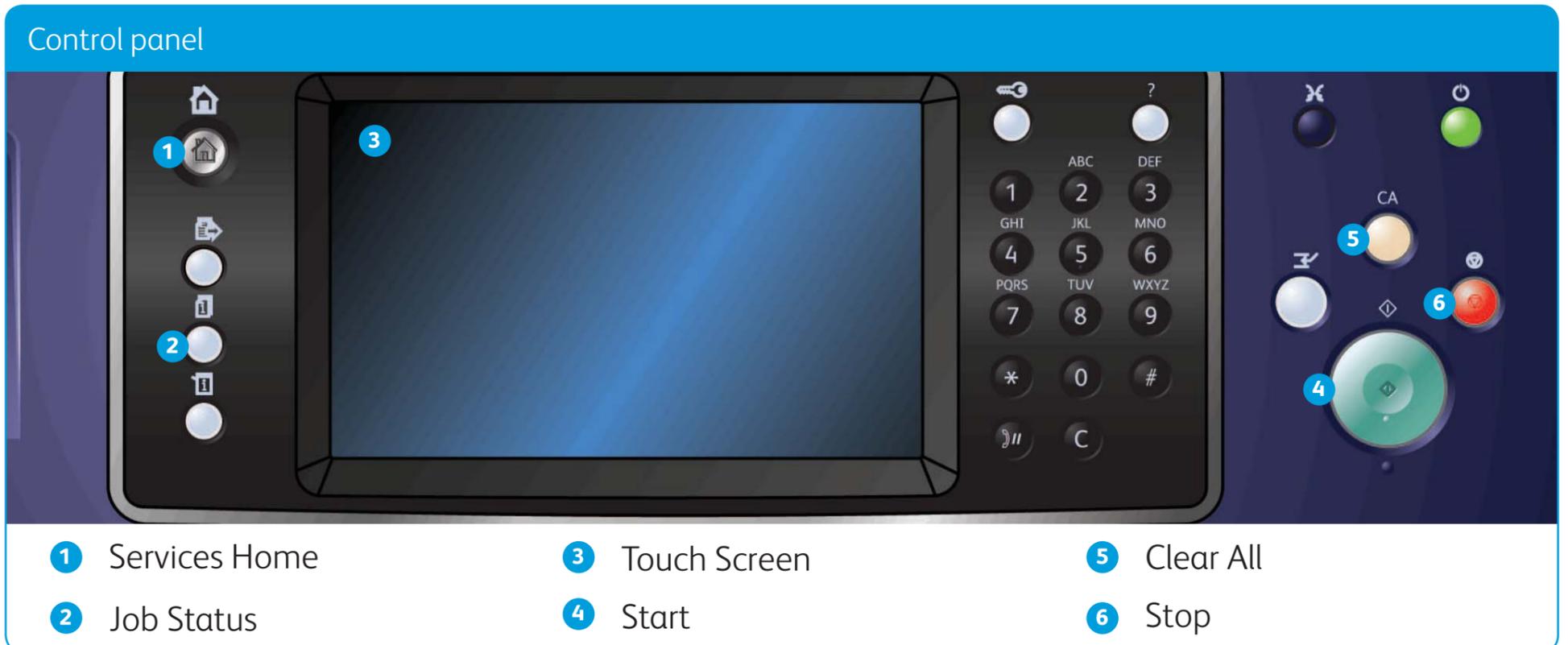


How to make a copy



OR

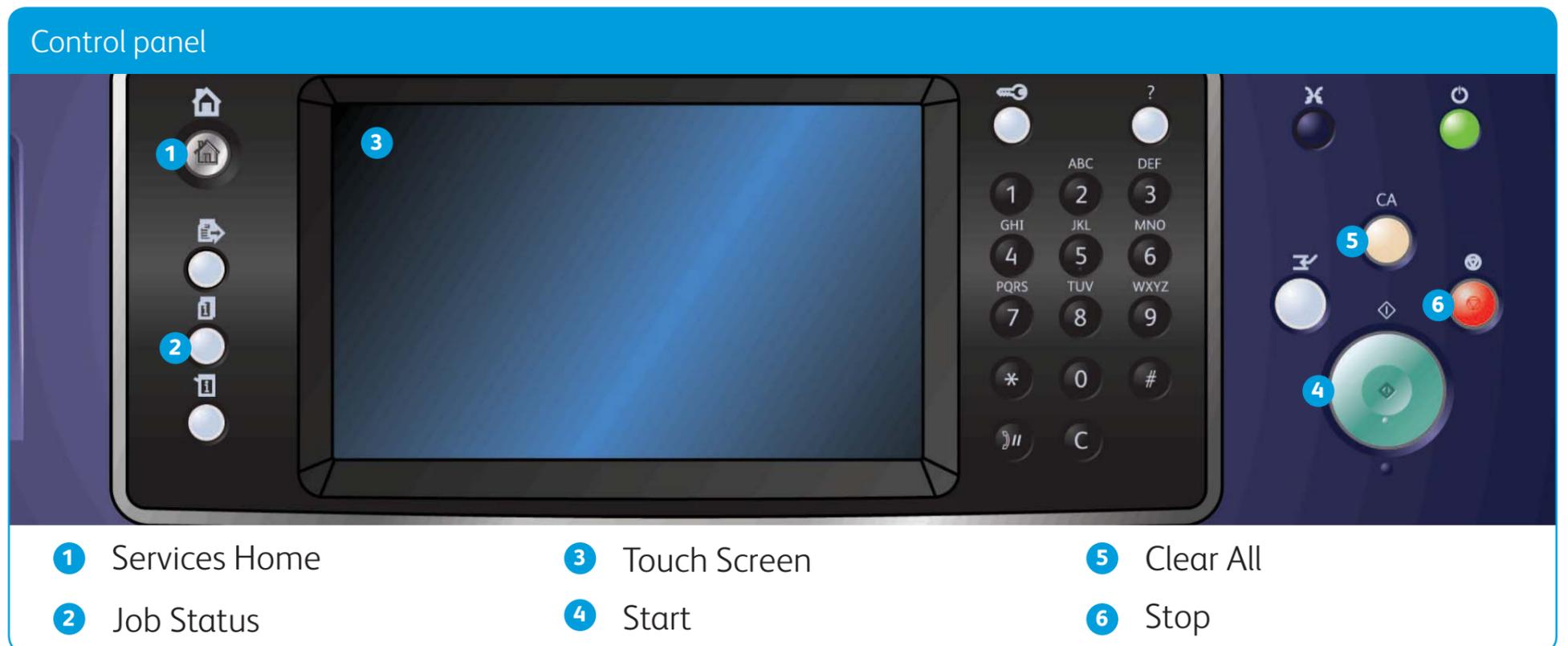


1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents **OR** lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
2. Press the **Clear All (AC)** button to cancel any previous screen programming selections.
3. Press the **Services Home** button on the Control Panel.
4. Select the **Copy** button on the touch screen.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.
6. Select any options required.
7. Enter the number of prints required using the numeric keypad on the Control Panel.
8. Press the **Start** button on the Control Panel to scan the original.

For more information

Please refer to: user guides - available via
<http://www.support.xerox.com>

How to Send a Fax



OR

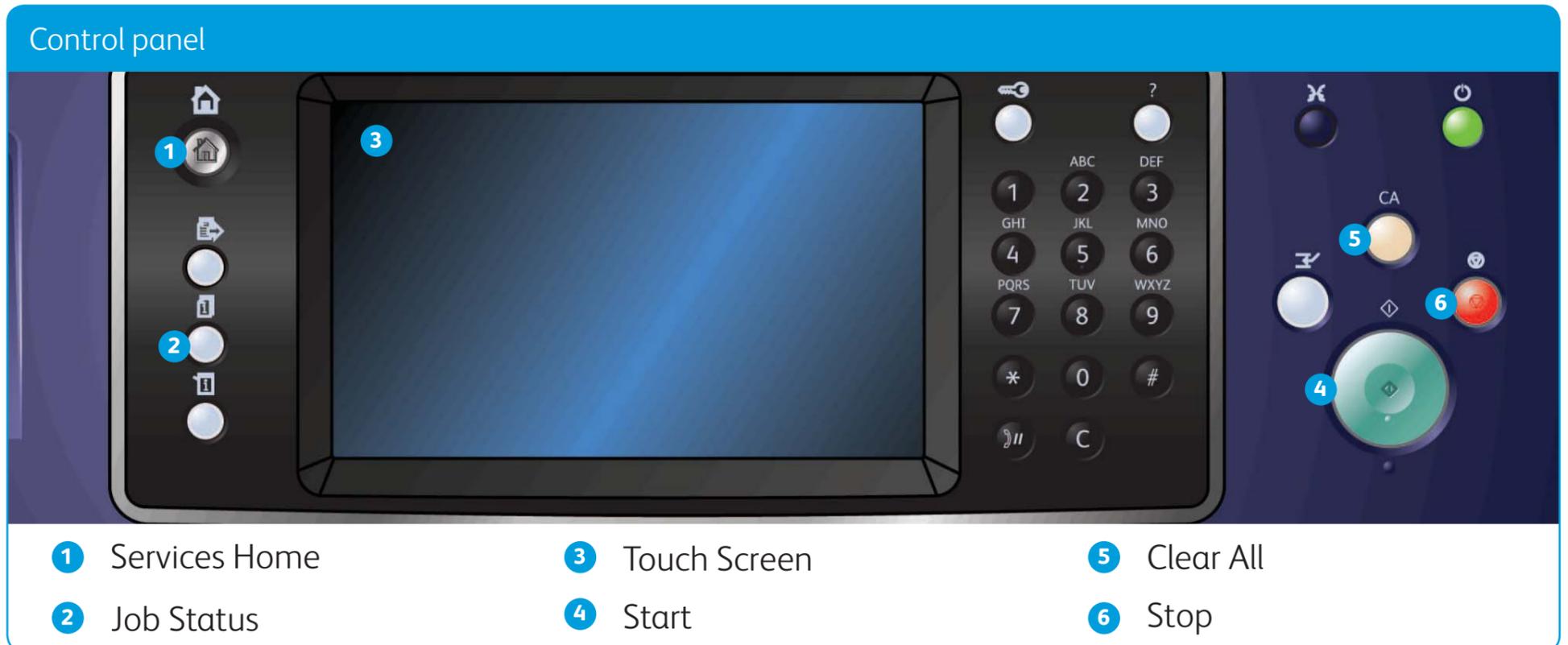


1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents **OR** lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
2. Press the **Clear All (AC)** button to cancel any previous screen programming selections.
3. Press the **Services Home** button on the Control Panel.
4. Select the **Fax** button on the touch screen.
5. If required, select the **Fax** tab. This is usually the active tab when the Fax service opens.
6. Select the **Enter Fax Number entry box** and use the numeric keypad, or the touch screen keypad to enter the recipient's fax number.
7. Select the **Add** button. If you want to send the document to more than one recipient enter the additional details, one recipient at a time, and select the **Add** button again until all the recipients have been added.
8. Select the **Close** button to save the information you entered.
9. Select any options required.
10. Press the **Start** button on the Control Panel to scan the original.

For more information

Please refer to: user guides - available via
<http://www.support.xerox.com>

How to Send a Server Fax



OR

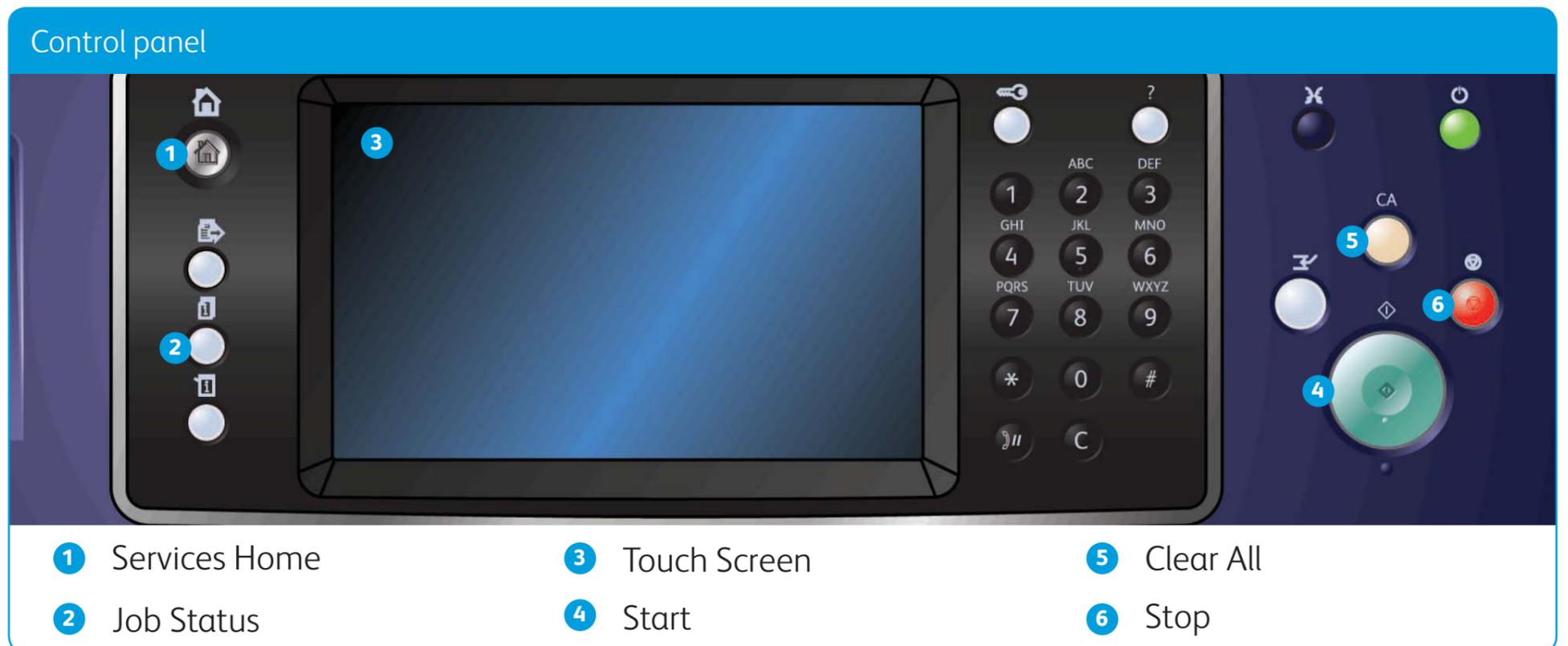


1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents **OR** lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
2. Press the **Clear All (AC)** button to cancel any previous programming selections.
3. Press the **Services** Home button on the Control Panel.
4. Select the **Server Fax** button.
5. If required, select the **Server Fax** tab. This is usually the active tab when the Server Fax service opens.
6. Select the **Enter Fax Number entry box** and use the numeric keypad, or the touch screen keypad to enter the recipient's fax number.
7. Select the **Add** button. If you want to send the document to more than one recipient enter the additional details, one recipient at a time, and select the **Add** button again until all the recipients have been added.
8. Select the **Close** button to save the information you entered.
9. Select any options required.
10. Press the **Start** button on the Control Panel to scan the original.

For more information

Please refer to: user guides - available via
<http://www.support.xerox.com>

How to Send an Internet Fax



OR

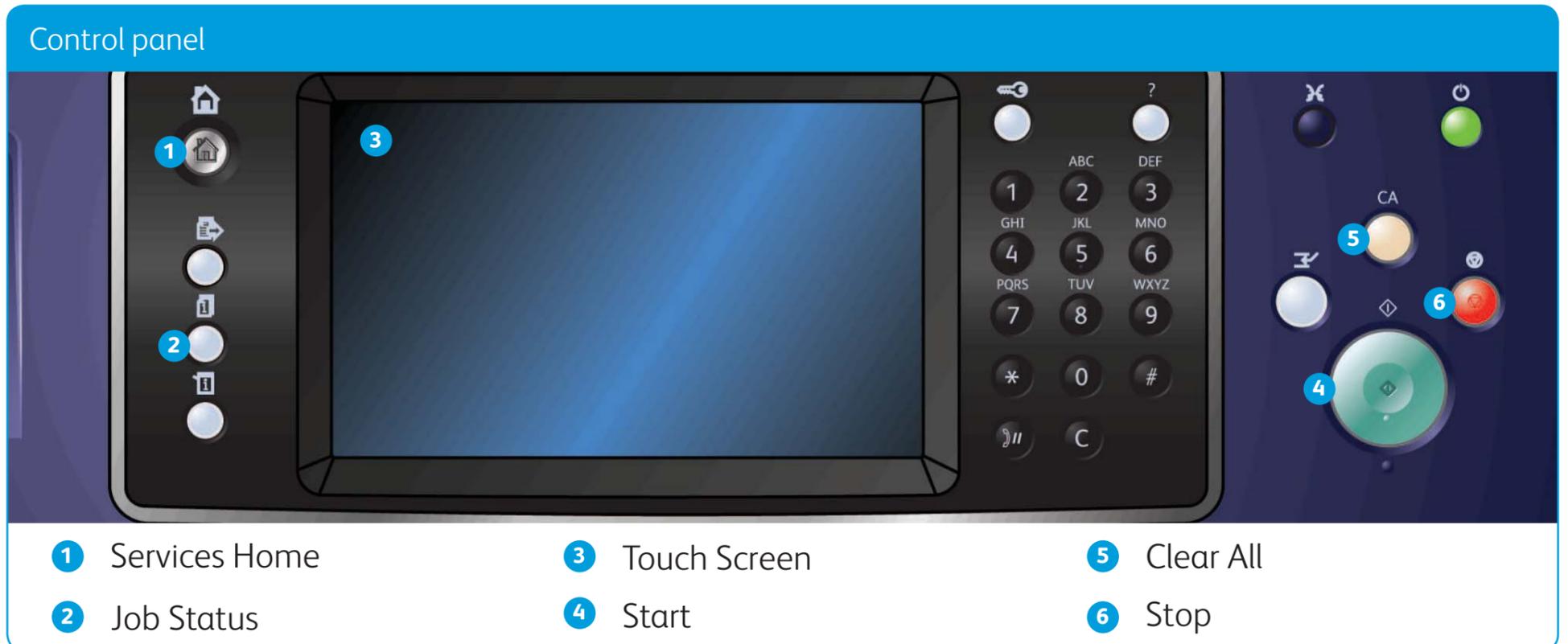


1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents **OR** lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
2. Press the **Clear All (AC)** button to cancel any previous screen programming selections.
3. Press the **Services Home** button on the Control Panel.
4. Select the **Internet Fax** button.
5. If required, select the **Internet Fax** tab. This is usually the active tab when the Internet Fax service opens.
6. Select the **New Recipient...** button.
7. Use the touch screen keyboard to enter the e-mail address of the recipient.
8. Select the **Add** button. If you want to send the document to more than one recipient enter the additional details, one recipient at a time, and select the **Add** button again until all the recipients have been added.
9. Select the **Close** button to save the information you entered.
10. Select any options required.
11. Press the **Start** button on the Control Panel to scan the original.

For more information

Please refer to: user guides - available via
<http://www.support.xerox.com>

How to Send an E-mail



OR

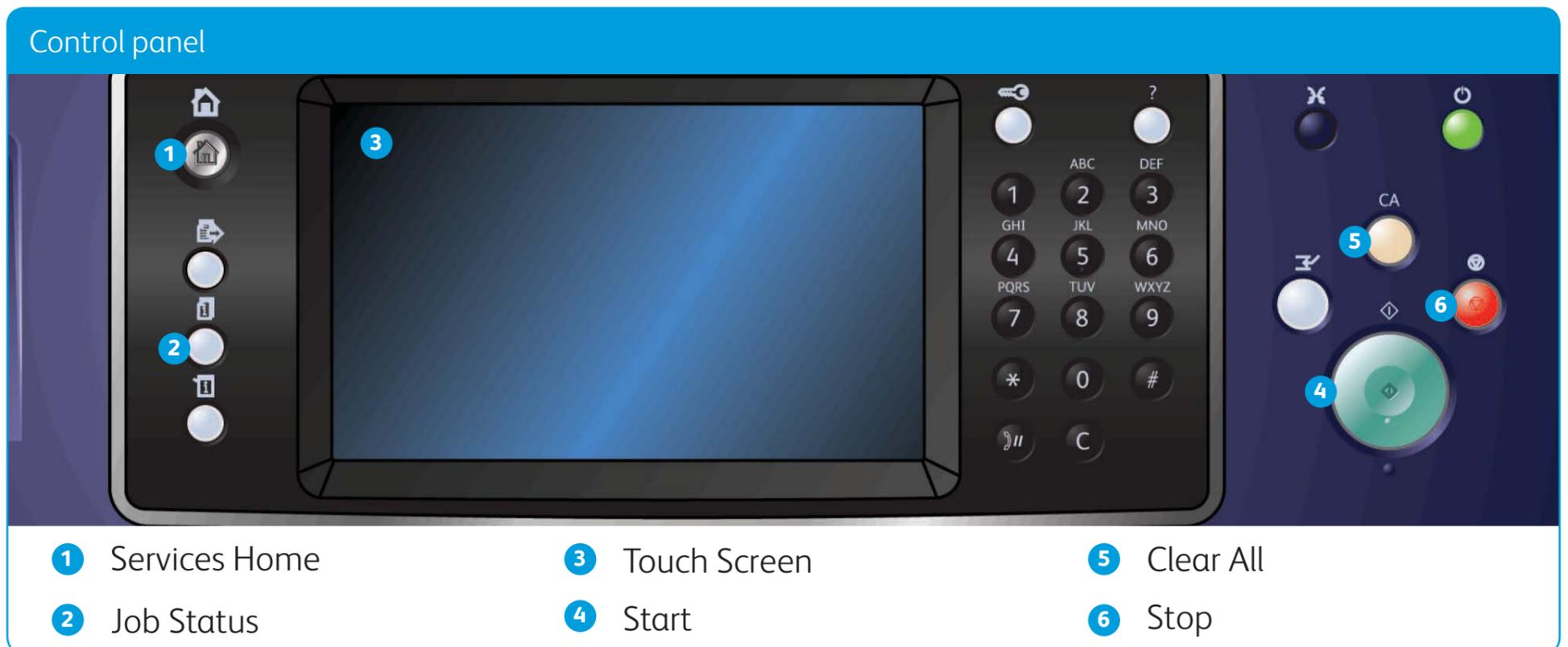


1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents **OR** lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
2. Press the **Clear All (AC)** button to cancel any previous screen programming selections.
3. Press the **Services** Home button on the Control Panel.
4. Select the **E-mail** button on the touch screen.
5. If required, select the **E-mail** tab. This is usually the active tab when the E-mail service opens.
6. Select the **New Recipient...** button.
7. Use the touch screen keyboard to enter the recipient's e-mail address.
8. Select the **Add** button.
9. Select the **Close** button to save the information you entered.
10. Select any options required.
11. Press the **Start** button on the Control Panel to scan the original.

For more information

Please refer to: user guides - available via
<http://www.support.xerox.com>

How to Save and Reprint Jobs



Saving Jobs using the Print Driver

1. Open the document to be printed on your computer.
2. Select the Xerox driver from the list of print drivers available.
3. Open the print driver properties window.
4. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
5. Select **Saved Job** from the **Job Type dropdown menu**.
6. Select the folder where your job should be saved from the **Save To** menu.
7. Click the **OK** button.
8. Select the option(s) required.
9. Click the **OK** button to save your settings.
10. Select the confirmation button, the name will vary depending on the application you are printing from. From most applications select the **OK** or **Print** button.

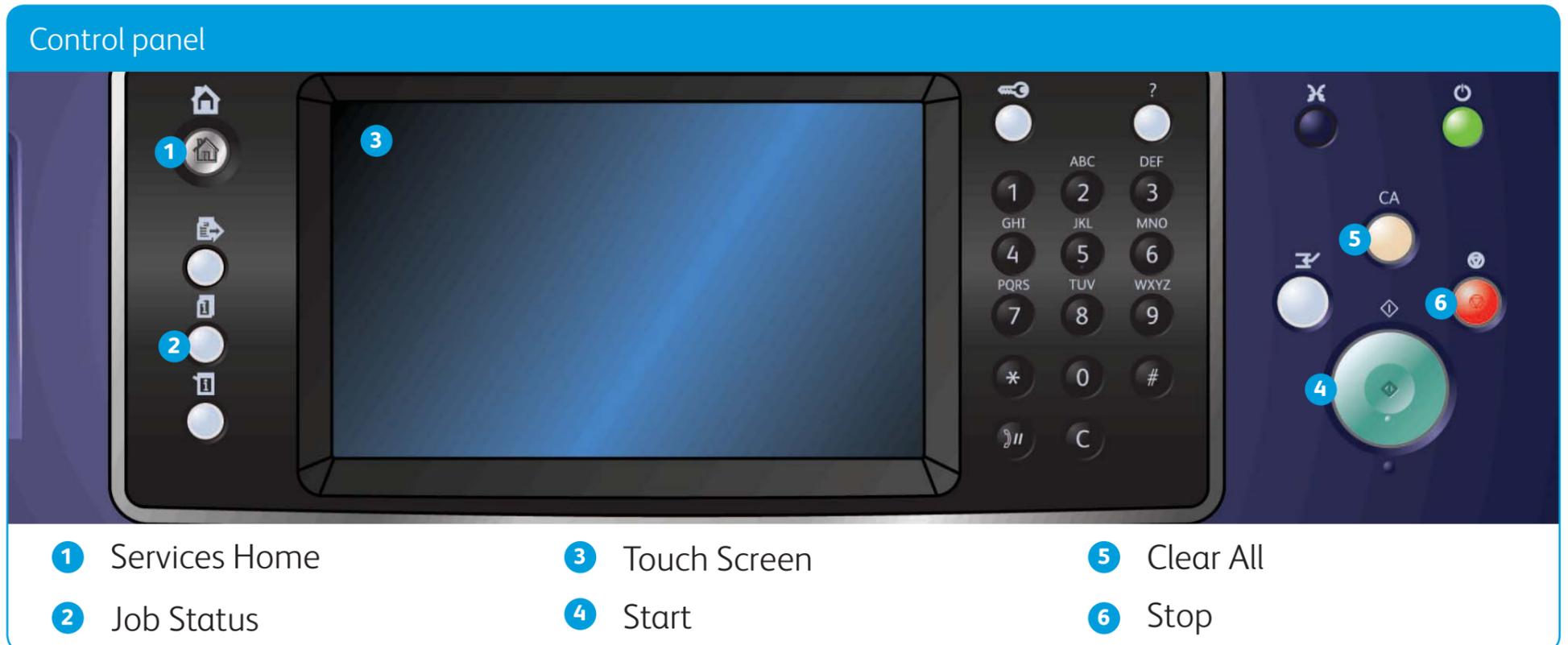
Reprinting Saved Jobs

1. Press the **Services Home** button on the Control Panel.
2. Select the **Print From** button on the touch screen.
3. Select the **Saved Jobs...** button on the touch screen. The saved jobs folders are displayed.
4. Select the required folder.
5. Select the saved job required. If necessary, use the Up and Down arrows to scroll through the list until the job is displayed.
6. Select any options required.
7. Press the **Start** button on the Control Panel to print the job.

For more information

Please refer to: user guides - available via
<http://www.support.xerox.com>

How to Scan to Your Network



OR



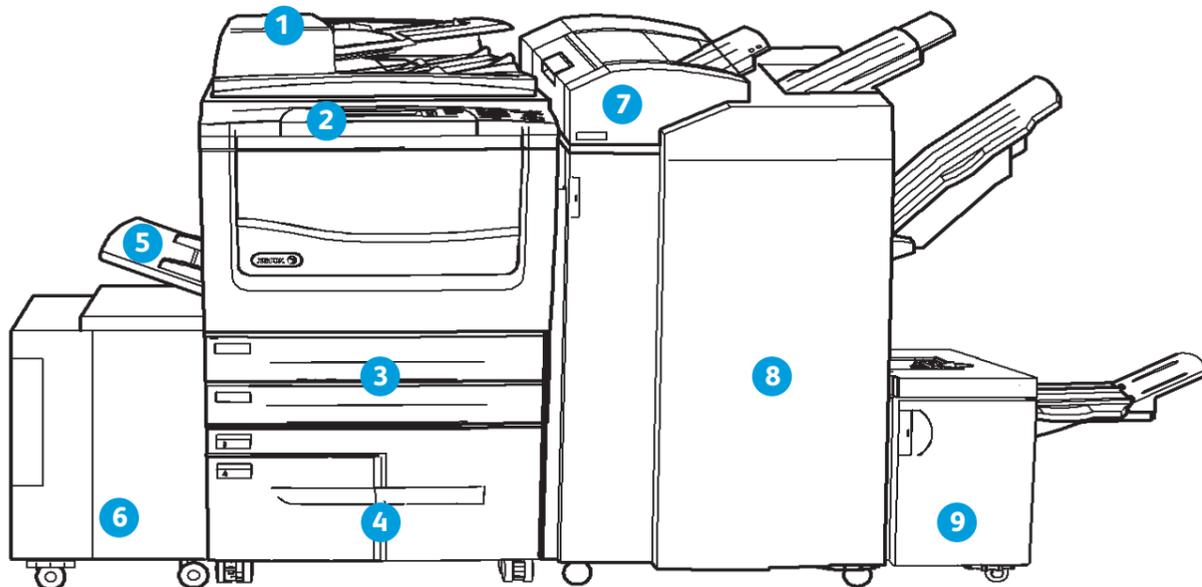
1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents **OR** lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
2. Press the Clear **All (AC)** button to cancel any previous screen programming selections.
3. Press the **Services** Home button on the Control Panel.
4. Select the **Workflow Scanning** button on the touch screen.
5. If required, select the **Workflow Scanning** tab. This is usually the active tab when the Workflow Scanning service opens.
6. Select a template type from the **All Templates** dropdown menu.
7. Select the required template from the list
8. Select any options required.
9. Press the **Start** button on the Control Panel to scan the original.

For more information

Please refer to: user guides - available via
<http://www.support.xerox.com>

Machine Overview

Machine Overview



- 1 Document Feeder and Document Glass
- 2 Control Panel
- 3 Paper Trays 1 and 2
- 4 Paper Tray 3 and 4
- 5 Bypass Tray
- 6 Tray 6 (optional)
- 7 Inserter tray 7 (optional)
- 8 High Volume Finisher (optional)
- 9 Tri-folder (optional)

Features

Depending on the configuration of your device, it is capable of the following:



Control panel



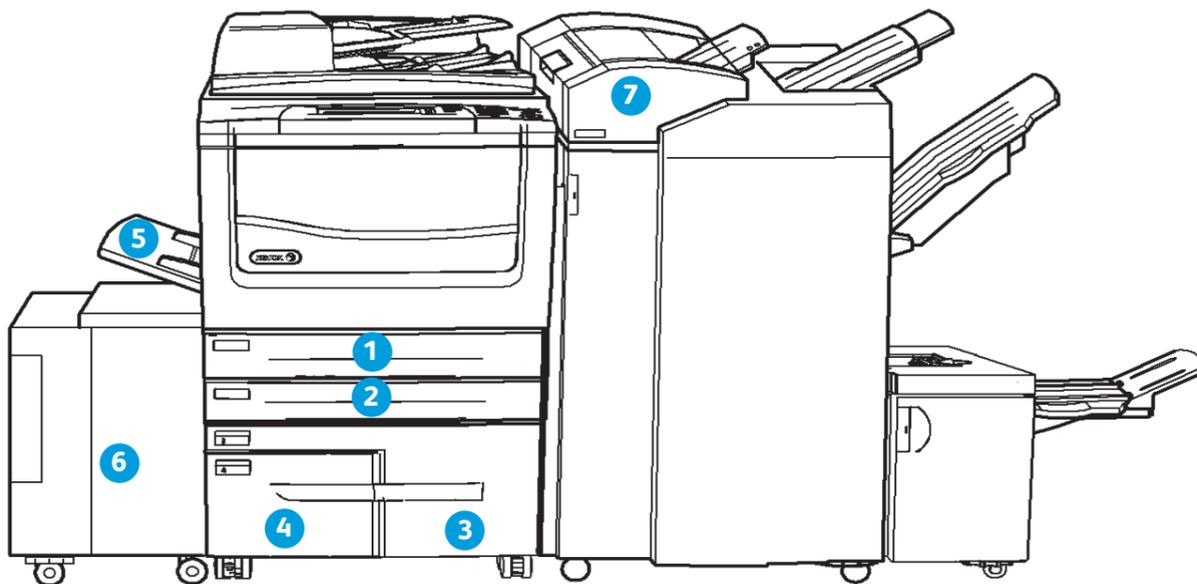
- 1 Services Home
- 2 Services
- 3 Job Status
- 4 Machine Status
- 5 Touch Screen
- 6 Log In / Out
- 7 Numeric Keyboard
- 8 Help
- 9 Interrupt
- 10 Start
- 11 Clear all
- 12 Stop
- 13 Language
- 14 Energy Saver and power on / off.

For more information

Please refer to: user guides - available via <http://www.support.xerox.com>

How to Load Paper

Machine Overview



- 1 Tray 1
- 2 Tray 2
- 3 Tray 3
- 4 Tray 4
- 5 Bypass Tray
- 6 Tray 6 (optional)
- 7 Inserter Tray (optional)

Trays 1 and 2

1. Open the tray.
2. Place the media in the tray. Media must be positioned against the left side of the tray. Paper must not be loaded above the maximum fill line.
3. Make sure that the guides just touch the paper.
4. Close the paper tray.
5. If the tray is set to Dedicated this is the end of the loading process.
6. If the tray is set to Fully Adjustable the paper tray settings will be displayed on the screen. If the settings are correct select the **Confirm** button. If the settings are not correct change the settings as required.

Bypass Tray

1. Make sure the tray is in the down position. For larger media, use the tray extension.
2. Place the media in the tray. Media must be positioned against the left side of the tray. Paper must not be loaded above the maximum fill line.
3. Make sure that the paper guides just touch the paper.
4. If the tray is set to Dedicated this is the end of the loading process.
5. If the tray is set to Fully Adjustable the paper tray settings will be displayed on the screen. If the settings are correct select the **Confirm** button. If the settings are not correct change the settings as required.

Tray 6

1. Press the button to open the door.
2. Wait for the paper tray to lower.
3. Place the media in the tray. Media must be positioned against the left side of the tray. Paper must not be loaded above the maximum fill line.
4. Close the door.

Trays 3 and 4

1. Open the tray.
2. Place the media in the tray. Media must be positioned against the left side of the tray. Paper must not be loaded above the maximum fill line.
3. Close the paper tray.

Tray 7 (Inserter)

1. Place the media in the correct orientation for the job. The labels on the top of Tray 7 (Inserter) provide instructions for input and output orientations.
2. Register the paper to the left edge of the tray. Paper must not be loaded above the maximum fill line.
3. Make sure that the guide just touches the paper.

For more information

Please refer to: user guides - available via
<http://www.support.xerox.com>