

Version 1.0  
July 2014



# Xerox® WorkCentre® 5945/5955

## Multifunction Printer

### User Guide



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Version 1.0

July 2014

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# Safety and Regulations

# 1

## Notices and Safety

Please read the following instructions carefully before operating the device. Refer to them as needed to ensure the continued safe operation of your device.

Your Xerox device 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 device 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 device certification. Please contact your Xerox representative for more information.

## Safety Labels and Symbols

All warnings and instructions marked on or supplied for the device should be followed.

### **WARNING**

This WARNING alerts users to areas of the device where there is the possibility of personal injury.

### **WARNING**

This WARNING alerts users to areas of the device where there are heated surfaces, which should not be touched.

### **Caution**

This symbol alerts users to areas of the equipment which require special attention to avoid the possibility of personal injury or damage to the equipment. A symbol for items that must be performed. Follow instructions carefully to carry out these essential tasks.

# Operational Safety Information

Your Xerox device 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 device, follow the safety guidelines on this website at all times.

## Electrical Supply

This document 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
- Power Cord Electrical Safety
- Device Safety
- Emergency Power Off
- Disconnect Device

### Power Outlet Electrical Safety

This device must be operated from the type of electrical supply indicated on the data plate label located on the rear cover of the device. 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 device and should be easily accessible.



#### **WARNING**

This device must be connected to a protective earth circuit. This device 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 the device to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician. Improper connection of the device-grounding conductor can result in electrical shock.

### Power Cord Electrical Safety

- Use only the power cord supplied with this device.
- 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 device where people might step on or trip on the power cord.
- Do not place objects on the power cord.
- To reduce the risk of fire, use only No. 26 American Wire Gauge (AWG) or larger telecommunication line cord.

## Device Safety

This device 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.

### Device Safety - Do These

- Always follow all warnings and instructions that are marked on or supplied with the device.
- Before cleaning this device, switch off then unplug the device from the electrical outlet. Always use materials specifically designated for this device, the use of other materials may result in poor performance and create a hazardous situation.
- Always exercise care when moving or relocating the device. Please contact your local Xerox dealer to arrange relocation of the device to a location outside of your building.
- Always locate the device on a solid support surface (not on plush carpet) that has adequate strength to support the weight of the machine.
- Always locate the device in an area that has adequate ventilation and room for servicing.

**Note:** Your Xerox device is equipped with an energy saving function to conserve power when the device is not in use. The device may be left on continuously.

### Device Safety - Do Not Do These

#### **WARNING**

**Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electro-mechanical equipment.**

- Never use a ground adapter plug to connect the device 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 device where people might step on or trip on the power cord.
- This device 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 device immediately switch off the device and disconnect the power cable(s) from the electrical outlet(s). Contact an authorized Xerox Service Representative to correct the problem:

- The device 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 device is damaged.

## Disconnect Device

The power cable is the disconnect device for this device. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the device, 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 electro-mechanical equipment.**

- Any operator device maintenance procedures will be described in the user documentation supplied with the device.
- Do not carry out any maintenance on this device 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.
- Never throw toner, toner cartridges or toner containers into an open flame.
- When handling cartridges, for example ink, fuser, etc. 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.
- Use a broom or a wet cloth to wipe off spilled toner. Sweep slowly to minimize generation of dust during clean up. Avoid using a vacuum cleaner. If a vacuum cleaner must be used, the unit should be designed for combustible dusts (e.g. explosion rated motor and conductive hose).

## Product Safety Certification

This product is certified by the following Agency using the Safety standards listed below.

Agency	Standard
Underwriters Laboratories Inc. (US / Canada)	UL60950-1 (2007) 2nd Edition
	CSA 22.2 no. 60950-1-07 2nd Edition
Underwriters Laboratories Inc. (Europe)	IEC60950-1:2005, (2nd Edition) +A1:2009
	EN60950-1:2006 (2nd Edition) +A11:2009;+A1:2010;+A12:2011 (CB Scheme)

This device has been manufactured under a registered ISO9001 Quality system.

## Basic Regulations

Xerox has tested this device to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this device in a typical office environment.

### Ozone Safety Information

This product produces ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Install the system in a well-ventilated room. If you need additional information about ozone, please request the Xerox publication Facts About Ozone (part number 610P64653) by calling 1-800-ASK-XEROX in the United States and Canada. In other markets, please contact your local Xerox representative.

### United States (FCC Regulations)

This device 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 device 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 device 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 device does cause harmful interference to radio or television reception, which can be determined by turning the device 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 device and receiver.
- Connect the device 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 device.

 **WARNING**

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

## 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 device may cause radio interference in which case the user may be required to take adequate measures.

 The CE mark applied to this device 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.
- June 8, 2011: Restriction of the use of certain hazardous substances in electrical and electronic equipment. Directive 2011/65/EU.

This device, 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 device can be obtained from Xerox.

## European Union Lot 4 Imaging Equipment Agreement Environmental Information

### Environmental Information Providing Environmental Solutions and Reducing Cost

#### Introduction

The following information has been developed to assist users and has been issued in relation to the European Union (EU) Energy Related Products Directive, specifically the Lot 4 study on Imaging Equipment. This requires manufacturers to improve environmental performance of in scope products and supports the EU action plan on energy efficiency.

In scope products are Household and Office equipment that meet the following criteria.

- Standard monochrome format products with a maximum speed less than 64 A4 images per minute.
- Standard color format products with a maximum speed less than 51 A4 images per minute.

### Environmental Benefits of Duplex Printing

Most Xerox products have duplex printing, also known as 2-sided printing, capability. This enables you to print on both sides of the paper automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption. The Lot 4 Imaging Equipment agreement requires that on models greater than or equal to 40 ppm color or greater than or equal to 45 ppm monochrome the duplex function has been auto enabled, during the setup and driver installation. Some Xerox models below these speed bands may also be enabled with 2-sided printing settings defaulted on at the time of install. Continuing to use the duplex function will reduce the environmental impact of your work. However, should you require simplex / 1-sided printing, you may change the print settings in the print driver.

### Paper Types

This product can be used to print on both recycled and virgin paper, approved to an environmental stewardship scheme, which complies with EN12281 or a similar quality standard. Lighter weight paper (60 gsm), which contains less raw material and thus saves resources per print, may be used in certain applications. We encourage you to check if this is suitable for your printing needs.

## Turkey RoHS Regulation

In compliance with Article 7 (d). We hereby certify

"It is compliant with the EEE Regulation."

"EEE yönetmeliğine uygundur"

## Regulatory Information for 2.4 GHz Wireless Network Adapter

This product contains a 2.4 GHz Wireless LAN radio transmitter module which complies with the requirements specified in FCC Part 15, Industry Canada RSS-210 and European Council Directive 99/5/EC.

The operation of this device is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this device not specifically approved by the Xerox Corporation may void the user's authority to operate the equipment.

## Eurasia Economic Community (EAC Mark)



Russia, Belarus and Kazakhstan are working to establish a common customs union which will be known as the Eurasian Economic Community or EurAsEC. This union has announced a common regulatory scheme and a EurAsEC certification Mark (EAC Mark).

# 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 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. 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 Queen's 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 Header Requirements

#### 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 the customer documentation and follow the steps provided.

#### Data Coupler Information

This device 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 device is a label that contains, among other information, a device 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 device 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 device. 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 device 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 device is part of the device 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 device 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 device. 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 device, 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 device is causing harm to the telephone network, the Telephone Company may request that you disconnect the device 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 device 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 device 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 device 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 device, users must make sure that it is permissible to be connected to the facilities of the local telecommunications company. The device 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 device, or device malfunctions, may give the telecommunications company cause to request the user to disconnect the device.

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 device.

#### **Canada CS-03 issue 9:**

This product has been tested to and is compliant with CS-03 issue 9.

## Europe

### **Radio Equipment & Telecommunications Terminal Equipment Directive**

This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC.

The product has been designed to work with the national PSTNs and compatible PBXs of the following countries: **Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom, Iceland, Liechtenstein, Norway.**

In the event of problems, you should contact your local Xerox representative in the first instance. This product has been tested to and is compliant with TBR21 OR ES 103 021-1/2/3 or ES 203 021-1/2/3, technical specifications for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. The product may be configured to be compatible with other country networks. Please contact your Xerox representative if it needs to be reconnected to another country's 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, 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.

## New Zealand

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, it does not provide any sort of warranty, and it does not imply that any Telepermitted product is compatible with all Telecom network services. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model.

The equipment may not be capable of correct operation at the higher data speeds designated. 33.8 kbps and 56 kbps connections are likely to be restricted to lower bit rates when connected to some PSTN implementations. Telecom will accept no responsibility for difficulties that arise in such circumstances.

- Immediately disconnect this equipment should it become physically damaged, then arrange for its disposal or repair.
- This modem shall not be used in any manner which could constitute a nuisance to other Telecom customers.
- This device is equipped with pulse dialling, while the Telecom standard is DTMF tone dialling. There is no guarantee that Telecom lines will always continue to support pulse dialling.
- Use of pulse dialling, when this equipment is connected to the same line as other equipment, may give rise to 'bell tinkle' or noise and cause a false answer condition. If you encounter such problems, do not contact the Telecom Faults Service.
- DTMF tones dialling is the preferred method because it is faster than pulse (decadic) dialling and is readily available on almost all New Zealand telephone exchanges.

### **WARNING**

No '111' or other calls can be made from this device during a mains power failure.

- This equipment may not provide for the effective hand-over of a call to another device connected to the same line.
- Some parameters required for compliance with Telecom Telepermit requirements are dependent on the equipment (computer) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom Specifications:
- For repeat calls to the same number:
  - There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
  - The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next attempt.
- For automatic calls to different numbers:
  - The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is no less than five seconds between the end of one call attempt and the beginning of another.
  - For correct operation, total of the RNs of all devices connected to a single line at any time should not exceed five.

# Product Recycling and Disposal

## USA and Canada

Xerox operates a worldwide equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox device 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 device, please note that the device 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 device 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 device is confirmation that you must dispose of this device 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 device is confirmation that you should not dispose of the device 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 device, your local retailer may be required to take back your old device 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



The Xerox WorkCentre® 5945 / 5955 is ENERGY STAR® qualified under the ENERGY STAR Program Requirements for Imaging Equipment.

The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR Office 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 devices, personal computers, and monitors. Reducing device energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity. Xerox ENERGY STAR equipment is preset at the factory.

The ENERGY STAR program is a voluntary scheme to promote the development and purchase of energy efficient models, which help to reduce environmental impact. Details on the ENERGY STAR program and models qualified to ENERGY STAR can be found in the website below - [http://www.energystar.gov/index.cfm?fuseaction=find\\_a\\_product.showProductGroup&pgw\\_code=IEQ](http://www.energystar.gov/index.cfm?fuseaction=find_a_product.showProductGroup&pgw_code=IEQ)

### Power Consumption and Activation Time

The amount of electricity a product consumes depends on the way the device is used. This product is designed and configured to enable you to reduce your electricity costs. After the last print it switches to Ready Mode. In this mode it can print again immediately if required. If the product is not used for a period of time, the device switches to a Power Saver Mode. In these modes, only essential functions remain active in order to enable reduced product power consumption. Upon exiting from Power Saver Mode, the first print will take slightly longer than in Ready Mode. This delay is the result of the system “waking up” from Power Saver mode and is typical of most imaging products on the market. If you wish to set a longer Activation Time or would like to completely deactivate the Power Save Mode, please consider that this device may then only switch to a lower energy level after a longer period of time or not at all. To learn more about Xerox’s participation in sustainability initiatives, please visit our site at:

<http://www.xerox.com/about-xerox/environment/enus.html>

## Canada

### Environmental Choice



#### Certified to Office Machines CCD-035

This product is certified to Environmental Choice® standard for Office Machines, meeting all requirements for reduced environmental impact. As part of achieving certification, Xerox Corporation has proven this product meets the standard's criteria for energy efficiency. Certified copier, printer, multifunctional device, and fax products must also meet criteria such as reduced chemical emissions and demonstrate compatibility with recycled supplies. Environmental Choice was established in 1988 to help consumers find products and services with reduced environmental impacts. Environmental Choice is a voluntary, multi-attribute and lifecycle based environmental certification that indicates a product has undergone rigorous scientific testing, exhaustive auditing, or both, to prove its compliance with stringent, third-party, environmental performance standards

## Germany

### Germany Blue Angel



RAL, the German Institute for Quality Assurance and Labeling, has awarded this product the Blue Angel Environmental Label, distinguishing it as a machine which satisfies Blue Angel criteria for environmental acceptability in terms of machine design, manufacture, and operation.

#### Blendschultz

Das Gerät ist nicht für Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

#### Lärmemission

Maschinenlärminformations- Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

#### Importeur

Xerox GmbH Hellersbergstraße 2-441460 Neuss Deutschland

## Material Safety Data

For Material Safety Data information regarding your machine see the support information for your area.

North American material safety data can be found here: [www.xerox.com/msds](http://www.xerox.com/msds).

European Union material safety data can be found here: [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).

## Environment, Health and Safety Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox device and supplies, please contact the customer help line for your area.

Device safety information is also available on the Xerox website [www.xerox.com/about-xerox/environment](http://www.xerox.com/about-xerox/environment).

USA: For Environment, Health, and Safety information call 1-800 ASK-XEROX

Canada: For Environment, Health, and Safety information call 1-800 ASK-XEROX

Europe: For Environment, Health, and Safety information call +44 1707 353 434



# Getting Started

# 2

## Identifying the Parts of Your Device

Your new device is not simply a conventional copier, it is a digital device capable of copying, faxing, printing and scanning, dependent on your model and configuration.

All features and functions described within the User Guide relate to a fully configured WorkCentre and may not be available on your device. If you require further information on any of the optional components, or information on any of the other device configurations please contact your local Xerox representative.

There are several configurations available which provide either 45 or 55 copies or prints a minute. All configurations are fully upgradable so as to meet any future requirements you may have. Please contact your local Xerox representative for further information.



1. **Document Feeder and Document Glass:** Used for scanning single or multiple documents. The document glass can be used for scanning single, bound, custom size or damaged documents.
2. **Control Panel:** Touch Screen and Numeric Keypad.
3. **Paper Tray 1:** This tray is standard on all models. The tray is fully adjustable and can be used for media sizes A5 LEF (5.5 x 8.5" LEF) to A3 (11 x 17").
4. **Paper Tray 2:** This tray is standard on all models. The tray is fully adjustable and can be used for media sizes A5 LEF (5.5 x 8.5" LEF) to A3 (11 x 17").

5. **Paper Tray 3:** This tray is standard on all models. The tray can be used for media size A4 LEF (8.5 x 11" LEF).
6. **Paper Tray 4:** This tray is standard on all models. The tray can be used for media size A4 LEF (8.5 x 11" LEF).
7. **Bypass Tray:** Used for non-standard printing media from A6 SEF (2.8 x 4.3" SEF) to A3 (11 x 17").
8. **Offset Catch Tray:** The optional offset catch tray delivers output collated or uncollated. Each set or stack will be offset from the previous to enable easy separation.
9. **Office Finisher:** This optional device stacks, collates, staples and offsets your output. Hole punch kits can be installed with this finisher.
10. **New Office Finisher Booklet Maker:** This optional finisher creates booklets, collates, offsets, stacks and staples your output. Hole punch kits can be installed with this finisher.
11. **Convenience Shelf:** An optional shelf used for holding documents and the Convenience Stapler.
12. **Convenience Stapler:** Optional stapler used to staple sheets if there is no finisher, or to re-staple originals after copying.

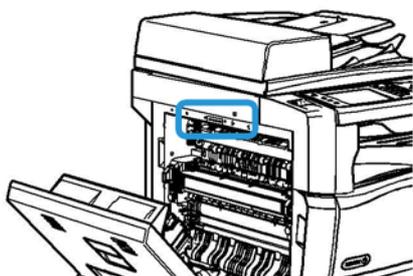
**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

## Locating the Serial Number for Your Device

If you need assistance during or after product installation, please visit [www.xerox.com](http://www.xerox.com) for online solutions and support.

If you require further assistance, call our experts at the Xerox Support Center, or contact your local representative. When telephoning please quote the machine serial number.

The Xerox Support Center or local representative telephone number is provided when the device is installed.



1. Lift the handle to open the door on the left side of the device. Gently lower the door until it comes to rest.
2. The serial number is located at the very top of the area exposed when the door opens.

# Services and Options

## Identifying the WorkCentre 5945 Standard and Optional Services

There are a number of services and options available for use with your device. Many services and options are provided as standard and simply require enabling, or configuring with additional third party hardware.

Additional optional functions and kits are also available and can be purchased and installed.

The options available are dependent on your device model.

### Standard

- **Paper Tray 1** fully adjustable paper tray.
- **Paper Tray 2** fully adjustable paper tray.
- **Paper Tray 3** high capacity paper tray.
- **Paper Tray 4** high capacity paper tray.
- **Bypass Tray** used for non-standard printing media.
- **Color Scanner** used to scan in color.
- **Scanning** enables E-mail and Workflow Scanning services.

### Optional

- **Envelope Tray** this tray is fitted instead of paper tray 2 to enable envelope printing. Up to 55 #10 Envelopes (4.1"x 9.5") can be loaded in the tray.
- **Paper Tray Lock Kit** locks the trays so that paper cannot be removed, this is a useful feature in libraries.
- **Offset Catch Tray** delivers collated or uncollated output when a finisher is not installed.
- **Office Finisher** stacks, collates, staples and offsets your output. A hole punch kit is also available for this finisher.
- **Office Finisher 2 Hole Punch Kit** enables the Office Finisher to make 2 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **Office Finisher 3 Hole Punch Kit** enables the Office Finisher to make 3 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **Office Finisher 4 Hole Punch Kit** enables the Office Finisher to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **Office Finisher Swedish 4 Hole Punch Kit** enables the Office Finisher to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **New Office Finisher Booklet Maker** creates booklets, collates, offsets, stacks and staples your output. Hole punch kits can be installed with this finisher.
- **New Office Finisher Booklet Maker 2 Hole Punch Kit** enables the New Office Finisher Booklet Maker to make 2 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.

- **New Office Finisher Booklet Maker 3 Hole Punch Kit** enables the New Office Finisher Booklet Maker to make 3 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **New Office Finisher Booklet Maker 4 Hole Punch Kit** enables the New Office Finisher Booklet Maker to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **New Office Finisher Booklet Maker Swedish 4 Hole Punch Kit** enables the New Office Finisher Booklet Maker to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **Convenience Stapler** for manual stapling. The Convenience Shelf must be installed.
- **Convenience Shelf** a shelf which can be installed on the left side of the device.
- **Basic Fax Kit (Embedded)** this kit enables a single fax line connection.
- **Extended Fax Kit (Embedded)** this kit enables two fax lines to be connected.
- **USB Keyboard support** enables users to plug in an external keyboard. The keyboard can be useful to enter logins with strong passwords, enter scan metadata, enter email addresses and maintain the device address book.
- **LAN Fax** enables users to send faxes directly from their PC using the print driver.  
Requires the Basic or Extended Fax Kit to be configured and installed.
- **Server Fax** enables users to send and receive hard copy faxes via a fax server.  
Requires a Third Party Fax Server to be configured and installed.
- **Internet Fax** allows users to send or receive faxes over the internet or intranet.
- **Scan to PC Desktop Kit** enables you to scan to your computer. Standard and Pro versions are available.
- **XPS Enablement Kit** enables you to create documents in the XPS (XML Paper Specification) format.
- **Security kit** provides additional security features, such as image overwrite options.
- **McAfee Integrity Control Kit** uses McAfee software to detect and prevent modification and execution of files on the device.
- **Unicode International Printing Kit** enables unicode characters to be printed.
- **Wireless Print Kit** enables connection to a wireless network.
- **Xerox Secure Access** provides a card reading device to restrict access to the device.
- **Network Accounting** enables the tracking of device usage for Print, Copy and Scan jobs from multiple devices over the network. A third party server is needed.
- **Xerox Standard Accounting** is an accounting tool which tracks the number of Copy, Print, Workflow Scanning, Server Fax and Fax jobs for each user.
- **Xerox Copier Assistant Kit** provides easier access to the copying capabilities. This assistive technology is an alternative to the standard touchscreen and helps everyone, especially people who are wheelchair users, blind or visually impaired, to easily program copy jobs and make copies.
- **Foreign Interface Device** enables the attachment of a third party access and accounting device, such as a card swipe or coin operated unit.

#### Not Available

- All the potential options for this device are available on this model either as standard or optional features.

## Identifying the WorkCentre 5955 Standard and Optional Services

There are a number of services and options available for use with your device. Many services and options are provided as standard and simply require enabling, or configuring with additional third party hardware.

Additional optional functions and kits are also available and can be purchased and installed.

The options available are dependent on your device model.

### Standard

- **Paper Tray 1** fully adjustable paper tray.
- **Paper Tray 2** fully adjustable paper tray.
- **Paper Tray 3** high capacity paper tray.
- **Paper Tray 4** high capacity paper tray.
- **Bypass Tray** used for non-standard printing media.
- **Color Scanner** used to scan in color.
- **Scanning** enables E-mail and Workflow Scanning services.

### Optional

- **Envelope Tray** this tray is fitted instead of paper tray 2 to enable envelope printing. Up to 55 #10 Envelopes (4.1"x 9.5") can be loaded in the tray.
- **Paper Tray Lock Kit** locks the trays so that paper cannot be removed, this is a useful feature in libraries.
- **Offset Catch Tray** delivers collated or uncollated output when a finisher is not installed.
- **Office Finisher** stacks, collates, staples and offsets your output. A hole punch kit is also available for this finisher.
- **Office Finisher 2 Hole Punch Kit** enables the Office Finisher to make 2 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **Office Finisher 3 Hole Punch Kit** enables the Office Finisher to make 3 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **Office Finisher 4 Hole Punch Kit** enables the Office Finisher to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **Office Finisher Swedish 4 Hole Punch Kit** enables the Office Finisher to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **New Office Finisher Booklet Maker** creates booklets, collates, offsets, stacks and staples your output. Hole punch kits can be installed with this finisher.
- **New Office Finisher Booklet Maker 2 Hole Punch Kit** enables the New Office Finisher Booklet Maker to make 2 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **New Office Finisher Booklet Maker 3 Hole Punch Kit** enables the New Office Finisher Booklet Maker to make 3 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.

- **New Office Finisher Booklet Maker 4 Hole Punch Kit** enables the New Office Finisher Booklet Maker to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **New Office Finisher Booklet Maker Swedish 4 Hole Punch Kit** enables the New Office Finisher Booklet Maker to make 4 hole punches. Other hole punch kits are available for this finisher. Only one hole punch kit can be fitted at one time.
- **Convenience Stapler** for manual stapling. The Convenience Shelf must be installed.
- **Convenience Shelf** a shelf which can be installed on the left side of the device.
- **Basic Fax Kit (Embedded)** this kit enables a single fax line connection.
- **Extended Fax Kit (Embedded)** this kit enables two fax lines to be connected.
- **USB Keyboard support** enables users to plug in an external keyboard. The keyboard can be useful to enter logins with strong passwords, enter scan metadata, enter email addresses and maintain the device address book.
- **LAN Fax** enables users to send faxes directly from their PC using the print driver. Requires the Basic or Extended Fax Kit to be configured and installed.
- **Server Fax** enables users to send and receive hard copy faxes via a fax server. Requires a Third Party Fax Server to be configured and installed.
- **Internet Fax** allows users to send or receive faxes over the internet or intranet.
- **Scan to PC Desktop Kit** enables you to scan to your computer. Standard and Pro versions are available.
- **XPS Enablement Kit** enables you to create documents in the XPS (XML Paper Specification) format.
- **Security kit** provides additional security features, such as image overwrite options.
- **McAfee Integrity Control Kit** uses McAfee software to detect and prevent modification and execution of files on the device.
- **Unicode International Printing Kit** enables unicode characters to be printed.
- **Wireless Print Kit** enables connection to a wireless network.
- **Xerox Secure Access** provides a card reading device to restrict access to the device.
- **Network Accounting** enables the tracking of device usage for Print, Copy and Scan jobs from multiple devices over the network. A third party server is needed.
- **Xerox Standard Accounting** is an accounting tool which tracks the number of Copy, Print, Workflow Scanning, Server Fax and Fax jobs for each user.
- **Xerox Copier Assistant Kit** provides easier access to the copying capabilities. This assistive technology is an alternative to the standard touchscreen and helps everyone, especially people who are wheelchair users, blind or visually impaired, to easily program copy jobs and make copies.
- **Foreign Interface Device** enables the attachment of a third party access and accounting device, such as a card swipe or coin operated unit.

#### Not Available

- All the potential options for this device are available on this model either as standard or optional features.

## Describing the Finishing Devices

### Office Finisher

- Holds up to 250 sheets of paper in the Top Tray, and up to 2000 sheets in the Stacker Tray.
- Paper weight 60 to 216 gsm (16 to 57 lb).
- The Office Finisher can collate, stack, staple and hole punch (if available) your output depending on the features selected. It staples between 2 and 50 sheets of 80 gsm (20 lb) paper, less if using heavyweight paper or tabs.
- The finisher stapler has 1 staple cartridge containing 5000 staples.
- This finisher can be fitted with the optional 2, 3 or 4 Hole-Punch kit.

### New Office Finisher Booklet Maker

- Holds up to 250 sheets of paper in the Top Tray, and up to 2000 sheets in the Stacker Tray.
- Paper weight 60 to 216 gsm (16 to 57 lb).
- The finisher can collate, stack, staple and hole punch (if available) your output depending on the features selected. It staples between 2 and 50 sheets of 80 gsm (20 lb) paper, less if using heavyweight paper or tabs.
- The finisher stapler has 1 staple cartridge containing 5000 staples.
- This finisher can be fitted with the optional 2, 3 or 4 Hole-Punch kit.
- The booklet maker can staple and fold up to 15 sheets of 80 gsm (20 lb) paper.
- The booklet maker stapler cartridges each contain 2000 staples.

## Identifying the Control Panel Buttons



1. **Services Home:** Provides access to the services available on the device.
2. **Services:** Returns the display to the previous Copy, Fax, or Scan feature screen when the Job Status screen or Machine Status screen is displayed.
3. **Job Status:** Use to check the progress of active jobs, or display detailed information about completed jobs.
4. **Machine Status:** Use to check the device status, the billing meters, the status of consumables, or print the user documentation and reports. Use this button also when accessing the Tools mode.

5. **Touch Screen:** Use to select programming features and display fault clearance procedures and general device information.
6. **Log In/Out:** Use to enter log in details, and to log out.
7. **Help:** Displays help messages for device features.
8. **Numeric Keypad:** Use to enter alphanumeric characters.
9. **Dial Pause:** Use to insert a pause when dialing a fax number.
10. **'C' Cancel Entry:** Cancels the previous entry made on the Numeric Keypad.
11. **Language:** Use to select a different language for the touch screen options.
12. **Power:** Use to select Energy Saver mode, perform a quick restart or to power on or off the device.
13. **Clear All:** Press once to clear a current entry. Press twice to return to default settings.
14. **Interrupt Printing:** Use to pause the job which is currently printing, to run a more urgent copy job.
15. **Stop:** Stops the job in progress.
16. **Start:** Use to start a job.

# Power On and Off

## Powering the Device On



1. Ensure that your device is connected to a suitable power supply and that the power cord is fully plugged in to the electrical inlet of the device.
2. Press the **Power** button. The entire powering on process (to power on all installed options) takes less than 3 minutes 50 seconds.

**Note:** If there are any pages in the document feeder input tray when the device powers on or exits power save mode you will be prompted to reload the documents.

## Powering the Device Off

Power Off ends the current session and turns off the device.



1. Press the **Power** button on the control panel.
2. Select the **Power Off** button on the touch screen.
3. Select the **Power Off** button again to confirm that the device should power off.

**Note:** Confirming power off will result in the deletion of any jobs currently in the queue. If **Cancel** is selected the power off option will be cancelled, the device will be available for use and any jobs currently in the queue will be retained.

The device will begin a controlled power down sequence. It remains on for approximately 36 seconds before switching off.

## More Information

[Using the Energy Saver Option](#)

## Using the Energy Saver Option

Energy Saver ends the current session and keeps the device running on low power. When in Energy Saver Mode, press the Power button to wake up the device.



1. Press the **Power** button on the control panel.
2. Select the **Energy Saver** button on the touch screen.
3. Select the **Energy Saver** button again to confirm that the device should go into the Energy Saver state.

**Note:** When Energy Saver mode is confirmed the device will immediately enter Low Power mode. If Sleep mode has been configured, the device will then enter Sleep mode after a specified period of time.

**Note:** The Power button is illuminated when the device is in the Energy Saver state. A steady light indicates the device is in Low Power mode. A flashing light indicates the device is in Sleep mode.

4. To re-activate the device when in Low Power or Sleep mode, press the **Power** button. The device takes longer to recover from Sleep mode.

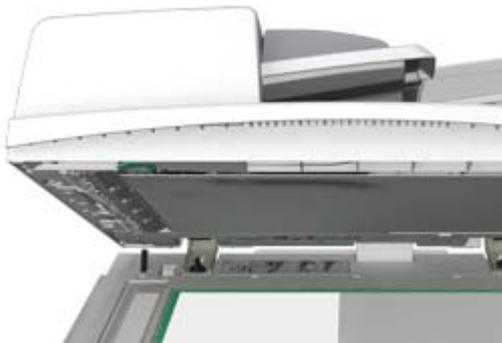
**Note:** If there are any pages in the document feeder input tray when the device powers on or exits power save mode you will be prompted to reload the documents.

## More Information

[Powering the Device Off](#)

# Loading Documents

Original documents can be loaded either into the document feeder or onto the document glass.



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.

**Note:** Original documents are only scanned once even when several copies are selected or 2-sided originals are inserted into the document feeder.

# Making Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
9. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

## More Information

[Using a User ID to Log In at the Device](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

# Print

## Printing a Document using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

**Note:** The device is enabled for AirPrint. AirPrint is Apple's driverless printing technology that enables Apple devices, including Macs, phones and tablets, to print to the device without installing drivers or downloading software.

Your System Administrator may have loaded a specific print driver on your computer. However, if the choice of driver is yours, the following information may help you decide which driver to install.

- **PS (PostScript)** gives you the most options 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 (Printer Control Language)** generally has fewer advanced features than PostScript. PCL drivers process most jobs faster than other drivers. This driver is suitable for most every-day printing tasks.
- **XPS (XML Paper Specification)** is an open specification for a page description language and a fixed document format originally developed by Microsoft. Use this driver to improve the speed and quality of XPS files that you print.
- **Mac** is a PostScript driver that has been specifically designed to work on Macs.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

In addition to the drivers designed specifically for your device, you can also use the Xerox Global Print Driver or the Xerox Mobile Express Driver. These drivers will not give you access to all the features available with the device specific drivers.

- **Global Print Driver** is available for PS or PCL printer description languages, the same as the device-specific drivers mentioned above. This driver works with Xerox and non-Xerox printers. Using this driver makes it easy to add and update printers as the print driver does not need to be changed.
- **Mobile Express Driver** lets you find and print to any PostScript printer in any location without driver downloads and installations.

Your System Administrator can configure permissions to control access to the print feature.

- Specifying the time and day of the week when you can print to the device.
- Blocking certain types of job such as secure print.
- Limiting access to specific paper trays.
- Preventing single sided printing.
- Setting specific print settings for applications, for example, setting all Microsoft Word documents to print single sided.
- Limiting print jobs to secure print jobs.

Your System Administrator may also configure your print driver to prompt you to enter login details when you print a document.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the option(s) required.
6. Click the **OK** button to save your settings.
7. 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.
8. Collect your job from the device.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using the Job Type Feature with the PostScript Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Releasing a Held Job using the Job Status Menu](#)

[Releasing a Secure Print Job using the Job Status Menu](#)

[Accessing Your Personal Secure Jobs List using the Job Status Menu](#)

[Releasing Jobs Held in a Public Queue using the Job Status Menu](#)

[Releasing Jobs Held in a Private Queue using the Job Status Menu](#)

[Viewing the Unidentified Held Jobs Queue using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Printing a Document using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

**Note:** The device is enabled for AirPrint. AirPrint is Apple's driverless printing technology that enables Apple devices, including Macs, phones and tablets, to print to the device without installing drivers or downloading software.

Your System Administrator may have loaded a specific print driver on your computer. However, if the choice of driver is yours, the following information may help you decide which driver to install.

- **PS (PostScript)** gives you the most options 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 (Printer Control Language)** generally has fewer advanced features than PostScript. PCL drivers process most jobs faster than other drivers. This driver is suitable for most every-day printing tasks.
- **XPS (XML Paper Specification)** is an open specification for a page description language and a fixed document format originally developed by Microsoft. Use this driver to improve the speed and quality of XPS files that you print.
- **Mac** is a PostScript driver that has been specifically designed to work on Macs.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

In addition to the drivers designed specifically for your device, you can also use the Xerox Global Print Driver or the Xerox Mobile Express Driver. These drivers will not give you access to all the features available with the device specific drivers.

- **Global Print Driver** is available for PS or PCL printer description languages, the same as the device-specific drivers mentioned above. This driver works with Xerox and non-Xerox printers. Using this driver makes it easy to add and update printers as the print driver does not need to be changed.
- **Mobile Express Driver** lets you find and print to any PostScript printer in any location without driver downloads and installations.

Your System Administrator can configure permissions to control access to the print feature.

- Specifying the time and day of the week when you can print to the device.
- Blocking certain types of job such as secure print.
- Limiting access to specific paper trays.
- Preventing single sided printing.
- Setting specific print settings for applications, for example, setting all Microsoft Word documents to print single sided.
- Limiting print jobs to secure print jobs.

Your System Administrator may also configure your print driver to prompt you to enter login details when you print a document.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the option(s) required.

6. Click the **OK** button to save your settings.
7. 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.
8. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Collect your job from the device.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using the Job Type Feature with the PCL Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Releasing a Held Job using the Job Status Menu](#)

[Releasing a Secure Print Job using the Job Status Menu](#)

[Accessing Your Personal Secure Jobs List using the Job Status Menu](#)

[Releasing Jobs Held in a Public Queue using the Job Status Menu](#)

[Releasing Jobs Held in a Private Queue using the Job Status Menu](#)

[Viewing the Unidentified Held Jobs Queue using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Printing a Document using the Mac Print Driver

You can print to the device from your computer through a print driver. The Xerox Mac print driver allows you to use the specific features available on your device.

**Note:** The device is enabled for AirPrint. AirPrint is Apple's driverless printing technology that enables Apple devices, including Macs, phones and tablets, to print to the device without installing drivers or downloading software.

Your System Administrator can configure permissions to control access to the print feature.

- Specifying the time and day of the week when you can print to the device.
- Blocking certain types of job such as secure print.
- Limiting access to specific paper trays.
- Preventing single sided printing.
- Setting specific print settings for applications, for example, setting all Microsoft Word documents to print single sided.
- Limiting print jobs to secure print jobs.

Your System Administrator may also configure your print driver to prompt you to enter login details when you print a document.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select the option(s) required.
6. 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.
7. Collect your job from the device.
8. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
9. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
10. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using the Job Type Feature with the Mac Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Releasing a Held Job using the Job Status Menu](#)

[Printing a Secure Print Job using the Mac Print Driver](#)

[Accessing Your Personal Secure Jobs List using the Job Status Menu](#)

[Releasing Jobs Held in a Public Queue using the Job Status Menu](#)

[Releasing Jobs Held in a Private Queue using the Job Status Menu](#)

[Viewing the Unidentified Held Jobs Queue using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Printing a Document using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

Your System Administrator may have loaded a specific print driver on your computer. However, if the choice of driver is yours, the following information may help you decide which driver to install.

- **PS (PostScript)** gives you the most options 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 (Printer Control Language)** generally has fewer advanced features than PostScript. PCL drivers process most jobs faster than other drivers. This driver is suitable for most every-day printing tasks.
- **XPS (XML Paper Specification)** is an open specification for a page description language and a fixed document format originally developed by Microsoft. Use this driver to improve the speed and quality of XPS files that you print.
- **Mac** is a PostScript driver that has been specifically designed to work on Macs.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Refer to the System Administrator Guide for further information.

In addition to the drivers designed specifically for your device, you can also use the Xerox Global Print Driver or the Xerox Mobile Express Driver. These drivers will not give you access to all the features available with the device specific drivers.

- **Global Print Driver** is available for PS or PCL printer description languages, the same as the device-specific drivers mentioned above. This driver works with Xerox and non-Xerox printers. Using this driver makes it easy to add and update printers as the print driver does not need to be changed.
- **Mobile Express Driver** lets you find and print to any PostScript printer in any location without driver downloads and installations.

Your System Administrator can configure permissions to control access to the print feature.

- Specifying the time and day of the week when you can print to the device.
- Blocking certain types of job such as secure print.
- Limiting access to specific paper trays.
- Preventing single sided printing.
- Setting specific print settings for applications, for example, setting all Microsoft Word documents to print single sided.
- Limiting print jobs to secure print jobs.

Your System Administrator may also configure your print driver to prompt you to enter login details when you print a document.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the option(s) required.
6. Click the **OK** button to save your settings.
7. 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.
8. Collect your job from the device.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using the Job Type Feature with the XPS Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Releasing a Held Job using the Job Status Menu](#)

[Releasing a Secure Print Job using the Job Status Menu](#)

[Accessing Your Personal Secure Jobs List using the Job Status Menu](#)

[Releasing Jobs Held in a Public Queue using the Job Status Menu](#)

[Releasing Jobs Held in a Private Queue using the Job Status Menu](#)

[Viewing the Unidentified Held Jobs Queue using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Installing Optional Services using the Tools Menu](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

# Fax

## Explaining the Fax Options

There are three Fax services which can be installed or enabled on your device, Fax (Embedded Fax), Internet Fax and Server Fax.

If the Fax (Embedded Fax) service is installed, 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.

Using Fax enables you to scan your documents and send them to most types of fax machines that are connected to the telephone network.

Received faxes can be setup to print at the device automatically, held in the job list until a secure passcode is entered or sent to an E-mail address using the Fax Forward feature.

The standard Fax option connects to one telephone line. An Extended Fax option is also available which uses two telephone lines. Using two telephone lines allows you to simultaneously send to two destinations, receive from two destinations, or send and receive.

Internet Fax enables the creation of an electronic image file by scanning an original hard copy document. The scanned image is converted into Email 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.

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.

The server control may also reduce your costs as the server can select the most appropriate time and telephone network to use to transmit the fax.

## Faxing from the Device

### Sending a Fax (Embedded Fax)

There are three Fax services which can be installed or enabled on your device, Fax (Embedded Fax), Internet Fax and Server Fax.

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
11. Remove the original from the document feeder or document glass when scanning has completed.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Using a User ID to Log In at the Device](#)

[Explaining the Fax Options](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Dialing Characters in a Fax number \(Embedded Fax\)](#)

## Sending an Internet Fax

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.  
**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. Select any options required.
12. Press the **Start** button on the control panel to scan the original.
13. Remove the original from the document feeder or document glass when scanning has completed.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Using the Internet Fax Address Book](#)

[Using a User ID to Log In at the Device](#)

[Sending an E-mail](#)

[Explaining the Fax Options](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Sending a Server Fax

There are three Fax services which can be installed or enabled on your device, Fax (Embedded Fax), Internet Fax and Server Fax.

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.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Server Fax features.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
11. Remove the original from the document feeder or document glass when scanning has completed.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

### More Information

[Using Dialing Characters in a Fax Number \(Server Fax\)](#)

[Using a User ID to Log In at the Device](#)

[Explaining the Fax Options](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Faxing from your Computer

### Sending a Fax using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Fax option in your print driver to send a document to a fax address. The job is sent from your computer to the device in the same way as a print job, but instead of being printed it is then faxed over a telephone line to the specified fax destination.

**Note:** To use this feature, your System Administrator must install and enable the fax option on your device.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to send.  
**Note:** You only need to select 1 copy even if you are sending the fax to more than one address. Selecting more than 1 copy will print your document more than once on the recipient's device but will only print the cover sheet once (if you include a cover sheet generated by the print driver).
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Fax** from the **Job Type dropdown menu**.

#### Either

- Click the **Add Recipient** button to add a new recipient manually.
  - Select the **Name entry box** and use your keyboard to enter the name of the recipient.
  - Select the **Fax Number entry box** and use your keyboard to enter the recipient's fax number.
  - If required, select the **Organization entry box** and use your keyboard to enter the recipient's company name.
  - If required, select the **Telephone Number entry box** and use your keyboard to enter the recipient's telephone number.
  - If required, select the **E-mail Address entry box** and use your keyboard to enter the recipient's e-mail address.
  - If required, select the **Mailbox entry box** and use your keyboard to enter the recipient's mailbox number.
  - If required, select the fax recipient in the list and then select the **Save** button.

**Note:** The recipient's details are saved on your computer's hard drive, in your personal address book.

- Click the **OK** button.

**Or**

- Click the **Add From Phonebook** button to add a recipient stored in the address book.
    - Select the option required.
      - **Personal Phonebook** displays contacts you have added to the phonebook using your print driver.
      - **Shared Phonebook** lists contacts you have added, but also contacts added by other people. This address book is usually saved on a network server and must be made available by your System Administrator.
      - **LDAP Phonebook** contains contacts listed in your LDAP (Lightweight Directory Access Protocol) address book. LDAP address books are usually maintained by IT teams as they are often used as company address books and for network authentication and authorization.
    - Select the contact required from the list.
  - If the contact list is long, click in the **Search... entry box** and use your keyboard to enter the contact details.
  - Click the **OK** button to see the search results.
    - Select the **Add** button.
    - Click the **OK** button.
7. If required, select more than one recipient from the Recipients list by clicking the first recipient, pressing and holding the **Ctrl** button on a PC or the **Command** button on a Mac and then clicking each additional recipient. Release the Ctrl or Command button once all recipients have been selected.
  8. If you want to add a cover sheet to your fax job, click the **Cover Sheet** tab.
  9. Select **Print a Cover Sheet** from the Cover Sheet Options menu.
    - Select the **Information** tab. This is usually the active tab when the Cover Sheet options box opens.
      - If required, select the **Sender Name entry box** and use your keyboard to enter your name.
      - If required, select the **Sender Organization entry box** and use your keyboard to enter your company name.
      - If required, select the **Sender Telephone Number entry box** and use your keyboard to enter your telephone number.
      - If required, select the **Sender E-mail Address entry box** and use your keyboard to enter your e-mail address.
      - If required, select the **Sender Fax Number entry box** and use your keyboard to enter the fax number you would like any replies faxed to.
      - If required, select a Recipients option.
        - **Show Recipient Names** prints the names of all the recipients on the cover sheet. The names used are the names you entered when adding each recipient's details.
        - **Hide Recipient Names** does not print any recipient name on the cover sheet.
        - **Show Custom Text** adds specific text you enter as the recipient detail. This option is useful if you are sending to more than one recipient at the same number, but have saved the number under only one name.
    - Select the **entry box under the Recipients menu** and use your keyboard to enter your custom text.

- If you want to add a watermark to your cover sheet, click the **Image** tab.
    - Select the Watermark option required.
    - Select the option required.
      - **Text** activates a text **entry box** where you can type in your text. There are options to select a font, color, orientation and position for your text.
      - **Picture** activates the graphic settings. Click the folder icon to browse to your image. There are options to select a scale, the position and the lightness of your graphic.
    - If required, select a Layering option.
      - **Print in Background** prints your cover sheet text over your watermark, so some of the watermark may be covered.
      - **Blend** gives equal prominence to your cover sheet text and your watermark.
      - **Print in Foreground** prints your cover sheet text under your watermark, so some of the cover sheet text may be covered.
  - Click the **OK** button.
10. If you want the device to print a confirmation sheet, use a specific send speed or resolution, send at a specific time, use a dialing prefix or include credit card details, click the **Options** tab.
- If required, select **Print a Confirmation Sheet** from the Confirmation Sheet menu to have the device print a page stating that your job has successfully faxed. Depending on how your System Administrator has configured the device an error sheet may print if the job fails.
  - If required, select the starting transmission speed you require from the Send Speed menu.
  - If required, select the resolution you require from the Fax Resolution menu. Higher resolutions take longer to transmit.
  - If required, select the time the device should send your job using the Send Time options.
  - If required, select the **Dialing Prefix entry box** and use your keyboard to enter a character that should be dialled before the main fax number.
  - If required, select the **Credit Card entry box** and use your keyboard to enter a credit card number.
  - Click the **OK** button.
11. Click the **OK** button to save your settings.
12. 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.
13. Depending on how your device has been set up, the Fax Confirmation screen may display with the fax recipients for your job. If required, click the **OK** button to confirm.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

[Using the Job Type Feature with the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Sending a Fax using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Fax option in your print driver to send a document to a fax address. The job is sent from your computer to the device in the same way as a print job, but instead of being printed it is then faxed over a telephone line to the specified fax destination.

**Note:** To use this feature, your System Administrator must install and enable the fax option on your device.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to send.
 

**Note:** You only need to select 1 copy even if you are sending the fax to more than one address. Selecting more than 1 copy will print your document more than once on the recipient's device but will only print the cover sheet once (if you include a cover sheet generated by the print driver).
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Fax** from the **Job Type dropdown menu**.

### Either

- Click the **Add Recipient** button to add a new recipient manually.
  - Select the **Name entry box** and use your keyboard to enter the name of the recipient.
  - Select the **Fax Number entry box** and use your keyboard to enter the recipient's fax number.
  - If required, select the **Organization entry box** and use your keyboard to enter the recipient's company name.
  - If required, select the **Telephone Number entry box** and use your keyboard to enter the recipient's telephone number.
  - If required, select the **E-mail Address entry box** and use your keyboard to enter the recipient's e-mail address.
  - If required, select the **Mailbox entry box** and use your keyboard to enter the recipient's mailbox number.
  - If required, select the fax recipient in the list and then select the **Save** button.

**Note:** The recipient's details are saved on your computer's hard drive, in your personal address book.

- Click the **OK** button.

**Or**

- Click the **Add From Phonebook** button to add a recipient stored in the address book.
    - Select the option required.
      - **Personal Phonebook** displays contacts you have added to the phonebook using your print driver.
      - **Shared Phonebook** lists contacts you have added, but also contacts added by other people. This address book is usually saved on a network server and must be made available by your System Administrator.
      - **LDAP Phonebook** contains contacts listed in your LDAP (Lightweight Directory Access Protocol) address book. LDAP address books are usually maintained by IT teams as they are often used as company address books and for network authentication and authorization.
    - Select the contact required from the list.
  - If the contact list is long, click in the **Search... entry box** and use your keyboard to enter the contact details.
  - Click the **OK** button to see the search results.
    - Select the **Add** button.
    - Click the **OK** button.
7. If required, select more than one recipient from the Recipients list by clicking the first recipient, pressing and holding the **Ctrl** button on a PC or the **Command** button on a Mac and then clicking each additional recipient. Release the Ctrl or Command button once all recipients have been selected.
8. If you want to add a cover sheet to your fax job, click the **Cover Sheet** tab.
9. Select **Print a Cover Sheet** from the Cover Sheet Options menu.
- Select the **Information** tab. This is usually the active tab when the Cover Sheet options box opens.
    - If required, select the **Sender Name entry box** and use your keyboard to enter your name.
    - If required, select the **Sender Organization entry box** and use your keyboard to enter your company name.
    - If required, select the **Sender Telephone Number entry box** and use your keyboard to enter your telephone number.
    - If required, select the **Sender E-mail Address entry box** and use your keyboard to enter your e-mail address.
    - If required, select the **Sender Fax Number entry box** and use your keyboard to enter the fax number you would like any replies faxed to.
    - If required, select a Recipients option.
      - **Show Recipient Names** prints the names of all the recipients on the cover sheet. The names used are the names you entered when adding each recipient's details.
      - **Hide Recipient Names** does not print any recipient name on the cover sheet.
      - **Show Custom Text** adds specific text you enter as the recipient detail. This option is useful if you are sending to more than one recipient at the same number, but have saved the number under only one name.
  - Select the **entry box under the Recipients menu** and use your keyboard to enter your custom text.

- If you want to add a watermark to your cover sheet, click the **Image** tab.
    - Select the Watermark option required.
    - Select the option required.
      - **Text** activates a text **entry box** where you can type in your text. There are options to select a font, color, orientation and position for your text.
      - **Picture** activates the graphic settings. Click the folder icon to browse to your image. There are options to select a scale, the position and the lightness of your graphic.
    - If required, select a Layering option.
      - **Print in Background** prints your cover sheet text over your watermark, so some of the watermark may be covered.
      - **Blend** gives equal prominence to your cover sheet text and your watermark.
      - **Print in Foreground** prints your cover sheet text under your watermark, so some of the cover sheet text may be covered.
  - Click the **OK** button.
10. If you want the device to print a confirmation sheet, use a specific send speed or resolution, send at a specific time, use a dialing prefix or include credit card details, click the **Options** tab.
- If required, select **Print a Confirmation Sheet** from the Confirmation Sheet menu to have the device print a page stating that your job has successfully faxed. Depending on how your System Administrator has configured the device an error sheet may print if the job fails.
  - If required, select the starting transmission speed you require from the Send Speed menu.
  - If required, select the resolution you require from the Fax Resolution menu. Higher resolutions take longer to transmit.
  - If required, select the time the device should send your job using the Send Time options.
  - If required, select the **Dialing Prefix entry box** and use your keyboard to enter a character that should be dialled before the main fax number.
  - If required, select the **Credit Card entry box** and use your keyboard to enter a credit card number.
  - Click the **OK** button.
11. Click the **OK** button to save your settings.
12. 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.
13. Depending on how your device has been set up, the Fax Confirmation screen may display with the fax recipients for your job. If required, click the **OK** button to confirm.

#### More Information

[Printing a Document using the PCL Print Driver](#)

[Using the Job Type Feature with the PCL Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Sending a Fax using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Fax option in your print driver to send a document to a fax address. The job is sent from your computer to the device in the same way as a print job, but instead of being printed it is then faxed over a telephone line to the specified fax destination.

**Note:** To use this feature, your System Administrator must install and enable the fax option on your device.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to send.  
**Note:** You only need to select 1 copy even if you are sending the fax to more than one address. Selecting more than 1 copy will print your document more than once on the recipient's device but will only print the cover sheet once (if you include a cover sheet generated by the print driver).
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. Select **Fax** from the **Job Type dropdown menu**.

### Either

- Click the **Add Recipient** button to add a new recipient manually.
  - Select the **Name entry box** and use your keyboard to enter the name of the recipient.
  - Select the **Fax Number entry box** and use your keyboard to enter the recipient's fax number.
  - If required, select the **Organization entry box** and use your keyboard to enter the recipient's company name.
  - If required, select the **Telephone Number entry box** and use your keyboard to enter the recipient's telephone number.
  - If required, select the **E-mail Address entry box** and use your keyboard to enter the recipient's e-mail address.
  - If required, select the **Mailbox entry box** and use your keyboard to enter the recipient's mailbox number.
  - If required, click the **Save to Address Book checkbox**.

**Note:** The recipient's details are saved on your computer's hard drive, in your personal address book.

- Click the **OK** button.

**Or**

- Click the **Add From Address Book** button to add a recipient stored in the address book.
    - Select the contact required from the list.
  - If the contact list is long, click in the **Search... entry box** and use your keyboard to enter the contact details.
  - Click the **OK** button to see the search results.
    - Select the **Add** button.
    - If required, select more than one recipient from the Recipients list by clicking the first recipient, pressing and holding the **Ctrl** button on a PC or the **Command** button on a Mac and then clicking each additional recipient. Release the Ctrl or Command button once all recipients have been selected.
    - Click the **OK** button.
7. If you want to add a cover sheet to your fax job, click the **Cover Sheet** tab.
8. Select **Print a Cover Sheet** from the Cover Sheet Options menu.
- Click the **Cover Sheet Notes** button.
    - Click the **Cover Sheet Notes entry box** and use your keyboard to enter your note.
    - Click the **OK** button.
  - Click the **Sender Information** button.
    - If required, select the **Sender Name entry box** and use your keyboard to enter your name.
    - If required, select the **Sender Organization entry box** and use your keyboard to enter your company name.
    - If required, select the **Sender E-mail Address entry box** and use your keyboard to enter your e-mail address.
    - If required, select the **Sender Telephone Number entry box** and use your keyboard to enter your telephone number.
    - If required, select the **Sender Fax Number entry box** and use your keyboard to enter the fax number you would like any replies faxed to.
    - Click the **OK** button.
  - Click the **Recipient Information** button.
    - If required, select a Recipients option.
      - **Show Recipient Names** prints the names of all the recipients on the cover sheet. The names used are the names you entered when adding each recipient's details.
      - **Show Custom Text** adds specific text you enter as the recipient detail. This option is useful if you are sending to more than one recipient at the same number, but have saved the number under only one name.
  - Select the **entry box under the Recipients menu** and use your keyboard to enter your custom text.
    - Click the **OK** button.
    - Click the **OK** button.
9. If required, select the Cover Sheet Image option required.
- **New** adds a new image.
  - **Text** adds a text cover page.
  - **Picture** adds an image to the cover page.
  - Click the **OK** button.
10. Select the paper size required from the **Cover Sheet Paper Size menu**.

11. If you want the device to print a confirmation sheet, use a specific send speed or resolution, send at a specific time, use a dialing prefix or include credit card details, click the **Options** tab.
  - If required, select **Print a Confirmation Sheet** from the Confirmation Sheet menu to have the device print a page stating that your job has successfully faxed. Depending on how your System Administrator has configured the device an error sheet may print if the job fails.
  - If required, select the starting transmission speed you require from the Send Speed menu.
  - If required, select the resolution you require from the Fax Resolution menu. Higher resolutions take longer to transmit.
  - If required, select the time the device should send your job using the Send Time options.
  - If required, select the **Dialing Options entry box** and use your keyboard to enter a character that should be dialed before the main fax number.
  - If required, select the **Credit Card entry box** and use your keyboard to enter a credit card number.
  - Click the **OK** button.
12. 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.
13. Depending on how your device has been set up, the Fax Confirmation screen may display with the fax recipients for your job. If required, click the **OK** button to confirm.

#### More Information

[Printing a Document using the Mac Print Driver](#)

[Using the Job Type Feature with the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Sending a Fax using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Fax option in your print driver to send a document to a fax address. The job is sent from your computer to the device in the same way as a print job, but instead of being printed it is then faxed over a telephone line to the specified fax destination.

**Note:** To use this feature, your System Administrator must install and enable the fax option on your device.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to send.

**Note:** You only need to select 1 copy even if you are sending the fax to more than one address. Selecting more than 1 copy will print your document more than once on the recipient's device but will only print the cover sheet once (if you include a cover sheet generated by the print driver).

3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Fax** from the **Job Type dropdown menu**.

#### **Either**

- Click the **Add Recipient** button to add a new recipient manually.
  - Select the **Name entry box** and use your keyboard to enter the name of the recipient.
  - Select the **Fax Number entry box** and use your keyboard to enter the recipient's fax number.
  - If required, select the **Organization entry box** and use your keyboard to enter the recipient's company name.
  - If required, select the **Telephone Number entry box** and use your keyboard to enter the recipient's telephone number.
  - If required, select the **E-mail Address entry box** and use your keyboard to enter the recipient's e-mail address.
  - If required, select the **Mailbox entry box** and use your keyboard to enter the recipient's mailbox number.
  - If required, select the fax recipient in the list and then select the **Save** button.

**Note:** The recipient's details are saved on your computer's hard drive, in your personal address book.

- Click the **OK** button.

#### **Or**

- Click the **Add From Phonebook** button to add a recipient stored in the address book.
    - Select the option required.
      - **Personal Phonebook** displays contacts you have added to the phonebook using your print driver.
      - **Shared Phonebook** lists contacts you have added, but also contacts added by other people. This address book is usually saved on a network server and must be made available by your System Administrator.
      - **LDAP Phonebook** contains contacts listed in your LDAP (Lightweight Directory Access Protocol) address book. LDAP address books are usually maintained by IT teams as they are often used as company address books and for network authentication and authorization.
    - Select the contact required from the list.
  - If the contact list is long, click in the **Search... entry box** and use your keyboard to enter the contact details.
  - Click the **OK** button to see the search results.
    - Select the **Add** button.
    - Click the **OK** button.
7. If required, select more than one recipient from the Recipients list by clicking the first recipient, pressing and holding the **Ctrl** button on a PC or the **Command** button on a Mac and then clicking each additional recipient. Release the Ctrl or Command button once all recipients have been selected.
  8. If you want to add a cover sheet to your fax job, click the **Cover Sheet** tab.

9. Select **Print a Cover Sheet** from the Cover Sheet Options menu.
  - Select the **Information** tab. This is usually the active tab when the Cover Sheet options box opens.
    - If required, select the **Sender Name entry box** and use your keyboard to enter your name.
    - If required, select the **Sender Organization entry box** and use your keyboard to enter your company name.
    - If required, select the **Sender Telephone Number entry box** and use your keyboard to enter your telephone number.
    - If required, select the **Sender E-mail Address entry box** and use your keyboard to enter your e-mail address.
    - If required, select the **Sender Fax Number entry box** and use your keyboard to enter the fax number you would like any replies faxed to.
    - If required, select a Recipients option.
      - **Show Recipient Names** prints the names of all the recipients on the cover sheet. The names used are the names you entered when adding each recipient's details.
      - **Hide Recipient Names** does not print any recipient name on the cover sheet.
      - **Show Custom Text** adds specific text you enter as the recipient detail. This option is useful if you are sending to more than one recipient at the same number, but have saved the number under only one name.
  - Select the **entry box under the Recipients menu** and use your keyboard to enter your custom text.
  - If you want to add a watermark to your cover sheet, click the **Image** tab.
    - Select the Watermark option required.
    - Select the option required.
      - **Text** activates a text **entry box** where you can type in your text. There are options to select a font, color, orientation and position for your text.
      - **Picture** activates the graphic settings. Click the folder icon to browse to your image. There are options to select a scale, the position and the lightness of your graphic.
    - If required, select a Layering option.
      - **Print in Background** prints your cover sheet text over your watermark, so some of the watermark may be covered.
      - **Blend** gives equal prominence to your cover sheet text and your watermark.
      - **Print in Foreground** prints your cover sheet text under your watermark, so some of the cover sheet text may be covered.
  - Click the **OK** button.
10. If you want the device to print a confirmation sheet, use a specific send speed or resolution, send at a specific time, use a dialing prefix or include credit card details, click the **Options** tab.
  - If required, select **Print a Confirmation Sheet** from the Confirmation Sheet menu to have the device print a page stating that your job has successfully faxed. Depending on how your System Administrator has configured the device an error sheet may print if the job fails.
  - If required, select the starting transmission speed you require from the Send Speed menu.
  - If required, select the resolution you require from the Fax Resolution menu. Higher resolutions take longer to transmit.
  - If required, select the time the device should send your job using the Send Time options.
  - If required, select the **Dialing Prefix entry box** and use your keyboard to enter a character that should be dialled before the main fax number.
  - If required, select the **Credit Card entry box** and use your keyboard to enter a credit card number.
  - Click the **OK** button.

11. Click the **OK** button to save your settings.
12. 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.
13. Depending on how your device has been set up, the Fax Confirmation screen may display with the fax recipients for your job. If required, click the **OK** button to confirm.

#### More Information

[Printing a Document using the XPS Print Driver](#)

[Using the Job Type Feature with the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Using Workflow Scanning

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.  
**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.
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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select any options required.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed.

12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Explaining What Workflow Scanning Does and How It Works](#)

[Using a User ID to Log In at the Device](#)

[Scanning a Document to your Computer or Network using Single-Touch Scan](#)

[Creating a New Template in Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Assigning Descriptive Data to a Workflow Scanning Job](#)

## Sending an E-mail

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
- Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.  
**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.  
**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.
  - Select the **OK** button.
12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
  - Select the **OK** button.
13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
  - Select the **OK** button.
14. Select any options required.
15. Press the **Start** button on the control panel to scan the original.
16. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Using a User ID to Log In at the Device](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Saved Jobs

### Saving Jobs

#### Saving Jobs using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Saved Job option to store your job on the device's hard drive so that it can then be printed on demand when required or printed from Internet Services.

**Note:** Your System Administrator must enable the Job Storage feature on your print driver before you can use the Saved Job option. If you are able to update your own driver settings, this feature can be found by opening the drivers window, right clicking the driver, selecting Printer Properties and then the Configuration tab. Use the dropdown menu to set the Job Storage Module status in the Installable Options section to Installed.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Saved Job** from the **Job Type dropdown menu**.
7. Select the **Job Name entry box** and use your keyboard to enter a name for your job.
  - Select **Use Document Name** from the **Job Name dropdown menu** to save your job with the same name as the original document.
8. Select the folder where your job should be saved from the **Save To** menu.
  - If your required folder does not display, you can use your keyboard to enter the name of the folder where your job should be saved. The Default Public Folder is available for all users to save their jobs to.
9. If required, select the **Print and Save checkbox** to print your document. If you do not check this box your job will be saved, but not printed.
10. If required, select the **Private radio button** to passcode protect your document.
  - Click in the **Passcode entry box** and use your keyboard to enter a 4 to 10 digit passcode.

**Note:** To release your job you will enter this passcode using the numeric keypad on the device control panel. Only use numbers, and choose a passcode you will remember but that is not easy for other people to guess.
  - Click in the **Confirm Passcode entry box** and use your keyboard to re-enter your 4 to 10 digit passcode.
11. Click the **OK** button.
12. Select the option(s) required.
13. Click the **OK** button to save your settings.
14. 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.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

[Printing a Saved Job using the Print From Feature](#)

[Printing Saved Jobs from Internet Services](#)

[Creating a New Folder for Saved Jobs in Internet Services](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Saving Jobs using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Saved Job option to store your job on the device's hard drive so that it can then be printed on demand when required or printed from Internet Services.

**Note:** Your System Administrator must enable the Job Storage feature on your print driver before you can use the Saved Job option. If you are able to update your own driver settings, this feature can be found by opening the drivers window, right clicking the driver, selecting Printer Properties and then the Configuration tab. Use the dropdown menu to set the Job Storage Module status in the Installable Options section to Installed.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
  2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
  3. Select the Xerox PS driver from the list of print drivers available.
  4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
  5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
  6. Select **Saved Job** from the **Job Type dropdown menu**.
  7. Select the **Job Name entry box** and use your keyboard to enter a name for your job.
    - Select **Use Document Name** from the **Job Name dropdown menu** to save your job with the same name as the original document.
  8. Select the folder where your job should be saved from the **Save To** menu.
    - If your required folder does not display, you can use your keyboard to enter the name of the folder where your job should be saved. The Default Public Folder is available for all users to save their jobs to.
  9. If required, select the **Print and Save checkbox** to print your document. If you do not check this box your job will be saved, but not printed.
  10. If required, select the **Private radio button** to passcode protect your document.
    - Click in the **Passcode entry box** and use your keyboard to enter a 4 to 10 digit passcode.
- Note:** To release your job you will enter this passcode using the numeric keypad on the device control panel. Only use numbers, and choose a passcode you will remember but that is not easy for other people to guess.
- Click in the **Confirm Passcode entry box** and use your keyboard to re-enter your 4 to 10 digit passcode.

11. Click the **OK** button.
12. Select the option(s) required.
13. Click the **OK** button to save your settings.
14. 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.

#### More Information

[Printing a Document using the PCL Print Driver](#)

[Printing a Saved Job using the Print From Feature](#)

[Printing Saved Jobs from Internet Services](#)

[Creating a New Folder for Saved Jobs in Internet Services](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Saving Jobs using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Saved Job option to store your job on the device's hard drive so that it can then be printed on demand when required or printed from Internet Services.

**Note:** Your System Administrator must enable the Job Storage feature on your print driver before you can use the Saved Job option. If you are able to update your own driver settings, this feature can be found by opening the drivers window, right clicking the driver, selecting Printer Properties and then the Configuration tab. Use the dropdown menu to set the Job Storage Module status in the Installable Options section to Installed.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. Select **Saved Job** from the **Job Type dropdown menu**.
7. Select the **Job Name entry box** and use your keyboard to enter a name for your job.
  - Select **Use Document Name** from the **Job Name dropdown menu** to save your job with the same name as the original document.
8. Use the **Folder** dropdown menu to select the folder where your job should be saved.

- If your required folder does not display, you can use your keyboard to enter the name of the folder where your job should be saved. The Default Public Folder is available for all users to save their jobs to.
9. If required, select the **Print and Save** button. If the **Save** button is selected your job will be saved, but not printed.
  10. If required, select the **Private** button to passcode protect your document.
    - Click in the **Passcode entry box** and use your keyboard to enter a 4 to 10 digit passcode.  
**Note:** To release your job you will enter this passcode using the numeric keypad on the device control panel. Only use numbers, and choose a passcode you will remember but that is not easy for other people to guess.
    - Click in the **Confirm Passcode entry box** and use your keyboard to re-enter your 4 to 10 digit passcode.
  11. Click the **OK** button.
  12. Select the option(s) required.
  13. 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.

#### More Information

[Printing a Document using the Mac Print Driver](#)

[Printing a Saved Job using the Print From Feature](#)

[Printing Saved Jobs from Internet Services](#)

[Creating a New Folder for Saved Jobs in Internet Services](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Saving Jobs using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Saved Job option to store your job on the device's hard drive so that it can then be printed on demand when required or printed from Internet Services.

**Note:** Your System Administrator must enable the Job Storage feature on your print driver before you can use the Saved Job option. If you are able to update your own driver settings, this feature can be found by opening the drivers window, right clicking the driver, selecting Printer Properties and then the Configuration tab. Use the dropdown menu to set the Job Storage Module status in the Installable Options section to Installed.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Saved Job** from the **Job Type dropdown menu**.
7. Select the **Job Name entry box** and use your keyboard to enter a name for your job.
  - Select **Use Document Name** from the **Job Name dropdown menu** to save your job with the same name as the original document.
8. Select the folder where your job should be saved from the **Save To** menu.
  - If your required folder does not display, you can use your keyboard to enter the name of the folder where your job should be saved. The Default Public Folder is available for all users to save their jobs to.
9. If required, select the **Print and Save checkbox** to print your document. If you do not check this box your job will be saved, but not printed.
10. If required, select the **Private radio button** to passcode protect your document.
  - Click in the **Passcode entry box** and use your keyboard to enter a 4 to 10 digit passcode.  
**Note:** To release your job you will enter this passcode using the numeric keypad on the device control panel. Only use numbers, and choose a passcode you will remember but that is not easy for other people to guess.
  - Click in the **Confirm Passcode entry box** and use your keyboard to re-enter your 4 to 10 digit passcode.
11. Click the **OK** button.
12. Select the option(s) required.
13. Click the **OK** button to save your settings.
14. 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.

#### More Information

[Printing a Document using the XPS Print Driver](#)

[Printing a Saved Job using the Print From Feature](#)

[Printing Saved Jobs from Internet Services](#)

[Creating a New Folder for Saved Jobs in Internet Services](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Printing Saved Jobs

### Printing a Saved Job using the Print From Feature

The Print From feature prints jobs which have been saved on the device or on a USB stick. This is a useful feature if you have documents that you need to print regularly.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Print From feature.

Use Print From Saved Jobs to print jobs which have been saved in a folder on the device using the Saved Jobs feature.

Saved Jobs are documents that are sent to the device and stored there for future use. Saved jobs can be accessed and printed at the device and from Internet Services.

1. Press the **Clear All** button on the control panel to cancel any previous programming selections.
2. Press the **Services Home** button.
3. Select the **Print From...** button on the touch screen.
4. Select the **Saved Jobs...** button.
5. Select the folder required.
6. Select the saved job required.
7. Select any options required.
8. Select the **Paper Supply** button.
9. Select the Paper Supply option required.
  - **Automatically Select** lets the device select the appropriate paper size for each original based on the size of the original and reduce or enlarge programming.
  - Select a paper tray that contains the size and type of paper you require. The size and media loaded in each tray is displayed.
10. Select the **OK** button.
11. Select the **2-Sided Printing** button.
12. Select the 2-Sided Scanning option required.
  - **1-Sided** use this option if your originals are printed on 1 side.
  - **2-Sided** use this option if your originals are 2-sided. The document feeder must be used to scan your originals with this option.
  - **2-Sided, Rotate Side 2** use this option if your originals are 2-sided and open up like a calendar. The document feeder must be used to scan your originals with this option.
13. Select the **Finishing** button to select a specific finishing option for the output, or select **Auto** for the device to choose an appropriate option.
14. Press the **Start** button on the Control Panel to print the job.
15. If the job is a secure job, enter the passcode required and select **OK**.
16. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

More Information

[Printing Saved Jobs from Internet Services](#)

[Using the Job Type Feature with the PostScript Print Driver](#)  
[Using a User ID to Log In at the Device](#)  
System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).  
[Using Internet Services to find System Administrator Contact Details](#)

## Printing Saved Jobs from Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Saved Jobs are documents that are sent to the device and stored there for future use. Saved jobs can be accessed and printed at the device and from Internet Services.

**Note:** This option must be made available by your System Administrator.

Use the Saved Jobs option as a convenient way to store commonly used documents that you need to print, such as forms. Saved jobs can be stored using your print driver and Internet Services. You can print Saved Jobs from the device Control Panel and Internet Services.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.  
**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.
3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Jobs** tab.
5. Click the **Saved Jobs** tab. The Reprint Saved Jobs page is displayed and any jobs saved in the Default Public Folder are listed.
6. Check the **checkbox** to left of the job(s) required. To select all the jobs check the **checkbox** at the top of the heading row.
7. Select the **Print Job** option from the **Print Job dropdown menu**.
8. If required, click the **Copies entry box** and use your keyboard to update the number of copies. The default number is 1 even if multiple copies were requested when the job was originally saved.
9. Click the **Go** button.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Saving Jobs using the PostScript Print Driver](#)

[Printing a Saved Job using the Print From Feature](#)

[Using Internet Services to find System Administrator Contact Details](#)

[System Administrator Guide \[www.xerox.com/support\]\(http://www.xerox.com/support\).](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Logging in to Internet Services](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Enhancing Productivity

Your device is a powerful multi-functional device with many digital functions integrated into one sleek system. It is designed to support large workgroups in different office environments. You can do more with less and streamline your workflow with these productivity enhancing features, for example:

- Online address books
- Customization to meet your own work processes
- Powerful documentation features for example, Booklet Creation, Special Pages, Build Job and Annotations

To maximize job productivity, use the **Job Status** button to access the Active Jobs list and manage your jobs. If a job is urgent, use the Promote option to prioritize the job.

If a job is held in the list, it may require additional resources or a secure code to print. The reason for the held status is displayed on the Job Progress screen. Once the requirement has been met or the correct secure code entered, the job is released for printing.

To enhance productivity your System Administrator can change the default settings for many of the features to the settings most commonly used in your work group. For example, your System Administrator could increase the default darkness of copies if you regularly copy lightly marked documents such as pencil drawings.

Refer to the System Administrator Guide for further information.

#### More Information

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Using Internet Services to find System Administrator Contact Details](#)

[System Administrator Guide \[www.xerox.com/support\]\(http://www.xerox.com/support\).](#)

# Maintenance and Consumables

## Identifying the Replaceable Units

There are several consumables on the device that need replenishing or replacing, such as paper, staples, and customer replaceable units.



1. Toner Cartridge
2. Print Cartridge

The device will display a message on the touch screen when any of the units need to be re-ordered. This message is a warning that the unit is nearing the end of its life. Only replace the unit when a message actually instructs you to do so.

### **WARNING**

When replacing consumables 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.

More Information  
[Replacing the Toner Cartridge](#)

## Cleaning the Document Glass and Constant Velocity Transport Glass

To ensure optimum print quality at all times, regularly clean the glass areas of your device. This helps avoid output with streaks, smears and other marks that may transfer from the glass area when scanning documents.

When you use the document feeder, your documents will pass over the stationary scanners using the Constant Velocity Transport glass and side 2 scanner window. Any dirt or marks on the glass will cause lines or streaks on your copies, faxes or scanned images.

1. Use a lint-free cloth, lightly dampened with Xerox Anti-Static or general cleaning fluid (or another suitable non-abrasive glass cleaner) to clean the document glass and the Constant Velocity Transport glass (the narrow strip of glass to the left of the main document glass).
2. Wipe away any residue with a clean cloth or paper towel.
3. Use a lint-free cloth, lightly dampened with water, Xerox cleaning fluid or Xerox film remover to clean the under side of the document cover or document feeder and the complete circumference of the Constant Velocity Transport roll.

### **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 pressurized air-spray cleaning aids on or in this equipment. Some pressurized 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.

## Cleaning the Control Panel, Touch Screen, Document Feeder and Output Trays

Regular cleaning keeps the touch screen, control panel and other device areas free from dust and dirt.

1. Use a soft, lint-free cloth, lightly dampened with water.
2. Wipe clean the entire area of the control panel, including the touch screen.
3. Wipe clean the document feeder, output trays, paper trays and other outside areas of your device.
4. Remove any residue with a clean cloth or paper towel.

## Clearing Paper Jams

When a paper jam occurs, a fault screen is displayed which provides recovery instructions. Follow these instructions to clear the fault.

Any printed sheets removed will automatically be reprinted once the paper jam is cleared.

1. The fault screen will indicate the location of the jam. Use the green handles and knobs indicated in the instructions displayed on the touch screen to remove the jammed paper.
2. Ensure that all jam clearance handles and levers are returned to their correct positions. The red flashes behind the jam clearance handles and levers should not be visible.

# Help

## Accessing the Help Features On the Device

When using your device, detailed and timely help is available at your fingertips. You can access Help information and tips from a variety of sources.



1. Press the **Help (?)** button on the Control Panel at any time to access the Help screens.
2. Use the scroll bar to locate the item required, then select the item. Messages, screen instructions and graphics provide additional information.
3. Press the **Help (?)** button again to close the Help screens.

## Accessing the PostScript Print Driver Help Pages

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the help button to open the Xerox online help. You will need to be connected to the internet to use this help feature.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Select the Xerox PS driver from the list of print drivers available.
3. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
4. Click the **?** button. You will be directed to the Xerox online help in your default internet browser.

### More Information

[Printing a Document using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Accessing the PCL Print Driver Help Pages

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the help button to open the Xerox online help. You will need to be connected to the internet to use this help feature.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Select the Xerox PCL driver from the list of print drivers available.
3. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
4. Click the **?** button. You will be directed to the Xerox online help in your default internet browser.

More Information

[Printing a Document using the PCL Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Accessing the Mac Print Driver Help Pages

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the help button to open the Xerox online help. You will need to be connected to the internet to use this help feature.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Select the Xerox driver from the list of print drivers available.
3. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
4. Click the **?** button. You will be directed to the Xerox online help in your default internet browser.

#### More Information

[Printing a Document using the Mac Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Accessing the XPS Print Driver Help Pages

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the help button to open the Xerox online help. You will need to be connected to the internet to use this help feature.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Select the Xerox XPS driver from the list of print drivers available.
3. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
4. Click the **?** button. You will be directed to the Xerox online help in your default internet browser.

#### More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Using the Internet Services Help Feature

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Internet Services Help link to see instructions and information on how to use the features in Internet Services. Internet Services Help opens in a new window.

**Note:** Internet Services is primarily a tool for System Administrators. The Help feature is written for System Administrators rather than general users.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Select the **Help** link at the top right hand corner of the screen.
5. Select the option(s) required.

More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

## Getting Further Assistance

For any additional help visit our customer web site at [www.xerox.com](http://www.xerox.com) or contact the Xerox Support Center quoting the machine serial number.

The Xerox Support Center will want to know the nature of the problem, the machine serial number, the fault code (if any) plus the name and location of your company.

More Information

[Identifying the Parts of Your Device](#)



## Making Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
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.
9. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

### More Information

[Using a User ID to Log In at the Device](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

# Copy Options

## Reduce or Enlarge

### Reducing or Enlarging Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

A variety of options are available on your device to enable you to reduce or enlarge the output from your original. You can input a specific reduction or enlargement ratio, or choose from a selection of pre-defined options.

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** button on the control panel to cancel any previous programming selections.
  3. Press the **Services Home** button.
  4. Select the **Copy** button on the touch screen. The copy features are displayed.
  5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.
  6. Select the Reduce / Enlarge option required.
    - Use the **+** and **-** buttons to set the exact reduce / enlarge % (or use the numeric keypad to type in the ratio required).
    - **100 %** will keep your output image the same size as your original. This option is useful if you are programming a complex job and want to cancel any reduce or enlarge settings without cancelling other settings you have made.
    - **Auto %** lets the device automatically select the best ratio to reduce or enlarge the original by to fit onto the selected paper size.
- Note:** You must specify a paper tray before using this option.
- **More...** gives access to options not listed on the main page.
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.
  9. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
  10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

### More Information

[Reducing or Enlarging Copies by Proportional %](#)

[Reducing or Enlarging Copies by Independent X-Y %](#)

[Using a User ID to Log In at the Device](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Setting the Paper Supply for Copies](#)

## Reducing or Enlarging Copies by Proportional %

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

A variety of options are available on your device to enable you to reduce or enlarge the output from your original. You can input a specific reduction or enlargement ratio, or choose from a selection of pre-defined options.

Use the Proportional % options to 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.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.
6. Select the **More...** button at the bottom of the Reduce / Enlarge section to access the Reduce / Enlarge options not listed on the main page.
7. Select the **Proportional %** button.
8. Select the option required. You can select more than one option.
  - To set a specific ratio, select the **25-400 % entry box** and use the numeric keypad or the arrow buttons to enter the ratio required.
  - To center the output on the page, check the **Auto Center checkbox**. To work effectively the output should be smaller than the selected output media.
  - To use a pre-defined reduction or enlargement ratio, use the Presets (X-Y %) buttons to select 100 %, Auto % or commonly used ratios. Your System Administrator can alter the preset options.

**Note:** When Auto % is selected, the device chooses the best ratio to reduce or enlarge the original onto the selected paper size.

**Note:** You must specify a paper tray before using this option.
9. Select the **OK** button.
10. Enter the number of prints required using the numeric keypad on the control panel.
11. Press the **Start** button on the control panel to scan the original.

12. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
14. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Reducing or Enlarging Copies by Independent X-Y %](#)

[Using a User ID to Log In at the Device](#)

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Setting the Paper Supply for Copies](#)

## Reducing or Enlarging Copies by Independent X-Y %

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

A variety of options are available on your device to enable you to reduce or enlarge the output from your original. You can input a specific reduction or enlargement ratio, or choose from a selection of pre-defined options.

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

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.
6. Select the **More...** button at the bottom of the Reduce / Enlarge section to access the Reduce / Enlarge options not listed on the main page.
7. Select the **Independent %** button.
8. Select the option required. You can select more than one option.
  - To set a specific ratio, select the **Width X% entry box** and the **Length Y% entry box** and use the numeric keypad or the **+** or **-** buttons to enter the width and length ratios required.
  - To use a pre-defined reduction or enlargement ratio, use the Presets (X / Y%) buttons to select 100 / 100%, Auto Independent X-Y% or commonly used ratios. The selected X and Y ratios in percentages are shown next to the button. Your System Administrator can alter the preset options.

- **100% / 100%** will keep your output image the same size as your original. This option is useful if you are programming a complex job and want to cancel any reduce or enlarge settings without cancelling other settings you have made.
- **Auto Independent X-Y%** automatically fits the image of your original onto the paper you have selected. The reduction or enlargement may not be proportional, the device will distort the image so that it will fit onto the paper.

**Note:** If you have not yet selected a paper size you will be prompted to select a size when you select the Auto Independent X-Y% option.

**Note:** You must specify a paper tray before using this option.

9. Select the **OK** button.
10. Enter the number of prints required using the numeric keypad on the control panel.
11. Press the **Start** button on the control panel to scan the original.
12. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
14. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Reducing or Enlarging Copies by Proportional %](#)

[Using a User ID to Log In at the Device](#)

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Setting the Paper Supply for Copies](#)

## Setting the Paper Supply for Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Paper Supply options to select a specific paper tray for your job, or to allow the device to Auto Select a tray.

Auto Select automatically selects the appropriate paper size for each original based on the size of the original and any reduce or enlarge programming you have chosen. Alternatively, you can select a paper tray that contains the size and type of paper you require.

If the Auto Selection feature has been enabled by your System Administrator and the same size, color and type of media is loaded in more than one tray, the device will automatically switch from the active tray to another if the media in the active tray runs out. If you have an administrator login you will be able to activate the Auto Selection feature.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.
6. Select the Paper Supply option required.
  - **Automatically Select** lets the device select the appropriate paper size for each original based on the size of the original and reduce or enlarge programming.
  - Select a paper tray that contains the size and type of paper you require. The size and media loaded in each tray is displayed.
7. If the paper source you have chosen is not listed on the main screen, select **More...** to see the additional options.
  - Select the required tray from the list. The chosen tray is highlighted in blue.
  - Select the **OK** button.
8. Enter the number of prints required using the numeric keypad on the control panel.
9. Press the **Start** button on the control panel to scan the original.
10. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using a User ID to Log In at the Device](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Making 2 Sided Copies or Copying 2 Sided Originals

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

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.

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

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.
6. Select the 2-Sided Copying option required.
  - **1 > 1-sided** use this option if your originals are printed on 1 side and you want single-sided copies.
  - **1 > 2-sided** use this option if your originals are printed on 1 side and you want 2-sided copies. You can also select the **Rotate Side 2** button to have the second page rotated by 180°.
  - **2 > 2-sided** use this option if you want to make 2-sided copies from 2-sided originals. You can also select the **Rotate Side 2** button to have the second side rotated by 180°.
  - **2 > 1-sided** this option will make 1-sided copies from 2-sided originals.
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.
9. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

More Information

[Using a User ID to Log In at the Device](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Copy Output

### Choosing an Output Option for Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

Use the No Finishing option if no finishing is required for the output.

Use the collation options to sort your copies into sets (1,2,3 1,2,3 1,2,3) or stacks (1,1,1 2,2,2 3,3,3).

Use the stapling options to staple your document. The options available are dependent on the finishing device installed. The basic stapling options are Off, 1 Staple and 2 Staples.

Use the Hole Punched / Stapled option if you want your output to be hole punched or hole punched and stapled. Each sheet will be punched individually so there is no limit to the number of pages you can have in a set. Hole punching can only be selected for A4 LEF (8.5 x 11" LEF) and A3 (11 x 17") paper.

**Note:** The Collation options must be set before selecting the Hole Punched / Stapled options.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

Use the Booklet options to automatically produce folded and stapled booklets. A cover can be inserted onto the booklet automatically.

Use the Booklet Creation option to automatically reduce and arrange the images in the correct sequence on your selected media, so that a booklet is created when the copy set is folded in half.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.
6. If required, select the **More...** button at the bottom of the Copy Output section to access all the finishing options. The number of options displayed will depend upon the finishing device and kits installed (there may not be enough to require a More... button).
7. Select the Copy Output option required.
  - None

- Collation
  - Stapled
  - Hole Punched / Stapled
  - Booklet
  - Tri-Folded
8. Select the **OK** button.
  9. Enter the number of prints required using the numeric keypad on the control panel.
  10. Press the **Start** button on the control panel to scan the original.
  11. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
  12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using the None Output Option for Copies](#)

[Collating Copies](#)

[Stapling Copies](#)

[Hole Punching Copies](#)

[Preparing Copies to be made into a Booklet](#)

[Using a User ID to Log In at the Device](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Describing the Finishing Devices](#)

## Using the None Output Option for Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

Use the No Finishing option if no finishing is required for the output.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.

6. If required, select the **More...** button at the bottom of the Copy Output section to access all the finishing options. The number of options displayed will depend upon the finishing device and kits installed (there may not be enough to require a More... button).
7. Select **None** from the Copy Output section.
8. Enter the number of prints required using the numeric keypad on the control panel.
9. Press the **Start** button on the control panel to scan the original.
10. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Collating Copies](#)

[Stapling Copies](#)

[Hole Punching Copies](#)

[Preparing Copies to be made into a Booklet](#)

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[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Collating Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

Use the collation options to sort your copies into sets (1,2,3 1,2,3 1,2,3) or stacks (1,1,1 2,2,2 3,3,3).

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.
6. If required, select the **More...** button at the bottom of the Copy Output section to access all the finishing options. The number of options displayed will depend upon the finishing device and kits installed (there may not be enough to require a More... button).

7. Select the Collation option required.
  - **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.
8. Enter the number of prints required using the numeric keypad on the control panel.
9. Press the **Start** button on the control panel to scan the original.
10. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using the None Output Option for Copies](#)

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## Stapling Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

Use the stapling options to staple your document. The options available are dependent on the finishing device installed. The basic stapling options are Off, 1 Staple, 2 Staples and Multi-Staple.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.
6. If required, select the **More...** button at the bottom of the Copy Output section to access all the finishing options. The number of options displayed will depend upon the finishing device and kits installed (there may not be enough to require a More... button).

Use the stapling options to staple your document. The options available are dependent on the finishing device installed. The basic stapling options are Off, 1 Staple and 2 Staples.

- If required, select the **Off** button to cancel any programming you have entered.
- **1 Staple** positions a single staple the top left corner of your document.
- **2 Staples** positions 2 staples along the trail edge of your document.

**Note:** For some staple selections the device will rotate the image. If you are unable to staple, ensure that Image Rotation is set to Auto Rotate in Tools. Your System Administrator sets the Image Rotation options when the device is installed.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

7. Select the **OK** button.
8. Enter the number of prints required using the numeric keypad on the control panel.
9. Press the **Start** button on the control panel to scan the original.
10. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using the None Output Option for Copies](#)

[Collating Copies](#)

[Hole Punching Copies](#)

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## Hole Punching Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

Use the Hole Punched / Stapled option if you want your output to be hole punched or hole punched and stapled. Each sheet will be punched individually so there is no limit to the number of pages you can have in a set. Hole punching can only be selected for A4 LEF (8.5 x 11" LEF) and A3 (11 x 17") paper.

**Note:** The Collation options must be set before selecting the Hole Punched / Stapled options.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.
6. If required, select the **More...** button at the bottom of the Copy Output section to access all the finishing options. The number of options displayed will depend upon the finishing device and kits installed (there may not be enough to require a More... button).
7. Select the Collation option required.
  - **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.
8. Select the **OK** button.
9. Select the Hole Punch/Stapled option required.
  - If required, select the **Off** button to cancel any programming you have entered.
  - Select the **On** button to Hole Punch your sets and stacks on the left edge.
10. Select the **OK** button.
11. Enter the number of prints required using the numeric keypad on the control panel.
12. Press the **Start** button on the control panel to scan the original.
13. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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## Preparing Copies to be made into a Booklet

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

Use the Booklet options to automatically produce folded and stapled booklets. A cover can be inserted onto the booklet automatically.

Use the Booklet Creation option to automatically reduce and arrange the images in the correct sequence on your selected media, so that a booklet is created when the copy set is folded in half.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.
6. If required, select the **More...** button at the bottom of the Copy Output section to access all the finishing options. The number of options displayed will depend upon the finishing device and kits installed (there may not be enough to require a More... button).
7. Select the Booklet Creation option required.
  - **Off** select this option if you want your output layout to match your originals. For example, if your originals are already in a booklet layout.
  - **On** select this option if you want the device to automatically reduce and arrange the images to create a booklet layout.
8. Select the Finishing option required.
  - **Folded & Stapled** will staple and fold the output along the center margin to produce stapled booklets.
  - **Fold Only** will fold the output along the center margin to produce loose leaf booklets.
  - **None** select this option if you do not want the device to fold and staple your output.
9. Select the **OK** button.
10. Enter the number of prints required using the numeric keypad on the control panel.
11. Press the **Start** button on the control panel to scan the original.
12. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

14. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

The following Booklet Maker specifications apply.

- Paper Sizes A3 (11x17"), A4 (8.5x11"), 8.5x13" and 8.5x14".
- Paper weight 60 to 216 gsm (16 to 57 lb).
- All media must be Short Edge Feed (SEF).

Booklet thickness specifications.

- 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).

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

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# Image Quality

## Setting the Original Type for Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Original Type options to enhance the quality of your output based on the type of original images and how they were produced. For example, if you use a text setting for the original type your device will produce output with sharper edges than if you selected a photo setting - this will make text documents easier to read, but will reduce the quality of photo images where there are lightness and darkness gradations not found in text.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Select the **Image Quality** tab.
6. Select the **Original Type** button.
7. Select the Content Type required.
  - **Photo and Text** produces high quality pictures but slightly reduces the sharpness of text and line art. This setting is recommended for originals containing high quality photographs or line art and text.
  - **Text** produces sharper edges and is recommended for text and line art.
  - **Photo** gives the best quality for photos but reduced quality text and line art. It is the best option for originals containing photos or continuous tones without any text or line art.
  - **Map** is used if your original is a map.
  - **Newspaper / Magazine** is used if your original is from a magazine or newspaper that contains photographs or text.
8. Select the How Original was Produced option required.
  - **Printed** produces the best results for newspaper, magazine, map and other professionally printed originals.
  - **Photocopied** is used for most photocopied and laser printed originals.
  - **Photograph** is recommended for originals containing high quality photographs on photographic paper.
  - **Inkjet** is used specifically for originals produced on inkjet printers.
  - **Solid Ink** is recommended for originals produced on solid ink devices.
9. Select the **OK** button.
10. Enter the number of prints required using the numeric keypad on the control panel.
11. Press the **Start** button on the control panel to scan the original.

12. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
14. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Image Options

### Choosing the Image Options for Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

The Image Options features give you choices for changing the appearance of the output.

Use the Lighten / Darken options to manually adjust the lightness or darkness of the image. Light originals containing pencil images may produce better output if the darkness is increased. Dark originals such as halftones or documents with colored backgrounds may need to be lightened.

Use the Sharpness option to manually control the sharpness of the scanned images.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Select the **Image Quality** tab.
6. Select the **Image Options** button.
7. Select the option(s) required.
8. Select the **OK** button.
9. Enter the number of prints required using the numeric keypad on the control panel.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.

12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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[Lightening or Darkening Copies](#)

## Lightening or Darkening Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Lighten / Darken options to manually adjust the lightness or darkness of the image. Light originals containing pencil images may produce better output if the darkness is increased. Dark originals such as halftones or documents with colored backgrounds may need to be lightened.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Select the **Image Quality** tab.
6. Select the **Image Options** button.
7. Select the Lighten / Darken option required.
  - Move the indicator down to darken the scanned image. If this creates an output with too dark a background, use the Background Suppression feature to remove the background.
  - Move the indicator up to lighten the scanned image.
8. Select the **OK** button.
9. Enter the number of prints required using the numeric keypad on the control panel.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Changing the Sharpness of Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Sharpness option to manually control the sharpness of the scanned images.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Select the **Image Quality** tab.
6. Select the **Image Options** button.
7. Select the Sharpness option required.
  - Move the indicator up to sharpen the scanned image. Text images are more likely to be improved by sharpening than photo images.
  - Move the indicator down to soften the scanned image. This is particularly useful when scanning photos.
8. Select the **OK** button.
9. Enter the number of prints required using the numeric keypad on the control panel.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Image Enhancement

### Choosing an Image Enhancement Option for Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

The Image Enhancement options improve the quality of your output by reducing the background or adjusting the contrast.

Use the Background Suppression option to enhance 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.

Use the Contrast option to control the image density on the output and compensate for an original that has too much or too little contrast on the image.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Select the **Image Quality** tab.
6. Select the **Image Enhancement** button.
7. Select the option(s) required.
8. Select the **OK** button.
9. Enter the number of prints required using the numeric keypad on the control panel.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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## Setting the Background Suppression for Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Background Suppression option to enhance 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.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Select the **Image Quality** tab.
6. Select the **Image Enhancement** button.
7. Select **Auto Suppression** from the **Background Suppression menu** to automatically suppress unwanted background.
  - If required, select **Off** to turn the Background Suppression feature off. The Off option is particularly useful 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, or you want to bring out fine detail that was lost due to a dark edge when using bound originals.
8. Select the **OK** button.
9. Enter the number of prints required using the numeric keypad on the control panel.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Setting the Copy Contrast

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Contrast option to control the image density on the output and compensate for an original that has too much or too little contrast on the image.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Select the **Image Quality** tab.
6. Select the **Image Enhancement** button.
7. Select the **Auto Contrast** button from the **Contrast menu** to let the device determine the contrast settings automatically, or select the **Manual Contrast** button to control the settings yourself.
  - Move the Manual Contrast indicator towards More to produce more vivid blacks and whites for sharper text and lines but less detail in pictures.
  - Move the Manual Contrast indicator towards Less to produce more detail in light and dark areas of the original.
8. Select the **OK** button.
9. Enter the number of prints required using the numeric keypad on the control panel.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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# Layout Adjustment

## Setting the Original Orientation for Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Original Orientation option to specify the layout of the originals being scanned, whether the image on the page is in portrait, landscape, upright or rotated orientation in relation to the page itself. The orientation of the images on the originals must match the orientation selected. The device uses this information to identify if the images require rotating to produce the required output.

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** button on the control panel to cancel any previous programming selections.
  3. Press the **Services Home** button.
  4. Select the **Copy** button on the touch screen. The copy features are displayed.
  5. Select the **Layout Adjustment** tab.
  6. Select the **Original Orientation** button.
  7. Select the Original Orientation option required.
    - **Portrait Originals** the images on the originals are in a LEF orientation.
    - **Landscape Originals** the images on the originals are in a SEF orientation.
    - **Upright Images** the images on the originals are loaded in a upright orientation in the Document Feeder.
    - **Sideways Images** the images on the originals are loaded in a sideways orientation in the Document Feeder.
- Note:** If you are using the Document Glass, the orientation is as seen before turning the original over.
8. Select the **OK** button.
  9. Enter the number of prints required using the numeric keypad on the control panel.
  10. Press the **Start** button on the control panel to scan the original.
  11. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
  12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Specifying the Size of the Original to be Copied

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Original Size options to select automatic size detection of the originals, specify the sizes of mixed size originals, or specify the exact size of an image to be scanned.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Select the **Layout Adjustment** tab.
6. Select the **Original Size** button.
7. Select the Original Size option required.
  - **Auto Detect** enables automatic size sensing, this is the default setting. The size detected is matched to a standard paper size.
  - **Preset Scan Area** defines the size of your original from a list of preset, standard original sizes. You can view the list by using the scroll bar.
  - **Custom Scan Area** sets a specific area for scanning and is useful for scanning receipts. Measure the width (X) and height (Y) of the original to be scanned and enter the X and Y measurements into the fields provided.
  - **Mixed Size Originals** scans documents containing different sized pages. The pages must be the same width, such as A4 (8.5 x 11") LEF and A3 (11 x 17") SEF, other combinations are shown on the device touchscreen. The device detects the size of the documents and will produce different output depending on the combinations selected.

**Note:** If Auto Reduce / Enlarge and a specific Paper Supply is selected, all the images are reduced or enlarged to fit the specified paper size. If Auto Paper supply is selected a mixture of paper sizes will be output.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

8. Select the **OK** button.
9. Enter the number of prints required using the numeric keypad on the control panel.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.

12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Copying Book Pages

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Book options to specify which page or pages of a book, or other bound original, are to be scanned.

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 Areas feature in the Original Size settings to enter the exact size of the page.

Use the Job Assembly - Build Job feature to create finished sets from several pages of your bound document.

**Note:** Do not close the document feeder when scanning bound originals (closing the feeder may damage the book, the document feeder, or both).

1. Place your book in the top left corner of the document glass.
2. Press the **Clear All** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Select the **Layout Adjustment** tab.
6. If the book, when opened, is not a standard paper size, manually input the correct size using the Original Size feature.
  - Select the **Original Size** button.
  - Select the Original Size option required.
    - **Auto Detect** enables automatic size sensing, this is the default setting. The size detected is matched to a standard paper size.
    - **Preset Scan Area** defines the size of your original from a list of preset, standard original sizes. You can view the list by using the scroll bar.
    - **Custom Scan Area** sets a specific area for scanning and is useful for scanning receipts. Measure the width (X) and height (Y) of the original to be scanned and enter the X and Y measurements into the fields provided.

- **Mixed Size Originals** scans documents containing different sized pages. The pages must be the same width, such as A4 (8.5 x 11") LEF and A3 (11 x 17") SEF, other combinations are shown on the device touchscreen. The device detects the size of the documents and will produce different output depending on the combinations selected.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

- Select the **OK** button.
7. Select the **Book Copying** button.
  8. Select the Book Copying option required to delete an area from the center of the book image to avoid unwanted marks being reproduced from the gutter of the book.
    - **Off** applies no binding edge erase to the output.
    - **Both Pages** scans both pages, the left page of the book will be scanned first. Use the arrow buttons to specify an amount from 0 to 50mm (0 to 2") to be deleted from the center of the book image.
    - **Left Page Only** scans 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 image.
    - **Right Page Only** scans 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 image.
  9. Select the **OK** button.
  10. Enter the number of prints required using the numeric keypad on the control panel.
  11. Press the **Start** button on the control panel to scan the original.
  12. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
  13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  14. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Specifying the Size of the Original to be Copied](#)

## Using the Image Shift Feature to Reposition the Copy Image

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Image Shift option to move the position of the image on the output page. This is useful when the output needs to be bound as it allows you to move the image to the left or right to leave enough room for the binding.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Select the **Layout Adjustment** tab.
6. Select the **Image Shift** button.
7. Select the Image Shift option required.
  - **Off** removes any previous Image Shift settings. This option is useful if you are programming a complex job and want to cancel any image shift settings without cancelling other settings you have made.
  - **Margin Shift** moves the image up / down or left / right on the page to give larger or smaller margins. Use the arrow buttons to enter the shift required. The amount of shift is in 1mm (0.1") increments up to 50mm (2.0"). When copying 2-sided there are two options.
  - Adjust the margin of side two independently of side one.
  - Check the **Mirror Side 1** checkbox if you want the side 2 shift to mirror the shift set for side 1.
  - **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.
  - Use the Presets menu to select a commonly used Image Shift. Your System Administrator can alter the preset options. Once you have selected a preset option, you can edit it using the arrow buttons. The amount of shift is in 1mm (0.1") increments up to 50mm (2.0"). When copying 2-sided there are two options.
  - Adjust the margin of side two independently of side one.
  - Check the **Mirror Side 1** checkbox if you want the side 2 shift to mirror the shift set for side 1.
8. Select the **OK** button.
9. Enter the number of prints required using the numeric keypad on the control panel.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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## Erasing Edges from Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Edge Erase options to specify the scan area so that only a specific section of your document is scanned. This is useful if you want to remove the marks caused by punched holes or staples in your original.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Select the **Layout Adjustment** tab.
6. Select the **Edge Erase** button.
7. Select the Edge Erase option required.
  - **All Edges** erases an equal amount from all the edges. Use the arrow buttons to adjust the amount to be erased from 3 mm (0.1") to 50 mm (2.0") or select the entry field and use the numeric keypad to enter the amount required.
  - **Individual Edges** enables a different amount to be erased from each of the edges, on both the first and second sides. Use the arrow buttons to adjust the amount to be erased from 3mm (0.1") to 50mm (2.0") or select the appropriate entry field and use the numeric keypad to enter the amount required.
    - Select the **Side 1** button.
    - Select the **Top, Right, Bottom and Left entry boxes** as required and use the arrow buttons to adjust the amount to be erased from 3mm (0.1") to 50mm (2.0") or use the numeric keypad to enter the amount required.

### Either

- Select the **Side 2** button.
- Select the **Top, Right, Bottom and Left entry boxes** as required and use the arrow buttons to adjust the amount to be erased from 3mm (0.1") to 50mm (2.0") or use the numeric keypad to enter the amount required.

### Or

- Check the **Mirror Side 1 entry checkbox** to reverse the side 1 settings on side 2. Depending on the page orientation the left and right or top and bottom settings will be reversed.
- Select an option from the Presets list to apply commonly used Edge Erase settings such as Hole Punch Erase and Header / Footer Erase. Your System Administrator can alter the preset options. Once a preset edge erase setting has been selected it can be edited.
  - Select the **Side 1** button.
  - Select the **Top, Right, Bottom and Left entry boxes** as required and use the arrow buttons to adjust the amount to be erased from 3mm (0.1") to 50mm (2.0") or use the numeric keypad to enter the amount required.

**Either**

- Select the **Side 2** button.
- Select the **Top, Right, Bottom and Left entry boxes** as required and use the arrow buttons to adjust the amount to be erased from 3mm (0.1") to 50mm (2.0") or use the numeric keypad to enter the amount required.

**Or**

- Check the **Mirror Side 1 entry checkbox** to reverse the side 1 settings on side 2. Depending on the page orientation the left and right or top and bottom settings will be reversed.
8. Select the **OK** button.
  9. Enter the number of prints required using the numeric keypad on the control panel.
  10. Press the **Start** button on the control panel to scan the original.
  11. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
  12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Creating Copies with an Inverted Image

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Invert Image options to create a mirror image or a negative image. This feature is useful for originals that have a substantial amount of dark background or light text and images.

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** button on the control panel to cancel any previous programming selections.
  3. Press the **Services Home** button.
  4. Select the **Copy** button on the touch screen. The copy features are displayed.
  5. Select the **Layout Adjustment** tab.
  6. Select the **Invert Image** button.
  7. Select the Mirror Image option required.

- **Normal Image** produces output that matches the original.
  - **Mirror Image** reverses the original image creating a mirror of the original.
8. Select the Negative Image option required.
    - **Positive Image** produces output that matches the original.
    - **Negative Image** converts the dark image areas in the original to light, and the light areas to dark.
  9. Select the **OK** button.
  10. Enter the number of prints required using the numeric keypad on the control panel.
  11. Press the **Start** button on the control panel to scan the original.
  12. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
  13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  14. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Output Format

### Making Copies into a Booklet

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Booklet Creation options to produce 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.

If your device is fitted with a Booklet Maker you can use the Booklet Creation feature to automatically produce folded and stapled booklets.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.

5. Select the **Output Format** tab.
6. Select the **Booklet Creation** button.
7. Select the **On** button.
8. Select the required Original Input option.
  - 1-Sided Originals
  - 2-Sided Originals
9. Set the Paper Supply required for the job. If stapling and / or folding is required a Short Edge Feed (SEF) paper supply must be selected.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).
10. Select the Reading Order required for the finished output, either **Left to Right** or **Right to Left**.

**Note:** This option must be made available by your System Administrator.
11. If a Booklet Maker is installed, select the finishing option required.
  - **Fold and Staple** will staple and fold the output along the center margin to produce booklets.
  - **Fold Only** will fold the output along the center margin to produce booklets.
12. Select the **OK** button.
13. Enter the number of prints required using the numeric keypad on the control panel.
14. Press the **Start** button on the control panel to scan the original.
15. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
16. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
17. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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[Adding Covers to Copies](#)

## Special Pages

### Choosing a Special Pages Option for Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

The Special Pages options are used to give a more professional appearance to your document, for example by adding covers or pages printed on different paper.

Use the Covers option to add blank or printed pages to the front, back or front and back of your set. This option is also used to add a cover to a booklet. The covers can be a different media to the rest of your job.

Use the Chapter Starts option to ensure that a chapter begins on the right or left side of the page, with a blank page automatically inserted if needed.

Use the Inserts option to add blank pages on a different media into your document, or to specify pages to be printed on a different media. Up to two sources of media can be used for the inserts. If inserting blank pages, a blank sheet must be inserted in the appropriate place in your original document.

Use the Exceptions feature to use a different paper source for a range of pages. For example, you could print the self test pages in a training guide on different colored paper.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.

**Note:** This feature is not available until a specific paper tray has been selected. It is not available if the paper Auto Select option is active.

6. Set the Paper Supply required for the main body of the job.
7. Select the **Output Format** tab.
8. Select the **Special Pages** button.
9. Select the Special Pages option required.
  - **Covers** adds blank or printed pages to your output.
  - **Chapter Starts** ensures a chapter begins on the right or left side of the page.
  - **Inserts** adds blank pages on a different media into your document.
  - **Exceptions** sets a different paper source for a range of pages.
10. Select the **OK** button.
11. Enter the number of prints required using the numeric keypad on the control panel.
12. Press the **Start** button on the control panel to scan the original.
13. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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[Adding Covers to Copies](#)

[Adding Chapter Start Sections to Copies](#)  
[Adding Inserts into Copy Sets](#)  
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## Adding Covers to Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Covers option to add blank or printed pages to the front, back or front and back of your set. This option is also used to add a cover to a booklet. The covers can be a different media to the rest of your job.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.  
**Note:** This feature is not available until a specific paper tray has been selected. It is not available if the paper Auto Select option is active.
6. Set the Paper Supply required for the main body of the job.
7. Load the media to be used for the covers into another paper tray, ensuring that it is in the same size and orientation as the paper you are using for the main body of your job.
8. If required, update the Paper Settings screen and select the **Confirm** button to approve your selections.
9. Select the **Output Format** tab.
10. Select the **Special Pages** button.
11. Select the **Covers...** button.
12. Select the Covers Option required. Covers can be blank or contain images.
  - **Off** cancels any programming you have entered.
  - **Front & Back Same** adds a blank or printed cover to the front and back of the document. The printing and paper supply options are identical for both covers.
  - **Front & Back Different** adds a blank or printed cover to the front and back of the document. The printing and paper supply options can be programmed individually for each cover.
  - **Front Only** adds a blank or printed cover to the front of the document.
  - **Back Only** adds a blank or printed cover to the back of the document.
13. Select the Printing Option required for the covers.

- **Blank Cover** provides a blank sheet as the cover.
  - **Print on Side 1** prints an image on side 1 of the cover.
  - **Print on Side 2** prints an image on side 2 of the cover. Select **Rotate Side 2** to rotate the image on the second side.
  - **Print on Both Sides** prints an image on both sides of the cover. Select **Rotate Side 2** to rotate the image on the second side.
14. Select the Paper Supply required for the selected covers. If required, select the **More...** button to access options not listed on the main page.
  15. Select the **OK** button.
  16. Select the **OK** button.
  17. Enter the number of prints required using the numeric keypad on the control panel.
  18. Press the **Start** button on the control panel to scan the original.
  19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
  20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  21. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Adding Chapter Start Sections to Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Chapter Starts option to ensure that a chapter begins on the right or left side of the page, with a blank page automatically inserted if needed.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.

4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.  
**Note:** This feature is not available until a specific paper tray has been selected. It is not available if the paper Auto Select option is active.
6. Set the Paper Supply required for the main body of the job.
7. Select the **Output Format** tab.
8. Select the **Special Pages** button.
9. Select the **Chapter Starts...** button.
10. Select the **Page Number entry box** and use the numeric keypad to enter the page number of the original where you want a chapter to start.
11. Select the required option from the Start Chapter section.
  - **On Right Page** starts the new chapter on a right page.
  - **On Left Page** starts the new chapter on a left page.
12. Select the **Add** button.
13. Repeat the previous three steps as required until all the chapters have been programmed.
14. Select the **Close** button to save the information you entered.
15. Select the **OK** button.
16. Enter the number of prints required using the numeric keypad on the control panel.
17. Press the **Start** button on the control panel to scan the original.
18. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
19. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
20. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Adding Inserts into Copy Sets

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Inserts option to add blank pages on a different media into your document, or to specify pages to be printed on a different media. Up to two sources of media can be used for the inserts. If inserting blank pages, a blank sheet must be inserted in the appropriate place in your original document.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.  
**Note:** This feature is not available until a specific paper tray has been selected. It is not available if the paper Auto Select option is active.
6. Set the Paper Supply required for the main body of the job.
7. Load the media to be used for the inserts into another paper tray, ensuring that it is in the same size and orientation as the paper you are using for the main body of your job.
8. If required, update the Paper Settings screen and select the **Confirm** button to approve your selections.
9. Select the **Output Format** tab.
10. Select the **Special Pages** button.
11. Select the **Inserts...** button.
12. Select the **After Page Number entry box** and use the numeric keypad to enter the page number of the insert.  
**Note:** The page numbers are the physical page numbers and not the page numbers which may be printed on the document. For 2-sided documents, each page of your document has 2 page numbers, so you need to count each side of your document.
13. Use the arrow buttons or select the **Insert Quantity entry box** and use the numeric keypad to enter the number of pages to be inserted.
14. Select the Paper Supply required for the insert.
  - If a tab insert is required, ensure the correct tab sequence and number of tabs are loaded for the job. If printing on the tabs, use the Tab Shift option to enter the amount of shift required to ensure the tab image prints correctly on the tab.
15. Select the **Add** button.
16. Repeat the previous four steps until all the inserts required have been programmed.
17. Select the **Close** button to save the information you entered.
18. Select the **OK** button.
19. Enter the number of prints required using the numeric keypad on the control panel.
20. Press the **Start** button on the control panel to scan the original.
21. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
22. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

23. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Selecting Exceptions within Copy Sets

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Exceptions feature to use a different paper source for a range of pages. For example, you could print the self test pages in a training guide on different colored paper.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.  
**Note:** This feature is not available until a specific paper tray has been selected. It is not available if the paper Auto Select option is active.
6. Set the Paper Supply required for the main body of the job.
7. Select the **Output Format** tab.
8. Select the **Exceptions...** button.
9. Select each Page Number box in turn and use the numeric keypad to enter the initial and final page numbers in the exception range.
10. If required, select the paper tray required for the exception. Different paper trays can be selected for each exception range.
11. Select the **Add** button.
12. Repeat the previous three steps until all the exceptions have been programmed.
13. Select the **Close** button to save the information you entered.

14. Select the **OK** button.
15. Enter the number of prints required using the numeric keypad on the control panel.
16. Press the **Start** button on the control panel to scan the original.
17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
18. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.
19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.

#### More Information

[Using a User ID to Log In at the Device](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Annotations

### Choosing Copy Annotation Options

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

The Annotations feature enables you to automatically add a comment, page number, today's date or a 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.

Annotations will not be applied to Covers (Front or Back), Tabs, Inserts and Blank Chapter Start Pages.

Use the Page Numbers option 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.

Use the Comment feature to add up to 50 alphanumeric characters in a specified position on the page. An existing comment can be amended, or a new comment can be created.

Use the Date annotation to add the current date to your chosen position on the page. The date printed is the date set on your device, your System Administrator sets the calendar when the device is installed.

Use the Bates Stamp option 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 alphanumeric characters. You can add a new prefix or choose an existing one from the list provided.

Use the Format and Style options to specify the orientation, style and printing requirements for the selected annotations.

**Note:** The Format and Style options are not available until at least one annotation has been programmed.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Select the **Output Format** tab.
6. Select the **Annotations** button.
7. Select the Annotations option(s) required. More than one option can be selected, but a different location must be selected for each option.
  - **Page Numbers** automatically prints a page number on the page.
  - **Comment** adds comments of up to 50 alphanumeric characters to the page.
  - **Date** adds the current date to the page.
  - **Bates Stamp** adds a selected Bates Stamp to the page.
8. Select the **OK** button.
9. Enter the number of prints required using the numeric keypad on the control panel.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

More Information

[Adding Page Numbers to Copies](#)

[Adding Comments to Copies](#)

[Printing a Date on Copies](#)

[Printing a Bates Stamp on Copies](#)

[Using a User ID to Log In at the Device](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Adding Page Numbers to Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Page Numbers option 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.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Select the **Output Format** tab.
6. Select the **Annotations** button.
7. Select the **Page Numbers** button.
8. Select the **On** button to apply page numbers to your output.
  - If required, select the **Off** button to produce output without page numbers.
9. Select the **Starting Page Number entry box** and use the numeric keypad to enter the first page number you want printed on your first copy output sheet.
10. Select an arrow button to determine the position of the page numbers on the output sheets.
11. Select the Apply To option required.
  - **All Pages** adds the annotation to all pages.
  - **All Pages Except First** adds the annotation to all pages except the first page.
12. Select the **OK** button.  
After an annotation has been programmed the Format and Style button becomes visible.
13. Select the **Format and Style** button.
14. Select the Text Background option required.
  - **Opaque** creates solid annotations placed on top of the copy output with no image visible under the annotated text.
  - **Transparent** creates semi-transparent annotations with the copy image visible under the annotated text.
15. Select the **Font Point Size entry box** and use the numeric keypad or the **+** or **-** buttons to enter a font point size.
16. Select the Side 2 Option required.
  - **Same as Side 1** applies the same settings 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 across the binding edge. 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 across the binding edge. For example, if a page number is positioned in the bottom left corner of Side 1, it will appear in the top left corner of Side 2.
17. Select the **OK** button.
18. Select the **OK** button.

19. Enter the number of prints required using the numeric keypad on the control panel.
20. Press the **Start** button on the control panel to scan the original.
21. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
22. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
23. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using a User ID to Log In at the Device](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Adding Comments to Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Comment feature to add up to 50 alphanumeric characters in a specified position on the page. An existing comment can be amended, or a new comment can be created.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Select the **Output Format** tab.
6. Select the **Annotations** button.
7. Select the **Comment** button.
8. Select the **On** button to apply a comment to your output.
  - If required, select the **Off** button to produce output without a comment.
9. Select the comment you require from the Stored Comments list. To edit an existing comment, highlight the comment in the list and select the **Edit** button. Use the keyboard to edit the entry, then select **OK** to close the keyboard.
10. Select an arrow button to determine the position of the comment on the output sheets.
11. Select the required option from the Apply To dropdown menu.
  - **All Pages** adds the annotation to all pages.
  - **All Pages Except First** adds the annotation to all pages except the first page.
  - **First Page Only** adds the annotation to the first page but not to any subsequent pages.

12. Select the **OK** button.

After an annotation has been programmed the Format and Style button becomes visible.

13. Select the **Format and Style** button.

14. Select the Text Background option required.

- **Opaque** creates solid annotations placed on top of the copy output with no image visible under the annotated text.
- **Transparent** creates semi-transparent annotations with the copy image visible under the annotated text.

15. Select the **Font Point Size entry box** and use the numeric keypad or the **+** or **-** buttons to enter a font point size.

16. Select the Side 2 Option required.

- **Same as Side 1** applies the same settings 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 across the binding edge. 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 across the binding edge. For example, if a page number is positioned in the bottom left corner of Side 1, it will appear in the top left corner of Side 2.

17. Select the **OK** button.

18. Select the **OK** button.

19. Enter the number of prints required using the numeric keypad on the control panel.

20. Press the **Start** button on the control panel to scan the original.

21. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.

22. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

23. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

More Information

[Using a User ID to Log In at the Device](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Printing a Date on Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Date annotation to add the current date to your chosen position on the page. The date printed is the date set on your device, your System Administrator sets the calendar when the device is installed.

Refer to the System Administrator Guide for further information.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Select the **Output Format** tab.
6. Select the **Annotations** button.
7. Select the **Date** button.
8. Select the **On** button to apply dates to your output.
  - If required, select the **Off** button to produce output without a date.
9. Select the format you require.
  - DD/MM/YYYY
  - MM/DD/YYYY
  - YYYY/MM/DD
10. Select an arrow button to determine the position of the date on the output sheets.
11. Select the required option from the Apply To dropdown menu.
  - **All Pages** adds the annotation to all pages.
  - **All Pages Except First** adds the annotation to all pages except the first page.
  - **First Page Only** adds the annotation to the first page but not to any subsequent pages.
12. Select the **OK** button.  
After an annotation has been programmed the Format and Style button becomes visible.
13. Select the **Format and Style** button.
14. Select the Text Background option required.
  - **Opaque** creates solid annotations placed on top of the copy output with no image visible under the annotated text.
  - **Transparent** creates semi-transparent annotations with the copy image visible under the annotated text.
15. Select the **Font Point Size entry box** and use the numeric keypad or the **+** or **-** buttons to enter a font point size.

16. Select the Side 2 Option required.
  - **Same as Side 1** applies the same settings 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 across the binding edge. 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 across the binding edge. For example, if a page number is positioned in the bottom left corner of Side 1, it will appear in the top left corner of Side 2.
17. Select the **OK** button.
18. Select the **OK** button.
19. Enter the number of prints required using the numeric keypad on the control panel.
20. Press the **Start** button on the control panel to scan the original.
21. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
22. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
23. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using a User ID to Log In at the Device](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Printing a Bates Stamp on Copies

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Bates Stamp option 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 alphanumeric characters. You can add a new prefix or choose an existing one from the list provided.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.

4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Select the **Output Format** tab.
6. Select the **Annotations** button.
7. Select the **Bates Stamp** button.
8. Select the **On** button to apply a Bates Stamp to your output.
  - If required, select the **Off** button to produce output without a Bates Stamp.
9. Select the Bates Stamp you require from the Stored Prefixes list, if a prefix hasn't been programmed yet it will be listed as Available. To edit an existing prefix, highlight the prefix in the list and select the **Edit** button. Use the keyboard to edit the entry, then select **OK** to close the keyboard.
10. Select an arrow button to determine the position of the Bates Stamp on the output sheets.
11. Select the **Starting Page Number entry 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 00000001.
12. Select the Apply To option required.
  - **All Pages** adds the annotation to all pages.
  - **All Pages Except First** adds the annotation to all pages except the first page.
13. Select the **OK** button.

After an annotation has been programmed the Format and Style button becomes visible.
14. Select the **Format and Style** button.
15. Select the Text Background option required.
  - **Opaque** creates solid annotations placed on top of the copy output with no image visible under the annotated text.
  - **Transparent** creates semi-transparent annotations with the copy image visible under the annotated text.
16. Select the **Font Point Size entry box** and use the numeric keypad or the **+** or **-** buttons to enter a font point size.
17. Select the Side 2 Option required.
  - **Same as Side 1** applies the same settings 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 across the binding edge. 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 across the binding edge. For example, if a page number is positioned in the bottom left corner of Side 1, it will appear in the top left corner of Side 2.
18. Select the **OK** button.
19. Select the **OK** button.
20. Enter the number of prints required using the numeric keypad on the control panel.
21. Press the **Start** button on the control panel to scan the original.
22. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
23. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

24. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using a User ID to Log In at the Device](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Using Transparency Separators within Copy Sets

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

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

**Note:** The size and orientation of the separators must be the same as the transparency sheets.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.  
**Note:** This feature is not available until a specific paper tray has been selected. It is not available if the paper Auto Select option is active.
6. Set the Paper Supply required for the main body of the job.
7. Select the **Output Format** tab.
8. Select the **Transparency Separators** button.
9. Select the **On** button to add transparency separators to your job.
  - If required, select the **Off** button to remove transparency separators from your job.
10. Select the paper tray containing the paper for the separators from the Separator Supply list. If necessary, select **More...** to access all the paper tray options.
11. If required, change the paper tray containing the transparencies from the Transparency Supply list. If necessary, select **More...** to access all the paper tray options.
12. Select the **OK** button.
13. Enter the number of prints required using the numeric keypad on the control panel.
14. Press the **Start** button on the control panel to scan the original.
15. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.

16. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
17. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using a User ID to Log In at the Device](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Loading Different Types of Media](#)

[Loading the Bypass Tray and Changing the Tray Settings](#)

## Copying Multiple Pages or Repeat Images onto a Page

Use the Page Layout feature when creating handouts, storyboards or archive documents. 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.

Up to 36 images can be fitted onto 1 sheet of paper. The page layout feature can produce several output formats.

- 4 originals using 2 rows and 2 columns.
- 6 originals using 3 rows and 2 columns.
- 2 originals using 2 rows and 1 column.

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

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Select the **Output Format** tab.
6. Select the **Page Layout** button.
7. Select the Page Layout option required.
  - **Off** to produce a single image per page.
  - **Pages per Side** places a defined number of pages on one or both sides of the paper.
  - **Repeat Image** places a defined number of the same image on one or both sides of the paper.
8. Select the number of pages or repeat times from the preset list or select **Specify Rows and Columns** and use the arrow buttons to set a specific number of rows and columns to create a custom layout.

9. Select the Original Orientation option required.
  - **Portrait Originals** if the images on the originals are in a portrait orientation.
  - **Landscape Originals** if the images on the originals are in a landscape orientation.
10. Select the **OK** button.
11. Enter the number of prints required using the numeric keypad on the control panel.
12. Press the **Start** button on the control panel to scan the original.
13. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using a User ID to Log In at the Device](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

# Job Assembly

## Building a Copy Job with Multiple Page or Segment Settings

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Build Job option to build a job that requires different settings for each page, or for groups of pages (segments) of your document.

Build Job can also be used to assemble individual pages scanned using the document glass into a single job.

1. Split the originals into sections for individual programming.
2. 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.
3. Press the **Clear All** button on the control panel to cancel any previous programming selections.
4. Press the **Services Home** button.
5. Select the **Copy** button on the touch screen. The copy features are displayed.
6. Select the **Job Assembly** tab.
7. Select the **Build Job** button.
8. Select the **On** button to turn the Build Job feature on and enable the Build Job options.
  - If required, select the **Off** button to cancel any programming you have entered.
9. Select the **Options...** button and choose the options required.
  - **Display summary window between segments** shows the status of your job after each section has been scanned.
  - **Turn Build Job Off after job is submitted** turns the feature off automatically after the final segment has been scanned.
10. Select the **OK** button.
11. Select the **OK** button.
12. Select the features required for the first segment of the job.
  - If using Build Job for a job with tabs, ensure the tabs are loaded correctly and select the tray containing the tabs.

**Note:** If tab media is selected, the image will be shifted 13mm (0.5") to the right automatically if the tab original is A4 or 8.5x11" size.
13. Load your first segment originals face up in the document feeder input tray. Adjust the guide to just touch the documents.

Or

Lift up the document feeder. Place the first segment face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

14. Press the **Start** button on the control panel to scan the original.
15. Remove the first segment originals after they have been scanned. The Build Job screen displays the first segment in the list.
16. If required, select the options for the segment.
  - **Sample Last Segment** produces a proof print of the last segment scanned. 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.
17. Select the features required for the second segment.
18. Load the second segment originals.
19. Press the **Start** button on the control panel to scan the original.
20. Repeat these steps until all segments of your job have been programmed and scanned.
21. Enter the number of prints required using the numeric keypad on the control panel.
22. After the last segment has been scanned, select the **Submit Job** button.
23. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
24. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Sample of Build Job Copy Set](#)

[Using a User ID to Log In at the Device](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Printing a Sample of Build Job Copy Set

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

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

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.

5. Select the **Job Assembly** tab.
6. Select the **Sample Job** button.
7. Select the **On** button to turn the Build Job feature on and enable the Build Job options.
  - If required, select the **Off** button to cancel any programming you have entered.
8. Select the **OK** button.
9. Enter the number of prints required using the numeric keypad on the control panel.
10. Press the **Start** button on the control panel to scan the original.

One copy set of the job, the Sample Job, is printed. The rest of the job is held in the Job List.
11. Release or delete the Sample Job.
  - If the Sample Job is acceptable, select **Release**. The programmed number of sets will be produced.
  - If the Sample Job is unacceptable, select **Delete** and then select **Delete** to confirm the deletion. Your job will be deleted from the job list. Repeat the sample job process until you are satisfied with your sample.
12. Select the **Job Status** button to access your job. The job has the status Held: Sample Made.
13. Select the job in the list.
14. If the Sample Job is acceptable, select **Release**. The programmed number of sets will be produced.
15. If the Sample Job is unacceptable, select **Delete** and then select **Delete** to confirm the deletion. Your job will be deleted from the list.
16. Repeat the Sample Job process until you are satisfied with your sample.
17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
18. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.
19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.

#### More Information

[Retrieving Saved Settings for Copying](#)

[Using a User ID to Log In at the Device](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Saving Current Settings for Copying](#)

## Saving Current Settings for Copying

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Save Current Settings option to save up to 50 combinations of commonly used feature selections in the device memory. 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.

This feature is useful if you often use the same settings to produce documents.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Program the required job features.
6. Enter the number of prints required using the numeric keypad on the control panel.
7. Select the **Job Assembly** tab.
8. Select the **Save Current Settings** button.
9. Select an available setting from the settings name dropdown menu.
10. Use the keyboard to enter a name for your settings.
11. Select the **OK** button.  
The settings are stored and can be accessed using the Retrieve Saved Settings feature.  
If required, you can continue to print your current job.
12. Press the **Start** button on the control panel to scan the original.
13. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

### More Information

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[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Retrieving Saved Settings for Copying

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Retrieve Saved Settings option to re-use settings from a previous job. The Save Current Settings option is used to save the settings into the device memory and then you can apply them to any job.

Once some settings have been retrieved they can be changed, but the changes will not be stored with the saved settings.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. Select the **Job Assembly** tab.
6. Select the **Retrieve Saved Settings** button.
7. Select the desired setting from the Setting Name list.
8. Select the **Load Settings** button. The recalled programming features become active.
9. If required, you can modify the settings. These changes are not saved with the saved settings.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

### More Information

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## Deleting Saved Settings for Copying

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

Use the Delete Settings option to delete saved settings from the device memory. Only 10 sets of settings can be saved, so you may occasionally need to delete old sets.

1. Press the **Services Home** button.
2. Select the **Copy** button on the touch screen. The copy features are displayed.
3. Select the **Job Assembly** tab.
4. Select the **Retrieve Saved Settings** button.
5. Select the desired setting from the Setting Name list.
6. Select the **Delete Settings** button.
7. Select the **Delete** button to confirm the deletion.

More Information

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## Fax (Embedded Fax)

### Sending a Fax (Embedded Fax)

There are three Fax services which can be installed or enabled on your device, Fax (Embedded Fax), Internet Fax and Server Fax.

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
11. Remove the original from the document feeder or document glass when scanning has completed.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

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[Using Dialing Characters in a Fax number \(Embedded Fax\)](#)

## Fax

### Using Dialing Characters in a Fax number (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Dialing Characters options to add special characters such as Dial Pause, Pulse to Tone, Mask Data, or Wait for Dial Tone characters into fax numbers. More than one dialing character can be inserted into a fax number.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 **Dialing Characters...** button.
7. Use the touchscreen number pad to enter the recipient's fax number plus the additional dialing characters.
  - **Dial Pause [,]** adds a delay 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.
  - **Pulse to Tone [:]** switches between pulse and tone dialing.
  - **Mask Data [/]** protects confidential information by changing each character displayed into a \*. This is useful if a special charge code or credit card number is required for a call. Select the **Mask Data [/]** button before entering confidential numbers and again when you have finished to turn off the masking.
  - **Space ( )** - characters are used to make the numbers entered easier to read but they are ignored by the device during dialling.
  - **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.
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.

12. Remove the original from the document feeder or document glass when scanning has completed.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Sending a Fax to a Number Saved as a Favorite \(Embedded Fax\)](#)

[Sending a Fax using the Address Book \(Embedded Fax\)](#)

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## Sending a Fax to a Number Saved as a Favorite (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Favorites option to quickly access regularly used fax numbers. The Favorites are saved in the Address Book.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 **Favorites...** button.
7. Select the recipient(s).
8. Select the **OK** button.
9. Select any options required.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Using Dialing Characters in a Fax number \(Embedded Fax\)](#)

[Sending a Fax using the Address Book \(Embedded Fax\)](#)

[Using a User ID to Log In at the Device](#)

[Saving an Address Book Number as a Favorite \(Embedded Fax\)](#)

### Explaining the Fax Options

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## Saving an Address Book Number as a Favorite (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Favorites option to quickly access regularly used fax numbers. The Favorites are saved in the Address Book.

1. Press the **Clear All** button on the control panel to cancel any previous programming selections.
2. Press the **Services Home** button.
3. Select the **Fax** button on the touch screen.
4. If required, select the **Fax** tab. This is usually the active tab when the Fax service opens.
5. Select the **Address Book** button. The name of the button will vary depending on the type of address book your System Administrator has installed or set as the default address book, for example the button may be labelled **Device Address Book** or **Network Address Book**.
6. Select the Fax Contacts option required.
  - **Fax Contacts** lists individual fax contacts.
  - **Fax Groups** lists groups of fax numbers.
  - **Fax Favorites** lists only the fax contacts or fax groups marked as favorites.
  - **All Contacts** lists all fax contacts and is the best option if you are uncertain which group your contact belongs to.
7. If required, select the **Search...** button and use the keyboard to enter the recipient or group name. If you don't know the full name enter the partial name, then select the **Search** button.
8. Select the recipient required.
9. Select the **Details** button.
10. Select the star icon on the right of a field to add that contact detail to the favorites.
11. Select the **OK** button.
12. Select the **Close** button.

### More Information

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## Address Book

### Sending a Fax using the Address Book (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Address Book option to access frequently used numbers or groups of fax numbers that have been saved into the address book.

Up to 200 individual entries and 40 group entries can be stored. For each number stored, transmission settings can also be set.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 **Address Book** button. The name of the button will vary depending on the type of address book your System Administrator has installed or set as the default address book, for example the button may be labelled **Device Address Book** or **Network Address Book**.
7. Select the Fax Contacts option required.
  - **Fax Contacts** lists individual fax contacts.
  - **Fax Groups** lists groups of fax numbers.
  - **Fax Favorites** lists only the fax contacts or fax groups marked as favorites.
  - **All Contacts** lists all fax contacts and is the best option if you are uncertain which group your contact belongs to.
8. If required, select the **Search...** button and use the keyboard to enter the recipient or group name. If you don't know the full name enter the partial name, then select the **Search** button.
9. Select the recipient required and select **Add to Recipients** from the menu.  
Continue adding recipients as required.
10. To clear an entry from the list, select the entry and then select **Remove Recipient** from the menu. At the confirmation screen select the **Remove** button to approve the deletion.
11. Select the **Close** button.
12. Select any options required.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.

15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Address Book

### Creating a New Fax Address Book Contact (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Create New Contact will allow you to add a contact to the Address Book, the contact will be stored and is accessible from the Address Book.

**Note:** This option must be made available by your System Administrator.

1. Press the **Clear All** button on the control panel to cancel any previous programming selections.
2. Press the **Services Home** button.
3. Select the **Fax** button on the touch screen.
4. If required, select the **Fax** tab. This is usually the active tab when the Fax service opens.
5. Select the **Enter Fax Number entry box** and use the numeric keypad, or the touch screen keypad to enter the recipient's fax number.
6. Select the **Address Book with a plus sign** button.
7. Select the **Create New Contact** button.
8. Select the **Information** button.
9. Select the empty field you want to edit.
10. Use the touch screen keyboard to enter the details.
11. Select the **OK** button.
12. Select the fields you want to edit and use the touch screen keyboard to enter the details.
  - Field next to Email icon will allow you to enter an E-Mail address.
  - Field next to Phone icon with green background will allow you to enter an Fax number.
  - Field next to Phone icon with earth background will allow you to enter an Internet Fax address.
13. Select the **OK** button.
14. Select the star icon on the right of a field to add that contact detail to the favorites.
15. Select the **OK** button.

#### More Information

[Adding To an Existing Fax Address Book Contact \(Embedded Fax\)](#)

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### **Adding To an Existing Fax Address Book Contact (Embedded Fax)**

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Add To Existing Contact will allow you to add the contact details to an existing contact, the new contact detail will be stored and is accessible from the Address Book.

**Note:** This option must be made available by your System Administrator.

1. Press the **Clear All** button on the control panel to cancel any previous programming selections.
2. Press the **Services Home** button.
3. Select the **Fax** button on the touch screen.
4. If required, select the **Fax** tab. This is usually the active tab when the Fax service opens.
5. Select the **Enter Fax Number entry box** and use the numeric keypad, or the touch screen keypad to enter the recipient's fax number.
6. Use the number pad or keypad to enter the recipient's fax number.
7. Select the **Address Book with a plus sign** button.
8. Select the **Add To Existing Contact** button.
9. Select the recipient you want to add the new contact details into.
10. Select the **OK** button.

#### More Information

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## Faxing 2-Sided Originals (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the 2-Sided Scanning options to scan both sides of your document. The second side can be rotated.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 the 2-Sided Scanning option required.
  - **1-Sided** use this option if your originals are printed on 1 side.
  - **2-Sided** use this option if your originals are 2-sided. The document feeder must be used to scan your originals with this option.
  - **2-Sided, Rotate Side 2** use this option if your originals are 2-sided and open up like a calendar. The document feeder must be used to scan your originals with this option.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Setting the Original Type for Faxes (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Original Type options to define the type of original being scanned. Making the correct selection enhances the quality of your output image.

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** button on the control panel to cancel any previous programming selections.
  3. Press the **Services Home** button.
  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 the Original Type option required.
    - **Photo and Text** produces high quality pictures but slightly reduces the sharpness of text and line art. This setting is recommended for originals containing high quality photographs or line art and text.
    - **Photo** gives the best quality for photos but reduced quality text and line art. It is the best option for originals containing photos or continuous tones without any text or line art.
    - **Text** produces sharper edges and is recommended for text and line art.
- Note:** The Text option requires less transmission time.
10. Press the **Start** button on the control panel to scan the original.
  11. Remove the original from the document feeder or document glass when scanning has completed.
  12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Specifying the Fax Resolution (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Resolution options to balance the quality of the image against the transmission time if the image is to be sent across a network. A higher resolution produces a better quality image, but a slow transmission time. A lower resolution reduces the image quality but decreases the communication time.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 the Resolution option required.
  - **Standard (200x100 dpi)** requires the minimum communication time but does not produce the best image quality for graphics and photos. This is the recommended resolution for text documents.
  - **Fine (200 dpi)** produces average quality text and low quality photos and graphics. This resolution is recommended for average quality text documents and line art.
  - **Super Fine (600 dpi)** produces the best image quality and is recommended for photos and halftones, or images that have tray tones.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

More Information

[Setting the Original Type for Faxes \(Embedded Fax\)](#)

[Using a User ID to Log In at the Device](#)

[Explaining the Fax Options](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Adding a Fax Cover Sheet (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Cover Sheet option to add an introduction page to the beginning of your fax. You can add a short comment to the cover sheet, as well as To and From details.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 the **Cover Sheet** button on the touch screen.
10. Select the **On** button to add a cover sheet to your transmission.
  - If required, select the **Off** button to cancel any programming you have entered and send your fax without a cover sheet.
11. Select the **To entry box** and use the keyboard to enter the recipient's name.
12. Select the **From entry box** and use the keyboard to enter the sender's name.
13. Select the comment required from the **Comment list**.
  - If required, select the **Edit** button and use the keyboard to edit the comment.
  - If required select the **Off** button to cancel any programming you have entered.
14. Select the **OK** button.
15. Press the **Start** button on the control panel to scan the original.
16. Remove the original from the document feeder or document glass when scanning has completed.
17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

More Information

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## Image Quality

### Image Options

#### Choosing the Image Options for Faxes (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

The Image Options features give you choices for changing the appearance of the output.

Use the Lighten / Darken options to manually adjust the lightness or darkness of the image. Light originals containing pencil images may produce better output if the darkness is increased. Dark originals such as halftones or documents with colored backgrounds may need to be lightened.

Use the Sharpness option to manually control the sharpness of the scanned images.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 the **Image Quality** tab.
10. Select the **Image Options** button.
11. Select the option(s) required.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.

14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Lightening or Darkening Faxes \(Embedded Fax\)](#)

[Changing the Sharpness of Faxes \(Embedded Fax\)](#)

[Using a User ID to Log In at the Device](#)

[Explaining the Fax Options](#)

[Specifying the Fax Resolution \(Embedded Fax\)](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

### Lightening or Darkening Faxes (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Lighten / Darken options to manually adjust the lightness or darkness of the image. Light originals containing pencil images may produce better output if the darkness is increased. Dark originals such as halftones or documents with colored backgrounds may need to be lightened.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 the **Image Quality** tab.
10. Select the **Image Options** button.

11. Select the Lighten / Darken option required.
  - Move the indicator down to darken the scanned image. If this creates an output with too dark a background, use the Background Suppression feature to remove the background.
  - Move the indicator up to lighten the scanned image.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Changing the Sharpness of Faxes \(Embedded Fax\)](#)

[Choosing the Image Options for Faxes \(Embedded Fax\)](#)

[Using a User ID to Log In at the Device](#)

[Explaining the Fax Options](#)

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### Changing the Sharpness of Faxes (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Sharpness option to manually control the sharpness of the scanned images.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 the **Image Quality** tab.
10. Select the **Image Options** button.

11. Select the Sharpness option required.
  - Move the indicator up to sharpen the scanned image. Text images are more likely to be improved by sharpening than photo images.
  - Move the indicator down to soften the scanned image. This is particularly useful when scanning photos.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Lightening or Darkening Faxes \(Embedded Fax\)](#)

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## Image Enhancement

### Choosing an Image Enhancement Option for Faxes (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

The Image Enhancement options improve the quality of your output by reducing the background or adjusting the contrast.

Use the Background Suppression option to enhance 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.

Use the Contrast option to control the image density on the output and compensate for an original that has too much or too little contrast on the image.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 the **Image Quality** tab.
10. Select the **Image Enhancement** button.
11. Select the option(s) required.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Adding or Removing the Background Suppression for Faxes \(Embedded Fax\)](#)

[Setting the Fax Contrast \(Embedded Fax\)](#)

[Using a User ID to Log In at the Device](#)

[Explaining the Fax Options](#)

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### **Adding or Removing the Background Suppression for Faxes (Embedded Fax)**

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Background Suppression option to enhance 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.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 the **Image Quality** tab.
10. Select the **Image Enhancement** button.
11. Select **Auto Suppression** from the **Background Suppression menu** to automatically suppress unwanted background.
  - If required, select **Off** to turn the Background Suppression feature off. The Off option is particularly useful 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, or you want to bring out fine detail that was lost due to a dark edge when using bound originals.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Choosing an Image Enhancement Option for Faxes \(Embedded Fax\)](#)

[Setting the Fax Contrast \(Embedded Fax\)](#)

[Using a User ID to Log In at the Device](#)

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### Setting the Fax Contrast (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Contrast option to control the image density on the output and compensate for an original that has too much or too little contrast on the image.

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** button on the control panel to cancel any previous programming selections.

3. Press the **Services Home** button.
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 the **Image Quality** tab.
10. Select the **Image Enhancement** button.
11. Select the **Auto Contrast** button from the **Contrast menu** to let the device determine the contrast settings automatically, or select the **Manual Contrast** button to control the settings yourself.
  - Move the Manual Contrast indicator towards More to produce more vivid blacks and whites for sharper text and lines but less detail in pictures.
  - Move the Manual Contrast indicator towards Less to produce more detail in light and dark areas of the original.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Choosing an Image Enhancement Option for Faxes \(Embedded Fax\)](#)  
[Adding or Removing the Background Suppression for Faxes \(Embedded Fax\)](#)  
[Using a User ID to Log In at the Device](#)  
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## Layout Adjustment

### Specifying the Size of the Original to be Faxed (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Original Size options to select automatic size detection of the originals, specify the sizes of mixed size originals, or specify the exact size of an image to be scanned.

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** button on the control panel to cancel any previous programming selections.
  3. Press the **Services Home** button.
  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 the **Layout Adjustment** tab.
  10. Select the **Original Size** button.
  11. Select the Original Size option required.
    - **Auto Detect** enables automatic size sensing, this is the default setting. The size detected is matched to a standard paper size.
    - **Preset Scan Area** defines the size of your original from a list of preset, standard original sizes. You can view the list by using the scroll bar.
    - **Custom Scan Area** sets a specific area for scanning and is useful for scanning receipts. Measure the width (X) and height (Y) of the original to be scanned and enter the X and Y measurements into the fields provided.
    - **Mixed Size Originals** scans documents containing different sized pages. The pages must be the same width, such as A4 (8.5 x 11") LEF and A3 (11 x 17") SEF, other combinations are shown on the device touchscreen. The device detects the size of the documents and will produce different output depending on the combinations selected.
- Note:** If you are unfamiliar with the paper sizes in the receiving machine, resize your document to a standard paper size. Most machines in the US and Canada print 8.5 x 11" pages as standard; most machines elsewhere print A4 pages as standard.
12. Select the **OK** button.
  13. Press the **Start** button on the control panel to scan the original.
  14. Remove the original from the document feeder or document glass when scanning has completed.
  15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Faxing Book Pages \(Embedded Fax\)](#)

[Setting a Fax to Reduce Size or Split when Received \(Embedded Fax\)](#)

[Using a User ID to Log In at the Device](#)

[Explaining the Fax Options](#)

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## Setting a Fax to Reduce Size or Split when Received (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Reduce / Split option to specify how your faxed document is printed on the receiving fax machine.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 the **Layout Adjustment** tab.
10. Select the **Reduce / Split** button.
11. Select the option required.
  - **Reduce to Fit** shrinks the image to fit the paper size of the receiving fax machine.
  - **Split Across Pages** divides large pages in the original across several pages in the output.
12. Press the **Start** button on the control panel to scan the original.
13. Remove the original from the document feeder or document glass when scanning has completed.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

More Information

[Specifying the Size of the Original to be Faxed \(Embedded Fax\)](#)

[Faxing Book Pages \(Embedded Fax\)](#)

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## Faxing Book Pages (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Book options to specify which page or pages of a book, or other bound original, are to be scanned.

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 Areas feature in the Original Size settings to enter the exact size of the page.

Use the Job Assembly - Build Job feature to create finished sets from several pages of your bound document.

1. Place your book in the top left corner of the document glass.
2. Press the **Clear All** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 the **Layout Adjustment** tab.
10. Select the **Book Faxing** button.
11. Select the Book Copying option required to delete an area from the center of the book image to avoid unwanted marks being reproduced from the gutter of the book.
  - **Off** applies no binding edge erase to the output.
  - **Both Pages** scans both pages, the left page of the book will be scanned first. Use the arrow buttons to specify an amount from 0 to 50mm (0 to 2") to be deleted from the center of the book image.
  - **Left Page Only** scans 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 image.
  - **Right Page Only** scans 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 image.
12. Press the **Start** button on the control panel to scan the original.

13. Remove the original from the document feeder or document glass when scanning has completed.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Specifying the Size of the Original to be Faxed \(Embedded Fax\)](#)  
[Setting a Fax to Reduce Size or Split when Received \(Embedded Fax\)](#)  
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[Setting the Original Type for Faxes \(Embedded Fax\)](#)  
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[Building a Fax Job with Multiple Page or Segment Settings \(Embedded Fax\)](#)

## Fax Options

### Printing a Fax Confirmation Report (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Confirmation Report option to print a status report showing whether a fax job has succeeded or failed.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 **Fax Options** tab.
10. Select the **Confirmation Report** button.

11. Select the option required.
  - **Print Confirmation** prints a transmission report containing details about the fax, together with a reduced copy of the first faxed page. A confirmation report is printed after every transmission. When sending a fax to multiple recipients, one report is printed listing all the recipients.
  - **Print On Error Only** only prints a report if an error occurs.
12. Select the **OK** button.
13. Select any options required.
14. Press the **Start** button on the control panel to scan the original.
15. Remove the original from the document feeder or document glass when scanning has completed.
16. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

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## Setting the Fax Starting Rate (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Starting Rate option to select the top transmission speed of your fax job. The actual transmission speed will depend on the receiving fax machine.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 **Fax Options** tab.
10. Select the **Starting Rate** button.
11. Select the option required.
  - **Super G3 (33.6 Kbps)** initially transmits at 33,600 Bits Per Second (bps) and uses Error Correction Mode (ECM) to minimize transmission errors. This is the fastest fax transmission rate and the default option.
  - **G3 (14.4 Kbps)** initially transmits at 14,400 Bits Per Second (bps), which is the standard Group 3 digital fax transmission rate. This is used in fax environments where there is existing noise or stress on the phone network which prevents higher speed fax transmissions. Error Correction Mode (ECM) is used to minimize transmission errors.
  - **Forced (4800 bps)** transmits at a rate suitable for areas with low quality communication. This includes areas experiencing telephone noise, or when fax connections are susceptible to errors.
12. Select the **OK** button.
13. Select any options required.
14. Press the **Start** button on the control panel to scan the original.
15. Remove the original from the document feeder or document glass when scanning has completed.
16. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Using a User ID to Log In at the Device](#)

[Explaining the Fax Options](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Using a Timer to Send a Fax (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Delay Send option to store a fax in the device memory and have the device send it at a time you specify. Jobs can be sent from 15 minutes to 24 hours after the time they are programmed. This feature is useful if you want to send your fax to take advantage of off-peak phone rates, or if you are sending to a different time zone.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 **Fax Options** tab.
10. Select the **Delay Send** button.
11. Select the **Delay Send** button.
  - If required, select the **Off** button to cancel any programming you have entered.
12. Use the arrow buttons to specify a time to send your fax.
  - If your device uses a 12 hour clock, select either the **AM** or **PM** button.
13. Select the **OK** button.
14. Select any options required.
15. Press the **Start** button on the control panel to scan the original.
16. Remove the original from the document feeder or document glass when scanning has completed.
17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

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## Send Header Text

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Send Header Text is used to add a header text information when sending the fax. This is an addition to the standard header text. 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 System Administrator Guide for more information.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Fax** button on the touch screen.
5. Select **Fax Options** tab.
6. Select the **Send Header Text** button.
7. Select the **On** button to add header text to your transmission.
  - If required, select the **Off** button to cancel any header text programming you have entered.
8. Select the **OK** button.
9. Press the **Start** button on the control panel to scan the original.
10. Remove the original from the document feeder or document glass when scanning has completed.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

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## Mailboxes

### **Sending a Fax to a Remote Mailbox (Embedded Fax)**

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Mailboxes are areas of device memory where incoming faxes are stored or from which outgoing faxes can be polled (retrieved). Mailboxes enable you to store all received fax documents until it is convenient to retrieve them, or store fax documents in a mailbox for polling.

Mailboxes are set up by your System Administrator, at least one mailbox must be set up before this feature can be used. Up to 200 mailboxes can be set up. To receive faxes in your mailbox you must give the sender your mailbox number. To retrieve a fax from your mailbox you must know your mailbox number - you can also set a passcode for your mailbox.

Use a mailbox passcode to ensure fax documents are secure and can only be accessed by authorised users. The passcode is a 4 digit number.

**Note:** 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.

**Note:** Polling is where a fax is not sent to a recipient but is saved on the originating device. When the recipient is ready to receive the fax they contact (poll) the device and request the fax.

Use the Send to Remote Mailbox option to send a fax directly to an individual's private mailbox on a remote machine. The remote machine must have mailbox capabilities.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Fax** button on the touch screen.
5. Select **Fax Options** tab.
6. Select the **Mailboxes** button.
7. Select the **Send to Remote Mailbox** button.
8. Select the **Dialing Characters...** button.
9. Use the touchscreen number pad to enter the recipient's fax number plus the additional dialing characters.
10. Select the **OK** button.
11. Select the **Mailbox Number entry field** and enter the mailbox number, between 001 and 200.
12. Press the **Start** button on the control panel to scan the original.
13. Remove the original from the document feeder or document glass when scanning has completed.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Storing a Fax in a Local Mailbox \(Embedded Fax\)](#)

[Printing Faxes Stored in the Local Mailbox \(Embedded Fax\)](#)

[Deleting Faxes Stored in the Local Mailbox \(Embedded Fax\)](#)

[Using a User ID to Log In at the Device](#)

[Explaining the Fax Options](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

#### Storing a Fax in a Local Mailbox (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Mailboxes are areas of device memory where incoming faxes are stored or from which outgoing faxes can be polled (retrieved). Mailboxes enable you to store all received fax documents until it is convenient to retrieve them, or store fax documents in a mailbox for polling.

Mailboxes are set up by your System Administrator, at least one mailbox must be set up before this feature can be used. Up to 200 mailboxes can be set up. To receive faxes in your mailbox you must give the sender your mailbox number. To retrieve a fax from your mailbox you must know your mailbox number - you can also set a passcode for your mailbox.

Use a mailbox passcode to ensure fax documents are secure and can only be accessed by authorised users. The passcode is a 4 digit number.

**Note:** 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.

**Note:** Polling is where a fax is not sent to a recipient but is saved on the originating device. When the recipient is ready to receive the fax they contact (poll) the device and request the fax.

Use the Store to a Local Mailbox option to save a document on your device, ready to be polled. The document is stored in your mailbox and automatically sent to a remote fax machine when requested.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Fax** button on the touch screen.
5. Select **Fax Options** tab.
6. Select the **Mailboxes** button.
7. Select the **Store to Local Mailbox** button.
8. Select the **Mailbox Number entry field** and enter the mailbox number, between 001 and 200.
9. If required, select the **Mailbox Passcode entry field** and enter the 4 digit mailbox passcode.
10. Select the **OK** button.
11. Press the **Start** button on the control panel to scan the original.
12. Remove the original from the document feeder or document glass when scanning has completed.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Sending a Fax to a Remote Mailbox \(Embedded Fax\)](#)

[Printing Faxes Stored in the Local Mailbox \(Embedded Fax\)](#)

[Deleting Faxes Stored in the Local Mailbox \(Embedded Fax\)](#)

[Using a User ID to Log In at the Device](#)

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## Printing Faxes Stored in the Local Mailbox (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Mailboxes are areas of device memory where incoming faxes are stored or from which outgoing faxes can be polled (retrieved). Mailboxes enable you to store all received fax documents until it is convenient to retrieve them, or store fax documents in a mailbox for polling.

Mailboxes are set up by your System Administrator, at least one mailbox must be set up before this feature can be used. Up to 200 mailboxes can be set up. To receive faxes in your mailbox you must give the sender your mailbox number. To retrieve a fax from your mailbox you must know your mailbox number - you can also set a passcode for your mailbox.

Use a mailbox passcode to ensure fax documents are secure and can only be accessed by authorised users. The passcode is a 4 digit number.

**Note:** 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.

**Note:** Polling is where a fax is not sent to a recipient but is saved on the originating device. When the recipient is ready to receive the fax they contact (poll) the device and request the fax.

Use the Print Local Mailbox Documents option to print the faxes stored in your mailbox.

1. Press the **Clear All** button on the control panel to cancel any previous programming selections.
2. Press the **Services Home** button.
3. Select the **Fax** button on the touch screen.
4. Select **Fax Options** tab.
5. Select the **Mailboxes** button.
6. Select the **Print Local Mailbox Documents** button.
7. Select the **Mailbox Number entry field** and enter the mailbox number, between 001 and 200.
8. If required, select the **Mailbox Passcode entry field** and enter the 4 digit mailbox passcode.
9. To print all the documents in the chosen mailbox, select **Print All Documents** from the menu. A confirmation screen is displayed, select **Print All**.
10. Select the **OK** button.

### More Information

[Sending a Fax to a Remote Mailbox \(Embedded Fax\)](#)

[Storing a Fax in a Local Mailbox \(Embedded Fax\)](#)

[Deleting Faxes Stored in the Local Mailbox \(Embedded Fax\)](#)

[Using a User ID to Log In at the Device](#)

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## Deleting Faxes Stored in the Local Mailbox (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Mailboxes are areas of device memory where incoming faxes are stored or from which outgoing faxes can be polled (retrieved). Mailboxes enable you to store all received fax documents until it is convenient to retrieve them, or store fax documents in a mailbox for polling.

Mailboxes are set up by your System Administrator, at least one mailbox must be set up before this feature can be used. Up to 200 mailboxes can be set up. To receive faxes in your mailbox you must give the sender your mailbox number. To retrieve a fax from your mailbox you must know your mailbox number - you can also set a passcode for your mailbox.

Use a mailbox passcode to ensure fax documents are secure and can only be accessed by authorised users. The passcode is a 4 digit number.

**Note:** 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.

**Note:** Polling is where a fax is not sent to a recipient but is saved on the originating device. When the recipient is ready to receive the fax they contact (poll) the device and request the fax.

Use the Delete Local Mailbox Documents option to erase the faxes stored in your mailbox.

1. Press the **Clear All** button on the control panel to cancel any previous programming selections.
2. Press the **Services Home** button.
3. Select the **Fax** button on the touch screen.
4. Select **Fax Options** tab.
5. Select the **Mailboxes** button.
6. Select the **Delete Local Mailbox Documents** button.
7. Select the **Mailbox Number entry field** and enter the mailbox number, between 001 and 200.
8. If required, select the **Mailbox Passcode entry field** and enter the 4 digit mailbox passcode.
9. Select the **OK** button.
10. To clear all the documents in the chosen mailbox, select **Delete All Documents** from the menu. A confirmation screen is displayed, select **Delete All**.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

### More Information

[Sending a Fax to a Remote Mailbox \(Embedded Fax\)](#)

[Storing a Fax in a Local Mailbox \(Embedded Fax\)](#)

[Printing Faxes Stored in the Local Mailbox \(Embedded Fax\)](#)

[Using a User ID to Log In at the Device](#)

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## Local Polling

### Distributing Documents using Non-Secure Fax Polling (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Non-Secure Polling option to store non-confidential documents on the device. The documents can then be retrieved by anyone with your fax number and Poll Remote Fax capabilities.

**Note:** Polling is where a fax is not sent to a recipient but is saved on the originating device. When the recipient is ready to receive the fax they contact (poll) the device and request the fax.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Fax** button on the touch screen.
5. Select **Fax Options** tab.
6. Select the **Local Polling** button.
7. Select the **Non-Secure Polling** button.
8. Select the **OK** button.
9. Press the **Start** button on the control panel to scan the original.
10. Remove the original from the document feeder or document glass when scanning has completed.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Using a User ID to Log In at the Device](#)

[Explaining the Fax Options](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Secure Fax Polling \(Embedded Fax\)](#)

### Deleting Non-Secure Fax Polling Documents (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Delete All Stored Documents option to delete all the documents stored on the device for polling.

**Note:** Polling is where a fax is not sent to a recipient but is saved on the originating device. When the recipient is ready to receive the fax they contact (poll) the device and request the fax.

1. Press the **Clear All** button on the control panel to cancel any previous programming selections.
2. Press the **Services Home** button.
3. Select the **Fax** button on the touch screen.
4. Select **Fax Options** tab.
5. Select the **Local Polling** button.
6. Select the **Delete All Stored Documents** button to erase all the documents stored in the memory.
7. At the confirmation screen select the **Delete All** button.
8. Select the **OK** button.

More Information

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### Printing Non-Secure Fax Polling Documents (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Non-Secure Polling option to store non-confidential documents on the device. The documents can then be retrieved by anyone with your fax number and Poll Remote Fax capabilities.

**Note:** Polling is where a fax is not sent to a recipient but is saved on the originating device. When the recipient is ready to receive the fax they contact (poll) the device and request the fax.

1. Press the **Clear All** button on the control panel to cancel any previous programming selections.
2. Press the **Services Home** button.
3. Select the **Fax** button on the touch screen.
4. Select **Fax Options** tab.
5. Select the **Local Polling** button.
6. Select the **Print All Stored Documents** button to print all the documents stored in the memory.
7. Select the **OK** button.

#### More Information

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### Using Secure Fax Polling (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Secure Polling option to store confidential documents on the device for polling. Only devices whose fax number you have specified will be able to retrieve the fax.

**Note:** Polling is where a fax is not sent to a recipient but is saved on the originating device. When the recipient is ready to receive the fax they contact (poll) the device and request the fax.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Fax** button on the touch screen.
5. Select **Fax Options** tab.
6. Select the **Local Polling** button.
7. Select the **Secure Polling** option.
8. Select the **Enter Fax Number entry box** and use the numeric keypad, or the touch screen keypad to enter the recipient's fax number.
9. Select the **Plus [+]** button, to add the fax number to the list.  
Continue adding fax numbers as required.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

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[Printing Non-Secure Fax Polling Documents \(Embedded Fax\)](#)

## Remote Polling

### Polling a Remote Fax Machine (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Poll a Remote Fax option to call a remote fax machine and retrieve a fax. 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.

Use the Delay Poll option to program a specified time to poll the remote machine.

**Note:** Polling is where a fax is not sent to a recipient but is saved on the originating device. When the recipient is ready to receive the fax they contact (poll) the device and request the fax.

1. Press the **Clear All** button on the control panel to cancel any previous programming selections.
2. Press the **Services Home** button.
3. Select the **Fax** button on the touch screen.
4. Select **Fax Options** tab.
5. Select the **Remote Polling** button.
6. Select the **Remote Fax** option.
7. Select the **Dialing Characters...** button.
8. Use the touchscreen number pad to enter the recipient's fax number plus the additional dialing characters.
9. Select the **Close** button to save the information you entered.
10. If required, select the **Delay Poll** option to retrieve any faxes at a later time, for example if you want to retrieve documents from another time zone.
  - Select the **Delay Poll** button.
  - Use the arrow buttons to specify a time to send your fax.
  - If your device uses a 12 hour clock, select either the **AM** or **PM** button.
11. Select the **OK** button.
12. Select the **Close** button to save the information you entered.
13. Select the **Poll Now** button to start polling.

#### More Information

[Polling a Remote Fax Mailbox \(Embedded Fax\)](#)

[Using a User ID to Log In at the Device](#)

[Explaining the Fax Options](#)

[Using Secure Fax Polling \(Embedded Fax\)](#)

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## Polling a Remote Fax Mailbox (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Poll Remote Mailbox option to retrieve a fax from a specific mailbox on another device. You need to know the mailbox number before you can use this option. Sometimes you will also need to know a passcode to access the remote mailbox.

**Note:** Polling is where a fax is not sent to a recipient but is saved on the originating device. When the recipient is ready to receive the fax they contact (poll) the device and request the fax.

1. Press the **Clear All** button on the control panel to cancel any previous programming selections.
2. Press the **Services Home** button.
3. Select the **Fax** button on the touch screen.
4. Select **Fax Options** tab.
5. Select the **Remote Polling** button.
6. Select the **Remote Mailbox** option.
7. Select the **Dialing Characters...** button.
8. Use the touchscreen number pad to enter the recipient's fax number plus the additional dialing characters.
9. Select the **OK** button.
10. Select the **Mailbox Number entry field** and enter the mailbox number, between 001 and 200.
11. If required, select the **Mailbox Passcode entry field** and enter the 4 digit mailbox passcode.
12. Select the **Poll Now** button to start polling.

### More Information

[Polling a Remote Fax Machine \(Embedded Fax\)](#)

[Using a User ID to Log In at the Device](#)

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System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Building a Fax Job with Multiple Page or Segment Settings (Embedded Fax)

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Fax features.

Use the Build Job option to build a job that requires different settings for each page, or for groups of pages (segments) of your document.

Build Job can also be used to assemble individual pages scanned using the document glass into a single job.

1. Split the originals into sections for individual programming.
  2. Press the **Clear All** button on the control panel to cancel any previous programming selections.
  3. Press the **Services Home** button.
  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 the **Job Assembly** tab.
  10. Select the **Build Job** button.
  11. Select the **On** button to turn the Build Job feature on and enable the Build Job options.
    - If required, select the **Off** button to cancel any programming you have entered.
  12. Select the **Options...** button and choose the options required.
    - **Display summary window between segments** shows the status of your job after each section has been scanned.
    - **Turn Build Job Off after job is submitted** turns the feature off automatically after the final segment has been scanned.
  13. Select the **OK** button.
  14. Select the **OK** button.
  15. Select the features required for the first segment of the job.
    - If using Build Job for a job with tabs, ensure the tabs are loaded correctly and select the tray containing the tabs.
- Note:** If tab media is selected, the image will be shifted 13mm (0.5") to the right automatically if the tab original is A4 or 8.5x11" size.
16. Load your first segment originals face up in the document feeder input tray. Adjust the guide to just touch the documents.

Or

Lift up the document feeder. Place the first segment face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

17. Press the **Start** button on the control panel to scan the original.
18. Remove the first segment originals after they have been scanned. The Build Job screen displays the first segment in the list.
19. If required, select the options for the 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.
20. Select the **Program Next Segment** button.
21. Select the features required for the second segment.
22. Load the second segment originals.
23. Press the **Start** button on the control panel to scan the original.
24. Repeat these steps until all segments of your job have been programmed and scanned.
25. After the last segment has been scanned, select the **Submit Job** button.
26. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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# Server Fax

## Sending a Server Fax

There are three Fax services which can be installed or enabled on your device, Fax (Embedded Fax), Internet Fax and Server Fax.

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.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Server Fax features.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
11. Remove the original from the document feeder or document glass when scanning has completed.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

### More Information

[Using Dialing Characters in a Fax Number \(Server Fax\)](#)

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## Sending a Server Fax using the Workflow Scanning Feature

There are three Fax services which can be installed or enabled on your device, Fax (Embedded Fax), Internet Fax and Server Fax.

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.

If you regularly send faxes to the same number and use the same settings every time you may find it easier to use the Workflow Scanning feature to send your fax rather than the Server Fax feature.

If you use the Workflow Scanning feature you will need to set up a template containing the instructions for sending the fax and select the Workflow Scanning service rather than the Server Fax service. The Workflow Scanning feature will then use the Server Fax feature to send your fax.

**Note:** This option must be made available by your System Administrator.

### More Information

[Using Workflow Scanning](#)

[Creating a New Template in Internet Services](#)

[Using Machine Stored Templates in Workflow Scanning](#)

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## Server Fax

### Using Dialing Characters in a Fax Number (Server Fax)

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.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Server Fax features.

Use the Dialing Characters options to add special characters such as Dial Pause, Pulse to Tone, Mask Data, or Wait for Dial Tone characters into fax numbers. More than one dialing character can be inserted into a fax number.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 **Dialing Characters...** button.
7. Use the touchscreen number pad to enter the recipient's fax number plus the additional dialing characters.
  - **Dial Pause [,]** adds a delay 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 [!]** use to enter a long pause between number.
  - **Mask Data [/]** protects confidential information by changing each character displayed into a \*. This is useful if a special charge code or credit card number is required for a call. Select the **Mask Data [/]** button before entering confidential numbers and again when you have finished to turn off the masking.
  - **Group Dial [\]** use to add another fax number to the entry if the fax is being transmitted to multiple recipients.
  - **Pulse to Tone [:]** switches 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.
  - **Readability Character [+]** this character is used for readability purposes and does not affect the number entered.
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. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Sending a Fax Using the Fax Directory \(Server Fax\)](#)

[Adding a Number to the Fax Directory \(Server Fax\)](#)

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## Fax Directory

### Sending a Fax Using the Fax Directory (Server Fax)

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.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Server Fax features.

Use the Fax Directory to store individual fax numbers which are used frequently. Up to 30 entries can be added.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 **Fax Directory** button.
7. Select the recipient required and select **Add to Recipients** from the menu.  
Continue adding recipients as required.
  - To edit an entry, select it in the list and select **Edit...** from the menu.  
Edit the entry as required and select **OK**.
  - To clear an entry from the list, select the entry and then select **Remove Recipient** from the menu. At the confirmation screen select the **Remove** button to approve the deletion.
8. Select the **OK** button.
9. Select any options required.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

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## Adding a Number to the Fax Directory (Server Fax)

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.

**Note:** . This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Server Fax features.

Use the Fax Directory to store individual fax numbers which are used frequently. Up to 30 entries can be added.

1. Press the **Clear All** button on the control panel to cancel any previous programming selections.
2. Press the **Services Home** button.
3. Select the **Server Fax** button.
4. If required, select the **Server Fax** tab. This is usually the active tab when the Server Fax service opens.
5. Select the **Fax Directory** button.
6. Select an empty block from the Fax Number list. If necessary, use the scroll bar.
7. Use the touchscreen number pad to enter the recipient's fax number plus the additional dialing characters.
  - **Dial Pause [,]** adds a delay 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 [!]** use to enter a long pause between number.
  - **Mask Data [/]** protects confidential information by changing each character displayed into a \*. This is useful if a special charge code or credit card number is required for a call. Select the **Mask Data [/]** button before entering confidential numbers and again when you have finished to turn off the masking.
  - **Group Dial [\]** use to add another fax number to the entry if the fax is being transmitted to multiple recipients.
  - **Pulse to Tone [;]** switches 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.
  - **Readability Character [+]** this character is used for readability purposes and does not affect the number entered.
8. Select the **OK** button.
  - To edit an entry, select it in the list and select **Edit...** from the menu. Edit the entry as required and select **OK**.
  - To clear an entry from the list, select the entry and then select **Remove Recipient** from the menu. At the confirmation screen select the **Remove** button to approve the deletion.

### More Information

[Using Dialing Characters in a Fax Number \(Server Fax\)](#)

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## Faxing 2-Sided Originals (Server Fax)

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.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Server Fax features.

Use the 2-Sided Scanning options to scan both sides of your document. The second side can be rotated.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 the 2-Sided Scanning option required.
  - **1-Sided** use this option if your originals are printed on 1 side.
  - **2-Sided** use this option if your originals are 2-sided. The document feeder must be used to scan your originals with this option.
  - **2-Sided, Rotate Side 2** use this option if your originals are 2-sided and open up like a calendar. The document feeder must be used to scan your originals with this option.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

More Information

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## Setting the Original Type for Faxes (Server Fax)

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.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Server Fax features.

Use the Original Type options to define the type of original being scanned. Making the correct selection enhances the quality of your output image.

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** button on the control panel to cancel any previous programming selections.
  3. Press the **Services Home** button.
  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 the Original Type option required.
    - **Photo and Text** produces high quality pictures but slightly reduces the sharpness of text and line art. This setting is recommended for originals containing high quality photographs or line art and text.
    - **Photo** gives the best quality for photos but reduced quality text and line art. It is the best option for originals containing photos or continuous tones without any text or line art.
    - **Text** produces sharper edges and is recommended for text and line art.
- Note:** . The Text option requires less transmission time.
10. Press the **Start** button on the control panel to scan the original.
  11. Remove the original from the document feeder or document glass when scanning has completed.
  12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Specifying the Fax Resolution (Server Fax)

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.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Server Fax features.

Use the Resolution options to balance the quality of the image against the transmission time if the image is to be sent across a network. A higher resolution produces a better quality image, but a slow transmission time. A lower resolution reduces the image quality but decreases the communication time.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 the **Resolution** button.
10. Select the Resolution option required.
  - **Standard (200x100 dpi)** requires the minimum communication time but does not produce the best image quality for graphics and photos. This is the recommended resolution for text documents.
  - **Fine (200 dpi)** produces average quality text and low quality photos and graphics. This resolution is recommended for average quality text documents and line art.
11. Press the **Start** button on the control panel to scan the original.
12. Remove the original from the document feeder or document glass when scanning has completed.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Image Quality

### Choosing the Image Options for Server Faxes

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.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Server Fax features.

Use the Lighten / Darken options to manually adjust the lightness or darkness of the image. Light originals containing pencil images may produce better output if the darkness is increased. Dark originals such as halftones or documents with colored backgrounds may need to be lightened.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 the **Image Quality** tab.
10. Select the **Image Options** button.
11. Select the Lighten / Darken option required.
  - Move the indicator down to darken the scanned image. If this creates an output with too dark a background, use the Background Suppression feature to remove the background.
  - Move the indicator up to lighten the scanned image.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

### More Information

[Choosing the Image Enhancement Options for Server Faxes](#)

[Using a User ID to Log In at the Device](#)

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## Image Enhancement

### Choosing the Image Enhancement Options for Server Faxes

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.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Server Fax features.

The Image Enhancement options improve the quality of your output by reducing the background or adjusting the contrast.

Use the Background Suppression option to enhance 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.

Use the Contrast option to control the image density on the output and compensate for an original that has too much or too little contrast on the image.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 the **Image Quality** tab.
10. Select the **Image Enhancement** button.

11. Select the option(s) required.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Adding or Removing the Background Suppression for Server Faxes](#)

[Setting the Server Fax Contrast](#)

[Choosing the Image Options for Server Faxes](#)

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### **Adding or Removing the Background Suppression for Server Faxes**

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.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Server Fax features.

The Image Enhancement options improve the quality of your output by reducing the background or adjusting the contrast.

Use the Background Suppression option to enhance 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.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 the **Image Quality** tab.
  10. Select the **Image Enhancement** button.
  11. Select **Auto Suppression** from the **Background Suppression menu** to automatically suppress unwanted background.
    - If required, select **Off** to turn the Background Suppression feature off. The Off option is particularly useful 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, or you want to bring out fine detail that was lost due to a dark edge when using bound originals.
  12. Select the **OK** button.
  13. Press the **Start** button on the control panel to scan the original.
  14. Remove the original from the document feeder or document glass when scanning has completed.
  15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

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### Setting the Server Fax Contrast

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.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Server Fax features.

The Image Enhancement options improve the quality of your output by reducing the background or adjusting the contrast.

Use the Contrast option to control the image density on the output and compensate for an original that has too much or too little contrast on the image.

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** button on the control panel to cancel any previous programming selections.

3. Press the **Services Home** button.
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 the **Image Quality** tab.
10. Select the **Image Enhancement** button.
11. Select the **Auto Contrast** button from the **Contrast menu** to let the device determine the contrast settings automatically, or select the **Manual Contrast** button to control the settings yourself.
  - Move the Manual Contrast indicator towards More to produce more vivid blacks and whites for sharper text and lines but less detail in pictures.
  - Move the Manual Contrast indicator towards Less to produce more detail in light and dark areas of the original.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Adding or Removing the Background Suppression for Server Faxes](#)

[Choosing the Image Enhancement Options for Server Faxes](#)

[Choosing the Image Options for Server Faxes](#)

[Using a User ID to Log In at the Device](#)

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## Layout Adjustment

### Setting the Original Orientation for Server Faxes

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.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Server Fax features.

Use the Original Orientation option to specify the layout of the originals being scanned, whether the image on the page is in portrait, landscape, upright or rotated orientation in relation to the page itself. The orientation of the images on the originals must match the orientation selected. The device uses this information to identify if the images require rotating to produce the required output.

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** button on the control panel to cancel any previous programming selections.
  3. Press the **Services Home** button.
  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 the **Layout Adjustment** tab.
  10. Select the Original Orientation option required.
    - **Portrait Originals** the images on the originals are in a LEF orientation.
    - **Landscape Originals** the images on the originals are in a SEF orientation.
    - **Upright Images** the images on the originals are loaded in a upright orientation in the Document Feeder.
    - **Sideways Images** the images on the originals are loaded in a sideways orientation in the Document Feeder.
- Note:** If you are using the Document Glass, the orientation is as seen before turning the original over.
11. Select the **OK** button.
  12. Press the **Start** button on the control panel to scan the original.
  13. Remove the original from the document feeder or document glass when scanning has completed.
  14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Specifying the Size of the Original to be Faxed \(Server Fax\)](#)

[Using a User ID to Log In at the Device](#)

[Explaining the Fax Options](#)

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## Specifying the Size of the Original to be Faxed (Server Fax)

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.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Server Fax features.

Use the Original Size options to select automatic size detection of the originals, specify the sizes of mixed size originals, or specify the exact size of an image to be scanned.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 the **Layout Adjustment** tab.
10. Select the **Original Size** button.
11. Select the Original Size option required.
  - **Auto Detect** enables automatic size sensing, this is the default setting. The size detected is matched to a standard paper size.
  - **Preset Scan Area** defines the size of your original from a list of preset, standard original sizes. You can view the list by using the scroll bar.
  - **Custom Scan Area** sets a specific area for scanning and is useful for scanning receipts. Measure the width (X) and height (Y) of the original to be scanned and enter the X and Y measurements into the fields provided.
  - **Mixed Size Originals** scans documents containing different sized pages. The pages must be the same width, such as A4 (8.5 x 11") LEF and A3 (11 x 17") SEF, other combinations are shown on the device touchscreen. The device detects the size of the documents and will produce different output depending on the combinations selected.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.

15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Setting the Original Orientation for Server Faxes](#)

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## Using a Timer to Send a Server Fax

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.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Server Fax features.

Use the Delay Send option to store a fax in the device memory and have the device send it at a time you specify. Jobs can be sent from 15 minutes to 24 hours after the time they are programmed. This feature is useful if you want to send your fax to take advantage of off-peak phone rates, or if you are sending to a different time zone.

**Note:** The fax server may be programmed to send faxes only within a specified time period. If Delay Send is used to select a transmission time outside the time specified in on the server your fax will be sent during the next transmission slot after the Delay Send time has passed.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 **Fax Options** tab.
10. Select the **Delay Send** button.
11. Select the **Delay Send** button.

- If required, select the **Off** button to cancel any programming you have entered.
12. Use the arrow buttons to specify a time to send your fax.
    - If your device uses a 12 hour clock, select either the **AM** or **PM** button.
  13. Select the **OK** button.
  14. Select any options required.
  15. Press the **Start** button on the control panel to scan the original.
  16. Remove the original from the document feeder or document glass when scanning has completed.
  17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

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## Building a Server Fax Job with Multiple Page or Segment Settings

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.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Server Fax features.

Use the Build Job option to build a job that requires different settings for each page, or for groups of pages (segments) of your document.

Build Job can also be used to assemble individual pages scanned using the document glass into a single job.

1. Split the originals into sections for individual programming.
2. Press the **Clear All** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 the **Job Assembly** tab.
10. Select the **Build Job** button.

11. Select the **On** button to turn the Build Job feature on and enable the Build Job options.
  - If required, select the **Off** button to cancel any programming you have entered.
12. Select the **Options...** button and choose the options required.
  - **Display summary window between segments** shows the status of your job after each section has been scanned.
  - **Turn Build Job Off after job is submitted** turns the feature off automatically after the final segment has been scanned.
13. Select the **OK** button.
14. Select the **OK** button.
15. Select the features required for the first segment of the job.
  - If using Build Job for a job with tabs, ensure the tabs are loaded correctly and select the tray containing the tabs.

**Note:** If tab media is selected, the image will be shifted 13mm (0.5") to the right automatically if the tab original is A4 or 8.5x11" size.
16. Load your first segment originals face up in the document feeder input tray. Adjust the guide to just touch the documents.

Or

Lift up the document feeder. Place the first segment face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
17. Press the **Start** button on the control panel to scan the original.
18. Remove the first segment originals after they have been scanned. The Build Job screen displays the first segment in the list.
19. If required, select the options for the segment.
20. **Delete All Segments** deletes the current Build Job and returns you to the main Build Job screen.
21. Select the **Program Next Segment** button.
22. Select the features required for the second segment.
23. Load the second segment originals.
24. Press the **Start** button on the control panel to scan the original.
25. Repeat these steps until all segments of your job have been programmed and scanned.
26. After the last segment has been scanned, select the **Submit Job** button.
27. Remove the original from the document feeder or document glass when scanning has completed.
28. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

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# Internet Fax

## Sending an Internet Fax

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. Select any options required.

12. Press the **Start** button on the control panel to scan the original.
13. Remove the original from the document feeder or document glass when scanning has completed.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Using the Internet Fax Address Book](#)

[Using a User ID to Log In at the Device](#)

[Sending an E-mail](#)

[Explaining the Fax Options](#)

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## Internet Fax

### Using the Internet Fax Address Book

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

Use the Address Book option to access previously created addresses.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 **Address Book** button. The name of the button will vary depending on the type of address book your System Administrator has installed or set as the default address book, for example the button may be labelled **Device Address Book** or **Network Address Book**.
7. Select the Address Book type from the dropdown menu to the left of the Enter name entry box.
  - If required, select the **Search** button to search the device address book. Use the touchscreen keyboard to enter the recipient details. If you don't know the full address enter the partial address, then select the **Search** button.

8. Select the required recipient and select **To** or **CC** from the menu.  
Continue adding recipients as required.  
**Note:** At least one To address must be selected, documents cannot be sent to a CC address alone.
  - To clear an entry from the list, select the entry and then select **Remove Recipient** from the menu. At the confirmation screen select the **Remove** button to approve the deletion.
9. Select the **Close** button.
10. Select any options required.
11. Press the **Start** button on the control panel to scan the original.
12. Remove the original from the document feeder or document glass when scanning has completed.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

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[Creating an Internet Fax Address using Internet Services](#)

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## Adding a Subject to an Internet Fax

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

Use the Subject option to add a subject heading to the e-mail.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 touchscreen keyboard to enter the e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. Select the **Subject...** button.
12. Use the touchscreen keyboard to enter the subject text.
  - Up to 128 alphanumeric characters can be entered.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
13. Select the **OK** button.
14. Press the **Start** button on the control panel to scan the original.
15. Remove the original from the document feeder or document glass when scanning has completed.
16. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Setting the Output Color for an Internet Fax

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

Use the Output Color option to control whether the device replicates the original colors on your document or changes the output, for example by scanning color originals but converting them into black and white output.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 touchscreen keyboard to enter the e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.  
**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.

11. Select the Output Color option required.
  - **Auto Detect** allows the device to select the most appropriate color setting.
  - **Black and White** produces black and white output even if the originals were color.
  - **Grayscale** produces output using various shades of gray.
  - **Color** produces full color output.
12. Press the **Start** button on the control panel to scan the original.
13. Remove the original from the document feeder or document glass when scanning has completed.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Using Internet Fax to send 2-Sided Originals

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

Use the 2-Sided Scanning options to scan both sides of your document. The second side can be rotated.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.
 

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. Select the 2-Sided Scanning option required.
  - **1-Sided** use this option if your originals are printed on 1 side.
  - **2-Sided** use this option if your originals are 2-sided. The document feeder must be used to scan your originals with this option.
  - **2-Sided, Rotate Side 2** use this option if your originals are 2-sided and open up like a calendar. The document feeder must be used to scan your originals with this option.
12. Press the **Start** button on the control panel to scan the original.
13. Remove the original from the document feeder or document glass when scanning has completed.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

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## Setting the Original Type for Internet Faxes

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

Use the Original Type options to define the type of original being scanned. Making the correct selection enhances the quality of your output image.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.  
**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. Select the Original Type option required.
  - **Photo and Text** produces high quality pictures but slightly reduces the sharpness of text and line art. This setting is recommended for originals containing high quality photographs or line art and text.
  - **Photo** gives the best quality for photos but reduced quality text and line art. It is the best option for originals containing photos or continuous tones without any text or line art.
  - **Text** produces sharper edges and is recommended for text and line art.
  - **Map** is used if your original is a map.
  - **Newspaper / Magazine** is used if your original is from a magazine or newspaper that contains photographs or text.

**Note:** The Text option requires less transmission time.

12. For Print and Text originals, select the How Original was Produced option required.
  - **Printed** produces the best results for newspaper, magazine, map and other professionally printed originals.
  - **Photocopied** is used for most photocopied and laser printed originals.
  - **Photograph** is recommended for originals containing high quality photographs on photographic paper.
  - **Inkjet** is used specifically for originals produced on inkjet printers.
  - **Solid Ink** is recommended for originals produced on solid ink devices.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

More Information

[Using a User ID to Log In at the Device](#)

[Sending an E-mail](#)

[Explaining the Fax Options](#)

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## Advanced Settings

### Image Options

#### Choosing the Image Options for Internet Faxes

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

The Image Options features give you choices for changing the appearance of the output.

Use the Lighten / Darken options to manually adjust the lightness or darkness of the image. Light originals containing pencil images may produce better output if the darkness is increased. Dark originals such as halftones or documents with colored backgrounds may need to be lightened.

Use the Sharpness option to manually control the sharpness of the scanned images.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.  
**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. Select the **Advanced Settings** tab.
12. Select the **Image Options** button.
13. Select the option(s) required.
14. Select the **OK** button.
15. Press the **Start** button on the control panel to scan the original.
16. Remove the original from the document feeder or document glass when scanning has completed.
17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Lightening or Darkening Internet Faxes](#)  
[Changing the Sharpness of Internet Faxes](#)  
[Setting the Saturation for Internet Faxes](#)  
[Using a User ID to Log In at the Device](#)

[Sending an E-mail](#)  
[Explaining the Fax Options](#)  
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### Lightening or Darkening Internet Faxes

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

The Image Options features give you choices for changing the appearance of the output.

Use the Lighten / Darken options to manually adjust the lightness or darkness of the image. Light originals containing pencil images may produce better output if the darkness is increased. Dark originals such as halftones or documents with colored backgrounds may need to be lightened.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.  
**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
  10. Select the **Close** button to save the information you entered.
  11. Select the **Advanced Settings** tab.
  12. Select the **Image Options** button.
  13. Select the Lighten / Darken option required.
    - Move the indicator down to darken the scanned image. If this creates an output with too dark a background, use the Background Suppression feature to remove the background.
    - Move the indicator up to lighten the scanned image.
  14. Select the **OK** button.
  15. Press the **Start** button on the control panel to scan the original.
  16. Remove the original from the document feeder or document glass when scanning has completed.
  17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Choosing the Image Options for Internet Faxes](#)

[Changing the Sharpness of Internet Faxes](#)

[Setting the Saturation for Internet Faxes](#)

[Using a User ID to Log In at the Device](#)

[Sending an E-mail](#)

[Adding or Removing the Background Suppression for Internet Faxes](#)

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## Changing the Sharpness of Internet Faxes

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

The Image Options features give you choices for changing the appearance of the output.

Use the Sharpness option to manually control the sharpness of the scanned images.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.  
**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. Select the **Advanced Settings** tab.
12. Select the **Image Options** button.
13. Select the Sharpness option required.
  - Move the indicator up to sharpen the scanned image. Text images are more likely to be improved by sharpening than photo images.
  - Move the indicator down to soften the scanned image. This is particularly useful when scanning photos.
14. Select the **OK** button.
15. Press the **Start** button on the control panel to scan the original.
16. Remove the original from the document feeder or document glass when scanning has completed.
17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

### More Information

[Choosing the Image Options for Internet Faxes](#)

[Lightening or Darkening Internet Faxes](#)

[Setting the Saturation for Internet Faxes](#)

[Using a User ID to Log In at the Device](#)

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## Setting the Saturation for Internet Faxes

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

The Image Options features give you choices for changing the appearance of the output.

Use the Saturation option to manually control the brightness of the color in the scanned images.

**Note:** If you select black and white output rather than color output the saturation option will not be available.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.

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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. Select any options required.
12. Select the Saturation option required.
  - Move the indicator up to increase color in the scanned image.
  - Move the indicator down to reduce color in the scanned image.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Choosing the Image Options for Internet Faxes](#)

[Lightening or Darkening Internet Faxes](#)

[Changing the Sharpness of Internet Faxes](#)

[Setting the Output Color for an Internet Fax](#)

[Using a User ID to Log In at the Device](#)

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## Image Enhancement

### Choosing an Image Enhancement Option for Internet Faxes

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

The Image Enhancement options improve the quality of your output by reducing the background or adjusting the contrast.

Use the Background Suppression option to enhance 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.

Use the Contrast option to control the image density on the output and compensate for an original that has too much or too little contrast on the image.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.  
**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. Select the **Advanced Settings** tab.
12. Select the **Image Enhancement** button.
13. Select the option(s) required.
14. Select the **OK** button.
15. Press the **Start** button on the control panel to scan the original.
16. Remove the original from the document feeder or document glass when scanning has completed.
17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

### More Information

[Adding or Removing the Background Suppression for Internet Faxes](#)

[Setting the Internet Fax Contrast](#)

[Using a User ID to Log In at the Device](#)

[Sending an E-mail](#)

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## Adding or Removing the Background Suppression for Internet Faxes

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

The Image Enhancement options improve the quality of your output by reducing the background or adjusting the contrast.

Use the Background Suppression option to enhance 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.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

- Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.
 

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
  10. Select the **Close** button to save the information you entered.
  11. Select the **Advanced Settings** tab.
  12. Select the **Image Enhancement** button.
  13. Select **Auto Suppression** from the **Background Suppression menu** to automatically suppress unwanted background.
    - If required, select **Off** to turn the Background Suppression feature off. The Off option is particularly useful 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, or you want to bring out fine detail that was lost due to a dark edge when using bound originals.
  14. Select the **OK** button.
  15. Press the **Start** button on the control panel to scan the original.
  16. Remove the original from the document feeder or document glass when scanning has completed.
  17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Choosing an Image Enhancement Option for Internet Faxes](#)

[Setting the Internet Fax Contrast](#)

[Using a User ID to Log In at the Device](#)

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### Setting the Internet Fax Contrast

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

The Image Enhancement options improve the quality of your output by reducing the background or adjusting the contrast.

Use the Contrast option to control the image density on the output and compensate for an original that has too much or too little contrast on the image.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.

10. Select the **Close** button to save the information you entered.
11. Select the **Advanced Settings** tab.
12. Select the **Image Enhancement** button.
13. Select the **Auto Contrast** button from the **Contrast menu** to let the device determine the contrast settings automatically, or select the **Manual Contrast** button to control the settings yourself.
  - Move the Manual Contrast indicator towards More to produce more vivid blacks and whites for sharper text and lines but less detail in pictures.
  - Move the Manual Contrast indicator towards Less to produce more detail in light and dark areas of the original.
14. Select the **OK** button.
15. Press the **Start** button on the control panel to scan the original.

16. Remove the original from the document feeder or document glass when scanning has completed.
17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Choosing an Image Enhancement Option for Internet Faxes](#)

[Adding or Removing the Background Suppression for Internet Faxes](#)

[Using a User ID to Log In at the Device](#)

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## Specifying the Internet Fax Resolution

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

Use the Resolution options to balance the quality of the image against the transmission time if the image is to be sent across a network. A higher resolution produces a better quality image, but a slow transmission time. A lower resolution reduces the image quality but decreases the communication time.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.

- Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
  10. Select the **Close** button to save the information you entered.
  11. Select the **Advanced Settings** tab.
  12. Select the **Resolution** button.
  13. Select the Resolution option required.
    - **72 dpi** produces the smallest file size and is recommended for output displayed on a computer.
    - **100 dpi** delivers low image quality and is recommended for low quality text documents. This setting should ideally be used for output displayed on a computer rather than printed.
    - **150 dpi** produce average quality text and low image quality for photos and graphics, this resolution is recommended for average quality text documents and line art.
    - **200 dpi** produces average quality text and low quality photos and graphics. This resolution is recommended for average quality text documents and line art.
    - **200 x 100 dpi** produces average quality and is recommended for standard office documents and photographs.
    - **300 dpi** produces higher quality output. This setting is recommended for high quality text documents that are to pass through OCR (Optical Character Recognition) applications. It is also recommended for high quality line art or medium quality photos and graphics. This is the best default resolution choice in most cases.
    - **400 dpi** produces average image quality for photos and graphics and is recommended for photos and graphics.
    - **600 dpi** produces the largest image file size, but delivers the best image quality. This setting is recommended for high quality photos and graphics.
  14. Select the **OK** button.
  15. Press the **Start** button on the control panel to scan the original.
  16. Remove the original from the document feeder or document glass when scanning has completed.
  17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Setting the Quality or File Size for Internet Faxes

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

Use the Quality / File Size options to choose between scan image quality and file size. You can select the highest quality, the smallest files or adjust the settings to balance quality against file size.

- 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.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.

10. Select the **Close** button to save the information you entered.
11. Select the **Advanced Settings** tab.
12. Select the **Quality / File Size** button.
13. Select the Quality / File Size option required.
  - Move the indicator towards Normal Quality / Small File Size for a smaller file and lower quality image. This 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.
  - Move the indicator towards the middle of the scale to produce better image quality and larger files, but not the highest quality or largest files.
  - Move the indicator towards Highest Quality / Largest File Size to produce the largest files with the maximum image quality. Large files are not ideal for sharing and transmitting over a network.
14. Select the **OK** button.
15. Press the **Start** button on the control panel to scan the original.
16. Remove the original from the document feeder or document glass when scanning has completed.
17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Layout Adjustment

### Setting the Original Orientation for Internet Faxes

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

Use the Original Orientation option to specify the layout of the originals being scanned, whether the image on the page is in portrait, landscape, upright or rotated orientation in relation to the page itself. The orientation of the images on the originals must match the orientation selected. The device uses this information to identify if the images require rotating to produce the required output.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.  
**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. Select the **Layout Adjustment** tab.
12. Select the **Original Orientation** button.
13. Select the Original Orientation option required.
  - **Portrait Originals** the images on the originals are in a LEF orientation.
  - **Landscape Originals** the images on the originals are in a SEF orientation.
  - **Upright Images** the images on the originals are loaded in a upright orientation in the Document Feeder.
  - **Sideways Images** the images on the originals are loaded in a sideways orientation in the Document Feeder.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

**Note:** If you are using the Document Glass, the orientation is as seen before turning the original over.

14. Select the **OK** button.
15. Press the **Start** button on the control panel to scan the original.
16. Remove the original from the document feeder or document glass when scanning has completed.
17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Specifying the Size of the Original to be sent by Internet Fax

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

Use the Original Size options to select automatic size detection of the originals, specify the sizes of mixed size originals, or specify the exact size of an image to be scanned.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. Select the **Layout Adjustment** tab.
12. Select the **Original Size** button.
13. Select the Original Size option required.
  - **Auto Detect** enables automatic size sensing, this is the default setting. The size detected is matched to a standard paper size.
  - **Preset Scan Area** defines the size of your original from a list of preset, standard original sizes. You can view the list by using the scroll bar.
  - **Custom Scan Area** sets a specific area for scanning and is useful for scanning receipts. Measure the width (X) and height (Y) of the original to be scanned and enter the X and Y measurements into the fields provided.
  - **Mixed Size Originals** scans documents containing different sized pages. The pages must be the same width, such as A4 (8.5 x 11") LEF and A3 (11 x 17") SEF, other combinations are shown on the device touchscreen. The device detects the size of the documents and will produce different output depending on the combinations selected.
14. Select the **OK** button.
15. Press the **Start** button on the control panel to scan the original.
16. Remove the original from the document feeder or document glass when scanning has completed.
17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Internet Fax Options

### Adding a Message to an Internet Fax

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

Use the Message option to add a brief message to the file that will be sent.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.  
**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.

11. Select the **Internet Fax Options** tab.
12. Select the **Message** button.
13. Use the touchscreen keyboard to enter the text required.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
14. Select the **OK** button.
15. Press the **Start** button on the control panel to scan the original.
16. Remove the original from the document feeder or document glass when scanning has completed.
17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Adding a Reply To Address to an Internet Fax

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

Use the Reply To option to include an e-mail address you want the recipient to reply to. This option is useful if you want the recipient to reply to your e-mail address rather than to the device.

**Note:** This option must be made available by your System Administrator.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.  
**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. Select the **Internet Fax Options** tab.
12. Select the **Reply To** button.
13. Use the touchscreen keyboard to enter the address required.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
14. Select the **OK** button.
15. Press the **Start** button on the control panel to scan the original.

16. Remove the original from the document feeder or document glass when scanning has completed.
17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Printing an Internet Fax Acknowledgment Report

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

Use the Acknowledgment Report option to print a confirmation report, indicating the delivery status of the internet fax. This is useful for audit purposes as, unlike e-mail, there is proof of delivery.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

- Use the **ENG** button to access additional language keyboards.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
  10. Select the **Close** button to save the information you entered.
  11. Select the **Internet Fax Options** tab.
  12. Select the **Acknowledgment Report** button.
  13. Select the **Print Report** button to print an Acknowledgement Report.
    - If required, select the **Off** button to prevent an Acknowledgement Report being printed.
  14. Select the **OK** button.
  15. Press the **Start** button on the control panel to scan the original.
  16. Remove the original from the document feeder or document glass when scanning has completed.
  17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Building an Internet Fax Job with Multiple Page or Segment Settings

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Internet Fax features.

Use the Build Job option to build a job that requires different settings for each page, or for groups of pages (segments) of your document.

Build Job can also be used to assemble individual pages scanned using the document glass into a single job.

1. Split the originals into sections for individual programming.
  2. Press the **Clear All** button on the control panel to cancel any previous programming selections.
  3. Press the **Services Home** button.
  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.
    - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
    - To delete a character use the backspace **X** button.
    - Use the special characters button to access special characters such as \$ and %.
    - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
    - Use the **ENG** button to access additional language keyboards.
  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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.
- Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
  11. Select the **Job Assembly** tab.
  12. Select the **Build Job** button.
  13. Select the **On** button to turn the Build Job feature on and enable the Build Job options.
    - If required, select the **Off** button to cancel any programming you have entered.
  14. Select the **Options...** button and choose the options required.
    - **Display summary window between segments** shows the status of your job after each section has been scanned.
    - **Turn Build Job Off after job is submitted** turns the feature off automatically after the final segment has been scanned.
  15. Select the **OK** button.
  16. Select the **OK** button.
  17. Select the features required for the first segment of the job.
    - If using Build Job for a job with tabs, ensure the tabs are loaded correctly and select the tray containing the tabs.

**Note:** If tab media is selected, the image will be shifted 13mm (0.5") to the right automatically if the tab original is A4 or 8.5x11" size.

18. Load your first segment originals face up in the document feeder input tray. Adjust the guide to just touch the documents.  
Or  
Lift up the document feeder. Place the first segment face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
19. Press the **Start** button on the control panel to scan the original.
20. Remove the first segment originals after they have been scanned. The Build Job screen displays the first segment in the list.
21. If required, select the options for the 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.
22. Select the **Program Next Segment** button.
23. Select the features required for the second segment.
24. Load the second segment originals.
25. Press the **Start** button on the control panel to scan the original.
26. Repeat these steps until all segments of your job have been programmed and scanned.
27. After the last segment has been scanned, select the **Submit Job** button.
28. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Using a User ID to Log In at the Device](#)

[Sending an E-mail](#)

[Explaining the Fax Options](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Workflow Scanning

### Explaining What Workflow Scanning Does and How It Works

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 on the device hard disk and the user can retrieve the file using Internet Services.
- Scan to Home allows the user to send the files to a location on the network specified as their Home destination.

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

Use Scan to Mailbox to scan hard copy originals and store them in a folder on the device. You can retrieve your stored documents at the device using the Print From feature, or at your computer using Internet Services. Scan to Mailbox provides you with a scanning method that is very easy to set up and use.

You can store your documents in the Default Public Folder or create a private folder. If you create a private folder, you must enter a name and password to access the folder. All users can create private folders. Your System Administrator can choose to set up the Scan to Mailbox option so that you have to enter a password to access a folder.

The Default Public Folder and any private folders which have been set up are displayed on the device in the Workflow Scanning templates list, and in the Print From feature.

To store images in a folder, select the template required and scan your images.

### Repositories

Repositories are directories or filing locations setup on a server, where your scanned files are saved to and held.

The Repositories are set up 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 setup, they are available to you as choices when modifying templates.

## Templates

Use the Templates feature when you want to scan or fax jobs using the Workflow Scanning service on your device. Templates contain information to tell the device where to file a scanned document. They also contain settings, such as image quality and file format. Templates help you scan images more quickly because the template contains all the pre-programmed settings for your scan. If necessary, you can change the settings at the device.

All the templates available are displayed on the device in the Workflow Scanning template list.

More Information

[Using Workflow Scanning](#)

## Using Workflow Scanning

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.

**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.

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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select any options required.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

### More Information

[Explaining What Workflow Scanning Does and How It Works](#)

[Using a User ID to Log In at the Device](#)

[Scanning a Document to your Computer or Network using Single-Touch Scan](#)

[Creating a New Template in Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

[System Administrator Guide \[www.xerox.com/support\]\(http://www.xerox.com/support\).](#)

[Assigning Descriptive Data to a Workflow Scanning Job](#)

## Workflow Scanning

### Setting the Output Color for a Workflow Scan

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Output Color option to control whether the device replicates the original colors on your document or changes the output, for example by scanning color originals but converting them into black and white output.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.  
**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.
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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the Output Color option required.
  - **Auto Detect** allows the device to select the most appropriate color setting.
  - **Black and White** produces black and white output even if the originals were color.

- **Grayscale** produces output using various shades of gray.
  - **Color** produces full color output.
10. Press the **Start** button on the control panel to scan the original.
  11. Remove the original from the document feeder or document glass when scanning has completed.
  12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

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[Assigning Descriptive Data to a Workflow Scanning Job](#)

## Using Workflow Scanning to send 2-Sided Originals

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the 2-Sided Scanning options to scan both sides of your document. The second side can be rotated.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.

**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.

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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.

9. Select the 2-Sided Scanning option required.
  - **1-Sided** use this option if your originals are printed on 1 side.
  - **2-Sided** use this option if your originals are 2-sided. The document feeder must be used to scan your originals with this option.
  - **2-Sided, Rotate Side 2** use this option if your originals are 2-sided and open up like a calendar. The document feeder must be used to scan your originals with this option.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed.
12. Press the **Start** button on the control panel to scan the original.
13. Remove the original from the document feeder or document glass when scanning has completed.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Explaining What Workflow Scanning Does and How It Works](#)

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[Assigning Descriptive Data to a Workflow Scanning Job](#)

[Creating a New Template in Internet Services](#)

## Setting the Original Type for Workflow Scans

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Original Type options to define the type of original being scanned. Making the correct selection enhances the quality of your output image.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.

**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.

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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the Original Type option required.
  - **Photo and Text** produces high quality pictures but slightly reduces the sharpness of text and line art. This setting is recommended for originals containing high quality photographs or line art and text.
  - Select the How Original was Produced option required.
    - **Printed** produces the best results for newspaper, magazine, map and other professionally printed originals.
    - **Photocopied** is used for most photocopied and laser printed originals.
    - **Photograph** is recommended for originals containing high quality photographs on photographic paper.
    - **Inkjet** is used specifically for originals produced on inkjet printers.
    - **Solid Ink** is recommended for originals produced on solid ink devices.
  - Select the **OK** button.
  - **Photo** gives the best quality for photos but reduced quality text and line art. It is the best option for originals containing photos or continuous tones without any text or line art.
  - Select the How Original was Produced option required.
    - **Printed** produces the best results for newspaper, magazine, map and other professionally printed originals.
    - **Photocopied** is used for most photocopied and laser printed originals.
    - **Photograph** is recommended for originals containing high quality photographs on photographic paper.
    - **Inkjet** is used specifically for originals produced on inkjet printers.
    - **Solid Ink** is recommended for originals produced on solid ink devices.
  - Select the **OK** button.
  - **Text** produces sharper edges and is recommended for text and line art.
  - Select the How Original was Produced option required.
    - **Printed** produces the best results for newspaper, magazine, map and other professionally printed originals.
    - **Photocopied** is used for most photocopied and laser printed originals.
    - **Photograph** is recommended for originals containing high quality photographs on photographic paper.
    - **Inkjet** is used specifically for originals produced on inkjet printers.
    - **Solid Ink** is recommended for originals produced on solid ink devices.
  - Select the **OK** button.
10. **Map** is used if your original is a map.
11. **Newspaper / Magazine** is used if your original is from a magazine or newspaper that contains photographs or text.

**Note:** The Text option requires less transmission time.
12. Press the **Start** button on the control panel to scan the original.

13. Remove the original from the document feeder or document glass when scanning has completed.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Explaining What Workflow Scanning Does and How It Works](#)

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## Specifying a File Name for Workflow Scans

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the File Name option to specify a name for the file containing the scanned images.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.

**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.

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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the **File Name** button.

10. Use the touch screen keyboard to enter the file name.
  - Up to 40 alphanumeric characters can be entered.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
11. Select the **OK** button.
12. Press the **Start** button on the control panel to scan the original.
13. Remove the original from the document feeder or document glass when scanning has completed.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Determining How the Device Processes Duplicate Workflow Scanning File Names](#)

[Explaining What Workflow Scanning Does and How It Works](#)

[Using a User ID to Log In at the Device](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Assigning Descriptive Data to a Workflow Scanning Job](#)

[Creating a New Template in Internet Services](#)

## All Templates

### Using Machine Stored Templates in Workflow Scanning

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Machine Stored Templates option to select your template from the device.

Refer to the System Administrator Guide for further information.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.

**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.

5. If required, select the **Workflow Scanning** tab. This is usually the active tab when the Workflow Scanning service opens.
6. Select the **All Templates** button.
7. Select the **Machine Stored Templates** button.
8. Select the template required.
9. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
10. Select any options required.
11. Press the **Start** button on the control panel to scan the original.
12. Remove the original from the document feeder or document glass when scanning has completed.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Explaining What Workflow Scanning Does and How It Works](#)

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### Using Remotely Stored Templates in Workflow Scanning

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Remotely Stored Templates option to select your templates from your network.

Refer to the System Administrator Guide for further information.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.

4. Select the **Workflow Scanning** button on the touch screen.  
**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.
5. If required, select the **Workflow Scanning** tab. This is usually the active tab when the Workflow Scanning service opens.
6. Select the **All Templates** button.
7. Select the **Remotely Stored Templates** button.
8. Select the template required.
9. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
10. Select any options required.
11. Press the **Start** button on the control panel to scan the original.
12. Remove the original from the document feeder or document glass when scanning has completed.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Explaining What Workflow Scanning Does and How It Works](#)

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[Creating a New Template in Internet Services](#)

### Using the Scan to Mailbox Templates in Workflow Scanning

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use Scan to Mailbox to scan hard copy originals and store them in a folder on the device. You can retrieve your stored documents at the device using the Print From feature, or at your computer using Internet Services. Scan to Mailbox provides you with a scanning method that is very easy to set up and use.

You can store your documents in the Default Public Folder or create a private folder. If you create a private folder, you must enter a name and password to access the folder. All users can create private folders. Your System Administrator can choose to set up the Scan to Mailbox option so that you have to enter a password to access a folder.

The Default Public Folder and any private folders which have been set up are displayed on the device in the Workflow Scanning templates list, and in the Print From feature.

To store images in a folder, select the template required and scan your images.

Refer to the System Administrator Guide for further information.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.  
**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.
5. If required, select the **Workflow Scanning** tab. This is usually the active tab when the Workflow Scanning service opens.
6. Select the **All Templates** button.
7. Select the **Scan to Mailbox** button.
8. Select the template required.
9. To save your documents in the default public folder, select the **\_PUBLIC** template.
10. If you select a private folder you may be prompted to enter a password. Select **Enter Password** and enter the password using the keypad to access the private folder. When you have finished select **Done** and then **OK**.
11. Select any options required.
12. Press the **Start** button on the control panel to scan the original.
13. Remove the original from the document feeder or document glass when scanning has completed.
14. To retrieve your scanned image, open your mailbox within Internet Services. For further information see Retrieving Documents from your Mailbox.

#### More Information

[Using a User ID to Log In at the Device](#)

[Downloading Documents from your Mailbox using Internet Services](#)

[Printing From a Mailbox using the Print From Feature](#)

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System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Assigning Descriptive Data to a Workflow Scanning Job](#)

[Creating a New Template in Internet Services](#)

[Creating a Mailbox using Internet Services](#)

### Using the Scan to Home Templates in Workflow Scanning

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Scan to Home allows you to scan hard copy documents at the device and send them to a destination on the network, which is specified as the Home destination.

Scan to Home works with the Authentication (Login) feature. When Authentication is enabled on the device you must login with a valid account to access the services. Your login details are linked with the home destination.

Before you can use the feature, Scan to Home and Authentication (Login) must be enabled and configured by your System Administrator.

To use Scan to Home, enter your login details and select the Scan to Home template in the Workflow Scanning service.

Refer to the System Administrator Guide for further information.

1. Press the **Log In / Out** button on the Control Panel.
2. Select the **User ID entry box** and use your keyboard to enter your user name.
3. Select the **Next** button.
4. Select the **Password entry box** and use the touch screen keyboard to enter your password.
5. Select the **Done** button.
6. 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.

7. Press the **Services Home** button.
8. Select the **Workflow Scanning** button on the touch screen.  
**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.
9. If required, select the **Workflow Scanning** tab. This is usually the active tab when the Workflow Scanning service opens.
10. Select the **All Templates** button.
11. Select the **Scan to Home** button.
12. Select the template required. If the System Administrator has not changed the name of the template, the default name is @S2HOME.
13. Select any options required.
14. Press the **Start** button on the control panel to scan the original.
15. Remove the original from the document feeder or document glass when scanning has completed.

16. Press the **Log In / Out** button on the Control Panel.
17. At the confirmation screen, select the **Logout** button.

#### More Information

[Using a User ID to Log In at the Device](#)

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### Using the Scan to USB Templates in Workflow Scanning

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Scan To... USB option to scan documents directly onto your USB flash drive / memory stick.

Refer to the System Administrator Guide for further information.

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 **Services Home** button.
3. Select the **Workflow Scanning** button on the touch screen.  
**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.
4. If required, select the **Workflow Scanning** tab. This is usually the active tab when the Workflow Scanning service opens.
5. Select the **All Templates** button.
6. Select the **Scan to USB** button.
7. Select the template required.
8. Select any options required.
9. Insert your USB Flash Drive into the USB port located to the left of the touch screen.  
It may take a few seconds for the USB Drive Detected screen to open.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed.

12. Remove the USB Flash Drive from the USB port when you have finished.

#### More Information

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## Advanced Settings

### Image Options

#### Choosing the Image Options for Workflow Scanning

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

The Image Options features give you choices for changing the appearance of the output.

Use the Lighten / Darken options to manually adjust the lightness or darkness of the image. Light originals containing pencil images may produce better output if the darkness is increased. Dark originals such as halftones or documents with colored backgrounds may need to be lightened.

Use the Sharpness option to manually control the sharpness of the scanned images.

Use the Saturation option to manually control the brightness of the color in the scanned images.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.

**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.

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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the **Advanced Settings** tab.
10. Select the **Image Options** button.
11. Select the option(s) required.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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### Lightening or Darkening Workflow Scans

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Lighten / Darken options to manually adjust the lightness or darkness of the image. Light originals containing pencil images may produce better output if the darkness is increased. Dark originals such as halftones or documents with colored backgrounds may need to be lightened.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.

- Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.
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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
  8. Select the template required.
  9. Select the **Advanced Settings** tab.
  10. Select the **Image Options** button.
  11. Select the Lighten / Darken option required.
    - Move the indicator down to darken the scanned image. If this creates an output with too dark a background, use the Background Suppression feature to remove the background.
    - Move the indicator up to lighten the scanned image.
  12. Press the **Start** button on the control panel to scan the original.
  13. Remove the original from the document feeder or document glass when scanning has completed.
  14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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### Changing the Sharpness of Workflow Scans

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Sharpness option to manually control the sharpness of the scanned images.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.  
**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.
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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the **Advanced Settings** tab.
10. Select the **Image Options** button.
11. Select the Sharpness option required.
  - Move the indicator up to sharpen the scanned image. Text images are more likely to be improved by sharpening than photo images.
  - Move the indicator down to soften the scanned image. This is particularly useful when scanning photos.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Changing the Saturation of Workflow Scans

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

Use the Saturation option to manually control the brightness of the color in the scanned images.

**Note:** If you select black and white output rather than color output the saturation option will not be available.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.

**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.

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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the **Advanced Settings** tab.
10. Select the **Image Options** button.
11. Select the Saturation option required.
  - Move the indicator up to increase color in the scanned image.
  - Move the indicator down to reduce color in the scanned image.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Image Enhancement

### Choosing an Image Enhancement Option for Workflow Scanning

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

The Image Enhancement options improve the quality of your output by reducing the background or adjusting the contrast.

Use the Background Suppression option to enhance 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.

Use the Contrast option to control the image density on the output and compensate for an original that has too much or too little contrast on the image.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.

**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.

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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the **Advanced Settings** tab.
10. Select the **Image Enhancement** button.
11. Select the option(s) required.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.

14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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### Setting the Background Suppression for Workflow Scans

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Background Suppression option to enhance 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.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.  
**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.
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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the **Advanced Settings** tab.

10. Select the **Image Enhancement** button.
11. Select **Auto Suppression** from the **Background Suppression menu** to automatically suppress unwanted background.
  - If required, select **Off** to turn the Background Suppression feature off. The Off option is particularly useful 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, or you want to bring out fine detail that was lost due to a dark edge when using bound originals.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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### Setting the Workflow Scanning Contrast

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Contrast option to control the image density on the output and compensate for an original that has too much or too little contrast on the image.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.

**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.

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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the **Advanced Settings** tab.
10. Select the **Image Enhancement** button.
11. Select the **Auto Contrast** button from the **Contrast menu** to let the device determine the contrast settings automatically, or select the **Manual Contrast** button to control the settings yourself.
  - Move the Manual Contrast indicator towards More to produce more vivid blacks and whites for sharper text and lines but less detail in pictures.
  - Move the Manual Contrast indicator towards Less to produce more detail in light and dark areas of the original.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Setting the Workflow Scanning Scan Presets

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Scan Presets options to select a group of commonly used scan settings. These options are useful if you aren't sure exactly what settings you need, but do know what your scanned images will be used for.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.  
**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.
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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the **Advanced Settings** tab.
10. Select the **Scan Presets** button.
11. Select the Scan Presets option required.
  - **Sharing and Printing** produces a medium sized file, small enough to share but high enough quality to print.
  - **High Quality Printing** produces a large, high quality file.
  - **Archival - Small File Size** produces a small, lower quality file suitable for viewing on a screen, but the print quality will be poor.
  - **Simple Scan** produces a basic scanned file, no advanced settings are selected.
  - **OCR** produces a high quality, large file with OCR (Optical Character Recognition) enabled. This file is fully searchable.
12. Press the **Start** button on the control panel to scan the original.
13. Remove the original from the document feeder or document glass when scanning has completed.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Specifying the Workflow Scanning Resolution

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Resolution options to balance the quality of the image against the transmission time if the image is to be sent across a network. A higher resolution produces a better quality image, but a slow transmission time. A lower resolution reduces the image quality but decreases the communication time.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.

**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.

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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the **Advanced Settings** tab.
10. Select the **Resolution** button.
11. Select the Resolution option required.
  - **72 dpi** produces the smallest file size and is recommended for output displayed on a computer.
  - **100 dpi** delivers low image quality and is recommended for low quality text documents. This setting should ideally be used for output displayed on a computer rather than printed.
  - **150 dpi** produce average quality text and low image quality for photos and graphics, this resolution is recommended for average quality text documents and line art.
  - **200 dpi** produces average quality text and low quality photos and graphics. This resolution is recommended for average quality text documents and line art.

- **300 dpi** produces higher quality output. This setting is recommended for high quality text documents that are to pass through OCR (Optical Character Recognition) applications. It is also recommended for high quality line art or medium quality photos and graphics. This is the best default resolution choice in most cases.
  - **400 dpi** produces average image quality for photos and graphics and is recommended for photos and graphics.
  - **600 dpi** produces the largest image file size, but delivers the best image quality. This setting is recommended for high quality photos and graphics.
12. Select the **OK** button.
  13. Press the **Start** button on the control panel to scan the original.
  14. Remove the original from the document feeder or document glass when scanning has completed.
  15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Setting the Quality or File Size for Workflow Scanning

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Quality / File Size options to choose between scan image quality and file size. You can select the highest quality, the smallest files or adjust the settings to balance quality against file size.

- 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.

**Note:** If you change the Quality / File Size settings you may affect the settings in the Scan Presets options.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.  
**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.
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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the **Advanced Settings** tab.
10. Select the **Quality / File Size** button.
11. Select the Quality / File Size option required.
  - Move the indicator towards Normal Quality / Small File Size for a smaller file and lower quality image. This 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.
  - Move the indicator towards the middle of the scale to produce better image quality and larger files, but not the highest quality or largest files.
  - Move the indicator towards Highest Quality / Largest File Size to produce the largest files with the maximum image quality. Large files are not ideal for sharing and transmitting over a network.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Updating the Workflow Scanning Templates List on the Device

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

To store images in a folder, select the template required and scan your images.

Use the Update Templates option to retrieve new or updated templates. Out-of-date items are removed from the list during an update.

Templates are created in Internet Services by your System Administrator.

1. Press the **Services Home** button.
2. Select the **Workflow Scanning** button on the touch screen.  
**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.
3. If required, select the **Workflow Scanning** tab. This is usually the active tab when the Workflow Scanning service opens.
4. If required, select a type of template other than All Templates to activate the Advanced Settings tab.
5. Select the **Advanced Settings** tab.
6. Select the **Update Templates** button.
7. Select the **Update Now** button.
8. Select the second **Update Now** button to confirm the update.

**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.

9. Select the **Close** button.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Layout Adjustment

### Setting the Original Orientation for Workflow Scanning

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Original Orientation option to specify the layout of the originals being scanned, whether the image on the page is in portrait, landscape, upright or rotated orientation in relation to the page itself. The orientation of the images on the originals must match the orientation selected. The device uses this information to identify if the images require rotating to produce the required output.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.  
**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.
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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the **Layout Adjustment** tab.
10. Select the **Original Orientation** button.
11. Select the Original Orientation option required.

- **Portrait Originals** the images on the originals are in a LEF orientation.
- **Landscape Originals** the images on the originals are in a SEF orientation.
- **Upright Images** the images on the originals are loaded in a upright orientation in the Document Feeder.
- **Sideways Images** the images on the originals are loaded in a sideways orientation in the Document Feeder.

**Note:** If you are using the Document Glass, the orientation is as seen before turning the original over.

12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Specifying the Size of the Original to be Scanned into a Workflow

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Original Size options to select automatic size detection of the originals, specify the sizes of mixed size originals, or specify the exact size of an image to be scanned.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.

**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.

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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.

8. Select the template required.
9. Select the **Layout Adjustment** tab.
10. Select the **Original Size** button.
11. Select the Original Size option required.
  - **Auto Detect** enables automatic size sensing, this is the default setting. The size detected is matched to a standard paper size.
  - **Preset Scan Area** defines the size of your original from a list of preset, standard original sizes. You can view the list by using the scroll bar.
  - **Custom Scan Area** sets a specific area for scanning and is useful for scanning receipts. Measure the width (X) and height (Y) of the original to be scanned and enter the X and Y measurements into the fields provided.
  - **Mixed Size Originals** scans documents containing different sized pages. The pages must be the same width, such as A4 (8.5 x 11") LEF and A3 (11 x 17") SEF, other combinations are shown on the device touchscreen. The device detects the size of the documents and will produce different output depending on the combinations selected.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Erasing Edges from Workflow Scans

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Edge Erase options to specify the scan area so that only a specific section of your document is scanned. This is useful if you want to remove the marks caused by punched holes or staples in your original.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.  
**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.
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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the **Layout Adjustment** tab.
10. Select the **Edge Erase** button.
11. Select the Edge Erase option required.
  - **All Edges** erases an equal amount from all the edges. Use the arrow buttons to adjust the amount to be erased from 3 mm (0.1”) to 50 mm (2.0”) or select the entry field and use the numeric keypad to enter the amount required.
  - **Individual Edges** enables a different amount to be erased from each of the edges, on both the first and second sides. Use the arrow buttons to adjust the amount to be erased from 3mm (0.1”) to 50mm (2.0”) or select the appropriate entry field and use the numeric keypad to enter the amount required.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Removing Blank Pages from Workflow Scan Originals During Scanning

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Blank Page Management option to ignore the non-imaged pages in your originals when scanning. The Background Suppression and Edge Erase features may improve Remove Blank Pages performance.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.

**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.

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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the **Layout Adjustment** tab.
10. Select the **Blank Page Management** button.
11. Select the option required.
  - **Include Blank Pages** includes any pages with no image on them in your job.
  - **Remove Blank Pages** ignores non-imaged pages in your originals when scanning. This setting is useful when scanning 2-sided originals that may have no image on side 2 for some pages.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Filing Options

### Setting a File Format for Workflow Scans

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Filing Options to specify details about the scanned images to be stored, such as the file format, whether the document is stored as a single file per page or as a multi-page document, or whether the scanned document should be searchable.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.  
**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.
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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the **Filing Options** tab.
10. Select the **File Format** button.

11. Select the type of file required.
  - **PDF (Portable Document Format)** produces a single file, or an individual file per page. The output is not searchable. Depending on the receiving device, the PDF selection may not be compatible when the resolution is set to 200 dpi. This option is best used for sharing and printing documents.
  - **PDF/A** produces a single file, or an individual file per page. The output is not searchable. This is best used for long-term archival storage of electronic documents.
  - **XPS (XML Paper Specification)** outputs a single file, or an individual file per page. The output is not searchable. XPS is best used for sharing and printing documents containing text and photos.
  - **TIFF (Tagged Image File Format)** produces a single file or an individual file per page. The output is not searchable. TIFFs are best used for archiving.
  - **JPEG** produces files best used for on-screen viewing and sharing of files. JPEG files are not searchable or created as multi-page documents.
12. Select the page option required.
  - **Multi-Page** produces a single file containing several pages of scanned images.
  - **1 File per Page** produces a separate file for each image scanned.
13. Select the Image Only search setting required.
  - **Image Only** produces images that are not searchable.
  - **Searchable** results in searchable text. If required, use the drop-down menu to change the language your document is written in.
14. Select the **OK** button.
15. Press the **Start** button on the control panel to scan the original.
16. Remove the original from the document feeder or document glass when scanning has completed.
17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Determining How the Device Processes Duplicate Workflow Scanning File Names

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Filing Options to determine how the device handles duplicate file names. It can overwrite the existing file, cancel the scan process or automatically generate a new file name.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.  
**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.
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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the **Filing Options** tab.
10. Select the **If File Already Exists** button.
11. Select the If File Already Exists option required.
  - **Add Number to Name (000,001,002...)** adds a sequential number to the end of the file name.
  - **Add Date and Time to Name (YYYYMMDDhhmmss)** adds the current date and time to the end of the file name.
  - **Add to <File Format> Folder** creates a folder with the same name as the file and adds the new file to the folder. The name of the folder varies depending on the file format selected, for example if your output is a PDF the option will be Add to PDF Folder.
  - **Overwrite Existing File** deletes the existing file and saves the new file instead.
  - **Do Not Save** stops the process, the file is not saved.
12. Press the **Start** button on the control panel to scan the original.
13. Select the **OK** button.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Assigning Descriptive Data to a Workflow Scanning Job

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Document Management option to assign descriptive data (metadata) to a scanned job. The data can be accessed by other software applications to search, index and the automate the processing of scanned documents.

Document Management data fields can be either mandatory or optional. If the data is mandatory, you will be prompted to enter the data before scanning can begin. If the data is optional, you will be prompted to enter the data, but will be able to complete the job without the data.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.

**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.

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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.

### Either

- If your System Administrator has set up the Document Management feature with mandatory fields you will be asked to complete the required document information as soon as you select a template. Use the touch screen keyboard to enter or edit the document information as required.
  - Select the **OK** button.
  - Press the **Start** button on the control panel to scan the original.
  - Remove the original from the document feeder or document glass when scanning has completed.
  - Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

**Or**

- If your System Administrator has not set up the Document Management feature with mandatory fields select the **Filing Options** tab.
  - Select the **Document Management** button.
  - Select the section you want to edit.
  - Use the touch screen keyboard to enter or edit the document information as required.
    - Up to 40 alphanumeric characters can be entered.
    - To delete a character use the backspace **X** button.
    - Use the special characters button to access special characters such as \$ and %.
    - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Select **Done** to save your data.
  - Select the **OK** button.
  - Press the **Start** button on the control panel to scan the original.
  - Remove the original from the document feeder or document glass when scanning has completed.
  - Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Adding Additional Workflow Scanning File Destinations

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Add File Destination option to select additional filing destinations from the list. Every filing destination must be set up in Internet Services by your System Administrator.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.

4. Select the **Workflow Scanning** button on the touch screen.  
**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.
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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the **Filing Options** tab.
10. Select the **Add File Destinations** button.
11. Select the required destination. You can select more than one destination.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Building a Workflow Scanning Job with Multiple Page or Segment Settings

Workflow Scanning converts hard copy documents into electronic images and saves them into network filing destinations (repositories).

A Template must be used when a scan is made - the template contains the filing destination address and other scan settings such as the image quality. When making a scan you can edit the scan settings but not the filing destination.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Workflow Scanning features.

Use the Build Job option to build a job that requires different settings for each page, or for groups of pages (segments) of your document.

Build Job can also be used to assemble individual pages scanned using the document glass into a single job.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Workflow Scanning** button on the touch screen.  
**Note:** If your System Administrator has added mandatory fields to the default template you will be asked to complete the required document information as soon as you select the Workflow Scanning button.
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. If required, ensure the latest templates are available by selecting **Update Templates** from the **Advanced Settings** tab.
8. Select the template required.
9. Select the **Job Assembly** tab.
10. Select the **Build Job** button.
11. Select the **On** button to turn the Build Job feature on and enable the Build Job options.
  - If required, select the **Off** button to cancel any programming you have entered.
12. Select the **Options...** button and choose the options required.
  - **Display summary window between segments** shows the status of your job after each section has been scanned.
  - **Turn Build Job Off after job is submitted** turns the feature off automatically after the final segment has been scanned.
13. Select the **OK** button.
14. Select the features required for the first segment of the job.
  - If using Build Job for a job with tabs, ensure the tabs are loaded correctly and select the tray containing the tabs.  
**Note:** If tab media is selected, the image will be shifted 13mm (0.5") to the right automatically if the tab original is A4 or 8.5x11" size.
15. Load your first segment originals face up in the document feeder input tray. Adjust the guide to just touch the documents.  
Or  
Lift up the document feeder. Place the first segment face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
16. Press the **Start** button on the control panel to scan the original.
17. Remove the first segment originals after they have been scanned. The Build Job screen displays the first segment in the list.

18. If required, select the options for the segment.
  - **Sample Last Segment** produces a proof print of the last segment scanned. 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.
19. Select the features required for the second segment.
20. Load the second segment originals.
21. Press the **Start** button on the control panel to scan the original.
22. Repeat these steps until all segments of your job have been programmed and scanned.
23. After the last segment has been scanned, select the **Submit Job** button.
24. Select the **OK** button.
25. Press the **Start** button on the control panel to scan the original.
26. Remove the original from the document feeder or document glass when scanning has completed.
27. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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# Scan To

## Using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the option(s) required.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Scanning to a Favorite Address using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the Favorites option to select a stored address from the E-mail, Fax, Internet Fax or Scan To services. Favorites are useful if you regularly send a document to the same address. Your System Administrator can create Favorites in the Device Address Book.

Refer to the System Administrator Guide for further information.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select **Scan Favorites** from the **Scan Contacts dropdown menu**. (Your System Administrator may have set up favorites to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the Output Color option required.
  - **Auto Detect** allows the device to select the most appropriate color setting.
  - **Black and White** produces black and white output even if the originals were color.
  - **Grayscale** produces output using various shades of gray.
  - **Color** produces full color output.
10. Select the 2-Sided Scanning option required.
  - **1-Sided** use this option if your originals are printed on 1 side.
  - **2-Sided** use this option if your originals are 2-sided. The document feeder must be used to scan your originals with this option.
  - **2-Sided, Rotate Side 2** use this option if your originals are 2-sided and open up like a calendar. The document feeder must be used to scan your originals with this option.
11. Select the Original Type option required.
  - **Photo and Text** produces high quality pictures but slightly reduces the sharpness of text and line art. This setting is recommended for originals containing high quality photographs or line art and text.
  - Select the How Original was Produced option required.
    - **Printed** produces the best results for newspaper, magazine, map and other professionally printed originals.
    - **Photocopied** is used for most photocopied and laser printed originals.
    - **Photograph** is recommended for originals containing high quality photographs on photographic paper.
    - **Inkjet** is used specifically for originals produced on inkjet printers.

- **Solid Ink** is recommended for originals produced on solid ink devices.
  - Select the **OK** button.
  - **Photo** gives the best quality for photos but reduced quality text and line art. It is the best option for originals containing photos or continuous tones without any text or line art.
  - Select the How Original was Produced option required.
    - **Printed** produces the best results for newspaper, magazine, map and other professionally printed originals.
    - **Photocopied** is used for most photocopied and laser printed originals.
    - **Photograph** is recommended for originals containing high quality photographs on photographic paper.
    - **Inkjet** is used specifically for originals produced on inkjet printers.
    - **Solid Ink** is recommended for originals produced on solid ink devices.
  - Select the **OK** button.
  - **Text** produces sharper edges and is recommended for text and line art.
  - Select the How Original was Produced option required.
    - **Printed** produces the best results for newspaper, magazine, map and other professionally printed originals.
    - **Photocopied** is used for most photocopied and laser printed originals.
    - **Photograph** is recommended for originals containing high quality photographs on photographic paper.
    - **Inkjet** is used specifically for originals produced on inkjet printers.
    - **Solid Ink** is recommended for originals produced on solid ink devices.
  - Select the **OK** button.
12. **Map** is used if your original is a map.
13. **Newspaper / Magazine** is used if your original is from a magazine or newspaper that contains photographs or text.
- Note:** The Text option requires less transmission time.
14. Select the **File Name** button.
15. Use the touch screen keyboard to enter the file name.
- Up to 40 alphanumeric characters can be entered.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
16. Press the **Start** button on the control panel to scan the original.
17. Remove the original from the document feeder or document glass when scanning has completed.
18. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Scan To

### Setting the Output Color using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the Output Color option to control whether the device replicates the original colors on your document or changes the output, for example by scanning color originals but converting them into black and white output.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the Output Color option required.
  - **Auto Detect** allows the device to select the most appropriate color setting.
  - **Black and White** produces black and white output even if the originals were color.
  - **Grayscale** produces output using various shades of gray.
  - **Color** produces full color output.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Using the Scan To Feature to send 2-Sided Originals

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the 2-Sided Scanning options to scan both sides of your document. The second side can be rotated.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the 2-Sided Scanning option required.
  - **1-Sided** use this option if your originals are printed on 1 side.
  - **2-Sided** use this option if your originals are 2-sided. The document feeder must be used to scan your originals with this option.
  - **2-Sided, Rotate Side 2** use this option if your originals are 2-sided and open up like a calendar. The document feeder must be used to scan your originals with this option.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Setting the Original Type using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the Original Type options to define the type of original being scanned. Making the correct selection enhances the quality of your output image.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the Original Type option required.
  - **Photo and Text** produces high quality pictures but slightly reduces the sharpness of text and line art. This setting is recommended for originals containing high quality photographs or line art and text.
  - Select the How Original was Produced option required.
    - **Printed** produces the best results for newspaper, magazine, map and other professionally printed originals.
    - **Photocopied** is used for most photocopied and laser printed originals.
    - **Photograph** is recommended for originals containing high quality photographs on photographic paper.
    - **Inkjet** is used specifically for originals produced on inkjet printers.
    - **Solid Ink** is recommended for originals produced on solid ink devices.
  - Select the **OK** button.
  - **Photo** gives the best quality for photos but reduced quality text and line art. It is the best option for originals containing photos or continuous tones without any text or line art.
  - Select the How Original was Produced option required.
    - **Printed** produces the best results for newspaper, magazine, map and other professionally printed originals.
    - **Photocopied** is used for most photocopied and laser printed originals.

- **Photograph** is recommended for originals containing high quality photographs on photographic paper.
  - **Inkjet** is used specifically for originals produced on inkjet printers.
  - **Solid Ink** is recommended for originals produced on solid ink devices.
  - Select the **OK** button.
  - **Text** produces sharper edges and is recommended for text and line art.
  - Select the How Original was Produced option required.
    - **Printed** produces the best results for newspaper, magazine, map and other professionally printed originals.
    - **Photocopied** is used for most photocopied and laser printed originals.
    - **Photograph** is recommended for originals containing high quality photographs on photographic paper.
    - **Inkjet** is used specifically for originals produced on inkjet printers.
    - **Solid Ink** is recommended for originals produced on solid ink devices.
  - Select the **OK** button.
10. **Map** is used if your original is a map.
  11. **Newspaper / Magazine** is used if your original is from a magazine or newspaper that contains photographs or text.
 

**Note:** The Text option requires less transmission time.
  12. Press the **Start** button on the control panel to scan the original.
  13. Remove the original from the document feeder or document glass when scanning has completed.
  14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Specifying a File Name using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the File Name option to specify a name for the file containing the scanned images.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the **File Name** button.
10. Use the touch screen keyboard to enter the file name.
  - Up to 40 alphanumeric characters can be entered.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
11. Press the **Start** button on the control panel to scan the original.
12. Remove the original from the document feeder or document glass when scanning has completed.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Advanced Settings

### Image Options

#### Choosing the Image Options when using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

The Image Options features give you choices for changing the appearance of the output.

Use the Lighten / Darken options to manually adjust the lightness or darkness of the image. Light originals containing pencil images may produce better output if the darkness is increased. Dark originals such as halftones or documents with colored backgrounds may need to be lightened.

Use the Sharpness option to manually control the sharpness of the scanned images.

Use the Saturation option to manually control the brightness of the color in the scanned images.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the **Advanced Settings** tab.
10. Select the **Image Options** button.
11. Select the option(s) required.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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[Changing the Saturation of Scan To Documents](#)

## Lightening or Darkening Documents using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the Lighten / Darken options to manually adjust the lightness or darkness of the image. Light originals containing pencil images may produce better output if the darkness is increased. Dark originals such as halftones or documents with colored backgrounds may need to be lightened.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the **Advanced Settings** tab.
10. Select the **Image Options** button.
11. Select the Lighten / Darken option required.
  - Move the indicator down to darken the scanned image. If this creates an output with too dark a background, use the Background Suppression feature to remove the background.
  - Move the indicator up to lighten the scanned image.
12. Press the **Start** button on the control panel to scan the original.
13. Remove the original from the document feeder or document glass when scanning has completed.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Changing the Sharpness of Scan To Documents

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the Sharpness option to manually control the sharpness of the scanned images.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the **Advanced Settings** tab.
10. Select the **Image Options** button.
11. Select the Sharpness option required.
  - Move the indicator up to sharpen the scanned image. Text images are more likely to be improved by sharpening than photo images.
  - Move the indicator down to soften the scanned image. This is particularly useful when scanning photos.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Changing the Saturation of Scan To Documents

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

Use the Saturation option to manually control the brightness of the color in the scanned images.

**Note:** If you select black and white output rather than color output the saturation option will not be available.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the **Advanced Settings** tab.
10. Select the **Image Options** button.
11. Select the Saturation option required.
  - Move the indicator up to increase color in the scanned image.
  - Move the indicator down to reduce color in the scanned image.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Image Enhancement

### Choosing an Image Enhancement Option when using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

The Image Enhancement options improve the quality of your output by reducing the background or adjusting the contrast.

Use the Background Suppression option to enhance 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.

Use the Contrast option to control the image density on the output and compensate for an original that has too much or too little contrast on the image.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the **Advanced Settings** tab.
10. Select the **Image Enhancement** button.
11. Select the option(s) required.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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### Setting the Background Suppression using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the Background Suppression option to enhance 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.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the **Advanced Settings** tab.
10. Select the **Image Enhancement** button.
11. Select **Auto Suppression** from the **Background Suppression menu** to automatically suppress unwanted background.
  - If required, select **Off** to turn the Background Suppression feature off. The Off option is particularly useful 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, or you want to bring out fine detail that was lost due to a dark edge when using bound originals.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.

14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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### Setting the Contrast using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the Contrast option to control the image density on the output and compensate for an original that has too much or too little contrast on the image.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the **Advanced Settings** tab.
10. Select the **Image Enhancement** button.
11. Select the **Auto Contrast** button from the **Contrast menu** to let the device determine the contrast settings automatically, or select the **Manual Contrast** button to control the settings yourself.
  - Move the Manual Contrast indicator towards More to produce more vivid blacks and whites for sharper text and lines but less detail in pictures.

- Move the Manual Contrast indicator towards Less to produce more detail in light and dark areas of the original.
12. Select the **OK** button.
  13. Press the **Start** button on the control panel to scan the original.
  14. Remove the original from the document feeder or document glass when scanning has completed.
  15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Setting the Scan Presets using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the Scan Presets options to select a group of commonly used scan settings. These options are useful if you aren't sure exactly what settings you need, but do know what your scanned images will be used for.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the **Advanced Settings** tab.
10. Select the **Scan Presets** button.

11. Select the Scan Presets option required.
  - **Sharing and Printing** produces a medium sized file, small enough to share but high enough quality to print.
  - **High Quality Printing** produces a large, high quality file.
  - **Archival - Small File Size** produces a small, lower quality file suitable for viewing on a screen, but the print quality will be poor.
  - **Simple Scan** produces a basic scanned file, no advanced settings are selected.
  - **OCR** produces a high quality, large file with OCR (Optical Character Recognition) enabled. This file is fully searchable.
12. Press the **Start** button on the control panel to scan the original.
13. Remove the original from the document feeder or document glass when scanning has completed.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Specifying the Resolution using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the Resolution options to balance the quality of the image against the transmission time if the image is to be sent across a network. A higher resolution produces a better quality image, but a slow transmission time. A lower resolution reduces the image quality but decreases the communication time.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)

6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the **Advanced Settings** tab.
10. Select the **Resolution** button.
11. Select the Resolution option required.
  - **72 dpi** produces the smallest file size and is recommended for output displayed on a computer.
  - **100 dpi** delivers low image quality and is recommended for low quality text documents. This setting should ideally be used for output displayed on a computer rather than printed.
  - **150 dpi** produce average quality text and low image quality for photos and graphics, this resolution is recommended for average quality text documents and line art.
  - **200 dpi** produces average quality text and low quality photos and graphics. This resolution is recommended for average quality text documents and line art.
  - **300 dpi** produces higher quality output. This setting is recommended for high quality text documents that are to pass through OCR (Optical Character Recognition) applications. It is also recommended for high quality line art or medium quality photos and graphics. This is the best default resolution choice in most cases.
  - **400 dpi** produces average image quality for photos and graphics and is recommended for photos and graphics.
  - **600 dpi** produces the largest image file size, but delivers the best image quality. This setting is recommended for high quality photos and graphics.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Setting the Quality or File Size using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the Quality / File Size options to choose between scan image quality and file size. You can select the highest quality, the smallest files or adjust the settings to balance quality against file size.

- 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.

**Note:** If you change the Quality / File Size settings you may affect the settings in the Scan Presets options.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the **Advanced Settings** tab.
10. Select the **Quality / File Size** button.
11. Select the Quality / File Size option required.
  - Move the indicator towards Normal Quality / Small File Size for a smaller file and lower quality image. This 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.
  - Move the indicator towards the middle of the scale to produce better image quality and larger files, but not the highest quality or largest files.
  - Move the indicator towards Highest Quality / Largest File Size to produce the largest files with the maximum image quality. Large files are not ideal for sharing and transmitting over a network.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Layout Adjustment

### Setting the Original Orientation using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the Original Orientation option to specify the layout of the originals being scanned, whether the image on the page is in portrait, landscape, upright or rotated orientation in relation to the page itself. The orientation of the images on the originals must match the orientation selected. The device uses this information to identify if the images require rotating to produce the required output.

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** button on the control panel to cancel any previous programming selections.
  3. Press the **Services Home** button.
  4. Select the **Scan To...** button on the touch screen.
  5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
  6. Select the address required.
  7. Select the **Add To Recipients** button.
  8. Select the **OK** button.
  9. Select the **Layout Adjustment** tab.
  10. Select the **Original Orientation** button.
  11. Select the Original Orientation option required.
    - **Portrait Originals** the images on the originals are in a LEF orientation.
    - **Landscape Originals** the images on the originals are in a SEF orientation.
    - **Upright Images** the images on the originals are loaded in a upright orientation in the Document Feeder.
    - **Sideways Images** the images on the originals are loaded in a sideways orientation in the Document Feeder.
- Note:** If you are using the Document Glass, the orientation is as seen before turning the original over.
12. Select the **OK** button.

13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Specifying the Size of the Original to be Scanned using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the Original Size options to select automatic size detection of the originals, specify the sizes of mixed size originals, or specify the exact size of an image to be scanned.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the **Layout Adjustment** tab.
10. Select the **Original Size** button.

11. Select the Original Size option required.
  - **Auto Detect** enables automatic size sensing, this is the default setting. The size detected is matched to a standard paper size.
  - **Preset Scan Area** defines the size of your original from a list of preset, standard original sizes. You can view the list by using the scroll bar.
  - **Custom Scan Area** sets a specific area for scanning and is useful for scanning receipts. Measure the width (X) and height (Y) of the original to be scanned and enter the X and Y measurements into the fields provided.
  - **Mixed Size Originals** scans documents containing different sized pages. The pages must be the same width, such as A4 (8.5 x 11") LEF and A3 (11 x 17") SEF, other combinations are shown on the device touchscreen. The device detects the size of the documents and will produce different output depending on the combinations selected.
- Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Erasing Edges from Documents using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the Edge Erase options to specify the scan area so that only a specific section of your document is scanned. This is useful if you want to remove the marks caused by punched holes or staples in your original.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the **Layout Adjustment** tab.
10. Select the **Edge Erase** button.
11. Select the Edge Erase option required.
  - **All Edges** erases an equal amount from all the edges. Use the arrow buttons to adjust the amount to be erased from 3 mm (0.1") to 50 mm (2.0") or select the entry field and use the numeric keypad to enter the amount required.
  - **Individual Edges** enables a different amount to be erased from each of the edges, on both the first and second sides. Use the arrow buttons to adjust the amount to be erased from 3mm (0.1") to 50mm (2.0") or select the appropriate entry field and use the numeric keypad to enter the amount required.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Removing Blank Pages from Originals During Scanning using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the Blank Page Management option to ignore the non-imaged pages in your originals when scanning. The Background Suppression and Edge Erase features may improve Remove Blank Pages performance.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the **Layout Adjustment** tab.
10. Select the **Blank Page Management** button.
11. Select the option required.
  - **Include Blank Pages** includes any pages with no image on them in your job.
  - **Remove Blank Pages** ignores non-imaged pages in your originals when scanning. This setting is useful when scanning 2-sided originals that may have no image on side 2 for some pages.
12. Select the **OK** button.
13. Press the **Start** button on the control panel to scan the original.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Filing Options

### Setting a File Format using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the Filing Options to specify details about the scanned images to be stored, such as the file format, whether the document is stored as a single file per page or as a multi-page document, or whether the scanned document should be searchable.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the **Filing Options** tab.
10. Select the **File Format** button.
11. Select the type of file required.
  - **PDF (Portable Document Format)** produces a single file, or an individual file per page. The output is not searchable. Depending on the receiving device, the PDF selection may not be compatible when the resolution is set to 200 dpi. This option is best used for sharing and printing documents.
  - **PDF/A** produces a single file, or an individual file per page. The output is not searchable. This is best used for long-term archival storage of electronic documents.

- **XPS (XML Paper Specification)** outputs a single file, or an individual file per page. The output is not searchable. XPS is best used for sharing and printing documents containing text and photos.
  - **TIFF (Tagged Image File Format)** produces a single file or an individual file per page. The output is not searchable. TIFFs are best used for archiving.
  - **JPEG** produces files best used for on-screen viewing and sharing of files. JPEG files are not searchable or created as multi-page documents.
12. Select the page option required.
    - **Multi-Page** produces a single file containing several pages of scanned images.
    - **1 File per Page** produces a separate file for each image scanned.
  13. Select the Image Only search setting required.
    - **Image Only** produces images that are not searchable.
    - **Searchable** results in searchable text. If required, use the drop-down menu to change the language your document is written in.
  14. Select the **OK** button.
  15. Press the **Start** button on the control panel to scan the original.
  16. Remove the original from the document feeder or document glass when scanning has completed.
  17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Determining How the Device Processes Duplicate File Names when using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the Filing Options to determine how the device handles duplicate file names. It can overwrite the existing file, cancel the scan process or automatically generate a new file name.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the **Filing Options** tab.
10. Select the **If File Already Exists** button.
11. Select the If File Already Exists option required.
  - **Add Number to Name (000,001,002...)** adds a sequential number to the end of the file name.
  - **Add Date and Time to Name (YYYYMMDDhhmmss)** adds the current date and time to the end of the file name.
  - **Add to <File Format> Folder** creates a folder with the same name as the file and adds the new file to the folder. The name of the folder varies depending on the file format selected, for example if your output is a PDF the option will be Add to PDF Folder.
  - **Overwrite Existing File** deletes the existing file and saves the new file instead.
  - **Do Not Save** stops the process, the file is not saved.
12. Press the **Start** button on the control panel to scan the original.
13. Select the **OK** button.
14. Remove the original from the document feeder or document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Building a Job with Multiple Page or Segment Settings using the Scan To Feature

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

Use the Build Job option to build a job that requires different settings for each page, or for groups of pages (segments) of your document.

Build Job can also be used to assemble individual pages scanned using the document glass into a single job.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Scan To...** button on the touch screen.
5. If required, select the **Device Address Book** button. (Your System Administrator may have set up the address book to automatically open.)
6. Select the address required.
7. Select the **Add To Recipients** button.
8. Select the **OK** button.
9. Select the **Job Assembly** tab.
10. Select the **Build Job** button.
11. Select the **On** button to turn the Build Job feature on and enable the Build Job options.
  - If required, select the **Off** button to cancel any programming you have entered.
12. Select the **Options...** button and choose the options required.
  - **Display summary window between segments** shows the status of your job after each section has been scanned.
  - **Turn Build Job Off after job is submitted** turns the feature off automatically after the final segment has been scanned.
13. Select the **OK** button.
14. Select the features required for the first segment of the job.
  - If using Build Job for a job with tabs, ensure the tabs are loaded correctly and select the tray containing the tabs.

**Note:** If tab media is selected, the image will be shifted 13mm (0.5”) to the right automatically if the tab original is A4 or 8.5x11” size.

15. Load your first segment originals face up in the document feeder input tray. Adjust the guide to just touch the documents.  
Or  
Lift up the document feeder. Place the first segment face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
16. Press the **Start** button on the control panel to scan the original.
17. Remove the first segment originals after they have been scanned. The Build Job screen displays the first segment in the list.
18. If required, select the options for the segment.
  - **Sample Last Segment** produces a proof print of the last segment scanned. 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.
19. Select the features required for the second segment.
20. Load the second segment originals.
21. Press the **Start** button on the control panel to scan the original.
22. Repeat these steps until all segments of your job have been programmed and scanned.
23. After the last segment has been scanned, select the **Submit Job** button.
24. Select the **OK** button.
25. Press the **Start** button on the control panel to scan the original.
26. Remove the original from the document feeder or document glass when scanning has completed.
27. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using the Scan To Feature](#)

## Scanning to a USB Memory Stick using the Scan To Feature

Use the Scan To... USB option to scan documents directly onto your USB flash drive / memory stick.

**Note:** This option must be made available by your System Administrator.

Refer to the System Administrator Guide for further information.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Scan To features.

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** button on the control panel to cancel any previous programming selections.
3. Insert your USB Flash Drive into the USB port located to the left of the touch screen.  
It may take a few seconds for the USB Drive Detected screen to open.
4. Select the **Scan to USB** button.
5. Select any options required.
6. Press the **Start** button on the control panel to scan the original.
7. Remove the original from the document feeder or document glass when scanning has completed.
8. Remove the USB Flash Drive from the USB port when you have finished.

More Information

[Using a User ID to Log In at the Device](#)

[Printing From USB using the Print From Feature](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Single-Touch Scan

### Scanning a Document to your Computer or Network using Single-Touch Scan

The Single-Touch Scan feature is a fast and convenient way to scan a document and send it to a predefined scan destination on your computer or network location.

Your System Administrator will create a button on the device touch screen for each Single-Touch Scan destination (up to 10 buttons) and can customize the color scheme, logo and instructional text that displays when you select the Single-Touch Scan button. Your System Administrator can also change the name of the Single-Touch Scan button.

The Single-Touch Scan service can be configured with scan settings already specified so that you can scan your document quickly. Your System Administrator can also customize the service so that you can select the Build Job, Output Color, Original Type, 2-Sided Scanning and File Name settings each time you scan your document.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Single-Touch Scan feature.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Single-Touch Scan** button on the touch screen.

**Note:** Your System Administrator can customize the name of the Single-Touch Scan button. Check with your System Administrator if you do not see a Single-Touch Scan button on the touch screen.

5. Press the **Start** button on the control panel to scan the original.
6. Remove the original from the document feeder or document glass when scanning has completed.
7. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

More Information

[Using a User ID to Log In at the Device](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Using Workflow Scanning](#)

## Building a Single-Touch Scan Job with Multiple Settings

The Single-Touch Scan feature is a fast and convenient way to scan a document and send it to a predefined scan destination on your computer or network location.

Your System Administrator will create a button on the device touch screen for each Single-Touch Scan destination (up to 10 buttons) and can customize the color scheme, logo and instructional text that displays when you select the Single-Touch Scan button. Your System Administrator can also change the name of the Single-Touch Scan button.

The Single-Touch Scan service can be configured with scan settings already specified so that you can scan your document quickly. Your System Administrator can also customize the service so that you can select the Build Job, Output Color, Original Type, 2-Sided Scanning and File Name settings each time you scan your document.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Single-Touch Scan feature.

Use the Build Job option to build a job that requires different settings for each page, or for groups of pages (segments) of your document.

Build Job can also be used to assemble individual pages scanned using the document glass into a single job.

1. Split the originals into sections for individual programming.
2. Press the **Clear All** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Single-Touch Scan** button on the touch screen.

**Note:** Your System Administrator can customize the name of the Single-Touch Scan button. Check with your System Administrator if you do not see a Single-Touch Scan button on the touch screen.

5. Load your first segment originals face up in the document feeder input tray. Adjust the guide to just touch the documents.

Or

Lift up the document feeder. Place the first segment face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

6. Select the **Build Job** button.
7. Select the **On** button to turn the Build Job feature on and enable the Build Job options.
  - If required, select the **Off** button to cancel any programming you have entered.
8. If required, select the options for the segment.
9. Press the **Start** button on the control panel to scan the original.
10. Remove the first segment originals after they have been scanned. The Build Job screen displays the first segment in the list.
11. Load the second segment originals.
12. Select the features required for the second segment.
13. Press the **Start** button on the control panel to scan the original.
14. Repeat these steps until all segments of your job have been programmed and scanned.
15. After the last segment has been scanned, select the **Submit Job** button.
16. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
17. Remove the original from the document feeder or document glass when scanning has completed.
18. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

More Information

[Using a User ID to Log In at the Device](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Setting the Output Color for a Single-Touch Scan

The Single-Touch Scan feature is a fast and convenient way to scan a document and send it to a predefined scan destination on your computer or network location.

Your System Administrator will create a button on the device touch screen for each Single-Touch Scan destination (up to 10 buttons) and can customize the color scheme, logo and instructional text that displays when you select the Single-Touch Scan button. Your System Administrator can also change the name of the Single-Touch Scan button.

The Single-Touch Scan service can be configured with scan settings already specified so that you can scan your document quickly. Your System Administrator can also customize the service so that you can select the Build Job, Output Color, Original Type, 2-Sided Scanning and File Name settings each time you scan your document.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Single-Touch Scan feature.

Use the Output Color option to control whether the device replicates the original colors on your document or changes the output, for example by scanning color originals but converting them into black and white output.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Single-Touch Scan** button on the touch screen.

**Note:** Your System Administrator can customize the name of the Single-Touch Scan button. Check with your System Administrator if you do not see a Single-Touch Scan button on the touch screen.

5. Select the Output Color option required.
  - **Auto Detect** allows the device to select the most appropriate color setting.
  - **Black and White** produces black and white output even if the originals were color.
  - **Grayscale** produces output using various shades of gray.
  - **Color** produces full color output.
6. Press the **Start** button on the control panel to scan the original.
7. Remove the original from the document feeder or document glass when scanning has completed.
8. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

More Information

[Using a User ID to Log In at the Device](#)

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## Using Single-Touch Scan to Send 2-Sided Originals

The Single-Touch Scan feature is a fast and convenient way to scan a document and send it to a predefined scan destination on your computer or network location.

Your System Administrator will create a button on the device touch screen for each Single-Touch Scan destination (up to 10 buttons) and can customize the color scheme, logo and instructional text that displays when you select the Single-Touch Scan button. Your System Administrator can also change the name of the Single-Touch Scan button.

The Single-Touch Scan service can be configured with scan settings already specified so that you can scan your document quickly. Your System Administrator can also customize the service so that you can select the Build Job, Output Color, Original Type, 2-Sided Scanning and File Name settings each time you scan your document.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Single-Touch Scan feature.

Use the 2-Sided Scanning options to scan both sides of your document. The second side can be rotated.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Single-Touch Scan** button on the touch screen.

**Note:** Your System Administrator can customize the name of the Single-Touch Scan button. Check with your System Administrator if you do not see a Single-Touch Scan button on the touch screen.

5. Select the 2-Sided Scanning option required.
  - **1-Sided** use this option if your originals are printed on 1 side.
  - **2-Sided** use this option if your originals are 2-sided. The document feeder must be used to scan your originals with this option.
  - **2-Sided, Rotate Side 2** use this option if your originals are 2-sided and open up like a calendar. The document feeder must be used to scan your originals with this option.
6. Press the **Start** button on the control panel to scan the original.
7. Remove the original from the document feeder or document glass when scanning has completed.
8. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

More Information

[Using a User ID to Log In at the Device](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Setting the Original Type for Single-Touch Scans

The Single-Touch Scan feature is a fast and convenient way to scan a document and send it to a predefined scan destination on your computer or network location.

Your System Administrator will create a button on the device touch screen for each Single-Touch Scan destination (up to 10 buttons) and can customize the color scheme, logo and instructional text that displays when you select the Single-Touch Scan button. Your System Administrator can also change the name of the Single-Touch Scan button.

The Single-Touch Scan service can be configured with scan settings already specified so that you can scan your document quickly. Your System Administrator can also customize the service so that you can select the Build Job, Output Color, Original Type, 2-Sided Scanning and File Name settings each time you scan your document.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Single-Touch Scan feature.

Use the Original Type options to define the type of original being scanned. Making the correct selection enhances the quality of your output image.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Single-Touch Scan** button on the touch screen.

**Note:** Your System Administrator can customize the name of the Single-Touch Scan button. Check with your System Administrator if you do not see a Single-Touch Scan button on the touch screen.

5. Select the Original Type option required.
  - **Photo and Text** produces high quality pictures but slightly reduces the sharpness of text and line art. This setting is recommended for originals containing high quality photographs or line art and text.
  - **Photo** gives the best quality for photos but reduced quality text and line art. It is the best option for originals containing photos or continuous tones without any text or line art.
  - **Text** produces sharper edges and is recommended for text and line art.
  - **Map** is used if your original is a map.
  - **Newspaper / Magazine** is used if your original is from a magazine or newspaper that contains photographs or text.

**Note:** The Text option requires less transmission time.

6. Select the How Original was Produced option required.
  - **Printed** produces the best results for newspaper, magazine, map and other professionally printed originals.
  - **Photocopied** is used for most photocopied and laser printed originals.
  - **Photograph** is recommended for originals containing high quality photographs on photographic paper.

- **Inkjet** is used specifically for originals produced on inkjet printers.
  - **Solid Ink** is recommended for originals produced on solid ink devices.
7. Select the **OK** button.
  8. Press the **Start** button on the control panel to scan the original.
  9. Remove the original from the document feeder or document glass when scanning has completed.
  10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Using a User ID to Log In at the Device](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Specifying a File Name for Single-Touch Scans

The Single-Touch Scan feature is a fast and convenient way to scan a document and send it to a predefined scan destination on your computer or network location.

Your System Administrator will create a button on the device touch screen for each Single-Touch Scan destination (up to 10 buttons) and can customize the color scheme, logo and instructional text that displays when you select the Single-Touch Scan button. Your System Administrator can also change the name of the Single-Touch Scan button.

The Single-Touch Scan service can be configured with scan settings already specified so that you can scan your document quickly. Your System Administrator can also customize the service so that you can select the Build Job, Output Color, Original Type, 2-Sided Scanning and File Name settings each time you scan your document.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Single-Touch Scan feature.

Use the File Name option to specify a name for the file containing the scanned images.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Single-Touch Scan** button on the touch screen.

**Note:** Your System Administrator can customize the name of the Single-Touch Scan button. Check with your System Administrator if you do not see a Single-Touch Scan button on the touch screen.

5. Select the **File Name** button.
  - Up to 40 alphanumeric characters can be entered.
  - To delete a character use the backspace **X** button.

- Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
6. Select the **OK** button.
  7. Press the **Start** button on the control panel to scan the original.
  8. Remove the original from the document feeder or document glass when scanning has completed.
  9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Using a User ID to Log In at the Device](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

# Remote Scan

## Scanning an image using the Xerox TWAIN Scan Driver

The Xerox TWAIN scan driver scans images directly to your computer. The TWAIN driver can be used by many popular software applications to import scanned images. The scan driver allows you to use the specific features available on your device.

Your System Administrator can configure access to the remote scanning feature. If scanning to your application is not available or does not work, ask your System Administrator to enable the remote scanning feature and install the Xerox TWAIN scan driver.

Refer to the System Administrator Guide for further information.

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** button on the control panel to cancel any previous programming selections.
3. Using your computer, open the application you wish to scan the image to.
4. Begin the import process. From most applications select **File**, then select **Import**.
5. If required, follow any instructions within your application until you are given the opportunity to choose a scan driver or scanner.
6. If required, select the Xerox TWAIN driver from the list of drivers available.
7. If required, select the device required from the list of scanners available.
8. Select the Scan Size option required.
  - **Auto** lets the scanner detect the image size automatically.
  - **Mixed Size Originals** programs scan sets using source pages of different sizes.
  - Standard Paper Sizes accepted by the scanner are listed.
9. Select the Side to Scan option required.
  - **1-Sided** use this option if your originals are printed on 1 side.
  - **2-Sided** use this option if your originals are 2-sided. The document feeder must be used to scan your originals with this option.
  - **2-Sided, Rotate Side 2** use this option if your originals are 2-sided and open up like a calendar. The document feeder must be used to scan your originals with this option.
10. Select the Resolution option required.
  - **72 dpi** produces the smallest file size and is recommended for output displayed on a computer.
  - **100 dpi** delivers low image quality and is recommended for low quality text documents. This setting should ideally be used for output displayed on a computer rather than printed.
  - **150 dpi** produce average quality text and low image quality for photos and graphics, this resolution is recommended for average quality text documents and line art.
  - **300 dpi** produces higher quality output. This setting is recommended for high quality text documents that are to pass through OCR (Optical Character Recognition) applications. It is also recommended for high quality line art or medium quality photos and graphics. This is the best default resolution choice in most cases.

- **400 dpi** produces average image quality for photos and graphics and is recommended for photos and graphics.
  - **600 dpi** produces the largest image file size, but delivers the best image quality. This setting is recommended for high quality photos and graphics.
11. Select the Image Color option required.
    - **Auto Detect** allows the device to select the most appropriate color setting.
    - **Color** produces full color output.
    - **Grayscale** produces output using various shades of gray.
    - **Black and White** produces black and white output even if the originals were color.
  12. Click the **Scan** button to save your settings and scan the image.
  13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  14. Open the Xerox TWAIN Driver folder (or other destination folder you have selected) to retrieve your scanned document.

#### More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Accessing the TWAIN Scan Driver Help Pages

The Xerox TWAIN scan driver scans images directly to your computer. The TWAIN driver can be used by many popular software applications to import scanned images. The scan driver allows you to use the specific features available on your device.

Your System Administrator can configure access to the remote scanning feature. If scanning to your application is not available or does not work, ask your System Administrator to enable the remote scanning feature and install the Xerox TWAIN scan driver.

Refer to the System Administrator Guide for further information.

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** button on the control panel to cancel any previous programming selections.
3. Using your computer, open the application you wish to scan the image to.
4. Begin the import process. From most applications select **File**, then select **Import**.
5. If required, follow any instructions within your application until you are given the opportunity to choose a scan driver or scanner.
6. If required, select the device required from the list of scanners available.
7. If required, select the Xerox TWAIN driver from the list of drivers available.
8. Click the **?** button. You will be directed to the Xerox online help in your default internet browser.

#### More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)



## PCL Driver

### Printing a Document using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

**Note:** The device is enabled for AirPrint. AirPrint is Apple's driverless printing technology that enables Apple devices, including Macs, phones and tablets, to print to the device without installing drivers or downloading software.

Your System Administrator may have loaded a specific print driver on your computer. However, if the choice of driver is yours, the following information may help you decide which driver to install.

- **PS (PostScript)** gives you the most options 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 (Printer Control Language)** generally has fewer advanced features than PostScript. PCL drivers process most jobs faster than other drivers. This driver is suitable for most every-day printing tasks.
- **XPS (XML Paper Specification)** is an open specification for a page description language and a fixed document format originally developed by Microsoft. Use this driver to improve the speed and quality of XPS files that you print.
- **Mac** is a PostScript driver that has been specifically designed to work on Macs.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

In addition to the drivers designed specifically for your device, you can also use the Xerox Global Print Driver or the Xerox Mobile Express Driver. These drivers will not give you access to all the features available with the device specific drivers.

- **Global Print Driver** is available for PS or PCL printer description languages, the same as the device-specific drivers mentioned above. This driver works with Xerox and non-Xerox printers. Using this driver makes it easy to add and update printers as the print driver does not need to be changed.
- **Mobile Express Driver** lets you find and print to any PostScript printer in any location without driver downloads and installations.

Your System Administrator can configure permissions to control access to the print feature.

- Specifying the time and day of the week when you can print to the device.
- Blocking certain types of job such as secure print.
- Limiting access to specific paper trays.
- Preventing single sided printing.

- Setting specific print settings for applications, for example, setting all Microsoft Word documents to print single sided.
- Limiting print jobs to secure print jobs.

Your System Administrator may also configure your print driver to prompt you to enter login details when you print a document.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the option(s) required.
6. Click the **OK** button to save your settings.
7. 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.
8. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Collect your job from the device.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using the Job Type Feature with the PCL Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Releasing a Held Job using the Job Status Menu](#)

[Releasing a Secure Print Job using the Job Status Menu](#)

[Accessing Your Personal Secure Jobs List using the Job Status Menu](#)

[Releasing Jobs Held in a Public Queue using the Job Status Menu](#)

[Releasing Jobs Held in a Private Queue using the Job Status Menu](#)

[Viewing the Unidentified Held Jobs Queue using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

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[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Tab menu

### Printing Options

#### Job Type

##### Using the Job Type Feature with the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Job Type option to specify how your job should be treated by the device, for example whether it should be treated as a confidential document (Secure Print) or a proof print (Sample Set).

Use the Normal Print job type to tell the device to print your job as soon as it arrives at the top of the print queue.

Use the Secure Print option to have your job held at the device until you enter a passcode to release it. This feature prevents confidential documents printing to the output tray until you are ready to release and collect them. This feature is also useful if you want to control when your jobs are released for printing, even if they are not confidential.

**Note:** If you send more than one Secure Print job using the same passcode, when you go to the device you will only need to enter the code once to release all the jobs for printing.

Use the Sample Set option to print one copy of a multiple-copy print job. When you collect the print you can check it has printed as you expected before approving the rest of the job for printing. If the first copy is not correct you can cancel the rest of the copies and resubmit the job with different print settings.

Use the Delay Print option to print your document at a specified time, up to 24 hours after the original job submission. This is useful if you want to print large jobs during quiet times in your office, or if you want all your jobs to print at the same time.

Use the Saved Job option to store your job on the device's hard drive so that it can then be printed on demand when required or printed from Internet Services.

**Note:** Your System Administrator must enable the Job Storage feature on your print driver before you can use the Saved Job option. If you are able to update your own driver settings, this feature can be found by opening the drivers window, right clicking the driver, selecting Printer Properties and then the Configuration tab. Use the dropdown menu to set the Job Storage Module status in the Installable Options section to Installed.

Use the Fax option in your print driver to send a document to a fax address. The job is sent from your computer to the device in the same way as a print job, but instead of being printed it is then faxed over a telephone line to the specified fax destination.

**Note:** To use this feature, your System Administrator must install and enable the fax option on your device.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the option required from the **Job Type** menu.
7. Select the option(s) required.
8. Click the **OK** button to save your settings.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PCL Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Releasing a Held Job using the Job Status Menu](#)

[Releasing a Secure Print Job using the Job Status Menu](#)

[Accessing Your Personal Secure Jobs List using the Job Status Menu](#)

[Releasing Jobs Held in a Public Queue using the Job Status Menu](#)

[Releasing Jobs Held in a Private Queue using the Job Status Menu](#)

[Viewing the Unidentified Held Jobs Queue using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Printing a Normal Print Job using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Normal Print job type to tell the device to print your job as soon as it arrives at the top of the print queue.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Normal Print** from the **Job Type dropdown menu**.
7. Select the option(s) required.
8. Click the **OK** button.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

### More Information

[Printing a Document using the PCL Print Driver](#)

[Using the Job Type Feature with the PCL Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Printing a Secure Print Job using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

**Note:** The device is enabled for AirPrint. AirPrint is Apple's driverless printing technology that enables Apple devices, including Macs, phones and tablets, to print to the device without installing drivers or downloading software.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Secure Print option to have your job held at the device until you enter a passcode to release it. This feature prevents confidential documents printing to the output tray until you are ready to release and collect them. This feature is also useful if you want to control when your jobs are released for printing, even if they are not confidential.

**Note:** If you send more than one Secure Print job using the same passcode, when you go to the device you will only need to enter the code once to release all the jobs for printing.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Secure Print** from the **Job Type dropdown menu**.
7. Click in the **Passcode entry box** and use your keyboard to enter a 4 to 10 digit passcode.  
**Note:** To release your job you will enter this passcode using the numeric keypad on the device control panel. Only use numbers, and choose a passcode you will remember but that is not easy for other people to guess.
8. Click in the **Confirm Passcode entry box** and use your keyboard to re-enter your 4 to 10 digit passcode.
9. Click the **OK** button.
10. Select the option(s) required.
11. Click the **OK** button to save your settings.
12. 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.
13. When the job arrives at the device it displays in the Secure Print job list. To view the list at the device press the **Job Status** button on the Control Panel and select **Secure Print Jobs**.
14. Select your job in the list, enter your Secure Print passcode and select **OK**.
15. Select **Release All** to print all your secure jobs, or select an individual job and select **Release**.

16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PCL Print Driver](#)

[Using the Job Type Feature with the PCL Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Printing a Sample Set Job using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

**Note:** The device is enabled for AirPrint. AirPrint is Apple's driverless printing technology that enables Apple devices, including Macs, phones and tablets, to print to the device without installing drivers or downloading software.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Sample Set option to print one copy of a multiple-copy print job. When you collect the print you can check it has printed as you expected before approving the rest of the job for printing. If the first copy is not correct you can cancel the rest of the copies and resubmit the job with different print settings.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.

**Note:** You must send at least 2 copies to the device for the Sample Set feature to work.

3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Sample Set** from the **Job Type dropdown menu**.
7. Select the option(s) required.
8. Click the **OK** button to save your settings.
9. 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.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. Select the job in the required list and select the **Release** button to print the sample set.
12. Check the printed sample is correct.
13. Select the job required from the list.
  - If the sample is correct, select the **Release** button to print the remaining sets.
  - If the sample has not printed as you expected it to, select the **Delete** button.
14. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PCL Print Driver](#)

[Using the Job Type Feature with the PCL Print Driver](#)

[Releasing a Held Job using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Printing a Delay Print Job using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Delay Print option to print your document at a specified time, up to 24 hours after the original job submission. This is useful if you want to print large jobs during quiet times in your office, or if you want all your jobs to print at the same time.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Delay Print** from the **Job Type dropdown menu**.
7. Select the **Time to Print entry box** and use your keyboard to enter a time when your job should print.
8. Click the **OK** button.

9. Select the option(s) required.
10. Click the **OK** button to save your settings.
11. 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.
12. At the specified time, collect your document at the device.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
14. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
15. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PCL Print Driver](#)

[Using the Job Type Feature with the PCL Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### **Saving Jobs using the PCL Print Driver**

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Saved Job option to store your job on the device's hard drive so that it can then be printed on demand when required or printed from Internet Services.

**Note:** Your System Administrator must enable the Job Storage feature on your print driver before you can use the Saved Job option. If you are able to update your own driver settings, this feature can be found by opening the drivers window, right clicking the driver, selecting Printer Properties and then the Configuration tab. Use the dropdown menu to set the Job Storage Module status in the Installable Options section to Installed.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.

4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Saved Job** from the **Job Type dropdown menu**.
7. Select the **Job Name entry box** and use your keyboard to enter a name for your job.
  - Select **Use Document Name** from the **Job Name dropdown menu** to save your job with the same name as the original document.
8. Select the folder where your job should be saved from the **Save To** menu.
  - If your required folder does not display, you can use your keyboard to enter the name of the folder where your job should be saved. The Default Public Folder is available for all users to save their jobs to.
9. If required, select the **Print and Save checkbox** to print your document. If you do not check this box your job will be saved, but not printed.
10. If required, select the **Private radio button** to passcode protect your document.
  - Click in the **Passcode entry box** and use your keyboard to enter a 4 to 10 digit passcode.

**Note:** To release your job you will enter this passcode using the numeric keypad on the device control panel. Only use numbers, and choose a passcode you will remember but that is not easy for other people to guess.
  - Click in the **Confirm Passcode entry box** and use your keyboard to re-enter your 4 to 10 digit passcode.
11. Click the **OK** button.
12. Select the option(s) required.
13. Click the **OK** button to save your settings.
14. 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.

#### More Information

[Printing a Document using the PCL Print Driver](#)

[Printing a Saved Job using the Print From Feature](#)

[Printing Saved Jobs from Internet Services](#)

[Creating a New Folder for Saved Jobs in Internet Services](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

#### **Sending a Fax using the PCL Print Driver**

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Fax option in your print driver to send a document to a fax address. The job is sent from your computer to the device in the same way as a print job, but instead of being printed it is then faxed over a telephone line to the specified fax destination.

**Note:** To use this feature, your System Administrator must install and enable the fax option on your device.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to send.  
**Note:** You only need to select 1 copy even if you are sending the fax to more than one address. Selecting more than 1 copy will print your document more than once on the recipient's device but will only print the cover sheet once (if you include a cover sheet generated by the print driver).
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Fax** from the **Job Type dropdown menu**.

#### **Either**

- Click the **Add Recipient** button to add a new recipient manually.
  - Select the **Name entry box** and use your keyboard to enter the name of the recipient.
  - Select the **Fax Number entry box** and use your keyboard to enter the recipient's fax number.
  - If required, select the **Organization entry box** and use your keyboard to enter the recipient's company name.
  - If required, select the **Telephone Number entry box** and use your keyboard to enter the recipient's telephone number.
  - If required, select the **E-mail Address entry box** and use your keyboard to enter the recipient's e-mail address.
  - If required, select the **Mailbox entry box** and use your keyboard to enter the recipient's mailbox number.
  - If required, select the fax recipient in the list and then select the **Save** button.

**Note:** The recipient's details are saved on your computer's hard drive, in your personal address book.

- Click the **OK** button.

#### **Or**

- Click the **Add From Phonebook** button to add a recipient stored in the address book.
  - Select the option required.
    - **Personal Phonebook** displays contacts you have added to the phonebook using your print driver.
    - **Shared Phonebook** lists contacts you have added, but also contacts added by other people. This address book is usually saved on a network server and must be made available by your System Administrator.
    - **LDAP Phonebook** contains contacts listed in your LDAP (Lightweight Directory Access Protocol) address book. LDAP address books are usually maintained by IT teams as they are often used as company address books and for network authentication and authorization.

- Select the contact required from the list.
  - If the contact list is long, click in the **Search... entry box** and use your keyboard to enter the contact details.
  - Click the **OK** button to see the search results.
    - Select the **Add** button.
    - Click the **OK** button.
7. If required, select more than one recipient from the Recipients list by clicking the first recipient, pressing and holding the **Ctrl** button on a PC or the **Command** button on a Mac and then clicking each additional recipient. Release the Ctrl or Command button once all recipients have been selected.
8. If you want to add a cover sheet to your fax job, click the **Cover Sheet** tab.
9. Select **Print a Cover Sheet** from the Cover Sheet Options menu.
- Select the **Information** tab. This is usually the active tab when the Cover Sheet options box opens.
    - If required, select the **Sender Name entry box** and use your keyboard to enter your name.
    - If required, select the **Sender Organization entry box** and use your keyboard to enter your company name.
    - If required, select the **Sender Telephone Number entry box** and use your keyboard to enter your telephone number.
    - If required, select the **Sender E-mail Address entry box** and use your keyboard to enter your e-mail address.
    - If required, select the **Sender Fax Number entry box** and use your keyboard to enter the fax number you would like any replies faxed to.
    - If required, select a Recipients option.
      - **Show Recipient Names** prints the names of all the recipients on the cover sheet. The names used are the names you entered when adding each recipient's details.
      - **Hide Recipient Names** does not print any recipient name on the cover sheet.
      - **Show Custom Text** adds specific text you enter as the recipient detail. This option is useful if you are sending to more than one recipient at the same number, but have saved the number under only one name.
  - Select the **entry box under the Recipients menu** and use your keyboard to enter your custom text.
  - If you want to add a watermark to your cover sheet, click the **Image** tab.
    - Select the Watermark option required.
    - Select the option required.
      - **Text** activates a text **entry box** where you can type in your text. There are options to select a font, color, orientation and position for your text.
      - **Picture** activates the graphic settings. Click the folder icon to browse to your image. There are options to select a scale, the position and the lightness of your graphic.
    - If required, select a Layering option.
      - **Print in Background** prints your cover sheet text over your watermark, so some of the watermark may be covered.
      - **Blend** gives equal prominence to your cover sheet text and your watermark.
      - **Print in Foreground** prints your cover sheet text under your watermark, so some of the cover sheet text may be covered.
  - Click the **OK** button.

10. If you want the device to print a confirmation sheet, use a specific send speed or resolution, send at a specific time, use a dialing prefix or include credit card details, click the **Options** tab.
  - If required, select **Send to Printer** from the Confirmation menu to have the device print a page stating that your job has successfully faxed. Depending on how your System Administrator has configured the device an error sheet may print if the job fails.
  - If required, select **Send to E-mail** from the Confirmation menu and enter a valid E-mail address to have the device email a page stating that your job has successfully faxed. Depending on how your System Administrator has configured the device an error sheet may print if the job fails.
  - If required, select the starting transmission speed you require from the Send Speed menu.
  - If required, select the resolution you require from the Fax Resolution menu. Higher resolutions take longer to transmit.
  - If required, select the time the device should send your job using the Send Time options.
  - If required, select the **Dialing Prefix entry box** and use your keyboard to enter a character that should be dialled before the main fax number.
  - If required, select the **Credit Card entry box** and use your keyboard to enter a credit card number.
  - Click the **OK** button.
11. Click the **OK** button to save your settings.
12. 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.
13. Depending on how your device has been set up, the Fax Confirmation screen may display with the fax recipients for your job. If required, click the **OK** button to confirm.

#### More Information

[Printing a Document using the PCL Print Driver](#)

[Using the Job Type Feature with the PCL Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

### Specifying a Paper Type using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Paper option to specify a type of paper for your job. The type of paper automatically selected for your job is shown in the Paper box, this default is set by your System Administrator.

The paper types loaded in the device are listed. You can select other paper types - but you will need to load them into the appropriate tray before your job will print correctly. It is usually easier to load the paper required into the device before programming your job as this helps to ensure you select both the correct paper type and the correct tray when sending your job.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the Paper option required.
  - **Fit to New Size** automatically reduces or enlarges the print image to fit on the size of paper selected from the menu.
  - **Other Size** opens the Paper Size screen where you can specify both the paper size you require and any scaling amount needed to fit your document onto your chosen paper size.
  - **Other Color** lists commonly used paper colors. Use the **Automatically Select** option to let the printer select a paper color.
  - **Other Type** selects a type of paper or media to use for the print job, for example transparencies. Use the **Automatically Select** option to let the printer to select a type.
  - **Select by Tray** specifies a particular paper tray for your 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 the **Automatically Select** option to let the printer select a tray loaded with the size and type of paper selected for the job.
  - **Transparency Separators** interleaves each printed transparency with a blank or printed sheet of paper from a specified paper tray.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PCL Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Loading Tray 1 and Changing the Tray Settings](#)

[Loading Tray 2 and Changing the Tray Settings](#)  
[Loading Tray 3](#)  
[Loading Tray 4](#)  
[Loading the Bypass Tray and Changing the Tray Settings](#)

## Printing 2-Sided using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the 2-Sided Printing option to select whether your job prints on one or both sides of the paper and whether the output should be suitable for binding on the long or short edge of the document.

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

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the 2-Sided Printing option required.
  - **1-Sided Print** prints on 1 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.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.

12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Finishing

### Choosing a Finishing Option when using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the No Finishing option if no finishing is required for the output.

Use the stapling options to staple your document. The options available are dependent on the finishing device installed. The basic stapling options are Off, 1 Staple and 2 Staples.

Use the Hole Punch option if you want the device to punch holes in each page after it is printed. Each sheet will be punched individually so there is no limit to the number of pages you can have in a set. Hole punching can only be selected for A4 LEF (8.5 x 11" LEF) and A3 (11 x 17") paper.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

Use the Booklet options to automatically produce folded and stapled booklets. A cover can be inserted onto the booklet automatically.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.

4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the **Finishing** option required.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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### Stapling using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the stapling options to staple your document. The options available are dependent on the finishing device installed. The basic stapling options are Off, 1 Staple, 2 Staples and Multi-Staple.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
4. Select the Xerox PCL driver from the list of print drivers available.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.

6. Select the stapling option required from the Finishing menu.
  - **1 Staple** positions a single staple the top left corner of your document.
  - **2 Staples** positions 2 staples along the trail edge of your document.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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### Hole Punching using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Hole Punch option if you want the device to punch holes in each page after it is printed. Each sheet will be punched individually so there is no limit to the number of pages you can have in a set. Hole punching can only be selected for A4 LEF (8.5 x 11" LEF) and A3 (11 x 17") paper.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Hole Punch** from the Finishing menu.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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#### Folding using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

The folding options vary depending on the type of finisher attached to your device. If there is no finisher attached to your device you will not be able to choose any folding options.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Folding...** from the Finishing menu.
7. Select the Folding option required.
  - **Bi Fold Single Sheets Print Inside** folds the output in the middle of the page. If the page is single sided the printed content will be on the inside of the fold. If the page is double sided, page 1 will be on the inside.
  - **Bi Fold Single Sheets Print Outside** folds the output in the middle of the page. If the page is single sided the printed content will be on the outside of the fold. If the page is double sided, page 2 will be on the inside.
  - **Bi Fold Multiple Sheets Print Outside** folds the output in the middle of each page. If the pages are single sided the printed content will be on the inside of the fold. If the pages are double sided, page 1 will be on the inside.
  - **Bi Fold Multiple Sheets Print Inside** folds the output in the middle of the page. If the pages are single sided the printed content will be on the outside of the fold. If the pages are double sided, page 2 will be on the inside.
8. Click the **OK** button to save your settings.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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### Stapling and Hole Punching using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Multiple Finishing option to hole punch and staple your document.

Use the stapling options to staple your document. The options available are dependent on the finishing device installed. The basic stapling options are Off, 1 Staple, 2 Staples and Multi-Staple.

Use the Hole Punch option if you want the device to punch holes in each page after it is printed. Each sheet will be punched individually so there is no limit to the number of pages you can have in a set. Hole punching can only be selected for A4 LEF (8.5 x 11" LEF) and A3 (11 x 17") paper.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the **Multiple Finishing...** option from the Finishing menu.

7. Select the Stapling option required.
  - **No Stapling** cancels any stapling programming you have entered.
  - **1 Staple** positions a single staple the top left corner of your document.
  - **2 Staples** positions 2 staples along the trail edge of your document.
  - **Multiple Staples** positions either three or four staples on the edge selected. The number of staples depends on the size of the media chosen. For example: 4 Staples = A4 LEF (8.5 x 11" LEF), A3 (11 x 17") and 8 x 10" LEF. 3 Staples = 8 x 10" SEF, A4 SEF (8.5 x 11" SEF), A5 LEF (8.5 x 5.5" LEF) and B5 SEF (8.5 x 14" SEF).

**Note:** For some staple selections the device will rotate the image. If you are unable to staple, ensure that Image Rotation is set to Auto Rotate in Tools. Your System Administrator sets the Image Rotation options when the device is installed.
8. Select **Hole Punch** from the **Hole Punching menu**.
  - If required, select **No Hole Punching** to cancel any programming you have entered.
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.
11. Collect your job from the device.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
13. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
14. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Booklet Creation

### Creating a Booklet Layout using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Booklet Layout option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half.

If your device is fitted with a Booklet Maker you can use the Booklet Finishing feature to automatically produce folded and stapled booklets.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Booklet Creation...** from the **Finishing menu**.
7. Check the **Booklet Layout radio button**.
8. If required, click the **Booklet Adjustments** button to specify precise layout options.
  - Select the Booklet Paper Size option required.
    - **Use Job Setting** creates the booklet using the paper size selected in your source document.
    - **Manual** activates a dropdown menu where you can select the paper size required.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Click the **OK** button.
9. If required, check the **Page Borders checkbox** to print a border around each image.
10. Click the **OK** button.
11. Click the **OK** button to save your settings.
12. 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.
13. Collect your job from the device.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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### Folding Booklets using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Booklet Fold option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half - and to fold the pages automatically when they are printed.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Booklet Creation...** from the **Finishing menu**.
7. Check the **Booklet Fold radio button**.
8. If required, click the **Booklet Adjustments** button to specify precise layout options.
  - Select the Imposition Source option required.
    - **Imposed By Driver** automatically arranges the pages of your original in the correct sequence to form a booklet when the pages are folded in half.
    - **Pre-Imposed By App** lets the application you are printing from determine the correct page sequence to form a booklet when the pages are folded in half. Most desktop publishing applications can create a booklet layout.

- Select the Booklet Paper Size option required.
    - **Use Job Setting** creates the booklet using the paper size selected in your source document.
    - **Manual** activates a dropdown menu where you can select the paper size required.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Click the **OK** button.
9. If required, check the **Page Borders checkbox** to print a border around each image.
  10. Click the **OK** button to save your settings.
  11. 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.
  12. Collect your job from the device.
  13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  14. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
  15. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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### Folding and Stapling Booklets using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Booklet Fold and Staple option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half - and to fold and staple the pages automatically when they are printed.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Booklet Creation...** from the **Finishing menu**.
7. Check the **Booklet Fold and Staple radio button**.
8. If required, click the **Booklet Adjustments** button to specify precise layout options.
  - Select the Imposition Source option required.
    - **Imposed By Driver** automatically arranges the pages of your original in the correct sequence to form a booklet when the pages are folded in half.
    - **Pre-Imposed By App** lets the application you are printing from determine the correct page sequence to form a booklet when the pages are folded in half. Most desktop publishing applications can create a booklet layout.
  - Select the Booklet Paper Size option required.
    - **Use Job Setting** creates the booklet using the paper size selected in your source document.
    - **Manual** activates a dropdown menu where you can select the paper size required.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Click the **OK** button.
9. If required, check the **Page Borders checkbox** to print a border around each image.
10. Click the **OK** button.
11. Click the **OK** button to save your settings.
12. 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.
13. Collect your job from the device.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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### Setting the Print Quality using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Print Quality options to adjust the amount of toner used to print your documents. Using very little toner produces a slightly more grainy appearance, particularly when printing graphics or solid color objects, but is the most environmentally friendly option.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the Print Quality option required.
  - **Standard** balances print quality with environmental considerations and the size of the file sent across your network. Standard print quality is suitable for most print jobs.
  - **Toner Saver** uses less toner than the other options. Documents may appear slightly lighter than with the other options.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.

12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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### Choosing an Output Destination when using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Output Destination options to specify a destination for your output. The destinations depend on the type of finisher attached to your device.

**Note:** If a destination is listed, but is shown in gray text, it may not be available due to a finishing option that you have selected.

**Note:** This option must be made available by your System Administrator.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the Output Destination option required.
  - **Automatically Select** sends the job to an output tray based on the job type.
  - **Top Tray** sends the job to the output tray at the top of the device.
  - **Stacker Tray** the document will print to the stacker tray at the side of the device.
  - **Booklet Maker Tray** sends the job to the output tray on the right side of the device.
7. Click the **OK** button.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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[Choosing a Finishing Option when using the PCL Print Driver](#)

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## Document Options

### Page Layout

#### Printing more than one Page on a Sheet using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Page Layout feature when creating handouts, storyboards or archive documents. 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.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Click the **Page Layout** tab.
7. Check the required radio button to choose how many pages to print per sheet.  
**Note:** The number of pages per sheet is the number of pages per side of the sheet. For example, if you select 2 Pages Per Sheet and print your document 2 sided the device will print 2 pages on each side of your sheet (4 pages in total).
8. If required, check the **Page Borders checkbox** to print a border around each image.

9. If required, select a 1 or 2-Sided option from the dropdown menu located under the preview picture.
  - **1-Sided Print** prints on 1 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.
10. Click the **OK** button to save your settings.
11. 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.
12. Collect your job from the device.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
14. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
15. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Booklet Creation

### Creating a Booklet Layout using the PCL Print Driver Layout Options

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Booklet Layout option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half.

If your device is fitted with a Booklet Maker you can use the Booklet Finishing feature to automatically produce folded and stapled booklets.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Click the **Page Layout** tab.
7. Check the **Booklet Creation radio button** to open the Booklet Creation window. If the window does not open click the **Setup...** button.
8. If required, click the **Booklet Adjustments** button to specify precise layout options.
  - Select the Booklet Paper Size option required.
    - **Use Job Setting** creates the booklet using the paper size selected in your source document.
    - **Manual** activates a dropdown menu where you can select the paper size required.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Click the **OK** button.
9. If required, check the **Page Borders checkbox** to print a border around each image.
10. Click the **OK** button.
11. Click the **OK** button to save your settings.
12. 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.
13. Collect your job from the device.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Folding Booklets using the PCL Print Driver Layout Options

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Booklet Fold option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half - and to fold the pages automatically when they are printed.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Click the **Page Layout** tab.
7. Check the **Booklet Creation radio button** to open the Booklet Creation window. If the window does not open click the **Setup...** button.
8. If required, click the **Booklet Adjustments** button to specify precise layout options.
  - Select the Imposition Source option required.
    - **Imposed By Driver** automatically arranges the pages of your original in the correct sequence to form a booklet when the pages are folded in half.
    - **Pre-Imposed By App** lets the application you are printing from determine the correct page sequence to form a booklet when the pages are folded in half. Most desktop publishing applications can create a booklet layout.
  - Select the Booklet Paper Size option required.
    - **Use Job Setting** creates the booklet using the paper size selected in your source document.
    - **Manual** activates a dropdown menu where you can select the paper size required.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Click the **OK** button.
9. If required, check the **Page Borders checkbox** to print a border around each image.
10. Click the **OK** button.
11. Click the **OK** button to save your settings.
12. 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.
13. Collect your job from the device.

14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PCL Print Driver](#)

[Choosing a Finishing Option when using the PCL Print Driver](#)

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### Folding and Stapling Booklets using the PCL Print Driver Layout Options

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Booklet Fold and Staple option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half - and to fold and staple the pages automatically when they are printed.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Click the **Page Layout** tab.
7. Check the **Booklet Creation radio button** to open the Booklet Creation window. If the window does not open click the **Setup...** button.
8. Check the **Booklet Fold and Staple radio button**.

9. If required, click the **Booklet Adjustments** button to specify precise layout options.
  - Select the Imposition Source option required.
    - **Imposed By Driver** automatically arranges the pages of your original in the correct sequence to form a booklet when the pages are folded in half.
    - **Pre-Imposed By App** lets the application you are printing from determine the correct page sequence to form a booklet when the pages are folded in half. Most desktop publishing applications can create a booklet layout.
  - Select the Booklet Paper Size option required.
    - **Use Job Setting** creates the booklet using the paper size selected in your source document.
    - **Manual** activates a dropdown menu where you can select the paper size required.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Click the **OK** button.
10. If required, check the **Page Borders checkbox** to print a border around each image.
11. Click the **OK** button.
12. Click the **OK** button to save your settings.
13. 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.
14. Collect your job from the device.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
16. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
17. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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## Special Pages

### Choosing a Special Pages Option using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

The Special Pages options are used to give a more professional appearance to your document, for example by adding covers or pages printed on different paper.

Use the Covers option to add blank or printed pages to the front, back or front and back of your set. This option is also used to add a cover to a booklet. The covers can be a different media to the rest of your job.

Use the Inserts option to add blank pages on a different media into your document, or to specify pages to be printed on a different media. Up to two sources of media can be used for the inserts. If inserting blank pages, a blank sheet must be inserted in the appropriate place in your original document.

Use the Exceptions feature to use a different paper source for a range of pages. For example, you could print the self test pages in a training guide on different colored paper.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Select the **Special Pages** tab.
7. Click the **Add Covers** button.
8. Select the option(s) required.
9. Click the **OK** button.
10. Click the **Add Inserts** button.  
**Note:** If the Add Inserts button is greyed out it is because you have selected a finishing option that is incompatible with inserts or your job only has 1 page.
11. Select the option(s) required.
12. Click the **OK** button.
13. Click the **Add Exceptions** button.  
**Note:** If the Add Exceptions button is greyed out it is because you have selected a finishing option that is incompatible with inserts or your job only has 1 page.
14. Select the option(s) required.
15. Click the **OK** button.
16. Click the **OK** button to save your settings.
17. 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.
18. Click the **OK** button.
19. Collect your job from the device.

20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
21. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
22. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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### Adding Covers using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Covers option to add blank or printed pages to the front, back or front and back of your set. This option is also used to add a cover to a booklet. The covers can be a different media to the rest of your job.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Select the **Special Pages** tab.
7. Click the **Add Covers** button.
8. Select the Cover Options option required.
  - **No Covers** cancels any programming you have entered.
  - **Front Only** adds a blank or printed cover to the front of the document.
  - **Back Only** adds a blank or printed cover to the back of the document.
  - **Front & Back Same** adds a blank or printed cover to the front and back of the document. The printing and paper supply options are identical for both covers.

- **Front & Back Different** adds a blank or printed cover to the front and back of the document. The printing and paper supply options can be programmed individually for each cover.
9. If required, select the Front Cover Paper options required.
    - You can select a specific paper size, color and type. Use the Blank or Pre-Printed menu to choose any print settings for the cover.
  10. If required, select the Back Cover Paper options required.
    - You can select a specific paper size, color and type. Use the Blank or Pre-Printed menu to choose any print settings for the cover.
  11. Click the **OK** button.
  12. Click the **OK** button to save your settings.
  13. 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.
  14. Collect your job from the device.
  15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  16. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
  17. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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[Loading Tray 1 and Changing the Tray Settings](#)

[Loading Tray 2 and Changing the Tray Settings](#)

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[Loading the Bypass Tray and Changing the Tray Settings](#)

#### **Adding Inserts using the PCL Print Driver**

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Inserts option to add blank pages on a different media into your document, or to specify pages to be printed on a different media. Up to two sources of media can be used for the inserts. If inserting blank pages, a blank sheet must be inserted in the appropriate place in your original document.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Select the **Special Pages** tab.
7. Click the **Add Inserts** button.

**Note:** If the Add Inserts button is greyed out it is because you have selected a finishing option that is incompatible with inserts or your job only has 1 page.

8. Select the Insert Options option you require.
    - **After Pages** activates the Pages entry box. Select the **Pages entry box** and use your keyboard to enter the page number required.
    - **Before Page 1** adds the insert pages at the beginning of the document.
- Note:** The page numbers are the physical page numbers and not the page numbers which may be printed on the document. For 2-sided documents, each page of your document has 2 page numbers, so you need to count each side of your document.
9. Select the **Quantity entry box** and use your keyboard to type in the number of pages to be inserted.
  10. Select the Paper option(s) required. You can select a specific paper size, color and type. You can also specify that the inserts should be printed using the existing job settings.
  11. Click the **OK** button.
  12. Click the **OK** button to save your settings.
  13. 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.
  14. Collect your job from the device.
  15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  16. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
  17. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Setting Exceptions using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Exceptions feature to use a different paper source for a range of pages. For example, you could print the self test pages in a training guide on different colored paper.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Select the **Special Pages** tab.
7. Click the **Add Exceptions** button.
 

**Note:** If the Add Exceptions button is greyed out it is because you have selected a finishing option that is incompatible with inserts or your job only has 1 page.
8. Click the **Pages entry box** and use your keyboard to enter the pages in your source document that are exceptions.
9. Select the Paper option(s) required. You can select a specific paper size, color and type. You can also specify that the inserts should be printed using the existing job settings.
10. Select the 2-Sided Printing option required.
  - **Use Job Setting** uses any programming already entered for the job.
  - **1-Sided Print** prints on 1 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.
11. Click the **OK** button.
12. Click the **OK** button to save your settings.

13. 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.
14. Collect your job from the device.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
16. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
17. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PCL Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Designing and Applying a Watermark to Prints using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Watermark option to add a picture or some text to your document from within the print driver. You can set the watermark image to appear behind or on top of your main document text.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Click the **Watermark** tab.
7. Select the Watermark option required.
  - **Custom** creates a brand new watermark.
  - **Draft** provides a standard draft watermark which you can customize.
  - **Confidential** generates a standard Confidential watermark which you can then customize to meet your needs.

- **Copy** produces a watermark that identifies the document as a copy. This watermark can be customized.
8. Select the option required.
    - **Text** activates a text **entry box** where you can type in your text. There are options to select a font, color, orientation and position for your text.
    - **Time Stamp** creates a time specific watermark. There are options to select the format, a font, color, orientation and position for your timestamp watermark.
    - **Picture** activates the graphic settings. Click the folder icon to browse to your image. There are options to select a scale, the position and the lightness of your graphic.
  9. If required, select a Layering option.
    - **Print in Background** prints your cover sheet text over your watermark, so some of the watermark may be covered.
    - **Blend** gives equal prominence to your cover sheet text and your watermark.
    - **Print in Foreground** prints your cover sheet text under your watermark, so some of the cover sheet text may be covered.
  10. Select the Pages option required.
    - **Print on Page 1 Only** adds the image to the first page of the document.
    - **Print on All Pages** adds the image to every page of the document.
  11. Click the **OK** button to save your settings.
  12. 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.
  13. Collect your job from the device.
  14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  15. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
  16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PCL Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

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[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Setting the Orientation of a Print Job using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Orientation option to set your job to portrait or landscape orientation.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Click the **Orientation** tab.
7. Select the option required.
  - **Portrait** orients the paper so that the text and images print across the short dimension of the paper.
  - **Landscape** orients the paper so that the text and images print across the long dimension of the paper.
8. Click the **OK** button to save your settings.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

More Information

[Printing a Document using the PCL Print Driver](#)

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## Advanced

### Using the Advanced PCL Print Driver Features

The Advanced tab gives you access to advanced printing features. Most of the time you will not need to use these features except, perhaps to turn on or off the Job ID feature.

Detailed instructions for the advanced features can be found in the print driver help pages, and technical instructions for some items are in the System Administrator Guide.

The advanced features are only likely to be needed by your System Administrator or Xerox support team.

## More Information

[Accessing the PCL Print Driver Help Pages](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Adding a Job ID using the PCL Driver](#)

[Removing a Job ID using the PCL Print Driver](#)

## Adding a Job ID using the PCL Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Job ID option to print some identification with your print job. You can choose whether to print the information on a separate page from the main job, or whether to print it within the margins.

If your System Administrator has created an ID for you they may have chosen to set up your ID to include specific information such as your name or your user name.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Advanced** tab.
6. If required, double click the **Advanced Settings** folder to expand the menu. The menu is usually expanded automatically when you select the Advanced tab.
7. Select the Job ID option required.
  - **Print ID on a Banner Page** adds a covering page to your job. Your ID will be printed on the cover page. If you select any finishing options such as stapling, the ID page will not be stapled to the rest of your job.
  - **Print ID in Margins - First Page Only** prints your ID in the top margin, on the first page of your document.
  - **Print ID in Margins - All Pages** prints your ID in the top margin, on all the pages in your document. If your document is 2-sided the ID will print on both sides.
8. Click the **OK** button to save your settings.
9. 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.
10. Collect your job from the device.

11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PCL Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

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### Removing a Job ID using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Job ID option to print some identification with your print job. You can choose whether to print the information on a separate page from the main job, or whether to print it within the margins.

If your System Administrator has created an ID for you they may have chosen to set up your ID to include specific information such as your name or your user name.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Advanced** tab.
6. If required, double click the **Advanced Settings** folder to expand the menu. The menu is usually expanded automatically when you select the Advanced tab.
7. Select **Disable Job ID** from the Job ID menu.
8. Click the **OK** button to save your settings.

9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Menu at the bottom of the Tabs

### Using Saved Print Settings using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use this option when you to want to select your saved print settings.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the Saved Settings option required.
  - **Driver Defaults** sets the printing properties to the default settings.
  - **Earth Smart Printing** sets the printing properties to environmentally friendly settings.
  - Any custom settings you have saved will be listed underneath the Earth Smart Printing option.
  - **Save As** saves the current printer settings as custom settings.

- **Save As \*Application Name\* Default** saves the current settings and makes them the default settings for the named application. This option is useful if, for example, you always want to print Word documents 2-sided but Excel spreadsheets 1-sided.
  - **Rename** makes it possible to change the name for the custom print settings you have currently selected. This is not available if the driver or application default print settings are selected.
  - **Delete** permanently erases the custom print settings you currently have selected. This is not available if the driver default print settings are selected.
6. Click the option you require.
  7. Click the **OK** button to save your settings.
  8. 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.
  9. Collect your job from the device.
  10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
  12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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[Saving Print Settings using the PCL Print Driver](#)

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[Deleting Saved Print Settings using the PCL Print Driver](#)

## Saving Print Settings using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Saved Settings option if you often use the same settings in your print driver. The Saved Settings option stores your print driver selections in the Saved Settings list. This list is saved on your computer and will not be available to you if you print from a different computer.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the option(s) required.
6. Select the Saved Settings option required.
7. Select **Save As** from the **Saved Settings menu**.
8. Select the **Saved Setting Name entry box** and use your keyboard to enter a name for your custom setting.
9. Select the **OK** button.
10. Click the **OK** button to save your settings.
11. Click the **OK** button.
12. Collect your job from the device.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.
14. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
16. Collect your job from the device.

#### More Information

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## Saving Print Settings as Application Defaults using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Save Print Settings as Application Defaults option to store custom printing settings as the defaults for the current application.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the option(s) required.
6. Select the Saved Settings option required.
7. Select **Save As** from the **Saved Settings menu**.
8. Select **Save As <Application Name> Defaults**. The current settings will be saved as the application default settings and will be selected for the current print job.
9. Click the **OK** button to save your settings.

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## Applying Saved Print Settings using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Saved Settings option if you often use the same settings in your print driver. The Saved Settings option stores your print driver selections in the Saved Settings list. This list is saved on your computer and will not be available to you if you print from a different computer.

Use this option when you want to select your saved print settings.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the saved setting required from the **Saved Settings menu**.
6. Click the **OK** button.
7. Collect your job from the device.
8. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.
9. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Collect your job from the device.

### More Information

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## Renaming Saved Print Settings using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Rename option to change the name you assigned to your saved print settings.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the saved settings required from the list.
6. Select the Saved Settings option required.
7. Select **Rename...** from the **Saved Settings menu**.
8. Select the **Saved Setting Name entry box** and use your keyboard to enter a name for your custom setting.
9. Click the **OK** button.
10. Click the **OK** button to save your settings.
11. Click the **Print** button.
12. Collect your job from the device.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.
14. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
16. Collect your job from the device.

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## Deleting Saved Print Settings using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Delete option to erase a specific set of custom print settings you have saved.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select a custom setting or select **<Application Name> Defaults** from the **Saved Settings menu**.
6. Select **Delete** from the **Saved Settings menu**.
7. Click the **OK** button.
8. Click the **Yes** button.
9. Click the **OK** button.

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## Accessing the PCL Print Driver Help Pages

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the help button to open the Xerox online help. You will need to be connected to the internet to use this help feature.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Select the Xerox PCL driver from the list of print drivers available.
3. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
4. Click the ? button. You will be directed to the Xerox online help in your default internet browser.

#### More Information

[Printing a Document using the PCL Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Resetting Defaults for the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Reset Defaults option to reset the settings to either the Xerox settings or the settings programmed by your System Administrator.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the circular arrow to reset your print settings to their installation defaults.

#### More Information

[Printing a Document using the PCL Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Setting Earth Smart Print Settings using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Earth Smart option to quickly set controls that will reduce the number of pages printed for your job by removing banner sheets, turning on 2-sided printing, and printing 2 images on each page instead of a single image per page.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PCL driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Earth Smart Settings** button.
6. Select the option(s) required.
  - **2-Sided Print** prints on both sides of a sheet to save paper.
  - **No Banner Pages** disables the printing of banner pages to save paper.
  - **2-Up** prints 2 reduced size pages on a single sheet to save paper.
  - **Sample Set** prints one copy of a multiple-copy print job. When you collect the print you can check it has printed as you expected before approving the rest of the job for printing. If the first copy is not correct you can cancel the rest of the copies and resubmit the job with different print settings.
7. Click the **OK** button.
8. Click the **OK** button to save your settings.
9. Click the **Print** button.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PCL Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Printing a Sample Set Job using the PCL Print Driver](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Viewing the Device Status using the PCL Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Status section to view the basic status of your device, such as the content of the paper trays. Use the More Status option to see more detailed information including any alerts or warnings, an active jobs list, a completed jobs list and the permissions your System Administrator has set for the device.

**Note:** Your System Administrator must enable Bi-Directional Communication between your device and your print driver before you can use this feature. If you do not see paper tray graphics and a More Status button then Bi-Directional Communication has not been enabled.

Your System Administrator can configure permissions to control access to the print feature.

- Specifying the time and day of the week when you can print to the device.
- Blocking certain types of job such as secure print.
- Limiting access to specific paper trays.
- Preventing single sided printing.
- Setting specific print settings for applications, for example, setting all Microsoft Word documents to print single sided.
- Limiting print jobs to secure print jobs.

Your System Administrator may also configure your print driver to prompt you to enter login details when you print a document.

**Note:** This option must be made available by your System Administrator.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Select the Xerox PCL driver from the list of print drivers available.
3. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
4. View the device status icons in the bottom right corner of the driver window (above the OK and Cancel buttons).
5. If required, click on the More Status [...] button next to the status display.

More Information

[Printing a Document using the PCL Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

# PostScript Driver

## Printing a Document using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

**Note:** The device is enabled for AirPrint. AirPrint is Apple's driverless printing technology that enables Apple devices, including Macs, phones and tablets, to print to the device without installing drivers or downloading software.

Your System Administrator may have loaded a specific print driver on your computer. However, if the choice of driver is yours, the following information may help you decide which driver to install.

- **PS (PostScript)** gives you the most options 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 (Printer Control Language)** generally has fewer advanced features than PostScript. PCL drivers process most jobs faster than other drivers. This driver is suitable for most every-day printing tasks.
- **XPS (XML Paper Specification)** is an open specification for a page description language and a fixed document format originally developed by Microsoft. Use this driver to improve the speed and quality of XPS files that you print.
- **Mac** is a PostScript driver that has been specifically designed to work on Macs.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

In addition to the drivers designed specifically for your device, you can also use the Xerox Global Print Driver or the Xerox Mobile Express Driver. These drivers will not give you access to all the features available with the device specific drivers.

- **Global Print Driver** is available for PS or PCL printer description languages, the same as the device-specific drivers mentioned above. This driver works with Xerox and non-Xerox printers. Using this driver makes it easy to add and update printers as the print driver does not need to be changed.
- **Mobile Express Driver** lets you find and print to any PostScript printer in any location without driver downloads and installations.

Your System Administrator can configure permissions to control access to the print feature.

- Specifying the time and day of the week when you can print to the device.
- Blocking certain types of job such as secure print.
- Limiting access to specific paper trays.
- Preventing single sided printing.
- Setting specific print settings for applications, for example, setting all Microsoft Word documents to print single sided.
- Limiting print jobs to secure print jobs.

Your System Administrator may also configure your print driver to prompt you to enter login details when you print a document.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the option(s) required.
6. Click the **OK** button to save your settings.
7. 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.
8. Collect your job from the device.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using the Job Type Feature with the PostScript Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Releasing a Held Job using the Job Status Menu](#)

[Releasing a Secure Print Job using the Job Status Menu](#)

[Accessing Your Personal Secure Jobs List using the Job Status Menu](#)

[Releasing Jobs Held in a Public Queue using the Job Status Menu](#)

[Releasing Jobs Held in a Private Queue using the Job Status Menu](#)

[Viewing the Unidentified Held Jobs Queue using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Tab menu

### Printing Options

#### Job Type

##### Using the Job Type Feature with the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Job Type option to specify how your job should be treated by the device, for example whether it should be treated as a confidential document (Secure Print) or a proof print (Sample Set).

Use the Normal Print job type to tell the device to print your job as soon as it arrives at the top of the print queue.

Use the Secure Print option to have your job held at the device until you enter a passcode to release it. This feature prevents confidential documents printing to the output tray until you are ready to release and collect them. This feature is also useful if you want to control when your jobs are released for printing, even if they are not confidential.

**Note:** If you send more than one Secure Print job using the same passcode, when you go to the device you will only need to enter the code once to release all the jobs for printing.

Use the Sample Set option to print one copy of a multiple-copy print job. When you collect the print you can check it has printed as you expected before approving the rest of the job for printing. If the first copy is not correct you can cancel the rest of the copies and resubmit the job with different print settings.

Use the Delay Print option to print your document at a specified time, up to 24 hours after the original job submission. This is useful if you want to print large jobs during quiet times in your office, or if you want all your jobs to print at the same time.

Use the Saved Job option to store your job on the device's hard drive so that it can then be printed on demand when required or printed from Internet Services.

**Note:** Your System Administrator must enable the Job Storage feature on your print driver before you can use the Saved Job option. If you are able to update your own driver settings, this feature can be found by opening the drivers window, right clicking the driver, selecting Printer Properties and then the Configuration tab. Use the dropdown menu to set the Job Storage Module status in the Installable Options section to Installed.

Use the Fax option in your print driver to send a document to a fax address. The job is sent from your computer to the device in the same way as a print job, but instead of being printed it is then faxed over a telephone line to the specified fax destination.

**Note:** To use this feature, your System Administrator must install and enable the fax option on your device.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.

6. Select the option required from the **Job Type** menu.
7. Select the option(s) required.
8. Click the **OK** button to save your settings.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Releasing a Held Job using the Job Status Menu](#)

[Releasing a Secure Print Job using the Job Status Menu](#)

[Accessing Your Personal Secure Jobs List using the Job Status Menu](#)

[Releasing Jobs Held in a Public Queue using the Job Status Menu](#)

[Releasing Jobs Held in a Private Queue using the Job Status Menu](#)

[Viewing the Unidentified Held Jobs Queue using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

#### Printing a Normal Print Job using the PostScript Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Normal Print job type to tell the device to print your job as soon as it arrives at the top of the print queue.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.

4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Normal Print** from the **Job Type dropdown menu**.
7. Select the option(s) required.
8. Click the **OK** button.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

[Using the Job Type Feature with the PostScript Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Printing a Secure Print Job using the PostScript Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Secure Print option to have your job held at the device until you enter a passcode to release it. This feature prevents confidential documents printing to the output tray until you are ready to release and collect them. This feature is also useful if you want to control when your jobs are released for printing, even if they are not confidential.

**Note:** If you send more than one Secure Print job using the same passcode, when you go to the device you will only need to enter the code once to release all the jobs for printing.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Secure Print** from the **Job Type dropdown menu**.
7. Click in the **Passcode entry box** and use your keyboard to enter a 4 to 10 digit passcode.
 

**Note:** To release your job you will enter this passcode using the numeric keypad on the device control panel. Only use numbers, and choose a passcode you will remember but that is not easy for other people to guess.
8. Click in the **Confirm Passcode entry box** and use your keyboard to re-enter your 4 to 10 digit passcode.
9. Click the **OK** button.
10. Select the option(s) required.
11. Click the **OK** button to save your settings.
12. 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.
13. When the job arrives at the device it displays in the Secure Print job list. To view the list at the device press the **Job Status** button on the Control Panel and select **Secure Print Jobs**.
14. Select your job in the list, enter your Secure Print passcode and select **OK**.
15. Select **Release All** to print all your secure jobs, or select an individual job and select **Release**.
16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

[Using the Job Type Feature with the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Printing a Sample Set Job using the PostScript Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Sample Set option to print one copy of a multiple-copy print job. When you collect the print you can check it has printed as you expected before approving the rest of the job for printing. If the first copy is not correct you can cancel the rest of the copies and resubmit the job with different print settings.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.  
**Note:** You must send at least 2 copies to the device for the Sample Set feature to work.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Sample Set** from the **Job Type dropdown menu**.
7. Select the option(s) required.
8. Click the **OK** button to save your settings.
9. 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.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. Select the job in the required list and select the **Release** button to print the sample set.
12. Check the printed sample is correct.
13. Select the job required from the list.
  - If the sample is correct, select the **Release** button to print the remaining sets.
  - If the sample has not printed as you expected it to, select the **Delete** button.
14. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

[Using the Job Type Feature with the PostScript Print Driver](#)

[Releasing a Held Job using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Printing a Delay Print Job using the PostScript Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Delay Print option to print your document at a specified time, up to 24 hours after the original job submission. This is useful if you want to print large jobs during quiet times in your office, or if you want all your jobs to print at the same time.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Delay Print** from the **Job Type dropdown menu**.
7. Select the **Time to Print entry box** and use your keyboard to enter a time when your job should print.
8. Click the **OK** button.
9. Select the option(s) required.
10. Click the **OK** button to save your settings.
11. 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.
12. At the specified time, collect your document at the device.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
14. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
15. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

More Information

[Printing a Document using the PostScript Print Driver](#)

[Using the Job Type Feature with the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)  
[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### **Saving Jobs using the PostScript Print Driver**

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Saved Job option to store your job on the device's hard drive so that it can then be printed on demand when required or printed from Internet Services.

**Note:** Your System Administrator must enable the Job Storage feature on your print driver before you can use the Saved Job option. If you are able to update your own driver settings, this feature can be found by opening the drivers window, right clicking the driver, selecting Printer Properties and then the Configuration tab. Use the dropdown menu to set the Job Storage Module status in the Installable Options section to Installed.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Saved Job** from the **Job Type dropdown menu**.
7. Select the **Job Name entry box** and use your keyboard to enter a name for your job.
  - Select **Use Document Name** from the **Job Name dropdown menu** to save your job with the same name as the original document.
8. Select the folder where your job should be saved from the **Save To** menu.
  - If your required folder does not display, you can use your keyboard to enter the name of the folder where your job should be saved. The Default Public Folder is available for all users to save their jobs to.
9. If required, select the **Print and Save checkbox** to print your document. If you do not check this box your job will be saved, but not printed.

10. If required, select the **Private radio button** to passcode protect your document.
  - Click in the **Passcode entry box** and use your keyboard to enter a 4 to 10 digit passcode.

**Note:** To release your job you will enter this passcode using the numeric keypad on the device control panel. Only use numbers, and choose a passcode you will remember but that is not easy for other people to guess.
  - Click in the **Confirm Passcode entry box** and use your keyboard to re-enter your 4 to 10 digit passcode.
11. Click the **OK** button.
12. Select the option(s) required.
13. Click the **OK** button to save your settings.
14. 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.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

[Printing a Saved Job using the Print From Feature](#)

[Printing Saved Jobs from Internet Services](#)

[Creating a New Folder for Saved Jobs in Internet Services](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

### **Sending a Fax using the PostScript Print Driver**

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Fax option in your print driver to send a document to a fax address. The job is sent from your computer to the device in the same way as a print job, but instead of being printed it is then faxed over a telephone line to the specified fax destination.

**Note:** To use this feature, your System Administrator must install and enable the fax option on your device.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to send.

**Note:** You only need to select 1 copy even if you are sending the fax to more than one address. Selecting more than 1 copy will print your document more than once on the recipient's device but will only print the cover sheet once (if you include a cover sheet generated by the print driver).
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.

5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Fax** from the **Job Type dropdown menu**.

**Either**

- Click the **Add Recipient** button to add a new recipient manually.
  - Select the **Name entry box** and use your keyboard to enter the name of the recipient.
  - Select the **Fax Number entry box** and use your keyboard to enter the recipient's fax number.
  - If required, select the **Organization entry box** and use your keyboard to enter the recipient's company name.
  - If required, select the **Telephone Number entry box** and use your keyboard to enter the recipient's telephone number.
  - If required, select the **E-mail Address entry box** and use your keyboard to enter the recipient's e-mail address.
  - If required, select the **Mailbox entry box** and use your keyboard to enter the recipient's mailbox number.
  - If required, select the fax recipient in the list and then select the **Save** button.

**Note:** The recipient's details are saved on your computer's hard drive, in your personal address book.

- Click the **OK** button.

**Or**

- Click the **Add From Phonebook** button to add a recipient stored in the address book.
    - Select the option required.
      - **Personal Phonebook** displays contacts you have added to the phonebook using your print driver.
      - **Shared Phonebook** lists contacts you have added, but also contacts added by other people. This address book is usually saved on a network server and must be made available by your System Administrator.
      - **LDAP Phonebook** contains contacts listed in your LDAP (Lightweight Directory Access Protocol) address book. LDAP address books are usually maintained by IT teams as they are often used as company address books and for network authentication and authorization.
    - Select the contact required from the list.
  - If the contact list is long, click in the **Search... entry box** and use your keyboard to enter the contact details.
  - Click the **OK** button to see the search results.
    - Select the **Add** button.
    - Click the **OK** button.
7. If required, select more than one recipient from the Recipients list by clicking the first recipient, pressing and holding the **Ctrl** button on a PC or the **Command** button on a Mac and then clicking each additional recipient. Release the Ctrl or Command button once all recipients have been selected.
  8. If you want to add a cover sheet to your fax job, click the **Cover Sheet** tab.
  9. Select **Print a Cover Sheet** from the Cover Sheet Options menu.
    - Select the **Information** tab. This is usually the active tab when the Cover Sheet options box opens.
      - If required, select the **Sender Name entry box** and use your keyboard to enter your name.
      - If required, select the **Sender Organization entry box** and use your keyboard to enter your company name.

- If required, select the **Sender Telephone Number entry box** and use your keyboard to enter your telephone number.
  - If required, select the **Sender E-mail Address entry box** and use your keyboard to enter your e-mail address.
  - If required, select the **Sender Fax Number entry box** and use your keyboard to enter the fax number you would like any replies faxed to.
  - If required, select a Recipients option.
    - **Show Recipient Names** prints the names of all the recipients on the cover sheet. The names used are the names you entered when adding each recipient's details.
    - **Hide Recipient Names** does not print any recipient name on the cover sheet.
    - **Show Custom Text** adds specific text you enter as the recipient detail. This option is useful if you are sending to more than one recipient at the same number, but have saved the number under only one name.
  - Select the **entry box under the Recipients menu** and use your keyboard to enter your custom text.
  - If you want to add a watermark to your cover sheet, click the **Image** tab.
    - Select the Watermark option required.
    - Select the option required.
      - **Text** activates a text **entry box** where you can type in your text. There are options to select a font, color, orientation and position for your text.
      - **Picture** activates the graphic settings. Click the folder icon to browse to your image. There are options to select a scale, the position and the lightness of your graphic.
    - If required, select a Layering option.
      - **Print in Background** prints your cover sheet text over your watermark, so some of the watermark may be covered.
      - **Blend** gives equal prominence to your cover sheet text and your watermark.
      - **Print in Foreground** prints your cover sheet text under your watermark, so some of the cover sheet text may be covered.
  - Click the **OK** button.
10. If you want the device to print a confirmation sheet, use a specific send speed or resolution, send at a specific time, use a dialing prefix or include credit card details, click the **Options** tab.
- If required, select **Send to Printer** from the Confirmation menu to have the device print a page stating that your job has successfully faxed. Depending on how your System Administrator has configured the device an error sheet may print if the job fails.
  - If required, select **Send to E-mail** from the Confirmation menu and enter a valid E-mail address to have the device email a page stating that your job has successfully faxed. Depending on how your System Administrator has configured the device an error sheet may print if the job fails.
  - If required, select the starting transmission speed you require from the Send Speed menu.
  - If required, select the resolution you require from the Fax Resolution menu. Higher resolutions take longer to transmit.
  - If required, select the time the device should send your job using the Send Time options.
  - If required, select the **Dialing Prefix entry box** and use your keyboard to enter a character that should be dialled before the main fax number.
  - If required, select the **Credit Card entry box** and use your keyboard to enter a credit card number.
  - Click the **OK** button.
11. Click the **OK** button to save your settings.
12. 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.

13. Depending on how your device has been set up, the Fax Confirmation screen may display with the fax recipients for your job. If required, click the **OK** button to confirm.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

[Using the Job Type Feature with the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

### Specifying a Paper Type using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Paper option to specify a type of paper for your job. The type of paper automatically selected for your job is shown in the Paper box, this default is set by your System Administrator.

The paper types loaded in the device are listed. You can select other paper types - but you will need to load them into the appropriate tray before your job will print correctly. It is usually easier to load the paper required into the device before programming your job as this helps to ensure you select both the correct paper type and the correct tray when sending your job.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
4. Select the Xerox PS driver from the list of print drivers available.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the Paper option required.
  - **Other Size** opens the Paper Size screen where you can specify both the paper size you require and any scaling amount needed to fit your document onto your chosen paper size.
    - **Fit to New Size** automatically reduces or enlarges the print image to fit on the size of paper selected from the menu.
  - **Other Color** lists commonly used paper colors. Use the **Automatically Select** option to let the printer select a paper color.
  - **Other Type** selects a type of paper or media to use for the print job, for example transparencies. Use the **Automatically Select** option to let the printer to select a type.
  - **Select by Tray** specifies a particular paper tray for your 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 the **Automatically Select** option to let the printer select a tray loaded with the size and type of paper selected for the job.

- **Transparency Separators** interleaves each printed transparency with a blank or printed sheet of paper from a specified paper tray.
7. Click the **OK** button to save your settings.
  8. 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.
  9. Collect your job from the device.
  10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
  12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Loading Tray 1 and Changing the Tray Settings](#)

[Loading Tray 2 and Changing the Tray Settings](#)

[Loading Tray 3](#)

[Loading Tray 4](#)

[Loading the Bypass Tray and Changing the Tray Settings](#)

### Printing 2-Sided using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the 2-Sided Printing option to select whether your job prints on one or both sides of the paper and whether the output should be suitable for binding on the long or short edge of the document.

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

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.

4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the 2-Sided Printing option required.
  - **1-Sided Print** prints on 1 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.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Finishing

### Choosing a Finishing Option when using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the No Finishing option if no finishing is required for the output.

Use the stapling options to staple your document. The options available are dependent on the finishing device installed. The basic stapling options are Off, 1 Staple, 2 Staples and Multi-Staple.

Use the Hole Punch option if you want the device to punch holes in each page after it is printed. Each sheet will be punched individually so there is no limit to the number of pages you can have in a set. Hole punching can only be selected for A4 LEF (8.5 x 11" LEF) and A3 (11 x 17") paper.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

Use the Booklet options to automatically produce folded and stapled booklets. A cover can be inserted onto the booklet automatically.

Use the Folding options to fold a single sheet of A4 (8.5 x 11") media in a weight range of 60 to 120 gsm (16 to 32 lb).

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the **Finishing** option required.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

More Information

[Printing a Document using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

### Stapling using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the stapling options to staple your document. The options available are dependent on the finishing device installed. The basic stapling options are Off, 1 Staple, 2 Staples and Multi-Staple.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
4. Select the Xerox PS driver from the list of print drivers available.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the stapling option required from the Finishing menu.
  - **1 Staple** positions a single staple the top left corner of your document.
  - **2 Staples** positions 2 staples along the trail edge of your document.
  - **Multiple Staples** positions either three or four staples on the edge selected. The number of staples depends on the size of the media chosen. For example: 4 Staples = A4 LEF (8.5 x 11" LEF), A3 (11 x 17") and 8 x 10" LEF. 3 Staples = 8 x 10" SEF, A4 SEF (8.5 x 11" SEF), A5 LEF (8.5 x 5.5" LEF) and B5 SEF (8.5 x 14" SEF).
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

More Information

[Printing a Document using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Hole Punching using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Hole Punch option if you want the device to punch holes in each page after it is printed. Each sheet will be punched individually so there is no limit to the number of pages you can have in a set. Hole punching can only be selected for A4 LEF (8.5 x 11" LEF) and A3 (11 x 17") paper.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Hole Punch** from the Finishing menu.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.

- If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

[Choosing a Finishing Option when using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Folding using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

The folding options vary depending on the type of finisher attached to your device. If there is no finisher attached to your device you will not be able to choose any folding options.

Use the Folding options to fold a single sheet of A4 (8.5 x 11") media in a weight range of 60 to 120 gsm (16 to 32 lb). Pages can be bi-folded in half or tri-folded in a C fold  or Z fold .

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

- Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
- Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
- Select the Xerox PS driver from the list of print drivers available.
- Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
- If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
- Select **Folding...** from the Finishing menu.

7. Select the Folding option required.
  - **Bi Fold Single Sheets Print Inside** folds the output in the middle of the page. If the page is single sided the printed content will be on the inside of the fold. If the page is double sided, page 1 will be on the inside.
  - **Bi Fold Single Sheets Print Outside** folds the output in the middle of the page. If the page is single sided the printed content will be on the outside of the fold. If the page is double sided, page 2 will be on the inside.
  - **Bi Fold Multiple Sheets Print Outside** folds the output in the middle of each page. If the pages are single sided the printed content will be on the inside of the fold. If the pages are double sided, page 1 will be on the inside.
  - **Bi Fold Multiple Sheets Print Inside** folds the output in the middle of the page. If the pages are single sided the printed content will be on the outside of the fold. If the pages are double sided, page 2 will be on the inside.
  - **C-Tri Fold Print Inside** folds the output into three equal sections. If the page is single sided the printed content will be on the inside of the folds, with the outside front panel blank. If the page is double sided, part of page 2 will be on the outside front panel.
  - **C-Tri Fold Print Outside** folds the output into three equal sections. If the page is single sided the printed content will be on the outside of the folds, with the outside front panel showing part of page 1. If the page is double sided, part of page 2 will be on the outside front panel.
  - **Z-Tri Fold Print Inside** folds the output into three equal sections. If the page is single sided the printed content will be on the inside of the first fold and the outside of the second fold. If the page is double sided, page 1 will be on the inside of the first fold and the outside of the second fold.
  - **Z-Tri Fold Print Outside** folds the output to create three equal sections. If the page is single sided the printed content will be on the outside of the first fold and the inside of the second fold. If the page is double sided, page 2 will be on the inside of the first fold and the outside of the second fold.
8. Click the **OK** button to save your settings.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

[Choosing a Finishing Option when using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Stapling and Hole Punching using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Multiple Finishing option to hole punch and staple your document.

Use the stapling options to staple your document. The options available are dependent on the finishing device installed. The basic stapling options are Off, 1 Staple, 2 Staples and Multi-Staple.

Use the Hole Punch option if you want the device to punch holes in each page after it is printed. Each sheet will be punched individually so there is no limit to the number of pages you can have in a set. Hole punching can only be selected for A4 LEF (8.5 x 11" LEF) and A3 (11 x 17") paper.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the **Multiple Finishing...** option from the Finishing menu.
7. Select the Stapling option required.
  - **No Stapling** cancels any stapling programming you have entered.
  - **1 Staple** positions a single staple the top left corner of your document.
  - **2 Staples** positions 2 staples along the trail edge of your document.
  - **Multiple Staples** positions either three or four staples on the edge selected. The number of staples depends on the size of the media chosen. For example: 4 Staples = A4 LEF (8.5 x 11" LEF), A3 (11 x 17") and 8 x 10" LEF. 3 Staples = 8 x 10" SEF, A4 SEF (8.5 x 11" SEF), A5 LEF (8.5 x 5.5" LEF) and B5 SEF (8.5 x 14" SEF).

**Note:** For some staple selections the device will rotate the image. If you are unable to staple, ensure that Image Rotation is set to Auto Rotate in Tools. Your System Administrator sets the Image Rotation options when the device is installed.

8. Select **Hole Punch** from the **Hole Punching** menu.
  - If required, select **No Hole Punching** to cancel any programming you have entered.
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.
11. Collect your job from the device.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
13. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
14. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

[Choosing a Finishing Option when using the PostScript Print Driver](#)

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## Booklet Creation

### Creating a Booklet Layout using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Booklet Layout option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half.

If your device is fitted with a Booklet Maker you can use the Booklet Finishing feature to automatically produce folded and stapled booklets.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Booklet Creation...** from the **Finishing menu**.
7. Check the **Booklet Layout radio button**.
8. If required, click the **Booklet Adjustments** button to specify precise layout options.
  - Select the Booklet Paper Size option required.
    - **Use Job Setting** creates the booklet using the paper size selected in your source document.
    - **Manual** activates a dropdown menu where you can select the paper size required.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Select the **Gutter entry box** and use your keyboard to enter a width for the center margin of your booklet.
  - Select the **Creep entry box** and use your keyboard to enter an amount to shift the page images outwards by. This feature compensates for the fact that the outer pages in a large booklet have to fold around all the inner pages, this makes the outer pages slightly shorter than the inner pages in the final booklet.
  - Select the Reading Order option required.
    - **Left to Right** places page 1 of your document on the front of your booklet when the fold is to the left or top of the booklet.
    - **Right to Left** places page 1 of your document on the front of your booklet when the fold is to the right or bottom of the booklet.
  - Click the **OK** button.
9. If required, check the **Page Borders checkbox** to print a border around each image.
10. Click the **OK** button.
11. Click the **OK** button to save your settings.
12. 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.
13. Collect your job from the device.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.

16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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### Folding Booklets using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Booklet Fold option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half - and to fold the pages automatically when they are printed.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Booklet Creation...** from the **Finishing menu**.
7. Check the **Booklet Fold radio button**.

8. If required, click the **Booklet Adjustments** button to specify precise layout options.
  - Select the Imposition Source option required.
    - **Imposed By Driver** automatically arranges the pages of your original in the correct sequence to form a booklet when the pages are folded in half.
    - **Pre-Imposed By App** lets the application you are printing from determine the correct page sequence to form a booklet when the pages are folded in half. Most desktop publishing applications can create a booklet layout.
  - Select the Booklet Paper Size option required.
    - **Use Job Setting** creates the booklet using the paper size selected in your source document.
    - **Manual** activates a dropdown menu where you can select the paper size required.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Select the **Gutter entry box** and use your keyboard to enter a width for the center margin of your booklet.
  - Select the **Creep entry box** and use your keyboard to enter an amount to shift the page images outwards by. This feature compensates for the fact that the outer pages in a large booklet have to fold around all the inner pages, this makes the outer pages slightly shorter than the inner pages in the final booklet.
  - Select the Reading Order option required.
    - **Left to Right** places page 1 of your document on the front of your booklet when the fold is to the left or top of the booklet.
    - **Right to Left** places page 1 of your document on the front of your booklet when the fold is to the right or bottom of the booklet.
  - Click the **OK** button.
9. If required, check the **Page Borders checkbox** to print a border around each image.
10. Click the **OK** button.
11. Click the **OK** button to save your settings.
12. 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.
13. Collect your job from the device.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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## Folding and Stapling Booklets using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Booklet Fold and Staple option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half - and to fold and staple the pages automatically when they are printed.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Booklet Creation...** from the **Finishing menu**.
7. Check the **Booklet Fold and Staple radio button**.
8. If required, click the **Booklet Adjustments** button to specify precise layout options.
  - Select the Imposition Source option required.
    - **Imposed By Driver** automatically arranges the pages of your original in the correct sequence to form a booklet when the pages are folded in half.
    - **Pre-Imposed By App** lets the application you are printing from determine the correct page sequence to form a booklet when the pages are folded in half. Most desktop publishing applications can create a booklet layout.
  - Select the Booklet Paper Size option required.
    - **Use Job Setting** creates the booklet using the paper size selected in your source document.
    - **Manual** activates a dropdown menu where you can select the paper size required.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Select the **Gutter entry box** and use your keyboard to enter a width for the center margin of your booklet.

- Select the **Creep entry box** and use your keyboard to enter an amount to shift the page images outwards by. This feature compensates for the fact that the outer pages in a large booklet have to fold around all the inner pages, this makes the outer pages slightly shorter than the inner pages in the final booklet.
  - Select the Reading Order option required.
    - **Left to Right** places page 1 of your document on the front of your booklet when the fold is to the left or top of the booklet.
    - **Right to Left** places page 1 of your document on the front of your booklet when the fold is to the right or bottom of the booklet.
  - Click the **OK** button.
9. If required, check the **Page Borders checkbox** to print a border around each image.
  10. Click the **OK** button.
  11. Click the **OK** button to save your settings.
  12. 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.
  13. Collect your job from the device.
  14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  15. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
  16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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### Setting the Print Quality using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Print Quality options to adjust the amount of toner used to print your documents. Using very little toner produces a slightly more grainy appearance, particularly when printing graphics or solid color objects, but is the most environmentally friendly option.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the Print Quality option required.
  - **High Resolution** prints your document at the highest quality. High Resolution uses more toner than the Toner Saver option.
  - **Standard** balances print quality with environmental considerations and the size of the file sent across your network. Standard print quality is suitable for most print jobs.
  - **Toner Saver** uses less toner than the other options. Documents may appear slightly lighter than with the other options.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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### Choosing an Output Destination when using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Output Destination options to specify a destination for your output. The destinations depend on the type of finisher attached to your device.

**Note:** If a destination is listed, but is shown in gray text, it may not be available due to a finishing option that you have selected.

**Note:** This option must be made available by your System Administrator.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Click the **OK** button to save your settings.
7. Select the Output Destination option required.
  - **Automatically Select** sends the job to an output tray based on the job type.
  - **Top Tray** sends the job to the output tray at the top of the device.
  - **Stacker Tray** the document will print to the stacker tray at the side of the device.
  - **Booklet Maker Tray** sends the job to the output tray on the right side of the device.
8. Click the **OK** button.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Image Options

### Adjusting the Lightness of your Print using the PostScript Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Lighten / Darken options to manually adjust the lightness or darkness of the image. Light originals containing pencil images may produce better output if the darkness is increased. Dark originals such as halftones or documents with colored backgrounds may need to be lightened.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Image Options** tab.
6. Select the Lightness option required.
  - Move the indicator to the left to darken the image.
  - Move the indicator to the right to lighten the image.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Adjusting the Contrast of your Print using the PostScript Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Contrast option to control the image density on the output and compensate for an original that has too much or too little contrast on the image.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Image Options** tab.
6. Select the Contrast option required.
  - Move the indicator to the right to increase the contrast. This will produce more vivid blacks and whites for sharper text and lines but less detail in pictures.
  - Move the indicator to the left to decrease the contrast. This will produce more detail in light and dark areas of the original.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

### More Information

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## Document Options

### Page Layout

#### Printing more than one Page on a Sheet using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Page Layout feature when creating handouts, storyboards or archive documents. 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.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Click the **Page Layout** tab.
7. Check the required radio button to choose how many pages to print per sheet.

**Note:** The number of pages per sheet is the number of pages per side of the sheet. For example, if you select 2 Pages Per Sheet and print your document 2 sided the device will print 2 pages on each side of your sheet (4 pages in total).

8. If required, check the **Page Borders checkbox** to print a border around each image.
9. If required, select a 1 or 2-Sided option from the dropdown menu located under the preview picture.
  - **1-Sided Print** prints on 1 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.
10. Click the **OK** button to save your settings.
11. 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.
12. Collect your job from the device.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

14. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
15. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Booklet Creation

### Creating a Booklet Layout using the PostScript Print Driver Layout Options

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Booklet Layout option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half.

If your device is fitted with a Booklet Maker you can use the Booklet Finishing feature to automatically produce folded and stapled booklets.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Click the **Page Layout** tab.
7. Check the **Booklet Creation radio button** to open the Booklet Creation window. If the window does not open click the **Setup...** button.
8. If required, click the **Booklet Adjustments** button to specify precise layout options.
  - Select the Booklet Paper Size option required.
    - **Use Job Setting** creates the booklet using the paper size selected in your source document.
    - **Manual** activates a dropdown menu where you can select the paper size required.

- Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Select the **Gutter entry box** and use your keyboard to enter a width for the center margin of your booklet.
  - Select the **Creep entry box** and use your keyboard to enter an amount to shift the page images outwards by. This feature compensates for the fact that the outer pages in a large booklet have to fold around all the inner pages, this makes the outer pages slightly shorter than the inner pages in the final booklet.
  - Select the Reading Order option required.
    - **Left to Right** places page 1 of your document on the front of your booklet when the fold is to the left or top of the booklet.
    - **Right to Left** places page 1 of your document on the front of your booklet when the fold is to the right or bottom of the booklet.
  - Click the **OK** button.
9. If required, check the **Page Borders checkbox** to print a border around each image.
  10. Click the **OK** button.
  11. Click the **OK** button to save your settings.
  12. 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.
  13. Collect your job from the device.
  14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  15. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
  16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Folding Booklets using the PostScript Print Driver Layout Options

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Booklet Fold option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half - and to fold the pages automatically when they are printed.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Click the **Page Layout** tab.
7. Check the **Booklet Creation radio button** to open the Booklet Creation window. If the window does not open click the **Setup...** button.
8. Check the **Booklet Fold radio button**.
9. If required, click the **Booklet Adjustments** button to specify precise layout options.
  - Select the Imposition Source option required.
    - **Imposed By Driver** automatically arranges the pages of your original in the correct sequence to form a booklet when the pages are folded in half.
    - **Pre-Imposed By App** lets the application you are printing from determine the correct page sequence to form a booklet when the pages are folded in half. Most desktop publishing applications can create a booklet layout.
  - Select the Booklet Paper Size option required.
    - **Use Job Setting** creates the booklet using the paper size selected in your source document.
    - **Manual** activates a dropdown menu where you can select the paper size required.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Select the **Gutter entry box** and use your keyboard to enter a width for the center margin of your booklet.
  - Select the **Creep entry box** and use your keyboard to enter an amount to shift the page images outwards by. This feature compensates for the fact that the outer pages in a large booklet have to fold around all the inner pages, this makes the outer pages slightly shorter than the inner pages in the final booklet.
  - Select the Reading Order option required.
    - **Left to Right** places page 1 of your document on the front of your booklet when the fold is to the left or top of the booklet.
    - **Right to Left** places page 1 of your document on the front of your booklet when the fold is to the right or bottom of the booklet.
  - Click the **OK** button.
10. If required, check the **Page Borders checkbox** to print a border around each image.
11. Click the **OK** button.

12. Click the **OK** button to save your settings.
13. 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.
14. Collect your job from the device.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
16. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
17. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

[Choosing a Finishing Option when using the PostScript Print Driver](#)

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### Folding and Stapling Booklets using the PostScript Print Driver Layout Options

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Booklet Fold and Staple option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half - and to fold and staple the pages automatically when they are printed.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.

4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Click the **Page Layout** tab.
7. Check the **Booklet Creation radio button** to open the Booklet Creation window. If the window does not open click the **Setup...** button.
8. Check the **Booklet Fold and Staple radio button**.
9. If required, click the **Booklet Adjustments** button to specify precise layout options.
  - Select the Imposition Source option required.
    - **Imposed By Driver** automatically arranges the pages of your original in the correct sequence to form a booklet when the pages are folded in half.
    - **Pre-Imposed By App** lets the application you are printing from determine the correct page sequence to form a booklet when the pages are folded in half. Most desktop publishing applications can create a booklet layout.
  - Select the Booklet Paper Size option required.
    - **Use Job Setting** creates the booklet using the paper size selected in your source document.
    - **Manual** activates a dropdown menu where you can select the paper size required.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Select the **Gutter entry box** and use your keyboard to enter a width for the center margin of your booklet.
  - Select the **Creep entry box** and use your keyboard to enter an amount to shift the page images outwards by. This feature compensates for the fact that the outer pages in a large booklet have to fold around all the inner pages, this makes the outer pages slightly shorter than the inner pages in the final booklet.
  - Select the Reading Order option required.
    - **Left to Right** places page 1 of your document on the front of your booklet when the fold is to the left or top of the booklet.
    - **Right to Left** places page 1 of your document on the front of your booklet when the fold is to the right or bottom of the booklet.
  - Click the **OK** button.
10. If required, check the **Page Borders checkbox** to print a border around each image.
11. Click the **OK** button.
12. Click the **OK** button to save your settings.
13. 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.
14. Collect your job from the device.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
16. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.

17. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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## Special Pages

### Choosing a Special Pages Option using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

The Special Pages options are used to give a more professional appearance to your document, for example by adding covers or pages printed on different paper.

Use the Covers option to add blank or printed pages to the front, back or front and back of your set. This option is also used to add a cover to a booklet. The covers can be a different media to the rest of your job.

Use the Inserts option to add blank pages on a different media into your document, or to specify pages to be printed on a different media. Up to two sources of media can be used for the inserts. If inserting blank pages, a blank sheet must be inserted in the appropriate place in your original document.

Use the Exceptions feature to use a different paper source for a range of pages. For example, you could print the self test pages in a training guide on different colored paper.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Select the **Special Pages** tab.
7. Click the **Add Covers** button.
8. Select the option(s) required.

9. Click the **OK** button.
10. Click the **Add Inserts** button.

**Note:** If the Add Inserts button is greyed out it is because you have selected a finishing option that is incompatible with inserts or your job only has 1 page.
11. Select the option(s) required.
12. Click the **OK** button.
13. Click the **Add Exceptions** button.

**Note:** If the Add Exceptions button is greyed out it is because you have selected a finishing option that is incompatible with inserts or your job only has 1 page.
14. Select the option(s) required.
15. Click the **OK** button.
16. Click the **OK** button to save your settings.
17. 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.
18. Click the **OK** button.
19. Collect your job from the device.
20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
21. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
22. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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#### Adding Covers using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Covers option to add blank or printed pages to the front, back or front and back of your set. This option is also used to add a cover to a booklet. The covers can be a different media to the rest of your job.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Select the **Special Pages** tab.
7. Click the **Add Covers** button.
8. Select the Cover Options option required.
  - **No Covers** cancels any programming you have entered.
  - **Front Only** adds a blank or printed cover to the front of the document.
  - **Back Only** adds a blank or printed cover to the back of the document.
  - **Front & Back Same** adds a blank or printed cover to the front and back of the document. The printing and paper supply options are identical for both covers.
  - **Front & Back Different** adds a blank or printed cover to the front and back of the document. The printing and paper supply options can be programmed individually for each cover.
9. If required, select the Front Cover Paper options required.
  - You can select a specific paper size, color and type. Use the Blank or Pre-Printed menu to choose any print settings for the cover.
10. If required, select the Back Cover Paper options required.
  - You can select a specific paper size, color and type. Use the Blank or Pre-Printed menu to choose any print settings for the cover.
11. Click the **OK** button.
12. Click the **OK** button to save your settings.
13. 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.
14. Collect your job from the device.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
16. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
17. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

More Information

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### Adding Inserts using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Inserts option to add blank pages on a different media into your document, or to specify pages to be printed on a different media. Up to two sources of media can be used for the inserts. If inserting blank pages, a blank sheet must be inserted in the appropriate place in your original document.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Select the **Special Pages** tab.
7. Click the **Add Inserts** button.

**Note:** If the Add Inserts button is greyed out it is because you have selected a finishing option that is incompatible with inserts or your job only has 1 page.

8. Select the Insert Options option you require.
  - **Before Page 1** adds the insert pages at the beginning of the document.
  - **After Pages** activates the Pages entry box. Select the **Pages entry box** and use your keyboard to enter the page number required.

**Note:** The page numbers are the physical page numbers and not the page numbers which may be printed on the document. For 2-sided documents, each page of your document has 2 page numbers, so you need to count each side of your document.

9. Select the **Quantity entry box** and use your keyboard to type in the number of pages to be inserted.
10. Select the Paper option(s) required. You can select a specific paper size, color and type. You can also specify that the inserts should be printed using the existing job settings.

11. Click the **OK** button.
12. Click the **OK** button to save your settings.
13. 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.
14. Collect your job from the device.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
16. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
17. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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#### Setting Exceptions using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Exceptions feature to use a different paper source for a range of pages. For example, you could print the self test pages in a training guide on different colored paper.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.

6. Select the **Special Pages** tab.
7. Click the **Add Exceptions** button.

**Note:** If the Add Exceptions button is greyed out it is because you have selected a finishing option that is incompatible with inserts or your job only has 1 page.
8. Click the **Pages entry box** and use your keyboard to enter the pages in your source document that are exceptions.
9. Select the Paper option(s) required. You can select a specific paper size, color and type. You can also specify that the inserts should be printed using the existing job settings.
10. Select the 2-Sided Printing option required.
  - **Use Job Setting** uses any programming already entered for the job.
  - **1-Sided Print** prints on 1 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.
11. Click the **OK** button.
12. Click the **OK** button to save your settings.
13. 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.
14. Collect your job from the device.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
16. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
17. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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### Designing and Applying a Watermark to Prints using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Watermark option to add a picture or some text to your document from within the print driver. You can set the watermark image to appear behind or on top of your main document text.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Click the **Watermark** tab.
7. Select the Watermark option required.
  - **Custom** creates a brand new watermark.
  - **Draft** provides a standard draft watermark which you can customize.
  - **Confidential** generates a standard Confidential watermark which you can then customize to meet your needs.
  - **Copy** produces a watermark that identifies the document as a copy. This watermark can be customized.
8. Select the option required.
  - **Text** activates a text **entry box** where you can type in your text. There are options to select a font, color, orientation and position for your text.
  - **Time Stamp** creates a time specific watermark. There are options to select the format, a font, color, orientation and position for your timestamp watermark.
  - **Picture** activates the graphic settings. Click the folder icon to browse to your image. There are options to select a scale, the position and the lightness of your graphic.
9. If required, select a Layering option.
  - **Print in Background** prints your cover sheet text over your watermark, so some of the watermark may be covered.
  - **Blend** gives equal prominence to your cover sheet text and your watermark.
  - **Print in Foreground** prints your cover sheet text under your watermark, so some of the cover sheet text may be covered.
10. Select the Pages option required.
  - **Print on Page 1 Only** adds the image to the first page of the document.
  - **Print on All Pages** adds the image to every page of the document.
11. Click the **OK** button to save your settings.
12. 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.
13. Collect your job from the device.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.

16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Setting the Orientation of a Print Job using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Orientation option to set your job to portrait or landscape orientation.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Click the **Orientation** tab.
7. Select the option required.
  - **Portrait** orients the paper so that the text and images print across the short dimension of the paper.
  - **Landscape** orients the paper so that the text and images print across the long dimension of the paper.
  - **Rotated landscape** orients the paper so that the content is rotated 180 degrees with the long bottom edge uppermost.
8. Click the **OK** button to save your settings.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Advanced

### Adding a Job ID using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Job ID option to print some identification with your print job. You can choose whether to print the information on a separate page from the main job, or whether to print it within the margins.

If your System Administrator has created an ID for you they may have chosen to set up your ID to include specific information such as your name or your user name.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Advanced** tab.
6. If required, double click the **Advanced Settings** folder to expand the menu. The menu is usually expanded automatically when you select the Advanced tab.

7. Select the Job ID option required.
  - **Print ID on a Banner Page** adds a covering page to your job. Your ID will be printed on the cover page. If you select any finishing options such as stapling, the ID page will not be stapled to the rest of your job.
  - **Print ID in Margins - First Page Only** prints your ID in the top margin, on the first page of your document.
  - **Print ID in Margins - All Pages** prints your ID in the top margin, on all the pages in your document. If your document is 2-sided the ID will print on both sides.
8. Click the **OK** button to save your settings.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Removing a Job ID using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Job ID option to print some identification with your print job. You can choose whether to print the information on a separate page from the main job, or whether to print it within the margins.

If your System Administrator has created an ID for you they may have chosen to set up your ID to include specific information such as your name or your user name.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Advanced** tab.
6. If required, double click the **Advanced Settings** folder to expand the menu. The menu is usually expanded automatically when you select the Advanced tab.
7. Select **Disable Job ID** from the Job ID menu.
8. Click the **OK** button to save your settings.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Using the Advanced PostScript Print Driver Features

The Advanced tab gives you access to advanced printing features. Most of the time you will not need to use these features except, perhaps to turn on or off the Job ID feature.

Detailed instructions for the advanced features can be found in the print driver help pages, and technical instructions for some items are in the System Administrator Guide.

The advanced features are only likely to be needed by your System Administrator or Xerox support team.

#### More Information

[Accessing the PostScript Print Driver Help Pages](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Menu at the bottom of the Tabs

### Using Saved Print Settings using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Saved Settings option if you often use the same settings in your print driver. The Saved Settings option stores your print driver selections in the Saved Settings list. This list is saved on your computer and will not be available to you if you print from a different computer.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the Saved Settings option required.
  - **Driver Defaults** sets the printing properties to the default settings.
  - **Earth Smart Printing** sets the printing properties to environmentally friendly settings.
  - Any custom settings you have saved will be listed underneath the Earth Smart Printing option.
  - **Save As** saves the current printer settings as custom settings.
  - **Save As \*Application Name\* Default** saves the current settings and makes them the default settings for the named application. This option is useful if, for example, you always want to print Word documents 2-sided but Excel spreadsheets 1-sided.
  - **Rename** makes it possible to change the name for the custom print settings you have currently selected. This is not available if the driver or application default print settings are selected.
  - **Delete** permanently erases the custom print settings you currently have selected. This is not available if the driver default print settings are selected.
6. Click the option you require.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Saving Print Settings using the PostScript Print Driver](#)

[Renaming Saved Print Settings using the PostScript Print Driver](#)

[Deleting Saved Print Settings using the PostScript Print Driver](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Saving Print Settings using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Saved Settings option if you often use the same settings in your print driver. The Saved Settings option stores your print driver selections in the Saved Settings list. This list is saved on your computer and will not be available to you if you print from a different computer.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the option(s) required.
6. Select **Save As** from the **Saved Settings** menu.
7. Select the **Saved Setting Name entry box** and use your keyboard to enter a name for your custom setting.
8. Select the **OK** button.
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.
11. Collect your job from the device.

12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.
13. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. Collect your job from the device.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Applying Saved Print Settings using the PostScript Print Driver](#)

[Renaming Saved Print Settings using the PostScript Print Driver](#)

[Deleting Saved Print Settings using the PostScript Print Driver](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Saving Print Settings as Application Defaults using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Save Print Settings as Application Defaults option to store custom printing settings as the defaults for the current application.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the option(s) required.
6. Select the Saved Settings option required.
7. Select **Save As** from the **Saved Settings menu**.
8. Select **Save As <Application Name> Defaults**. The current settings will be saved as the application default settings and will be selected for the current print job.
9. Click the **OK** button to save your settings.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

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[Applying Saved Print Settings using the PostScript Print Driver](#)

[Renaming Saved Print Settings using the PostScript Print Driver](#)

[Deleting Saved Print Settings using the PostScript Print Driver](#)

## Applying Saved Print Settings using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Saved Settings option to apply a selection of print settings that you have already saved.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the saved setting required from the **Saved Settings menu**.
6. Click the **OK** button.
7. 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.
8. Collect your job from the device.
9. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Collect your job from the device.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

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- [Saving Print Settings using the PostScript Print Driver](#)
- [Saving Print Settings as Application Defaults using the PostScript Print Driver](#)
- [Renaming Saved Print Settings using the PostScript Print Driver](#)
- [Deleting Saved Print Settings using the PostScript Print Driver](#)
- [Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Renaming Saved Print Settings using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Rename option to change the name you assigned to your saved print settings.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the saved settings required from the list.
6. Select **Rename...** from the **Saved Settings menu**.
7. Select the **Saved Setting Name entry box** and use your keyboard to enter a name for your custom setting.
8. Click the **OK** button.
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.
11. Collect your job from the device.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.
13. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. Collect your job from the device.

#### More Information

[Printing a Document using the PostScript Print Driver](#)  
[System Administrator Guide \[www.xerox.com/support\]\(http://www.xerox.com/support\).](#)  
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[Saving Print Settings as Application Defaults using the PostScript Print Driver](#)  
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[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Deleting Saved Print Settings using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Delete option to erase a specific set of custom print settings you have saved.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select a custom setting or select **<Application Name> Defaults** from the **Saved Settings menu**.
6. Select **Delete** from the **Saved Settings menu**.
7. Click the **OK** button.
8. Click the **Yes** button.
9. Click the **OK** button.

#### More Information

[Printing a Document using the PostScript Print Driver](#)  
[System Administrator Guide \[www.xerox.com/support\]\(http://www.xerox.com/support\).](#)  
[Using Internet Services to find System Administrator Contact Details](#)  
[Saving Print Settings using the PostScript Print Driver](#)  
[Saving Print Settings as Application Defaults using the PostScript Print Driver](#)

## Accessing the PostScript Print Driver Help Pages

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the help button to open the Xerox online help. You will need to be connected to the internet to use this help feature.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Select the Xerox PS driver from the list of print drivers available.
3. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
4. Click the **?** button. You will be directed to the Xerox online help in your default internet browser.

More Information

[Printing a Document using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Resetting Defaults for the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Reset Defaults option to reset the settings to either the Xerox settings or the settings programmed by your System Administrator.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the circular arrow to reset your print settings to their installation defaults.

More Information

[Printing a Document using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

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## Setting Earth Smart Print Settings using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Earth Smart option to quickly set controls that will reduce the number of pages printed for your job by removing banner sheets, turning on 2-sided printing, and printing 2 images on each page instead of a single image per page.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox PS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Earth Smart Settings** button.
6. Select the option(s) required.
  - **2-Sided Print** prints on both sides of a sheet to save paper.
  - **No Banner Pages** disables the printing of banner pages to save paper.
  - **2-Up** prints 2 reduced size pages on a single sheet to save paper.
  - **Sample Set** prints one copy of a multiple-copy print job. When you collect the print you can check it has printed as you expected before approving the rest of the job for printing. If the first copy is not correct you can cancel the rest of the copies and resubmit the job with different print settings.
7. Click the **OK** button.
8. Click the **OK** button to save your settings.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

### More Information

[Printing a Document using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Printing a Sample Set Job using the PostScript Driver](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Viewing the Device Status using the PostScript Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Status section to view the basic status of your device, such as the content of the paper trays. Use the More Status option to see more detailed information including any alerts or warnings, an active jobs list, a completed jobs list and the permissions your System Administrator has set for the device.

**Note:** Your System Administrator must enable Bi-Directional Communication between your device and your print driver before you can use this feature. If you do not see paper tray graphics and a More Status button then Bi-Directional Communication has not been enabled.

Your System Administrator can configure permissions to control access to the print feature.

- Specifying the time and day of the week when you can print to the device.
- Blocking certain types of job such as secure print.
- Limiting access to specific paper trays.
- Preventing single sided printing.
- Setting specific print settings for applications, for example, setting all Microsoft Word documents to print single sided.
- Limiting print jobs to secure print jobs.

Your System Administrator may also configure your print driver to prompt you to enter login details when you print a document.

**Note:** This option must be made available by your System Administrator.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Select the Xerox PS driver from the list of print drivers available.
3. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
4. View the device status icons in the bottom right corner of the driver window (above the OK and Cancel buttons).

5. If required, click on the More Status [...] button next to the status display.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## XPS Driver

### Printing a Document using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

Your System Administrator may have loaded a specific print driver on your computer. However, if the choice of driver is yours, the following information may help you decide which driver to install.

- **PS (PostScript)** gives you the most options 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 (Printer Control Language)** generally has fewer advanced features than PostScript. PCL drivers process most jobs faster than other drivers. This driver is suitable for most every-day printing tasks.
- **XPS (XML Paper Specification)** is an open specification for a page description language and a fixed document format originally developed by Microsoft. Use this driver to improve the speed and quality of XPS files that you print.
- **Mac** is a PostScript driver that has been specifically designed to work on Macs.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Refer to the System Administrator Guide for further information.

In addition to the drivers designed specifically for your device, you can also use the Xerox Global Print Driver or the Xerox Mobile Express Driver. These drivers will not give you access to all the features available with the device specific drivers.

- **Global Print Driver** is available for PS or PCL printer description languages, the same as the device-specific drivers mentioned above. This driver works with Xerox and non-Xerox printers. Using this driver makes it easy to add and update printers as the print driver does not need to be changed.
- **Mobile Express Driver** lets you find and print to any PostScript printer in any location without driver downloads and installations.

Your System Administrator can configure permissions to control access to the print feature.

- Specifying the time and day of the week when you can print to the device.
- Blocking certain types of job such as secure print.
- Limiting access to specific paper trays.
- Preventing single sided printing.

- Setting specific print settings for applications, for example, setting all Microsoft Word documents to print single sided.
- Limiting print jobs to secure print jobs.

Your System Administrator may also configure your print driver to prompt you to enter login details when you print a document.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the option(s) required.
6. Click the **OK** button to save your settings.
7. 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.
8. Collect your job from the device.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using the Job Type Feature with the XPS Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Releasing a Held Job using the Job Status Menu](#)

[Releasing a Secure Print Job using the Job Status Menu](#)

[Accessing Your Personal Secure Jobs List using the Job Status Menu](#)

[Releasing Jobs Held in a Public Queue using the Job Status Menu](#)

[Releasing Jobs Held in a Private Queue using the Job Status Menu](#)

[Viewing the Unidentified Held Jobs Queue using the Job Status Menu](#)

[System Administrator Guide \[www.xerox.com/support\]\(http://www.xerox.com/support\).](#)

[Using Internet Services to find System Administrator Contact Details](#)

[Installing Optional Services using the Tools Menu](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Tab menu

### Printing Options

#### Job Type

##### Using the Job Type Feature with the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Job Type option to specify how your job should be treated by the device, for example whether it should be treated as a confidential document (Secure Print) or a proof print (Sample Set).

Use the Normal Print job type to tell the device to print your job as soon as it arrives at the top of the print queue.

Use the Secure Print option to have your job held at the device until you enter a passcode to release it. This feature prevents confidential documents printing to the output tray until you are ready to release and collect them. This feature is also useful if you want to control when your jobs are released for printing, even if they are not confidential.

**Note:** If you send more than one Secure Print job using the same passcode, when you go to the device you will only need to enter the code once to release all the jobs for printing.

Use the Sample Set option to print one copy of a multiple-copy print job. When you collect the print you can check it has printed as you expected before approving the rest of the job for printing. If the first copy is not correct you can cancel the rest of the copies and resubmit the job with different print settings.

Use the Delay Print option to print your document at a specified time, up to 24 hours after the original job submission. This is useful if you want to print large jobs during quiet times in your office, or if you want all your jobs to print at the same time.

Use the Saved Job option to store your job on the device's hard drive so that it can then be printed on demand when required or printed from Internet Services.

**Note:** Your System Administrator must enable the Job Storage feature on your print driver before you can use the Saved Job option. If you are able to update your own driver settings, this feature can be found by opening the drivers window, right clicking the driver, selecting Printer Properties and then the Configuration tab. Use the dropdown menu to set the Job Storage Module status in the Installable Options section to Installed.

Use the Fax option in your print driver to send a document to a fax address. The job is sent from your computer to the device in the same way as a print job, but instead of being printed it is then faxed over a telephone line to the specified fax destination.

**Note:** To use this feature, your System Administrator must install and enable the fax option on your device.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the option required from the **Job Type** menu.
7. Select the option(s) required.
8. Click the **OK** button to save your settings.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Releasing a Held Job using the Job Status Menu](#)

[Releasing a Secure Print Job using the Job Status Menu](#)

[Accessing Your Personal Secure Jobs List using the Job Status Menu](#)

[Releasing Jobs Held in a Public Queue using the Job Status Menu](#)

[Releasing Jobs Held in a Private Queue using the Job Status Menu](#)

[Viewing the Unidentified Held Jobs Queue using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Printing a Normal Print Job using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Normal Print job type to tell the device to print your job as soon as it arrives at the top of the print queue.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Normal Print** from the **Job Type dropdown menu**.
7. Select the option(s) required.
8. Click the **OK** button.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

[Using the Job Type Feature with the XPS Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

#### Printing a Secure Print Job using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Secure Print option to have your job held at the device until you enter a passcode to release it. This feature prevents confidential documents printing to the output tray until you are ready to release and collect them. This feature is also useful if you want to control when your jobs are released for printing, even if they are not confidential.

**Note:** If you send more than one Secure Print job using the same passcode, when you go to the device you will only need to enter the code once to release all the jobs for printing.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Secure Print** from the **Job Type dropdown menu**.
7. Click in the **Passcode entry box** and use your keyboard to enter a 4 to 10 digit passcode.  
**Note:** To release your job you will enter this passcode using the numeric keypad on the device control panel. Only use numbers, and choose a passcode you will remember but that is not easy for other people to guess.
8. Click in the **Confirm Passcode entry box** and use your keyboard to re-enter your 4 to 10 digit passcode.
9. Click the **OK** button.
10. Select the option(s) required.
11. Click the **OK** button to save your settings.
12. 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.
13. When the job arrives at the device it displays in the Secure Print job list. To view the list at the device press the **Job Status** button on the Control Panel and select **Secure Print Jobs**.
14. Select your job in the list, enter your Secure Print passcode and select **OK**.
15. Select **Release All** to print all your secure jobs, or select an individual job and select **Release**.
16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

[Using the Job Type Feature with the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Printing a Sample Set Job using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Sample Set option to print one copy of a multiple-copy print job. When you collect the print you can check it has printed as you expected before approving the rest of the job for printing. If the first copy is not correct you can cancel the rest of the copies and resubmit the job with different print settings.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.

**Note:** You must send at least 2 copies to the device for the Sample Set feature to work.

3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Sample Set** from the **Job Type dropdown menu**.
7. Select the option(s) required.
8. Click the **OK** button to save your settings.
9. 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.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. Select the job in the required list and select the **Release** button to print the sample set.
12. Check the printed sample is correct.
13. Select the job required from the list.
  - If the sample is correct, select the **Release** button to print the remaining sets.
  - If the sample has not printed as you expected it to, select the **Delete** button.
14. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

[Using the Job Type Feature with the XPS Print Driver](#)

[Releasing a Held Job using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Printing a Delay Print Job using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Delay Print option to print your document at a specified time, up to 24 hours after the original job submission. This is useful if you want to print large jobs during quiet times in your office, or if you want all your jobs to print at the same time.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Delay Print** from the **Job Type dropdown menu**.
7. Select the **Time to Print entry box** and use your keyboard to enter a time when your job should print.
8. Click the **OK** button.
9. Select the option(s) required.
10. Click the **OK** button to save your settings.
11. 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.
12. At the specified time, collect your document at the device.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

14. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
15. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

[Using the Job Type Feature with the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Saving Jobs using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Saved Job option to store your job on the device's hard drive so that it can then be printed on demand when required or printed from Internet Services.

**Note:** Your System Administrator must enable the Job Storage feature on your print driver before you can use the Saved Job option. If you are able to update your own driver settings, this feature can be found by opening the drivers window, right clicking the driver, selecting Printer Properties and then the Configuration tab. Use the dropdown menu to set the Job Storage Module status in the Installable Options section to Installed.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Saved Job** from the **Job Type dropdown menu**.
7. Select the **Job Name entry box** and use your keyboard to enter a name for your job.

- Select **Use Document Name** from the **Job Name dropdown menu** to save your job with the same name as the original document.
8. Select the folder where your job should be saved from the **Save To** menu.
    - If your required folder does not display, you can use your keyboard to enter the name of the folder where your job should be saved. The Default Public Folder is available for all users to save their jobs to.
  9. If required, select the **Print and Save checkbox** to print your document. If you do not check this box your job will be saved, but not printed.
  10. If required, select the **Private radio button** to passcode protect your document.
    - Click in the **Passcode entry box** and use your keyboard to enter a 4 to 10 digit passcode.  
**Note:** To release your job you will enter this passcode using the numeric keypad on the device control panel. Only use numbers, and choose a passcode you will remember but that is not easy for other people to guess.
    - Click in the **Confirm Passcode entry box** and use your keyboard to re-enter your 4 to 10 digit passcode.
  11. Click the **OK** button.
  12. Select the option(s) required.
  13. Click the **OK** button to save your settings.
  14. 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.

#### More Information

[Printing a Document using the XPS Print Driver](#)

[Printing a Saved Job using the Print From Feature](#)

[Printing Saved Jobs from Internet Services](#)

[Creating a New Folder for Saved Jobs in Internet Services](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

### **Sending a Fax using the XPS Print Driver**

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Fax option in your print driver to send a document to a fax address. The job is sent from your computer to the device in the same way as a print job, but instead of being printed it is then faxed over a telephone line to the specified fax destination.

**Note:** To use this feature, your System Administrator must install and enable the fax option on your device.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to send.
 

**Note:** You only need to select 1 copy even if you are sending the fax to more than one address. Selecting more than 1 copy will print your document more than once on the recipient's device but will only print the cover sheet once (if you include a cover sheet generated by the print driver).
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Fax** from the **Job Type dropdown menu**.

#### **Either**

- Click the **Add Recipient** button to add a new recipient manually.
  - Select the **Name entry box** and use your keyboard to enter the name of the recipient.
  - Select the **Fax Number entry box** and use your keyboard to enter the recipient's fax number.
  - If required, select the **Organization entry box** and use your keyboard to enter the recipient's company name.
  - If required, select the **Telephone Number entry box** and use your keyboard to enter the recipient's telephone number.
  - If required, select the **E-mail Address entry box** and use your keyboard to enter the recipient's e-mail address.
  - If required, select the **Mailbox entry box** and use your keyboard to enter the recipient's mailbox number.
  - If required, select the fax recipient in the list and then select the **Save** button.

**Note:** The recipient's details are saved on your computer's hard drive, in your personal address book.

- Click the **OK** button.

#### **Or**

- Click the **Add From Phonebook** button to add a recipient stored in the address book.
  - Select the option required.
    - **Personal Phonebook** displays contacts you have added to the phonebook using your print driver.
    - **Shared Phonebook** lists contacts you have added, but also contacts added by other people. This address book is usually saved on a network server and must be made available by your System Administrator.
    - **LDAP Phonebook** contains contacts listed in your LDAP (Lightweight Directory Access Protocol) address book. LDAP address books are usually maintained by IT teams as they are often used as company address books and for network authentication and authorization.
  - Select the contact required from the list.
- If the contact list is long, click in the **Search... entry box** and use your keyboard to enter the contact details.

- Click the **OK** button to see the search results.
  - Select the **Add** button.
  - Click the **OK** button.
- 7. If required, select more than one recipient from the Recipients list by clicking the first recipient, pressing and holding the **Ctrl** button on a PC or the **Command** button on a Mac and then clicking each additional recipient. Release the Ctrl or Command button once all recipients have been selected.
- 8. If you want to add a cover sheet to your fax job, click the **Cover Sheet** tab.
- 9. Select **Print a Cover Sheet** from the Cover Sheet Options menu.
  - Select the **Information** tab. This is usually the active tab when the Cover Sheet options box opens.
    - If required, select the **Sender Name entry box** and use your keyboard to enter your name.
    - If required, select the **Sender Organization entry box** and use your keyboard to enter your company name.
    - If required, select the **Sender Telephone Number entry box** and use your keyboard to enter your telephone number.
    - If required, select the **Sender E-mail Address entry box** and use your keyboard to enter your e-mail address.
    - If required, select the **Sender Fax Number entry box** and use your keyboard to enter the fax number you would like any replies faxed to.
    - If required, select a Recipients option.
      - **Show Recipient Names** prints the names of all the recipients on the cover sheet. The names used are the names you entered when adding each recipient's details.
      - **Hide Recipient Names** does not print any recipient name on the cover sheet.
      - **Show Custom Text** adds specific text you enter as the recipient detail. This option is useful if you are sending to more than one recipient at the same number, but have saved the number under only one name.
  - Select the **entry box under the Recipients menu** and use your keyboard to enter your custom text.
  - If you want to add a watermark to your cover sheet, click the **Image** tab.
    - Select the Watermark option required.
    - Select the option required.
      - **Text** activates a text **entry box** where you can type in your text. There are options to select a font, color, orientation and position for your text.
      - **Picture** activates the graphic settings. Click the folder icon to browse to your image. There are options to select a scale, the position and the lightness of your graphic.
    - If required, select a Layering option.
      - **Print in Background** prints your cover sheet text over your watermark, so some of the watermark may be covered.
      - **Blend** gives equal prominence to your cover sheet text and your watermark.
      - **Print in Foreground** prints your cover sheet text under your watermark, so some of the cover sheet text may be covered.
  - Click the **OK** button.

10. If you want the device to print a confirmation sheet, use a specific send speed or resolution, send at a specific time, use a dialing prefix or include credit card details, click the **Options** tab.
  - If required, select **Send to Printer** from the Confirmation menu to have the device print a page stating that your job has successfully faxed. Depending on how your System Administrator has configured the device an error sheet may print if the job fails.
  - If required, select **Send to E-mail** from the Confirmation menu and enter a valid E-mail address to have the device email a page stating that your job has successfully faxed. Depending on how your System Administrator has configured the device an error sheet may print if the job fails.
  - If required, select the starting transmission speed you require from the Send Speed menu.
  - If required, select the resolution you require from the Fax Resolution menu. Higher resolutions take longer to transmit.
  - If required, select the time the device should send your job using the Send Time options.
  - If required, select the **Dialing Prefix entry box** and use your keyboard to enter a character that should be dialled before the main fax number.
  - If required, select the **Credit Card entry box** and use your keyboard to enter a credit card number.
  - Click the **OK** button.
11. Click the **OK** button to save your settings.
12. 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.
13. Depending on how your device has been set up, the Fax Confirmation screen may display with the fax recipients for your job. If required, click the **OK** button to confirm.

#### More Information

[Printing a Document using the XPS Print Driver](#)

[Using the Job Type Feature with the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

### Specifying a Paper Type using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Paper option to specify a type of paper for your job. The type of paper automatically selected for your job is shown in the Paper box, this default is set by your System Administrator.

The paper types loaded in the device are listed. You can select other paper types - but you will need to load them into the appropriate tray before your job will print correctly. It is usually easier to load the paper required into the device before programming your job as this helps to ensure you select both the correct paper type and the correct tray when sending your job.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
4. Select the Xerox XPS driver from the list of print drivers available.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the Paper option required.
  - **Other Size** opens the Paper Size screen where you can specify both the paper size you require and any scaling amount needed to fit your document onto your chosen paper size.
  - **Fit to New Size** automatically reduces or enlarges the print image to fit on the size of paper selected from the menu.
  - **Other Color** lists commonly used paper colors. Use the **Automatically Select** option to let the printer select a paper color.
  - **Other Type** selects a type of paper or media to use for the print job, for example transparencies. Use the **Automatically Select** option to let the printer to select a type.
  - **Select by Tray** specifies a particular paper tray for your 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 the **Automatically Select** option to let the printer select a tray loaded with the size and type of paper selected for the job.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Loading Tray 1 and Changing the Tray Settings](#)

[Loading Tray 2 and Changing the Tray Settings](#)

[Loading Tray 3](#)

[Loading Tray 4](#)

[Loading the Bypass Tray and Changing the Tray Settings](#)

## Printing 2-Sided using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the 2-Sided Printing option to select whether your job prints on one or both sides of the paper and whether the output should be suitable for binding on the long or short edge of the document.

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

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the 2-Sided Printing option required.
  - **1-Sided Print** prints on 1 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.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

## More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Finishing

### Choosing a Finishing Option when using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the No Finishing option if no finishing is required for the output.

Use the stapling options to staple your document. The options available are dependent on the finishing device installed. The basic stapling options are Off, 1 Staple and 2 Staples.

Use the Hole Punch option if you want the device to punch holes in each page after it is printed. Each sheet will be punched individually so there is no limit to the number of pages you can have in a set. Hole punching can only be selected for A4 LEF (8.5 x 11" LEF) and A3 (11 x 17") paper.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

Use the Booklet options to automatically produce folded and stapled booklets. A cover can be inserted onto the booklet automatically.

Use the Folding options to fold a single sheet of A4 (8.5 x 11") media in a weight range of 60 to 120 gsm (16 to 32 lb).

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.

4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the **Finishing** option required.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

### Stapling using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the stapling options to staple your document. The options available are dependent on the finishing device installed. The basic stapling options are Off, 1 Staple and 2 Staples.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
4. Select the Xerox XPS driver from the list of print drivers available.

5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the stapling option required from the Finishing menu.
  - **1 Staple** positions a single staple the top left corner of your document.
  - **2 Staples** positions 2 staples along the trail edge of your document.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Hole Punching using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Hole Punch option if you want the device to punch holes in each page after it is printed. Each sheet will be punched individually so there is no limit to the number of pages you can have in a set. Hole punching can only be selected for A4 LEF (8.5 x 11" LEF) and A3 (11 x 17") paper.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Hole Punch** from the Finishing menu.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

[Choosing a Finishing Option when using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Folding using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

The folding options vary depending on the type of finisher attached to your device. If there is no finisher attached to your device you will not be able to choose any folding options.

Use the Folding options to fold a single sheet of A4 (8.5 x 11") media in a weight range of 60 to 120 gsm (16 to 32 lb).

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Folding...** from the Finishing menu.
7. Select the Folding option required.
  - **Bi Fold Single Sheets Print Inside** folds the output in the middle of the page. If the page is single sided the printed content will be on the inside of the fold. If the page is double sided, page 1 will be on the inside.
  - **Bi Fold Single Sheets Print Outside** folds the output in the middle of the page. If the page is single sided the printed content will be on the outside of the fold. If the page is double sided, page 2 will be on the inside.
  - **Bi Fold Multiple Sheets Print Outside** folds the output in the middle of each page. If the pages are single sided the printed content will be on the inside of the fold. If the pages are double sided, page 1 will be on the inside.
  - **Bi Fold Multiple Sheets Print Inside** folds the output in the middle of the page. If the pages are single sided the printed content will be on the outside of the fold. If the pages are double sided, page 2 will be on the inside.
8. Click the **OK** button to save your settings.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.

13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

[Choosing a Finishing Option when using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

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### Stapling and Hole Punching using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Multiple Finishing option to hole punch and staple your document.

Use the stapling options to staple your document. The options available are dependent on the finishing device installed. The basic stapling options are Off, 1 Staple and 2 Staples.

Use the Hole Punch option if you want the device to punch holes in each page after it is printed. Each sheet will be punched individually so there is no limit to the number of pages you can have in a set. Hole punching can only be selected for A4 LEF (8.5 x 11" LEF) and A3 (11 x 17") paper.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.

5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
  6. Select the **Multiple Finishing...** option from the Finishing menu.
  7. Select the Stapling option required.
    - **No Stapling** cancels any stapling programming you have entered.
    - **1 Staple** positions a single staple the top left corner of your document.
    - **2 Staples** positions 2 staples along the trail edge of your document.
- Note:** For some staple selections the device will rotate the image. If you are unable to staple, ensure that Image Rotation is set to Auto Rotate in Tools. Your System Administrator sets the Image Rotation options when the device is installed.
8. Select **Hole Punch** from the **Hole Punching menu**.
    - If required, select **No Hole Punching** to cancel any programming you have entered.
  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.
  11. Collect your job from the device.
  12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  13. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
  14. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

[Choosing a Finishing Option when using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Booklet Creation

### Creating a Booklet Layout using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Booklet Layout option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half.

If your device is fitted with a Booklet Maker you can use the Booklet Finishing feature to automatically produce folded and stapled booklets.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Booklet Creation...** from the **Finishing menu**.
7. Check the **Booklet Layout radio button**.
8. If required, click the **Booklet Adjustments** button to specify precise layout options.
  - Select the Booklet Paper Size option required.
    - **Use Job Setting** creates the booklet using the paper size selected in your source document.
    - **Manual** activates a dropdown menu where you can select the paper size required.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Select the **Gutter entry box** and use your keyboard to enter a width for the center margin of your booklet.
  - Select the **Creep entry box** and use your keyboard to enter an amount to shift the page images outwards by. This feature compensates for the fact that the outer pages in a large booklet have to fold around all the inner pages, this makes the outer pages slightly shorter than the inner pages in the final booklet.
  - Select the Reading Order option required.
    - **Left to Right** places page 1 of your document on the front of your booklet when the fold is to the left or top of the booklet.
    - **Right to Left** places page 1 of your document on the front of your booklet when the fold is to the right or bottom of the booklet.
  - Click the **OK** button.
9. If required, check the **Page Borders checkbox** to print a border around each image.
10. Click the **OK** button.
11. Click the **OK** button to save your settings.

12. 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.
13. Collect your job from the device.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

[Choosing a Finishing Option when using the XPS Print Driver](#)

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[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Folding Booklets using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Booklet Fold option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half - and to fold the pages automatically when they are printed.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.

4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Booklet Creation...** from the **Finishing menu**.
7. Check the **Booklet Fold radio button**.
8. If required, click the **Booklet Adjustments** button to specify precise layout options.
  - Select the Imposition Source option required.
    - **Imposed By Driver** automatically arranges the pages of your original in the correct sequence to form a booklet when the pages are folded in half.
    - **Pre-Imposed By App** lets the application you are printing from determine the correct page sequence to form a booklet when the pages are folded in half. Most desktop publishing applications can create a booklet layout.
  - Select the Booklet Paper Size option required.
    - **Use Job Setting** creates the booklet using the paper size selected in your source document.
    - **Manual** activates a dropdown menu where you can select the paper size required.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Select the **Gutter entry box** and use your keyboard to enter a width for the center margin of your booklet.
  - Select the **Creep entry box** and use your keyboard to enter an amount to shift the page images outwards by. This feature compensates for the fact that the outer pages in a large booklet have to fold around all the inner pages, this makes the outer pages slightly shorter than the inner pages in the final booklet.
  - Select the Reading Order option required.
    - **Left to Right** places page 1 of your document on the front of your booklet when the fold is to the left or top of the booklet.
    - **Right to Left** places page 1 of your document on the front of your booklet when the fold is to the right or bottom of the booklet.
  - Click the **OK** button.
9. If required, check the **Page Borders checkbox** to print a border around each image.
10. Click the **OK** button to save your settings.
11. 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.
12. Collect your job from the device.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
14. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
15. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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### Folding and Stapling Booklets using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Booklet Fold and Staple option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half - and to fold and staple the pages automatically when they are printed.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select **Booklet Creation...** from the **Finishing menu**.
7. Check the **Booklet Fold and Staple radio button**.
8. If required, click the **Booklet Adjustments** button to specify precise layout options.
  - Select the Imposition Source option required.
    - **Imposed By Driver** automatically arranges the pages of your original in the correct sequence to form a booklet when the pages are folded in half.
    - **Pre-Imposed By App** lets the application you are printing from determine the correct page sequence to form a booklet when the pages are folded in half. Most desktop publishing applications can create a booklet layout.

- Select the Booklet Paper Size option required.
    - **Use Job Setting** creates the booklet using the paper size selected in your source document.
    - **Manual** activates a dropdown menu where you can select the paper size required.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Select the **Gutter entry box** and use your keyboard to enter a width for the center margin of your booklet.
  - Select the **Creep entry box** and use your keyboard to enter an amount to shift the page images outwards by. This feature compensates for the fact that the outer pages in a large booklet have to fold around all the inner pages, this makes the outer pages slightly shorter than the inner pages in the final booklet.
  - Select the Reading Order option required.
    - **Left to Right** places page 1 of your document on the front of your booklet when the fold is to the left or top of the booklet.
    - **Right to Left** places page 1 of your document on the front of your booklet when the fold is to the right or bottom of the booklet.
  - Click the **OK** button.
9. If required, check the **Page Borders checkbox** to print a border around each image.
  10. Click the **OK** button.
  11. Click the **OK** button to save your settings.
  12. 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.
  13. Collect your job from the device.
  14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  15. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
  16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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### Setting the Print Quality using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Print Quality options to adjust the amount of toner used to print your documents. Using very little toner produces a slightly more grainy appearance, particularly when printing graphics or solid color objects, but is the most environmentally friendly option.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Select the Print Quality option required.
  - **Standard** balances print quality with environmental considerations and the size of the file sent across your network. Standard print quality is suitable for most print jobs.
  - **Toner Saver** uses less toner than the other options. Documents may appear slightly lighter than with the other options.
7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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### Choosing an Output Destination when using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Output Destination options to specify a destination for your output. The destinations depend on the type of finisher attached to your device.

**Note:** If a destination is listed, but is shown in gray text, it may not be available due to a finishing option that you have selected.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
6. Click the **OK** button to save your settings.
7. Select the Output Destination option required.
  - **Automatically Select** sends the job to an output tray based on the job type.
  - **Top Tray** sends the job to the output tray at the top of the device.
  - **Stacker Tray** the document will print to the stacker tray at the side of the device.
  - **Booklet Maker Tray** sends the job to the output bin on the right side of the device.
8. Click the **OK** button.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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## Document Options

### Page Layout

#### Printing more than one Page on a Sheet using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Page Layout feature when creating handouts, storyboards or archive documents. 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.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Click the **Page Layout** tab.
7. Check the required radio button to choose how many pages to print per sheet.

**Note:** The number of pages per sheet is the number of pages per side of the sheet. For example, if you select 2 Pages Per Sheet and print your document 2 sided the device will print 2 pages on each side of your sheet (4 pages in total).
8. If required, check the **Page Borders checkbox** to print a border around each image.
9. If required, select a 1 or 2-Sided option from the dropdown menu located under the preview picture.
  - **1-Sided Print** prints on 1 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.
10. Click the **OK** button to save your settings.
11. 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.
12. Collect your job from the device.

13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
14. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
15. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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## Booklet Creation

### Creating a Booklet Layout using the XPS Print Driver Layout Options

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Booklet Layout option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half.

If your device is fitted with a Booklet Maker you can use the Booklet Finishing feature to automatically produce folded and stapled booklets.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Click the **Page Layout** tab.
7. Check the **Booklet Creation radio button** to open the Booklet Creation window. If the window does not open click the **Setup...** button.

8. If required, click the **Booklet Adjustments** button to specify precise layout options.
  - Select the Booklet Paper Size option required.
    - **Use Job Setting** creates the booklet using the paper size selected in your source document.
    - **Manual** activates a dropdown menu where you can select the paper size required.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Select the **Gutter entry box** and use your keyboard to enter a width for the center margin of your booklet.
  - Select the **Creep entry box** and use your keyboard to enter an amount to shift the page images outwards by. This feature compensates for the fact that the outer pages in a large booklet have to fold around all the inner pages, this makes the outer pages slightly shorter than the inner pages in the final booklet.
  - Select the Reading Order option required.
    - **Left to Right** places page 1 of your document on the front of your booklet when the fold is to the left or top of the booklet.
    - **Right to Left** places page 1 of your document on the front of your booklet when the fold is to the right or bottom of the booklet.
  - Click the **OK** button.
9. If required, check the **Page Borders checkbox** to print a border around each image.
10. Click the **OK** button.
11. Click the **OK** button to save your settings.
12. 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.
13. Collect your job from the device.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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### Folding Booklets using the XPS Print Driver Layout Options

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Booklet Fold option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half - and to fold the pages automatically when they are printed.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Click the **Page Layout** tab.
7. Check the **Booklet Creation radio button** to open the Booklet Creation window. If the window does not open click the **Setup...** button.
8. If required, click the **Booklet Adjustments** button to specify precise layout options.
  - Select the Imposition Source option required.
    - **Imposed By Driver** automatically arranges the pages of your original in the correct sequence to form a booklet when the pages are folded in half.
    - **Pre-Imposed By App** lets the application you are printing from determine the correct page sequence to form a booklet when the pages are folded in half. Most desktop publishing applications can create a booklet layout.
  - Select the Booklet Paper Size option required.
    - **Use Job Setting** creates the booklet using the paper size selected in your source document.
    - **Manual** activates a dropdown menu where you can select the paper size required.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Select the **Gutter entry box** and use your keyboard to enter a width for the center margin of your booklet.
  - Select the **Creep entry box** and use your keyboard to enter an amount to shift the page images outwards by. This feature compensates for the fact that the outer pages in a large booklet have to fold around all the inner pages, this makes the outer pages slightly shorter than the inner pages in the final booklet.

- Select the Reading Order option required.
    - **Left to Right** places page 1 of your document on the front of your booklet when the fold is to the left or top of the booklet.
    - **Right to Left** places page 1 of your document on the front of your booklet when the fold is to the right or bottom of the booklet.
  - Click the **OK** button.
9. If required, check the **Page Borders checkbox** to print a border around each image.
  10. Click the **OK** button.
  11. Click the **OK** button to save your settings.
  12. 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.
  13. Collect your job from the device.
  14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  15. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
  16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

[Choosing a Finishing Option when using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Folding and Stapling Booklets using the XPS Print Driver Layout Options

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Booklet Fold and Staple option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half - and to fold and staple the pages automatically when they are printed.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Click the **Page Layout** tab.
7. Check the **Booklet Creation radio button** to open the Booklet Creation window. If the window does not open click the **Setup...** button.
8. If required, click the **Booklet Adjustments** button to specify precise layout options.
  - Select the Imposition Source option required.
    - **Imposed By Driver** automatically arranges the pages of your original in the correct sequence to form a booklet when the pages are folded in half.
    - **Pre-Imposed By App** lets the application you are printing from determine the correct page sequence to form a booklet when the pages are folded in half. Most desktop publishing applications can create a booklet layout.
  - Select the Booklet Paper Size option required.
    - **Use Job Setting** creates the booklet using the paper size selected in your source document.
    - **Manual** activates a dropdown menu where you can select the paper size required.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Select the **Gutter entry box** and use your keyboard to enter a width for the center margin of your booklet.
  - Select the **Creep entry box** and use your keyboard to enter an amount to shift the page images outwards by. This feature compensates for the fact that the outer pages in a large booklet have to fold around all the inner pages, this makes the outer pages slightly shorter than the inner pages in the final booklet.
  - Select the Reading Order option required.
    - **Left to Right** places page 1 of your document on the front of your booklet when the fold is to the left or top of the booklet.
    - **Right to Left** places page 1 of your document on the front of your booklet when the fold is to the right or bottom of the booklet.
  - Click the **OK** button.
9. If required, check the **Page Borders checkbox** to print a border around each image.
10. Click the **OK** button.
11. Click the **OK** button to save your settings.
12. 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.
13. Collect your job from the device.

14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

[Choosing a Finishing Option when using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

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[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Special Pages

### Choosing a Special Pages Option using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

The Special Pages options are used to give a more professional appearance to your document, for example by adding covers or pages printed on different paper.

Use the Covers option to add blank or printed pages to the front, back or front and back of your set. This option is also used to add a cover to a booklet. The covers can be a different media to the rest of your job.

Use the Inserts option to add blank pages on a different media into your document, or to specify pages to be printed on a different media. Up to two sources of media can be used for the inserts. If inserting blank pages, a blank sheet must be inserted in the appropriate place in your original document.

Use the Exceptions feature to use a different paper source for a range of pages. For example, you could print the self test pages in a training guide on different colored paper.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.

4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Select the **Special Pages** tab.
7. Click the **Add Covers** button.
8. Select the option(s) required.
9. Click the **OK** button.
10. Click the **Add Inserts** button.  
**Note:** If the Add Inserts button is greyed out it is because you have selected a finishing option that is incompatible with inserts or your job only has 1 page.
11. Select the option(s) required.
12. Click the **OK** button.
13. Click the **Add Exceptions** button.  
**Note:** If the Add Exceptions button is greyed out it is because you have selected a finishing option that is incompatible with inserts or your job only has 1 page.
14. Select the option(s) required.
15. Click the **OK** button.
16. Click the **OK** button to save your settings.
17. 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.
18. Click the **OK** button.
19. Collect your job from the device.
20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
21. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
22. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Loading Tray 1 and Changing the Tray Settings](#)

[Loading Tray 2 and Changing the Tray Settings](#)

[Loading Tray 3](#)

[Loading Tray 4](#)

[Loading the Bypass Tray and Changing the Tray Settings](#)

## Adding Covers using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Covers option to add blank or printed pages to the front, back or front and back of your set. This option is also used to add a cover to a booklet. The covers can be a different media to the rest of your job.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Select the **Special Pages** tab.
7. Click the **Add Covers** button.
8. Select the Cover Options option required.
  - **No Covers** cancels any programming you have entered.
  - **Front Only** adds a blank or printed cover to the front of the document.
  - **Back Only** adds a blank or printed cover to the back of the document.
  - **Front & Back Same** adds a blank or printed cover to the front and back of the document. The printing and paper supply options are identical for both covers.
  - **Front & Back Different** adds a blank or printed cover to the front and back of the document. The printing and paper supply options can be programmed individually for each cover.
9. If required, select the Front Cover Paper options required.
  - You can select a specific paper size, color and type. Use the Blank or Pre-Printed menu to choose any print settings for the cover.
10. If required, select the Back Cover Paper options required.
  - You can select a specific paper size, color and type. Use the Blank or Pre-Printed menu to choose any print settings for the cover.
11. Click the **OK** button.
12. Click the **OK** button to save your settings.
13. 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.
14. Collect your job from the device.

15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
16. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
17. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Loading Tray 2 and Changing the Tray Settings](#)

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[Loading the Bypass Tray and Changing the Tray Settings](#)

[Loading Tray 1 and Changing the Tray Settings](#)

### Adding Inserts using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Inserts option to add blank pages on a different media into your document, or to specify pages to be printed on a different media. Up to two sources of media can be used for the inserts. If inserting blank pages, a blank sheet must be inserted in the appropriate place in your original document.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Select the **Special Pages** tab.
7. Click the **Add Inserts** button.

**Note:** If the Add Inserts button is greyed out it is because you have selected a finishing option that is incompatible with inserts or your job only has 1 page.

8. Select the Insert Options option you require.
  - **Before Page 1** adds the insert pages at the beginning of the document.
  - **After Pages** activates the Pages entry box. Select the **Pages entry box** and use your keyboard to enter the page number required.
- Note:** The page numbers are the physical page numbers and not the page numbers which may be printed on the document. For 2-sided documents, each page of your document has 2 page numbers, so you need to count each side of your document.
9. Select the **Quantity entry box** and use your keyboard to type in the number of pages to be inserted.
10. Select the Paper option(s) required. You can select a specific paper size, color and type. You can also specify that the inserts should be printed using the existing job settings.
11. Click the **OK** button.
12. Click the **OK** button to save your settings.
13. 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.
14. Collect your job from the device.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
16. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
17. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Loading the Bypass Tray and Changing the Tray Settings](#)

[Loading Tray 4](#)

[Loading Tray 3](#)

[Loading Tray 2 and Changing the Tray Settings](#)

[Loading Tray 1 and Changing the Tray Settings](#)

#### Setting Exceptions using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Exceptions feature to use a different paper source for a range of pages. For example, you could print the self test pages in a training guide on different colored paper.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Select the **Special Pages** tab.
7. Click the **Add Exceptions** button.

**Note:** If the Add Exceptions button is greyed out it is because you have selected a finishing option that is incompatible with inserts or your job only has 1 page.

8. Click the **Pages entry box** and use your keyboard to enter the pages in your source document that are exceptions.
9. Select the Paper option(s) required. You can select a specific paper size, color and type. You can also specify that the inserts should be printed using the existing job settings.
10. Select the 2-Sided Printing option required.
  - **Use Job Setting** uses any programming already entered for the job.
  - **1-Sided Print** prints on 1 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.
11. Click the **OK** button.
12. Click the **OK** button to save your settings.
13. 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.
14. Collect your job from the device.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
16. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
17. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

### More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Designing and Applying a Watermark to Prints using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Watermark option to add a picture or some text to your document from within the print driver. You can set the watermark image to appear behind or on top of your main document text.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.
6. Click the **Watermark** tab.
7. Select the Watermark option required.
  - **Custom** creates a brand new watermark.
  - **Draft** provides a standard draft watermark which you can customize.
  - **Confidential** generates a standard Confidential watermark which you can then customize to meet your needs.
  - **Copy** produces a watermark that identifies the document as a copy. This watermark can be customized.
8. Select the option required.
  - **Text** activates a text **entry box** where you can type in your text. There are options to select a font, color, orientation and position for your text.
  - **Time Stamp** creates a time specific watermark. There are options to select the format, a font, color, orientation and position for your timestamp watermark.
  - **Picture** activates the graphic settings. Click the folder icon to browse to your image. There are options to select a scale, the position and the lightness of your graphic.
9. If required, select a Layering option.
  - **Print in Background** prints your cover sheet text over your watermark, so some of the watermark may be covered.
  - **Blend** gives equal prominence to your cover sheet text and your watermark.

- **Print in Foreground** prints your cover sheet text under your watermark, so some of the cover sheet text may be covered.
10. Select the Pages option required.
    - **Print on Page 1 Only** adds the image to the first page of the document.
    - **Print on All Pages** adds the image to every page of the document.
  11. Click the **OK** button to save your settings.
  12. 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.
  13. Collect your job from the device.
  14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  15. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
  16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Setting the Orientation of the Print Job using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Orientation option to set your job to portrait or landscape orientation.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Document Options** tab.

6. Click the **Orientation** tab.
7. Select the option required.
  - **Portrait** orients the paper so that the text and images print across the short dimension of the paper.
  - **Landscape** orients the paper so that the text and images print across the long dimension of the paper.
8. Click the **OK** button to save your settings.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

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## Advanced

### Using the Advanced XPS Print Driver Features

The Advanced tab gives you access to advanced printing features. Most of the time you will not need to use these features except, perhaps to turn on or off the Job ID feature.

Detailed instructions for the advanced features can be found in the print driver help pages, and technical instructions for some items are in the System Administrator Guide.

The advanced features are only likely to be needed by your System Administrator or Xerox support team.

#### More Information

[Accessing the XPS Print Driver Help Pages](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Adding a Job ID using the XPS Print Driver](#)

[Removing a Job ID using the XPS Print Driver](#)

## Adding a Job ID using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Job ID option to print some identification with your print job. You can choose whether to print the information on a separate page from the main job, or whether to print it within the margins.

If your System Administrator has created an ID for you they may have chosen to set up your ID to include specific information such as your name or your user name.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Advanced** tab.
6. If required, double click the **Advanced Settings** folder to expand the menu. The menu is usually expanded automatically when you select the Advanced tab.
7. Select the Job ID option required.
  - **Print ID on a Banner Page** adds a covering page to your job. Your ID will be printed on the cover page. If you select any finishing options such as stapling, the ID page will not be stapled to the rest of your job.
  - **Print ID in Margins - First Page Only** prints your ID in the top margin, on the first page of your document.
  - **Print ID in Margins - All Pages** prints your ID in the top margin, on all the pages in your document. If your document is 2-sided the ID will print on both sides.
8. Click the **OK** button to save your settings.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.

13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Removing a Job ID using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Job ID option to print some identification with your print job. You can choose whether to print the information on a separate page from the main job, or whether to print it within the margins.

If your System Administrator has created an ID for you they may have chosen to set up your ID to include specific information such as your name or your user name.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Advanced** tab.
6. If required, double click the **Advanced Settings** folder to expand the menu. The menu is usually expanded automatically when you select the Advanced tab.
7. Select **Disable Job ID** from the Job ID menu.
8. Click the **OK** button to save your settings.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Menu at the bottom of the Tabs

### Using Saved Print Settings using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Saved Settings option if you often use the same settings in your print driver. The Saved Settings option stores your print driver selections in the Saved Settings list. This list is saved on your computer and will not be available to you if you print from a different computer.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the Saved Settings option required.
  - **Driver Defaults** sets the printing properties to the default settings.
  - **Earth Smart Printing** sets the printing properties to environmentally friendly settings.
  - Any custom settings you have saved will be listed underneath the Earth Smart Printing option.
  - **Save As** saves the current printer settings as custom settings.
  - **Save As \*Application Name\* Default** saves the current settings and makes them the default settings for the named application. This option is useful if, for example, you always want to print Word documents 2-sided but Excel spreadsheets 1-sided.

- **Rename** makes it possible to change the name for the custom print settings you have currently selected. This is not available if the driver or application default print settings are selected.
  - **Delete** permanently erases the custom print settings you currently have selected. This is not available if the driver default print settings are selected.
6. Click the option you require.
  7. Click the **OK** button to save your settings.
  8. 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.
  9. Collect your job from the device.
  10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
  12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Saving Print Settings using the XPS Print Driver](#)

[Deleting Saved Print Settings using the XPS Print Driver](#)

[Renaming Saved Print Settings using the XPS Print Driver](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Saving Print Settings using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Saved Settings option if you often use the same settings in your print driver. The Saved Settings option stores your print driver selections in the Saved Settings list. This list is saved on your computer and will not be available to you if you print from a different computer.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.

3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the option(s) required.
6. Select the Saved Settings option required.
7. Select **Save As** from the **Saved Settings menu**.
8. Select the **Saved Setting Name entry box** and use your keyboard to enter a name for your custom setting.
9. Select the **OK** button.
10. Click the **OK** button to save your settings.
11. 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.
12. Collect your job from the device.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.
14. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
16. Collect your job from the device.

#### More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Applying Saved Print Settings using the XPS Print Driver](#)

[Renaming Saved Print Settings using the XPS Print Driver](#)

[Deleting Saved Print Settings using the XPS Print Driver](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Saving Print Settings as Application Defaults using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Save Print Settings as Application Defaults option to store custom printing settings as the defaults for the current application.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the option(s) required.
6. Select the Saved Settings option required.
7. Select **Save As** from the **Saved Settings menu**.
8. Select **Save As <Application Name> Defaults**. The current settings will be saved as the application default settings and will be selected for the current print job.
9. Click the **OK** button to save your settings.

More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Applying Saved Print Settings using the XPS Print Driver](#)

[Deleting Saved Print Settings using the XPS Print Driver](#)

## Applying Saved Print Settings using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Saved Settings option if you often use the same settings in your print driver. The Saved Settings option stores your print driver selections in the Saved Settings list. This list is saved on your computer and will not be available to you if you print from a different computer.

Use this option when you to want to select your saved print settings.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.

4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the saved setting required from the **Saved Settings menu**.
6. Click the **OK** button.
7. 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.
8. Collect your job from the device.
9. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Collect your job from the device.

#### More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Saving Print Settings using the XPS Print Driver](#)

[Saving Print Settings as Application Defaults using the XPS Print Driver](#)

[Renaming Saved Print Settings using the XPS Print Driver](#)

[Deleting Saved Print Settings using the XPS Print Driver](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Renaming Saved Print Settings using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Rename option to change the name you assigned to your saved print settings.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.

4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select the saved settings required from the list.
6. Select the Saved Settings option required.
7. Select **Rename...** from the **Saved Settings menu**.
8. Select the **Saved Setting Name entry box** and use your keyboard to enter a name for your custom setting.
9. Click the **OK** button.
10. Click the **OK** button to save your settings.
11. 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.
12. Collect your job from the device.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.
14. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
16. Collect your job from the device.

#### More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Saving Print Settings using the XPS Print Driver](#)

[Saving Print Settings as Application Defaults using the XPS Print Driver](#)

[Deleting Saved Print Settings using the XPS Print Driver](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Deleting Saved Print Settings using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Delete option to erase a specific set of custom print settings you have saved.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Select a custom setting or select **<Application Name> Defaults** from the **Saved Settings menu**.
6. Select **Delete** from the **Saved Settings menu**.
7. Click the **Yes** button.
8. Click the **OK** button.

More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Saving Print Settings using the XPS Print Driver](#)

[Saving Print Settings as Application Defaults using the XPS Print Driver](#)

## Accessing the XPS Print Driver Help Pages

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the help button to open the Xerox online help. You will need to be connected to the internet to use this help feature.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Select the Xerox XPS driver from the list of print drivers available.
3. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
4. Click the **?** button. You will be directed to the Xerox online help in your default internet browser.

More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

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## Resetting Defaults using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Reset Defaults option to reset the settings to either the Xerox settings or the settings programmed by your System Administrator.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the circular arrow to reset your print settings to their installation defaults.

More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Setting Earth Smart Print Settings using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Earth Smart option to quickly set controls that will reduce the number of pages printed for your job by removing banner sheets, turning on 2-sided printing, and printing 2 images on each page instead of a single image per page.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.

3. Select the Xerox XPS driver from the list of print drivers available.
4. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
5. Click the **Earth Smart Settings** button.
6. Select the option(s) required.
  - **2-Sided Print** prints on both sides of a sheet to save paper.
  - **No Banner Pages** disables the printing of banner pages to save paper.
  - **2-Up** prints 2 reduced size pages on a single sheet to save paper.
  - **Sample Set** prints one copy of a multiple-copy print job. When you collect the print you can check it has printed as you expected before approving the rest of the job for printing. If the first copy is not correct you can cancel the rest of the copies and resubmit the job with different print settings.
7. Click the **OK** button.
8. Click the **OK** button to save your settings.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

Print/PrintingOptions/JobType/Printing a Sample Set Job 0000004087

#### More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Viewing the Device Status using the XPS Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Status section to view the basic status of your device, such as the content of the paper trays. Use the More Status option to see more detailed information including any alerts or warnings, an active jobs list, a completed jobs list and the permissions your System Administrator has set for the device.

**Note:** Your System Administrator must enable Bi-Directional Communication between your device and your print driver before you can use this feature. If you do not see paper tray graphics and a More Status button then Bi-Directional Communication has not been enabled.

Your System Administrator can configure permissions to control access to the print feature.

- Specifying the time and day of the week when you can print to the device.
- Blocking certain types of job such as secure print.
- Limiting access to specific paper trays.
- Preventing single sided printing.
- Setting specific print settings for applications, for example, setting all Microsoft Word documents to print single sided.
- Limiting print jobs to secure print jobs.

Your System Administrator may also configure your print driver to prompt you to enter login details when you print a document.

**Note:** This option must be made available by your System Administrator.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select the **Office** button or select **File**, then select **Print** from the file menu.
2. Select the Xerox XPS driver from the list of print drivers available.
3. Open the print driver Properties window - the method will vary depending on the application you are printing from. From most Microsoft applications select the **Properties** or **Preferences** button to open the window.
4. View the device status icons in the bottom right corner of the driver window (above the OK and Cancel buttons).
5. If required, click on the More Status [...] button next to the status display.

#### More Information

[Printing a Document using the XPS Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

# Mac Driver

## Printing a Document using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

**Note:** The device is enabled for AirPrint. AirPrint is Apple's driverless printing technology that enables Apple devices, including Macs, phones and tablets, to print to the device without installing drivers or downloading software.

Your System Administrator may have loaded a specific print driver on your computer. However, if the choice of driver is yours, the following information may help you decide which driver to install.

- **PS (PostScript)** gives you the most options 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 (Printer Control Language)** generally has fewer advanced features than PostScript. PCL drivers process most jobs faster than other drivers. This driver is suitable for most every-day printing tasks.
- **XPS (XML Paper Specification)** is an open specification for a page description language and a fixed document format originally developed by Microsoft. Use this driver to improve the speed and quality of XPS files that you print.
- **Mac** is a PostScript driver that has been specifically designed to work on Macs.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

In addition to the drivers designed specifically for your device, you can also use the Xerox Global Print Driver or the Xerox Mobile Express Driver. These drivers will not give you access to all the features available with the device specific drivers.

- **Global Print Driver** is available for PS or PCL printer description languages, the same as the device-specific drivers mentioned above. This driver works with Xerox and non-Xerox printers. Using this driver makes it easy to add and update printers as the print driver does not need to be changed.
- **Mobile Express Driver** lets you find and print to any PostScript printer in any location without driver downloads and installations.

Your System Administrator can configure permissions to control access to the print feature.

- Specifying the time and day of the week when you can print to the device.
- Blocking certain types of job such as secure print.
- Limiting access to specific paper trays.
- Preventing single sided printing.
- Setting specific print settings for applications, for example, setting all Microsoft Word documents to print single sided.
- Limiting print jobs to secure print jobs.

Your System Administrator may also configure your print driver to prompt you to enter login details when you print a document.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select the option(s) required.
6. 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.
7. Collect your job from the device.
8. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
9. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
10. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using the Job Type Feature with the Mac Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Releasing a Held Job using the Job Status Menu](#)

[Printing a Secure Print Job using the Mac Print Driver](#)

[Accessing Your Personal Secure Jobs List using the Job Status Menu](#)

[Releasing Jobs Held in a Public Queue using the Job Status Menu](#)

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[Viewing the Unidentified Held Jobs Queue using the Job Status Menu](#)

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## Xerox Features Menu

### Paper / Output

#### Job Type

##### Using the Job Type Feature with the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Job Type option to specify how your job should be treated by the device, for example whether it should be treated as a confidential document (Secure Print) or a proof print (Sample Set).

Use the Normal Print job type to tell the device to print your job as soon as it arrives at the top of the print queue.

Use the Secure Print option to have your job held at the device until you enter a passcode to release it. This feature prevents confidential documents printing to the output tray until you are ready to release and collect them. This feature is also useful if you want to control when your jobs are released for printing, even if they are not confidential.

**Note:** If you send more than one Secure Print job using the same passcode, when you go to the device you will only need to enter the code once to release all the jobs for printing.

Use the Delay Print option to print your document at a specified time, up to 24 hours after the original job submission. This is useful if you want to print large jobs during quiet times in your office, or if you want all your jobs to print at the same time.

Use the Sample Set option to print one copy of a multiple-copy print job. When you collect the print you can check it has printed as you expected before approving the rest of the job for printing. If the first copy is not correct you can cancel the rest of the copies and resubmit the job with different print settings.

Use the Saved Job option to store your job on the device's hard drive so that it can then be printed on demand when required or printed from Internet Services.

**Note:** Your System Administrator must enable the Job Storage feature on your print driver before you can use the Saved Job option. If you are able to update your own driver settings, this feature can be found by opening the drivers window, right clicking the driver, selecting Printer Properties and then the Configuration tab. Use the dropdown menu to set the Job Storage Module status in the Installable Options section to Installed.

Use the Fax option in your print driver to send a document to a fax address. The job is sent from your computer to the device in the same way as a print job, but instead of being printed it is then faxed over a telephone line to the specified fax destination.

**Note:** To use this feature, your System Administrator must install and enable the fax option on your device.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.

6. Select the option required from the **Job Type** menu.
7. Select the option(s) required.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Normal Print Job using the Mac Print Driver](#)

[Printing a Secure Print Job using the Mac Print Driver](#)

[Printing a Delay Print Job using the Mac Print Driver](#)

[Printing a Sample Set Job using the Mac Print Driver](#)

[Saving Jobs using the Mac Print Driver](#)

[Sending a Fax using the Mac Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

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[Releasing Jobs Held in a Private Queue using the Job Status Menu](#)

[Viewing the Unidentified Held Jobs Queue using the Job Status Menu](#)

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[Viewing the Progress and Details of a Job using the Job Status Menu](#)

#### Printing a Normal Print Job using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Normal Print job type to tell the device to print your job as soon as it arrives at the top of the print queue.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.

3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. Select **Normal Print** from the **Job Type dropdown menu**.
7. Select the option(s) required.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the Mac Print Driver](#)

[Using the Job Type Feature with the Mac Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

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[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Printing a Secure Print Job using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Secure Print option to have your job held at the device until you enter a passcode to release it. This feature prevents confidential documents printing to the output tray until you are ready to release and collect them. This feature is also useful if you want to control when your jobs are released for printing, even if they are not confidential.

**Note:** If you send more than one Secure Print job using the same passcode, when you go to the device you will only need to enter the code once to release all the jobs for printing.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. Select **Secure Print** from the **Job Type dropdown menu**.
7. Click in the **Passcode entry box** and use your keyboard to enter a 4 to 10 digit passcode.
 

**Note:** To release your job you will enter this passcode using the numeric keypad on the device control panel. Only use numbers, and choose a passcode you will remember but that is not easy for other people to guess.
8. Click in the **Confirm Passcode entry box** and use your keyboard to re-enter your 4 to 10 digit passcode.
9. Click the **OK** button.
10. Select the option(s) required.
11. 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.
12. When the job arrives at the device it displays in the Secure Print job list. To view the list at the device press the **Job Status** button on the Control Panel and select **Secure Print Jobs**.
13. Select your job in the list, enter your Secure Print passcode and select **OK**.
14. Select **Release All** to print all your secure jobs, or select an individual job and select **Release**.
15. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the Mac Print Driver](#)

[Using the Job Type Feature with the Mac Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

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[Viewing the Progress and Details of a Job using the Job Status Menu](#)

#### Printing a Delay Print Job using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Delay Print option to print your document at a specified time, up to 24 hours after the original job submission. This is useful if you want to print large jobs during quiet times in your office, or if you want all your jobs to print at the same time.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. Select **Delay Print** from the **Job Type dropdown menu**.
7. Select the **Time to Print entry box** and use your keyboard to enter a time when your job should print.
8. Click the **OK** button.
9. Select the option(s) required.
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.
11. At the specified time, collect your document at the device.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
13. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
14. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the Mac Print Driver](#)

[Using the Job Type Feature with the Mac Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

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#### Printing a Sample Set Job using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Sample Set option to print one copy of a multiple-copy print job. When you collect the print you can check it has printed as you expected before approving the rest of the job for printing. If the first copy is not correct you can cancel the rest of the copies and resubmit the job with different print settings.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.  
**Note:** You must send at least 2 copies to the device for the Sample Set feature to work.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. Select **Sample Set** from the **Job Type dropdown menu**.
7. Select the option(s) required.
8. 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.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. Select the job in the required list and select the **Release** button to print the sample set.
11. Check the printed sample is correct.
12. Select the job required from the list.
  - If the sample is correct, select the **Release** button to print the remaining sets.
  - If the sample has not printed as you expected it to, select the **Delete** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the Mac Print Driver](#)

[Using the Job Type Feature with the Mac Print Driver](#)

[Viewing Active Jobs using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Saving Jobs using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Saved Job option to store your job on the device's hard drive so that it can then be printed on demand when required or printed from Internet Services.

**Note:** Your System Administrator must enable the Job Storage feature on your print driver before you can use the Saved Job option. If you are able to update your own driver settings, this feature can be found by opening the drivers window, right clicking the driver, selecting Printer Properties and then the Configuration tab. Use the dropdown menu to set the Job Storage Module status in the Installable Options section to Installed.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. Select **Saved Job** from the **Job Type dropdown menu**.
7. Select the **Job Name entry box** and use your keyboard to enter a name for your job.
  - Select **Use Document Name** from the **Job Name dropdown menu** to save your job with the same name as the original document.
8. Use the **Folder** dropdown menu to select the folder where your job should be saved.
  - If your required folder does not display, you can use your keyboard to enter the name of the folder where your job should be saved. The Default Public Folder is available for all users to save their jobs to.
9. If required, select the **Print and Save** button. If the **Save** button is selected your job will be saved, but not printed.
10. If required, select the **Private** button to passcode protect your document.
  - Click in the **Passcode entry box** and use your keyboard to enter a 4 to 10 digit passcode.

**Note:** To release your job you will enter this passcode using the numeric keypad on the device control panel. Only use numbers, and choose a passcode you will remember but that is not easy for other people to guess.

- Click in the **Confirm Passcode entry box** and use your keyboard to re-enter your 4 to 10 digit passcode.
11. Click the **OK** button.
  12. Select the option(s) required.

13. 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.

#### More Information

[Printing a Document using the Mac Print Driver](#)

[Printing a Saved Job using the Print From Feature](#)

[Printing Saved Jobs from Internet Services](#)

[Creating a New Folder for Saved Jobs in Internet Services](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

### **Sending a Fax using the Mac Print Driver**

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Fax option in your print driver to send a document to a fax address. The job is sent from your computer to the device in the same way as a print job, but instead of being printed it is then faxed over a telephone line to the specified fax destination.

**Note:** To use this feature, your System Administrator must install and enable the fax option on your device.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to send.  
**Note:** You only need to select 1 copy even if you are sending the fax to more than one address. Selecting more than 1 copy will print your document more than once on the recipient's device but will only print the cover sheet once (if you include a cover sheet generated by the print driver).
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. Select **Fax** from the **Job Type dropdown menu**.

#### **Either**

- Click the **Add Recipient** button to add a new recipient manually.
  - Select the **Name entry box** and use your keyboard to enter the name of the recipient.
  - Select the **Fax Number entry box** and use your keyboard to enter the recipient's fax number.
  - If required, select the **Organization entry box** and use your keyboard to enter the recipient's company name.

- If required, select the **Telephone Number entry box** and use your keyboard to enter the recipient's telephone number.
- If required, select the **E-mail Address entry box** and use your keyboard to enter the recipient's e-mail address.
- If required, select the **Mailbox entry box** and use your keyboard to enter the recipient's mailbox number.
- If required, click the **Save to Address Book checkbox**.

**Note:** The recipient's details are saved on your computer's hard drive, in your personal address book.

- Click the **OK** button.

**Or**

- Click the **Add From Address Book** button to add a recipient stored in the address book.
    - Select the contact required from the list.
  - If the contact list is long, click in the **Search... entry box** and use your keyboard to enter the contact details.
  - Click the **OK** button to see the search results.
    - Select the **Add** button.
    - If required, select more than one recipient from the Recipients list by clicking the first recipient, pressing and holding the **Ctrl** button on a PC or the **Command** button on a Mac and then clicking each additional recipient. Release the Ctrl or Command button once all recipients have been selected.
    - Click the **OK** button.
7. If you want to add a cover sheet to your fax job, click the **Cover Sheet** tab.
8. Select **Print a Cover Sheet** from the Cover Sheet Options menu.
- Click the **Cover Sheet Notes** button.
    - Click the **Cover Sheet Notes entry box** and use your keyboard to enter your note.
    - Click the **OK** button.
  - Click the **Sender Information** button.
    - If required, select the **Sender Name entry box** and use your keyboard to enter your name.
    - If required, select the **Sender Organization entry box** and use your keyboard to enter your company name.
    - If required, select the **Sender E-mail Address entry box** and use your keyboard to enter your e-mail address.
    - If required, select the **Sender Telephone Number entry box** and use your keyboard to enter your telephone number.
    - If required, select the **Sender Fax Number entry box** and use your keyboard to enter the fax number you would like any replies faxed to.
    - Click the **OK** button.
  - Click the **Recipient Information** button.
    - If required, select a Recipients option.
      - **Show Recipient Names** prints the names of all the recipients on the cover sheet. The names used are the names you entered when adding each recipient's details.
      - **Show Custom Text** adds specific text you enter as the recipient detail. This option is useful if you are sending to more than one recipient at the same number, but have saved the number under only one name.
  - Select the **entry box under the Recipients menu** and use your keyboard to enter your custom text.
    - Click the **OK** button.
    - Click the **OK** button.

9. If required, select the Cover Sheet Image option required.
  - **New** adds a new image.
  - **Text** adds a text cover page.
  - **Picture** adds an image to the cover page.
  - Click the **OK** button.
10. Select the paper size required from the **Cover Sheet Paper Size menu**.
11. If you want the device to print a confirmation sheet, use a specific send speed or resolution, send at a specific time, use a dialing prefix or include credit card details, click the **Options** tab.
  - If required, select **Print a Confirmation Sheet** from the Confirmation Sheet menu to have the device print a page stating that your job has successfully faxed. Depending on how your System Administrator has configured the device an error sheet may print if the job fails.
  - If required, select the starting transmission speed you require from the Send Speed menu.
  - If required, select the resolution you require from the Fax Resolution menu. Higher resolutions take longer to transmit.
  - If required, select the time the device should send your job using the Send Time options.
  - If required, select the **Dialing Options entry box** and use your keyboard to enter a character that should be dialled before the main fax number.
  - If required, select the **Credit Card entry box** and use your keyboard to enter a credit card number.
  - Click the **OK** button.
12. 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.
13. Depending on how your device has been set up, the Fax Confirmation screen may display with the fax recipients for your job. If required, click the **OK** button to confirm.

#### More Information

[Printing a Document using the Mac Print Driver](#)

[Using the Job Type Feature with the PostScript Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

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### Specifying a Paper Type using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Paper option to specify a type of paper for your job. The type of paper automatically selected for your job is shown in the Paper box, this default is set by your System Administrator.

The paper types loaded in the device are listed. You can select other paper types - but you will need to load them into the appropriate tray before your job will print correctly. It is usually easier to load the paper required into the device before programming your job as this helps to ensure you select both the correct paper type and the correct tray when sending your job.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. Select the Paper option required.
  - **Other Color** lists commonly used paper colors. Use the **Automatically Select** option to let the printer select a paper color.
  - **Other Type** selects a type of paper or media to use for the print job, for example transparencies. Use the **Automatically Select** option to let the printer to select a type.
  - **Transparency Separators...** opens the Transparency Separators screen where you can specify both the type and colour of the separators to be added between printed transparencies.
7. 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.
8. Collect your job from the device.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the Mac Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Loading Tray 1 and Changing the Tray Settings](#)

[Loading Tray 2 and Changing the Tray Settings](#)

[Loading Tray 3](#)

[Loading Tray 4](#)

[Loading the Bypass Tray and Changing the Tray Settings](#)

## Printing 2-Sided using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the 2-Sided Printing option to select whether your job prints on one or both sides of the paper and whether the output should be suitable for binding on the long or short edge of the document.

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

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. Select the 2-Sided Printing option required.
  - **1-Sided Print** prints on 1 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.
7. 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.
8. Collect your job from the device.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

More Information

[Printing a Document using the Mac Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)  
[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Setting the Print Quality using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Print Quality options to adjust the amount of toner used to print your documents. Using very little toner produces a slightly more grainy appearance, particularly when printing graphics or solid color objects, but is the most environmentally friendly option.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. Select the Print Quality option required.
  - **High Resolution** prints your document at the highest quality. High Resolution uses more toner than the Toner Saver option.
  - **Standard** balances print quality with environmental considerations and the size of the file sent across your network. Standard print quality is suitable for most print jobs.
  - **Toner Saver** uses less toner than the other options. Documents may appear slightly lighter than with the other options.
7. 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.
8. Collect your job from the device.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

## More Information

[Printing a Document using the Mac Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

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[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Finishing

### Choosing a Finishing Option when using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the No Finishing option if no finishing is required for the output.

Use the stapling options to staple your document. The options available are dependent on the finishing device installed. The basic stapling options are Off, 1 Staple and 2 Staples.

Use the Hole Punch option if you want the device to punch holes in each page after it is printed. Each sheet will be punched individually so there is no limit to the number of pages you can have in a set. Hole punching can only be selected for A4 LEF (8.5 x 11" LEF) and A3 (11 x 17") paper.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

Use the Booklet options to automatically produce folded and stapled booklets. A cover can be inserted onto the booklet automatically.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. Select the **Finishing** option required.

7. Click the **OK** button to save your settings.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Printing a Document using the Mac Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

### Stapling using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the stapling options to staple your document. The options available are dependent on the finishing device installed. The basic stapling options are Off, 1 Staple and 2 Staples.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. Select the stapling option required from the Finishing menu.
  - **1 Staple** positions a single staple the top left corner of your document.
  - **2 Staples** positions 2 staples along the trail edge of your document.
7. 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.
8. Collect your job from the device.

9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the Mac Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Hole Punching using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Hole Punch option if you want the device to punch holes in each page after it is printed. Each sheet will be punched individually so there is no limit to the number of pages you can have in a set. Hole punching can only be selected for A4 LEF (8.5 x 11" LEF) and A3 (11 x 17") paper.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.

5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. Select **Hole Punch** from the Finishing menu.
7. 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.
8. Collect your job from the device.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the Mac Print Driver](#)

[Choosing a Finishing Option when using the Mac Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

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[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Folding using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

The folding options vary depending on the type of finisher attached to your device. If there is no finisher attached to your device you will not be able to choose any folding options.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
7. Select **Folding...** from the Finishing menu.
8. Select the Folding option required.
  - **Bi Fold Single Sheets Print Inside** folds the output in the middle of the page. If the page is single sided the printed content will be on the inside of the fold. If the page is double sided, page 1 will be on the inside.
  - **Bi Fold Single Sheets Print Outside** folds the output in the middle of the page. If the page is single sided the printed content will be on the outside of the fold. If the page is double sided, page 2 will be on the inside.
  - **Bi Fold Multiple Sheets Print Outside** folds the output in the middle of each page. If the pages are single sided the printed content will be on the inside of the fold. If the pages are double sided, page 1 will be on the inside.
  - **Bi Fold Multiple Sheets Print Inside** folds the output in the middle of the page. If the pages are single sided the printed content will be on the outside of the fold. If the pages are double sided, page 2 will be on the inside.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the Mac Print Driver](#)

[Choosing a Finishing Option when using the Mac Print Driver](#)

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[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Booklet Creation

### Folding Booklets using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Booklet Fold option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half - and to fold the pages automatically when they are printed.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. Select **Booklet Creation...** from the **Finishing menu**.
7. Select **Booklet Fold** from the **Booklet Finishing menu**.
  - Select the Booklet Paper Size option required from the **Scale to New Paper Size menu**.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Select the **Gutter entry box** and use your keyboard to enter a width for the center margin of your booklet.
  - Select the **Creep entry box** and use your keyboard to enter an amount to shift the page images outwards by. This feature compensates for the fact that the outer pages in a large booklet have to fold around all the inner pages, this makes the outer pages slightly shorter than the inner pages in the final booklet.
  - Click the **OK** button.
8. 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.
9. Collect your job from the device.

10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the Mac Print Driver](#)

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System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

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### Folding and Stapling Booklets using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Depending on the optional finishing device and kits installed you will have the choice of different output options such as stapling, folding and collating.

**Note:** This option must be made available by your System Administrator.

The options available from your print driver depend on how your System Administrator has configured the print driver on your computer.

Use the Booklet Fold and Staple option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half - and to fold and staple the pages automatically when they are printed.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. Select **Booklet Creation...** from the **Finishing menu**.

7. Select **Booklet Fold** from the **Booklet Finishing menu**.
  - Select the Booklet Paper Size option required from the **Scale to New Paper Size menu**.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Select the **Gutter entry box** and use your keyboard to enter a width for the center margin of your booklet.
  - Select the **Creep entry box** and use your keyboard to enter an amount to shift the page images outwards by. This feature compensates for the fact that the outer pages in a large booklet have to fold around all the inner pages, this makes the outer pages slightly shorter than the inner pages in the final booklet.
  - Click the **OK** button.
8. 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.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the Mac Print Driver](#)

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System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

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[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Choosing an Output Destination when using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Output Destination options to specify a destination for your output. The destinations depend on the type of finisher attached to your device.

**Note:** If a destination is listed, but is shown in gray text, it may not be available due to a finishing option that you have selected.

**Note:** This option must be made available by your System Administrator.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Paper / Output** from the Xerox Features group selection menu. This is usually the active area when the print driver opens.
6. Select the Output Destination option required.
  - **Automatically Select** sends the job to an output tray based on the job type.
  - **Top Tray** sends the job to the output tray at the top of the device.
  - **Stacker Tray** the document will print to the stacker tray at the side of the device.
  - **Booklet Maker Tray** sends the job to the output tray on the right side of the device.
7. 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.
8. Collect your job from the device.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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## Special Pages

### Choosing a Special Pages Option using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

The Special Pages options are used to give a more professional appearance to your document, for example by adding covers or pages printed on different paper.

Use the Covers option to add blank or printed pages to the front, back or front and back of your set. This option is also used to add a cover to a booklet. The covers can be a different media to the rest of your job.

Use the Inserts option to add blank pages on a different media into your document, or to specify pages to be printed on a different media. Up to two sources of media can be used for the inserts. If inserting blank pages, a blank sheet must be inserted in the appropriate place in your original document.

Use the Exceptions feature to use a different paper source for a range of pages. For example, you could print the self test pages in a training guide on different colored paper.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Special Pages** from the Xerox features group selection menu.
6. Click the **Add Covers** button.
7. Select the option(s) required.
8. Click the **OK** button.
9. Click the **Add Inserts** button.

**Note:** If the Add Inserts button is greyed out it is because you have selected a finishing option that is incompatible with inserts or your job only has 1 page.

10. Select the option(s) required.
11. Click the **OK** button.
12. Click the **Add Exceptions** button.

**Note:** If the Add Exceptions button is greyed out it is because you have selected a finishing option that is incompatible with inserts or your job only has 1 page.

13. Select the option(s) required.
14. Click the **OK** button.
15. Click the **OK** button to save your settings.
16. 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.
17. Collect your job from the device.
18. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

19. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
20. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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### Adding Covers using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Covers option to add blank or printed pages to the front, back or front and back of your set. This option is also used to add a cover to a booklet. The covers can be a different media to the rest of your job.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Special Pages** from the Xerox features group selection menu.
6. Click the **Add Covers** button.
7. Select the Cover Options option required.
  - **No Covers** cancels any programming you have entered.
  - **Front Only** adds a blank or printed cover to the front of the document.
  - **Back Only** adds a blank or printed cover to the back of the document.
  - **Front & Back Same** adds a blank or printed cover to the front and back of the document. The printing and paper supply options are identical for both covers.
  - **Front & Back Different** adds a blank or printed cover to the front and back of the document. The printing and paper supply options can be programmed individually for each cover.
8. If required, select the Front Cover Paper options required.

- You can select a specific paper size, color and type. Use the Blank or Pre-Printed menu to choose any print settings for the cover.
9. If required, select the Back Cover Paper options required.
    - You can select a specific paper size, color and type. Use the Blank or Pre-Printed menu to choose any print settings for the cover.
  10. Click the **OK** button to save your settings.
  11. 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.
  12. Collect your job from the device.
  13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  14. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
  15. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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[Loading Tray 2 and Changing the Tray Settings](#)

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[Loading the Bypass Tray and Changing the Tray Settings](#)

[Loading Tray 1 and Changing the Tray Settings](#)

### Adding Inserts using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Inserts option to add blank pages on a different media into your document, or to specify pages to be printed on a different media. Up to two sources of media can be used for the inserts. If inserting blank pages, a blank sheet must be inserted in the appropriate place in your original document.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.

3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Special Pages** from the Xerox features group selection menu.
6. Click the **Add Inserts** button.

**Note:** If the Add Inserts button is greyed out it is because you have selected a finishing option that is incompatible with inserts or your job only has 1 page.
7. Select the Insert Options option you require.
  - **After Pages** activates the Pages entry box. Select the **Pages entry box** and use your keyboard to enter the page number required.
  - **Before Page 1** adds the insert pages at the beginning of the document.

**Note:** The page numbers are the physical page numbers and not the page numbers which may be printed on the document. For 2-sided documents, each page of your document has 2 page numbers, so you need to count each side of your document.
8. Select the **Quantity entry box** and use your keyboard to type in the number of pages to be inserted.
9. Select the Paper option(s) required. You can select a specific paper size, color and type. You can also specify that the inserts should be printed using the existing job settings.
10. Click the **OK** button to save your settings.
11. 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.
12. Collect your job from the device.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
14. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
15. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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[Loading Tray 2 and Changing the Tray Settings](#)

[Loading Tray 1 and Changing the Tray Settings](#)

## Setting Exceptions using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Exceptions feature to use a different paper source for a range of pages. For example, you could print the self test pages in a training guide on different colored paper.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Special Pages** from the Xerox features group selection menu.
6. Click the **Add Exceptions** button.

**Note:** If the Add Exceptions button is greyed out it is because you have selected a finishing option that is incompatible with inserts or your job only has 1 page.

7. Click the **Pages entry box** and use your keyboard to enter the pages in your source document that are exceptions.
8. Select the Paper option(s) required. You can select a specific paper size, color and type. You can also specify that the inserts should be printed using the existing job settings.
9. Select the 2-Sided Printing option required.
  - **Use Job Setting** uses any programming already entered for the job.
  - **1-Sided Print** prints on 1 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.
10. Click the **OK** button to save your settings.
11. 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.
12. Collect your job from the device.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
14. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.

15. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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## Image Options

### Adjusting the Lightness of your Print using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Lighten / Darken options to manually adjust the lightness or darkness of the image. Light originals containing pencil images may produce better output if the darkness is increased. Dark originals such as halftones or documents with colored backgrounds may need to be lightened.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Image Options** from the Xerox features group selection menu.
6. Select the Lightness option required.
  - Move the indicator to the left to darken the image.
  - Move the indicator to the right to lighten the image.
7. 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.
8. Collect your job from the device.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.

11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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### Adjusting the Contrast of your Print using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Contrast option to control the image density on the output and compensate for an original that has too much or too little contrast on the image.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Image Options** from the Xerox features group selection menu.
6. Select the Contrast option required.
  - Move the indicator to the left to increase the contrast. This will produce more vivid blacks and whites for sharper text and lines but less detail in pictures.
  - Move the indicator to the right to decrease the contrast. This will produce more detail in light and dark areas of the original.
7. 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.
8. Collect your job from the device.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.

11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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## Booklet / WaterMark

### Creating a Booklet Layout using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Booklet Layout option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half.

If your device is fitted with a Booklet Maker you can use the Booklet Finishing feature to automatically produce folded and stapled booklets.

**Note:** This option must be made available by your System Administrator.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Booklet / Watermark** from the Xerox features group selection menu.
6. Select **Enabled** from the **Booklet Layout** menu.
7. If required, click the **Booklet Options** button to specify options such as the paper size, margins, gutter and creep.
  - Select the booklet paper size required from the **Scale to New Paper Size menu**.
  - Select **Off** to create the booklet using the paper size selected in your source document.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Select the **Gutter entry box** and use your keyboard to enter a width for the center margin of your booklet.

- Select the **Creep entry box** and use your keyboard to enter an amount to shift the page images outwards by. This feature compensates for the fact that the outer pages in a large booklet have to fold around all the inner pages, this makes the outer pages slightly shorter than the inner pages in the final booklet.
8. Click the **OK** button.
  9. If required, check the **Draw Page Borders checkbox** to print a border around each image.
  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.
  11. Collect your job from the device.
  12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  13. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
  14. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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### Folding and Stapling Booklets using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Booklet Fold and Staple option to have the device automatically reduce and arrange the pages of your original in the correct sequence to form a booklet when the pages are folded in half - and to fold and staple the pages automatically when they are printed.

**Note:** This option must be made available by your System Administrator.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.

5. Select **Booklet / Watermark** from the Xerox features group selection menu.
6. Select **Enabled** from the **Booklet Layout** menu.
7. Click the **Booklet Options** button.
8. Select Booklet Finishing option required. The folding options vary depending on the type of finisher attached to your device. If there is no finisher attached to your device you will not be able to choose any folding options.
  - **No Booklet Folding** lays out the pages of your document in a booklet format, but does not create a booklet.
  - **Booklet Fold** folds your document into a booklet.
  - **Booklet Fold and Stapling** folds and staples your document.
9. If required, specify options such as the paper size, margins, gutter and creep.
  - Select the booklet paper size required from the **Scale to New Paper Size menu**.
  - Select **Off** to create the booklet using the paper size selected in your source document.
  - Select **Standard** from the **Booklet Margins menu** to create a margin between each image on your booklet.
  - If required, select **None** to cancel any programming you have made.
  - Select the **Gutter entry box** and use your keyboard to enter a width for the center margin of your booklet.
  - Select the **Creep entry box** and use your keyboard to enter an amount to shift the page images outwards by. This feature compensates for the fact that the outer pages in a large booklet have to fold around all the inner pages, this makes the outer pages slightly shorter than the inner pages in the final booklet.
10. Click the **OK** button.
11. If required, check the **Draw Page Borders checkbox** to print a border around each image.
12. 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.
13. Collect your job from the device.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

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### Designing and Applying a Watermark to Prints using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Watermark option to add a picture or some text to your document from within the print driver. You can set the watermark image to appear behind or on top of your main document text.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Booklet / Watermark** from the Xerox features group selection menu.

#### **Either**

- Select the Watermark option required.
  - **Draft** provides a standard draft watermark which you can customize.
  - **Confidential** generates a standard Confidential watermark which you can then customize to meet your needs.
  - **Copy** produces a watermark that identifies the document as a copy. This watermark can be customized.

#### **Or**

- Select **New...** from the Watermark menu.
  - Select the option required.
    - **Text** activates a text **entry box** where you can type in your text. There are options to select a font, color, orientation and position for your text.
    - **Picture** activates the graphic settings. Click the **Choose File** button to browse to your image. There are options to select the scale and position of your graphic.
6. Click the **OK** button to save your settings.
  7. Select the **Options** from the **Watermark menu**.
  8. Select the Layering and Pages options required.
    - **Print in Background** prints your cover sheet text over your watermark, so some of the watermark may be covered.
    - **Blend** gives equal prominence to your cover sheet text and your watermark.
    - **Print in Foreground** prints your cover sheet text under your watermark, so some of the cover sheet text may be covered.
  9. Select the Pages option required.
    - **Print on Page 1 Only** adds the image to the first page of the document.
    - **Print on All Pages** adds the image to every page of the document.
  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.
  11. Collect your job from the device.
  12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

13. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
14. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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## Advanced

### Adding a Job ID using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Job ID option to print some identification with your print job. You can choose whether to print the information on a separate page from the main job, or whether to print it within the margins.

If your System Administrator has created an ID for you they may have chosen to set up your ID to include specific information such as your name or your user name.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Advanced** from the Xerox features group selection menu.
6. Select the Job ID option required.
  - **Print ID on a Banner Page** adds a covering page to your job. Your ID will be printed on the cover page. If you select any finishing options such as stapling, the ID page will not be stapled to the rest of your job.
  - **Print ID in Margins - First Page Only** prints your ID in the top margin, on the first page of your document.

- **Print ID in Margins - All Pages** prints your ID in the top margin, on all the pages in your document. If your document is 2-sided the ID will print on both sides.
7. 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.
  8. Collect your job from the device.
  9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
  11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the Mac Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Removing a Job ID using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Job ID option to print some identification with your print job. You can choose whether to print the information on a separate page from the main job, or whether to print it within the margins.

If your System Administrator has created an ID for you they may have chosen to set up your ID to include specific information such as your name or your user name.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Advanced** from the Xerox features group selection menu.
6. Select **Disable Job ID** from the Job ID menu.

7. 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.
8. Collect your job from the device.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the Mac Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

### Changing the Booklet Image Order using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Booklet Image Order option to set the reading order for your booklet depending on whether the booklet opens from left to right, top to bottom, right to left or bottom to top.

If your device is fitted with a Booklet Maker you can use the Booklet Finishing feature to automatically produce folded and stapled booklets.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Select **Advanced** from the Xerox features group selection menu.

6. Select the Booklet Image Order option required.
  - **Left to Right** places page 1 of your document on the front of your booklet when the fold is to the left or top of the booklet.
  - **Right to Left** places page 1 of your document on the front of your booklet when the fold is to the right or bottom of the booklet.
7. 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.

#### More Information

[Printing a Document using the Mac Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Creating a Booklet Layout using the Mac Print Driver](#)

[Folding and Stapling Booklets using the Mac Print Driver](#)

### Using the Advanced Mac Print Driver Features

Advanced options gives you access to advanced printing features. Most of the time you will not need to use these features except, perhaps to turn on or off the Job ID feature.

Detailed instructions for the advanced features can be found in the print driver help pages, and technical instructions for some items are in the System Administrator Guide.

The advanced features are only likely to be needed by your System Administrator, IT Administrator or Xerox support team.

#### More Information

[Printing a Document using the Mac Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Other Options

### Accessing the Mac Print Driver Help Pages

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the help button to open the Xerox online help. You will need to be connected to the internet to use this help feature.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Select the Xerox driver from the list of print drivers available.

3. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
4. Click the ? button. You will be directed to the Xerox online help in your default internet browser.

#### More Information

[Printing a Document using the Mac Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Viewing the Device Status using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Status section to view the basic status of your device, such as the content of the paper trays. Use the More Status option to see more detailed information including any alerts or warnings, an active jobs list and a completed jobs list.

**Note:** Your System Administrator must enable Bi-Directional Communication between your device and your print driver before you can use this feature. If you do not see paper tray graphics then Bi-Directional Communication has not been enabled.

Your System Administrator can configure permissions to control access to the print feature.

- Specifying the time and day of the week when you can print to the device.
- Blocking certain types of job such as secure print.
- Limiting access to specific paper trays.
- Preventing single sided printing.
- Setting specific print settings for applications, for example, setting all Microsoft Word documents to print single sided.
- Limiting print jobs to secure print jobs.

Your System Administrator may also configure your print driver to prompt you to enter login details when you print a document.

**Note:** This option must be made available by your System Administrator.

Refer to the System Administrator Guide for further information.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Select the Xerox driver from the list of print drivers available.
3. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.

4. Move your mouse over the paper tray status information at the bottom of the print driver screen to see the full status of each tray.

#### More Information

[Printing a Document using the Mac Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Setting Earth Smart Print Settings using the Mac Print Driver

You can print to the device from your computer through a print driver. There are a variety of Xerox print drivers available for the device to support all the popular operating systems. The Xerox print drivers allow you to use the specific features available on your device.

If Authentication has been enabled on your device you may have to login at the device to see or release your jobs.

If Accounting has been enabled you may have to enter login details at the print driver before you can send your job.

Use the Earth Smart option to quickly set controls that will reduce the number of pages printed for your job by removing banner sheets, turning on 2-sided printing, and printing 2 images on each page instead of a single image per page.

1. Open the document to be printed. From most applications select **File**, then select **Print** from the file menu.
2. Enter the number of copies you want to produce. Depending on the application you are using you may also be able to select a page range and make other print selections.
3. Select the Xerox driver from the list of print drivers available.
4. Select **Xerox Features** from the print driver properties menu - the name of the menu will vary depending on the application you are printing from. From most applications select the dropdown menu that states Copies and Pages, or that states the application name.
5. Click the **Earth Smart Print Setting** button.
6. Select the option(s) required.
  - **2-Sided Print** prints on both sides of a sheet to save paper.
  - **Sample Set** prints one copy of a multiple-copy print job. When you collect the print you can check it has printed as you expected before approving the rest of the job for printing. If the first copy is not correct you can cancel the rest of the copies and resubmit the job with different print settings.
  - **No Banner Pages** disables the printing of banner pages to save paper.
7. Click the **OK** button.
8. Click the **OK** button to save your settings.
9. 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.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the Mac Print Driver](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Printing a Sample Set Job using the Mac Print Driver](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

## Print From

### Printing a Saved Job using the Print From Feature

The Print From feature prints jobs which have been saved on the device or on a USB stick. This is a useful feature if you have documents that you need to print regularly.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Print From feature.

Use Print From Saved Jobs to print jobs which have been saved in a folder on the device using the Saved Jobs feature.

Saved Jobs are documents that are sent to the device and stored there for future use. Saved jobs can be accessed and printed at the device and from Internet Services.

1. Press the **Clear All** button on the control panel to cancel any previous programming selections.
2. Press the **Services Home** button.
3. Select the **Print From...** button on the touch screen.
4. Select the **Saved Jobs...** button.
5. Select the folder required.
6. Select the saved job required.
7. Select any options required.
8. Select the **Paper Supply** button.
9. Select the Paper Supply option required.
  - **Automatically Select** lets the device select the appropriate paper size for each original based on the size of the original and reduce or enlarge programming.
  - Select a paper tray that contains the size and type of paper you require. The size and media loaded in each tray is displayed.
10. Select the **OK** button.
11. Select the **2-Sided Printing** button.

12. Select the 2-Sided Scanning option required.
  - **1-Sided** use this option if your originals are printed on 1 side.
  - **2-Sided** use this option if your originals are 2-sided. The document feeder must be used to scan your originals with this option.
  - **2-Sided, Rotate Side 2** use this option if your originals are 2-sided and open up like a calendar. The document feeder must be used to scan your originals with this option.
13. Select the **Finishing** button to select a specific finishing option for the output, or select **Auto** for the device to choose an appropriate option.
14. Press the **Start** button on the Control Panel to print the job.
15. If the job is a secure job, enter the passcode required and select **OK**.
16. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Printing Saved Jobs from Internet Services](#)

[Using the Job Type Feature with the PostScript Print Driver](#)

[Using a User ID to Log In at the Device](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Printing From a Mailbox using the Print From Feature

The Print From feature prints jobs which have been saved on the device or on a USB stick. This is a useful feature if you have documents that you need to print regularly.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Print From feature.

Use Print From Mailbox to print jobs which have been saved in a folder on the device using the Scan to Mailbox feature.

You can store your documents in the Default Public Folder or create a private folder. If you create a private folder, you must enter a name and password to access the folder. All users can create private folders. Your System Administrator can choose to set up the Scan to Mailbox option so that you have to enter a password to access a folder.

The Default Public Folder and any private folders which have been set up are displayed on the device in the Workflow Scanning templates list, and in the Print From feature.

1. Press the **Clear All** button on the control panel to cancel any previous programming selections.
2. Press the **Services Home** button.
3. Select the **Print From...** button on the touch screen.
4. Select the **Mailbox...** button.
5. Select the mailbox folder required. If required, use the scroll bar to access the entire list.
6. If you select a private folder you may be prompted to enter a password. Use the numeric keypad to enter the password.
  - Select the **Enter** button.
7. Select the saved job required.

8. Select any options required.
9. Select the **Paper Supply** button.
10. Select the Paper Supply option required.
  - **Automatically Select** lets the device select the appropriate paper size for each original based on the size of the original and reduce or enlarge programming.
  - Select a paper tray that contains the size and type of paper you require. The size and media loaded in each tray is displayed.
11. Select the **OK** button.
12. Select the **2-Sided Printing** button.
13. Select the 2-Sided Scanning option required.
  - **1-Sided** use this option if your originals are printed on 1 side.
  - **2-Sided** use this option if your originals are 2-sided. The document feeder must be used to scan your originals with this option.
  - **2-Sided, Rotate Side 2** use this option if your originals are 2-sided and open up like a calendar. The document feeder must be used to scan your originals with this option.
14. Select the **Finishing** button to select a specific finishing option for the output, or select **Auto** for the device to choose an appropriate option.
15. Press the **Start** button on the Control Panel to print the job.
16. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Using the Scan to Mailbox Templates in Workflow Scanning](#)

[Creating a Mailbox using Internet Services](#)

[Using a User ID to Log In at the Device](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Printing From USB using the Print From Feature

The Print From feature prints jobs which have been saved on the device or on a USB stick. This is a useful feature if you have documents that you need to print regularly.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Print From feature.

Use the Print From... USB feature to print PDF, TIFF, JPEG and other print ready files from your USB Flash Drive.

A print-ready document is a file that has been formatted and saved for printing from the source program, such as Microsoft Word. To create a print-ready file, select the Print to File option when you print your documents from programs such as Microsoft Word. From advanced publishing programs there may be several methods to create print-ready files.

1. Press the **Clear All** button on the control panel to cancel any previous programming selections.
2. Press the **Services Home** button.
3. Insert your USB Flash Drive into the USB port located to the left of the touch screen.

It may take a few seconds for the USB Drive Detected screen to open.

4. Select the **Print from USB** button.
5. Select the saved job required.
6. Select any options required.
7. Select the **Paper Supply** button.
8. Select the Paper Supply option required.
  - **Automatically Select** lets the device select the appropriate paper size for each original based on the size of the original and reduce or enlarge programming.
  - Select a paper tray that contains the size and type of paper you require. The size and media loaded in each tray is displayed.
9. Select the **OK** button.
10. Select the **2-Sided Printing** button.
11. Select the 2-Sided Scanning option required.
  - **1-Sided** use this option if your originals are printed on 1 side.
  - **2-Sided** use this option if your originals are 2-sided. The document feeder must be used to scan your originals with this option.
  - **2-Sided, Rotate Side 2** use this option if your originals are 2-sided and open up like a calendar. The document feeder must be used to scan your originals with this option.
12. Select the **Finishing** button to select a specific finishing option for the output, or select **Auto** for the device to choose an appropriate option.
13. Press the **Start** button on the Control Panel to print the job.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. Remove the USB Flash Drive from the USB port when you have finished.

#### More Information

[Using a User ID to Log In at the Device](#)

[Scanning to a USB Memory Stick using the Scan To Feature](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Sending an E-mail

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

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** button on the control panel to cancel any previous programming selections.
  3. Press the **Services Home** button.
  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 e-mail address of the recipient.
    - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
    - To delete a character use the backspace **X** button.
    - Use the special characters button to access special characters such as \$ and %.
    - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
- Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.  
**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
  10. Select the **Close** button to save the information you entered.

11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.
 

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

  - Select the **OK** button.
12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
  - Select the **OK** button.
13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
  - Select the **OK** button.
14. Select any options required.
15. Press the **Start** button on the control panel to scan the original.
16. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Using a User ID to Log In at the Device](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## E-Mail

### Sending an E-mail to an Address Book Contact

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Address Book option to access previously created addresses.

**Note:** This option must be made available by your System Administrator.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 **Address Book** button. The name of the button will vary depending on the type of address book your System Administrator has installed or set as the default address book, for example the button may be labelled **Device Address Book** or **Network Address Book**.
7. Select the Address Book type from the dropdown menu to the left of the Enter name entry box.
  - If required, select the **Search** button to search the device address book. Use the touchscreen keyboard to enter the recipient details. If you don't know the full address enter the partial address, then select the **Search** button.
8. Select the required recipient and select **To** or **CC** from the menu.

Continue adding recipients as required.

**Note:** At least one To address must be selected, documents cannot be sent to a CC address alone.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.

- To clear an entry from the list, select the entry and then select **Remove Recipient** from the menu. At the confirmation screen select the **Remove** button to approve the deletion.
9. Select the **Close** button to save the information you entered.
  10. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

    - Select the **OK** button.
  11. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
    - Select the **OK** button.
  12. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
    - Select the **OK** button.
  13. Select any options required.
  14. Press the **Start** button on the control panel to scan the original.
  15. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
  16. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Using a User ID to Log In at the Device](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Sending an E-mail to a Recipient Saved as a Favorite

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Favorites option to quickly access regularly used e-mail addresses. The Favorites are saved in the Address Book.

**Note:** This option must be made available by your System Administrator.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 **Favorites** button on the touch screen.
7. Select any options required.
8. Select the recipient(s).
9. Select the **OK** button.
10. Press the **Start** button on the control panel to scan the original.
11. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

More Information

[Using a User ID to Log In at the Device](#)

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## Setting the Output Color for an E-mail Attachment

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Output Color option to control whether the device replicates the original colors on your document or changes the output, for example by scanning color originals but converting them into black and white output.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.

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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.

10. Select the **Close** button to save the information you entered.
11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

- Select the **OK** button.
12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
    - Select the **OK** button.
  13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.

- Select the **OK** button.
14. Select the Output Color option required.
    - **Auto Detect** allows the device to select the most appropriate color setting.
    - **Black and White** produces black and white output even if the originals were color.
    - **Grayscale** produces output using various shades of gray.
    - **Color** produces full color output.
  15. Select any options required.
  16. Press the **Start** button on the control panel to scan the original.
  17. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
  18. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Using E-mail to send 2-Sided Originals

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the 2-Sided Scanning options to scan both sides of your document. The second side can be rotated.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.

- Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.

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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

  - Select the **OK** button.
12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
  - Select the **OK** button.
13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
  - Select the **OK** button.
14. Select the 2-Sided Scanning option required.
  - **1-Sided** use this option if your originals are printed on 1 side.
  - **2-Sided** use this option if your originals are 2-sided. The document feeder must be used to scan your originals with this option.
  - **2-Sided, Rotate Side 2** use this option if your originals are 2-sided and open up like a calendar. The document feeder must be used to scan your originals with this option.
15. Press the **Start** button on the control panel to scan the original.
16. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
17. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Setting the Original Type for E-mails

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Original Type options to enhance the quality of your output based on the type of original images and how they were produced. For example, if you use a text setting for the original type your device will produce output with sharper edges than if you selected a photo setting - this will make text documents easier to read, but will reduce the quality of photo images where there are lightness and darkness gradations not found in text.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.

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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.

10. Select the **Close** button to save the information you entered.
11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

- Select the **OK** button.
12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
- Select the **OK** button.
13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
- Select the **OK** button.
14. Select the Original Type option required.
- **Photo and Text** produces high quality pictures but slightly reduces the sharpness of text and line art. This setting is recommended for originals containing high quality photographs or line art and text.
  - Select the How Original was Produced option required.
    - **Printed** produces the best results for newspaper, magazine, map and other professionally printed originals.
    - **Photocopied** is used for most photocopied and laser printed originals.
    - **Photograph** is recommended for originals containing high quality photographs on photographic paper.
    - **Inkjet** is used specifically for originals produced on inkjet printers.
    - **Solid Ink** is recommended for originals produced on solid ink devices.
  - Select the **OK** button.
  - **Photo** gives the best quality for photos but reduced quality text and line art. It is the best option for originals containing photos or continuous tones without any text or line art.
  - Select the How Original was Produced option required.
    - **Printed** produces the best results for newspaper, magazine, map and other professionally printed originals.
    - **Photocopied** is used for most photocopied and laser printed originals.
    - **Photograph** is recommended for originals containing high quality photographs on photographic paper.
    - **Inkjet** is used specifically for originals produced on inkjet printers.
    - **Solid Ink** is recommended for originals produced on solid ink devices.
  - Select the **OK** button.
  - **Text** produces sharper edges and is recommended for text and line art.
  - Select the How Original was Produced option required.
    - **Printed** produces the best results for newspaper, magazine, map and other professionally printed originals.
    - **Photocopied** is used for most photocopied and laser printed originals.
    - **Photograph** is recommended for originals containing high quality photographs on photographic paper.
    - **Inkjet** is used specifically for originals produced on inkjet printers.
    - **Solid Ink** is recommended for originals produced on solid ink devices.
  - Select the **OK** button.
15. **Map** is used if your original is a map.
16. **Newspaper / Magazine** is used if your original is from a magazine or newspaper that contains photographs or text.

**Note:** The Text option requires less transmission time.

17. Press the **Start** button on the control panel to scan the original.

18. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
19. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

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## Specifying a File Name for E-mail Attachments

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the File Name option to specify a name for the file containing the scanned images.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.

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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.  
**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.  
**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.
  - Select the **OK** button.
12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
  - Select the **OK** button.
13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
  - Select the **OK** button.
14. Select the **File Name** button.
15. Use the touch screen keyboard to enter the file name.
16. Select the **OK** button.
17. Press the **Start** button on the control panel to scan the original.
18. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
19. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Using a User ID to Log In at the Device](#)

[Setting a File Format for E-mail Attachments](#)

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# Advanced Settings

## Image Options

### Choosing the Image Options for E-mails

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

The Image Options features give you choices for changing the appearance of the output.

Use the Lighten / Darken options to manually adjust the lightness or darkness of the image. Light originals containing pencil images may produce better output if the darkness is increased. Dark originals such as halftones or documents with colored backgrounds may need to be lightened.

Use the Sharpness option to manually control the sharpness of the scanned images.

Use the Saturation option to manually control the brightness of the color in the scanned images.

**Note:** If you select black and white output rather than color output the saturation option will not be available.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.

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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

  - Select the **OK** button.
12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
  - Select the **OK** button.
13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
  - Select the **OK** button.
14. Select the **Advanced Settings** tab.
15. Select the **Image Options** button.
16. Select the option(s) required.
17. Select the **OK** button.
18. Press the **Start** button on the control panel to scan the original.
19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Lightening or Darkening E-mails](#)

[Changing the Sharpness of E-mail Attachments](#)

[Changing the Saturation of E-mail Attachments](#)

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## Lightening or Darkening E-mails

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Lighten / Darken options to manually adjust the lightness or darkness of the image. Light originals containing pencil images may produce better output if the darkness is increased. Dark originals such as halftones or documents with colored backgrounds may need to be lightened.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.

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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.

10. Select the **Close** button to save the information you entered.
11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

  - Select the **OK** button.
12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
  - Select the **OK** button.
13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.

- Select the **OK** button.
14. Select the **Advanced Settings** tab.
  15. Select the **Image Options** button.
  16. Select the Lighten / Darken option required.
    - Move the indicator down to darken the scanned image. If this creates an output with too dark a background, use the Background Suppression feature to remove the background.
    - Move the indicator up to lighten the scanned image.
  17. Select the **OK** button.
  18. Press the **Start** button on the control panel to scan the original.
  19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
  20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Changing the Sharpness of E-mail Attachments

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Sharpness option to manually control the sharpness of the scanned images.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.
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  - 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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

  - Select the **OK** button.
12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
  - Select the **OK** button.
13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
  - Select the **OK** button.
14. Select the **Advanced Settings** tab.
15. Select the **Image Options** button.
16. Select the Sharpness option required.
  - Move the indicator up to sharpen the scanned image. Text images are more likely to be improved by sharpening than photo images.
  - Move the indicator down to soften the scanned image. This is particularly useful when scanning photos.
17. Select the **OK** button.
18. Press the **Start** button on the control panel to scan the original.
19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Changing the Saturation of E-mail Attachments

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Saturation option to manually control the brightness of the color in the scanned images.

**Note:** If you select black and white output rather than color output the saturation option will not be available.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.

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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.  
**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.  
**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.
  - Select the **OK** button.
12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
  - Select the **OK** button.
13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
  - Select the **OK** button.
14. Select the **Advanced Settings** tab.
15. Select the **Image Options** button.
16. Select the Saturation option required.
  - Move the indicator up to increase color in the scanned image.
  - Move the indicator down to reduce color in the scanned image.
17. Select the **OK** button.
18. Press the **Start** button on the control panel to scan the original.
19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Choosing the Image Options for E-mails](#)

[Lightening or Darkening E-mails](#)

[Changing the Sharpness of E-mail Attachments](#)

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## Image Enhancement

### Choosing an Image Enhancement Option for E-mails

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

The Image Enhancement options improve the quality of your output by reducing the background or adjusting the contrast.

Use the Background Suppression option to enhance 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.

Use the Contrast option to control the image density on the output and compensate for an original that has too much or too little contrast on the image.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.

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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.

10. Select the **Close** button to save the information you entered.
11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

- Select the **OK** button.

12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
  - Select the **OK** button.
13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
  - Select the **OK** button.
14. Select the **Advanced Settings** tab.
15. Select the **Image Enhancement** button.
16. Select the option(s) required.
17. Select the **OK** button.
18. Press the **Start** button on the control panel to scan the original.
19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Setting the Background Suppression for E-mails](#)

[Setting the E-mail Contrast](#)

[Using a User ID to Log In at the Device](#)

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## Setting the Background Suppression for E-mails

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Background Suppression option to enhance 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.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

  - Select the **OK** button.
12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
  - Select the **OK** button.
13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
  - Select the **OK** button.
14. Select the **Advanced Settings** tab.
15. Select the **Image Enhancement** button.
16. Select **Auto Suppression** from the **Background Suppression menu** to automatically suppress unwanted background.
  - If required, select **Off** to turn the Background Suppression feature off. The Off option is particularly useful 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, or you want to bring out fine detail that was lost due to a dark edge when using bound originals.
17. Select the **OK** button.
18. Press the **Start** button on the control panel to scan the original.
19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.

20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Choosing an Image Enhancement Option for E-mails](#)

[Setting the E-mail Contrast](#)

[Using a User ID to Log In at the Device](#)

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## Setting the E-mail Contrast

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Contrast option to control the image density on the output and compensate for an original that has too much or too little contrast on the image.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.

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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.  
**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.  
**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.
  - Select the **OK** button.
12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
  - Select the **OK** button.
13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
  - Select the **OK** button.
14. Select the **Advanced Settings** tab.
15. Select the **Image Enhancement** button.
16. Select the **Auto Contrast** button from the **Contrast menu** to let the device determine the contrast settings automatically, or select the **Manual Contrast** button to control the settings yourself.
  - Move the Manual Contrast indicator towards More to produce more vivid blacks and whites for sharper text and lines but less detail in pictures.
  - Move the Manual Contrast indicator towards Less to produce more detail in light and dark areas of the original.
17. Select the **OK** button.
18. Press the **Start** button on the control panel to scan the original.
19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Choosing an Image Enhancement Option for E-mails](#)

[Setting the Background Suppression for E-mails](#)

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## Setting the E-mail Scan Presets

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Scan Presets options to select a group of commonly used scan settings. These options are useful if you aren't sure exactly what settings you need, but do know what your scanned images will be used for.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

  - Select the **OK** button.
12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
  - Select the **OK** button.
13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.

- Select the **OK** button.
14. Select the **Advanced Settings** tab.
  15. Select the **Scan Presets** button.
  16. Select the Scan Presets option required.
    - **Sharing and Printing** produces a medium sized file, small enough to share but high enough quality to print.
    - **High Quality Printing** produces a large, high quality file.
    - **Archival - Small File Size** produces a small, lower quality file suitable for viewing on a screen, but the print quality will be poor.
    - **Simple Scan** produces a basic scanned file, no advanced settings are selected.
    - **OCR** produces a high quality, large file with OCR (Optical Character Recognition) enabled. This file is fully searchable.
  17. Select the **OK** button.
  18. Press the **Start** button on the control panel to scan the original.
  19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
  20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Specifying the E-mail Scan Resolution

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Resolution options to balance the quality of the image against the transmission time if the image is to be sent across a network. A higher resolution produces a better quality image, but a slow transmission time. A lower resolution reduces the image quality but decreases the communication time.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

  - Select the **OK** button.
12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
  - Select the **OK** button.
13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
  - Select the **OK** button.
14. Select the **Advanced Settings** tab.
15. Select the **Resolution** button.
16. Select the Resolution option required.
  - **72 dpi** produces the smallest file size and is recommended for output displayed on a computer.
  - **100 dpi** delivers low image quality and is recommended for low quality text documents. This setting should ideally be used for output displayed on a computer rather than printed.
  - **150 dpi** produce average quality text and low image quality for photos and graphics, this resolution is recommended for average quality text documents and line art.
  - **200 dpi** produces average quality text and low quality photos and graphics. This resolution is recommended for average quality text documents and line art.

- **300 dpi** produces higher quality output. This setting is recommended for high quality text documents that are to pass through OCR (Optical Character Recognition) applications. It is also recommended for high quality line art or medium quality photos and graphics. This is the best default resolution choice in most cases.
  - **400 dpi** produces average image quality for photos and graphics and is recommended for photos and graphics.
  - **600 dpi** produces the largest image file size, but delivers the best image quality. This setting is recommended for high quality photos and graphics.
17. Select the **OK** button.
  18. Press the **Start** button on the control panel to scan the original.
  19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
  20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Setting the Quality or File Size for E-mail Attachments

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Quality / File Size options to choose between scan image quality and file size. You can select the highest quality, the smallest files or adjust the settings to balance quality against file size.

- 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.
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** button on the control panel to cancel any previous programming selections.
  3. Press the **Services Home** button.
  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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

  - Select the **OK** button.
12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
  - Select the **OK** button.
13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
  - Select the **OK** button.
14. Select the **Advanced Settings** tab.
15. Select the **Quality / File Size** button.
16. Select the Quality / File Size option required.
  - Move the indicator towards Normal Quality / Small File Size for a smaller file and lower quality image. This 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.
  - Move the indicator towards the middle of the scale to produce better image quality and larger files, but not the highest quality or largest files.
  - Move the indicator towards Highest Quality / Largest File Size to produce the largest files with the maximum image quality. Large files are not ideal for sharing and transmitting over a network.
17. Select the **OK** button.
18. Press the **Start** button on the control panel to scan the original.

19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Layout Adjustment

### Setting the Original Orientation for E-mails

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Original Orientation option to specify the layout of the originals being scanned, whether the image on the page is in portrait, landscape, upright or rotated orientation in relation to the page itself. The orientation of the images on the originals must match the orientation selected. The device uses this information to identify if the images require rotating to produce the required output.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

- Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
  10. Select the **Close** button to save the information you entered.
  11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

    - Select the **OK** button.
  12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
    - Select the **OK** button.
  13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
    - Select the **OK** button.
  14. Select the **Layout Adjustment** tab.
  15. Select the **Original Orientation** button.
  16. Select the Original Orientation option required.
    - **Portrait Originals** the images on the originals are in a LEF orientation.
    - **Landscape Originals** the images on the originals are in a SEF orientation.
    - **Upright Images** the images on the originals are loaded in a upright orientation in the Document Feeder.
    - **Sideways Images** the images on the originals are loaded in a sideways orientation in the Document Feeder.

**Note:** If you are using the Document Glass, the orientation is as seen before turning the original over.
  17. Select the **OK** button.
  18. Press the **Start** button on the control panel to scan the original.
  19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
  20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Using a User ID to Log In at the Device](#)

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## Specifying the Size of the Original to be E-mailed

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Original Size options to select automatic size detection of the originals, specify the sizes of mixed size originals, or specify the exact size of an image to be scanned.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.

- The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
- To delete a character use the backspace **X** button.
- Use the special characters button to access special characters such as \$ and %.
- Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.

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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.

10. Select the **Close** button to save the information you entered.
11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

- Select the **OK** button.
12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
    - Select the **OK** button.
  13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
    - Select the **OK** button.
  14. Select the **Layout Adjustment** tab.
  15. Select the **Original Size** button.
  16. Select the Original Size option required.
    - **Auto Detect** enables automatic size sensing, this is the default setting. The size detected is matched to a standard paper size.
    - **Preset Scan Area** defines the size of your original from a list of preset, standard original sizes. You can view the list by using the scroll bar.
    - **Custom Scan Area** sets a specific area for scanning and is useful for scanning receipts. Measure the width (X) and height (Y) of the original to be scanned and enter the X and Y measurements into the fields provided.
    - **Mixed Size Originals** scans documents containing different sized pages. The pages must be the same width, such as A4 (8.5 x 11") LEF and A3 (11 x 17") SEF, other combinations are shown on the device touchscreen. The device detects the size of the documents and will produce different output depending on the combinations selected.
- Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).
17. Select the **OK** button.
  18. Press the **Start** button on the control panel to scan the original.
  19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
  20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

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## Erasing Edges from E-mail Attachments

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

Use the Edge Erase options to specify the scan area so that only a specific section of your document is scanned. This is useful if you want to remove the marks caused by punched holes or staples in your original.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.

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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.

10. Select the **Close** button to save the information you entered.
11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

- Select the **OK** button.
12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
    - Select the **OK** button.
  13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.

- Select the **OK** button.
14. Select the **Layout Adjustment** tab.
  15. Select the **Edge Erase** button.
  16. Select the Edge Erase option required.
    - **All Edges** erases an equal amount from all the edges. Use the arrow buttons to adjust the amount to be erased from 3 mm (0.1") to 50 mm (2.0") or select the entry field and use the numeric keypad to enter the amount required.
    - **Individual Edges** enables a different amount to be erased from each of the edges, on both the first and second sides. Use the arrow buttons to adjust the amount to be erased from 3mm (0.1") to 50mm (2.0") or select the appropriate entry field and use the numeric keypad to enter the amount required.
  17. Select the **OK** button.
  18. Press the **Start** button on the control panel to scan the original.
  19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
  20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

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## Removing Blank Pages from E-mail Originals During Scanning

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Blank Page Management option to ignore the non-imaged pages in your originals when scanning. The Background Suppression and Edge Erase features may improve Remove Blank Pages performance.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

  - Select the **OK** button.
12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
  - Select the **OK** button.
13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
  - Select the **OK** button.
14. Select the **Layout Adjustment** tab.
15. Select the **Blank Page Management** button.
16. Select the option required.
  - **Include Blank Pages** includes any pages with no image on them in your job.
  - **Remove Blank Pages** ignores non-imaged pages in your originals when scanning. This setting is useful when scanning 2-sided originals that may have no image on side 2 for some pages.
17. Select the **OK** button.
18. Press the **Start** button on the control panel to scan the original.
19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

### More Information

[Setting the Background Suppression for E-mails](#)

[Erasing Edges from E-mail Attachments](#)

[Using a User ID to Log In at the Device](#)

[Using Internet Services to find System Administrator Contact Details](#)

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## E-mail Options

### Setting a File Format for E-mail Attachments

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Filing Options to specify details about the scanned images to be stored, such as the file format, whether the document is stored as a single file per page or as a multi-page document, or whether the scanned document should be searchable.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
  10. Select the **Close** button to save the information you entered.
  11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

    - Select the **OK** button.
  12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
    - Select the **OK** button.
  13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
    - Select the **OK** button.
  14. Select the **E-mail Options** tab.
  15. Select the **File Format** button.
  16. Select the type of file required.
    - **PDF (Portable Document Format)** produces a single file, or an individual file per page. The output is not searchable. Depending on the receiving device, the PDF selection may not be compatible when the resolution is set to 200 dpi. This option is best used for sharing and printing documents.
    - **PDF/A** produces a single file, or an individual file per page. The output is not searchable. This is best used for long-term archival storage of electronic documents.
    - **XPS (XML Paper Specification)** outputs a single file, or an individual file per page. The output is not searchable. XPS is best used for sharing and printing documents containing text and photos.
    - **TIFF (Tagged Image File Format)** produces a single file or an individual file per page. The output is not searchable. TIFFs are best used for archiving.
    - **JPEG** produces files best used for on-screen viewing and sharing of files. JPEG files are not searchable or created as multi-page documents.
  17. Select the page option required.
    - **Multi-Page** produces a single file containing several pages of scanned images.
    - **1 File per Page** produces a separate file for each image scanned.
  18. Select the Image Only search setting required.
    - **Image Only** produces images that are not searchable.
    - **Searchable** results in searchable text. If required, use the drop-down menu to change the language your document is written in.
  19. Select the **OK** button.
  20. Press the **Start** button on the control panel to scan the original.
  21. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.

22. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Using a User ID to Log In at the Device](#)

[Specifying a File Name for E-mail Attachments](#)

[Using Internet Services to find System Administrator Contact Details](#)

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## Adding a Message to an E-mail

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Message option to add a brief message to the file that will be sent.

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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.

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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

- Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
10. Select the **Close** button to save the information you entered.
  11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

    - Select the **OK** button.
  12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
    - Select the **OK** button.
  13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
    - Select the **OK** button.
  14. Select the **E-mail Options** tab.
  15. Select the **Message** button.
  16. Use the touchscreen keyboard to enter the text required.
    - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
    - To delete a character use the backspace **X** button.
    - Use the special characters button to access special characters such as \$ and %.
    - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
    - Use the **ENG** button to access additional language keyboards.
  17. Select the **OK** button.
  18. Press the **Start** button on the control panel to scan the original.
  19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
  20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

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## Adding a Reply To Address to an E-mail

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Reply To option to include an e-mail address you want the recipient to reply to. This option is useful if you want the recipient to reply to your e-mail address rather than to the device.

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** button on the control panel to cancel any previous programming selections.
  3. Press the **Services Home** button.
  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 e-mail address of the recipient.
    - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
    - To delete a character use the backspace **X** button.
    - Use the special characters button to access special characters such as \$ and %.
    - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
- Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.
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. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.  
**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.
  10. Select the **Close** button to save the information you entered.
  11. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.  
**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.
    - Select the **OK** button.
  12. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
    - Select the **OK** button.
  13. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
    - Select the **OK** button.

14. Select the **E-mail Options** tab.
15. Select the **Reply To** button.
16. Use the touchscreen keyboard to enter the text required.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.
  - Use the **ENG** button to access additional language keyboards.
17. Select the **OK** button.
18. Press the **Start** button on the control panel to scan the original.
19. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
20. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Using a User ID to Log In at the Device](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Building an E-mail Job with Multiple Page or Segment Settings

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

**Note:** This option must be made available by your System Administrator.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the E-mail features.

Use the Build Job option to build a job that requires different settings for each page, or for groups of pages (segments) of your document.

Build Job can also be used to assemble individual pages scanned using the document glass into a single job.

1. Split the originals into sections for individual programming.
2. 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.
3. Press the **Clear All** button on the control panel to cancel any previous programming selections.
4. Press the **Services Home** button.

5. Select the **E-mail** button on the touch screen.
6. If required, select the **E-mail** tab. This is usually the active tab when the E-mail service opens.
7. Select the **New Recipient...** button.
8. Use the touch screen keyboard to enter the e-mail address of the recipient.
  - The number of alphanumeric characters that can be entered depends on the size of the characters chosen. Once the end of the entry box has been reached no more characters can be added.
  - To delete a character use the backspace **X** button.
  - Use the special characters button to access special characters such as \$ and %.
  - Buttons with an icon in the lower right corner have accented or additional characters available. Select and hold the button to view related characters in a pop-up menu. Select the desired character from the pop-up menu.

**Note:** If e-mail encryption is enabled, e-mails may only be sent to recipients with a valid encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with e-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.

9. 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.
10. If required, select **Cc** from the **To: dropdown menu** to copy a recipient on the e-mail. Use the touch screen keyboard to enter the recipient details and then select the **Add** button.

**Note:** At least one To address must be selected, documents cannot be sent to a Cc address alone.

11. Select the **Close** button to save the information you entered.
12. If required, select the **From...** button and use the touch screen keyboard to enter or edit the From address for the e-mail.

**Note:** Your System Administrator may choose to lock the From button to prevent the preset From address being altered.

  - Select the **OK** button.
13. If required, select the **Subject...** button and use the touch screen keyboard to enter or edit the subject title for the e-mail.
  - Select the **OK** button.
14. If required, select the **File Name** button and use the touch screen keyboard to enter a name for the file created from your scanned document. If you choose not to enter a file name a default name entered by your System Administrator will be used.
  - Select the **OK** button.

15. Select the **Job Assembly** tab.

16. Select the **Build Job** button.

17. Select the **On** button to turn the Build Job feature on and enable the Build Job options.

- If required, select the **Off** button to cancel any programming you have entered.

18. Select the **Options...** button and choose the options required.

- **Display summary window between segments** shows the status of your job after each section has been scanned.
- **Turn Build Job Off after job is submitted** turns the feature off automatically after the final segment has been scanned.

19. Select the **OK** button.
20. Select the **OK** button.
21. Select the features required for the first segment of the job.
  - If using Build Job for a job with tabs, ensure the tabs are loaded correctly and select the tray containing the tabs.

**Note:** If tab media is selected, the image will be shifted 13mm (0.5”) to the right automatically if the tab original is A4 or 8.5x11” size.
22. Load your first segment originals face up in the document feeder input tray. Adjust the guide to just touch the documents.  
Or  
Lift up the document feeder. Place the first segment face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
23. Press the **Start** button on the control panel to scan the original.
24. If required, select the options for the segment.
  - **Sample Last Segment** produces a proof print of the last segment scanned. 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.
25. Remove the first segment originals after they have been scanned. The Build Job screen displays the first segment in the list.
26. Select the features required for the second segment.
27. Load the second segment originals.
28. Press the **Start** button on the control panel to scan the original.
29. Repeat these steps until all segments of your job have been programmed and scanned.
30. After the last segment has been scanned, select the **Submit Job** button.
31. Select the **OK** button.
32. Press the **Start** button on the control panel to scan the original.
33. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
34. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Using a User ID to Log In at the Device](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).



# ID Card Copy

# 8

## Making Copies of ID Cards

ID Card Copy enables you to scan each side of an ID card onto one side of a single sheet of paper. The ID card is placed on the document glass and the first side is scanned. When prompted, the card is turned over and the other side is scanned. You can also set different image quality settings for side 1 and side 2.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the ID Card Copy features.

1. Lift up the document feeder. Place the ID Card face down onto the document glass and register it to the arrow at the top left rear corner. Close the document feeder.
2. Press the **Clear All** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **ID Card Copy** button on the touch screen.
5. Select any options required.
6. Enter the number of prints required using the numeric keypad on the control panel.
7. Press **Start** to scan the ID Card.
8. Turn over the ID Card on the document glass when scanning has completed.
9. Select any options required.
10. Press **Start** to scan the ID Card.
11. Remove the ID Card from the document glass when scanning has completed.
12. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

More Information

[Using a User ID to Log In at the Device](#)

# Copy Options

## Reduce or Enlarge

### Reducing or Enlarging Copies of ID Cards

ID Card Copy enables you to scan each side of an ID card onto one side of a single sheet of paper. The ID card is placed on the document glass and the first side is scanned. When prompted, the card is turned over and the other side is scanned. You can also set different image quality settings for side 1 and side 2.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the ID Card Copy features.

A variety of options are available on your device to enable you to reduce or enlarge the output from your original. You can input a specific reduction or enlargement ratio, or choose from a selection of pre-defined options.

Use the Proportional % options to 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.

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

1. Lift up the document feeder. Place the ID Card face down onto the document glass and register it to the arrow at the top left rear corner. Close the document feeder.
2. Press the **Clear All** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **ID Card Copy** button on the touch screen.
5. Select the Reduce / Enlarge option required.
  - Use the **+** and **-** buttons to set the exact reduce / enlarge % (or use the numeric keypad to type in the ratio required).
  - **100 %** will keep your output image the same size as your original. This option is useful if you are programming a complex job and want to cancel any reduce or enlarge settings without cancelling other settings you have made.
  - **More...** gives access to options not listed on the main page.
6. Select the **OK** button.
7. Enter the number of prints required using the numeric keypad on the control panel.
8. Press **Start** to scan the ID Card.
9. Turn over the ID Card on the document glass when scanning has completed.
10. Select any options required.
11. Press **Start** to scan the ID Card.
12. Remove the ID Card from the document glass when scanning has completed.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

#### More Information

[Reducing or Enlarging Copies of ID Cards by Proportional %](#)

[Reducing or Enlarging Copies of ID Cards by Independent X-Y %](#)

[Using a User ID to Log In at the Device](#)

## Reducing or Enlarging Copies of ID Cards by Proportional %

ID Card Copy enables you to scan each side of an ID card onto one side of a single sheet of paper. The ID card is placed on the document glass and the first side is scanned. When prompted, the card is turned over and the other side is scanned. You can also set different image quality settings for side 1 and side 2.

A variety of options are available on your device to enable you to reduce or enlarge the output from your original. You can input a specific reduction or enlargement ratio, or choose from a selection of pre-defined options.

Use the Proportional % options to 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.

1. Lift up the document feeder. Place the ID Card face down onto the document glass and register it to the arrow at the top left rear corner. Close the document feeder.
2. Press the **Clear All** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **ID Card Copy** button on the touch screen.
5. Select the **More...** button at the bottom of the Reduce / Enlarge section to access the Reduce / Enlarge options not listed on the main page.
6. Select the **Proportional %** button.
7. Select the option required.
  - Select the 25-400% entry box and use the numeric keypad or the arrow buttons to enter the ratio required.
  - Use the Presets (X-Y%) buttons to select 100% or commonly used ratios which can be set up by your Administrator.
8. Select the **OK** button.
9. Enter the number of prints required using the numeric keypad on the control panel.
10. Press **Start** to scan the ID Card.
11. Turn over the ID Card on the document glass when scanning has completed.
12. Select any options required.
13. Press **Start** to scan the ID Card.
14. Remove the ID Card from the document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

More Information

[Reducing or Enlarging Copies of ID Cards by Independent X-Y %](#)

[Using a User ID to Log In at the Device](#)

## Reducing or Enlarging Copies of ID Cards by Independent X-Y%

ID Card Copy enables you to scan each side of an ID card onto one side of a single sheet of paper. The ID card is placed on the document glass and the first side is scanned. When prompted, the card is turned over and the other side is scanned. You can also set different image quality settings for side 1 and side 2.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the ID Card Copy features.

A variety of options are available on your device to enable you to reduce or enlarge the output from your original. You can input a specific reduction or enlargement ratio, or choose from a selection of pre-defined options.

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

1. Lift up the document feeder. Place the ID Card face down onto the document glass and register it to the arrow at the top left rear corner. Close the document feeder.
2. Press the **Clear All** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **ID Card Copy** button on the touch screen.
5. Select the **More...** button at the bottom of the Reduce / Enlarge section to access the Reduce / Enlarge options not listed on the main page.
6. Select the **Independent %** button.
7. Select the option required. You can select more than one option.
  - To set a specific ratio, select the **Width X% entry box** and the **Length Y% entry box** and use the numeric keypad or the **+** or **-** buttons to enter the width and length ratios required.
  - To use a pre-defined reduction or enlargement ratio, use the Presets (X / Y %) buttons to select 100 / 100 %, Auto Independent X-Y % or commonly used ratios. The selected X and Y ratios in percentages are shown next to the button. Your System Administrator can alter the preset options.
  - **100% / 100%** will keep your output image the same size as your original. This option is useful if you are programming a complex job and want to cancel any reduce or enlarge settings without cancelling other settings you have made.
8. Select the **OK** button.
9. Enter the number of prints required using the numeric keypad on the control panel.
10. Press **Start** to scan the ID Card.
11. Turn over the ID Card on the document glass when scanning has completed.
12. Select any options required.
13. Press **Start** to scan the ID Card.
14. Remove the ID Card from the document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

More Information

[Reducing or Enlarging Copies of ID Cards by Proportional %](#)  
[Using a User ID to Log In at the Device](#)

## Setting the Paper Supply for ID Card Copying

ID Card Copy enables you to scan each side of an ID card onto one side of a single sheet of paper. The ID card is placed on the document glass and the first side is scanned. When prompted, the card is turned over and the other side is scanned. You can also set different image quality settings for side 1 and side 2.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the ID Card Copy features.

Use the Paper Supply options to select a specific paper tray for your job.

1. Lift up the document feeder. Place the ID Card face down onto the document glass and register it to the arrow at the top left rear corner. Close the document feeder.
2. Press the **Clear All** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **ID Card Copy** button on the touch screen.
5. Select the Paper Supply option required.
  - Select a paper tray that contains the size and type of paper you require. The size and media loaded in each tray is displayed.
  - Select **More...** to access the options not listed on the main page.
6. If the paper source you have chosen is not listed on the main screen, select **More...** to see the additional options.
7. Select the required tray from the list. The chosen tray is highlighted in blue.

**Note:** If the Auto Tray Switching feature has been enabled by your System Administrator and the same size, color and type of media is loaded in more than one other tray, the device will automatically switch from the active tray to another if media in the active tray runs out.
8. Select the **OK** button.
9. Enter the number of prints required using the numeric keypad on the control panel.
10. Press **Start** to scan the ID Card.
11. Turn over the ID Card on the document glass when scanning has completed.
12. Select any options required.
13. Press **Start** to scan the ID Card.
14. Remove the ID Card from the document glass when scanning has completed.
15. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

More Information

[Using a User ID to Log In at the Device](#)

# Image Quality

## Setting the Original Type for ID Card Copying

ID Card Copy enables you to scan each side of an ID card onto one side of a single sheet of paper. The ID card is placed on the document glass and the first side is scanned. When prompted, the card is turned over and the other side is scanned. You can also set different image quality settings for side 1 and side 2.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the ID Card Copy features.

Use the Original Type options to enhance the quality of your output based on the type of original images and how they were produced. For example, if you use a text setting for the original type your device will produce output with sharper edges than if you selected a photo setting - this will make text documents easier to read, but will reduce the quality of photo images where there are lightness and darkness gradations not found in text.

1. Lift up the document feeder. Place the ID Card face down onto the document glass and register it to the arrow at the top left rear corner. Close the document feeder.
2. Press the **Clear All** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **ID Card Copy** button on the touch screen.
5. Select the **Image Quality Side 1** tab.
6. Select the Original Type option required.
  - **Photo and Text** produces high quality pictures but slightly reduces the sharpness of text and line art. This setting is recommended for originals containing high quality photographs or line art and text.
  - **Text** produces sharper edges and is recommended for text and line art.
  - **Photo** gives the best quality for photos but reduced quality text and line art. It is the best option for originals containing photos or continuous tones without any text or line art.
  - **Newspaper / Magazine** is used if your original is from a magazine or newspaper that contains photographs or text.
7. Enter the number of prints required using the numeric keypad on the control panel.
8. Press **Start** to scan the ID Card.
9. Turn over the ID Card on the document glass when scanning has completed.
10. Select any options required.
11. Press **Start** to scan the ID Card.
12. Remove the ID Card from the document glass when scanning has completed.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

### More Information

[Lightening or Darkening Copies of ID Cards](#)

[Setting the Background Suppression for ID Card Copying](#)

[Using a User ID to Log In at the Device](#)

## Lightening or Darkening Copies of ID Cards

ID Card Copy enables you to scan each side of an ID card onto one side of a single sheet of paper. The ID card is placed on the document glass and the first side is scanned. When prompted, the card is turned over and the other side is scanned. You can also set different image quality settings for side 1 and side 2.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the ID Card Copy features.

Use the Lighten / Darken options to manually adjust the lightness or darkness of the image. Light originals containing pencil images may produce better output if the darkness is increased. Dark originals such as halftones or documents with colored backgrounds may need to be lightened.

1. Lift up the document feeder. Place the ID Card face down onto the document glass and register it to the arrow at the top left rear corner. Close the document feeder.
2. Press the **Clear All** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **ID Card Copy** button on the touch screen.
5. Select the **Image Quality Side 1** tab.
6. Select the Lighten / Darken option required.
  - Move the indicator down to darken the scanned image. If this creates an output with too dark a background, use the Background Suppression feature to remove the background.
  - Move the indicator up to lighten the scanned image.
7. Enter the number of prints required using the numeric keypad on the control panel.
8. Press **Start** to scan the ID Card.
9. Turn over the ID Card on the document glass when scanning has completed.
10. Select any options required.
11. Press **Start** to scan the ID Card.
12. Remove the ID Card from the document glass when scanning has completed.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

### More Information

[Setting the Original Type for ID Card Copying](#)

[Setting the Background Suppression for ID Card Copying](#)

[Using a User ID to Log In at the Device](#)

[Avoiding Poor Quality Output](#)

## Setting the Background Suppression for ID Card Copying

ID Card Copy enables you to scan each side of an ID card onto one side of a single sheet of paper. The ID card is placed on the document glass and the first side is scanned. When prompted, the card is turned over and the other side is scanned. You can also set different image quality settings for side 1 and side 2.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the ID Card Copy features.

Use the Background Suppression option to enhance 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.

1. Lift up the document feeder. Place the ID Card face down onto the document glass and register it to the arrow at the top left rear corner. Close the document feeder.
2. Press the **Clear All** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **ID Card Copy** button on the touch screen.
5. Select the **Image Quality Side 1** tab.
6. Select **Auto Suppression** from the **Background Suppression menu** to automatically suppress unwanted background.
  - If required, select **Off** to turn the Background Suppression feature off. The Off option is particularly useful 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, or you want to bring out fine detail that was lost due to a dark edge when using bound originals.
7. Enter the number of prints required using the numeric keypad on the control panel.
8. Press **Start** to scan the ID Card.
9. Turn over the ID Card on the document glass when scanning has completed.
10. Select any options required.
11. Press **Start** to scan the ID Card.
12. Remove the ID Card from the document glass when scanning has completed.
13. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.

### More Information

[Setting the Original Type for ID Card Copying](#)

[Lightening or Darkening Copies of ID Cards](#)

[Using a User ID to Log In at the Device](#)

# Internet Services

## Using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. The Internet Services Welcome Page displays.

More Information

[Cloning Device Settings using Internet Services](#)

[Printing the Information Pages from the Machine Status Menu](#)

[Using Internet Services to find System Administrator Contact Details](#)

[Choosing Not to Show the Internet Services Welcome Page Again](#)

## Tab menu

### Status

### Welcome

#### Cloning Device Settings using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Cloning option to save your current device settings to a file. This file can be used as a backup and restore file for your device. You can also use a clone file to copy your device settings to other devices. Cloning is a convenient tool to use if you have multiple devices to install with the same configuration. Each device must have the same system software version to support the cloning feature.

**Note:** This feature is for System Administrator use only.

Refer to the System Administrator Guide for further information.

More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Configuring the Device in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Configure Device button to access the settings you need to configure the device on the network and to enable services.

**Note:** This feature is for System Administrator use only.

Refer to the System Administrator Guide for further information.

More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Using the Install Later button in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

The Internet Services Welcome page provides access to settings that are useful when the device is first installed. If you do not want to configure the device now, the Install Later button will take you to the Description & Alerts page where you can see information about the status of the device.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.  
**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.
3. Press the **Enter** button on your keyboard to load the page.
4. If required, click the **Status** tab. This is usually the active tab when Internet Services opens.
5. If required, select **Welcome** from the Status menu on the left of the page. The Welcome page is usually the active page when Internet Services opens. You can change this default.
6. Click the **Install Later...** button. The screen will refresh to show the Descriptions & Alerts page.

More Information

[Viewing the Device Description and Alerts in Internet Services](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Installing Print and Scan Drivers from the Internet Services Welcome Menu

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Install Print / Scan Drivers link to access and install the latest print and scan drivers for your device. If you are using a Windows computer, the link will open the drivers in an executable file. An executable file automatically installs software on your computer when you run it. You can choose to run the file to install the drivers now, or save the file to install the drivers later.

The install option provides an easy way to install your print drivers. By default the link goes to Xerox.com to find the latest drivers for your device. Your System Administrators can change the Install Print / Scan Drivers link to another location, such as an internal site, if required. They can also hide the link. If you do not see the Install Print / Scan Drivers link check with your System Administrator.

**Note:** This option must be made available by your System Administrator.

Your System Administrator may have loaded a specific print driver on your computer. However, if the choice of driver is yours, the following information may help you decide which driver to install.

- **PS (PostScript)** gives you the most options 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 (Printer Control Language)** generally has fewer advanced features than PostScript. PCL drivers process most jobs faster than other drivers. This driver is suitable for most every-day printing tasks.
- **XPS (XML Paper Specification)** is an open specification for a page description language and a fixed document format originally developed by Microsoft. Use this driver to improve the speed and quality of XPS files that you print.
- **Mac** is a PostScript driver that has been specifically designed to work on Macs.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the TWAIN Scan Driver to scan documents from the device to your computer. The TWAIN Scan Driver is installed automatically with the Install Print / Scan Drivers feature.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. If required, click the **Status** tab. This is usually the active tab when Internet Services opens.
5. If required, select **Welcome** from the Status menu on the left of the page. The Welcome page is usually the active page when Internet Services opens. You can change this default.
6. Click the **Install Print / Scan Drivers** link.
7. Click the **Run** button.
8. Click the **Accept** button to accept the license agreement.
9. The program will automatically look for your device on the network. If your device does not display, ask your System Administrator for help.
10. Select the driver you want to install.
11. Click the **Install** button.
12. Click the **Install** button.
13. The program creates the print queue and installs your print driver.

More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing a Document using the PostScript Print Driver](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Choosing Not to Show the Internet Services Welcome Page Again

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Status tab on the Welcome page to access to features that are useful when the device is first installed.

Once the device has been installed you may want to select the Don't Show Welcome Page Again box. This will re-order the Status Menu putting the Description & Alerts page at the top so that it becomes the first page to open rather than the Welcome page. The Welcome page will still be available, but will move to the bottom of the Status menu.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. If required, click the **Status** tab. This is usually the active tab when Internet Services opens.
5. If required, select **Welcome** from the Status menu on the left of the page. The Welcome page is usually the active page when Internet Services opens. You can change this default.
6. Select the **Don't Show Welcome Page Again checkbox**. When you re-open Internet Services the Welcome page will no longer be the first page displayed.

More Information

[Viewing the Device Description and Alerts in Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Viewing the Device Description and Alerts in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Descriptions and Alerts page to see information about the device, including the location and serial number. The page also shows the status of the device and any current faults.

The information displayed may vary depending on the configuration of the device.

- **Status** information is live and reflects the current status of the device.
- **Name** is entered by your system Administrator and shows any name assigned to your device.
- **Location** is entered by your System Administrator and may identify the service room or floor where the device is located.
- **Machine Model** displays the Xerox model of your device.
- **Serial Number** displays the serial number of your device.
- **IPv4 Address** shows the network address of your device.
- **IPv6 Address** shows the network address of your device, if configured.
- **Fax Line** gives the fax number for your device, if configured.

The Alerts area displays any current faults and the suggested skill level required to resolve the problem.

- **Severity** identifies the importance or impact of the problem.
- **Status Code** is used if the problem needs a Service Representative. Let them know this code when you talk to them.
- **Description** describes the problem and how to fix it, or gives a warning.
- **Skill Level** identifies the suggested skill level needed to fix this problem.
  - **Trained** a System Administrator is needed to fix this problem.
  - **Untrained** a normal user can fix this problem.
  - **Field Service** Xerox support is needed to fix this problem.
  - **Management** a network administrator is needed to fix this problem.
  - **No intervention required** means the device is running as expected.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. If required, click the **Status** tab. This is usually the active tab when Internet Services opens.
5. Click **Description & Alerts** from the Status menu on the left of the page. The Description & Alerts page will open and display the current device status information.
  - If you leave the page open for a while click the **Refresh** button to display the latest data.

More Information

[Using Internet Services to find System Administrator Contact Details](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Viewing the Billing Information in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Billing Information page to find the serial number and the total number of impressions made by your device. This page is useful if you need to provide information about the device for billing purposes.

**Note:** If you need to provide regular billing information for your device you may find the SMart eSolutions feature helpful. SMart eSolutions automatically sends meter readings to Xerox so you don't have to collect them manually.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. If required, click the **Status** tab. This is usually the active tab when Internet Services opens.

5. Click **Billing Information** from the Status menu on the left of the page. The billing information will display.
  - If you leave the page open for a while click the **Refresh** button to display the latest data.

#### More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Viewing the status of SMart eSolutions in Internet Services](#)

[Downloading the Usage Counter Data using Internet Services](#)

[Opening the Configuration Report in Internet Services](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Downloading the Usage Counter Data using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Usage Counters page to see the number of impressions copied and printed, and the number of images sent by the device using the fax or scanning features.

You can download a file containing the usage information to your computer. This may be useful if you want to keep a record of how the device is used. When you download the usage file the device creates a .CSV (comma separated values) file. You can open .CSV files in applications such as Microsoft Excel.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.
3. Press the **Enter** button on your keyboard to load the page.
4. If required, click the **Status** tab. This is usually the active tab when Internet Services opens.
5. Click **Usage Counters** from the Status menu on the left of the page. The Usage Counters list will display.
  - If you leave the page open for a while click the **Refresh** button to display the latest data.
6. Click the **Download File to your Computer** button.
7. When the File Ready screen appears, use the right-click button on your mouse to select the **DataCollected.csv** link.
8. Click **Save Target As** to save the file to your computer.
9. Open the file in an application that supports .CSV files, such as Microsoft Excel.

#### More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

## Opening the Configuration Report in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Configuration Report to view information about your device. Click the links at the top of the screen to go to specific topics, or scroll through the report to the required section. Use the Print Configuration Page button to print the Configuration Report.

- **Common User Data** states the machine serial number, system software version and network address information.
  - **Machine Profile** gives information to help with supporting your device, such as the serial number and location. The telephone numbers for customer support and supplies also display if your System Administrator has entered this information.
  - **Extensible Service Setup** identifies the browser version available on your device and is used with the Extensible Services feature. Use Extensible Services to create and add new applications to your device using web-based tools. Further information is available in your System Administrator Guide.
  - **Machine Hardware** shows the hardware installed on your device, for example, you can see what type of finisher is fitted to your device, and whether have a fax card installed.
  - **General Setup** lists the status of the energy saver mode, Service Plan and SMart eSolutions features.
  - **Software Versions** identifies the version of software installed on your device and the date of the last upgrade.
  - **Connectivity Physical Connections** gives the status of network connectivity for your device.
  - **Connectivity Protocols** shows the status of network protocols enabled on your device.
  - **Services** shows the status and setup of services available on your device.
  - **Accounting** gives the status and setup of the accounting features available on your device.
  - **Security** shows the status and setup of security features available on your device.
  - **Media Trays** identifies the stock loaded in each paper tray.
1. At your computer, open your web browser.
  2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.  
**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.
  3. Press the **Enter** button on your keyboard to load the page.
  4. If required, click the **Status** tab. This is usually the active tab when Internet Services opens.
  5. Click **Configuration Report** from the Status menu on the left of the page.
  6. Select the option(s) required.
  7. If required, click the **Print Configuration Page** button to print a copy of the Configuration Report.

More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

## Viewing the Supplies Status in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Supplies section to monitor the status of the components you can replace yourself, without support from a Xerox Support Representative.

- Toner Cartridge
- Print Cartridge
- Fuser Module
- Transfer Roller

The Life Remaining column shows the current supply level as a percentage and provides a bar graph visual display.

The Estimated Pages / Days columns show the estimated number of impressions or days left for each unit.

The Details button shows the date the component was installed and the Xerox Reorder Number.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. If required, click the **Status** tab. This is usually the active tab when Internet Services opens.
5. Click **Supplies** from the Status menu on the left of the page. The component status and life remaining will display.
  - If you leave the page open for a while click the **Refresh** button to display the latest data.
6. Click the **Details...** button to see the date the components were installed and their Xerox Reorder Numbers.

More Information

[Identifying the Replaceable Units](#)

[Using Internet Services to find System Administrator Contact Details](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Viewing the Tray Status in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Trays page to display the current paper supply in each tray and the status. A low status warning is given when the tray is nearly empty. The status of the output paper trays is also displayed.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. If required, click the **Status** tab. This is usually the active tab when Internet Services opens.
5. Click **Trays** from the Status menu on the left of the page. The paper tray and output tray status will display.
  - If you leave the page open for a while click the **Refresh** button to display the latest data.

More Information

[Using Internet Services to find System Administrator Contact Details](#)  
[Printing the Information Pages from the Machine Status Menu](#)

## Viewing the Information Pages in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Information Pages option to access and print the Configuration Report, the Quick Use Guide, the PCL Font List and PostScript Font List. The Configuration Report provides information about your device, including the serial number, IP Address, device configuration and the software version.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.  
**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.
3. Press the **Enter** button on your keyboard to load the page.
4. If required, click the **Status** tab. This is usually the active tab when Internet Services opens.
5. Click **Information Pages** from the Status menu on the left of the page.
6. Select a document in the list.
7. Click the **Print** button.
8. Collect your job from the device.
9. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
10. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.

11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using Internet Services to find System Administrator Contact Details](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Smart eSolutions

### Viewing the status of Smart eSolutions in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Smart eSolutions includes the Meter Assistant®, Supplies Assistant® and Maintenance Assistant features.

**Note:** Smart eSolutions is not available in all countries. Please refer to your Xerox Representative for further information.

Use the Meter Assistant® to automatically send meter readings to Xerox. This feature eliminates the need to collect and report meter read information manually. The Meter Assistant® page displays the status of the Meter Assistant® communication, including the date and time of the last communication with Xerox and the billing meter count sent in the last transmission. Your System Administrator can set up Meter E-mail alerts to notify users when billing meter reads are sent to Xerox, or if the feature is cancelled.

Use the Supplies Assistant® to automatically order replaceable units for your device. Replaceable units are consumables that you can change without needing the help of a Service Representative.

The Supplies Assistant® detects when the replaceable units will soon need changing and sends this information to Xerox so that the replacement units can be sent to you.

Use the Supplies Assistant screen to see the date and time of the last communication with Xerox and the life remaining for each unit.

Use the Maintenance Assistant to provide fault history and usage information to the Xerox support team to help them resolve problems more quickly. Your Xerox support team will let you know when they need you to use the Maintenance Assistant.

**Note:** This feature must be enabled by your System Administrator.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. If required, click the **Status** tab. This is usually the active tab when Internet Services opens.
5. Select **Smart eSolutions** from the Status menu on the left of the page.
6. View the Device Communication Status.

#### More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using the Meter Assistant in Internet Services](#)

[Using the Supplies Assistant in Internet Services](#)

[Using the Maintenance Assistant in Internet Services](#)

[Printing the Information Pages from the Machine Status Menu](#)

### Using the Meter Assistant in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

SMart eSolutions includes the Meter Assistant®, Supplies Assistant® and Maintenance Assistant features.

**Note:** SMart eSolutions is not available in all countries. Please refer to your Xerox Representative for further information.

Use the Meter Assistant® to automatically send meter readings to Xerox. This feature eliminates the need to collect and report meter read information manually. The Meter Assistant® page displays the status of the Meter Assistant® communication, including the date and time of the last communication with Xerox and the billing meter count sent in the last transmission. Your System Administrator can set up Meter E-mail alerts to notify users when billing meter reads are sent to Xerox, or if the feature is cancelled.

**Note:** This feature must be enabled by your System Administrator.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. If required, click the **Status** tab. This is usually the active tab when Internet Services opens.
5. Select **SMart eSolutions** from the Status menu on the left of the page.
6. Click the **Meter Assistant** tab. The date and time of the last transmission to Xerox and the status of Meter E-mail alerts are displayed.

#### More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Viewing the status of SMart eSolutions in Internet Services](#)

[Printing the Information Pages from the Machine Status Menu](#)

### Using the Supplies Assistant in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

SMart eSolutions includes the Meter Assistant®, Supplies Assistant® and Maintenance Assistant features.

**Note:** SMart eSolutions is not available in all countries. Please refer to your Xerox Representative for further information.

Use the Supplies Assistant® to automatically order replaceable units for your device. Replaceable units are consumables that you can change without needing the help of a Service Representative.

The Supplies Assistant® detects when the replaceable units will soon need changing and sends this information to Xerox so that the replacement units can be sent to you.

Use the Supplies Assistant screen to see the date and time of the last communication with Xerox and the life remaining for each unit.

**Note:** This feature must be enabled by your System Administrator.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. If required, click the **Status** tab. This is usually the active tab when Internet Services opens.
5. Select **SMart eSolutions** from the Status menu on the left of the page.
6. Click the **Supplies Assistant** tab. The supplies components are listed and their % Life Remaining is shown.

More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Viewing the status of SMart eSolutions in Internet Services](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Using the Maintenance Assistant in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

SMart eSolutions includes the Meter Assistant®, Supplies Assistant® and Maintenance Assistant features.

**Note:** SMart eSolutions is not available in all countries. Please refer to your Xerox Representative for further information.

Use the Maintenance Assistant to provide fault history and usage information to the Xerox support team to help them resolve problems more quickly. Your Xerox support team will let you know when they need you to use the Maintenance Assistant.

**Note:** This feature must be enabled by your System Administrator.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. If required, click the **Status** tab. This is usually the active tab when Internet Services opens.
5. Select **SMart eSolutions** from the Status menu on the left of the page.
6. Click the **Maintenance Assistant** tab.
7. Click the option you require.
  - **Send Diagnostic Information to Xerox** sends fault history information from your device to Xerox. The process may take several minutes. When the information has been sent a Communication Successful page will be displayed.
  - **Start an Online Troubleshooting Session at [www.xerox.com](http://www.xerox.com)** sends fault history information from your device to Xerox to be immediately analyzed and matched with solutions. This process may take several minutes. When the information has been sent a support page will open.
  - **Download File to Your Computer** create a file which contains fault history and usage information from your device. Use your mouse button to right-click on the **UsageLog.csv** link and select **Save Target As...** to save the file to your computer. Your Xerox Service Representative may ask you to send them the file to help troubleshoot problems on the device.

More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Viewing the status of SMart eSolutions in Internet Services](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Jobs

### Active Jobs

#### Deleting Active Jobs using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Active Jobs page to manage your job from the device. You can view current jobs, delete or release jobs, and modify the print settings of jobs held in the device print queue.

Jobs can be held in the Active Jobs list for various reasons, such as, if the job is a Secure Print job waiting for the sender to enter a passcode to release it, or if the device does not have a specific paper type which was selected for the job.

The job information is shown for each job.

- **Job Name** the title of the print job.
- **Owner** the person submitting the job.
- **Status** the current status of the job.
- **Type** identifies the job category, for example, whether the job is a Sample Set or Secure Print job.
- **Copy Count** displays the number of copies requested for the job.

Use the Delete option to remove a job from the list. If the job is a Secure Print job you will be able to delete it without System Administrator rights. You can delete other people's jobs as well as your own jobs. Once a job has been deleted it cannot be retrieved.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.  
**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.
3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Jobs** tab.
5. Click the **Active Jobs** tab. Any active jobs are listed.
6. Select the required job.
7. Select the **Delete** option from the **Delete dropdown menu**.
8. Click the **Go** button.
9. All jobs other than secure jobs will now be deleted. If you are deleting a secure job enter the passcode then click the **Apply** button to complete the deletion.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

[Using the Job Type Feature with the PostScript Print Driver](#)

[Submitting a Print Job using Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

### Releasing Active Jobs using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Active Jobs page to manage your job from the device. You can view current jobs, delete or release jobs, and modify the print settings of jobs held in the device print queue.

Jobs can be held in the Active Jobs list for various reasons, such as, if the job is a Secure Print job waiting for the sender to enter a passcode to release it, or if the device does not have a specific paper type which was selected for the job.

The job information is shown for each job.

- **Job Name** the title of the print job.
- **Owner** the person submitting the job.
- **Status** the current status of the job.
- **Type** identifies the job category, for example, whether the job is a Sample Set or Secure Print job.
- **Copy Count** displays the number of copies requested for the job.

Use the Release option when you want to send a Sample Set job to print at the device.

Use the Sample Set option to print one copy of a multiple-copy print job. When you collect the print you can check it has printed as you expected before approving the rest of the job for printing. If the first copy is not correct you can cancel the rest of the copies and resubmit the job with different print settings.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Jobs** tab.
5. Click the **Active Jobs** tab. Any active jobs are listed.
6. Select the required job.
7. Select the **Release** option from the **Delete dropdown menu**.
8. Click the **Go** button.

More Information

[Printing a Document using the PostScript Print Driver](#)

[Printing a Sample Set Job using the PostScript Driver](#)

[Submitting a Print Job using Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

[Releasing a Held Job using the Job Status Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

### Modifying Active Jobs using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Active Jobs page to manage your job from the device. You can view current jobs, delete or release jobs, and modify the print settings of jobs held in the device print queue.

Jobs can be held in the Active Jobs list for various reasons, such as, if the job is a Secure Print job waiting for the sender to enter a passcode to release it, or if the device does not have a specific paper type which was selected for the job.

The job information is shown for each job.

- **Job Name** the title of the print job.
- **Owner** the person submitting the job.
- **Status** the current status of the job.
- **Type** identifies the job category, for example, whether the job is a Sample Set or Secure Print job.
- **Copy Count** displays the number of copies requested for the job.

Use the Modify option to change the settings in your print job. You can change settings such as the number of copies to print, the paper selection, 2-sided printing, collation, orientation, stapling, folding and output destination. The options will vary depending on the configuration of your device, for example you will not be offered booklet folding if your device has no booklet maker.

Use the print driver to make more advanced selections, not included in the print ready document, such as adding watermarks.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Jobs** tab.
5. Click the **Active Jobs** tab. Any active jobs are listed.
6. Select the required job.
7. Select the **Modify** option from the **Delete dropdown menu**.
8. Click the **Go** button.
9. Update the printing properties as required.
10. Click the **Save** button.

More Information

[Printing a Document using the PostScript Print Driver](#)

[Submitting a Print Job using Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Saved Jobs

### Printing Saved Jobs from Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Saved Jobs are documents that are sent to the device and stored there for future use. Saved jobs can be accessed and printed at the device and from Internet Services.

**Note:** This option must be made available by your System Administrator.

Use the Saved Jobs option as a convenient way to store commonly used documents that you need to print, such as forms. Saved jobs can be stored using your print driver and Internet Services. You can print Saved Jobs from the device Control Panel and Internet Services.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Jobs** tab.
5. Click the **Saved Jobs** tab. The Reprint Saved Jobs page is displayed and any jobs saved in the Default Public Folder are listed.
6. Check the **checkbox** to left of the job(s) required. To select all the jobs check the **checkbox** at the top of the heading row.
7. Select the **Print Job** option from the **Print Job dropdown menu**.
8. If required, click the **Copies entry box** and use your keyboard to update the number of copies. The default number is 1 even if multiple copies were requested when the job was originally saved.
9. Click the **Go** button.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Saving Jobs using the PostScript Print Driver](#)

[Printing a Saved Job using the Print From Feature](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Viewing Active Jobs using the Job Status Menu](#)

[Logging in to Internet Services](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

### Deleting Saved Jobs using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Saved Jobs are documents that are sent to the device and stored there for future use. Saved jobs can be accessed and printed at the device and from Internet Services.

**Note:** This option must be made available by your System Administrator.

Use the Delete Job option to remove a job from the saved list. Once a job has been deleted it cannot be retrieved.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Jobs** tab.
5. Click the **Saved Jobs** tab. The Reprint Saved Jobs page is displayed and any jobs saved in the Default Public Folder are listed.
6. Check the **checkbox** to left of the job(s) required. To select all the jobs check the **checkbox** at the top of the heading row.
7. Select the **Delete Job** option from the **Print Job dropdown menu**.
8. Click the **Go** button.

More Information

[Printing Saved Jobs from Internet Services](#)

[Saving Jobs using the PostScript Print Driver](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Logging in to Internet Services](#)

[Printing the Information Pages from the Machine Status Menu](#)

### Moving a Saved Job to a Different Folder using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Saved Jobs are documents that are sent to the device and stored there for future use. Saved jobs can be accessed and printed at the device and from Internet Services.

**Note:** This option must be made available by your System Administrator.

Use the Move Job option to transfer a job from one Saved Jobs folder to another, without keeping a copy in the original folder. You need to have more than one Saved Jobs folder to use this feature.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.

4. Click the **Jobs** tab.
5. Click the **Saved Jobs** tab. The Reprint Saved Jobs page is displayed and any jobs saved in the Default Public Folder are listed.
6. Select the required folder from the **Folders** list on the left side of the screen.
7. Check the **checkbox** to left of the job(s) required. To select all the jobs check the **checkbox** at the top of the heading row.
8. Select the **Move Job option** from the **Print Job dropdown menu**.
9. Click the **Go** button.
10. Select the folder required.
11. Select the **Move Job** button.

#### More Information

[Printing Saved Jobs from Internet Services](#)

[Saving Jobs using the PostScript Print Driver](#)

[Logging in to Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

### Copying Saved Jobs using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Saved Jobs are documents that are sent to the device and stored there for future use. Saved jobs can be accessed and printed at the device and from Internet Services.

**Note:** This option must be made available by your System Administrator.

Use the Copy Job option to make a copy of your Saved Job. The copy cannot be saved in the same folder as the original.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.  
**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.
3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Jobs** tab.
5. Click the **Saved Jobs** tab. The Reprint Saved Jobs page is displayed and any jobs saved in the Default Public Folder are listed.
6. Select the required folder from the **Folders** list on the left side of the screen.
7. Check the **checkbox** to left of the job(s) required. To select all the jobs check the **checkbox** at the top of the heading row.
8. Select the **Copy Job** option from the **Print Job dropdown menu**.
9. Click the **Go** button.
10. Select the folder required.
11. Select the **Copy Job** button.

#### More Information

[Printing Saved Jobs from Internet Services](#)

[Saving Jobs using the PostScript Print Driver](#)

[Logging in to Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

### Creating a New Folder for Saved Jobs in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Saved Jobs are documents that are sent to the device and stored there for future use. Saved jobs can be accessed and printed at the device and from Internet Services.

**Note:** This option must be made available by your System Administrator.

Use the Create New Folder option to make your own folder to save jobs into. New folders are created as public folders. Public folders allow any user to print, copy and delete saved jobs in the folder.

If your System Administrator has enabled the Authentication (Login) feature, you will also be able to create private folders.

Private folders require you to enter a password to access the folder. Your System Administrator can create private folders and read only folders.

Read only folders allow any user to access the folder, but users cannot delete jobs in the folder or change their settings.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Jobs** tab.
5. Click the **Saved Jobs** tab. The Reprint Saved Jobs page is displayed and any jobs saved in the Default Public Folder are listed.
6. Select **Create New Folder** from the Folder Options menu on the left of the page. The New Folder page will open.
7. Click in the **Name entry box** and use your keyboard to type in the name for your folder.
8. Click the **Apply** button.

#### More Information

[Saving Jobs using the PostScript Print Driver](#)

[Using Internet Services to find System Administrator Contact Details](#)  
[Logging in to Internet Services](#)  
System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).  
[Printing the Information Pages from the Machine Status Menu](#)

### Deleting Saved Jobs Folders using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Saved Jobs are documents that are sent to the device and stored there for future use. Saved jobs can be accessed and printed at the device and from Internet Services.

**Note:** This option must be made available by your System Administrator.

Use the Delete Folders option to remove a Saved Job folder. Folders can be deleted even they contain Saved Jobs. The jobs will be deleted with the folder.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Jobs** tab.
5. Click the **Saved Jobs** tab. The Reprint Saved Jobs page is displayed and any jobs saved in the Default Public Folder are listed.
6. Select the **Manage Folders** link.
7. Check the **checkbox** to left of the folder(s) required. To select all the folders check the **checkbox** at the top of the heading row.
8. Click the **Delete Folder** button.
9. Click the **OK** button.

More Information

[Creating a New Folder for Saved Jobs in Internet Services](#)  
[Logging in to Internet Services](#)  
[Using Internet Services to find System Administrator Contact Details](#)  
System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).  
[Printing the Information Pages from the Machine Status Menu](#)

### Renaming Saved Jobs Folders using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Saved Jobs are documents that are sent to the device and stored there for future use. Saved jobs can be accessed and printed at the device and from Internet Services.

**Note:** This option must be made available by your System Administrator.

Use the Rename Folder option to change the name of a folder. Any jobs saved in the folder will not be affected by the change.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Jobs** tab.
5. Click the **Saved Jobs** tab. The Reprint Saved Jobs page is displayed and any jobs saved in the Default Public Folder are listed.
6. Select the **Manage Folders** link.
7. Select the **Pencil icon Edit** button.
8. Click in the **New Name entry box** and use your keyboard to enter the new name for your folder.
9. Click the **Apply** button.

More Information

[Creating a New Folder for Saved Jobs in Internet Services](#)

[Logging in to Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

### Changing Saved Job Folder Permissions using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Saved Jobs are documents that are sent to the device and stored there for future use. Saved jobs can be accessed and printed at the device and from Internet Services.

**Note:** This option must be made available by your System Administrator.

Use the Permissions option to specify whether a folder should public or private. Public folders are available to all users. Private folders require you to enter a password to access the folder.

**Note:** Your System Administrator must enable Authentication (Login Methods) before you can use this feature.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

- Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.
3. Press the **Enter** button on your keyboard to load the page.
  4. Select the **Login** link at the top right hand side of the screen.
  5. Select the **User ID entry box** and use your keyboard to enter your user name.
  6. Select the **Password entry box** and use the touch screen keyboard to enter your password.
  7. Click the **Jobs** tab.
  8. Click the **Saved Jobs** tab. The Reprint Saved Jobs page is displayed and any jobs saved in the Default Public Folder are listed.
  9. Select the **Manage Folders** link.
  10. Select the **Pencil icon Edit** button.
  11. Select the option required from the **Folder Permissions dropdown menu**.
    - **Public Folder** allows any user to access the folder and any documents it contains.
    - **Private** allows only the person who created the folder or the device System Administrator to access the folder and its contents.
    - **Read Only** allows any user to access the folder, but users cannot delete jobs in the folder or change their settings.
  12. Click the **Apply** button.
  13. Select the **Logout** link at the top right hand side of the Internet Services screen.
  14. At the confirmation screen, select the **Logout** button.

#### More Information

[Creating a New Folder for Saved Jobs in Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

## Print

### Submitting a Print Job using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Internet Services Job Submission page to send print-ready documents for printing. You can print PDF, PCL, PostScript, TXT, JPEG, TIFF and XPS file formats from the Job Submission page.

**Note:** You can select general print features, such as 2-sided printing and stapling when you submit your job in Internet Services. If you want to select advanced print features, such as watermarks and booklet layout, you must select these in your print driver before you create your print-ready file.

A print-ready document is a file that has been formatted and saved for printing from the source program, such as Microsoft Word. To create a print-ready file, select the Print to File option when you print your documents from programs such as Microsoft Word. From advanced publishing programs there may be several methods to create print-ready files.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.  
**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.
3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Print** tab.
5. Click the **Browse...** button and navigate to your print-ready file.
6. Select the file you want to print. Either double-click the file to select it, or click on the file once and then click the **Open** button. The file name and path will be shown in the File Name box.
7. Select the option(s) required.
8. Click the **Submit Job** button.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

[Logging in to Internet Services](#)

[Viewing Active Jobs using the Job Status Menu](#)

[System Administrator Guide \[www.xerox.com/support\]\(http://www.xerox.com/support\).](#)

[Installing Optional Services using the Tools Menu](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

[Changing the Output Destination when Printing Using Internet Services](#)

[Folding Documents Printed Using Internet Services](#)

[Setting the Stapling when Printing Using Internet Services](#)

[Setting the Hole Punching when Printing Using Internet Services](#)

[Setting the Orientation when Printing Using Internet Services](#)

[Using the Collate Options when Printing Using Internet Services](#)

[Using the 2-Sided Printing Options when Printing using Internet Services](#)

[Changing the Paper Selection when Printing using Internet Services](#)

[Sending a Job for Delayed Printing using Internet Services](#)

[Saving a Job for Reprinting using Internet Services](#)

[Printing a Sample or Proof Print using Internet Services](#)

[Sending a Job for Secure Printing using Internet Services](#)

[Sending a Job for Normal Printing using Internet Services](#)

[Changing the Number of Copies when Printing using Internet Services](#)

## Installing Print and Scan Drivers from the Internet Services Print Menu

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Install Print / Scan Drivers link to access and install the latest print and scan drivers for your device. If you are using a Windows computer, the link will open the drivers in an executable file. An executable file automatically installs software on your computer when you run it. You can choose to run the file to install the drivers now, or save the file to install the drivers later.

The install option provides an easy way to install your print drivers. By default the link goes to Xerox.com to find the latest drivers for your device. Your System Administrators can change the Install Print / Scan Drivers link to another location, such as an internal site, if required. They can also hide the link. If you do not see the Install Print / Scan Drivers link check with your System Administrator.

**Note:** This option must be made available by your System Administrator.

Your System Administrator may have loaded a specific print driver on your computer. However, if the choice of driver is yours, the following information may help you decide which driver to install.

- **PS (PostScript)** gives you the most options 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 (Printer Control Language)** generally has fewer advanced features than PostScript. PCL drivers process most jobs faster than other drivers. This driver is suitable for most every-day printing tasks.
- **XPS (XML Paper Specification)** is an open specification for a page description language and a fixed document format originally developed by Microsoft. Use this driver to improve the speed and quality of XPS files that you print.
- **Mac** is a PostScript driver that has been specifically designed to work on Macs.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the TWAIN Scan Driver to scan documents from the device to your computer. The TWAIN Scan Driver is installed automatically with the Install Print / Scan Drivers feature.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Print** tab.
5. Click the **Install Print / Scan Drivers** link.
6. Click the **Run** button.
7. Click the **Accept** button to accept the license agreement.
8. The program will automatically look for your device on the network. If your device does not display, ask your System Administrator for help.
9. Select the driver you want to install.

10. Click the **Install** button.
11. Click the **Install** button.
12. The program creates the print queue and installs your print driver.

#### More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing a Document using the PostScript Print Driver](#)

[Installing Optional Services using the Tools Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Changing the Number of Copies when Printing using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Internet Services Job Submission page to send print-ready documents for printing. You can print PDF, PCL, PostScript, TXT, JPEG, TIFF and XPS file formats from the Job Submission page.

**Note:** You can select general print features, such as 2-sided printing and stapling when you submit your job in Internet Services. If you want to select advanced print features, such as watermarks and booklet layout, you must select these in your print driver before you create your print-ready file.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Copies option to control how many copies of your document are printed. 1-9999 copies can be submitted.

You can select the number of copies in the print driver, or other application, when creating the print-ready file - or you can select the number of copies within Internet Services. If you set a specific number of copies within Internet Services the number requested within the print-ready file will be overridden by the Internet Services number. For example, if you request 5 copies within your print-ready file, but request 2 copies within Internet Services you will only receive 2 copies.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Print** tab.
5. Click the **Browse...** button and navigate to your print-ready file.
6. Select the file you want to print. Either double-click the file to select it, or click on the file once and then click the **Open** button. The file name and path will be shown in the File Name box.
7. Select the Copies option required.
  - **Auto** prints the number of copies programmed in the print-ready file.
  - **(1-9999)** prints 1 to 9999 copies of the print-ready file (if the print-ready file contains programming to produce more than 1 copy this is overridden by the number of copies requested in Internet Services). Select the **(1-9999) entry box** and use your keyboard to enter the number of copies required.
8. Click the **Submit Job** button.

9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Job Type

### Sending a Job for Normal Printing using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Internet Services Job Submission page to send print-ready documents for printing. You can print PDF, PCL, PostScript, TXT, JPEG, TIFF and XPS file formats from the Job Submission page.

**Note:** You can select general print features, such as 2-sided printing and stapling when you submit your job in Internet Services. If you want to select advanced print features, such as watermarks and booklet layout, you must select these in your print driver before you create your print-ready file.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Normal Print job type to tell the device to print your job as soon as it arrives at the top of the print queue.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Print** tab.
5. Click the **Browse...** button and navigate to your print-ready file.
6. Select the file you want to print. Either double-click the file to select it, or click on the file once and then click the **Open** button. The file name and path will be shown in the File Name box.
7. Select **Normal Print** from the **Job Type dropdown menu**.
8. Click the **Submit Job** button.

9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Viewing Active Jobs using the Job Status Menu](#)

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

### **Sending a Job for Secure Printing using Internet Services**

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Internet Services Job Submission page to send print-ready documents for printing. You can print PDF, PCL, PostScript, TXT, JPEG, TIFF and XPS file formats from the Job Submission page.

**Note:** You can select general print features, such as 2-sided printing and stapling when you submit your job in Internet Services. If you want to select advanced print features, such as watermarks and booklet layout, you must select these in your print driver before you create your print-ready file.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Secure Print option to have your job held at the device until you enter a passcode to release it. This feature prevents confidential documents printing to the output tray until you are ready to release and collect them. This feature is also useful if you want to control when your jobs are released for printing, even if they are not confidential.

**Note:** If you send more than one Secure Print job using the same passcode, when you go to the device you will only need to enter the code once to release all the jobs for printing.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Print** tab.
5. Click the **Browse...** button and navigate to your print-ready file.
6. Select the file you want to print. Either double-click the file to select it, or click on the file once and then click the **Open** button. The file name and path will be shown in the File Name box.

7. Select **Secure Print** from the **Job Type dropdown menu**.
8. Click in the **Passcode entry box** and use your keyboard to enter a 4 to 10 digit passcode.  
**Note:** To release your job you will enter this passcode using the numeric keypad on the device control panel. Only use numbers, and choose a passcode you will remember but that is not easy for other people to guess.
9. Click in the **Confirm Passcode entry box** and use your keyboard to re-enter your 4 to 10 digit passcode.
10. Click the **Submit Job** button.
11. When the job arrives at the device it displays in the Secure Print job list. To view the list at the device press the **Job Status** button on the Control Panel and select **Secure Print Jobs**.
12. Select your job in the list, enter your Secure Print passcode and select **OK**.
13. Select **Release All** to print all your secure jobs, or select an individual job and select **Release**.
14. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Accessing Your Personal Secure Jobs List using the Job Status Menu](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

### Printing a Sample or Proof Print using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Internet Services Job Submission page to send print-ready documents for printing. You can print PDF, PCL, PostScript, TXT, JPEG, TIFF and XPS file formats from the Job Submission page.

**Note:** You can select general print features, such as 2-sided printing and stapling when you submit your job in Internet Services. If you want to select advanced print features, such as watermarks and booklet layout, you must select these in your print driver before you create your print-ready file.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Sample Set option to print one copy of a multiple-copy print job. When you collect the print you can check it has printed as you expected before approving the rest of the job for printing. If the first copy is not correct you can cancel the rest of the copies and resubmit the job with different print settings.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.

4. Click the **Print** tab.
5. Click the **Browse...** button and navigate to your print-ready file.
6. Select the file you want to print. Either double-click the file to select it, or click on the file once and then click the **Open** button. The file name and path will be shown in the File Name box.
7. Select the Copies option required.
  - **Auto** prints the number of copies programmed in the print-ready file.
  - **(1-9999)** prints 1 to 9999 copies of the print-ready file (if the print-ready file contains programming to produce more than 1 copy this is overridden by the number of copies requested in Internet Services). Select the **(1-9999) entry box** and use your keyboard to enter the number of copies required.

**Note:** You must send at least 2 copies to the device for the Sample Set feature to work.
8. Select **Sample Set** from the **Job Type dropdown menu**.
9. Click the **Submit Job** button.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. Select the job in the required list and select the **Release** button to print the sample set.
12. Check the printed sample is correct.
13. Select the job required from the list.
  - If the sample is correct, select the **Release** button to print the remaining sets.
  - If the sample has not printed as you expected it to, select the **Delete** button.
14. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Viewing Active Jobs using the Job Status Menu](#)

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

### Saving a Job for Reprinting using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Internet Services Job Submission page to send print-ready documents for printing. You can print PDF, PCL, PostScript, TXT, JPEG, TIFF and XPS file formats from the Job Submission page.

**Note:** You can select general print features, such as 2-sided printing and stapling when you submit your job in Internet Services. If you want to select advanced print features, such as watermarks and booklet layout, you must select these in your print driver before you create your print-ready file.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Saved Jobs are documents that are sent to the device and stored there for future use. Saved jobs can be accessed and printed at the device and from Internet Services.

Use the Saved Jobs option as a convenient way to store commonly used documents that you need to print, such as forms. Saved jobs can be stored using your print driver and Internet Services. You can print Saved Jobs from the device Control Panel and Internet Services.

**Note:** This option must be made available by your System Administrator.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Print** tab.
5. Click the **Browse...** button and navigate to your print-ready file.
6. Select the file you want to print. Either double-click the file to select it, or click on the file once and then click the **Open** button. The file name and path will be shown in the File Name box.
7. Select **Save Job For Reprint** from the **Job Type dropdown menu**.
8. Select the required option.
  - **Save** stores your job for future use, but will not print a copy.
  - **Save and Print** stores your job and also sends a copy to the device for printing.
9. If required, click in the **Job Name entry box** and use your keyboard to enter a name for your job. If you do not enter a name the file name will be used as the job name.
10. If required, select the folder your job will be saved in from the Save in Folder menu. If no personal folders have been set up your job will be saved in the Default Public Folder.
11. If required, select click the **Secure Saved Job checkbox** and enter a 4-10 digit passcode in the **Passcode entry box** and the **Confirm Passcode entry box**.

**Note:** To release your job you will enter this passcode using the numeric keypad on the device control panel. Only use numbers, and choose a passcode you will remember but that is not easy for other people to guess.

12. Click the **Submit Job** button.
13. If required, collect your job from the device.
14. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
15. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
16. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Viewing Active Jobs using the Job Status Menu](#)

[Using Internet Services to find System Administrator Contact Details](#)

[Saving Jobs using the PostScript Print Driver](#)

[Printing Saved Jobs from Internet Services](#)  
[Viewing the Progress and Details of a Job using the Job Status Menu](#)  
[Printing the Information Pages from the Machine Status Menu](#)

## **Sending a Job for Delayed Printing using Internet Services**

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Internet Services Job Submission page to send print-ready documents for printing. You can print PDF, PCL, PostScript, TXT, JPEG, TIFF and XPS file formats from the Job Submission page.

**Note:** You can select general print features, such as 2-sided printing and stapling when you submit your job in Internet Services. If you want to select advanced print features, such as watermarks and booklet layout, you must select these in your print driver before you create your print-ready file.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Delay Print option to print your document at a specified time, up to 24 hours after the original job submission. This is useful if you want to print large jobs during quiet times in your office, or if you want all your jobs to print at the same time.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.  
**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.
3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Print** tab.
5. Click the **Browse...** button and navigate to your print-ready file.
6. Select the file you want to print. Either double-click the file to select it, or click on the file once and then click the **Open** button. The file name and path will be shown in the File Name box.
7. Select **Delay Print** from the **Job Type dropdown menu**.
8. Select the **Time to Print entry box** and use your keyboard to enter a time when your job should print.
9. Click the **Submit Job** button.
10. Collect your job from the device.
11. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
12. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
13. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

### More Information

[Viewing Active Jobs using the Job Status Menu](#)

[Using Internet Services to find System Administrator Contact Details](#)

[Printing a Delay Print Job using the PostScript Driver](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Changing the Paper Selection when Printing using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Internet Services Job Submission page to send print-ready documents for printing. You can print PDF, PCL, PostScript, TXT, JPEG, TIFF and XPS file formats from the Job Submission page.

**Note:** You can select general print features, such as 2-sided printing and stapling when you submit your job in Internet Services. If you want to select advanced print features, such as watermarks and booklet layout, you must select these in your print driver before you create your print-ready file.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Paper option to specify a type of paper for your job. The type of paper automatically selected for your job is shown in the Paper box, this default is set by your System Administrator.

The paper types loaded in the device are listed. You can select other paper types - but you will need to load them into the appropriate tray before your job will print correctly. It is usually easier to load the paper required into the device before programming your job as this helps to ensure you select both the correct paper type and the correct tray when sending your job.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Print** tab.
5. Click the **Browse...** button and navigate to your print-ready file.
6. Select the file you want to print. Either double-click the file to select it, or click on the file once and then click the **Open** button. The file name and path will be shown in the File Name box.
7. Click the **Paper Selection** heading to open the paper menus and select the option(s) required.
  - **Loaded Paper** displays the paper types already loaded in the device, select the required type from the Loaded Paper window.
  - **Size** lists all the pre-set paper sizes the device can print on. Select the required size from the list.
  - **Color** lists different paper colors. To specify a color select it from the list.
  - **Type** displays the different types of media the device can print on. Select the required type from the list.

- **Tray** lists the device trays. If you want to print from a specific tray select the tray number from the list. To let the device choose the most appropriate tray, for example if you haven't loaded your specific media type yet, select **Auto**.
8. Click the **Submit Job** button.
  9. Collect your job from the device.
  10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
  12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Loading Tray 1 and Changing the Tray Settings](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

[Loading Tray 4](#)

[Loading Tray 3](#)

[Loading Tray 2 and Changing the Tray Settings](#)

## Using the 2-Sided Printing Options when Printing using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Internet Services Job Submission page to send print-ready documents for printing. You can print PDF, PCL, PostScript, TXT, JPEG, TIFF and XPS file formats from the Job Submission page.

**Note:** You can select general print features, such as 2-sided printing and stapling when you submit your job in Internet Services. If you want to select advanced print features, such as watermarks and booklet layout, you must select these in your print driver before you create your print-ready file.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the 2-Sided Printing option to select whether your job prints on one or both sides of the paper and whether the output should be suitable for binding on the long or short edge of the document.

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

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Print** tab.
5. Click the **Browse...** button and navigate to your print-ready file.
6. Select the file you want to print. Either double-click the file to select it, or click on the file once and then click the **Open** button. The file name and path will be shown in the File Name box.
7. Select the 2-Sided Printing option required.
  - **Auto** uses the settings programmed in the print-ready file.
  - **1-Sided Print** prints on 1 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.
8. Click the **Submit Job** button.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing Active Jobs using the Job Status Menu](#)

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## Using the Collate Options when Printing Using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Internet Services Job Submission page to send print-ready documents for printing. You can print PDF, PCL, PostScript, TXT, JPEG, TIFF and XPS file formats from the Job Submission page.

**Note:** You can select general print features, such as 2-sided printing and stapling when you submit your job in Internet Services. If you want to select advanced print features, such as watermarks and booklet layout, you must select these in your print driver before you create your print-ready file.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the collation options to sort your copies into sets (1,2,3 1,2,3 1,2,3) or stacks (1,1,1 2,2,2 3,3,3).

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.  
**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.
3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Print** tab.
5. Click the **Browse...** button and navigate to your print-ready file.
6. Select the file you want to print. Either double-click the file to select it, or click on the file once and then click the **Open** button. The file name and path will be shown in the File Name box.
7. Select the Collation option required.
  - **Auto** uses the settings programmed in the print-ready file.
  - **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.
8. Click the **Submit Job** button.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

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## Setting the Orientation when Printing Using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Internet Services Job Submission page to send print-ready documents for printing. You can print PDF, PCL, PostScript, TXT, JPEG, TIFF and XPS file formats from the Job Submission page.

**Note:** You can select general print features, such as 2-sided printing and stapling when you submit your job in Internet Services. If you want to select advanced print features, such as watermarks and booklet layout, you must select these in your print driver before you create your print-ready file.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Orientation feature to change the direction of the text printed on your page. This feature only works when you submit a text file (.TXT) for printing. Other file types will use the orientation that was selected when the print-ready file was created.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Print** tab.
5. Click the **Browse...** button and navigate to your print-ready file.
6. Select the file you want to print. Either double-click the file to select it, or click on the file once and then click the **Open** button. The file name and path will be shown in the File Name box.
7. Select the Orientation option required.
  - **Auto** uses the settings programmed in the print-ready file.
  - **Portrait** orientates your document so that you can read the text while holding the long edge of the paper.
  - **Landscape** orientates your document so that you can read the text holding the short side of the paper.
  - **Rotated Portrait** orientates your original document by 180 degrees so that you can read the text holding the long side of the paper.
  - **Rotated Landscape** orientates your original document by 180 degrees so that you can read the text holding the short side of the paper.
8. Click the **Submit Job** button.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Setting the Stapling when Printing Using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Internet Services Job Submission page to send print-ready documents for printing. You can print PDF, PCL, PostScript, TXT, JPEG, TIFF and XPS file formats from the Job Submission page.

**Note:** You can select general print features, such as 2-sided printing and stapling when you submit your job in Internet Services. If you want to select advanced print features, such as watermarks and booklet layout, you must select these in your print driver before you create your print-ready file.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the stapling options to staple your document. The options available are dependent on the finishing device installed. The basic stapling options are Off, 1 Staple, 2 Staples and Multi-Staple.

**Note:** Booklet stapling is selected in the Folding section.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Print** tab.
5. Click the **Browse...** button and navigate to your print-ready file.
6. Select the file you want to print. Either double-click the file to select it, or click on the file once and then click the **Open** button. The file name and path will be shown in the File Name box.
7. Select the Staple option required. The options vary depending on the type of finisher attached to your device.
  - **Auto** uses the settings programmed in the print-ready file.
  - **No Staple** switches off stapling.
  - **1 Staple** positions a single staple the top left corner of your document.
  - **2 Staples** positions 2 staples along the trail edge of your document.
8. Click the **Submit Job** button.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Folding using the PostScript Print Driver](#)

[Folding Documents Printed Using Internet Services](#)

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## Setting the Hole Punching when Printing Using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Internet Services Job Submission page to send print-ready documents for printing. You can print PDF, PCL, PostScript, TXT, JPEG, TIFF and XPS file formats from the Job Submission page.

**Note:** You can select general print features, such as 2-sided printing and stapling when you submit your job in Internet Services. If you want to select advanced print features, such as watermarks and booklet layout, you must select these in your print driver before you create your print-ready file.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

Use the Hole Punch option if you want the device to punch holes in each page after it is printed. Each sheet will be punched individually so there is no limit to the number of pages you can have in a set. Hole punching can only be selected for A4 LEF (8.5 x 11" LEF) and A3 (11 x 17") paper.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.  
**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.
3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Print** tab.
5. Click the **Browse...** button and navigate to your print-ready file.
6. Select the file you want to print. Either double-click the file to select it, or click on the file once and then click the **Open** button. The file name and path will be shown in the File Name box.
7. Select the Hole Punch option required. The options vary depending on the type of finisher attached to your device.
  - **Auto** uses the settings programmed in the print-ready file.
  - **No Punch** switches off hole punching.
  - **Punch On** switches on hole punching.
8. Click the **Submit Job** button.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

### More Information

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Folding Documents Printed Using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Internet Services Job Submission page to send print-ready documents for printing. You can print PDF, PCL, PostScript, TXT, JPEG, TIFF and XPS file formats from the Job Submission page.

**Note:** You can select general print features, such as 2-sided printing and stapling when you submit your job in Internet Services. If you want to select advanced print features, such as watermarks and booklet layout, you must select these in your print driver before you create your print-ready file.

The folding options vary depending on the type of finisher attached to your device. If there is no finisher attached to your device you will not be able to choose any folding options.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Print** tab.
5. Click the **Browse...** button and navigate to your print-ready file.
6. Select the file you want to print. Either double-click the file to select it, or click on the file once and then click the **Open** button. The file name and path will be shown in the File Name box.
7. Select the Folding option required. The options vary depending on the type of finisher attached to your device.
  - **Auto** uses the settings programmed in the print-ready file.
  - **No Fold** switches off folding.
  - **Bi Fold Single Sheets Print Inside** folds the output in the middle of the page. If the page is single sided the printed content will be on the inside of the fold. If the page is double sided, page 1 will be on the inside.
  - **Bi Fold Single Sheets Print Outside** folds the output in the middle of the page. If the page is single sided the printed content will be on the outside of the fold. If the page is double sided, page 2 will be on the inside.
  - **Bi Fold Multiple Sheets Print Inside** folds the output in the middle of the page. If the pages are single sided the printed content will be on the outside of the fold. If the pages are double sided, page 2 will be on the inside.

- **Bi Fold Multiple Sheets Print Outside** folds the output in the middle of each page. If the pages are single sided the printed content will be on the inside of the fold. If the pages are double sided, page 1 will be on the inside.
  - **Bi Fold Multiple Sheets and Staple** folds the output in the middle of each page and adds 2 staples to the fold. If the pages are single sided the printed content will be on the inside of the fold. If the pages are double sided, page 1 will be on the inside.
8. Click the **Submit Job** button.
  9. Collect your job from the device.
  10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
  11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
  12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Changing the Output Destination when Printing Using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Internet Services Job Submission page to send print-ready documents for printing. You can print PDF, PCL, PostScript, TXT, JPEG, TIFF and XPS file formats from the Job Submission page.

**Note:** You can select general print features, such as 2-sided printing and stapling when you submit your job in Internet Services. If you want to select advanced print features, such as watermarks and booklet layout, you must select these in your print driver before you create your print-ready file.

Use the Output Destination options to specify a destination for your output. The destinations depend on the type of finisher attached to your device.

**Note:** If a destination is listed, but is shown in gray text, it may not be available due to a finishing option that you have selected.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Print** tab.

5. Click the **Browse...** button and navigate to your print-ready file.
6. Select the file you want to print. Either double-click the file to select it, or click on the file once and then click the **Open** button. The file name and path will be shown in the File Name box.
7. Select the Output Destination option required.
  - **Automatically Select** sends the job to an output tray based on the job type.
  - **Top Tray** sends the job to the output tray at the top of the device.
  - **Main Tray** sends the job to the output tray on the right side of the device.
  - **Booklet Maker Tray** sends the job to the output tray on the right side of the device.
8. Click the **Submit Job** button.
9. Collect your job from the device.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. Print jobs are usually shown in the Active Jobs list, however if your System Administrator has enabled the Hold All Jobs feature, your job will be listed in either the Held Print Jobs or the Unidentified Print Jobs list. To release a held job select the job in the required list and then select the **Release** button.
12. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Scan

### Templates

#### Creating a New Template in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Templates and mailboxes cannot be created using the device user interface, they must be created or modified using the Scan page within Internet Services.

**Note:** This option must be made available by your System Administrator.

Use the Templates feature when you want to scan or fax jobs using the Workflow Scanning service on your device. Templates contain information to tell the device where to file a scanned document. They also contain settings, such as image quality and file format. Templates help you scan images more quickly because the template contains all the pre-programmed settings for your scan. If necessary, you can change the settings at the device.

All the templates available are displayed on the device in the Workflow Scanning template list.

To create a template you will need to know some technical information about your network. If you are not technically-minded, you will find it easier to copy an existing template and then modify it rather than create a new one. If possible, ask your System Administrator to create a new template for you.

**Note:** Your System Administrator must configure a scan destination (known as a file repository) before you can create a template or add a destination to a template.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Scan** tab.
5. If required, select **Templates** from the Display menu in the top left hand corner. If your System Administrator has not set up any Mailboxes you will not see the Display menu and will be sent directly to the Templates page.
6. Select the **Create New Template** link from the Template Operations menu.
7. Click in the **Template Name entry box** and use your keyboard to enter a name for your template.
8. Click in the **Template Description entry box** and use your keyboard to enter a description.
9. Click the **Owner entry box** and use your keyboard to enter an owner name for the template.
10. Enter a scan destination.

#### **Either**

- Select the **Enter a Scan Destination radio button**.
- Click in the **Friendly Name entry box** and use your keyboard to enter a name for your template. The Friendly Name displays in the template description area of the Workflow Scanning screen on the device control panel. If you don't specify a display order, templates display alphabetically by Friendly Name.

#### **Or**

- Select the **Select from a predefined list radio button**.
  - Select the destination required from the **File Destination menu**.
11. Select the Protocol you want to use to scan your documents. The protocol depends on the location of your file repository. Refer to the System Administrator Guide for further information about setting up a file repository.
    - **FTP** scans to a computer using File Transfer Protocol. Select this option if you have an FTP application on your computer.
    - **SFTP** scans to a computer using Secure File Transfer Protocol. Select this option if you have an SFTP application running on your computer.
    - **SMB** scans to a computer using Server Message Block protocol. Select this option to scan to a Windows computer. Select SMB if you are unsure which protocol to select.
    - **HTTP** scans to a computer using Hyper Text Transfer Protocol. Select this option to scan to a web server using HTTP.
    - **HTTPS** scans to a computer using Hyper Text Transfer Protocol via Secure Sockets Layer (SSL). Select this option to scan to a web server using HTTPS.

- **Netware** scans to a computer using the Netware protocol. Select this option if you are using Netware. This option is only available if Netware is enabled on your device.
12. Select the Name or IP Address option required and enter the appropriate details into the IP Address: Port box(es).
  13. If required, click the **IP Address entry box** and use your keyboard to enter the address of your scan destination.
  14. If you selected SMB for the Protocol, click the **Share entry box** and use your keyboard to enter the name of the shared folder.
  15. Click the **Document Path entry box** and use your keyboard to enter your scan destination.
  16. If required, check the **Sub-folder (.XSM) for 1 File Per Page, File Format jobs checkbox**. This will allow you to create sub folders when you scan a document. The sub folder is created in your scan destination folder and contains the files created by the machine when you scan a document.
  17. Select the Filing Policy option required.
    - **Rename New File** saves your scanned image as a new file. If you scan a document with the same name as one that already exists in your file repository, the device adds the date and time of the scan to create a new file name.
    - **Append to Existing File** adds your scanned image to the file that already exists with the same name.
    - **Overwrite Existing File** deletes the existing file and saves the new file instead.
    - **Do Not Save** stops the process, the file is not saved.
    - **Add Date to Name** adds the current date to the end of the file name.
  18. Select the Login Credentials to Access the Destination option required. The Login Credentials are the user name and password required to access the scan destination.
    - **Authenticated User and Domain** is used if the user name and domain are authenticated by your LDAP server.
    - **Logged-in User** is used if the user name is authenticated by your LDAP server.
    - **Prompt at User Interface** prompts each user to enter authentication details at the device Control Panel.
    - **Stored in Template** is used if the user name and password are going to be typed in on this page and stored in the memory of the device.
  19. If you selected Stored in Template from the Login Credentials to Access the Destination menu, click the **Login Name entry box** and use your keyboard to enter the user name.
    - Click the **Password entry box** and use your keyboard to enter the password required. Enter the password again the password in the **Retype Password entry box**.
    - Click the **Save** button to save the password and user name.
  20. If required, check the **Enable checkbox** in the Save Job Log (.XST) in Repository section to save information about the scanned image file into the scan destination folder.
  21. Click the **Add** button to save your template.

#### More Information

[Explaining What Workflow Scanning Does and How It Works](#)

[Modifying a Template using Internet Services](#)

[Copying a Template in Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

## Templates

### Deleting a Template in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Templates feature when you want to scan or fax jobs using the Workflow Scanning service on your device. Templates contain information to tell the device where to file a scanned document. They also contain settings, such as image quality and file format. Templates help you scan images more quickly because the template contains all the pre-programmed settings for your scan. If necessary, you can change the settings at the device.

All the templates available are displayed on the device in the Workflow Scanning template list.

Use the Delete template option to permanently remove a template from the device.

**Note:** This option must be made available by your System Administrator.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Scan** tab.
5. Select the template required from the Templates list.
6. Click the **Delete** button.
7. Click the **OK** button to confirm the deletion.

#### More Information

[Using Workflow Scanning](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

### Copying a Template in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Templates feature when you want to scan or fax jobs using the Workflow Scanning service on your device. Templates contain information to tell the device where to file a scanned document. They also contain settings, such as image quality and file format. Templates help you scan images more quickly because the template contains all the pre-programmed settings for your scan. If necessary, you can change the settings at the device.

All the templates available are displayed on the device in the Workflow Scanning template list.

Use the Copy template option to copy an existing template. When you copy a template all the image settings and destinations are copied to create a new template, which saves you time if you want to use the same or similar settings.

**Note:** This option must be made available by your System Administrator.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Scan** tab.
5. Select the template required from the Templates list.
6. Click the **Copy** button.
7. Click in the **Template Name entry box** and use your keyboard to enter a name for your template.
8. Click in the **Template Description entry box** and use your keyboard to enter a description.
9. Click the **Owner entry box** and use your keyboard to enter an owner name for the template.
10. Click the **Add** button to save your template.

More Information

[Using Workflow Scanning](#)

[Modifying a Template using Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

### Changing a Template Description or Owner in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Templates feature when you want to scan or fax jobs using the Workflow Scanning service on your device. Templates contain information to tell the device where to file a scanned document. They also contain settings, such as image quality and file format. Templates help you scan images more quickly because the template contains all the pre-programmed settings for your scan. If necessary, you can change the settings at the device.

All the templates available are displayed on the device in the Workflow Scanning template list.

Use the Description and Owner options when you want to enter or change information about how your template is used and who controls it.

**Note:** This option must be made available by your System Administrator.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Scan** tab.
5. Select the template required from the Templates list.
6. If required, click the **Description** link.
  - Click in the **Template Description entry box** and use your keyboard to enter a description.
7. If required, click the **Owner** link.
  - Click the **Owner entry box** and use your keyboard to enter an owner name for the template.
8. Click the **Apply** button.

More Information

[Using Workflow Scanning](#)

[Modifying a Template using Internet Services](#)

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System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

## Controlling the Template Display Order using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Templates feature when you want to scan or fax jobs using the Workflow Scanning service on your device. Templates contain information to tell the device where to file a scanned document. They also contain settings, such as image quality and file format. Templates help you scan images more quickly because the template contains all the pre-programmed settings for your scan. If necessary, you can change the settings at the device.

All the templates available are displayed on the device in the Workflow Scanning template list.

Use the Refer to Display Settings option to access template controls that specify the order templates should be listed in on the device touch screen. If you do not specify an order the templates will be listed alphabetically by template Friendly Name.

**Note:** This feature is for System Administrator use only.

Refer to the System Administrator Guide for further information.

More Information

[Using Workflow Scanning](#)

[Creating a New Template in Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Modifying a Template using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Templates feature when you want to scan or fax jobs using the Workflow Scanning service on your device. Templates contain information to tell the device where to file a scanned document. They also contain settings, such as image quality and file format. Templates help you scan images more quickly because the template contains all the pre-programmed settings for your scan. If necessary, you can change the settings at the device.

All the templates available are displayed on the device in the Workflow Scanning template list.

Use the Modify template option to change the settings of an existing template. You can change the filing destination, image options, filing options and add document management fields.

**Note:** This option must be made available by your System Administrator.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Scan** tab.
5. Select the template required from the Templates list.
6. Select the Destination Services option required.
  - Check the **File checkbox** to scan to a specific folder location when you use this template.
  - Check the **Fax checkbox** to send your document to a specific fax number when you use this template. You must have a fax service enabled on your device to use this feature.
7. In the **File Destination** area, select the required option.
  - **Add** creates a new destination for your scanned images.
  - **Edit** changes the current filing destination. If you select this option, make your changes and select Save.
  - **Delete** erases the current filing destination. Click the **OK** button to confirm the deletion.
8. If you selected the Fax option in the Services area, update the Fax Destination information as required.
  - Select the **Add** button.
  - Select the **Add Fax Number entry field** and use your keyboard to enter the fax number.
  - Click the **Add** button. The fax number displays in the Fax Distribution List field.
  - Select the Delivery option required.
    - **Immediate** sends your fax document without any delay.
    - **Delayed send** specifies a time to send your fax.
  - Click the **Apply** button.

9. If required, update the Document Management Fields information. The Document Management Fields allow you to enter additional data when you scan a document at the device. The data is filed with your scanned documents in a job log. The job log can be accessed by third party software for various purposes.
- Select the **Add** button.
  - Select the **Field Name entry box** and use your keyboard to enter a field name. The name should match the name used by your Document Management software to process the field. This information is not displayed on the control panel.
  - Select the editing option required.
    - Select the **Editable radio button** if you want to allow the user to change the value for the document management field.
      - Select the **Field Label entry box** and use your keyboard to enter a name that identifies the purpose of the field to the user at the machine.
      - If you want to ensure the template user enters information for this field, select the **Require User Input checkbox**. If you select this option you will not be able to set a Default Value for this field.
      - If you want to ensure the information that the user enters at the machine is hidden by asterisks to retain confidentiality, select the **Mask User Input checkbox**.
      - If you want to save the information entered by the user in the machine's job log select the **Record User Input to Job Log checkbox**.
    - Select the **Not Editable radio button** if you want to prevent users altering the default value for the field.
    - Select the **Default Value entry box** and use your keyboard to enter the information that will automatically be used or suggested.
    - The **Validate Data Before Scanning** option may be available if your System Administrator has enabled validation servers for this device. This option allows the server to verify that the information a user enters in the document management field meets the requirements of the third party software. Check with your System Administrator if you are unsure.
  - Click the **Apply** button.
  - If required, select the **Add** button to create another Document Management Field.
10. Select the Workflow Scanning options required. This area allows you to change the basic scanning options.
- Select the **Edit** button.
  - Select the Output Color option required.
    - **Auto Detect** allows the device to select the most appropriate color setting.
    - **Color** produces full color output.
    - **Black and White** produces black and white output even if the originals were color.
    - **Grayscale** produces output using various shades of gray.
  - Select the 2-Sided Scanning option required.
    - **1-Sided** use this option if your originals are printed on 1 side.
    - **2-Sided** use this option if your originals are 2-sided. The document feeder must be used to scan your originals with this option.
    - **2-Sided, Rotate Side 2** use this option if your originals are 2-sided and open up like a calendar. The document feeder must be used to scan your originals with this option.
  - Select the Original Type option required.
    - **Photo and Text** produces high quality pictures but slightly reduces the sharpness of text and line art. This setting is recommended for originals containing high quality photographs or line art and text.
    - **Text** produces sharper edges and is recommended for text and line art.

- **Photo** gives the best quality for photos but reduced quality text and line art. It is the best option for originals containing photos or continuous tones without any text or line art.

**Note:** The Text option requires less transmission time.

- Select the Scan Presets option required.
    - **Sharing and Printing** produces a medium sized file, small enough to share but high enough quality to print.
    - **OCR** produces a high quality, large file with OCR (Optical Character Recognition) enabled. This file is fully searchable.
    - **Archival Record** produces a small, lower quality file suitable for viewing on a screen, but the print quality will be poor.
    - **High Quality Printing** produces a large, high quality file.
    - **Simple Scan** produces a basic scanned file, no advanced settings are selected.
  - Select the **Document Name entry box** and use your keyboard to enter a default name that will be applied to each scanned document. You can also enter codes to create a name that is generated automatically, for example, the code %D will add the date to your document name to help you identify the document more easily. The table below the Document Name field lists the codes you can add.
  - Click the **Apply** button.
11. Select the Advanced Settings options required. This area allows you to change the image quality settings for your scanned documents.
- Select the **Edit** button.
  - Select the Lighten / Darken option required.
    - Move the indicator right to darken the scanned image. If this creates an output with too dark a background, use the Background Suppression feature to remove the background.
    - Move the indicator left to lighten the scanned image.
  - Select the Sharpness option required.
    - Move the indicator right to sharpen the scanned image. Text images are more likely to be improved by sharpening than photo images.
    - Move the indicator left to soften the scanned image. This is particularly useful when scanning photos.
  - Select **Auto Suppression** from the **Background Suppression menu** to automatically suppress unwanted background.
  - If required, select **No Suppression** to turn the Background Suppression feature off. The No Suppression option is particularly useful 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, or you want to bring out fine detail that was lost due to a dark edge when using bound originals.
  - Select the Resolution option required.
    - **72 dpi** produces the smallest file size and is recommended for output displayed on a computer.
    - **100 dpi** delivers low image quality and is recommended for low quality text documents. This setting should ideally be used for output displayed on a computer rather than printed.
    - **150 dpi** produce average quality text and low image quality for photos and graphics, this resolution is recommended for average quality text documents and line art.
    - **200 dpi** produces average quality text and low quality photos and graphics. This resolution is recommended for average quality text documents and line art.

- **300 dpi** produces higher quality output. This setting is recommended for high quality text documents that are to pass through OCR (Optical Character Recognition) applications. It is also recommended for high quality line art or medium quality photos and graphics. This is the best default resolution choice in most cases.
  - **400 dpi** produces average image quality for photos and graphics and is recommended for photos and graphics.
  - **600 dpi** produces the largest image file size, but delivers the best image quality. This setting is recommended for high quality photos and graphics.
  - Select the Quality / File Size option required.
    - Move the indicator towards Normal Quality / Small File Size for a smaller file and lower quality image. This 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.
    - Move the indicator towards the middle of the scale to produce better image quality and larger files, but not the highest quality or largest files.
    - Move the indicator towards Highest Quality / Largest File Size to produce the largest files with the maximum image quality. Large files are not ideal for sharing and transmitting over a network.
  - Click the **Apply** button.
12. Select the Layout Adjustment options required. This area allows you to change the page settings for your scanned documents.
- Select the **Edit** button.
  - Select the Original Orientation option required.
    - **Upright Images** the images on the originals are loaded in a upright orientation in the Document Feeder.
    - **Sideways Images** the images on the originals are loaded in a sideways orientation in the Document Feeder.
  - Select the Original Size option required.
  - **Auto Detect** enables automatic size sensing, this is the default setting. The size detected is matched to a standard paper size.
  - **Manual Size Input** defines the size of your original from a list of preset, standard original sizes. It also includes a Custom option which sets a specific area for scanning and is useful for scanning receipts. Measure the width (X) and height (Y) of the original to be scanned and enter the X and Y measurements into the fields provided.
  - **Mixed Size Originals** scans documents containing different sized pages. The pages must be the same width, such as A4 (8.5 x 11") LEF and A3 (11 x 17") SEF, other combinations are shown on the device touchscreen. The device detects the size of the documents and will produce different output depending on the combinations selected.
  - Select the Edge Erase option required.
    - **Border Erase** erases an equal amount from all the edges. Use the arrow buttons to adjust the amount to be erased from 0 mm (0") to 50 mm (2.0") or select the entry field and use your keyboard to enter the amount required.
    - **Edge Erase** enables a different amount to be erased from each of the edges, on both the first and second sides. Use the arrow buttons to adjust the amount to be erased from 0mm (0") to 50mm (2.0") or select the appropriate entry field and use your keyboard to enter the amount required.
    - **Scan to Edge** cancels any edge erase settings so that no edge deletion takes place.
  - Select the Blank Page Management option required.
  - **Include Blank Pages** scans any empty pages in your document and includes them in the scanned file. This is useful if you intend to print your scanned file and want to keep the original page layout.
  - **Remove Blank Pages** ignores any blank pages and does not include them in the scanned file. This results in a smaller file size.

- Click the **Apply** button.
13. Select the Filing Options required. This area allows you to specify the file format for your scanned images.
- Select the **Edit** button.
  - Select the type of file required.
  - **PDF (Portable Document Format)** produces a single file, or an individual file per page. The output is not searchable. Depending on the receiving device, the PDF selection may not be compatible when the resolution is set to 200 dpi. This option is best used for sharing and printing documents.
  - **PDF/A** produces a single file, or an individual file per page. The output is not searchable. This is best used for long-term archival storage of electronic documents.
  - **XPS (XML Paper Specification)** outputs a single file, or an individual file per page. The output is not searchable. XPS is best used for sharing and printing documents containing text and photos.
  - **TIFF (Tagged Image File Format)** produces a single file or an individual file per page. The output is not searchable. TIFFs are best used for archiving.
  - **JPEG** produces files best used for on-screen viewing and sharing of files. JPEG files are not searchable or created as multi-page documents.
  - Select the page option required.
  - **Multi-Page** produces a single file containing several pages of scanned images.
  - **1 File per Page** produces a separate file for each image scanned.
  - Select the Image Only search setting required.
  - **Image Only** produces images that are not searchable.
  - **Searchable** results in searchable text. If required, use the drop-down menu to change the language your document is written in.
  - Click the **Apply** button.
14. Select the Job Assembly option required.
- Select the **Edit** button.
  - Check the **Build Job checkbox** to enable the Build Job option for users. Leave the checkbox unchecked to prevent people using this option.
  - Click the **Apply** button.
15. Select the Filename Extension option required.
- Select the **Edit** button.
  - Check the **Lower Case radio button** to display file extensions in lower case characters, such as .pdf. Or check the **Upper Case radio button** to display the extensions as capital letters, such as .PDF.
  - Click the **Apply** button.
  - Select the **OK** button.
16. Select the Report options required.
- Select the **Edit** button.
  - Check the **Confirmation Sheet checkbox** to have the device print a confirmation sheet when a job has been completed successfully. Leave the box empty to disable the confirmation sheet option.
  - Check the **Save Job Log (.XST) in Repository checkbox** to create a report with information about your scan job. The report is filed in the same place as your scanned image.
  - Click the **Apply** button.

17. Select the Workflow Scanning Image Settings options required. This area allows you create compressed image files for faster web viewing and also to select searchable options.
- Select the **Edit** button.
  - Check the **Optimized for Fast Web Viewing checkbox** if you want to create PDF files for use on the internet. Viewers will be able to see the file more quickly than a PDF that is not optimized for fast viewing.
  - Select the Searchable Options choice required.
    - **Image Only** produces a file that is not searchable.
    - **Searchable** results in a file that can be searched.
      - **Use Language Displayed on the Device User Interface** indexes the file for searching using the same language shown on the device touch screen.
      - **Use this Language** activates a dropdown menu listing all the languages available to index your file for searches.
  - Select the Text Compression Setting option required. This option only applies to PDF and PDF/A files.
  - **Disabled** turns off the compression option.
  - **Enabled (Flate Compression)** reduces the file size of scanned jobs.
  - Click the **Apply** button.
18. Select the Compression Capability options required. This area allows you set the compression type used each time you scan a document using this template.
- Select the **Edit** button.
  - Select the option(s) required.
  - Click the **Apply** button.

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### Adding a Destination to a Template using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Templates feature when you want to scan or fax jobs using the Workflow Scanning service on your device. Templates contain information to tell the device where to file a scanned document. They also contain settings, such as image quality and file format. Templates help you scan images more quickly because the template contains all the pre-programmed settings for your scan. If necessary, you can change the settings at the device.

All the templates available are displayed on the device in the Workflow Scanning template list.

Use the File Destination options to add pre-configured scan destinations to your template. You can set up a template to scan to more than one file destination.

**Note:** This option must be made available by your System Administrator.

**Note:** Your System Administrator must configure a scan destination (known as a file repository) before you can create a template or add a destination to a template.

The steps below will help you complete the basic version of this process, which is all most people require. If you have more specific requirements you'll see that the destination settings can be customized in many different ways.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Scan** tab.
5. If required, select **Templates** from the Display menu in the top left hand corner. If your System Administrator has not set up any Mailboxes you will not see the Display menu and will be sent directly to the Templates page.
6. Select the template required from the Templates list.
7. In the File Destinations area, select the **Add** button.
8. Select the **Select from a Predefined List radio button**.
9. If your System Administrator has created more than one destination, select the required option from the **File Destination** list.

**Note:** Contact your System Administrator if you do not know the address of your scan destination.

10. Select the Filing Policy option required.
  - **Rename New File** saves your scanned image as a new file. If you scan a document with the same name as one that already exists in your file repository, the device adds the date and time of the scan to create a new file name.
  - **Overwrite Existing File** deletes the existing file and saves the new file instead.
  - **Do Not Save** stops the process, the file is not saved.
  - **Add Date to Name** adds the current date to the end of the file name.
11. If required, check the **Enable checkbox** in the Save Job Log (.XST) in Repository section to save information about the scanned image file into the scan destination folder.
12. Click the **Add** button to save your template.
13. When you have finished modifying your template, it is ready to use to scan a document. At the device, select the Workflow Scanning feature and select your template in the Templates list.

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## Mailboxes

### Creating a Mailbox using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Templates and mailboxes cannot be created using the device user interface, they must be created or modified using the Scan page within Internet Services.

Use Scan to Mailbox to scan hard copy originals and store them in a folder on the device. You can retrieve your stored documents at the device using the Print From feature, or at your computer using Internet Services. Scan to Mailbox provides you with a scanning method that is very easy to set up and use.

You can store your documents in the Default Public Folder or create a private folder. If you create a private folder, you must enter a name and password to access the folder. All users can create private folders. Your System Administrator can choose to set up the Scan to Mailbox option so that you have to enter a password to access a folder.

The Default Public Folder and any private folders which have been set up are displayed on the device in the Workflow Scanning templates list, and in the Print From feature.

To store images in a folder, select the template required and scan your images.

**Note:** This option must be made available by your System Administrator.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.  
**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.
3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Scan** tab.
5. Select the **Mailboxes radio button** from the Display menu.
6. Select the **Create Folder** link from the Scan to Mailbox menu.
7. Select the **Folder Name entry box** and use your keyboard to enter a name for your mailbox.
8. Select the **Folder Password Required entry box** and use your keyboard to enter the password you want to set for your mailbox.
  - Select the **Confirm Folder Password entry box** and use your keyboard to enter the password.
9. Click the **Apply** button.

#### More Information

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## Downloading Documents from your Mailbox using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use Scan to Mailbox to scan hard copy originals and store them in a folder on the device. You can retrieve your stored documents at the device using the Print From feature, or at your computer using Internet Services. Scan to Mailbox provides you with a scanning method that is very easy to set up and use.

You can store your documents in the Default Public Folder or create a private folder. If you create a private folder, you must enter a name and password to access the folder. All users can create private folders. Your System Administrator can choose to set up the Scan to Mailbox option so that you have to enter a password to access a folder.

The Default Public Folder and any private folders which have been set up are displayed on the device in the Workflow Scanning templates list, and in the Print From feature.

To store images in a folder, select the template required and scan your images.

**Note:** This option must be made available by your System Administrator.

Use the Download option to save documents in your mailbox onto your computer.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Scan** tab.
5. Select the **Mailboxes radio button** from the Display menu.
6. Select your folder in the **Scan to Mailbox** list.
7. If you select a private folder you may be prompted to enter a password. Select the **Folder Password entry box** and use your keyboard to enter the password.
  - Click the **OK** button.
8. Select **Download** from the Action menu.
9. Click the **Go** button.

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## Printing Documents from your Mailbox using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use Scan to Mailbox to scan hard copy originals and store them in a folder on the device. You can retrieve your stored documents at the device using the Print From feature, or at your computer using Internet Services. Scan to Mailbox provides you with a scanning method that is very easy to set up and use.

You can store your documents in the Default Public Folder or create a private folder. If you create a private folder, you must enter a name and password to access the folder. All users can create private folders. Your System Administrator can choose to set up the Scan to Mailbox option so that you have to enter a password to access a folder.

The Default Public Folder and any private folders which have been set up are displayed on the device in the Workflow Scanning templates list, and in the Print From feature.

To store images in a folder, select the template required and scan your images.

**Note:** This option must be made available by your System Administrator.

Use the Reprint option to print documents in your mailbox at the device.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Scan** tab.
5. Select the **Mailboxes radio button** from the Display menu.
6. Select your folder in the **Scan to Mailbox** list.
7. If you select a private folder you may be prompted to enter a password. Select the **Folder Password entry box** and use your keyboard to enter the password.
  - Click the **OK** button.
8. Select **Reprint** from the Action menu.
9. Click the **Go** button.

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### Deleting Documents from your Mailbox using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use Scan to Mailbox to scan hard copy originals and store them in a folder on the device. You can retrieve your stored documents at the device using the Print From feature, or at your computer using Internet Services. Scan to Mailbox provides you with a scanning method that is very easy to set up and use.

You can store your documents in the Default Public Folder or create a private folder. If you create a private folder, you must enter a name and password to access the folder. All users can create private folders. Your System Administrator can choose to set up the Scan to Mailbox option so that you have to enter a password to access a folder.

The Default Public Folder and any private folders which have been set up are displayed on the device in the Workflow Scanning templates list, and in the Print From feature.

To store images in a folder, select the template required and scan your images.

**Note:** This option must be made available by your System Administrator.

Use the Delete options to delete documents held in a mailbox. You can delete all the documents at once, or select specific documents for deletion.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Scan** tab.
5. Select the **Mailboxes radio button** from the Display menu.
6. Select your folder in the **Scan to Mailbox** list.
7. If you select a private folder you may be prompted to enter a password. Select the **Folder Password entry box** and use your keyboard to enter the password.
  - Click the **OK** button.
8. Select **Delete** from the Action menu, and then select the **Go** button to delete individual documents, or select the **Delete All** button to delete all the documents in the mailbox.
9. Click the **OK** button.
10. Click the **OK** button.

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## Modifying Mailbox Template Settings using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use Scan to Mailbox to scan hard copy originals and store them in a folder on the device. You can retrieve your stored documents at the device using the Print From feature, or at your computer using Internet Services. Scan to Mailbox provides you with a scanning method that is very easy to set up and use.

You can store your documents in the Default Public Folder or create a private folder. If you create a private folder, you must enter a name and password to access the folder. All users can create private folders. Your System Administrator can choose to set up the Scan to Mailbox option so that you have to enter a password to access a folder.

The Default Public Folder and any private folders which have been set up are displayed on the device in the Workflow Scanning templates list, and in the Print From feature.

To store images in a folder, select the template required and scan your images.

Use the Personalize Settings option to configure your Scan to Mailbox template with specific settings which are used each time you select the template. You can configure settings such as image quality, file format and layout adjustment. Configuring settings for your template is useful if you use the same or similar settings each time you scan a document to your mailbox.

**Note:** This option must be made available by your System Administrator.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Scan** tab.
5. Select the **Mailboxes radio button** from the Display menu.
6. Select the folder that you want to modify from the list from the Scan to Mailbox menu.
7. If you select a private folder you may be prompted to enter a password. Select the **Folder Password entry box** and use your keyboard to enter the password.
  - Click the **OK** button.
8. Select the **Personalize Settings** button.
9. Select the Workflow Scanning options required. This area allows you to change the basic scanning options.
  - Select the **Edit** button.
  - Select the Output Color option required.
    - **Auto Detect** allows the device to select the most appropriate color setting.
    - **Color** produces full color output.
    - **Black and White** produces black and white output even if the originals were color.
    - **Grayscale** produces output using various shades of gray.
  - Select the 2-Sided Scanning option required.
    - **1-Sided** use this option if your originals are printed on 1 side.
    - **2-Sided** use this option if your originals are 2-sided. The document feeder must be used to scan your originals with this option.
    - **2-Sided, Rotate Side 2** use this option if your originals are 2-sided and open up like a calendar. The document feeder must be used to scan your originals with this option.

- Select the Original Type option required.
  - **Photo and Text** produces high quality pictures but slightly reduces the sharpness of text and line art. This setting is recommended for originals containing high quality photographs or line art and text.
  - **Photo** gives the best quality for photos but reduced quality text and line art. It is the best option for originals containing photos or continuous tones without any text or line art.
  - **Text** produces sharper edges and is recommended for text and line art.

**Note:** The Text option requires less transmission time.

- **Map** is used if your original is a map.
  - **Newspaper / Magazine** is used if your original is from a magazine or newspaper that contains photographs or text.
  - Select the Scan Presets option required.
    - **Sharing and Printing** produces a medium sized file, small enough to share but high enough quality to print.
    - **OCR** produces a high quality, large file with OCR (Optical Character Recognition) enabled. This file is fully searchable.
    - **Archival Record** produces a small, lower quality file suitable for viewing on a screen, but the print quality will be poor.
    - **High Quality Printing** produces a large, high quality file.
    - **Simple Scan** produces a basic scanned file, no advanced settings are selected.
  - Select the **Document Name entry box** and use your keyboard to enter a default name that will be applied to each scanned document. You can also enter codes to create a name that is generated automatically, for example, the code %D will add the date to your document name to help you identify the document more easily. The table below the Document Name field lists the codes you can add.
  - Click the **Apply** button.
10. Select the Advanced Settings options required. This area allows you to change the image quality settings for your scanned documents.
- Select the **Edit** button.
  - Select the Lighten / Darken option required.
    - Move the indicator right to darken the scanned image. If this creates an output with too dark a background, use the Background Suppression feature to remove the background.
    - Move the indicator left to lighten the scanned image.
  - Select the Sharpness option required.
    - Move the indicator right to sharpen the scanned image. Text images are more likely to be improved by sharpening than photo images.
    - Move the indicator left to soften the scanned image. This is particularly useful when scanning photos.
  - Select **Auto Suppression** from the **Background Suppression menu** to automatically suppress unwanted background.
  - If required, select **No Suppression** to turn the Background Suppression feature off. The No Suppression option is particularly useful 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, or you want to bring out fine detail that was lost due to a dark edge when using bound originals.

- Select the Resolution option required.
    - **72 dpi** produces the smallest file size and is recommended for output displayed on a computer.
    - **100 dpi** delivers low image quality and is recommended for low quality text documents. This setting should ideally be used for output displayed on a computer rather than printed.
    - **150 dpi** produce average quality text and low image quality for photos and graphics, this resolution is recommended for average quality text documents and line art.
    - **200 dpi** produces average quality text and low quality photos and graphics. This resolution is recommended for average quality text documents and line art.
    - **300 dpi** produces higher quality output. This setting is recommended for high quality text documents that are to pass through OCR (Optical Character Recognition) applications. It is also recommended for high quality line art or medium quality photos and graphics. This is the best default resolution choice in most cases.
    - **400 dpi** produces average image quality for photos and graphics and is recommended for photos and graphics.
    - **600 dpi** produces the largest image file size, but delivers the best image quality. This setting is recommended for high quality photos and graphics.
  - Select the Quality / File Size option required.
    - Move the indicator towards Normal Quality / Small File Size for a smaller file and lower quality image. This 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.
    - Move the indicator towards the middle of the scale to produce better image quality and larger files, but not the highest quality or largest files.
    - Move the indicator towards Highest Quality / Largest File Size to produce the largest files with the maximum image quality. Large files are not ideal for sharing and transmitting over a network.
  - Click the **Apply** button.
11. Select the Layout Adjustment options required. This area allows you to change the page settings for your scanned documents.
- Select the **Edit** button.
  - Select the Original Orientation option required.
    - **Upright Images** the images on the originals are loaded in a upright orientation in the Document Feeder.
    - **Sideways Images** the images on the originals are loaded in a sideways orientation in the Document Feeder.
    - **Portrait Originals** the images on the originals are in a LEF orientation.
    - **Landscape Originals** the images on the originals are in a SEF orientation.
  - Select the Original Size option required.
  - **Auto Detect** enables automatic size sensing, this is the default setting. The size detected is matched to a standard paper size.
  - **Manual Size Input** defines the size of your original from a list of preset, standard original sizes. It also includes a Custom option which sets a specific area for scanning and is useful for scanning receipts. Measure the width (X) and height (Y) of the original to be scanned and enter the X and Y measurements into the fields provided.
  - **Mixed Size Originals** scans documents containing different sized pages. The pages must be the same width, such as A4 (8.5 x 11") LEF and A3 (11 x 17") SEF, other combinations are shown on the device touchscreen. The device detects the size of the documents and will produce different output depending on the combinations selected.

- Select the Edge Erase option required.
    - **Border Erase** erases an equal amount from all the edges. Use the arrow buttons to adjust the amount to be erased from 0 mm (0") to 50 mm (2.0") or select the entry field and use your keyboard to enter the amount required.
    - **Edge Erase** enables a different amount to be erased from each of the edges, on both the first and second sides. Use the arrow buttons to adjust the amount to be erased from 0mm (0") to 50mm (2.0") or select the appropriate entry field and use your keyboard to enter the amount required.
    - **Scan to Edge** cancels any edge erase settings so that no edge deletion takes place.
  - Select the Blank Page Management option required.
  - **Include Blank Pages** scans any empty pages in your document and includes them in the scanned file. This is useful if you intend to print your scanned file and want to keep the original page layout.
  - **Remove Blank Pages** ignores any blank pages and does not include them in the scanned file. This results in a smaller file size.
  - Click the **Apply** button.
12. Select the Filing Options required. This area allows you to specify the file format for your scanned images.
- Select the **Edit** button.
  - Select the type of file required.
  - **PDF (Portable Document Format)** produces a single file, or an individual file per page. The output is not searchable. Depending on the receiving device, the PDF selection may not be compatible when the resolution is set to 200 dpi. This option is best used for sharing and printing documents.
  - **PDF/A** produces a single file, or an individual file per page. The output is not searchable. This is best used for long-term archival storage of electronic documents.
  - **XPS (XML Paper Specification)** outputs a single file, or an individual file per page. The output is not searchable. XPS is best used for sharing and printing documents containing text and photos.
  - **TIFF (Tagged Image File Format)** produces a single file or an individual file per page. The output is not searchable. TIFFs are best used for archiving.
  - **JPEG** produces files best used for on-screen viewing and sharing of files. JPEG files are not searchable or created as multi-page documents.
  - Select the page option required.
  - **Multi-Page** produces a single file containing several pages of scanned images.
  - **1 File per Page** produces a separate file for each image scanned.
  - Select the Image Only search setting required.
  - **Image Only** produces images that are not searchable.
  - **Searchable** results in searchable text. If required, use the drop-down menu to change the language your document is written in.
  - Click the **Apply** button.
13. Select the Job Assembly option required.
- Select the **Edit** button.
  - Check the **Build Job checkbox** to enable the Build Job option for users. Leave the checkbox unchecked to prevent people using this option.
  - Click the **Apply** button.
14. Select the Filename Extension option required.
- Select the **Edit** button.
  - Check the **Lower Case radio button** to display file extensions in lower case characters, such as .pdf. Or check the **Upper Case radio button** to display the extensions as capital letters, such as .PDF.

- Select the **Save** button.
15. Select the Report options required.
- Select the **Edit** button.
  - Check the **Confirmation Sheet checkbox** to have the device print a confirmation sheet when a job has been completed successfully. Leave the box empty to disable the confirmation sheet option.
  - Check the **Save Job Log (.XST) in Repository checkbox** to create a report with information about your scan job. The report is filed in the same place as your scanned image.
  - Click the **Apply** button.
16. Select the Workflow Scanning Image Settings options required. This area allows you create compressed image files for faster web viewing and also to select searchable options.
- Select the **Edit** button.
  - Check the **Optimized for Fast Web Viewing checkbox** if you want to create PDF files for use on the internet. Viewers will be able to see the file more quickly than a PDF that is not optimized for fast viewing.
  - Select the Searchable Options choice required.
    - **Image Only** produces a file that is not searchable.
    - **Searchable** results in a file that can be searched.
      - **Use Language Displayed on the Device User Interface** indexes the file for searching using the same language shown on the device touch screen.
      - **Use this Language** activates a dropdown menu listing all the languages available to index your file for searches.
  - Select the Text Compression Setting option required. This option only applies to PDF and PDF/A files.
  - **Disabled** turns off the compression option.
  - **Enabled (Flate Compression)** reduces the file size of scanned jobs.
  - Click the **Apply** button.
17. Select the Compression Capability options required. This area allows you set the compression type used each time you scan a document using this template.
- Select the **Edit** button.
  - Select the option(s) required.
  - Click the **Apply** button.
18. When you have finished modifying your template, it is ready to use to scan a document. At the device, select the Workflow Scanning feature and select your template in the Templates list.

#### More Information

[Using the Scan to Mailbox Templates in Workflow Scanning](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

### Changing a Mailbox Password using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use Scan to Mailbox to scan hard copy originals and store them in a folder on the device. You can retrieve your stored documents at the device using the Print From feature, or at your computer using Internet Services. Scan to Mailbox provides you with a scanning method that is very easy to set up and use.

You can store your documents in the Default Public Folder or create a private folder. If you create a private folder, you must enter a name and password to access the folder. All users can create private folders. Your System Administrator can choose to set up the Scan to Mailbox option so that you have to enter a password to access a folder.

The Default Public Folder and any private folders which have been set up are displayed on the device in the Workflow Scanning templates list, and in the Print From feature.

To store images in a folder, select the template required and scan your images.

Use the Modify Folder option to change your mailbox password.

**Note:** This option must be made available by your System Administrator.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Scan** tab.
5. Select the **Mailboxes radio button** from the Display menu.
6. Select the folder that you want to modify from the list from the Scan to Mailbox menu.
7. If you select a private folder you may be prompted to enter a password. Select the **Folder Password entry box** and use your keyboard to enter the password.
  - Click the **OK** button.
8. Select the **Modify Folder** button.
9. Select the **Old Password entry box** and use your keyboard to enter the existing password.
10. Select the **Change Folder Password entry box** and use your keyboard to enter the password.
11. Select the **Confirm Folder Password entry box** and use your keyboard to enter the password.
12. Click the **Save Password** button.

More Information

[Using the Scan to Mailbox Templates in Workflow Scanning](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

## Deleting a Mailbox using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use Scan to Mailbox to scan hard copy originals and store them in a folder on the device. You can retrieve your stored documents at the device using the Print From feature, or at your computer using Internet Services. Scan to Mailbox provides you with a scanning method that is very easy to set up and use.

You can store your documents in the Default Public Folder or create a private folder. If you create a private folder, you must enter a name and password to access the folder. All users can create private folders. Your System Administrator can choose to set up the Scan to Mailbox option so that you have to enter a password to access a folder.

The Default Public Folder and any private folders which have been set up are displayed on the device in the Workflow Scanning templates list, and in the Print From feature.

To store images in a folder, select the template required and scan your images.

Use the Modify Folder option to change your mailbox password.

**Note:** This option must be made available by your System Administrator.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Scan** tab.
5. Select the **Mailboxes radio button** from the Display menu.
6. Select the folder that you want to modify from the list from the Scan to Mailbox menu.
7. If you select a private folder you may be prompted to enter a password. Select the **Folder Password entry box** and use your keyboard to enter the password.
  - Click the **OK** button.
8. Select the **Modify Folder** button.
9. Select the **Delete Folder** button.
10. Select the **OK** button.

#### More Information

[Using the Scan to Mailbox Templates in Workflow Scanning](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

## Address Book

### Creating an E-mail Address using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the E-mail feature to scan images and send them to a recipient as an attachment to an e-mail.

Use the Address Book tab to create and manage the Device Address Book. You can add E-mail, Fax, Internet Fax and Scan To Destination addresses to the Device Address Book. You can then access these address when you use the E-mail, Fax, Internet Fax and Scan To services at the device.

**Note:** This option must be made available by your System Administrator.

Use the Favorites option to save an address as a favorite. Favorites are useful if you regularly send information to the same address.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.  
**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.
3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Address Book** tab.
5. Click the **Add** button.
6. If required, select the **First Name** and **Last Name** entry boxes and use your keyboard to enter a name to identify your address.
7. If required, click in the **Company entry box** and use your keyboard to enter a name to identify your address.
8. Select the **Display Name entry box** and use your keyboard to enter a name to identify your address. The Display Name will appear when you select the Address Book at the device.
9. If required, select the **Global Favorite** button to make the address available in the Favorites list when you use the E-mail, Fax, Internet Fax or Scan To services at the device.
10. In the **E-mail** entry box enter the e-mail address.
11. Select the **E-mail Favorite** button if you want this address to be available in the Favorites list when you use E-mail service at the device. If you have selected this address as a Global Favorite it is already available as an E-mail favorite.
12. Select the **Save** button.
13. The address displays in the Address Book list. If you selected the address as a Favorite it will also display in the Favorites list.

More Information

[Sending an E-mail](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

## Creating a Fax Address using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Fax (Embedded Fax) service to scan your documents and send them to most types of fax machines that are connected to the telephone network.

Use the Address Book tab to create and manage the Device Address Book. You can add E-mail, Fax, Internet Fax and Scan To Destination addresses to the Device Address Book. You can then access these address when you use the E-mail, Fax, Internet Fax and Scan To services at the device.

**Note:** This option must be made available by your System Administrator.

Use the Favorites option to save an address as a favorite. Favorites are useful if you regularly send information to the same address.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Address Book** tab.
5. Click the **Add** button.
6. If required, select the **First Name** and **Last Name** entry boxes and use your keyboard to enter a name to identify your address.
7. If required, click in the **Company entry box** and use your keyboard to enter a name to identify your address.
8. Select the **Display Name entry box** and use your keyboard to enter a name to identify your address. The Display Name will appear when you select the Address Book at the device.
9. If required, select the **Global Favorite** button to make the address available in the Favorites list when you use the E-mail, Fax, Internet Fax or Scan To services at the device.
10. Click in the **Fax entry box** and use your keyboard to enter the fax number. Click the **Show Dialling Characters checkbox** if you want to see the dialling characters you can add to your fax number.
11. Select the **Fax Favorite** button if you want this address to be available in the Favorites list when you use Fax service at the device. If you have selected this address as a Global Favorite it is already available as an Fax favorite.
12. Select the **Save** button.
13. The address displays in the Address Book list. If you selected the address as a Favorite it will also display in the Favorites list.

More Information

[Sending a Fax \(Embedded Fax\)](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

## Creating a Scan To Address using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Scan To... Feature to scan a document and store it in a folder on your computer or network.

To use Scan To you need to create an entry in the Device Address Book which contains the path to the location that you want to scan to.

The Scan To button is grayed out on the device touch screen if there are no Scan To entries in the Device Address Book.

Use the Address Book tab to create and manage the Device Address Book. You can add E-mail, Fax, Internet Fax and Scan To Destination addresses to the Device Address Book. You can then access these address when you use the E-mail, Fax, Internet Fax and Scan To services at the device.

**Note:** This option must be made available by your System Administrator.

Use the Favorites option to save an address as a favorite. Favorites are useful if you regularly send information to the same address.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.  
**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.
3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Address Book** tab.
5. Click the **Add** button.
6. Select the **Display Name entry box** and use your keyboard to enter a name to identify your address. The Display Name will appear when you select the Address Book at the device.
7. If required, select the **Global Favorite** button to make the address available in the Favorites list when you use the E-mail, Fax, Internet Fax or Scan To services at the device.
8. In the Scan To Destination area, select the **Add Destination** button.
9. Click in the **Nickname entry box** and use your keyboard to enter a name for your Scan To destination. The Nickname displays in the Address Book or Favourites area within the Scan To screen on the device control panel.
10. Select the **Scan To Favorite** button if you want this address to be available in the Favorites list when you use Scan To service at the device. If you have selected this address as a Global Favorite it is already available as a Scan To favorite.
11. Select the Protocol you want to use to scan your documents. The protocol depends on the location of your scan destination.
  - **FTP** scans to a computer using File Transfer Protocol. Select this option if you have an FTP application on your computer.
  - **SFTP** scans to a computer using Secure File Transfer Protocol. Select this option if you have an SFTP application running on your computer.
  - **Netware** scans to a computer using the Netware protocol. Select this option if you are using Netware.

- **SMB** scans to a computer using Server Message Block protocol. Select this option to scan to a Windows computer.
12. Select the required **Address Type** and enter the host name or address of your scan destination.
  13. If you selected SMB for the Protocol, click the **Share entry box** and use your keyboard to enter the name of the shared folder.
  14. Click the **Document Path entry box** and use your keyboard to enter your scan destination.
  15. Click in the **Login Name entry box** and use your keyboard to enter the user name required to access your scan destination.
    - Click **Password** and enter the password required to access your scan destination. Enter the password again the password in **Retype Password**.
    - Click **Select to save new password** to save the password and user name.
  16. Select the **Save** button.
  17. The address displays in the Address Book list. If you selected the address as a Favorite it will also display in the Favorites list.

#### More Information

[Using the Scan To Feature](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

## Creating an Internet Fax Address using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Internet Fax is similar to the E-mail feature in that it sends documents across the internet or intranet using e-mail addresses. There are several key differences between Internet Fax and the E-mail feature.

- Use Internet Fax if you need tracking evidence to confirm your document has been delivered, this is useful for audit purposes.
- Use Internet Fax if you need to send to and receive from other Internet Fax enabled devices.

Use the Address Book tab to create and manage the Device Address Book. You can add E-mail, Fax, Internet Fax and Scan To Destination addresses to the Device Address Book. You can then access these address when you use the E-mail, Fax, Internet Fax and Scan To services at the device.

**Note:** This option must be made available by your System Administrator.

Use the Favorites option to save an address as a favorite. Favorites are useful if you regularly send information to the same address.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.

4. Click the **Address Book** tab.
5. Click the **Add** button.
6. If required, select the **First Name** and **Last Name** entry boxes and use your keyboard to enter a name to identify your address.
7. If required, click in the **Company entry box** and use your keyboard to enter a name to identify your address.
8. Select the **Display Name entry box** and use your keyboard to enter a name to identify your address. The Display Name will appear when you select the Address Book at the device.
9. If required, select the **Global Favorite** button to make the address available in the Favorites list when you use the E-mail, Fax, Internet Fax or Scan To services at the device.
10. Click in the **Internet Fax entry box** and use your keyboard to enter the required internet fax address.
11. Select the **Internet Fax Favorite** button if you want this address to be available in the Favorites list when you use Internet Fax service at the device. If you have selected this address as a Global Favorite it is already available as an Internet Fax favorite.
12. Select the **Save** button.
13. The address displays in the Address Book list. If you selected the address as a Favorite it will also display in the Favorites list.

More Information

[Sending an Internet Fax](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

## Using the Properties page in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

The Properties page allows System Administrators to set up features on the device, such as network connectivity, accounting or login permissions, services and options.

Your System Administrator may choose to make this page visible and editable for all users - you should not attempt to use this page unless you are an advanced user with a System Administrator skill level.

**Note:** This feature is for System Administrator use only.

Refer to the System Administrator Guide for further information.

More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Support

### General

#### Assistance Links

##### Linking to the Latest Xerox Software Solutions from Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Xerox.com link to open a Xerox web site where you can find information about the latest software solutions available to support your device.

At the time this was written the solutions included tools to increase response rates from marketing campaigns by using variable data, and Xerox PrintBack - a personal printing solution for your iPhone, iPod, iPad or Android-based smartphone or device.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.  
**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.
3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Support** tab.
5. If required, click the **General** tab. This is usually the active tab when the Support page opens.
6. Click the **Xerox.com** link. The Xerox.com Software and Solutions page opens in a new window.

More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

##### Installing Print and Scan Drivers from the Internet Services Support Menu

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Install Print / Scan Drivers link to access and install the latest print and scan drivers for your device. If you are using a Windows computer, the link will open the drivers in an executable file. An executable file automatically installs software on your computer when you run it. You can choose to run the file to install the drivers now, or save the file to install the drivers later.

The install option provides an easy way to install your print drivers. By default the link goes to Xerox.com to find the latest drivers for your device. Your System Administrators can change the Install Print / Scan Drivers link to another location, such as an internal site, if required. They can also hide the link. If you do not see the Install Print / Scan Drivers link check with your System Administrator.

**Note:** This option must be made available by your System Administrator.

Your System Administrator may have loaded a specific print driver on your computer. However, if the choice of driver is yours, the following information may help you decide which driver to install.

- **PS (PostScript)** gives you the most options 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 (Printer Control Language)** generally has fewer advanced features than PostScript. PCL drivers process most jobs faster than other drivers. This driver is suitable for most every-day printing tasks.
- **XPS (XML Paper Specification)** is an open specification for a page description language and a fixed document format originally developed by Microsoft. Use this driver to improve the speed and quality of XPS files that you print.
- **Mac** is a PostScript driver that has been specifically designed to work on Macs.

**Note:** To print an XPS document, your device needs to have the optional XPS feature installed.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Support** tab.
5. Click the **Install Print / Scan Drivers** link.
6. Click the **Run** button.
7. Click the **Accept** button to accept the license agreement.
8. The program will automatically look for your device on the network. If your device does not display, ask your System Administrator for help.
9. Select the driver you want to install.
10. Click the **Install** button.
11. Click the **Install** button.
12. The program creates the print queue and installs your print driver.

#### More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing a Document using the PostScript Print Driver](#)

[Installing Optional Services using the Tools Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

#### Linking to Browser Software from Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Browser Software links to access and download browser software that supports Internet Services. You should be able to view Internet Services with most web browsers, but if you find that certain pages do not display correctly, you can download and use one of the browsers recommended on the Support page.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Support** tab.
5. If required, click the **General** tab. This is usually the active tab when the Support page opens.
6. Click the link for your chosen browser from the Browser Software section. The browser page opens in a new window. Follow the instructions on the browser page to download the software.

More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

### Using Internet Services to find System Administrator Contact Details

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

When your System Administrator set your device up on the network they had the opportunity to add their details to the Internet Services Support page. If your System Administrator added their details you can use the Support page to find their name, phone number and location.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Support** tab.
5. If required, click the **General** tab. This is usually the active tab when the Support page opens.
6. The System Administrator details display in the System Administrator section, if they have been entered.

More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

## Xerox Support

### Using Internet Services to find Contact Details for Xerox Support

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Xerox Support area of the Internet Services Support page to find the contact details for customer support, service and supplies if you need assistance with your device. Xerox Support contact details are entered by your System Administrator. Some System Administrators choose not to add these details, for example they may not give you the supplies number if they have set up an automatic supplies ordering system.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Support** tab.
5. If required, click the **General** tab. This is usually the active tab when the Support page opens.
6. The Xerox Support area displays the contact details if they have been added. You can also find information and support at [www.xerox.com](http://www.xerox.com).

More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

### Sending Diagnostic Information to Xerox using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Maintenance Assistant to provide fault history and usage information to the Xerox support team to help them resolve problems more quickly. Your Xerox support team will let you know when they need you to use the Maintenance Assistant.

**Note:** This feature must be enabled by your System Administrator.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Support** tab.
5. If required, click the **General** tab. This is usually the active tab when the Support page opens.
6. Click the **Send Diagnostic Information to Xerox** button. The process may take several minutes. When the information has been sent a Communication Successful page will be displayed. Your Xerox support team will advise you of the next steps.

#### More Information

[Viewing the status of SMart eSolutions in Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

### Starting an Online Troubleshooting Session with Xerox Using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Maintenance Assistant to provide fault history and usage information to the Xerox support team to help them resolve problems more quickly. Your Xerox support team will let you know when they need you to use the Maintenance Assistant.

**Note:** This feature must be enabled by your System Administrator.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Support** tab.
5. If required, click the **General** tab. This is usually the active tab when the Support page opens.
6. Click the **Start an Online Troubleshooting Session at [www.xerox.com](http://www.xerox.com)** button. When your machine's diagnostic information has been matched with solutions a support page will open. Your Xerox Support team will advise you of the next steps.

#### More Information

[Viewing the status of SMart eSolutions in Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

### Editing Support Settings Using Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Your System Administrator can use the Edit Settings button to enter contact details for device support in your organisation, and the contact details for the Xerox Support service.

**Note:** This feature is for System Administrator use only.

Refer to the System Administrator Guide for further information.

More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Changing the Billing Impression Mode in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Billing Impression Mode option to change the billing plan for your device. There are 2 billing impression modes which define how the device tracks images made on large-sized paper such as A3 or tabloid. The images can either be tracked as one large image or multiple smaller images.

You should only use this feature if advised to do so by your Xerox Representative.

### Before you begin

You will need information from your Xerox Representative.

- The PIN.
  - Information on which option to select from the Impression Mode menu.
1. At your computer, open your web browser.
  2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Support** tab.
5. Click the **Billing Impression Mode** tab.
6. Click in the **PIN entry box** and use your keyboard to type in your PIN.
7. Select the option your Xerox Representative advised you to select from the Impression Mode menu.
8. Click the **Apply** button.

More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Changing the Billing Impression Mode using the Tools Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Using the Remote Control Panel from Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Remote Control Panel to open and view the device touch screen from your computer. You can use the Remote Control Panel to see the status of jobs in the queue, services available on your device or to change settings in the Tools area. If you make changes to any settings in the Tools area, they are saved in the same way as if you changed them at the device.

The Remote Control Panel is useful for troubleshooting and may be used by your System Administrator or Xerox support team if you report a fault.

When you open the Remote Control Panel, anyone standing at the device will see the actions you perform on the touch screen. They can also use the touch screen to override your selections. You can configure the Remote Control Panel so that the touch screen at the device is blocked while you are using it. When the touch screen is blocked the user at the device will see a message on the touch screen: Remote Session is active. Local Control Panel is not available. When you close the remote session, the touch screen will be available to use again.

Only one person can open the Remote Control Panel at a time.

**Note:** This feature must be enabled by your System Administrator.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Click the **Support** tab.
5. Click the **Remote Control Panel** tab.
6. If required, check the **Block Local Control Panel checkbox**.
7. Click the **Open Remote Control Panel** button.
8. Select the option(s) required.
9. When you have finished, click the **Close** button to close the Remote Control Panel window.

More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Viewing Machine Information from the Machine Status Menu](#)

[Viewing Active Jobs using the Job Status Menu](#)

[Printing the Information Pages from the Machine Status Menu](#)

# Top right menu

## Logging in to Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Your System Administrator can use Authentication (Login Method) to control access to particular areas or features of the device. When Authentication is enabled, the area or feature is locked until you login. It is possible to lock individual services on the device control panel (such as E-mail and Workflow Scanning), or lock individual pathways, such as the Services Home button.

Your System Administrator can also control access to the print features of the device. Print features include 1-sided printing, access to specific paper trays and the ability to print job types such as delayed print, saved job and sample set.

**Note:** This option must be made available by your System Administrator.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Select the **Login** button.
5. Select the **User ID entry box** and use your keyboard to enter your user name.
6. Select the **Password entry box** and use the touch screen keyboard to enter your password.
7. Select the **Login** button.
8. Select the option(s) required.

More Information

[Logging out of Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

## Logging out of Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Logout link to exit from Internet Services if you have logged in with your user name and password. It is important to use logout to stop other people using your login information to access device features.

**Note:** This option must be made available by your System Administrator.

Refer to the System Administrator Guide for further information.

1. Select the **Logout** link at the top right hand side of the Internet Services screen.
2. At the confirmation screen, select the **Logout** button.

More Information

[Logging in to Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Using the Index in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Index link to find a particular feature or setting in Internet Services. The Index displays a list of the pages available in Internet Services, with links that go directly to each page. Use the Home link to return to the Internet Services Status tab.

The Internet Services feature is designed primarily for System Administrators. Non-administrators can access Internet Services and use some of the options, but many of the features listed are not available without a System Administrator login.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Select the **Index** link at the top right hand side of the Internet Services screen.
5. Select the option required.

More Information

[Using the Home link in Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

## Using the Site Map in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Internet Services Site Map link to see a structure of the pages and features available in Internet Services. The Site Map helps you find information more easily. Use the Home link to return to the Internet Services Status tab.

The Internet Services feature is designed primarily for System Administrators. Non-administrators can access Internet Services and use some of the options, but many of the features listed are not available without a System Administrator login.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Select the **Site Map** link at the top right hand side of the Internet Services screen.
5. Select the option(s) required.

#### More Information

[Using the Home link in Internet Services](#)

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)

## Using the Home link in Internet Services

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

Use the Internet Services Home link to return to the Status tab if you have opened the Index or Site Map pages in Internet Services.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter http://192.168.100.100.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Select the **Index** link at the top right hand side of the Internet Services screen.
5. Select the **Home** link at the top right hand corner of the Internet Services screen.

#### More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using the Index in Internet Services](#)

[Using the Site Map in Internet Services](#)

[Printing the Information Pages from the Machine Status Menu](#)

## Using the Internet Services Help Feature

Internet Services uses the embedded web server on the device. This allows you to communicate with the device over the internet or intranet through your web browser.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access this feature.

Use the Internet Services Help link to see instructions and information on how to use the features in Internet Services. Internet Services Help opens in a new window.

**Note:** Internet Services is primarily a tool for System Administrators. The Help feature is written for System Administrators rather than general users.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter `http://` followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter `http://192.168.100.100`.

**Note:** To find out the IP Address of your device, print a configuration report or ask your System Administrator.

3. Press the **Enter** button on your keyboard to load the page.
4. Select the **Help** link at the top right hand corner of the screen.
5. Select the option(s) required.

More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing the Information Pages from the Machine Status Menu](#)



## Loading Tray 1 and Changing the Tray Settings

This tray is fully adjustable and can be used for media sizes A5 LEF (5.5 x 8.5" LEF) to A3 (11 x 17").

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

Detailed media specifications for your device are provided at [www.xerox.com](http://www.xerox.com).

The trays automatically detect when the media they are loaded with is in low supply, or when they are empty. A warning message is displayed on the touch screen when a tray needs loading.

Always use the information labels in the tray for guidance on loading orientations and maximum fill information.

The tray is located on the front of the device and feeds the majority of media sizes. Media can be loaded Long Edge Feed (LEF) or Short Edge Feed (SEF). Your device uses a system of programmable settings to manage the trays and media. These settings are established by your System Administrator who can set the tray 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. Use the dropdown menus 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 the tray is set as a Dedicated tray, the media requested must be loaded in the tray and the settings cannot be adjusted.

The tray can feed a range of media weights and types.

- The tray holds up to 500 sheets of 75 gsm (20 lb) paper.
- The media weight range is from 60 (16 lb) to 200 gsm (53 lb).
- The following media size range can be fed from the tray. From A5 LEF (5.5 x 8.5" LEF) to A3 SEF (11 x 17" SEF). Custom sizes are also supported.

It is important to select the correct Type for the media loaded in the tray. The device can detect different types of media as each page travels through the paper path and will halt a job if a mismatch occurs.

Only use the types of media specified for use in the tray.

- Plain
- Bond
- Recycled
- Punched
- Letterhead and Pre-printed
- Cardstock
  - Up to 200 gsm (53 lb).

Only feed the media specified for this particular tray. The Bypass Tray can feed all the media types listed for the device and the optional Envelope Tray can be used in place of Tray 2 for envelopes.

 **Caution**

A problem will occur if a tray is opened while it is being used to feed media.

 **Caution**

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 right side of the tray.  
Paper must not be loaded above the maximum fill line.
  - Load LEF pre-printed paper face-down and with the top towards the front of the device.
  - Load SEF pre-printed paper face-down and with the top towards the left of the device.
  - Load LEF hole punched paper with the holes towards the left of the device if the holes are along the longest edge of the paper. If the holes are along the shortest edge of the paper load it with the holes towards the back of the device.
  - Load SEF hole punched paper with the holes towards the top of the device if the holes are along the longest edge of the paper. If the holes are along the shortest edge of the paper load it with the holes towards the left of the device.
3. Make sure that the guides just touch the paper.
  - To position the right side guide, lift the latch mechanism and slide the guide to touch the right edge of the media.
  - To position the front guide, lift the latch mechanism and slide the guide to touch the front edge of the media.
  - To position the rear guide, lift the latch mechanism and slide the guide to touch the rear edge of the media.
4. Close the paper tray.
5. If the tray is set to Dedicated this is the end of the loading process.  
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.

## Changing the paper tray settings

1. Select the Size option required. If the size required is not shown on the list select the **Custom** button.
  - Use the arrow buttons to increase or decrease the width setting. Or select the Width (y) entry box and use the numeric keypad to enter the size required.
  - Use the arrow buttons to increase or decrease the length setting. Or select the Length (x) entry box and use the numeric keypad to enter the size required.
  - Select the **OK** button.
2. Select the Type option required. If the type selected needs to be loaded in a particular orientation (such as letter head or hole punched stock) the display will change to show the correct orientation.

**Note:** If the Type option is not set correctly the device may process the page incorrectly, for example the image on the second side of letterhead pages may print upside down if the wrong media type is selected.
3. Select the Color option required.
4. Select the **Confirm** button.

### More Information

[Storing Paper and Other Media](#)

[Loading Different Types of Media](#)

[Using Internet Services to find System Administrator Contact Details](#)

## Loading Tray 2 and Changing the Tray Settings

This tray is fully adjustable and can be used for media sizes A5 LEF (5.5 x 8.5" LEF) to A3 (11 x 17").

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

Detailed media specifications for your device are provided at [www.xerox.com](http://www.xerox.com).

The trays automatically detect when the media they are loaded with is in low supply, or when they are empty. A warning message is displayed on the touch screen when a tray needs loading.

Always use the information labels in the tray for guidance on loading orientations and maximum fill information.

The tray is located on the front of the device and feeds the majority of media sizes. Media can be loaded Long Edge Feed (LEF) or Short Edge Feed (SEF). Your device uses a system of programmable settings to manage the trays and media. These settings are established by your System Administrator who can set the tray 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. Use the dropdown menus 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 the tray is set as a Dedicated tray, the media requested must be loaded in the tray and the settings cannot be adjusted.

The tray can feed a range of media weights and types.

- The tray holds up to 500 sheets of 75 gsm (20 lb) paper.
- The media weight range is from 60 (16 lb) to 200 gsm (53 lb).
- The following media size range can be fed from the tray. From A5 LEF (5.5 x 8.5" LEF) to A3 SEF (11 x 17" SEF). Custom sizes are also supported.

It is important to select the correct Type for the media loaded in the tray. The device can detect different types of media as each page travels through the paper path and will halt a job if a mismatch occurs.

Only use the types of media specified for use in the tray.

- Plain
- Bond
- Recycled
- Punched
- Letterhead and Pre-printed
- Cardstock
  - Up to 200 gsm (53 lb).

 **Caution**

A problem will occur if a tray is opened while it is being used to feed media.

 **Caution**

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 right side of the tray.

Paper must not be loaded above the maximum fill line.

- Load LEF pre-printed paper face-down and with the top towards the front of the device.
  - Load SEF pre-printed paper face-down and with the top towards the left of the device.
  - Load LEF hole punched paper with the holes towards the left of the device if the holes are along the longest edge of the paper. If the holes are along the shortest edge of the paper load it with the holes towards the back of the device.
  - Load SEF hole punched paper with the holes towards the top of the device if the holes are along the longest edge of the paper. If the holes are along the shortest edge of the paper load it with the holes towards the left of the device.
3. Make sure that the guides just touch the paper.
    - To position the right side guide, lift the latch mechanism and slide the guide to touch the right edge of the media.
    - To position the front guide, lift the latch mechanism and slide the guide to touch the front edge of the media.
    - To position the rear guide, lift the latch mechanism and slide the guide to touch the rear edge of the media.
  4. Close the paper tray.
  5. If the tray is set to Dedicated this is the end of the loading process.

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.

## Changing the paper tray settings

1. Select the Size option required. If the size required is not shown on the list select the **Custom** button.
  - Use the arrow buttons to increase or decrease the width setting. Or select the Width (y) entry box and use the numeric keypad to enter the size required.
  - Use the arrow buttons to increase or decrease the length setting. Or select the Length (x) entry box and use the numeric keypad to enter the size required.
  - Select the **OK** button.
2. Select the Type option required. If the type selected needs to be loaded in a particular orientation (such as letter head or hole punched stock) the display will change to show the correct orientation.

**Note:** If the Type option is not set correctly the device may process the page incorrectly, for example the image on the second side of letterhead pages may print upside down if the wrong media type is selected.
3. Select the Color option required.
4. Select the **Confirm** button.

### More Information

[Storing Paper and Other Media](#)

[Loading Different Types of Media](#)

[Using Internet Services to find System Administrator Contact Details](#)

## Loading the Optional Envelope Tray

The optional envelope tray can be fitted instead of the paper tray 2 and used to print envelopes.

**Note:** Do not feed window, board-backed, gusset type, padded or peel and seal envelopes, or envelopes with triangular flaps.

Detailed media specifications for your device are provided at [www.xerox.com](http://www.xerox.com).

The trays automatically detect when the media they are loaded with is in low supply, or when they are empty. A warning message is displayed on the touch screen when a tray needs loading.

Always use the information labels in the tray for guidance on loading orientations and maximum fill information.

It is important to select the correct type for the media loaded in the 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.

Only use the types of media specified for use in the tray.

- Monarch
- #10, #9
- C5
- DL (Wallet)

Only feed the media specified for this particular tray. The Bypass Tray can feed all the media types listed for the device.



### Caution

A problem will occur if a tray is opened while it is being used to feed media.



### Caution

Do not open Tray 1 if Tray 2 is open.

1. Open the tray.
2. Envelope loading orientations vary depending on their type.
  - **Monarch, #10, #9, C5 and DL (wallet):** load face up with the flaps open and to the right.
  - **C5 (pocket):** Load face up with the flaps either open or closed and towards the front.
  - **Custom Envelopes:** Load face up, with the long edge of the envelope along the left side of the tray. For wallet envelopes ensure the flaps are open and facing to the right of the tray. For pocket envelopes, ensure flaps are closed and facing the front of the tray.
3. Load the envelopes, ensuring that the the maximum fill line is visible.
4. Adjust the guides.
  - To position the right side guide, lift the latch mechanism and slide the guide so that the tip of the guide touches the envelopes.
  - To position the front and rear guides, lift the latch mechanism and slide the guide to touch the envelopes.
5. Close the paper tray.
6. 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.

More Information

[Storing Paper and Other Media](#)

[Loading Different Types of Media](#)

[Using Internet Services to find System Administrator Contact Details](#)

## Loading Tray 3

This is a high capacity paper tray used for media size A4 LEF (8.5 x 11" LEF).

Detailed media specifications for your device are provided at [www.xerox.com](http://www.xerox.com).

The trays automatically detect when the media they are loaded with is in low supply, or when they are empty. A warning message is displayed on the touch screen when a tray needs loading.

Always use the information labels in the tray for guidance on loading orientations and maximum fill information.

This is an optional high capacity paper tray. It is intended to be a primary feeder tray for the most commonly used media. It is set as a dedicated tray and feeds only A4 (8.5 x 11") LEF sized media.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

- Up to 1600 sheets of 75 gsm (20 lb) paper.
- The media weight range is from 60 (16 lb) to 200 gsm (53 lb).

**Note:** For 80 gsm paper capacities are slightly lower than specified.

**Note:** Your device does not warn you if the wrong sized media is loaded.

It is important to select the correct Type for the media loaded in the tray. The device can detect different types of media as each page travels through the paper path and will halt a job if a mismatch occurs.

Only use the types of media specified for use in the tray.

- Plain
- Bond
- Recycled
- Punched
- Letterhead and Pre-printed
- Cardstock
  - Up to 200 gsm (53 lb).

Only feed the media specified for this particular tray. The Bypass Tray can feed all the media types listed for the device and the optional Envelope Tray can be used in place of Tray 2 for envelopes.

### **Caution**

A problem will occur if a tray is opened while it is being used to feed media.

1. Open the tray.
2. Place the media in the tray. Media must be positioned against the right side of the tray.

Paper must not be loaded above the maximum fill line.

- Load LEF 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.

3. Close the paper tray.

#### More Information

[Storing Paper and Other Media](#)

[Loading Different Types of Media](#)

[Using Internet Services to find System Administrator Contact Details](#)

## Loading Tray 4

This is a high capacity paper tray used for media size A4 LEF (8.5 x 11" LEF).

Detailed media specifications for your device are provided at [www.xerox.com](http://www.xerox.com).

The trays automatically detect when the media they are loaded with is in low supply, or when they are empty. A warning message is displayed on the touch screen when a tray needs loading.

Always use the information labels in the tray for guidance on loading orientations and maximum fill information.

This is an optional high capacity paper tray. It is intended to be a primary feeder tray for the most commonly used media. It is set as a dedicated tray and feeds only A4 (8.5 x 11") LEF sized media.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

The tray can feed a range of media weights and types.

- Up to 2000 sheets of 75 gsm (20 lb) paper.
- The media weight range is from 60 (16 lb) to 200 gsm (53 lb).

**Note:** For 80 gsm paper capacities are slightly lower than specified.

**Note:** Your device does not warn you if the wrong sized media is loaded.

It is important to select the correct Type for the media loaded in the tray. The device can detect different types of media as each page travels through the paper path and will halt a job if a mismatch occurs.

Only use the types of media specified for use in the tray.

- Plain
- Bond
- Recycled
- Punched
- Letterhead and Pre-printed
- Cardstock
  - Up to 200 gsm (53 lb).
- Lightweight Cardstock

Only feed the media specified for this particular tray. The Bypass Tray can feed all the media types listed for the device and the optional Envelope Tray can be used in place of Tray 2 for envelopes.

 **Caution**

A problem will occur if a tray is opened while it is being used to feed media.

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

**More Information**[Storing Paper and Other Media](#)[Loading Different Types of Media](#)[Using Internet Services to find System Administrator Contact Details](#)

## Loading the Bypass Tray and Changing the Tray Settings

This tray is used for non-standard printing media from A6 SEF (4.25 x 5.5" SEF) to 432 mm (17") wide.

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

The Bypass Tray 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 the Bypass Tray a paper settings screen is displayed. Use the dropdown menus 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 tray can feed a range of media weights and types.

- The tray holds up to 100 sheets of 75 gsm (20 lb) paper. The number of sheets is calculated proportionally based on the sheet thickness, for example the maximum for 216 gsm (75 lb) paper is 34 sheets.
- The media weight range is from 60 (16 lb) to 216 gsm (54 lb).
- The following media size range can be fed from the tray. From A6 SEF (4.25 x 5.5" SEF) to A3 (11 x 17"). The width can be adjusted to any size within this range.

It is important to select the correct Type for the media loaded in the tray. The device can detect different types of media as each page travels through the paper path and will halt a job if a mismatch occurs.

Only use the types of media specified for use in the tray.

- Plain
- Bond
- Recycled
- Carbonless
- Punched
- Letterhead and Pre-printed
- Cardstock
  - Up to 200 gsm (53 lb).
- Labels
- Transparencies (paper backed and non paper backed)
- Envelopes

**Note:** Labels can only be printed 1-sided.

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 right side of the tray.  
Paper must not be loaded above the maximum fill line.
3. Place the media in the tray.
  - Media must be positioned in the center of the tray against both the left and right side guides.
  - Paper must not be loaded above the maximum fill line.
    - Load LEF pre-printed paper face-up and with the top towards the front of the device.
    - Load SEF pre-printed paper face-up and with the top towards the main body of the device.
    - Load LEF and SEF labels face-down.
    - Load LEF hole punched paper with the holes towards the main body of the device if the holes are along the longest edge of the paper. If the holes are along the shortest edge of the paper load it with the holes towards the back of the device.
    - Load SEF hole punched paper with the holes towards the top of the device if the holes are along the longest edge of the paper. If the holes are along the shortest edge of the paper load it with the holes towards the main body of the device.
    - Load transparencies face-down.
      - If the transparencies have a white strip load them with the white strip on the right.
    - Load SEF envelopes face down with flap closed. If the top edge of the envelope is the longest edge load it with the top edge towards the back of the device. If the top edge is the shortest edge, load it with the top edge towards the main body of the device.
4. Make sure that the paper guides just touch the paper.  
The tray detects the position of the side guides to determine the size of the media.
5. 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.

## Changing the paper tray settings

1. Select the Size option required. If the size required is not shown on the list select the **Custom** button.
  - Use the arrow buttons to increase or decrease the width setting. Or select the Width (y) entry box and use the numeric keypad to enter the size required.
  - Use the arrow buttons to increase or decrease the length setting. Or select the Length (x) entry box and use the numeric keypad to enter the size required.
  - Select the **OK** button.
2. Select the Type option required. If the type selected needs to be loaded in a particular orientation (such as letter head or hole punched stock) the display will change to show the correct orientation.

**Note:** If the Type option is not set correctly the device may process the page incorrectly, for example the image on the second side of letterhead pages may print upside down if the wrong media type is selected.
3. Select the Color option required.
4. Select the **Confirm** button.

### More Information

[Storing Paper and Other Media](#)

[Loading Different Types of Media](#)

[Using Internet Services to find System Administrator Contact Details](#)

## Loading Different Types of Media

Different types of media need to be treated differently before they are loaded into the trays, for example some media types need to be fanned while others don't.

The orientation of the media in the tray depends on which tray you are using. See the instructions for loading the specific trays for more detail.

### Punched

Before loading hole punched media make sure that any plugs or chads (the round pieces cut out of the paper to create the holes) do not remain in the stack. Fan the media to separate the individual sheets.

### Transparencies

Load transparencies on top of a small stack of same-size paper and fan transparencies to stop them sticking together.

If a coating of oil remains on the transparency after printing, remove it with a lint free cloth.

### Labels

Labels that have been designed for laser devices, such as Xerox Labels are supported. The adhesives are designed to withstand the higher temperatures of these devices without bleeding and causing spotting or damage to the internal components.

Labels should be left in the printing environment for 72 hours before being used in the printer to allow them to adjust to the ambient temperature.

Leave labels sealed in their plastic wrapping until they are ready to be loaded into the printer.

**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. Labels can only be printed 1-sided.

**Note:** Dry gum labels can cause dry particles of glue to detach from the backing and should not be used.

## Envelopes

The device supports diamond/banker, pocket and wallet envelopes. Lightweight and medium weight are acceptable and envelope seals can be gummed or press and seal.

The following envelope sizes are supported:

- DL (Wallet) and C5 (Wallet and Pocket)
- Monarch and #10 (Wallet)
- Custom Sizes (less reliable feed and image quality)

**Note:** Do not feed window, board backed, gusset type, padded or peel and seal envelopes, or envelopes with triangular flaps.

### More Information

[Storing Paper and Other Media](#)

[Loading Tray 1 and Changing the Tray Settings](#)

[Loading Tray 2 and Changing the Tray Settings](#)

[Loading Tray 3](#)

[Loading Tray 4](#)

[Loading the Bypass Tray and Changing the Tray Settings](#)

# Machine and Job Status

## Job Status

### Active Jobs

#### Viewing Active Jobs using the Job Status Menu

The Job Status button gives you access to job information. You can use this to check the progress of active jobs or display detailed information about jobs you have completed. You can also release held jobs or secure print jobs you have sent to the device.

Use the Active Jobs screen to see all the jobs currently in the list waiting to be processed. Each job is identified with the owner, job name and status of the job. The Active Jobs list displays up to 150 jobs.

The Job Status is updated as jobs are processed and printed. The status options available depend on the type of job.

- **Printing** indicates that the device is currently printing the job.
- **Processing** the device is formatting the job ready to print.
- **Waiting to Print** the job is ready to print and is waiting for the current job to finish printing and the required resources to become available.
- **Held: Deferred Print** the job is waiting to be released from the print queue.
- **Scheduling** the job has been converted into the appropriate format and is being scheduled to print.
- **Pending** the job has been scanned, but is awaiting the resources to be formatted.
- **Paused** the active job was paused. Jobs can be paused due to a system fault during the running of the job. Paused jobs are not deleted from the list and can be resumed.
- **Interrupted** the job was suspended because a task at the device is being performed. Once the task has been completed the suspended job automatically continues.
- **Sending** the device is sending the job through a network transmission.
- **Completed** the job was successfully completed without errors.
- **Formatting** the job is being converted into the appropriate format. For print jobs 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 because the required resources are not available. 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. The reason for the held status is displayed on the Job Progress screen.
  - **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.
1. Press the **Job Status** button on the Control Panel.
  2. If required, select the **Active Jobs** tab on the touch screen. This is usually the active tab when the Job Status feature opens.
  3. If required, use the scroll bar to access all the jobs in the list.  
The most recently submitted job is displayed at the bottom of the list. The sequence of print jobs can be altered by promoting or deleting jobs in the list.
  4. Select the option required from the **All Jobs dropdown menu**.
    - **Copy, Print and Fax Received Jobs** lists the jobs that have been sent to the device from the Copy, Print and Fax services.
    - **Scan Jobs and Fax Sent Jobs** shows the jobs submitted by the Scan and Fax services.
    - **All Jobs** displays all the jobs on the device.

More Information

[Printing a Document using the PostScript Print Driver](#)

## Viewing the Progress and Details of a Job using the Job Status Menu

The Job Status button gives you access to job information. You can use this to check the progress of active jobs or display detailed information about jobs you have completed. You can also release held jobs or secure print jobs you have sent to the device.

Use the Job Progress screen to delete or release a job. You can also view the job details and resources required to complete the job.

1. Press the **Job Status** button on the Control Panel.
2. If required, select the **Active Jobs** tab on the touch screen. This is usually the active tab when the Job Status feature opens.
3. If required, use the scroll bar to access all the jobs in the list.  
The most recently submitted job is displayed at the bottom of the list. The sequence of print jobs can be altered by promoting or deleting jobs in the list.
4. Select the option required from the **All Jobs dropdown menu**.
  - **Copy, Print and Fax Received Jobs** lists the jobs that have been sent to the device from the Copy, Print and Fax services.
  - **Scan Jobs and Fax Sent Jobs** shows the jobs submitted by the Scan and Fax services.
  - **All Jobs** displays all the jobs on the device.
5. Select the job required from the list.

6. Select the option required.
  - **Delete** removes the selected job from the list. Any job can be deleted using this option, regardless of the job originator.
  - **Promote** moves a job to the top of the list. It will be completed after the current job. The Promote option is only available if a job is processing.
  - **Release** submits a job that is held in the queue.
  - **Hold** pauses the job until it is released or deleted.
  - **Job Progress** shows the current status of the job.
    - Select the option required.
    - Select the **Close** button.
  - **Details** provides information about the job depending on the type of job, for example the submission time, image quality settings, secure print setting, finishing options and sender's E-mail address.
  - **Close** closes the Job Control menu.
  - **Required Resources** displays the resources needed to complete the job, for example special paper or staples.
  - **Program Next Job** selects the service and features required for the next job while the current job is in progress.
7. Select the **Close** button.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

[Printing a Sample Set Job using the PostScript Driver](#)

[Printing a Secure Print Job using the PostScript Driver](#)

## Releasing a Held Job using the Job Status Menu

The Job Status button gives you access to job information. You can use this to check the progress of active jobs or display detailed information about jobs you have completed. You can also release held jobs or secure print jobs you have sent to the device.

Use the job queue list to see if a job is held because it requires additional resources to print, or whether it is a Sample Set (Proof Print) job that is waiting to be released.

1. Press the **Job Status** button on the Control Panel.
2. If required, select the **Active Jobs** tab on the touch screen. This is usually the active tab when the Job Status feature opens.
3. If required, use the scroll bar to access all the jobs in the list.
 

The most recently submitted job is displayed at the bottom of the list. The sequence of print jobs can be altered by promoting or deleting jobs in the list.
4. Select the option required from the **All Jobs dropdown menu**.
  - **Copy, Print and Fax Received Jobs** lists the jobs that have been sent to the device from the Copy, Print and Fax services.
  - **Scan Jobs and Fax Sent Jobs** shows the jobs submitted by the Scan and Fax services.
  - **All Jobs** displays all the jobs on the device.
5. Select the job required from the list.
6. Select the **Release** button.

#### More Information

[Printing a Document using the PostScript Print Driver](#)

[Releasing a Secure Print Job using the Job Status Menu](#)

[Releasing a Secure Fax Job using the Job Status Menu](#)

## Releasing a Secure Print Job using the Job Status Menu

The Job Status button gives you access to job information. You can use this to check the progress of active jobs or display detailed information about jobs you have completed. You can also release held jobs or secure print jobs you have sent to the device.

Use the Secure Print Jobs tab to see a list of print jobs that have been sent to the device with a passcode. You can only print a secure print job with the passcode that was entered when the print job was created. If the Secure Print Jobs tab is not available the System Administrator may have configured the Hold All Jobs feature.

Refer to the System Administrator Guide for further information.

1. Press the **Job Status** button on the Control Panel.
2. If required, select the **Secure Print Jobs** tab on the touch screen. A list of secure print jobs will be displayed. If your job is not on the main tab or the secure print jobs list select the **Unidentified Secure Jobs** tab.
3. Select the job required from the list.
4. Select the **Release** button.
5. Use the numeric keypad to enter your passcode.
6. Select the **OK** button.

More Information

[Sending a Job for Secure Printing using Internet Services](#)

[Releasing Jobs Held in a Public Queue using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Releasing a Secure Fax Job using the Job Status Menu

The Job Status button gives you access to job information. You can use this to check the progress of active jobs or display detailed information about jobs you have completed. You can also release held jobs or secure print jobs you have sent to the device.

Use the Secure Fax Jobs tab to see a list of print jobs that have been sent to the device with a passcode. You can only print a secure print job with the passcode that was entered when the print job was created. If the Secure Fax Jobs tab is not available the System Administrator may have configured the Hold All Jobs feature.

**Note:** This option must be made available by your System Administrator.

Refer to the System Administrator Guide for further information.

1. Press the **Job Status** button on the Control Panel.
2. Select the **Secure Fax Jobs** tab on the touch screen. A list of secure fax jobs will be displayed. If your job is not on the main tab or the secure fax jobs list select the **Unidentified Secure Jobs** tab.
3. Select the job required from the list.
4. Select the **Release** button.
5. Use the numeric keypad to enter your passcode.
6. Select the **OK** button.

#### More Information

[Sending a Job for Secure Printing using Internet Services](#)

[Releasing Jobs Held in a Public Queue using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Releasing Jobs Held in a Public Queue using the Job Status Menu

The Job Status button gives you access to job information. You can use this to check the progress of active jobs or display detailed information about jobs you have completed. You can also release held jobs or secure print jobs you have sent to the device.

Your System Administrator can set the device to hold all print jobs in a private or public queue.

**Note:** This option must be made available by your System Administrator.

If the Hold Jobs in a Public Queue feature has been configured, the Job Status menu displays the Held Print Jobs tab. You can view and release your print jobs from the Held Print Jobs screen.

Refer to the System Administrator Guide for further information.

1. Press the **Job Status** button on the Control Panel.
2. Select the **Held Print Jobs** tab on the touch screen.
3. If required, use the scroll bar to access all the folders in the list.
4. Select the folder containing your jobs.
5. Select the option required.
  - **Release All** prints all the jobs in your folder.
  - **Release** prints a single selected job.

**Note:** If your job was sent using the Secure Print option you will need to use the numeric keypad to enter your passcode, then select the **OK** button.

**Note:** If you send more than one Secure Print job using the same passcode, when you go to the device you will only need to enter the code once to release all the jobs for printing.

#### More Information

[Sending a Job for Secure Printing using Internet Services](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Releasing Jobs Held in a Private Queue using the Job Status Menu

The Job Status button gives you access to job information. You can use this to check the progress of active jobs or display detailed information about jobs you have completed. You can also release held jobs or secure print jobs you have sent to the device.

Your System Administrator can set the device to hold all print jobs in a private or public queue.

**Note:** This option must be made available by your System Administrator.

If the Hold Jobs in a Private Queue feature has been configured the Job Status menu displays the My Held Print Jobs tab. You can view and release your print jobs from the Held Print Jobs screen. You will need to login to the device to view the My Held Print Jobs tab.

Refer to the System Administrator Guide for further information.

1. Press the **Log In / Out** button on the Control Panel.
2. Select the **User ID entry box** on the touch screen and use the keyboard to enter your user name.
3. Select the **Next** button.
4. Select the **Password entry box** and use the touch screen keyboard to enter your password.
5. Select the **Done** button.
6. Press the **Job Status** button on the Control Panel.
7. Select the **My Held Print Jobs** tab on the touch screen.
8. Select the folder containing your jobs.
9. Select the option required.

- **Release All** prints all the jobs in your folder.
- **Release** prints a single selected job.

**Note:** If your job was sent using the Secure Print option you will need to use the numeric keypad to enter your passcode, then select the **OK** button.

**Note:** If you send more than one Secure Print job using the same passcode, when you go to the device you will only need to enter the code once to release all the jobs for printing.

10. Press the **Log In / Out** button on the Control Panel.
11. At the confirmation screen, select the **Logout** button.

More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Using a User ID to Log In at the Device](#)

## Viewing the Unidentified Held Jobs Queue using the Job Status Menu

The Job Status button gives you access to job information. You can use this to check the progress of active jobs or display detailed information about jobs you have completed. You can also release held jobs or secure print jobs you have sent to the device.

Your System Administrator can set the device to hold all print jobs in a private or public queue.

If the Hold All Jobs feature is enabled and the device receives a job from an unknown user, the job will be listed on the Unidentified Held Jobs tab.

The Unidentified Held Jobs tab displays a list of unidentified print jobs that have been held in accordance with the Unidentified Job Policies set up by your System Administrator.

Refer to the System Administrator Guide for further information.

1. Press the **Job Status** button on the Control Panel.
2. Select the **Unidentified Held Jobs** tab on the touch screen.
  - If the machine's unidentified job policy has been set to **Hold Jobs; Only Administrators can Manage Jobs**, held jobs can be released or deleted by your System Administrator.
  - If the machine's unidentified job policy has been set to **Hold Jobs; All Users can Manage Jobs**, jobs can be released or deleted by any user.

#### More Information

[Releasing Jobs Held in a Public Queue using the Job Status Menu](#)

[Releasing Jobs Held in a Private Queue using the Job Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Accessing Your Personal Secure Jobs List using the Job Status Menu

The Job Status button gives you access to job information. You can use this to check the progress of active jobs or display detailed information about jobs you have completed. You can also release held jobs or secure print jobs you have sent to the device.

When you are logged in to the device and send a secure job to the device you can view your job on the Secure Jobs or the My Secure Jobs tab. Secure Jobs have been sent to the device with a passcode. You can only print a secure print job with the passcode that was entered when the print job was created.

**Note:** This option must be made available by your System Administrator.

1. Press the **Log In / Out** button on the Control Panel.
2. Select the **User ID entry box** and use your keyboard to enter your user name.
3. Select the **Next** button.
4. Select the **Password entry box** and use the touch screen keyboard to enter your password.
5. Select the **Done** button.
6. Press the **Job Status** button on the Control Panel.
7. Select the **My Secure Jobs** tab or the **Secure Jobs** tab, the tab you see will depend on how your System Administrator has set up your account. Any secure print jobs waiting to print are displayed on the screen.
8. Select the job required from the list.
9. Select the **Release** button.
10. Use the numeric keypad to enter your passcode.
11. Select the **OK** button.
12. Press the **Log In / Out** button on the Control Panel.
13. At the confirmation screen, select the **Logout** button.

#### More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Printing a Secure Print Job using the PostScript Driver](#)

[Printing a Secure Print Job using the PCL Print Driver](#)

[Using a User ID to Log In at the Device](#)

## Viewing Completed Jobs using the Job Status Menu

The Job Status button gives you access to job information. You can use this to check the progress of active jobs or display detailed information about jobs you have completed. You can also release held jobs or secure print jobs you have sent to the device.

Use the Completed Jobs option to view the jobs which have been completed on the device. Up to 150 jobs can be displayed. The owner, name and status of each job are shown.

1. Press the **Job Status** button on the Control Panel.
2. Select the **Completed Jobs** tab on the touch screen.
3. Select the option required from the **All Jobs dropdown menu**.
  - **Copy, Print and Fax Received Jobs** lists the jobs that have been sent to the device from the Copy, Print and Fax services.
  - **Scan Jobs and Fax Sent Jobs** shows the jobs submitted by the Scan and Fax services.
  - **All Jobs** displays all the jobs on the device.
4. If required, use the scroll bar to access all the jobs in the list.

The most recently submitted job is displayed at the bottom of the list. The sequence of print jobs can be altered by promoting or deleting jobs in the list.
5. Select the job required from the list.
6. Select the **Close** button.

More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Printing a Document using the PostScript Print Driver](#)

## Machine Status

### Viewing Machine Information from the Machine Status Menu

The Machine Status button gives you access to useful information about the machine, including the serial number and model. You can also view the status of the paper trays, billing and supplies information, and print useful information pages.

Use the Machine Information option to see the customer support and supplies contact details, the machine serial number and the software version number. If the Embedded Fax feature is installed, the fax number is also displayed.

The machine information is displayed in different sections.

- **Customer Support** provides information about where to find additional help for the device.
- **Machine Model** displays the Xerox model of your device.
- **Serial Number** displays the serial number of your device.
- **Software Versions** identifies the version of software installed on your device and the date of the last upgrade.
- **IPv4 Address** shows the network address of your device.

- **Host Name** states the name assigned to your device when it was set up by your System Administrator.
  - **Fax Line** gives the fax number for your device, if configured.
1. Press the **Machine Status** button on the Control Panel.
  2. View the information required, or select the option required for further information.
    - **Paper Tray Status** displays the type of paper loaded in each tray, and its status.
    - **Information Pages** allows you to print useful information about the device including a configuration report.
    - **Installed Options** displays the services installed on the device and their status.
    - **Maintenance Assistant** allows you to send information to Xerox about the device to assist with troubleshooting.

More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Viewing the Status of Paper Trays from the Machine Status Menu

The Machine Status button gives you access to useful information about the machine, including the serial number and model. You can also view the status of the paper trays, billing and supplies information, and print useful information pages.

Use the Paper Tray Status option to see the paper size, type and color set for each paper tray as well as how full each tray is.

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Paper Tray Status** button on the touch screen.
3. Select the **Close** button.

More Information

[Loading Different Types of Media](#)

## Printing the Information Pages from the Machine Status Menu

The Machine Status button gives you access to useful information about the machine, including the serial number and model. You can also view the status of the paper trays, billing and supplies information, and print useful information pages.

Use the Information Pages option to access and print the Configuration Report, the Quick Use Guide, the PCL Font List and PostScript Font List. The Configuration Report provides information about your device, including the serial number, IP Address, device configuration and the software version.

**Note:** This option must be made available by your System Administrator.

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Information Pages** button on the touch screen.
3. Select a document in the list.
4. Select the **OK** button.

5. Select the **Close** button.
6. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
7. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.

#### More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the Progress and Details of a Job using the Job Status Menu](#)

[Viewing the Information Pages in Internet Services](#)

## Viewing the Status of Installed Options using the Machine Status Menu

The Machine Status button gives you access to useful information about the machine, including the serial number and model. You can also view the status of the paper trays, billing and supplies information, and print useful information pages.

Use the Installed Options screen to view the status of services installed on the device. Services include Workflow Scanning, E-mail and Fax. Services can be selected from the Services Home button on the Control Panel. If the status for a service displays as Disabled, the service is installed but not enabled.

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Installed Options** button on the touch screen.
3. A list of the services or additional solutions installed on your device is displayed. If required, use the scroll bar to access the entire list.
4. Select the **Close** button.

#### More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Using the Maintenance Assistant from the Machine Status Menu

Use the Maintenance Assistant to provide fault history and usage information to the Xerox support team to help them resolve problems more quickly. Your Xerox support team will let you know when they need you to use the Maintenance Assistant.

**Note:** This feature must be enabled by your System Administrator.

Refer to the System Administrator Guide for further information.

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Maintenance Assistant** button on the touch screen.
3. Select the **Send Information** button. The Sending Diagnostics Information screen displays. You can continue to use the machine while the data is transferred. A Configuration Report will print when the transfer is complete. Your Xerox Representative will advise you of the next steps.

4. Select the **Close** button.

#### More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Viewing the status of SMart eSolutions in Internet Services](#)

## Faults and Alerts

### Viewing Faults using the Machine Status Menu

The Machine Status button gives you access to useful information about the machine, including the serial number and model. You can also view the status of the paper trays, billing and supplies information, and print useful information pages.

Use the Faults option to see details of any errors on the device. This will help you troubleshoot problems. The Active Messages screen also contains a Fault History button which displays fault codes and the date they occurred on the device.

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Active Messages** tab on the touch screen. The screen displays any faults or alerts on your device.
3. Select **Faults** from the Faults and Alerts menu. The most recent faults will display.
4. Select a fault for information that will help you resolve the fault.
5. If required, select the **Fault History** button to see details of previous faults.
  - Select the **Close** button.
6. Select the **Close** button.

#### More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

### Viewing Alert Messages using the Machine Status Menu

The Machine Status button gives you access to useful information about the machine, including the serial number and model. You can also view the status of the paper trays, billing and supplies information, and print useful information pages.

Use the Alerts option see details of any warnings relating to the device. Alerts identify status such as low paper, or that a consumable will soon need replacing.

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Active Messages** tab on the touch screen. The screen displays any faults or alerts on your device.
3. Select **Alerts** from the Faults and Alerts menu.
4. Select an alert for information that will help you respond to the alert message.
5. Select the **Close** button.

#### More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Checking the Status of Supplies using the Machine Status Menu

The Machine Status button gives you access to useful information about the machine, including the serial number and model. You can also view the status of the paper trays, billing and supplies information, and print useful information pages.

Use the Supplies section to monitor the status of the components you can replace yourself, without support from a Xerox Support Representative.

**Note:** If you need to reduce the amount of time you spend managing the replaceable units for your device you may find the SMart eSolutions Supplies Assistant® feature helpful. The Supplies Assistant® automatically orders replacement units from Xerox so you don't have to manage them manually.

- Toner Cartridge
- Print Cartridge
- Fuser Module
- Transfer Roller

The information includes the percentage remaining before the units need to be replaced. The projected number of days and pages remaining are also shown.

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Supplies** tab on the touch screen.
3. Select a customer replaceable unit from the list. Information about the unit will display.
  - **Reorder Part Number** identifies the part number for this unit. This is useful when you need to reorder the unit.
  - **Supplies Phone Number** displays the phone number to reorder the unit.
  - **Estimated Pages Remaining** calculates the approximate number of pages the unit can produce before it needs to be replaced.
  - **Estimated Days Remaining** calculates the approximate number of days before the unit needs to be replaced.
  - **Date Installed** states the date this unit was put into the machine.
4. Select the **Close** button.

More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using the Supplies Assistant in Internet Services](#)

[Identifying the Replaceable Units](#)

## Billing Information

### Viewing Billing Information using the Machine Status Menu

The Machine Status button gives you access to useful information about the machine, including the serial number and model. You can also view the status of the paper trays, billing and supplies information, and print useful information pages.

Use the Billing Information page to find the serial number and the total number of impressions made by your device. This page is useful if you need to provide information about the device for billing purposes.

**Note:** If you need to provide regular billing information for your device you may find the SMart eSolutions feature helpful. SMart eSolutions automatically sends meter readings to Xerox so you don't have to collect them manually.

Refer to the System Administrator Guide for further information.

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Billing Information** tab on the touch screen.

More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Viewing the status of SMart eSolutions in Internet Services](#)

## Viewing Machine Usage Statistics using the Machine Status Menu

The Machine Status button gives you access to useful information about the machine, including the serial number and model. You can also view the status of the paper trays, billing and supplies information, and print useful information pages.

Use the Usage Counters page to see the number of impressions copied and printed, and the number of images sent by the device using the fax or scanning features.

**Note:** If you need to provide regular billing information for your device you may find the SMart eSolutions feature helpful. SMart eSolutions automatically sends meter readings to Xerox so you don't have to collect them manually.

Refer to the System Administrator Guide for further information.

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Billing Information** tab on the touch screen.
3. Select the **Usage Counters** button.
4. Select the option required from the **All Usage Counters dropdown menu**.
  - **Impression Counters** highlight the number of impressions made by the device. This may or may not equal the number of sheets counted depending on whether your device is set up to count large sheets as large impressions or as multiple smaller impressions.
  - **Sheet Counters** show the number of impressions made by the device. 2-sided sheets are identified as a separate line from single sided sheets.
  - **Images Sent Counters** list the number of images sent using the Fax, E-mail or Scanning features.
  - **Fax Impressions Counters** state the number of images sent using the Fax features. Each fax feature is identified on a separate line.
  - **All Usage Counters** show all the usage for the device.
5. Select the **Close** button.

More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Viewing the status of SMart eSolutions in Internet Services](#)



# Administration and Accounting

# 12

## Using a User ID to Log In at the Device

Authentication is used to manage access to the device or specific features. Accounting is used to record numbers of prints or scans produced at the device. If authentication or accounting is enabled you will need to log into the device.

**Note:** This option must be made available by your System Administrator.

Use the Login feature if your System Administrator has enabled Authentication (Login Method) or Accounting on your device. If you see the Authentication Required or Accounting screens, you must login before you can use some or all of the services. The login method depends on how your System Administrator has configured the device. You may need to use a card reader, coin slot, or enter a user ID. Use these instructions if your System Administrator has set up the device to prompt you for a user ID.

Refer to the System Administrator Guide for further information.

1. If only some of the features on your device are covered by authentication and accounting, select a locked feature to open the login screen. If all the features are covered by authentication and accounting the login screen will be displayed automatically.
2. Select the **Enter User ID entry box** and use the touch screen keyboard to enter your user ID.
3. Select the **Next** button.
4. Select the **Password entry box** and use the touch screen keyboard to enter your password.
5. If prompted, select the **Enter Account ID entry box** and use the touch screen keyboard to enter your Account ID.
6. Select the **Done** button.

More Information

[Using Internet Services to find System Administrator Contact Details](#)  
System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Logging out at the Device

Authentication is used to manage access to the device or specific features. Accounting is used to record numbers of prints or scans produced at the device. If authentication or accounting is enabled you will need to log into the device.

**Note:** This option must be made available by your System Administrator.

Use the Logout feature if your System Administrator has enabled Authentication (Login Method) or Accounting features on your device and you logged in to the device to access services. Logging out is important to stop other users using the services with your account information.

Refer to the System Administrator Guide for further information.

1. Select the **User Details** button on the right hand side of the screen.
2. Select the **Logout** button.
3. At the confirmation screen, select the **Logout** button.

More Information

[Using a User ID to Log In at the Device](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Accessing the Tools Menu

You can use the Tools menu to adjust the brightness of the Control Panel display, change the billing impression mode or enable an optional feature on your device.

Refer to the System Administrator Guide for further information.

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Tools** tab on the touch screen.
3. Select the option(s) required.

More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Changing the Billing Impression Mode using the Tools Menu](#)

[Installing Optional Services using the Tools Menu](#)

[Adjusting the Display Brightness using the Tools Menu](#)

[Checking the Device Network Connection using the Echo Test Option within the Tools Menu](#)

# Device Settings

## General

### Changing the Billing Impression Mode using the Tools Menu

You can use the Tools menu to adjust the brightness of the Control Panel display, change the billing impression mode or enable an optional feature on your device.

Use the Billing Impression Mode option to change the billing plan for your device. There are 2 billing impression modes which define how the device tracks images made on large-sized paper such as A3 or tabloid. The images can either be tracked as one large image or multiple smaller images.

You should only use this feature if advised to do so by your Xerox Representative.

#### Before you begin

You will need information from your Xerox Representative.

- The PIN.
- Information on which option to select from the Impression Mode menu.

Refer to the System Administrator Guide for further information.

#### Obtaining your PIN

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Tools** tab on the touch screen.
3. Select the **Device Settings** button.
4. Select the **General** button.
5. Select the **Billing Impression Mode** button.
6. Note the **Sequence** and **Serial Number** shown on the screen. You will need to provide this information to your Xerox Representative before they can give you a PIN to change the billing impression mode.

#### Changing the billing impression mode

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Tools** tab on the touch screen.
3. Select the **Device Settings** button.
4. Select the **General** button.
5. Select the **Billing Impression Mode** button.
6. Select the **Impression Mode...** button.
7. Use the touch screen keyboard to enter your PIN number.
8. Select the **OK** button.
9. Select the option your Xerox Representative advised you to select from the Impression Mode menu.

10. Select the **Close** button.

More Information

[Viewing Billing Information using the Machine Status Menu](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Changing the Billing Impression Mode in Internet Services](#)

## Installing Optional Services using the Tools Menu

You can use the Tools menu to adjust the brightness of the Control Panel display, change the billing impression mode or enable an optional feature on your device.

Use the Feature Installation screen to install optional services on your device, for example the XPS (XML Paper Specification) feature, which enables the device to print XML Paper Specification files.

Use the Software Activation Portal (SWAP) to obtain a Feature Installation Key.

Feature Installation Keys are used to install optional services on the device. When you purchase an optional service you will receive a kit which contains an activation key. Enter the activation key and your machine serial number on the SWAP website to receive a Feature Installation Key.

To obtain the kit for an optional service you want to install please refer to your Xerox Representative.

Refer to the System Administrator Guide for further information.

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Tools** tab on the touch screen.
3. Select the **Device Settings** button.
4. Select the **General** button.
5. Select the **Feature Installation** button.
6. Use the touch screen keyboard to enter the Feature Key.
7. Select the **OK** button.

More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Using the Software Activation Portal \(SWAP\) to obtain a Feature Installation Key](#)

## Adjusting the Display Brightness using the Tools Menu

You can use the Tools menu to adjust the brightness of the Control Panel display, change the billing impression mode or enable an optional feature on your device.

Use the Display / Brightness option to adjust the brightness of the touch screen to suit the ambient light levels.

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Tools** tab on the touch screen.
3. Select the **Device Settings** button.

4. Select the **Display Brightness** button.
5. Move the Brighten / Darken indicator towards Brighten to increase the illumination or move the indicator towards Darken to reduce the brightness.
6. Select the **Save** button.

More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Troubleshooting

### Checking the Device Network Connection using the Echo Test Option within the Tools Menu

You can use the Tools menu to adjust the brightness of the Control Panel display, change the billing impression mode or enable an optional feature on your device.

**Note:** This option must be made available by your System Administrator.

Use the Echo Test option to check the device is connected to your network. This feature is only likely to be needed by your System Administrator or Xerox support team.

Refer to the System Administrator Guide for further information.

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Tools** tab on the touch screen.
3. Select the **Troubleshooting** button.
4. Select the **Network** button.
5. Select the **Echo Test** button.
6. Select the option required.
  - **TCP / IP** tests the TCP / IP network connection.
  - **AppleTalk** tests the AppleTalk network connection.
  - **Novell or IPX** tests the Novell / IPX network connection.

**Note:** If AppleTalk is grayed out, the AppleTalk protocol must be enabled. If Novell or IPX is grayed out, the NetWare protocol must be enabled.

7. Select the **Start Test** button.
8. The screen displays a message to show the result of the Echo Test.
9. Select the **Close** button.

More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Perform a Software Reset

You can use the Tools menu to adjust the brightness of the Control Panel display, change the billing impression mode, perform a software reset or enable optional features on your device.

**Note:** This option must be made available by your System Administrator.

Use Software Reset if you need to reboot the device. A software reset does not turn the device off and is faster and wastes fewer consumables than turning the power off and then on.

Refer to the System Administrator Guide for further information.

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Tools** tab on the touch screen.
3. Select the **Troubleshooting** button.
4. Select the **Resets** button.
5. Select the **Software Reset** button.
6. Select the required option:
  - **All Software** resets the network and copy system software.
  - **Network Software** resets the network controller software.
  - **Copy Software** resets the copy system software.
7. Select the **Reset** button.
8. Select the **Close** button.

More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

## Using the Software Activation Portal (SWAP) to obtain a Feature Installation Key

Use the Software Activation Portal (SWAP) to obtain a Feature Installation Key.

Feature Installation Keys are used to install optional services on the device. When you purchase an optional service you will receive a kit which contains an activation key. Enter the activation key and your machine serial number on the SWAP website to receive a Feature Installation Key.

To obtain the kit for an optional service you want to install please refer to your Xerox Representative.

Use the Feature Installation screen to install optional services on your device, for example the XPS (XML Paper Specification) feature, which enables the device to print XML Paper Specification files.

Refer to the System Administrator Guide for further information.

1. At your computer, open your web browser.
2. In the URL field, use your keyboard to enter <http://www.xeroxlicensing.xerox.com/> to access the Xerox Software Activation Portal (SWAP).
3. Press the **Enter** button on your keyboard to load the page.
4. Select the **Software Activation Portal** link.
5. Select the **Activation Key entry box** and use your keyboard to enter the key code from your kit.
6. Select the **Next** button.
7. Select the **Machine Serial Number entry box** and use your keyboard to enter the serial number of your device.
8. Select the **Next** button.
9. A Feature Installation Key code will display. Keep the key code in a safe place.

### More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

[Using Internet Services to find System Administrator Contact Details](#)

[Installing Optional Services using the Tools Menu](#)

[Locating the Serial Number for Your Device](#)



# General Care and Troubleshooting

## General Care

### Customer Replaceable Units

#### Identifying the Replaceable Units

There are several consumables on the device that need replenishing or replacing, such as paper, staples, and customer replaceable units.



1. Toner Cartridge
2. Print Cartridge

The device will display a message on the touch screen when any of the units need to be re-ordered. This message is a warning that the unit is nearing the end of its life. Only replace the unit when a message actually instructs you to do so.

#### **⚠ WARNING**

When replacing consumables 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 for your device.

More Information

[Replacing the Toner Cartridge](#)

[Replacing the Print Cartridge](#)

## Replacing the Toner Cartridge

The device displays the status code 09-588-00.

The message on the device touch screen reads: **Replace Toner Cartridge (R1)**.

The Toner Cartridge is a replaceable unit on the device. You will be notified by the device when the cartridge needs replacing.

### **WARNING**

When replacing consumables 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 for your device.

1. Open the front door on the device.
2. Rotate the orange toner cartridge locking lever anti-clockwise to release the toner cartridge. The lever is located below the cylindrical toner cartridge.
3. Remove the used toner cartridge from the device and dispose of the toner cartridge.  
**Note:** For the latest recycling information, visit [www.xerox.com](http://www.xerox.com).
4. Unpack the new toner cartridge from its box.
5. Shake the new cartridge gently from side to side to loosen the toner. Keep the cartridge upright to avoid spilling any toner.  
**Note:** Dry toner is easier to remove than wet toner. If you spill toner onto your skin or clothing shake off as much as possible, then brush the rest off with a dry cloth. Use a vacuum cleaner to remove spills from carpet.
6. Insert the new cartridge in the device and push it gently until you hear it click into place.
7. Rotate the orange toner cartridge locking lever clockwise to lock the toner cartridge into place.
8. Close the front door of the device.

Refer to the System Administrator Guide for further information.

More Information

[Cleaning the Print Head](#)

[Identifying the Replaceable Units](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Replacing the Print Cartridge

The device displays the status code 09-521-00.

The message on the device touch screen reads: **Replace Print Cartridge (R2)**.

The print cartridge is a replaceable unit on the device. You will be notified by the device when the module needs replacing.

 **WARNING**

When replacing consumables 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 for your device.

1. Open the front door on the device.
2. Lift the handle to open the door on the left side of the device. Gently lower the door until it comes to rest.
3. Open the new print cartridge box. Remove the card liner and place it next to the box.
4. Open the resealable bag, remove the top packaging and place it on top of the card liner.
5. Unpack the new print cartridge and place it on top of the packaging, next to the box.

 **WARNING**

Keep print cartridges upright, to avoid spilling, and do not place on unprotected surfaces.

**Note:** Hold the print cartridge away from you to avoid spilling any toner residue onto yourself.

**Note:** Dry toner is easier to remove than wet toner. If you spill toner onto your skin or clothing shake off as much as possible, then brush the rest off with a dry cloth. Use a vacuum cleaner to remove spills from carpet.

6. Rotate the orange print cartridge locking lever anti-clockwise until it clicks. The lever is to the right of the print cartridge unit, which is labelled R2.
7. Lift the orange cartridge handle slightly and pull the cartridge half out of the device.
8. Lift the carrying handle on the top of the cartridge and use it to support the weight while you remove it from the device.
9. Place the old print cartridge in the box the new cartridge came in and reseal the bag.
10. Insert the new print cartridge into the device using the orange handle on the top to lift it.
11. Rotate the orange lever clockwise to latch the print cartridge into place.
12. Close the front door of the device.
13. Lift the door on the left side of the device and gently push it towards the device until you hear it click into place.

**Note:** For more detailed instructions see the device touch screen or the instructions provided with the replacement consumable.

More Information

[Identifying the Replaceable Units](#)

## Staple Cartridges and Hole Punch Waste

### Staple Cartridges

#### Replacing the Staple Cartridge in the Office Finisher

The device displays the status code 12-714-01.

The message on the device touch screen reads: **Replace Staple Cartridge (R7)**.

This finisher and some of its' components are optional and may not be fitted to your device.

1. Open the finisher front door.
2. Locate the staple cartridge unit.
3. If required, turn the staple head movement wheel fully clockwise. This will rotate the staple unit slightly and may make it easier for you to access.
4. Grasp the cartridge by the orange handle and pull it out of the device.
5. Check you have removed the paper tab from the new staple cartridge.
6. Insert the new cartridge by pushing it straight into the device until it clicks into place.  
**Note:** For more detailed instructions see the device touch screen or the instructions provided with the new staples.
7. Close the finisher door.

More Information

[Replacing the Staple Cartridges in the New Office Finisher Booklet Maker](#)

[Replacing the Staple Cartridge in the Convenience Stapler](#)

#### Replacing the Staple Cartridges in the New Office Finisher Booklet Maker

The device displays the status code 12-644-03 or 12-714-03.

If the message on the device touch screen reads: **Replace Staple Cartridge (R7)** replace the main cartridge.

If the message on the device touch screen reads: **Replace Booklet Maker Staple Cartridges (R8)** replace the booklet maker cartridges.

This finisher and some of its' components are optional and may not be fitted to your device.

#### Main Cartridge

1. Open the finisher front door.
2. Locate the staple cartridge. This is towards the top of the finisher to the right of handle 5b.
3. If required, turn the staple head movement wheel fully clockwise. This will rotate the staple unit slightly and may make it easier for you to access.
4. Grasp the cartridge by the orange handle and pull it out of the device.
5. Check you have removed the paper tab from the new staple cartridge.
6. Insert the new cartridge by pushing it straight into the device until it clicks into place.

7. Close the finisher door.

### Booklet Maker Cartridges

**Note:** If you experience difficulty performing this task, it may be necessary to request a service engineer to perform it for you.

1. Open the finisher front door.
2. Locate the staple cartridges. These are in the upper left part of the cavity at the bottom of the unit.
3. Remove each staple cartridge individually by pulling the orange handle upwards.
4. Check you have removed the paper tab from the new staple cartridge.
5. Insert the new cartridges one at a time by pushing each up and then to the left (almost in a clockwise motion) until the cartridge clicks into place.
6. Close the finisher door.

#### More Information

[Replacing the Staple Cartridge in the Office Finisher](#)

[Replacing the Staple Cartridge in the Convenience Stapler](#)

[Getting Further Assistance](#)

### Replacing the Staple Cartridge in the Convenience Stapler

1. Lift the orange handle on the back of the convenience stapler. This will raise the back of the unit and expose the staple cartridge.
2. Grasp the cartridge by the orange handle and pull it out of the device.
3. Check you have removed the paper tab from the new staple cartridge.
4. Install the replacement staple cartridge.
5. Push the orange handle on the back of the convenience stapler to return the device to the original position.

**Note:** For more detailed instructions see the device touch screen or the instructions provided with the new staples.

#### More Information

[Replacing the Staple Cartridge in the Office Finisher](#)

[Replacing the Staple Cartridges in the New Office Finisher Booklet Maker](#)

### Emptying the Hole Punch Waste

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.

This finisher and some of its' components are optional and may not be fitted to your device.

1. Open the finisher front door.
2. Locate the hole punch waste container. It is at the top of the device, near label 5a.
3. Grasp the orange handle and pull the waste container straight out of the finisher.
4. Dispose of the waste punched paper in the waste bin.
5. Re-insert the waste container and push it gently into the device as far as it can go.

6. Close the finisher door.

**Note:** For more detailed instructions see the device touch screen.

## Cleaning the Document Glass and Both Constant Velocity Transport Glass Strips

To ensure optimum print quality at all times, regularly clean the glass areas of your device. This helps avoid output with streaks, smears and other marks that may transfer from the glass area when scanning documents.

When you use the document feeder, your documents will also pass over the stationary scanner and the Constant Velocity Transport glass. Any dirt or marks on either piece of glass will cause lines or streaks on your copies, faxes or scanned images. Also, any marks or dirt on the document feeder pad may show through the document and appear on your scanned images.

1. Open the document feeder (as if you were about to copy a document using the document glass).
2. Lightly dampen a lint-free cloth with water, Xerox cleaning fluid or Xerox film remover.
3. Clean the under side of the document feeder pad on the underside of the document handler).
4. Clean the large glass area. Do not pour the cleaning liquid directly on to the glass.
5. Clean the thin strip of glass to the left of the large glass area (this is the constant velocity transport glass).
6. Locate the green latch underneath the front of the section you just raised. Lower the green latch.
7. Clean the thin strip of glass located to the right of the white strip (this is the side 2 scan assembly glass). Use a microfiber wiper, dampened with antistatic fluid to clean the side 2 scan assembly glass. The glass is clear and difficult to see, insert the cloth as far as it will go to the right of the white strip and you'll feel that the glass is there.

**Note:** To remove any particles that stick to the glass, use a folded up sheet of paper or run the edge of a plastic card across the glass.

8. Wipe away any residue with dry microfiber wiper.

### **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 pressurized air-spray cleaning aids on or in this equipment. Some pressurized 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.

## Cleaning the Print Head

Regularly clean the print head to maintain print quality. The print head can be cleaned at any time, but if you clean it every time you replace the toner you will be cleaning it at the right interval to keep the quality high enough for most users.

 **WARNING**

When replacing consumables 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.

1. Open the front door on the device.
2. Rotate the orange print cartridge locking lever anti-clockwise until it clicks. The lever is to the right of the print cartridge unit, which is labelled R2.
3. Locate the blue handle at the top right of the print cartridge and pull it out of the device until it stops (after about 40 cm or 16").
4. Push the blue handle slowly and gently back into the device again to wipe the print head clean.
5. Pull the blue handle out of the device and push it in again two more times.
6. Rotate the orange print cartridge locking lever clockwise to latch the print cartridge and print head cleaning tool in place.
7. Close the front door of the device.

## Cleaning the Control Panel, Touch Screen, Document Feeder and Output Trays

Regular cleaning keeps the touch screen, control panel and other device areas free from dust and dirt.

1. Use a soft, lint-free cloth, lightly dampened with water.
2. Wipe clean the entire area of the control panel, including the touch screen.
3. Wipe clean the document feeder, output trays, paper trays and other outside areas of your device.
4. Remove any residue with a clean cloth or paper towel.

## Storing Paper and Other Media

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.  
**Note:** In most air conditioned offices the ambient (room) temperature and humidity is fairly constant and is suitable for storing paper. If your office is very warm or humid it's best to store the paper in another area where it can be kept between 20-24.5°C at 35-55% relative humidity. Paper that is not stored near the machine should be left in its' wrapper by the device to acclimatise for 1 hour before use (to reduce the chance of the paper curling when heated by the device).
- 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.

**Note:** For more information on paper storage see the Xerox website [www.xerox.com/printer-supplies/paper-stock/paper-storage/enlu.html](http://www.xerox.com/printer-supplies/paper-stock/paper-storage/enlu.html).

It is important for optimum printing that paper is stored and loaded correctly. Take note of the following when loading media.

- 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.

**Note:** The tray capacities have been designed so that you can insert whole packets of paper. Always load the complete ream rather than leaving some paper remaining in the opened wrapper (as the opened paper left in the wrapper will pick up moisture from the air and become more likely to cause jams when eventually used).

## Troubleshooting

### Avoiding Poor Quality Output

A variety of situations can affect the quality of your output. For optimal performance, ensure the guidelines are followed.

- Do not position the device in direct sunlight or near a heat source such as a radiator.
- Avoid sudden changes in the environment surrounding the device. When a change occurs, allow the device at least two hours to adjust to its new environment, depending on the extent of the change.
- Follow routine maintenance schedules for cleaning both the document glass and Constant Velocity Transport glass panels.
- Follow routine maintenance schedules for cleaning the touch screen.
- Always set the edge guides in the paper trays to the size of the media in the tray and ensure the screen is displaying the correct size and media type.
- Follow routine maintenance schedules for cleaning the print head.
- Ensure paper clips, staples and paper debris do not contaminate the device.
- Use the recommended quality paper.

**Note:** If your copy or ID card copy output seems a little pale, check your System Administrator has not enabled the Toner Saver feature.

#### More Information

[Cleaning the Document Glass and Both Constant Velocity Transport Glass Strips](#)

[Storing Paper and Other Media](#)

[Cleaning the Print Head](#)

## Understanding 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
- 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.

If rebooting the device does not resolve the problem, use the instructions on this site to identify and solve the problem. If you still cannot fix the problem, contact the Xerox Support Center for advice.

### 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 if a fault occurs with the print cartridge 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.

## Alerts

Alerts are informal messages that do not stop the device from functioning properly. There are two categories of Alert:

- **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 print cartridge 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 print cartridge.
- **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 as either an Interrupting Fault or a Non-Interrupting Fault.

### 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 Active Messages tab displays fault listings and the device error logs.

The faults are separated into Faults, Alerts and Fault History.

- **Faults** this option displays a list of any current faults on the device. Each fault can be selected for further information and instructions.
- **Alerts** this option displays a list of all the current fault messages associated with the current device status and faults.
- **Fault History** this 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.

More Information

[Viewing Alert Messages using the Machine Status Menu](#)

[Viewing Faults using the Machine Status Menu](#)

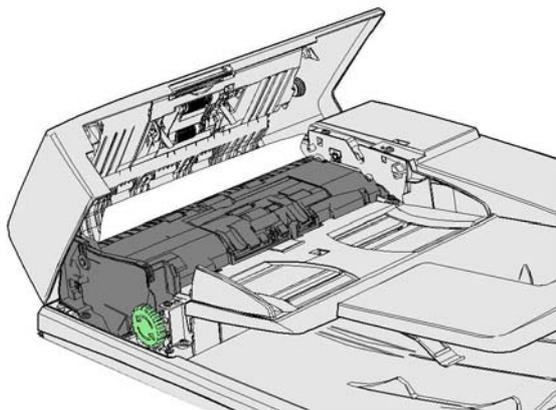
## Paper Jams

### Document Feeder

#### Clearing a Misfeed in the Top of the Document Feeder

The device displays status code 05-330-00, 05-335-00 or 05-361-00.

The message on the device touch screen reads: **Misfeed in Document Feeder. Open the Document Feeder Top Cover.**



Follow the instructions provided on the Control Panel.

If you are unable to resolve the problem, contact the Xerox Support Center.

**Note:** If your original document has previously been stapled the corners of the leading edge of the pages fed into the device may be very bent. To avoid misfeeds re-orient your originals so that an unbent side is the leading edge.

**Note:** Any damaged or poor quality originals in a set can be copied using the document glass and the undamaged copy can then be added to the set instead of the original.

**Note:** If your original document is less than 14.8cm (5.5") long it may trigger a misfeed. If possible, rotate the document by 90° to make it longer. If the document is still too short the document glass will have to be used instead of the document feeder.

1. Remove all the documents from the document feeder and input and output trays.
2. Check that none of the originals are stapled or folded together.
3. Open the document feeder top cover.
4. Remove any jammed document.
5. Close the document feeder top cover.
6. Re-order your originals and begin your job again following the instructions on the control panel. Job recovery will usually take place, so completed sets will not be recreated.

#### More Information

[Identifying the Parts of Your Device](#)

[Documents will not feed through the document feeder](#)

[Clearing a Misfeed in the Bottom of the Document Feeder](#)

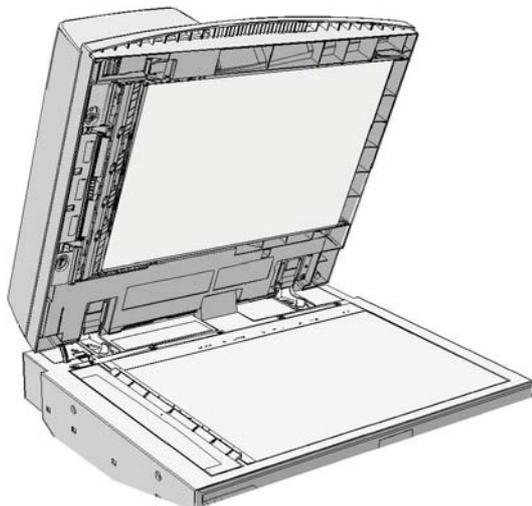
[Clearing a Misfeed in the Middle of the Document Feeder](#)

[Clearing Misfeeds in the Top and Bottom of the Document Feeder](#)

## Clearing a Misfeed in the Bottom of the Document Feeder

The device displays status code 05-340-00 or 05-363-00.

The message on the device touch screen reads: **Misfeed in Document Feeder. Lift the Document Feeder.**



Follow the instructions provided on the Control Panel.

If you are unable to resolve the problem, contact the Xerox Support Center.

**Note:** If your original document has previously been stapled the corners of the leading edge of the pages fed into the device may be very bent. To avoid misfeeds re-orient your originals so that an unbent side is the leading edge.

**Note:** Any damaged or poor quality originals in a set can be copied using the document glass and the undamaged copy can then be added to the set instead of the original.

1. Remove all the documents from the document feeder and input and output trays.
2. Open the document feeder (as if you were about to copy a document using the document glass).
3. Locate the green latch underneath the front of the section you just raised. Lower the green latch.
4. Rotate the green knob anti-clockwise to free any jammed document. The green knob is located underneath the front right corner of the section you just raised.
5. Remove any jammed document.
6. Raise the green latch until it clicks back into position.
7. Close the document feeder.
8. Re-order your originals and begin your job again following the instructions on the control panel. Job recovery will usually take place, so completed sets will not be recreated.

### More Information

[Identifying the Parts of Your Device](#)

[Documents will not feed through the document feeder](#)

[Clearing a Misfeed in the Top of the Document Feeder](#)

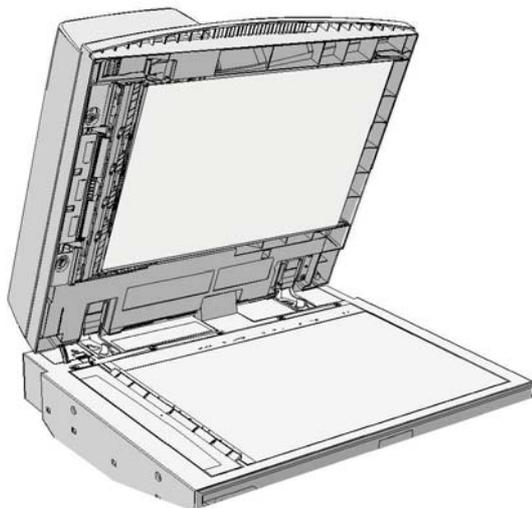
[Clearing a Misfeed in the Middle of the Document Feeder](#)

## Clearing Misfeeds in the Top and Bottom of the Document Feeder

### Clearing a Misfeed in the Middle of the Document Feeder

The device displays the status code 05-343-00.

The message on the device touch screen reads: **Misfeed in Document Feeder. Open the Document Feeder Top Cover.**



Follow the instructions provided on the Control Panel.

If you are unable to resolve the problem, contact the Xerox Support Center.

**Note:** If your original document has previously been stapled the corners of the leading edge of the pages fed into the device may be very bent. To avoid misfeeds re-orient your originals so that an unbent side is the leading edge.

**Note:** Any damaged or poor quality originals in a set can be copied using the document glass and the undamaged copy can then be added to the set instead of the original.

1. Remove all the documents from the document feeder and input and output trays.
2. Open the document feeder top cover.
3. Rotate the green knob anti-clockwise to free any jammed document. The green knob is located underneath the front right corner of the section you just raised.
4. Remove any jammed document.
5. Close the document feeder top cover.
6. Re-order your originals and begin your job again following the instructions on the control panel. Job recovery will usually take place, so completed sets will not be recreated.

#### More Information

[Identifying the Parts of Your Device](#)

[Documents will not feed through the document feeder](#)

[Clearing a Misfeed in the Top of the Document Feeder](#)

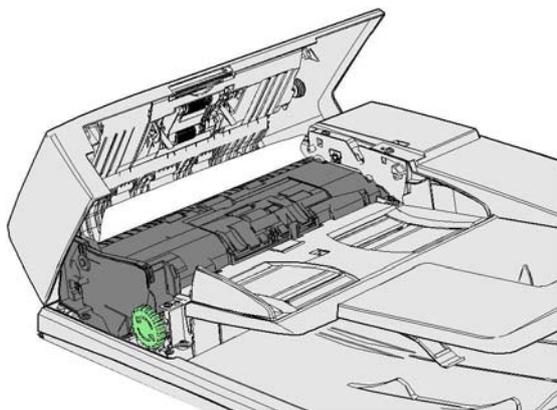
[Clearing a Misfeed in the Bottom of the Document Feeder](#)

[Clearing Misfeeds in the Top and Bottom of the Document Feeder](#)

## Clearing Misfeeds in the Top and Bottom of the Document Feeder

The device displays the status code 05-362-00

The message on the device touch screen reads: **Misfeed in Document Feeder. Open the Document Feeder Top Cover.**



Follow the instructions provided on the Control Panel.

If you are unable to resolve the problem, contact the Xerox Support Center.

**Note:** If your original document has previously been stapled the corners of the leading edge of the pages fed into the device may be very bent. To avoid misfeeds re-orient your originals so that an unbent side is the leading edge.

**Note:** Any damaged or poor quality originals in a set can be copied using the document glass and the undamaged copy can then be added to the set instead of the original.

1. Remove all the documents from the document feeder and input and output trays.
2. Open the document feeder top cover.
3. Remove any jammed document.
4. Close the document feeder top cover.
5. Open the document feeder (as if you were about to copy a document using the document glass).
6. Locate the green latch underneath the front of the section you just raised. Lower the green latch.
7. Rotate the green knob anti-clockwise to free any jammed document. The green knob is located underneath the front right corner of the section you just raised.
8. Remove any jammed document.
9. Raise the green latch until it clicks back into position.
10. Close the document feeder.
11. Re-order your originals and begin your job again following the instructions on the control panel. Job recovery will usually take place, so completed sets will not be recreated.

### More Information

[Identifying the Parts of Your Device](#)

[Documents will not feed through the document feeder](#)

[Clearing a Misfeed in the Top of the Document Feeder](#)

[Clearing a Misfeed in the Bottom of the Document Feeder](#)

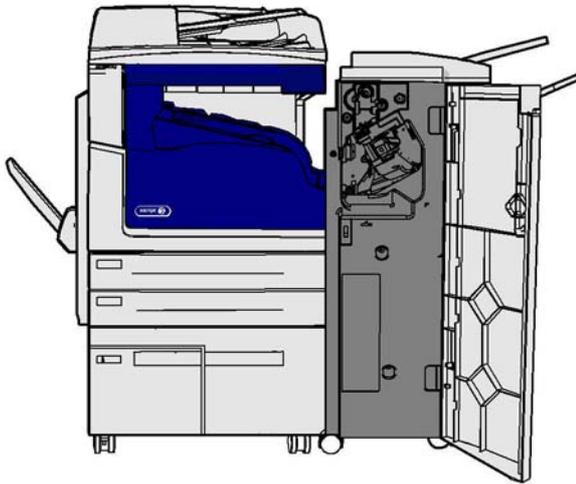
[Clearing a Misfeed in the Middle of the Document Feeder](#)

## Clearing Jams in the Office Finisher

### Clearing Jams in the Top of the Office Finisher

The device displays the status code 12-610-00 or 12-612-00.

The message on the device touch screen reads: **Paper Jam in Finisher. Open the Finisher Front Door.**



This finisher and some of its' components are optional and may not be fitted to your device.

If you are unable to resolve the problem, contact the Xerox Support Center.

1. Open the finisher door.
2. Rotate knob 5a anti-clockwise.
3. Lower handle 5b by pulling moving it in a clockwise arc.
4. Rotate knob 5c clockwise until any jammed pages can be removed.
5. Remove any jammed pages.  
**Note:** If the page tore while it was being removed, re-assemble the sheet and any pieces to confirm that nothing has been left in the device.
6. Raise handle 5b until it clicks back into position.
7. Close the finisher door.
8. If the door does not shut easily check you have returned all the latches to their original position, then close the door.

#### More Information

[Identifying the Parts of Your Device](#)

[Repeated paper jams, misfeeds or multi sheet feeds](#)

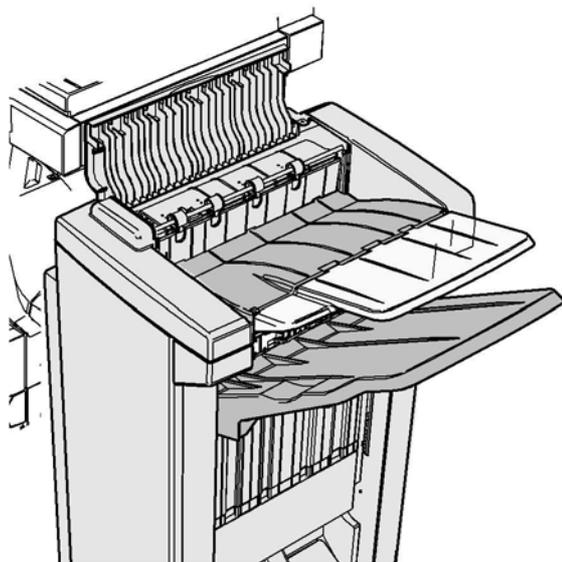
[Clearing Jams in the Output Tray of the Office Finisher](#)

[Clearing Jams in the Output Tray of the Office Finisher](#)

### Clearing Jams in the Output Tray of the Office Finisher

The device displays the status code 12-618-00.

The message on the device touch screen reads: **Paper Jam in Finisher. Open the Finisher Top Cover.**



This finisher and some of its' components are optional and may not be fitted to your device.

If you are unable to resolve the problem, contact the Xerox Support Center.

1. Open the cover on top of the finisher.
2. Remove any jammed pages.
3. Close the cover on top of the finisher.
4. Check the output tray is not blocked by other print jobs, debris, or any other item left on the tray.

#### More Information

[Identifying the Parts of Your Device](#)

[Repeated paper jams, misfeeds or multi sheet feeds](#)

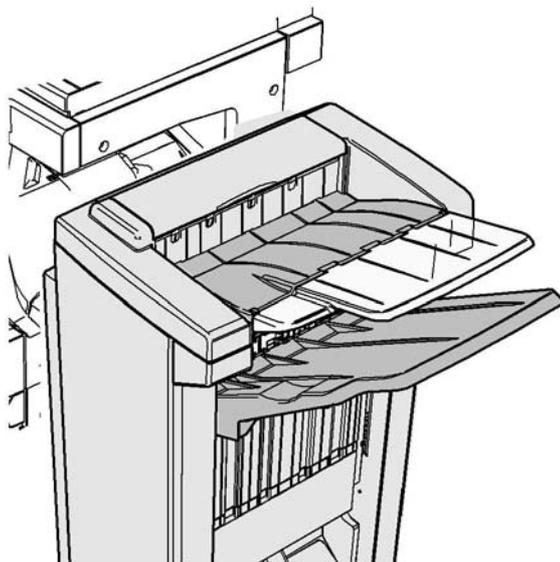
[Clearing Jams in the Top of the Office Finisher](#)

[Clearing Jams in the Output Tray of the Office Finisher](#)

## Clearing Jams in the Output Tray of the Office Finisher

The device displays the status code 12-620-00.

The message on the device touch screen reads: **Paper Jam in Finisher. Remove any sheets from the main output tray.**



This finisher and some of its' components are optional and may not be fitted to your device.

If you are unable to resolve the problem, contact the Xerox Support Center.

1. Pull any jammed pages free from the output tray. Pull the pages from the device in the direction they were travelling, not at an angle (or the page may tear).

### More Information

[Identifying the Parts of Your Device](#)

[Repeated paper jams, misfeeds or multi sheet feeds](#)

[Clearing Jams in the Top of the Office Finisher](#)

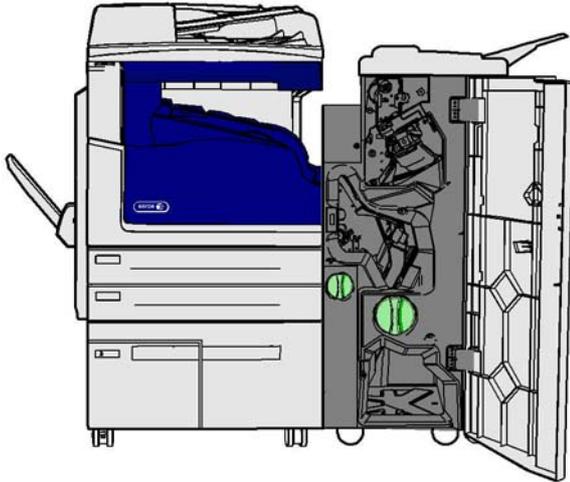
[Clearing Jams in the Output Tray of the Office Finisher](#)

## New Office Finisher Booklet Maker

### Clearing Jams in the New Office Finisher Booklet Maker

The device displays the status code 12-610-03 or 12-612-03.

The message on the device touch screen reads: **Paper Jam in Finisher. Open the Finisher Front Door.**



This finisher and some of its' components are optional and may not be fitted to your device.

If you are unable to resolve the problem, contact the Xerox Support Center.

1. Open the finisher front door.
2. Rotate knob 5a anti-clockwise.
3. Lower handle 5b by pulling moving it in a clockwise arc.
4. Rotate knob 5c clockwise until any jammed pages can be removed.
5. Remove any jammed pages.  
**Note:** If the page tore while it was being removed, re-assemble the sheet and any pieces to confirm that nothing has been left in the device.
6. Raise handle 5b until it clicks back into position.
7. Close the finisher door.
8. If the door does not shut easily check you have returned all the latches to their original position, then close the door.

#### More Information

[Identifying the Parts of Your Device](#)

[Repeated paper jams, misfeeds or multi sheet feeds](#)

[Clearing Jams in the Top of the New Office Finisher Booklet Maker](#)

[Clearing Jams in the Output Tray of the New Office Finisher Booklet Maker](#)

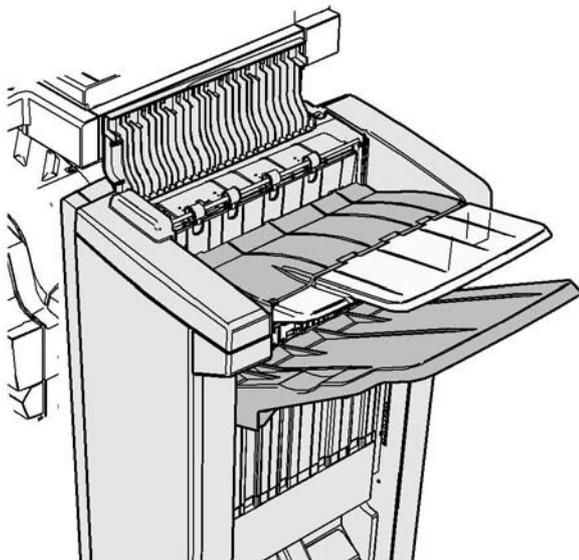
[Clearing Jams in the Booklet Maker Entry Area of the New Office Finisher Booklet Maker](#)

[Clearing Jams in the Booklet Maker Area of the New Office Finisher Booklet Maker](#)

### Clearing Jams in the Top of the New Office Finisher Booklet Maker

The device displays the status code 12-618-03.

The message on the device touch screen reads: **Paper Jam in Finisher. Open the Finisher Top Cover.**



This finisher and some of its' components are optional and may not be fitted to your device.

If you are unable to resolve the problem, contact the Xerox Support Center.

1. Open the cover on top of the finisher.
2. Remove any jammed pages.
3. Close the cover on top of the finisher.
4. Check the output tray is not blocked by other print jobs, debris, or any other item left on the tray.

#### More Information

[Identifying the Parts of Your Device](#)

[Repeated paper jams, misfeeds or multi sheet feeds](#)

[Clearing Jams in the New Office Finisher Booklet Maker](#)

[Clearing Jams in the Output Tray of the New Office Finisher Booklet Maker](#)

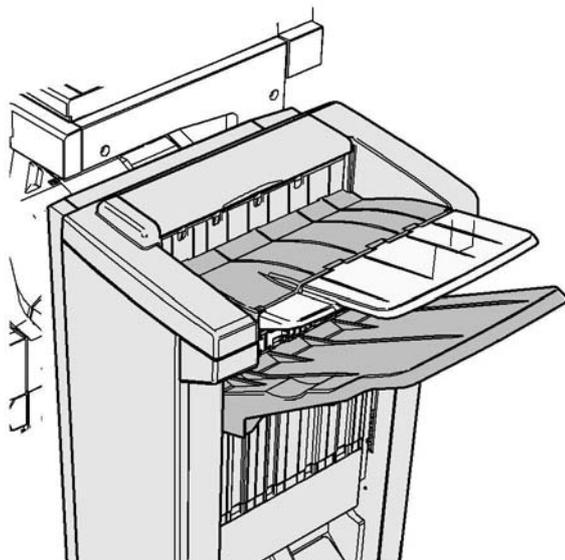
[Clearing Jams in the Booklet Maker Entry Area of the New Office Finisher Booklet Maker](#)

[Clearing Jams in the Booklet Maker Area of the New Office Finisher Booklet Maker](#)

## Clearing Jams in the Output Tray of the New Office Finisher Booklet Maker

The device displays the status code 12-620-03.

The message on the device touch screen reads: **Paper Jam in Finisher. Remove any sheets from the main output tray.**



This finisher and some of its' components are optional and may not be fitted to your device.

If you are unable to resolve the problem, contact the Xerox Support Center.

1. Pull any jammed pages free from the output tray. Pull the pages from the device in the direction they were travelling, not at an angle (or the page may tear).

### More Information

[Identifying the Parts of Your Device](#)

[Repeated paper jams, misfeeds or multi sheet feeds](#)

[Clearing Jams in the New Office Finisher Booklet Maker](#)

[Clearing Jams in the Top of the New Office Finisher Booklet Maker](#)

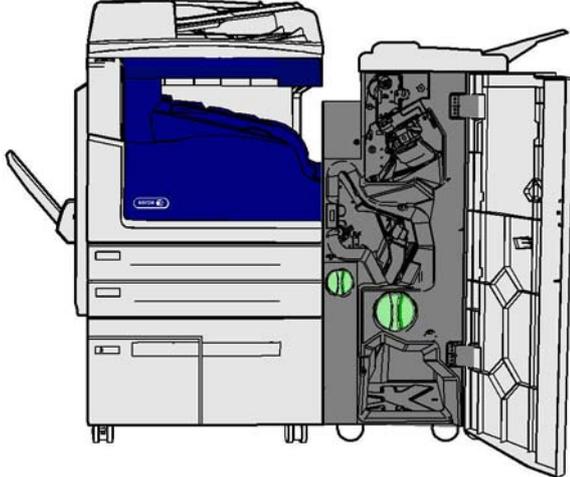
[Clearing Jams in the Booklet Maker Entry Area of the New Office Finisher Booklet Maker](#)

[Clearing Jams in the Booklet Maker Area of the New Office Finisher Booklet Maker](#)

## Clearing Jams in the Booklet Maker Entry Area of the New Office Finisher Booklet Maker

The device displays the status code 12-630-03 or 12-717-03.

The message on the device touch screen reads: **Paper Jam in Finisher. Open the Finisher Front Door.**



This finisher and some of its' components are optional and may not be fitted to your device.

If you are unable to resolve the problem, contact the Xerox Support Center.

1. Open the finisher front door.
2. Rotate the indented green knob above label R8 anti-clockwise until the handle is in the unlocked position.
3. Pinch catch 6 and move it to the left to release any pages trapped in the finisher (pages may be trapped in both the top and bottom of this area).
4. Remove any jammed pages.  
**Note:** If the page tore while it was being removed, re-assemble the sheet and any pieces to confirm that nothing has been left in the device.
5. Move catch 6 to the right until it clicks back into position.
6. Rotate the indented knob above label R8 clockwise until the handle is in the locked position.
7. Close the finisher door.
8. If the door does not shut easily check you have returned all the latches to their original position, then close the door.

### More Information

[Identifying the Parts of Your Device](#)

[Repeated paper jams, misfeeds or multi sheet feeds](#)

[Clearing Jams in the New Office Finisher Booklet Maker](#)

[Clearing Jams in the Top of the New Office Finisher Booklet Maker](#)

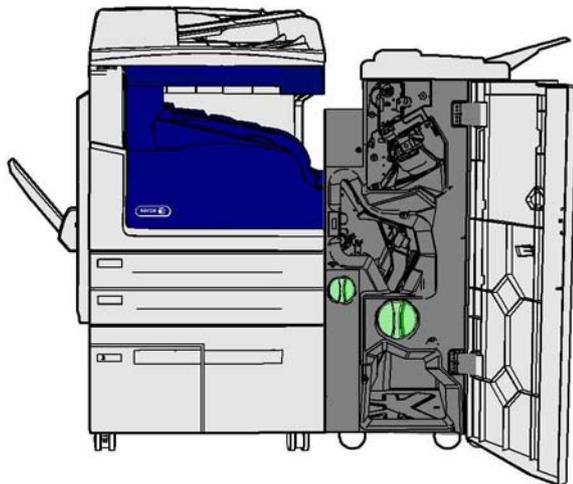
[Clearing Jams in the Output Tray of the New Office Finisher Booklet Maker](#)

[Clearing Jams in the Booklet Maker Area of the New Office Finisher Booklet Maker](#)

## Clearing Jams in the Booklet Maker Area of the New Office Finisher Booklet Maker

The device displays the status code 12-636-03.

The message on the device touch screen reads: **Paper Jam in Finisher. Open the Finisher Front Door.**



This finisher and some of its' components are optional and may not be fitted to your device.

If you are unable to resolve the problem, contact the Xerox Support Center.

1. Open the finisher door.
2. Rotate the indented green knob above label R8 anti-clockwise until the handle is in the unlocked position.
3. Rotate the large green indented knob to the right of label R8 clockwise until the jammed paper is released into the finisher output tray.
4. Remove any jammed pages.  
**Note:** If the page tore while it was being removed, re-assemble the sheet and any pieces to confirm that nothing has been left in the device.
5. Pinch catch 6 and move it to the left to release any pages trapped in the finisher (pages may be trapped in both the top and bottom of this area).
6. Remove any jammed pages.
7. Move catch 6 to the right until it clicks back into position.
8. Rotate the indented knob above label R8 clockwise until the handle is in the locked position.
9. Close the finisher door.
10. If the door does not shut easily check you have returned all the latches to their original position, then close the door.

### More Information

[Identifying the Parts of Your Device](#)

[Repeated paper jams, misfeeds or multi sheet feeds](#)

[Clearing Jams in the New Office Finisher Booklet Maker](#)

[Clearing Jams in the Top of the New Office Finisher Booklet Maker](#)

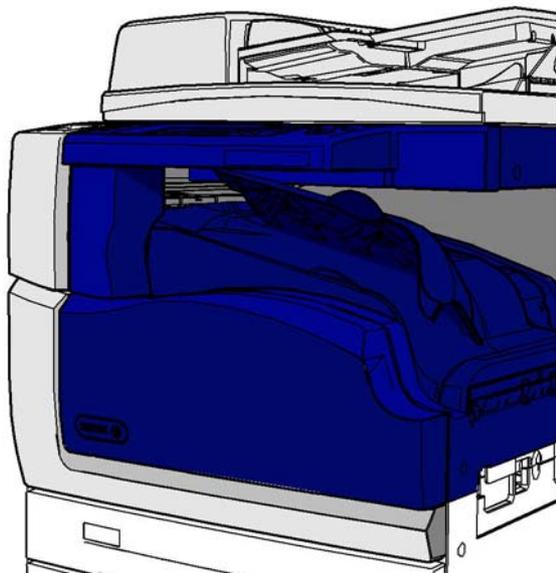
[Clearing Jams in the Output Tray of the New Office Finisher Booklet Maker](#)

[Clearing Jams in the Booklet Maker Entry Area of the New Office Finisher Booklet Maker](#)

## Clearing Jams in the Horizontal Transport to the Finisher

The device displays the status code 10-200-00

The message on the device touch screen reads: **Jam in Horizontal Transport. Raise Horizontal Transport Cover.**



The horizontal transport is optional and may not be fitted to your device.

If you are unable to resolve the problem, contact the Xerox Support Center.

1. Open the horizontal transport top. This is located underneath the touch screen.
2. Remove any jammed pages.
 

**Note:** Make sure you check for pages jammed at the left end of the transport, they can be difficult to spot as only a small amount of the page will be visible.
3. If a page has jammed at the right end of the transport very slowly and gently pull it to the left until it is released from the device.

**Note:** If the page tore while it was being removed, re-assemble the sheet and any pieces to confirm that nothing has been left in the device.

### **WARNING**

Do not attempt to undock the finisher to get better access to the jam from the right side of the device. The finisher is balanced as part of the device and may fall over if undocked.

4. Lower the horizontal transport top and press gently until it clicks into place.
 

**Note:** If your job keeps jamming in the horizontal transport area check that the pages aren't being prevented from leaving the transport by a jam in the finisher unit.

#### More Information

[Identifying the Parts of Your Device](#)

[Clearing Jams in the Top of the Office Finisher](#)

[Clearing Jams in the Booklet Maker Entry Area of the New Office Finisher Booklet Maker](#)

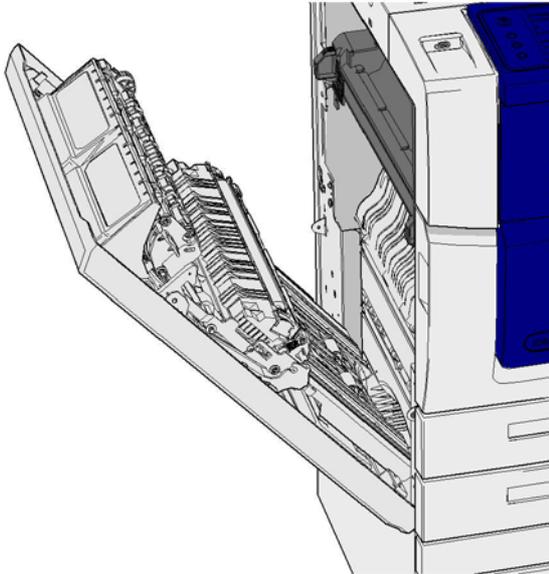
[Clearing Jams in the New Office Finisher Booklet Maker](#)

[Repeated paper jams, misfeeds or multi sheet feeds](#)

## Clearing Jams in the Center Output Tray

The device displays the status code 81-200-01.

The message on the device touch screen reads **Paper Jam Inside Left Side Door**.



Jams in the center output tray may result in a message saying there's a jam in the left door. Check the left door and clear any jams before checking the center tray for jams.

This output tray is only present on your device if you do not have a finisher fitted.

If you are unable to resolve the problem, contact the Xerox Support Center.

1. Lift the handle to open the door on the left side of the device. Gently lower the door until it comes to rest.
2. Remove any jammed pages that are sticking out from the device. Pages may be jammed at the top, middle and bottom of the device.

**Note:** If a page is jammed near the door hinge and is difficult to grasp, try holding the center of the page to pull it free (there is more space to grasp the center of the page than the edges).

**Note:** If a page was fed from tray 3 and is jammed near the door it may also be possible to remove the page by opening tray 3 and then pulling the jammed page down. Take great care if attempting to remove paper this way as it is very easy to tear the sheet and cause a jam that only an engineer visit can resolve.

3. Locate the green tab near the top left corner of the door.
4. Hold the door with one hand and use the other to pull the green tab towards the device engine. You will need to pull the tab firmly.
5. Remove any jammed pages.
6. Lower the green tab and gently push it towards the door until it you hear it click into place.
7. Lift the door on the left side of the device and gently push it towards the device until you hear it click into place.

- Pull any jammed pages free from the output tray. Pull the pages from the device in the direction they were travelling, not at an angle (or the page may tear).
- Check the output guide is still fitted correctly and has not been pulled into the tray when a previous jam was cleared.

#### More Information

[Identifying the Parts of Your Device](#)

[Repeated paper jams, misfeeds or multi sheet feeds](#)

[Clearing Jams in the Paper Path for 1-Sided Jobs](#)

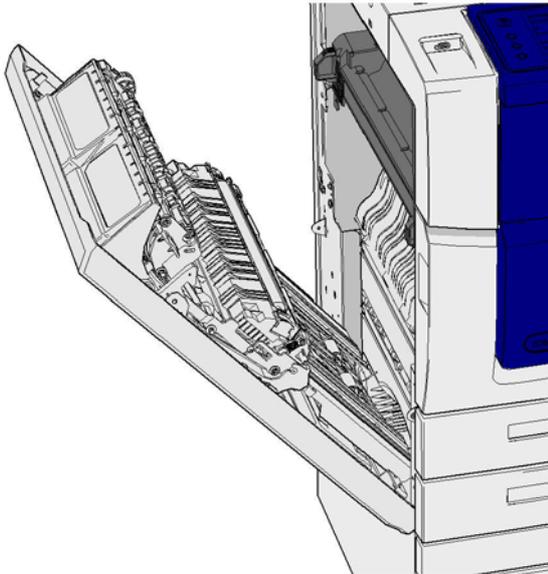
[Clearing Jams in the Paper Path for 2-Sided Jobs](#)

## Left Door

### Clearing Jams in the Paper Path for 1-Sided Jobs

The device displays the status code 81-200-00.

The message on the device touch screen reads: **Paper Jam Inside Left Side Door.**



- Lift the handle to open the door on the left side of the device. Gently lower the door until it comes to rest.
- Remove any jammed pages that are sticking out from the device. Pages may be jammed at the top, middle and bottom of the device.

**Note:** For single sided jobs any jammed paper will be sticking out from the device engine, not from the door. The paper may be jammed at the top, middle and bottom of the device. For 2-sided jobs the paper may also be jammed in the door.

**Note:** If a page is jammed near the door hinge and is difficult to grasp, try holding the center of the page to pull it free (there is more space to grasp the center of the page than the edges).

**Note:** If a page was fed from tray 3 and is jammed near the door it may also be possible to remove the page by opening tray 3 and then pulling the jammed page down. Take great care if attempting to remove paper this way as it is very easy to tear the sheet and cause a jam that only an engineer visit can resolve.

3. Lift the door on the left side of the device and gently push it towards the device until you hear it click into place.

#### More Information

[Identifying the Parts of Your Device](#)

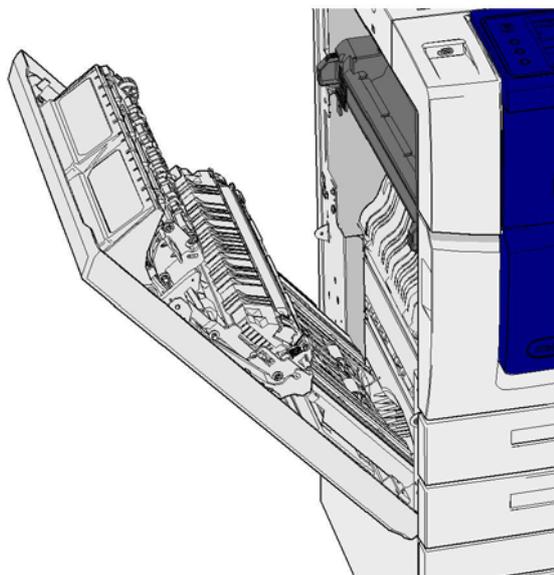
[Clearing Jams in the Paper Path for 2-Sided Jobs](#)

[Repeated paper jams, misfeeds or multi sheet feeds](#)

### Clearing Jams in the Paper Path for 2-Sided Jobs

The device displays the status code 81-200-00.

The message on the device touch screen reads: **Paper Jam Inside Left Side Door.**



1. Lift the handle to open the door on the left side of the device. Gently lower the door until it comes to rest.
2. Remove any jammed pages that are sticking out from the device. Pages may be jammed at the top, middle and bottom of the device.

**Note:** If a page is jammed near the door hinge and is difficult to grasp, try holding the center of the page to pull it free (there is more space to grasp the center of the page than the edges).

**Note:** If a page was fed from tray 3 and is jammed near the door it may also be possible to remove the page by opening tray 3 and then pulling the jammed page down. Take great care if attempting to remove paper this way as it is very easy to tear the sheet and cause a jam that only an engineer visit can resolve.

3. Locate the green tab near the top left corner of the door.
4. Hold the door with one hand and use the other to pull the green tab towards the device engine. You will need to pull the tab firmly.
5. Remove any jammed pages.
6. Lower the green tab and gently push it towards the door until it you hear it click into place.
7. Lift the door on the left side of the device and gently push it towards the device until you hear it click into place.

#### More Information

[Identifying the Parts of Your Device](#)

[Clearing Jams in the Paper Path for 1-Sided Jobs](#)

[Repeated paper jams, misfeeds or multi sheet feeds](#)

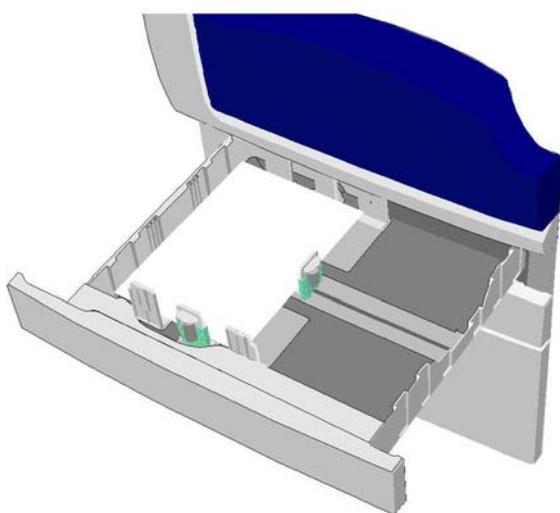
## Trays

### Tray 1

#### Clearing Jams in Tray 1 (4 Tray Device)

The device displays the status code 81-201-00.

The message on the device touch screen reads: **Clear the misfeed in Tray 1.**



1. Open tray 1.
2. Remove any misfed pages.
3. Check the tray guides are set correctly for the size of media loaded in the tray.
4. If the paper keeps jamming open a new pack and load fresh paper, or if the paper is still relatively new refresh the existing stack.
  - Fan the media to ensure no pages are stuck together.
  - Remove the top few sheets from the stack.
  - Turn the stack over so that the bottom sheet becomes the top sheet.
5. Close tray 1.

#### More Information

[Identifying the Parts of Your Device](#)

[Clearing Jams in Tray 2 \(4 Tray Device\)](#)

[Clearing Jams in Tray 3 \(4 Tray Device\)](#)

[Repeated paper jams, misfeeds or multi sheet feeds](#)

[Clearing Jams in the Paper Path for 1-Sided Jobs](#)

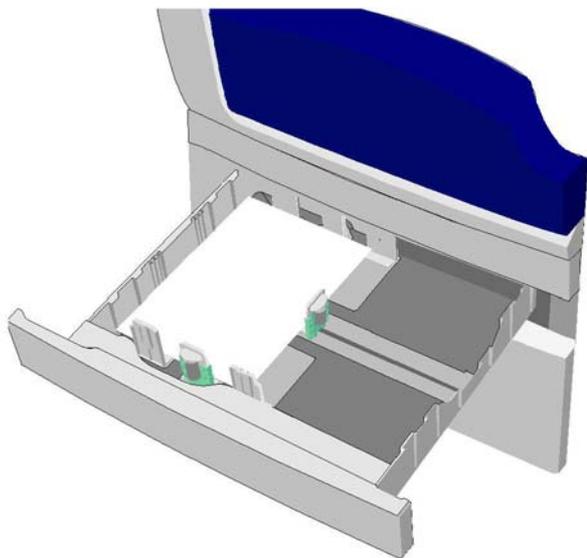
[Clearing Jams in the Paper Path for 2-Sided Jobs](#)

## Tray 2

### Clearing Jams in Tray 2 (4 Tray Device)

The device displays the status code 81-202-00.

The message on the device touch screen reads: **Clear the misfeed in Tray 2.**



1. Open tray 2.
2. Remove any misfed pages.
3. Check the tray guides are set correctly for the size of media loaded in the tray.
4. If the paper keeps jamming open a new pack and load fresh paper, or if the paper is still relatively new refresh the existing stack.
  - Fan the media to ensure no pages are stuck together.
  - Remove the top few sheets from the stack.
  - Turn the stack over so that the bottom sheet becomes the top sheet.
5. Close tray 2.

#### More Information

[Identifying the Parts of Your Device](#)

[Clearing Jams in Tray 1 \(4 Tray Device\)](#)

[Clearing Jams in Tray 3 \(4 Tray Device\)](#)

[Clearing Jams in the Paper Path for 1-Sided Jobs](#)

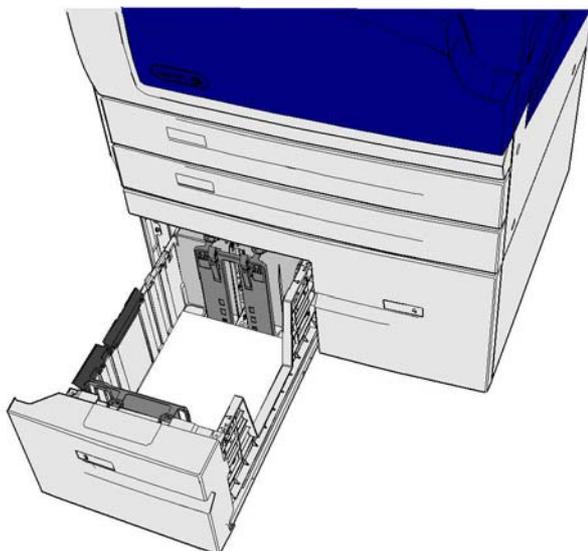
[Clearing Jams in the Paper Path for 2-Sided Jobs](#)

## Tray 3

### Clearing Jams in Tray 3 (4 Tray Device)

The device displays the status code 81-203-00.

The message on the device touch screen reads: **Paper Jam Inside Left Side Door.**



1. Lift the handle to open the door on the left side of the device. Gently lower the door until it comes to rest.
2. Remove any jammed pages that are sticking out from the device. Pages may be jammed at the top, middle and bottom of the device.

**Note:** If a page is jammed near the door hinge and is difficult to grasp, try holding the center of the page to pull it free (there is more space to grasp the center of the page than the edges).

**Note:** If a page was fed from tray 3 and is jammed near the door it may also be possible to remove the page by opening tray 3 and then pulling the jammed page down. Take great care if attempting to remove paper this way as it is very easy to tear the sheet and cause a jam that only an engineer visit can resolve.

3. Locate the green tab near the top left corner of the door.
4. Hold the door with one hand and use the other to pull the green tab towards the device engine. You will need to pull the tab firmly.
5. Remove any jammed pages.
6. Lower the green tab and gently push it towards the door until it you hear it click into place.
7. Lift the door on the left side of the device and gently push it towards the device until you hear it click into place.

1. Open tray 3.
2. Remove any misfed pages.
3. If the paper keeps jamming open a new pack and load fresh paper, or if the paper is still relatively new refresh the existing stack.
  - Fan the media to ensure no pages are stuck together.
  - Remove the top few sheets from the stack.
  - Turn the stack over so that the bottom sheet becomes the top sheet.

4. Close tray 3.

#### More Information

[Identifying the Parts of Your Device](#)

[Clearing Jams in Tray 1 \(4 Tray Device\)](#)

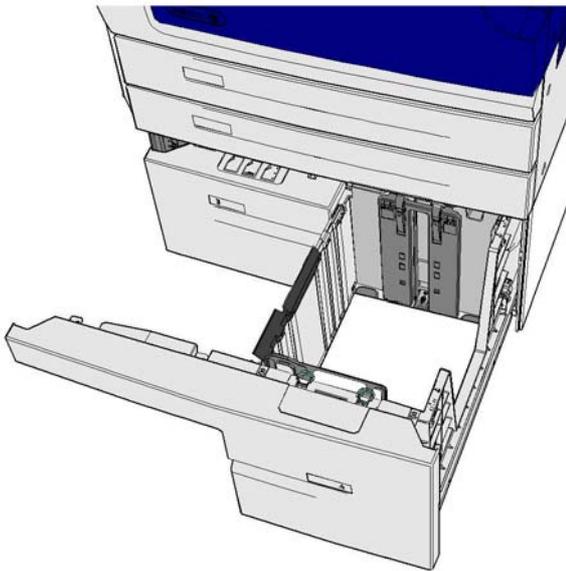
[Clearing Jams in Tray 2 \(4 Tray Device\)](#)

[Repeated paper jams, misfeeds or multi sheet feeds](#)

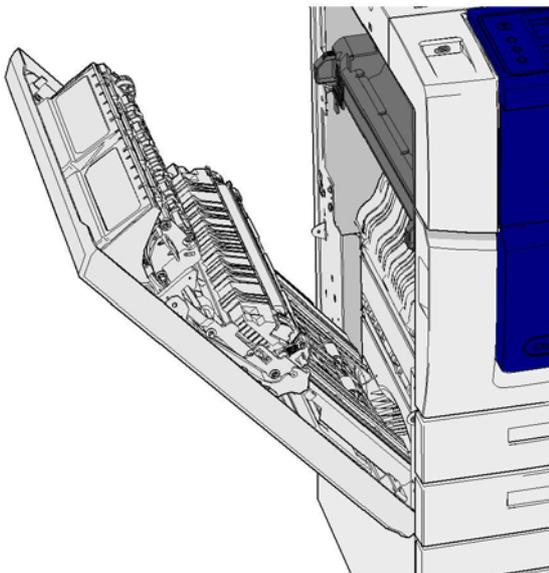
### Clearing Jams in Tray 4

The device displays the status code 81-204-00.

If the message on the device touch screen reads: **Clear the misfeed in Tray 4.**



If the message on the device touch screen reads: **Paper Jam Inside Left Side Door** clear the jam inside the left side door before clearing tray 4.



**Clear Tray 4**

1. Open tray 4.
2. If required, lift the handle to open the transport cover.
3. Remove any misfed pages.
4. If the paper keeps jamming open a new pack and load fresh paper, or if the paper is still relatively new refresh the existing stack.
  - Fan the media to ensure no pages are stuck together.
  - Remove the top few sheets from the stack.
  - Flip the paper over in the paper tray.
5. If required, close the transport cover.
6. Close tray 4.

**Clear Left Side Door then Clear Tray 4**

1. Lift the handle to open the door on the left side of the device. Gently lower the door until it comes to rest.
2. Remove any jammed pages that are sticking out from the device. Pages may be jammed at the top, middle and bottom of the device.

**Note:** For single sided jobs any jammed paper will be sticking out from the device engine, not from the door. The paper may be jammed at the top, middle and bottom of the device. For 2-sided jobs the paper may also be jammed in the door.
3. Lift the door on the left side of the device and gently push it towards the device until you hear it click into place.
4. Open tray 4.
5. If required, lift the handle to open the transport cover.
6. Remove any misfed pages.
7. If required, close the transport cover.
8. Close tray 4.

**More Information**

[Identifying the Parts of Your Device](#)

[Clearing Jams in Tray 1 \(4 Tray Device\)](#)

[Clearing Jams in Tray 2 \(4 Tray Device\)](#)

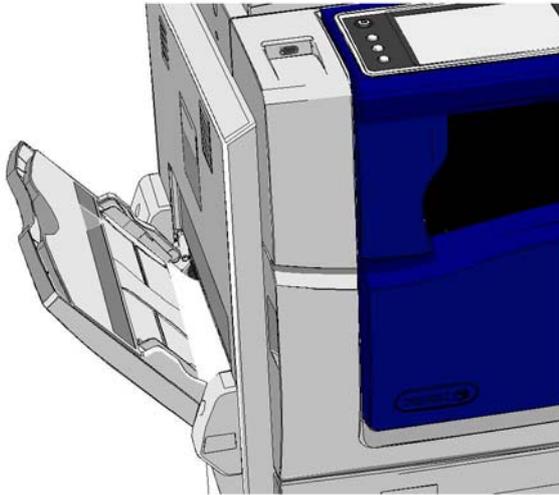
[Clearing Jams in Tray 3 \(4 Tray Device\)](#)

[Repeated paper jams, misfeeds or multi sheet feeds](#)

### Clearing Jams in the Bypass Tray

The device displays the status code: 75-150-00.

The message on the device touch screen reads: **Tray 5 is unavailable. Empty and reload.**



1. Remove any misfed pages.
2. Fan the media to ensure no pages are stuck together.
3. Check the tray guides are set correctly for the size of media loaded in the tray.

#### More Information

[Identifying the Parts of Your Device](#)

[Repeated paper jams, misfeeds or multi sheet feeds](#)

## Troubleshooting Tips

### The device will not power on

- Check to see that the device is not in Energy Saver mode as indicated by the green light on the control panel.
- To re-activate the device when in Low Power or Sleep mode, press the **Power** button. The device takes longer to recover from Sleep mode.

If the issue is not with the device, check the power outlet.

- Plug another electrical appliance into the outlet and see if it operates properly.
- Plug the device into a different outlet.
- Check the outlet has a voltage or frequency that matches the device specifications.
  - If your device is specified for a power supply of 50 Hz and 10 A it should be connected to a 220-240 V supply.
  - If your device is specified for a power supply of 60 Hz and 15 A connect it to a 110-127 V supply.

More Information

[Powering the Device On](#)

[Powering the Device Off](#)

[Using the Energy Saver Option](#)

### Documents will not feed through the document feeder

- Ensure the originals are in good condition.
- Check nothing is resting on the document feeder cover or overhanging into the input tray.
- Ensure that all staples, paper clips and Post-it notes have been removed from the originals.
- Ensure that the paper tray is not filled above the MAX line.
- Check to see if the document set is fully inserted into the document feeder.
- Ensure that the edge guides are adjusted to touch the sides of the paper.
- Check for obstructions or paper debris in the document feeder.
- Ensure that the document feeder cover is closed.
- Check that the device is Ready as indicated by a message on the touch screen.
- Ensure there are no bright lights directly overhead as these may confuse the size / preset sensor.
- Confirm that the media being fed is within the range specified for the device.

If everything appears correct but the problem persists turn the device off, wait 2 minutes and then switch it back on again.

More Information

[Loading Documents](#)

[Powering the Device Off](#)

[Powering the Device On](#)

## Repeated paper jams, misfeeds or multi sheet feeds

If you clear a jam only to see the device jam again, there are some steps you can try before contacting the Xerox Support Centre.

1. Check the paper path for obstructions. If paper repeatedly jams at the same place, check the path immediately after that position in case part of a jammed sheet is still blocking the path.
2. Make certain that all the handles and levers are in the correct (home) position. Follow the instructions displayed on the touch screen.
3. Check that the touch screen is displaying the correct size and type for the media in use.
4. Ensure that the paper tray is not filled above the MAX line.
5. Ensure that the edge guides are adjusted to touch the sides of the paper.
6. Turn the stack over so that the bottom sheet becomes the top sheet.
7. Fan the media to ensure no pages are stuck together.
8. Load fresh paper.
9. Confirm that the media being fed is within the range specified for the device.

If everything appears correct but the problem persists turn the device off, wait 2 minutes and then switch it back on again.

### More Information

[Storing Paper and Other Media](#)

[Loading Tray 1 and Changing the Tray Settings](#)

[Loading Tray 2 and Changing the Tray Settings](#)

[Loading Tray 3](#)

[Loading Tray 4](#)

[Loading the Bypass Tray and Changing the Tray Settings](#)

[Powering the Device Off](#)

[Powering the Device On](#)

## Repeated Check Tray messages

- Adjust the edge guides against the stack of paper in the tray.
- If the edge guides were not set against the paper in the tray when Start was selected, delete the job in the job queue and begin again.
- Check that the touch screen is displaying the correct size and type for the media in use.

If everything appears correct but the problem persists turn the device off, wait 2 minutes and then switch it back on again.

### More Information

[Loading Tray 1 and Changing the Tray Settings](#)

[Loading Tray 2 and Changing the Tray Settings](#)

[Loading Tray 3](#)

[Loading Tray 4](#)

[Loading the Bypass Tray and Changing the Tray Settings](#)

[Repeated paper jams, misfeeds or multi sheet feeds](#)

## Paper curls

- Load the paper in the paper trays with the seam side of the paper up. Load the paper in the Bypass Tray with the seam side down.
- Load non-standard media in the Bypass Tray.
- If the paper curls excessively, flip the paper over in the applicable paper tray.
- Check media has been stored correctly.

### More Information

[Storing Paper and Other Media](#)

[Loading Tray 1 and Changing the Tray Settings](#)

[Loading Tray 2 and Changing the Tray Settings](#)

[Loading Tray 3](#)

[Loading Tray 4](#)

[Loading the Bypass Tray and Changing the Tray Settings](#)

## The finisher does not stack the output correctly

- Unload the finisher tray frequently especially if stacking mixed-size paper.
- 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.
- Load the paper in the paper trays with the seam side of the paper up. Load the paper in the Bypass Tray with the seam side down.
- Load non-standard media in the Bypass 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.
- Check that the printer is not positioned near a source of draft.
- Check the correct paper type, such as the weight, has been selected for the paper loaded in the tray.

### More Information

[Loading Tray 1 and Changing the Tray Settings](#)

[Loading Tray 2 and Changing the Tray Settings](#)

[Loading Tray 3](#)

[Loading Tray 4](#)

[Loading the Bypass Tray and Changing the Tray Settings](#)

[Paper curls](#)

[Storing Paper and Other Media](#)

## The centre output tray does not stack the output correctly

- Unload the centre output tray frequently especially if stacking mixed-size paper.
- Load the paper in the paper trays with the seam side of the paper up. Load the paper in the Bypass Tray with the seam side down.
- Load non-standard media in the Bypass 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.
- Check that the printer is not positioned near a source of draft.
- Check the correct paper type, such as the weight, has been selected for the paper loaded in the tray.

#### More Information

[Loading Tray 1 and Changing the Tray Settings](#)

[Loading Tray 2 and Changing the Tray Settings](#)

[Loading Tray 3](#)

[Loading Tray 4](#)

[Loading the Bypass Tray and Changing the Tray Settings](#)

[Paper curls](#)

[Storing Paper and Other Media](#)

## The finisher does not staple or hole punch correctly

- To correct stapling problems, ensure the maximum number of sheets is not exceeded for the finisher and weight of paper being used.
- Check the correct option has been selected on the touch screen.
- Check the touch screen for a fault message indicating no staples or a staple jam. Replace the staple cartridge or clear the jam.
- When using large paper, remove any output contained in the Stacker Tray.
- Check that the hole punch waste container is not full. The hole punch waste container collects waste from the hole punch.
- Check the correct paper size has been selected for the paper loaded in the tray.
- Check the paper tray guides are locked into position against the paper.
- Check the correct paper type, such as the weight, has been selected for the paper loaded in the tray.

#### More Information

[Loading Tray 1 and Changing the Tray Settings](#)

[Loading Tray 2 and Changing the Tray Settings](#)

[Loading Tray 3](#)

[Loading Tray 4](#)

[Loading the Bypass Tray and Changing the Tray Settings](#)

[Replacing the Staple Cartridge in the Office Finisher](#)

[Replacing the Staple Cartridges in the New Office Finisher Booklet Maker](#)

[Replacing the Staple Cartridge in the Convenience Stapler](#)

[Emptying the Hole Punch Waste](#)

## Stray marks or black marks from hole punched originals are not removed

- Use the Edge Erase option to erase the edge with the punched holes.
- Copy from the document glass with the document feeder down.

#### More Information

[Erasing Edges from Copies](#)

## Pages are out of sequence or upside down when the Booklet Creation feature is used

- Ensure that the originals are in the correct sequence.
- Feed LEF originals to SEF orientated paper.
- Enable the display options for Booklet Creation and ensure that the correct sequence is selected (i.e. Left to Right or Right to Left).

**Note:** SEF is Short Edge Feed (where the short edge of the paper is the leading edge when the paper is fed into the device). LEF is Long Edge Feed (where the paper is oriented so that the long edge is fed into the device first).

### More Information

[Preparing Copies to be made into a Booklet](#)

[Creating a Booklet Layout using the PCL Print Driver](#)

[Creating a Booklet Layout using the PostScript Print Driver](#)

[Creating a Booklet Layout using the XPS Print Driver](#)

[Folding Booklets using the Mac Print Driver](#)

## The output is blank

- Ensure the originals are loaded either face up in the document feeder or face down on the document glass in the top right position.
- Ensure the Xerographic Module is seated and turning correctly.

### More Information

[Loading Documents](#)

## There are streaks, lines or spots on the prints

- Clean the document glass and, if using the document feeder, also clean the Constant Velocity Transport glass (the thin strip of glass to the left of the document glass), especially near the plastic ramp on the glass.
- Clean the white underside of the document feeder/document cover.
- Clean the document feeder roller.
- Clean the halo guide.
- Clean the Charge Scorotron and Transfer Corotron, if available on your device.
- Check the paper tray guides are against the paper stack.
- Run the job from the document glass.
- Check the quality of the original. Use Edge Erase to remove lines from the edges of the document.
- Use the Background Suppression feature.
- Load fresh paper.
- Do not use heavily embossed paper.

### More Information

[Erasing Edges from Copies](#)

[Setting the Background Suppression for Copies](#)

[Cleaning the Control Panel, Touch Screen, Document Feeder and Output Trays](#)

[Cleaning the Document Glass and Both Constant Velocity Transport Glass Strips](#)

## Image Loss

- When copying a document from a larger paper size to a smaller size, use Auto% to reduce the image onto the smaller size.
- Use reduction i.e. copy at 90% instead of 100%.
- Use the Auto Center feature and run the job again.
- If scanning from the document glass use Original Size to define the document size, refer to Original Size in the Copy section. Register the document in the top left corner and copy with the cover down.
- Do not use heavily embossed paper.
- Check the print settings are correct (especially if you are printing from a PDF document).
- If the image loss is due to wrinkled paper, load fresh paper into the tray.

More Information

[Reducing or Enlarging Copies](#)

[Using the Image Shift Feature to Reposition the Copy Image](#)

[Specifying the Size of the Original to be Copied](#)

## The output images are blurred

- Load fresh paper.
- If copying from the document glass, check the quality of the originals, close the cover and try again. Ensure that the original is entirely flat against the document glass.
- Use Original Size to specify the size of the original.
- Clean the Charge Scorotron and Transfer Corotron, if available on your device.
- Clean the document glass and if using the document feeder also clean the Constant Velocity Transport Glass (the thin strip of glass to the left of the document glass), especially near the plastic ramp on the glass.

More Information

[Specifying the Size of the Original to be Copied](#)

[Cleaning the Document Glass and Both Constant Velocity Transport Glass Strips](#)

## Characters are missing from the output

- Load fresh paper.
- Try using a smoother paper.
- Select darken if the original is light or the font is colored.

More Information

[Storing Paper and Other Media](#)

[Lightening or Darkening Copies](#)

[Adjusting the Lightness of your Print using the PostScript Driver](#)

[Adjusting the Lightness of your Print using the Mac Print Driver](#)

### There are gloss variations (coining)

- Check the quality of the original.
- If the original has large areas of solid density, adjust the contrast.

More Information

[Setting the Copy Contrast](#)

### There is a double image or show through (ghosting)

- Check the quality of the original.
- Clean the document glass, if it is being used.
- Rotate the original 180 degrees and try the job again.

More Information

[Cleaning the Document Glass and Both Constant Velocity Transport Glass Strips](#)

### The device cannot sense the size of the original on the glass

- Use Original Size to specify the size of the original.
- Rescan the original, leaving the cover raised.

More Information

[Specifying the Size of the Original to be Copied](#)

### Jobs scan but do not print

- Some jobs require image processing before printing. This may take as long as 2 seconds per page.
- Press the Job Status button and check the Active Jobs list to determine if a job is processing. There may be a job in the list with a status of “paused”. Delete this job if it remains in the state over 3 minutes.
- This may possibly be a result of an incorrect feature combination. The software may need to be reset.

More Information

[Viewing Active Jobs using the Job Status Menu](#)

### The output does not reflect the selections made on the touch screen

- Press the Clear All button between jobs.
- If a Save or OK button displays on the touch screen, ensure you select the button after each option you choose.

### The fax image is reduced on transmission

- Confirm the original size of the documents. Documents may be reduced on the available paper supply at the receiving fax machine.

#### More Information

[Setting a Fax to Reduce Size or Split when Received \(Embedded Fax\)](#)

[Specifying the Size of the Original to be Faxed \(Embedded Fax\)](#)

[Specifying the Size of the Original to be Faxed \(Server Fax\)](#)

[Specifying the Size of the Original to be sent by Internet Fax](#)

### The device does not answer incoming fax calls

- Change the Auto Answer Delay setting to 0 seconds.

**Note:** This feature is for System Administrator use only.

#### More Information

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

### The device answers incoming fax calls but does not accept incoming data

- If the job contains several graphics, the device may not have enough memory. The device will not answer if memory is low.
- Remove stored documents and jobs and wait for existing jobs to complete. This will increase the available memory.

#### More Information

[Deleting Saved Jobs using Internet Services](#)

### Fault messages will not clear

- There may be occasions when a fault is cleared but the message will not clear. Reboot your device by powering OFF and ON using the button on the control panel.
- Wait approximately 20 seconds before turning the device back ON. Any incomplete jobs in the jobs list will be lost.
- Only use the correct power off process to reboot your device. Damage may occur to your device if power is removed by other means.

#### More Information

[Powering the Device Off](#)

[Powering the Device On](#)

### "Start cannot be accepted at this time" Message is Displayed

If the device displays the message "Start cannot be accepted at this time, please try again", reboot your device by powering OFF and ON using the button on the control panel.

- Wait approximately 20 seconds before turning the device back ON. Any incomplete jobs in the jobs list will be lost.
- Only use the correct power off process to reboot your device. Damage may occur to your device if power is removed by other means.

#### More Information

[Powering the Device Off](#)

[Powering the Device On](#)

## The Device User Interface does not Respond

There may be occasions when the Device User Interface will not respond. Reboot your device by powering OFF and ON using the button on the control panel.

- Wait approximately 20 seconds before turning the device back ON. Any incomplete jobs in the jobs list will be lost.
- Only use the correct power off process to reboot your device. Damage may occur to your device if power is removed by other means.

More Information

[Powering the Device Off](#)

[Powering the Device On](#)

## Print job(s) status stuck at Processing

- Ask your System Administrator to disconnect the network cable and perform a software reset (the instructions to perform the reset are in the System Administrator Guide).
- Repeat the software reset 2 times.

More Information

[Using Internet Services to find System Administrator Contact Details](#)

System Administrator Guide [www.xerox.com/support](http://www.xerox.com/support).

## Warming up message continuously displays

- Check to see if there is a paper jam. Clear the paper path of all obstructions.
- Turn the device off, wait 2 minutes, then turn it on again.

More Information

[Powering the Device Off](#)

[Powering the Device On](#)

# Getting Further Assistance

For any additional help visit our customer web site at [www.xerox.com](http://www.xerox.com) or contact the Xerox Support Center quoting the machine serial number.

The Xerox Support Center will want to know the nature of the problem, the machine serial number, the fault code (if any) plus the name and location of your company.

More Information

[Identifying the Parts of Your Device](#)