file size delivers slightly reduced image quality but is better when sharing the file over a network. A larger file size delivers improved image quality but requires more time when transmitting over the network. The options are:

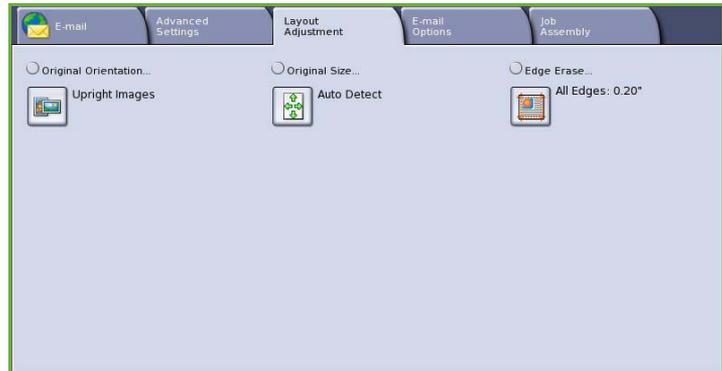
- **Normal Quality** produces small files by using advanced compression techniques. Image quality is acceptable but some quality degradation and character substitution errors may occur with some originals.
- **Higher Quality** produces larger files with better image quality.
- **Highest Quality** produces the largest files with the maximum image quality. Large files are not ideal for sharing and transmitting over the network.



Select **Save** to save your selections and exit.

# Layout Adjustment

The *Layout Adjustment* options allow you to manipulate the scanned image and enhance the appearance and style of your output. To access the *Layout Adjustment* options, select **Services Home** and **E-mail**. Then select the **Layout Adjustment** tab.



## Original Orientation

Use to specify the orientation of the originals being scanned. The options are:

- **Upright Images** refers to the direction the images are loaded in the *document feeder*. Use this option if your images are in the orientation matching the image shown when loaded in the *document feeder*.
- **Sideways Images** refers to the direction the images are loaded in the *document feeder*. Use this option if your images are in the orientation matching the image shown when loaded in the *document feeder*.
- **Portrait Originals** refers to the image orientation on the original documents. Use this option to select a Portrait image orientation. Originals can be fed in any direction.
- **Landscape Originals** refers to the image orientation on the original documents. Use this option to select a Landscape image orientation. Originals can be fed in any direction.

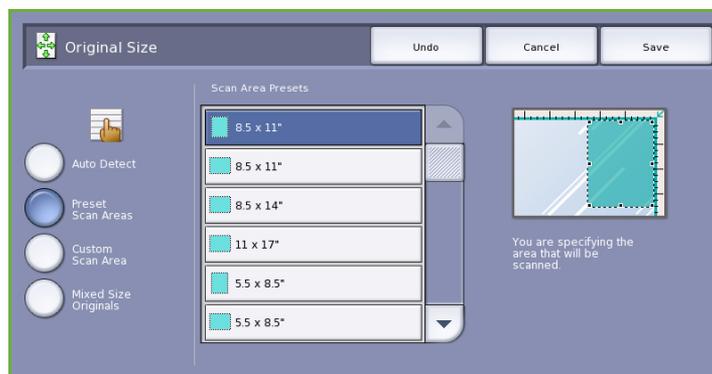


Select **Save** to save your selections and exit.

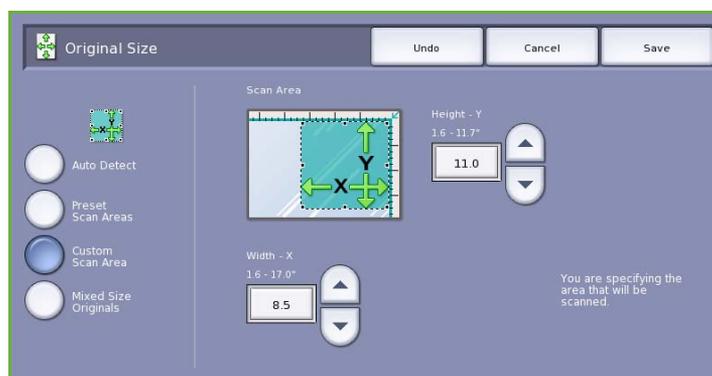
## Original Size

*Original Size* allows you to specify automatic size detection of the originals, mixed size originals, or the specific size of the image to be scanned. The options are:

- **Auto Detect** is the default setting and enables automatic size sensing. The size detected is matched to a standard size paper.
- **Preset Scan Areas** allows you to define the size of your original from a list of pre-set, standard original sizes. You can view the list by using the scroll bar.

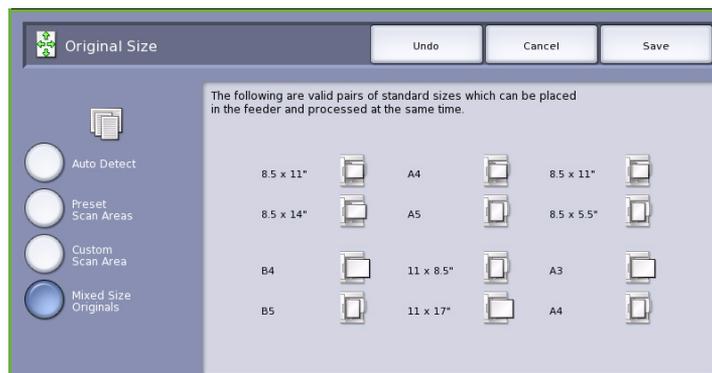


- **Custom Scan Area** is used to enter a specific area for scanning. Measure the area to be scanned on the original and enter the X and Y axis measurements into the fields provided. Only the area specified is scanned.



- **Mixed Size Originals** allows you to scan documents containing different size pages. The pages must be the same width, like A4 LEF and A3 SEF (8.5x11\" LEF and 11x17\" SEF). Other combinations are shown on the screen.

Select **Save** to save your selections and exit.

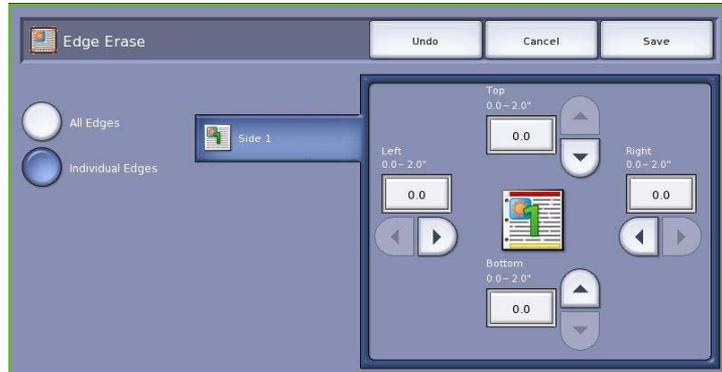


## Edge Erase

*Edge Erase* enables you to specify how much of the image to erase around the edges of your document. For example, you can remove the marks caused by punched holes or staples in your original. The options are:

- **All Edges** is used to erase an equal amount from all the edges. Use the *arrow* buttons to adjust the amount to be erased from 1 mm to 50 mm (0.1" to 2.0"). All marks or defects within the measurement set are deleted.
- **Individual Edges** enables an individual amount to be erased from each of the edges.

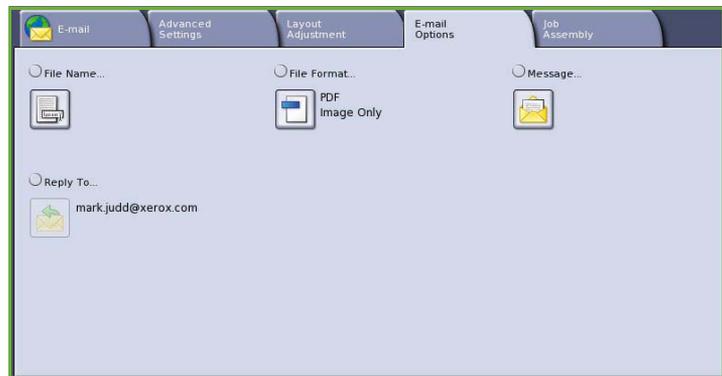
Use the *arrow* buttons to adjust the amount for each edge, from 1 mm to 50 mm (0.1" to 2.0").



Select **Save** to save your selections and exit.

## E-mail Options

The *E-mail Options* allow you to temporarily change the format of the e-mail image file, set a *Reply To* address and add a brief message. To access the *E-mail Options*, select **Services Home** and **E-mail**. Then select the **E-mail Options** tab.



## File Name

This feature enables you to name the file that is sent by E-mail.

- Using the keyboard, enter the name of the file.
  - Up to 40 alphanumeric characters can be entered.
  - To delete a character use the back arrow key, or to clear the entire entry select **Clear Text**.
  - Use the **Keyboards...** button to access additional language keyboards.
- Select **Save** to save your selections and exit.



## File Format

The **File Format** determines the type of file created. You can select the file format you wish to use for your scanned image. The options are:

- **PDF (Portable Document Format)** allows recipients with the right software to view, print or edit the e-mail file, no matter what their computer platform.
  - **Image Only** optimises the file for viewing and printing and cannot be modified.
  - **Searchable** runs the file through an *Optical Character Recognition (OCR)* process. This can take a few minutes but allows the text in the file to be searchable and editable. If **Searchable** is selected, the **Document Language** menu becomes available. Select the appropriate language from the menu.



Depending on the receiving device, the **PDF** selection may not be compatible when the resolution is set to **200 dpi**.

- **PDF/A** is an industry standard format for long term document preservation based on the PDF format. The **Advanced Settings** may need checking to ensure they are appropriate for extended use.
  - **Image Only** optimises the file for viewing and printing and cannot be modified.
  - **Searchable** runs the file through an *Optical Character Recognition (OCR)* process. This can take a few minutes but allows the text in the file to be searchable and editable. If **Searchable** is selected, the **Document Language** menu becomes available. Select the appropriate language from the menu.

- **XPS (XML Paper Specification)** is a new format supported by Windows Vista.
  - **Image Only** optimises the file for viewing and printing and cannot be modified.
  - **Searchable** runs the file through an *Optical Character Recognition (OCR)* process. This can take a few minutes but allows the text in the file to be searchable and editable. If **Searchable** is selected, the **Document Language** menu becomes available. Select the appropriate language from the menu.
- **Multi-Page TIFF (Tagged Image File Format)** produces a single TIFF file containing several pages of scanned images. A more specialized software is required to open this type of file format.
- **TIFF (1 File per Page)** produces a graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned.
- **JPEG (1 File per Page) (Joint Photographic Experts Group)** produces a compressed graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned.

Select **Save** to save your selections and exit.

## Message

This option is used to enter a message for the e-mail. The message is the text contained within the e-mail and not the e-mail subject line.

- Using the keyboard, enter the message required.
  - Up to 50 alphanumeric characters can be entered.
  - To delete a character use the back arrow key, or to clear the entire entry select **Clear Text**.
  - Use the **Keyboards...** button to access additional language keyboards.
- Select **Save** to save your selections and exit.



## Reply To

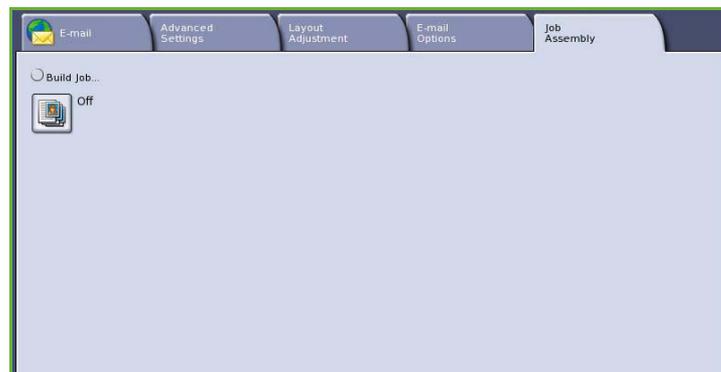
The **Reply To** feature enables you to include an e-mail address you want the recipient to reply to. For example you can enter your personal e-mail address. If you logged in through authentication and your details are available in the *Address Book*, your e-mail address is displayed.

- Using the keyboard, enter the message required.
  - Up to 50 alphanumeric characters can be entered.
  - To delete a character use the back arrow key, or to clear the entire entry select **Clear Text**.
  - Use the **Keyboards...** button to access additional language keyboards.
- Select **Save** to save your selections and exit.



## Job Assembly

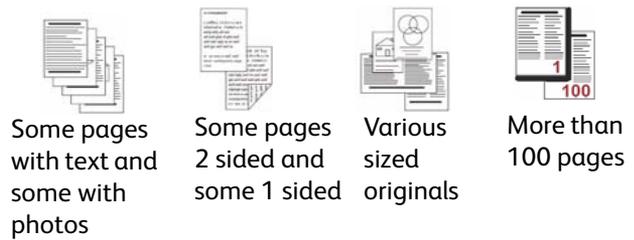
This tab provides access to the *Build Job* feature for compiling jobs which have different originals or programming requirements within a job. To access the *Job Assembly* options, select **Services Home** and **E-mail**. Then select the **Job Assembly** tab.



## Build Job

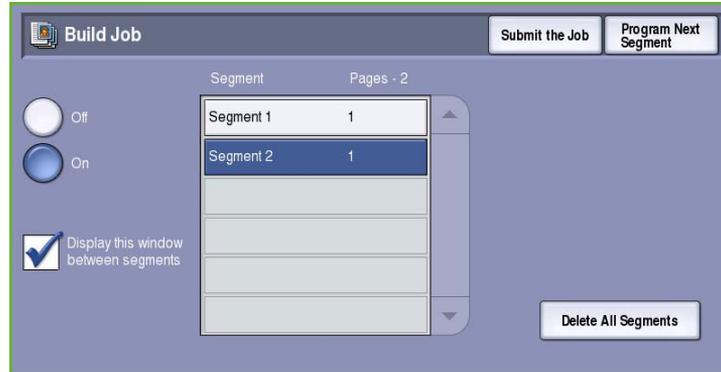
Use this feature to build a job that requires different settings for each page, or a segment of pages.

You can select the appropriate settings to be applied to individual pages or segments of a completed job. First split the originals into sections for individual programming.



1. Select **Build Job** on the *Job Assembly* tab and select the **On** button.
2. Select **Display this window between segments** to view the *Build Job* screen during scanning. Then select **Save**.
3. Select the options required for the first segment of the job.

**Note:** The recipient details must be entered prior to scanning.



4. Load the first segment originals and press **Start**.
5. Remove the first segment originals. The *Build Job* screen displays the first segment in the list. **Delete All Segments** deletes the current *Build Job* and returns you to the main *Build Job* screen.
6. Using **Program Next Segment**, select the options required for the second segment.
7. Load the second segment originals and press **Start**.
8. Repeat these steps until all segments of your job have been programmed and scanned.
9. After the last segment has been scanned, select **Submit the Job** to indicate you have finished scanning and the job can be processed and completed.

# Log In / Out

If *Authentication* or *Accounting* has been enabled on the device, you may need to log in before using some or all of the services. A picture of a lock on a button indicates that you must log in to use that service.

1. To log in select the **Log In/Out** button on the control panel. Selecting a locked service will also prompt you to enter a log in name and password.



2. Use the keyboard to enter your **User Name**, then select the **Next** button.
3. Use the keyboard to enter your **Password**, then select the **Enter** button.
4. If an accounting system is in use on the device, you may also need to enter additional information.
  - If *Xerox Standard Accounting* is enabled, the user will also have to log in using their Xerox Standard Accounting details.
  - If *Network Accounting* is enabled, the user must enter a User ID and an Account ID.
  - If a *Foreign Device Interface (FDI)* is installed, you are prompted to access via the device installed, for example a card reader or coin slot.



Your user details display in the User Details area on the right side of the message display.

5. To log out, select the **Log In/Out** button again or select the User Details area and select **Log Out** from the drop-down menu.
6. A confirmation screen is displayed, select **Log Out** or **Cancel**.



[Log In / Out](#)

Xerox<sup>®</sup> ColorQube<sup>™</sup>  
9201/9202/9203  
Reprint Saved Job



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Document Version 2.0: July 2009

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# Introduction

*Reprint Saved Job* is a standard feature that can be enabled. If enabled, it is selected by pressing the **Services Home** button, then the **Reprint Saved Job** option.

*Reprint Saved Job* enables you to retrieve jobs which have been stored on the device using the Print Driver or Internet Services Print Submission. Jobs are placed into a folder located on the device and can be accessed and retrieved for printing at later date. Jobs can be recalled and printed as many times as you need.



Using the Print Driver settings or Internet Services, the job type can be set to *Save Job For Reprint*. When this job type is selected, an option is provided to *Save Only* or *Save and Print*. Many of the job settings are stored with the job and they can be modified at the time of printing.

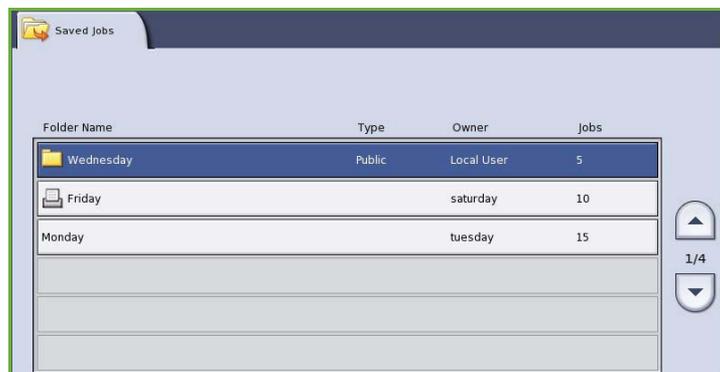
If Authentication or Accounting has been enabled on your device you may have to enter log in details to access the features, refer to [Log In / Out](#) on page 206.

## Using Reprint Saved Job

Saved Jobs can be reprinted using the device touch screen or from Internet Services.

### Using the ColorQube™ 9201/9202/9203

1. Press the **Clear All (AC)** button twice and then **Confirm** to cancel any previous screen programming selections.
2. Press the **Services Home** button and select the **Reprint Saved Job** option.
3. The *Saved Jobs* are displayed on the **Saved Jobs** tab.  
If necessary, use the *Up and Down* buttons to scroll through the list until the folder or job is displayed.
4. Select the folder required and the job required.
5. Select the job required from the list and select **Start** to print the job.



6. If the job is a secure job, enter the passcode required and select **Print Job**.  
The job enters the job list ready for printing.
7. Select **Job Status** to view all the job lists and check the status of your job. Refer to the [Machine and Job Status](#) guide for more information.

## Using Internet Services

You can reprint your saved jobs using Internet Services:

1. Open the web browser from your Workstation.
2. In the URL field, enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field:  
http://192.168.100.100.



3. Press **Enter** to view the Home page.  
The Internet Services options for your device are displayed.

**Note:** To find out the IP address of your device, print a configuration report. Refer to the [Machine and Job Status](#) guide for instructions.

4. Select the **Jobs** tab.  
This screen shows the jobs currently in the device list.
5. To access the list of *Saved Jobs*, select the **Saved Jobs** tab.
6. Select the folder that contains the job you want to print.
7. Select the check box next to the job you want to print.



You may choose several jobs and specify how many copies you would like.

8. Select **Print Job** from the drop-down menu and then select **Go**.
9. Your selected job or jobs are printed at the device using the saved print setting for each job.

## Saving a Job

Prior to using the Reprint Saved Jobs option, a job must be saved to a folder on the device. The folders are setup by the System Administrator using Internet Services and can be managed by the users. Refer to [Manage Folders](#) on page 204.

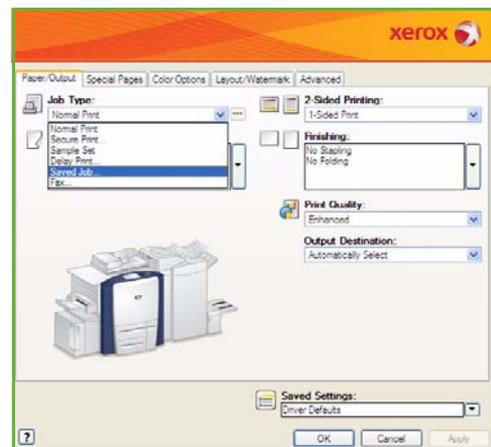
Jobs can be saved in the folders by selecting the Save Job for Reprint Job Type when submitting a print job from your PC, or when submitting a print job using Internet Services.

### Using the Print Driver

Select or create a document on your PC.

1. Select **Print** from the application's *File* menu. The application Print window is displayed.
2. Select the *ColorQube™ 9201/9202/9203* printer from the *Printer Name* drop-down menu.
3. Select **Properties** to access the print settings for the job.
4. Select the *Job Type* drop-down menu and select **Saved Job**.

The *Saved Job* options are displayed.



5. Program the Saved Job options as required:
  - Select **Save** to store the job only or **Save and Print** to store and print the job.
  - **Job Name** is used to enter a name for the job or select Use Document Name to use the filename of the document being submitted.
  - **Folder** is used to select a location to store the job. The *Default Public Folder* is available to all users, other folders may have restricted access.
  - **Secure Saved Job** is used to add a passcode to the job. The job can only be accessed and printed using the passcode entered here.
6. Select **OK** to save the settings and exit the Saved Job options. Program the print features required for the saved job.



7. The **Help** option provides an explanation of all the options.
8. Select **OK** to save the print settings.
9. Select **OK** on the Print dialogue window to send the job.  
The job is processed and sent to the device for saving or saving and printing, depending on the selection.

## Using Internet Services

The Print option within Internet Services can also be used to create a Saved Job. The job file submitted must be a print ready file, such as a PDF or PostScript file. To access Internet Services:

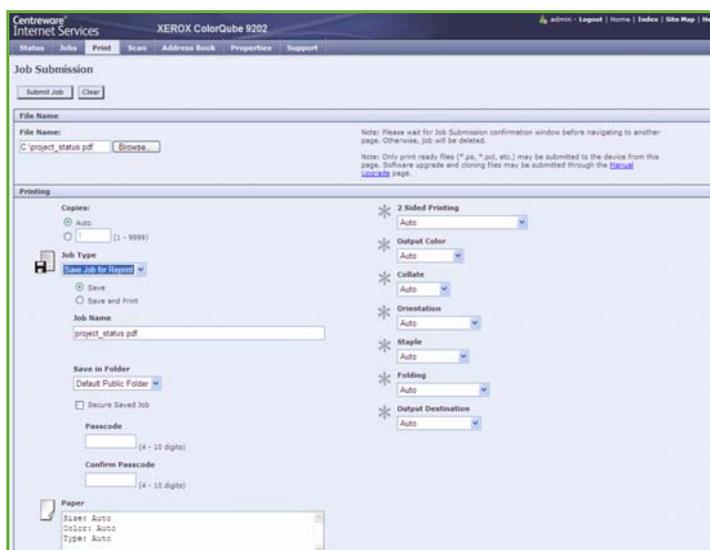
1. Open the web browser from your Workstation.
2. In the URL field, enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field:  
http://192.168.100.100.



3. Press **Enter** to view the Home page.  
The Internet Services options for your device are displayed.

**Note:** To find out the IP address of your device, print a configuration report. Refer to the [Machine and Job Status](#) guide for instructions.

4. Select **Print** to access the *Job Submission* options.
5. Enter the file name of the job requiring saving, or use the **Browse** option to locate the file.
6. Select the *Job Type* drop-down menu and select **Save Job** for Reprint.  
The **Saved Job** options are displayed.



- Select **Save** to store the job only or **Save and Print** to store and print the job.
- **Job Name** is used to enter a name for the job.
- **Folder** is used to select a location to store the job. The *Default Public Folder* is available to all users, other folders may have restricted access.
- **Secure Saved Job** is used to add a passcode to the job. The job can only be accessed and printed using the passcode entered here.
- Program the **Paper**, **2 Sided Printing**, **Output Color**, **Collate**, **Orientation**, **Staple** and **Output Destination** as required.

7. Select **Submit Job** at the top of the page to send the job to the device over the internet.  
The job is processed and sent to the device for saving or saving and printing, depending on the selection.

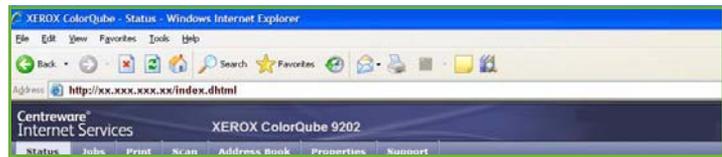
## Manage Folders

### Create New Folder

Folders and the files saved within them can be managed using Internet Services.

1. Open the web browser from your Workstation.

2. In the URL field, enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field:  
`http://192.168.100.100`.



3. Press **Enter** to view the Home page.

The Internet Services options for your device are displayed.

**Note:** To find out the IP address of your device, print a configuration report. Refer to the [Machine and Job Status](#) guide for instructions.

4. Select the **Jobs** option.
5. Select the **Saved Jobs** tab to access the folder options.
6. Select **Create New Folder**.
7. Input the name for the folder in the **Name** field.



As a normal user you are only able to create *Public* folders. These are the other kind of folders you may see.

- The **Public** folder has been created by a user. It can be used by any user and has no access authority limitations. Any user can access and modify the documents in this folder.
  - The **Read Only** folder is created by the System Administrator or a user as a *Read Only Public* folder. Any user can print from the folder but documents cannot be deleted or modified.
  - The **Private** folder is created by a user only when the device is in *Authentication* mode. The User marks the folder as *Private* and the folder is only visible to the Owner and the System Administrator.
8. When you have selected the appropriate Permissions, select **Apply**.  
The Folder is displayed in the *Folders List*.

## Modify or Delete Folder

You can modify or delete existing folders that contain *Saved Jobs* using Internet Services.

1. Open the web browser from your Workstation.

2. In the URL field, enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field:  
`http://192.168.100.100`.



3. Press **Enter** to view the Home page.  
The Internet Services options for your device are displayed.

**Note:** To find out the IP address of your device, print a configuration report. Refer to the [Machine and Job Status](#) guide for instructions.

4. Select the **Jobs** option.
5. Select **Saved Jobs** tab to access the folder options.
6. Select **Manage Folders**.

The window displays all the *Public* folders and any *Private* folders belonging to you.

Check the box next to the folder you want to modify.

7. Select options required for the folder.

The folder can be deleted by selecting the **Delete Folders** button.

The folder and the contents of the folder are deleted from the list on this screen and the list of available folders at the device.

# Log In / Out

If *Authentication* or *Accounting* has been enabled on the device, you may need to log in before using some or all of the services. A picture of a lock on a button indicates that you must log in to use that service.

1. To log in select the **Log In/Out** button on the control panel. Selecting a locked service will also prompt you to enter a log in name and password.



2. Use the keyboard to enter your **User Name**, then select the **Next** button.
3. Use the keyboard to enter your **Password**, then select the **Enter** button.
4. If an accounting system is in use on the device, you may also need to enter additional information.



- If *Xerox Standard Accounting* is enabled, the user will also have to log in using their Xerox Standard Accounting details.
- If *Network Accounting* is enabled, the user must enter a User ID and an Account ID.
- If a *Foreign Device Interface (FDI)* is installed, you are prompted to access via the device installed, for example a card reader or coin slot.

Your user details display in the User Details area on the right side of the message display.

5. To log out, select the **Log In/Out** button again or select the User Details area and select **Log Out** from the drop-down menu.
6. A confirmation screen is displayed, select **Log Out** or **Cancel**.



Version 2.0  
06/09



# Xerox<sup>®</sup> ColorQube<sup>™</sup> 9201/9202/9203 Internet Services



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# Introduction

Internet Services uses the embedded HTTP Server on the device. This allows you to communicate with the ColorQube™ 9201/9202/9203 through a web browser and gives you access to the Internet or Intranet.

Entering the IP Address of the device as the URL (Universal Resource Locator) in the browser provides direct access to the device.

Internet Services enables users to perform many functions, including:

- Checking machine status, billing information and consumable status.
- Submitting print jobs over the internet or intranet.
- Set up the Public Address Book by importing an existing address book, or by adding entries individually.
- Creating, modifying and deleting Workflow Scanning templates.
- Customize the device settings such as Energy Saver, Paper Trays and Timeout Settings.

The Internet Services Help function describes all the features and functions available.

## Using Internet Services

Prior to connecting to Internet Services the device must be physically connected to the network with TCP/IP and HTTP enabled. An operational workstation with *TCP/IP Internet* or *Intranet* accessibility is also required. To access Internet Services:

1. Open the web browser from your Workstation.

2. In the URL field, enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field:  
`http://192.168.100.100`.



3. Press **Enter** to view the Home page.

The Internet Services options for your device are displayed.

**Note:** To find out the IP address of your device, print a configuration report. Refer to the [Machine and Job Status](#) guide for instructions.

## Welcome

The Welcome page provides information about setting up and installing your device.

Once you have reviewed this page it can be switched off using the **Don't Show Welcome Page again** option.



## Status

The *Status* option provides information about the device.

## Description & Alerts

A description of any problems or *Alerts* on the device.



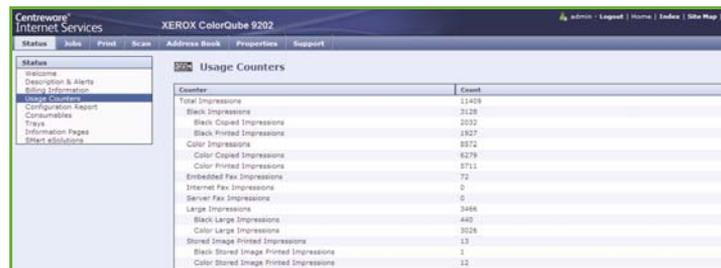
## Billing Information

Provides the device serial number, the number of black impressions and the number of color impressions made.



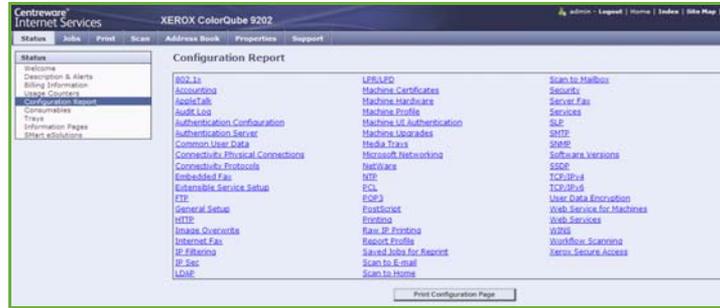
## Usage Counters

Provides more detailed information on device usage, such as number of copied sheets, number of printed sheets, number of faxes and number of large sheets.



## Configuration

This section displays the configuration of the device and the option to print a configuration report.



## Consumables

This option provides information on the life of the device consumables, such as the Ink Sticks and Cleaning Unit.



## Trays

This area displays status information about all the paper trays. It also provides information about the tray media and settings.



## Information Pages

Using this option, individual guides can be printed which provide information about the ColorQube™ 9201/9202/9203 services and features.

It also provides sampler pages which are used for checking the quality and color settings.

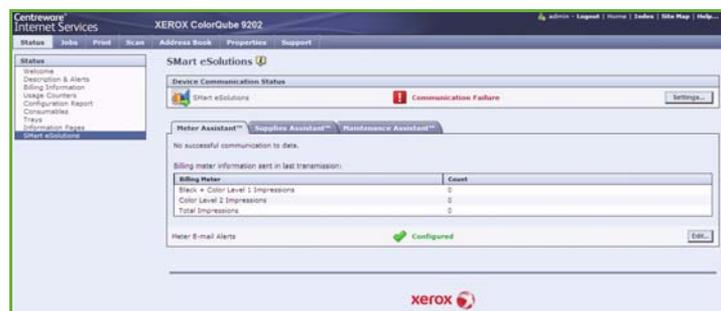
Select the guide or sampler page required and select **Print**.



## Smart eSolutions

This option provides information about the SMart eSolutions enabled on the device.

SMart eSolutions is a hassle free, hands free, secure way to manage your device via automatic meter reading, automatic supplies replenishment and remote diagnostics.



## Jobs

The *Jobs* option provides information about the all the incomplete jobs in the *Job List* on the device and the *Saved Jobs*.

### Active Jobs

Use this option to check the status of your job. The *Incomplete Jobs* list displays a list of the current jobs and the status of each job.

### Saved Jobs

Jobs which have been saved to the device memory can be accessed using the *Saved Jobs* option. A *Saved Job* can be selected and printed, deleted, copied or moved.

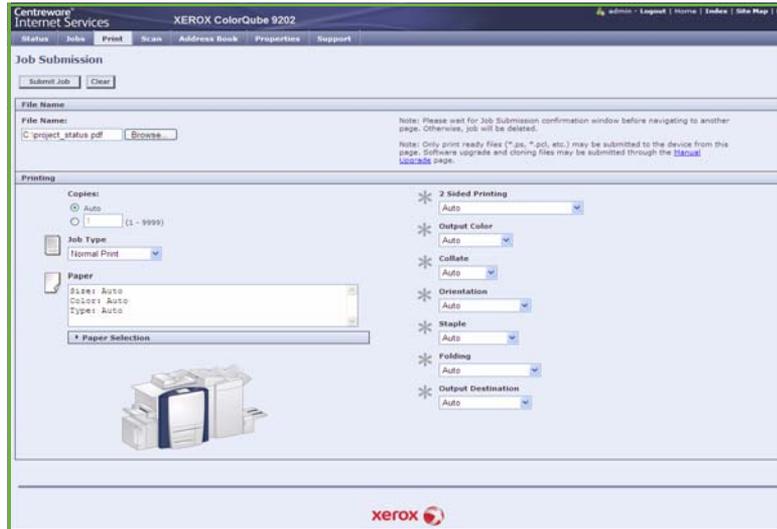


## Print

The *Print* option enables you to send a print ready job such as a PDF or PostScript file to the printer over the internet. You can send the job from your desktop or from a remote location.

To use the *Job Submission* option:

- Enter the file name of the job requiring printing, or use the **Browse** option to locate the file.
- Program the printing options required.
- Select **Submit Job** to send the job to the printer over the internet.

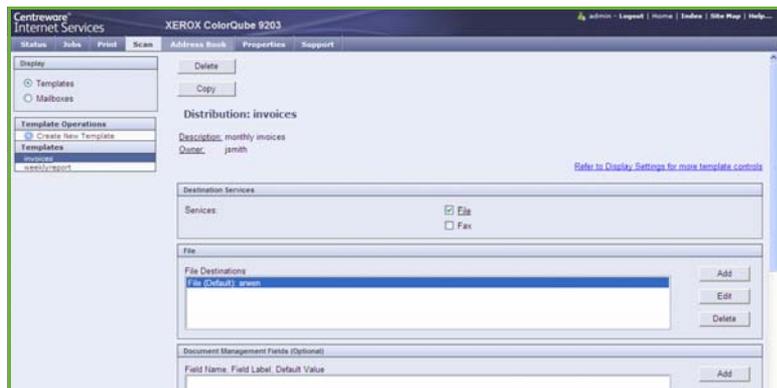


## Scan

The *Scan* option displays a list of all the *Workflow Scanning* templates that have been created using Internet Services.

Use the Scan options to create, modify, copy or delete Workflow Scanning templates.

Refer to the [Workflow Scanning](#) guide for more information about the Scan options.



## Address Book

The device supports two types of address book:

- Internal - A global address book provided by LDAP (Lightweight Directory Access Protocol) services.
- Public - An address book created from a list of names and addresses saved in a CSV file (Comma Separated Values) format.

The *Address Book* tab is used to setup and manage a Public Address Book.

The file must be in a CSV (Comma Separated Values) format for the device to be able to read the file contents. The device can have access to both an LDAP server and a Public Address Book. If both are configured the user will be presented with the choice to use either address book to select e-mail recipients.



Refer to the [System Administrator Guide](#) for further information about Address Books.

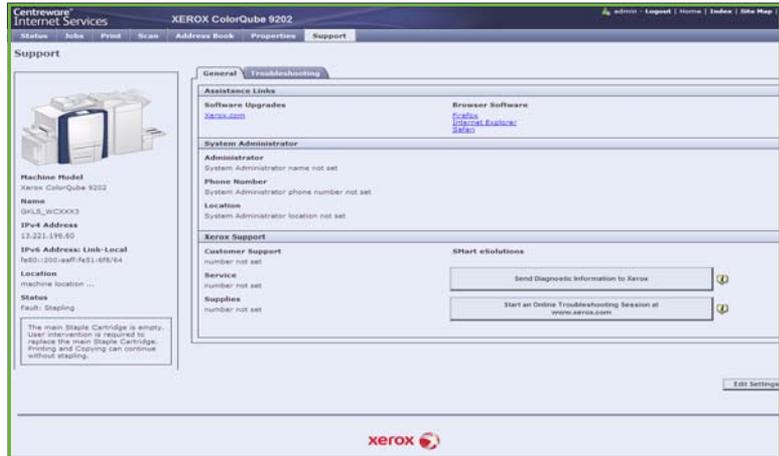
## Properties

The *Properties* option contains all the settings, setups and default values for installing and setting up the device. These are protected by a user name and password and should only be changed by your System Administrator.



## Support

The *Support* option contains the name and telephone number of your System Administrator and the telephone numbers you should use for *Customer Support* and *Supplies*.



## Help

Select the **Help** button to display the *Help* screens.

The structure of the *Help* screens corresponds to the structure of the Internet Services options.

Use the menu on the left of the *Help* page to access descriptions and instructions about all the features and functions of Internet Services.

Version 2.0  
06/09



# Xerox<sup>®</sup> ColorQube<sup>™</sup> 9201/9202/9203 Paper and Media



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# Introduction

This guide describes the different types of media that can be used in your device, the paper trays available and the types and sizes of media that can be loaded and fed from each tray.

It also identifies the orientation the media can be loaded, Long Edge Feed (LEF) or Short Edge Feed (SEF).



- 1 Paper Tray 1:** This tray is standard on the device. It is a fully adjustable tray and is used for media sizes 5.5x8.5" to 11x17" / A5 to A3. The capacity for this tray is 550 sheets of 75 gsm or 20 lb paper.
- 2 Paper Tray 2:** This tray is standard on the device. It is a fully adjustable tray and is used for media sizes 5.5x8.5" to 11x17" / A5 to A3. The capacity for this tray is 550 sheets of 75 gsm or 20 lb paper.
- 3 Paper Tray 3:** This tray is standard on the device. It is a dedicated tray and is set to a fixed size, either A4 or 8.5x11". The capacity for this tray is 2100 sheets of 75 gsm or 20 lb paper.
- 4 Tray 4 (Bypass):** This tray is also standard on the device and is used for non-standard printing media. It can be used for media sizes in the range A5 SEF to SRA3 SEF (5.5x8.5" SEF to 12x18" SEF). The capacity for this tray is 100 sheets of 75 gsm or 20 lb paper.
- 5 Tray 5:** An optional high capacity paper source which feeds A4 or 8.5x11" Long Edge Feed (LEF) media as standard. Additional kits can be purchased to enable different paper sizes to be fed. The capacity for this tray is 4000 sheets of 75 gsm or 20 lb paper (A4 or 8.5x11" LEF) or 2000 sheets of 75 gsm or 20 lb paper (A3 or 11 x 17").
- 6 Tray 6 (Post Process Inserter):** An optional paper tray for use with the High Volume Finisher. It is used to insert pre-printed sheets into copy sets. The device cannot print on sheets fed from this tray. The capacity for this tray is 250 sheets of 75 gsm or 20 lb paper.

The trays automatically detect *low media* and *out of media* conditions. A warning message is displayed on the screen when a tray requires loading.

Always use the labels in each of the trays for guidance on loading orientations and maximum fill information.

## Trays 1 and 2

Trays 1 and 2 are located on the front of the device and feed the majority of media sizes. Media can be loaded Long Edge Feed (LEF) or Short Edge Feed (SEF). Your device uses a system of programable settings to manage the trays and media. These settings are established by your System Administrator who can set Trays 1 and 2 to **Fully Adjustable** or **Dedicated**.

- **Fully Adjustable** if this option is set, the paper settings screen is displayed each time the tray is opened and closed. The drop-down menus are used to change the size, type and color of the media loaded. The guides automatically detect the size of media loaded and the device gives a warning if the guides are not set correctly or a non-standard media size is used.
- **Dedicated** when a tray is opened a screen is displayed identifying the media that should be loaded in the tray. If the wrong size of media is loaded, or the tray guides are set incorrectly, the device gives a warning to adjust the guides.

**Note:** Only the System Administrator can change the media attributes for a dedicated tray.

If a non-standard size media is loaded, or the tray guides are set incorrectly, the device displays a screen showing *Unknown size* and asking you to confirm or change the settings.

If set to *Adjustable*, the following media can be loaded in Trays 1 and 2:

- Up to 550 sheets of 75 gsm or 20 lb paper.
- Weights from 60 to 216 gsm (16 to 56 lb).
- Media sizes in the range A5 SEF to A3 SEF (5.5x8.5" SEF to 11x17" SEF).
- Media types:
  - Bond, standard or recycled paper
  - Card
  - Pre-printed media
  - Labels
  - Transparencies (non-paper backed)
  - Hole punched paper
  - Carbonless paper

Trays 1 and 2 must not be used to feed envelopes or tabs. Tray 4 (Bypass Tray) can be used for these media types.

**Note:** For 80 gsm paper capacities are slightly lower than specified.

## Loading Trays 1 and 2

If Tray 1 or Tray 2 is set as a *Dedicated* tray, the media requested must be loaded in the tray and the settings cannot be adjusted.

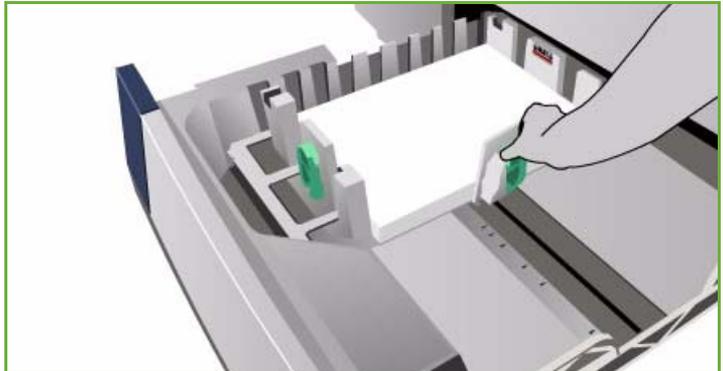
 **CAUTION:** A problem will occur if a tray is opened while it is being used to feed media. Do not open Tray 1 if Tray 2 is open.

1. Open the tray.
2. Place the media in the tray. Media must be positioned against the left side of the tray.
  - Load pre-printed paper and labels face-up and with the top towards the front of the device.
  - Load hole punched paper with the holes on the right edge.

Paper must not be loaded above the maximum fill line.

3. Make sure that the paper guides just touch the paper.
  - To position the right side guide, squeeze the clamp mechanism and slide the guide to touch the right edge of the media.
  - To position the rear guide, squeeze the clamp mechanism and slide the guide to touch the rear edge of the media.

4. Close the paper tray.  
The paper settings for the tray are displayed on the touch screen.
5. **Confirm** or change the settings, as required.



## Tray 3

Tray 3 is a high capacity tray. It is intended to be the primary feeder for the most commonly used media. This tray is permanently set as a dedicated tray and feeds only A4 or 8.5x11" LEF sized media. The following media can be loaded in Tray 3:

- Up to 2100 sheets of 75 gsm or 20 lb paper.
- Weights from 60 to 216 gsm (16 to 56 lb).
- Media types:
  - Bond, standard or recycled paper
  - Card
  - Pre-printed media
  - Hole punched paper
  - Carbonless paper

Tray 3 must not be used to feed labels, transparencies, envelopes or tabs. Tray 4 (Bypass Tray) can be used for these media types.

**Note:** For 80 gsm paper capacities are slightly lower than specified.

### Loading Tray 3

Only A4 or 8.5x11" LEF sized media can be loaded. The media size and type requested must be loaded in the tray and the settings cannot be adjusted by the user.

**Note:** Your device does not warn you if the wrong sized media is loaded.



**CAUTION:** A problem may occur if a tray is opened while it is being used to feed media.

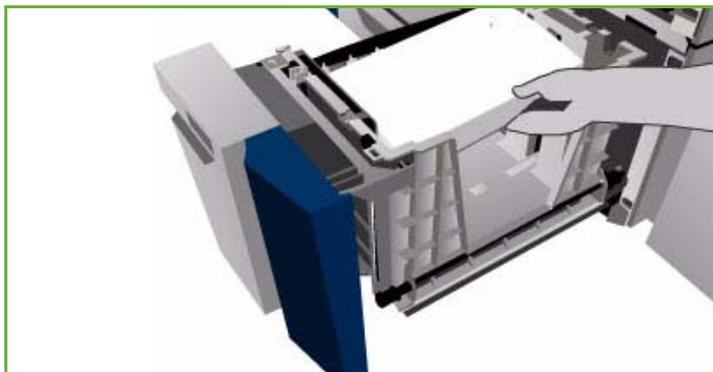
1. Opening the tray automatically lowers an elevator in the base of the tray.
2. The media required is displayed on the screen. Ensure the correct media is loaded.
3. Place the media in the tray. Media must be positioned against the left side of the tray.

- Load pre-printed paper and labels face-up and with the top towards the front of the device.
- Load hole punched paper with the holes on the right edge.

Paper must not be loaded above the maximum fill line.

4. Close the paper tray.

When the tray is closed the elevator rises to feed the media.



## Tray 4 (Bypass)

Tray 4 (Bypass) is a paper tray on the left hand side of your device and can be folded away when not in use. It is primarily intended for use as a small quantity, special materials feeder and accommodates media of all types including transparencies (non-paper backed), envelopes and tabs.

When media is detected in Tray 4 (Bypass) a paper settings screen is displayed. The drop-down menus are used to change the size, type and color of the media loaded. The guides automatically detect the size of media loaded and the device gives a warning if the guides are not set correctly or a non-standard media size is used. The following media can be loaded in Tray 4 (Bypass):

- Up to 100 sheets of 75 gsm or 20 lb paper.
- Weights from 60 to 216 gsm (16 to 56 lb).
- Media sizes in the range A5 SEF to SRA3 SEF (5.5x8.5" SEF to 12x18" SEF). Envelopes sizes DL to C4 (#10 to 9x12"), all envelopes must be fed Short Edge Feed (SEF).
- Media types:
  - Bond, standard or recycled paper
  - Card
  - Pre-printed media
  - Labels
  - Transparencies (non-paper backed)
  - Hole punched paper
  - Carbonless paper
  - Tabs
  - Envelopes

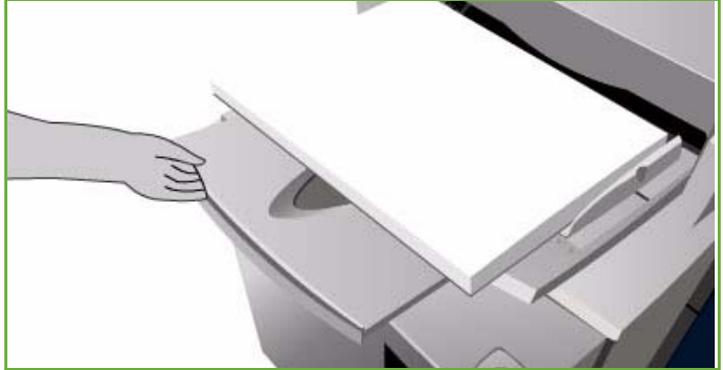
Tray 4 (Bypass Tray) must not be used to feed paper-backed transparencies. Use white strip or clear transparencies only.

**Note:** For 80 gsm paper capacities are slightly lower than specified.

## Loading Tray 4 (Bypass)

Your device alerts you if Tray 4 (Bypass) is selected for a job and the media requested does not match the media currently loaded. It also warns you if the tray runs out of paper during a job.

1. Make sure the tray is in the down position. For larger media, use the tray extension.
2. Place the media on the tray. Locate the media to the right edge.
  - Load pre-printed paper and labels face down and with the top towards the front of the device.
  - Load hole punched paper with the holes on the left.
  - Load transparencies face down with the white strip on the left.



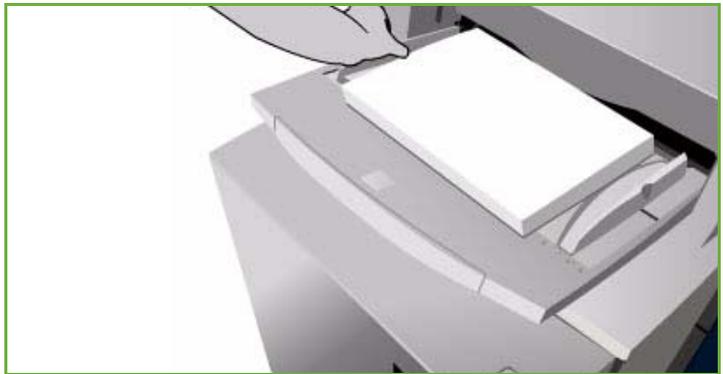
For information about loading tabs, refer to [Pre-Cut Tabs](#) on page 232.

Paper must not be loaded above the maximum fill line.

3. Make sure that the guides just touch the paper.
 

The paper settings for the tray are displayed on the touch screen.

The tray detects the position of the side guide to determine the size of the media.
4. **Confirm** or change the settings, as required.



## Tray 5

Tray 5 is an optional high capacity paper source. When installed, Tray 5 takes priority as the primary paper feeder. This tray is a dedicated tray and as standard feeds A4 or 8.5x11" Long Edge Feed (LEF) media. Additional kits can be purchased and enable the tray to take either A4, 8.5x11" or 8.5 x 14" Short Edge Feed (SEF), or A3 or 11x17" SEF. The following media can be loaded in Tray 5:

- Up to 4000 sheets of 75 gsm or 20 lb paper (A4 or 8.5x11" LEF), up to 2000 sheets of 75 gsm or 20 lb paper (additional kits).
- Weights from 60 to 216 gsm (16 to 56 lb).
- Media types:
  - Bond, standard or recycled paper
  - Card
  - Pre-printed media
  - Hole punched paper

Tray 5 must not be used to feed labels, transparencies, envelopes, tabs or carbonless paper. Tray 4 (Bypass) can be used for these media types.

### Loading Tray 5

The media size and type requested must be loaded in the tray and the settings cannot be adjusted by the user.

**Note:** Your device does not warn you if the wrong sized media is loaded.

**! CAUTION:** A problem may occur if a tray is opened while it is being used to feed media.

1. Press the button to open the door.

Opening the tray automatically lowers an elevator in the base of the tray. Wait for the paper tray to lower.

2. The media required is displayed on the screen. Ensure the correct media is loaded.

3. Place the media in the tray. Media must be positioned against the right side of the tray.

- Load pre-printed paper face down and with the top towards the front of the device.
- Load hole punched paper with the holes on the left edge.



Paper must not be loaded above the maximum fill line.

4. Close the door.

When the door is closed the elevator rises to feed the media.

## Tray 6 (Inserter)

Tray 6 (Inserter) is an optional paper tray for use with the High Volume Finisher and is used for inserting post process sheets in the set. This tray provides a very convenient and efficient way of adding pre-printed covers or inserts to a job. The following media can be loaded in Tray 6 (Inserter):

- Up to 250 sheets of 75 gsm or 20 lb paper.
- Weights from 60 to 216 gsm (16 to 56 lb).
- Media sizes:
  - A4 or 8.5x11" SEF or LEF
  - 8.5x13" SEF
  - 8.5x14" SEF
  - A3 or 11x17" SEF
- Media types:
  - Bond, standard or recycled paper
  - Card
  - Pre-printed media
  - Hole punched paper
  - Clear transparencies

Tray 6 (Inserter) must not be used to feed labels, envelopes, tabs or carbonless paper. Tray 4 (Bypass) can be used for these media types.

### Loading Tray 6 (Inserter)

A4 or 8.5x11" media may be loaded either long edge feed or short edge feed. Media sizes larger than A4 or 8.5x11" must be loaded short edge feed.

1. Place the media in the correct orientation for the job.

The labels on the top of Tray 6 (Inserter) provide instructions for input and output orientations. Refer to [Orientation of Pre-printed Media](#) on page 228.

2. The paper is registered centrally, to the left edge of the tray.  
Paper must not be loaded above the maximum fill line.
3. Make sure that the guides just touch the paper.



## Orientation of Pre-printed Media

It is important to load the media in the correct orientation so that it matches the output. The table below compares the various original orientations and how the pre-printed media should be loaded in each case.

Paper Size and Orientation	Output Required	Original Orientation	Output Tray Orientation	Inserter Orientation (to match output)
A4, 8.5x11" LEF	Long Edge Feed Stapled Top Left or non-stapled			
A4, 8.5x11" SEF	Short Edge Feed Stapled Top Left or non-stapled			
A4, 8.5x11" SEF	Short Edge Feed Staple Bottom Left or non-stapled			
A4, 8.5x11" SEF	Short Edge Feed Stapled Top Left or non-stapled			
A4, 8.5x11" LEF	Booklets From A4/8.5x11" Long Edge Feed Originals			
A3/A4 11x17"/8.5x11" SEF	Booklets from A4/A3 or 11x17"/8.5x11" SEF originals in booklet format			

# Media Types

This section describes the different types of media which can be loaded in your device. For further information about media types and specifications, refer to [www.xerox.com](http://www.xerox.com).

The *Type* can be selected from a drop-down menu for the adjustable trays. It is important to select the correct *Type* setting for the media loaded in each tray. The device can detect different types of media as it travels through the paper path and will halt a job if a mismatch occurs.

The following media types are supported:

- Plain
- Pre-punched
- Transparency
- Pre-Printed
- Recycled Paper
- Labels
- Heavyweight
- Extra Heavyweight
- Pre-Cut Tabs
- Envelopes

## Plain

This media type is used for plain and colored paper, as well as lightweight card. It is also the option used when loading carbonless paper.

The following paper types are not recommended:

- Coated papers
- Conductive papers
- Papers containing talc
- Highly glossy paper
- Papers containing wax, stearate or plasticiser

## Pre-Punched

This media type is used for hole punched media which has two or more holes along one edge for use in ring binders and notebooks. To ensure ink is not placed where the holes occur, a small deletion is applied to the binding edge of the image.

- Load pre-punched paper with the holes on the right edge in Trays 1, 2, 3 and Tray 6 (Inserter).
- Load pre-punched paper with the holes on the left edge in Tray 4 (Bypass) and Tray 5.

**Note:** If the deletion will affect the output image, refer to the [Copy](#) guide for instructions on using **Image Shift**.



**CAUTION:** Before loading the media make sure that any plugs (the round pieces cut out of the paper to create the holes) do not remain in the stack. If they get into the system they can cause jams and can also damage the internal components of the device. Fan the media to help separate the individual sheets.

## Transparencies

Transparencies are used to create images that can be projected on to a screen for presentations, or as covers. Transparencies are made of polyester film coated with a chemical substance. Clear transparencies allow maximum presentation space.

**Note:** Only Tray 4 (Bypass) can be used to feed transparencies.

- Load transparencies which have a white strip along one edge with the strip to the left and on the underside of the transparencies.
- Fan transparencies to stop them sticking together.
- Load transparencies on top of a small stack of same-size paper.



If a coating of oil remains on the transparency after printing, remove it with a lint free cloth.

## Pre-Printed

Use this option for pre-printed paper such as letterheads and forms.

- Load pre-printed paper face up and with the top towards the front of the device in Trays 1, 2, 3 and Tray 6 (Inserter).
- Load pre-printed paper face down and with the top towards the front of the device in Tray 4 (Bypass) and Tray 5.

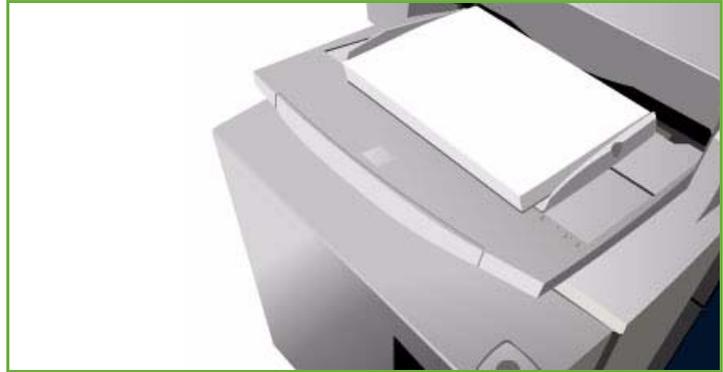
## Recycled Paper

Use this option for any Recycled paper being loaded in the trays.

The device supports recycled media that has been designed for laser and solid ink devices, such as Xerox Recycled paper.

## Labels

Labels consist of three layers, the face sheet, pressure sensitive adhesive and the backing or release sheet. The device supports labels that have been designed for laser and solid ink devices, such as Xerox Labels. The adhesives are designed to withstand the higher temperatures of these devices without bleeding and causing spotting or damage to the internal components.



**Note:** Dry gum labels (those that require moistening before being applied) can cause dry particles of glue to detach from the backing and should not be used.

The labels should be left in the printing environment overnight before using it in the printer to allow it to adjust to the ambient temperature.

- Load labels face up and with the top towards the front of the device in Trays 1 and 2.
- Load labels face down and with the top towards the front of the device in Tray 4 (Bypass).

**Note:** Do not fan the label sheets before use unless the package instructs you to do so. If jamming or multi-sheet feeding occurs shuffle the labels before loading.

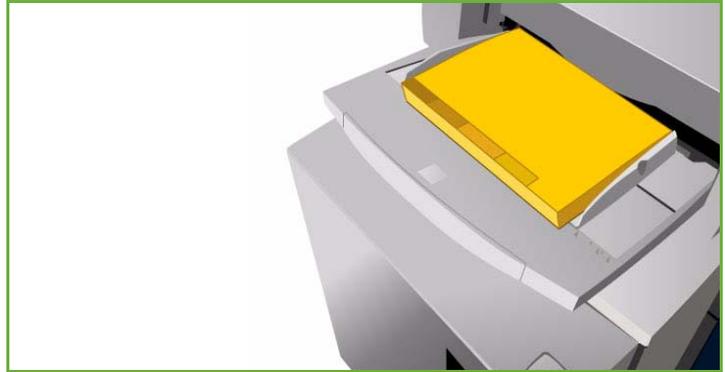
## Heavyweight and Extra Heavyweight

Use this paper type for feeding heavyweight and card. The maximum weight which can be fed is 216 gsm (56 lb).

## Pre-Cut Tabs

Tabs are used as dividers in documents. Your device can accommodate tabs with 1 to 10 tabs and weights of up to 200 gsm (53 lb).

- Do not use tabs with bent corners. They can cause feeding related problems. If a tab is bent, remove it from the set and replace it with an undamaged tab in the same position.
- Tabs can only be loaded into Tray 4 (Bypass).
- The tabs must be loaded with the tab 1 on the top, with the tab to the left.
- Use the *Special Pages, Inserts* option in *Copy* or the *Printer Driver* to program inserts where the tabs are required. Refer to the [Copy](#) or [Print](#) guide for information.



## Envelopes

Printing on envelopes is available using Tray 4 (Bypass) only. Envelopes should not be used in Trays 1, 2, 3, 5 or 6 (Inserter).

- Place the envelopes in Tray 4 (Bypass) face down.
- Envelopes must always be fed Short Edge Feed (SEF).
- The flaps should ALWAYS be closed. Flap edge should be to the left or towards the front.



Your device can feed the following types of envelopes:

### Acceptable Types

- Diamond/Banker
- Wallet
- Business envelopes with diagonal seams
- Baronial
- Booklet

### Weight

- Lightweight and medium weight

## Sizes

- DL, C5, C4
- Commercial #10, 6x9", 9x12"

## Acceptable Sealing

- Gummed
- Press and Seal

## Unacceptable Types

The following envelope characteristics are not acceptable:

- Side seamed construction
- Announcement or catalogue envelopes
- Windows
- Board backed
- Padded
- Self adhesive with release strips
- Clasps of any kind

# Storage and Handling

It is important for optimum printing that paper is stored correctly. Take note of the following when storing media:

- Store at ambient temperature. Damp paper may cause problems or poor image quality.
- Do not open reams of paper until they are required for use. The ream wrapper contains an inner lining that protects the paper from moisture.
- Store on a flat surface to prevent the paper from folding or curling.
- Stack reams of paper carefully on top of one another to avoid crushing the edges. Do not stack more than five reams on top of each other.

For problem free printing and copying, observe the following when loading paper into the paper trays:

- Do not use folded or wrinkled papers.
- Do not load paper of varied sizes into the tray.
- If feed problems occur, fan the media or shuffle labels before loading.

## Storage and Handling

# Xerox<sup>®</sup> ColorQube<sup>™</sup> 9201/9202/9203 Machine and Job Status



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# Introduction

This guide explains how to use the *Machine Status* and *Job Status* functions. These are both accessed by buttons on the control panel.



**Job Status** displays all the jobs in the job list waiting to be processed, and the completed jobs. Each list can be viewed by selecting the relevant tab.



**Machine Status** provides information about the installed options on your device, the status of the paper trays and consumables, and fault information. The serial number and device details are also provided, along with usage information, such as the number of impressions.



# Job Status

The job lists can be accessed by pressing the **Job Status** button. Information about current jobs and completed jobs is displayed.



## Active Jobs

This screen displays all the jobs currently in the list waiting to be processed. Each job is identified with the following information *Owner*, *Name* and *Status*. The *Active Jobs* list displays up to 150 jobs.

- Select the **Job Status** button on the control panel.

The *Active Jobs* list is displayed.

Use the *Up and Down* buttons to scroll through the jobs.

The most recently submitted job is displayed at the bottom of the list.

- The sequence of jobs can be altered by promoting or deleting jobs in the list.
- The *Status* is updated as the jobs are processed and printed. The following *Status* information can be shown:
  - *Printing* the device is currently printing the job.
  - *Scheduling* the job has been converted into the appropriate format and is being schedule to print.
  - *Pending* the job has been scanned, but is awaiting the resources to be formatted.
  - *Paused* the active job was paused. The pause can be initiated using the *Stop* button on the control panel, by selecting *Pause* from the print queue screen on your computer or due to a system fault during the running of the job. The job is not deleted from the list and can be resumed.
  - *Interrupted* the job was interrupted because a task at the device is being carried out. Once the task has been completed the interrupted job automatically continues.
  - *Sending* the device is sending the job through a network transmission.
  - *Completed* the job was successfully completed without errors.

#	Owner	Name	Status
	CVillone	JobStatus.doc	Printing
	BTVu	MachineStatus.doc	Held: Secure Print
	BTVu	JobStatus.doc	Held: Secure Print
	GKern	Special.doc	Held: Resources Required
	GKern	Special.doc	Held: Pay For Print
	GKern	Special.doc	Held for Multiple Reasons

- *Waiting for Printer* the job is ready to print and is waiting for the current job to finish printing and the required resources to become available.
- *Formatting* the job is being converted into the appropriate format. For print tasks the job is decompressed, for fax, internet fax, scan and e-mail tasks the job is compressed.
- *Scanning* the device is currently scanning the image for this job, ready for formatting.
- *Held* the job has been temporarily stopped from printing. The job remains in the job list and continues to proceed up the list as prior jobs are printed. If a held job is at the top of the list all subsequent jobs continue to be processed and printed. A held job does not hold up other jobs in the list. There are various reasons why a job might be held, for example the job is a secure print or fax job, or the required resources are not available. The reason for the held status identified by selecting **Job Details** and **Required Resources**.
- *Receiving* the device is receiving the job through a network transmission.
- *Deleted* the job has been deleted from the job list.
- *Completed with Errors* the job was completed with errors.
- Select **All Jobs** and use the drop-down list to filter the jobs and display only **Copy, Print and Fax Received Jobs** or **Scan Jobs and Fax Sent Jobs** which are active on the device.



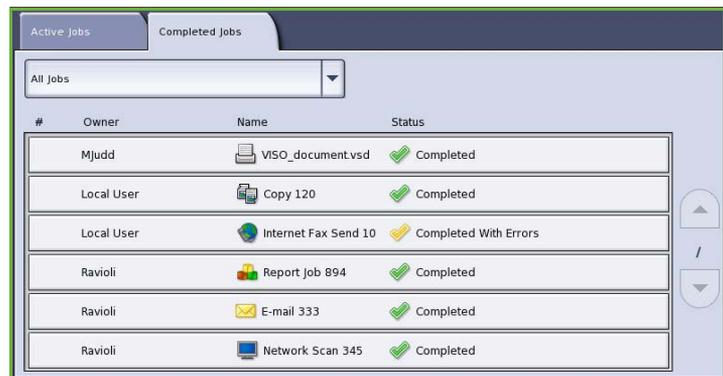
## Completed Jobs

This option displays the jobs which have been completed on the device. Up to 150 jobs can be displayed. The *Owner*, *Name* and *Status* of each job is shown.

- Select the **Job Status** button on the control panel.  
The *Active Jobs* list is displayed.



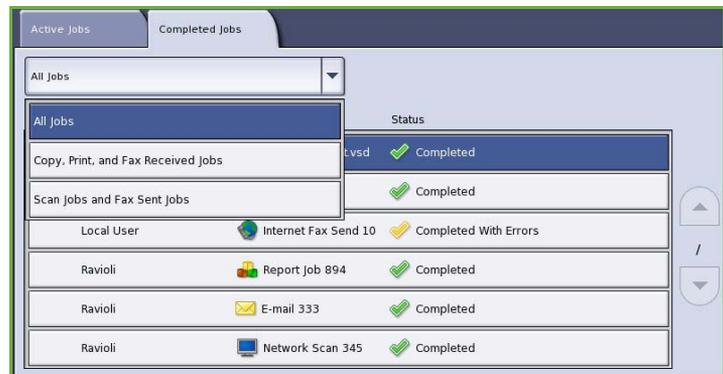
- Select **Completed Jobs**.  
The list of completed jobs is displayed.
- Use the *Up and Down* buttons to scroll through the jobs in the list.



- To view the details of a completed job, select the job.  
The job details are displayed.
- Select **Close** to exit the *Job Details* screen.



- Select **All Jobs** to filter the jobs and display only **Copy, Print and Fax Received Jobs** or **Scan Jobs and Fax Sent Jobs** that have been completed.



## Managing Jobs

Manage your *Active Jobs* using the **Job Commands**.

- Select the **Job Status** button on the control panel.  
The *Active Jobs* list is displayed.



- To access the **Job Commands** highlight the required job in the list. The job command buttons available depend on the selected job.
- The following options are available:
  - **Delete** removes the selected job from the list. Any job can be deleted using the feature, regardless of the job originator.
  - **Release** is selected if a *Secure Print* job has been held in the list and a passcode is required in order for the job to print.
  - **Promote** is used to move a job to the top of the list. It will be completed after the current job.
  - **Job Progress** displays status information about an individual job.
  - **Job Details** can be accessed for incomplete and completed jobs. Depending on the type of a selected job, e.g. copy, print, etc, the details show the submission time, image quality settings, the owner, finishing options, sender's e-mail address, etc.



## Held Jobs

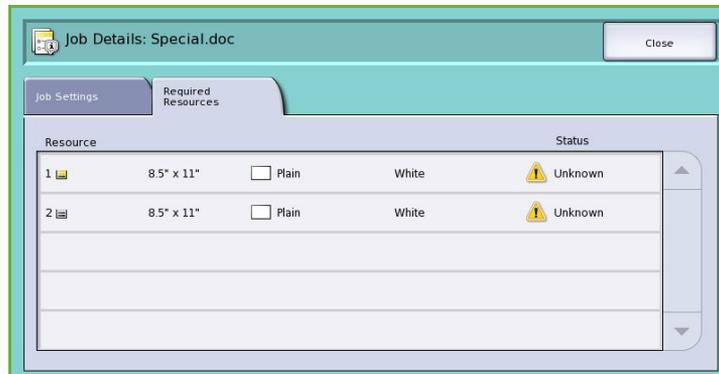
If a job is *Held* in the list it requires additional resources or a passcode to print.

1. Select the job in the list and select **Job Details**, then **Required Resources**.



The resources required for the job are displayed.

2. Ensure the job resources are available in order for the job to print.
3. Select **Close** to exit the *Job Details* screen.



4. If the job is a *Secure Print* or *Fax* job a passcode is required to release the job for printing.
5. Select the job in the list and select **Release**.



6. Enter the passcode. For *Secure Print* jobs, it must match the passcode entered when the job was submitted using the print driver. For *Secure Fax* jobs, it must match the code entered when **Secure Receive** was enabled in **Tools**.

If the passcode is valid, the job is released for printing.

**Note:** If multiple secure jobs are held in the list and require the same secure code, they will all be released for printing.



# Machine Status

Machine Status provides information about the device, the status of the paper trays, consumables and any current faults. Usage counters are also available.



## Machine Information

Machine Information provides general information about the device such as the device model, serial number and software version.

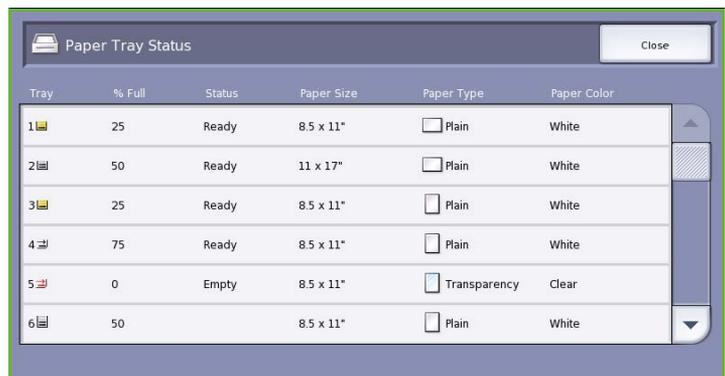
It also provides options for access status information about the paper trays and consumables.

Further information can be printed about the device options and a list of the installed services and solutions is available.



## Paper Tray Status

Information about each of the trays, including Tray 4 (Bypass) is displayed. The paper Size, Type and Color are the attributes set when loading the trays.



## Information Pages

Using this option, a configuration report, paper tips and individual guides can be printed, providing information about the setup, functions and features of your ColorQube™ 9201/9202/9203.

It also provides sampler pages which are used for checking the quality and color settings.

Select the report, guide or sampler page required and select **Print**.



**Note:** Access to the Information Pages may be restricted. Contact your System Administrator or refer to the [Administration and Accounting](#) guide for further information.

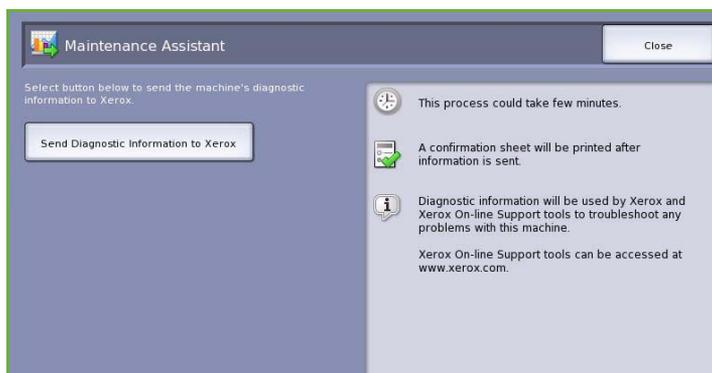
## Installed Options

This option displays a list of the *Services* or additional solutions which have been installed on your device.



## Maintenance Assistant

Use this option to send diagnostic information about the device to Xerox over the network connection

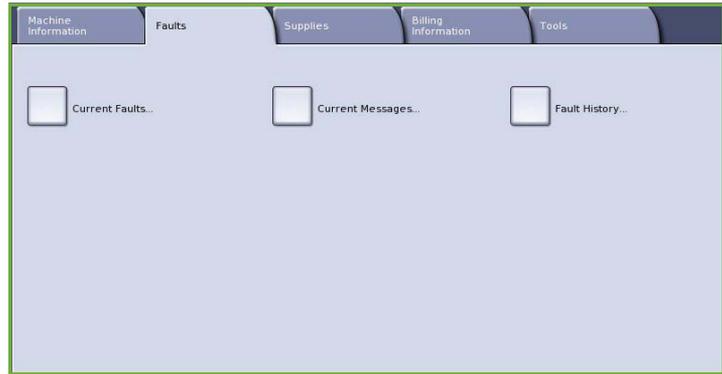


## Faults

The Faults tab displays fault listings and the device error logs.

The faults are separated into Current Faults, Current Messages and Fault History.

- **Current Faults** displays a list of current faults on the device. Each fault can be selected for further information.
- **Current Messages** displays a list of all the current fault messages.
- **Fault History** provides a log of all the device errors.

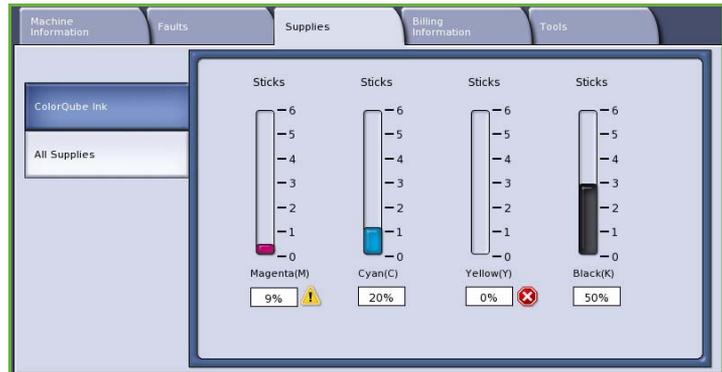


## Supplies

The Supplies tab provides information on consumables, such as the Solid Ink and SMART Kits.

### ColorQube Ink

This option displays the status of each of the Solid Ink Sticks. The percentage used and the estimated number of pages remaining is shown



### All Supplies

This option displays the percentage used and the pages remaining for each of the consumables.

Black Ink (K)	50%
Cyan Ink (C)	20%
⚠ Magenta Ink (M)	9%
✖ Yellow Ink (Y)	0%
Document Feeder Feed Roller	50%
Cleaning Unit	50%

## Billing Information

This tab provides device utilization and performance statistics. This information is typically used by Xerox or third-party organizations to calculate billings pertaining to leasing or other warranty and maintenance agreements.

Counter	Count
Black + Color Level 1 Impressions	31
Color Level 2 Impressions	32
Color Level 3 Impressions	33
<b>Total Impressions</b>	<b>44,246,912</b>

## Usage Counters

The *Usage Counters* track all input/output functions, scanning functions and performance data.

- **Impression Counters** displays the total number of impressions the device has made, along with various levels of color impressions.
- **Sheet Counters** displays the number of sheets that have passed through the device in each of the job categories.
- **Images Sent Counters** displays the number of Fax, Server Fax, Internet Fax, E-mail and Workflow Scanning images which have been sent from the device.
- **Fax Impressions Counters** displays the number of prints generated from fax, server fax and internet fax jobs received.
- **All Usage Counters** displays the total impressions the device has made.
- **Update** is used to update the display for the latest counter figures.

## Tools

**Tools** provides access to the administrative and maintenance tools for the device.

General users are not permitted to view or alter certain options.

**Note:** Information about the **Tools** option is provided in the [Administration and Accounting](#) guide and the [System Administrator Guide](#). Contact your System Administrator for more details.



## Machine Status

Xerox<sup>®</sup> ColorQube<sup>™</sup>  
9201/9202/9203  
Administration and Accounting



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 2.0: July 2009

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# Tools

The settings on the device can be setup using via two options, Internet Services or **Tools**. This guide explains the options available in **Tools**. For information about the settings available in Internet Services, refer to the [System Administrator Guide](#).

These options should be setup and customized by the System Administrator. Therefore access to the **Tools** options is passcode protected. Entry to the **Tools** pathway is via the **Machine Status** button on the control panel.



## Accessing Tools

1. Press the **Machine Status** button.
2. Select the **Tools** tab.  
To have access to all the **Tools** options you must be logged in as an Administrator.
3. Select **Log In/Out** and enter your *User Name* and *Password* as directed.  
The default user name and password are: admin and 1111.  
The **Tools** options are displayed.



Most **Tools** screens include the following buttons to confirm or cancel your choices:

- **Undo** resets the current screen to the values that were displayed when the screen was opened.
- **Cancel** resets the screen and returns to the previous screen.
- **Save** saves the selections made and returns to the previous screen.
- **Close** closes the screen and returns to the previous screen.

# Device Settings

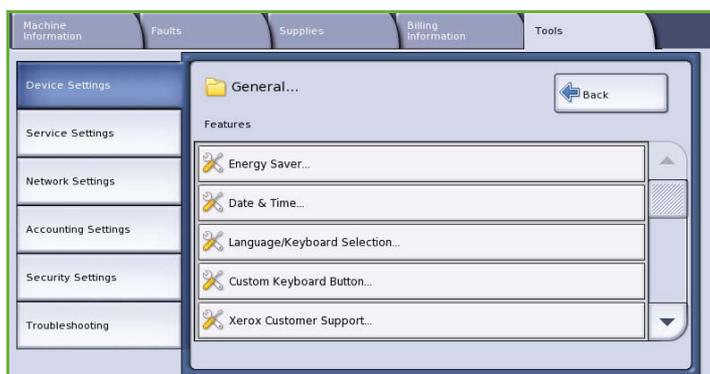
The *Device Settings* are used to customize options which are specific to the device, such as *Energy Saver* and *Paper Tray* settings.



## General

Select the **General** option to access the following settings:

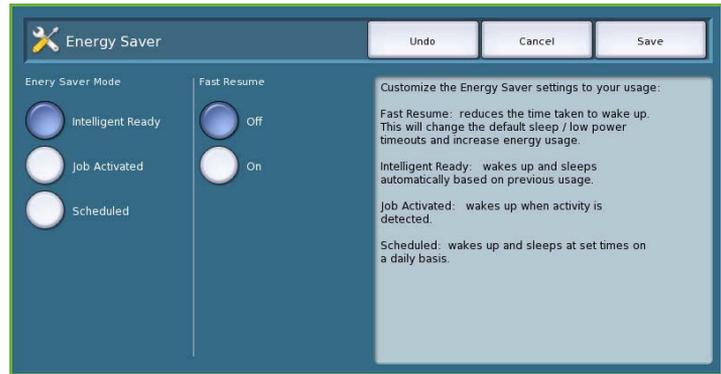
- [Energy Saver](#) on page 254
- [Date & Time](#) on page 254
- [Language/Keyboard Selection](#) on page 255
- [Custom Keyboard Button](#) on page 255
- [Xerox Customer Support](#) on page 255
- [Entry Screen Defaults](#) on page 255
- [Measurements](#) on page 256
- [Paper Size Preference](#) on page 256
- [Audio Tones](#) on page 256
- [Low Supply Warning](#) on page 257
- [Supply Counter Reset](#) on page 257



## Energy Saver

The device is designed to be energy efficient and automatically reduces its power consumption after periods of inactivity. This utility enables the Administrator to modify the time the device spends between standby, low power and sleep modes.

- **Intelligent Ready** wakes up and sleeps automatically based on previous usage.
- **Job Activated** wakes up when activity is detected.
- **Scheduled** wakes up and sleeps at set times on a daily basis. Select **Scheduled Settings** to program the setting for each day.
  - **Activity** is selected if the device is required to wake up when activity is detected.
  - **Time** is selected if a specific **Warm up Time** and **Energy Saver Time** is required. Select the time required for each option using the scroll bar.
- **Fast Resume** reduces the time taken to wake up. This changes the default sleep / low power timeouts and increases energy usage.



## Date & Time

Some features and functions on the device require the local date and time, such as Delayed Send or the Configuration sheet. This utility enables you to set and change the local date and time on the device.

- **GMT Offset (Time Zone)** Use this option to set the difference between your local time and *Greenwich Mean Time*. Enter the *GMT Offset* time between **-12.0** and **+14.0** hours using the arrow buttons.
- **Date** select the *Format* required and enter the *Month*, *Day* and *Year*.
- **Time** enter the correct *Hour* and *Minute* and select **PM** or **AM**. If a 24 hour clock is required, select the **Display 24 hour clock** option and enter the *Hour* and *Minute* using the 24 hour clock format.
- Select **Reboot** to save and reboot the device, or **Cancel** to exit without saving.



## Language/Keyboard Selection

You can choose the default language used on the device touch screen (that is the language that is displayed when the device is switched on). You can also select the keyboard to display when a text entry is required.

- **Languages** is used to select the required language using the scroll bar.
- **Keyboard** is used to select the appropriate keyboard layout for the selected language.



## Custom Keyboard Button

Use this option to enter frequently used text which you would like to appear in the keyboard.

- Enter the text required using the keyboard. Use the backspace key to delete an incorrect character, or use **Clear Text** to delete the entire entry.



## Xerox Customer Support

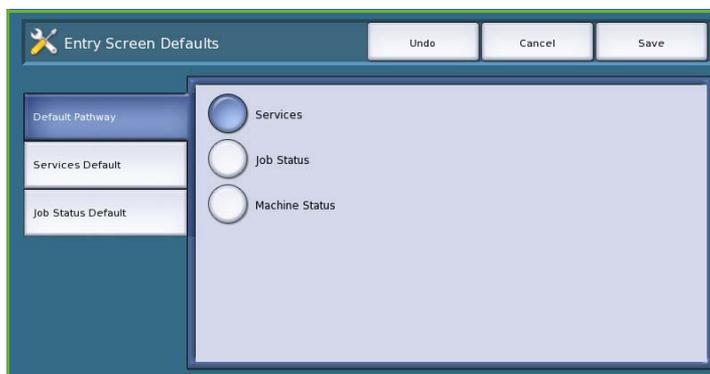
Use to enter the *Xerox Customer Support* telephone number. This number is displayed on the touch screen and is accessed via the **Machine Status** button.

- Enter the appropriate telephone number using the keyboard. Use the *backspace* key to delete an incorrect entry, or the **Clear Text** button to clear the entire entry.

## Entry Screen Defaults

This feature enables the Administrator to set which screen the user sees first.

- **Default Pathway** is used to select the screen which is displayed when the device is powered on. Select **All Services**, **Job Status** or **Machine Status**.
- **Service Pathway Default** is used to select which service the device defaults to. The services available depends on the installed options, select the service required from the options shown.

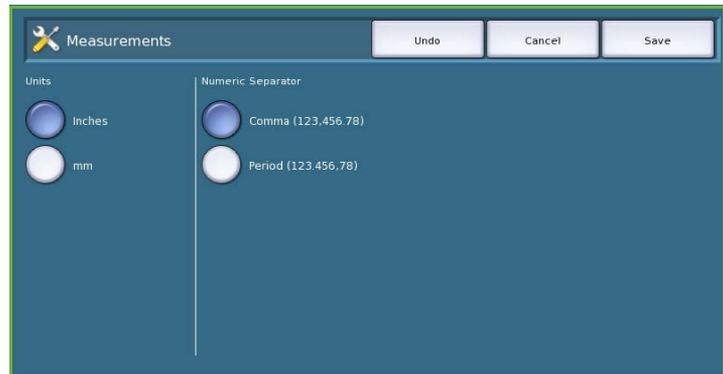


- **Job Status Pathway Default** is used to select the default selections which display when the Job Status button is selected. The *Selected Tab*, the *Active Jobs View* and the *Completed Jobs View* can be customized. Select each option and choose the setting required from the menu shown.

## Measurements

This utility enables you to set the device to display measurements either in millimeters or inches, and the numeric separator as a period (full stop) or a comma.

- **Units** is used to select **Inches** or **MM** (millimeters) as the unit of measure.
- **Numeric Separator** is used to define which character is used to separate numbers, select **Comma** or **Period**.



## Paper Size Preference

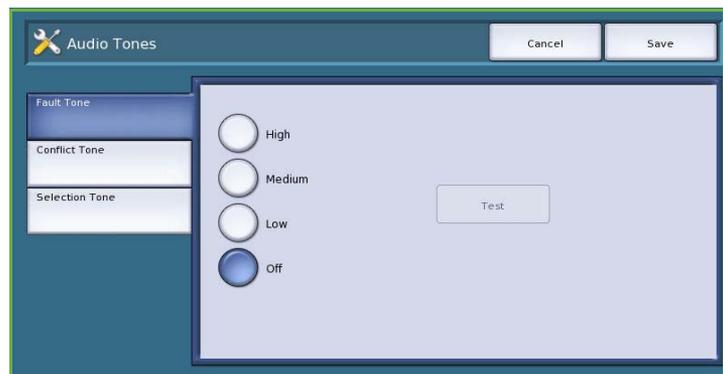
This option is used to select the most frequently used paper size formats.

- **Inches** for formats such as 8.5x11" or 11x17".
- **Metric** for formats such as A4 or A3.

## Audio Tones

The device generates three types of audio tones to notify the user of an event that has occurred at the device. Use this feature to switch off or adjust the volume of each of the tones.

- **Fault Tone** sounds when there is a fault on the device. Select **High**, **Medium**, **Low** or **Off**. Use the **Test** option to hear the tone selected.
- **Conflict Tone** sounds when an incorrect touch screen selection has been made. Select **High**, **Medium**, **Low** or **Off**. Use the **Test** option to hear the tone selected.
- **Selection Tone** sounds when the device accepts your selection. Select **High**, **Medium**, **Low** or **Off**. Use the **Test** option to hear the tone selected.



## Low Supply Warning

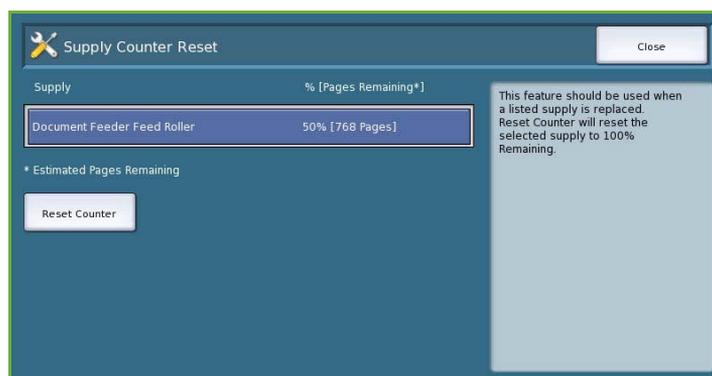
This option is used to set-up the warning period given for each of the device consumables. The device will display a message the specified number of days before the consumable reaches the end of its life. Set the notification period for the following consumables:

- **ColorQube Ink**
- **Cleaning Unit**
- **Document Feeder Feed Roller**

## Supply Counter Reset

This option is used to reset the counter when a listed supply is replaced.

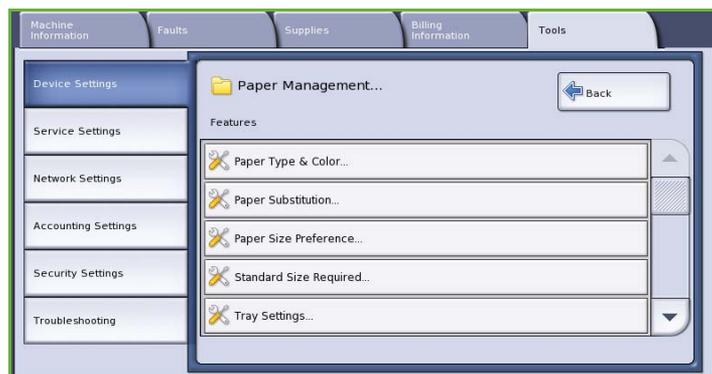
- Select the supply and then select **Reset Counter**.
- Select **Reset** to confirm.



## Paper Management

Select the **Paper Management** option to access the following settings:

- **Paper Type & Color** on page 258
- **Paper Substitution** on page 258
- **Standard Size Required** on page 258
- **Tray Settings** on page 259
- **Tray Contents** on page 259



## Paper Type & Color

Allows the programming of the default media type and color. This is usually the most common media that is used in the device and is the media that the device feeds if a specific media type is not selected.

- Select **Plain** or **Recycled** for the paper type using the scroll bar.
- Select a paper color from the list shown using the scroll bar. If the required color is not shown, use the **Other** option.



## Paper Substitution

Enables the device to automatically substitute common US and metric paper sizes when printing.

- **Enable** is selected to allow the device to automatically substitute the paper sizes shown on the screen e.g. if an A4 document is received for printing and only 8.5x11" paper is available, the device substitutes 8.5x11" for A4.
- **Disable** is selected to ensure the device does not substitute the sizes shown. In this instance, a job would be held in the job list until the correct paper size is loaded.

## Paper Size Preference

This option is used to select the most frequently used paper size formats.

- **Inches** for formats such as 8.5x11" or 11x17".
- **Metric** for formats such as A4 or A3.

## Standard Size Required

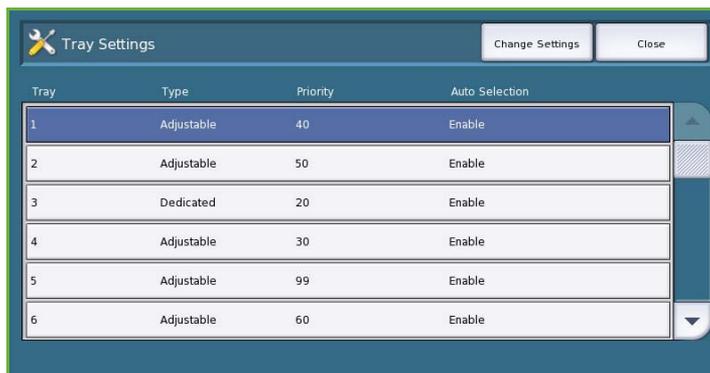
This feature determines which paper sizes are selected when *Auto Paper* is used during a copy job and the required paper size is not available.

- **Enable** allows the device to select the best match for the job when the required paper is not available, plus or minus 5mm of the a standard size.
- **Disable** allows the system to use the closest paper size that accommodates the entire image. If this is not available, the job is held by the system.

## Tray Settings

Use to apply attributes to each paper tray so they operate productively in your own working environment. You can assign trays as dedicated to a specific paper size and type, and setup *Auto Selection* and the selection *Priority* of each tray.

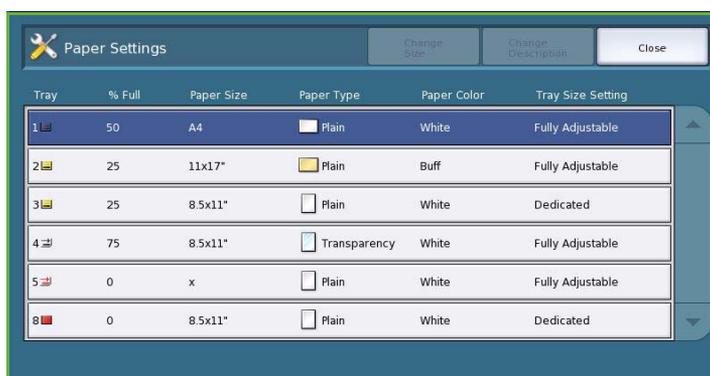
- Select the tray required and select **Change Settings**.
- Select the **Tray Type** required:
  - **Dedicated** is set to contain one size and type of media only and cannot be adjusted by the user.
  - **Adjustable** is selected if the tray can be adjusted by the user to contain any media within specification. This option may not be available for all trays.
  - Select the setting required and select **Save**.
- **Priority** is used to indicate which tray is selected if trays contain the same media, it also determines in which order the trays are displayed on the Copy tab. Set the **Tray Priority** between 1 - 99. 1 is the highest priority and 99 is the lowest. Select **Save**.
- **Auto Selection** enables the device to choose the best media for the job. This setting also enables the device to automatically switch from one tray to another when a tray runs out of paper and another tray is available with the same media loaded. Select **Enable** or **Disable** and select **Save**.
- Repeat the process for each of the trays as required.



## Tray Contents

Use to specify the size, type and color of the media in a tray that has been designated as a dedicated tray.

- Select a tray designated as a dedicated tray.
- **Change Size** is used to select the size required for the tray. Select the size of media loaded in the tray and select **Save**.
- **Change Description** is used to specify the paper type and color. It is important this setting matches the paper type and color loaded in the device. Select the appropriate *Paper Type* and *Color* setting and select **Save**.
- Repeat the process for each of the trays as required.



## Timers

Select the **Timers** option to access the following settings:

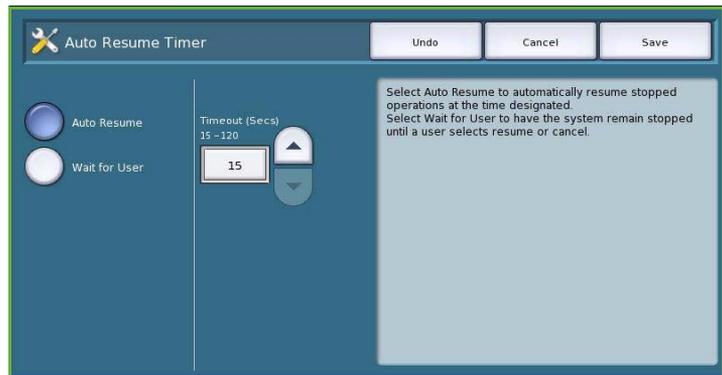
- **Auto Resume Timer** on page 260
- **Held Job Timeout** on page 260
- **System Timeout** on page 261



### Auto Resume Timer

If the device is stopped during a job, this feature determines if the device automatically resumes the job after a set period of time or whether it waits for user intervention to resume the job. This can prevent a user leaving the device in a stopped or paused state.

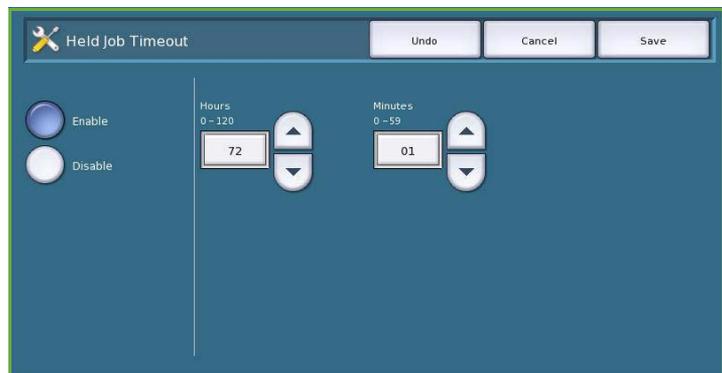
- **Auto Resume** is selected to automatically resume stopped operations at the time designated. Select the period of time the device waits before resuming using the *arrow* buttons, between **15** and **120** seconds.
- **Wait for User** instructs the system to remain stopped until a user selects **Resume** or **Cancel**.



### Held Job Timeout

Use this option to enable the device to delete jobs which have been held in the job list for a specified period of time and have been abandoned by a user. E-mail, network scanning, incoming server fax, embedded fax and internet fax jobs are not affected by this setting.

- **Enable** allows the device to automatically delete held jobs after a specified period, set the period of time between **0** and **120** hours and **0** and **59** minutes using the *arrow* buttons.



- **Disable** instructs the device not to delete held jobs from the job list. The held jobs are only deleted if the device is switched off.

## System Timeout

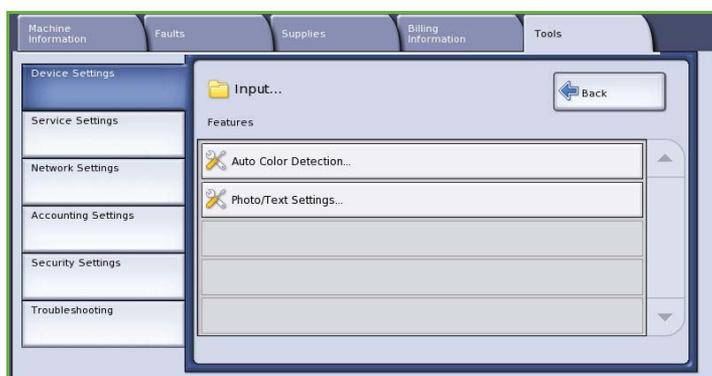
Use to set whether the device should return to the default screen and feature settings after a set period of time.

- **Enable** instructs the device to timeout after the specified period of time. Select the period of time between 1 and 10 minutes using the slide bar.
- **Disable** should be selected if you do not want the device to automatically return to the default settings after a set period of time.

## Input

Select the **Input** option to access the following settings:

- **Auto Color Detection** on page 261
- **Photo/Text Settings** on page 262



## Auto Color Detection

When the **Auto Detect** option is being used, the device can focus on black and white or colors during scanning. This option allows you to customize the bias based on the type of originals being scanned and the output required.

- Select the bias towards color or monochrome for scanning using the document glass.
- Select the bias towards color or monochrome for the document feeder.



## Photo/Text Settings

When the **Photo & Text** option is being used the device can be customized to enhance the photo or the text, depending on requirements.

- Select **Bias Photo** if the photo quality is more important.
- Select **Bias Text** to enhance the text quality.



## Output

Select the **Output** option to access the following settings:

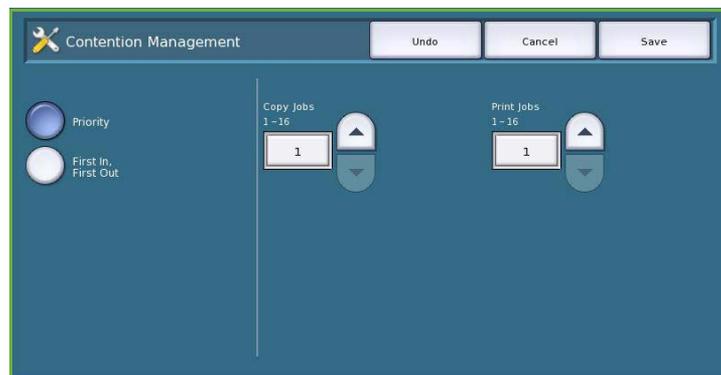
- **Contention Management** on page 262
- **Out of Staples Options** on page 263
- **Output Location** on page 263
- **Within Job Offsetting** on page 263
- **Staple Productivity** on page 263



## Contention Management

The device is capable of processing several jobs at the same time, such as scanning, sending a fax, and printing a job. At times, 2 jobs may require the same resource and the contention management system decides which job has priority. This device enables you to change the priority of print and copy jobs.

- **Priority** enables you to choose which jobs have priority, Copy or Print jobs. Use the *arrow* buttons to set the priority for the *Copy Jobs* and *Print Jobs*. Number 1 has the highest priority.
- **First In, First Out** instructs the device to process jobs based on when they are received. The jobs are processed in the order they enter the job list.



## Out of Staples Options

If your device has a finisher you can set how the device handles a stapling job when the stapler runs out of staples.

- **Complete Job Without Stapling** instructs the device to continue the job without stapling.
- **Fault/Hold Job** instructs the device to hold the job in the job list for the user. If a job has already started and the staples run out, a fault is declared.

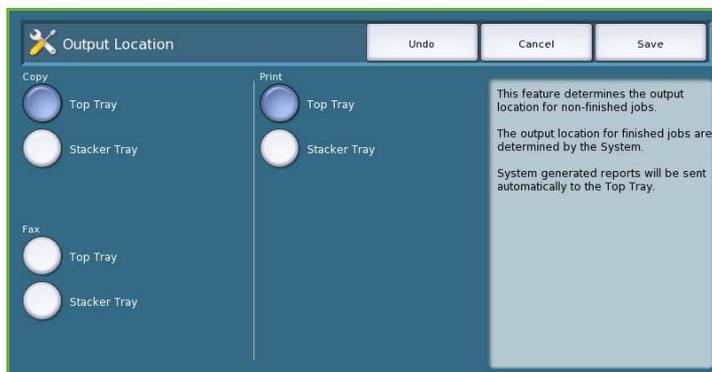
## Output Location

This option determines the output location for non-finished jobs. The output location for finished jobs is determined by the system.

System generated reports are sent to the Top Tray automatically.

The following options are available for *Copy*, *Print* and *Fax* jobs:

- **Top Tray** delivers the output to the *Top tray*.
- **Stacker Tray** delivers the specified job output to the *Stacker Tray*.



## Within Job Offsetting

The device offsets every set from the previous set, making it easier to separate the sets. There may be occasions when you require the job to stack without offsetting. Use this feature to enable or disable the offsetting.

- **Enable** instructs the device to offset each printed set.
- **Disable** instructs the device to stack the sets without offsetting.

## Staple Productivity

Productivity can be improved by stapling long edge feed (LEF) documents in the top right corner.

- **Enable** instructs the device to staple LEF documents in the top right corner.
- **Disable** instructs the device to staple LEF documents in the top left corner.

## Quick Setup Home

This option is used to quickly setup your device with the key information required in order to start using the features and functions.

Select the **Quick Setup Home** option to access the following settings:

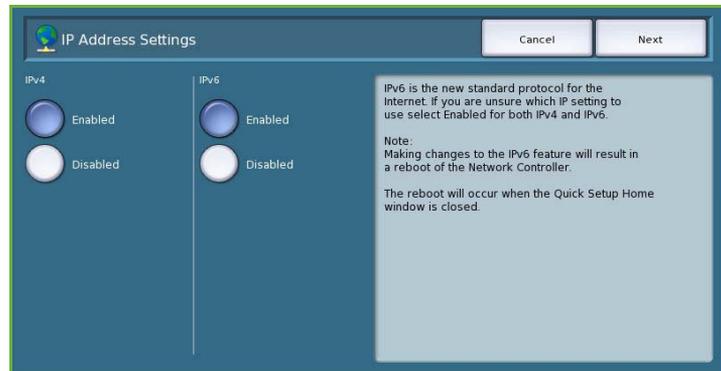
- **IP Address Settings** on page 264
- **Telephone Numbers** on page 265
- **Fax Setup** on page 265



## IP Address Settings

Use to enter the IP Address Settings for the system. There are several screens for entering the IP Address information, select the **Next** option to view further screens.

- **IPv4** is used to select IPv4 protocol. Select **Enabled** to activate this setting.
- **IPv6** is the new standard protocol for the internet. If you are unsure which IP setting to use, select **Enabled** for both IPv4 and IPv6.
- Select **Next** to continue to the next screen.
- **Get IP Address from a DHCP Server** is used if you want to have an IP address automatically assigned to this device.
- **Use a Static IP Address** is used if you know the IP address you want to assign to the device.
- Select the option required then select **Next** to continue to the next screen.
- Enter the **IPv4 Address**, **Subnet Mask**, **Host Name** and **Gateway** information by selecting each of the fields in turn. A numeric keypad is displayed for numeric entries or a keyboard is displayed for text entries.
- Select **Next** to continue to the next screen. A completion screen is displayed with instructions for printing a configuration report if required. Select **Done** to exit.
- Select another option to program or select **Close** to return to the previous screen.



## Telephone Numbers

Use to enter your Customer Support and Supplies Telephone numbers which are displayed on the device.

- **Customer Support Number** is selected to enter the Xerox Support number supplied with your device. Enter the number using the keyboard and select **Save**. To delete an incorrect character entry use the backspace key, or to delete the entire entry select **Clear**.
- **Supplies Number** is selected to enter the telephone number you call to obtain supplies for your device. Enter the number using the keyboard and select **Save**. To delete an incorrect character entry use the backspace key, or to delete the entire entry select **Clear**.
- Select **Next** to continue to the next screen. A completion screen is displayed with instructions for printing a configuration report if required. Select **Done** to exit.
- Select another option to program or select **Close** to return to the previous screen.

## Fax Setup

This option provides a wizard style method for entering all the fax information required to setup your device ready for faxing. Select or enter the information required then select **Next** to continue through the setup procedure.

- **Country Selection** is used to select the country the device is located in.
- Select the Country required and select **Next** to continue with the fax setup.
- **Line 1 Phone Number** is the number of the phone line your system is attached to.
- **Line 1 ID** is a friendly name to logically identify the system.
- **Line Options** is used to configure fax line 1 for send and receive operations.
- Enter the information required and select **Next** to continue with the fax setup.
- **Line 2 Phone Number** is the number of the second phone line your system is attached to if the extended fax option is installed.
- **Line 2 ID** is a friendly name to logically identify the system.
- **Line Options** is used to configure fax line 2 for send and receive operations.
- Enter the information required and select **Next** to continue to the next screen.
- A completion screen is displayed with instructions for printing a configuration report if required. Select **Done** to exit.
- Select another option to program or select **Close** to return to the previous screen.

## Display Brightness

Enables you to adjust the brightness of the touch screen to suit the ambient light levels.

- Adjust the brightness as required using the indicator.



## Configuration Report/Information Pages

Provides various options for printing the configuration report and information pages.

- **Administrator only** ensures that the configuration report and information pages can only be printed by authenticated System Administrators.
- **Open to all users** provides all users with access to print the configuration report and information pages.
- **Print Configuration at Power On** set to **Yes** to print a configuration when the device is powered on, or **No** to disable the option.
- **Print Now** prints the configuration report immediately.



## Reset UI to Factory Settings

This option resets all the control panel and touch screen settings back to their original state when the device was setup at the factory.

A confirmation screen is displayed, select **Reboot** to continue with the reset and to reboot the device. Select **Cancel** to exit without resetting the settings.



## Interrupt Printing Enablement

If this option is enabled, jobs printing can be held in the job list for more urgent jobs to print.

- **Enable** instructs the device to allow jobs to be interrupted.
- **Disable** instructs the device not to allow jobs to be interrupted and held for more urgent jobs.

## Service Settings

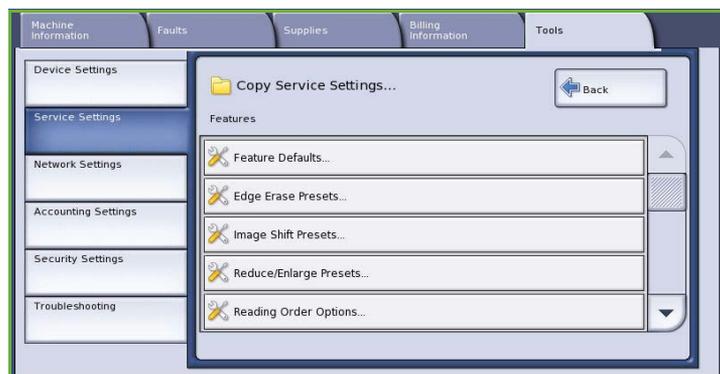
The *Service Settings* are used to customize options which are specific to individual services, such as Copy, Fax or Print.



## Copy Service Settings

Select the **Copy Service Settings** option to access the following settings:

- **Feature Defaults** on page 268
- **Edge Erase Presets** on page 268
- **Image Shift Presets** on page 268
- **Reduce/Enlarge Presets** on page 269
- **Reading Order Options** on page 269
- **Auto Image Rotation** on page 270



## Feature Defaults

Use to select the default settings for each programming feature within the Copy service, such as paper supply, output, 2 sided.

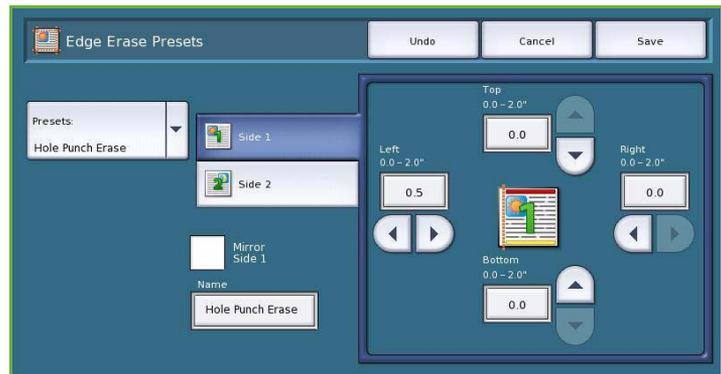
- Select the default required for each feature in each of the programming tabs.
- Select **Save Defaults**. The settings selected become the default settings for each copy job.
- A confirmation screen is displayed, select **Done** to return to the previous screen.



## Edge Erase Presets

Enables you to setup the *Edge Erase* preset entries. There are 2 pre-named preset options and an *Available* setting. All of the presets can be customized with names and settings to meet your needs.

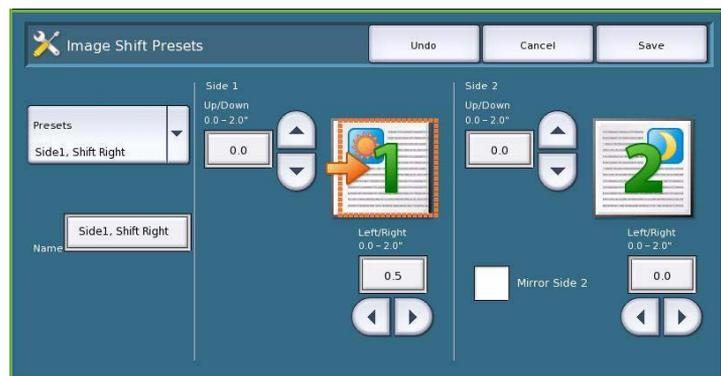
- Select the preset option required from the **Presets** menu.
- Select the sides options as required, **Side 1**, **Side 2** and **Mirror Side 1**.
- Select **Name** to customize the name of the preset option. Use **Clear Text** to clear the existing name and enter a new name using the keyboard. Use the backspace key to delete an incorrect character entry. Select **Save**.
- Enter the deletion amounts for the **Top**, **Bottom**, **Left** and **Right** margins. The parameters entered are the defaults shown when the preset is selected.



## Image Shift Presets

Enables you to setup the *Image Shift* preset entries. There are 2 pre-named preset options and an *Available* setting. All of the presets can be customized with names and settings to meet your needs.

- Select the preset option required from the **Presets** menu.
- Select **Name** to customize the name of the preset option. Use **Clear Text** to clear the existing name and enter a new name using the keyboard. Use the backspace key to delete and incorrect character entry. Select **Save**.

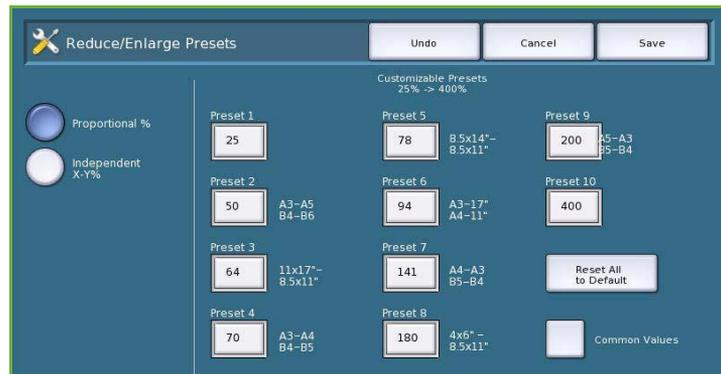


- Enter the amounts for shifting Up/Down and Left/Right for Side 1.
- Enter the amounts for shifting Up/Down and Left/Right for Side 2. Select **Mirror Side 2** if the shift for the second side should be the same as for the first side.  
The parameters entered are the defaults shown when the preset is selected.

## Reduce/Enlarge Presets

This feature enables you to set 10 proportional reduce/enlarge preset ratios and 4 preset independent reduce/enlarge ratios.

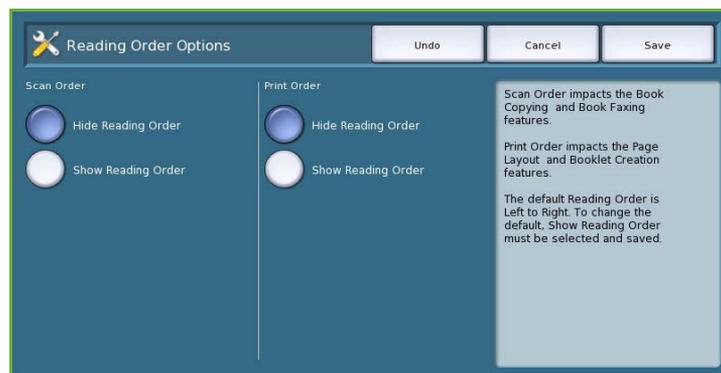
- Select **Proportional** and then enter the preset ratios required for each preset option. Between 25 % and 400 % can be entered.
- If you wish to reset all the proportional preset values back to the default settings, select **Reset All to Default**
- Use the **Common Values** option to view the ratios for common reduce/enlarge activities.
- Select **Independent** and enter the preset ratios required for each preset option. A separate ratio is required for the X and Y options. Between 25 % and 400 % can be entered.



## Reading Order Options

This option allows you to show or hide the *Reading Order* option. *Book Copying* and *Booklet Creation* options assume that the bound originals and booklets have a reading order of left to right and are scanned or printed in this order by default. If there is a requirement to select a different scanning or printing order, this feature provides users with the option of changing the scan or print order.

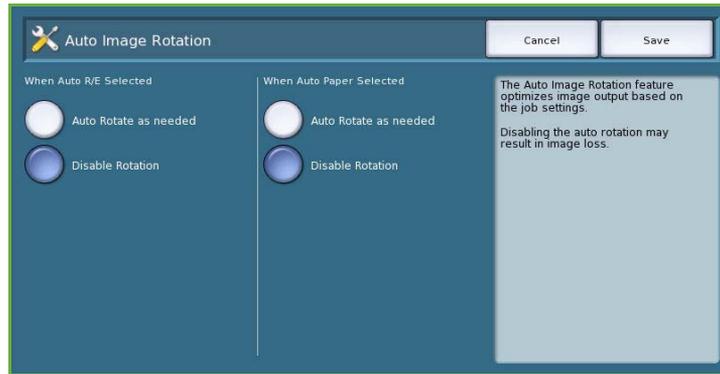
- **Scan Order** impacts the *Book Copying* and *Book Faxing* features. Select **Hide Reading Order** if you do not want the user to view the option to change the reading order. To display the feature, select **Show Reading Order**.
- **Print Order** impacts the *Page Layout* and *Booklet Creation* features. Select **Hide Reading Order** if you do not want the user to be able to view the option to change the reading order. To display the reading order feature, select **Show Reading Order**.



## Auto Image Rotation

The *Auto Image Rotation* feature optimizes image output based on the job settings selected. Disabling Auto Rotation may result in image loss.

- Use the **When Auto R/E Selected** options to instruct the system how to proceed if the *Auto Reduce/Enlarge* feature is selected. Select **Auto Rotate as needed** to allow automatic rotation, or **Disable Rotation** to restrict the device from rotating the image.
- Use the **When Auto Paper Selected** options to instruct the system how to proceed if *Auto Paper* is selected. Select **Auto Rotate as needed** to allow automatic rotation, or **Disable Rotation** to restrict the device from rotating the image.



## Embedded Fax Settings

Select the **Embedded Fax Settings** option to access the following settings:

- [Fax Setup](#) on page 270
- [Feature Defaults](#) on page 268
- [Fax Country Setting](#) on page 271
- [Line 1 Setup](#) on page 271
- [Line 2 Setup](#) on page 272
- [Incoming Fax Defaults](#) on page 272
- [Transmission Defaults](#) on page 273
- [Mailbox & Polling Policies](#) on page 275
- [Mailbox Setup](#) on page 275
- [Setup Fax Reports](#) on page 276
- [Print Fax Reports](#) on page 276



## Fax Setup

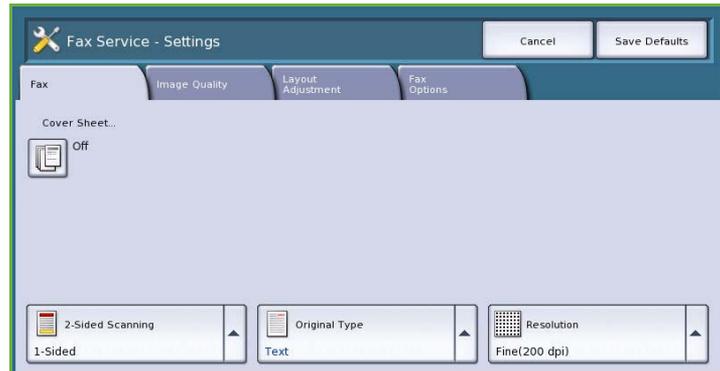
Use this setting to **Enable** or **Disable** *Embedded Fax*.

- **Enable** activates the Embedded Fax service and is selectable from the *Services Home* screen.
- **Disable** switches off the service and it is not available for selection.

## Feature Defaults

Use to select the default settings for each programming feature within the *Embedded Fax* service.

- Select the default required for each feature in each of the programming tabs.
- Select **Save Defaults**. The settings selected become the default settings for each fax job.
- A confirmation screen is displayed, select **Done** to return to the previous screen.



## Fax Country Setting

Use this option to select the country the device is located in.

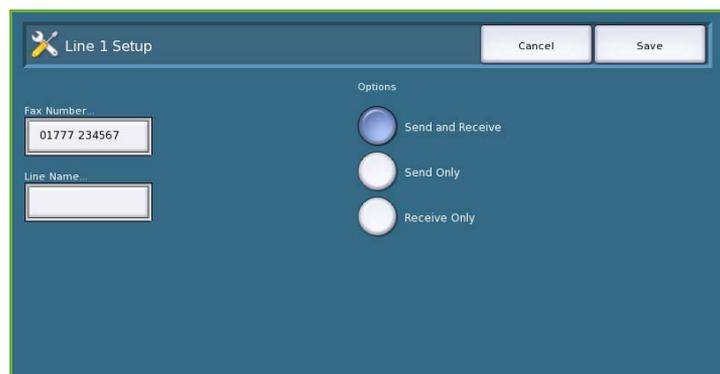
- Select the *Country* required from the options shown.



## Line 1 Setup

The standard fax option supports one analogue telephone line. If the Extended Fax option is installed the device can support two analogue fax lines. This option enables you to set up Line 1.

- **Fax Number** is the number of the phone line your system is attached to. Enter the number for Line 1 using the numeric keypad.
- **Line Name** is a friendly name to logically identify the system. Enter the name using the keyboard provided. Use the backspace key to delete an incorrect character, or use **Delete Text** to delete the entire entry. Select **Save**.
- **Options** determine whether the line is able to **Send and Receive**, **Send Only** or **Receive Only**. Select the required option for the fax line.



## Line 2 Setup

If the Extended Fax option is installed the device can support two analogue fax lines. This option enables you to set up Line 2.

- **Fax Number** is the number of the phone line your system is attached to. Enter the number for Line 2 using the numeric keypad.
- **Line Name** is a friendly name to logically identify the system. Enter the name using the keyboard provided. Use the backspace key to delete an incorrect character, or use **Delete Text** to delete the entire entry. Select **Save**.
- **Options** determine whether the line is able to **Send and Receive**, **Send Only** or **Receive Only**. Select the required option for the fax line.

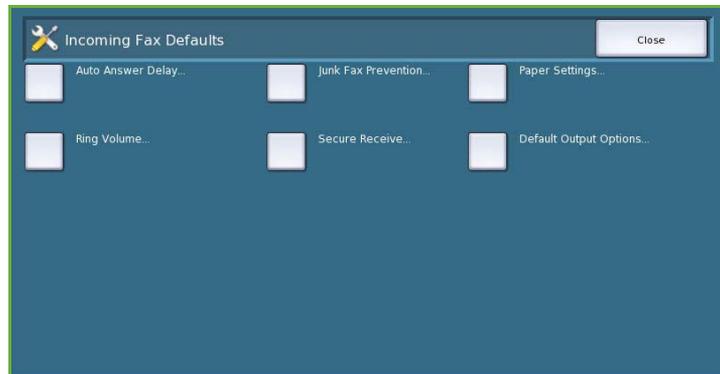
## Incoming Fax Defaults

This setting allows you to select the default options for incoming faxes.

### Auto Answer Delay

This setting allows you to set a time delay before the device responds to a call. This is particularly useful if the device is attached to a shared telephone line.

- Enter the time delay required, between **0** and **15** seconds.



### Junk Fax Prevention

This setting enables you to prevent the receipt of unwanted (junk) faxes. This is done by only allowing the receipt of faxes from numbers held in the individual directory.

- **Disabled** switches off the Junk Fax Prevention option.
- **Enabled** allows faxes sent from numbers held in the individual directory to be received.

### Paper Settings

This setting determines whether an incoming fax is printed onto media that is selected automatically by the device according to the parameters of the fax, or specified manually within this feature.

- **Automatic** allows the device to automatically select a paper size for incoming faxes. If an exact match is not available, the incoming fax is printed on the next best match available and may be reduced to fit.
- **Manual** enables you to select the paper selection option required.
  - **Paper Size** is used to select a Normal paper size for all incoming faxes, or Other
  - **Paper Type & Color** is used to program the type and color of media required for incoming faxes.
  - **Fit to Paper** allows you to select **Reduce to Fit** if all faxes require reducing or enlarging to fit the paper selected.

## Ring Volume

This setting enables the user to hear a ringing tone from the device when an incoming fax is being received.

- **Enabled** instructs the device to sound the tone when a fax is received. Select **High**, **Medium** or **Low**.
- **Disabled** deactivates the tone.

## Secure Receive

If this option is enabled, a 4 digit passcode is requested. The passcode is then required in order to print any incoming fax.

- **Enable** activates Secure Receive, enter a 4-digit passcode to be used to release incoming fax jobs for printing.
- **Disable** enables all incoming faxes to print without the passcode.

## Default Output Options

If your device is fitted with a finisher you are able to staple, 2 hole punch or 2 side your incoming faxes. This utility is used to specify the output options you require for all your incoming faxes.

- **Staple** staples all incoming fax output if enabled.
- **Hole Punch** prints all incoming faxes on 2 hole punched media if enabled.
- **2-Sided** prints all incoming faxes 2-sided if enabled.

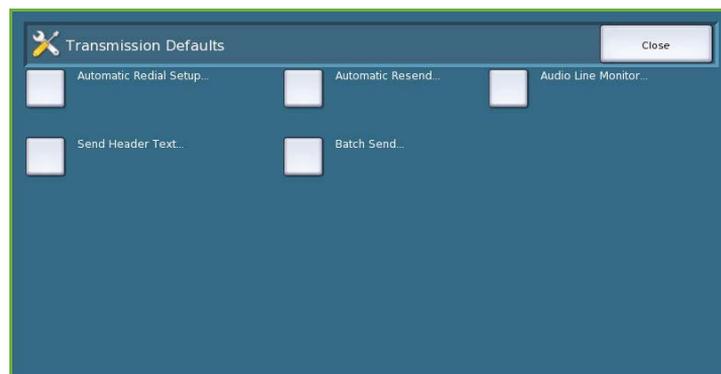
## Transmission Defaults

Use these options to set the fax sending defaults.

### Automatic Redial Setup

If the device cannot make contact with the destination fax machine, it automatically waits and redials later. Use this setting to specify the interval between unsuccessful attempts and the number of times the device redials.

- **Redial Time Interval** is used to specify the time interval between redials for a failed transmission. Between **1** and **25** minutes can be entered.
- **Automatic Redial Attempts** instructs the device how many times to redial the remote fax machine before rejecting the job. Between **0** and **14** attempts can be entered.



### Automatic Resend

If the device connects to the receiving fax machine but the fax transmission is unsuccessful the device automatically attempts to resend the fax. Use this setting to specify how many attempts should be made to resend the fax, and which pages should be resent.

- **Set number of resends** is used to specify how many times the fax is resent. Between 0 and 5 can be selected.
- **Failed page(s) without a cover page** is selected to resend the failed pages but not the cover page again.
- **Whole Job without a cover page** is selected if the entire job should be resent but not the cover page.
- **Failed page(s) with a cover page** is selected if only the failed pages should be resent with a cover page.
- **Whole job with cover page** is selected if the whole job, including the cover page should be resent.

### Audio Line Monitor

When the device is transmitting a fax the dialing, handshake and digital data creates audible beeps and buzzing sounds. The audio line monitor allows a user to listen to the call progress and hear the number dialled and the beginning of the handshake.

- **Enable** allows the transmission tones to be heard. Select **High**, **Medium** or **Low**.
- **Disable** deactivates the sounds.

### Send Header Text

When a fax is sent it includes the telephone number, name, date, time and page number at the top of each page of the fax. You can add personalised sentence to the header of all the fax pages using this option.

- Enter the text required on the *Header*. Up to 30 characters can be entered. Use the backspace key to delete an incorrect character entry, or use **Clear Text** to delete the entire entry.

### Batch Send

Use this feature to enable a user to send several fax jobs to the same destination in one transmission.

- **Disabled** switches off the function.
- **Enabled** activates the Batch Send option.

## Mailbox & Polling Policies

Use this option to specify how long the system keeps documents received or stored in mailboxes before deleting.

- **Received Documents** is used to specify the policy for documents received from remote machines.
  - **Delete On Print** deletes the document after printing.
  - **Keep 1 - 72 Hours** allows you to specify between 1 and 72 hours before deleting the document.
  - **Keep Forever** keeps the document until manually deleted. A confirmation screen is displayed as this can cause the memory to become full very quickly.
- **Stored Documents** is used to specify the policy for documents stored in the device for polling.
  - **Delete On Poll** deletes the document after it has been polled.
  - **Keep 1 - 72 Hours** allows you to specify between 1 and 72 hours before deleting the document.
  - **Keep Forever** keeps the document until manually deleted. A confirmation screen is displayed as this can cause the memory to become full very quickly.

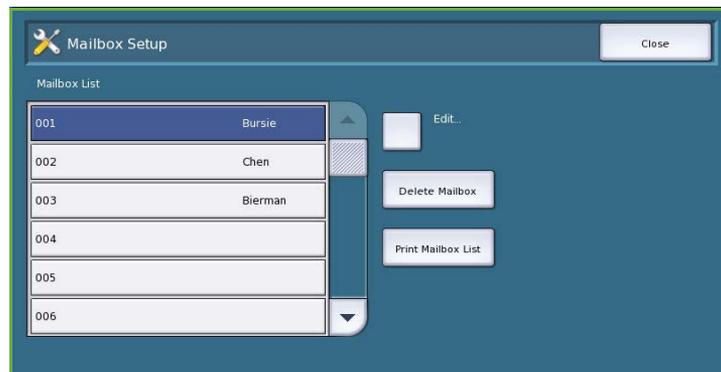


## Mailbox Setup

Incoming Faxes can be stored in mailboxes prior to printing for convenience or added security. Users can print the faxes in their mailboxes at anytime. This option enables you to create, edit and delete mailboxes. There is also a facility to print a list of all 200 mailboxes.

The *Mailbox List* displays the list of mailboxes available on the system. If a mailbox has already been setup and assigned a user a name, the name is displayed next to the mailbox number.

- **Edit** is used to setup or amend an individual mailbox. Select the mailbox required from the *Mailbox List* and select **Edit**.
  - **Mailbox Passcode** is used to enter a 4-digit passcode required to access the mailbox.
  - **Mailbox Name** is used to enter a name for the mailbox, e.g. the owner, department or group. Use the backspace key to delete an incorrect character entry or **Delete Text** to delete the entire entry.
  - **Mailbox Notification** is enabled to provide notification of faxes received into the mailbox. If disabled, no notification is provided.

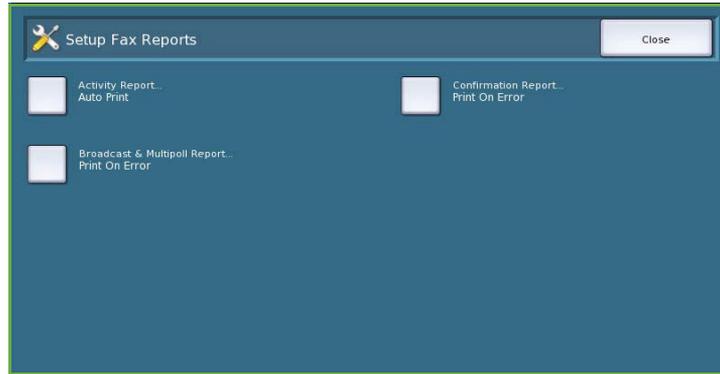


- **Delete Mailbox** is used to delete a mailbox which has already be setup. A confirmation screen displays a warning that the mailbox and its contents are deleted if **Confirm** is selected.
- **Print Mailbox List** is used to print a list of all the mailboxes available on the system.

## Setup Fax Reports

There are 3 fax reports available, *Activity Report*, *Confirmation Report* and *Broadcast & MultiPoll Report*. This option enables you to specify the appearance and printing behaviour of these reports.

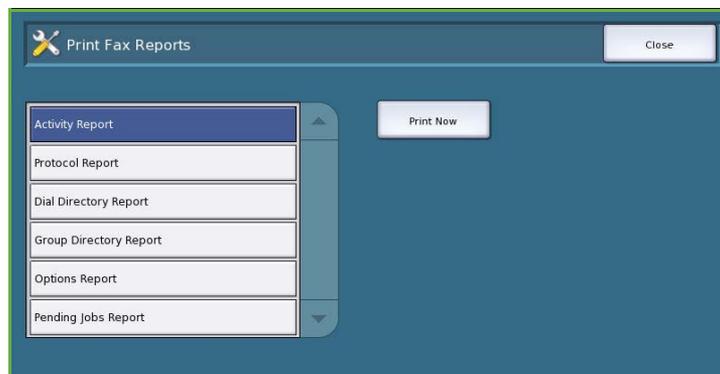
- **Activity Report** provide information on the fax activities which have occurred on the device:
  - **Auto Print** is used to print an Activity automatically.
  - **Off** is selected if the *Activity Report* is not required.
- **Confirmation Report** provides information on an individual transmission.
  - **Report Options** is used to determine when the report prints. Select **Always Print** to print after each transmission, **Off** if a report is not required or **Print On Error** if the report is required only when an error occurs.
  - **Print Options** is used to specify whether a **Reduced Image** of the first page or **No Image** is required on the *Confirmation Report*.
- **Broadcast & Multipoll Report** provides a report when there is broadcast or multi-poll fax activity.
  - **Always Print** prints a report after each broadcast or multipoll fax transmission.
  - **Off** switches off the report.
  - **Print On Error** is selected if the report is required only when an error occurs.
- Select **Close** to return to the previous screen.



## Print Fax Reports

Use this option to print the fax reports. The reports available are *Activity Report*, *Protocol Report*, *Dial Directory Report*, *Group Directory Report*, *Options Report* and *Pending Jobs Report*.

- Select the report required then **Print Now**.  
The report is sent to the job list and printed.
- Select **Close** to return to the previous screen.



## Job Sheets

Select the **Job Sheets** option to access the following settings:

- **Banner Sheets** on page 277
- **Output Error Sheets** on page 277
- **Paper Type & Color** on page 277

### Banner Sheets

With this option the device can print a banner sheet with every print job. If enabled, you can still choose not to print the banner sheet from the printer driver for specific jobs.

- **Enable** is selected to print a banner sheet.
- **Disable** switches off the banner sheet option.

### Output Error Sheets

Enables the device to print an error report if an error occurs during a print job.

- **Enable** is selected to print an *Output Error Sheet*.
- **Disable** switches off the *Output Error Sheet* option.

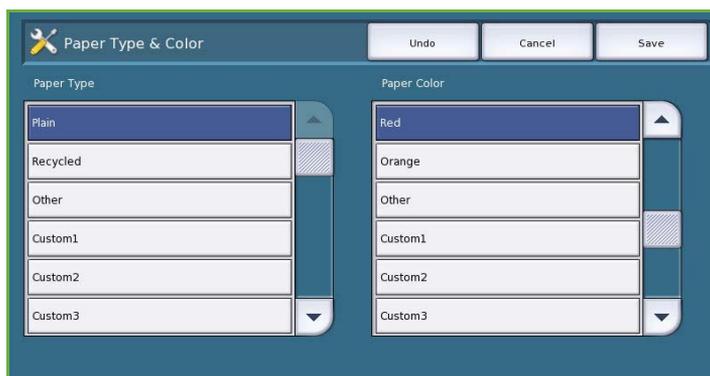
### Paper Type & Color

Allows you to select the type and color of media used to print the Banner, Error, Scan Status and Fax Status sheets.

- Select the required *Paper Type* and *Paper Color*.

### Service Plan

This option is used to change your Xerox Service Plan. To change the plan, contact the Xerox Support Center with your machine serial number. Xerox will provide you with a Service Plan Authorization Number. Enter the number and select the **Change Service Plan** button.



# Network Settings

These settings are used to enter the network parameters for the system. This section provides an overview of the options available.

Detailed instructions for network installation are provided in the [System Administrator Guide](#).

## Online/Offline

Use to disconnect the device from the network temporarily. Selecting **Offline** disconnects the device from all networks. Any job entering the system is held. Any current outgoing jobs are not completed while the system is offline.

Select **Online** reconnect the device to the network.

## TCP/IP Settings

This option enables the System Administrator to enter the TCP/IP settings for the device.

## Advanced Settings

This option enables the System Administrator to setup the Network Settings. A warning screen is displayed prior to accessing these settings as a Network Controller reset is required after the settings are changed. These settings must only be accessed and entered or changed by the System Administrator.

## Network Logs

Only use this option if instructed to do so by the Xerox Support Center. It is used to download log information which can help to troubleshoot network related problems.

# Accounting Settings

The accounting settings are used to configure the accounting options. Accounting options are used to record device usage by different groups or departments and can also be used to restrict access to different services.

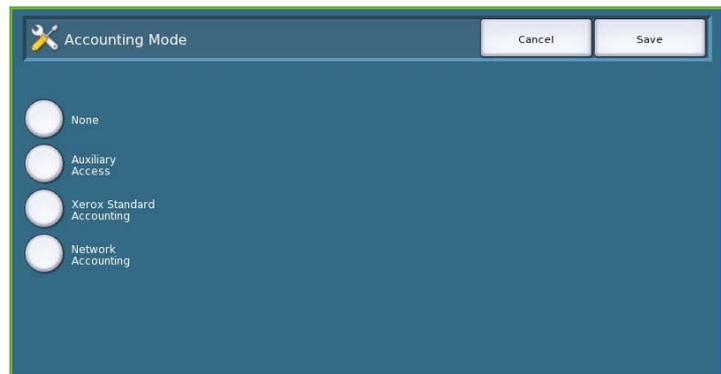
Detailed instructions for Accounting Setups are provided in the [System Administrator Guide](#).



## Accounting Mode

Use this option to select the Accounting Mode required:

- **None** is used if no accounting mode is required.
- **Auxiliary Access** is used if a third party auxiliary device is installed on the device for accounting purposes. For example, card activated or coin activated devices can be installed.
- **Xerox Standard Accounting** is an accounting system setup using the Internet Services user interface. Once enabled, the IP address of the device is entered and *Xerox Standard Accounting* can be setup.
- **Network Accounting** is a feature of the device which automatically tracks print, scan, server fax and copy usage for each user. Network Accounting is run over a network and the accounting functions are performed remotely via third party software.



## Auxiliary Access

These options are used to setup and configure a third party device installed on the device for accounting purposes or to restrict use.

- **Auxiliary Device Type** is used to select the auxiliary device being used on the device.
- **Service Access & Accounting** is used to select the services which require restricting and the usage tracking.
- **Job Timeout** sets the duration of time allowed before the system deletes the current job due to additional payment being required or a network printing job being held in the job list.
- **Double Count Large Impressions** is used to specify how the system counts the impressions for sheets larger than 380mm (15”), for example A3 or 11x17”.

## Xerox Standard Accounting

*Xerox Standard Accounting* provides the ability to track usage of print, copy, scan and fax job services. It is provided as standard and is setup using Internet Services. Select **Save** to enable Xerox Standard Accounting.

## Network Accounting

*Network Accounting* provides the ability to track usage of print, copy, scan and fax job services over the network. It works with third party devices which are compatible with the *Network Accounting* function.

- **Customize Prompts** allows you to customize the prompts that are provided to the users.
- **Code Entry Validation** is used to check users accounting credentials prior to providing access to the accounting database.

## Copy Activity Report

Use this option to print a report after each copy session. The report details the type of job and the number of copies made during the session. This feature is intended for devices which are accessed by the general public and enables the user to be charged for the copies.

- Select **Copy Activity Report**.
- Select **Enable** to have the device print a report at the end of each copy session.
- Alternatively, select **Disable** to turn this feature off.



# Security Settings

The Security Settings are used to manage the security features of the device. Job Deletion rights and Image Overwrite Settings can be configured.

Detailed instructions for Security Settings are provided in the [System Administrator Guide](#).

## Authentication

Use this option to setup the deletion rights for authenticated users.

## Job Deletion

Use this option to set which users are authorized to delete jobs from the device. Options available are **All Users** or **System Administrator Only**.

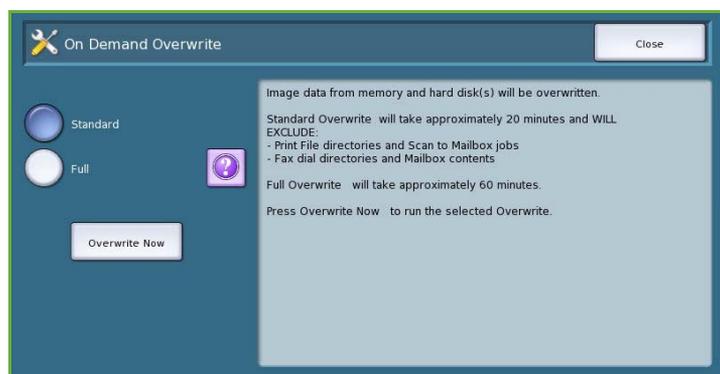
## Image Overwrite Security

### Image Overwrite

If you have sent print jobs to the device that are confidential or sensitive, you can setup the device to automatically remove any data stored on the hard disk after the job has been printed. Select **Enable** to enable the Image Overwrite activity after each job.

### On Demand Overwrite

If you have sent print jobs to the device that are confidential or sensitive, you can delete any data that is stored on the hard disk after the job has been printed. This is done using the *On Demand Overwrite* option.



There are two types of *Overwrite* available, **Standard** or **Full**. *Standard Overwrite* takes approximately 20 minutes and excludes:

- Print file directories
- Scan to mailbox jobs
- Fax dial directories
- Mailbox contents

A *Full Overwrite* takes approximately 60 minutes and includes all data. Select the *Overwrite* option required and select **Overwrite Now** to run the overwrite process.

## Valid Recipients

This feature sets the parameters for allowed recipients in the E-mail and Internet Fax Services.

- **Allow any valid E-mail Address** enables jobs to be sent to any recipient.
- **Limit to Address Book entries only** only allows you to send to addresses that have been entered into the *Address Book*. The *New Recipient* and the *Reply To* features are disabled.



## IP Sec

IP Sec is a security protocol enabled using Internet Services. To disable IP Sec on the device, select the **Disable IP Sec** option.

# Troubleshooting

These settings are used to troubleshoot any problems that maybe occurring on the device. They provide various tests to check the functionality of the system and identify performance levels.



## Support Pages

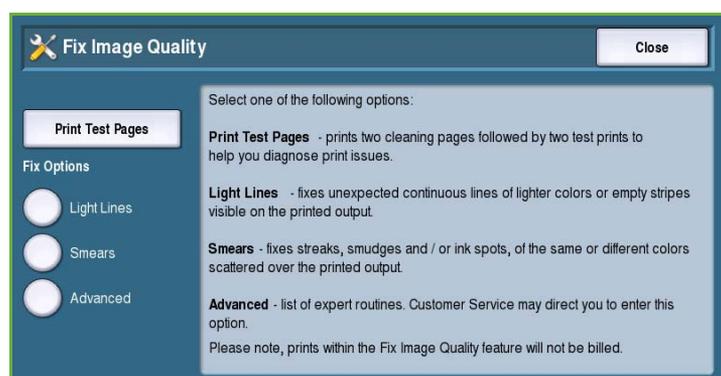
A list of reports and support pages for identifying image quality problems are displayed. Use the **Print** option to print the list.



## Fix Image Quality

Use this option to *Print Test Pages* to help you diagnose print issues. Analyse the output and choose one of the options to fix the image quality problems:

- **Light Line** fixes unexpected continuous lines of lighter colors or empty stripes visible on the printed output.
- **Smears** fixes streaks, smudges and inks pots of the same or different colors scattered over the printed output.
- **Advanced** provides a list of expert routines. Customer Support may direct you to select this option. Refer to [Fix Image Quality](#) on page 302.



## Automatic Light Lines Fix

Use this option to fix any Banding problems.

- *Quick Banding Fix* corrects banding temporarily and may slow print speeds until a *Full Banding Fix* is completed.
  - **On** is used to correct banding when it is detected.
  - **Off** is selected if no action is required.
- *Full Fix* takes approximately eight minutes to complete.
  - **Eco Fix** is selected to correct banding when the device is not in use.
  - **Always Fix** is selected to correct banding when it is detected.
  - **Off** is selected if no action is required.



## Resets

Use this option to reset the system software.

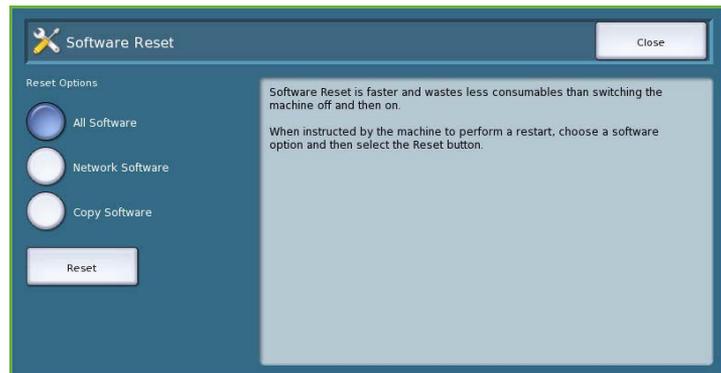
- [Software Reset](#) on page 285
- [Supply Counter Reset](#) on page 285



## Software Reset

*Software Reset* is faster and wastes less consumables than switching the device off then on.

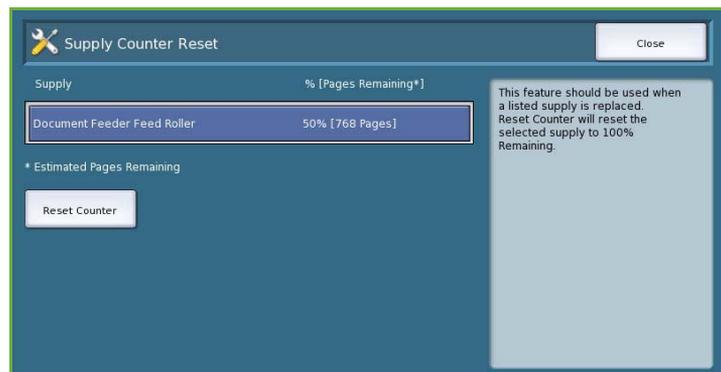
- When instructed by the device to perform a restart, choose a software option and then select the **Reset** button.
  - **All Software** resets the whole system software.
  - **Network Software** resets the network controller software.
  - **Copy Software** resets the copier software.



## Supply Counter Reset

This option is used to reset the counter when a listed supply is replaced.

- Select the supply and then select **Reset Counter**.
- Select **Reset** to confirm.



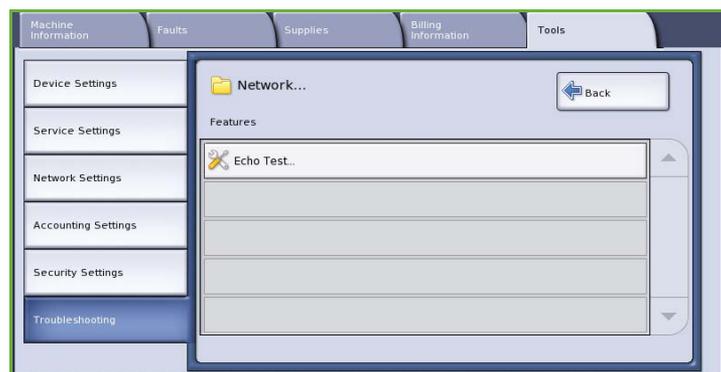
## Network

The *Network* options are used to troubleshoot problems relating to the network connection.

### Echo Test

The *Echo Test* allows you to test the network connectivity.

- Select the appropriate protocol and select the **Start Test** button to run the echo test.
  - **TCP/IP**
  - **AppleTalk**
  - **Novell or IPX**



## Fax

The *Fax* options are used to test the Fax functionality on the device.

### Fax Protocol Report

The *Fax Protocol Report* provides information about the Fax function on the device.

- Select **Protocol Report** and then the **Print Now** button to print the report.



Version 2.0  
06/09



# Xerox<sup>®</sup> ColorQube<sup>™</sup> 9201/9202/9203 General Care and Troubleshooting



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 2.0: July 2009

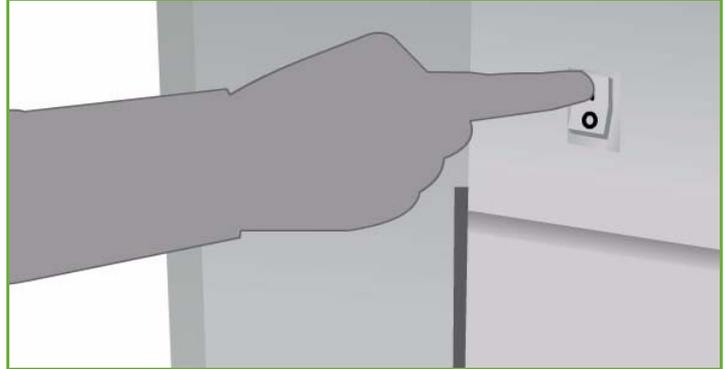
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# Power Options

## Power On

- Press the **Power On/Off** button. The device begins the power on procedure.
- Some functions will be ready before others. The device will be ready to scan in approximately 3 minutes.



## Power Off

- Press the **Power On/Off** button. A confirmation screen will appear.
- Select **Power Down** to commence the power down cycle. If power down is no longer required, select **Cancel** to return to the previous screen.  
If power down is selected, the device remains on for approximately 30 seconds before the power is terminated. Any jobs in the job list will be deleted. Ensure you wait at least 30 seconds before powering on again.
- If **Cancel** is selected the power down option will be cancelled and the device will be available for use.

**Note:** It is recommended the device is only powered off if a problem occurs or if it is being moved. Use the power save function to conserve energy during periods of inactivity. If the device is being moved, allow the device to cool down for 30 minutes before moving it.

**! WARNING:** Use only the **ON/OFF** switch to reboot your device. Damage may occur to your device if power is removed by other means.

## Energy Save and Quick Restart

The **Energy Save** button on the control panel can be used for additional power functions.

- Select the **Energy Save** button.
- If **Energy Saver** is selected, the device will immediately enter the *Power Saver Mode* appropriate to its configuration. If there are any jobs in the job list, a second screen is displayed.

To re-activate the device when in this mode, touch a button on the touch screen or control panel.



- If **Quick Restart** is selected and confirmed the device will restart. Any copy jobs in the job list will be deleted, print jobs in the job list are recovered.  
If **Cancel** is selected the power down options will be cancelled and the device will be available for use.
- Select **Close** to exit.

## Energy Saver Options

The device is designed to be energy efficient and automatically reduces its power consumption after periods of inactivity. The System Administrator can setup the following Energy Saver options.

- **Intelligent Ready** wakes up and sleeps automatically based on previous usage. The device uses algorithms and data gathered on a usage profile to anticipate periods when the device is likely to be busy. Using this information it automatically wakes up the device.
- **Job Activated** wakes up when activity is detected.
- **Scheduled** wakes up and sleeps at set times on a daily basis. The device can be set to wake up when activity is detected, or a specific time can be entered.
- **Fast Resume** reduces the time taken to wake up. This changes the default sleep / low power timeouts and increases energy usage.

For information about setting up the *Energy Saver* options, refer to the [System Administrator Guide](#).

## General Care

There are a number maintenance tasks which need to be performed to ensure your device performs at optimum levels:

- Replenish the Ink Sticks
- Replace the Cleaning Unit
- Replace the Staple Cartridges (Office Finisher / High Volume Finisher only)
- Empty the Waste Ink Tray
- Empty the Hole Punch Waste Container (Office Finisher / High Volume Finisher only)
- Print Quality Maintenance
- Cleaning Tasks.



**CAUTION:** When replacing units, DO NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. Do NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your device.

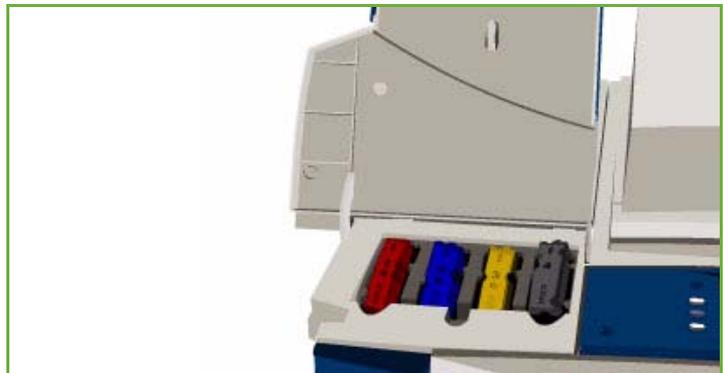
To place an order for consumables or replacement units, please contact your Xerox Representative giving your Company Name, product number and the device serial number. An option is available within Internet Services which allows the device to contact Xerox automatically to order units when required. Refer to the [System Administrator Guide](#) for more information.

**Note:** For information about locating the serial number, please refer to [Further Assistance](#) on page 306.

The device will display a message on the touch screen when consumables or units require replacing or emptying. For units nearing the end of life, an initial message is displayed to warn you the unit will require replacing shortly. An additional message will display when the unit requires replacing. Only replace units when a message actually instructs you to do so

## Ink Sticks

Ink sticks are added to 4 receptacles in the ink loader through an access door on the top of the device. The shape of each ink stick is unique for each color, to prevent inks sticks being loaded into the incorrect receptacles. Ink can be added to the ink loader at any time, if there is enough room to accommodate the new stick.



Each ink loader has an ink low sensor which is activated when approximately 2 usable ink sticks remain. The device will

stop printing when the ink loader has about one-third of an ink stick remaining in any color. A message notifies you when it is time to order ink, if the ink is low and when the ink has run out.

A ink loader cover sensor detects when the ink cover is opened, the touch screen displays the status of the ink sticks.

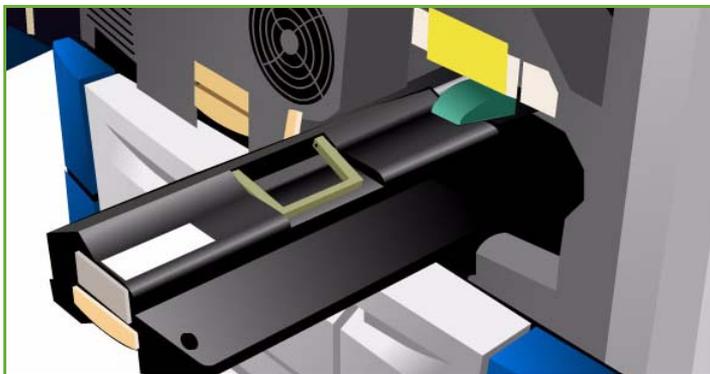
## Cleaning Unit

The Cleaning Unit applies a silicone oil release agent to the print drum.

**!** **WARNING:** SILICON FLUIDS ARE AN EXTREME SLIP HAZARD. In the event of accidental spillage onto floors covered with any surface including carpeting, immediately provide a slip hazard warning and cordon off the area. Do not walk in the contaminated area and avoid any risk of coating the surface of footwear. Do not attempt to mop up the spill with conventional mops and water. This will spread the contamination and may extend the slip hazard outside the immediate contaminated area. Large spills on non absorbent surfaces should be contained using suitable absorbent material. Following containment suitable absorbing material (diatomaceous earth or other silica based liquid absorbent) should be used to soak up the spillage. Clean any residual slippery coating using a strong detergent/soap solution and apply sand or other inert granular material to improve traction. Dispose of all waste material in accordance with national, local, state or federal regulations which are applicable.

When the Cleaning Unit is nearing end of life, a warning message is displayed informing you to reorder a new unit but not to replace at this time. The warning is given when there is approximately 13 days usage remaining.

When the Cleaning Unit reaches end of life and must be replaced, another message is displayed. The unit must be changed for the printer to operate.



Replace the unit using the instructions provided on the touch screen and within the packaging of the new unit. Recycle the old unit as directed on the packaging or your local Xerox Representative.

**Note:** The warning period can be customized by the System Administrator using **Tools** or Internet Services. Refer to the [Administration and Accounting](#) guide for more information.

## Staple Cartridges

If your device is equipped with the Office Finisher or High Volume Finisher, you will be required to replace the staple cartridge or cartridges when the device displays a message instructing you to do so.

The staple cartridges for the *Office Finisher* and the *High Volume Finisher* contain 5000 staples. The *High Volume Finisher with Booklet Maker* has 2 additional staple cartridges located within the *Booklet Maker* module. Each of these cartridges holds 2000 staples.

Detailed instructions are provided on the touch screen. Follow the instructions and labels provided when replacing the staple cartridge.

### Office and High Volume Finisher Staple Cartridge:

1. Open the finisher door.
2. If using the Office Finisher, rotate the staple access handle (a green cog) clockwise until the staple unit is accessible.
3. Unlatch the staple cartridge using the light colored catch and remove the used staple cartridge.
4. Dispose of the staple cartridge according to the instructions contained in the new staple cartridge box.
5. Unpack the new staple cartridge and install into the finisher. The staple cartridge clicks into place.
6. If using the Office Finisher, rotate the staple access handle (the green cog) counter-clockwise until back in position.
7. Close the finisher door.



## High Volume Finisher Booklet Maker Staple Cartridges:

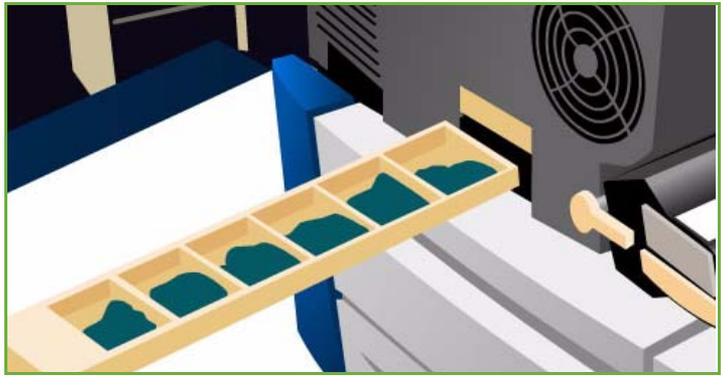
1. Open the finisher door. Pull out the booklet maker module.
2. Lower the lever to gain access to the staple cartridges. Grip the staple cartridge and pull it out of the staple head.
3. Dispose of the staple cartridge according to the instructions contained in the new staple cartridge box.
4. Unpack and install the staple cartridge in the finisher. The staple cartridge clicks into place. Repeat the procedure for the other booklet maker staple cartridge.
5. Push in the booklet maker module and close the finisher door.

## Emptying the Waste Ink Tray

The *Waste Ink Tray* accumulates ink debris resulting from printhead maintenance. You must occasionally empty the *Waste Ink Tray*. The device will not work if the waste ink tray is full. The waste ink is non-toxic and can be disposed of through your normal refuse collection.

The device displays a message when the tray is approximately 80 % full, and will not permit the printhead maintenance sequence to begin when the tray is full.

The waste tray will need to be emptied approximately 4 times per year or more depending on usage.



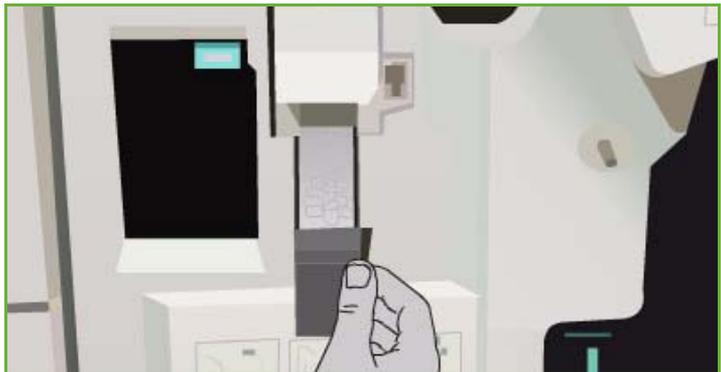
**⚠ CAUTION:** If you remove the waste ink tray you must always empty it before replacing it.

## Emptying the Hole Punch Waste Container

The hole punch waste container is a catch tray that collects the waste punched paper. Your device will prompt you when the hole punch waste container needs emptying.

Detail instructions are provided on the touch screen. Follow the instructions and labels provided when emptying the container.

- Slide the hole punch waste container out of the finisher. Dispose of the waste punched paper in the waste bin.
- Install the emptied hole punch waste container, ensuring that the container is inserted correctly.



## Print Quality Maintenance

There are a number of tasks your device performs automatically to ensure it is running at optimum print quality:

### Automatic Print Quality Maintenance

Your device contains a sub-system that periodically monitors the quality of the image being put on the drum. This system is known as the Ink On Drum (IOD) system. This system will automatically detect and correct a number of parameters in order to maintain optimum print quality.

This maintenance routine is automatic and lasts for approximately 60 seconds. The device schedules this maintenance during 'non use time' which is determined by the *Intelligent Ready* feature.

### Cleaning Pages

If a problem occurs and ink residue remains in the system, the device will run blank sheets through the paper path to clean the system. This procedure does not require any user intervention, but may take a few minutes to perform. The cleaning pages will be directed to the top tray and should be discarded.

There are additional troubleshooting tasks which can be performed to fix image quality problems. Refer to [Image Quality Problems](#) on page 301.

## Cleaning Tasks

**! WARNING:** When cleaning the device do NOT use organic or strong chemical solvents or aerosol cleaners. Do NOT pour fluids directly onto any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

**! WARNING:** Do not use pressurised air-spray cleaning aids on or in this equipment. Some pressurised air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

### Document Glass and Constant Velocity Transport Glass

- Apply Xerox Cleaning Fluid or Xerox Anti-Static Cleaner, to a lint-free cloth. Liquid should never be poured directly onto the glass.
- Wipe clean the entire glass area.



- Wipe away any residue with a clean cloth or paper towel.

**Note:** Spots or marks on the glass will be reproduced on the prints when copying from the *document glass*. Spots on the Constant Velocity Transport glass (the strip of glass on the left) will show up as streaks on the prints when copying from the document handler.

### Touch Screen

- Use a soft, lint-free cloth, lightly dampened with water.
- Wipe clean the entire area, including the *Touch Screen*.
- Remove any residue with a clean cloth or paper towel.

# Troubleshooting

## Defining the Problem

This section contains problem-solving procedures to help you locate and resolve a problem.

Some problems can be resolved by rebooting your device. Refer to [Power Options](#) on page 290 for instructions about power procedures.

If rebooting the device does not resolve the problem, use the instructions contained in this guide to identify and solve the problem. If you still cannot fix the problem, contact the Xerox Support Center for advice.

## Faults

There are different categories of faults that can occur on your device and different ways in which they are identified depending on the type of fault occurring. This section gives an overview of the different types of faults and the way that faults are displayed and recorded.

Your device has three fault types, *Hard Down* faults, *User Clearable* faults and *Status Messages*. Within each fault type there are subgroups of fault categories relating to the effect the fault has on the device operation. The fault display generated for each fault depends on the category of that fault.

### Hard Down Faults

*Hard Down* faults prevent a subsystem, module or component from functioning properly. There are three categories of *Hard Down* faults.

- **Low Level Fault** this occurs when a subsystem or module is unable to function correctly. For example, if during a stapler job a fault is detected, other features are still functional but the stapler is unavailable.
- **Failure Fault** this is declared when a low level fault causes a major subsystem to function incorrectly. For example a fault occurs with the cleaning unit causing the print and copy features to become non-functioning.

- **Fatal Fault** this occurs when a system wide failure exists that is unrecoverable. For example a power fault occurs causing the device to be inoperable.

## Customer Clearable Faults

A *Customer Clearable* fault is a fault that can be cleared by the user. There are three categories of Customer Clearable faults:

- **Low Level Fault** this occurs when a subsystem has detected a customer clearable fault, for example, when a stapler runs out of staples. The print and copy features are still operable, but the stapler function is not.
- **Failure Fault** this is declared when a Low Level Fault causes a major subsystem to become unavailable. For example, when a paper misfeed is detected, the print and copy functions are made inoperable until the paper is cleared by the user.
- **Reset Fault** this can be cleared by powering the device off then on again.

## Status Messages

*Status Messages* are informal messages that do not impact the device from functioning properly. There are two categories of *Status Messages*:

- **Warning Messages** are informational and usually have to do with replacing consumables. The messages warn the local user of impending problems, or actions, that need to be taken to avoid a fault occurring. For example, if the Cleaning Unit is close to the end of its life, the device displays a warning message that the unit needs to be replaced soon. At this time the system sets a pre-defined limit until a *Customer Clearable* fault is declared to change the Cleaning Unit.
- **Job Fault Messages** indicate a fault with the job, for example the required paper is unavailable. If a job is paused because of a fault, the user is required to take action to correct the condition, or to delete the job.

## Fault Displays

All faults that affect the users of the device are presented to the user by one of two methods:

### Interrupting Fault

Interrupting faults are presented if the associated fault affects the entire device, where the device is not capable of accepting input or output. They are also presented if the associated fault affects the currently selected document service but does not affect another service, which can still be used.

The type of fault screen presented depends on the type of fault occurring.

Some fault displays present the user with fault recovery options. A selection of buttons allow you to choose a fault recovery option.

When an interrupting fault window is displayed, any status messages associated with the displayed fault are presented in the *Status Message* area.

## Non-Interrupting Fault

*Non-Interrupting* fault displays consist of messages displayed in the *Status Message* area. They do not affect the successful completion of a job from the current pathway.

For example, if the user is running a Copy job and a fault occurs with faxing, then a non-interrupting fault display is presented.

Both *Interrupting* and *Non-Interrupting* fault displays are generated automatically by the device and are displayed in the fault logs. Once the conditions which resulted in the fault display being generated have been resolved, the display is removed.

## Fault Logs

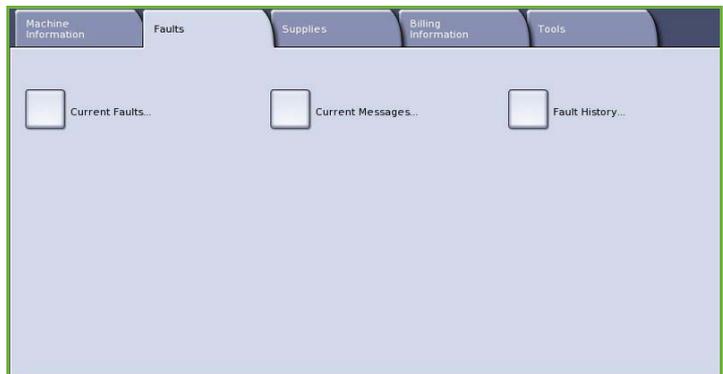
Fault information can be accessed using the **Machine Status** button.

*Machine Status* provides information about the device, the status of the paper trays, consumables and any current faults. Usage counters are also available.



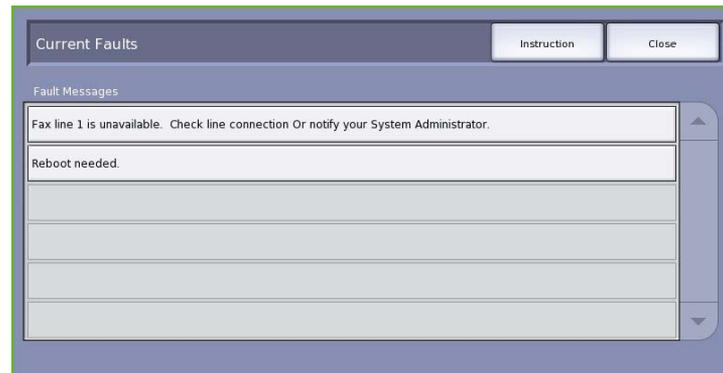
The *Faults* tab displays fault listings and the device error logs.

The faults are separated into **Current Faults**, **Current Messages** and **Fault History**.



## Current Faults

This option displays a list of any current faults on the device. Each fault can be selected for further information and instructions.



## Current Messages

This option displays a list of all the current fault messages associated with the current device status and faults.

## Fault History

The Fault History is a log of the last 20 faults occurring on the device. The fault code associated with each fault and the date and time a fault occurred is displayed. It also displays the device image count at the time each fault occurred and any relevant paper or document size information.

## Paper Problems

The device has designated misfeed clearance areas. If a misfeed occurs, a message and clearance instructions are displayed on the touch screen. There are also labels showing how to clear each area.

When clearing the paper path ensure all the areas stated are checked and cleared. Before closing the front door ensure that all handles and levers are returned to their correct position.

If misfeeds persist, or occur intermittently, check the following points:

## Handling of Media

For optimum printing results, observe the following when loading paper into the trays:

- Do not use folded or wrinkled paper.
- Do not load paper of varied sizes into the tray.
- Always fan transparencies and shuffle labels before loading. Labels and transparencies can only be loaded into Tray 4 (Bypass).
- Before loading paper into the trays, fan the edges. This procedure separates any sheets of paper that are stuck together and reduces the possibility of misfeeds.

## Storing of Media

It is important for optimum printing that paper is stored correctly. Take note of the following when storing paper:

- Store in ambient room temperature. Damp paper may cause feed problems or poor image quality.
- Do not open paper packages until they are required for use. The wrapper contains an inner lining that protects the paper from moisture.
- Store on a flat surface to avoid folding or curling of paper.
- Stack reams of paper carefully on top of one another to avoid crushing the edges. Do not stack more than five reams on top of each other.

## Finishing Problems

The finishing devices can occasionally experience misfeed, stapler, hole punch or stacking problems. If a problem occurs, a message and clearance instructions are displayed on the touch screen. If problems persist, or occur intermittently, check the following points:

- Unload the finisher tray frequently.
- Do not remove stapled sets while the finisher is compiling.
- Check the paper tray guides are locked into position against the paper.
- When using large paper, remove any output contained in the *Stacker Tray*.
- If the paper curls excessively, flip the paper over in the applicable paper tray.
- Check the correct paper size has been selected for the paper loaded in the tray.
- To correct stapling problems, use less than 50 sheets of paper if the paper is heavier than 80 gsm (20 lb).
- Check that the *Hole Punch Waste Container* is not full. The *container* collects waste from the hole punch. Refer to [Emptying the Hole Punch Waste Container](#) on page 294 for instructions.

If a stapler problem occurs, use the instructions below to clear the problem:

### Office Finisher:

- If a problem occurs in the office Finisher Stapler, remove the *Stapler Cartridge* and release any misfed staples. Refer to [Staple Cartridges](#) on page 293 for instructions on removing the staple cartridge.
- Remove any partially used staple strips and any staple strips that are not flat.
- Reinstall the *Stapler Cartridge*.

### High Volume Finisher:

- If a problem occurs in the Finisher Stapler, remove the *Staple Cartridge* and release any misfed staples. Refer to [Staple Cartridges](#) on page 293 for instructions on removing the staple cartridge.
- If the *Staple Cartridge* is not at the front of the device, power the device **Off** and **On** using the **On/Off** switch at the side of your device.
- Remove any partially used staple strips and any staple strips that are not flat.
- Reinstall the *Staple Cartridge*.

### High Volume Finisher Booklet Maker Stapler

- If a problem occurs in the Booklet Maker Staplers, remove both *Stapler Cartridges* and release any misfed staples. Refer to [Staple Cartridges](#) on page 293 for instructions on removing the staple cartridge.
- Remove any partially used staples from the *Stapler Cartridges* and *Stapler Heads*.
- Reinstall the *Stapler Cartridges*.

## Document Feeder Problems

*Document feeder* misfeeds can occur in the *document feeder*. The device has designated *document feeder* clearance areas. If a misfeed occurs, a message and clearance instructions are displayed on the touch screen. There are also labels showing how to clear each area.

If misfeeds persist, or occur intermittently, check the following points:

- Check the top cover of the *document feeder* is firmly closed.
- Check your originals. Ensure that your originals are of a good quality.

**Note:** If you have poor quality originals, use the *document glass* to copy a new set.

- Ensure that the *document feeder* guides are against the edges of the loaded originals.
- Check that your originals are within specification and that the loaded originals do not cover the maximum fill line on the *document feeder* guides. Refer to [www.xerox.com](http://www.xerox.com) for specifications information.

## Image Quality Problems

Additional options for correcting image quality problems are available in **Tools**. They provide various tests to check the functionality of the system and identify performance levels.

- Press the **Machine Status** button. Select the **Tools** tab.
- Select **Troubleshooting**. The troubleshooting options are displayed.



## Support Pages

Use this option to print the *Troubleshooting Print Quality Page* and the *Jet Test Pages*. The *Troubleshooting Print Quality Page* provides information about problem solving and the options which can be used to resolve issues. The *Jet Test Pages* highlight any image quality issues on your device.

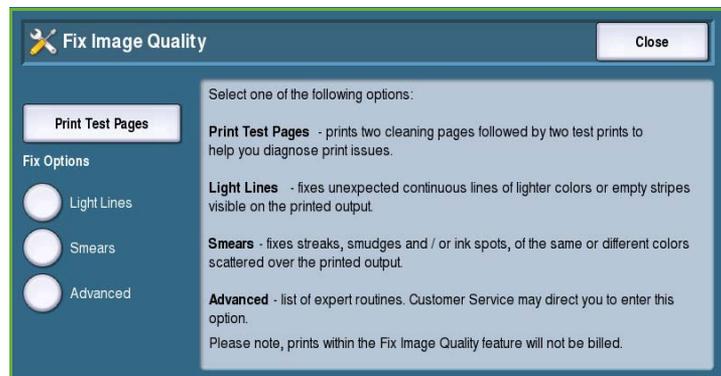
Use the **Print** option to print the pages.



## Fix Image Quality

Use this option to fix the image quality problems on your device. Print a test page and then analyse the output and choose one of the options to fix the problem:

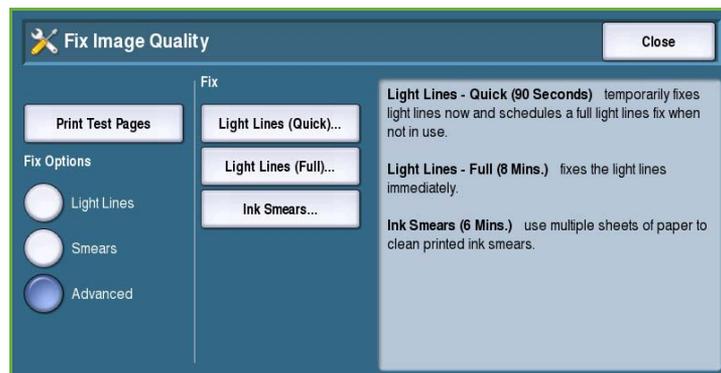
- **Light Lines** fixes unexpected continuous lines of lighter colors or empty stripes visible on the printed output.
- **Smears** fixes streaks, smudges and ink spots of the same or different colors scattered over the printed output.
- **Advanced** provides a list of expert routines. Customer Support may direct you to select this option.



### Advanced

Use this option to select a quick or full fix for the light line problems, or fix the problem of ink smears. Select the option required and then select **Confirm** when the confirmation screen is displayed.

- **Light Lines (Quick)** corrects Light Lines when detected, until a Full Fix is completed.
- **Light Lines (Full)** performs a maintenance routine when the machine is idle to fix the light line problem.
- **Ink Smears** is selected to correct any ink smear quality issues.



## Problem Statements

If you are experiencing difficulties using your device, check the suggestions below for problem solving advice.

Problem	Potential Solution
Dark or colored lines and streaks appear on the output when copying or scanning from the <i>document glass</i> .	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Make sure the defect is not on the original.</li> <li>• Clean the <i>document glass</i> and the Constant Velocity Transport (CVT) glass.</li> <li>• Fix the image quality problems. Refer to <a href="#">Image Quality Problems</a> on page 301 for instructions.</li> </ul>
Dark or colored lines and streaks appear on the output when copying or scanning from the <i>document feeder</i> .	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Make sure the defect is not on the original.</li> <li>• Clean the <i>document glass</i> and the Constant Velocity Transport (CVT) glass.</li> <li>• Fix the image quality problems. Refer to <a href="#">Image Quality Problems</a> on page 301 for instructions.</li> </ul>
Blurry prints are being produced.	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Fix the image quality problems. Refer to <a href="#">Image Quality Problems</a> on page 301 for instructions.</li> </ul>
Printer makes a tearing or ripping noise as paper exits and part of the image may be missing from the page.	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Fix the image quality problems. Refer to <a href="#">Image Quality Problems</a> on page 301 for instructions.</li> </ul>
A skewed or crooked image is produced when copying or scanning from the <i>document glass</i> .	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Make sure the defect is not on the original.</li> </ul>
A skewed or crooked image is produced when copying or scanning from the <i>document feeder</i> and <i>document glass</i> .	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Make sure the defect is not on the original.</li> <li>• Use originals within specification. Refer to <a href="http://www.xerox.com">www.xerox.com</a> for specifications information.</li> <li>• Make sure originals are correctly loaded in the <i>document feeder</i>.</li> </ul>
Smears and smudges appear on the output when copying or scanning from the <i>document glass</i> or <i>document feeder</i> .	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Make sure the defect is not on the original.</li> <li>• Clean the <i>document glass</i> and the Constant Velocity Transport (CVT) glass.</li> <li>• Fix the image quality problems. Refer to <a href="#">Image Quality Problems</a> on page 301 for instructions.</li> </ul>

Problem	Potential Solution
Smears and smudges appear on the output when printing or copying.	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Make sure paper is the correct type and size and is properly loaded in the tray.</li> <li>• Make sure you select the 2nd side option in the options if printing Side 2 on pre-printed paper.</li> <li>• Fix the image quality problems. Refer to <a href="#">Image Quality Problems</a> on page 301 for instructions.</li> </ul>
Light lines and streaks appear on prints or copies.	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Fix the image quality problems. Refer to <a href="#">Image Quality Problems</a> on page 301 for instructions.</li> </ul>
Background appears on copies.	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Make sure the document feeder is fully closed when using the document glass.</li> <li>• Enable <i>Auto Suppression</i> for the <i>Background Suppression</i> feature in the Image Quality options.</li> </ul>
The image has shifted, or is split, incomplete or scrambled.	<ul style="list-style-type: none"> <li>• Reprint the job.</li> </ul>
Steps in horizontal or vertical lines.	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Fix the image quality problems using the <i>Light Lines (Quick)</i> option. Refer to <a href="#">Image Quality Problems</a> on page 301 for instructions.</li> </ul>
Print color is not what was expected.	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Use a higher quality print mode.</li> <li>• Select a different color correction from the print driver.</li> <li>• Fix the image quality problems. Refer to <a href="#">Image Quality Problems</a> on page 301 for instructions.</li> <li>• Try using different colors in the document.</li> </ul>
Copy color is not what was expected.	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Use a higher quality print mode.</li> <li>• Select a different <i>Original Type</i>.</li> <li>• Fix the image quality problems. Refer to <a href="#">Image Quality Problems</a> on page 301 for instructions.</li> </ul>
Small white specks or graininess appears on the output.	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Use a higher quality print mode.</li> <li>• Print 1 sided rather than 2 sided.</li> <li>• Use a smoother paper.</li> </ul>
Missing or weak image on output.	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Make sure paper is the correct type and size and is properly loaded in the tray.</li> </ul>

Problem	Potential Solution
Dots on copies.	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Make sure the defect is not on the original.</li> <li>• Clean the document glass and the Constant Velocity Transport (CVT) glass.</li> </ul>
Marks on the lead edge of paper stack which are in line with the image.	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Fix the image quality problems. Refer to <a href="#">Image Quality Problems</a> on page 301 for instructions.</li> <li>• Run 20 blank sheets through the device.</li> </ul>
Oil in long edge feed (LEF) paper edges (at top and bottom) after running long jobs of short edge feed (SEF).	<ul style="list-style-type: none"> <li>• Reprint the job.</li> </ul>
Tray 1 and 2 (or 3) raise failure.	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Open and close the tray.</li> </ul>
Tray 1 and 2 misfeed.	<ul style="list-style-type: none"> <li>• Reprint the job.</li> <li>• Check the tray side guides are tight against the stack of paper. Turn or rotate the stack over if possible (unless using media with a defined paper print side).</li> </ul>

## Further Assistance

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

- Press the **Machine Status** button on the control panel.  
The *Machine Information* tab is displayed.



- The *Customer Support* information and the *Machine Serial Number* is displayed on this screen.



## Maintenance Assistant

If a problem occurs which requires further investigation from Xerox, diagnostic information can be sent directly to Xerox using the Maintenance Assistant option.

- Access the *Maintenance Assistant* option by selecting the **Machine Status** button.  
The **Maintenance Assistant** button is located on the **Machine Information** tab.
- Select the **Maintenance Assistant** button. The option to send diagnostic information to Xerox is provided.
- Select the option and following the screen messages to send the information to Xerox.  
This information will assist Xerox in identifying the problem.

# Xerox<sup>®</sup> ColorQube<sup>™</sup> 9201/9202/9203 Safety and Regulations



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 2.0: July 2009

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# Notices and Safety

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

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

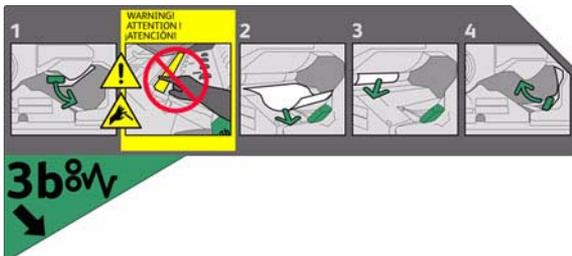
The safety and environment testing and performance of this product have been verified using Xerox materials only.

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

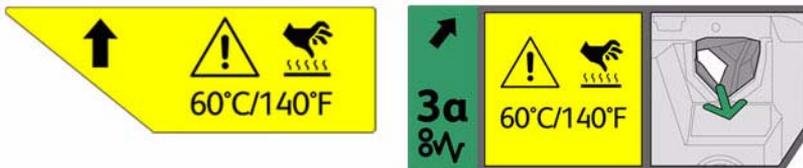
## Safety Labels and Symbols

All warnings and instructions marked on or supplied with the product should be followed.

**! WARNING:** This label alerts users to an area of the equipment which includes a sharp edge which could cause laceration in the event that extreme force is used on the guard which prevents contact in normal use. The edge is colored yellow to indicate the area which should be avoided.



**! WARNING:** These labels alert users to areas of the equipment which are heated. The surfaces are safe to touch but long term contact may result in discomfort.



# Operational Safety Information

Your Xerox equipment and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times:

## Electrical Supply

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

Read the information in the following sections:

- [Power Outlet Electrical Safety](#) on page 311.
- [Power Cord Electrical Safety](#) on page 312.
- [Equipment Safety](#) on page 312.
- [Emergency Power Off](#) on page 313.
- [Disconnect Device](#) on page 313.

## Power Outlet Electrical Safety

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

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



**! WARNING:** This equipment must be connected to a protective earth circuit. This equipment is supplied with a plug that has a protective earth pin. This plug will only fit into an earthed electrical outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact a licensed electrician to replace the outlet. Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.

Improper connection of the equipment-grounding conductor can result in electrical shock.

## Power Cord Electrical Safety

- Use only the power cord supplied with this equipment.
- Plug the power cord directly into a grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.
- Do not place this equipment where people might step on or trip on the power cord.
- Do not place objects on the power cord.

## Equipment Safety

This equipment has been designed to provide operator access to safe areas only.

Operator access to hazardous areas is restricted using covers or guards, which require a tool to enable removal.

Never remove the covers or guards that protect hazardous areas.

### Equipment Safety - Do These

 **WARNING:** Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

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

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

### Equipment Safety - Do Not Do These

 **WARNING:** Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

- Never use a ground adapter plug to connect the equipment to a power outlet that lacks a ground connection terminal.
- Never attempt any maintenance function that is not specifically described in this documentation.
- Never obstruct ventilation openings. They are provided to prevent overheating.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the machine near a radiator or any other heat source.

- Never push objects of any kind into the ventilation openings.
- Never override or “cheat” any of the electrical or mechanical interlock devices.
- Never place this equipment where people might step on or trip on the power cord.
- This equipment should not be placed in a room unless proper ventilation is provided. Please contact your local Authorized dealer for further information.

### Emergency Power Off

If any of the following conditions occur, turn off the equipment immediately and disconnect the power cable(s) from the electrical outlet(s). 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 machine.
- The machine is exposed to water.
- Any part of the equipment is damaged.

### Disconnect Device

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

## Maintenance Information



**WARNING:** Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

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

## Consumables Information

- Store all consumables in accordance with the instructions given on the package or container.
- Keep all consumables away from the reach of children.
- Cartridges: When handling cartridges, avoid skin or eye contact. Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge. This can increase the risk of skin or eye contact.

## Product Safety Certification

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

Agency	Standard
Canadian Standards Association	UL60950/CSA 22.2 No 60950
Canadian Standards Association	IEC60950/EN60950

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

## Basic Regulations

Xerox has tested this product to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this product 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 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 receiver.
- 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/television technician for help.

Any changes or modifications not expressly approved by Xerox could void the user's authority to operate the equipment. To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

## Canada (Regulations)

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

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

## European Union

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

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

- December 12, 2006: Low Voltage Directive 2006/95/EC. Approximation of the laws of the member states related to low voltage equipment.
- December 15, 2004: Electromagnetic Compatibility Directive 2004/108/EC. Approximation of the laws of the member states related to electromagnetic compatibility.
- March 9, 1999: Radio & Telecommunications Terminal Equipment Directive 1999/5/EC.

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

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

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

## Turkey RoHS Regulation

In compliance with Article 7 (d)

We hereby certify

"It is compliant with the EEE Regulation."

"EEE yönetmeliğine uygundur"

# Copy Regulations

## United States

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

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

Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.5.
5. Certificate of Citizenship or Naturalization.

Foreign Naturalization Certificates may be photographed.

6. Passports. Foreign Passports may be photographed.
7. Immigration papers.
8. Draft Registration Cards.
9. Selective Service Induction papers that bear any of the following Registrant's information:
  - Earnings or Income
  - Court Record
  - Physical or mental condition
  - Dependency Status
  - Previous military service

Exception: United States military discharge certificates may be photographed.

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

Reproducing the following is also prohibited in certain states:

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

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

## Canada

Parliament, by 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.

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

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

## Other Countries

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

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

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

# Fax Regulations

## United States

### Fax Send Header Requirements

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

### 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 is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

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

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

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

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



**WARNING:** Ask your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

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

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

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

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

This 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.

If your office has 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 will disable alarm equipment, consult your Telephone Company or a qualified installer.

## Canada

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

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

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

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

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

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

## Europe

### Radio Equipment & 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, of itself, 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 in the first instance.

This product has been tested to and is compliant with ES 203 021-1, -2, -3, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. This product provides an user-adjustable setting of the country code. Refer to the customer documentation for this procedure. Country codes should be set prior to connecting this product to the network.

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

## South Africa

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

# Material Safety Data

For Material Safety Data information regarding your printer, go to:

North America: [www.xerox.com/msds](http://www.xerox.com/msds)

European Union: [www.xerox.com/environment\\_europe](http://www.xerox.com/environment_europe)

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

# Product Recycling and Disposal

## USA & Canada

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

If you are managing the disposal of your Xerox product, please note that the product 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. In the United States, you may also refer to the Electronic Industries Alliance web site: <http://www.eiae.org/>.

## European Union

### WEEE Directive 2002/96/EC

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



#### **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.



#### **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. Prior to disposal, please contact your local dealer or Xerox representative for end of life takeback information.

# Energy Program Compliance

## All Markets

### ENERGY STAR

As an ENERGY STAR<sup>®</sup> partner, Xerox Corporation has determined that this product meets the ENERGY STAR guidelines for energy efficiency.



The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks.

The ENERGY STAR Imaging Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

## EH&S Contact Information

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

USA: 1-800 828-6571

Canada: 1-800 828-6571

Europe: +44 1707 353 434

Product safety information is also available on the Xerox website:

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

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