



Getting Started How to... Tutorials Maintenance Troubleshooting Help

# Training and Information



**Getting Started** 



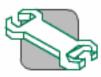
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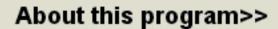
**Quick Tour** 

**Machine Setup** 

**Productivity** 

Specifications

Legal and Safety





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# Training and Information



**Getting Started** 



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**Quick Tour** 

**Machine Setup** 

**Productivity** 

Specifications

Legal and Safety

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#### **Quick Tour**

These modules will help you to get to know your new machine. They will introduce you to the parts of the machine, explain the control panel, show you how to load paper and how to complete a simple copy, fax and scan job. If you need more information on any of these topics, refer to the relevant sections of the program.

Product Overview

Control panel

Power On and Off

Loading Paper >>>

Simple Copying

Simple Faxing - Server

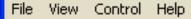
Simple Faxing - Embedded

Simple Internet Faxing

Simple Network Scanning

Simple Scan to E-mail





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#### **Quick Tour**

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# 🔳 Product Overview

Control panel

Power On and Off

Loading Paper >>>

Simple Copying

Simple Faxing - Server

Simple Faxing - Embedded

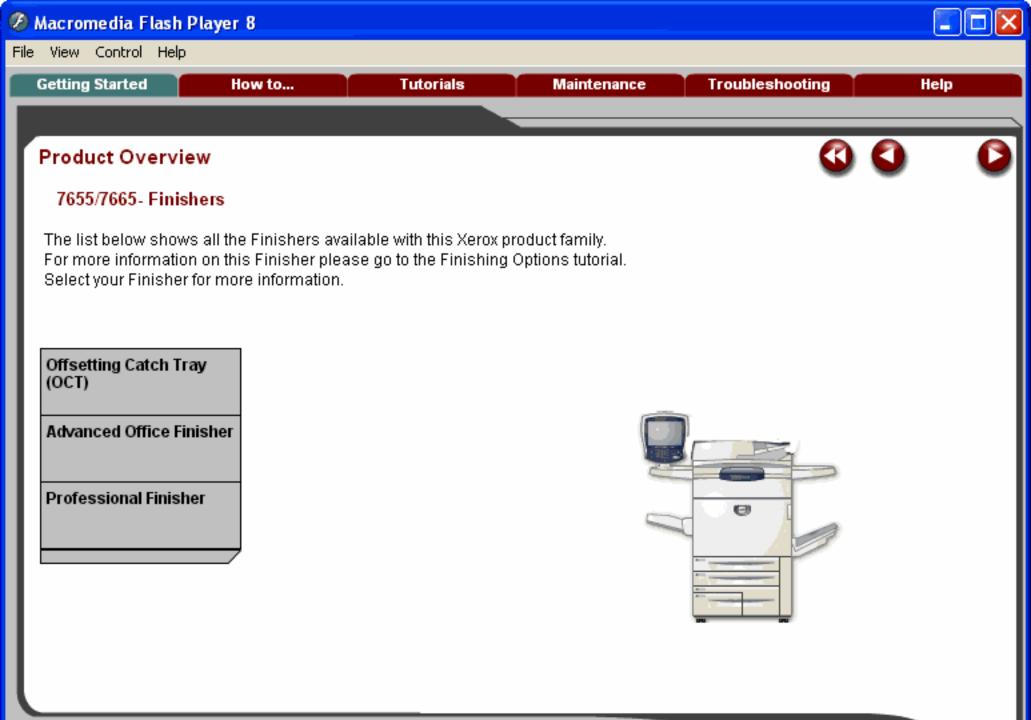
Simple Internet Faxing

Simple Network Scanning

Simple Scan to E-mail

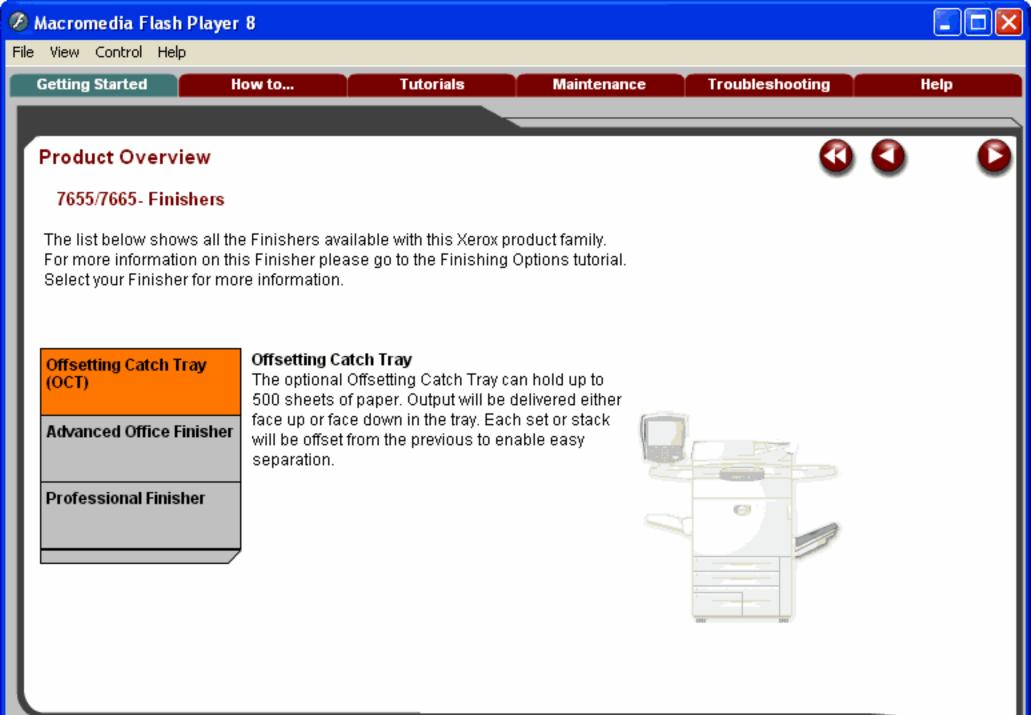
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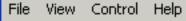












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#### Product Overview







#### 7655/7665 - Finishers

The list below shows all the Finishers available with this Xerox product family. For more information on this Finisher please go to the Finishing Options tutorial. Select your Finisher for more information.

#### Offsetting Catch Tray (OCT)

Advanced Office Finisher

**Professional Finisher** 

Search

#### Advanced Office Finisher

This finisher can hold up to 500 sheets of paper in the top tray, and up to 1500 sheets of paper in each of the two stacker trays.

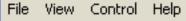
The stacker can collate, stack, staple and hole drill your output, depending on the features selected.











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#### Product Overview







#### 7655/7665 - Finishers

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#### Offsetting Catch Tray (OCT)

Advanced Office Finisher

Professional Finisher

#### Professional Finisher

This finisher can hold up to 500 sheets of paper in the top tray, and up to 1500 sheets of paper in the stacker tray.

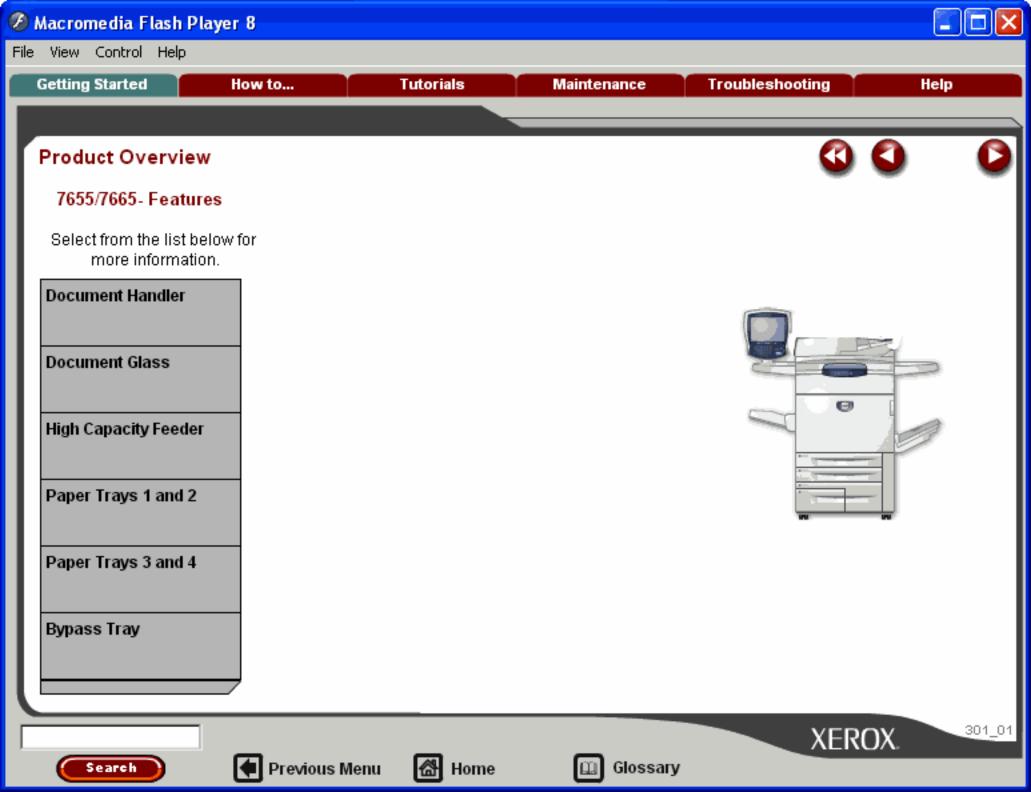
The stacker can collate, stack, staple and hole drill your output, depending on the features selected.

The finisher incorporates a booklet maker that will fold and staple your output.





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#### Product Overview







7655/7665 - Features

Select from the list below for more information.

**Document Handler** 

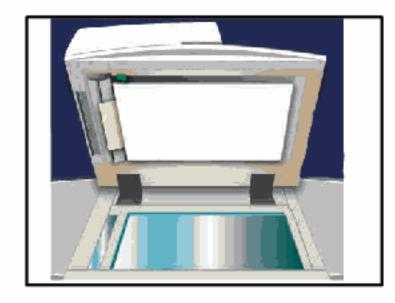
**Document Glass** 

High Capacity Feeder

Paper Trays 1 and 2

Paper Trays 3 and 4

Bypass Tray





#### **Document Glass**

The Document Glass is located under the Document Handler and is used for scanning and copying documents.

The document glass can be used for bound originals, odd size documents or poor quality originals and it accommodates document sizes up to a maximum of 11x17". Documents should be placed face down on the glass and aligned with the tip of the registration arrow in the top left corner.

















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#### Product Overview







7655/7665 - Features

Select from the list below for more information.

**Document Handler** 

**Document Glass** 

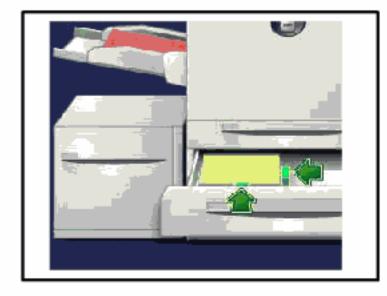
High Capacity Feeder

Paper Trays 1 and 2

Paper Trays 3 and 4

Bypass Tray

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#### Paper Trays 1 and 2

Trays 1 and 2 are identical. Each tray has a capacity of 500 sheets of 20lb Bond paper. The trays accommodate paper weights from 17lb Bond -110lb Index and are fully adjustable for all stock sizes in the range 8.5x5.5" to 11x17". Plain, bond, heavyweight, extra heavyweight, glossy, heavyweight glossy, labels, transparencies, and custom media can be used in these trays.











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#### **Product Overview**







7655/7665 - Features

Select from the list below for more information.

**Document Handler** 

**Document Glass** 

**High Capacity Feeder** 

Paper Trays 1 and 2

Paper Trays 3 and 4

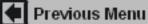
**Bypass Tray** 





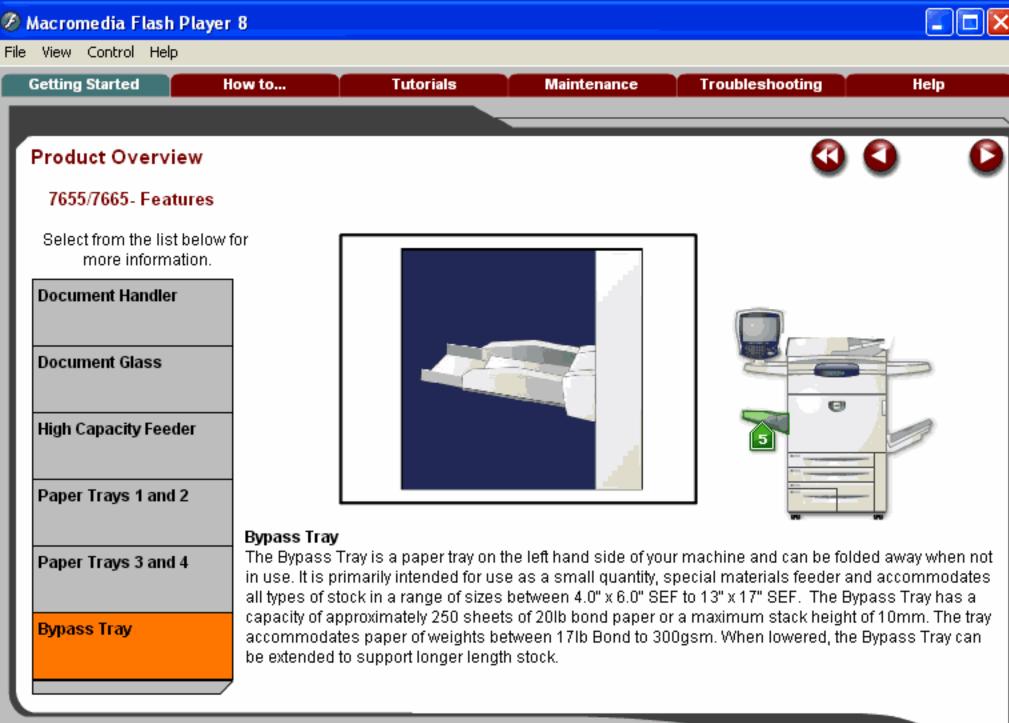
#### Paper Trays 3 and 4

They have a large capacity to reduce the frequency of loading paper. Both trays are permanently set to **dedicated** trays and feed only A4, 8.5" x 11", or 7.25" x 10.5" LEF stock. Tray 3 can hold up to 870 sheets of 20lb bond paper. Tray 4 can hold up to 1140 sheets of 20lb bond paper.







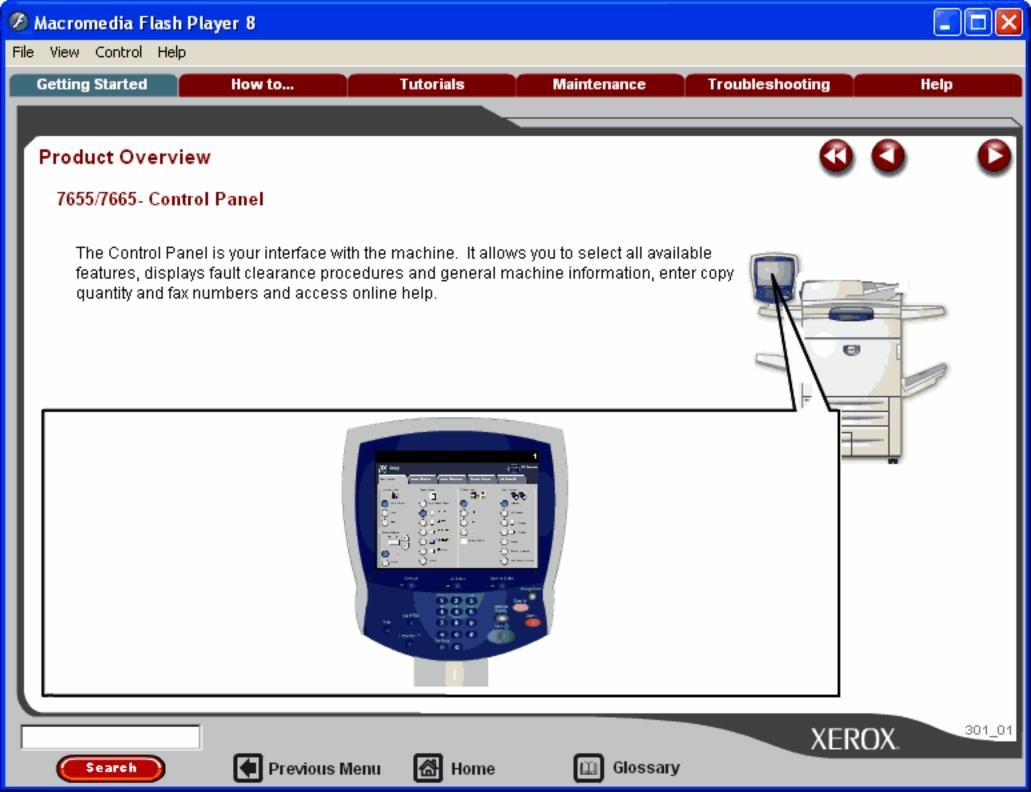


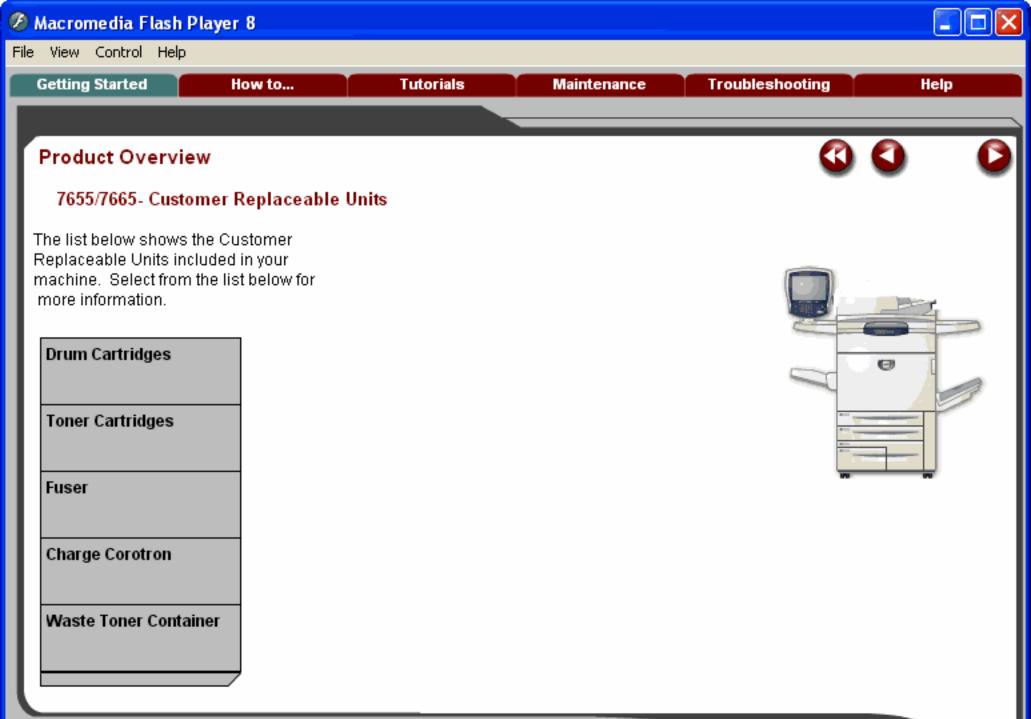






Glossary





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#### Product Overview







#### 7655/7665 - Customer Replaceable Units

The list below shows the Customer Replaceable Units included in your machine. Select from the list below for more information.

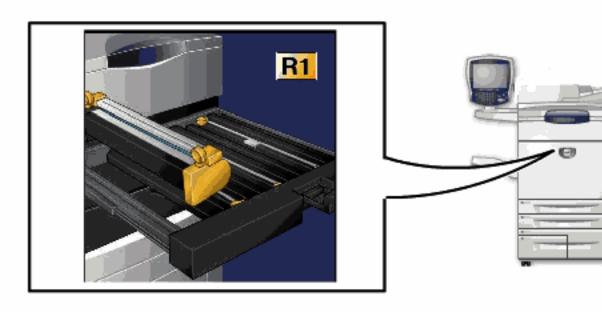
#### **Drum Cartridges**

**Toner Cartridges** 

Fuser

**Charge Corotron** 

Waste Toner Container



#### **Drum Cartridges**

The drum cartridges will provide up to 86,000 images (for a color drum cartridge) or up to 198,000 images (for a black cartridge). The machine display and this documentation will enable you to successfully install the new cartridge.

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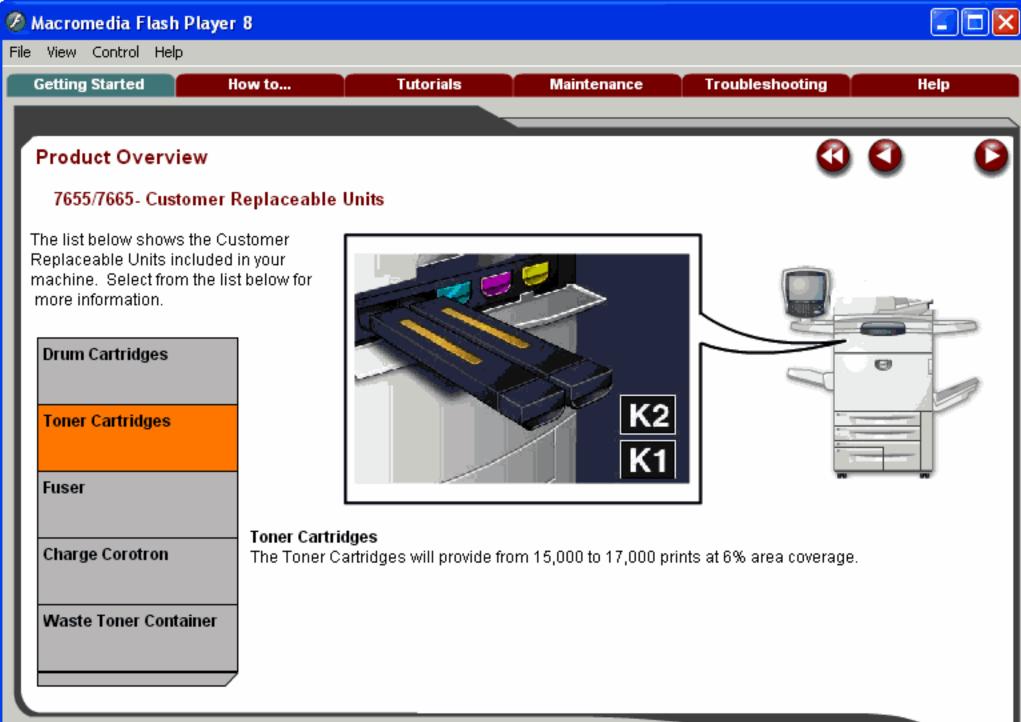
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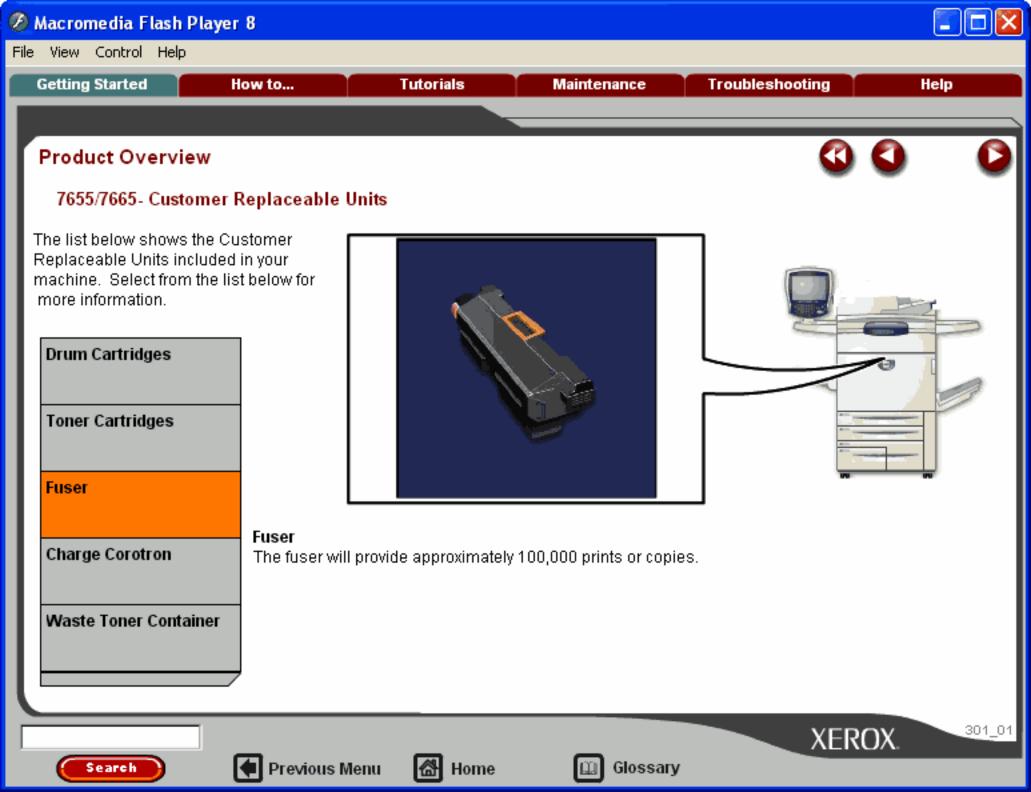








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#### **Product Overview**

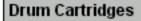






7655/7665 - Customer Replaceable Units

The list below shows the Customer Replaceable Units included in your machine. Select from the list below for more information.

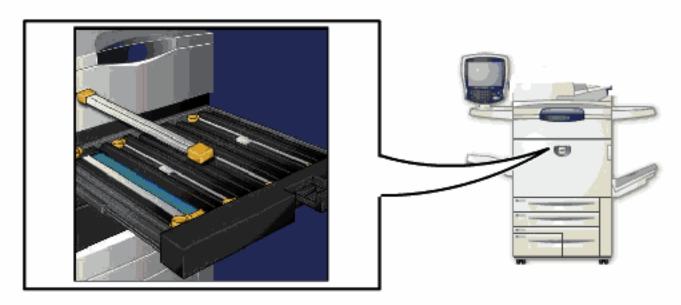


**Toner Cartridges** 

Fuser

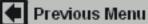
**Charge Corotron** 

**Waste Toner Container** 



#### Charge Corotron

The machine display and this documentation will enable you to successfully install the new Charge Corotron so you do not have to wait for a service call.















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### **Product Overview**



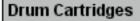




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#### 7655/7665 - Customer Replaceable Units

The list below shows the Customer Replaceable Units included in your machine. Select from the list below for more information.



**Toner Cartridges** 

Fuser

**Charge Corotron** 

**Waste Toner Container** 





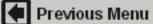
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#### Waste Toner Container

The Waste Toner Container will need changing after approximately 30,000 prints or copies.

















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#### Product Overview







### 7655/7665 - Optional Modes

## Single Line Fax Kit (Embedded)

**Dual Line Fax Kit** (Embedded)

Server Fax

E-mail

Internet Fax

**Network Scanning** Services

The list on the left shows the optional modes that are available for your machine. Select from the list for more information.



#### Single Line Fax Kit (Embedded)

This kit enables a single telephone line connection. Basic Fax, sometimes referred to as Embedded Fax will scan your documents and send them to most types of fax machines that are connected to a telephone network. Your images are sent from your machine directly to the fax number of your choice. This type of fax travels over normal telephone lines and will therefore be charged at telephone rates.









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#### 7655/7665 - Optional Modes

Single Line Fax Kit (Embedded)

**Dual Line Fax Kit** (Embedded)

Server Fax

E-mail

Internet Fax

Network Scanning Services

The list on the left shows the optional modes that are available for your machine. Select from the list for more information.

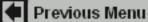


#### Dual Line Fax Kit (Embedded)

This kit enables two telephone lines to be attached to the machine. This provides all the features of the single line fax kit. plus the option of sending and receiving faxes at the same time.



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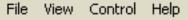












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#### 7655/7665- Optional Modes

Single Line Fax Kit (Embedded)

**Dual Line Fax Kit** (Embedded)

Server Fax

E-mail

Internet Fax

Network Scanning Services

The list on the left shows the optional modes that are available for your machine. Select from the list for more information.



#### Server Fax

Enables users to send and receive hard copy faxes via a fax server. Your images are sent from your machine to a Third Party fax server, which relays them to the fax number of your choice. This type of fax travels over normal telephone lines and will therefore be charged at telephone rates.





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#### 7655/7665 - Optional Modes

Single Line Fax Kit (Embedded)

The list on the left shows the optional modes that are available for your machine. Select from the list for more information.

**Dual Line Fax Kit** (Embedded)

Server Fax

E-mail

Internet Fax

Network Scanning Services



#### E-mail

This is sometimes referred to as Scan to E-mail, allows you to send your scanned images to any valid E-mail address. The scanned image is sent as an e-mail attachment to the specified recipient(s).

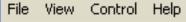












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#### 7655/7665- Optional Modes

Single Line Fax Kit (Embedded)

**Dual Line Fax Kit** (Embedded)

Server Fax

E-mail

Internet Fax

Network Scanning Services

The list on the left shows the optional modes that are available for your machine. Select from the list for more information.



#### Internet Fax

Internet Fax allows you to send your scanned images to another internet fax machine. This type of fax travels over the internet or intranet and will therefore be charged at internet or intranet rates.

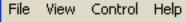


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#### 7655/7665- Optional Modes

Single Line Fax Kit (Embedded) The list on the left shows the optional modes that are available for your machine. Select from the list for more information.

Dual Line Fax Kit (Embedded)

Server Fax

E-mail

Internet Fax

Network Scanning Services

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#### **Network Scanning Services**

Used to scan an original document and convert it into an electronic file. The file can be distributed and stored in a variety of ways. You can access the file from your desktop for further processing or inclusion in your document.

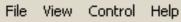


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### **Product Overview**

# 7655/7665- Optional Features

The list below shows the optional features that are available for your machine. Select from the list below for more information.



Direct Connectivity

**Auxiliary Interface** Device

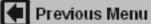
Convenience Stapler



















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#### **Product Overview**





The list below shows the optional features that are available for your machine. Select from the list below for more information.



Direct Connectivity

**Auxiliary Interface** Device

Convenience Stapler



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#### Network Job Based Accounting

Enables the tracking of machine usage for print, copy and scan jobs from multiple machines over the network.

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#### **Product Overview**



#### 7655/7665- Optional Features

The list below shows the optional features that are available for your machine. Select from the list below for more information.



Direct Connectivity

**Auxiliary Interface** Device

Convenience Stapler



#### Direct Connectivity

Provides a USB and Parallel port that will enable you to attach a workstation directly to the machine for local printing.



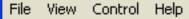












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#### **Product Overview**



The list below shows the optional features that are available for your machine. Select from the list below for more information.



Direct Connectivity

**Auxiliary Interface** Device

Convenience Stapler

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#### Auxiliary Interface Device

This kit enables the use of a third party accounting device such as a card swipe or coin operated unit to control the use of the available machine functions.

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#### **Product Overview**





The list below shows the optional features that are available for your machine. Select from the list below for more information.



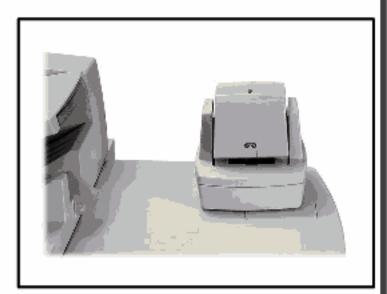
Direct Connectivity

**Auxiliary Interface** Device

Convenience Stapler

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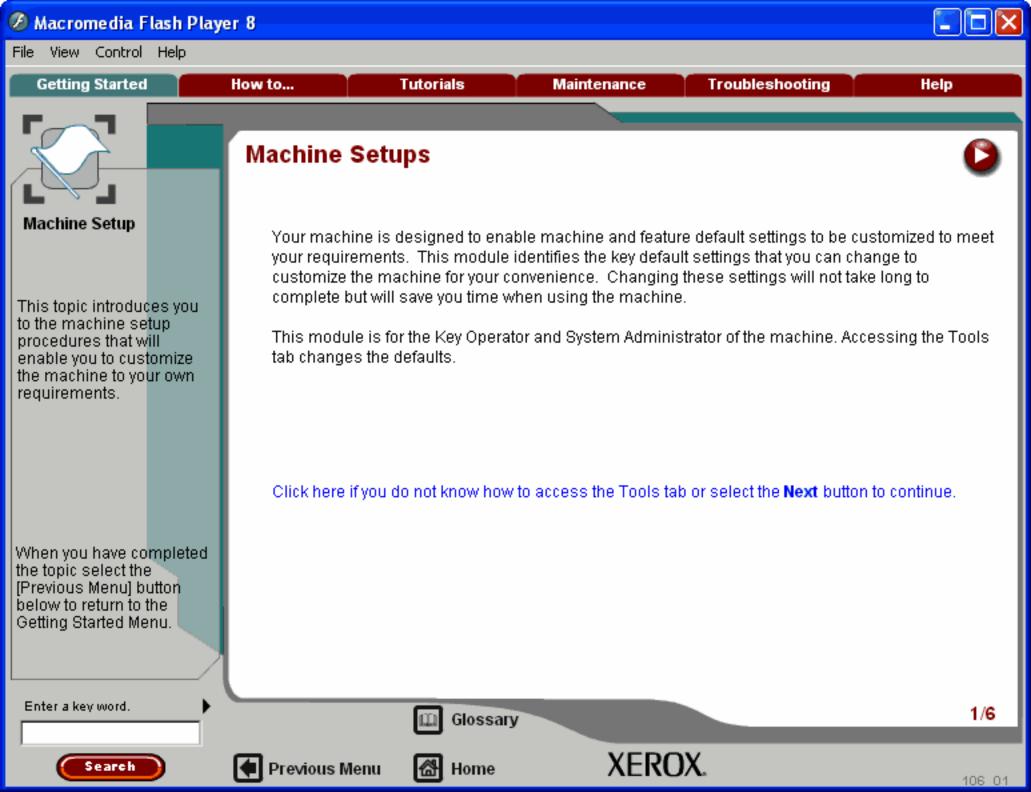
#### Convenience Stapler

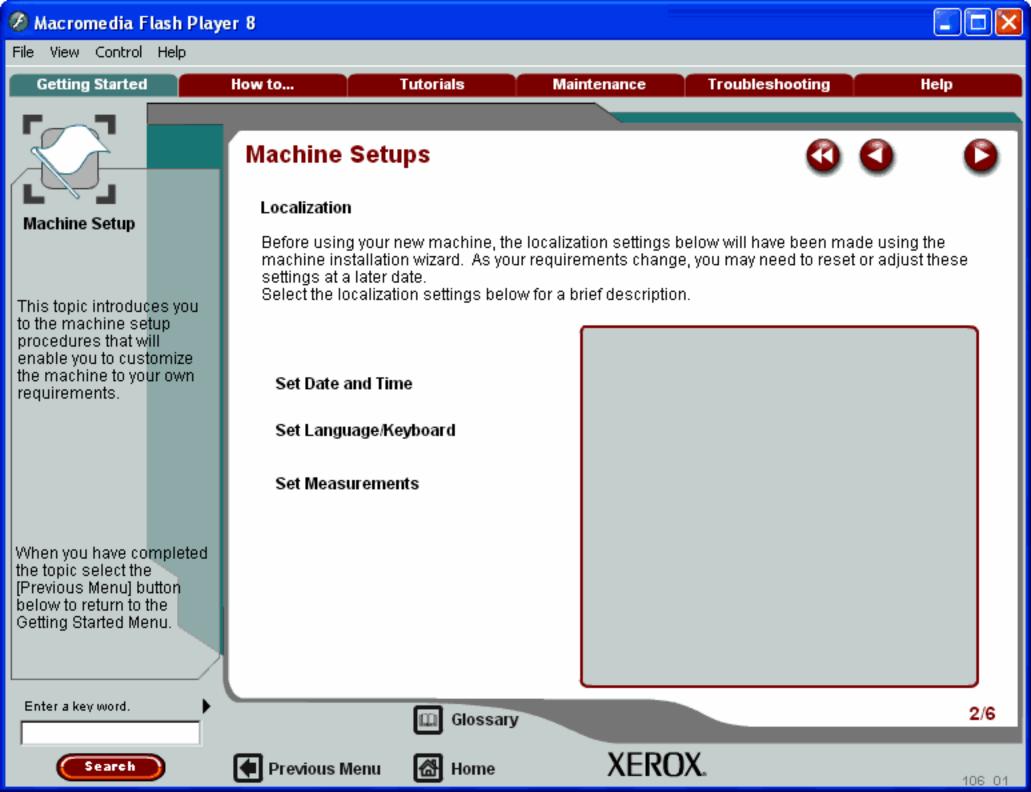
Up to 50 sheets of 24lb can be manually stapled using the Convenience Stapler. The staple cartridge holds 5,000 staples.

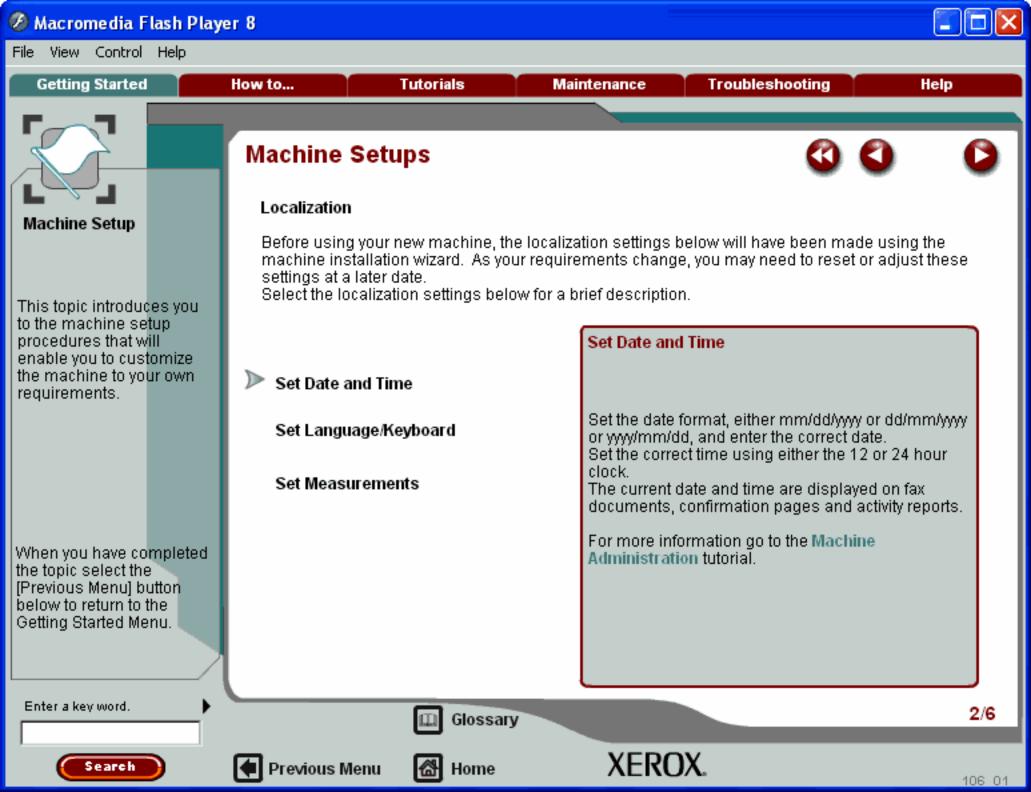


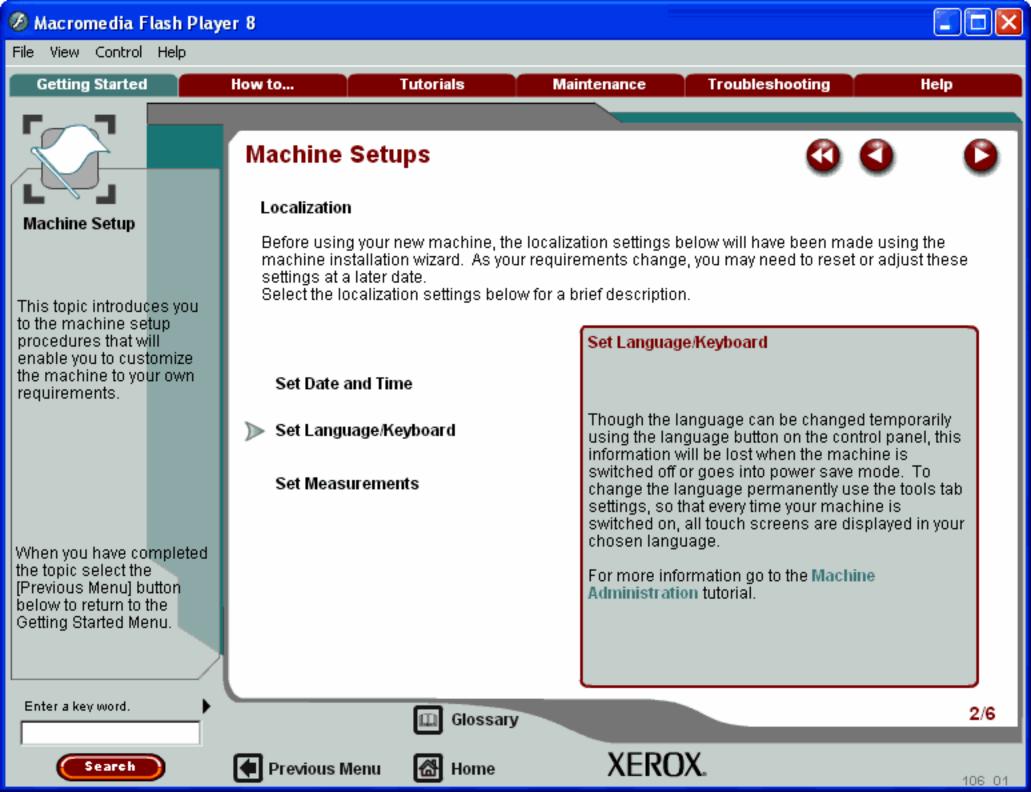


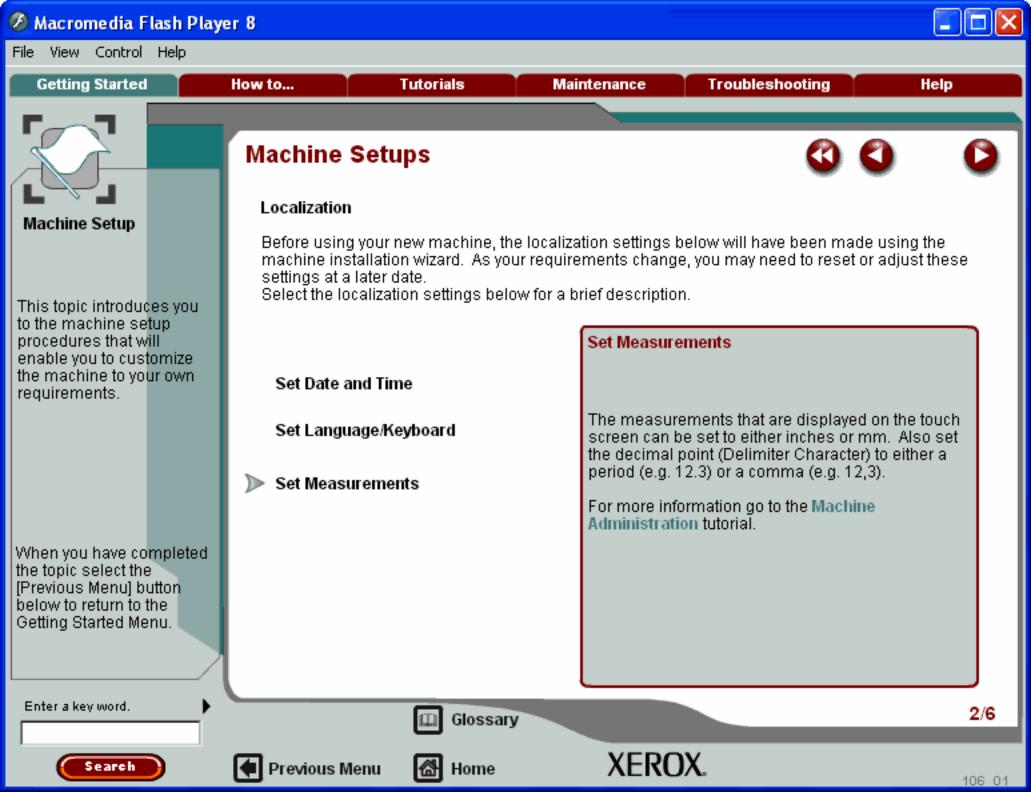


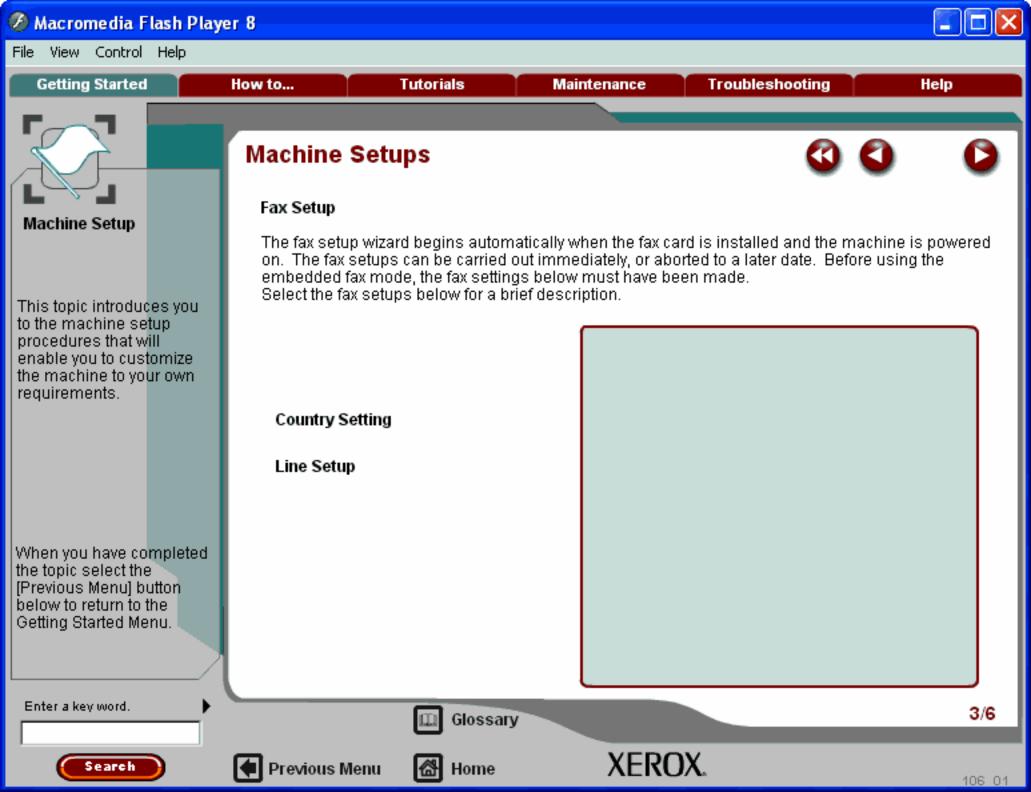


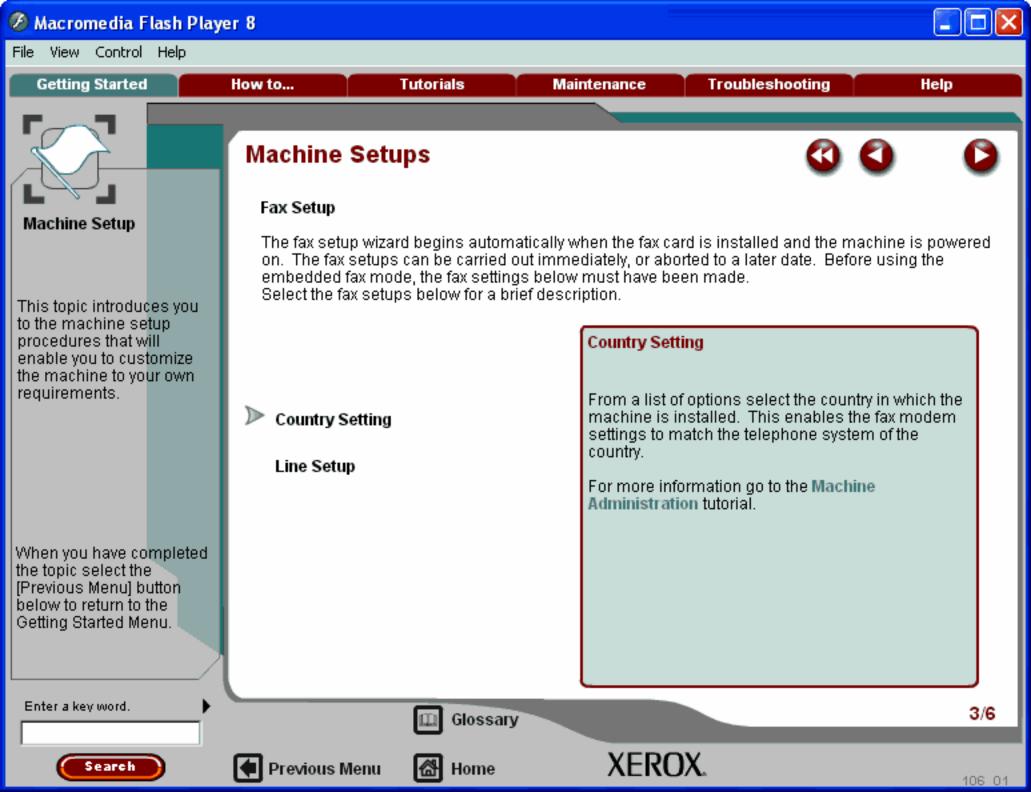


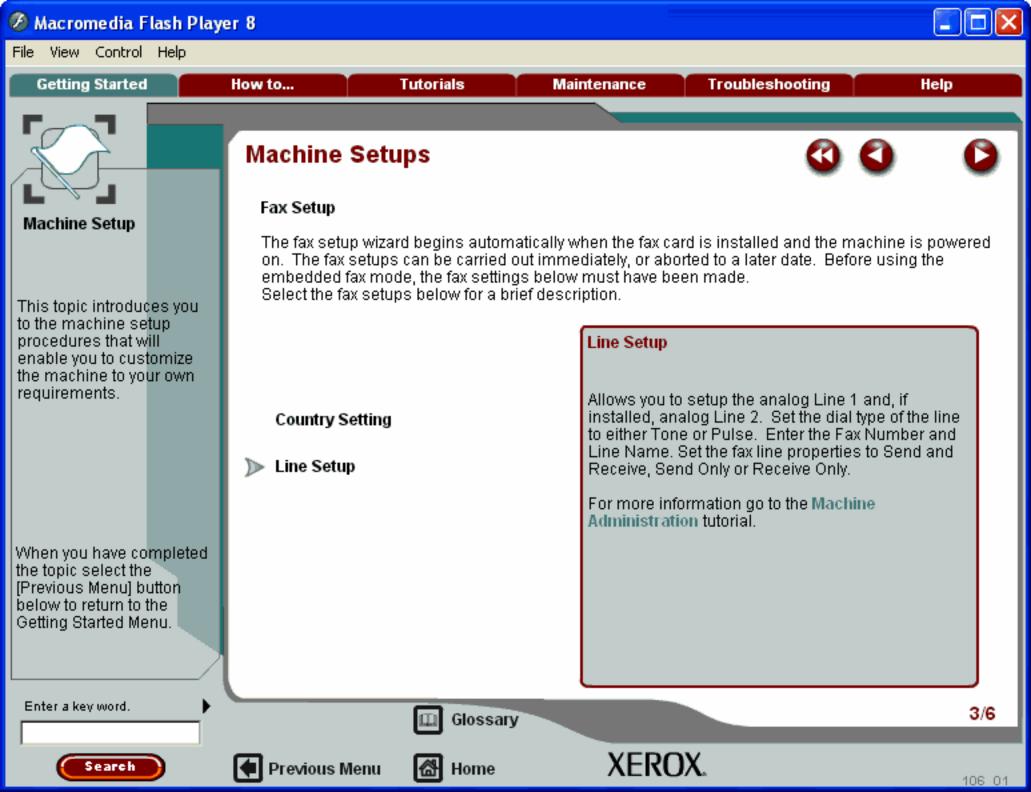


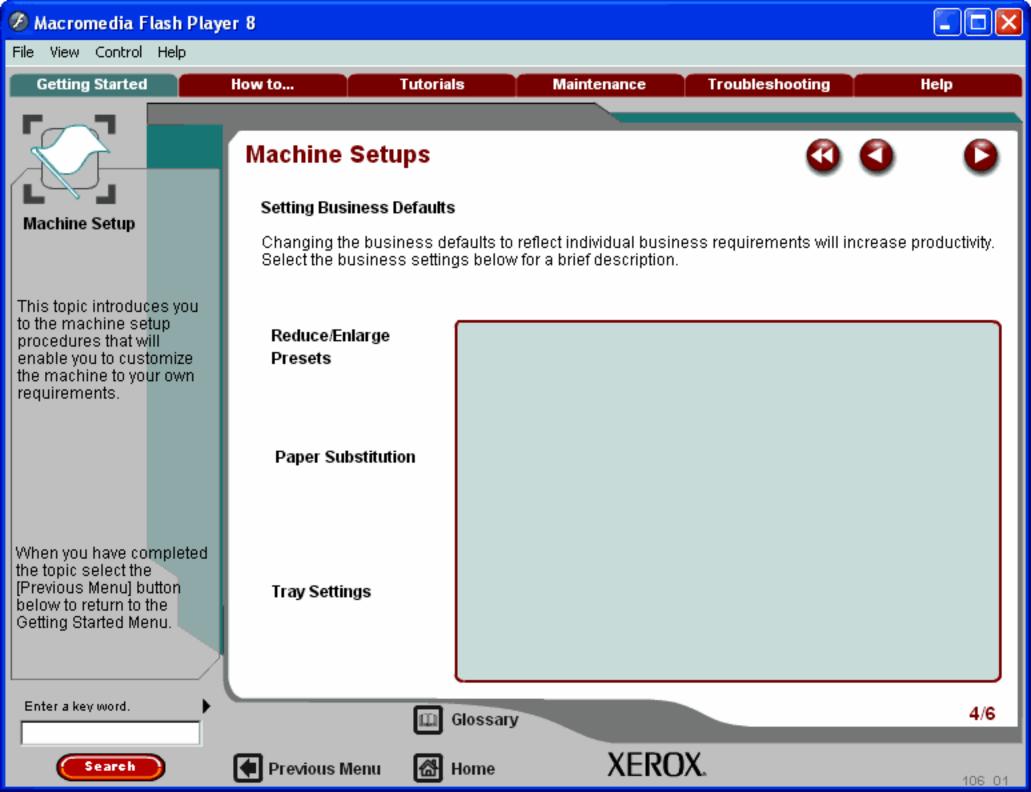


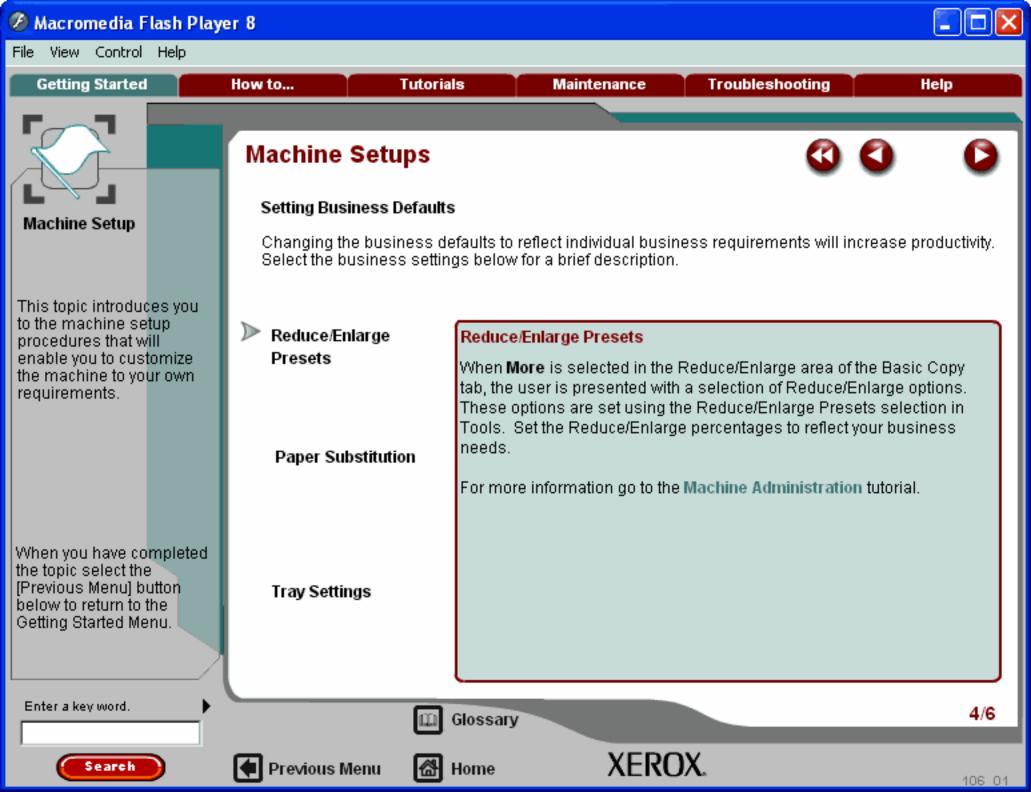


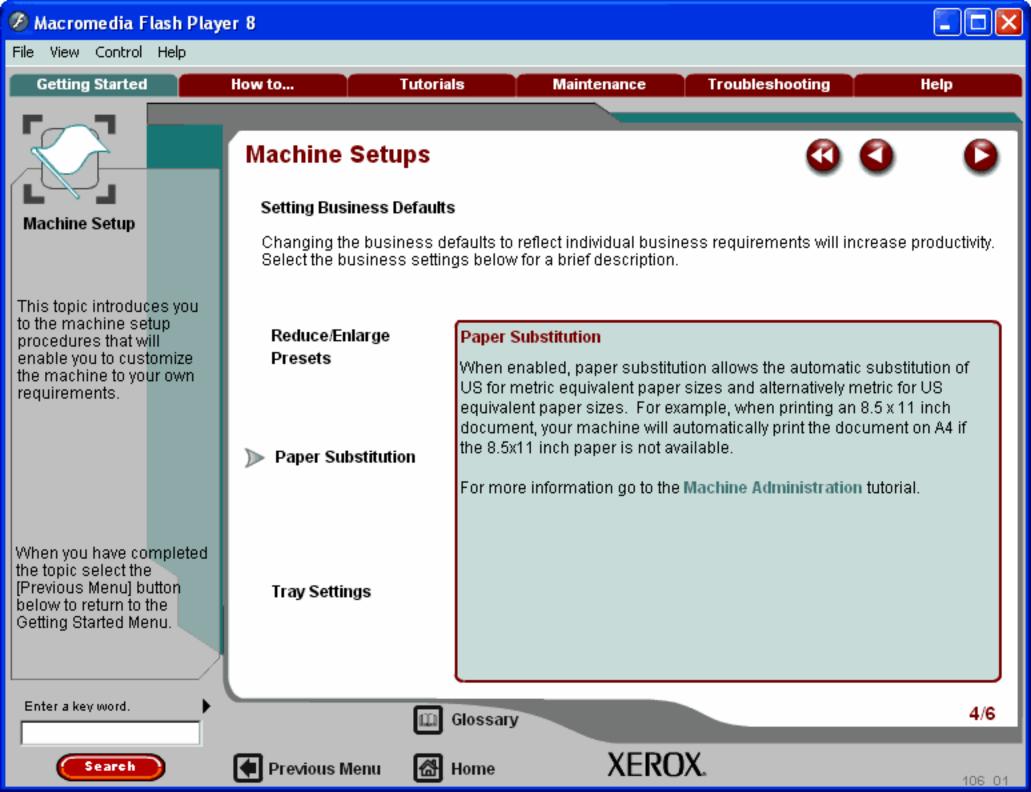


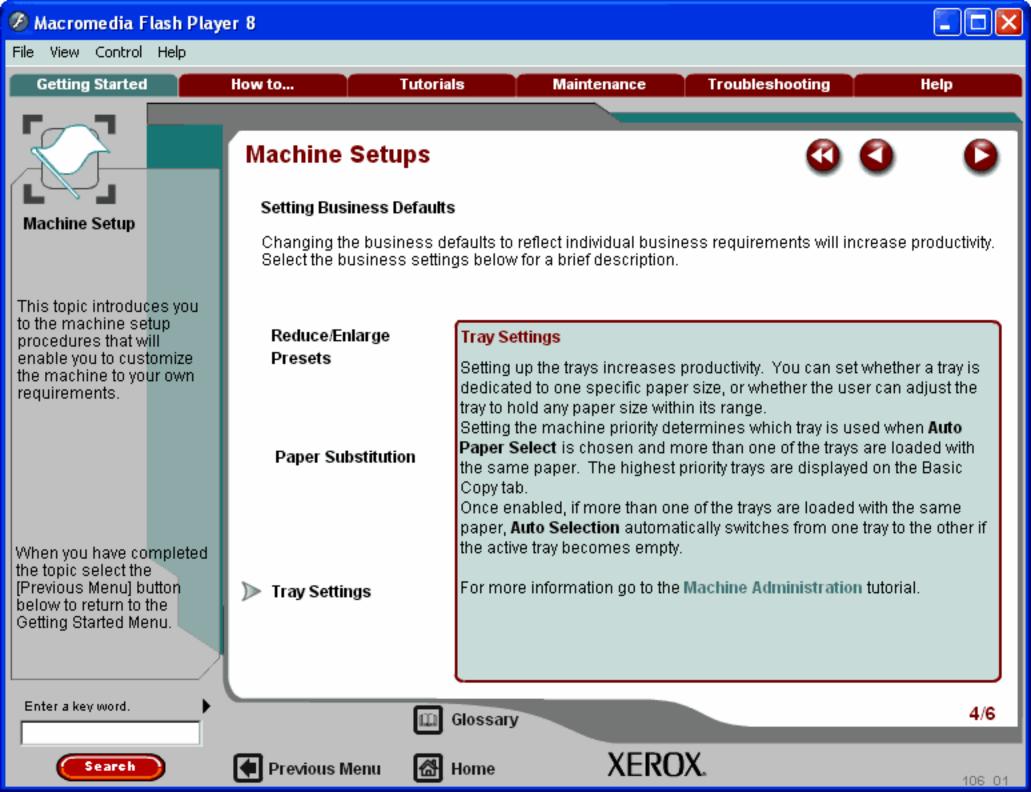


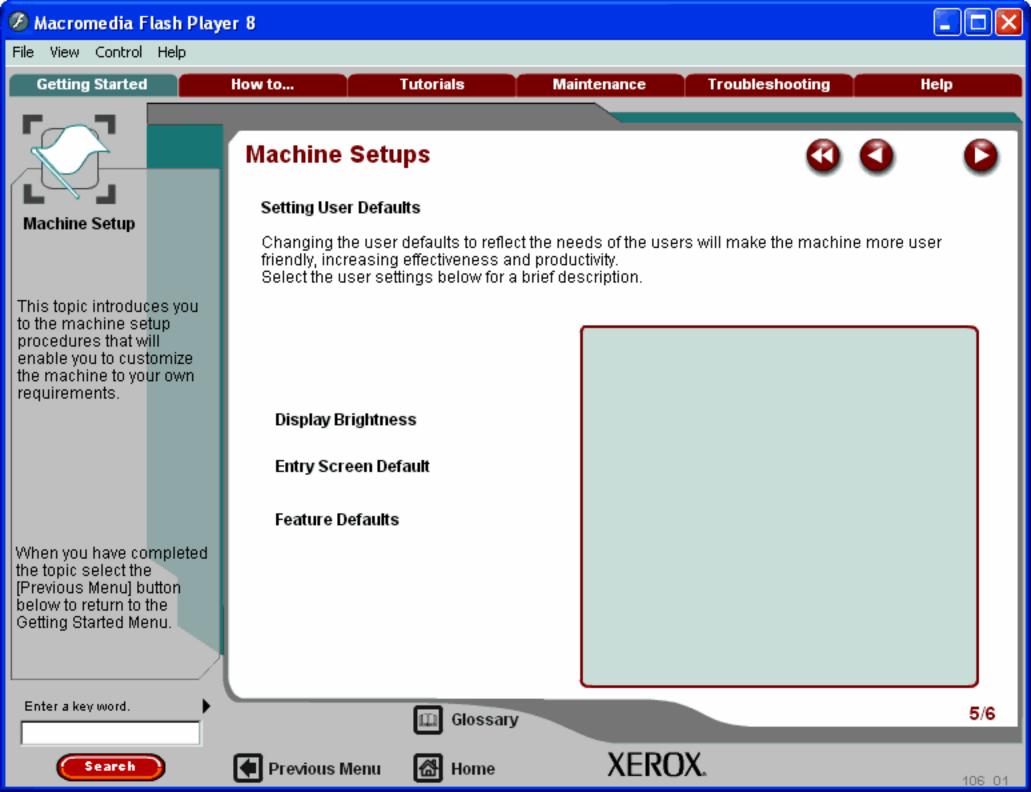


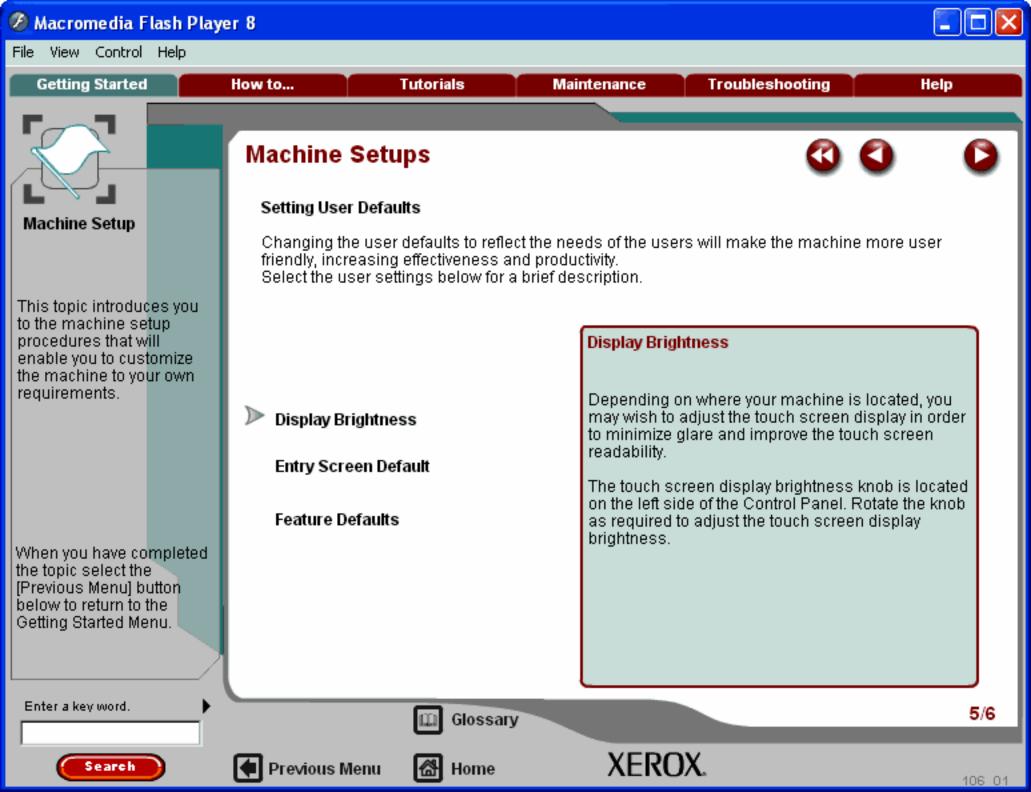


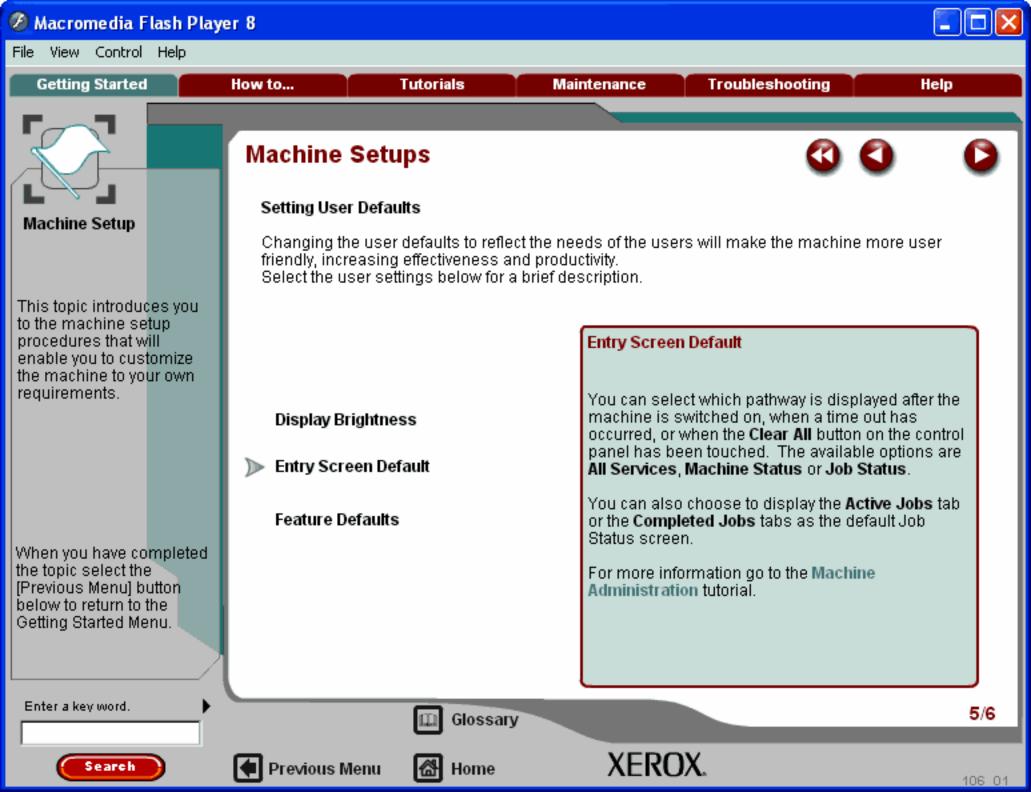


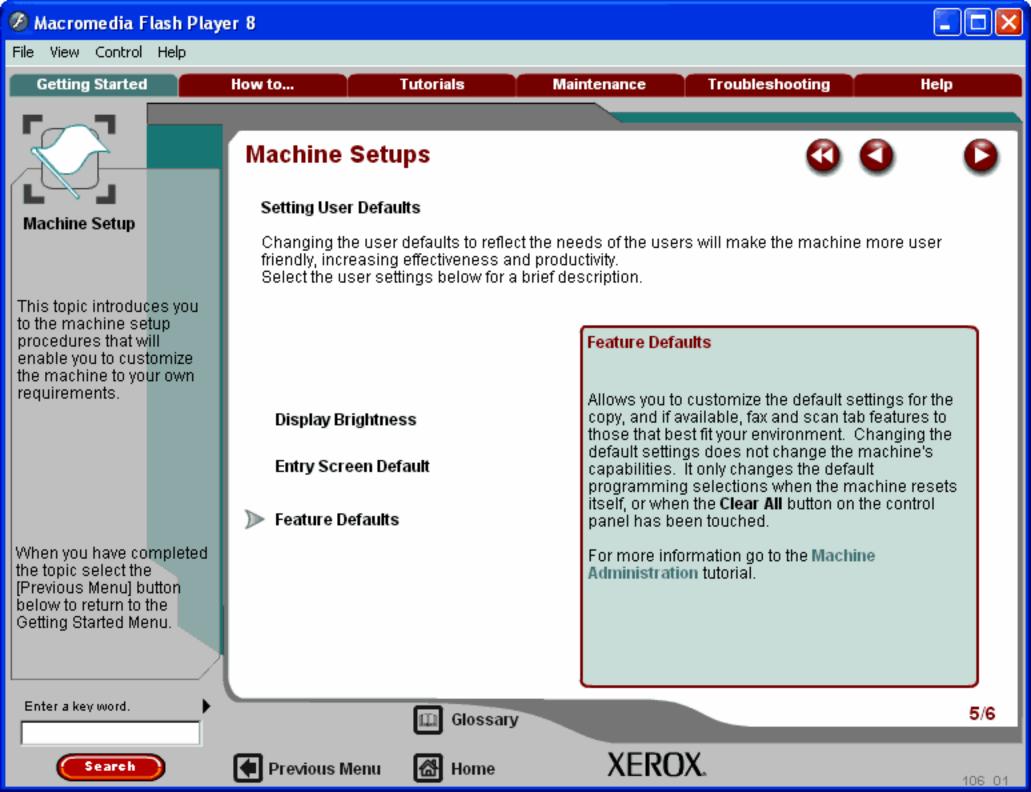


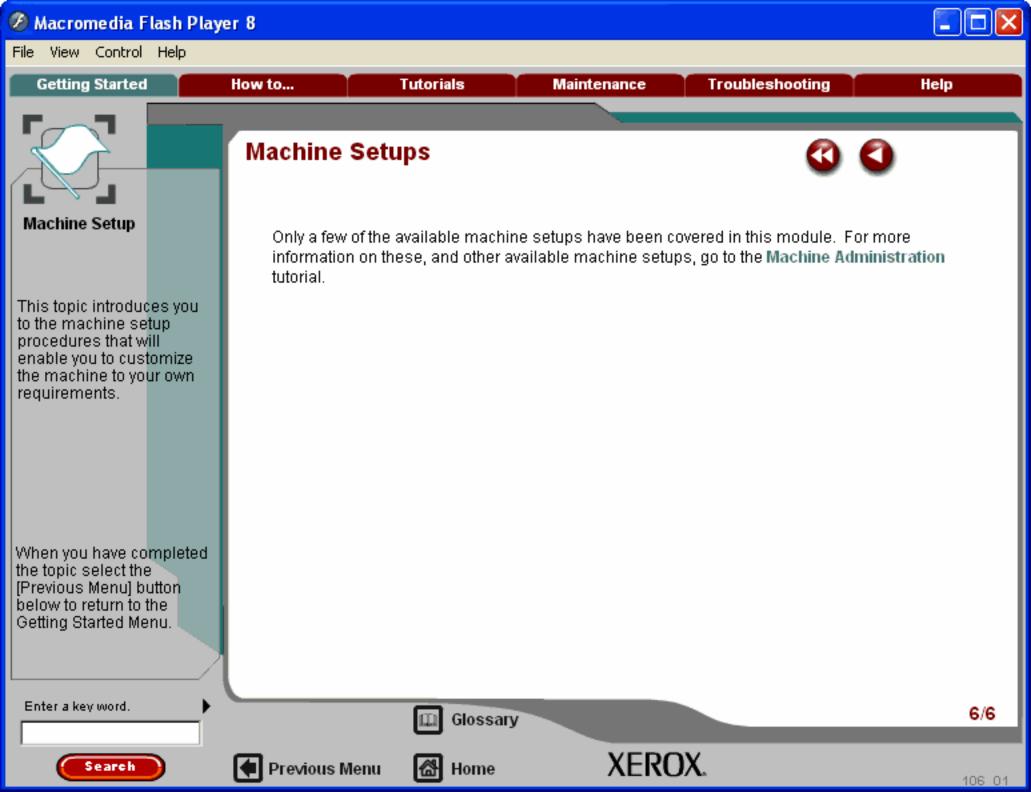




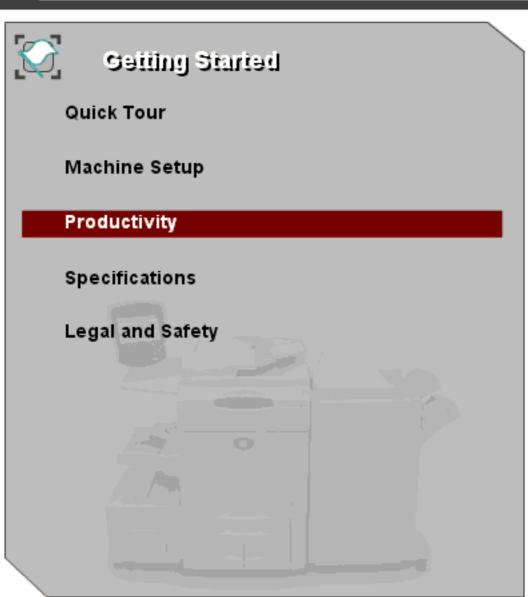












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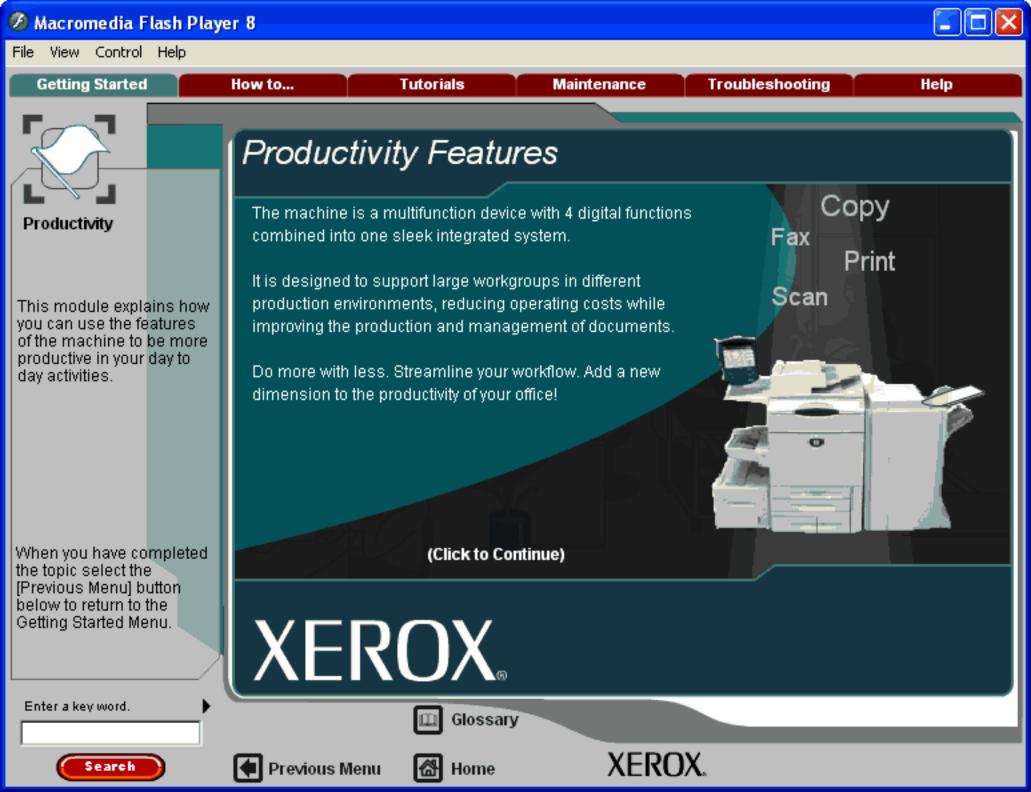


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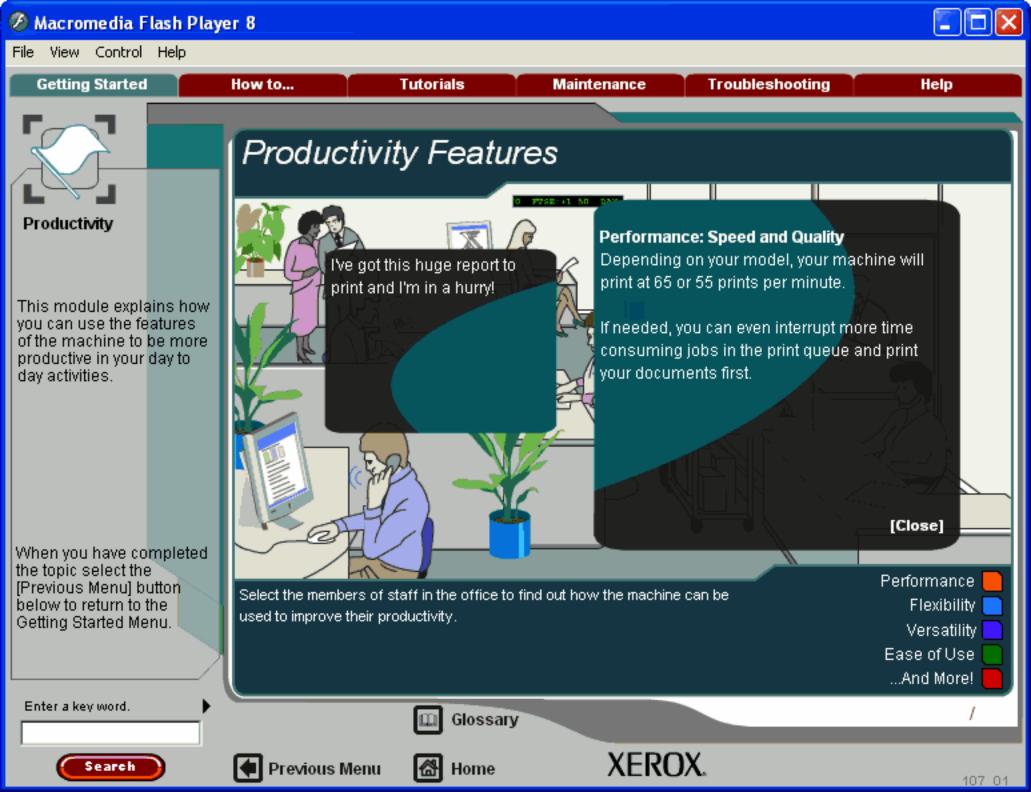
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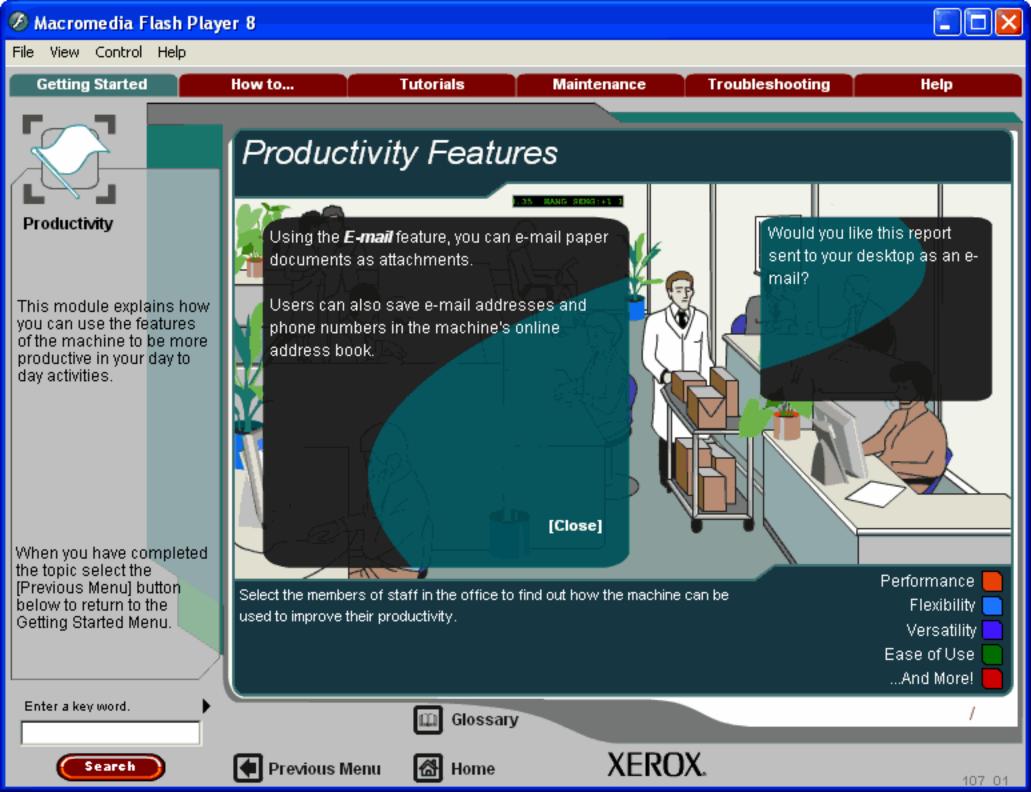
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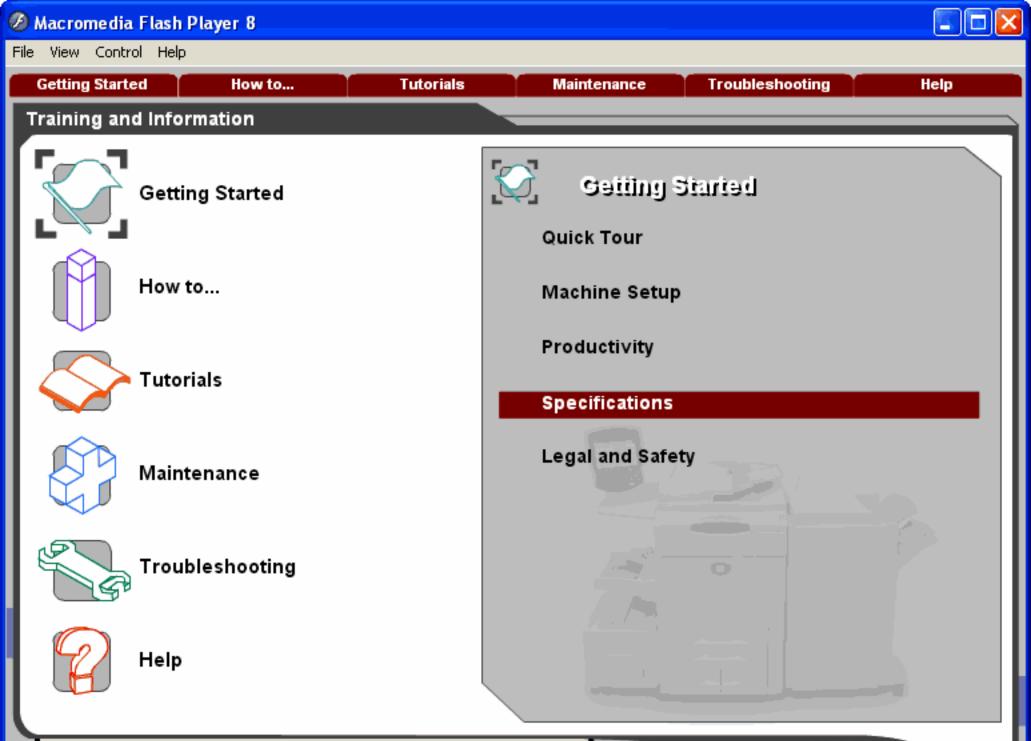
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About this program>>

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## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>>

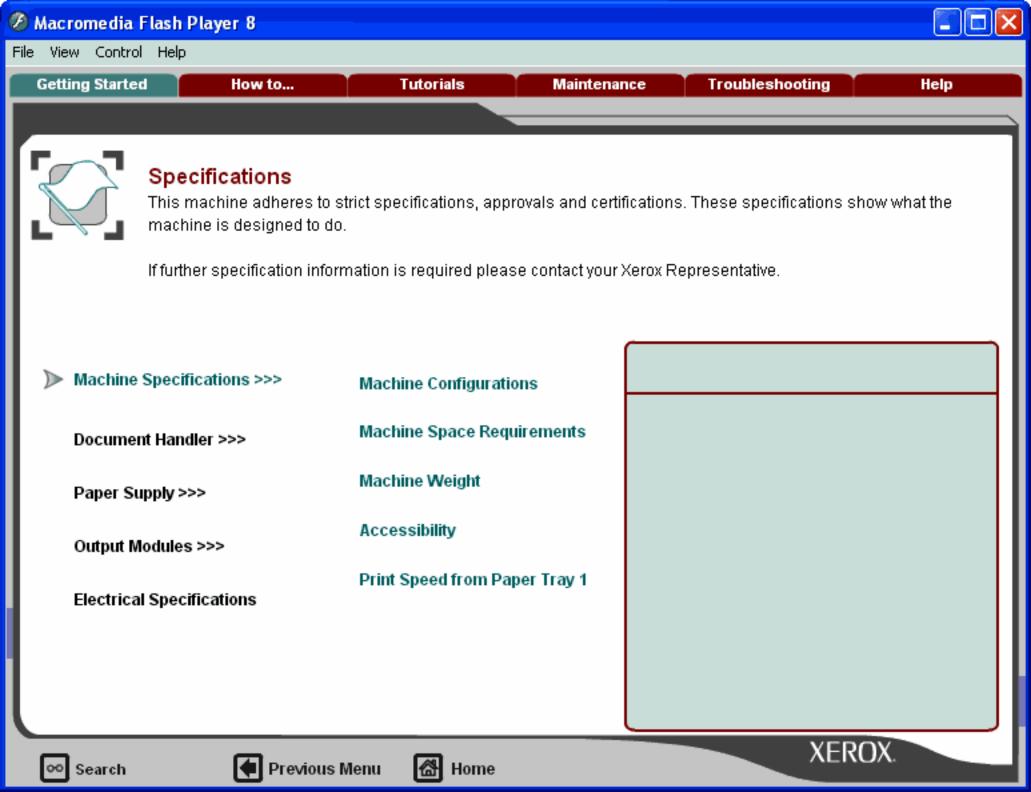
Document Handler >>>

Paper Supply >>>

Output Modules >>>

**Electrical Specifications** 





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# Specifications

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▶ Machine Configurations

Document Handler >>>

Machine Space Requirements

Paper Supply >>>

Machine Weight

Output Modules >>>

Accessibility

**Electrical Specifications** 

Print Speed from Paper Tray 1

#### **Machine Configurations**

All configurations include one each of the following:

- -Duplexing Automatic Document Feeder
- -Full Color Panel Touch Screen User Interface
- -Offsetting Catch Tray
- -5 Standard Paper Trays
- -Controller
- -Additional Feeding and Finishing options are available.

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Machine Specifications >>>

Document Handler >>>

Paper Supply >>>

Output Modules >>>

Electrical Specifications

Machine Configurations

▶ Machine Space Requirements

Machine Weight

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Print Speed from Paper Tray 1

#### Machine Space Requirements

Width: 73 inches

Depth: 67 inches

Height: 53 inches

Additional Space Requirements are needed for additional finishers.

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### Specifications

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Machine Specifications >>>

Document Handler >>>

Paper Supply >>>

Output Modules >>>

**Electrical Specifications** 

Machine Configurations

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Print Speed from Paper Tray 1

#### Machine Weight

With User Interface and Catch Tray: Approximately 600lb.

With User Interface, Catch Tray, and High Capacity Feeder:
Approximately 675lb.

Advanced Office Finisher: add approximately 176lb.

Professional Finisher: add approximately 233lb.











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### Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>>

**Machine Configurations** 

Document Handler >>>

Machine Space Requirements

Paper Supply >>>

Machine Weight

Output Modules >>>

Accessibility

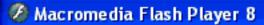
**Electrical Specifications** 

Print Speed from Paper Tray 1

Accessibility

Accessible from the front and from both of the sides.









**Getting Started** How to... **Tutorials** Troubleshooting Maintenance Help



### Specifications

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Machine Specifications >>>

Machine Configurations

Document Handler >>>

Machine Space Requirements

Paper Supply >>>

Machine Weight

Output Modules >>>

Accessibility

Electrical Specifications

▶Print Speed from Paper Tray 1

Print Speed from Paper Tray 1

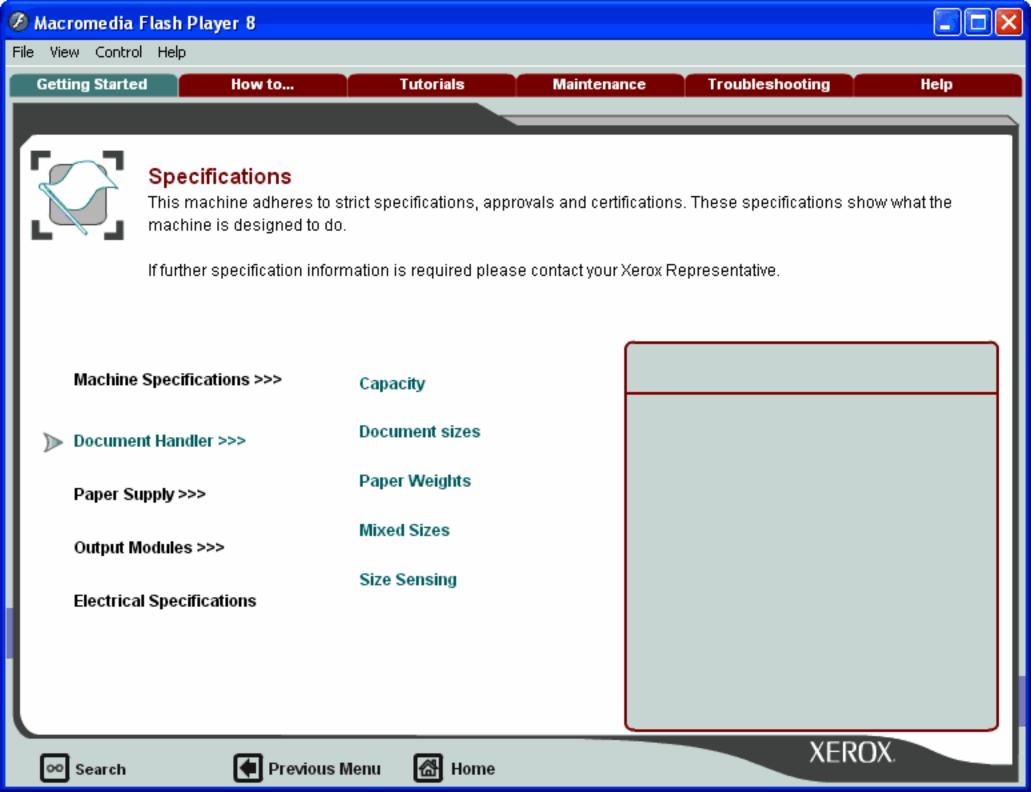
#### WorkCentre 7665:

8.5"x11" LEF: 65 ppm one-sided black and white, 50 ppm one-sided color

#### WorkCentre 7655:

8.5"x11" LEF: 55 ppm one-sided black and white, 40 ppm one-sided color









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# Specifications

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If further specification information is required please contact your Xerox Representative.







Document sizes

Paper Supply >>>

Paper Weights

Output Modules >>>

Mixed Sizes

•

Size Sensing

**Electrical Specifications** 

#### Capacity

250 sheets of 20 lb paper









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### Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>>

Capacity

Document Handler >>>

Document sizes

Paper Supply >>>

Paper Weights

Output Modules >>>

Mixed Sizes

Size Sensing

**Electrical Specifications** 

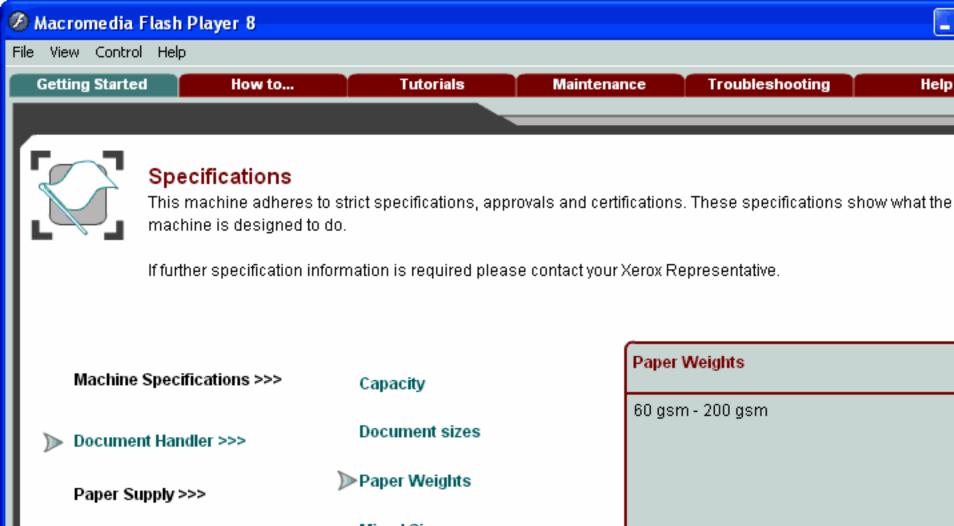
**Document sizes** 

5.5"x8.5" to 11"x17"SEF or 5.5"x8.5" to 8.5"x11" LEF

Search

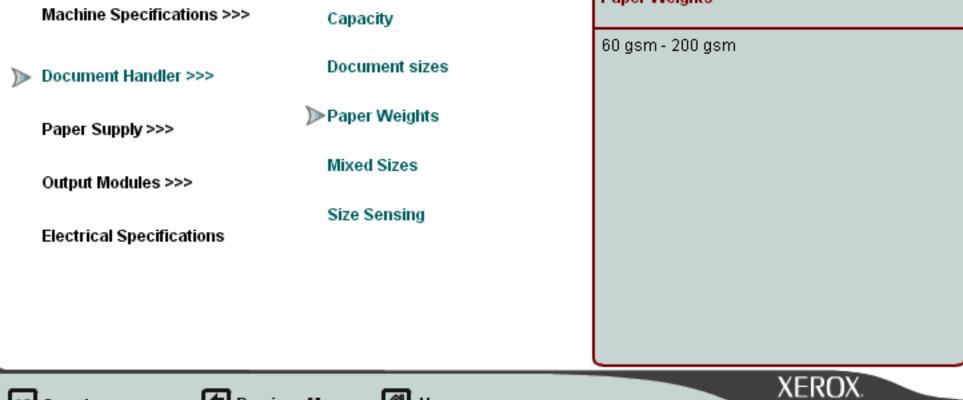






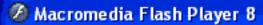
Previous Menu

Search

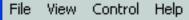


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# Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>> Capacity

Document Handler >>> Document sizes

Paper Supply >>>

Output Modules >>>

Size Sensing

Electrical Specifications

#### Mixed Sizes

Yes - when selected on the user interface and the lead edges have the same dimensions (8.5"x11" LEF and 11"x17" SEF, 8.5"x11" SEF and 8.5"x14" SEF)







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## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>> Capacity

Document Handler >>> Document sizes

Paper Supply >>>

Mixed Sizes

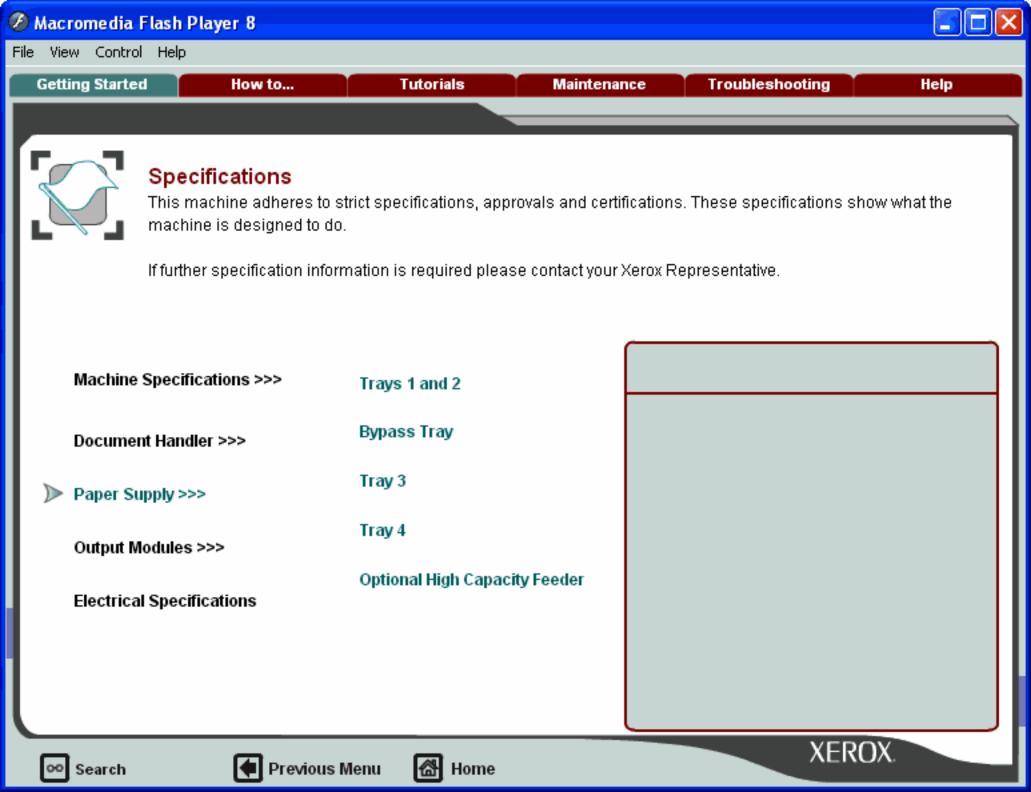
.

Size Sensing

Document sizes can be detected by sensors within the Document Handler.

Output Modules >>>







**Getting Started** How to... **Tutorials** Troubleshooting Maintenance Help



## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>>

Trays 1 and 2

Document Handler >>>

Bypass Tray

Paper Supply >>>

Tray 3

Output Modules >>>

Tray 4

Electrical Specifications

Optional High Capacity Feeder

Travs 1 and 2

Capacity: 500 sheets of 20lb bond per tray.

Paper Weights: 17lb bond - 110lb index.

Paper Sizes: 8.5"x5.5" LEF to 11"x17" SEF

Auto Size Sensing: 5.5"x8.5" SEF, B5 SEF, A4 SEF, A4 LEF, 8.5"x11" SEF, 8.5"x11" LEF, 8.5"x13" SEF, 8.5"x14" SEF, B4 SEF, A3 SEF, 11"x17" SEF, 7.25"x10.5" LEF, 8"x10" SEF

Media Type: Plain; Bond; Heavyweight; Extra Heavyweight; Glossy; Heavyweight Glossy; Labels; Transparencies; Custom

XEROX

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## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>>

Trays 1 and 2

Document Handler >>>

**▶**Bypass Tray

Paper Supply >>>

Tray 3

Output Modules >>>

Tray 4

Electrical Specifications

Optional High Capacity Feeder

Bypass Tray

Capacity: 250 sheets of 20lb bond Paper Weights: 17lb bond - 300gsm.

Paper Sizes: 4.0"x6.0" SEF to 13"x19" SEF Auto Size Sensing: B5 SEF, 8.5"x11" SEF, 8.5"x11" LEF, 8.5"x13" SEF, 8.5"x14" SEF, B4 SEF, A3 SEF, 11"x17" SEF

Media Type: Plain; Bond; Heavyweight; Extra Heavyweight; Glossy; Heavyweight Glossy; Labels; Transparecies; Custom





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# Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>> Trays 1 and 2

**Bypass Tray** Document Handler >>>

Tray 3 Paper Supply >>>

Tray 4 Output Modules >>>

Optional High Capacity Feeder

Tray 3

Capacity: 870 sheets of 20lb bond.

Paper Sizes: A4 LEF, 8.5" x 11" LEF, 7.25" x 10.5"

LEF

Paper Weights: 17lb bond - 110lb index Auto Size Sensing: 8.5"x11" LEF, A4 LEF,

7.25"x10.5" LEF

Media Type: Plain; Bond; Heavyweight; Extra

Heavyweight; Glossy; Heavyweight Glossy;

Labels; Transparencies; Custom

Search

Electrical Specifications







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## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>> Trays 1 and 2

Document Handler >>> Bypass Tray

Paper Supply >>>

▶ Tray 4
Output Modules >>>

Optional High Capacity Feeder

Tray 4

Capacity: 1140 sheets of 20lb bond.

Paper Sizes: A4 LEF, 8.5" x 11" LEF, 7.25 x 10.5"

LEF

Paper Weights: 17lb bond - 110lb index Auto Size Sensing: 8.5"x11" LEF, A4 LEF,

7.25"x10.5" LEF

Media Type: Plain; Bond; Heavyweight; Extra

Heavyweight; Glossy' Heavyweight Glossy;

Labels; Transparencies; Custom

Electrical Specifications









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## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.



Document Handler >>> Bypass Tray

Paper Supply >>>

Tray 4
Output Modules >>>

▶ Optional High Capacity Feeder

## Optional High Capacity Feeder

Capacity: 2000 sheets of 20lb bond.

Paper Sizes: A4 LEF, 8.5" x 11" LEF, 7.25" x 10.5"

LEF

Paper Weights: 17lb bond - 110lb index

Media Type: Bond; Punched; Plain; Letterhead;

Pre-printed

Electrical Specifications







1.10 1.011 201.6101 1.10

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## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>>

Simple Catch Tray

Document Handler >>>

Offsetting Catch Tray

Paper Supply >>>

Advanced Office Finisher

Output Modules >>>

Professional Finisher (with Booklet Maker)

**Electrical Specifications** 

## Simple Catch Tray

Capacity: approximately 500 sheets of 20lb bond.

Tray Full Detection: No







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## Specifications

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Machine Specifications >>>

Simple Catch Tray

Document Handler >>>

Offsetting Catch Tray

Paper Supply >>>

Advanced Office Finisher

Output Modules >>>

Professional Finisher (with **Booklet Maker)** 

Electrical Specifications

Offsetting Catch Tray

Capacity: approximately 500 sheets of 20lb bond

Tray Full Detection: Yes











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## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

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Machine Specifications >>>

Simple Catch Tray

Document Handler >>>

Offsetting Catch Tray

Paper Supply >>>

Advanced Office Finisher

Output Modules >>>

Professional Finisher (with **Booklet Maker)** 

Electrical Specifications

#### Advanced Office Finisher

Capacity top tray: approximately 500 sheets Capacity lower tray: 3000 sheets of 20lb bond 8.5" x 11" size

Paper Sizes: 4"x6" SEF to 12"x19" SEF Paper Weights: 17lb bond - 110lb index

Stapling: 50 sheets of 24lb bond

Staples: 5000 per cartridge

Hole Punch: 2/4 hole or 2/3 hole punch option

Search





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# Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>>

Simple Catch Tray

Document Handler >>>

Offsetting Catch Tray

Paper Supply >>>

Advanced Office Finisher

Dutput Modules >>>

Professional Finisher (with Booklet Maker)

Electrical Specifications

## Professional Finisher (with Booklet Maker)

Capacity top tray: approximately 500 sheets Capacity lower tray: 1500 sheets of 20lb bond 8.5" x 11" size

Paper Sizes: 4"x6" SEF to 12"x19" SEF Paper Weights: 17lb bond - 110lb index

Stapling: 50 sheets of 24lb bond

Staples: 5000 per cartridge

Hole Punch: 2/4 hole or 2/3 hole punch option Booklet Making: Bi-folded booklets(5 sheets

maximum), or Saddle-stitched and Centerfolded booklets(15 sheets maximum)

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## Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

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Machine Specifications >>>

Document Handler >>>

Paper Supply >>>

Output Modules >>>

Electrical Specifications

## **Electrical Specifications**

#### North America

Voltage: 110-127 VAC +/- 10% (99-140 VAC)

Frequency: 50/60 Hz +/- 3%

Power Consumption: 1.104 KVA maximum

printing continuously

#### Europe

Voltage: 220-240 VAC +/- 10% (198-264 VAC)

Frequency: 50/60 Hz +/- 3%

Power Consumption: 1.145 KVA maximum

printing continuously





About this program>>

XEROX.

XEROX

File View Control Help

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## Legal and Safety

These modules contain important legal and safety information. They explain the procedures you should use in order to avoid injury to yourself or damage to your machine. They also identify and explain the legal and safety regulations that apply to this machine.

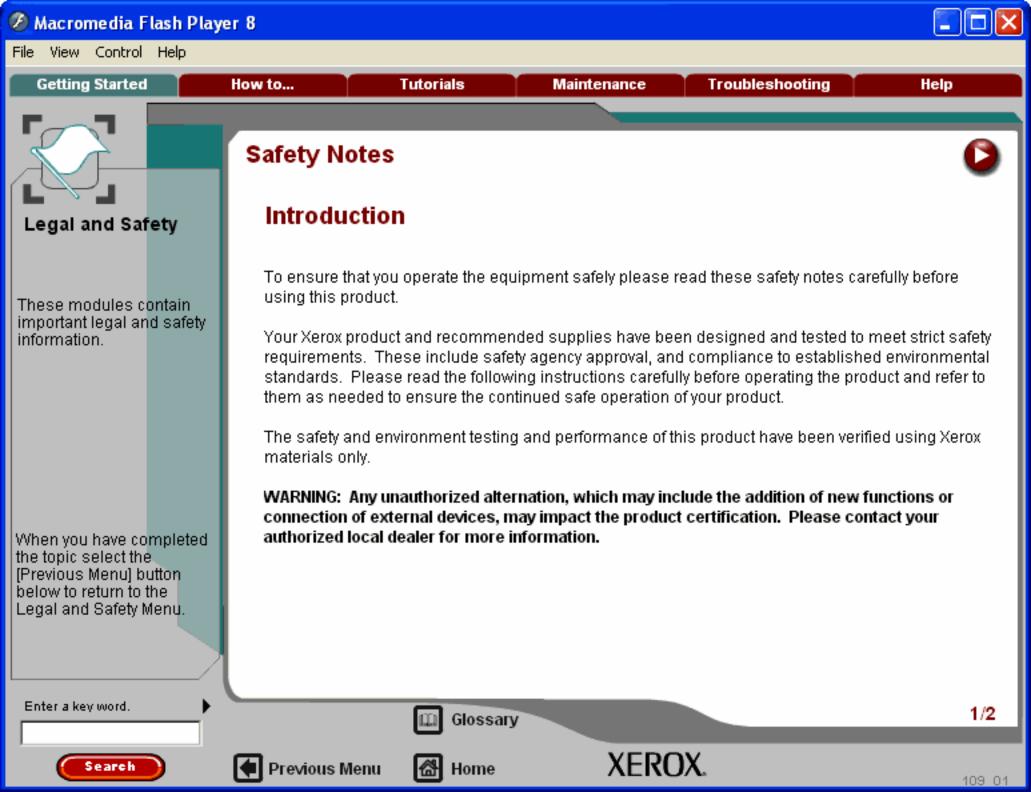
To ensure you that operate the equipment safely please read these safety notes carefully before using this product.

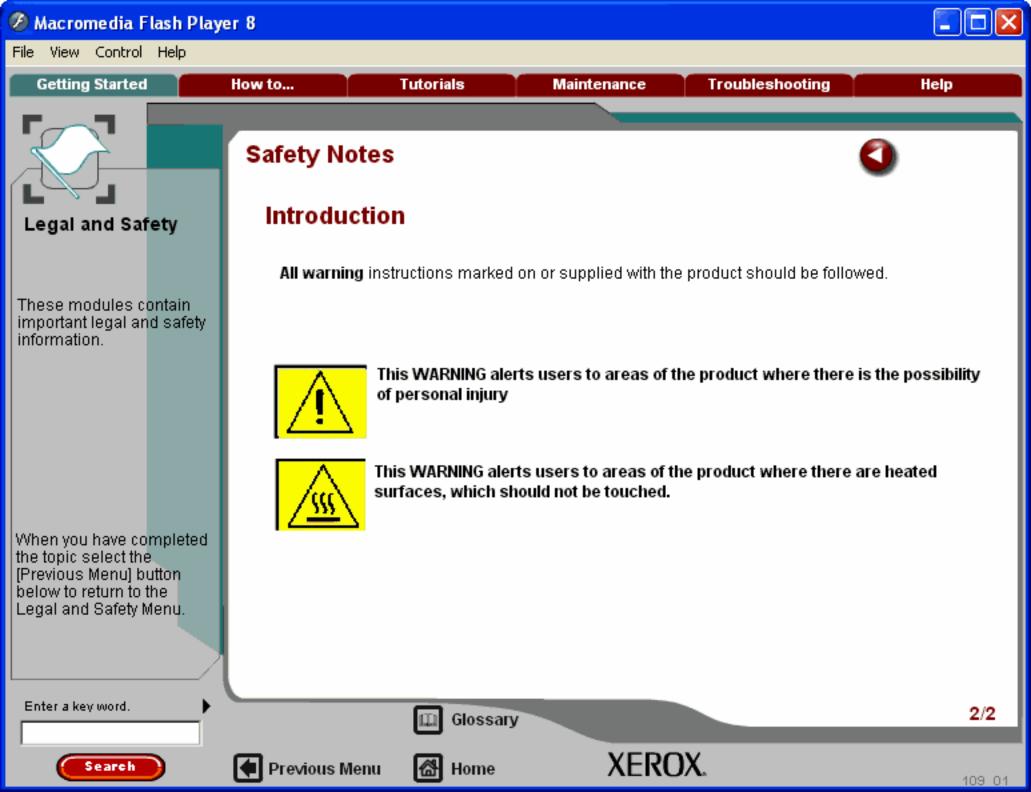
Introduction

Safety Notes

Regulatory Information

**Environmental Compliance** 





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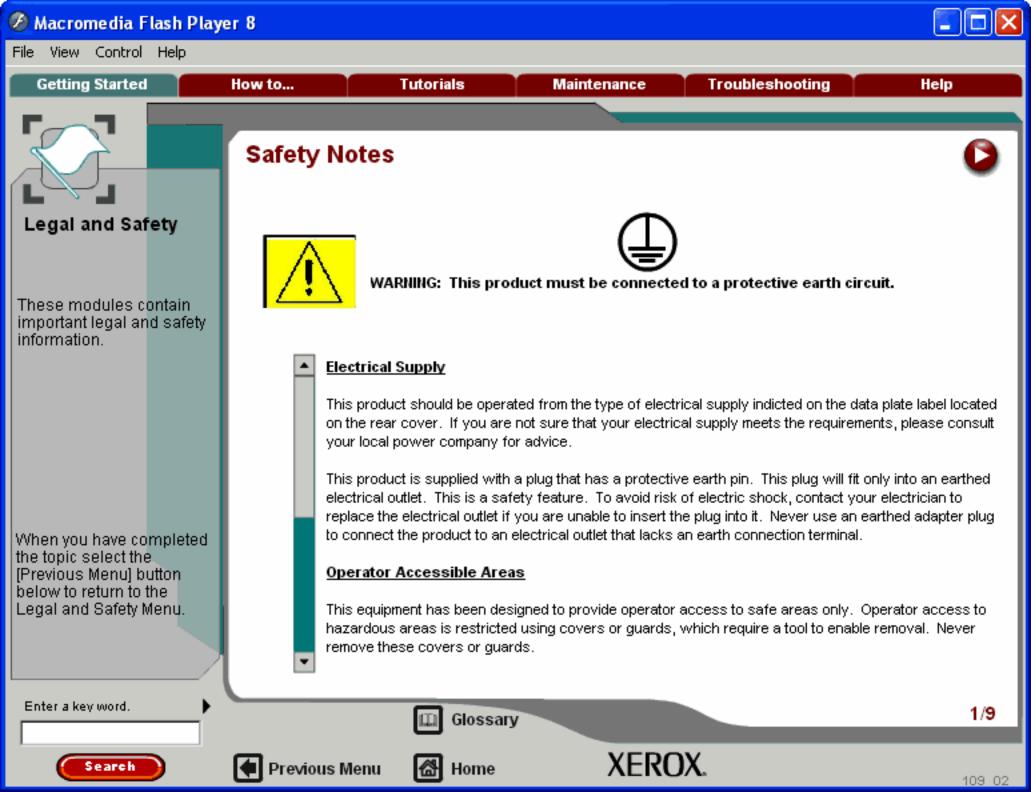


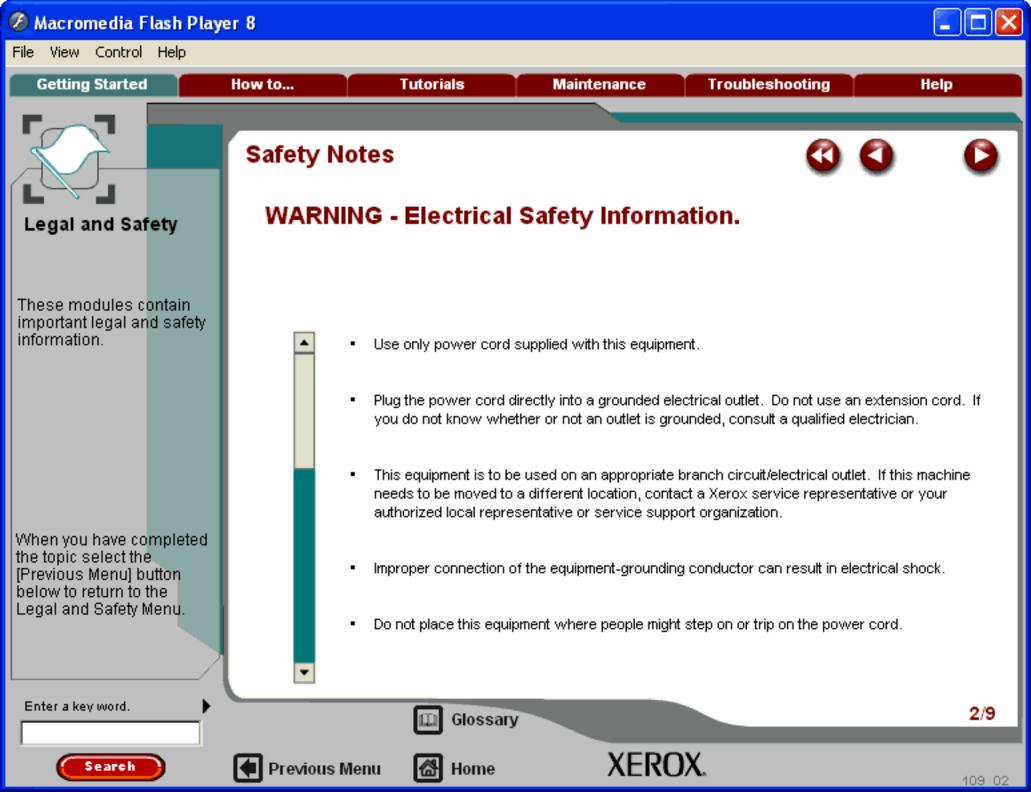
Regulatory Information

**Environmental Compliance** 

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Help





**Troubleshooting** 







These modules contain important legal and safety information.

When you have completed the topic select the [Previous Menu] button below to return to the Legal and Safety Menu.

# Laser Safety Information

**Tutorials** 

CAUTION: Use of controls, adjustments or performance of procedure other than those specified herein may result in hazardous light exposure.

Maintenance

This product complies with safety standards and is certified as a Class 1 Laser product under the US Department of Health and Human Services (DHSS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This product does not emit hazardous laser radiation.

Since radiation emitted inside this product is completely confined within the protective housing and external covers, the laser beam cannot escape from the machine during any phase of the user operation. The Center for Devices and Radiological Health (CDRH) of the US Food and Drug Administration implemented regulations for laser products on August 1 1976. These regulations apply to laser products marketed in the United States. The label on the machine indicates compliance with CDRH regulations and must be attached to laser products marketed in the United States.

This product contains laser warning labels. These labels are intended for use by Xerox Service Representatives and are placed on or near panels or shields that require special tools for removal. Do not remove any of the panels. There are no operator serviceable areas inside these covers.

Enter a key word.



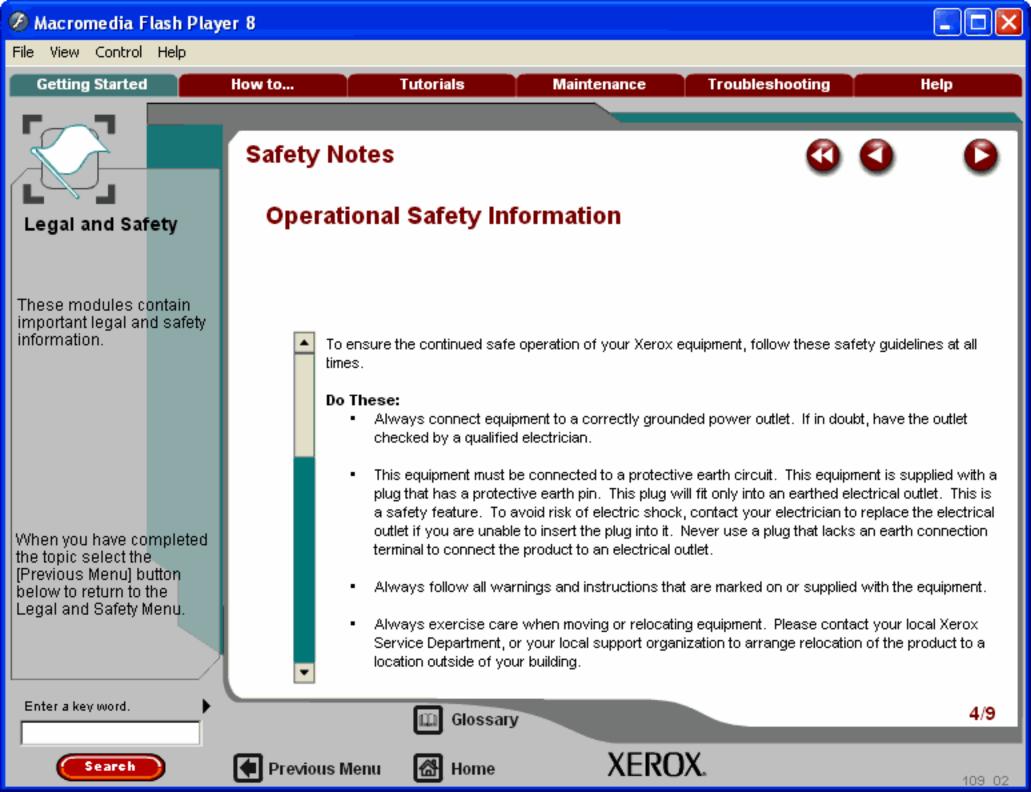


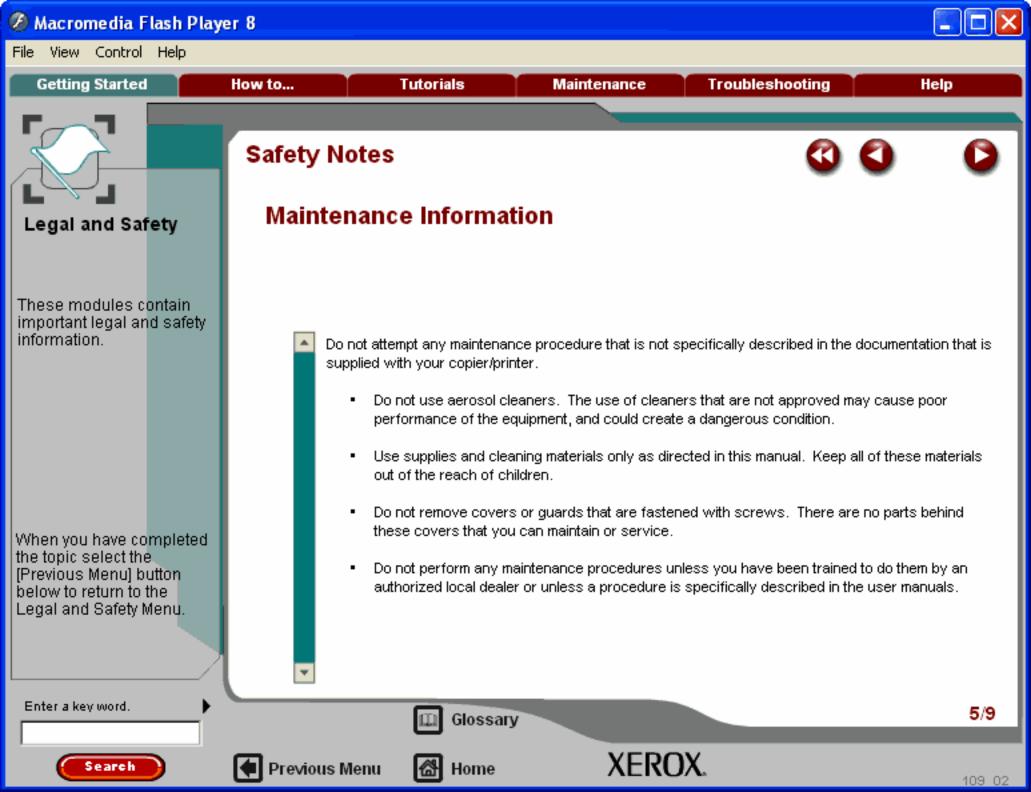


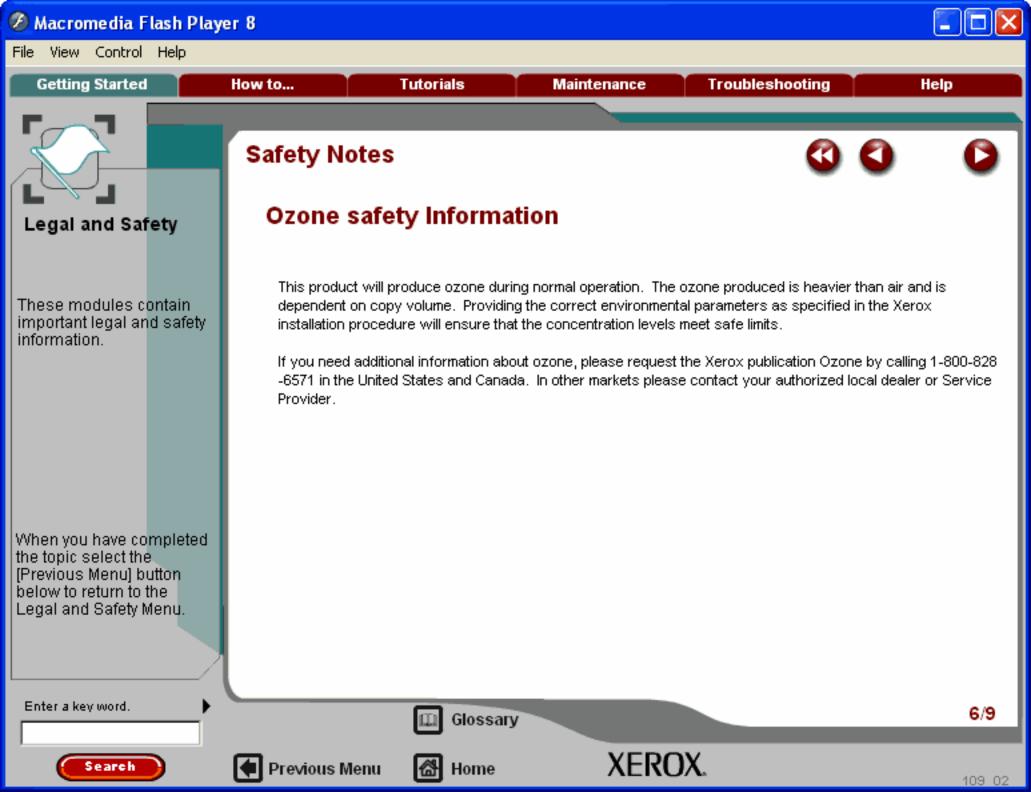
3/9

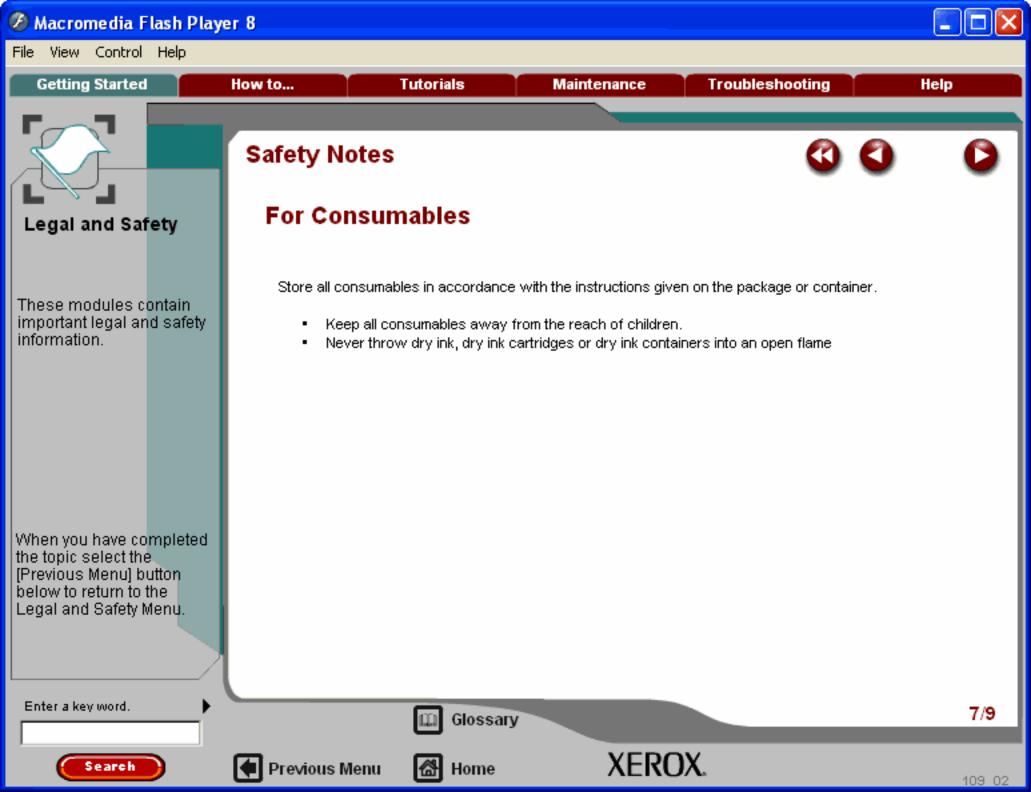


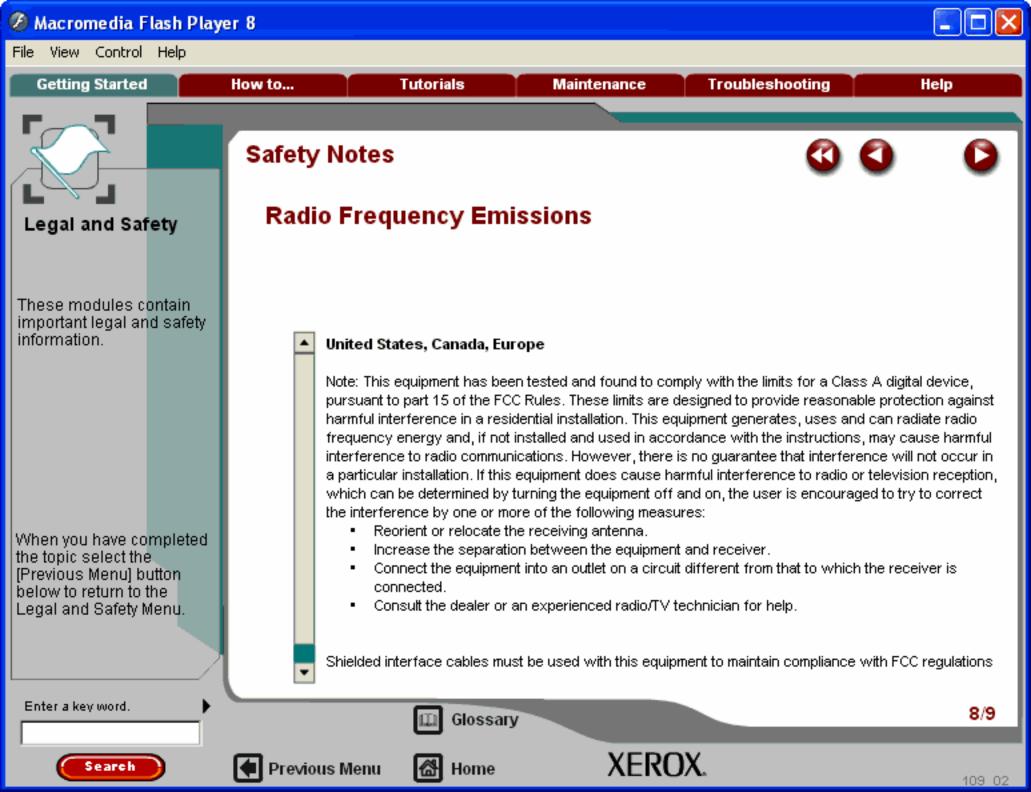


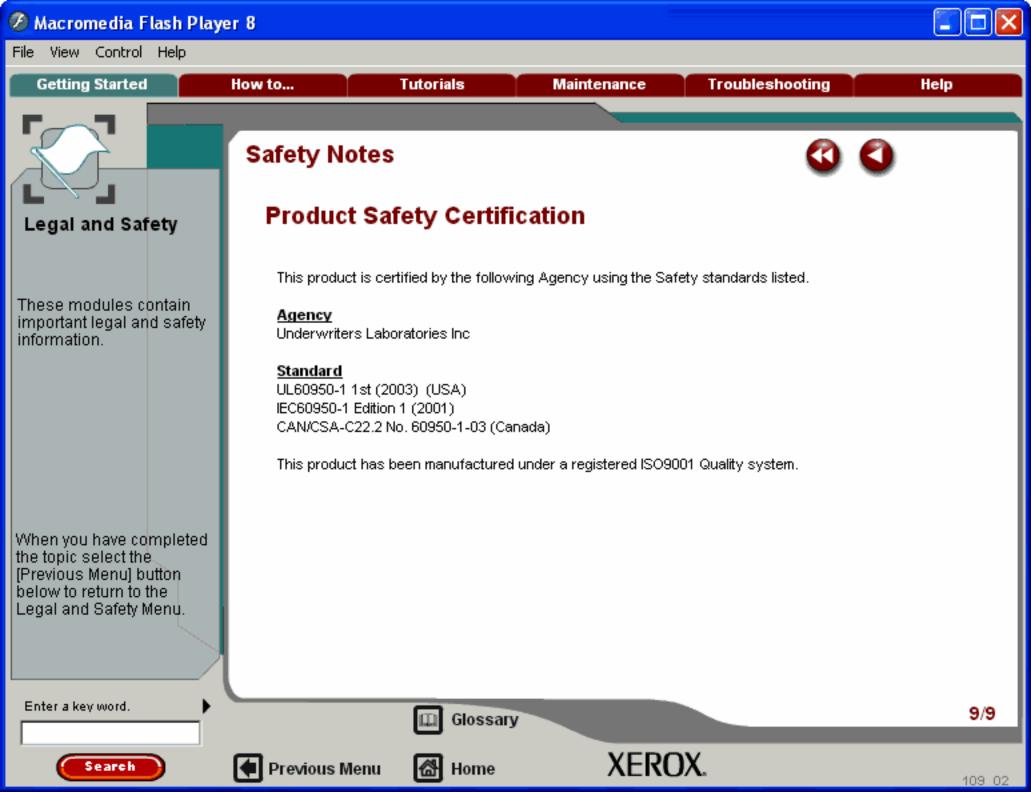












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## Legal and Safety

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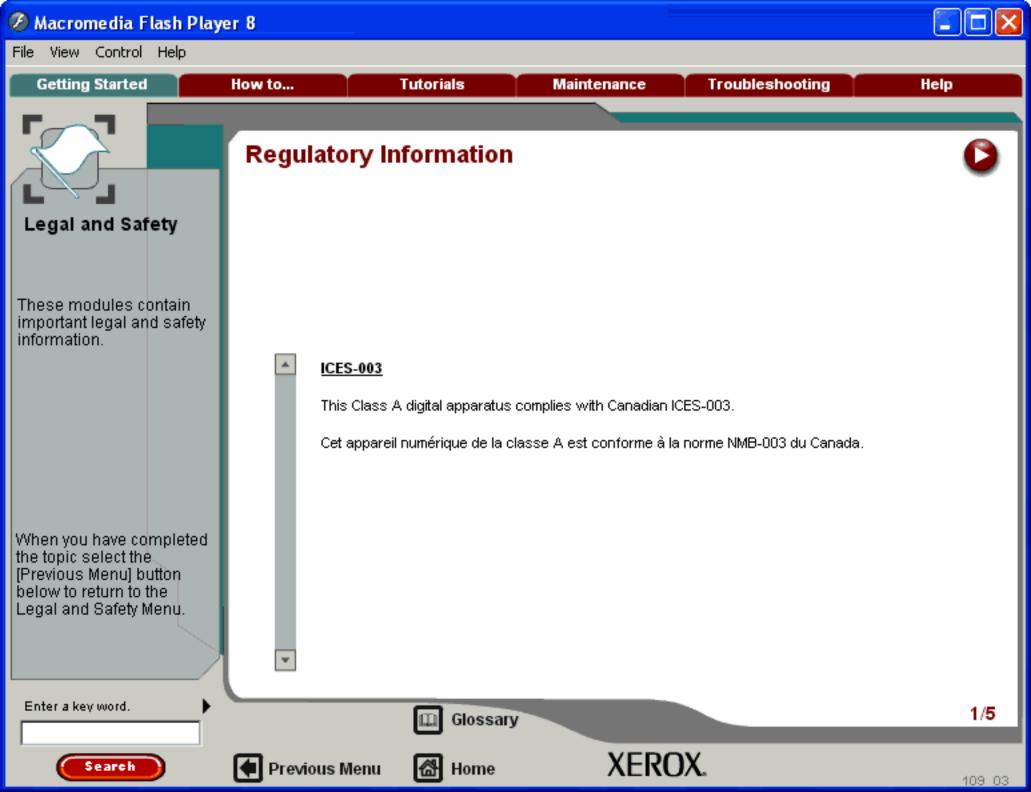
To ensure you that operate the equipment safely please read these safety notes carefully before using this product.

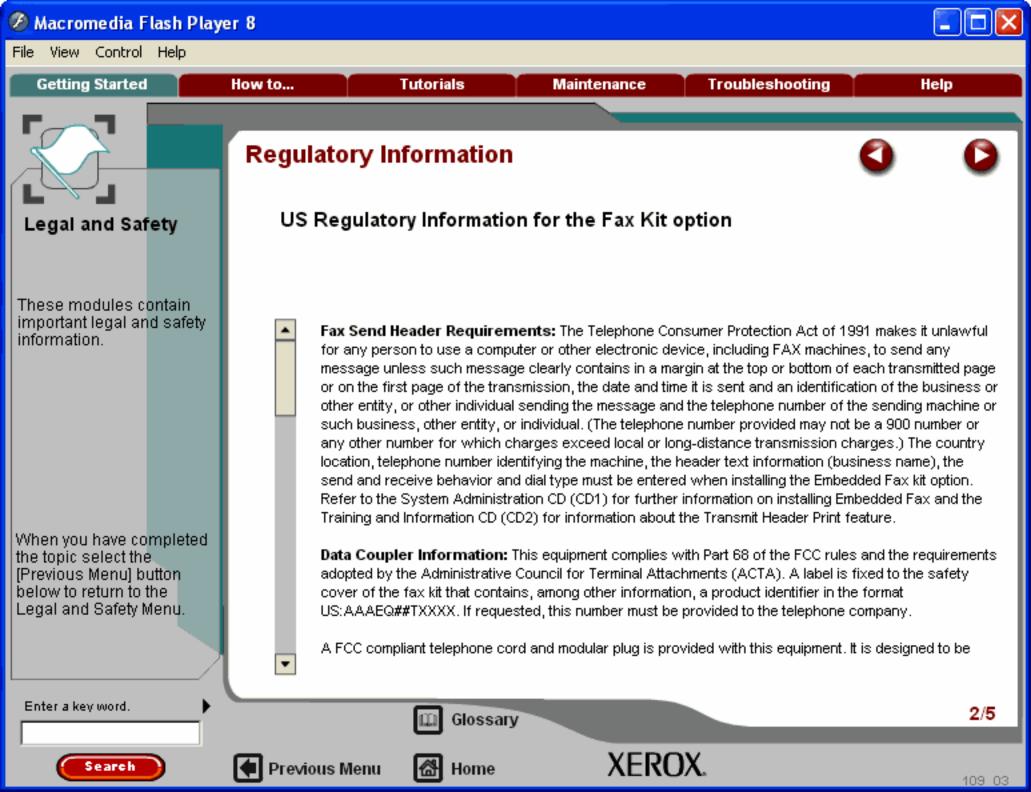


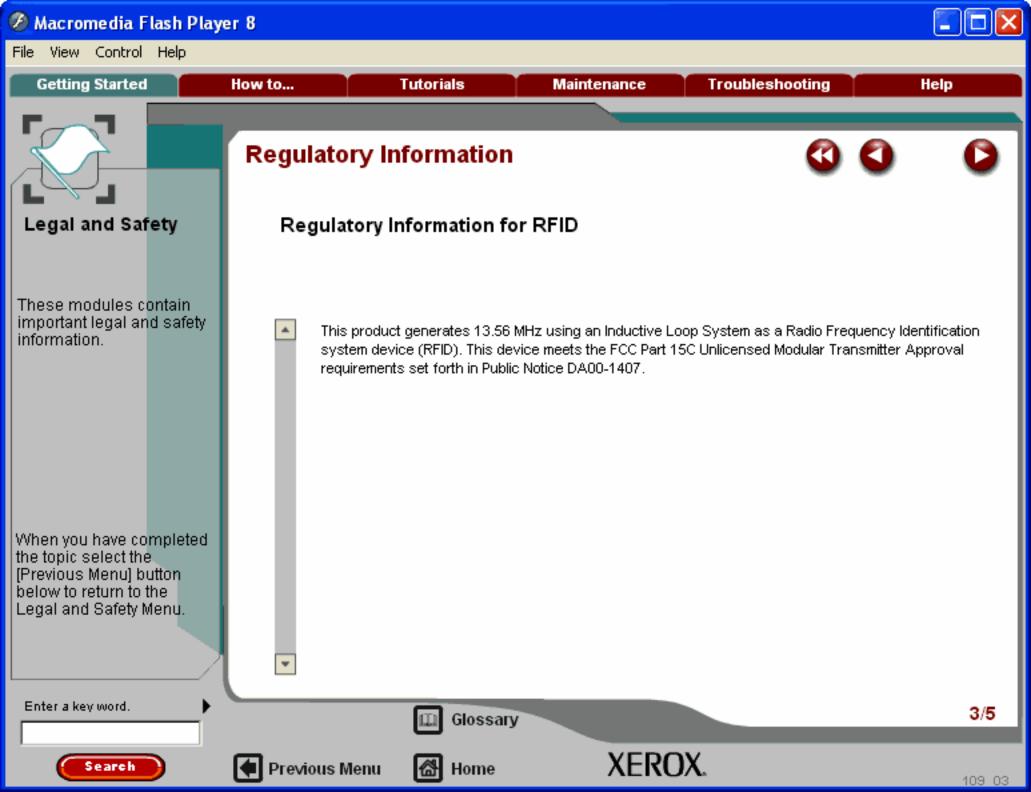


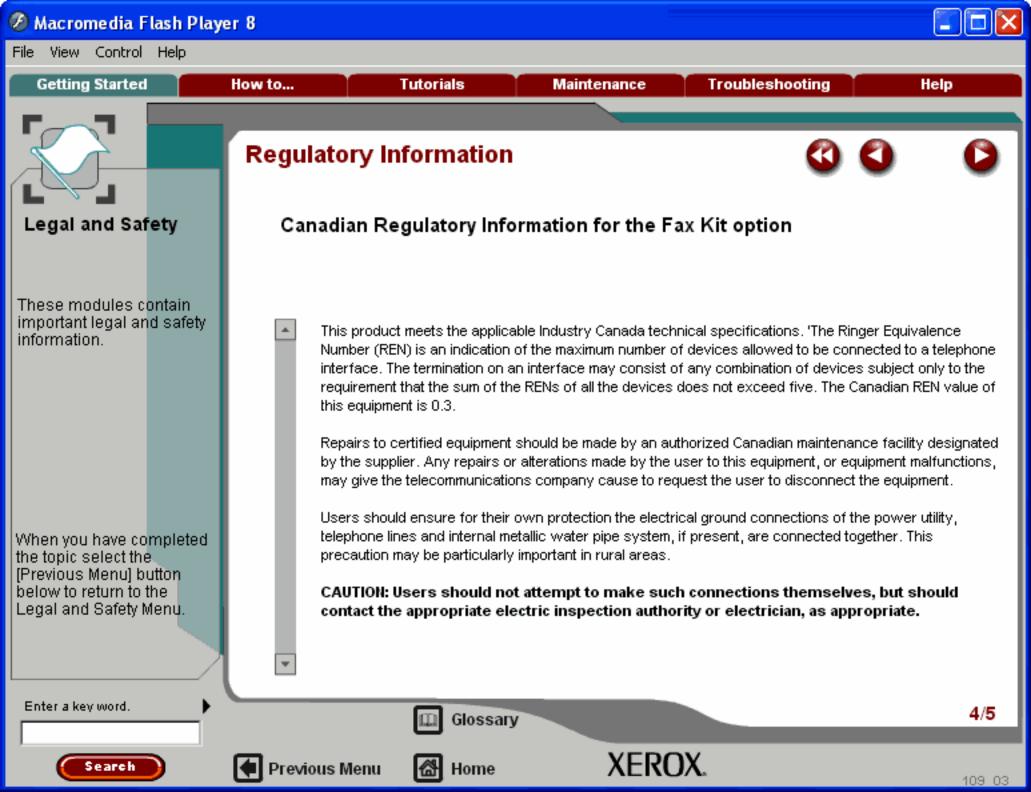


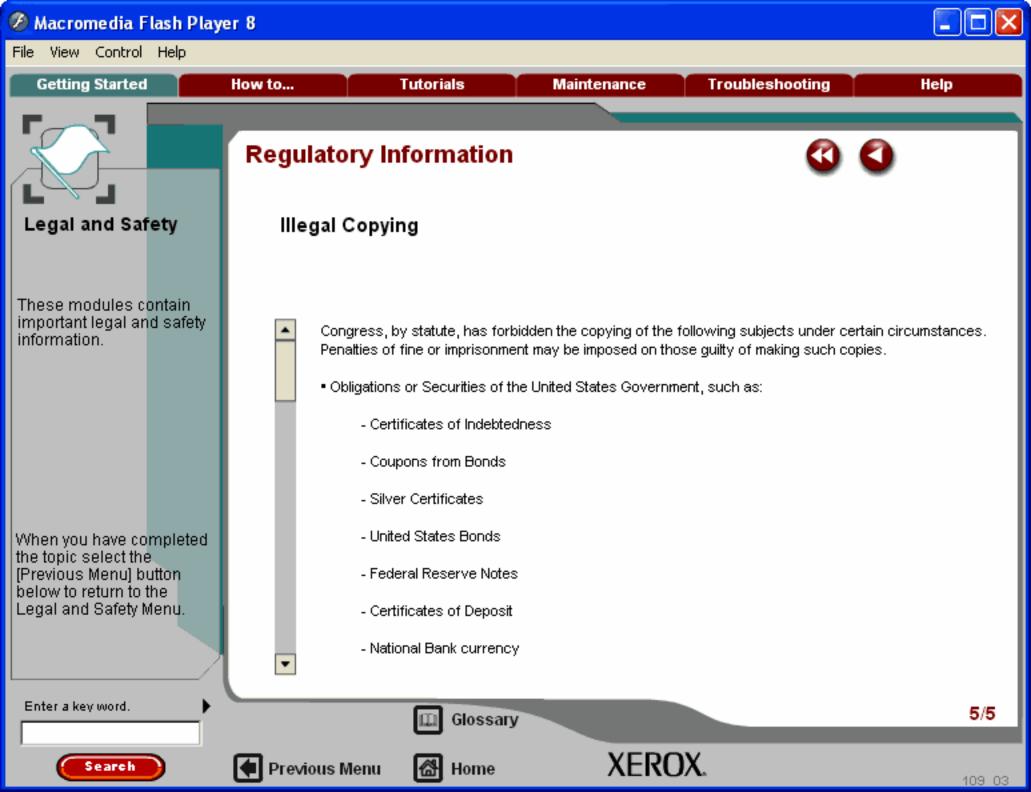
**Environmental Compliance** 











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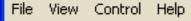
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## Legal and Safety

These modules contain important legal and safety information.

When you have completed the topic select the [Previous Menu] button below to return to the Legal and Safety Menu.

# Environmental Compliance





# Canada Environmental Choice



Terra Choice Environmental Serviced, Inc. of Canada has verified that this product conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact to the environment.

As a participant in the Environmental Choice program, Xerox Corporation has determined that this product meets the Environmental Choice guidelines for energy efficiency.

Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice has more than 1600 approved products and 140 licensees. Xerox has been a leader in offering EcoLogo approved products.

Enter a key word.



Glossary



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### Legal and Safety

These modules contain important legal and safety information.

When you have completed the topic select the [Previous Menu] button below to return to the Legal and Safety Menu.

## Environmental Compliance





### Product Recycling and Disposal

If you are managing the disposal of your Xerox product, please note that the product contains lead, mercury and other materials whose disposal may be regulated due to environmental considerations in certain countries or states. The presence of lead and mercury is fully consistent with global regulations applicable at the time that the product was placed on the market.

#### Waste Electrical and Electronic Equipment (www.xerox.com/weee)



#### European Union

Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal please contact your local dealer or Xerox representative for end of life take back information.

#### North America

Xerox operates an equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment or for recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: www.eiae.org.

#### Other Countries

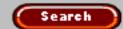
Please contact your local waste authorities and request disposal guidance.

Enter a key word.



Glossary

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Home



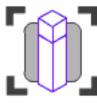


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Training and Information



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Copy

Fax

Internet Fax

**Network Scan** 

E-Mail

Print

Load Paper and Media

Maintain your Product

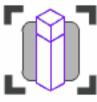


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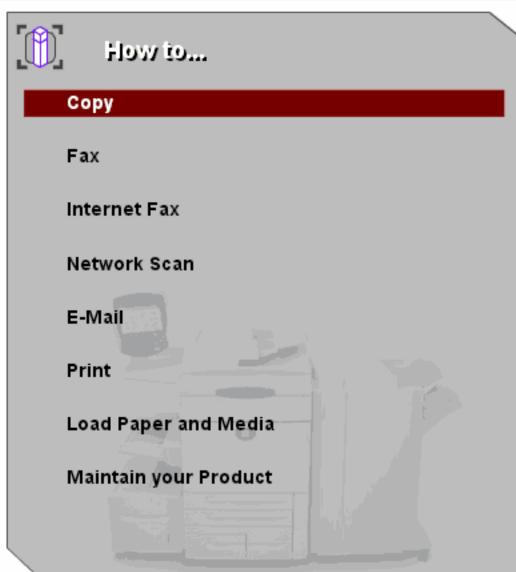
Maintenance



Troubleshooting



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XEROX.



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# How To…Copy

Complete steps 1, 2 and 3 to generate the instructions to complete your specific copy job.

document by selecting from

# Your copies

Select what you want your copies to be from these menus.

Select the button to display the instructions to complete your copy job.

Type

Loose Sheets

Number of pages

1 to 250

Sides Imaged

All 1 Sided

Image Quality

Normal

#### Media

Plain paper

Output

Collated

2 Sided

All 1 Sided

Size

8.5"x11"

Format

Normal



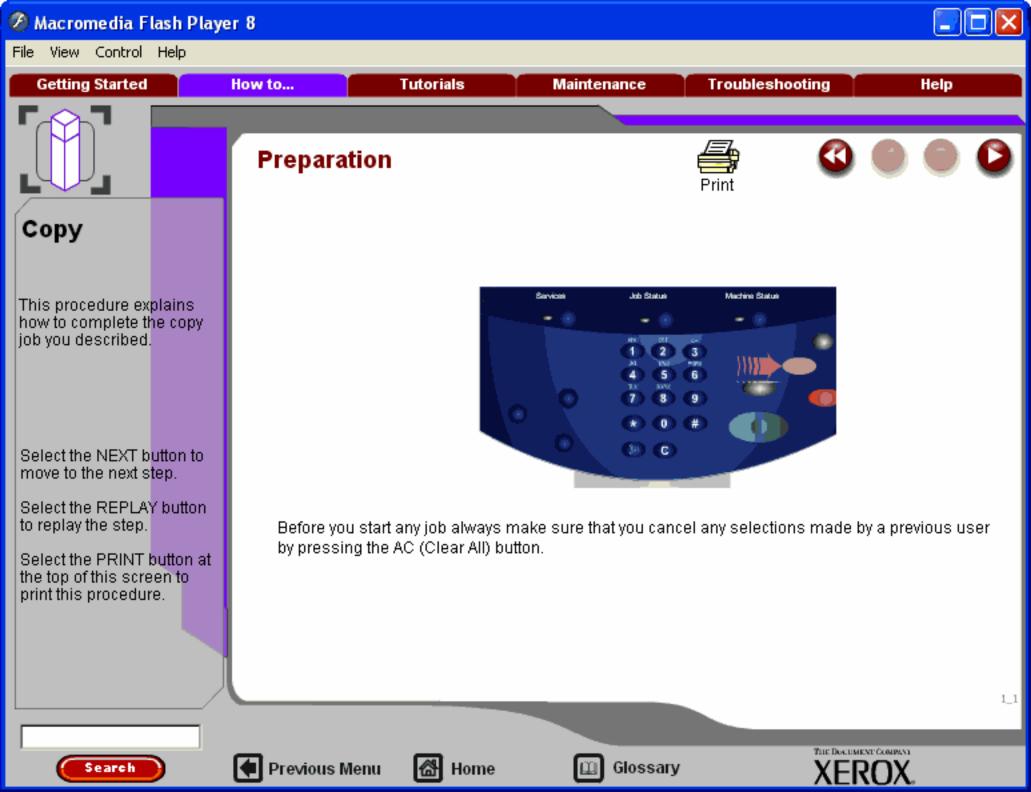


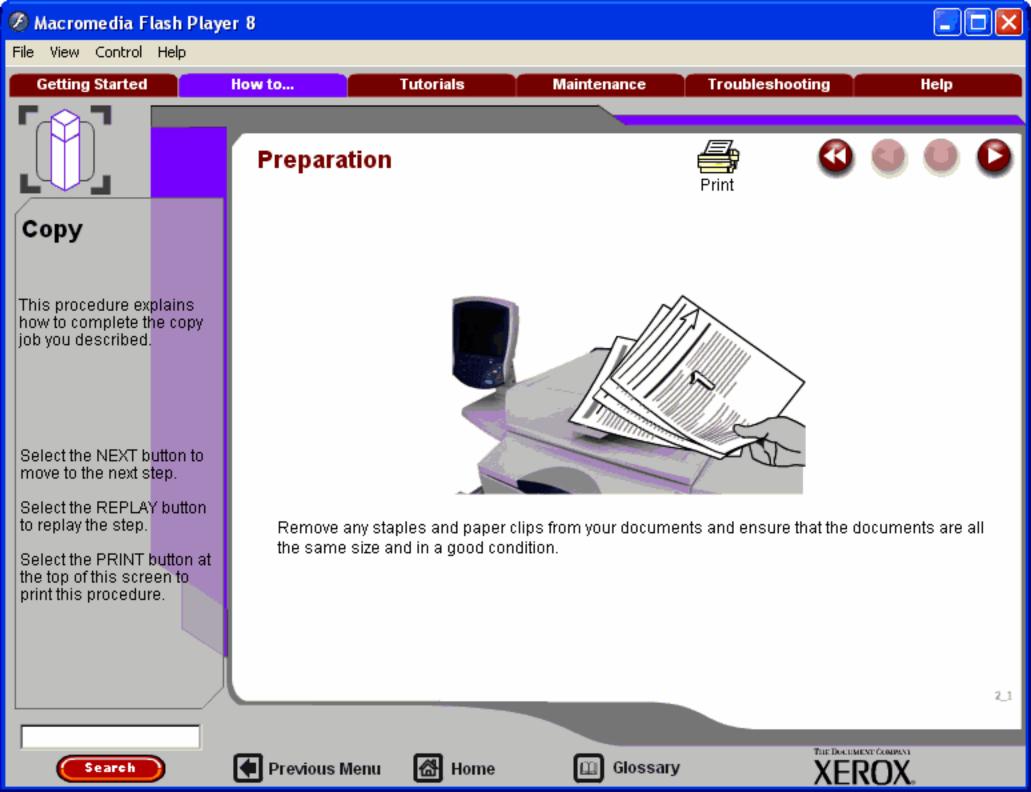


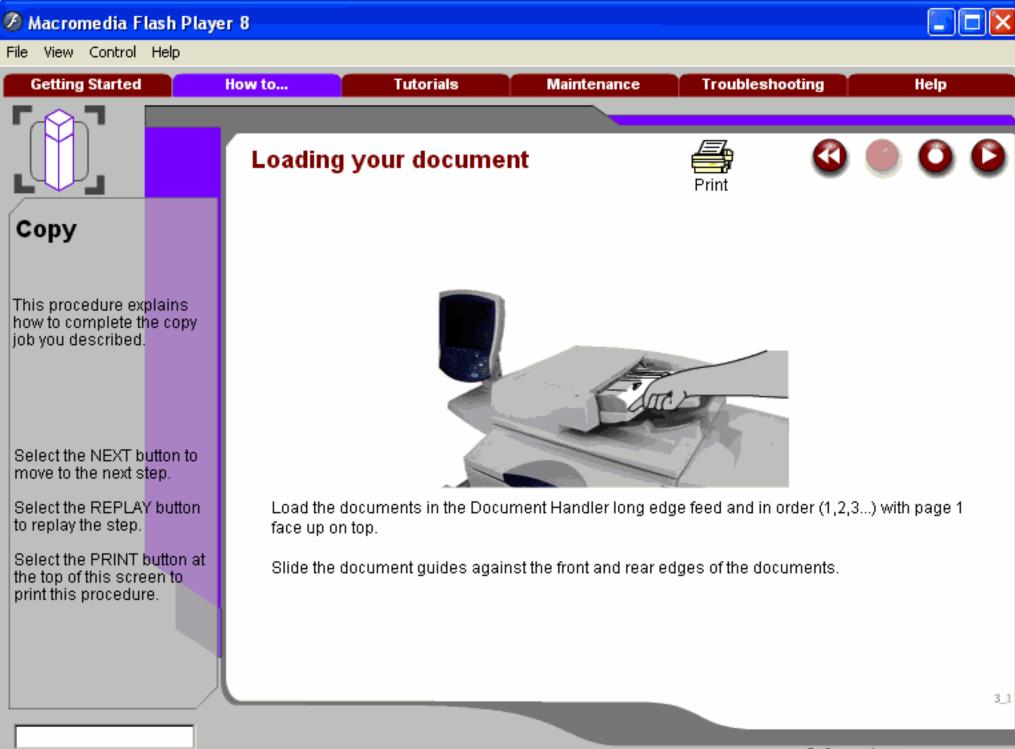












Search

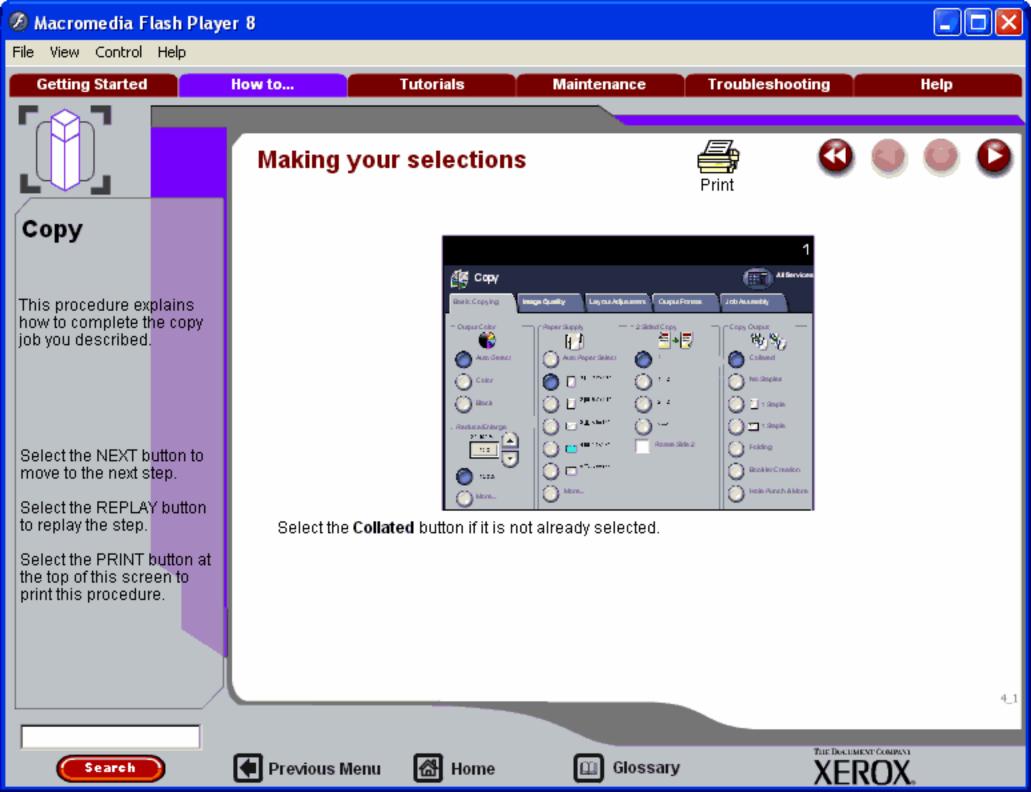


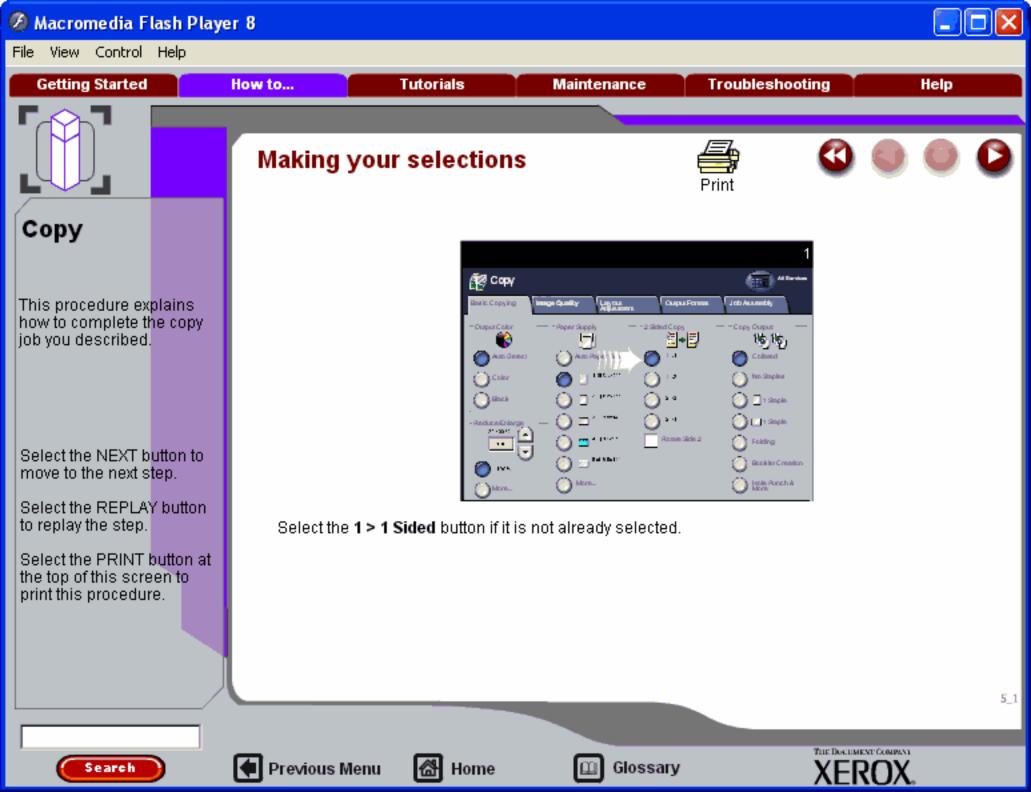


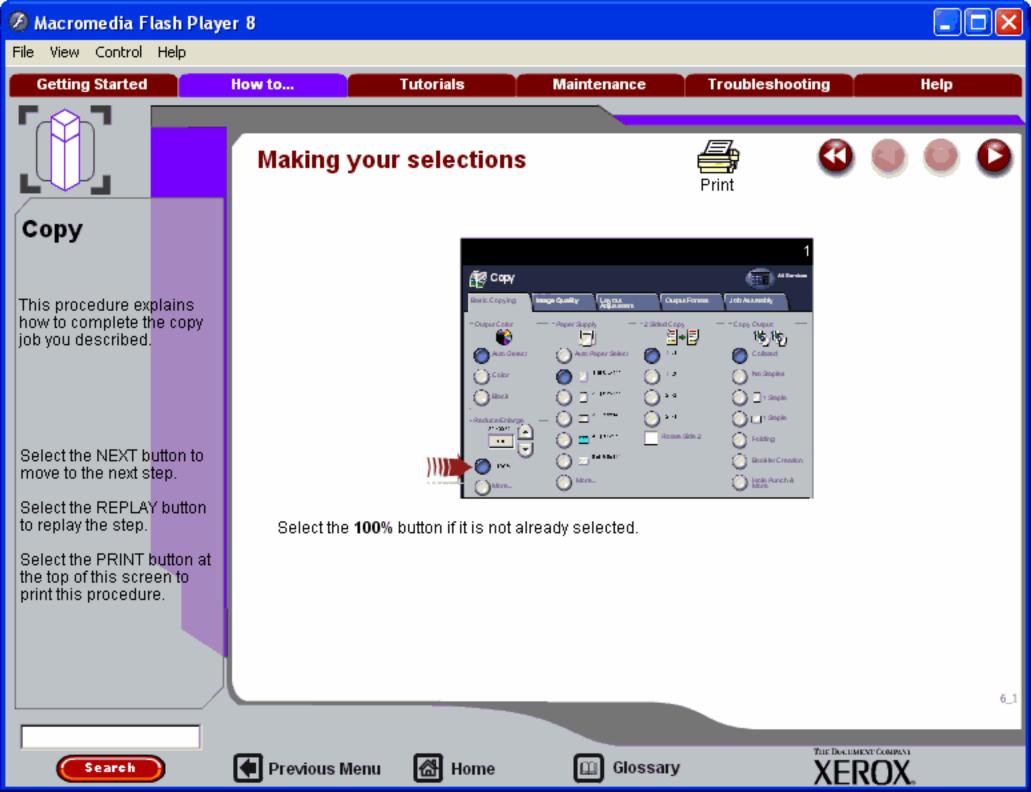


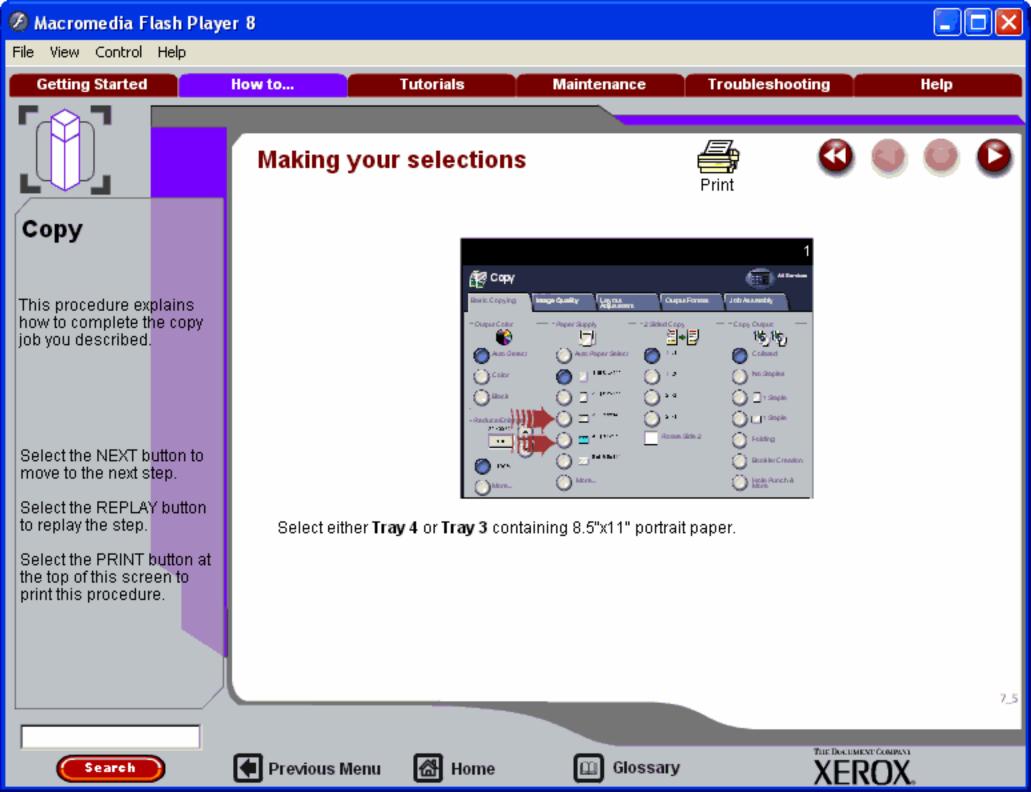
Glossary

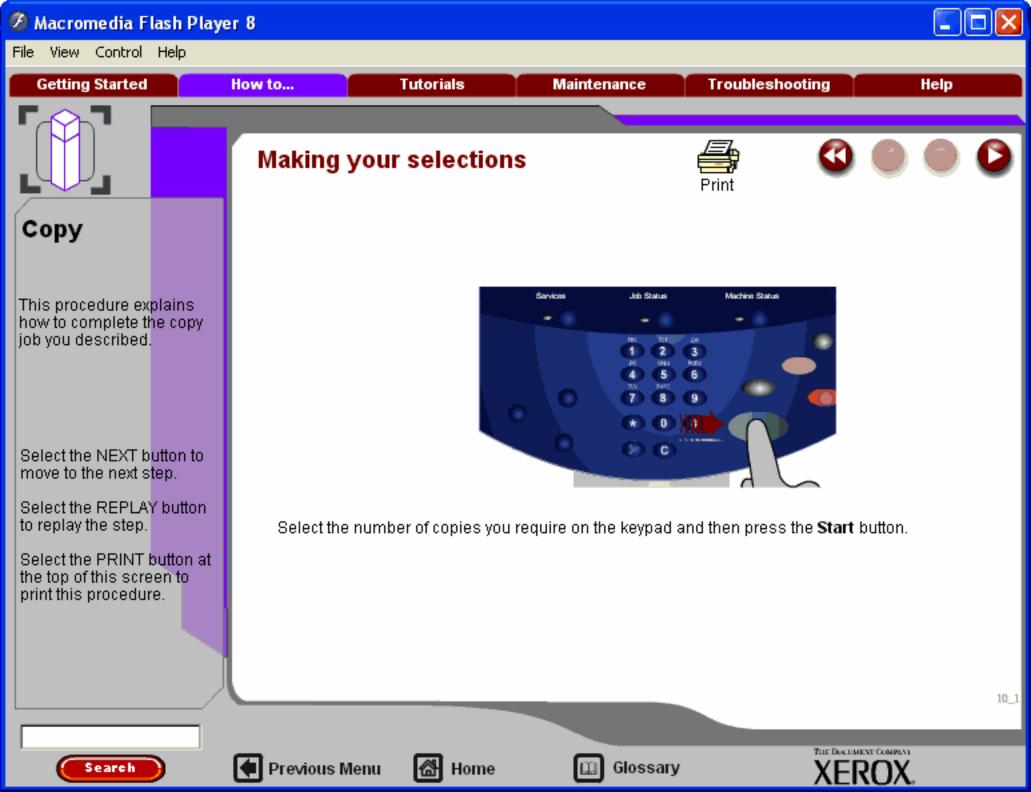








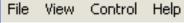












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Copy

This procedure explains how to complete the copy job you described.

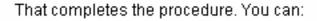
Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## **Collecting your copies**

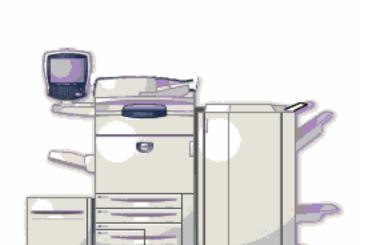
Your job will be delivered to the finisher output tray.



Review this procedure by using the Skip Back button above.

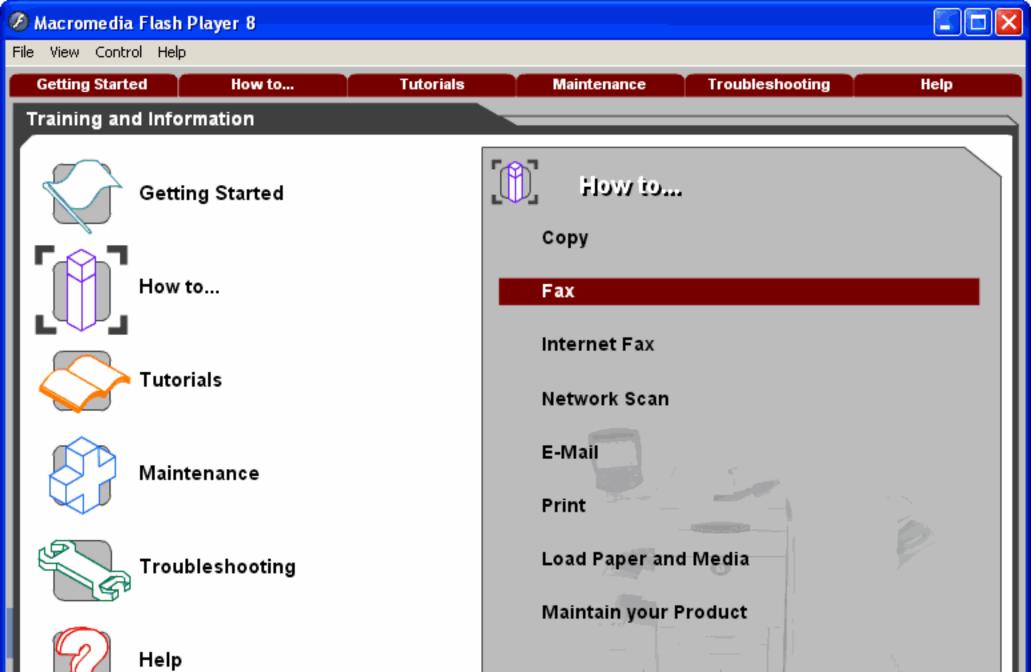
Print this procedure by selecting the Print button above.

Create a new procedure by selecting the Previous Menu button.



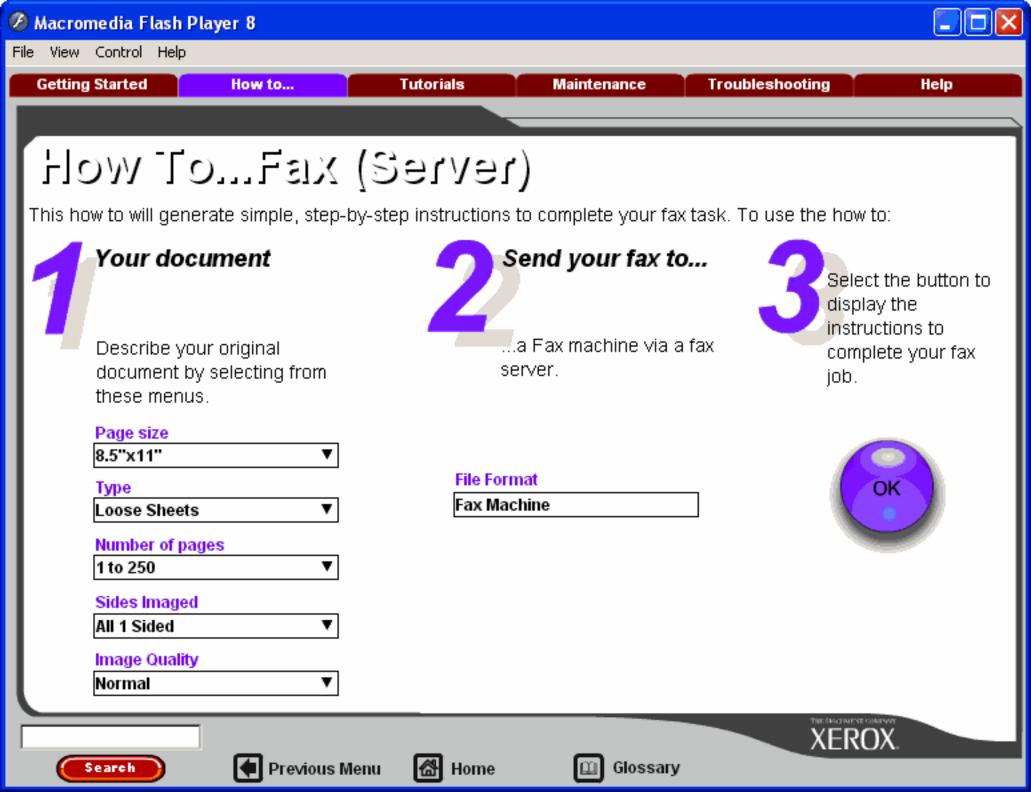


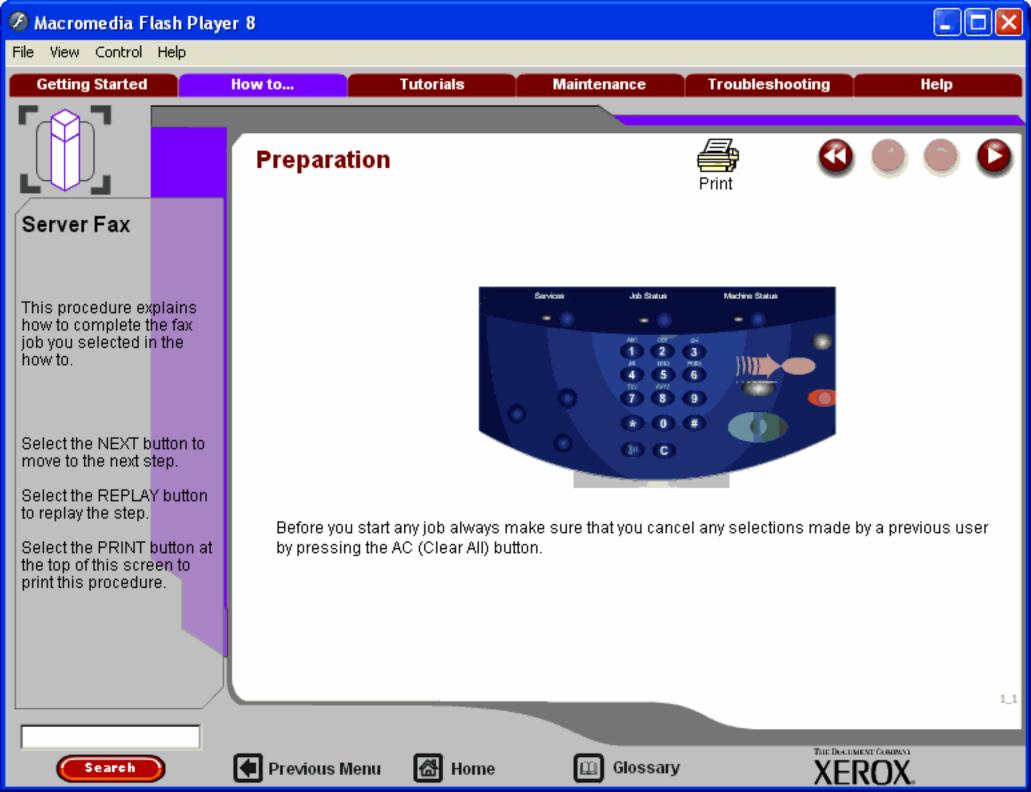


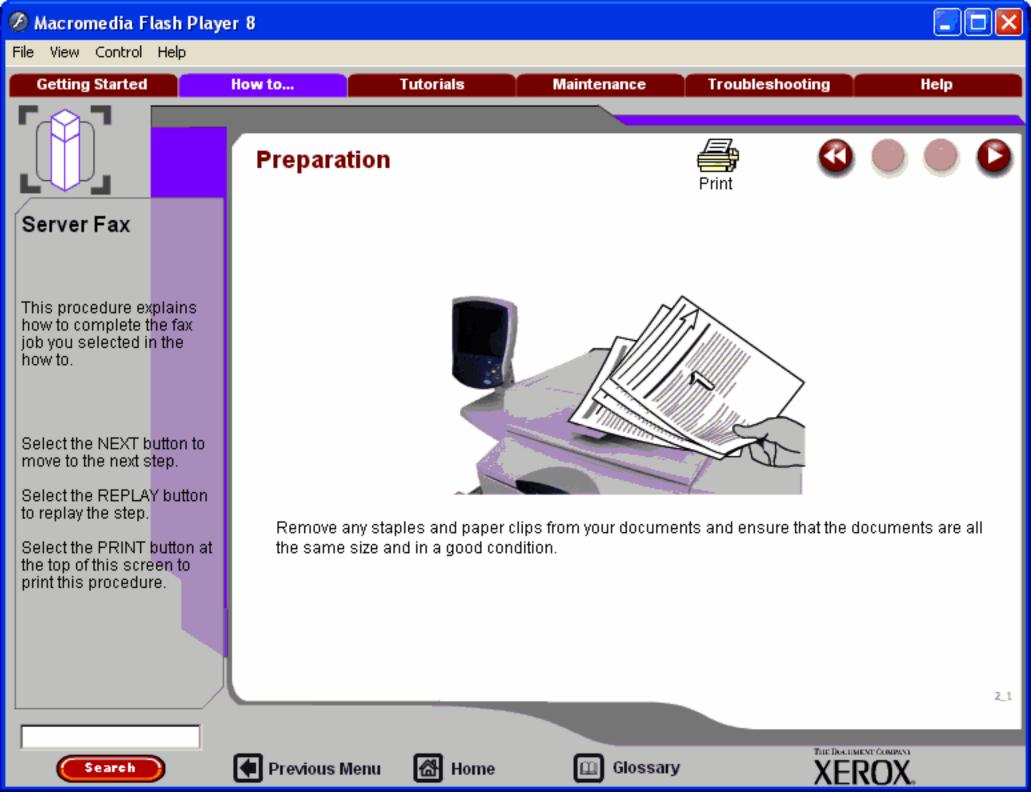


About this program>>

XEROX.

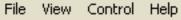












**Getting Started** Tutorials Troubleshooting Maintenance How to... Help



#### Server Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

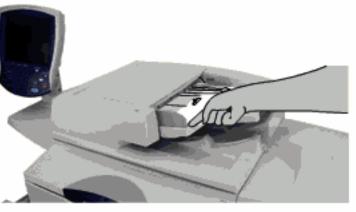
# Loading your document







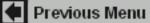




Load the documents in the Document Handler long edge feed and in order (1,2,3...) with page 1 face up on top.

Slide the document guides against the front and rear edges of the documents.

3\_1



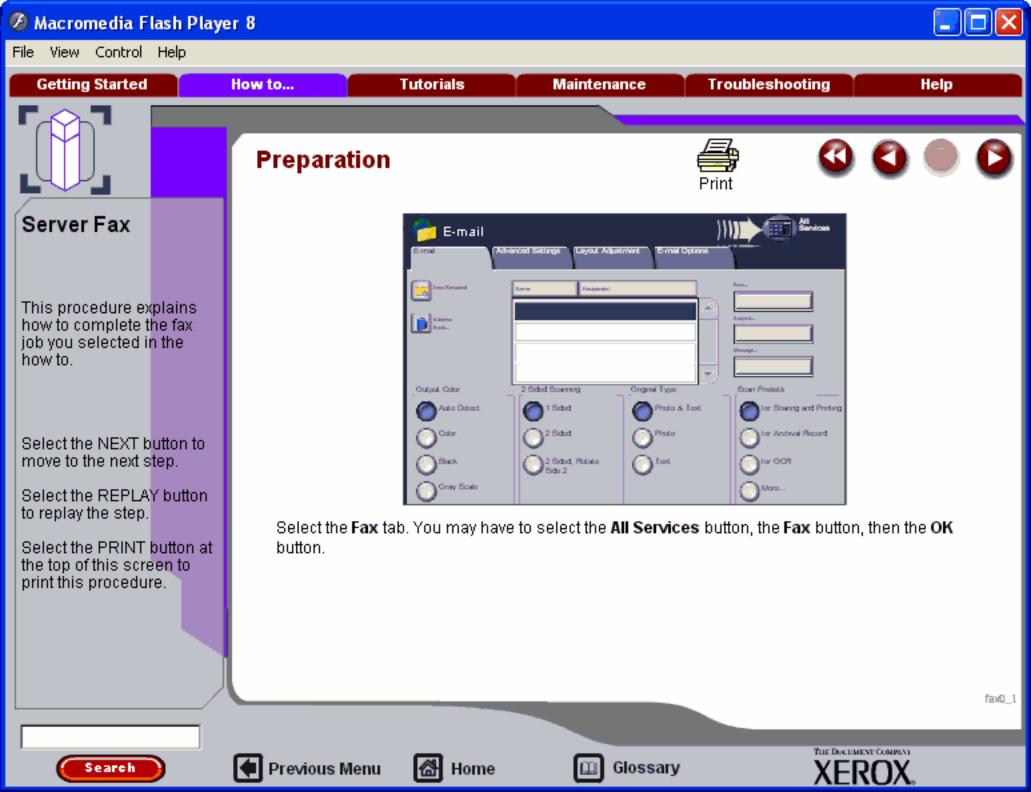


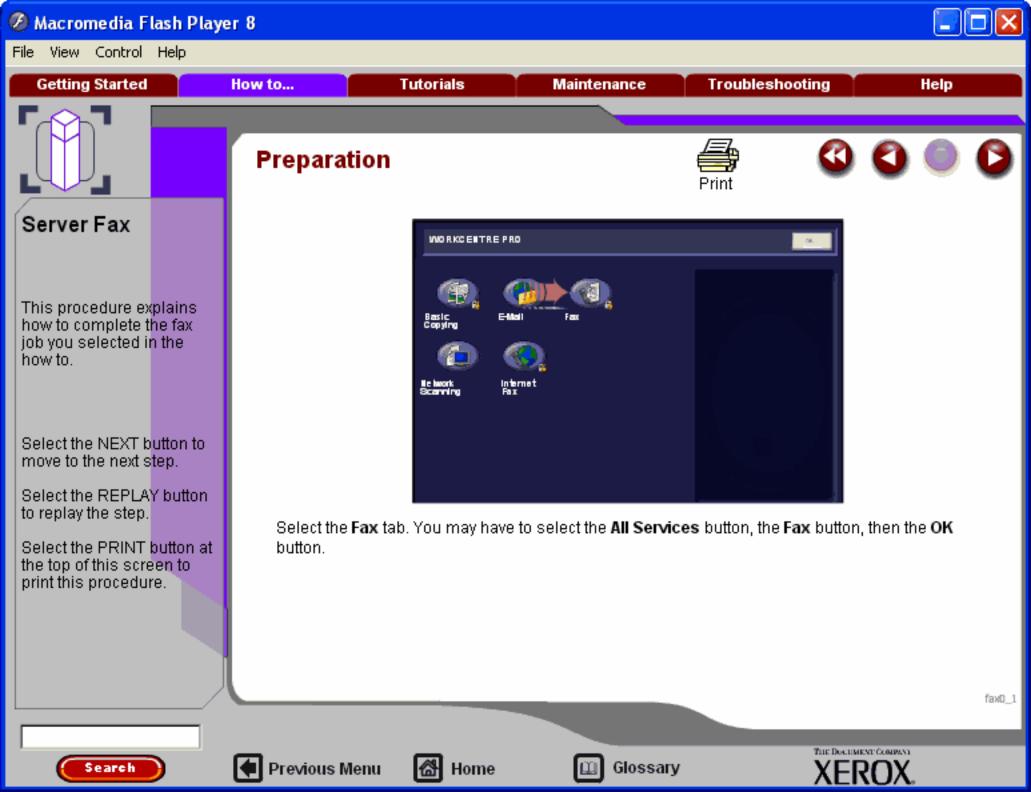


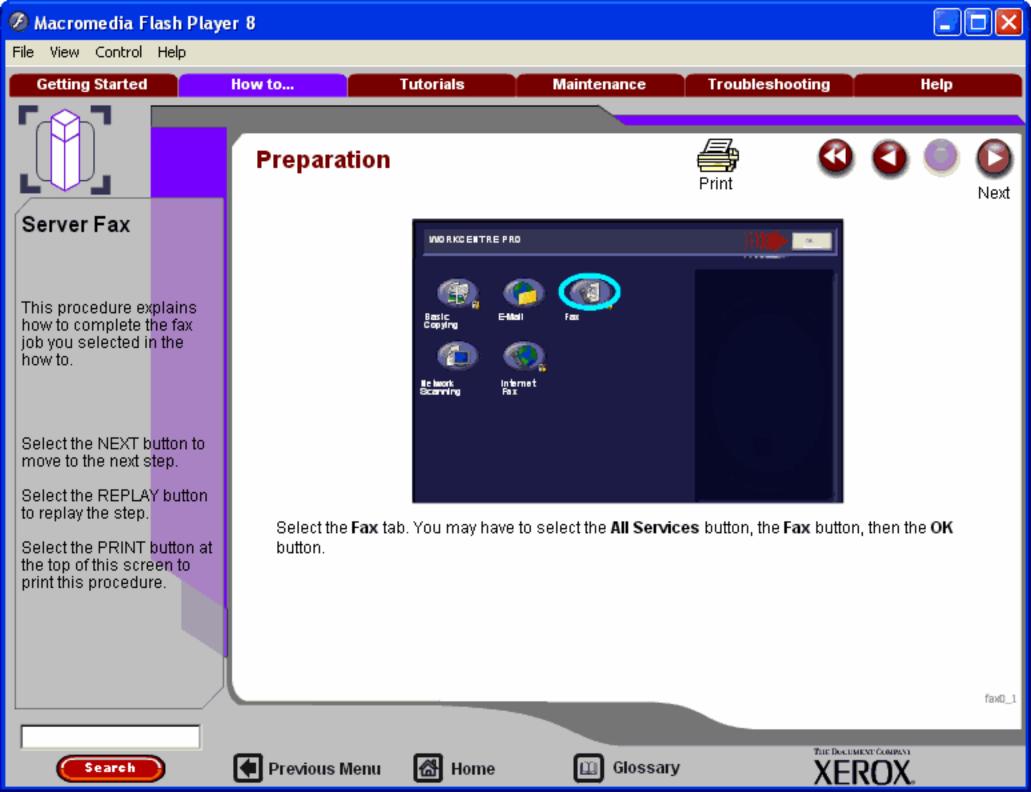


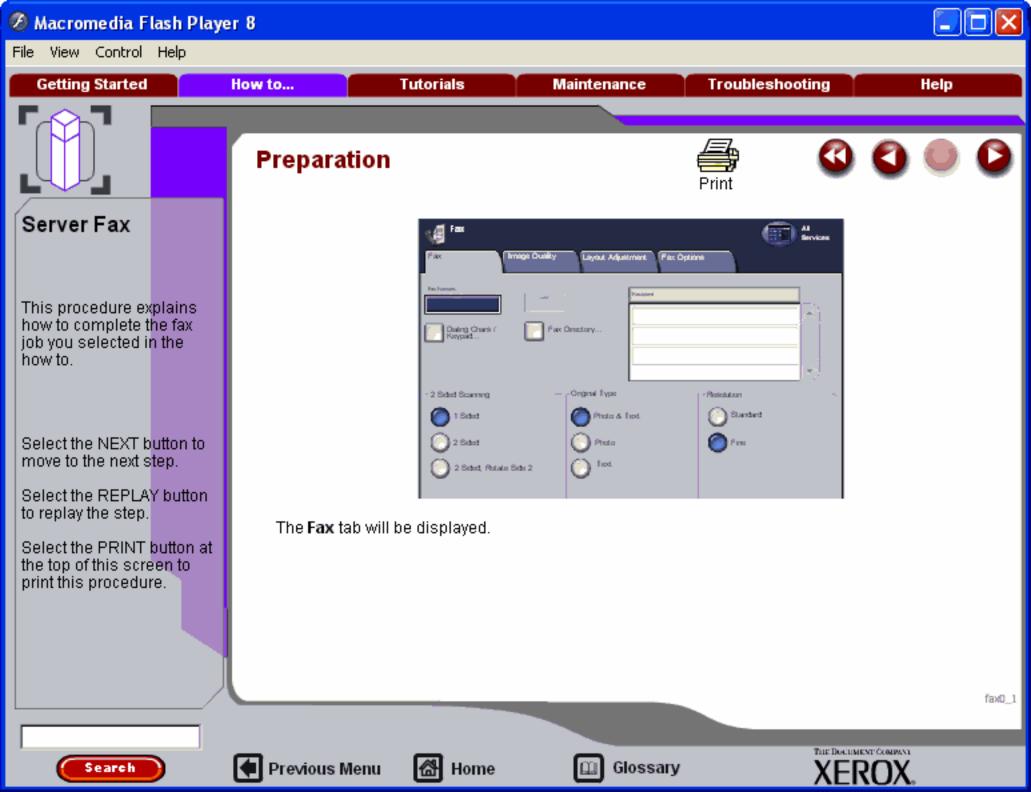


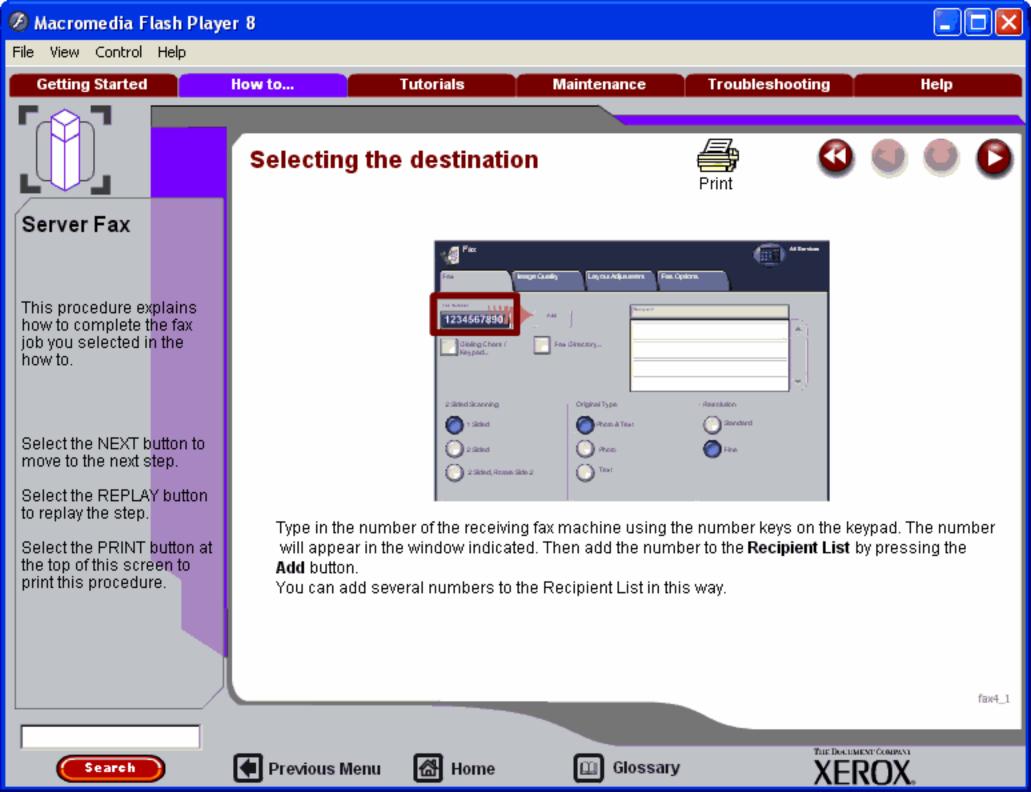


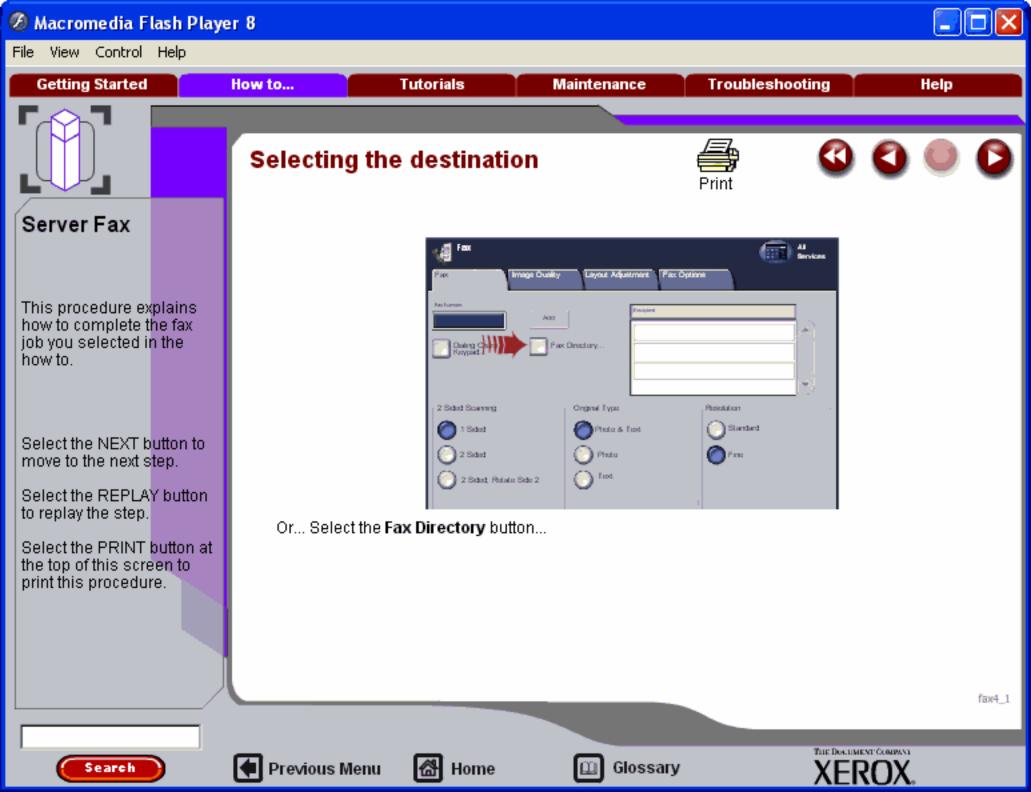


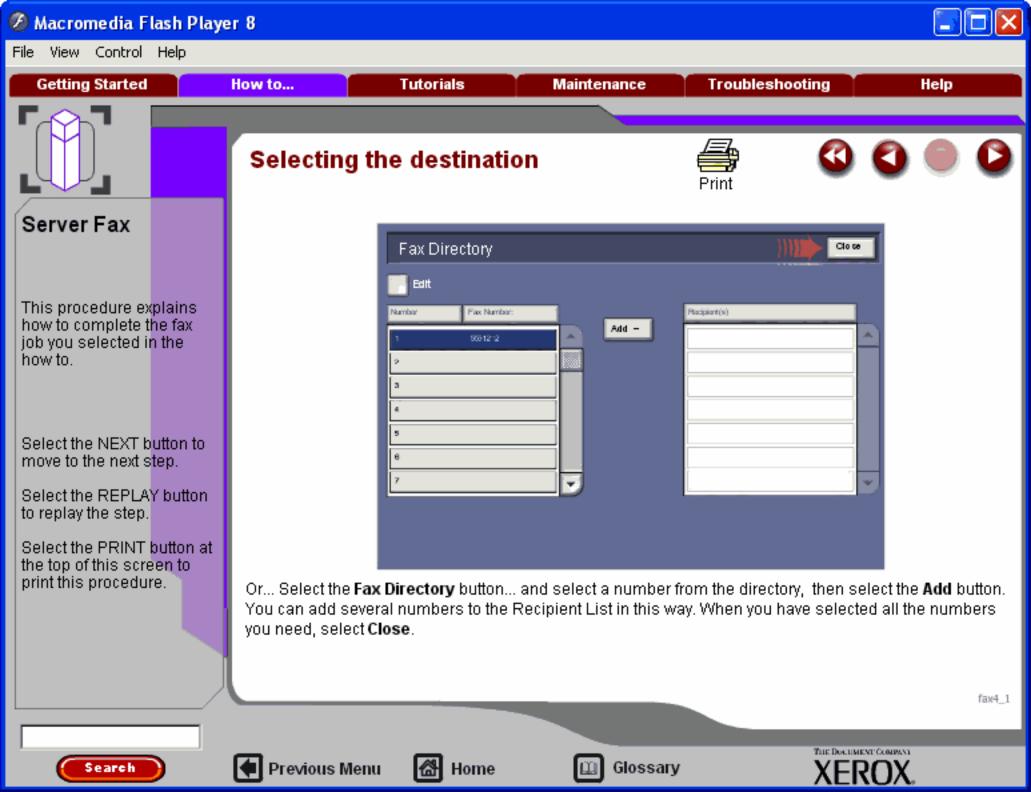


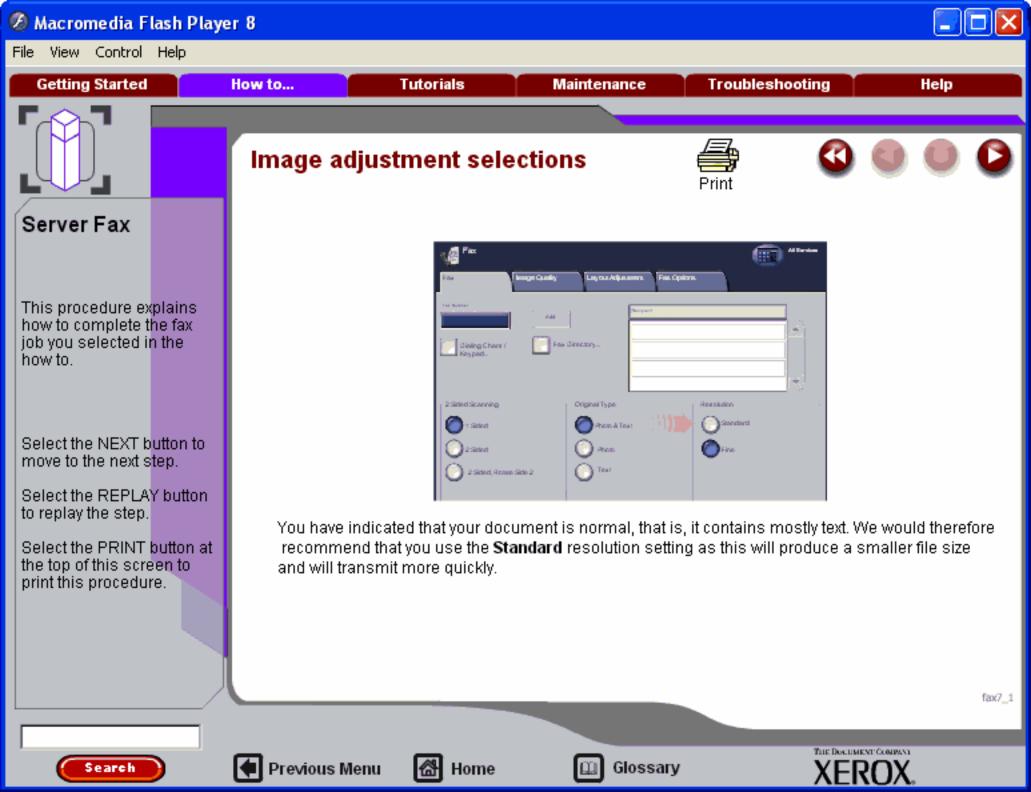


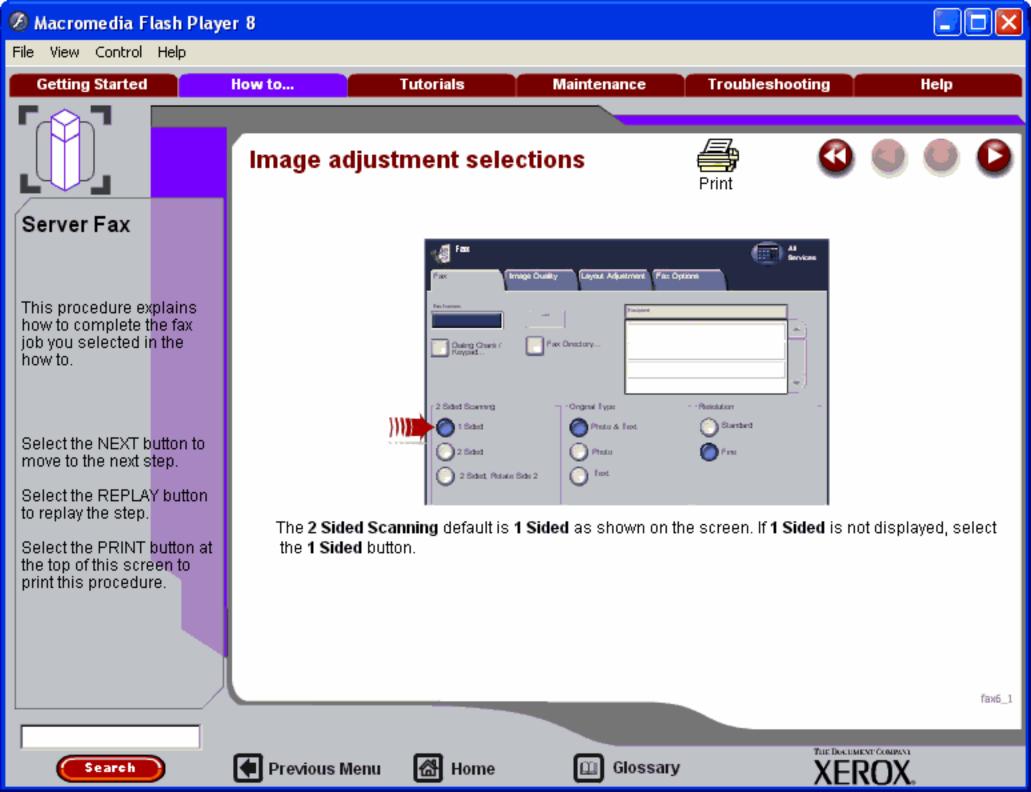


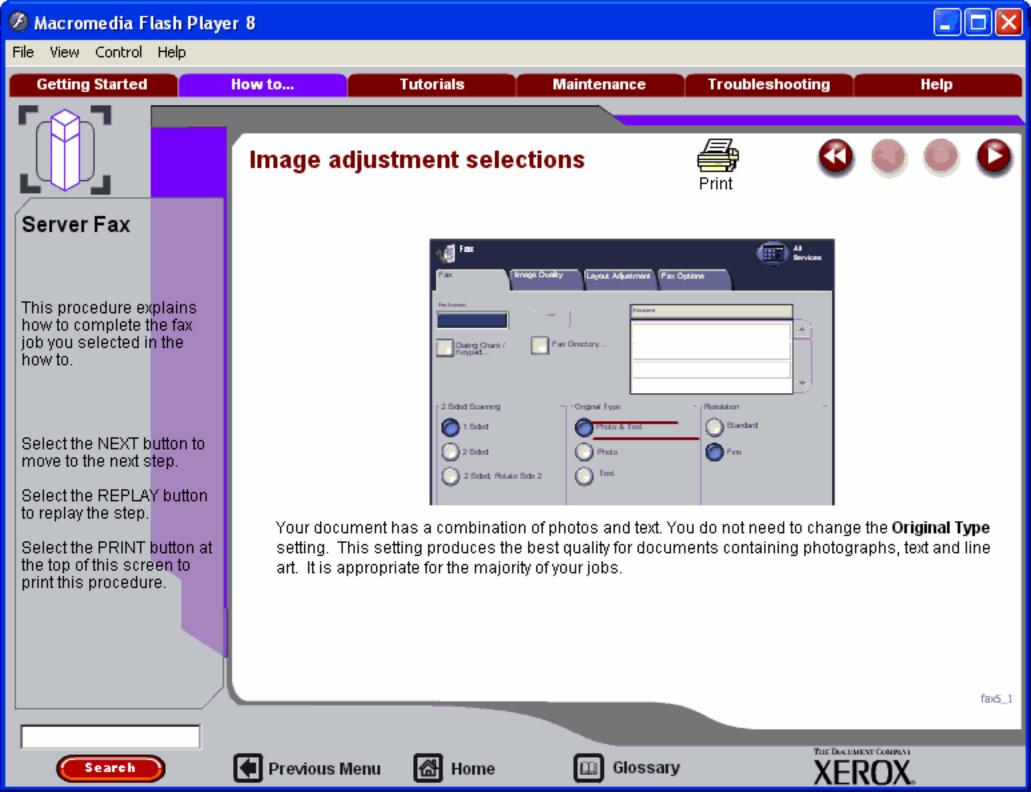


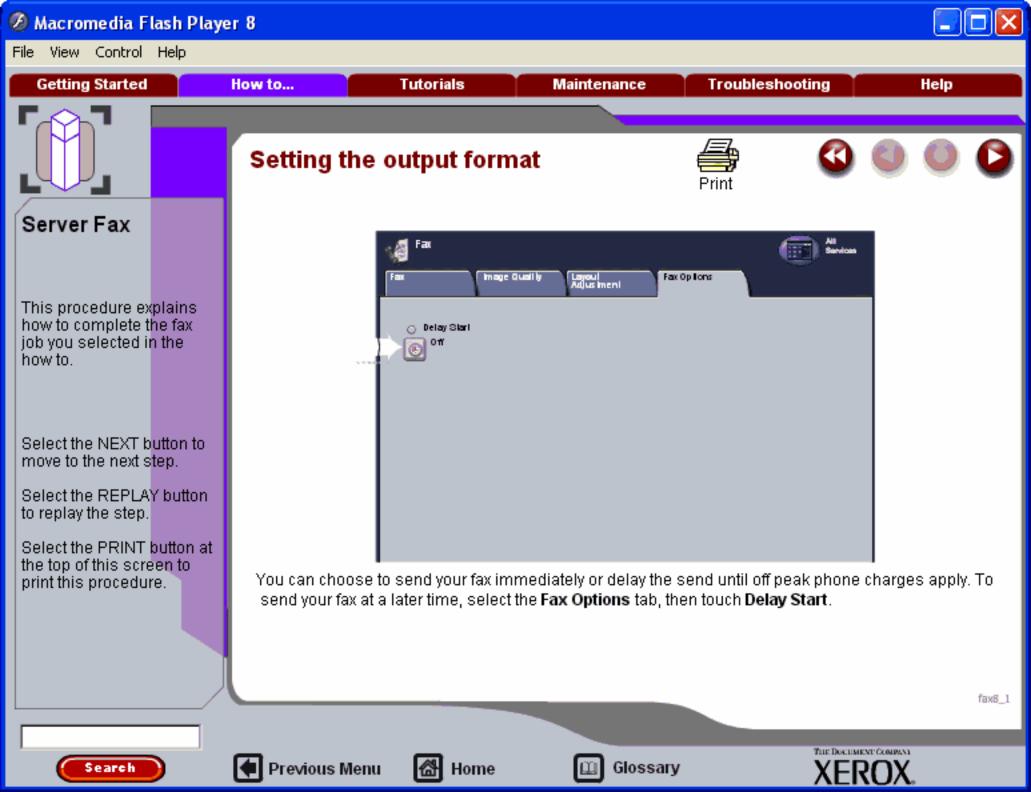


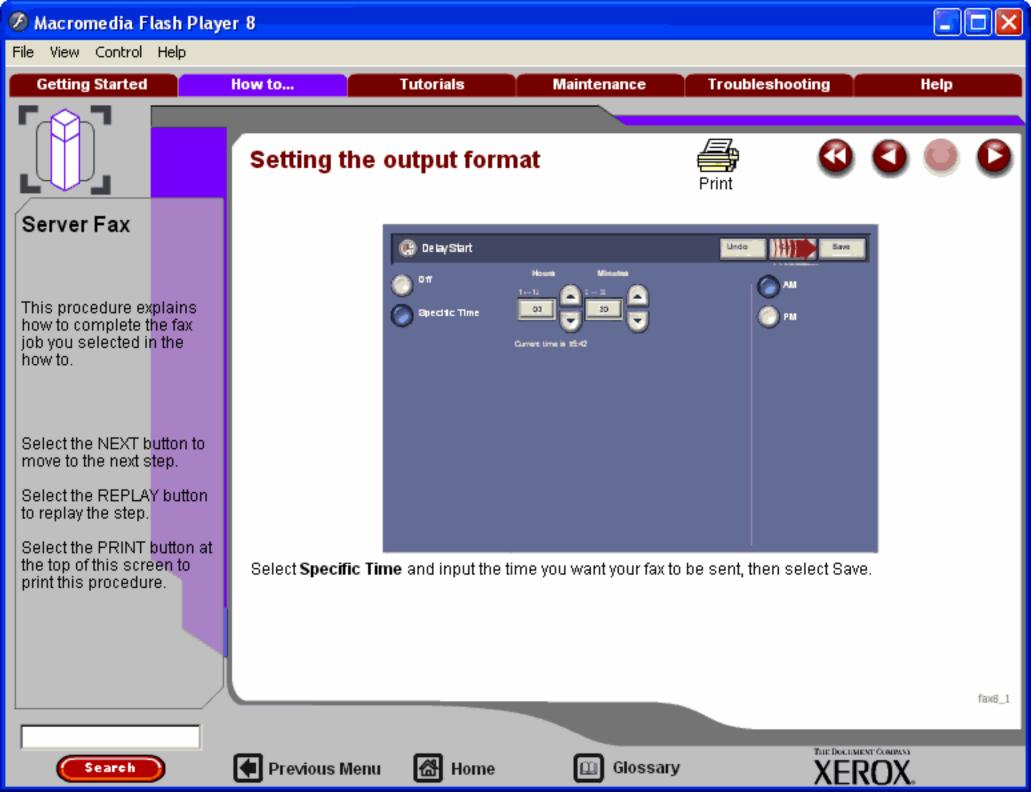


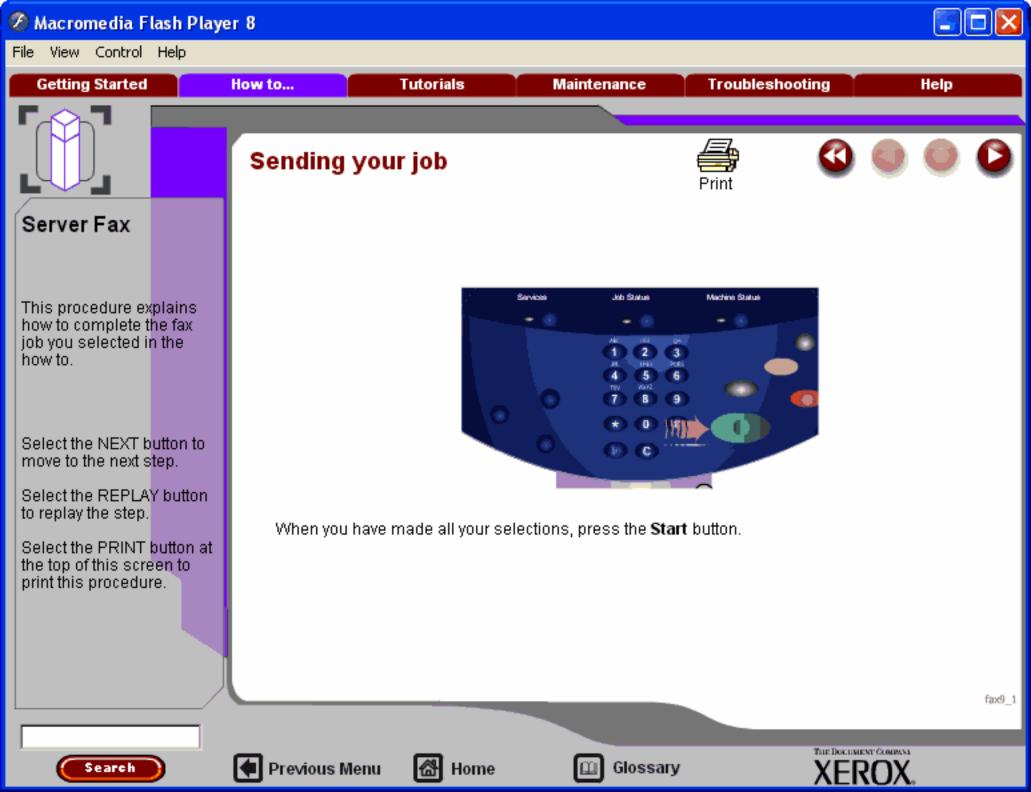








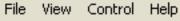












**Getting Started** How to...



Server Fax

how to.

This procedure explains

how to complete the fax job you selected in the

Select the NEXT button to

Select the REPLAY button

Select the PRINT button at the top of this screen to

move to the next step.

to replay the step.

print this procedure.



Troubleshooting







Help



A minute or two after the machine has finished scanning your documents, a report (if the report function is enabled) will be produced containing details of the job and telling you if the job succeeded or failed.

Maintenance

If the job was successful, the fax will have been sent to the selected destination. If the job failed, the reason for the failure will be given in Job Status Details.

That completes the procedure. You can:

**Tutorials** 

Sending your job

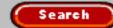
Review this procedure by using the Skip Back button above.

Print this procedure by selecting the **Print** button above.

Create a new procedure by selecting the Previous Menu button.



fax11 1











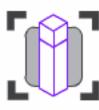








Getting Started How to... Tutorials Maintenance Troubleshooting Help



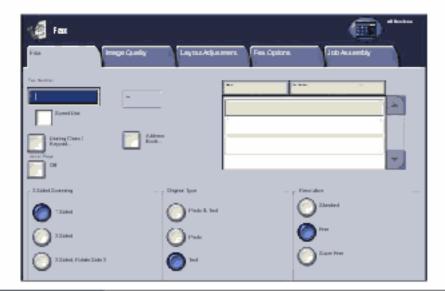
#### Fax

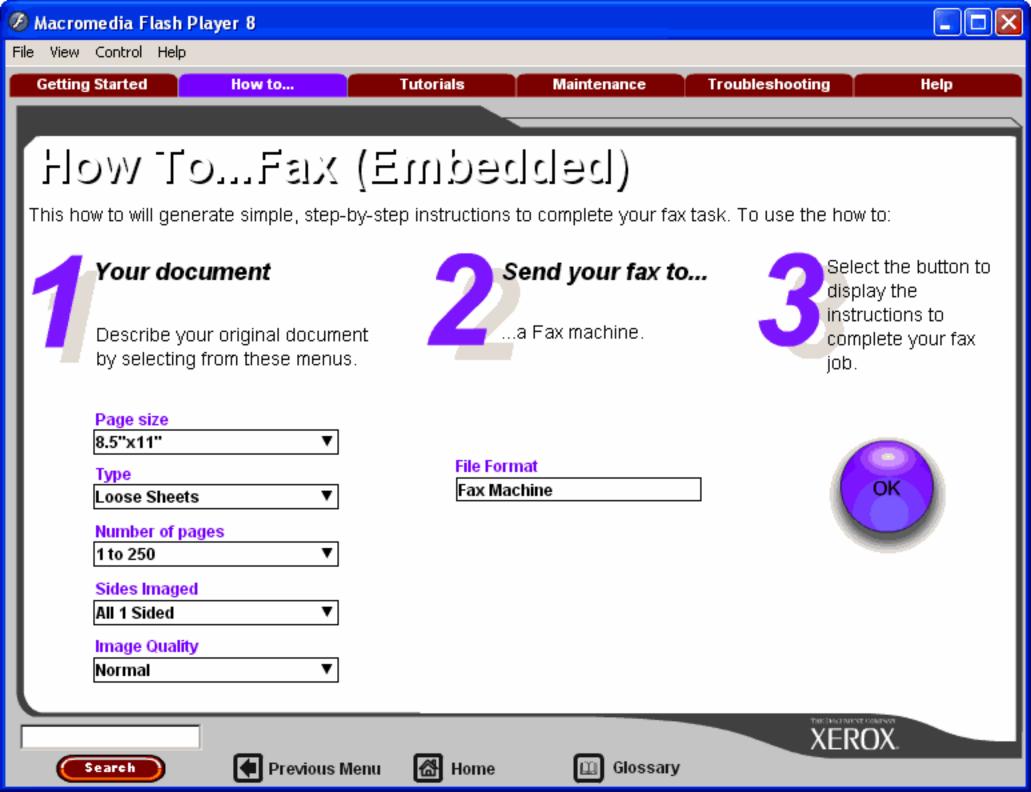
These modules will show you how to use the fax features of the machine. The how to will produce step by step instructions for most of the fax jobs you may have.

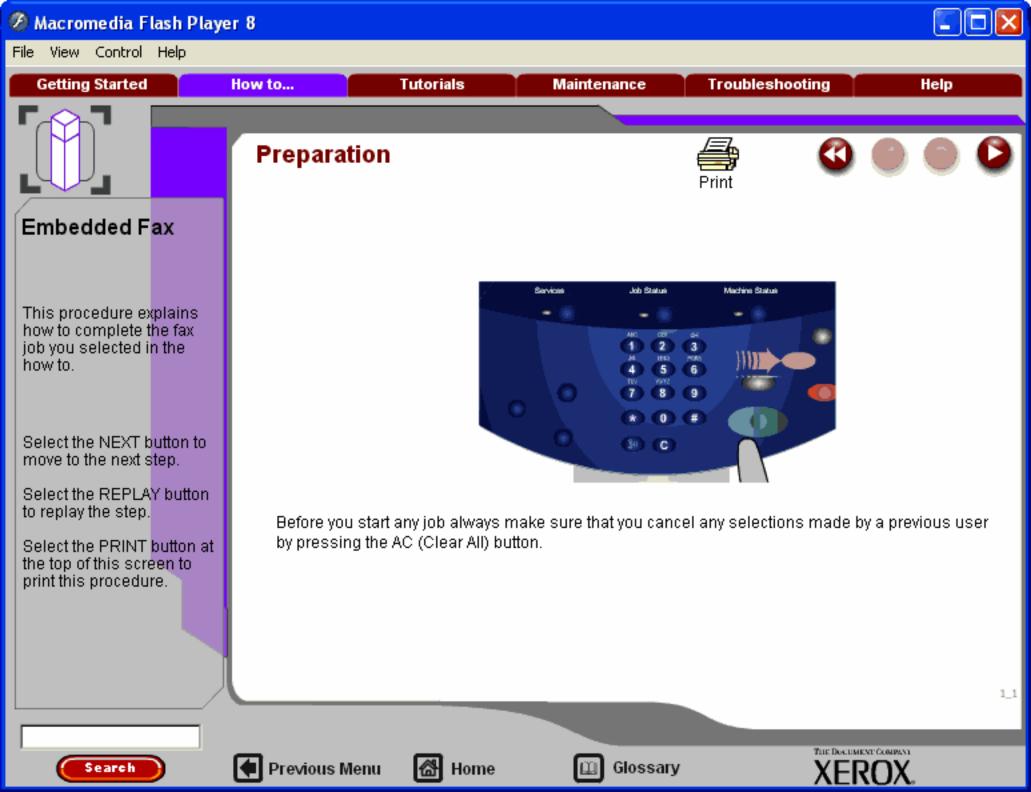
Your machine can have either Server Fax or Embedded Fax. At your machine, select the **Fax** mode. If the screen shows the **Superfine** Resolution option, as shown below, you have the Embedded Fax operating on your machine. Select the appropriate fax mode shown below, to continue.

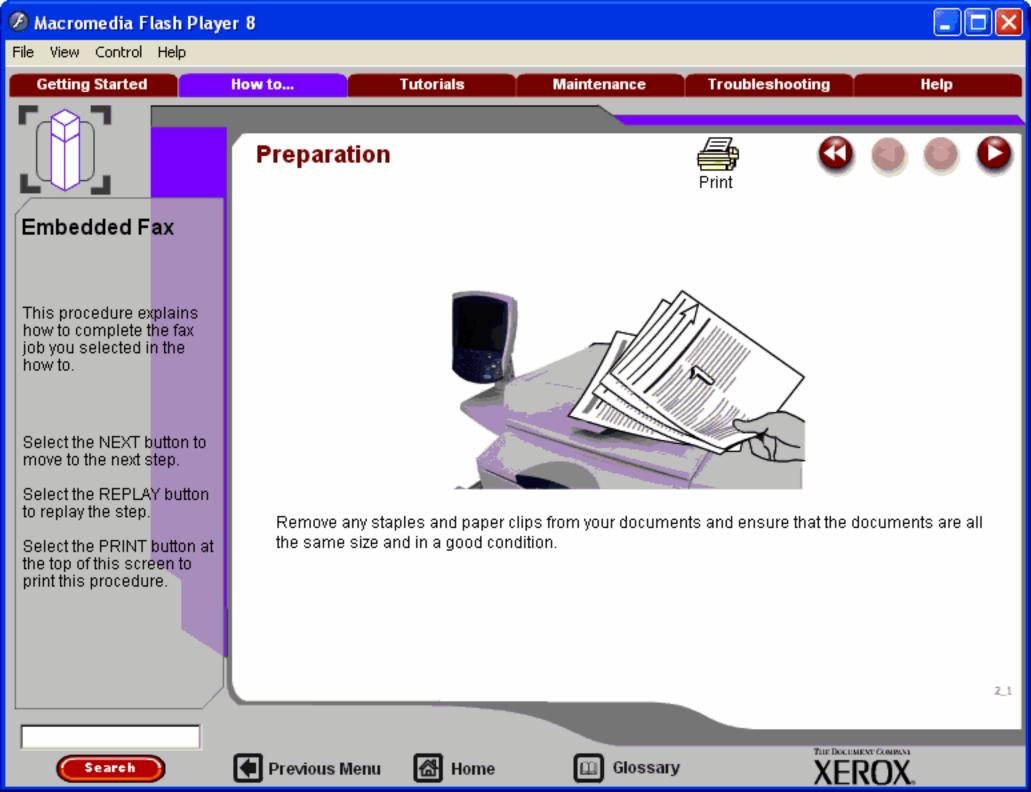
#### Fax (Server)

🖪, Fax (Embedded)



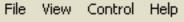












**Getting Started** 

Tutorials How to...

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Help



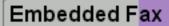
## Loading your document









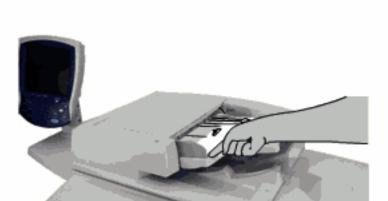


This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



Load the documents in the Document Handler long edge feed and in order (1,2,3...) with page 1 face up on top.

Slide the document guides against the front and rear edges of the documents.

3\_1





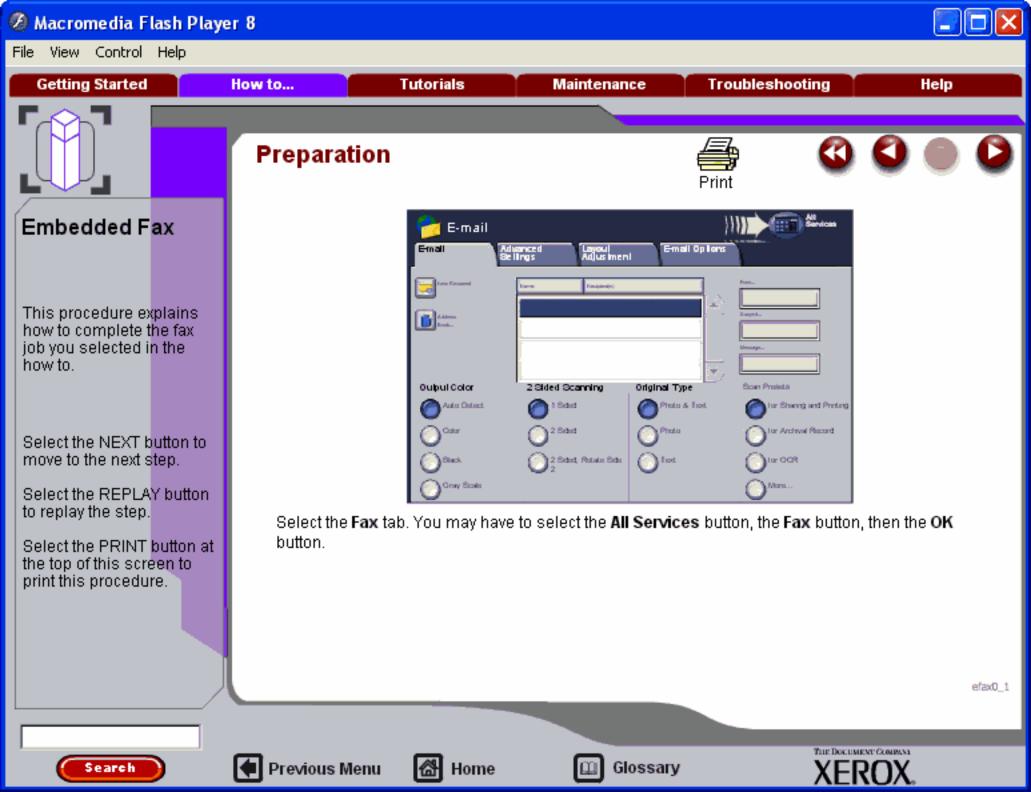


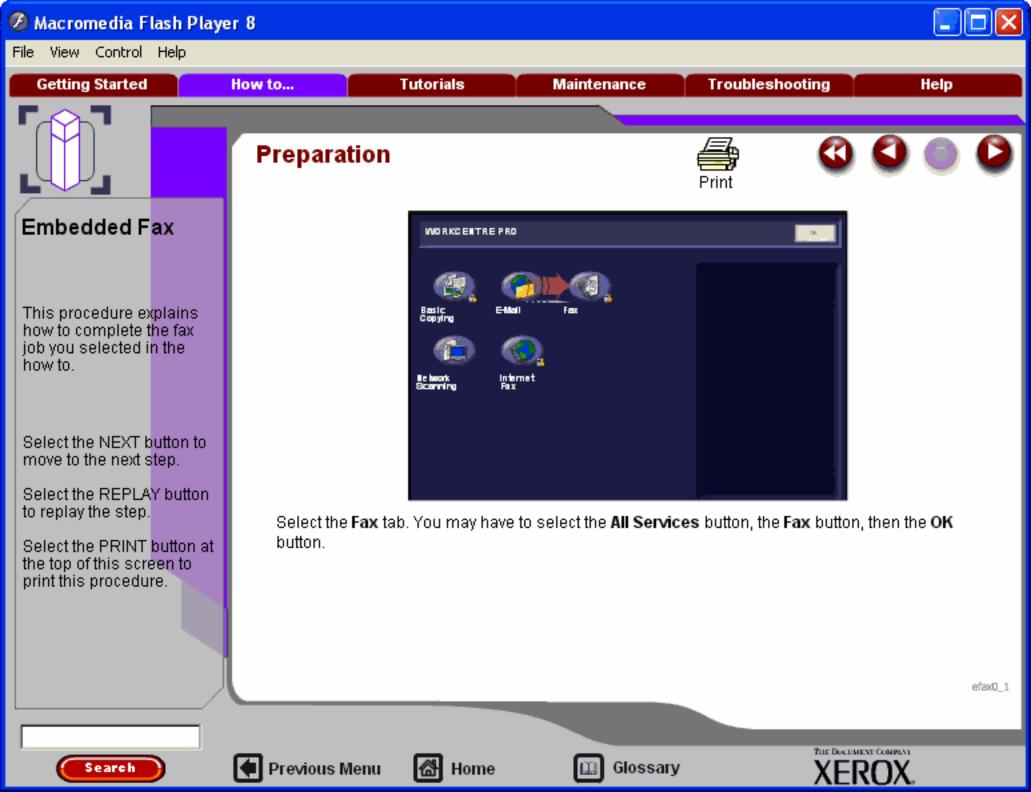


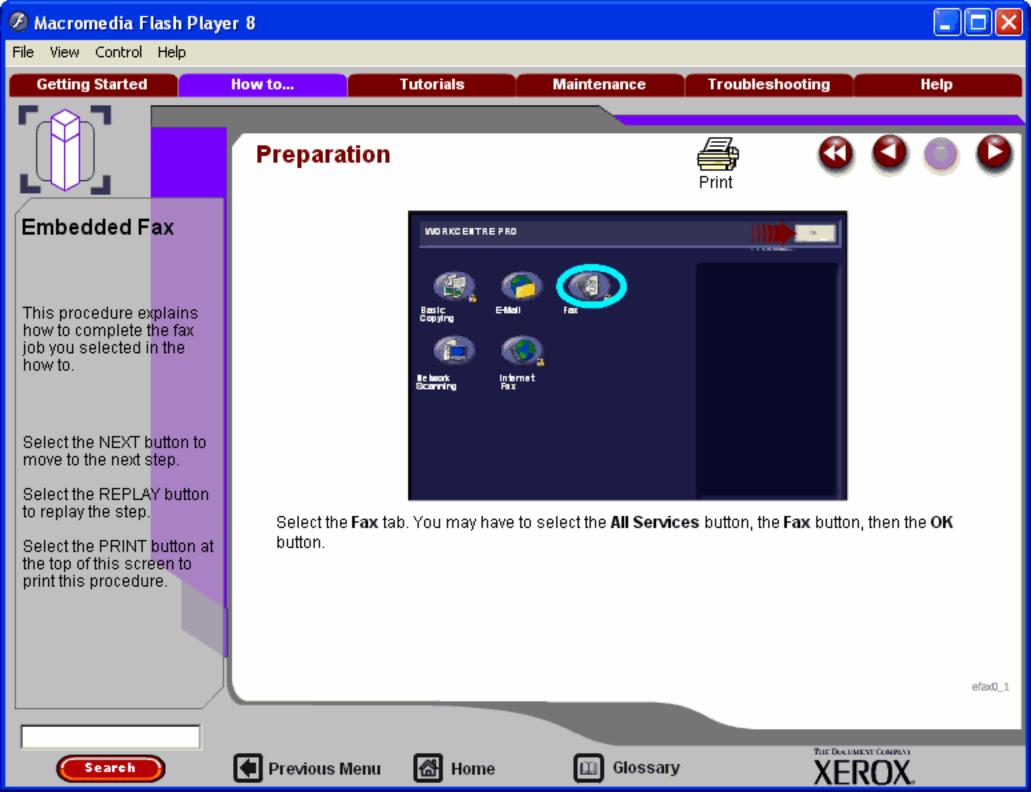


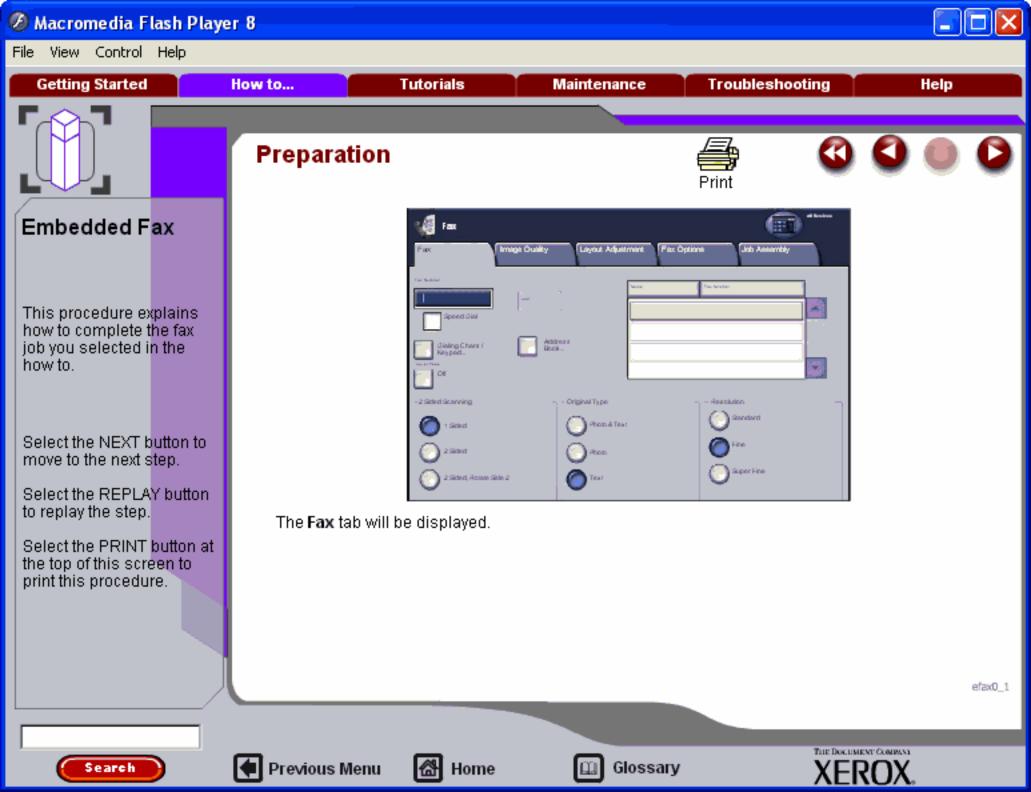








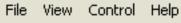












**Getting Started** Tutorials How to... Maintenance

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Help



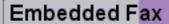
### Selecting the destination











This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

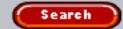
Select the PRINT button at the top of this screen to print this procedure.



Type in the number of the receiving fax machine using the number keys on the keypad. The number will appear in the window indicated. Then add the number to the Recipient List by pressing the Add button.

You can add several numbers to the Recipient List in this way.

efax4\_1



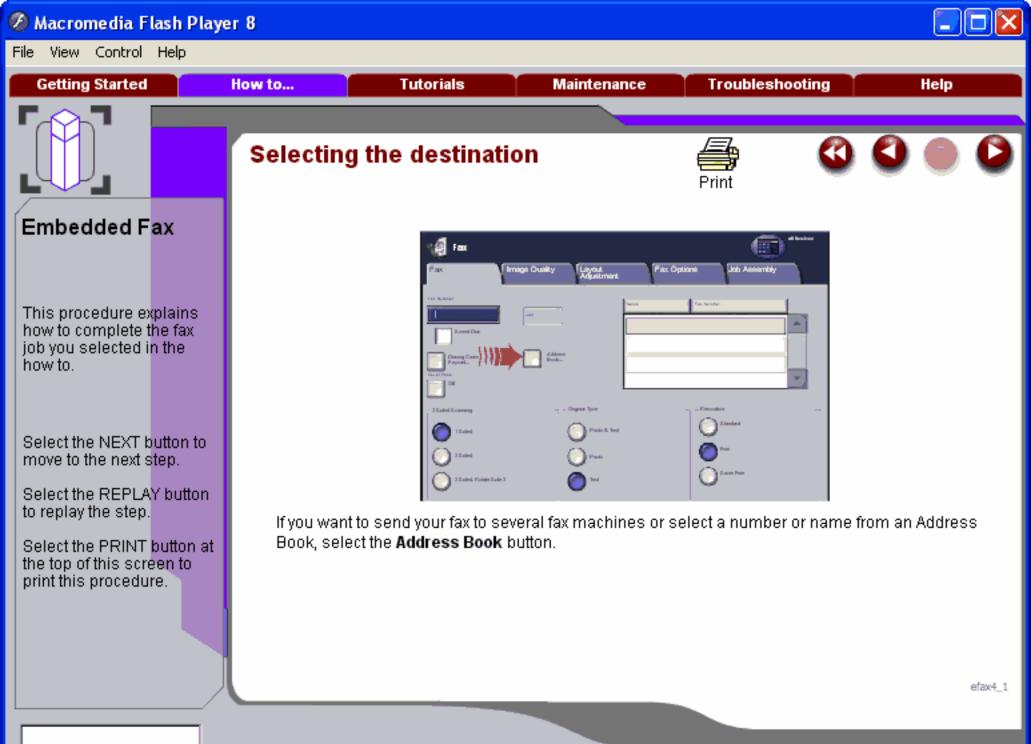


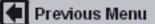






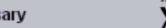




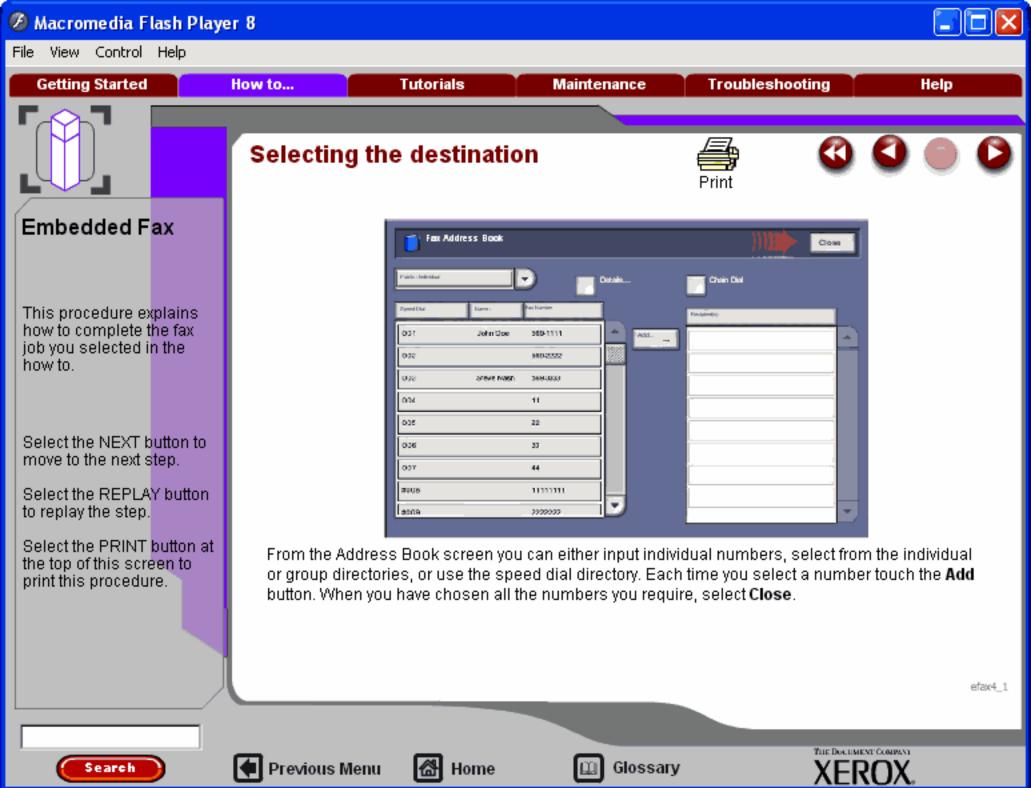


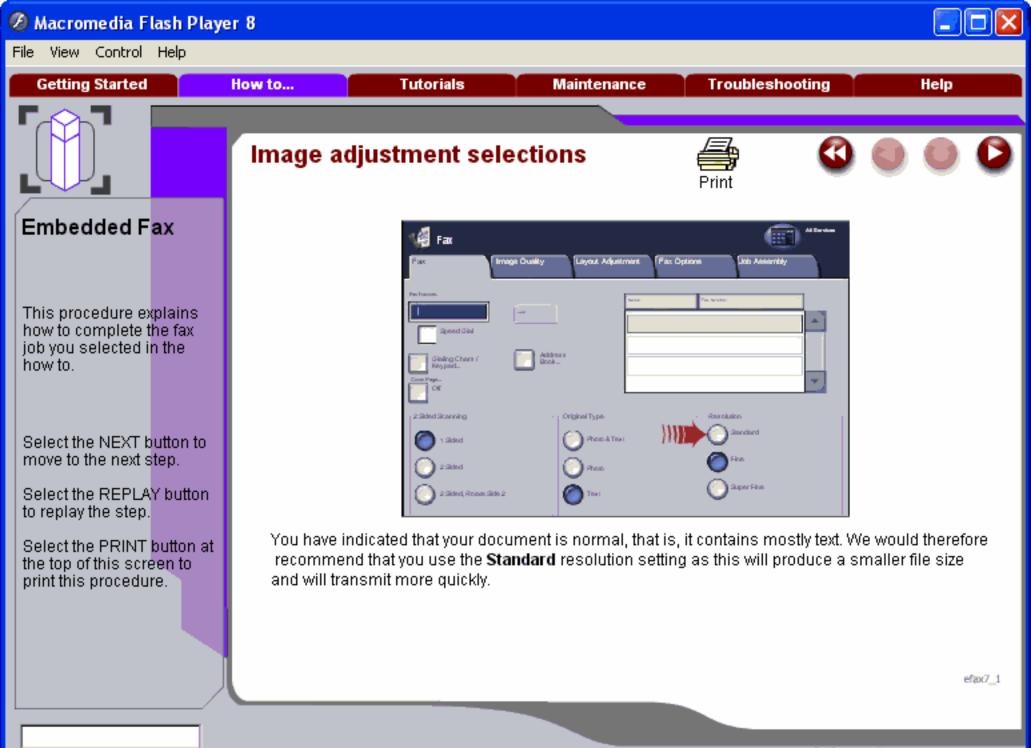










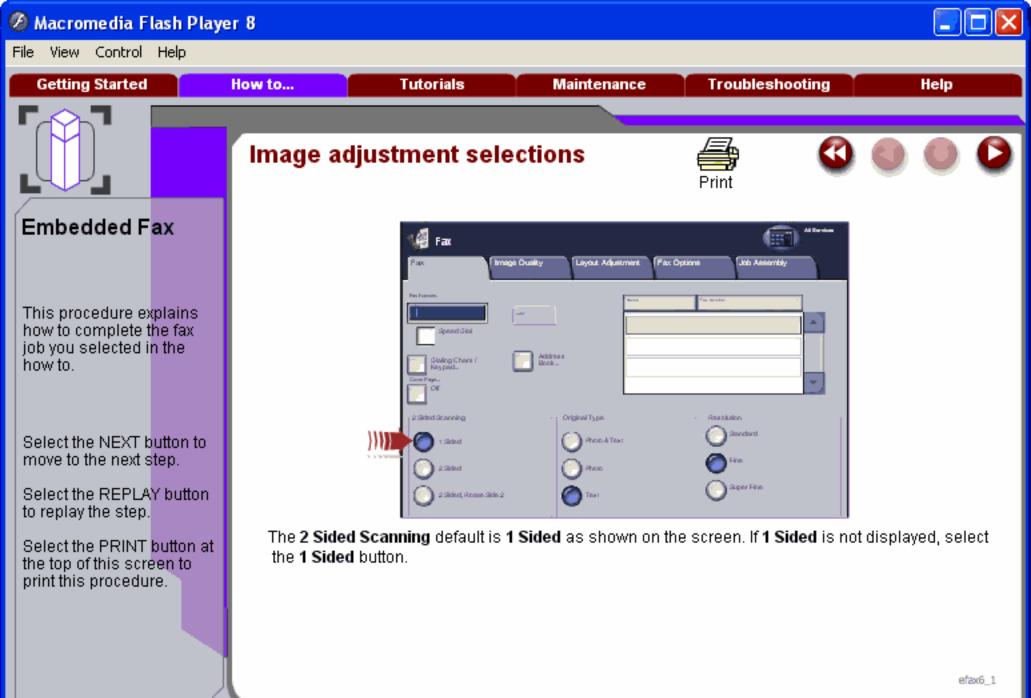




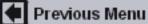


Glossary





Search

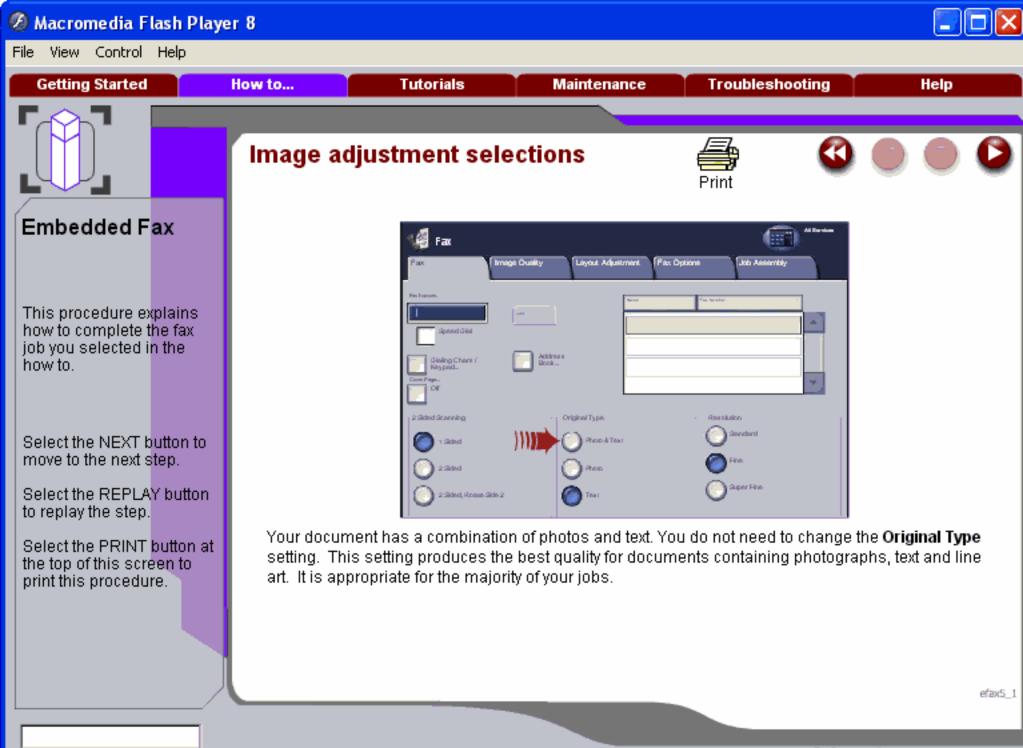




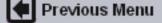


Glossary







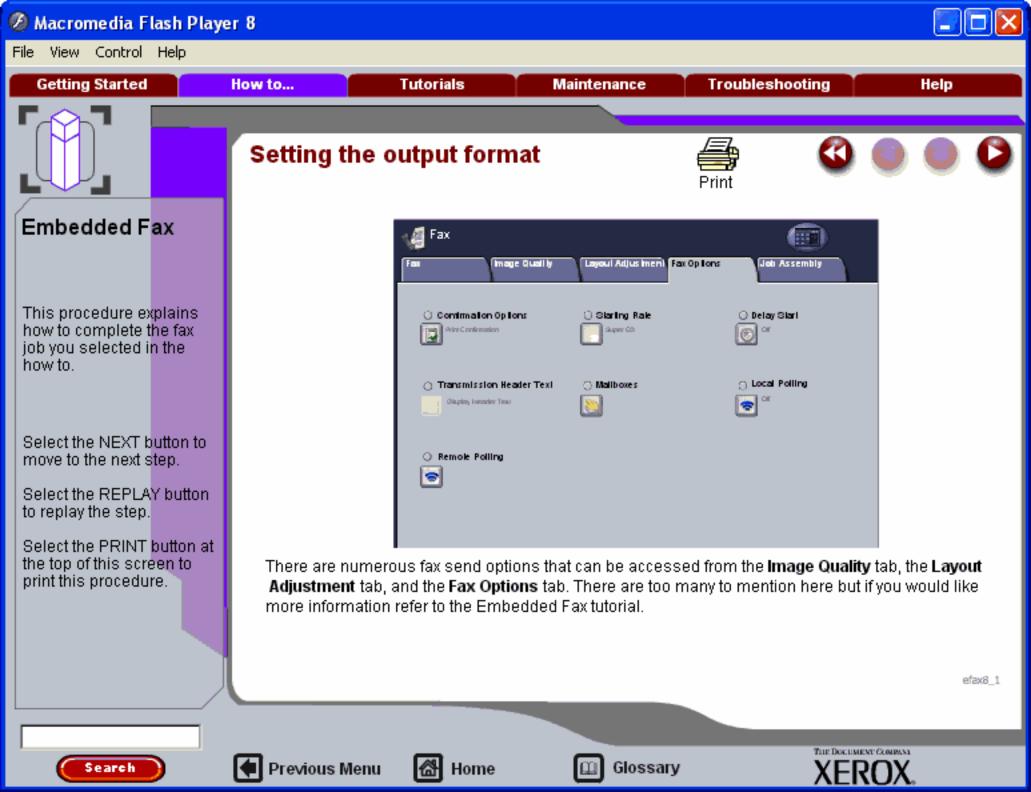


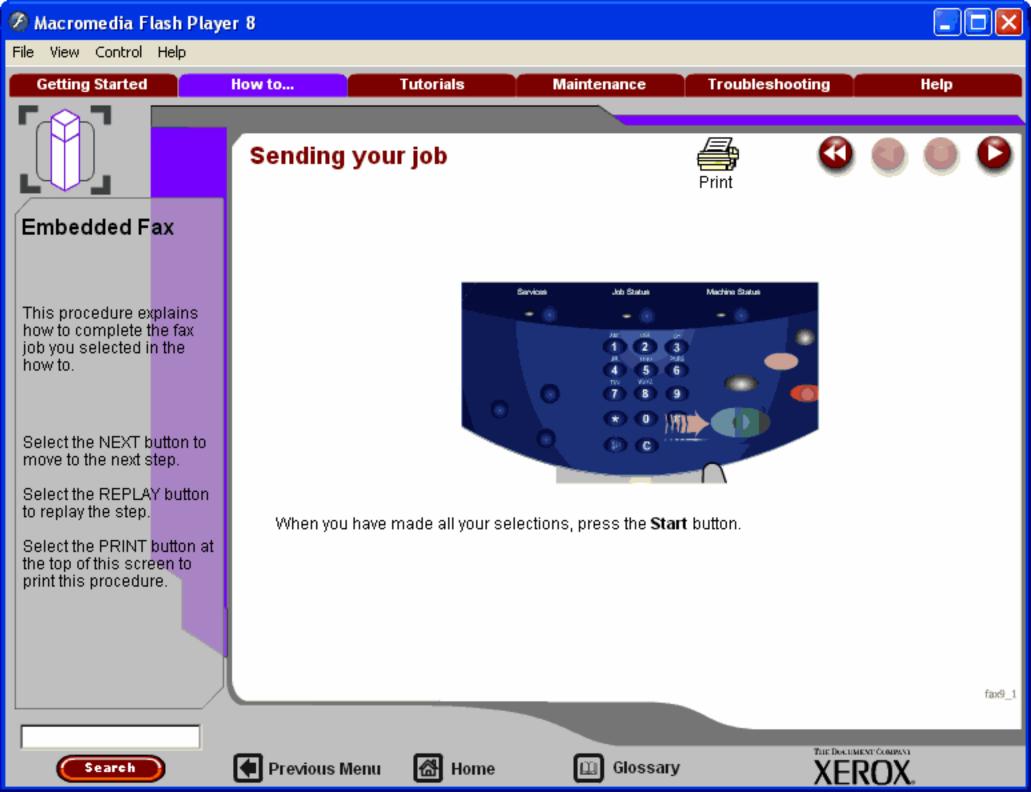




Glossary



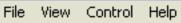












**Getting Started Tutorials** Troubleshooting How to... Maintenance Help



### Sending your job











### Embedded Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



A minute or two after the machine has finished scanning your documents, a report (if the report function is enabled) will be produced containing details of the job and telling you if the job succeeded or failed.

If the job was successful, the fax will have been sent to the selected destination. If the job failed, the reason for the failure will be given in Job Status Details.

That completes the procedure. You can:

Review this procedure by using the Skip Back button above.

Print this procedure by selecting the **Print** button above.

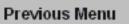
Create a new procedure by selecting the Previous Menu button.



fax11\_1



















Help



Maintenance

Troubleshooting

Copy

Fax

#### Internet Fax

**Network Scan** 

E-Mail

Print

Load Paper and Media

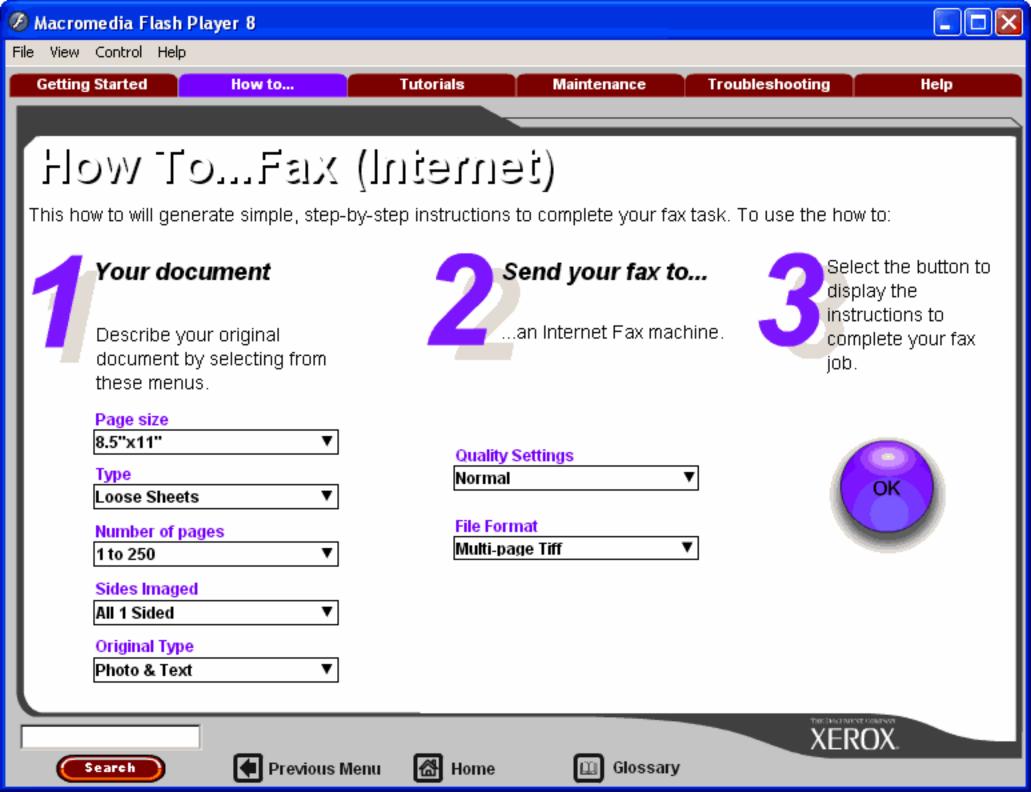
Maintain your Product

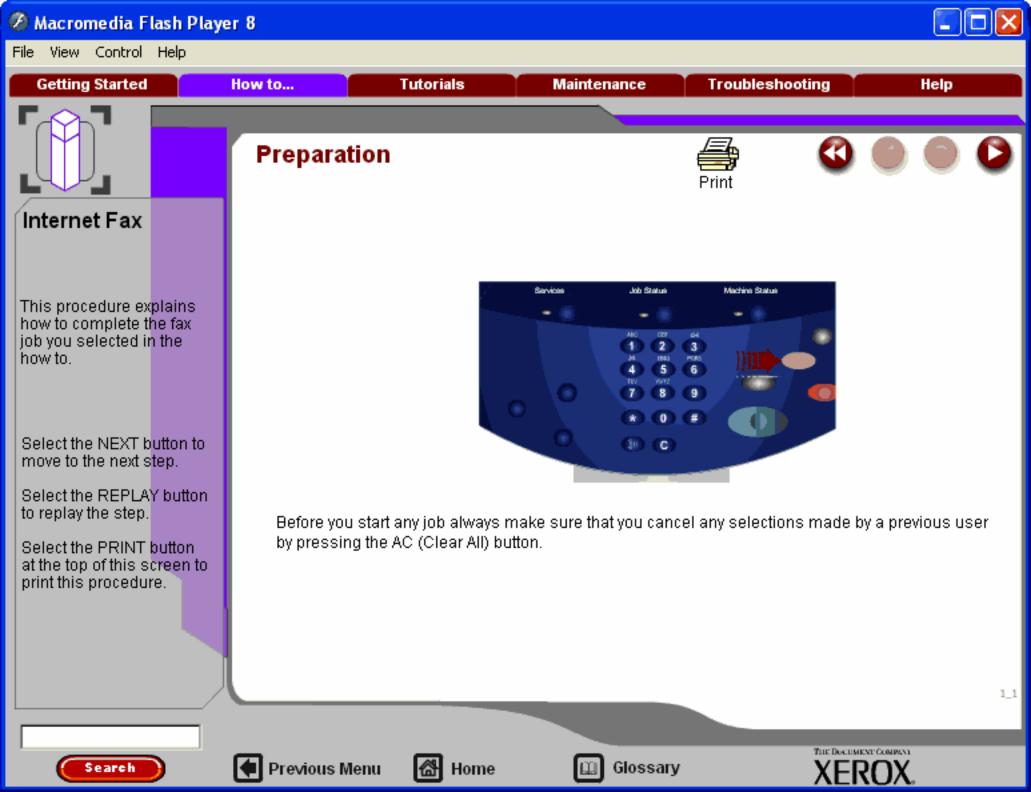
Help

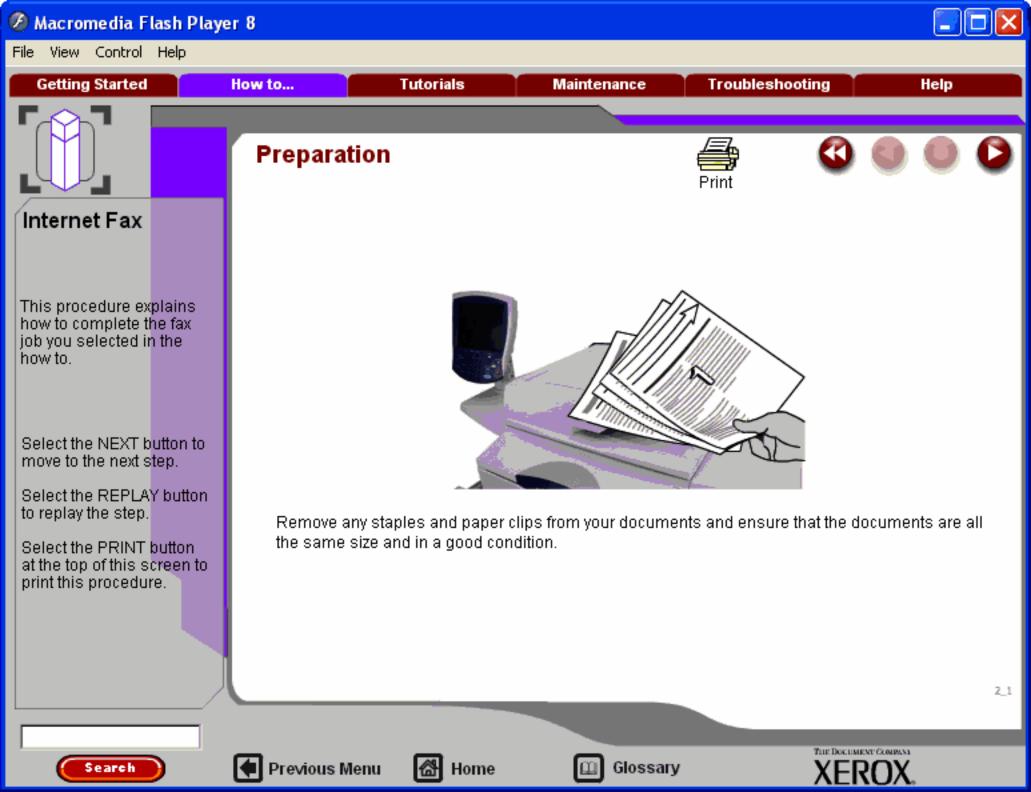
Tutorials

Maintenance

Troubleshooting













How to...

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Troubleshooting

Help



### Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

# Loading your document















Load the documents in the Document Handler long edge feed and in order (1,2,3...) with page 1 face up on top.

Slide the document guides against the front and rear edges of the documents.

3\_1

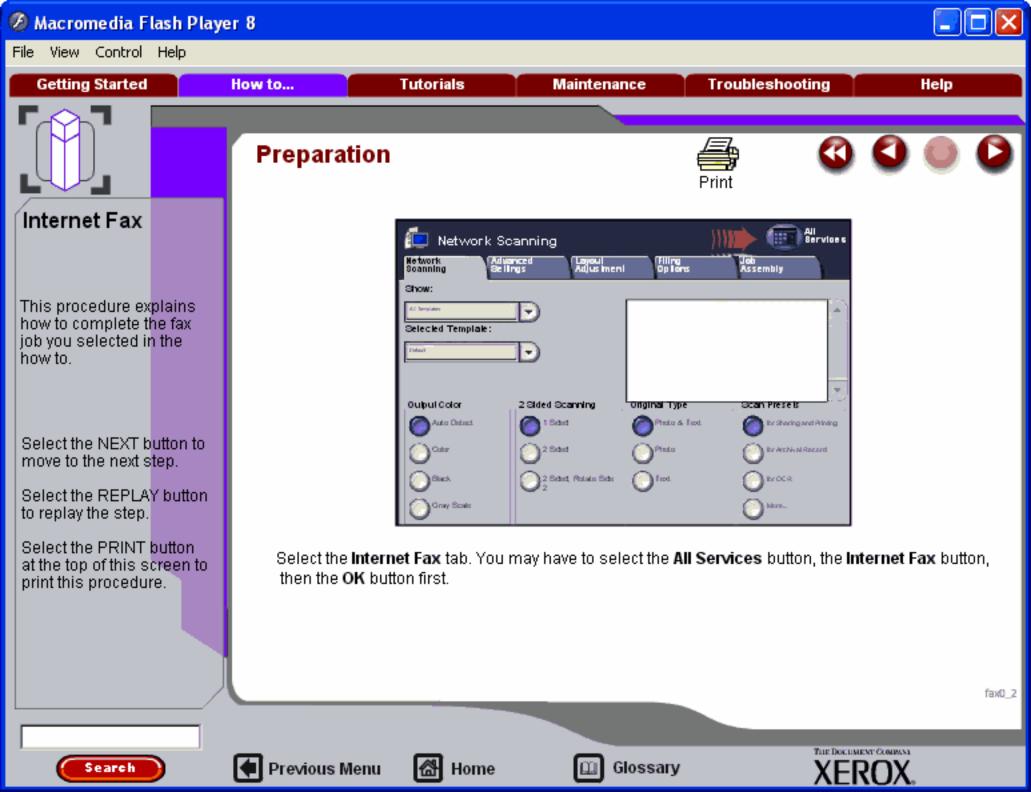


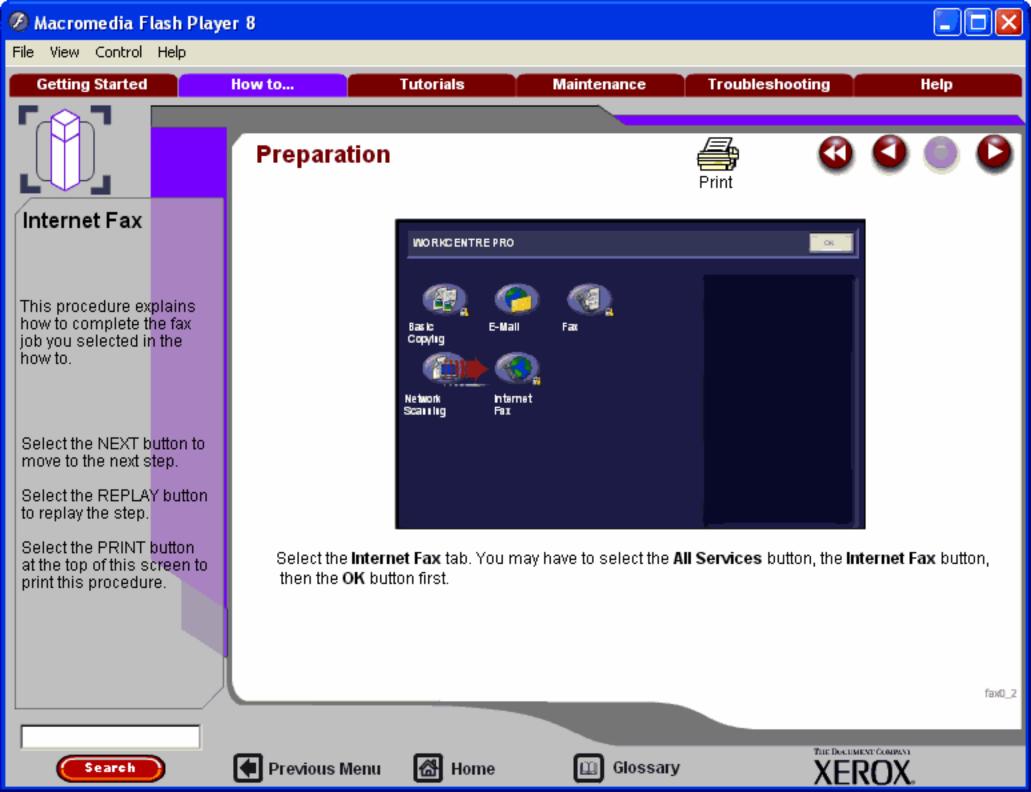


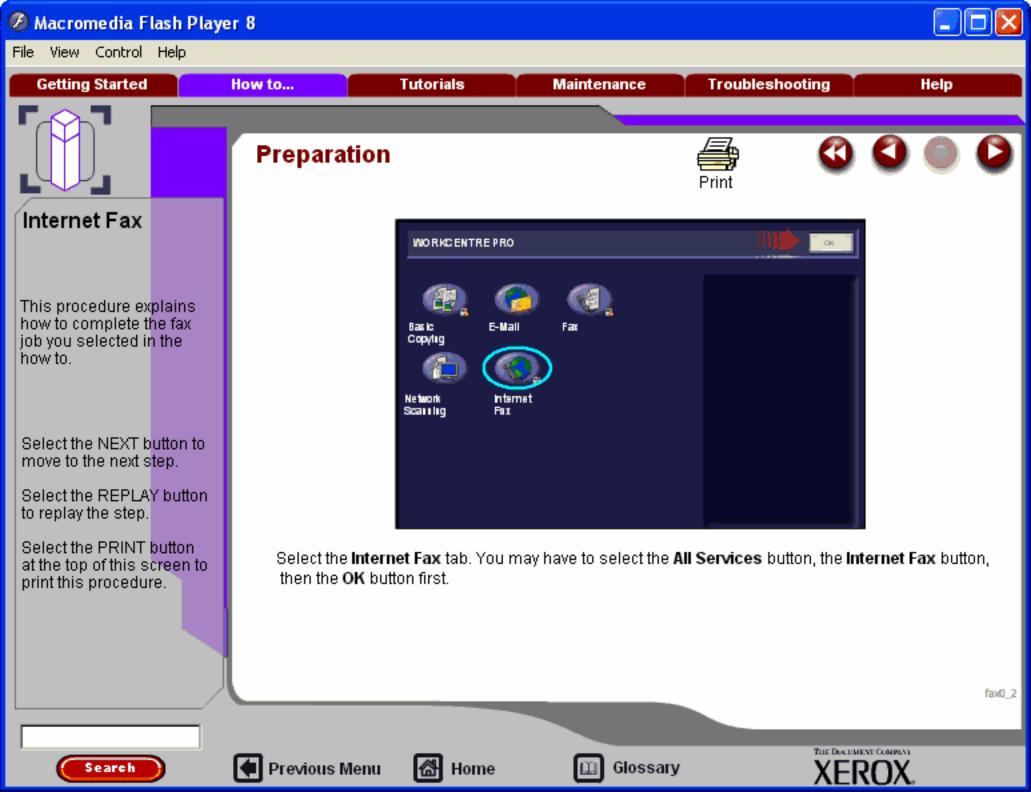


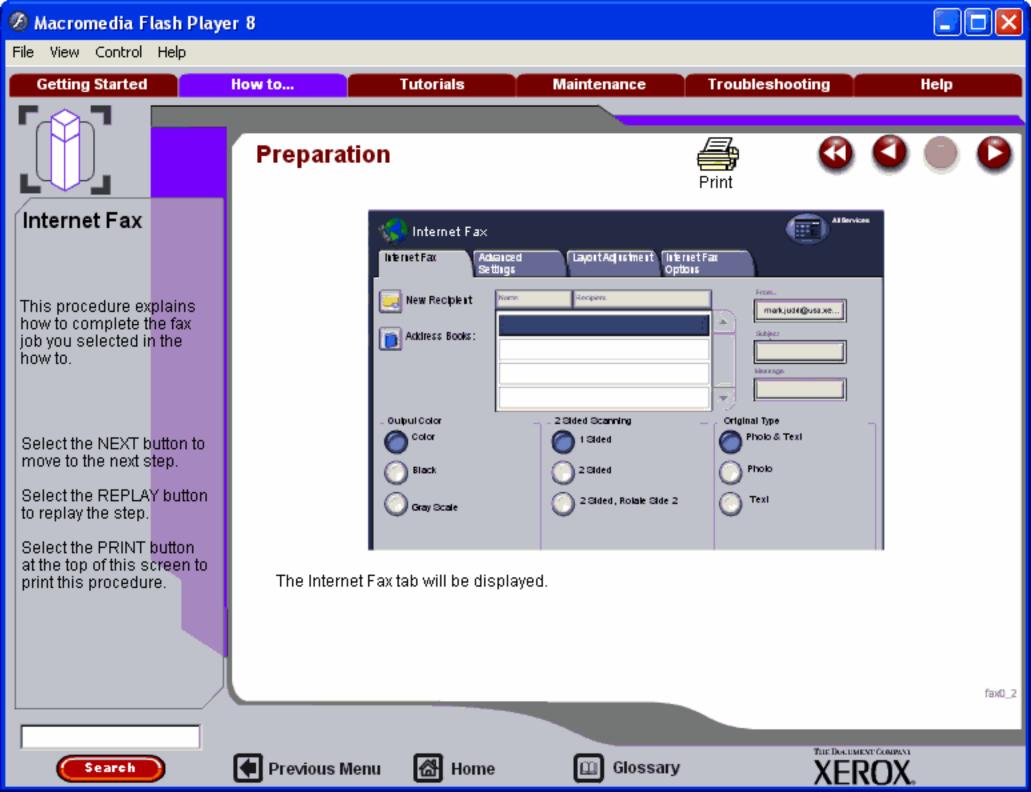


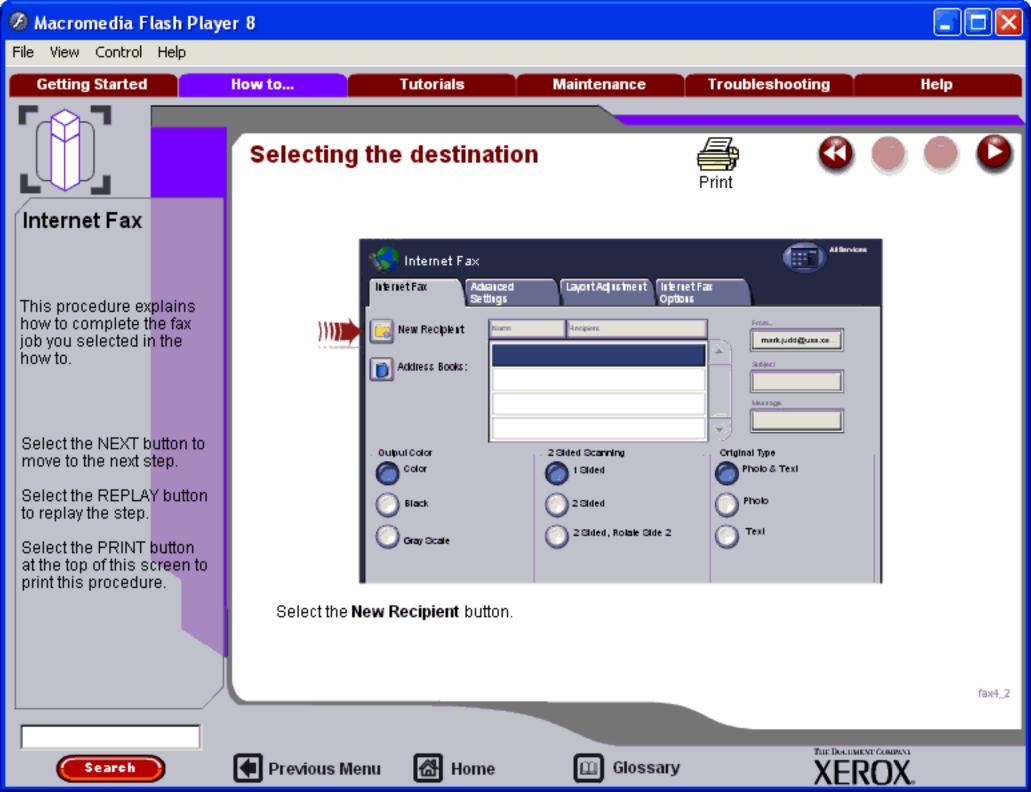






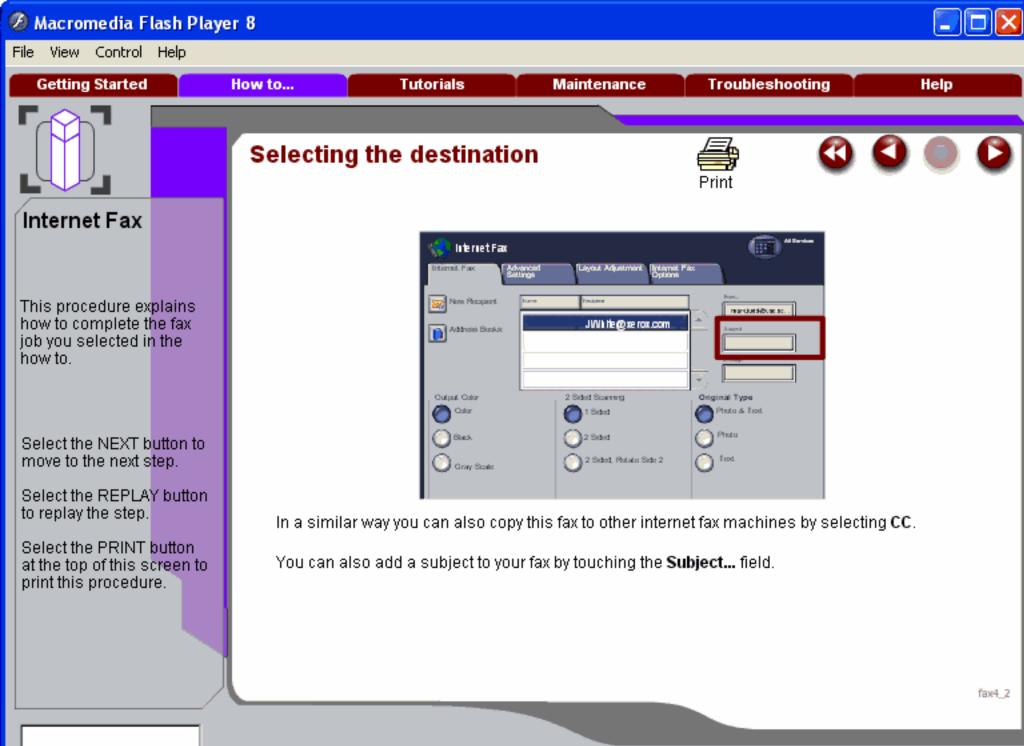






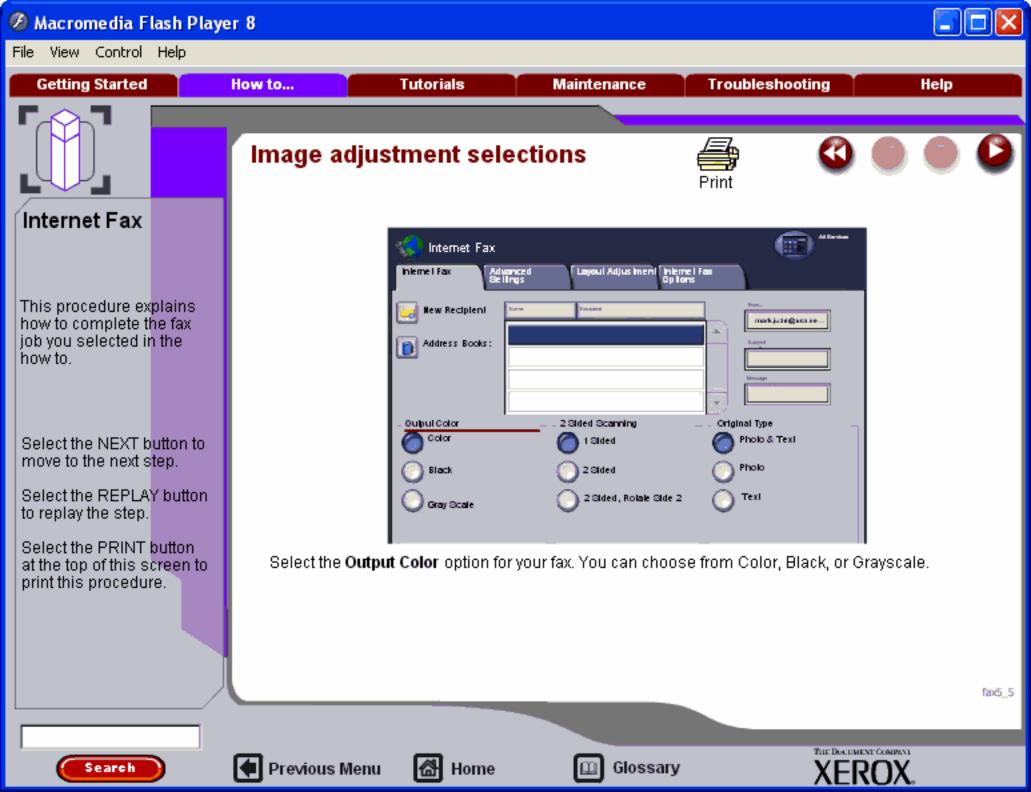


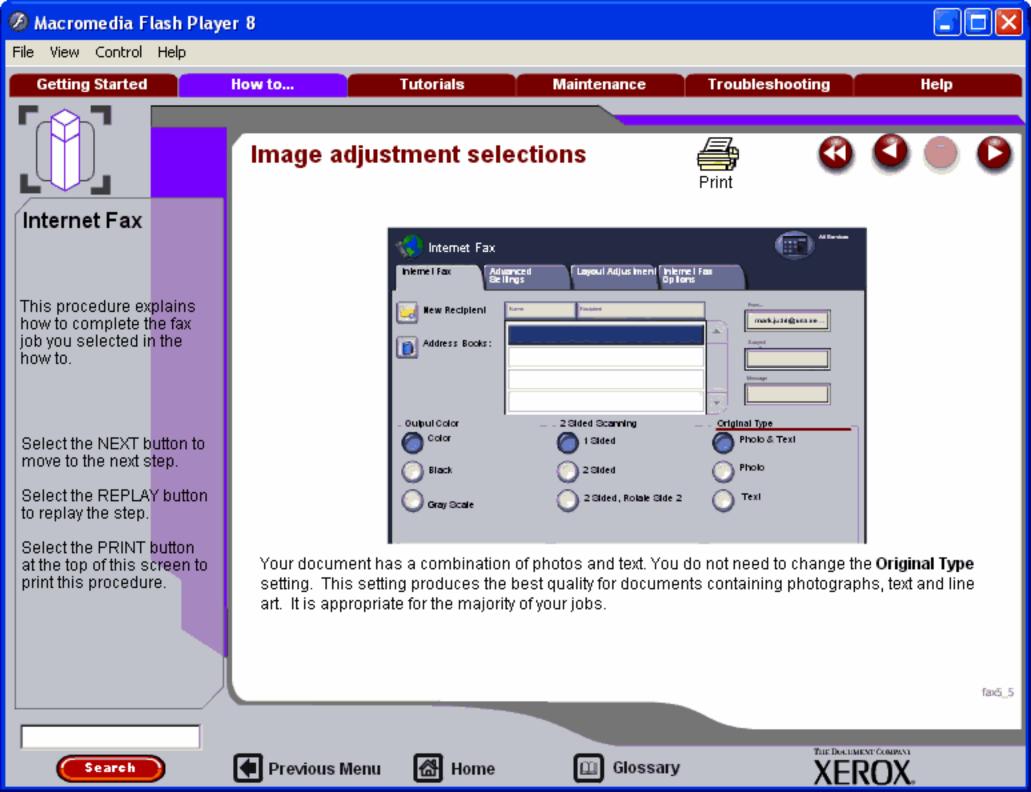


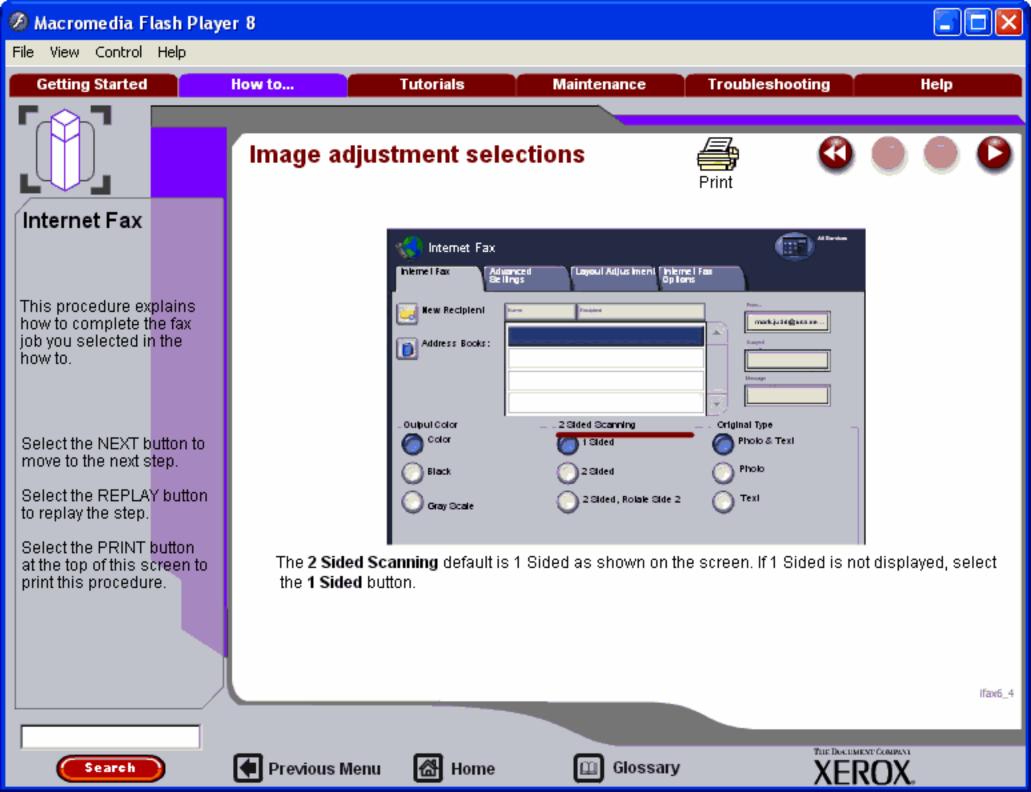


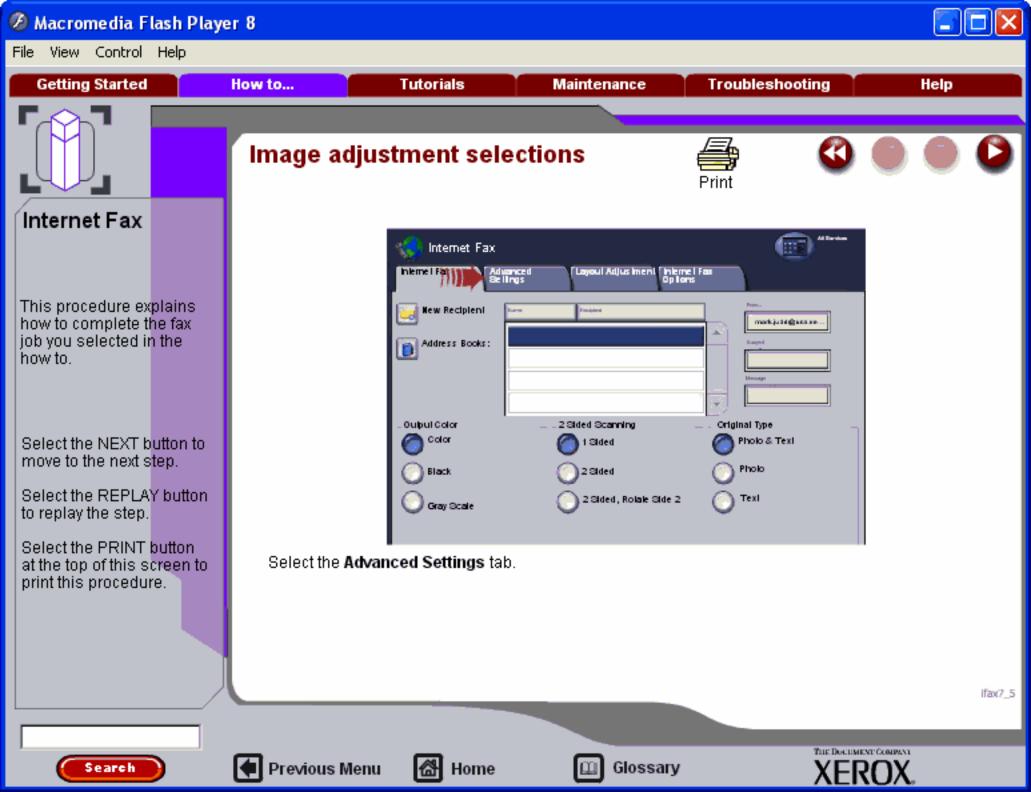


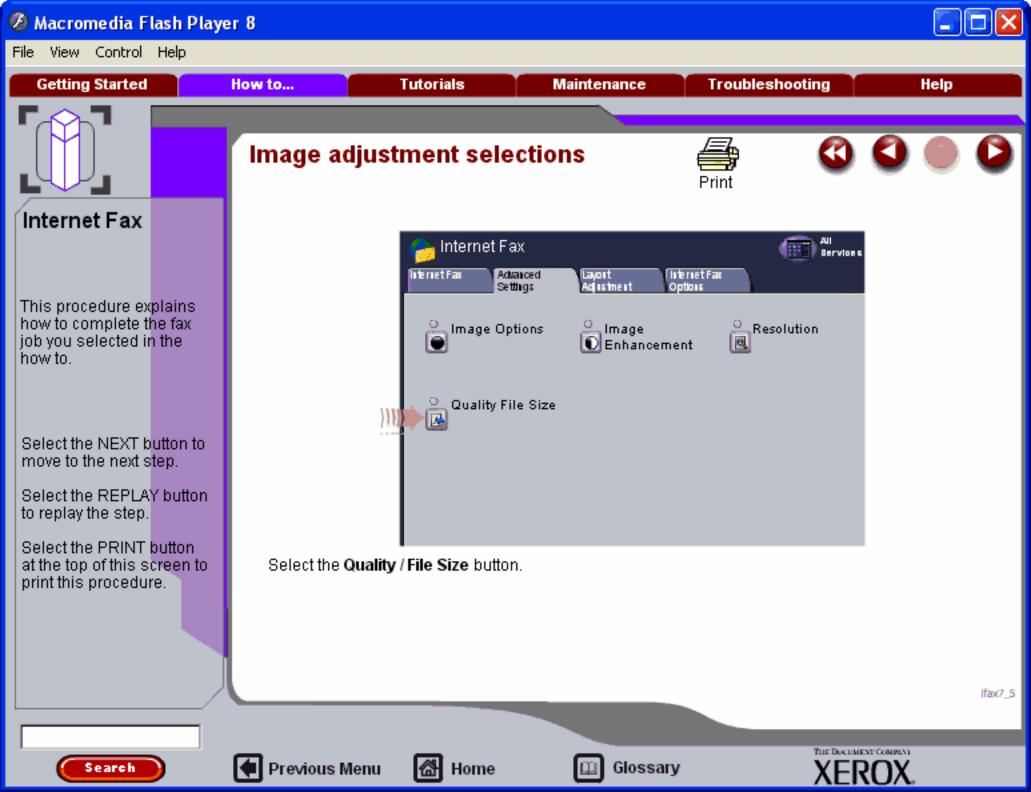
Glossary XER

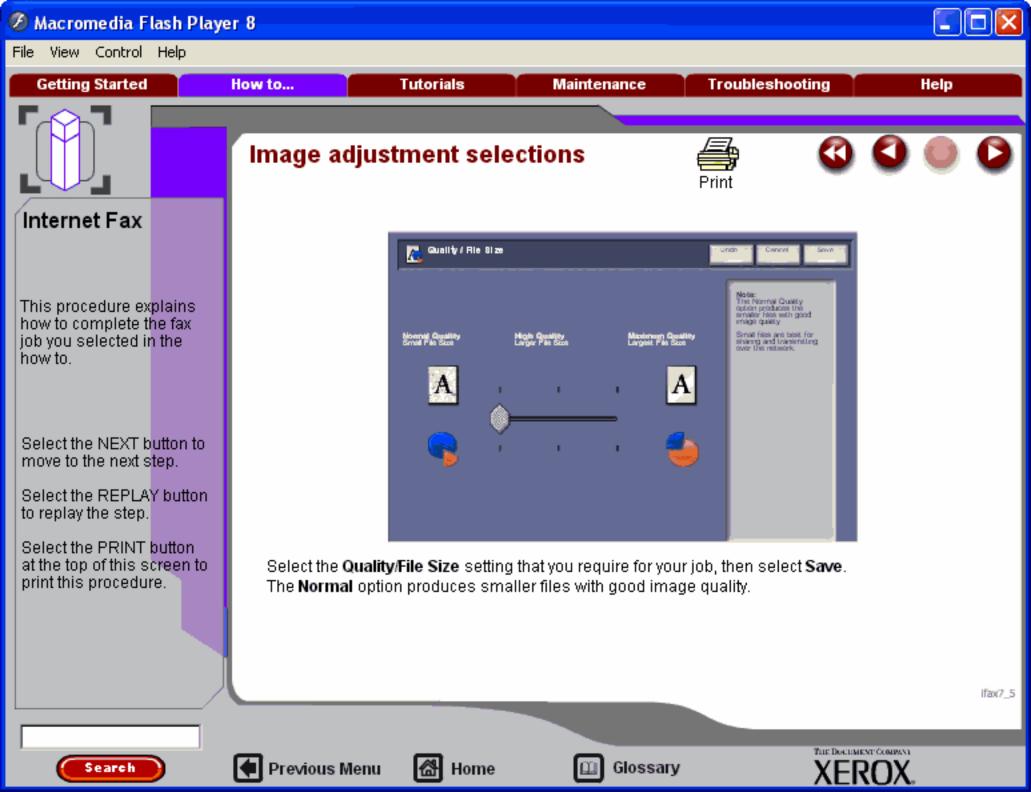


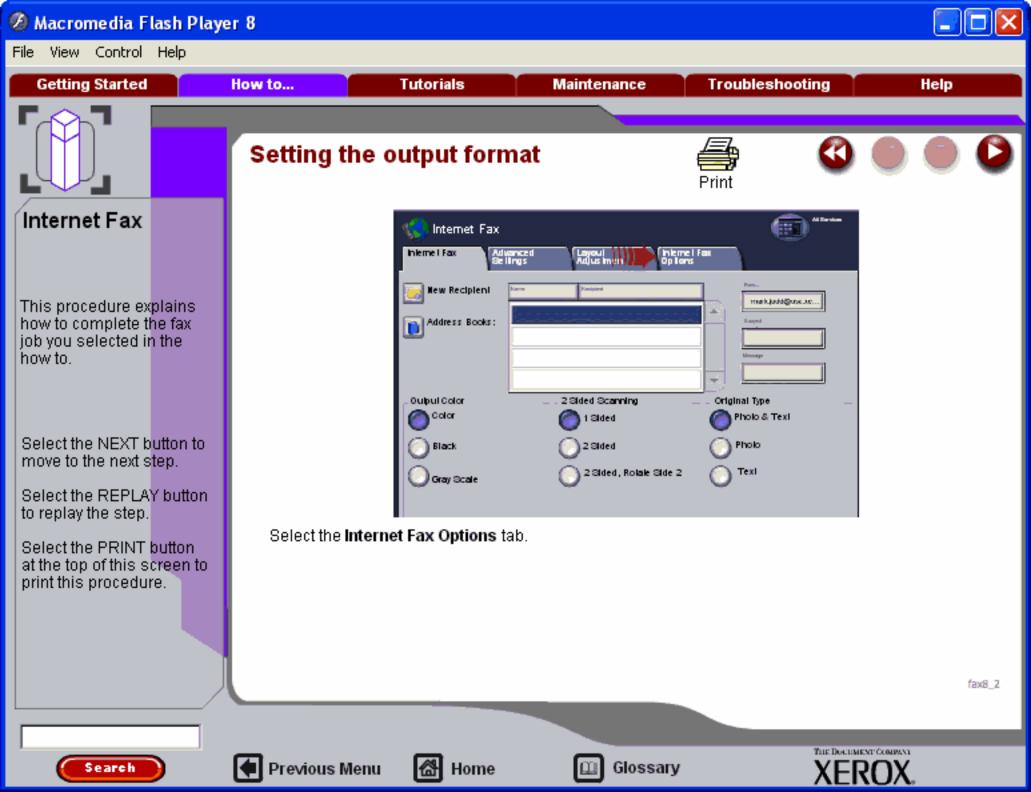


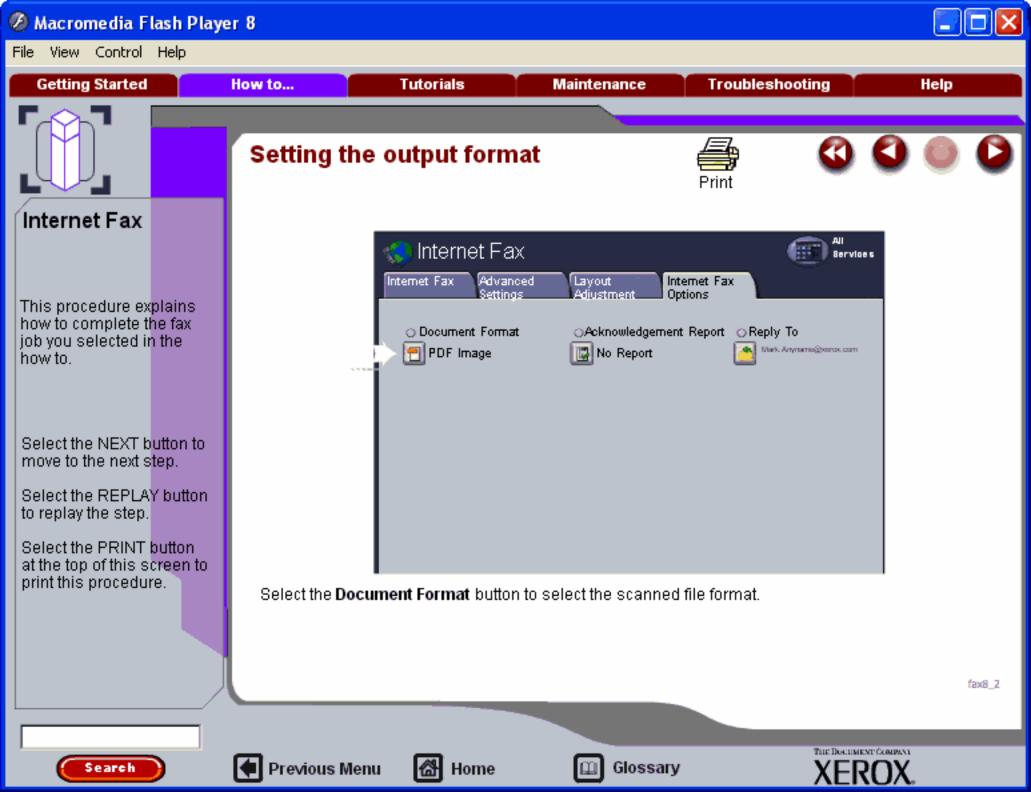


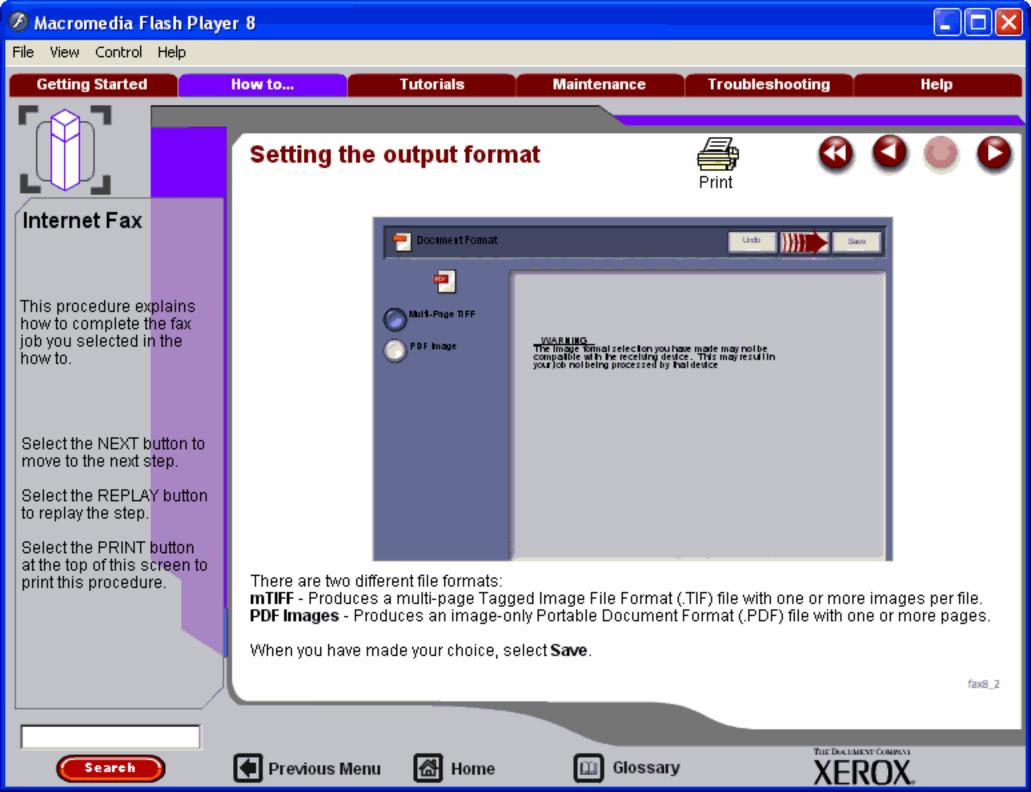










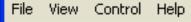




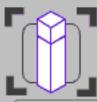








**Getting Started Tutorials** Troubleshooting How to... Maintenance Help



#### Internet Fax

This procedure explains how to complete the fax job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

# Sending your job











A minute or two after the machine has finished scanning your documents, a report (if the report function is enabled) will be produced containing details of the job and telling you if the job succeeded or failed.

If the job was successful, the fax will have been sent to the selected destination. If the job failed, the reason for the failure will be given in Job Status Details.

That completes the procedure. You can:

Review this procedure by using the Skip Back button above.

Print this procedure by selecting the **Print** button above.

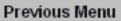
Create a new procedure by selecting the Previous Menu button.



fax11\_1





















## Training and Information



**Getting Started** 



How to...



Tutorials



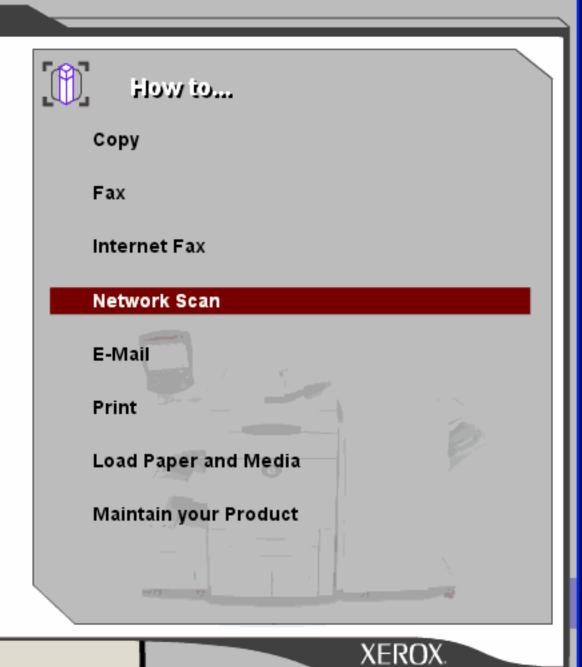
Maintenance



Troubleshooting



Help



File View Control Help

Getting Started How to... Tutorials Maintenance Troubleshooting Help



#### How to Network Scan

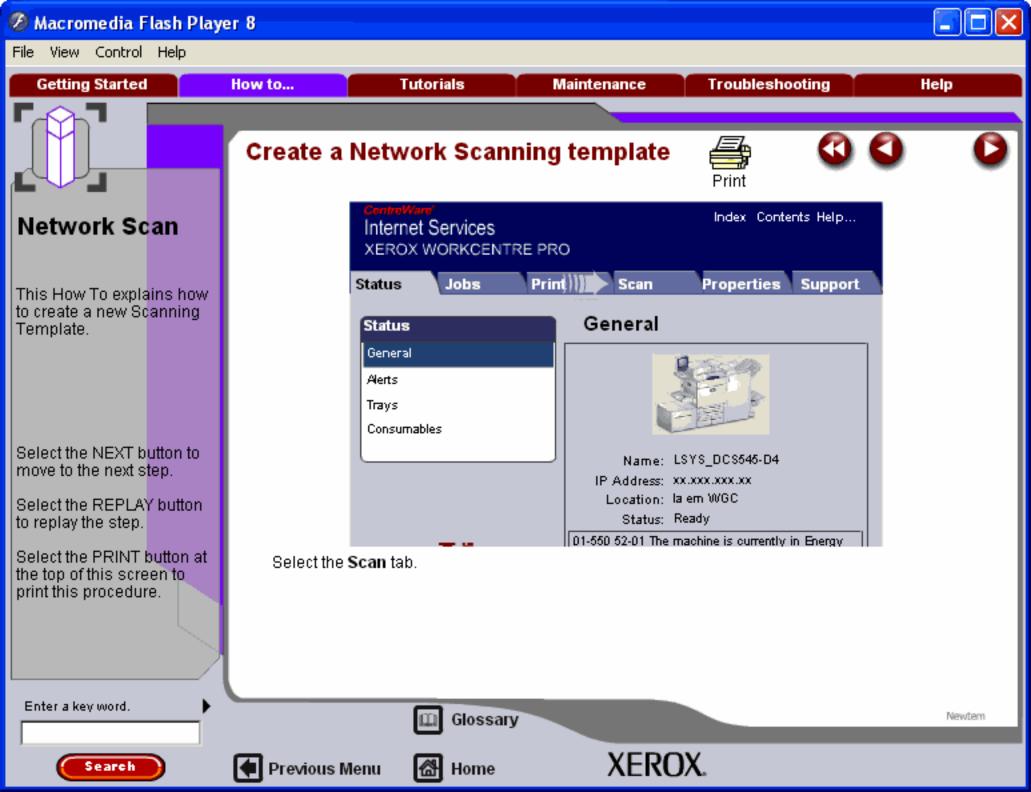
These modules will show how to use the Network Scanning feature. The how to will produce step by step instructions for most of the network scanning jobs you may have. Prior to using the Network Scanning feature you may need to create a scan template.

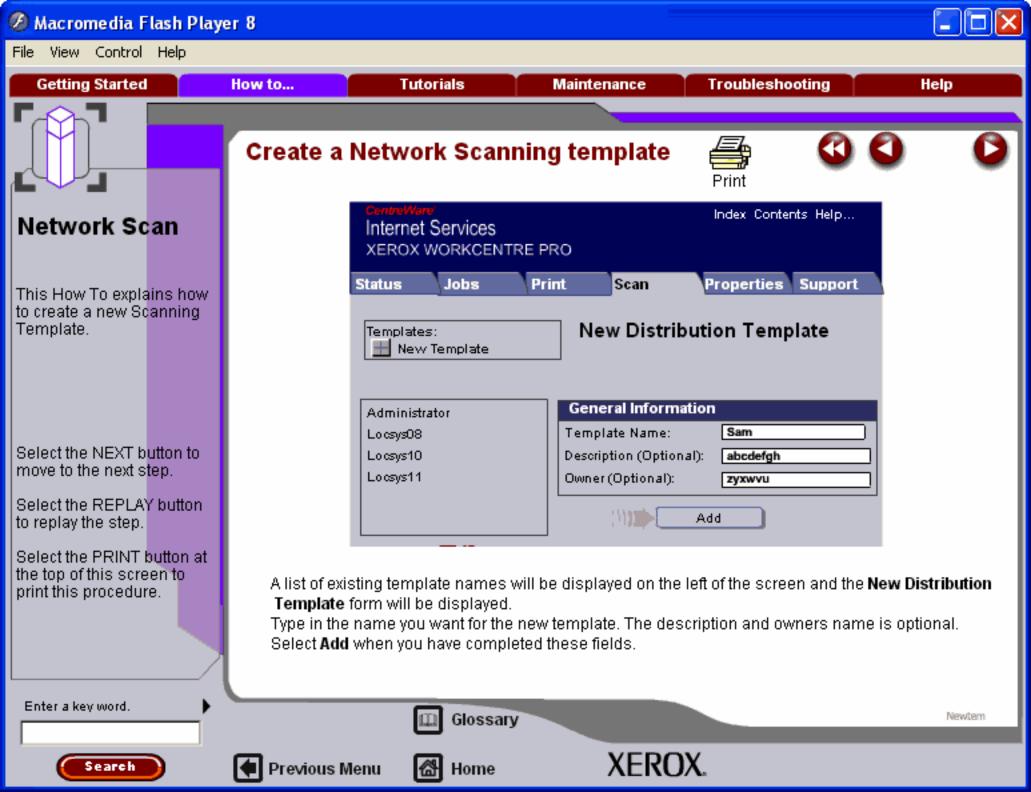
Create a Network Scanning Template

How to Network Scan

Search

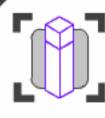






File View Control Help

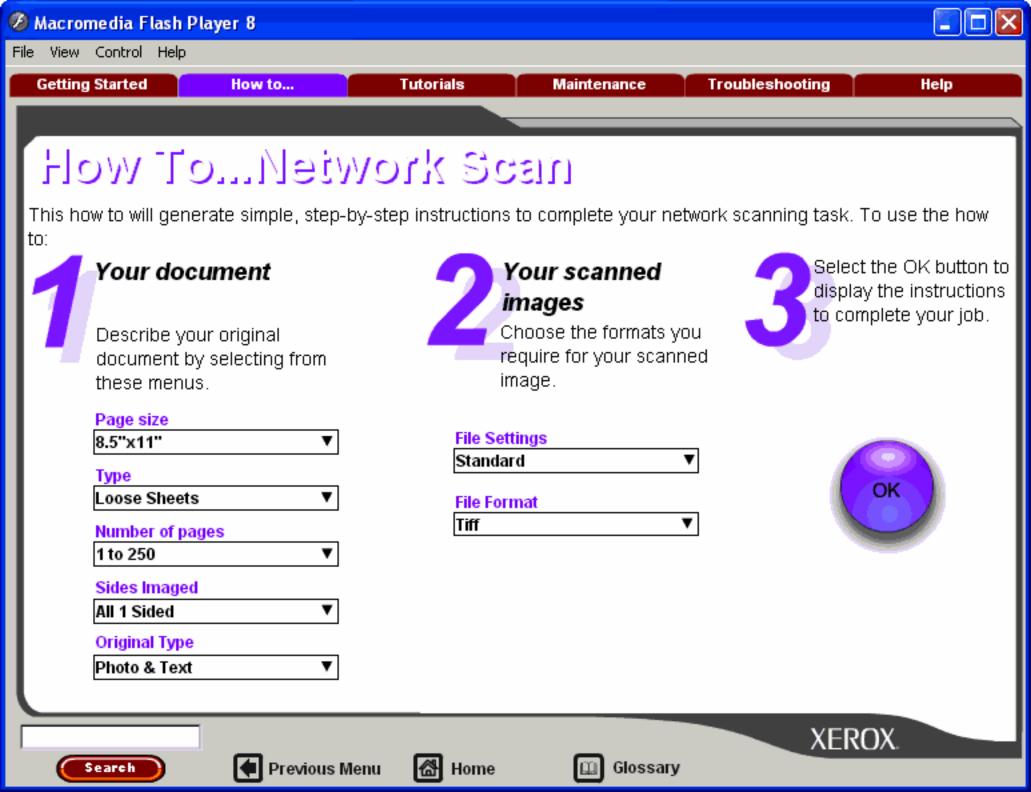
Getting Started How to... Tutorials Maintenance Troubleshooting Help

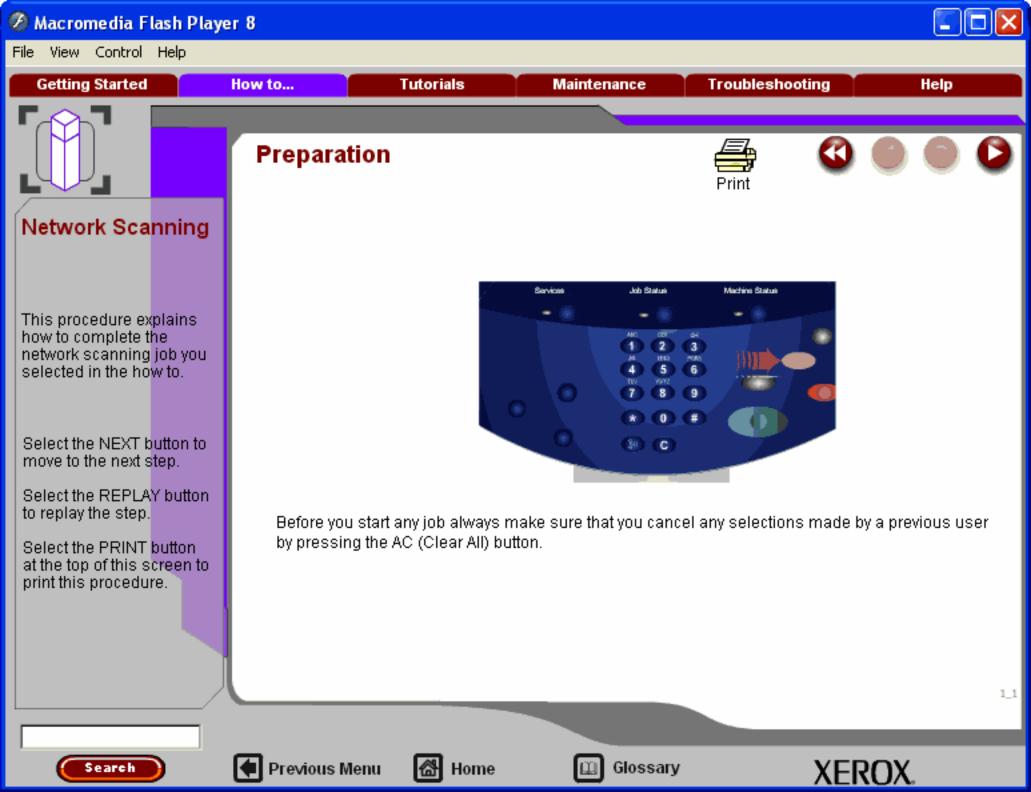


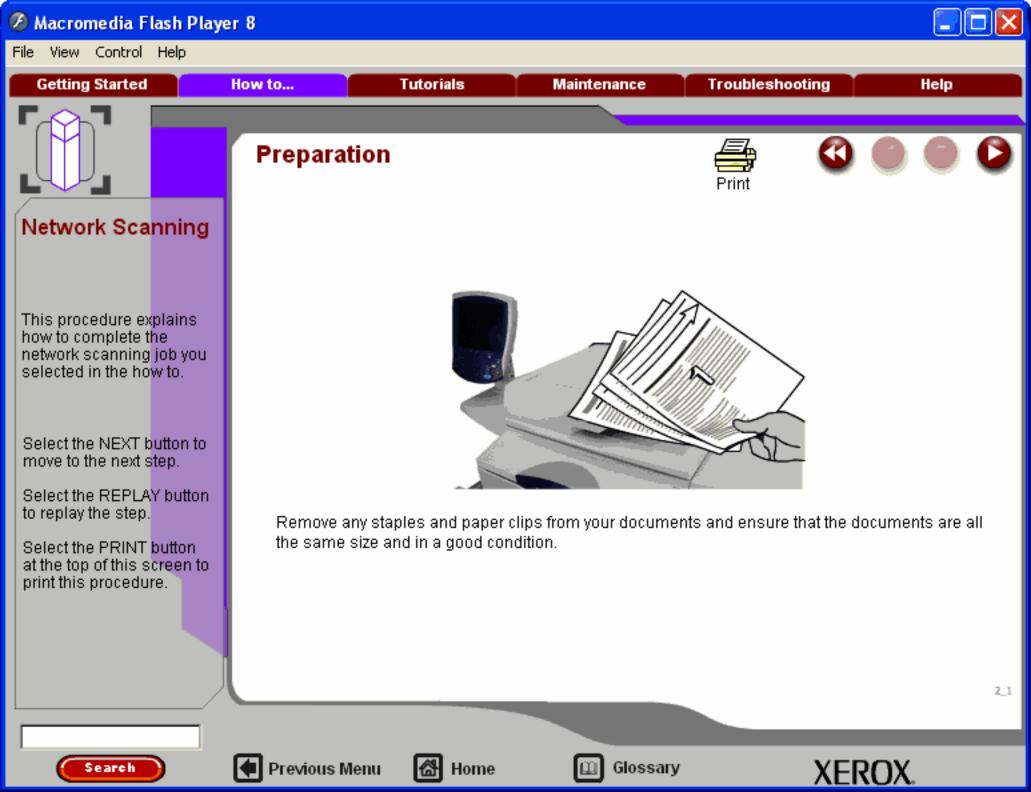
#### How to Network Scan

These modules will show how to use the Network Scanning feature. The how to will produce step by step instructions for most of the network scanning jobs you may have. Prior to using the Network Scanning feature you may need to create a scan template.

- Create a Network Scanning Template
- 📕 How to Network Scan











File View Control Help

**Getting Started** 

Tutorials Troubleshooting Maintenance How to... Help



# Loading your document











## **Network Scanning**

This procedure explains how to complete the network scanning job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

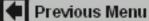
Select the PRINT button at the top of this screen to print this procedure.



Load the documents in the Document Handler long edge feed and in order (1,2,3...) with page 1 face up on top.

Slide the document guides against the front and rear edges of the documents.

3\_1



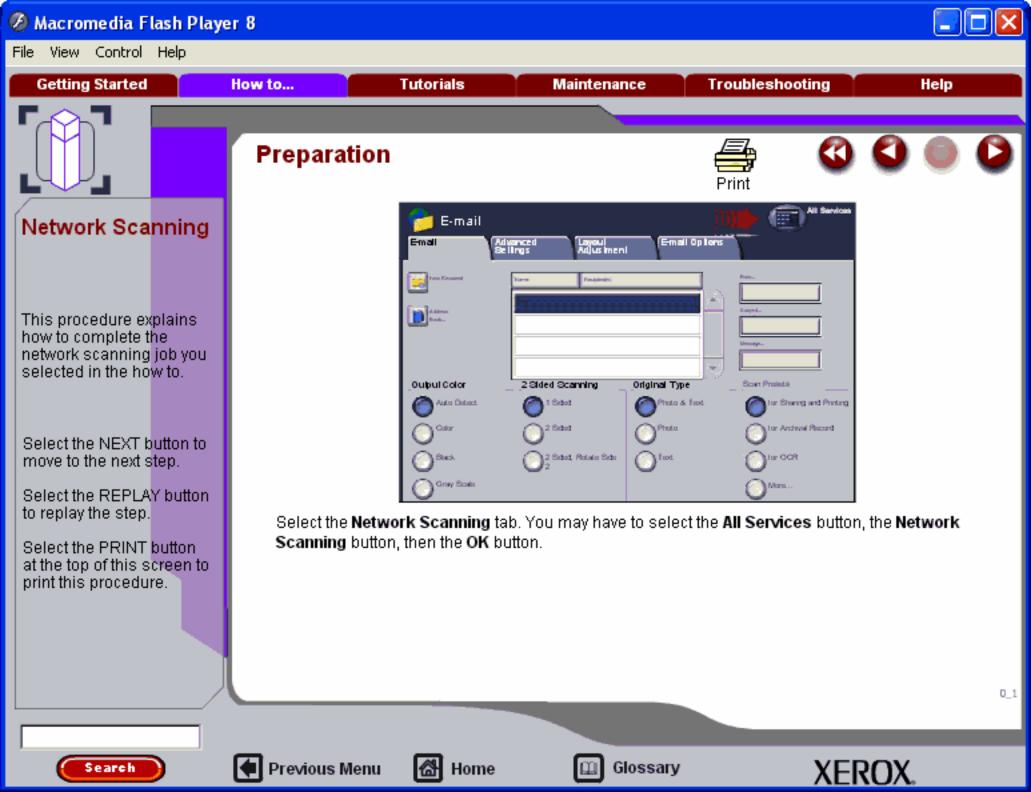


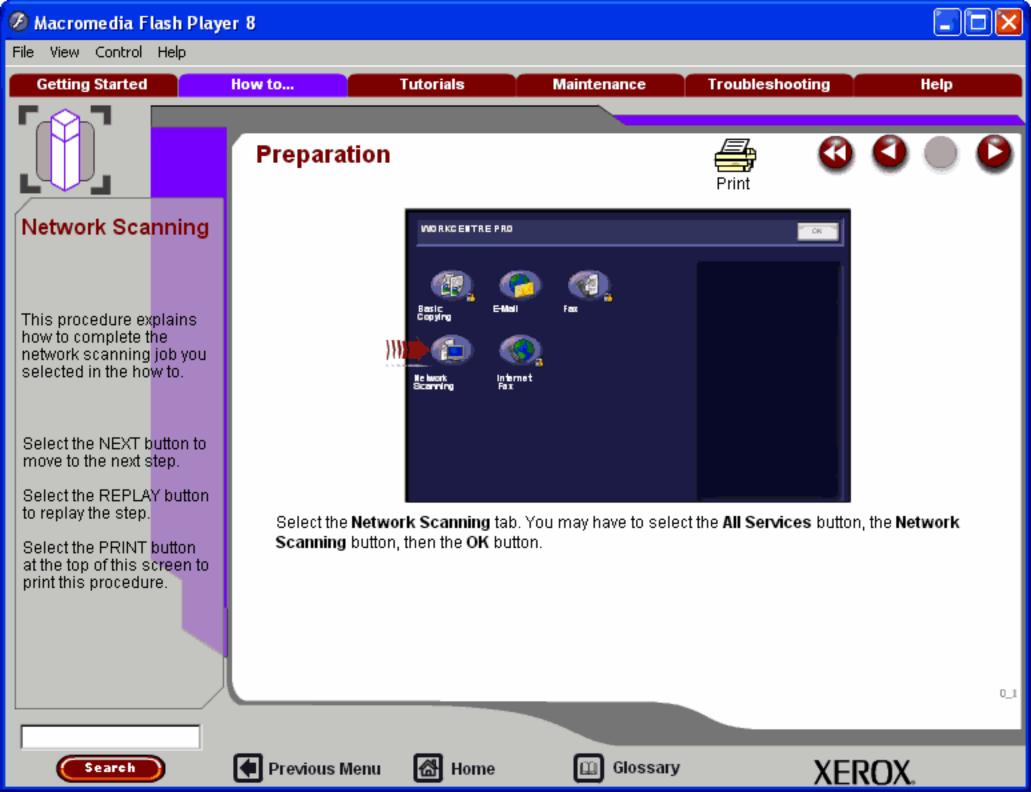


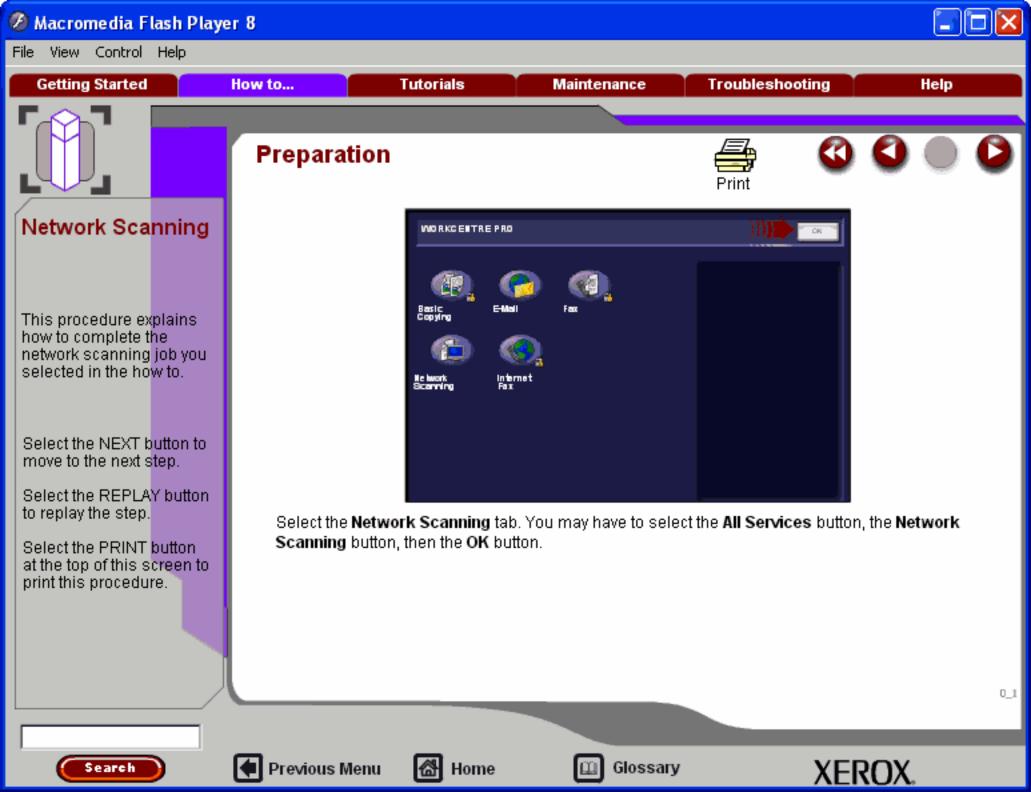


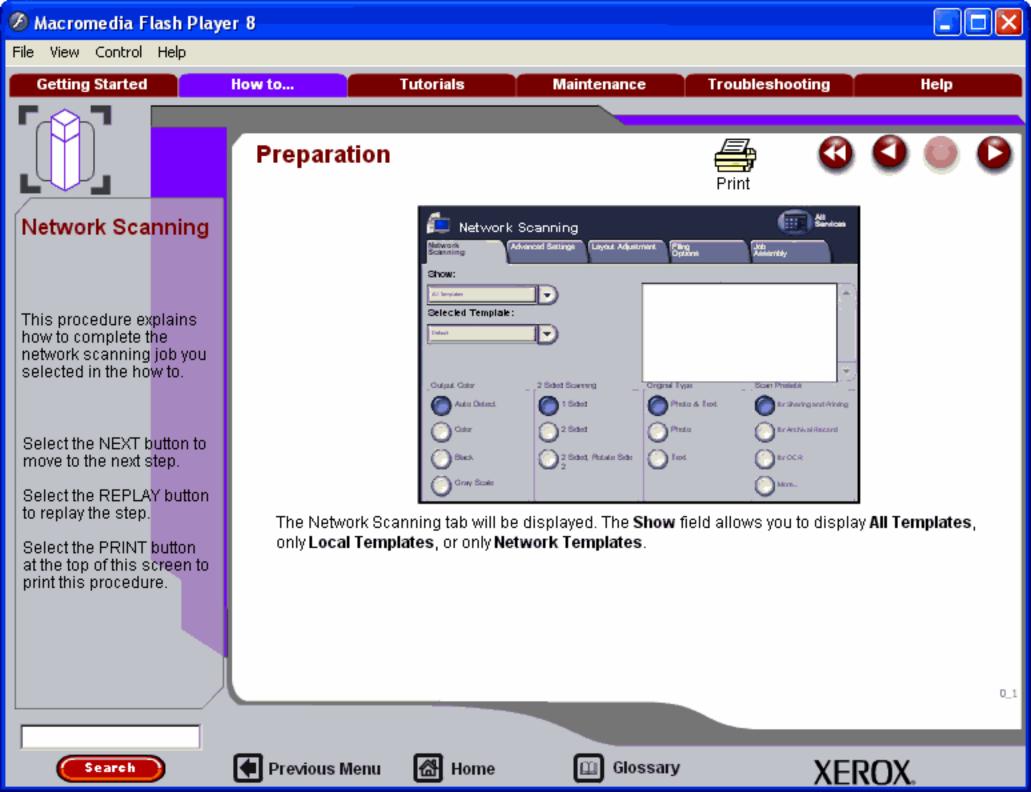


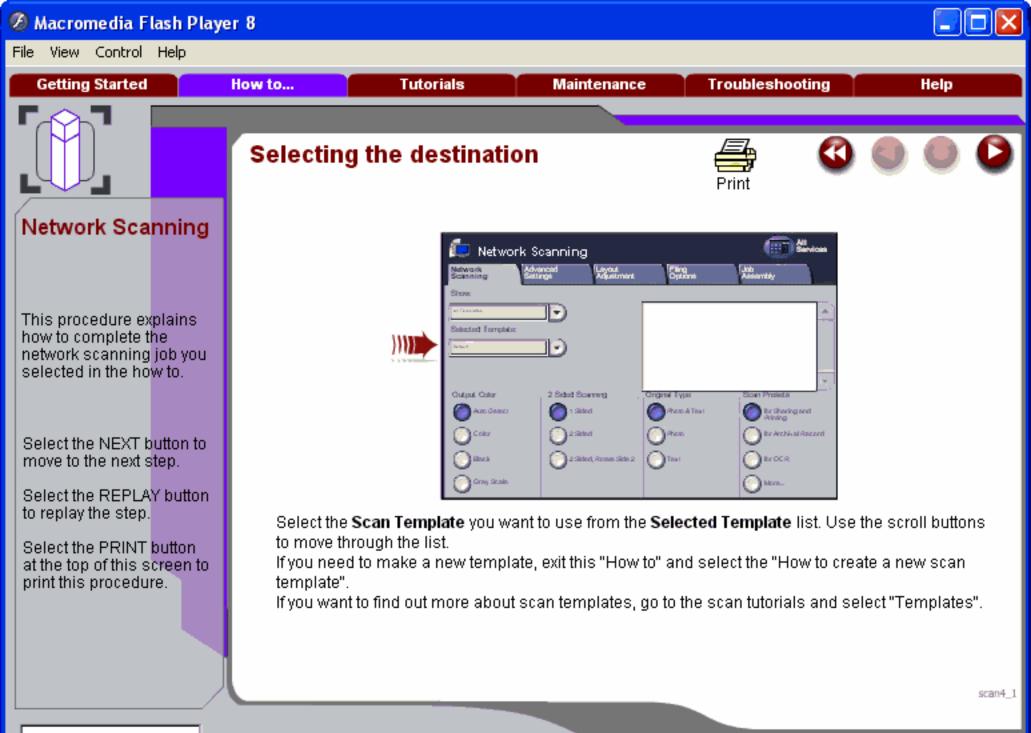






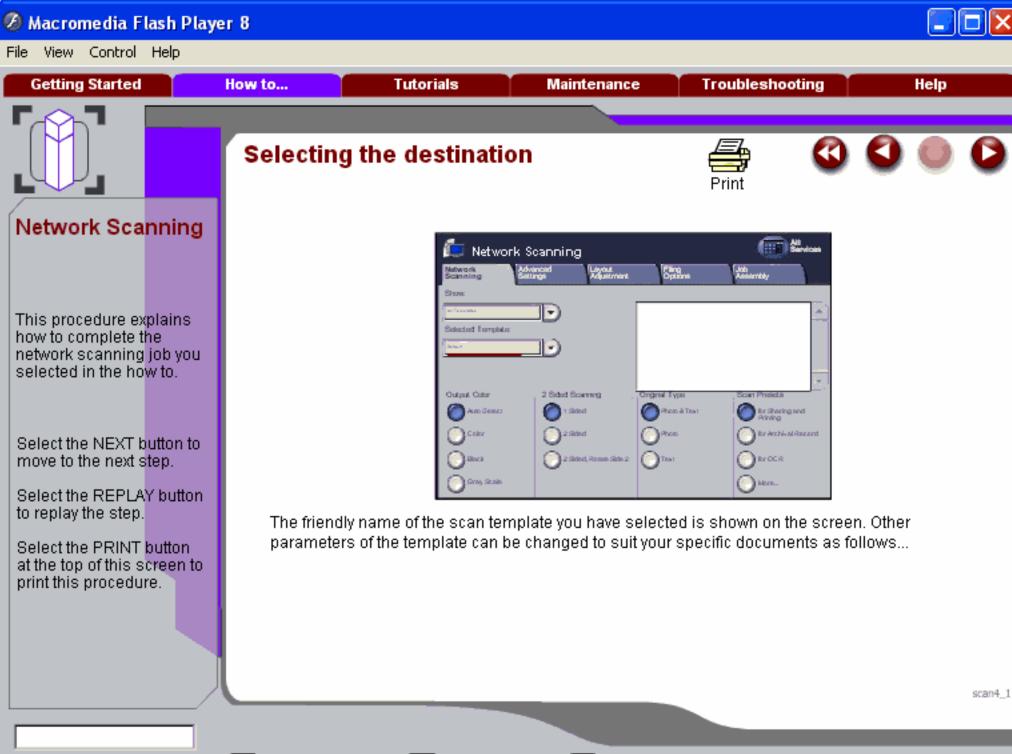


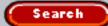


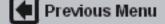










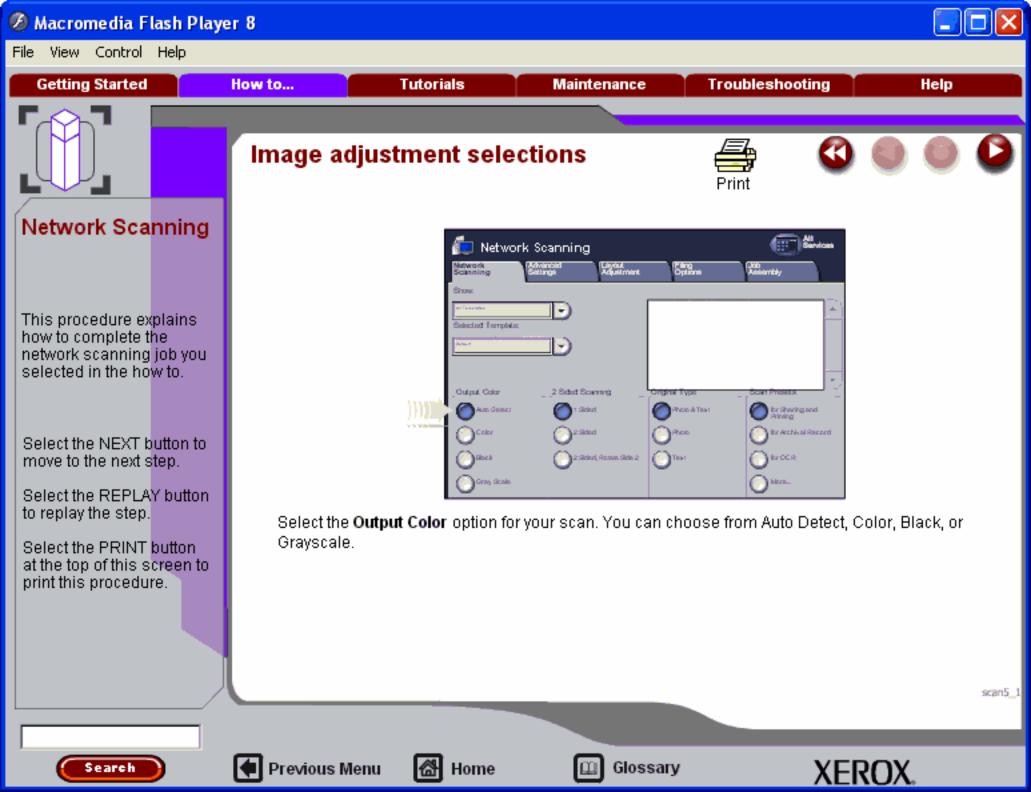


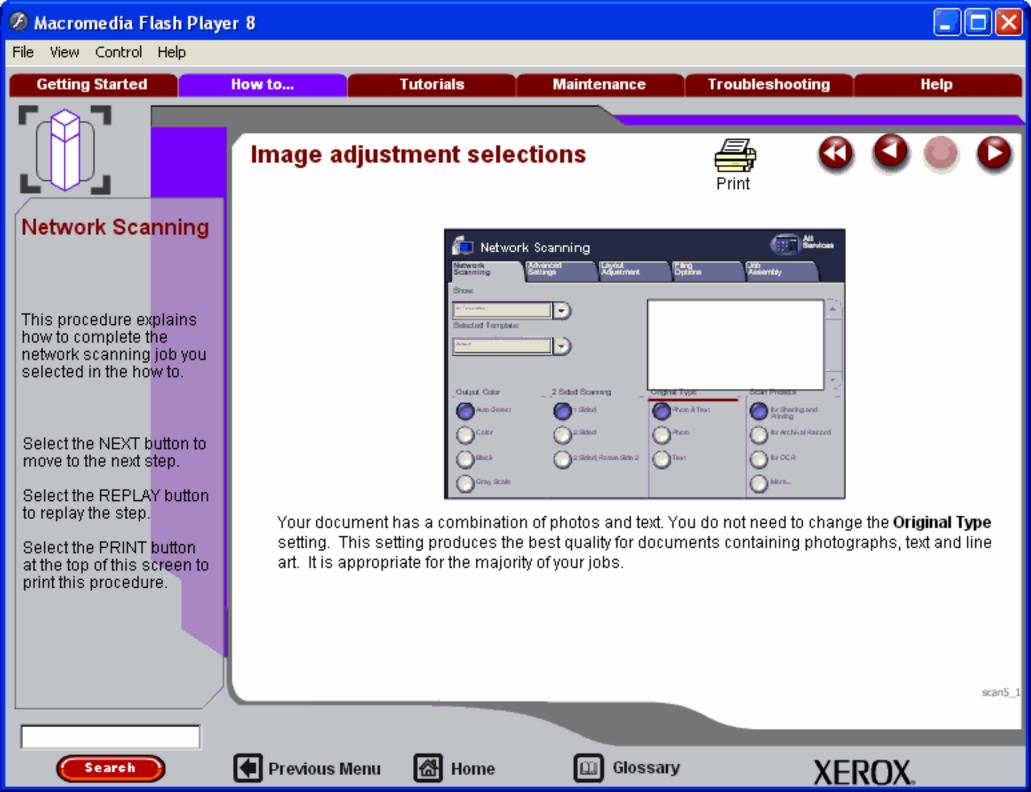


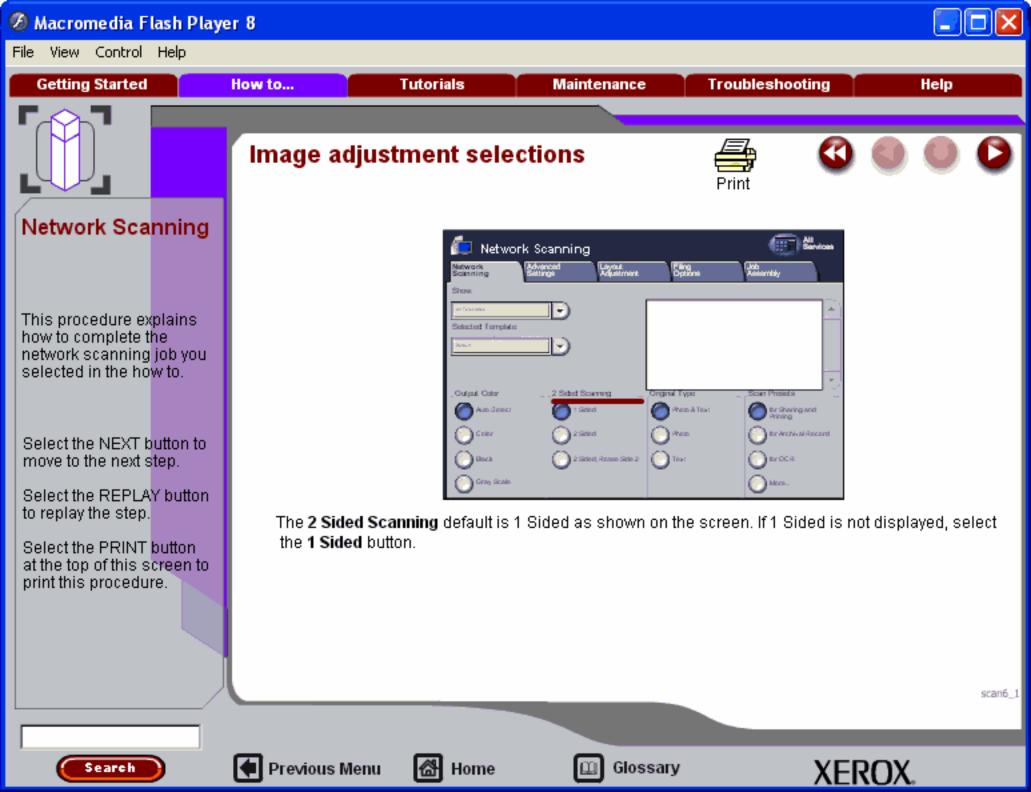


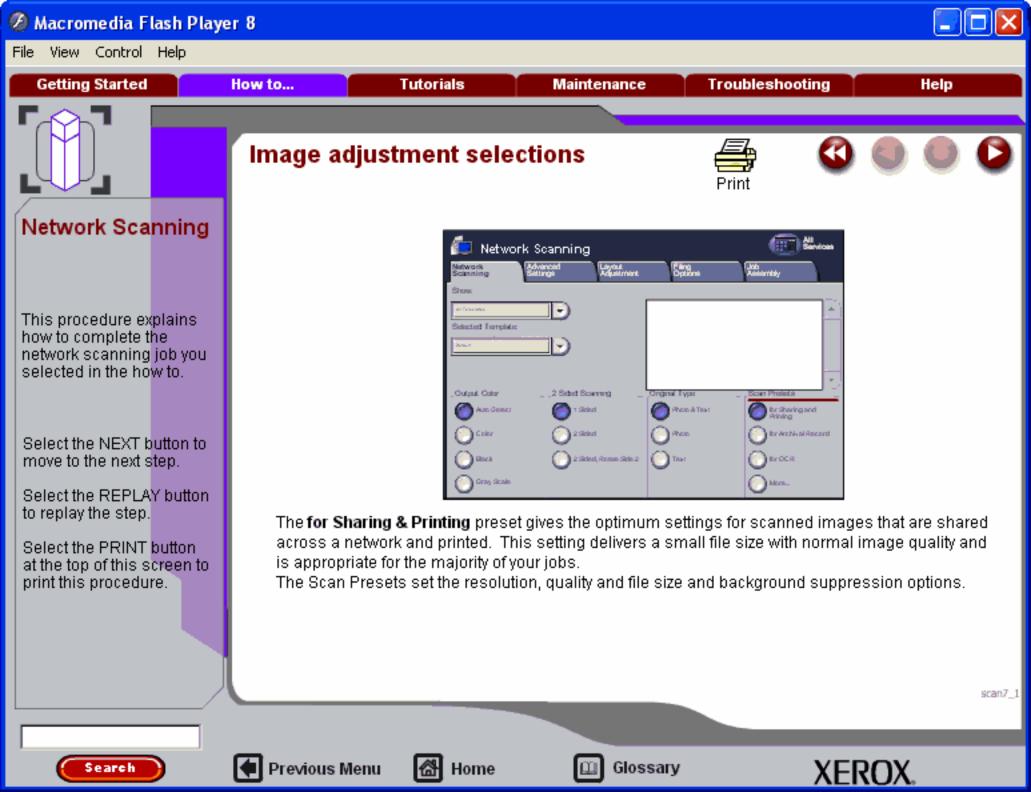


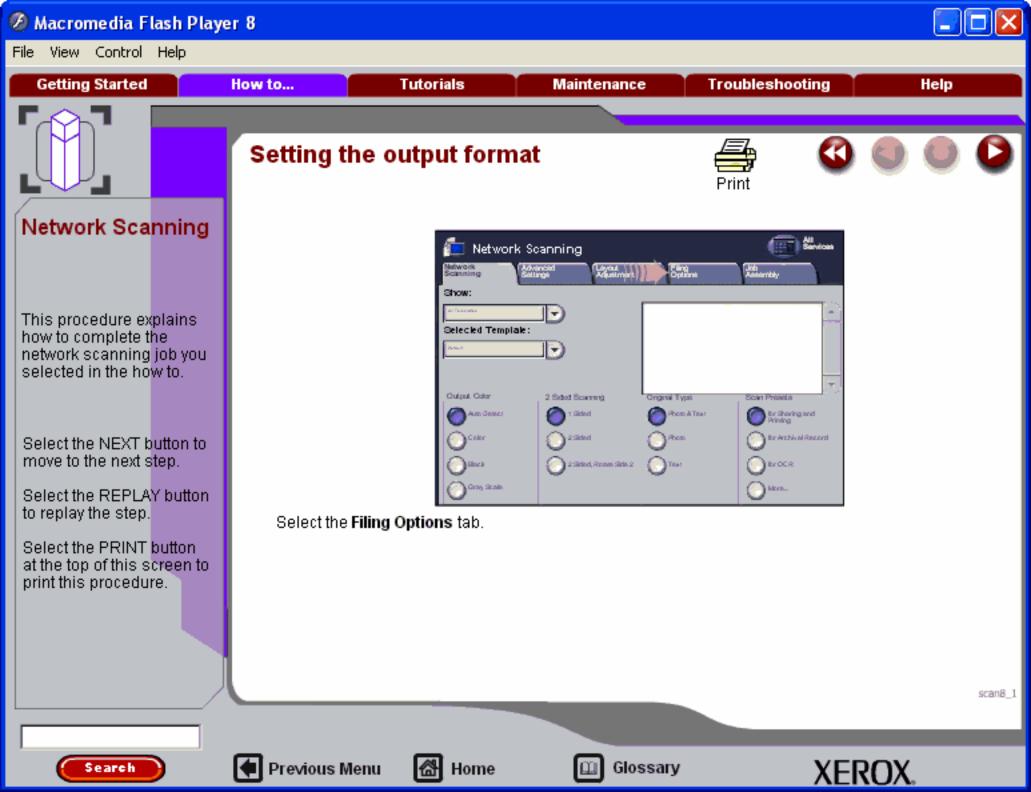


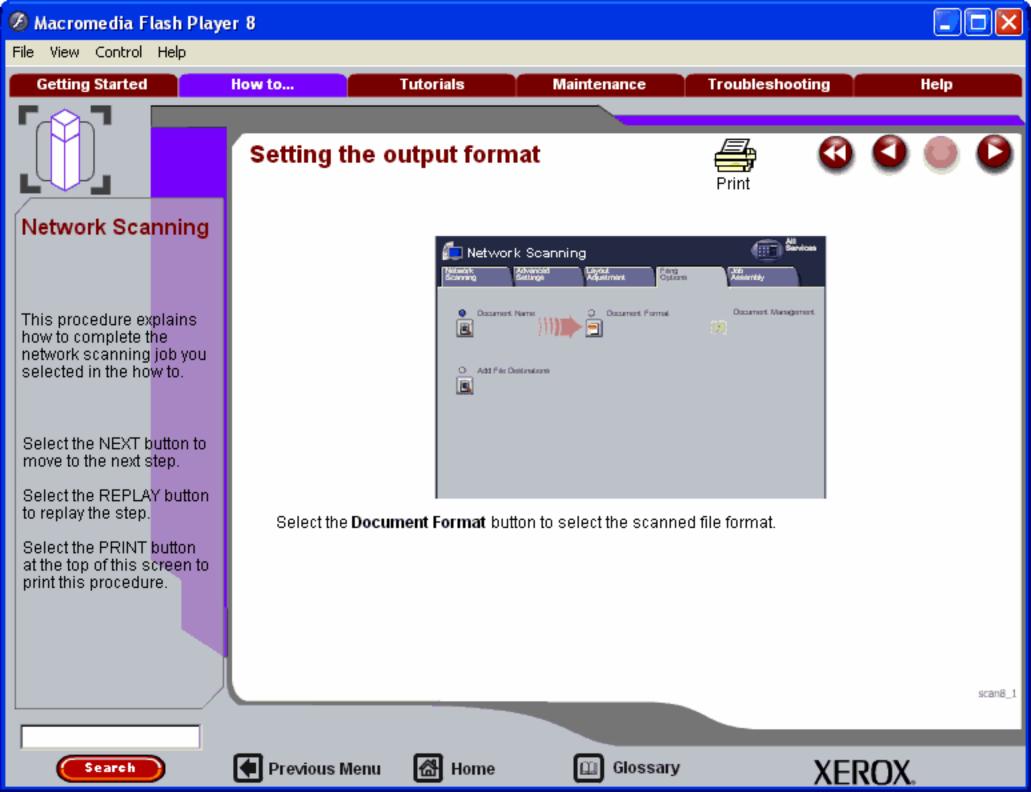


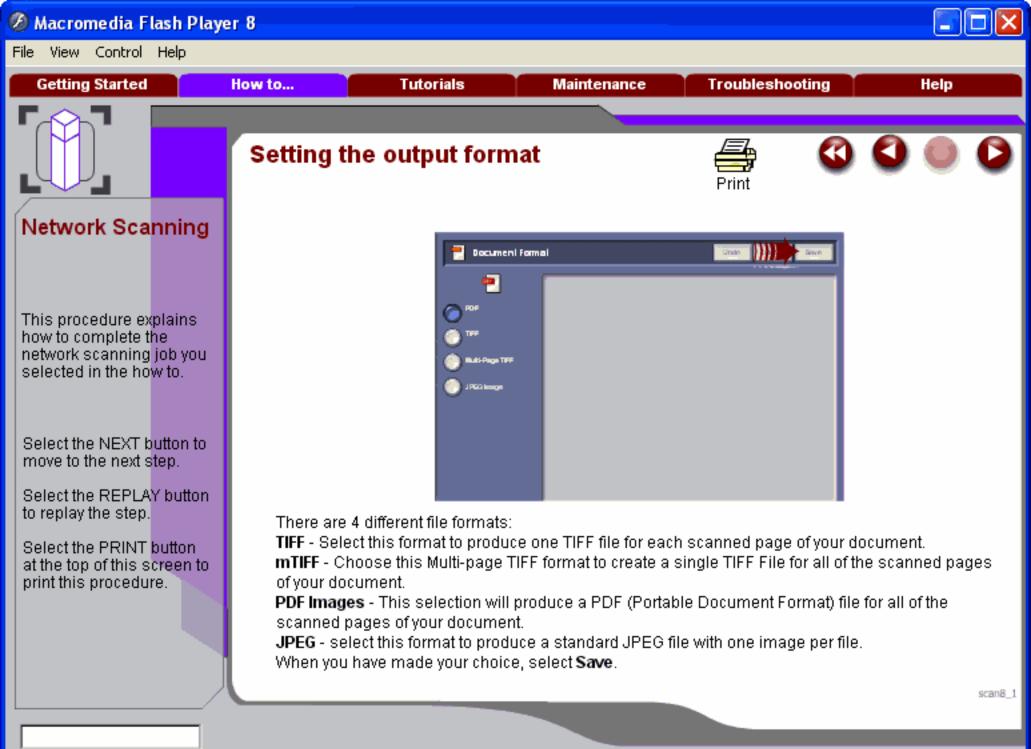






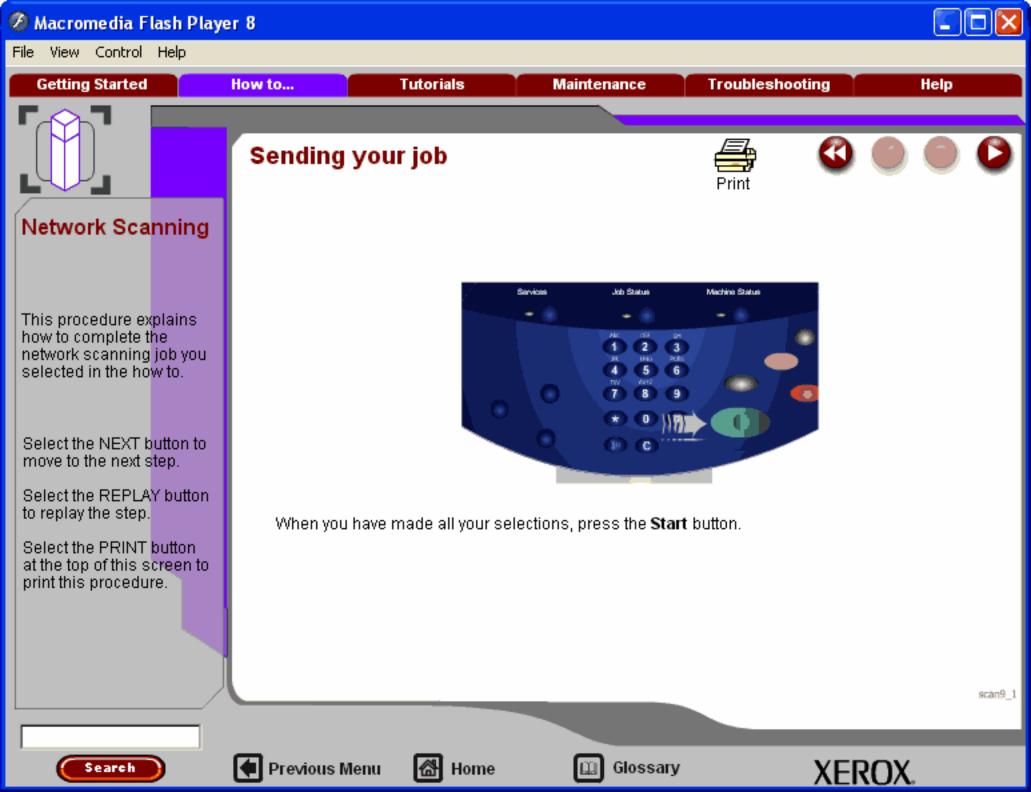






Search





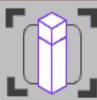








**Getting Started Tutorials** Troubleshooting How to... Maintenance Help



# Sending your job











## **Network Scanning**

This procedure explains how to complete the network scanning job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

If requested in the template, a report will be produced after the machine has finished scanning your documents. The report contains details of the job and tells you if the job succeeded or failed. If the job was successful, the files will have been sent to the selected destination. If the job failed, the reason for the failure will be given in Job Status Details.

That completes the procedure. You can:

Review this procedure by using the Skip Back button above.

Print this procedure by selecting the Print button above.

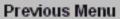
Create a new procedure by selecting the **Previous** Menu button.



scan11 1



















Help



## Training and Information



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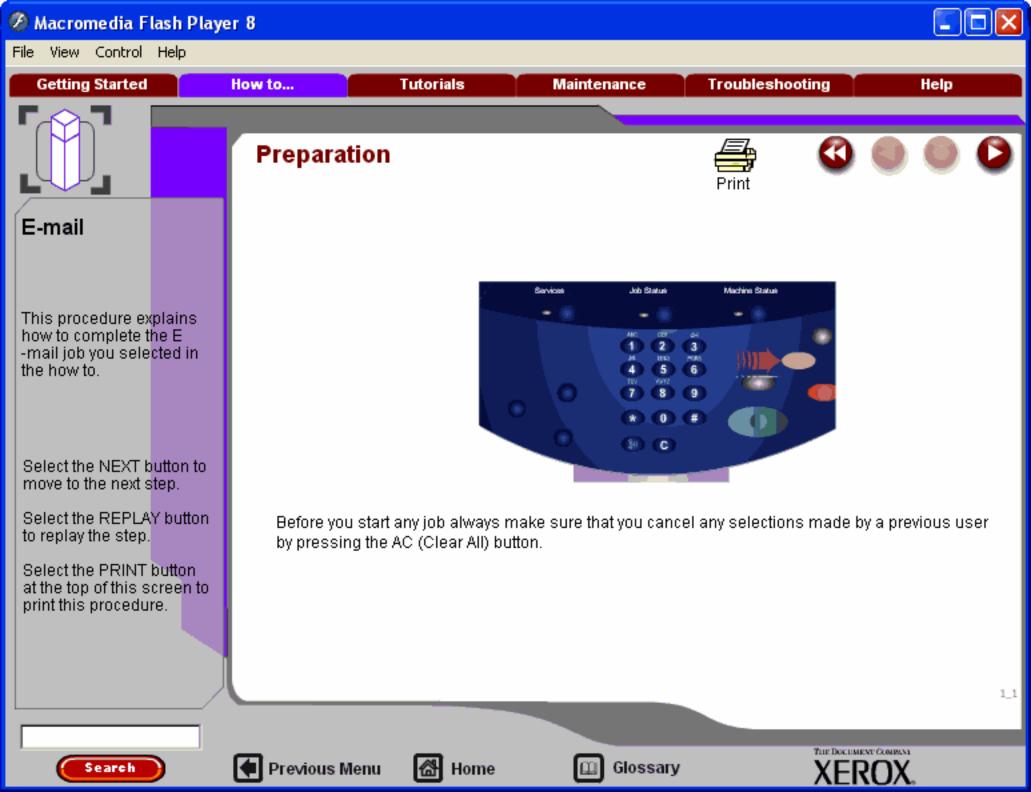


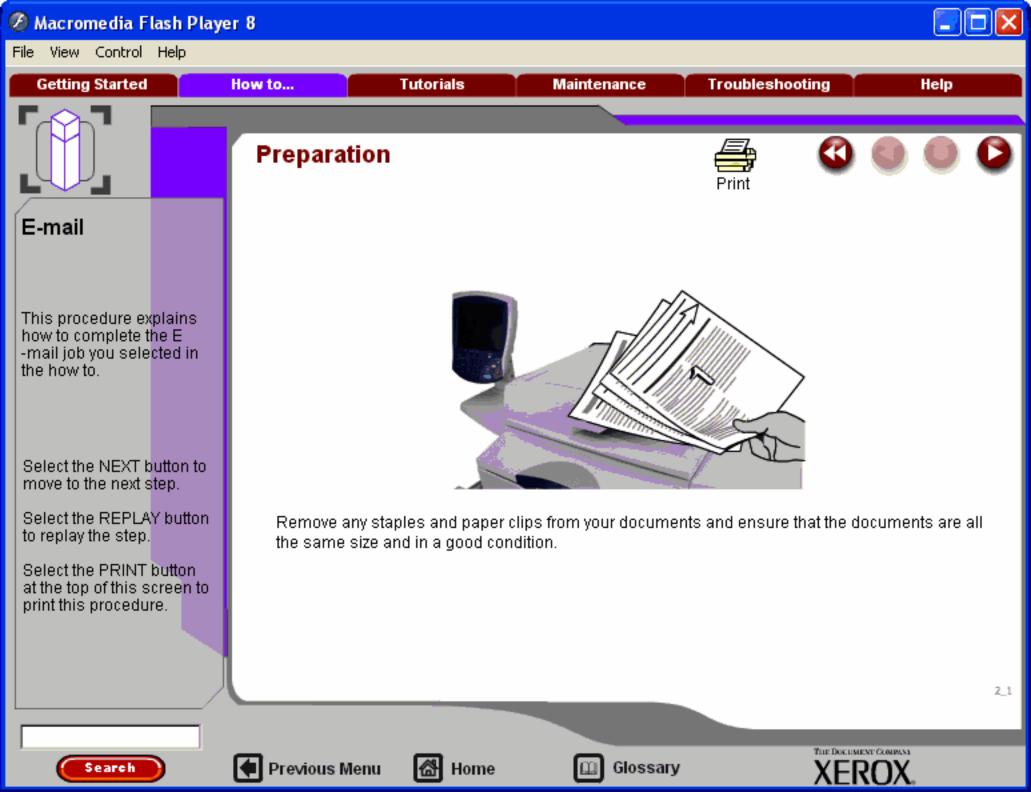
Help



XEROX.



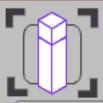








**Getting Started** Tutorials Troubleshooting How to... Maintenance Help



#### E-mail

This procedure explains how to complete the E -mail job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Loading your document

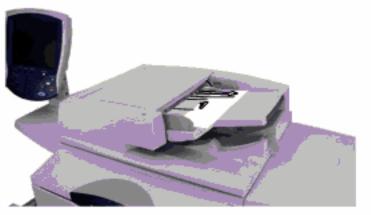












Load the documents in the Document Handler long edge feed and in order (1,2,3...) with page 1 face up on top.

Slide the document guides against the front and rear edges of the documents.

3\_1



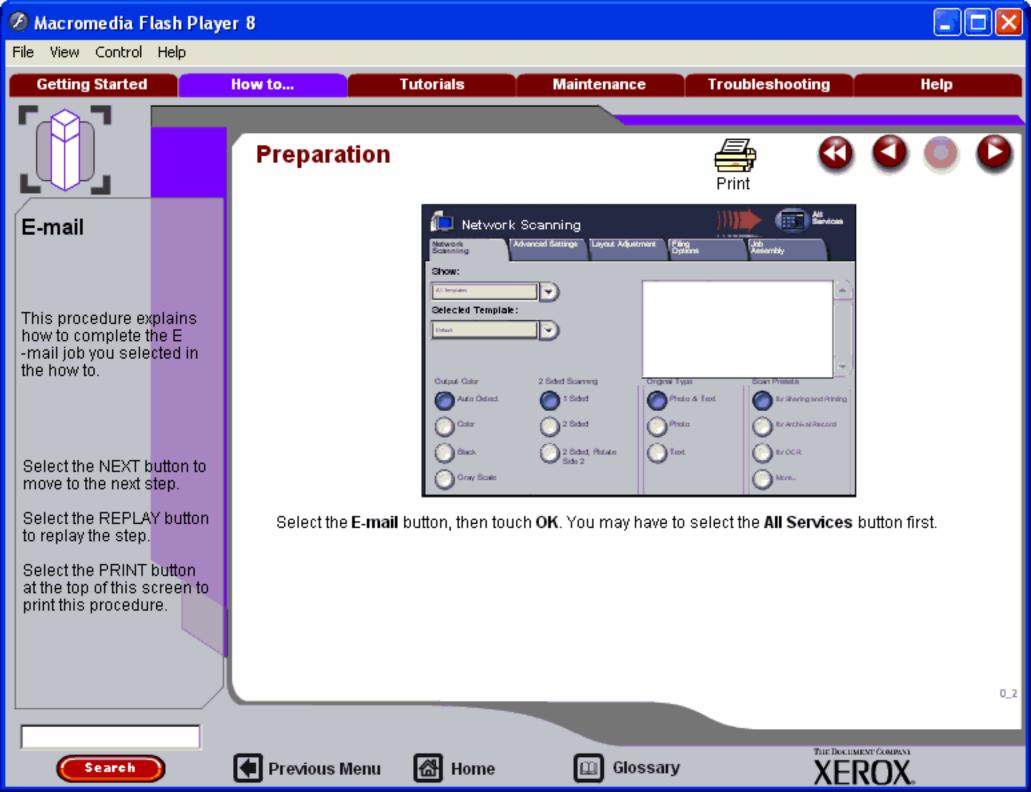


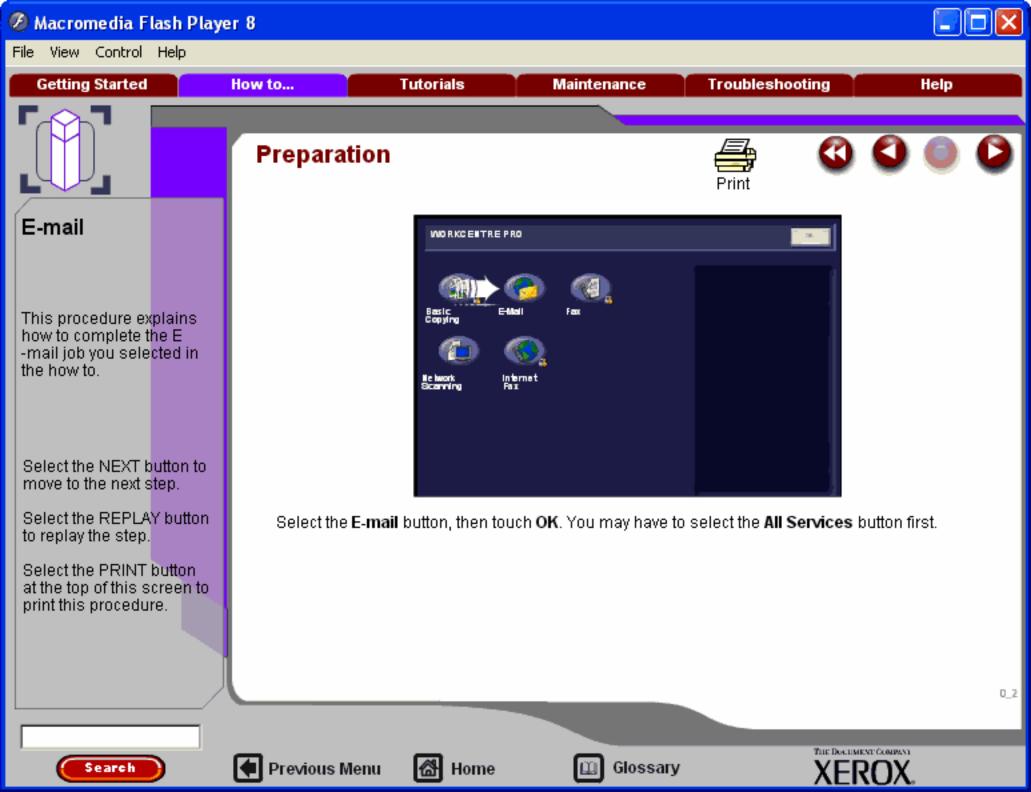


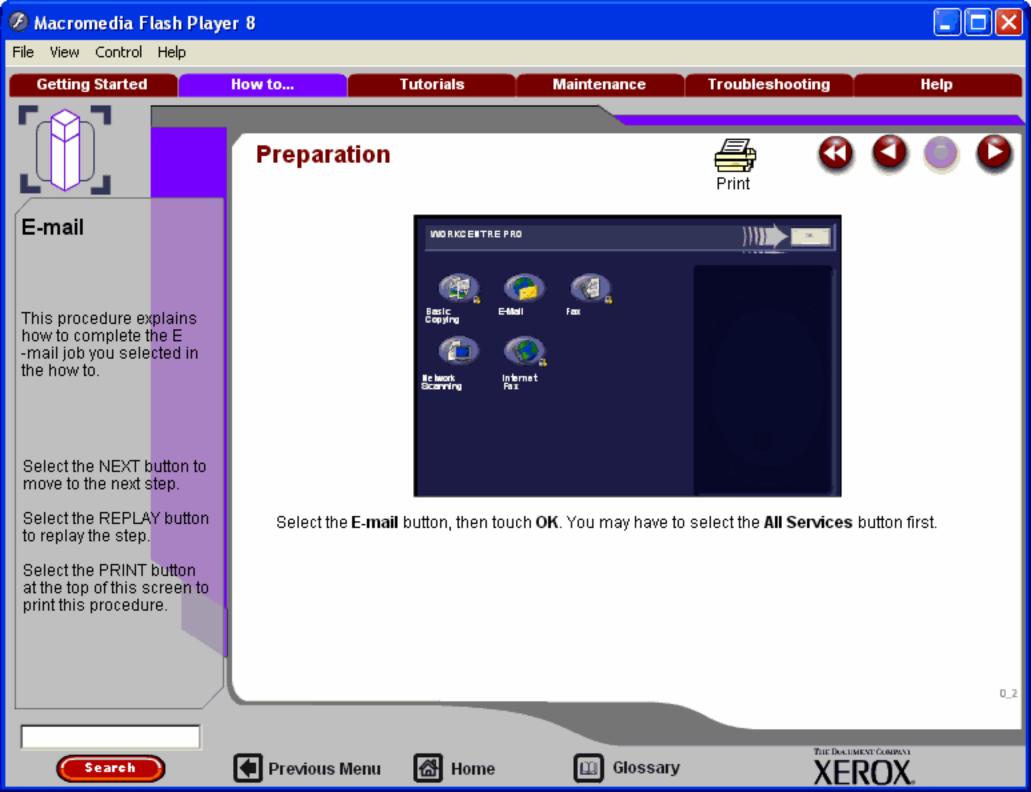


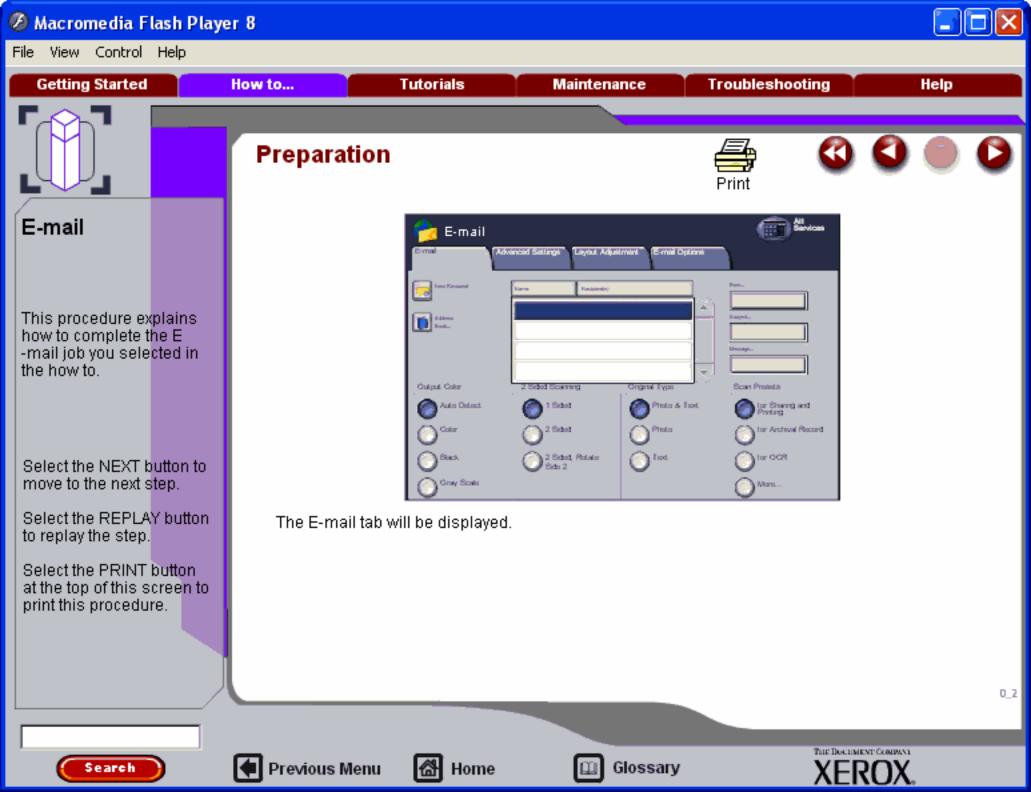


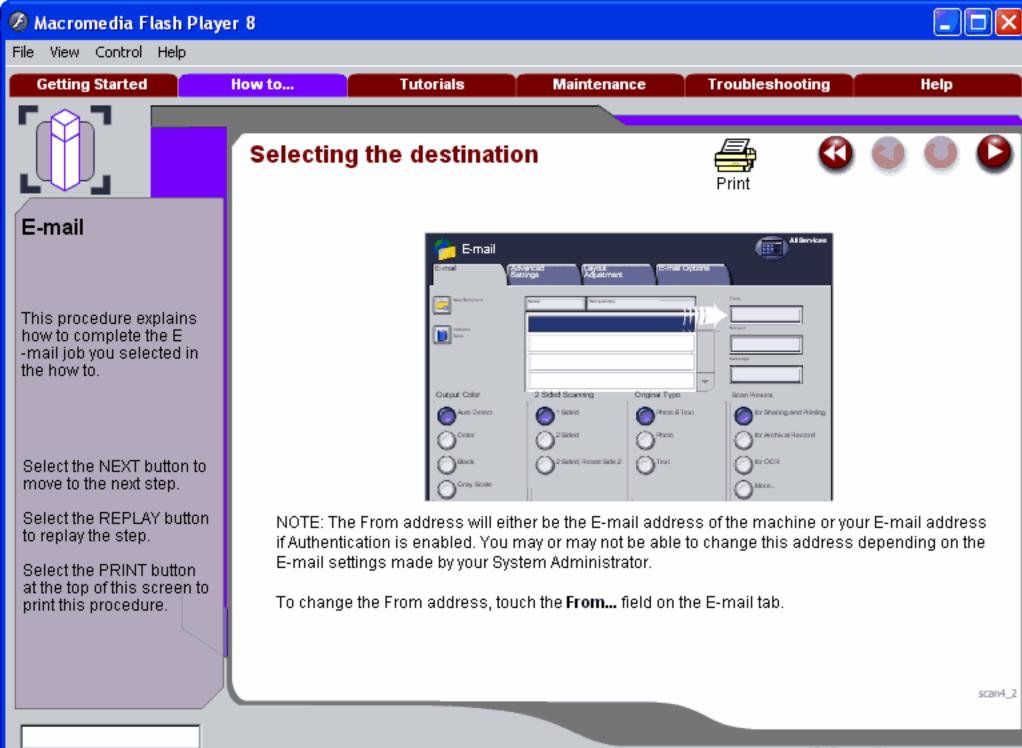




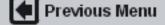










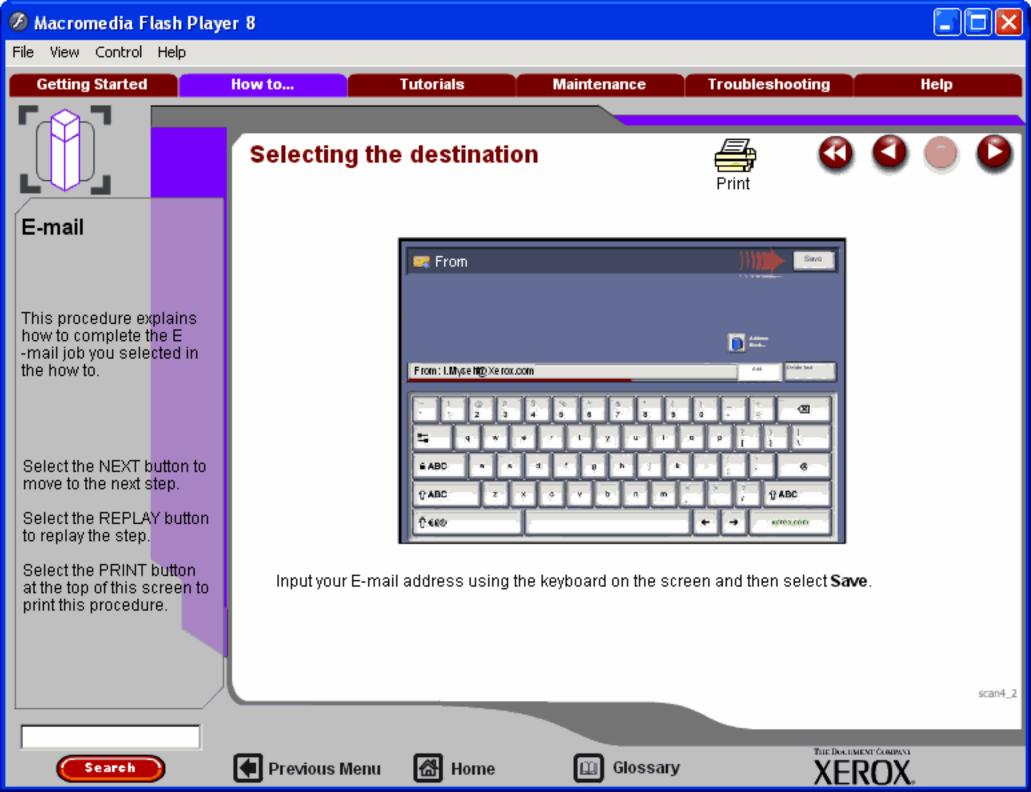


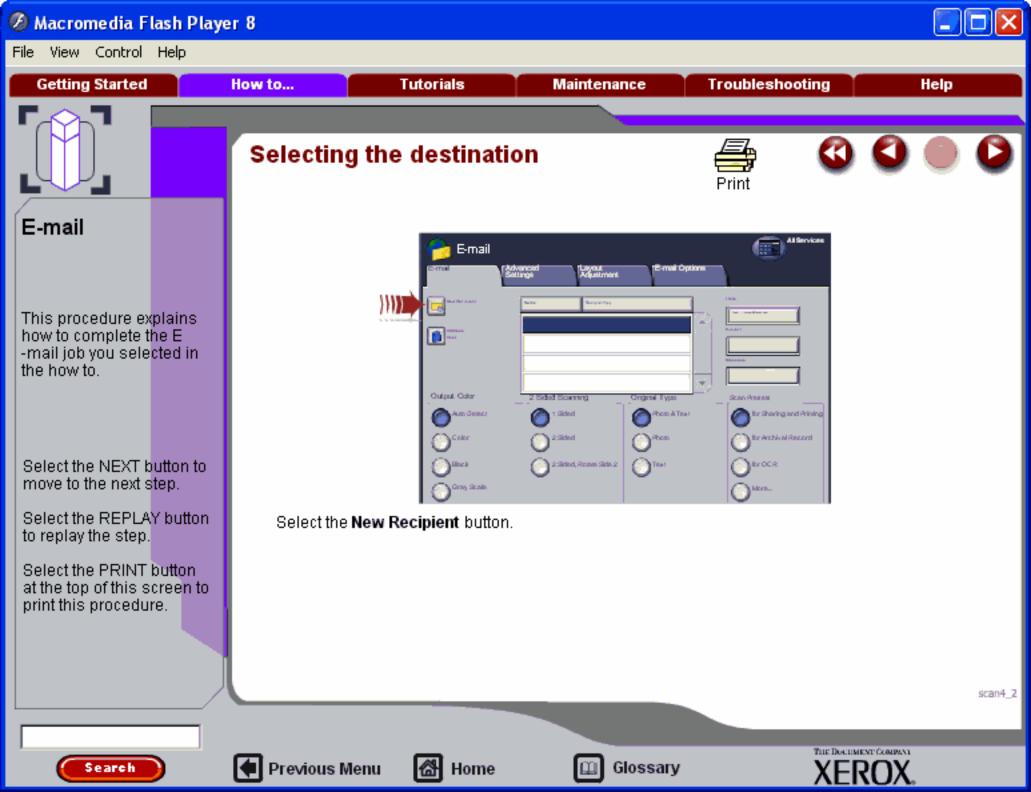


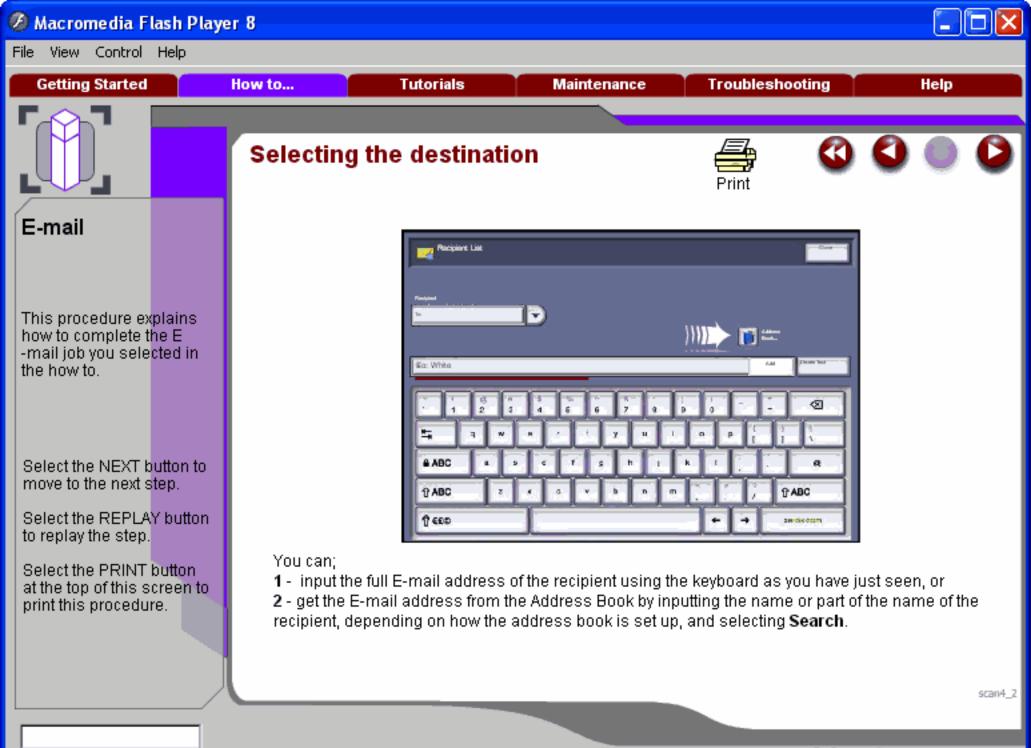




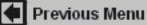








Search

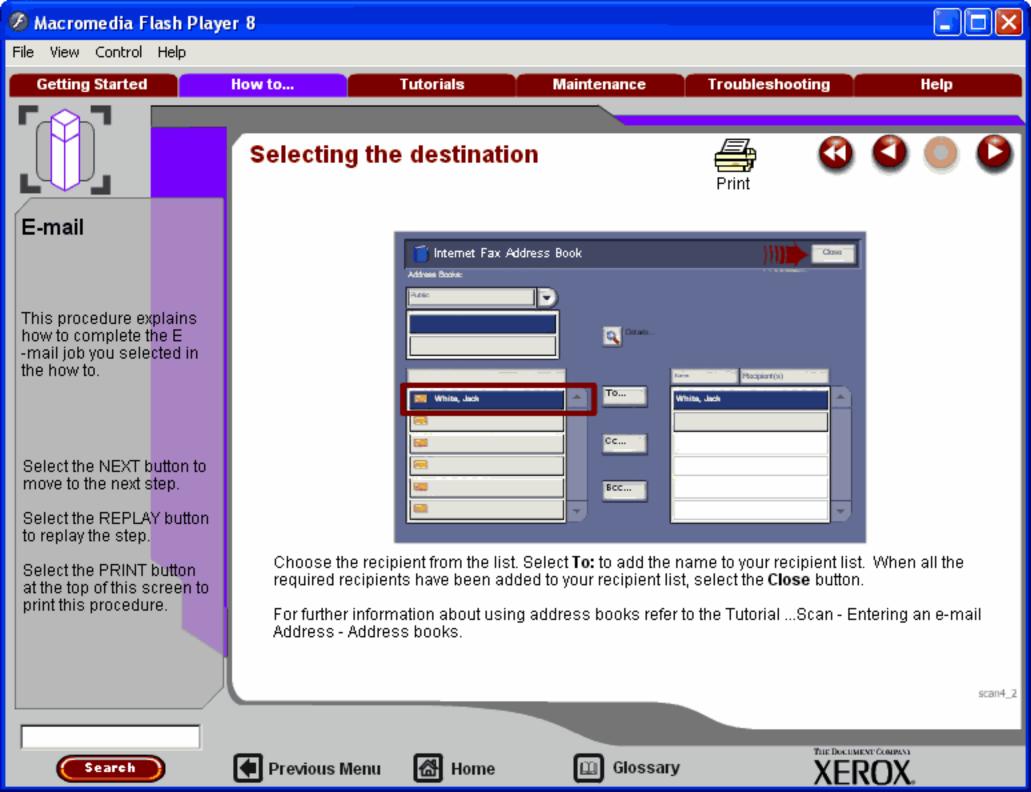






Glossary











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## Selecting the destination











E-mail

This procedure explains how to complete the E -mail job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



In a similar way you can also copy this E-mail to other recipients by selecting CC... or BCC....

You can also add a subject to your E-mail using the Subject... field.

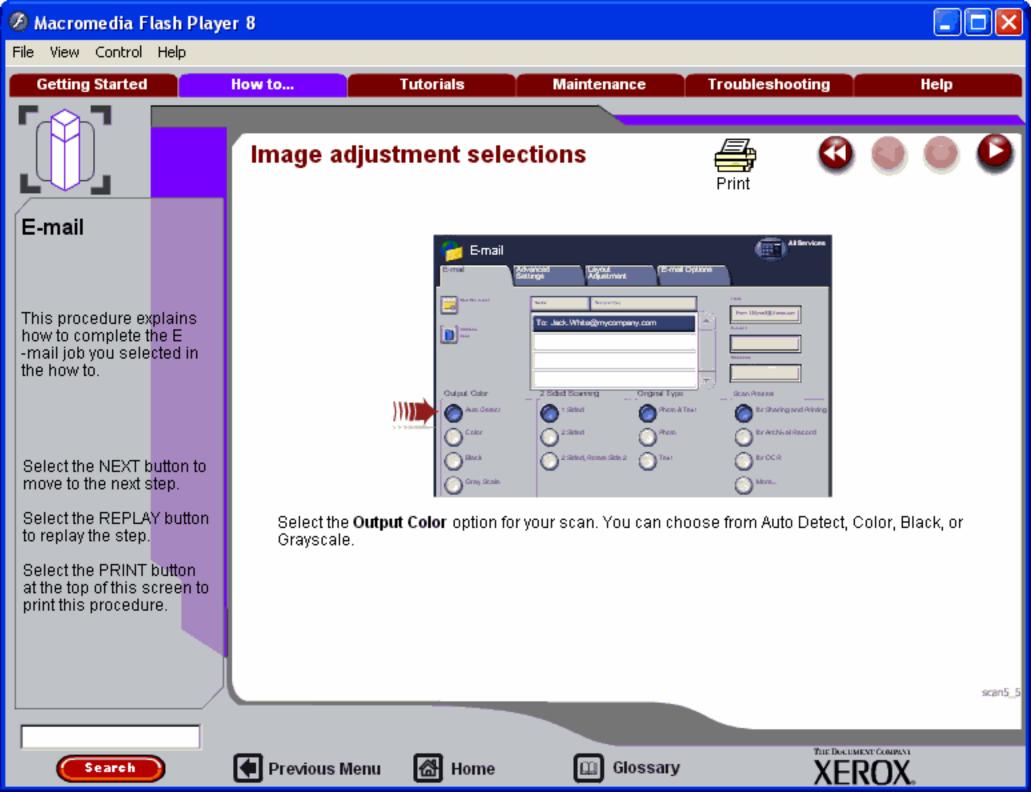
scan4\_2

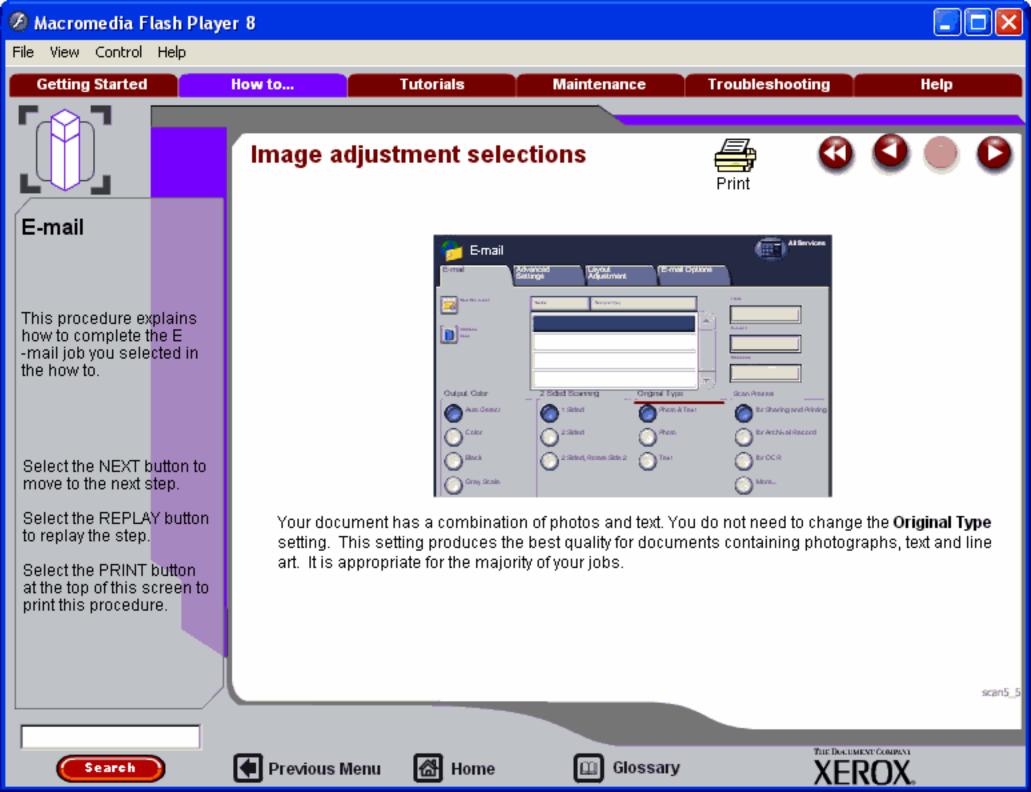


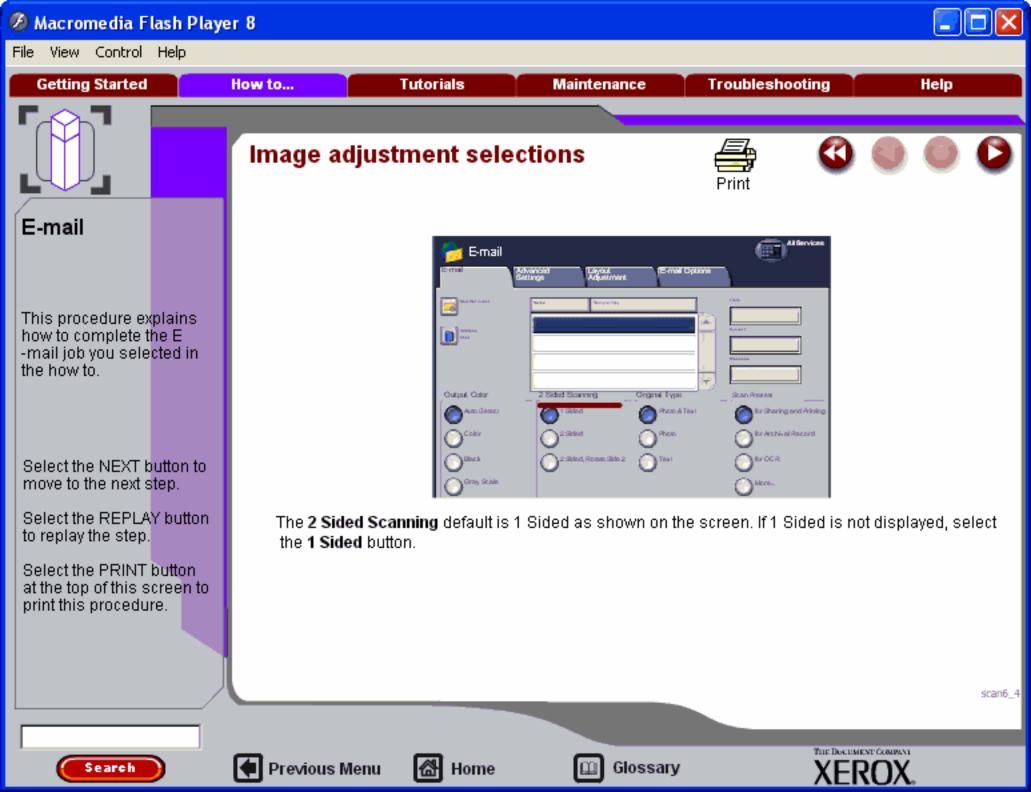


















Print





Help



the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Image adjustment selections



Maintenance

The for Sharing & Printing preset gives the optimum settings for scanned images that are shared across a network and printed. This setting delivers a small file size with normal image quality and is appropriate for the majority of your jobs.

The Scan Presets set the resolution, quality and file size and background suppression options.

scan7\_5

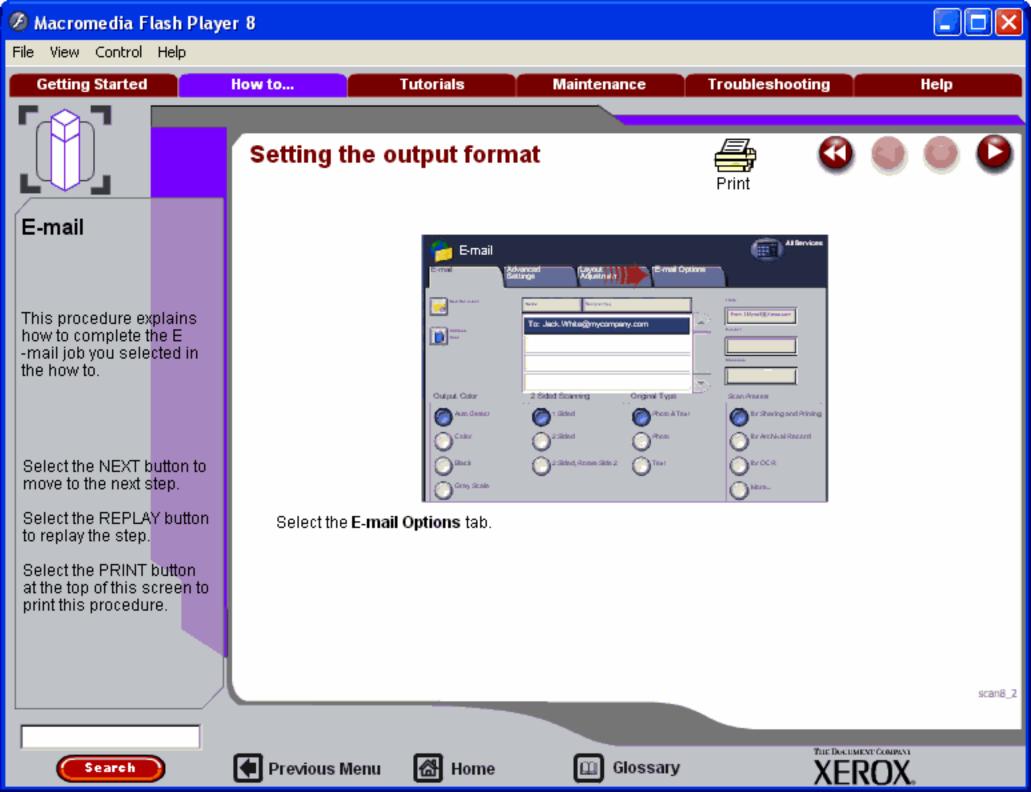


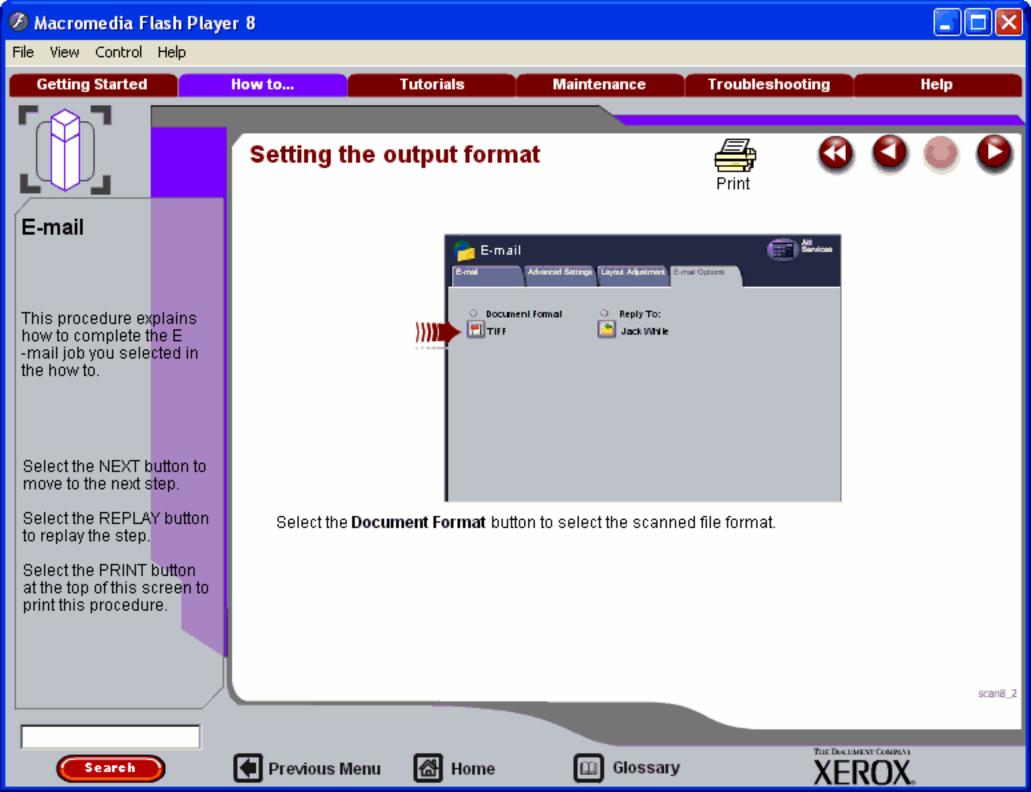


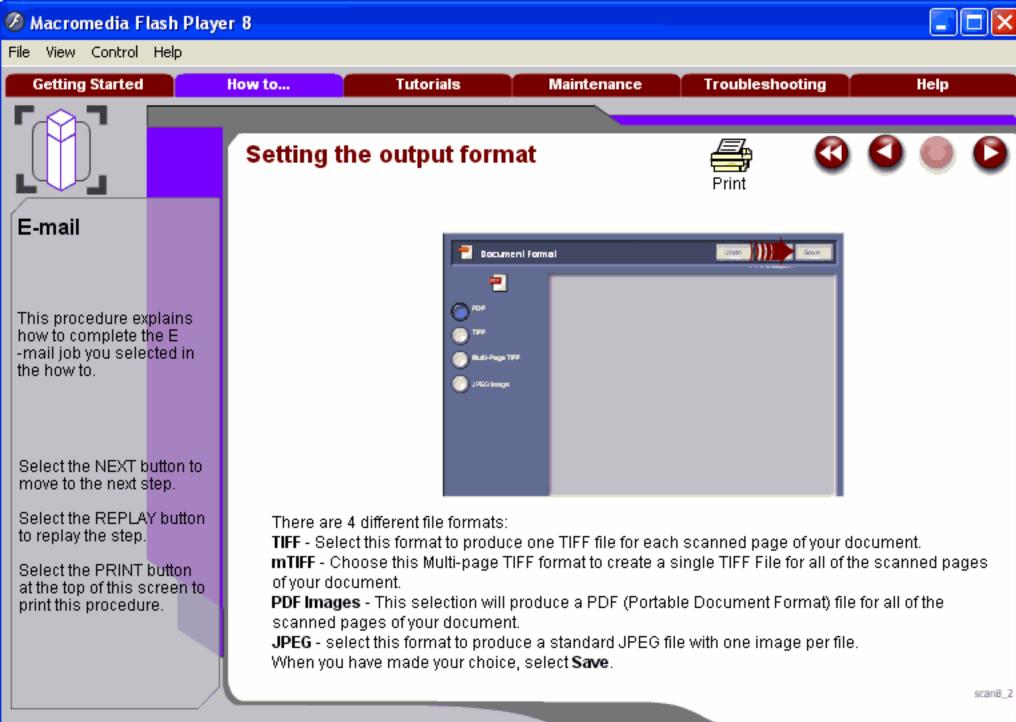












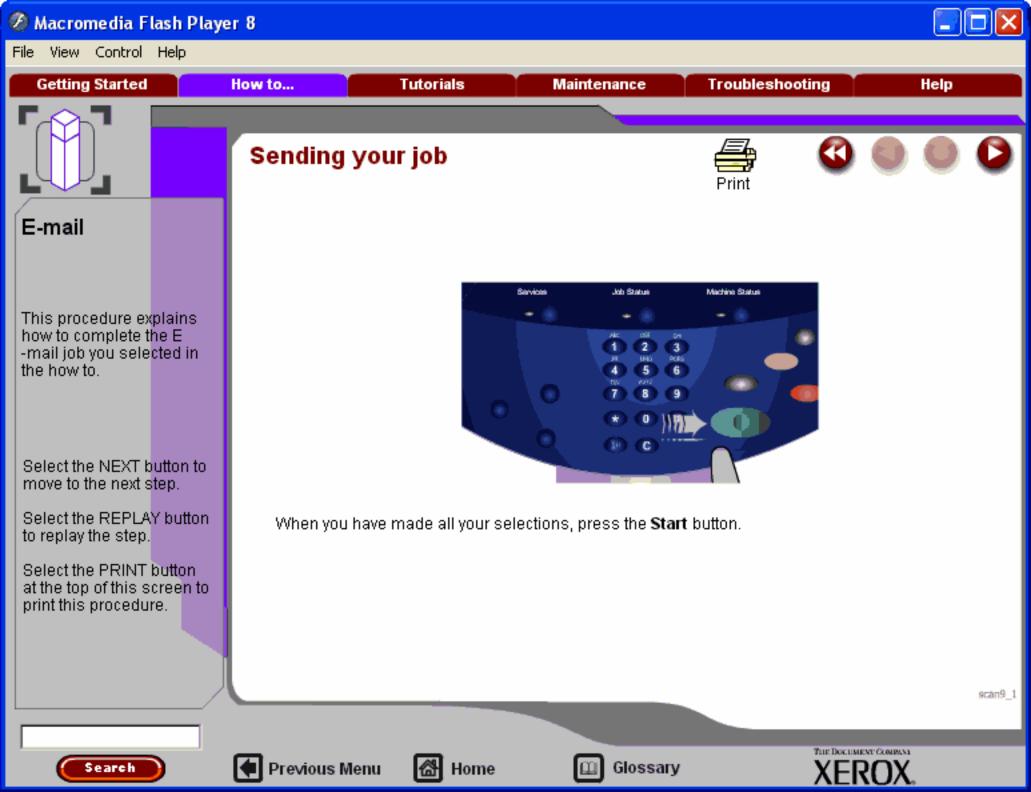
















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## Sending your job













This procedure explains how to complete the E -mail job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

If the job was successful, the files will have been sent to the selected destination. If the job failed, the reason for the failure will be given in Job Status Details.

That completes the procedure. You can:

Review this procedure by using the Skip Back button above.

Print this procedure by selecting the Print button above.

Create a new procedure by selecting the Previous Menu button.



em11\_1







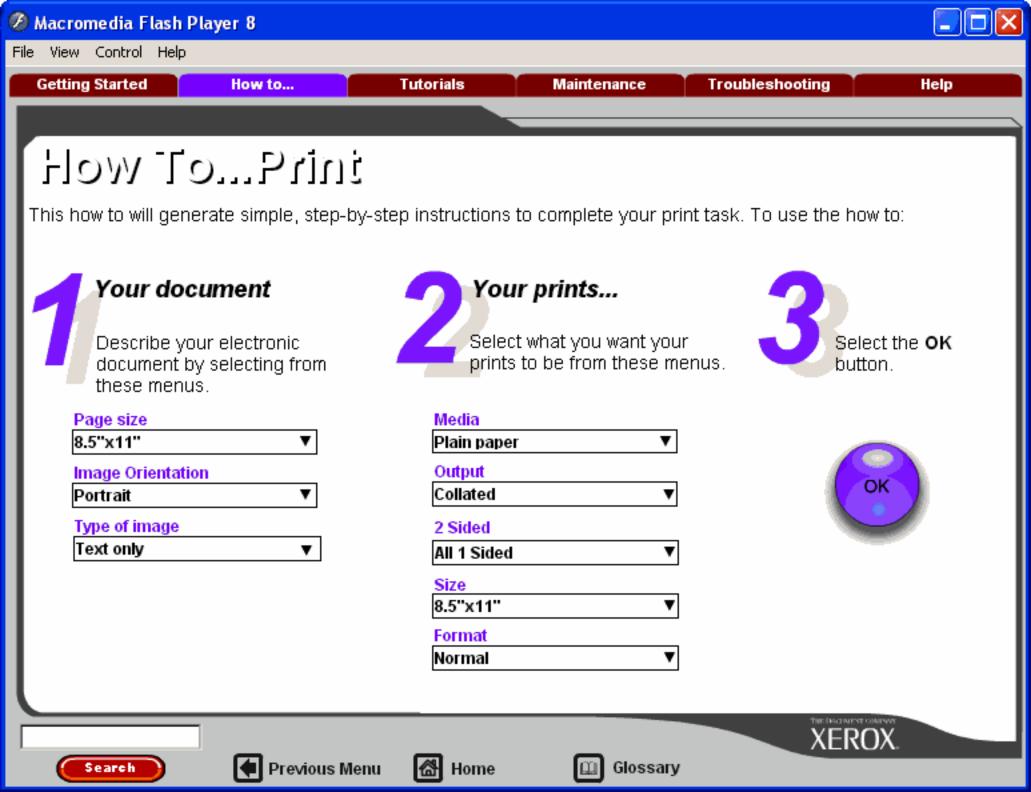


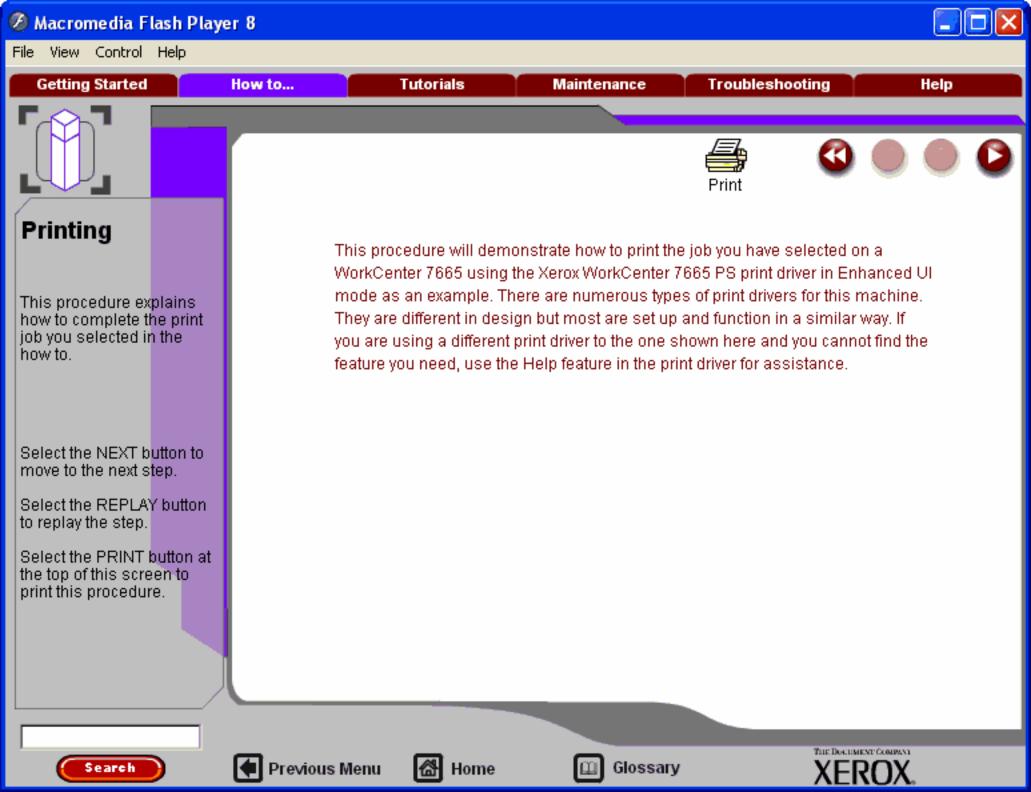


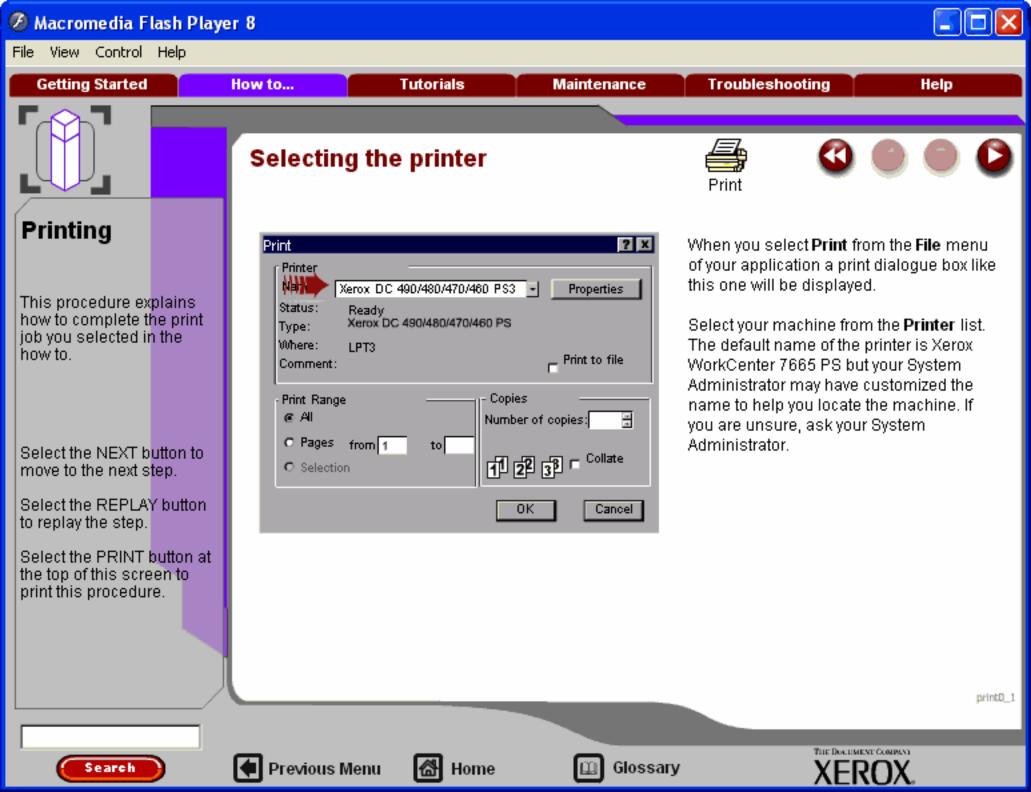


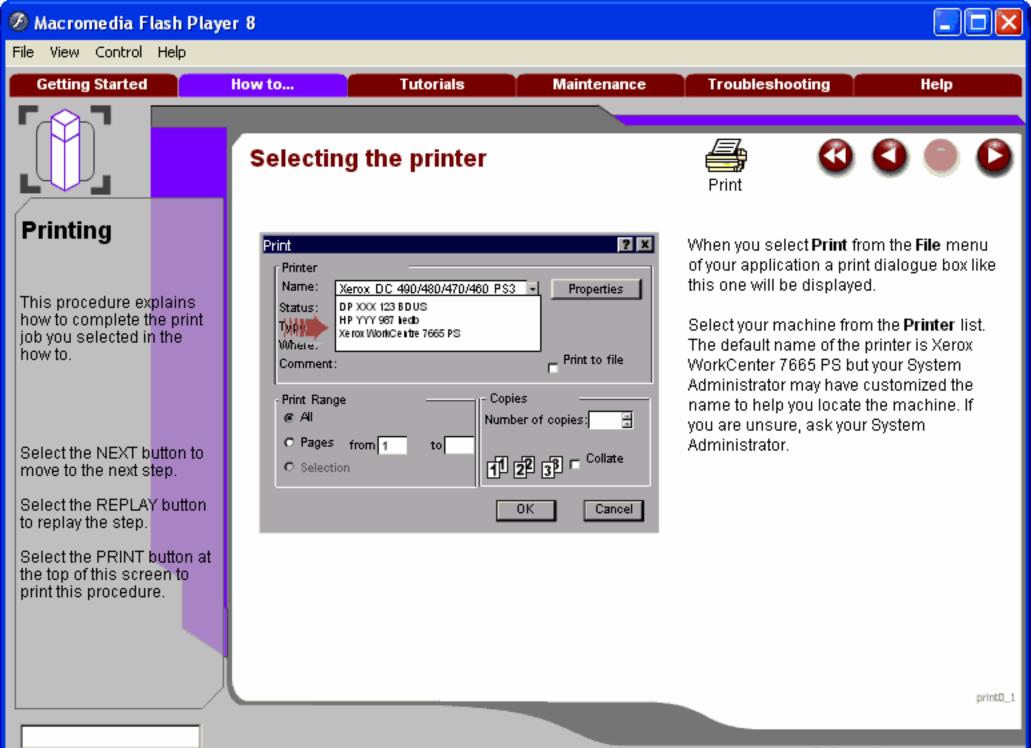












Search

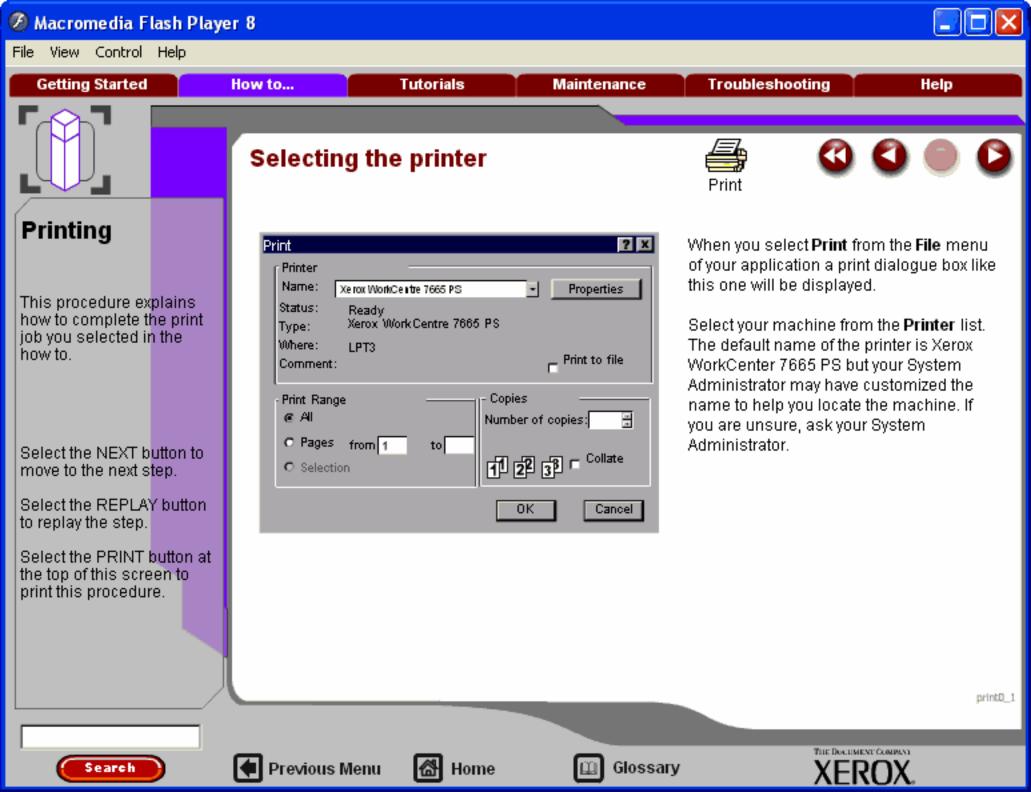


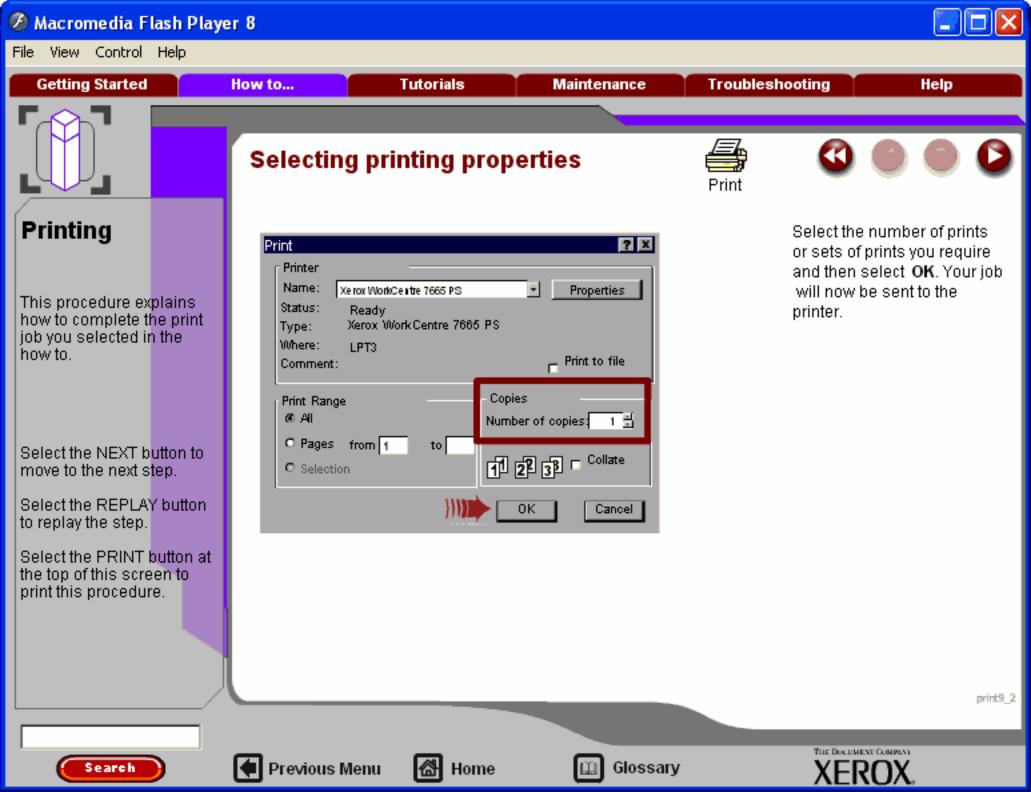




Glossary





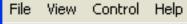












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**Printing** 

This procedure explains how to complete the print job you selected in the how to.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



Your job will be delivered to the output tray.

That completes the procedure. You can:

Review this procedure by using the Skip Back button above.

Print this procedure by selecting the Print button above.

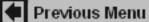
Create a new procedure by selecting the **Previous** Menu button.



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#### Training and Information



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How to...

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Fax

Internet Fax

**Network Scan** 

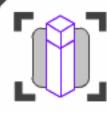
E-Mail

Print

Load Paper and Media

Maintain your Product

Getting Started How to... Tutorials Maintenance Troubleshooting Help



#### Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.



Loading paper trays 3 and 4

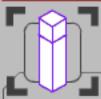
Loading paper in the bypass tray

Loading paper in the High Capacity Feeder





Getting Started How to... Tutorials Maintenance Troubleshooting Help



## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

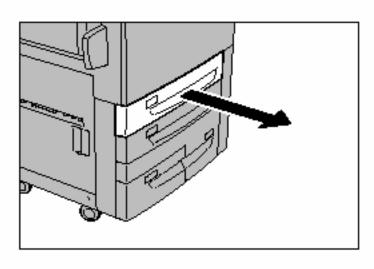
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## Loading paper trays 1 and 2







Trays 1 and 2 can accomodate 500 sheets of 20lb from 8.5"x5.5" to 11"x17" paper in a variety of different media stock.

The following procedure shows you how to load Tray 1 with 8.5"x11" paper.

Enter a key word.

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## Loading paper trays 1 and 2









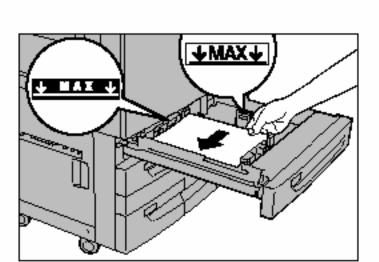
#### Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



Fan the sheets before loading them into the tray. Register the stack of paper against the left side of the tray. Paper must not be loaded above the maximum fill line.

Move the right guide to touch the paper stack.

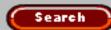
Move the front and rear guides to just touch the edges of the paper stack.

Enter a key word.



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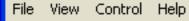
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## Loading paper trays 1 and 2

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#### Load Paper and Media

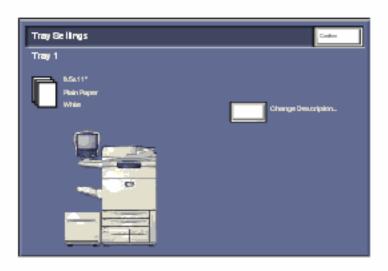
These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search



Maintenance

The tray settings are displayed on the touch screen. If the tray settings are correct, select the **Confirm** button. Alternatively change the paper type or color by selecting the **Change Description** button on the touch screen.

That completes the procedure for loading the paper tray.

Enter a key word.



**Ⅲ** Glossary





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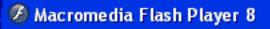
#### Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

- 🐧 Loading paper trays 1 and 2
- Loading paper trays 3 and 4

Loading paper in the bypass tray

Loading paper in the High Capacity Feeder

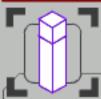




Help



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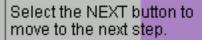
# Loading paper trays 3 and 4





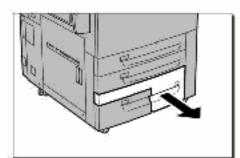
#### Load Paper and Media

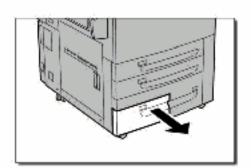
These modules explain how to load media into the paper trays and describe the media capabilities of the machine.



Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.





Trays 3 and 4 can contain 8.5"x11", A4, or 7.25" x 10.5" long edge feed paper only. Tray 3 can take 870 sheets of 20lb bond paper. While Tray 4 can take 1140 sheets of 20lb bond paper.

Both trays are loaded in the same way. The following procedure shows you how to load Tray 3.

Enter a key word.



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# Loading paper trays 3 and 4



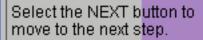






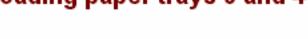
#### Load Paper and Media

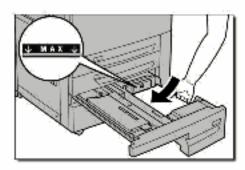
These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

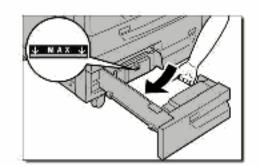


Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.







Place the paper tightly against the left-hand side of the tray.

Paper must not be loaded above the maximum fill line.

Gently close the paper tray.

On closing the tray the elevator raises the paper stack ready for use.

Enter a key word.



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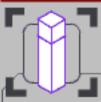




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# Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

# Loading paper trays 3 and 4









The tray settings are displayed on the touch screen. If the tray settings are correct, select the **Confirm** button. Alternatively change the paper type or color by selecting the **Change Description** button on the touch screen.

That completes the procedure for loading the paper tray.

Enter a key word.



**□** Glossary

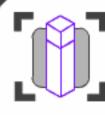


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#### Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

- 🕅 Loading paper trays 1 and 2
- 🕅 Loading paper trays 3 and 4
- 🖪 Loading paper in the bypass tray

Loading paper in the High Capacity Feeder





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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

# Loading the bypass tray





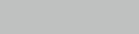




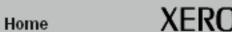
The bypass tray can hold up to 250 sheets of 20lb, from 4.0"x6.0" to 13"x19" paper in a variety of different media stock.

This procedure shows you how to load transparencies into the bypass tray.

Enter a key word.













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## Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

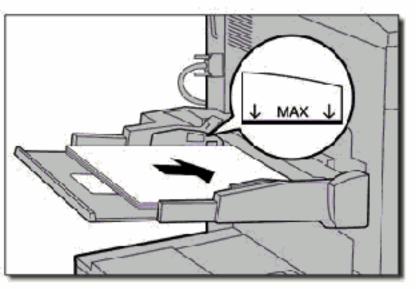
# Loading the bypass tray











Register the stack of paper or media against the front right hand corner of the tray. The paper or media must not be loaded above the maximum fill line.

Move the front and rear guides to just touch the edges of the stack.

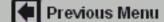
Enter a key word.



Glossary









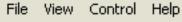
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# Load Paper <mark>and</mark> Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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# Loading the bypass tray

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The paper settings are displayed on the touch screen. If the paper settings are correct, select the **Confirm** button. Alternatively change the paper size, type, or color by selecting the appropriate button on the touch screen.

That completes the procedure for loading the paper tray.

Enter a key word.



Previous Menu



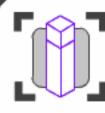
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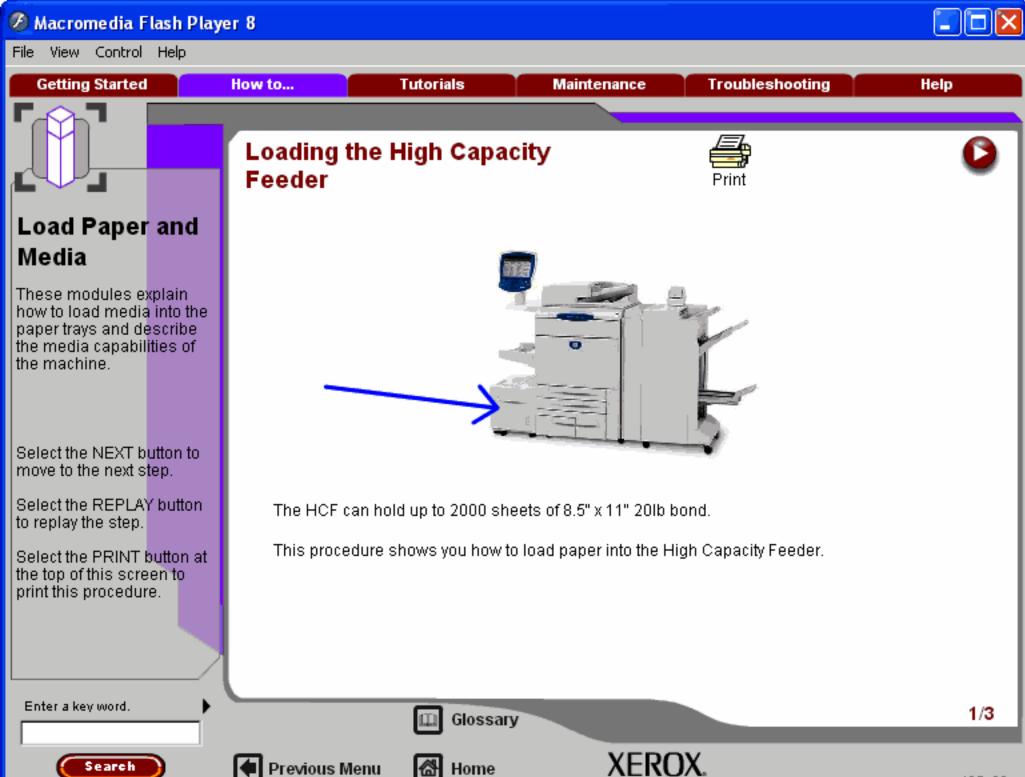


#### Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

- 🕅 Loading paper trays 1 and 2
- 🐧 Loading paper trays 3 and 4
- 🕅 Loading paper in the bypass tray
- 🔳 Loading paper in the High Capacity Feeder



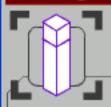


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#### Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

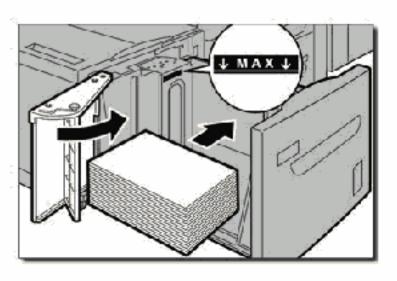












Register the stack of paper or media against the front right side of the paper tray. The paper or media must not be loaded above the maximum fill line.

Move the paper guide to just touch the edges of the stack.

Enter a key word.

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#### Loading the High Capacity Feeder

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#### Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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The tray settings are displayed on the touch screen. If the tray settings are correct, select the Confirm button. Alternatively change the paper type or color by selecting the Change Description button on the touch screen.

That completes the procedure for loading the paper tray.

Enter a key word.



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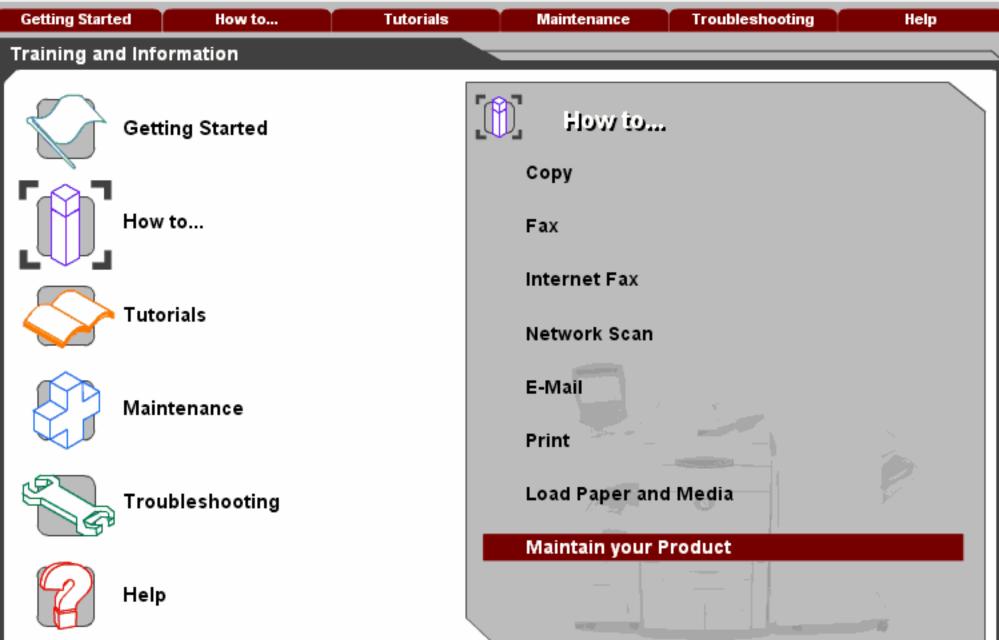
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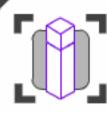
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#### Maintain your Product

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

# Ordering Supplies

Billing Information/Usage Counters

Cleaning your machine >>>

Adjusting Trays 3 and 4

Loading Staples >>>

Replacing the Drum Cartridges

Replacing the Toner Cartridges

Replacing the Fuser

Replacing the Charge Corotron

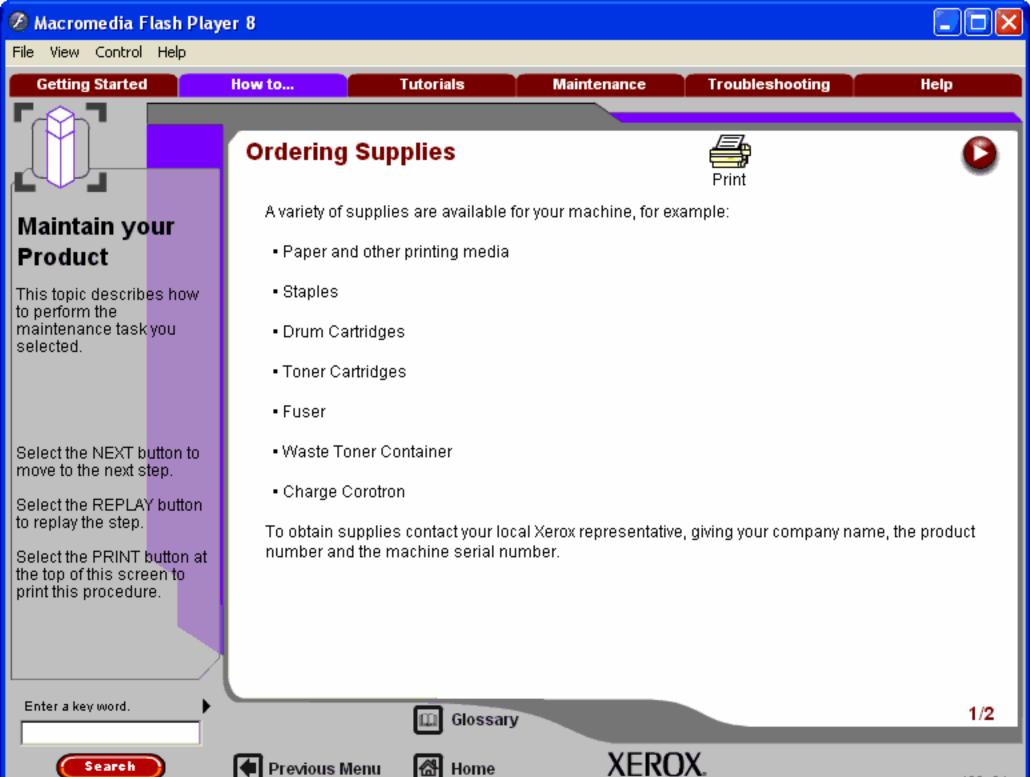
Replacing the Waste Toner Container

**Emptying the Hole Punch Waste Container** 









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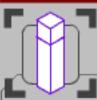
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# Maintain your

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

# Ordering Supplies







#### The following information is for US Customers Only.

#### Cost per Copy Customers

US Customers should contact the Metered Customer Support Center at 1-800-599-2198 to order Toner Cartridges (black, cyan, magenta and yellow) and Staples if they are included as part of your Xerox Agreement. Contact the Welcome Center at 1-800-821-2797 to order Drum Cartridge A1, Drum Cartridge A3, Drum Cartridge A4, Waste Toner Container, and the Fuser.

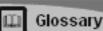
**Customers who purchase supplies and have a Xerox Maintenance Agreement** (NOT Cost Per Copy)

US Customers should call the Xerox Supplies Teleweb Center at 1-800-822-2200 to order Toner Cartridges (black, cyan, magenta and yellow) and Staples. Contact the Welcome Center at 1-800-821-2797 to order Drum Cartridge A1, Drum Cartridge A2, Drum Cartridge A3, Drum Cartridge A4, Waste Toner Container, and the Fuser.

Customers on Time and Materials Service (no Xerox Service Agreement)

US Customers should call the Xerox Supplies Teleweb Center at 1-800-822-2200 to order Toner Cartridges (black, cyan, magenta and yellow) and Staples. Contact the Customer Parts Center at 1-800-828-5881 to purchase Drum Cartridge A1, Drum Cartridge A2, Drum Cartridge A3, Drum Cartridge A4, the Waste Toner Container, and the Fuser.

Enter a key word.



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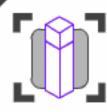




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#### Maintain your Product

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.



# Billing Information/Usage Counters

Cleaning your machine >>>

Adjusting Trays 3 and 4

Loading Staples >>>

Replacing the Drum Cartridges

Replacing the Toner Cartridges

Replacing the Fuser

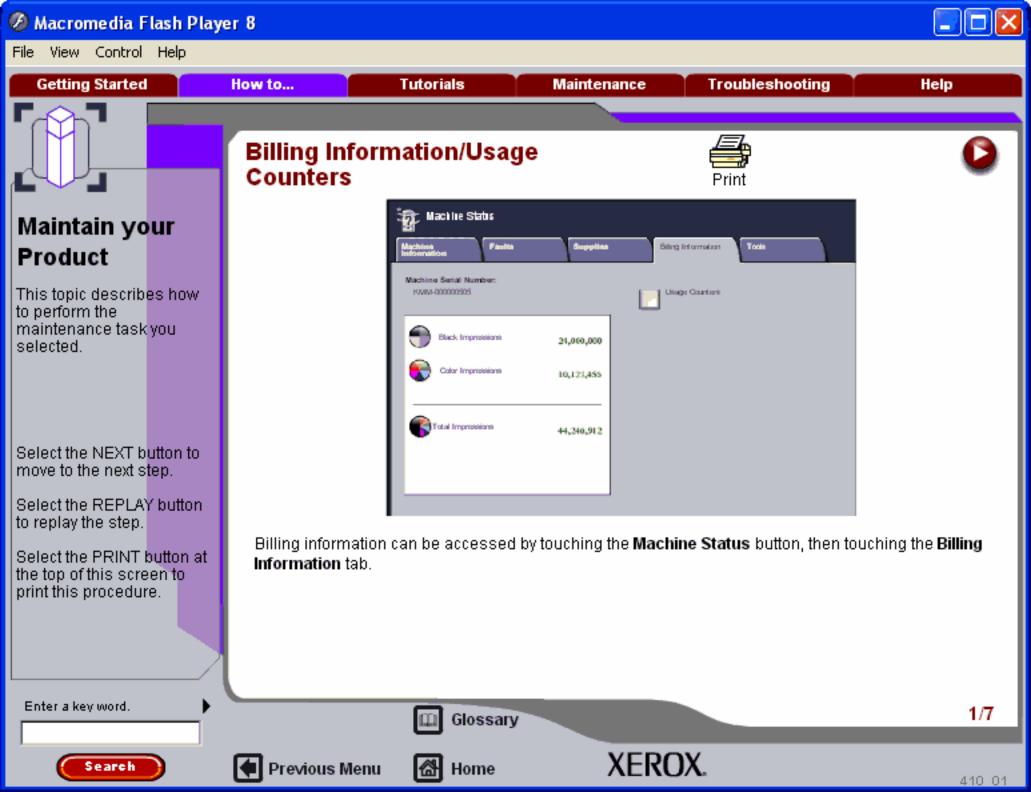
Replacing the Charge Corotron

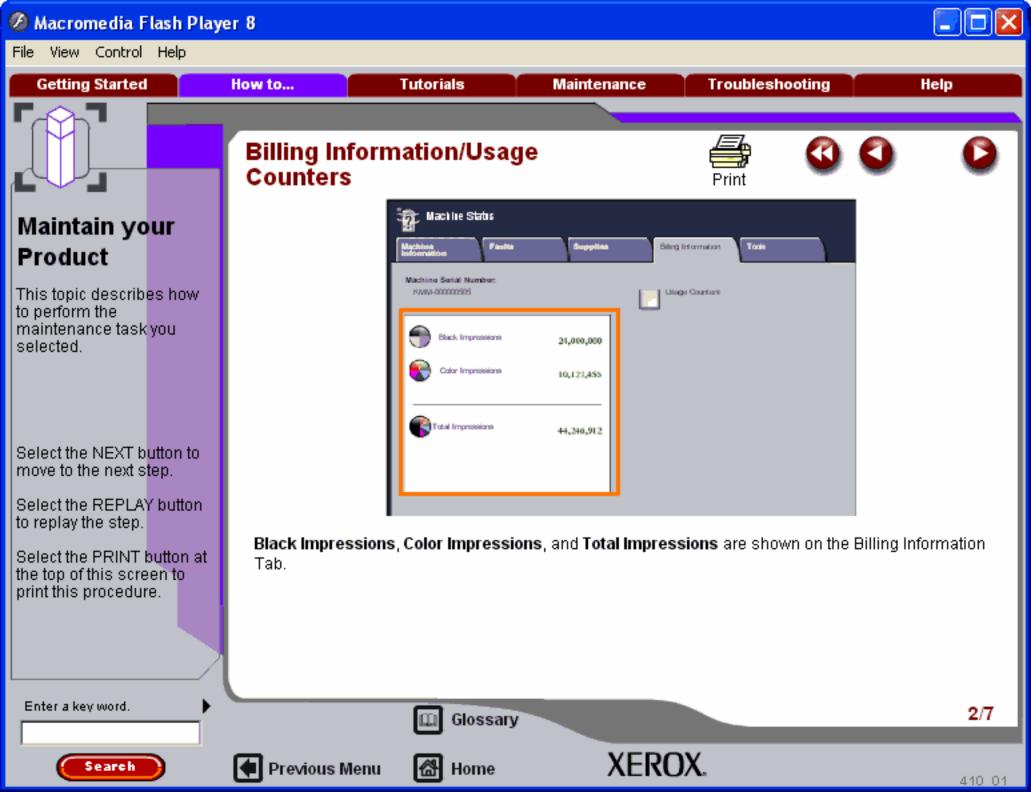
Replacing the Waste Toner Container

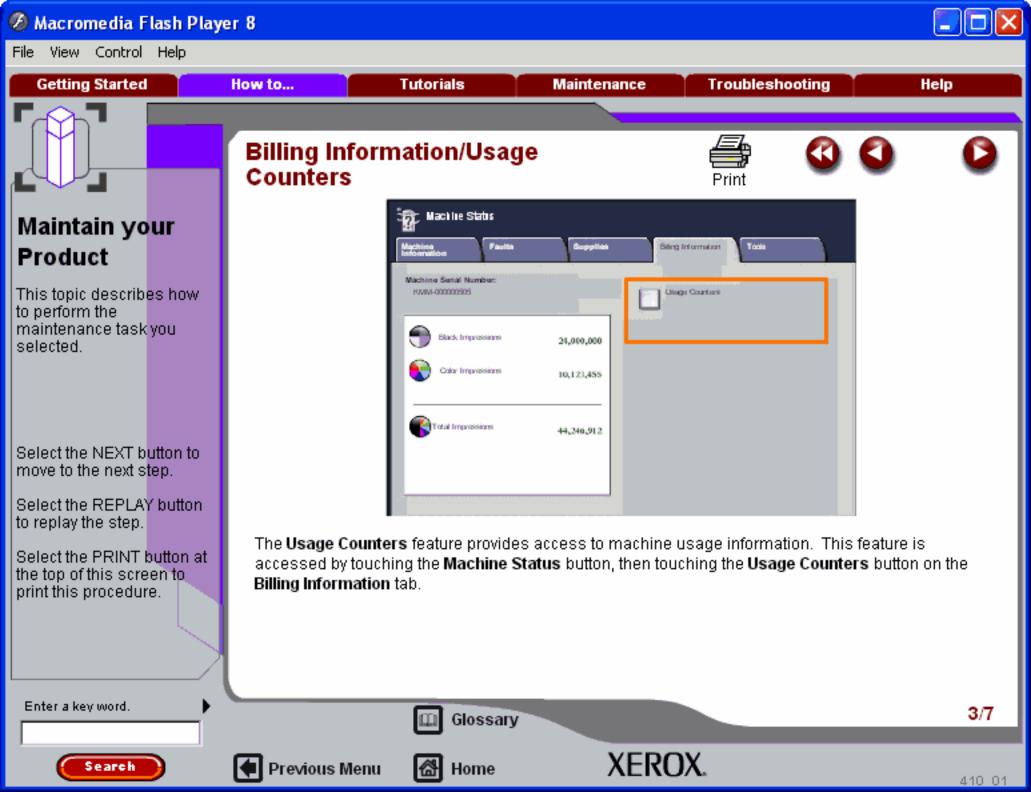
**Emptying the Hole Punch Waste Container** 

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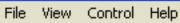












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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

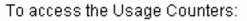
Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

#### Billing Information/Usage Counters

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1. Select the Machine Status button.

Select the Machine Status button.



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Enter a key word.



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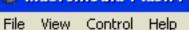


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#### Maintain yo<mark>ur</mark> Product

This topic describes how to perform the maintenance task you selected.

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Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

#### Billing Information/Usage Counters





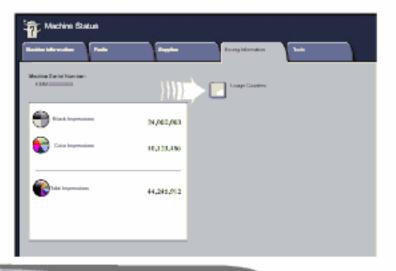




To access the Usage Counters:

- Select the Machine Status button.
- Ensure that the Billing Information tab is visible (a summary of Black Impressions, Color Impressions, and Total Impressions is shown on this tab). Select the Usage Counters button.

Select the Usage Counters button.



Enter a key word.



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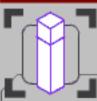
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#### Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

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Select the PRINT button at the top of this screen to print this procedure.











To access the Usage Counters:

- Select the Machine Status button.
- 2. Ensure that the Billing Information tab is visible (a summary of Black Impressions, Color Impressions, and Total Impressions is shown on this tab). Select the Usage Counters button. .
- The Usage Counters list is displayed.



Enter a key word.



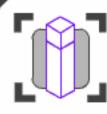
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#### Maintain your Product

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

- (II) Ordering Supplies
- III Billing Information/Usage Counters
- Cleaning your machine >>>

Adjusting Trays 3 and 4

Loading Staples >>>

Replacing the Drum Cartridges

Replacing the Toner Cartridges

Replacing the Fuser

Replacing the Charge Corotron

Replacing the Waste Toner Container

**Emptying the Hole Punch Waste Container** 



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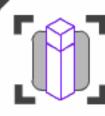
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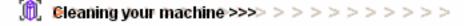


#### Maintain your Product

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.







Adjusting Trays 3 and 4

Loading Staples >>>

Replacing the Drum Cartridges

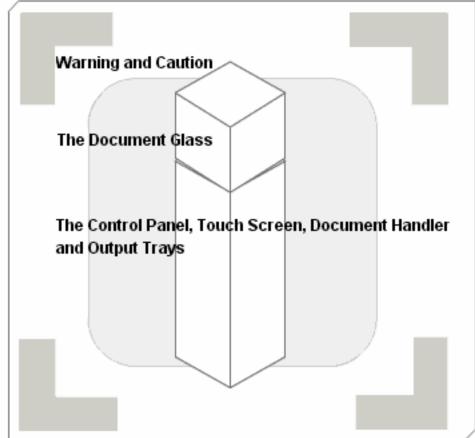
Replacing the Toner Cartridges

Replacing the Fuser

Replacing the Charge Corotron

Replacing the Waste Toner Container

**Emptying the Hole Punch Waste Container** 



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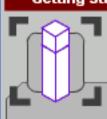
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#### Warning and Caution



#### Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

WARNING: When cleaning your machine do NOT use organic or strong chemical solvents or aerosol cleaners. Do NOT pour fluids directly onto any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

WARNING: Do not use pressurised air-spray cleaning aids on or in this equipment. Some pressurised air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

CAUTION: 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 machine.

Enter a key word.



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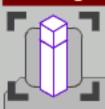
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## Maintain yo<mark>ur</mark> Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

#### The Document Glass

Tutorials









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

Enter a key word.



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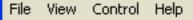




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# Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

#### The Document Glass

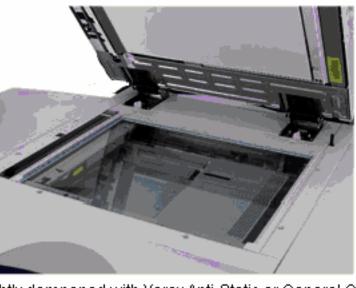












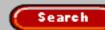
Use a lint-free cloth, lightly dampened with Xerox Anti-Static or General Cleaning Fluid or another suitable non-abrasive glass cleaner, to clean the glass area.

Enter a key word.



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# Maintain yo<mark>ur</mark> Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

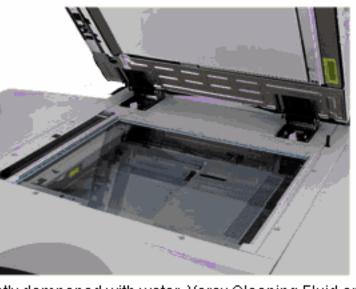
#### The Document Glass









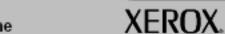


Use a lint-free cloth, lightly dampened with water, Xerox Cleaning Fluid or Xerox Film Remover, to clean the under side of the Document Cover and in the Document Handler.

Enter a key word.



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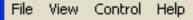












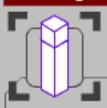
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#### Maintain yo<mark>ur</mark> Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

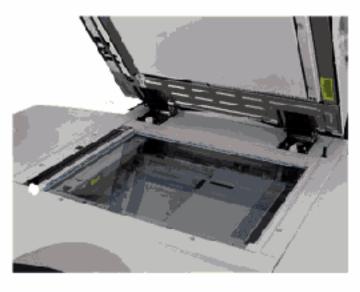
## The Control Panel, Touch Screen, Document Handler and Output Trays

Tutorials









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

Enter a key word.

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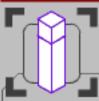
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## Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

## The Control Panel, Touch Screen, Document Handler and Output Trays











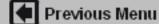
Use a lightly dampened cloth to clean the Document Handler, output trays, paper trays and the outside areas of your machine.

Enter a key word.

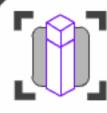
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#### Maintain your Product

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

- 🇯 Ordering Supplies
- 🇯 Billing Information/Usage Counters
- Cleaning your machine >>>
- Adjusting Trays 3 and 4

Loading Staples >>>

Replacing the Drum Cartridges

Replacing the Toner Cartridges

Replacing the Fuser

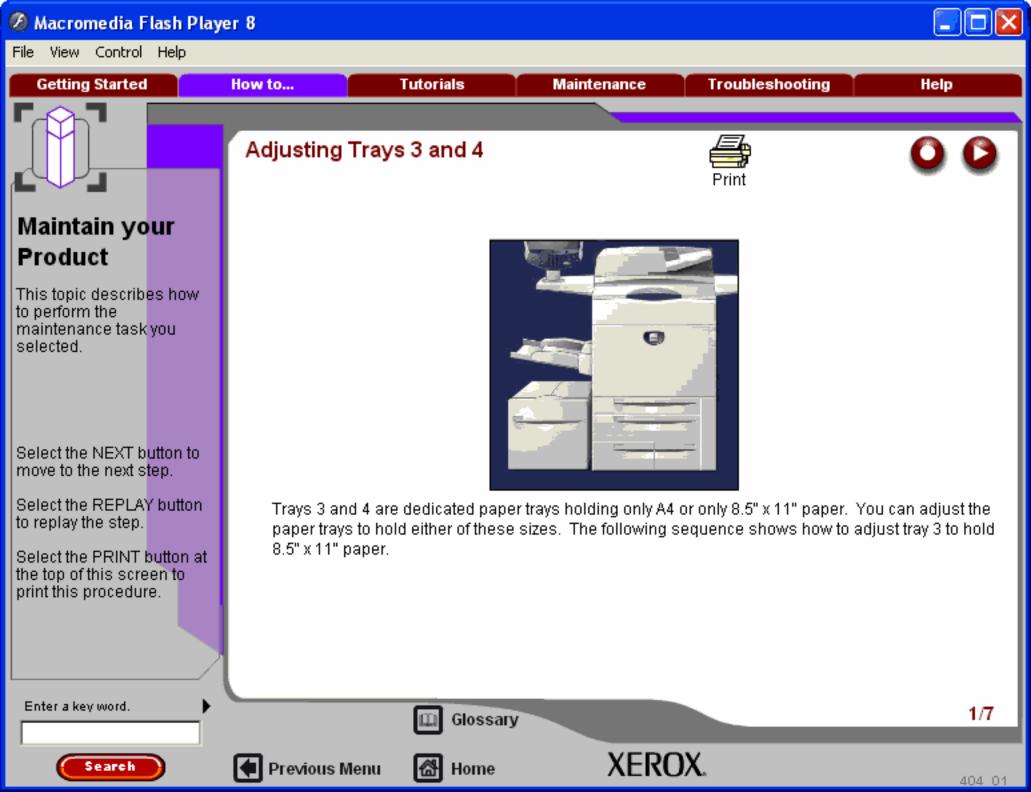
Replacing the Charge Corotron

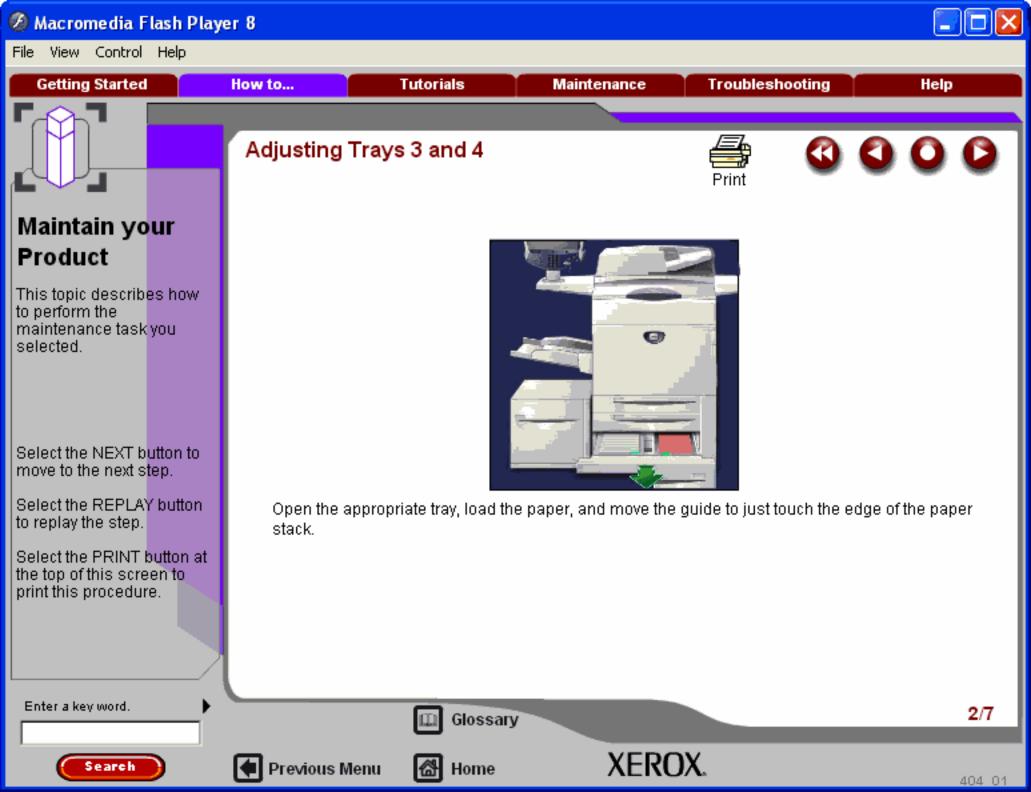
Replacing the Waste Toner Container

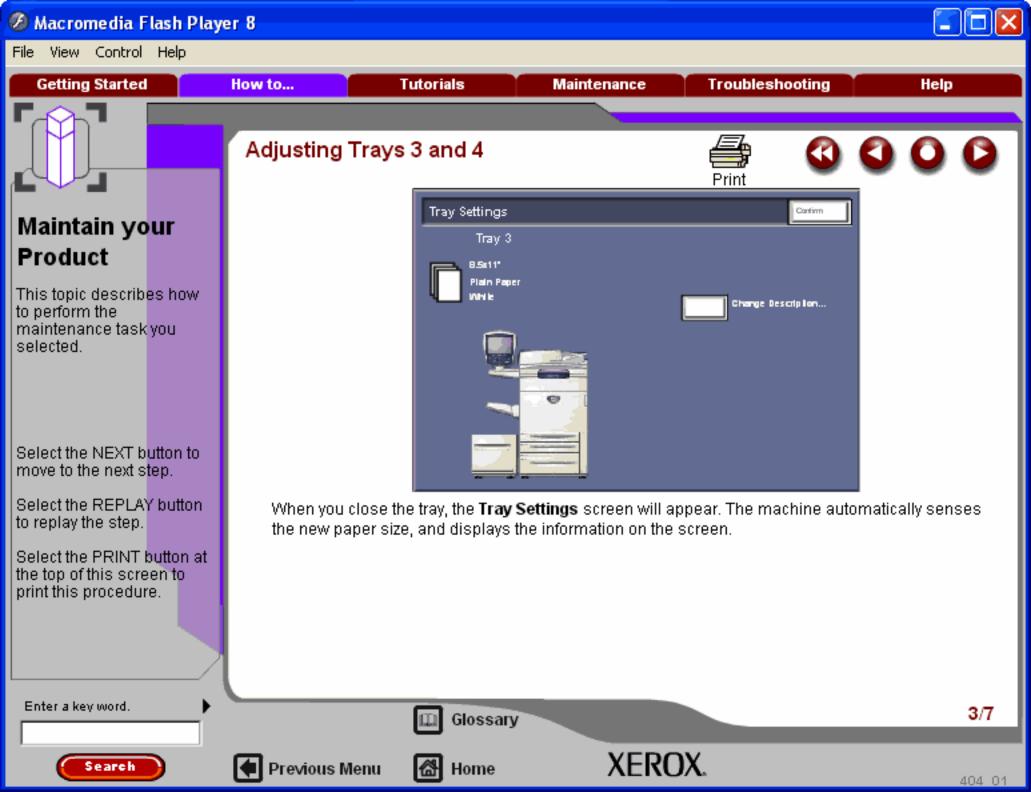
**Emptying the Hole Punch Waste Container** 

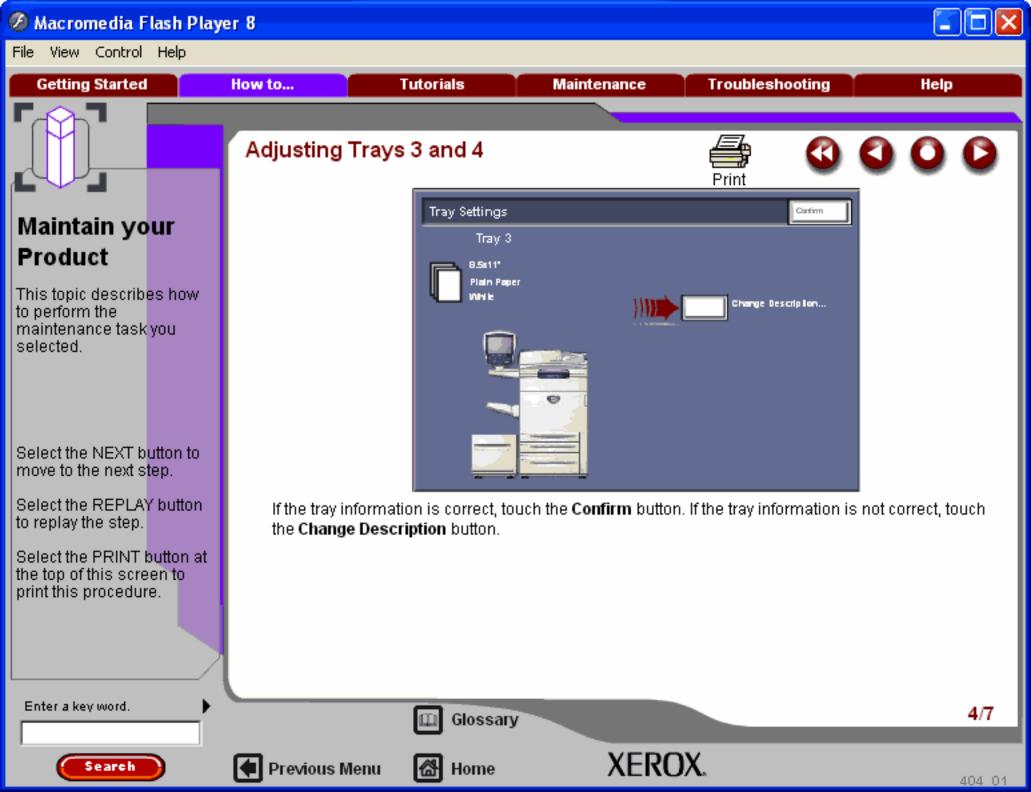
Search

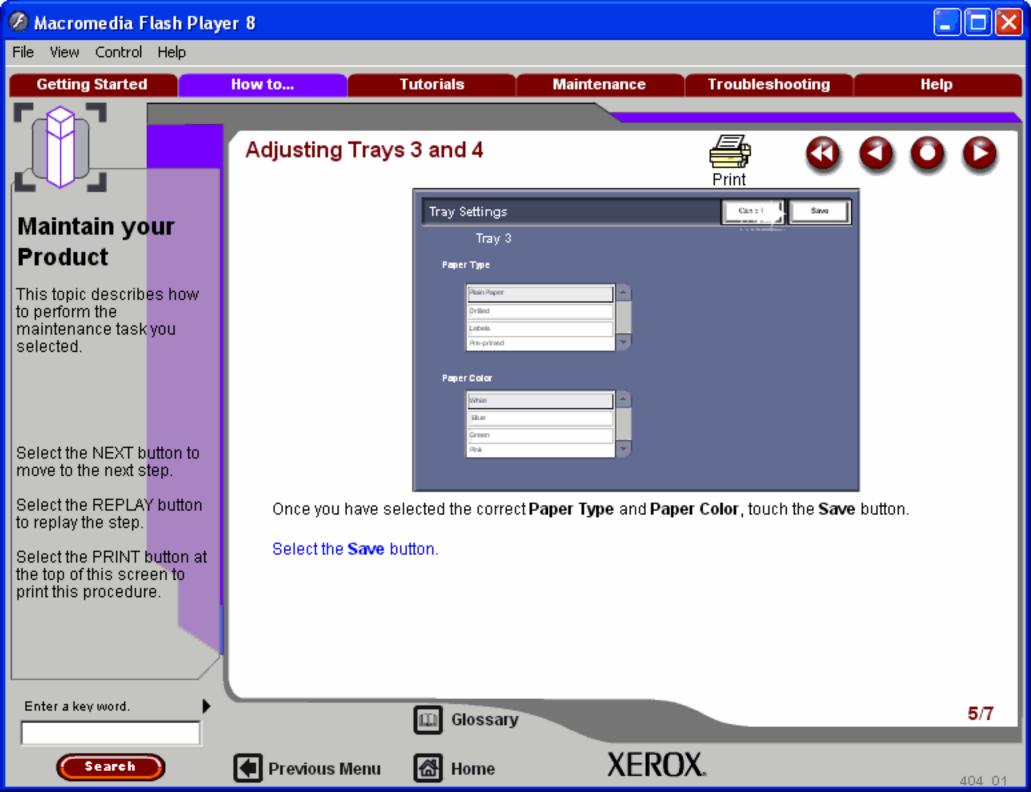


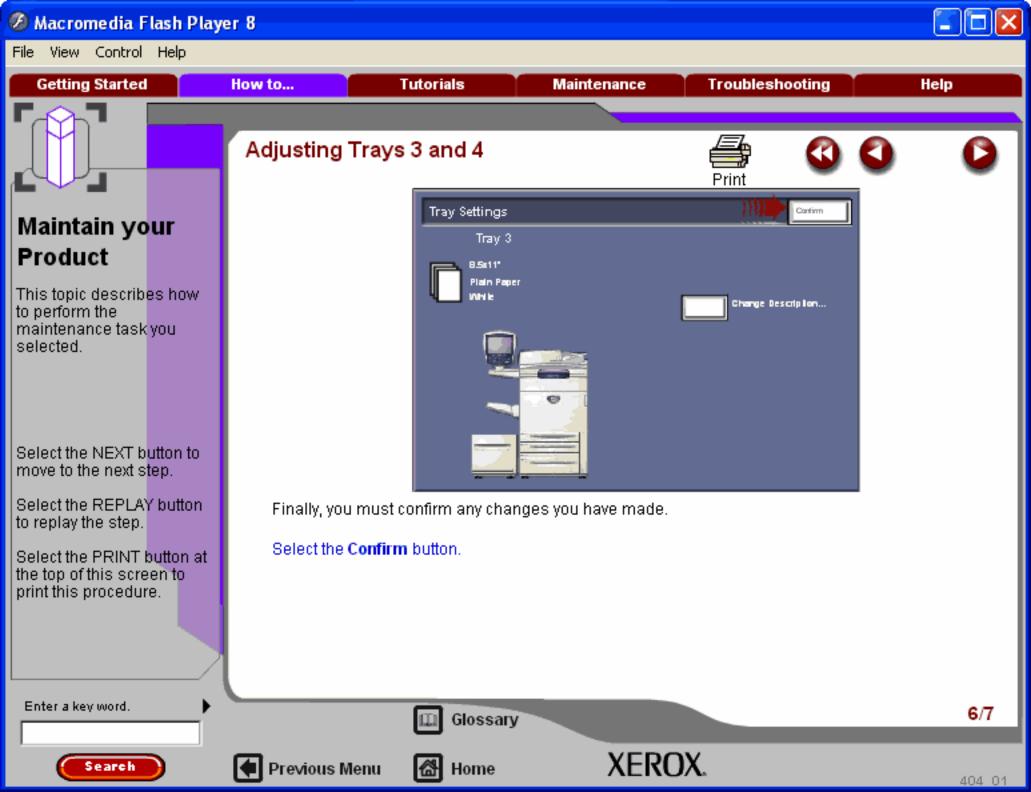


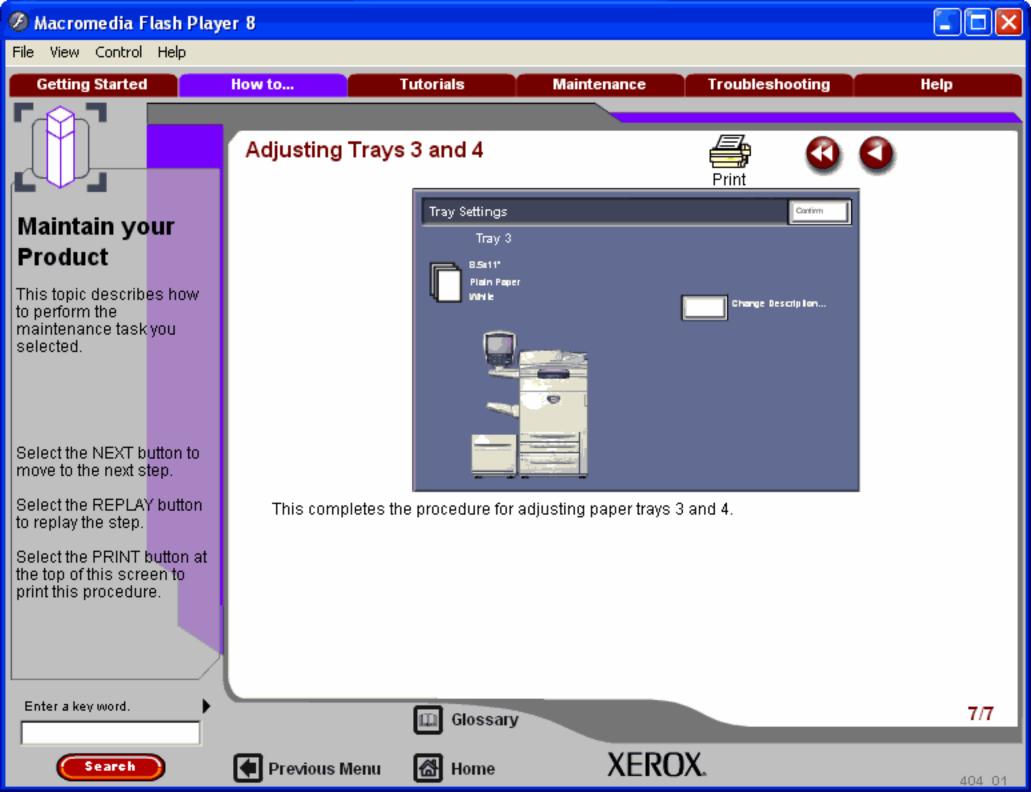










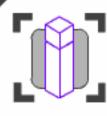




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#### Maintain your Product

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.



- Billing Information/Usage Counters
- Cleaning your machine >>>
- Adjusting Trays 3 and 4

Replacing the Drum Cartridges

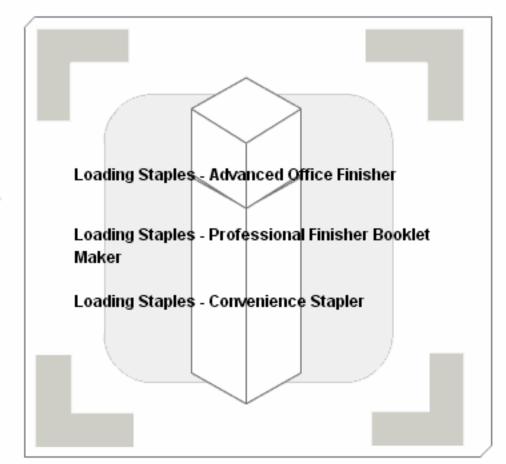
Replacing the Toner Cartridges

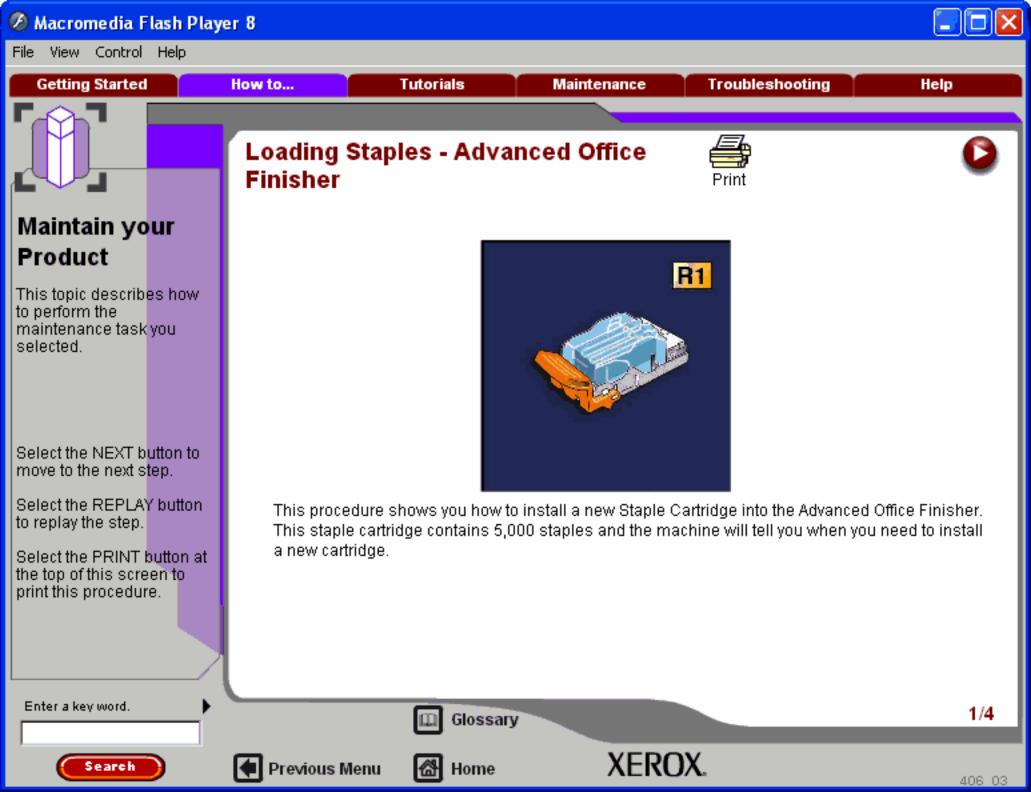
Replacing the Fuser

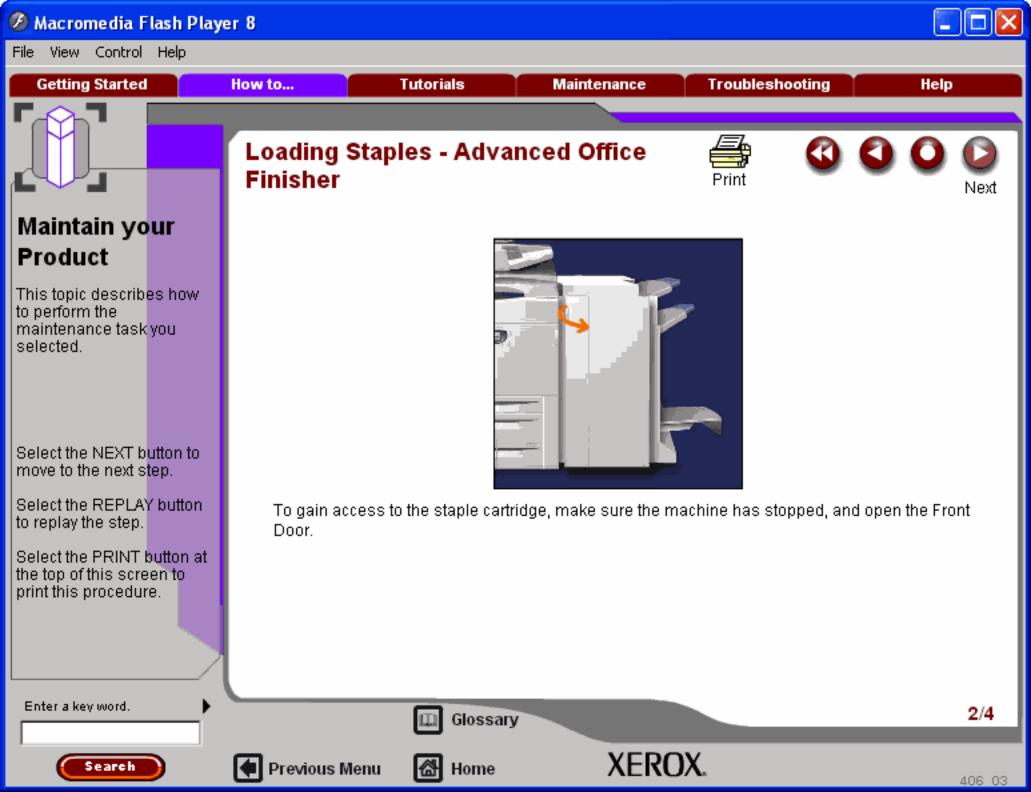
Replacing the Charge Corotron

Replacing the Waste Toner Container

**Emptying the Hole Punch Waste Container** 

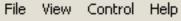












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## Loading Staples - Advanced Office Finisher









#### Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



Hold the R1 lever of the staple cartridge. Hold the orange lever and pull the cartridge towards you to remove. Dispose of the staple cartridge according to the instructions contained in the new staple cartridge box.

Enter a key word.

















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#### Maintain yo<mark>ur</mark> Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

# Loading Staples - Advanced Office Finisher









Unpack the new staple cartridge. Insert the new staple cartridge while gripping the orange lever until you hear it click into place. Close the front cover of the finisher.

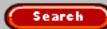
The use of staple cartridges not recommended by Xerox may impair quality and performance. Use only staple cartridges recommended for the machine.

Enter a key word.

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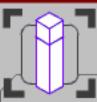
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#### Maintain your Product

This topic describes how to perform the maintenance task you selected.

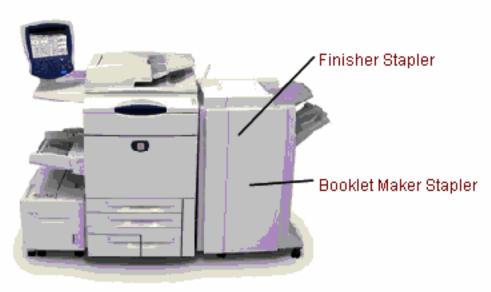
Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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#### Loading Staples - Professional Finisher



The Professional Finisher contains 2 staplers, the finisher stapler and the booklet maker stapler. The finisher stapler delivers the stapled copies to the stacker tray. The booklet maker stapler delivers stapled booklets to the booklet output tray. The machine will tell you when you need to install a new cartridge and which stapler.

Click on the picture above to see how to load a staple cartridge in each of the Professional Finisher staplers.

Enter a key word.



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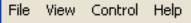
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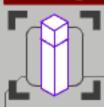


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### Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

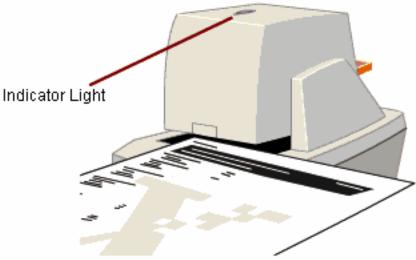
Select the PRINT button at the top of this screen to print this procedure.

#### Loading Staples - Convenience Stapler 🚔









This procedure shows you how to install a new Staple Cartridge into the Convenience Stapler. This staple cartridge contains 5,000 staples. When the staple cartridge needs replacing or a staple jam occurs, the indicator light on the top of the Convenience Stapler will flash.

Enter a key word.

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### Loading Staples - Convenience Stapler











#### Maintain your Product

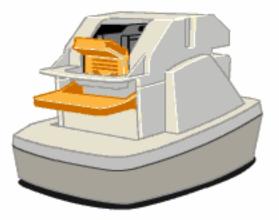
This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

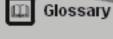




To gain access to the staple cartridge, lift the lever at the rear of the Convenience Stapler and gently rotate the staple head towards you.

Enter a key word.

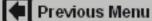




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#### Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



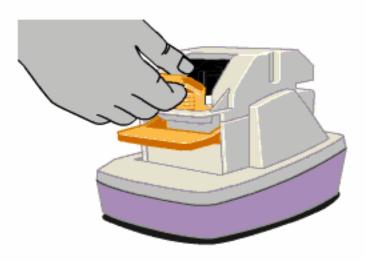












Grip the staple cartridge and pull it out of the staple head.

Dispose of the staple cartridge according to the instructions contained in the new staple cartridge box

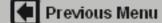
Enter a key word.



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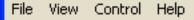










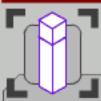


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### Maintain yo<mark>ur</mark> Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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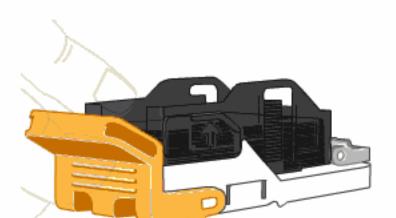












Unpack the new staple cartridge. Remove any partial staple strips and any staple strips that are not flat.

Install the staple cartridge in the Convenience Stapler. The staple cartridge clicks into place. Release the lever at the front of the Convenience Stapler and gently rotate the staple head away from you.

That completes the procedure for replacing the staple cartridge.

Enter a key word.



Glossary





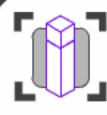
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#### Maintain your Product

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.



- Billing Information/Usage Counters
- 魔 Cleaning your machine >>>
- Adjusting Trays 3 and 4
- 🖪 Replacing the Drum Cartridges

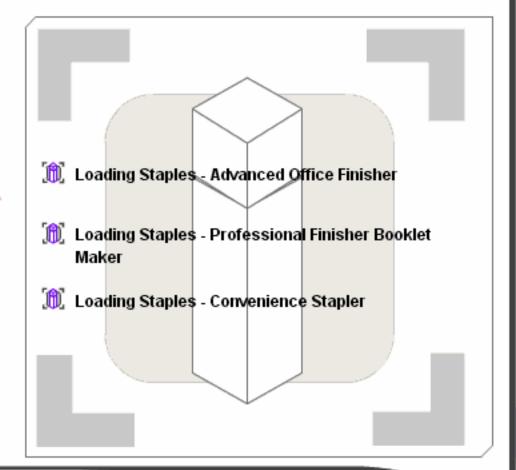
Replacing the Toner Cartridges

Replacing the Fuser

Replacing the Charge Corotron

Replacing the Waste Toner Container

Emptying the Hole Punch Waste Container



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## Maintain your Product

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Select the NEXT button to move to the next step.

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Select the PRINT button at the top of this screen to print this procedure.

#### Replacing the Drum Cartridges











This procedure shows you how to remove a used Drum Cartridge and replace it with a new Drum Cartridge. The machine will tell you when you need to order a new cartridge and when to install it. The Drum Cartridges can be recycled so please follow the disposal instructions you receive with the new items.

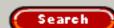
CAUTION: Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting for more than two minutes. Image quality may deteriorate when the drum cartridges are exposed to light.

Enter a key word.



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#### Maintain your Product

This topic describes how to perform the maintenance task you selected.

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Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

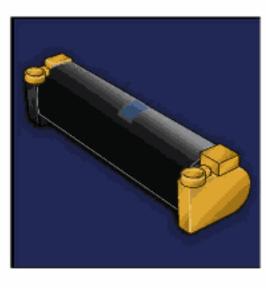
## Replacing the Drum Cartridges













1. Replace drum cartridges while the machine is on. When the power is turned off, all information stored to the machine's memory will be erased.

CAUTION: Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting. Do not touch or scratch the surface of the drum. Doing so may result in unsatisfactory printing.

Enter a key word.



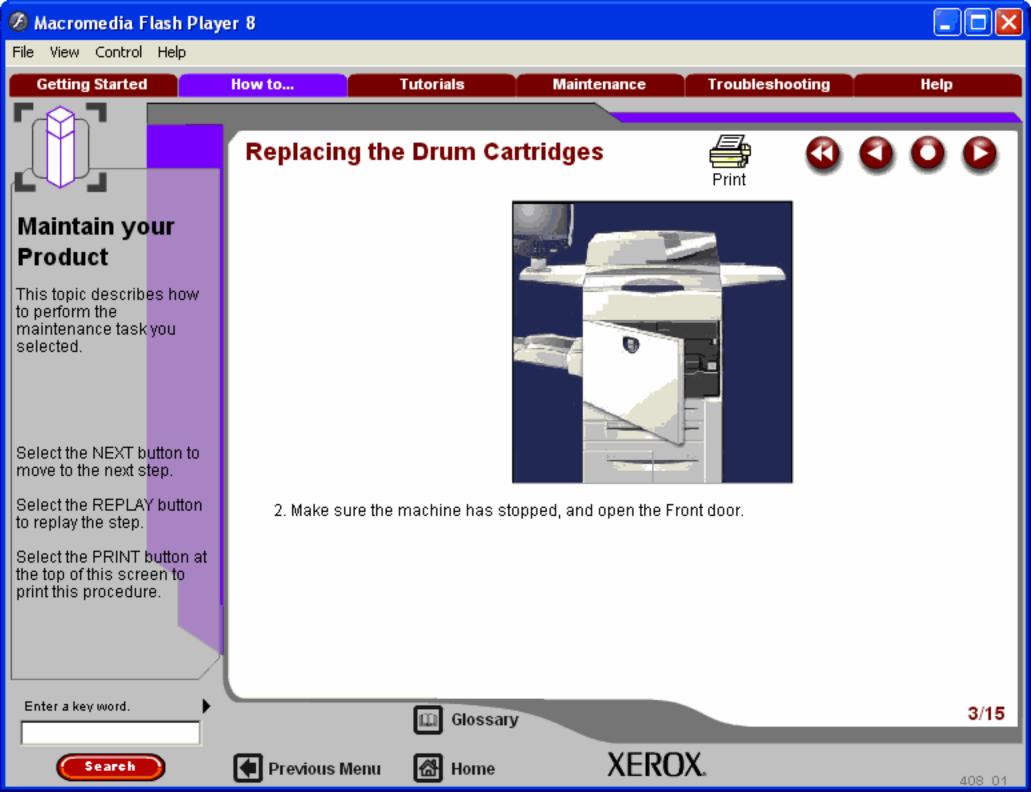


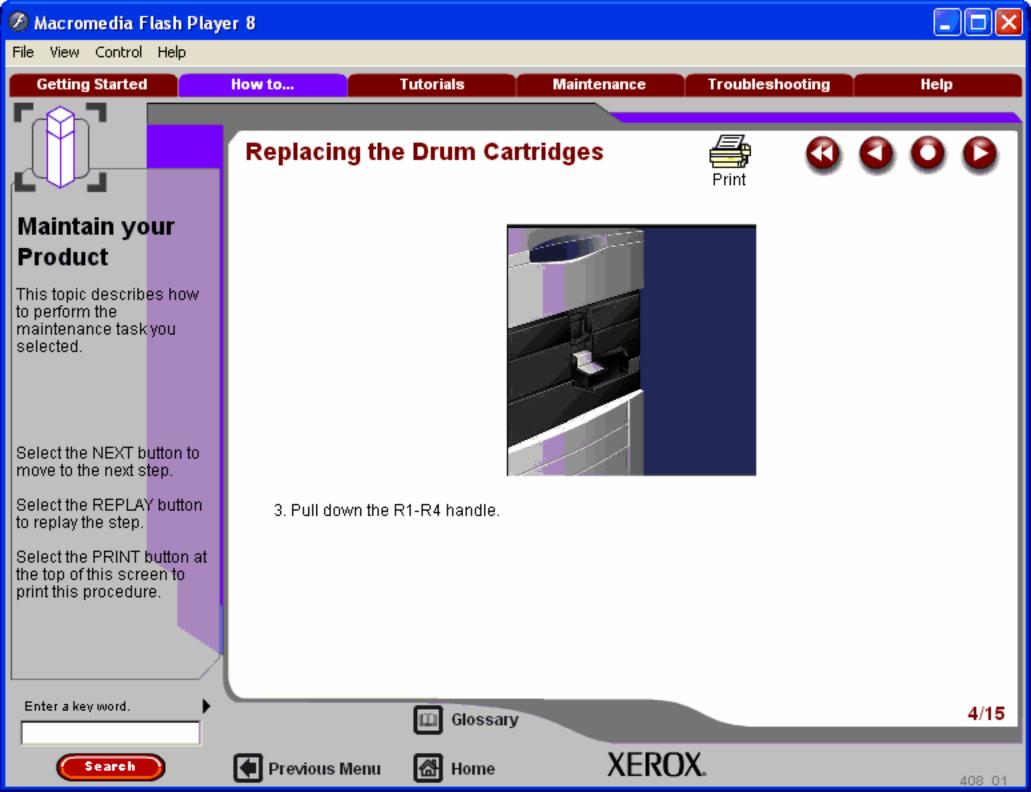


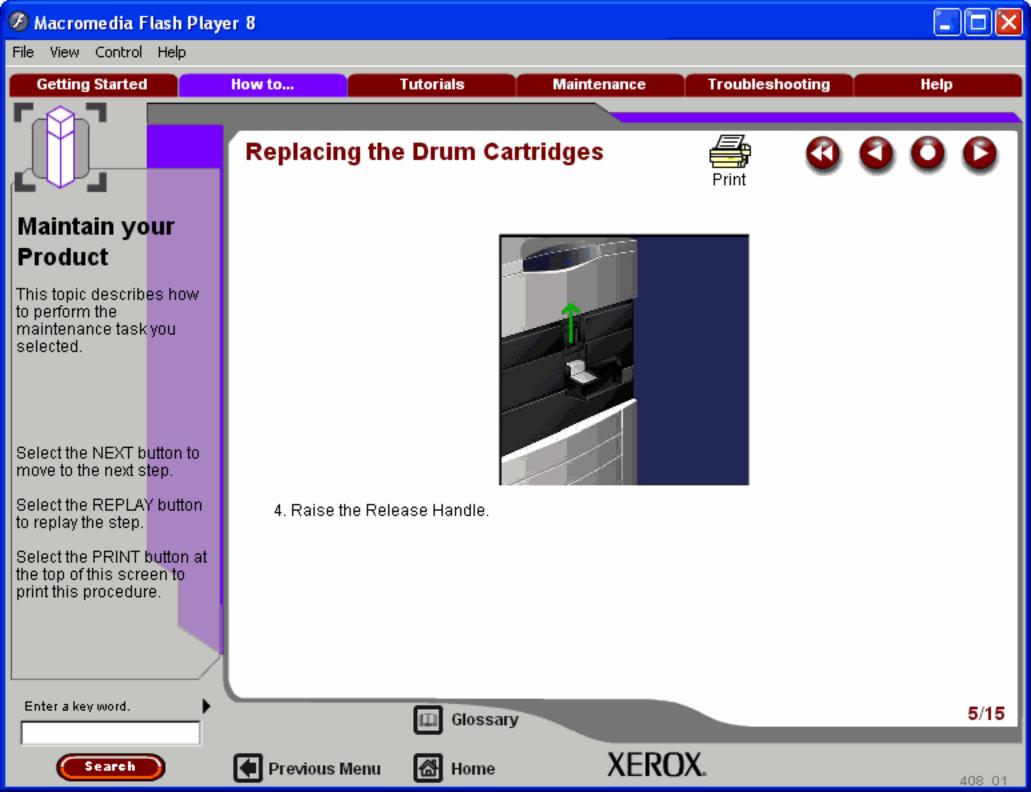
















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# Replacing the Drum Cartridges









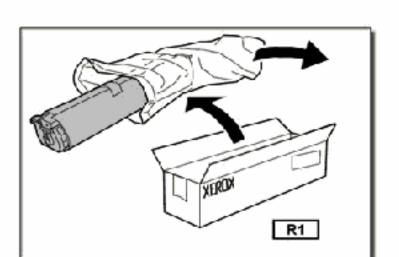
#### Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

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Select the PRINT button at the top of this screen to print this procedure.



5. Open a bag including a new drum cartridge. Place the new drum cartridge near the machine.

CAUTION: Do not touch or scratch the surface of the drum when you take it out from the bag.

**CAUTION:** Remember to minimize the amount of time that the drum cartridge is exposed to light. Exposure for more than two minutes may result in light shock to the drum.

Enter a key word.



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## Replacing the Drum Cartridges

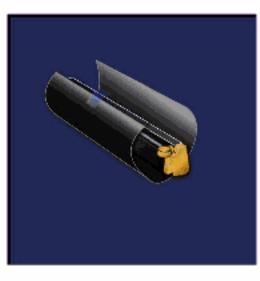














6. Unwrap the sheet covering the new drum cartridge and place it under the cartridge. Some drum cartridges may include a protective film. Remove the the film on the drum cartridge, if it is present.

Open the Drum Drawer.

Enter a key word.



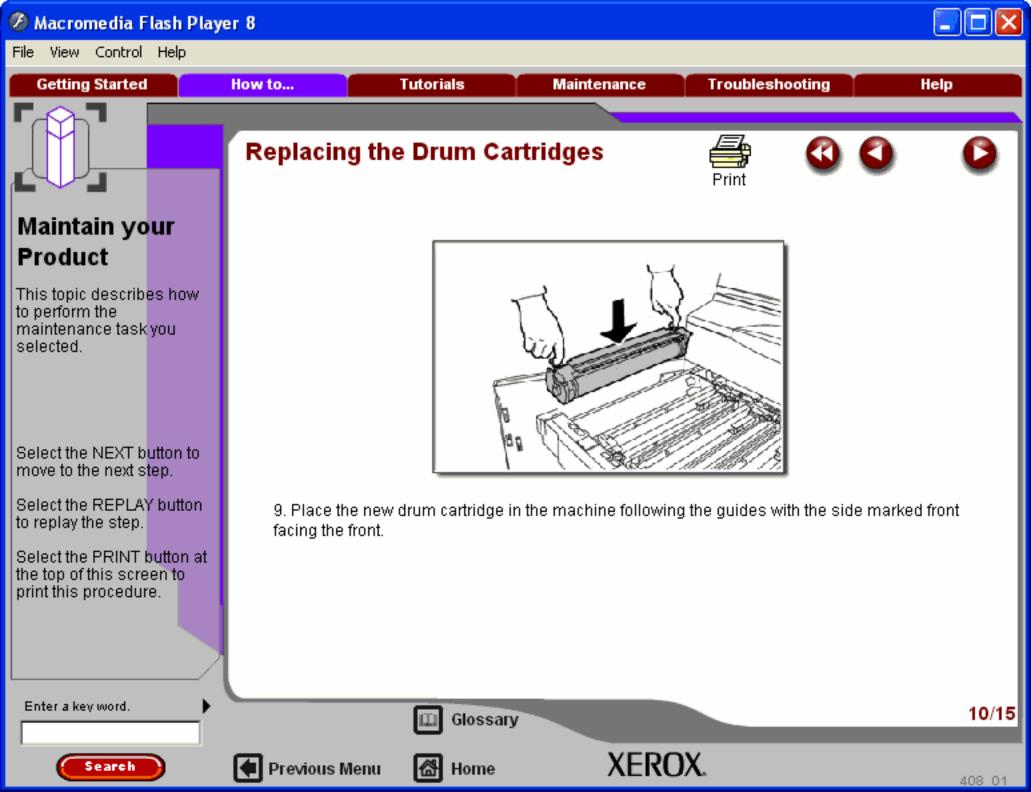
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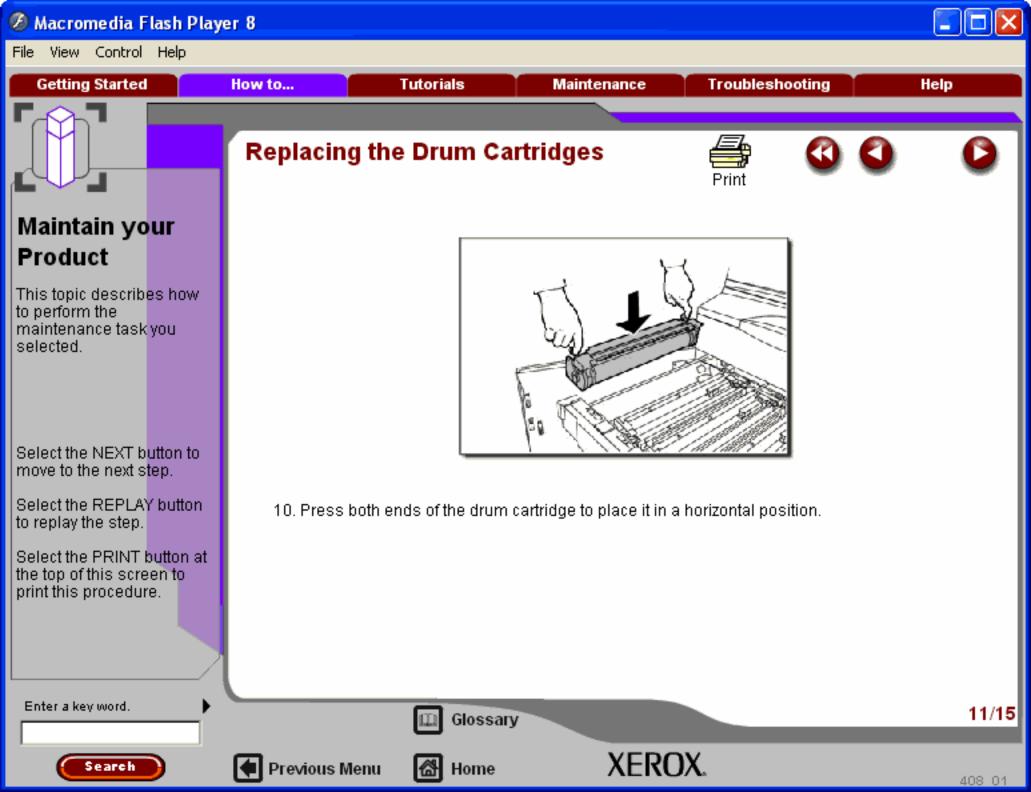


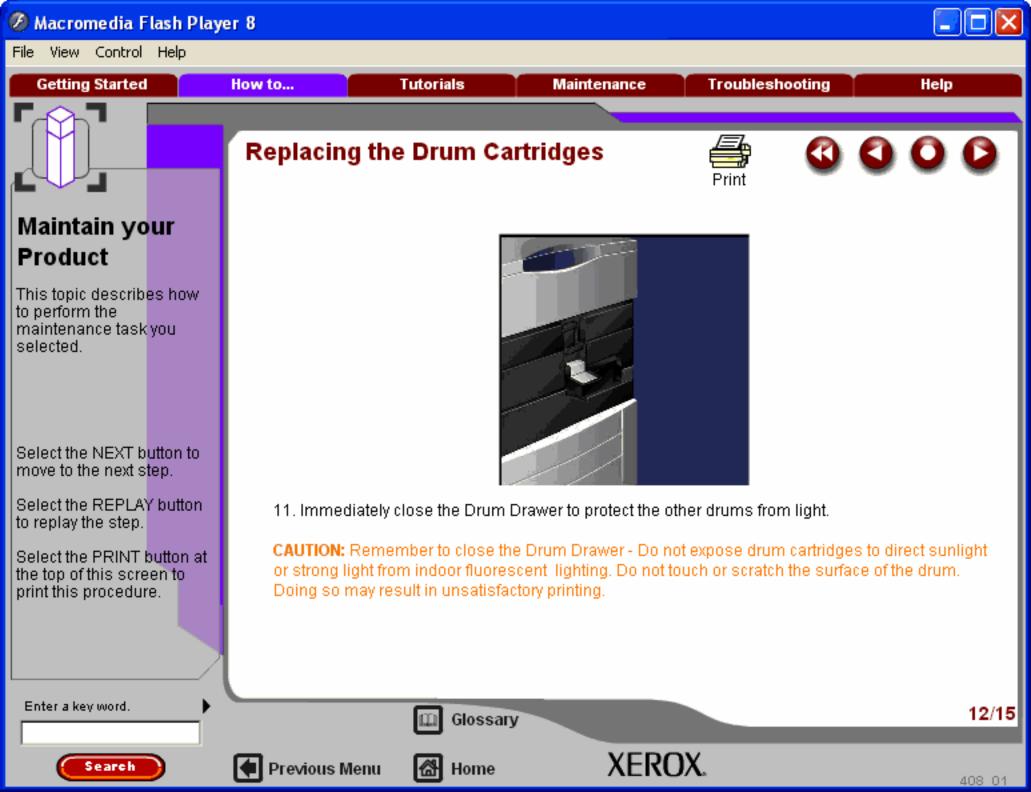
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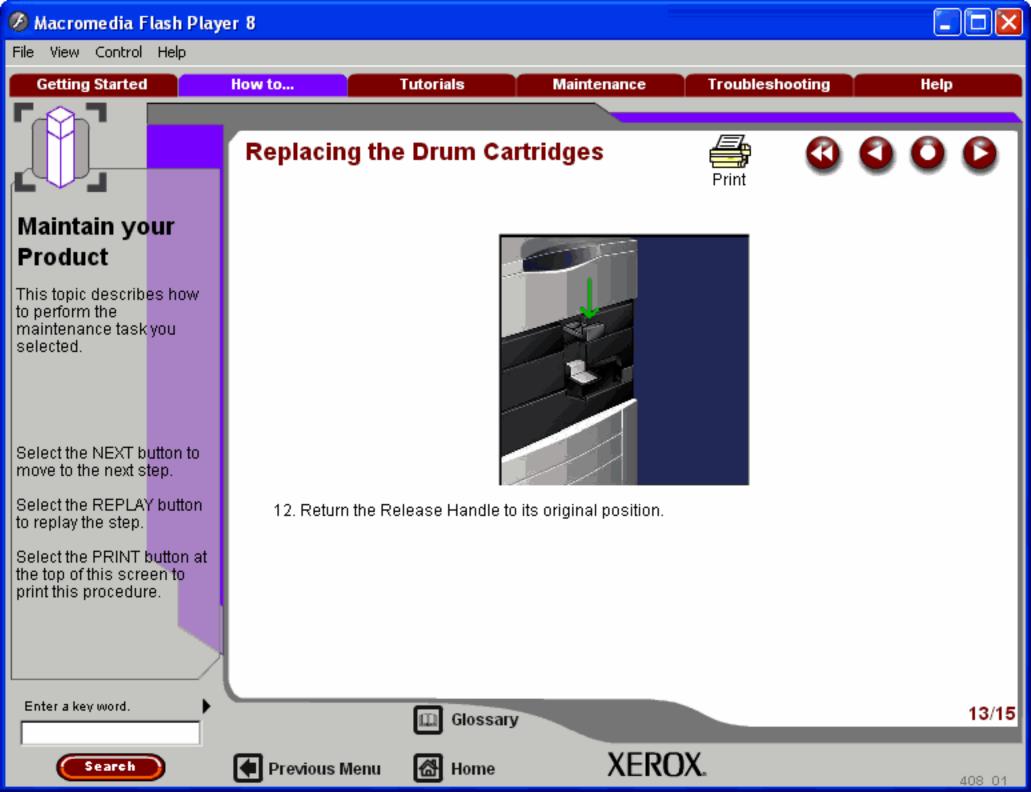


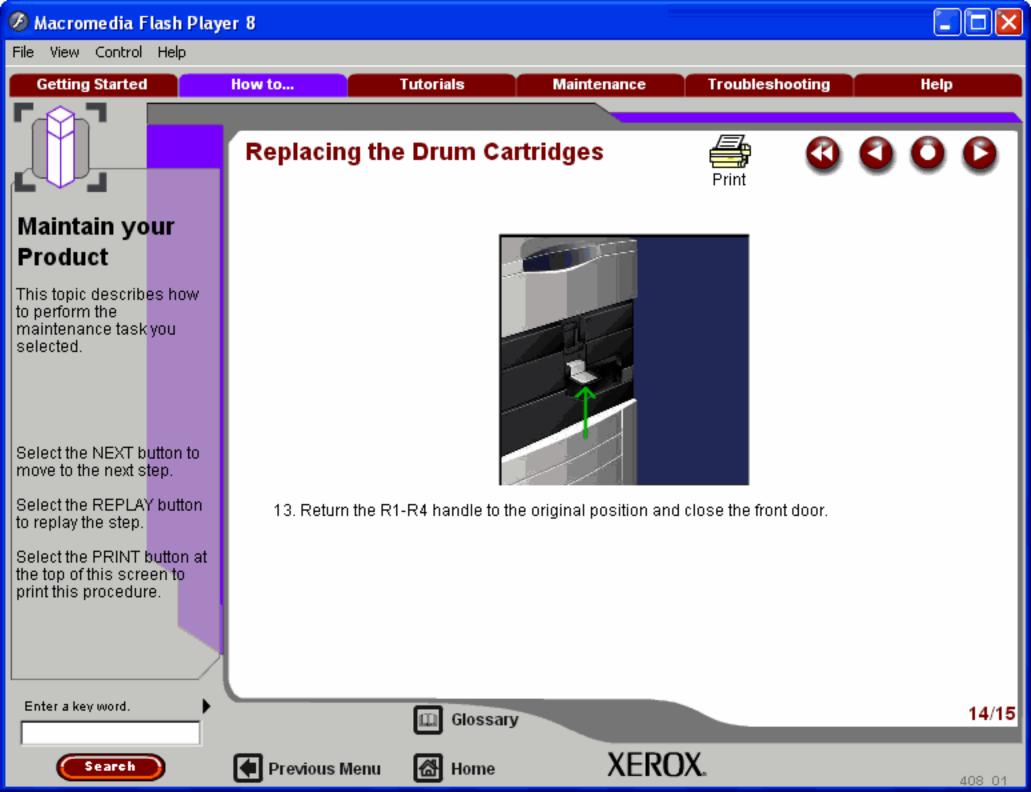


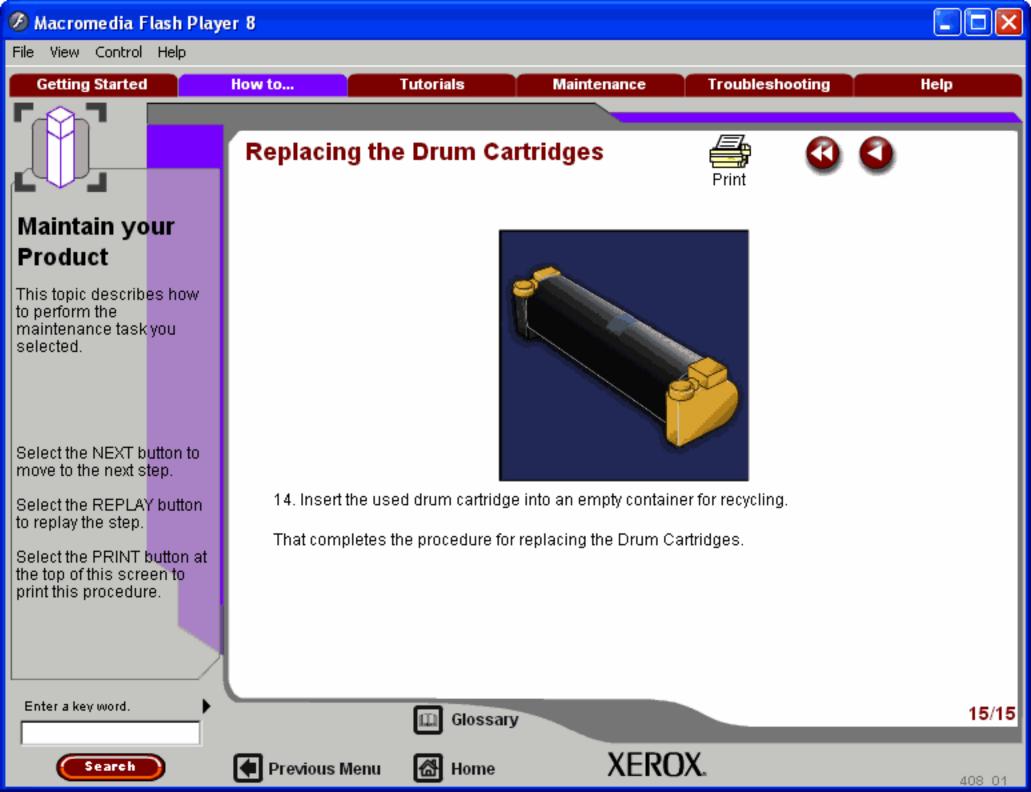






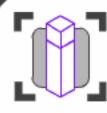








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#### Maintain your Product

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

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- Cleaning your machine >>>
- Adjusting Trays 3 and 4
- 👊 Loading Staples >>>
- Replacing the Drum Cartridges
- Replacing the Toner Cartridges

Replacing the Fuser

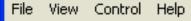
Replacing the Charge Corotron

Replacing the Waste Toner Container

**Emptying the Hole Punch Waste Container** 

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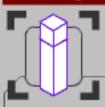


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# Replacing the Toner Cartridges





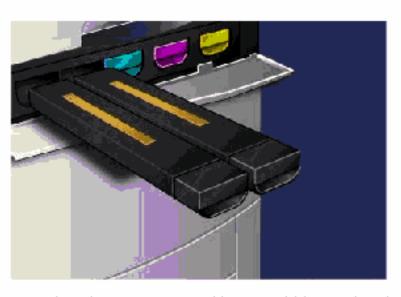


This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



This procedure shows you how to remove a used toner cartridge and replace it with a new toner cartridge. The machine will notify you when a new toner cartridge is needed, and when installation is to occur. If you continue copying or printing without replacing the toner cartridge, a message will appear and the machine will stop after copying or printing around 1,800 pages for Black, or around 1200 pages for Cyan, Magenta and Yellow.

Follow the disposal instructions for the old cartridge when you receive with the new cartridge.

Enter a key word.

ш

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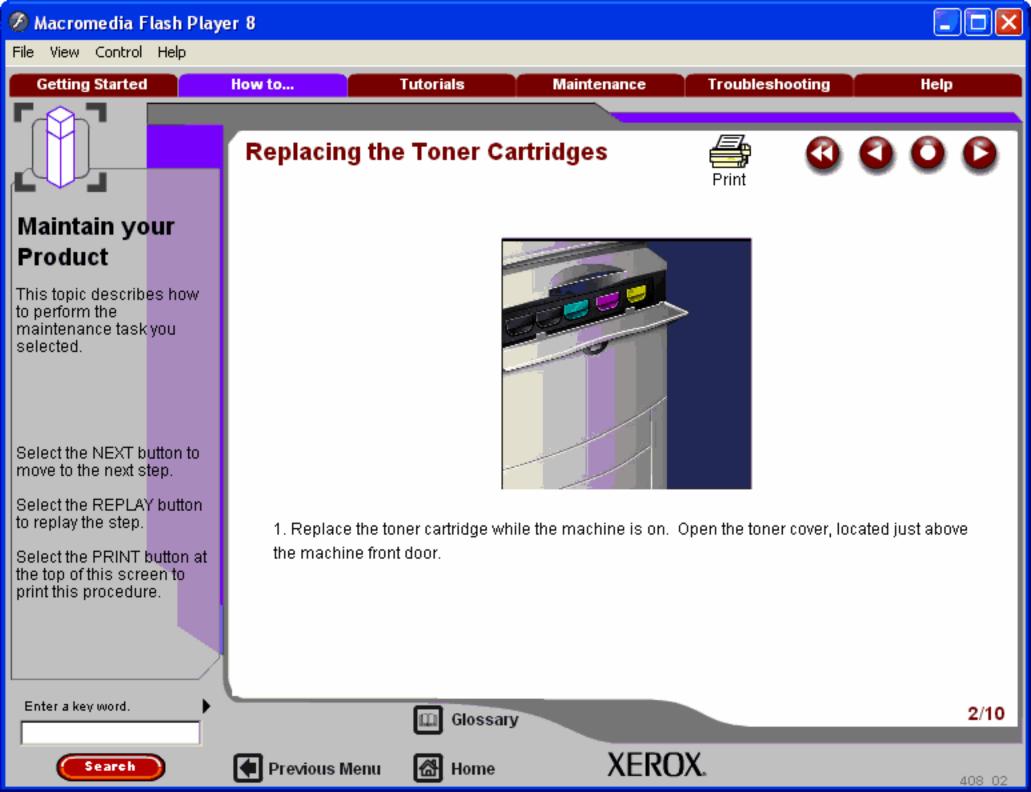
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## Replacing the Toner Cartridges









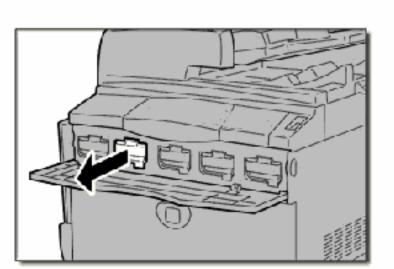
#### Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



2. Lay paper on the floor before removing the cartridge. This will allow any excess toner to fall on the paper. Hold the handle of the color indicated in the message, and gently pull it out.

Enter a key word.



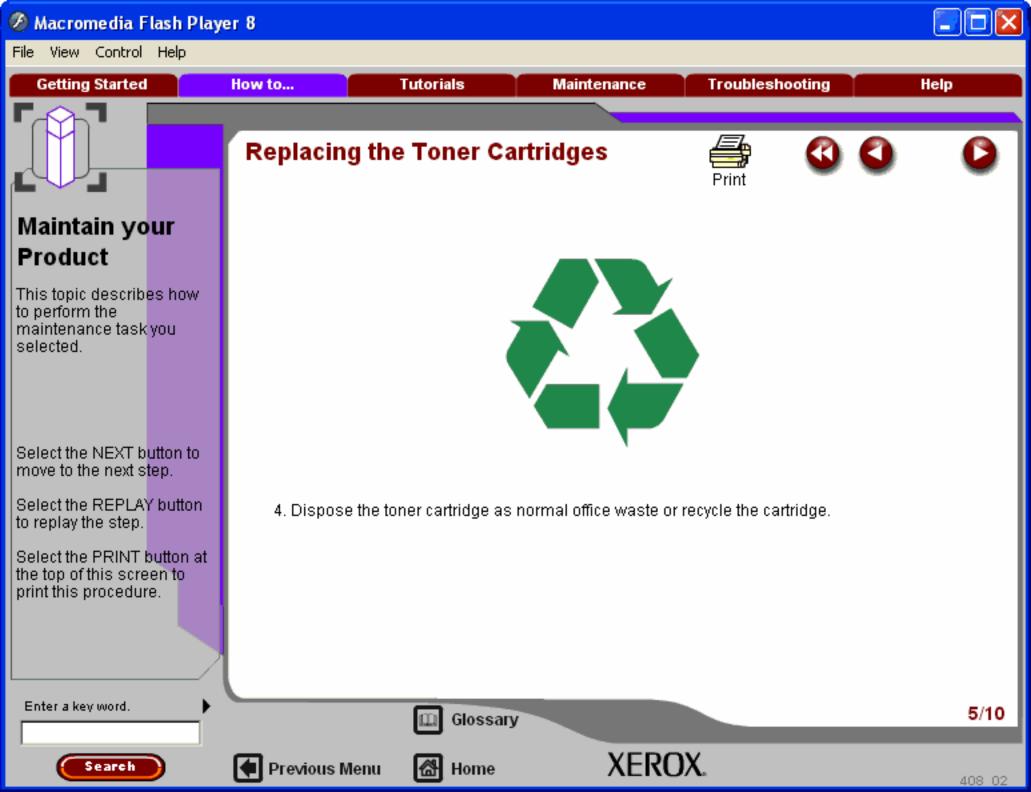


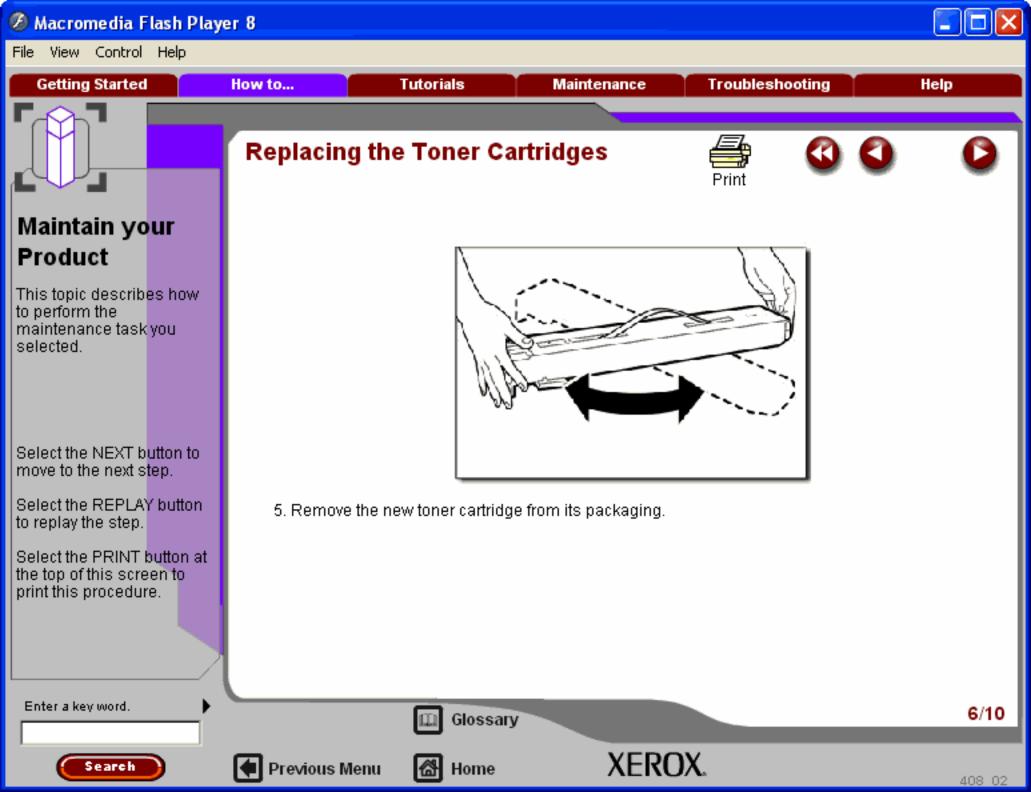


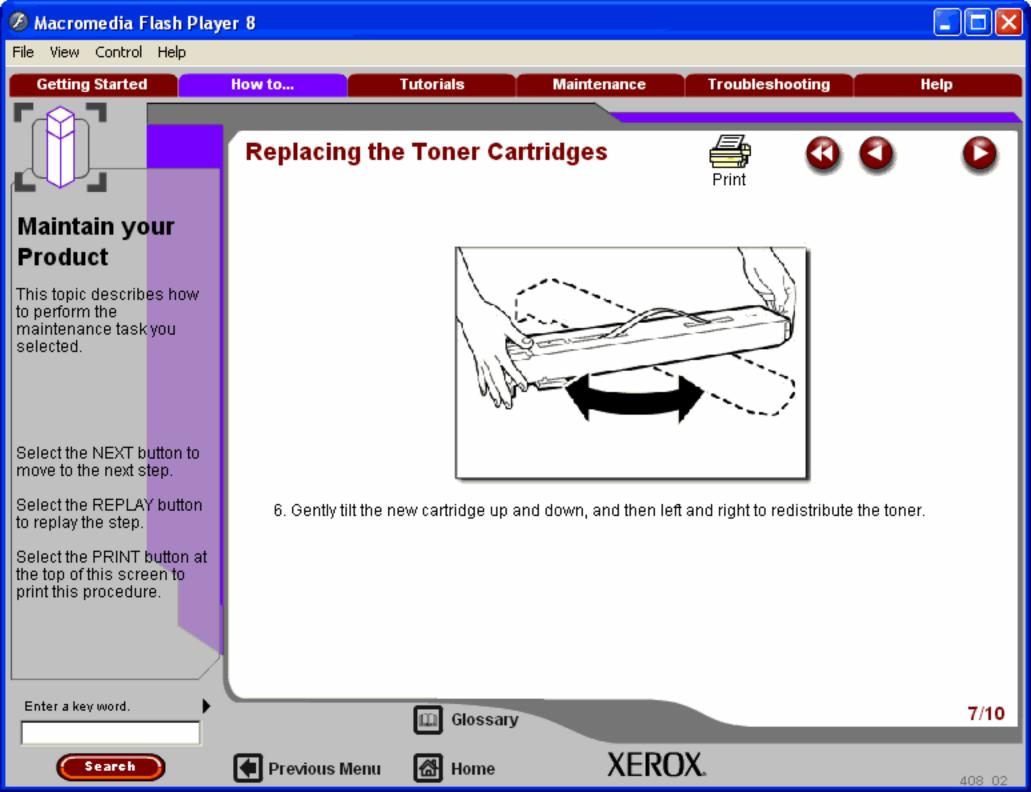


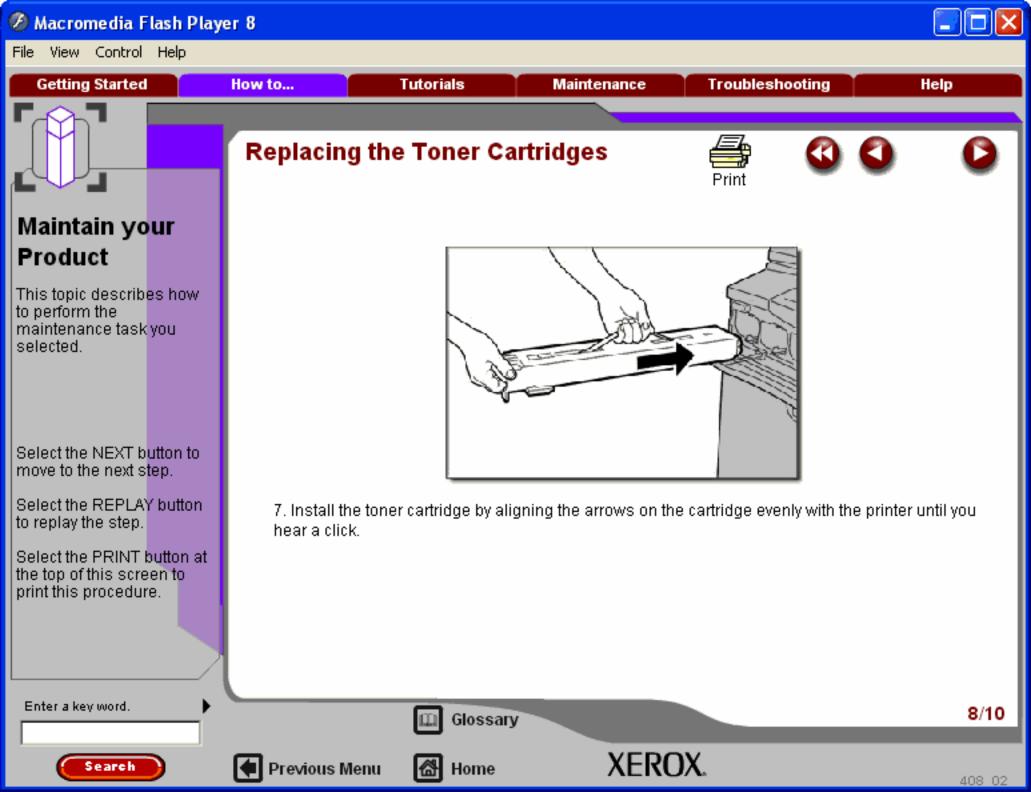




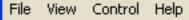












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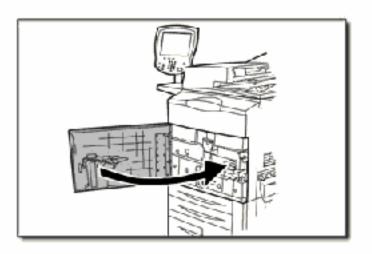
This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

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8. Close the Front Door. If the door will not close completely, make sure the cartridge is in the lock position and the toner cartridge is installed into the appropriate toner location.

CAUTION: Never use a vacuum cleaner when you clean spilled toner. It can cause explosion as the toner fills the vacuum cleaner and gets sparks. Use a broom or a cloth moistened with a neutral detergent.

Enter a key word.



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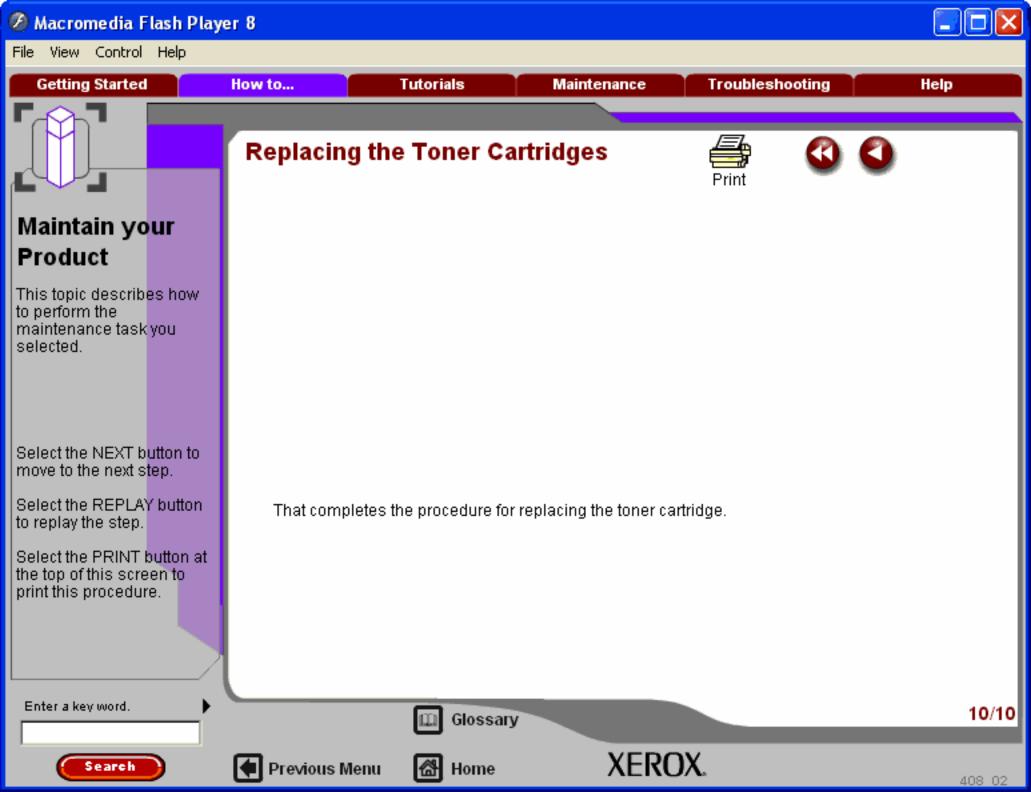
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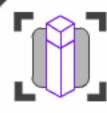








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- Ordering Supplies
- 魔 Billing Information/Usage Counters
- 魔 Cleaning your machine >>>
- Madjusting Trays 3 and 4
- 👊 Loading Staples >>>
- Replacing the Drum Cartridges
- 旗 Replacing the Toner Cartridges
- Replacing the Fuser

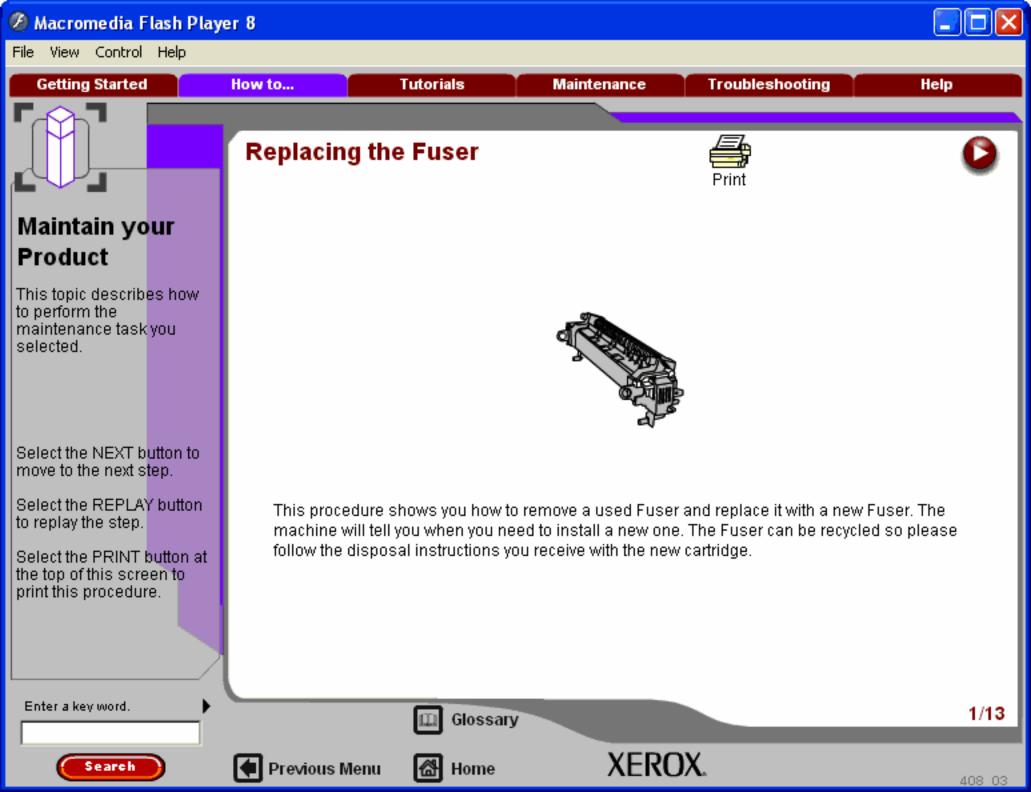
Replacing the Charge Corotron

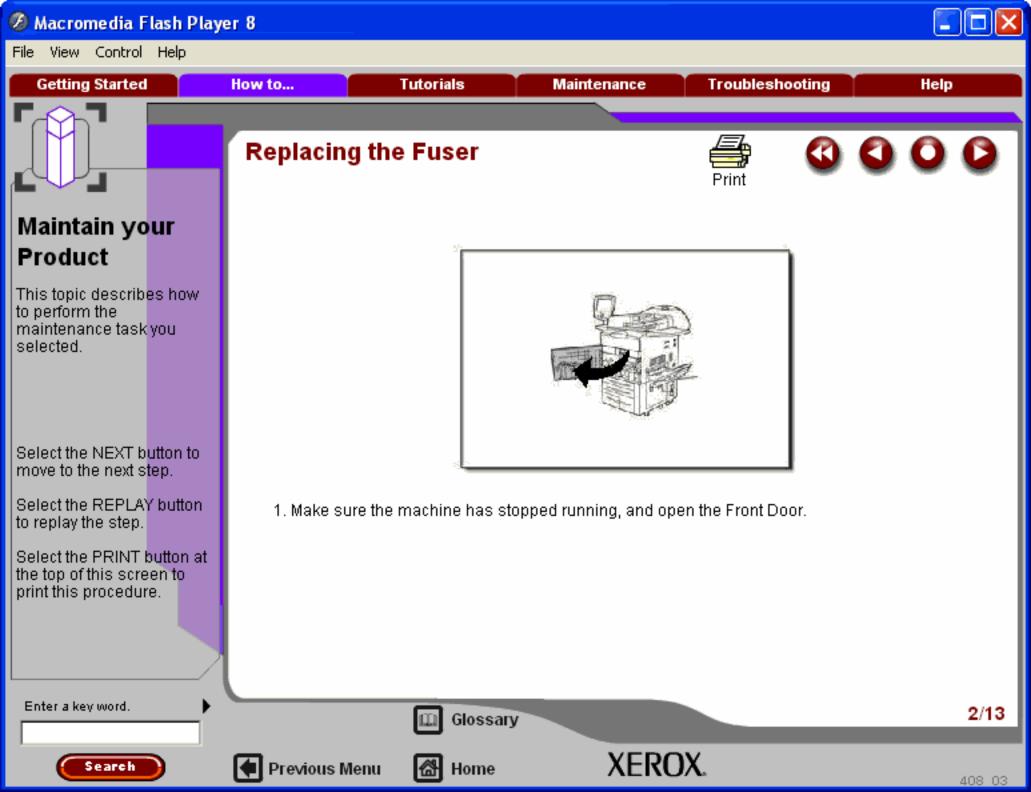
Replacing the Waste Toner Container

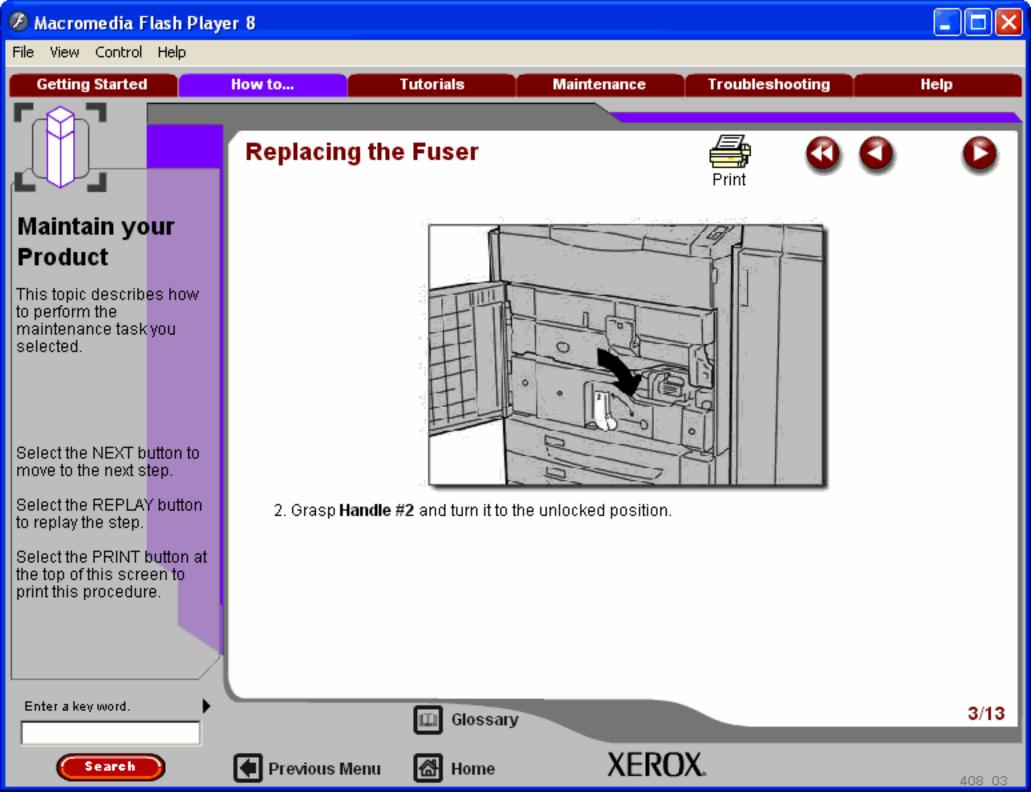
**Emptying the Hole Punch Waste Container** 

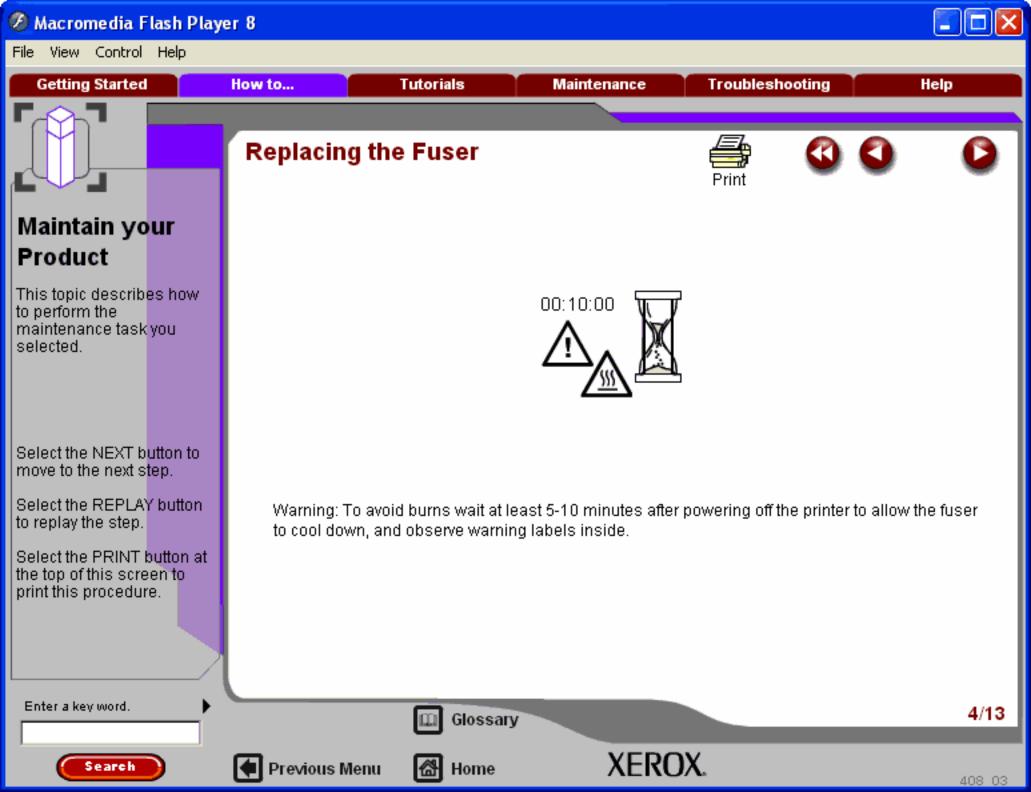
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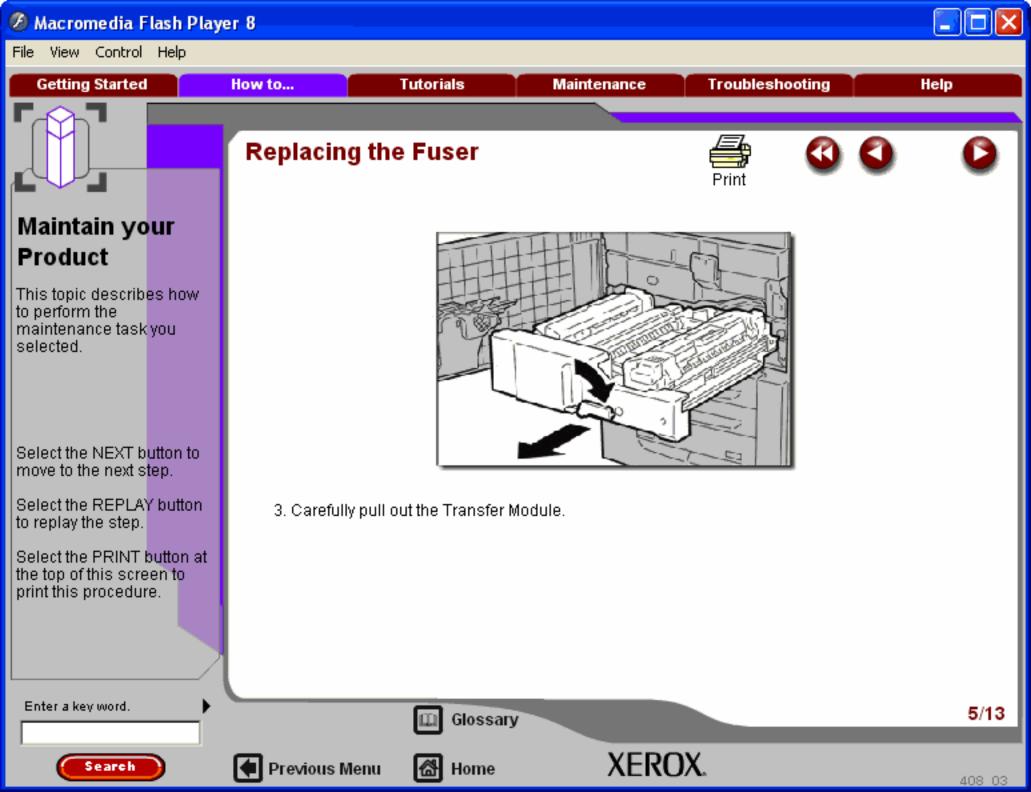


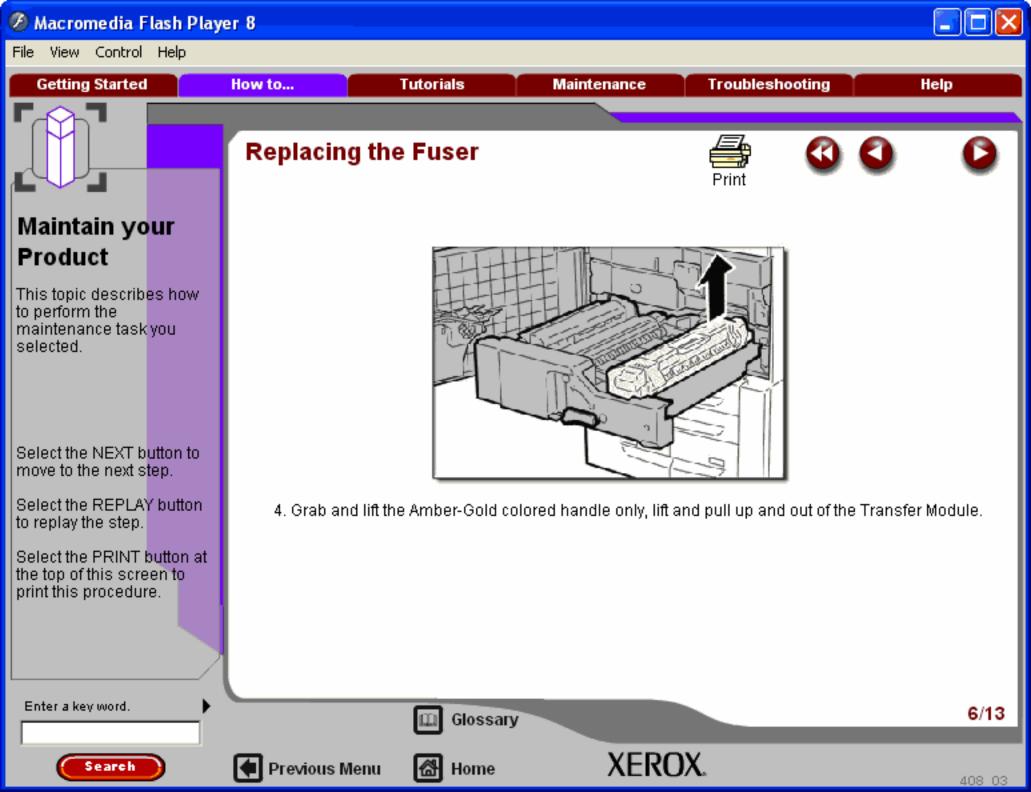


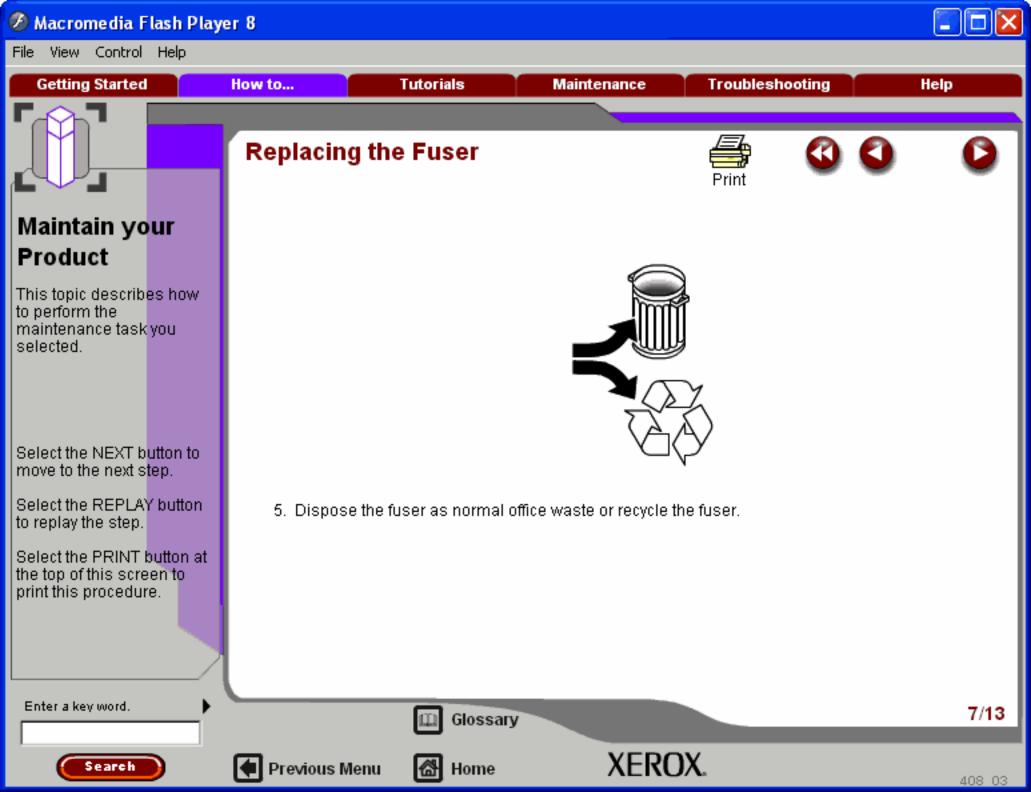


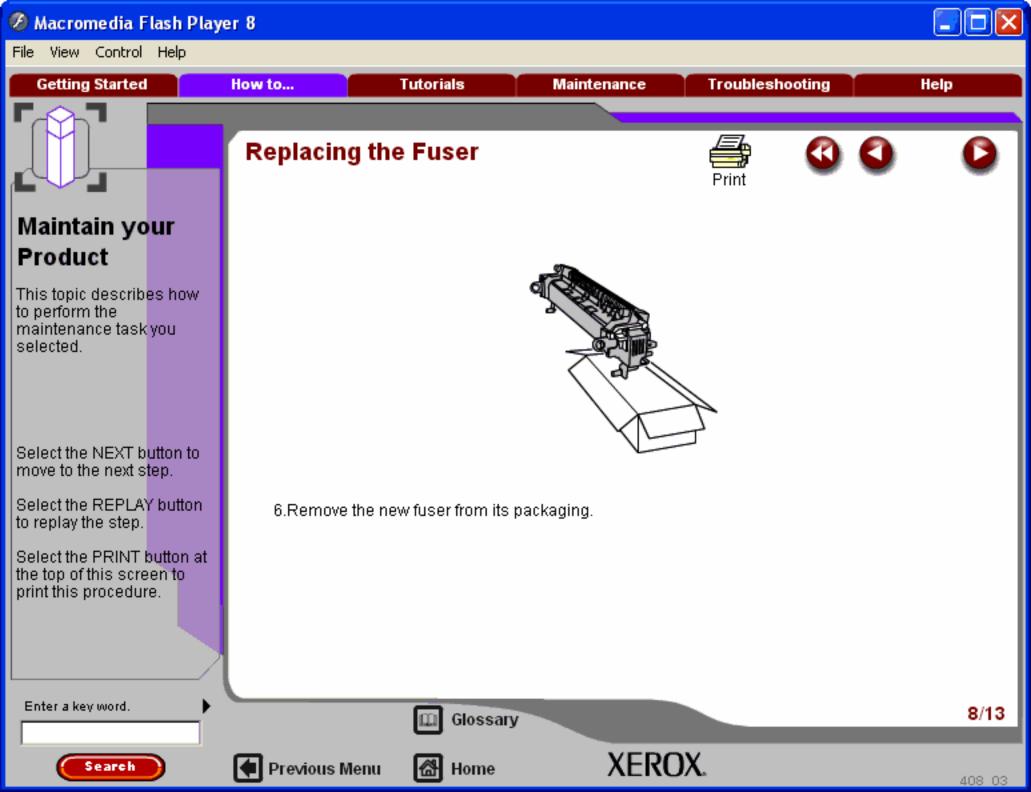


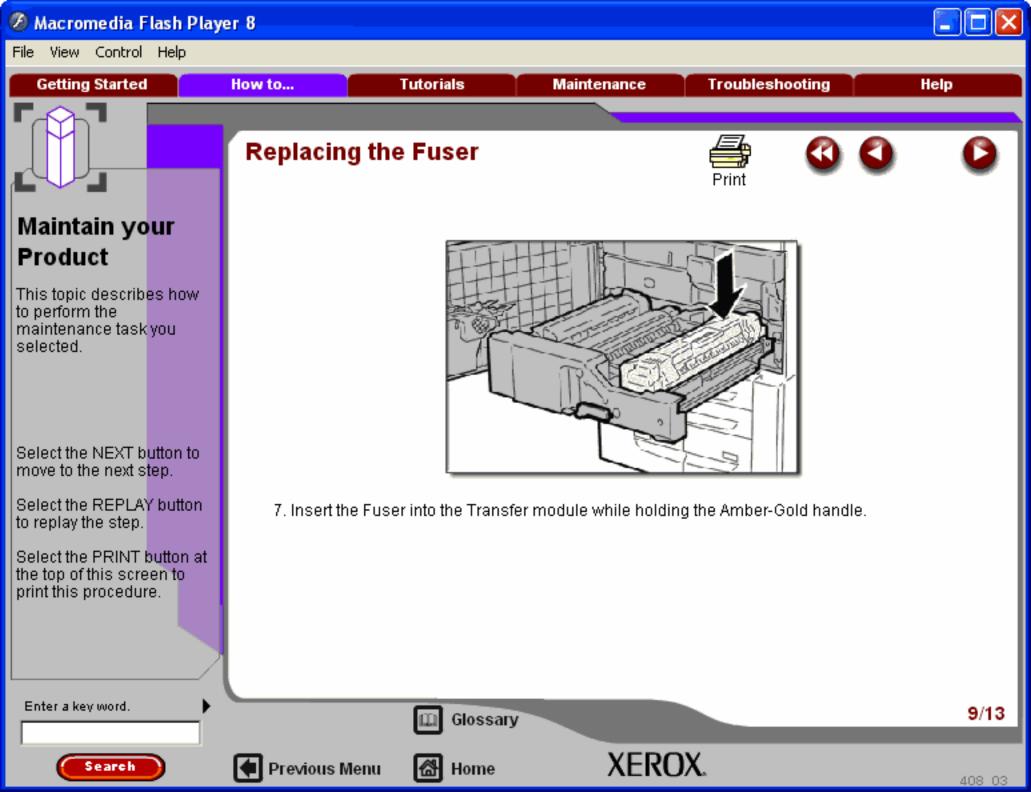


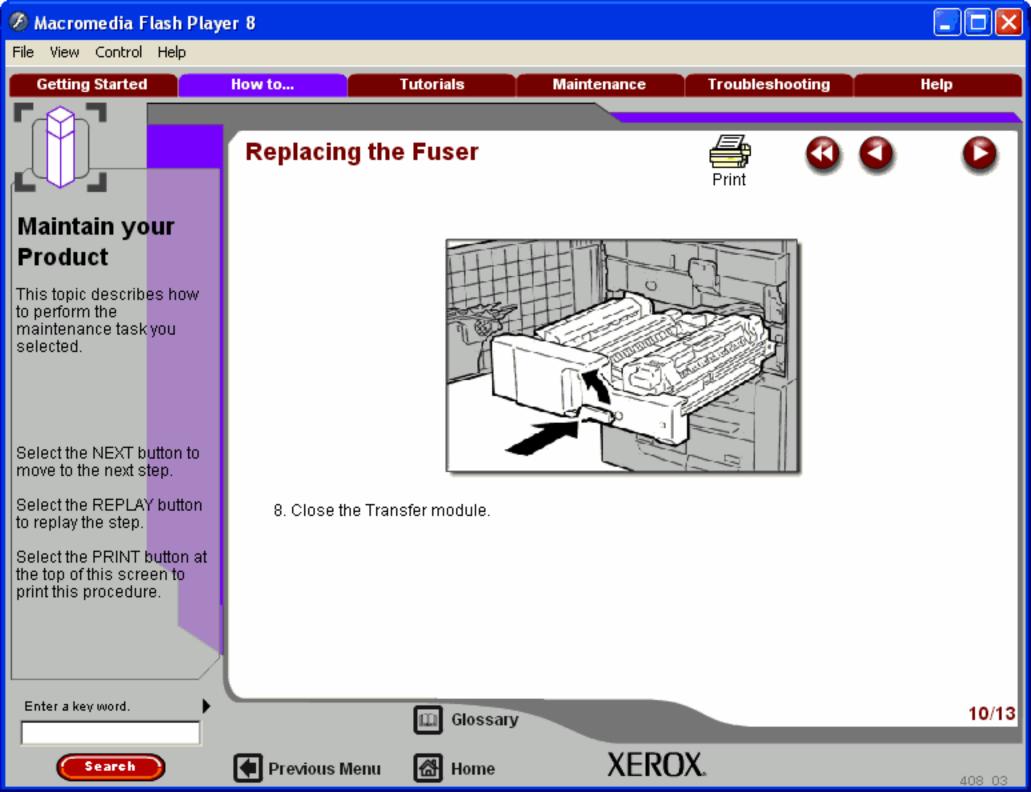


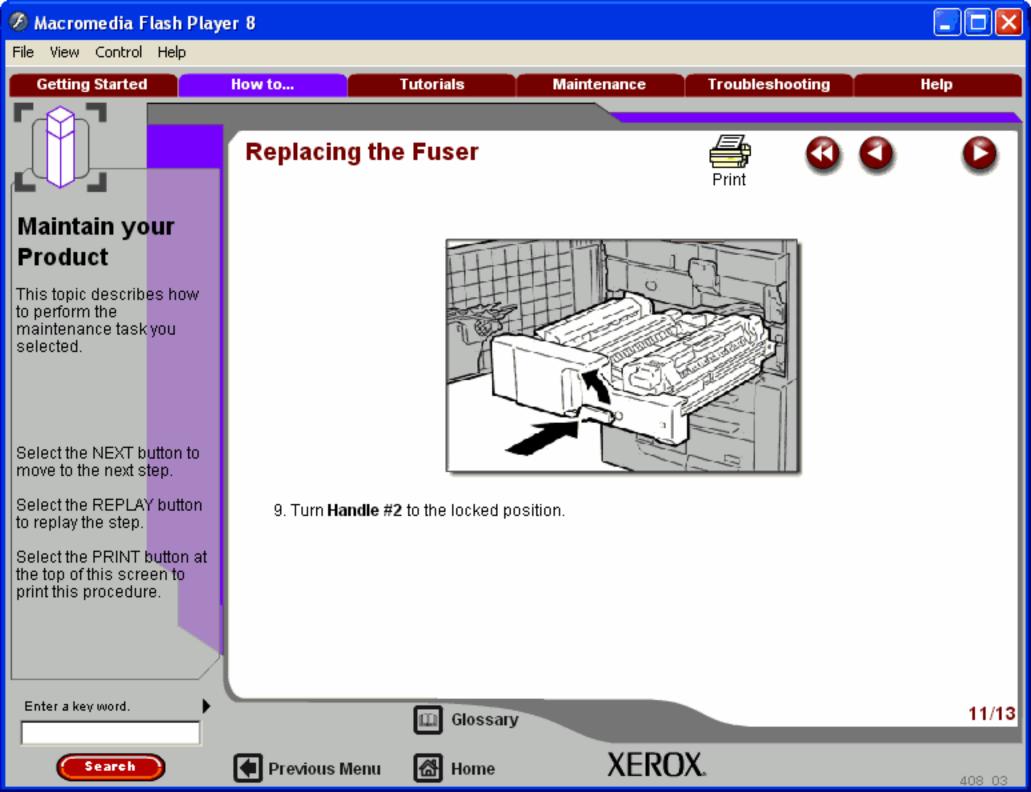


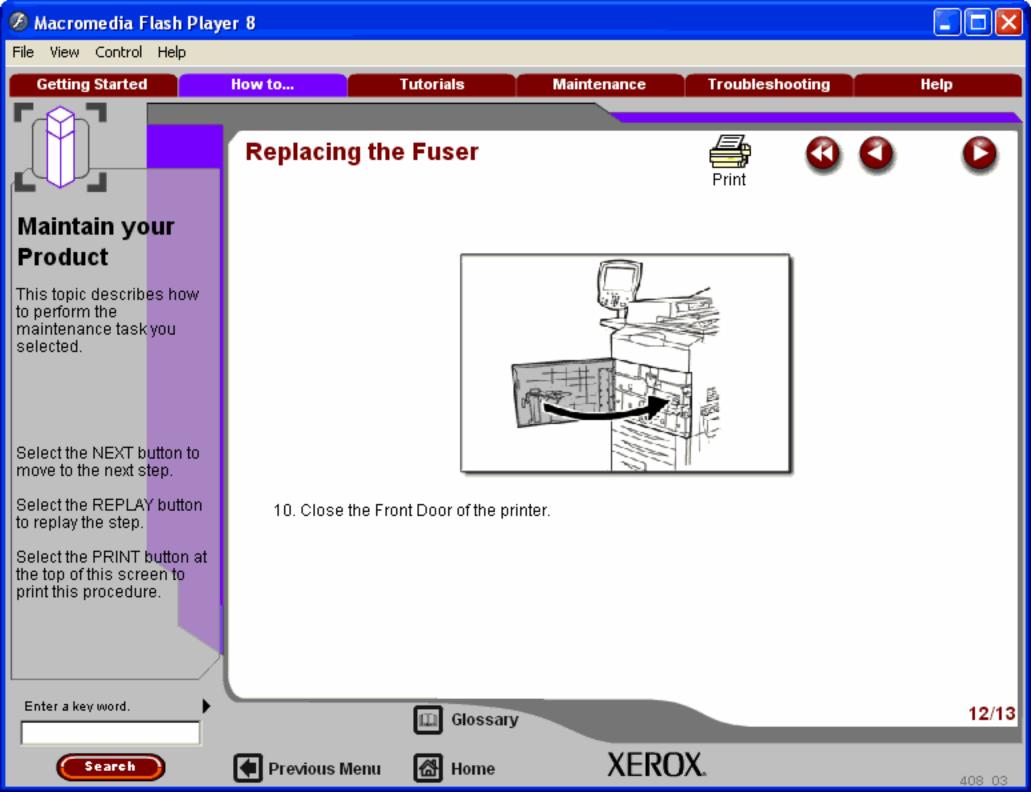


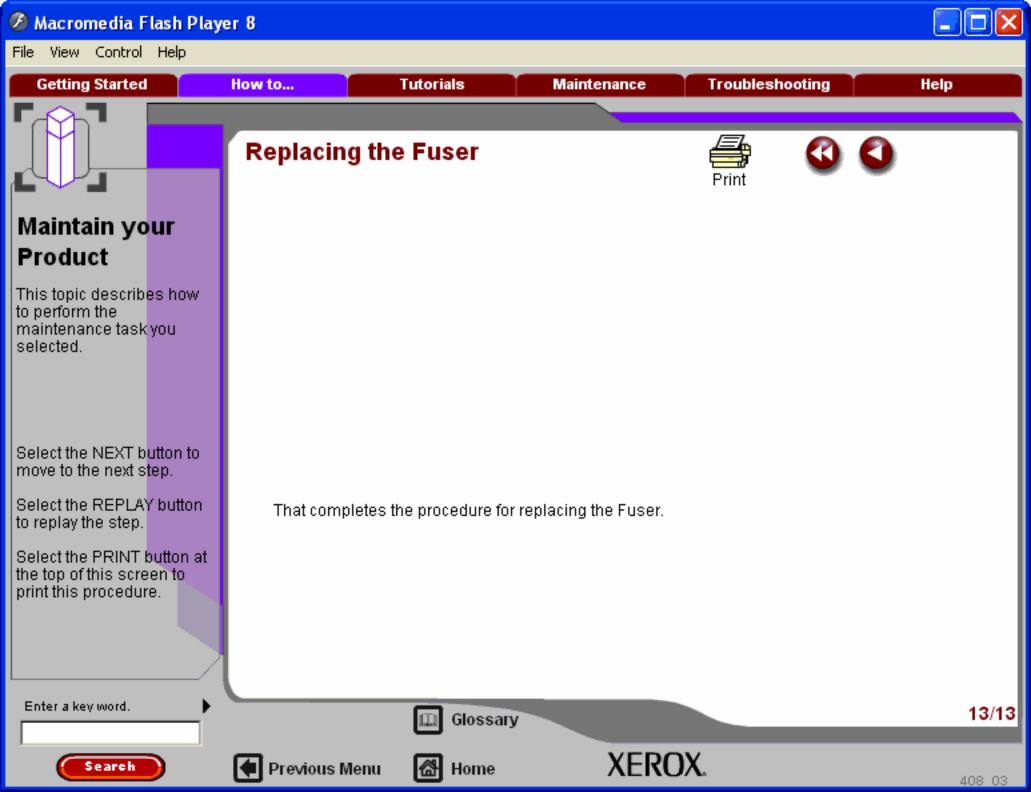






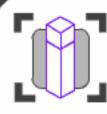








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#### Maintain your Product

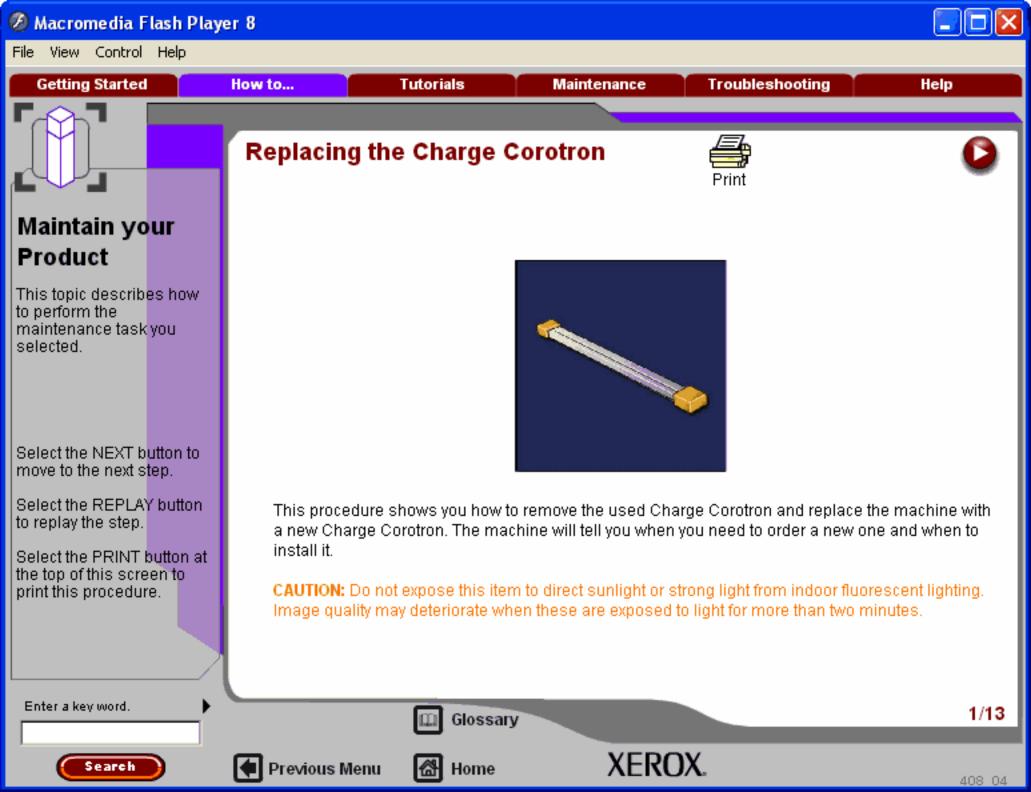
Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

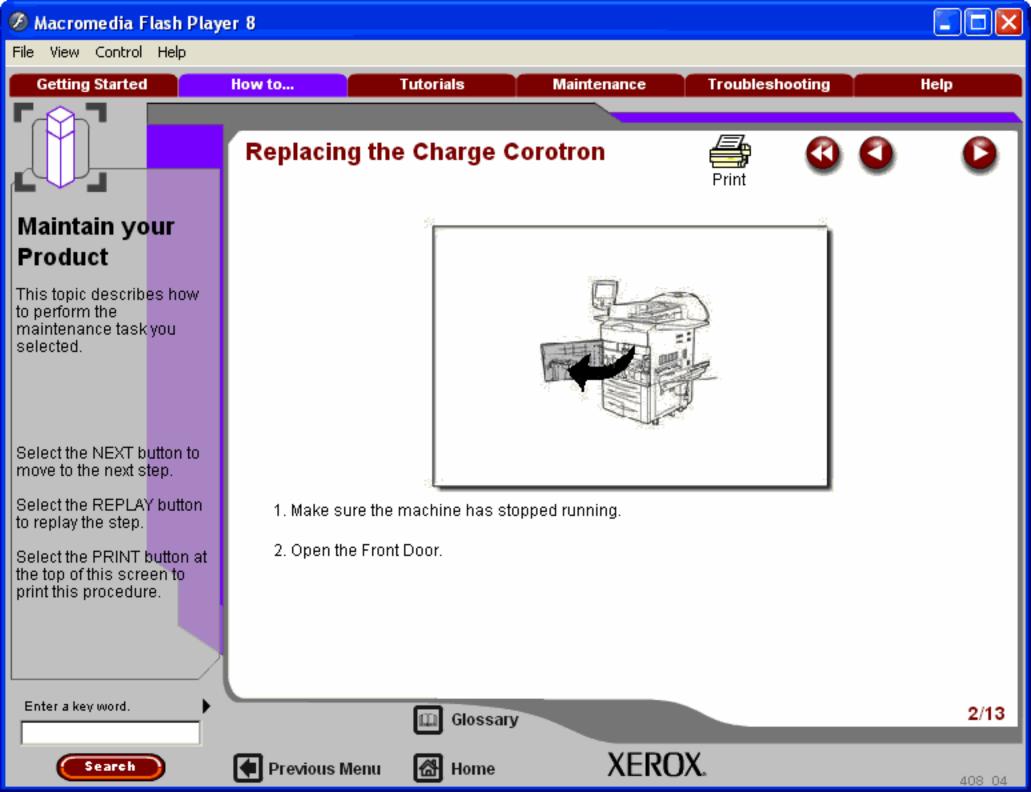
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- 👊 Loading Staples >>>
- 🍂 Replacing the Drum Cartridges
- 旗 Replacing the Toner Cartridges
- Replacing the Fuser
- Replacing the Charge Corotron

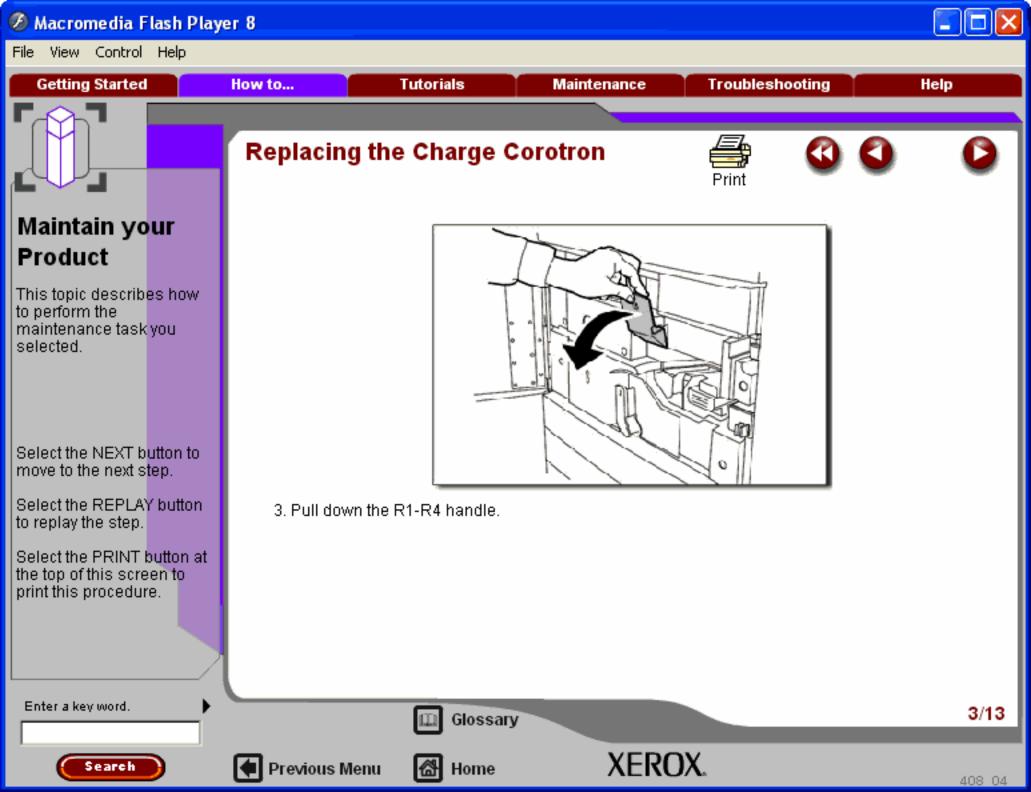
Replacing the Waste Toner Container

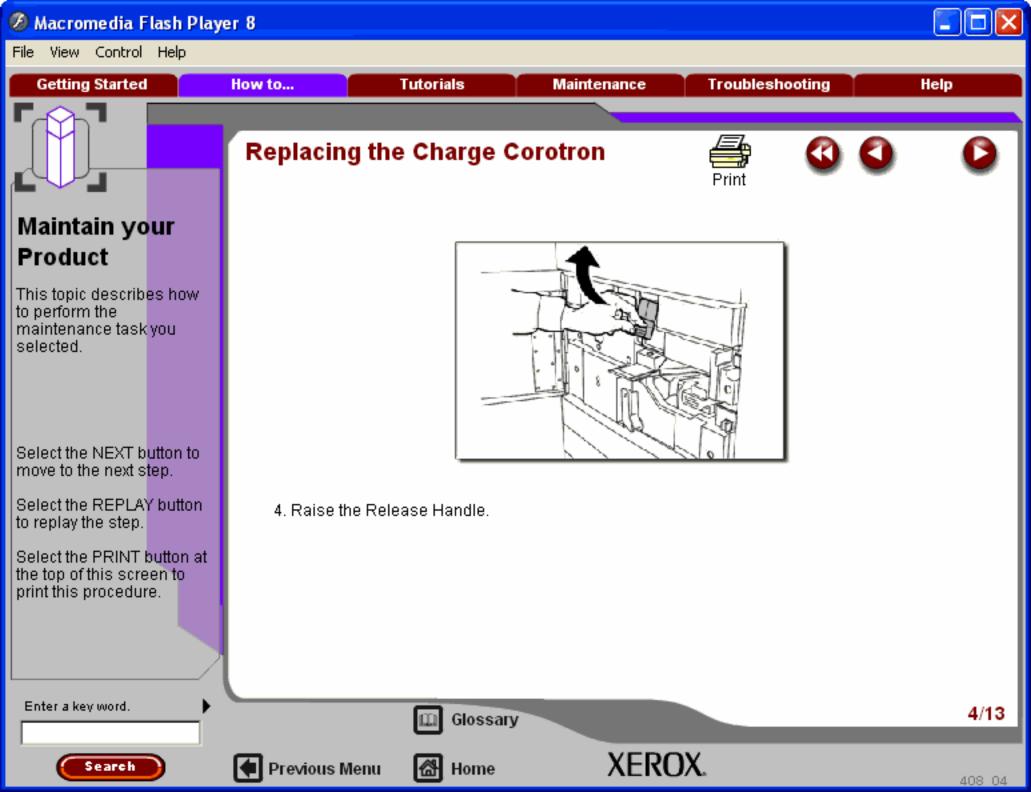
**Emptying the Hole Punch Waste Container** 

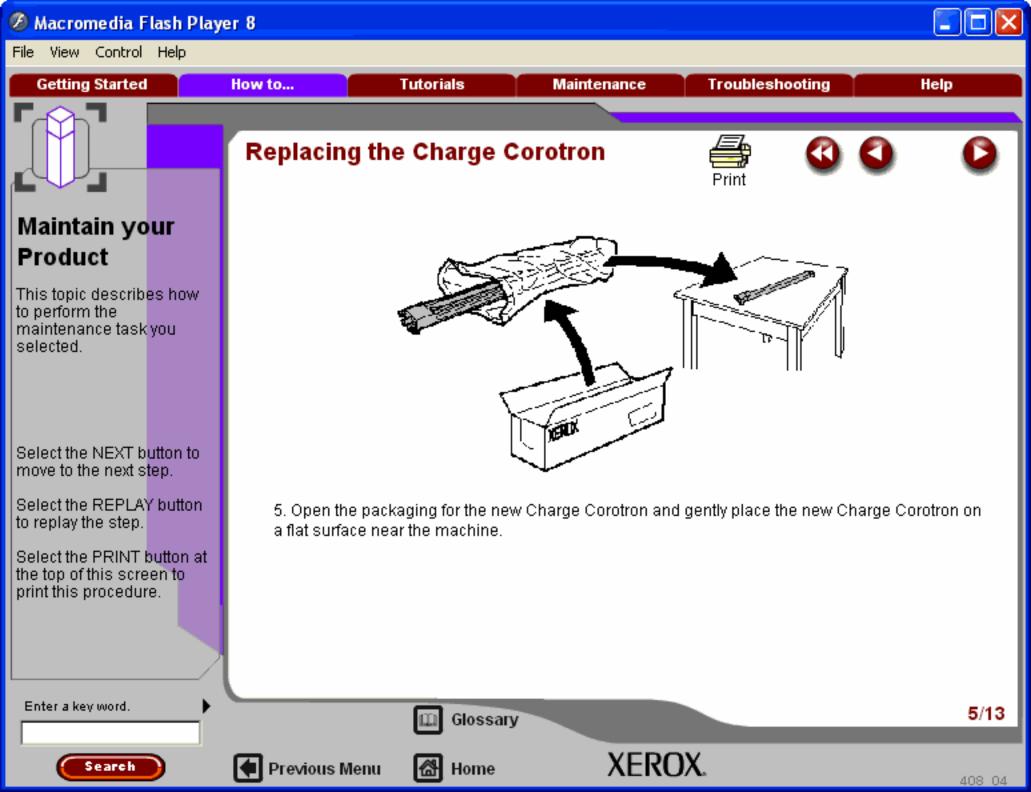
















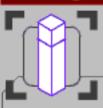
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## Replacing the Charge Corotron









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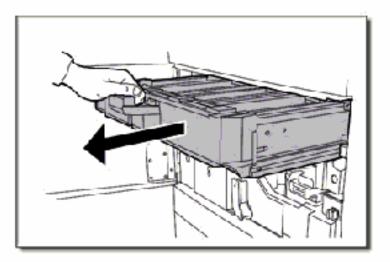
This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.





6. Pull out the Drum Drawer.

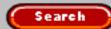
**CAUTION:** Remember to minimize the amount of time that the drum cartridges are exposed to light. Exposure for more than two minutes may result in light shock to the drums.

Enter a key word.







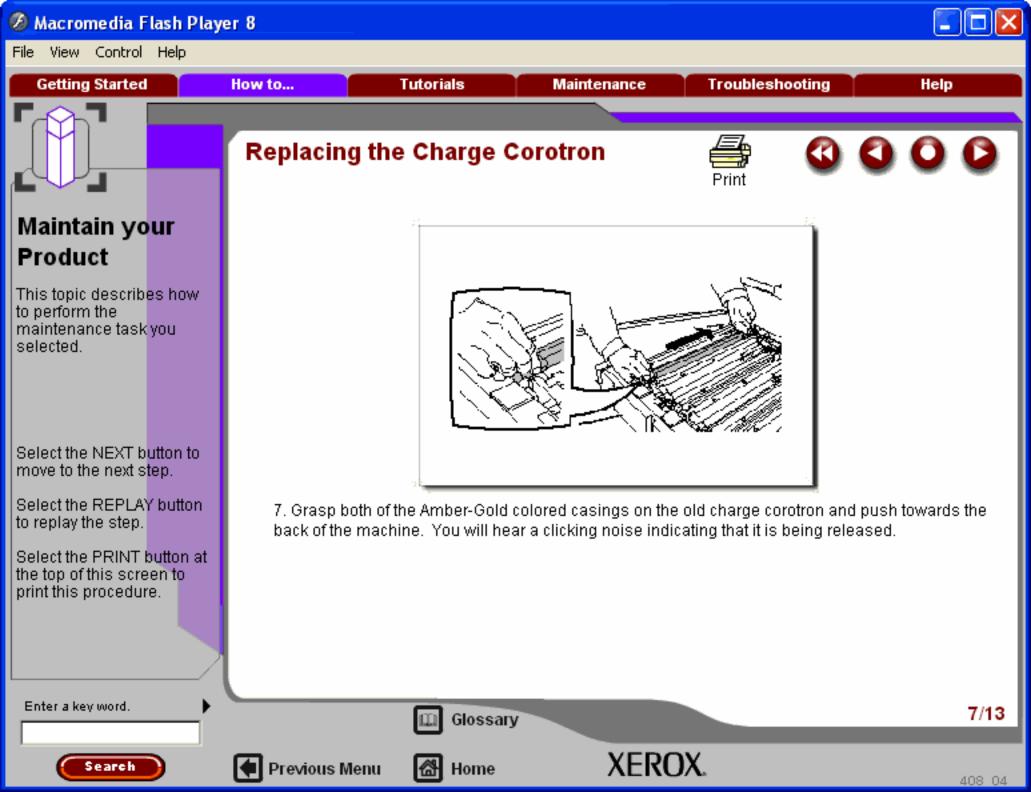






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Select the PRINT button at the top of this screen to print this procedure.

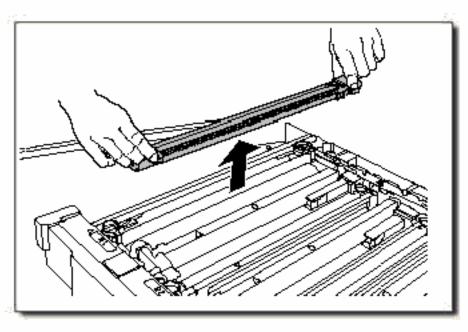
## Replacing the Charge Corotron











8. Remove the old charge corotron by holding the finger rings provided at the both ends of the charge corotron and gently pulling straight up.

Enter a key word.

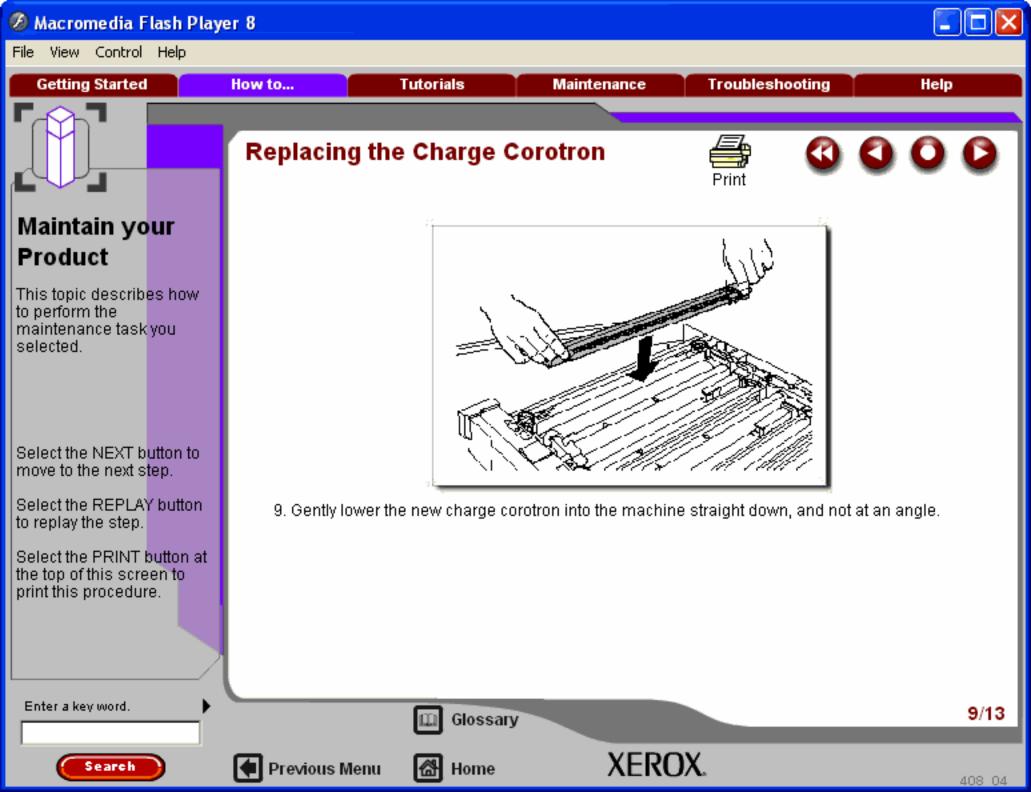


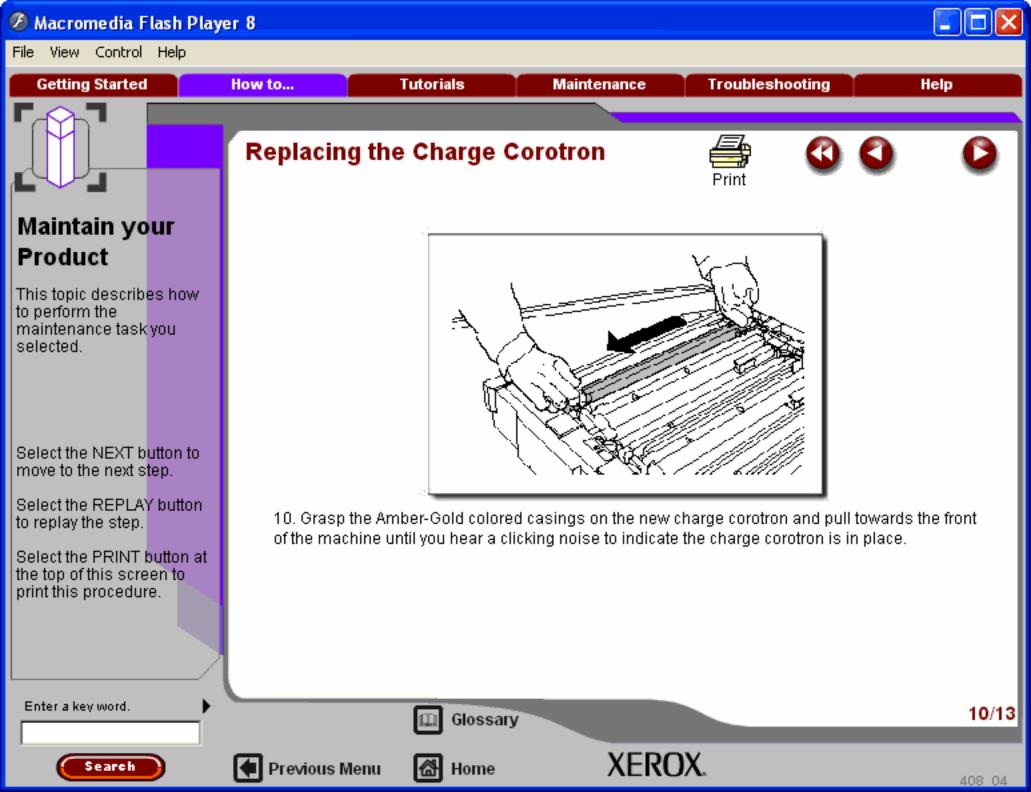
















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## Maintain your Product

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Select the PRINT button at the top of this screen to print this procedure.

# Replacing the Charge Corotron

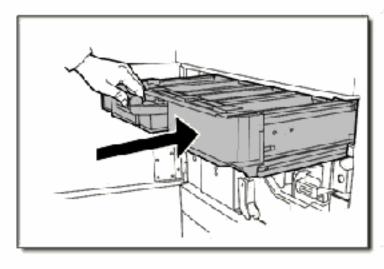
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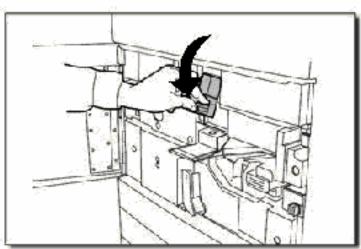












11. Push in the Drum Drawer completely. Return the Release Handle to its original position.

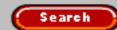
CAUTION: Remember to close the Drum Drawer - Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent, lighting. Do not touch or scratch the surface of the drum. Doing so may result in unsatisfactory printing.

Enter a key word.



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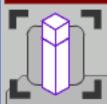
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# Replacing the Charge Corotron









### Maintain your Product

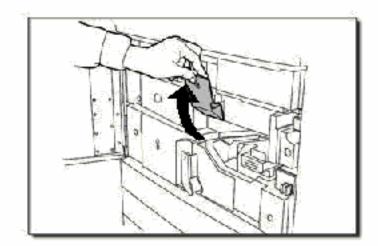
This topic describes how to perform the maintenance task you selected.

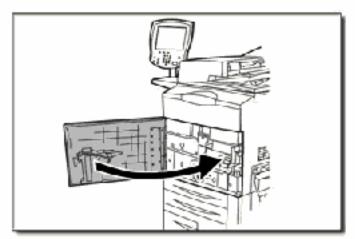
Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

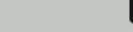






12. Return the R1-R4 handle to the original position and close the front door.

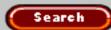
Enter a key word.

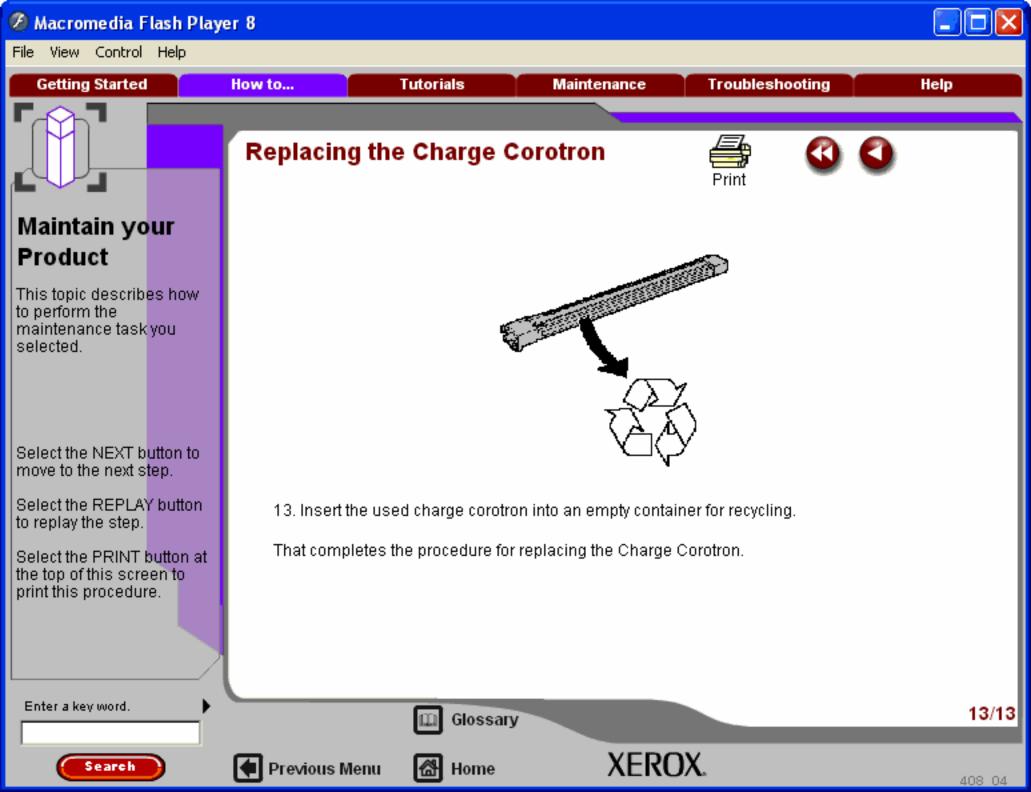




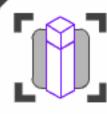


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#### Maintain your Product

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- 魔 Cleaning your machine >>>
- Madjusting Trays 3 and 4
- 👊 Loading Staples >>>
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- 🍂 Replacing the Toner Cartridges
- 魔 Replacing the Fuser
- Replacing the Charge Corotron
- Replacing the Waste Toner Container

**Emptying the Hole Punch Waste Container** 











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# Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

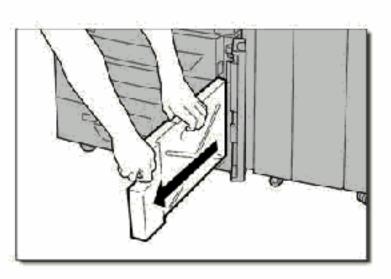








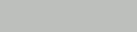




4. Hold the center part on the top of the container, and then remove it.

CAUTION: Never use a vacuum cleaner when you clean spilled toner. It can cause explosion as the toner fills the vacuum cleaner and gets sparks. Use a broom or a cloth moistened with a neutral detergent.

Enter a key word.







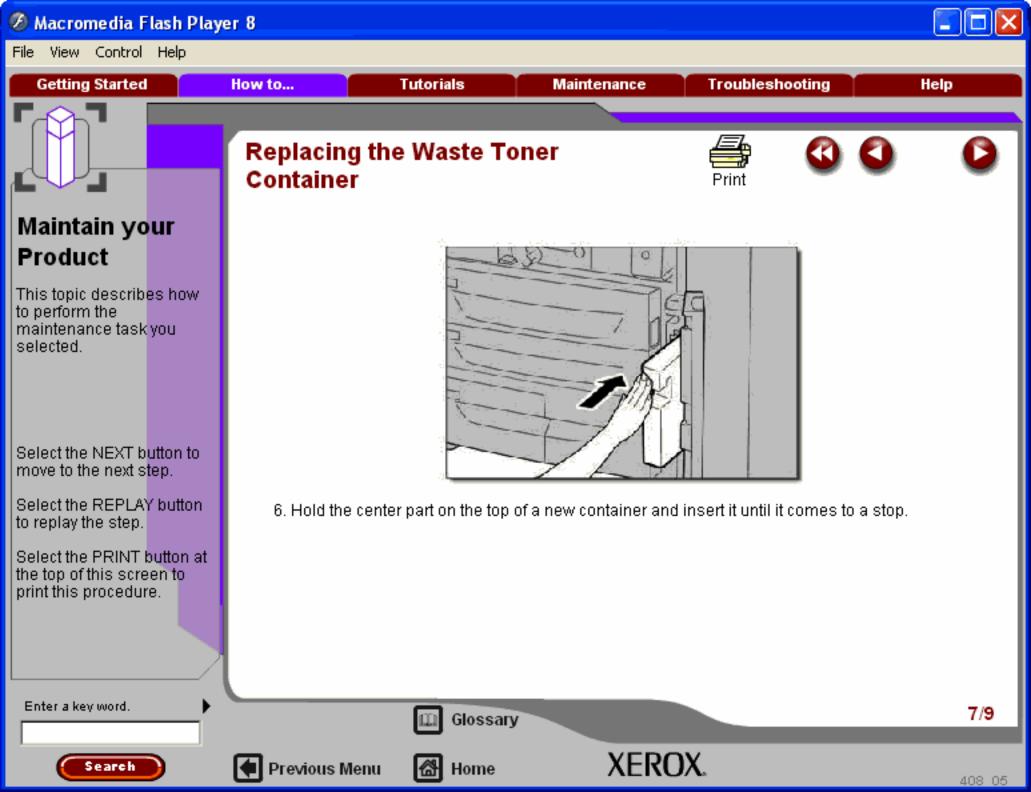


5/9

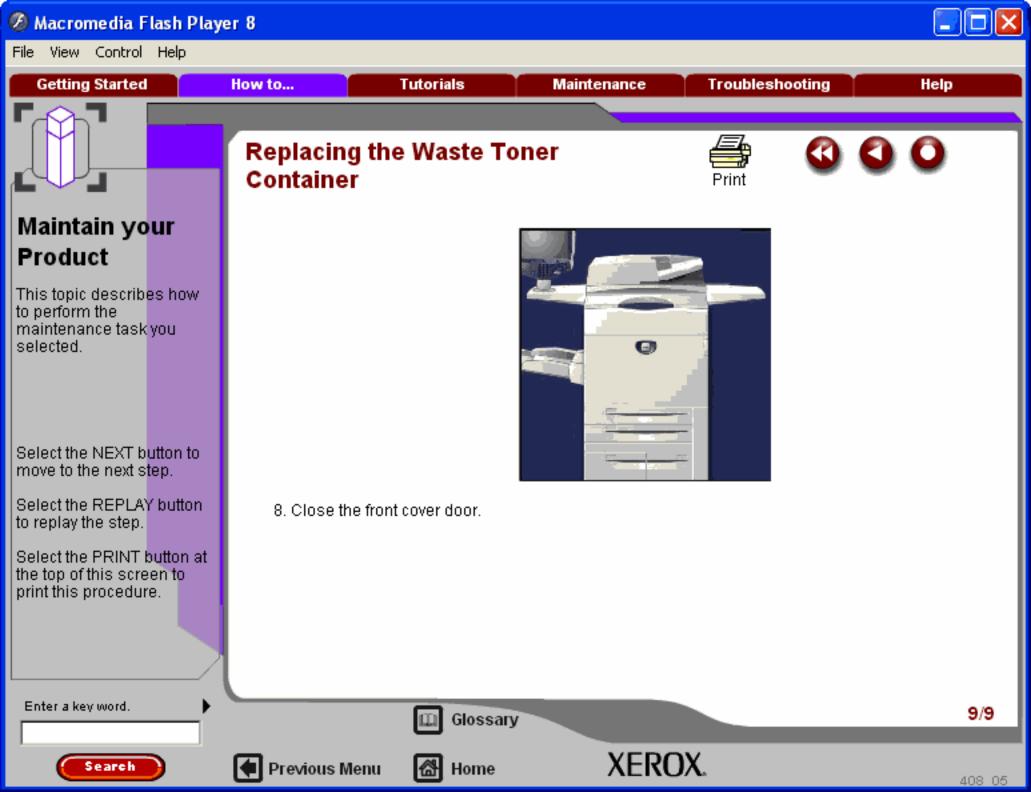


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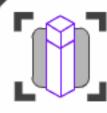








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# Maintain your Product

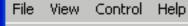
Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

- Ordering Supplies
- 🅅 Billing Information/Usage Counters
- Cleaning your machine >>>
- Adjusting Trays 3 and 4
- 👊 Loading Staples >>>
- 🍂 Replacing the Drum Cartridges
- 🍂 Replacing the Toner Cartridges
- Replacing the Fuser
- Replacing the Charge Corotron
- Replacing the Waste Toner Container
- 🔳 Emptying the Hole Punch Waste Container









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# Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.





The hole punch waste container is a catch tray that collects the waste punched paper. Your machine will prompt you when the hole punch waste container needs emptying.

This procedure shows you how to empty the hole punch waste container.

Enter a key word.

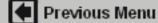






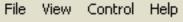












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# Maintain your

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

# Emptying the Hole Punch Waste Container

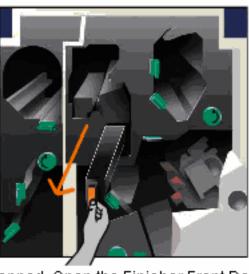












Make sure the machine has stopped. Open the Finisher Front Door and slide the hole punch waste container (R4) out of the finisher. Dispose of the waste punched paper in the waste bin.

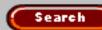
Enter a key word.



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# Emptying the Hole Punch Waste Container









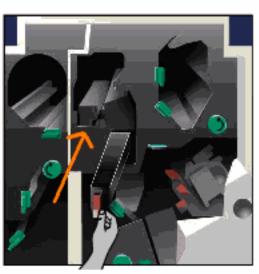
# Maintain your Product

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



Install the emptied hole punch waste container, ensuring that the container is inserted correctly. Close the Finisher Front Door.

That completes the procedure for emptying the hole punch waste container.

Enter a key word.



Glossary

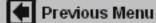


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XEROX.

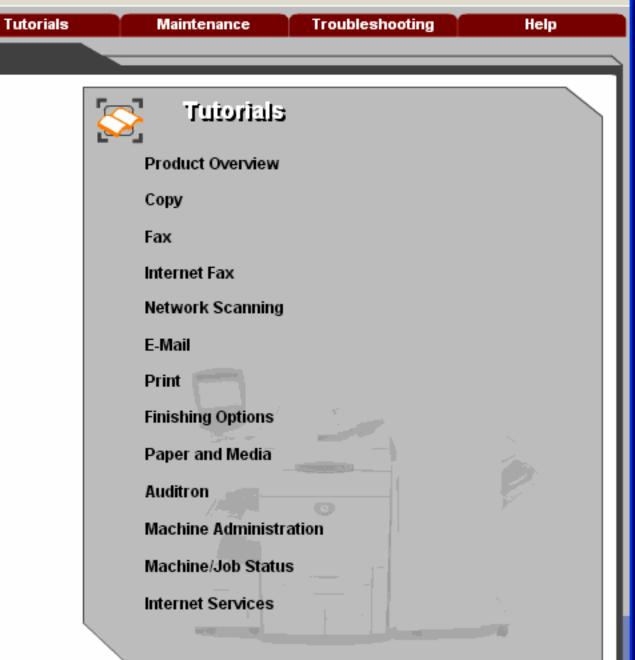
3/3











XEROX.





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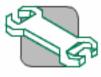
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**Finishing Options** 

Paper and Media

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**Machine Administration** 

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Internet Services





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# Product Overview

This section provides an introduction to your new machine. The section identifies the components of the machine and control panel.

Choose the topic you want to learn about from the menu below.

Product Overview

Control Panel

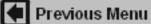
Power On and Off

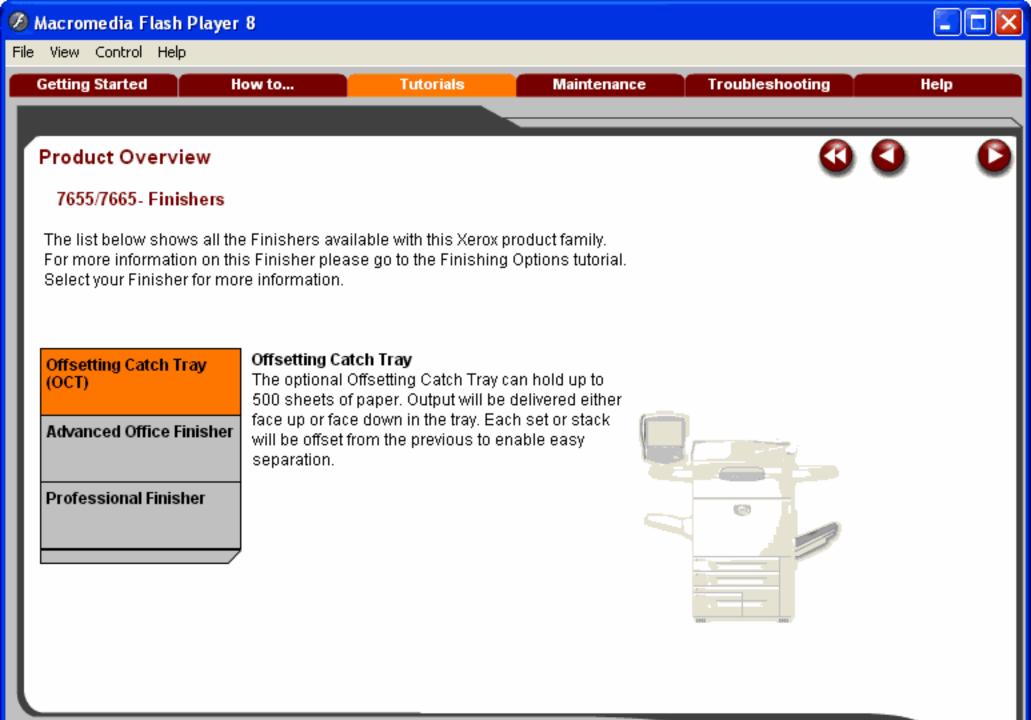
**Energy Saver Modes** 











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#### Product Overview







7655/7665 - Finishers

The list below shows all the Finishers available with this Xerox product family. For more information on this Finisher please go to the Finishing Options tutorial. Select your Finisher for more information.

## Offsetting Catch Tray (OCT)

Advanced Office Finisher

Professional Finisher

Search

#### Advanced Office Finisher

This finisher can hold up to 500 sheets of paper in the top tray, and up to 1500 sheets of paper in each of the two stacker trays.

The stacker can collate, stack, staple and hole drill your output, depending on the features selected.



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7655/7665 - Finishers

The list below shows all the Finishers available with this Xerox product family. For more information on this Finisher please go to the Finishing Options tutorial. Select your Finisher for more information.

# Offsetting Catch Tray (OCT)

Advanced Office Finisher

**Professional Finisher** 

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#### Professional Finisher

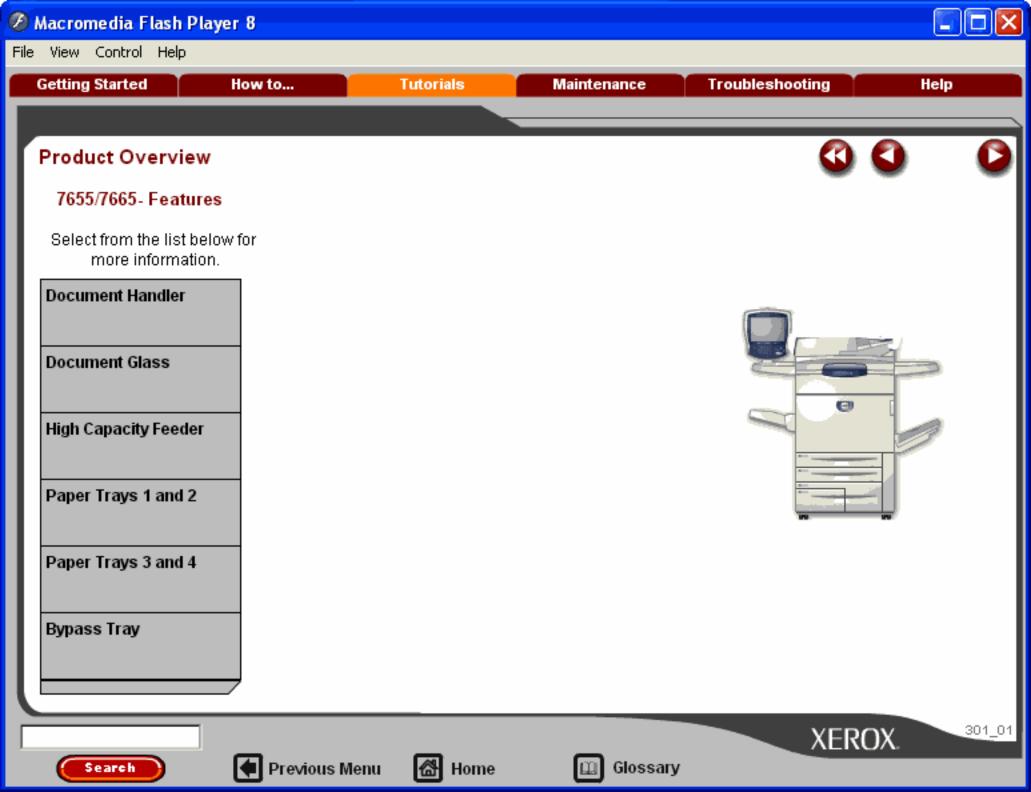
This finisher can hold up to 500 sheets of paper in the top tray, and up to 1500 sheets of paper in the stacker tray.

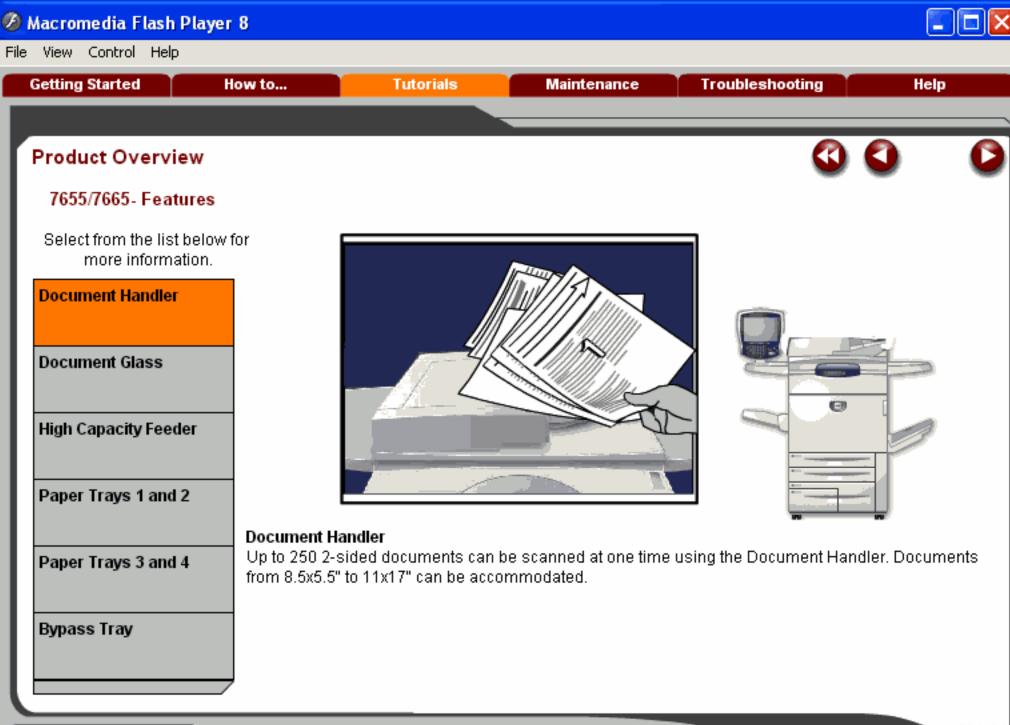
The stacker can collate, stack, staple and hole drill your output, depending on the features selected.

The finisher incorporates a booklet maker that will fold and staple your output.



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more information.

#### **Document Handler**

#### **Document Glass**

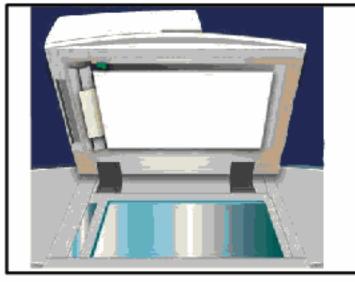
**High Capacity Feeder** 

Paper Trays 1 and 2

Paper Trays 3 and 4

Bypass Tray

Search





#### **Document Glass**

The Document Glass is located under the Document Handler and is used for scanning and copying documents.

The document glass can be used for bound originals, odd size documents or poor quality originals and it accommodates document sizes up to a maximum of 11x17". Documents should be placed face down on the glass and aligned with the tip of the registration arrow in the top left corner.

301\_01



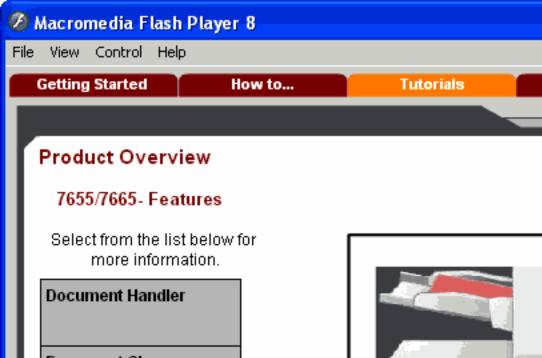
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**Document Glass** 

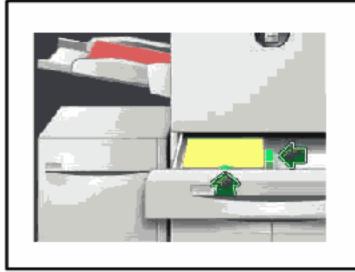
**High Capacity Feeder** 

Paper Trays 1 and 2

Paper Trays 3 and 4

Bypass Tray

Search





#### Paper Trays 1 and 2

Trays 1 and 2 are identical. Each tray has a capacity of 500 sheets of 20lb Bond paper. The trays accommodate paper weights from 17lb Bond -110lb Index and are fully adjustable for all stock sizes in the range 8.5x5.5" to 11x17". Plain, bond, heavyweight, extra heavyweight, glossy, heavyweight glossy, labels, transparencies, and custom media can be used in these trays.

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**High Capacity Feeder** 

**Document Glass** 

Paper Trays 1 and 2

Paper Trays 3 and 4

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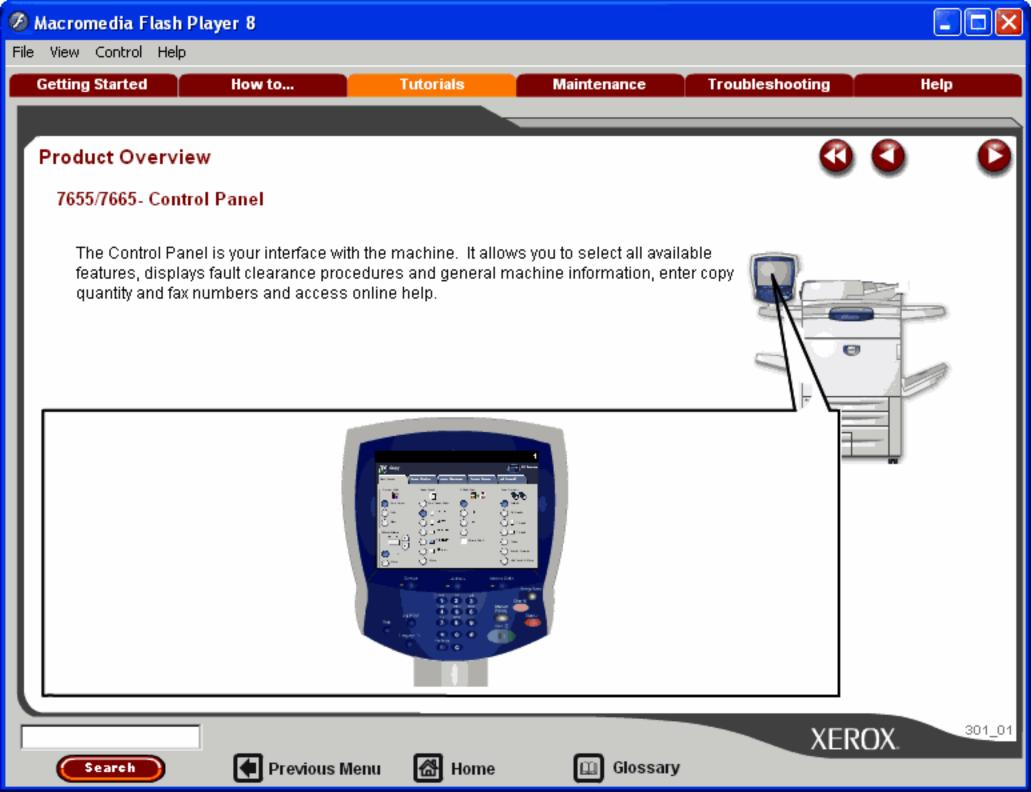
# Paper Trays 3 and 4

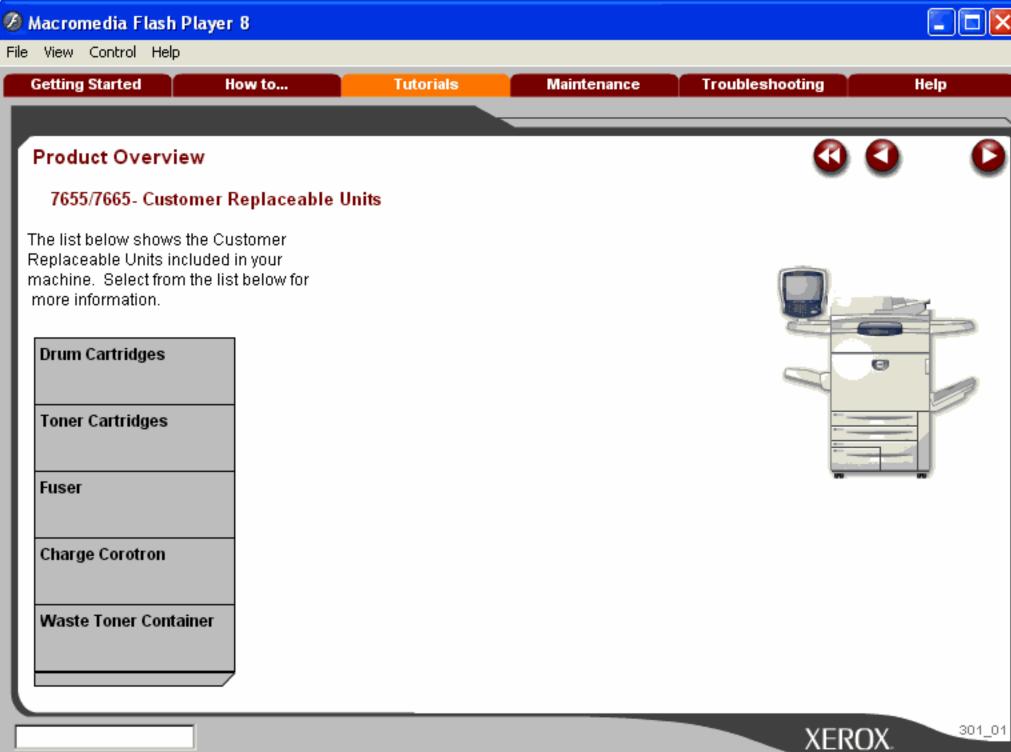
They have a large capacity to reduce the frequency of loading paper. Both trays are permanently set to dedicated trays and feed only A4, 8.5" x 11", or 7.25" x 10.5" LEF stock. Tray 3 can hold up to 870 sheets of 20lb bond paper. Tray 4 can hold up to 1140 sheets of 20lb bond paper.

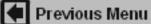
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7655/7665 - Customer Replaceable Units

The list below shows the Customer Replaceable Units included in your machine. Select from the list below for more information.

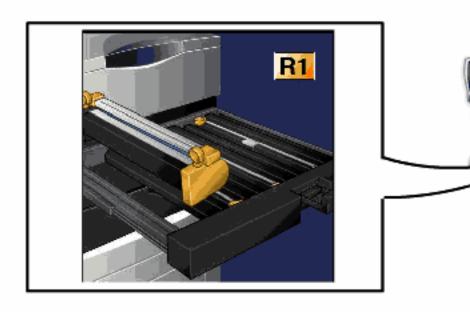
#### **Drum Cartridges**

**Toner Cartridges** 

Fuser

**Charge Corotron** 

Waste Toner Container



#### **Drum Cartridges**

The drum cartridges will provide up to 86,000 images (for a color drum cartridge) or up to 198,000 images (for a black cartridge). The machine display and this documentation will enable you to successfully install the new cartridge.

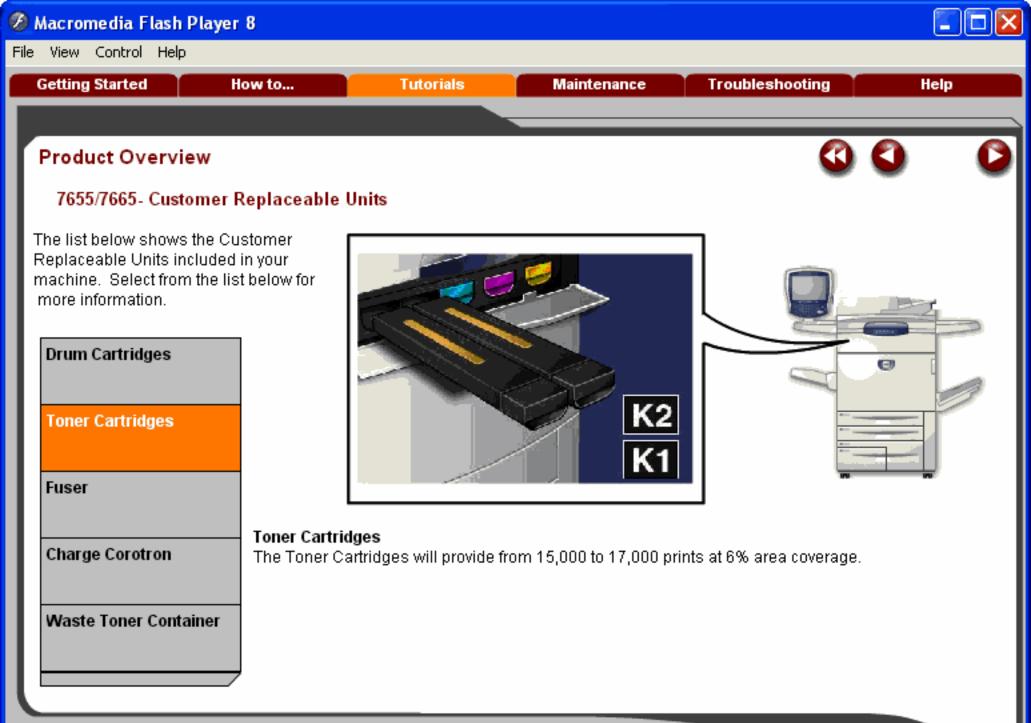
> 301\_01 XEROX







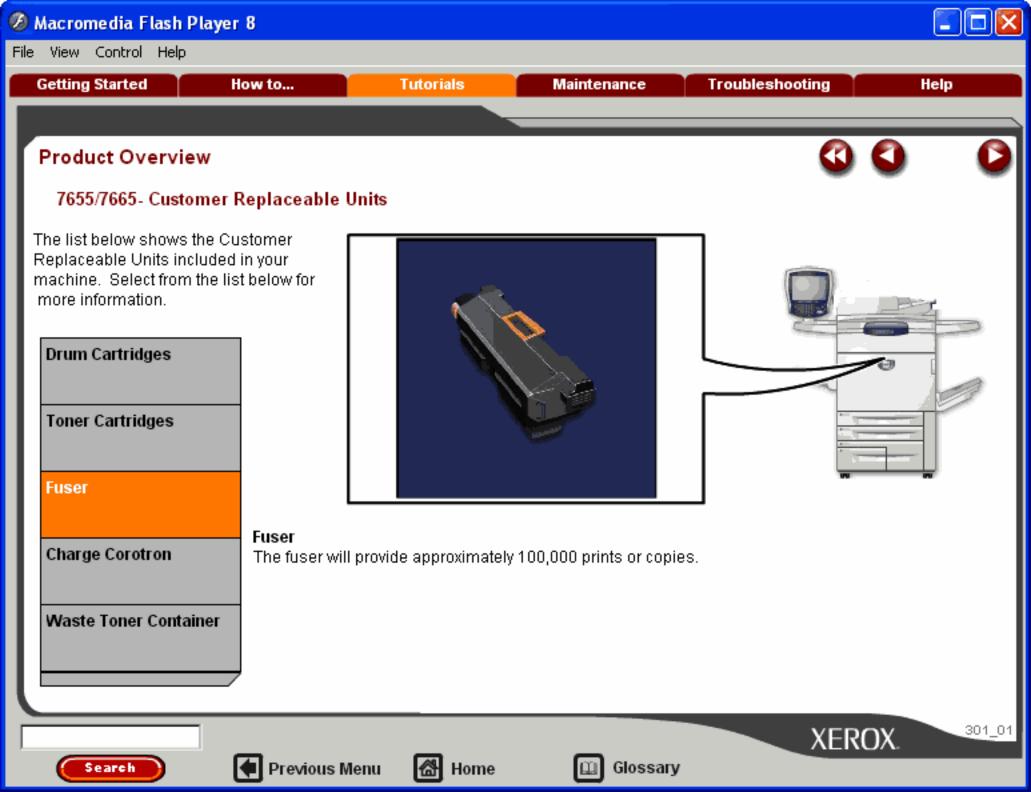
















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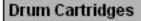






## 7655/7665- Customer Replaceable Units

The list below shows the Customer Replaceable Units included in your machine. Select from the list below for more information.



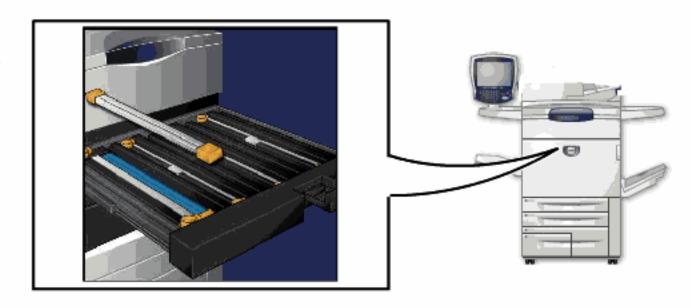
**Toner Cartridges** 

Fuser

**Charge Corotron** 

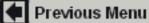
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**Waste Toner Container** 



#### **Charge Corotron**

The machine display and this documentation will enable you to successfully install the new Charge Corotron so you do not have to wait for a service call.











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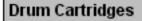






## 7655/7665 - Customer Replaceable Units

The list below shows the Customer Replaceable Units included in your machine. Select from the list below for more information.



**Toner Cartridges** 

Fuser

**Charge Corotron** 

Waste Toner Container





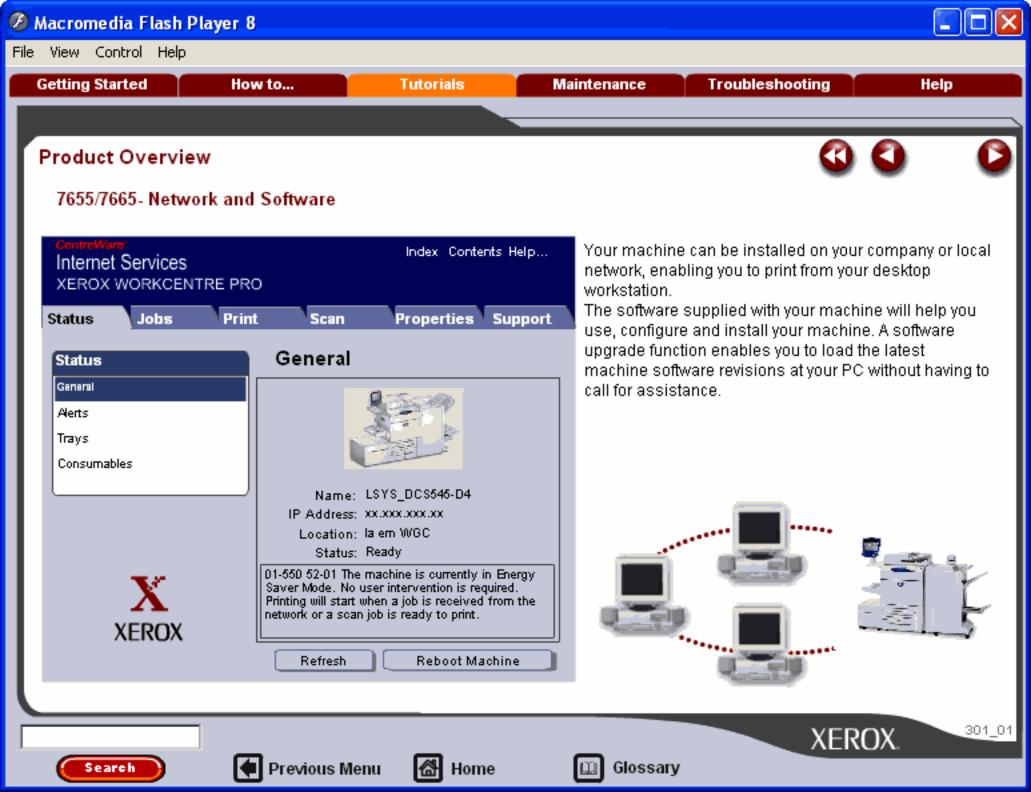
#### Waste Toner Container

The Waste Toner Container will need changing after approximately 30,000 prints or copies.

















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# 7655/7665 - Optional Modes

# Single Line Fax Kit (Embedded)

**Dual Line Fax Kit** (Embedded)

Server Fax

E-mail

Internet Fax

**Network Scanning** Services

The list on the left shows the optional modes that are available for your machine. Select from the list for more information.



#### Single Line Fax Kit (Embedded)

This kit enables a single telephone line connection. Basic Fax, sometimes referred to as Embedded Fax will scan your documents and send them to most types of fax machines that are connected to a telephone network. Your images are sent from your machine directly to the fax number of your choice. This type of fax travels over normal telephone lines and will therefore be charged at telephone rates.















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# 7655/7665 - Optional Modes

Single Line Fax Kit (Embedded)

**Dual Line Fax Kit** (Embedded)

Server Fax

E-mail

Internet Fax

Network Scanning Services

The list on the left shows the optional modes that are available for your machine. Select from the list for more information.



#### Dual Line Fax Kit (Embedded)

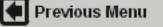
This kit enables two telephone lines to be attached to the machine. This provides all the features of the single line fax kit. plus the option of sending and receiving faxes at the same time.













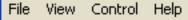












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# 7655/7665- Optional Modes

Single Line Fax Kit (Embedded)

**Dual Line Fax Kit** (Embedded)

Server Fax

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Network Scanning Services

The list on the left shows the optional modes that are available for your machine. Select from the list for more information.



#### Server Fax

Enables users to send and receive hard copy faxes via a fax server. Your images are sent from your machine to a Third Party fax server, which relays them to the fax number of your choice. This type of fax travels over normal telephone lines and will therefore be charged at telephone rates.











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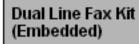




### 7655/7665 - Optional Modes



The list on the left shows the optional modes that are available for your machine. Select from the list for more information.







Internet Fax

Network Scanning Services



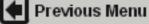
Tutorials

### E-mail

This is sometimes referred to as Scan to E-mail, allows you to send your scanned images to any valid E-mail address. The scanned image is sent as an e-mail attachment to the specified recipient(s).









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### 7655/7665 - Optional Modes

Single Line Fax Kit (Embedded)

**Dual Line Fax Kit** (Embedded)

Server Fax

E-mail

Internet Fax

Network Scanning Services

The list on the left shows the optional modes that are available for your machine. Select from the list for more information.



### Internet Fax

Internet Fax allows you to send your scanned images to another internet fax machine. This type of fax travels over the internet or intranet and will therefore be charged at internet or intranet rates.



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### 7655/7665 - Optional Modes

Single Line Fax Kit (Embedded)

**Dual Line Fax Kit** 

Server Fax

(Embedded)

E-mail

Internet Fax

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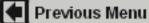
The list on the left shows the optional modes that are available for your machine. Select from the list for more information.



### Network Scanning Services

Used to scan an original document and convert it into an electronic file. The file can be distributed and stored in a variety of ways. You can access the file from your desktop for further processing or inclusion in your document.

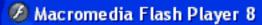














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### **Product Overview**

# 7655/7665- Optional Features

The list below shows the optional features that are available for your machine. Select from the list below for more information.



Direct Connectivity

**Auxiliary Interface** Device

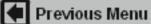
Convenience Stapler







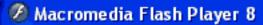






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The list below shows the optional features that are available for your machine. Select from the list below for more information.



Direct Connectivity

**Auxiliary Interface** Device

Convenience Stapler

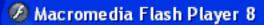
Search



### Network Job Based Accounting

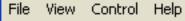
Enables the tracking of machine usage for print, copy and scan jobs from multiple machines over the network.











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The list below shows the optional features that are available for your machine. Select from the list below for more information.



**Direct Connectivity** 

**Auxiliary Interface** Device

Convenience Stapler

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### Direct Connectivity

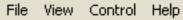
Provides a USB and Parallel port that will enable you to attach a workstation directly to the machine for local printing.



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The list below shows the optional features that are available for your machine. Select from the list below for more information.



Direct Connectivity

**Auxiliary Interface** Device

Convenience Stapler



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### Auxiliary Interface Device

This kit enables the use of a third party accounting device such as a card swipe or coin operated unit to control the use of the available machine functions.

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The list below shows the optional features that are available for your machine. Select from the list below for more information.

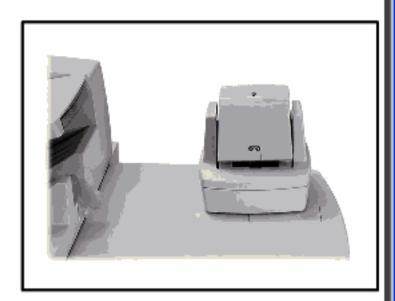


Direct Connectivity

**Auxiliary Interface** Device

Convenience Stapler





### Convenience Stapler

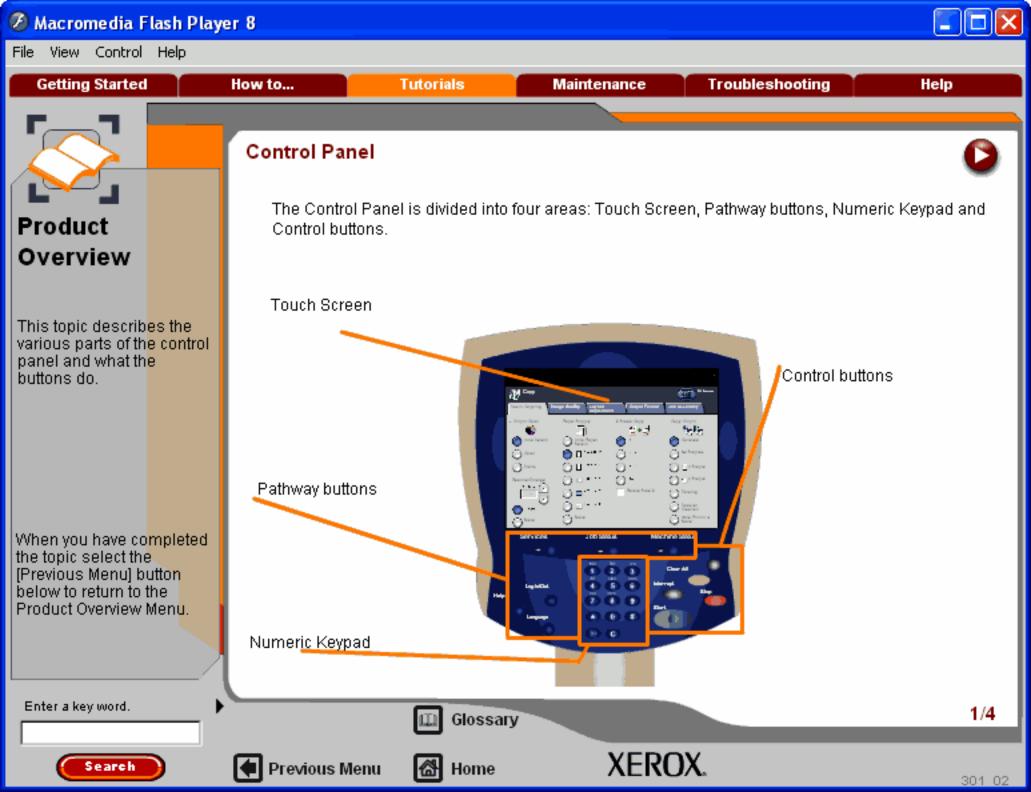
Up to 50 sheets of 24lb can be manually stapled using the Convenience Stapler. The staple cartridge holds 5,000 staples.



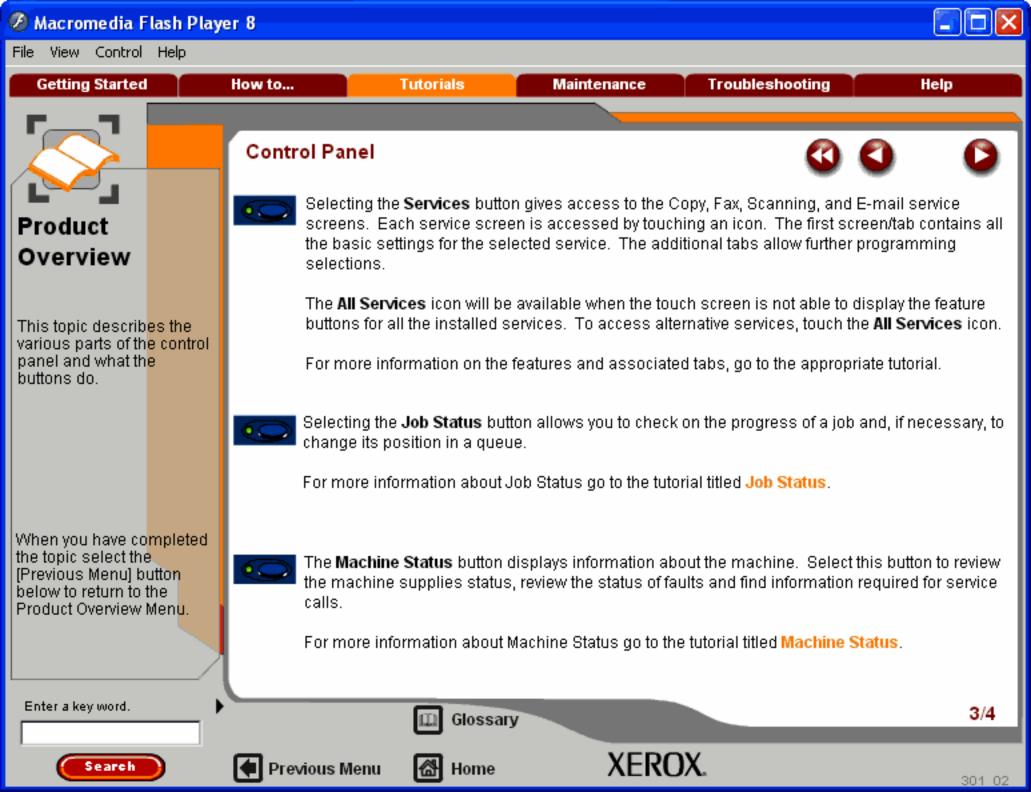


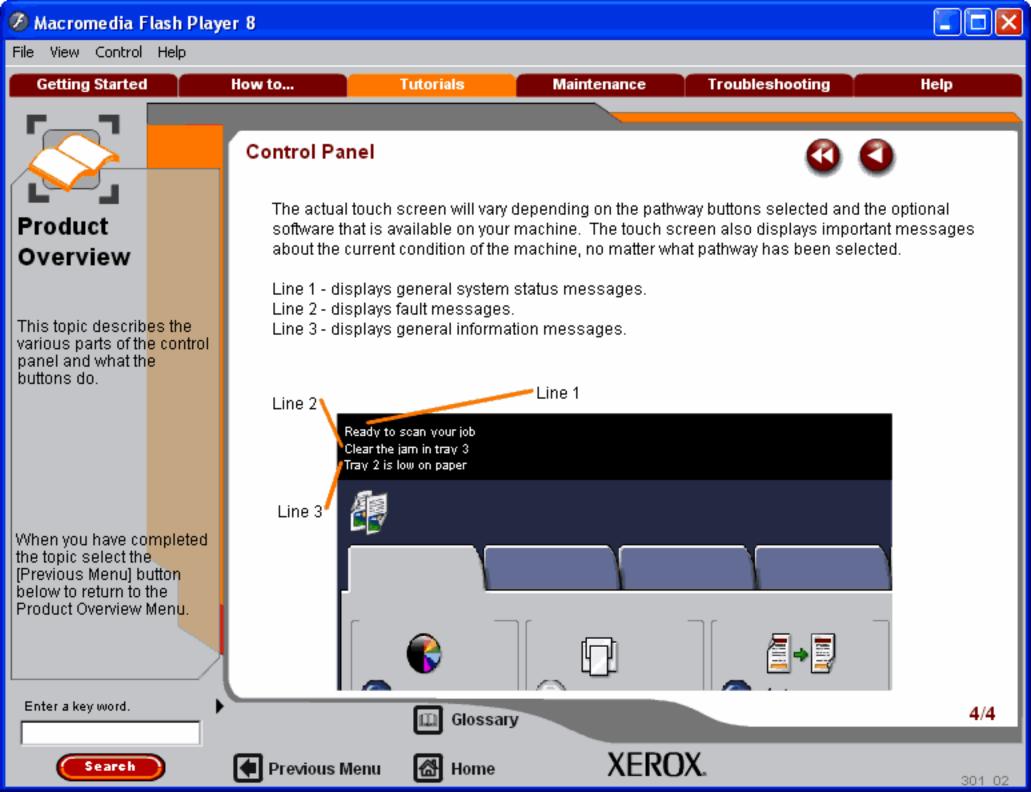


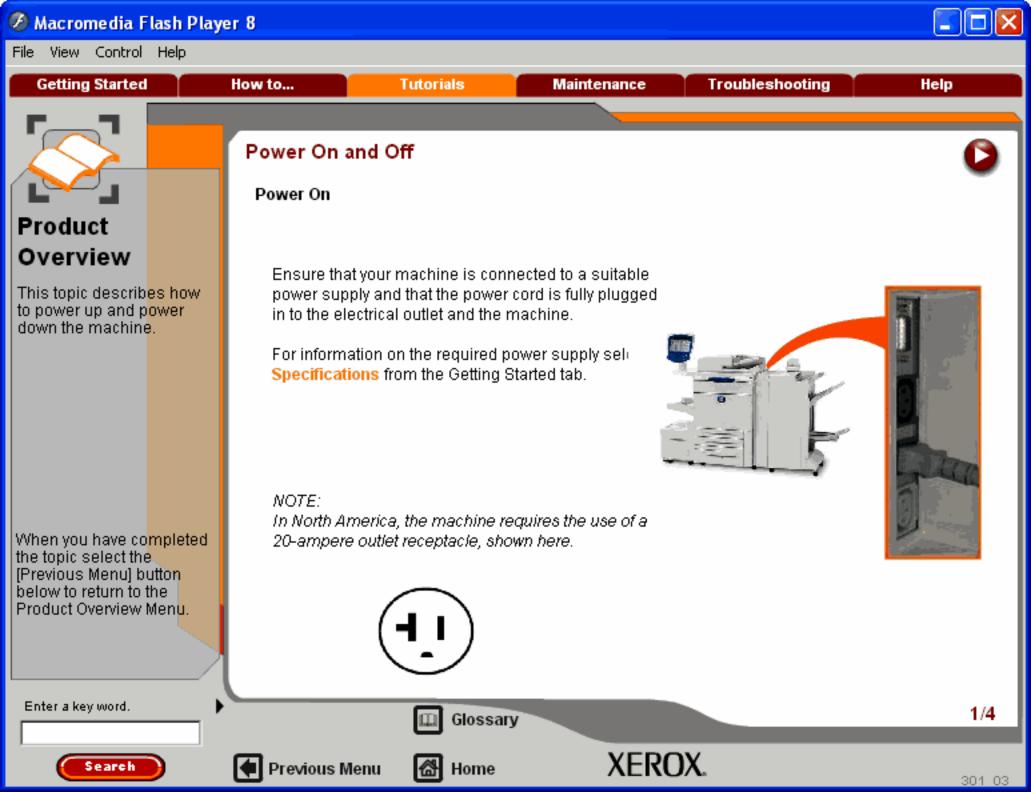


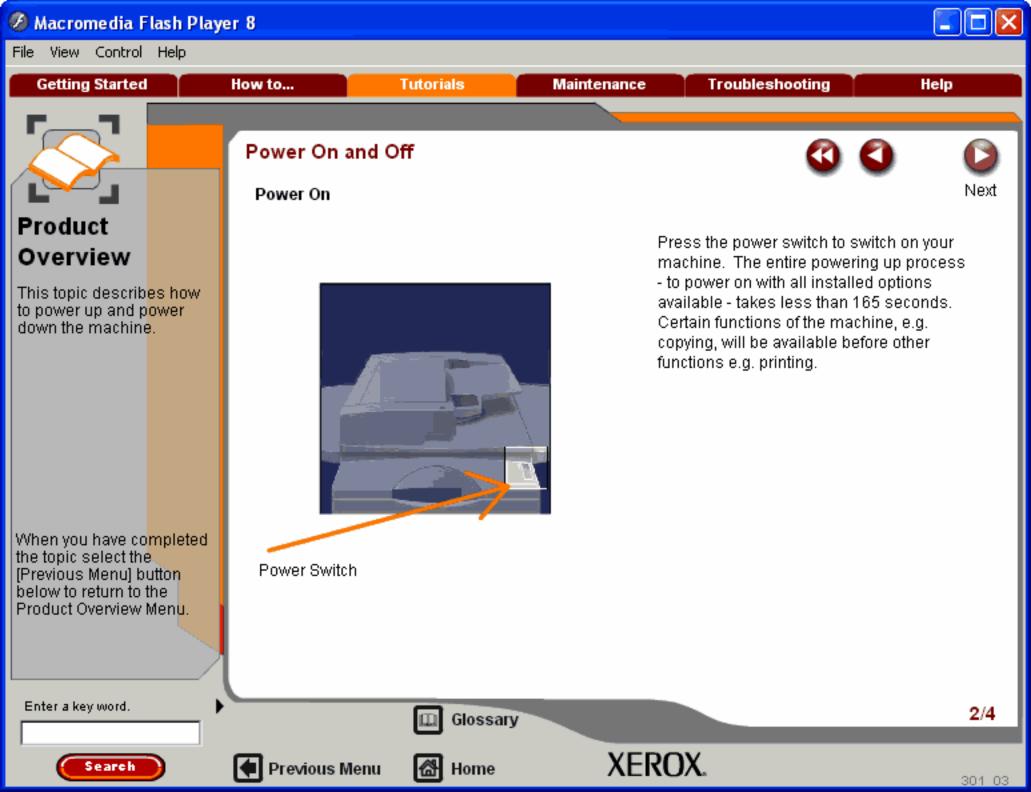


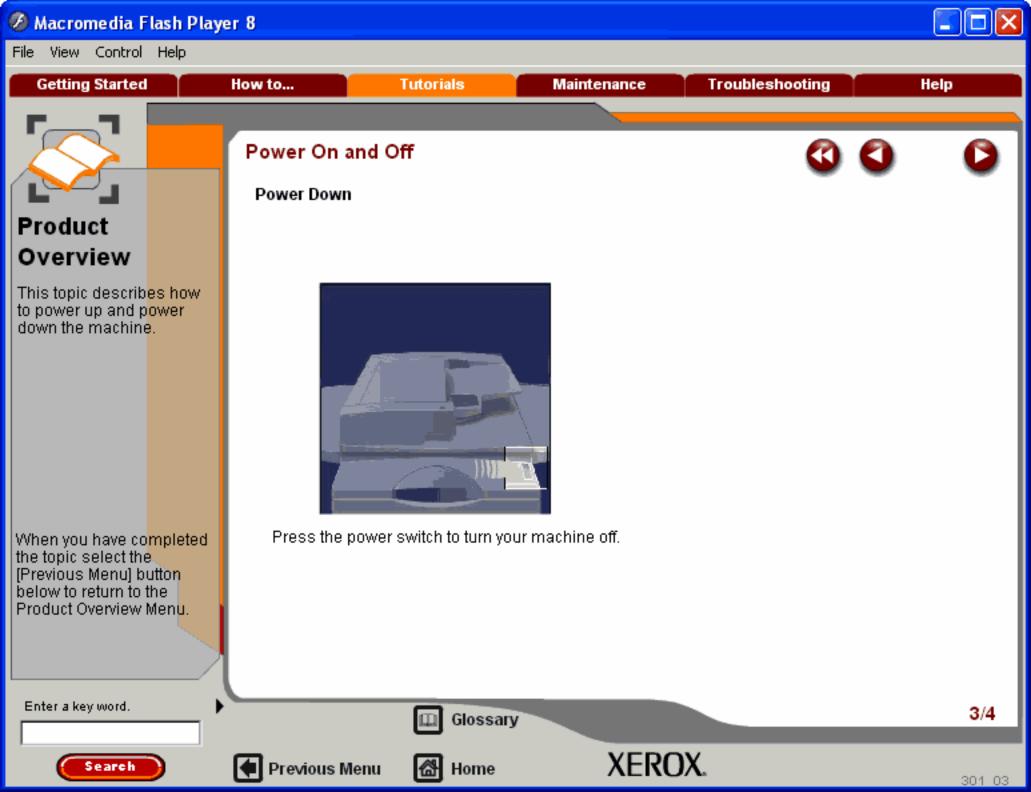


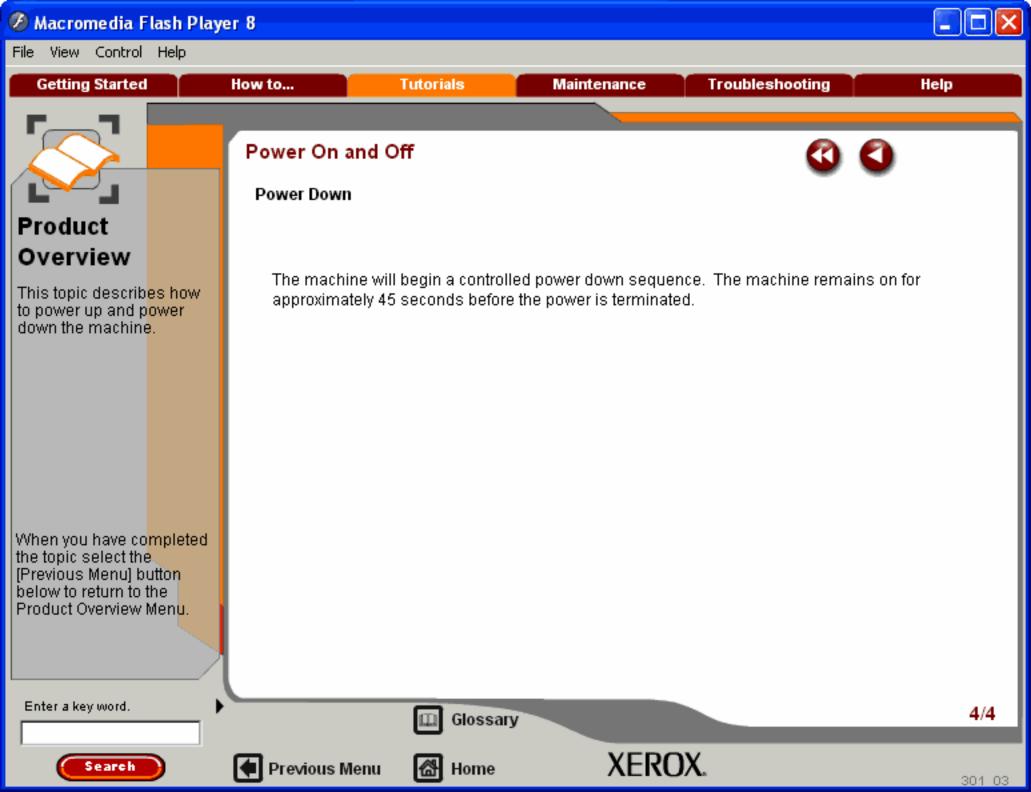


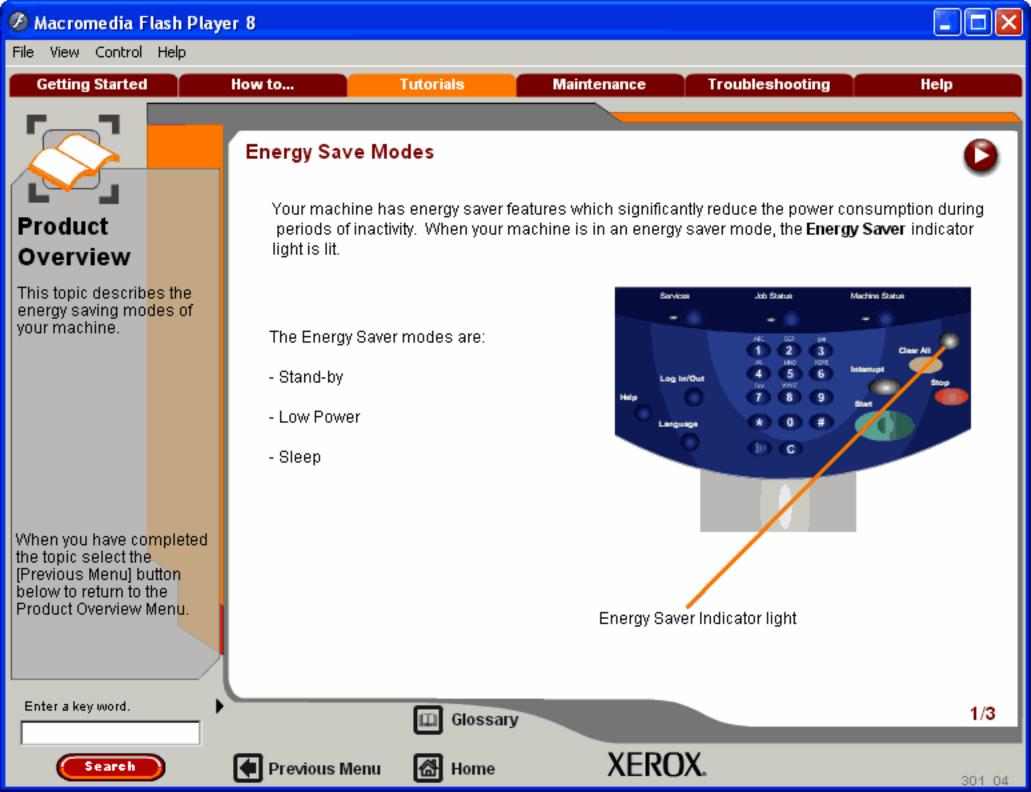


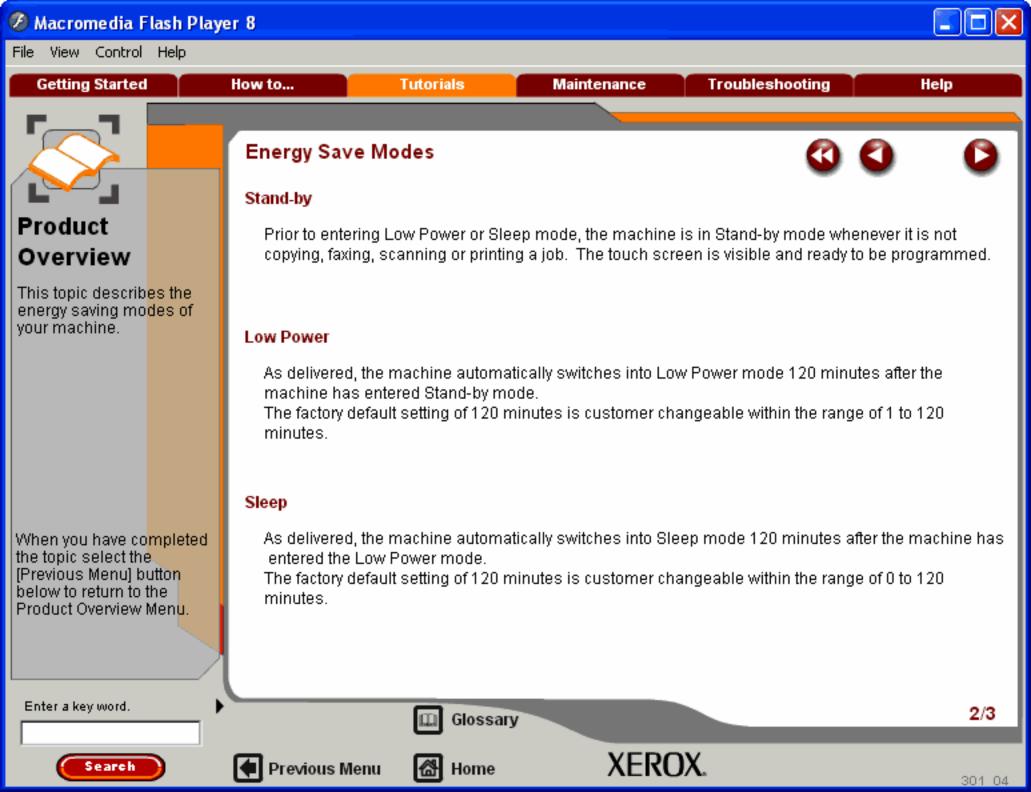


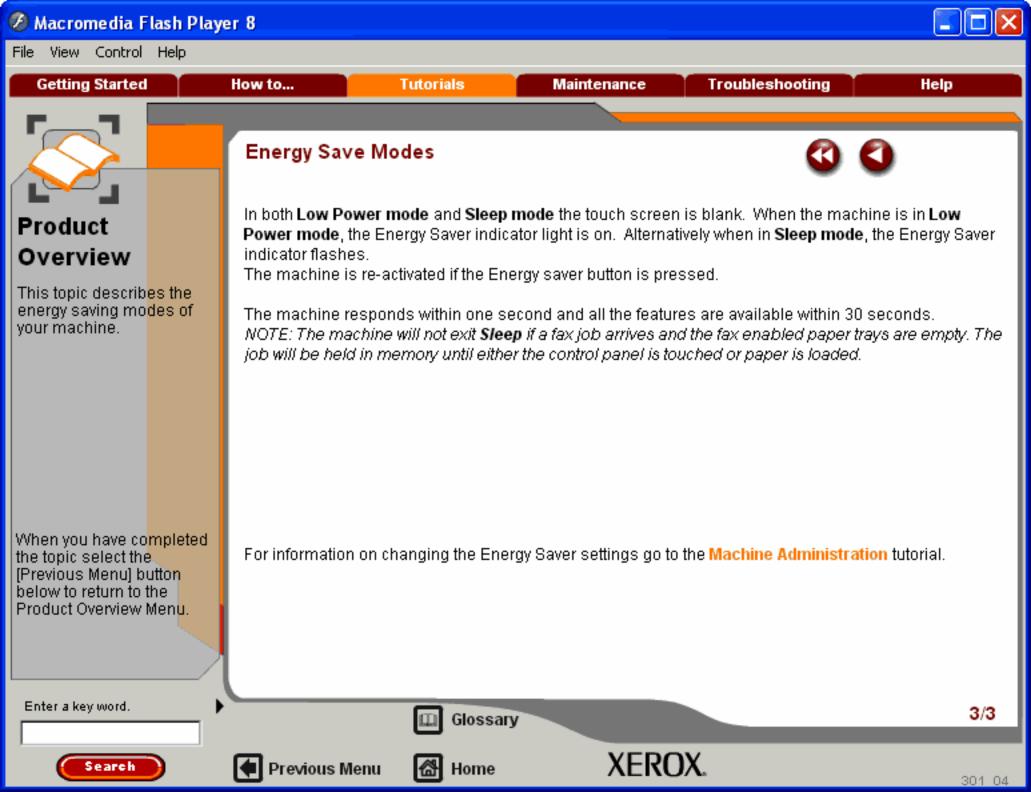














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# Сору

These tutorials explain the copying features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.

### Simple Copying

Loading Documents >>>

**Output Color** 

Reduction/Enlargement

2 Sided Copying

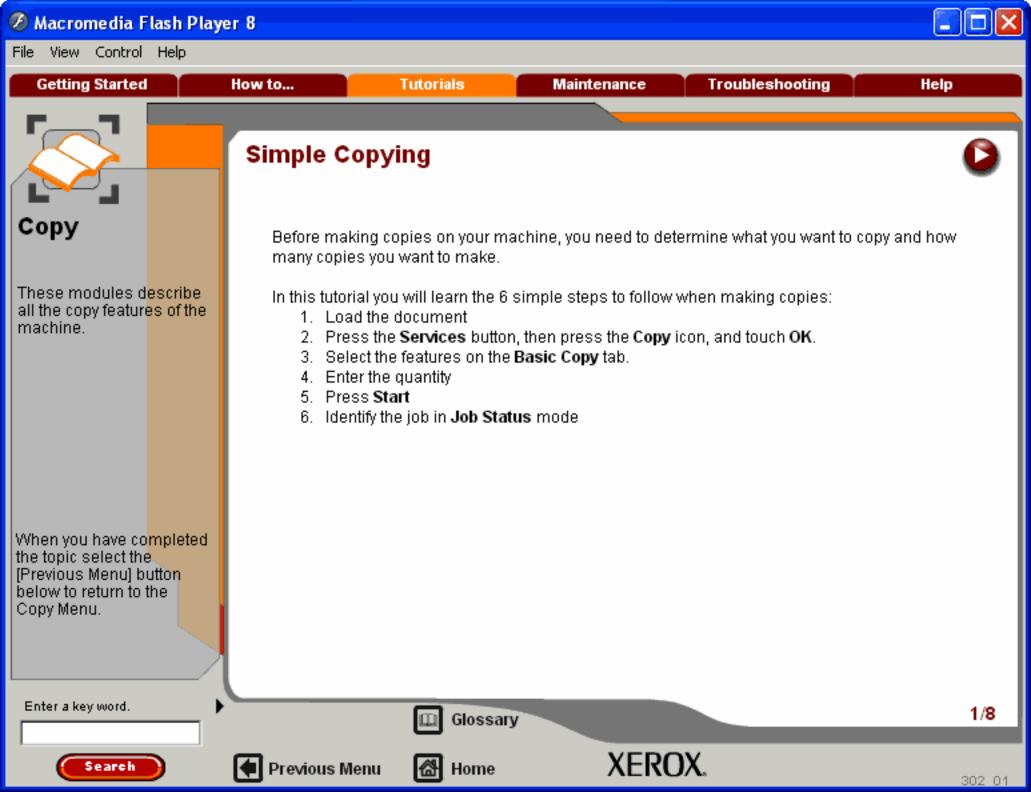
Image Quality >>>

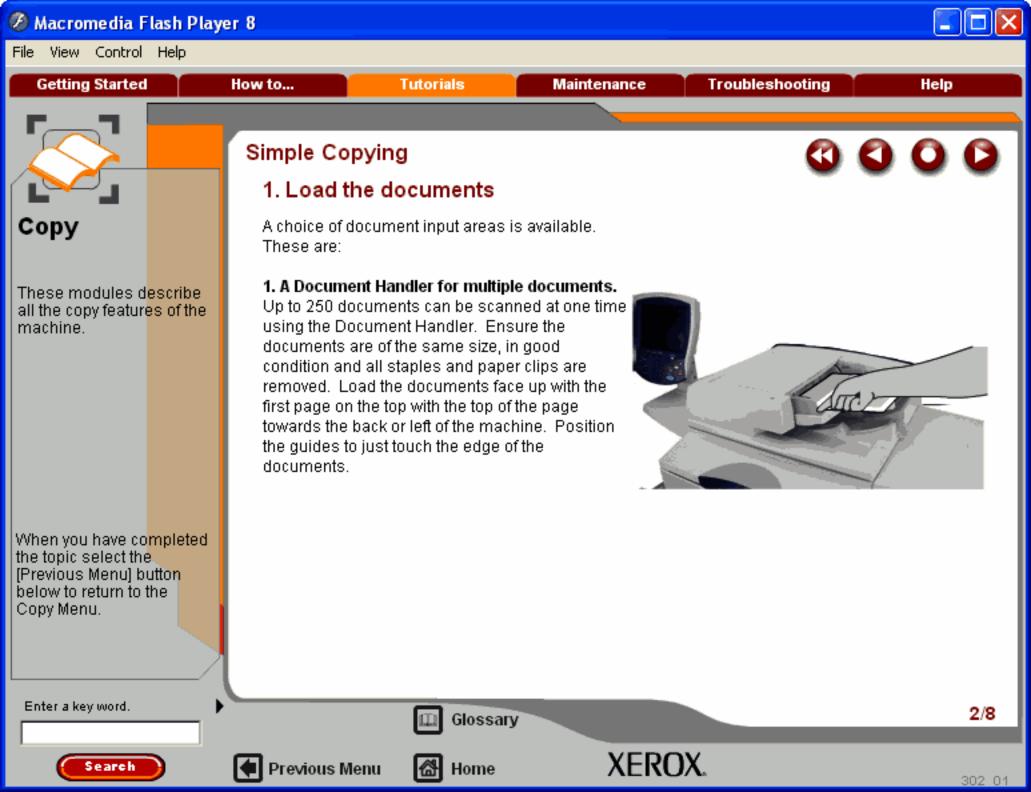
Layout Adjustment >>>

Output formats >>>

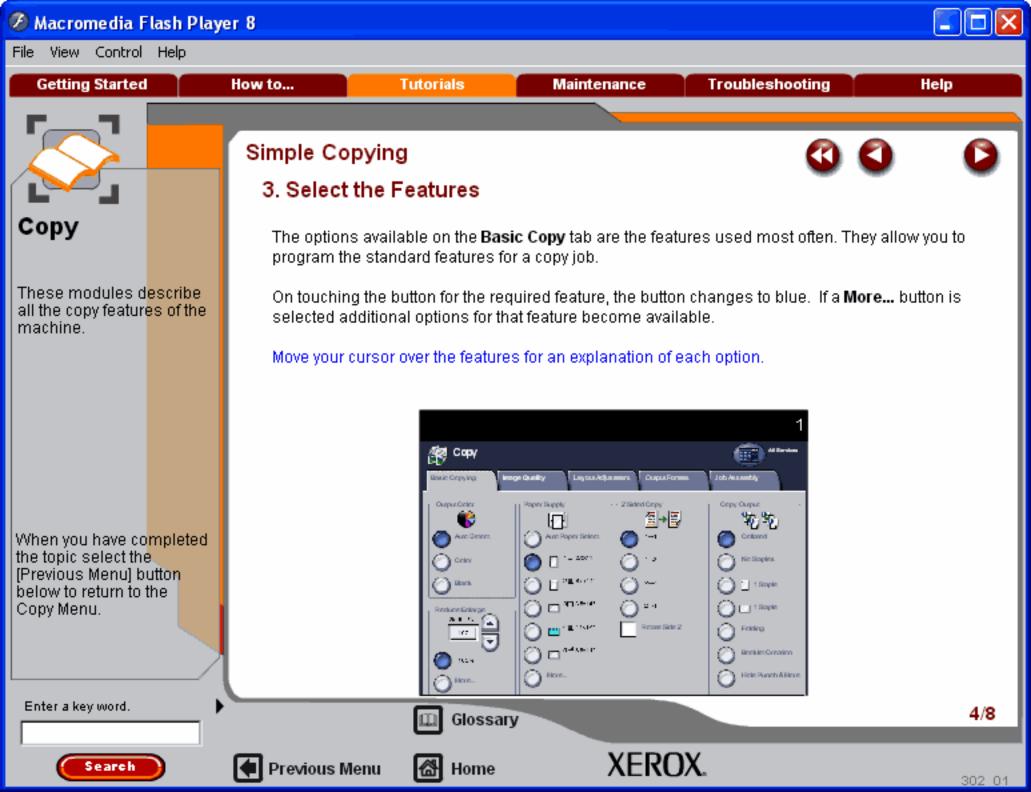
Job Assembly >>>



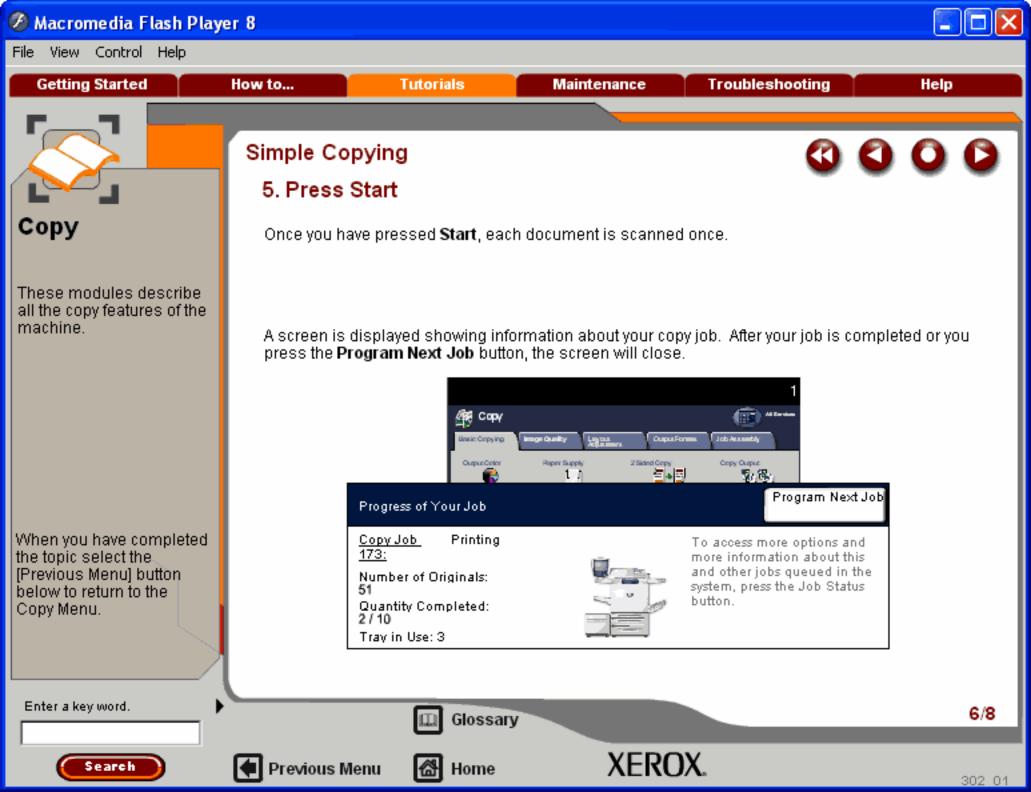


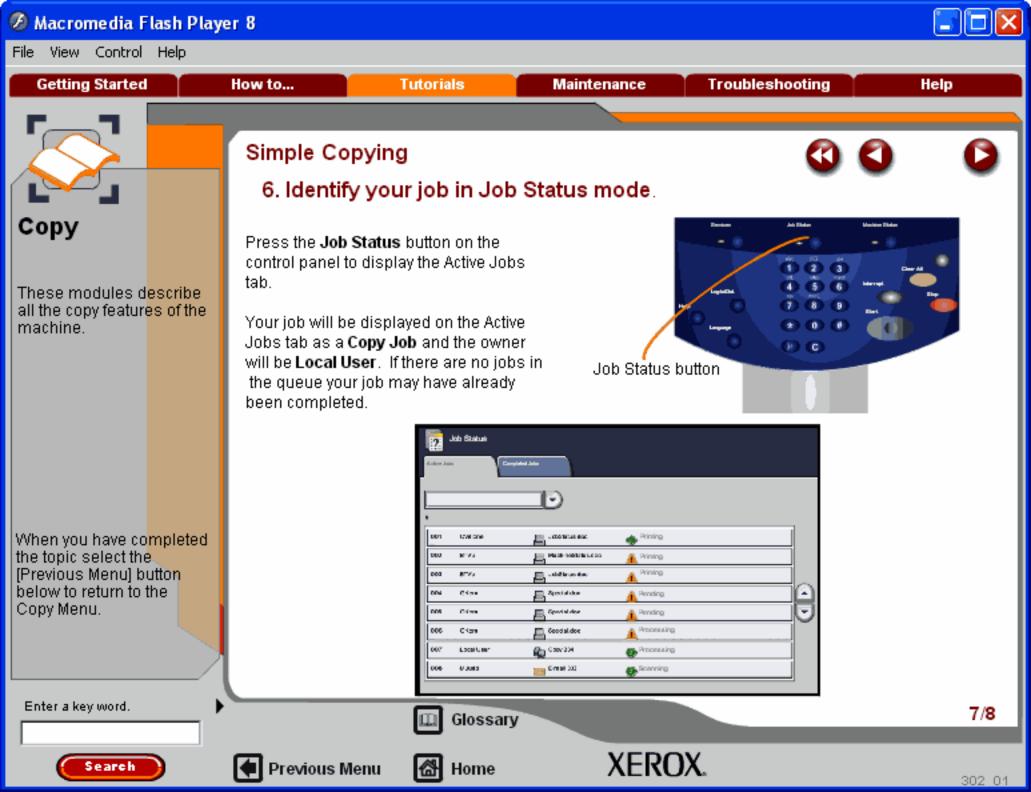


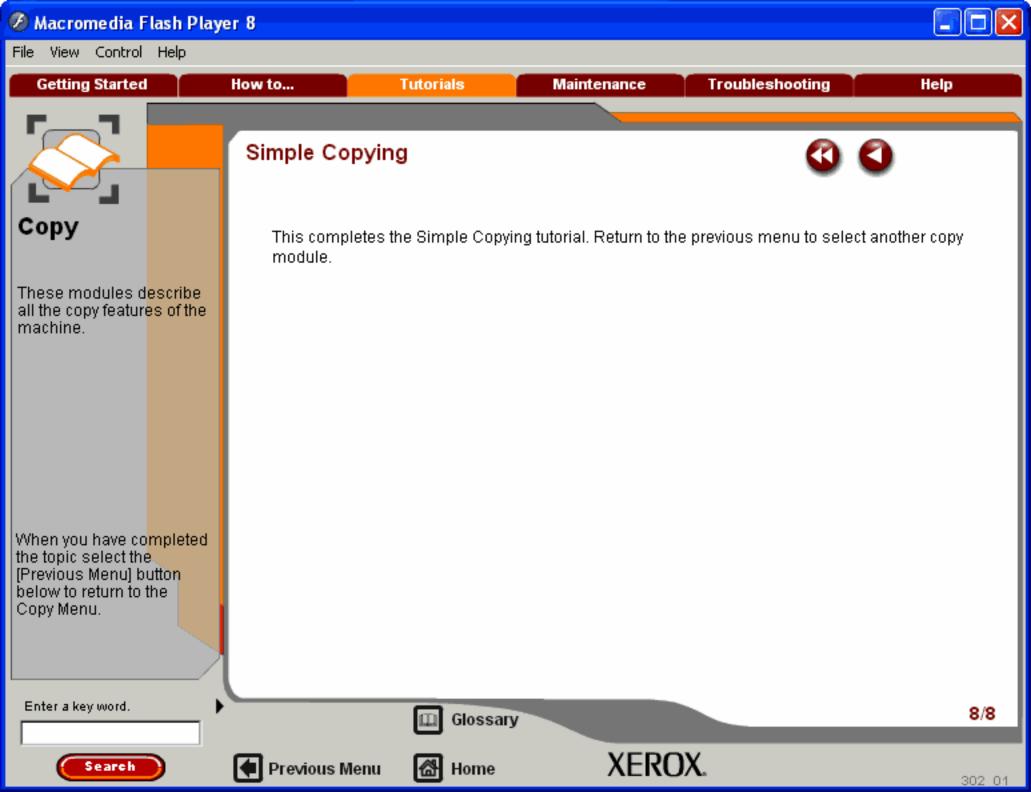
















**Getting Started** How to... Troubleshooting **Tutorials** Maintenance Help



# Сору

These tutorials explain the copying features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.



### Simple Copying



💹, Loading Documents >>> > > > > > > > >

**Output Color** 

Reduction/Enlargement

2 Sided Copying

Image Quality >>>

Layout Adjustment >>>

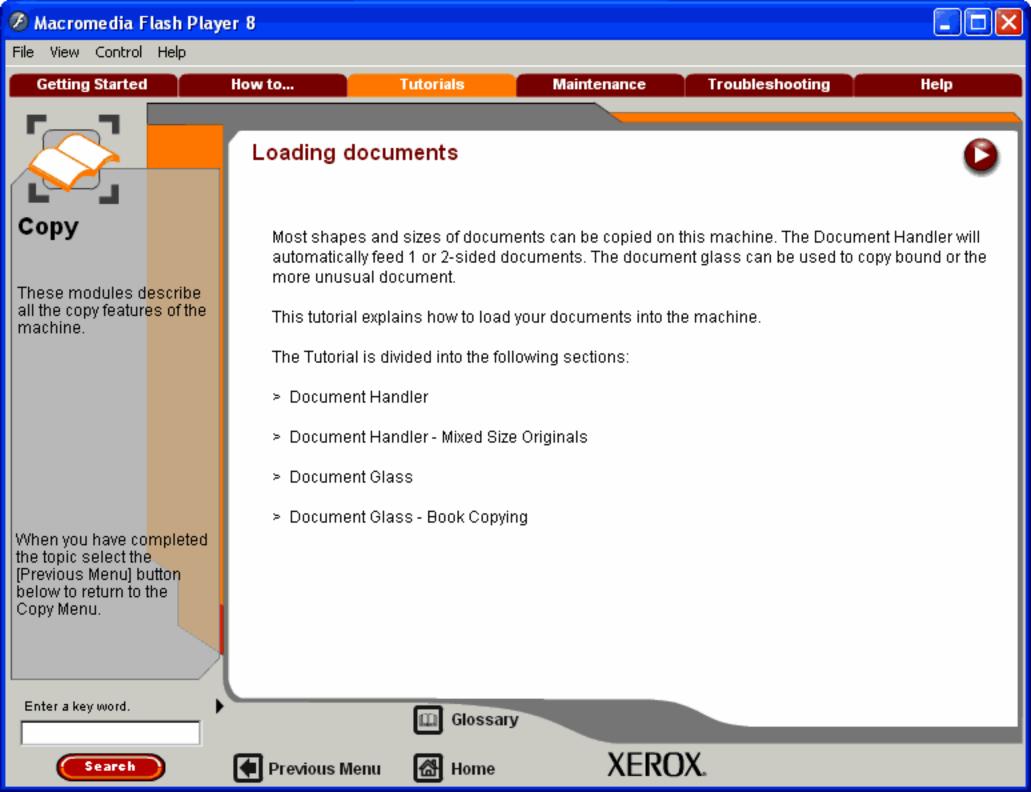
Output formats >>>

Job Assembly >>>



Search

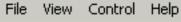












How to...

Tutorials

Maintenance

Troubleshooting

Help



# Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

# Loading documents

### Document Handler

The Document Handler will accept most types of documents. They must be loose leaf, of normal thickness, between 8.5x5.5" and 11x17" in size and in good condition.

The document input tray can take up to 250 documents at a time. If your document has more than 250 pages then use the Build Job feature on the Job Assembly tab. For more information about Build Job go to the topic titled Job Assembly of this tutorial.

As a general rule load your documents face up in the same orientation as the copy paper. However, if this is not possible the machine will automatically rotate the image for you.

### Document Specification:

Loose leaf 5.5" x 8.5" to 11" x 17" 38 qsm - 200 qsm Up to 250 sheets of 80 gsm Refer to Specifications for a full list of recommended input materials.



Enter a key word.

Glossary

Topic 1/4

1/2





Previous Menu



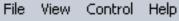
Home

XEROX.





Help



Getting Started

# Сору

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.



Tutorials

How to...

### Document Handler

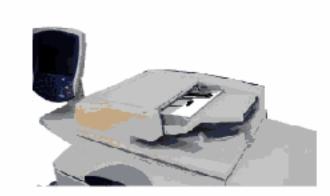
The machine will detect the size of the documents, this means that you can either:

Maintenance

- Select Auto% Reduce/Enlarge and a specific copy paper size. The image will be modified to fit
  the selected paper or
- Select a specific Reduce/Enlarge ratio and Auto Paper Select Paper Supply. The machine will select the same size of paper.

When you press the **START** button the document will be scanned once only and stored in memory. If the document is 2-sided, the Document Handler will automatically turn it over so that both sides are scanned.





Enter a key word.



Glossary

Topic 1/4

Troubleshooting

2/2







Home

XEROX.













File View Control Help

**Getting Started** 

How to...

Tutorials

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## Copy

These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

## Loading documents







Next

## Document Handler - Mixed Sized Originals

The machine will detect the size of the documents, this means that you can either:

- 1. Select Auto% Reduce/Enlarge and a specific copy paper size and the image will be modified to fit the selected paper or
- 2. Select the 100% Reduce/Enlarge ratio and Auto Paper Select and the machine will automatically make copies that are the same size as the originals.



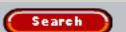


Enter a key word.

Glossary

Topic 2/4

3/3



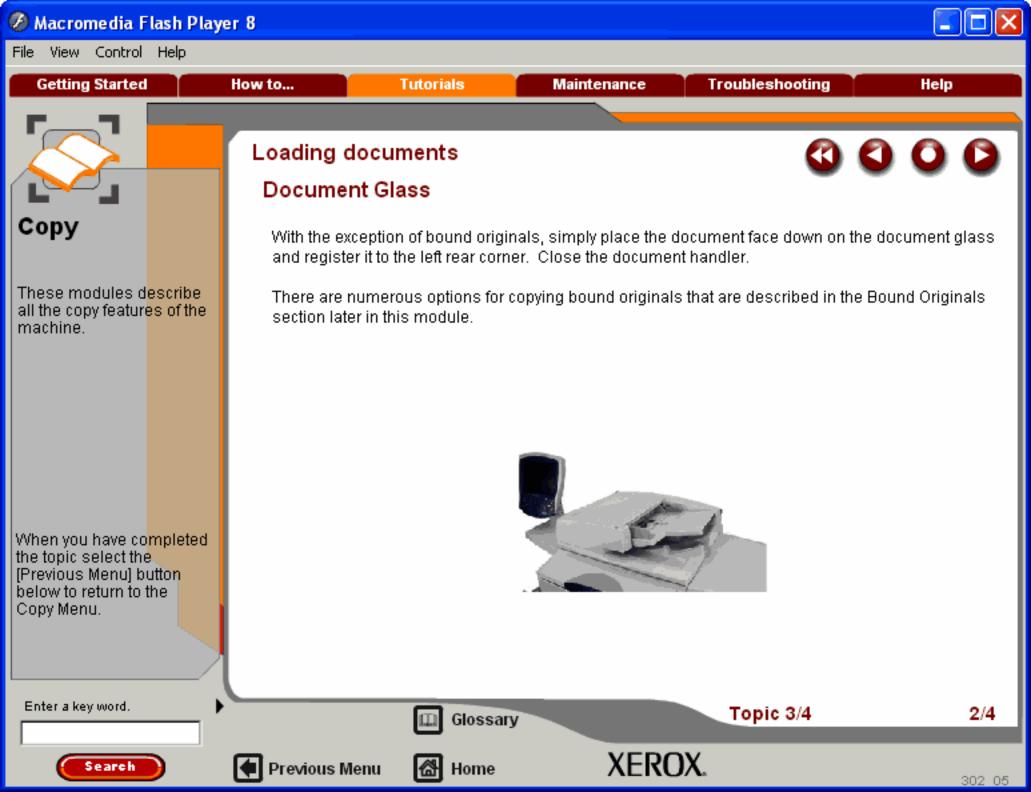


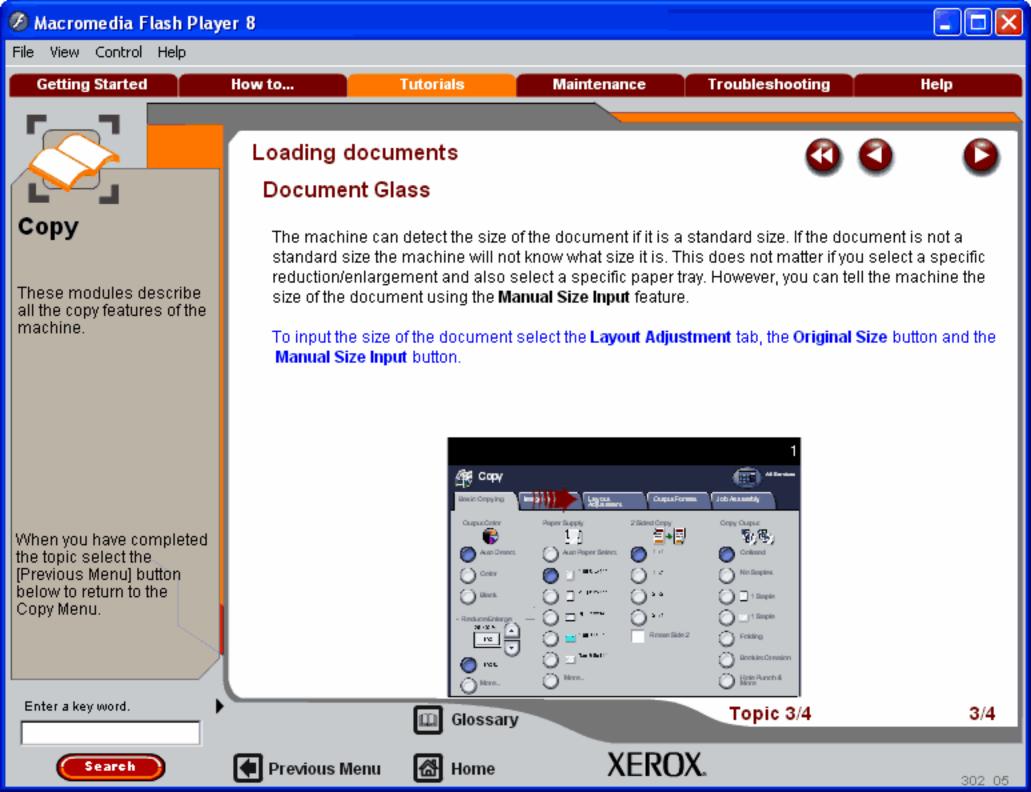


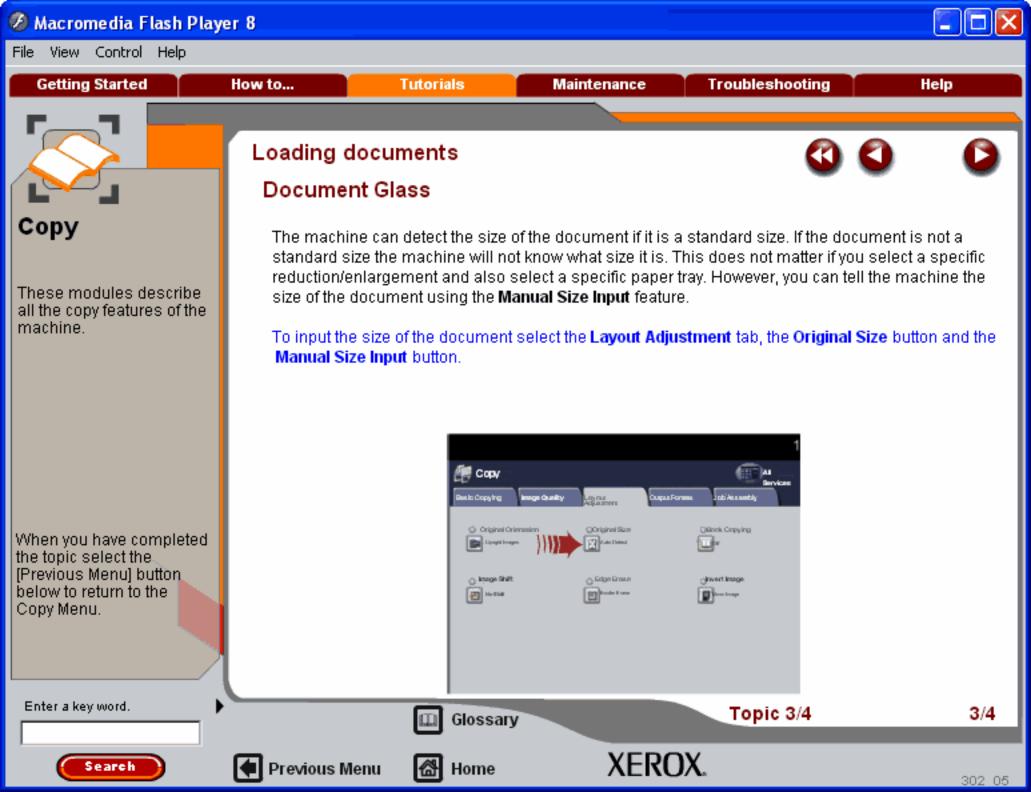
Home

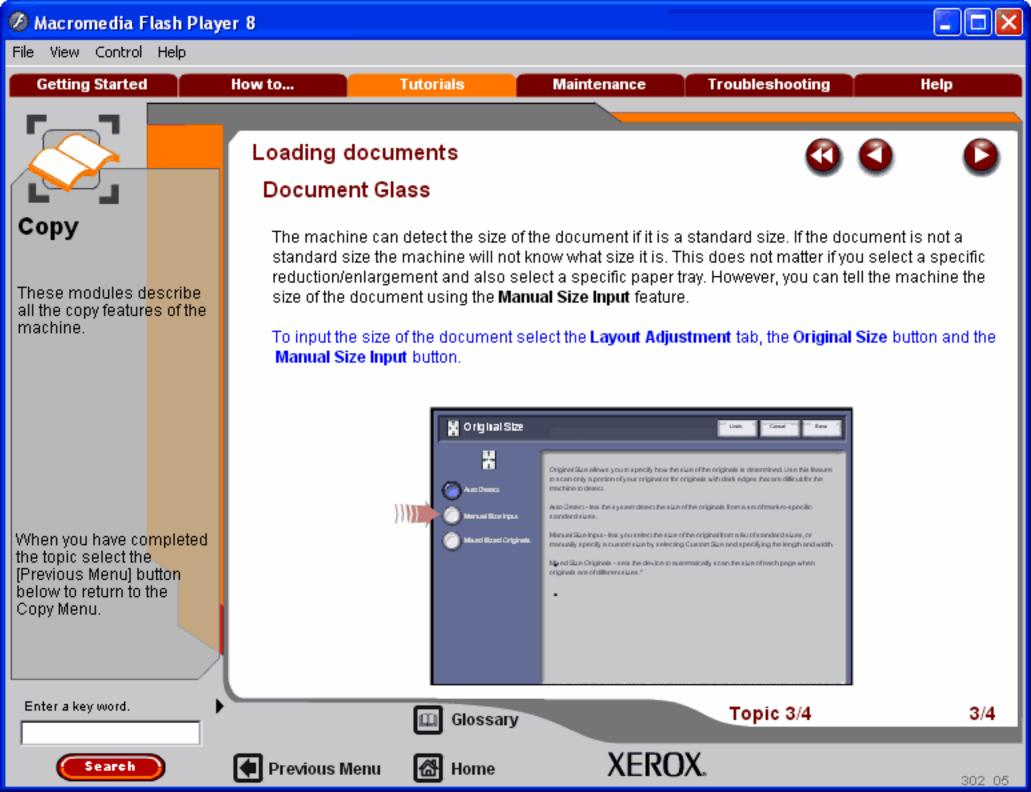
















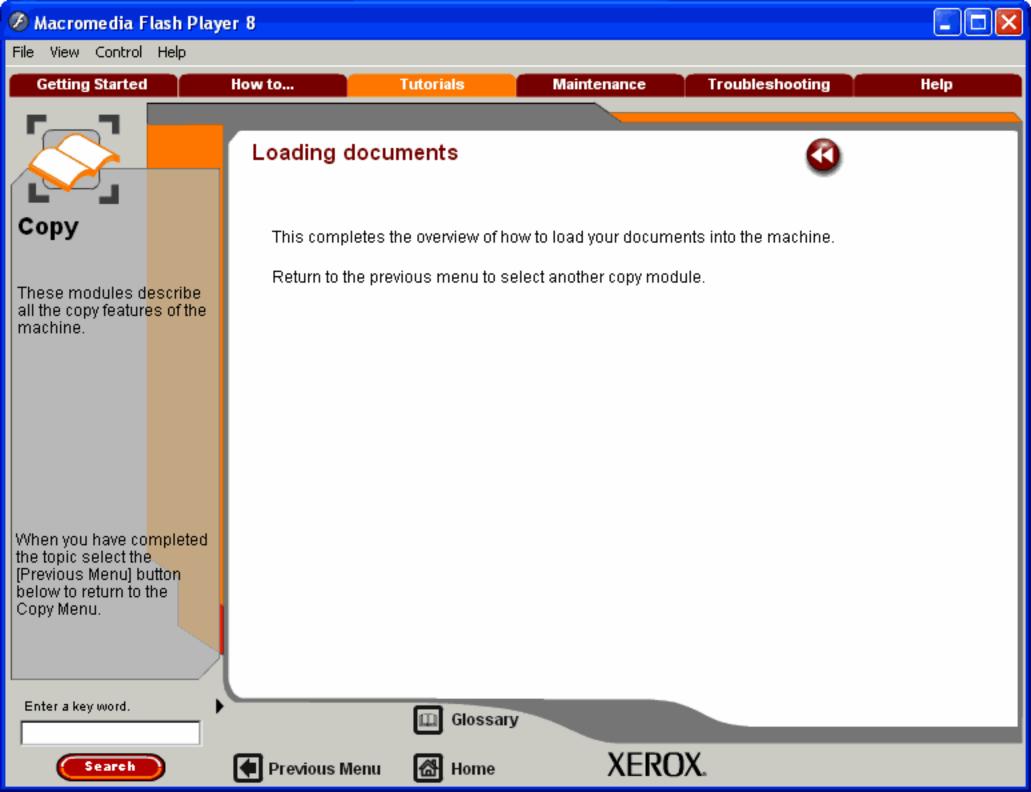


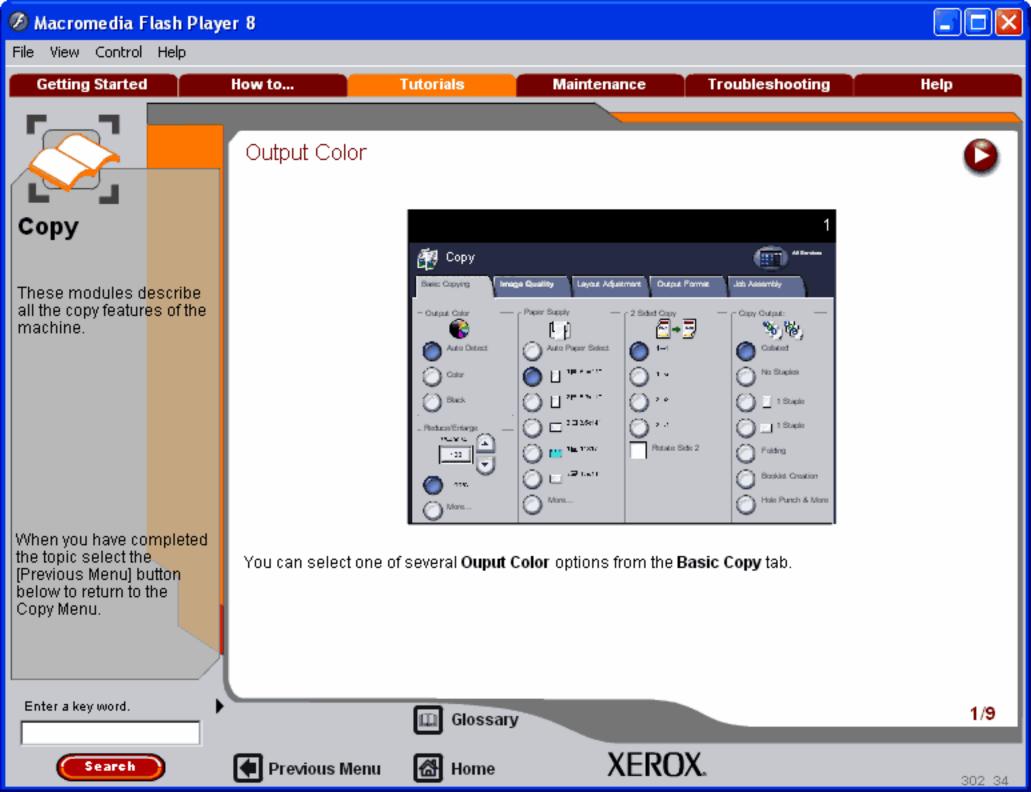


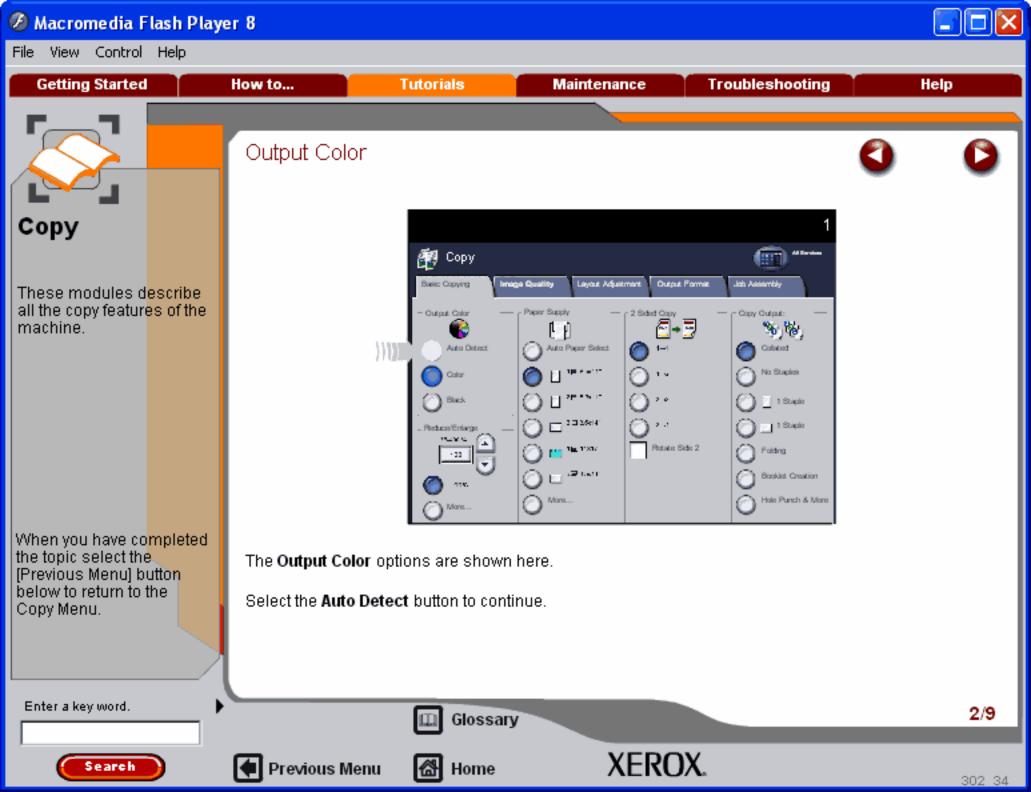


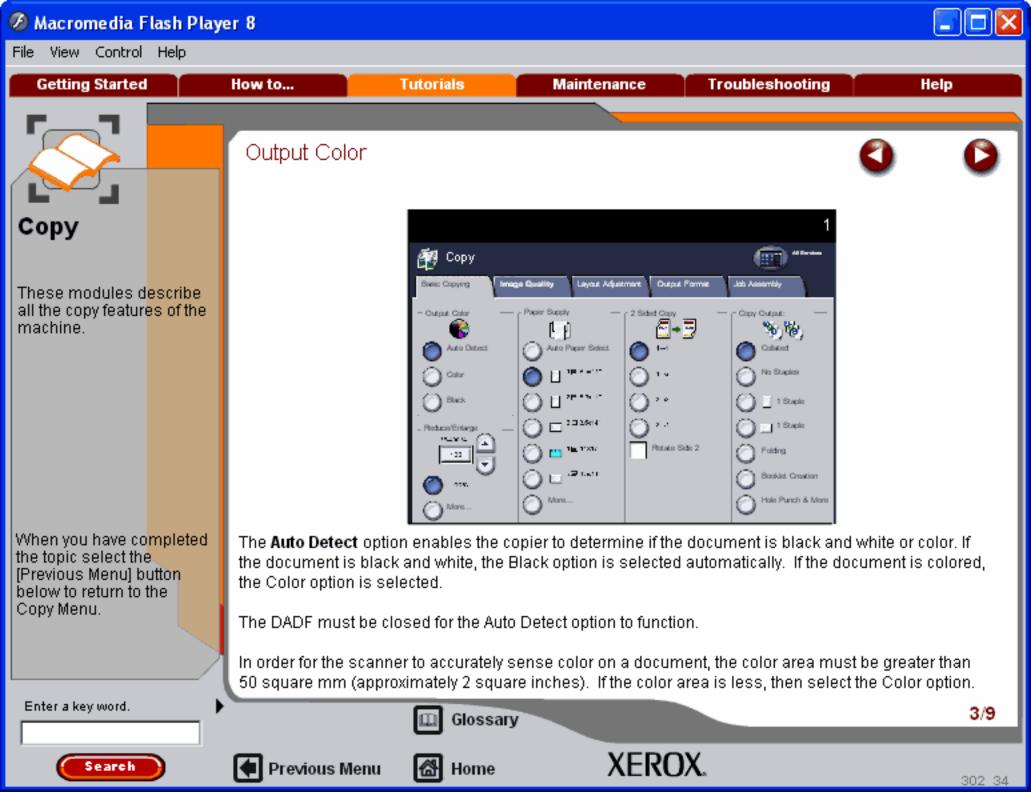


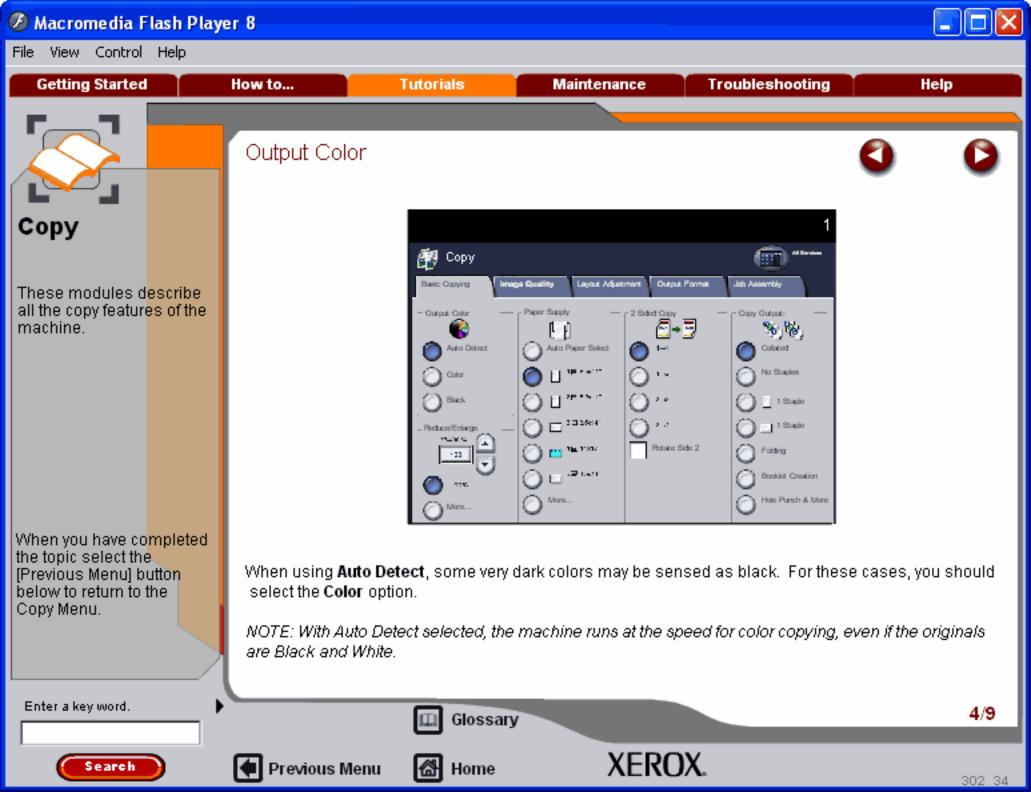


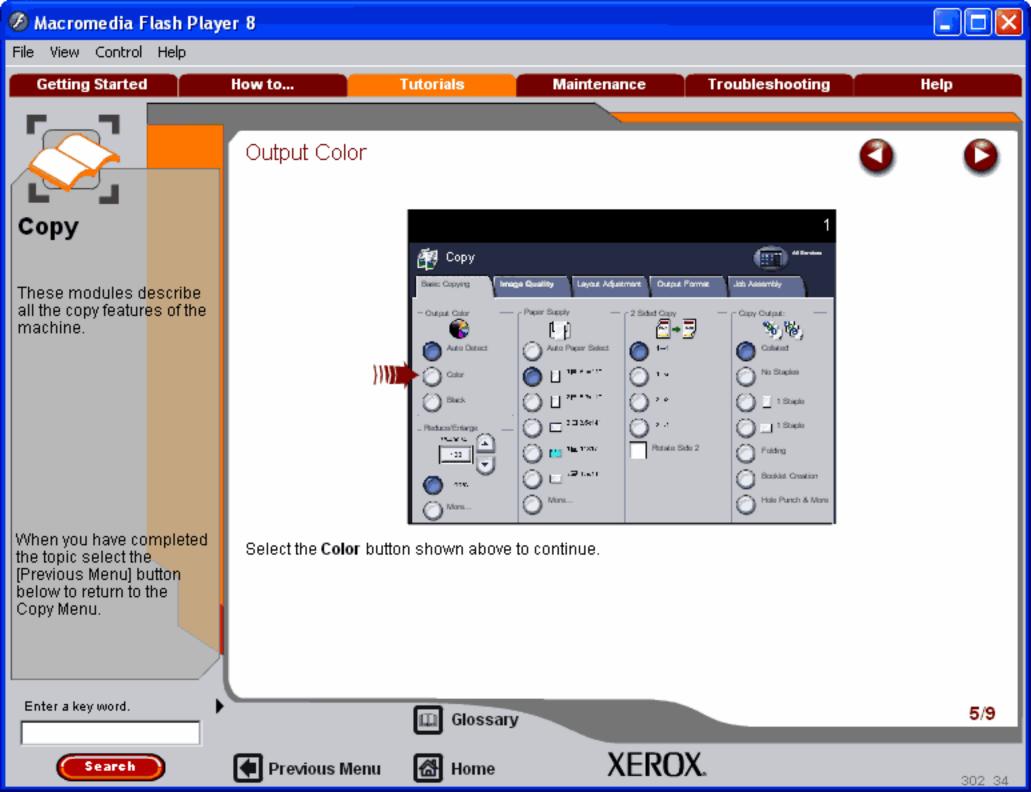


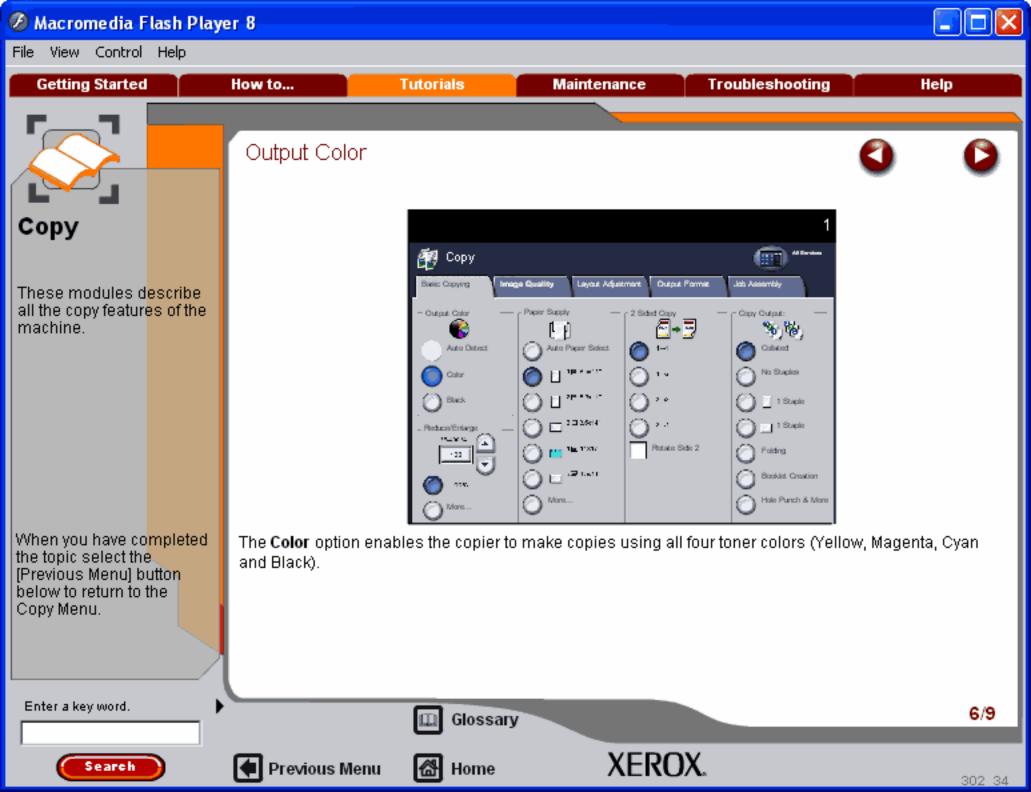




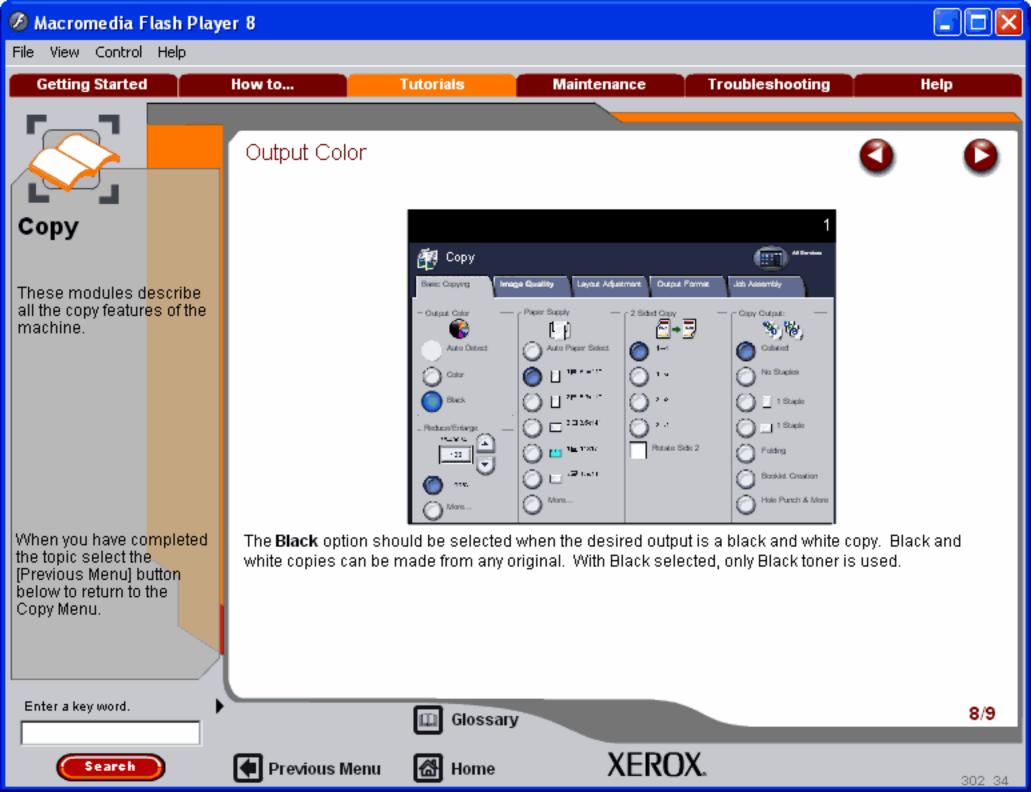




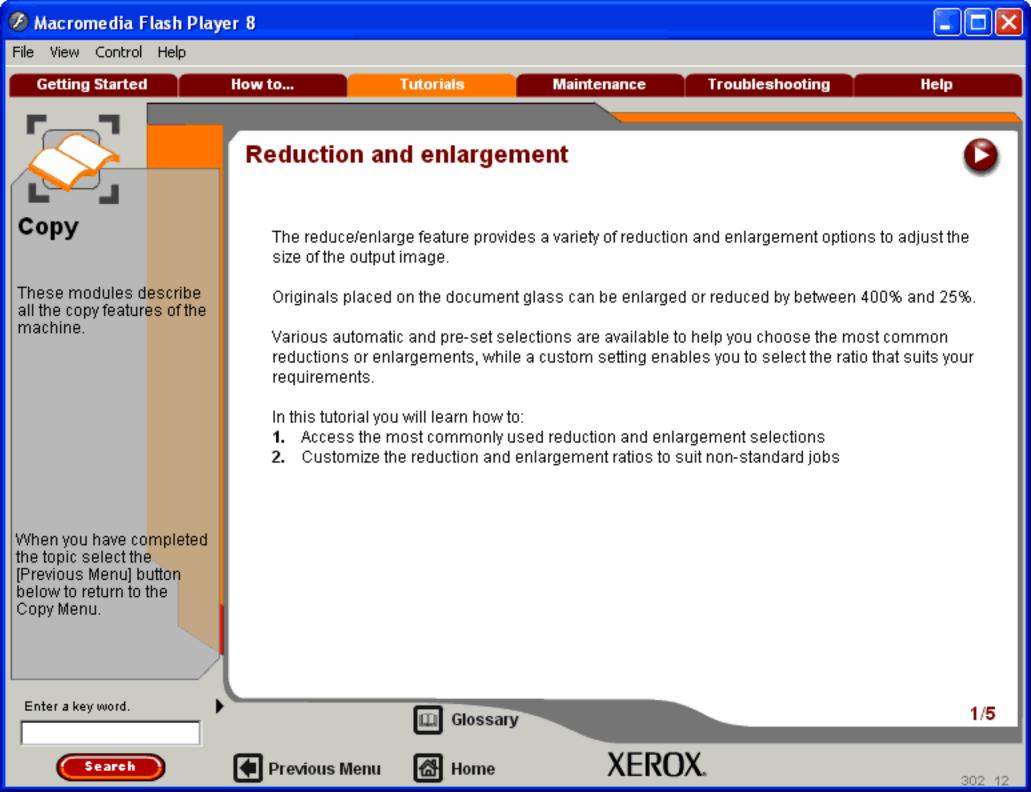






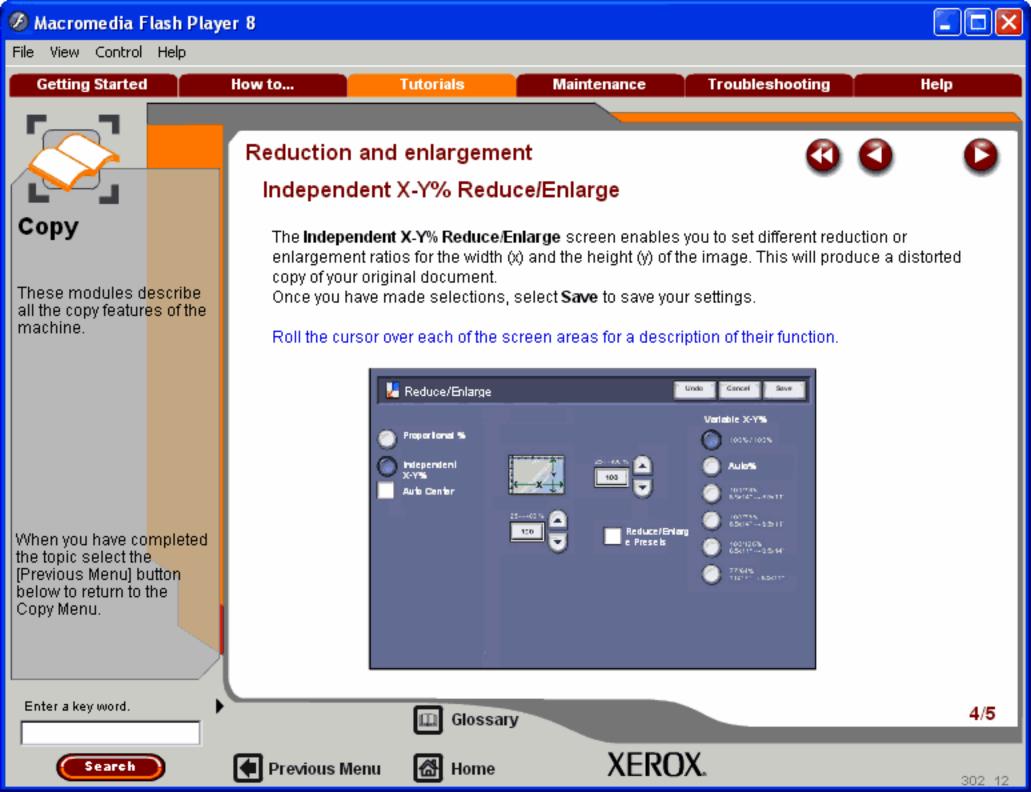


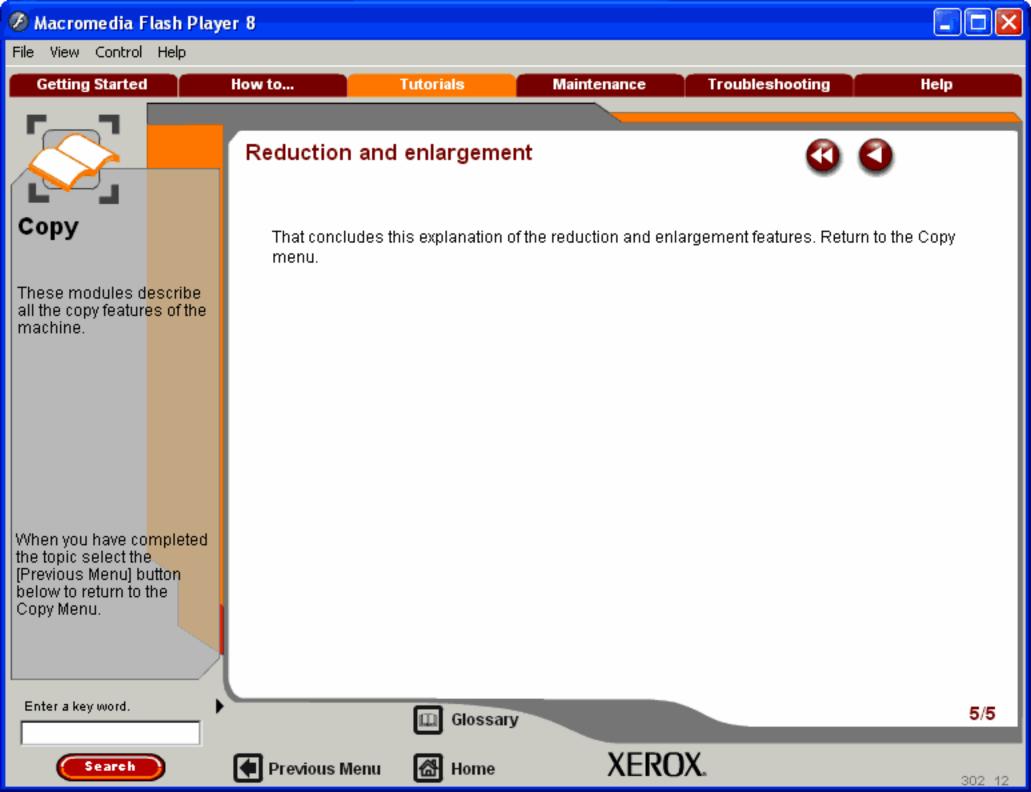


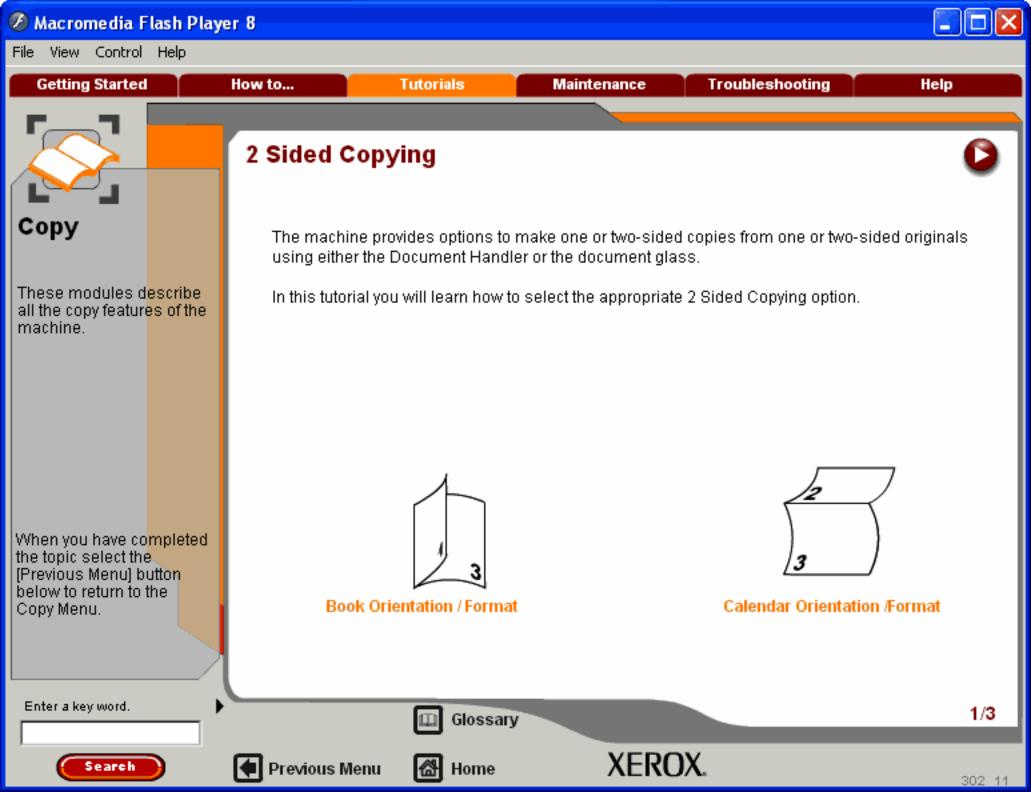




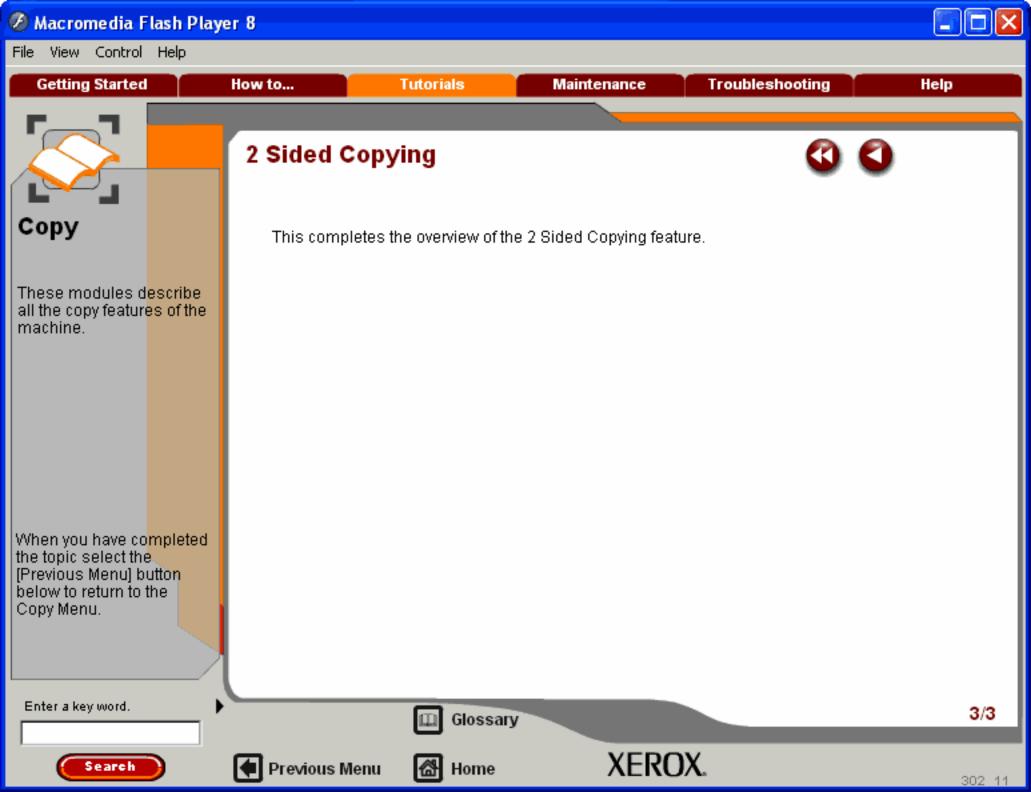
















Troubleshooting **Tutorials** Maintenance Help

Сору

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**Output Color** 

Reduction/Enlargement

2 Sided Copying

Image Quality >>> > > > >

Previous Menu

Layout Adjustment >>>

Output formats >>>

Job Assembly >>>

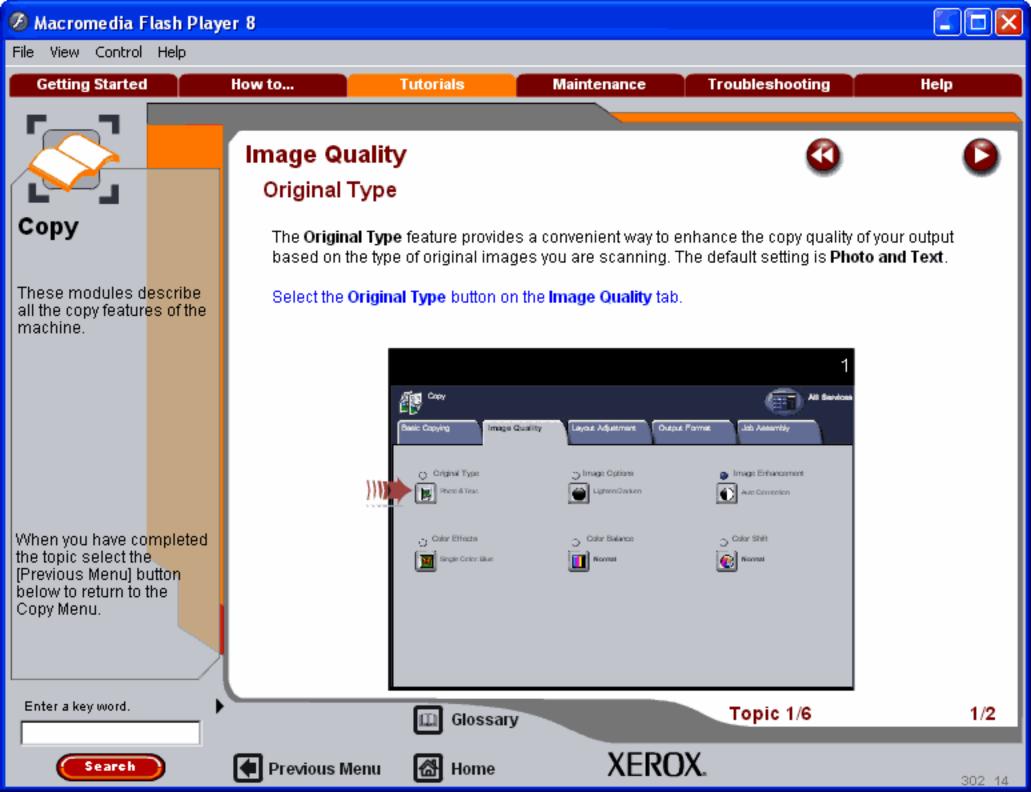


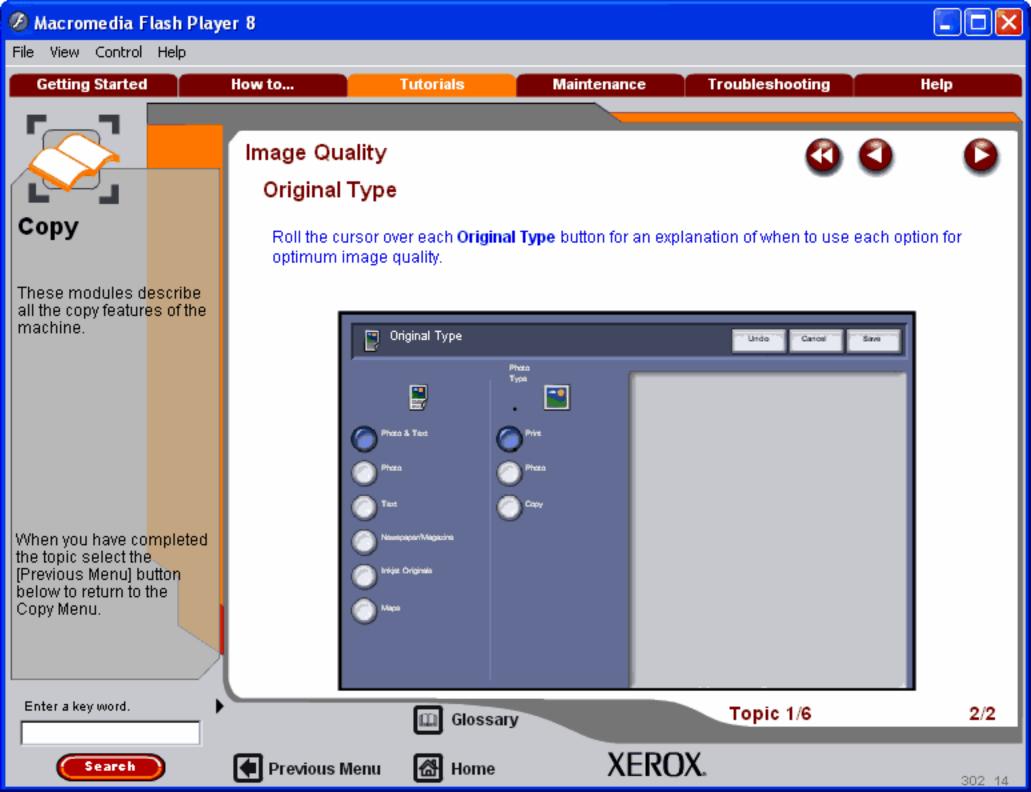
XEROX



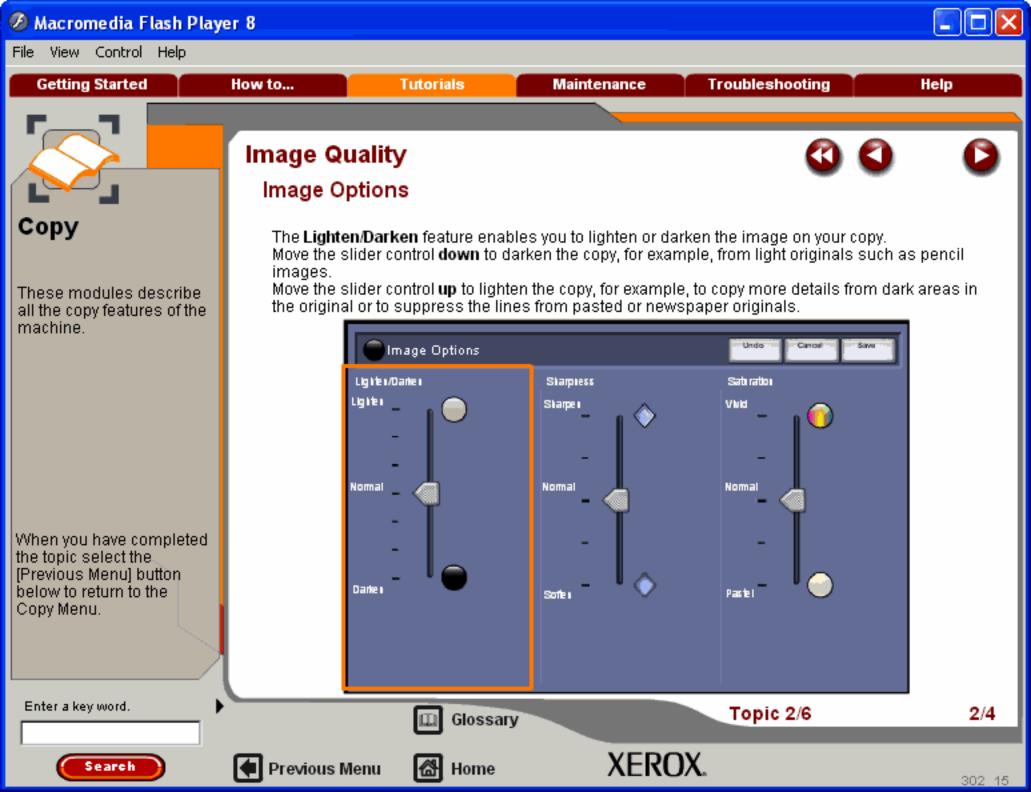


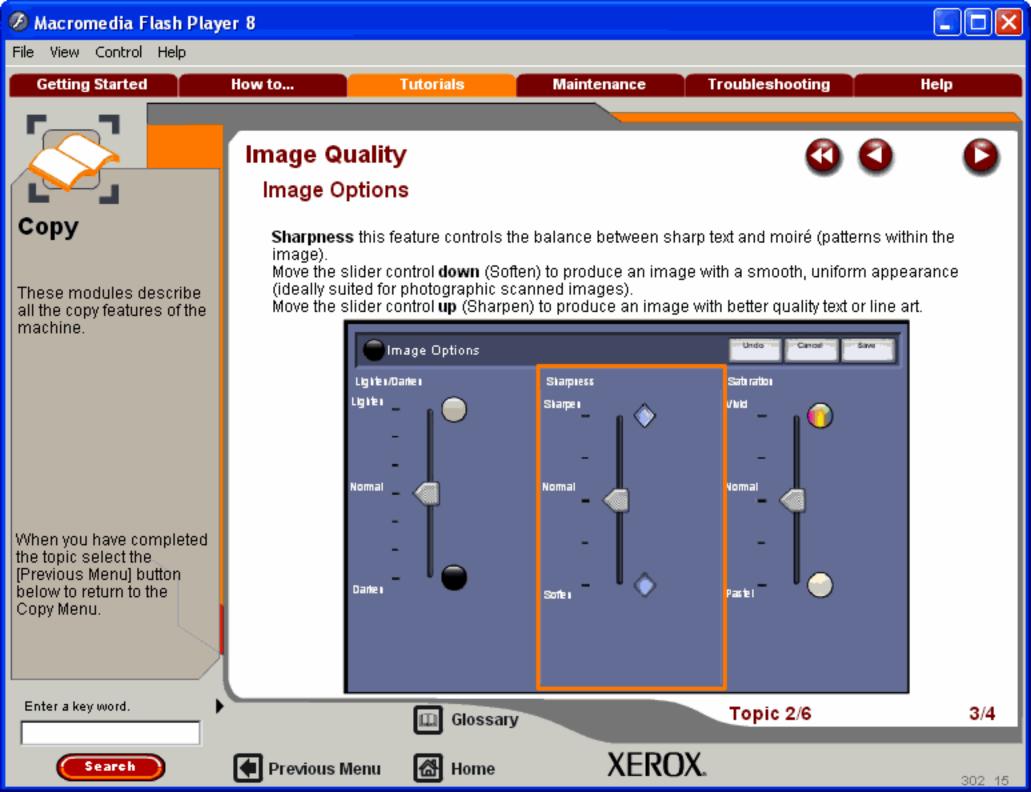






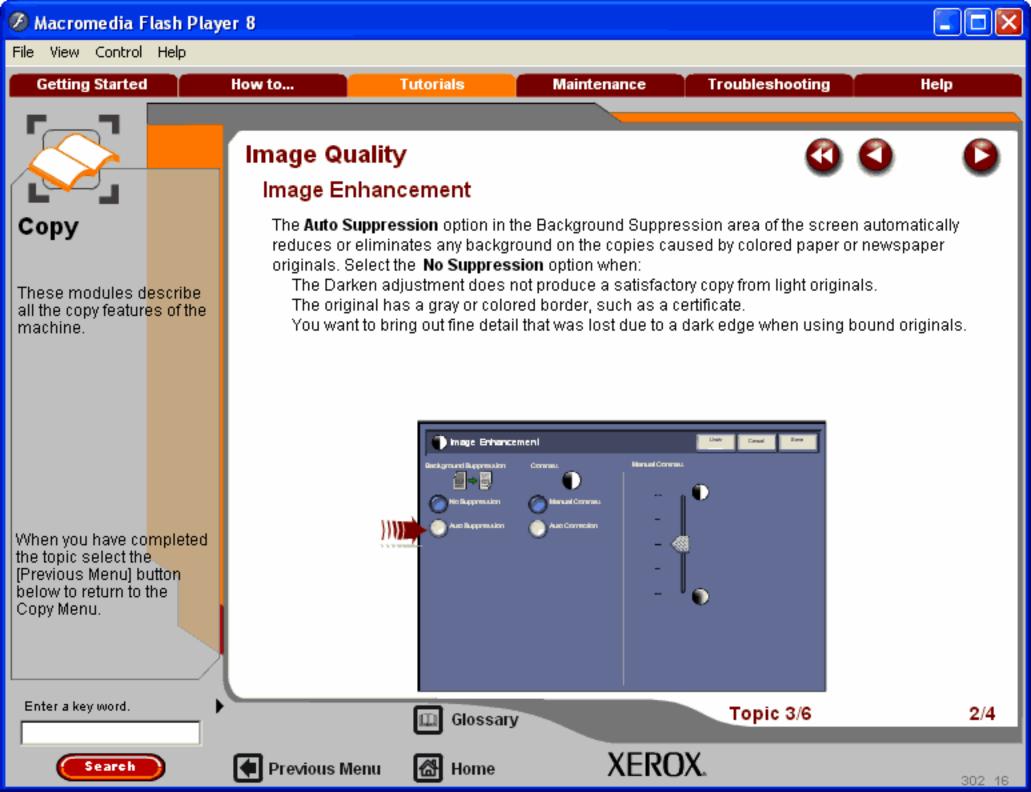


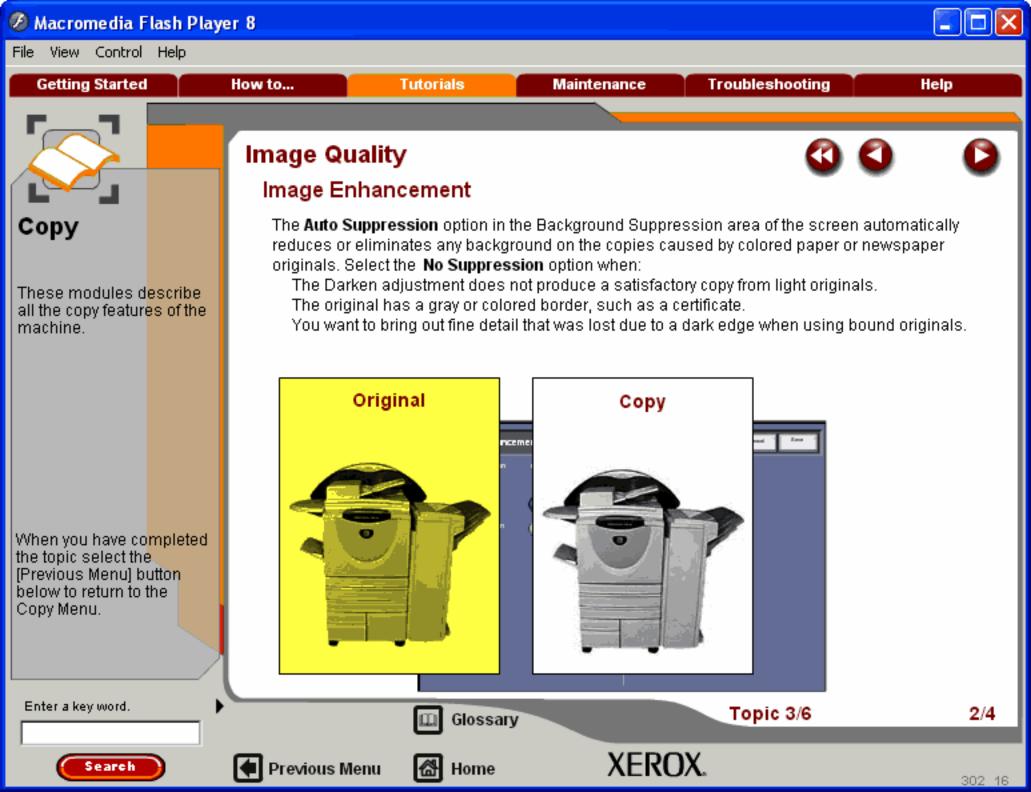


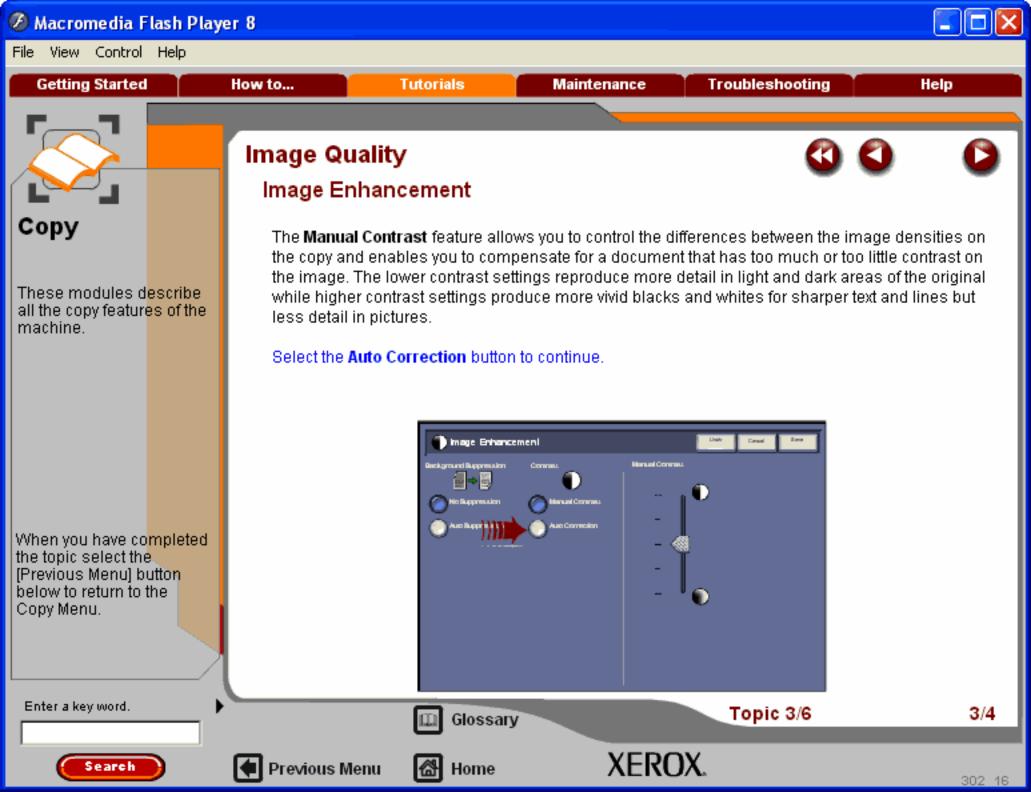


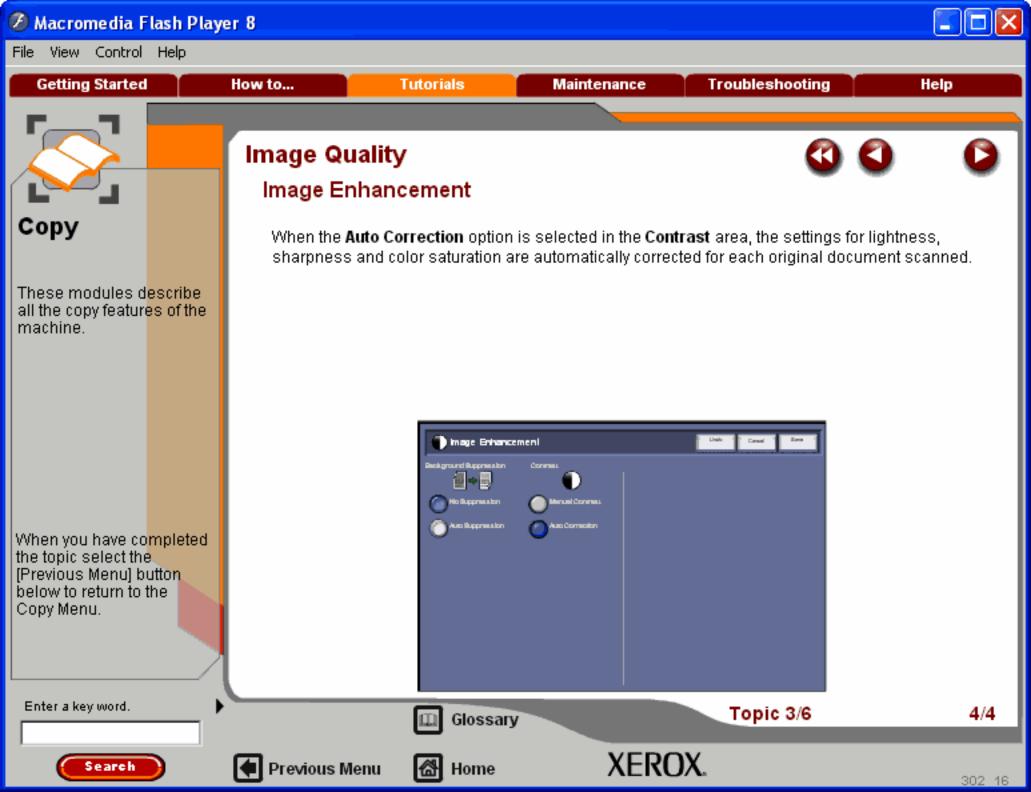


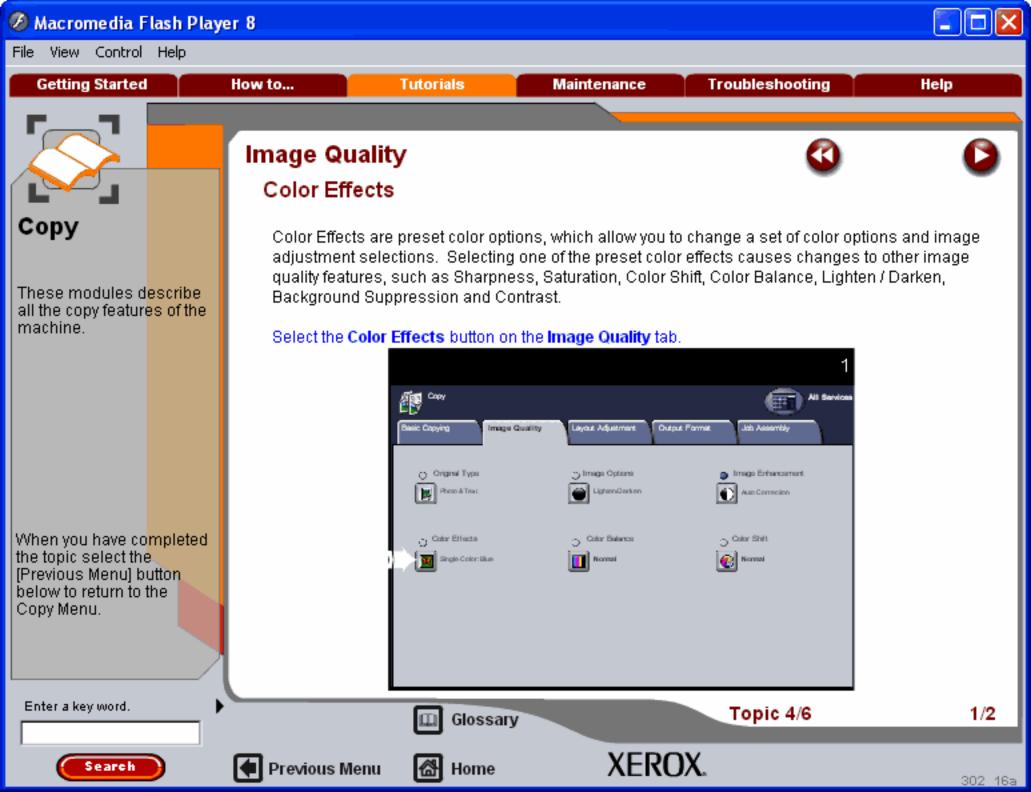


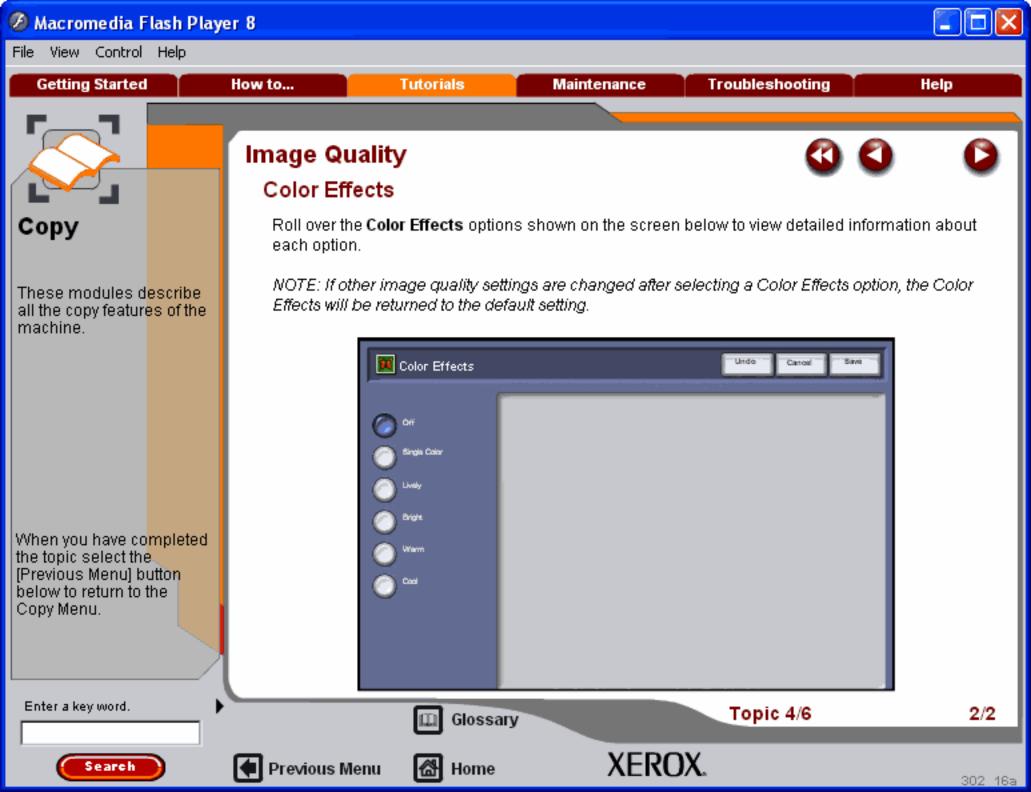


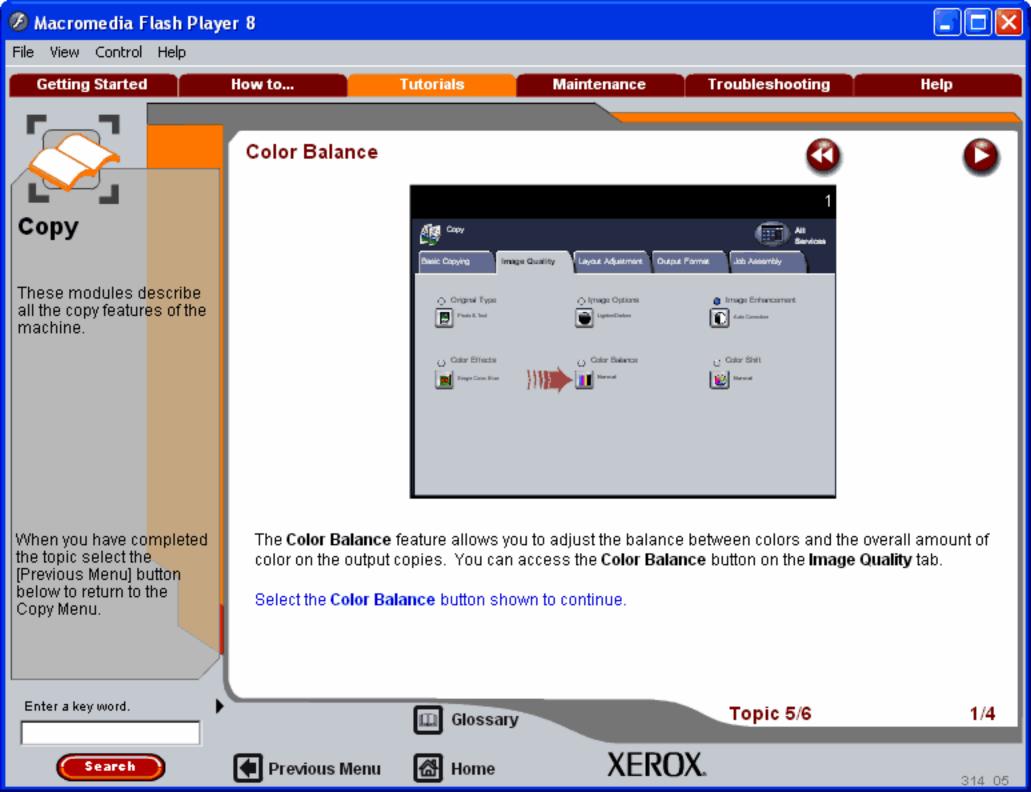


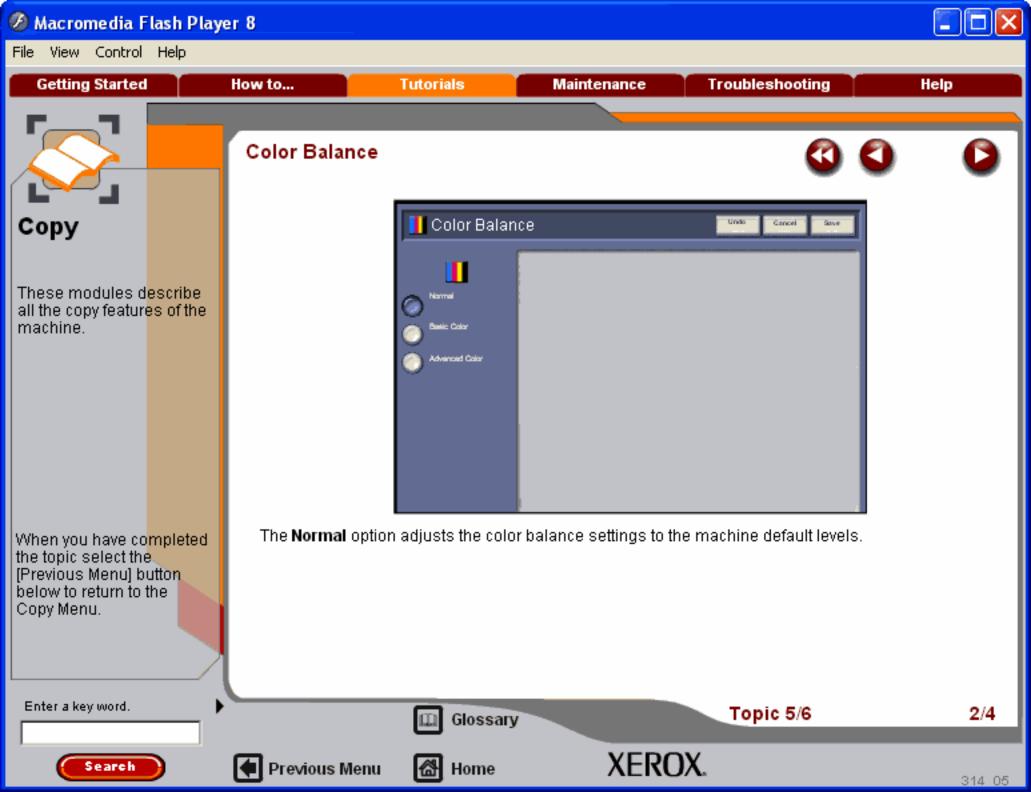


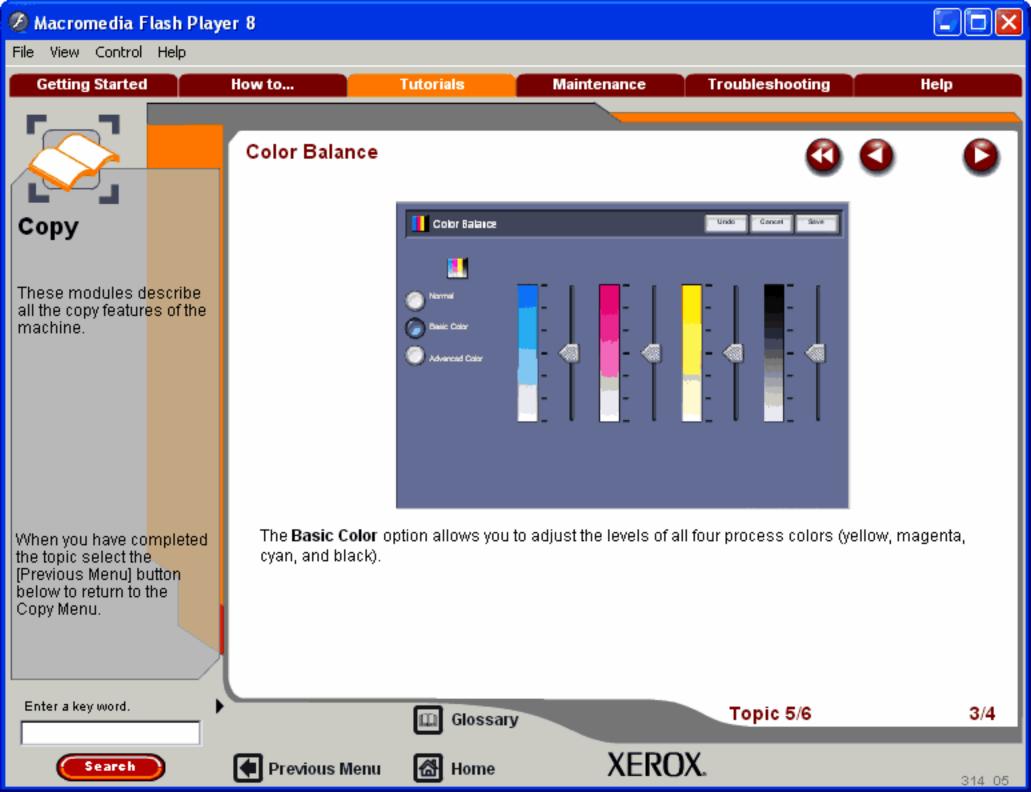


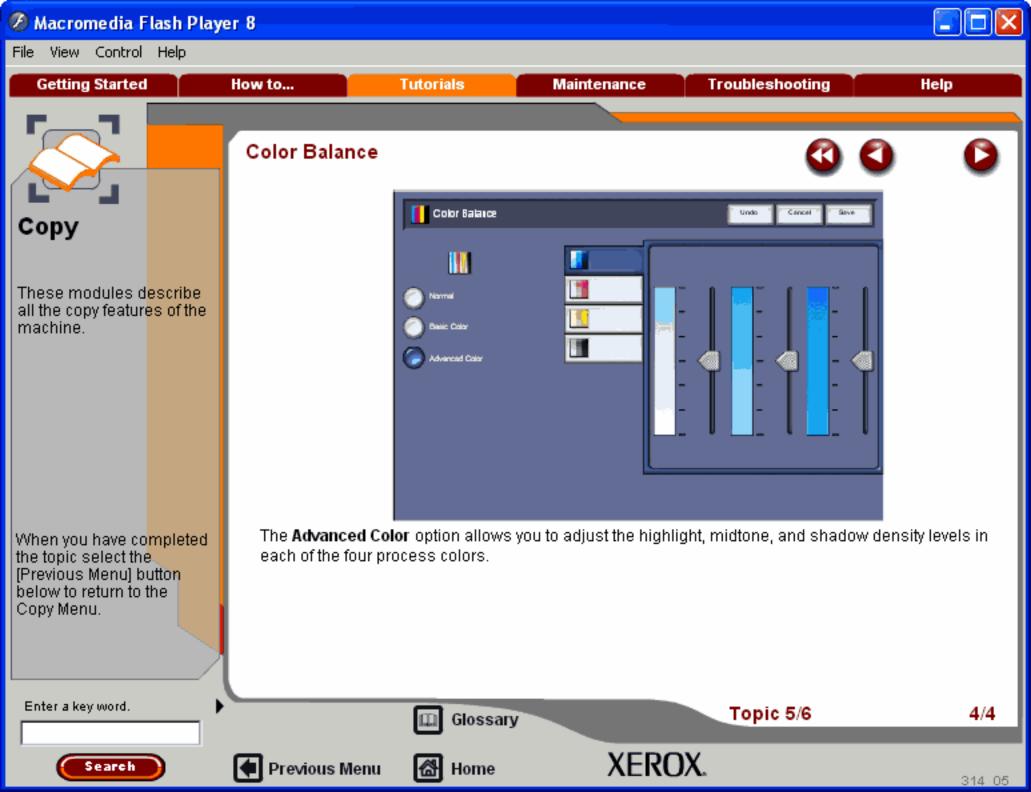


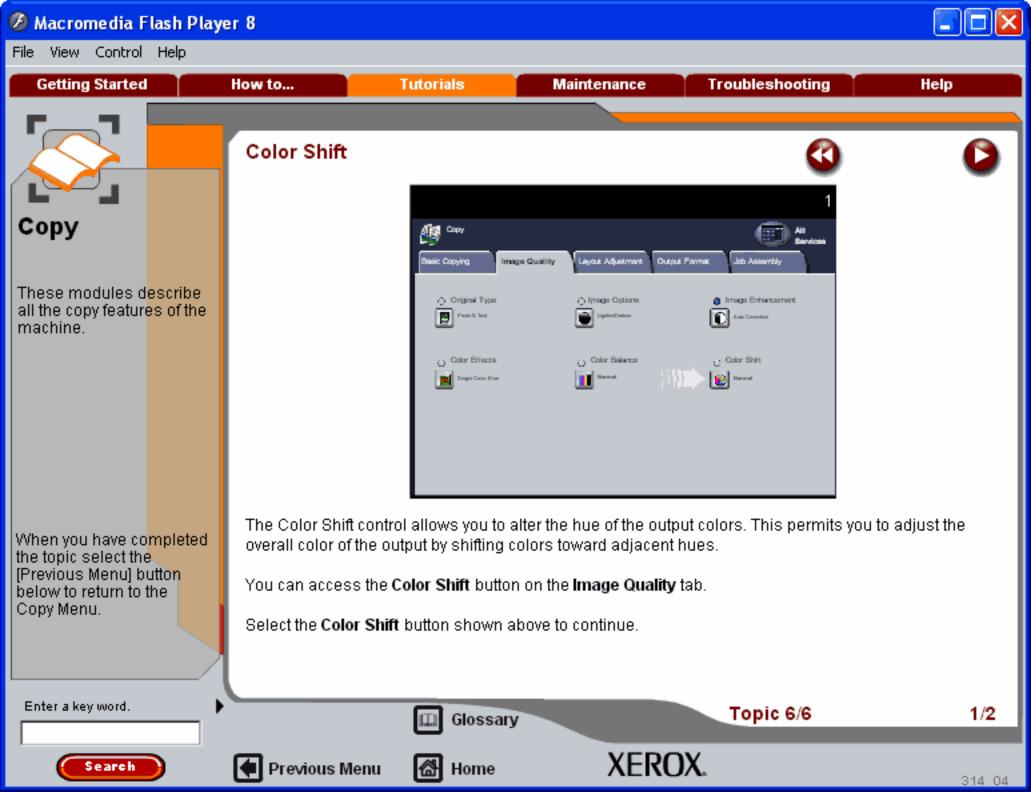


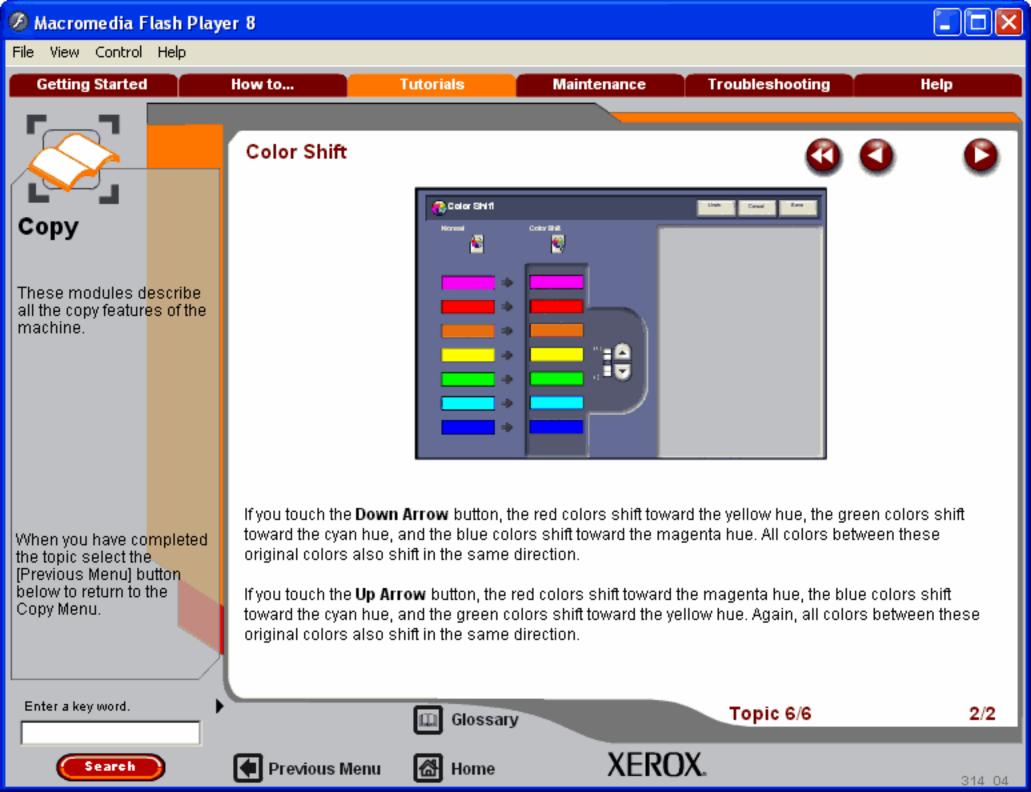


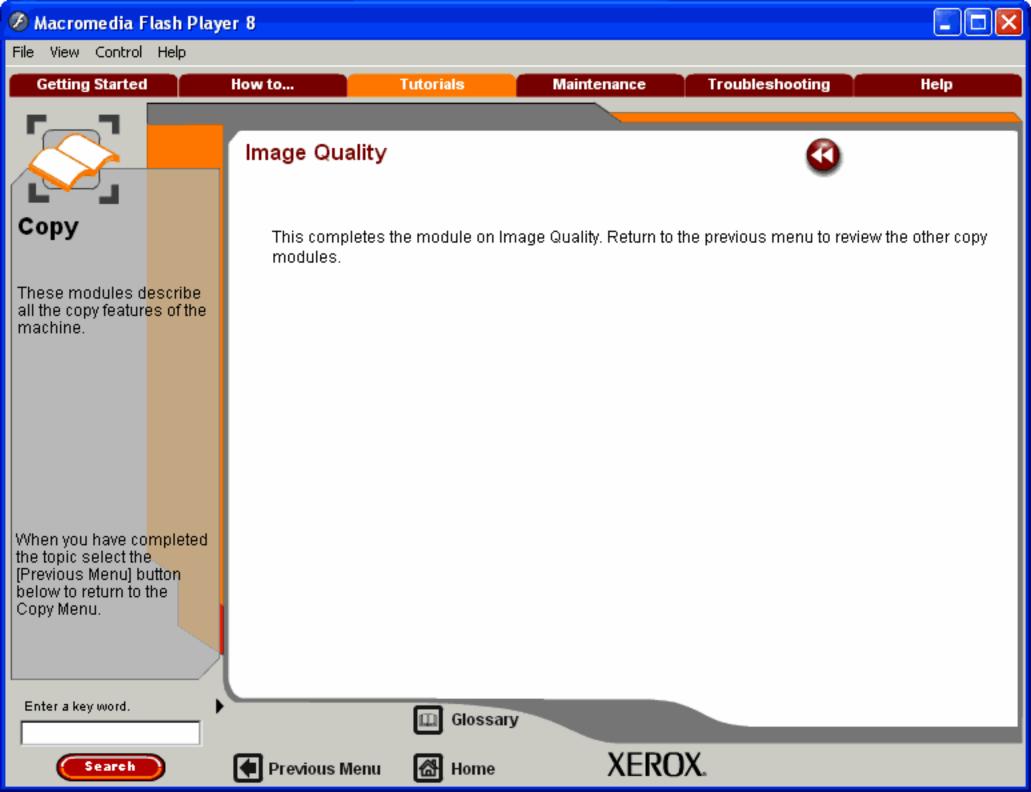


















How to... Troubleshooting **Tutorials** Maintenance Help



## Сору

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**Output Color** 

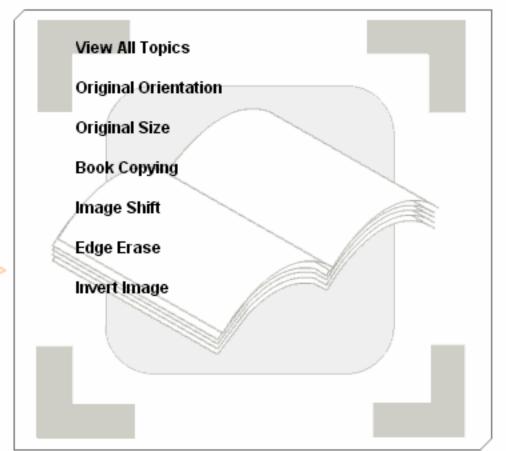
Reduction/Enlargement

2 Sided Copying

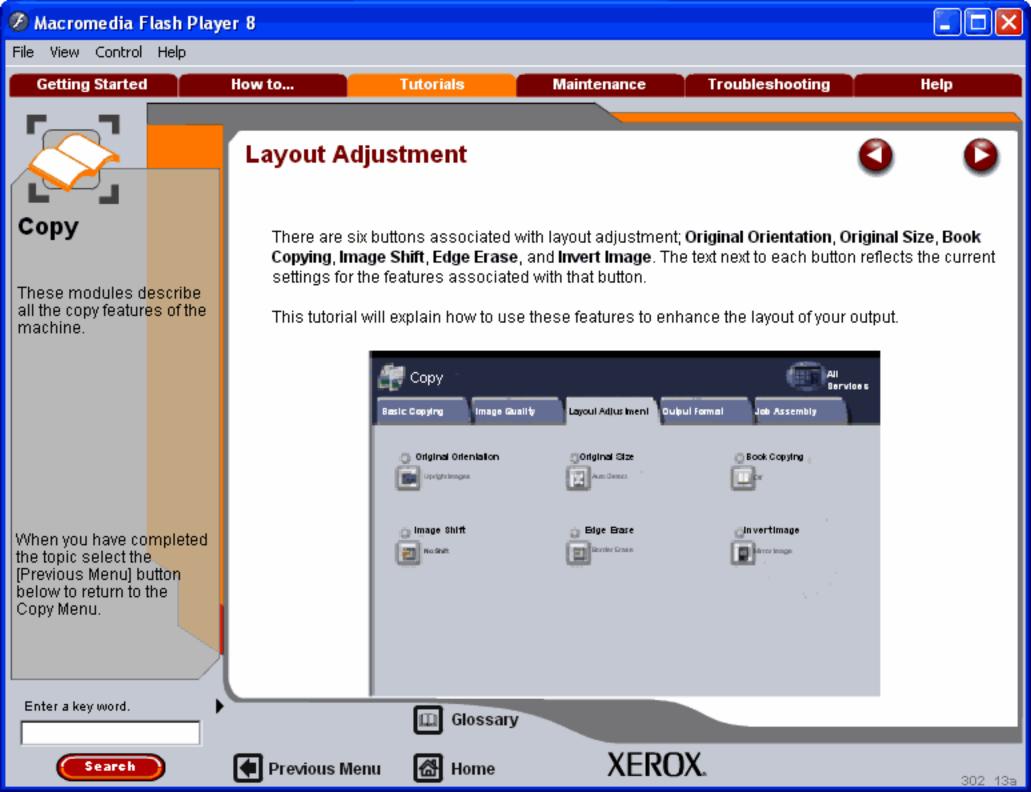
Image Quality >>>

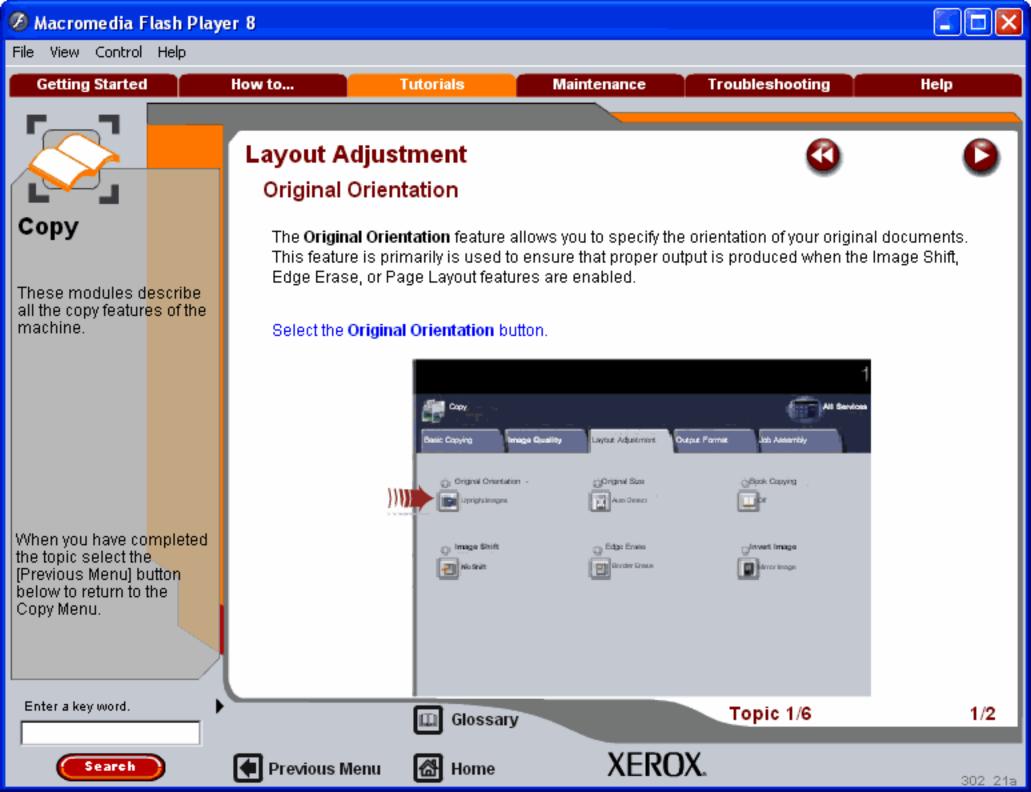
Output formats >>>

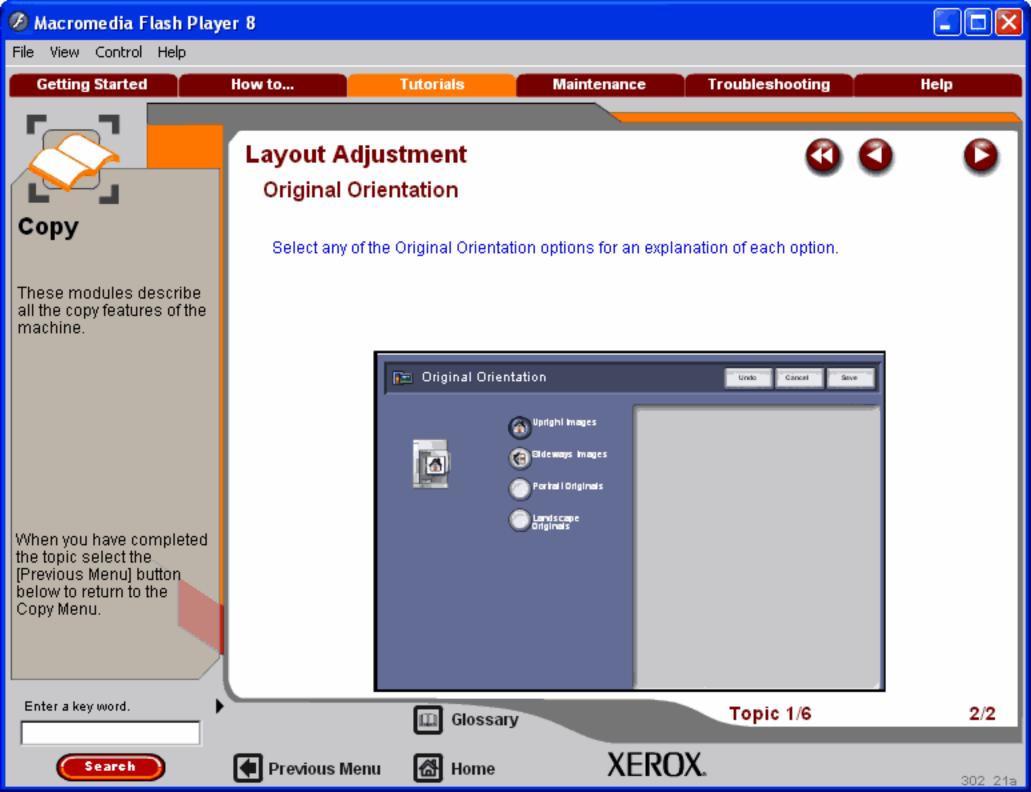
Job Assembly >>>

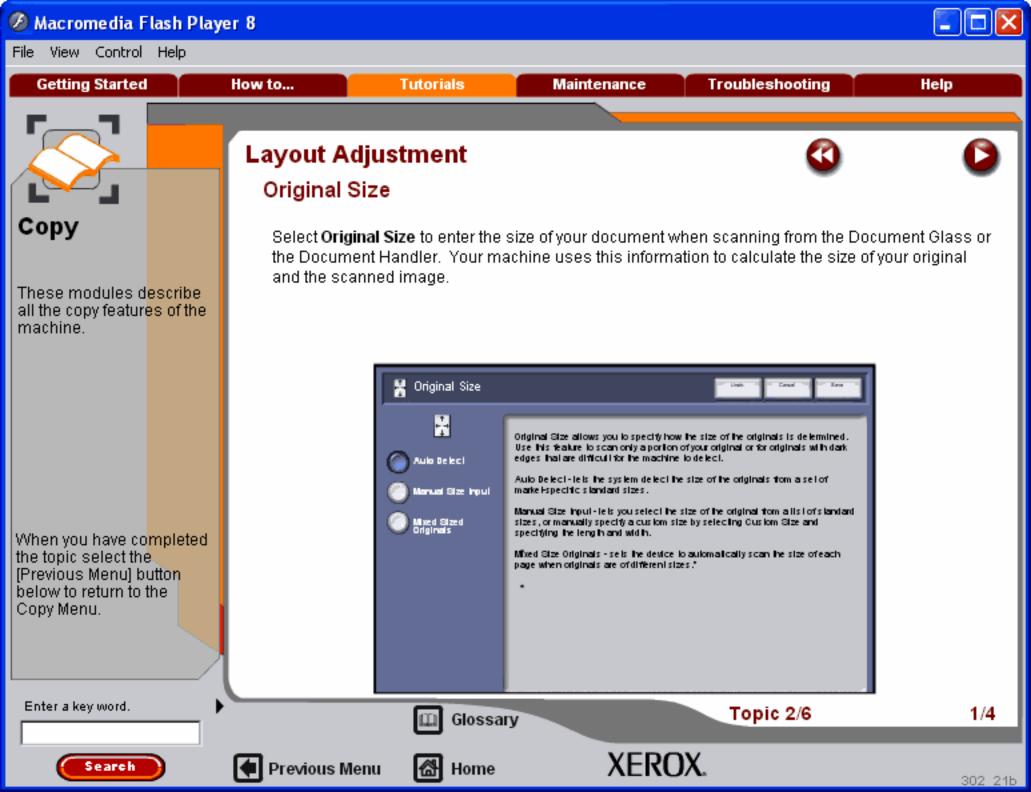




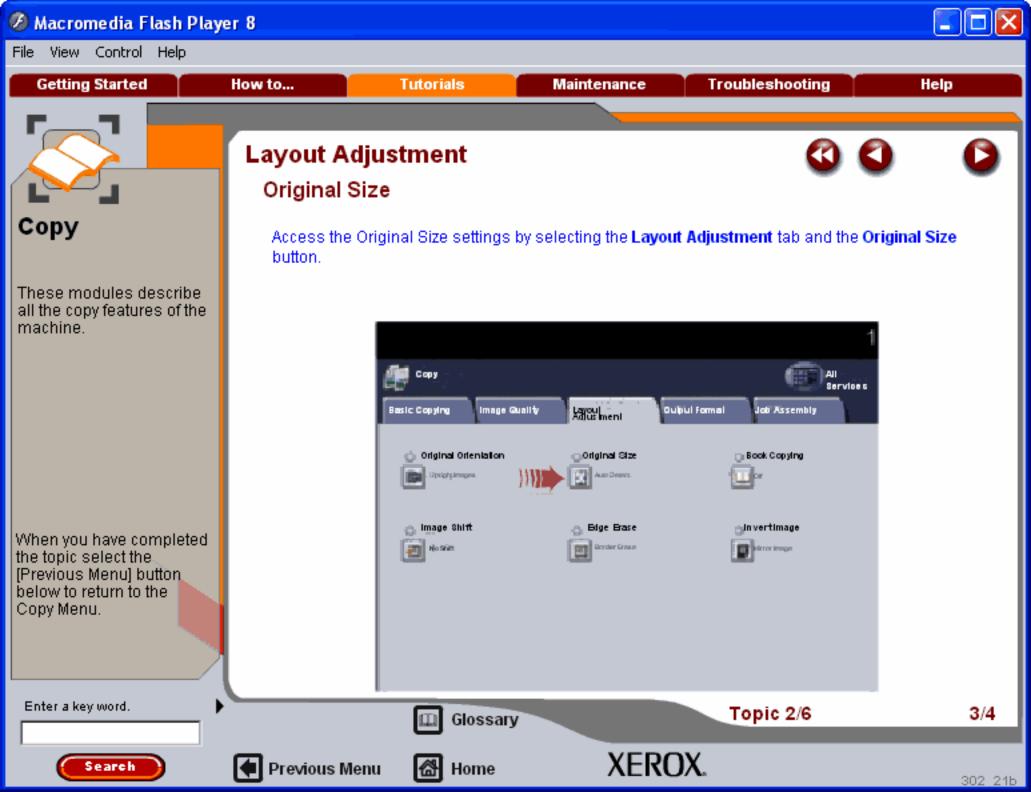






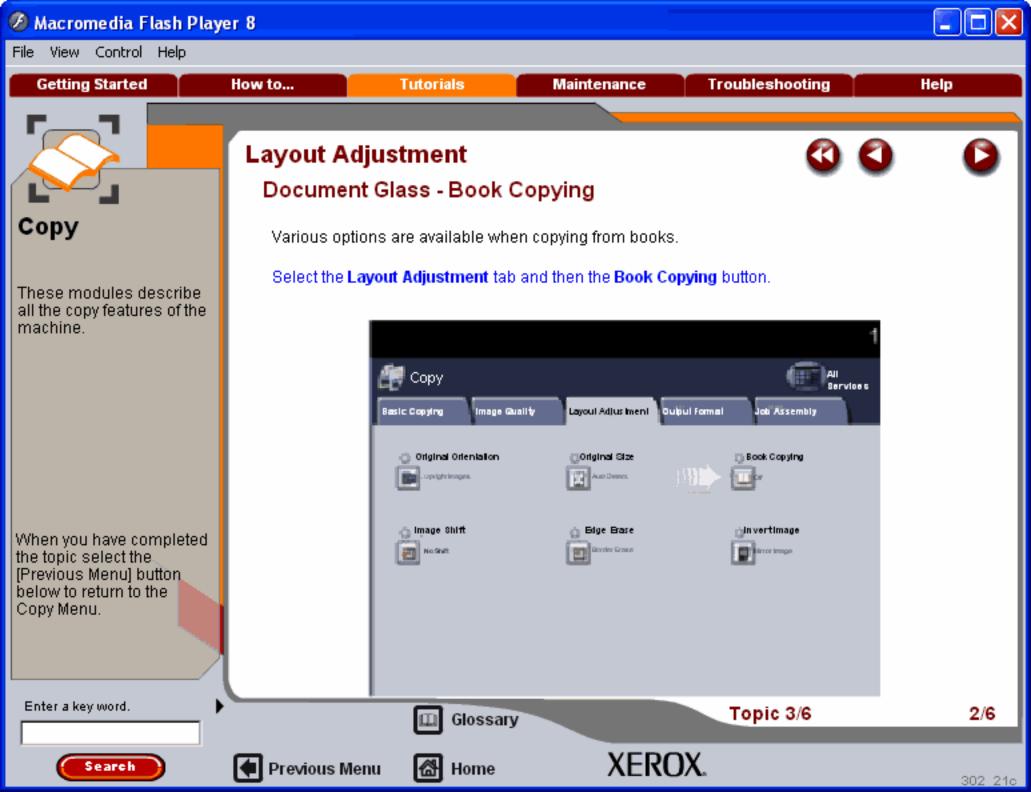




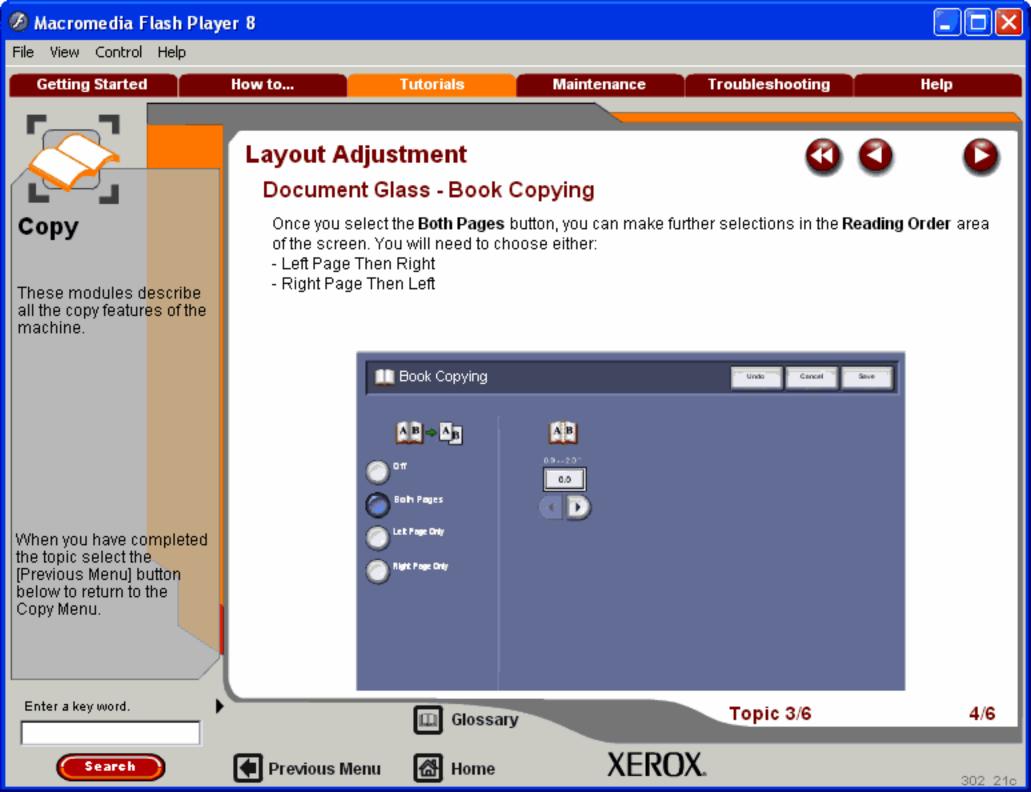




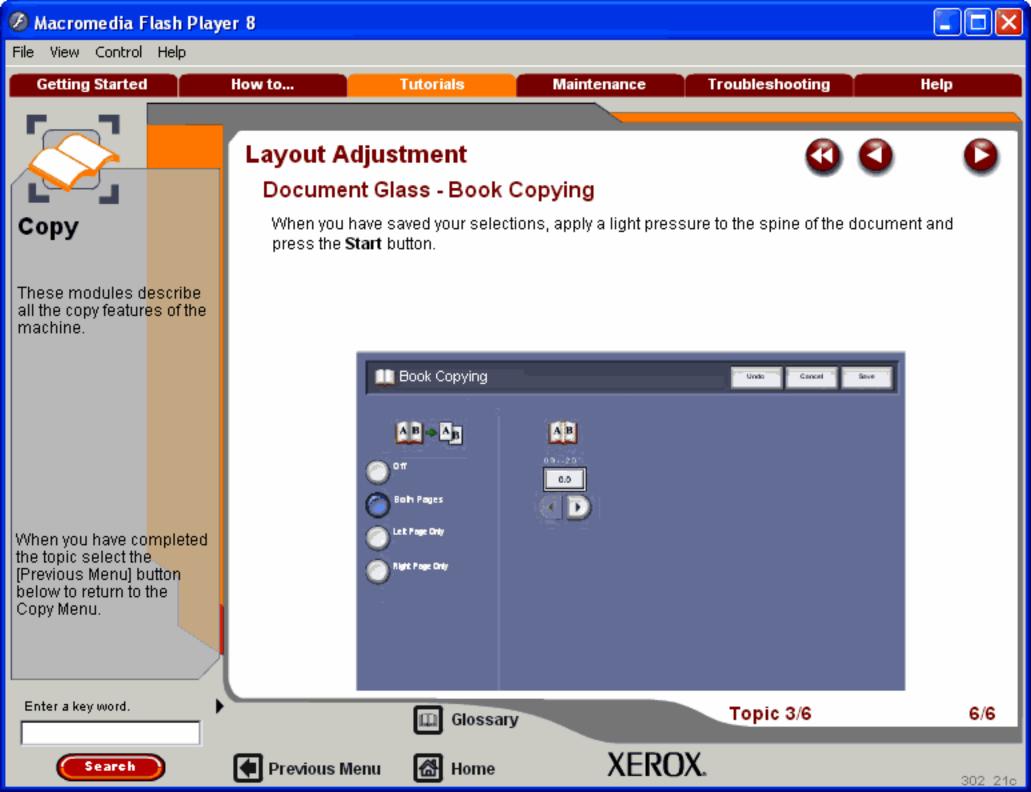






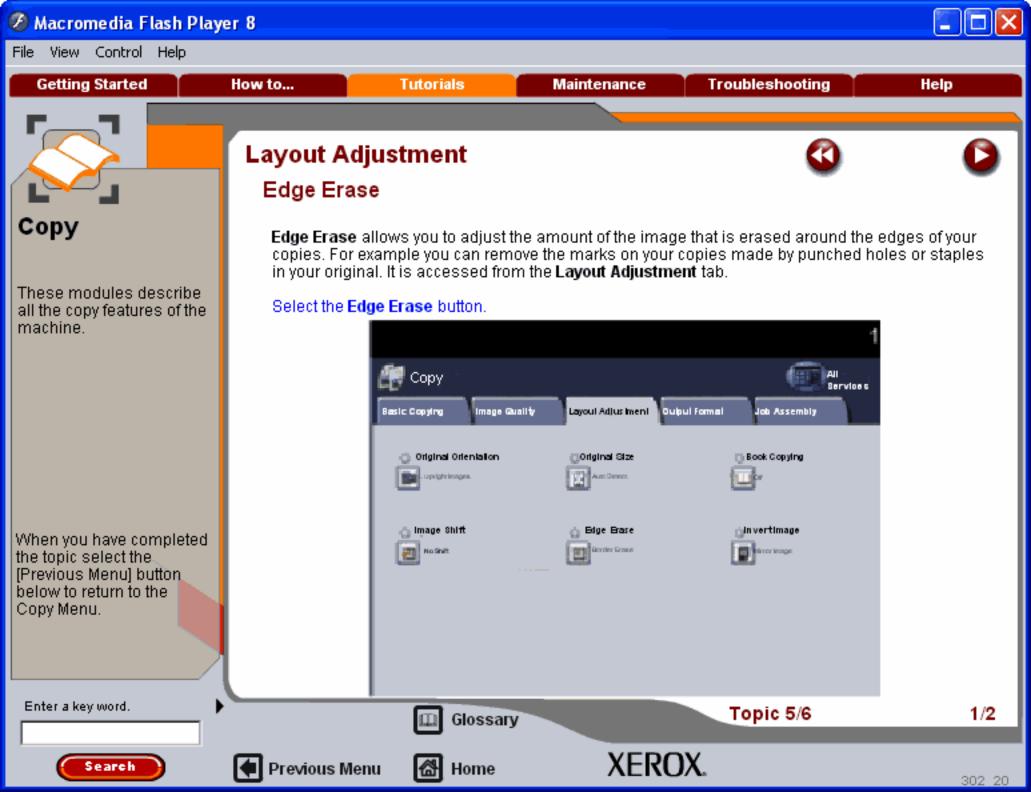




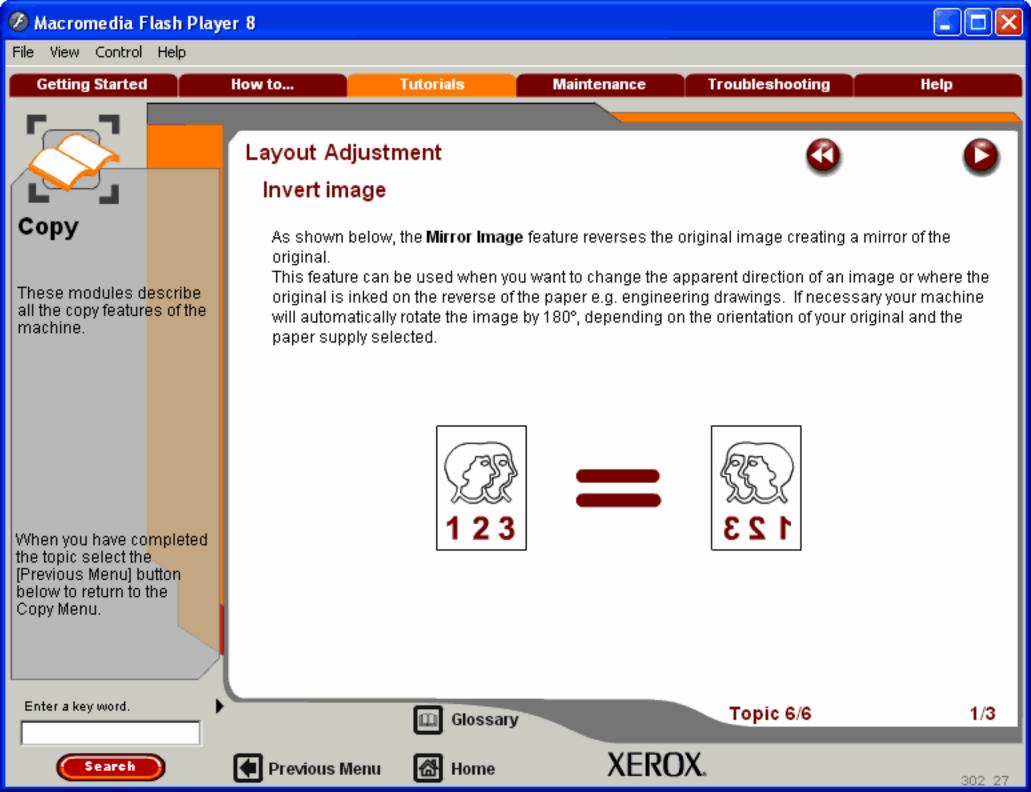


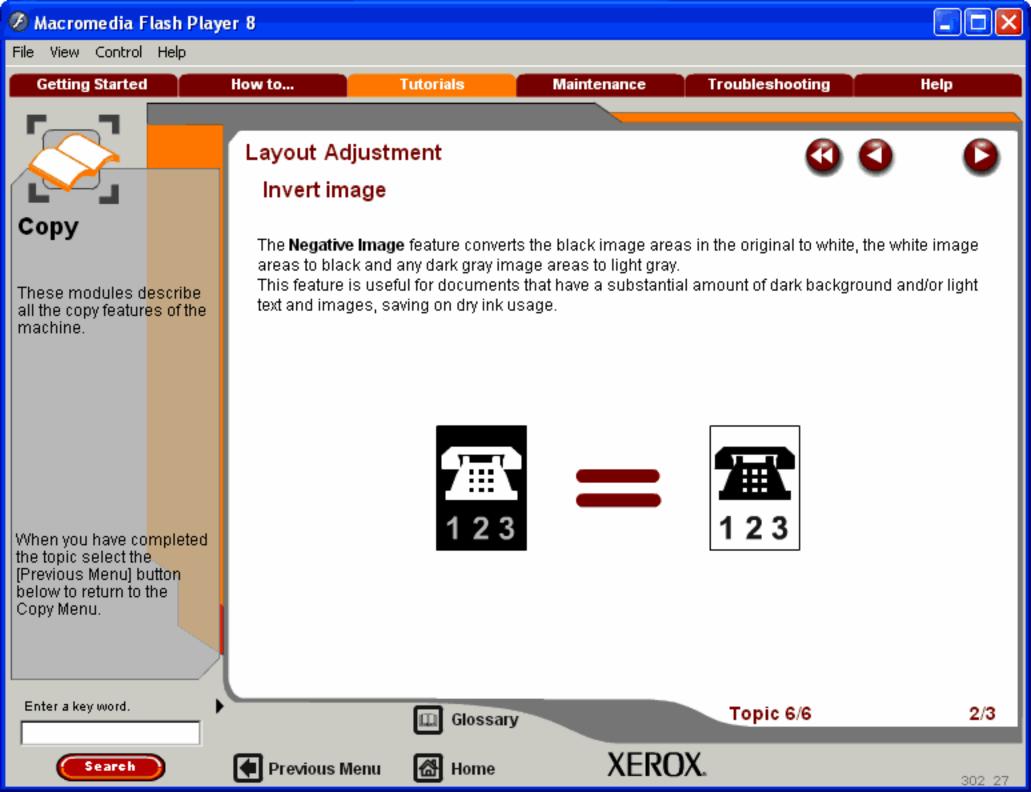


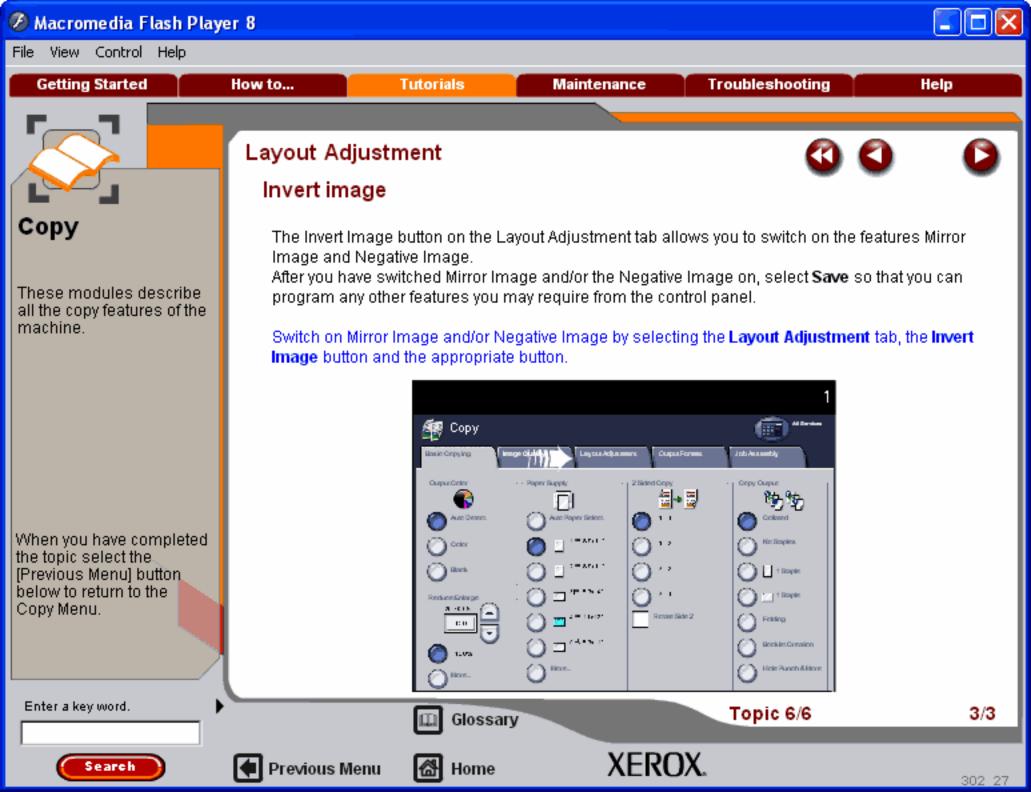


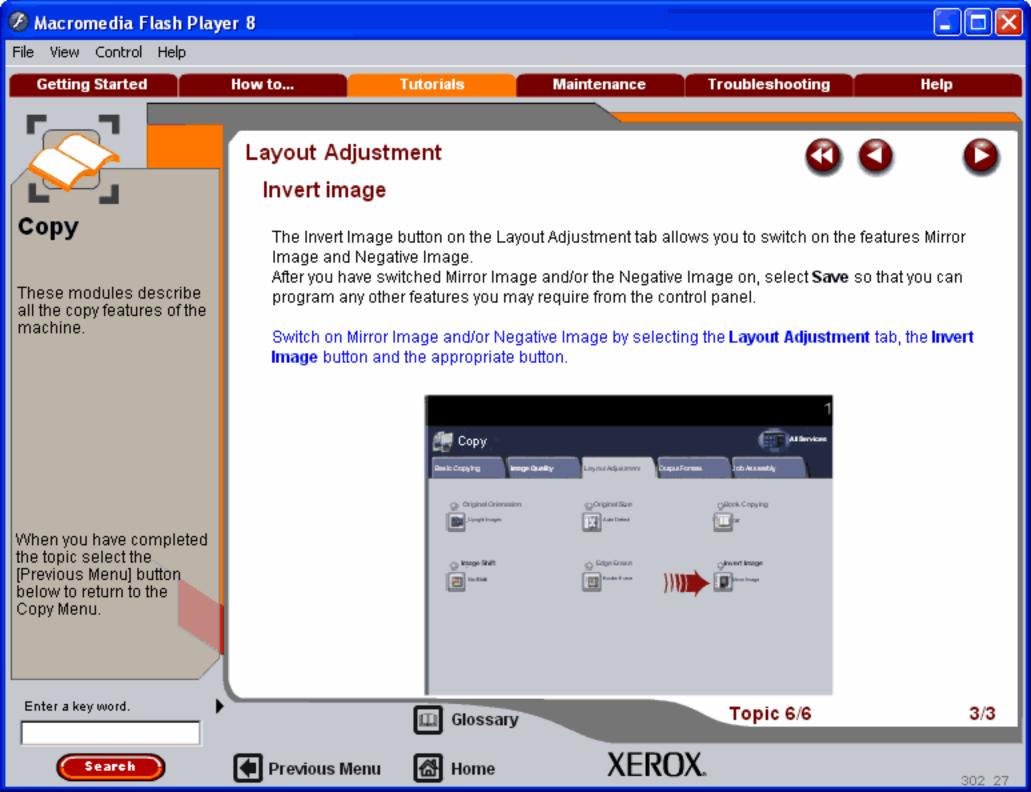


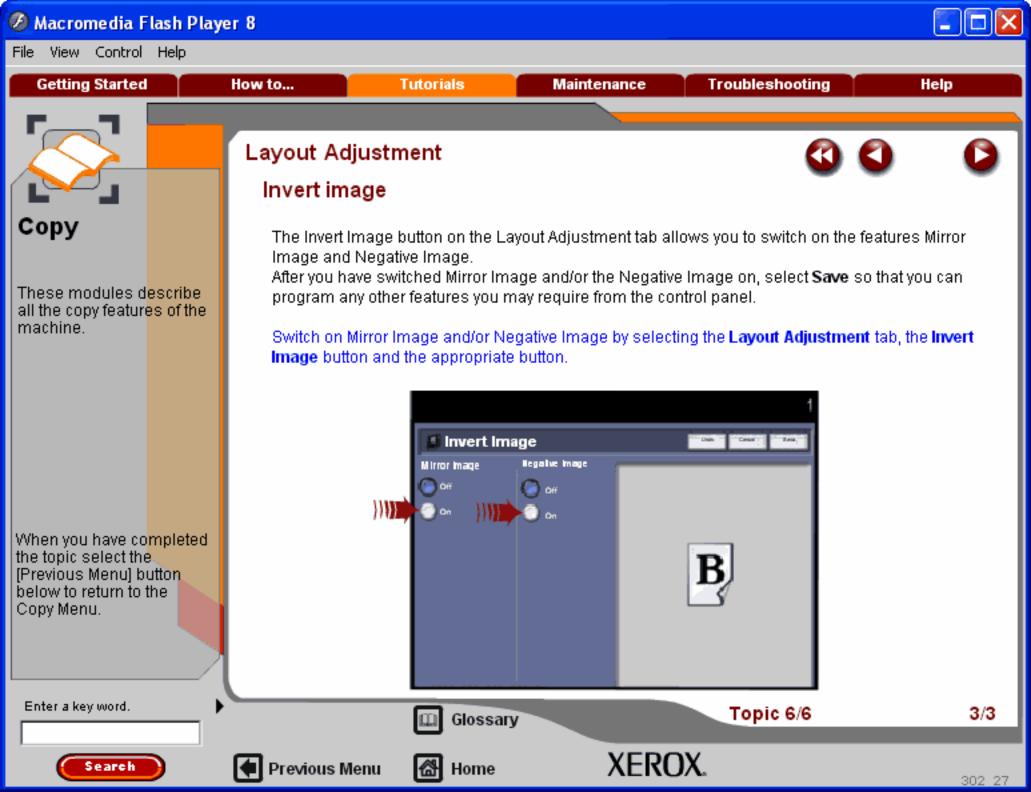


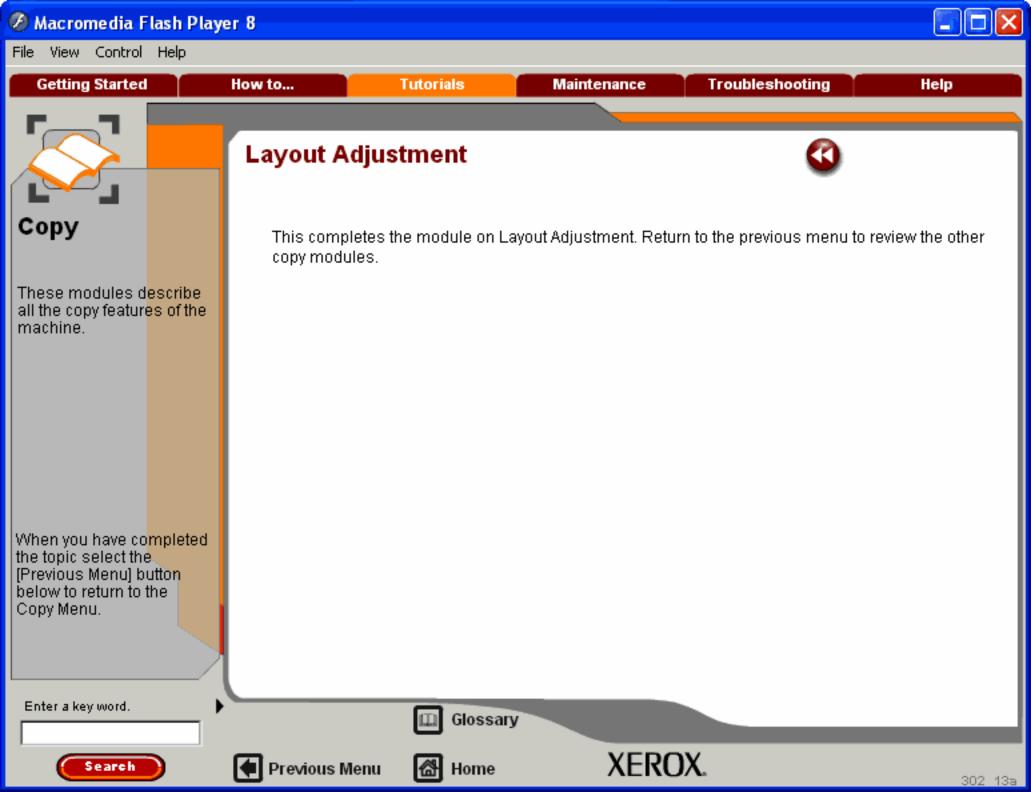


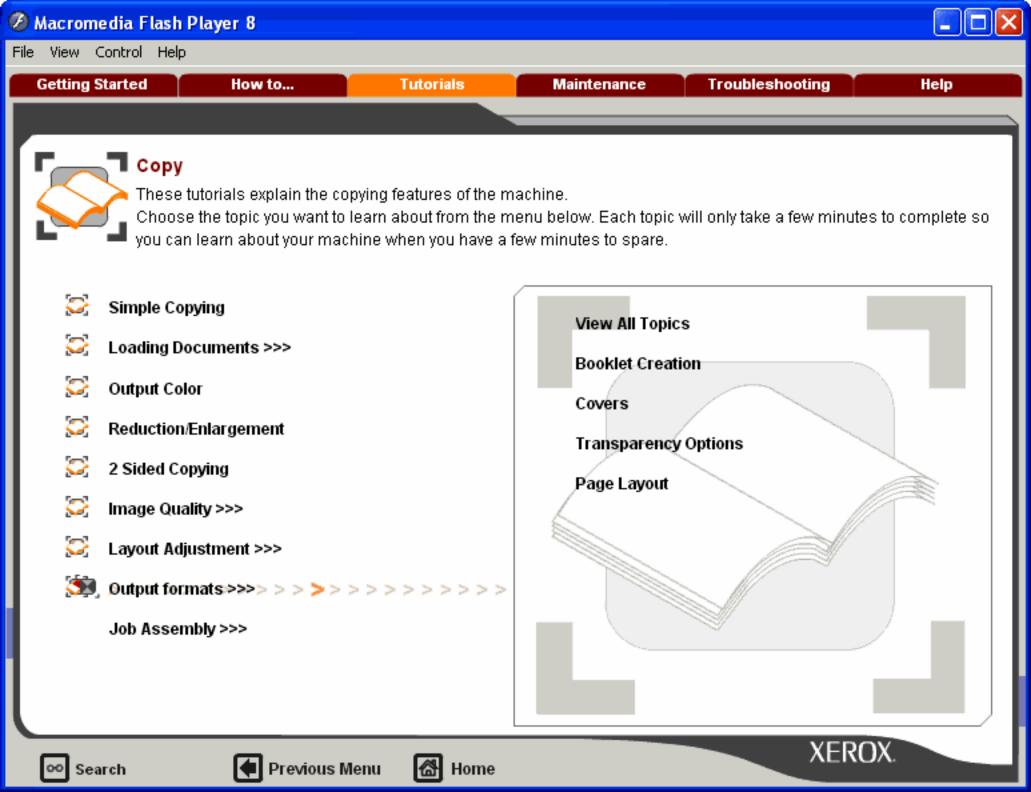


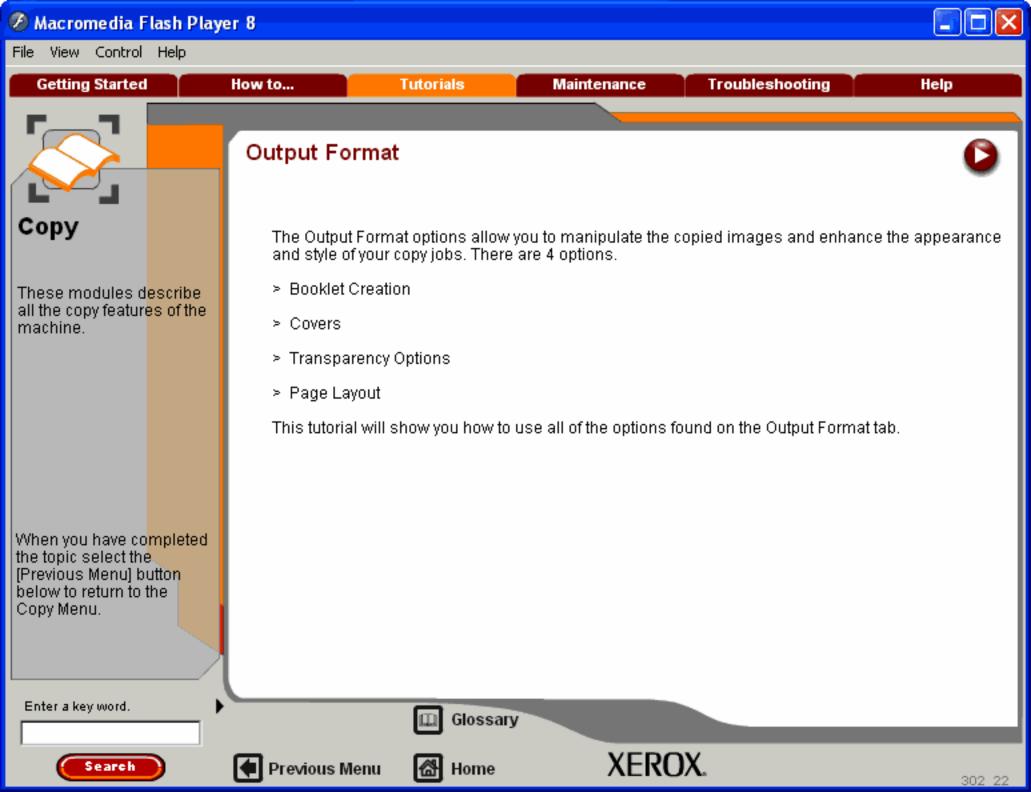


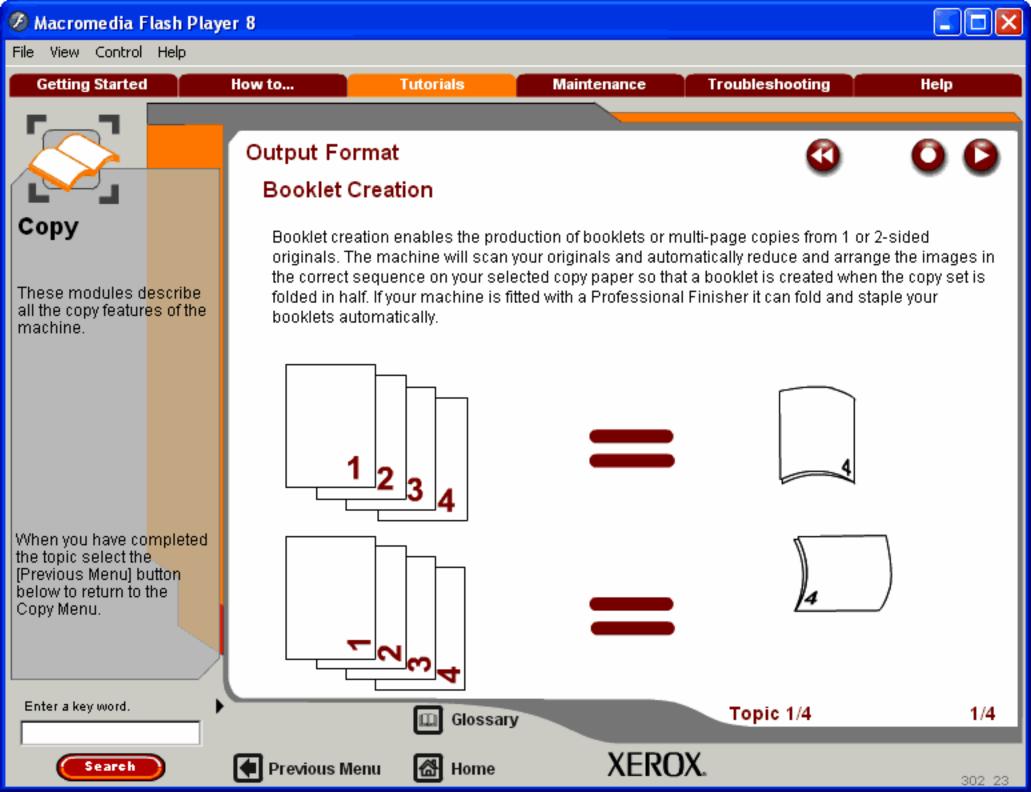


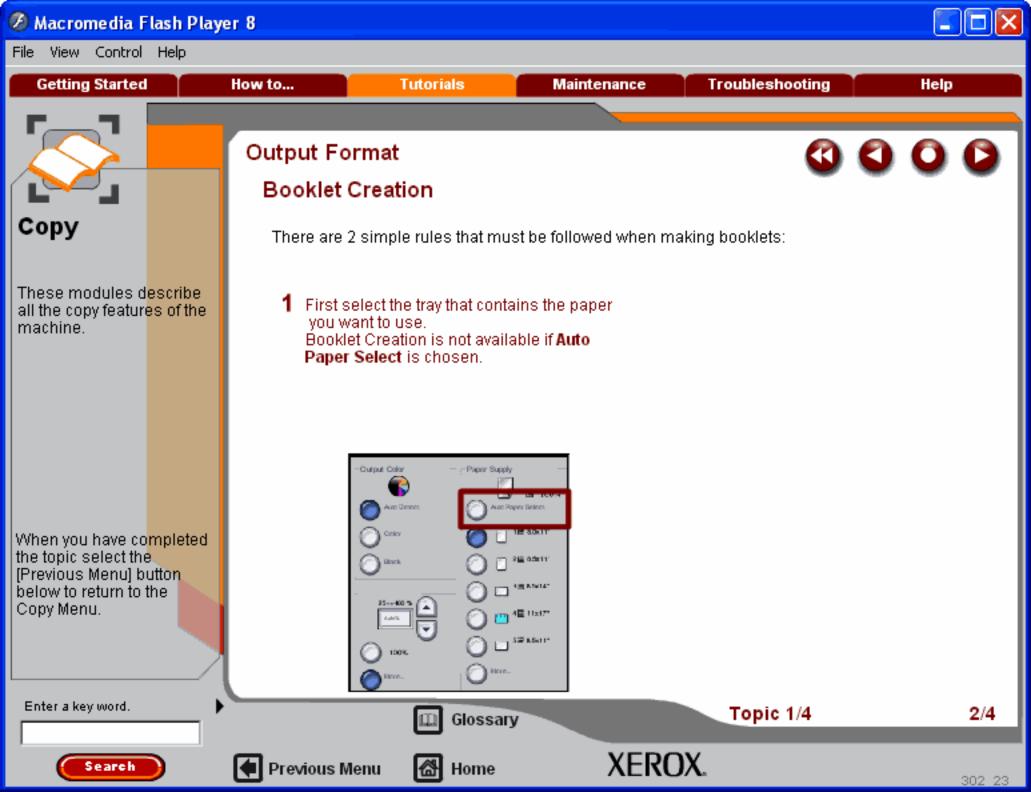


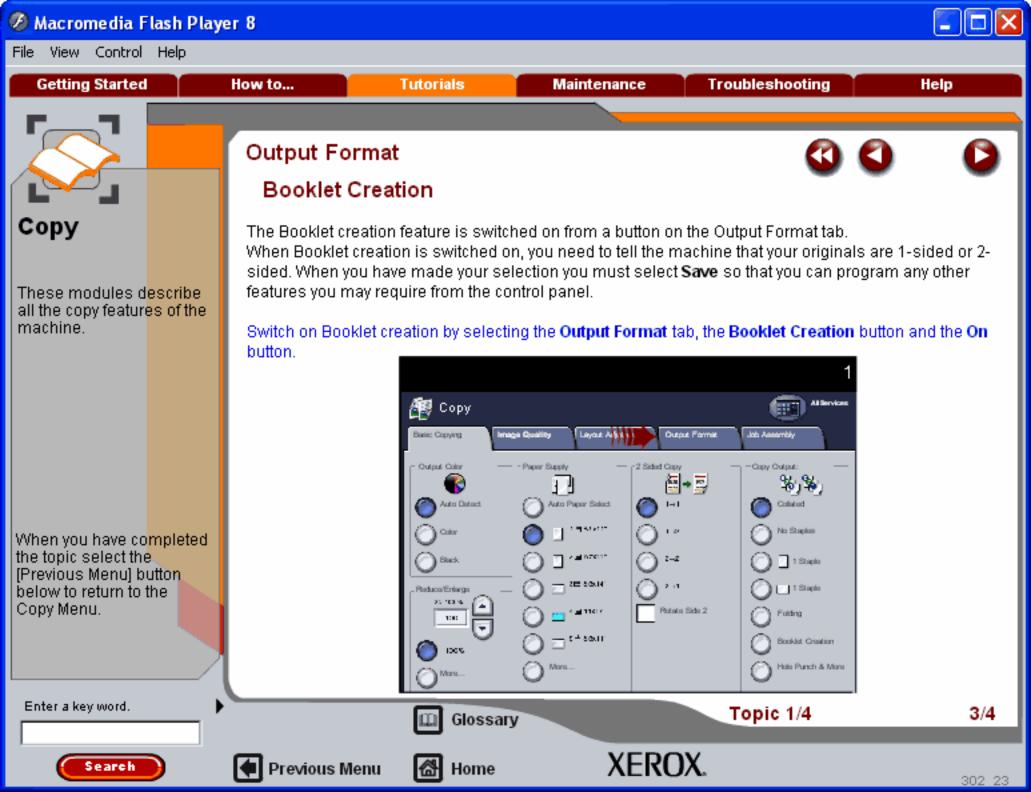


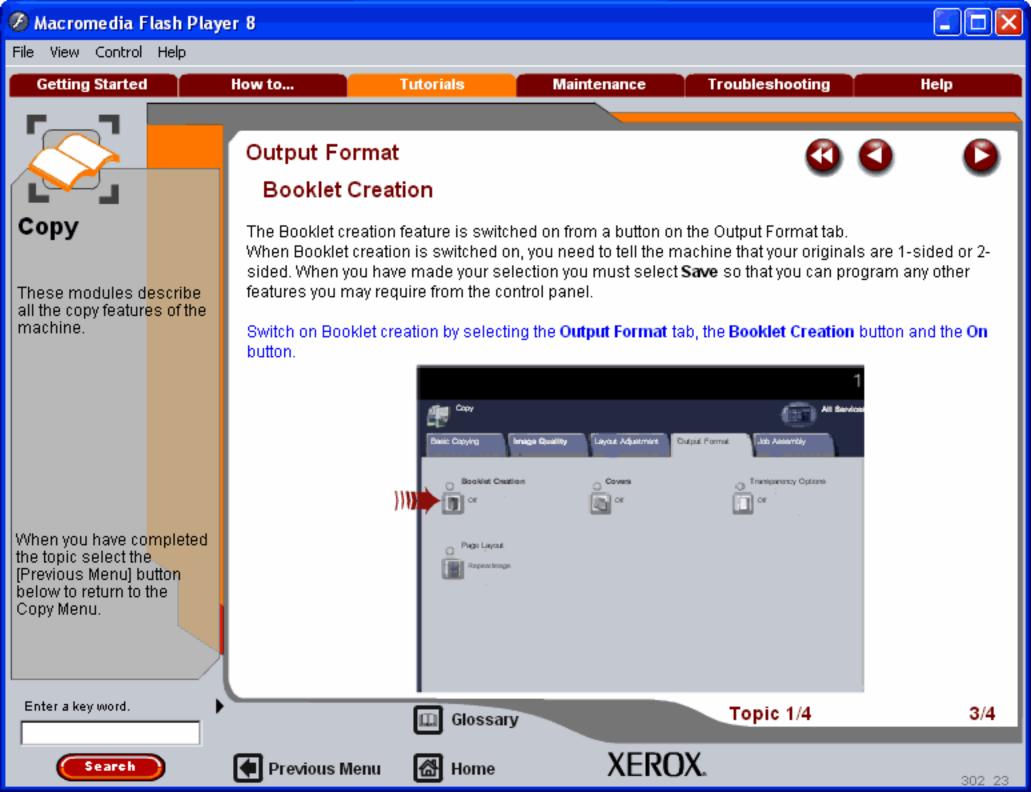


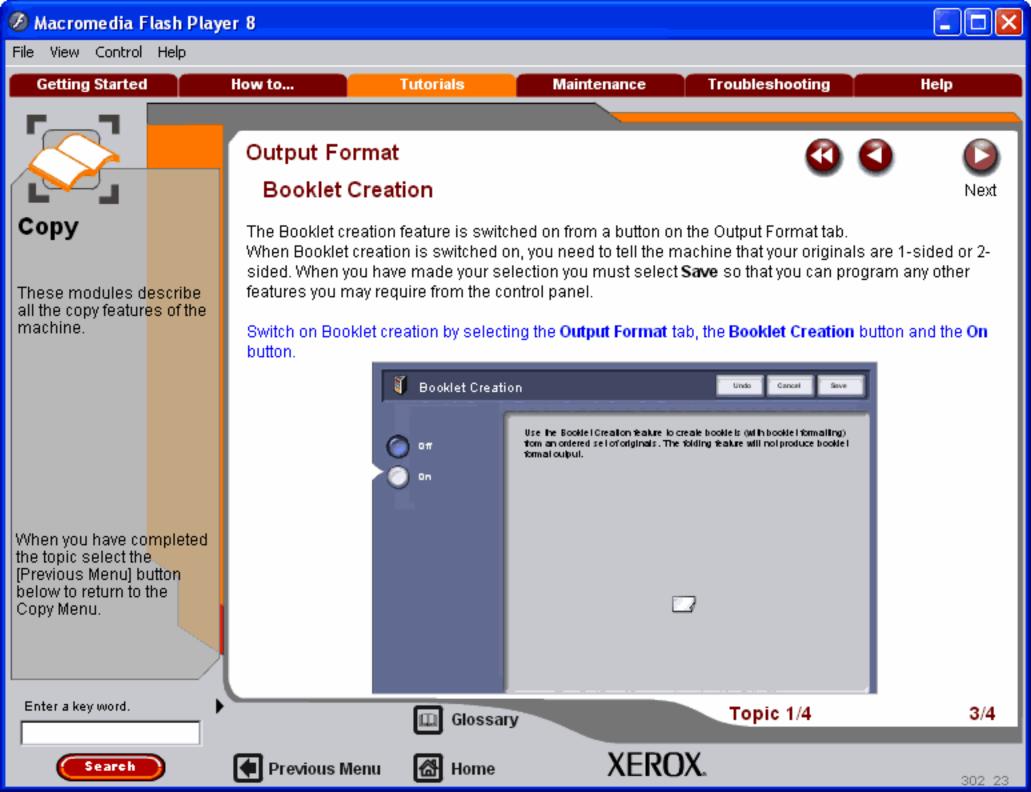




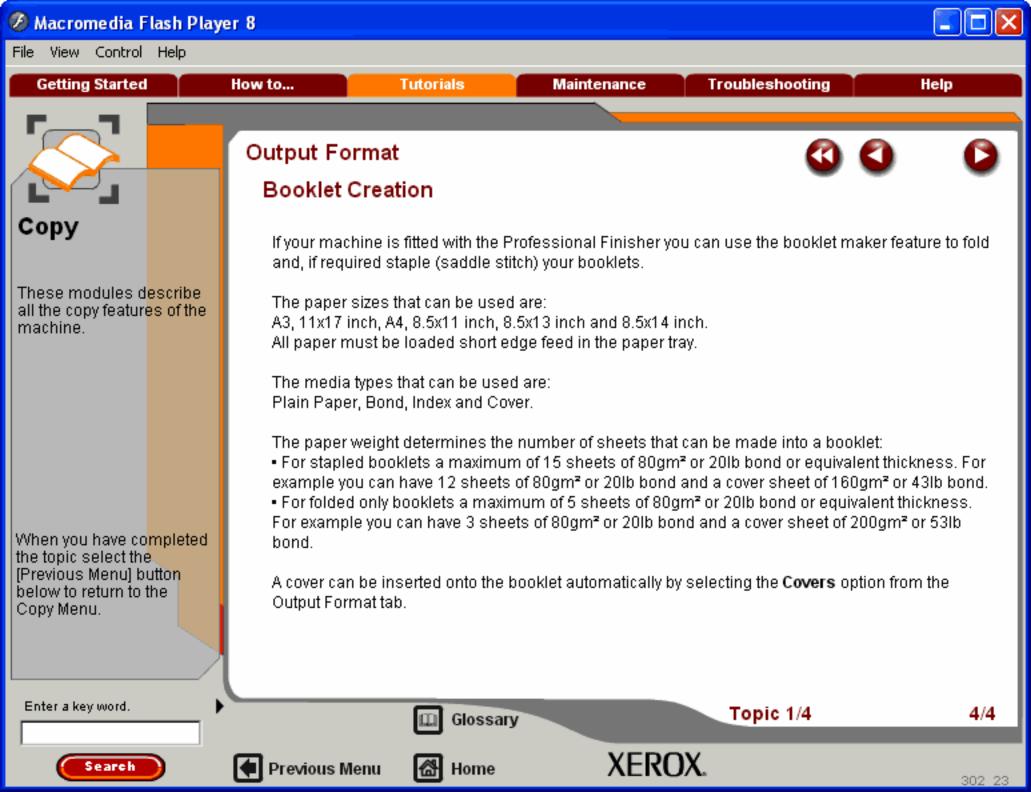


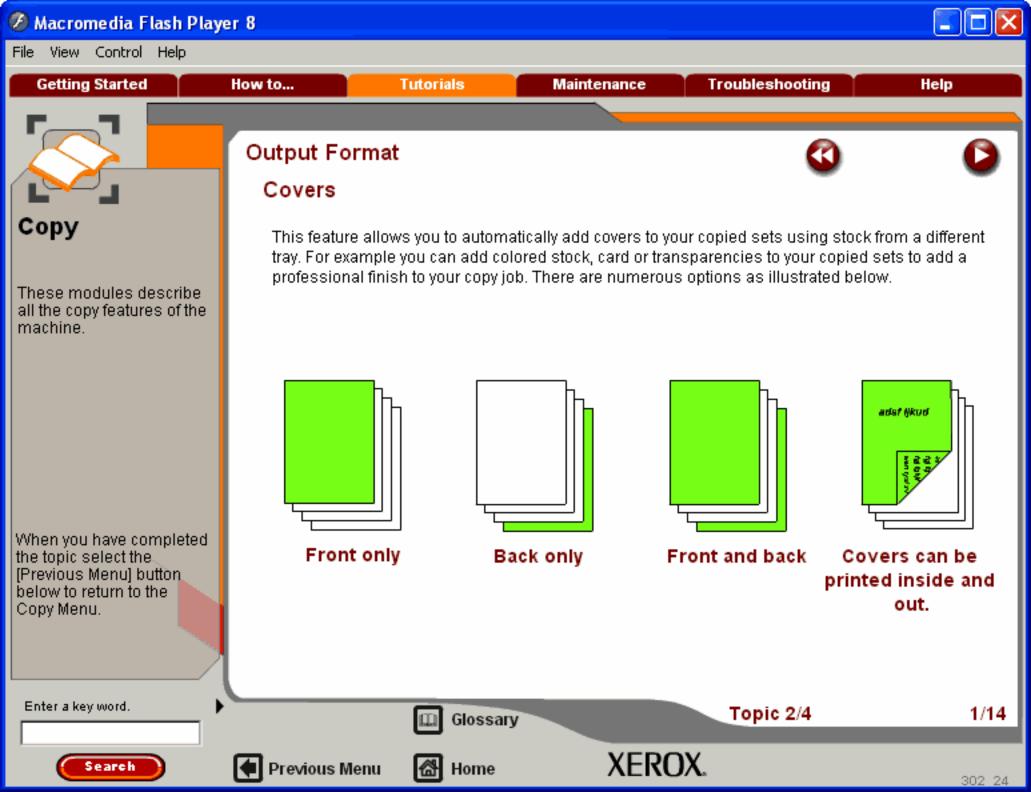


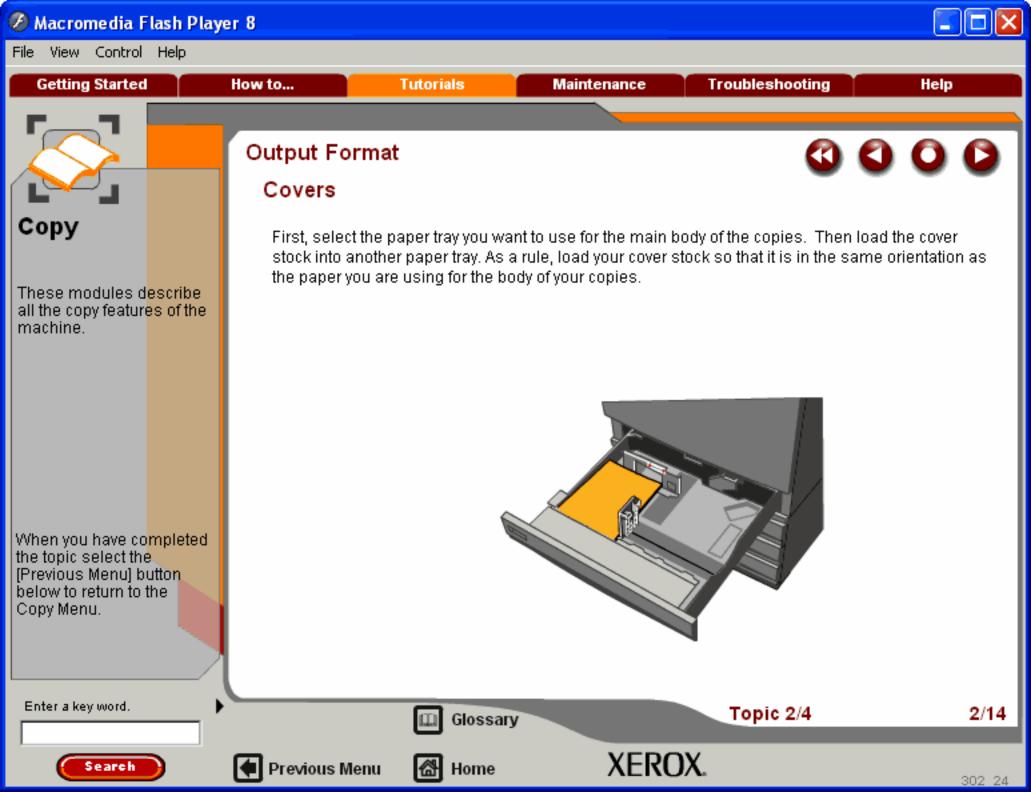


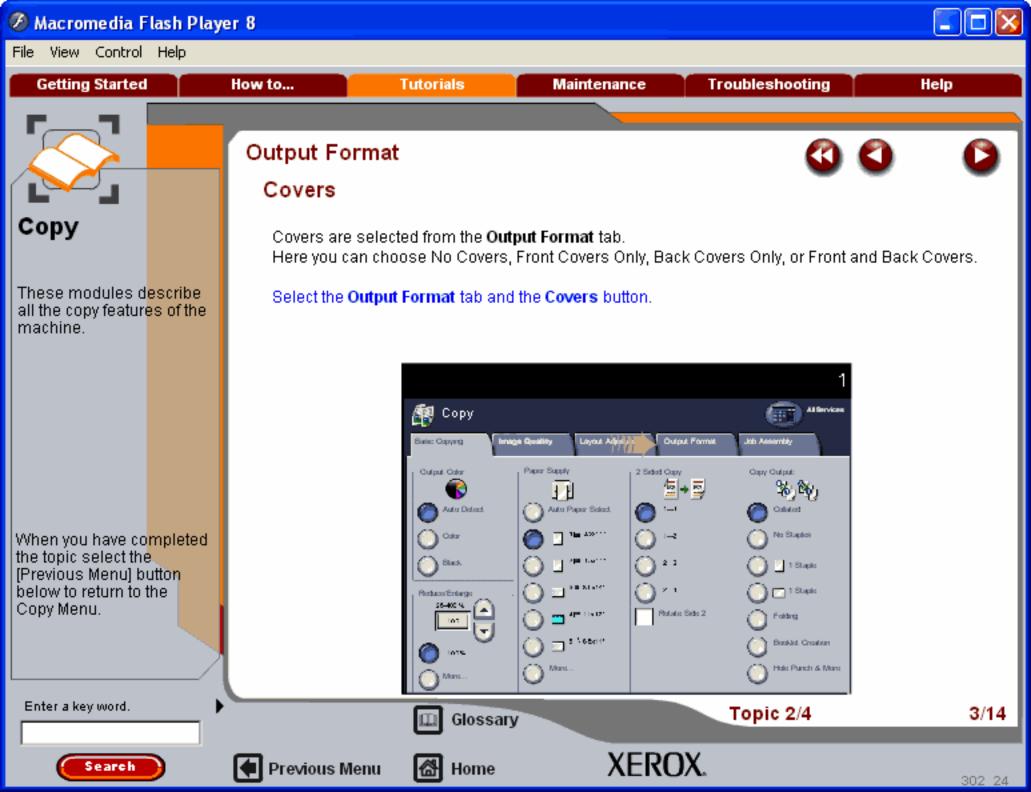


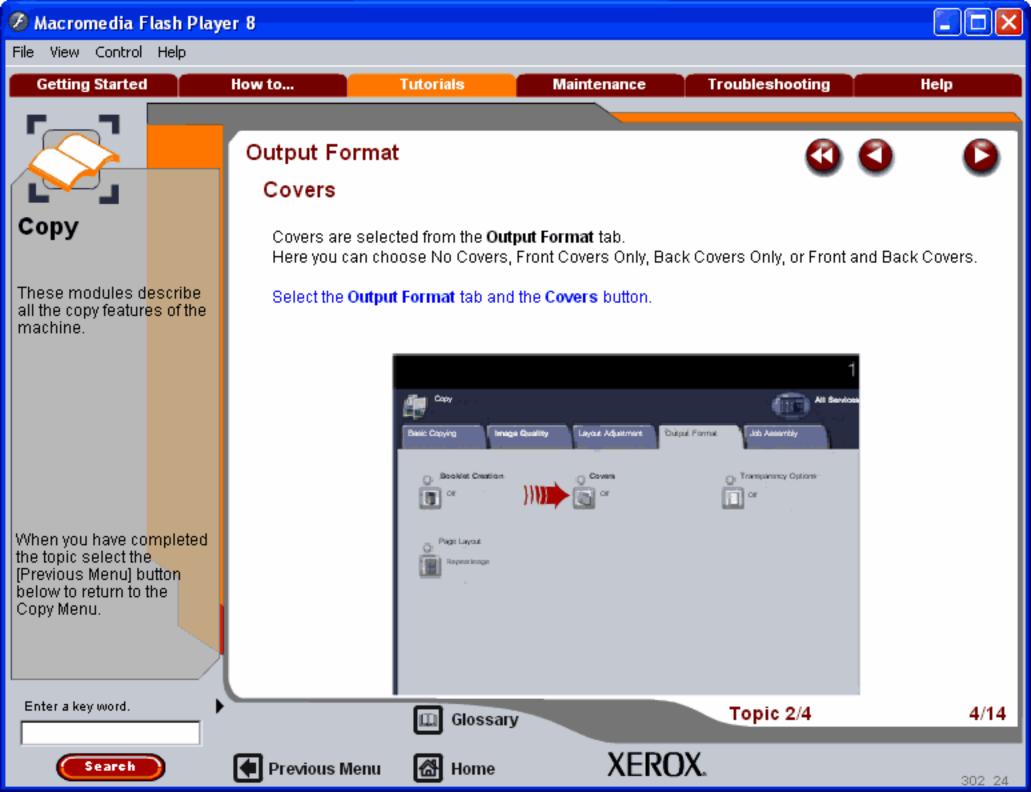


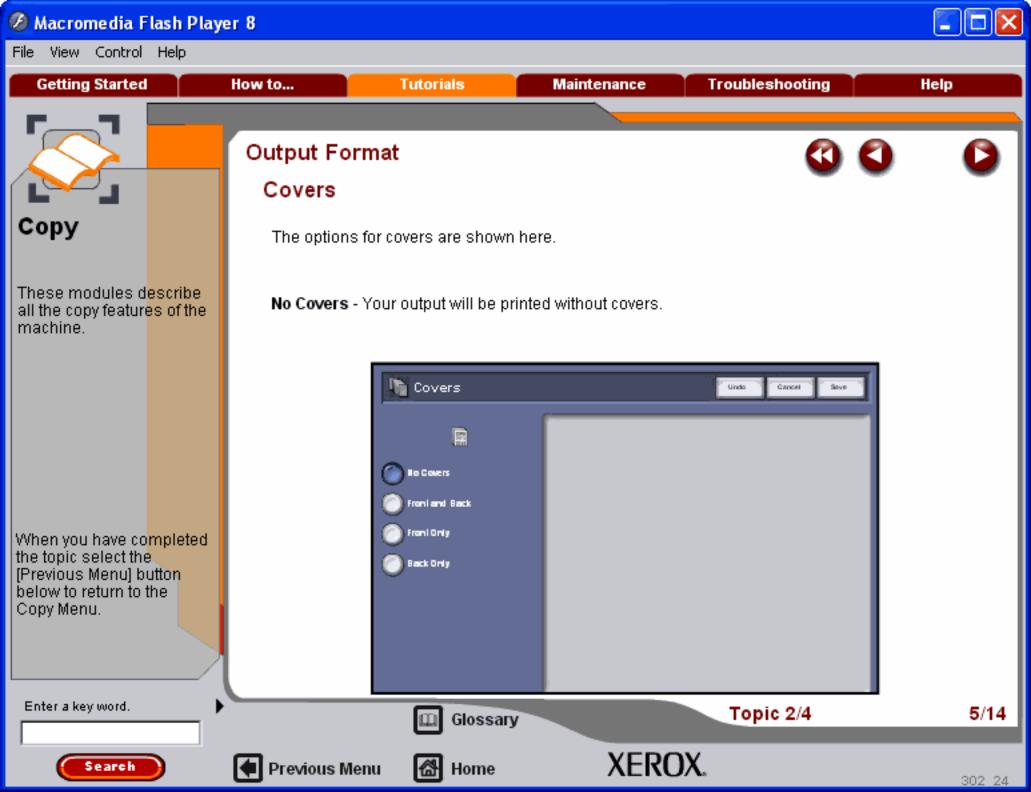


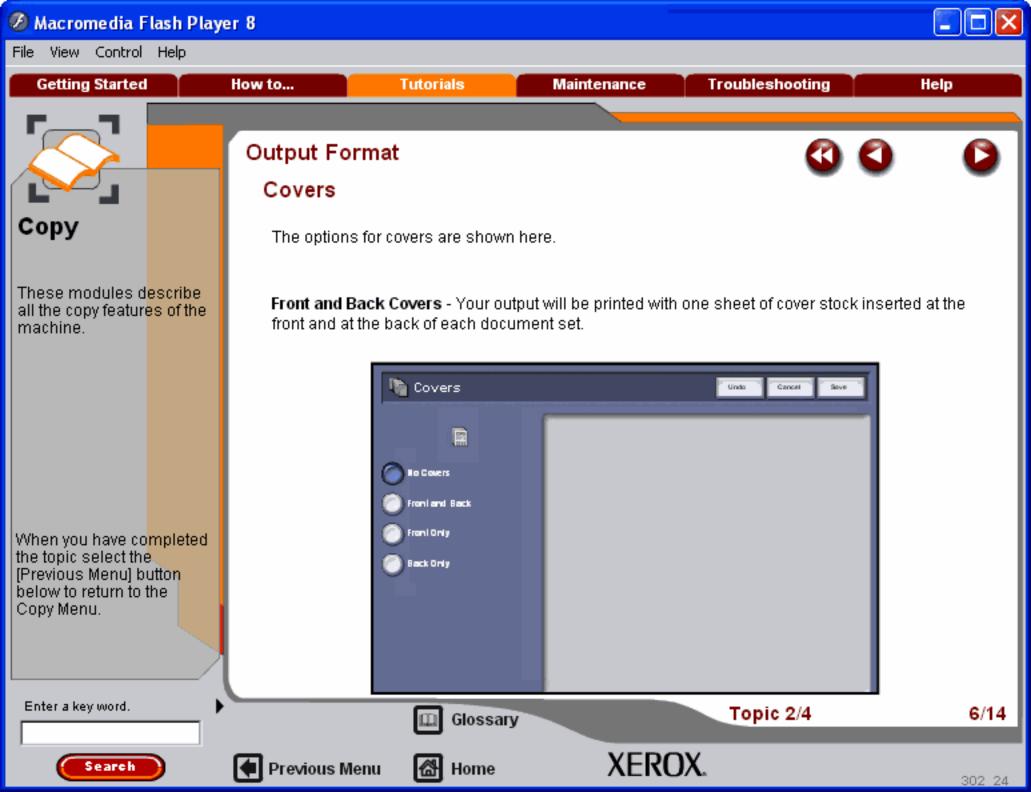


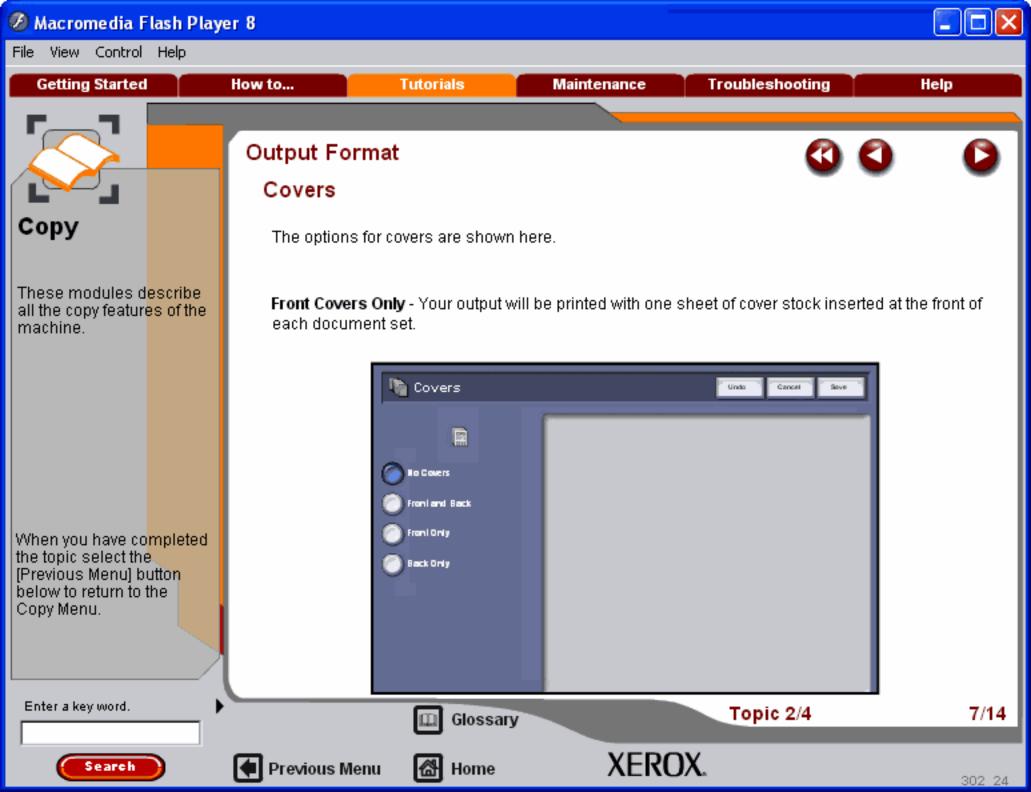


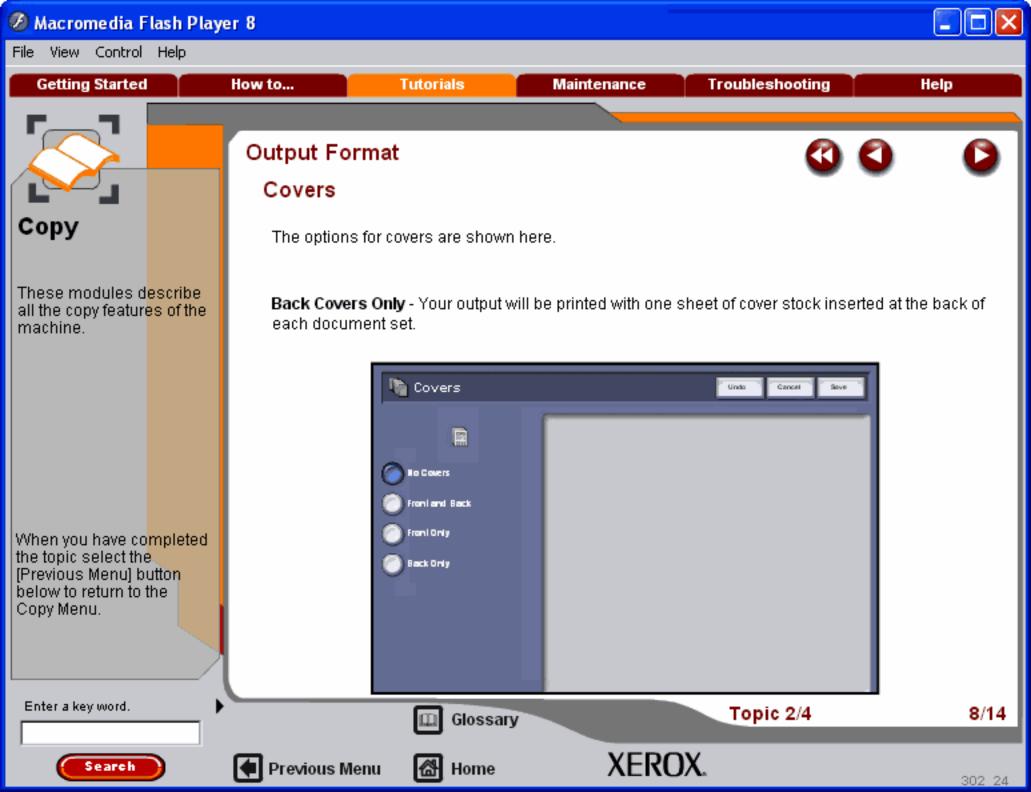


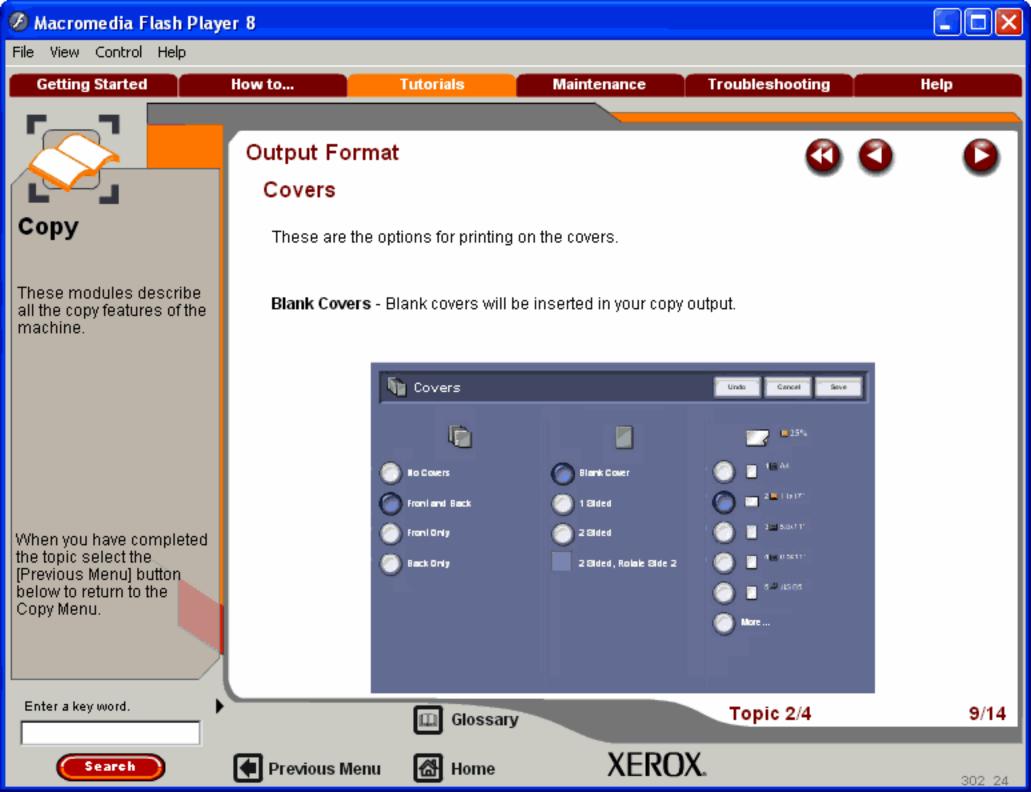


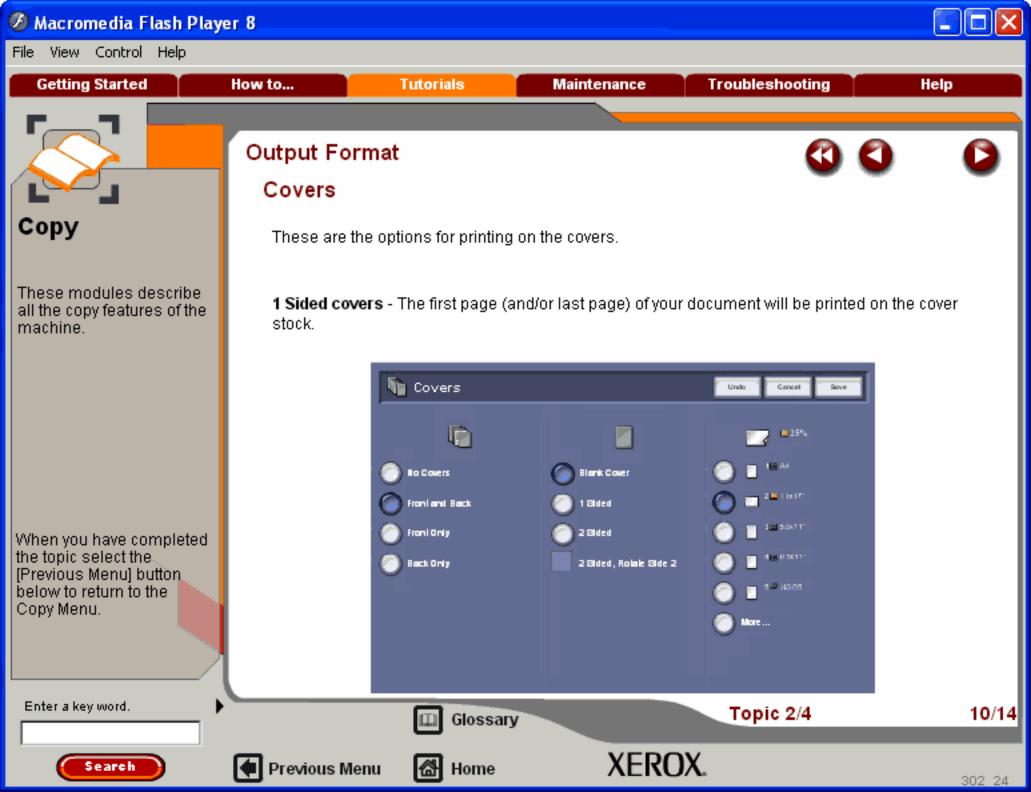








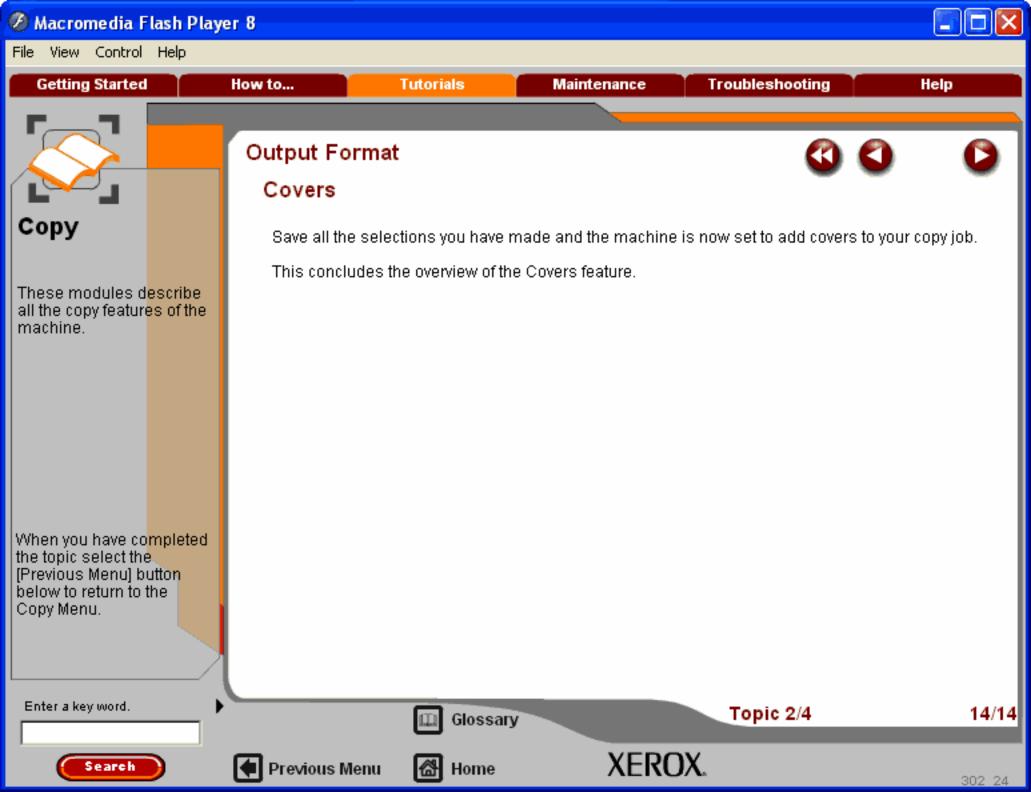


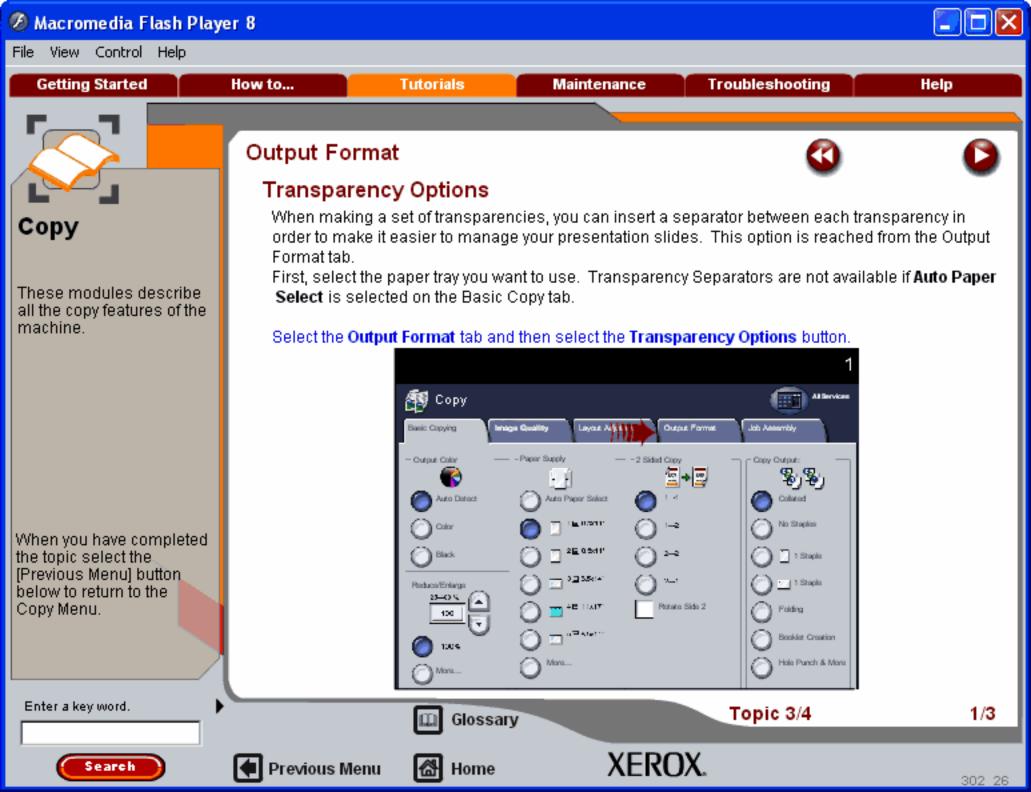


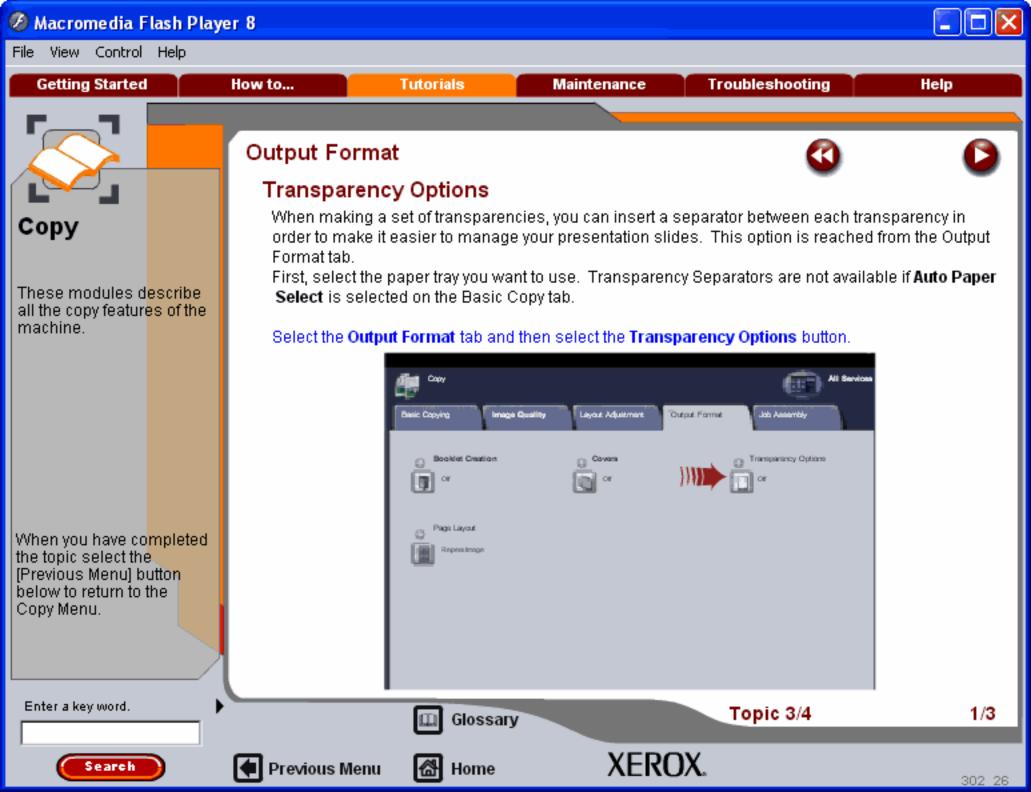


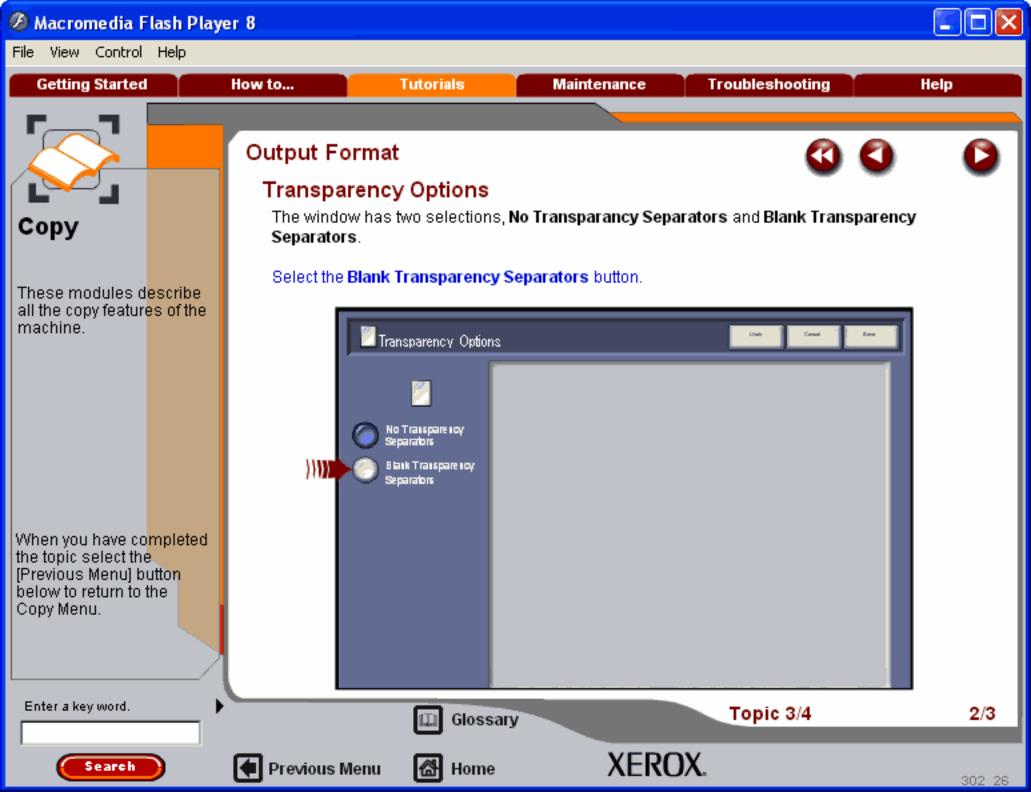


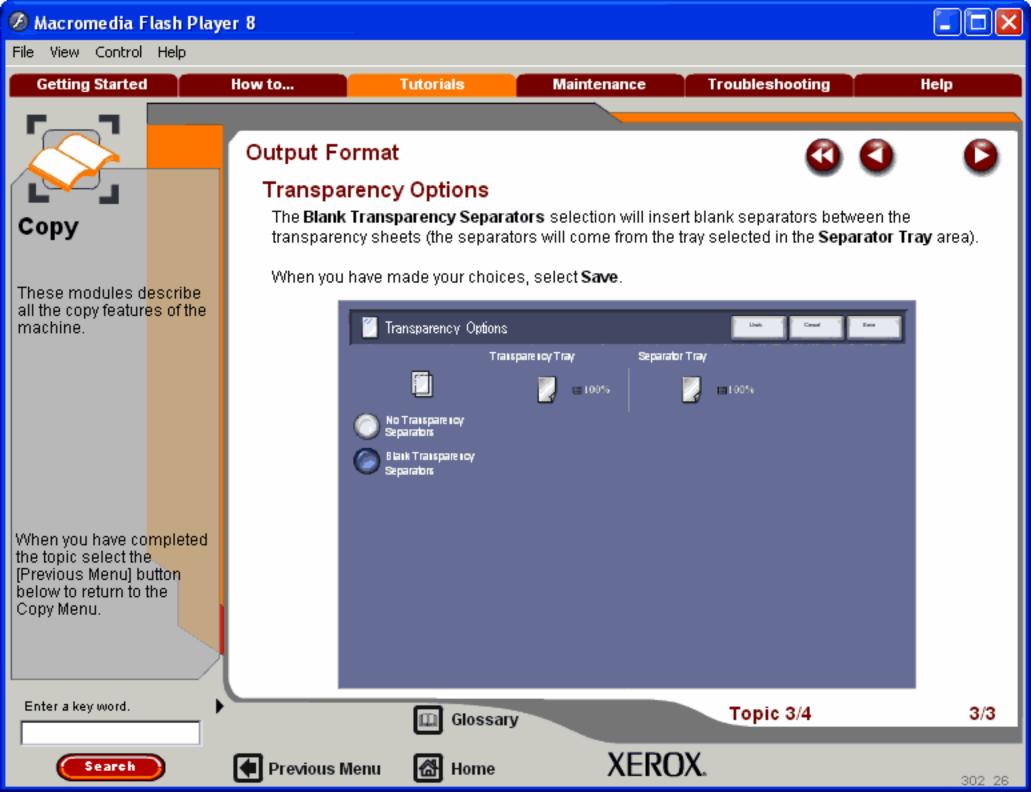


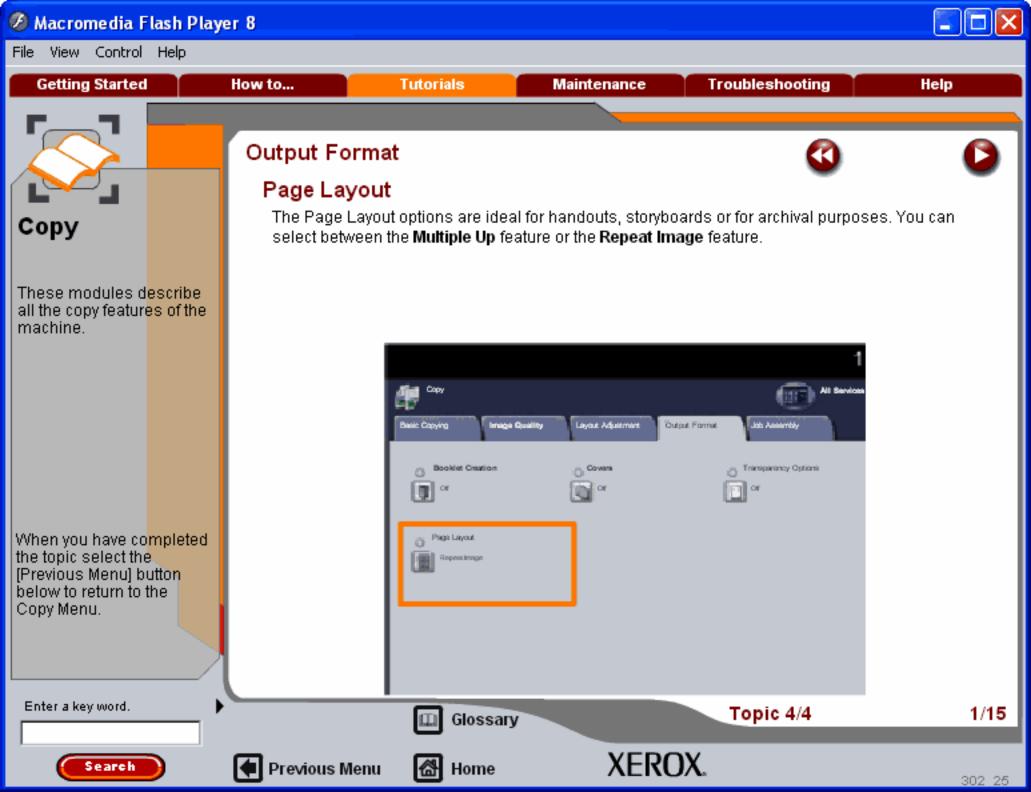


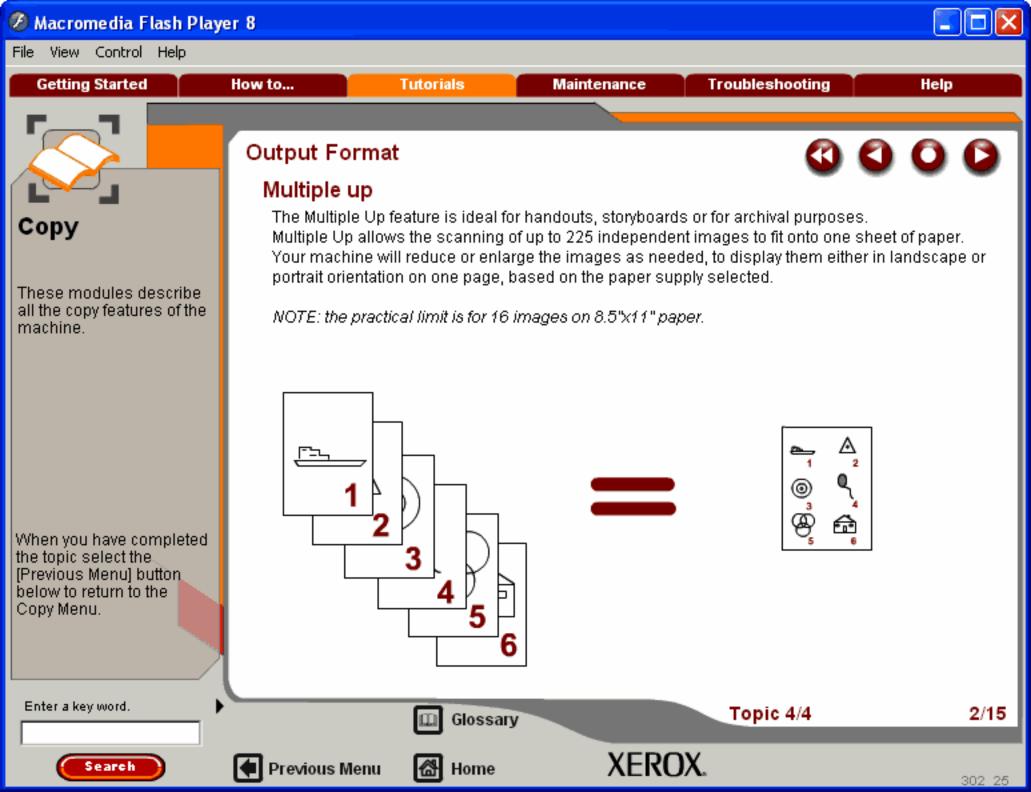


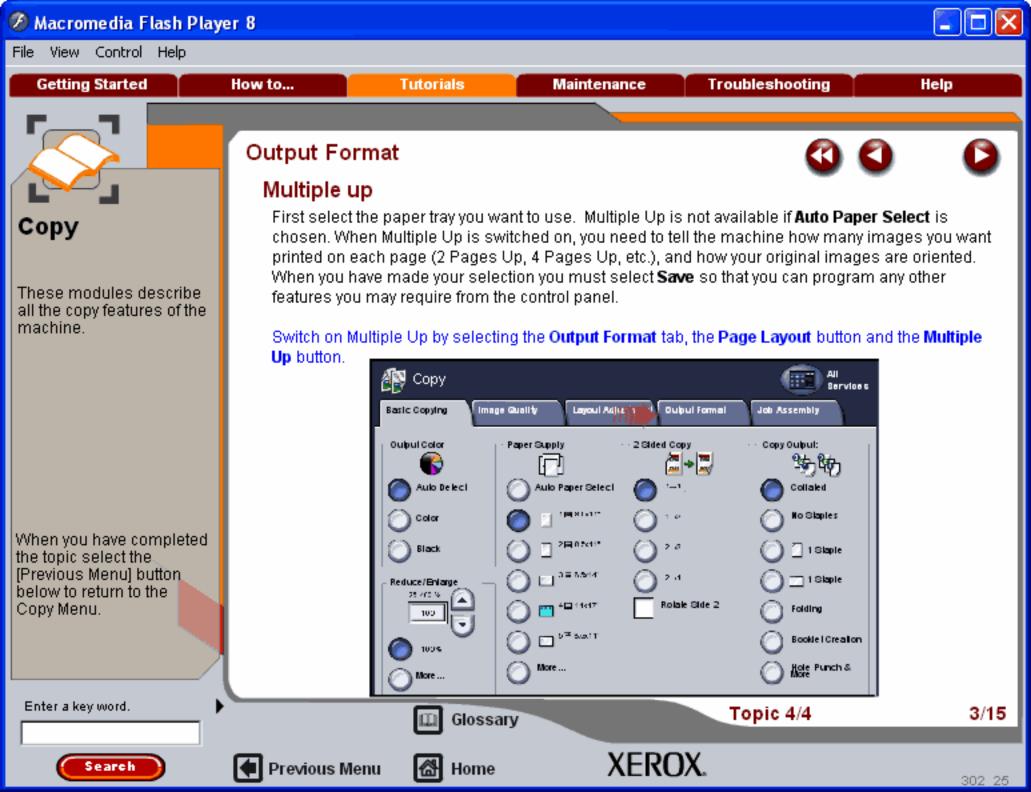


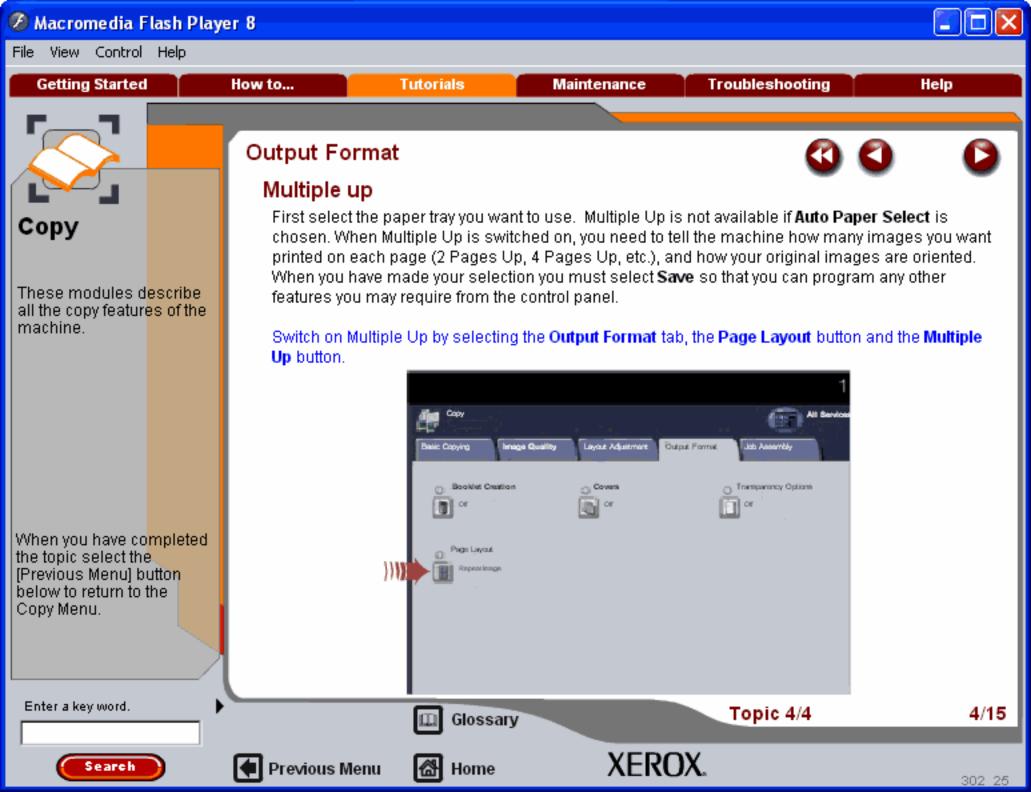


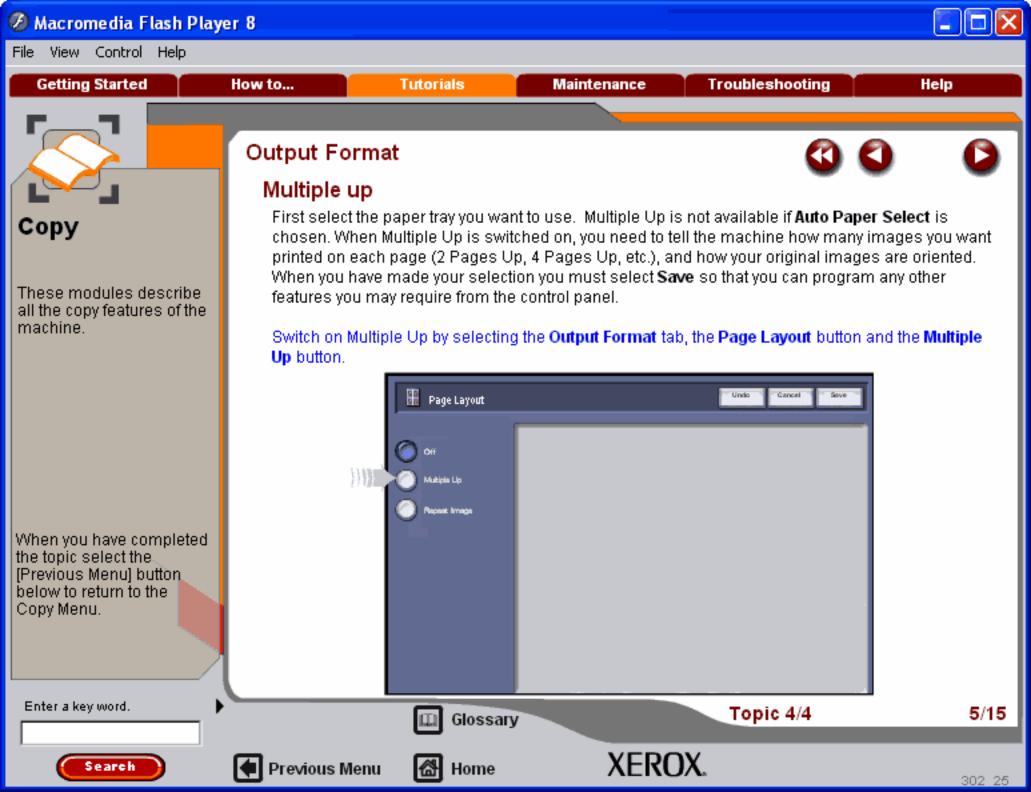


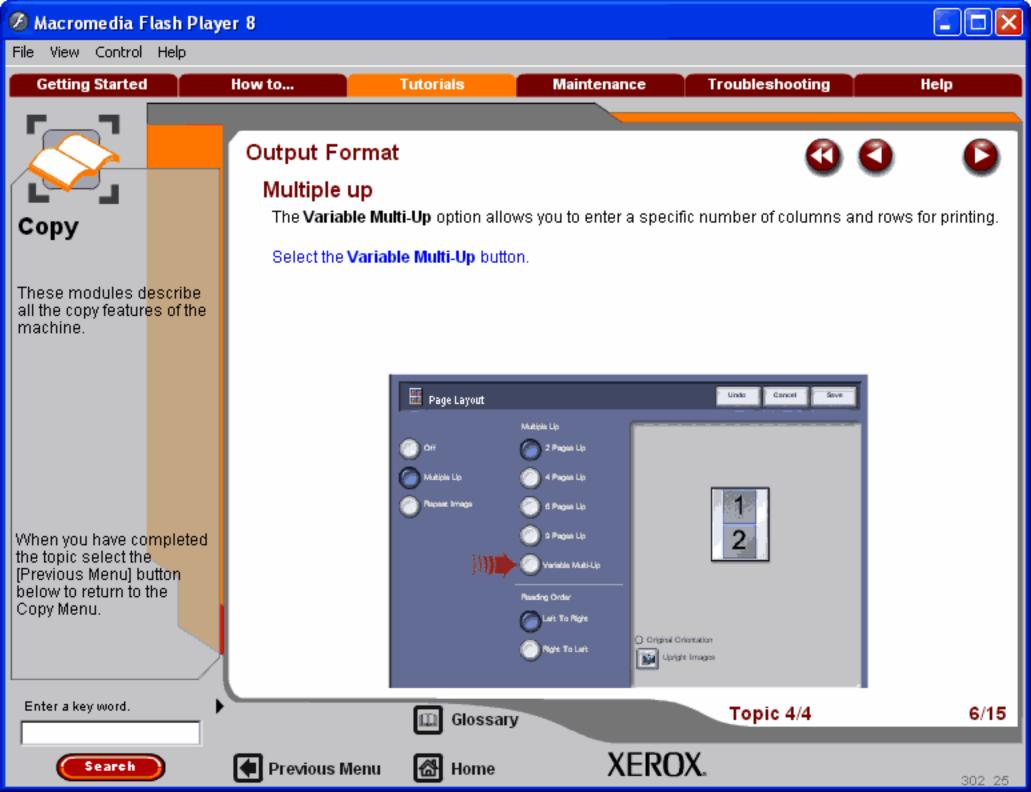


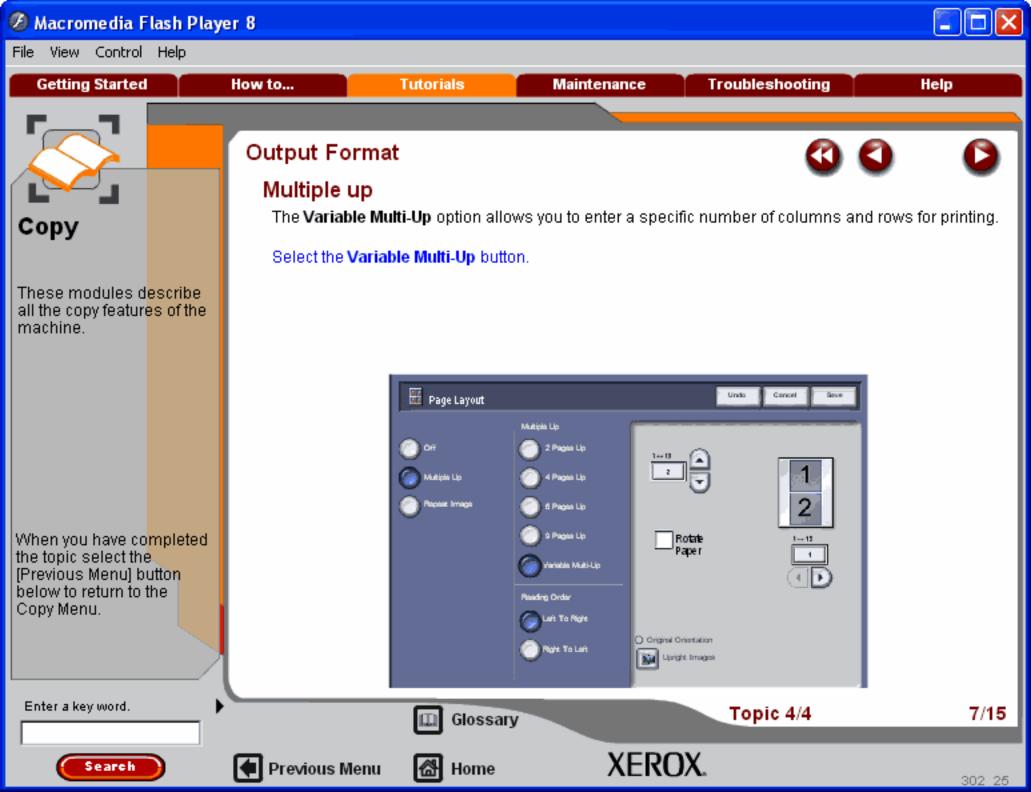


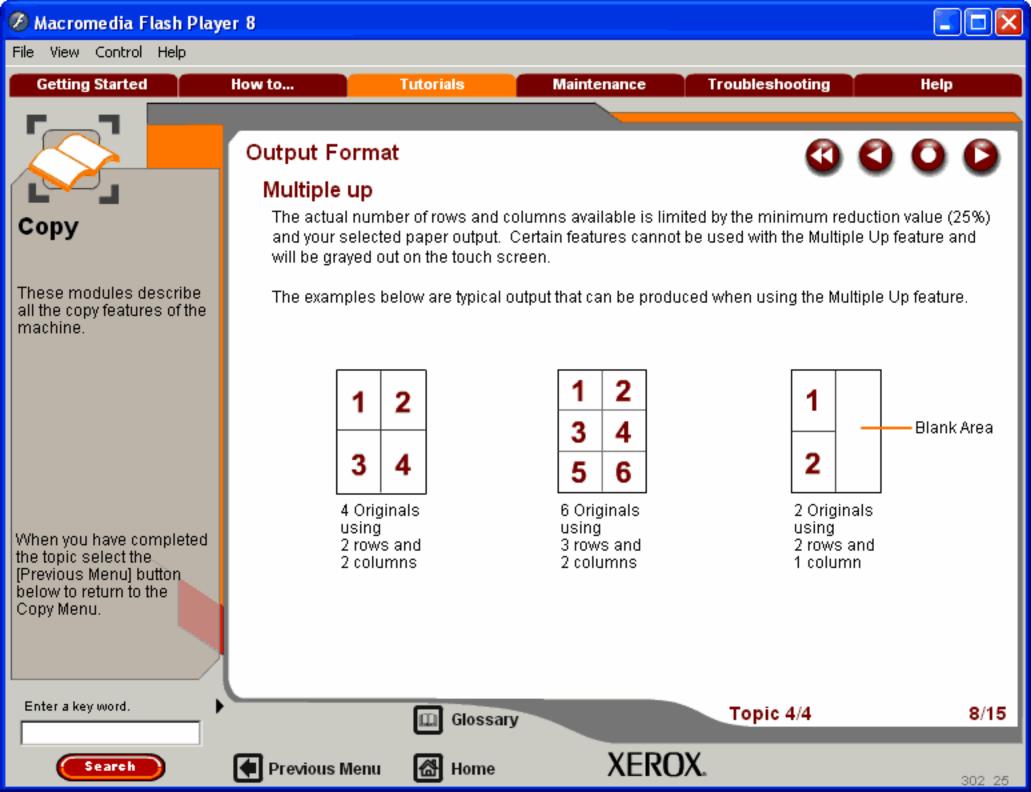


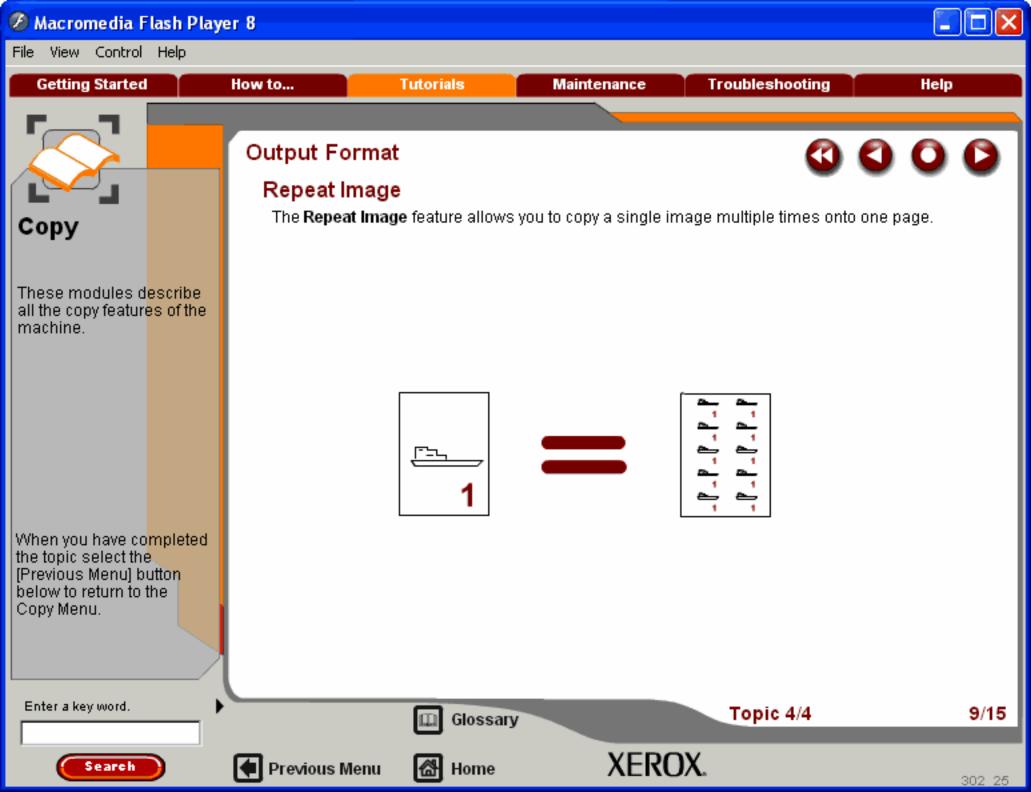


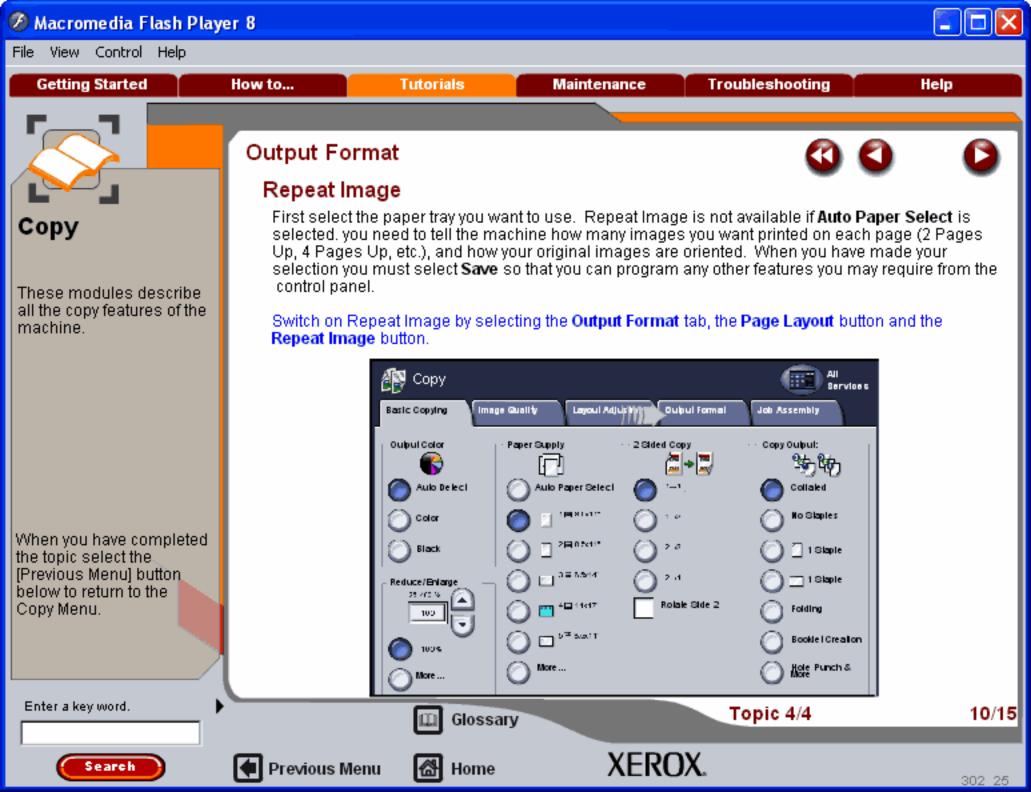


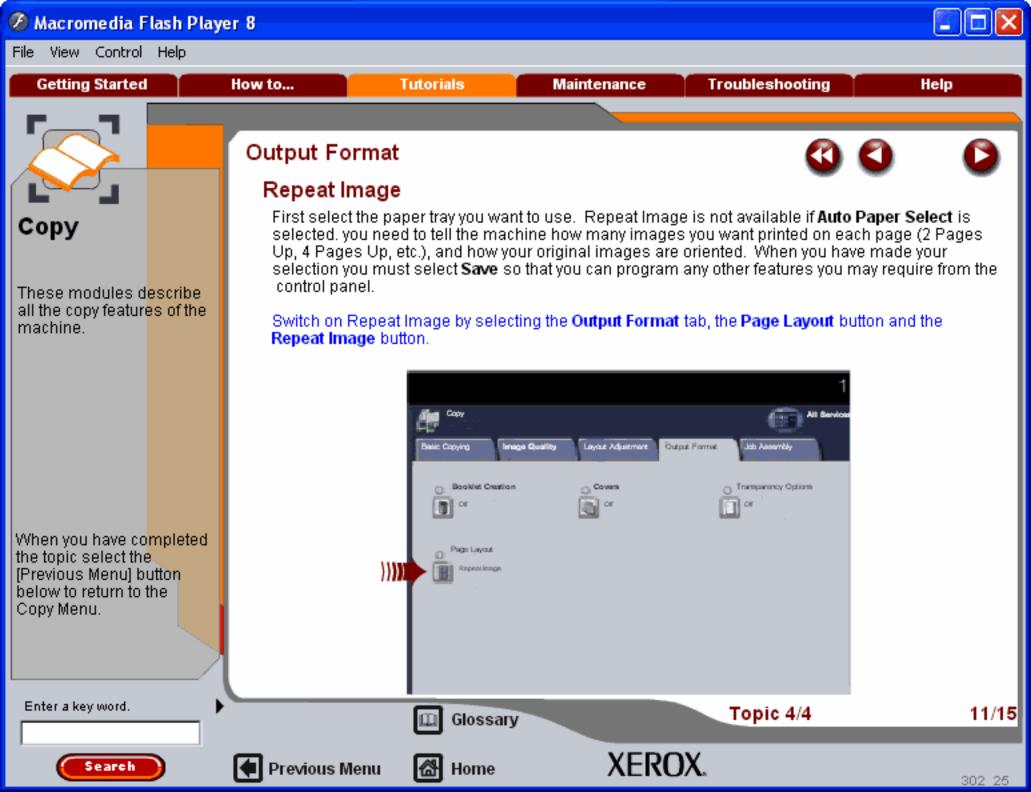


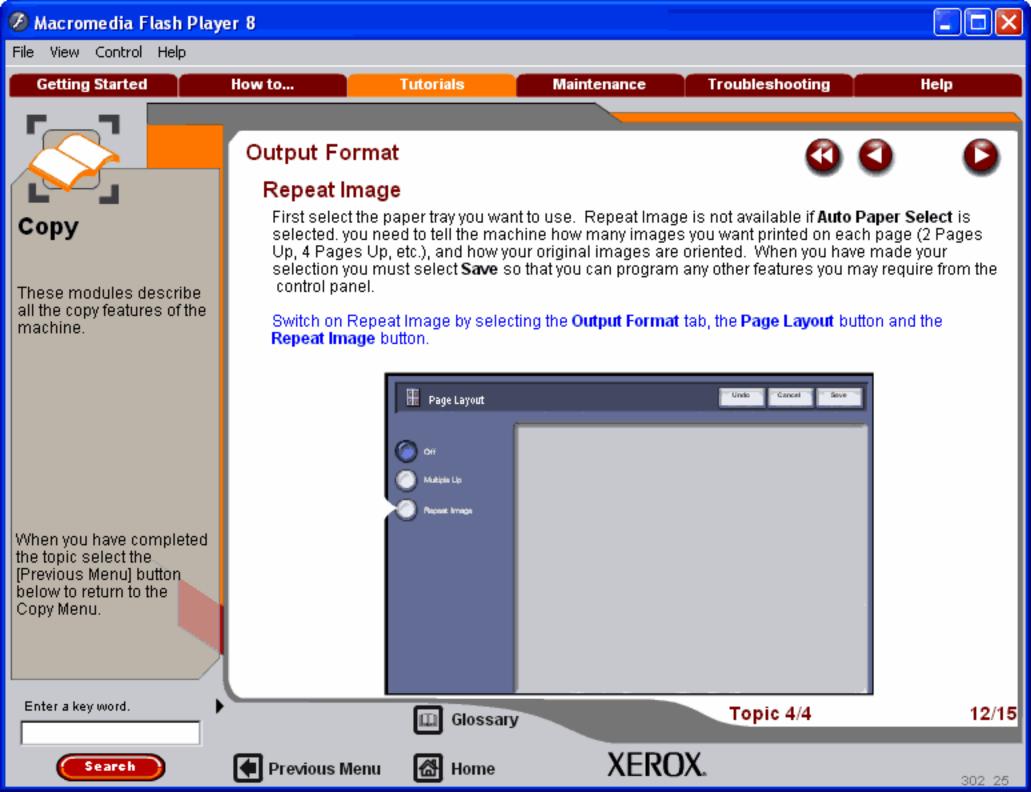




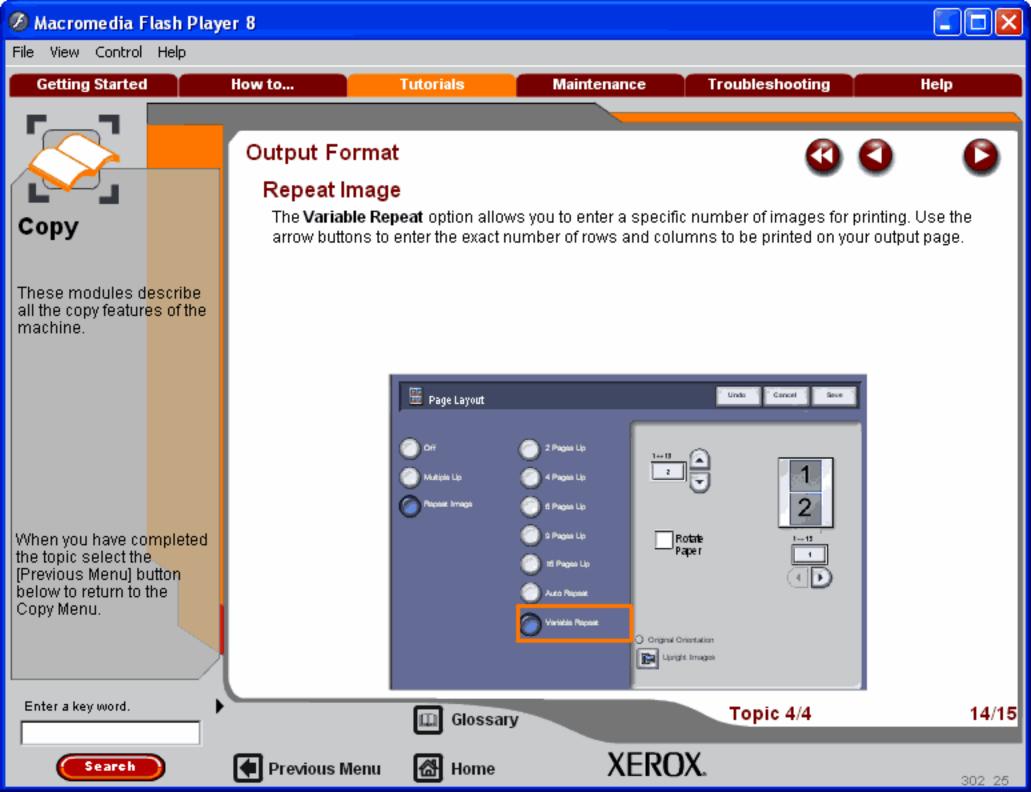


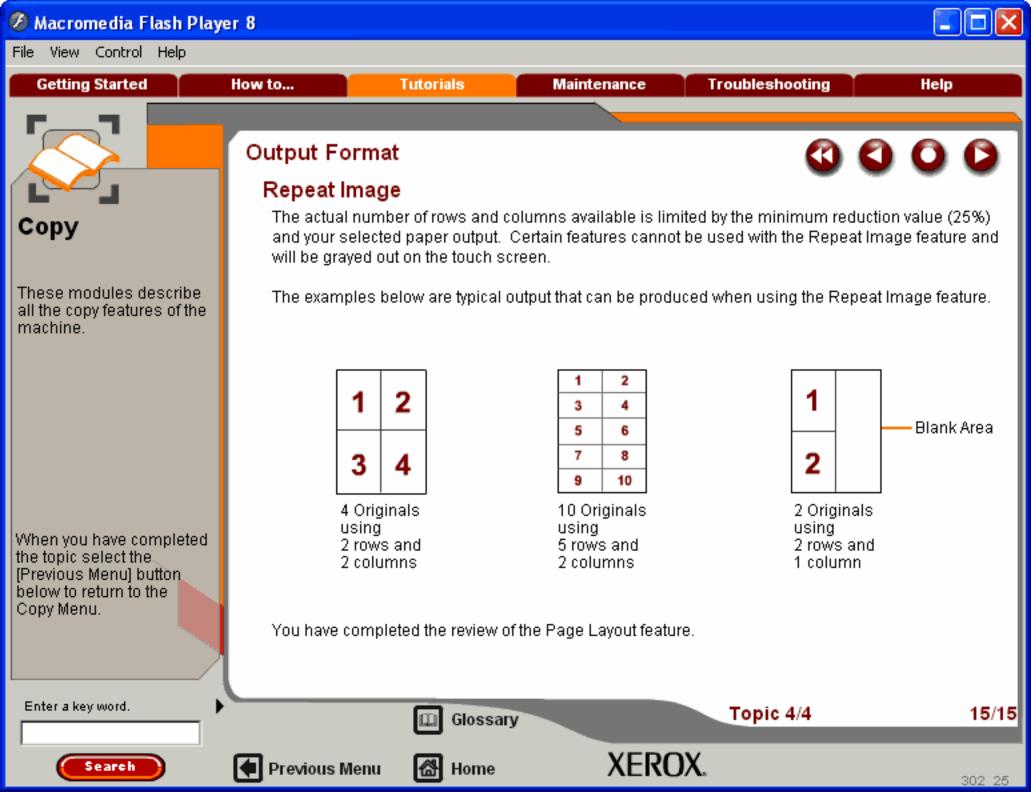


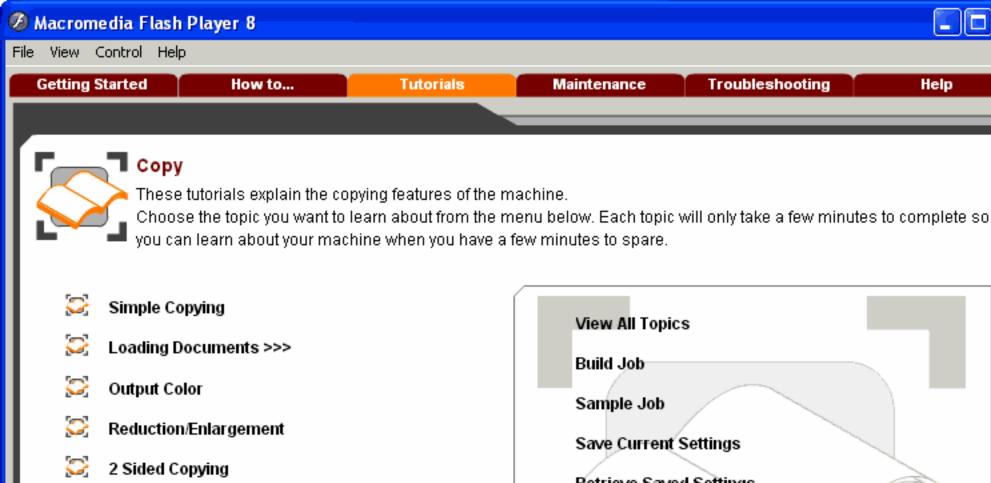


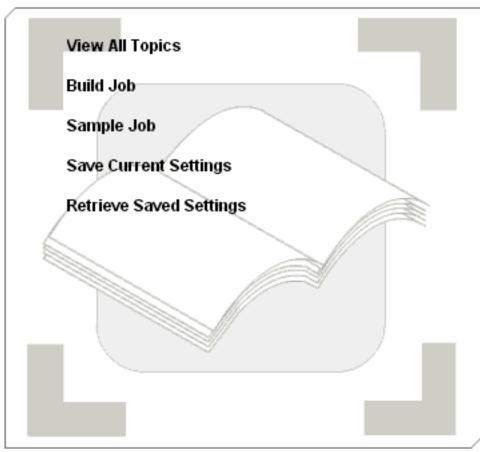












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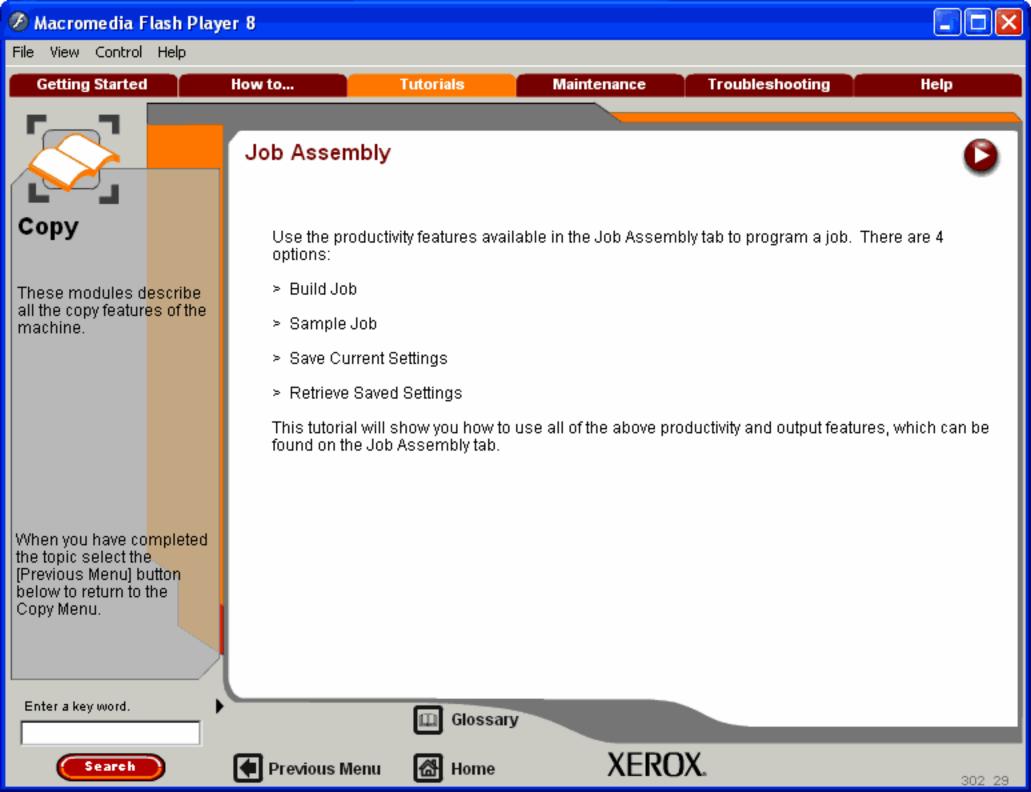
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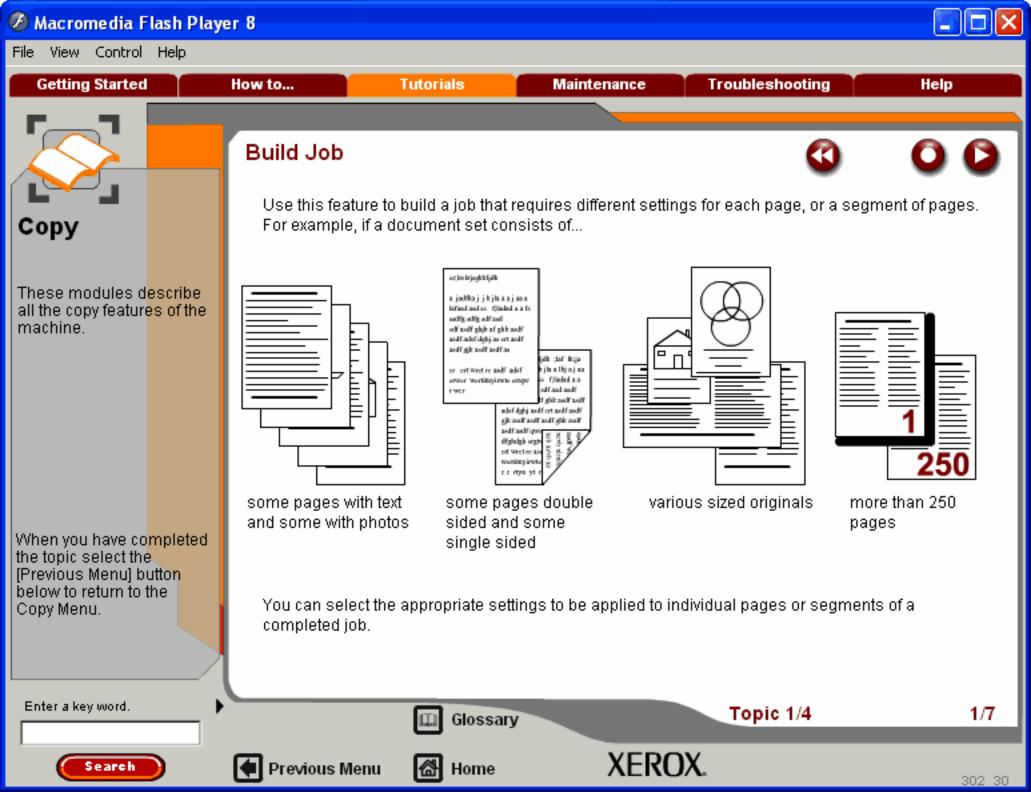
Layout Adjustment >>>

Output formats >>>



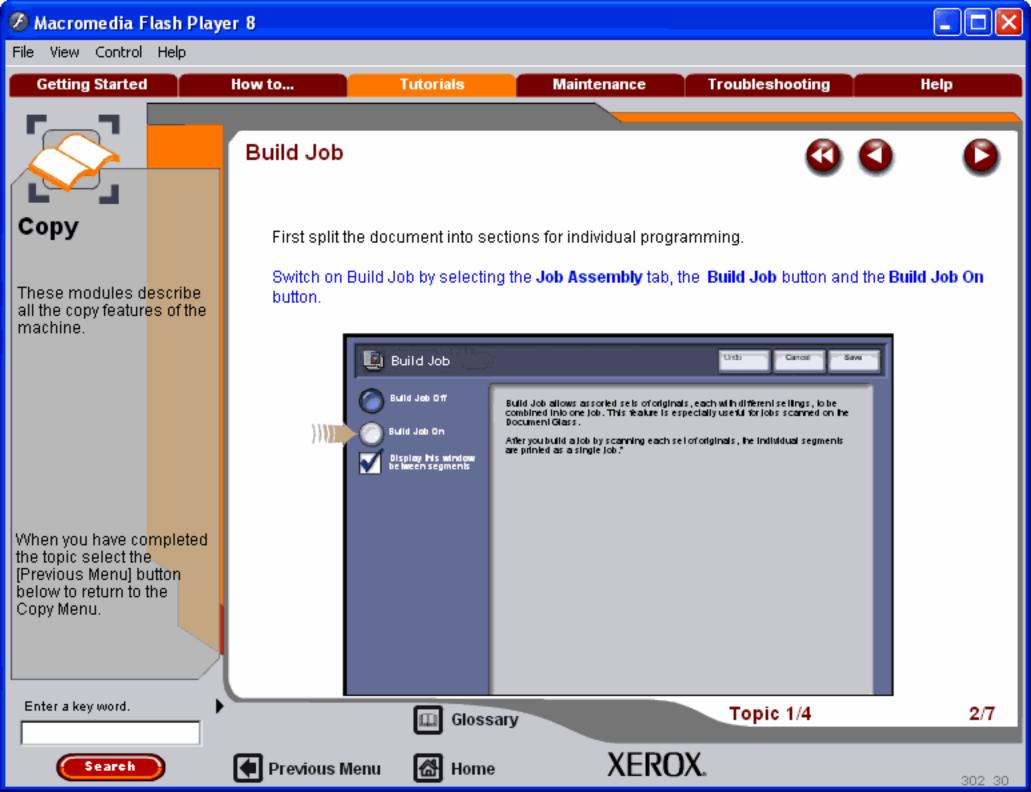


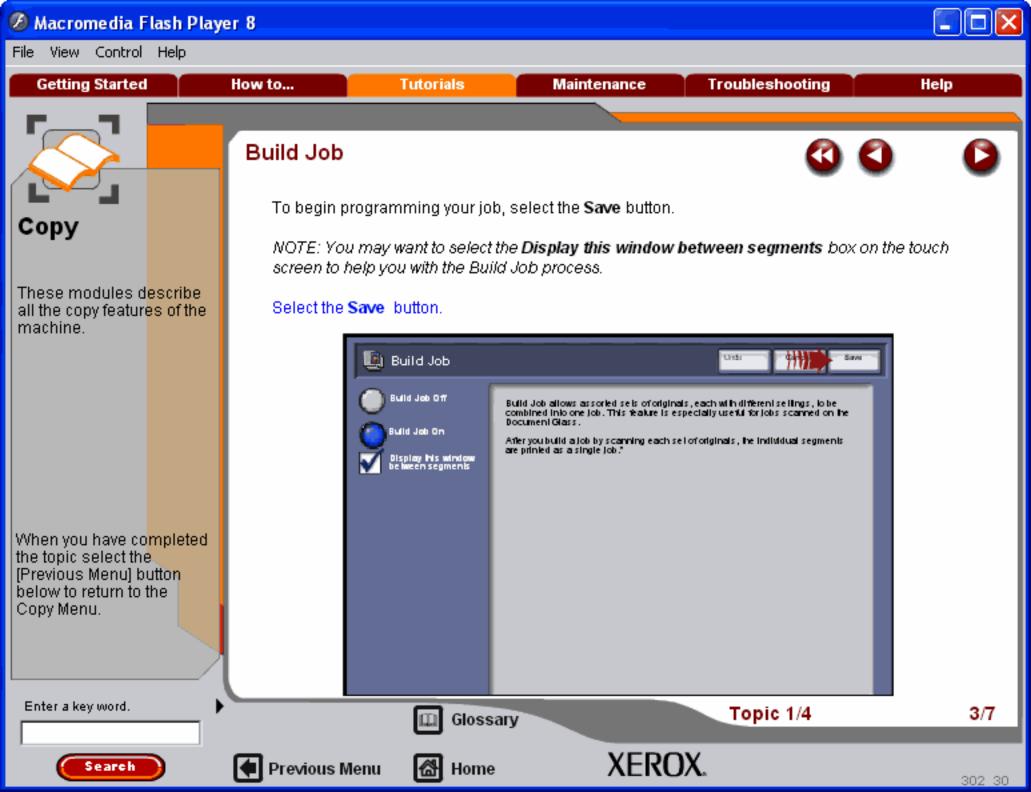


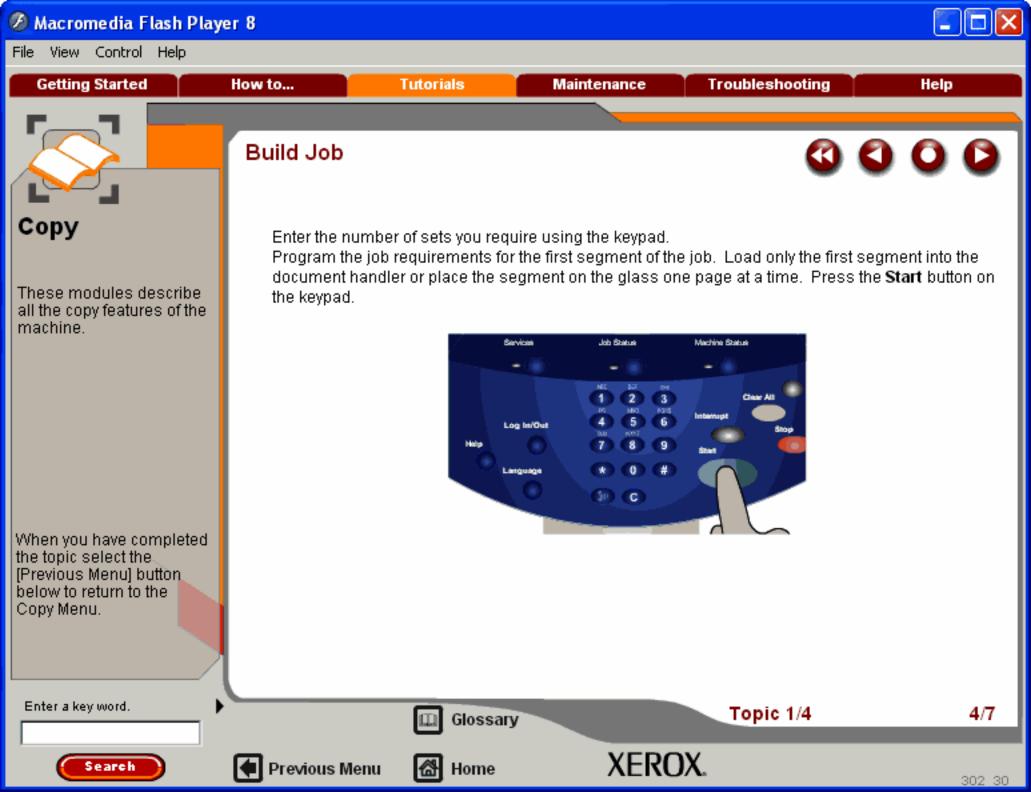


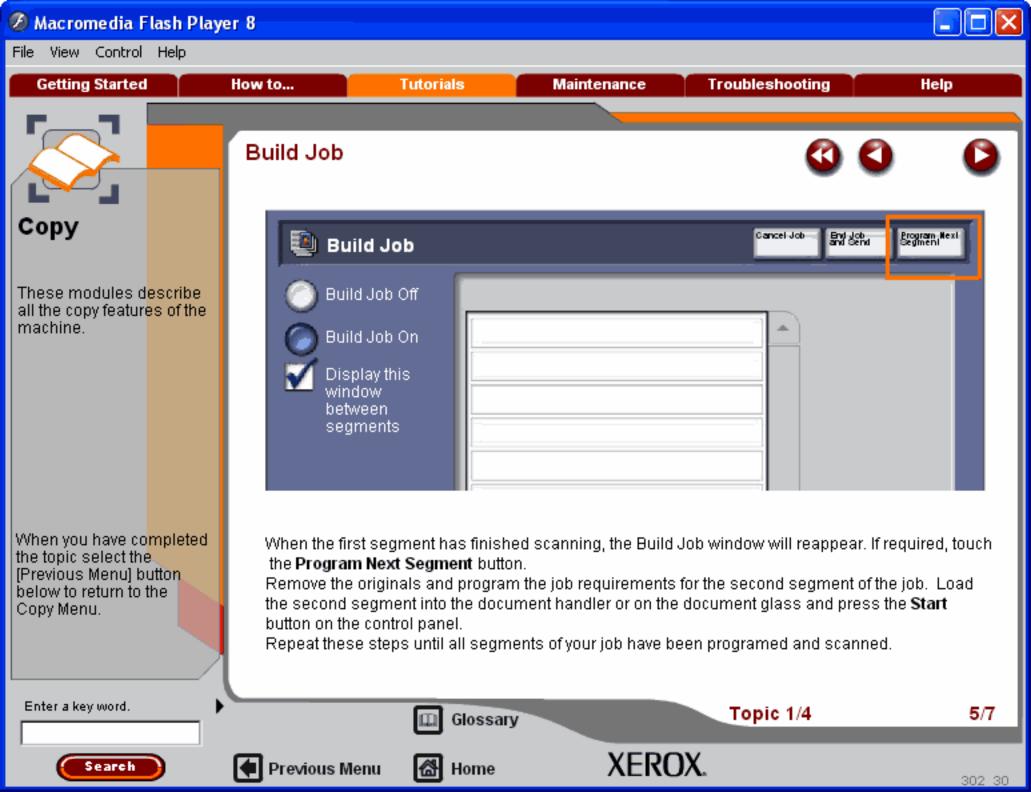






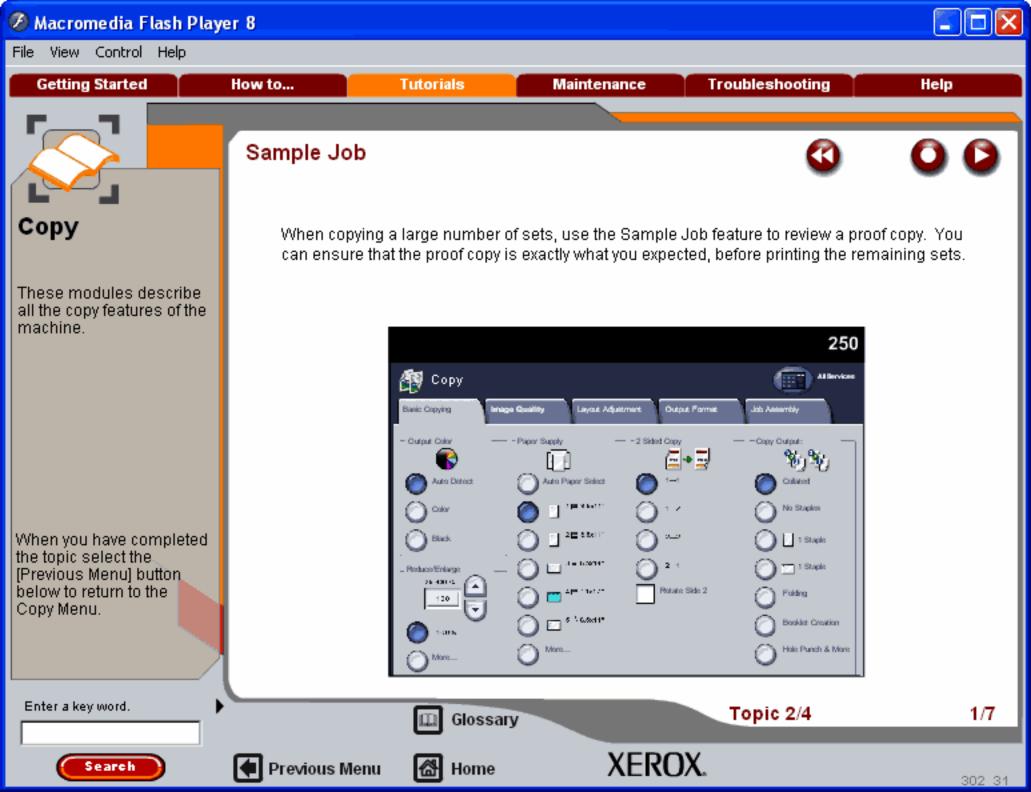


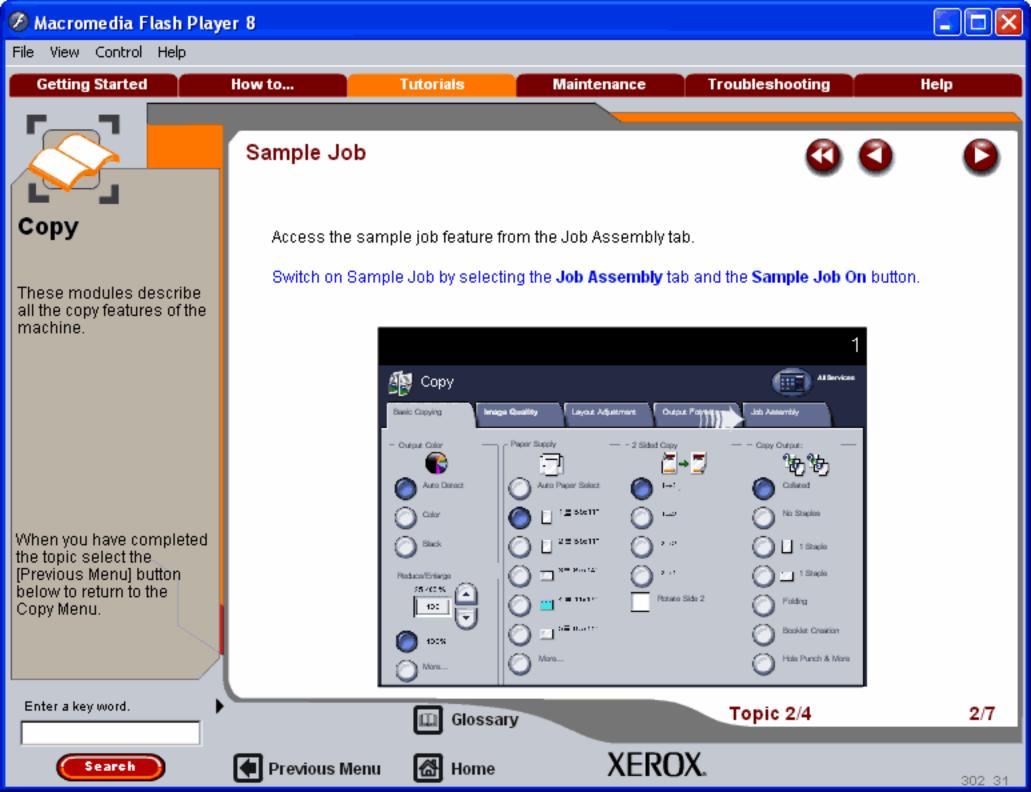




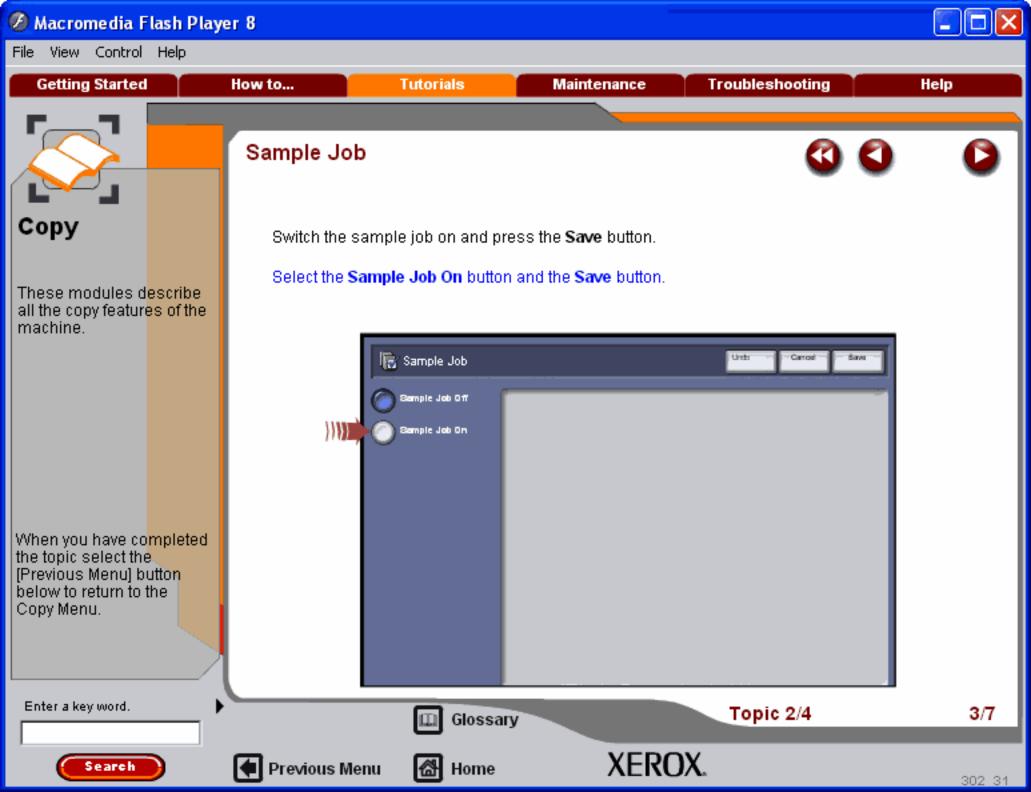




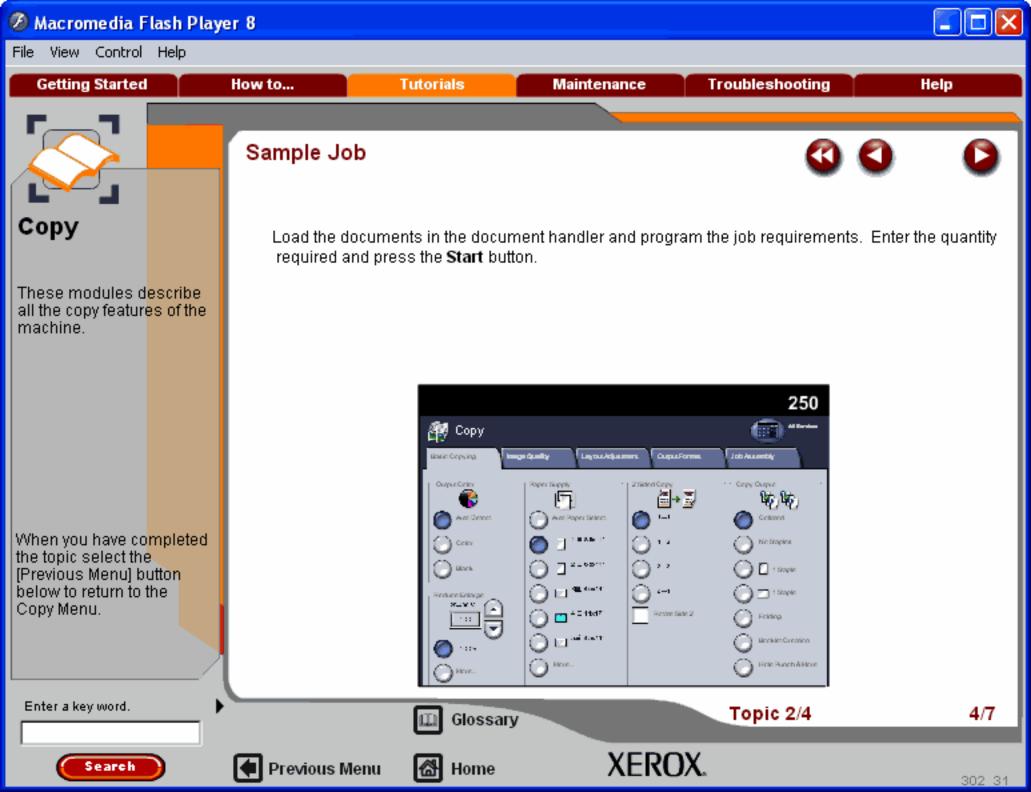


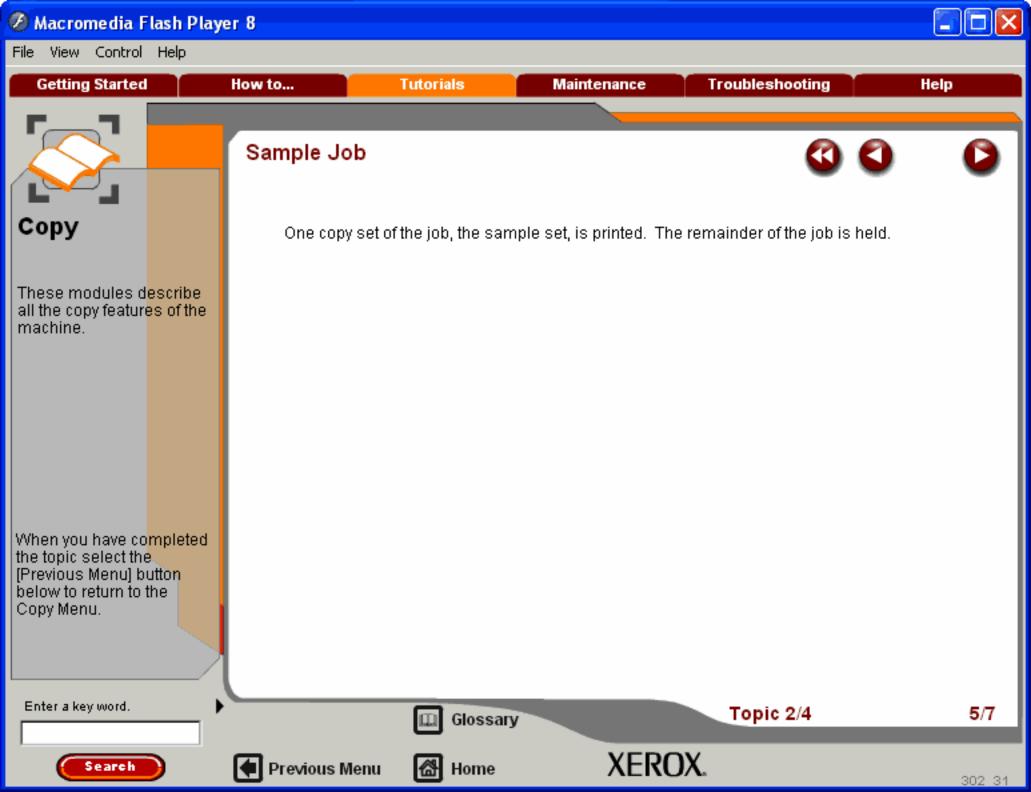


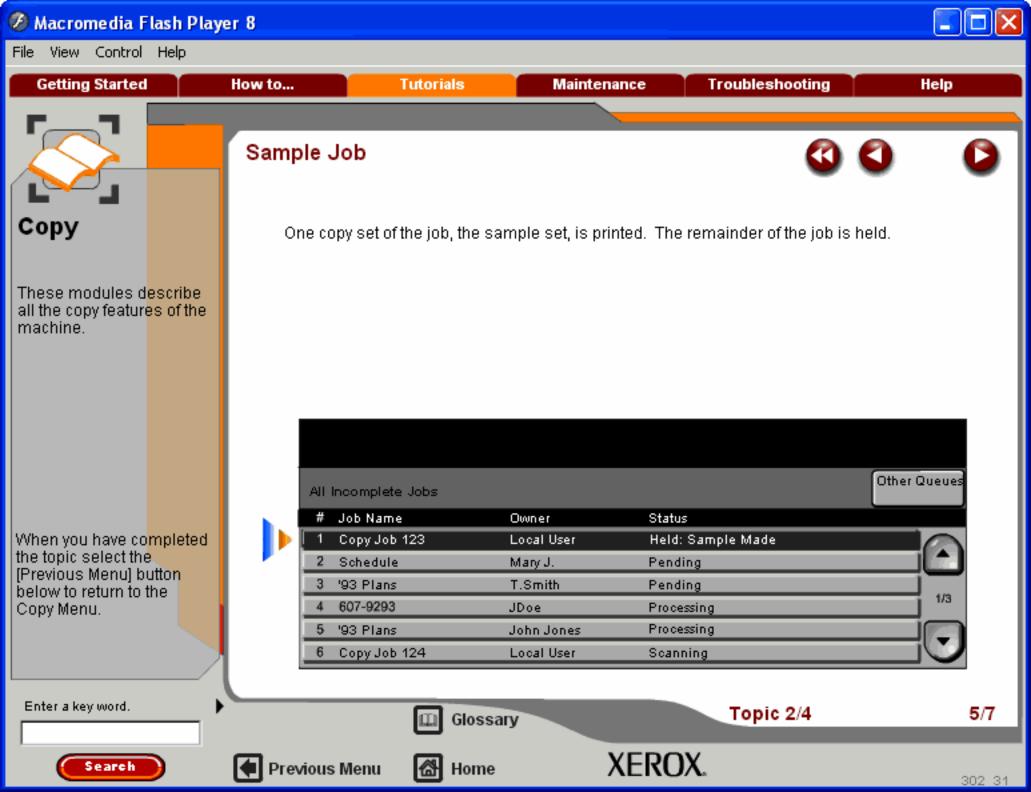


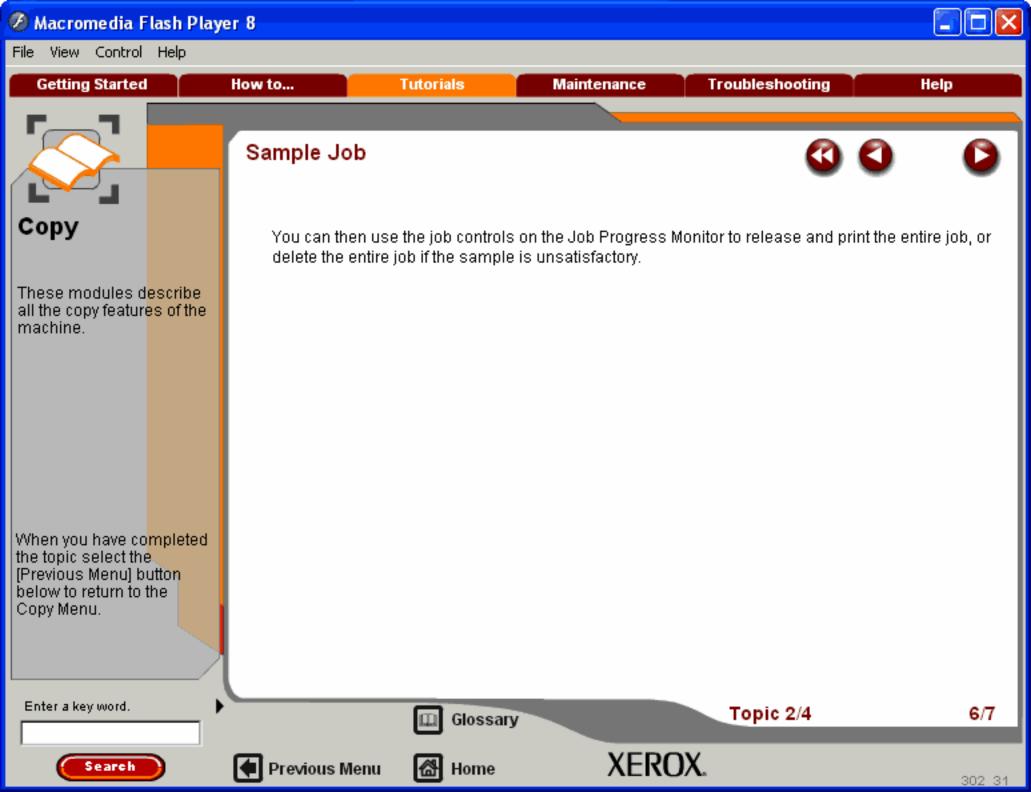


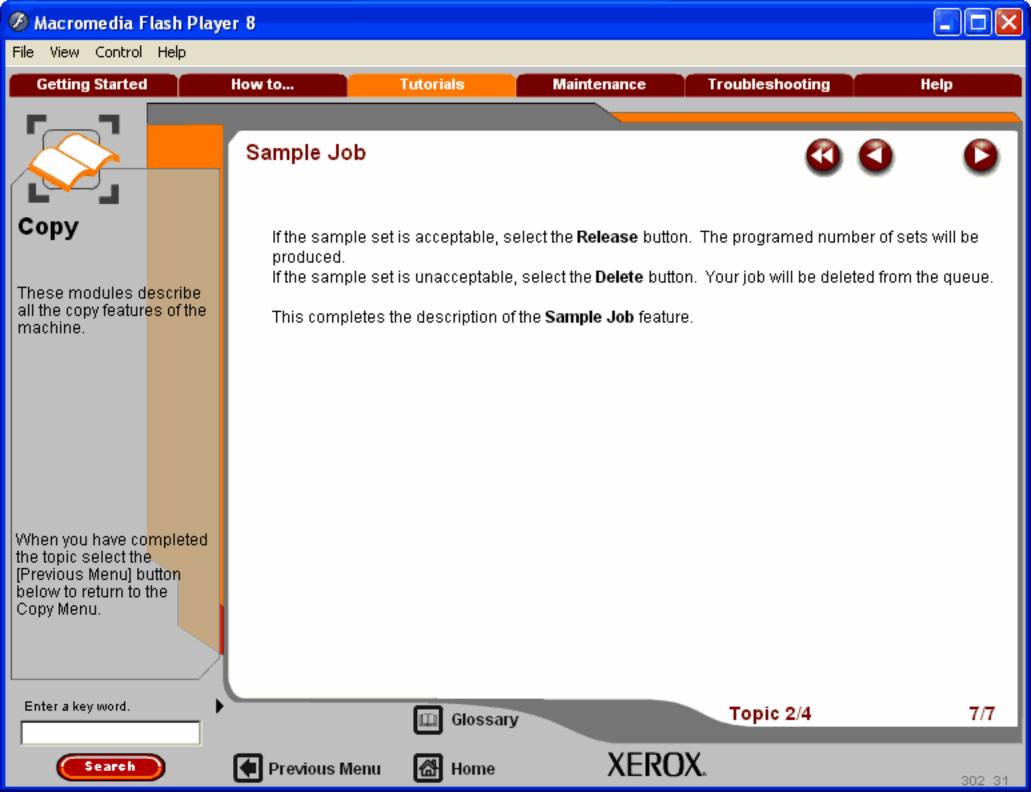










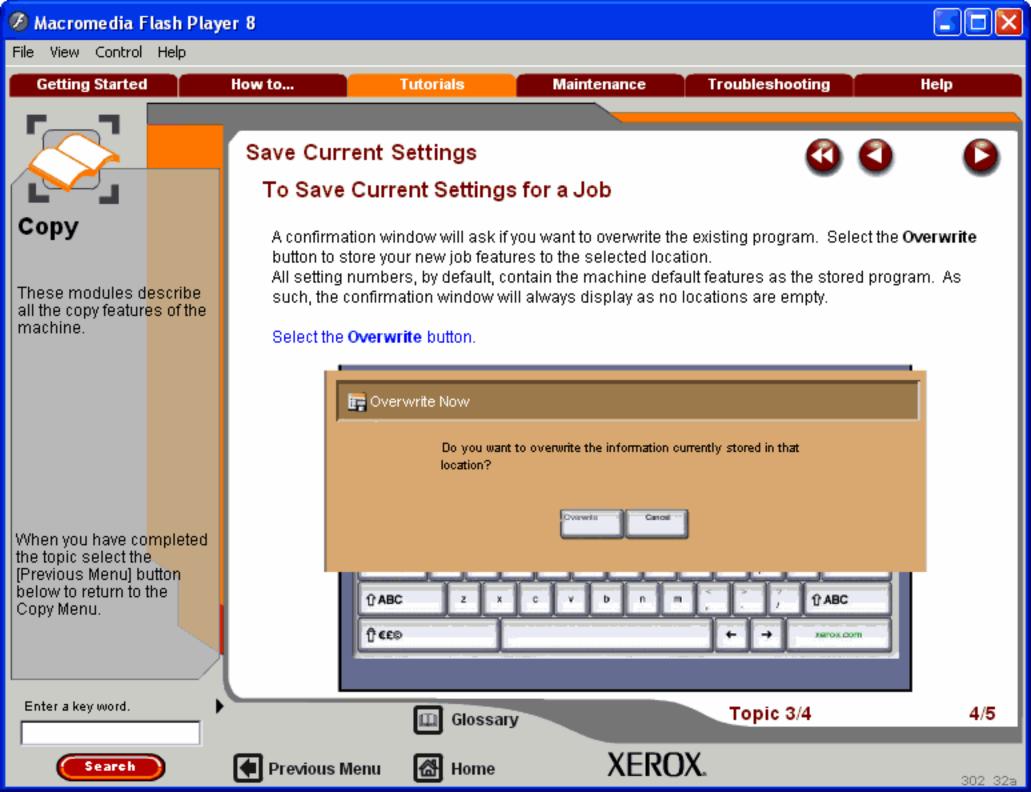




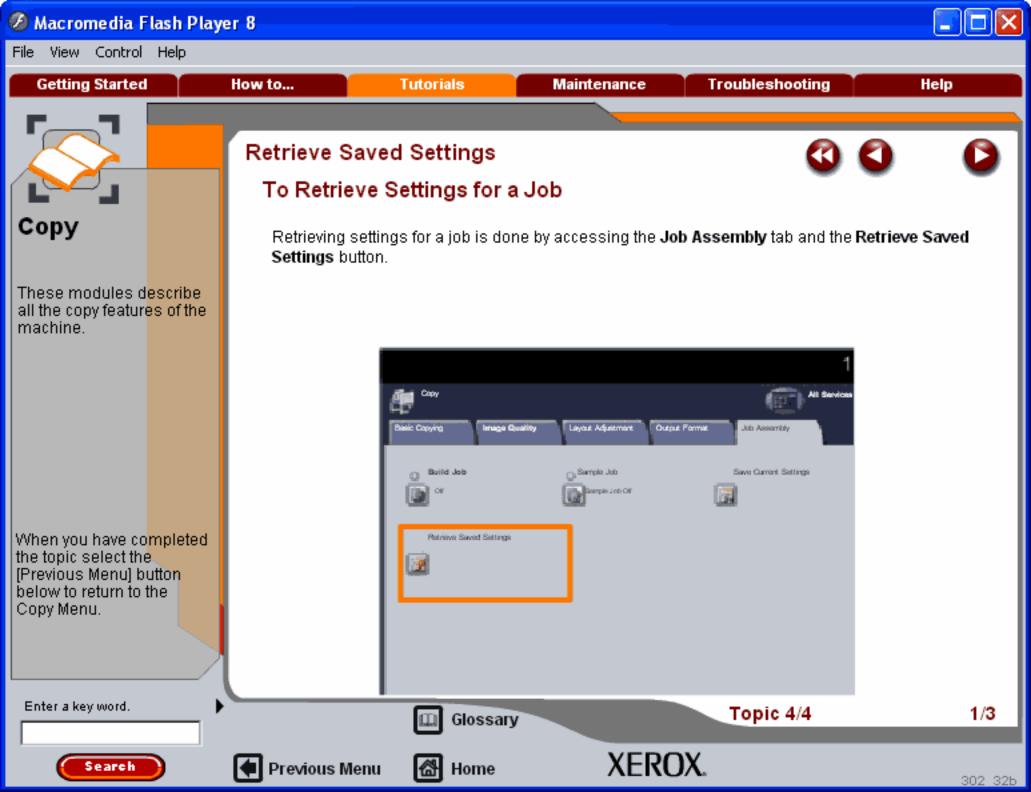




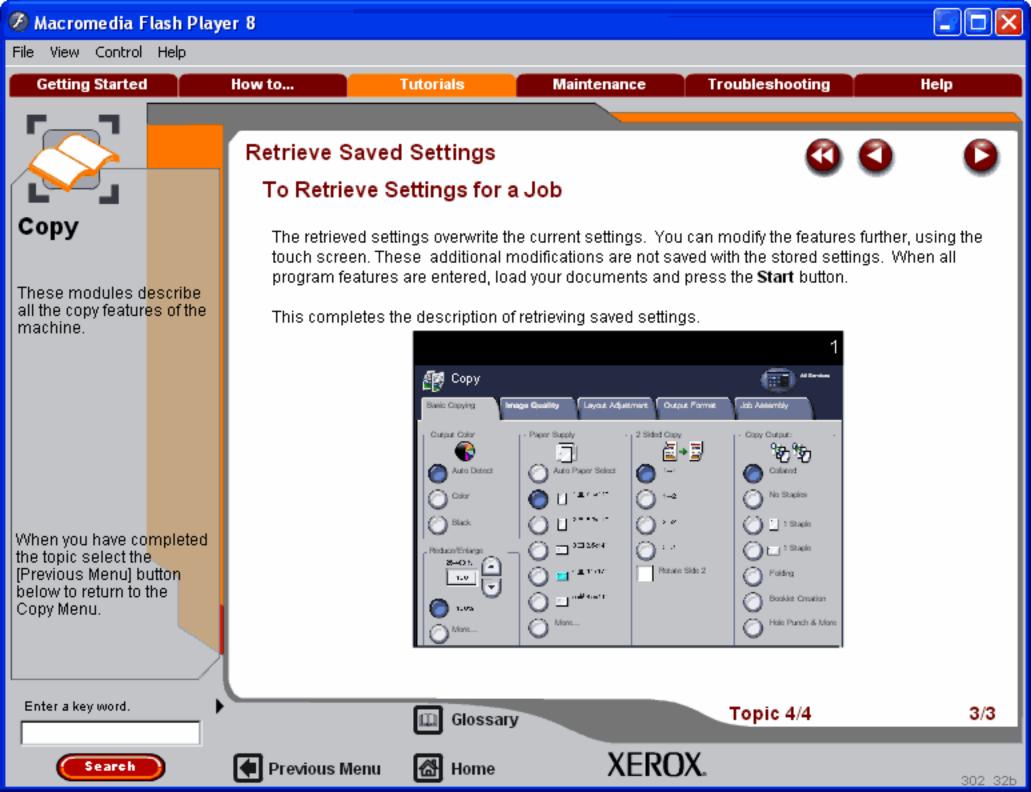


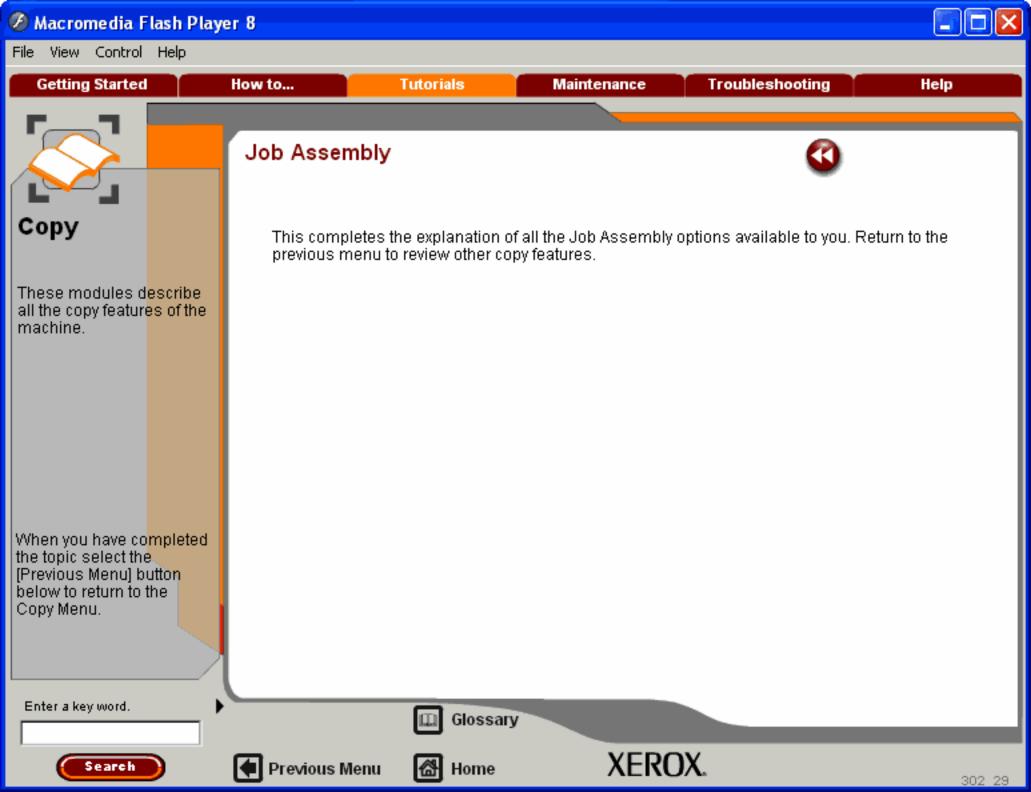














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Fax

There may be 2 types of basic fax on your machine, Server Fax or Embedded Fax. Only 1 type of basic fax will be operational on your machine.

At your machine, select the basic fax mode. If the screen shows the Superfine, Resolution option as shown below, you have the Embedded Fax operating on your machine.

Select the appropriate fax mode below to continue.

Fax - Server

FAX - Embedded







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## Fax - Server

These tutorials explain the Server fax features of the machine.

If you are not sure that your machine has Server Fax or Embedded Fax review the Fax Overview topic which will explain the differences and how to identify which type you have on your machine.



Fax Overview

Dialing Options >>>

Basic Settings >>>

Image Quality >>>

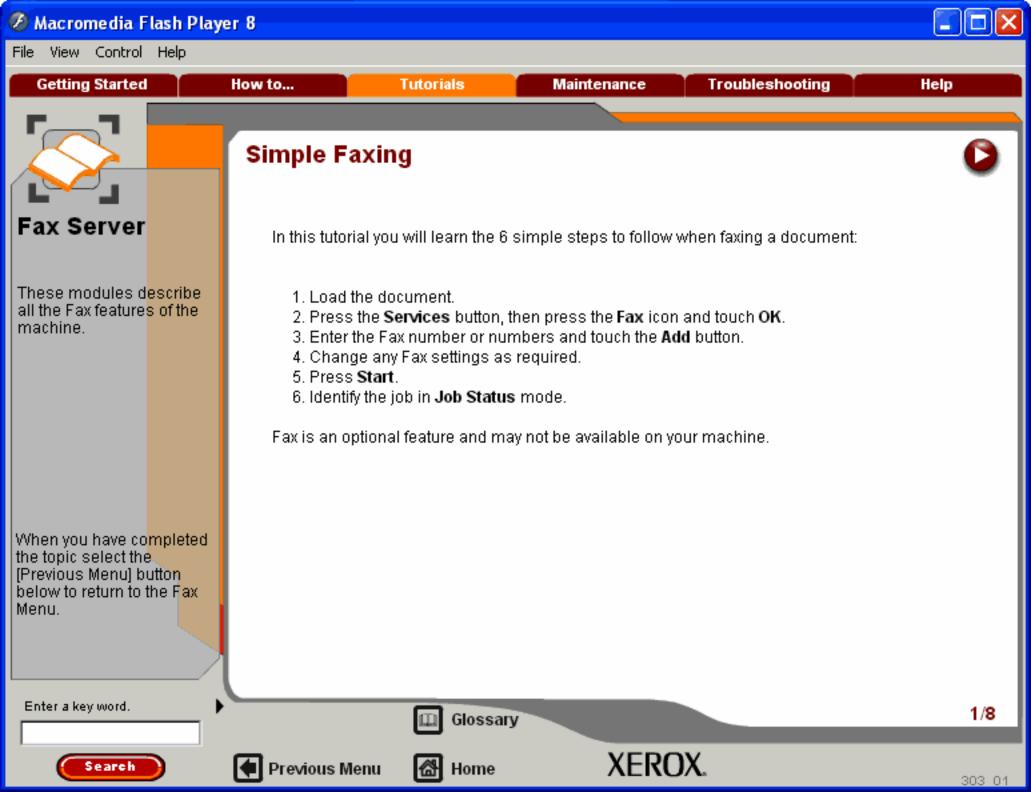
🔀 Layout Adjustment >>>

Fax Options >>>

Authentication >>>



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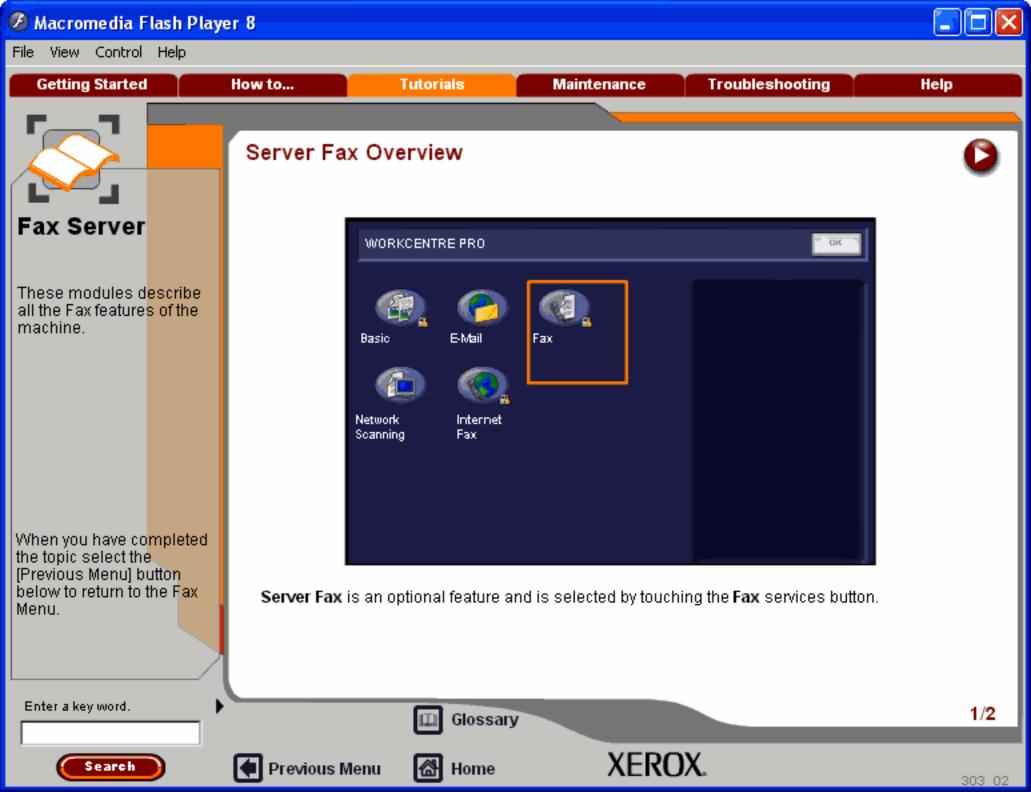


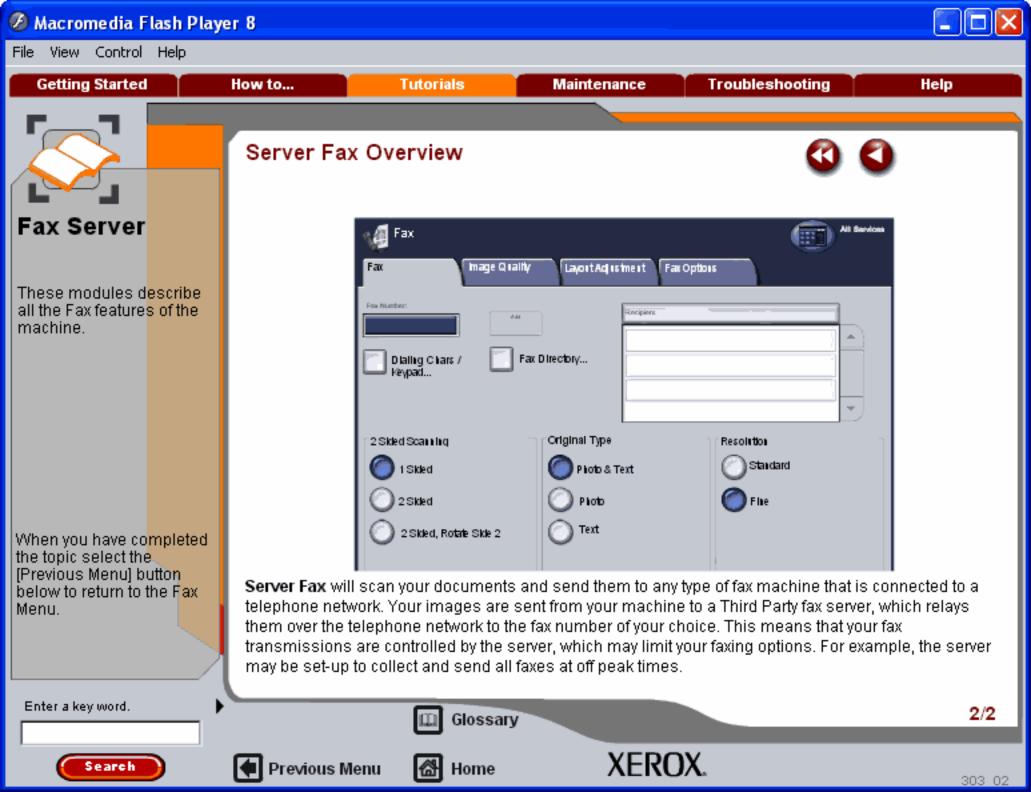


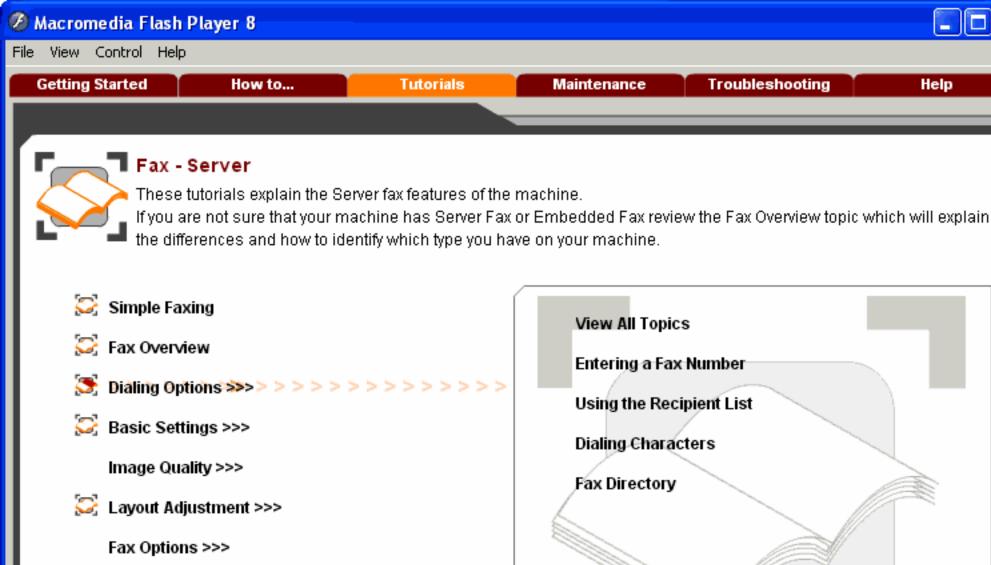


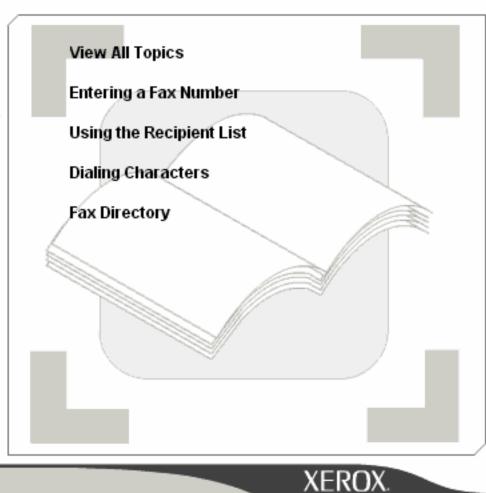








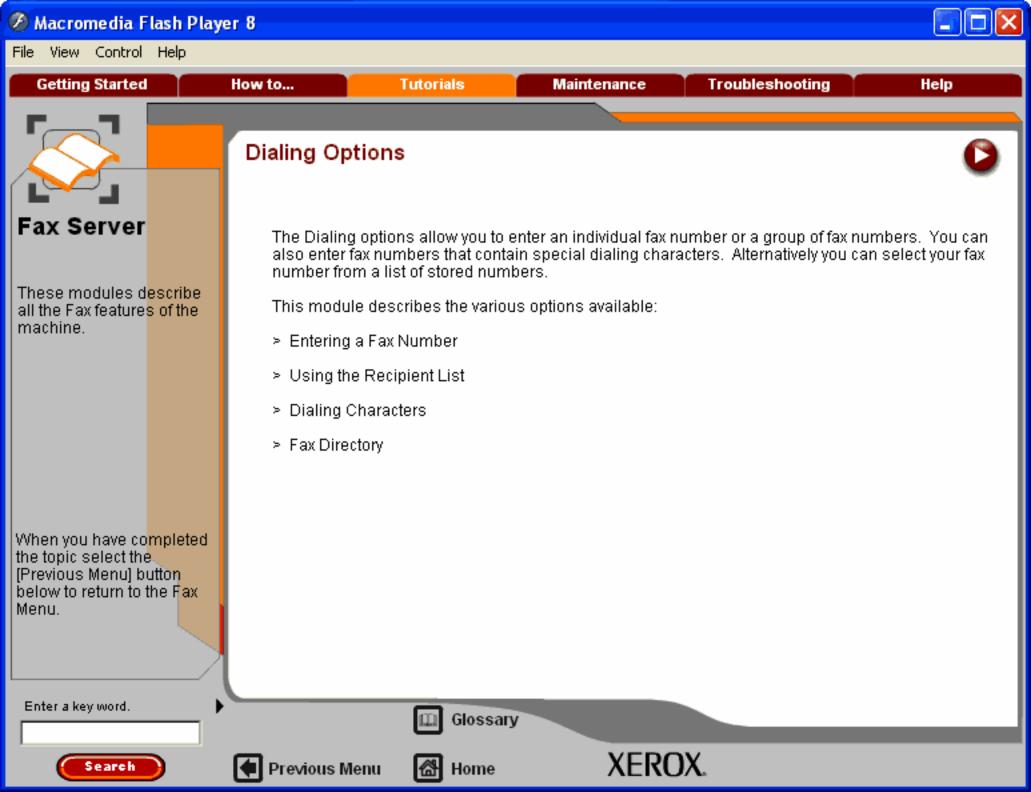


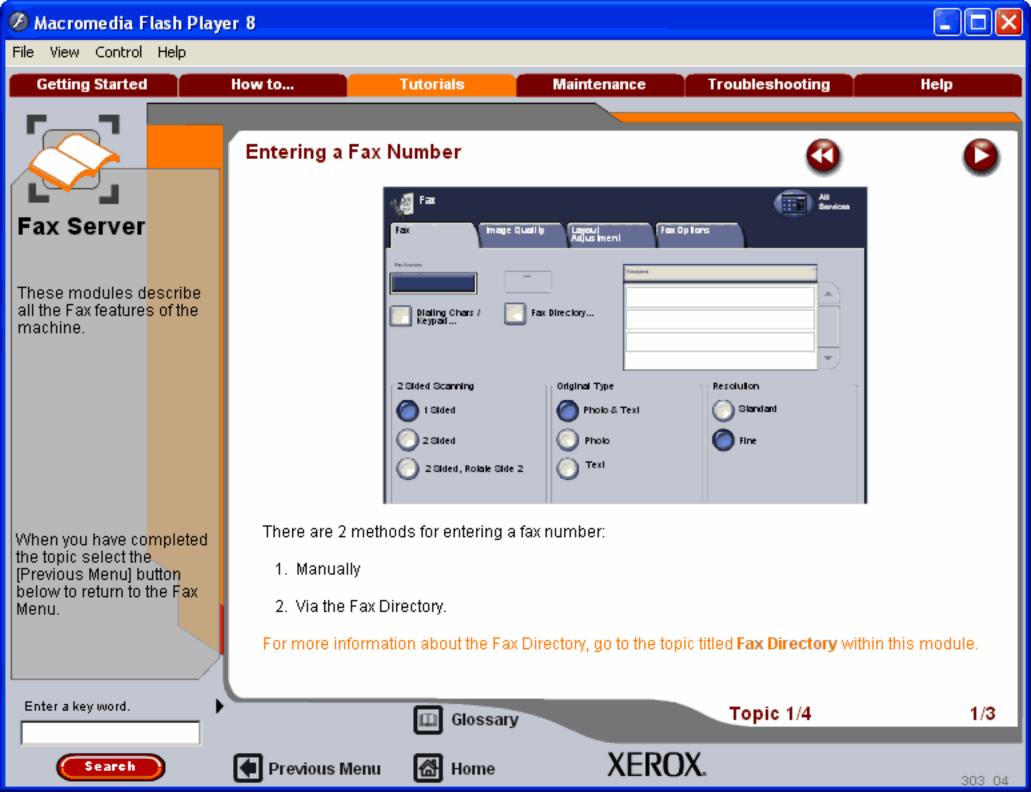


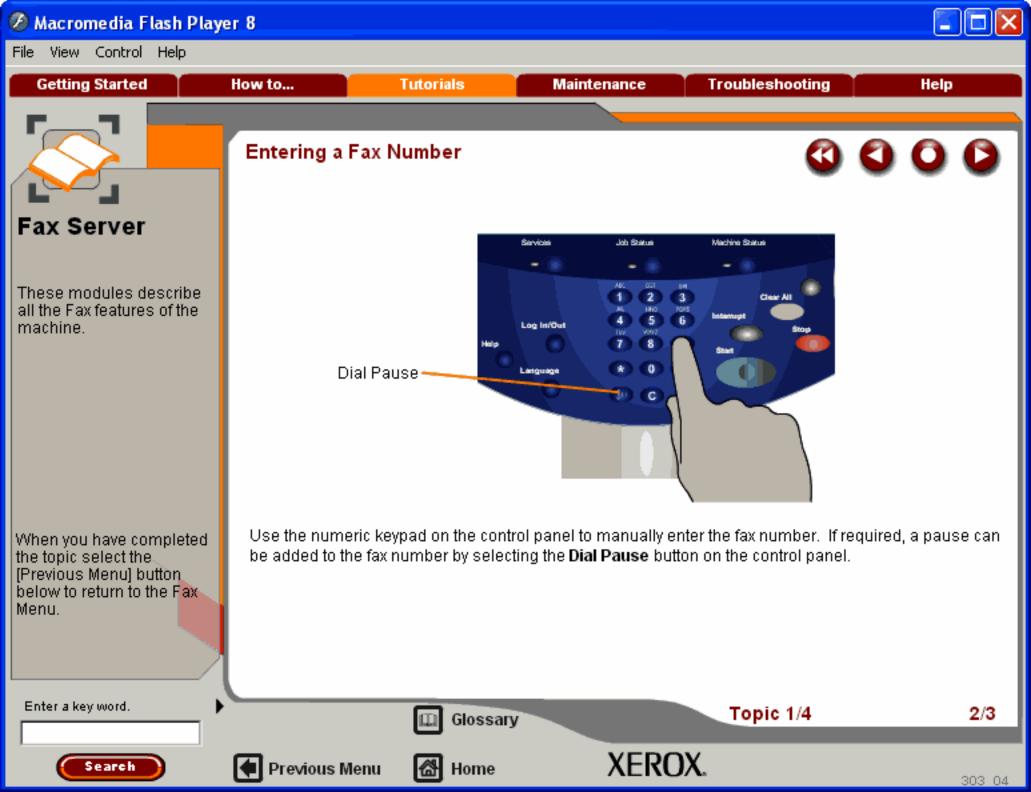
Troubleshooting

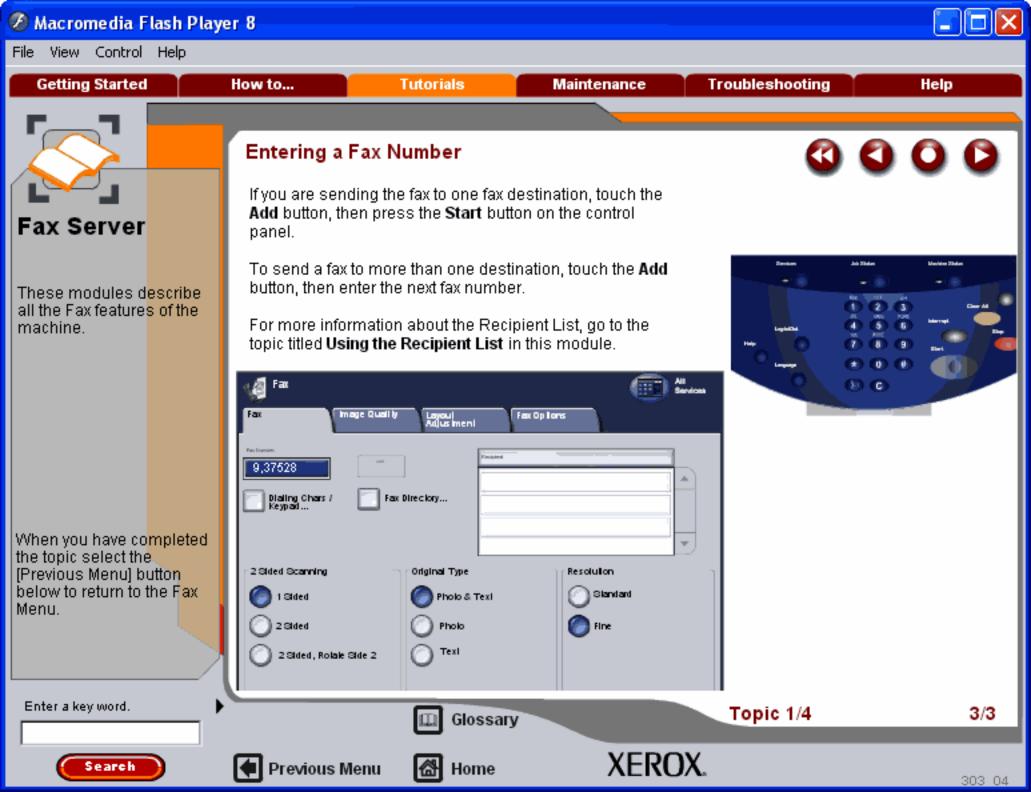
Help

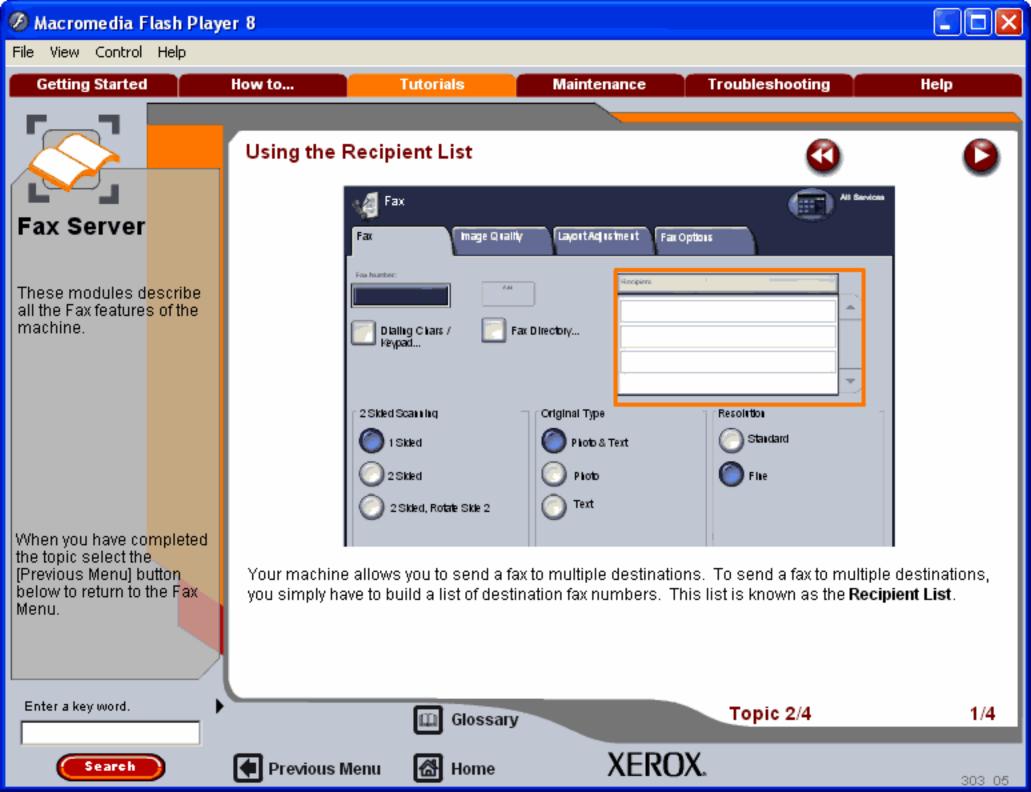
Authentication >>>



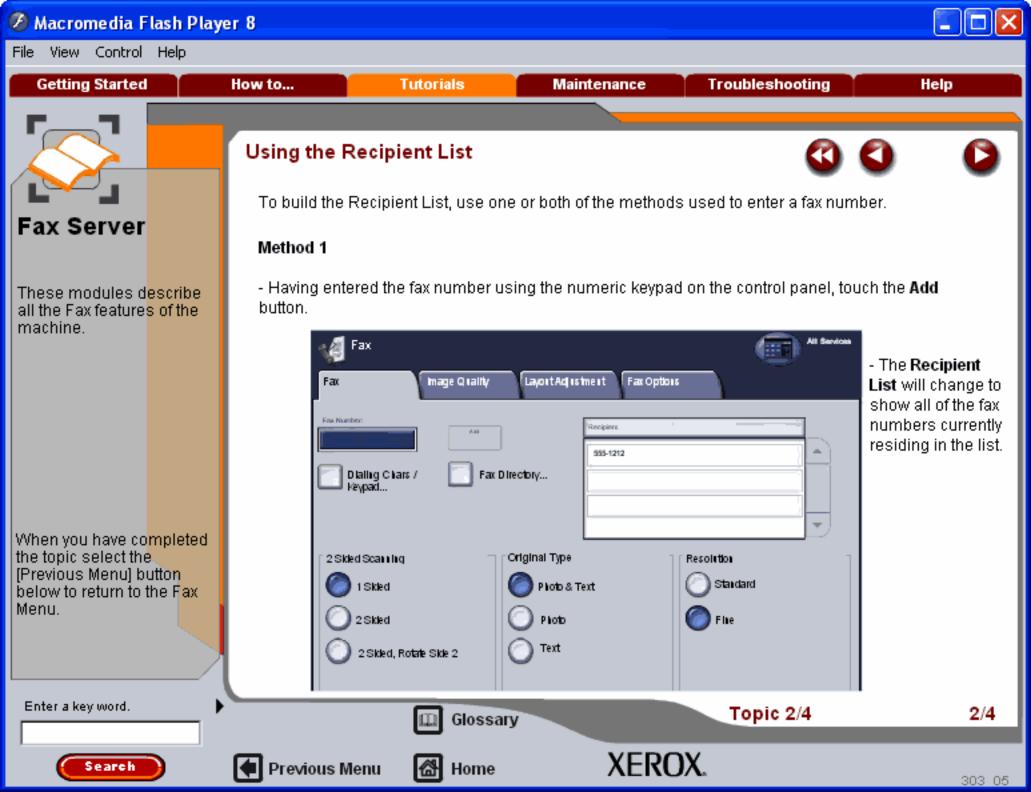


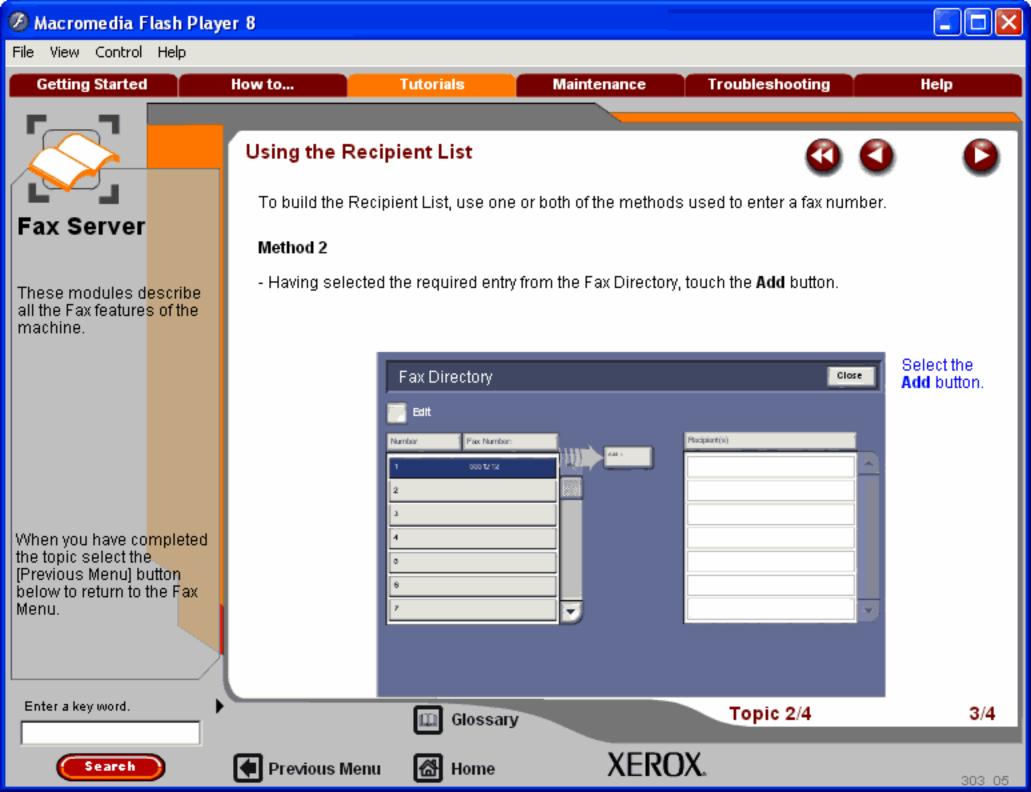


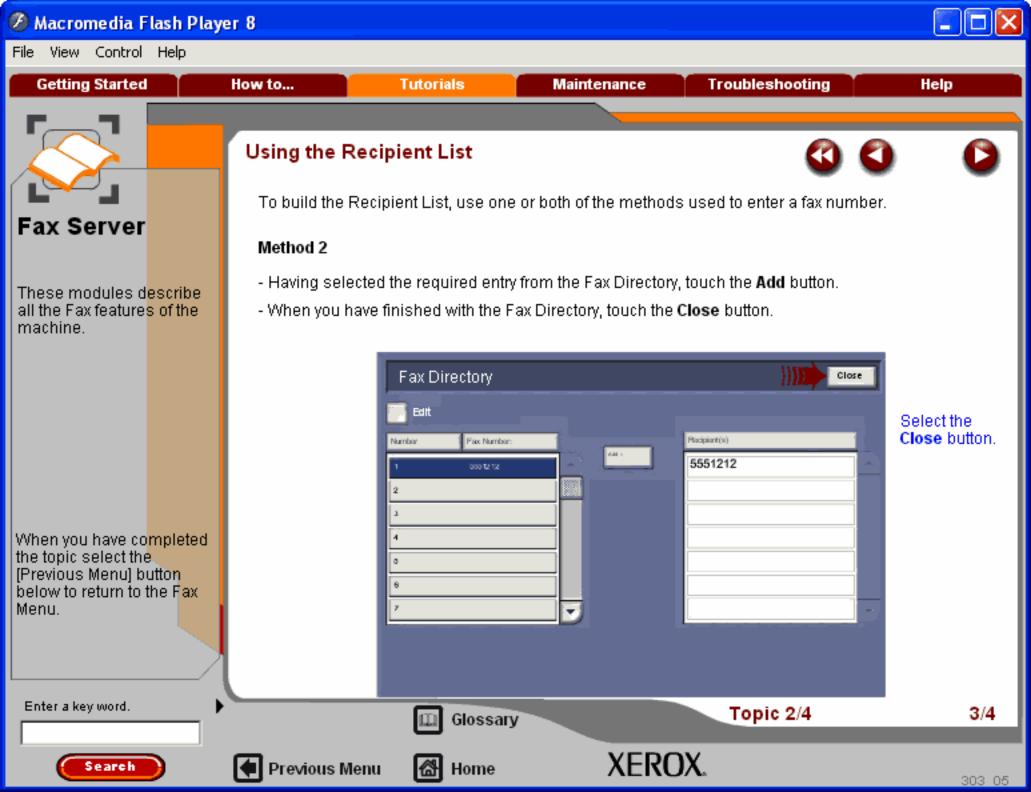


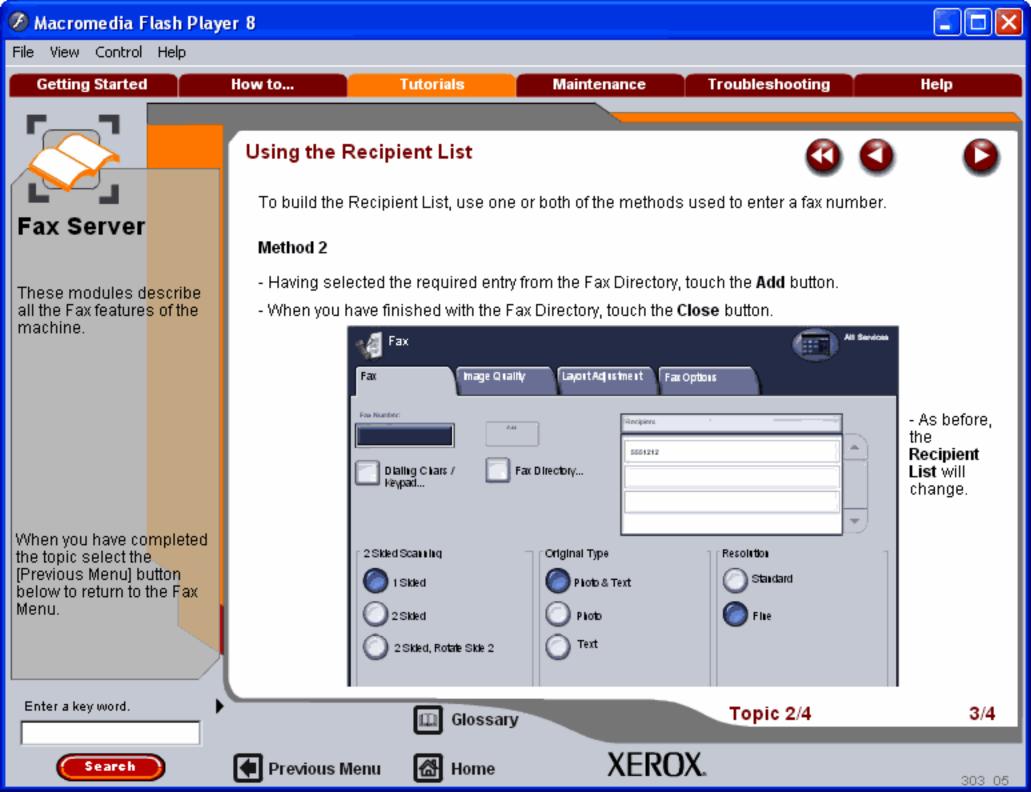




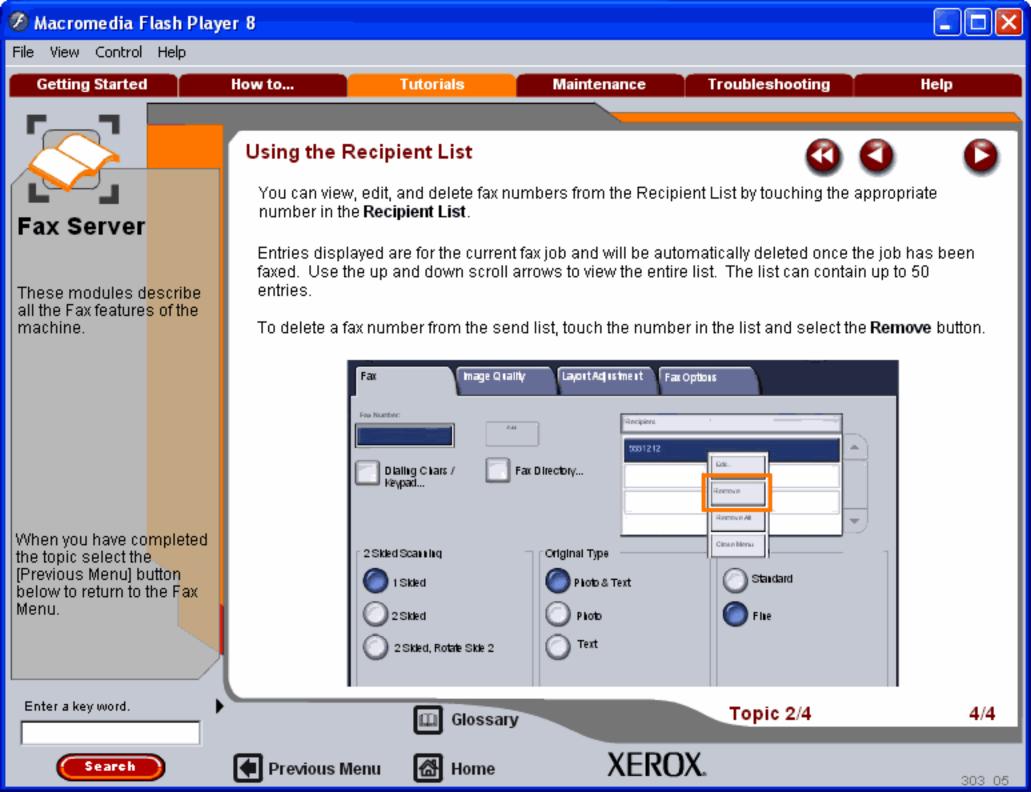


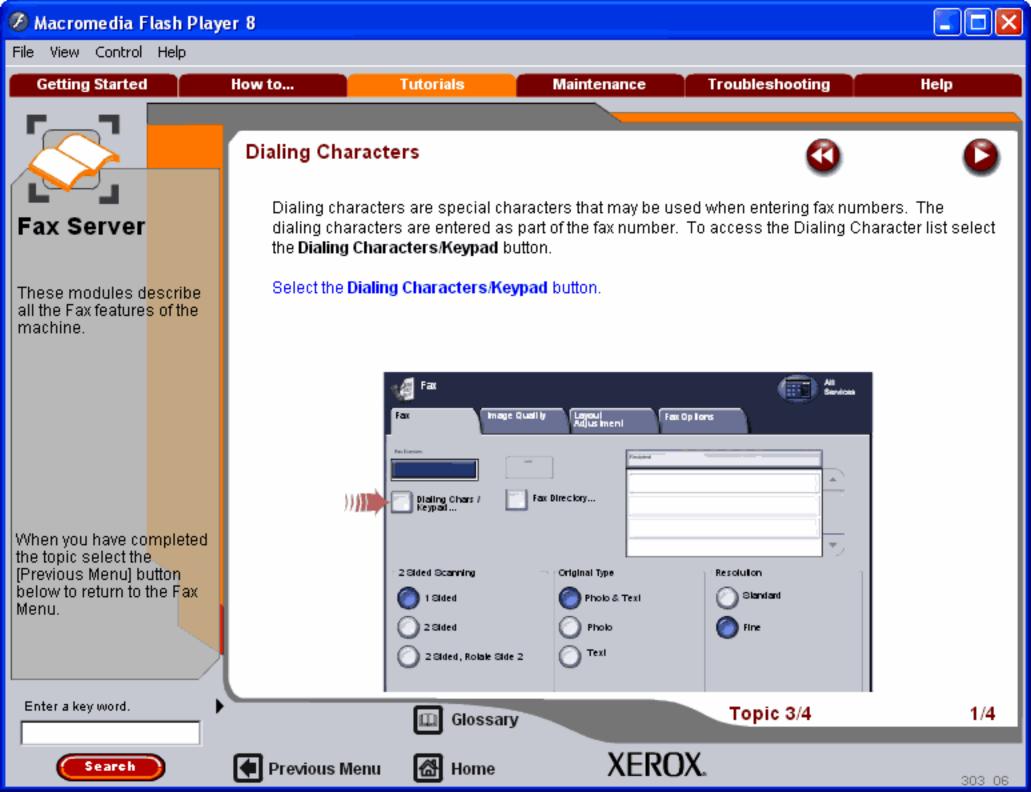


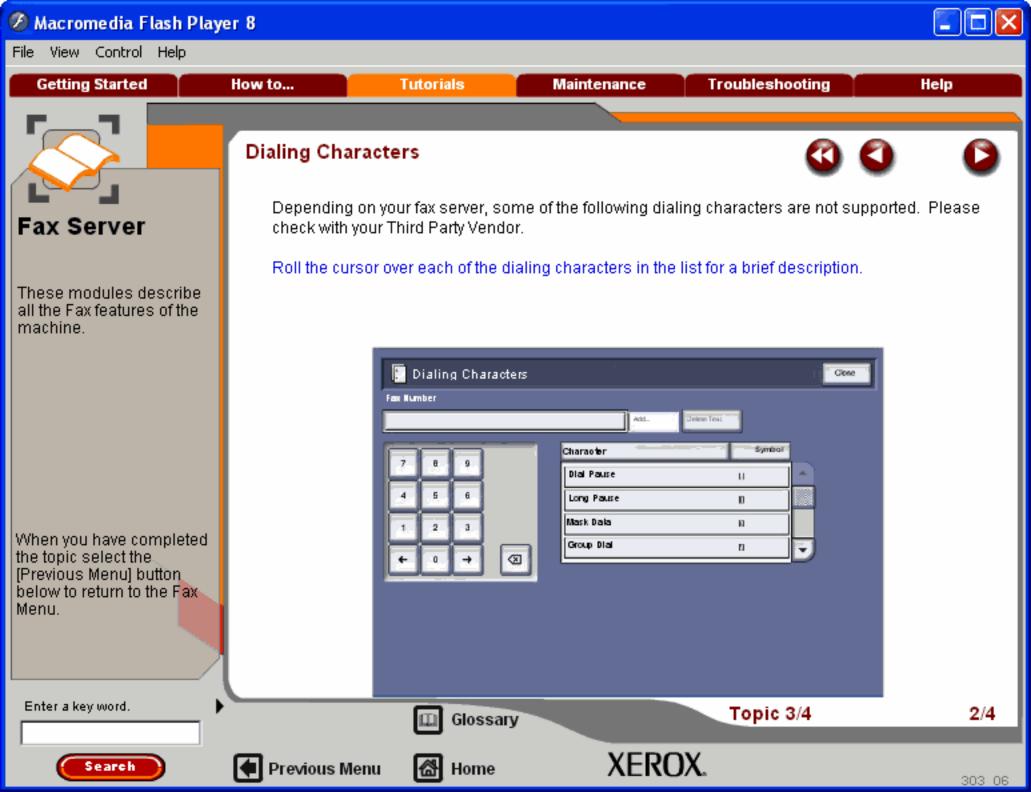


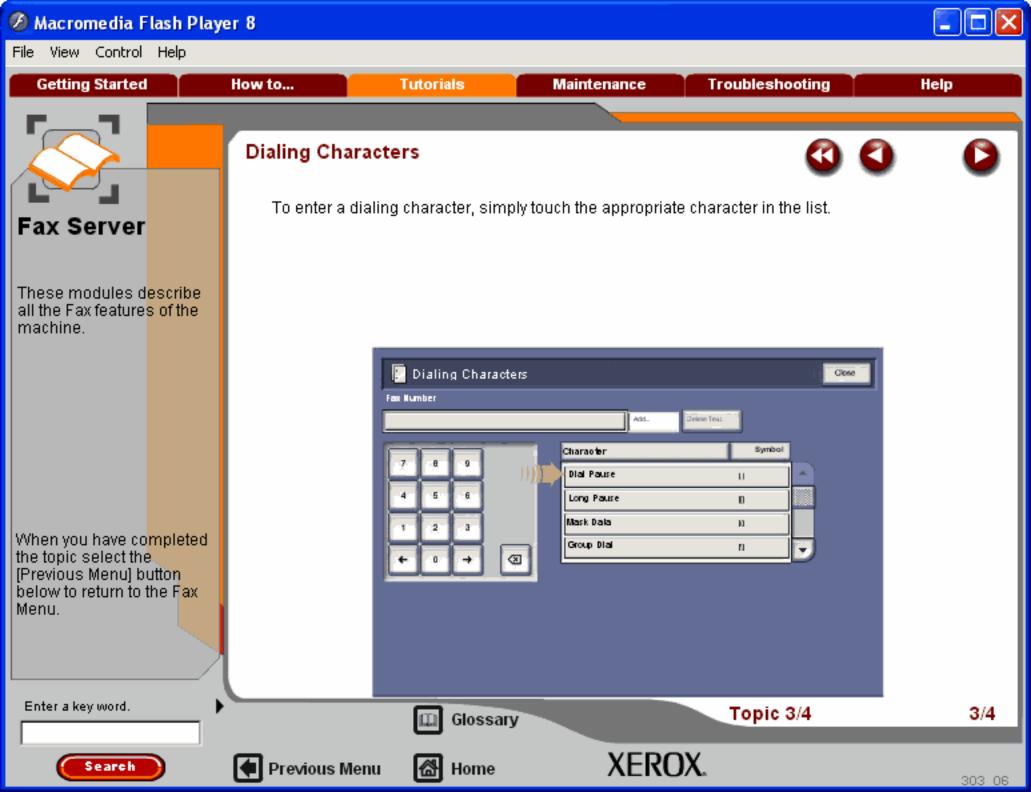


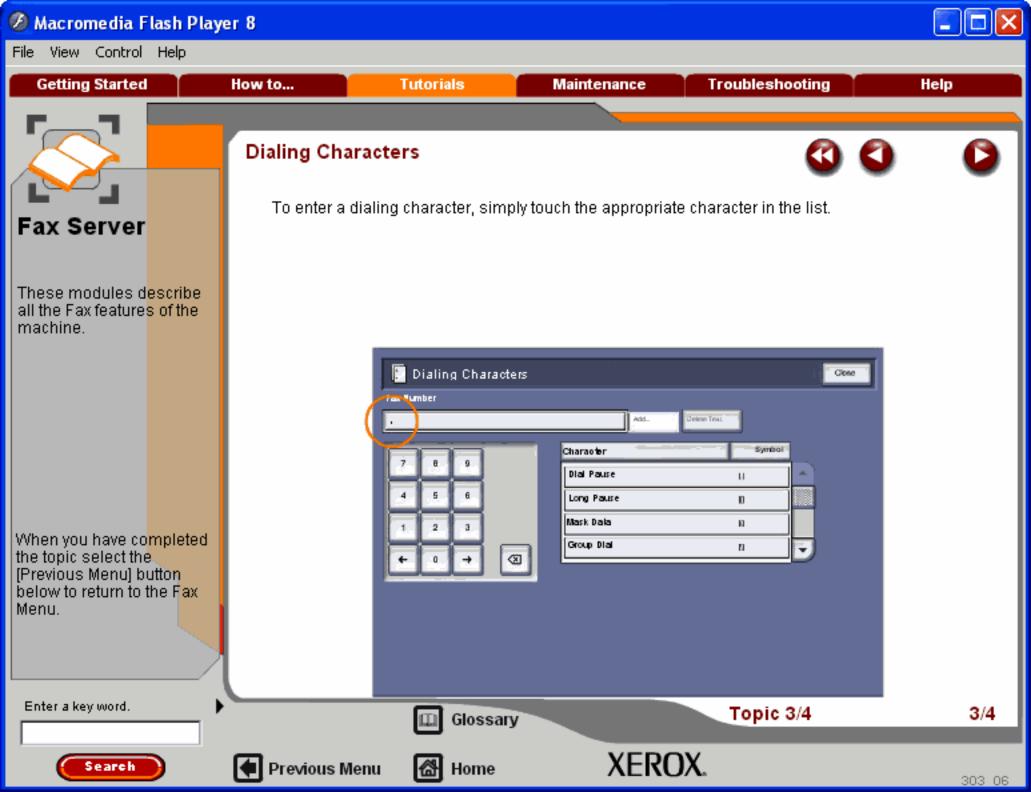


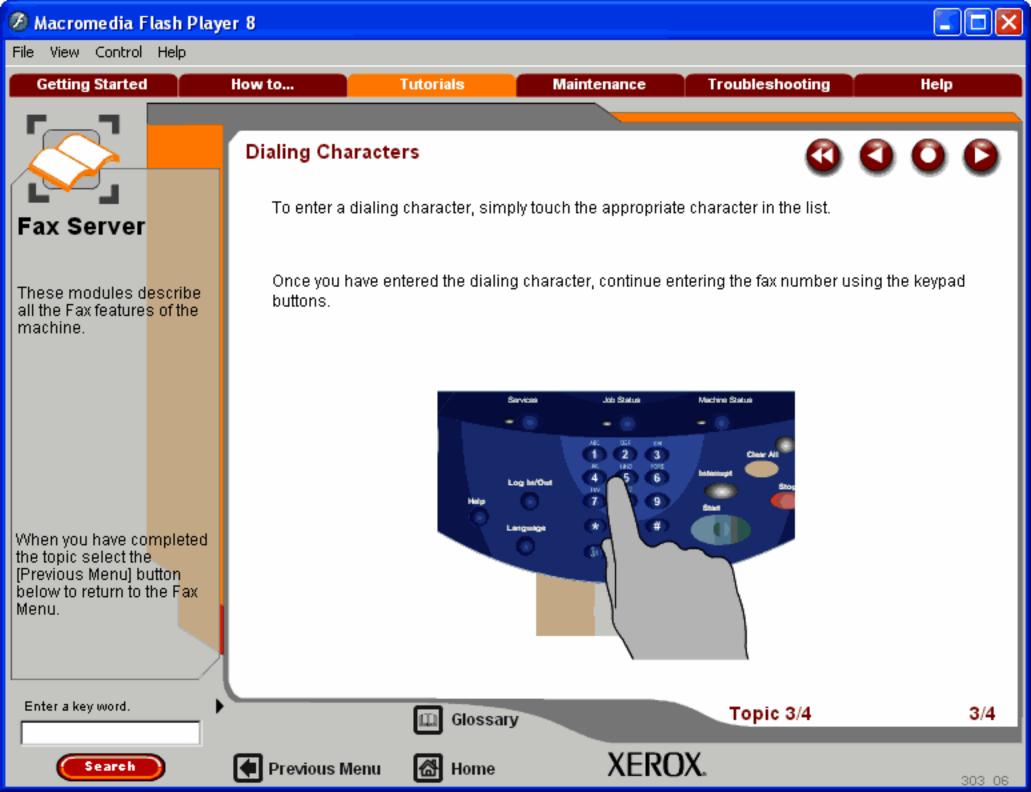


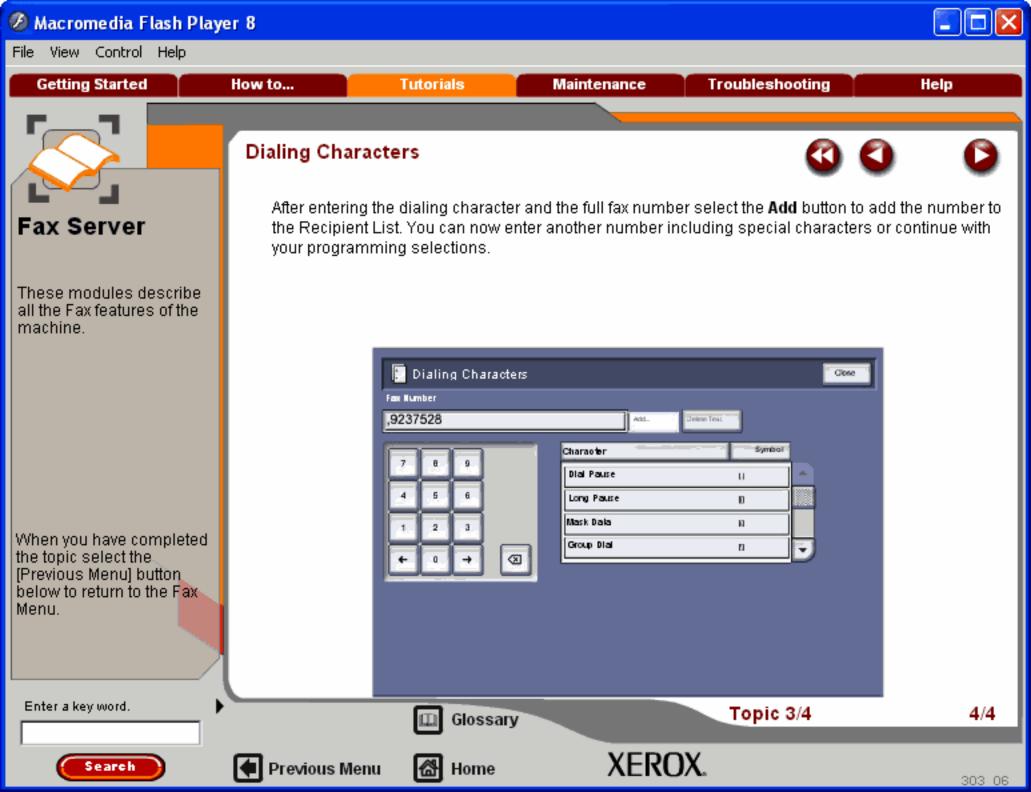


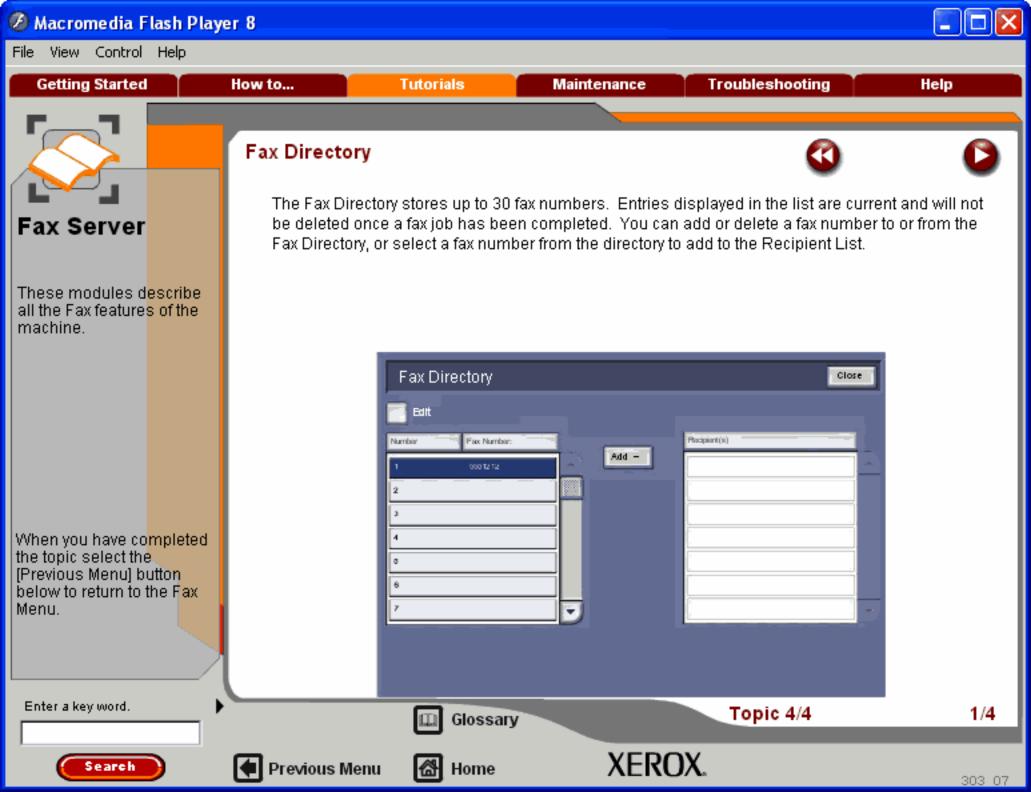


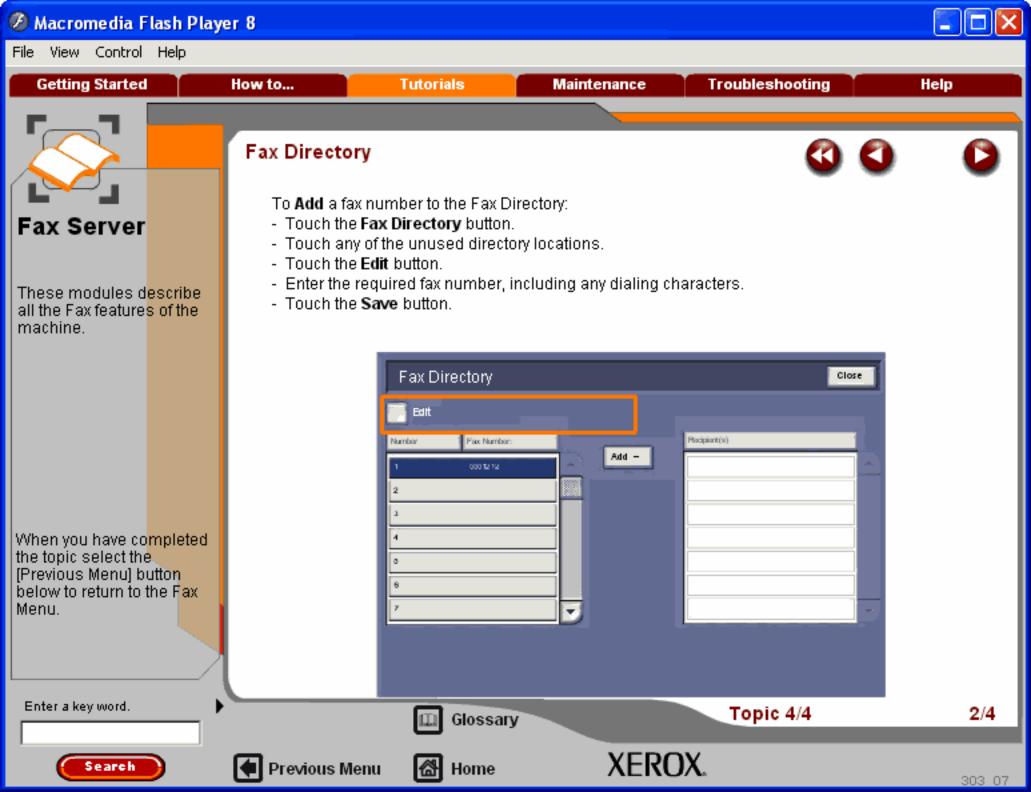


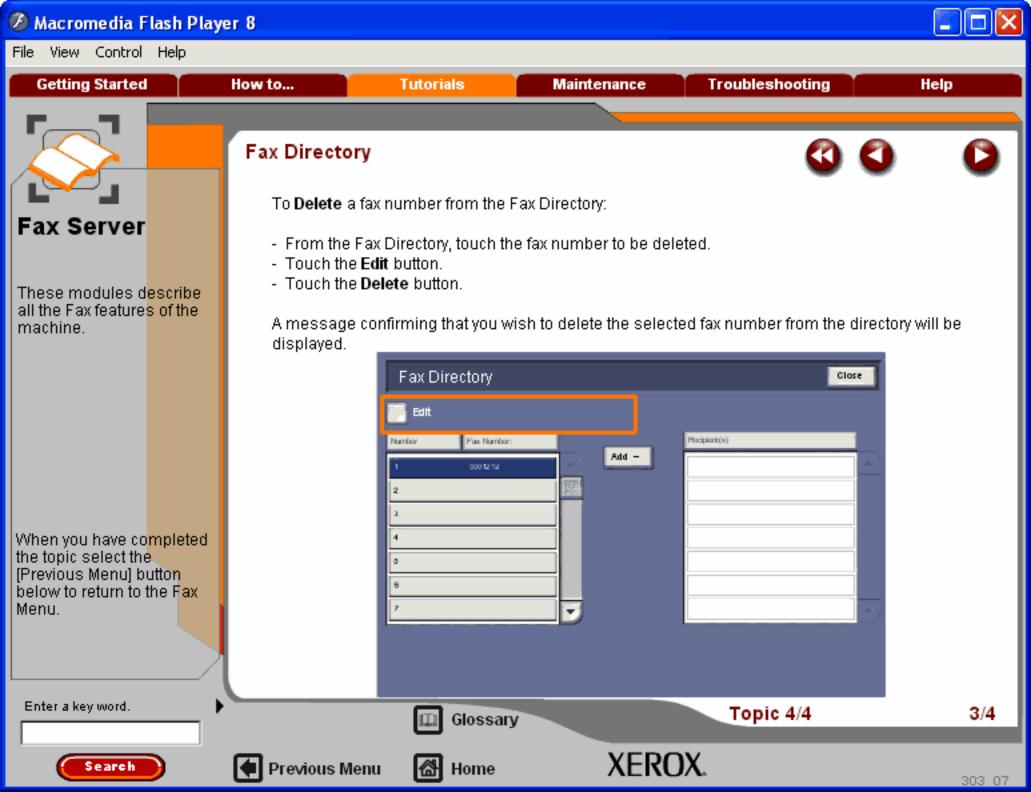


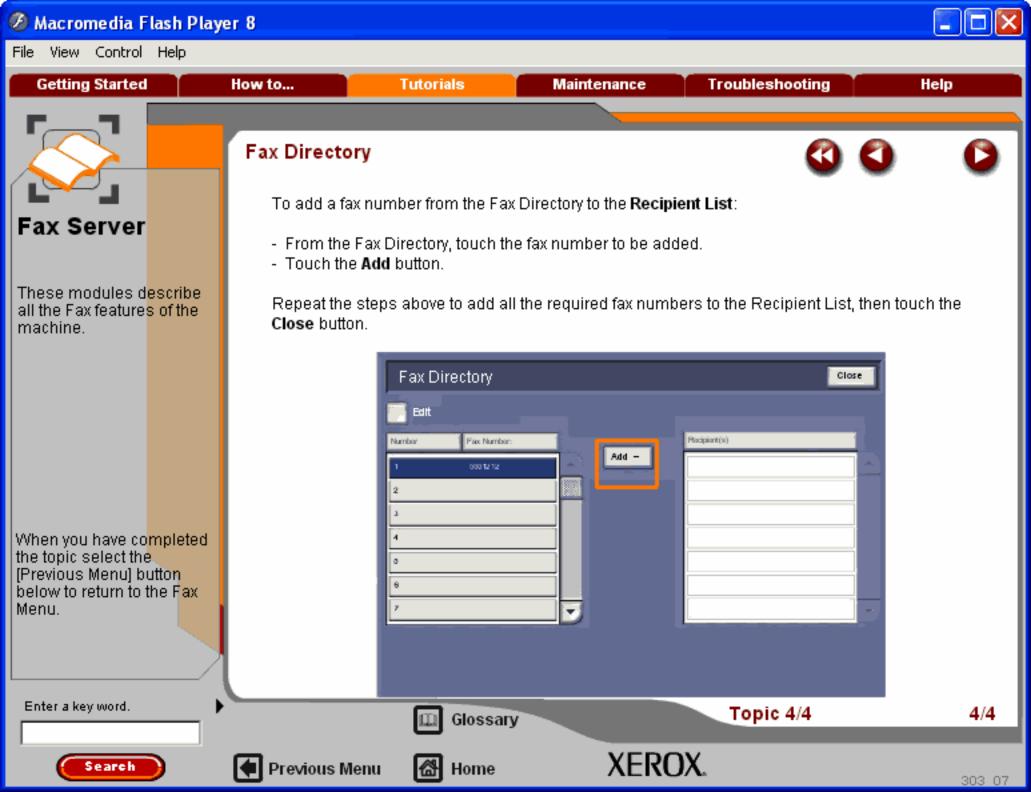


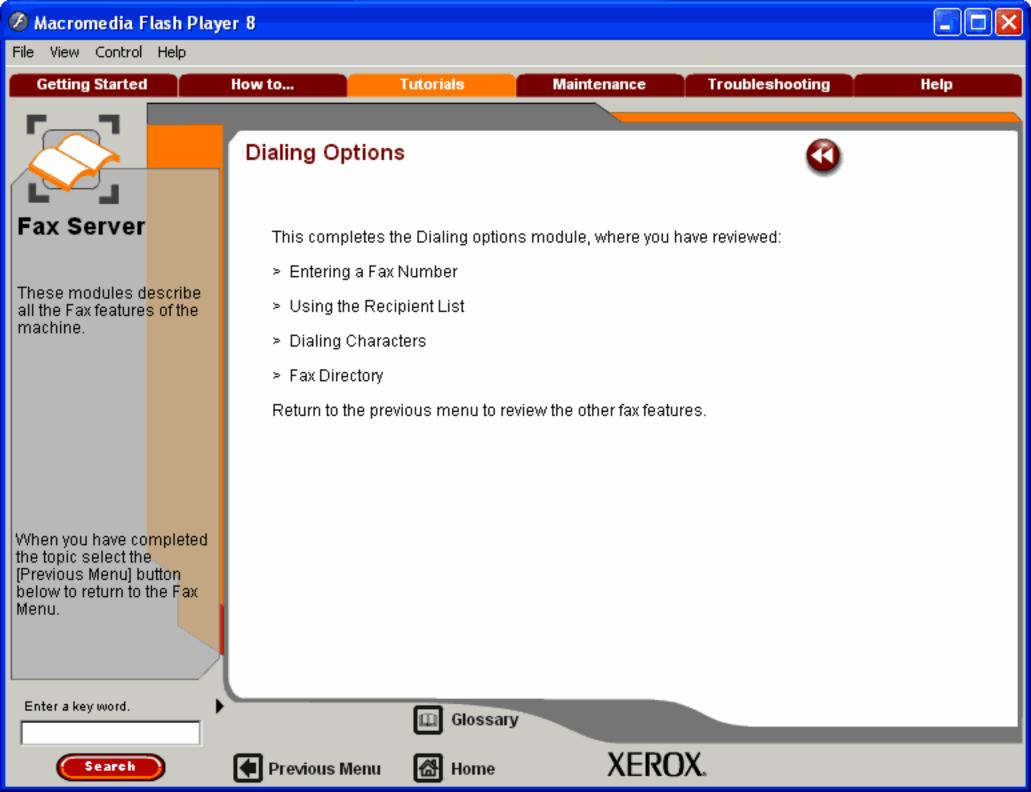


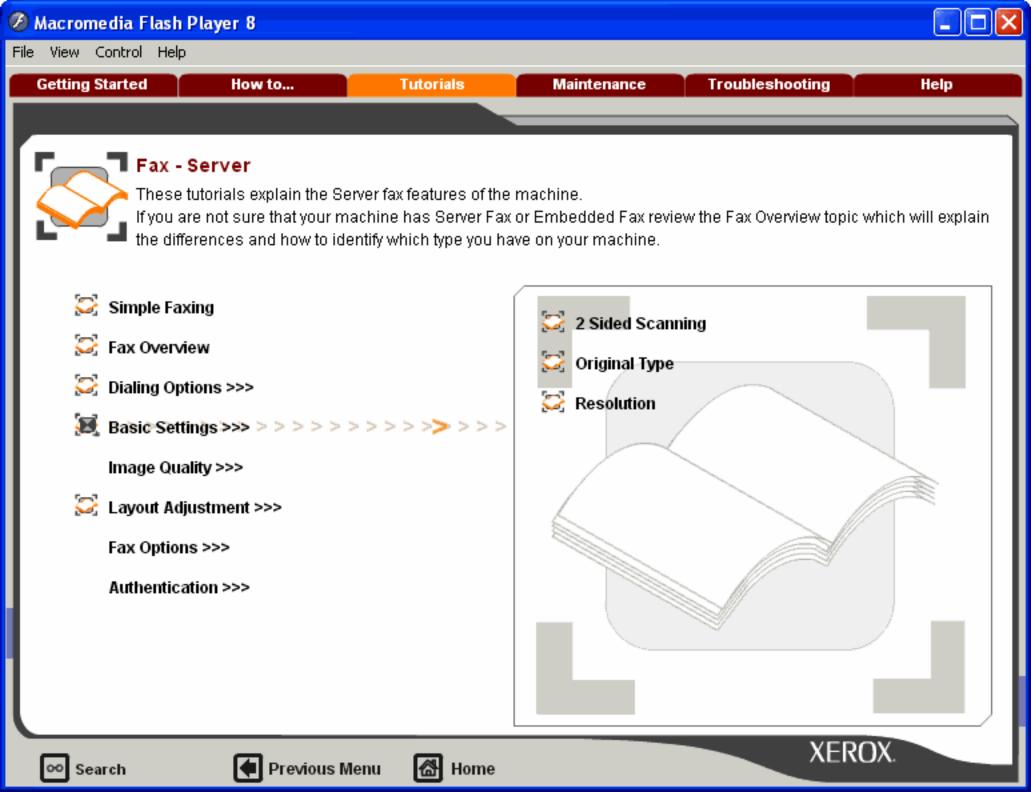


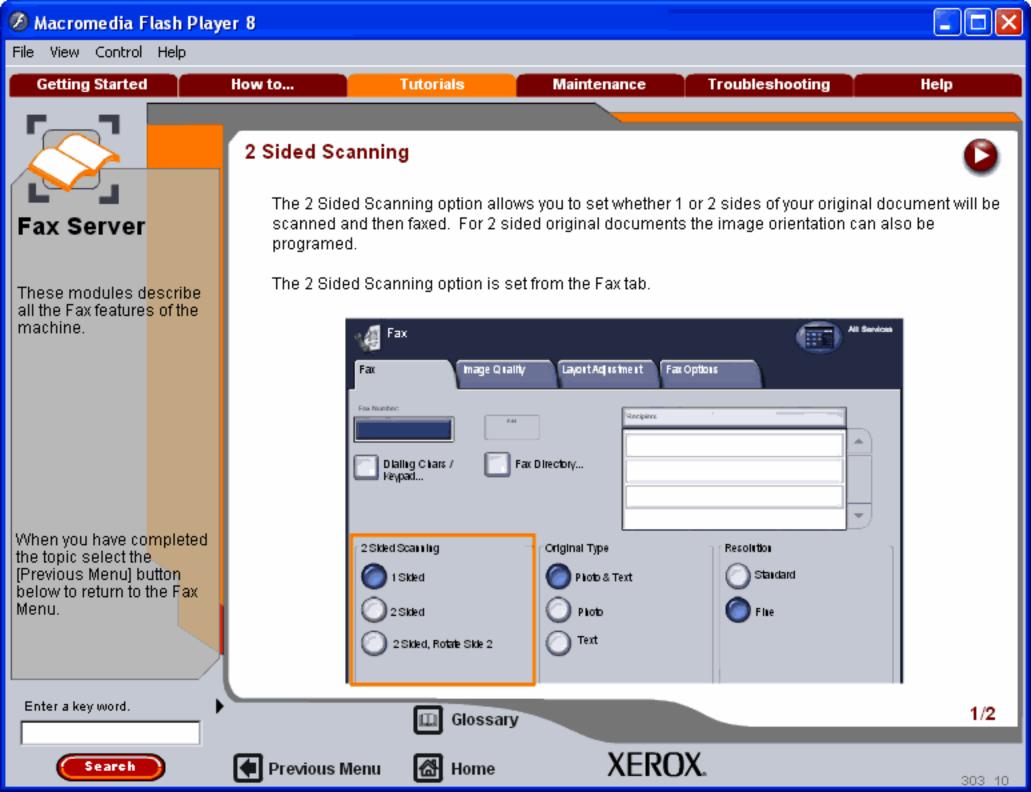


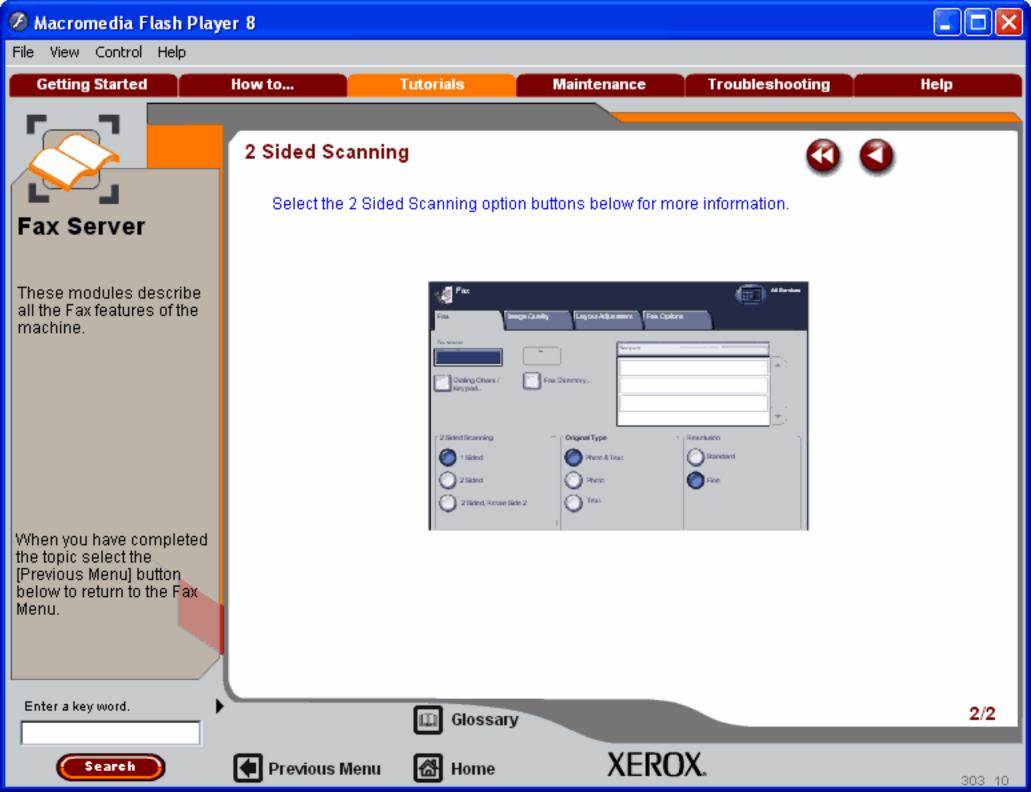


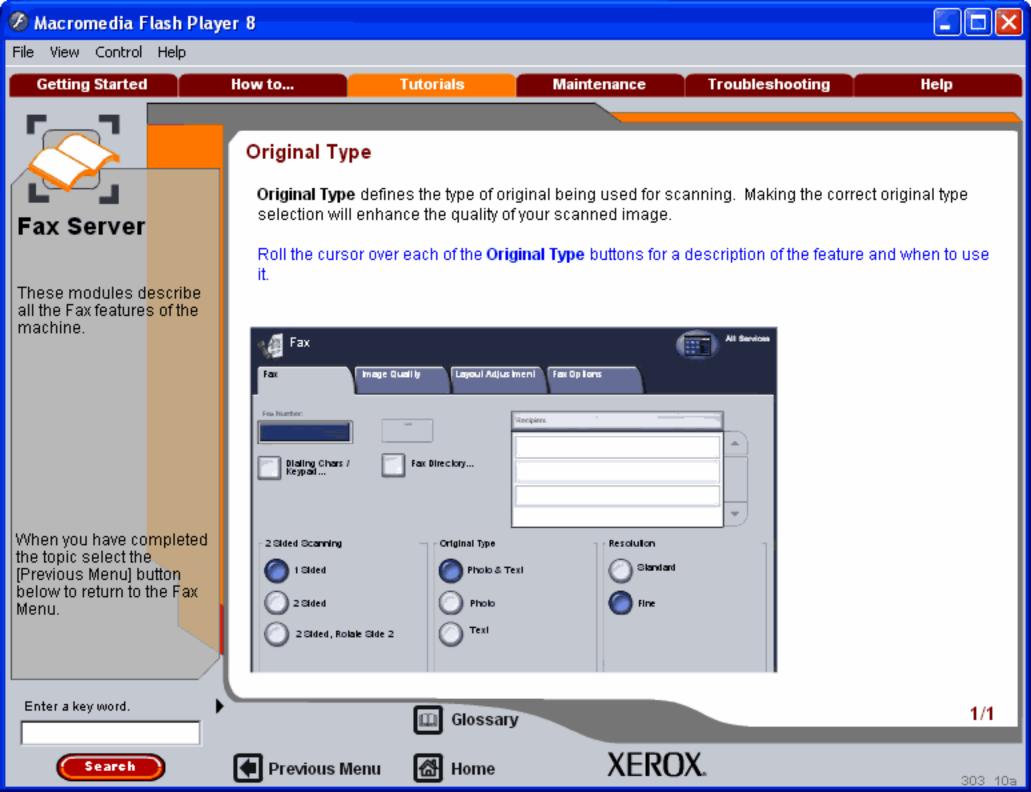




















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## Fax - Server

These tutorials explain the Server fax features of the machine.

If you are not sure that your machine has Server Fax or Embedded Fax review the Fax Overview topic which will explain the differences and how to identify which type you have on your machine.



Fax Overview

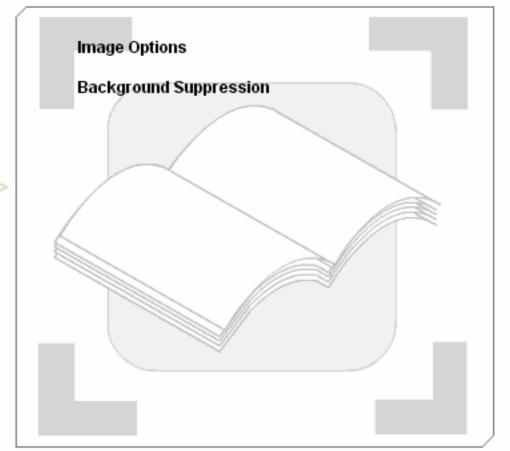
🔯 Dialing Options >>>

Basic Settings >>>

🔀 Layout Adjustment >>>

🖪 Fax Options >>>

Authentication >>>



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## **Fax Server**

These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the F<mark>ax</mark> Menu.

## **Background Suppression**

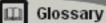
Background Suppression prevents reproduction of unwanted shading from originals where the opposite side printing shows through. The **Auto Suppression** option in the Background Suppression area of the screen automatically reduces or eliminates any background on the copies caused by colored paper or newspaper originals. Select the **No Suppression** option when:

- The Darken adjustment does not produce a satisfactory copy from light originals.
- The original has a gray or colored border, such as a certificate.
- You want to bring out fine detail that was lost due to a dark edge when using bound originals.



Enter a key word.



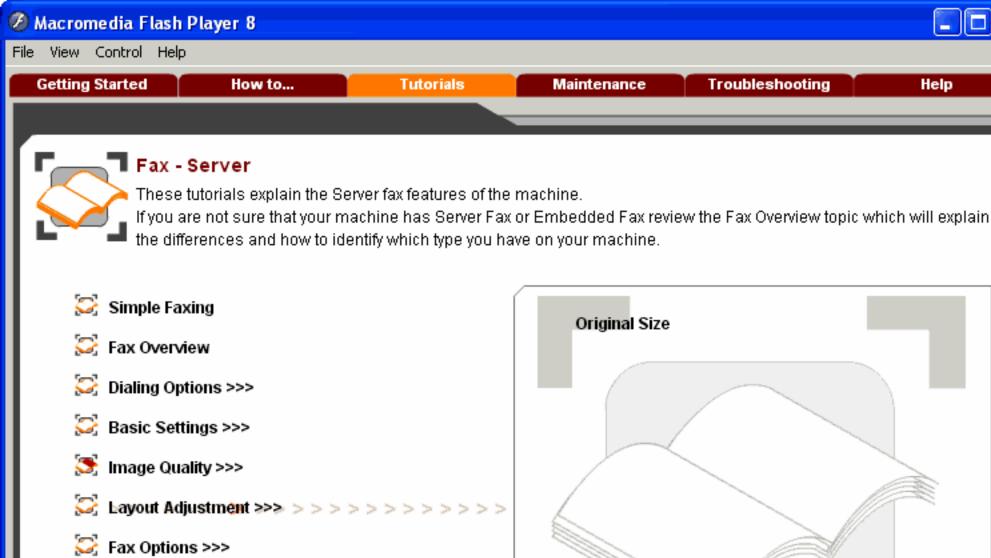


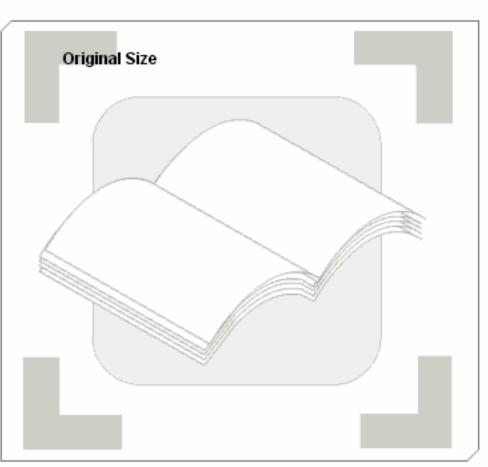


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Authentication >>>

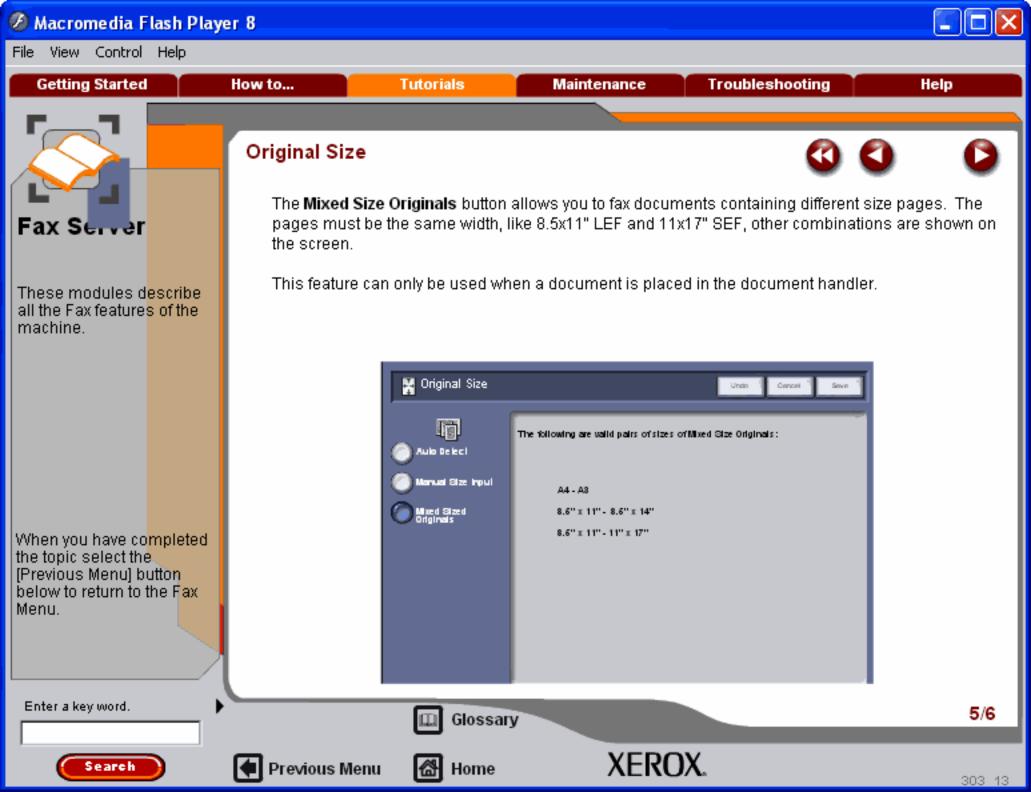


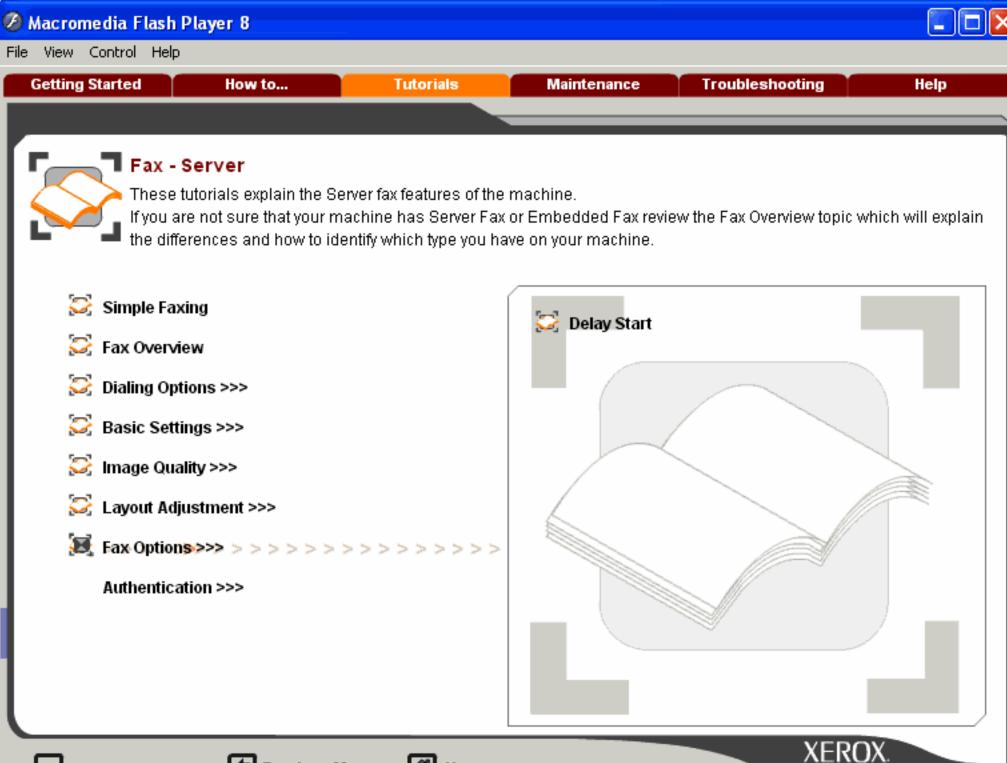


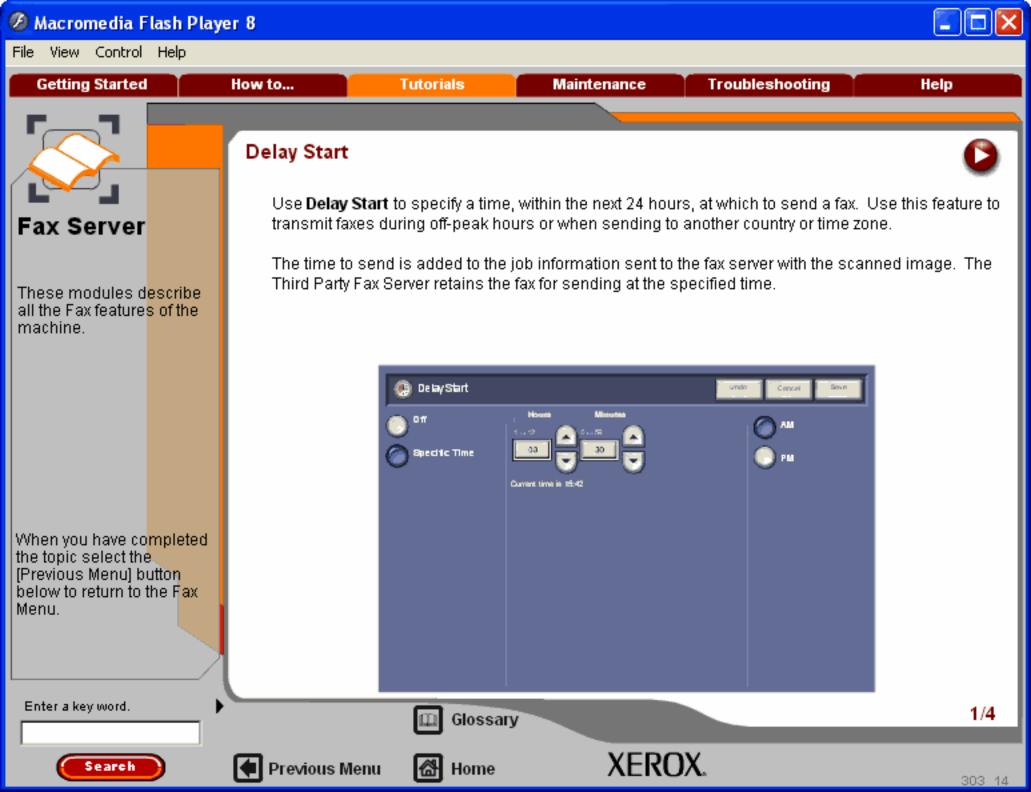


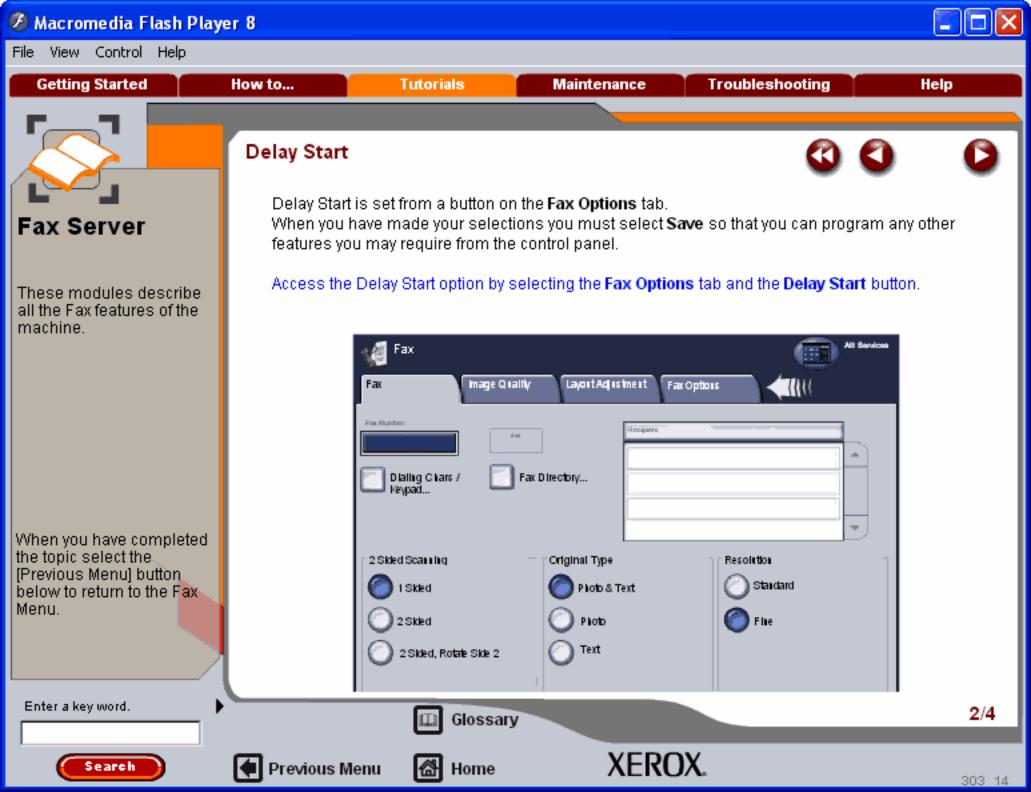




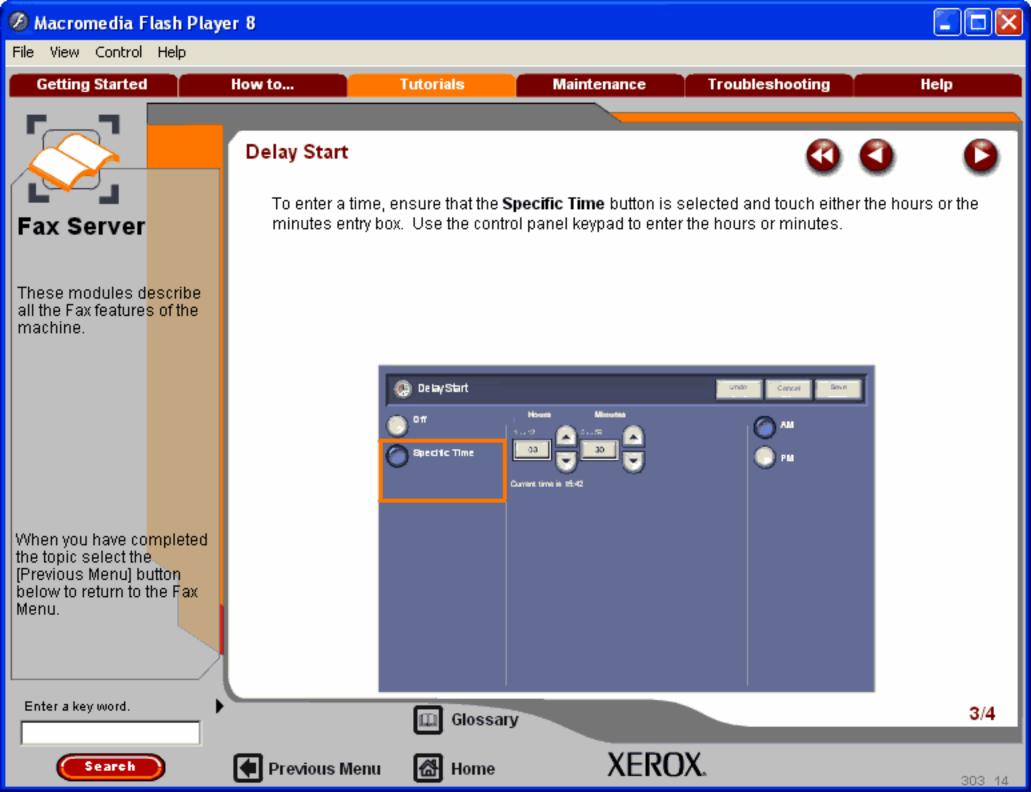


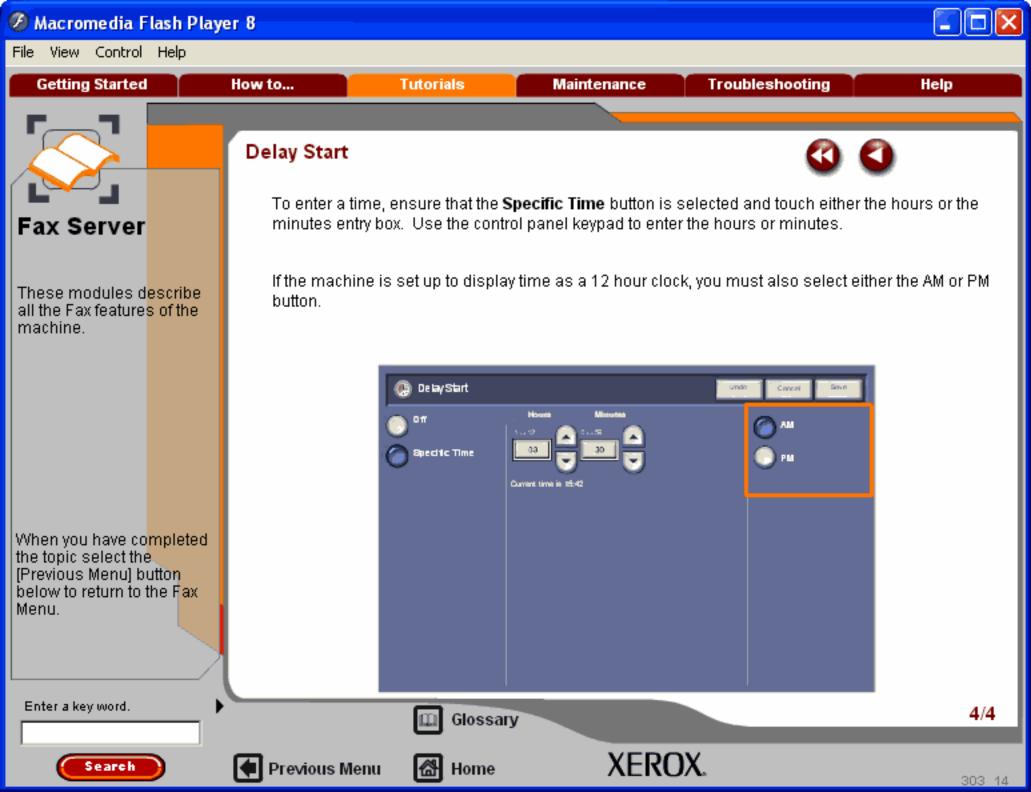


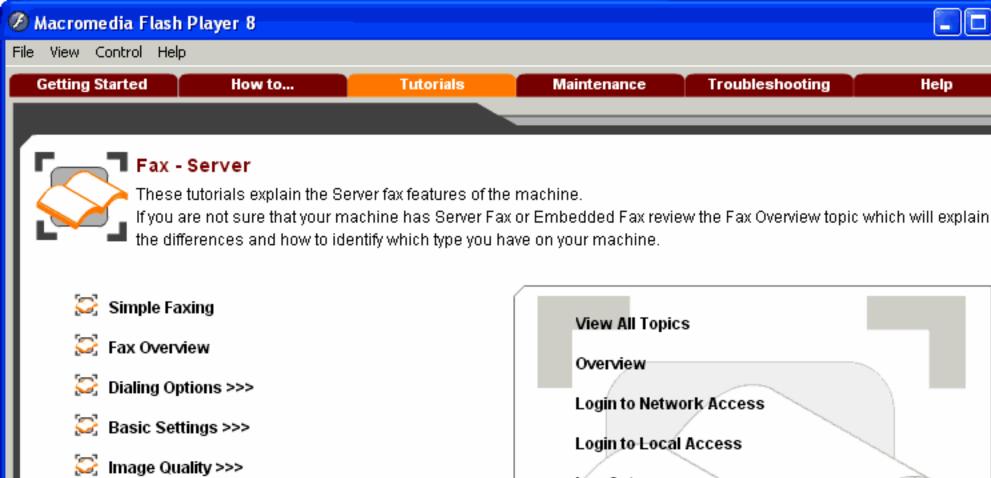


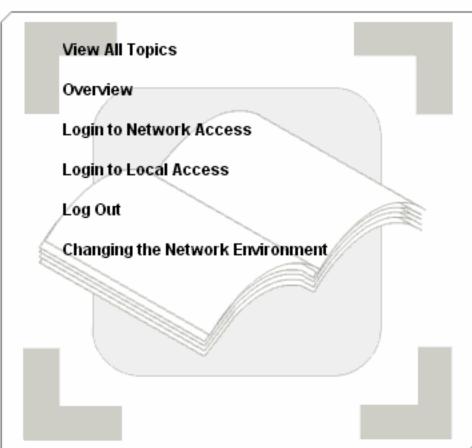












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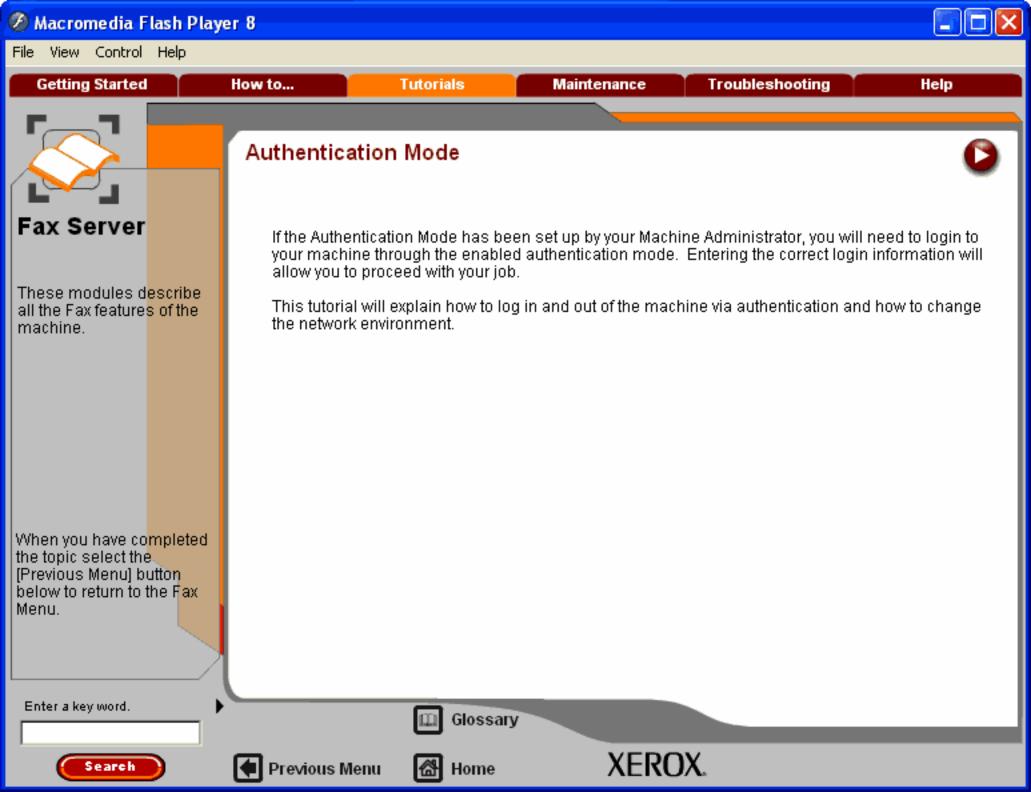
Maintenance

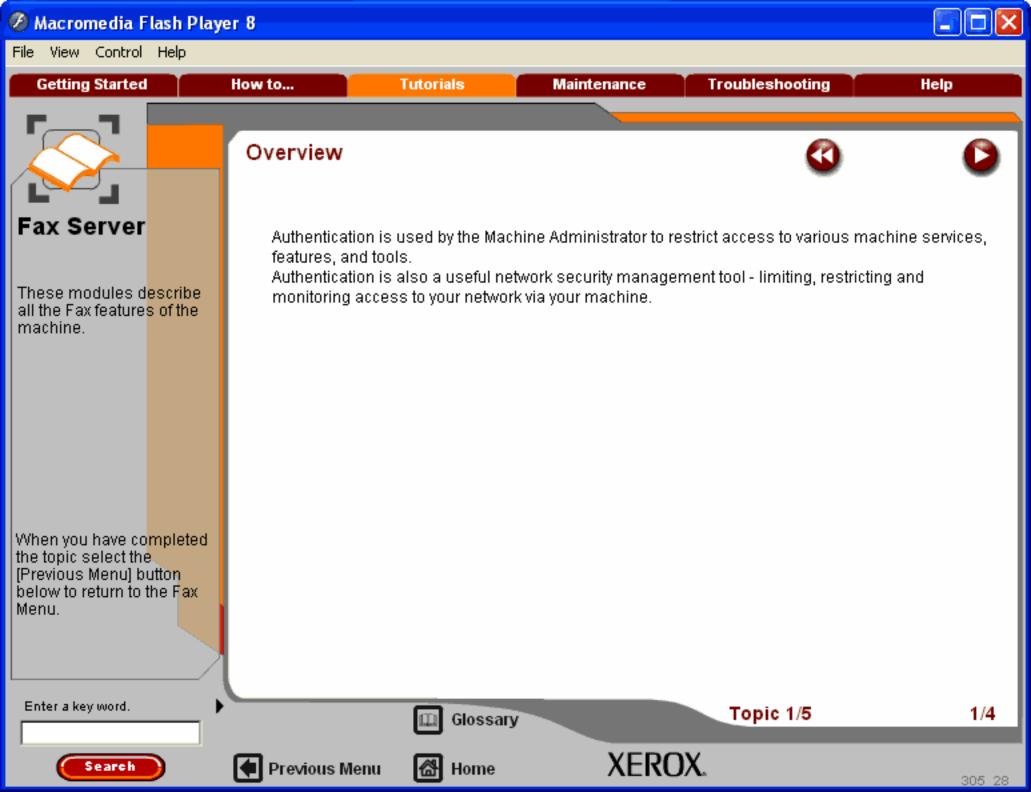
Layout Adjustment >>>

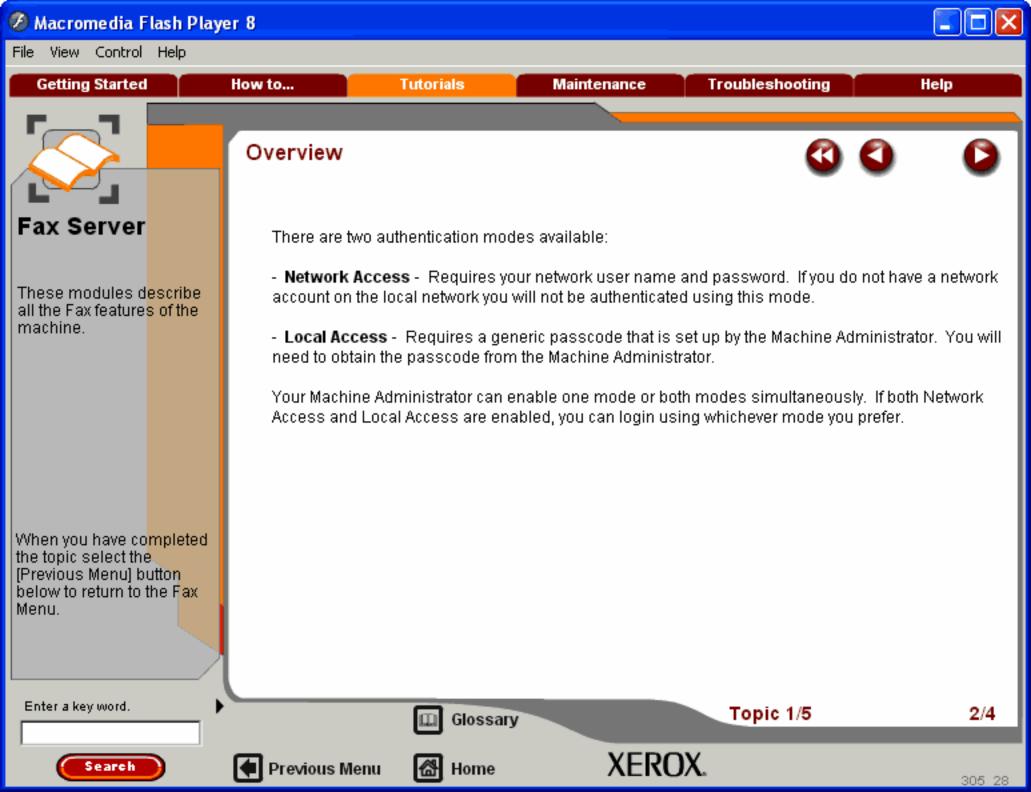
🔀 Fax Options >>>

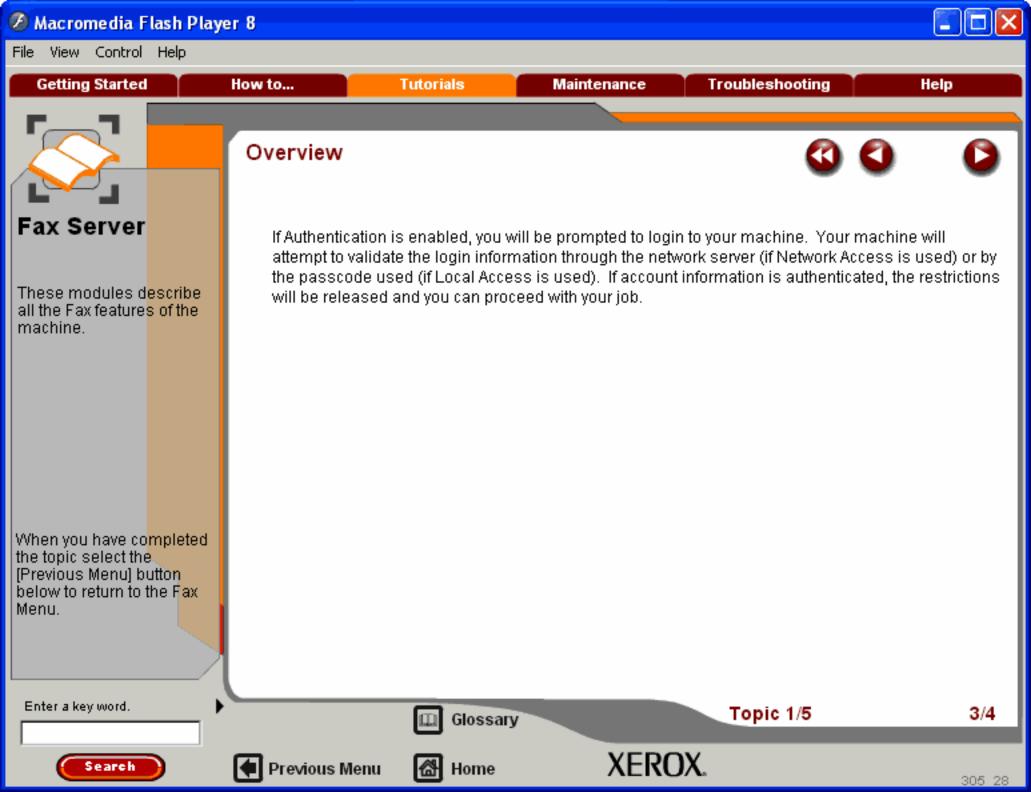


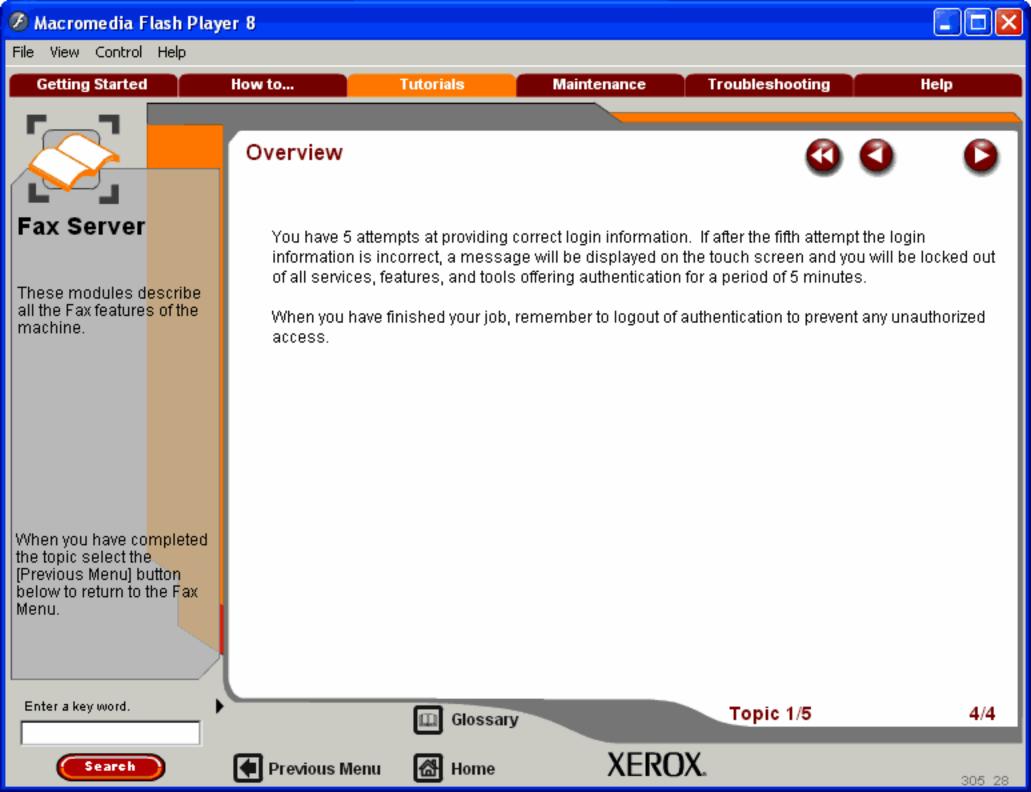












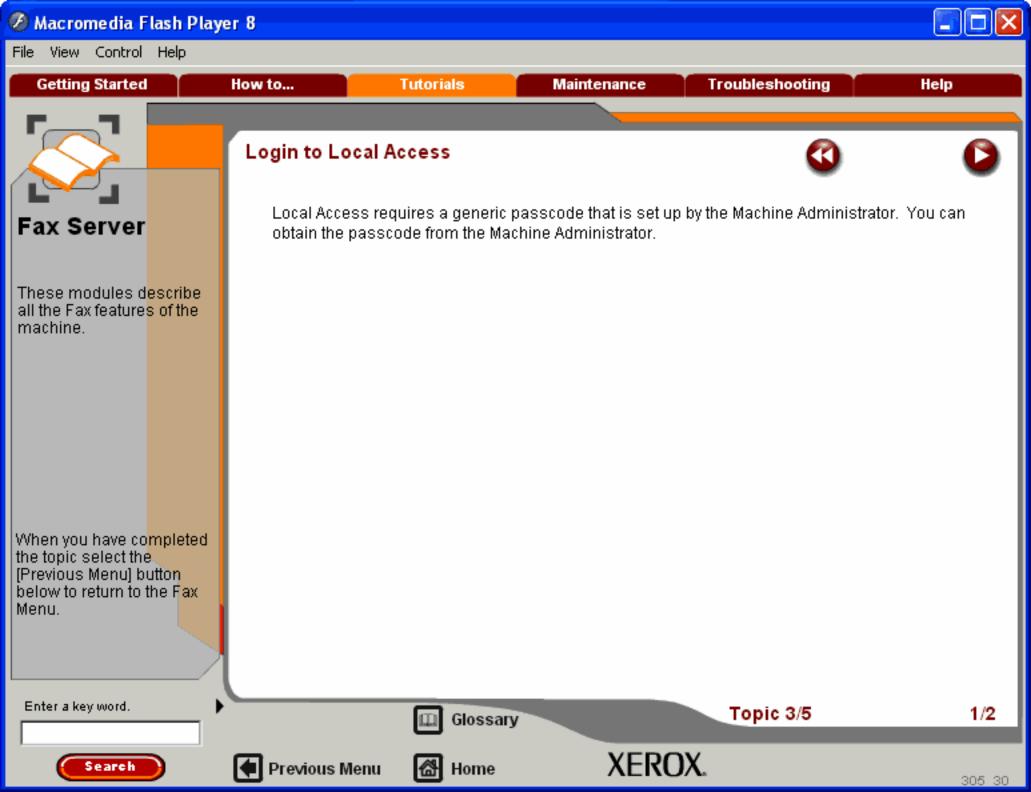








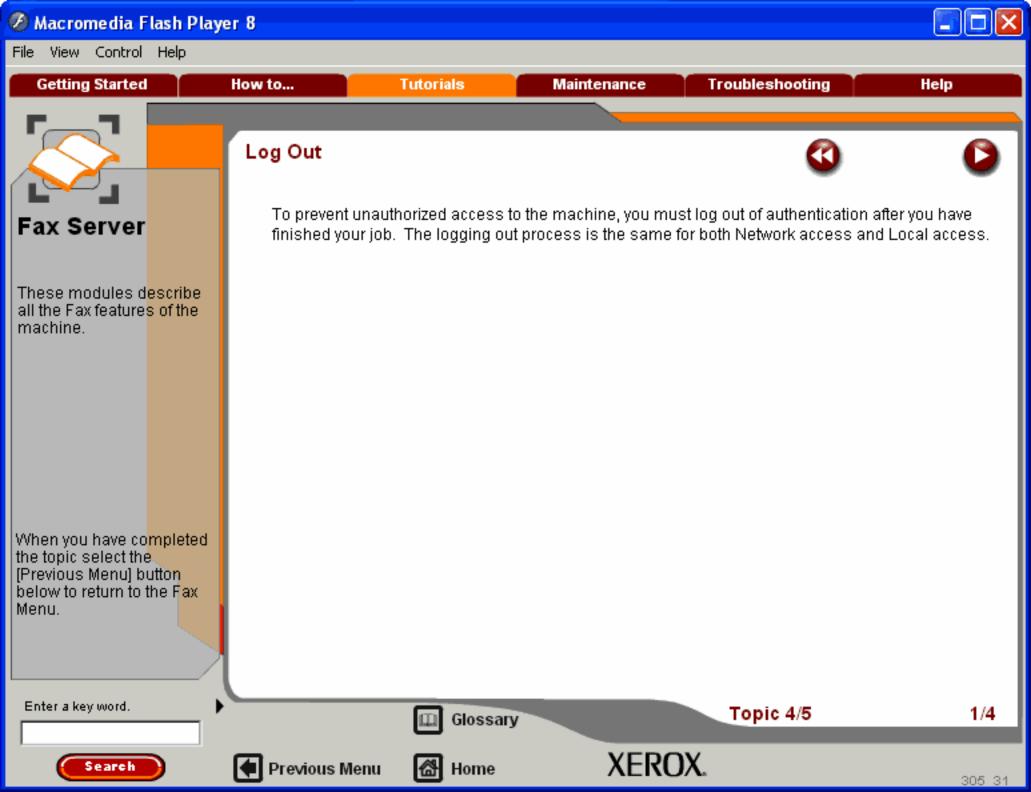






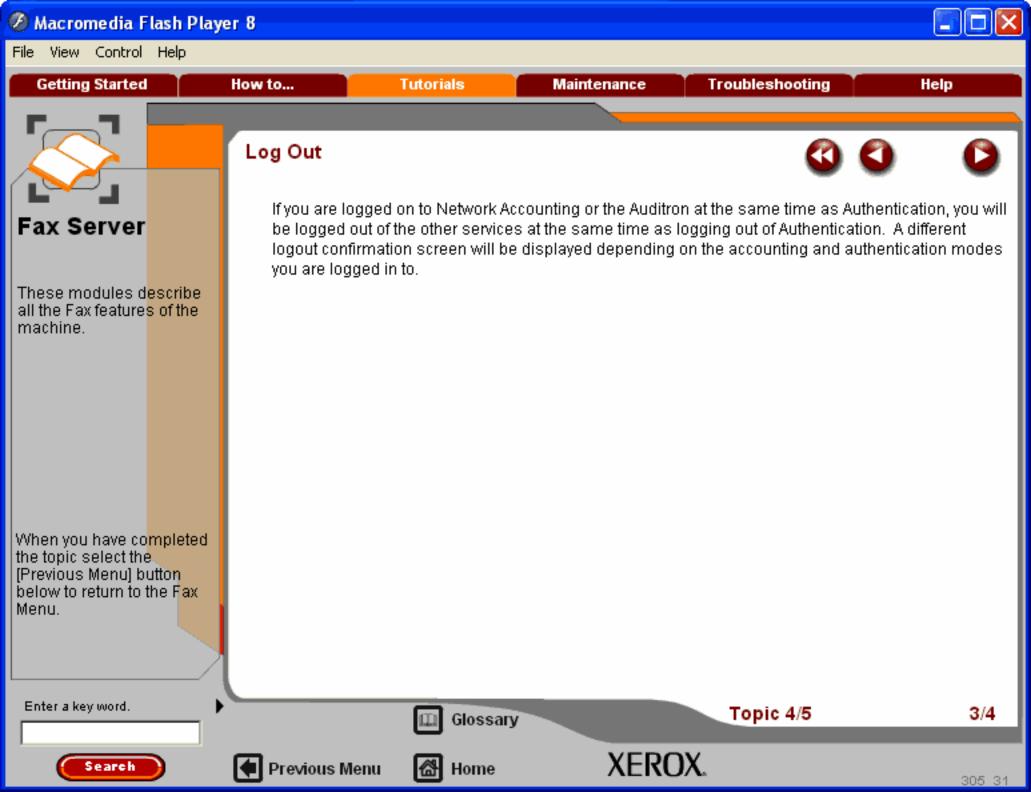




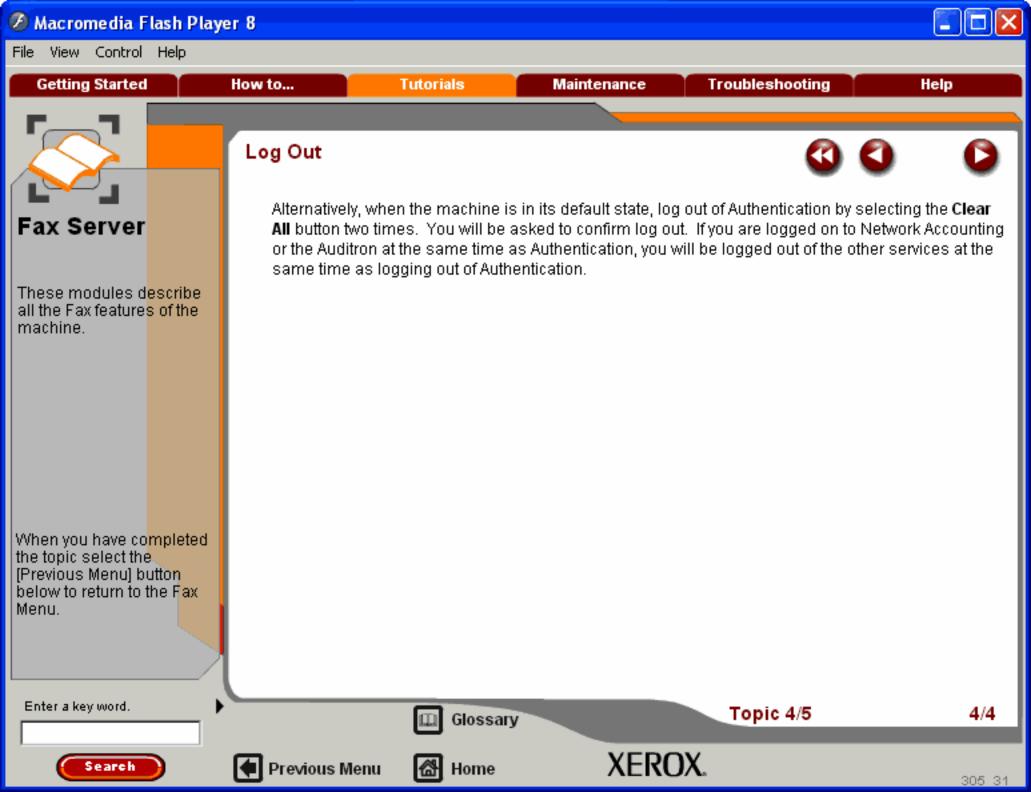


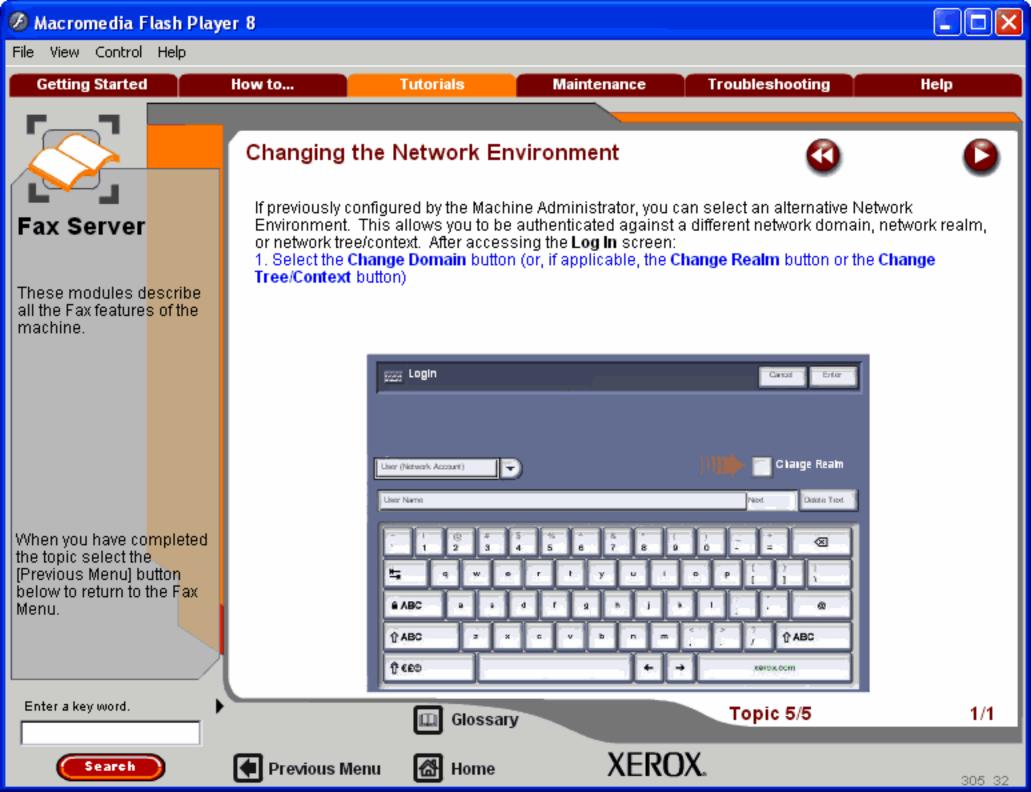


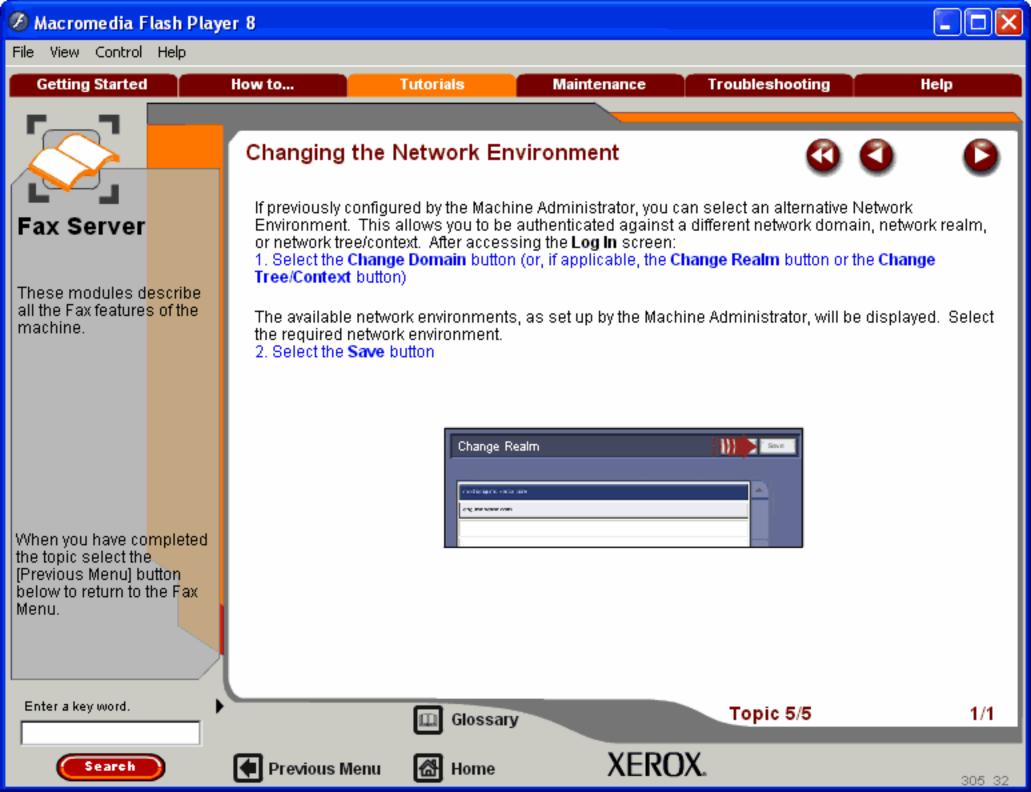


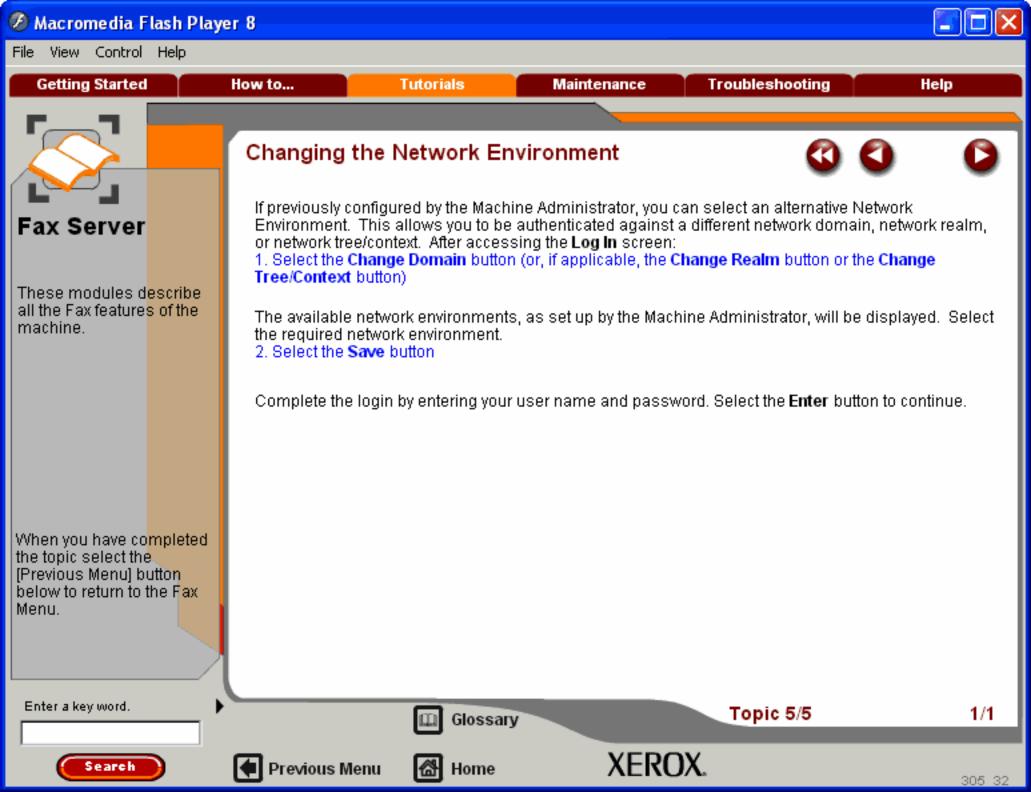


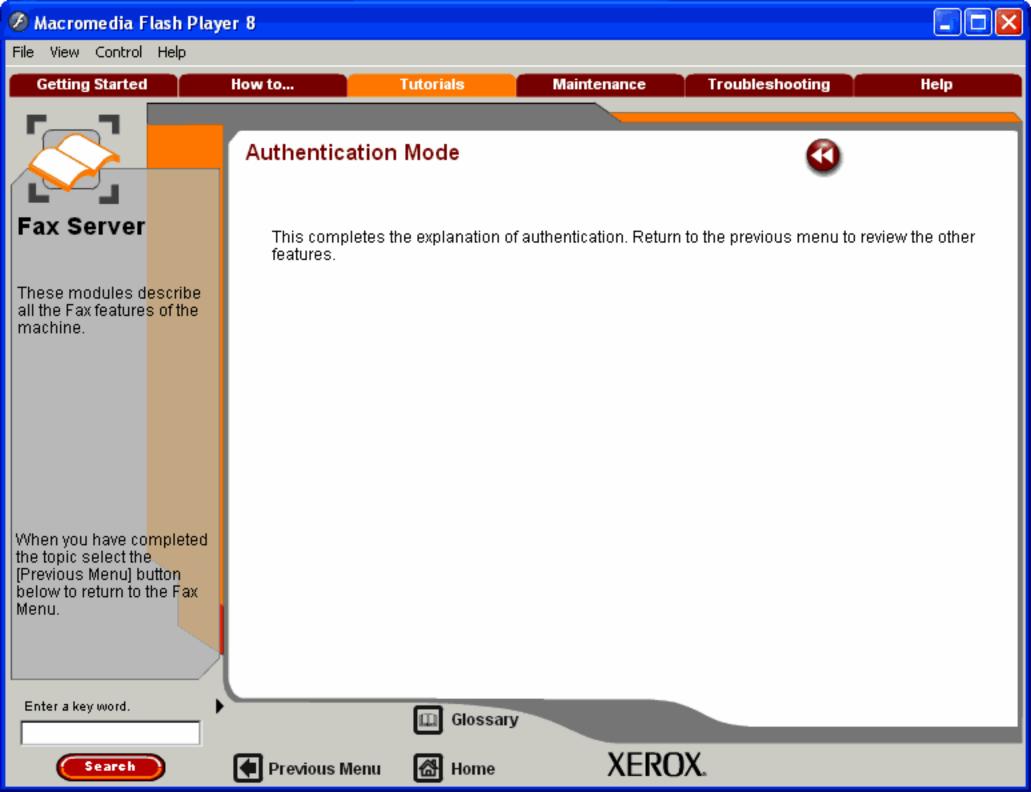
















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## FAX - Embedded

These tutorials explain the Embedded fax features of the machine.

If you are not sure that your machine has Server Fax or Embedded Fax review the Fax Overview topic which will explain the differences and how to identify which type you have on your machine.

Simple Faxing

Fax Overview

Dialing Options >>>

Basic Settings >>>

🤯 Image Quality >>>

🔀 Layout Adjustment >>>

Fax Options >>>

Mailboxes >>>

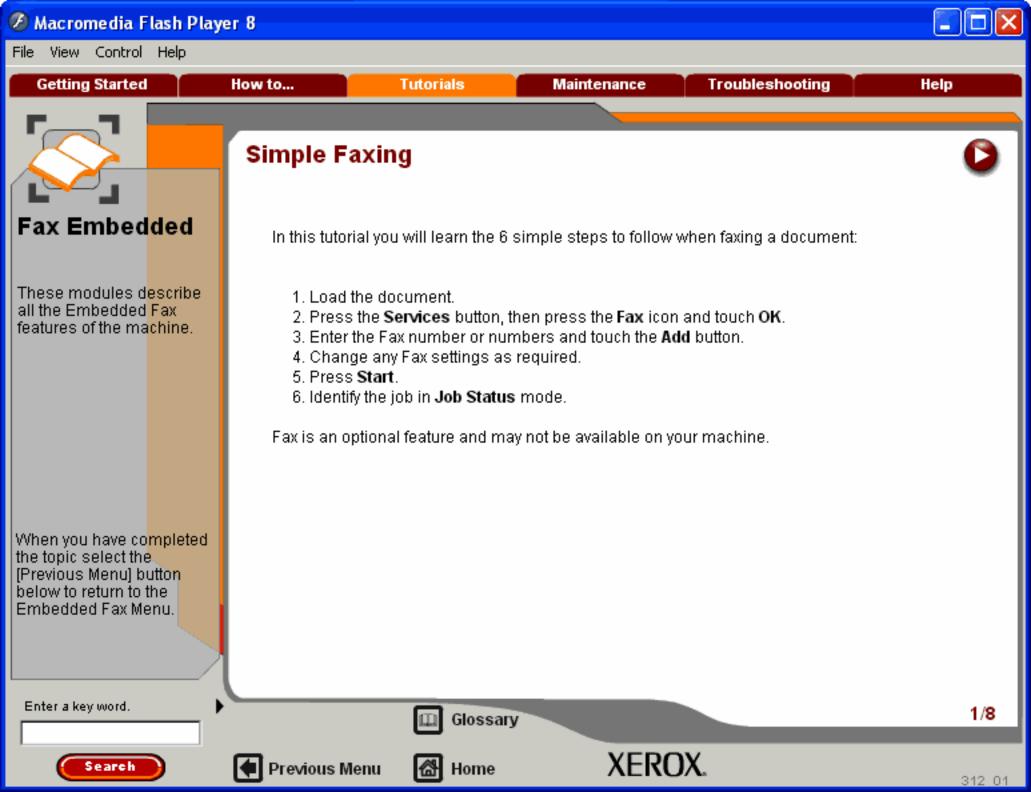
Polling >>>

Receiving Faxes >>>

**Build Job** 

Fax Reports











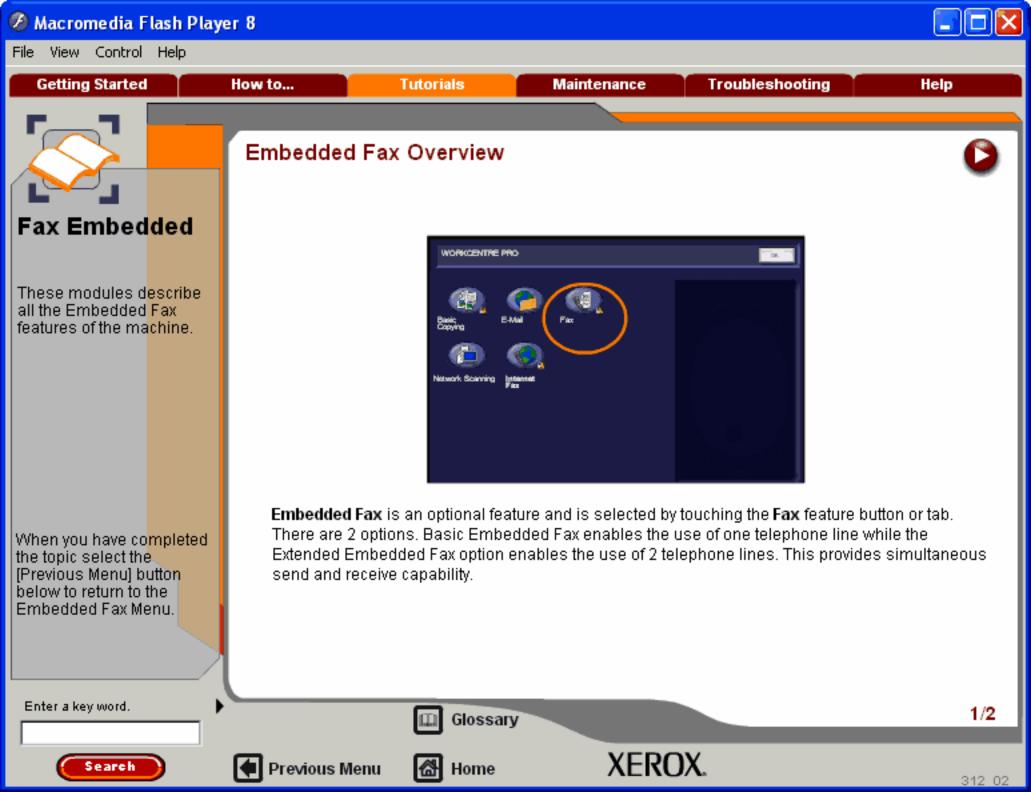


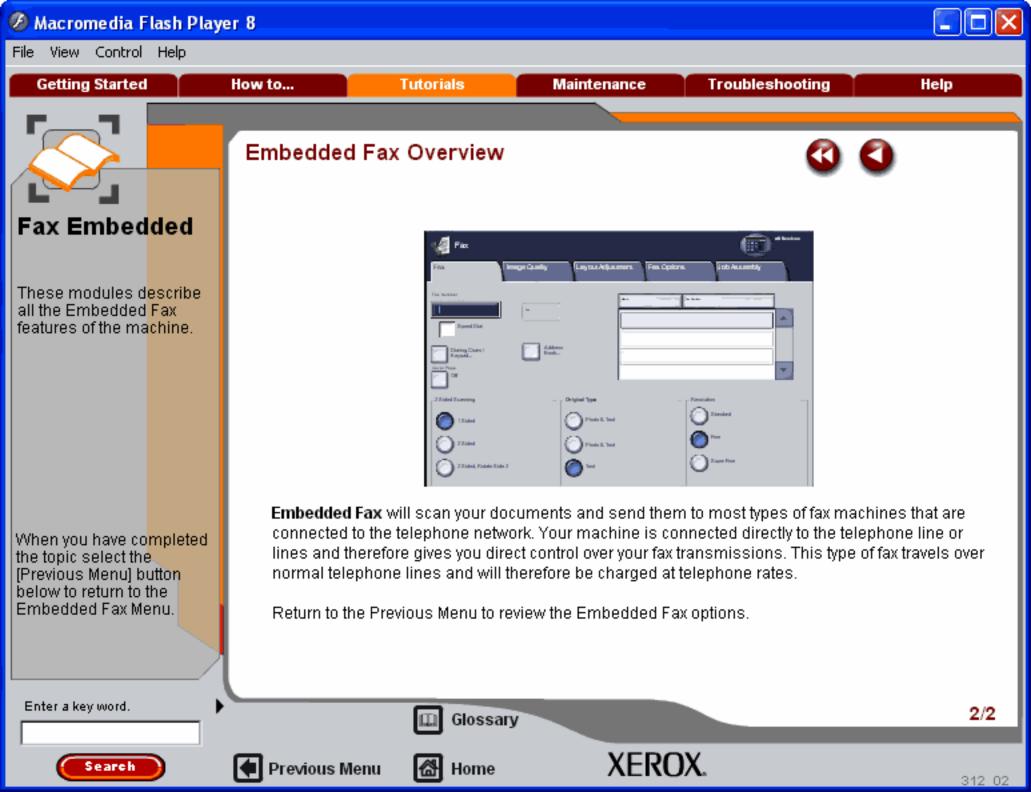
















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## FAX - Embedded

These tutorials explain the Embedded fax features of the machine.

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Simple Faxing



Fax Overview



Basic Settings >>>



🔀 Image Quality >>>



💽 Layout Adjustment >>>

Fax Options >>>

Mailboxes >>>

Polling >>>

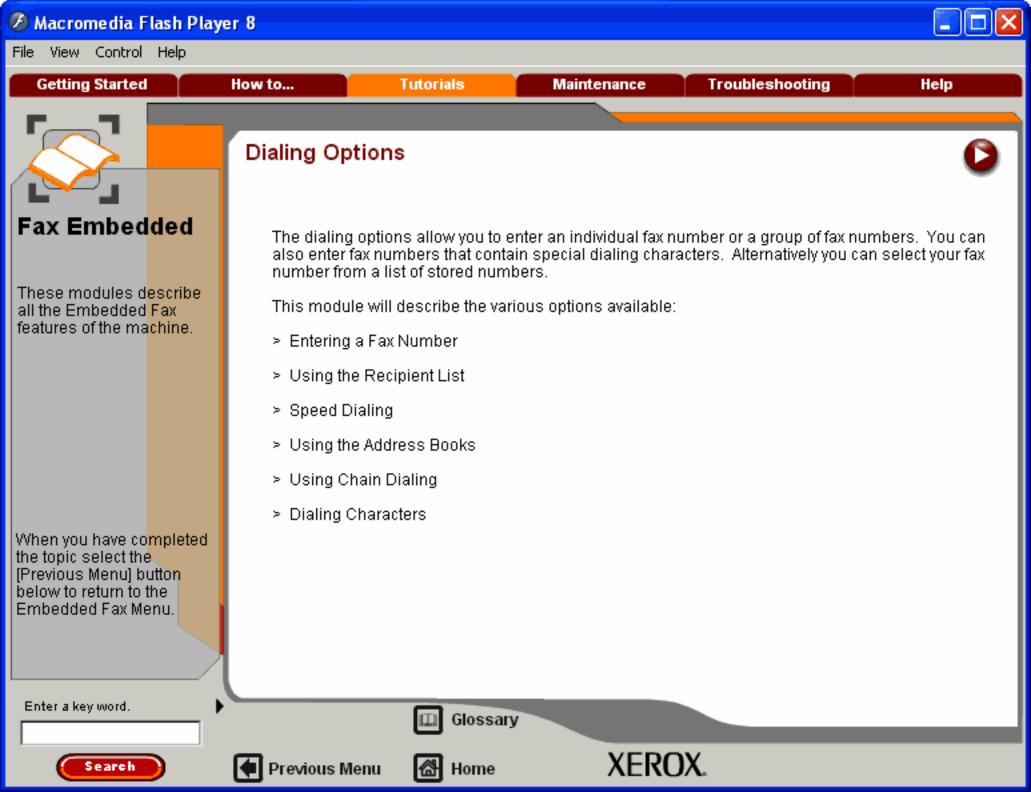
Receiving Faxes >>>

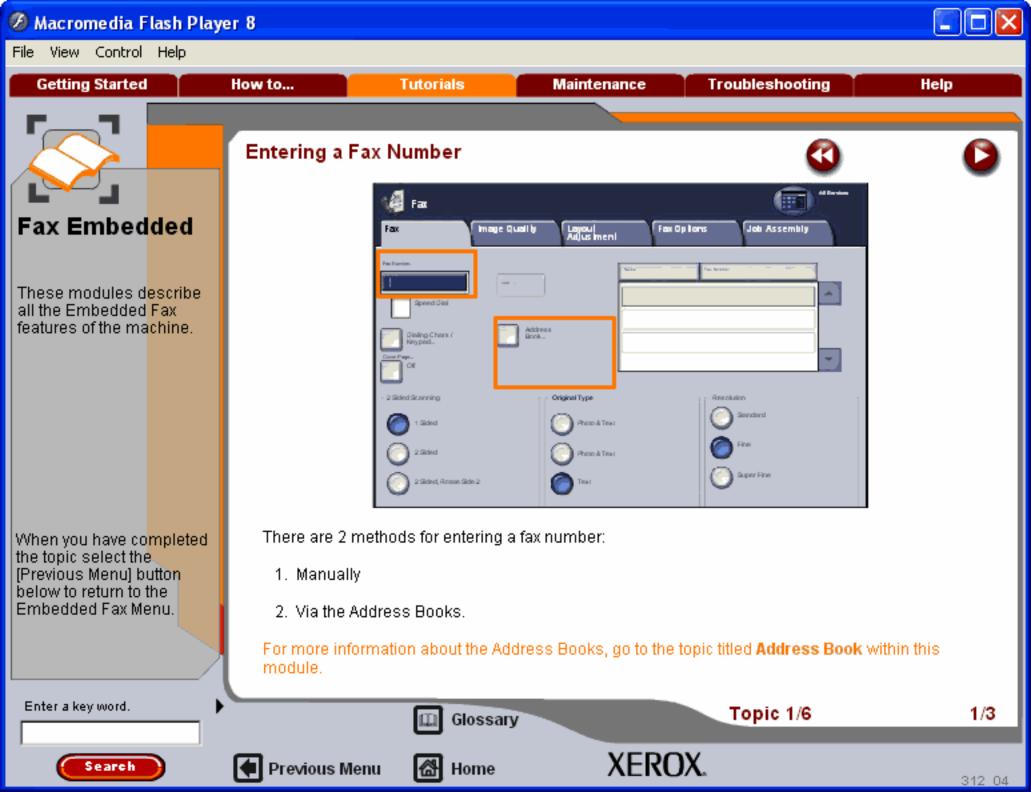
**Build Job** 

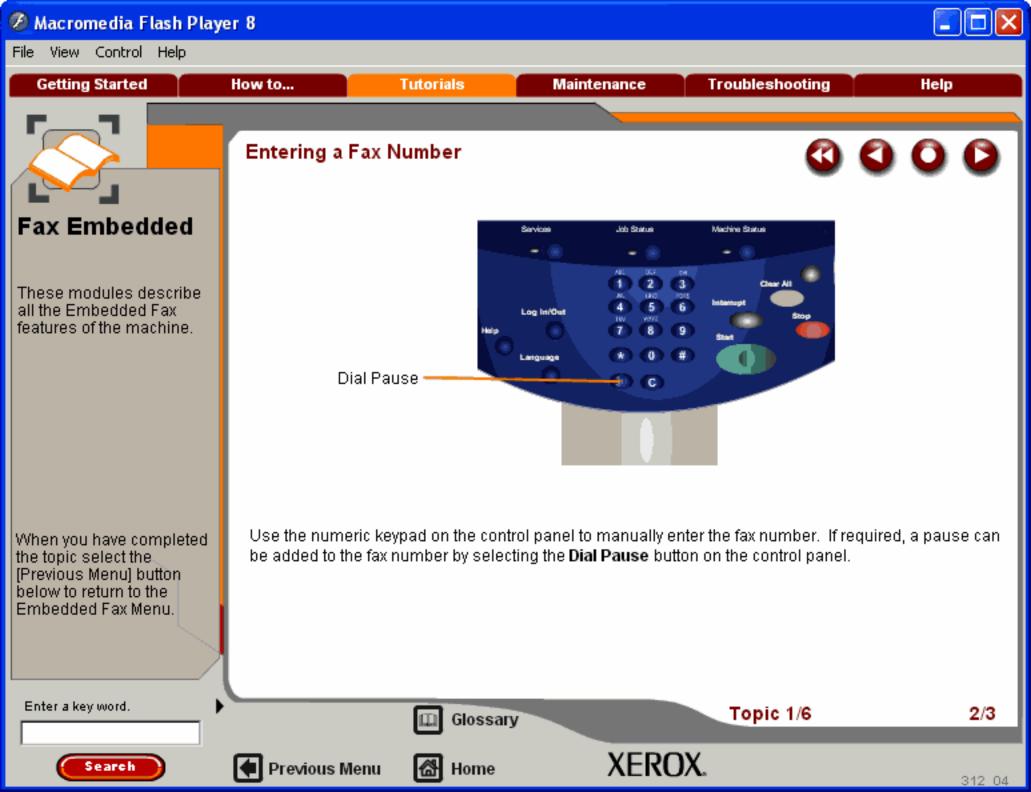
Fax Reports



XEROX

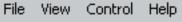












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## Fax Embedded

These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

## Entering a Fax Number

Use the numeric keypad on the control panel to manually enter the fax number. If required, a pause can be added to the fax number by selecting the Dial Pause button on the control panel. If you are sending the fax to one fax destination, touch the Add button, then press the Start button on the control panel.

To send a fax to more than one destination, touch the Add button, then enter the next fax number.

For more information about the Recipient List, go to the topic titled Recipient List in this module.

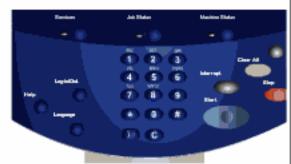


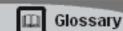






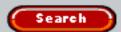






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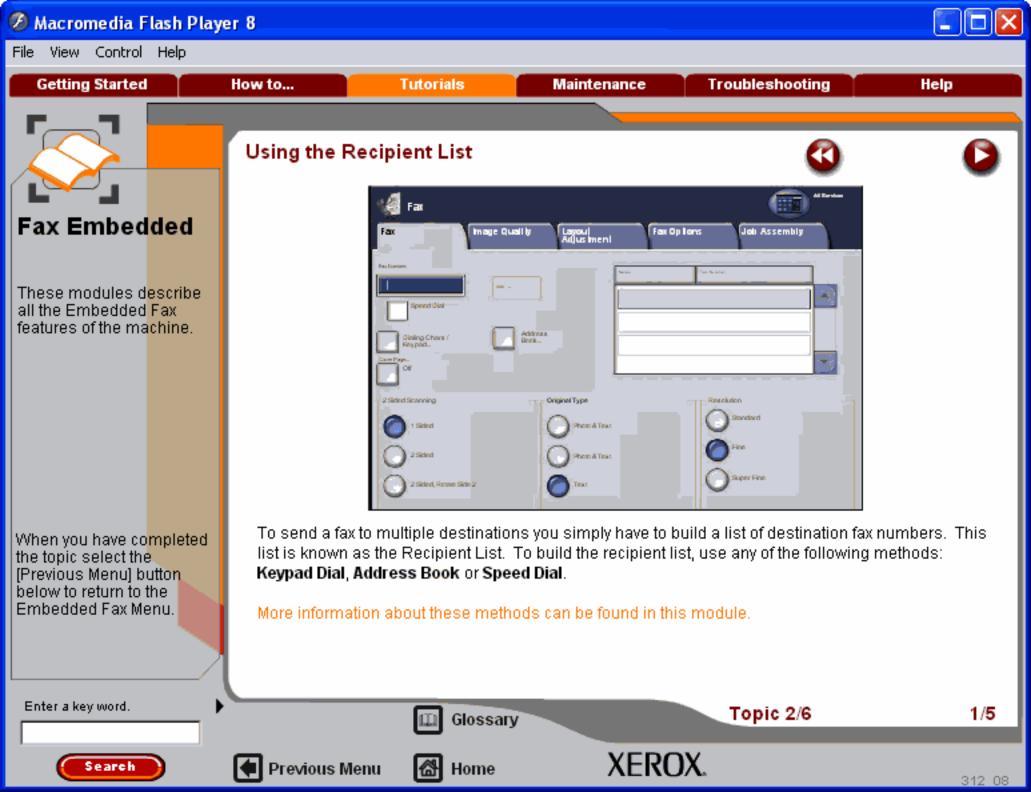
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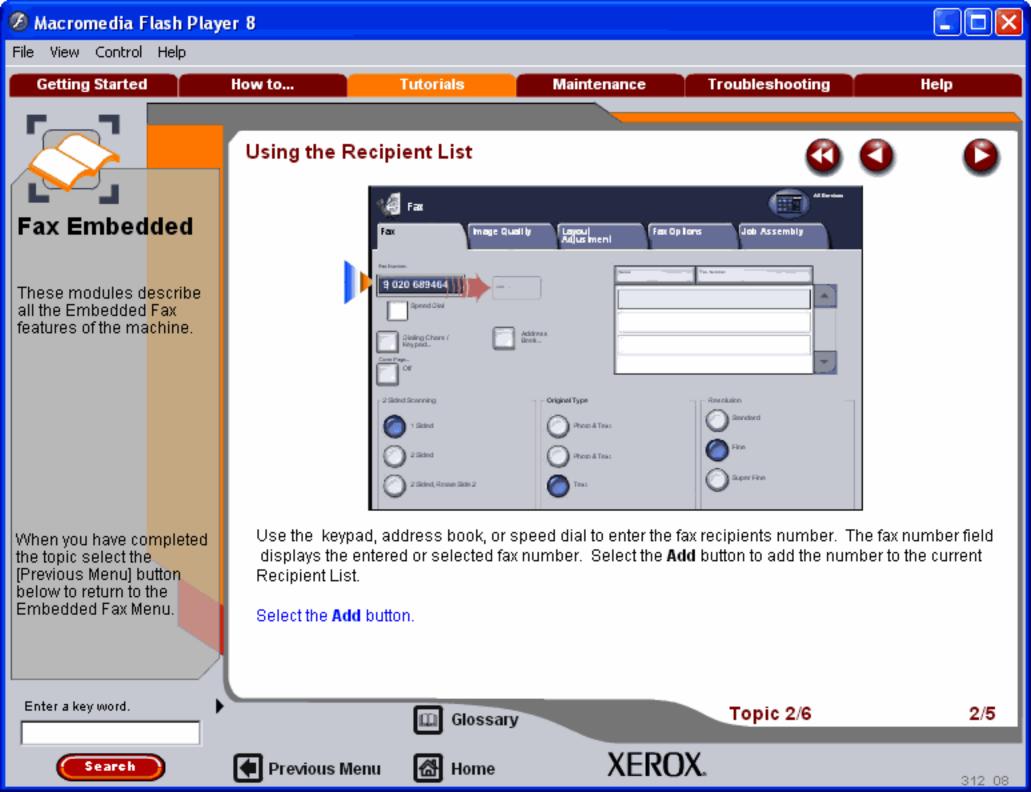


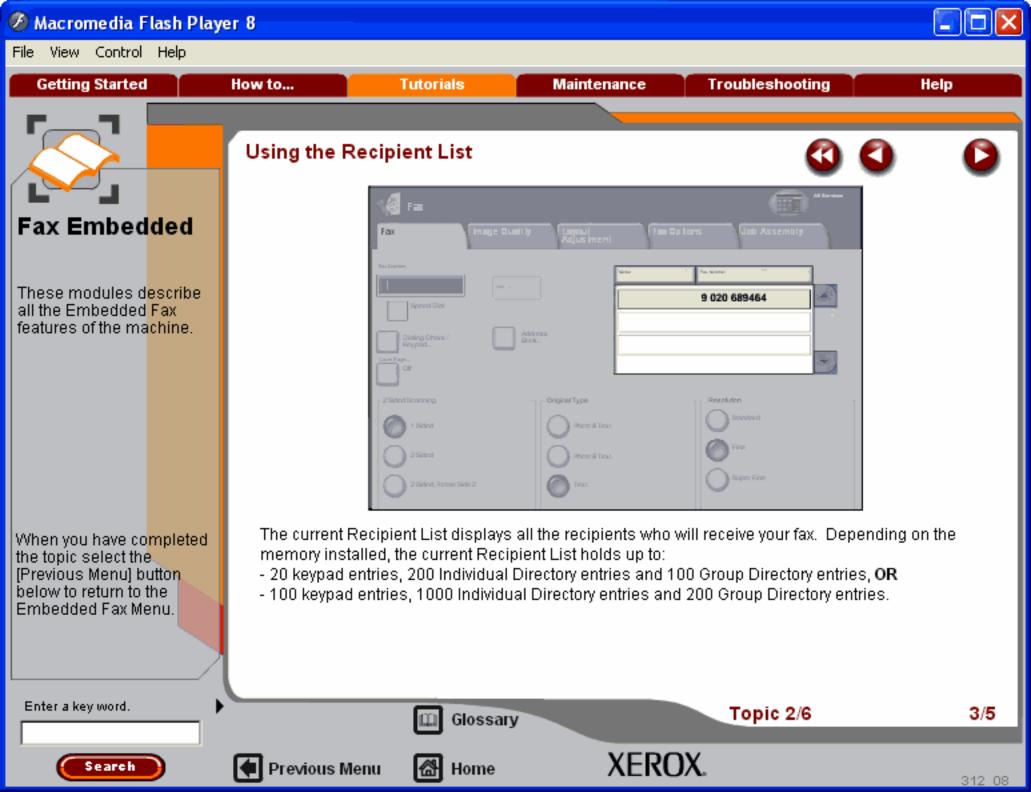


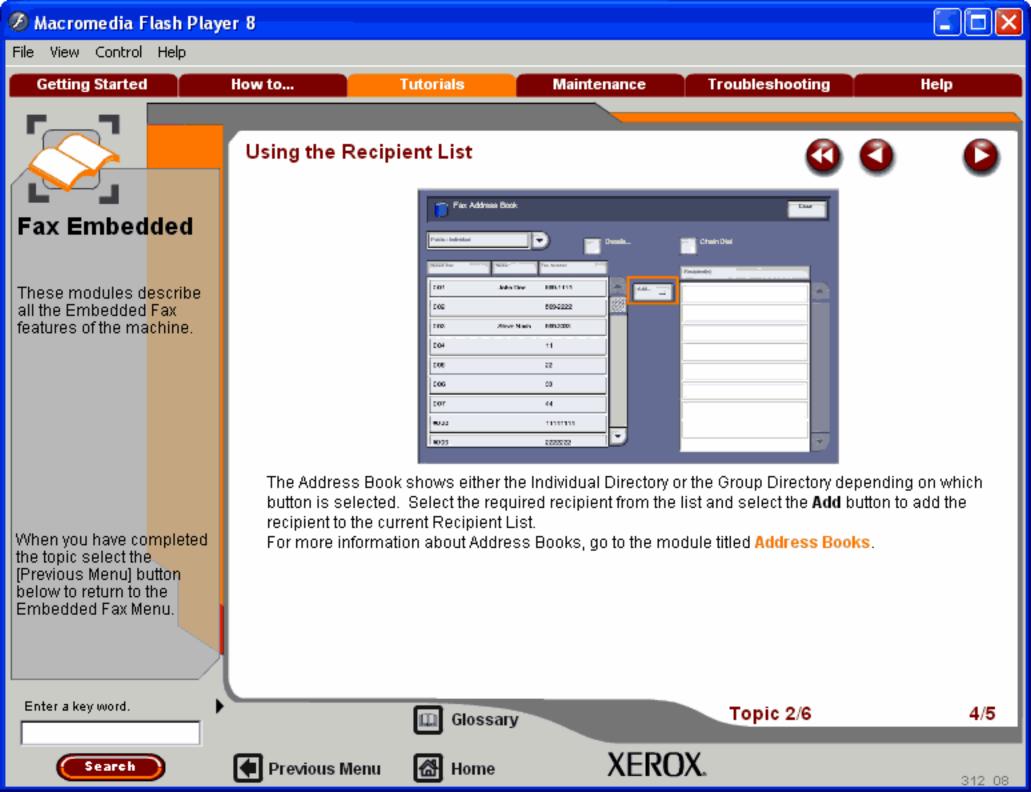
Home

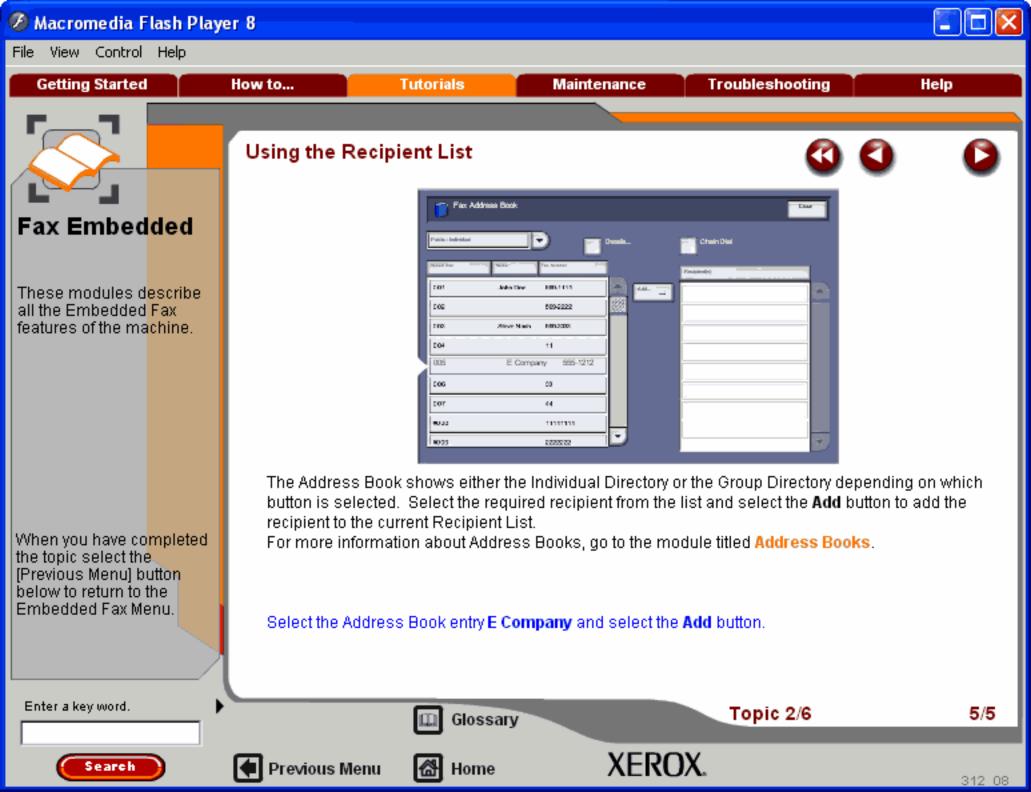


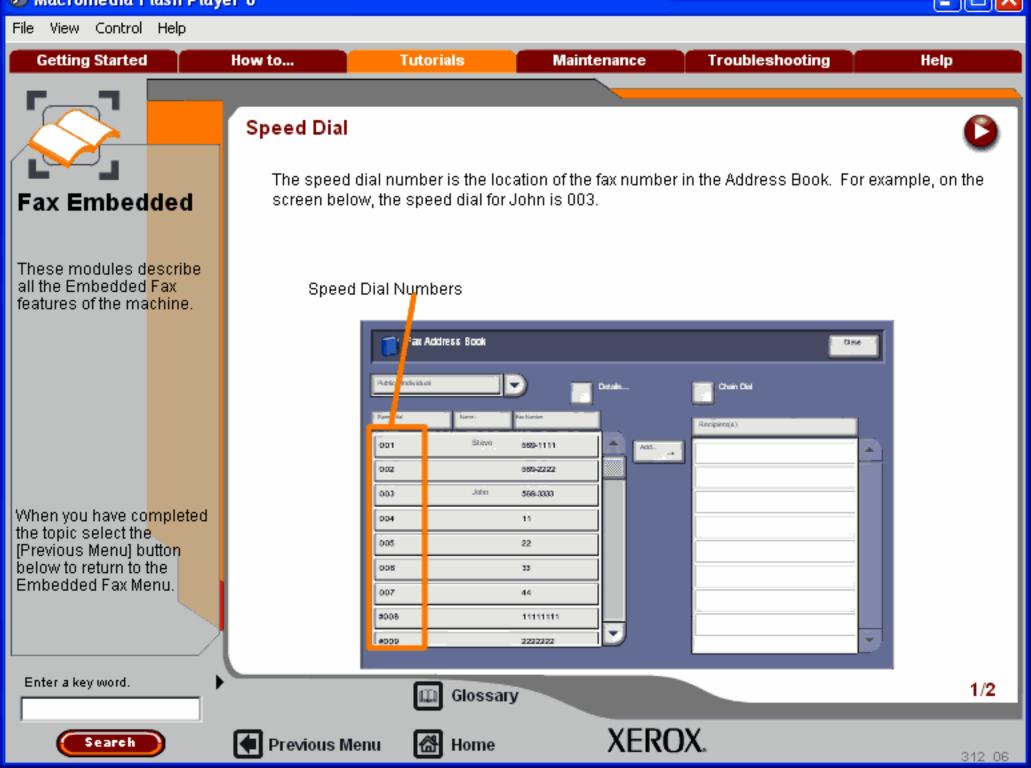


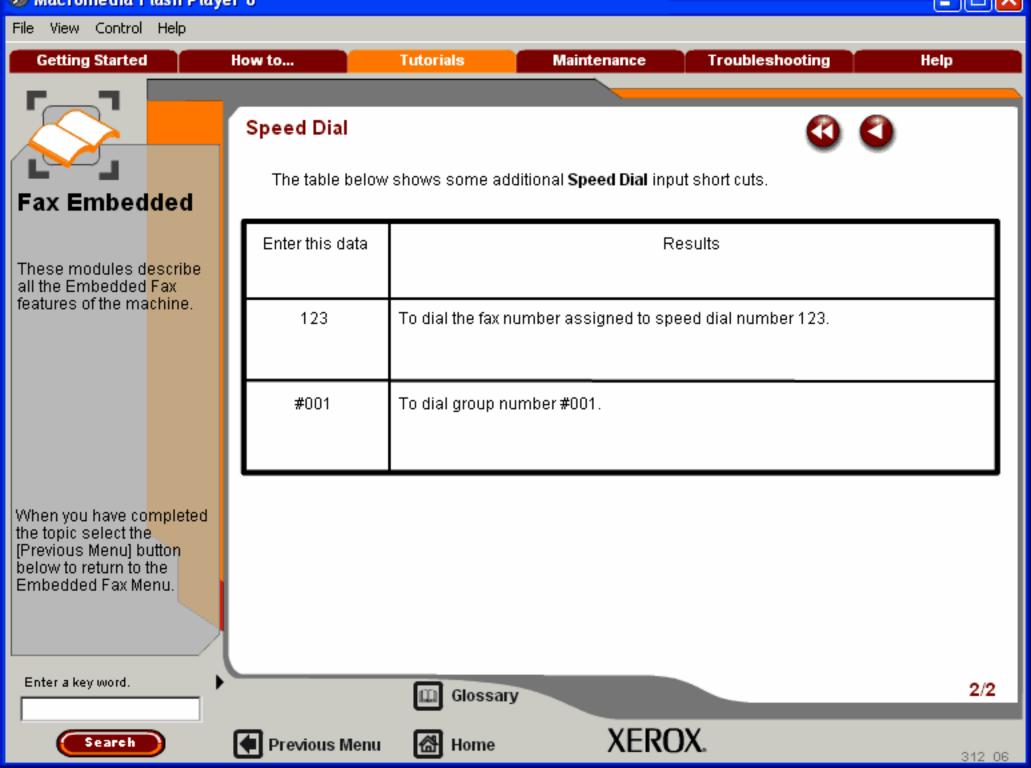


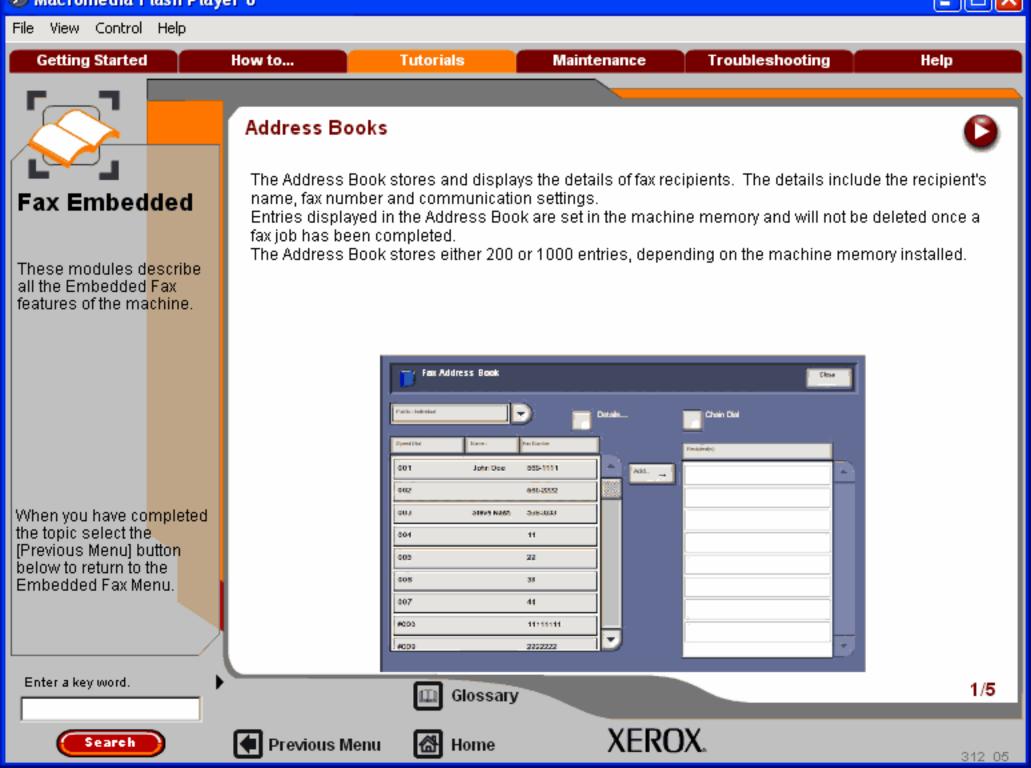


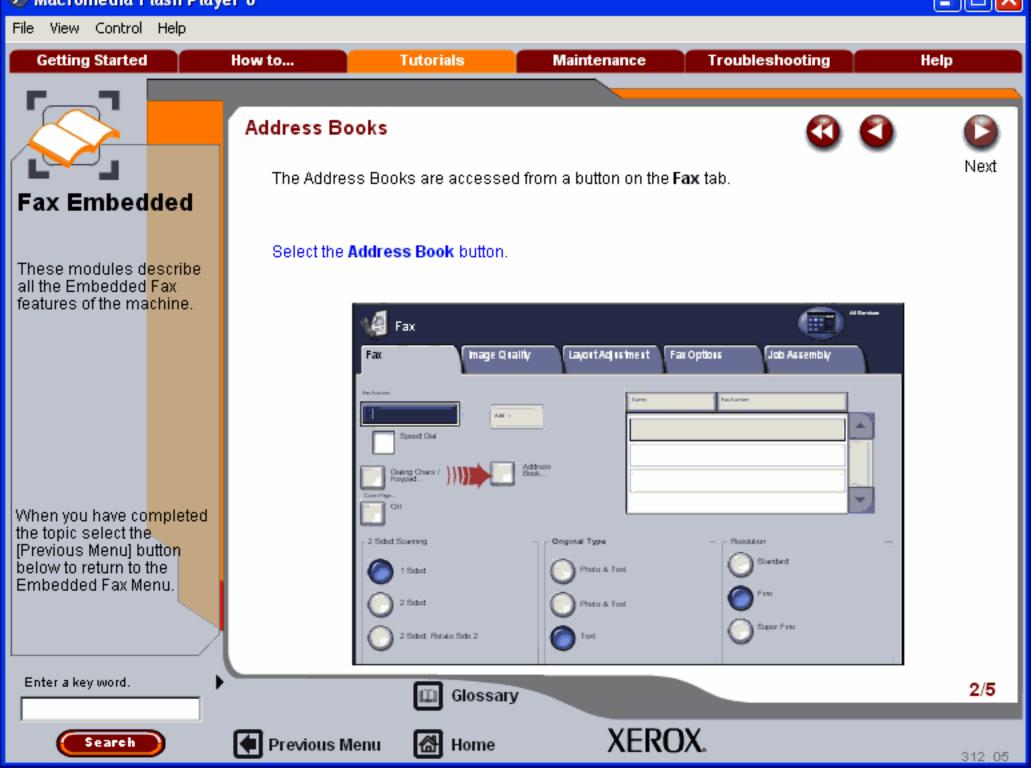


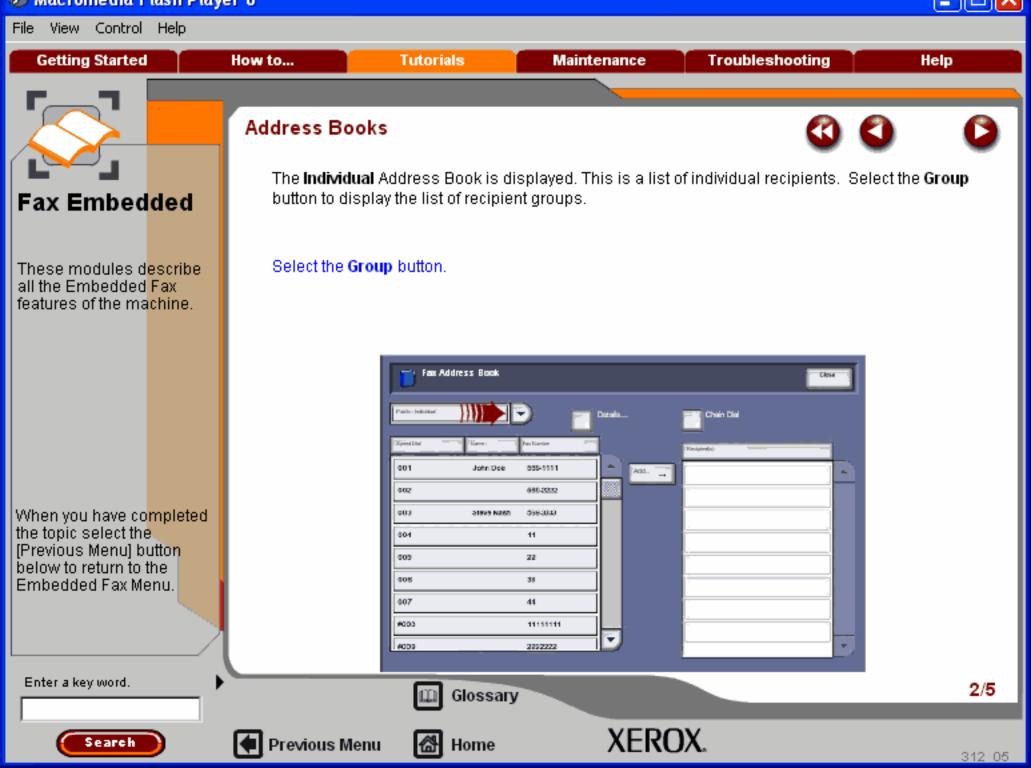


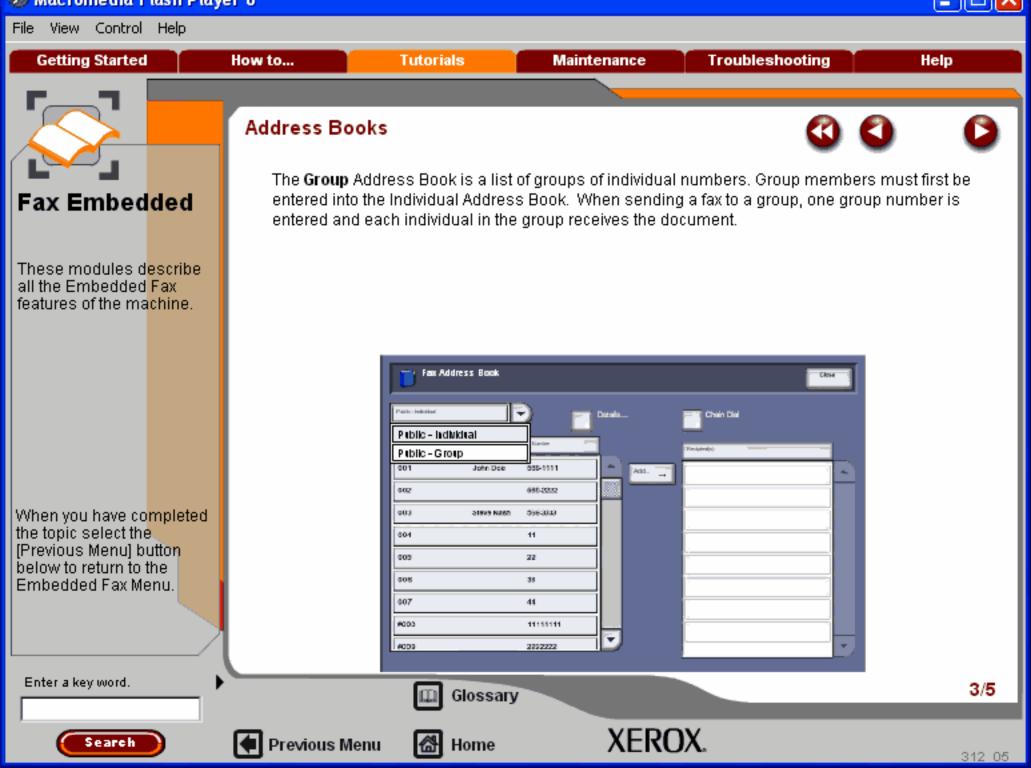


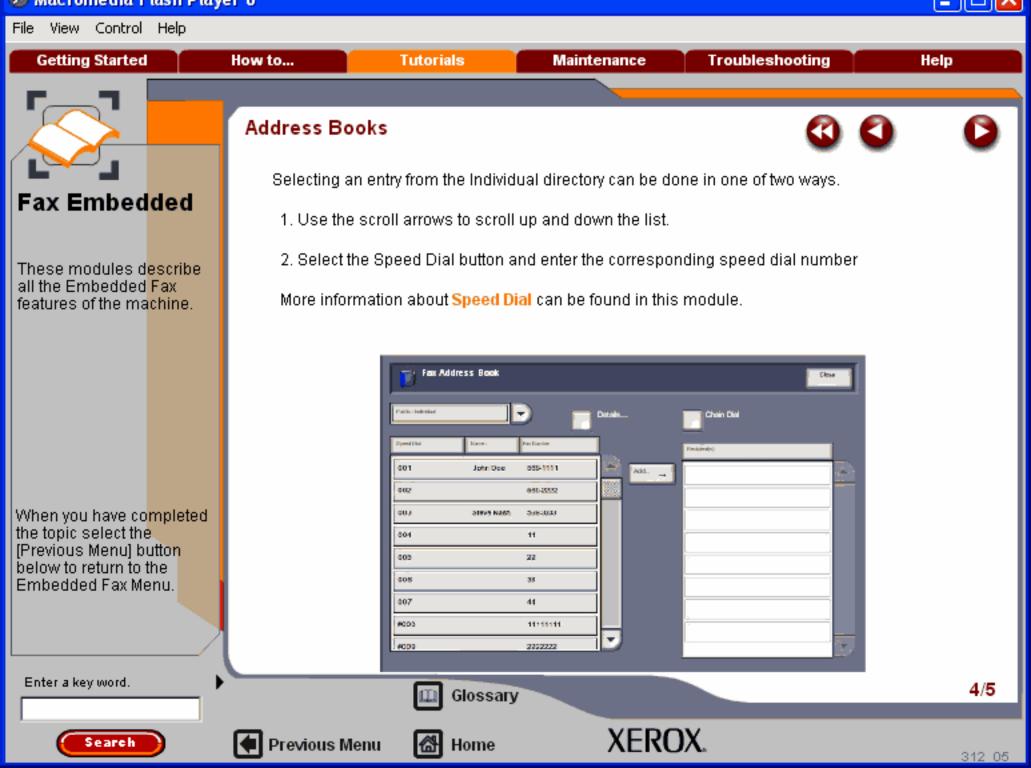


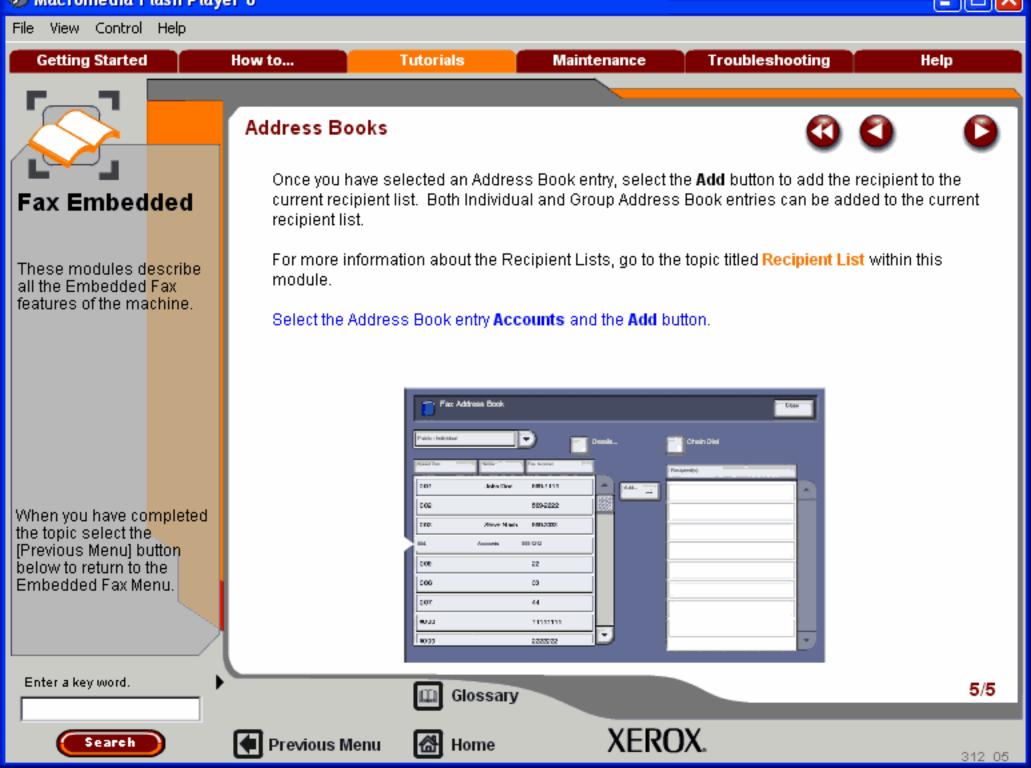


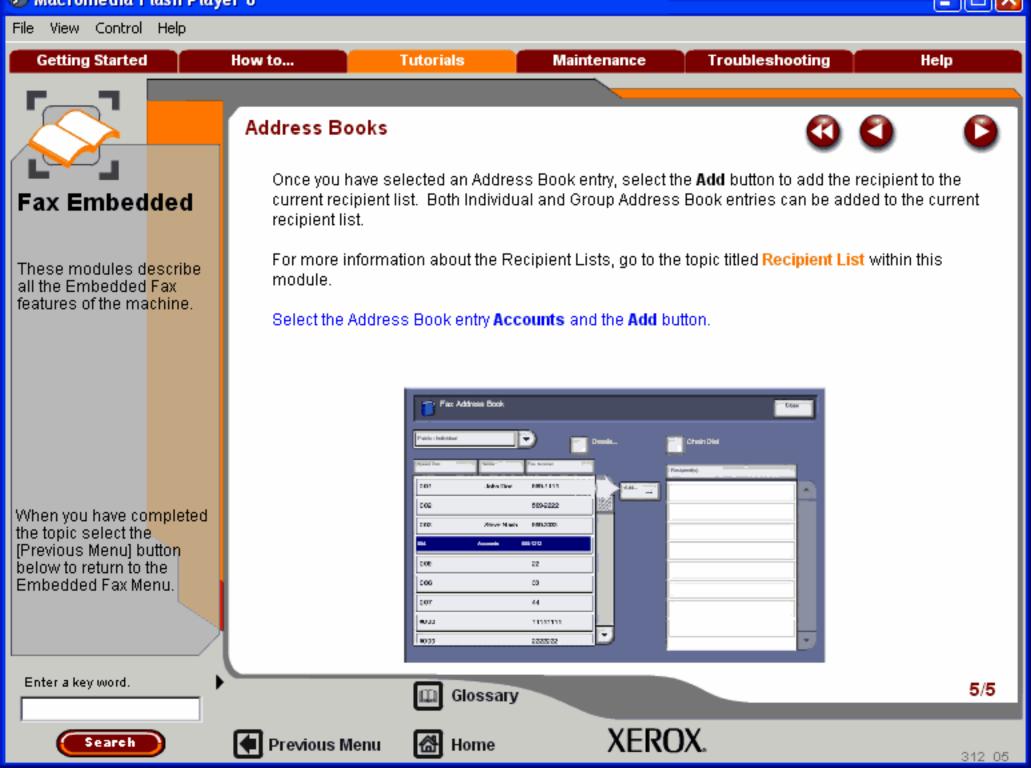


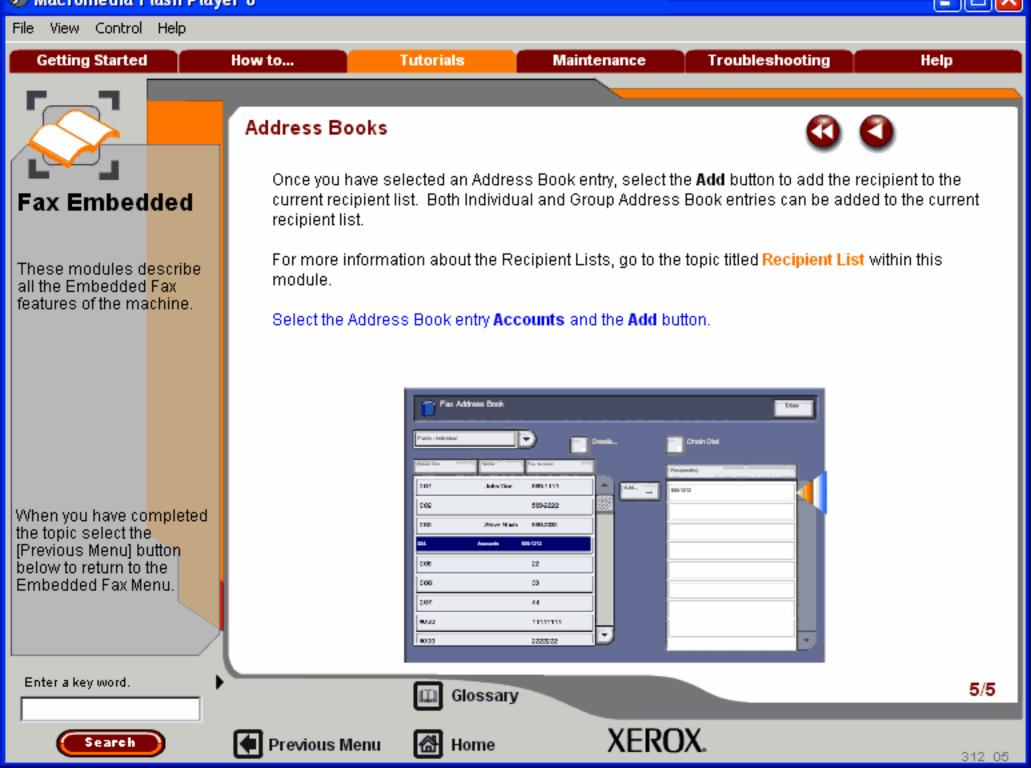


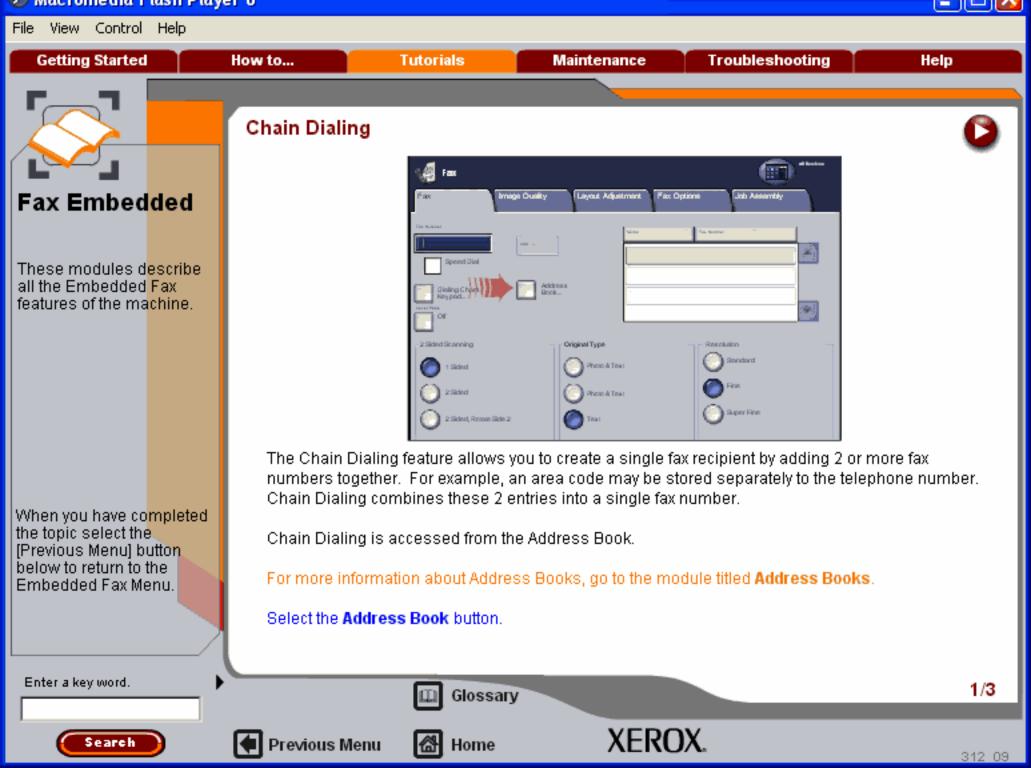


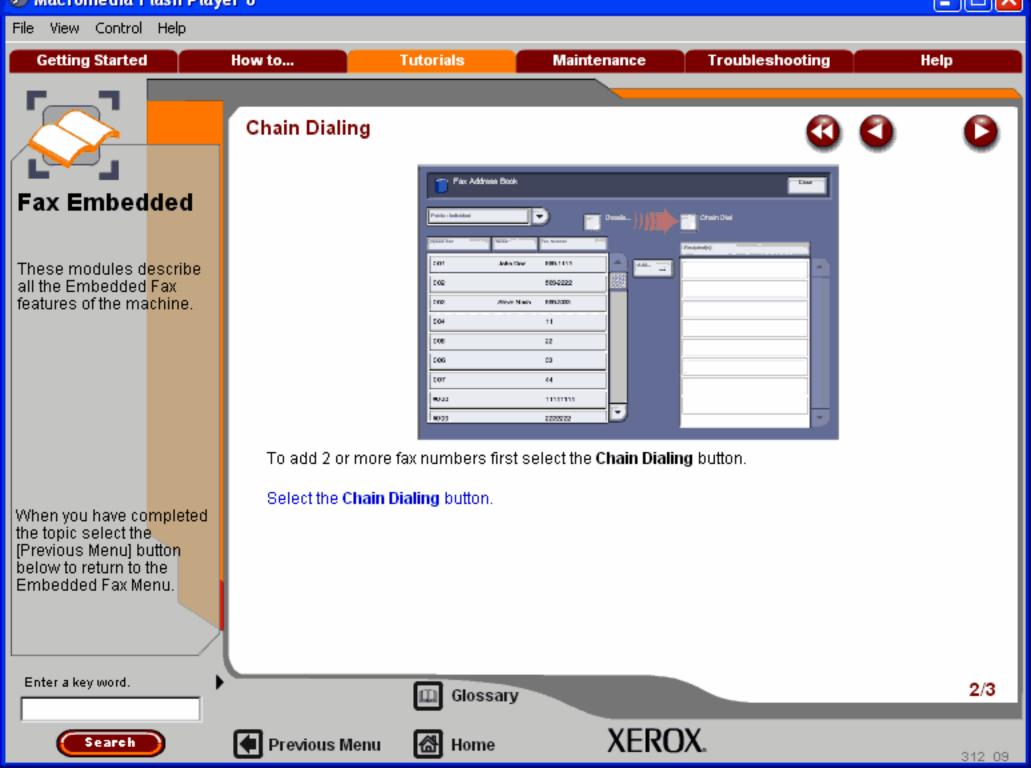


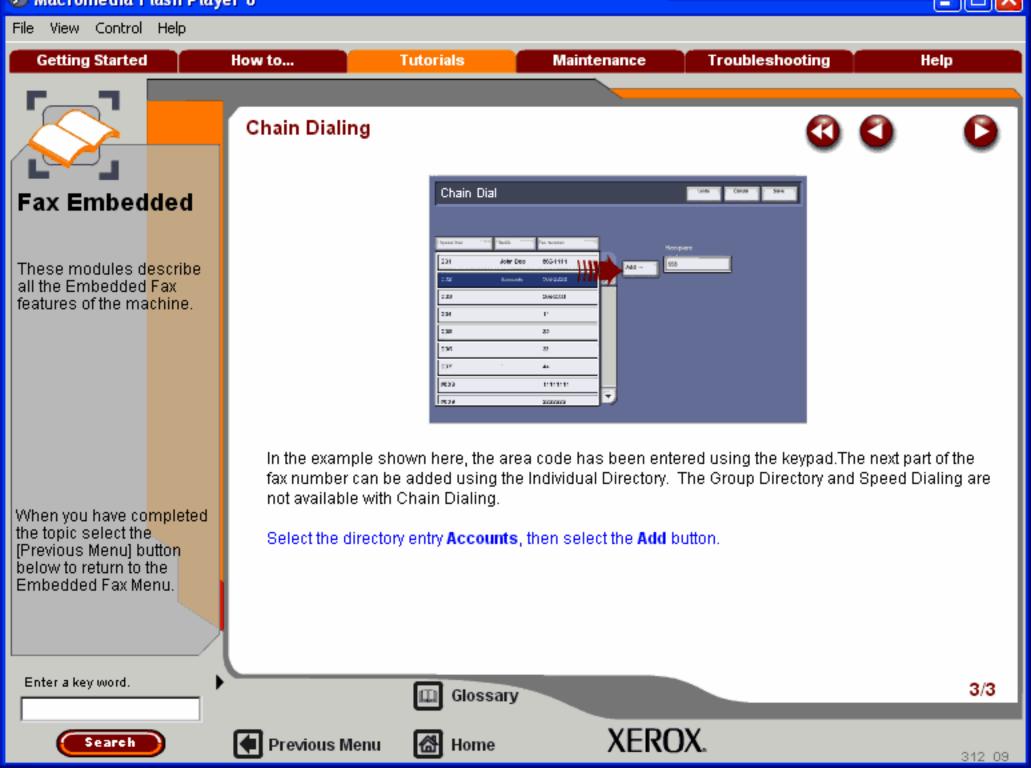


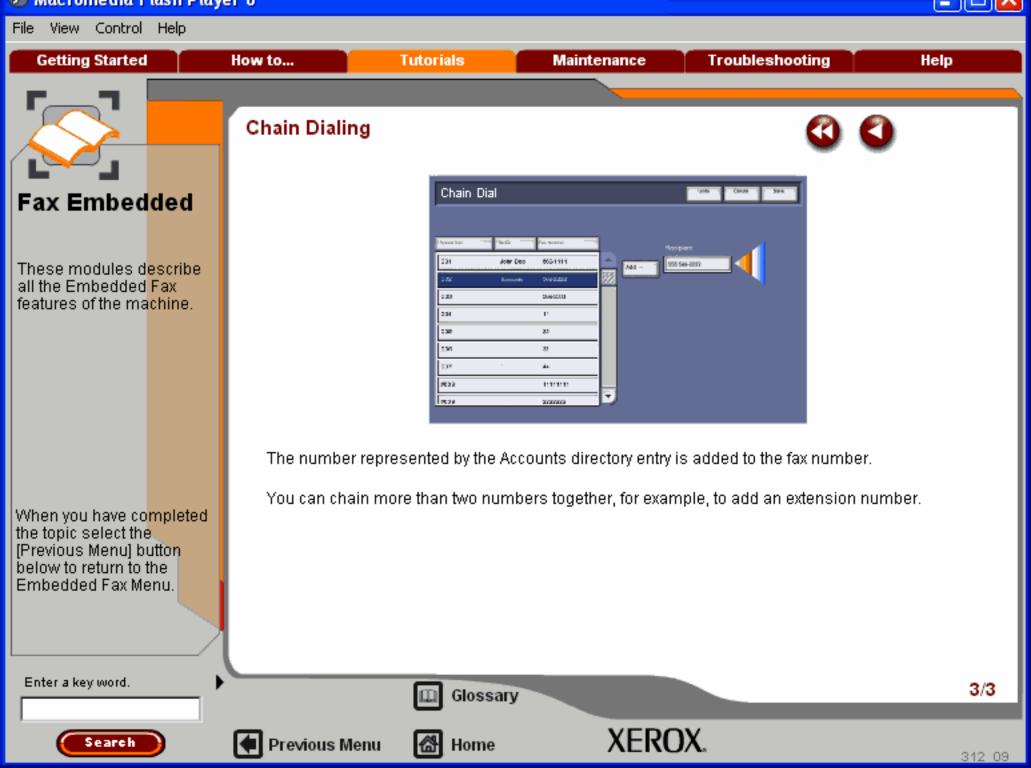


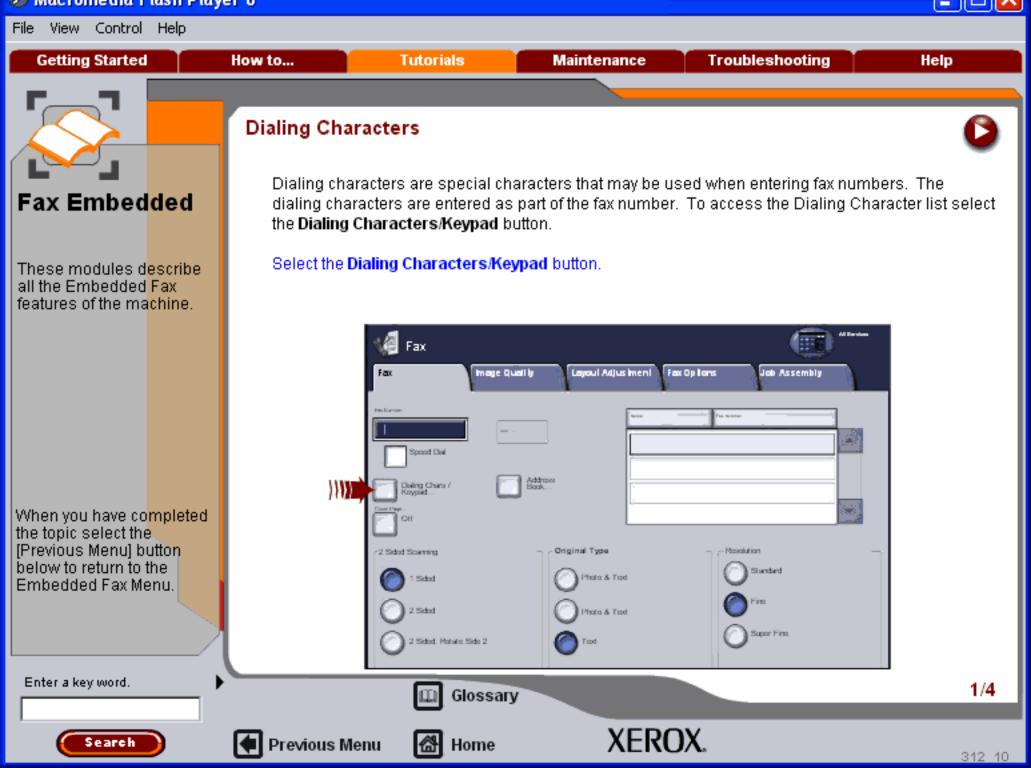


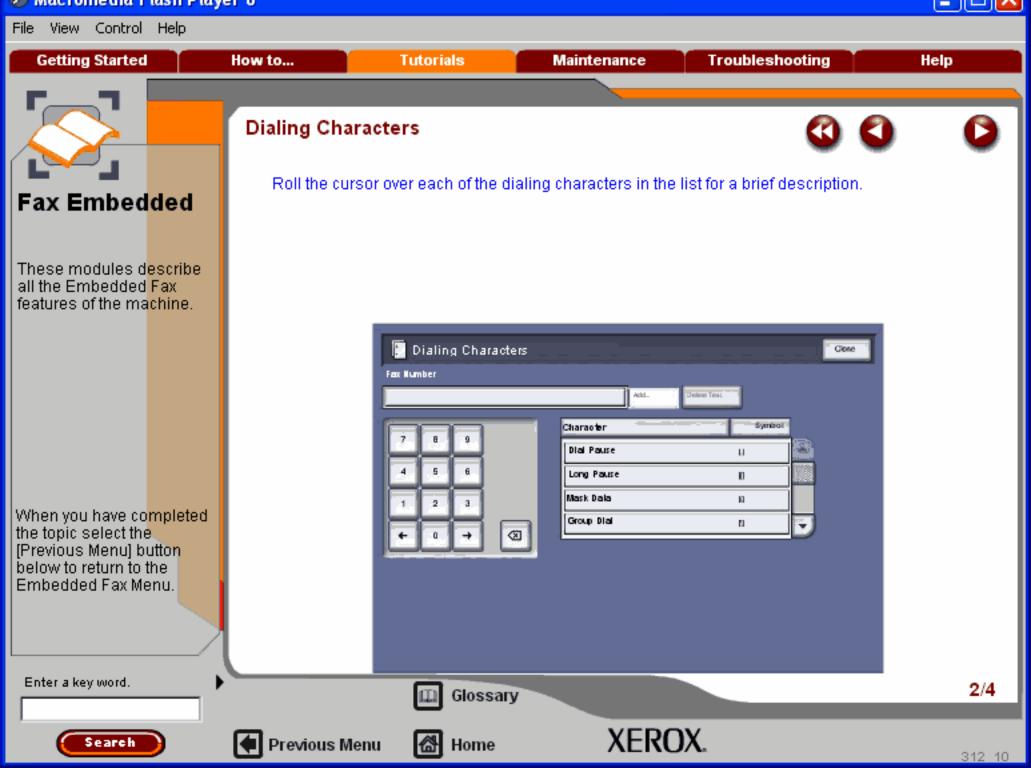


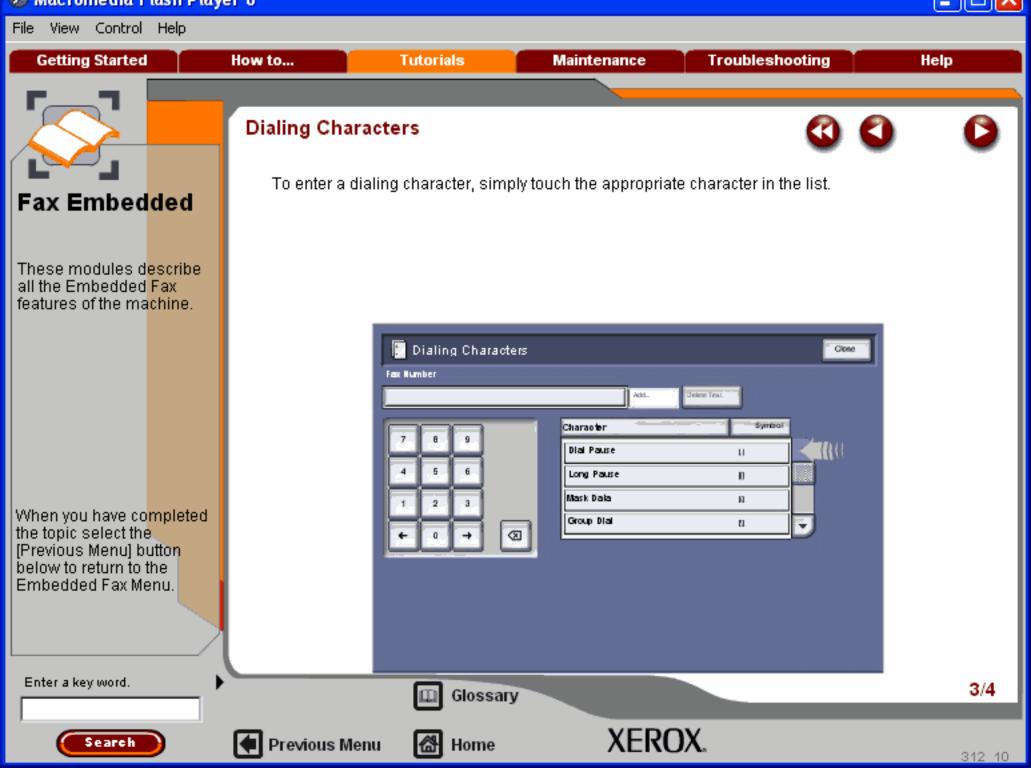


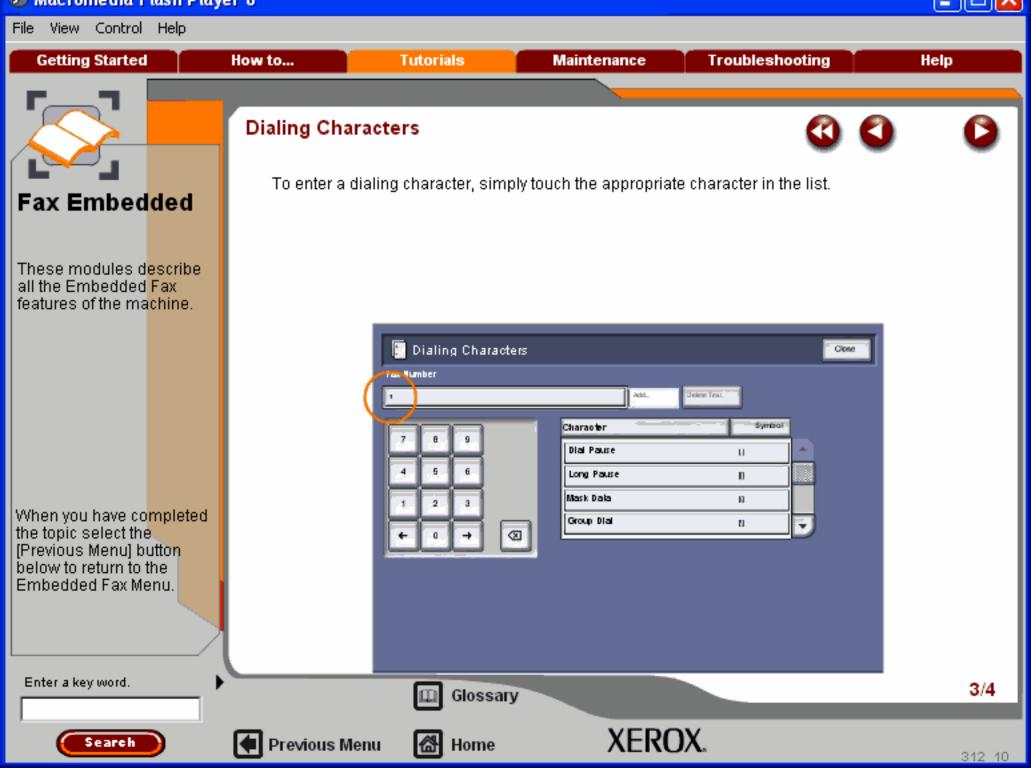


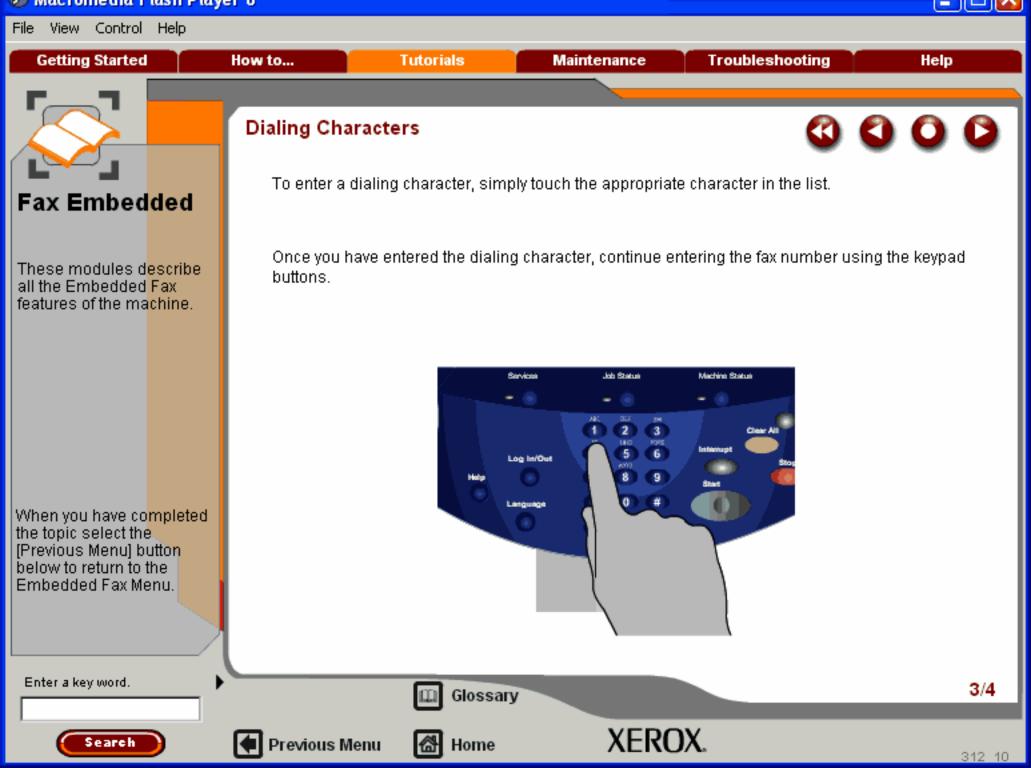


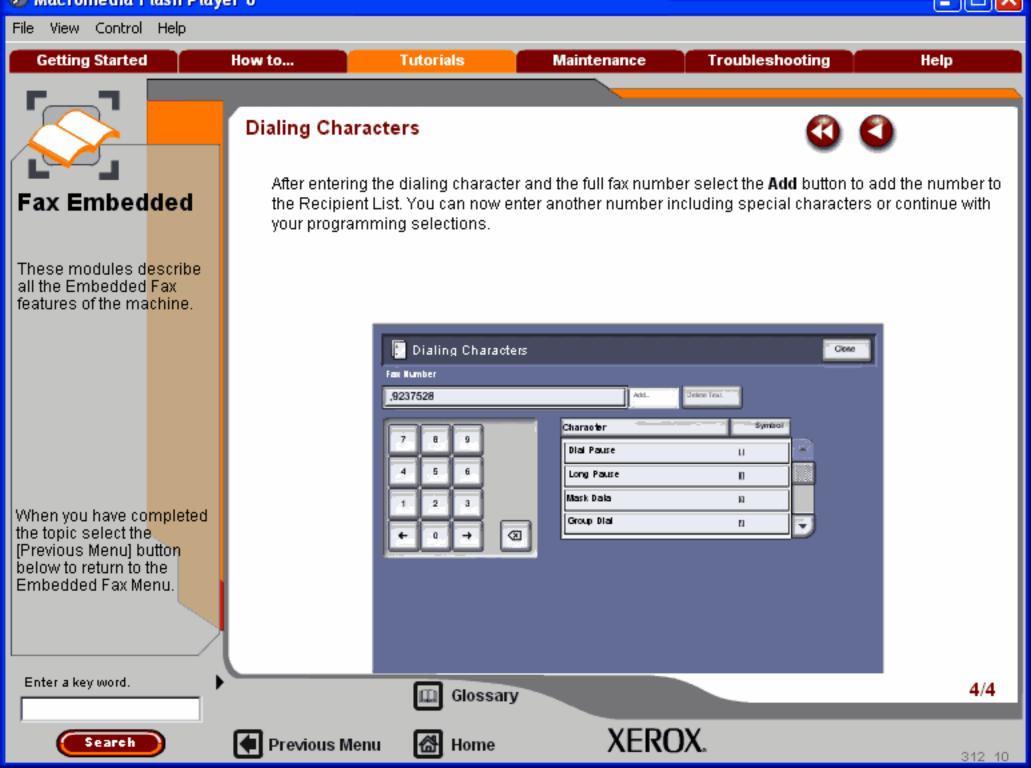








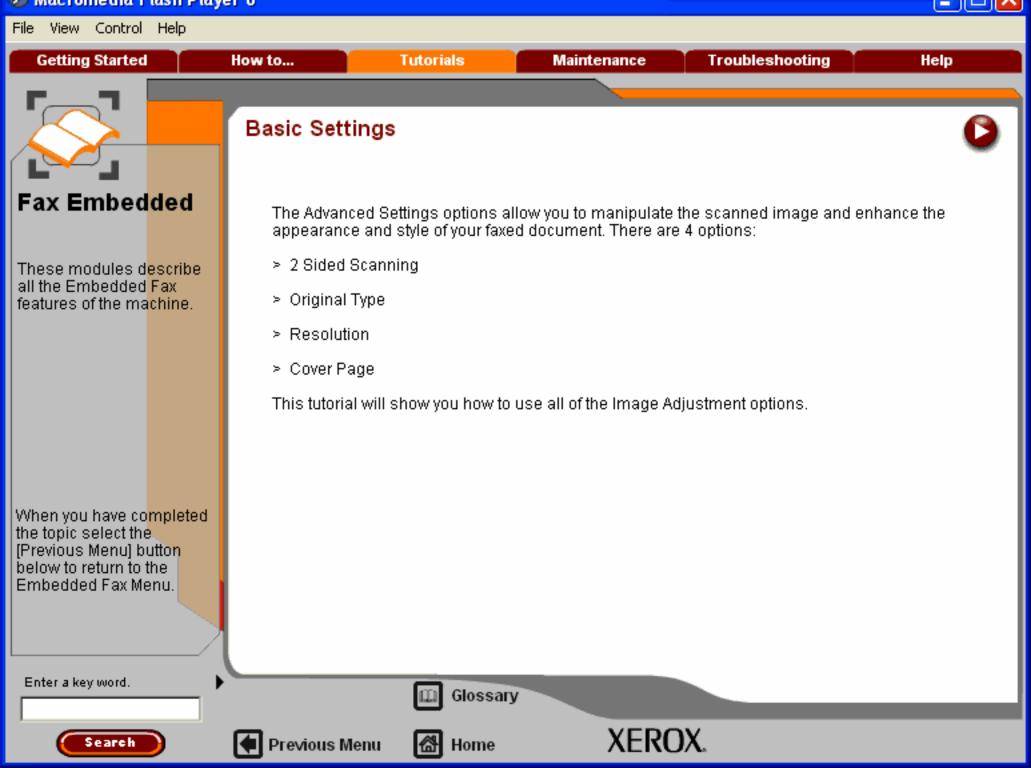


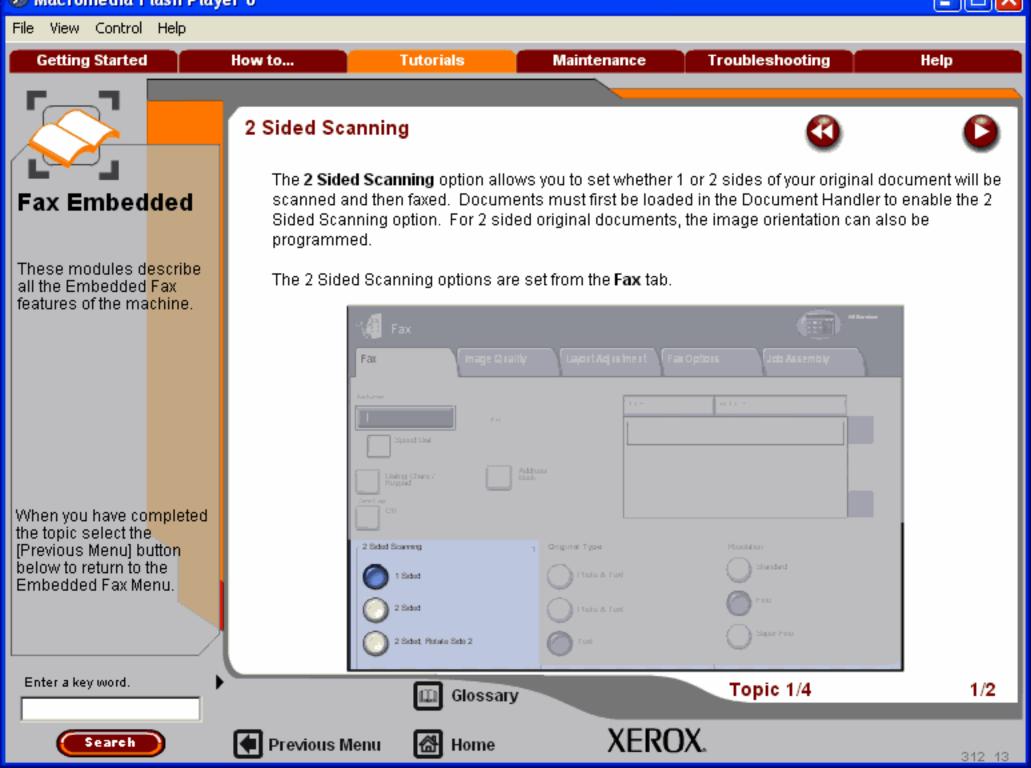




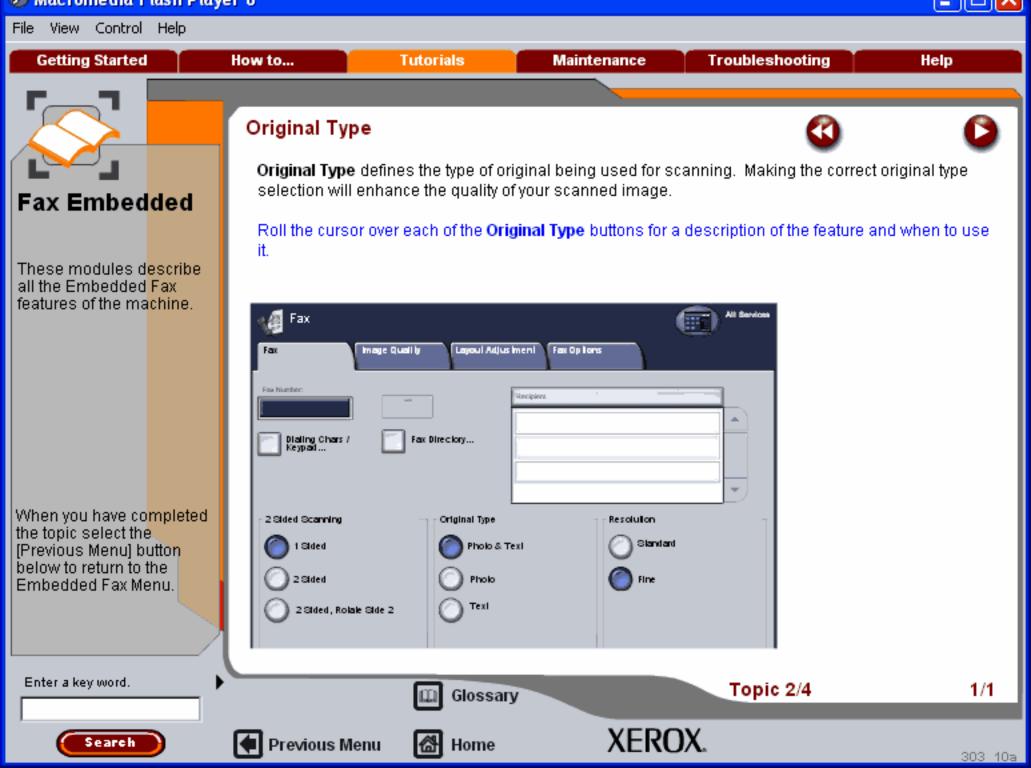


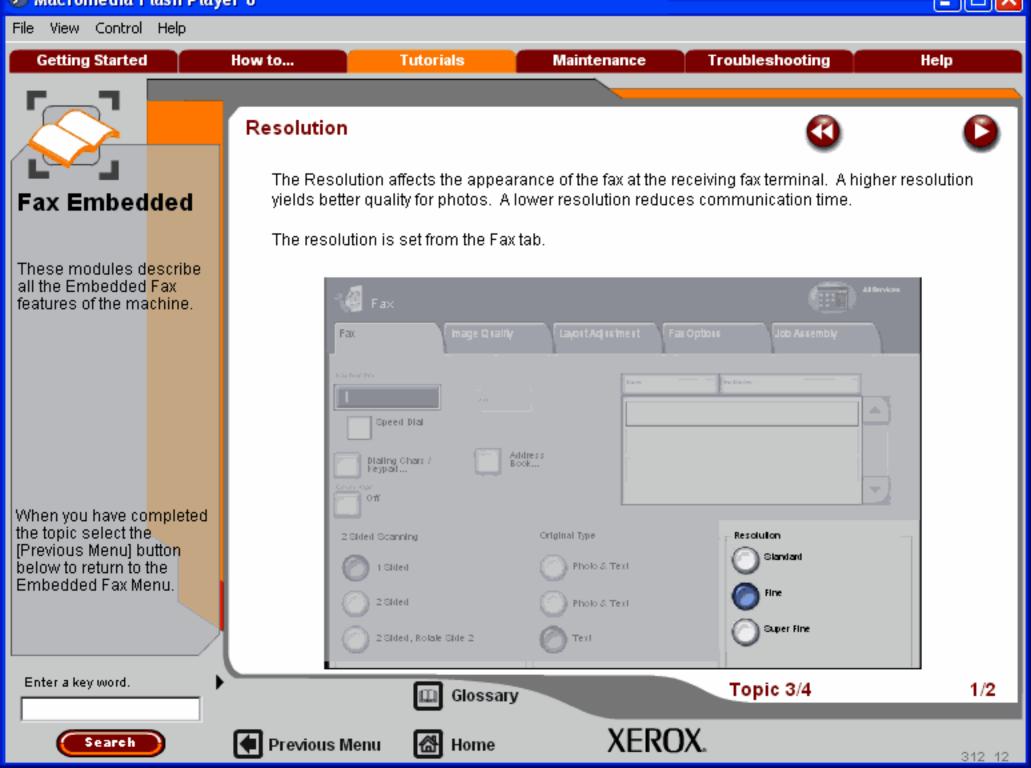




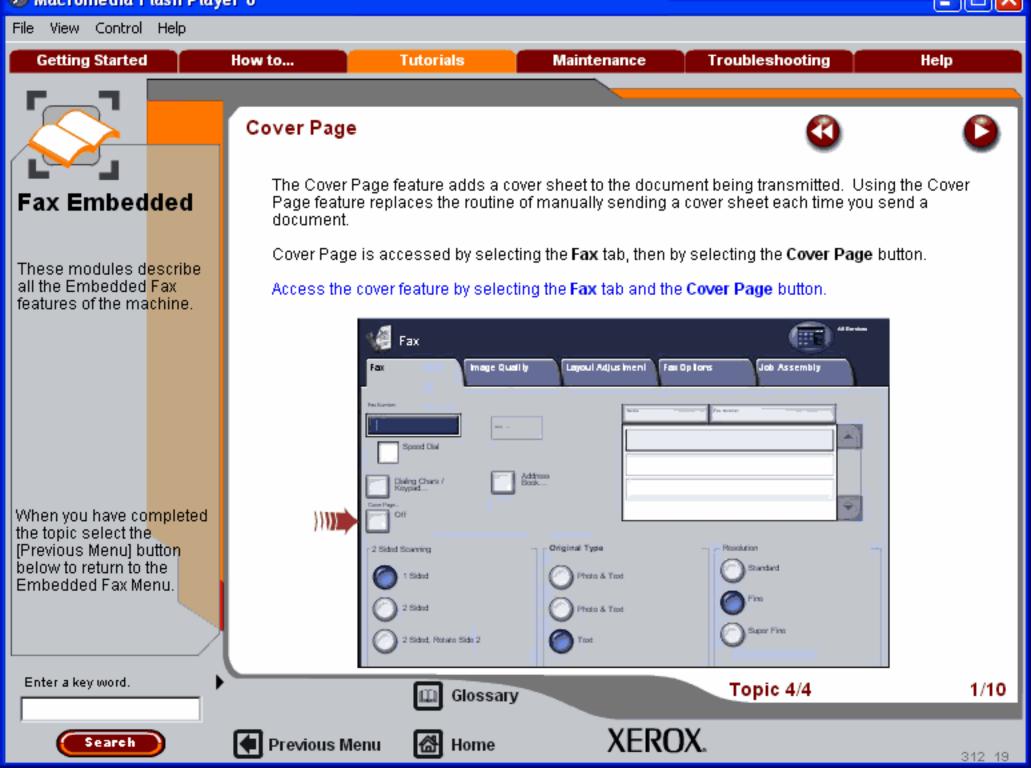


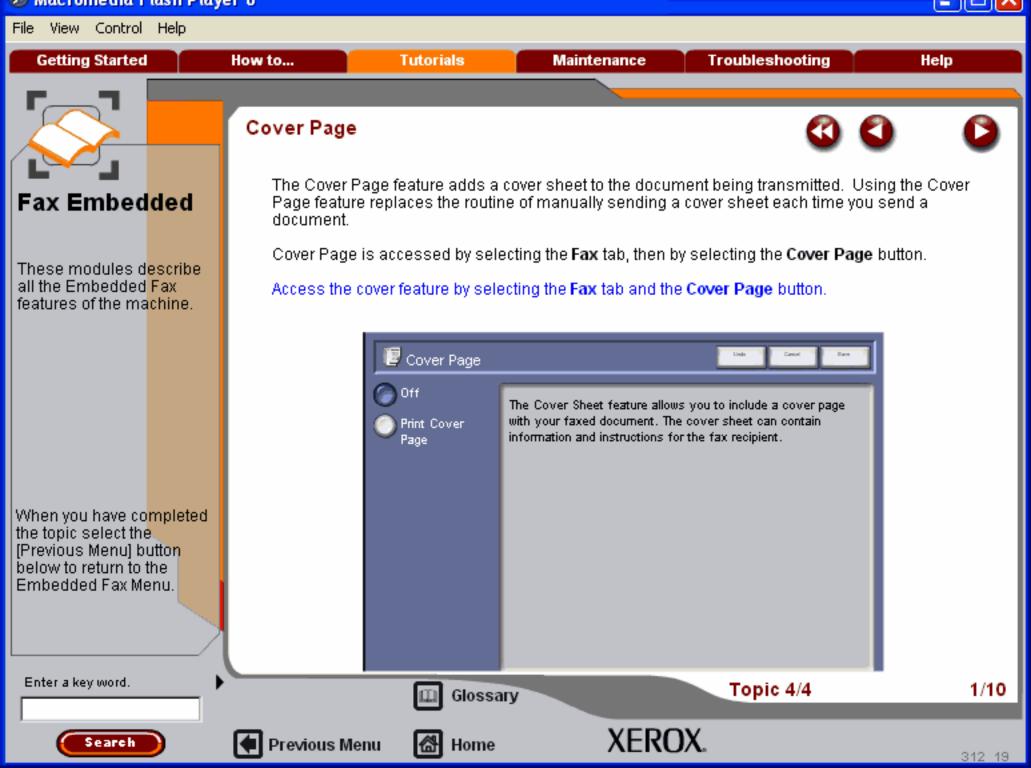


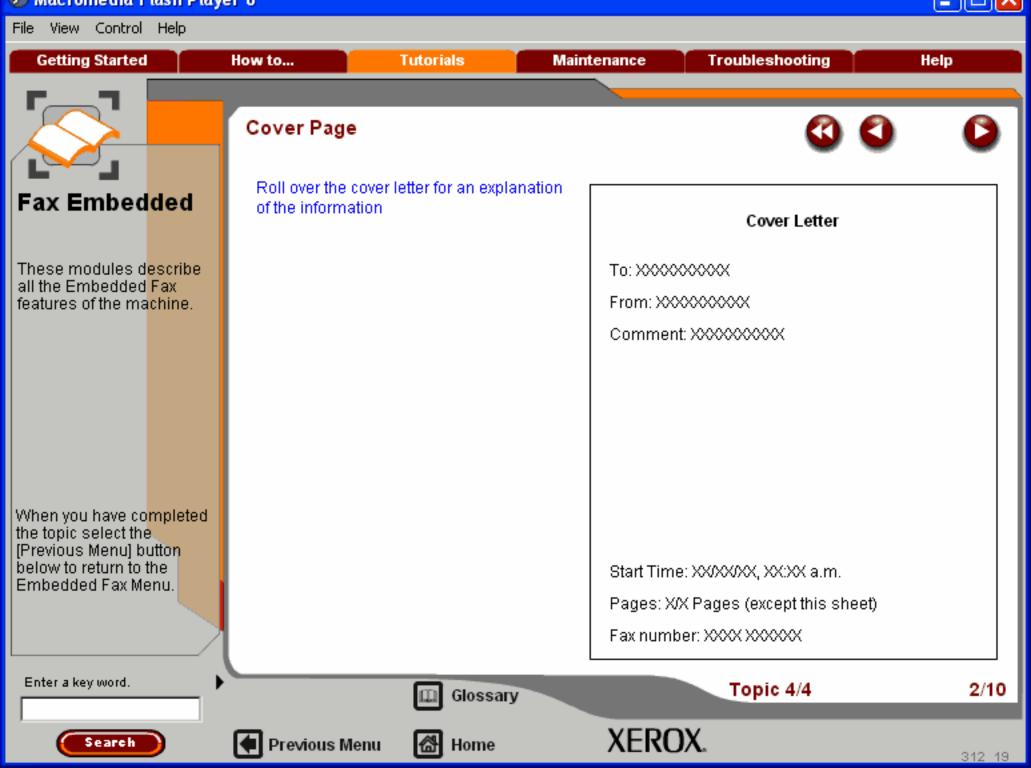


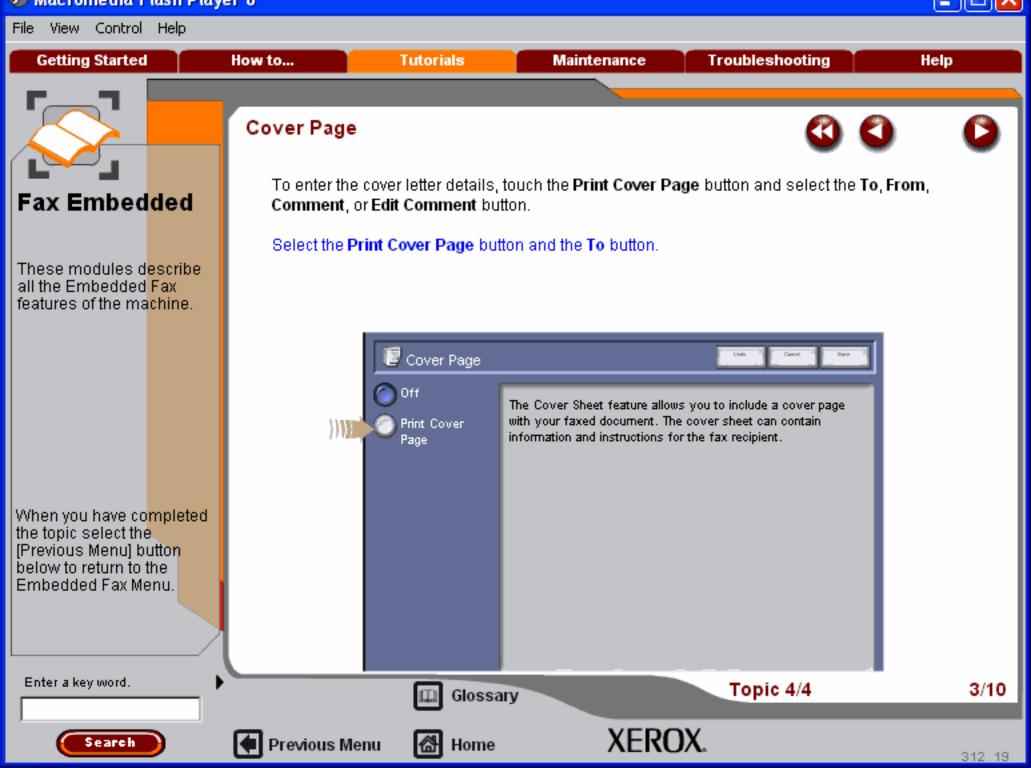


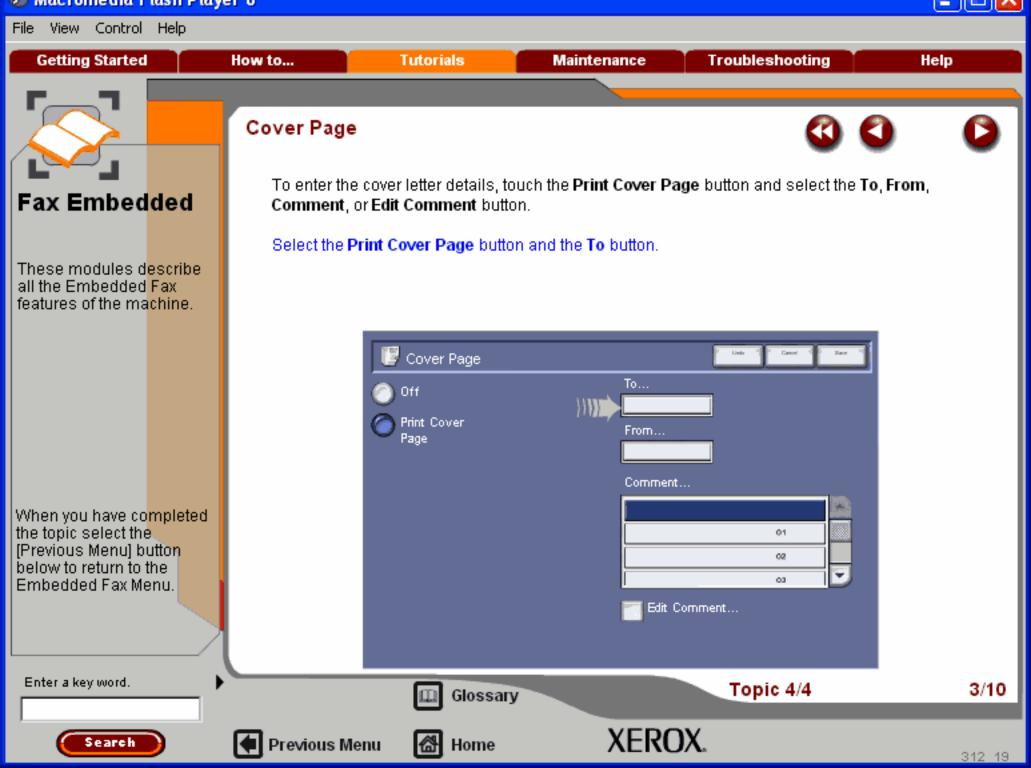


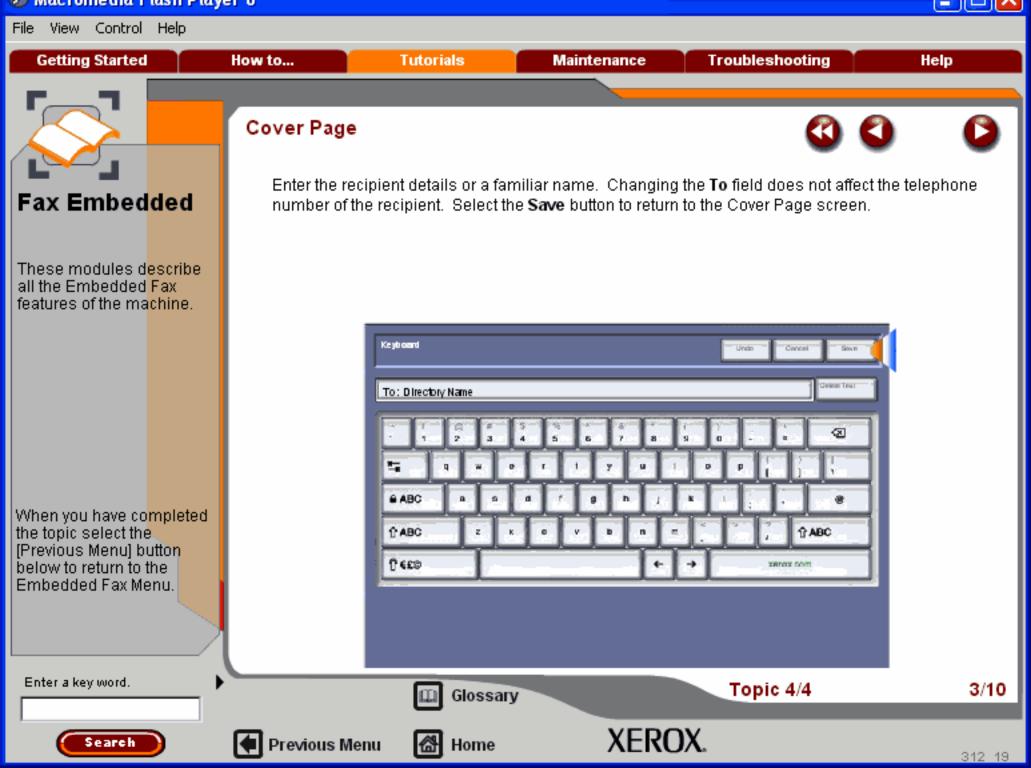


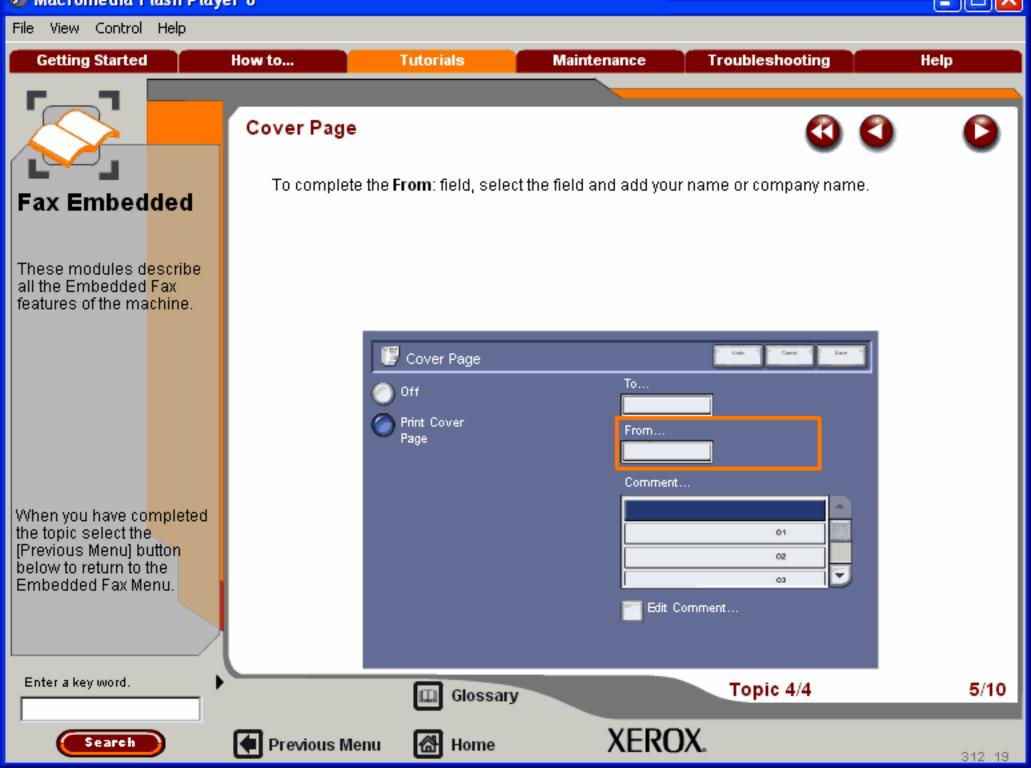


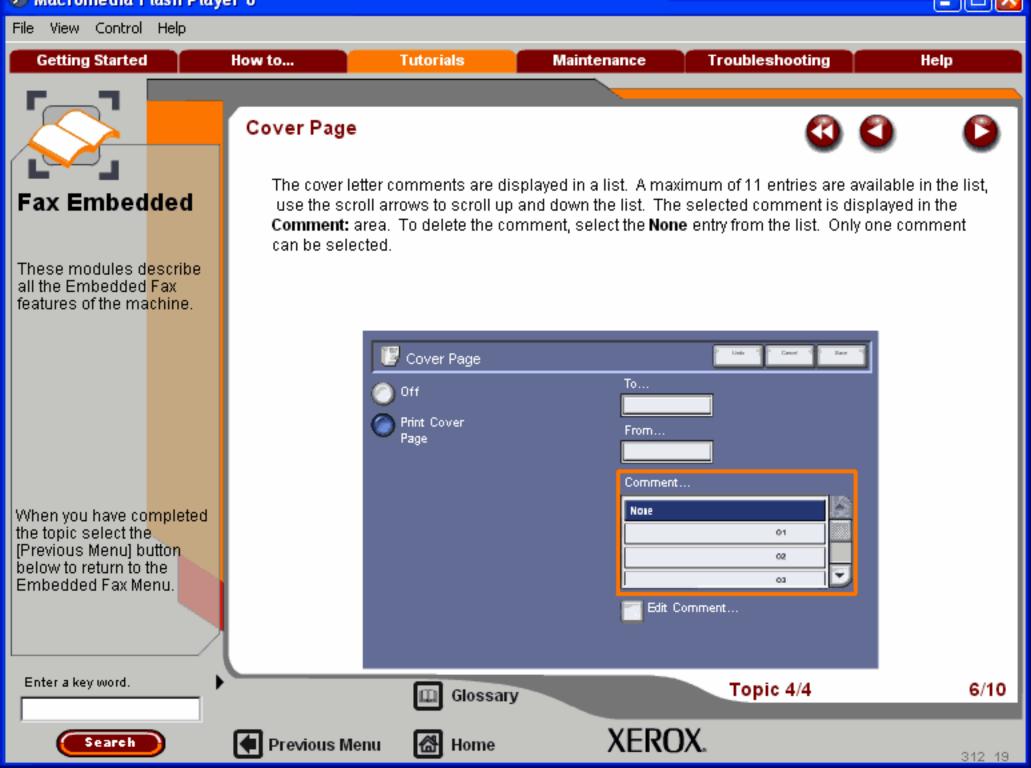


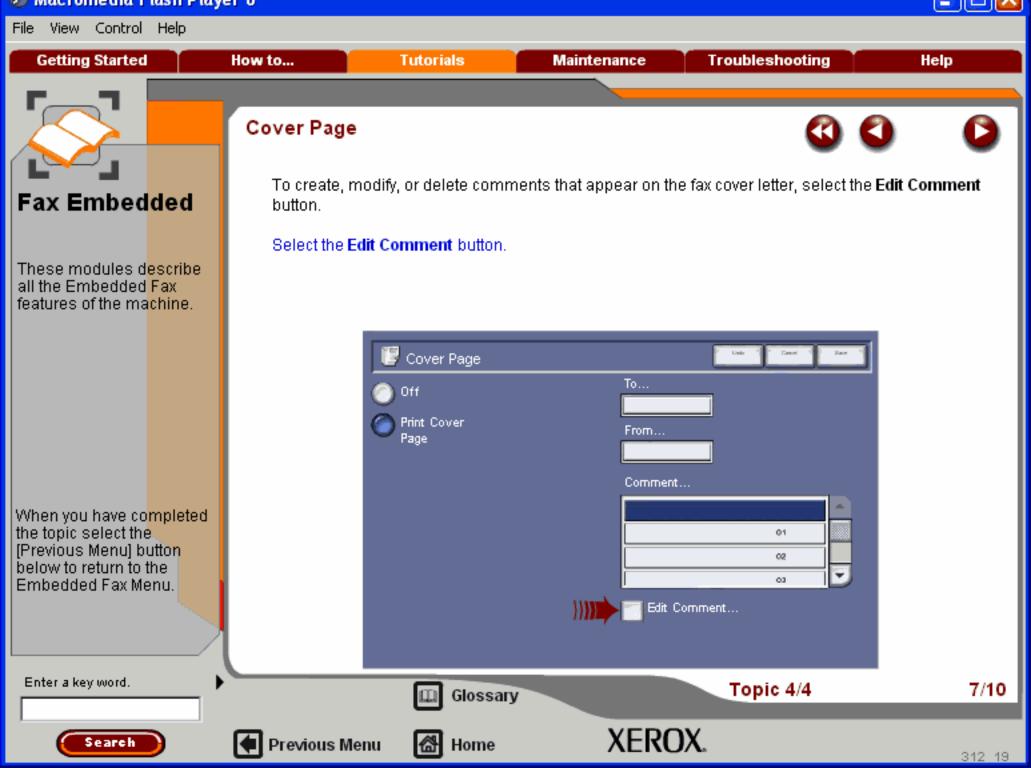


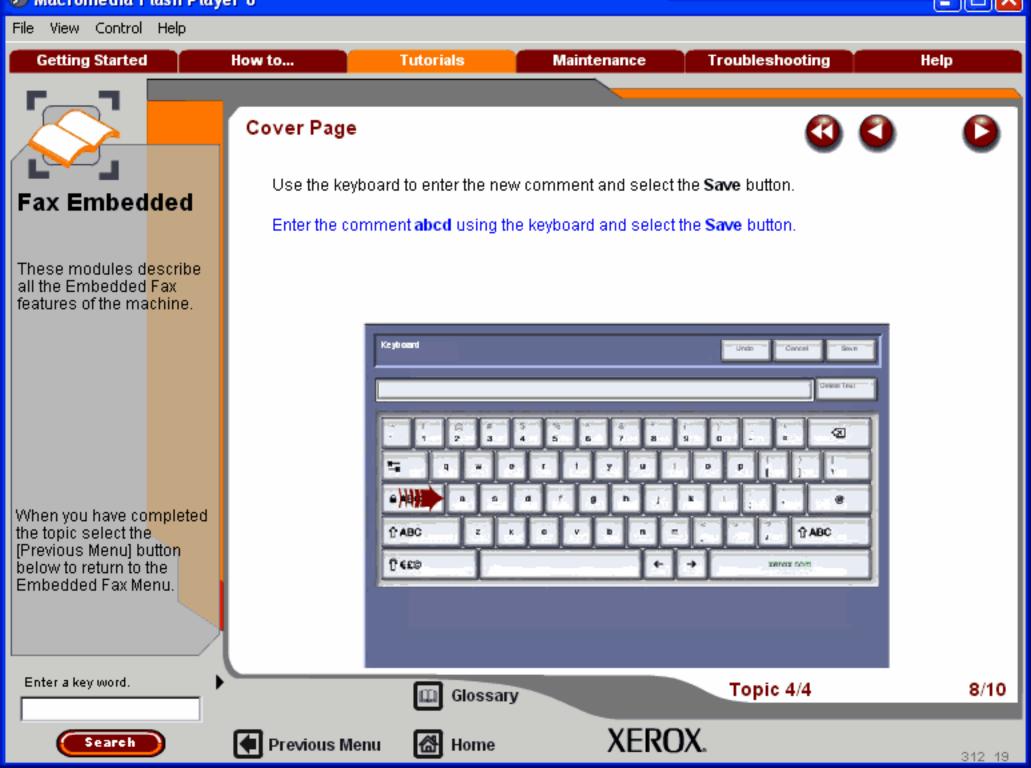


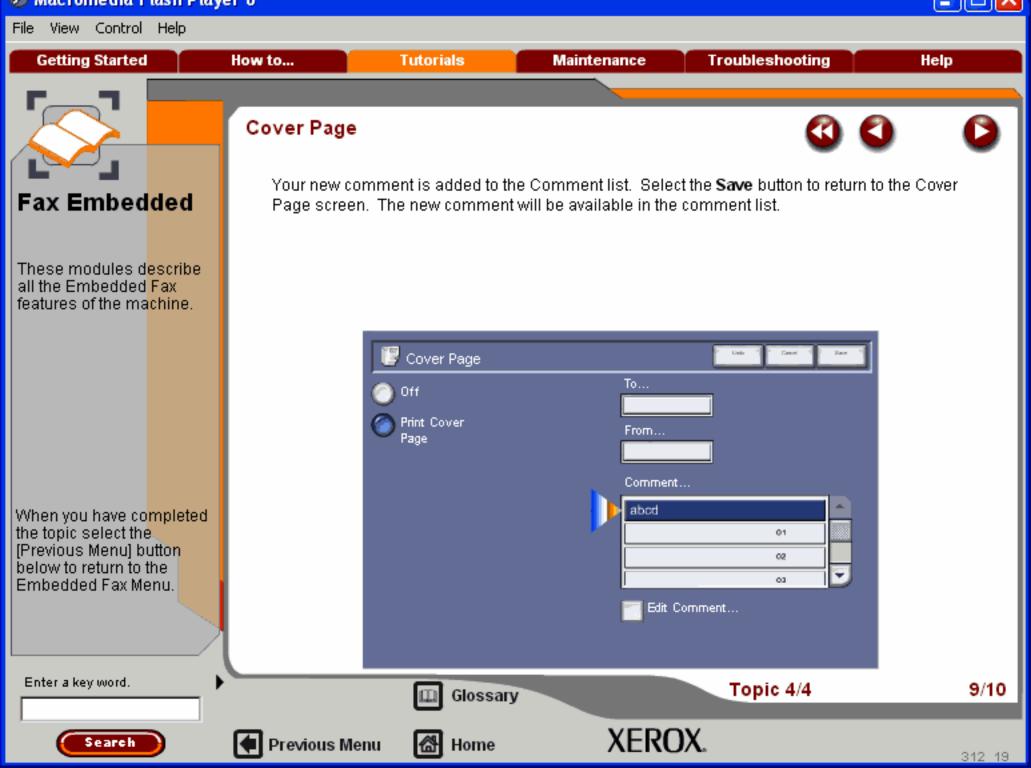


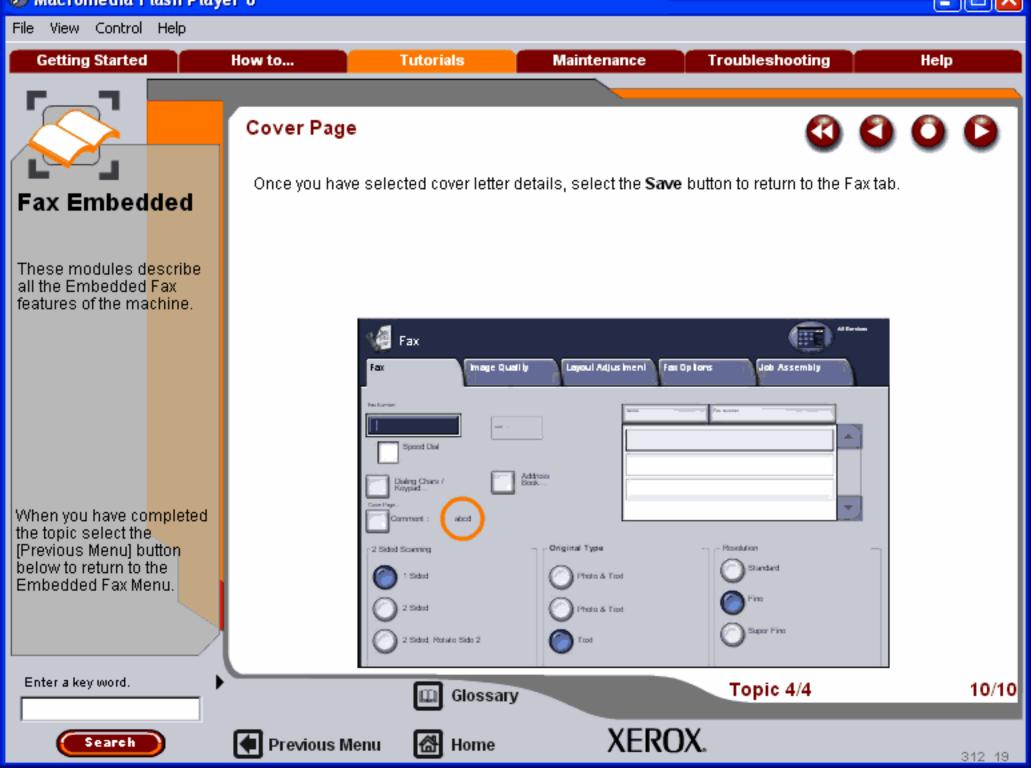


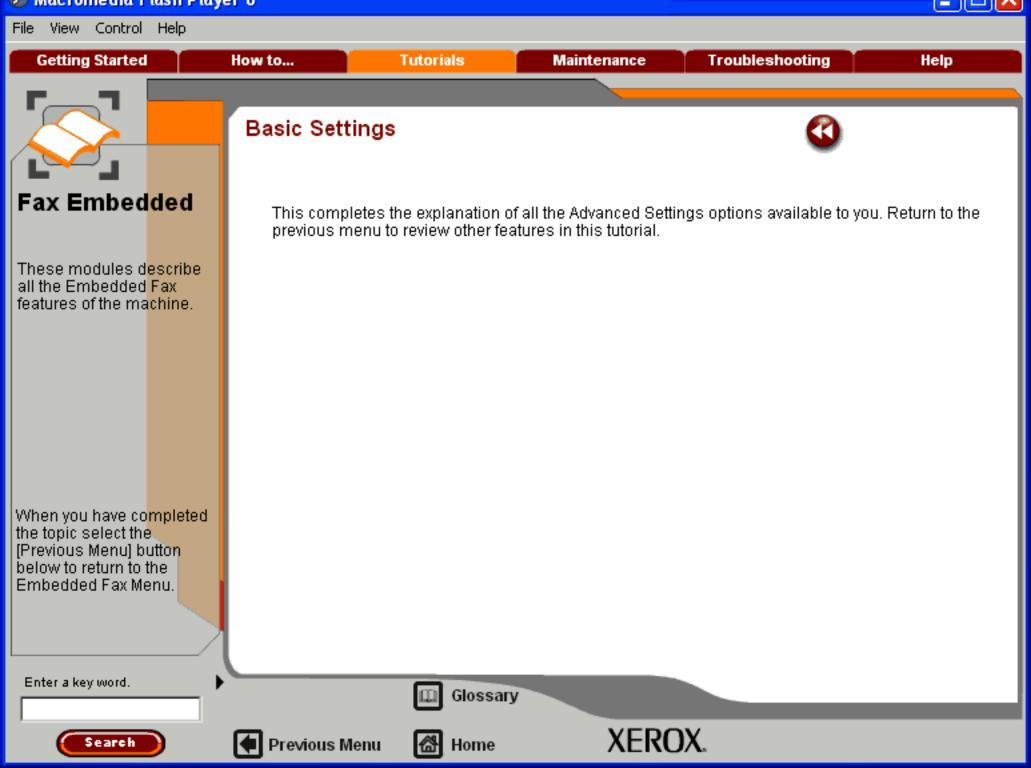




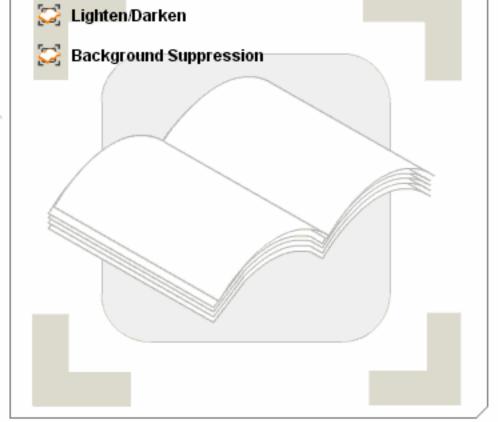












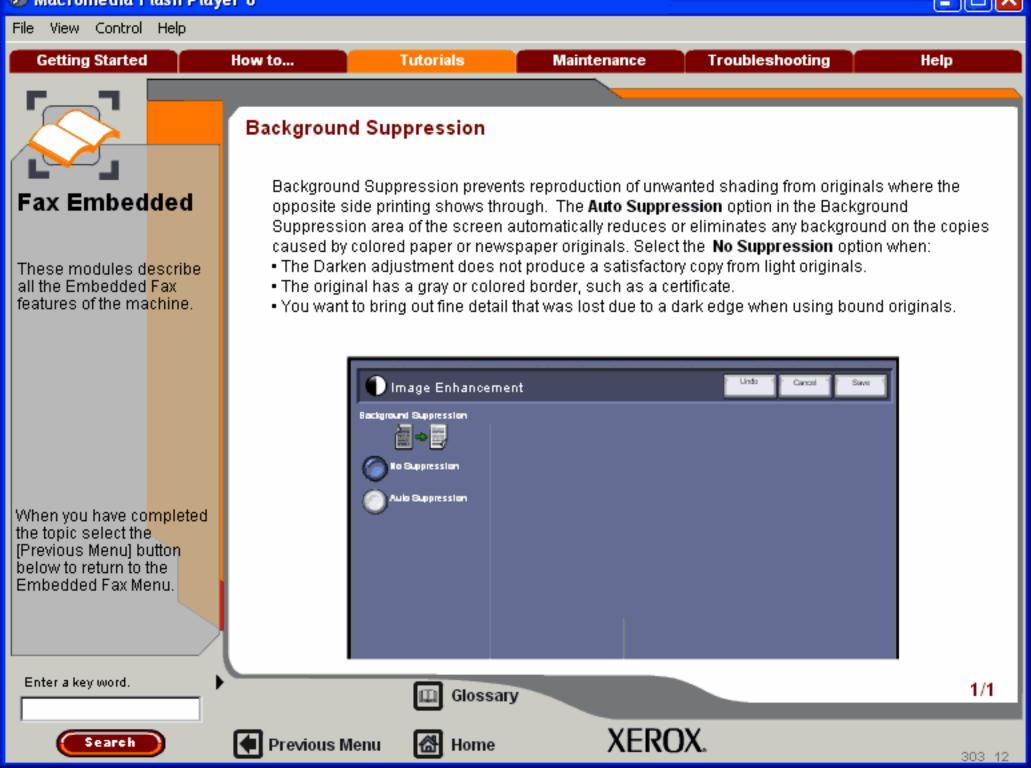
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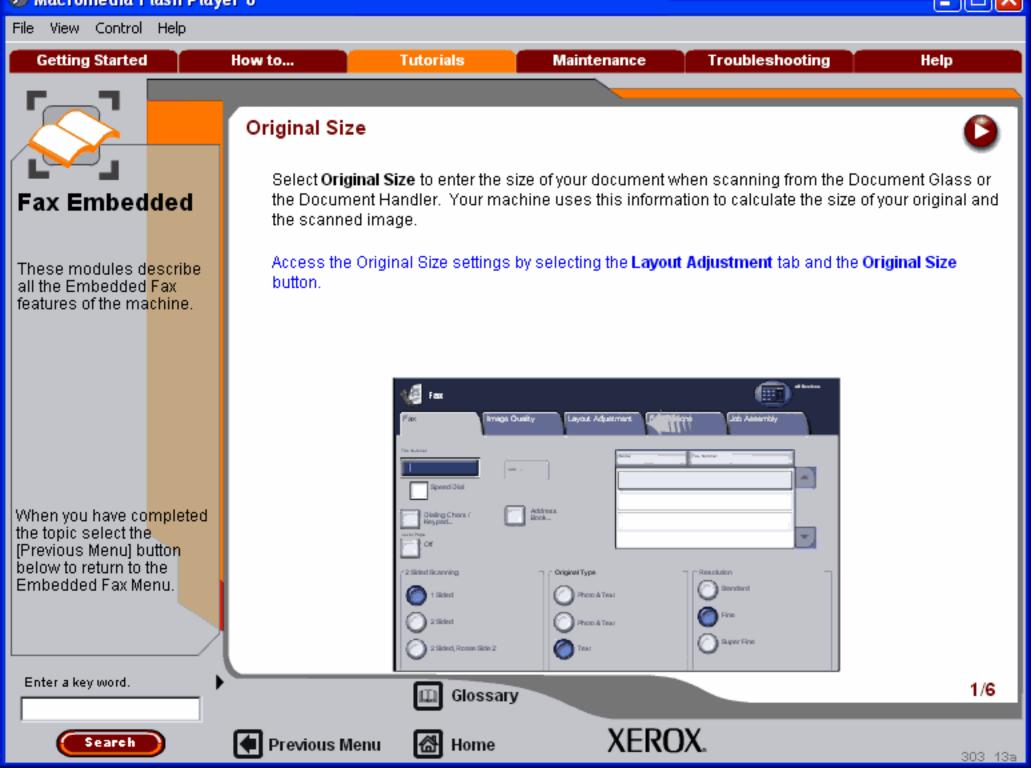


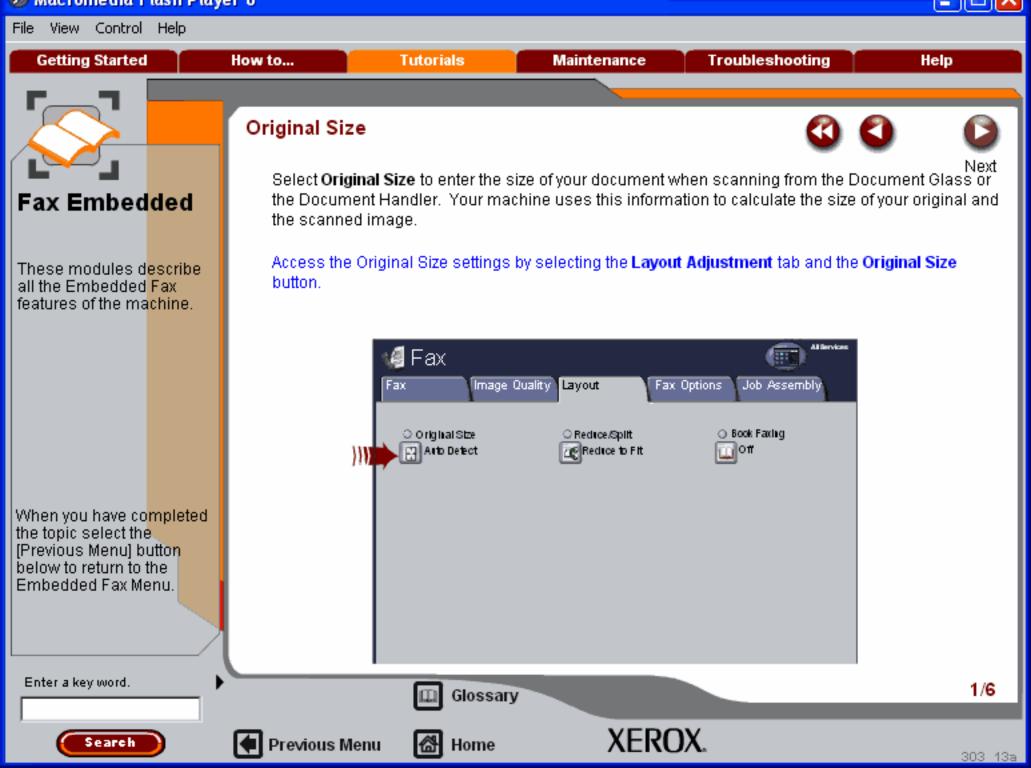


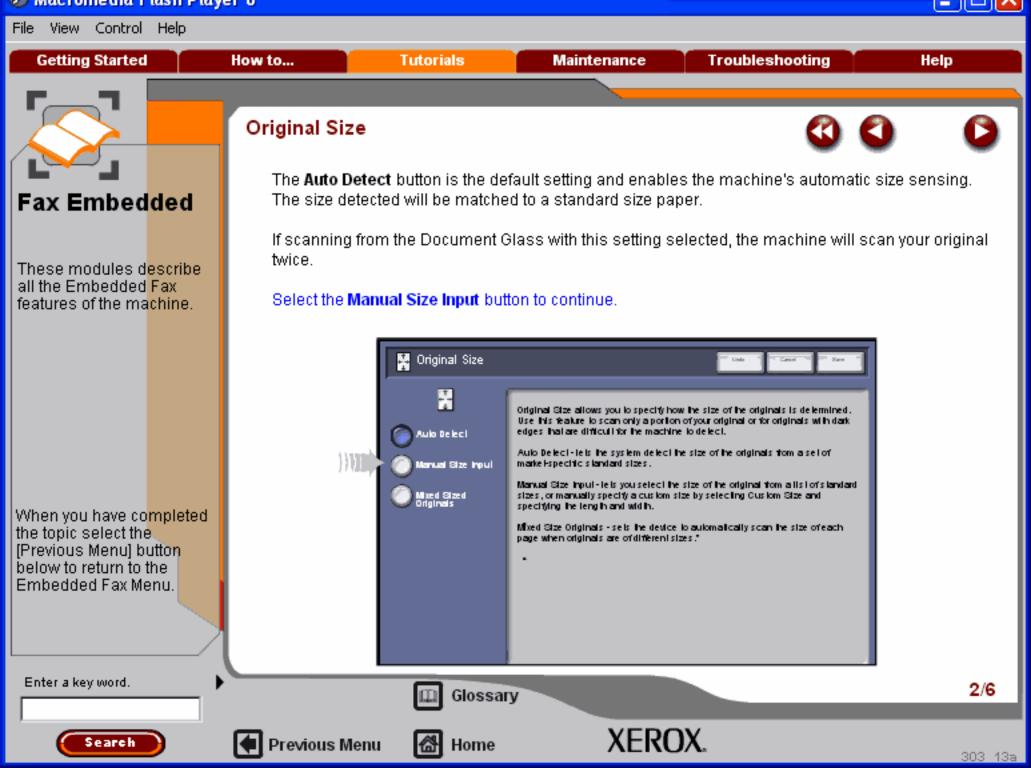




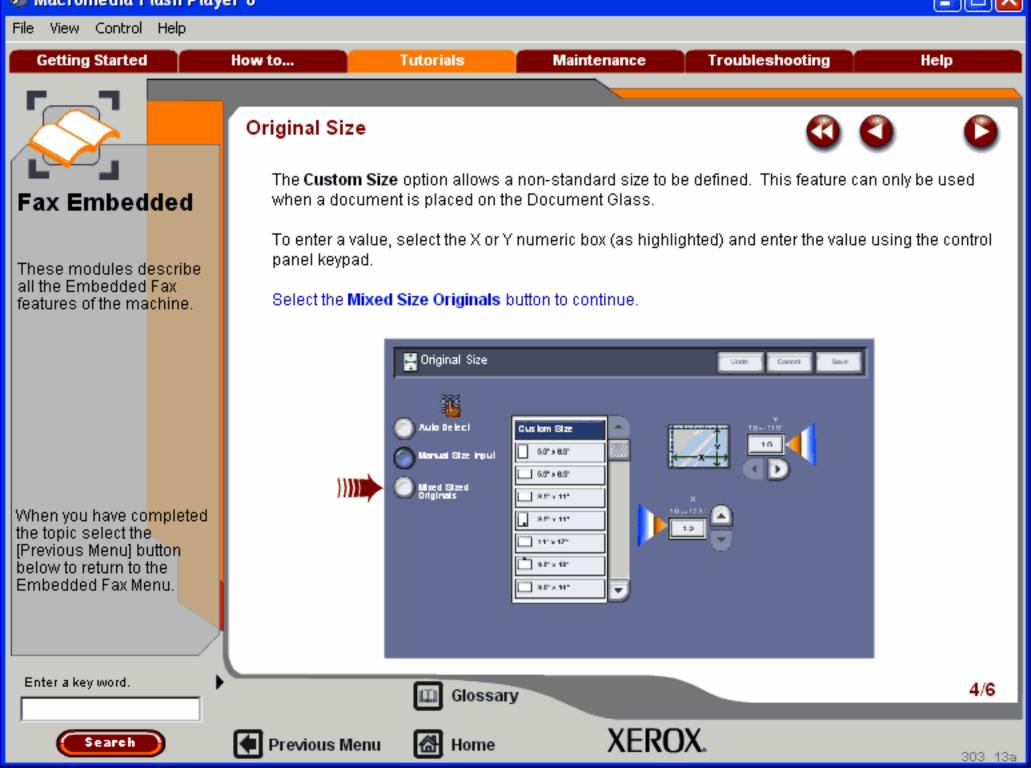


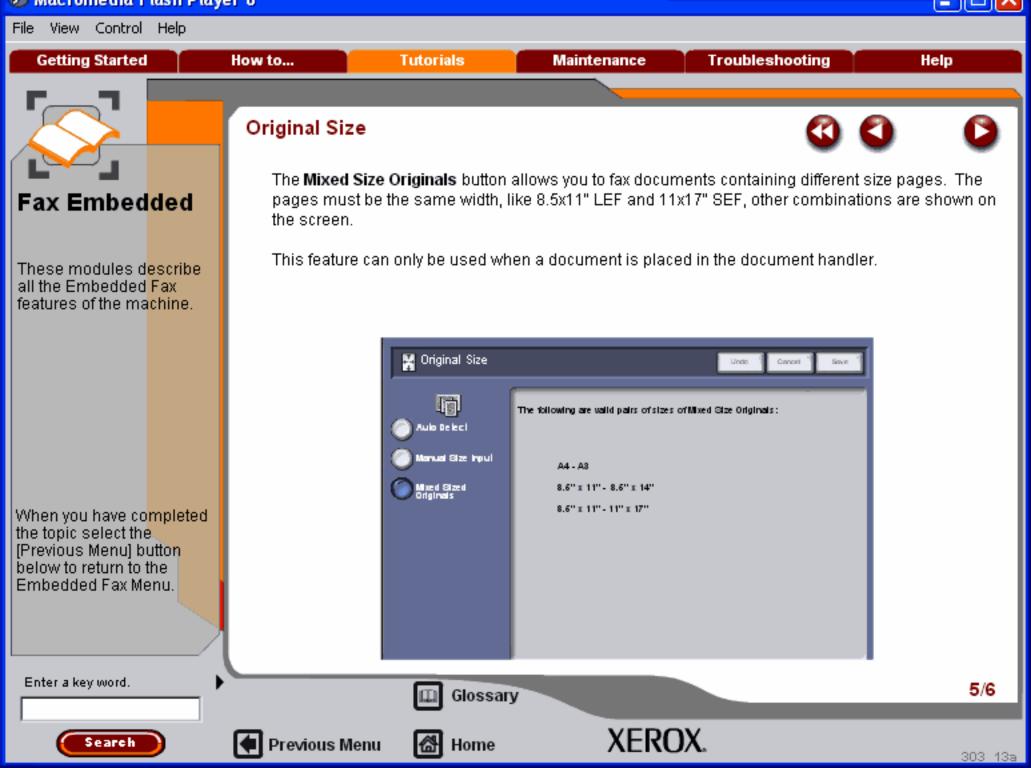


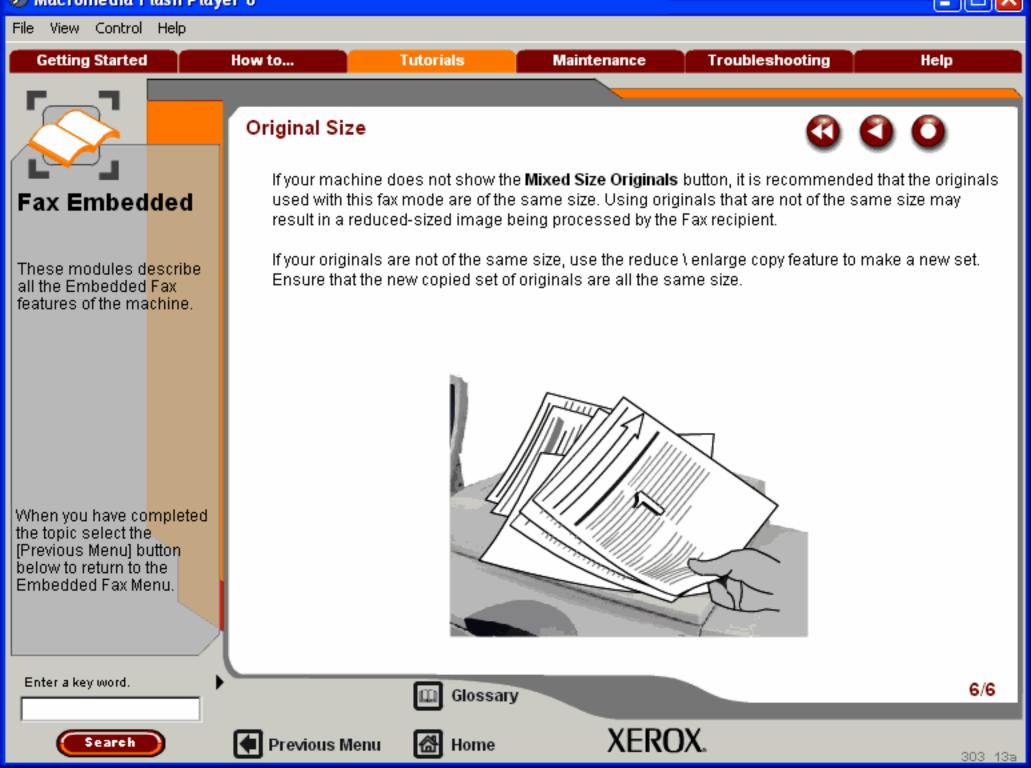


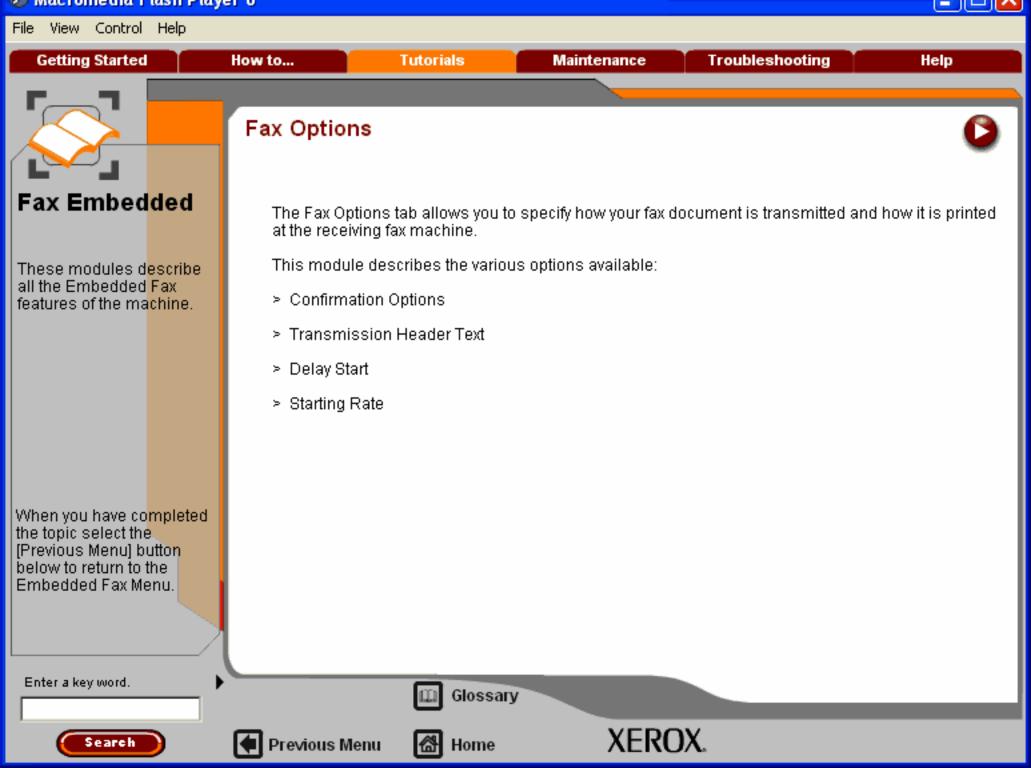


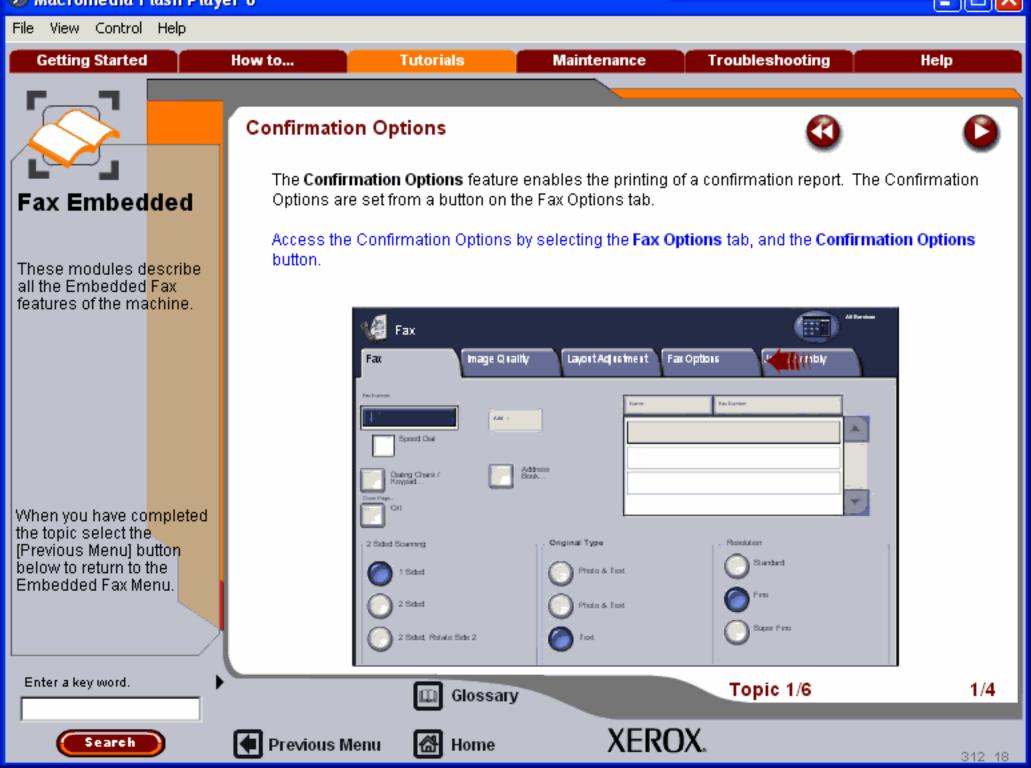


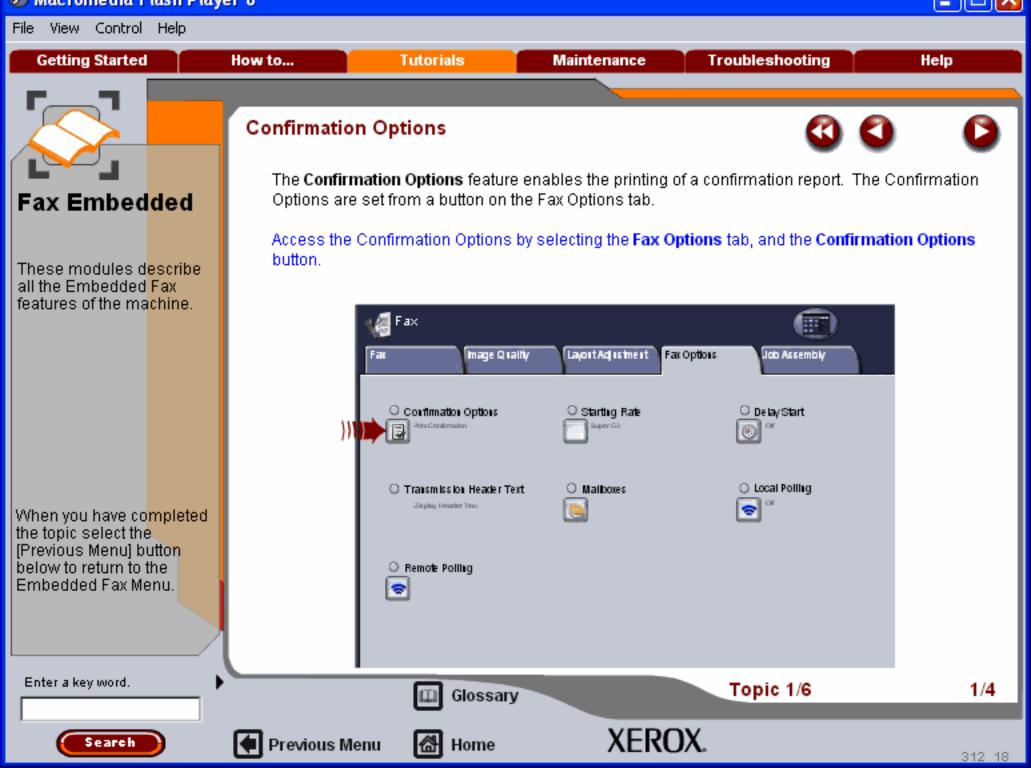


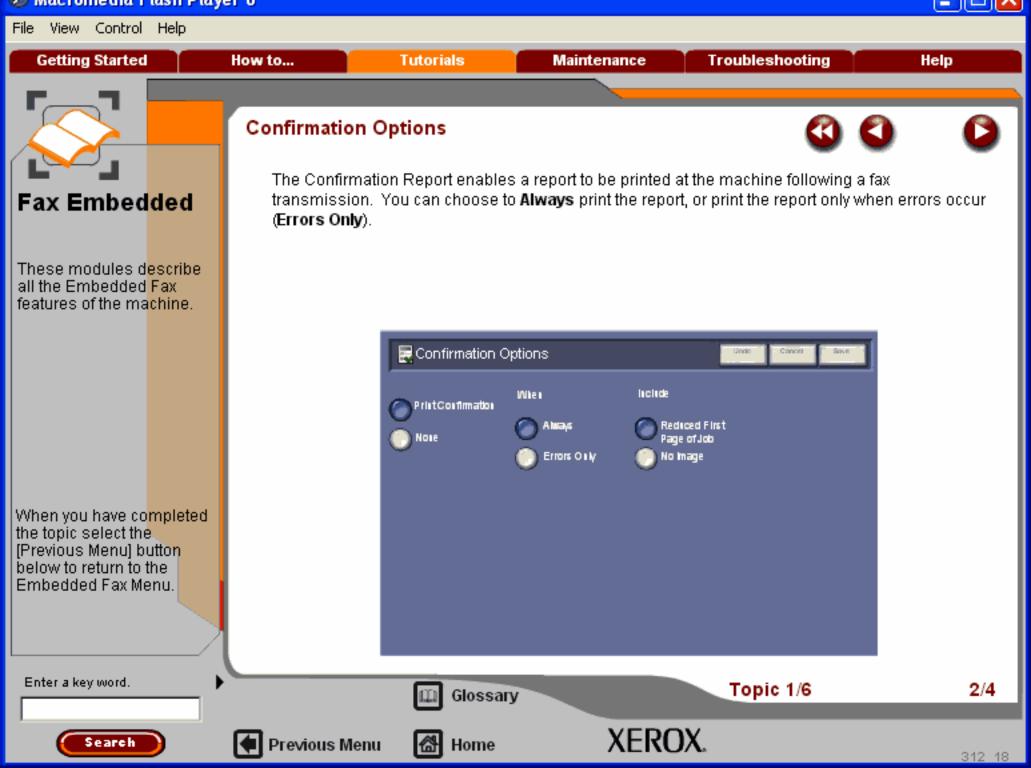


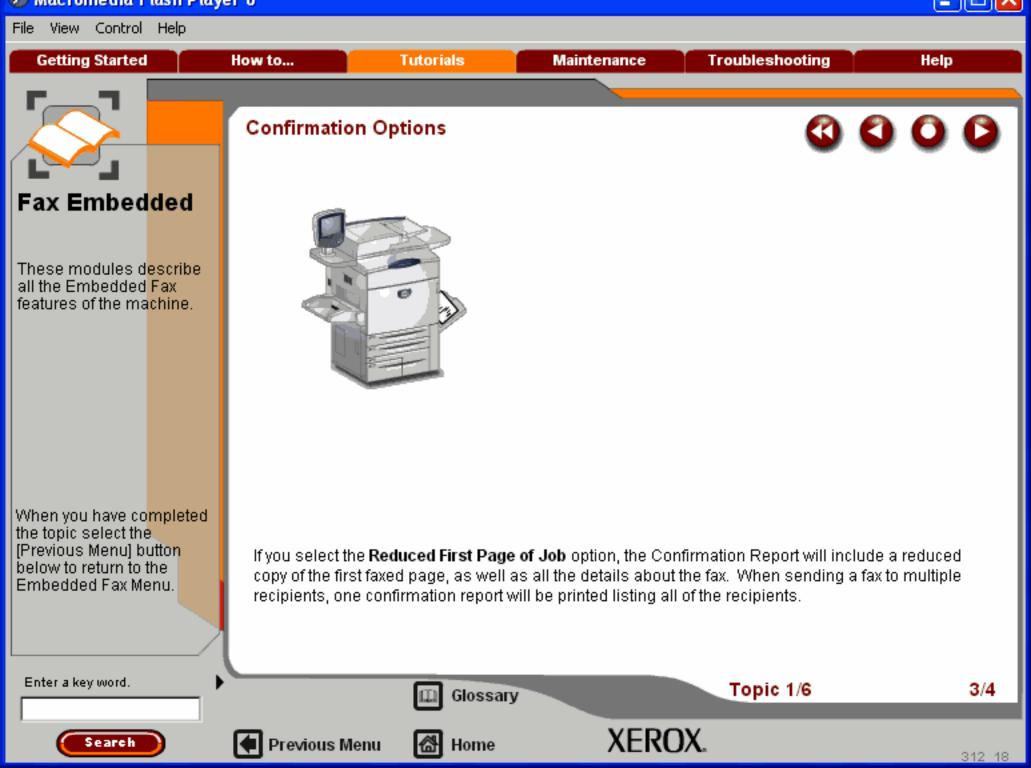


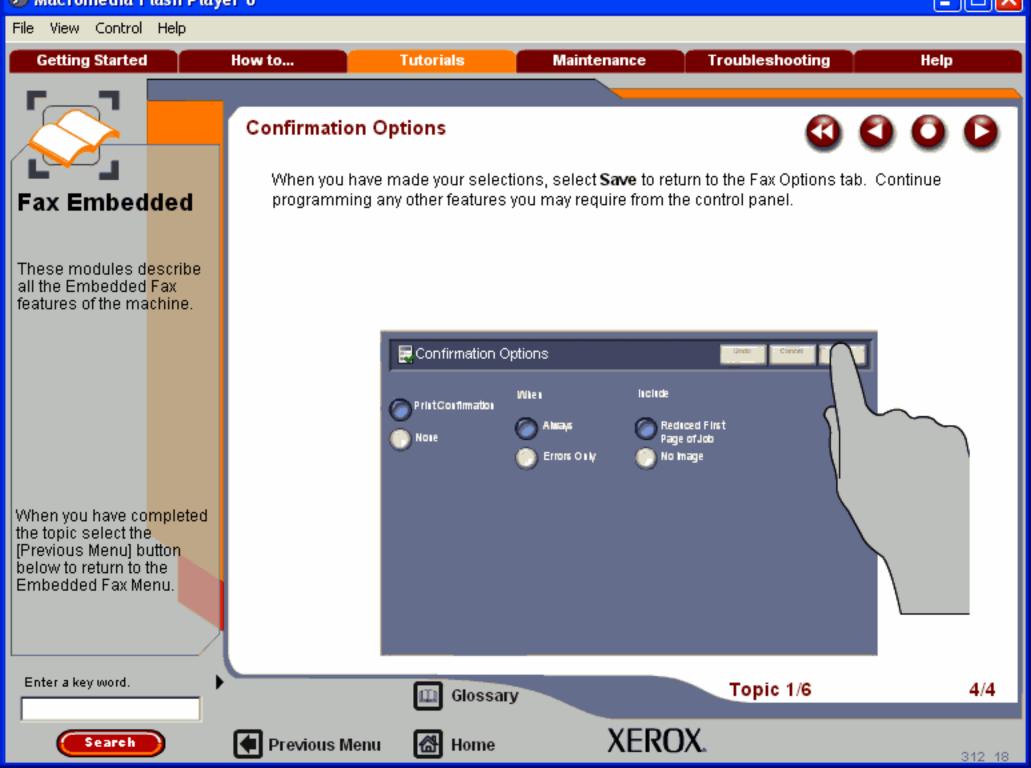


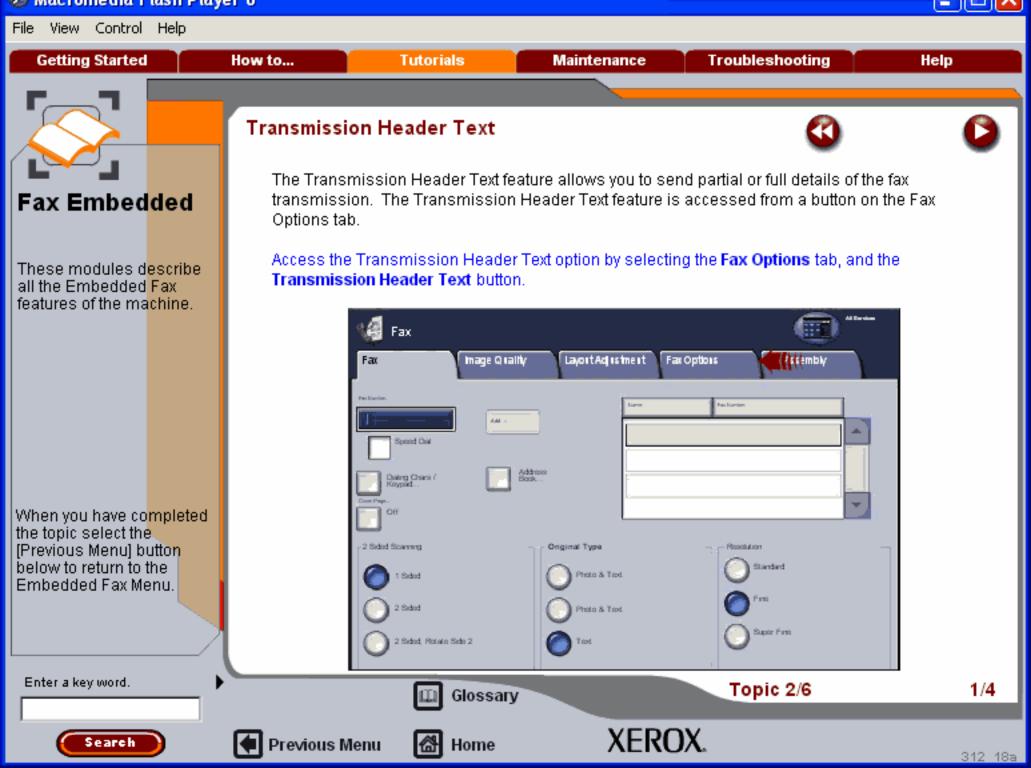


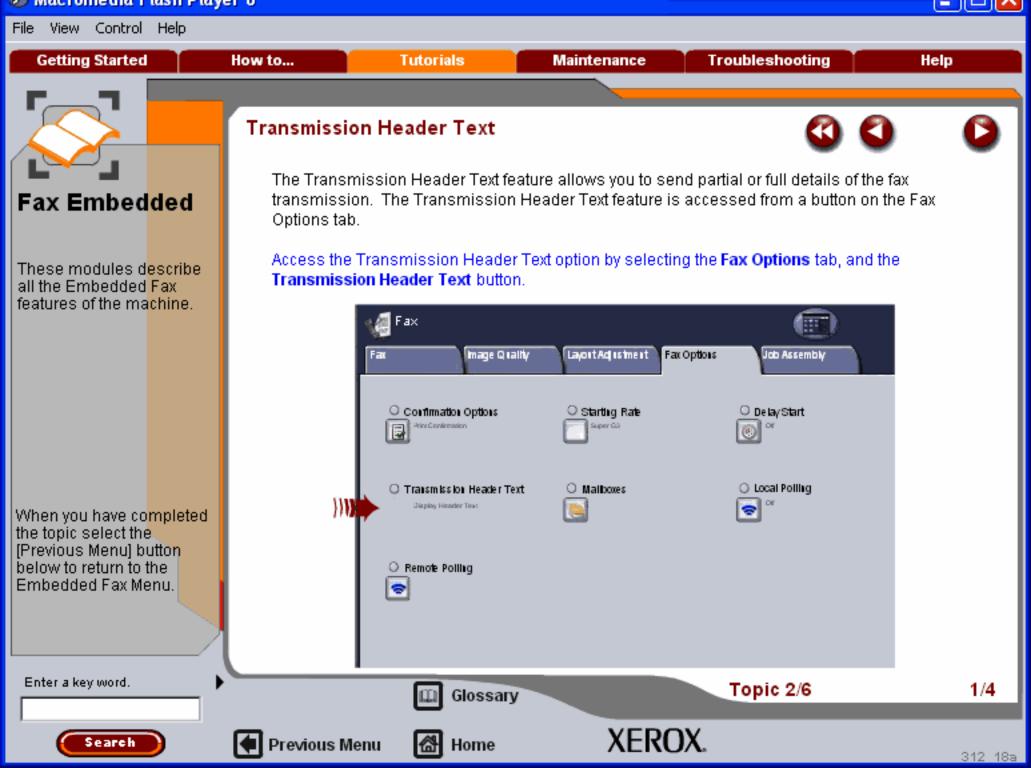


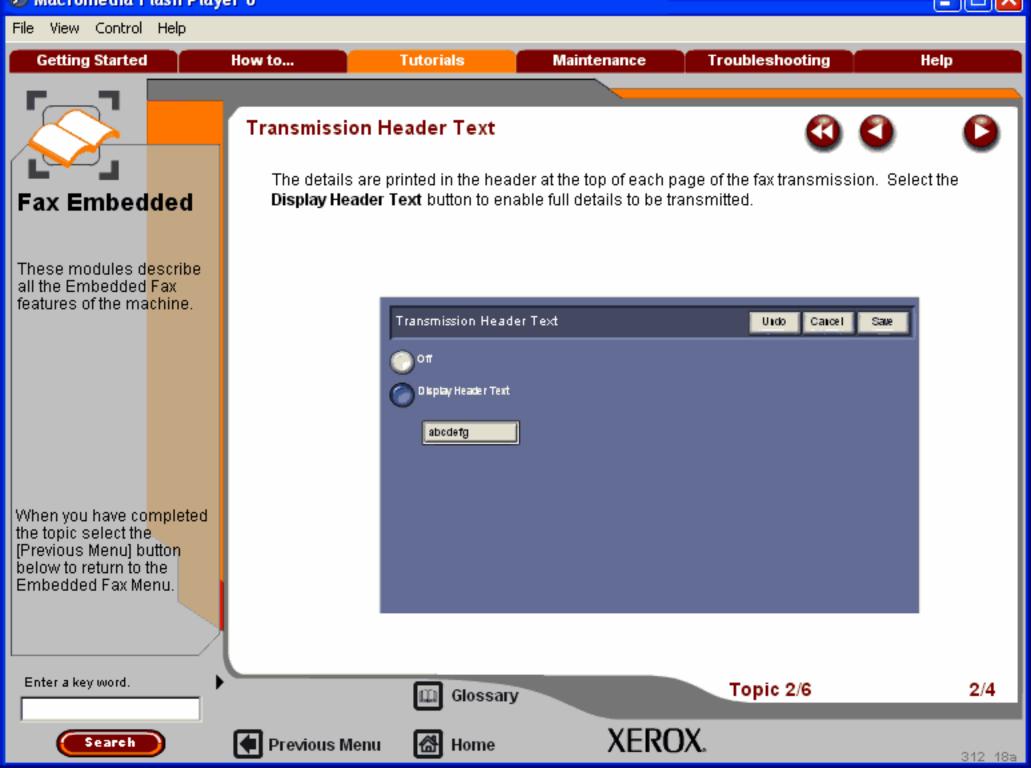


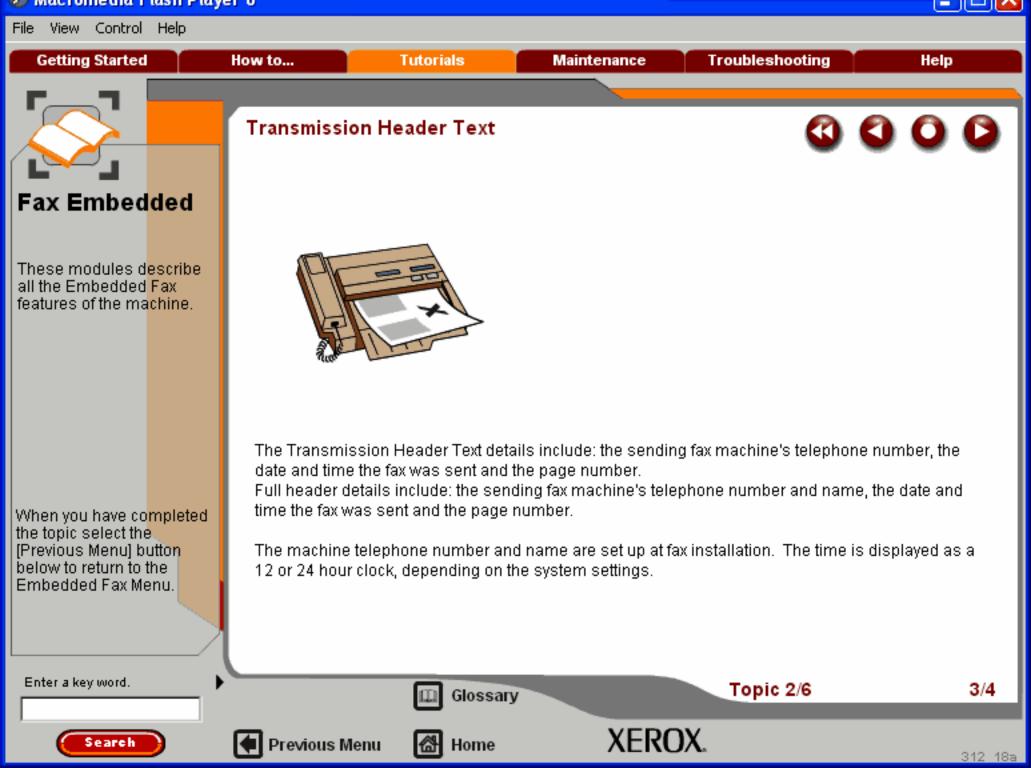


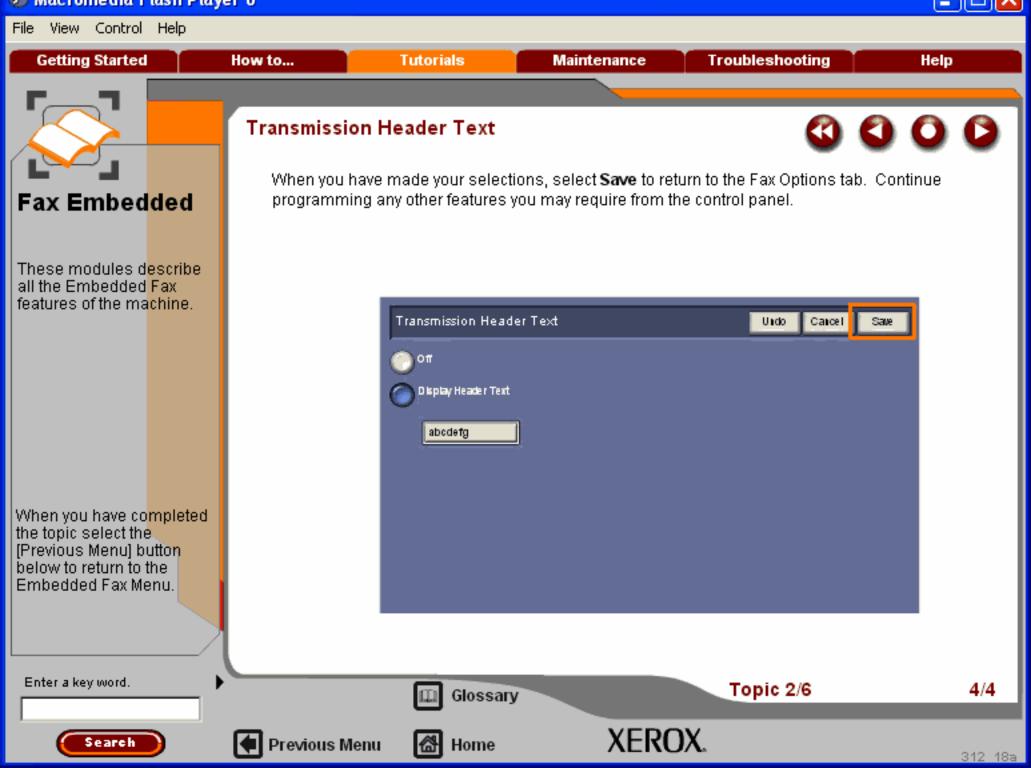


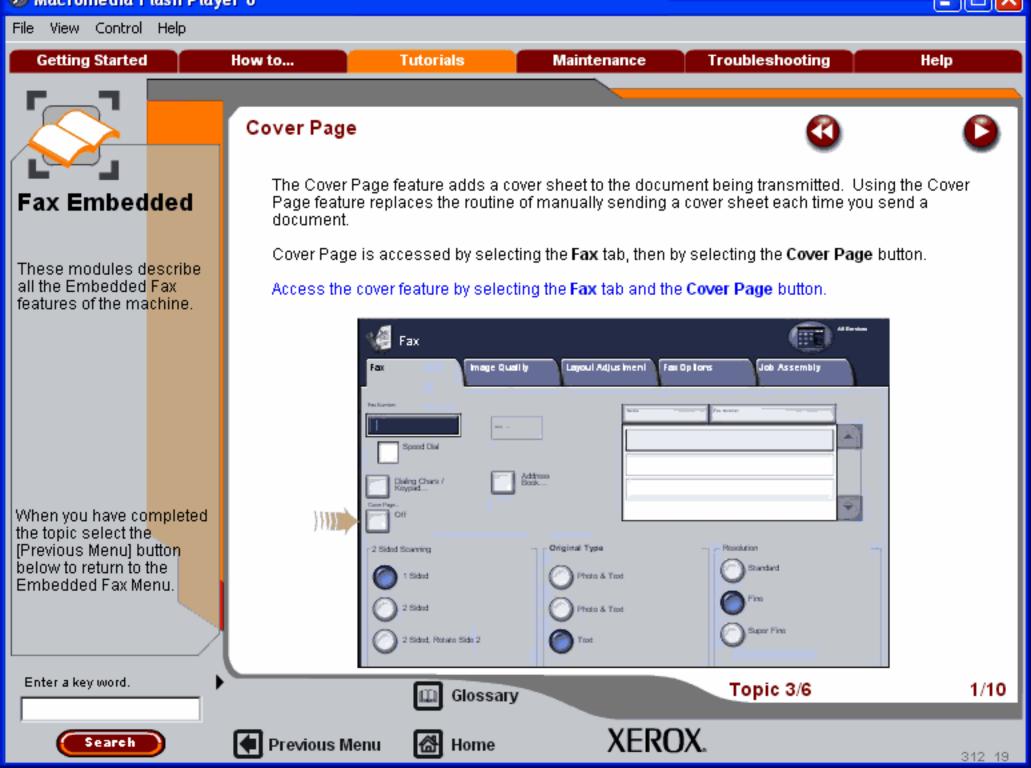


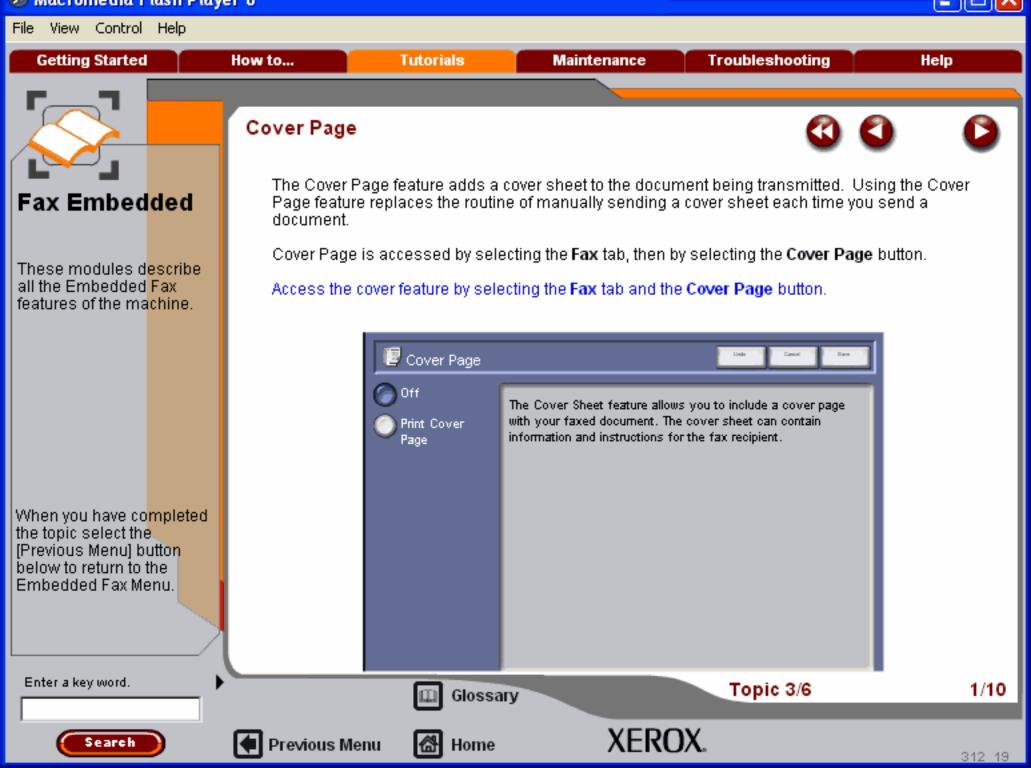


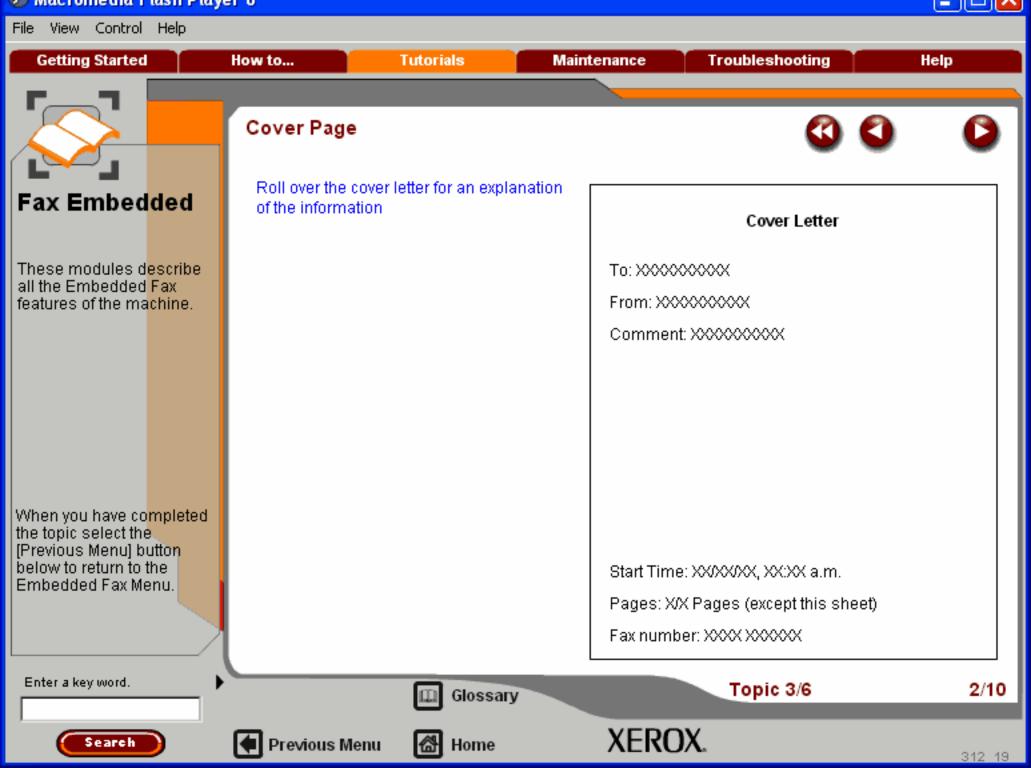


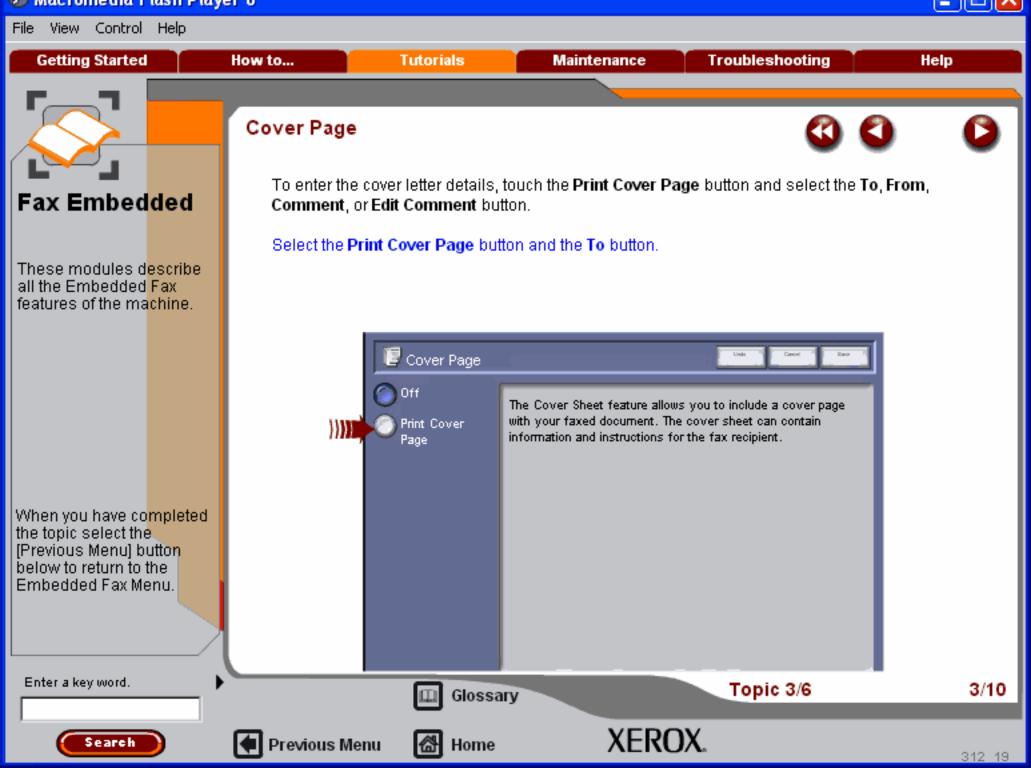


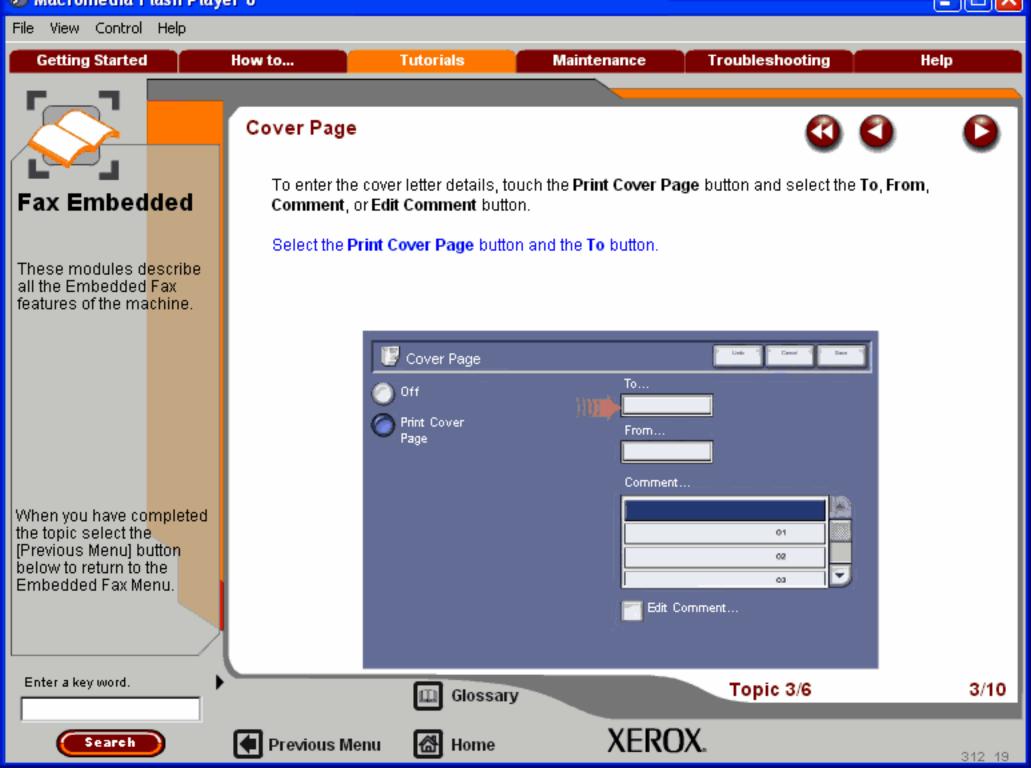


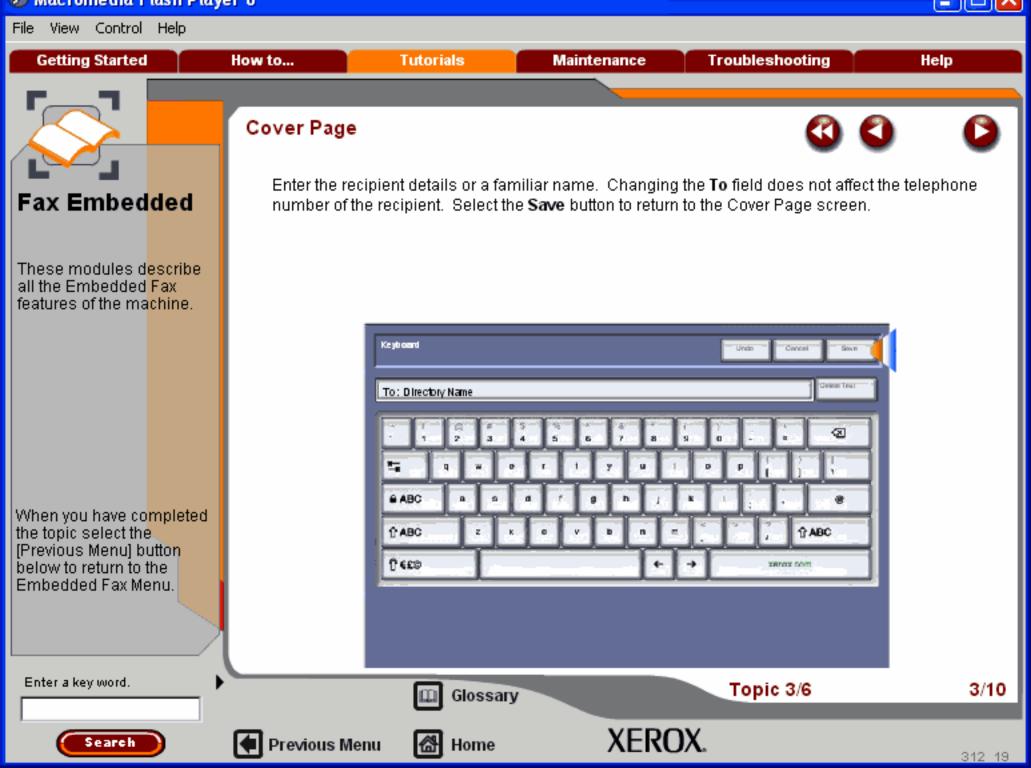


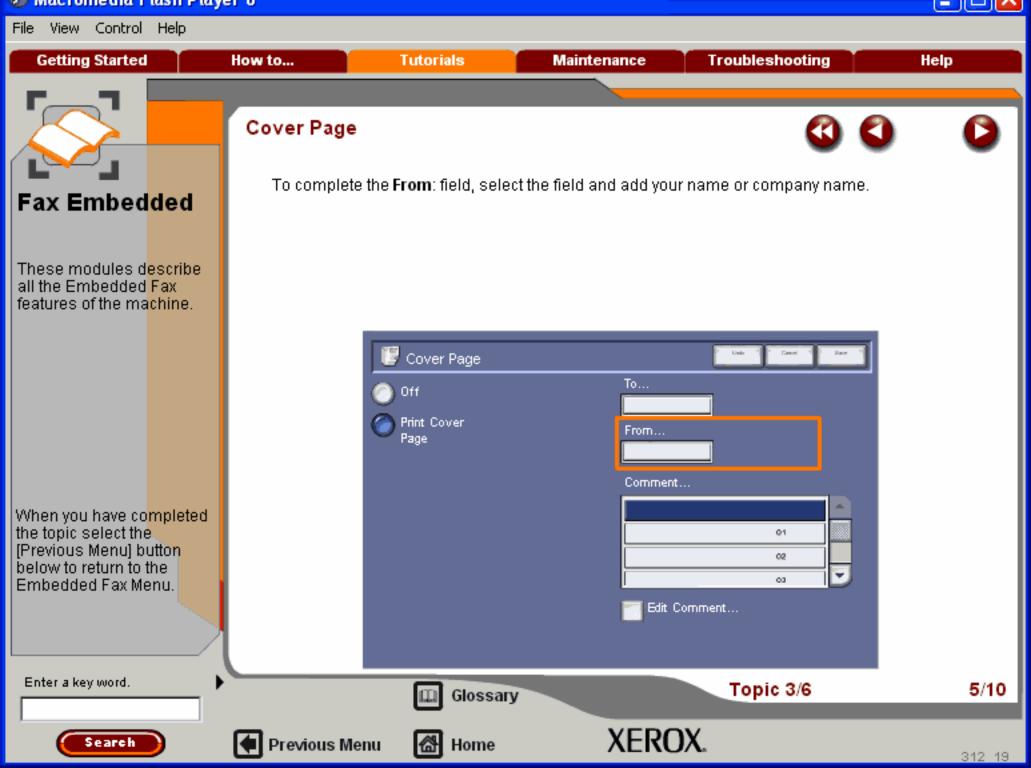


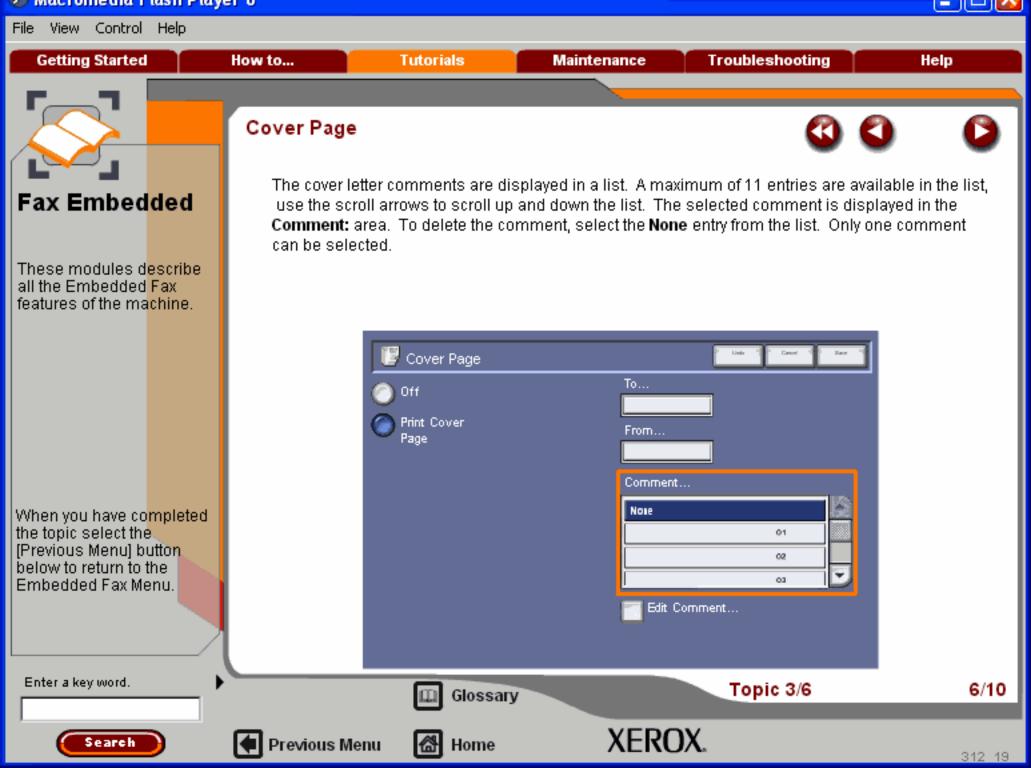


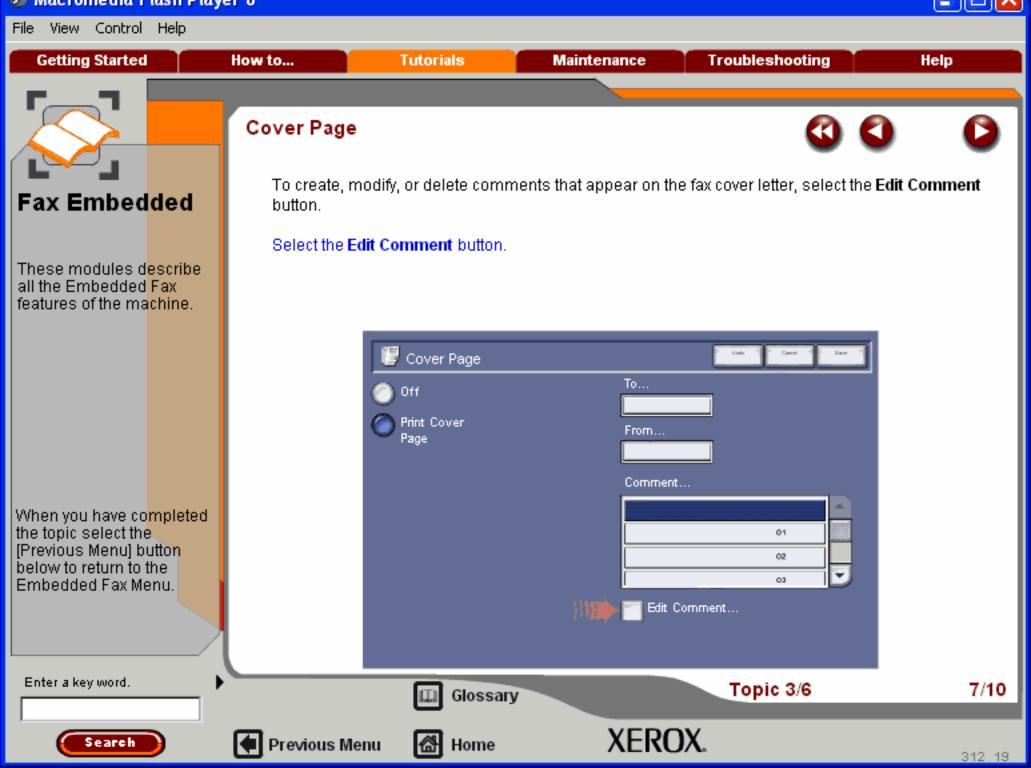


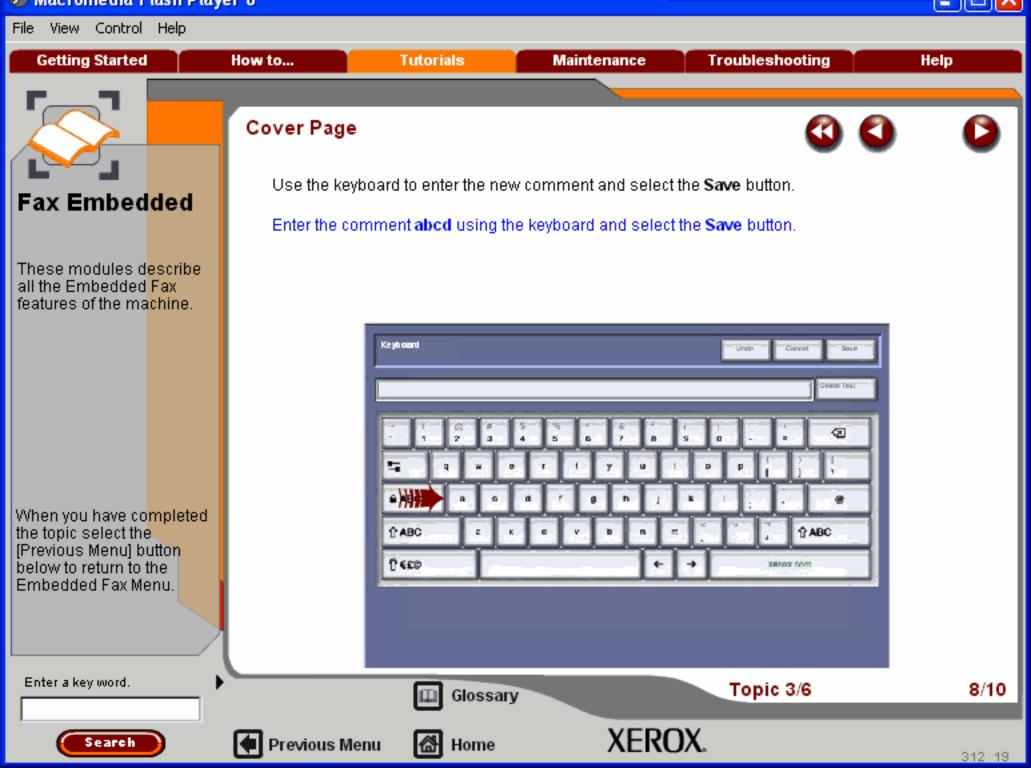


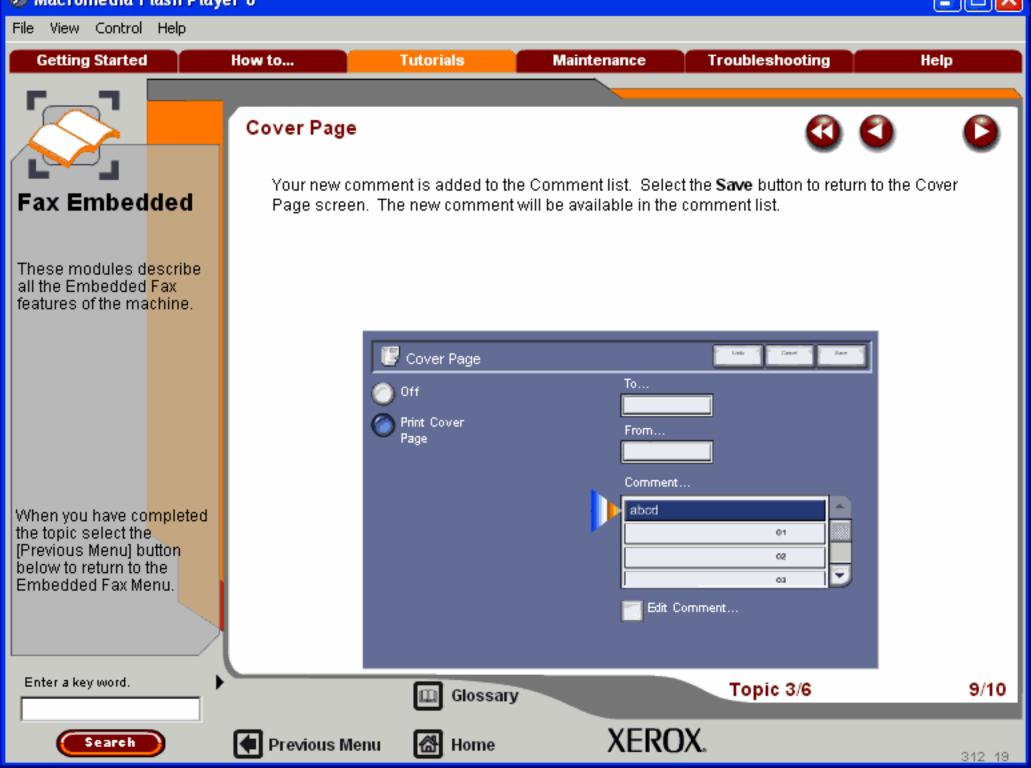


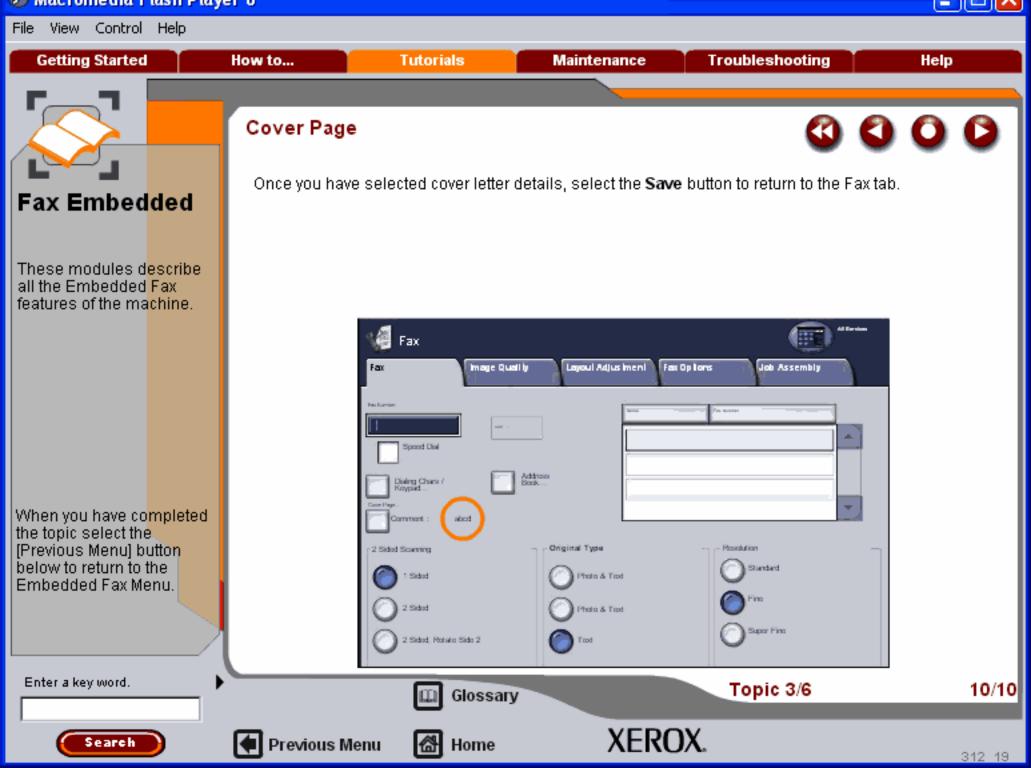


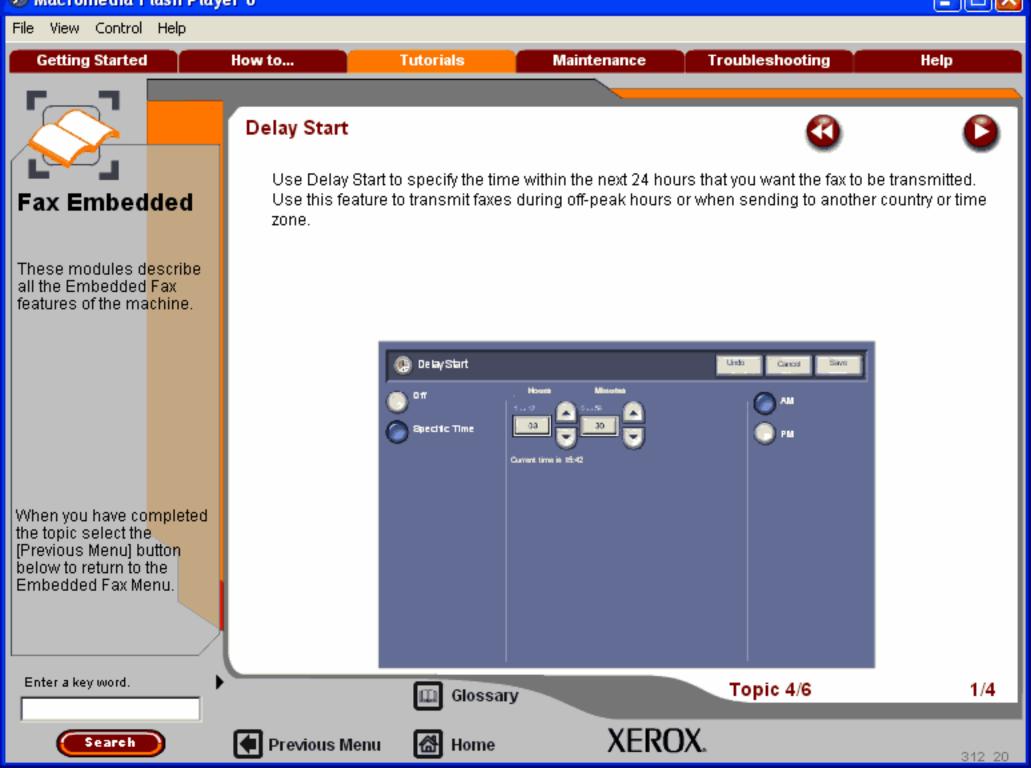


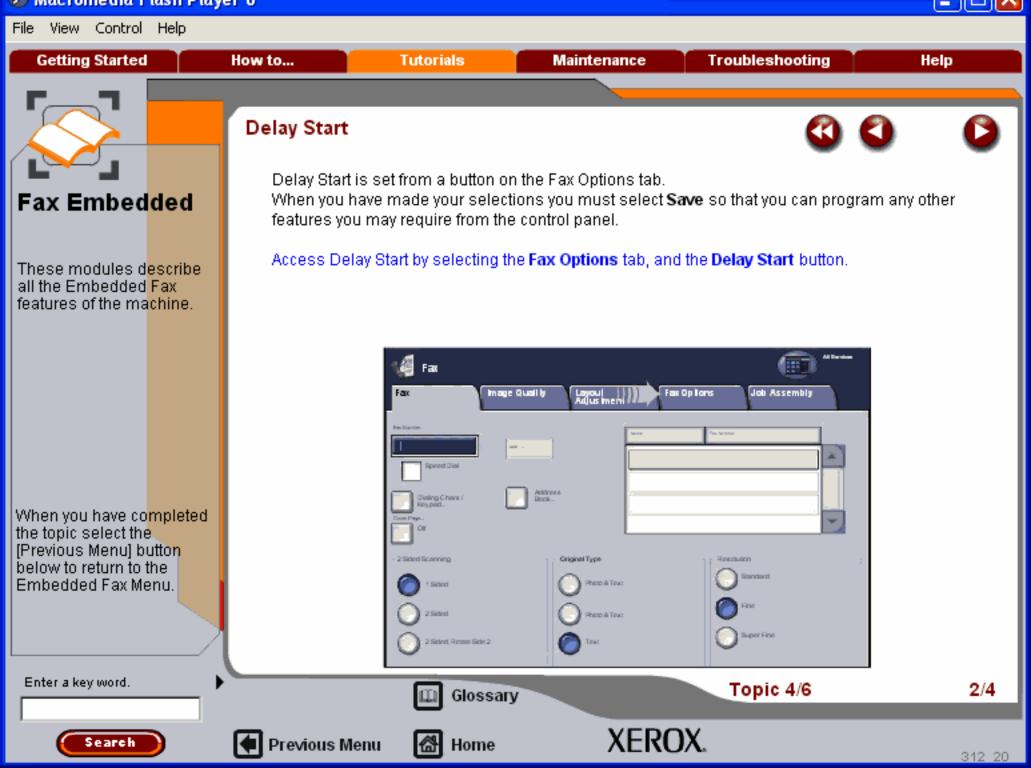




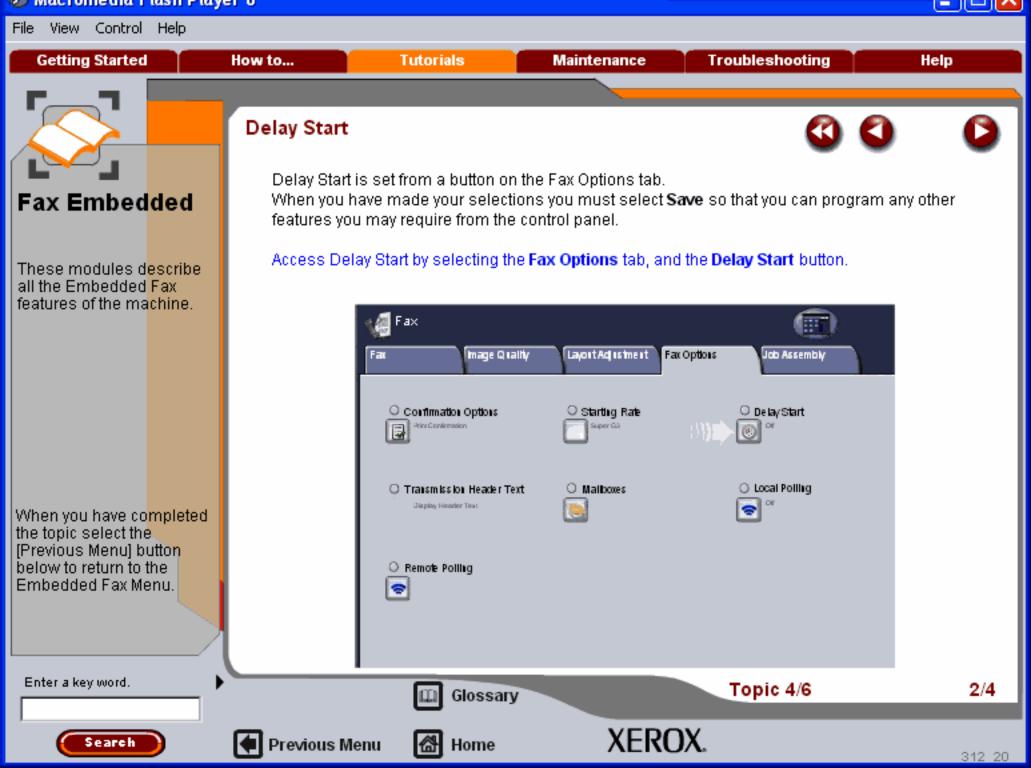


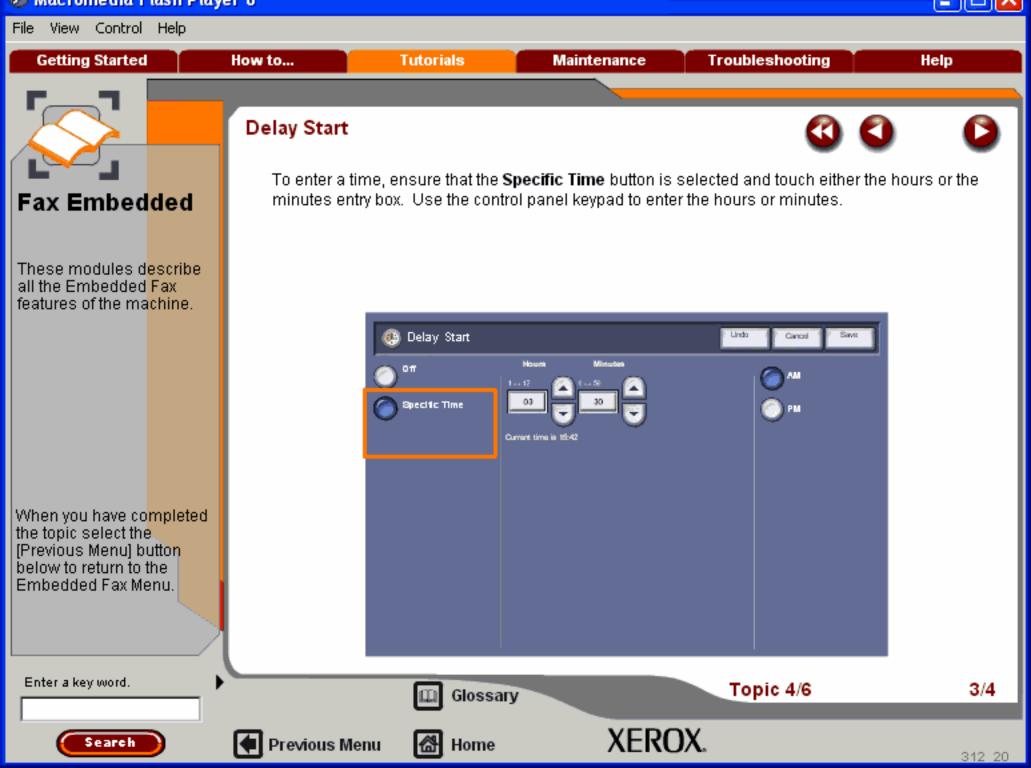


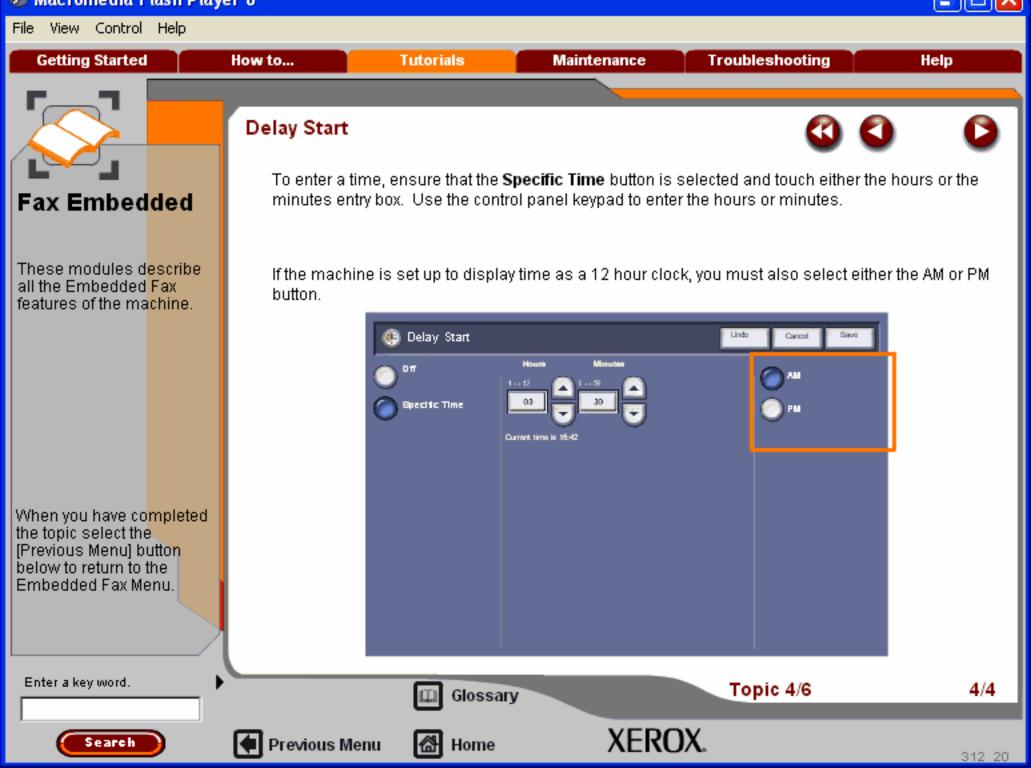


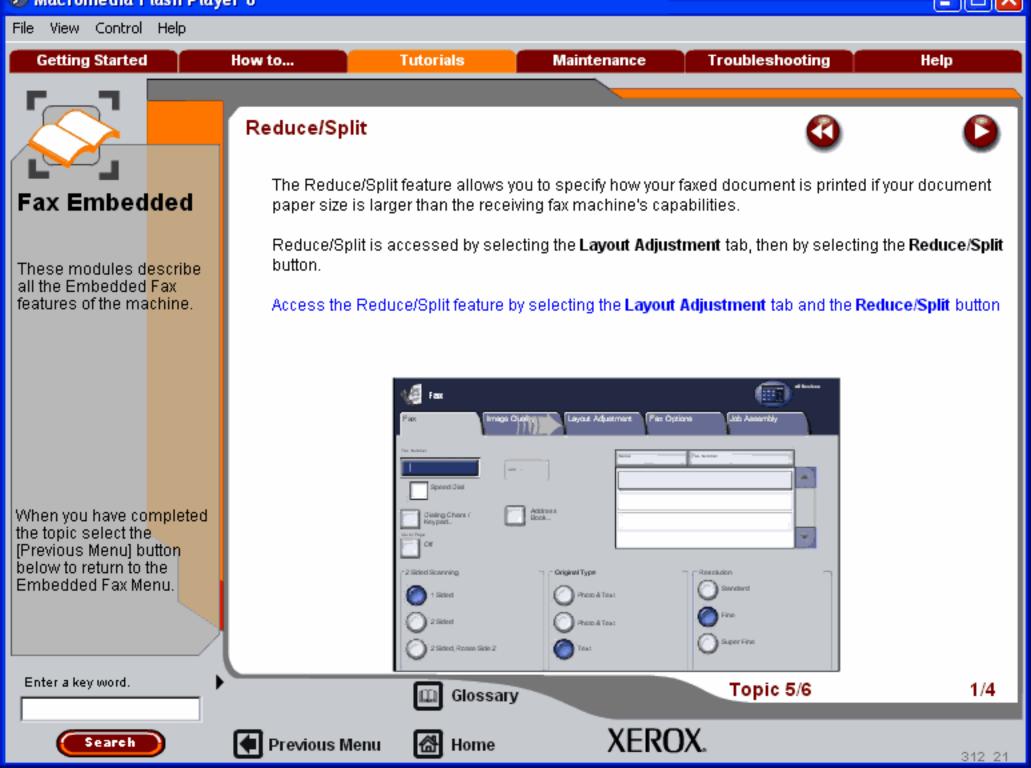


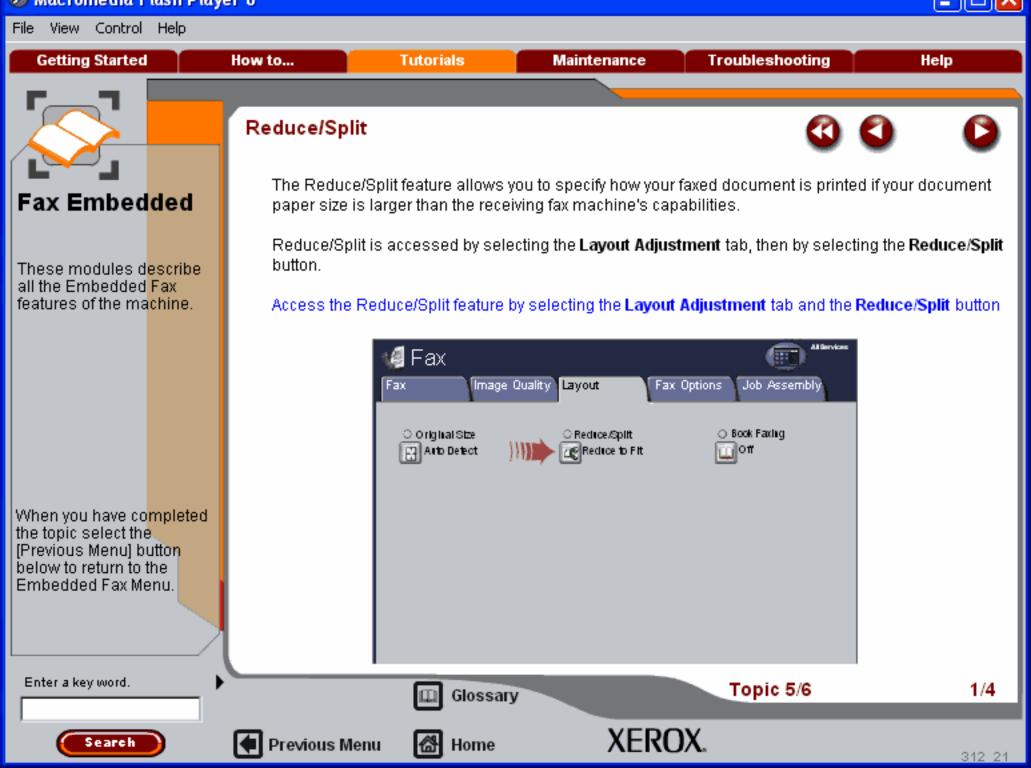


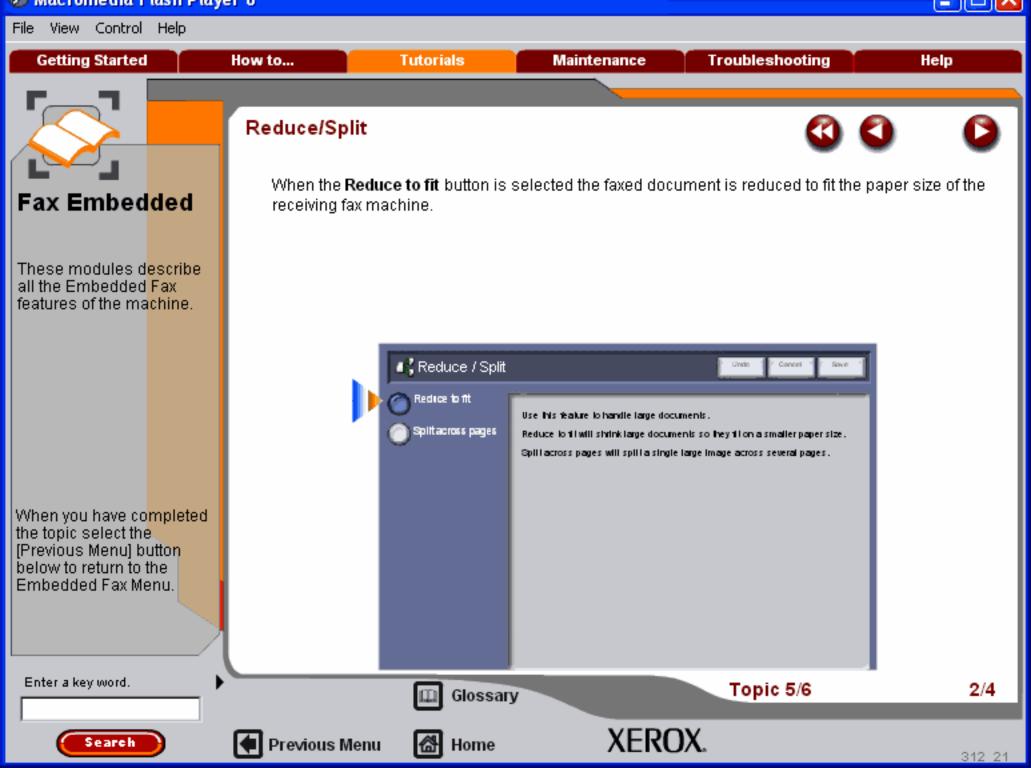


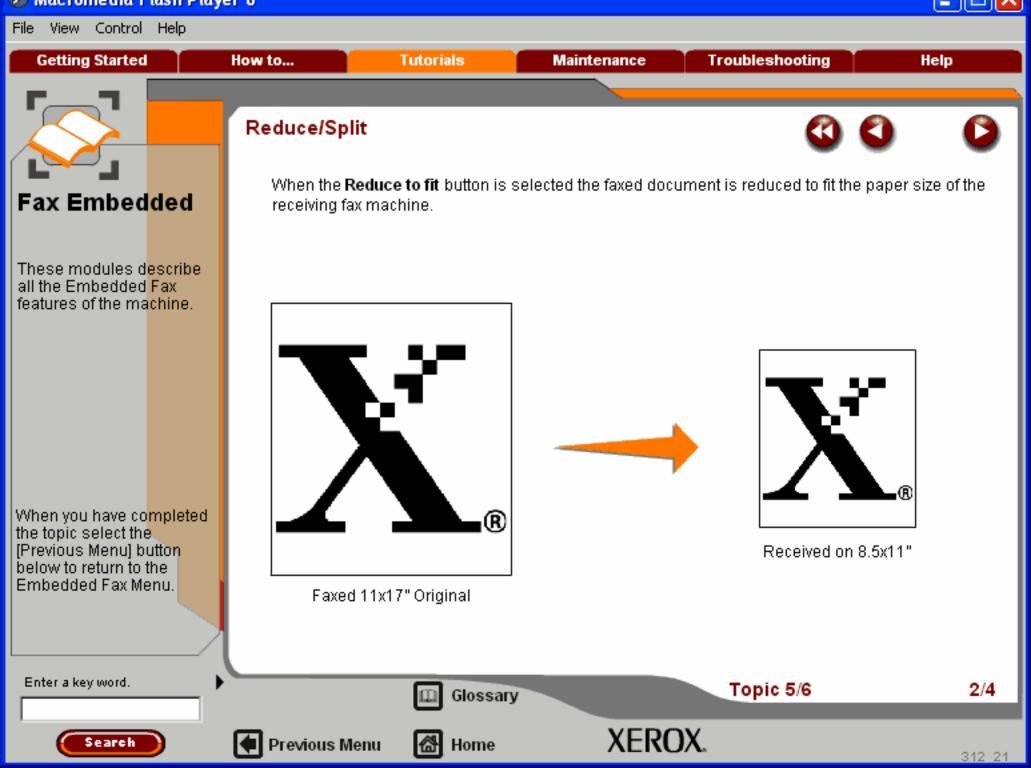


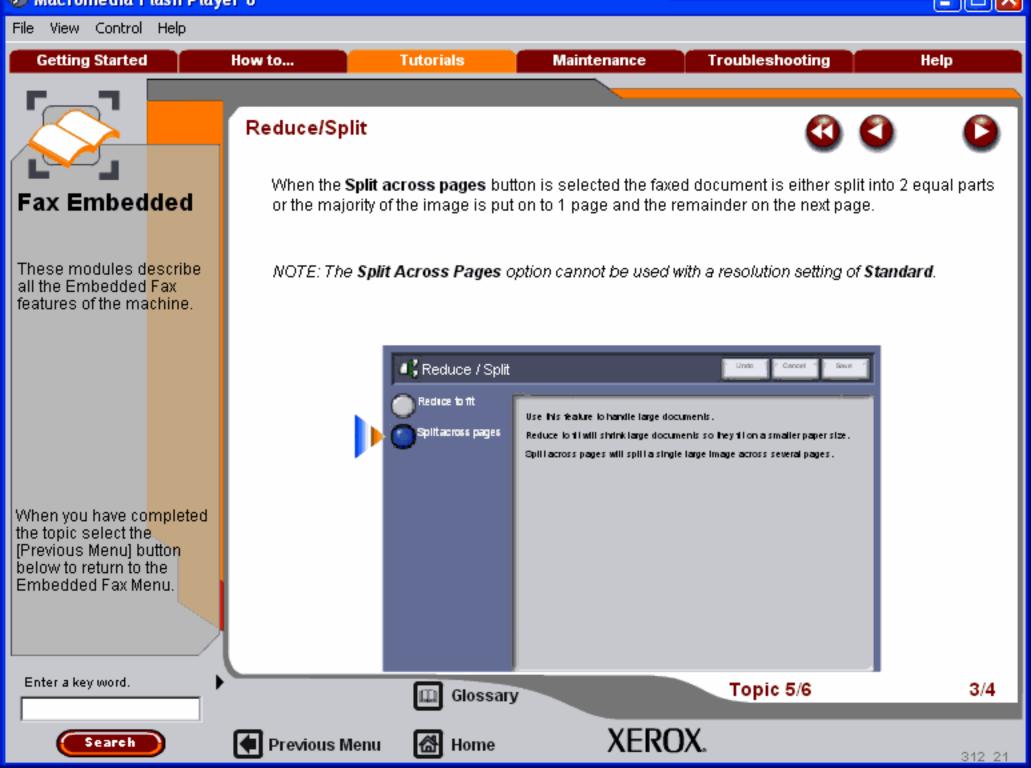


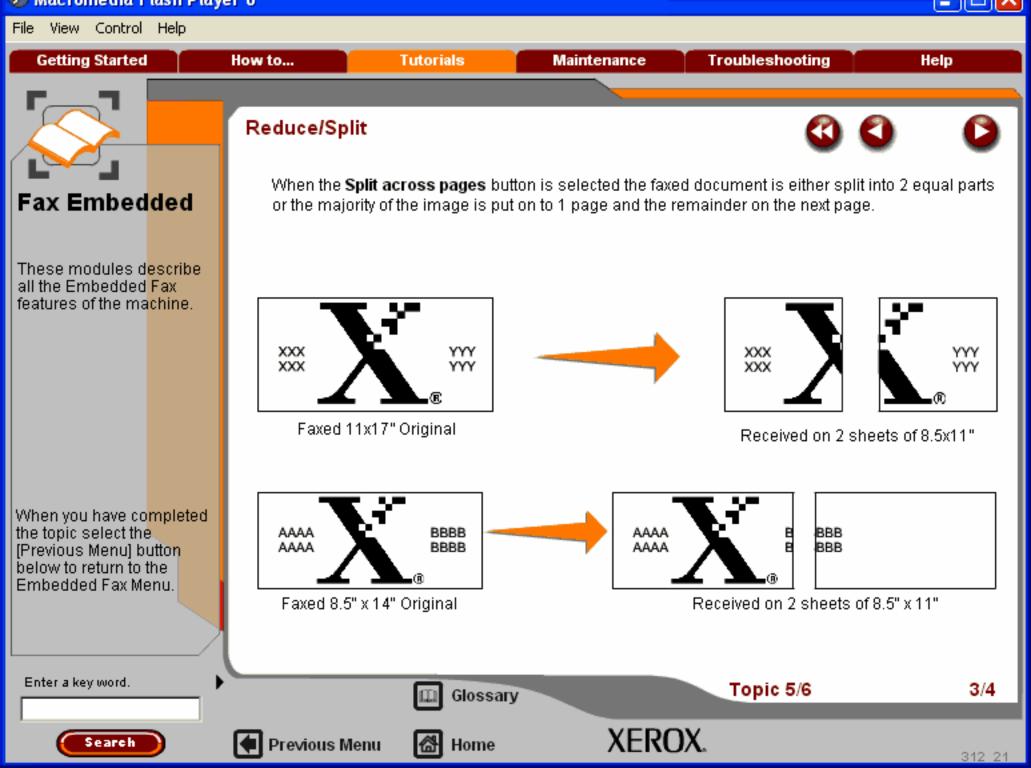


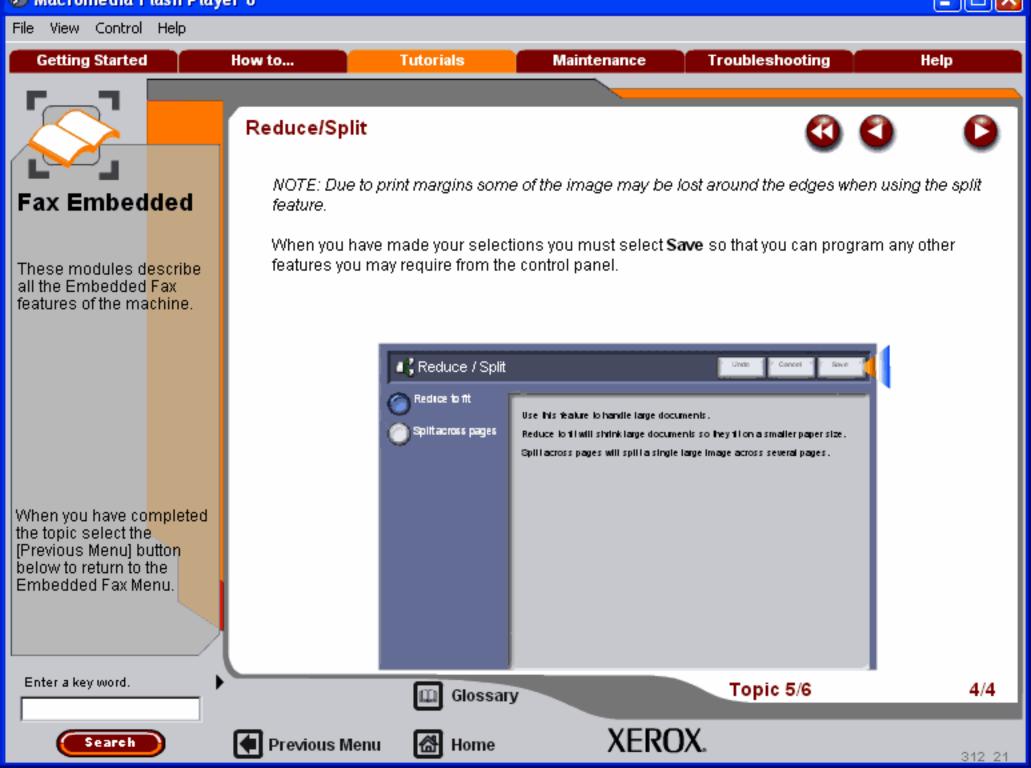




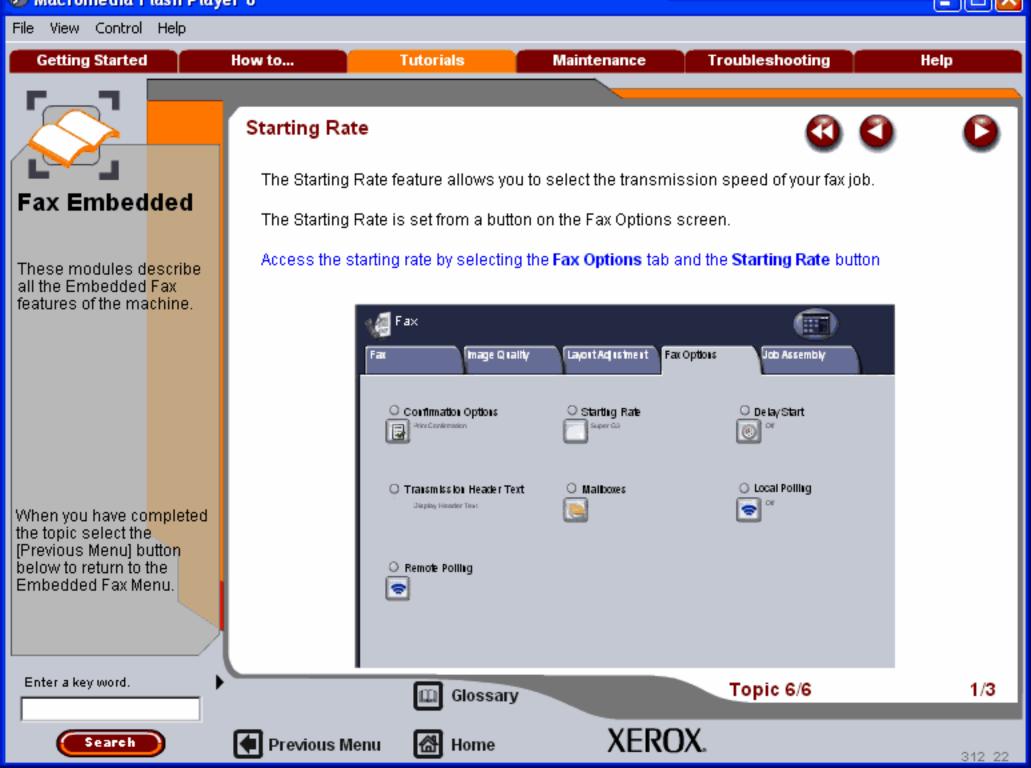


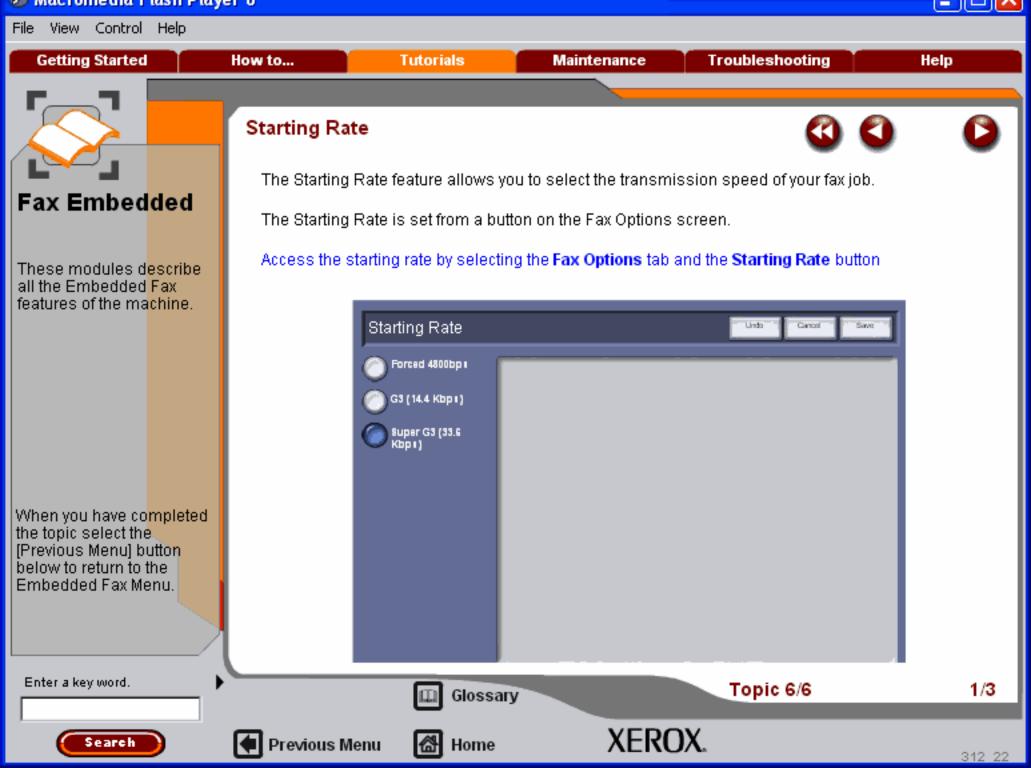


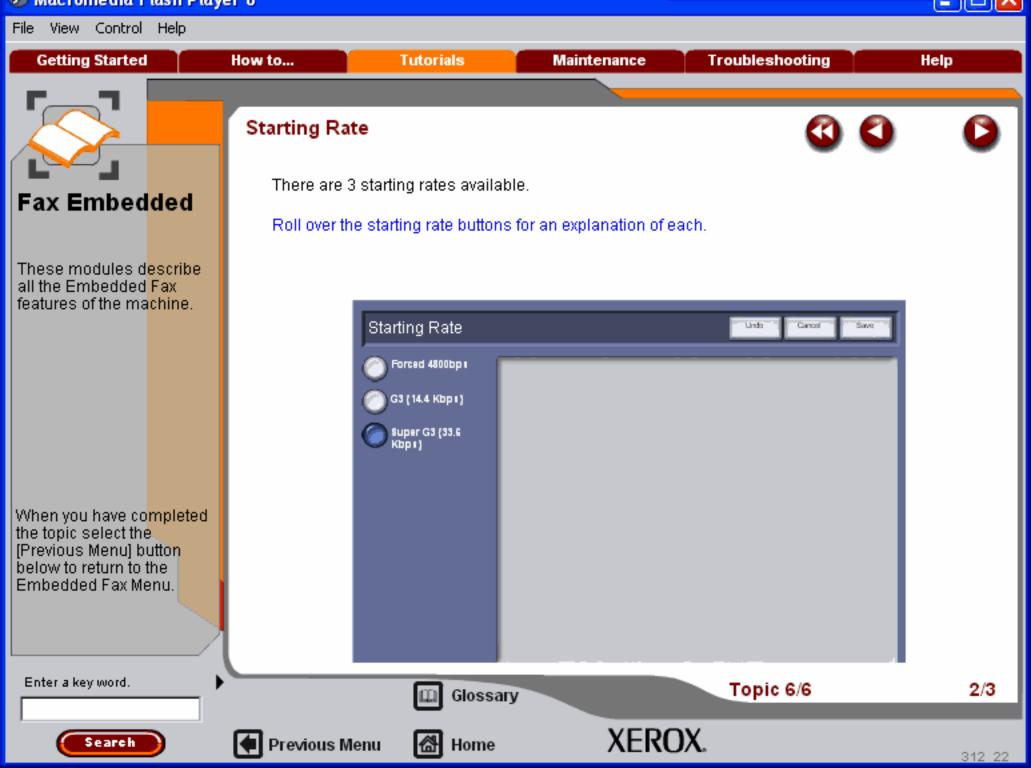




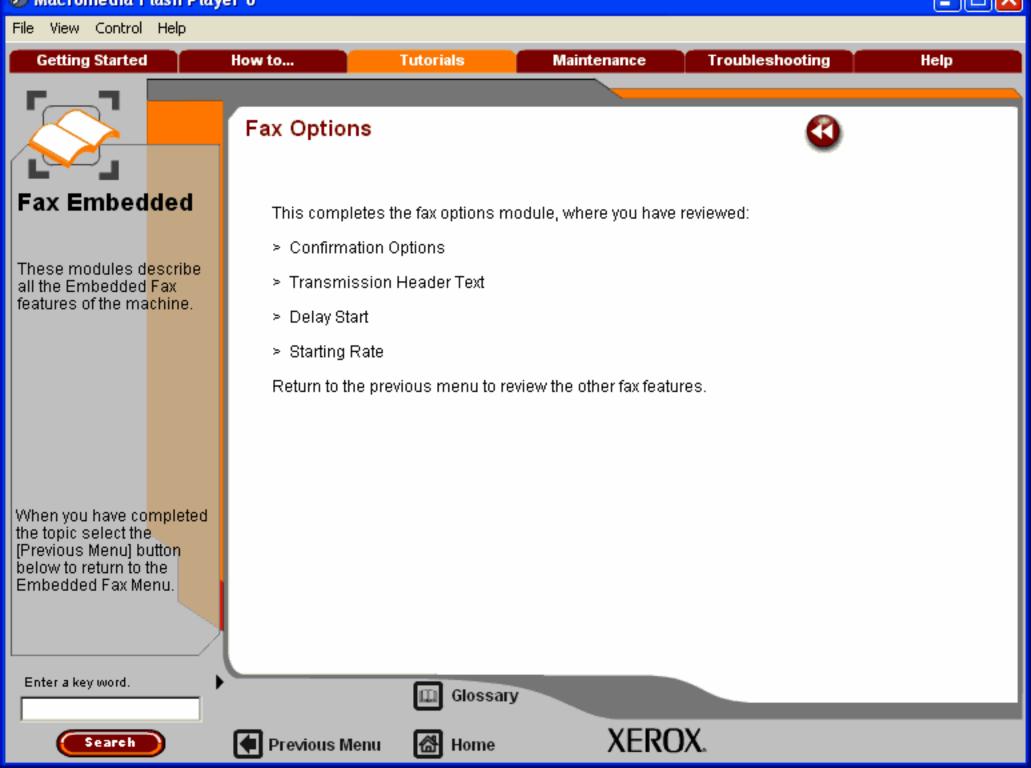


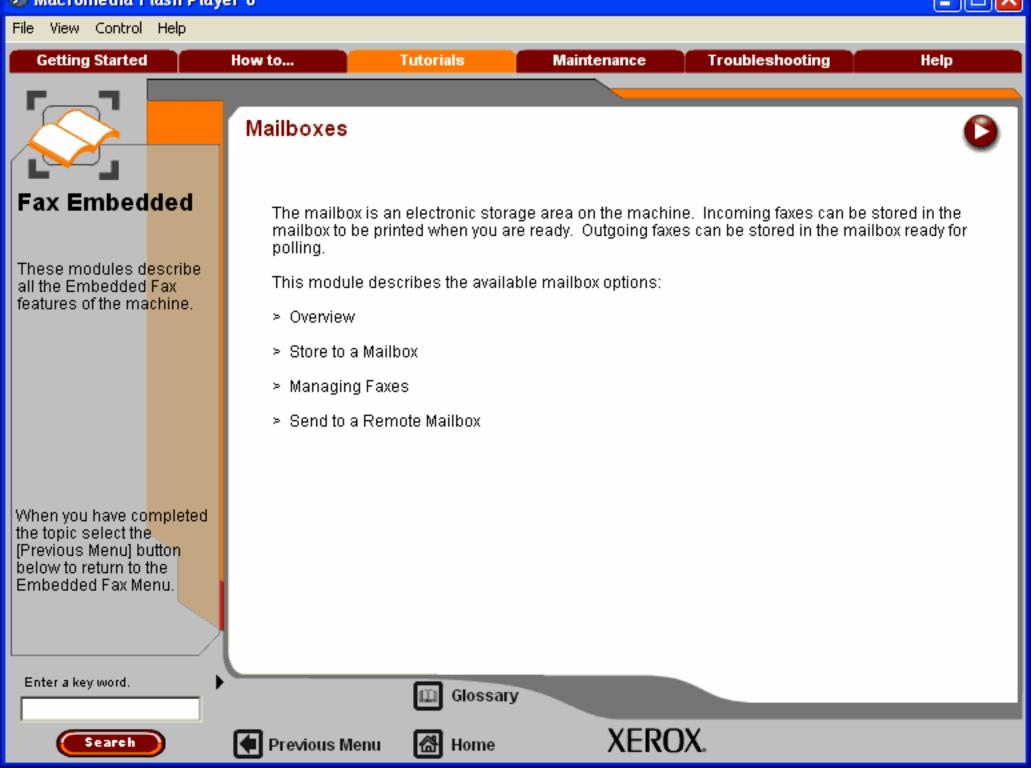


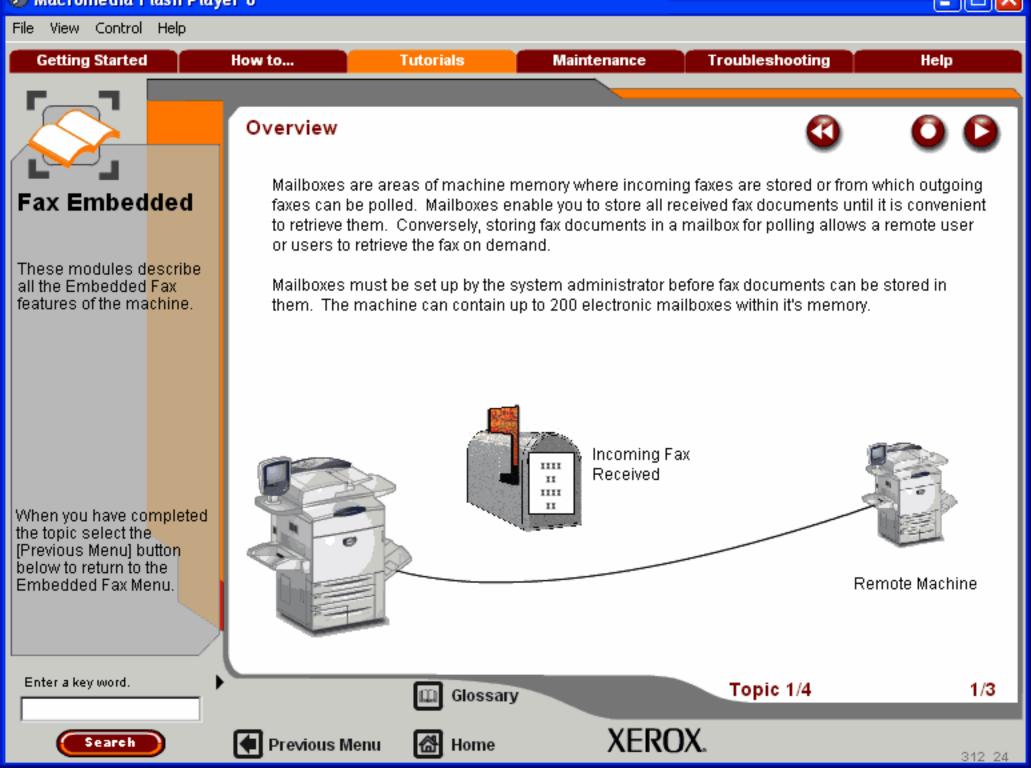














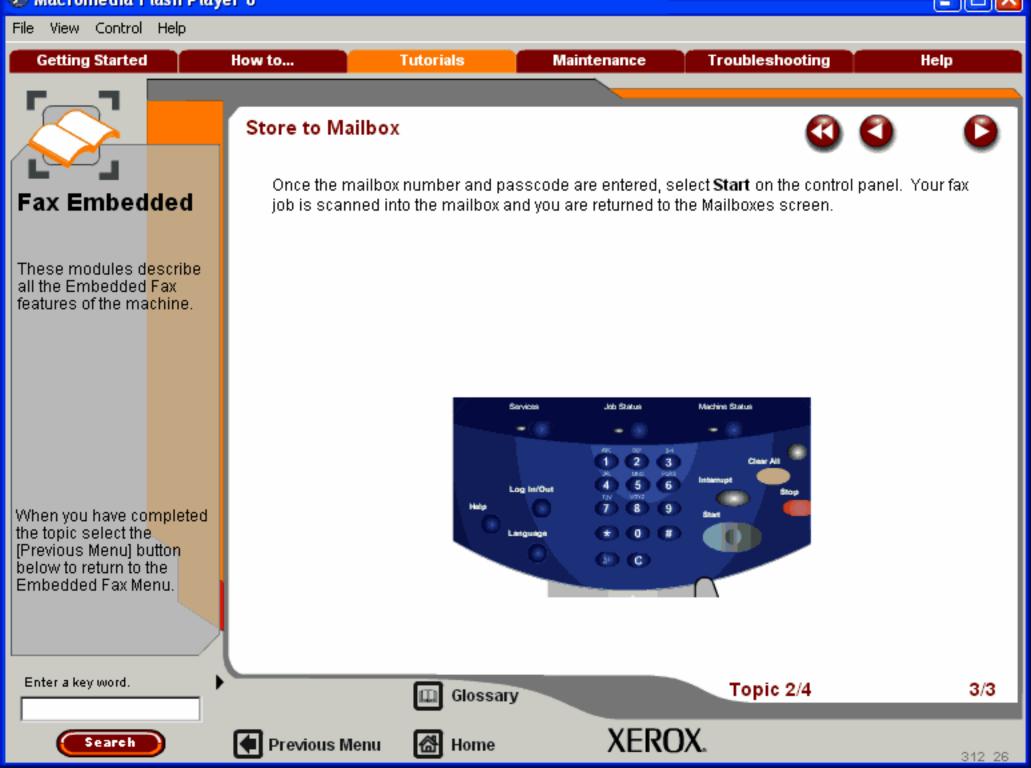




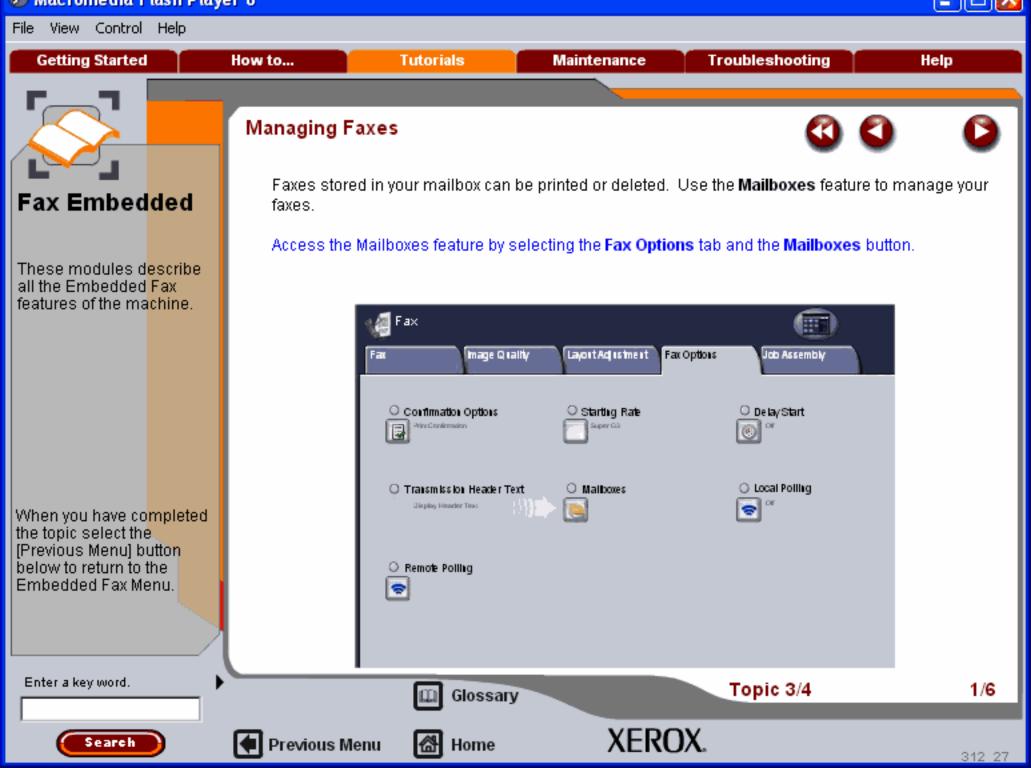












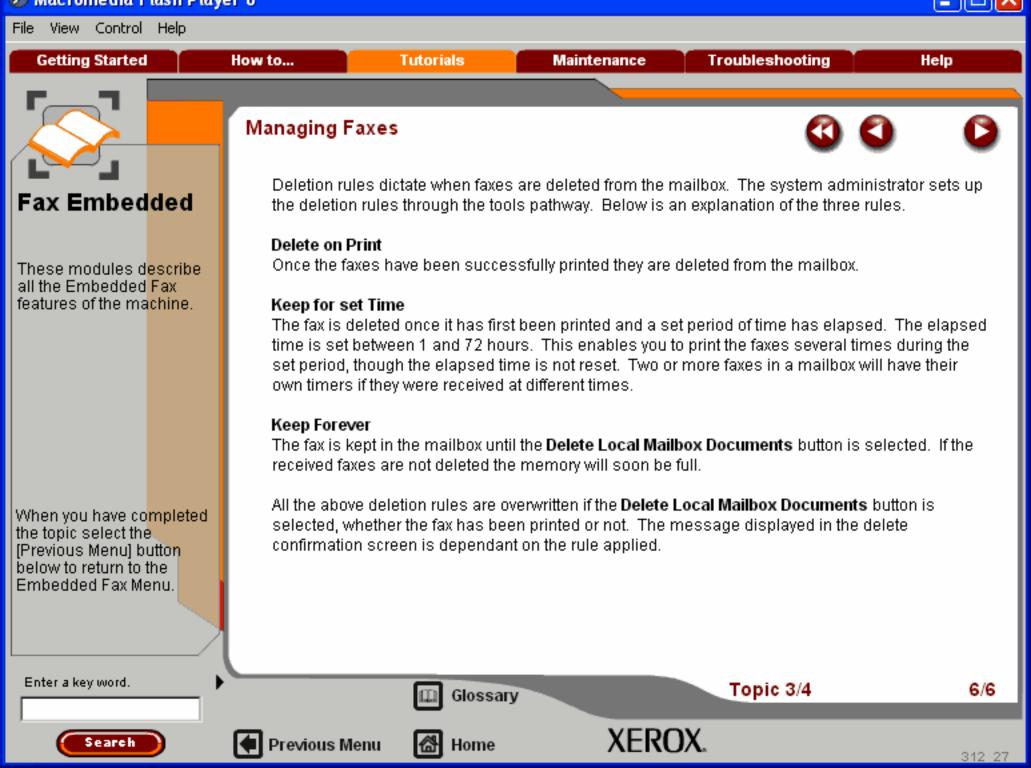


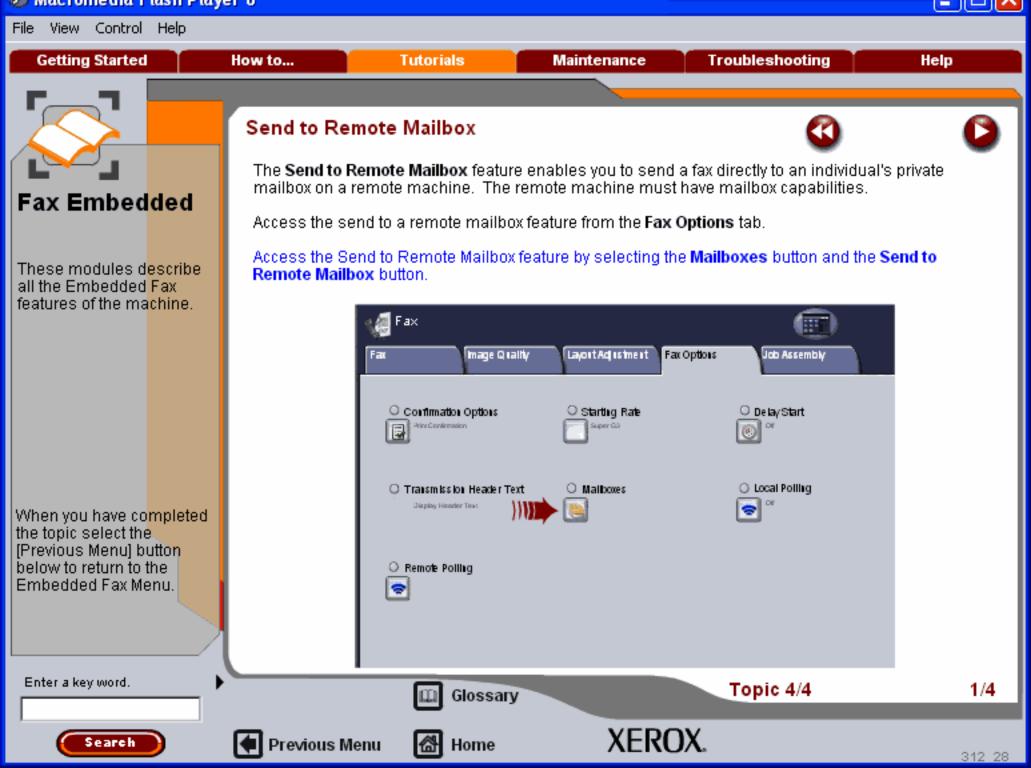








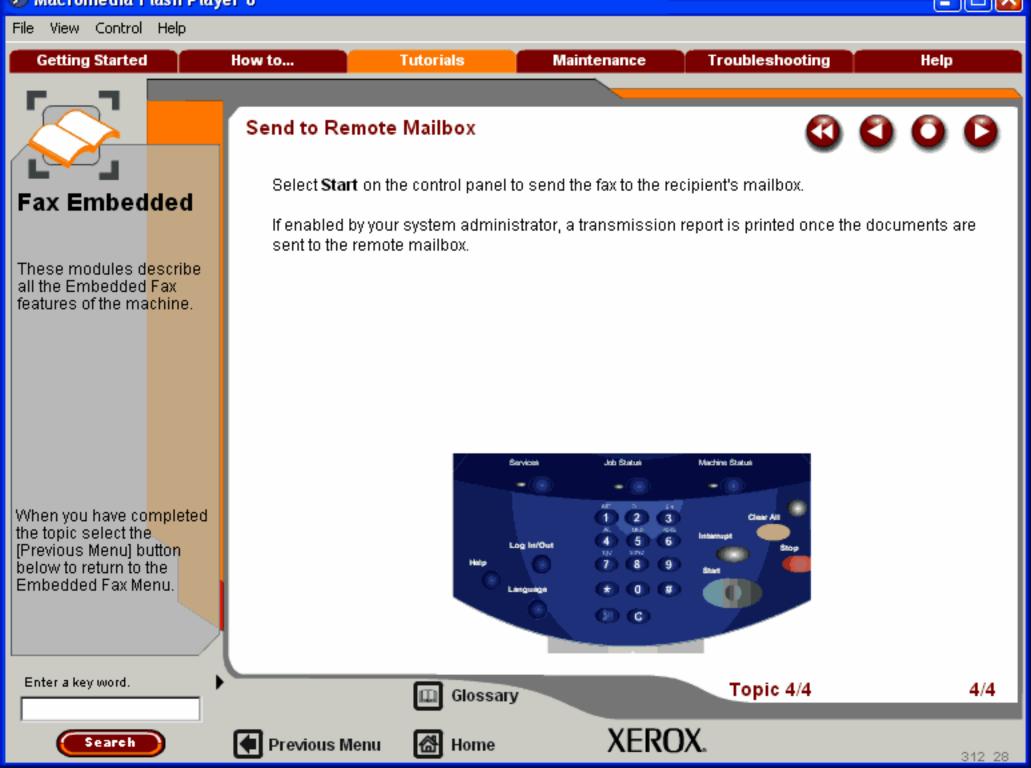


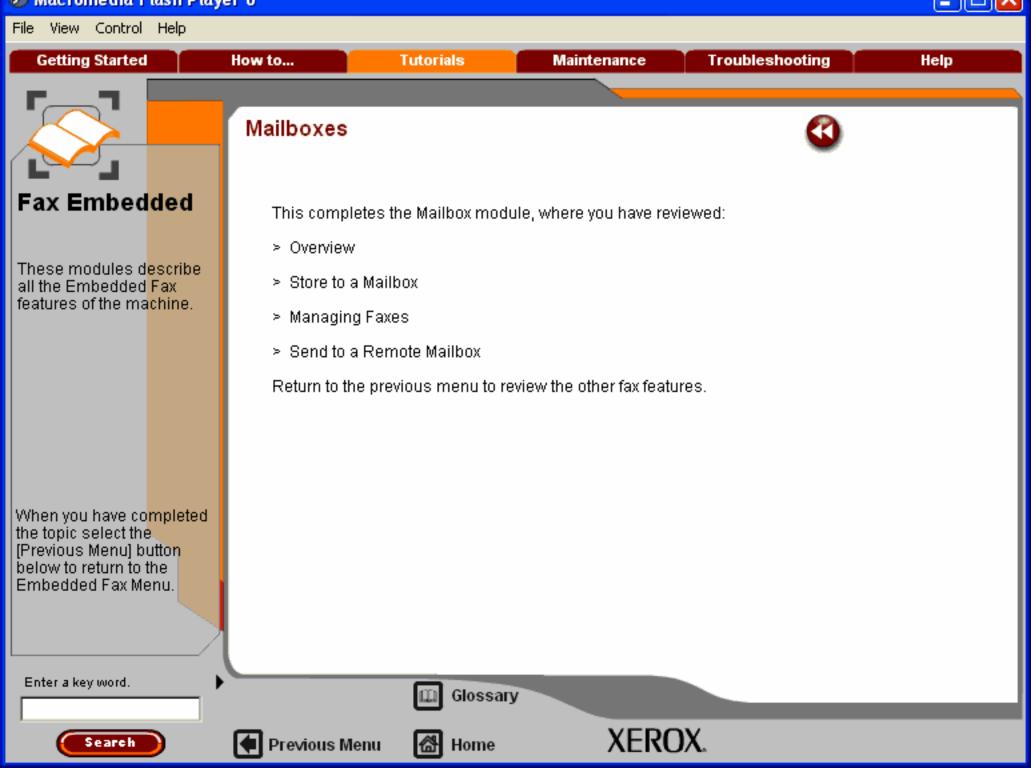


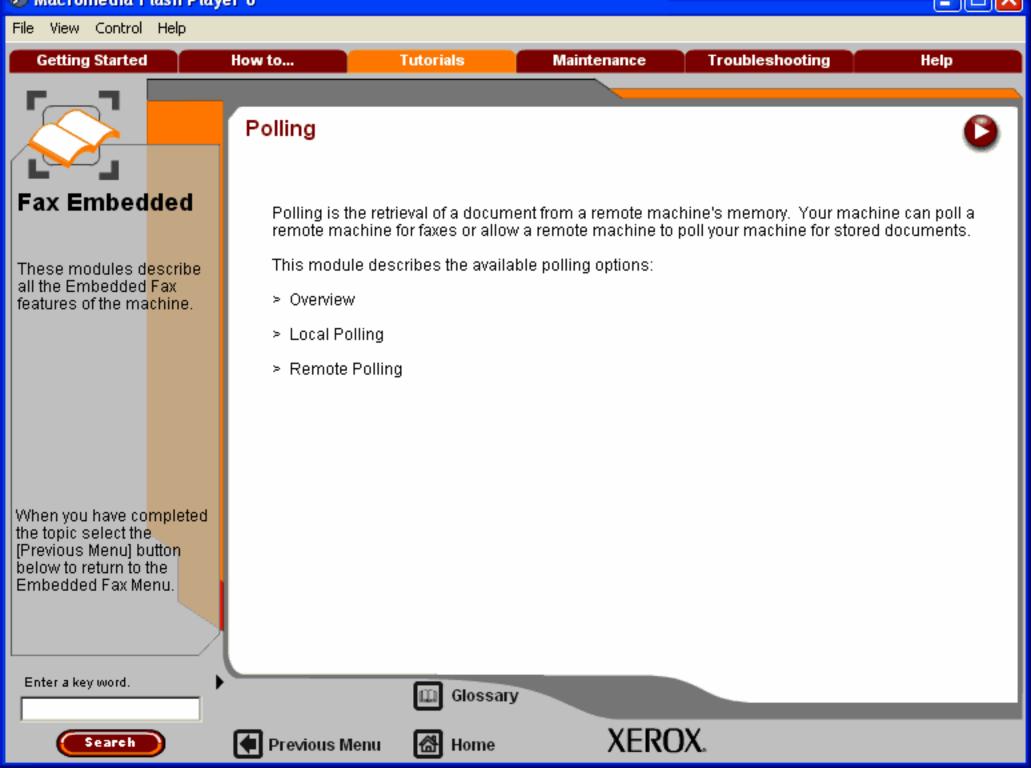


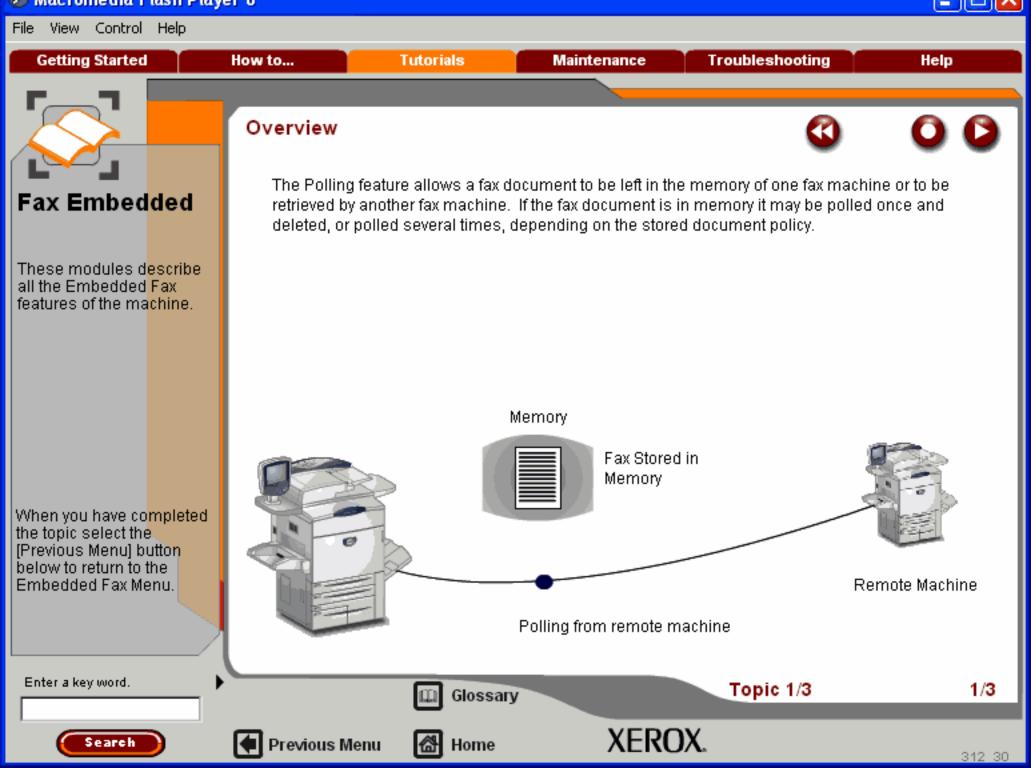


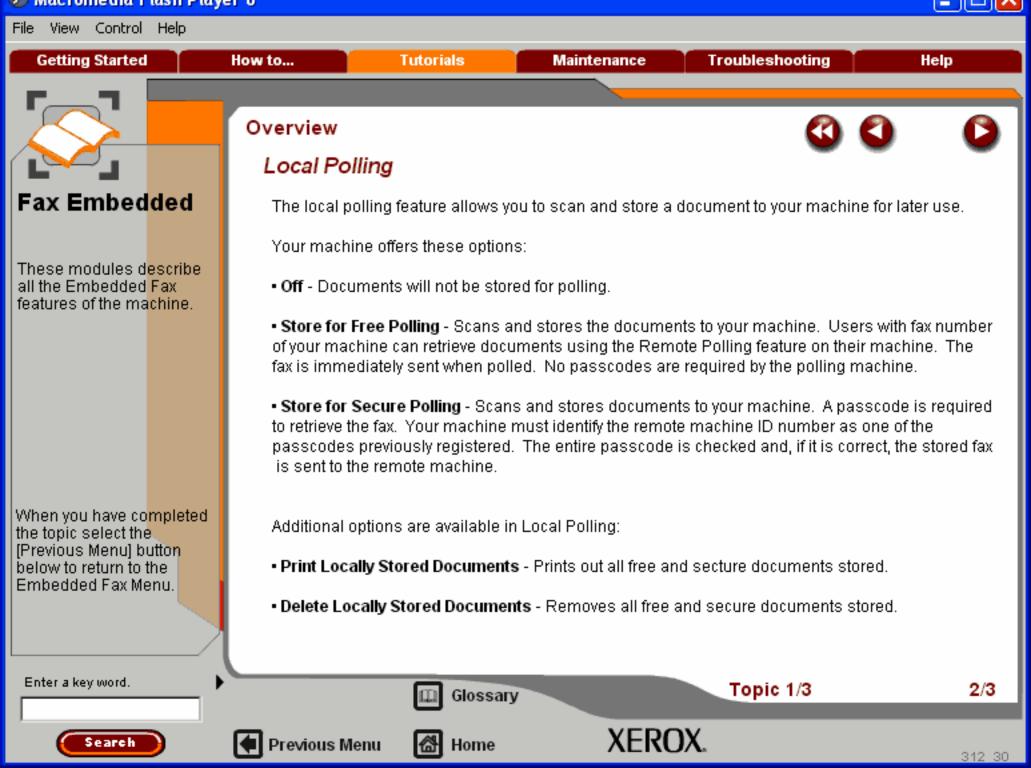


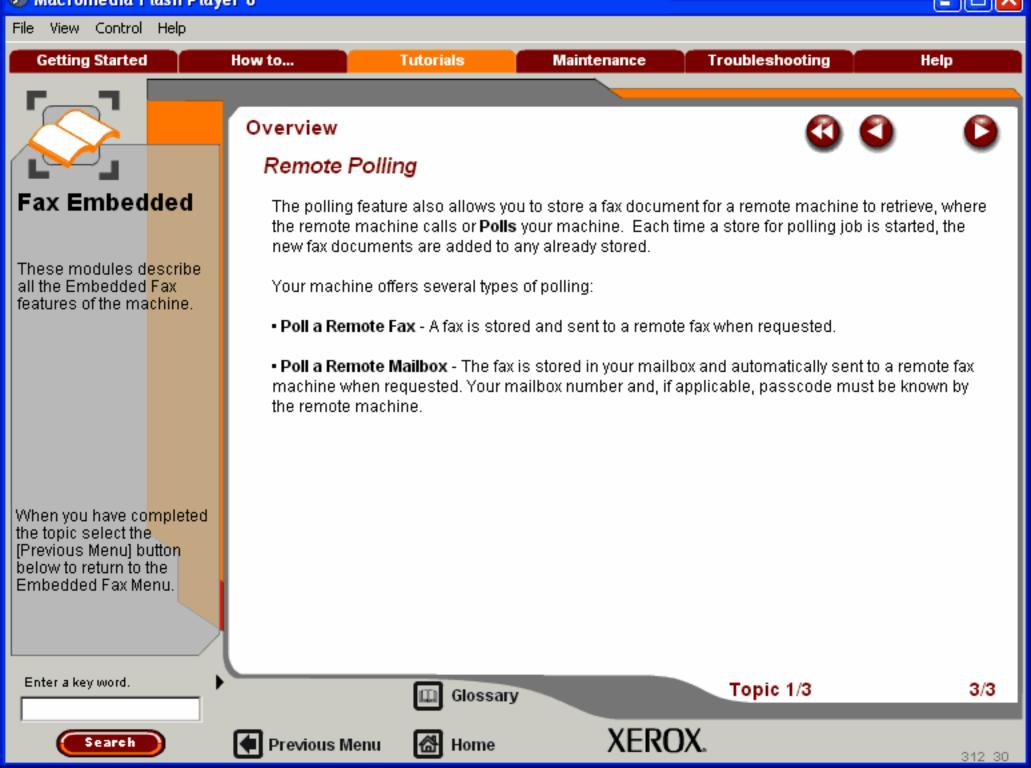


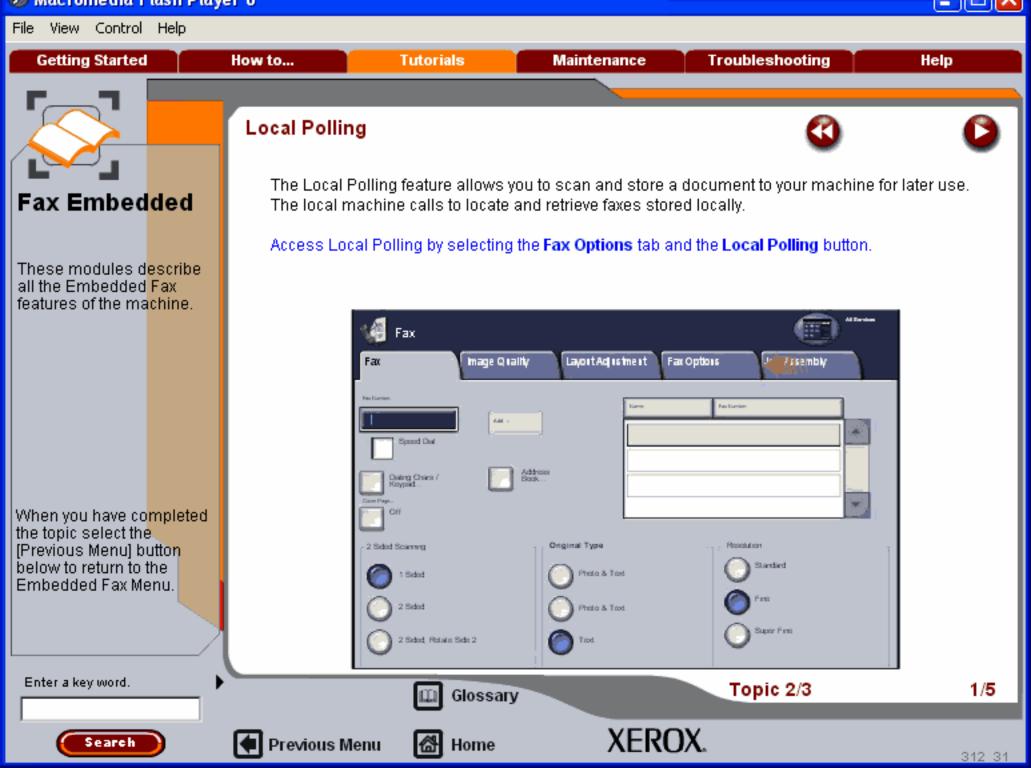


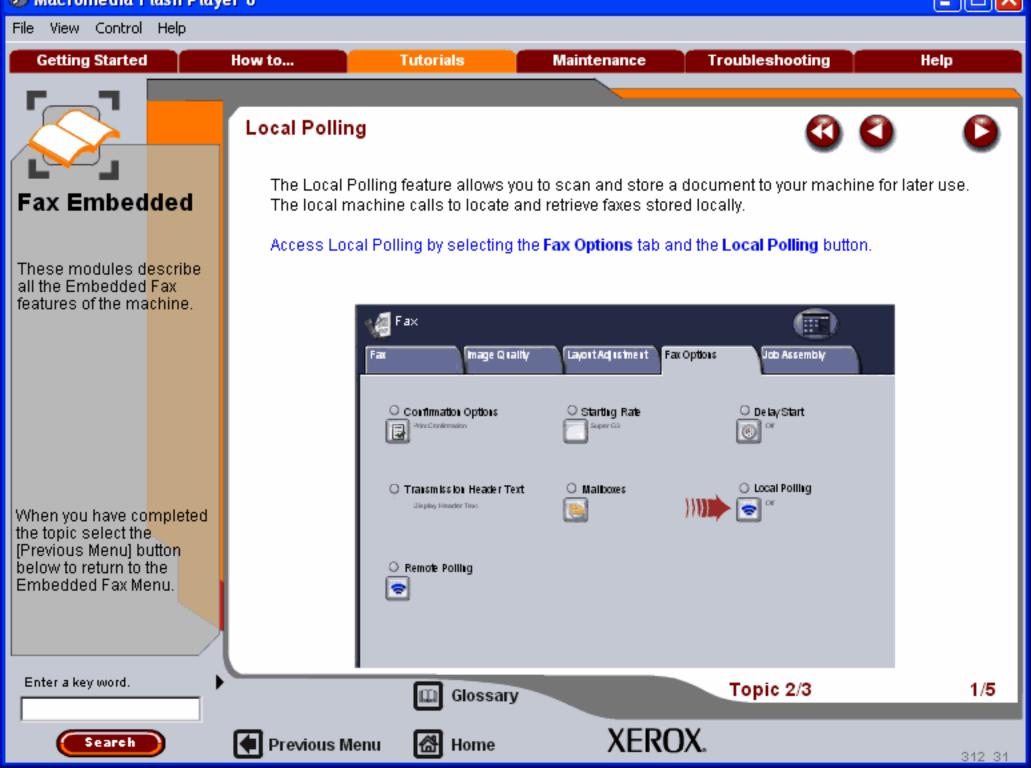




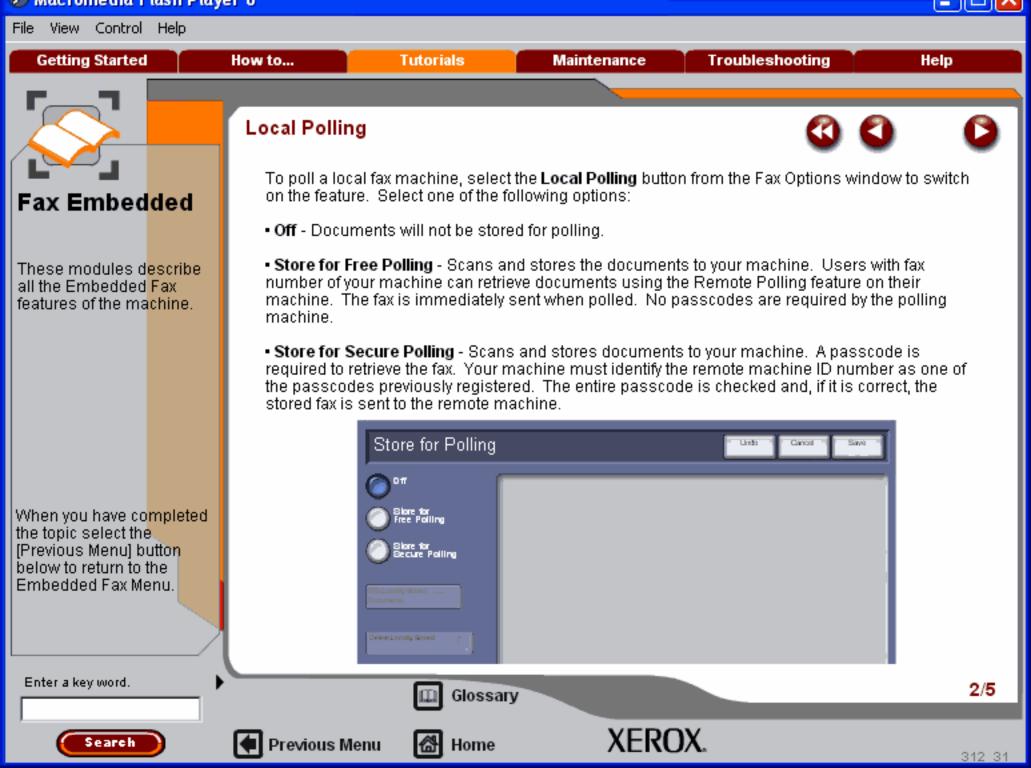


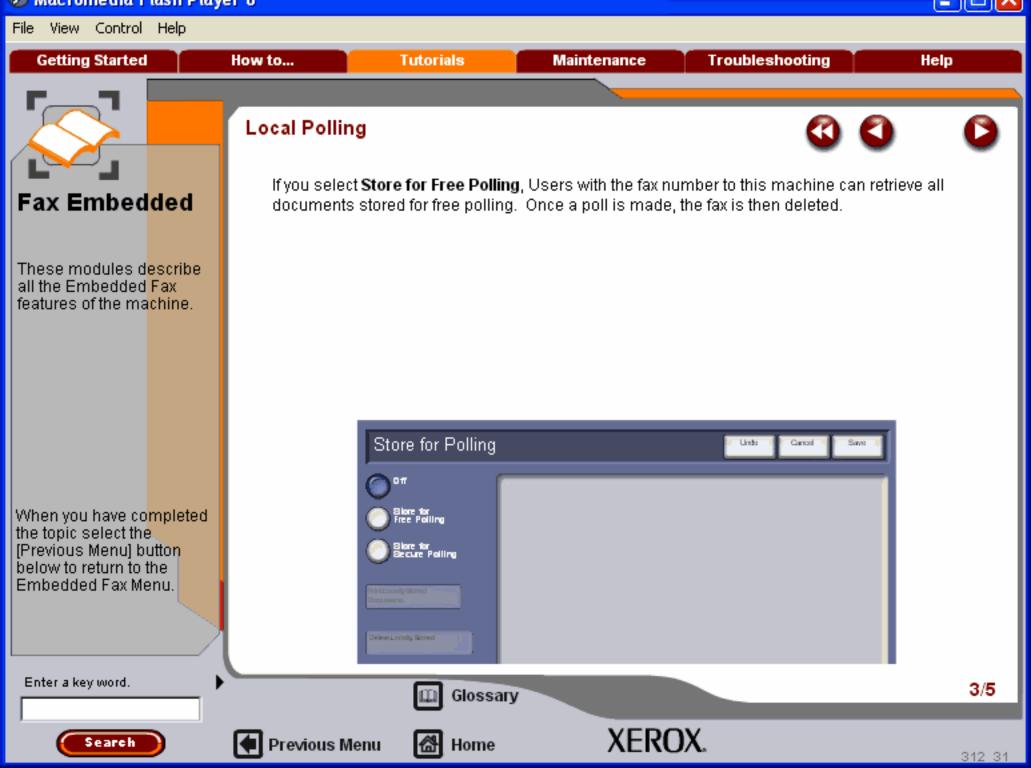


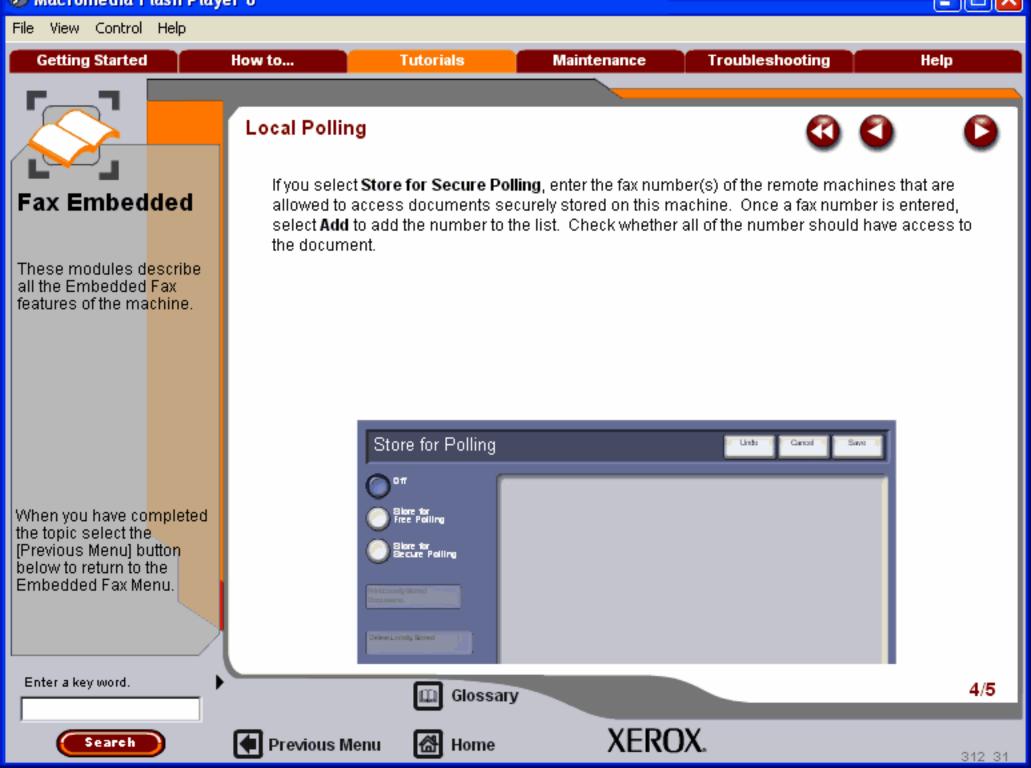


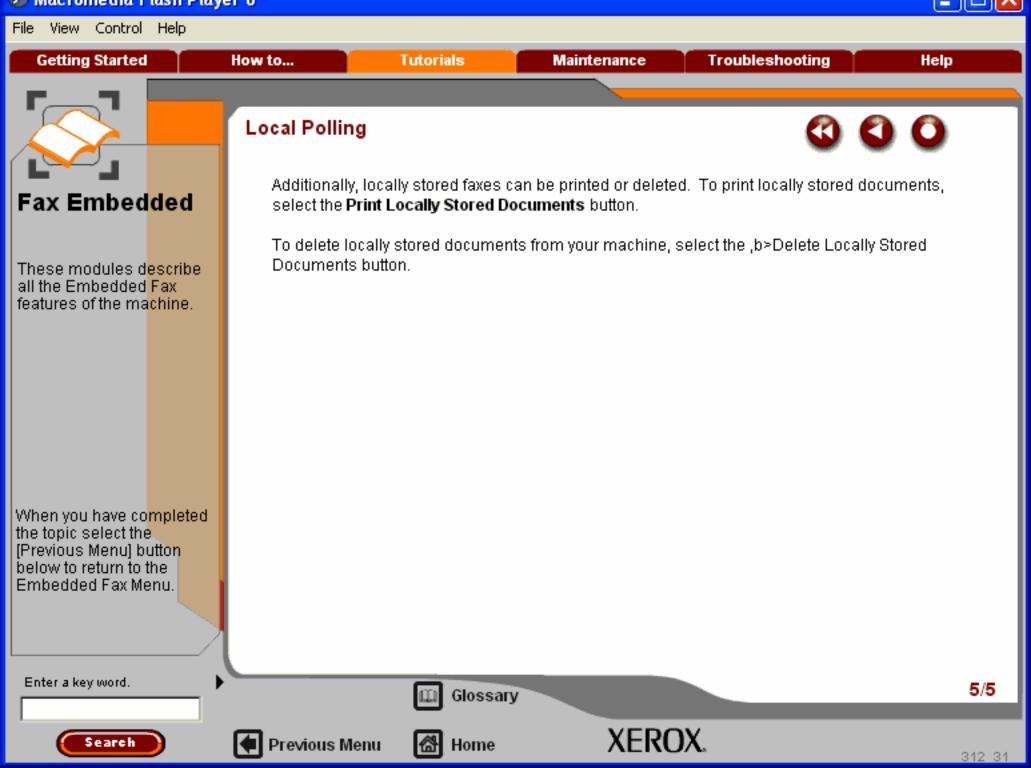


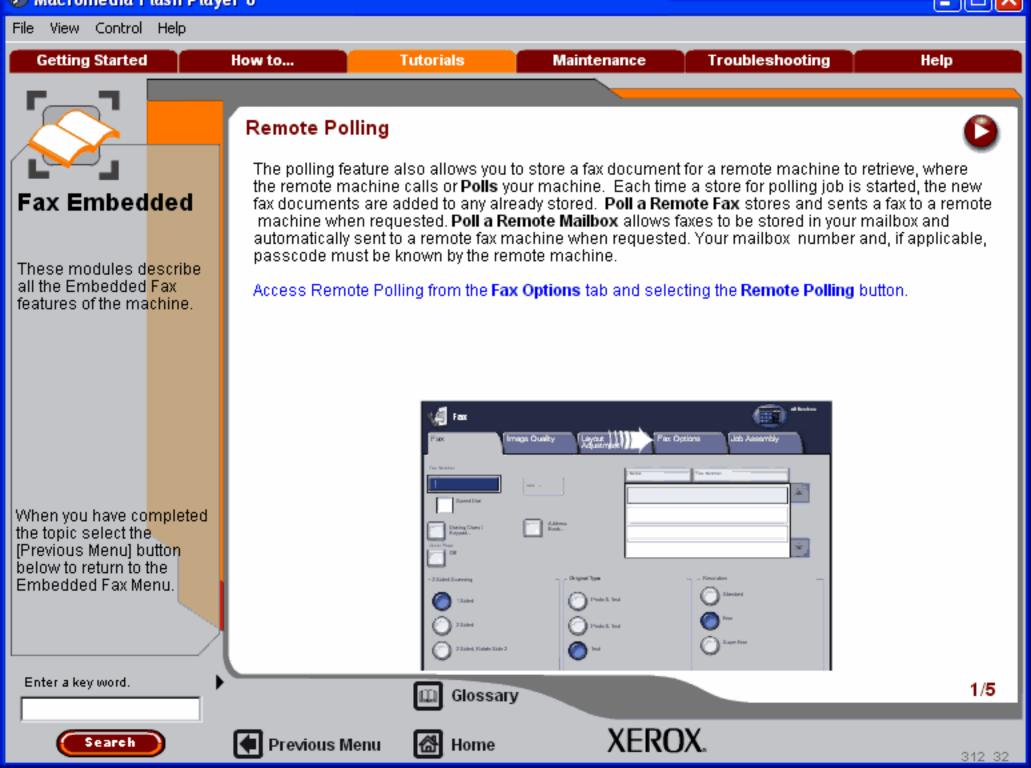


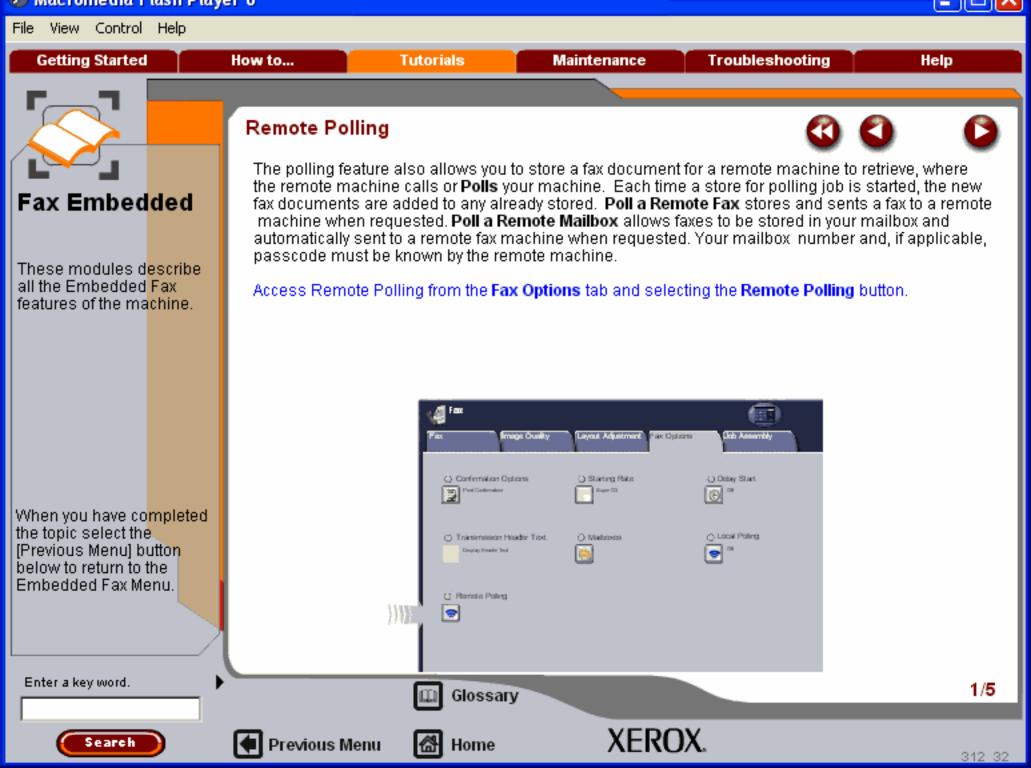


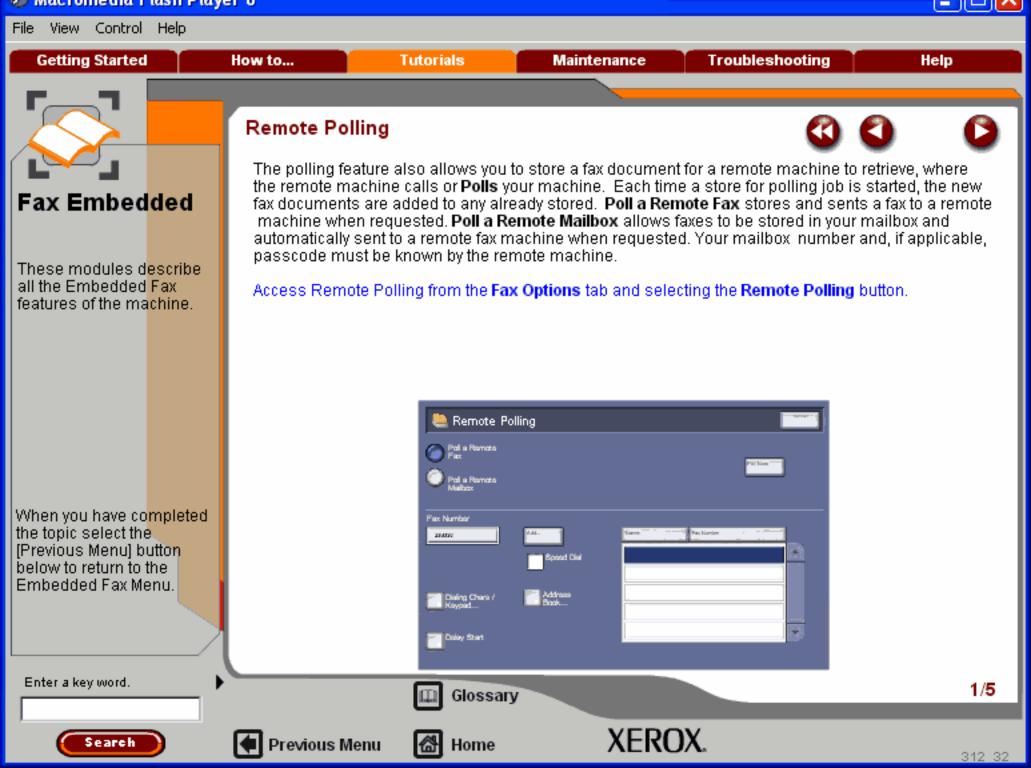


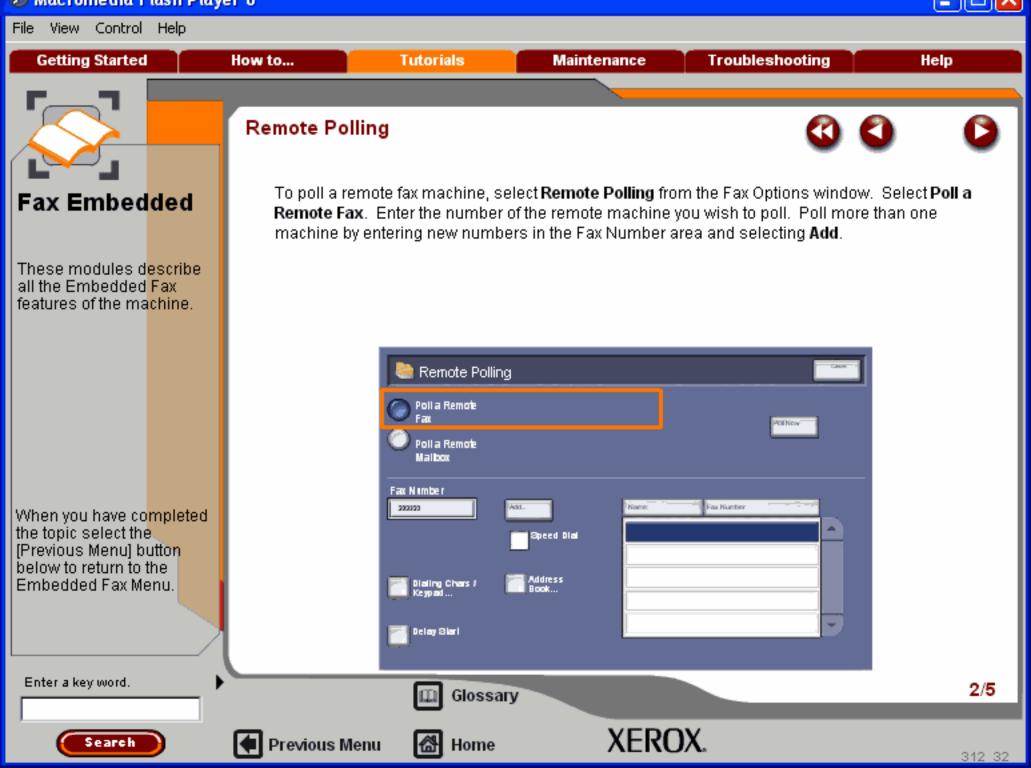


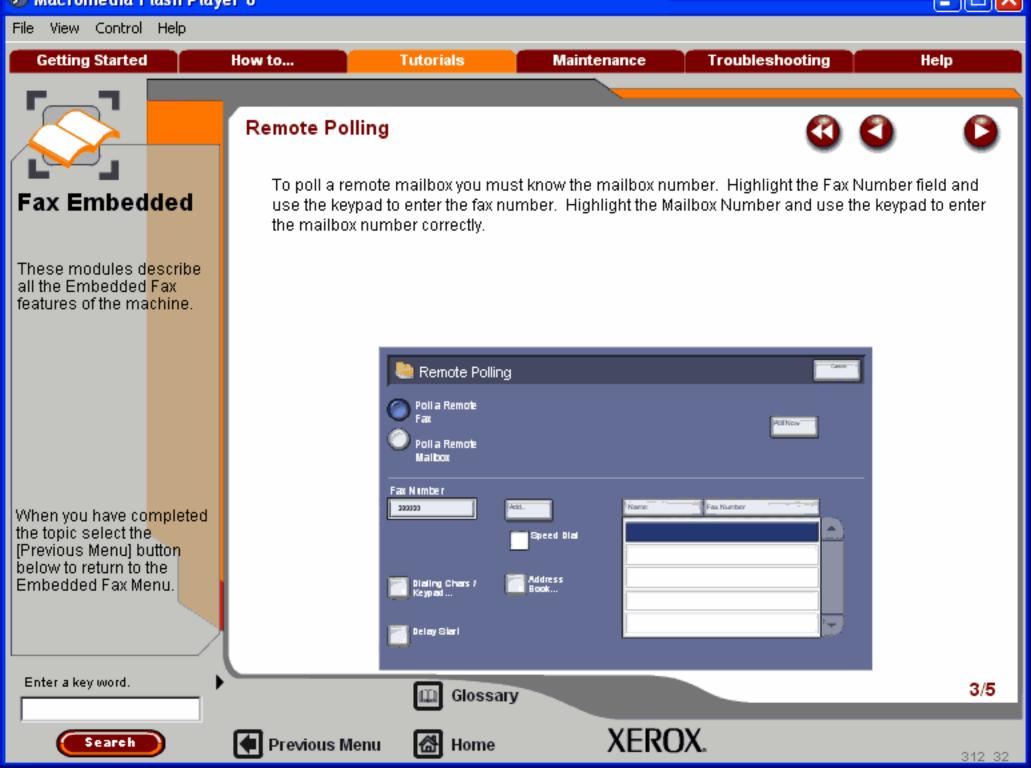


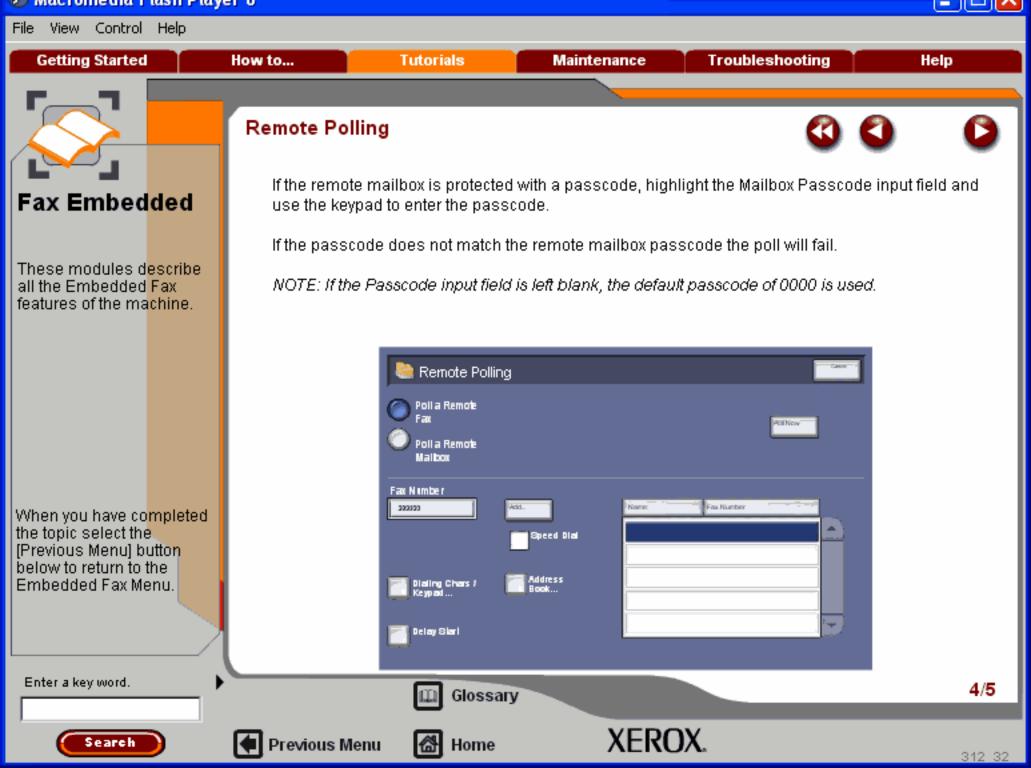


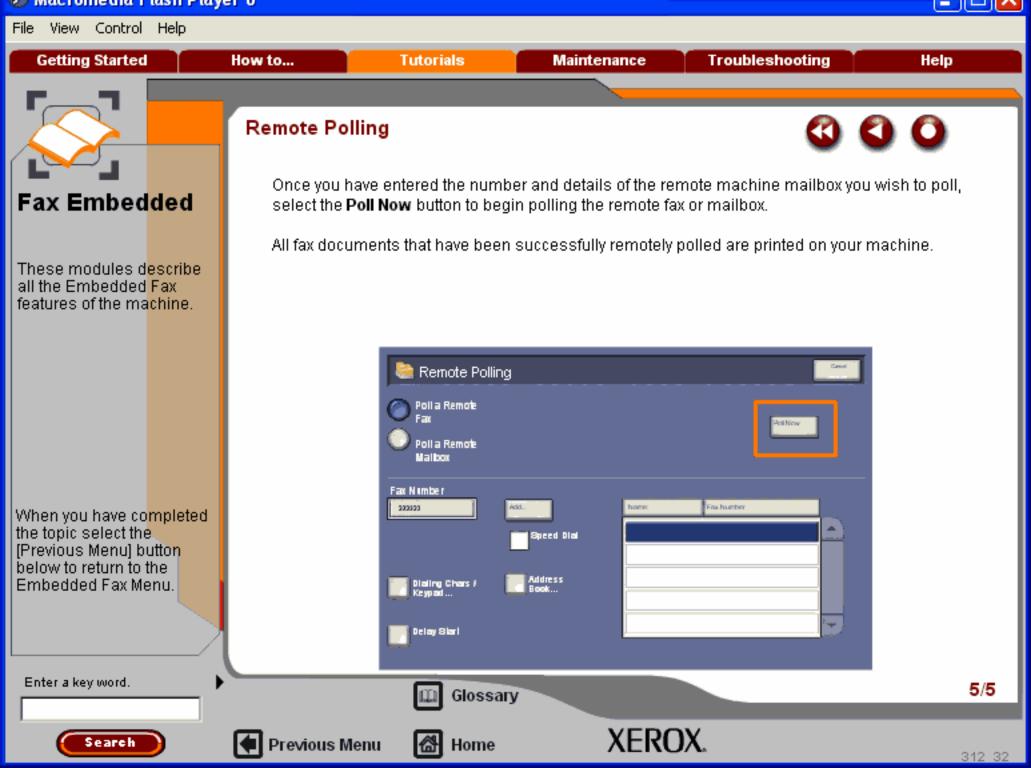








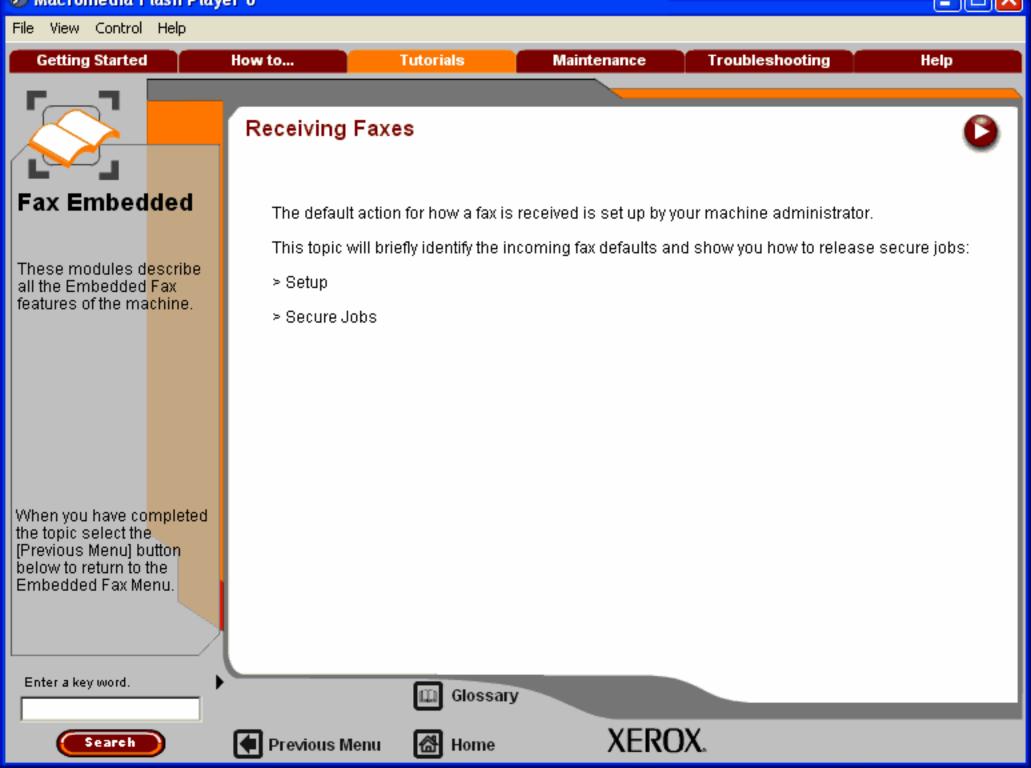


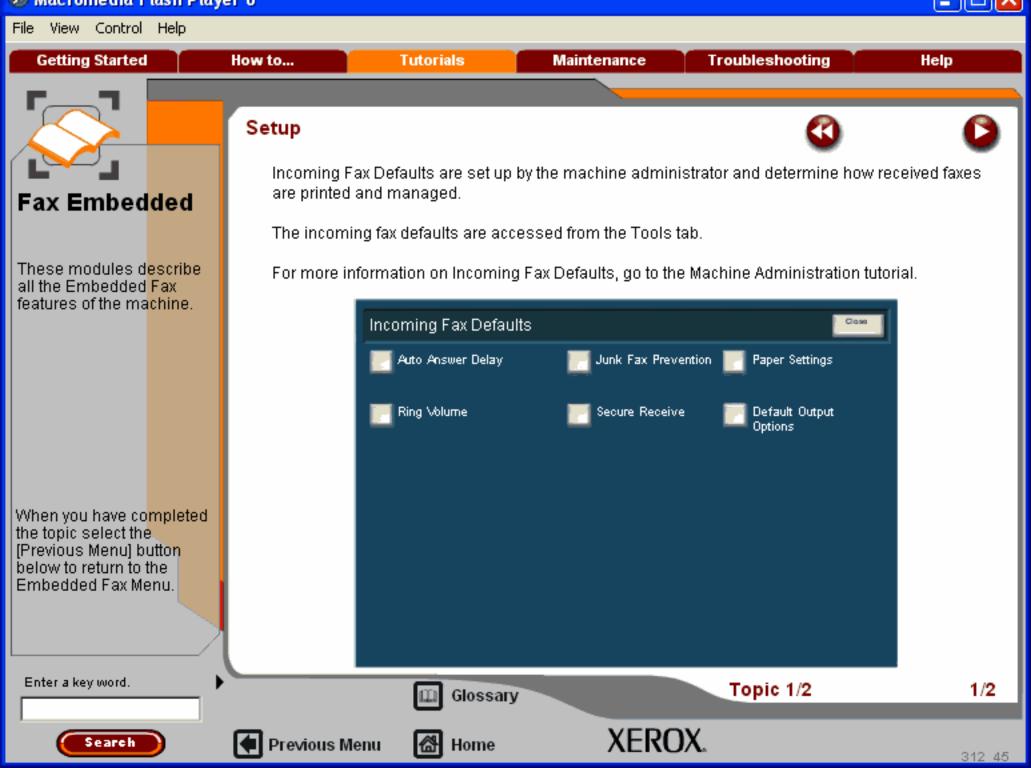


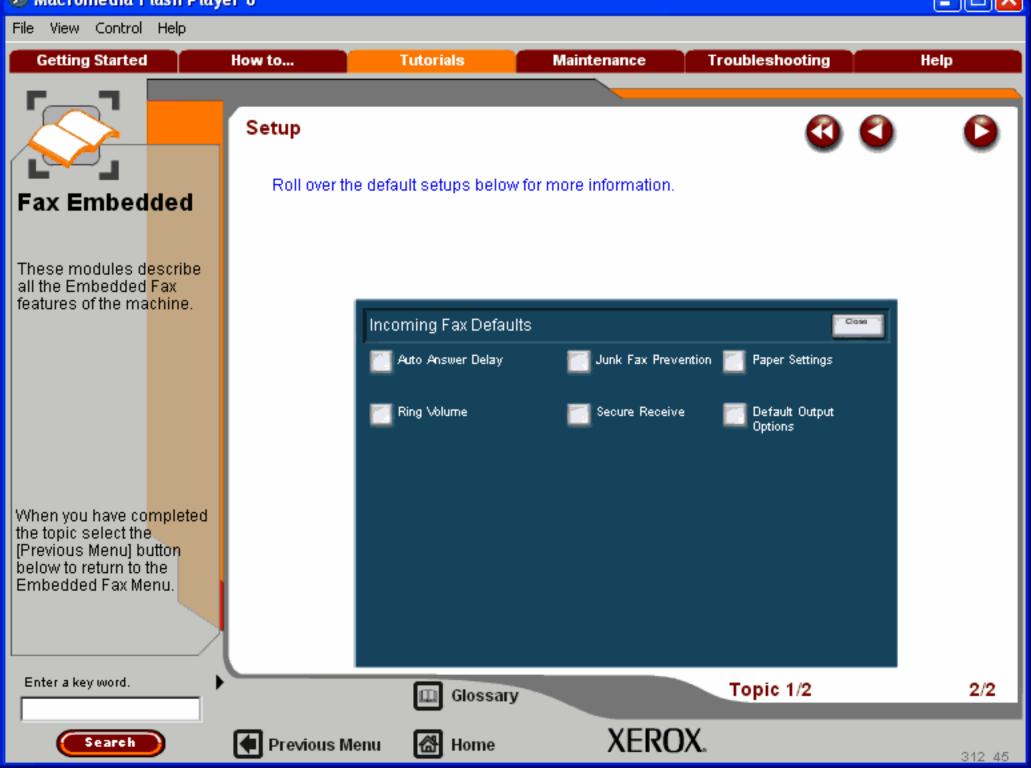


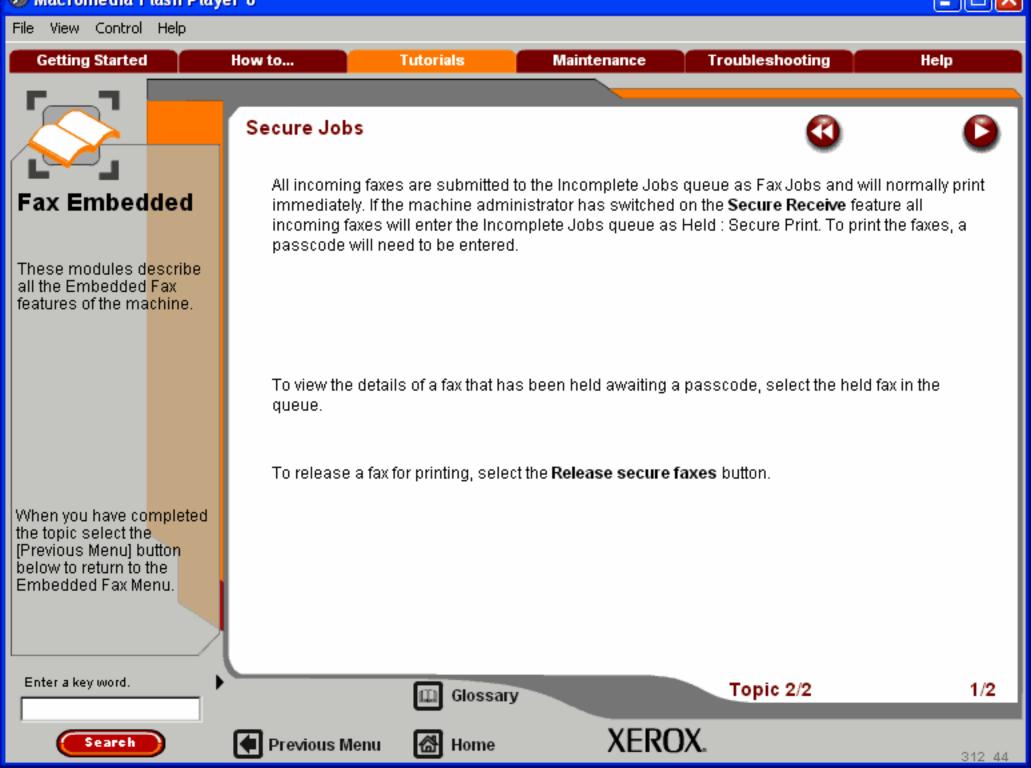


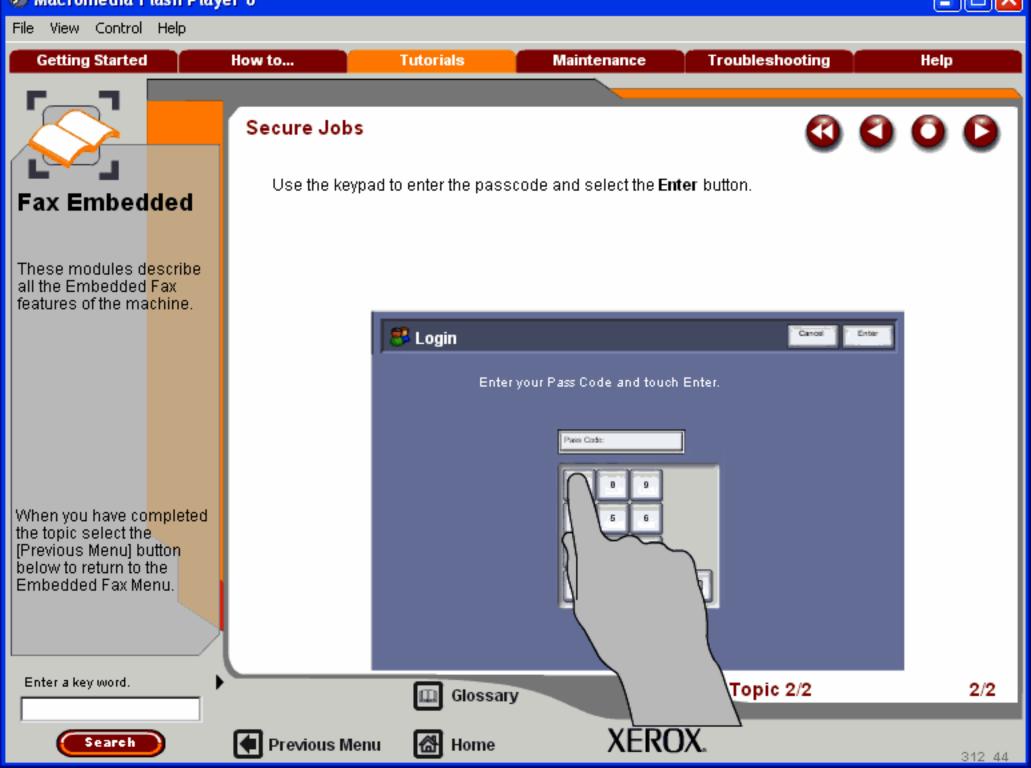


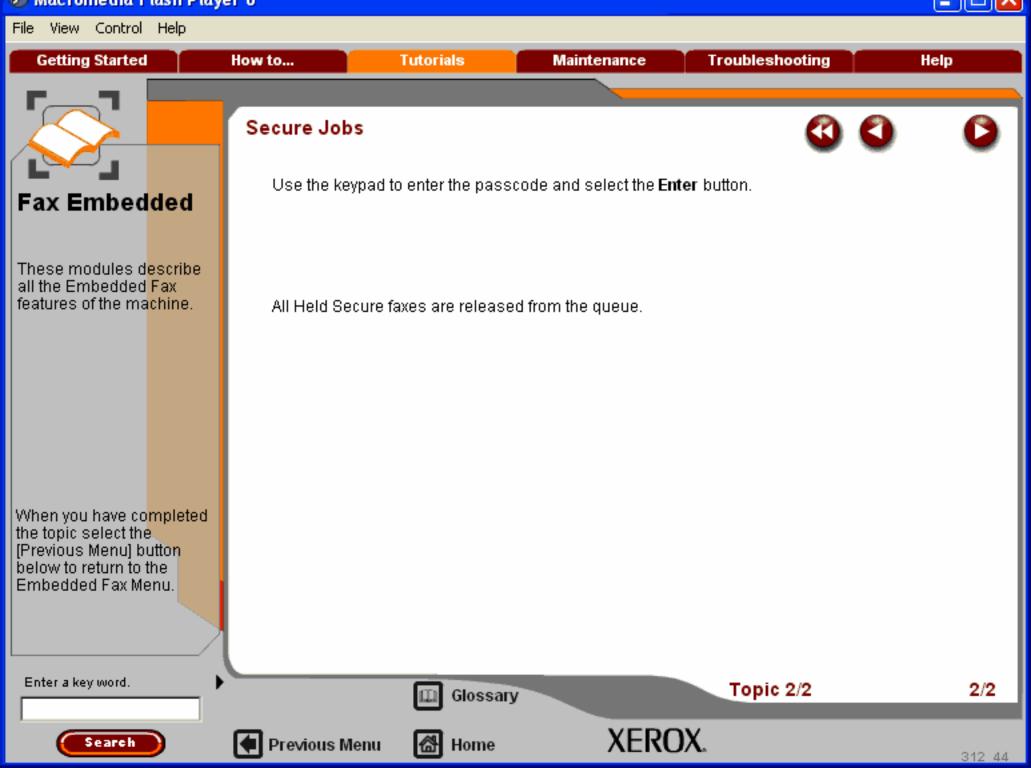


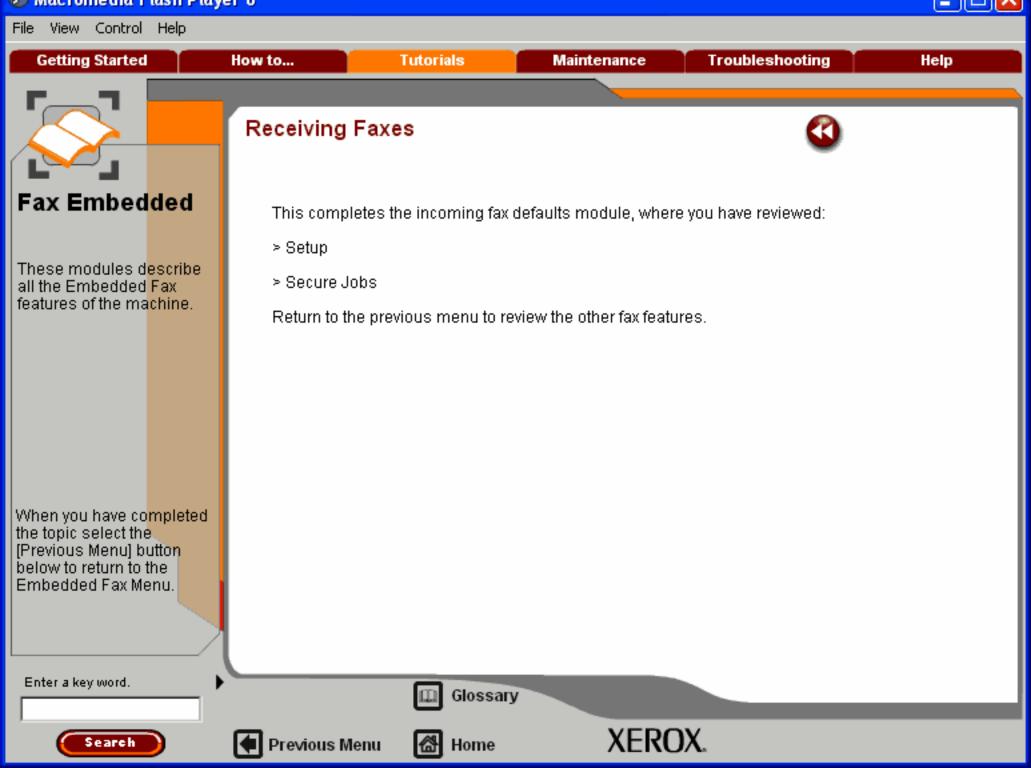


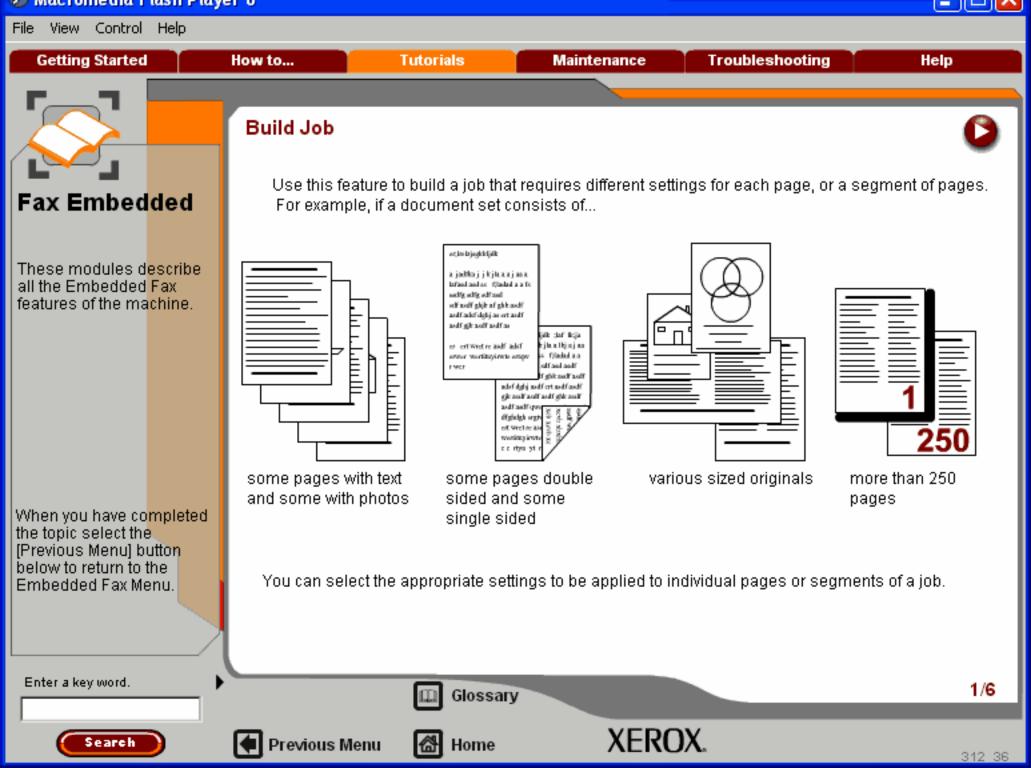


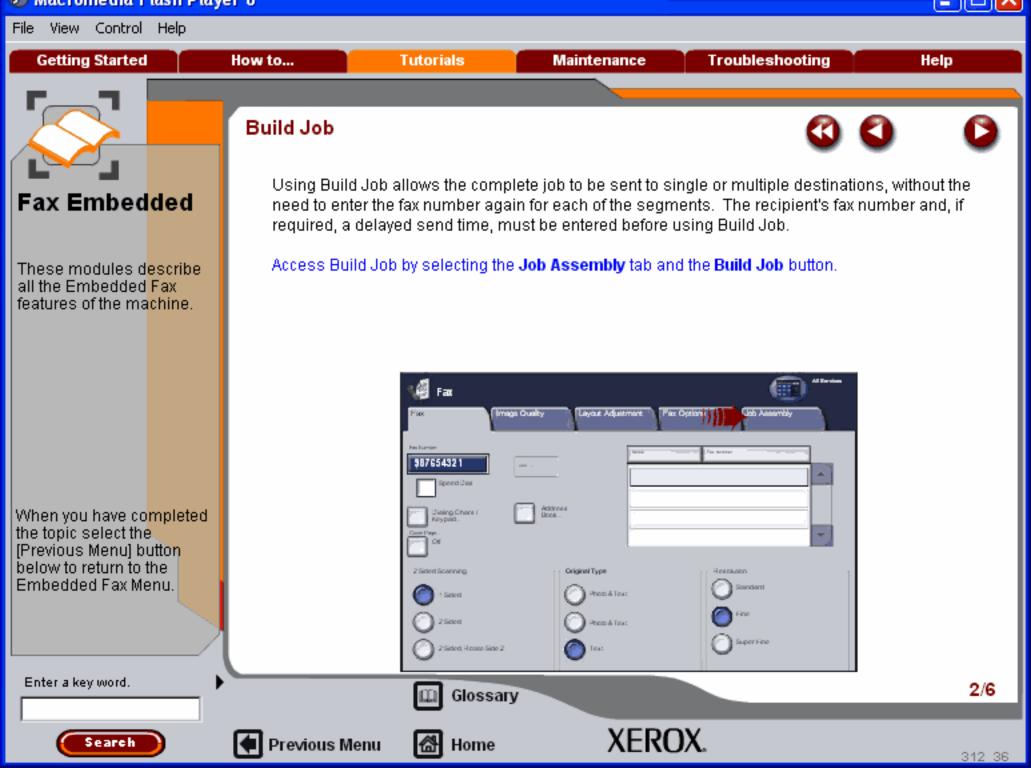


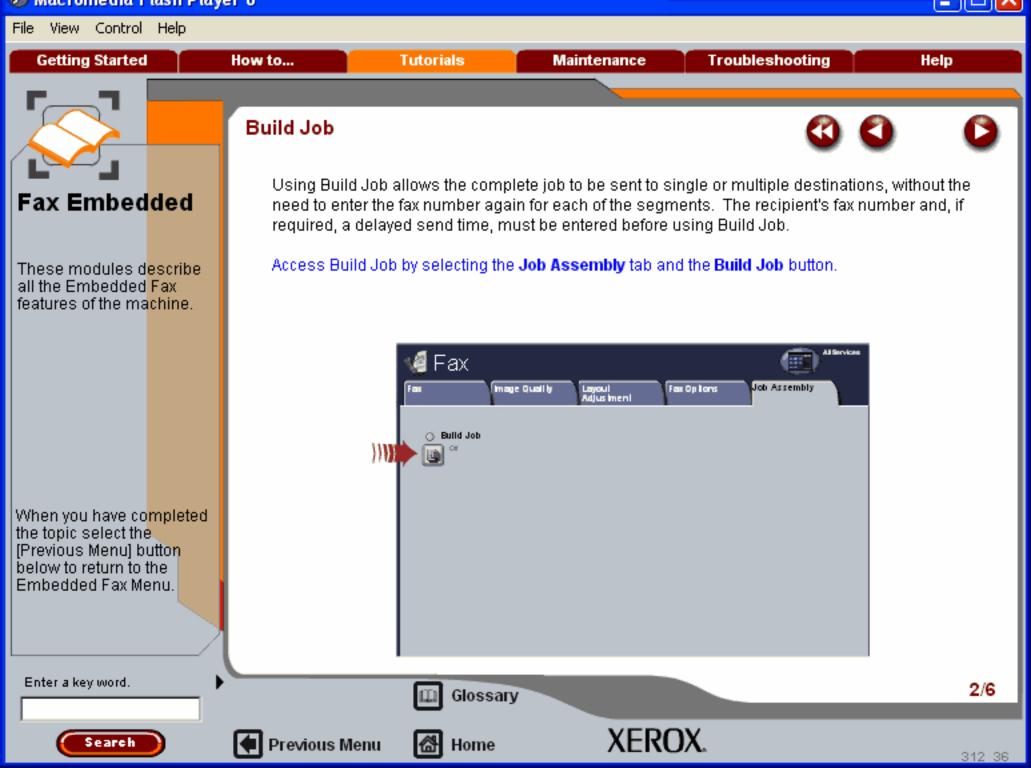


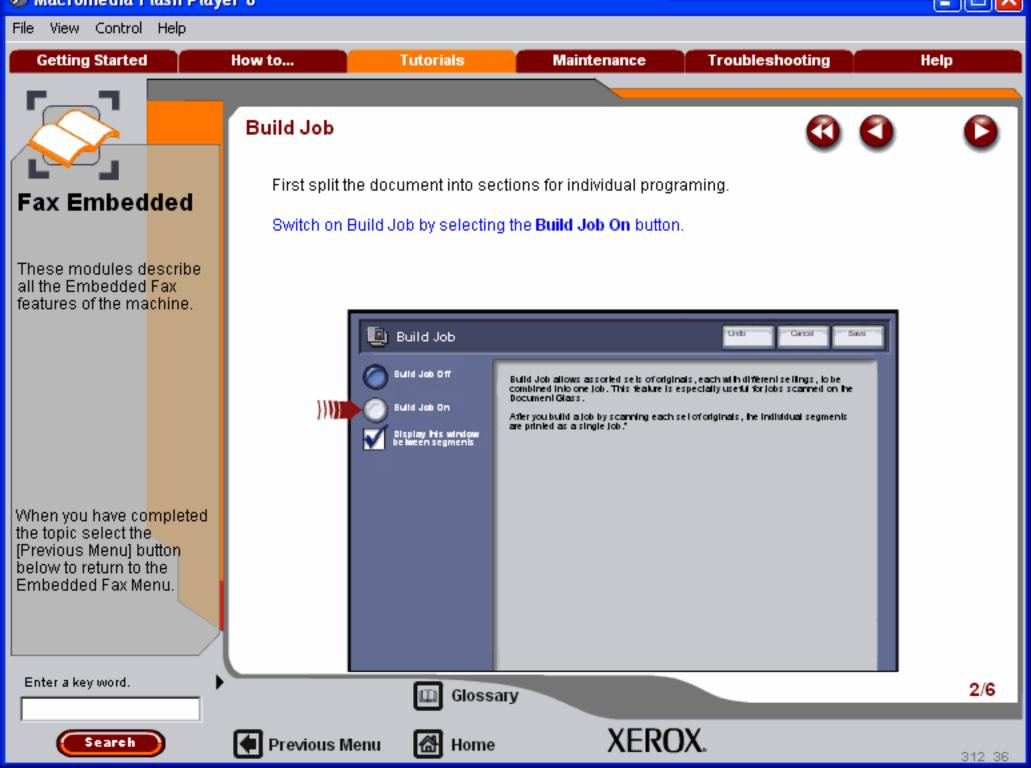


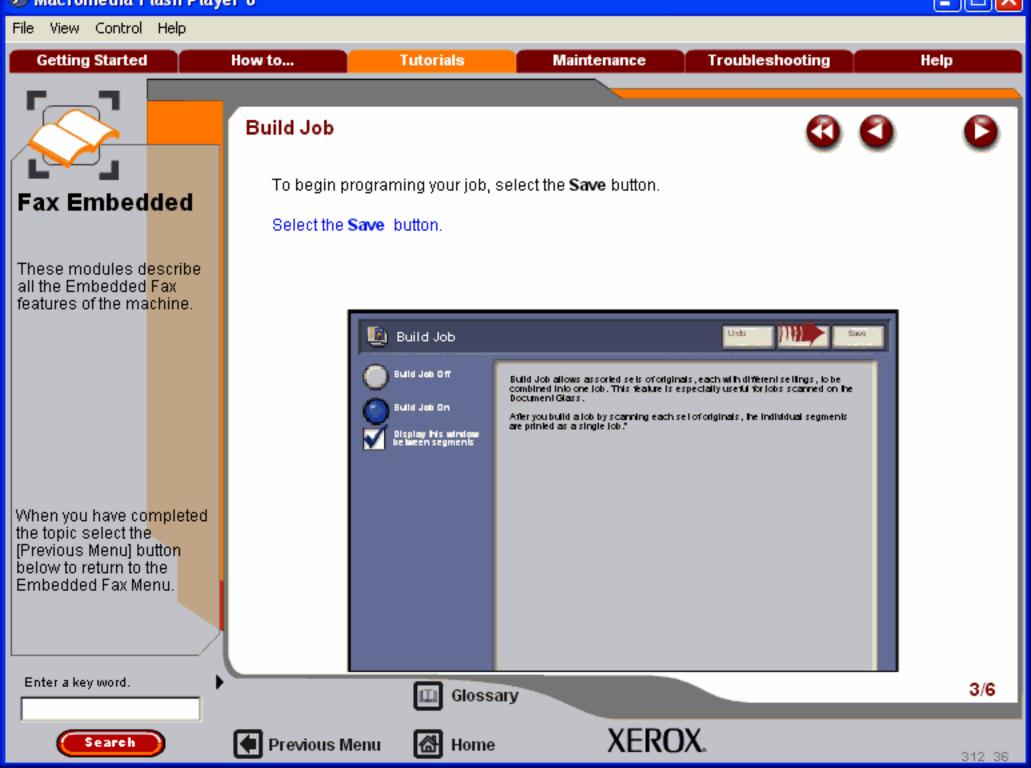


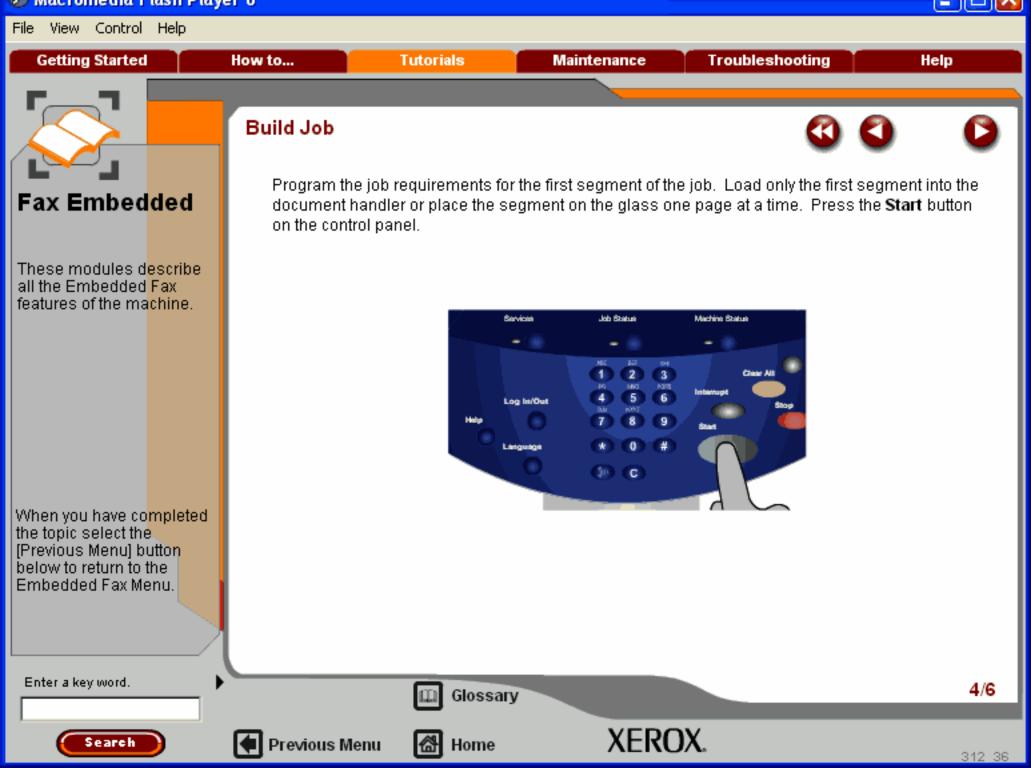




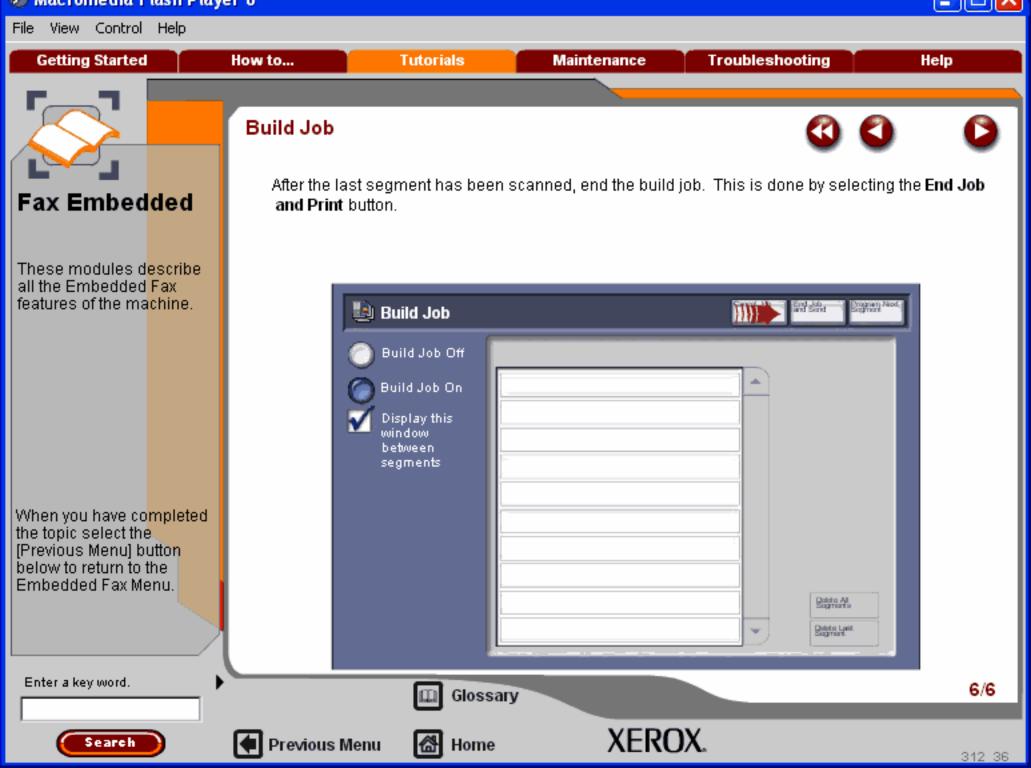


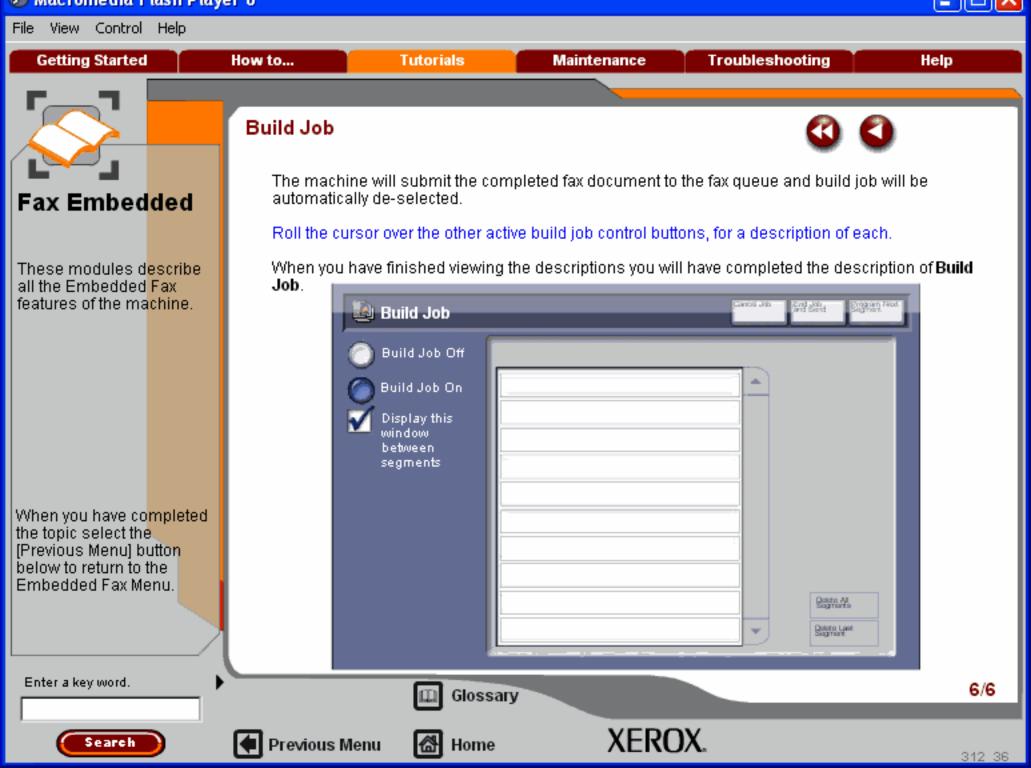


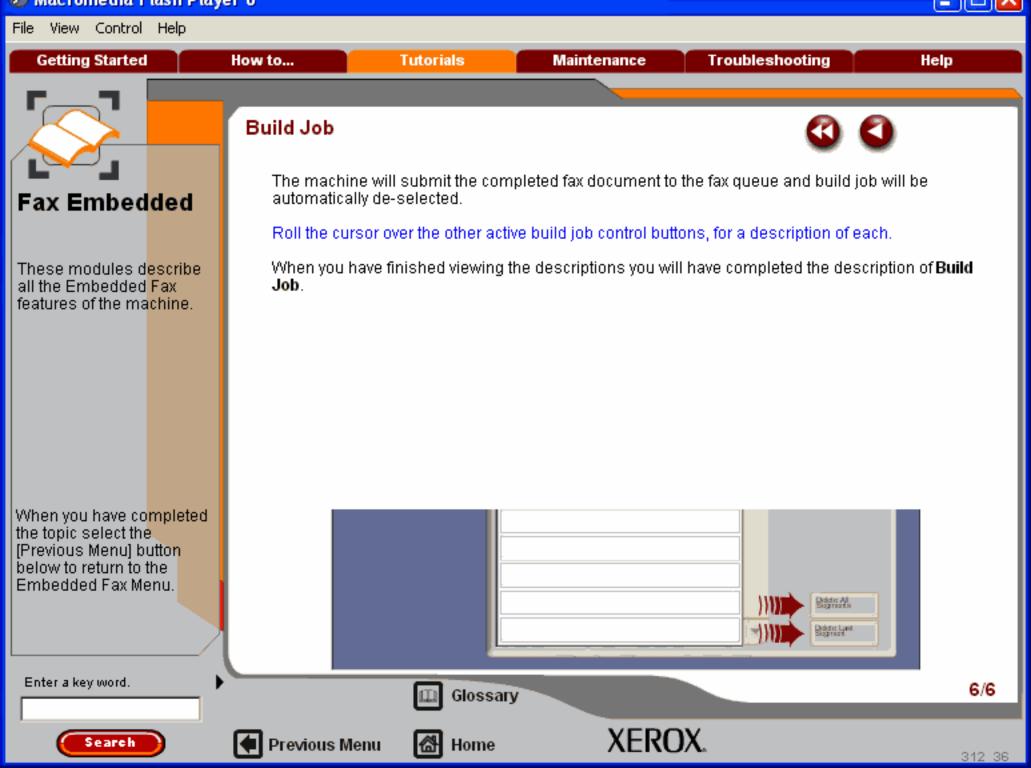


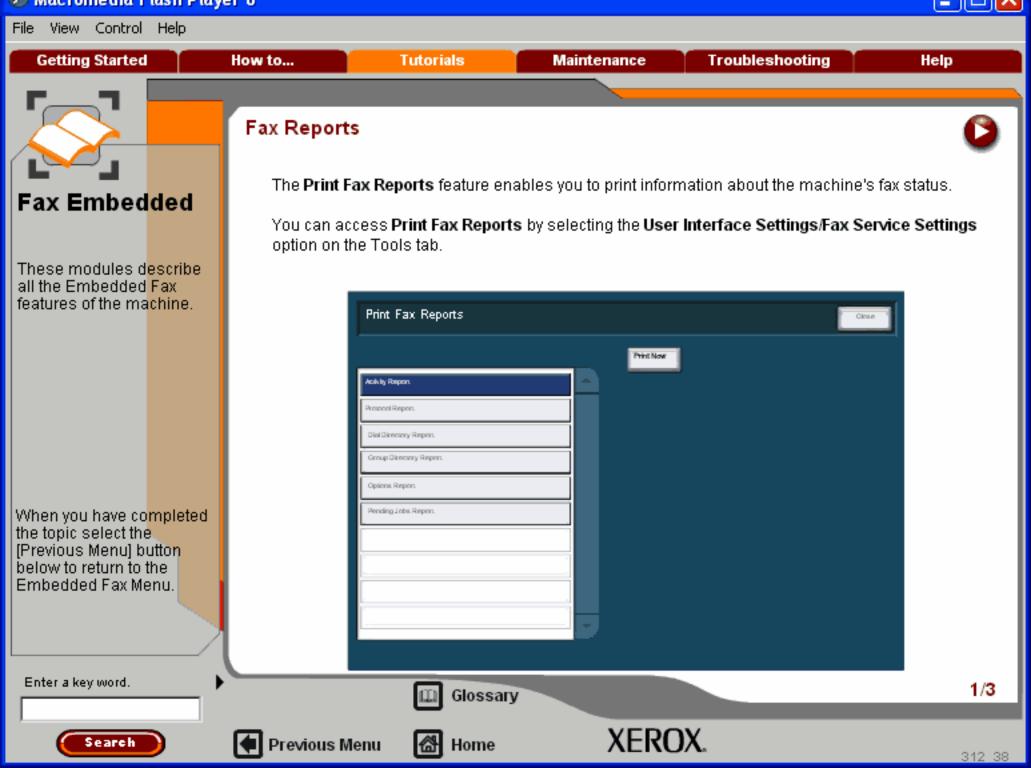


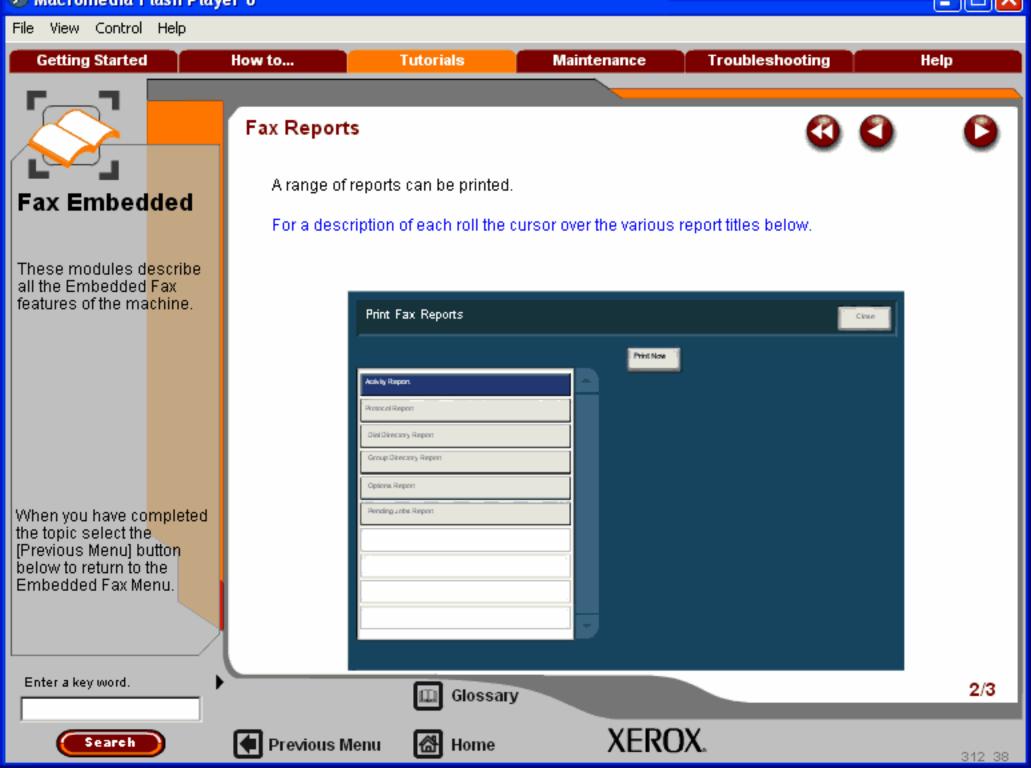


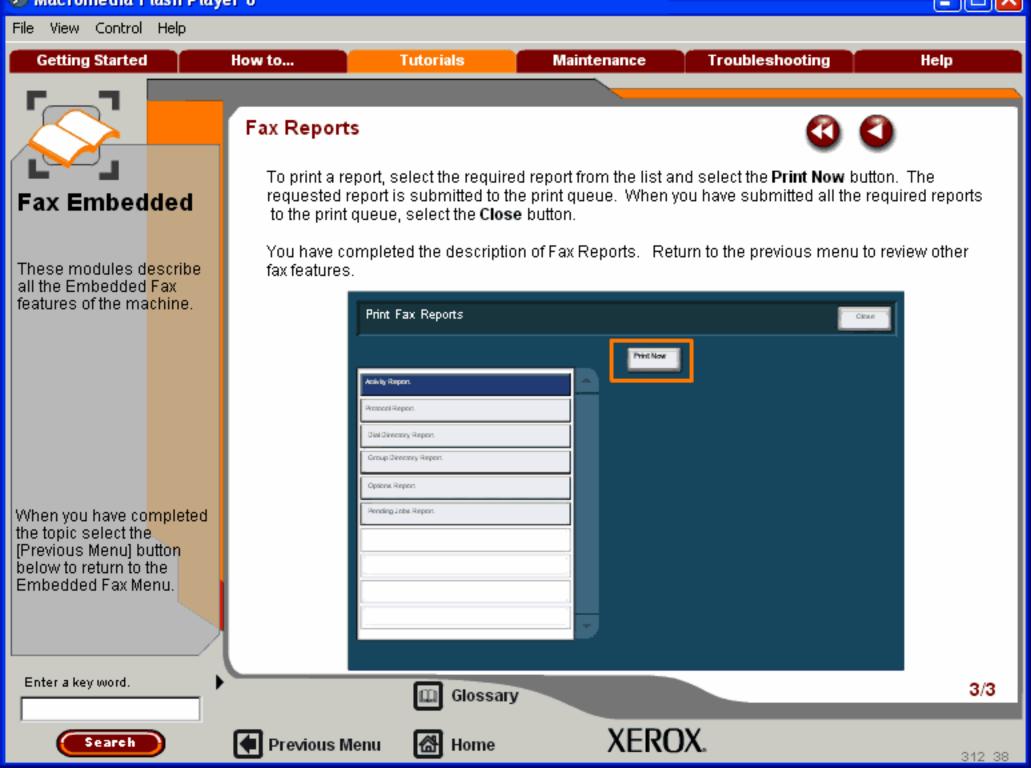


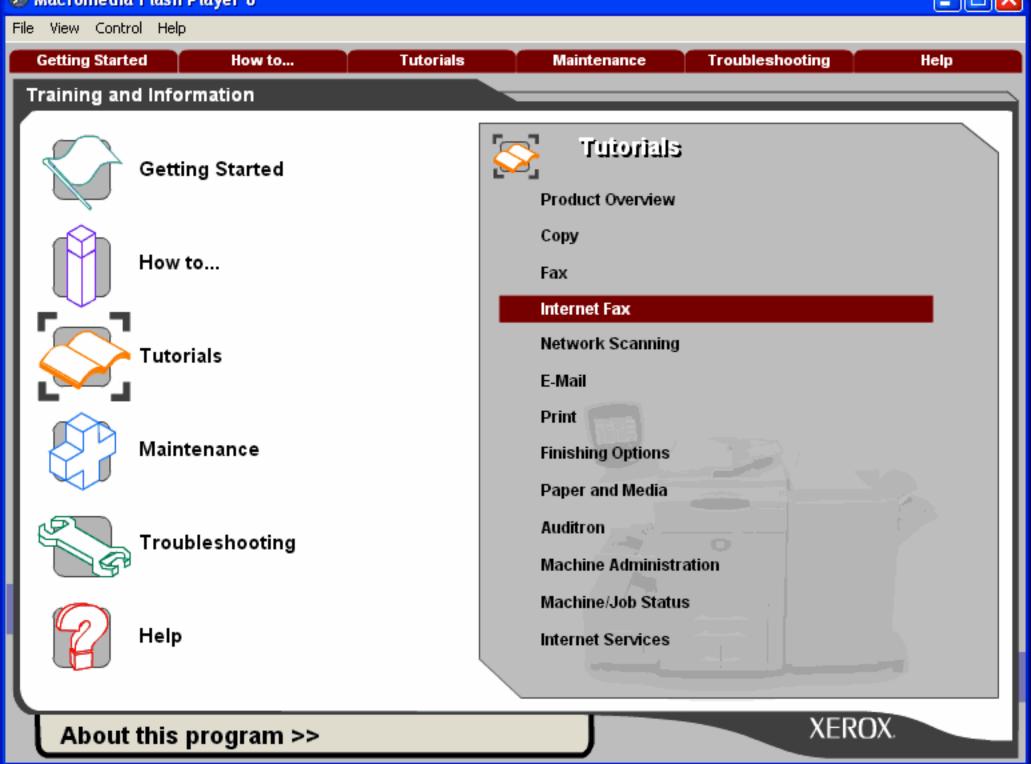








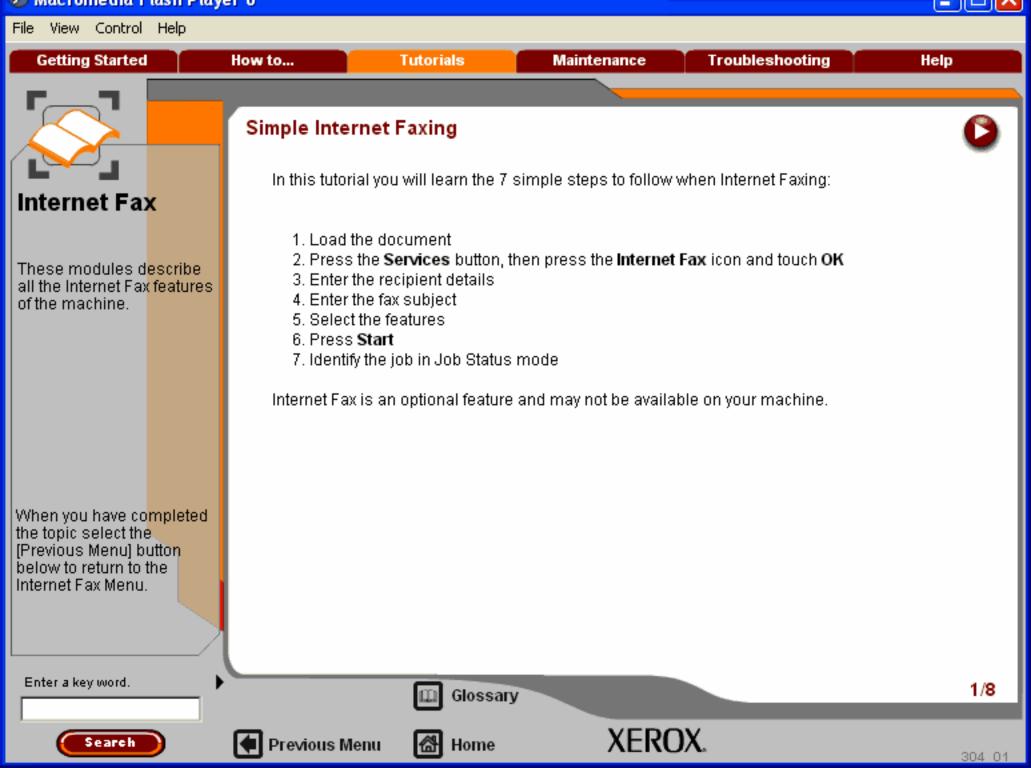


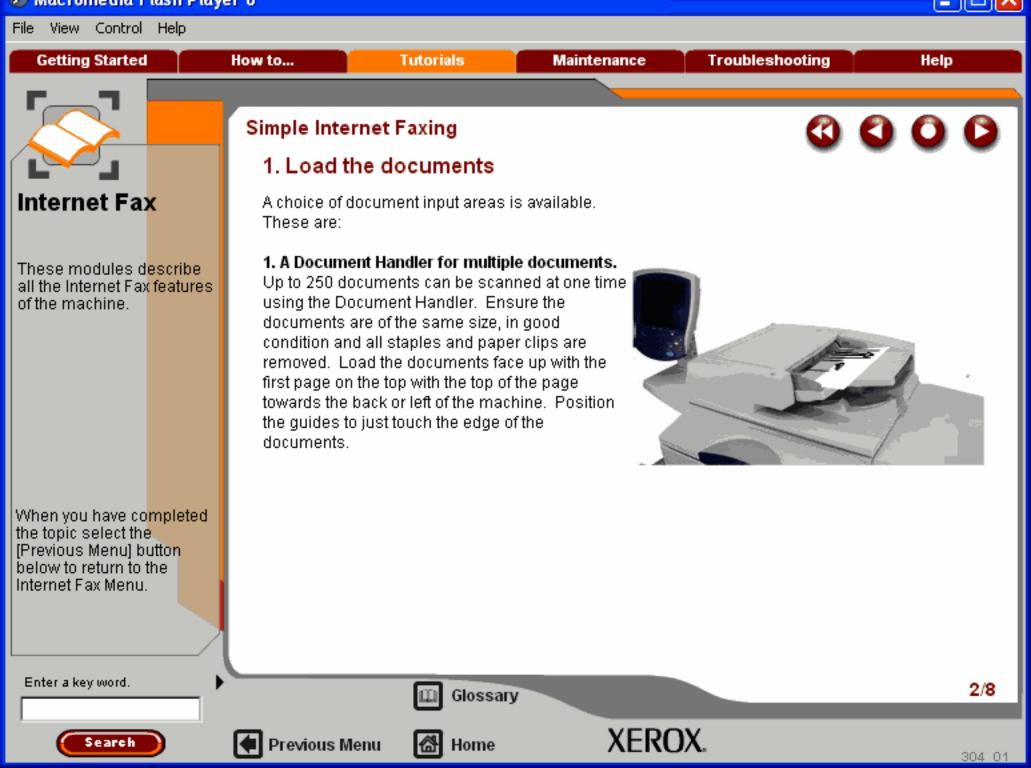


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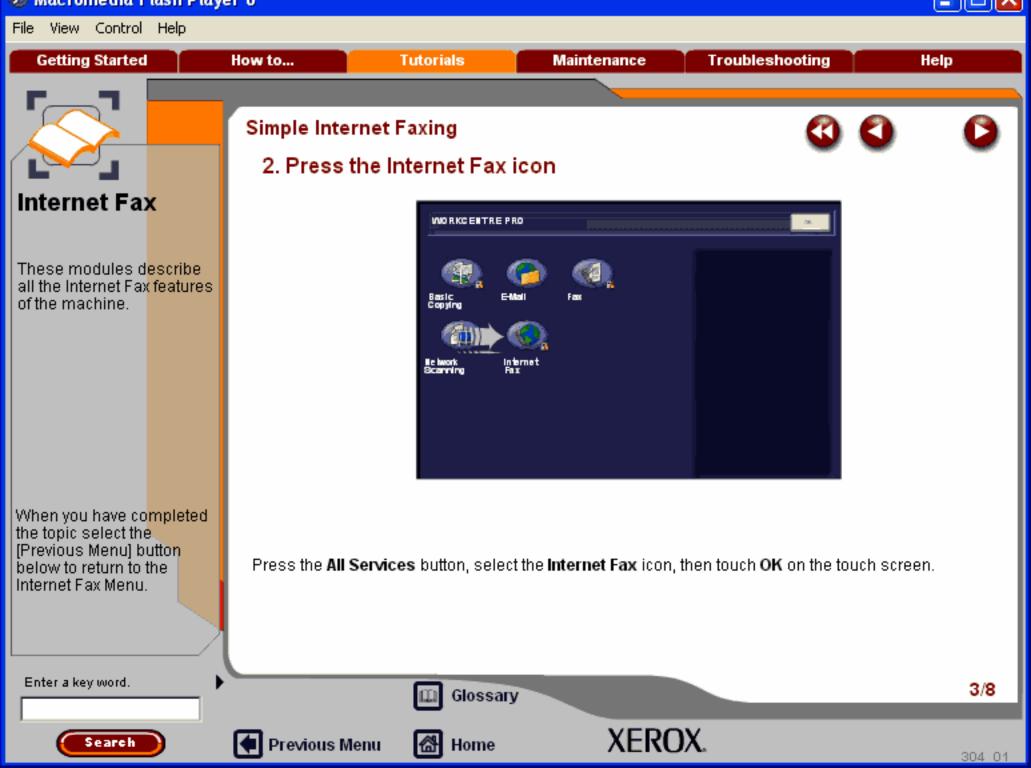
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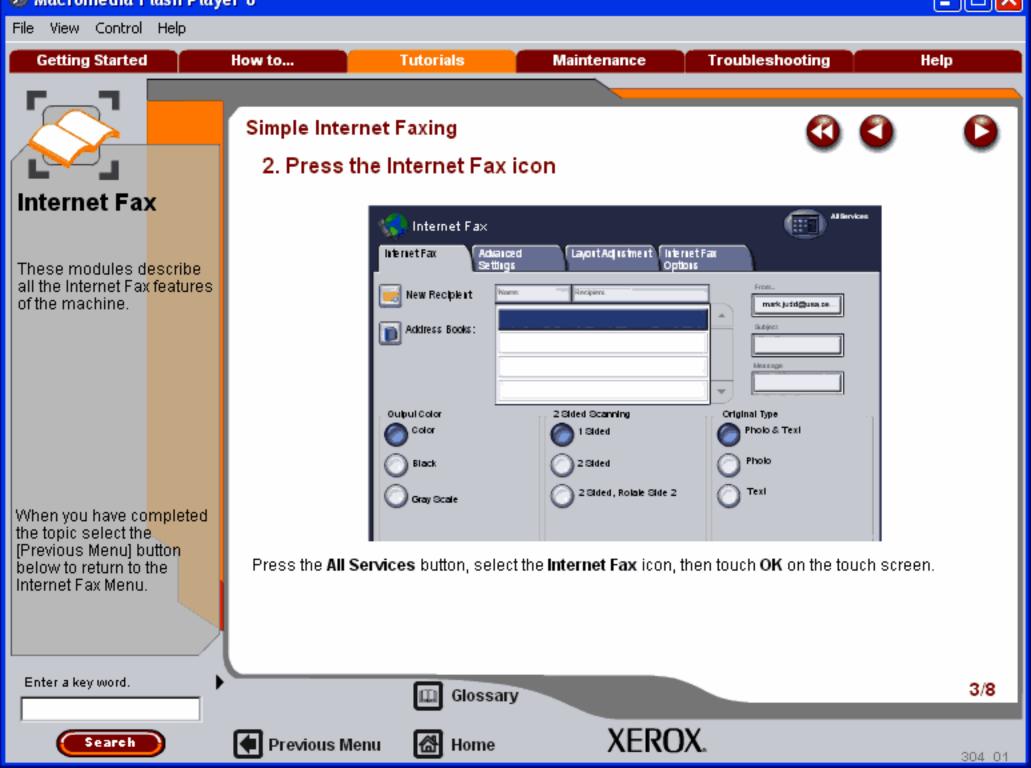
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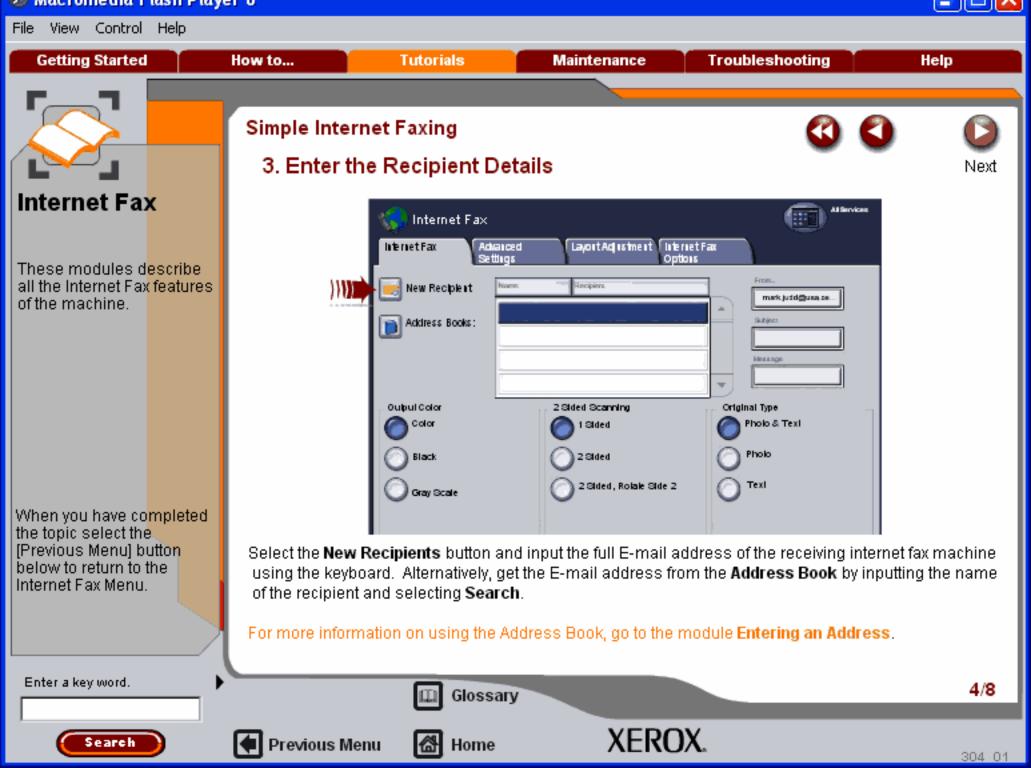


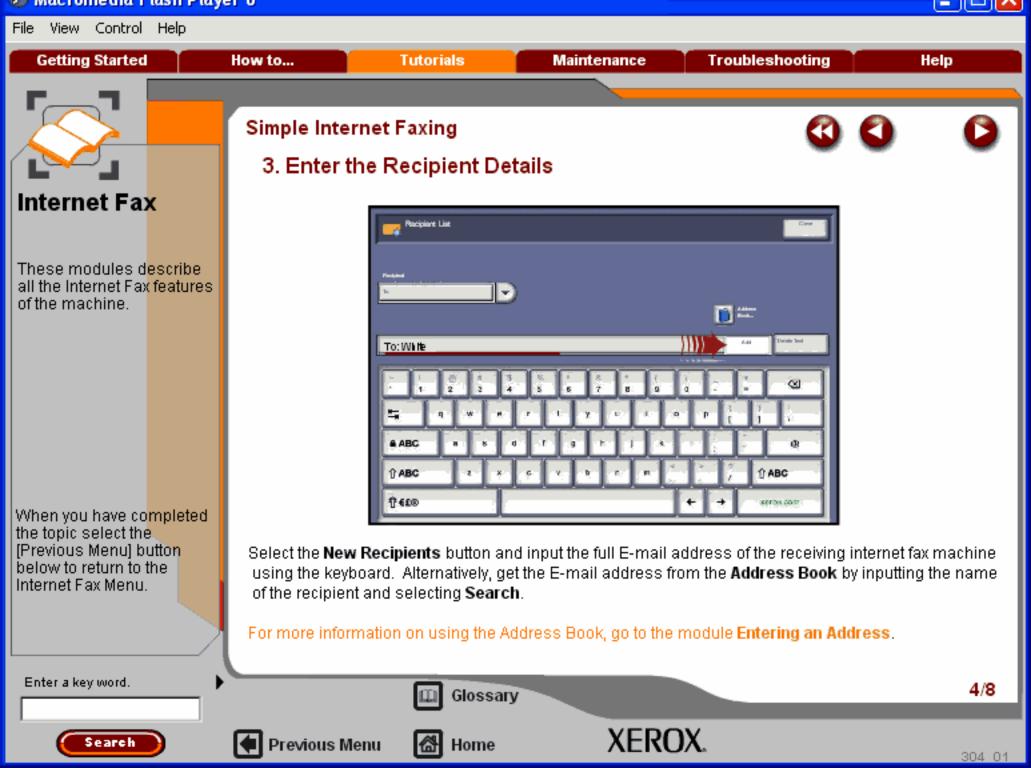


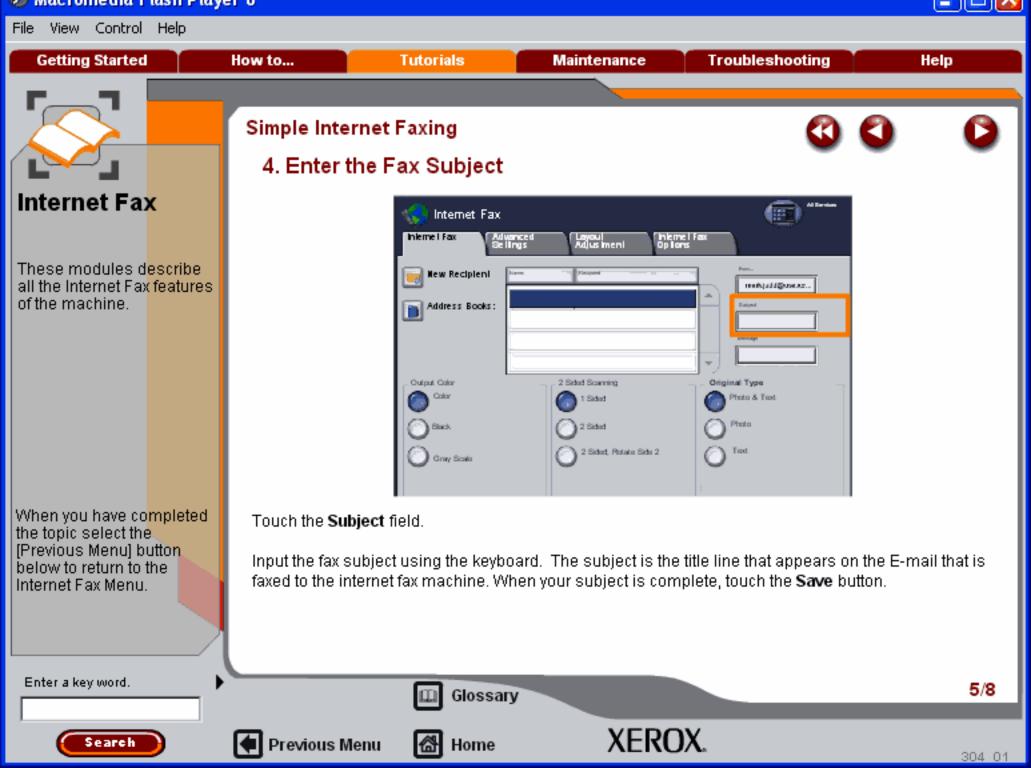


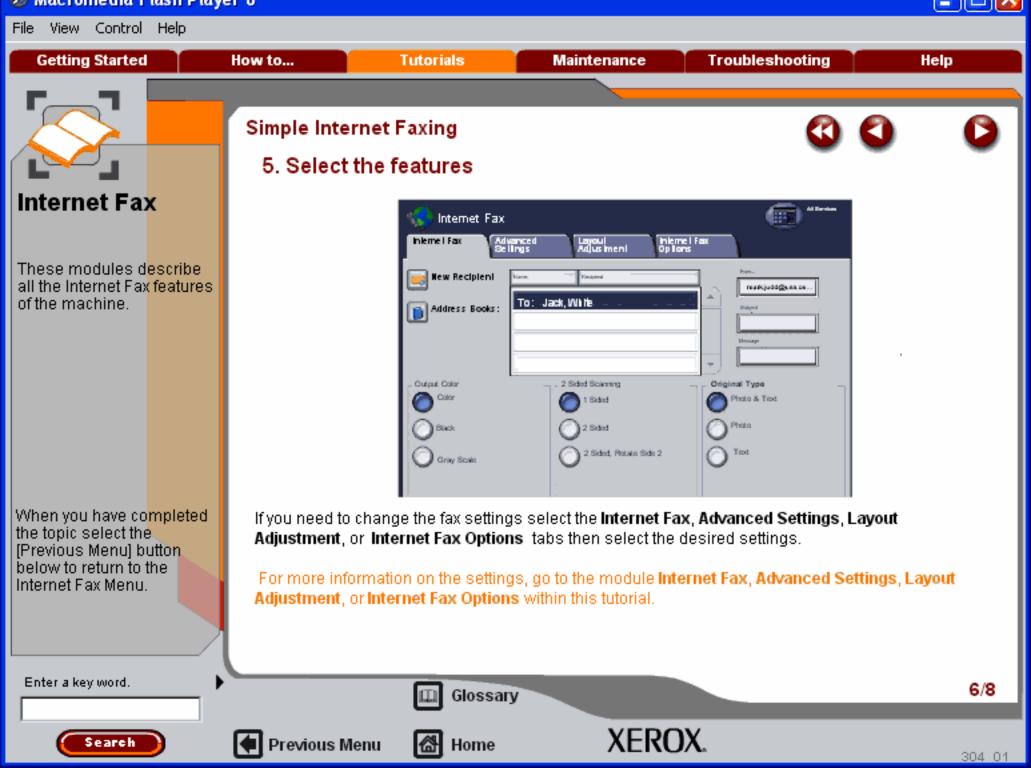


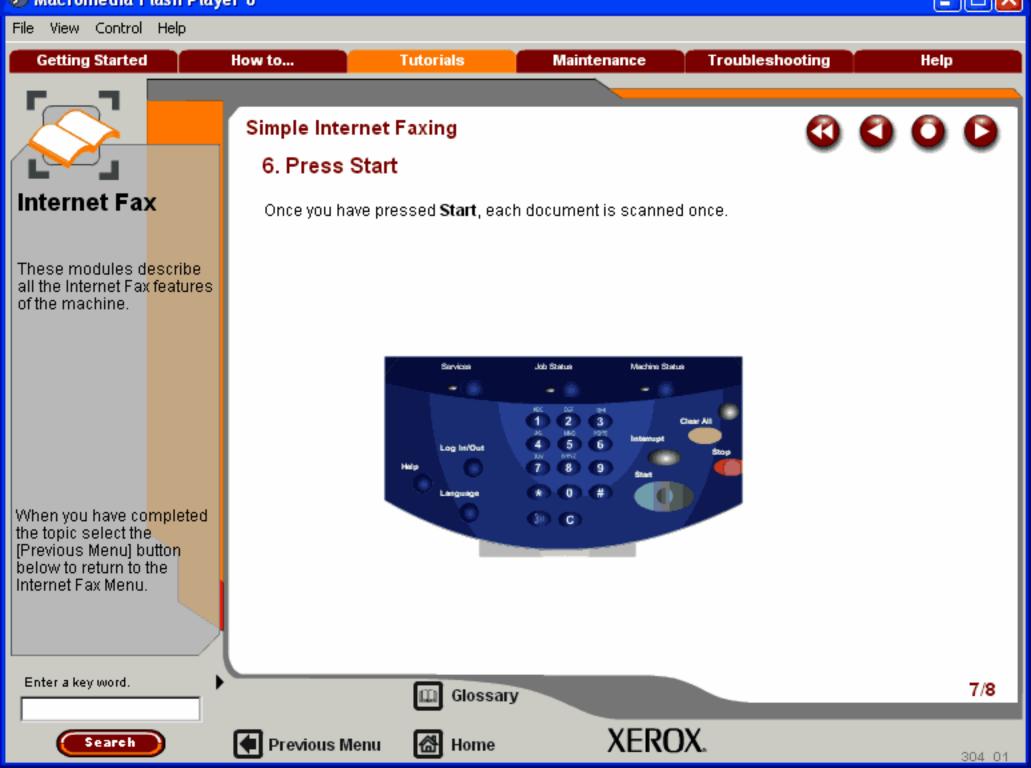


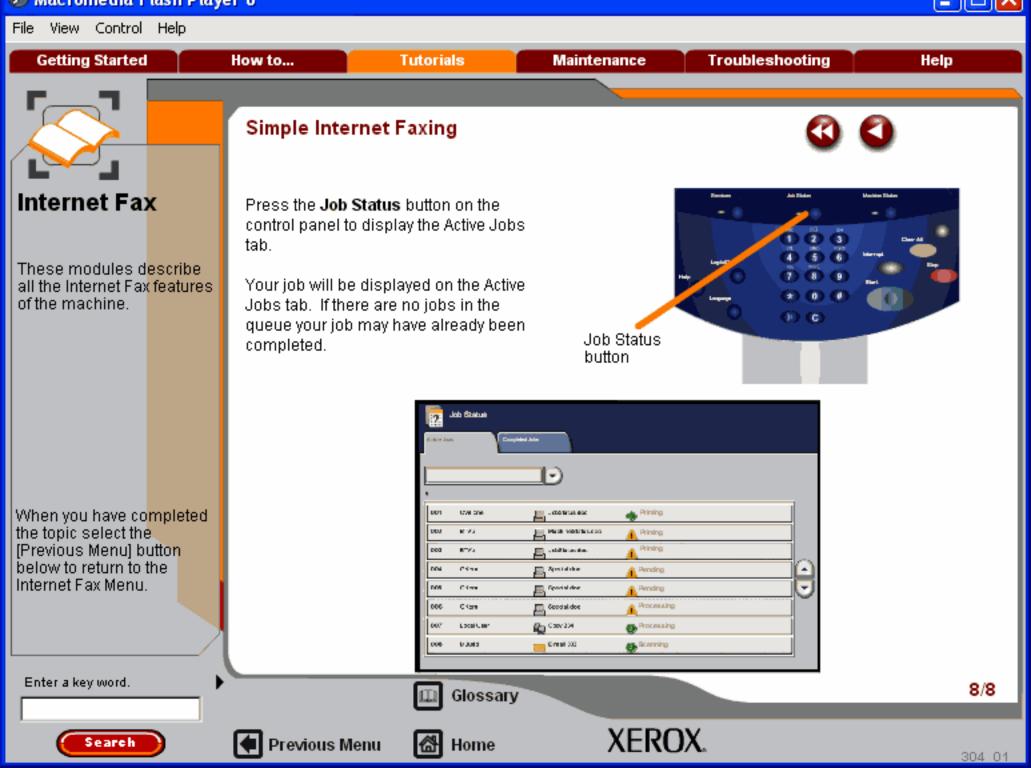


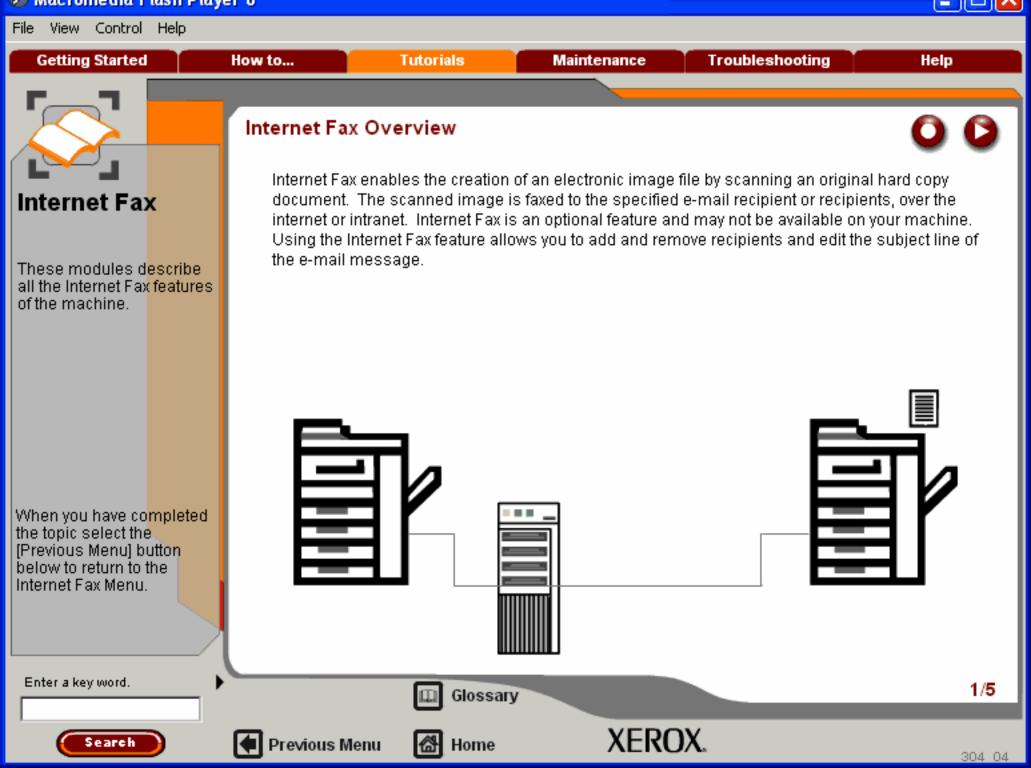


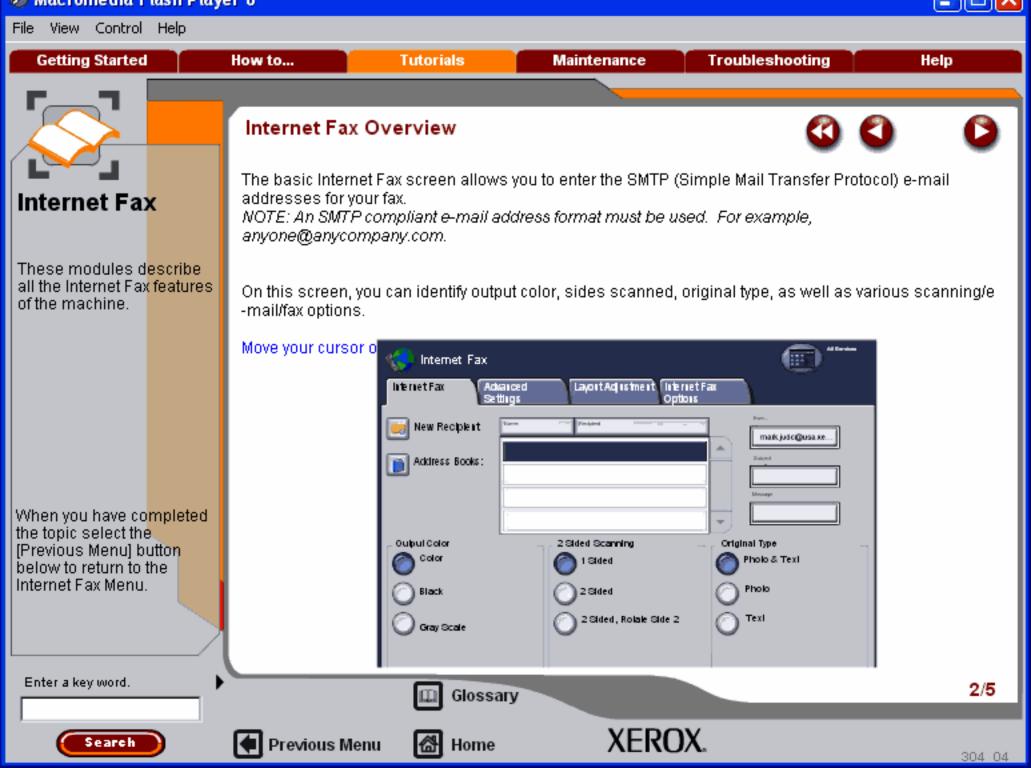


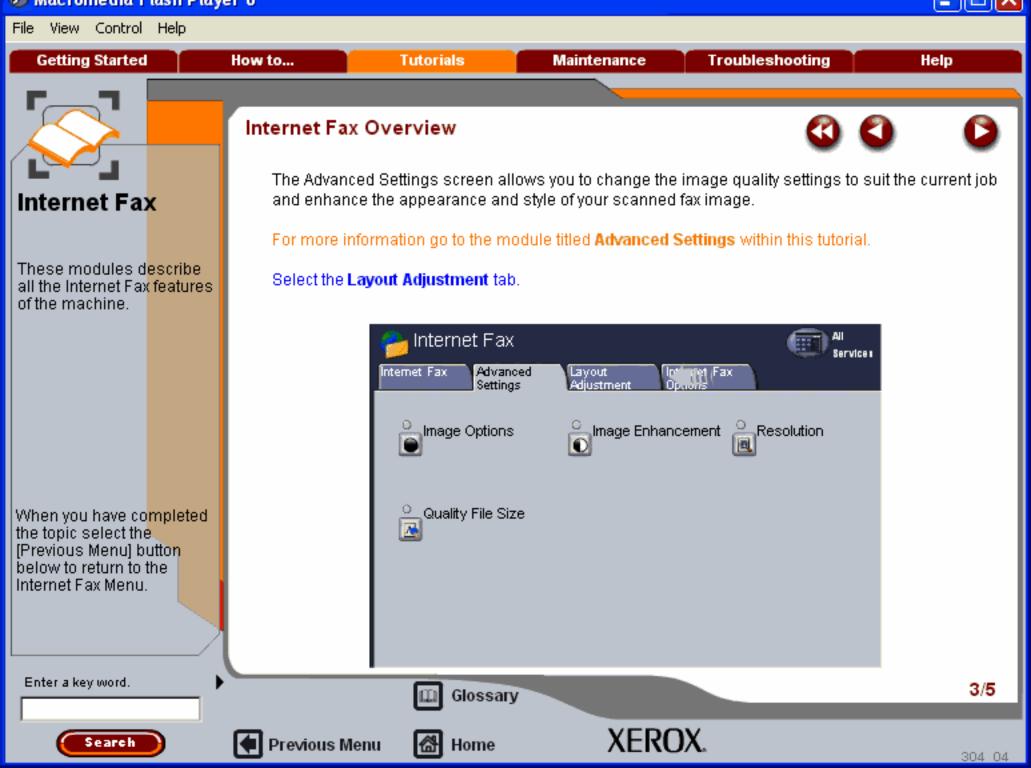


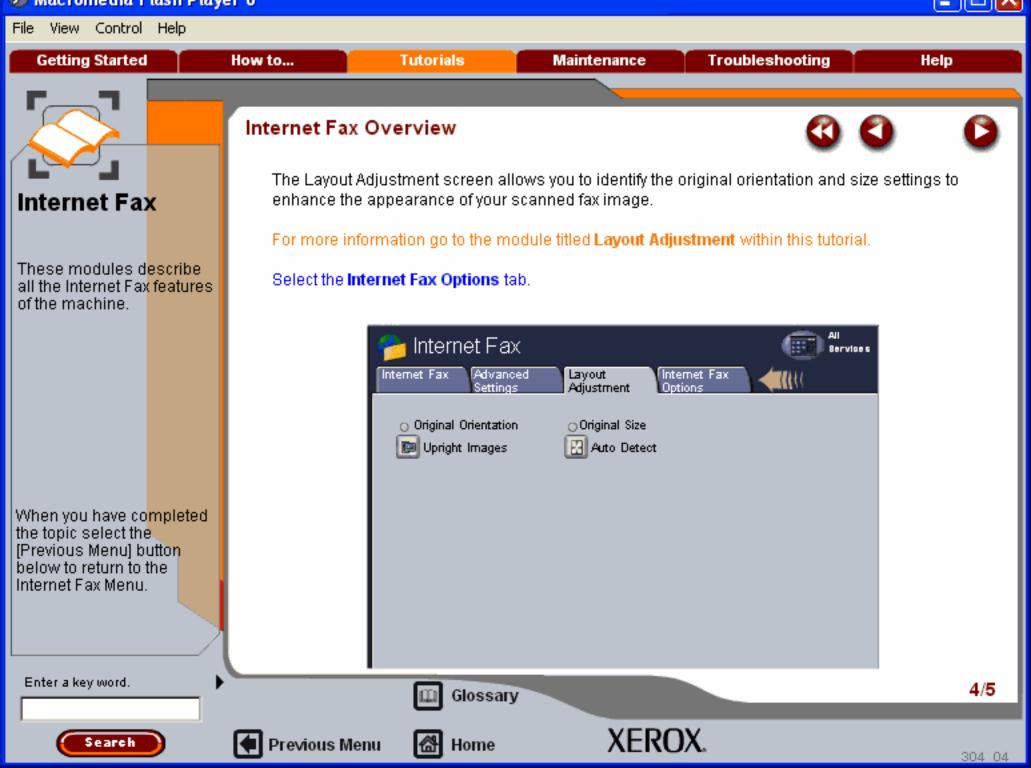


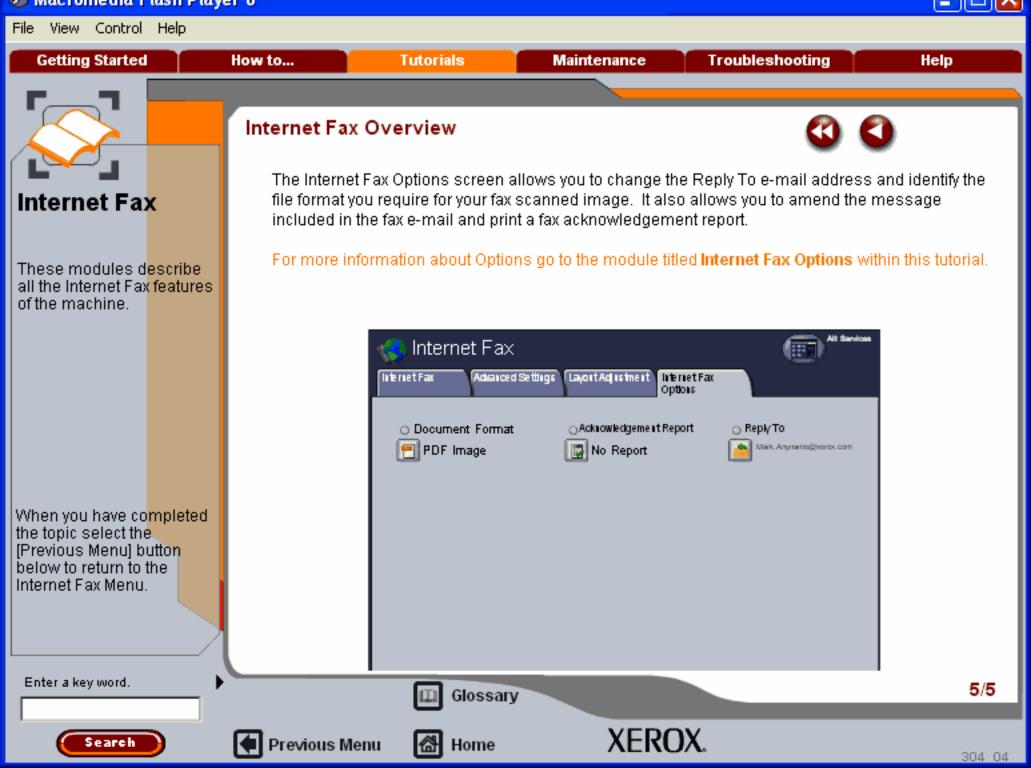


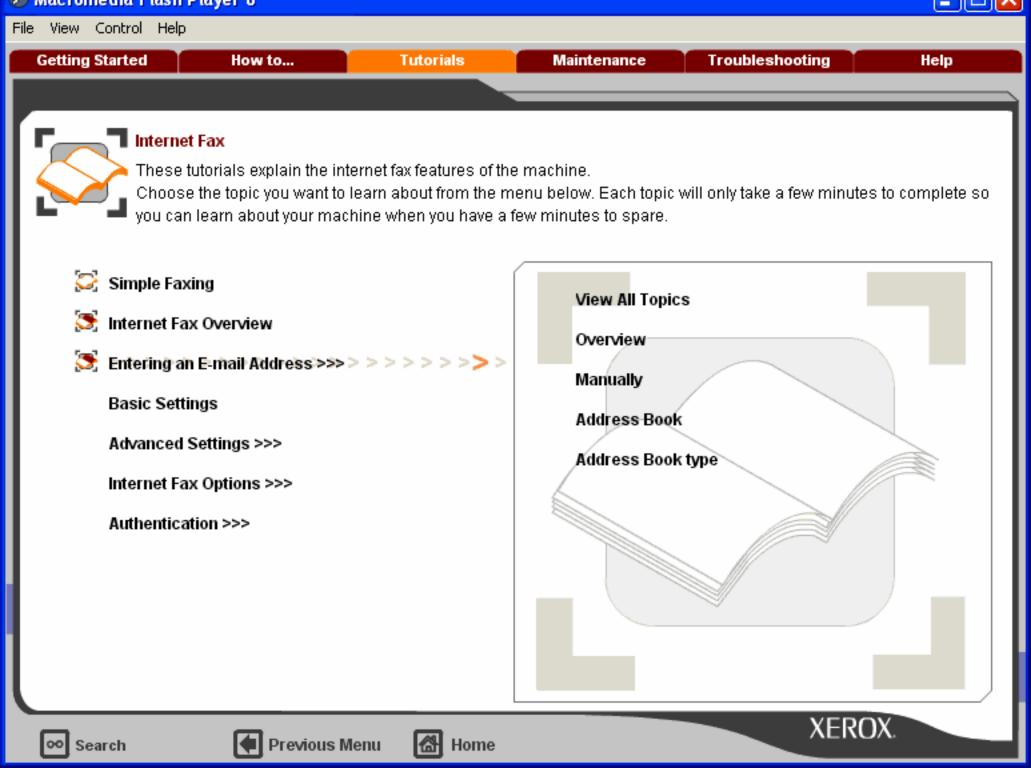


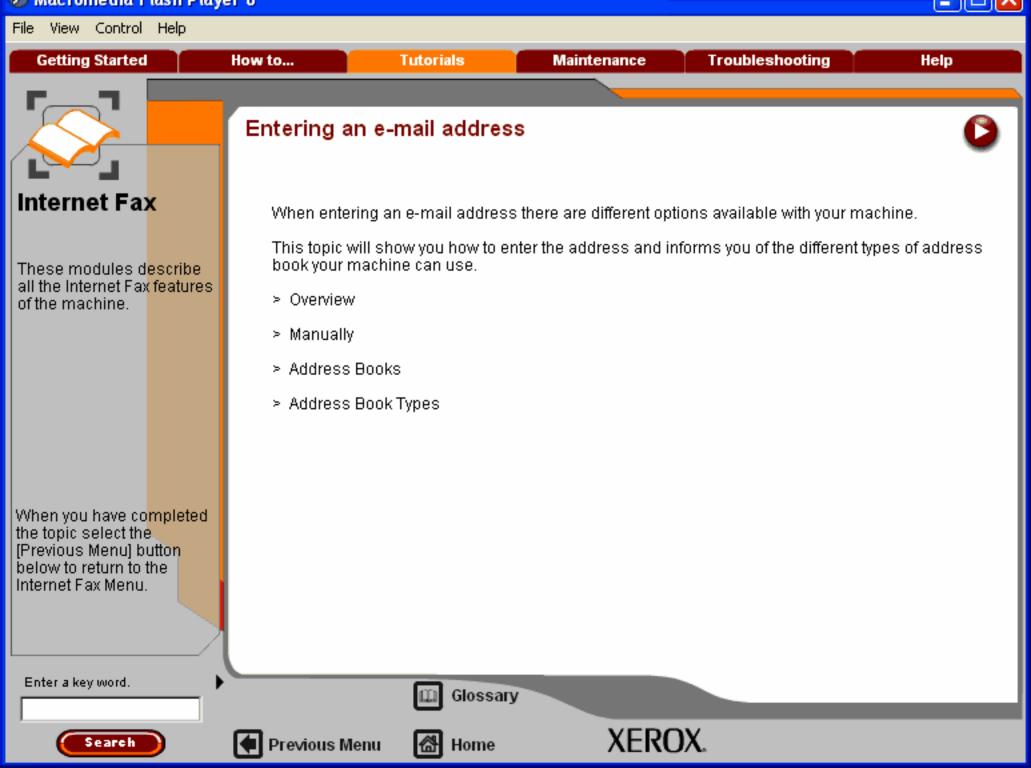


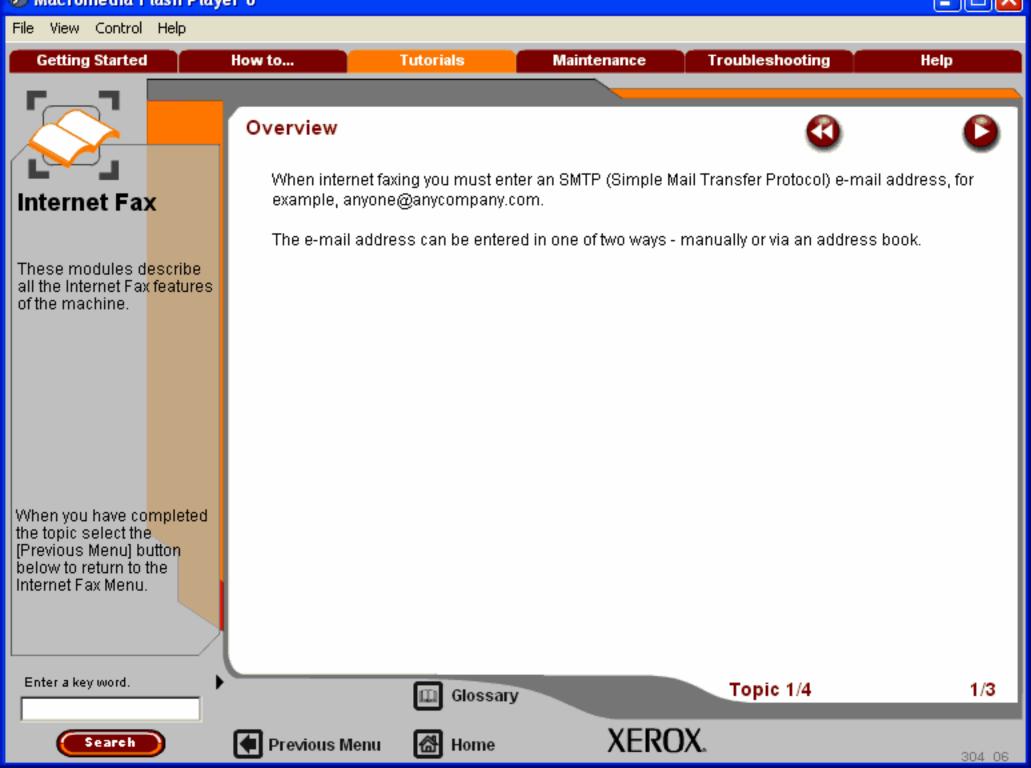


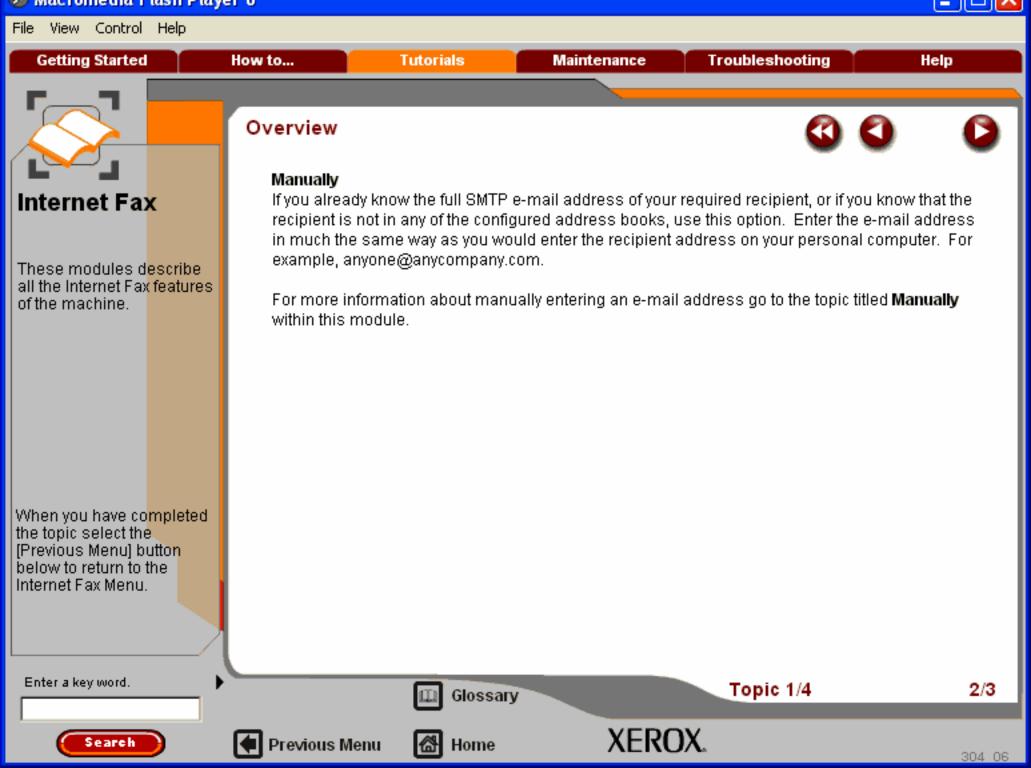


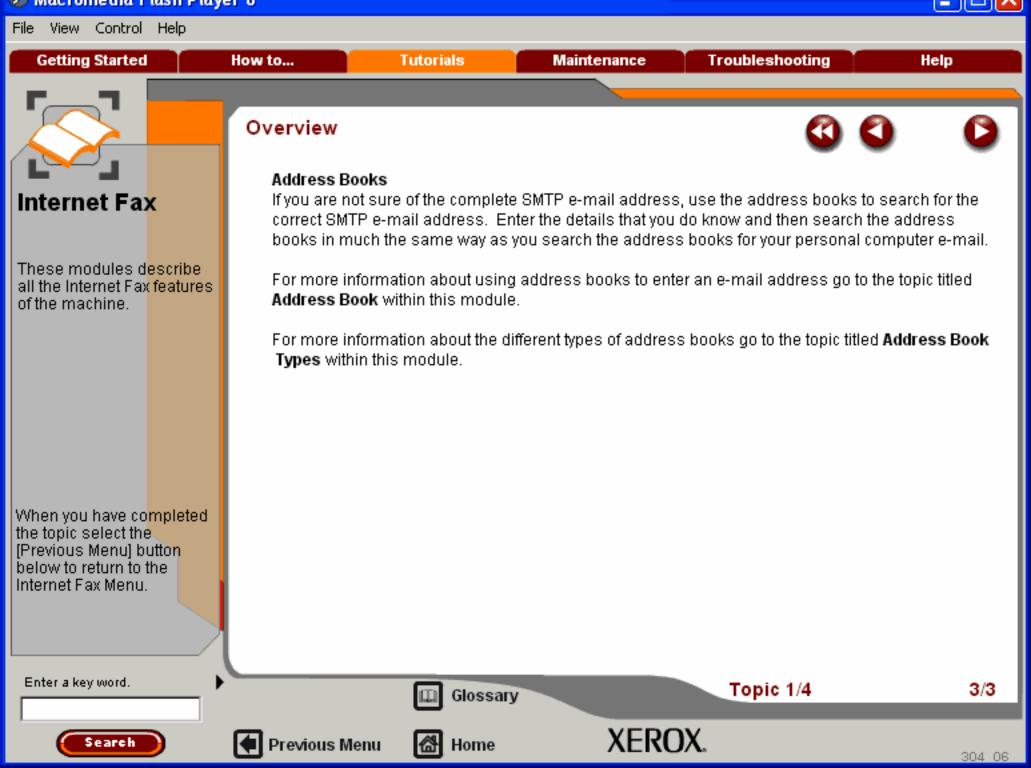


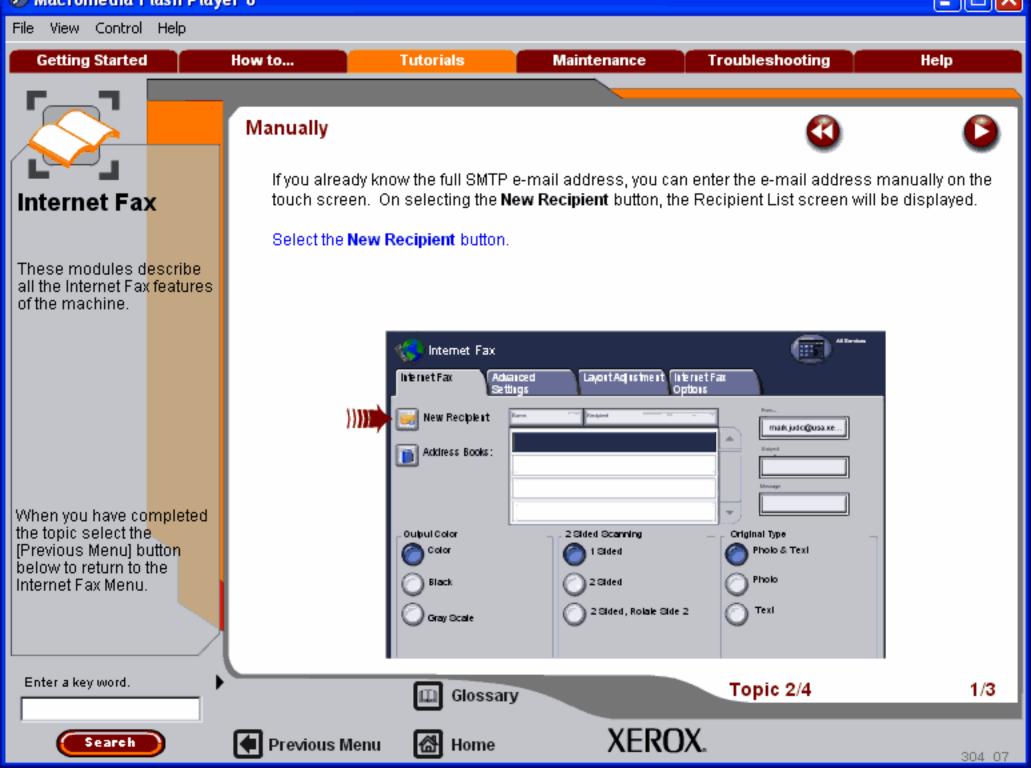


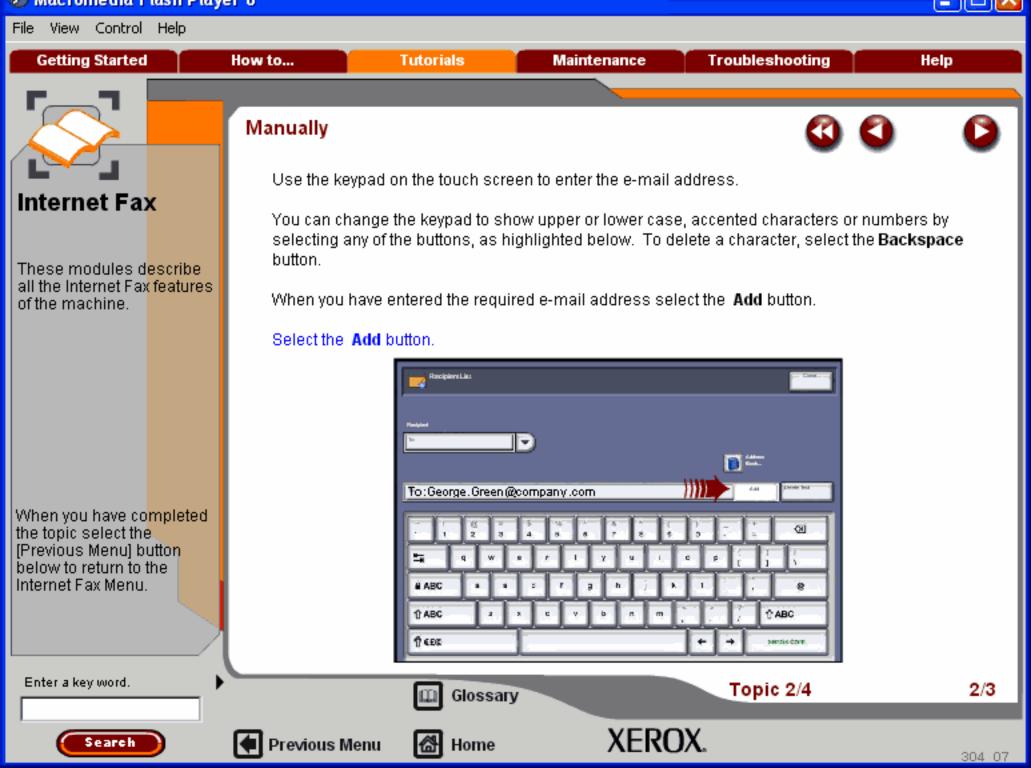


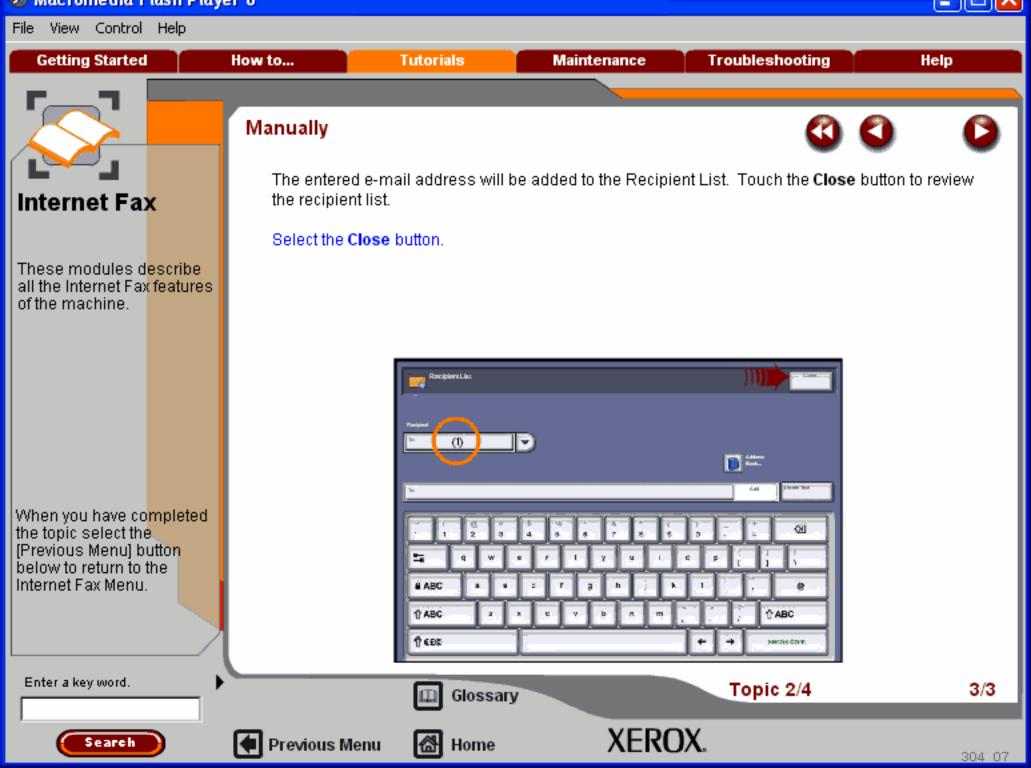


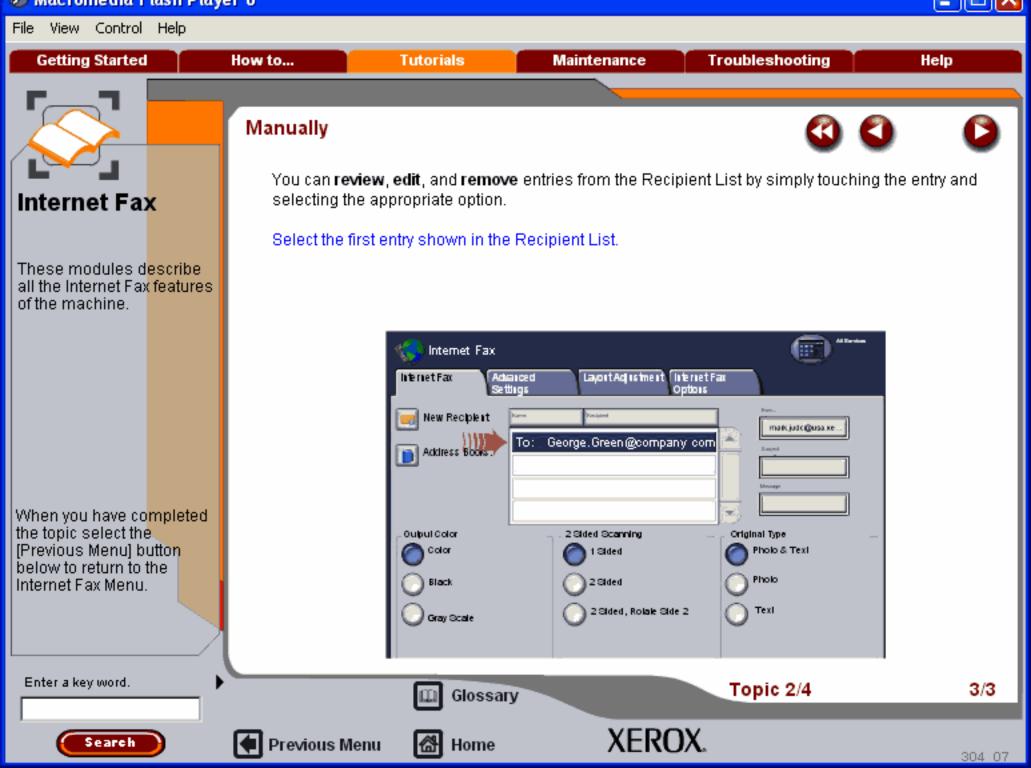


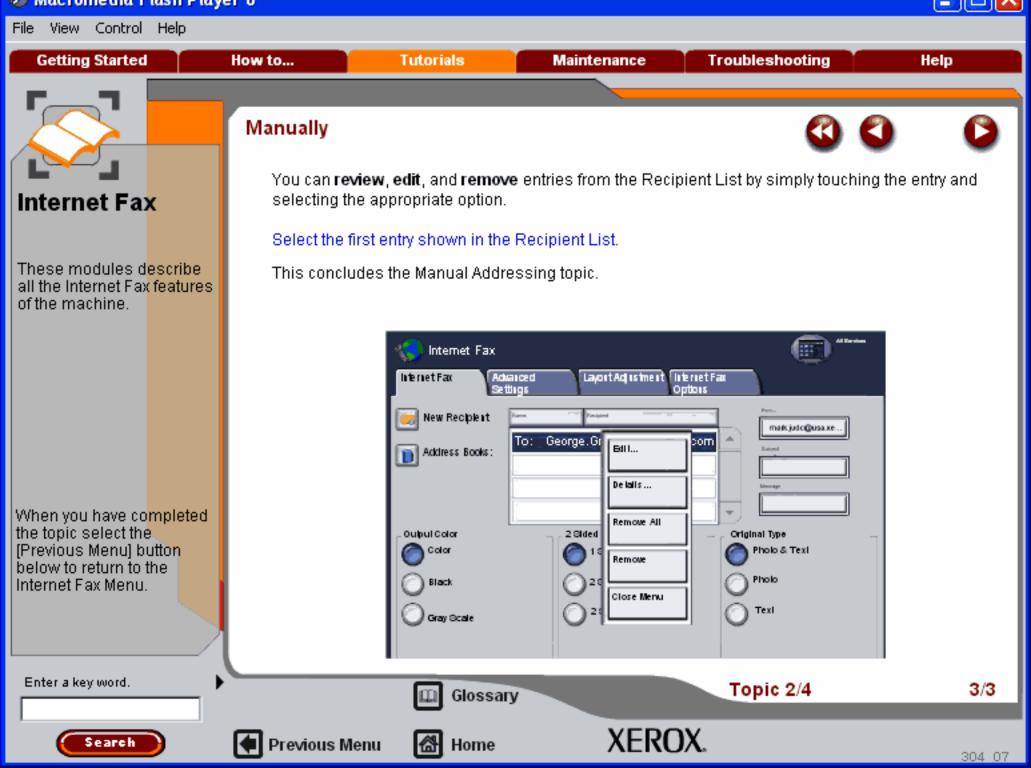




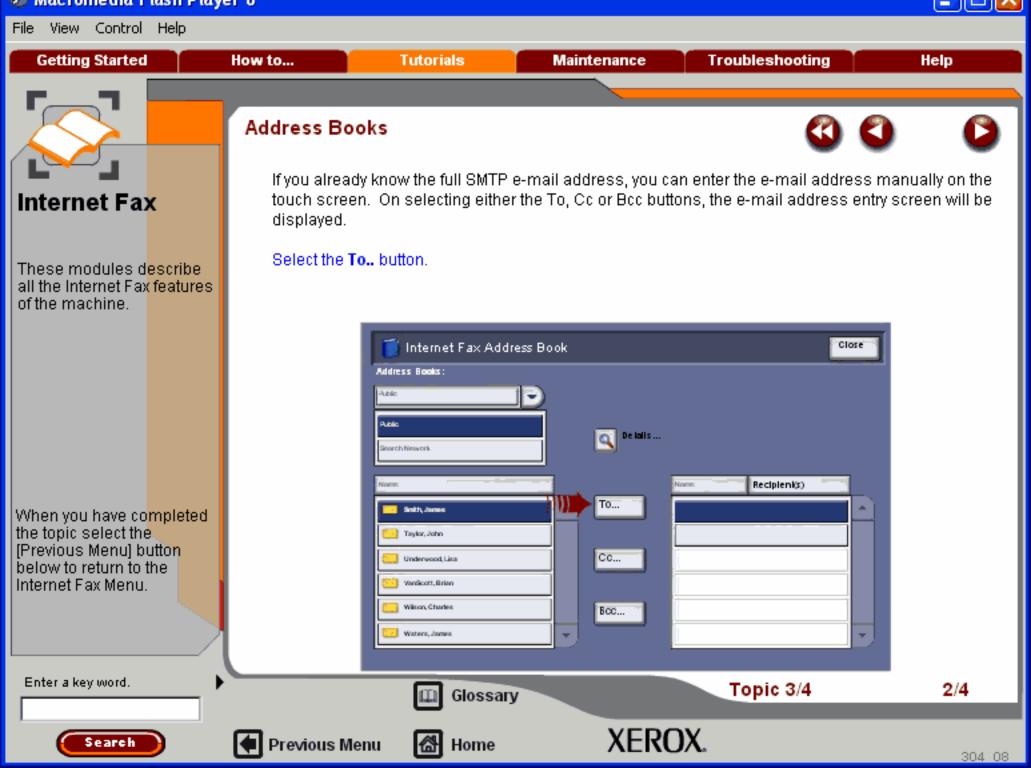


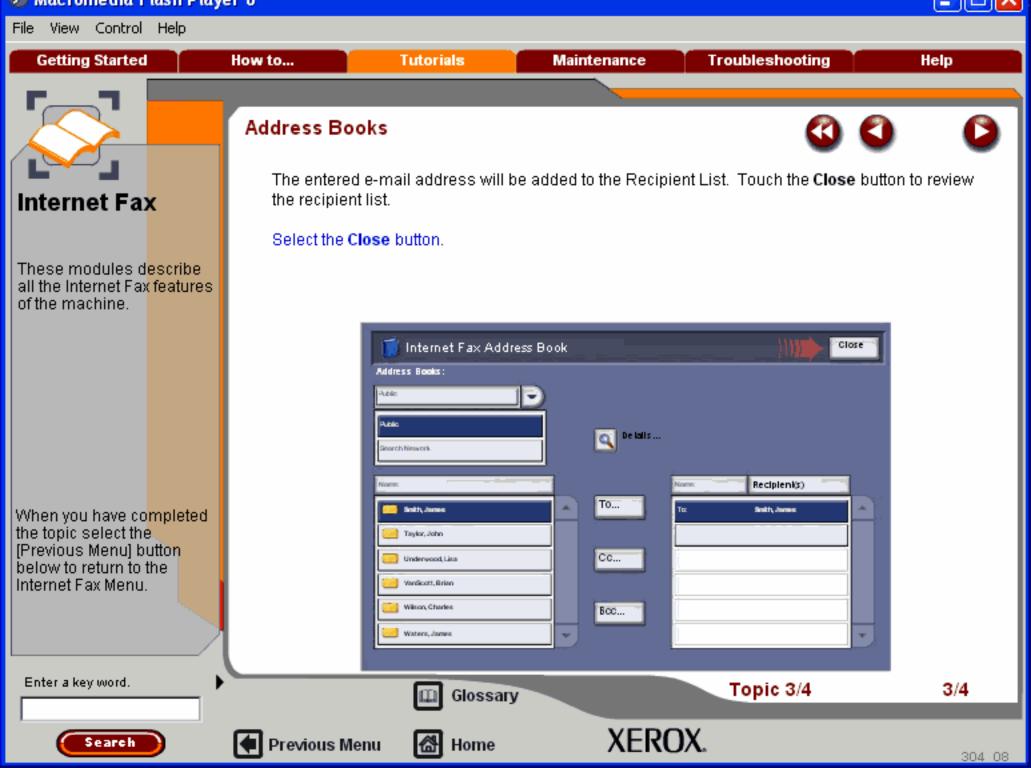


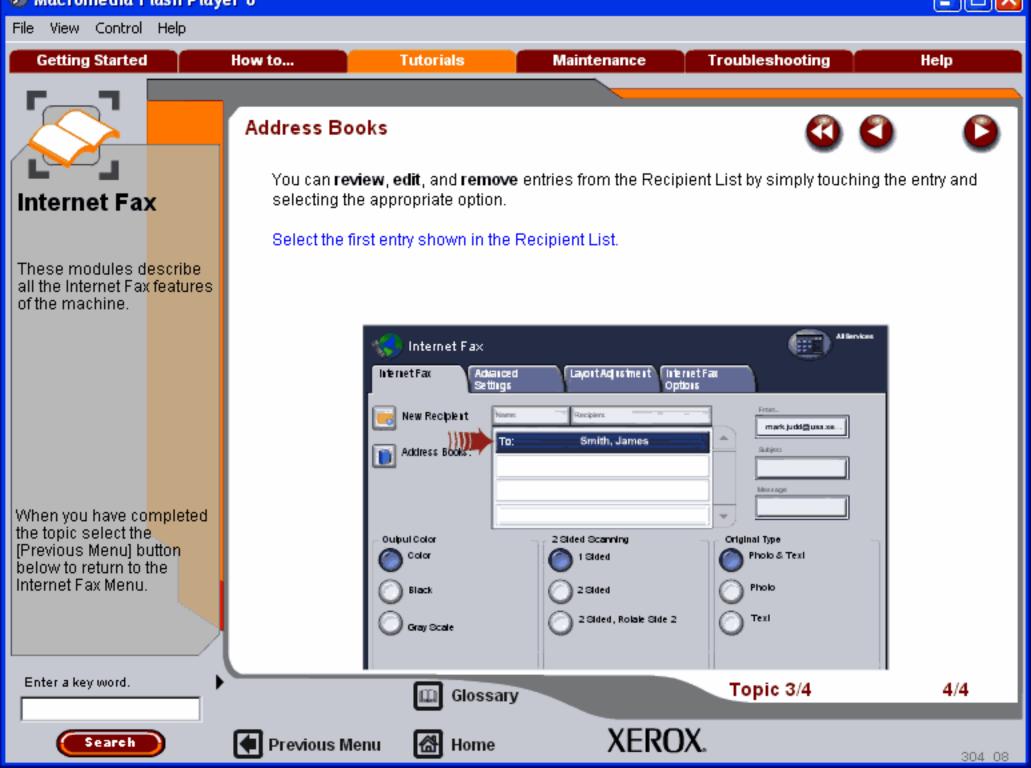


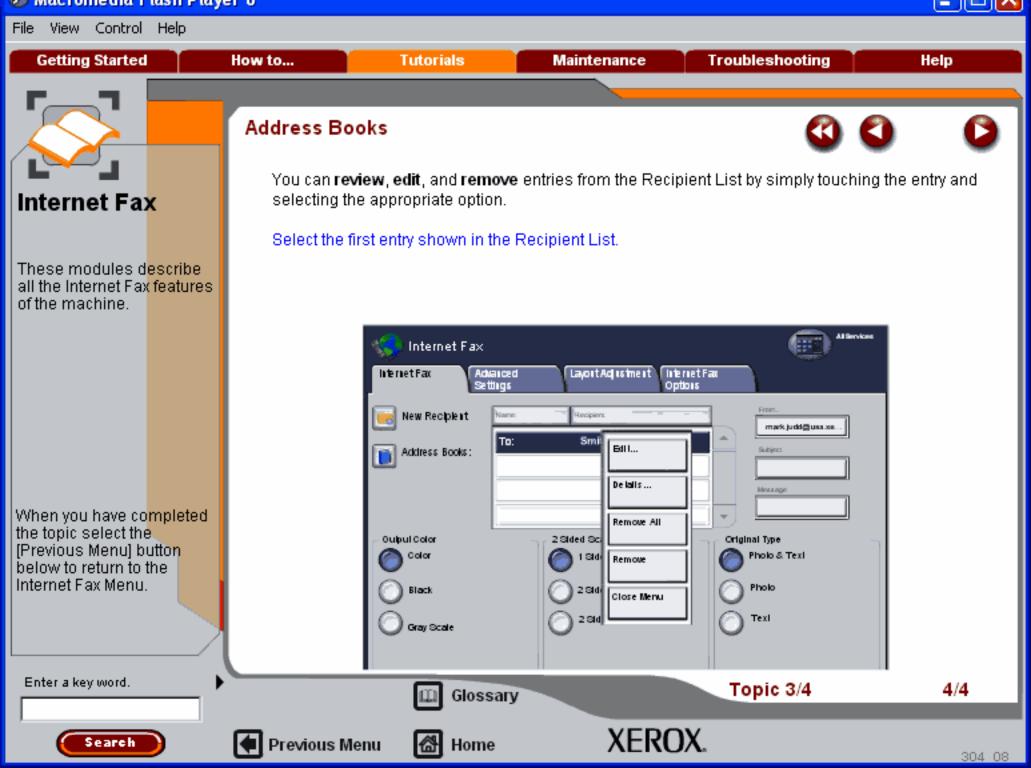


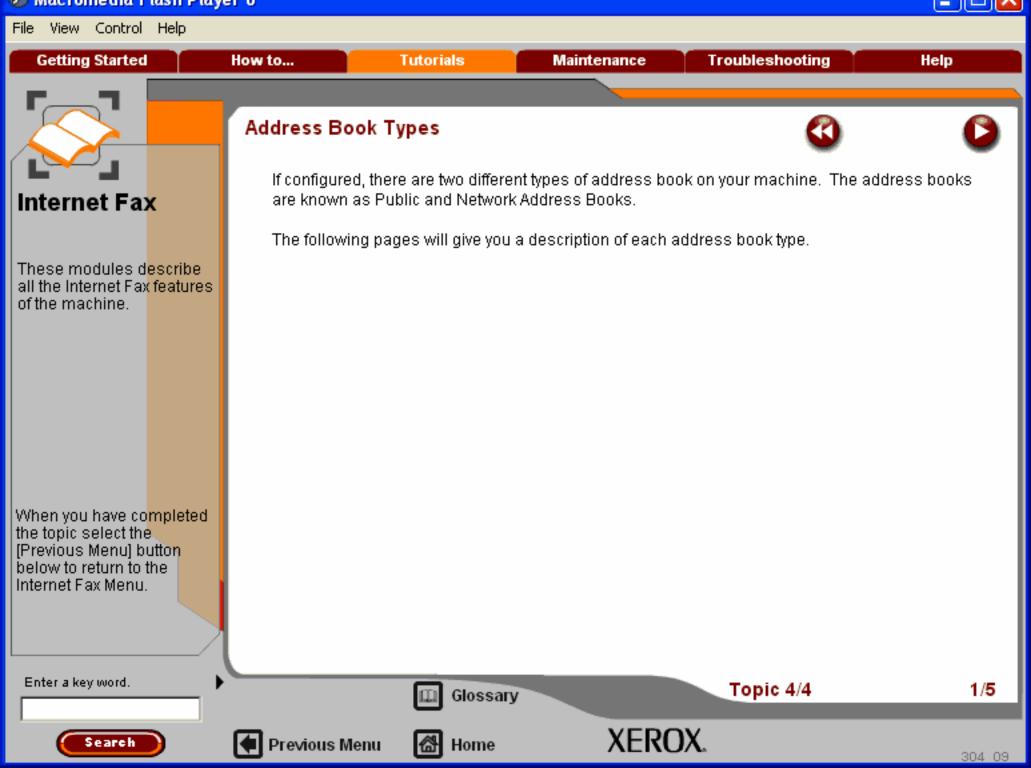


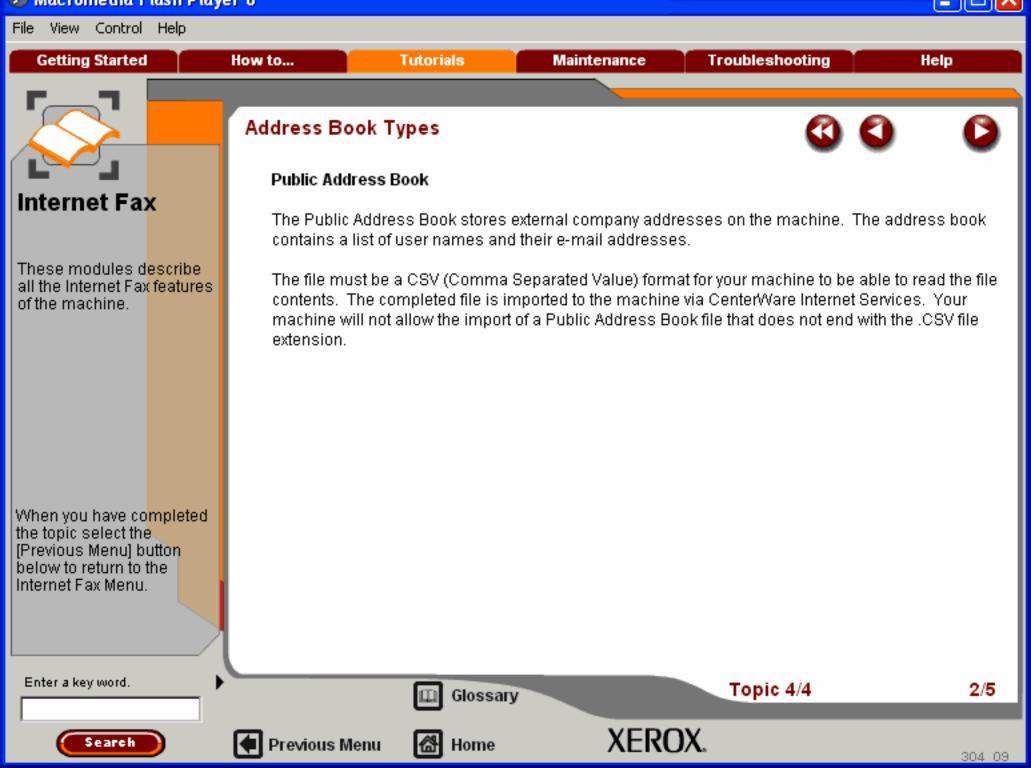


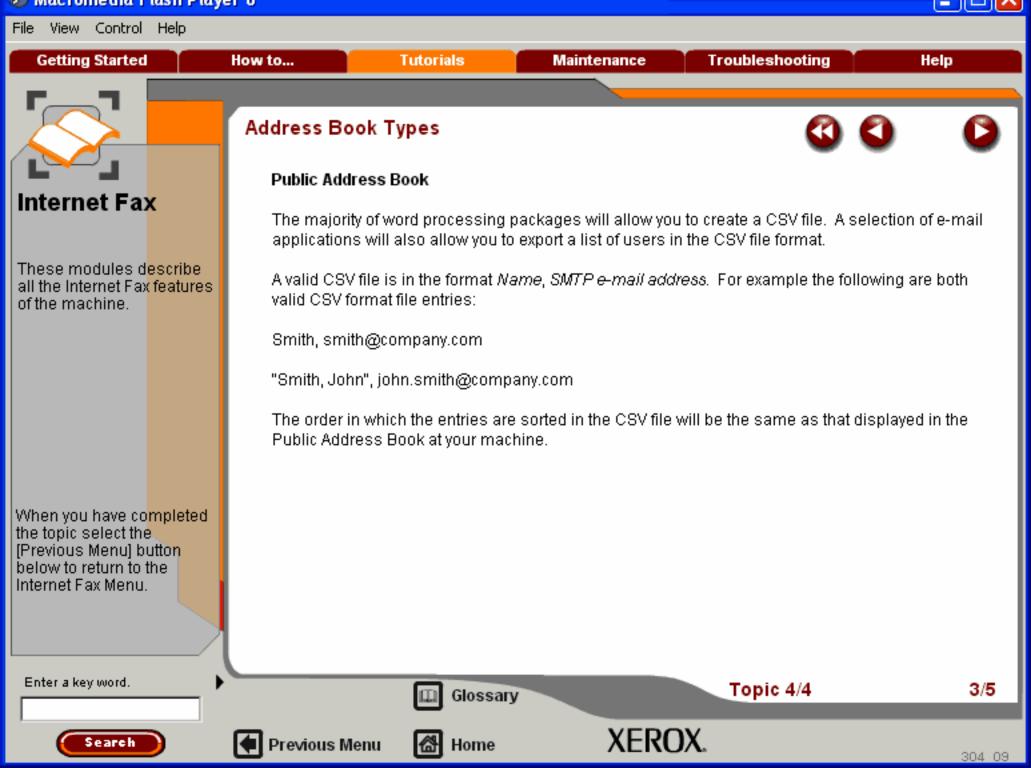


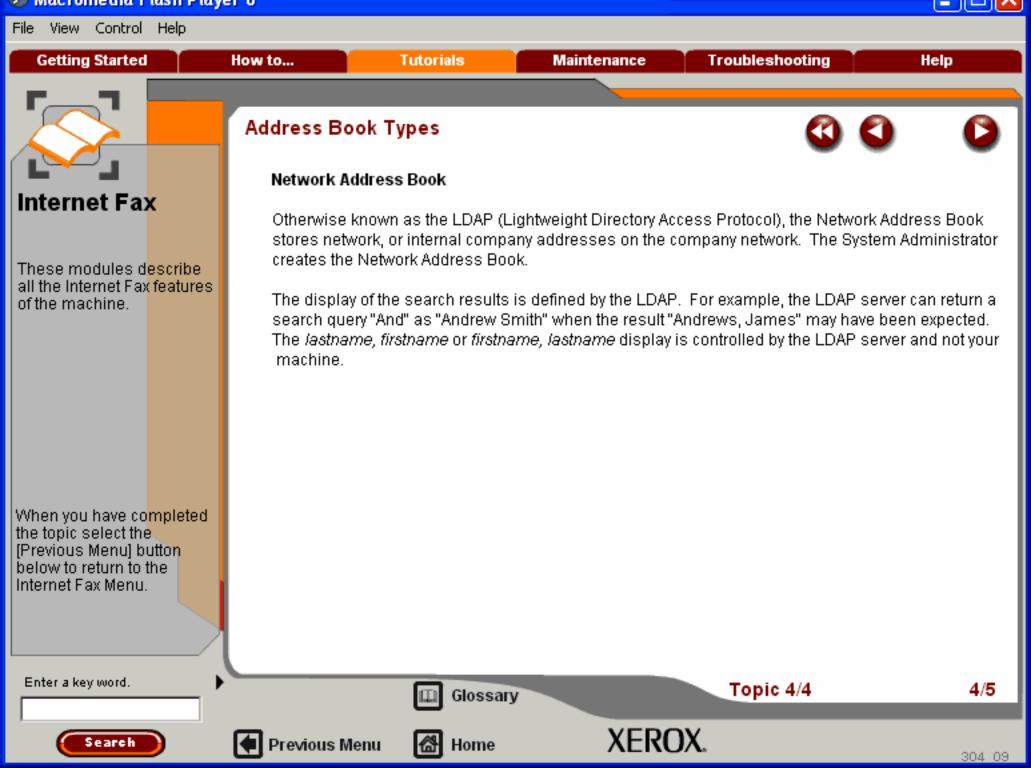


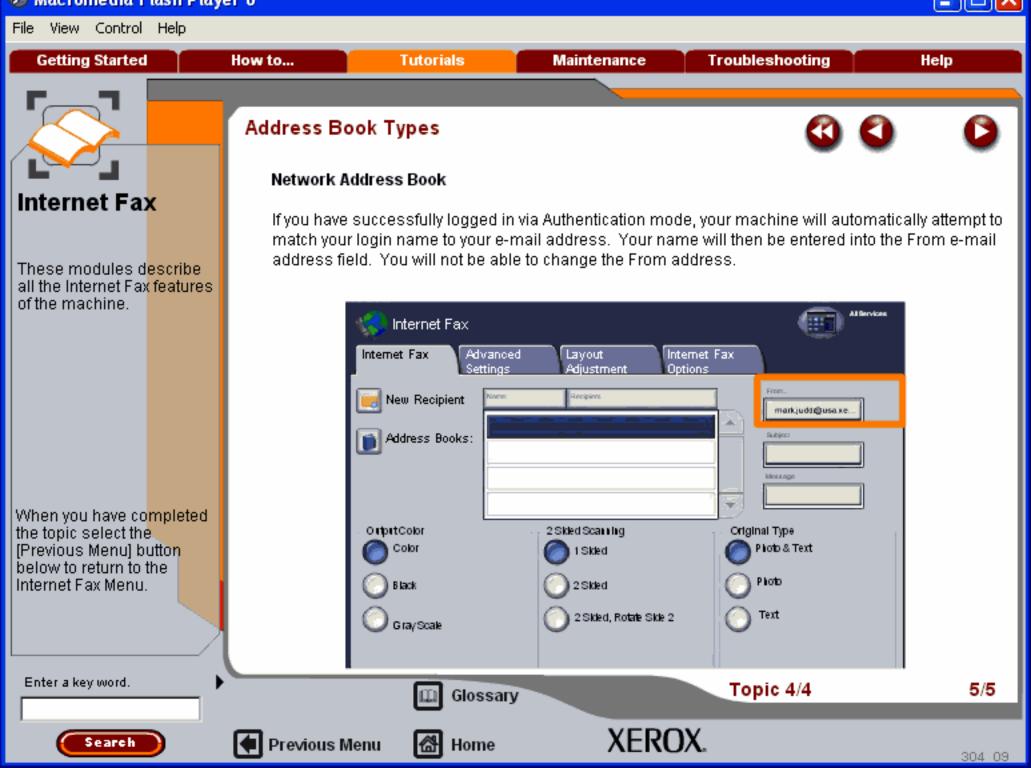


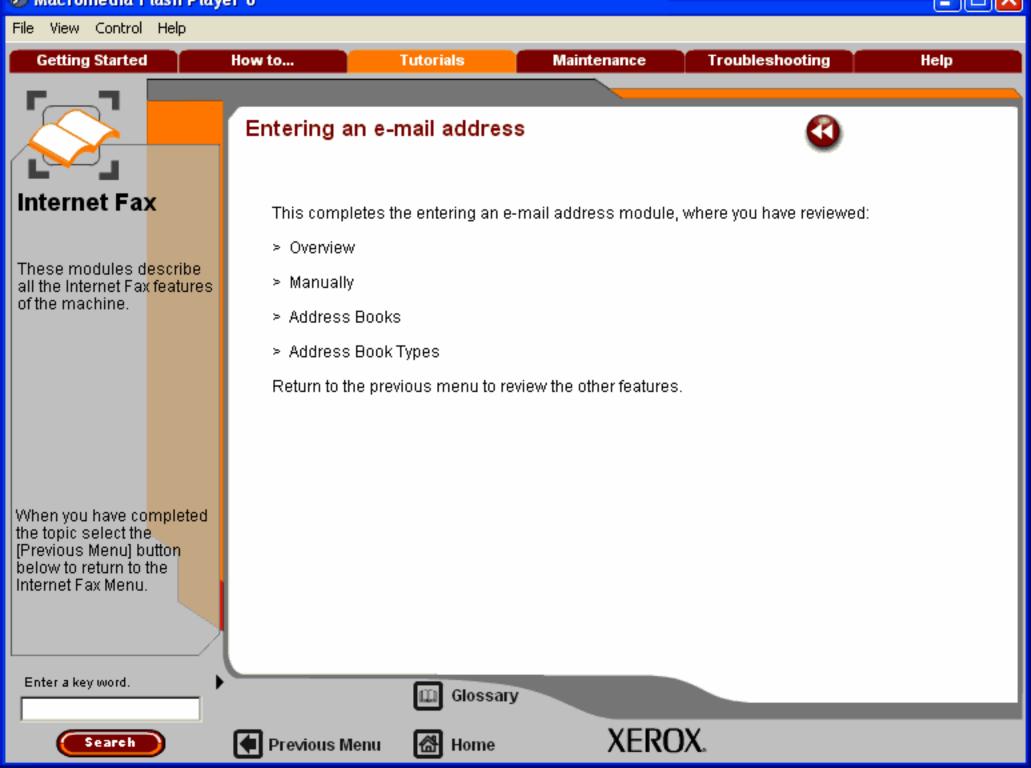


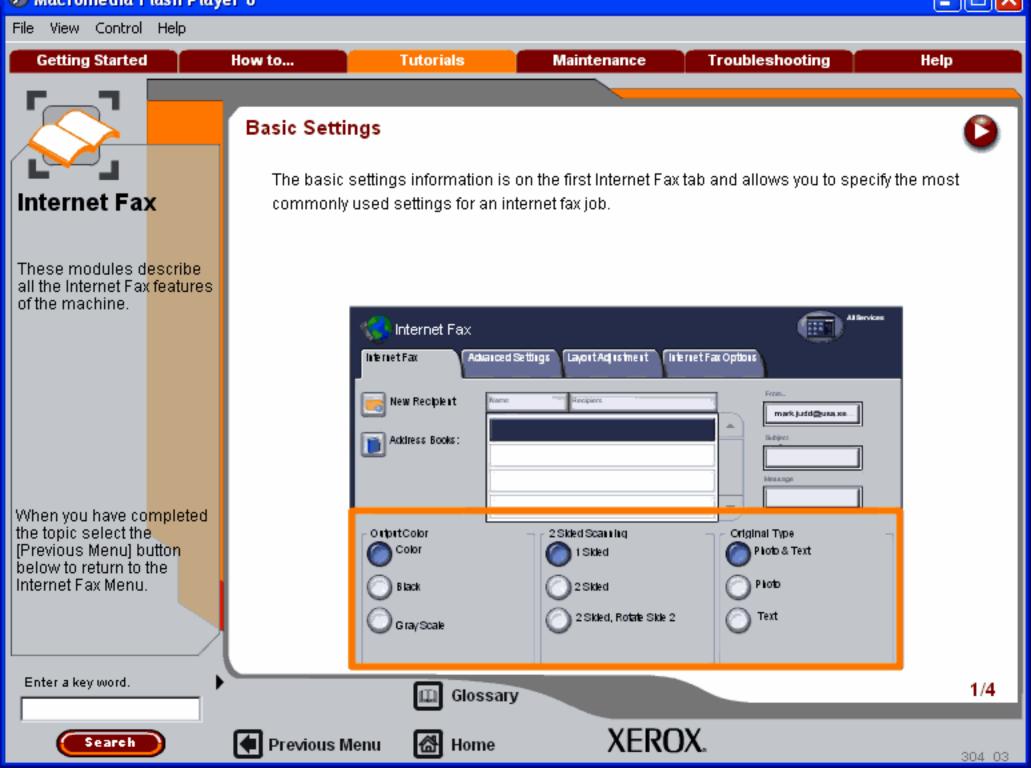


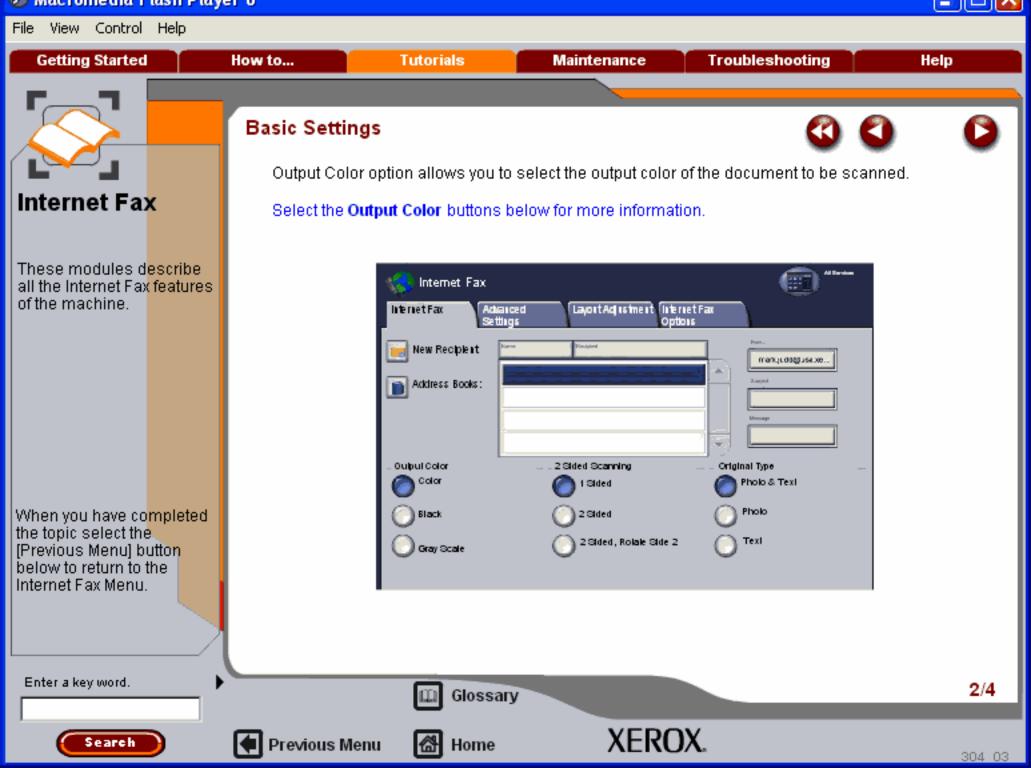


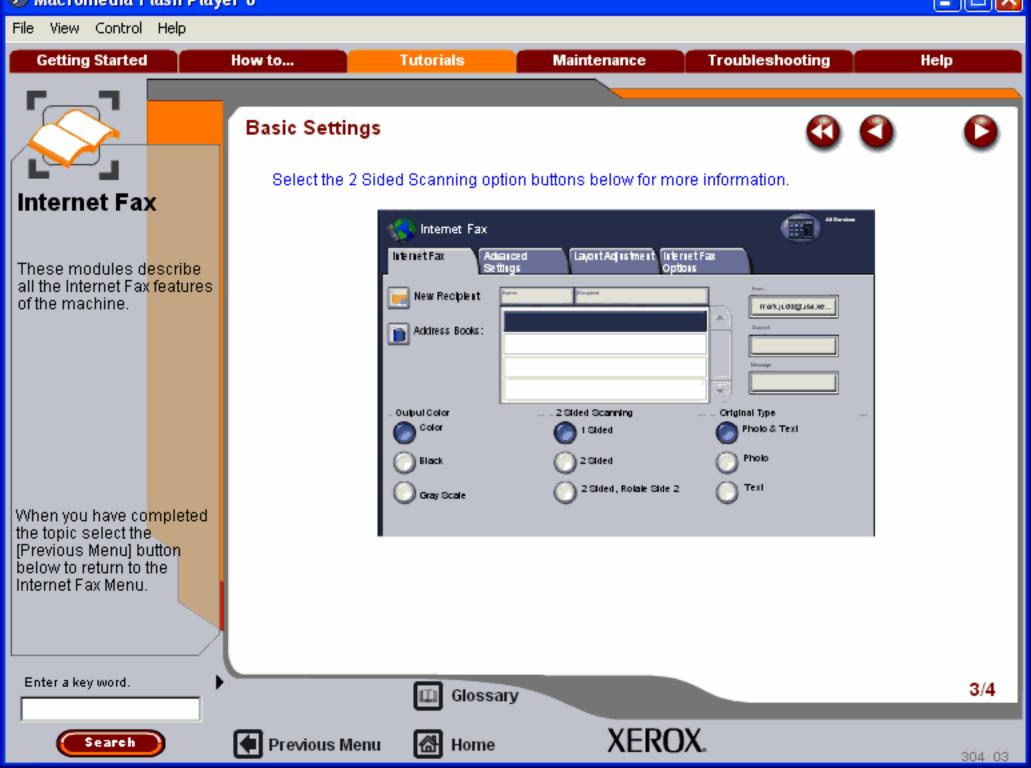


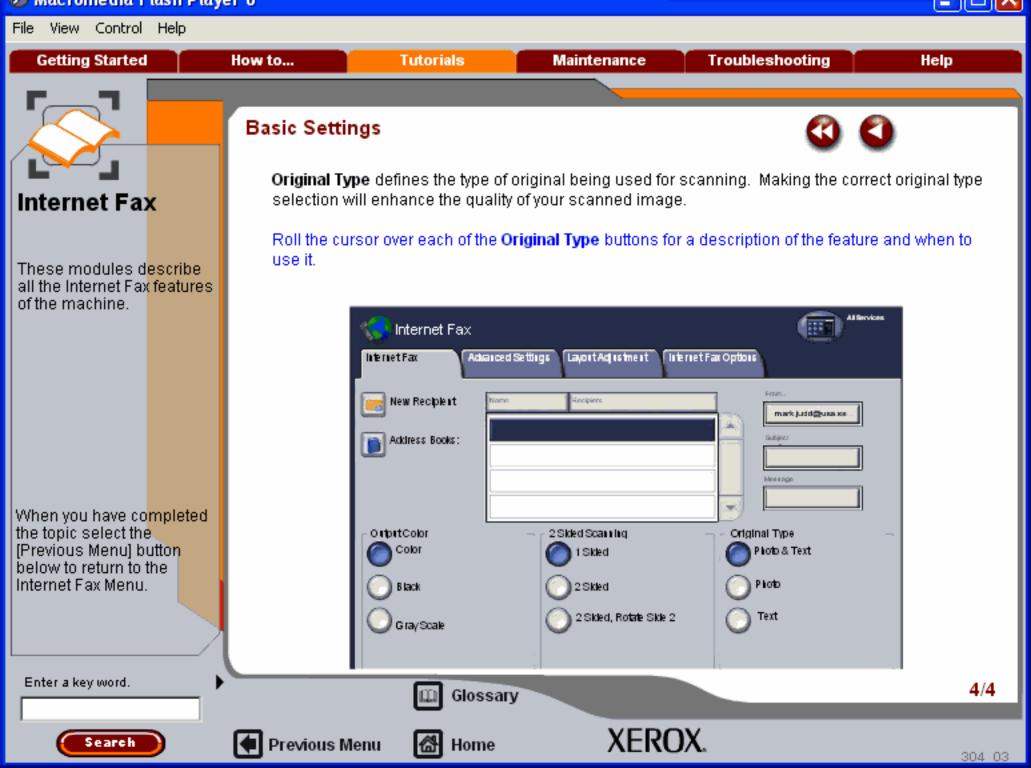


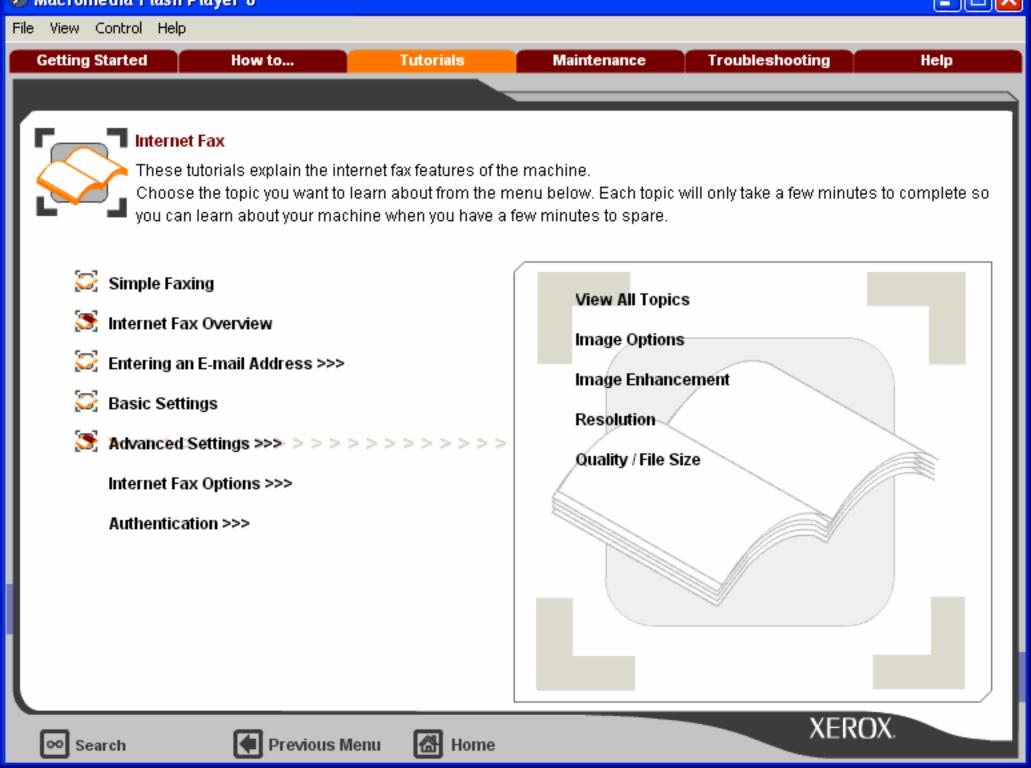


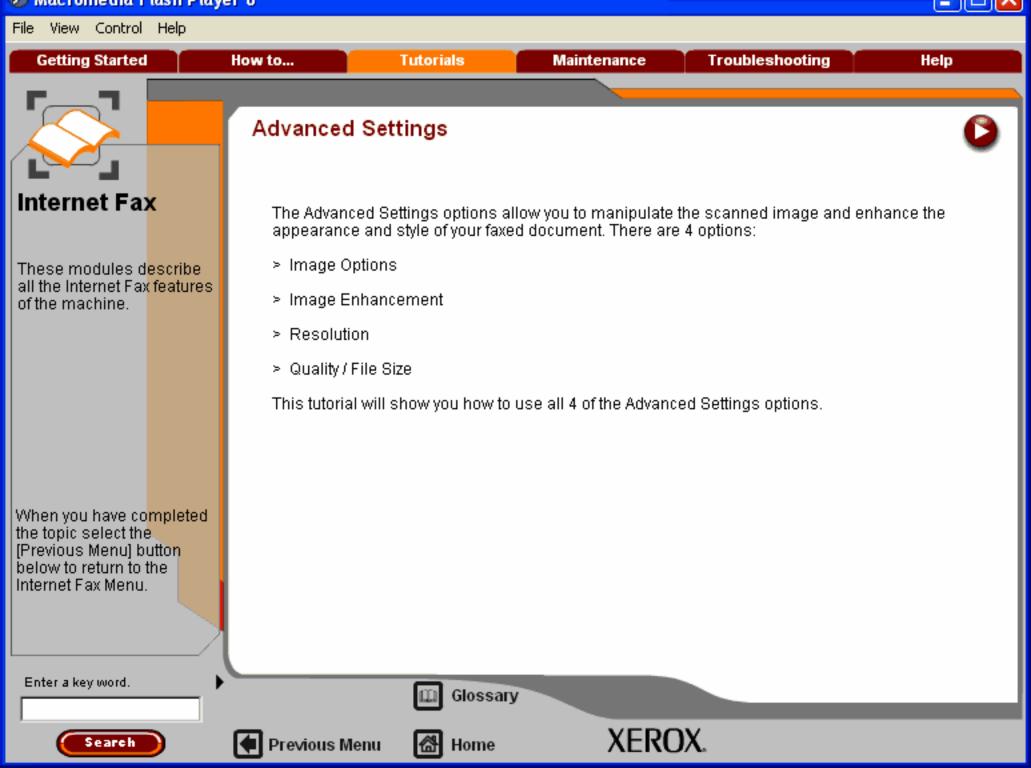


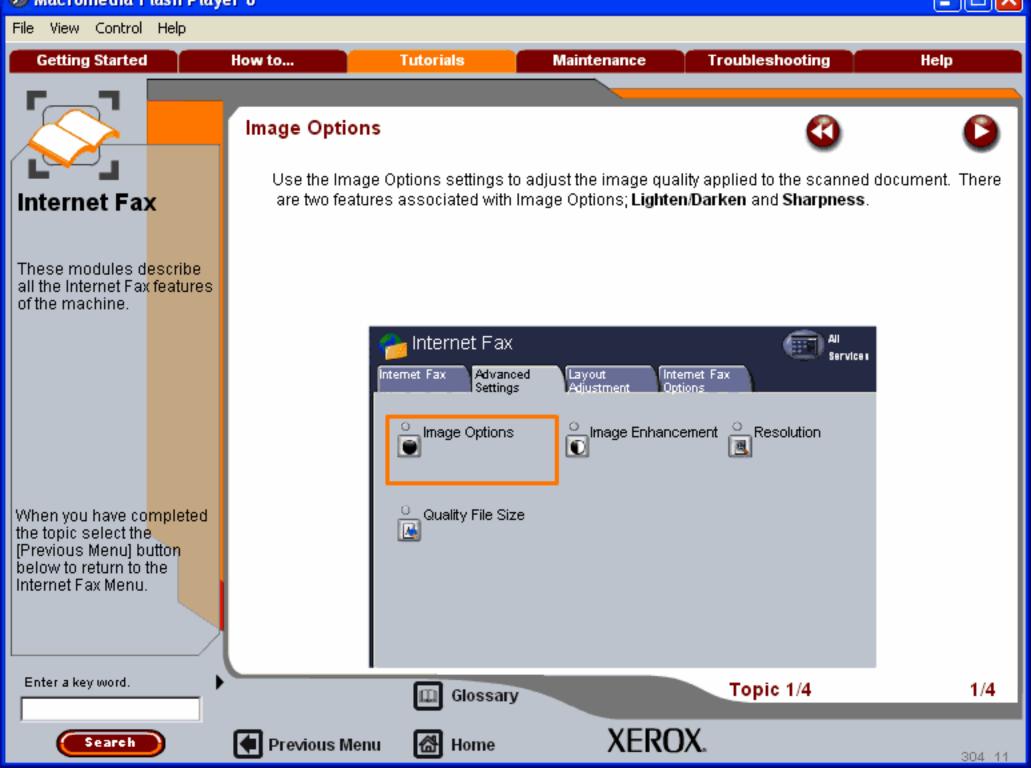


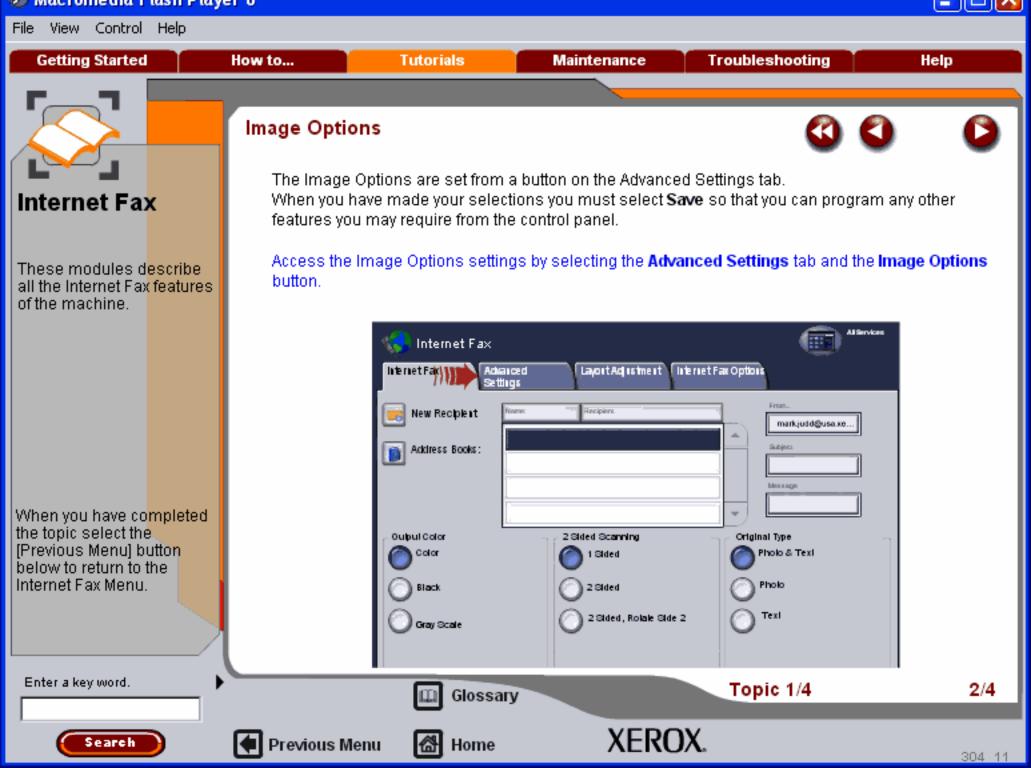


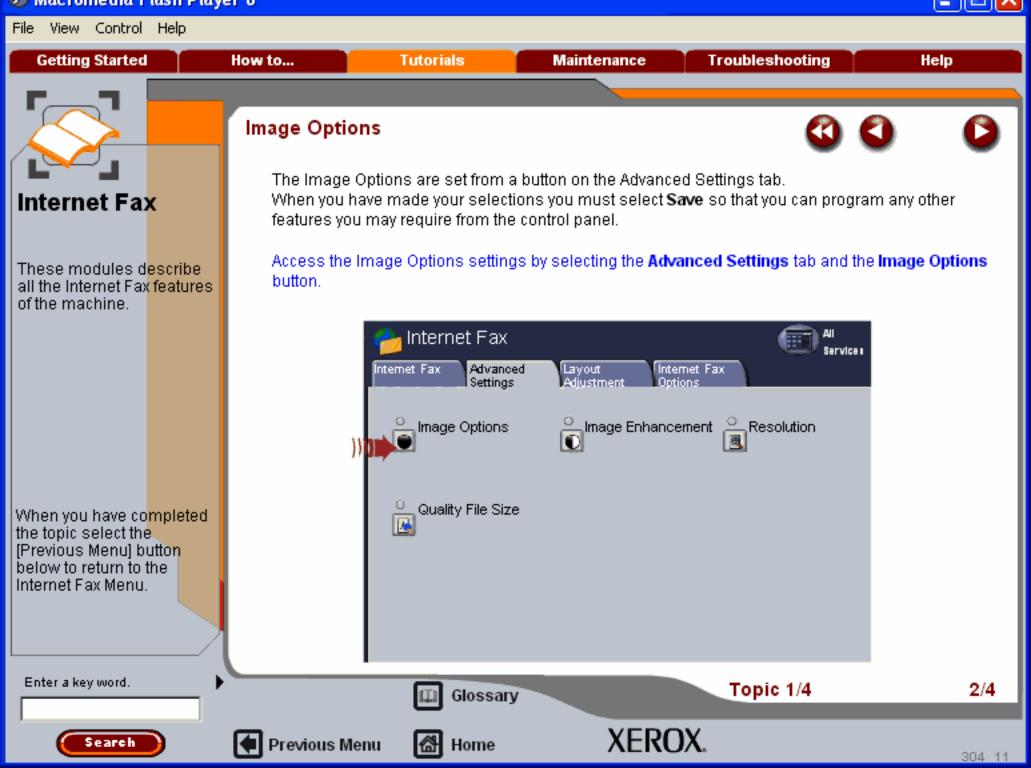


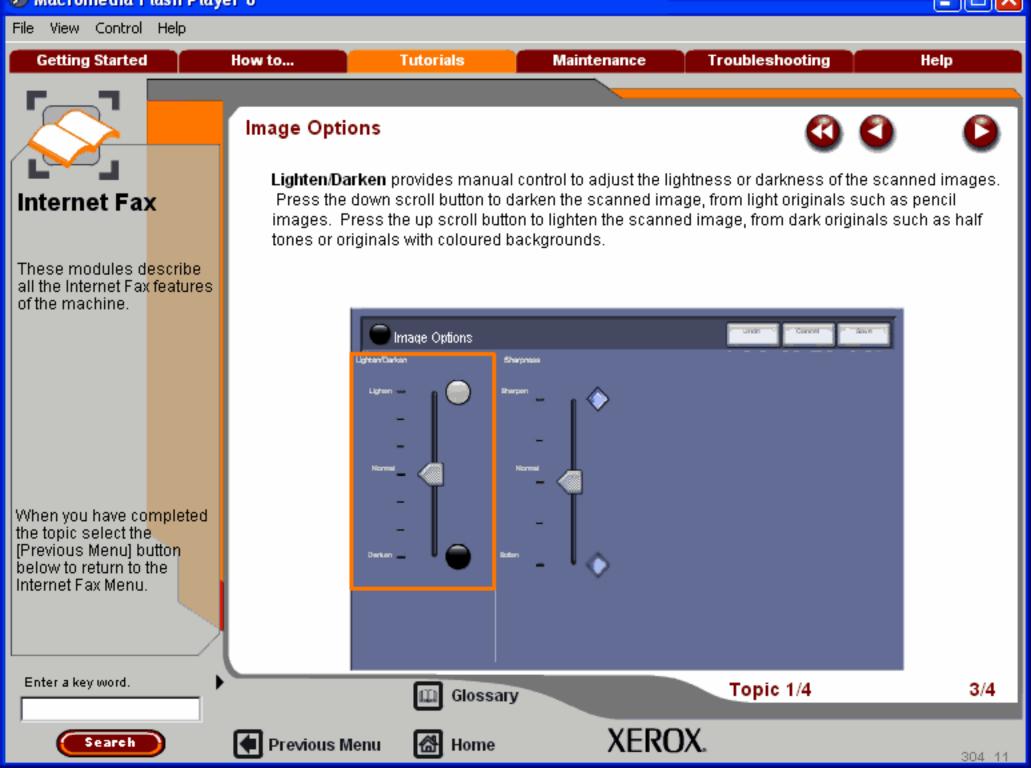


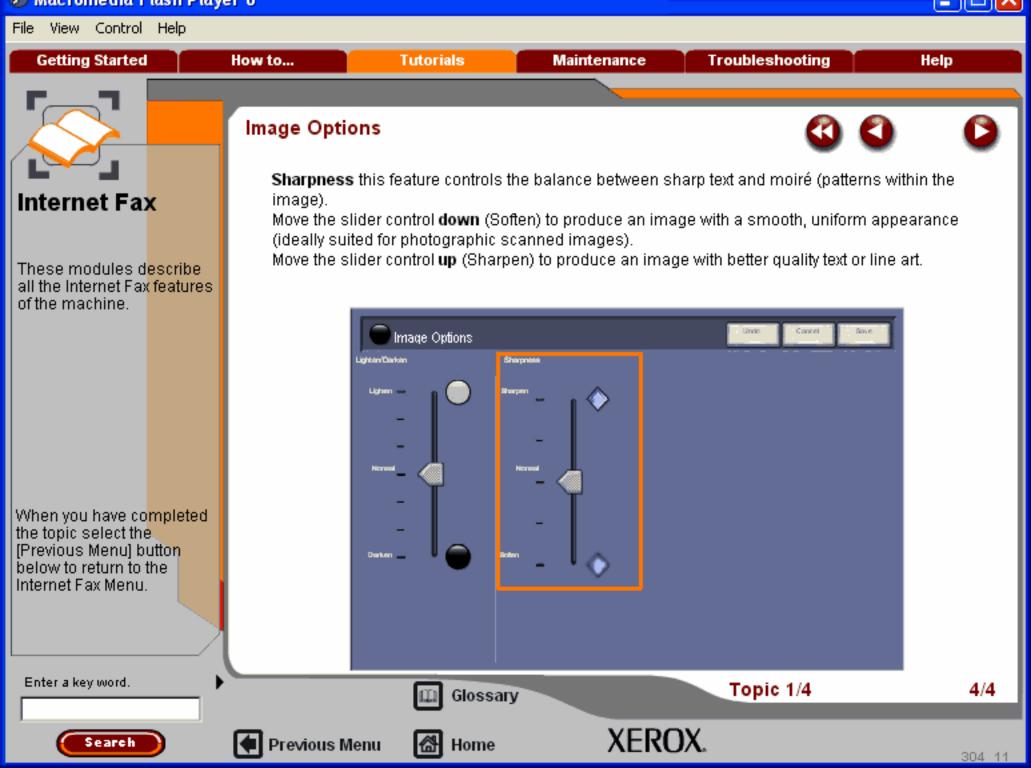


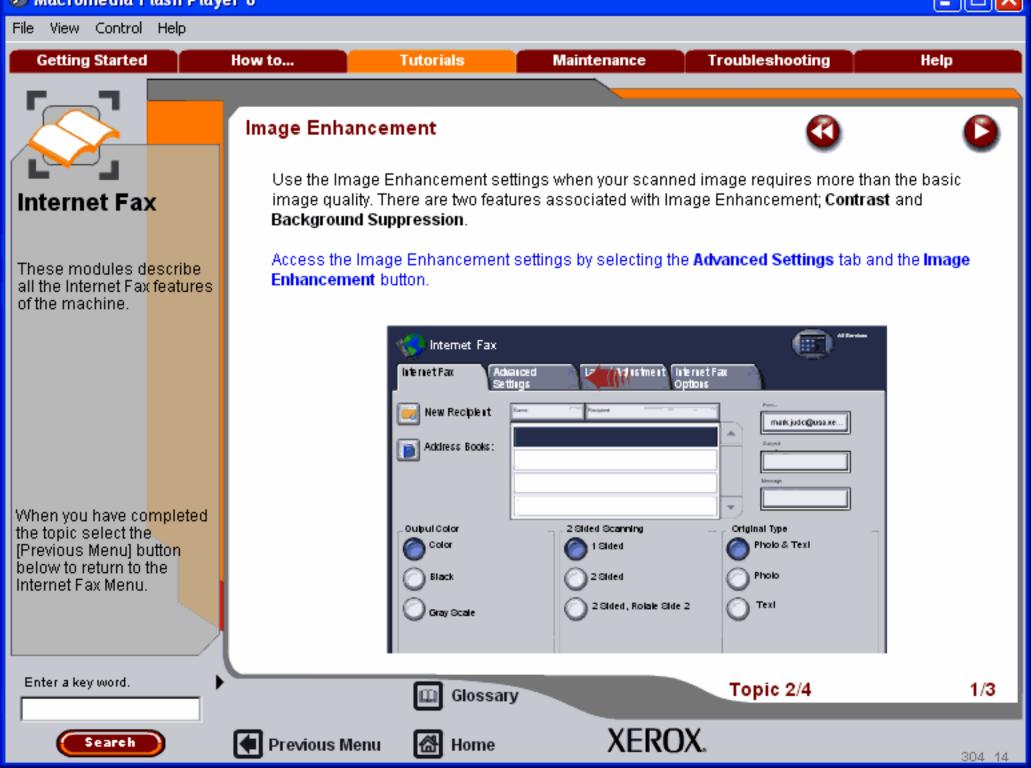


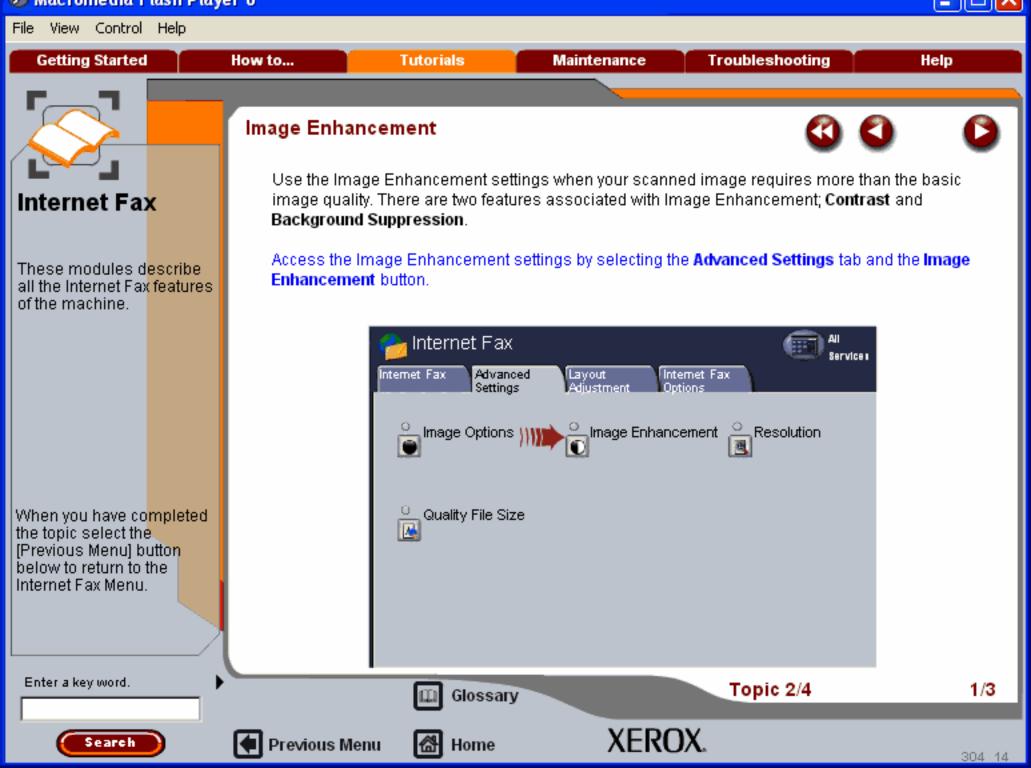


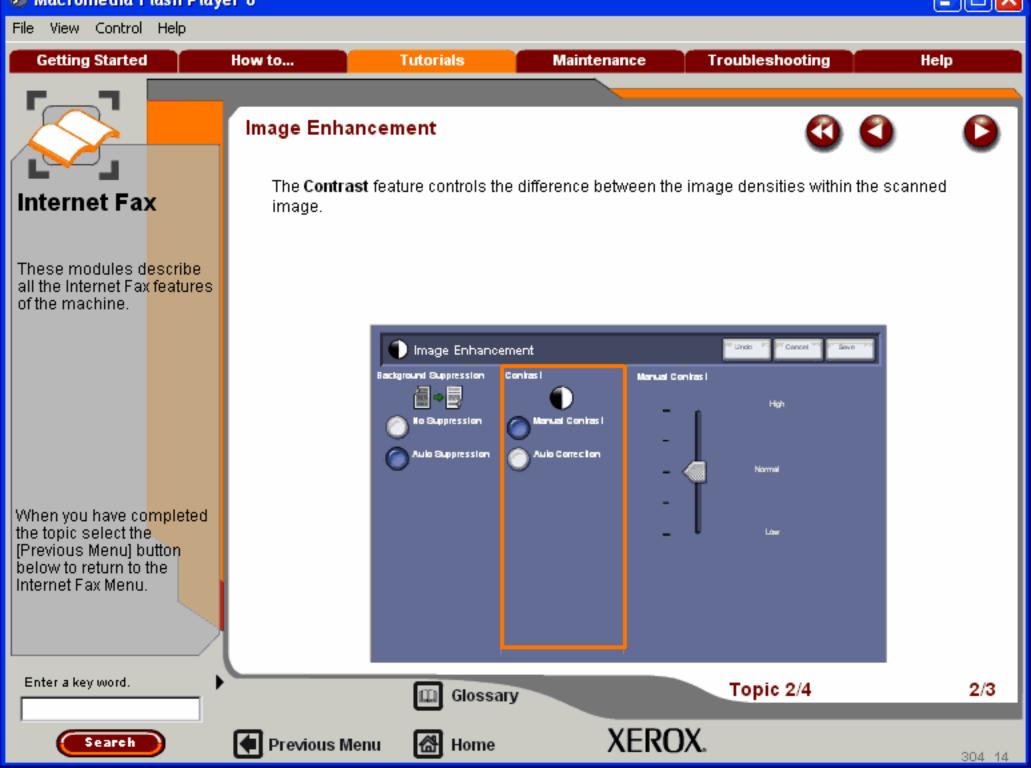


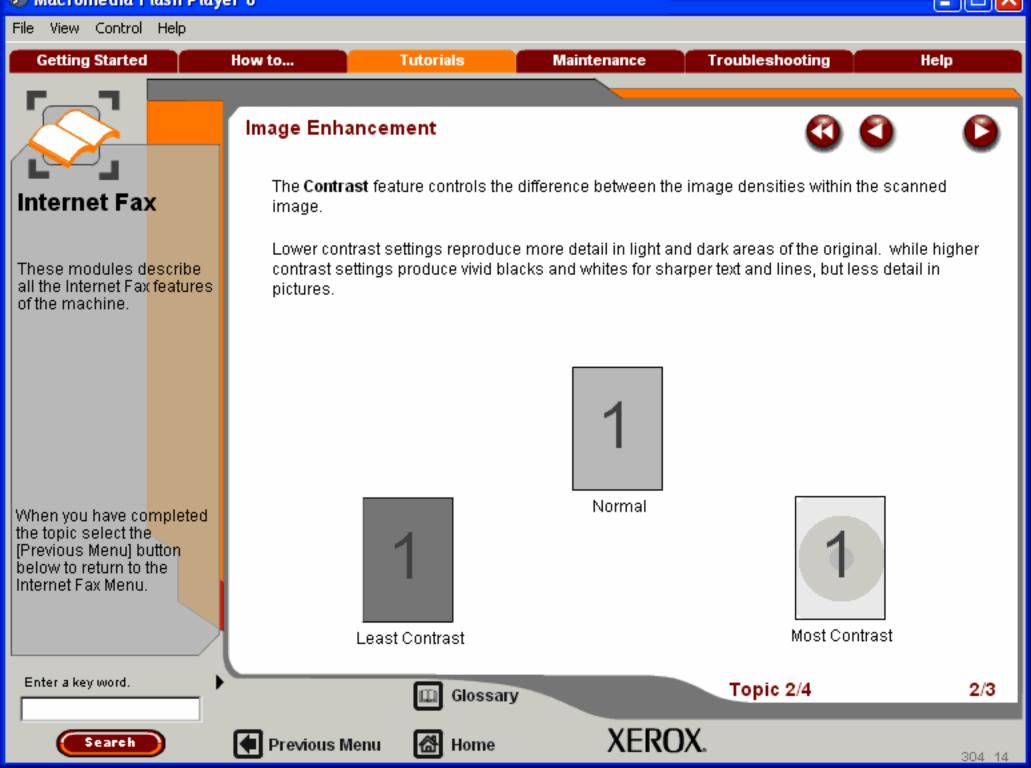


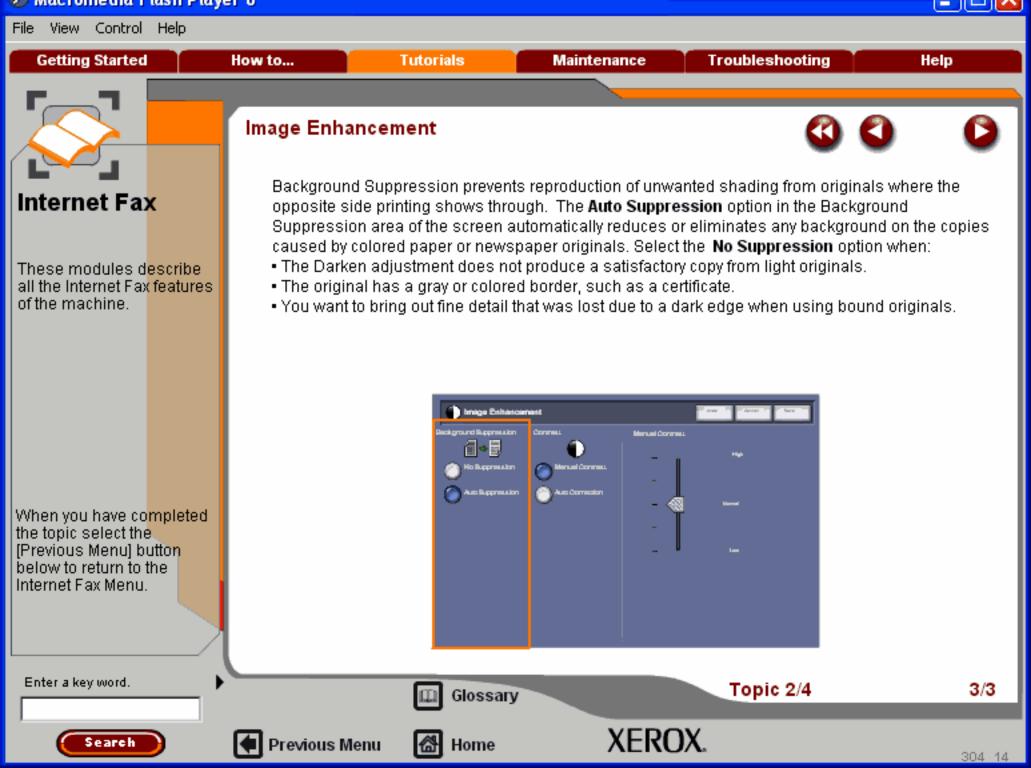


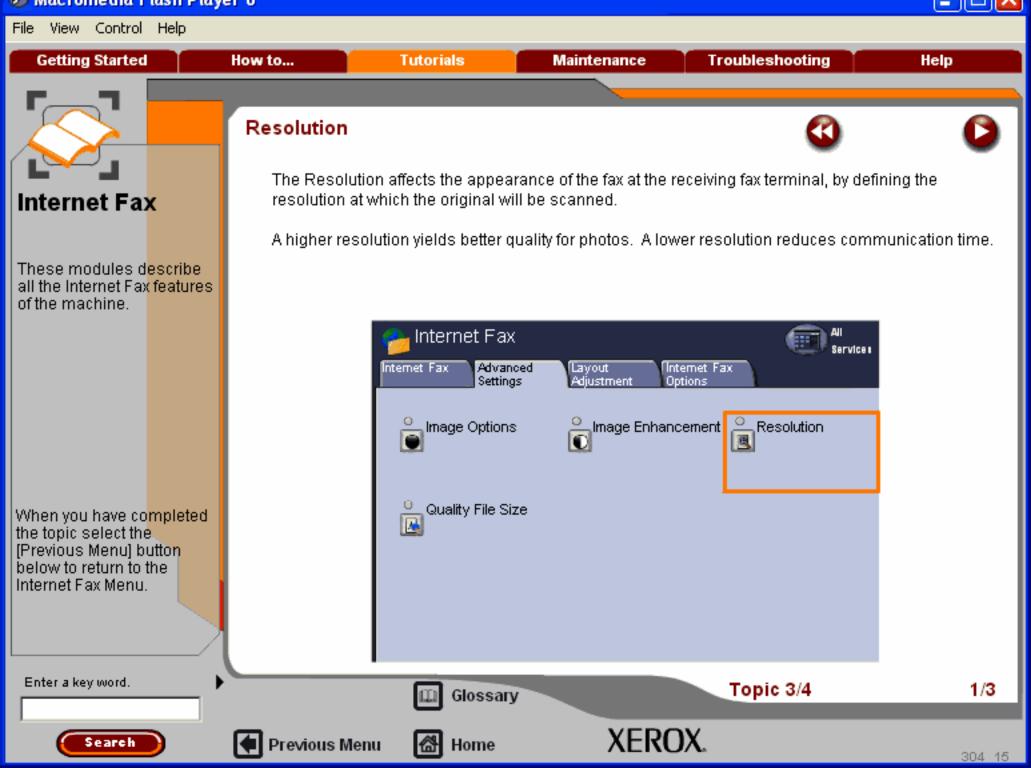


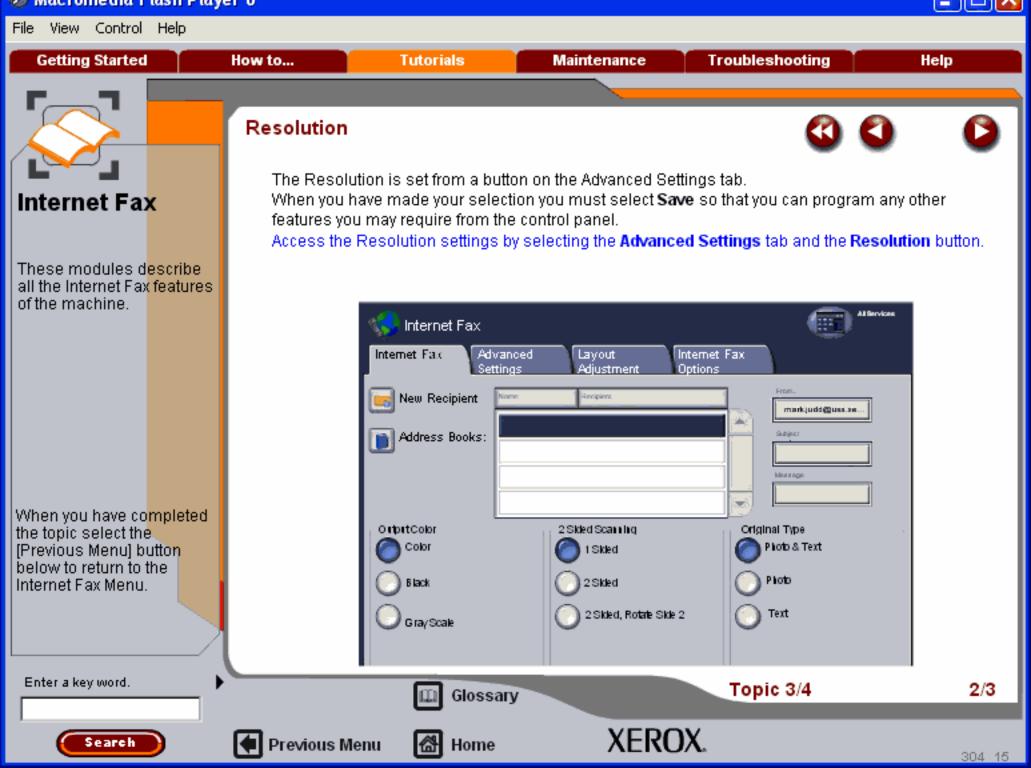


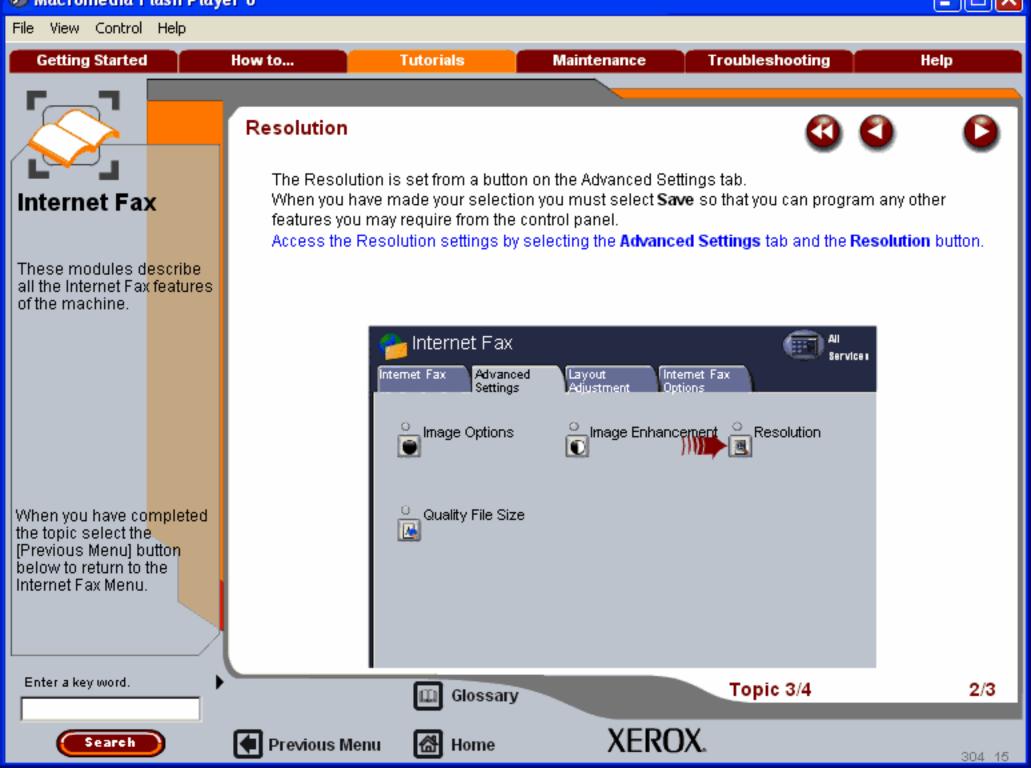






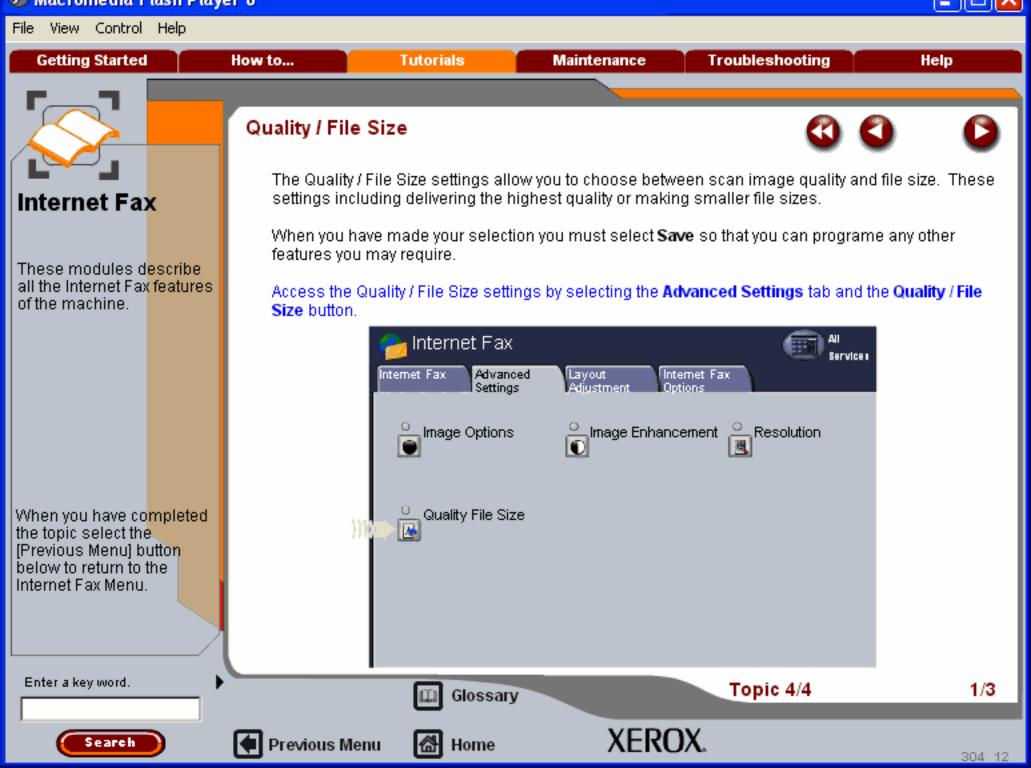


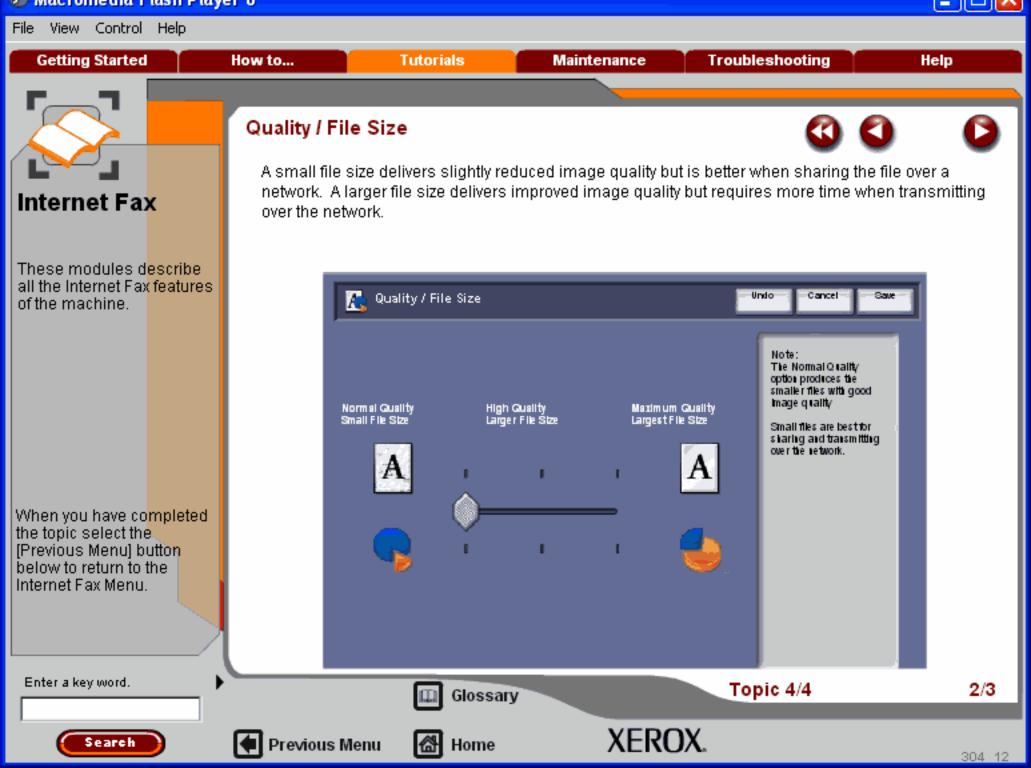


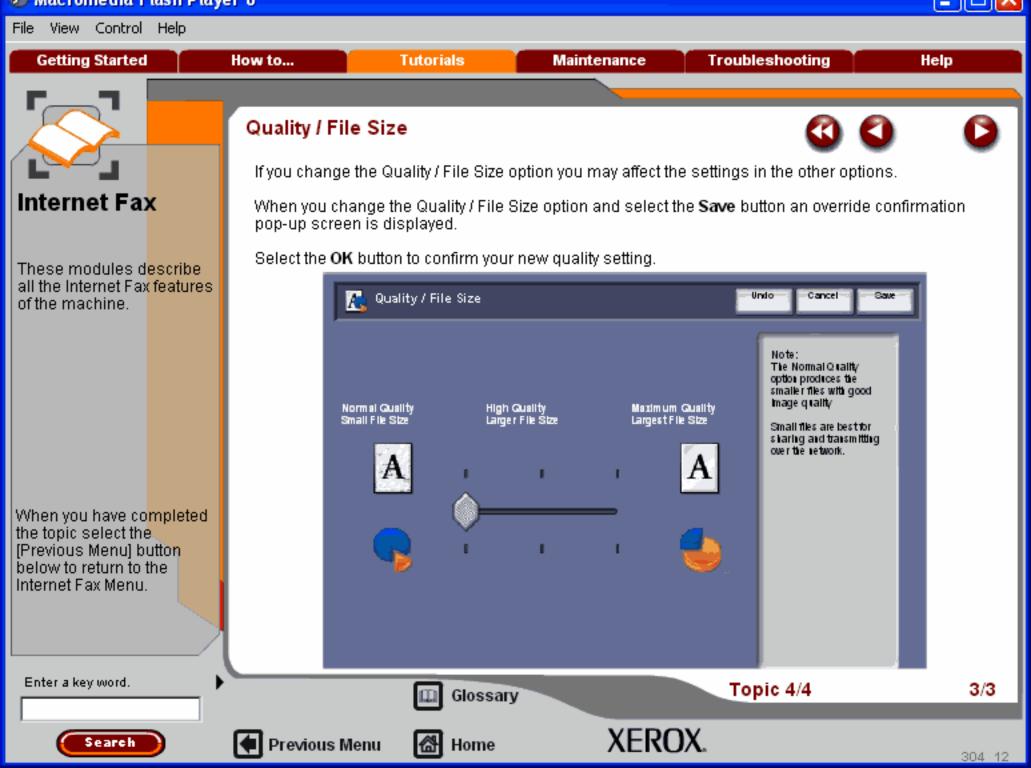


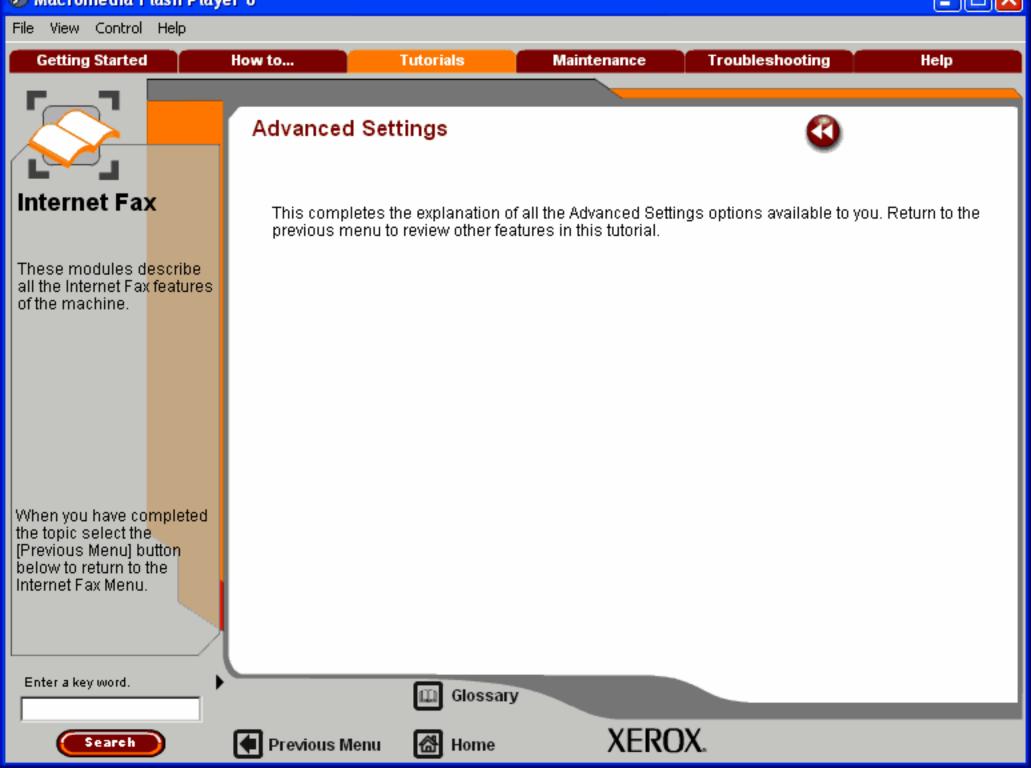


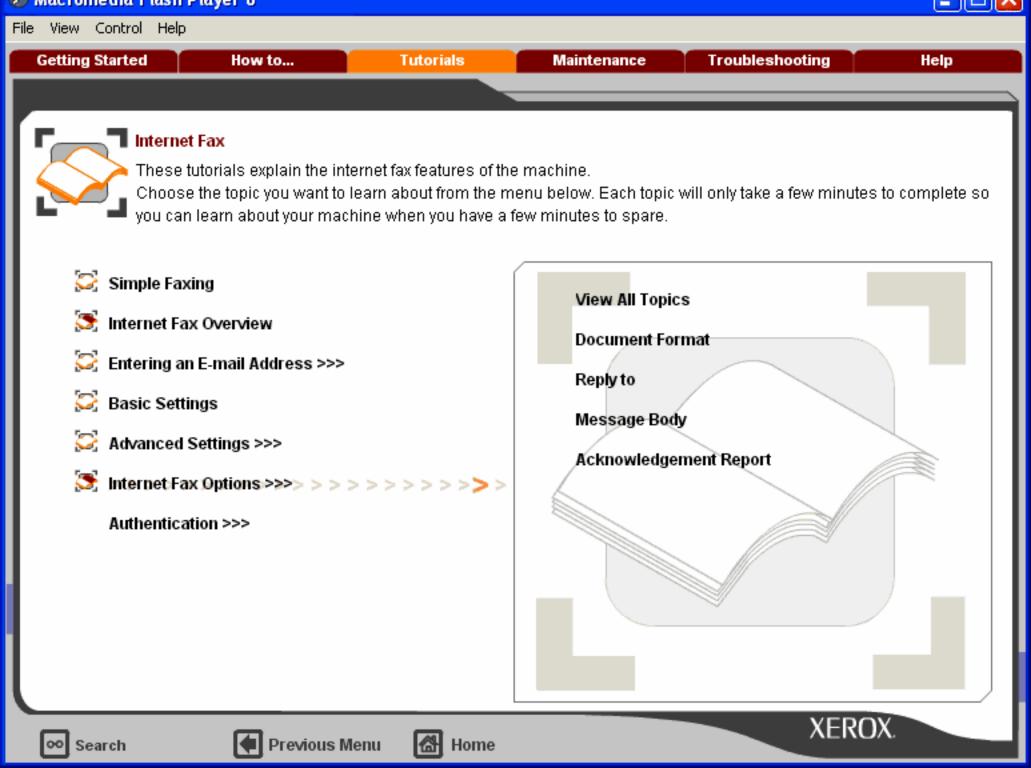


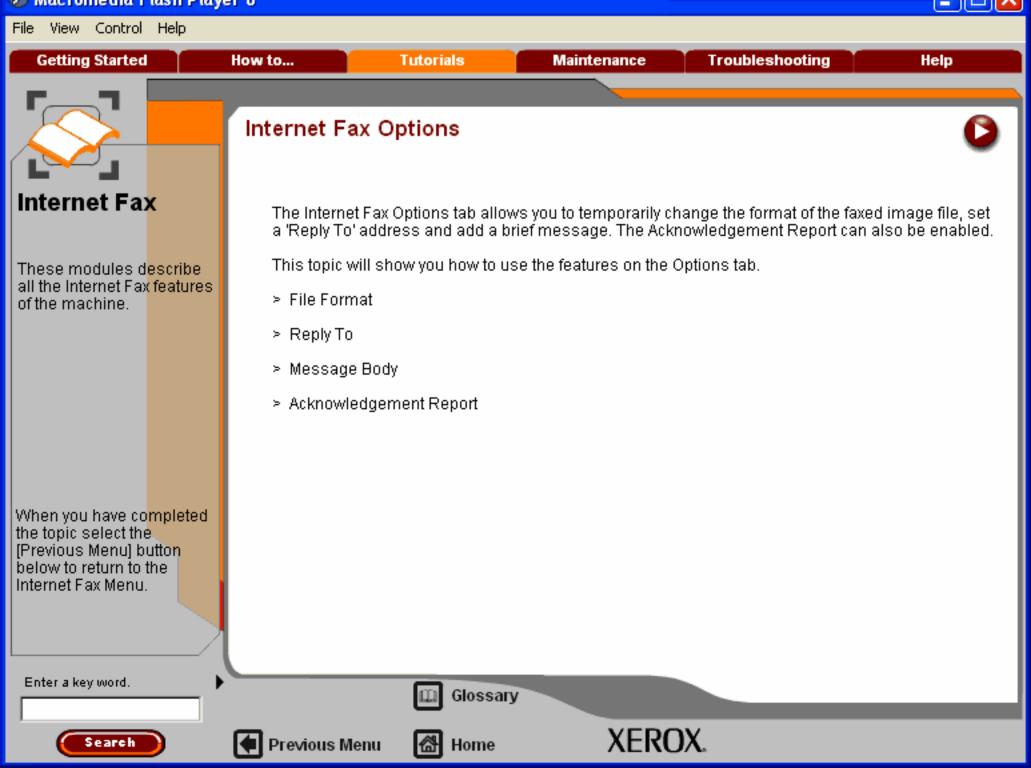


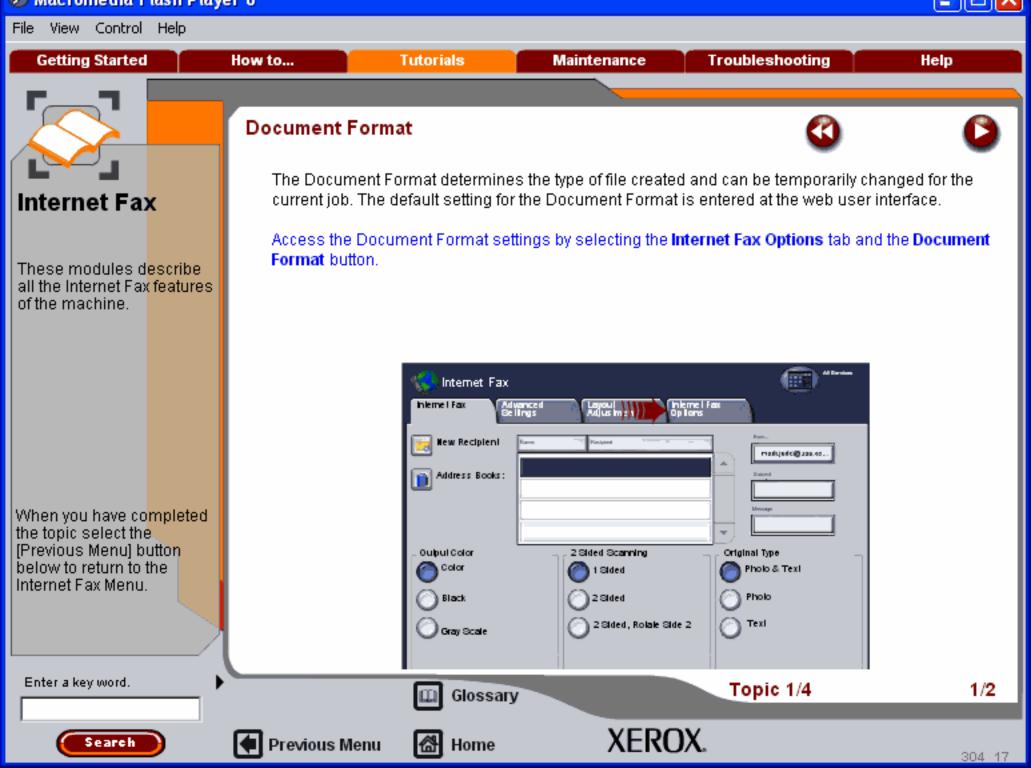


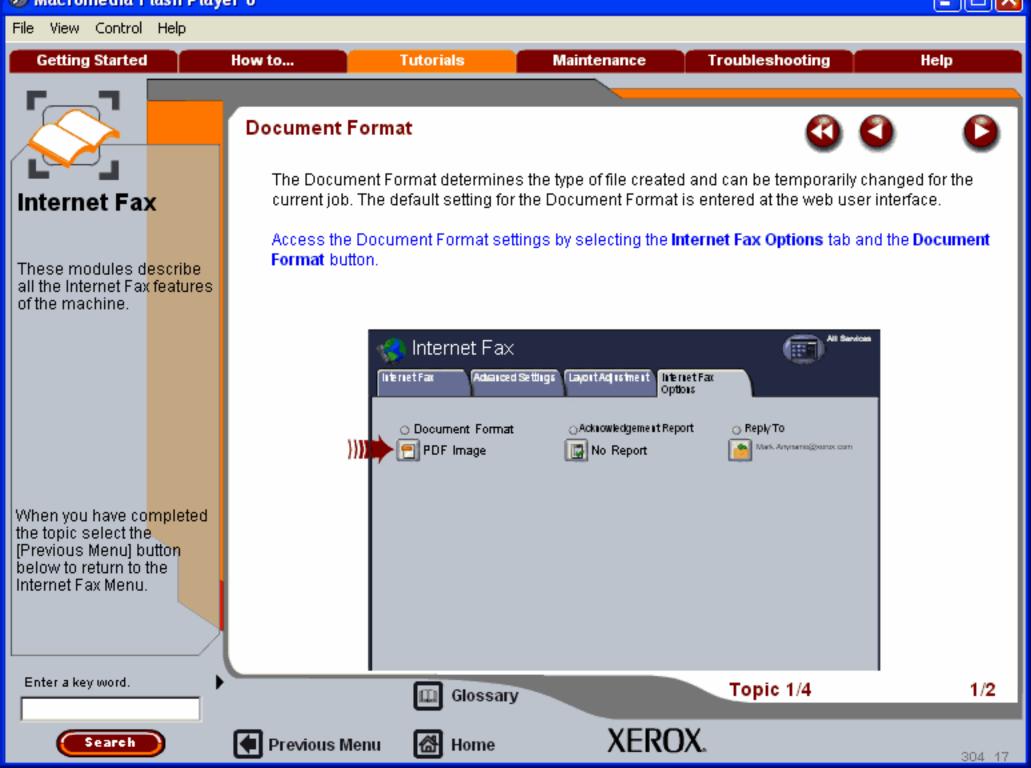




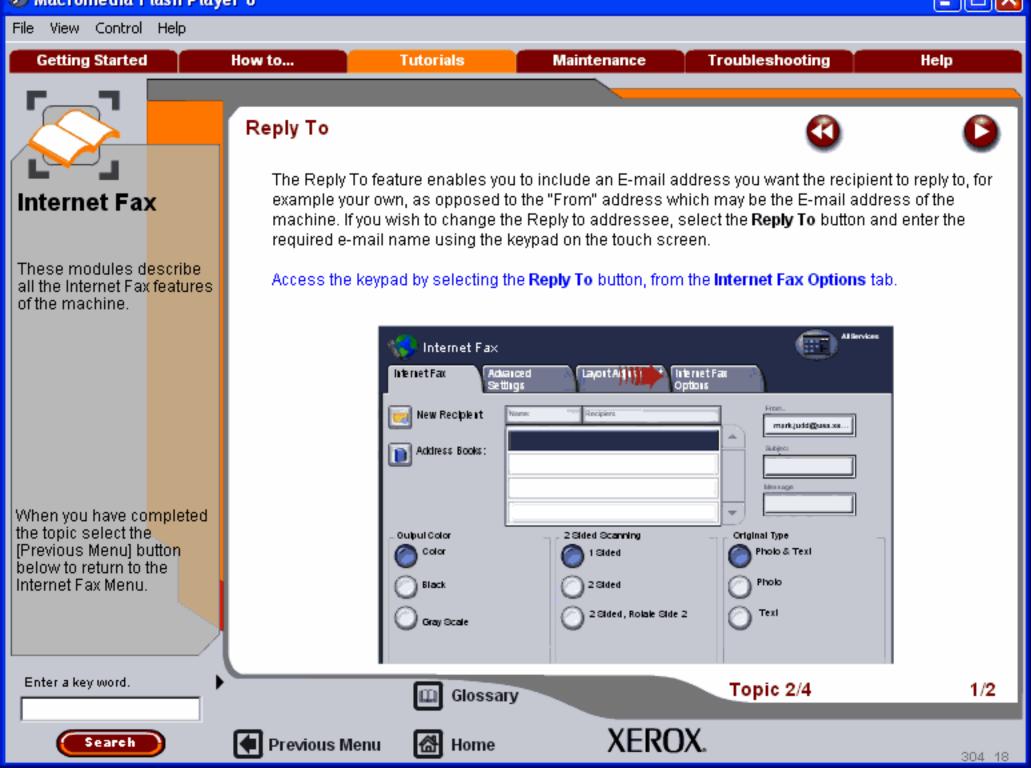


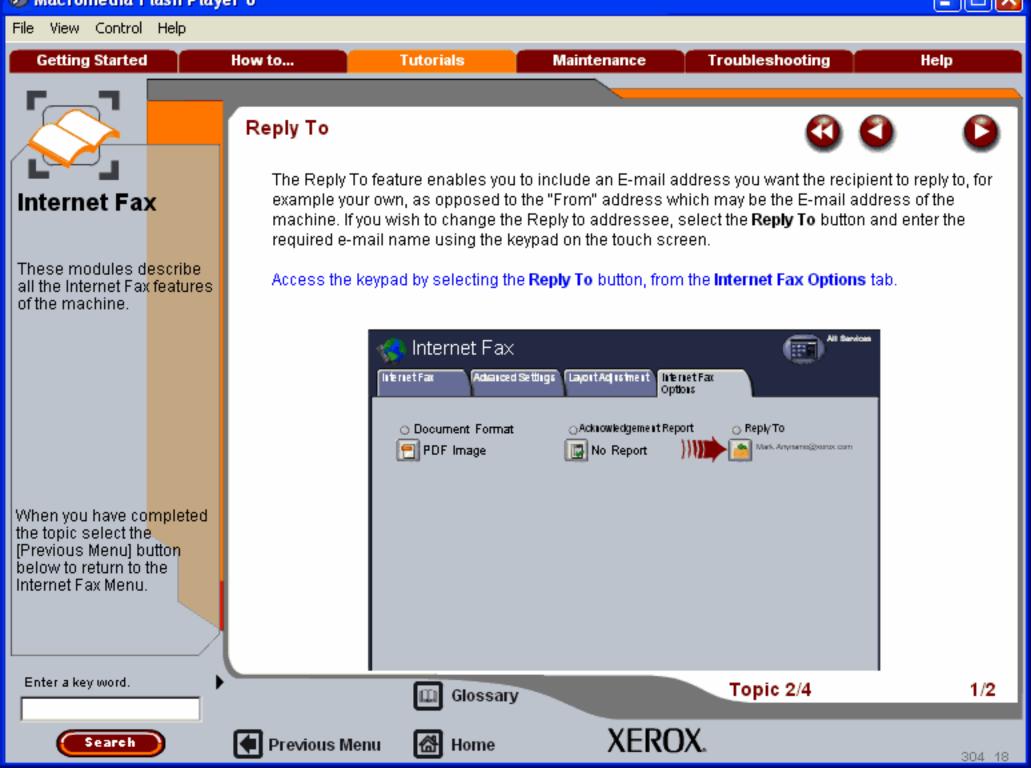


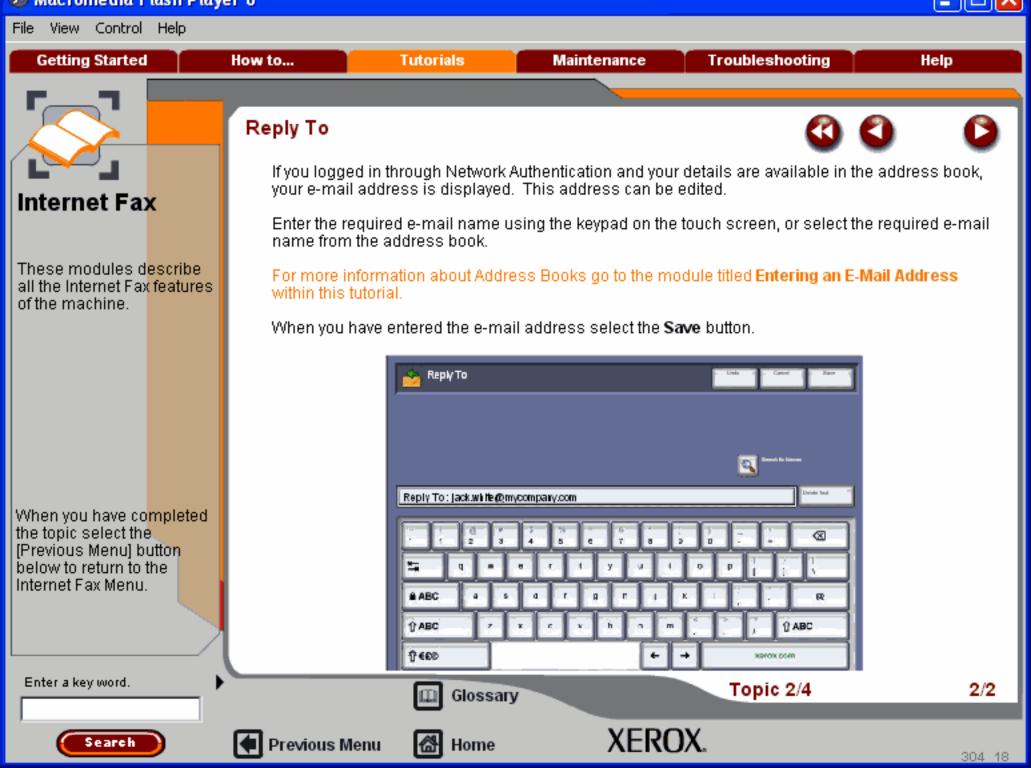


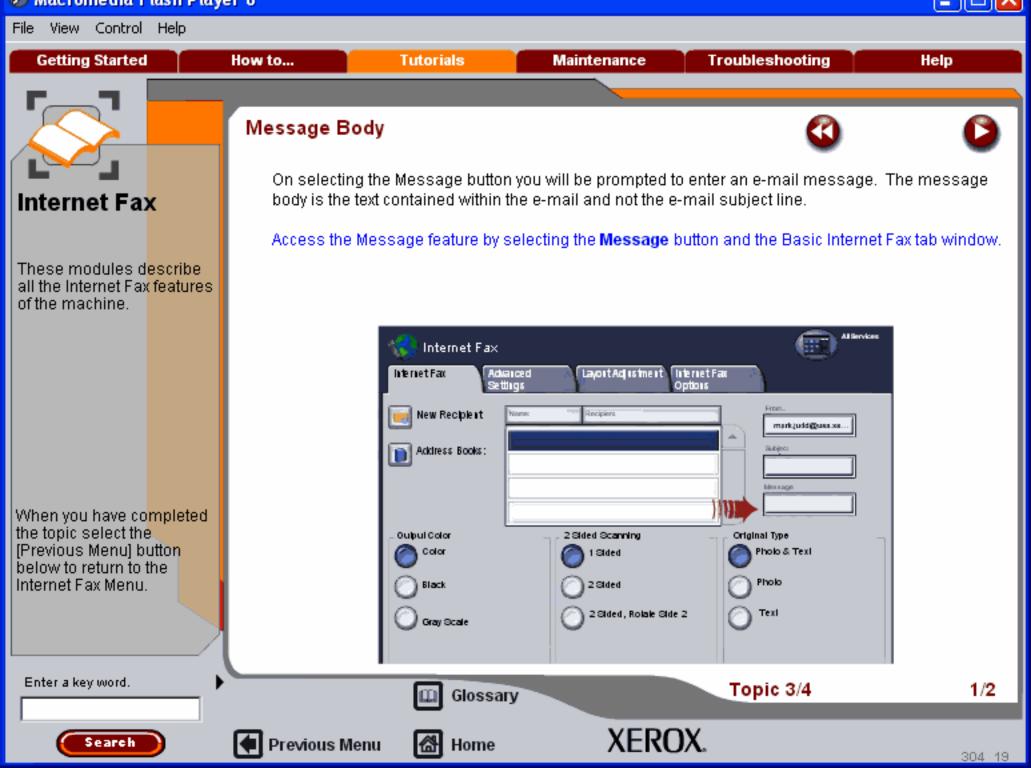






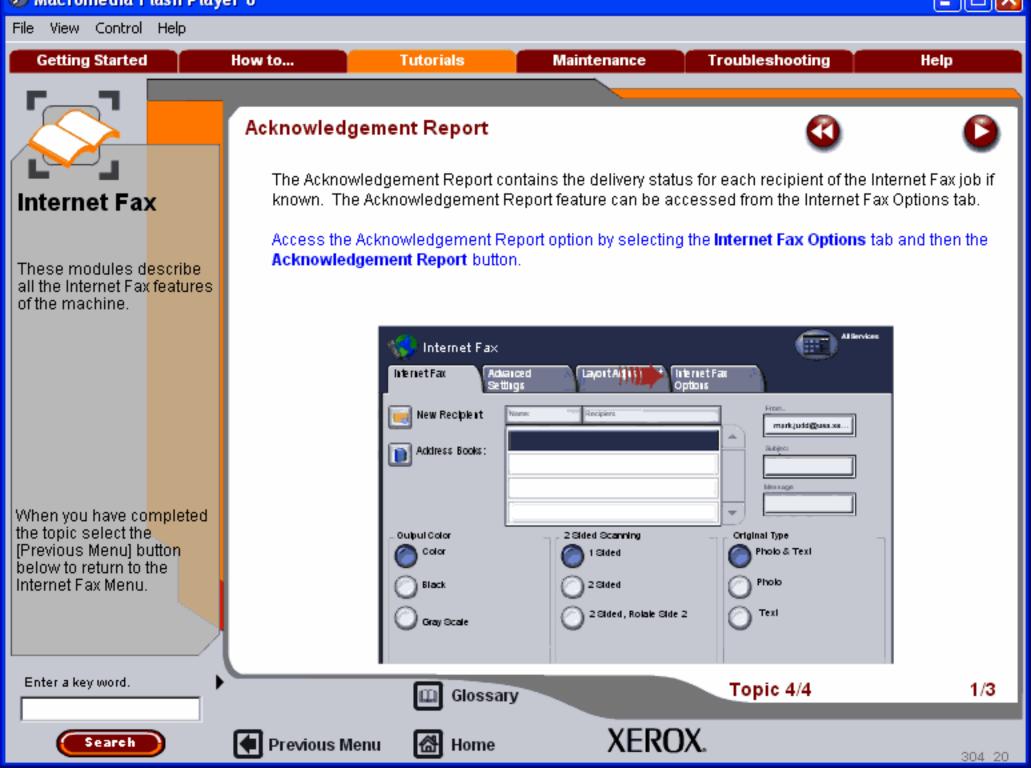


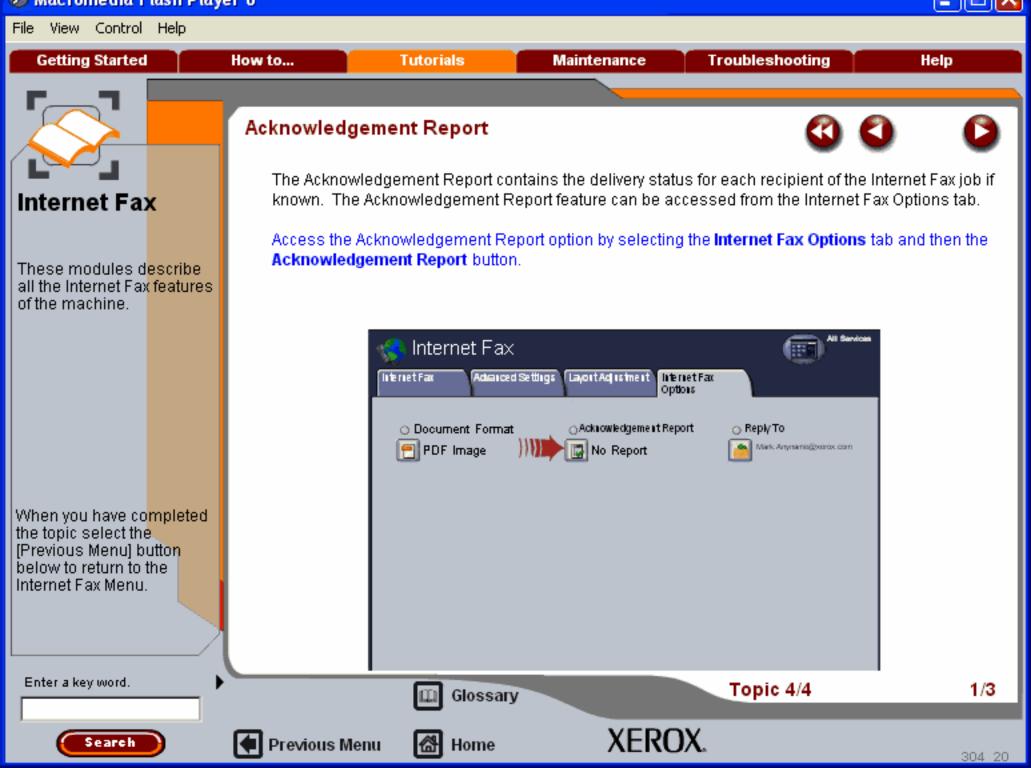






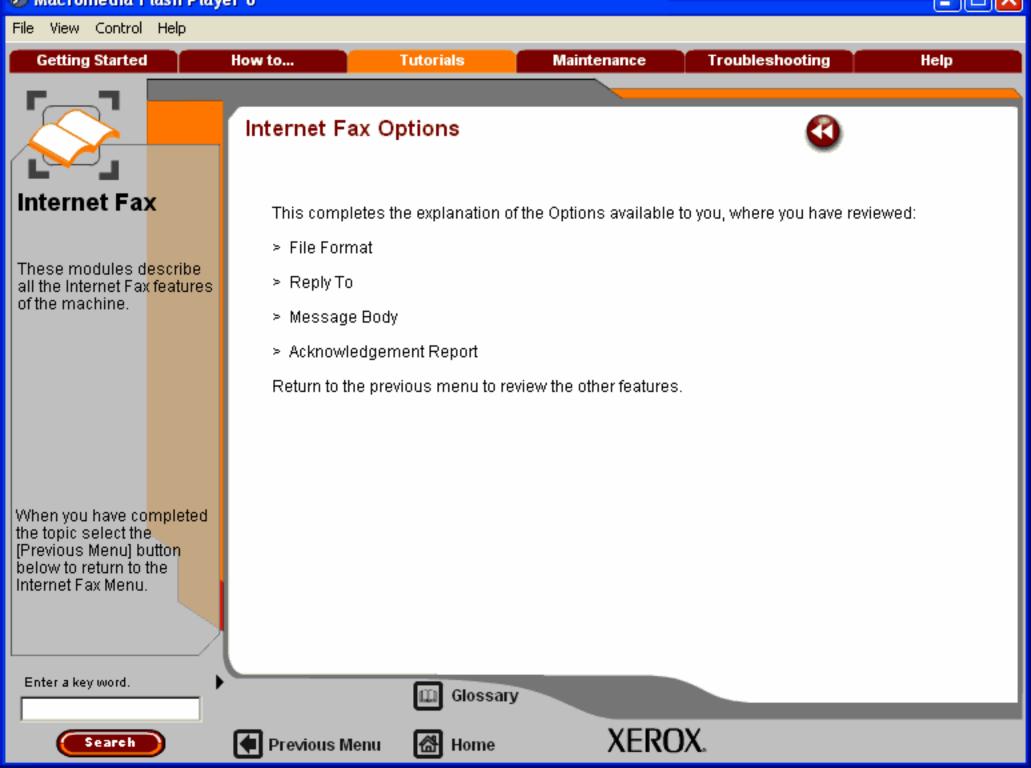


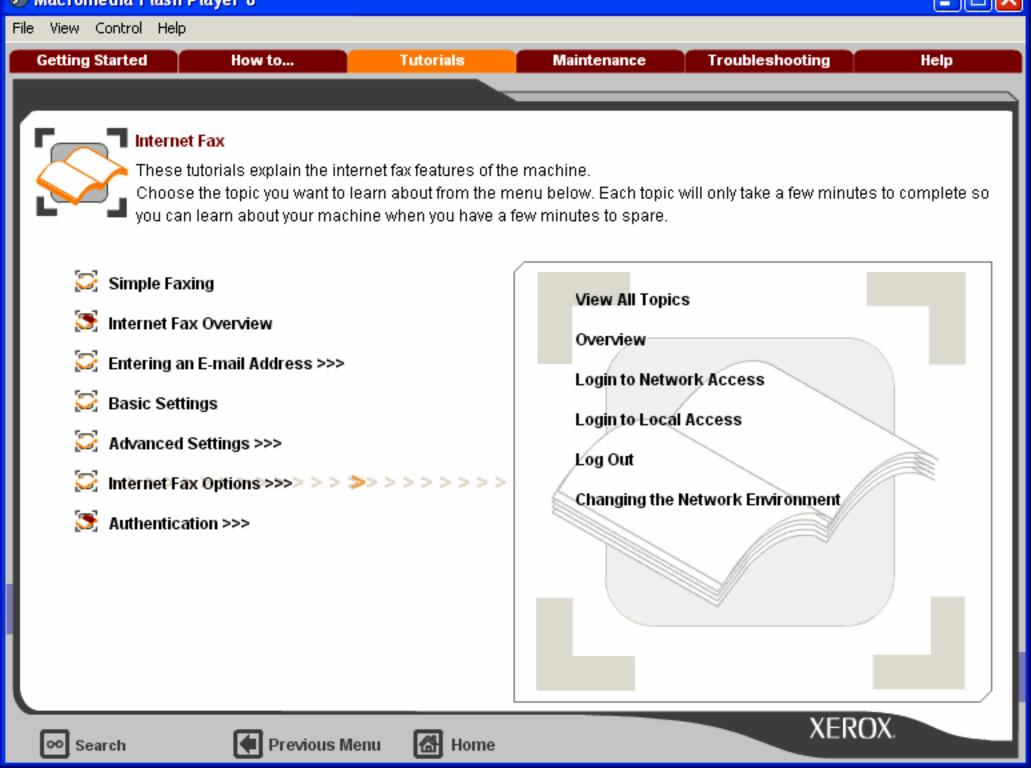


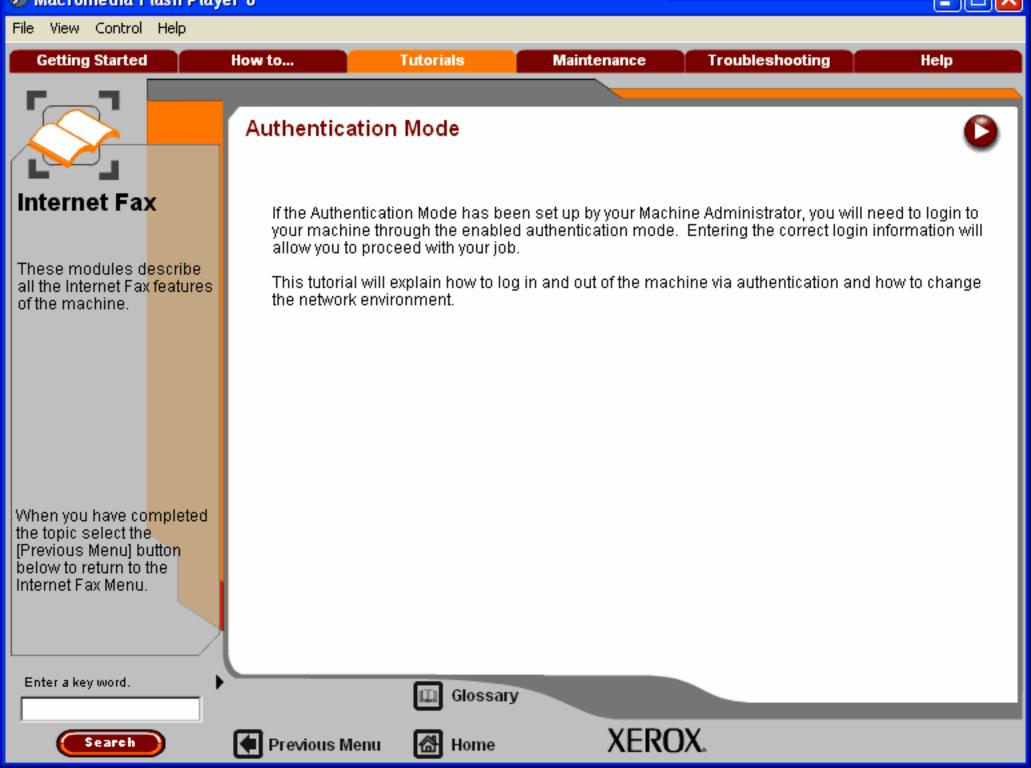


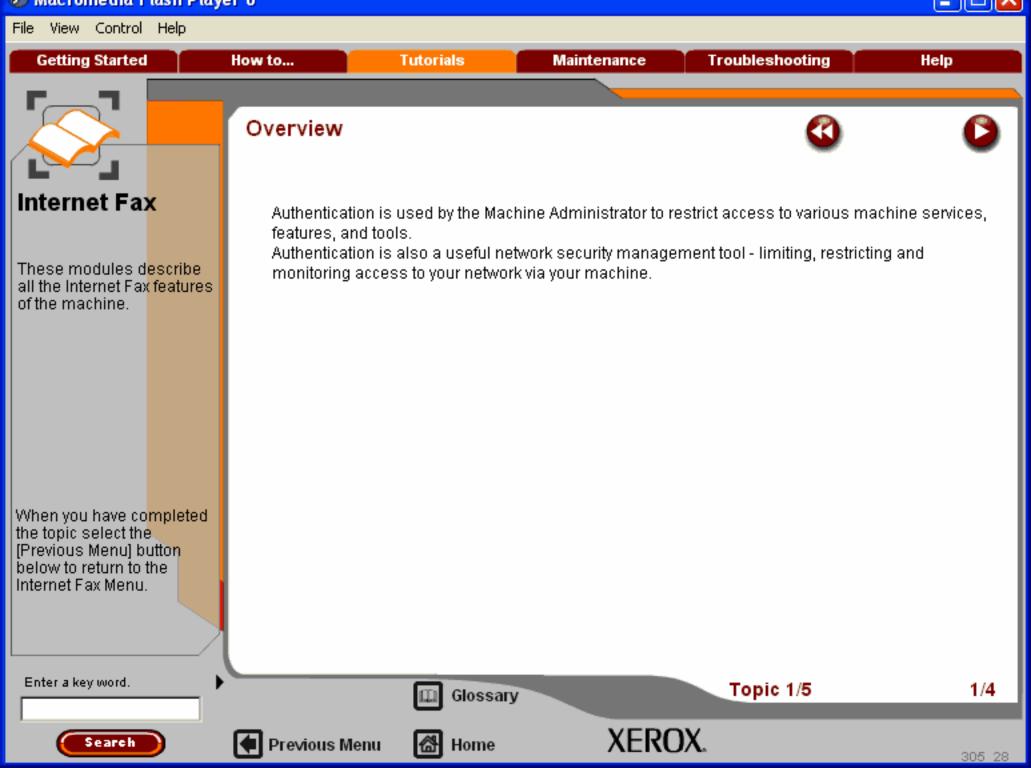


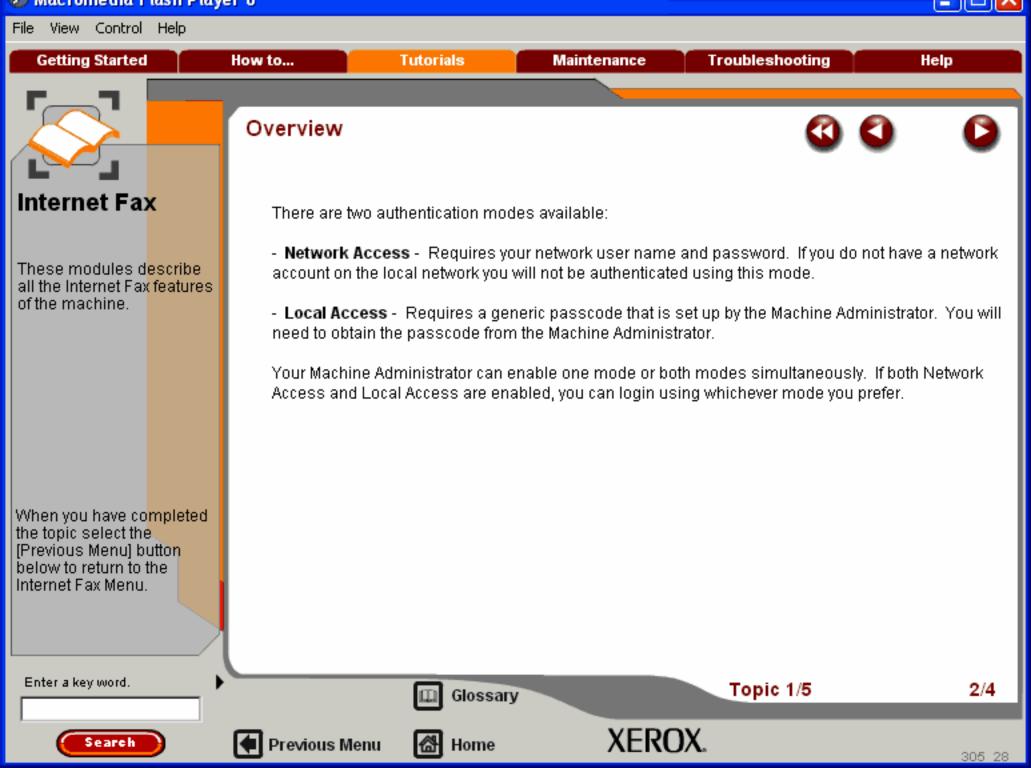


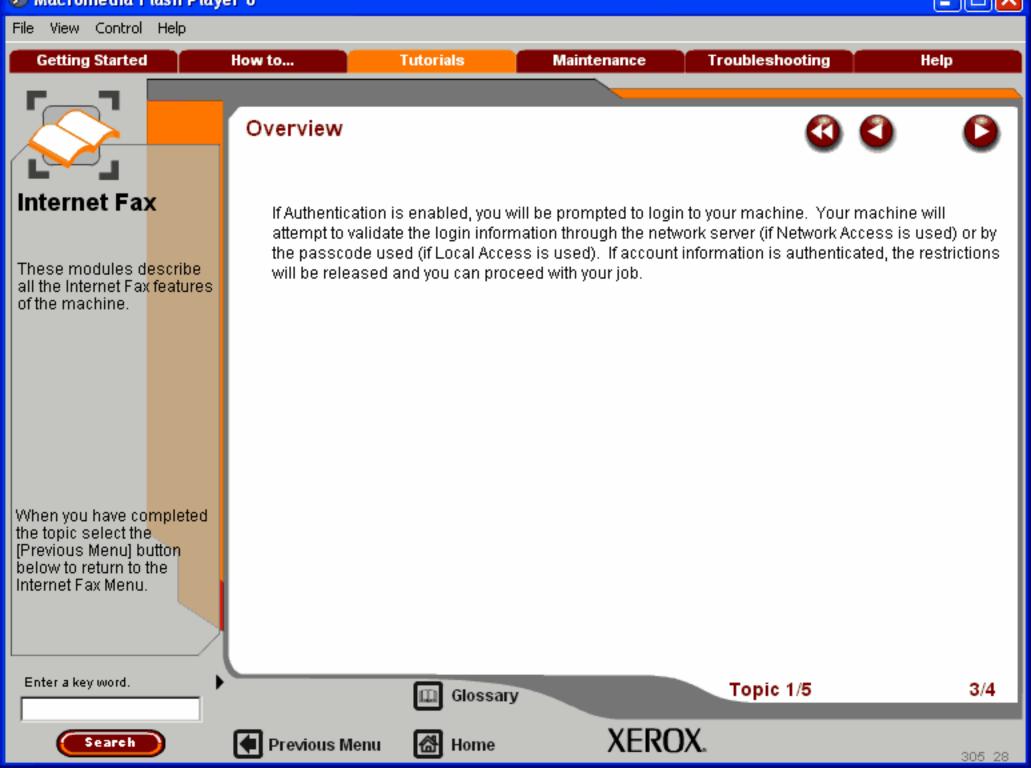


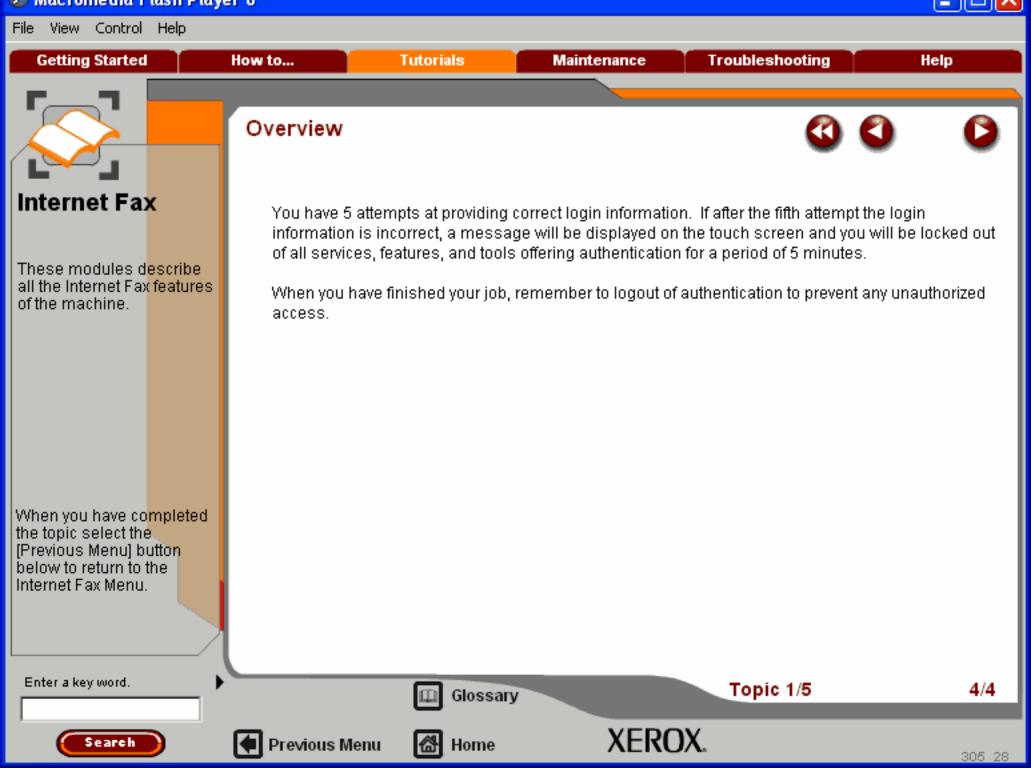


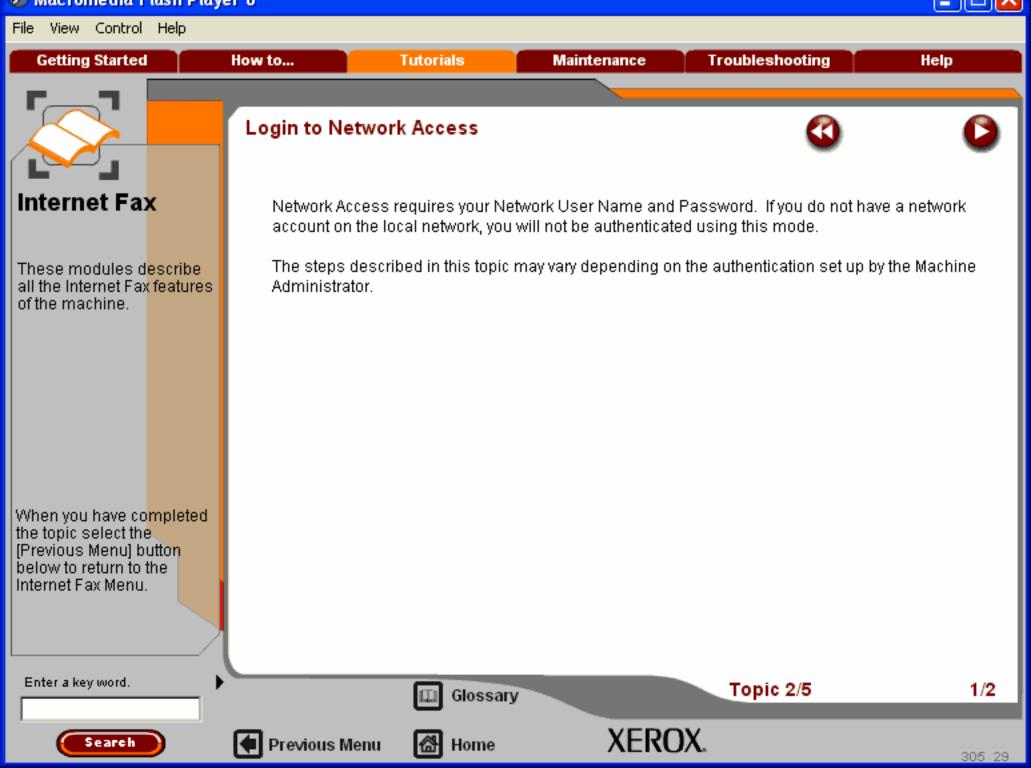


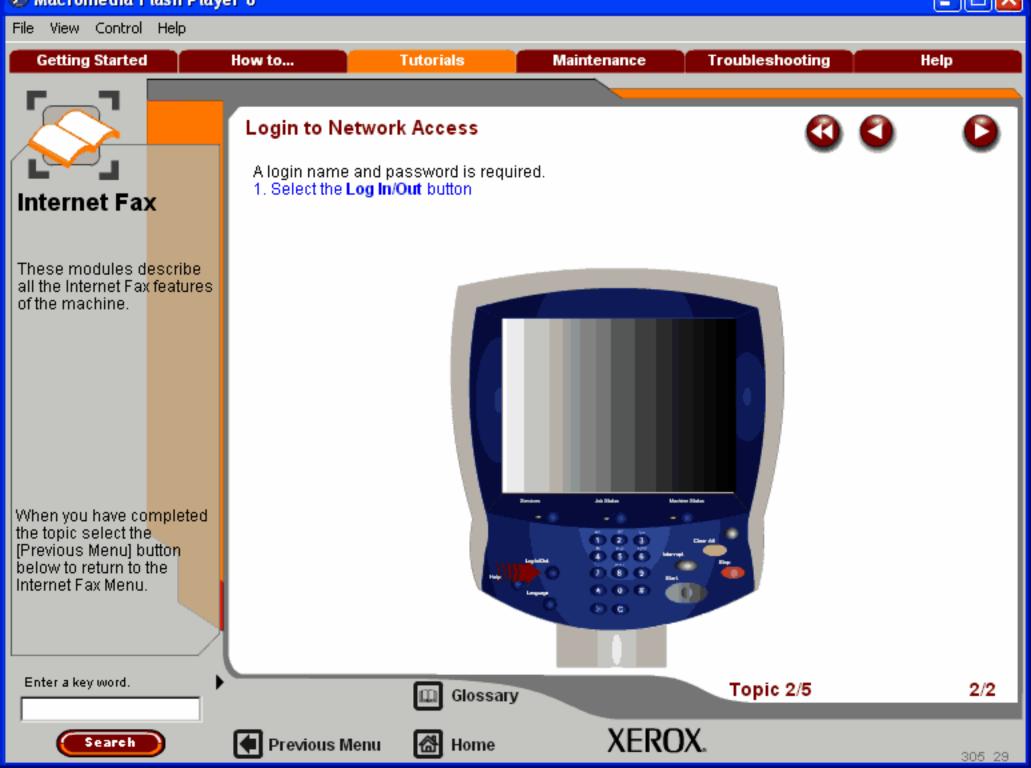


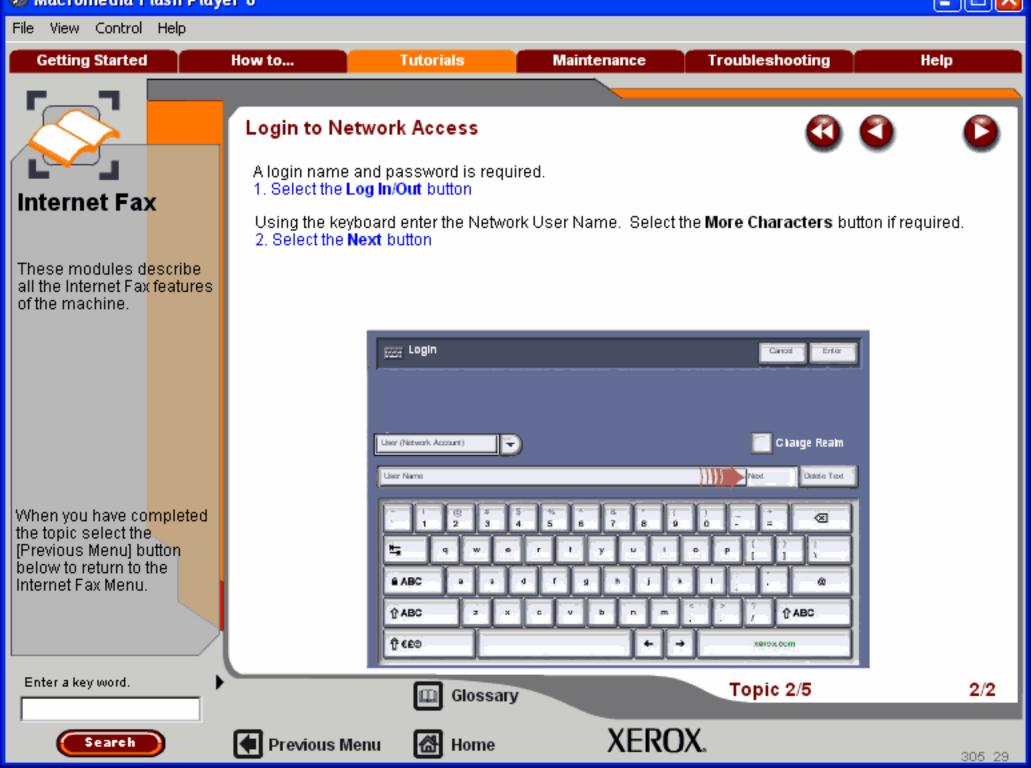




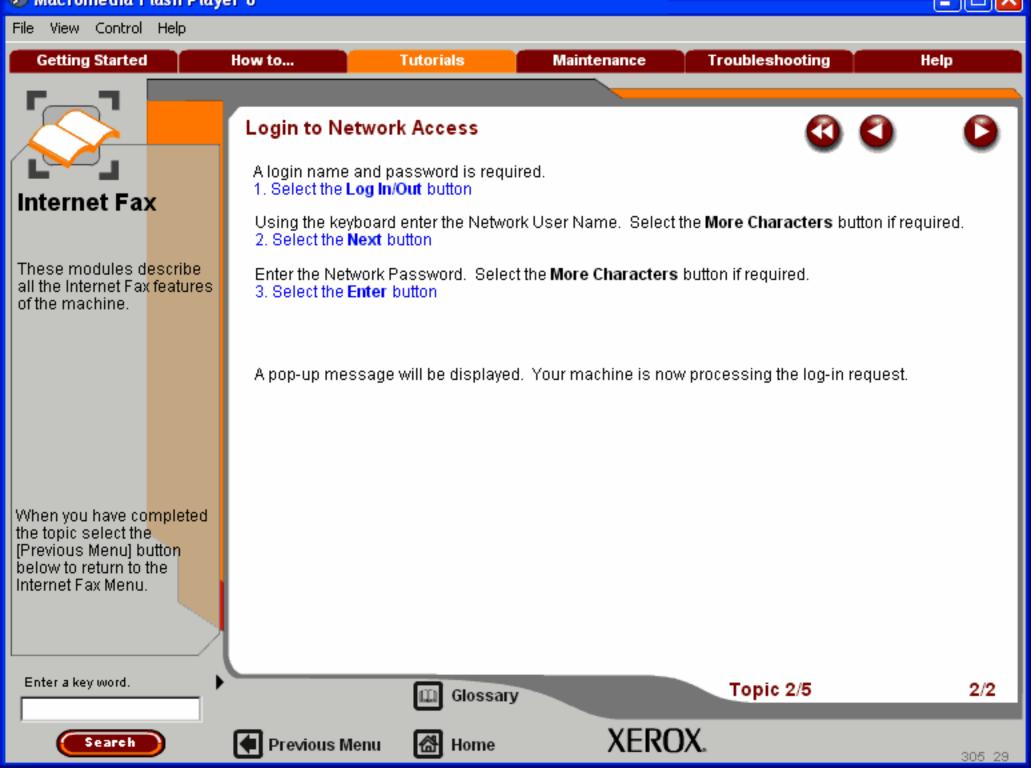


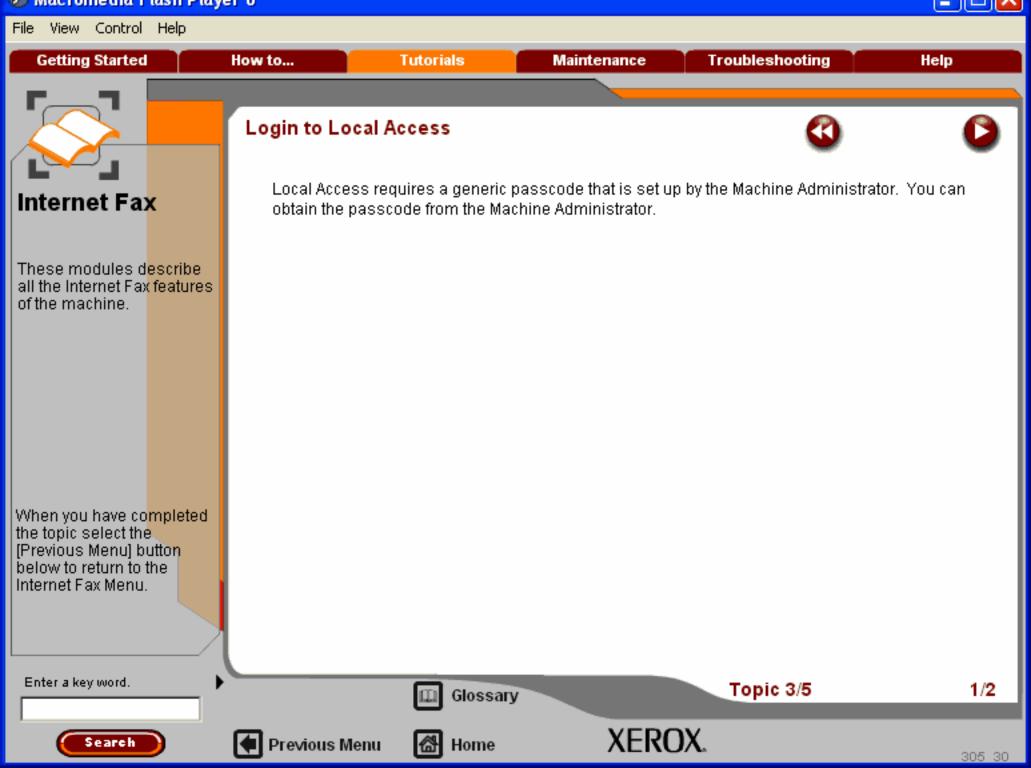








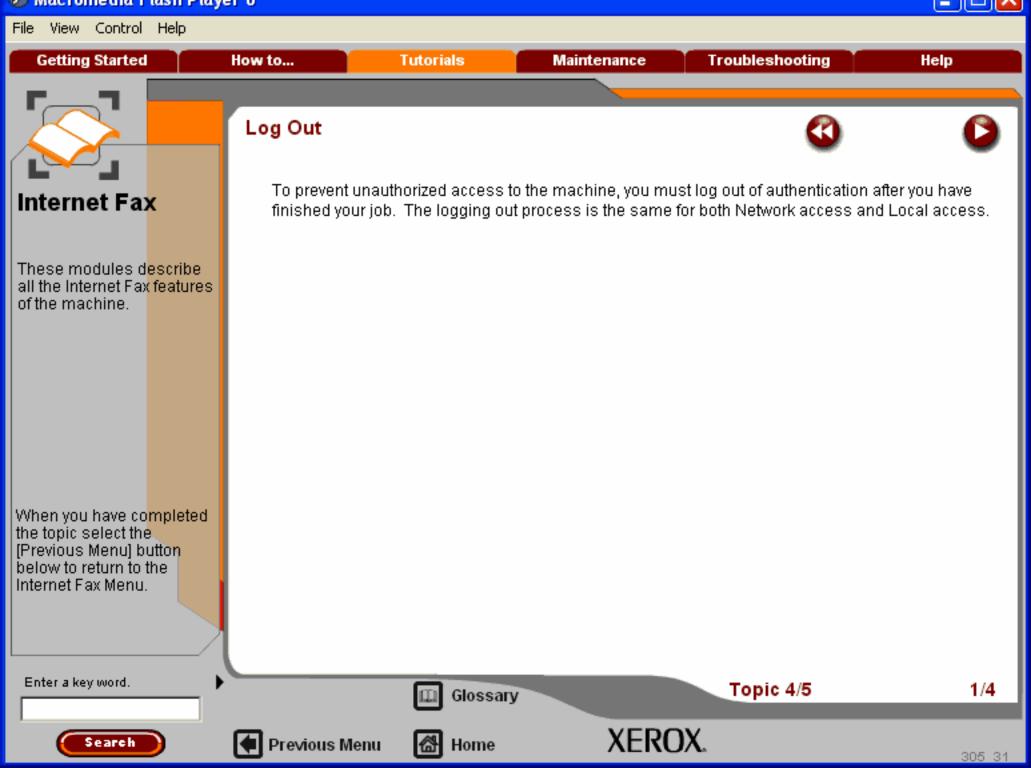






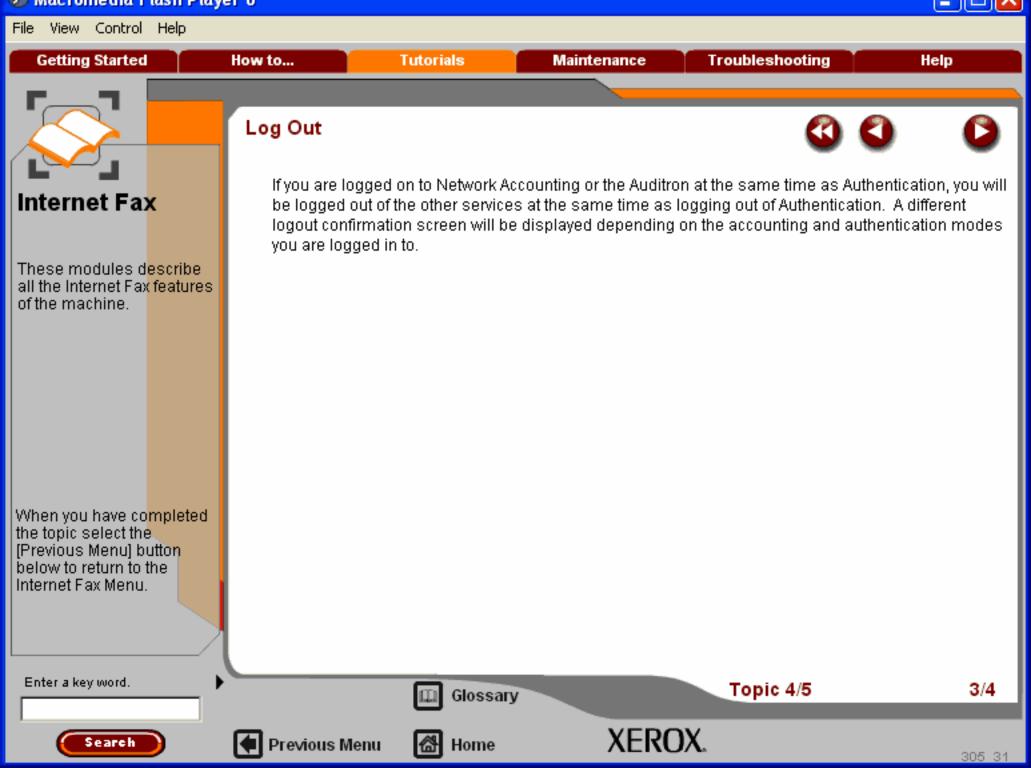




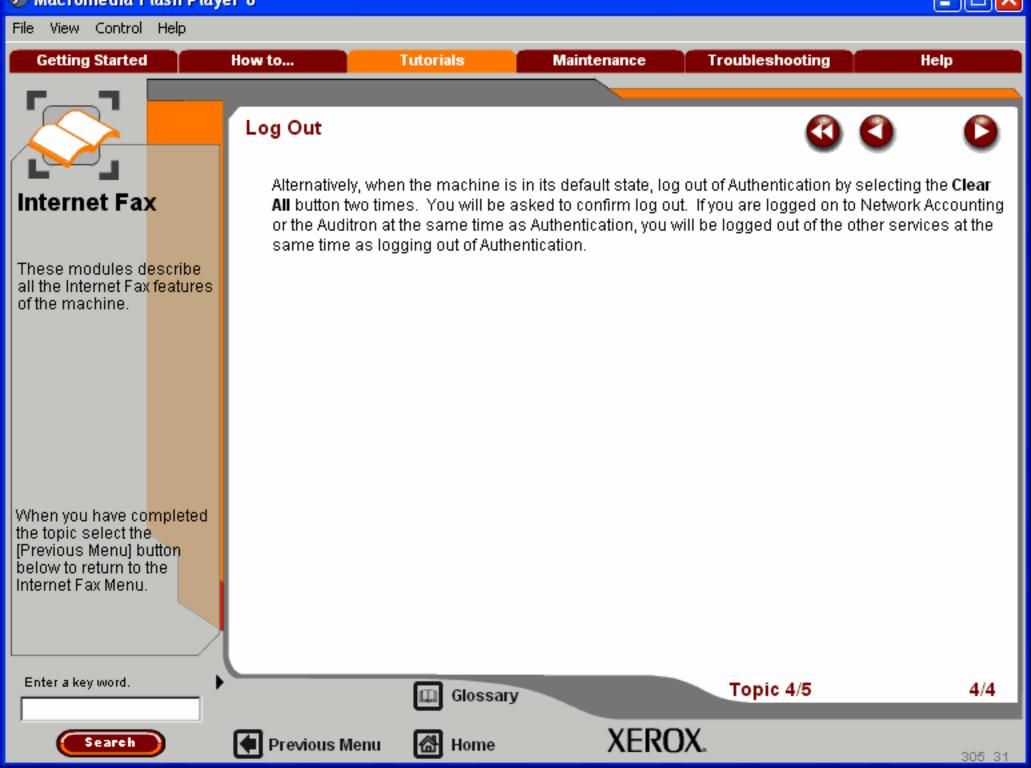


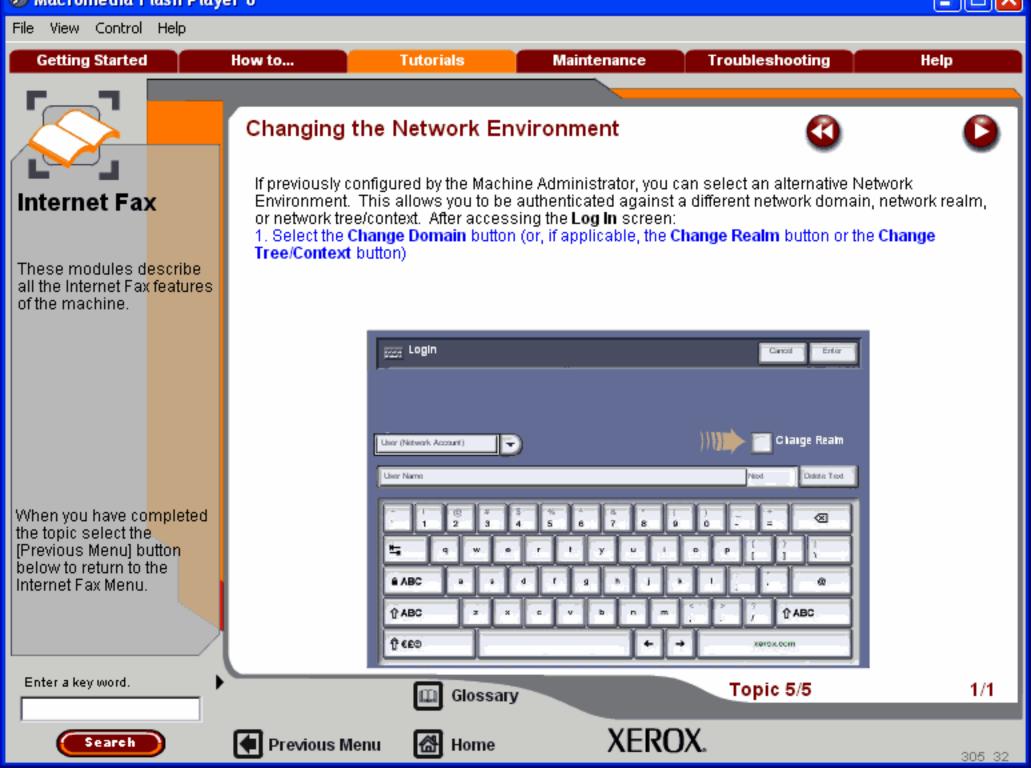


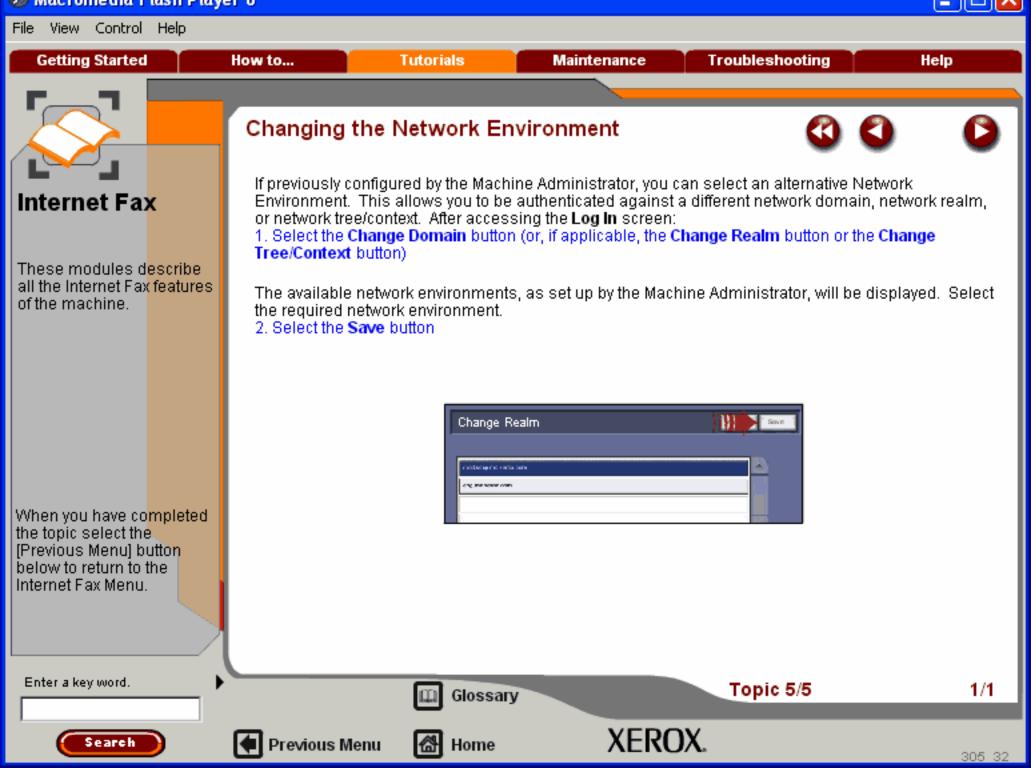


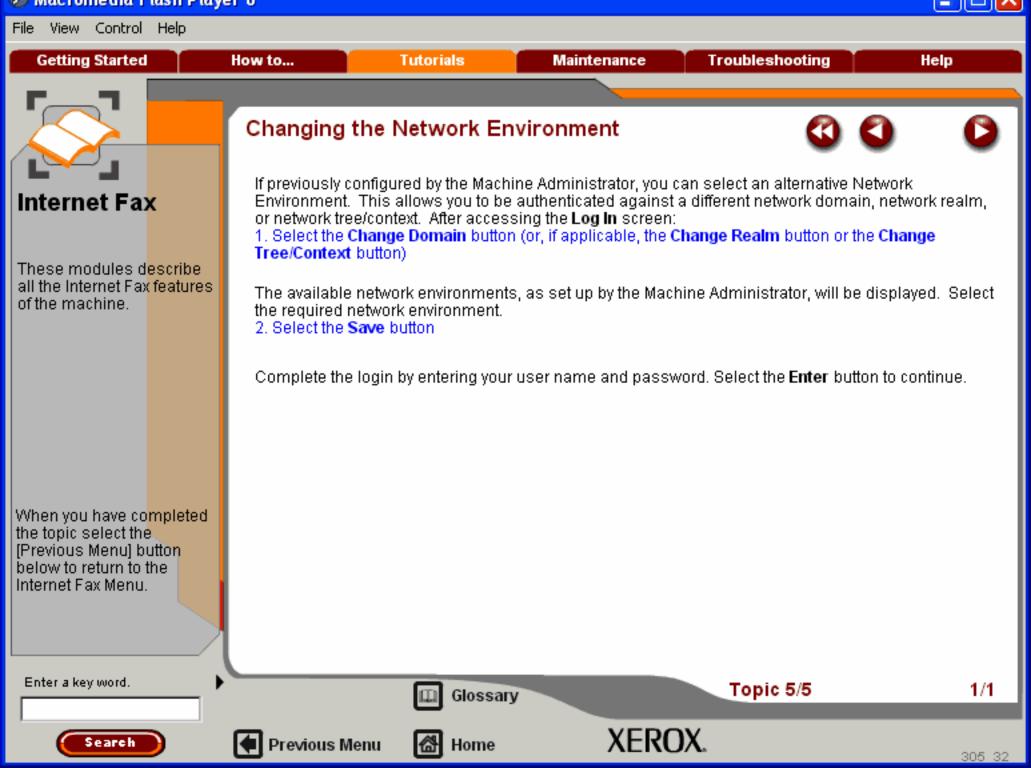


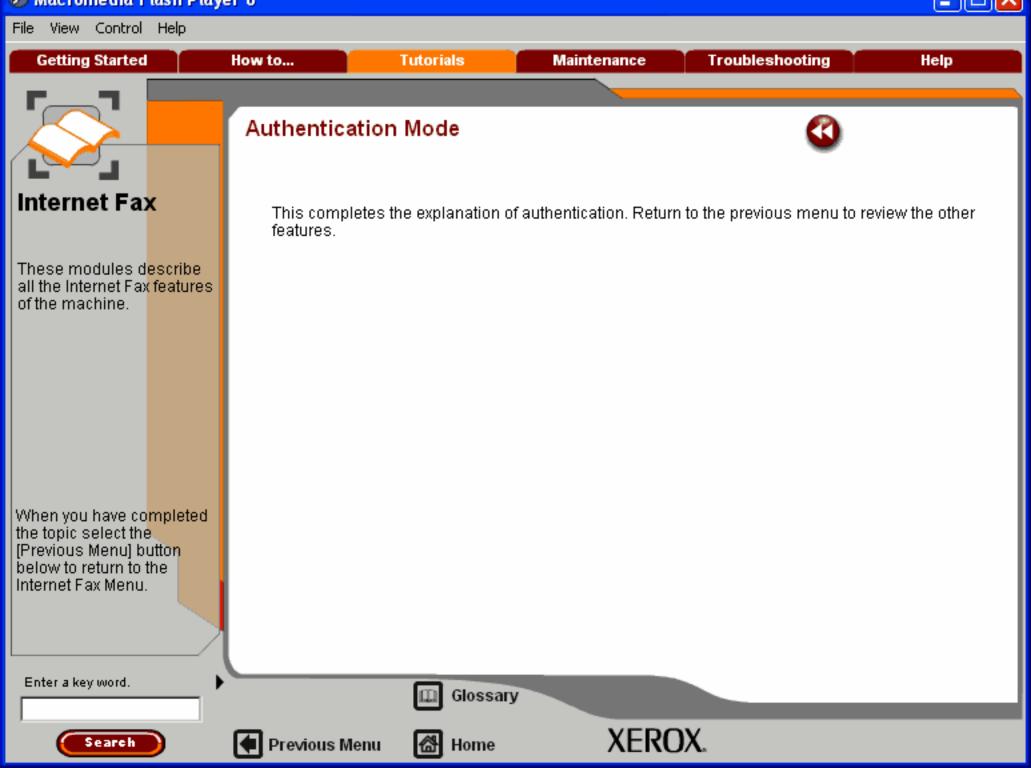














About this program >>

XEROX.

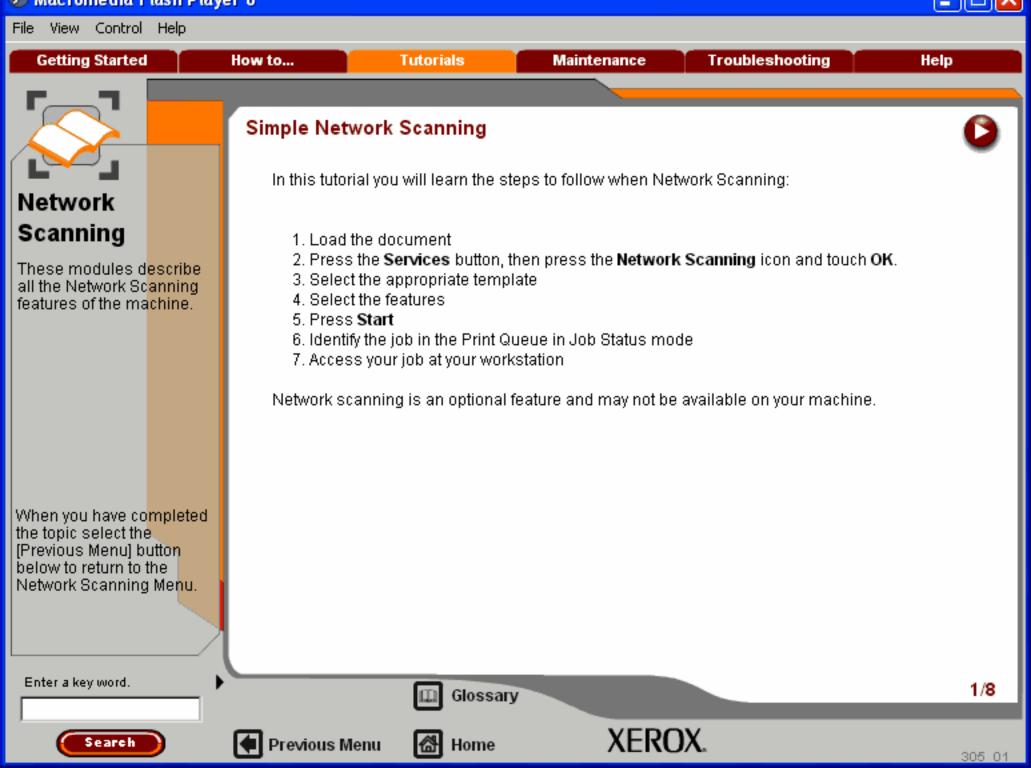
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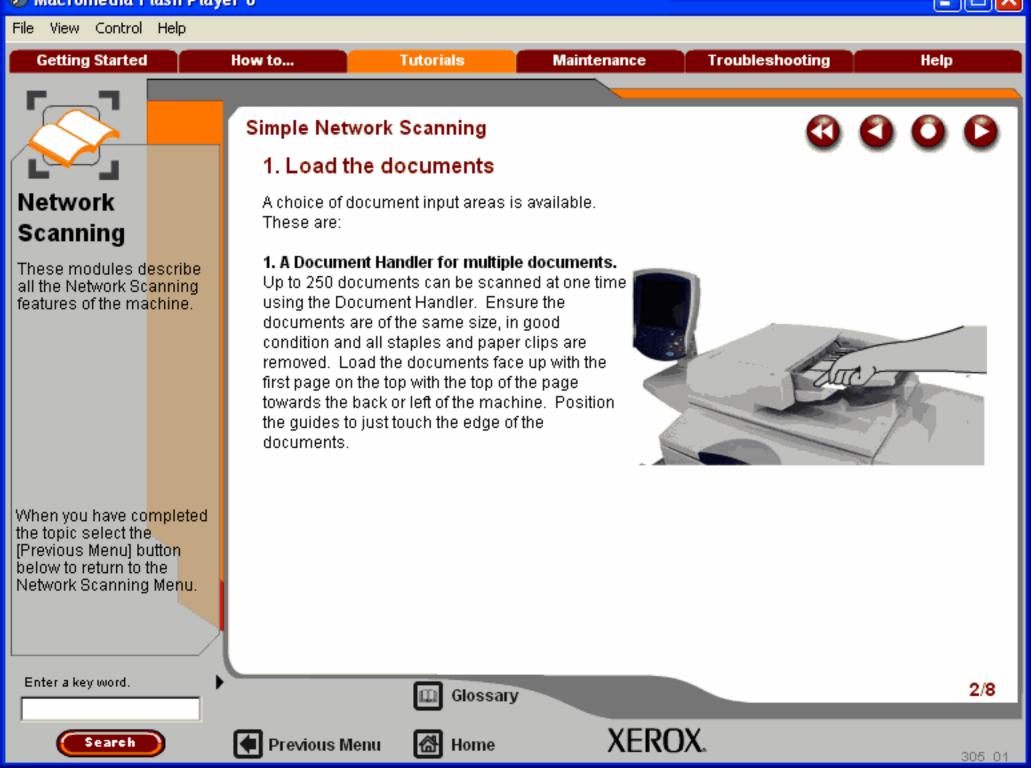
Job Assembly



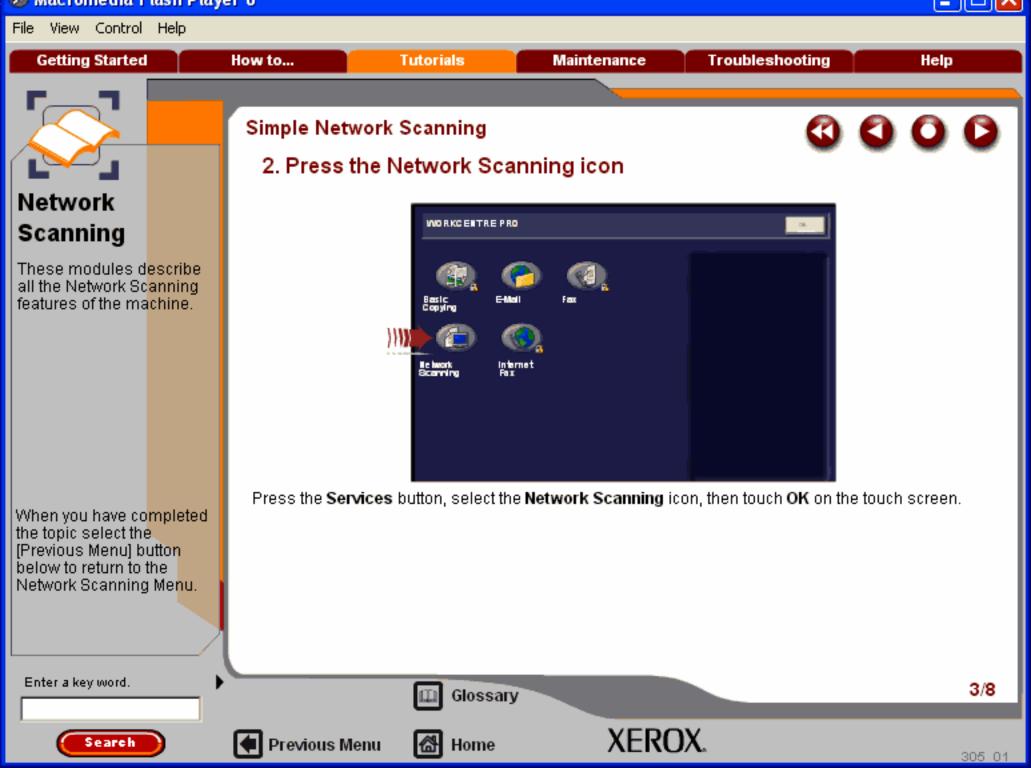
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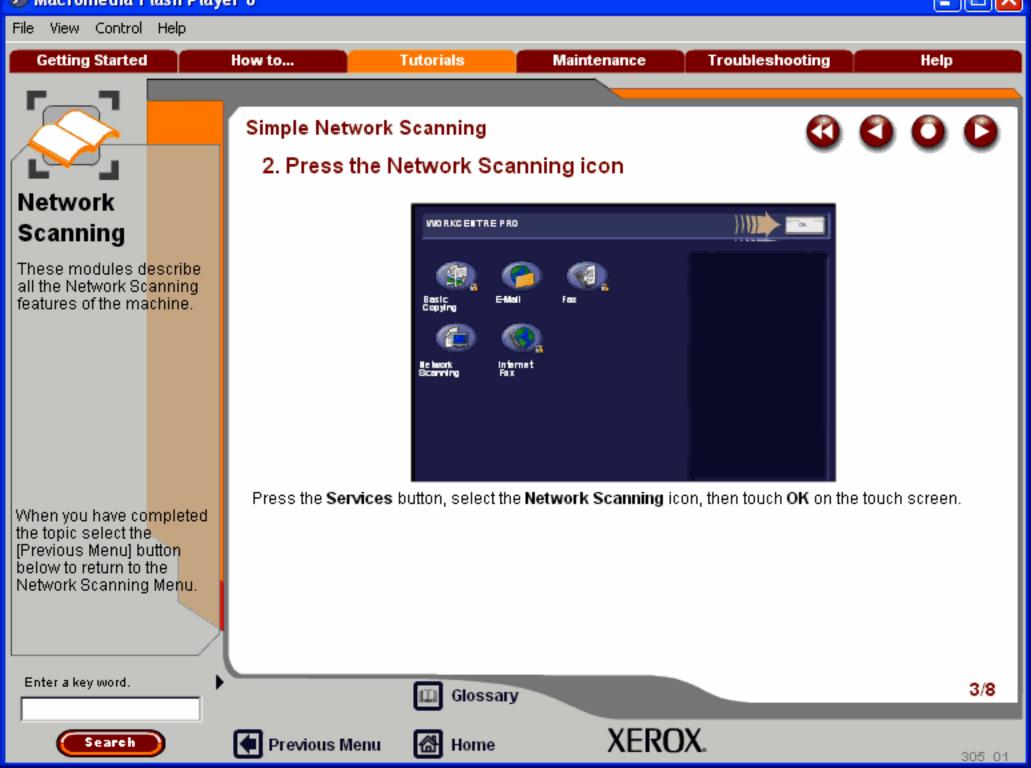
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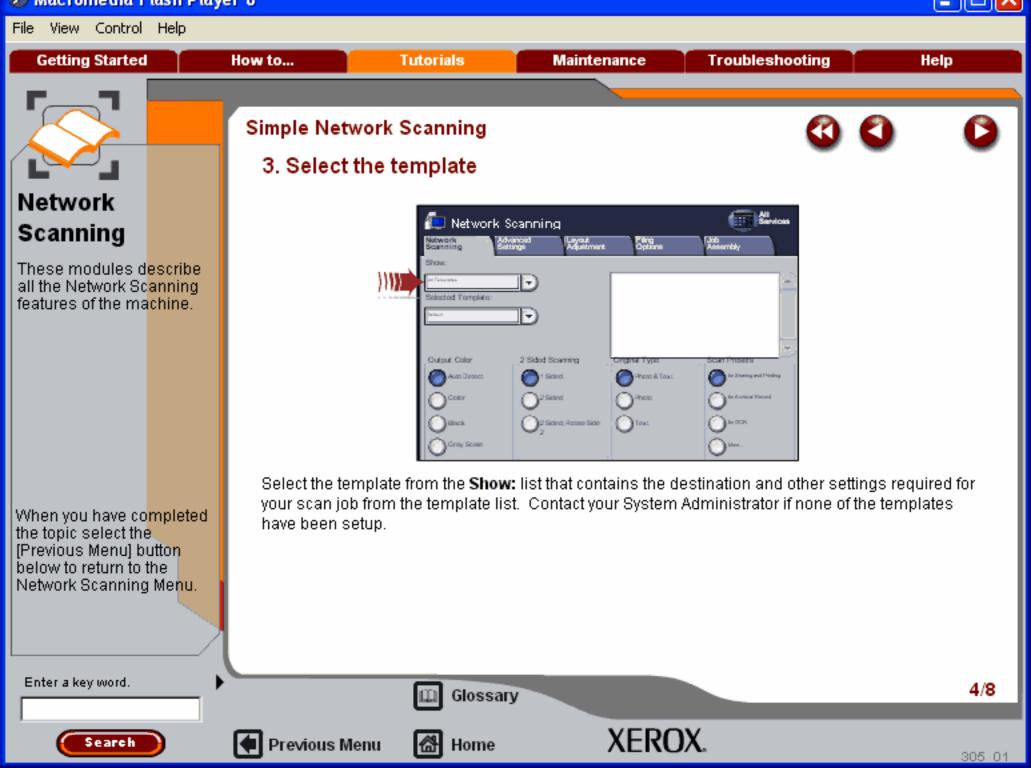


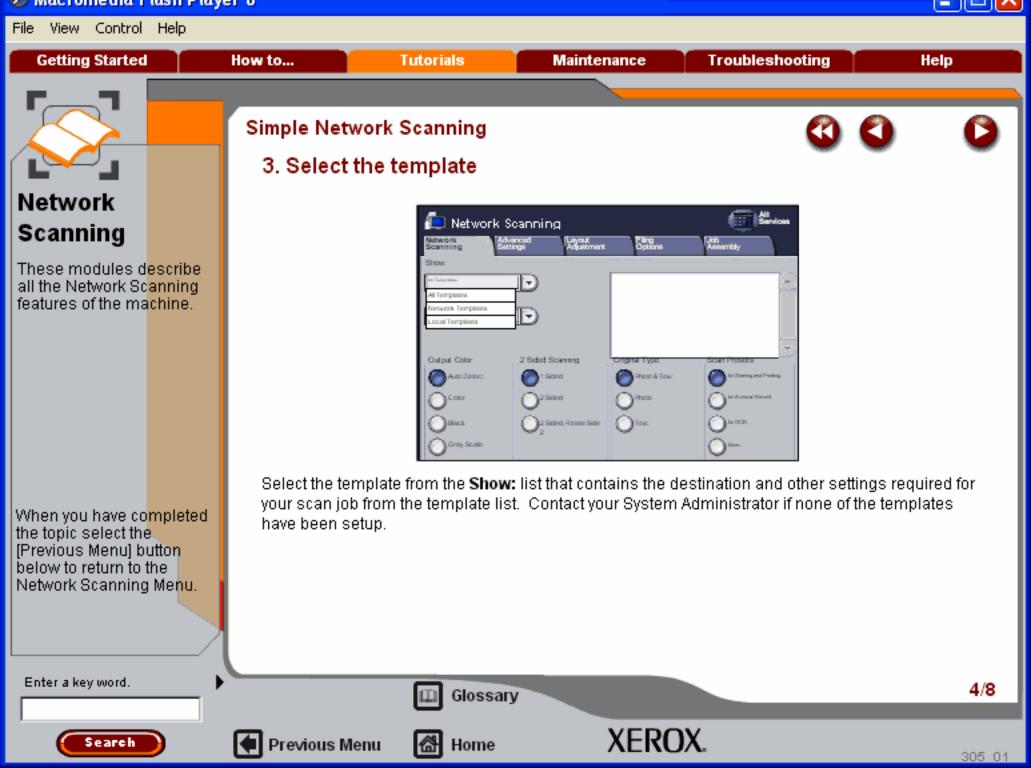


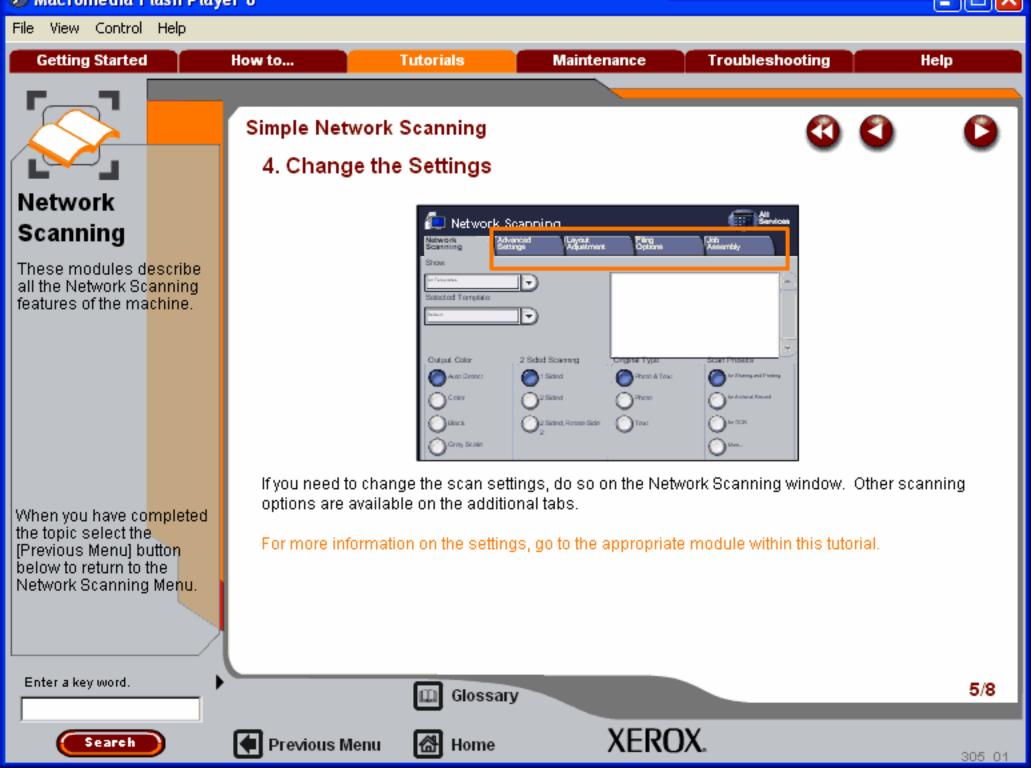


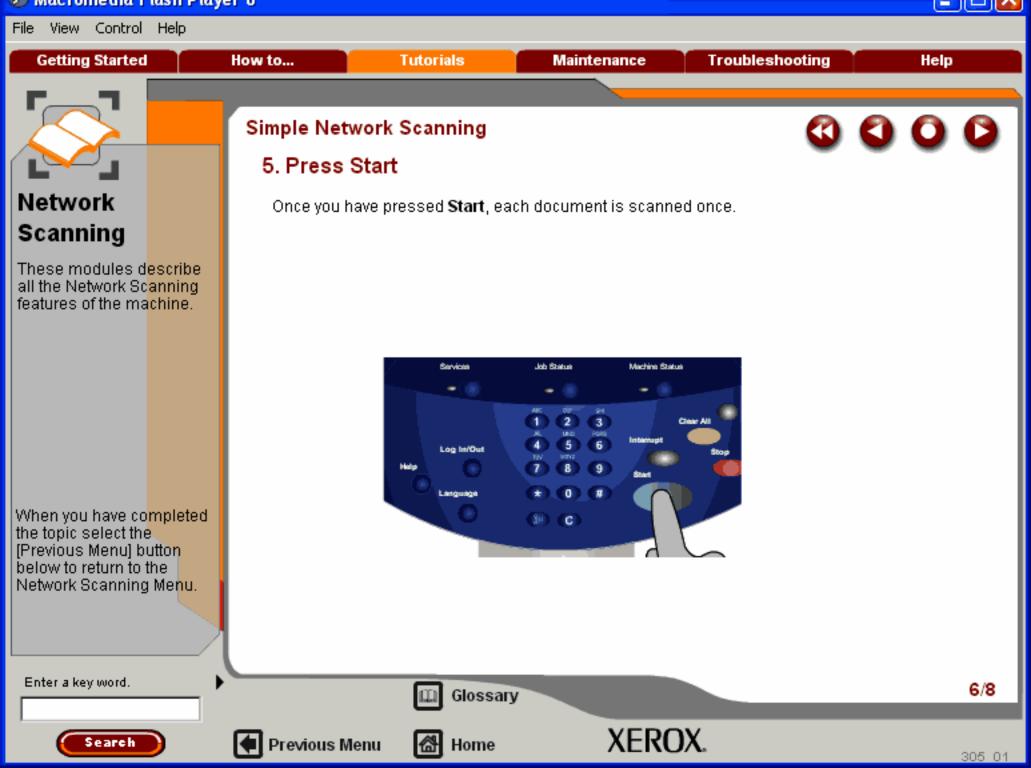


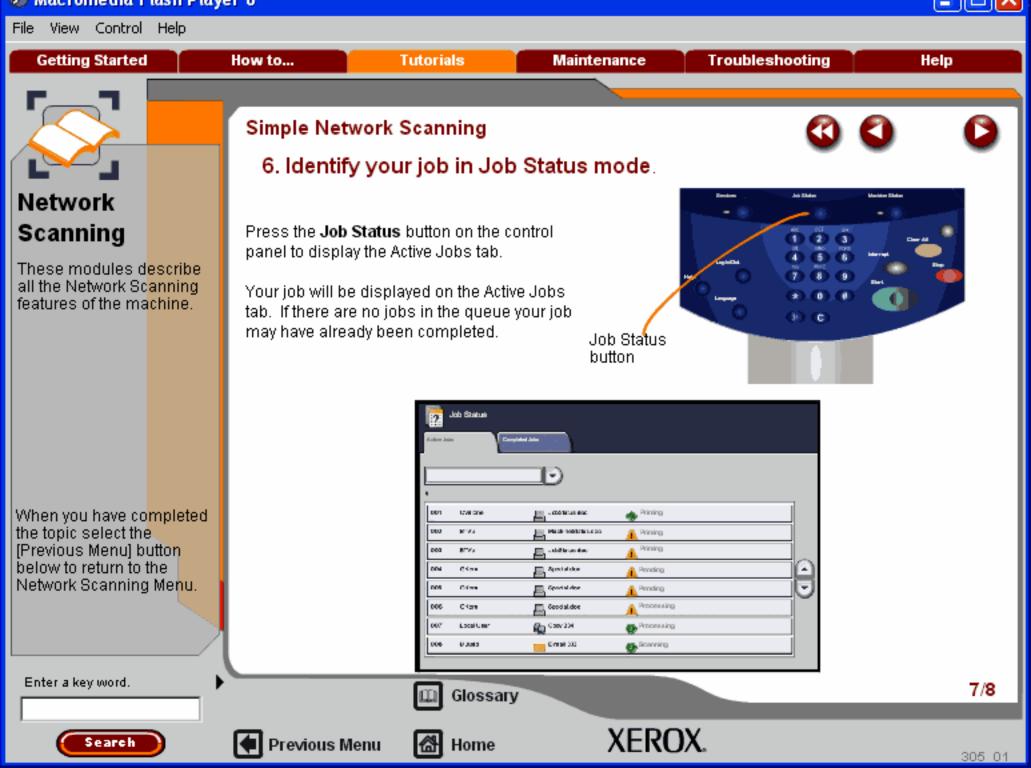


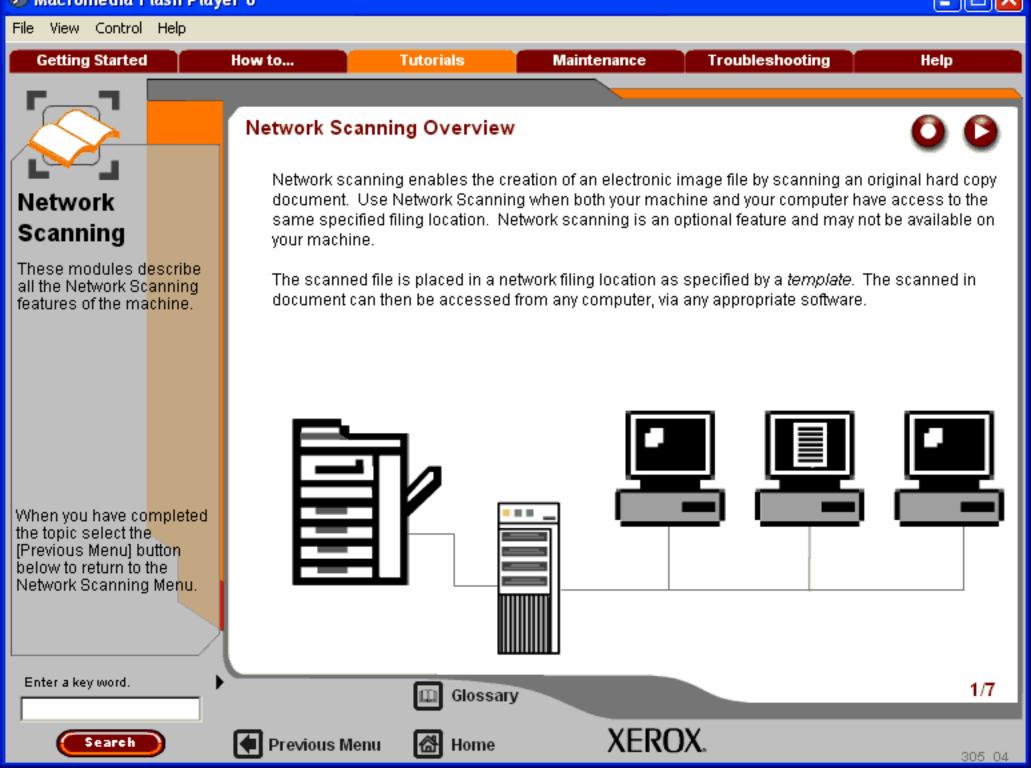


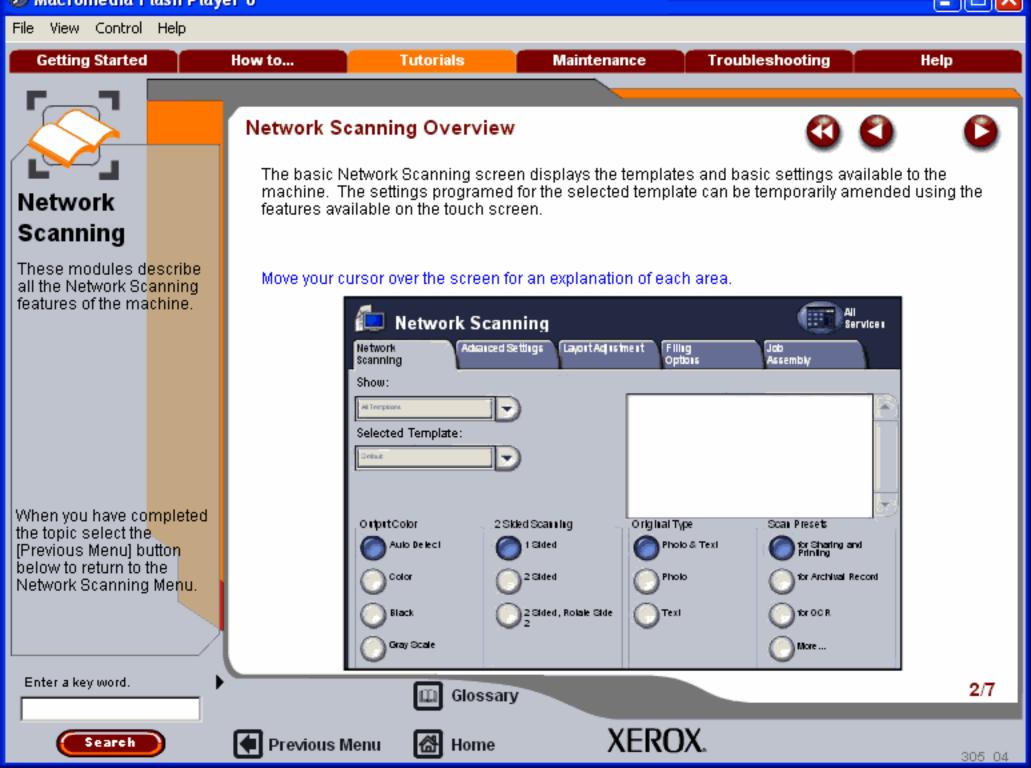


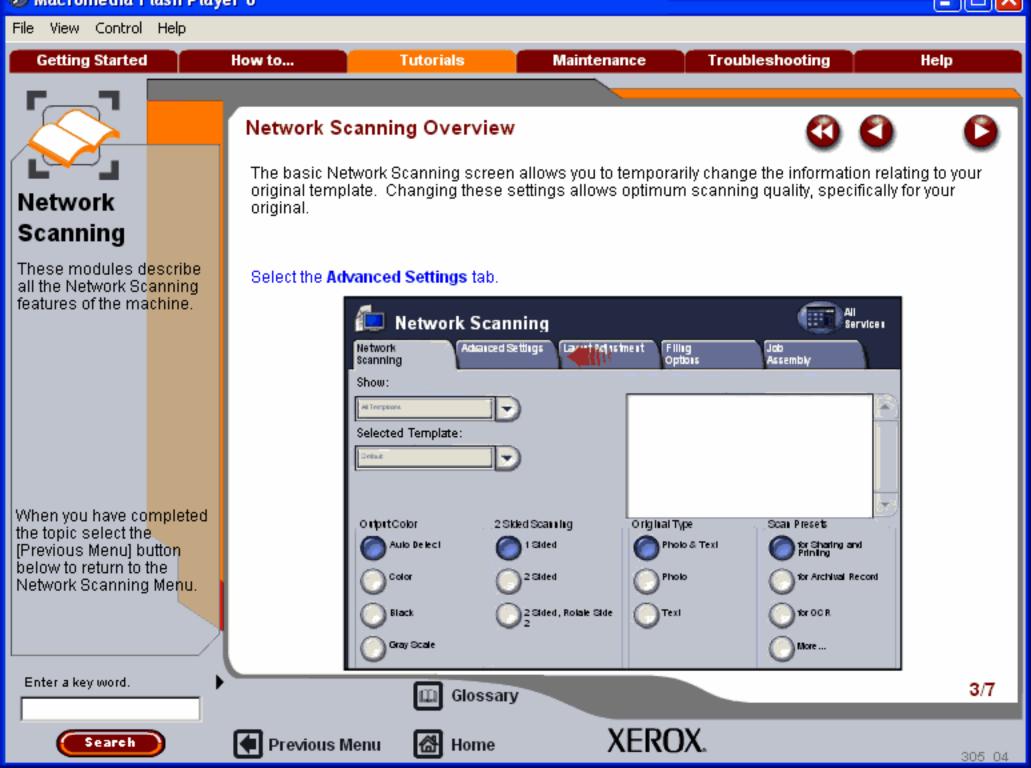


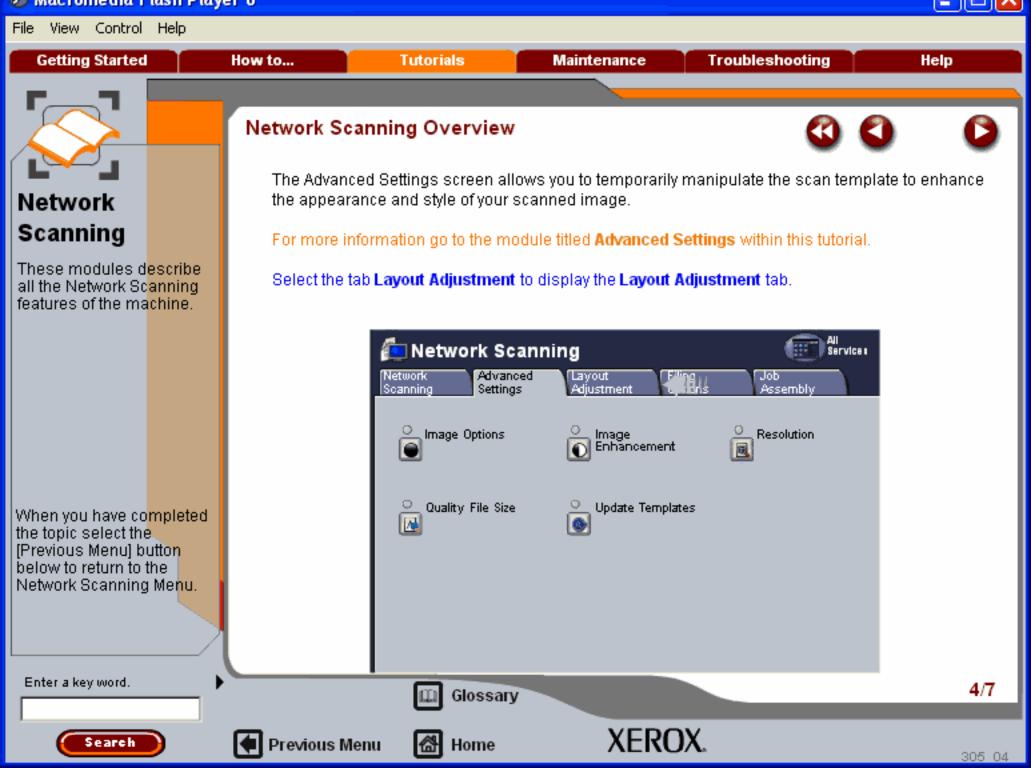


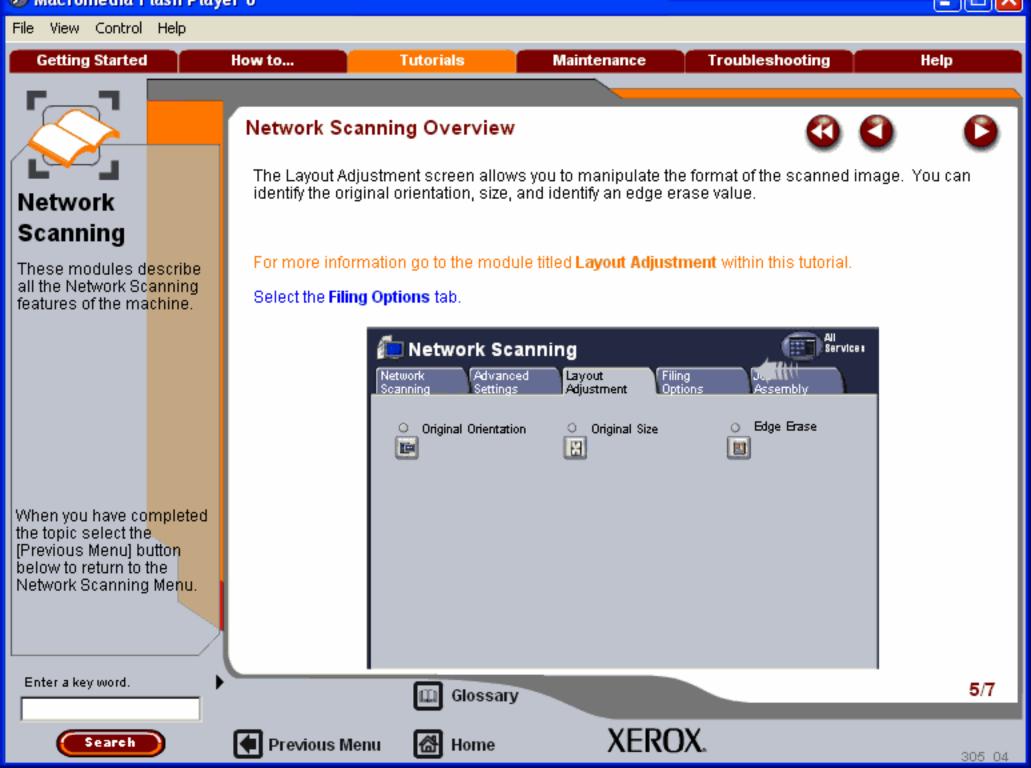


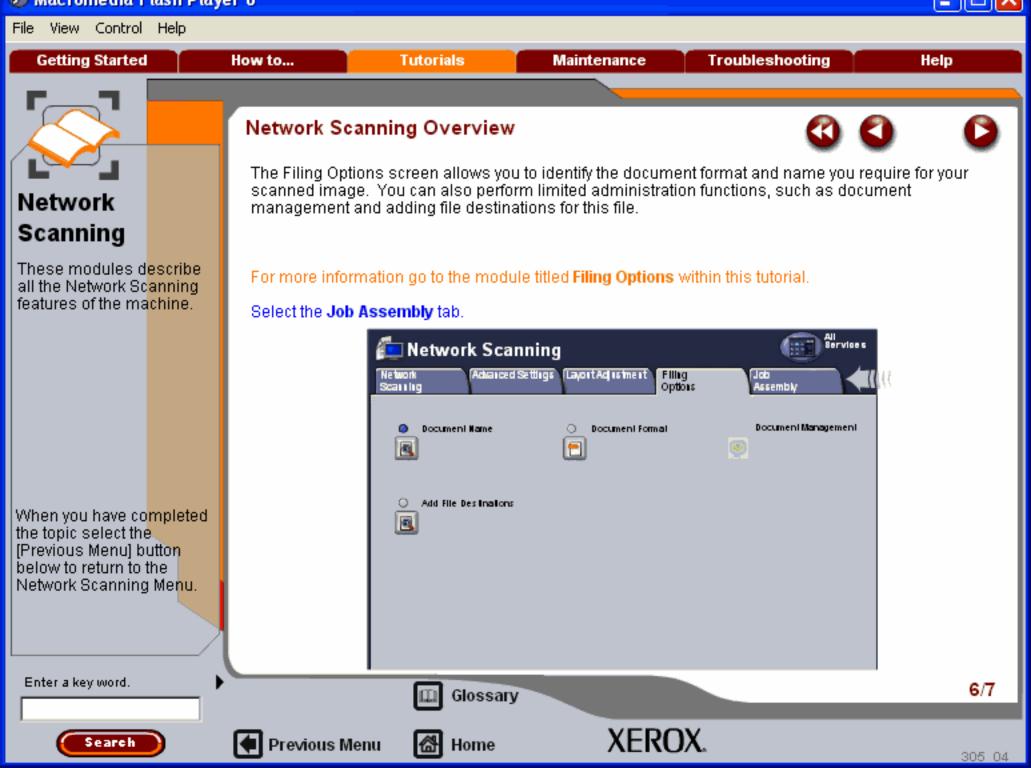


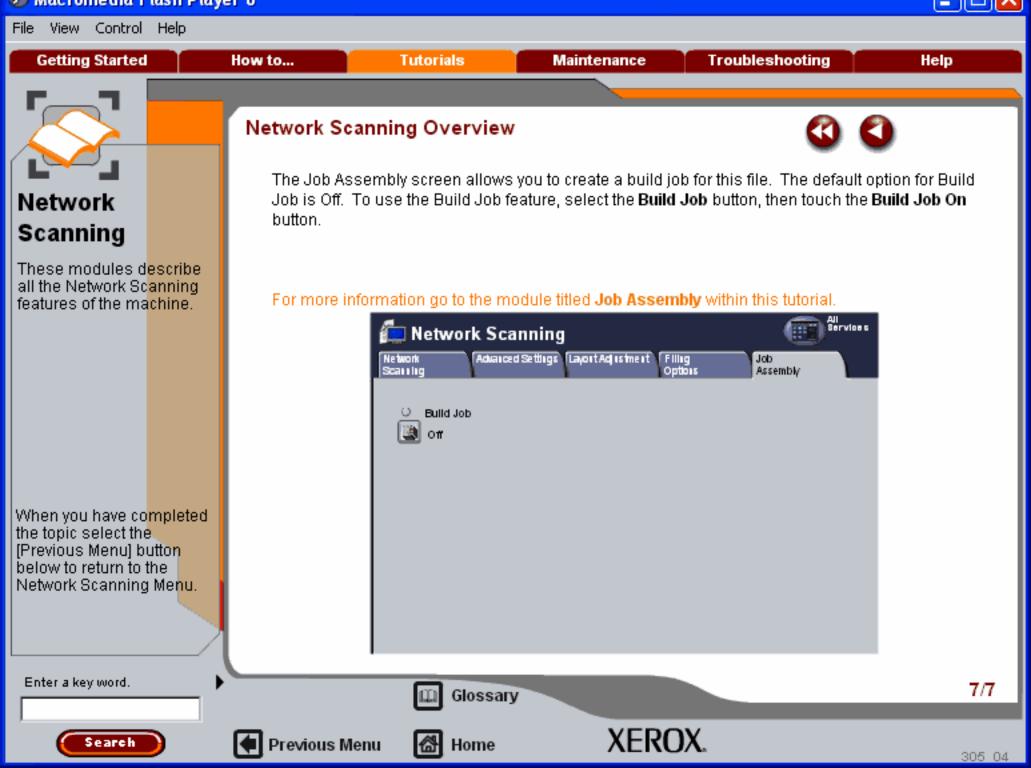


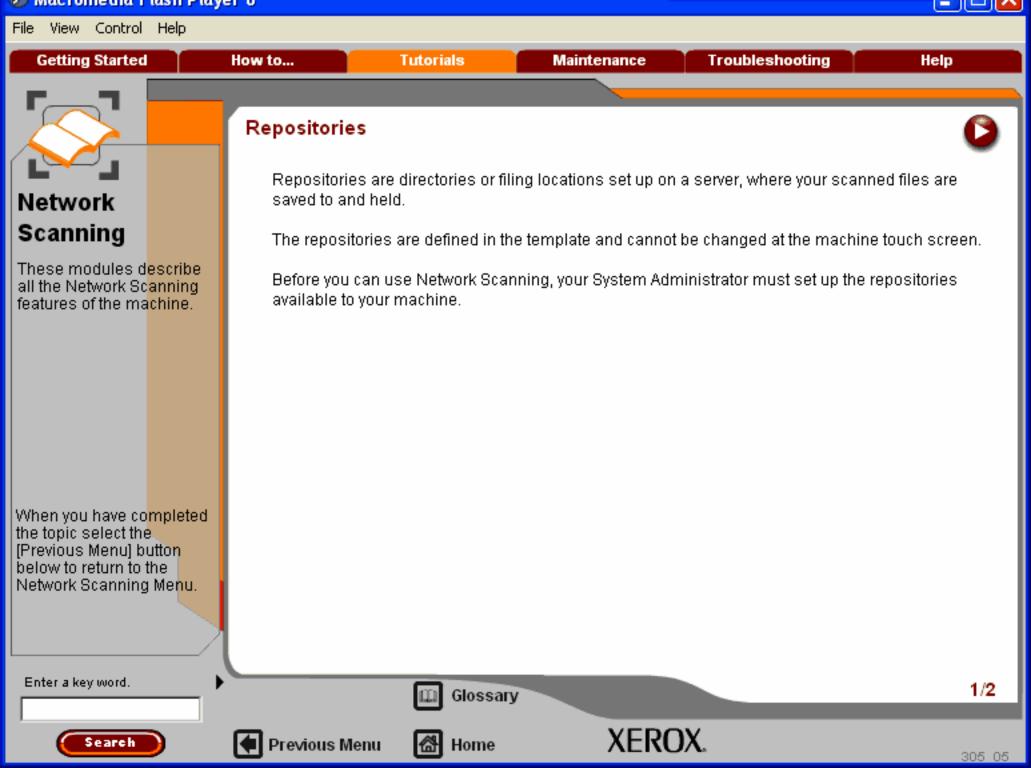


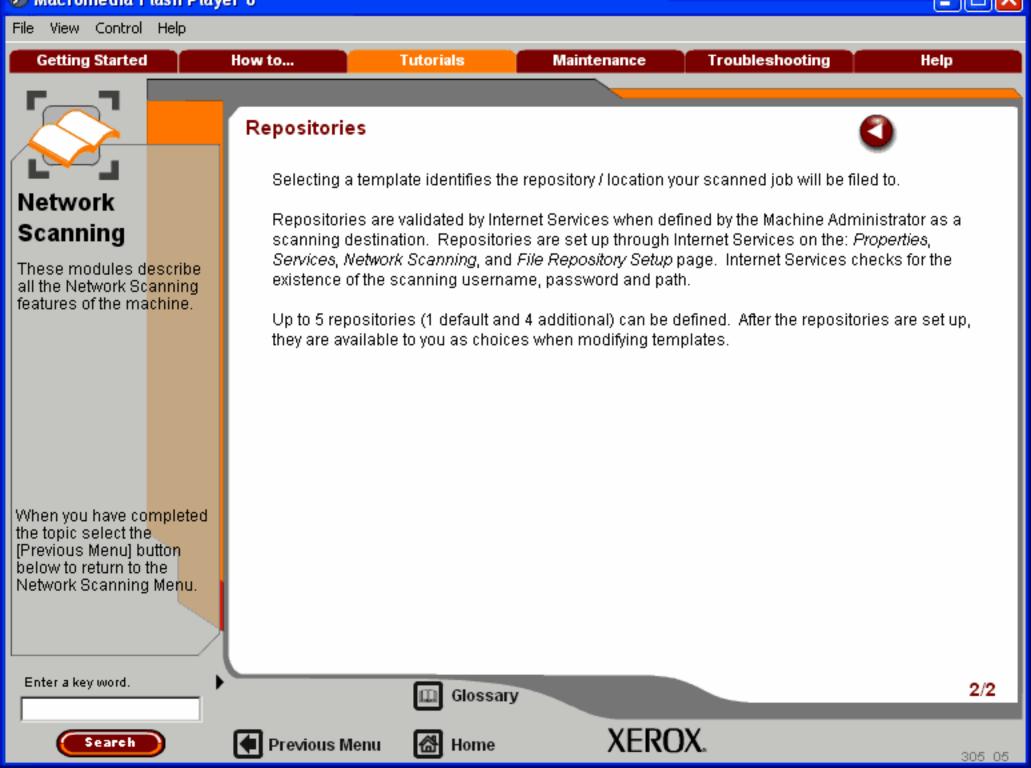












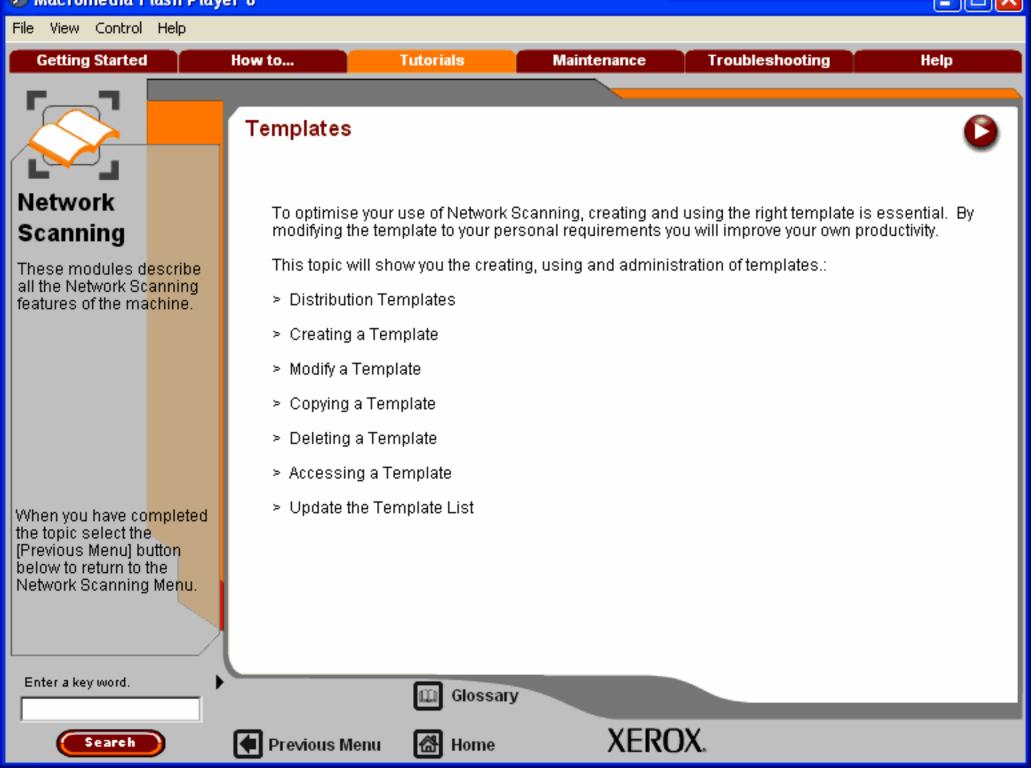


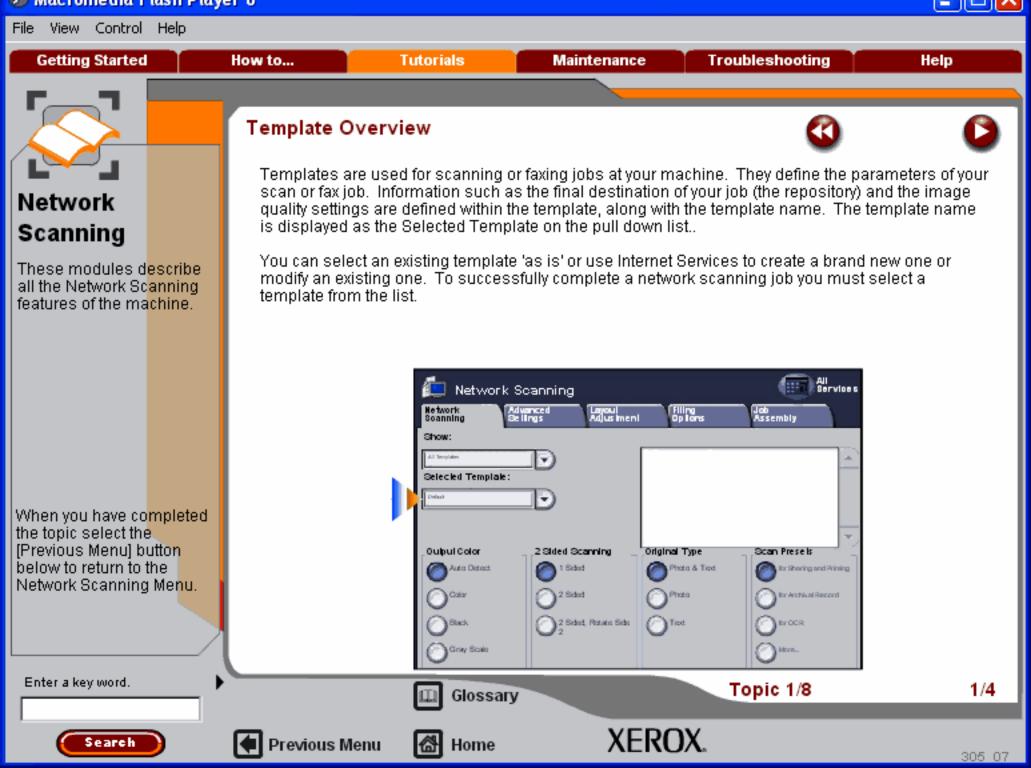


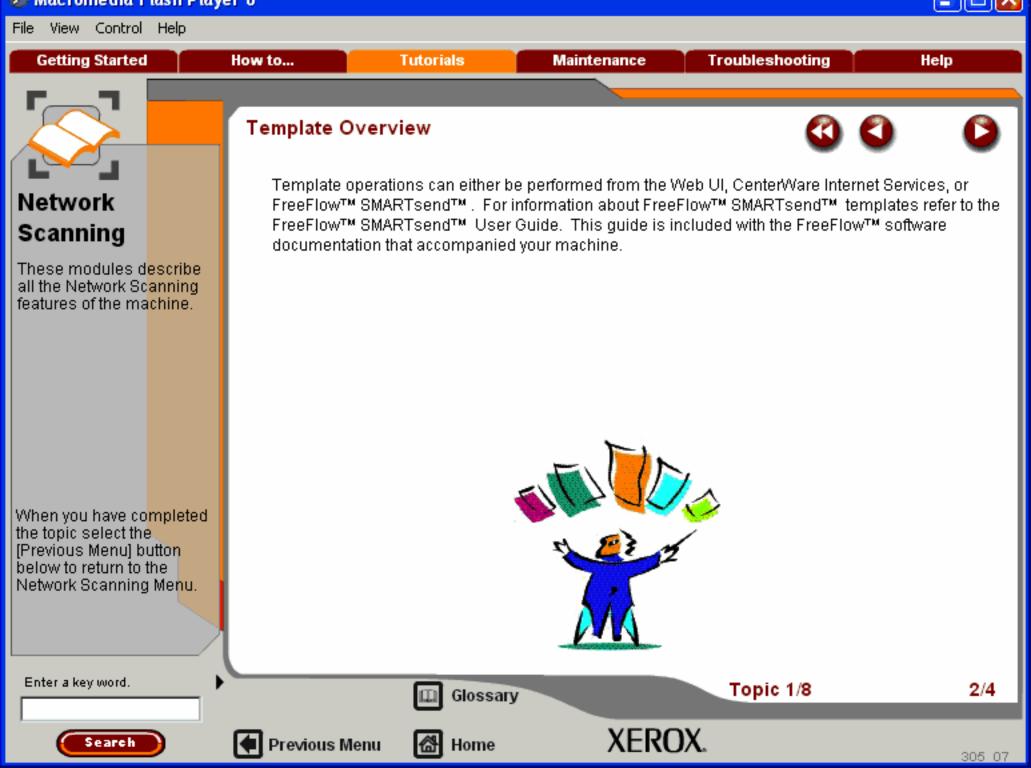


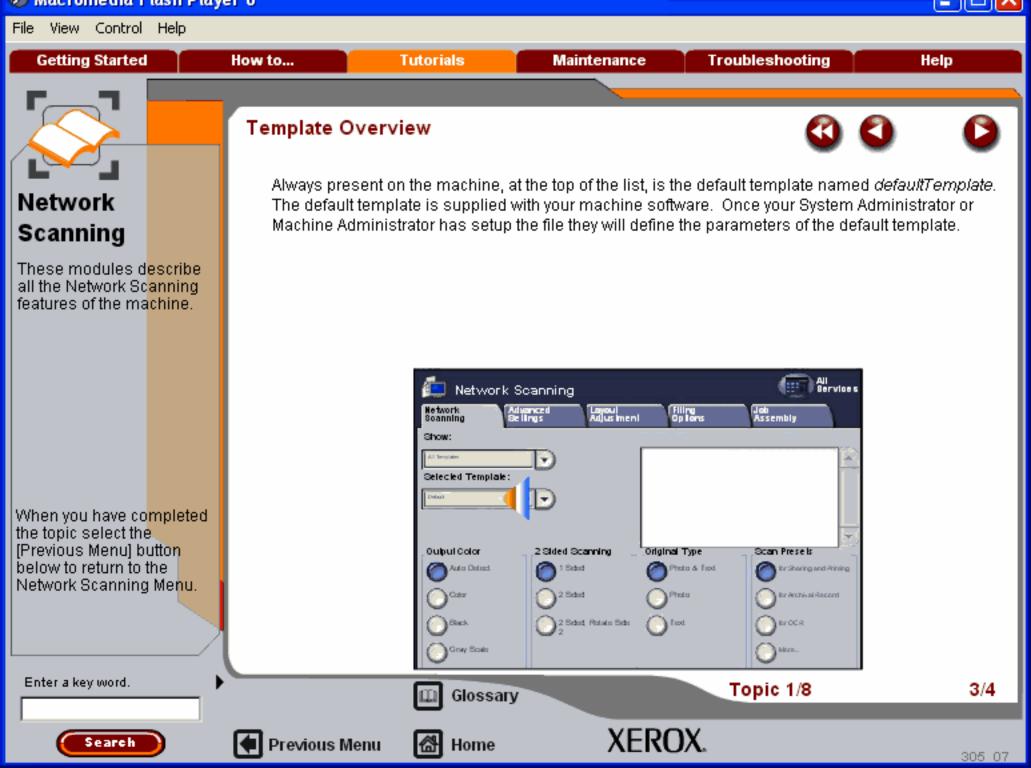


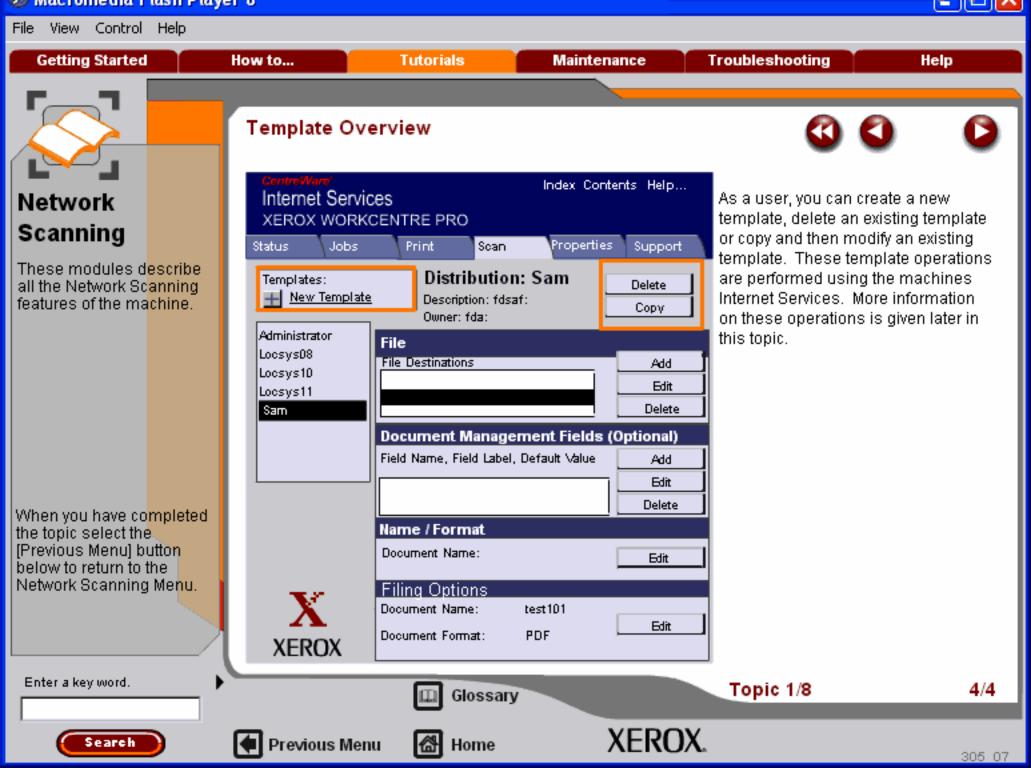




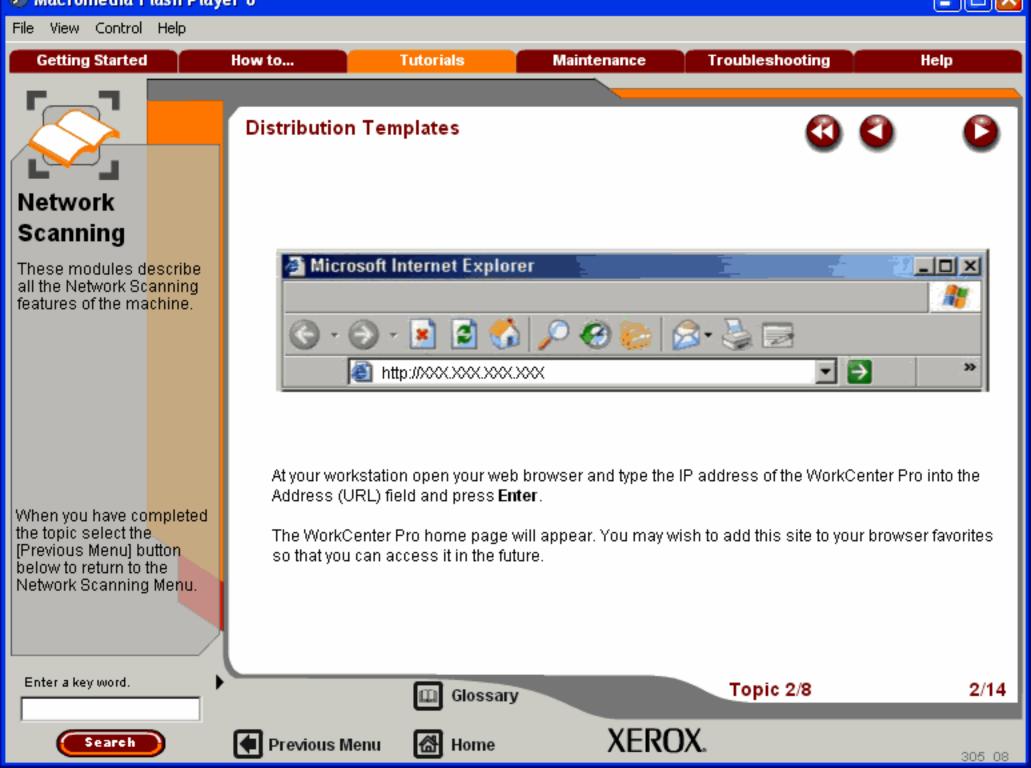






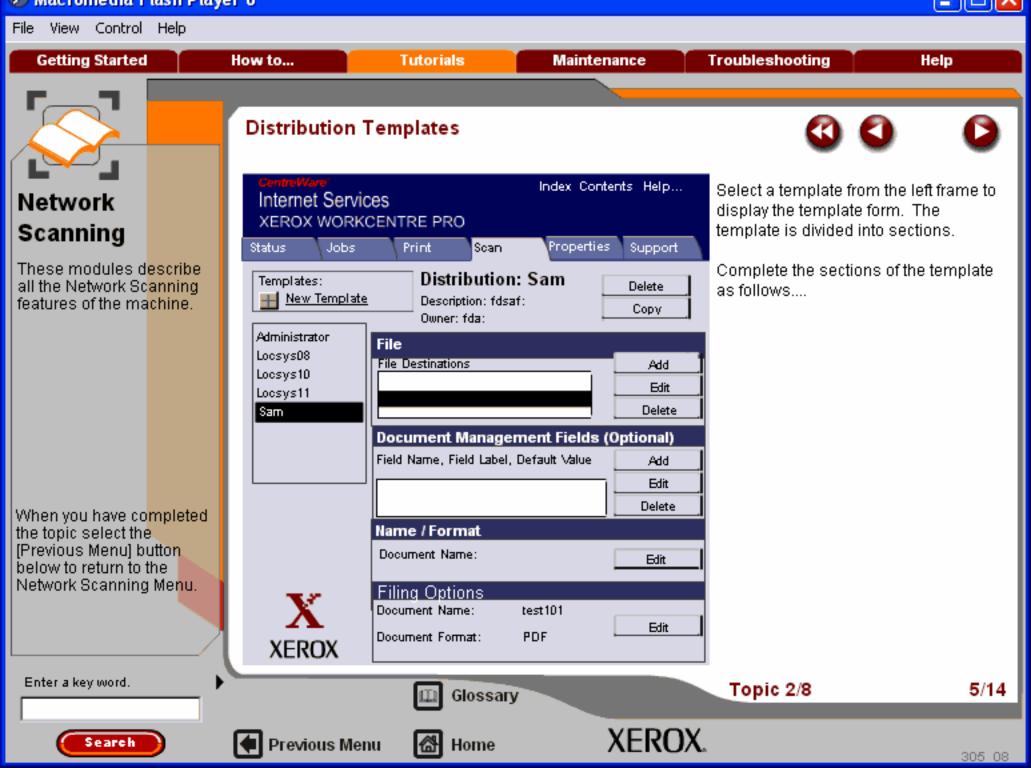


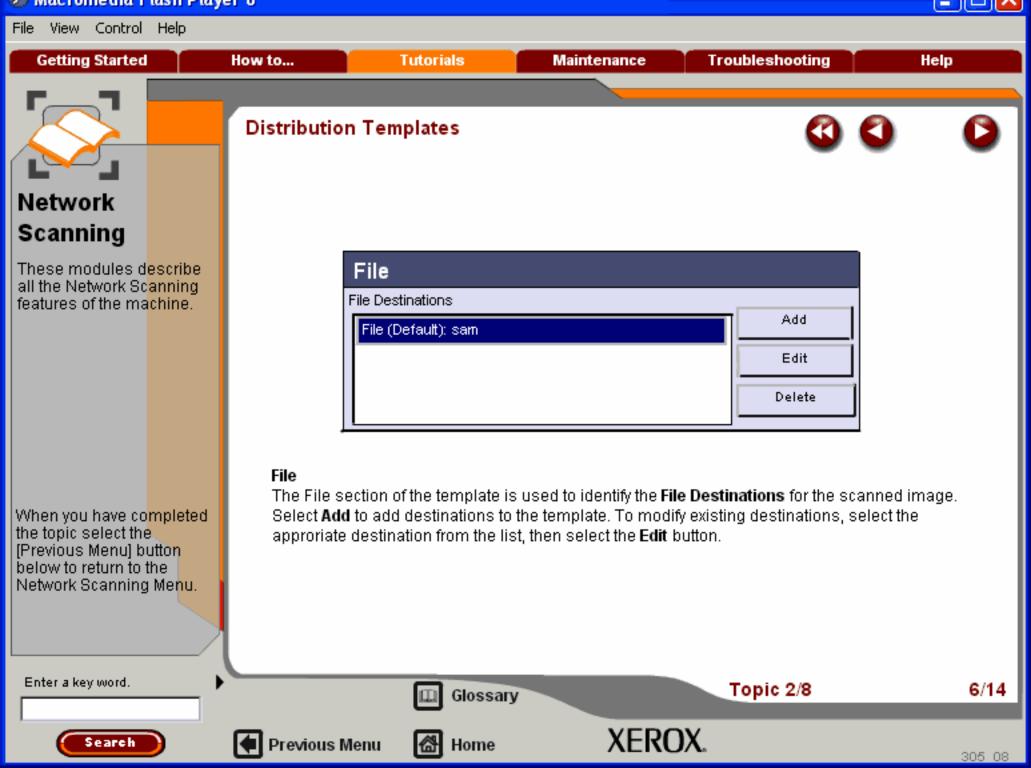


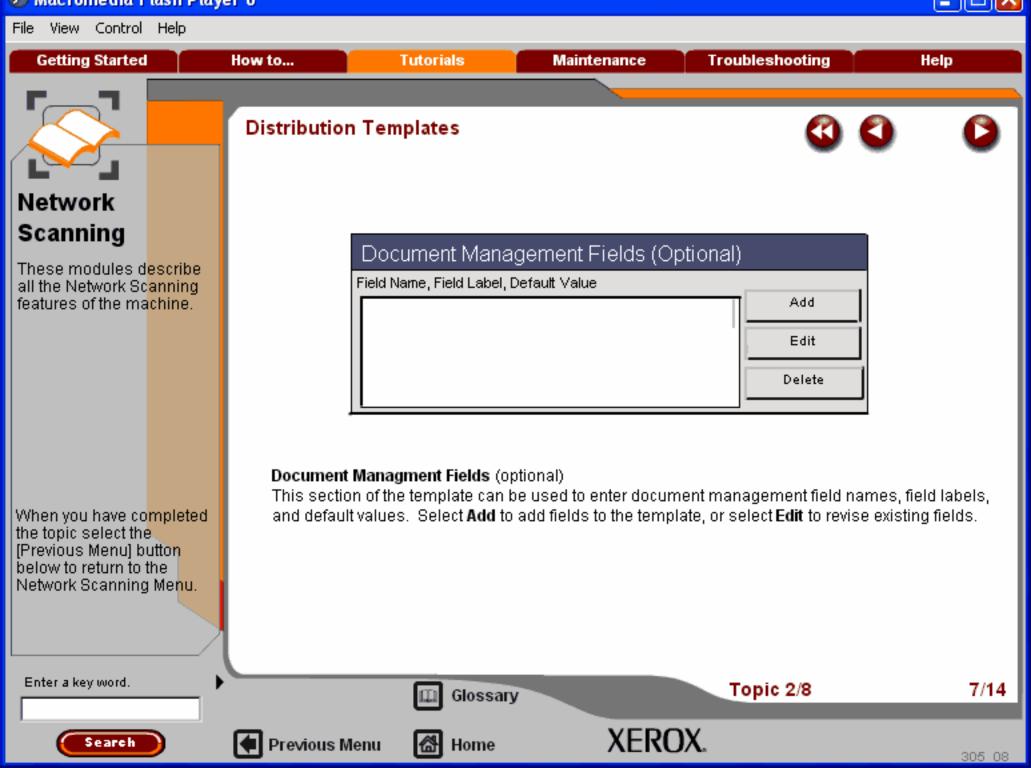


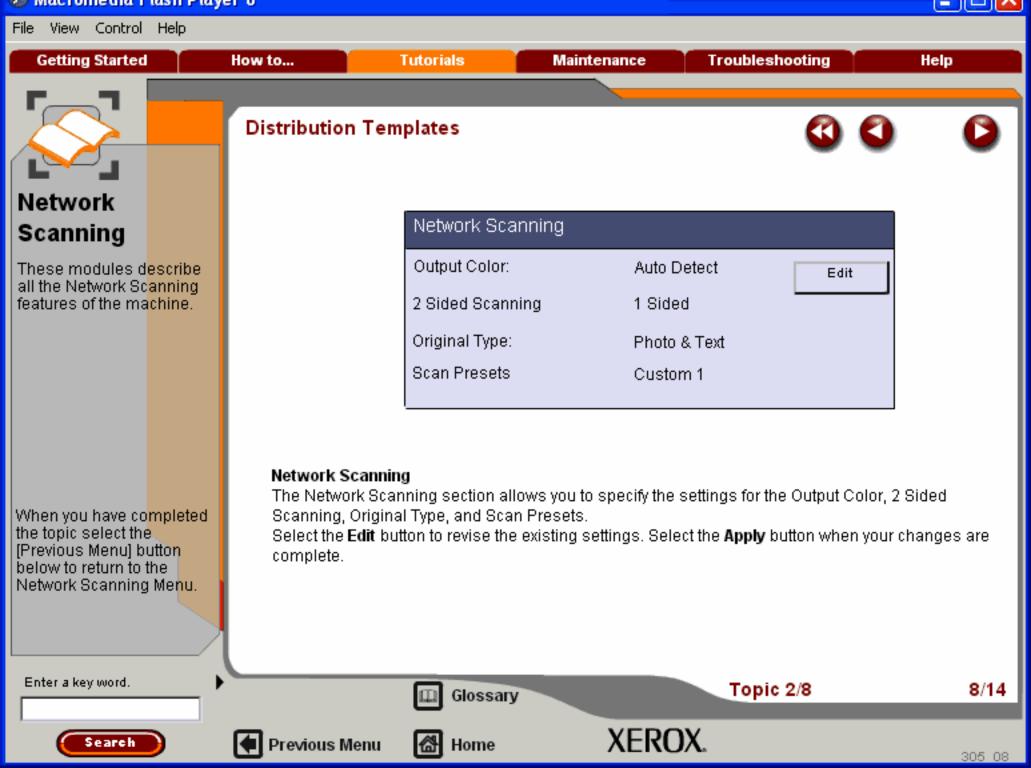


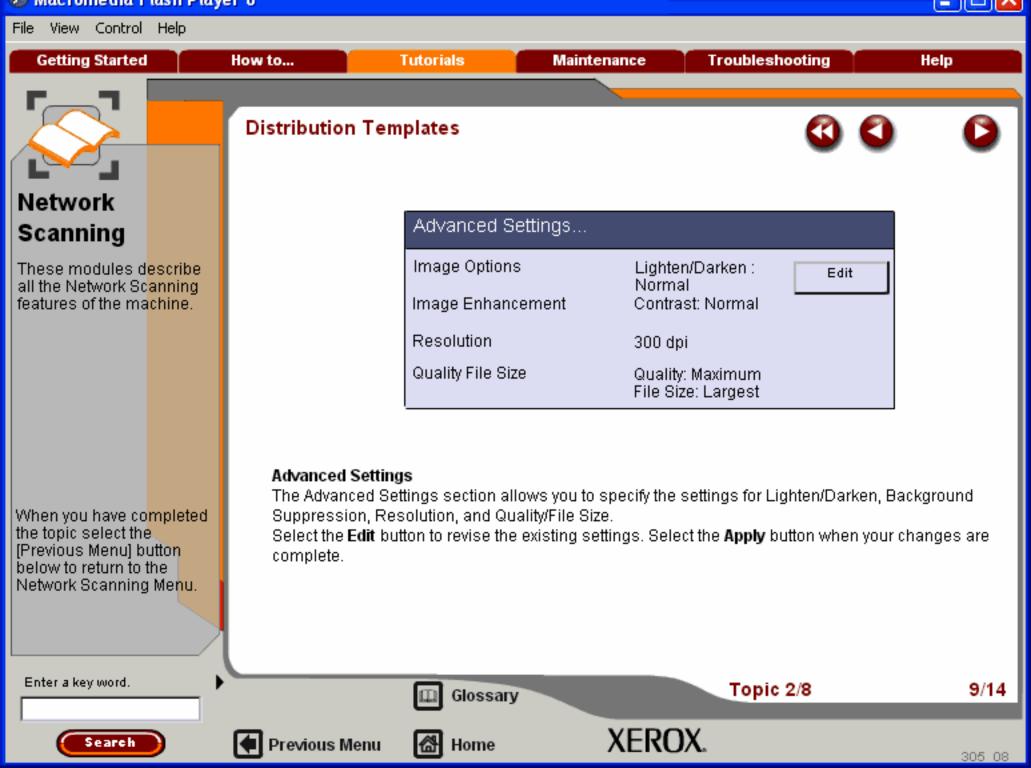


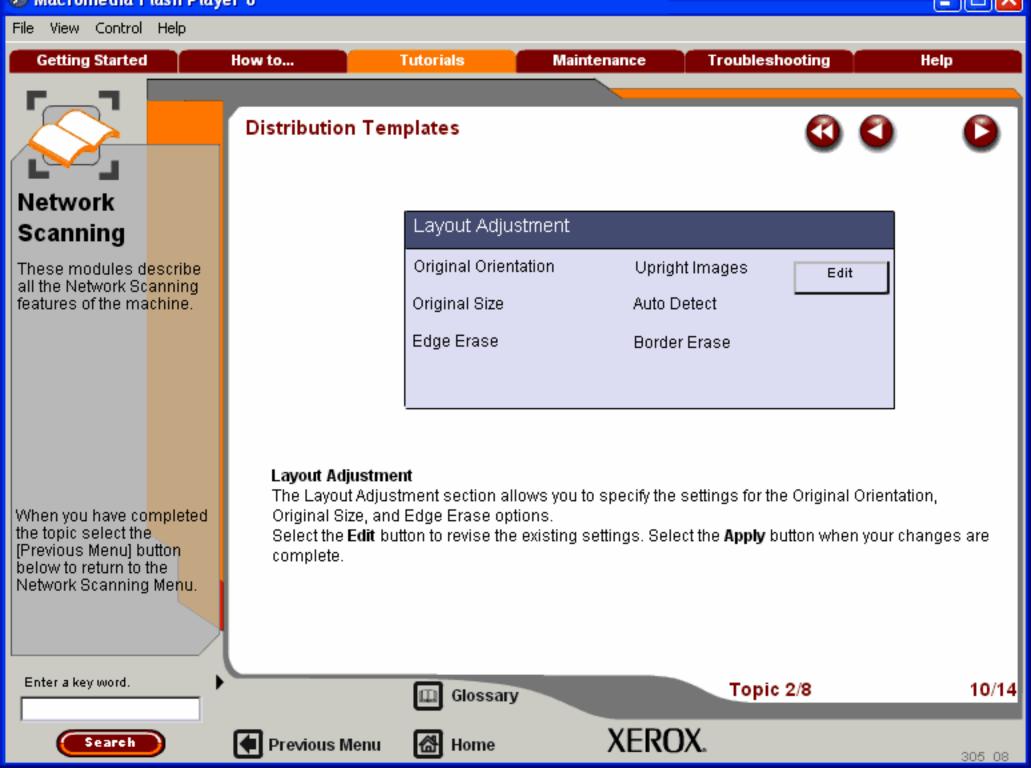


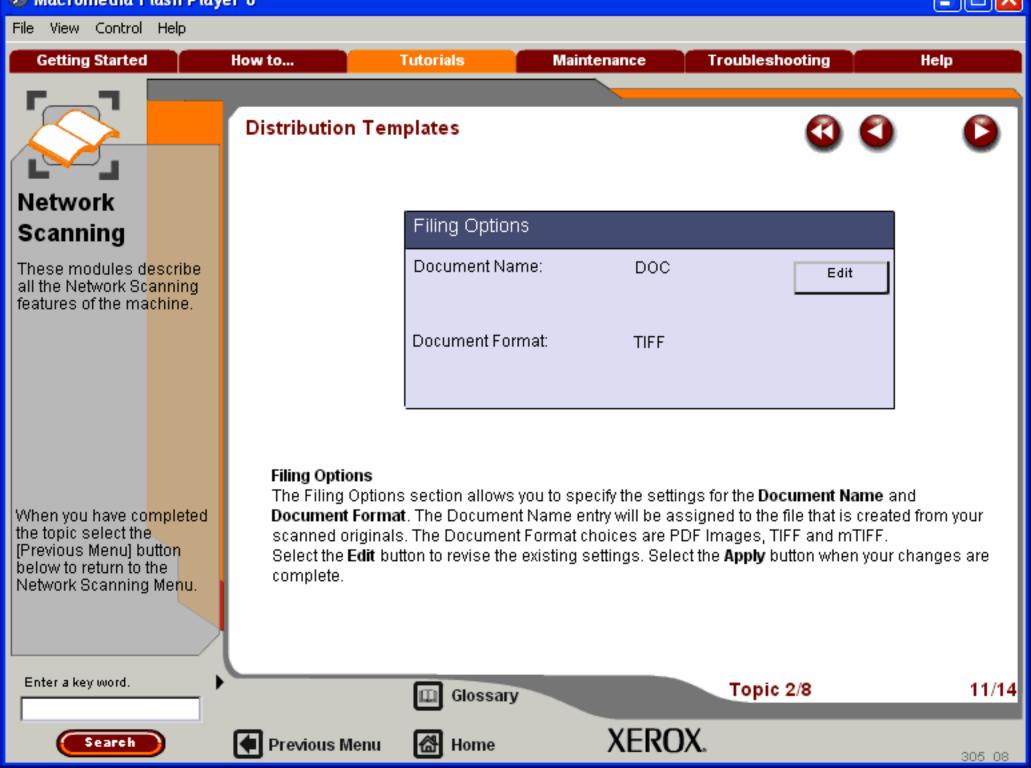


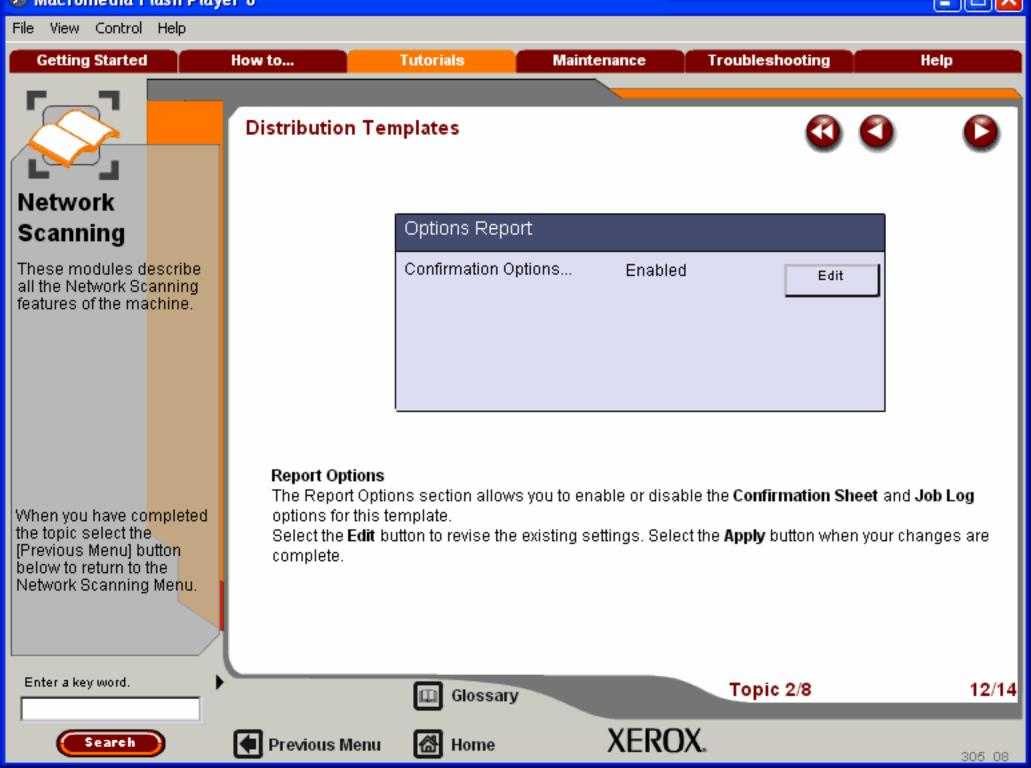


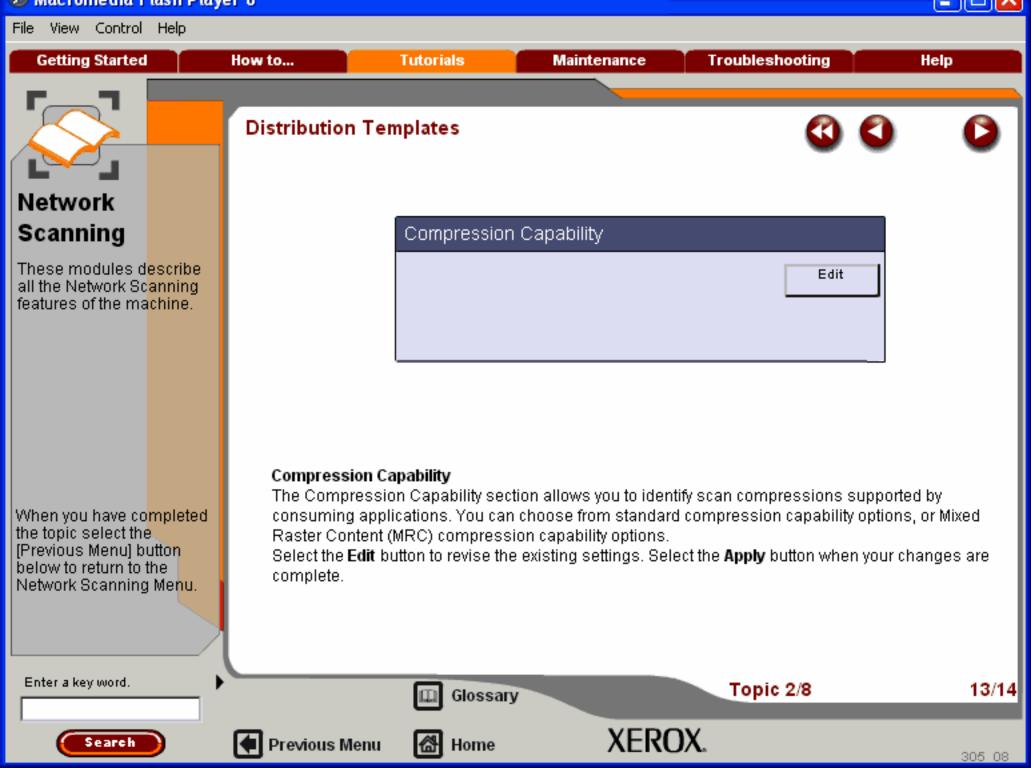


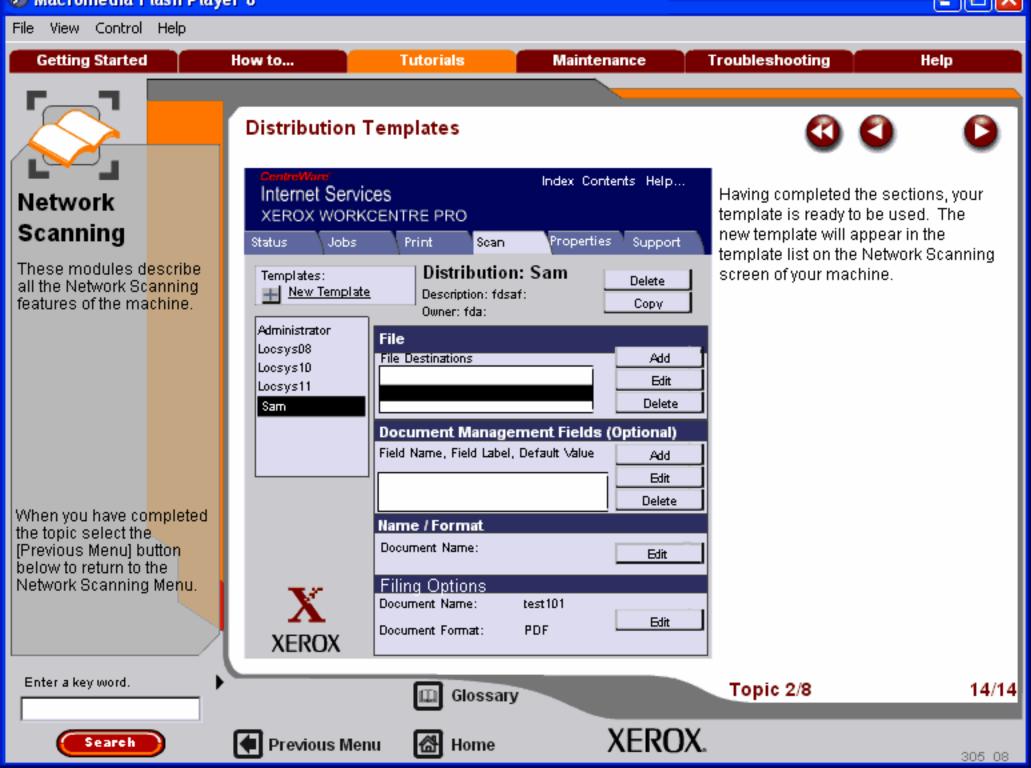


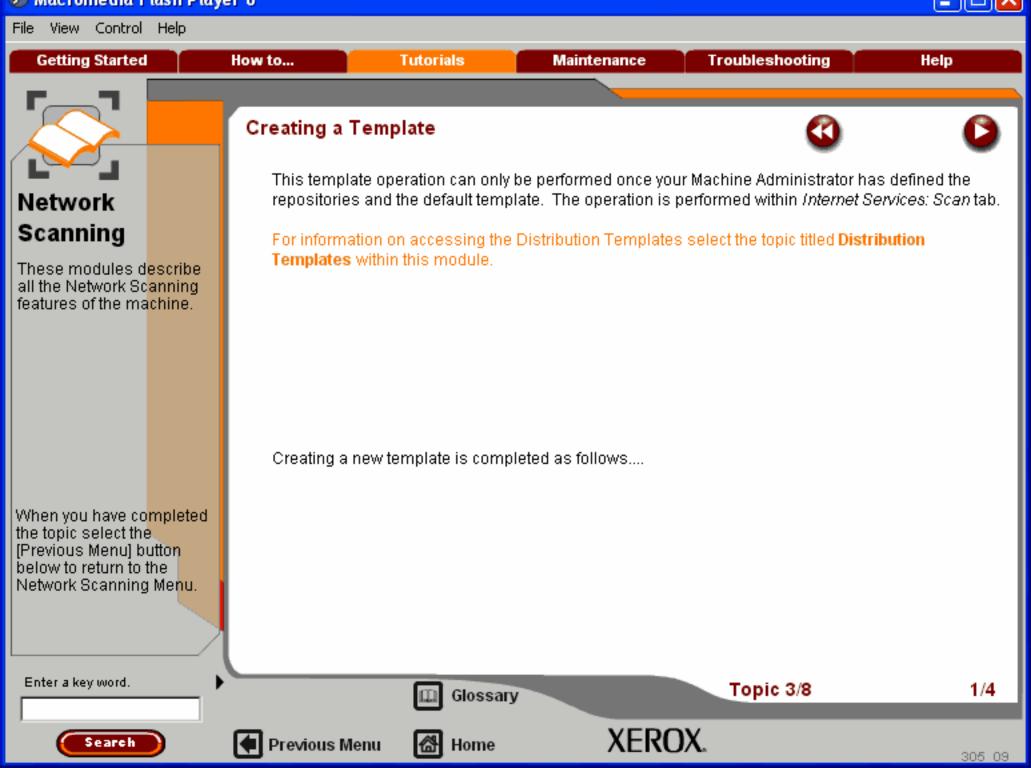


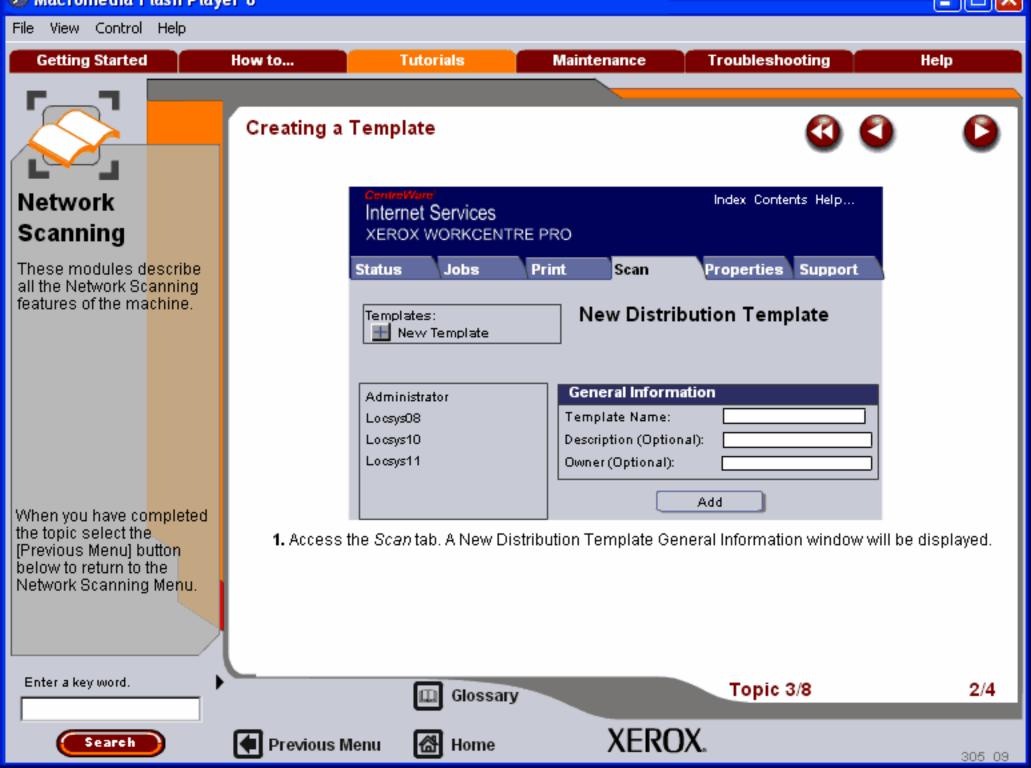


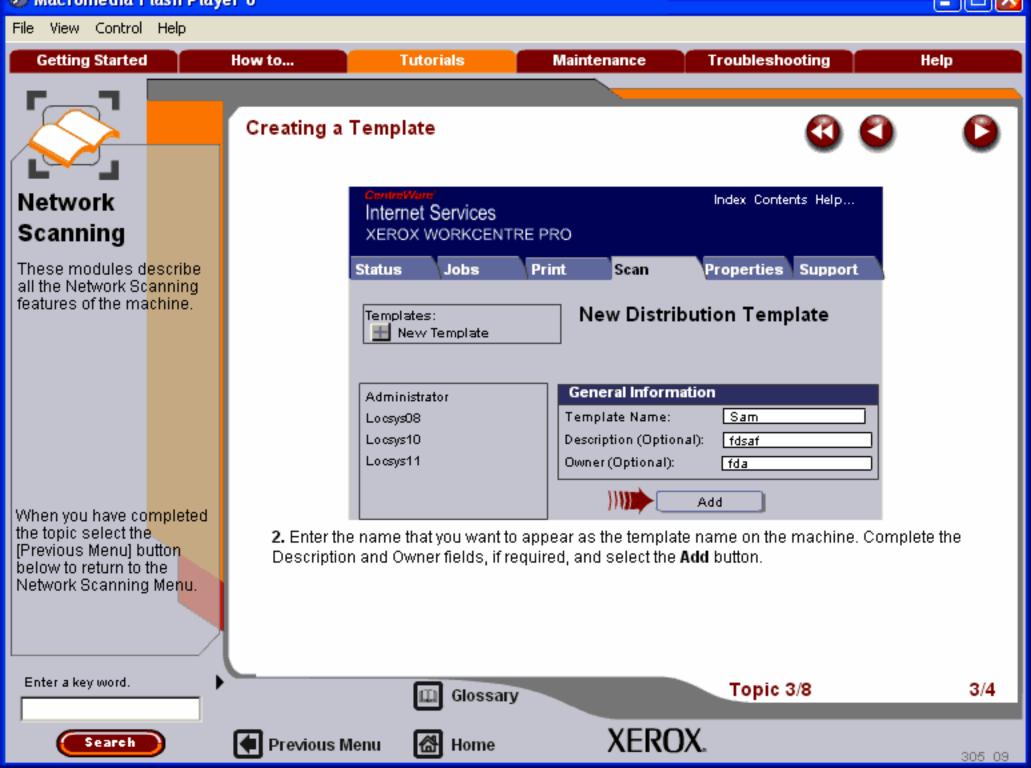


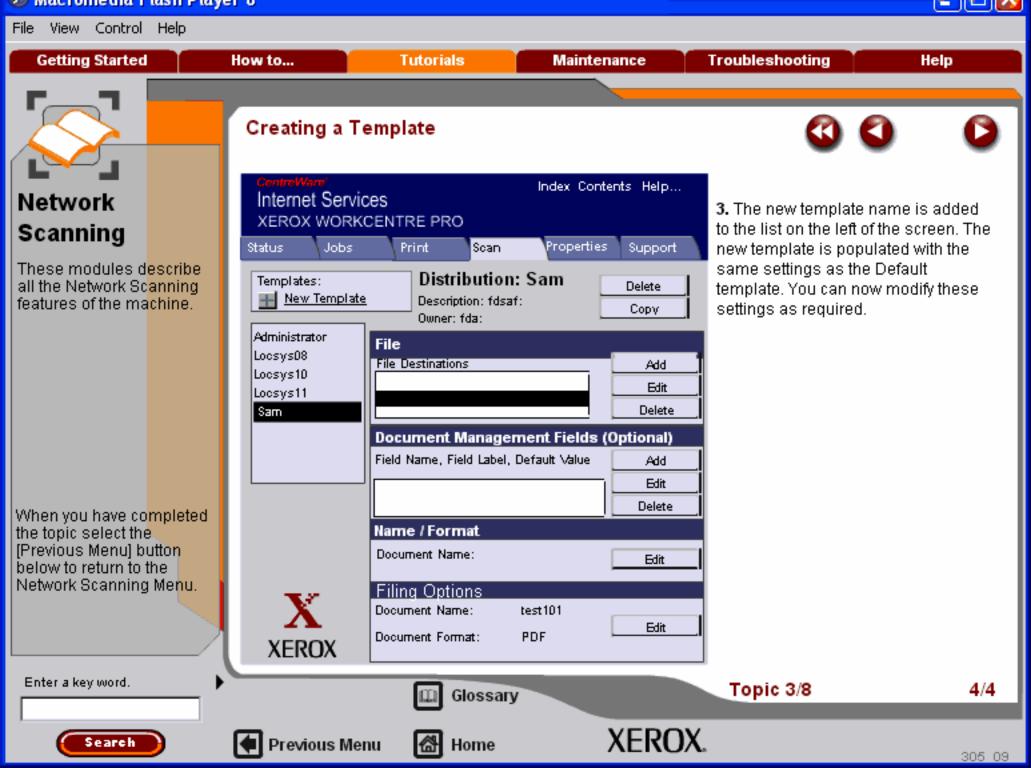






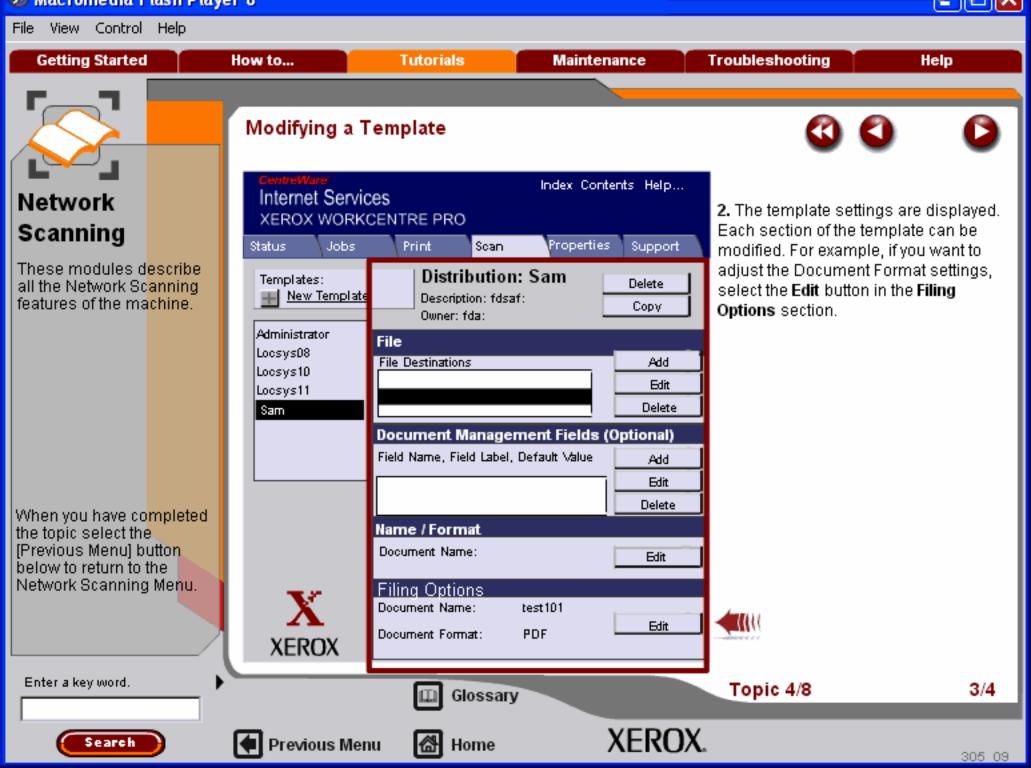


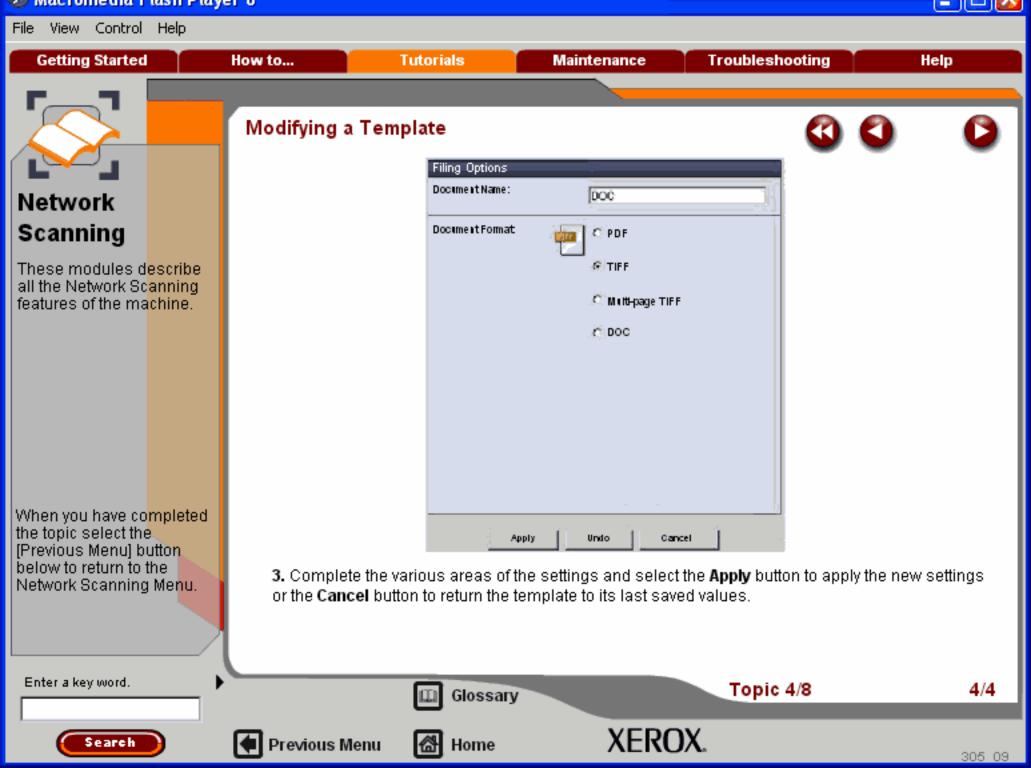


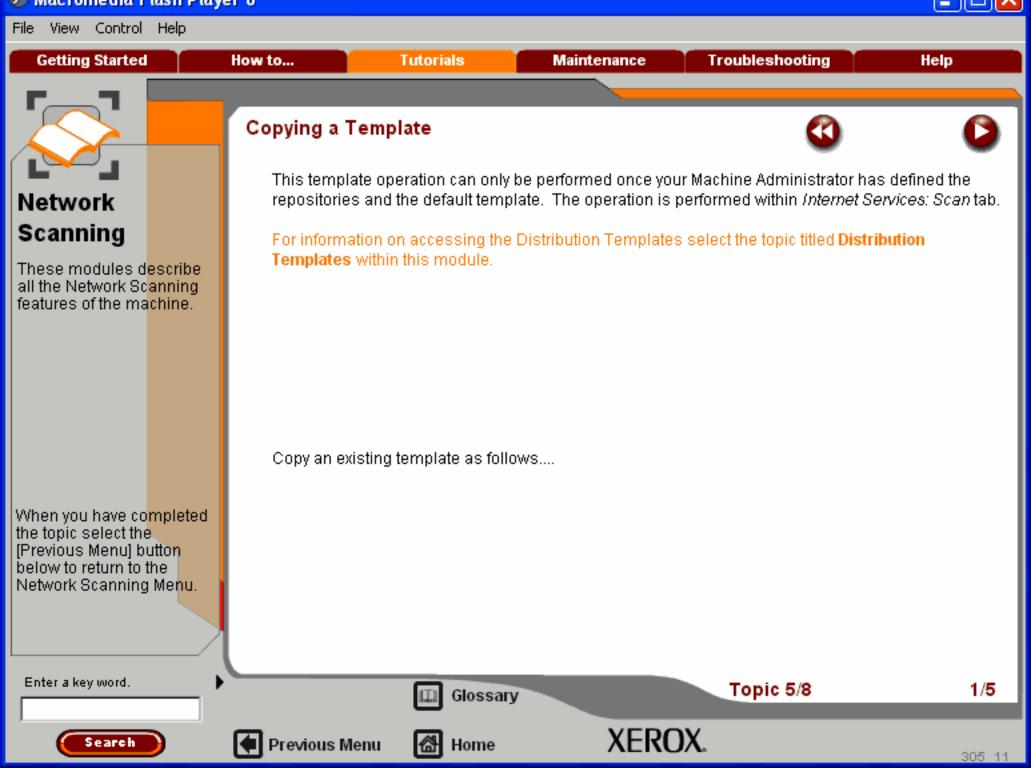


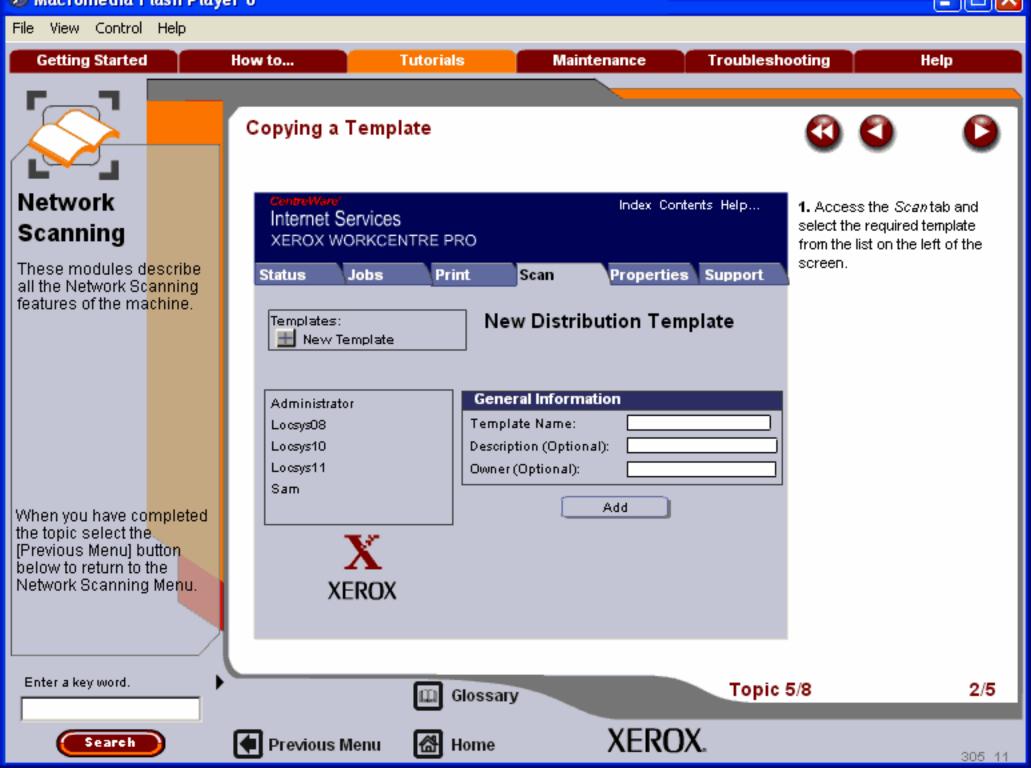


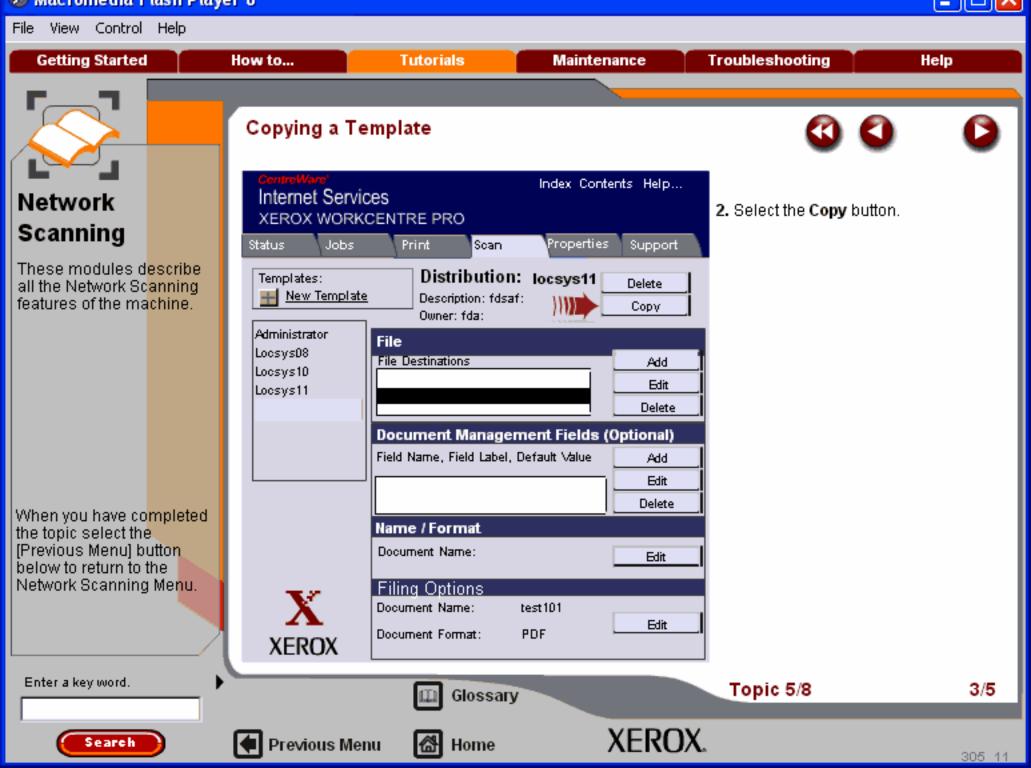


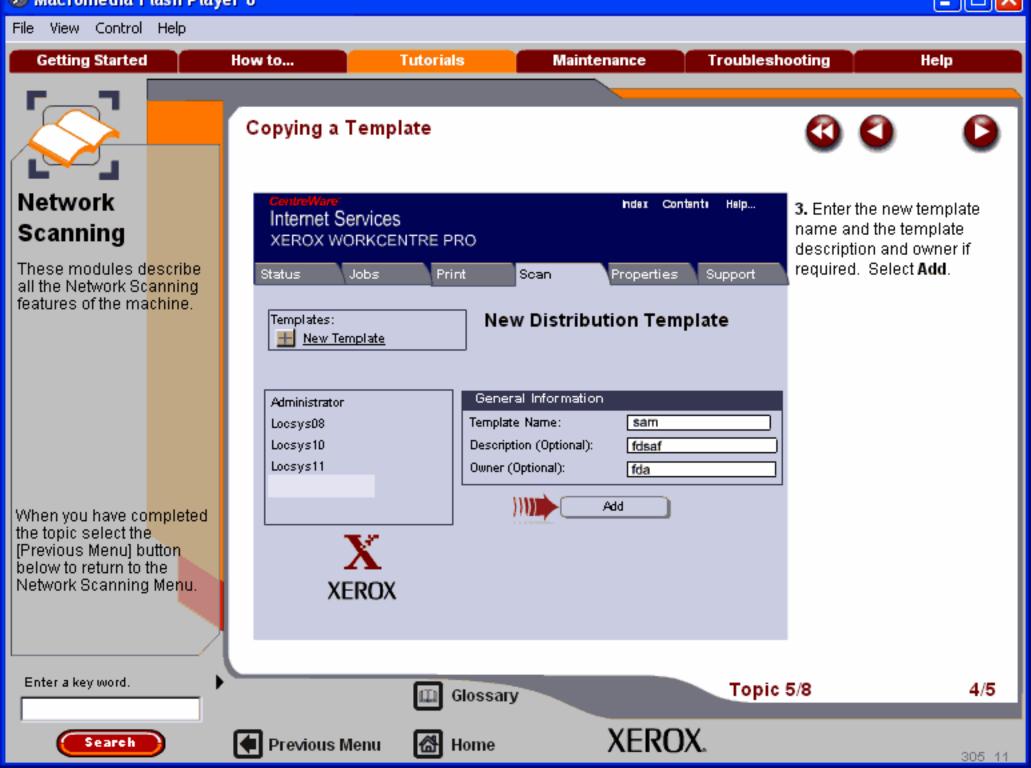


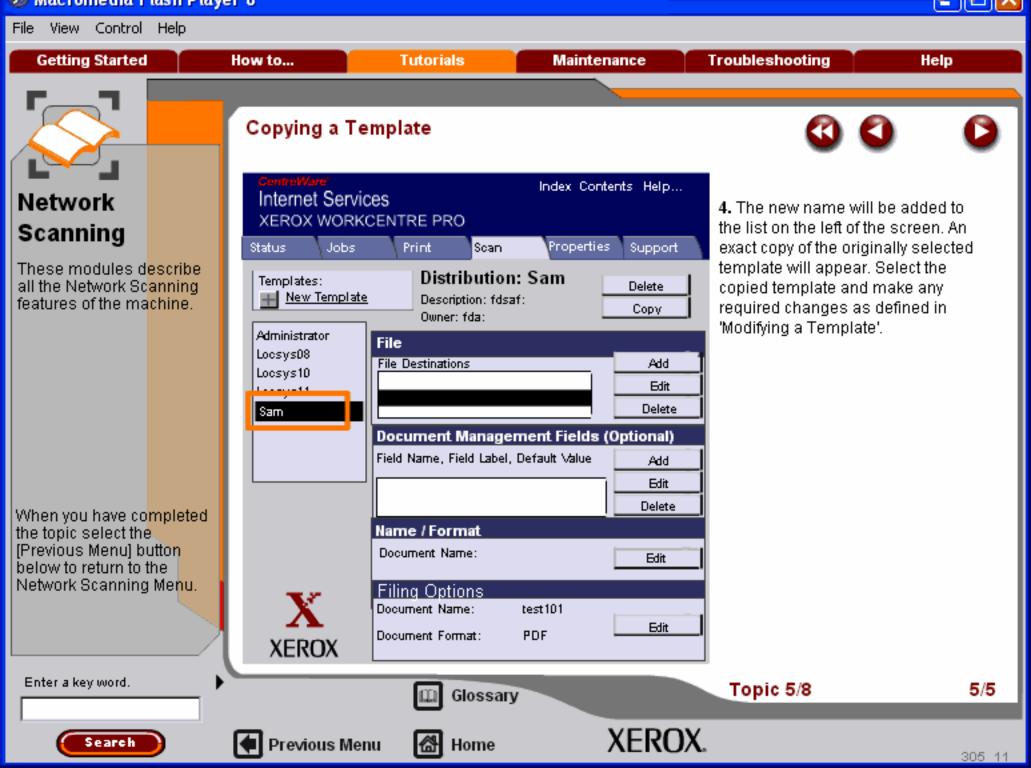


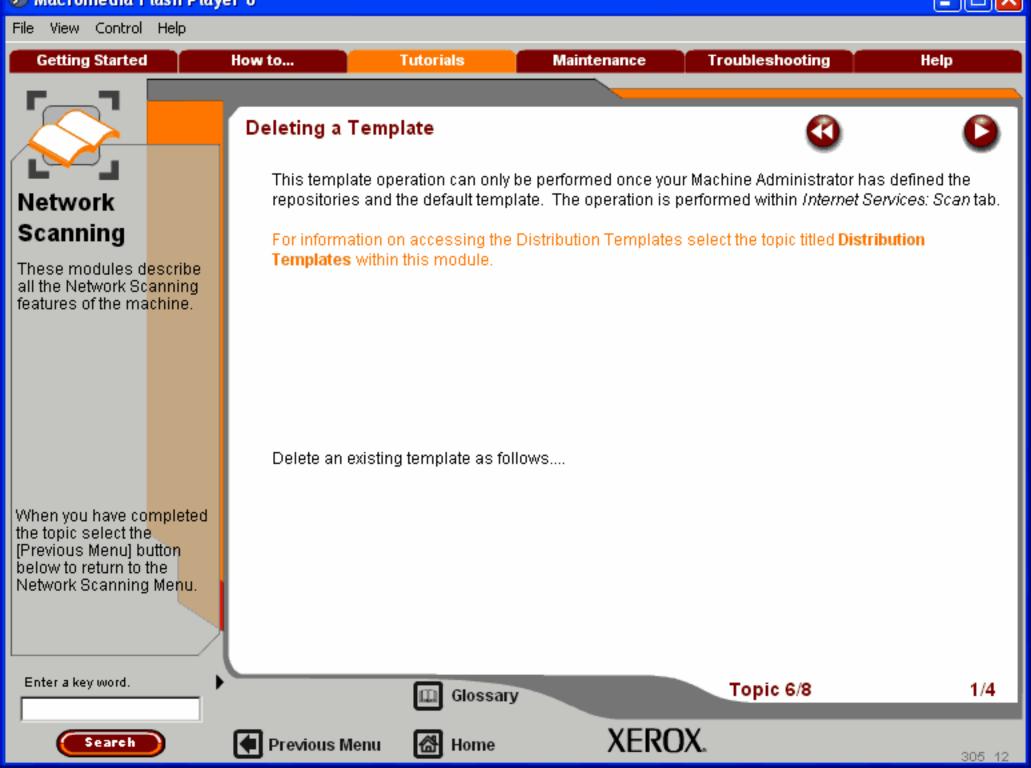


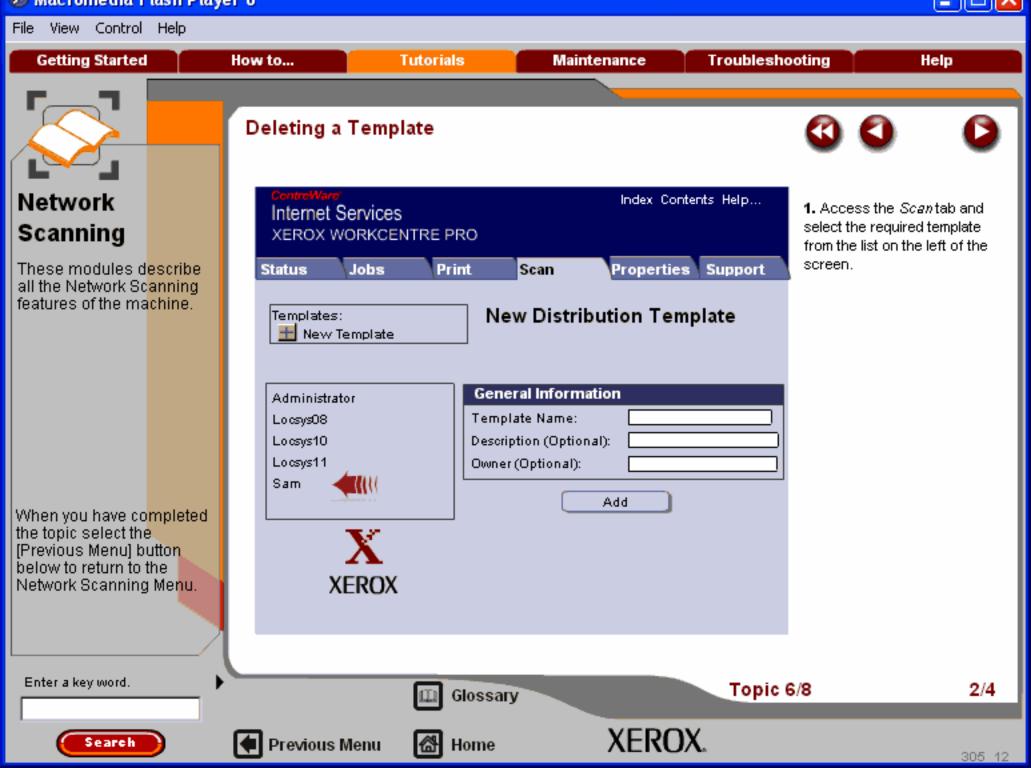


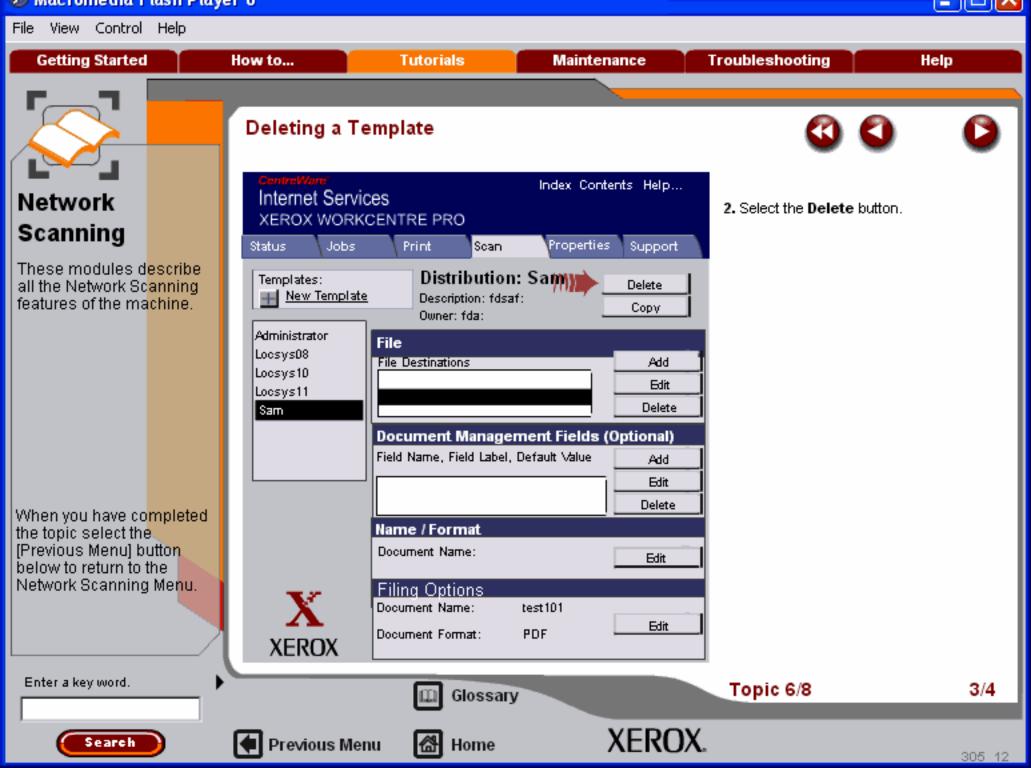




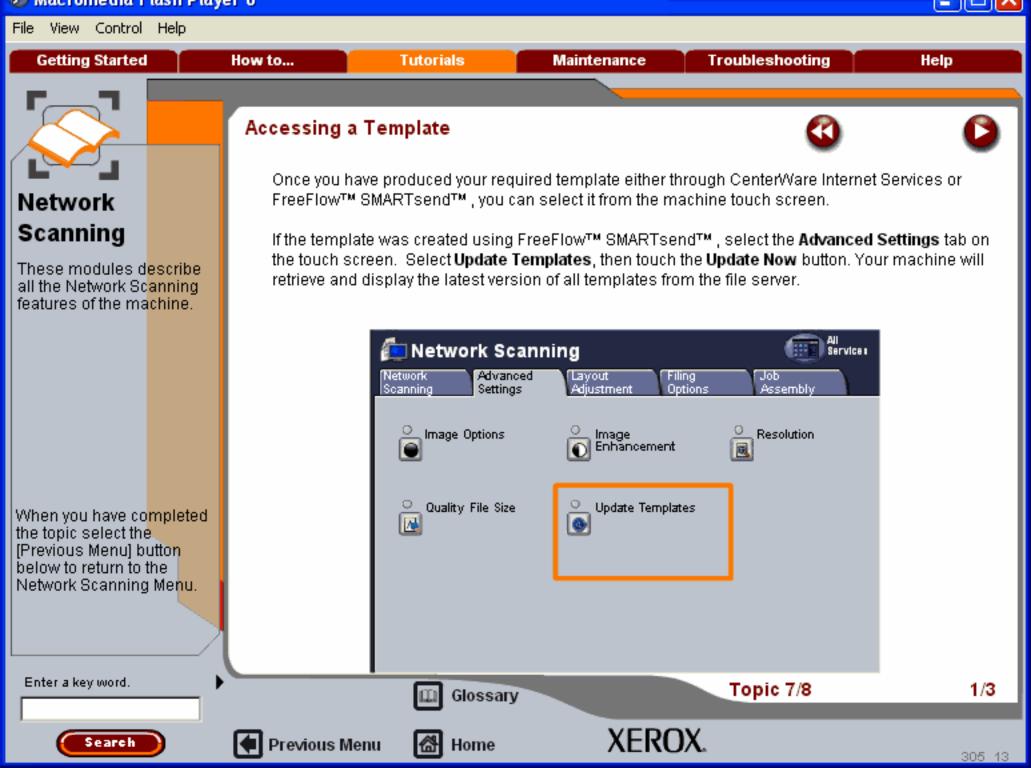


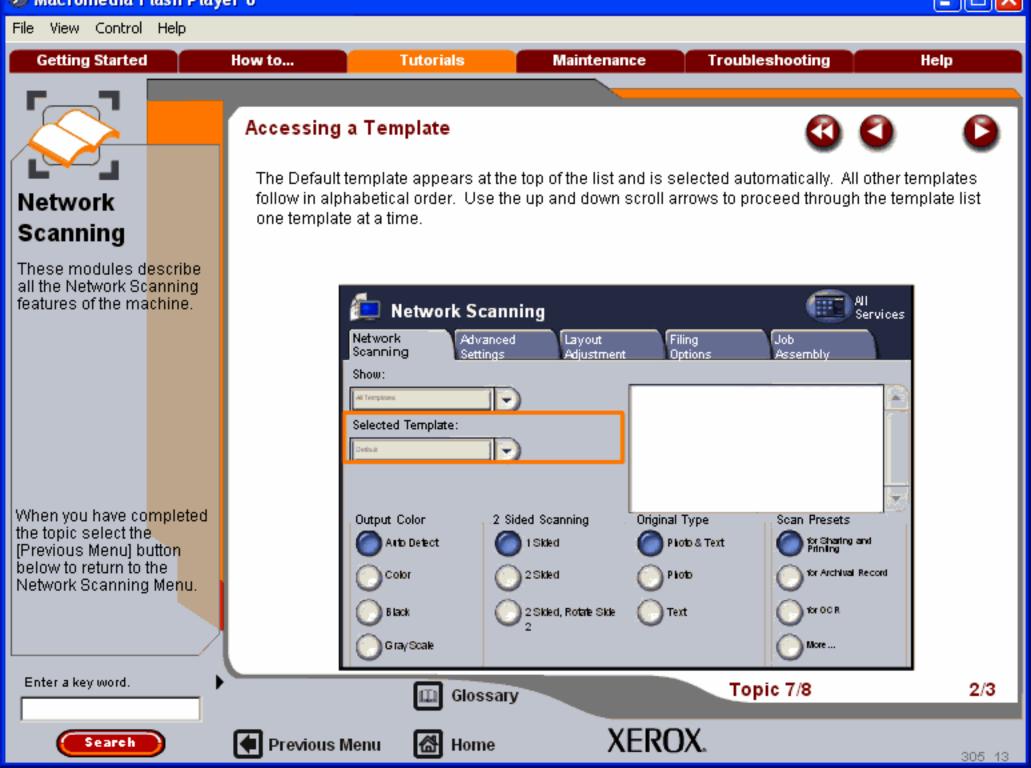


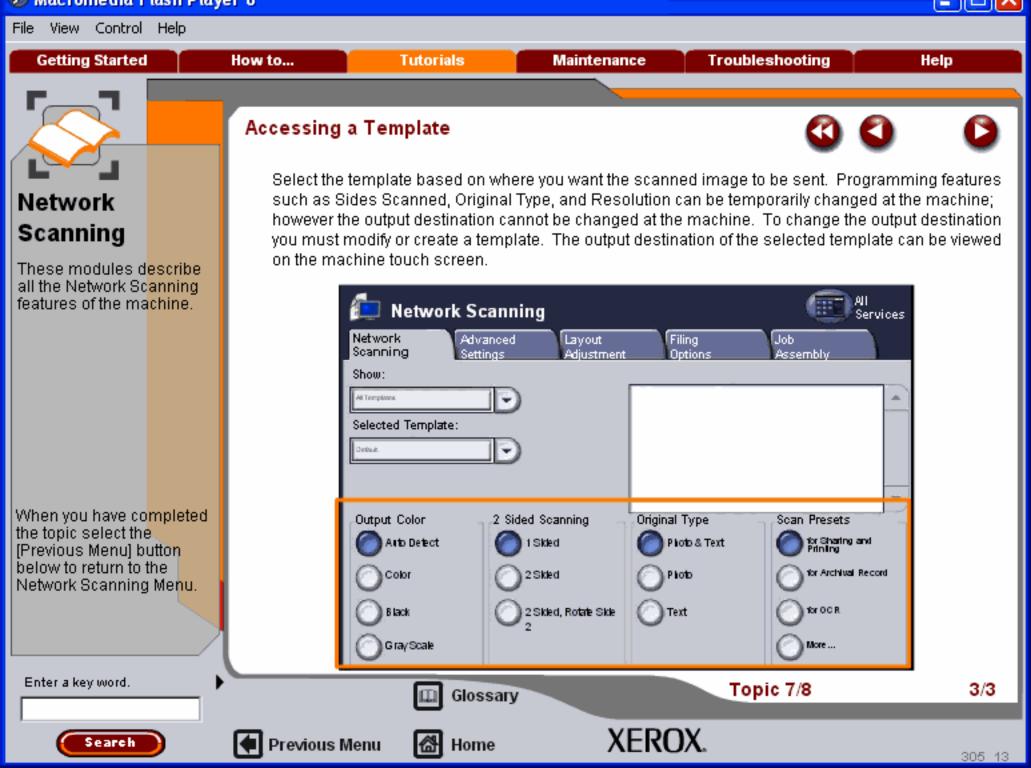


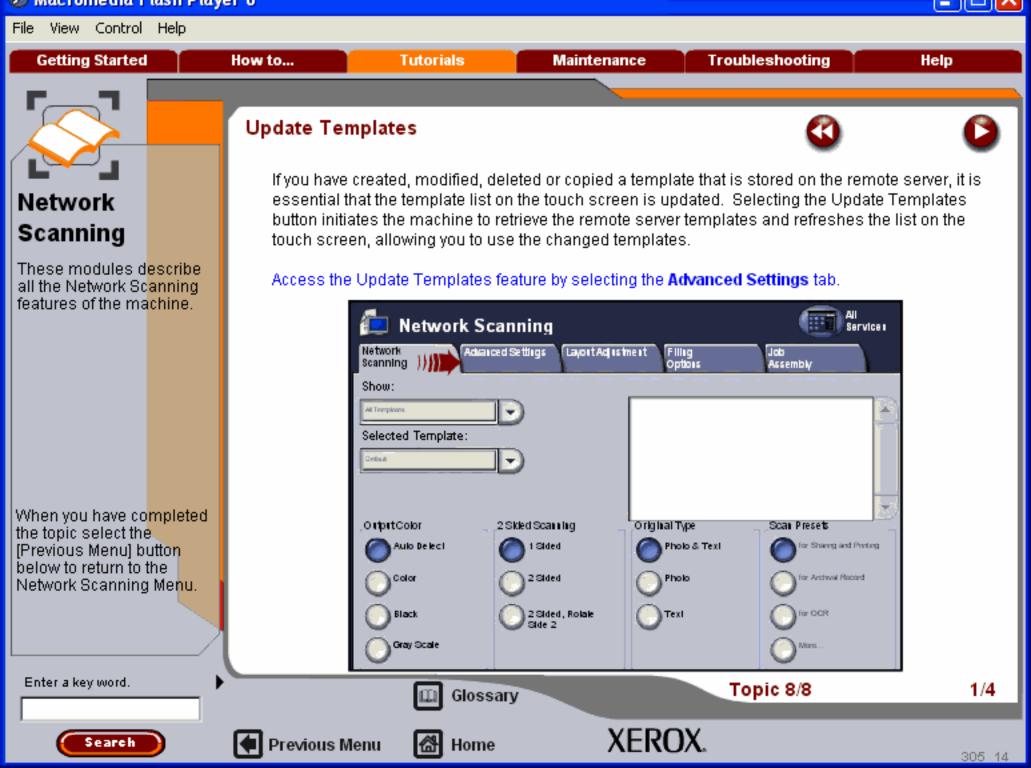


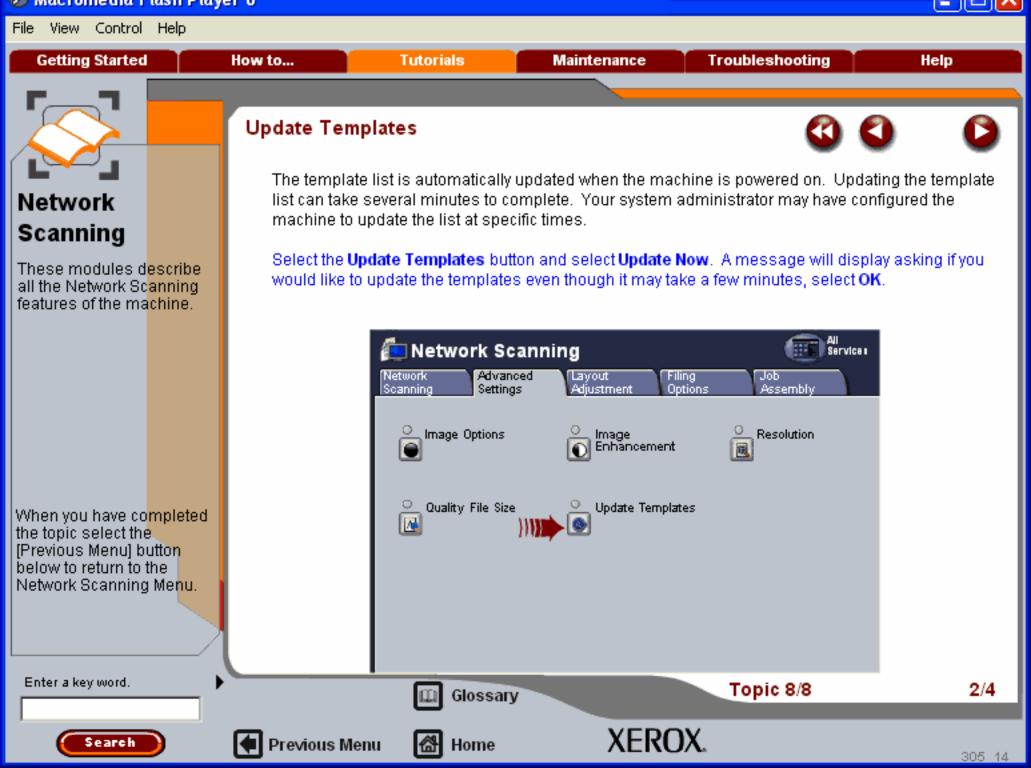


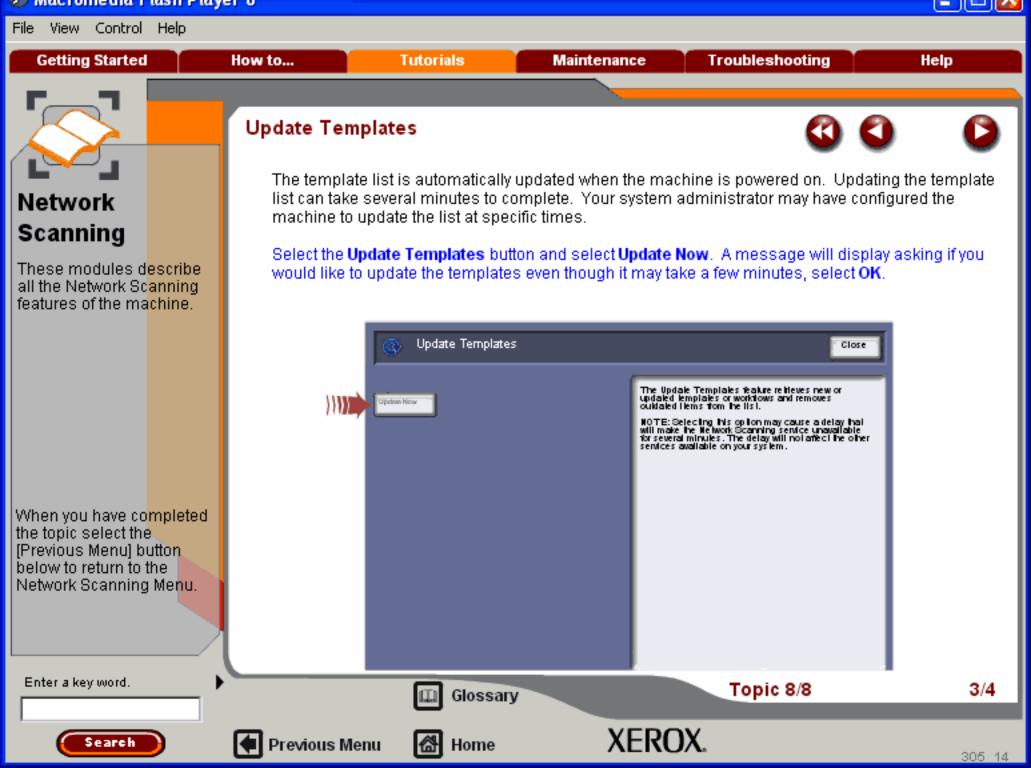


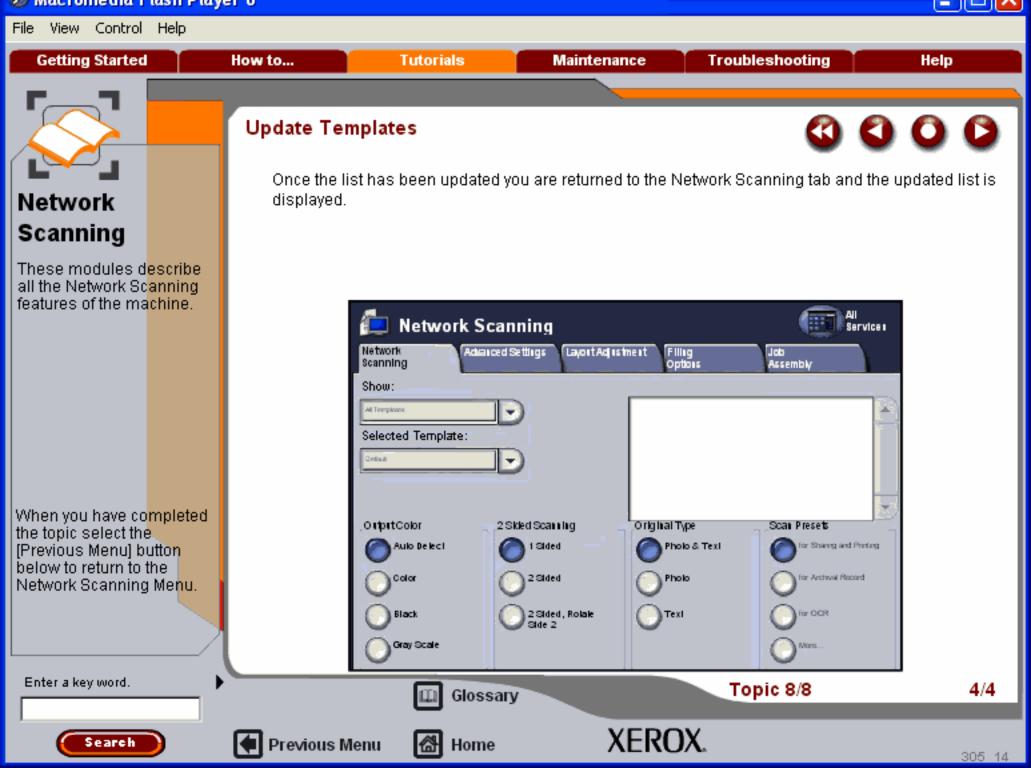


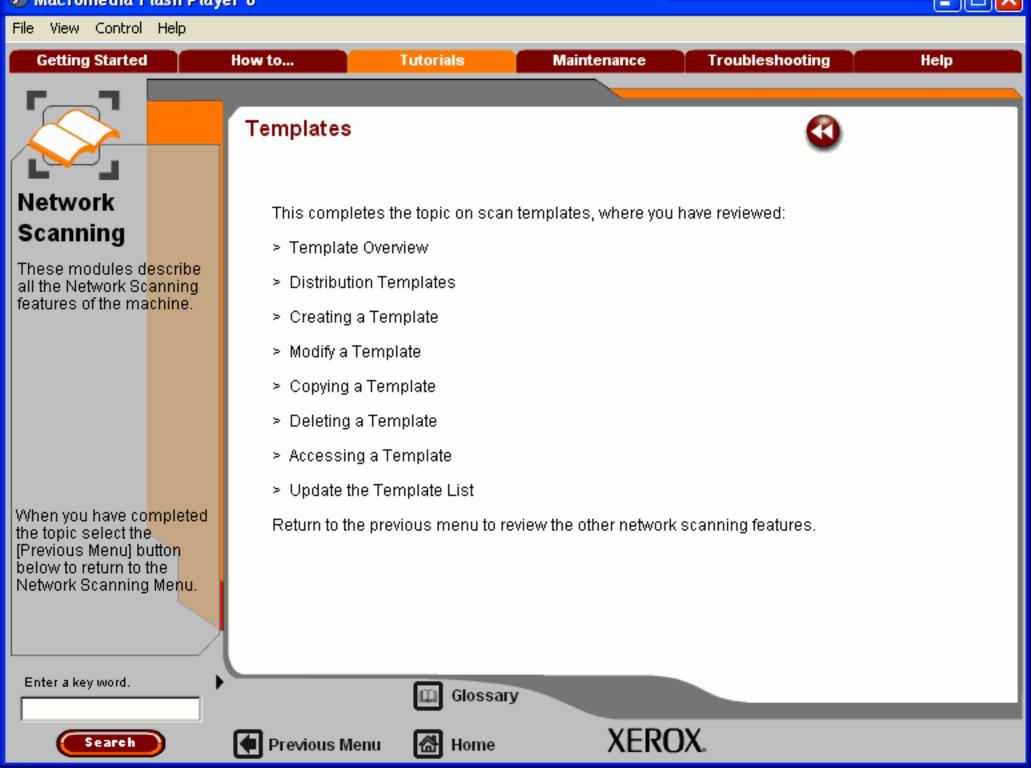


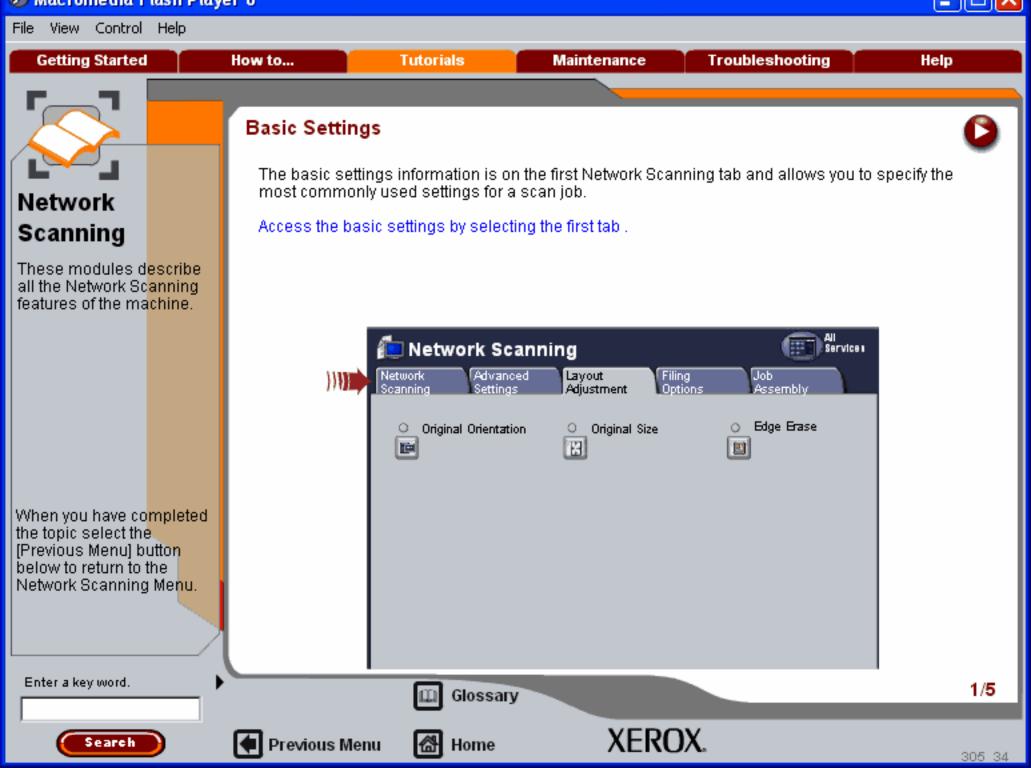


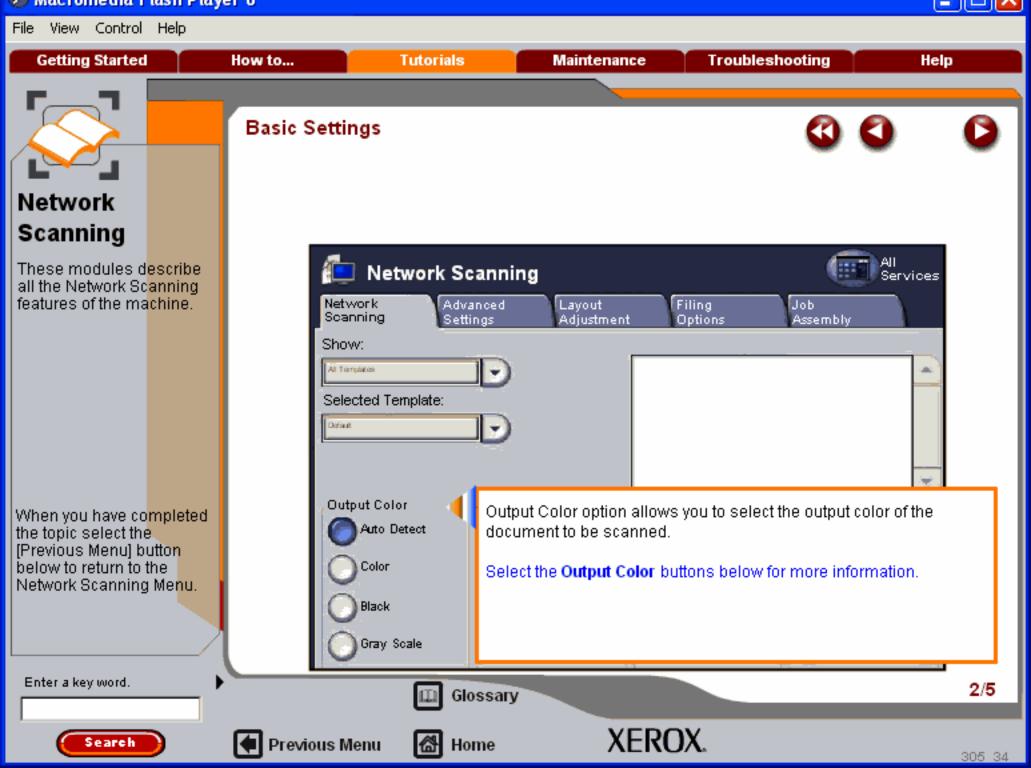


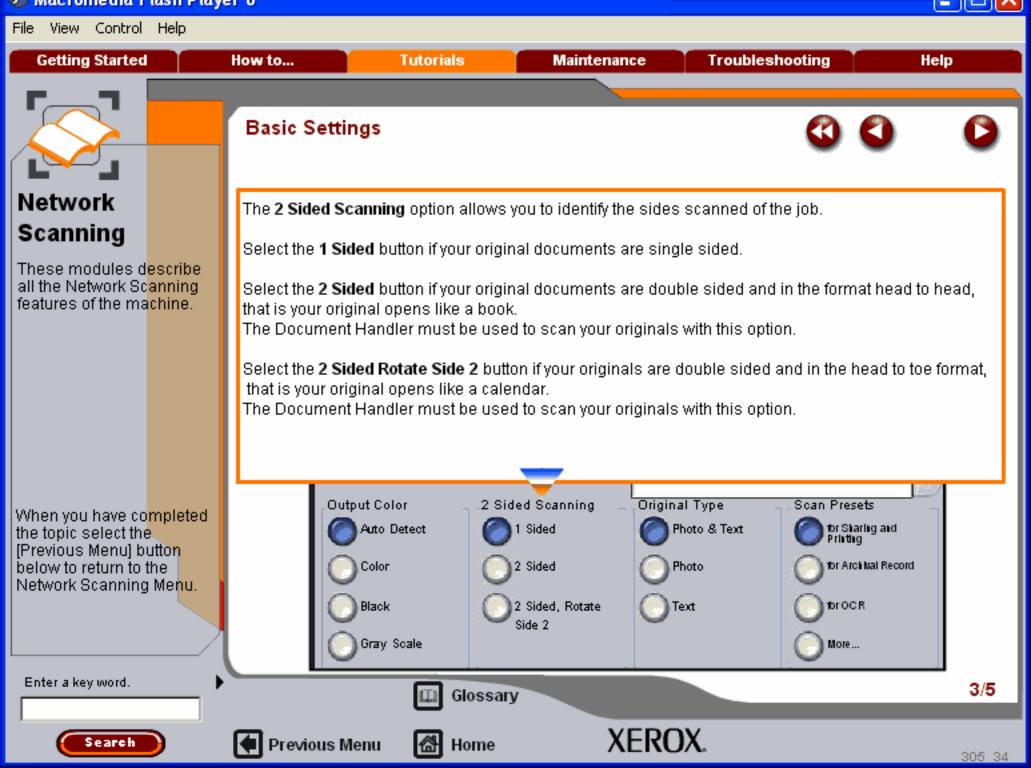


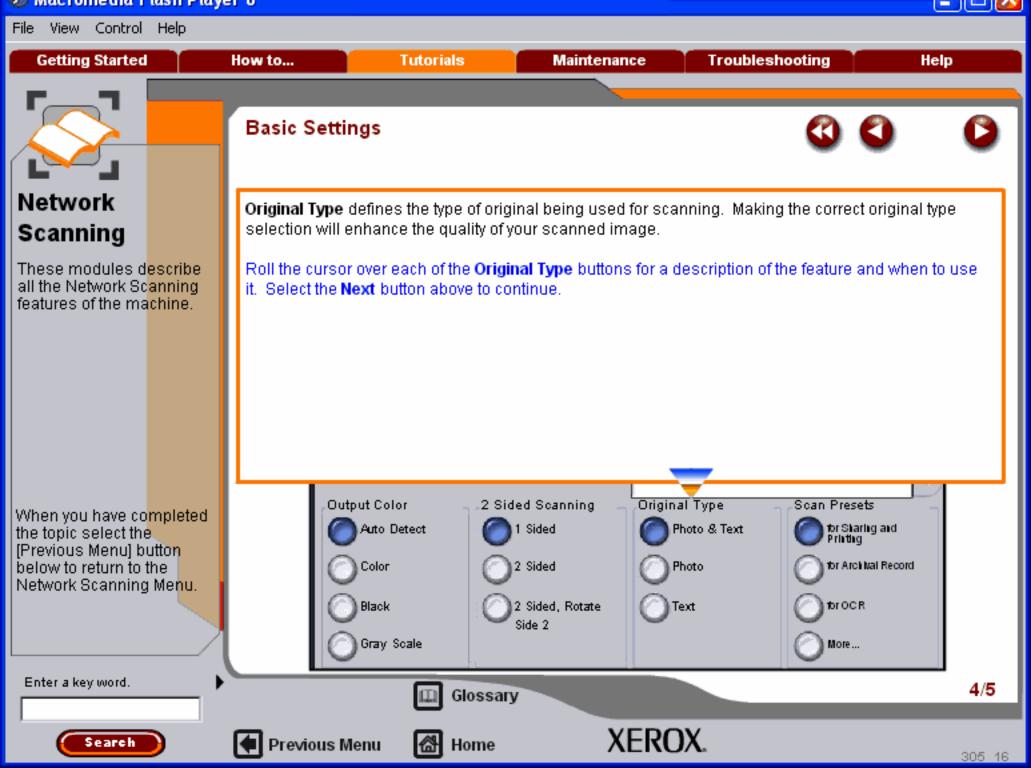


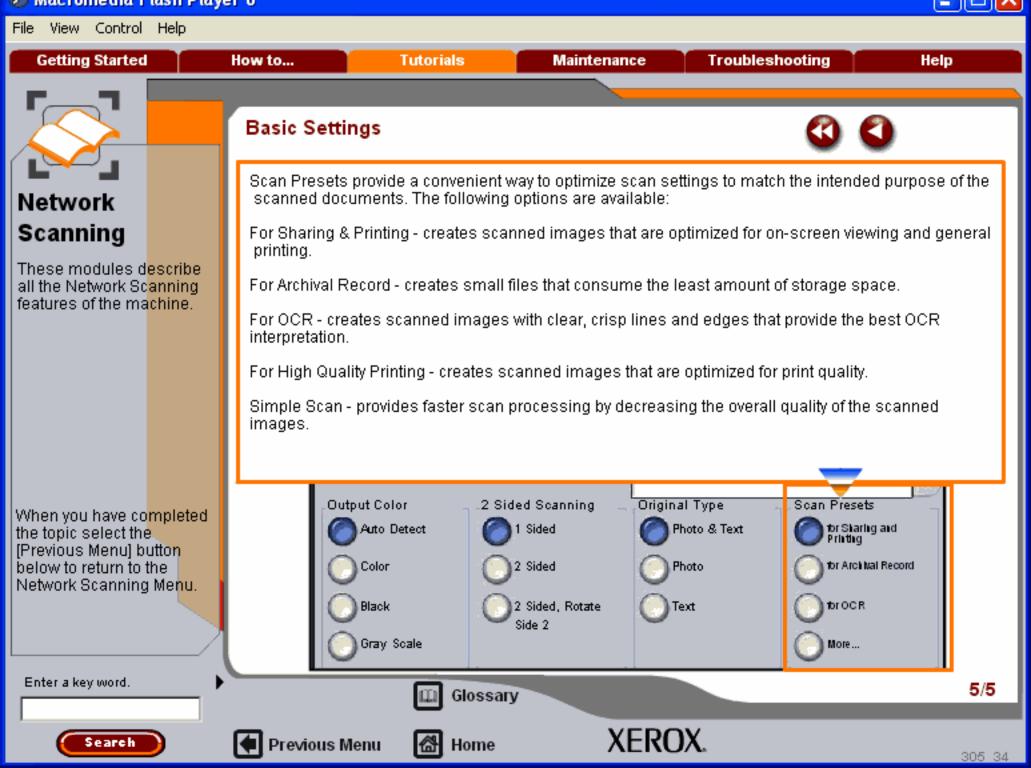


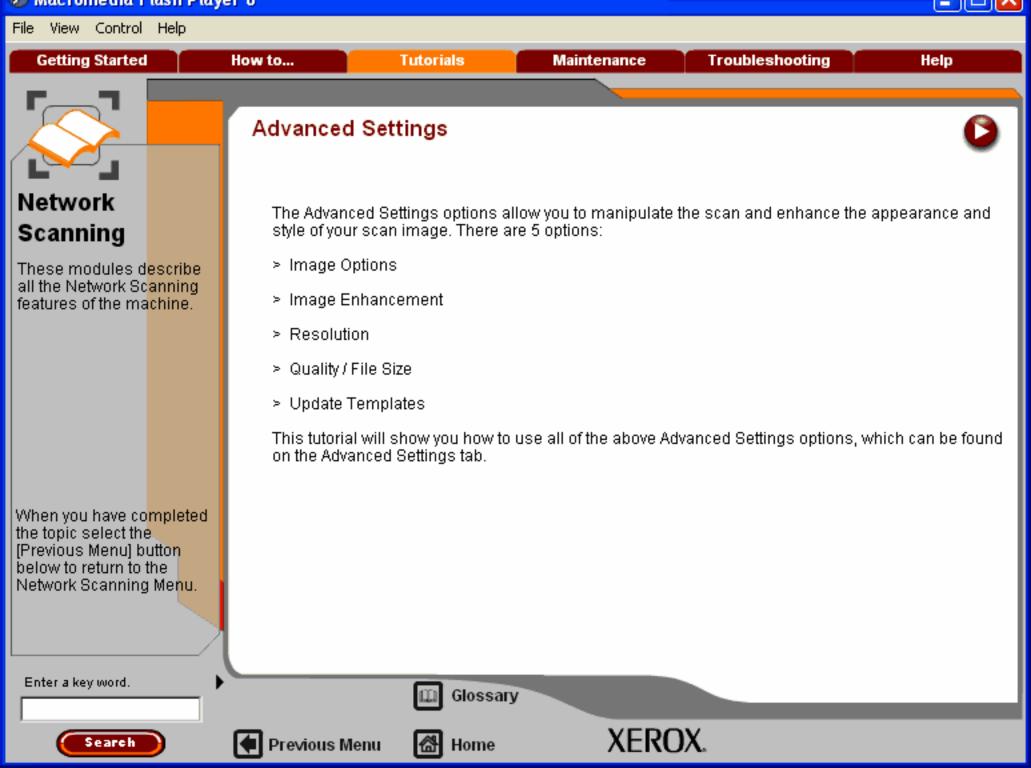


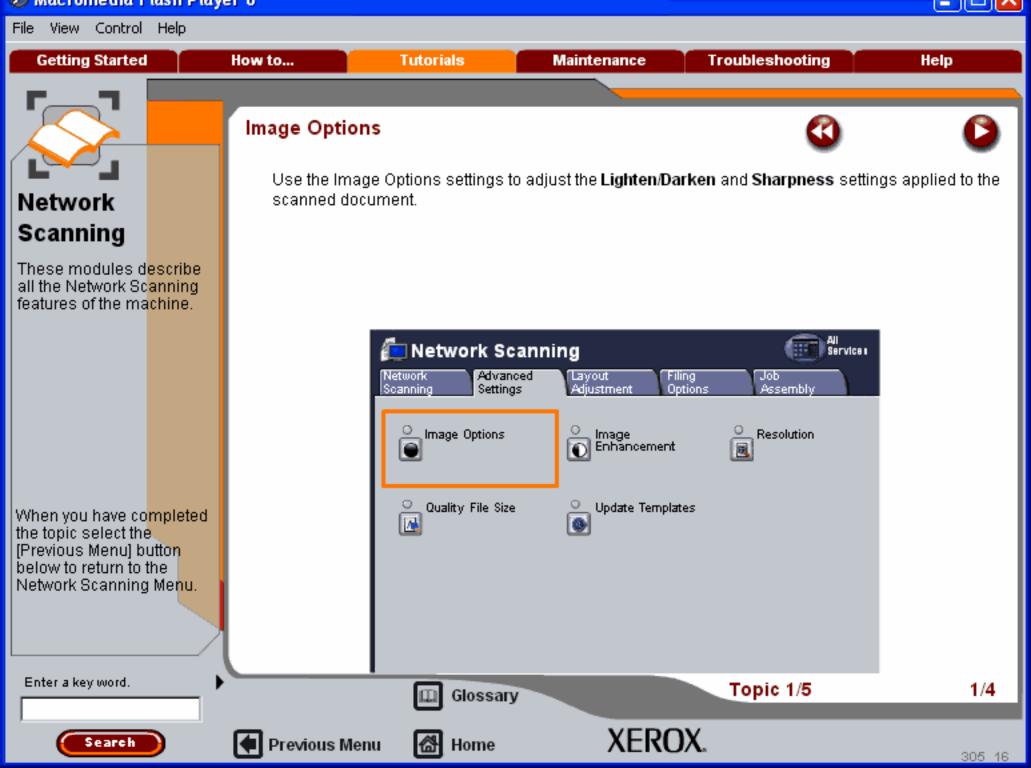




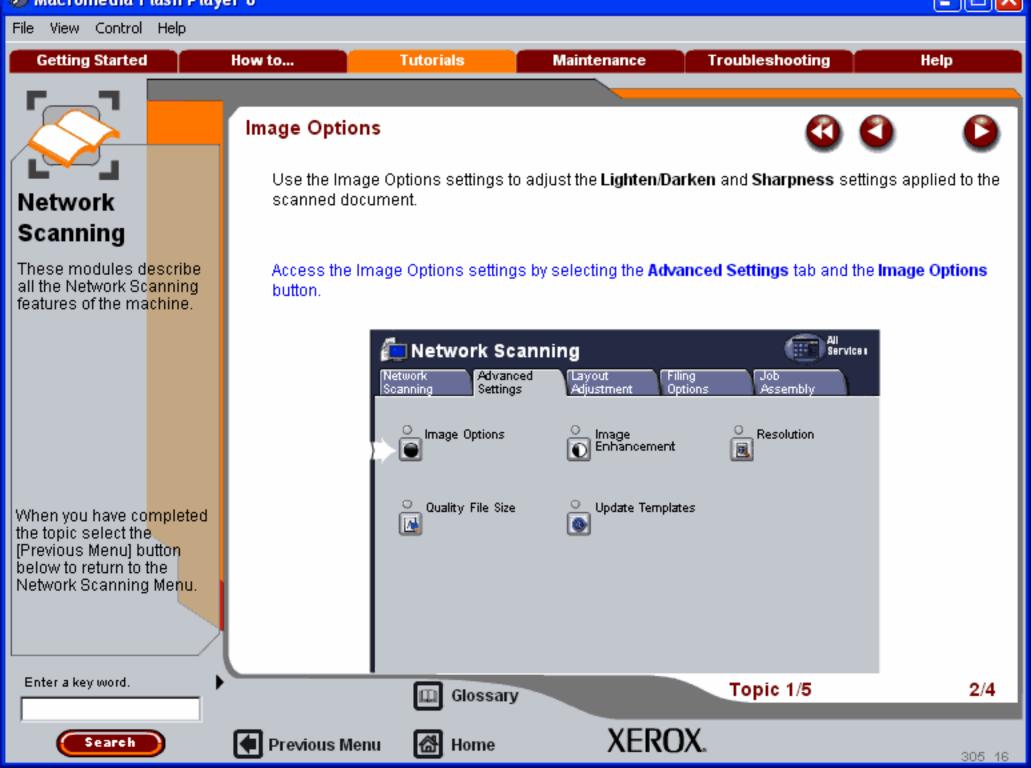


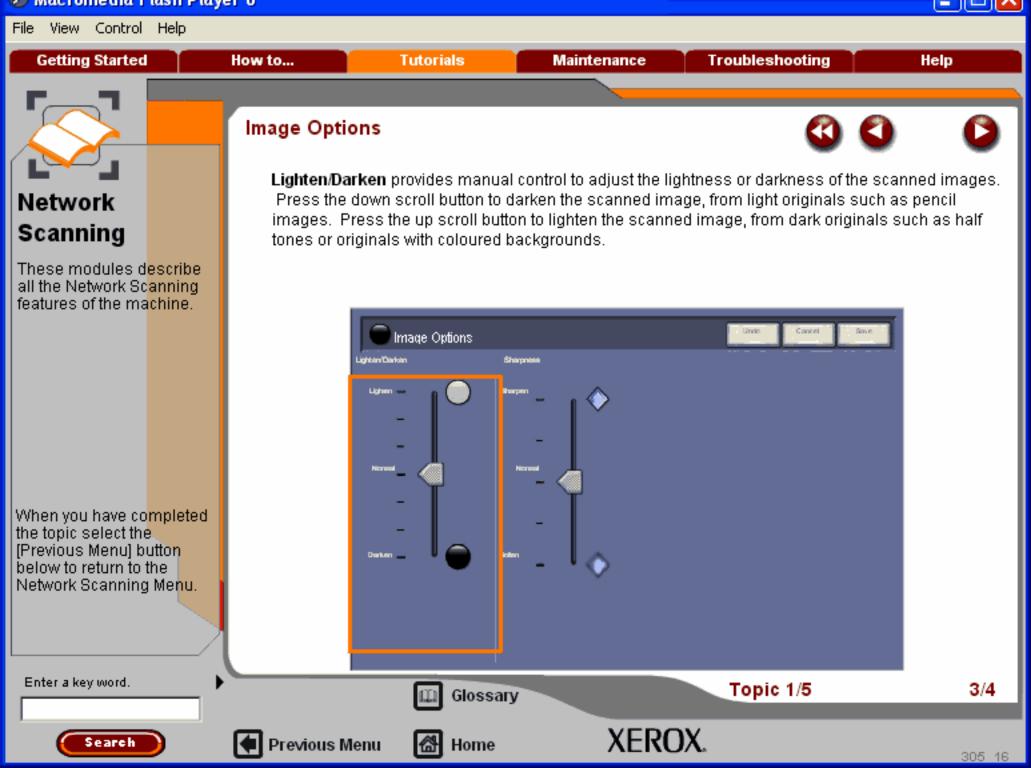


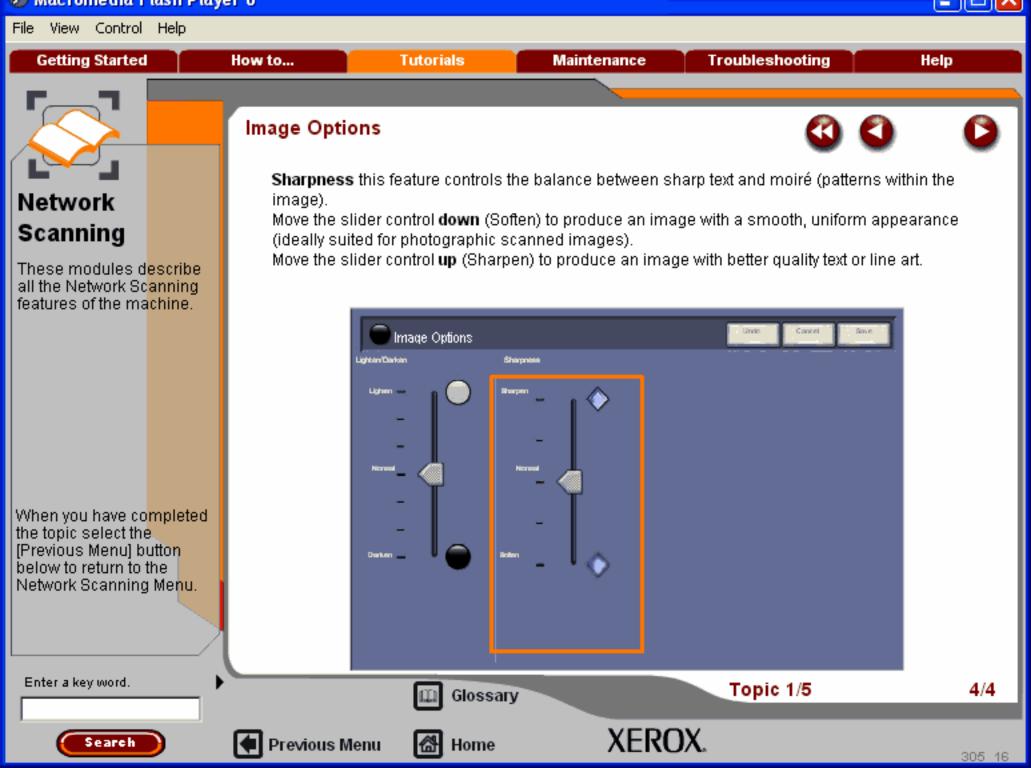


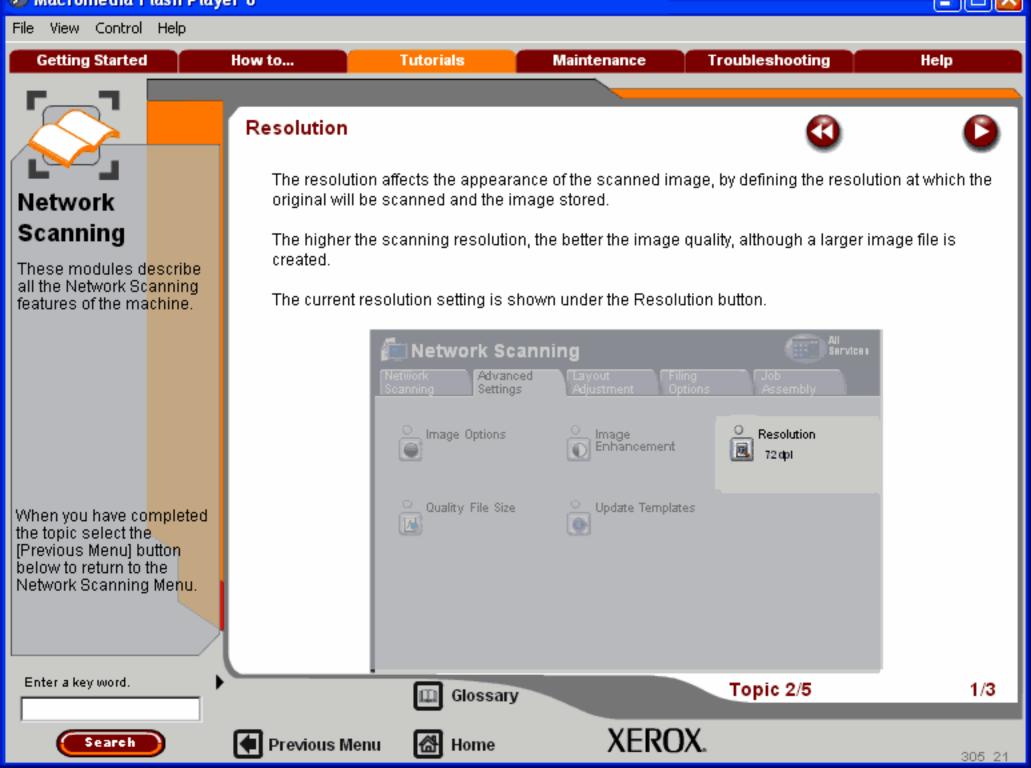




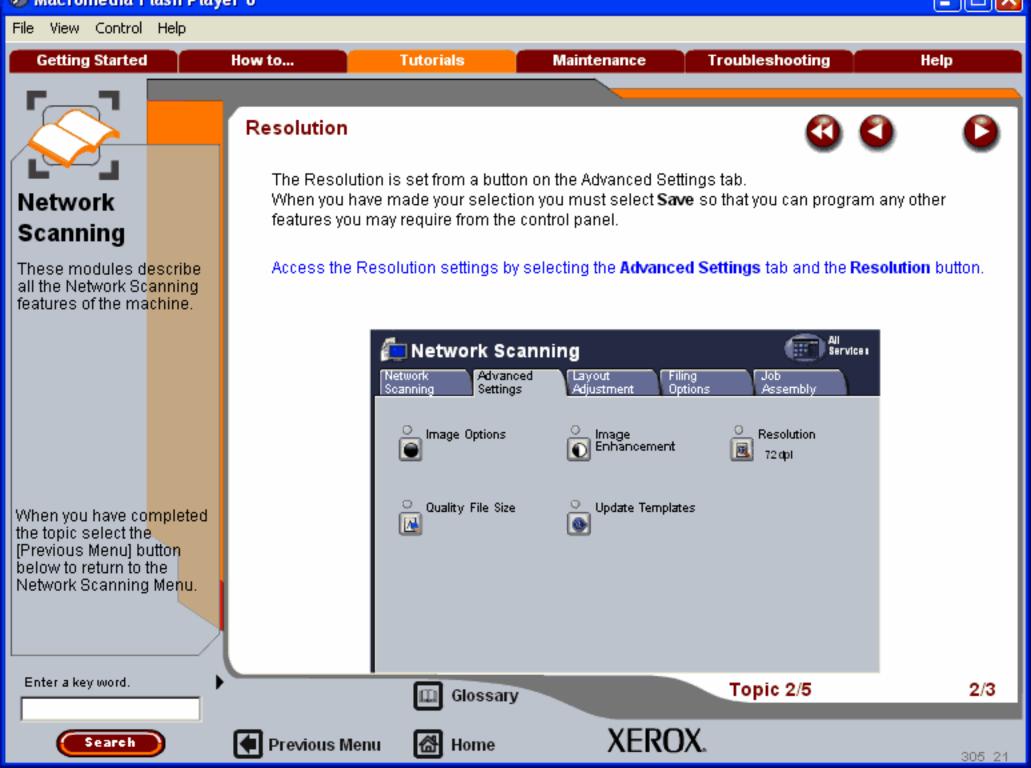




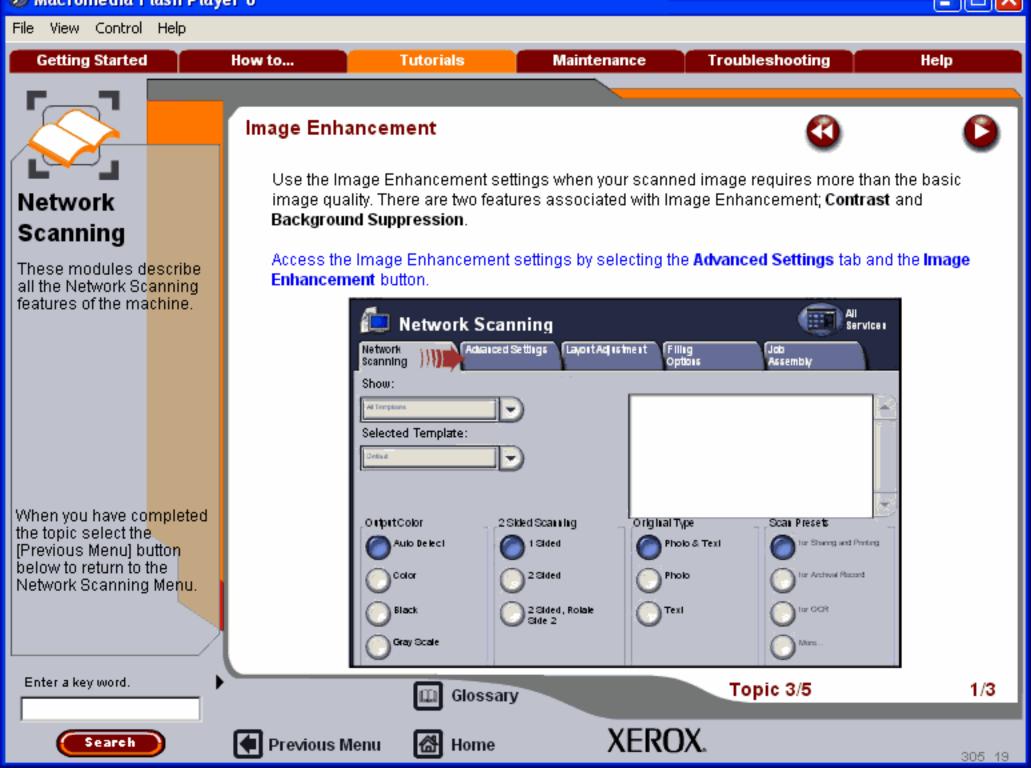


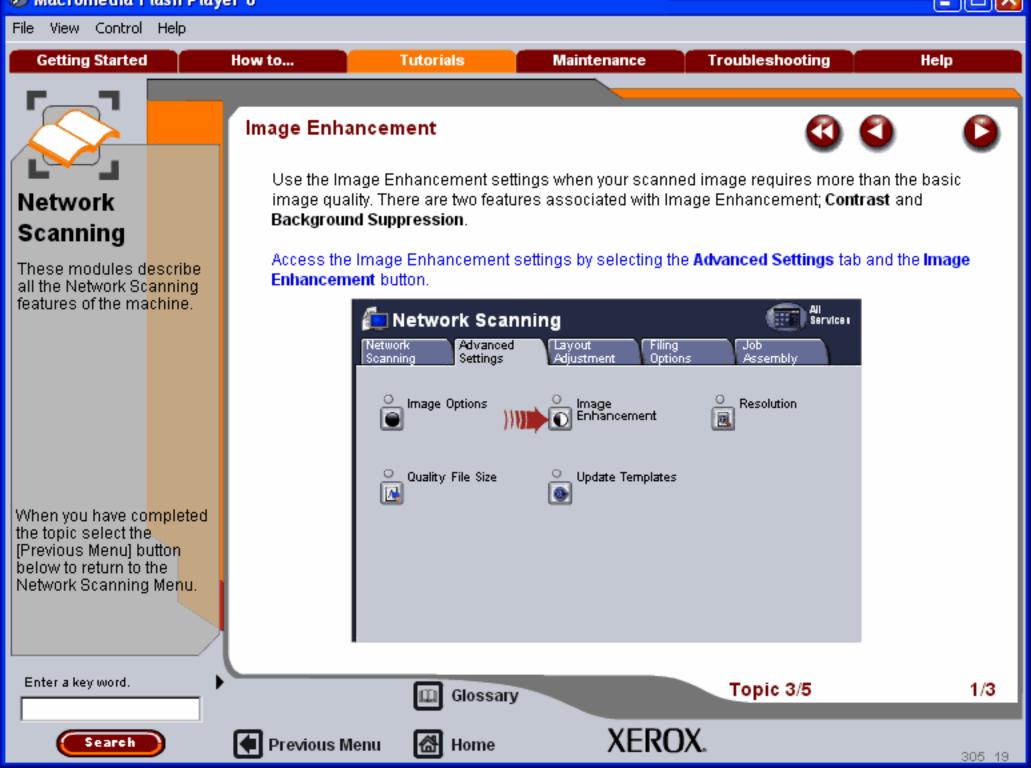


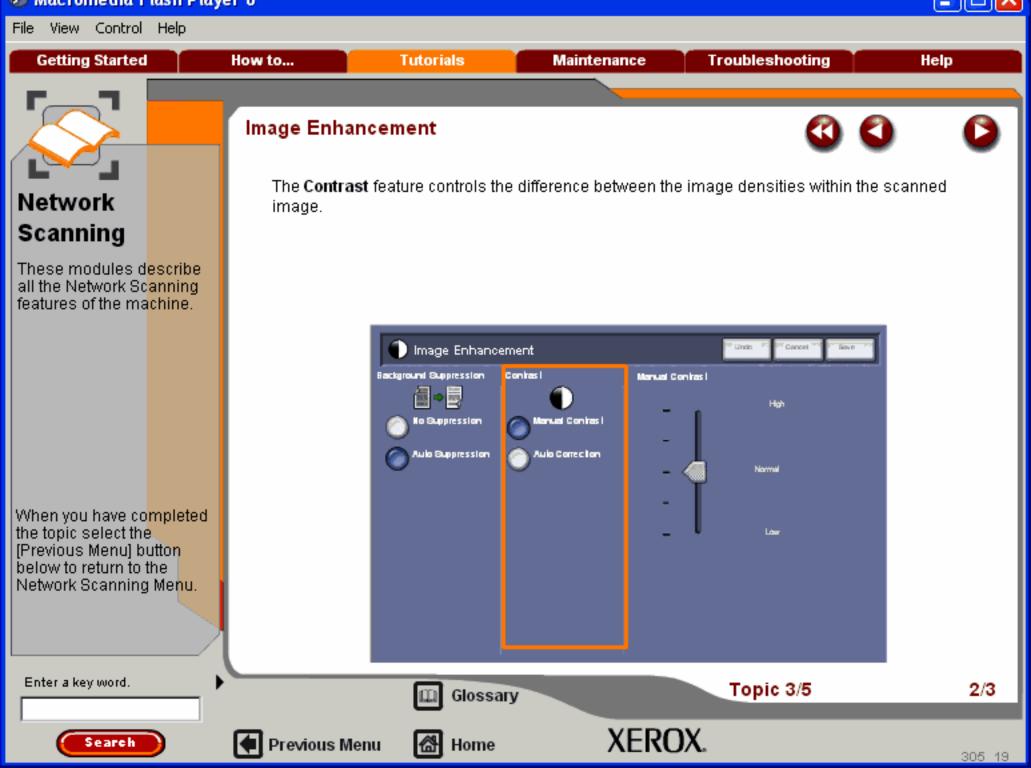


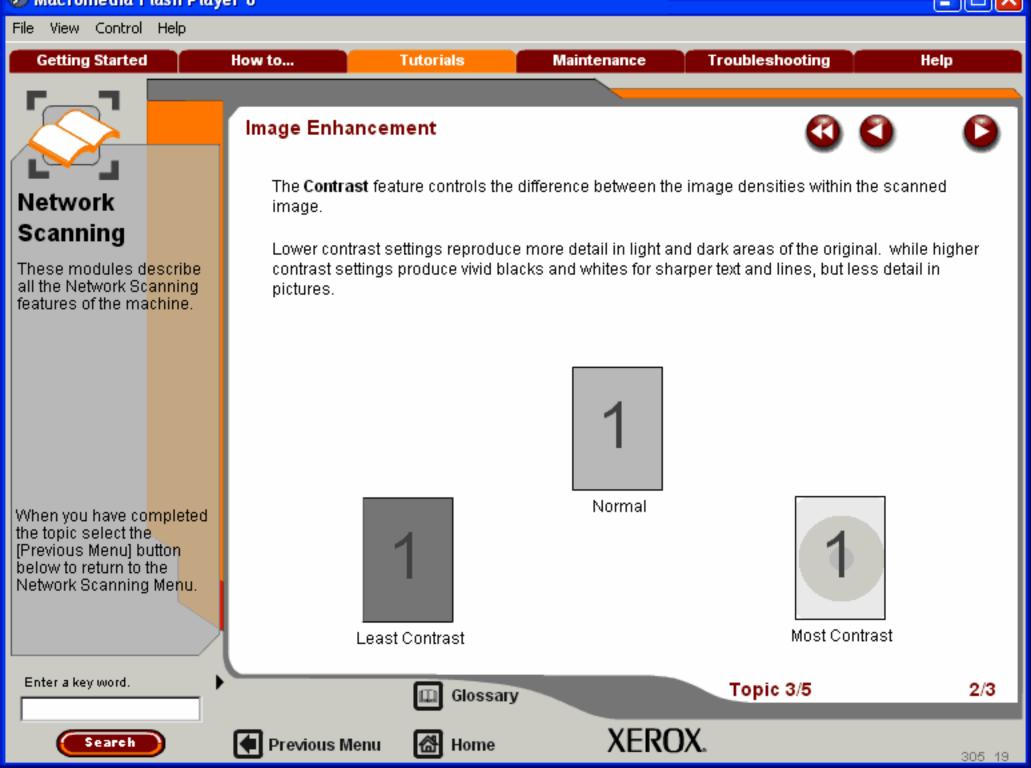




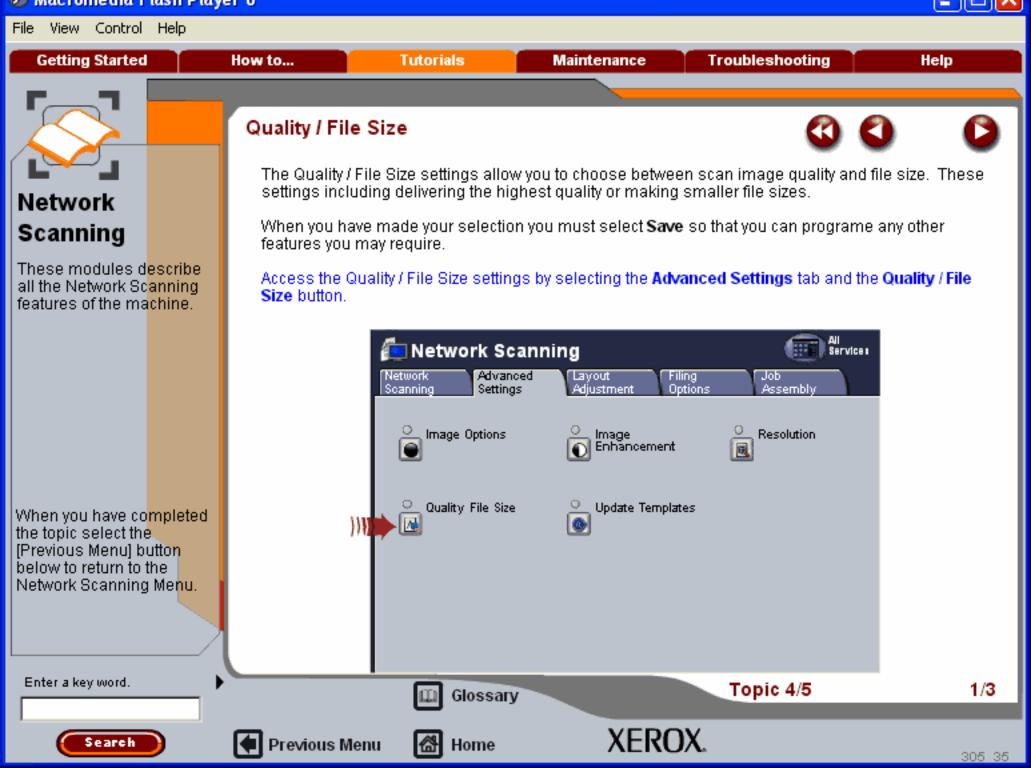




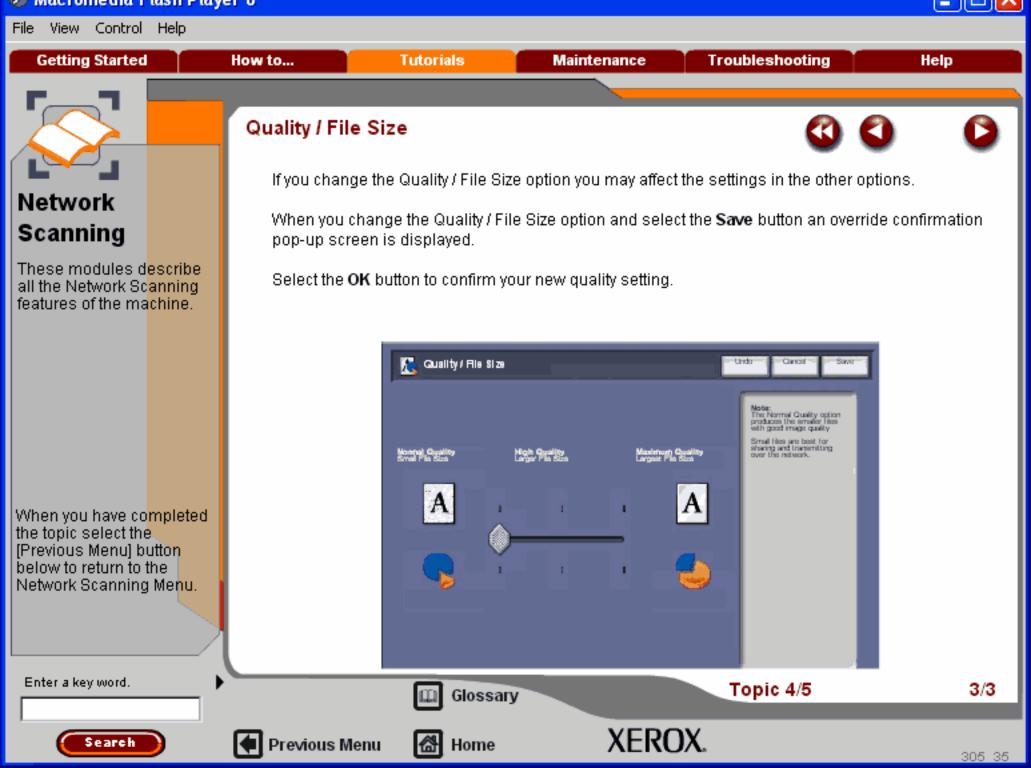


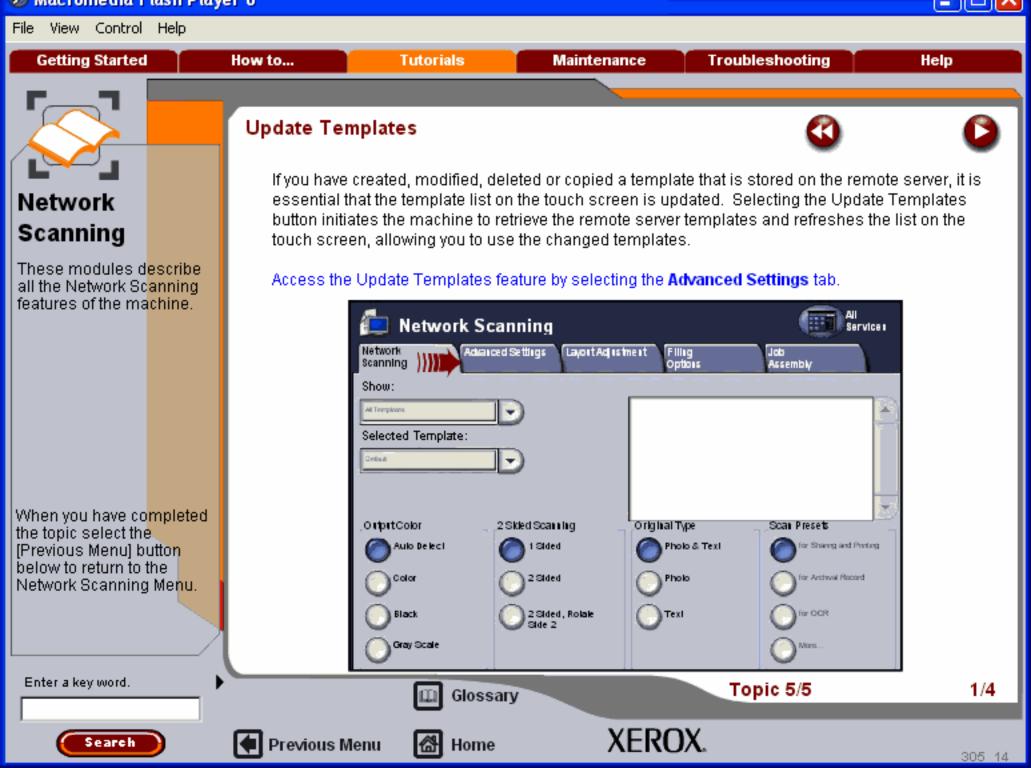


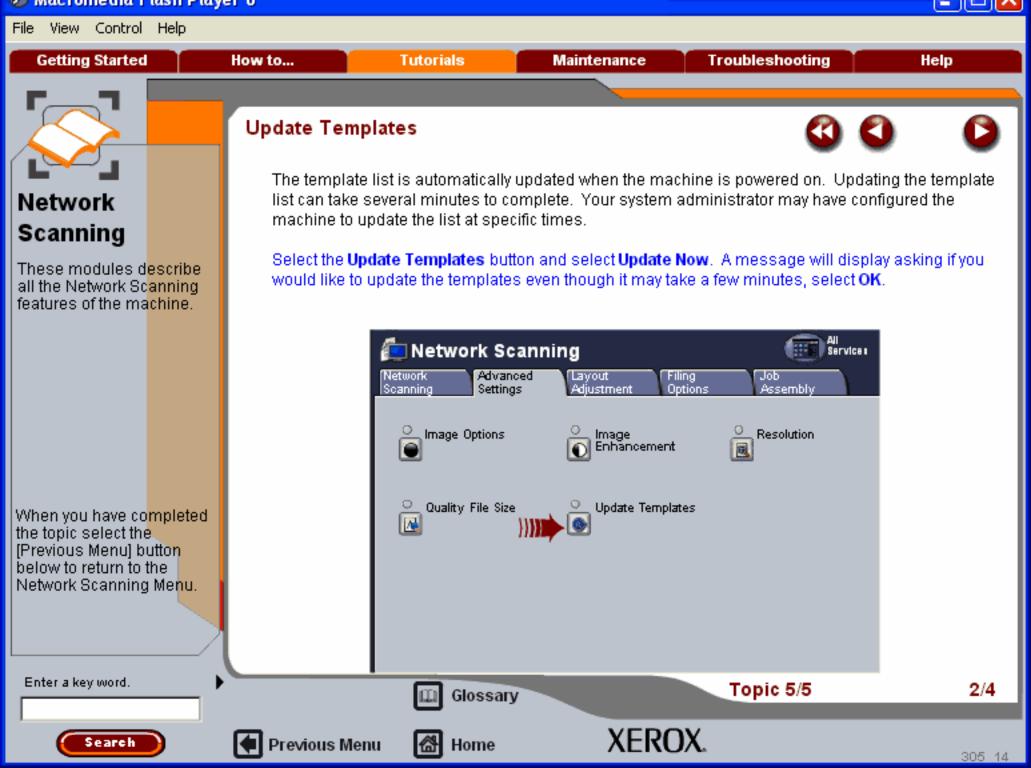


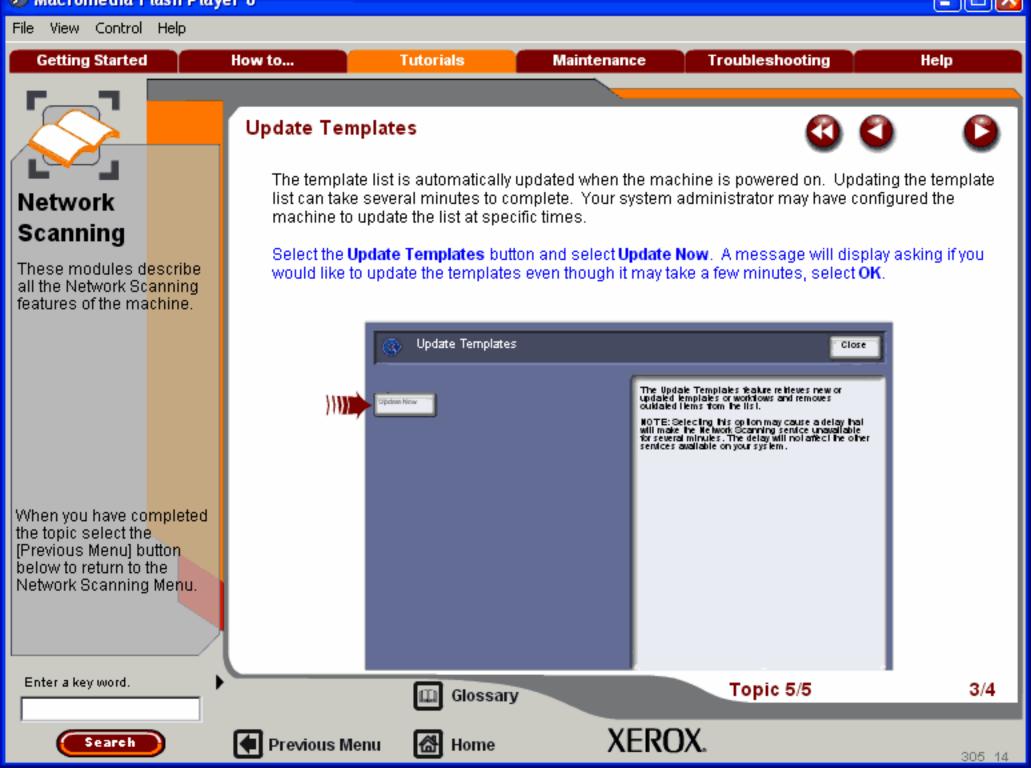


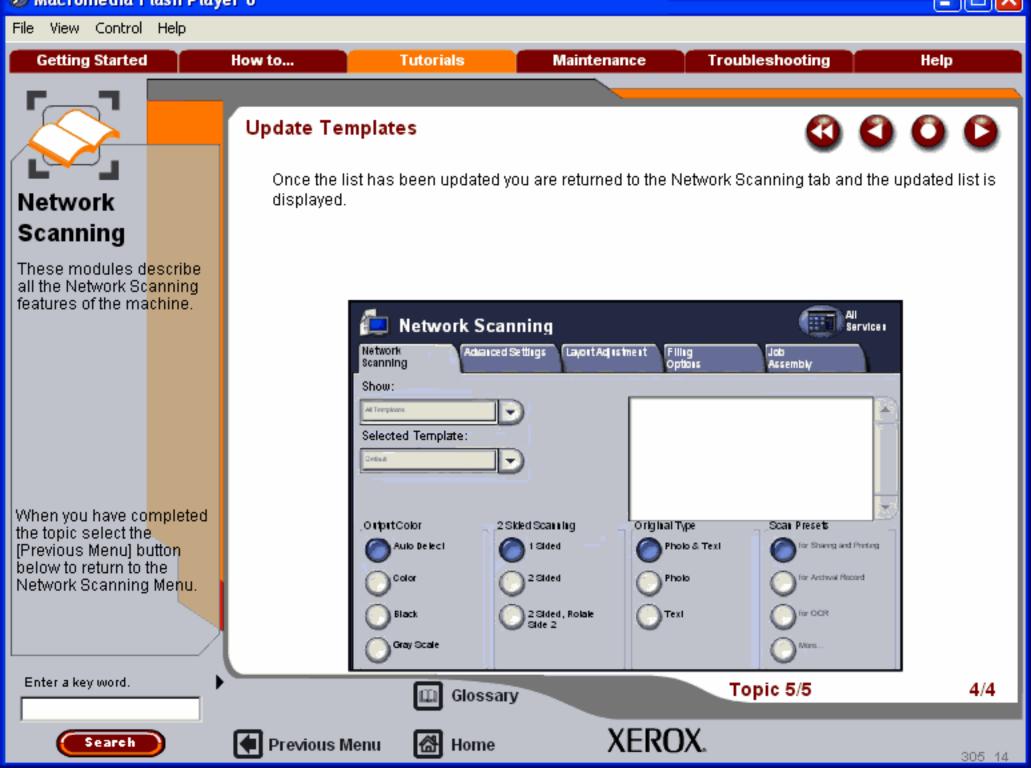


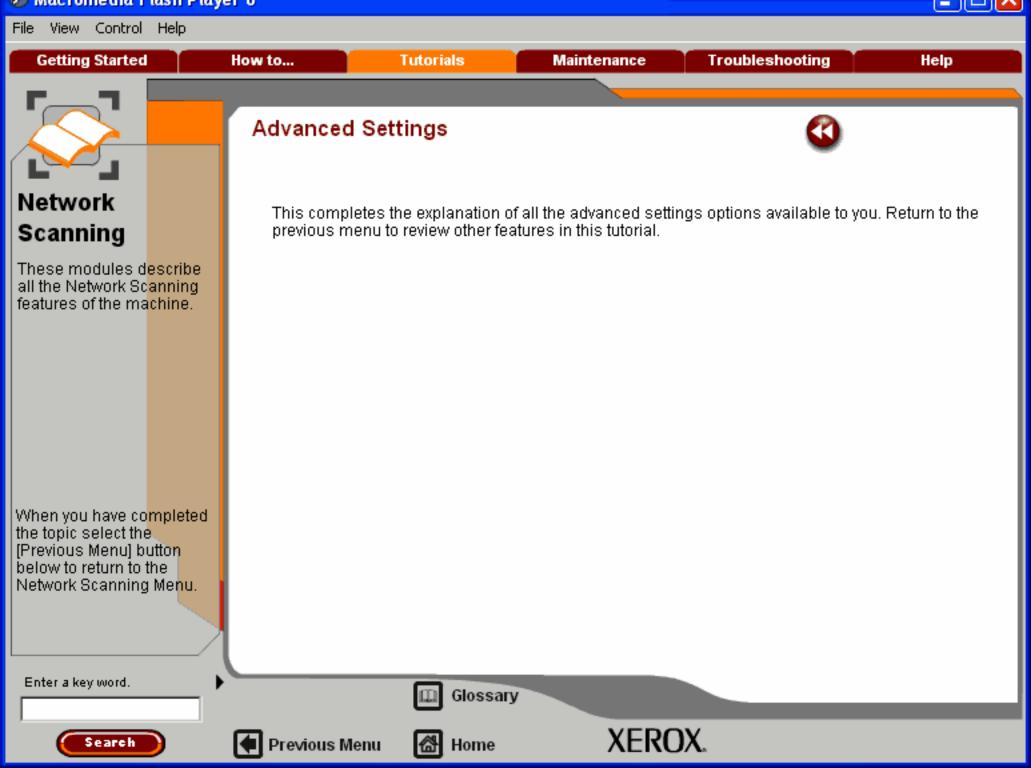




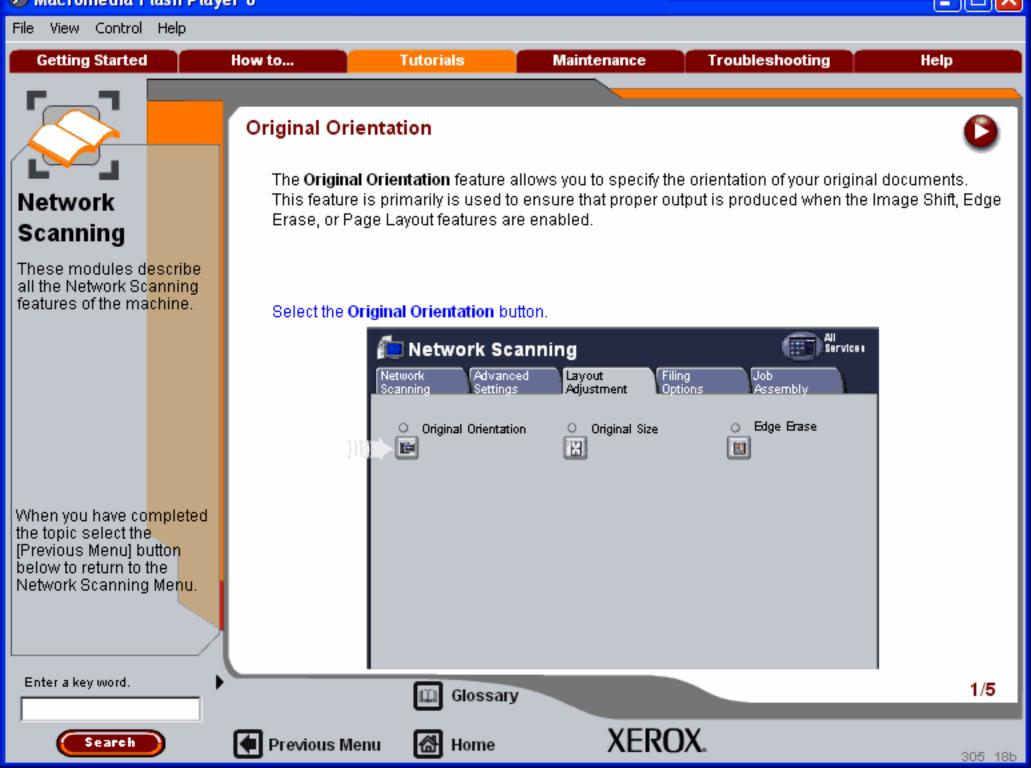


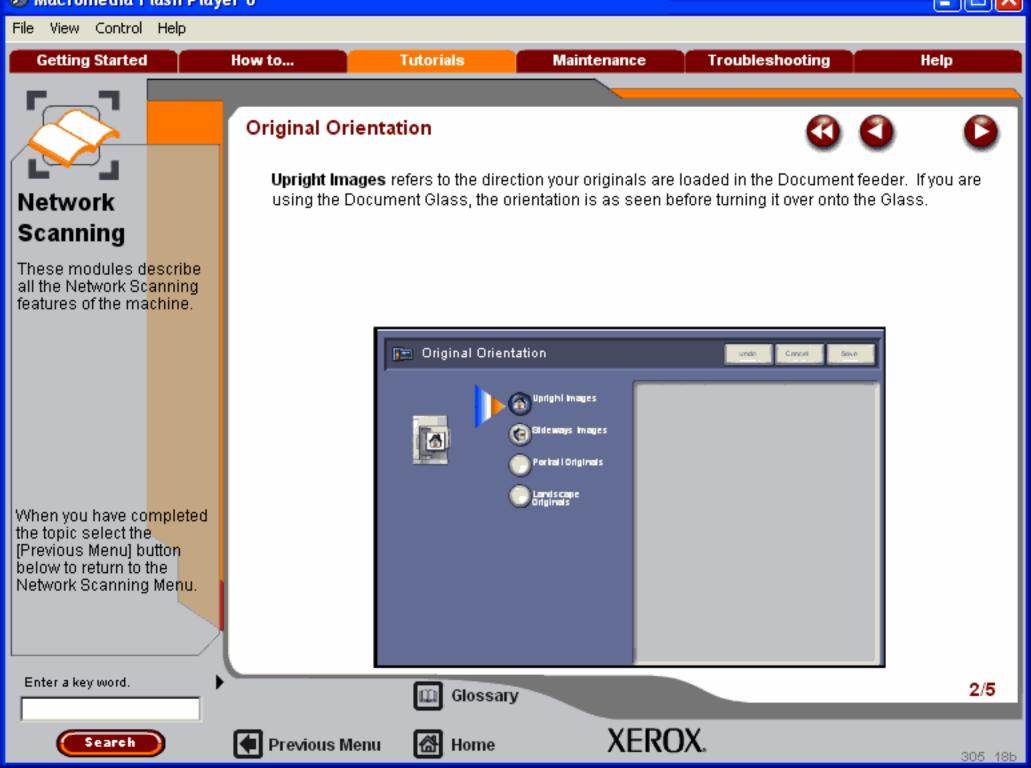


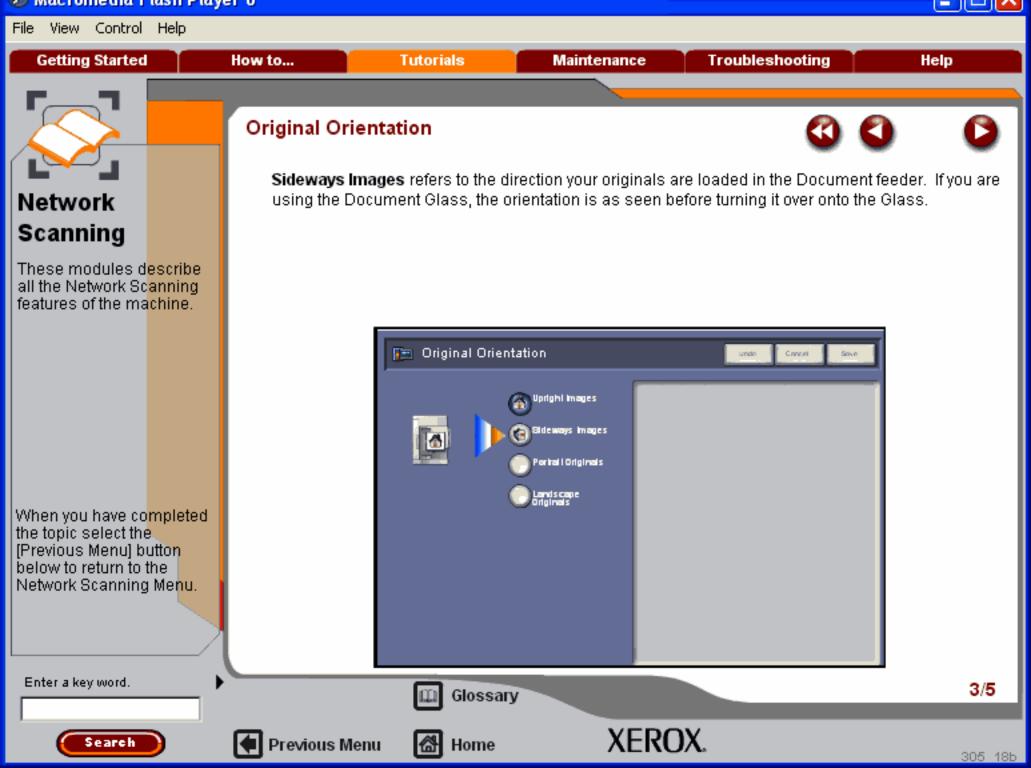


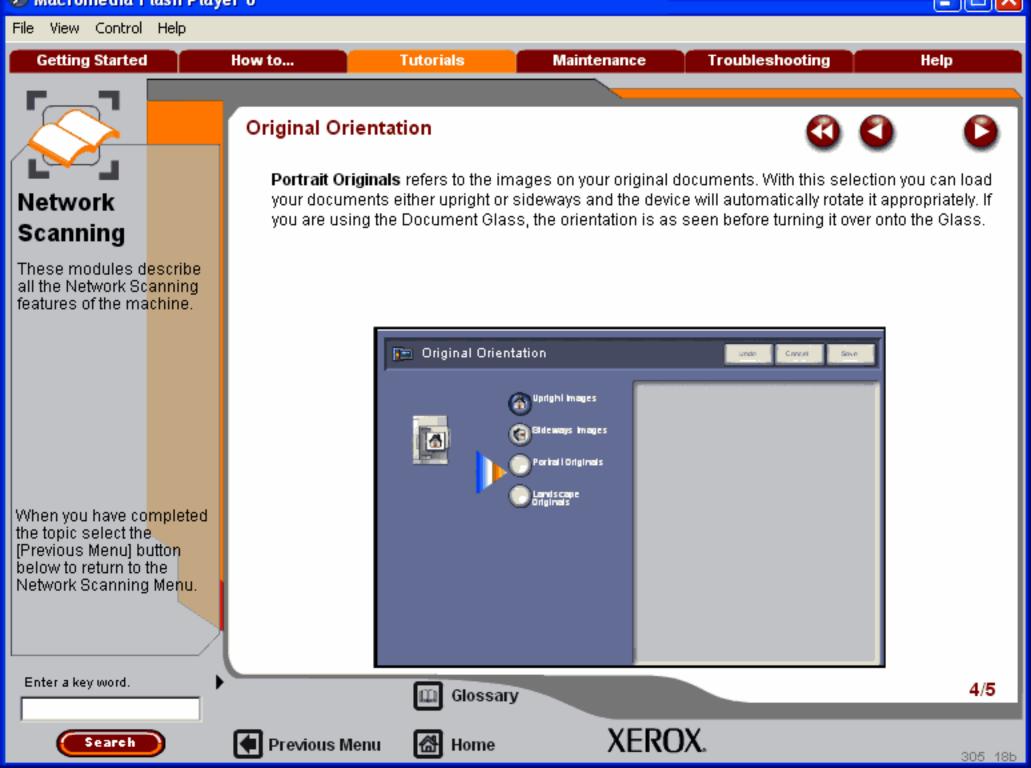


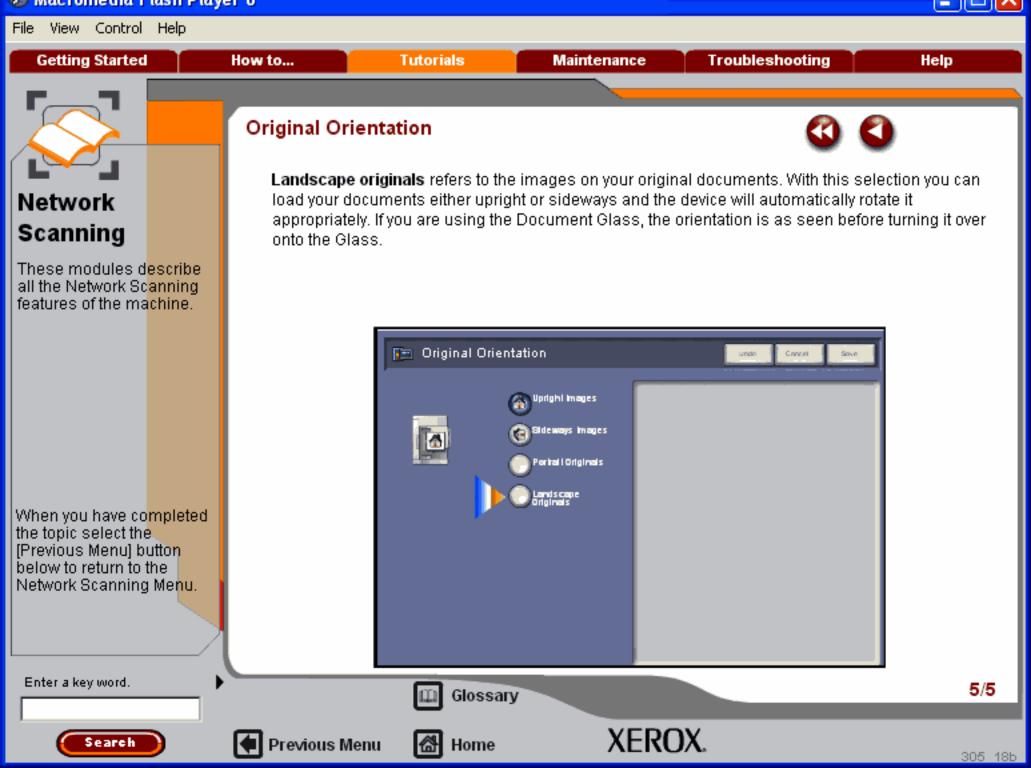
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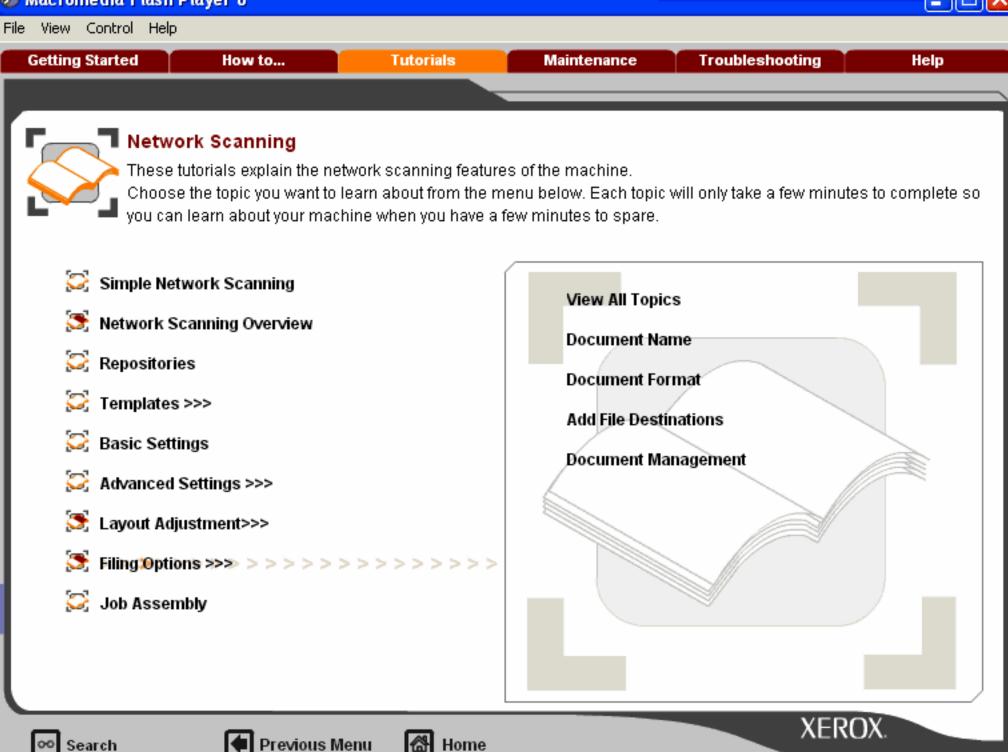


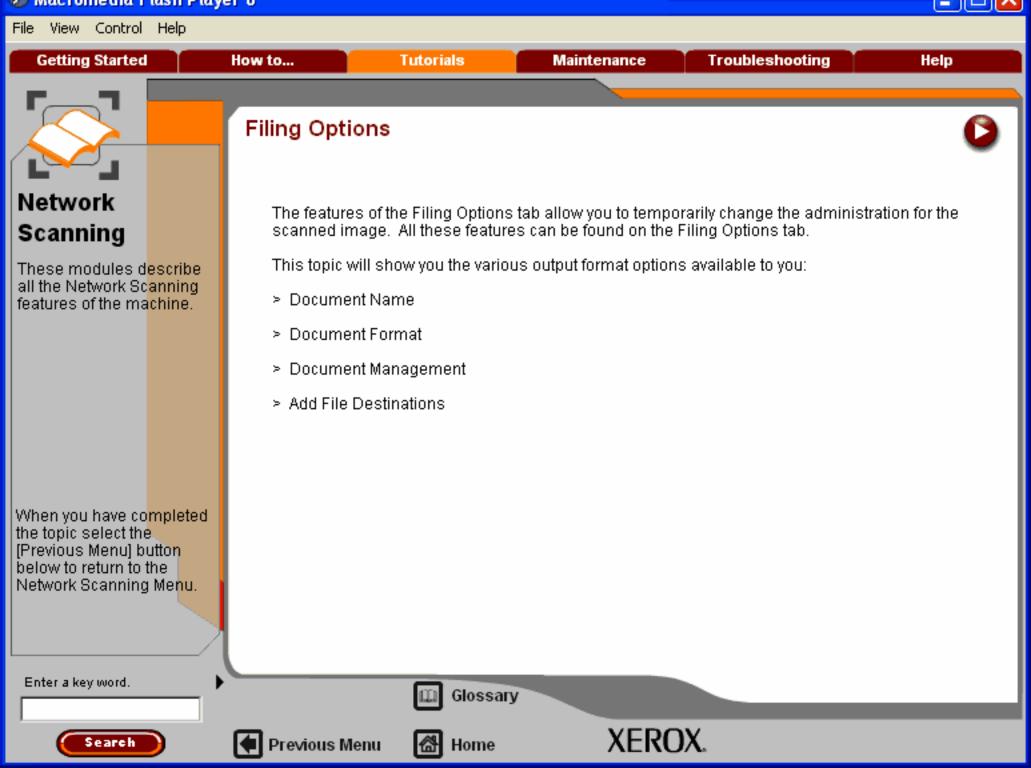


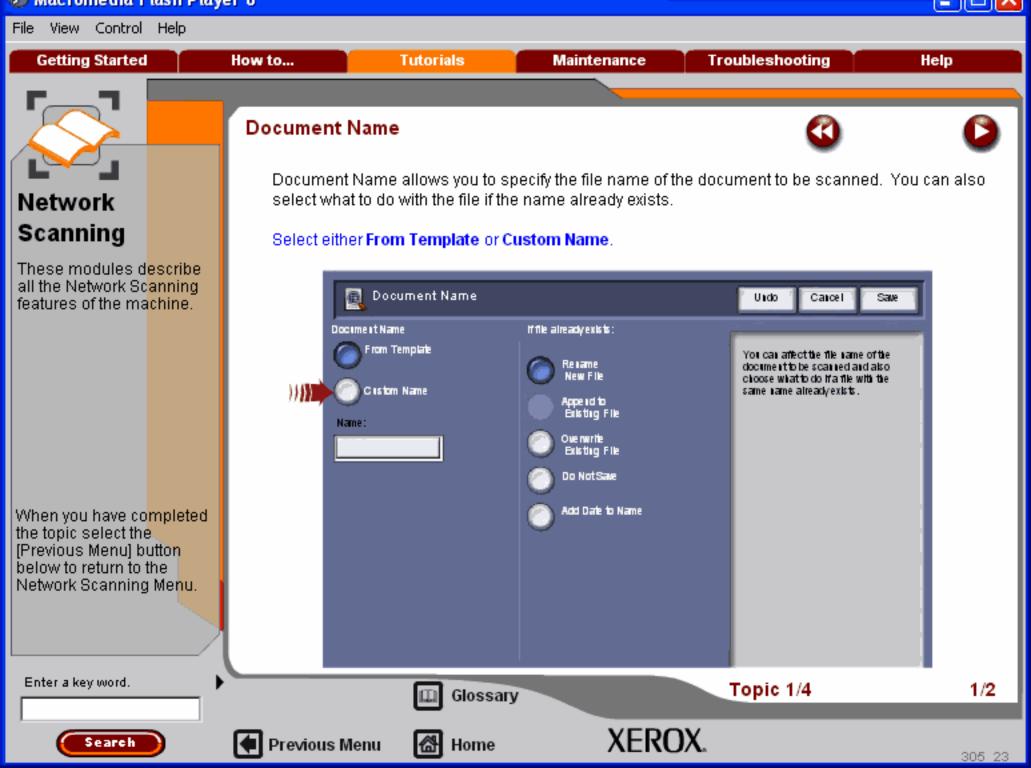


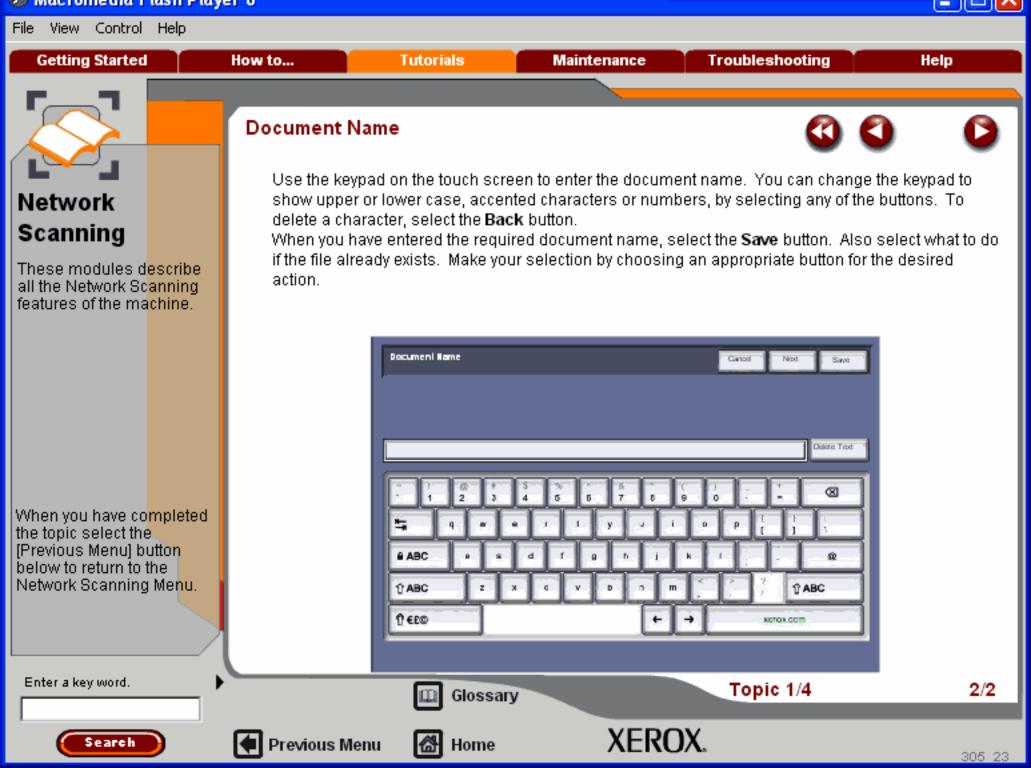


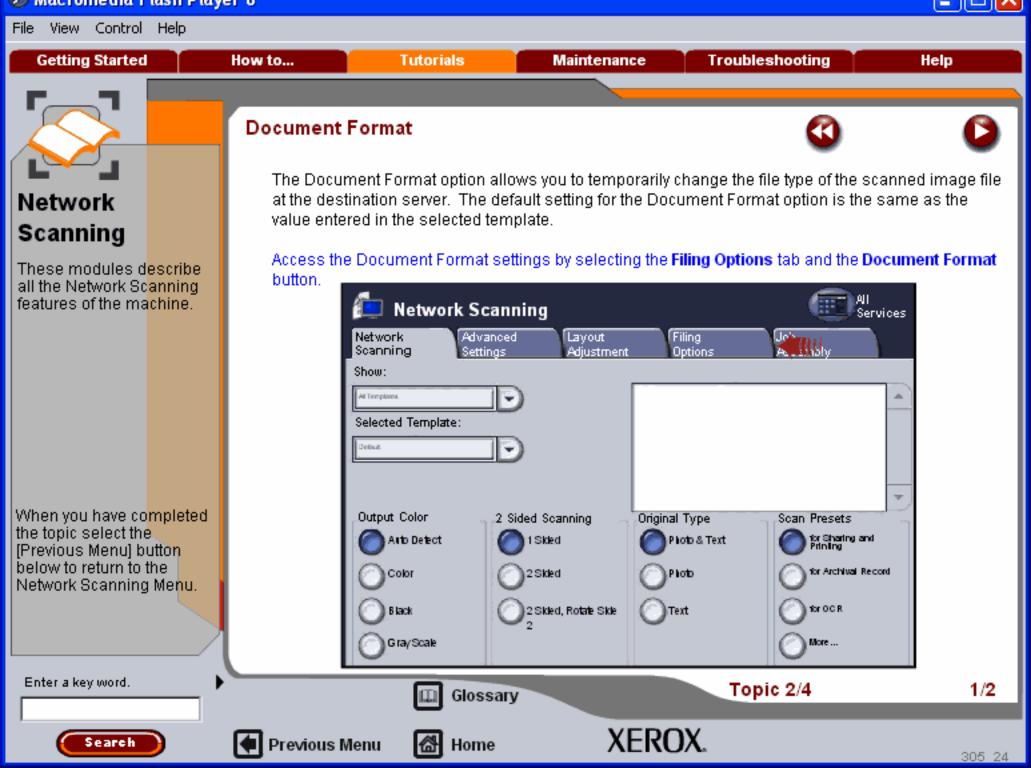


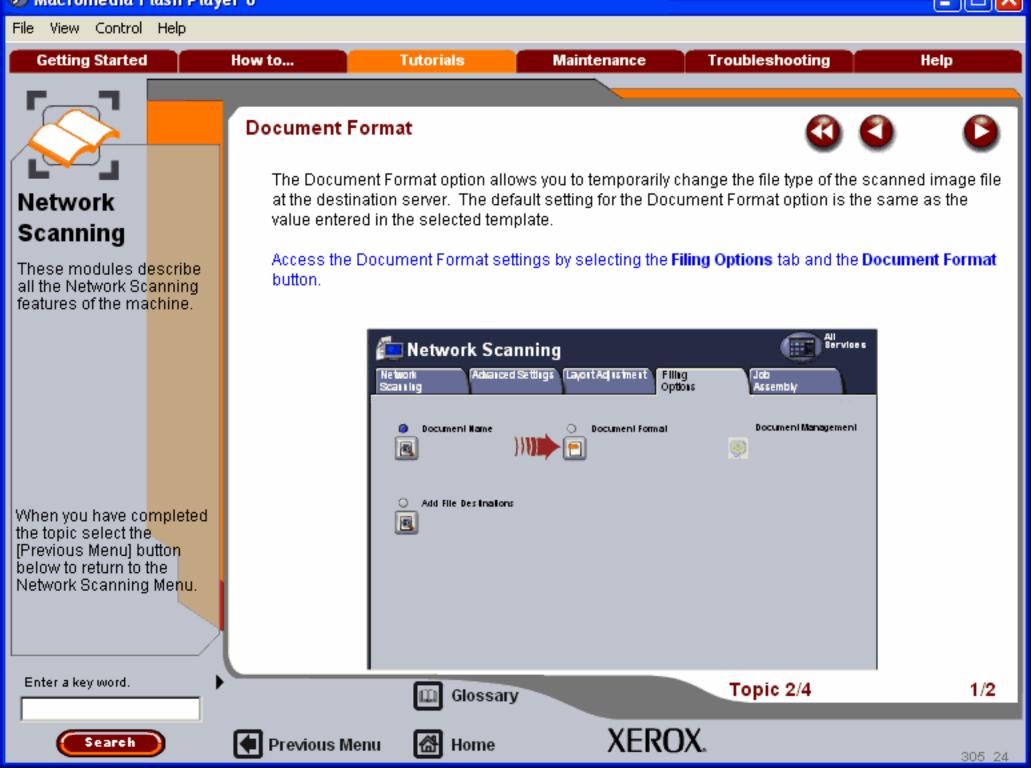


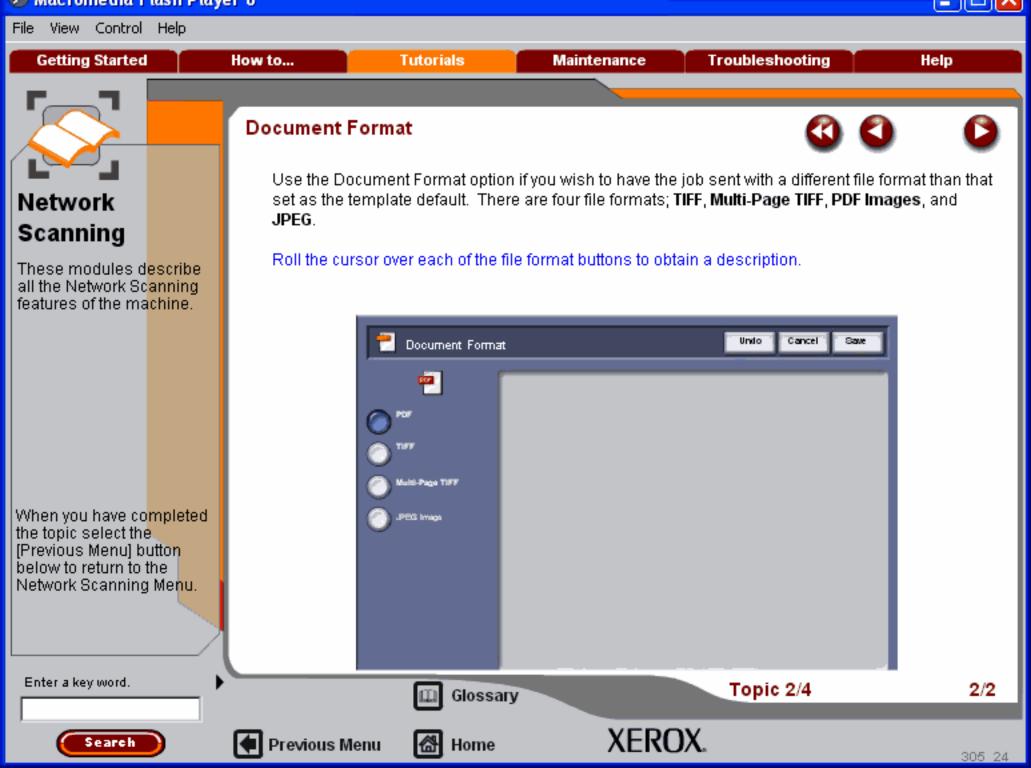


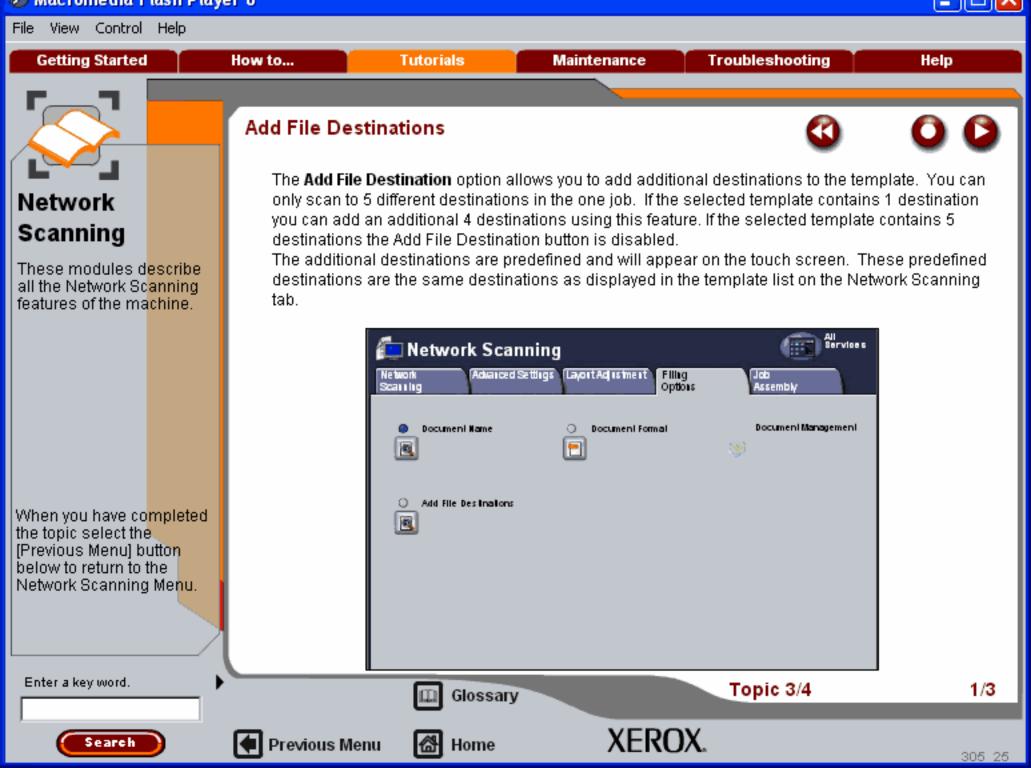






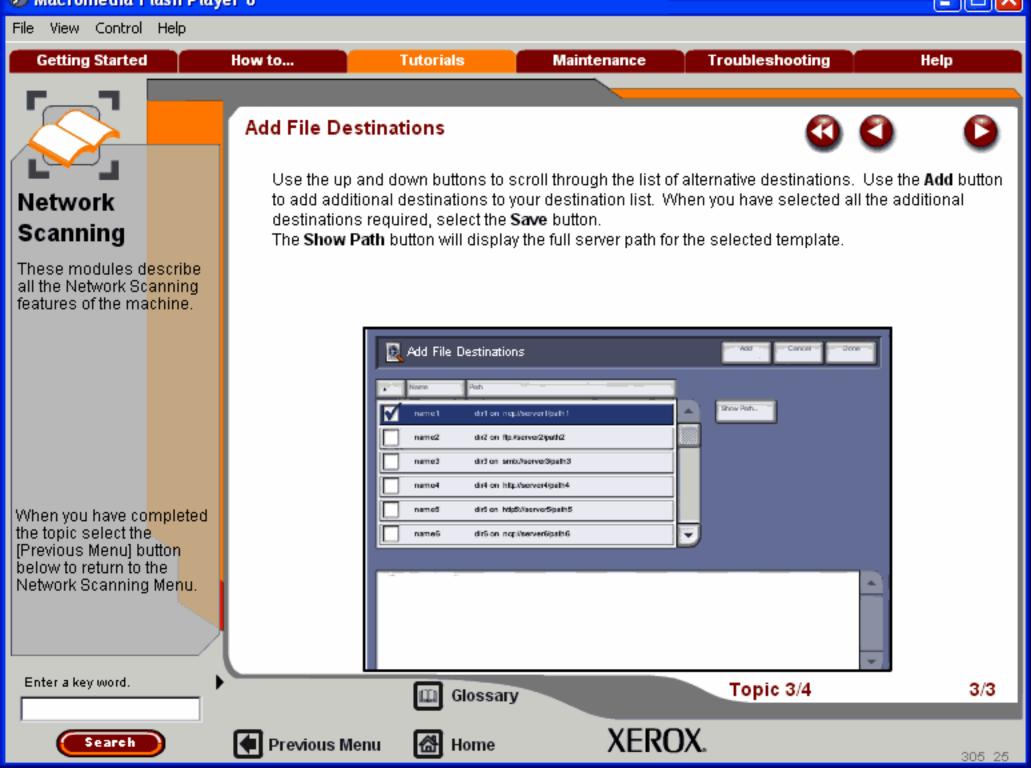


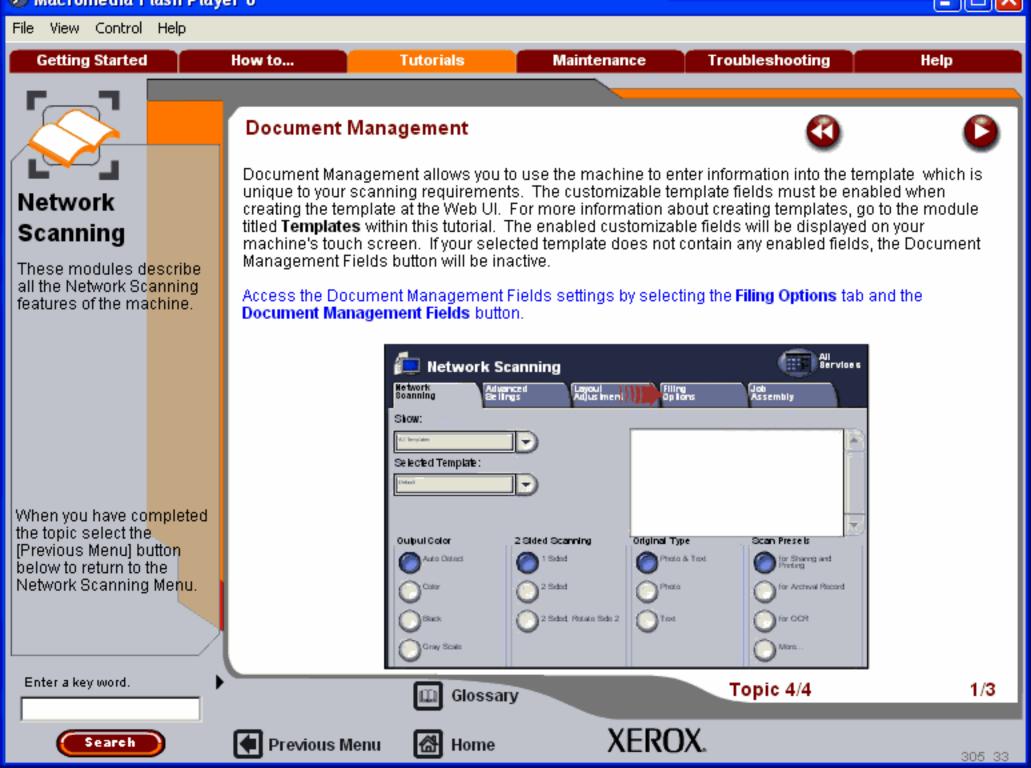


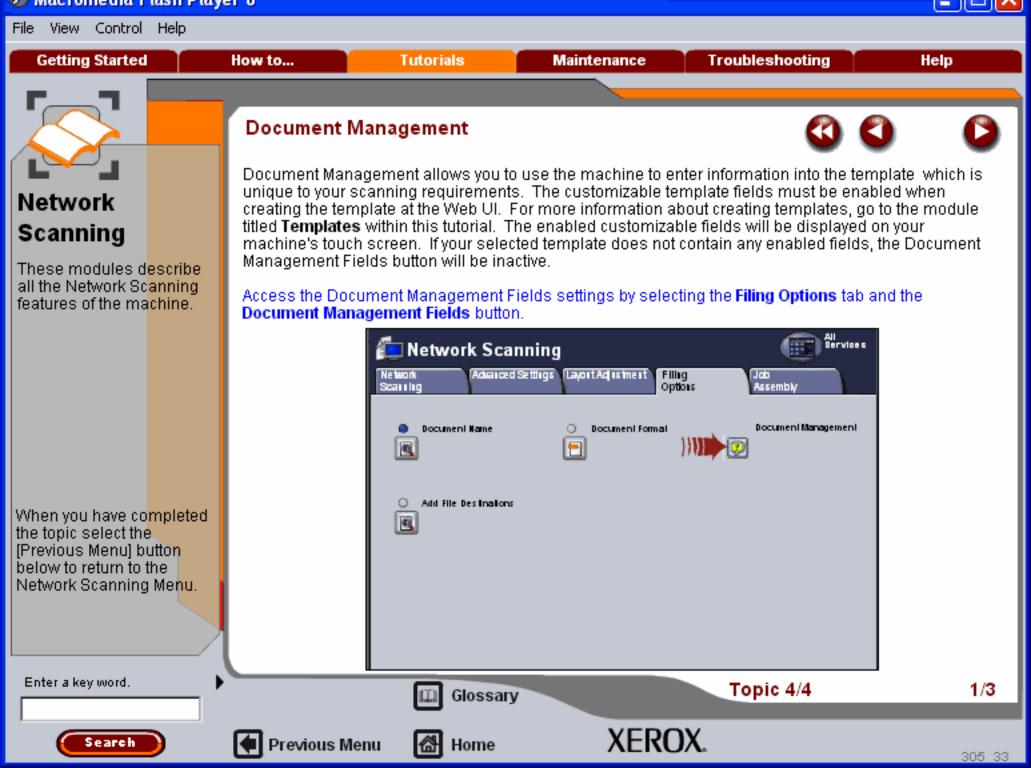


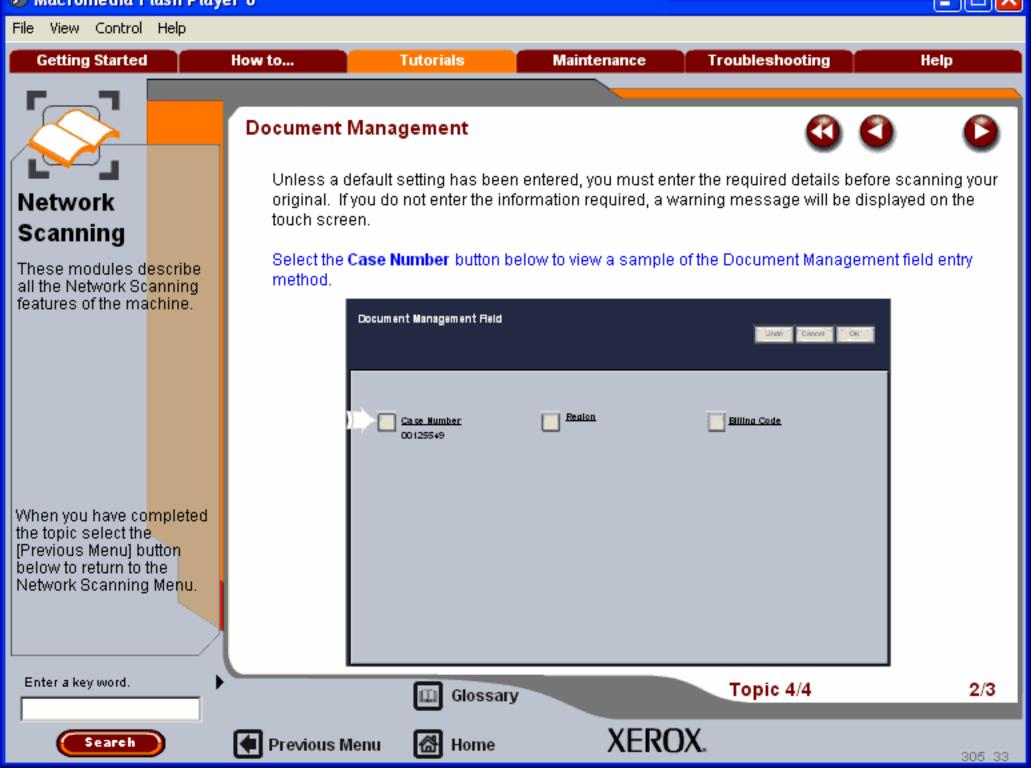


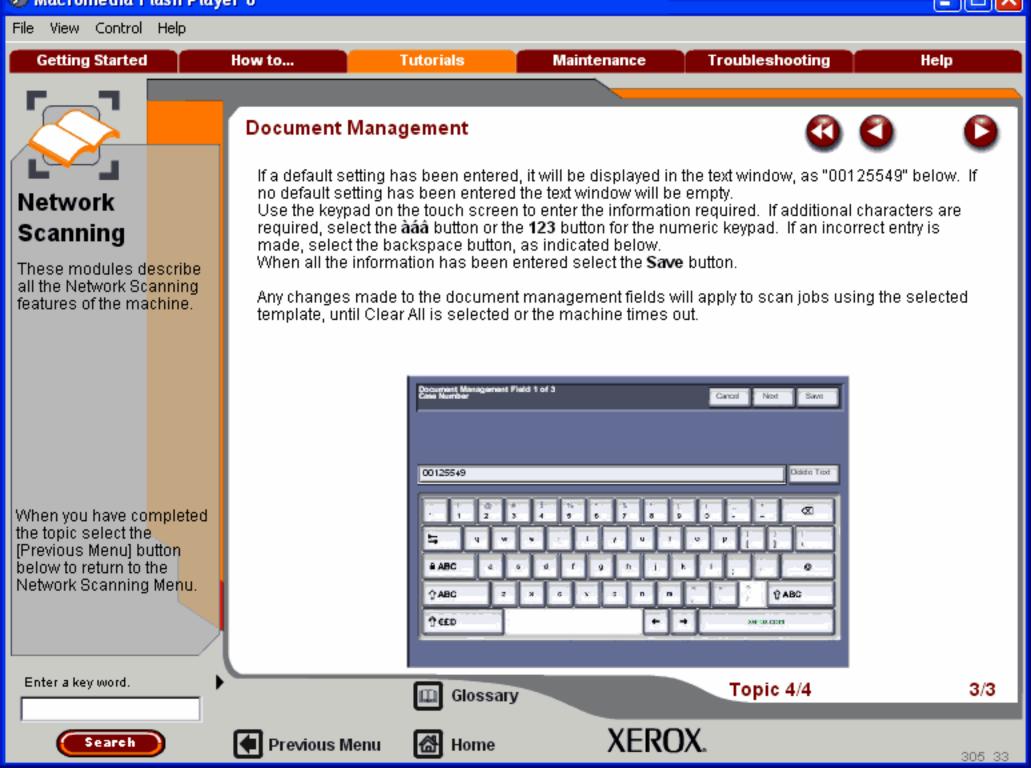


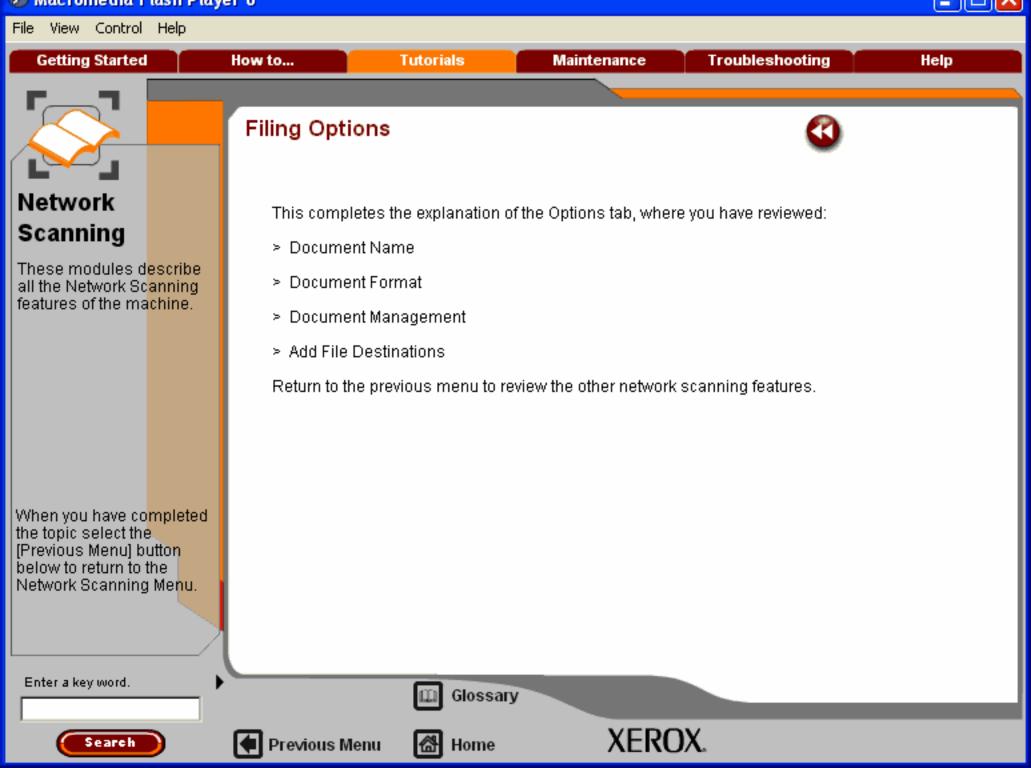


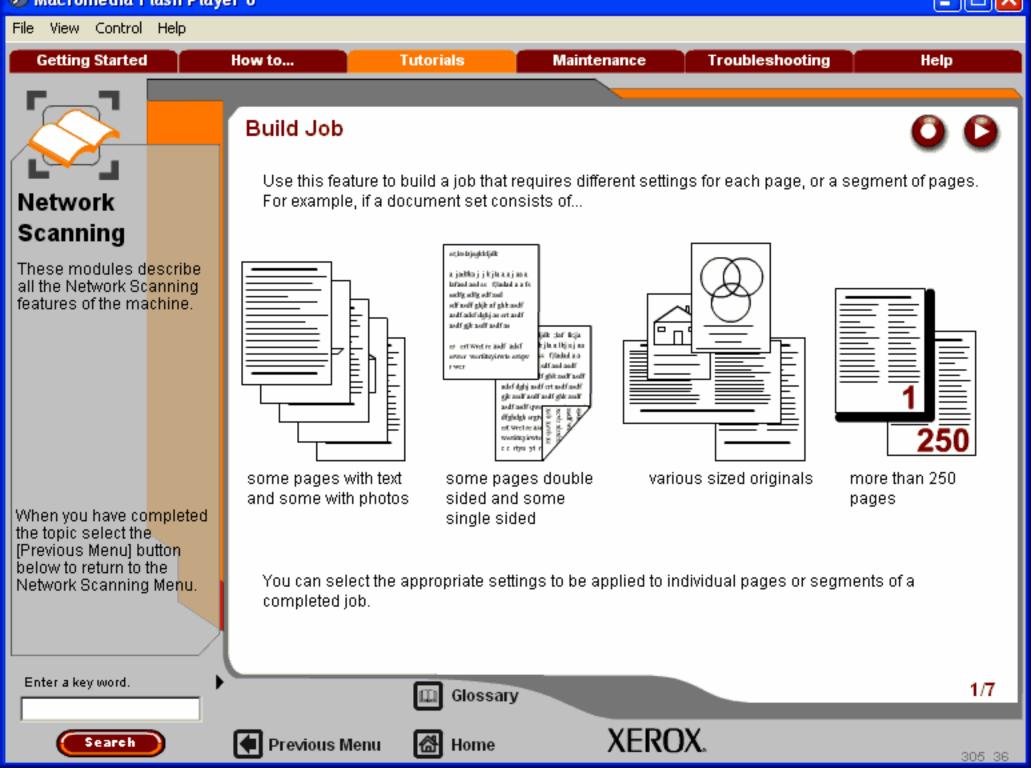


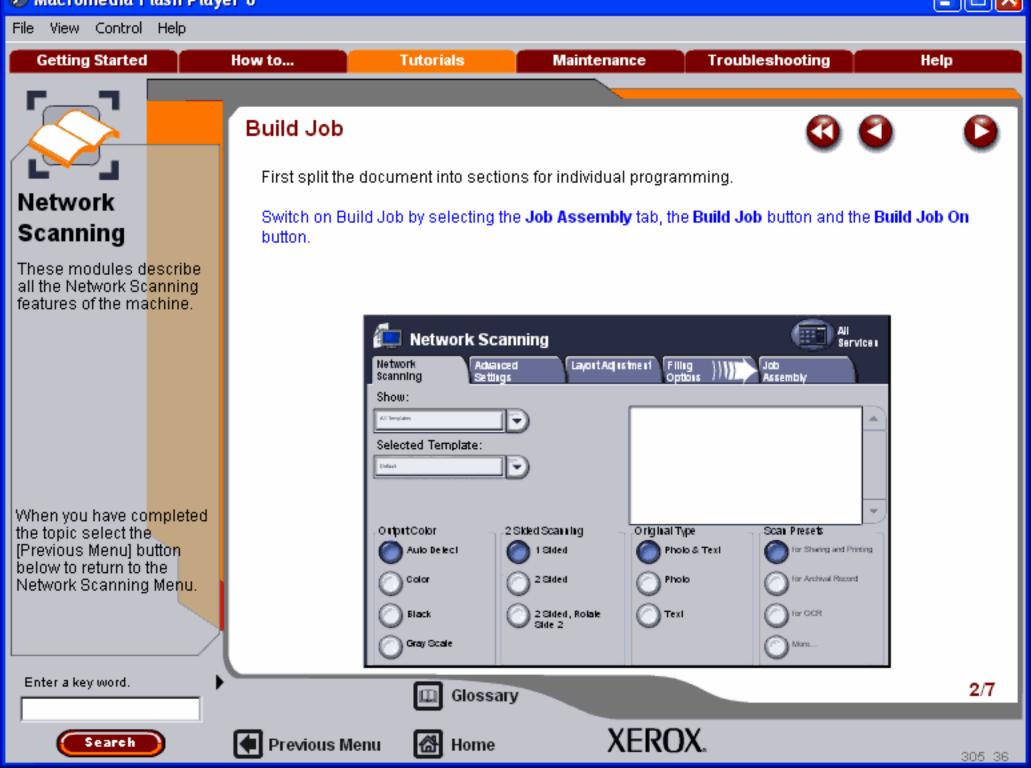








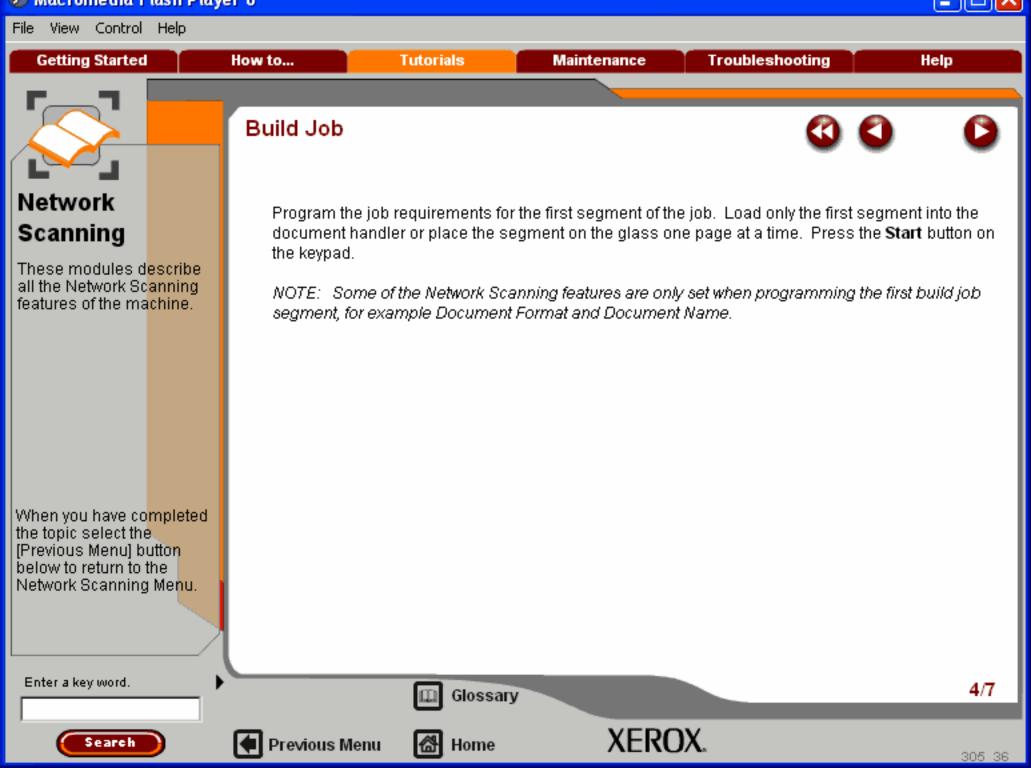






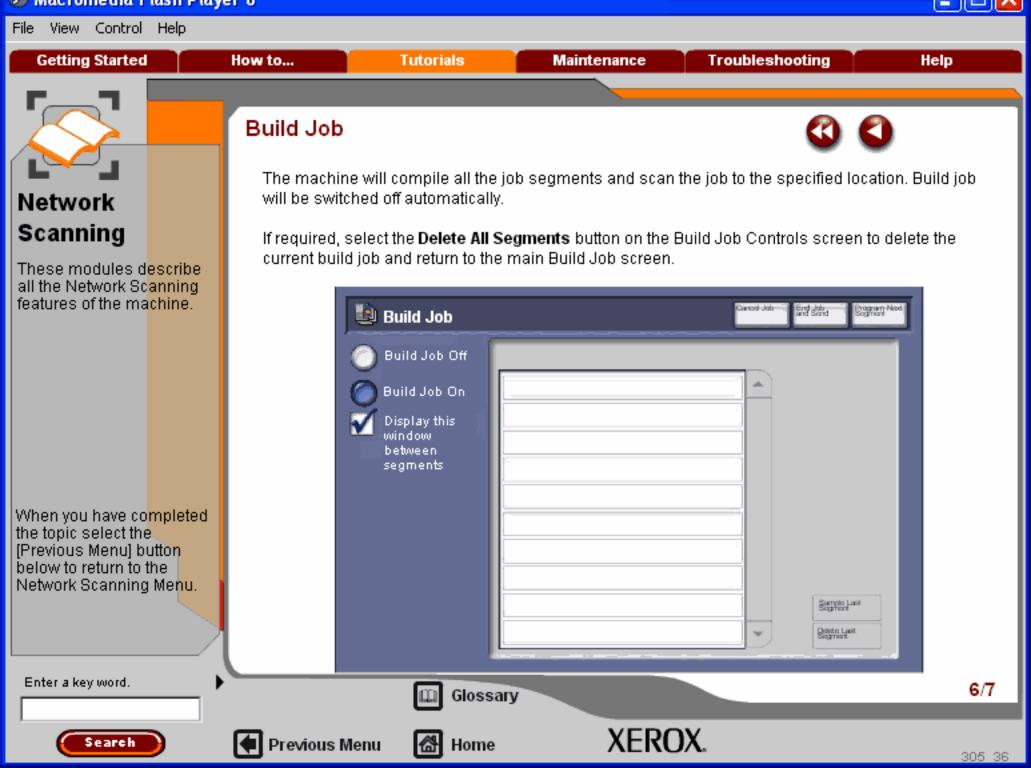










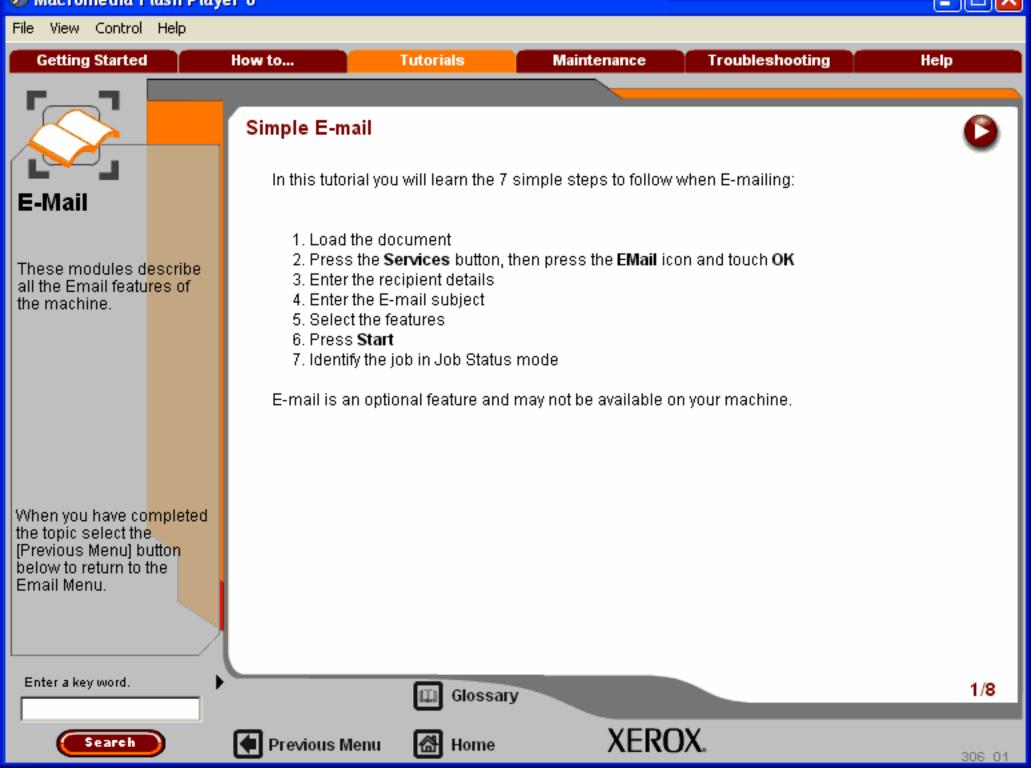


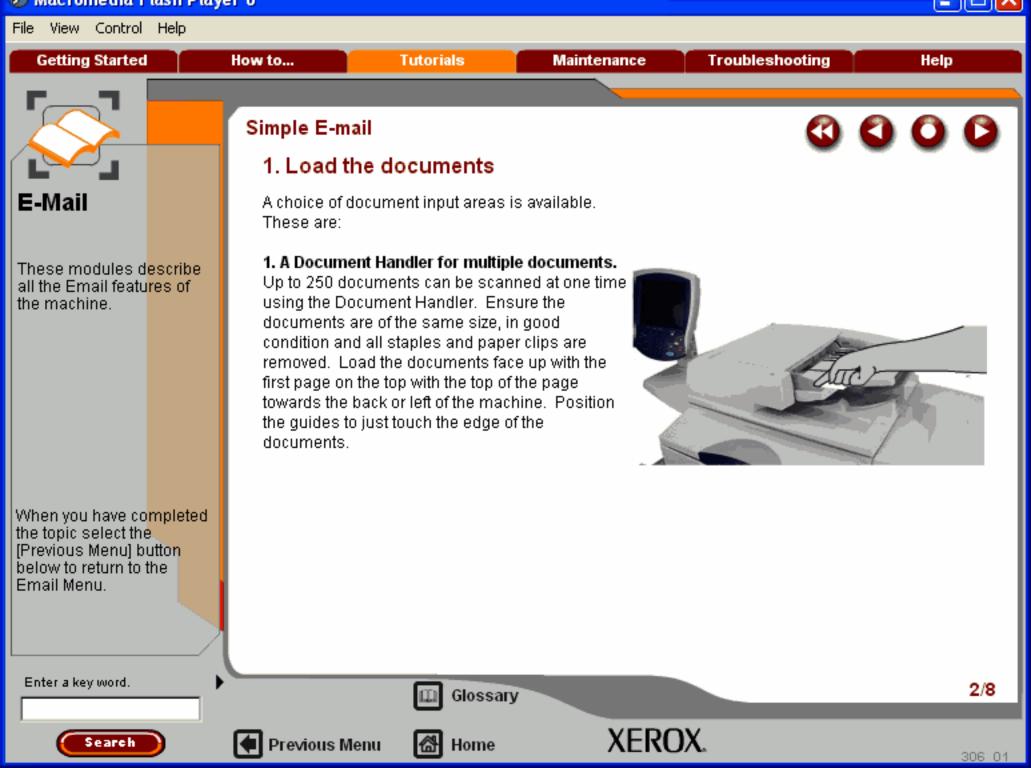


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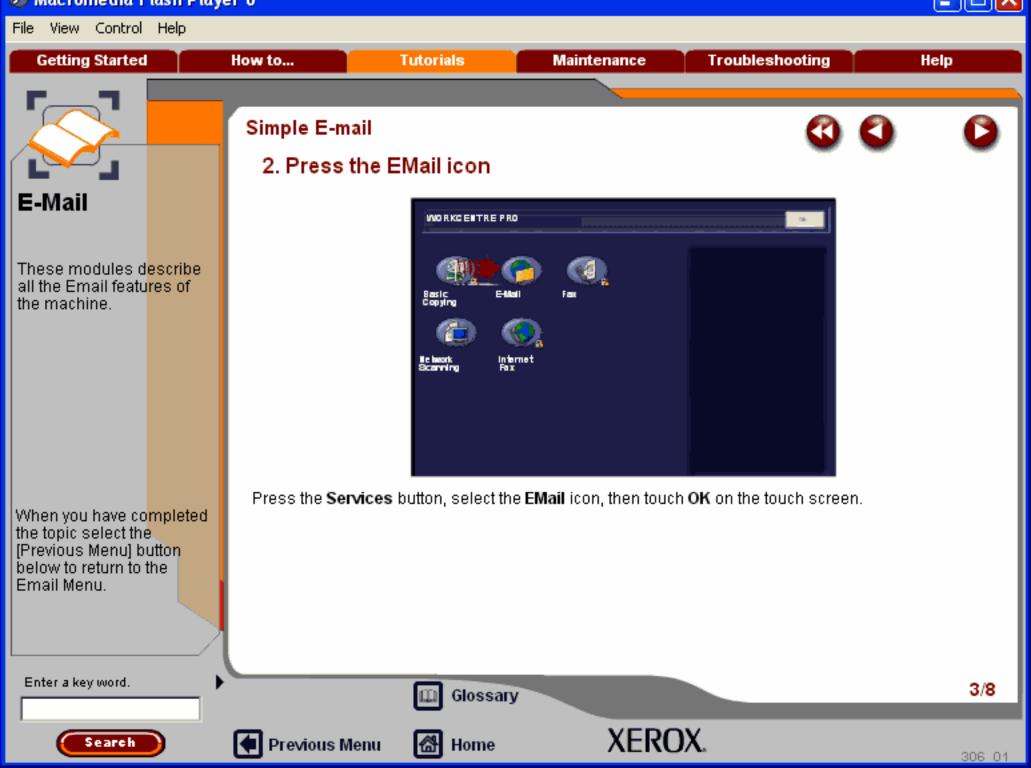
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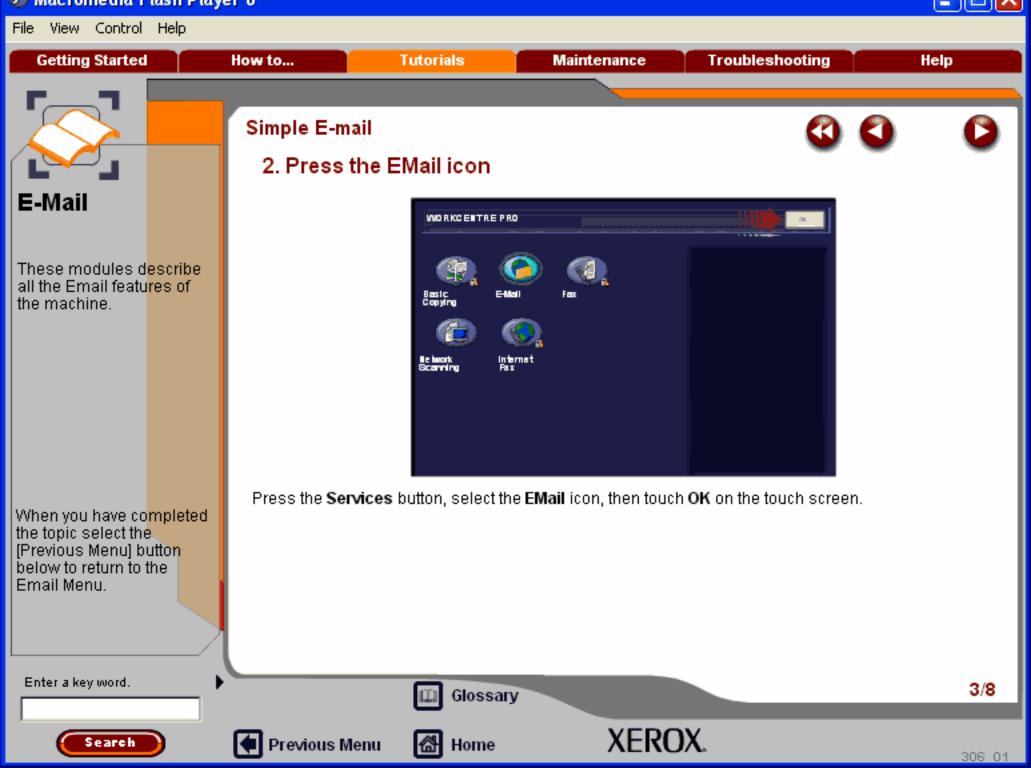
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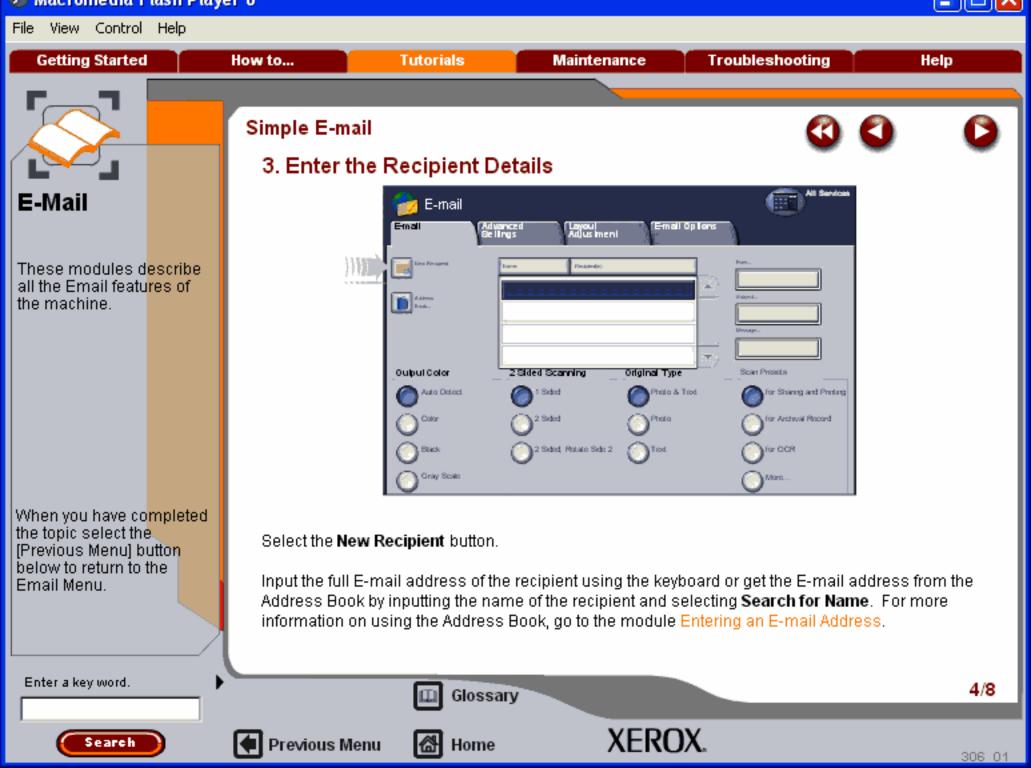


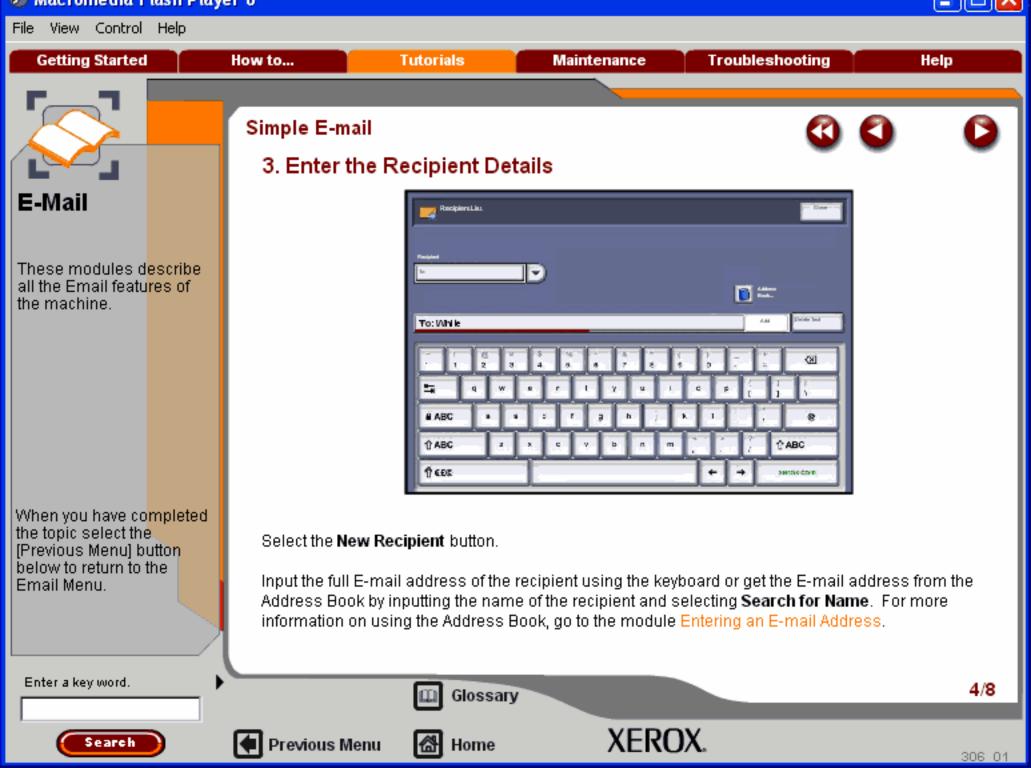


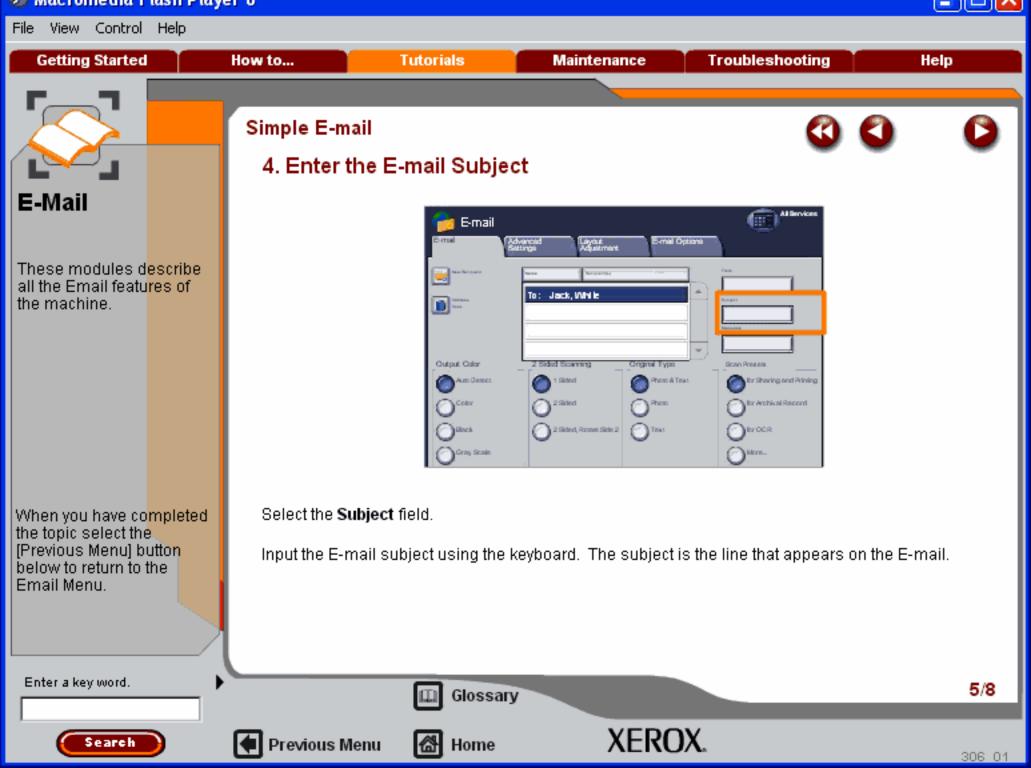


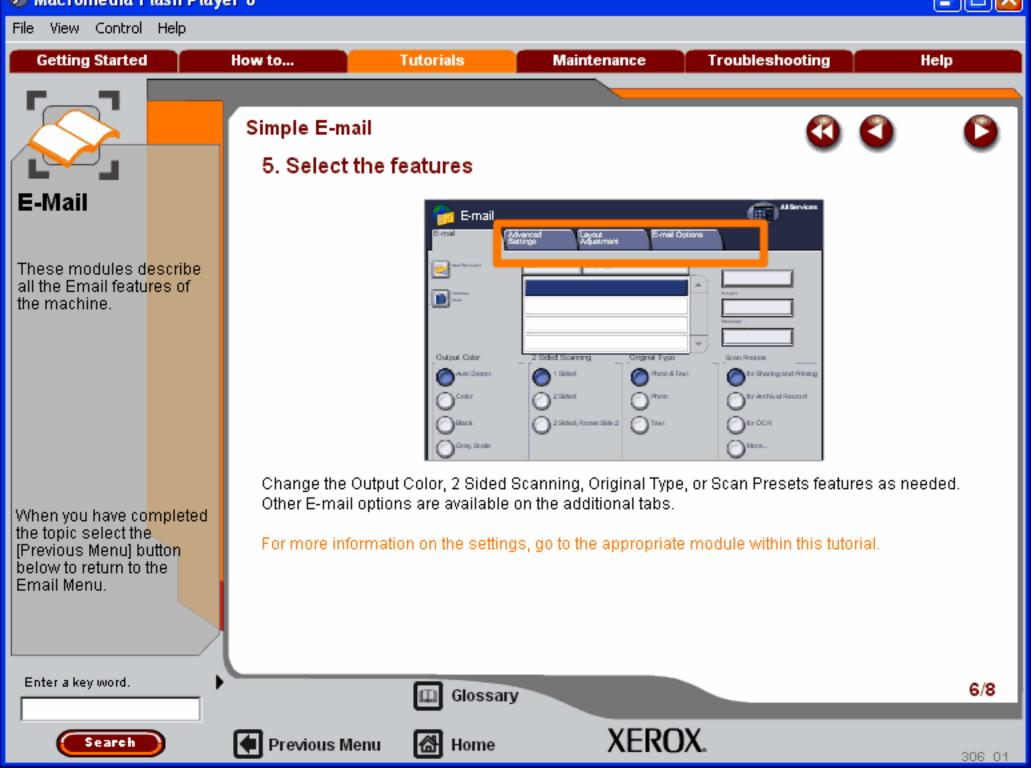


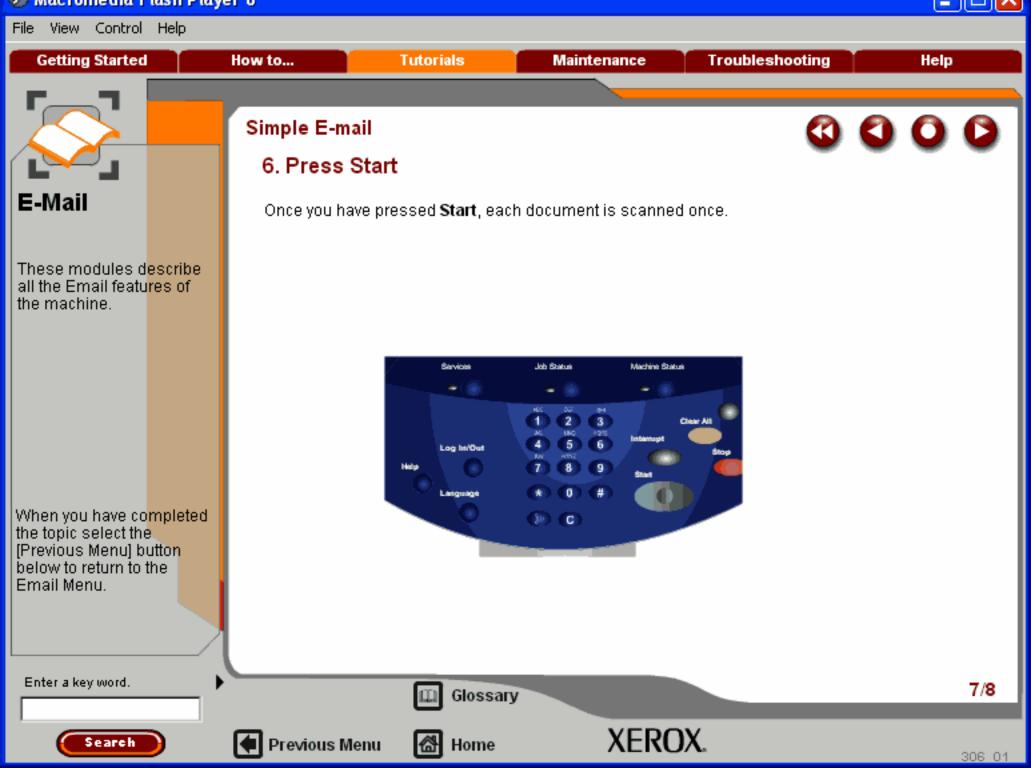


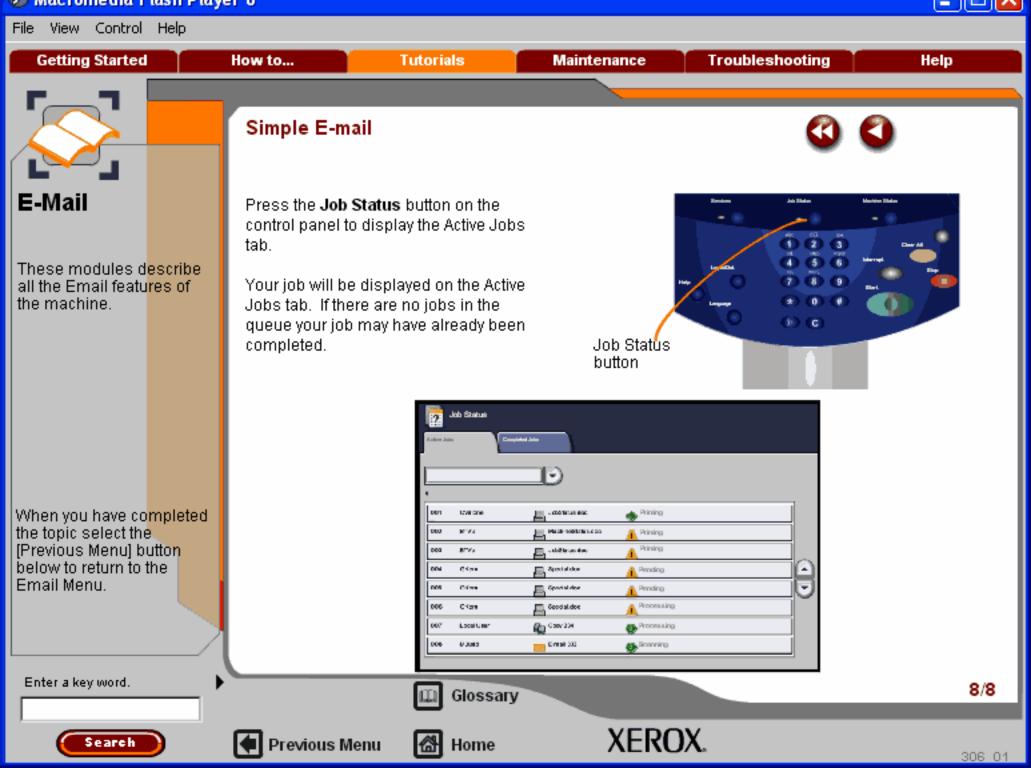


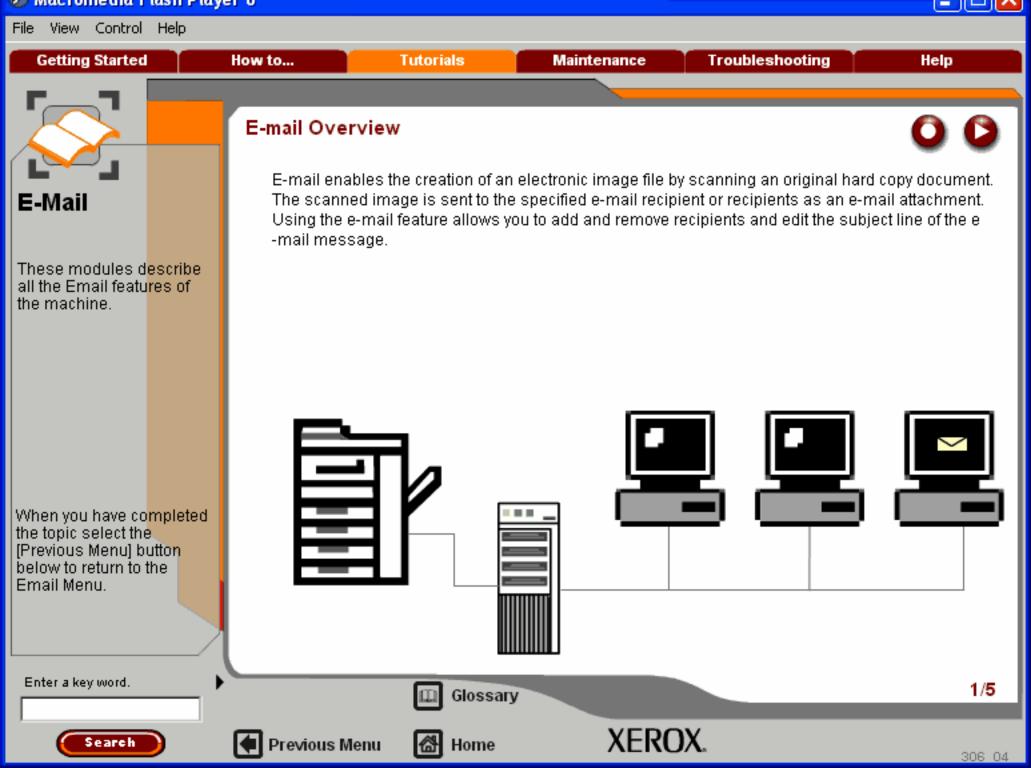


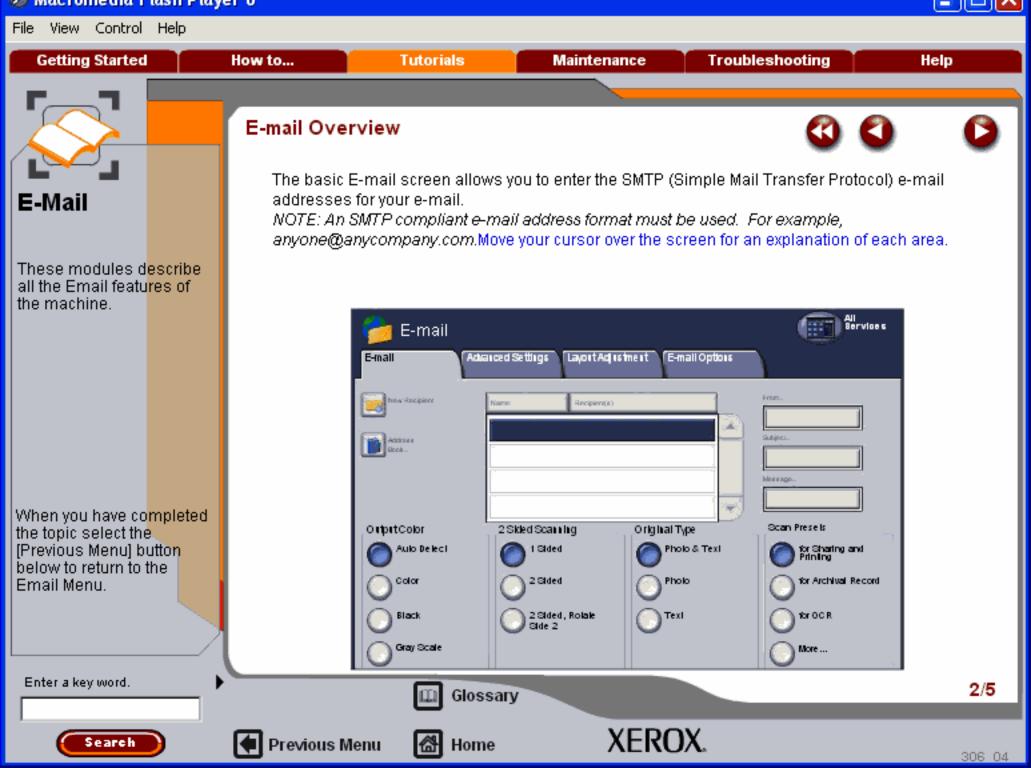


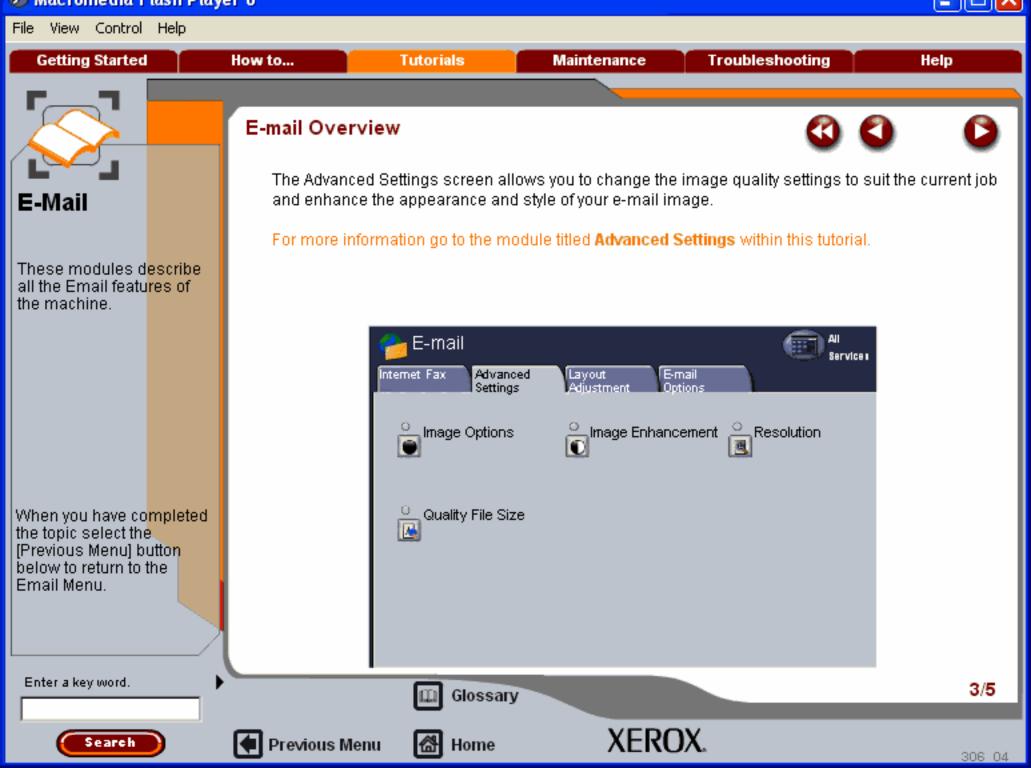


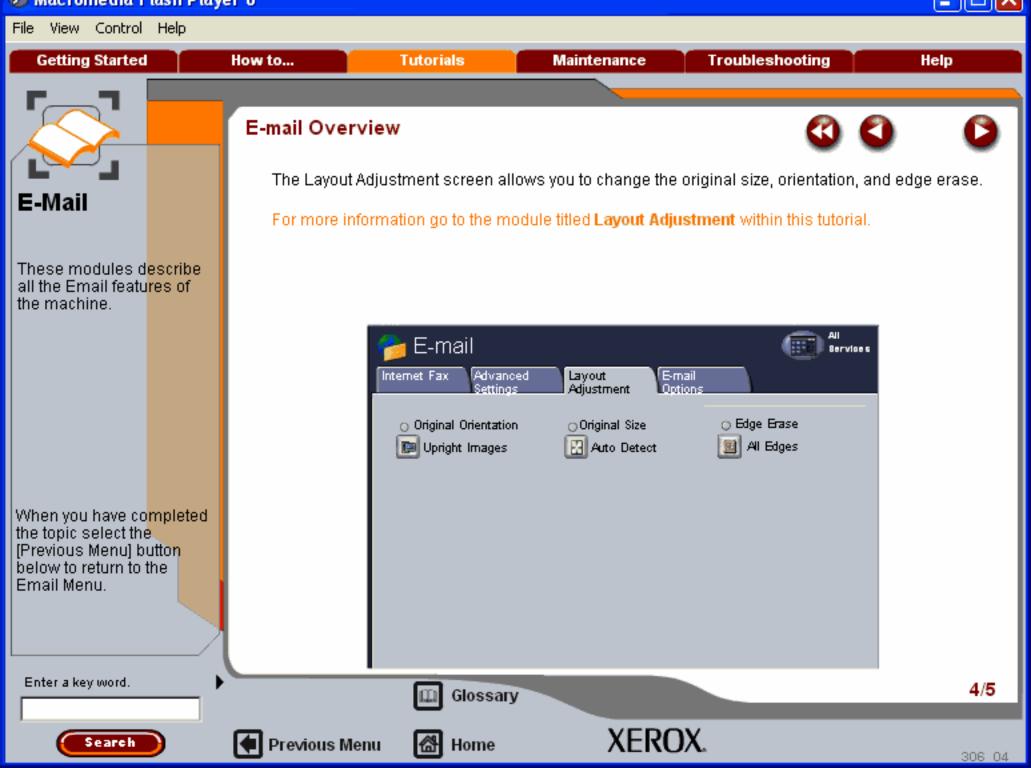


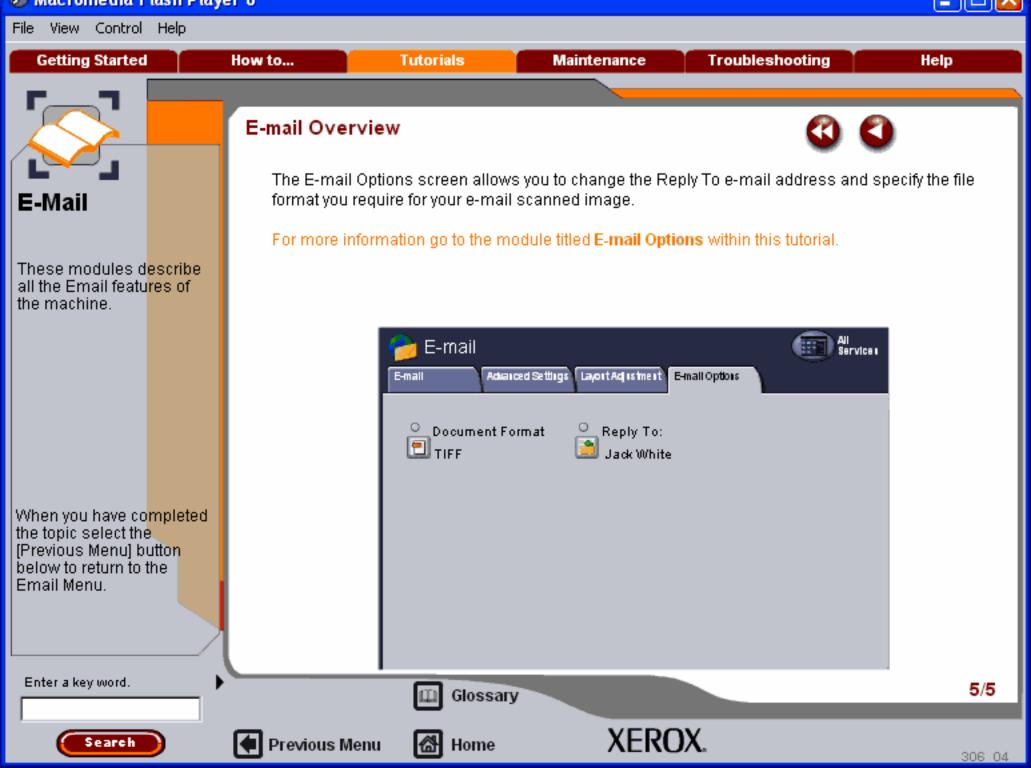


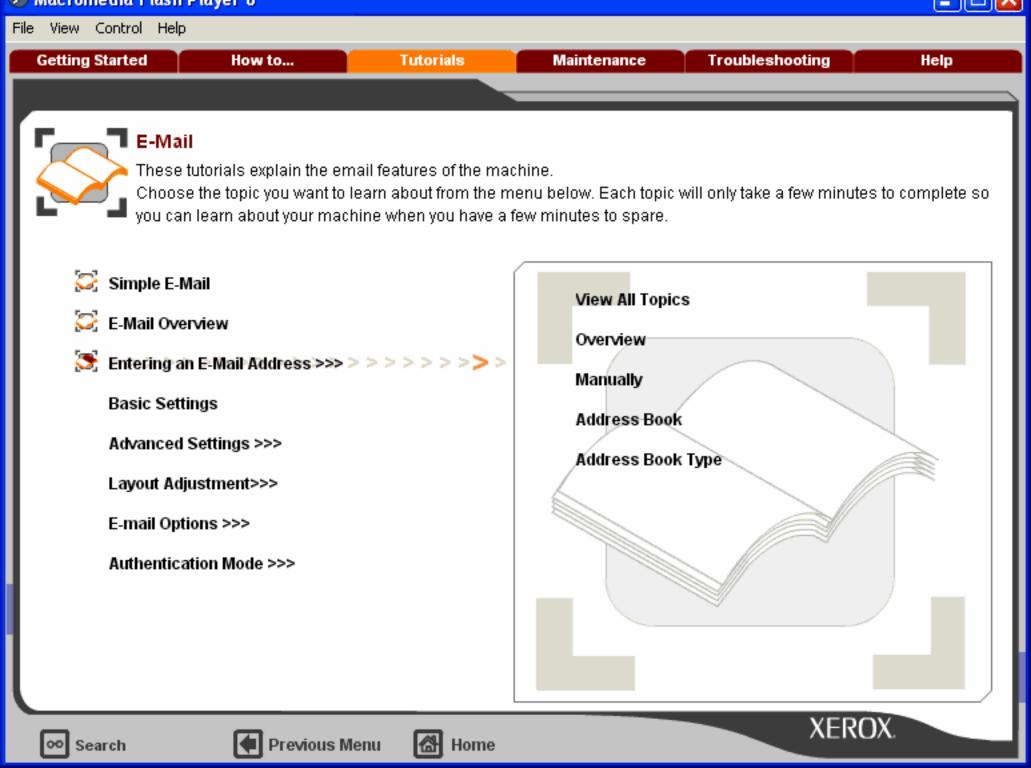


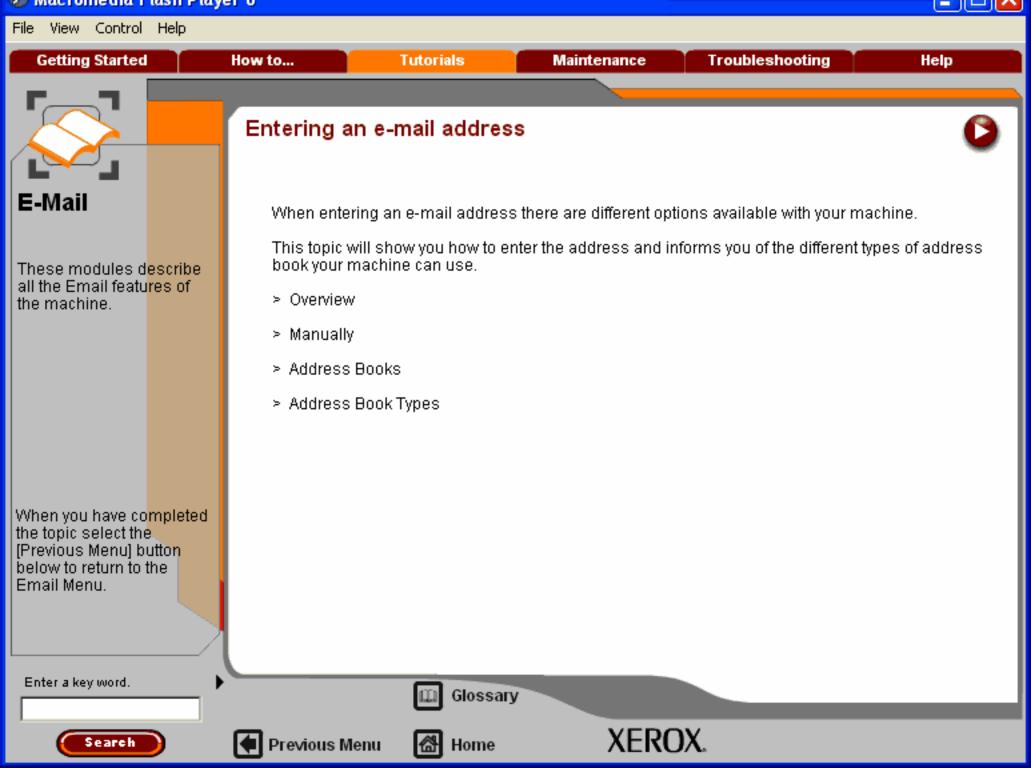


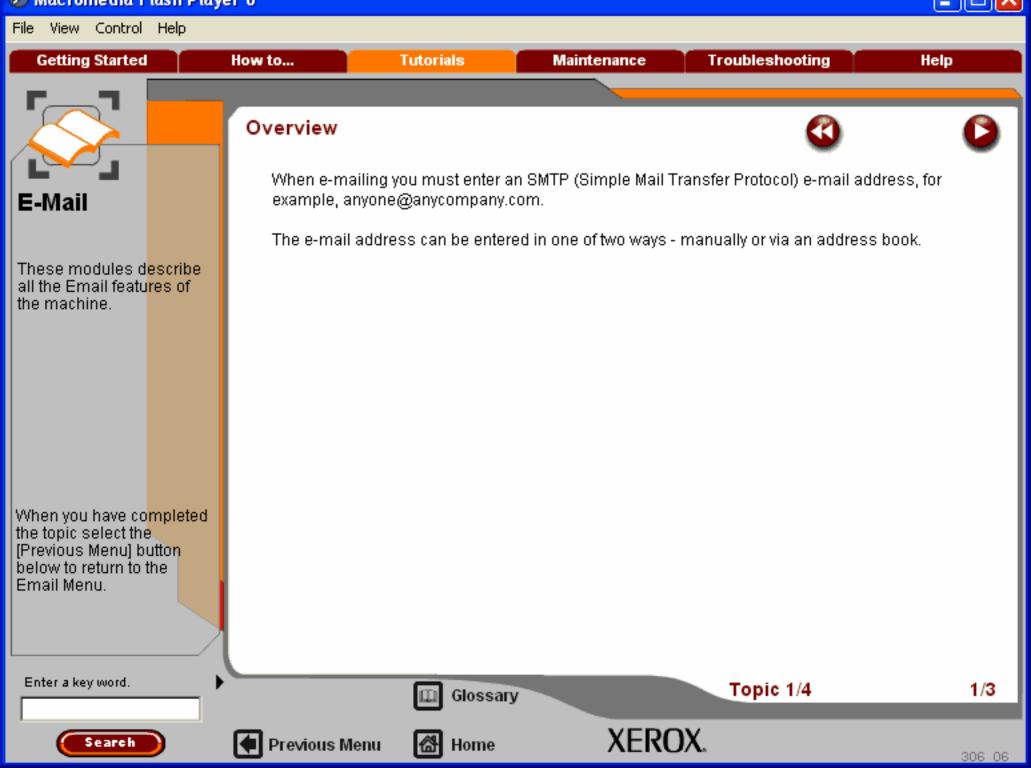


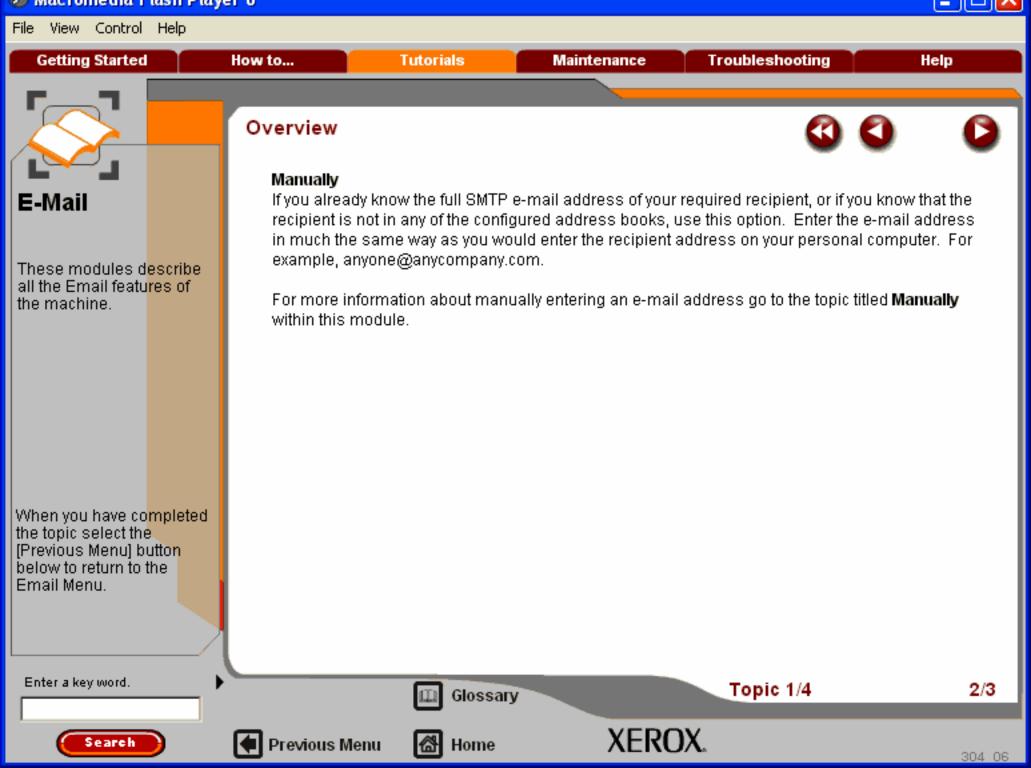


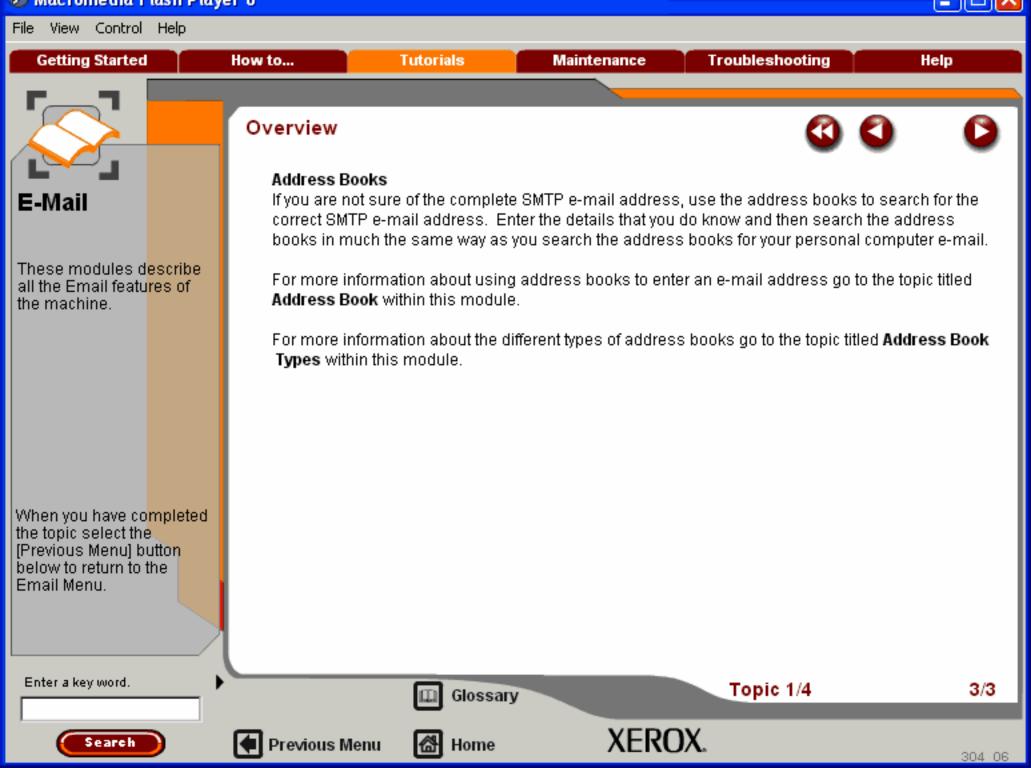


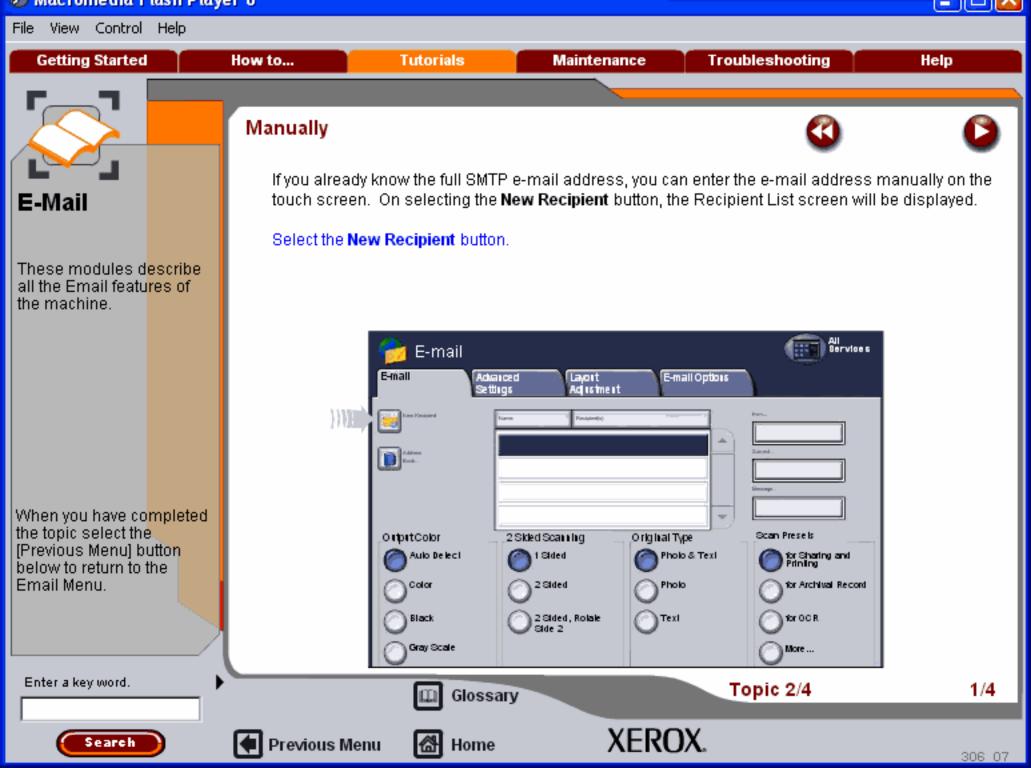


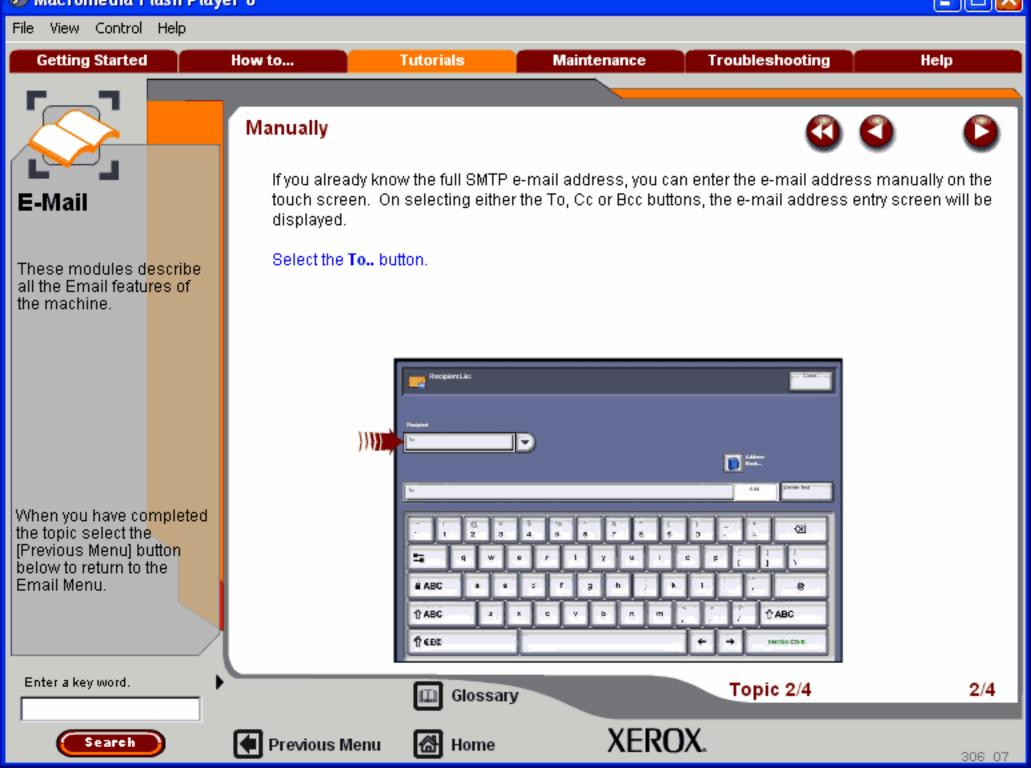


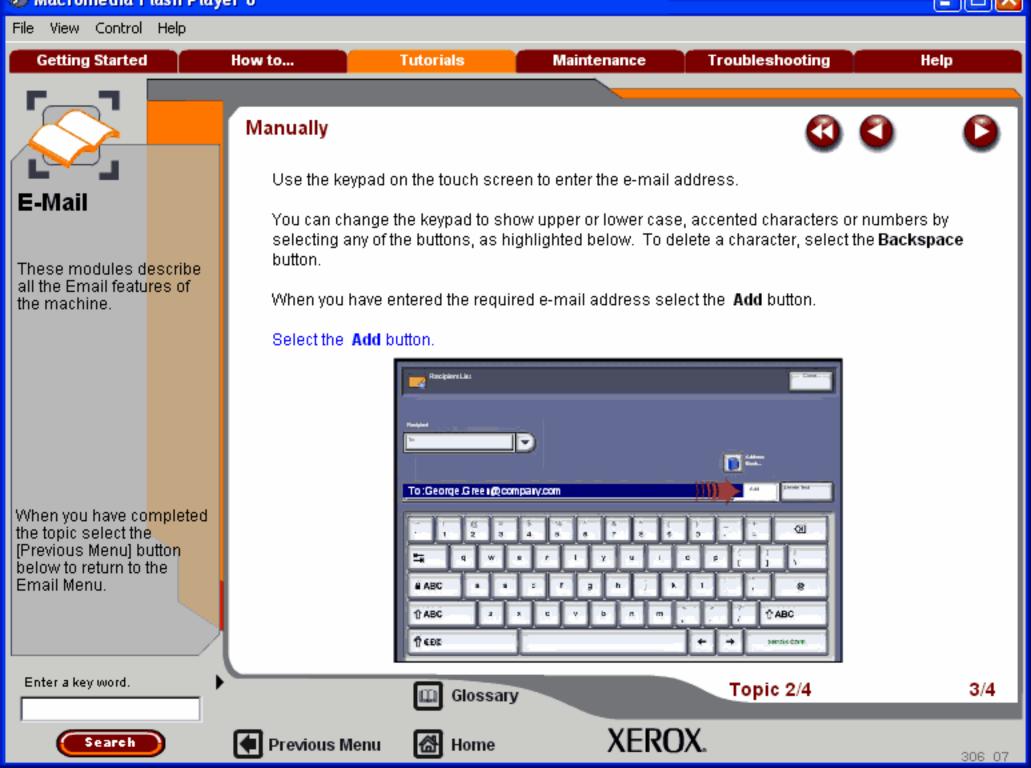


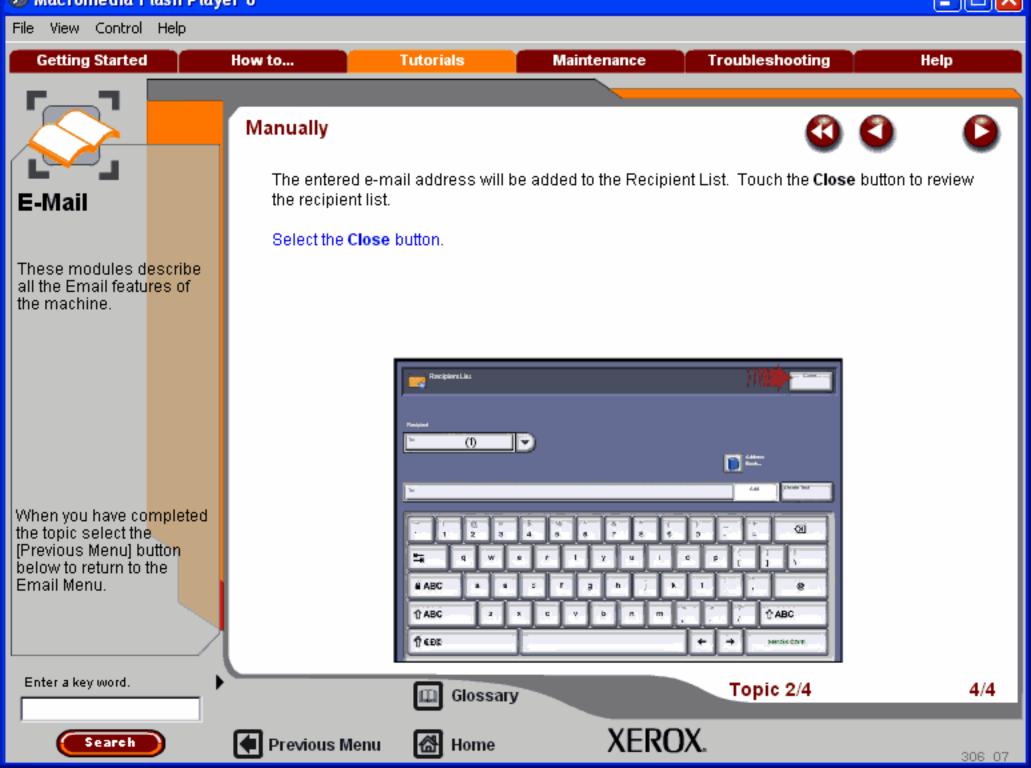


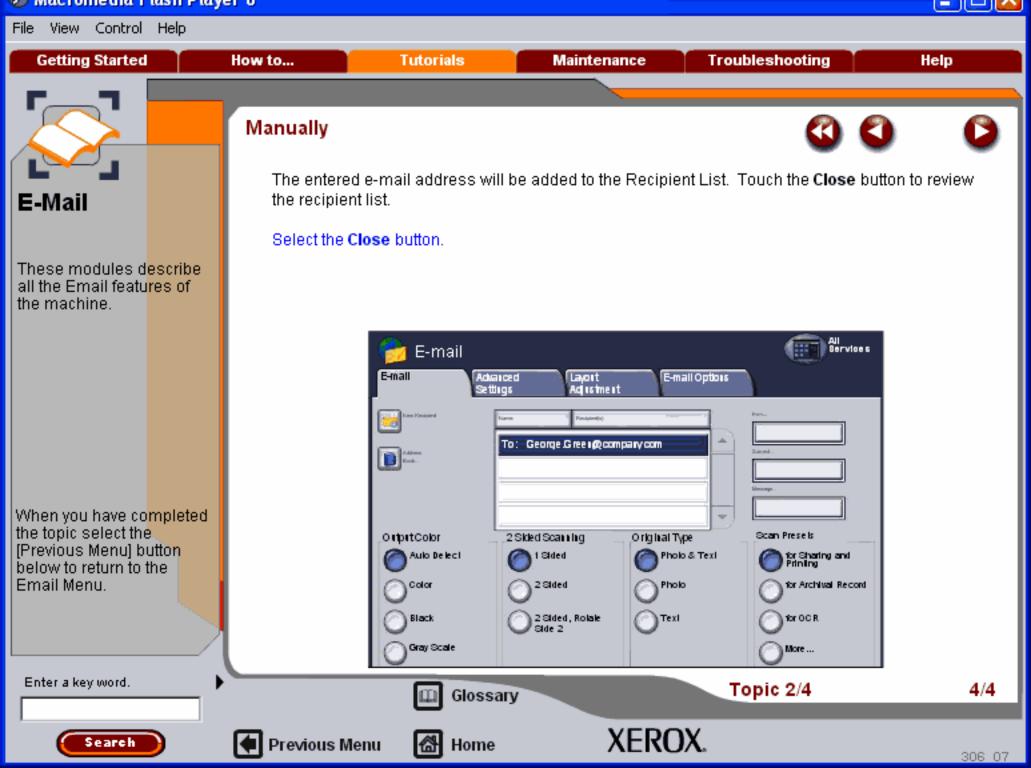


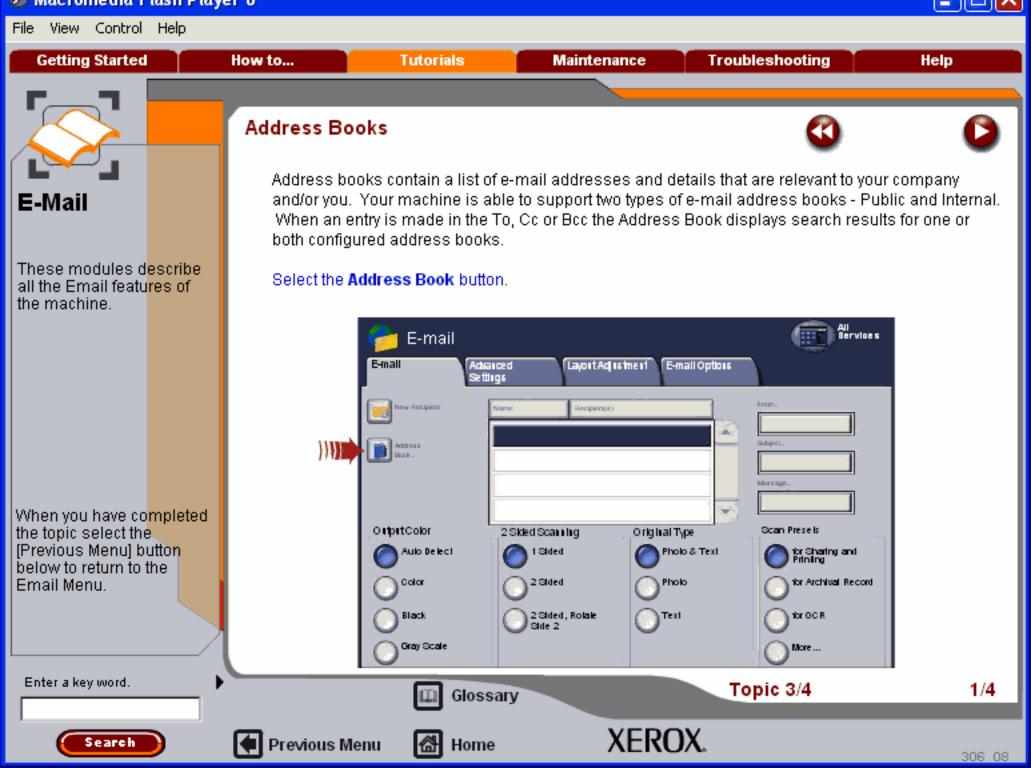


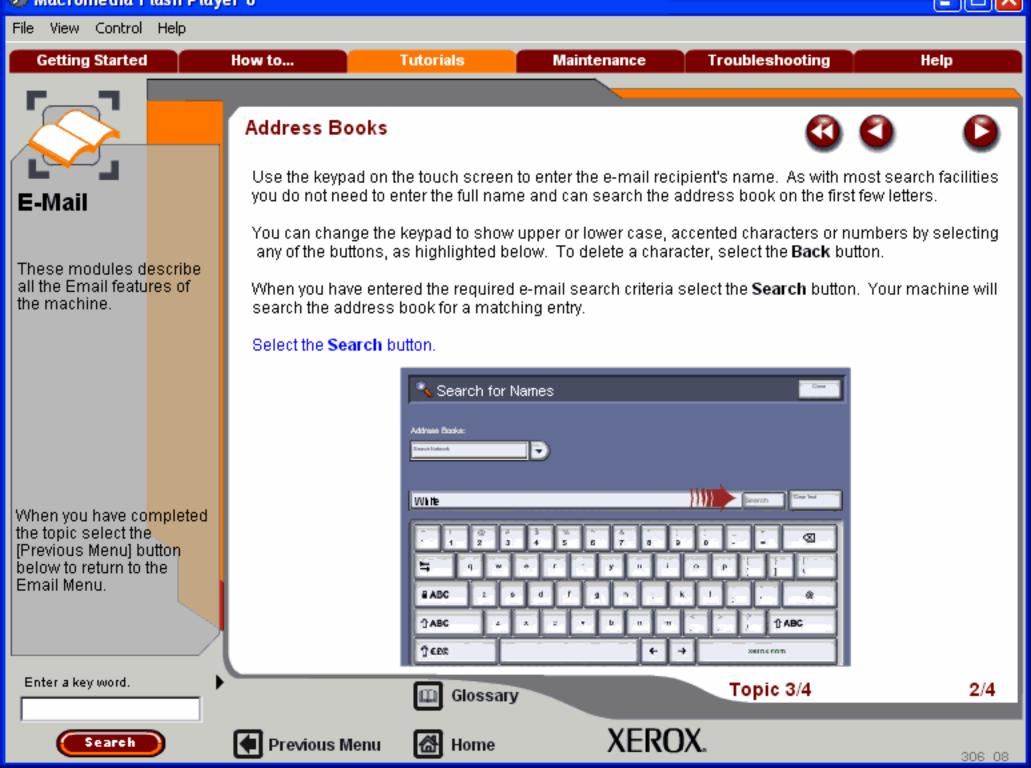


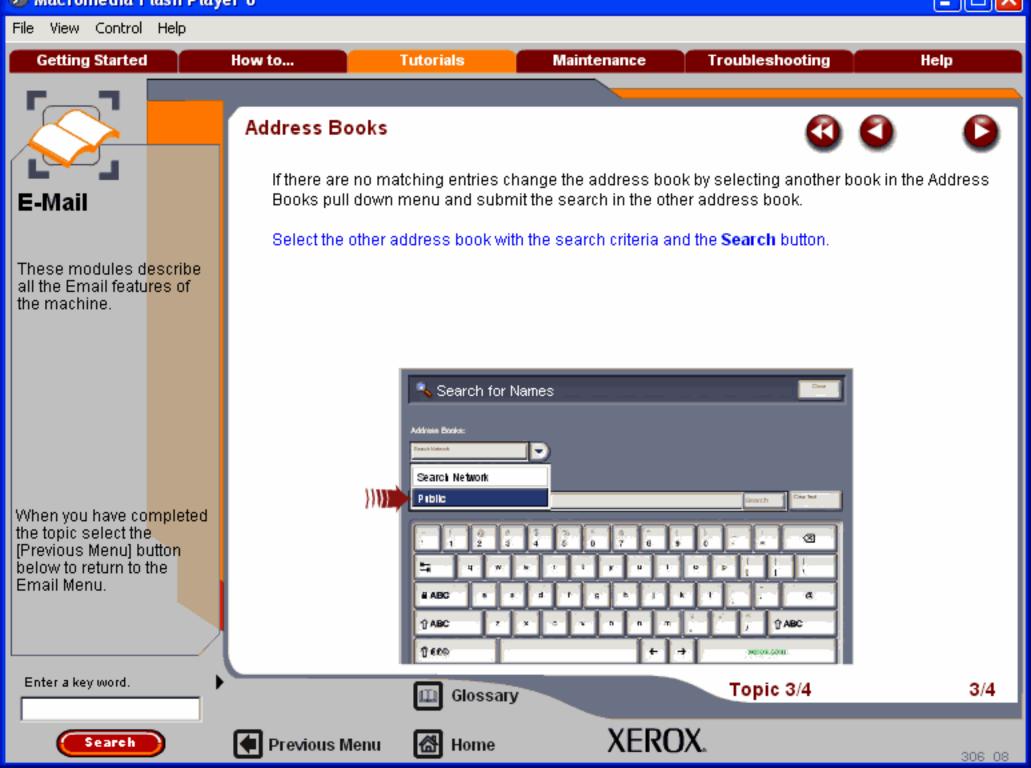


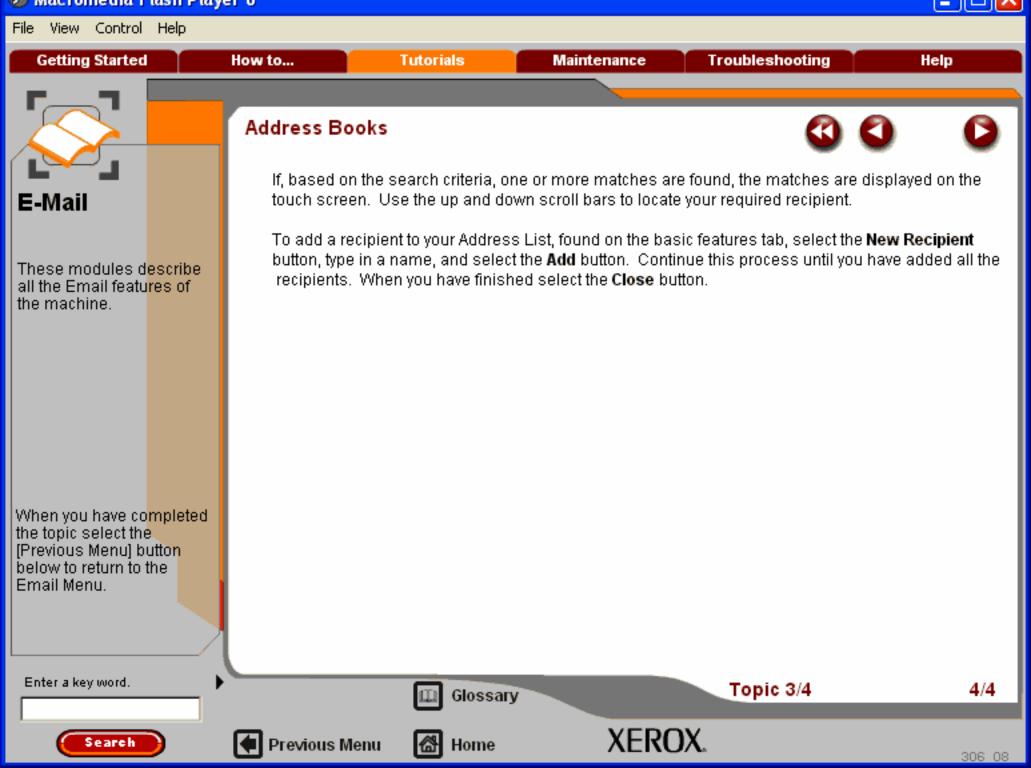


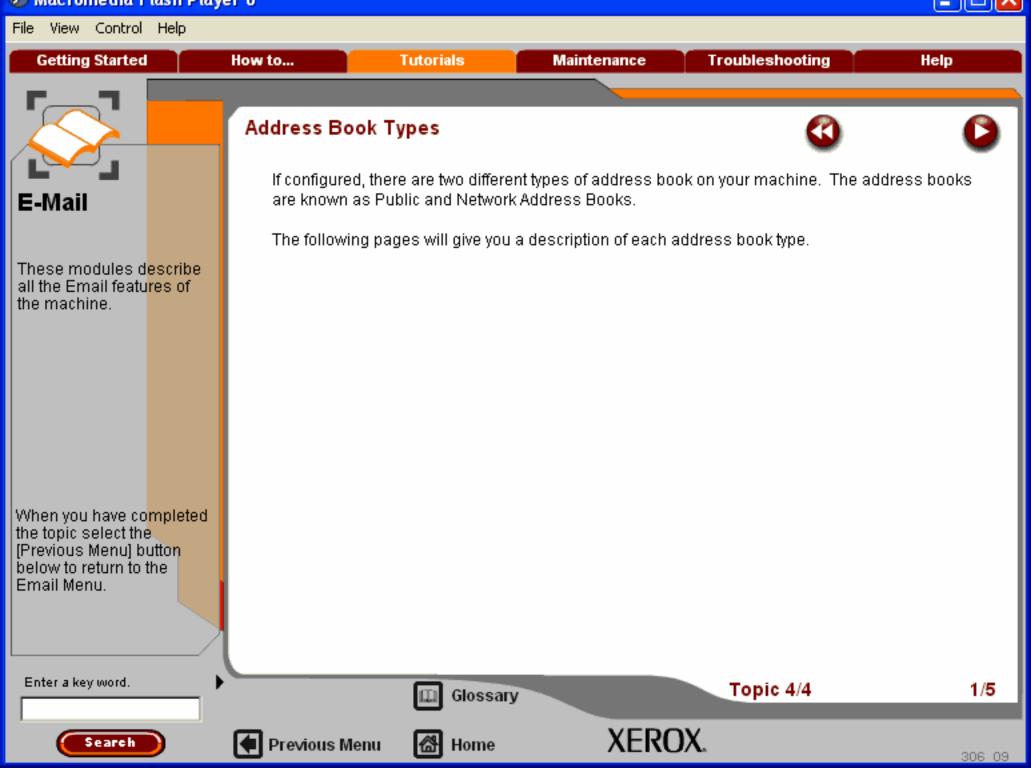


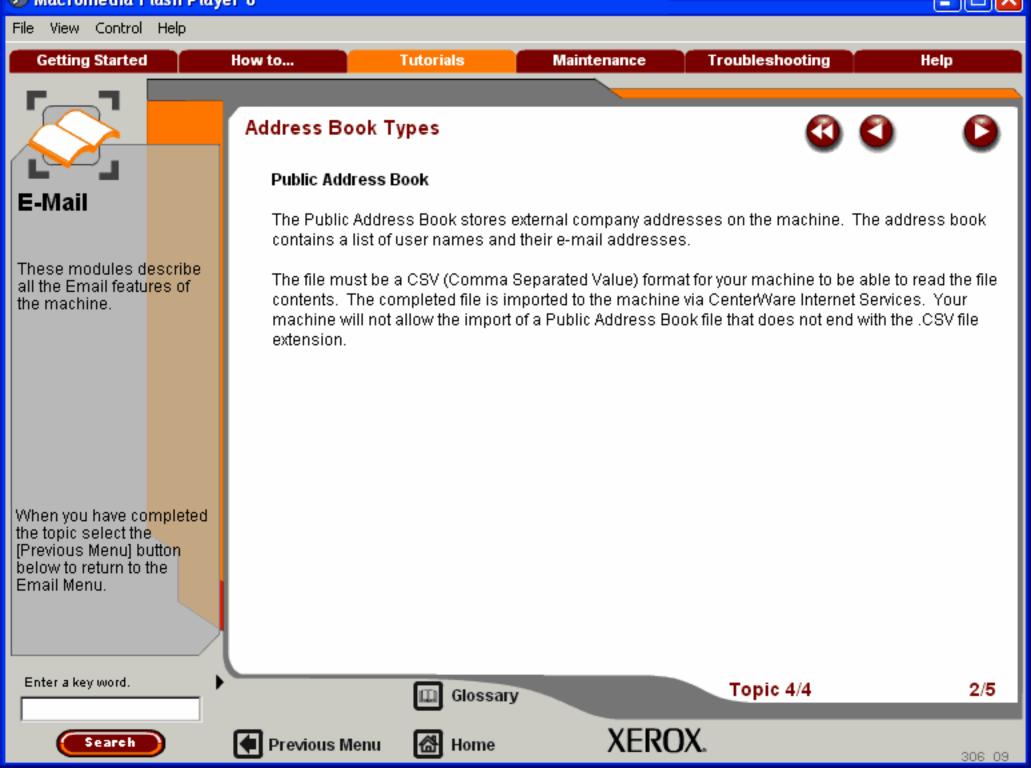


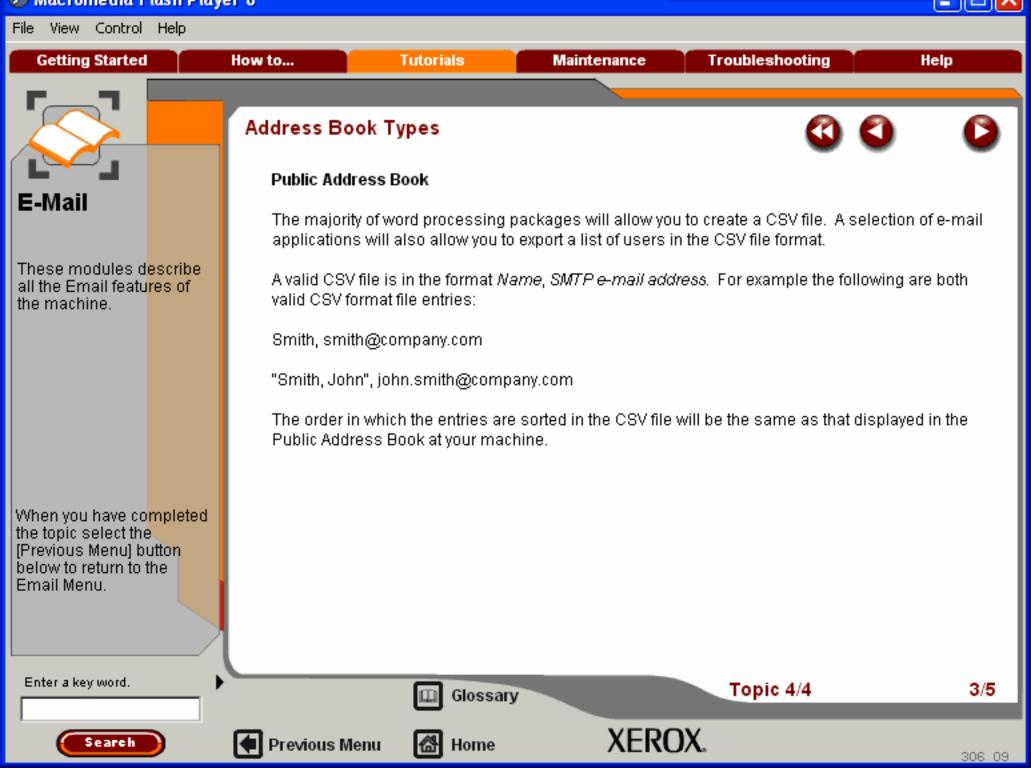


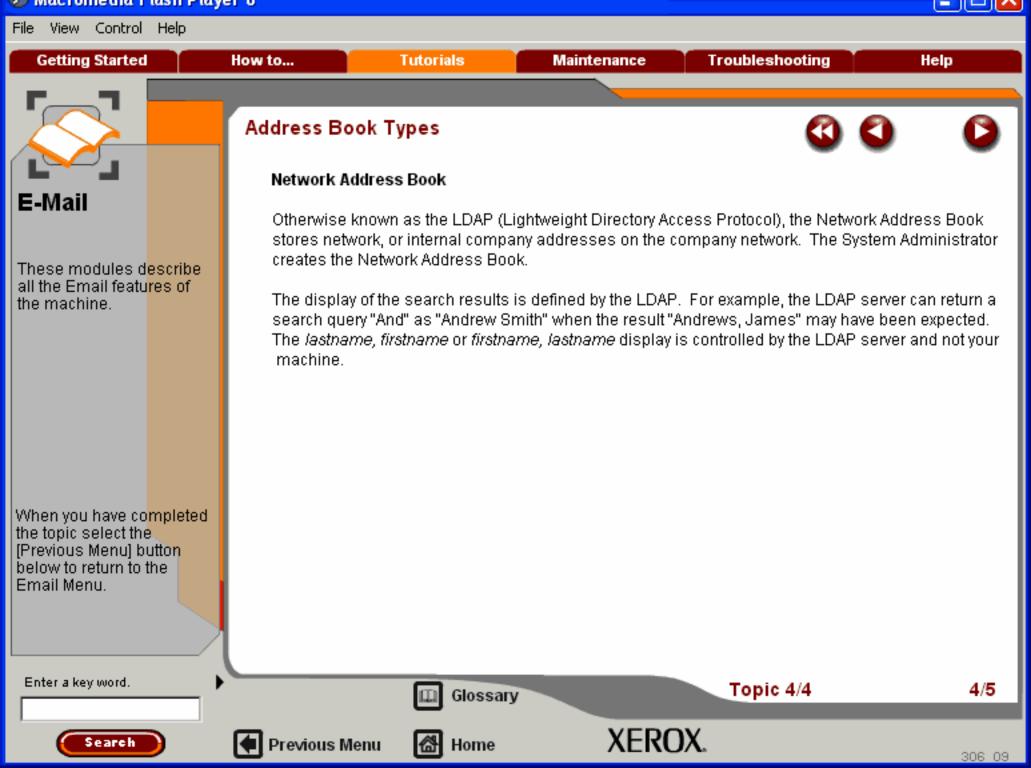


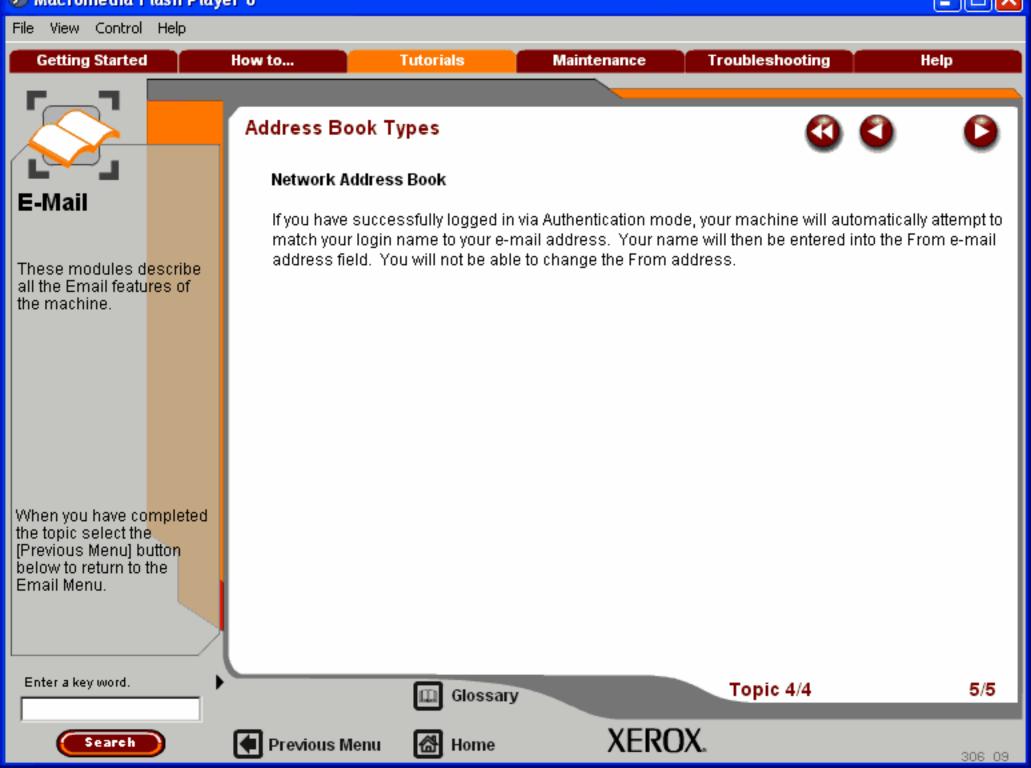


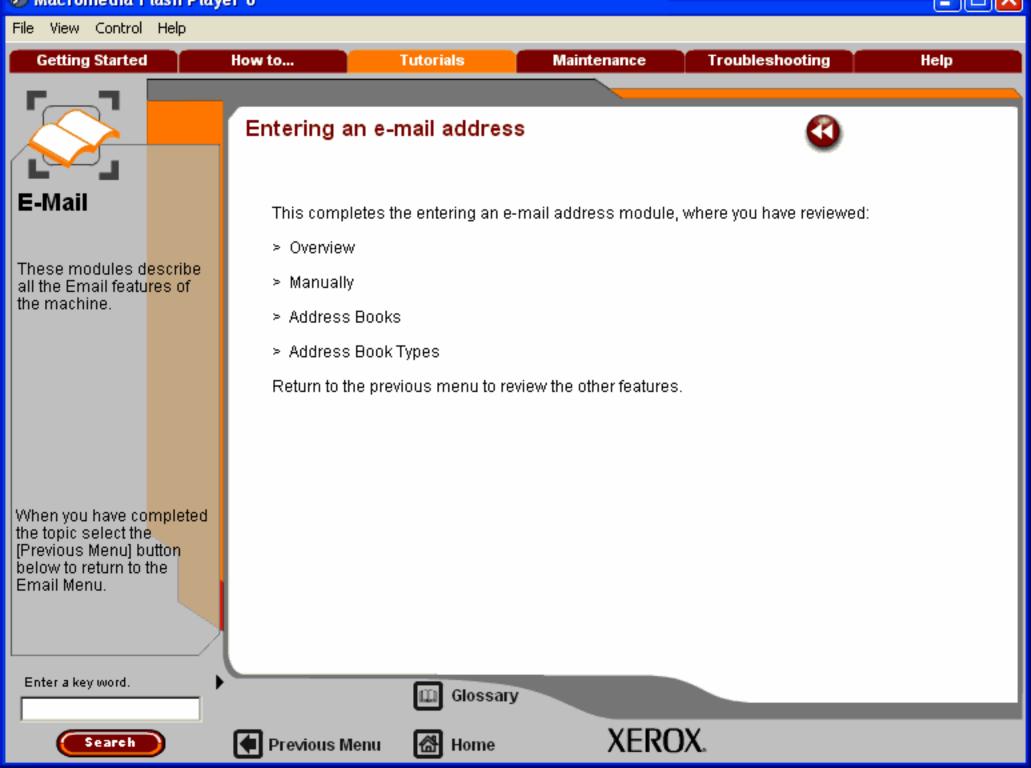




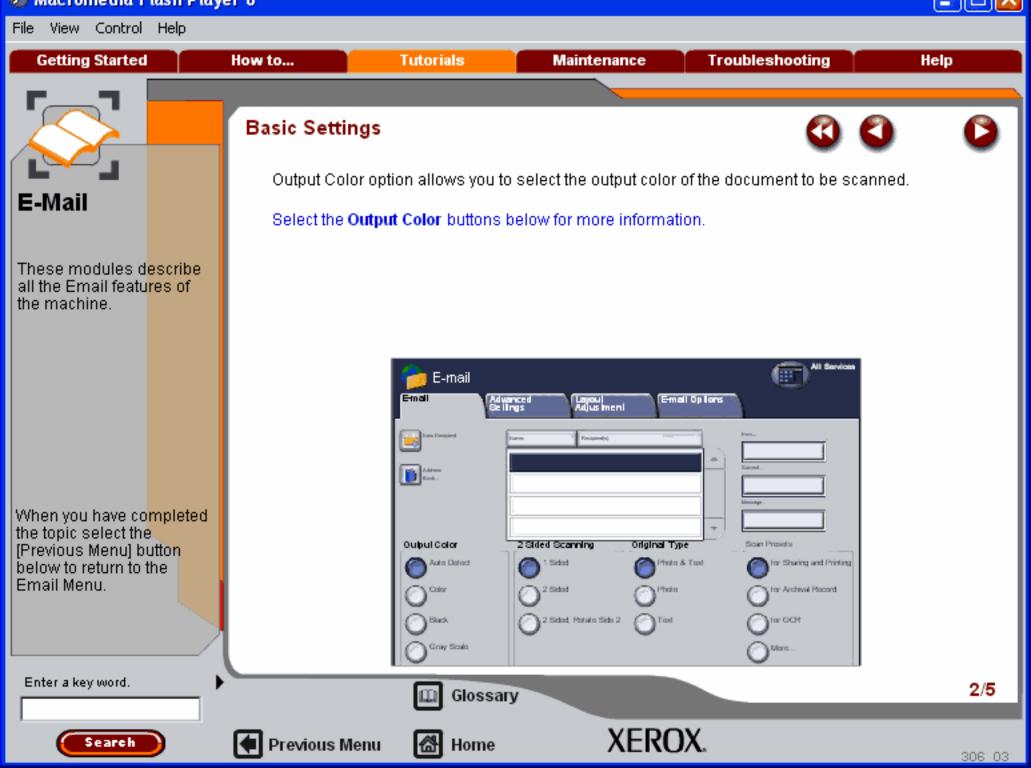


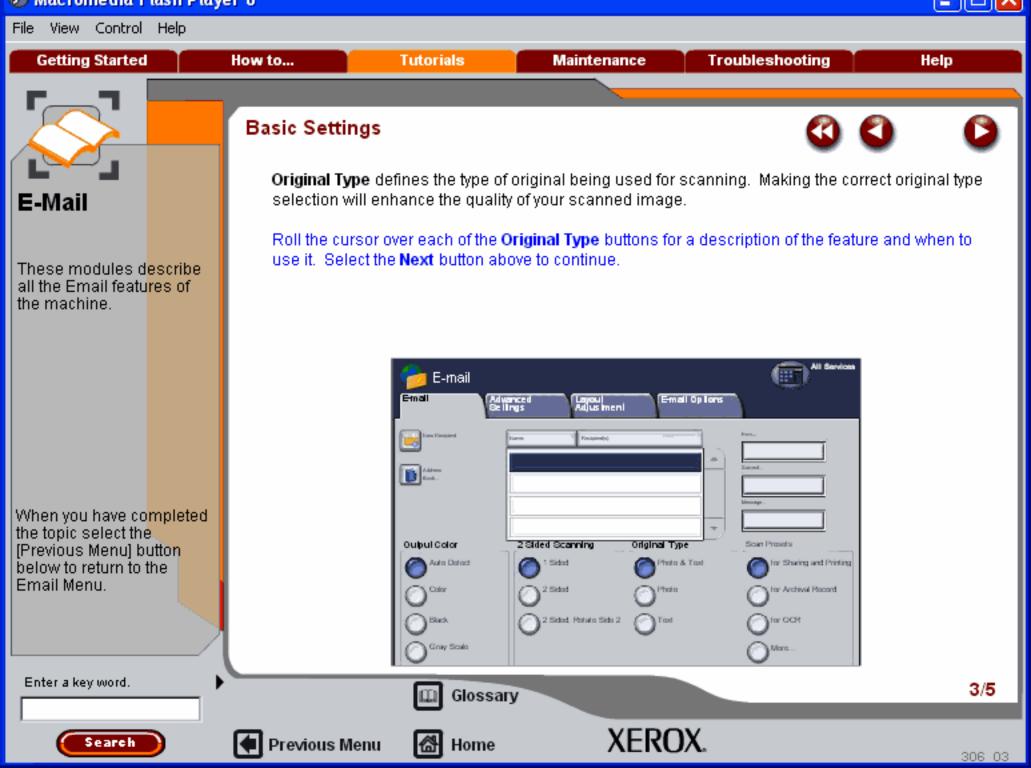


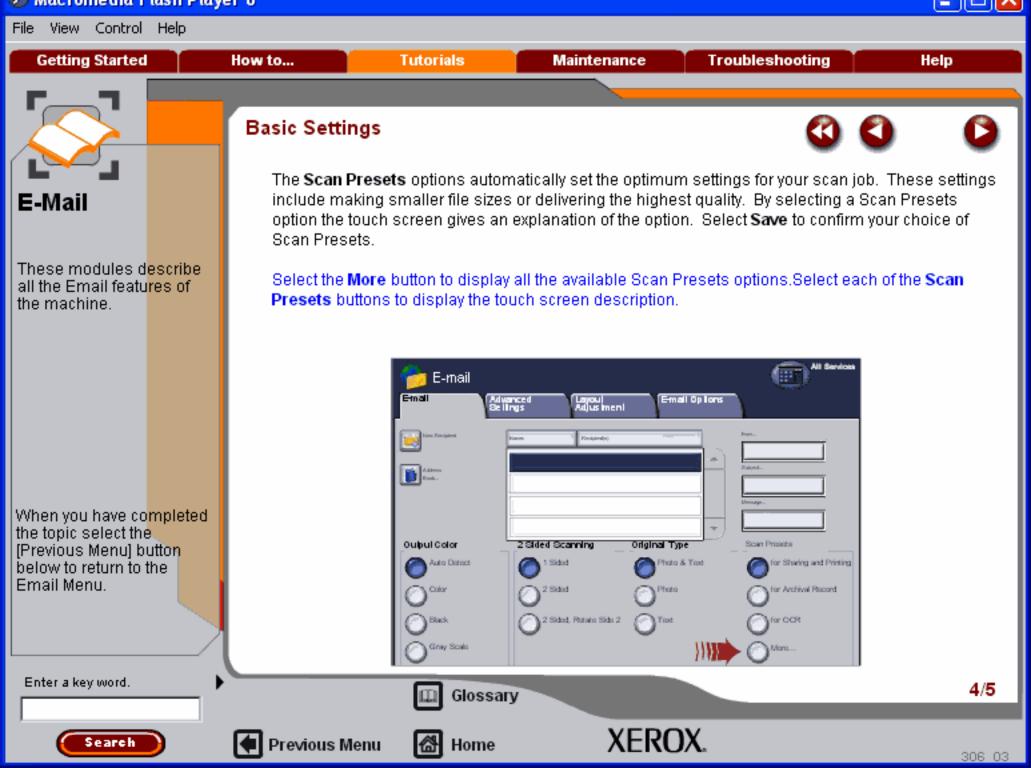




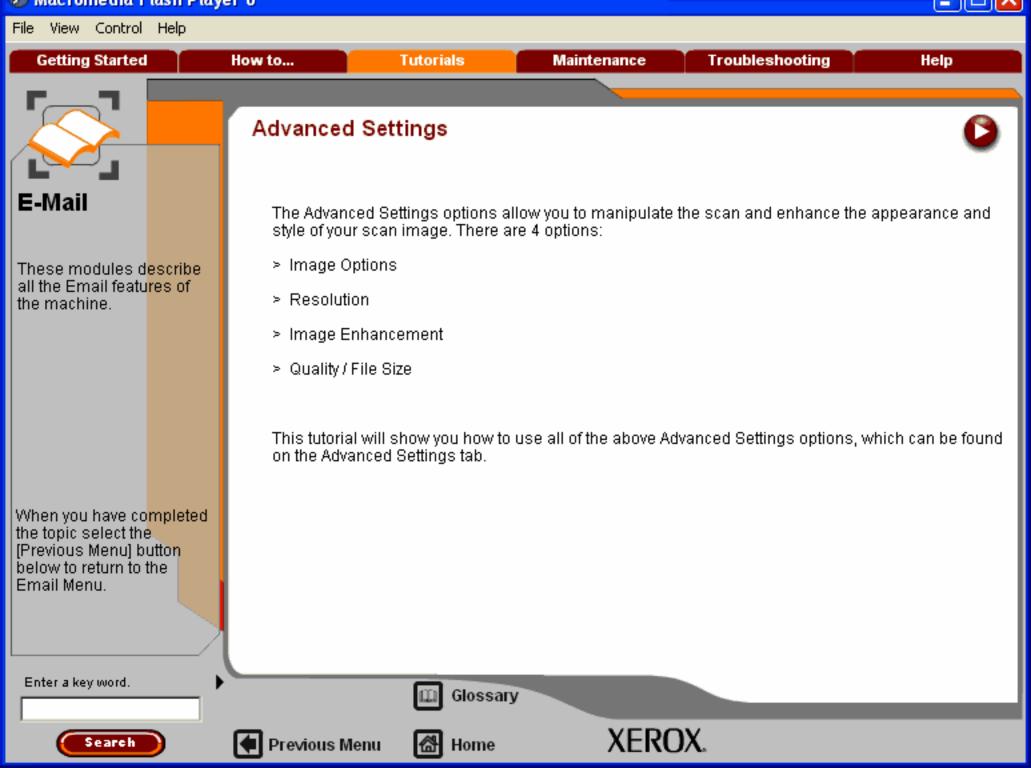


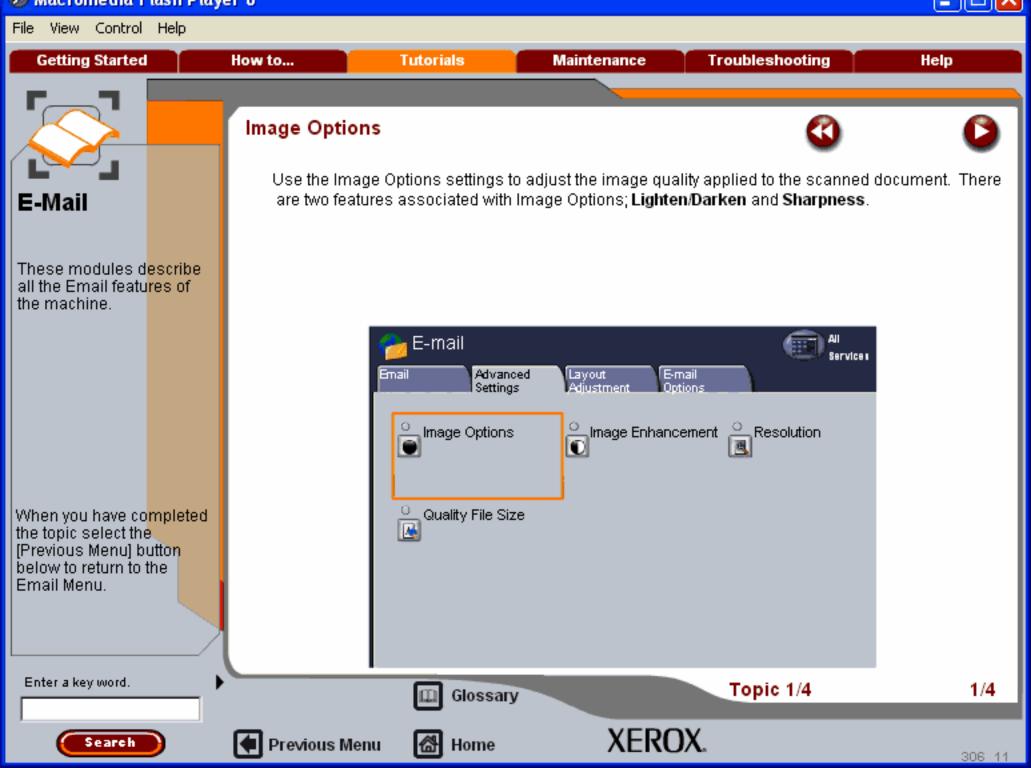


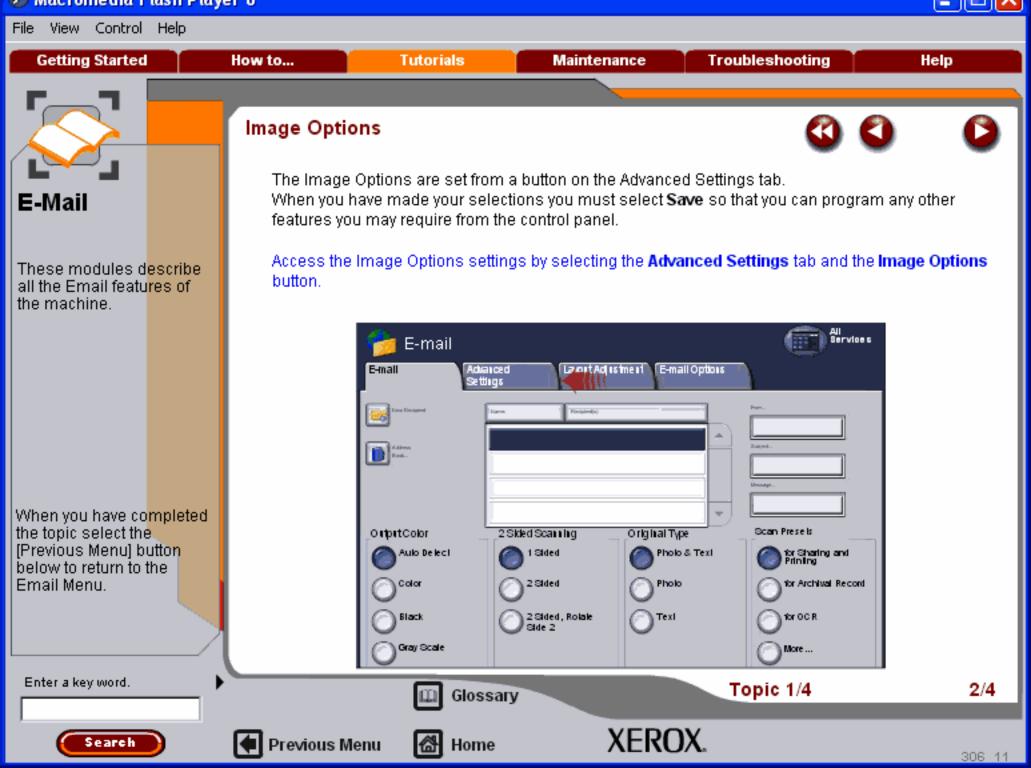


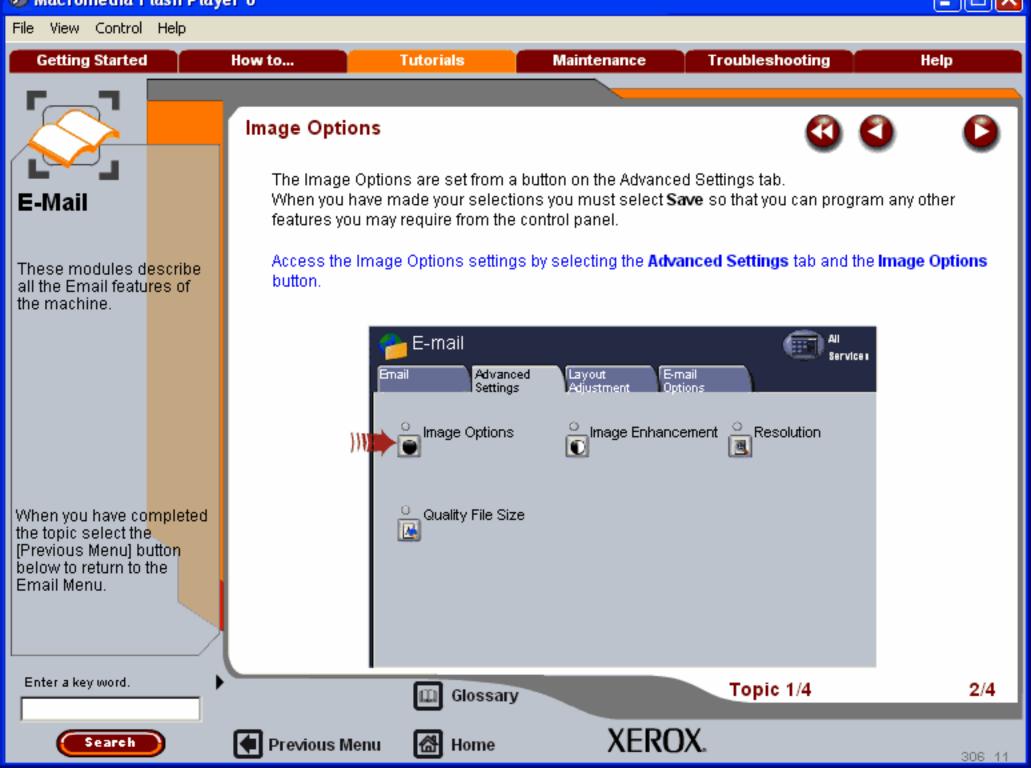


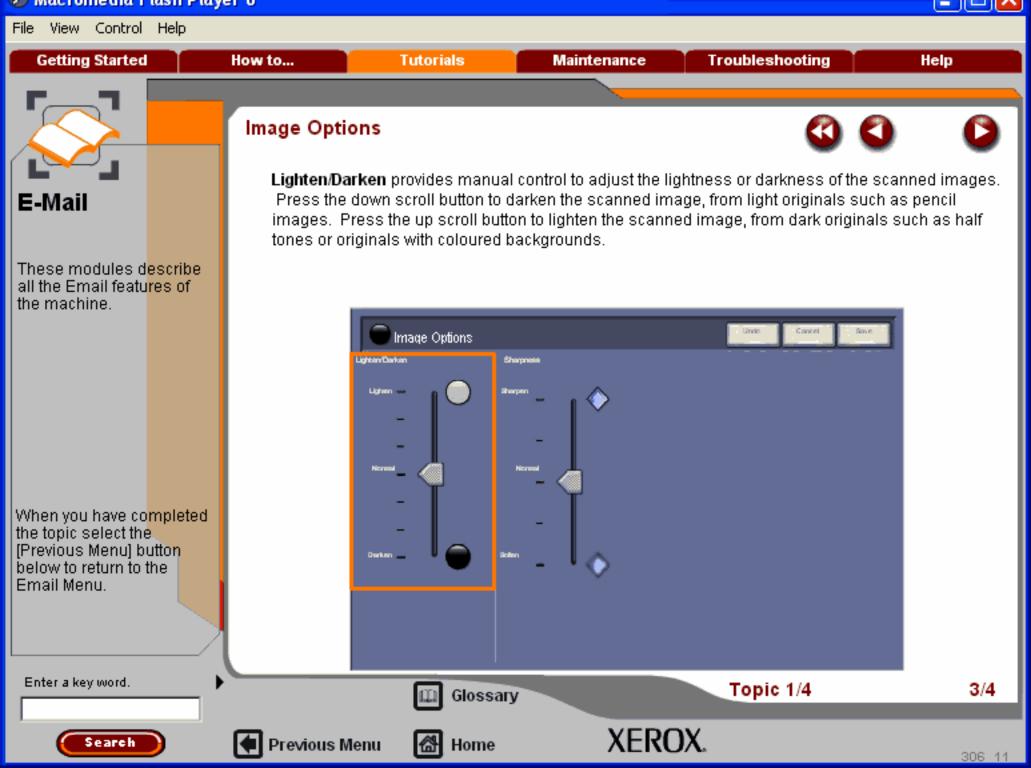


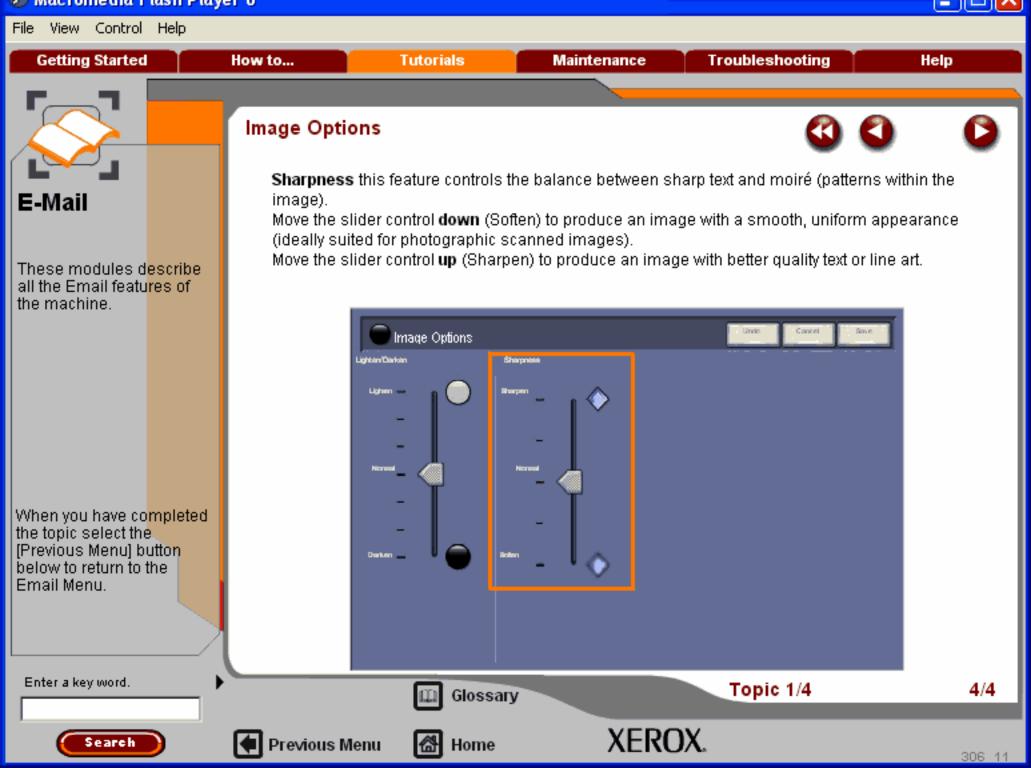


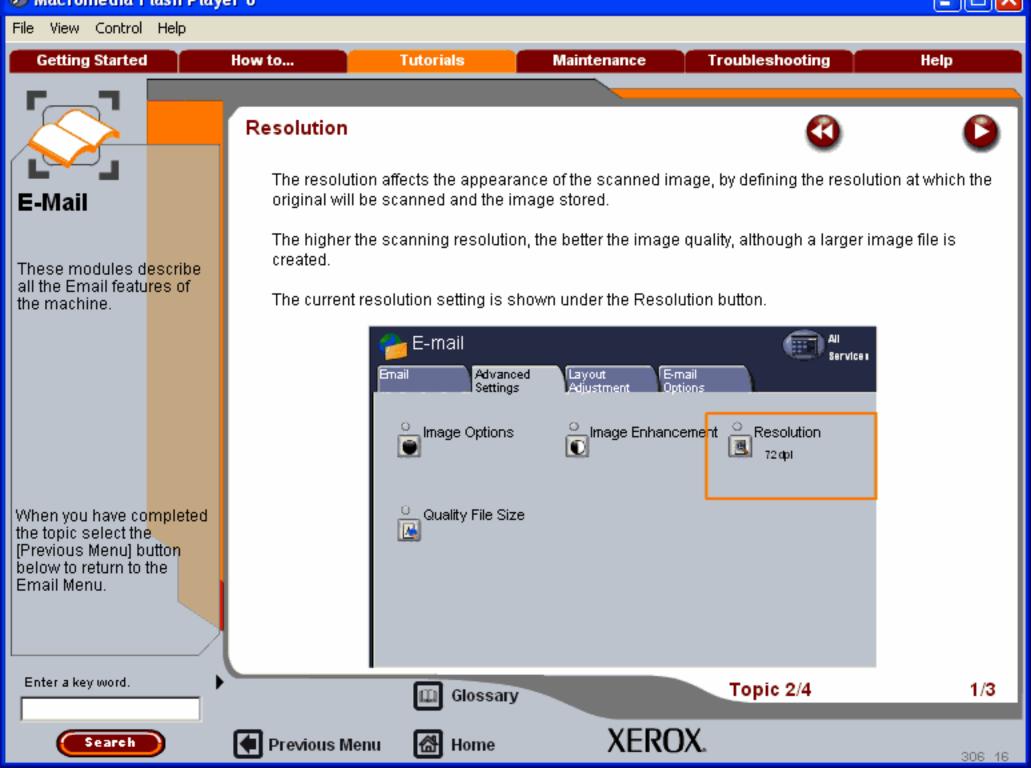


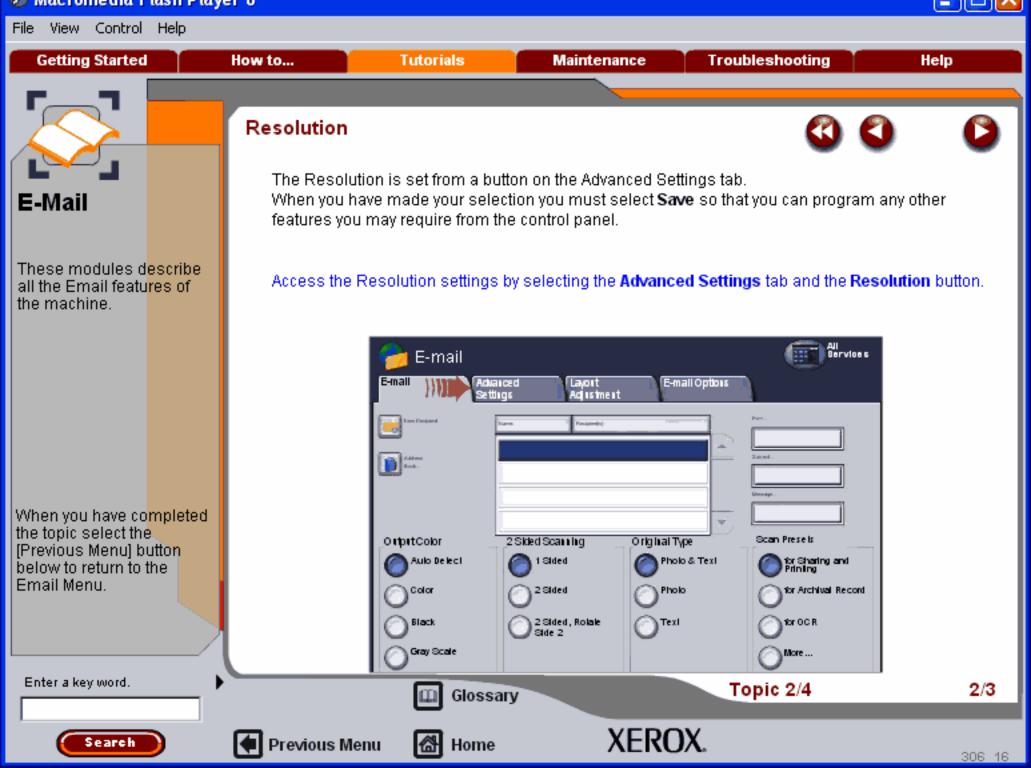


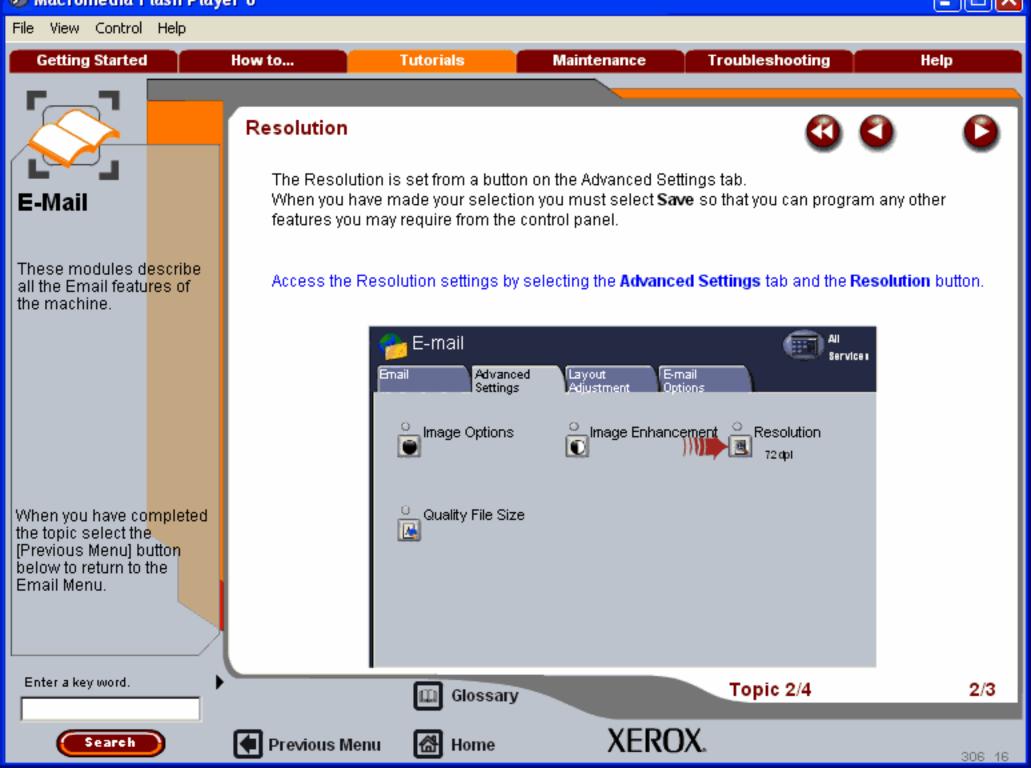


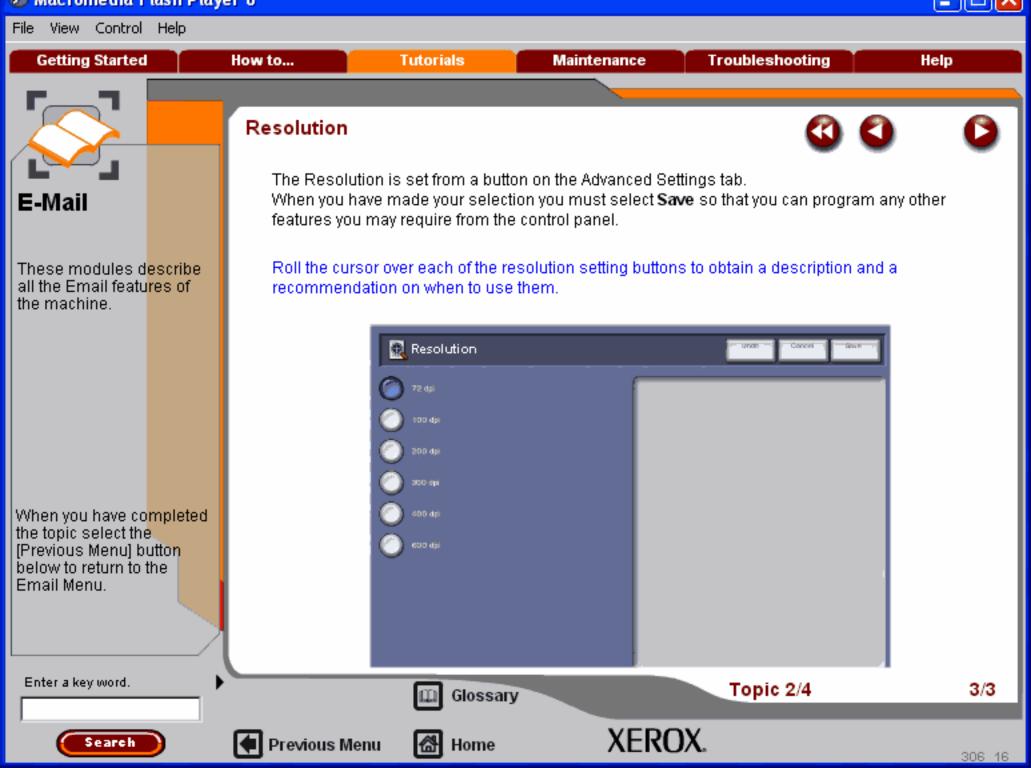


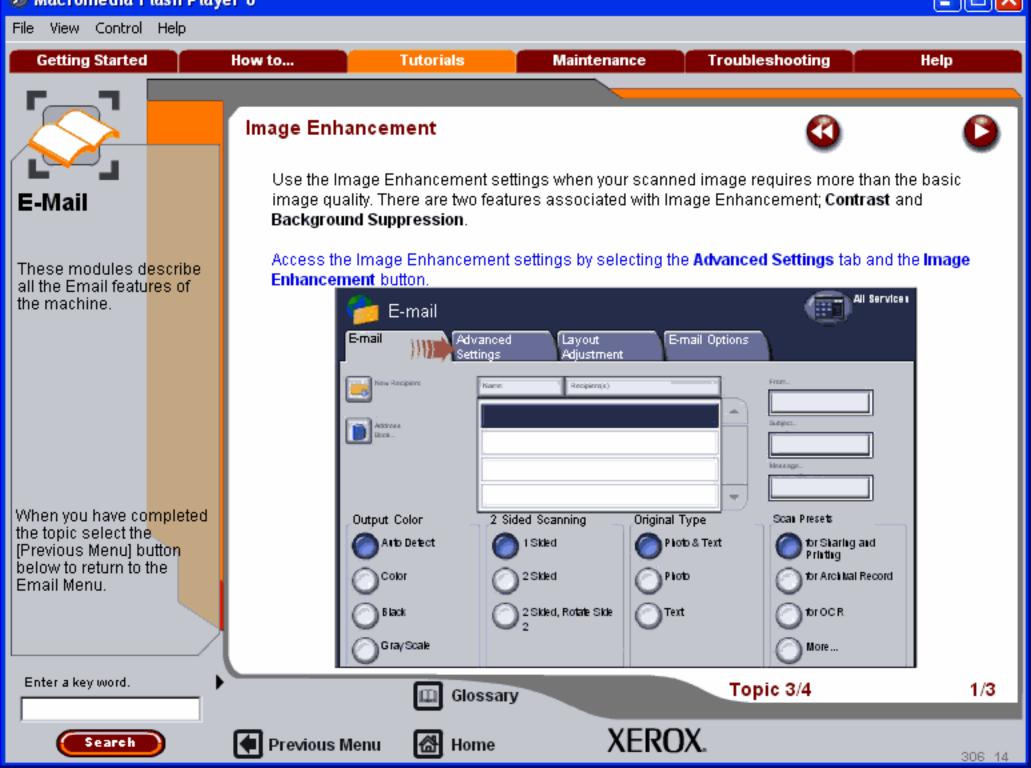


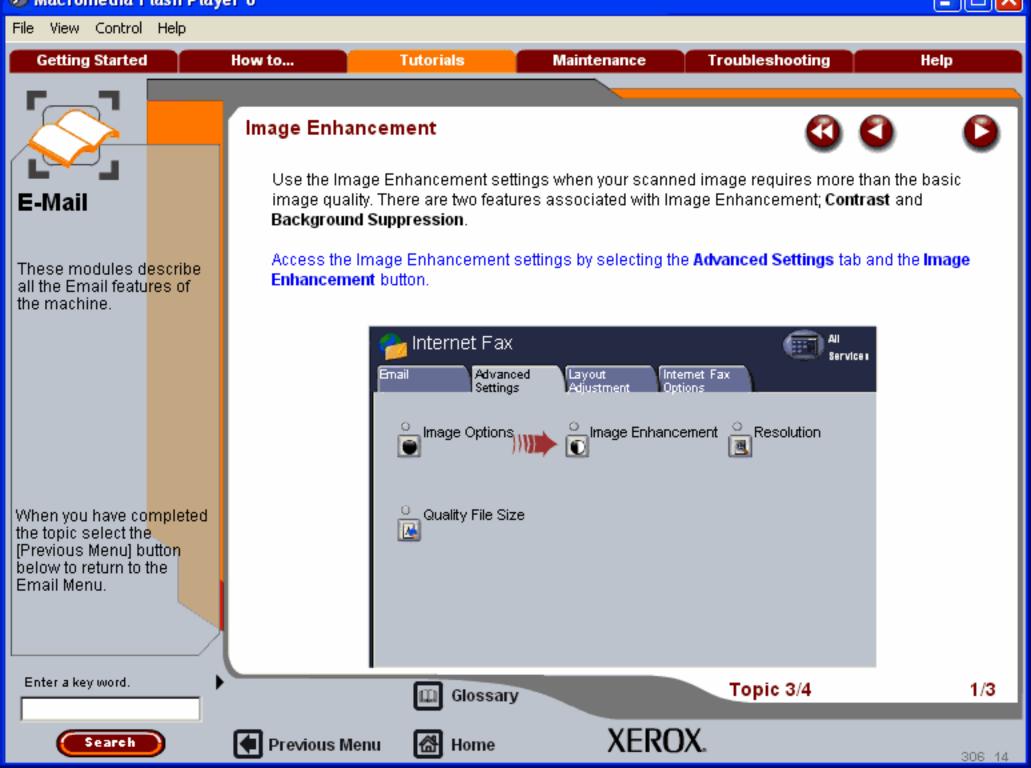


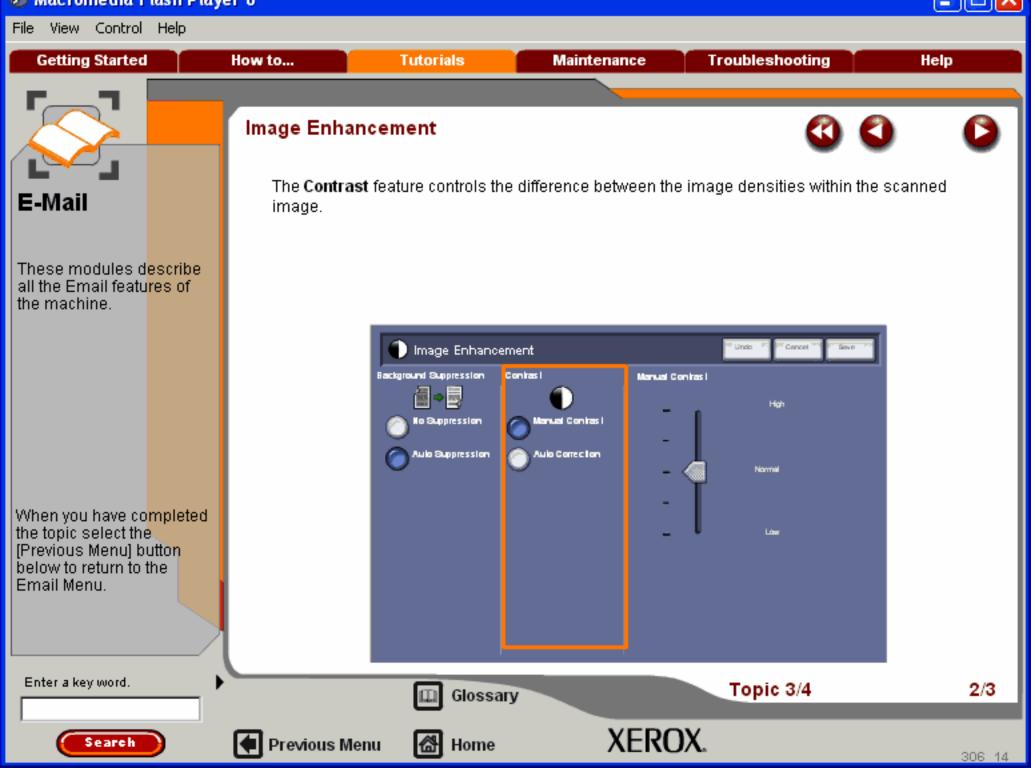


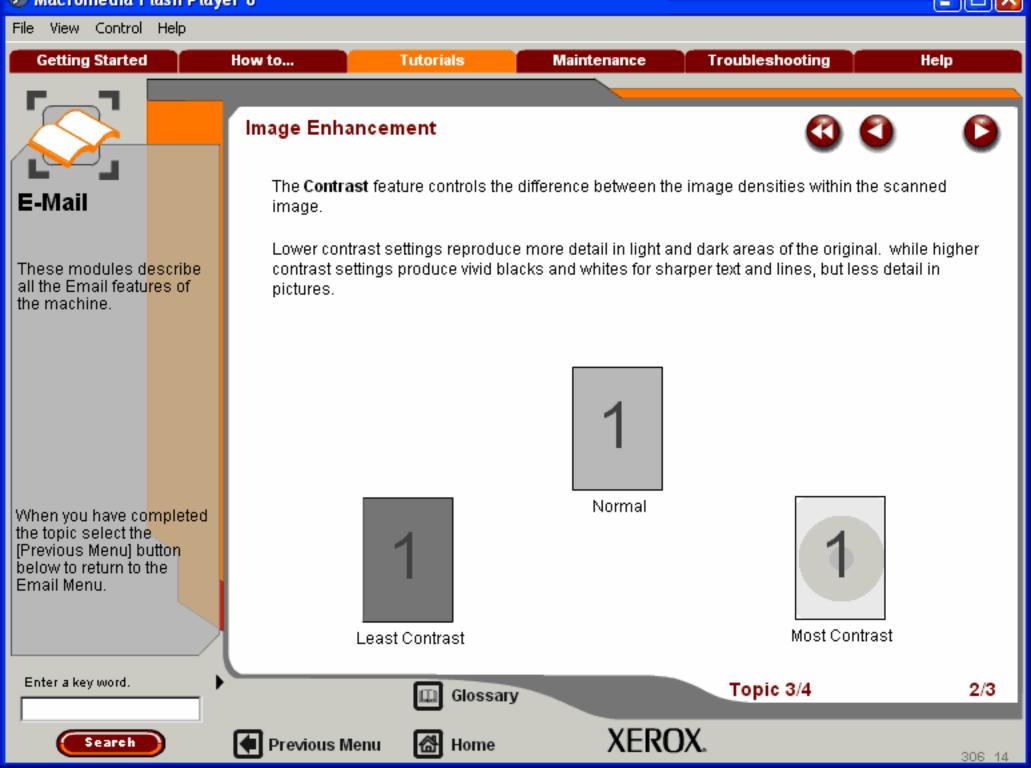


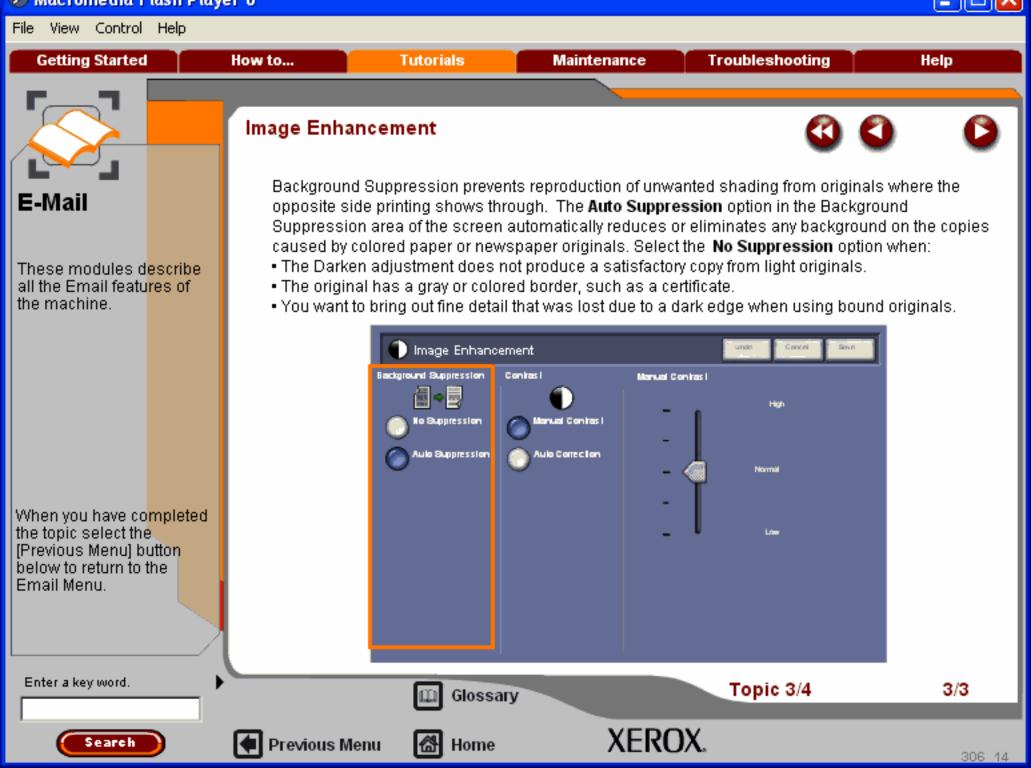




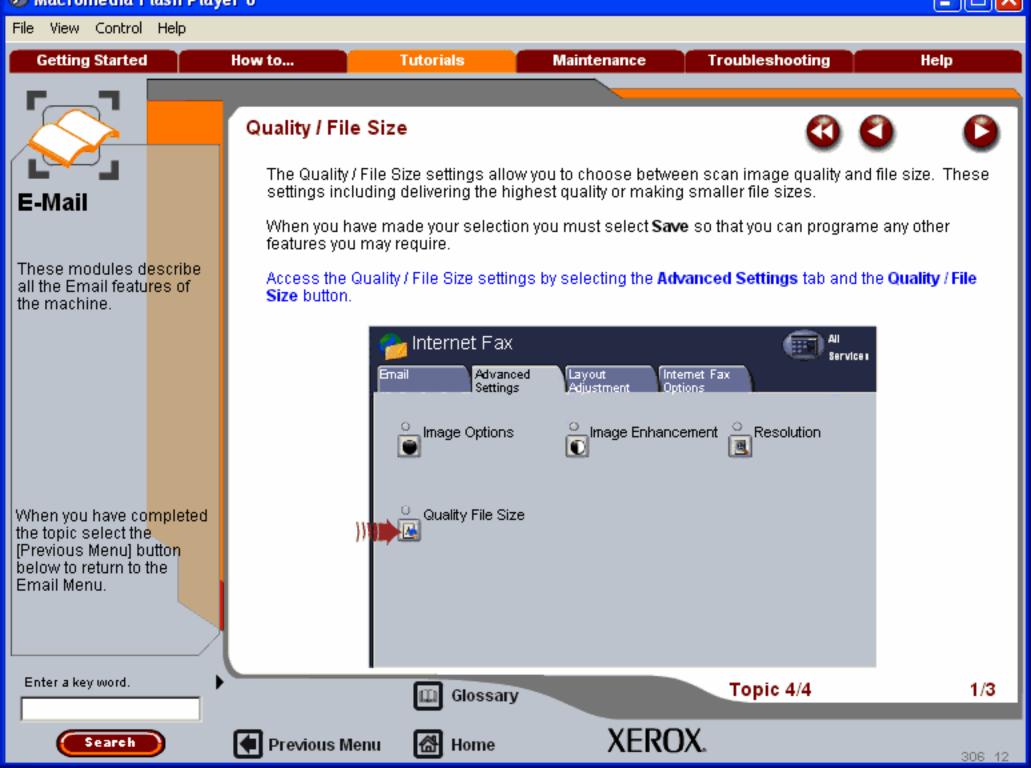


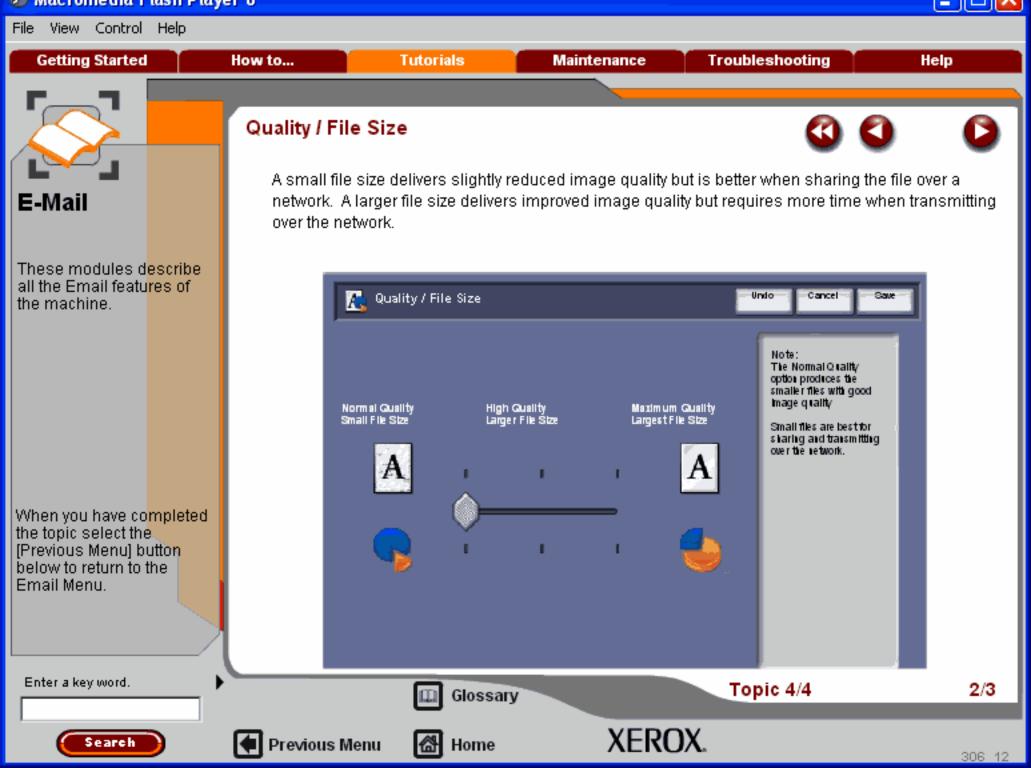


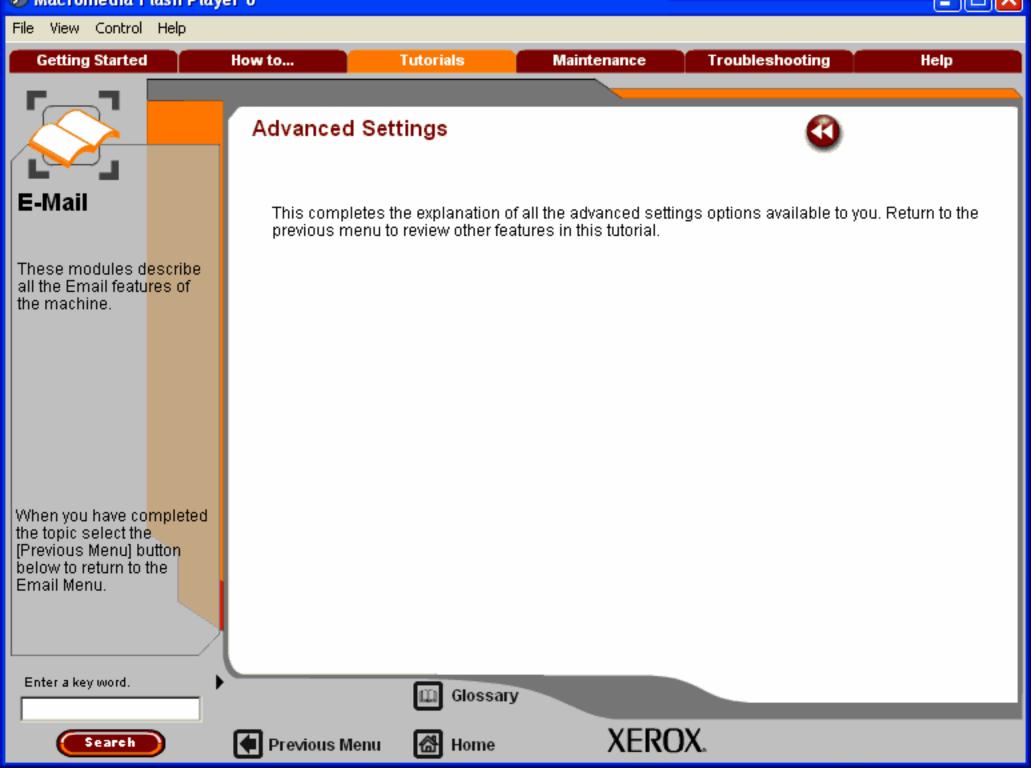


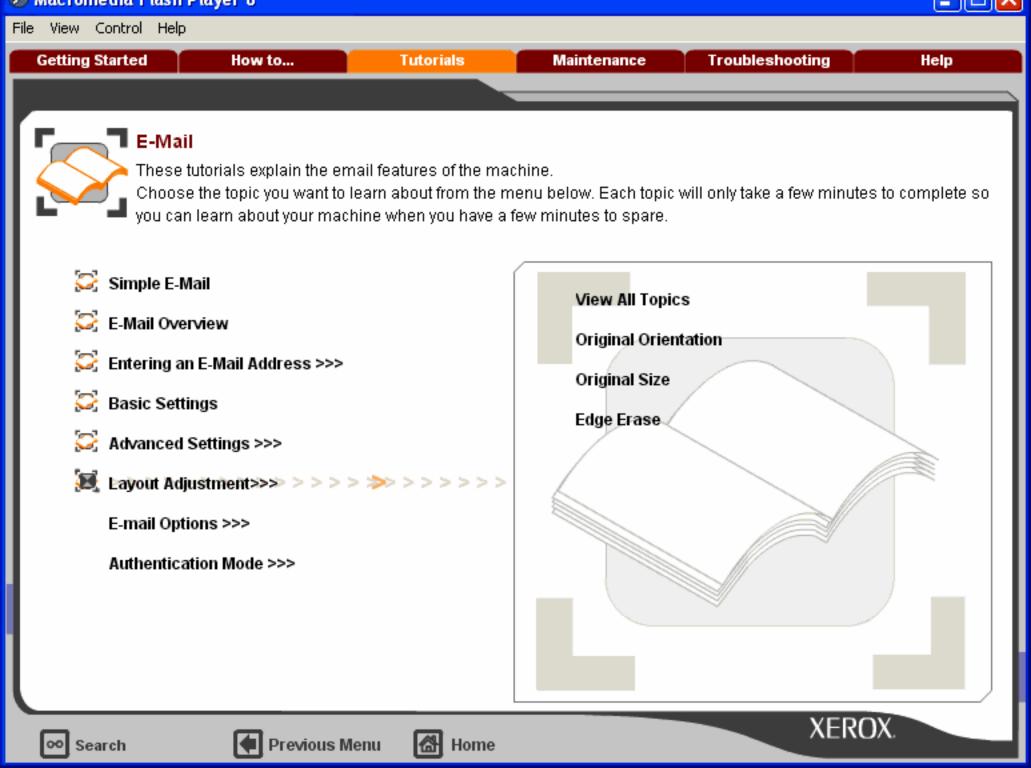


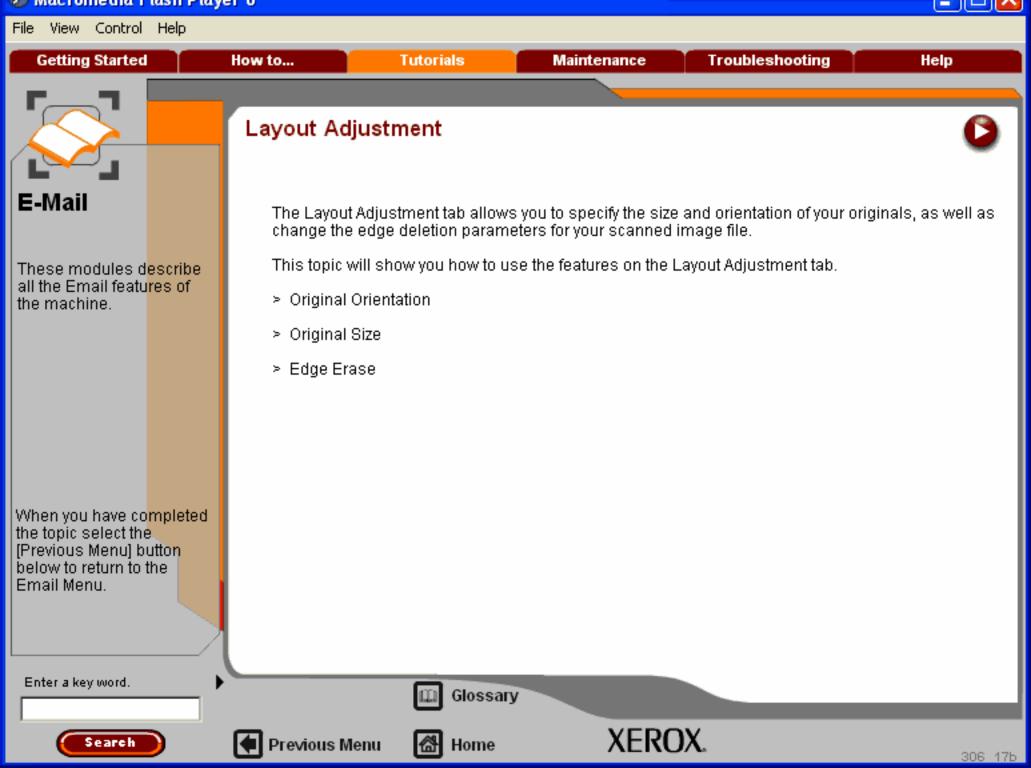


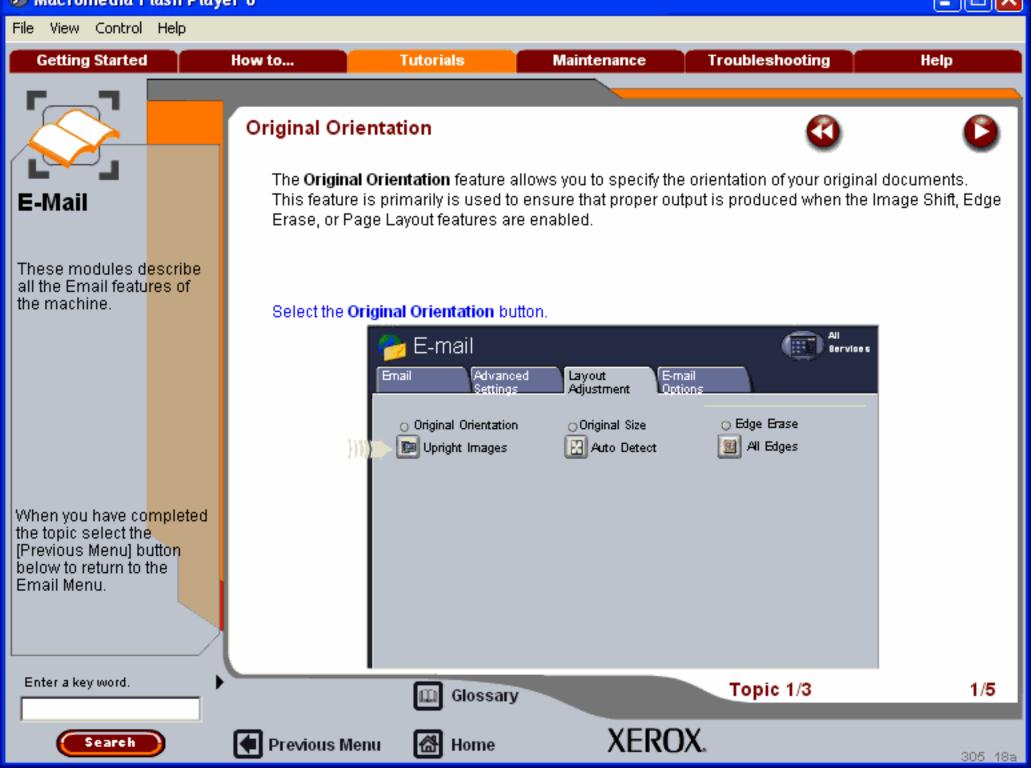






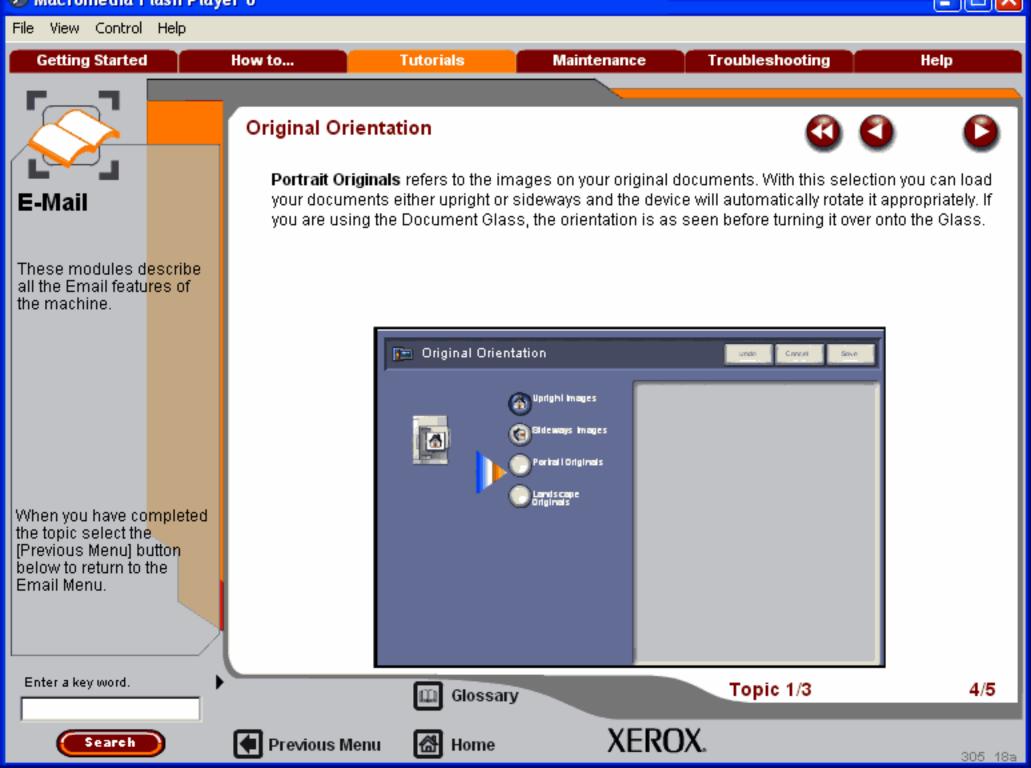


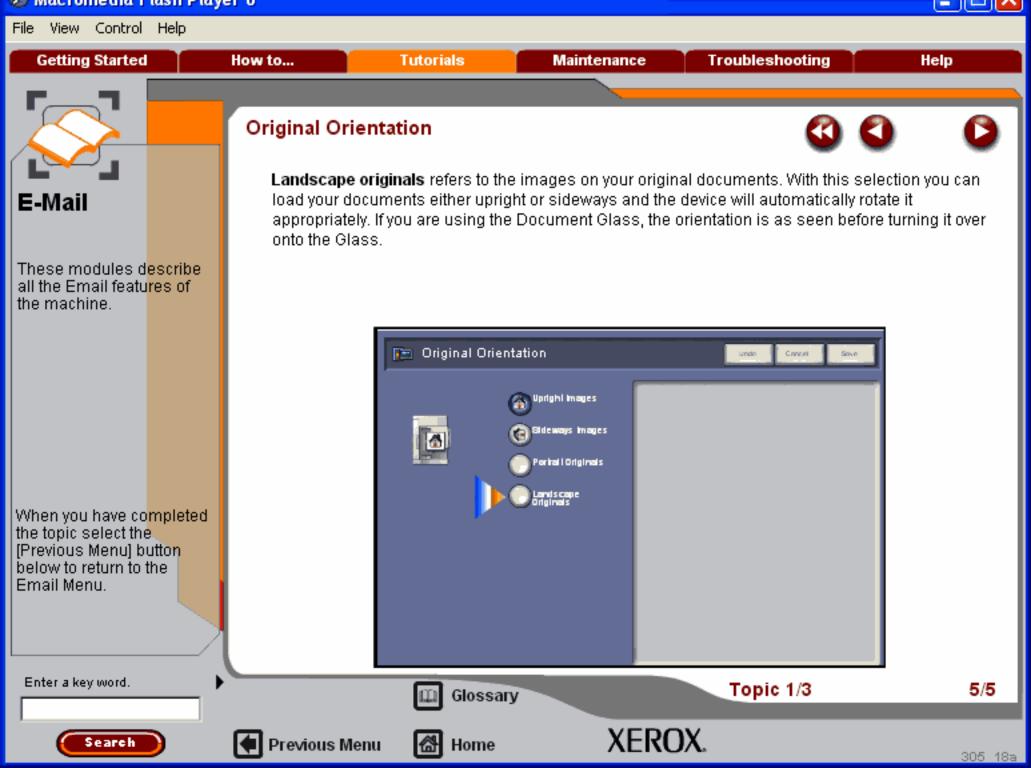




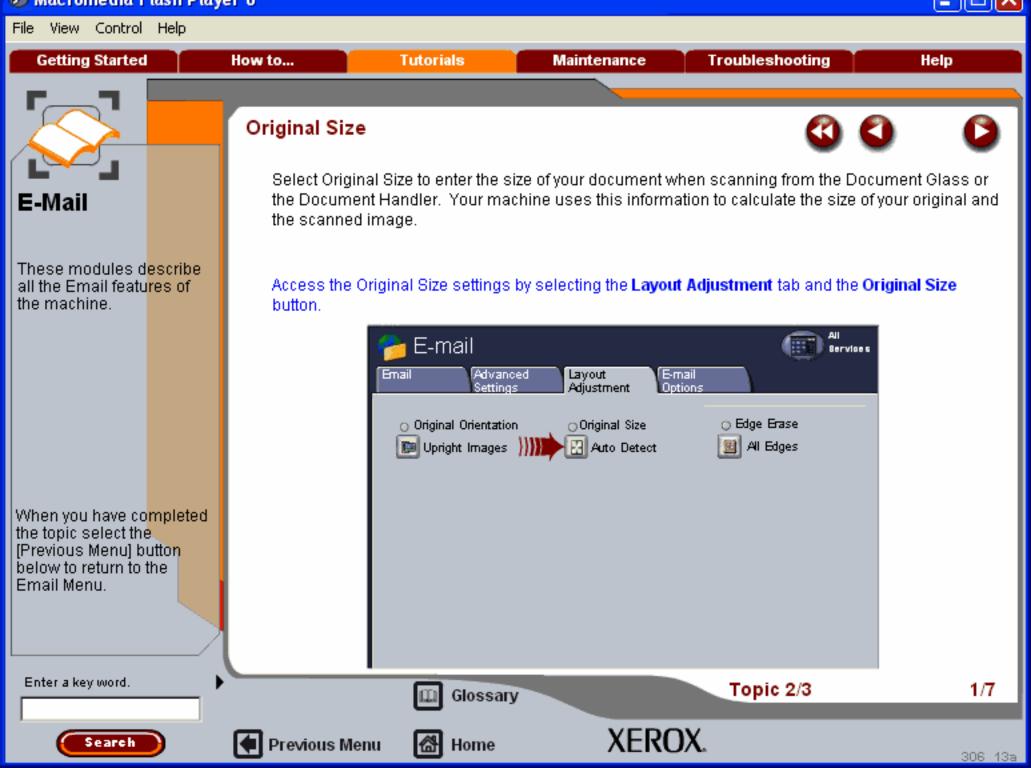


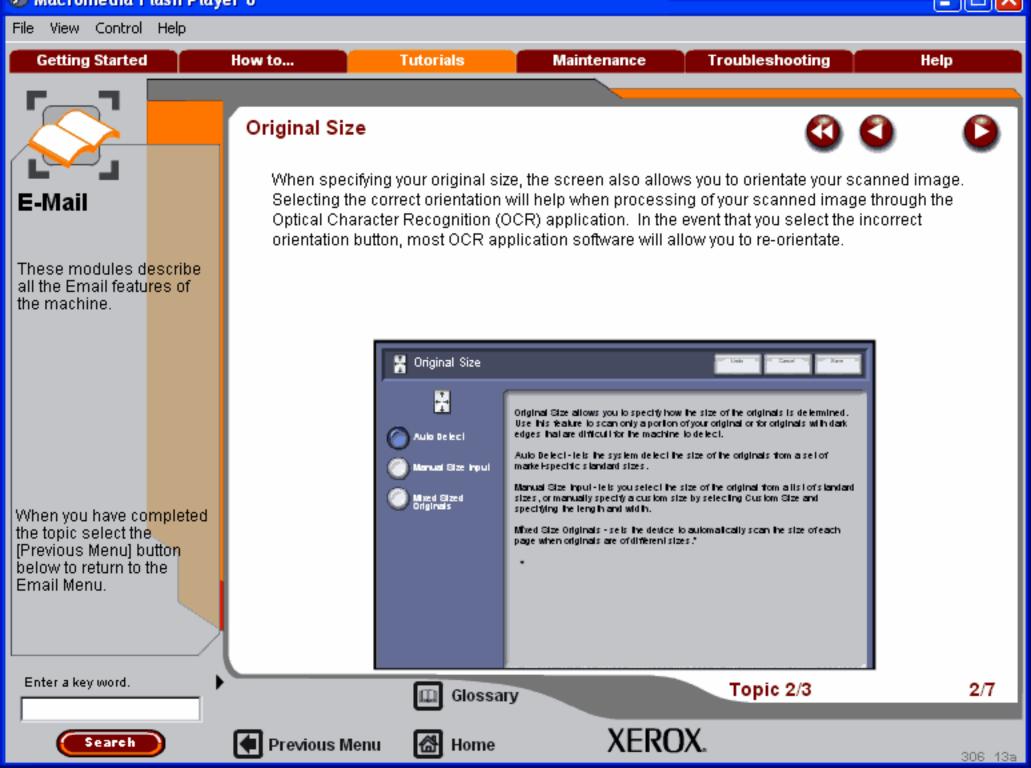


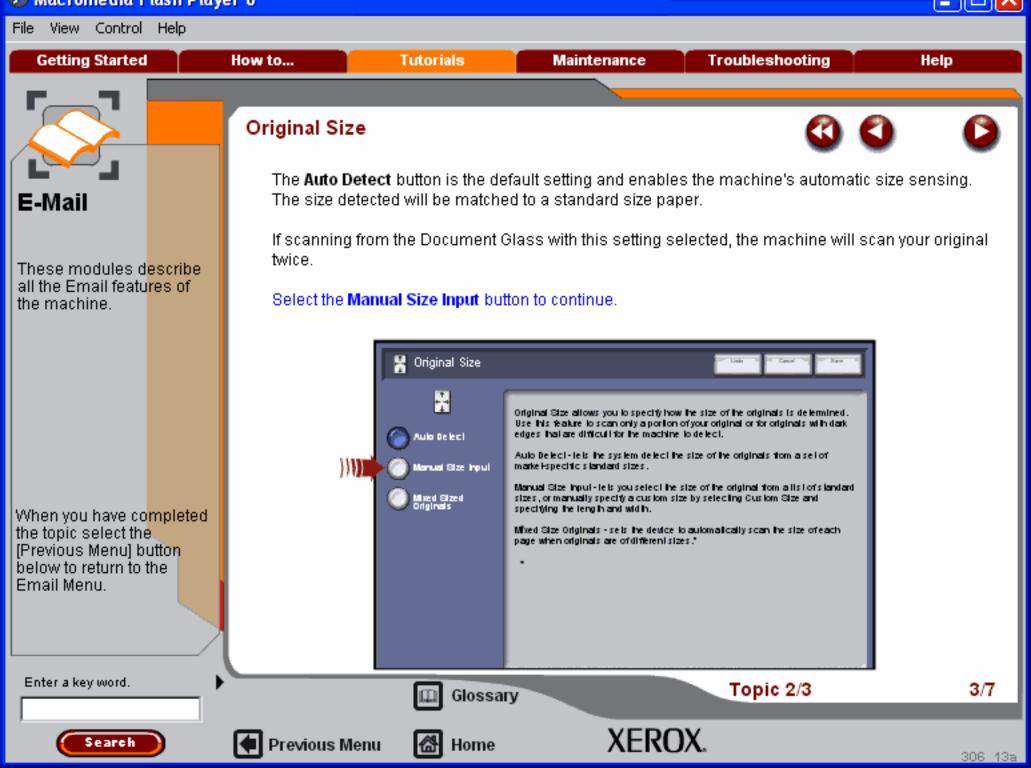




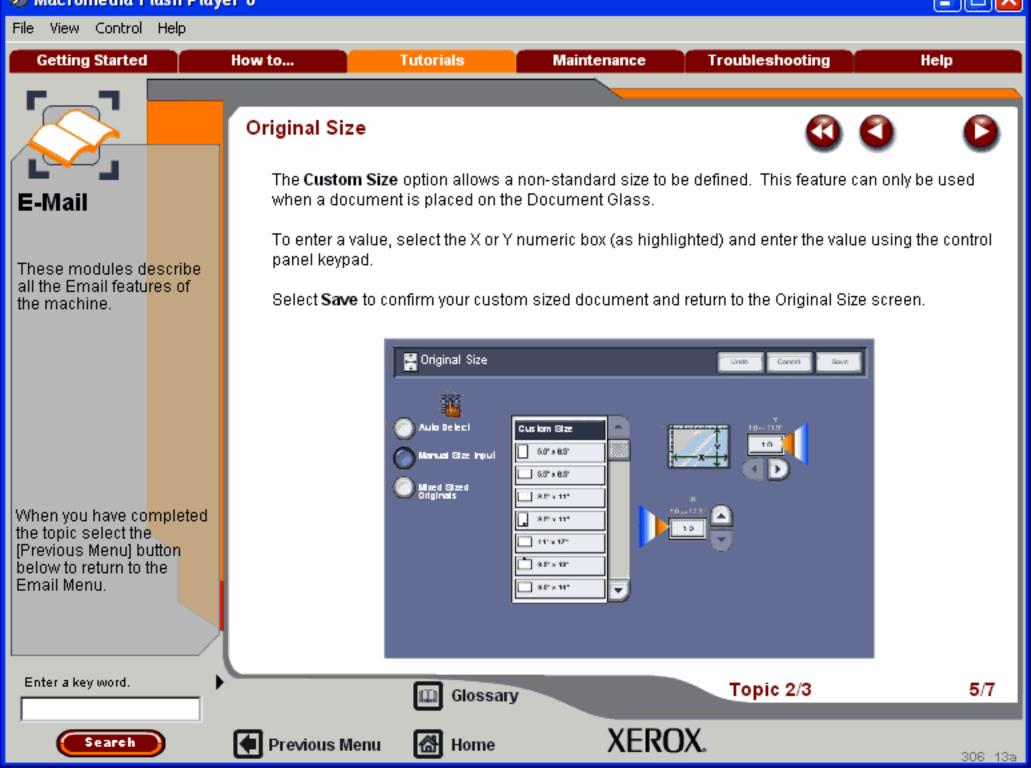


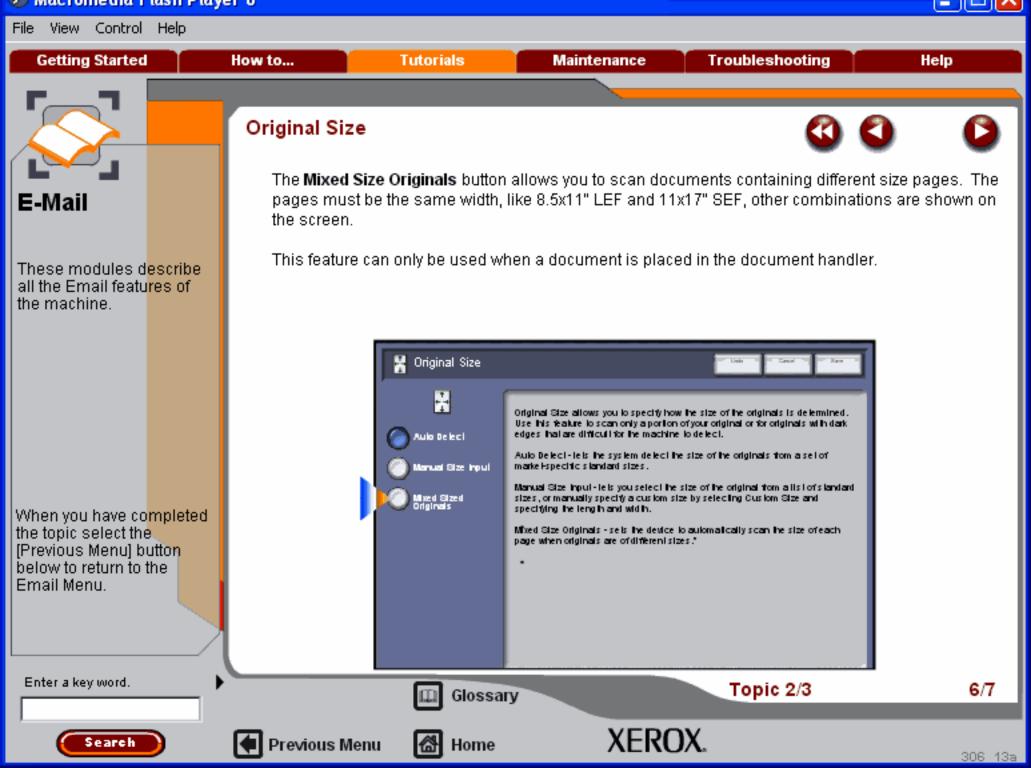


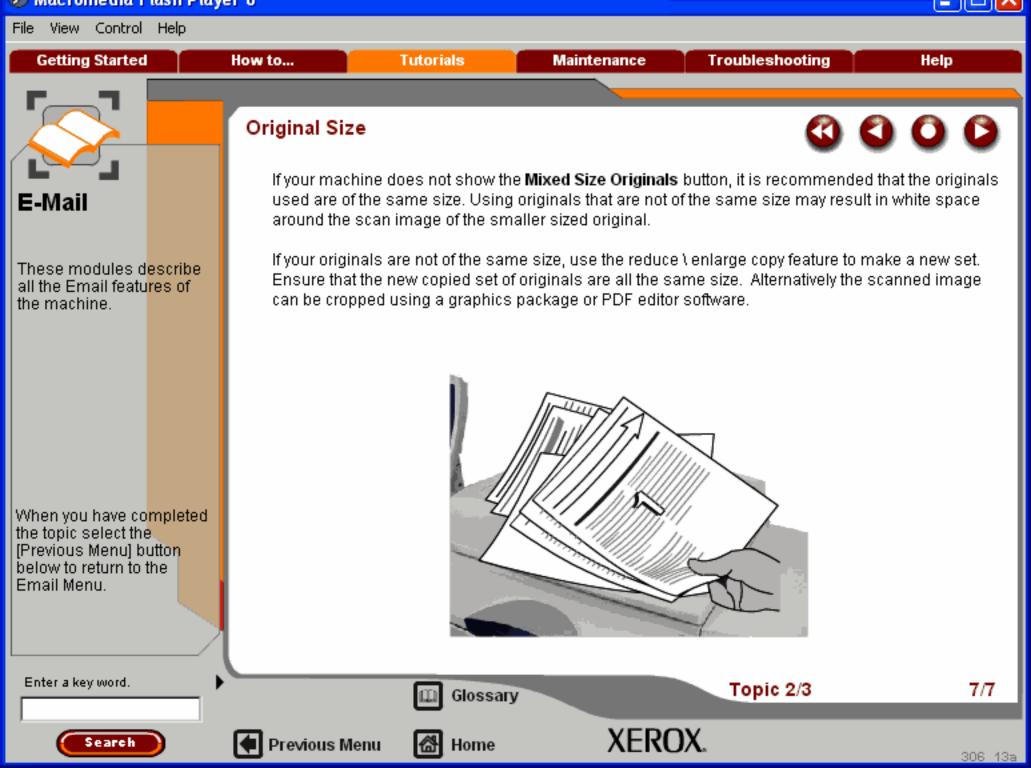


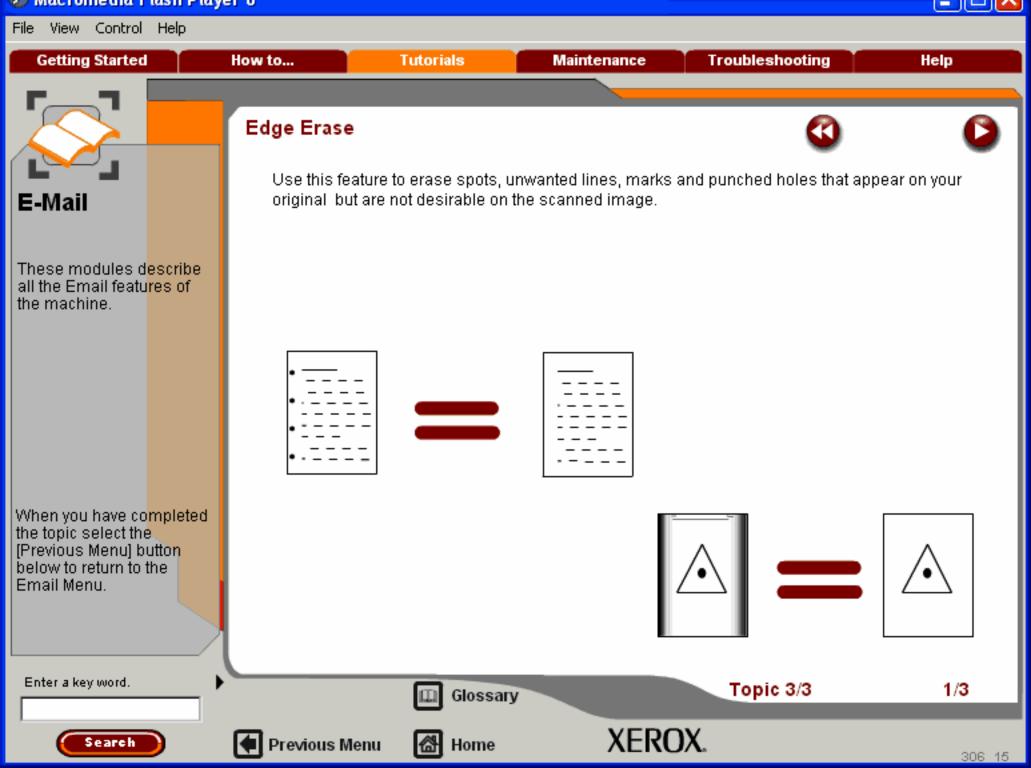


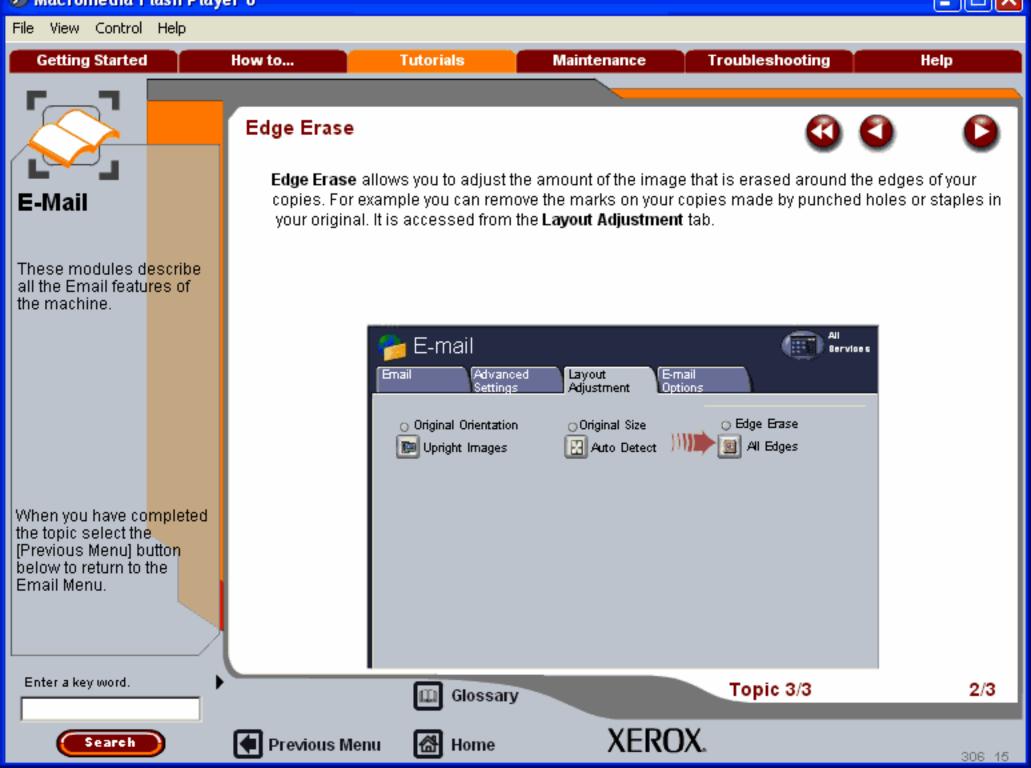




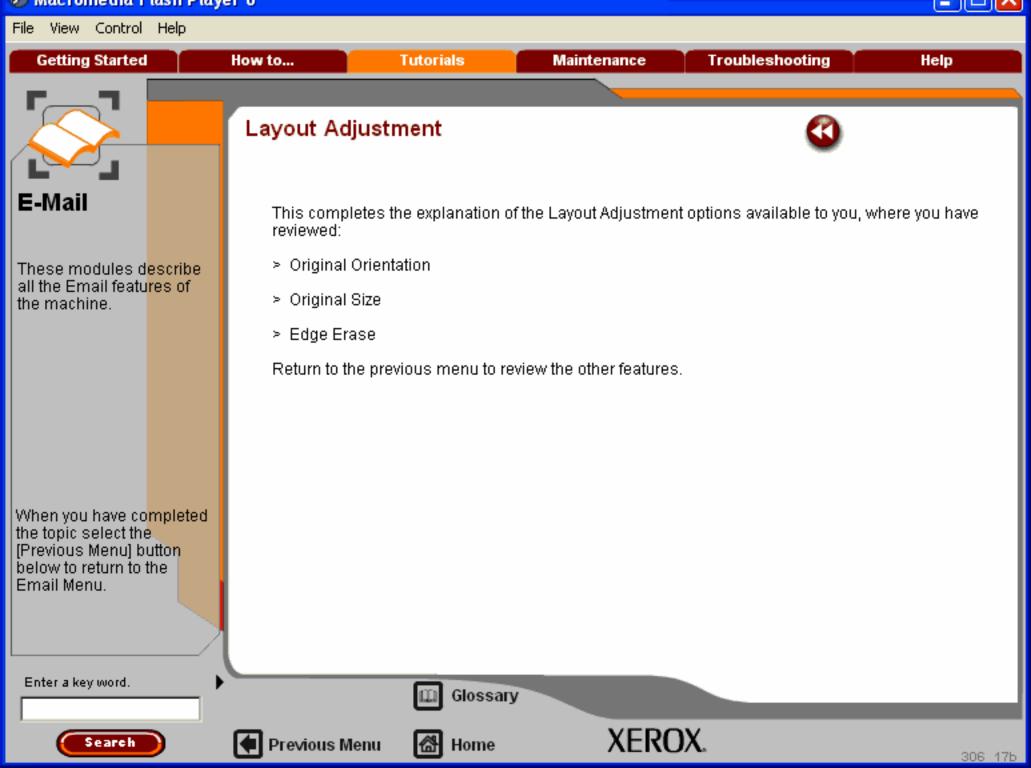


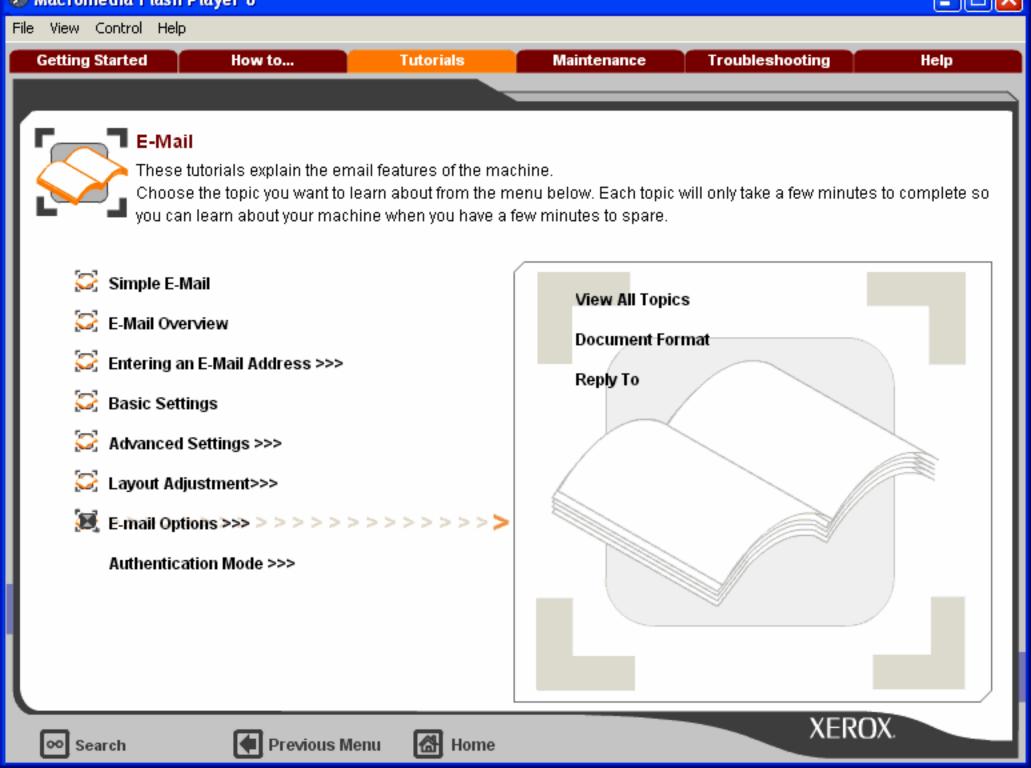


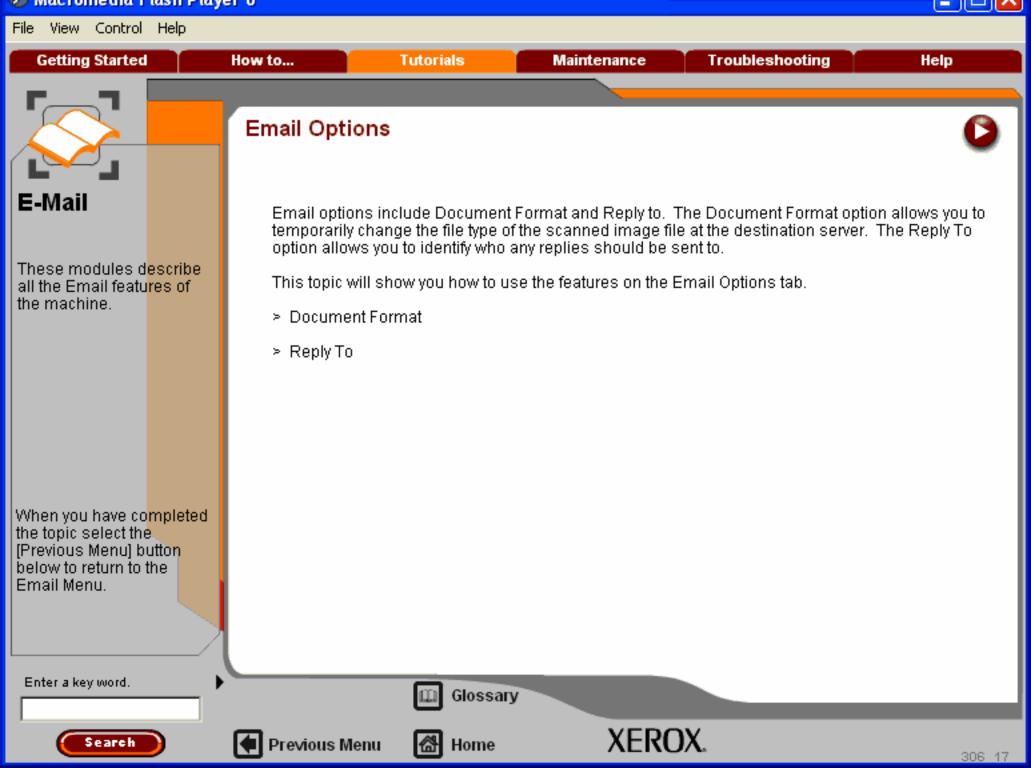


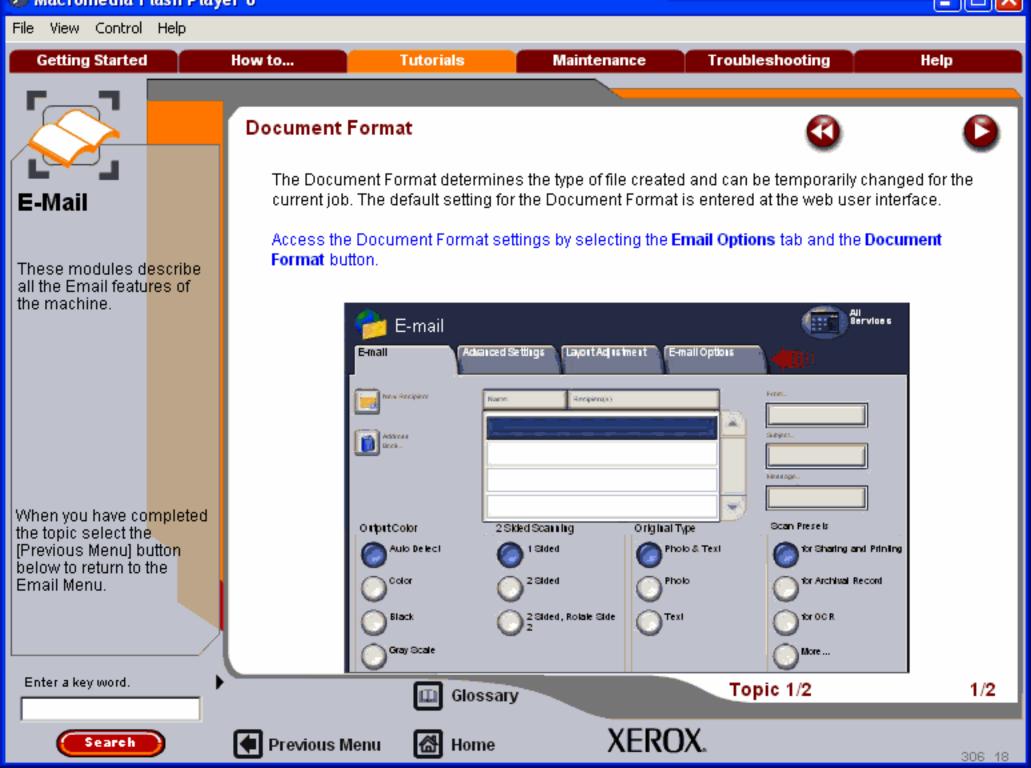


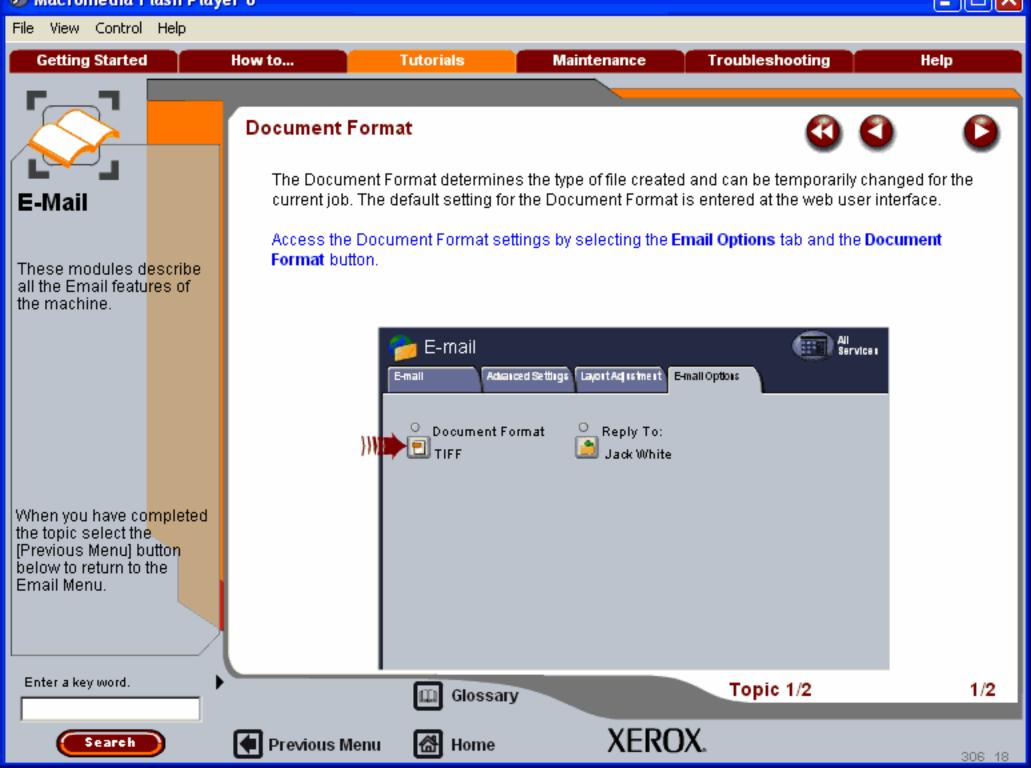




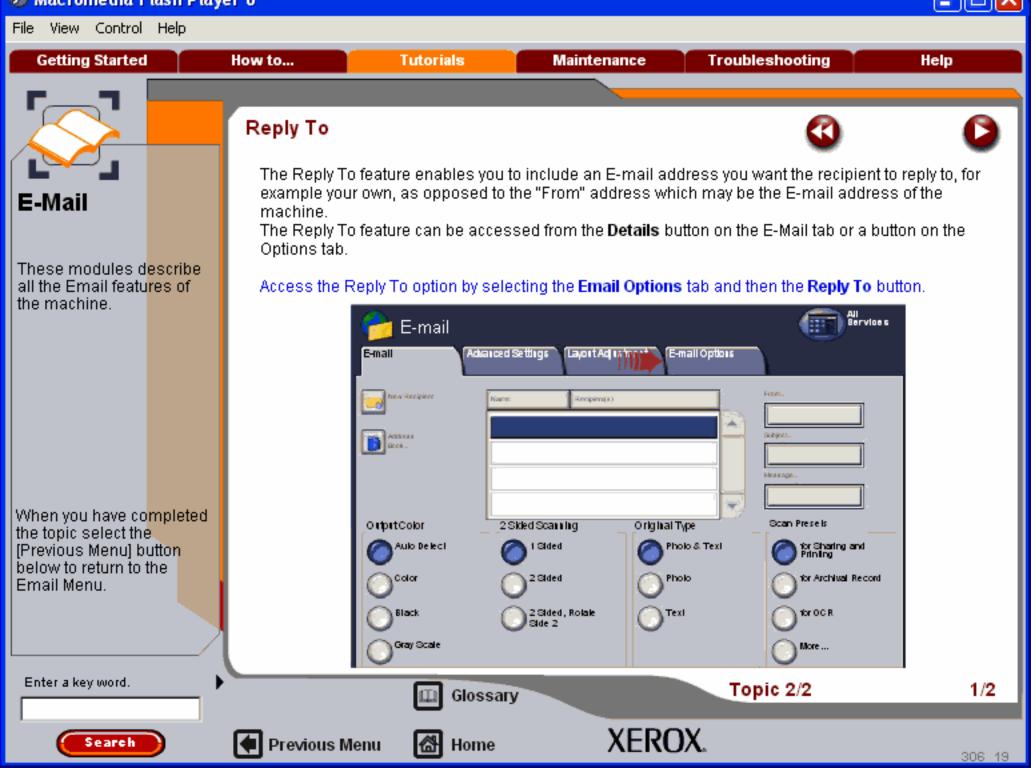


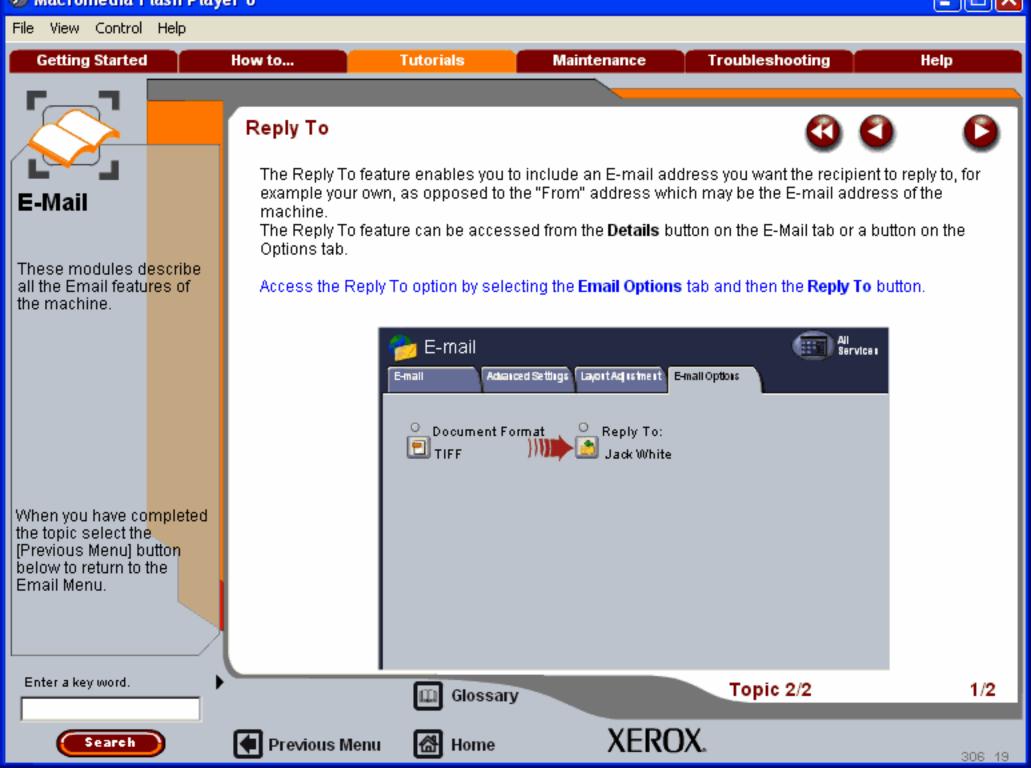


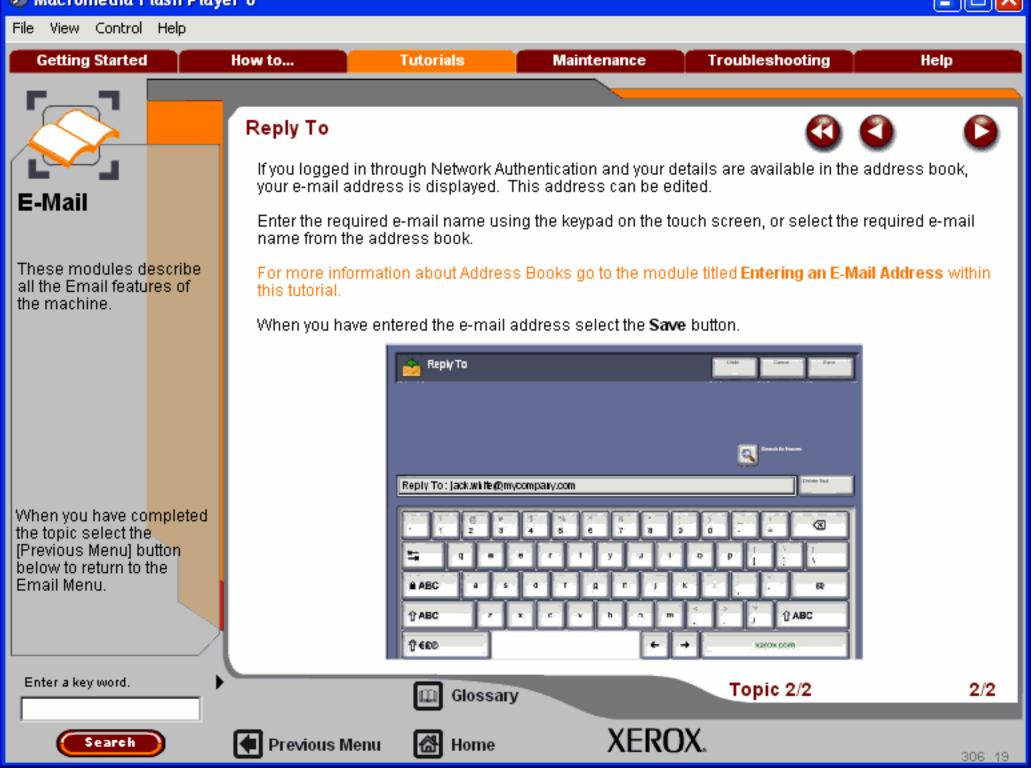


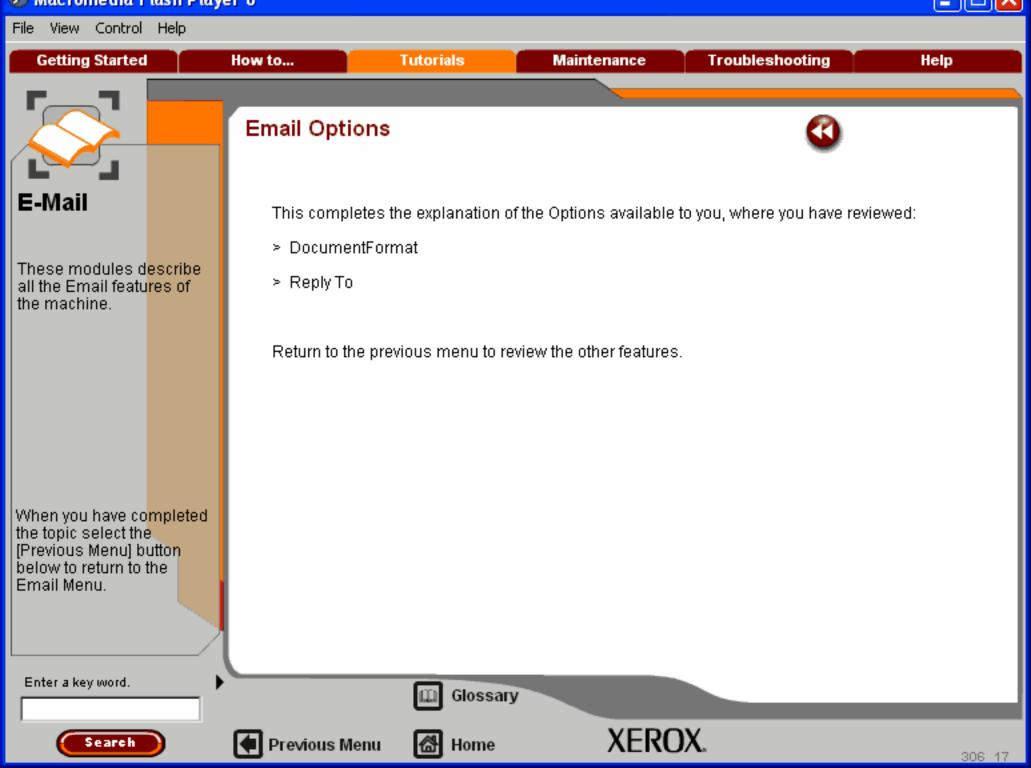


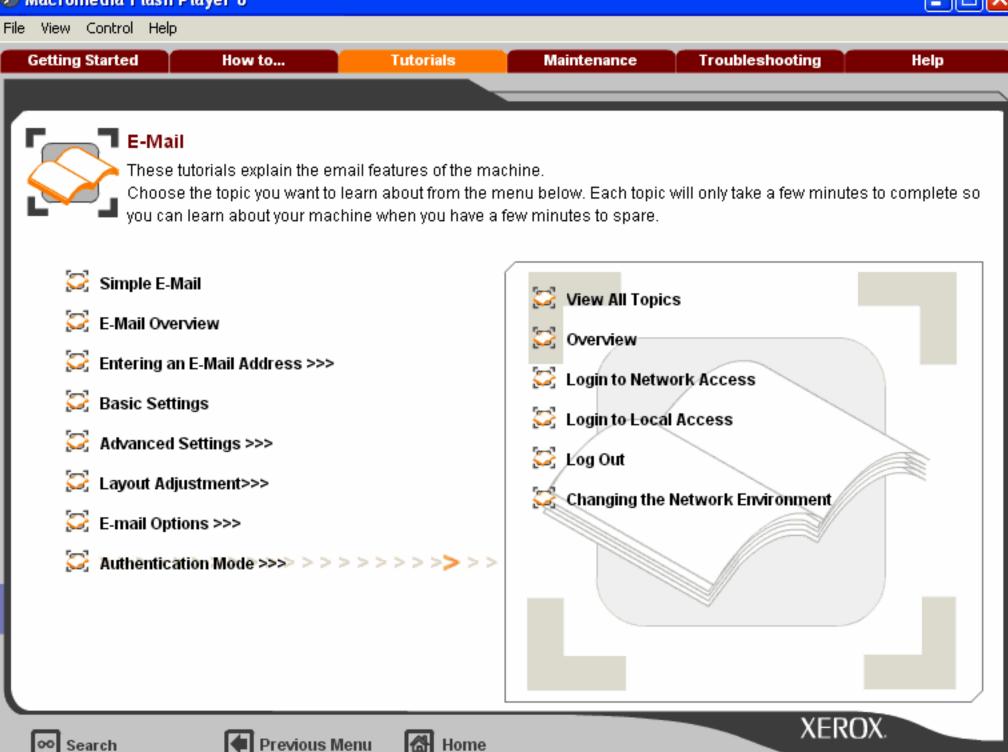


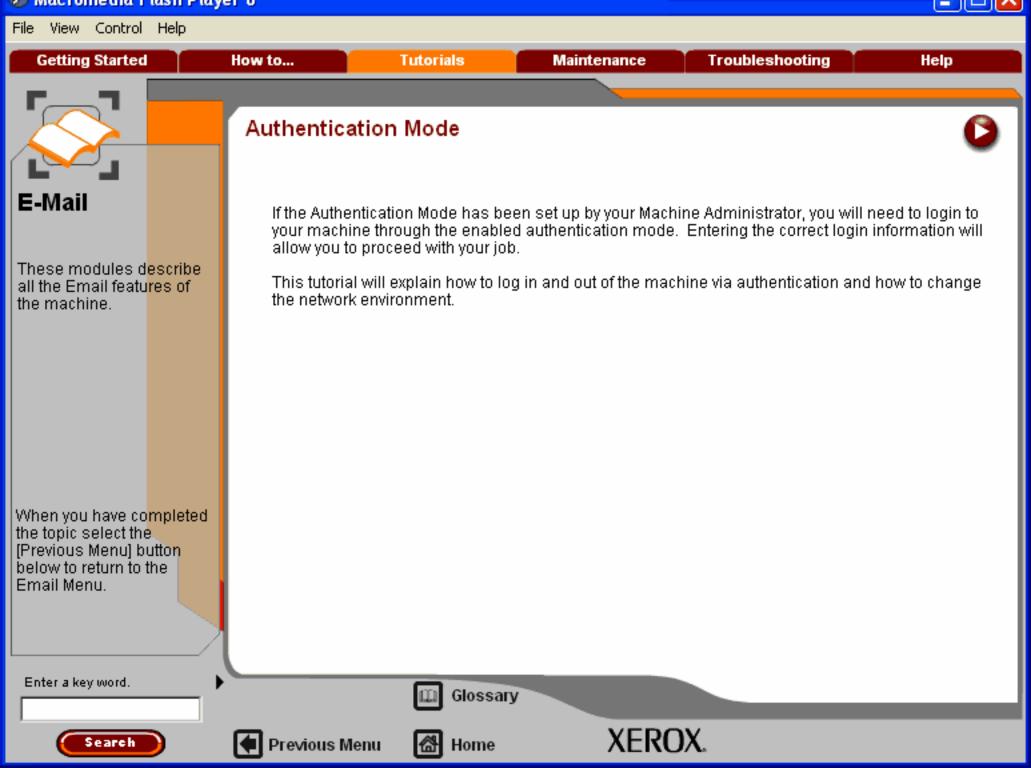


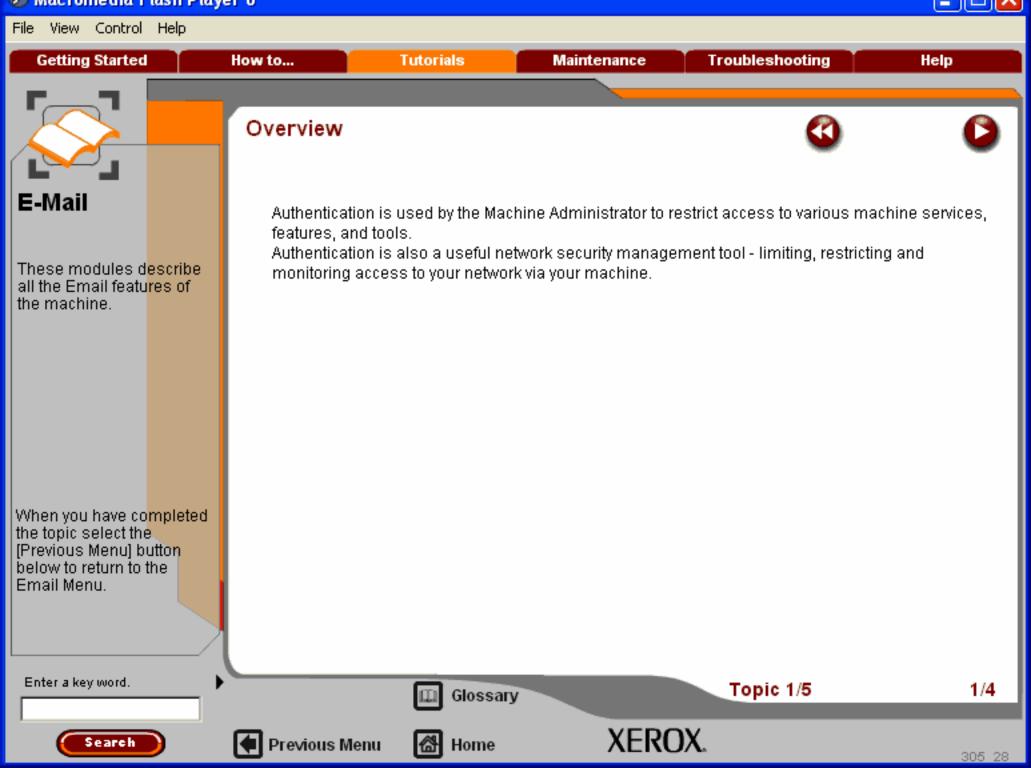


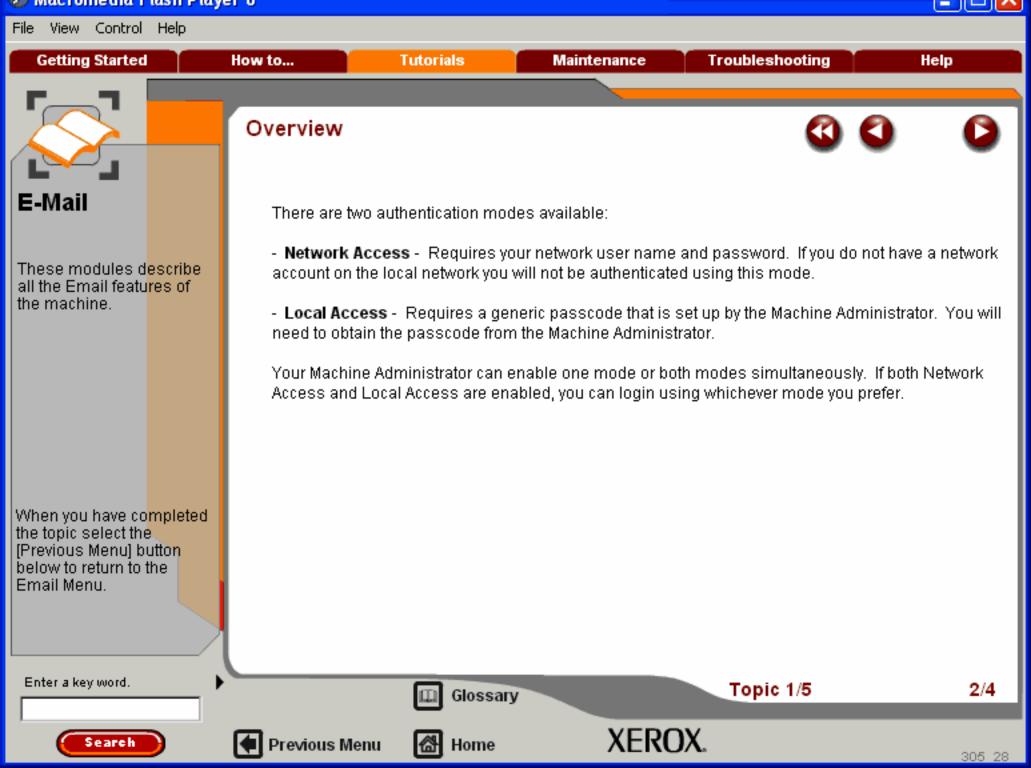


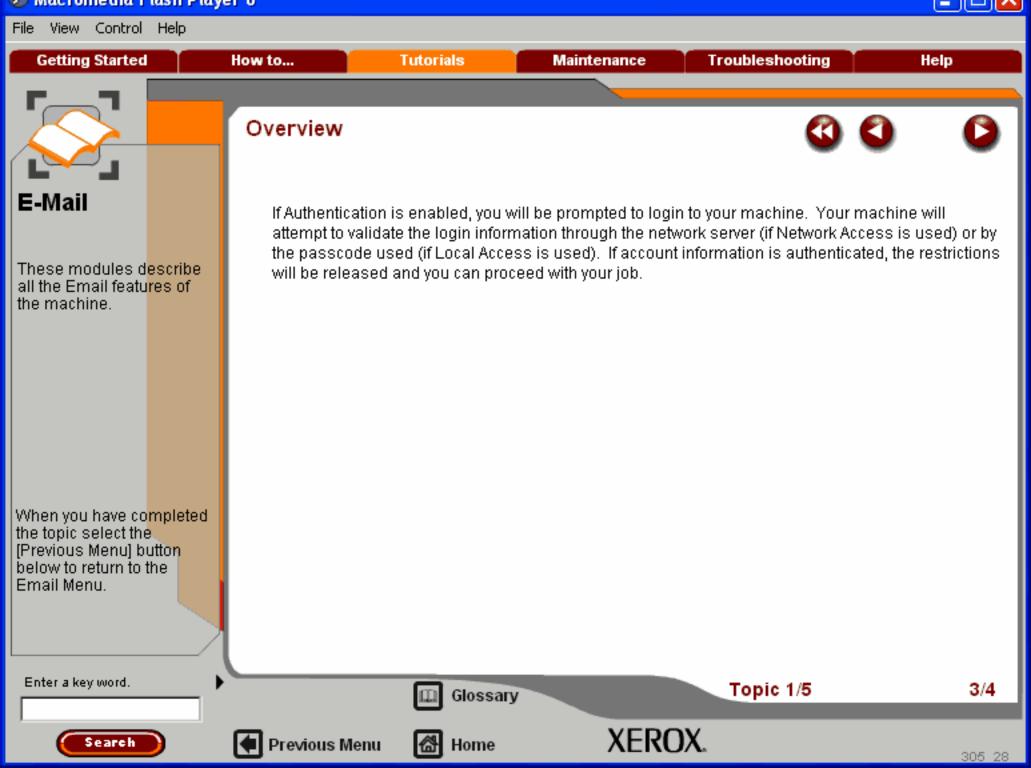


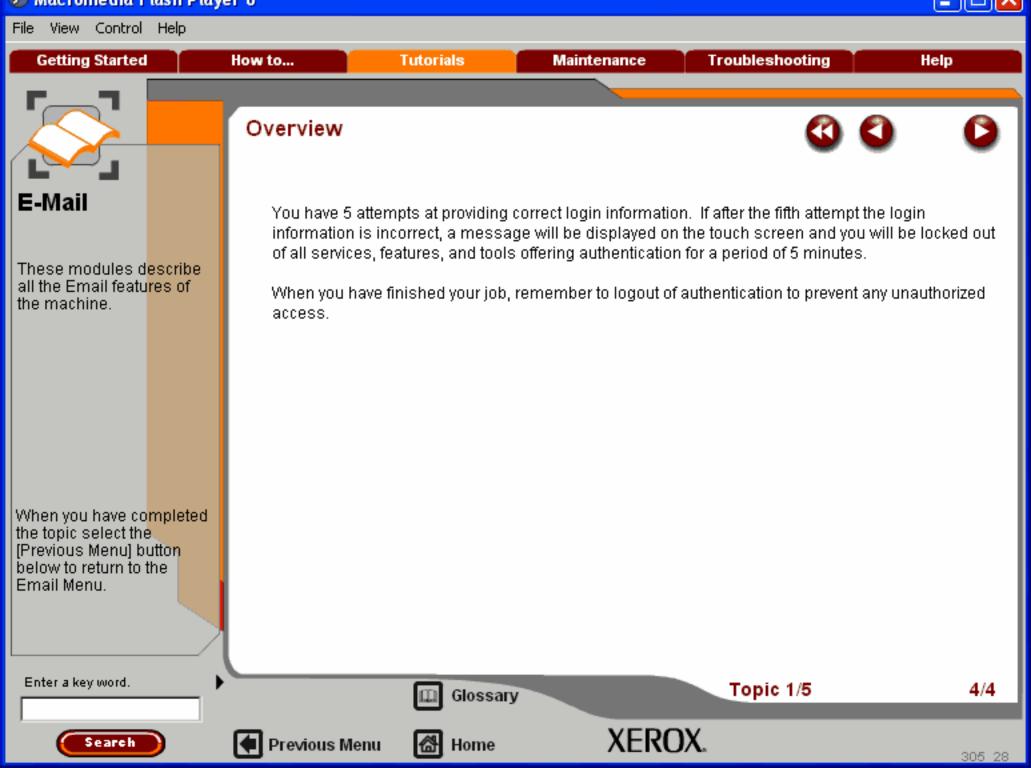


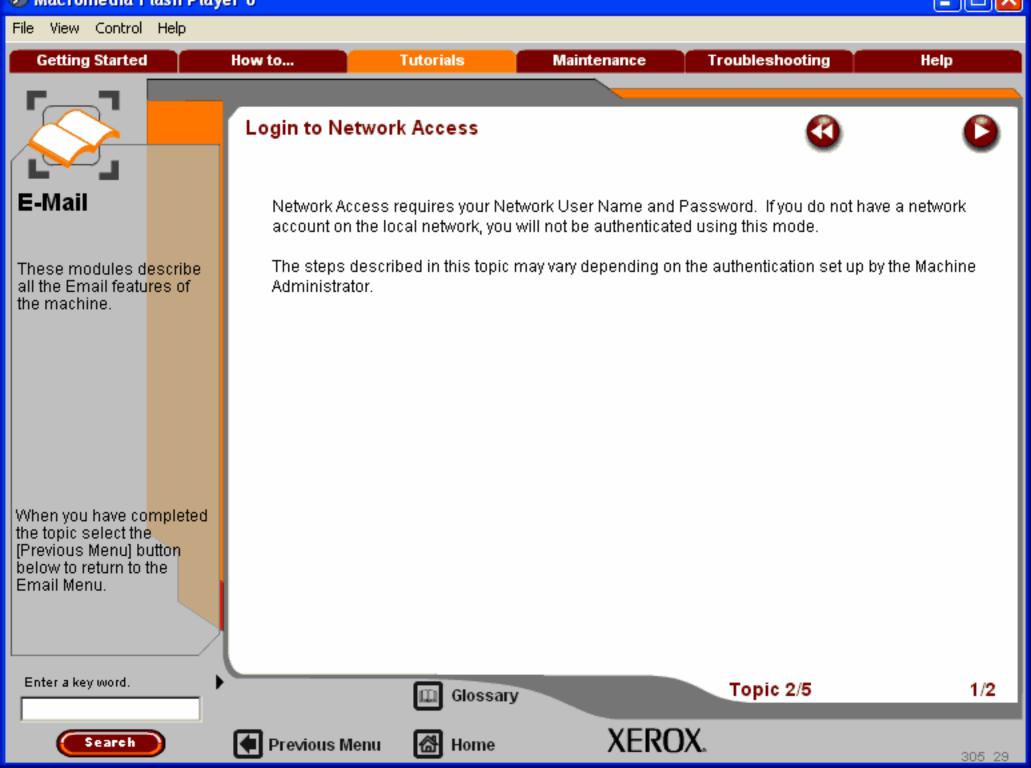






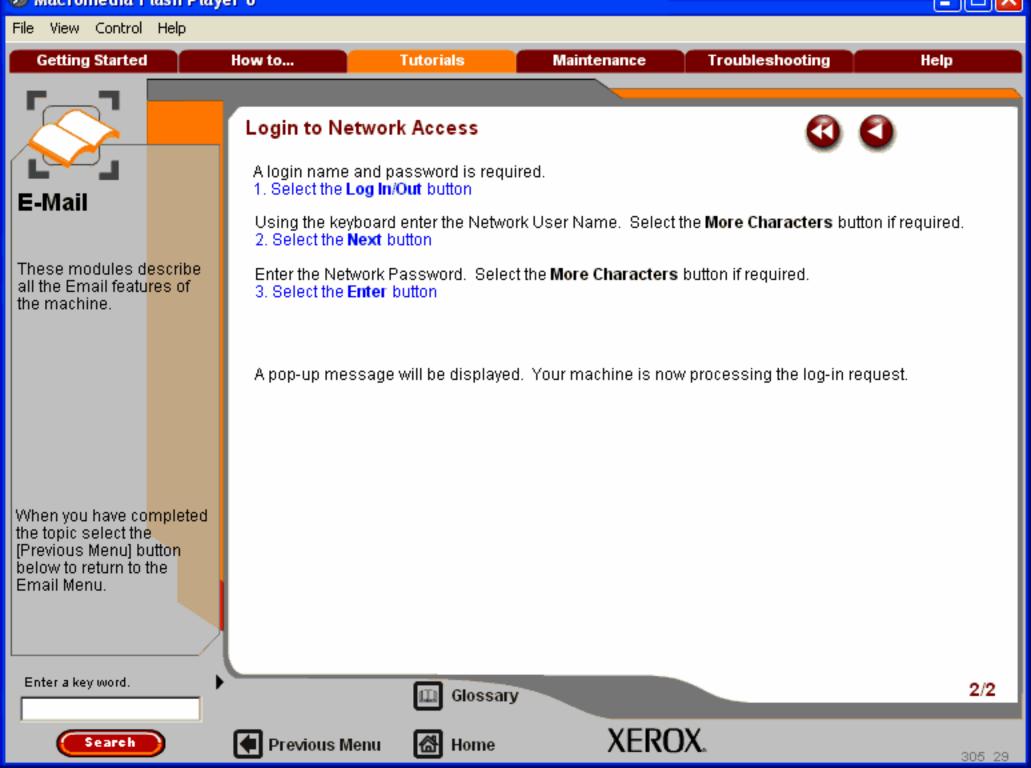


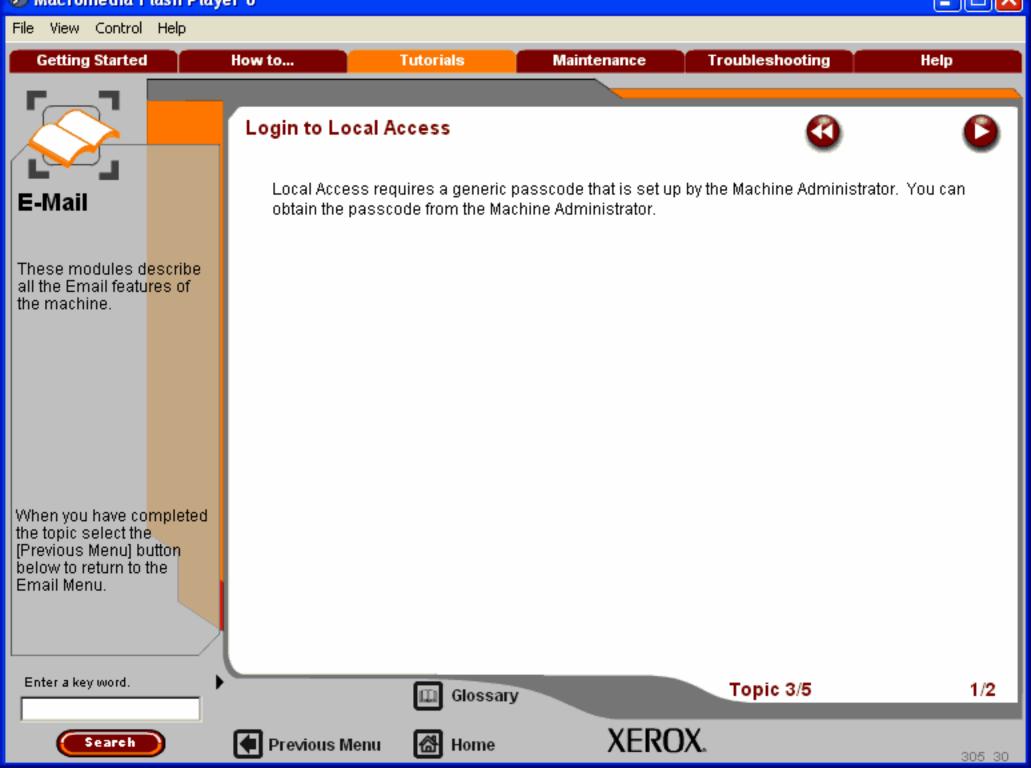








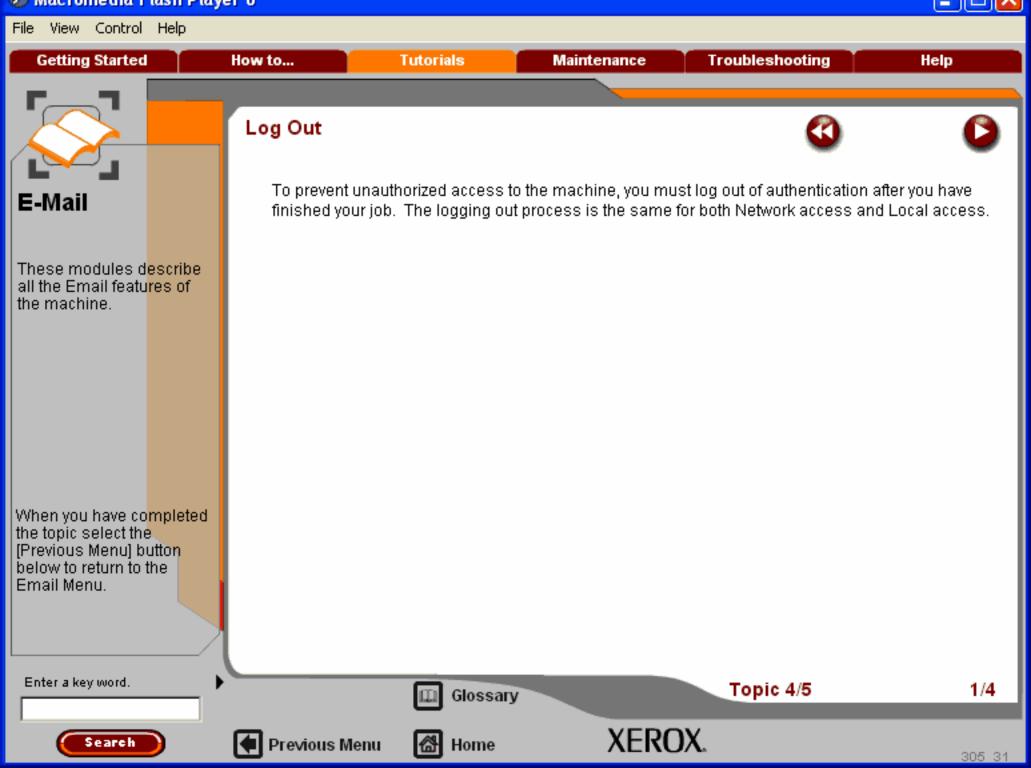






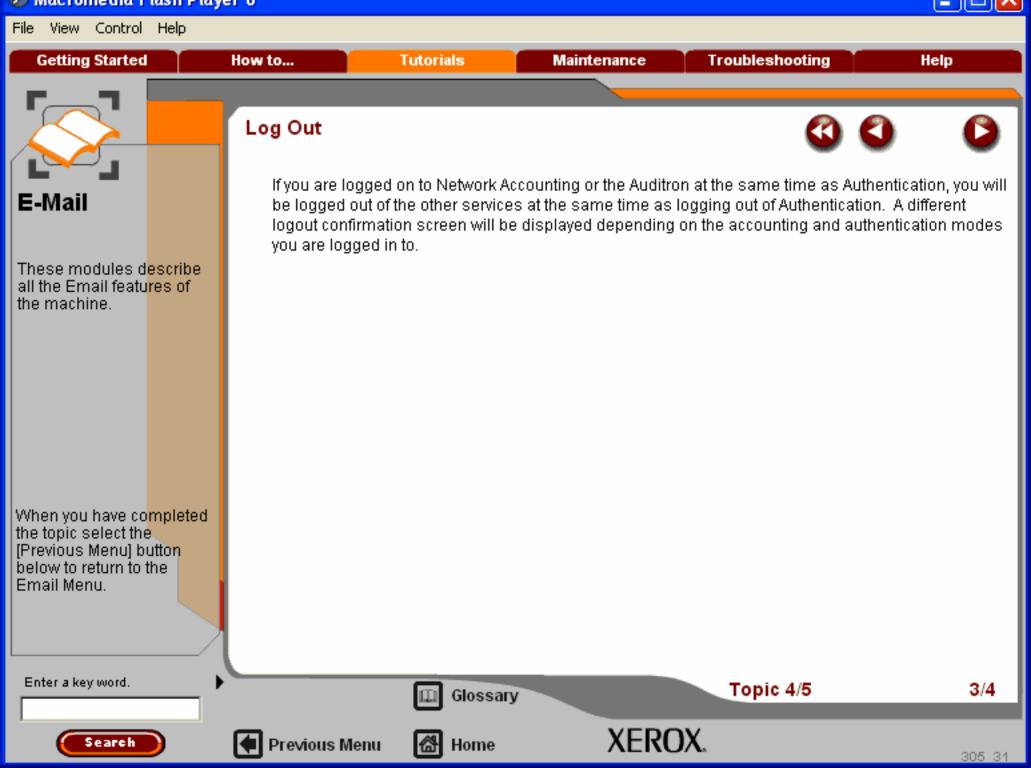




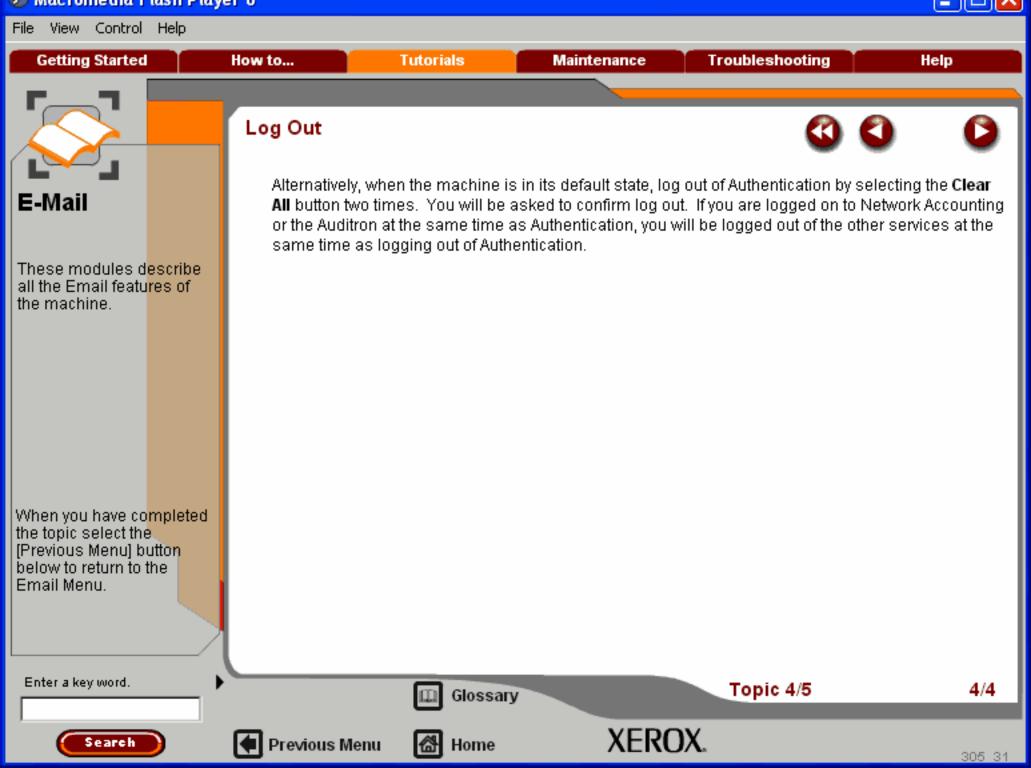




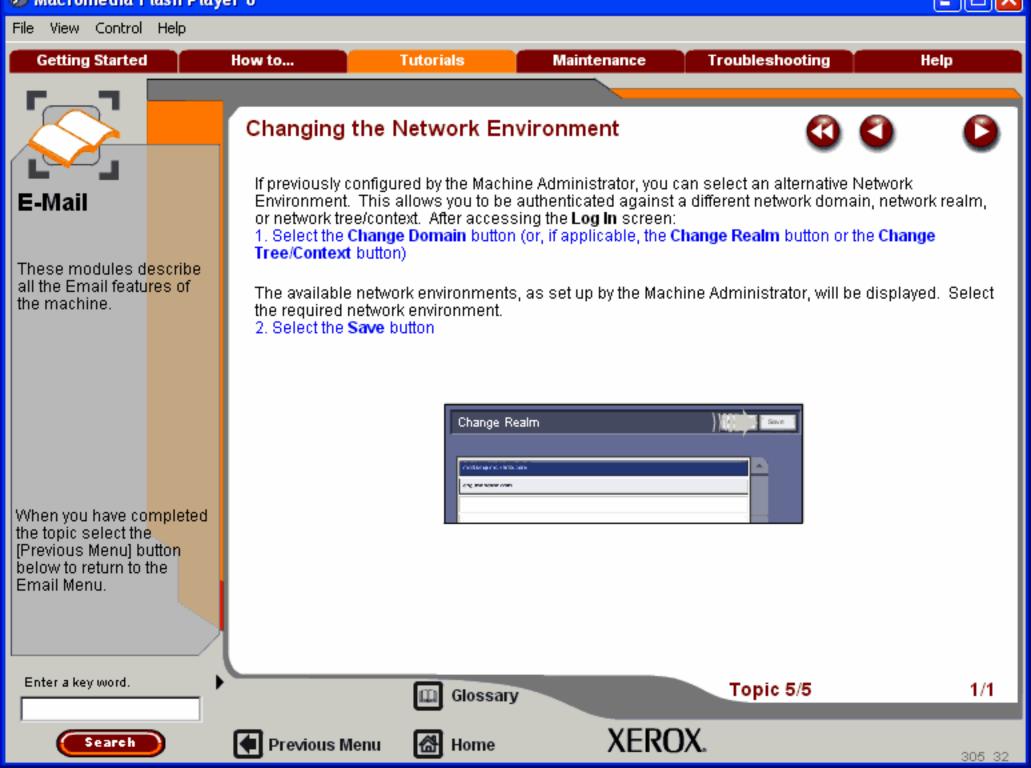


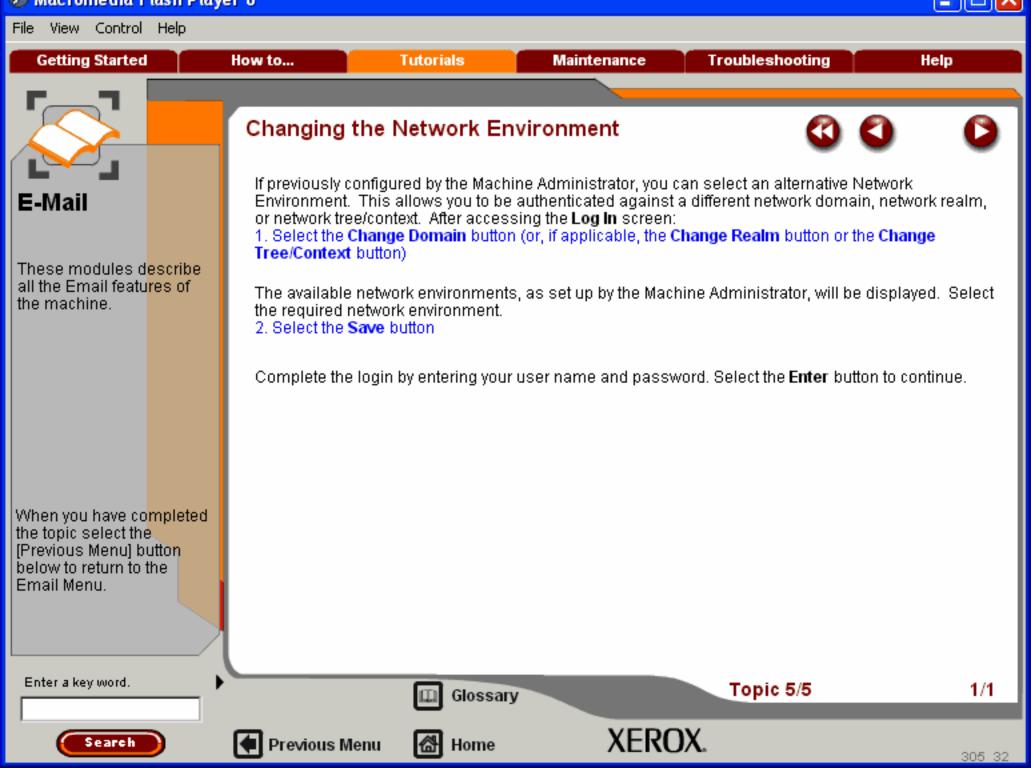


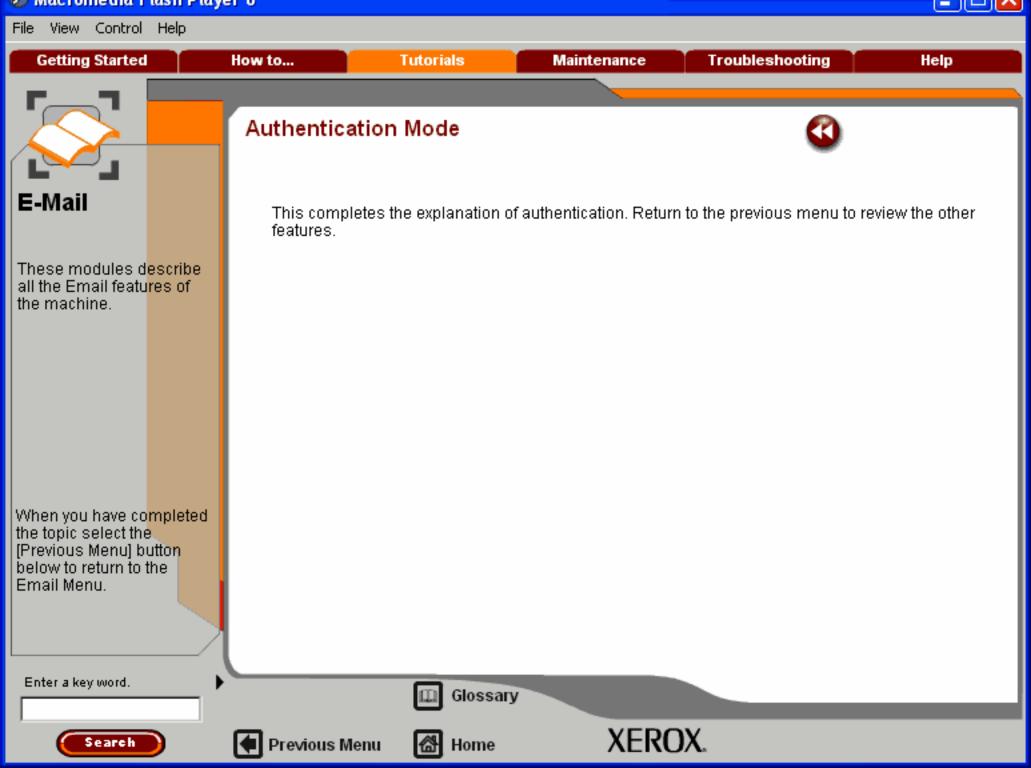


















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## Print

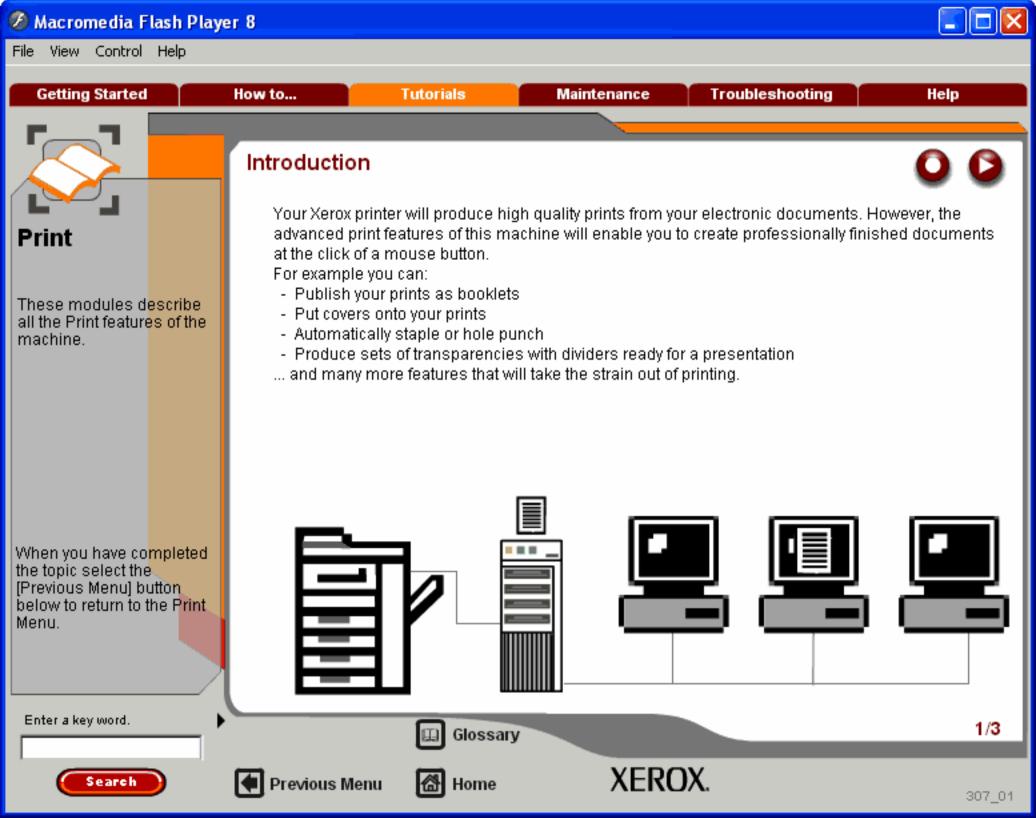
These tutorials explain how to access information about the print features of your machine. There are so many print drivers that this program cannot explain all the features but each driver has a comprehensive Help function. The Driver topic will help you access the Help function in the print driver you are using.

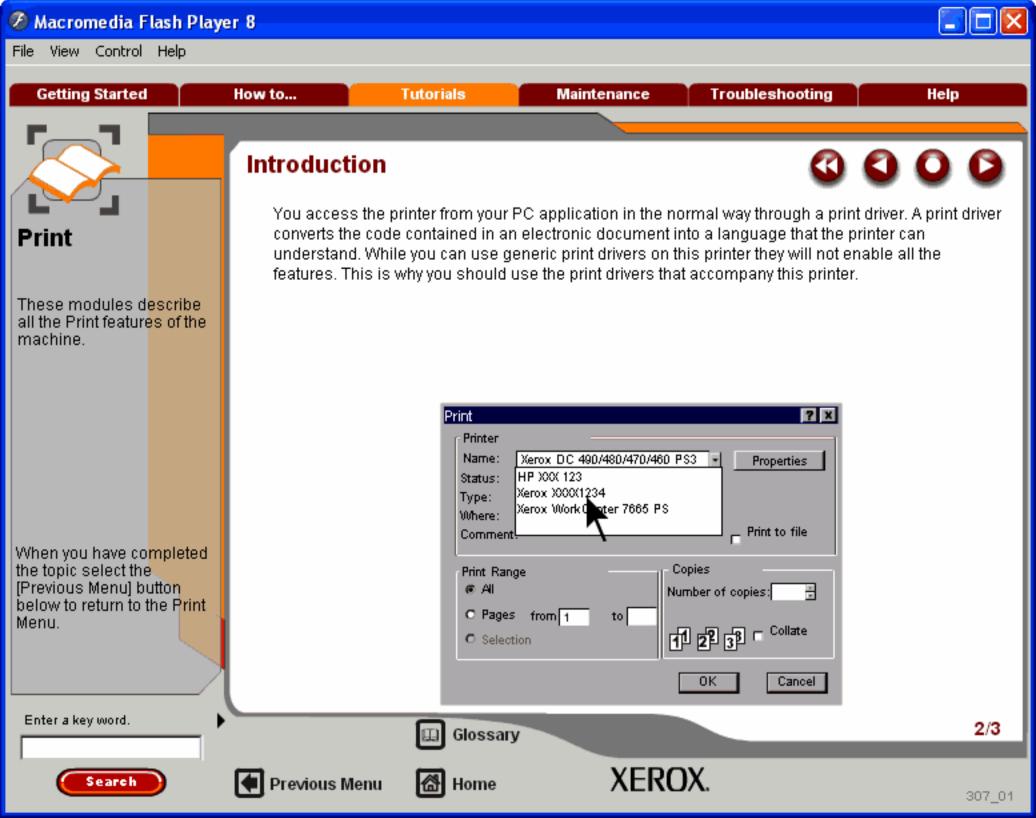
Introduction

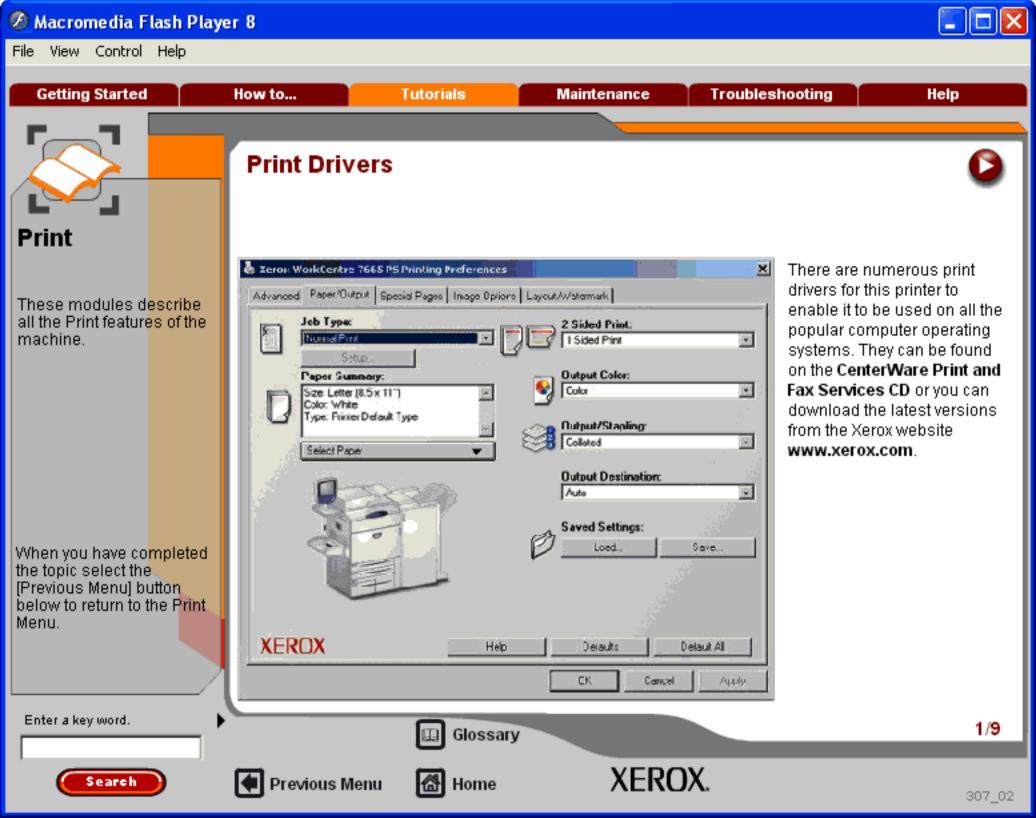
Print Drivers

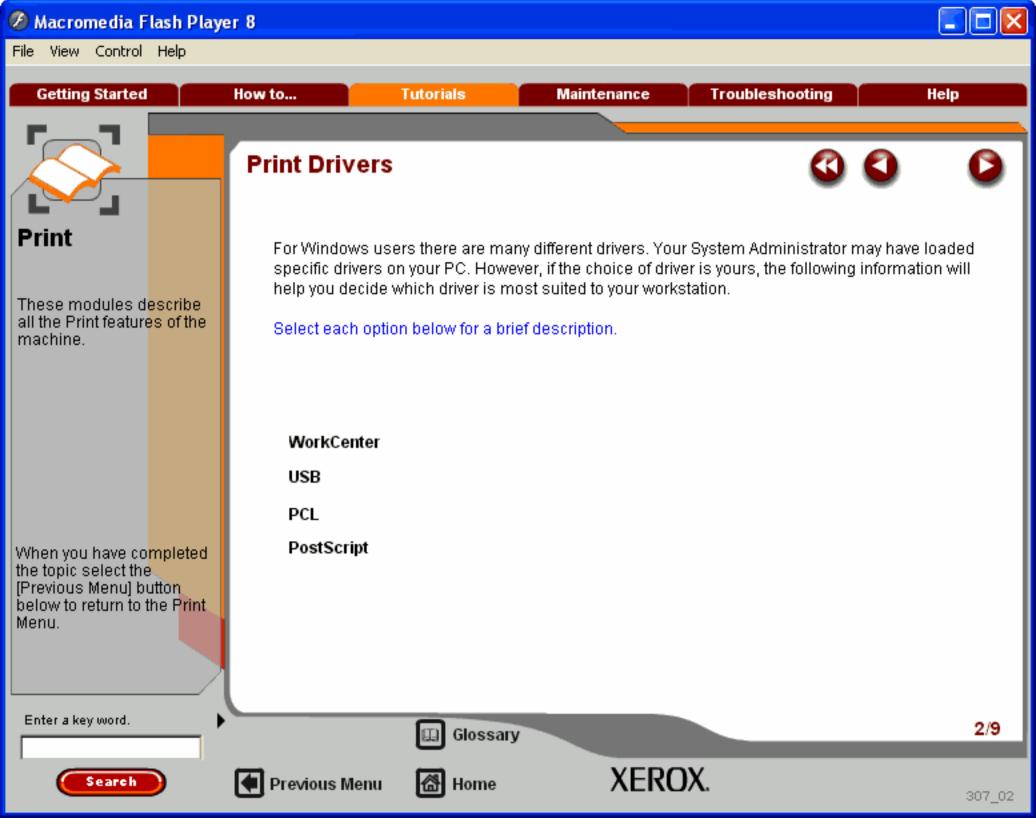
Remote Printing

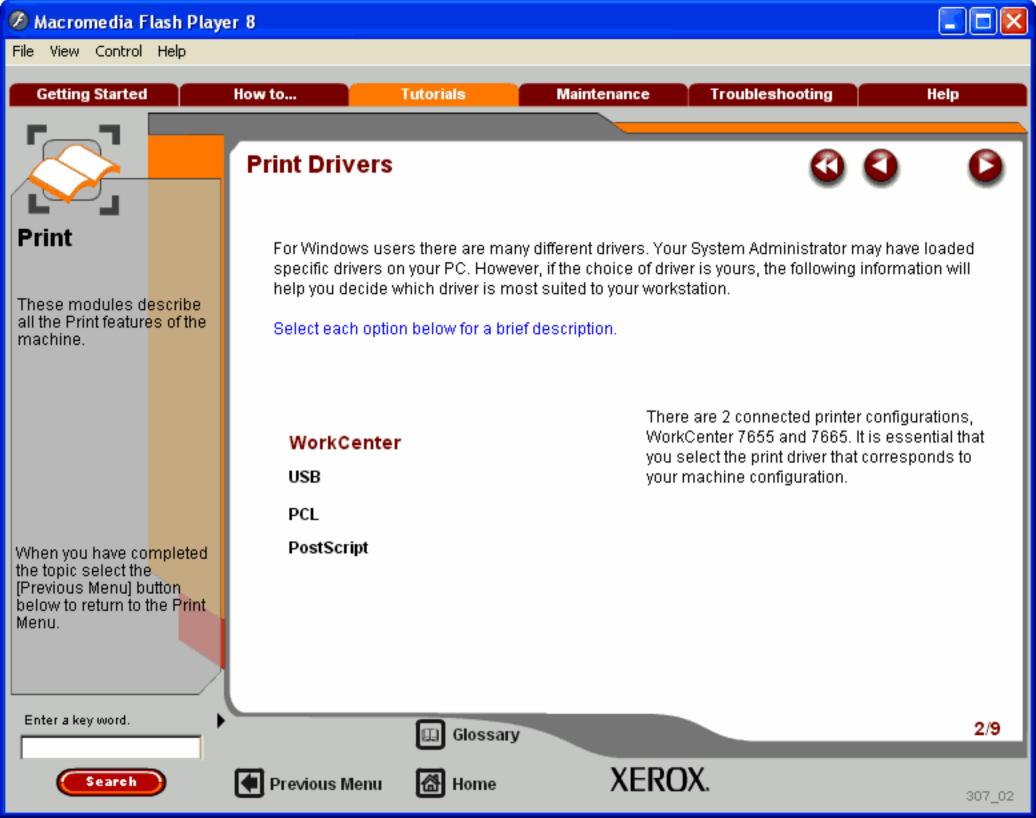


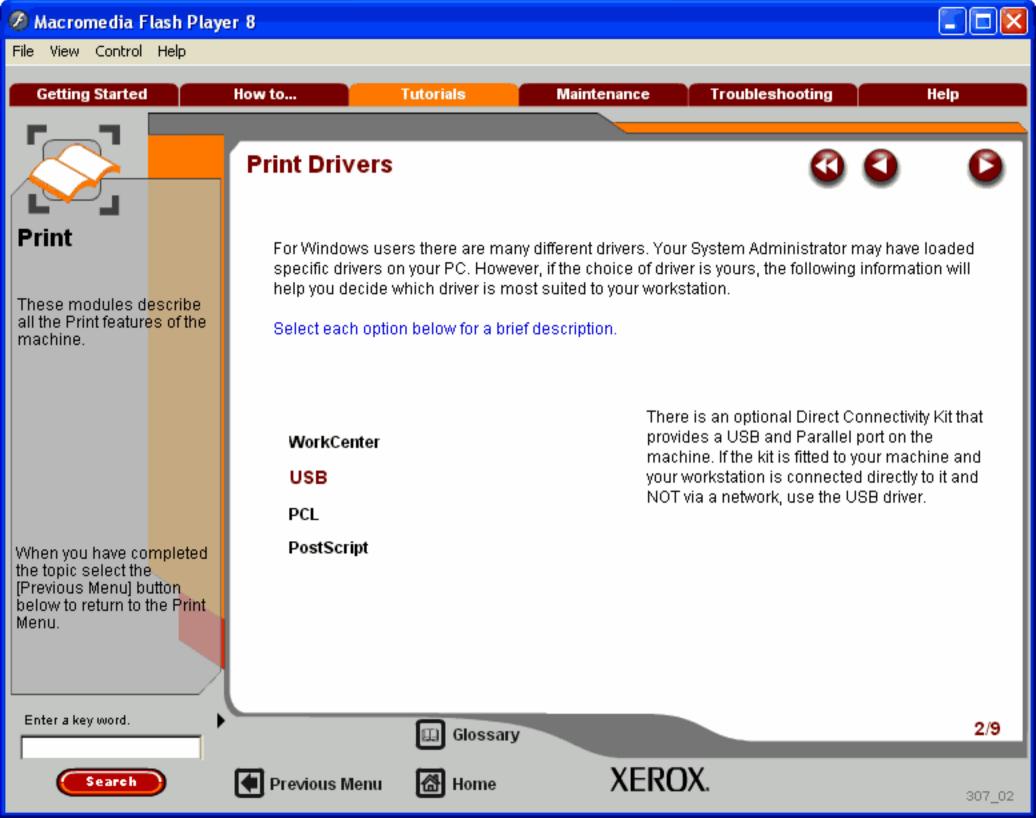


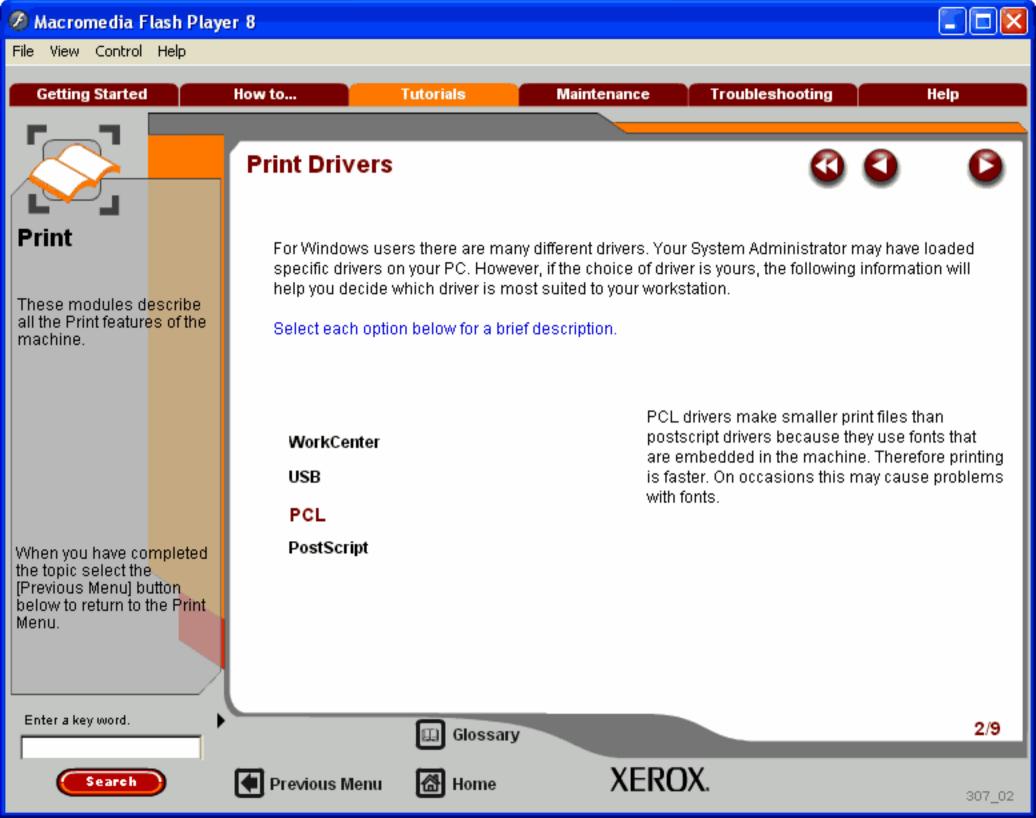


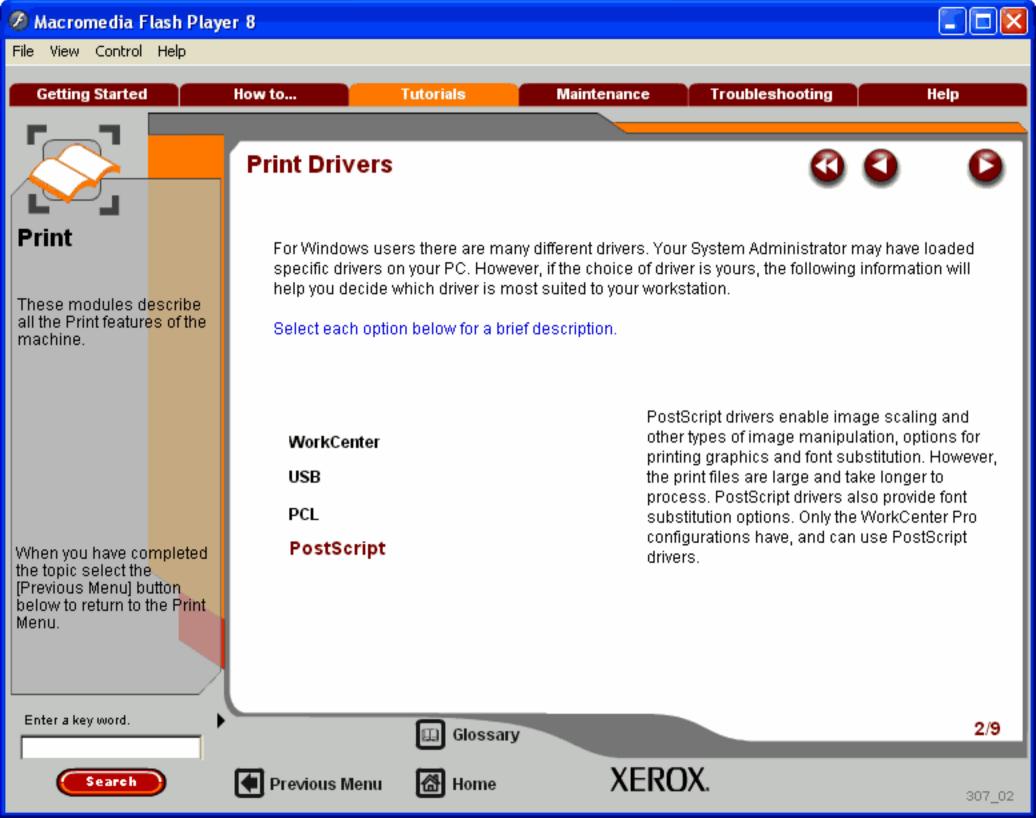


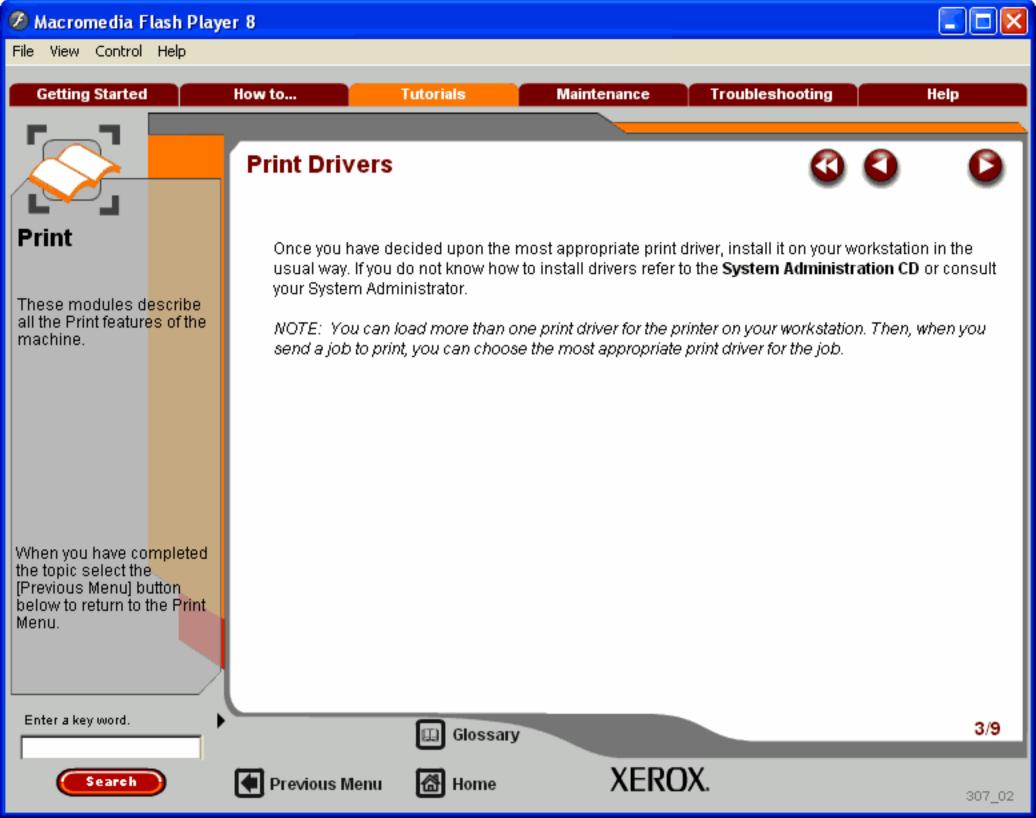


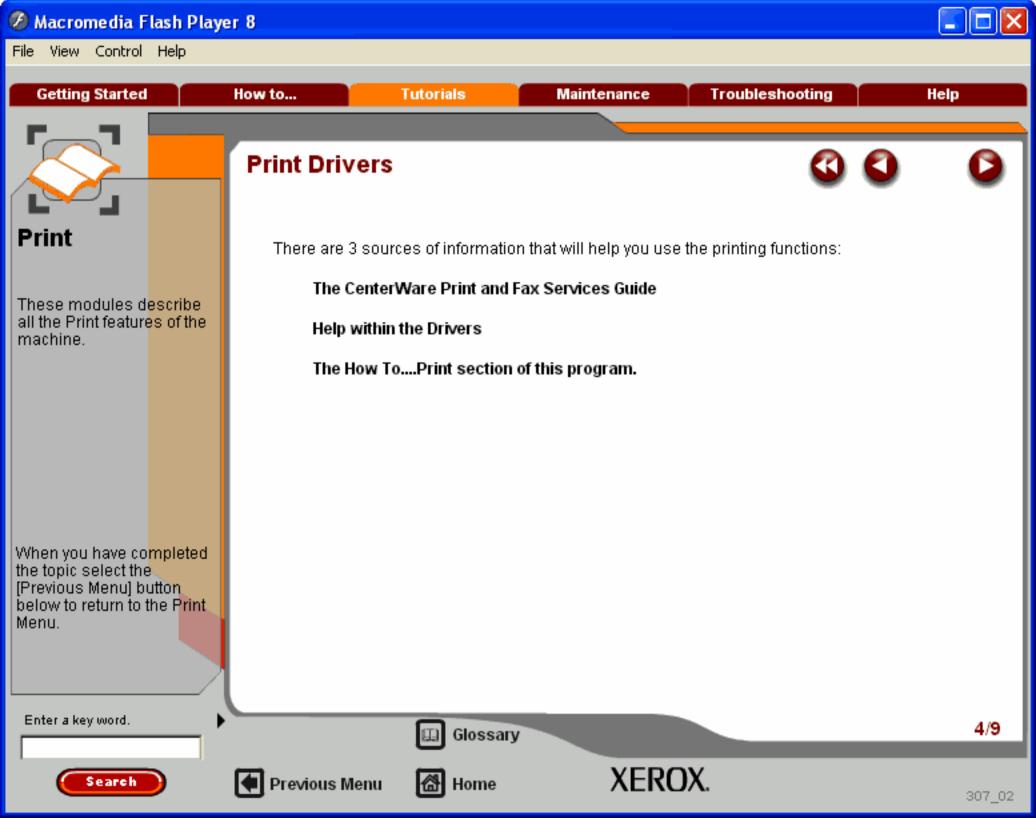


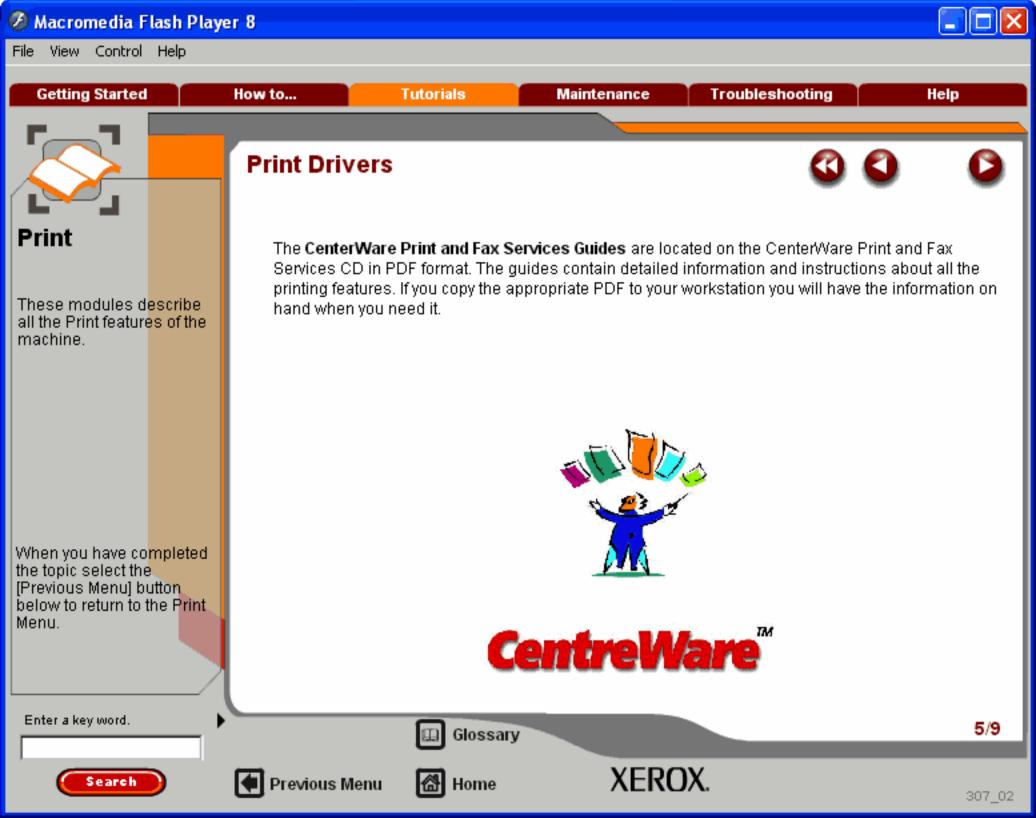


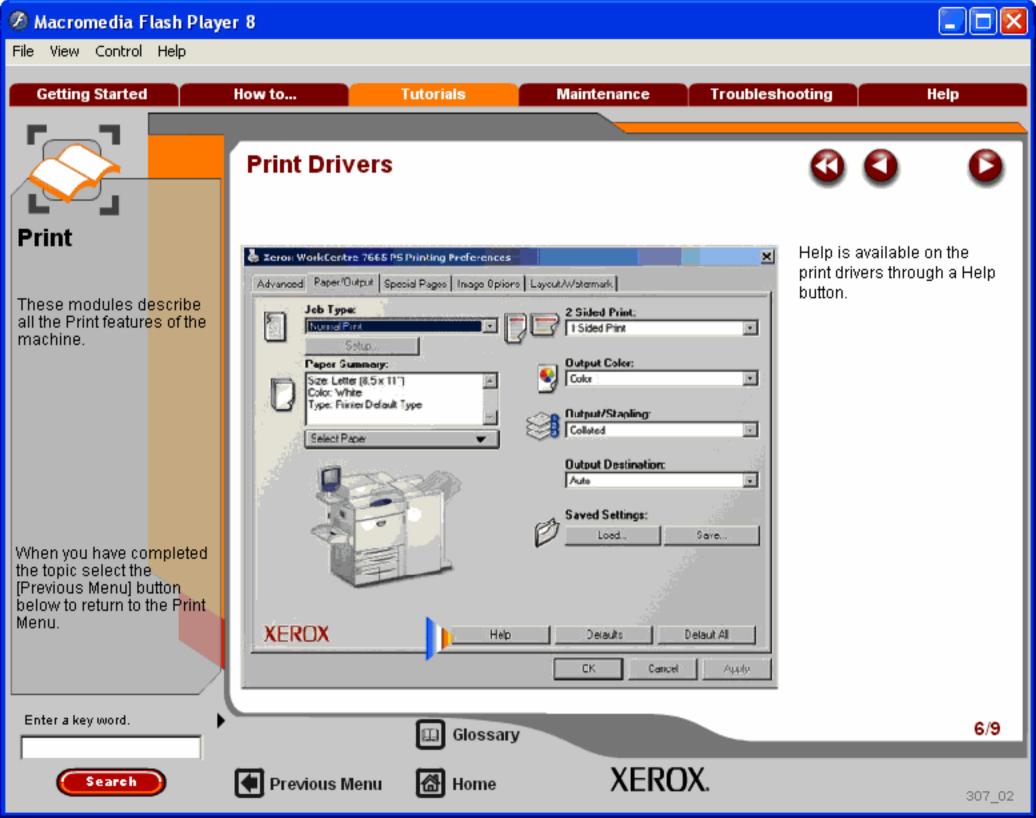


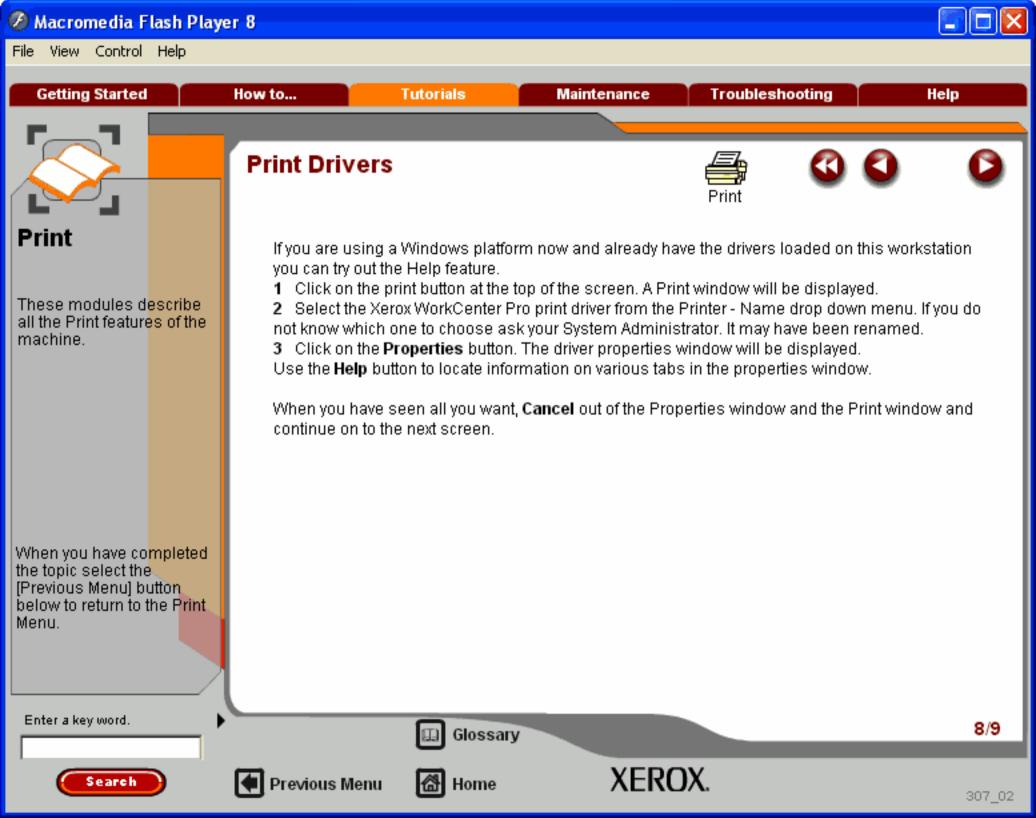


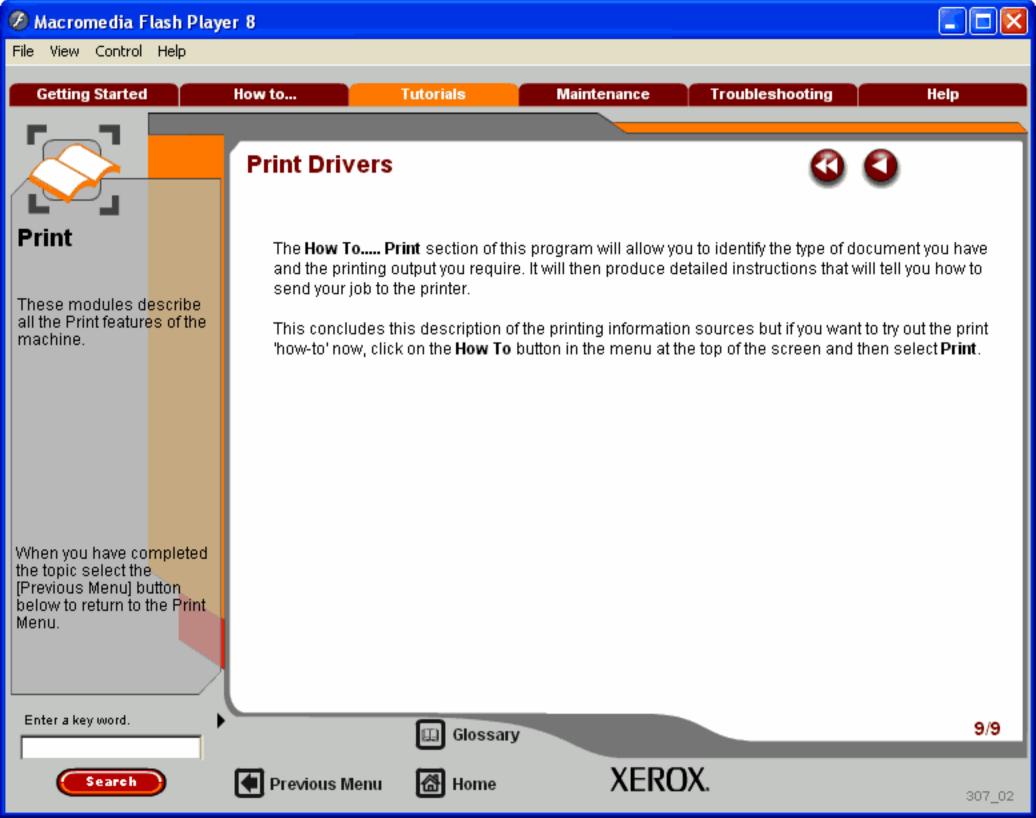


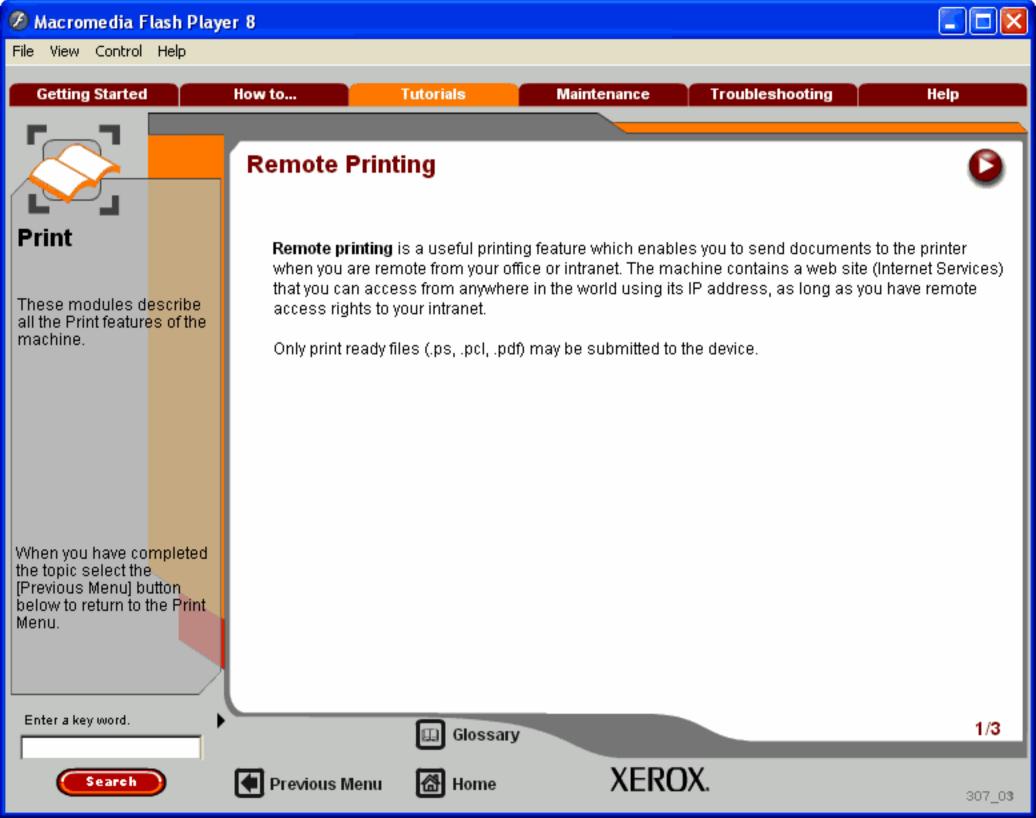


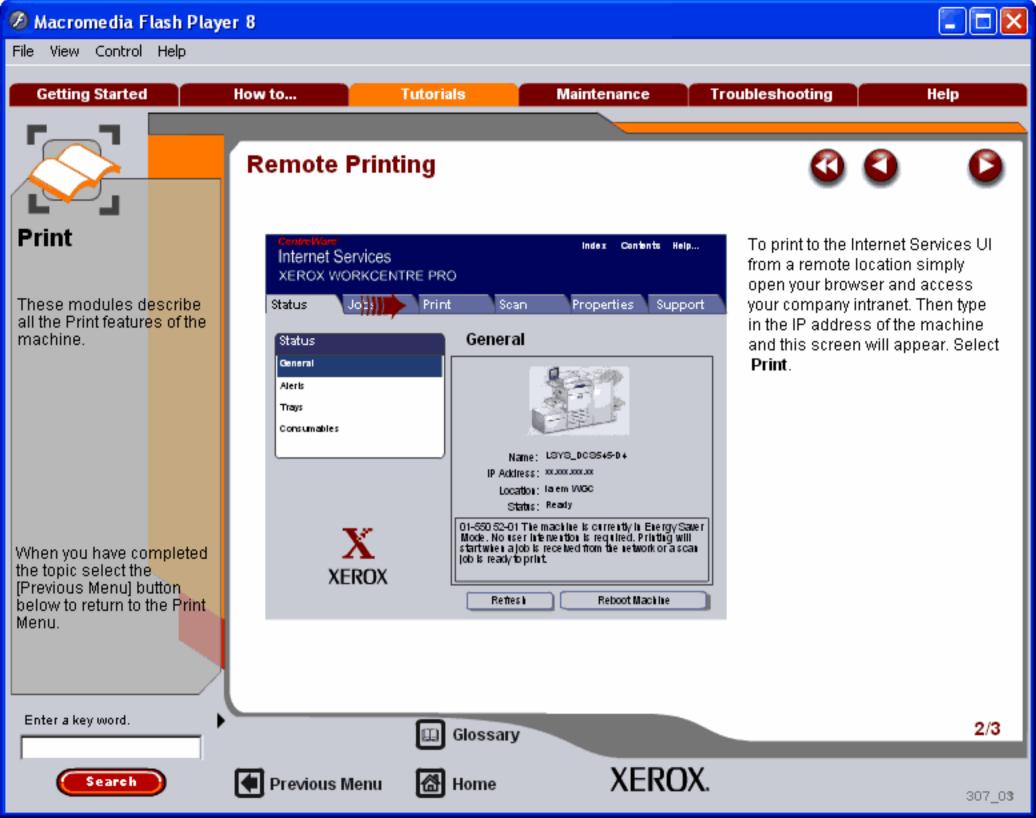














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XEROX.

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## Finishing Options

These tutorials explain the finishing features of the machine.

Your machine will only have one of the finishing options so choose the topic related to the finishing device attached to your machine.

Simple Catch Tray

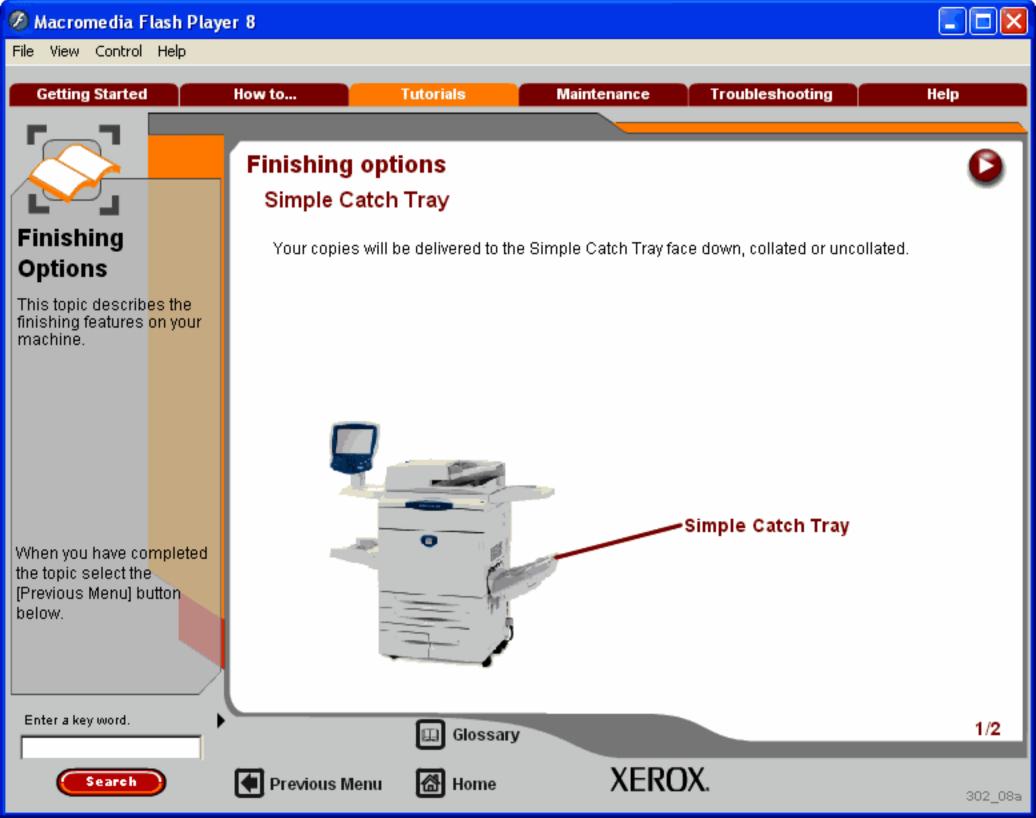
Offsetting Catch Tray (OCT)

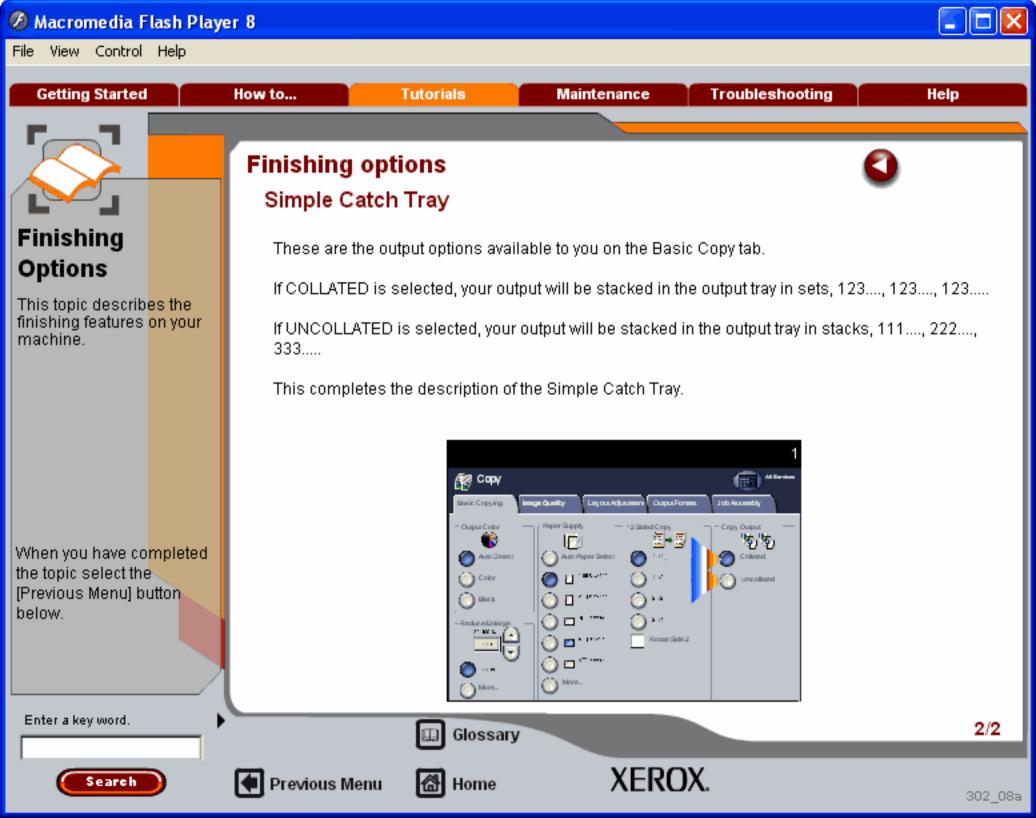
Advanced Office Finisher >>>

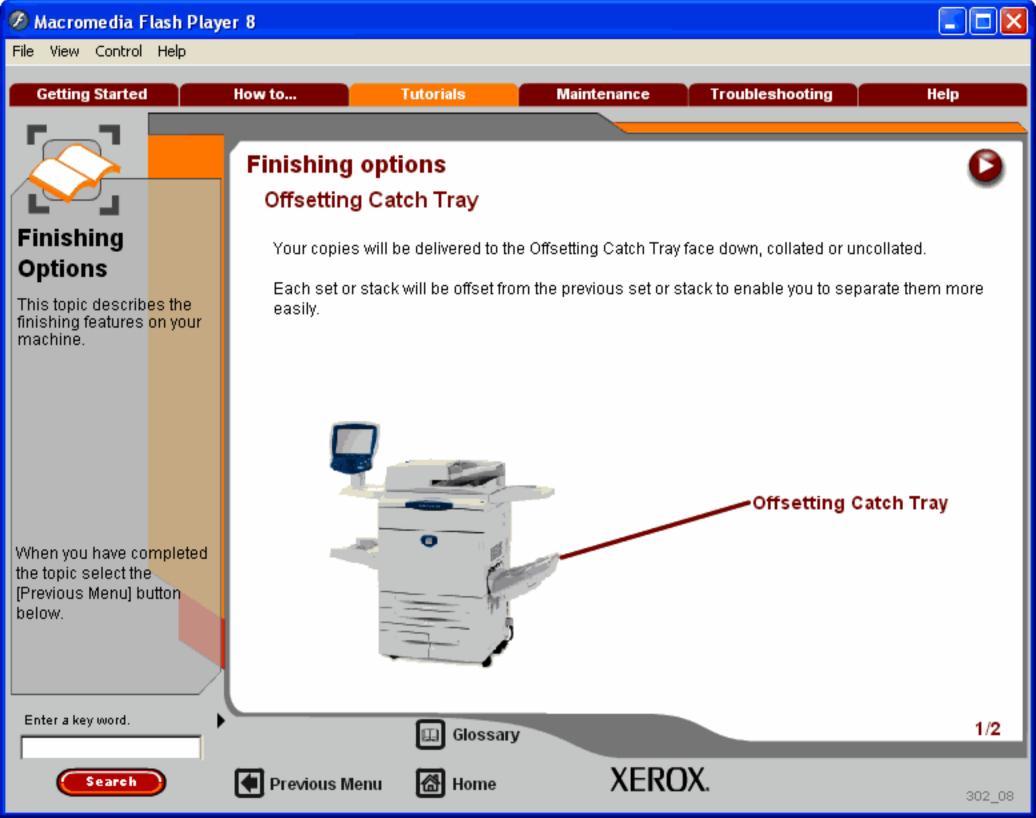
Professional Finisher >>>

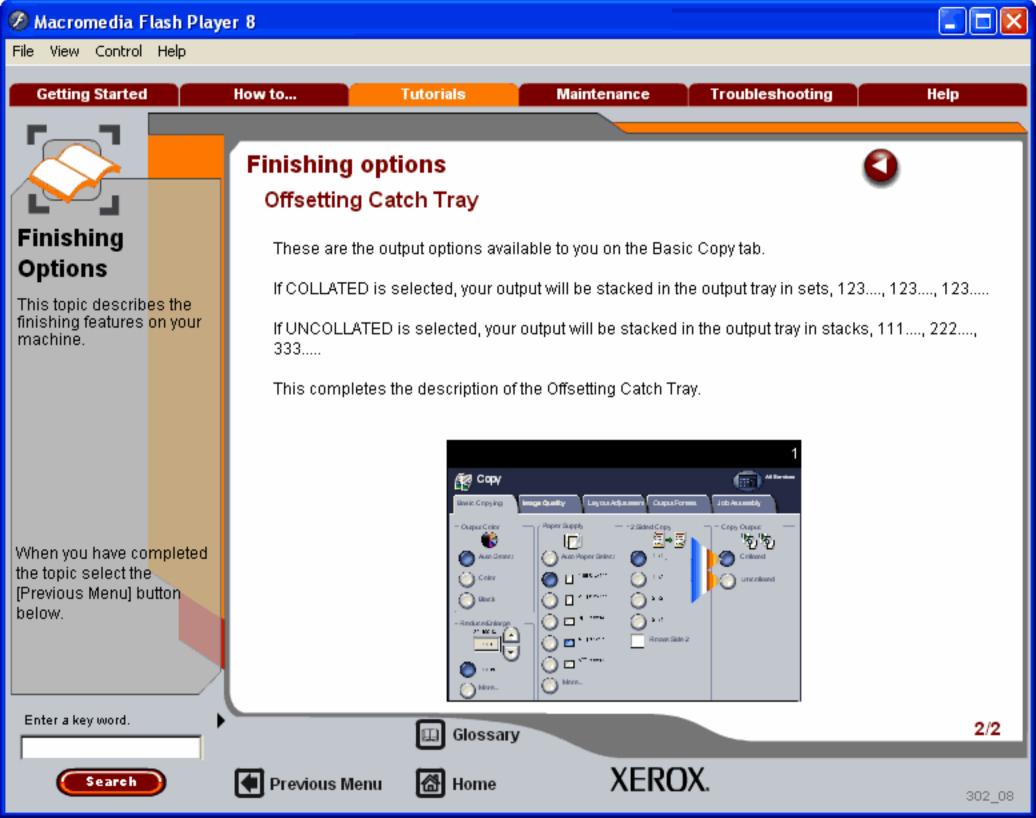
Convenience Stapler













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## Finishing Options

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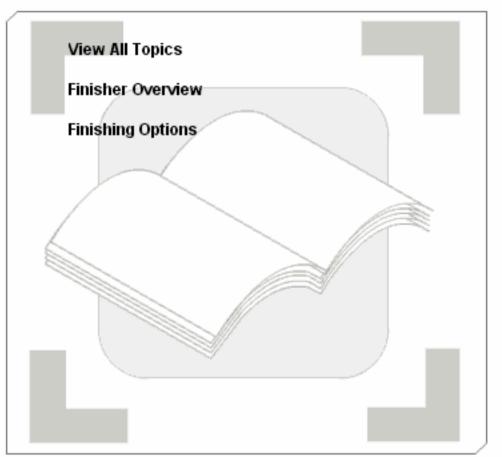


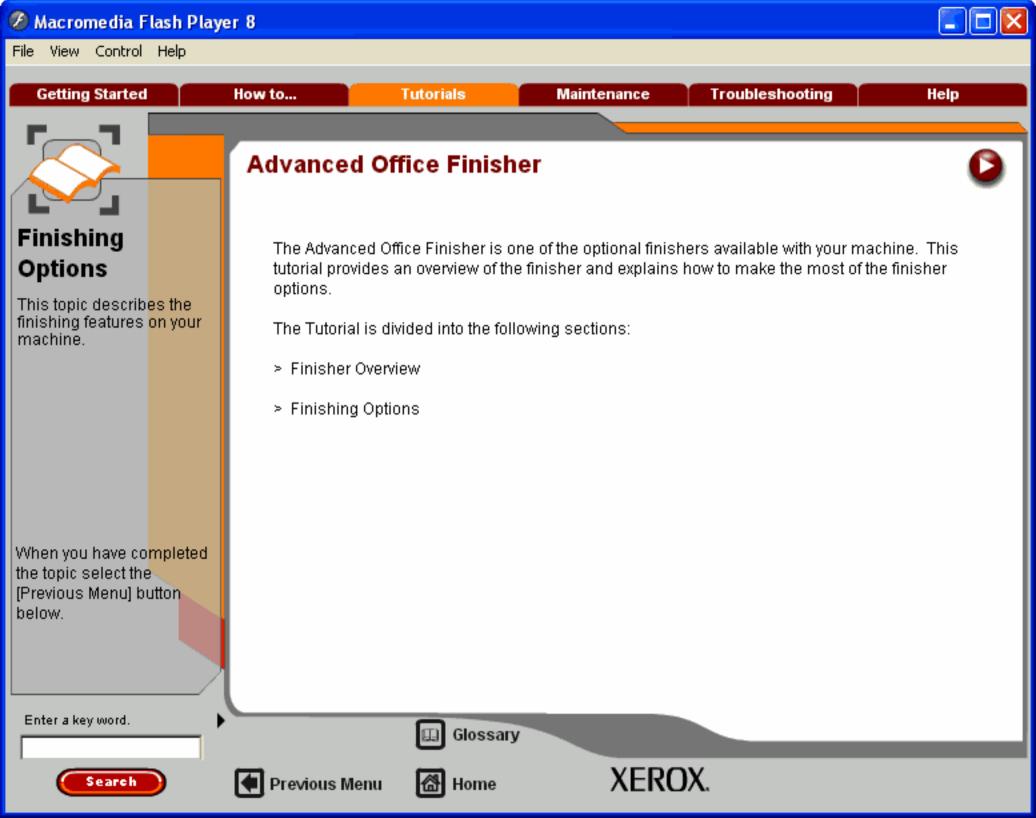
S Offsetting Catch Tray (OCT)

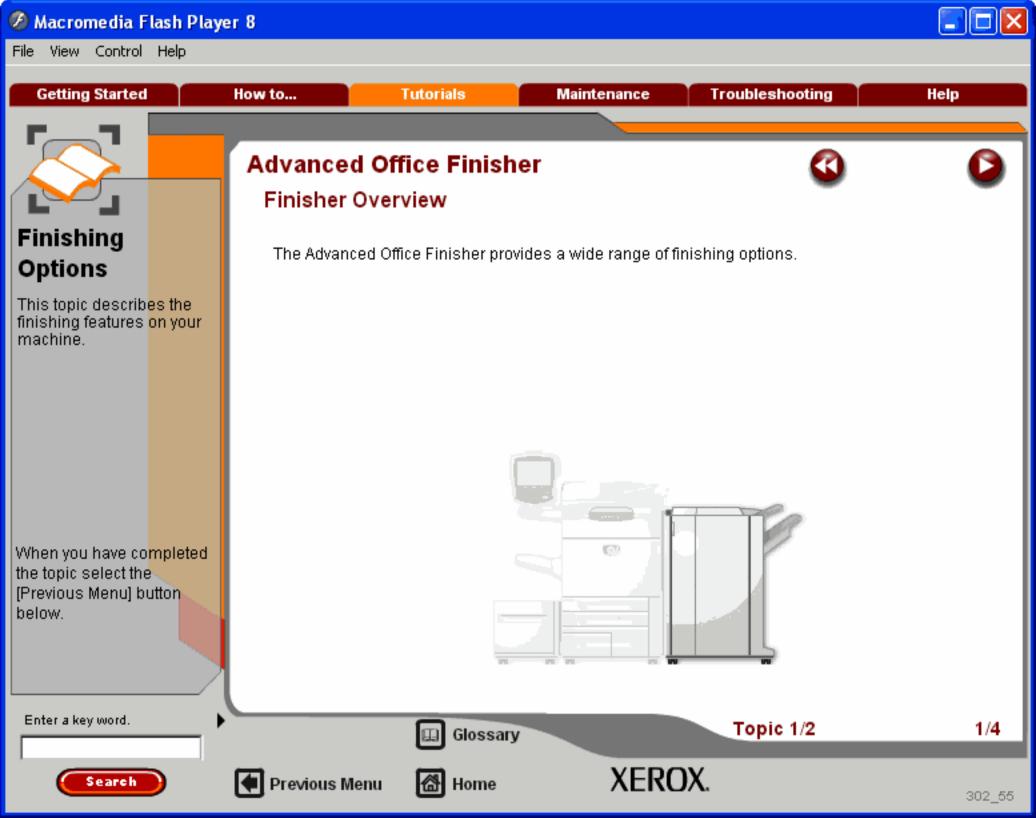
Advanced:Office Finisher:>>> > > > > > > >

Professional Finisher >>>

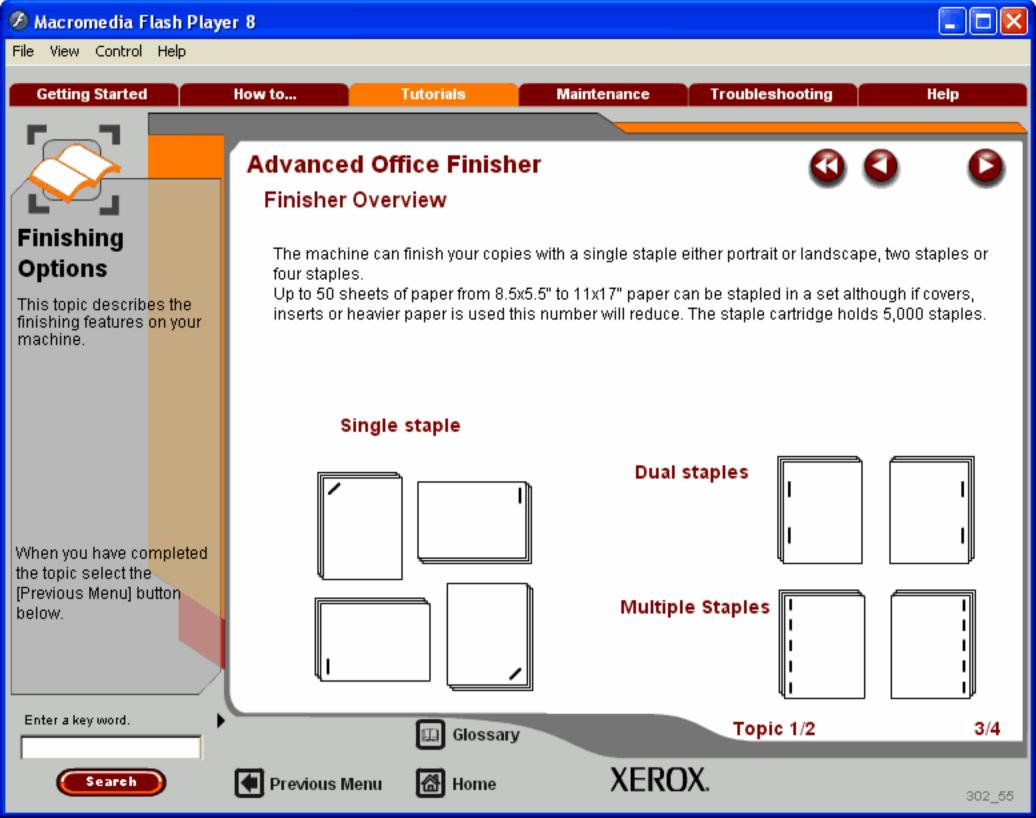
Convenience Stapler



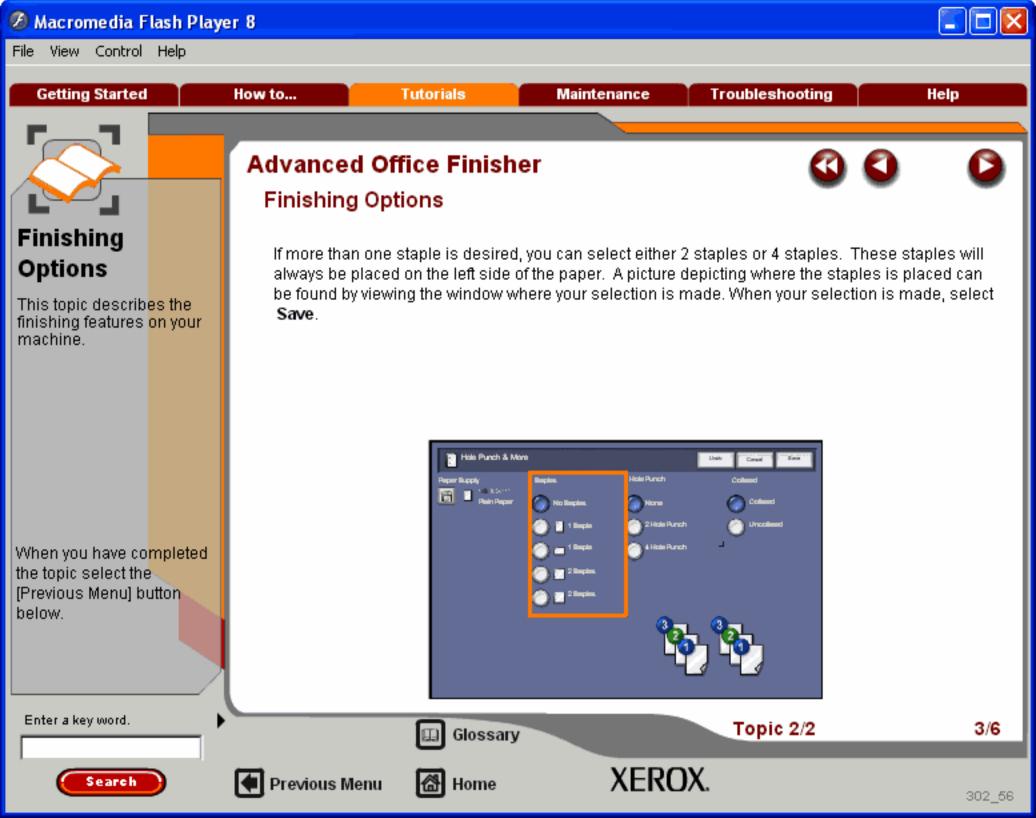




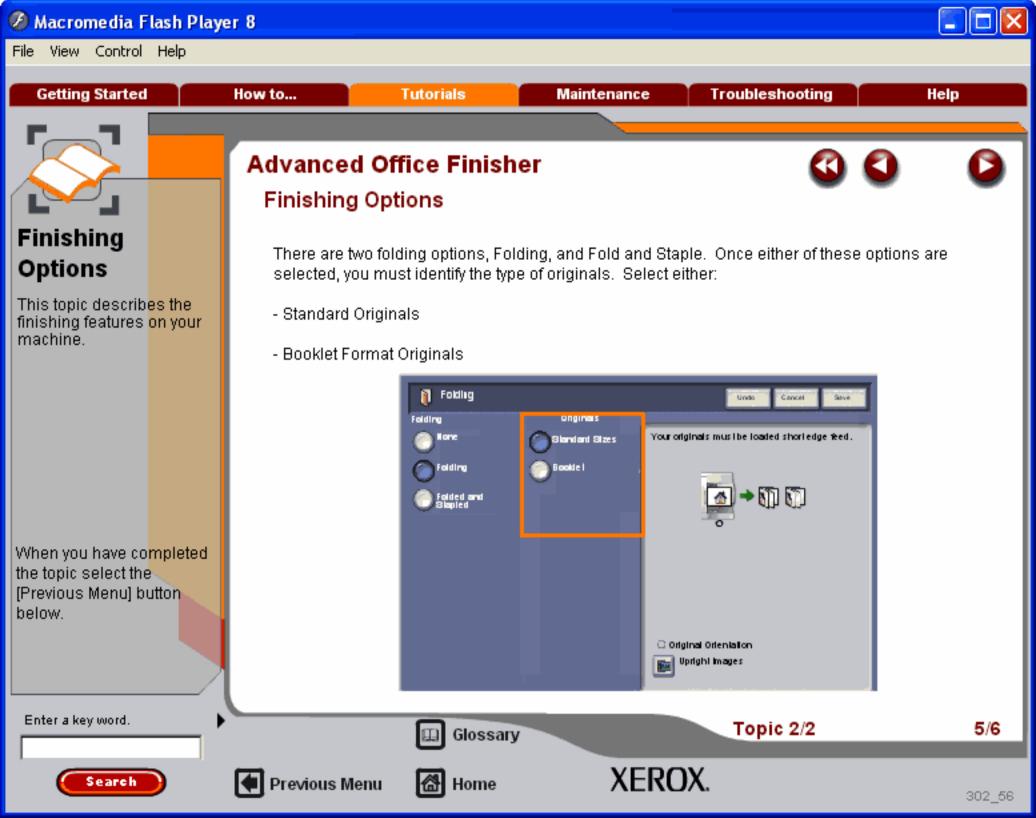


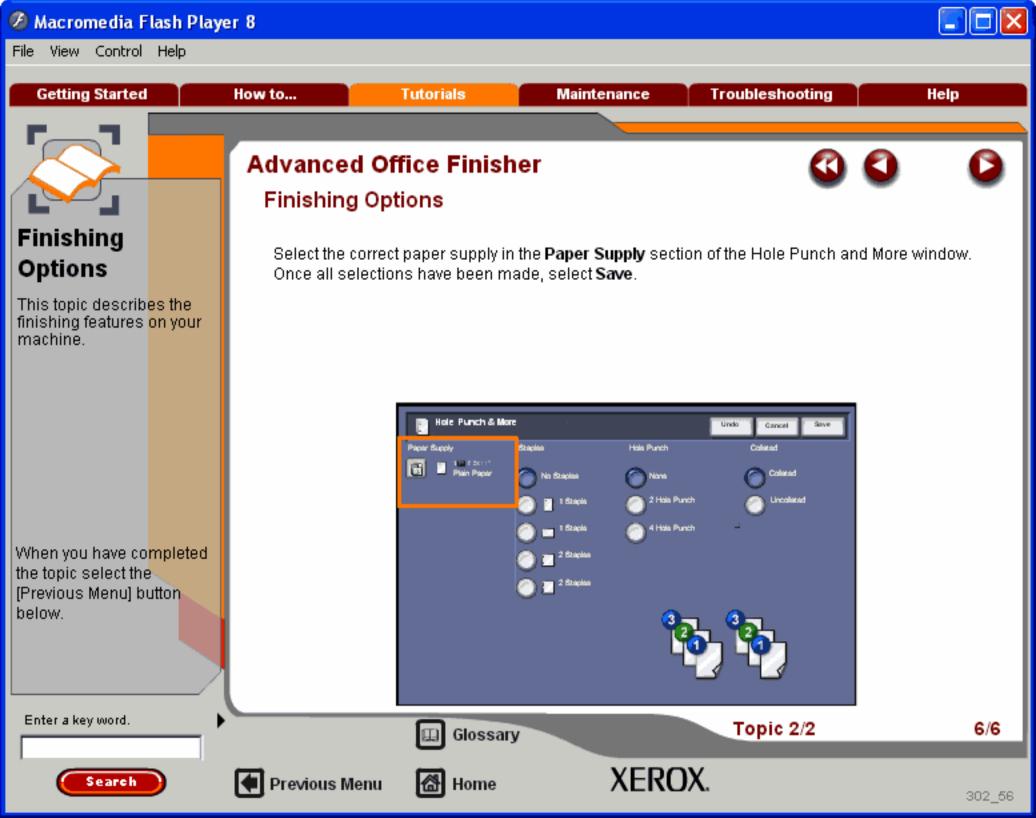


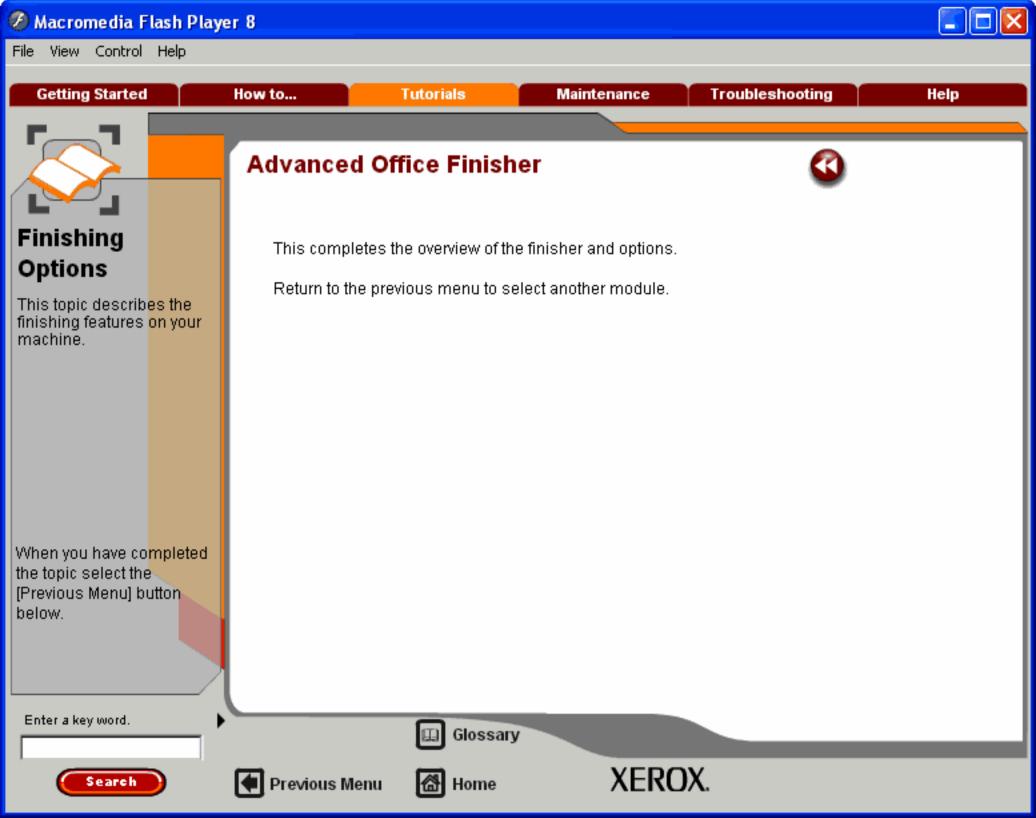
















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## Finishing Options

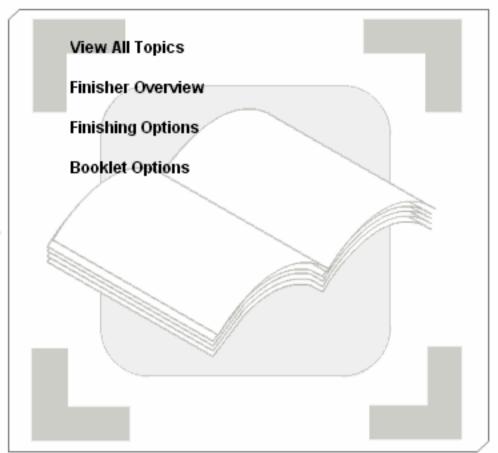
These tutorials explain the finishing features of the machine.

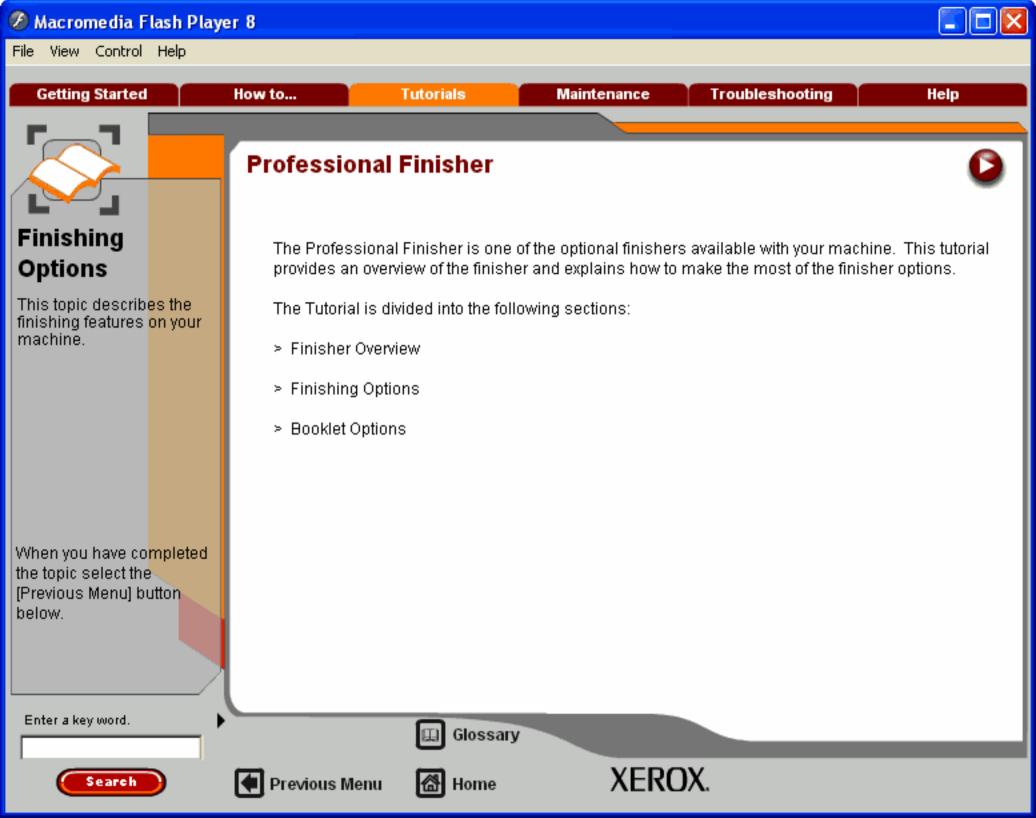
Your machine will only have one of the finishing options so choose the topic related to the finishing device attached to your machine.

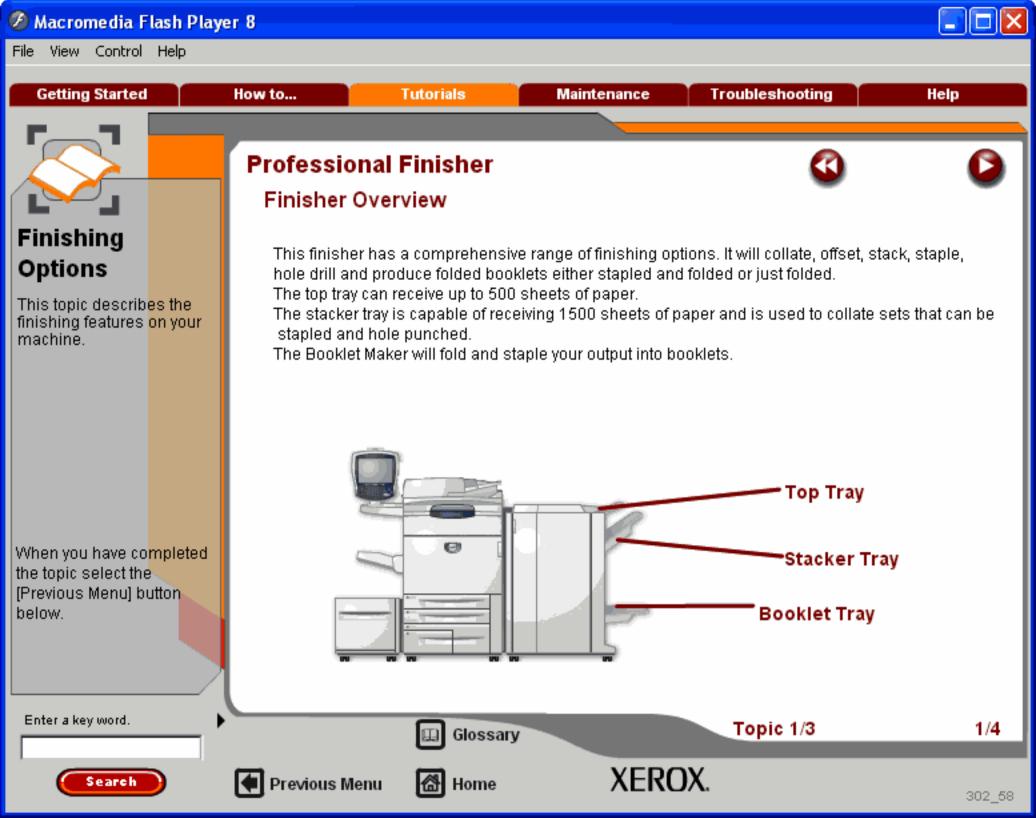


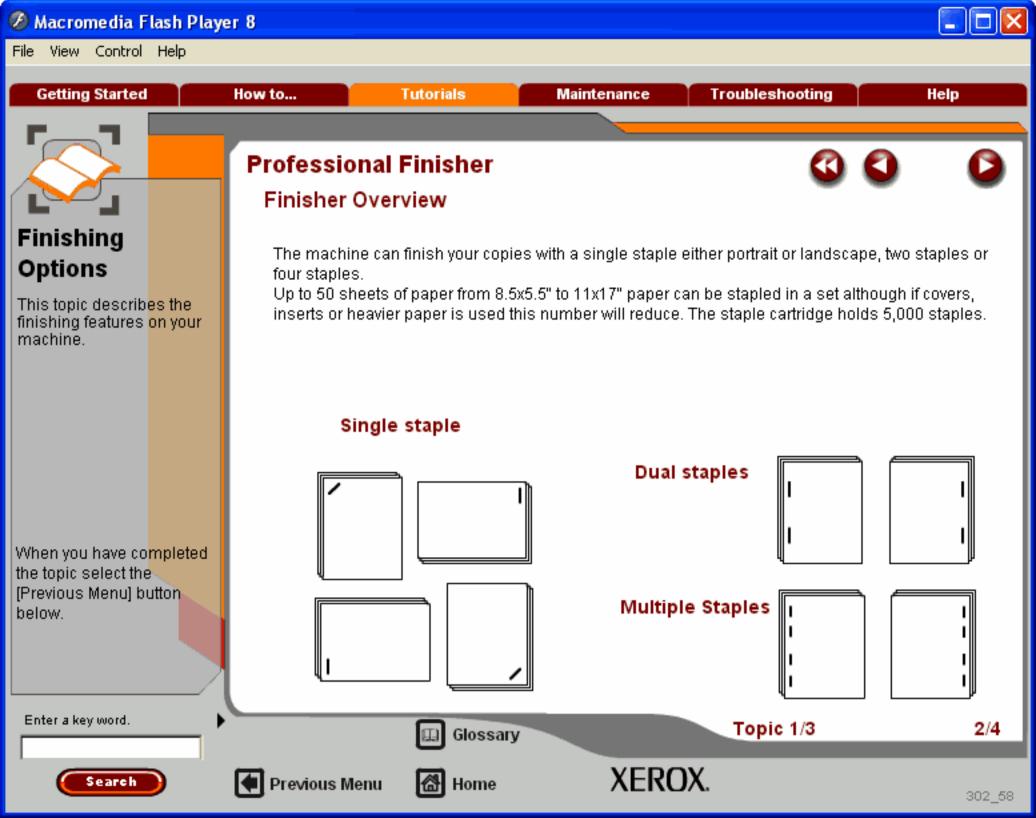
- Offsetting Catch Tray (OCT)
- Advanced Office Finisher >>>

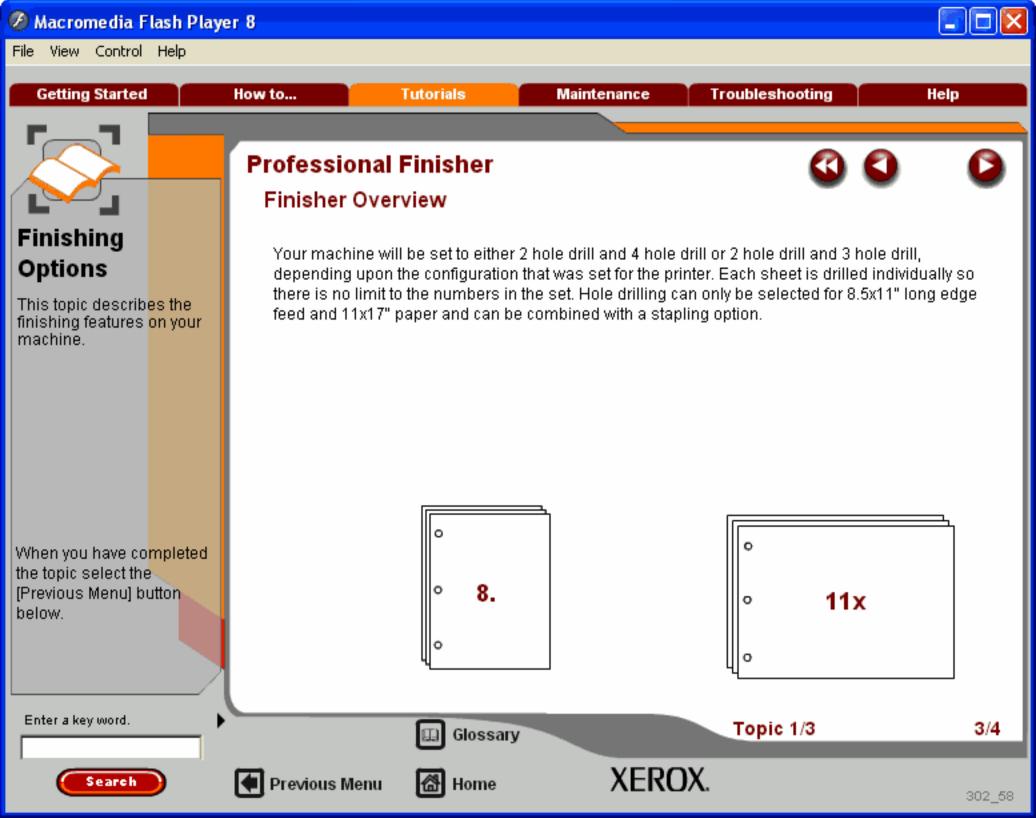
Convenience Stapler

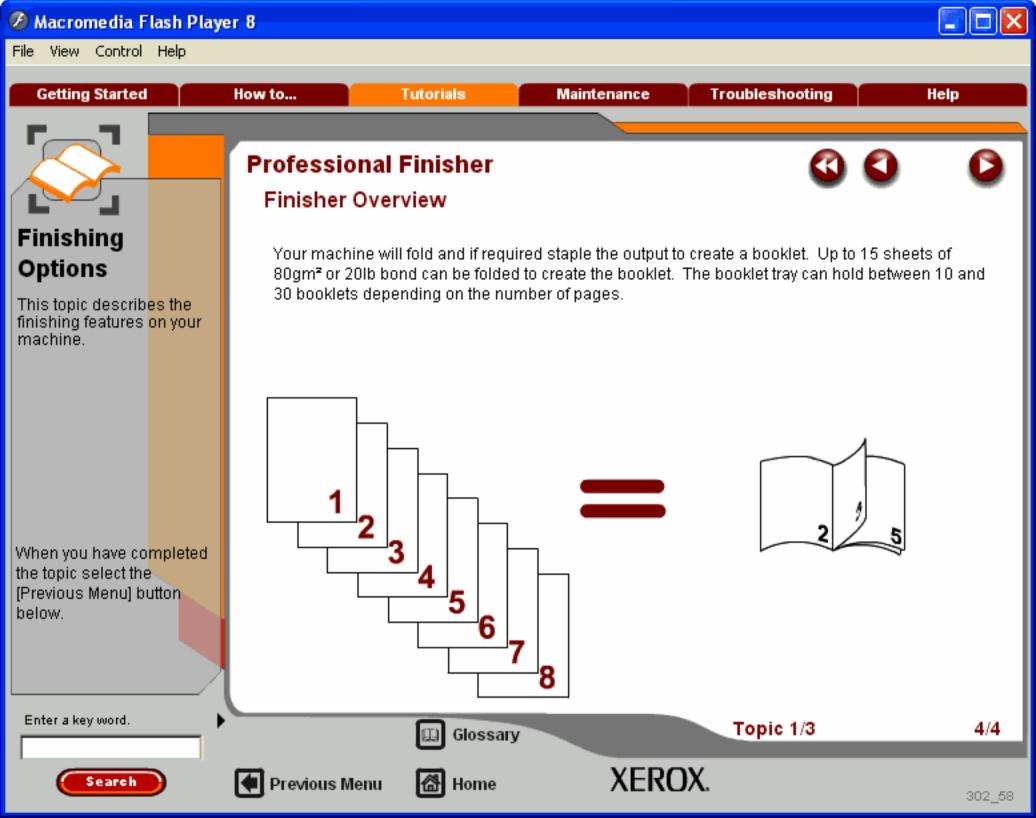




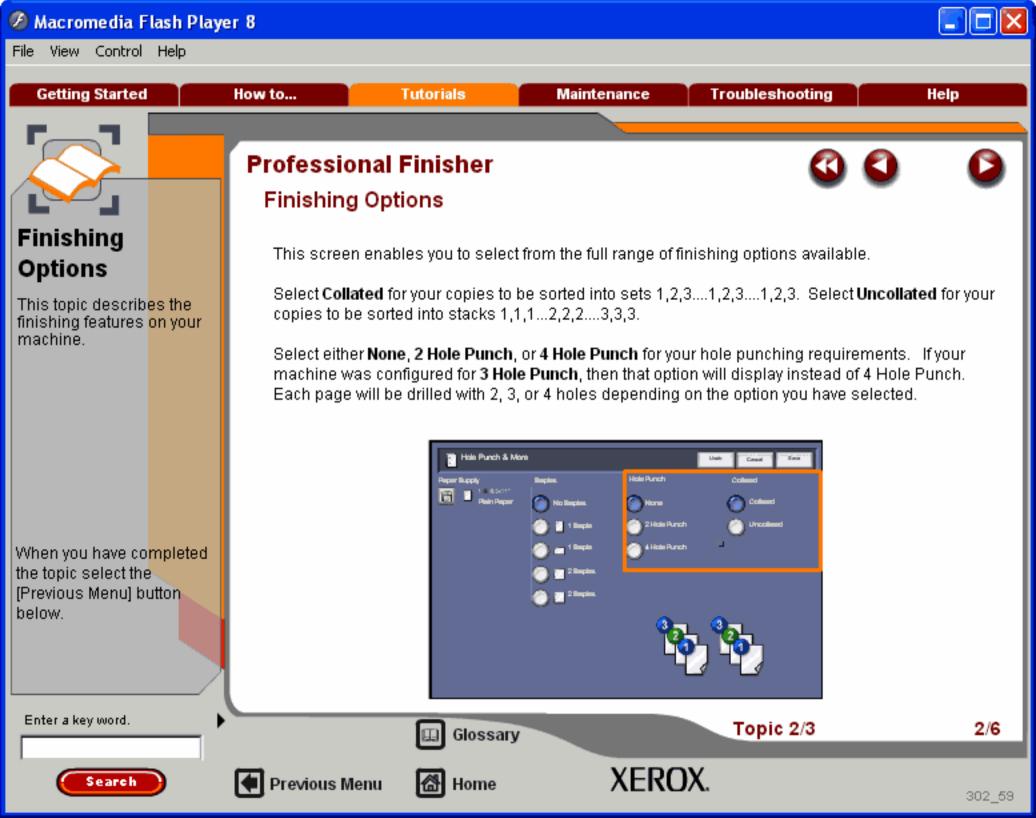


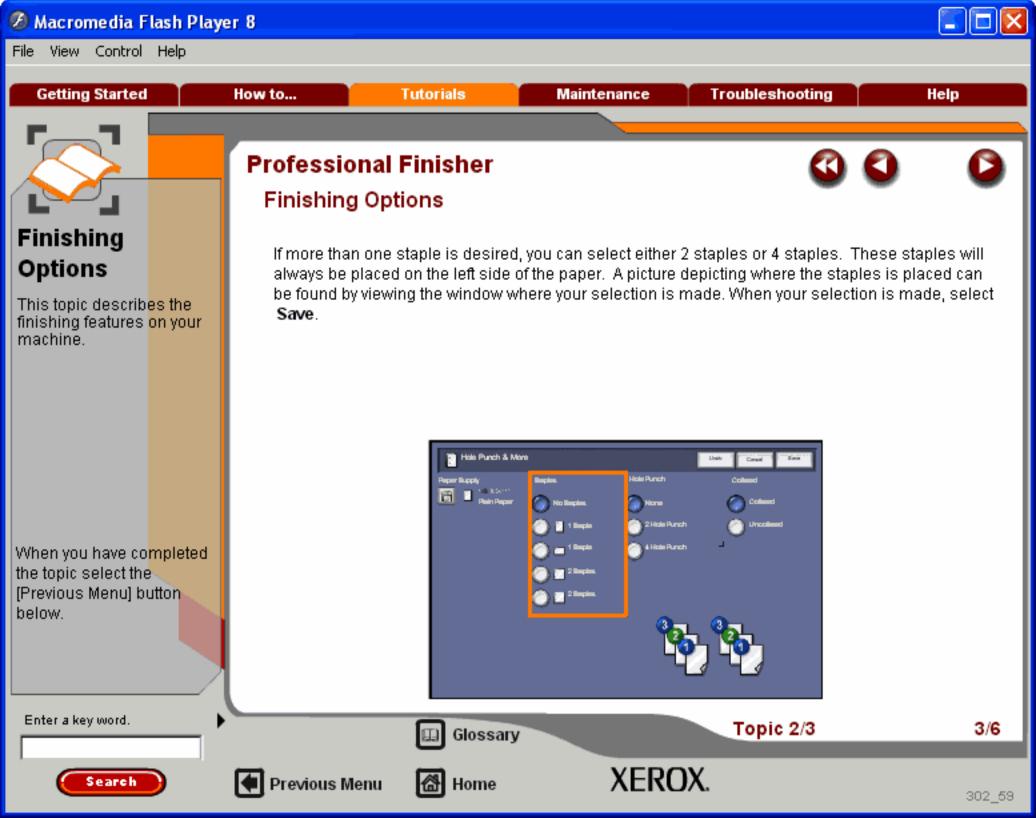




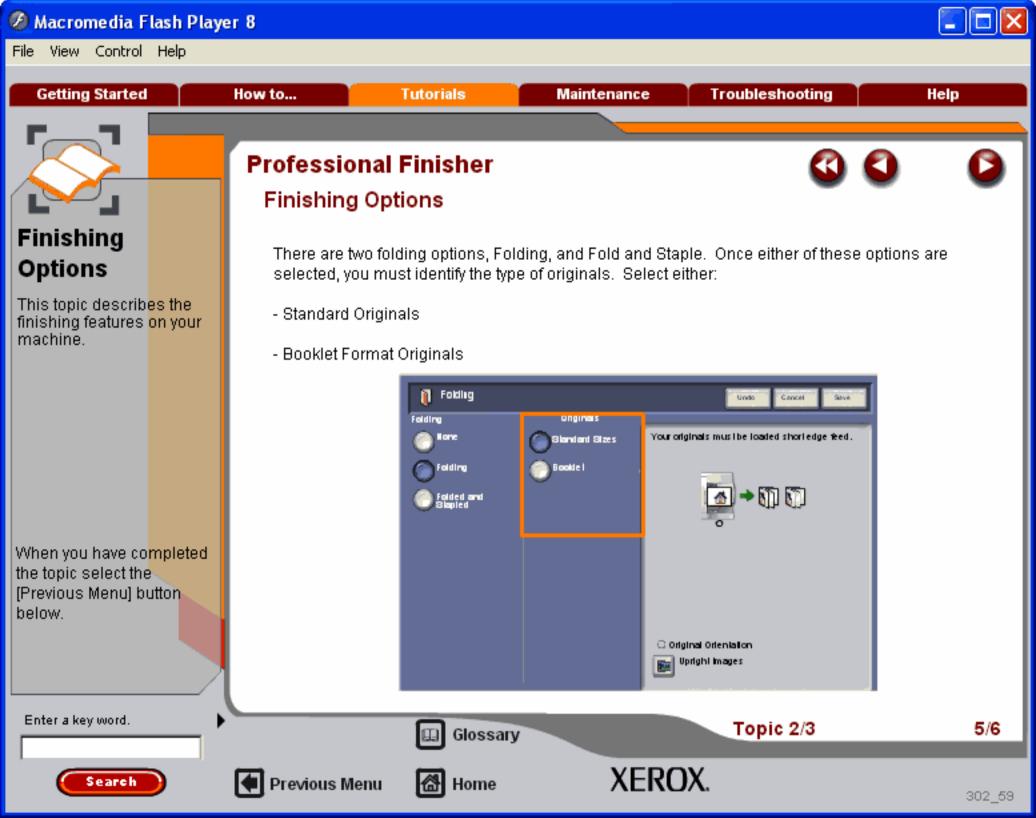


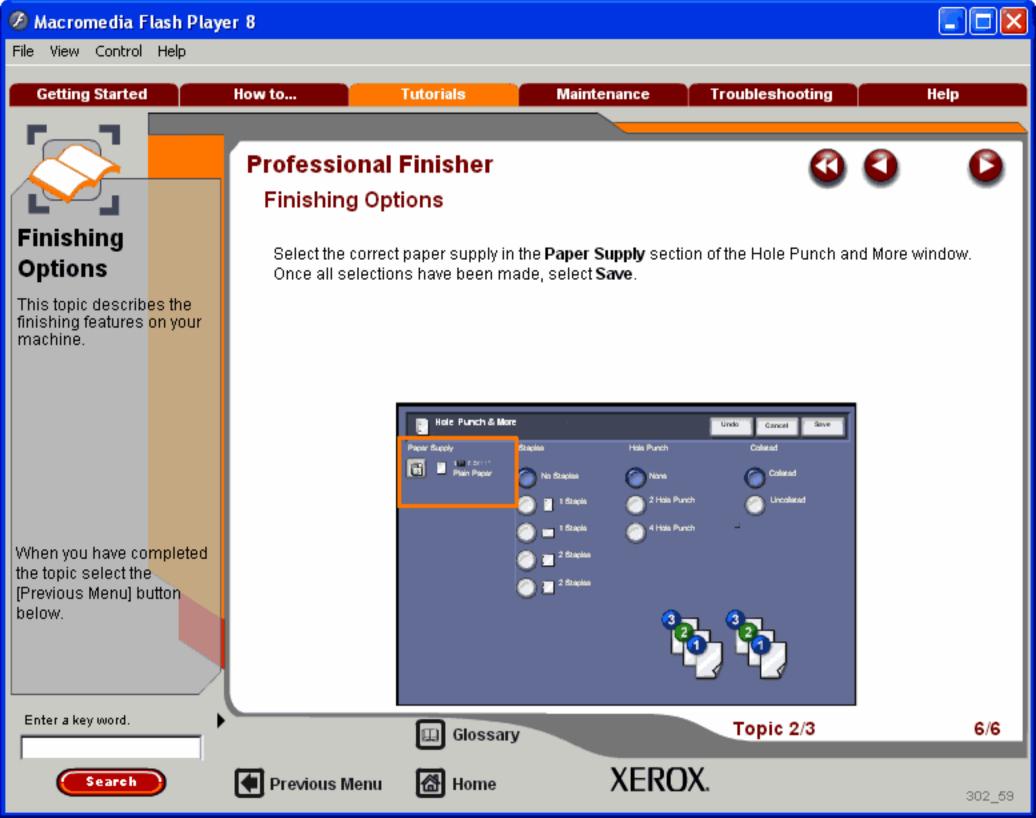


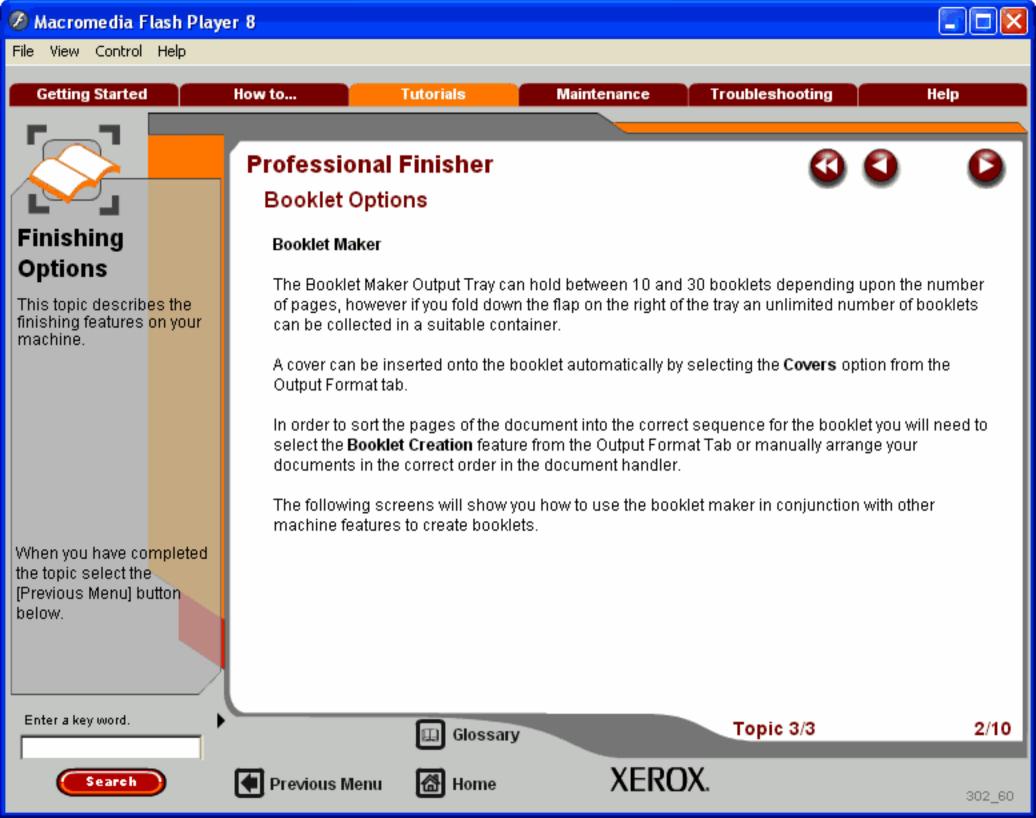


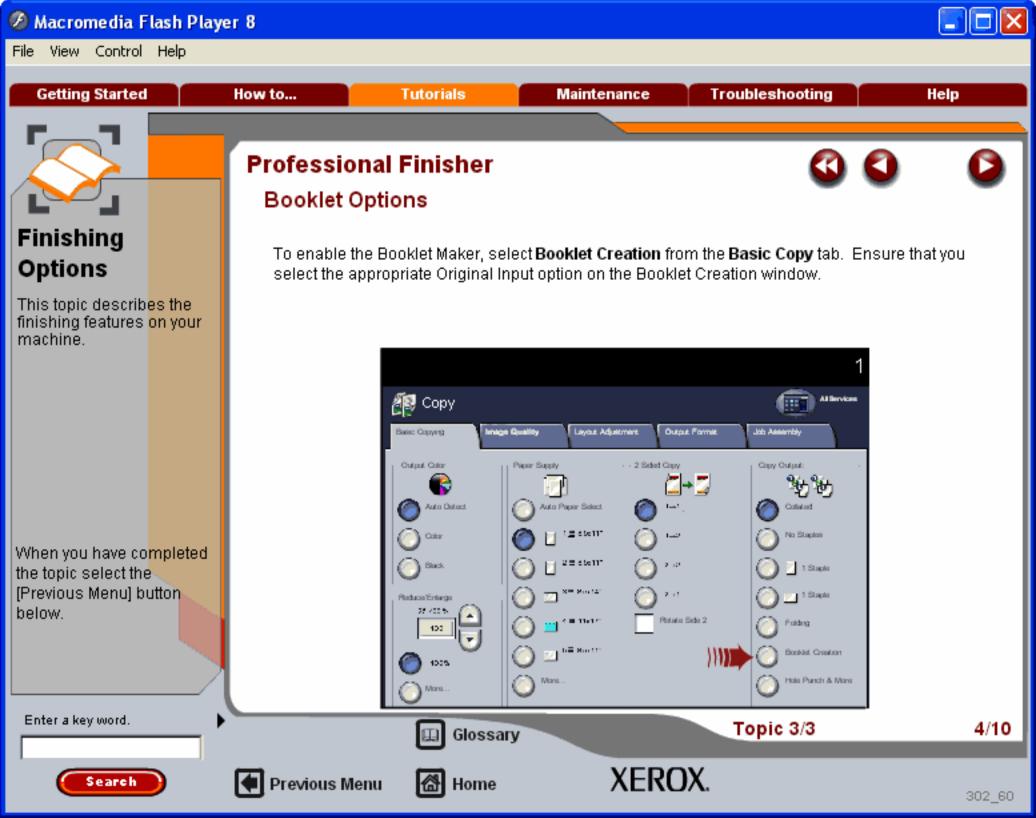


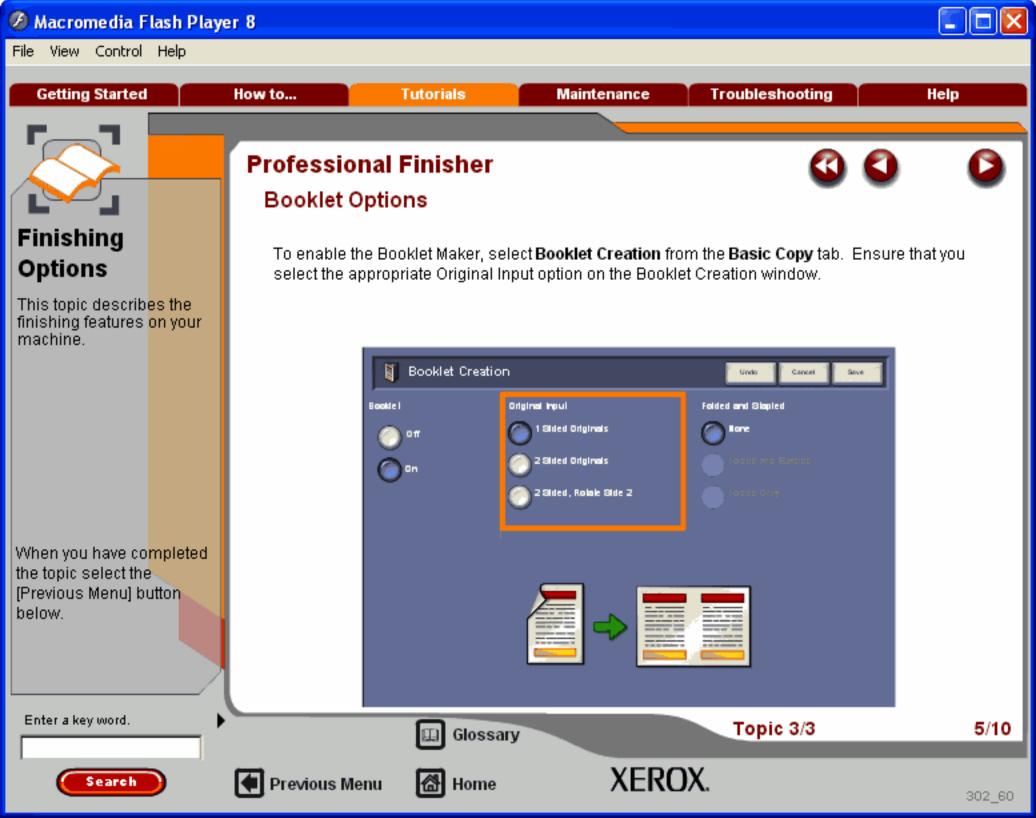




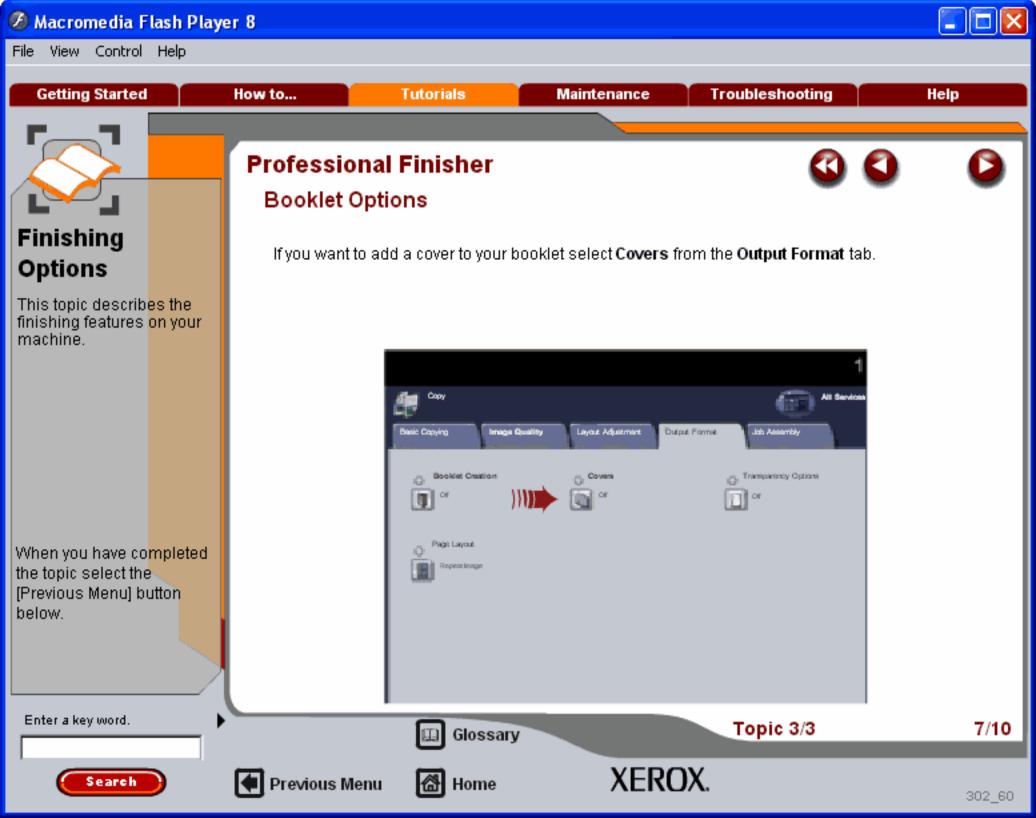


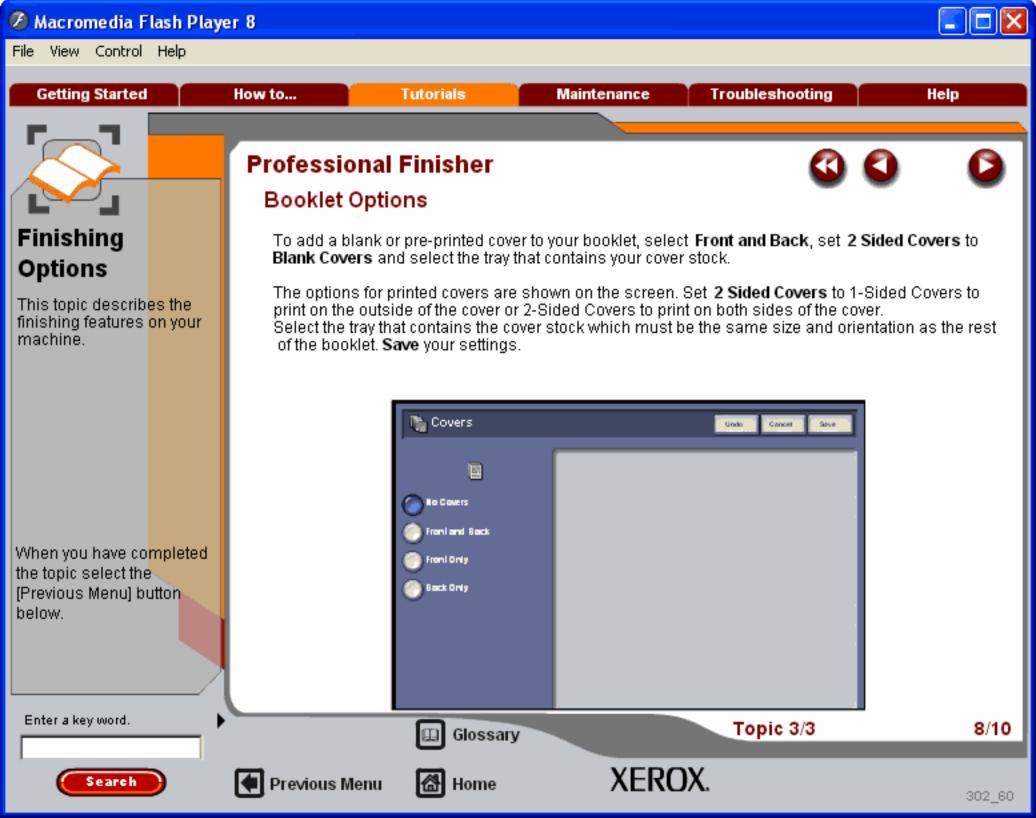


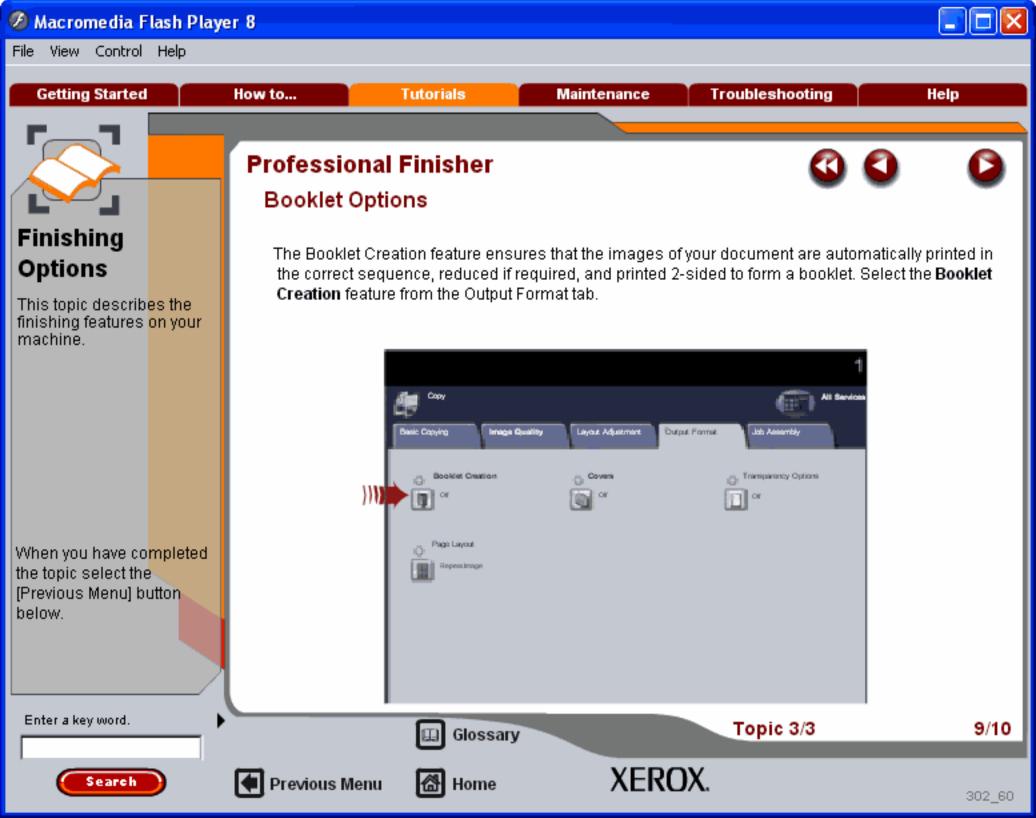




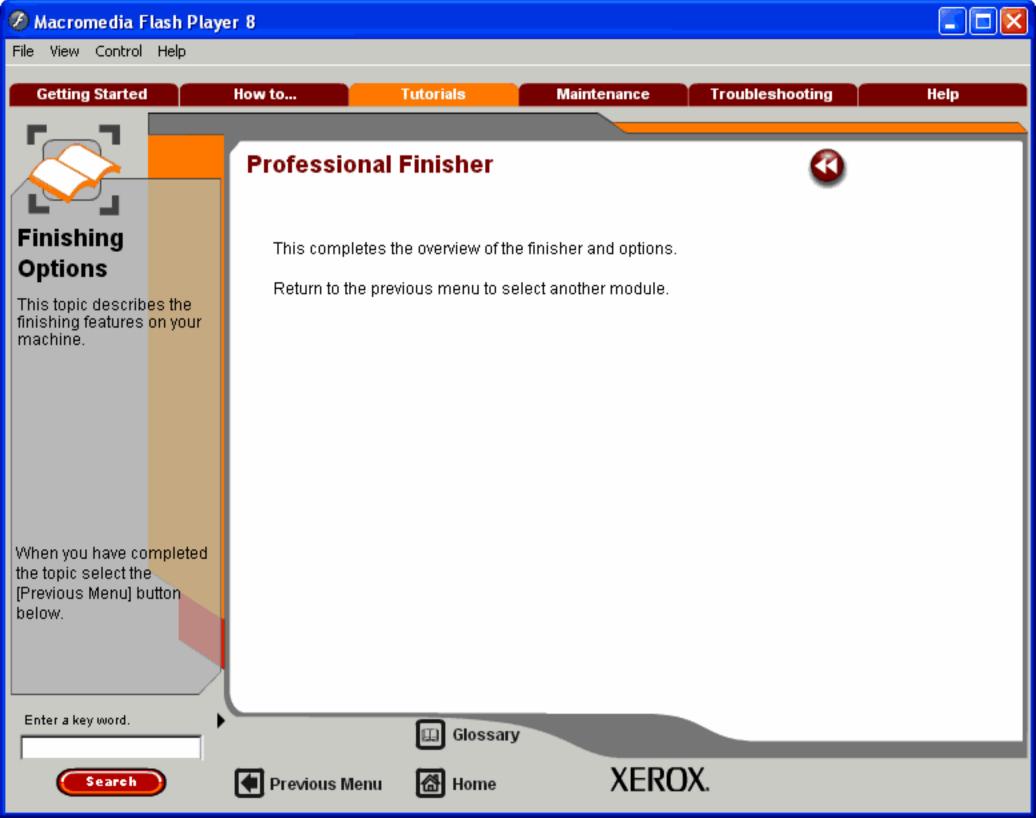
















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The Convenience Stapler is an optional extra and can be installed if the convenience shelf is fitted. Use the Convenience Stapler to manually staple documents, or to staple output if the Offsetting Catch Tray is fitted. Documents can be stapled straight or at an angle.

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The Convenience Stapler can staple between 2 sheets of 16lb, and 50 sheets of 24lb. The staple cartridge holds 5,000 staples.



When you have completed the topic select the [Previous Menu] button below.

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This topic describes the

machine

finishing features on your

Enter a key word.

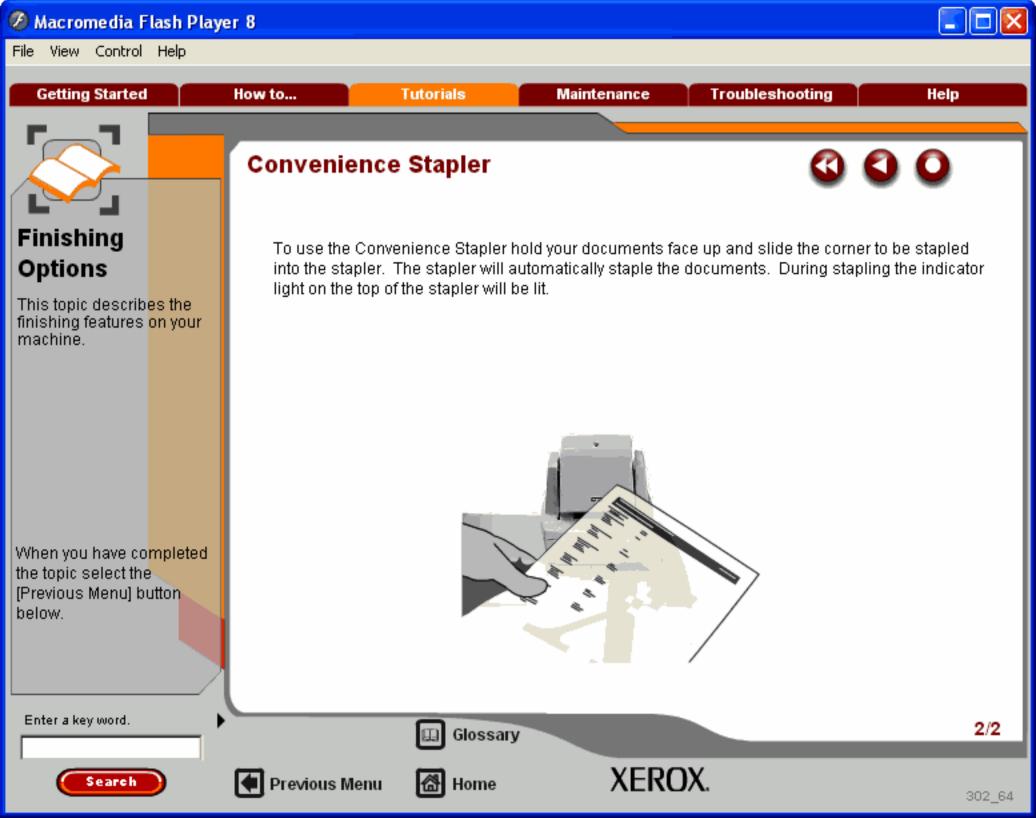
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#### **Paper and Media**

In this tutorial you will learn about the different types of stock and stock sizes that can be used on your machine, the trays available and the types and sizes of stock that can be fed in each tray.

Trays 1 and 2

Trays 3 and 4



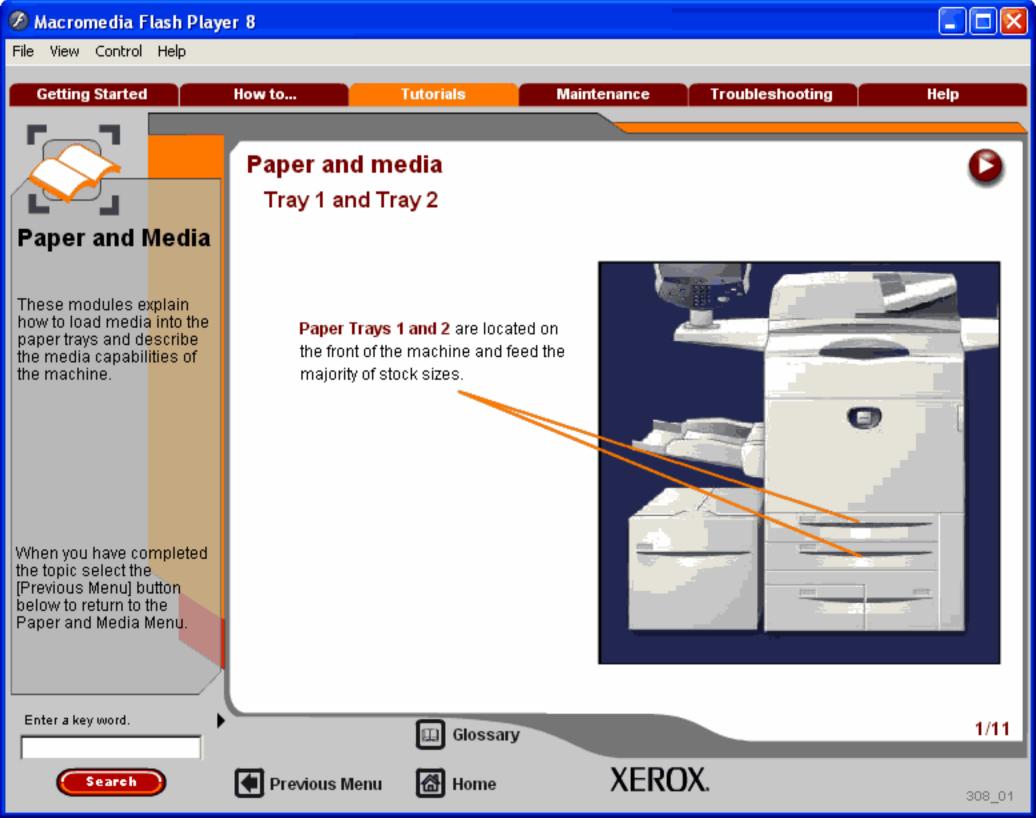
🥰 High Capacity Feeder

Stock Types >>>

Storage and Handling

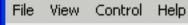
Stock and Tray Selection











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### Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

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# Paper and media

#### Tray 1 and Tray 2

Trays 1 and 2 are identical. Each tray has a capacity of 500 sheets of 20lb paper. The trays are pulled out by the operator for loading.

#### Caution

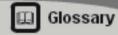
A paper jam may occur if a tray is opened while it is being used to feed stock.

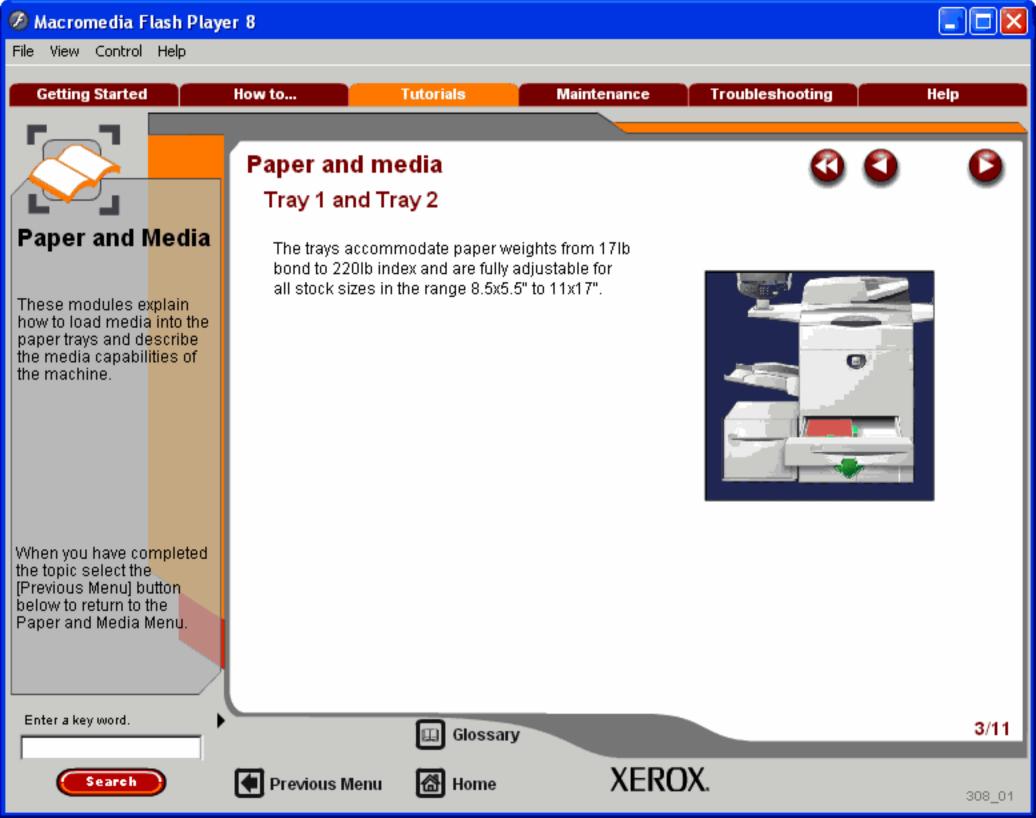
NOTE: Do not open tray 1 if tray 2 is open.



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### Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

# Paper and media

### Tray 1 and Tray 2

The paper guides in the trays must be adjusted so that they touch the stock.

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To position the right side guide, lift the lever, squeeze the clamp mechanism and slide the quide to touch the edge of the stock. Lower the lever to angle the stack to the sloping left edge of the trav.

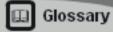
To position the rear quide, squeeze the clamp mechanism and slide the guide to touch the rear edge of the stock.

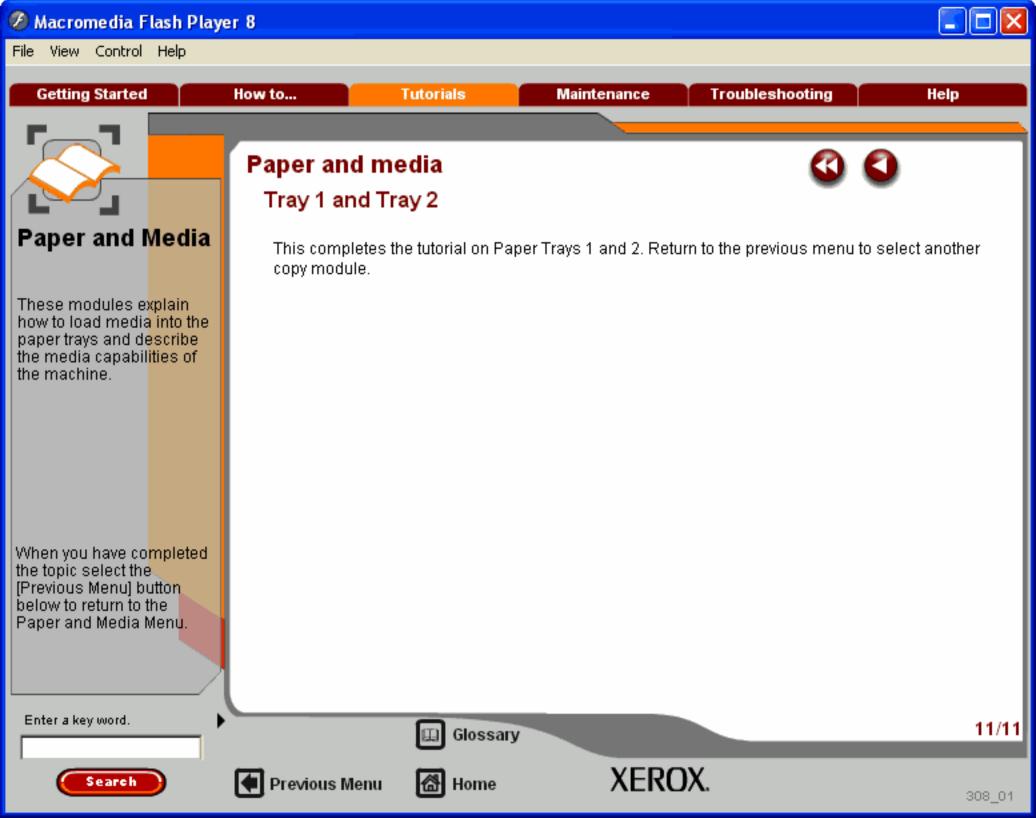


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### Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

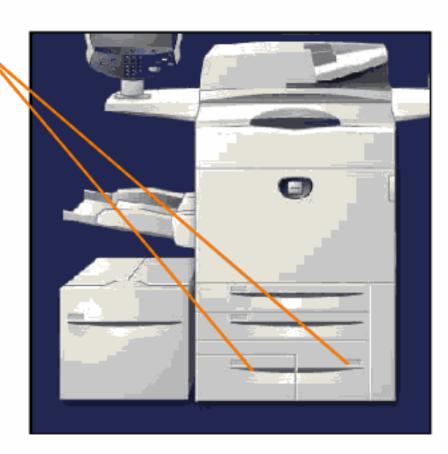
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### Paper and media

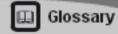
#### Trays 3 and 4

Trays 3 and 4 are two high capacity trays.

They are intended to be the primary feeder for the most commonly used stock.

















# Paper and media

Trays 3 and 4







### Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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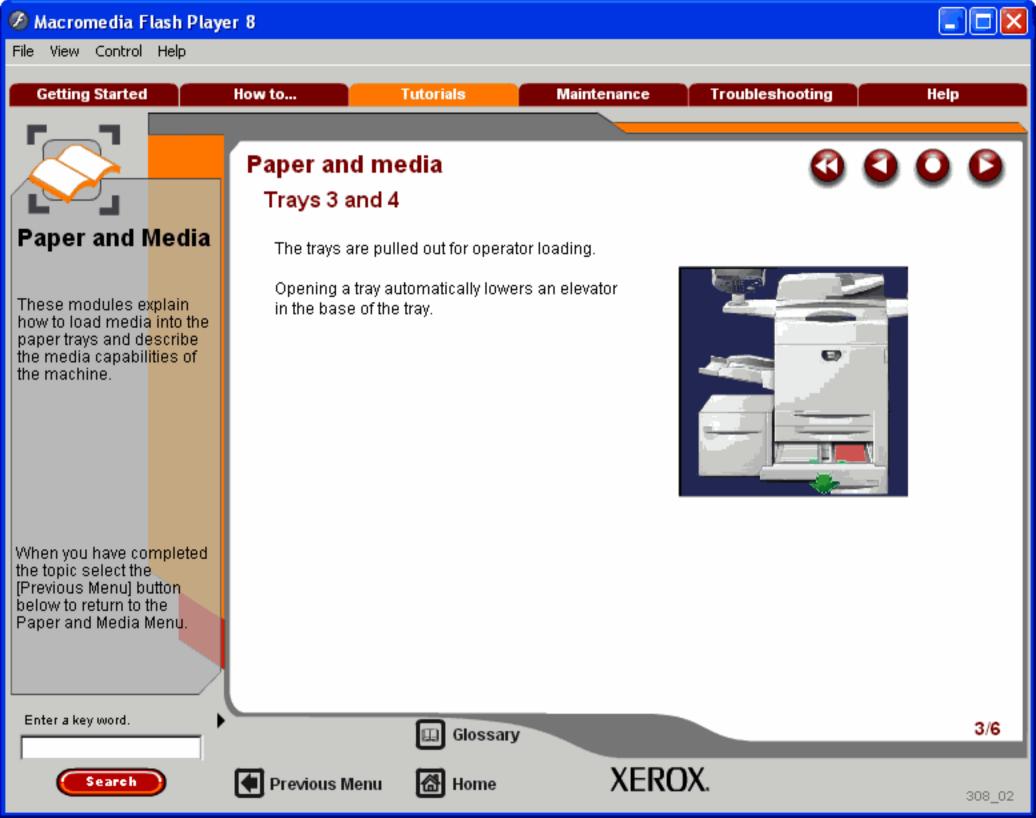
#### XEROX. Home

Both trays are permanently set to **dedicated** trays and feed only A4 or 8.5" x 11" sized stock. To change the tray size between A4 and 8.5"x11" refer to Maintenance - Adjusting Trays 3 and 4. They have a combined capacity of 2010 sheets of 80 g/m² paper, or 2260 sheets of 64 lb bond paper.

Your machine warns you when the trays are empty, open or if the stock supply is low.



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# Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.



#### Trays 3 and 4

Load pre-formatted paper, including letterhead and pre-printed stock, face down and with the top towards the front of the machine. Load pre-drilled paper with the holes on the left edge. You can use these trays for plain paper, bond paper, heavyweight paper, extra heavyweight paper, glossy paper, heavyweight glossy paper, labels, and transparencies.



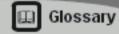


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### Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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### Paper and media

### Trays 3 and 4

When the tray is closed the elevator rises to feed the stock.

The time it takes the elevator to fully rise is used to determine the amount of paper in the tray.







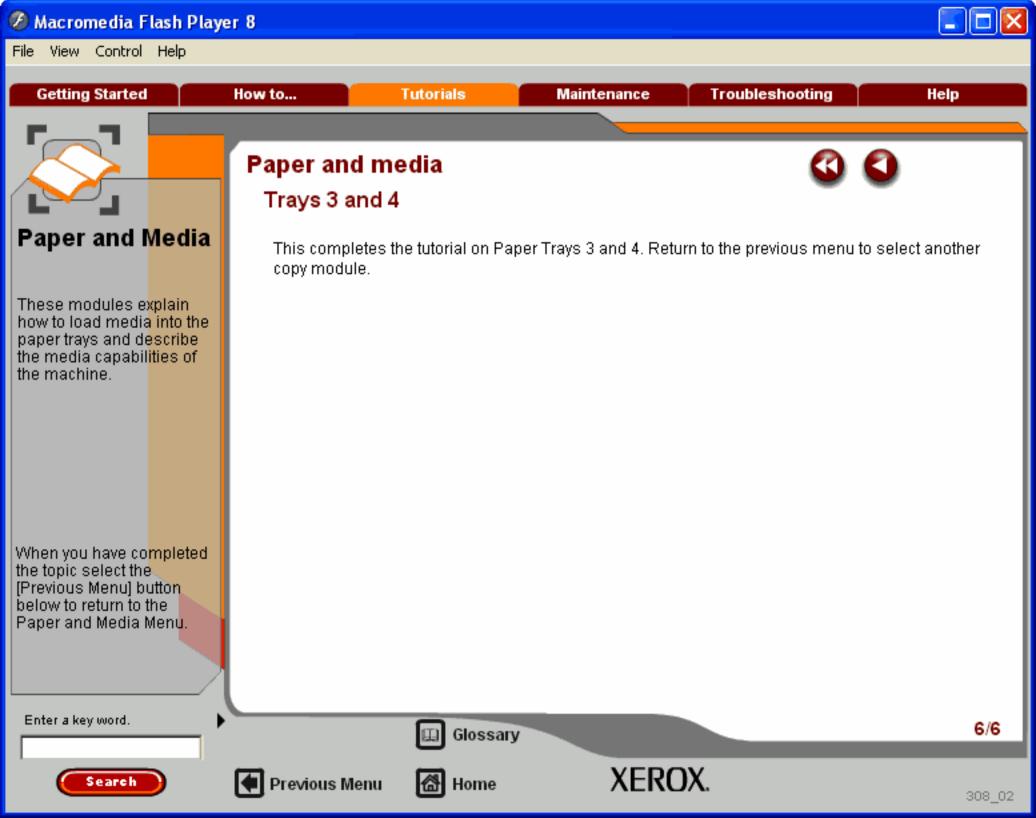












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### Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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#### Bypass Tray

The tray accommodates paper weights from 17lb bond to 300gsm stock.

Stock can be loaded either long or short edge feed (portrait or landscape).

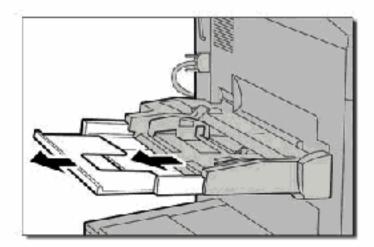
NOTE: The Bypass Tray is only 13" wide, so some paper sizes must be SEF.

When lowered, the Bypass Tray can be extended to support longer length stock.









Enter a key word.









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### Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

## Paper and media

### Bypass Tray

The Bypass Tray accommodates all types of stock in a range of sizes between 4.0"x6.0" and 13"x19" SEF and has a capacity of approximately 250 sheets of 20lb paper.

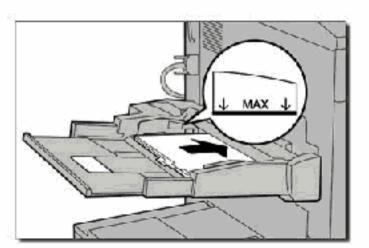
Envelopes should be loaded face up with the flap closed and on the leading (right) edge. Hole punched paper should be loaded with the holes on the leading (right) edge.

Tabbed stock should be loaded with the tabs on the trailing (left) edge.

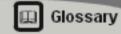












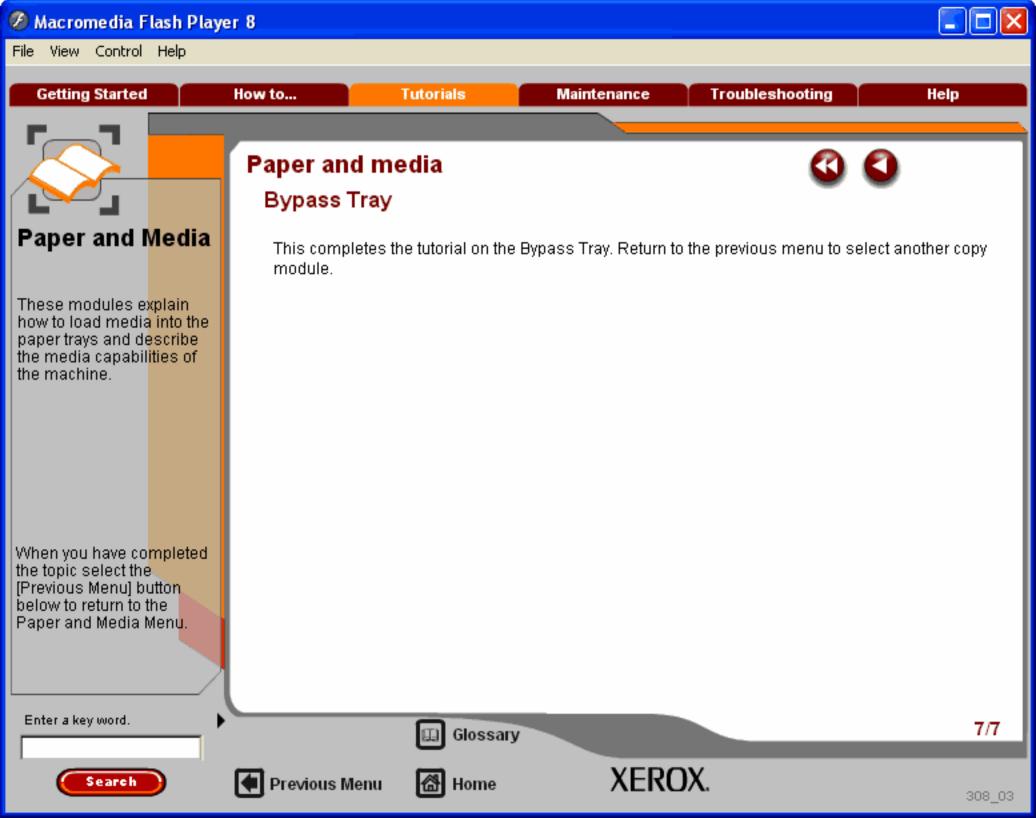


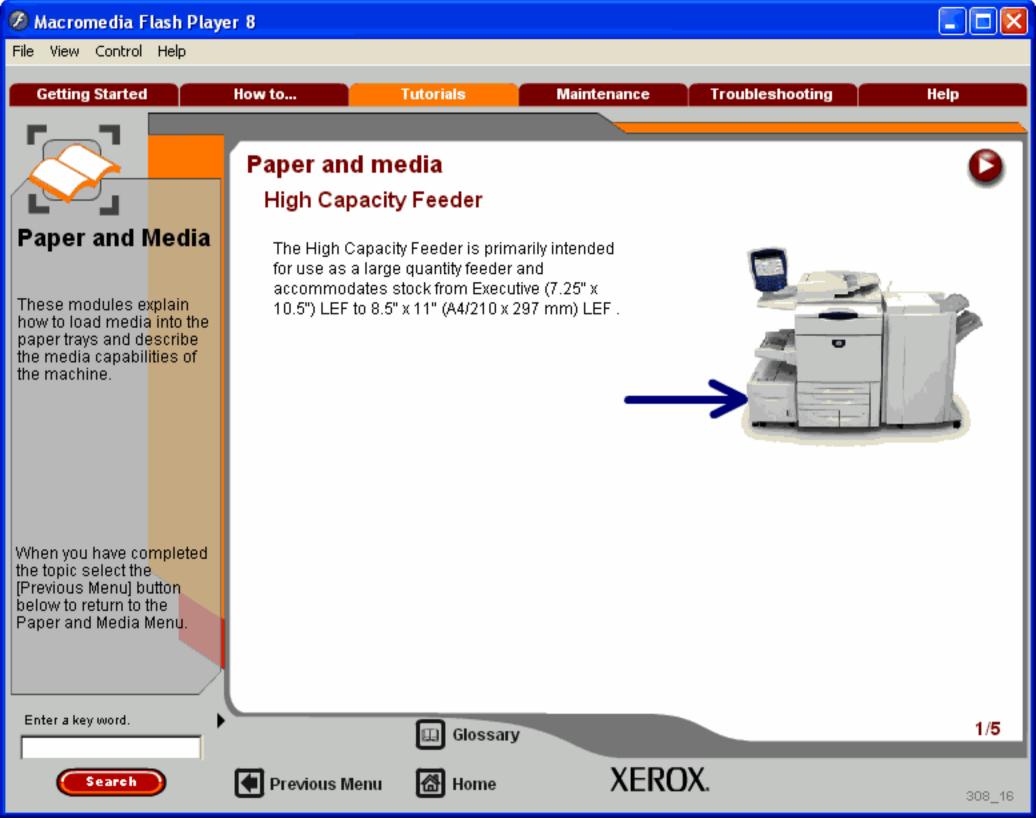


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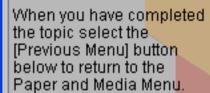


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### Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.



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#### High Capacity Feeder

The High Capacity Feeder can hold paper of weights between 60 gsm to 200 gsm (16 lb to 53 lb bond/110 lb index), and can hold a maximum of 2000 sheets of 80 gsm paper.

Stock can only be loaded long edge feed.

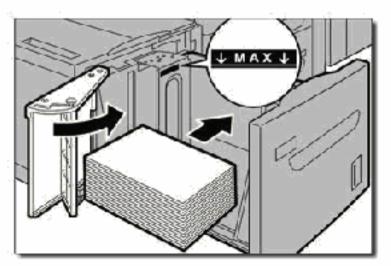




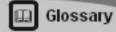


Help





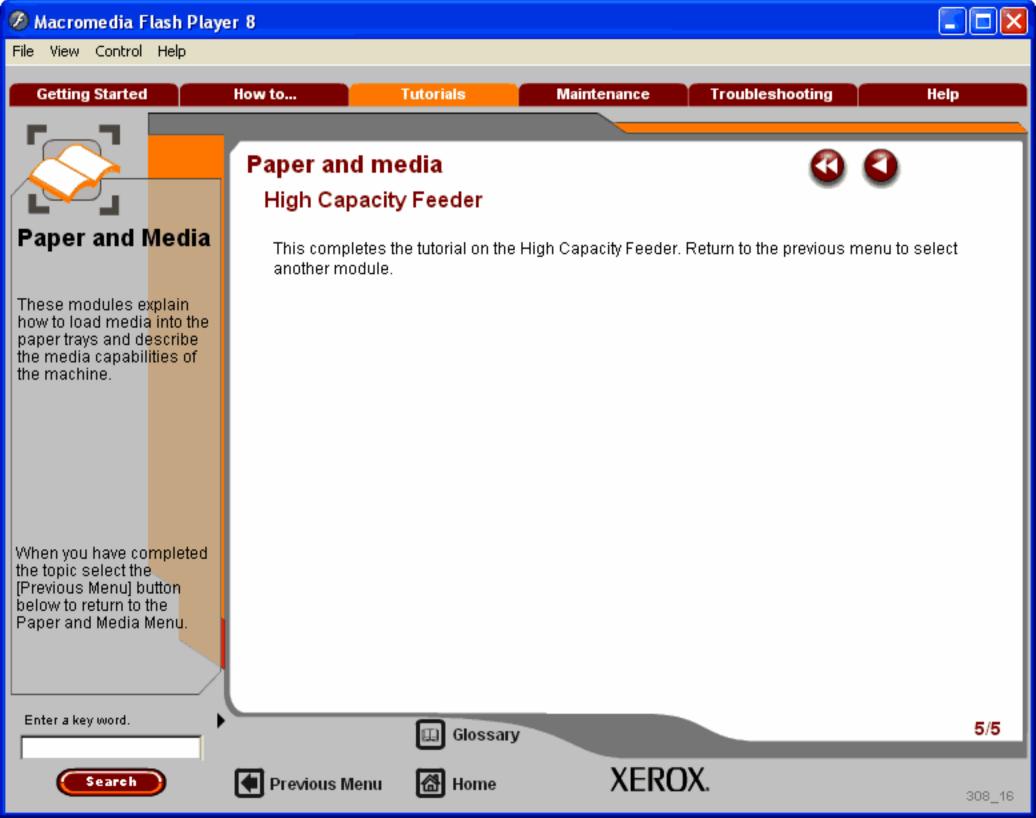








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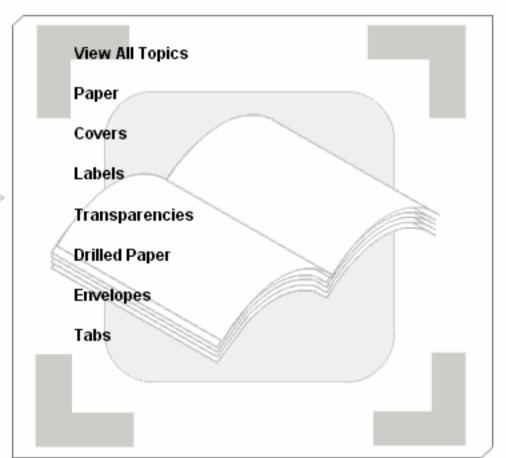
## Paper and Media

In this tutorial you will learn about the different types of stock and stock sizes that can be used on your machine, the trays available and the types and sizes of stock that can be fed in each tray.

- Trays 1 and 2
- Trays 3 and 4
- Sypass Tray
- 🥰 High Capacity Feeder

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Stock and Tray Selection







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## Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

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## Stock Type

Different types of stock can be used on your machine.

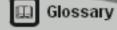
This topic will show the different types of stock available for use and how to load them.

- > Paper
- > Covers
- > Labels
- > Transparencies
- > Drilled Paper
- > Envelopes
- > Tabs



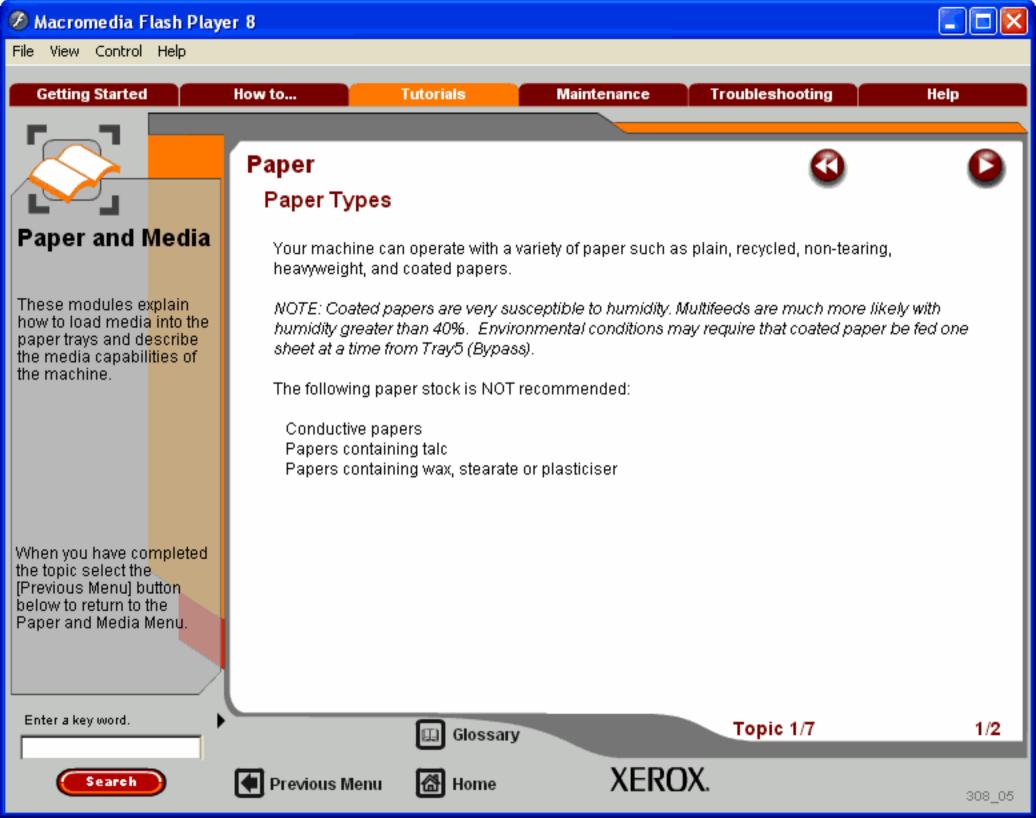
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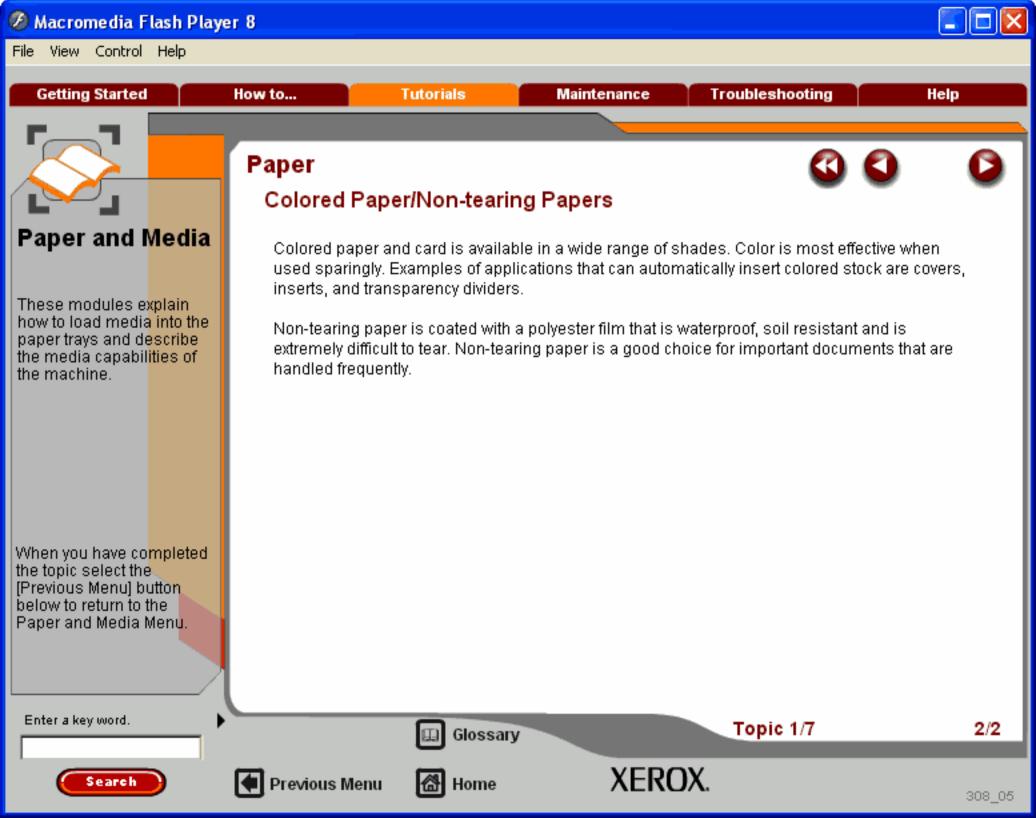


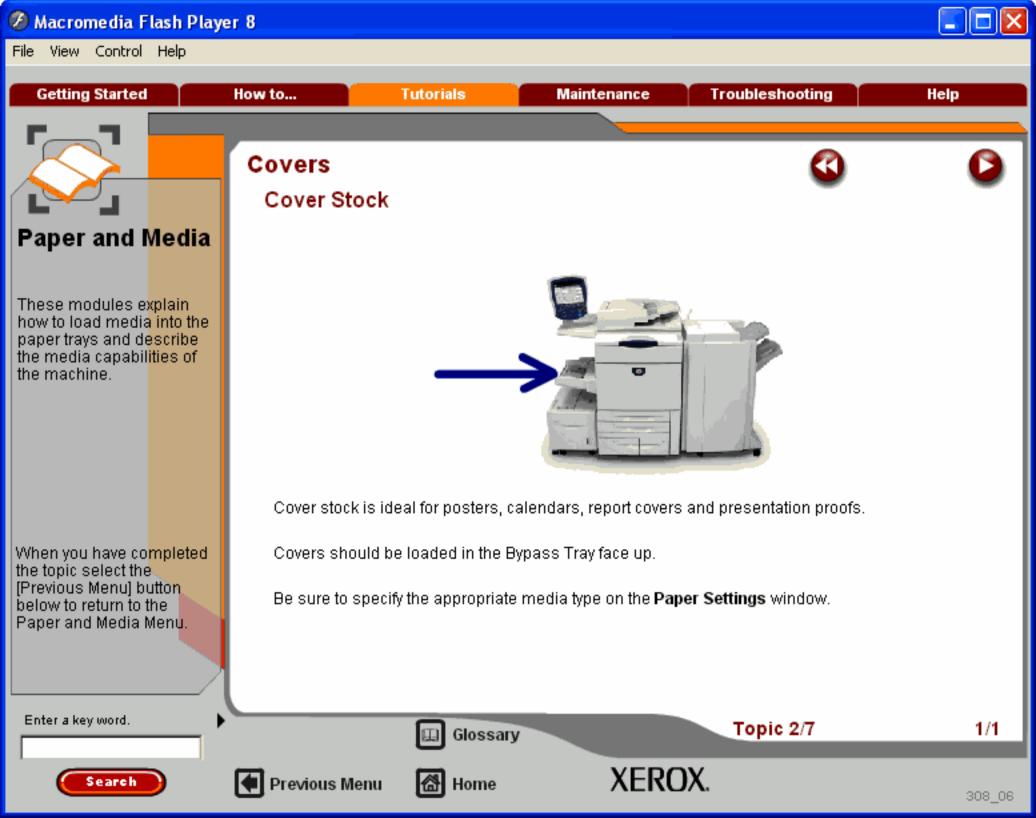


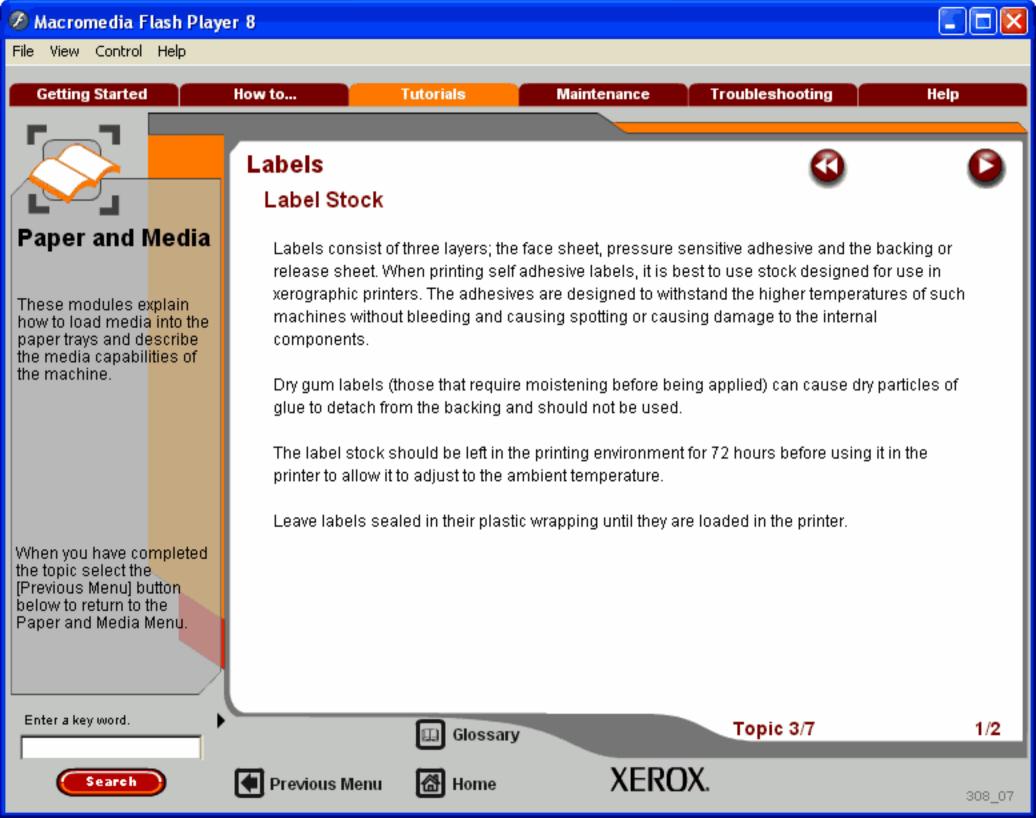




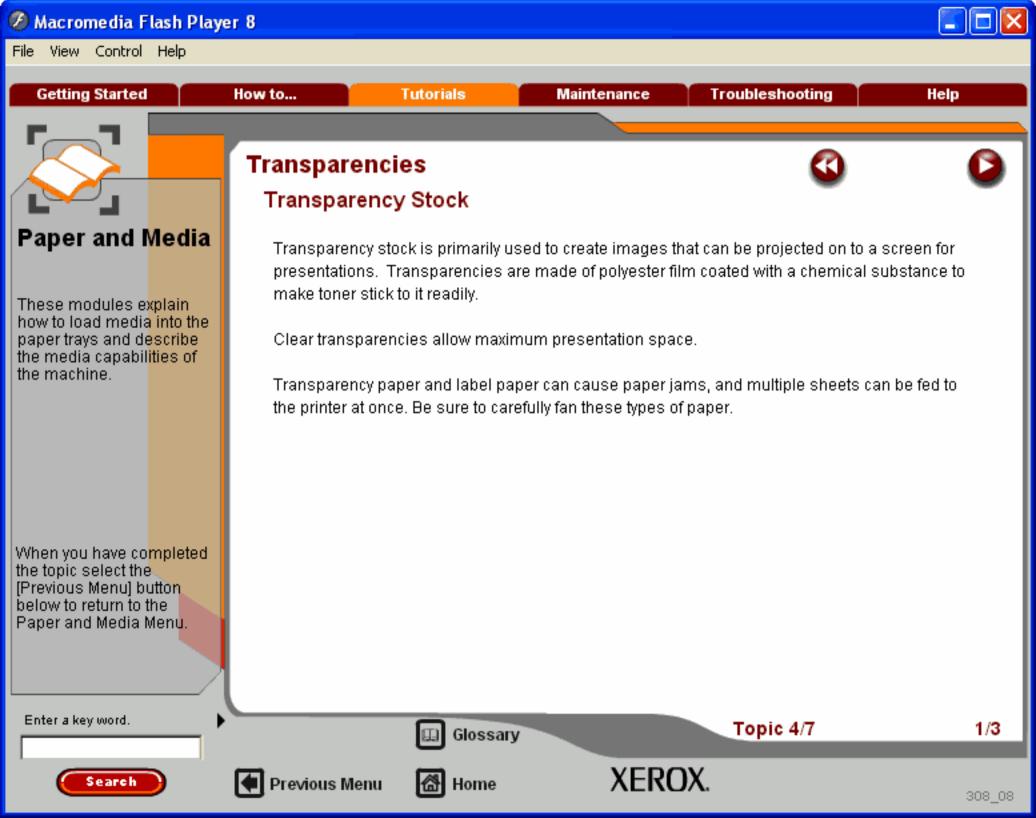


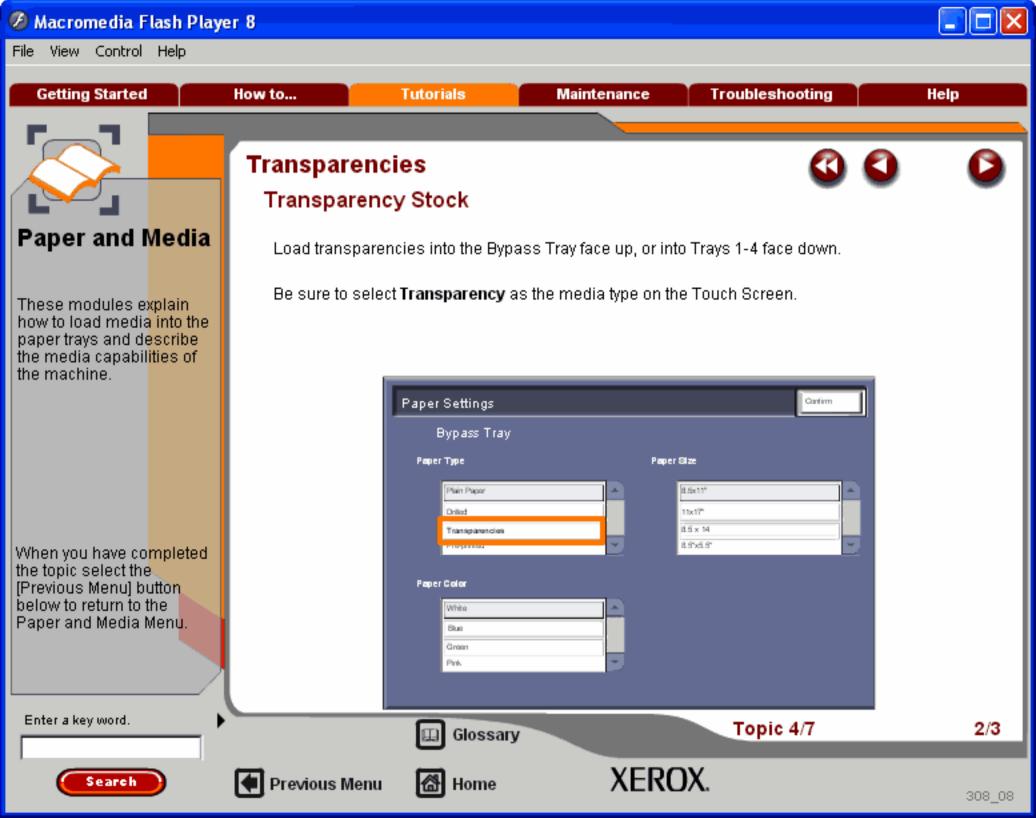


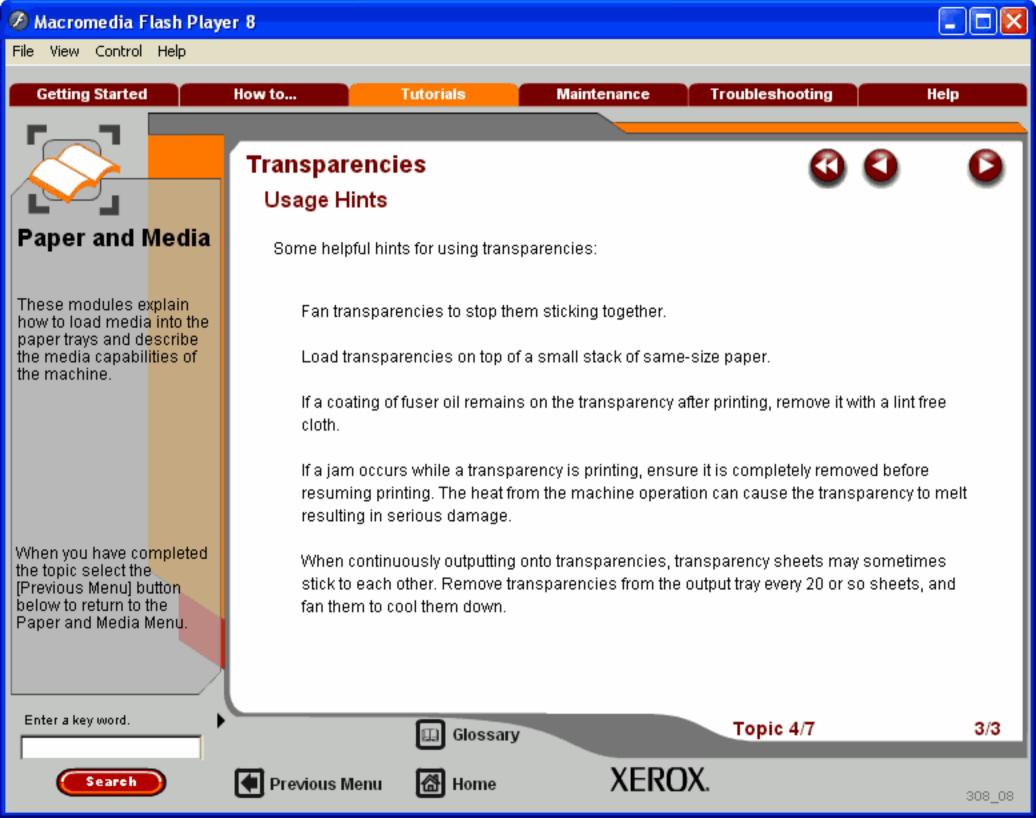


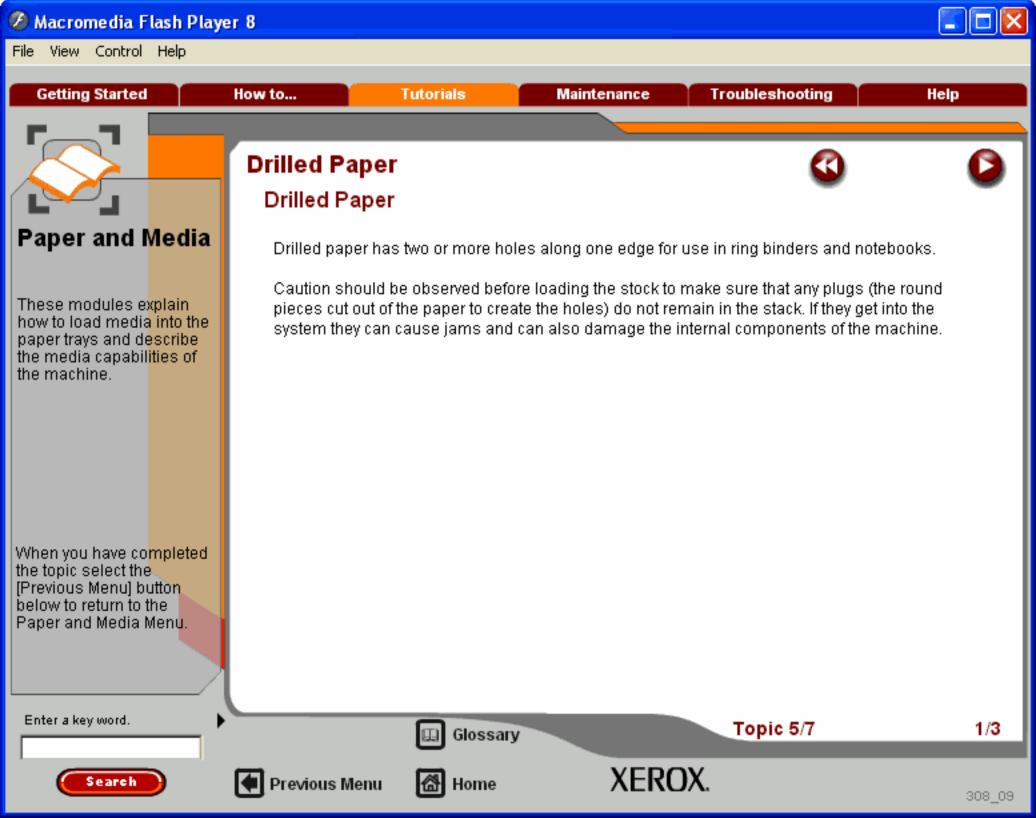


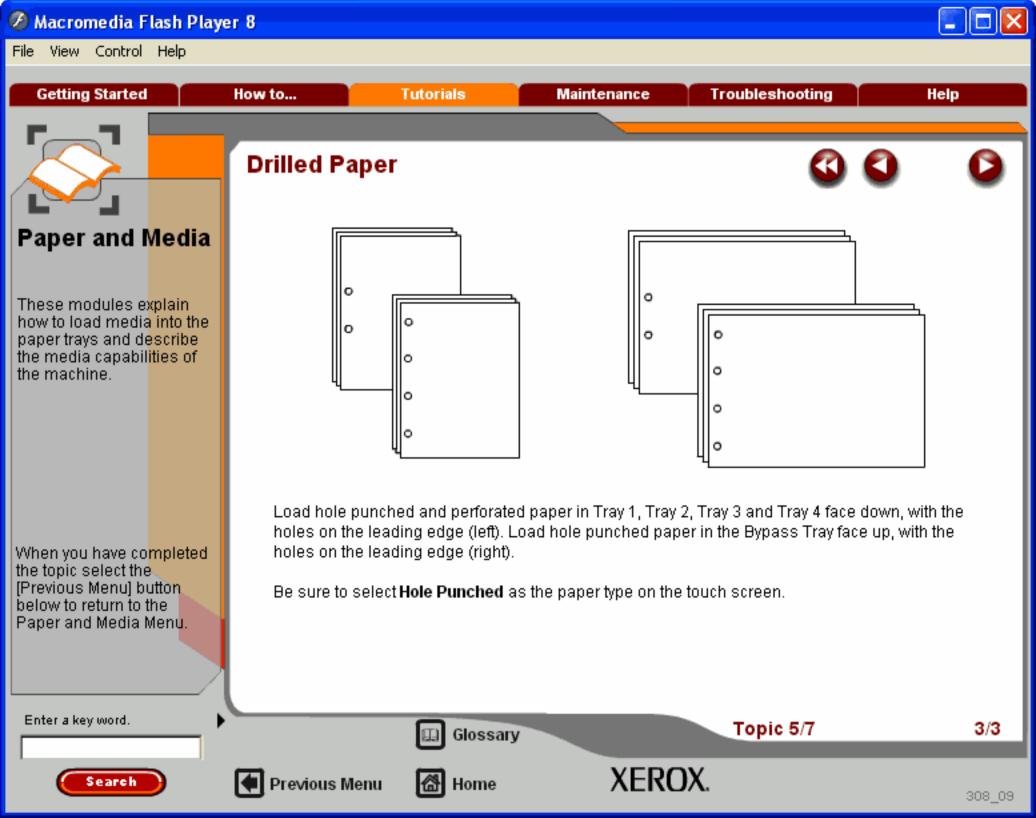


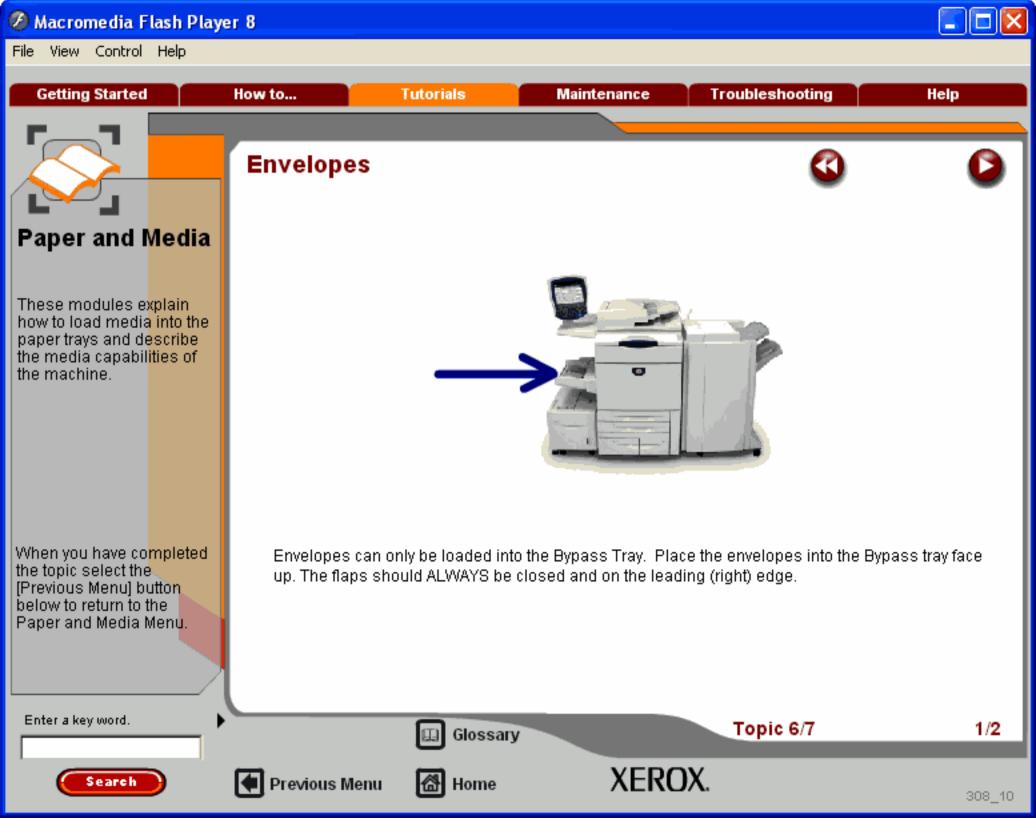


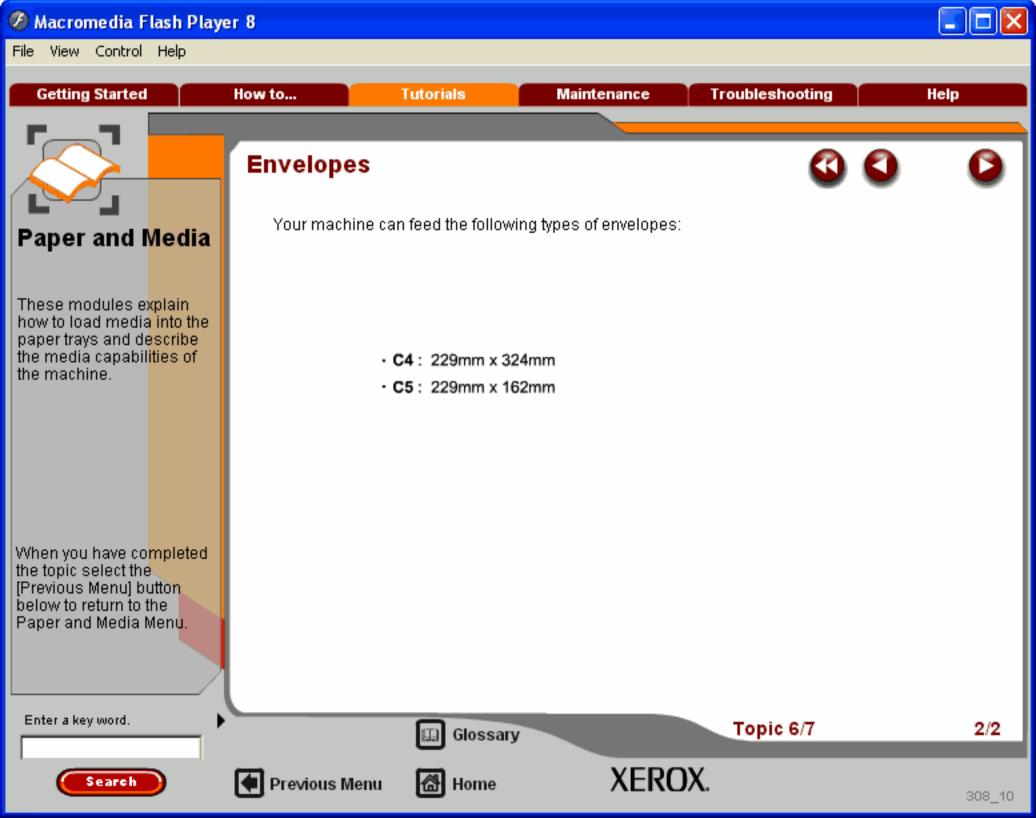


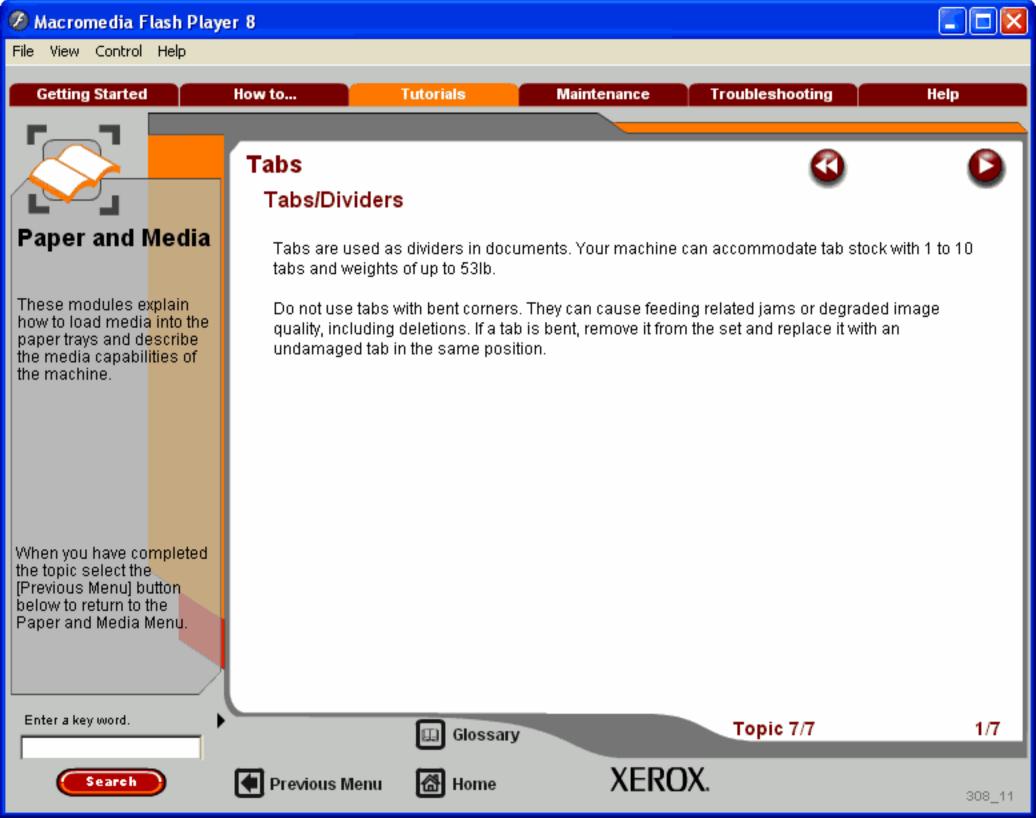


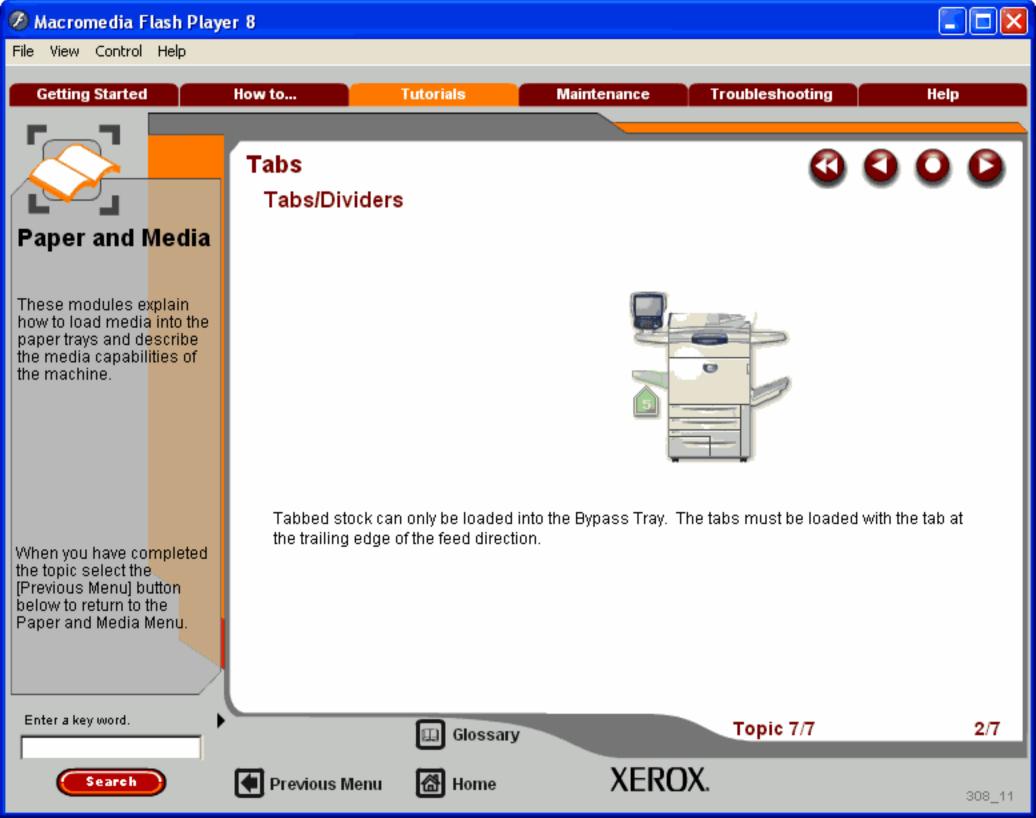




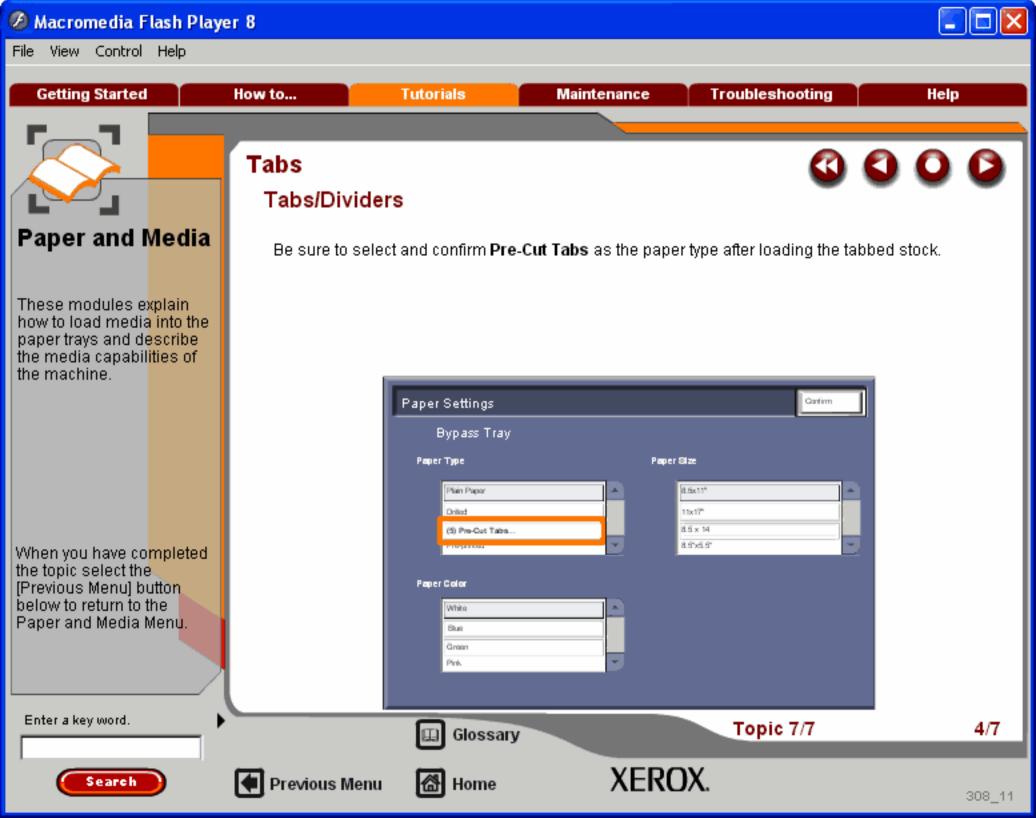


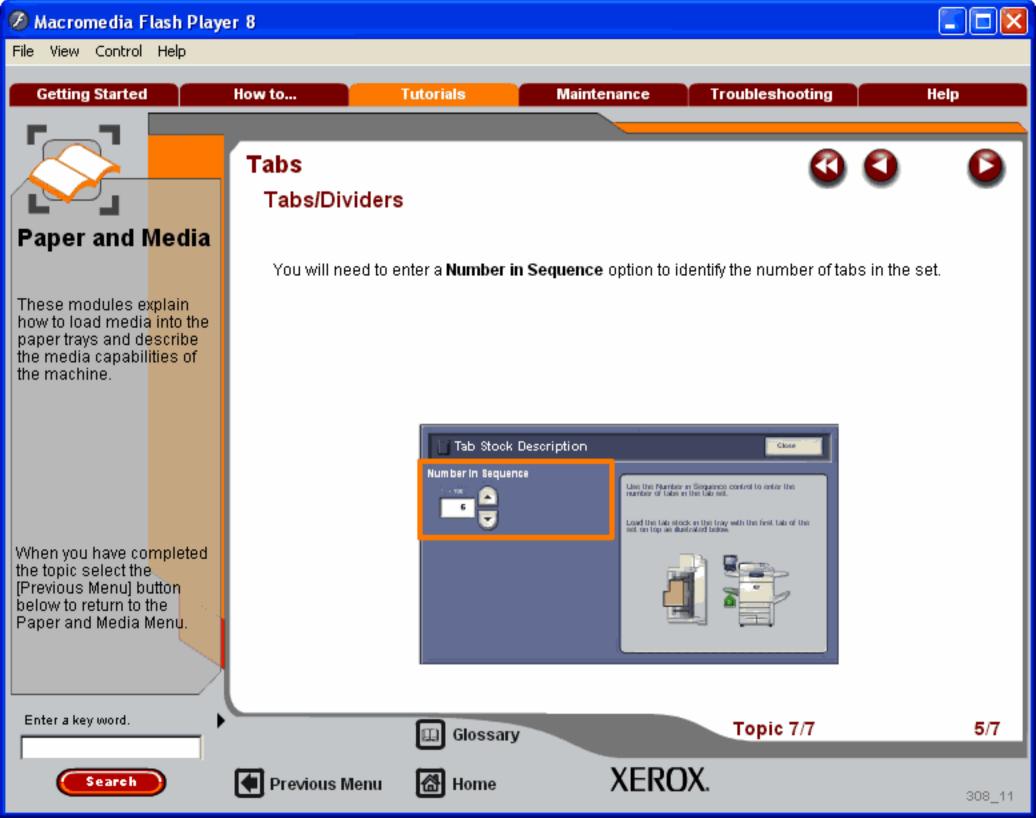




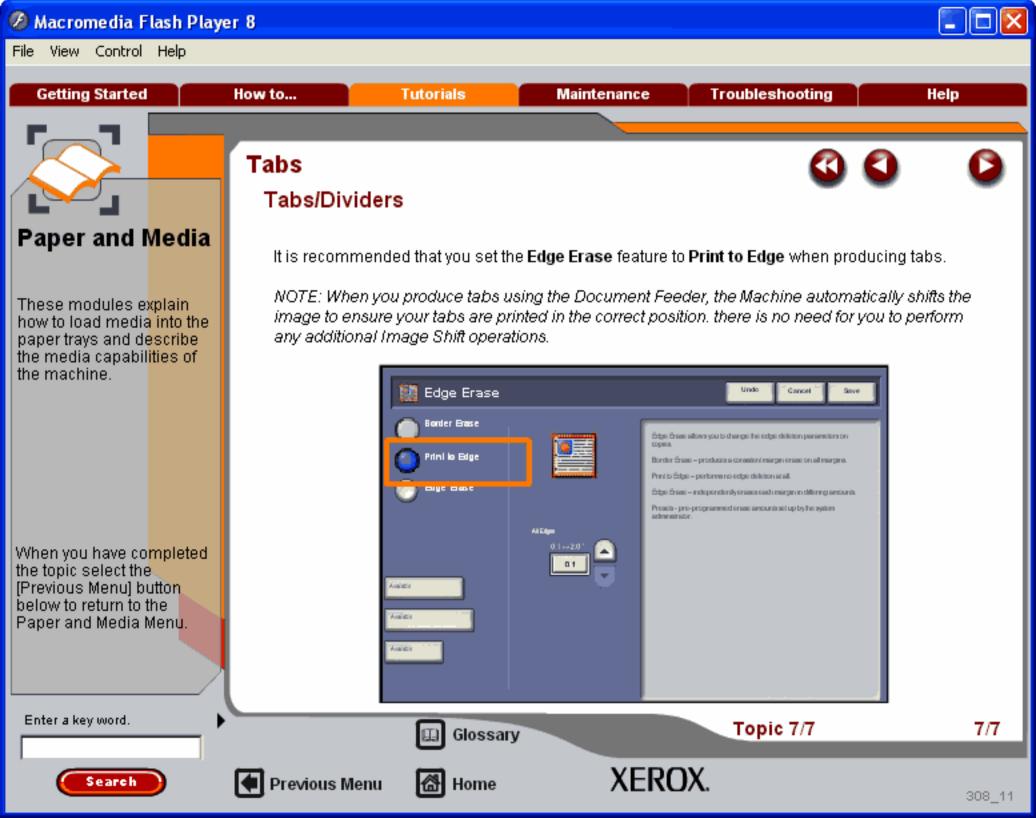


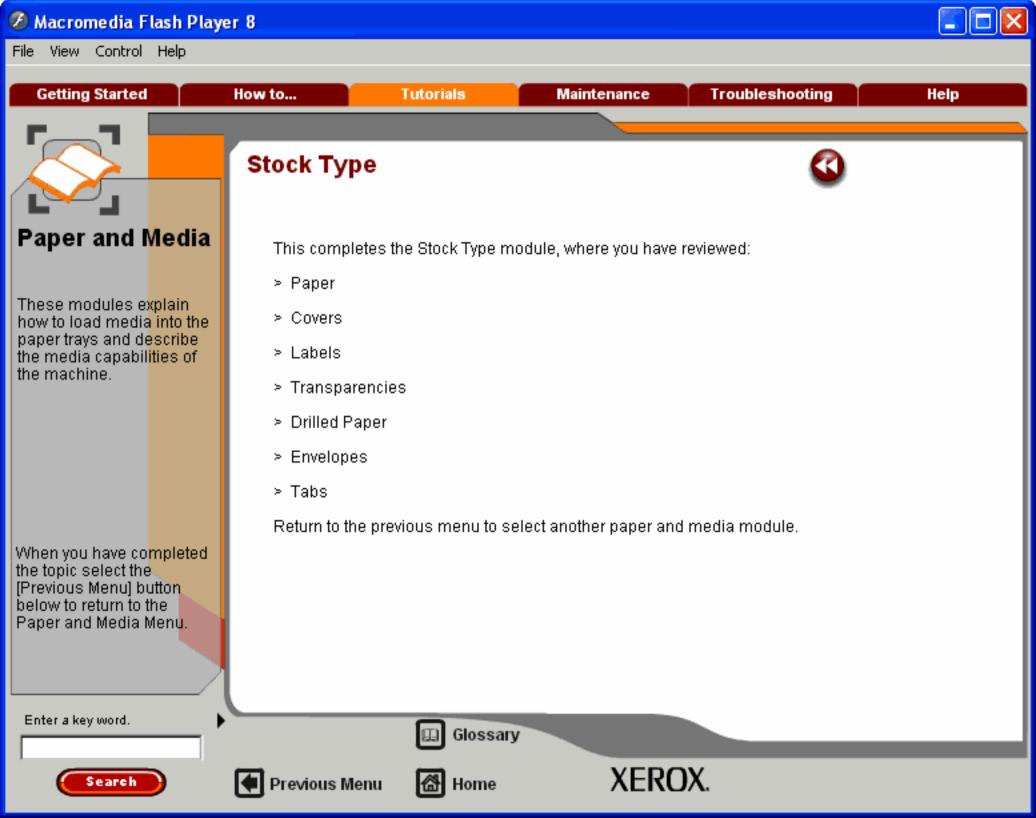


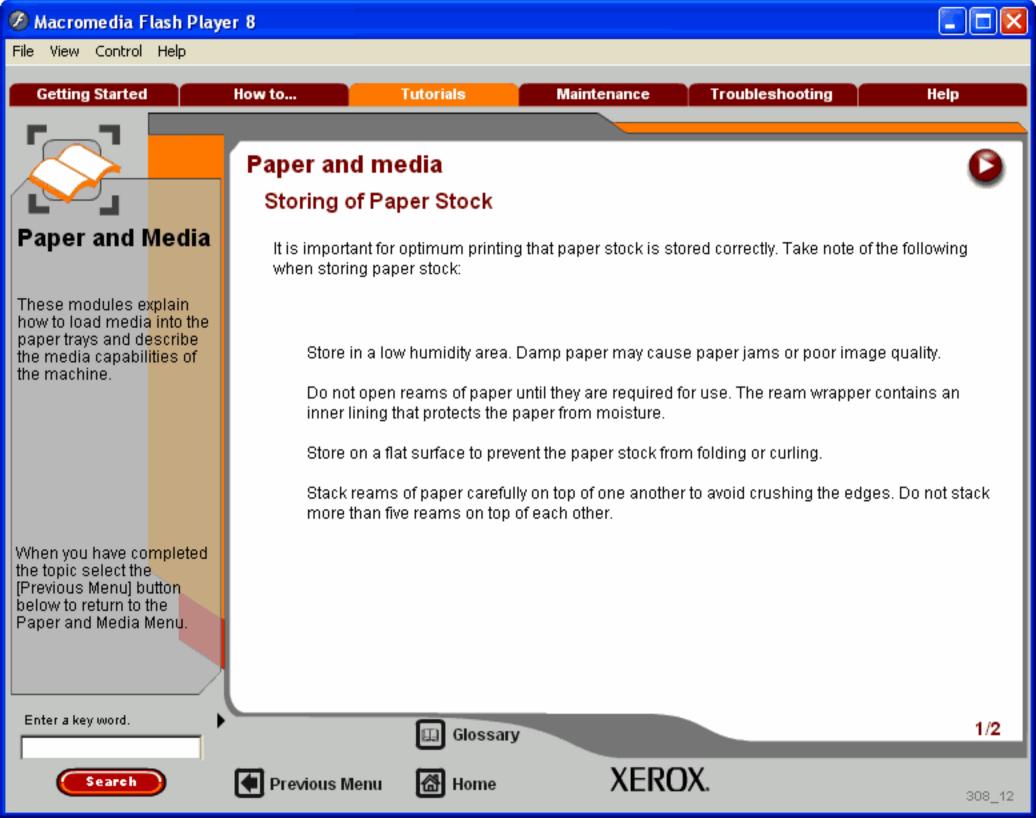


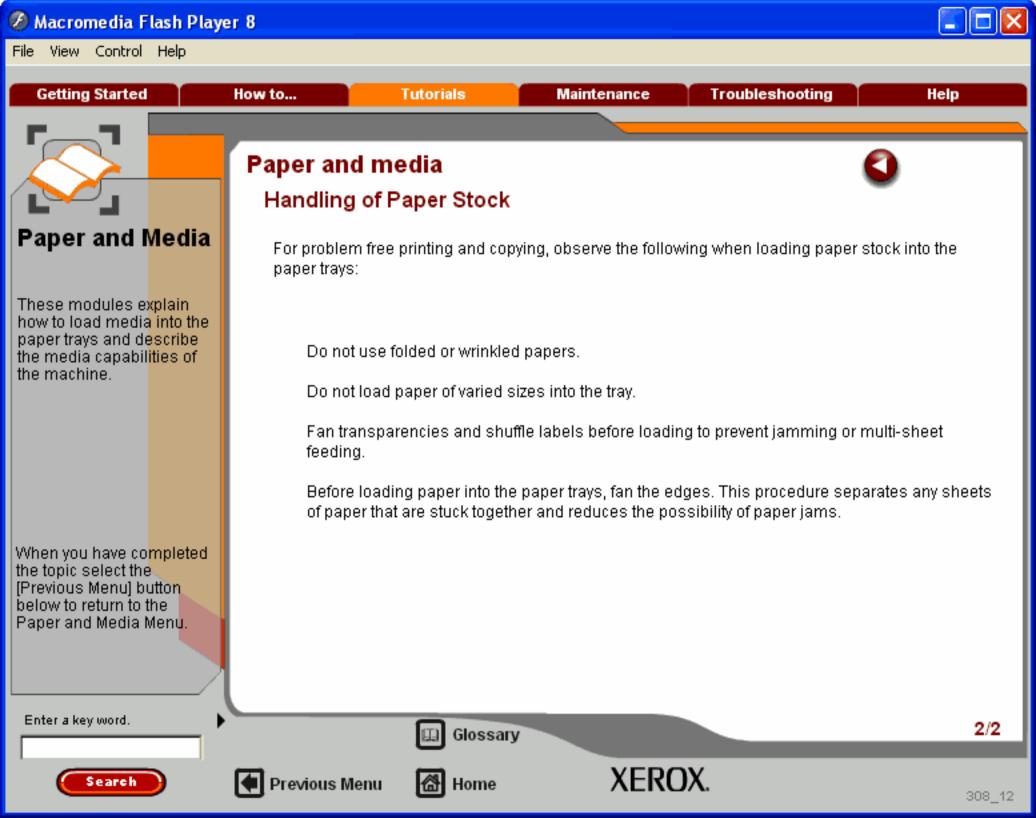




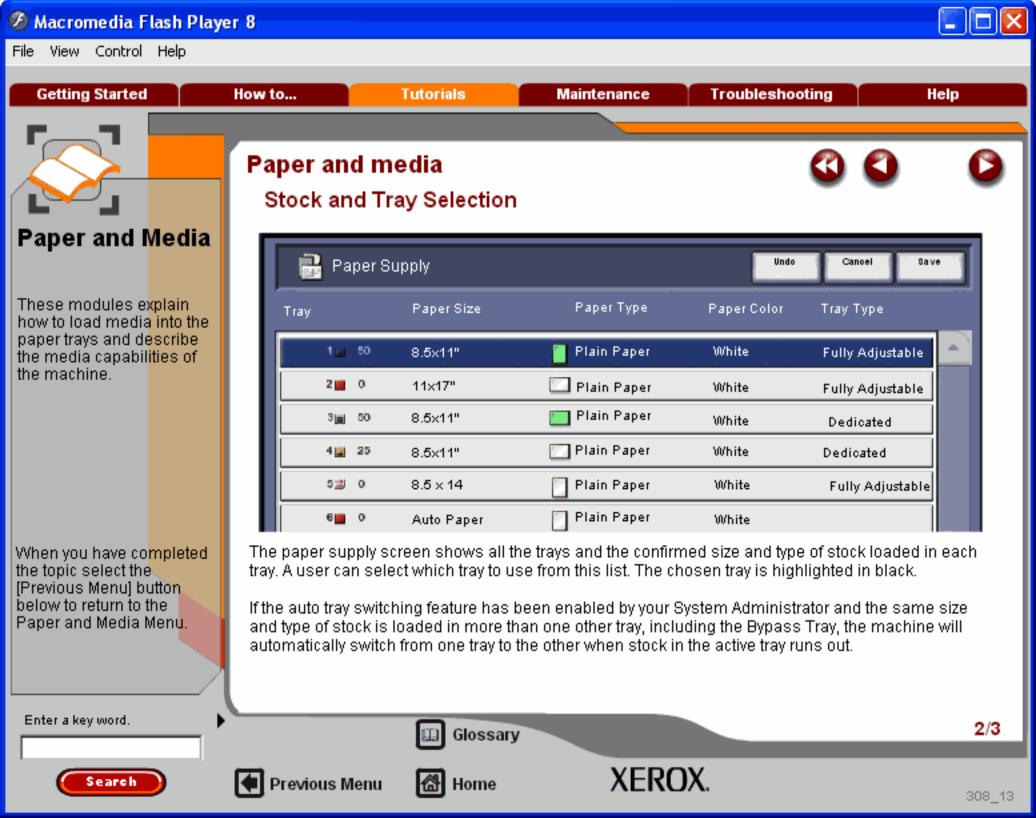


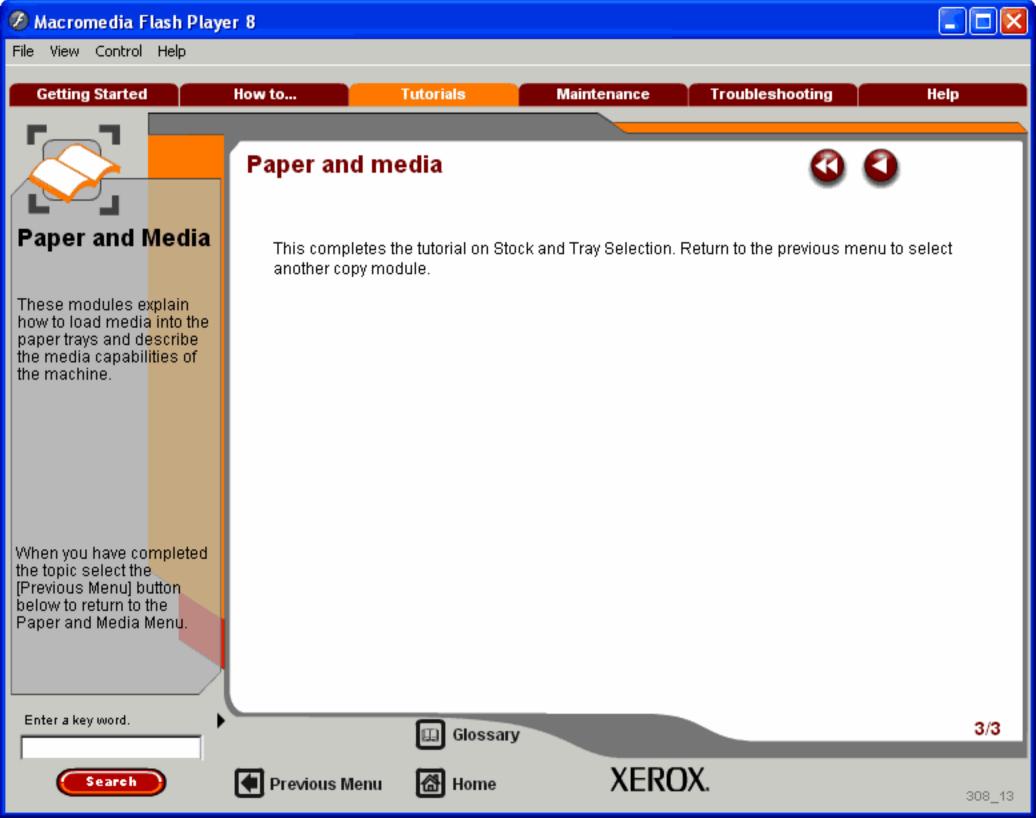






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## Auditron

This section explains what the Auditron is and how you can set it up to monitor and record the copies made on your machine.

Choose the topic you want to learn about from the menu below.

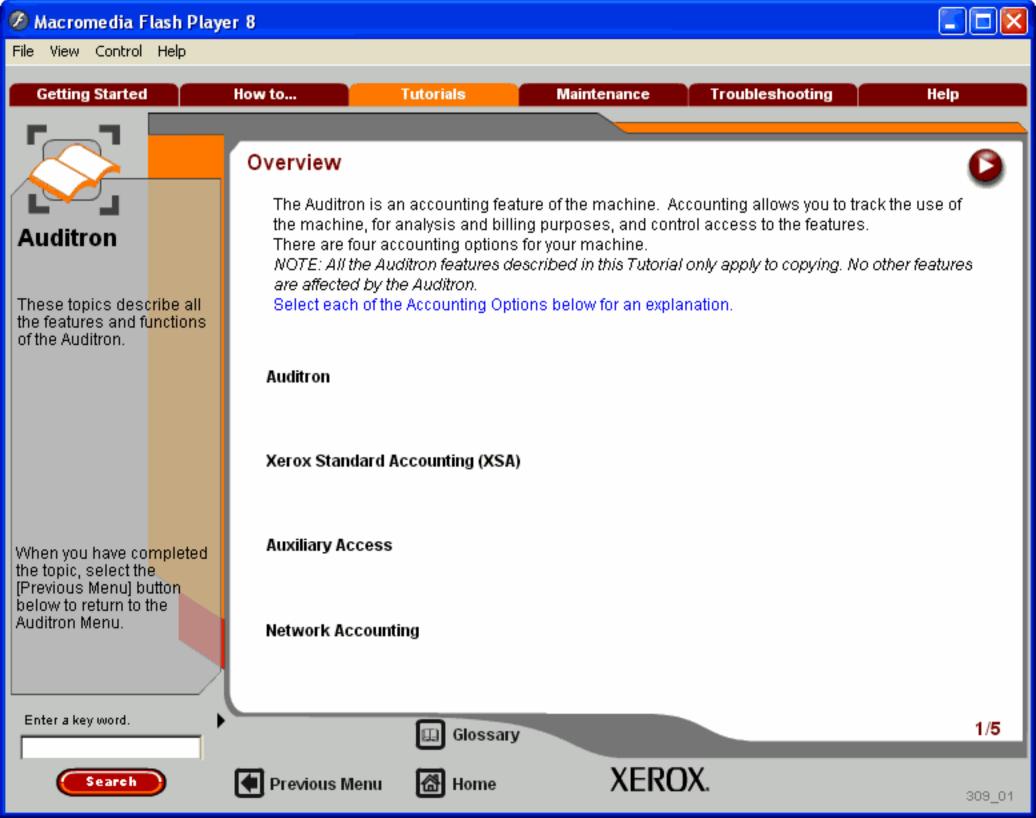
Overview

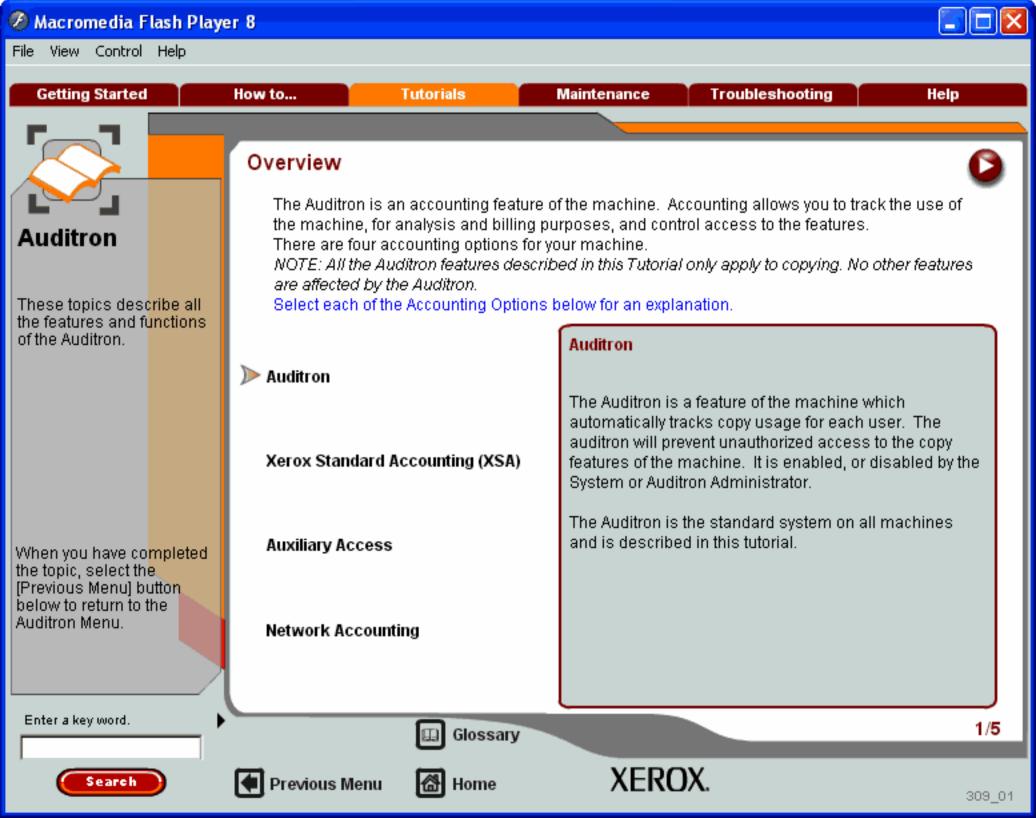
Auditron Setup >>>

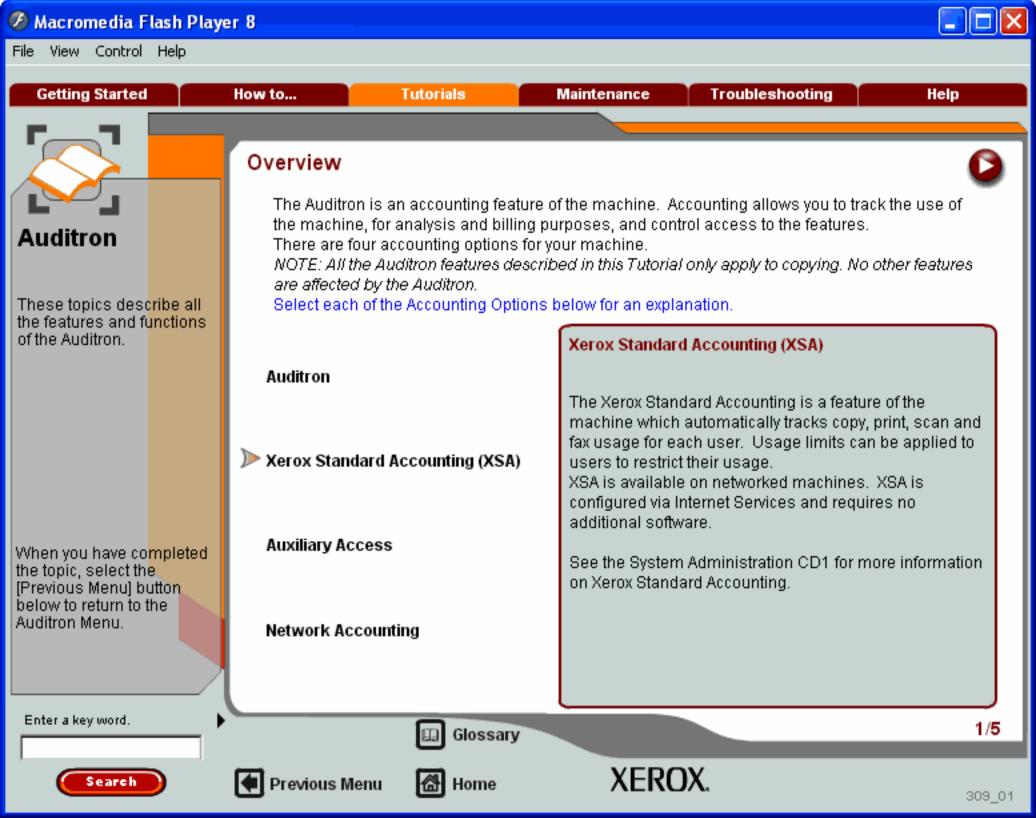
Account Management >>>

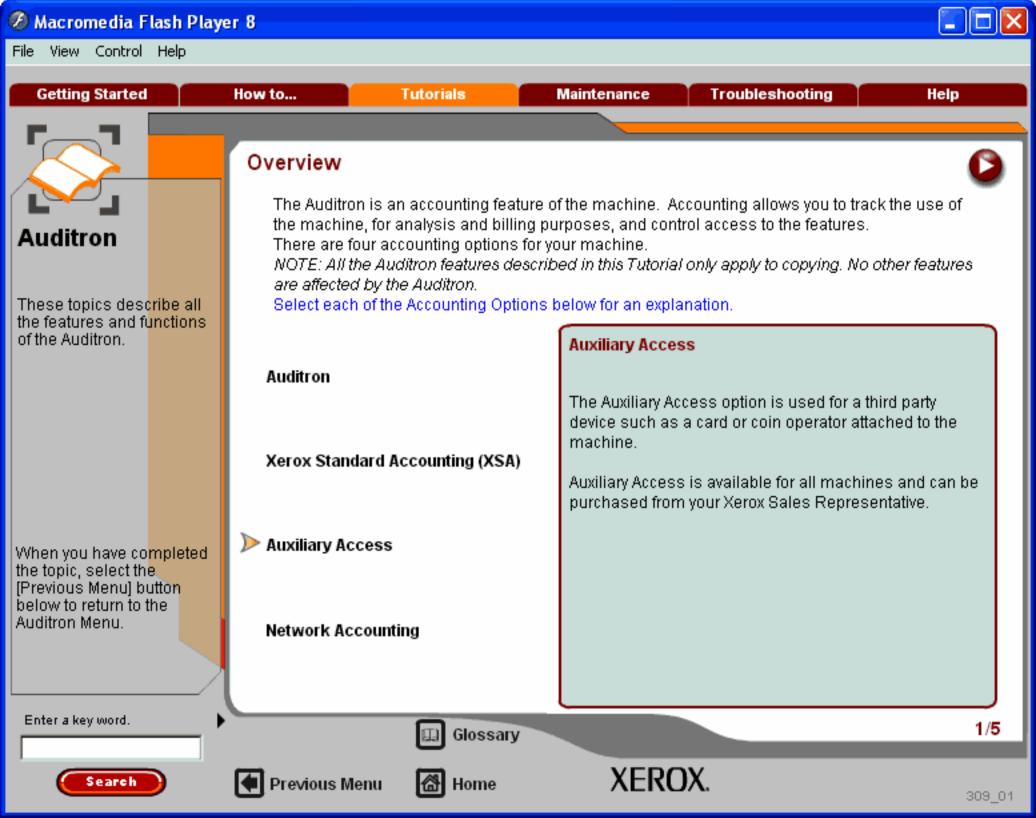
User Access >>>

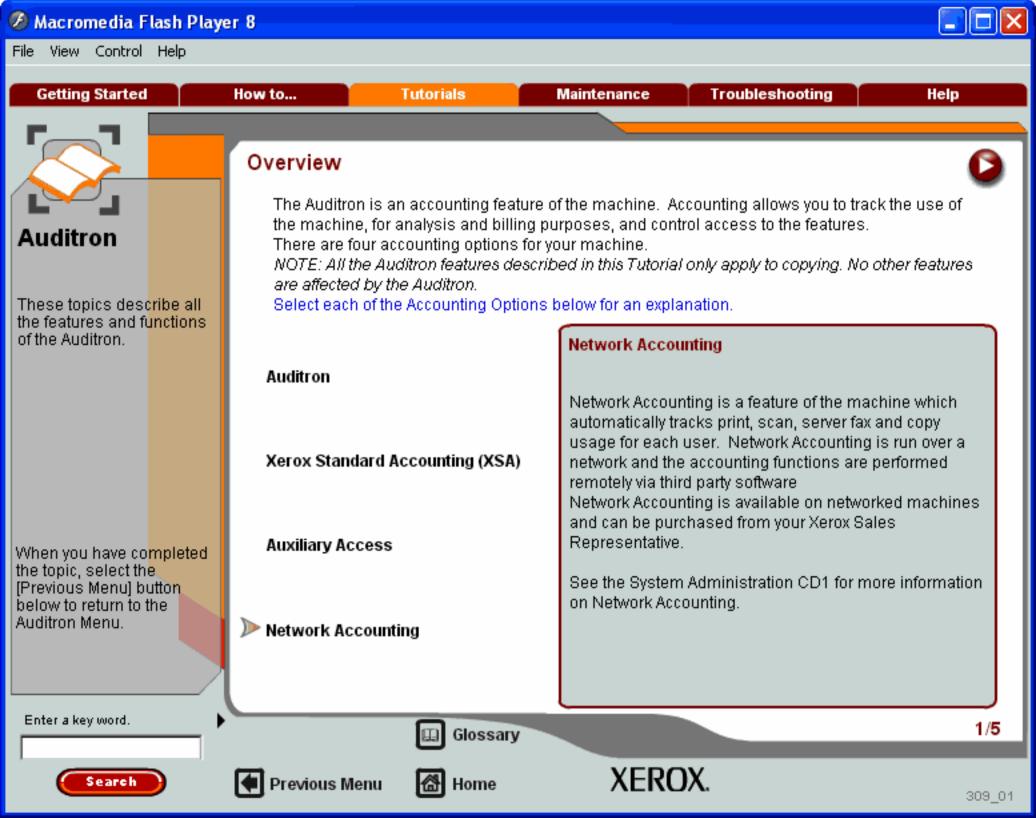












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## Auditron

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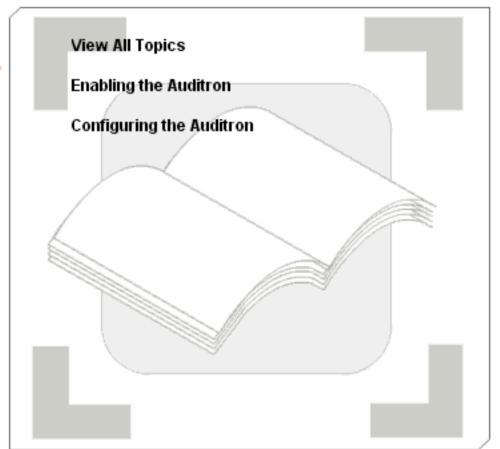


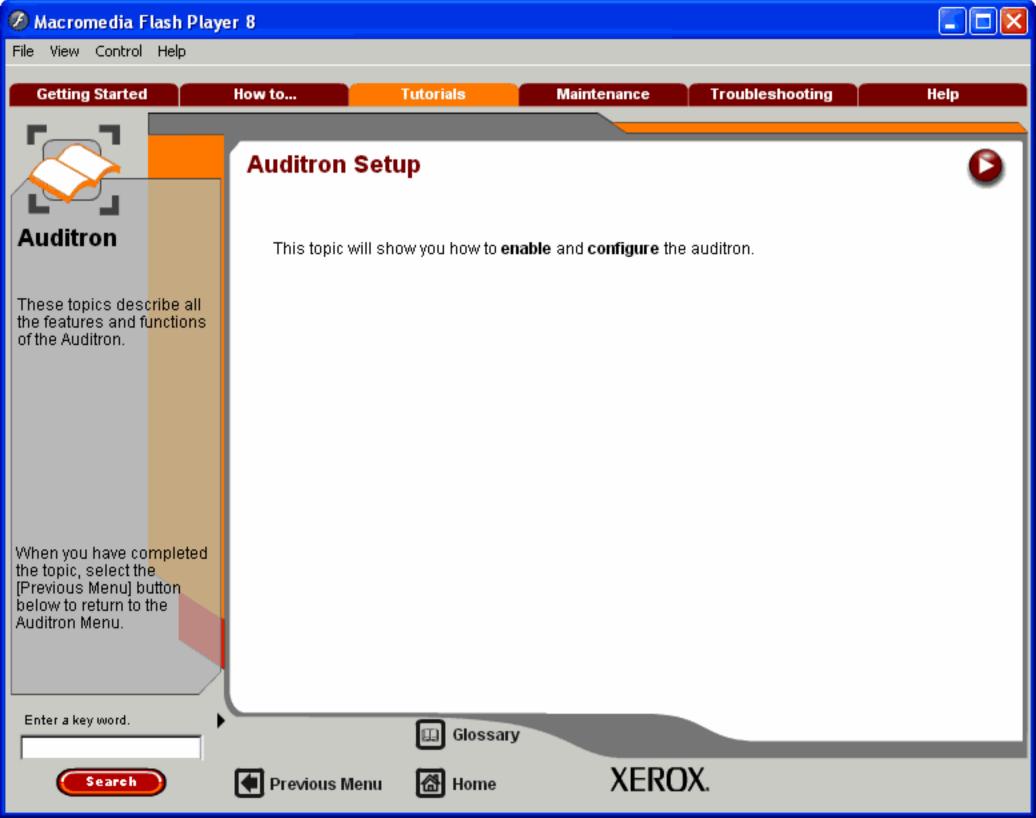
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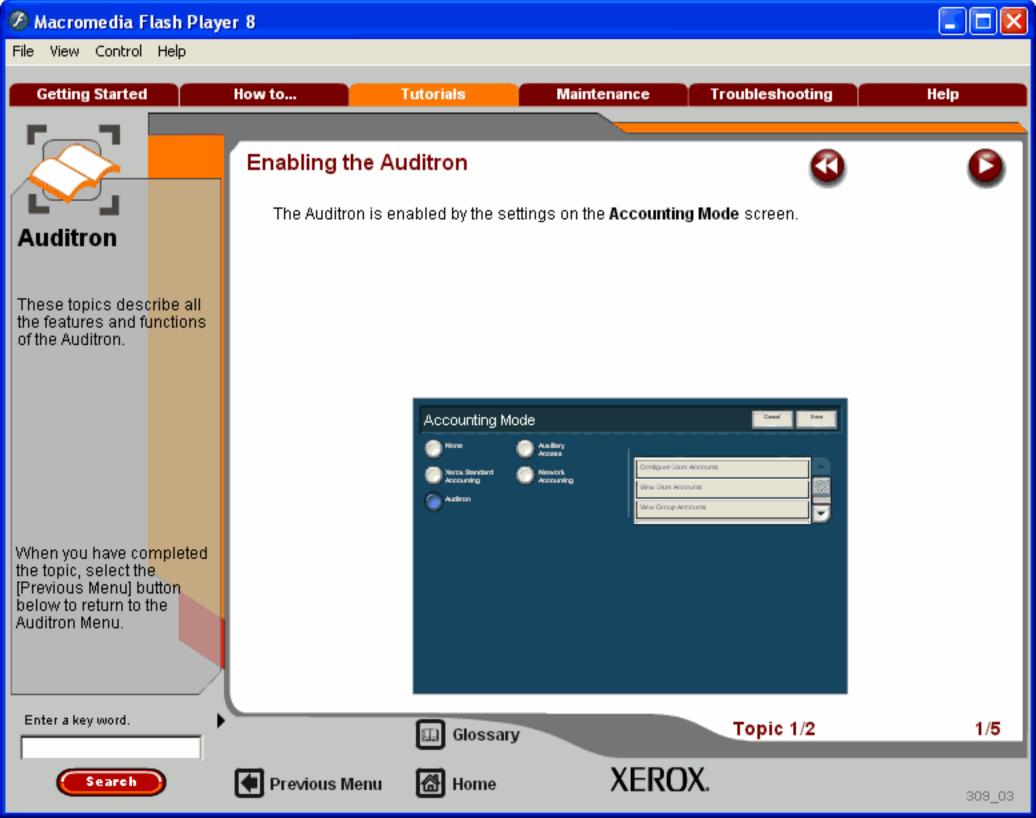


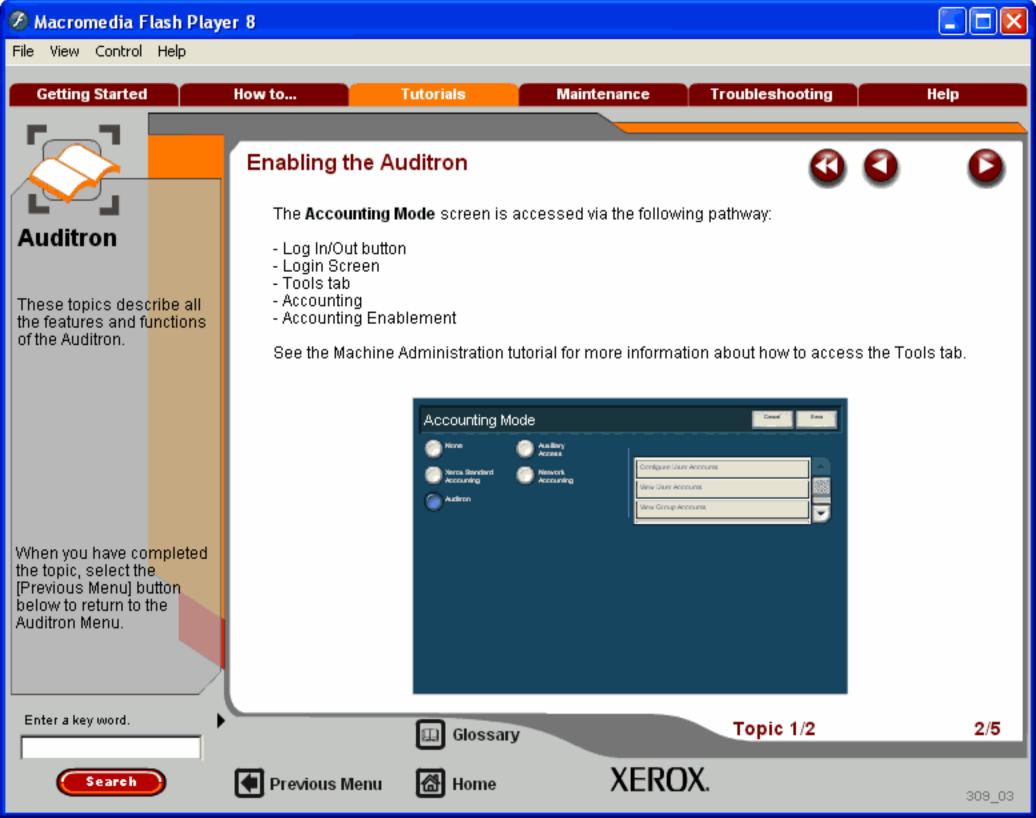
Account Management >>>

User Access >>>

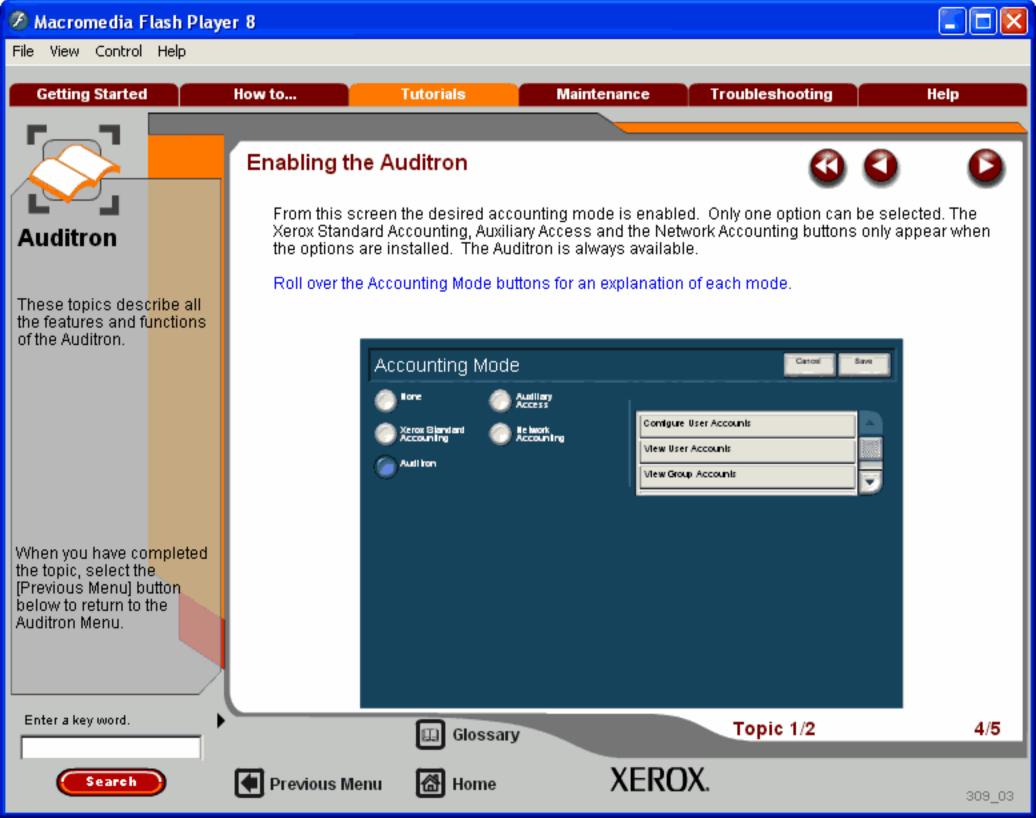


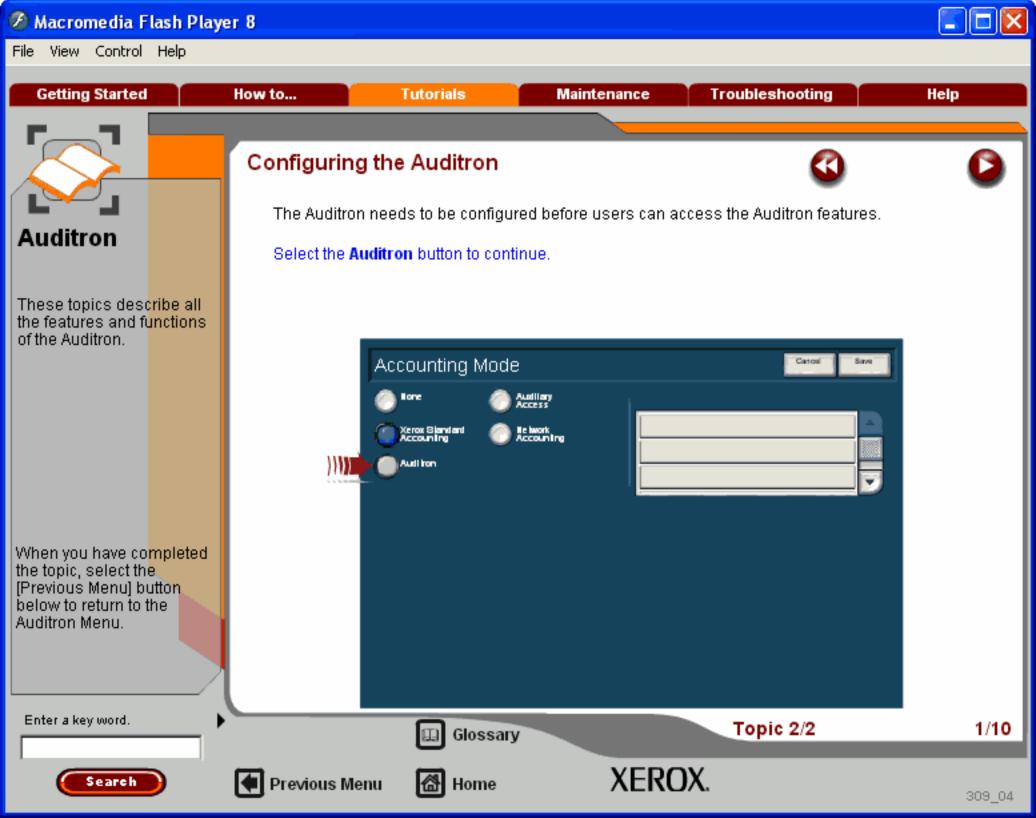


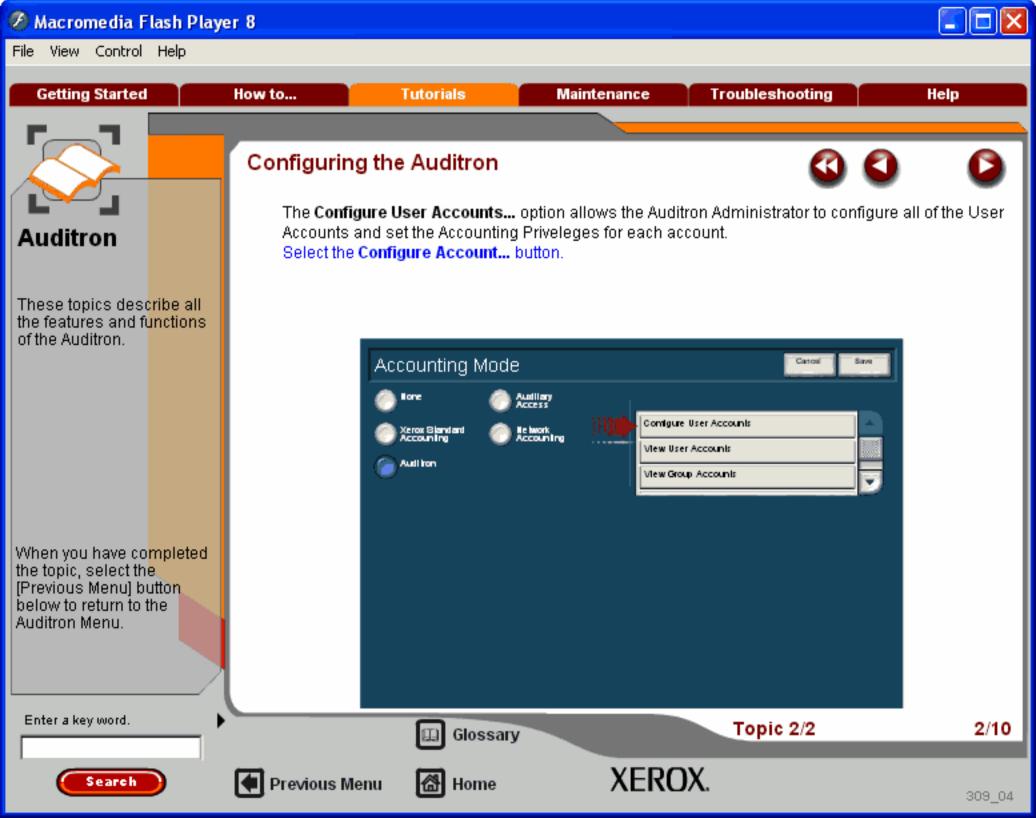


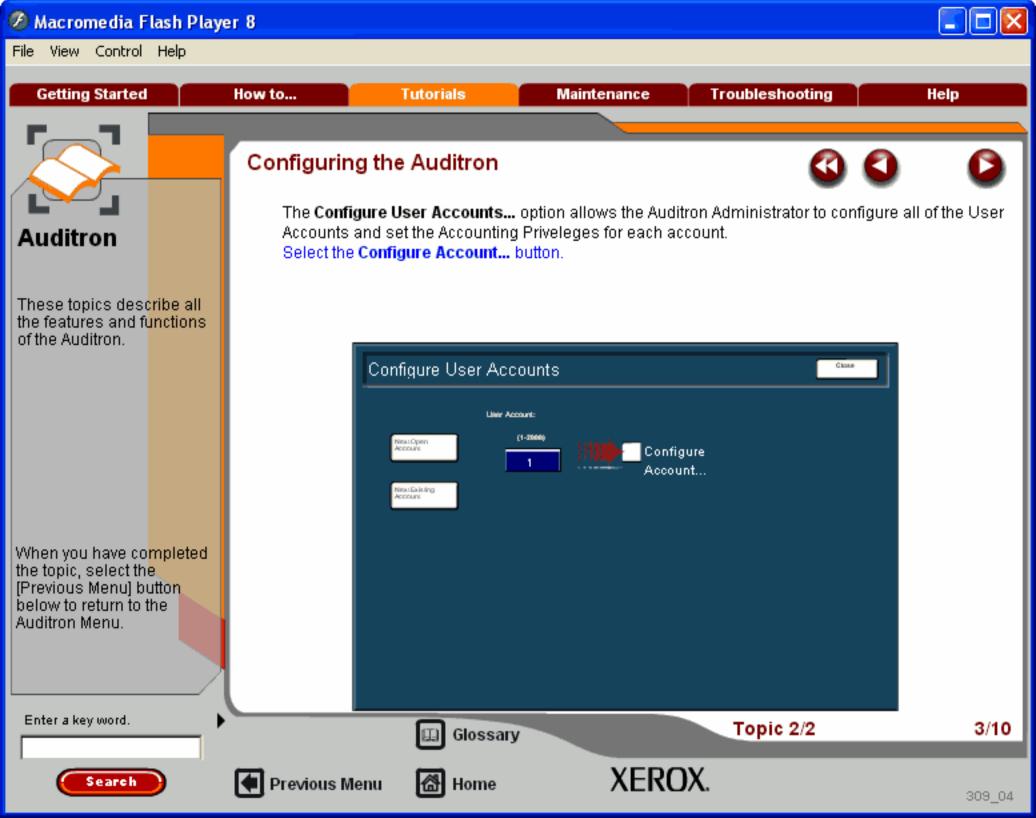


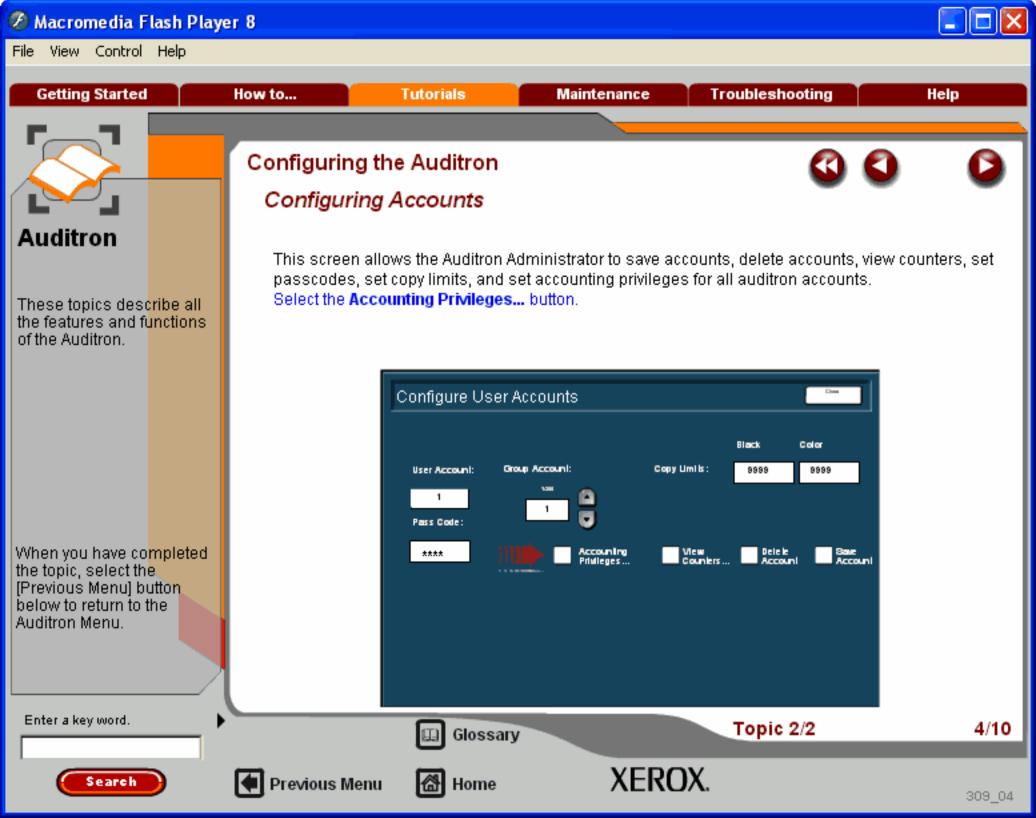


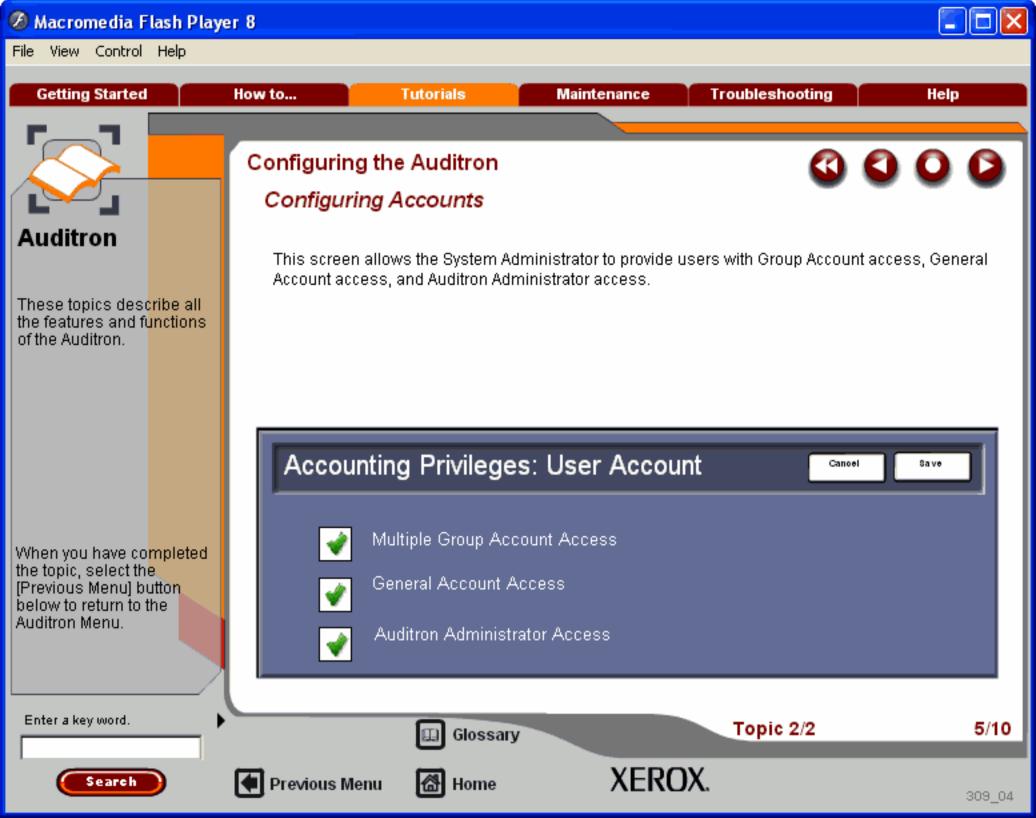


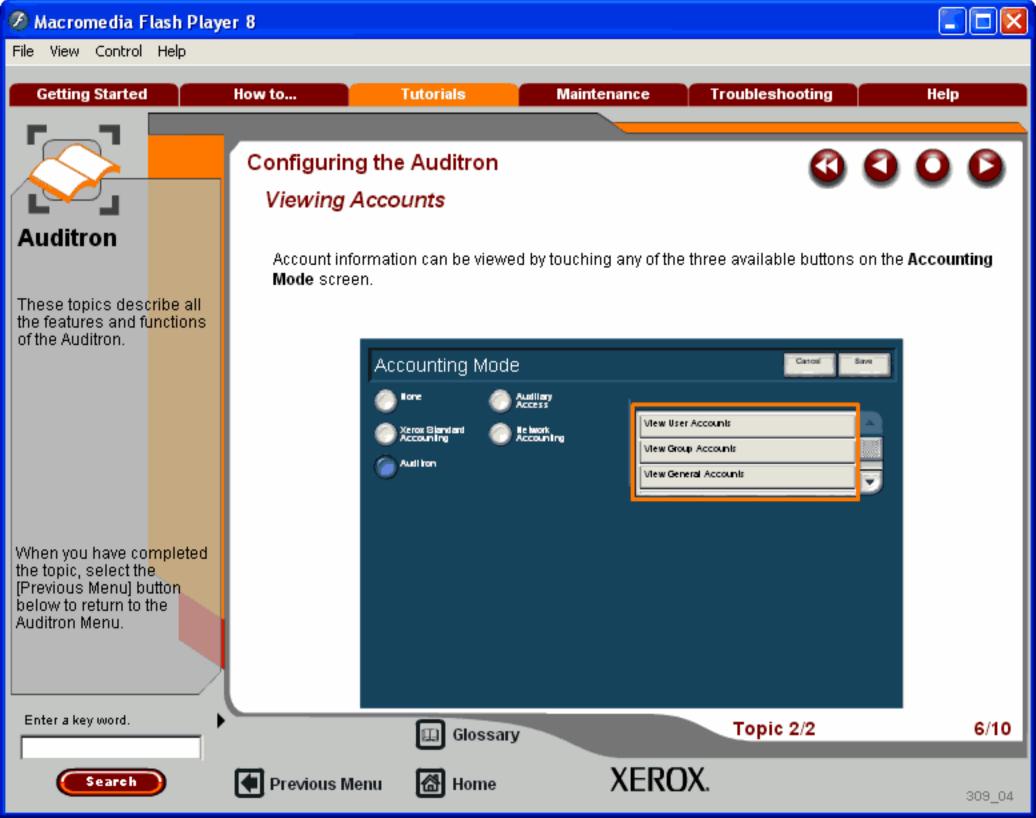


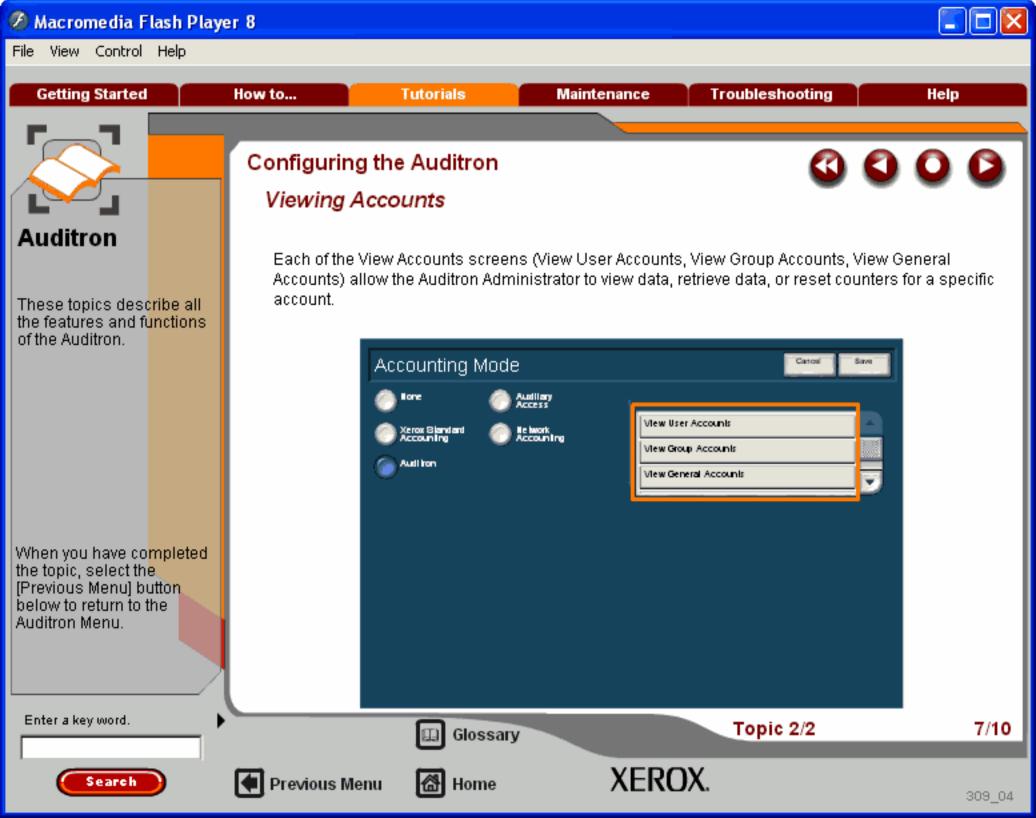


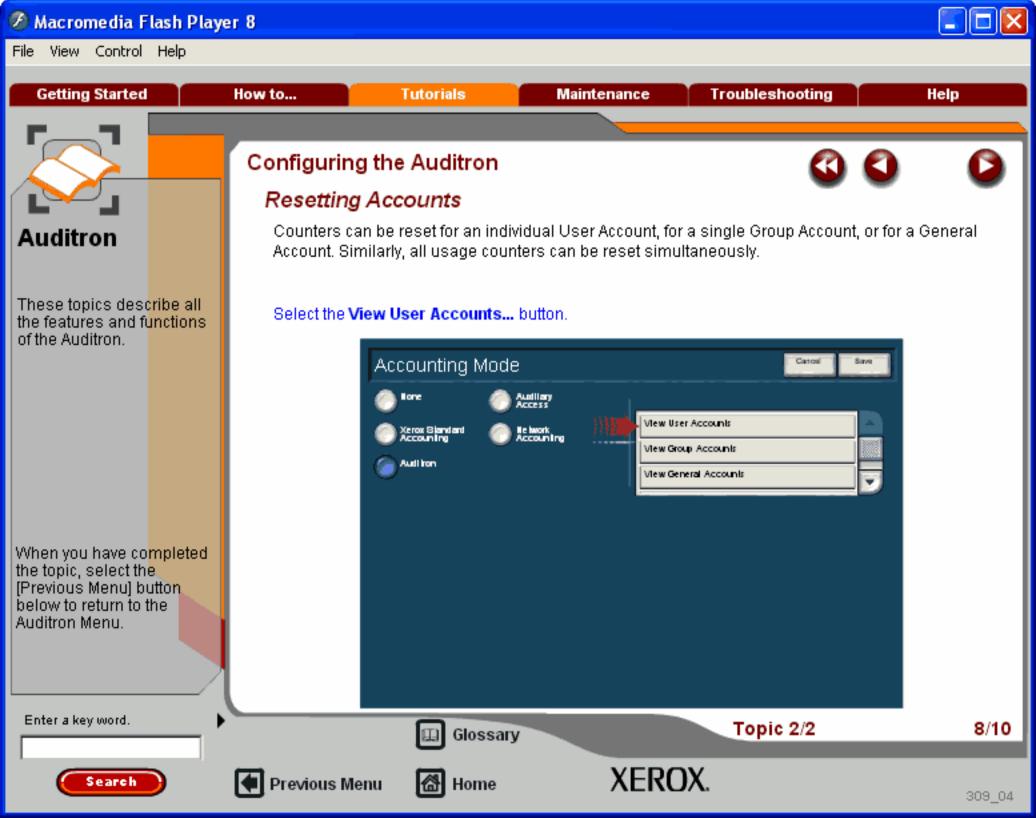


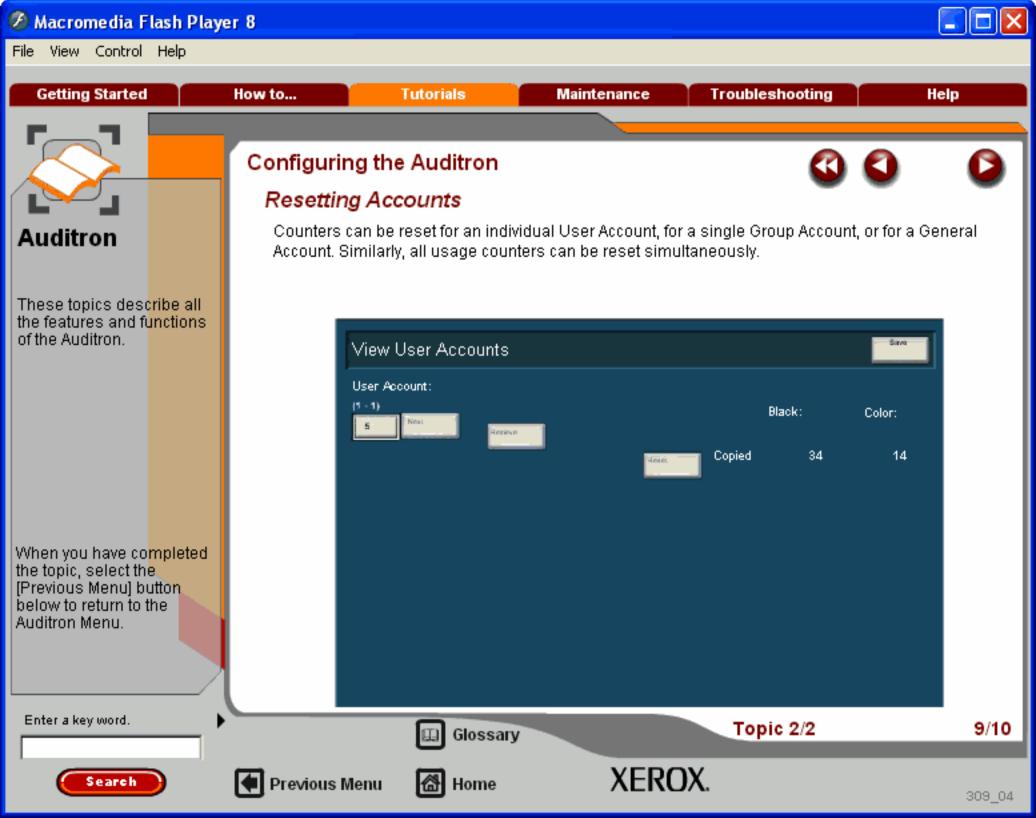


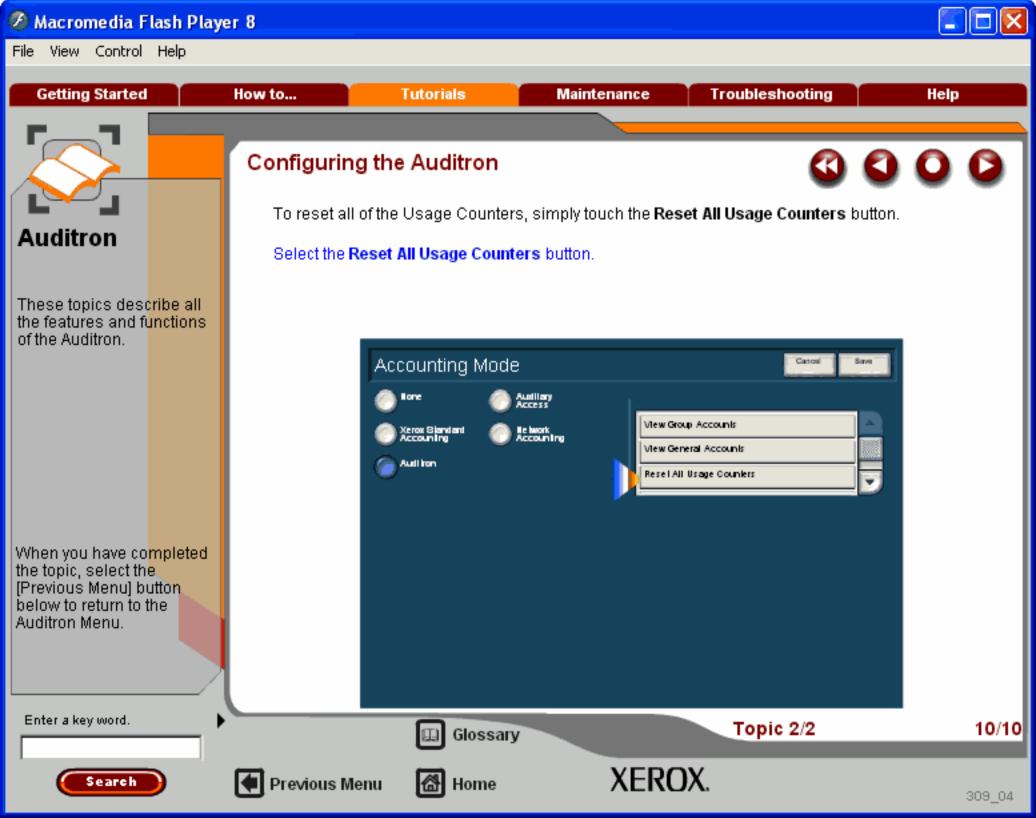


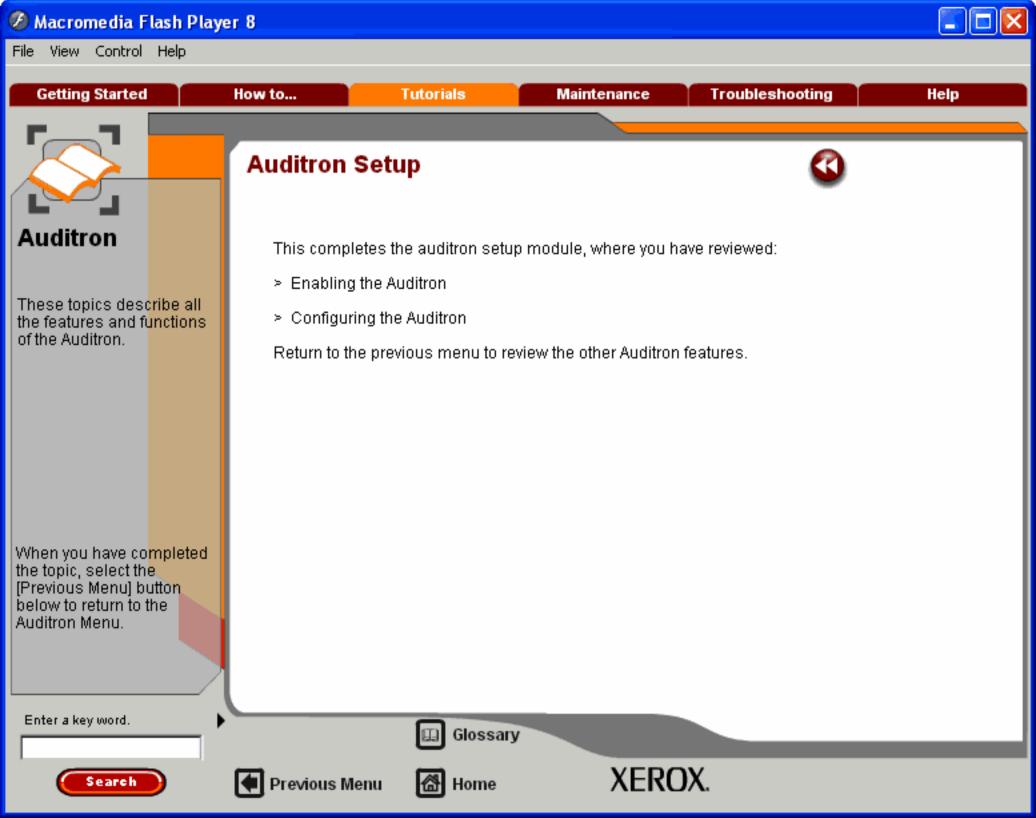


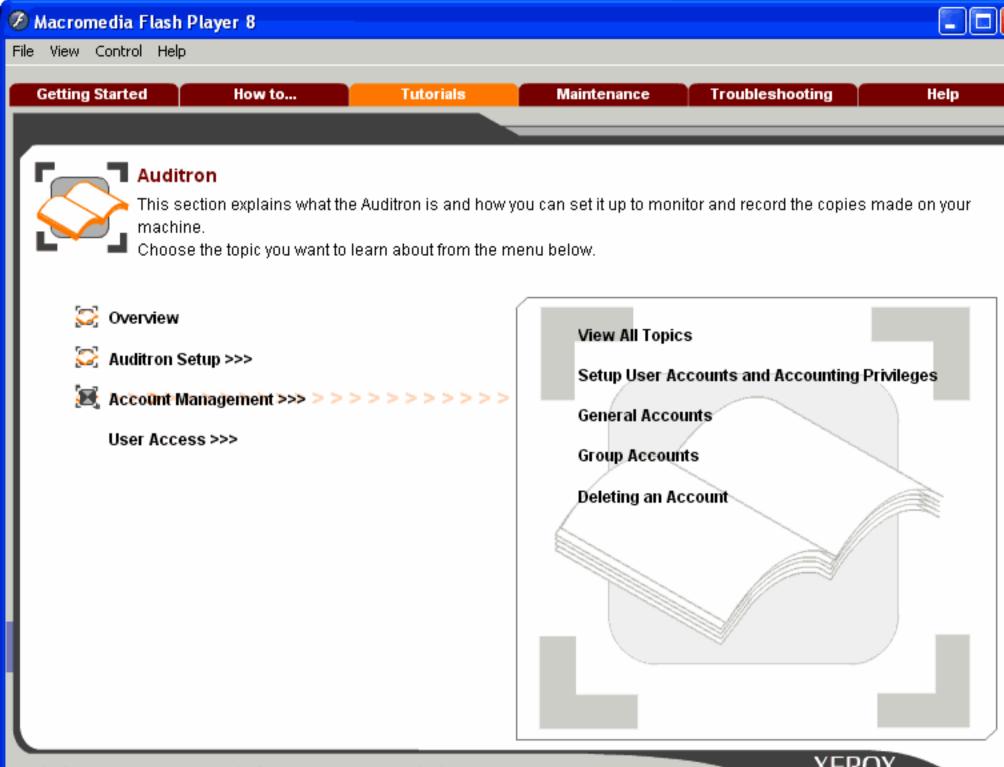






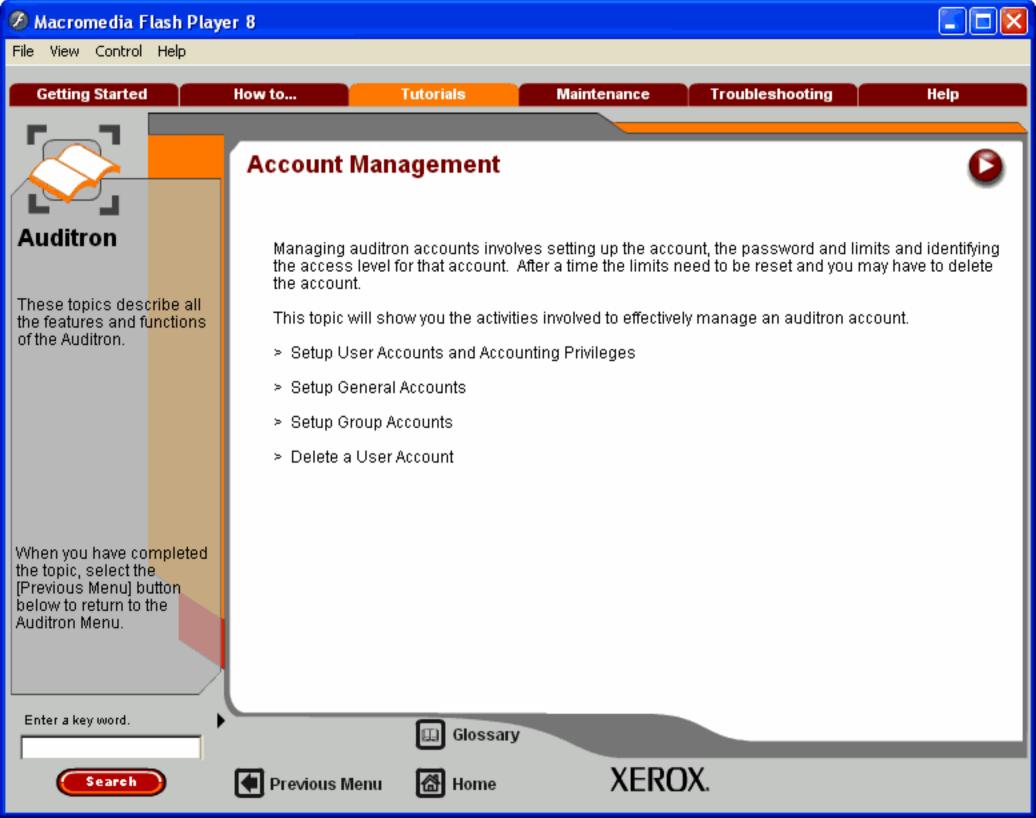


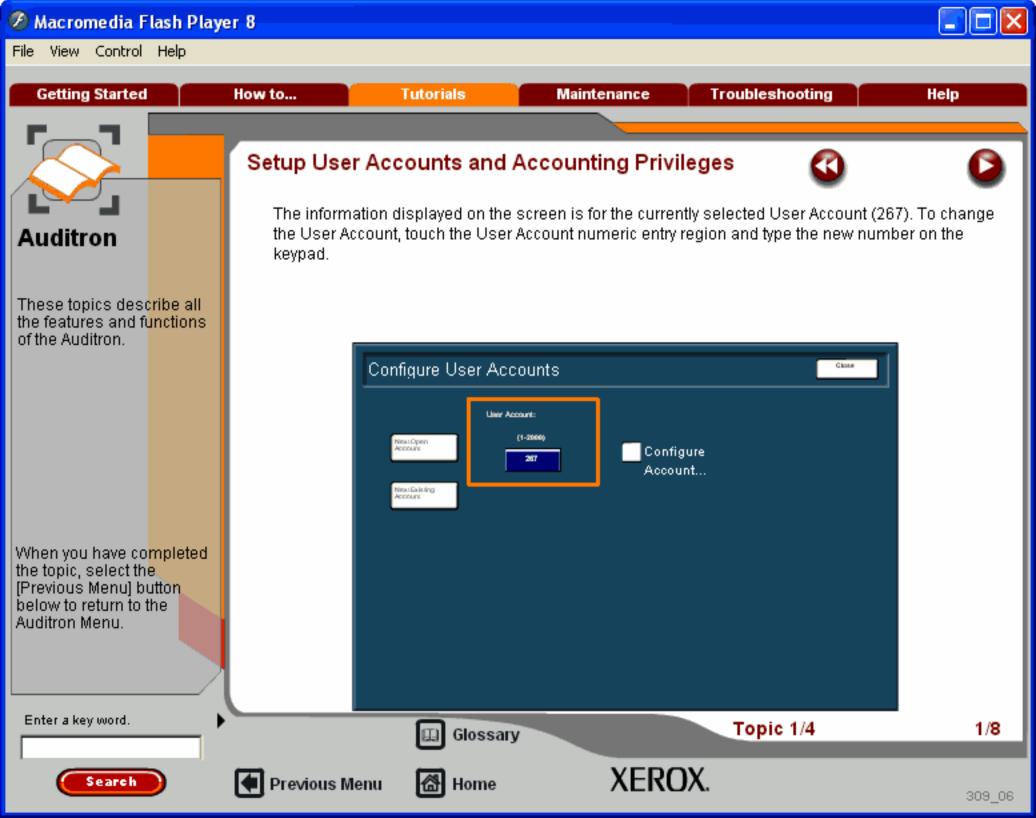




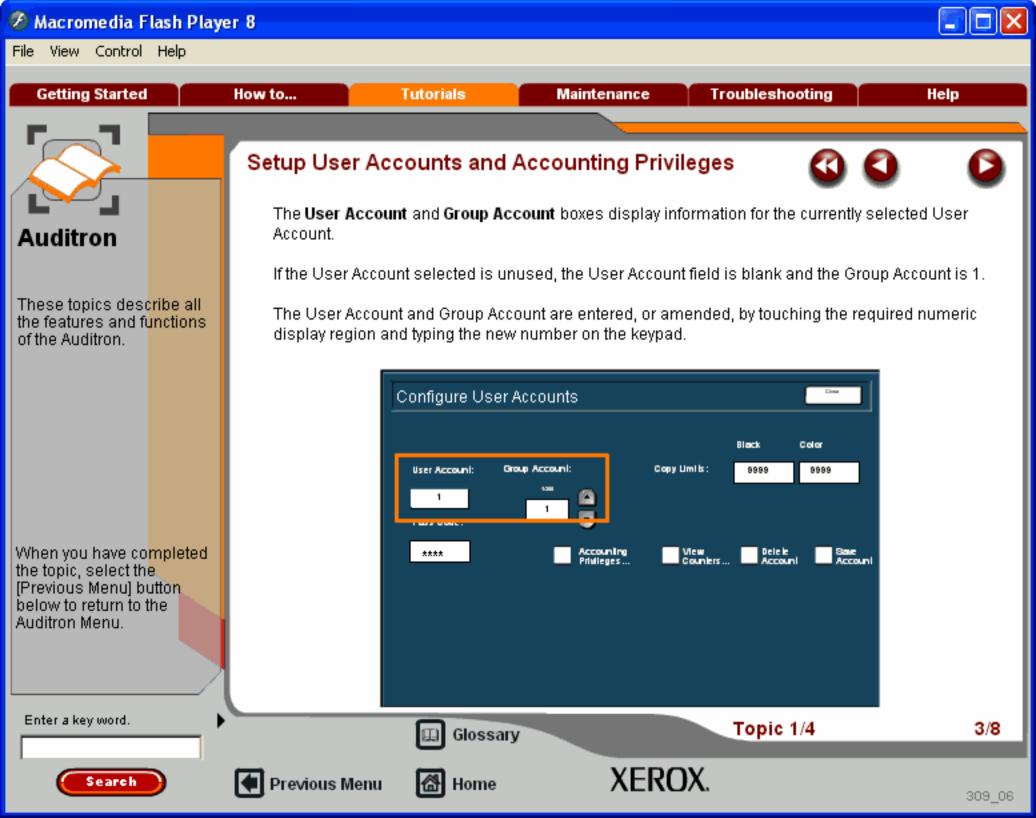


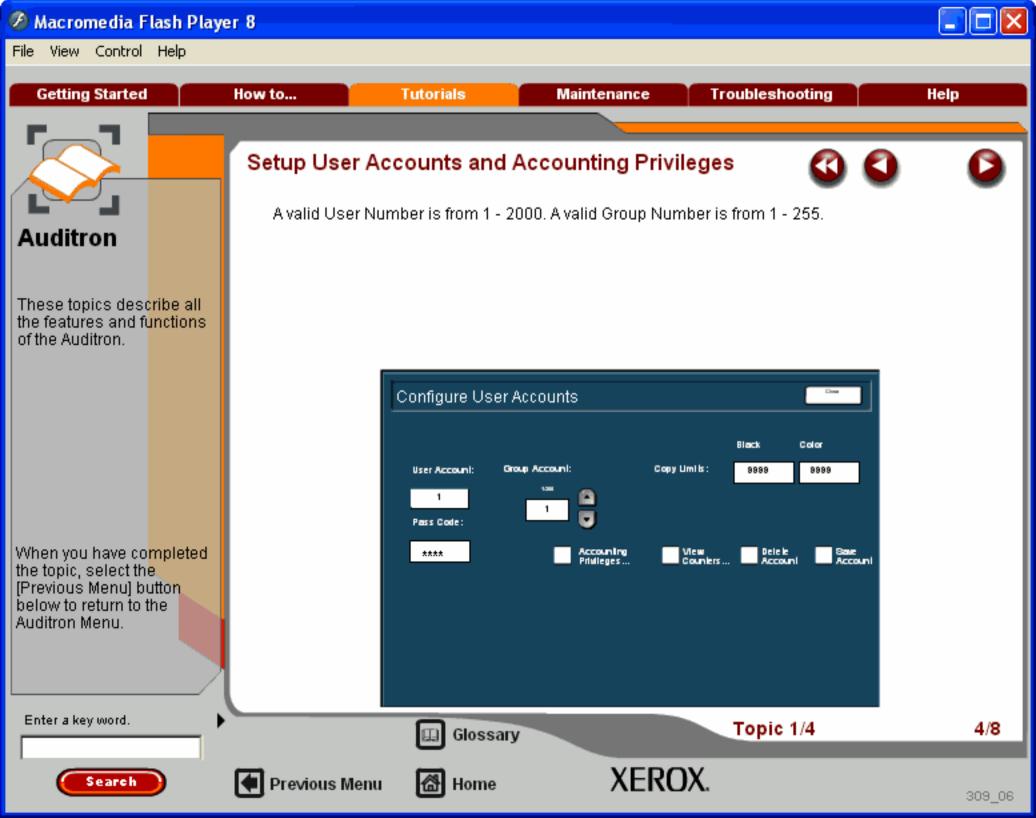


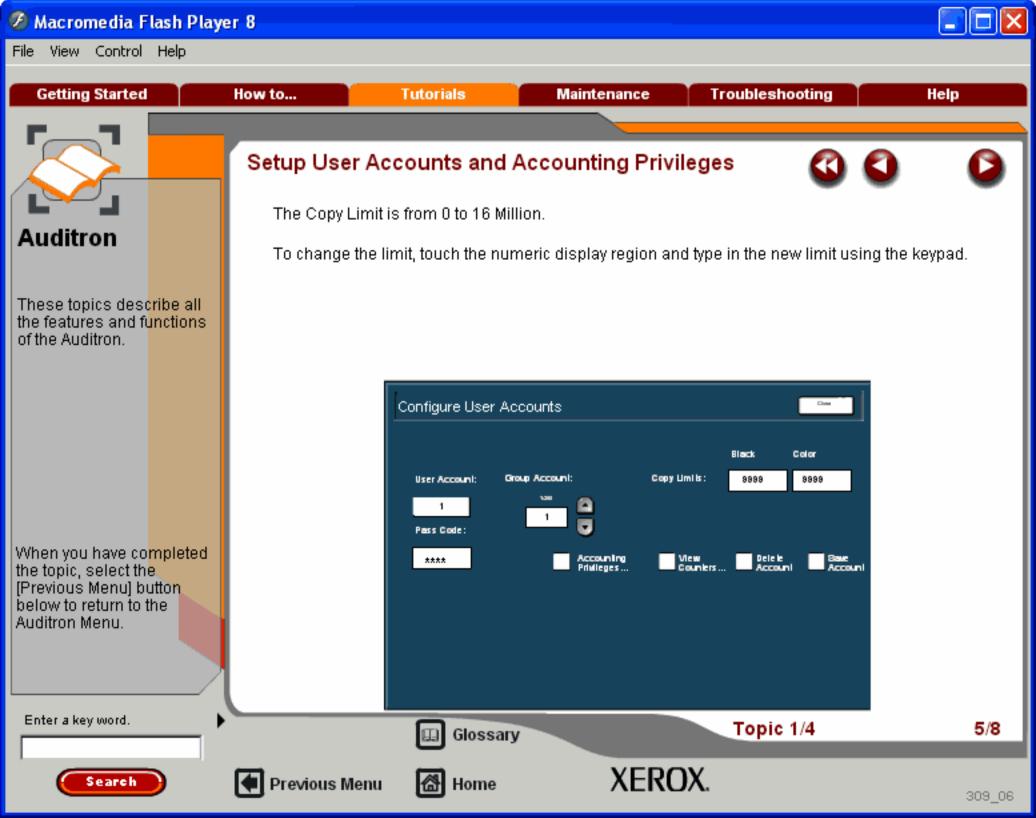


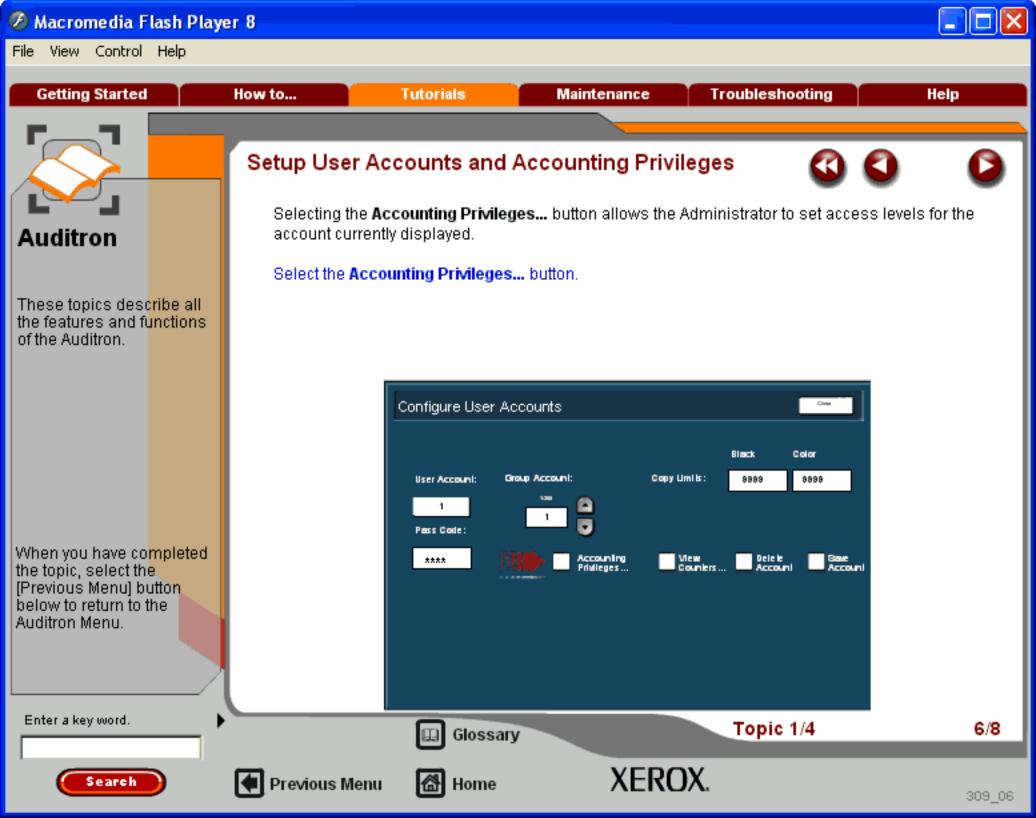






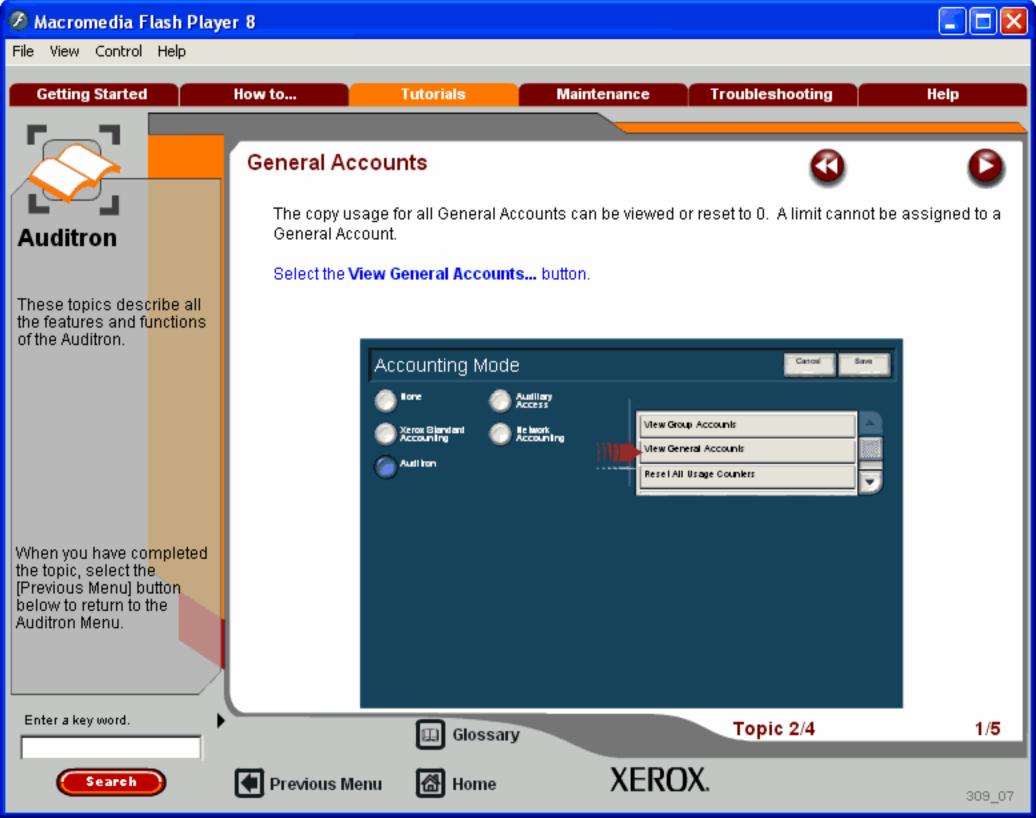


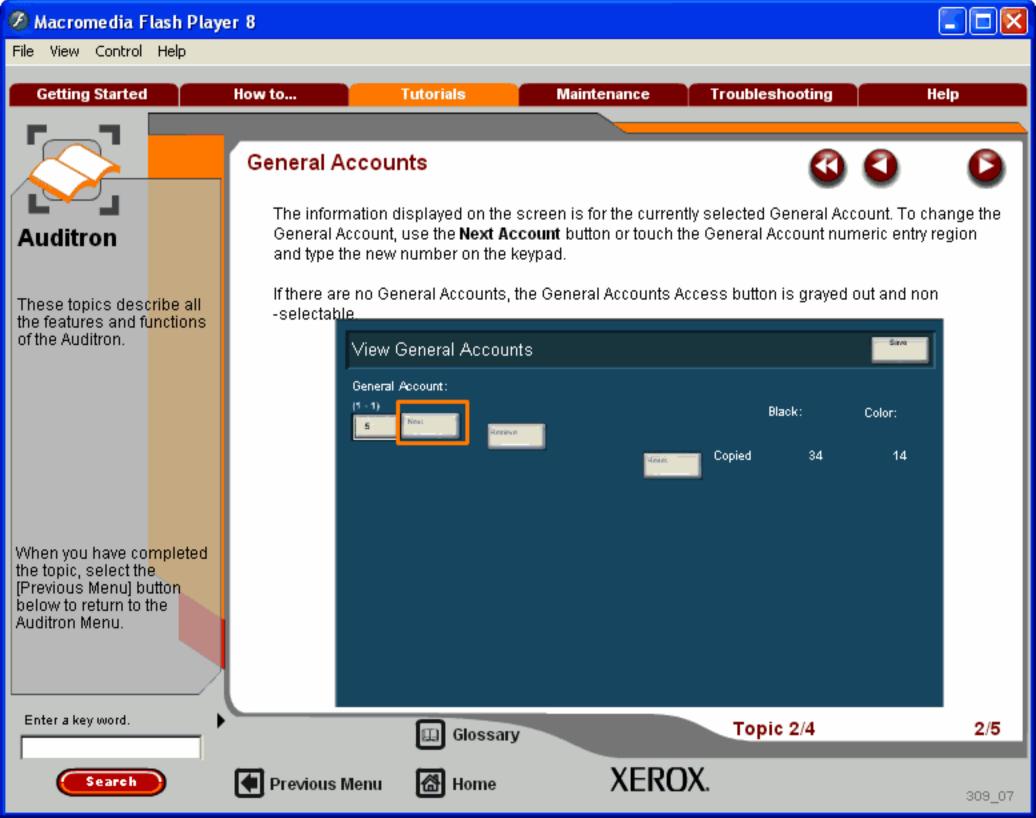


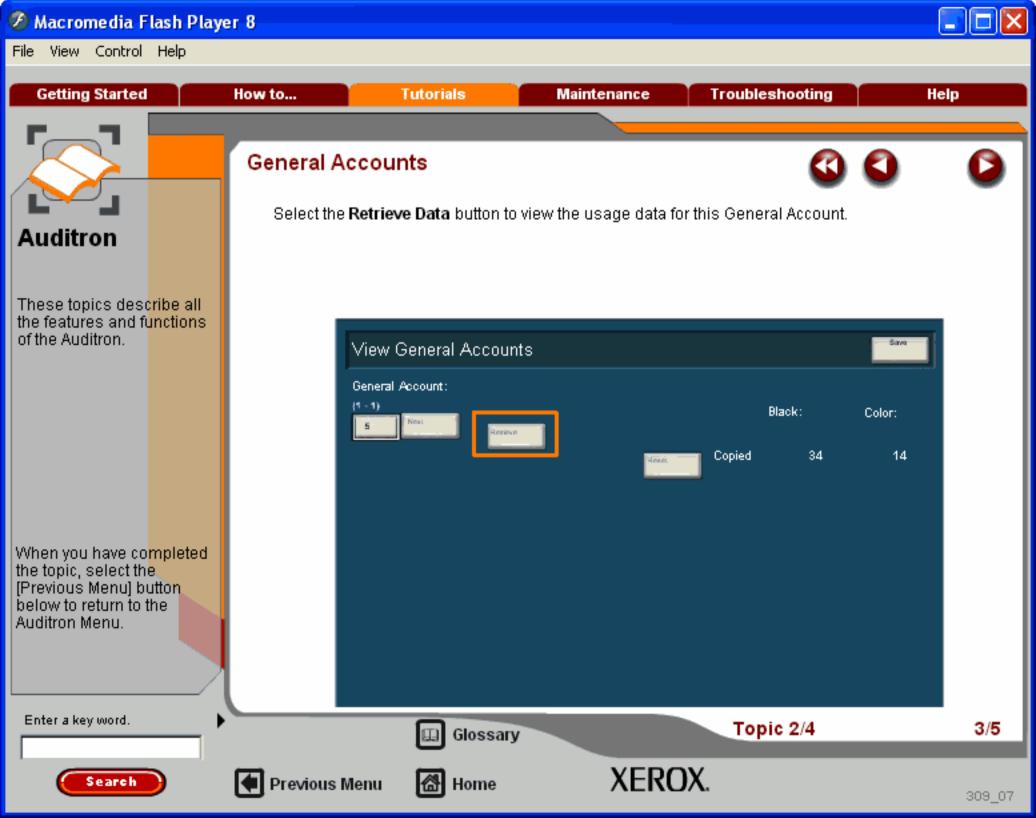


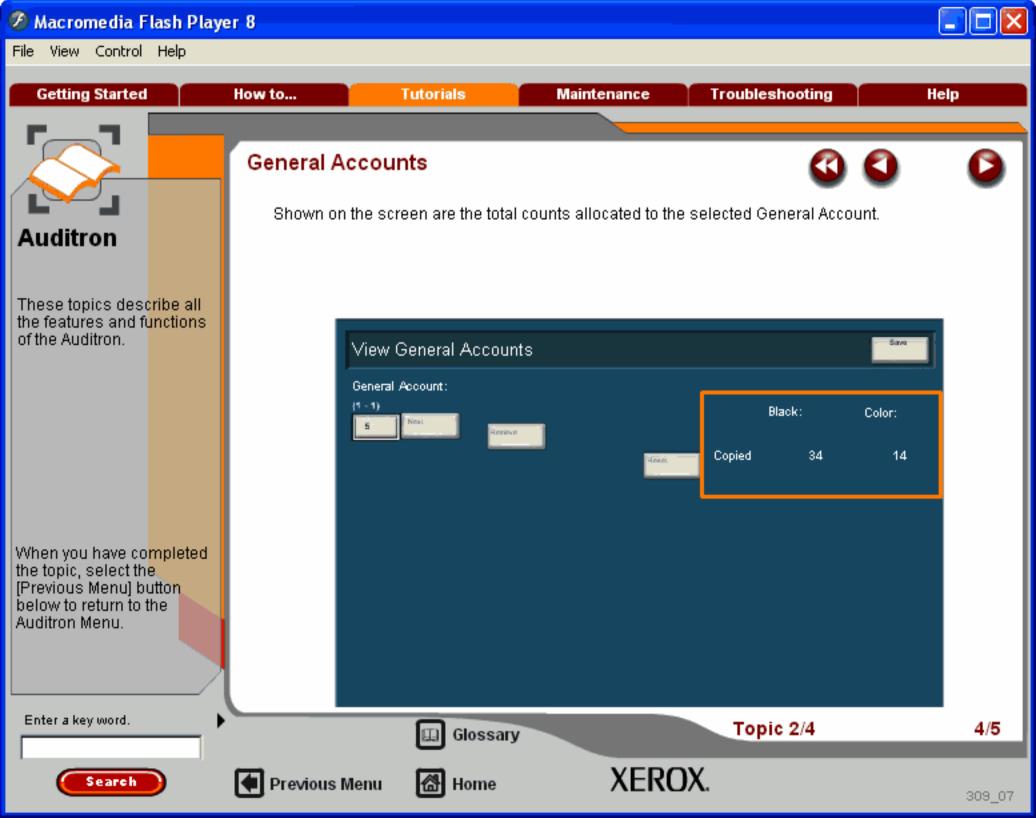


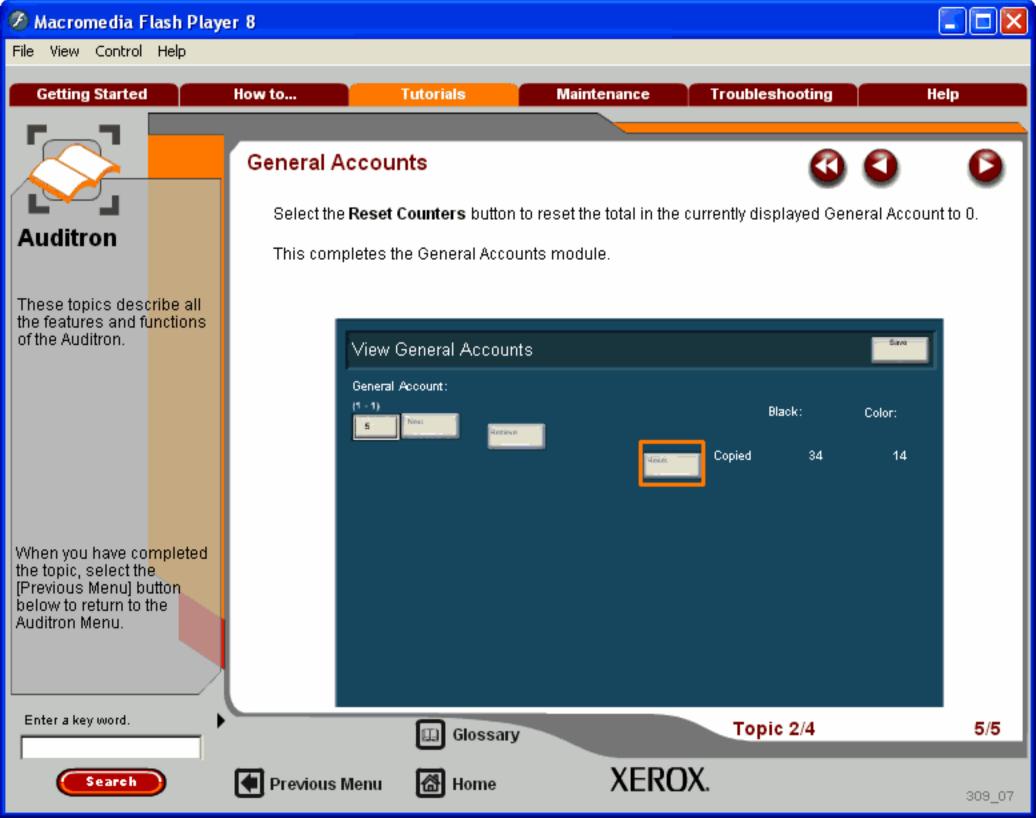


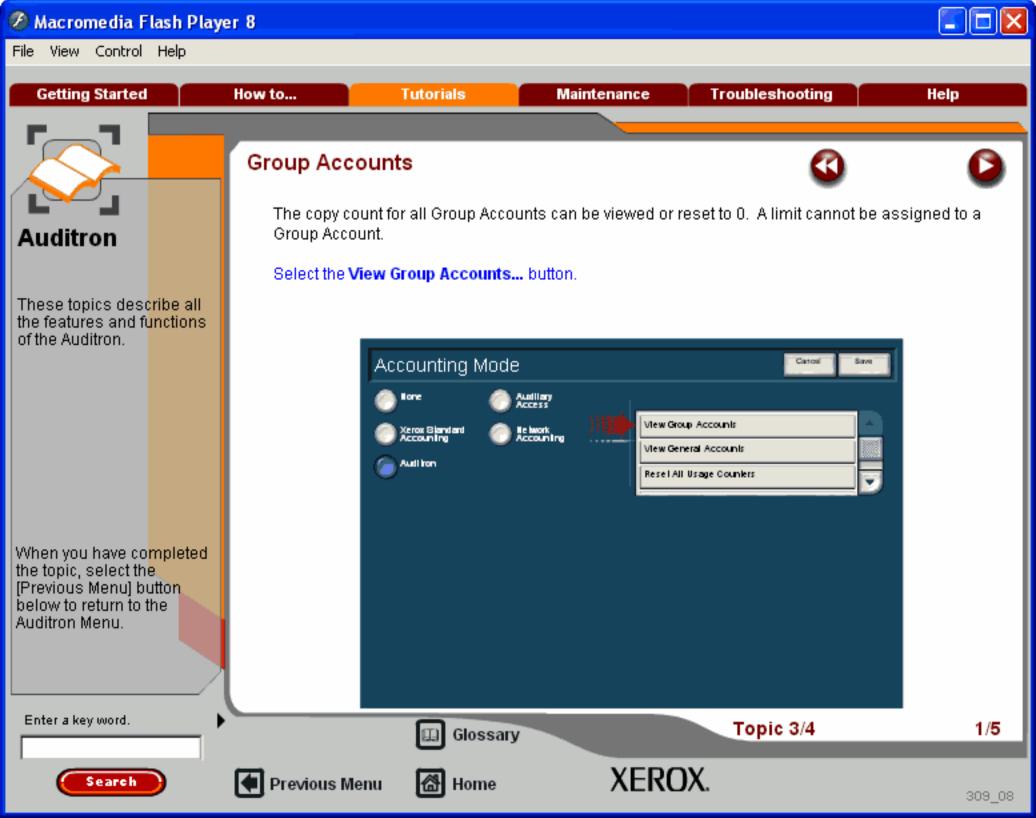


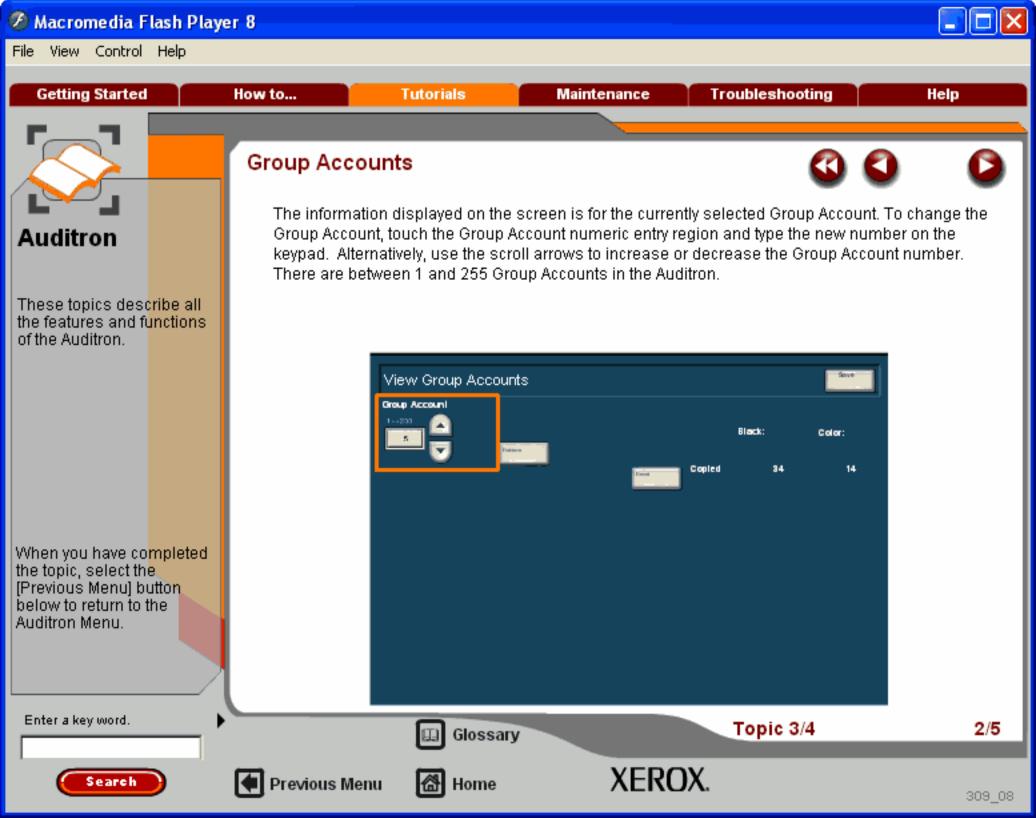


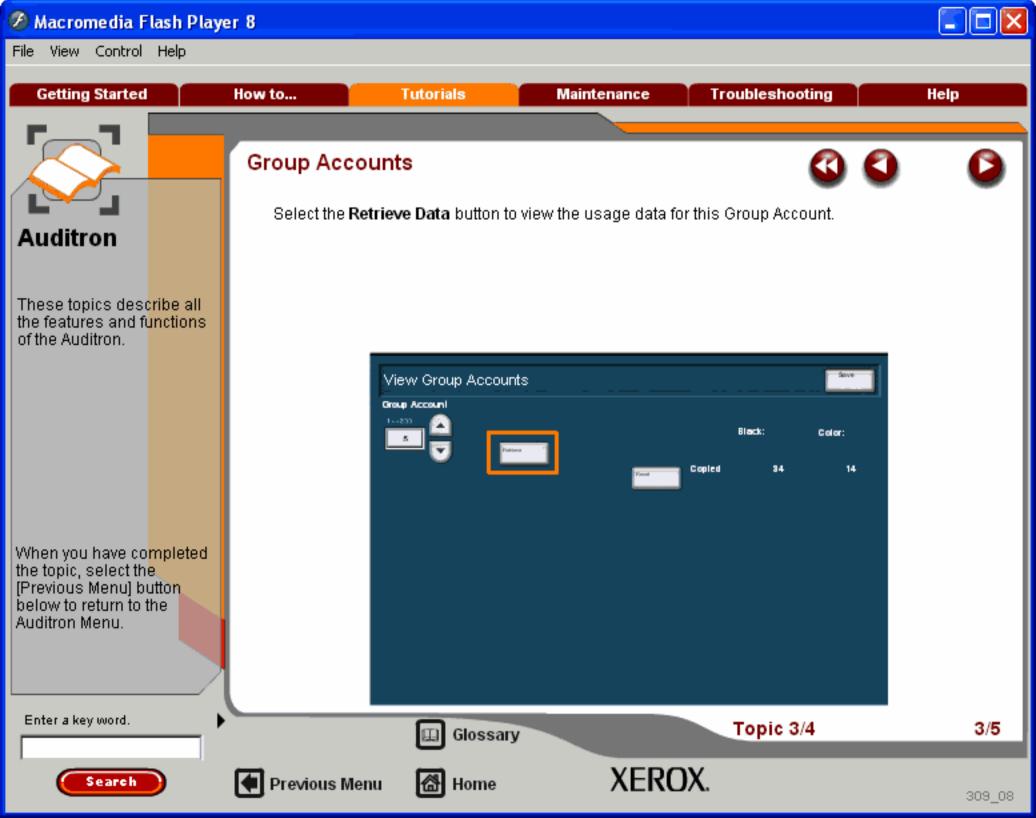


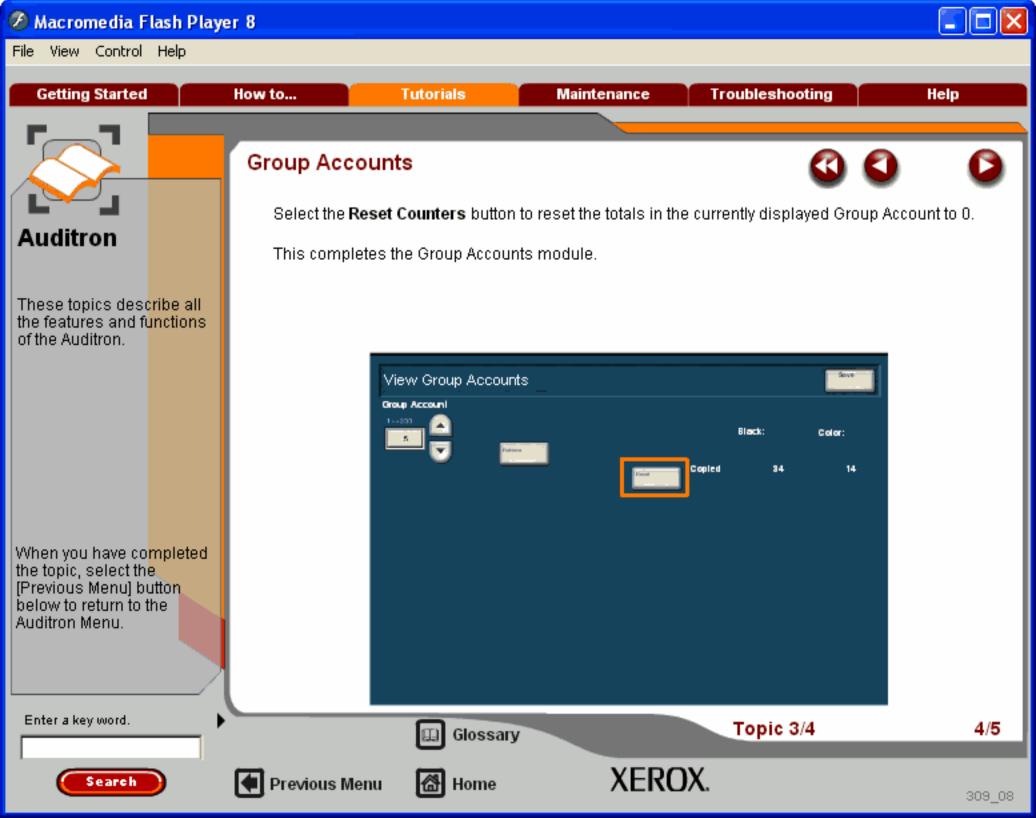


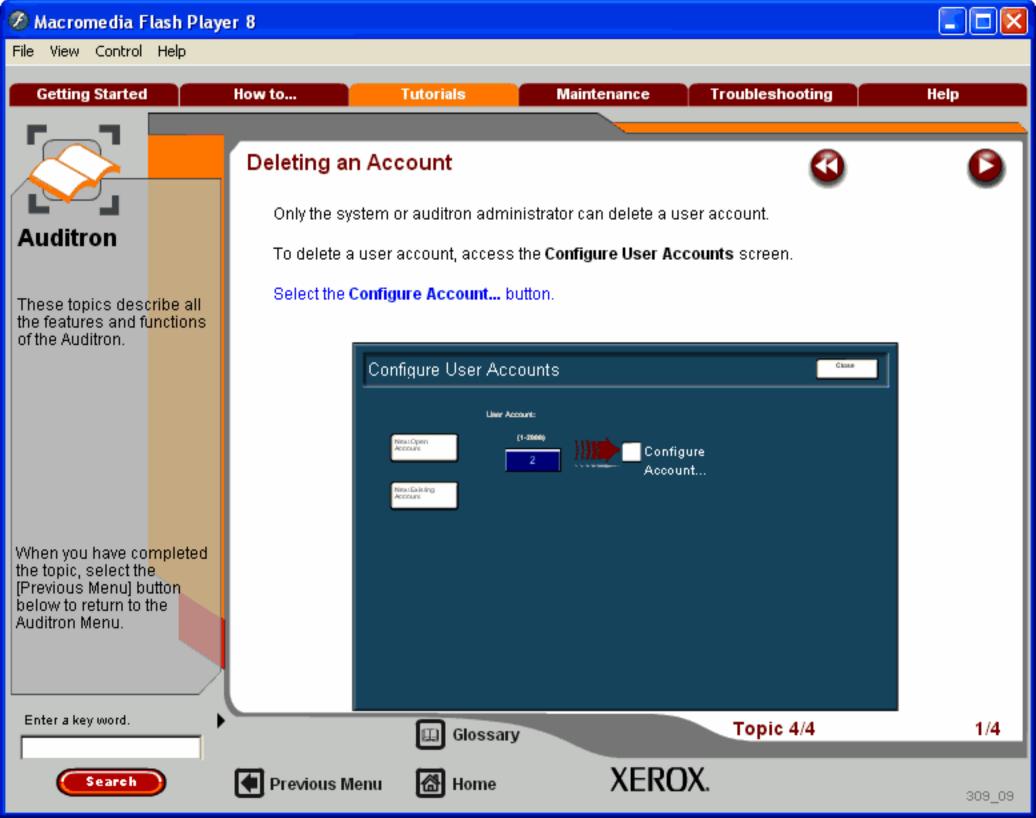


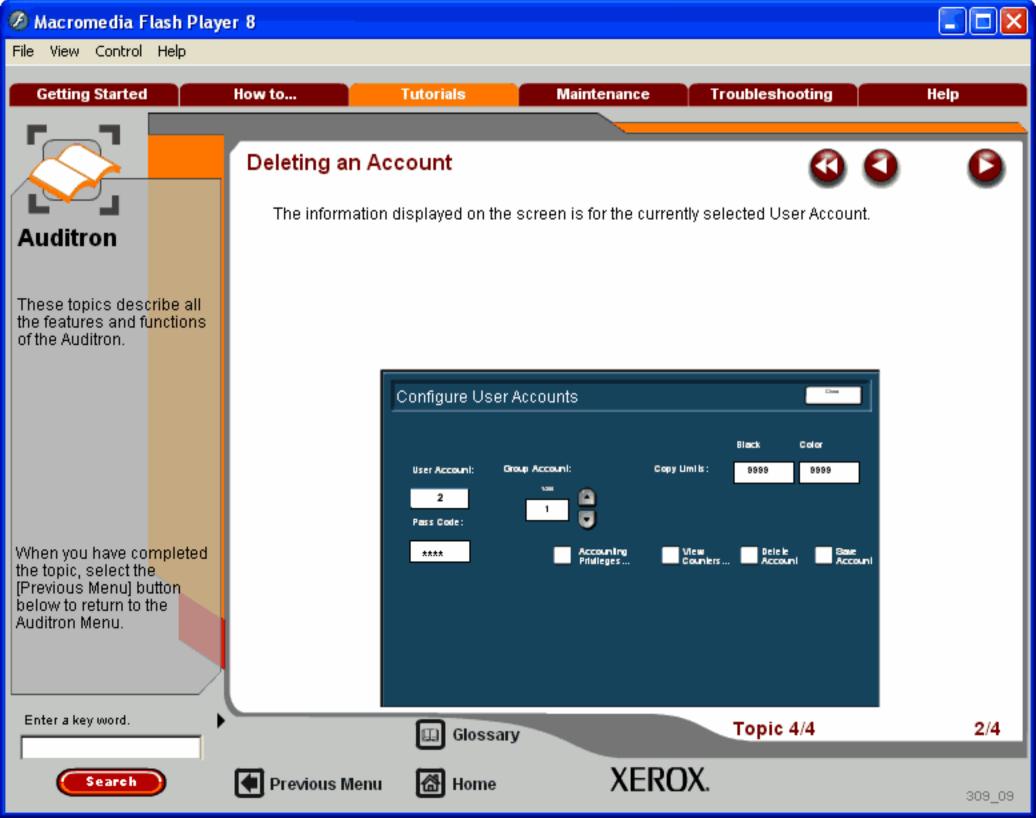


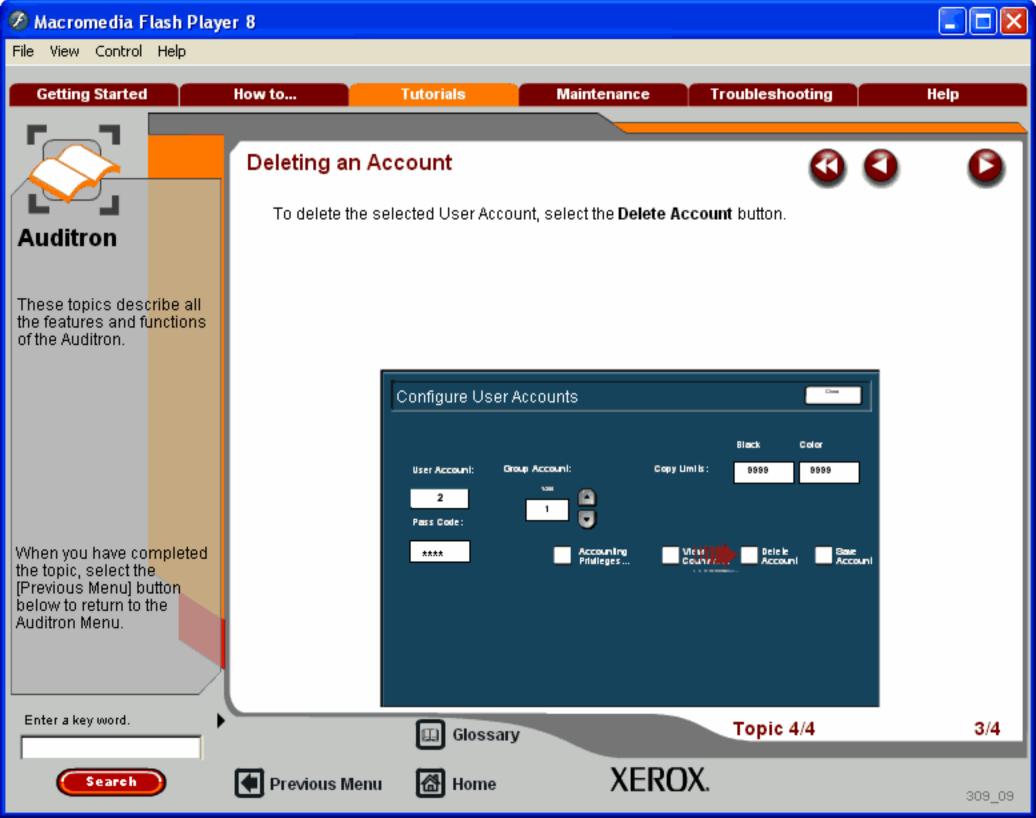


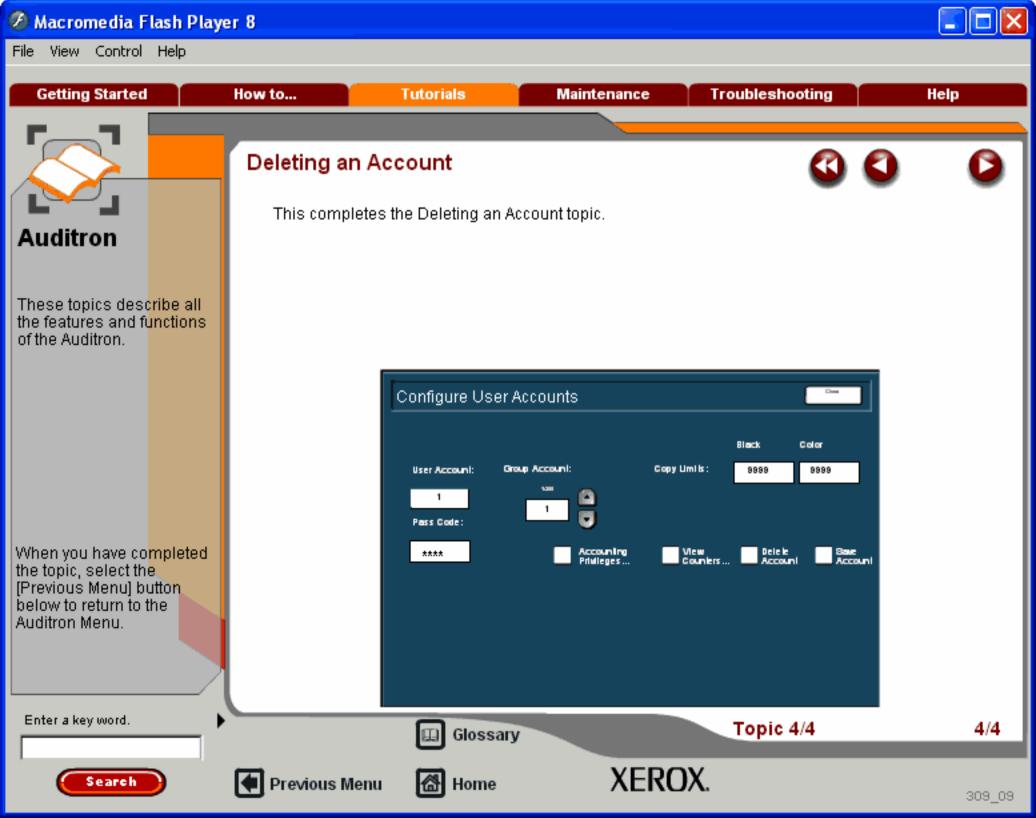


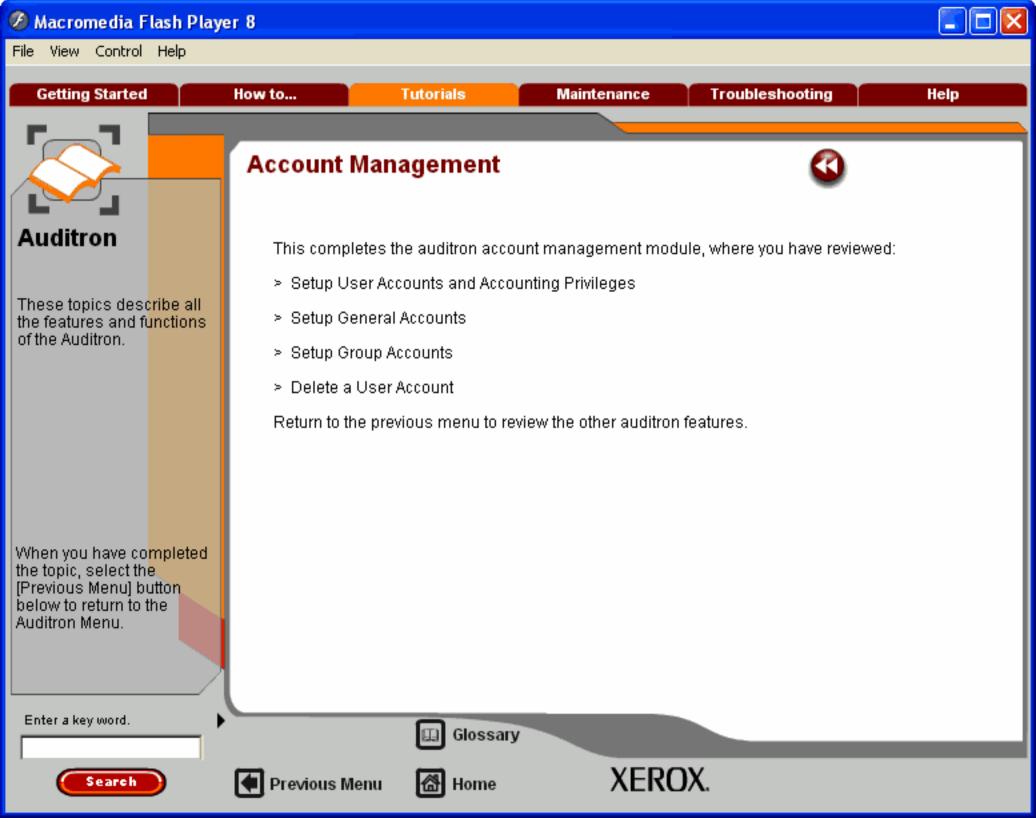
















View Control Help

Getting Started Troubleshooting Help How to... **Tutorials** Maintenance



## Auditron

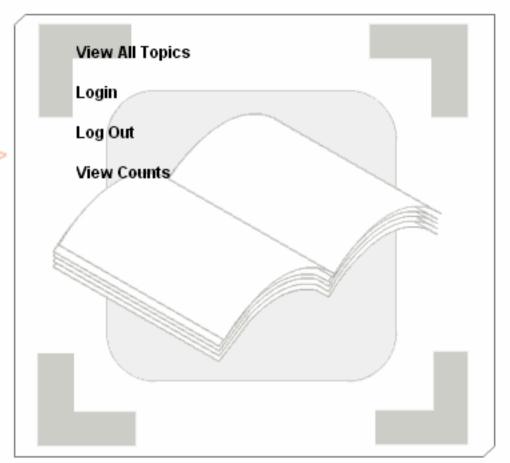
This section explains what the Auditron is and how you can set it up to monitor and record the copies made on your machine.

Choose the topic you want to learn about from the menu below.

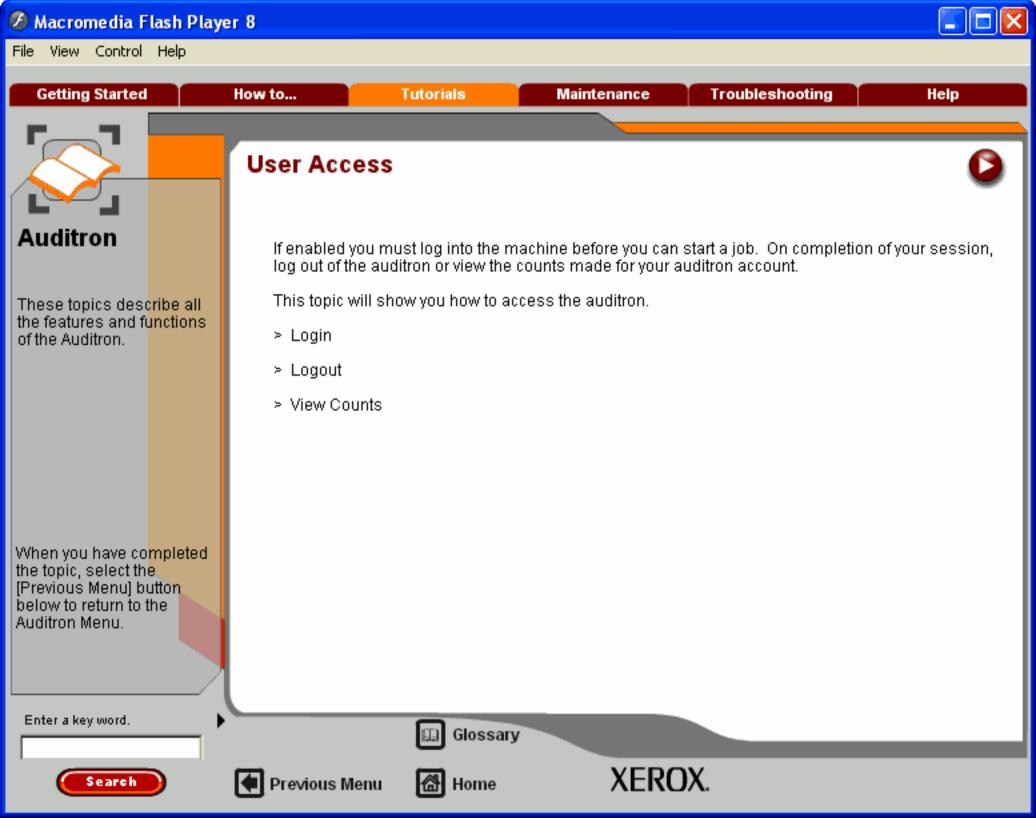


Auditron Setup >>>

🔀 Account Management >>>



XEROX.









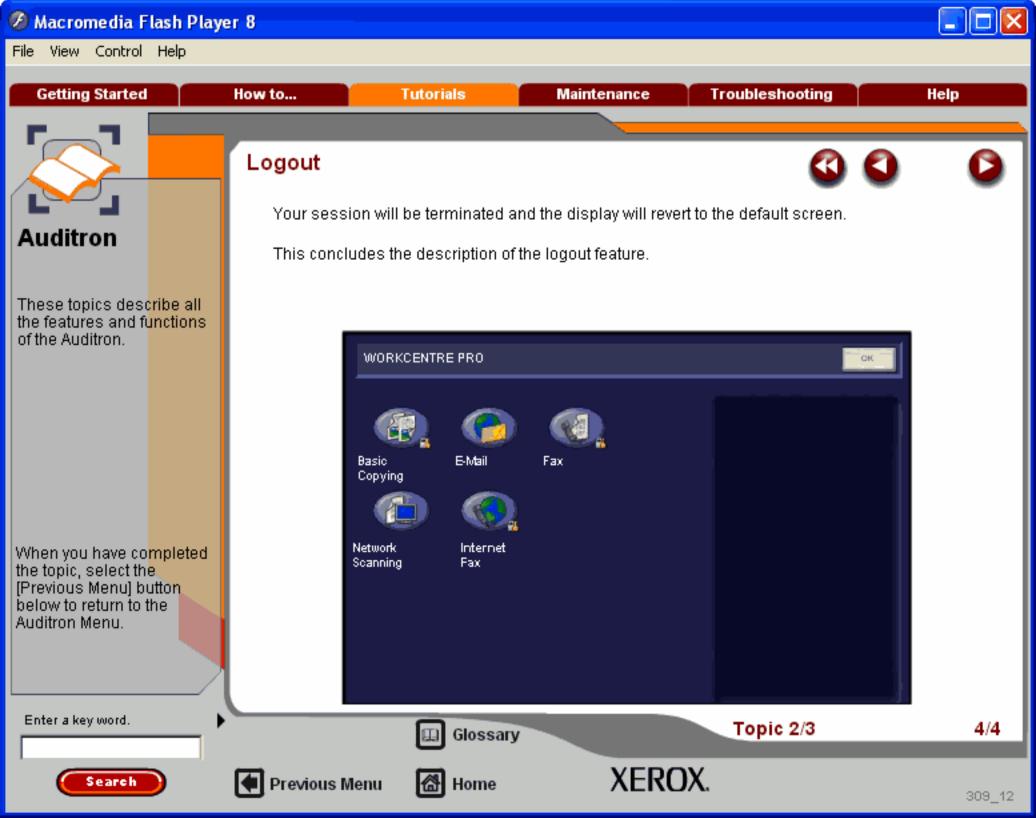


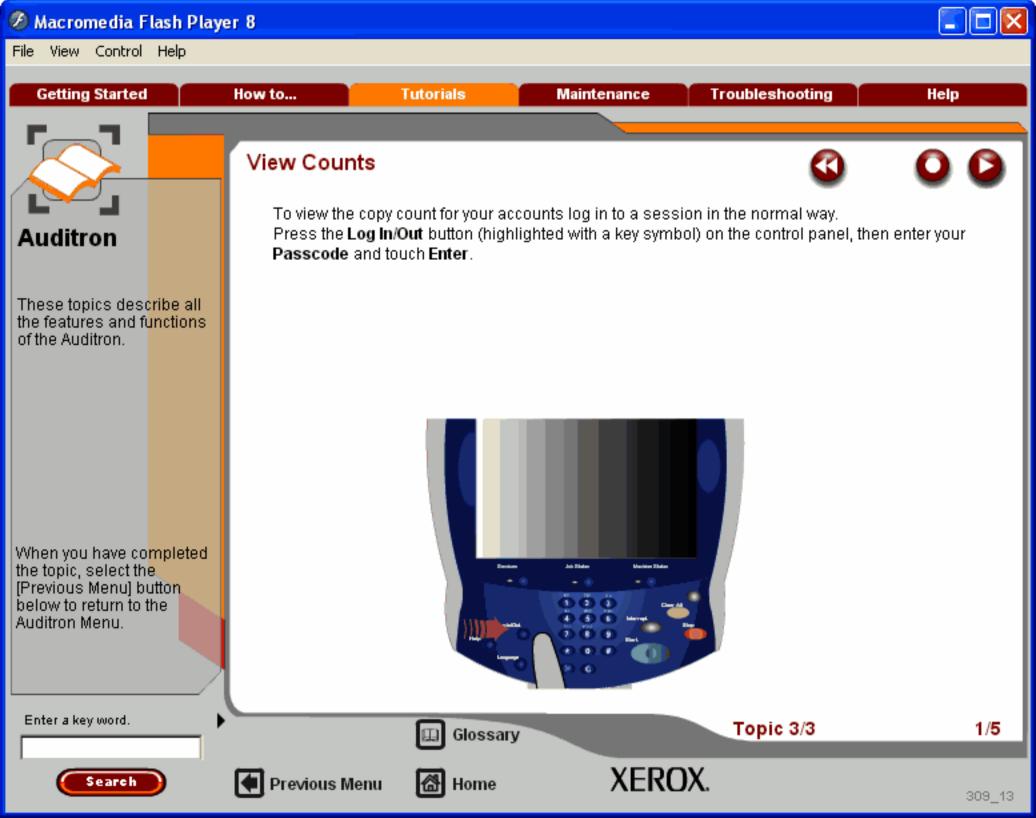


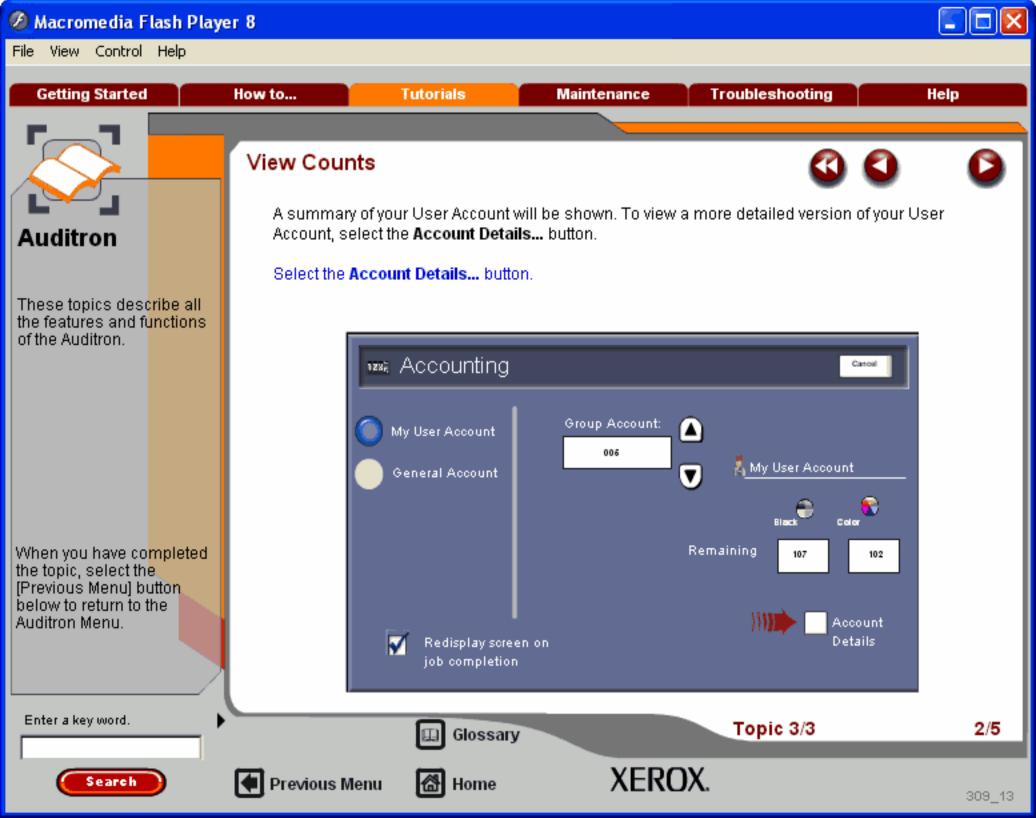


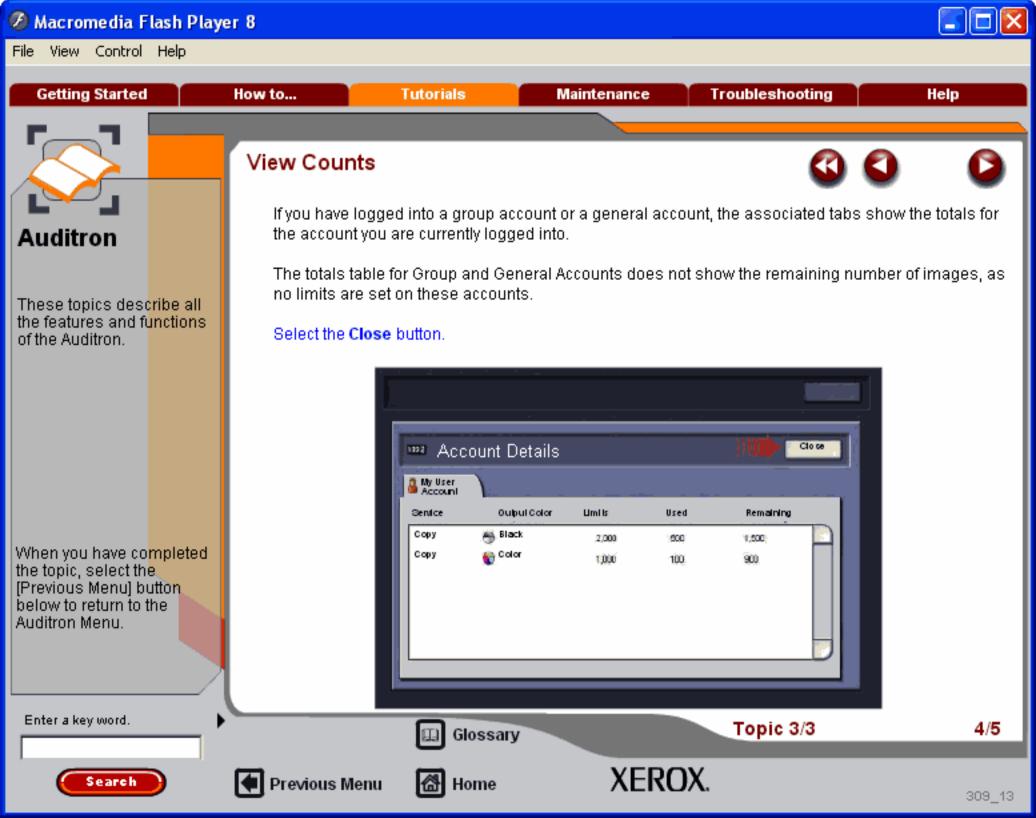


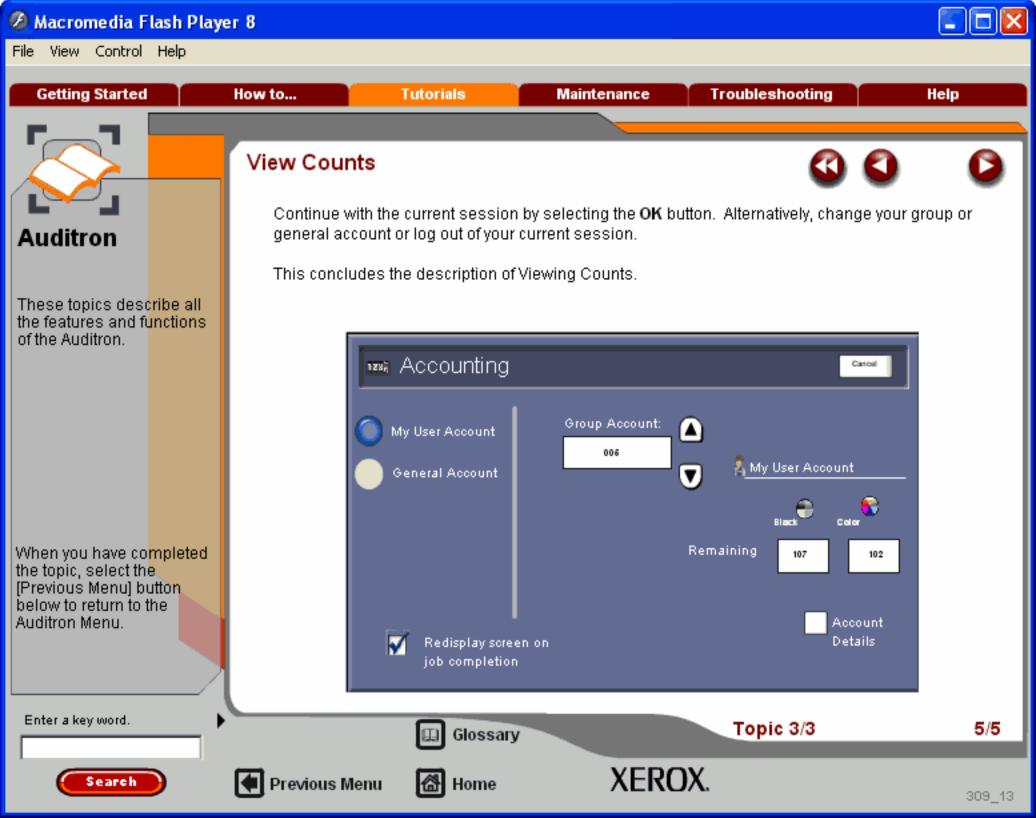


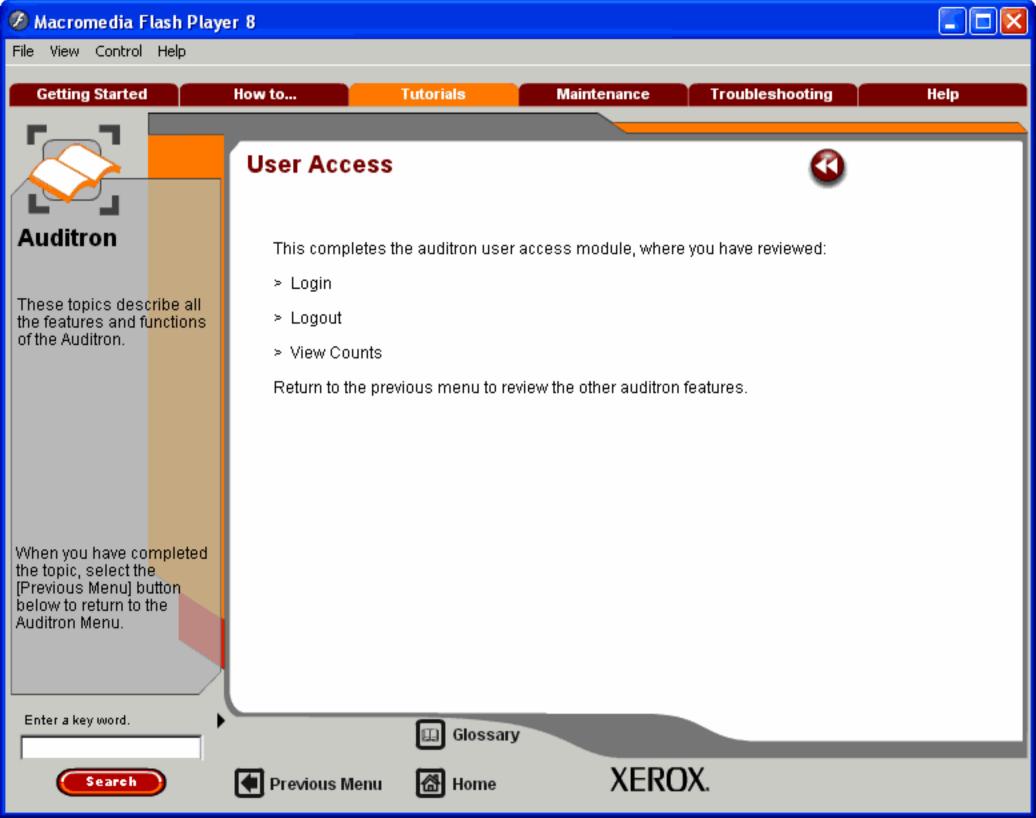












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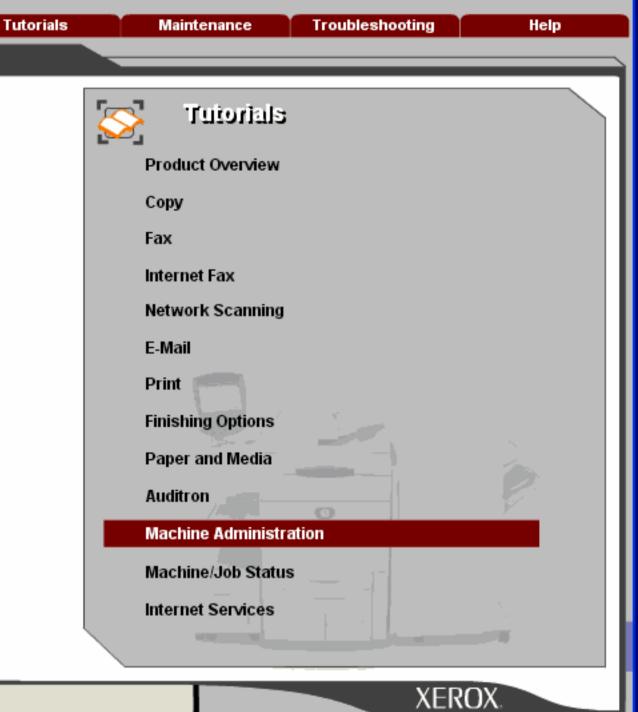
How to...

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#### Machine Administration

This tutorial describes the utilities available to the machine administrator to set-up and customize the machine. If you cannot find a utility, use Search and it will take you straight there.

**Tools Overview** 

**Accessing the Tools Tab** 

Tools Tab Pathway >>>





















## Machine Administration

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Search

# Accessing the Tools Tab





### Access

Access to all of the options on the **Tools** tab (within the Machine Status window) is via the **Log** In/Out button on the control panel (highlighted on the control panel with a key symbol).



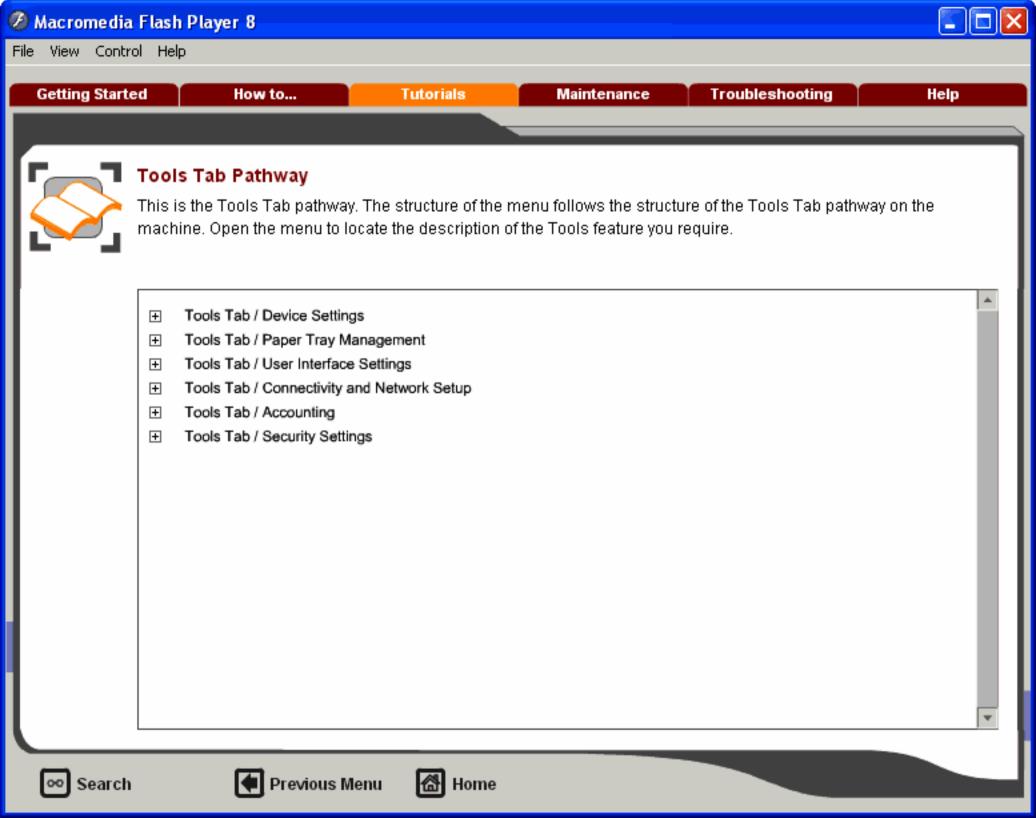
Enter a key word.









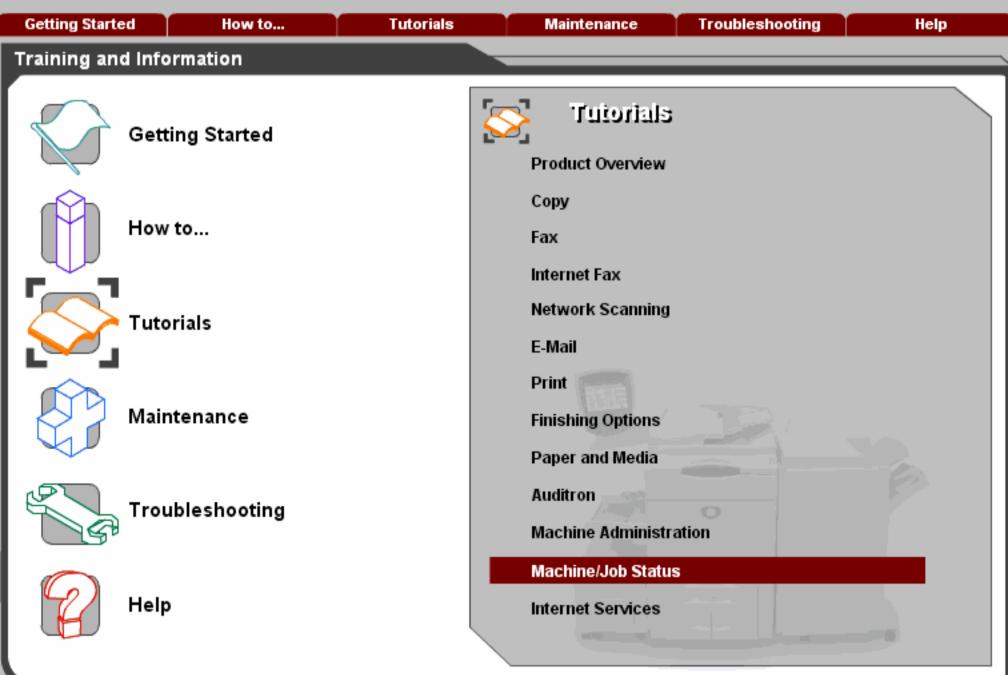




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## Machine/Job Status

These tutorials explain the job status and machine status features of the machine.

The job status topics explain how to find out how you job is being processed. Similarly, the machine status topics tell you the status of the machine.

Job Status

Other Queues

**Managing Queues** 

Required Resources

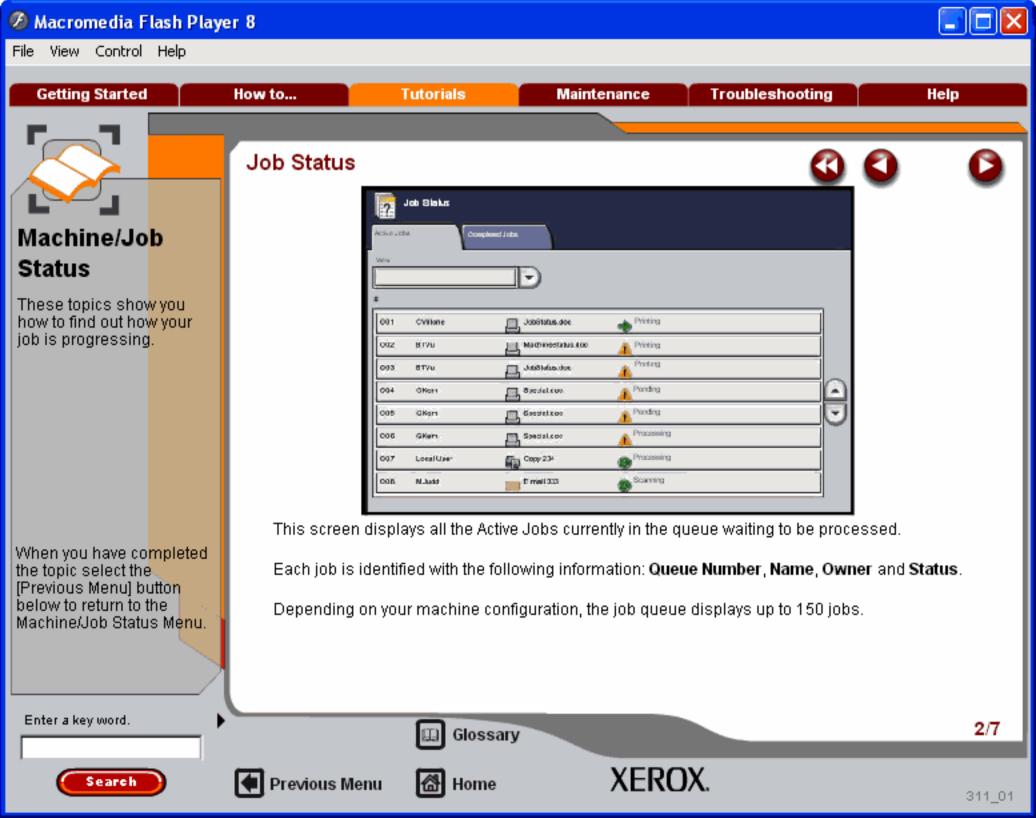
Machine Status >>>

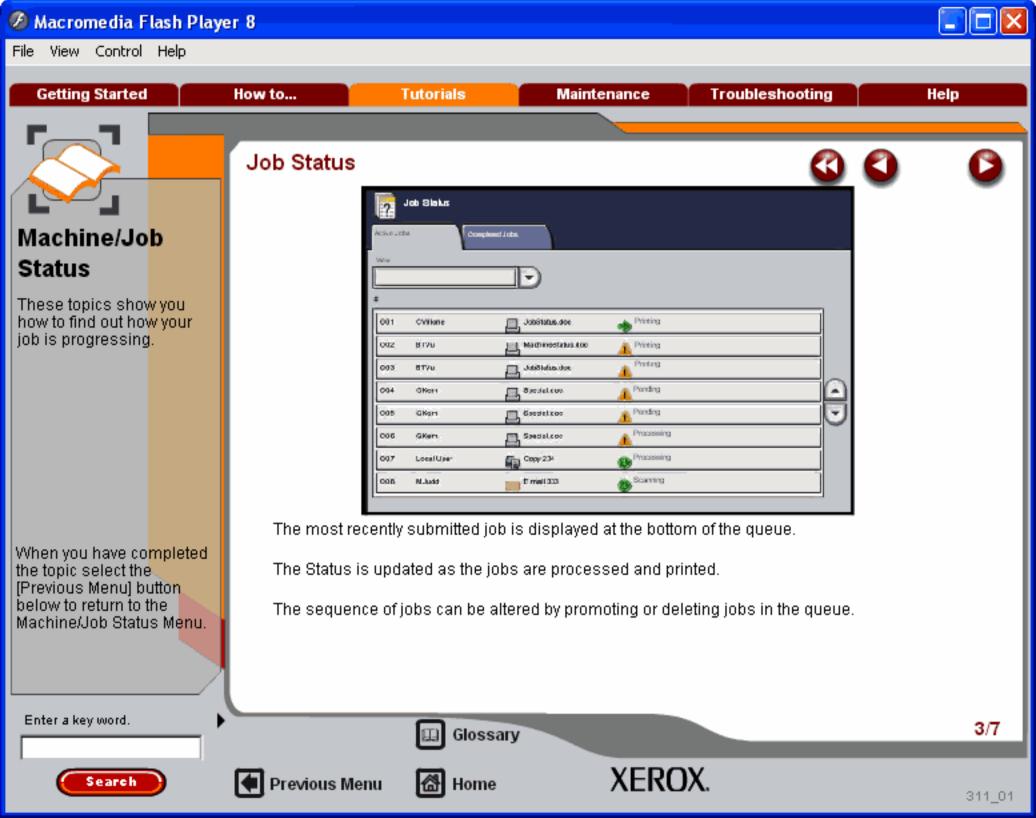
Faults

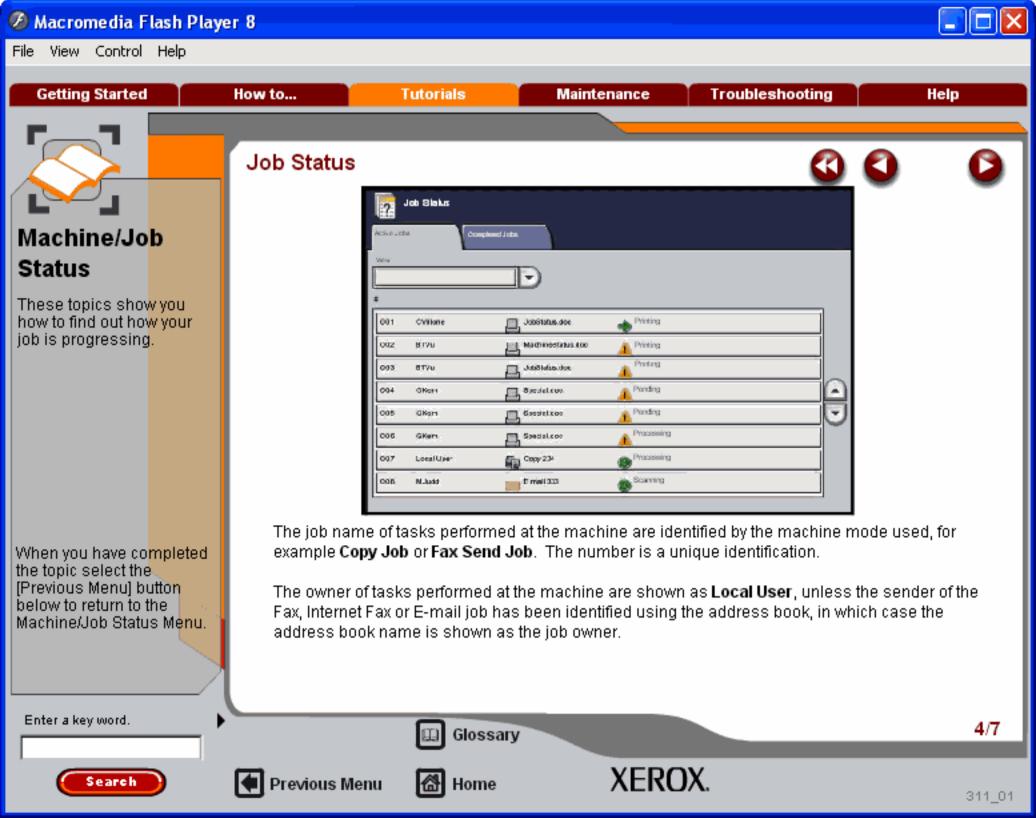
Supplies

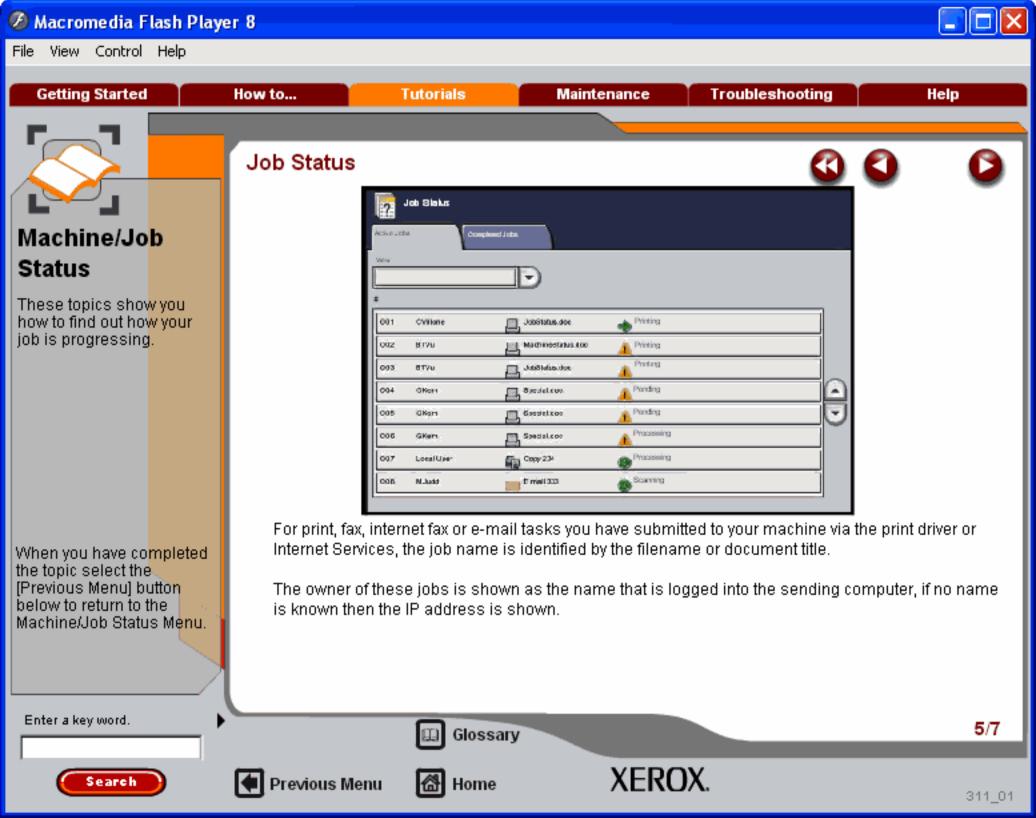


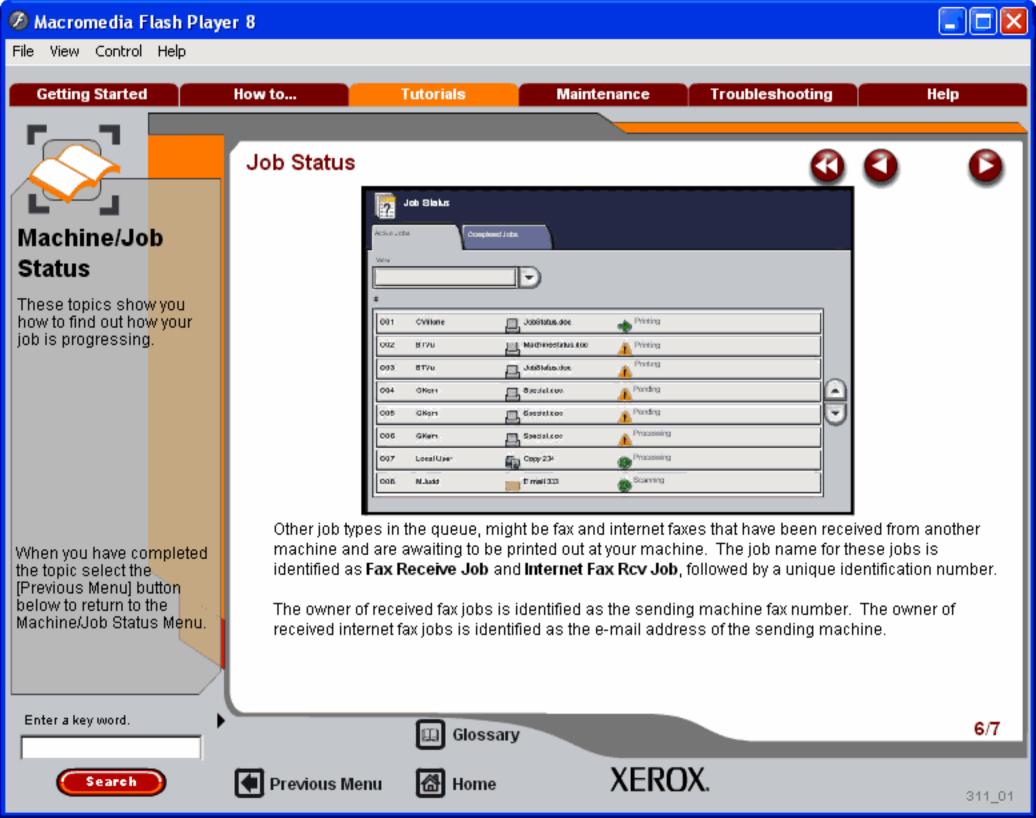


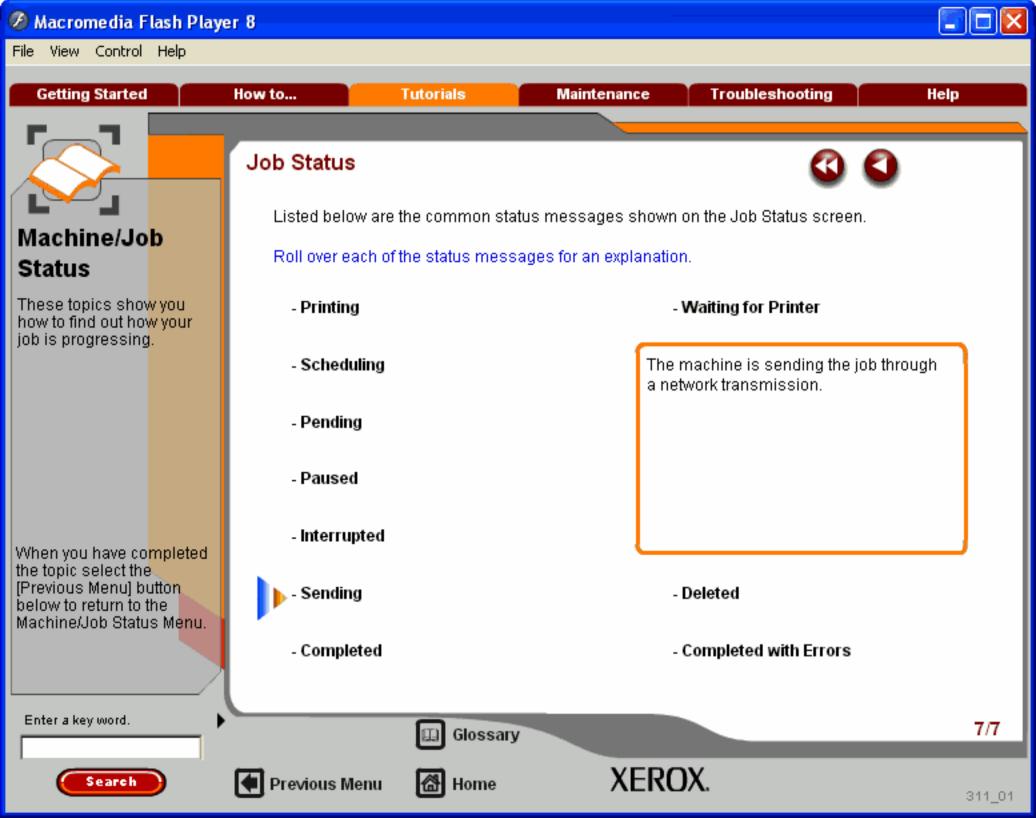


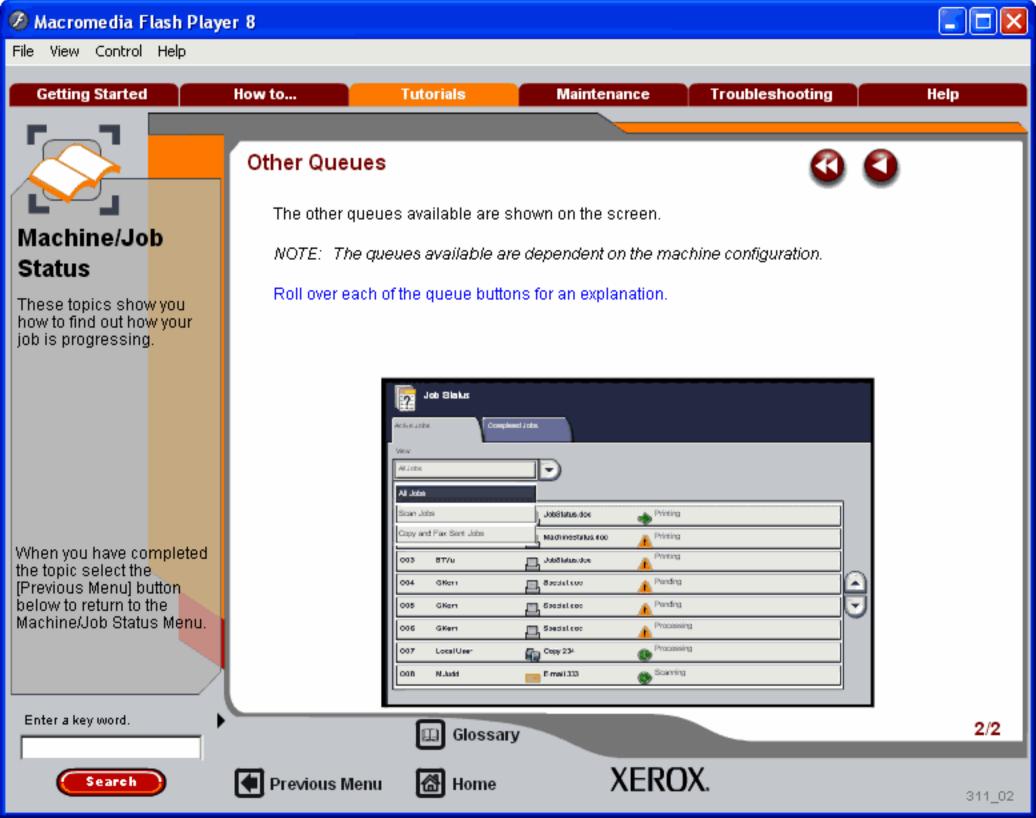


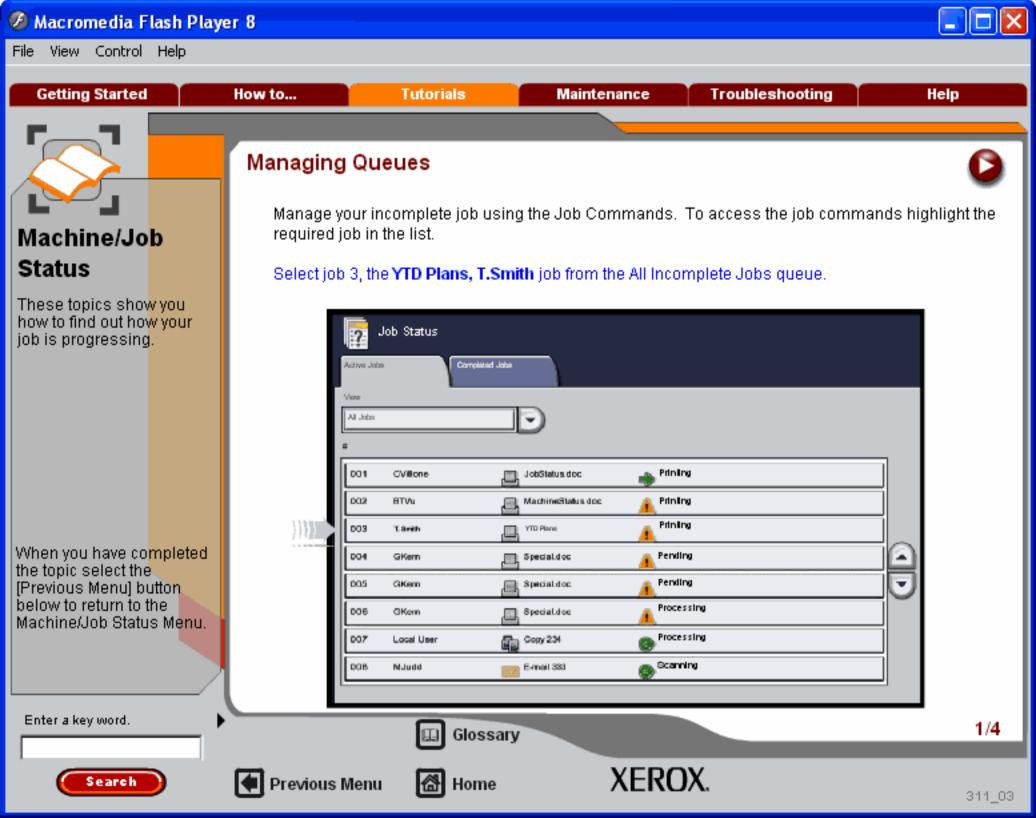


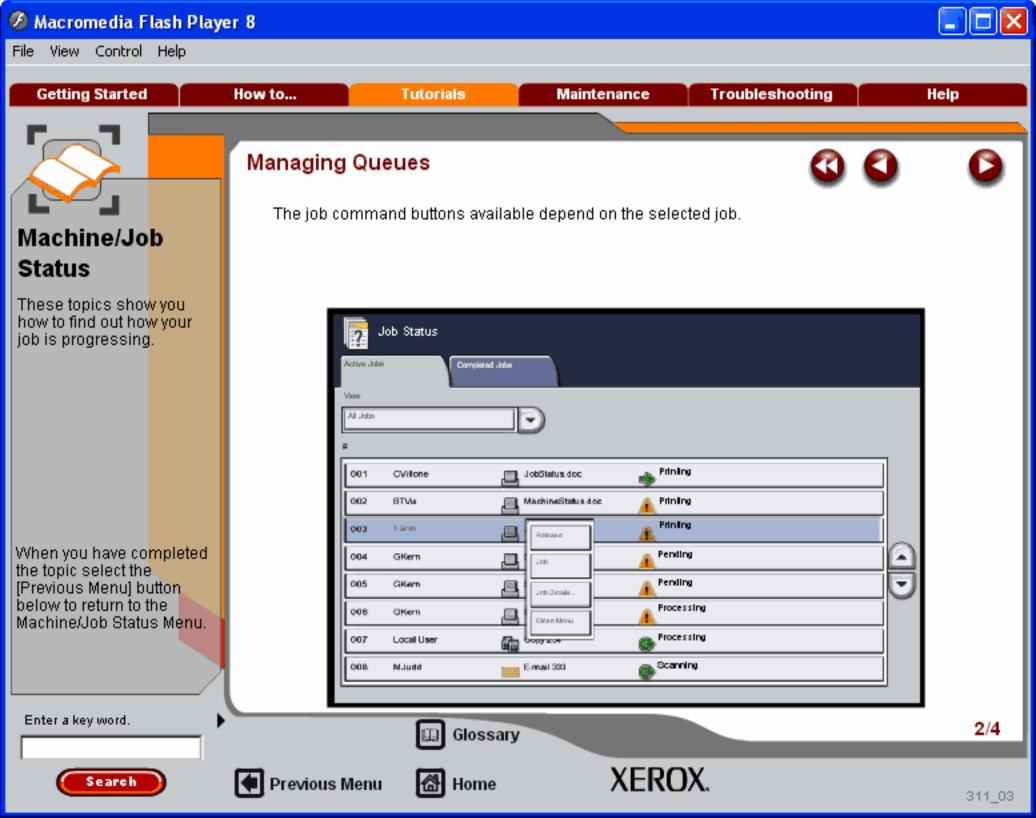












File View Control Help

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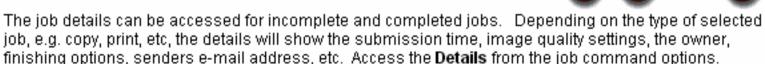
## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Search

## Managing Queues



Select the **Details** button.



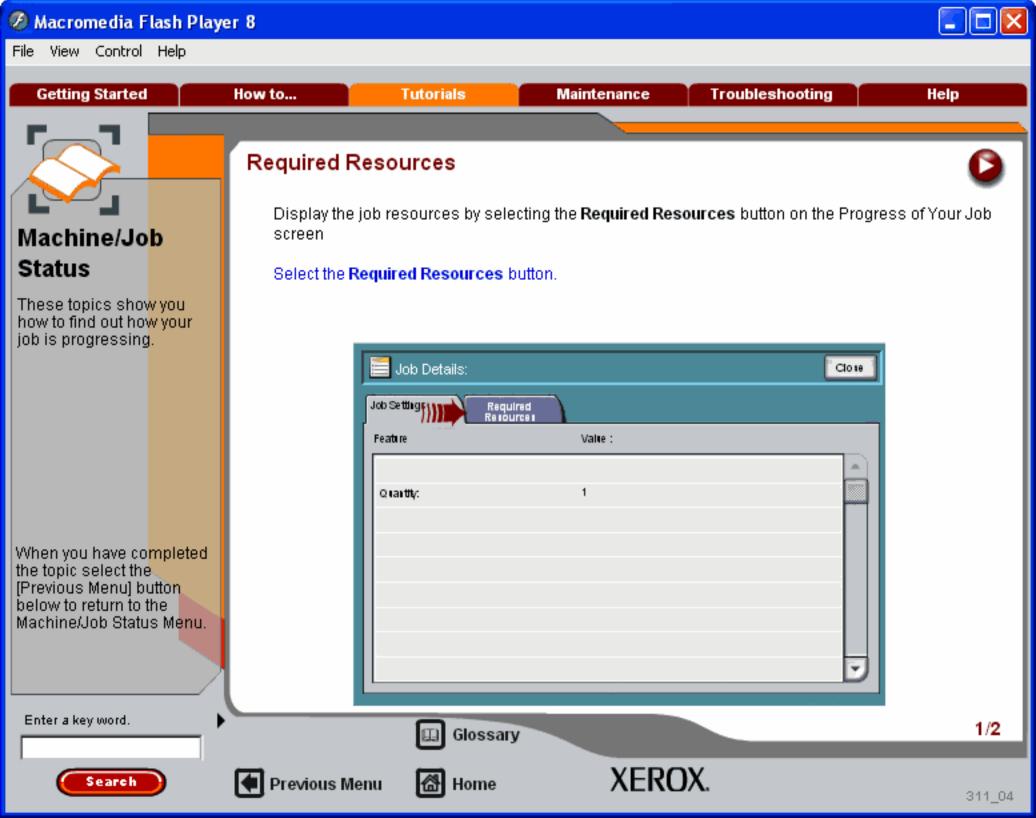
Enter a key word.

Previous Menu



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Tutorials Maintenance Troubleshooting Help



## Machine/Job Status

These tutorials explain the job status and machine status features of the machine.

The job status topics explain how to find out how you job is being processed. Similarly, the machine status topics tell you the status of the machine.



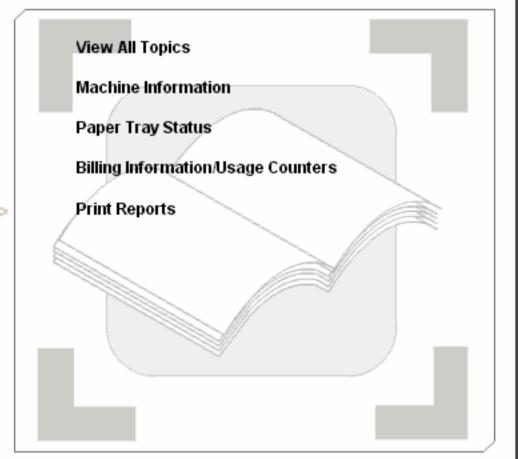
Cther Queues

Managing Queues

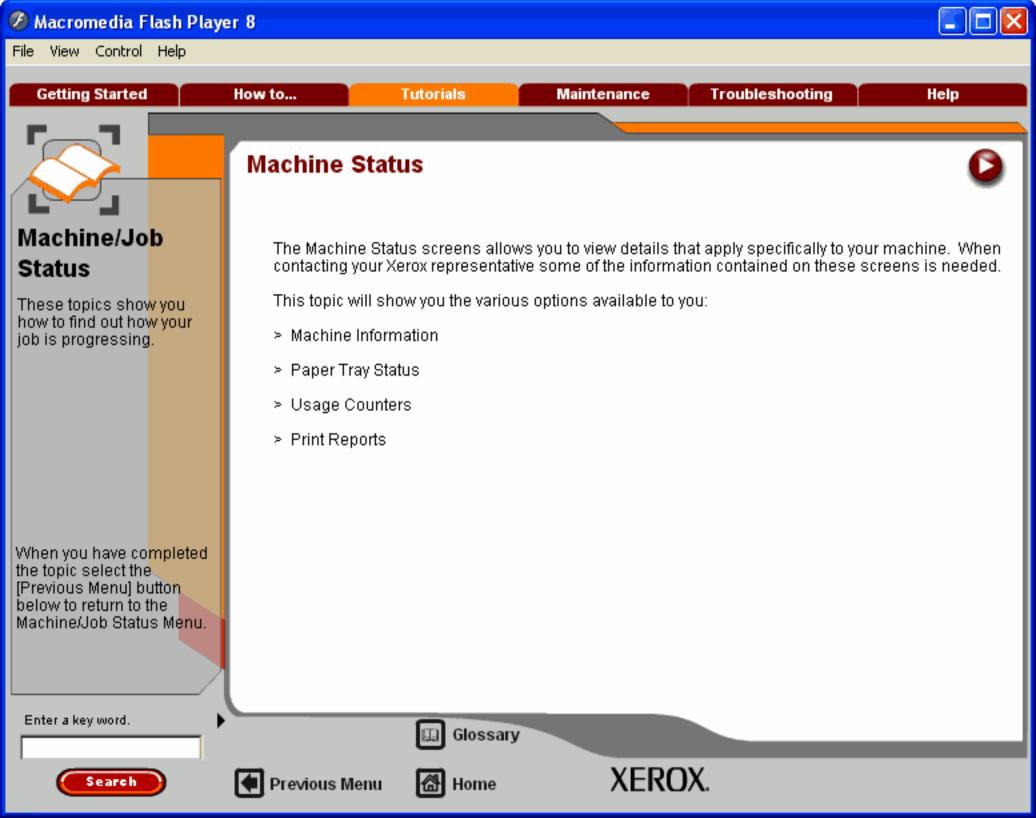
🤀 Required Resources

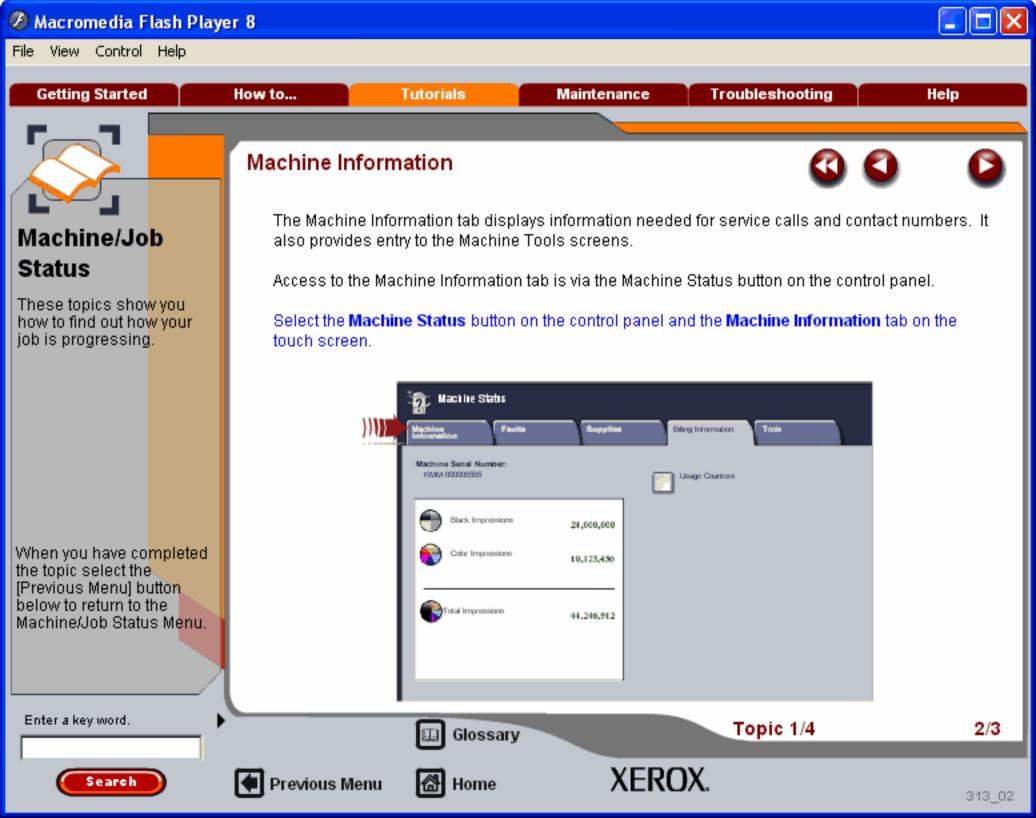
Faults

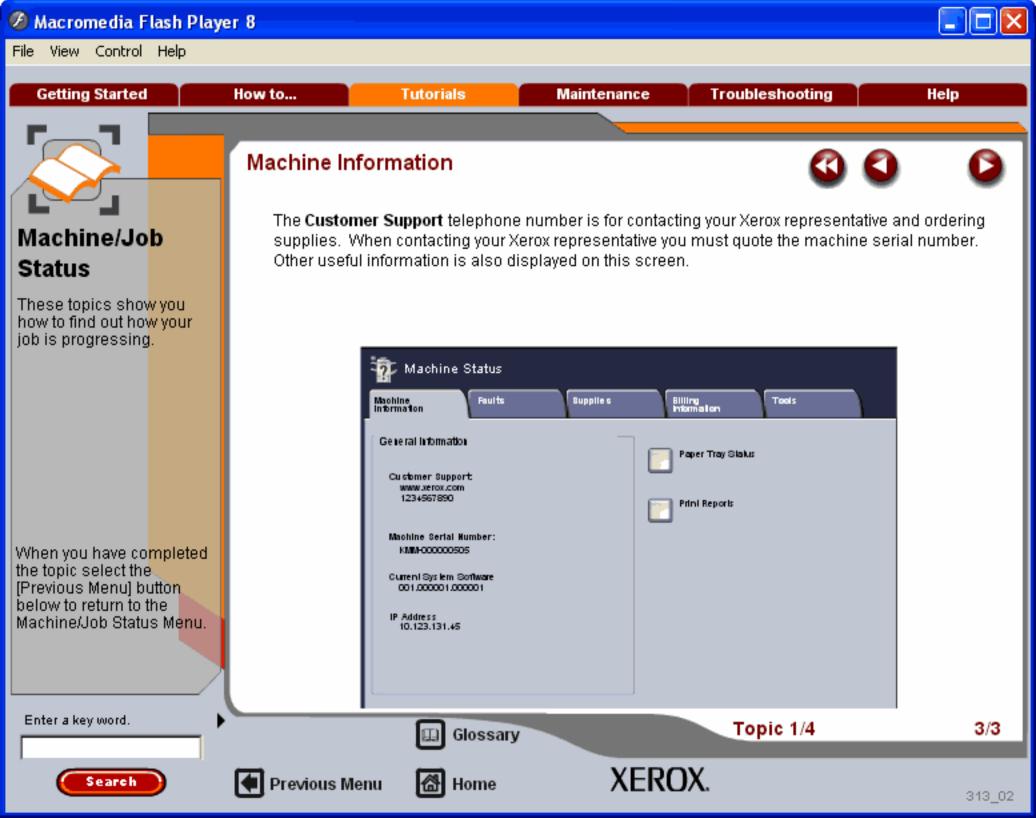
**Supplies** 

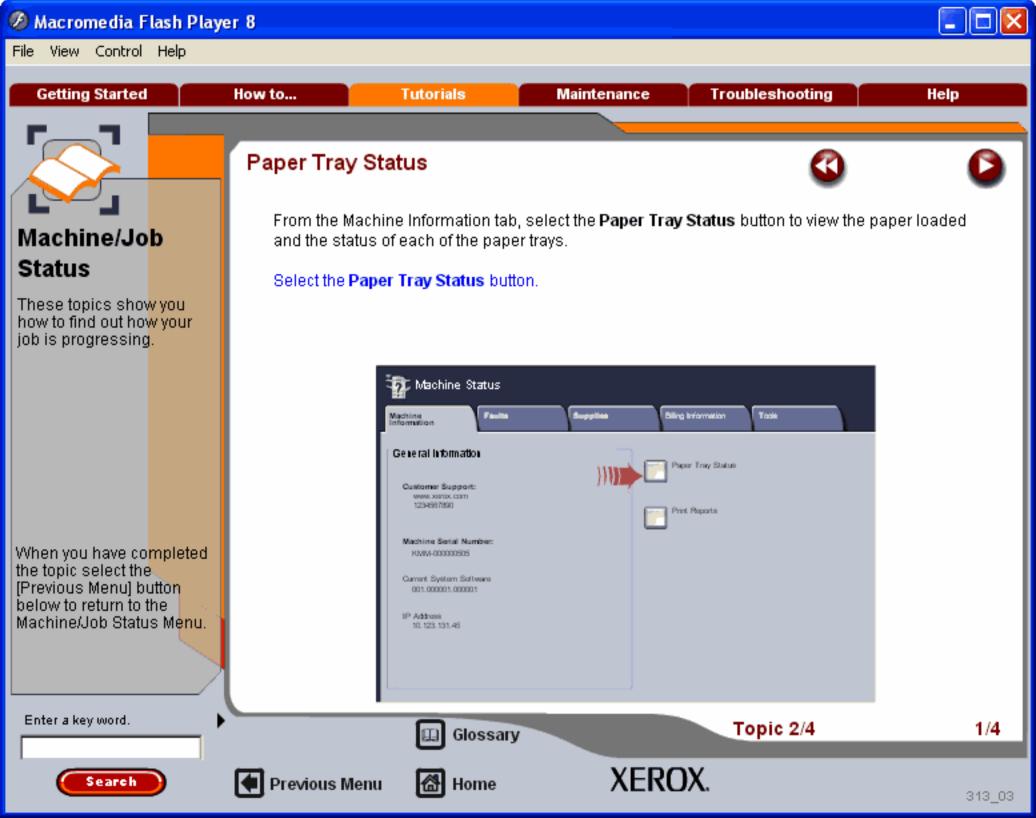


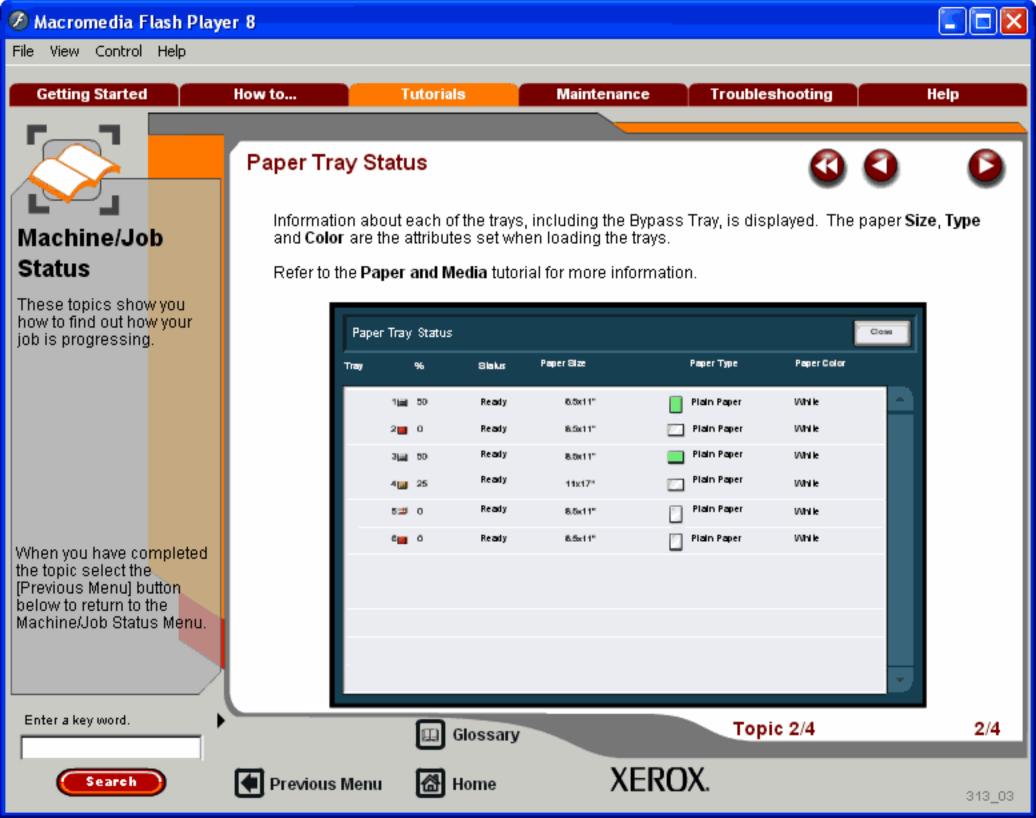


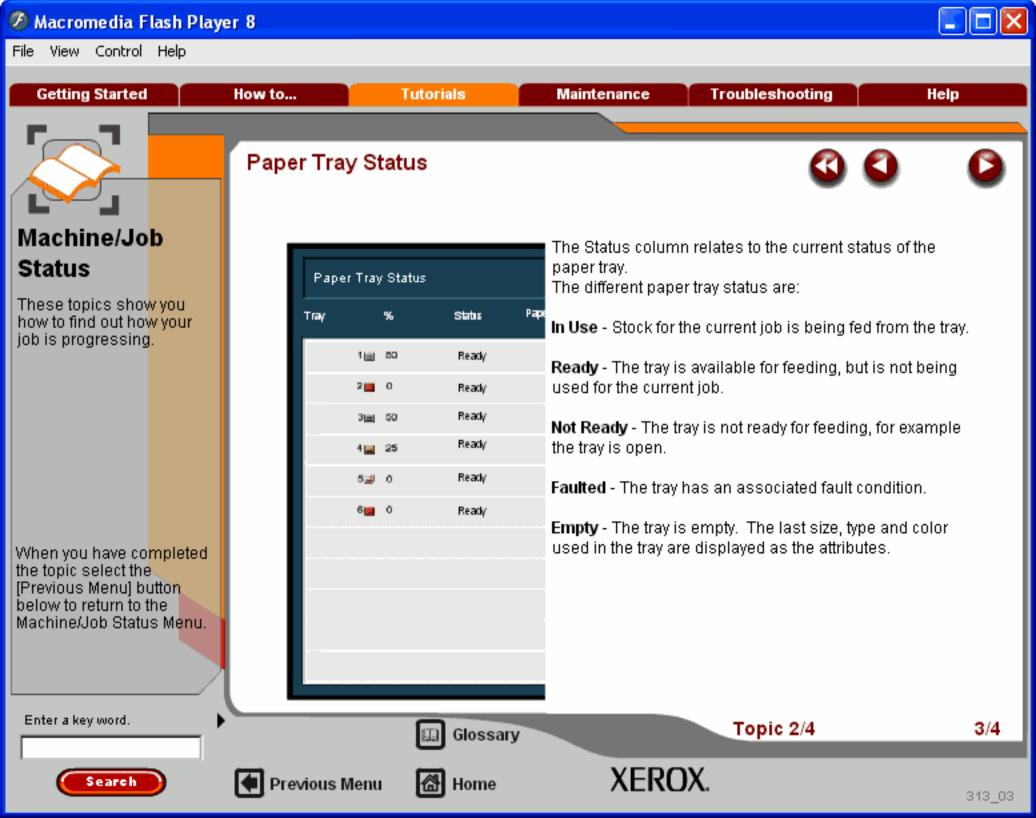


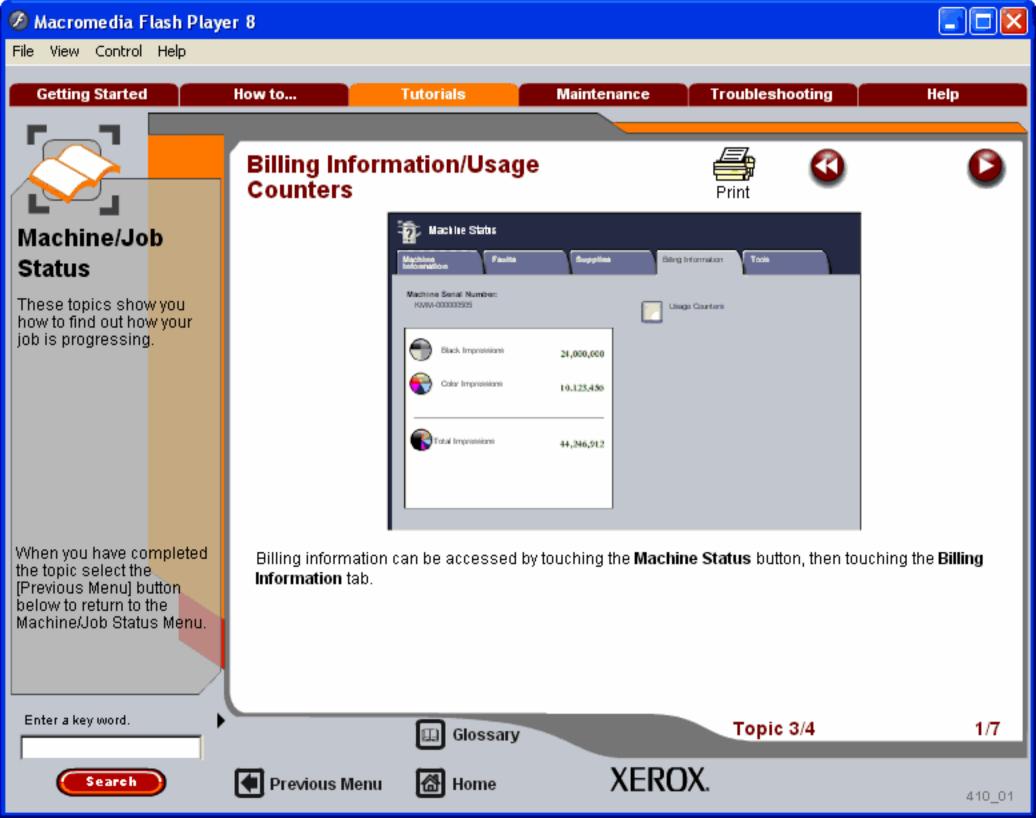


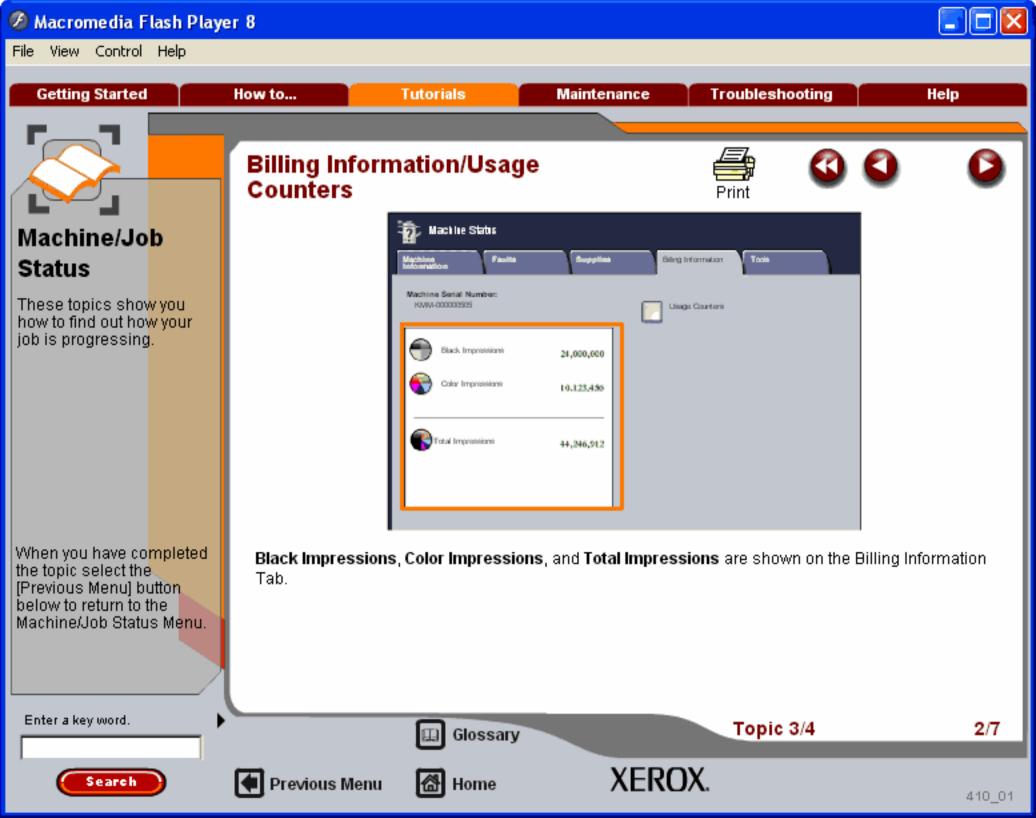


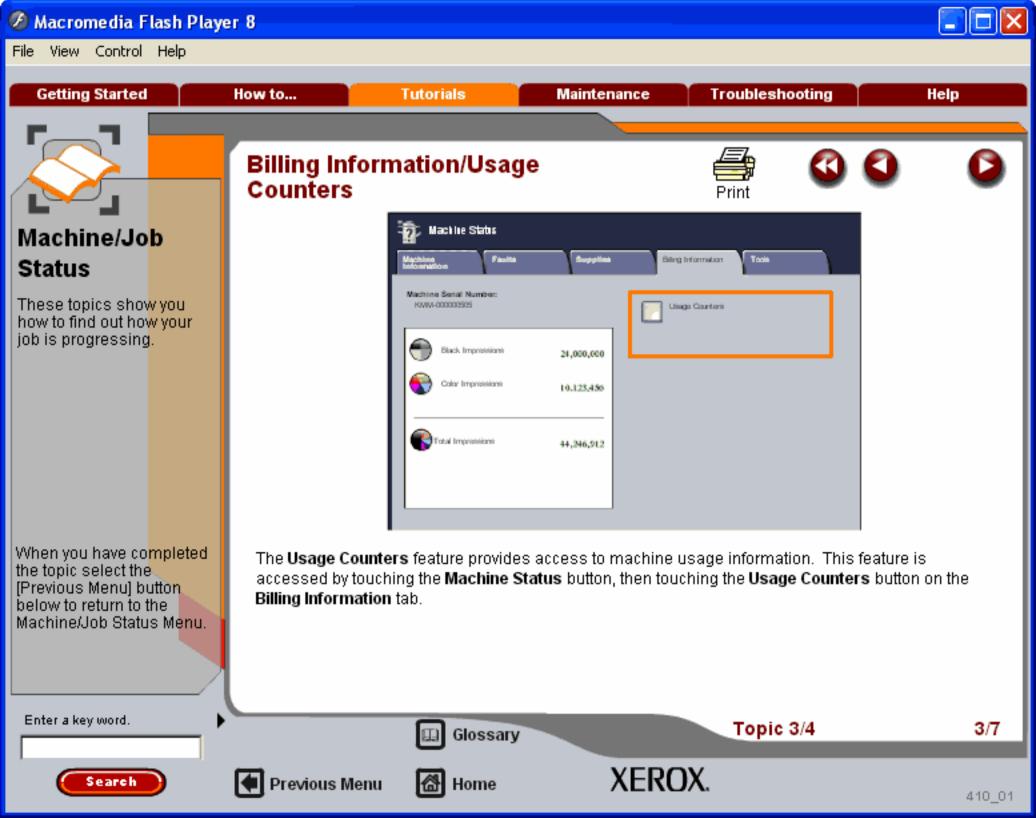


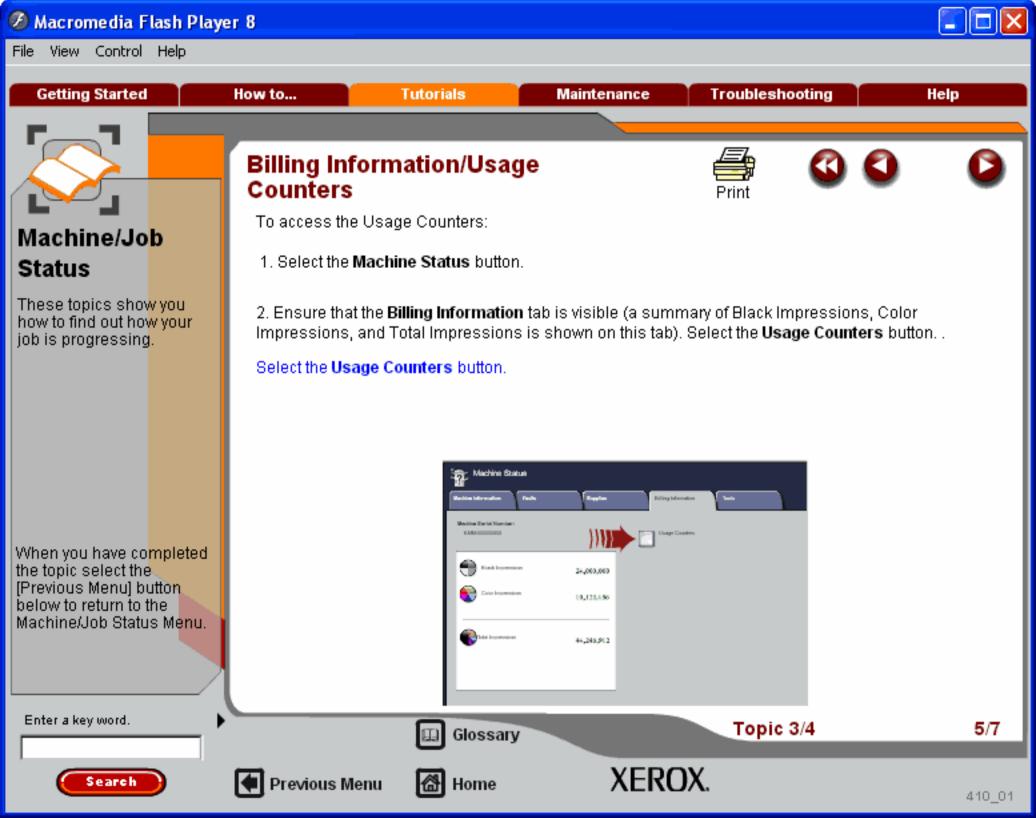






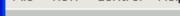








Help



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## Machine/Job Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status M<mark>enu</mark>.

Search



Tutorials



Troubleshooting







To access the Usage Counters:

How to...

- 1. Select the Machine Status button.
- Ensure that the Billing Information tab is visible (a summary of Black Impressions, Color Impressions, and Total Impressions is shown on this tab). Select the Usage Counters button.

Maintenance

3. The Usage Counters list is displayed.



Enter a key word.



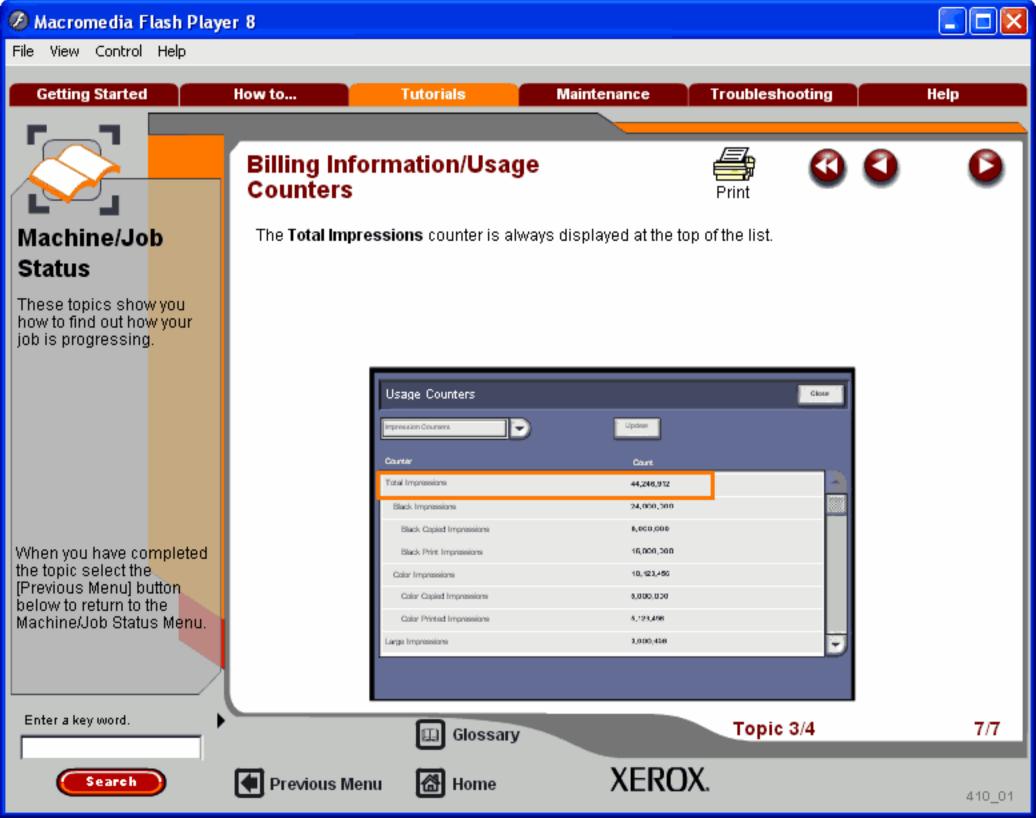


Glossary

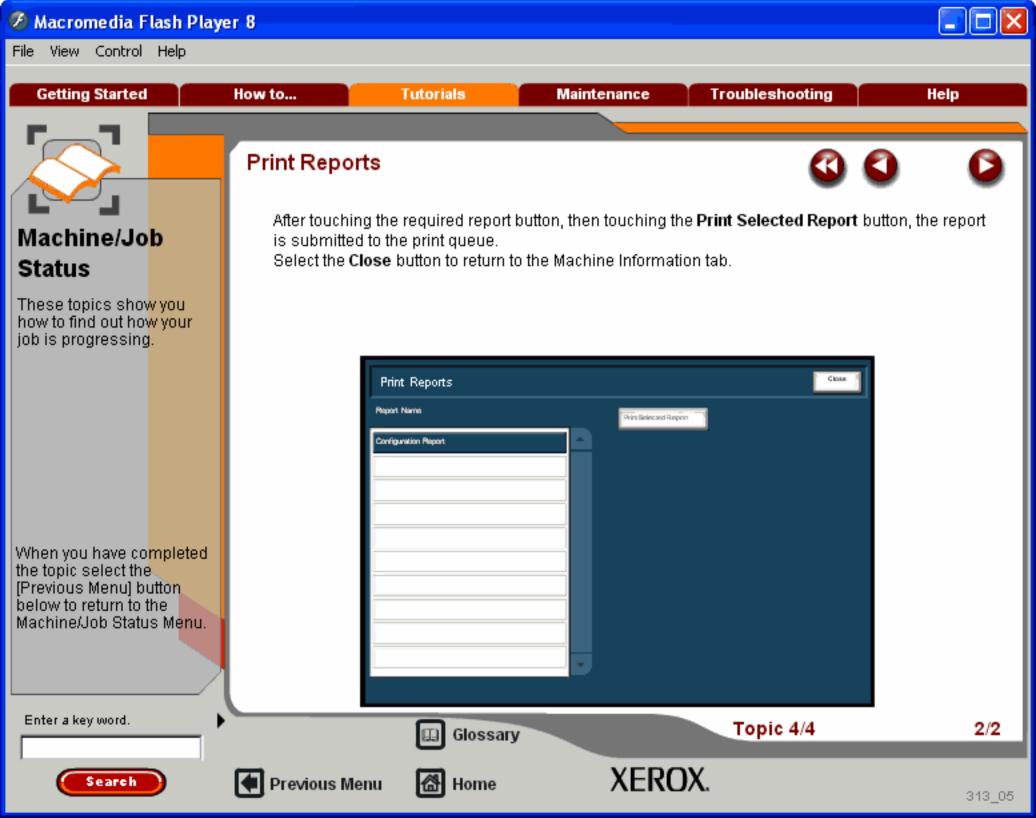


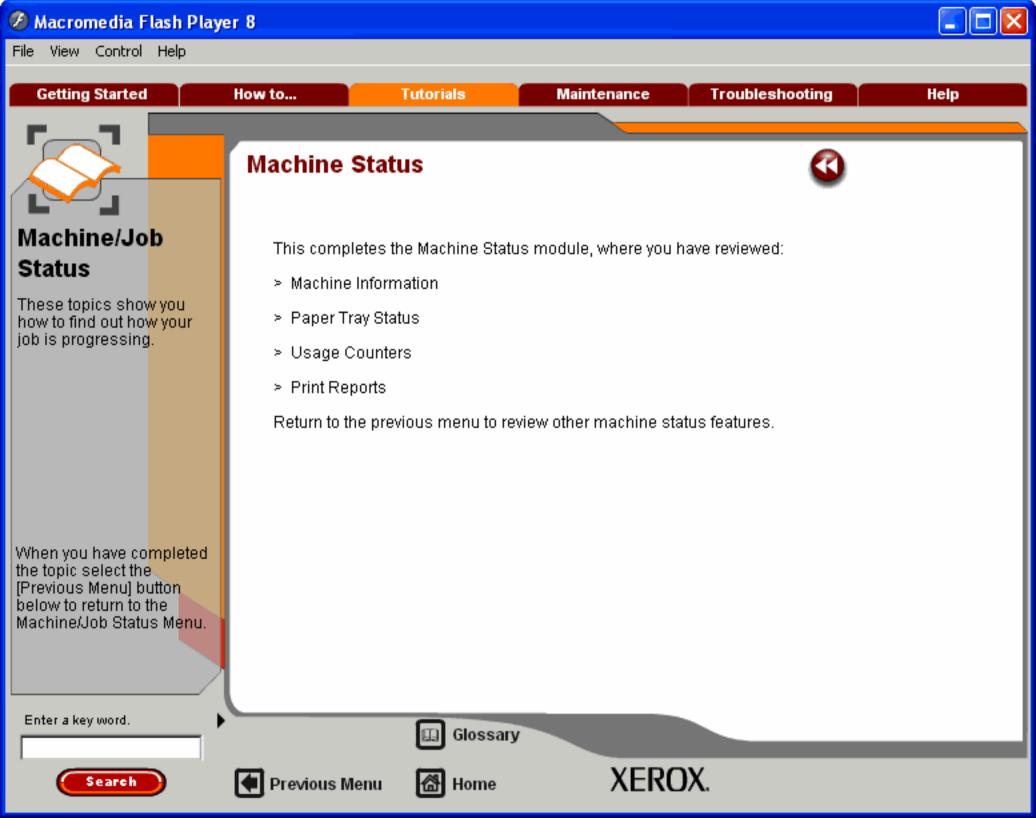
Topic 3/4

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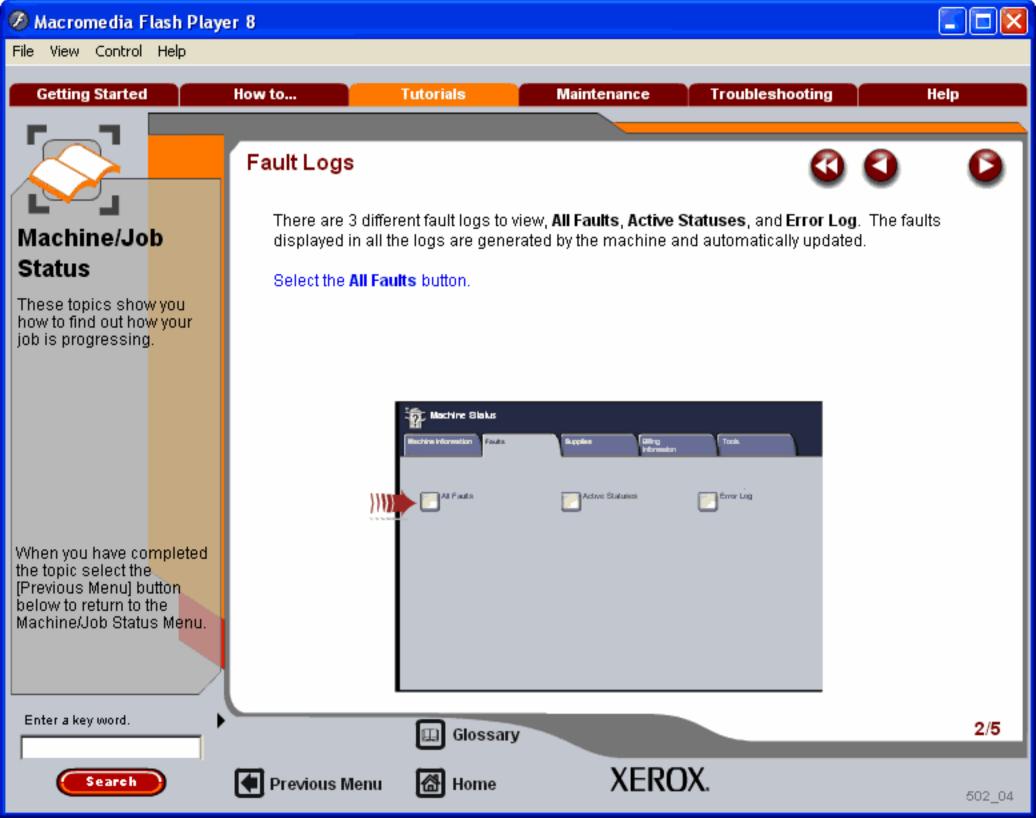




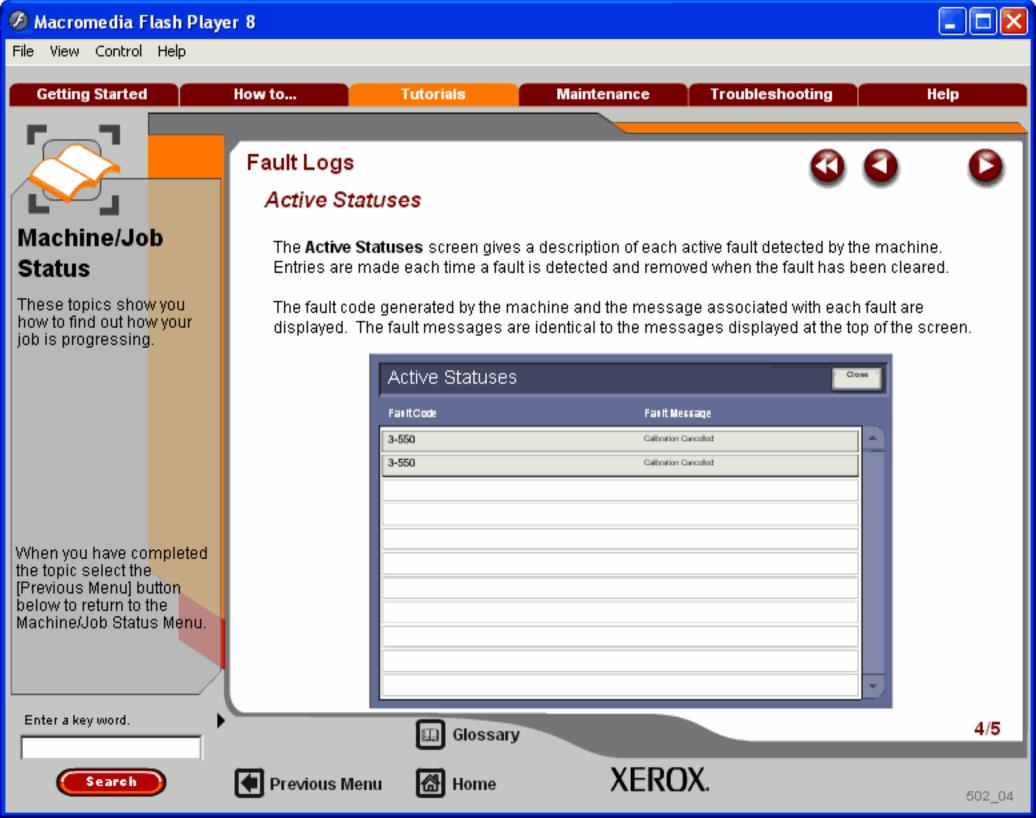


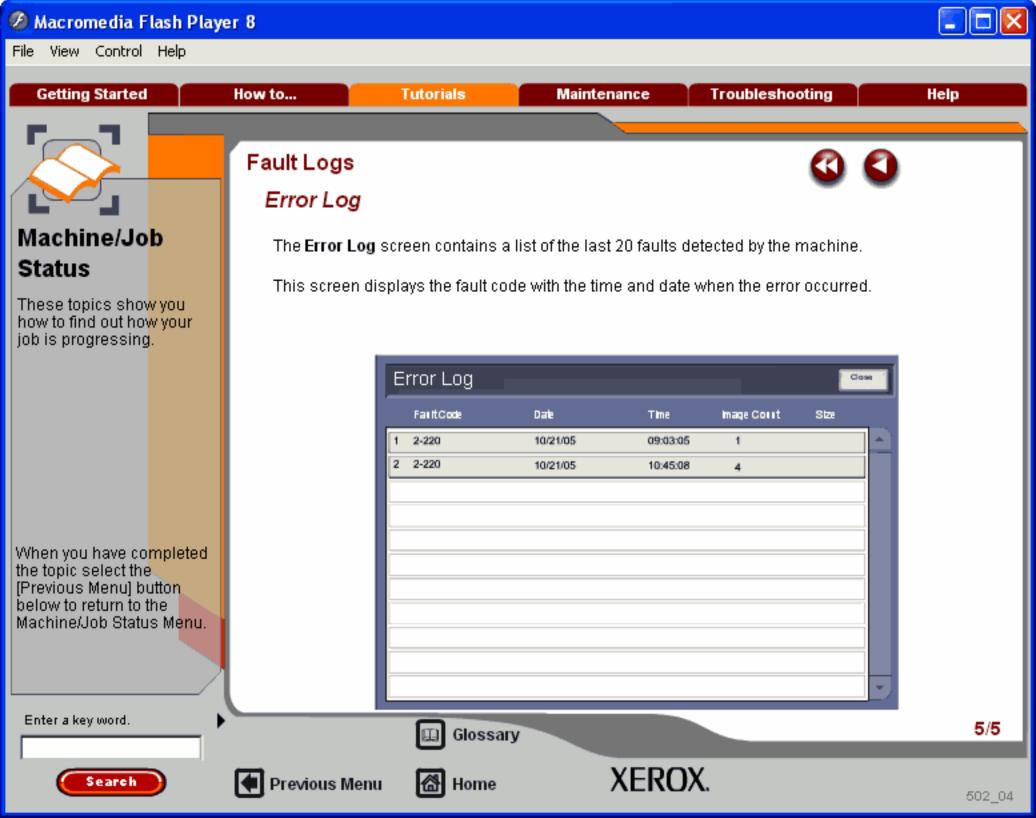


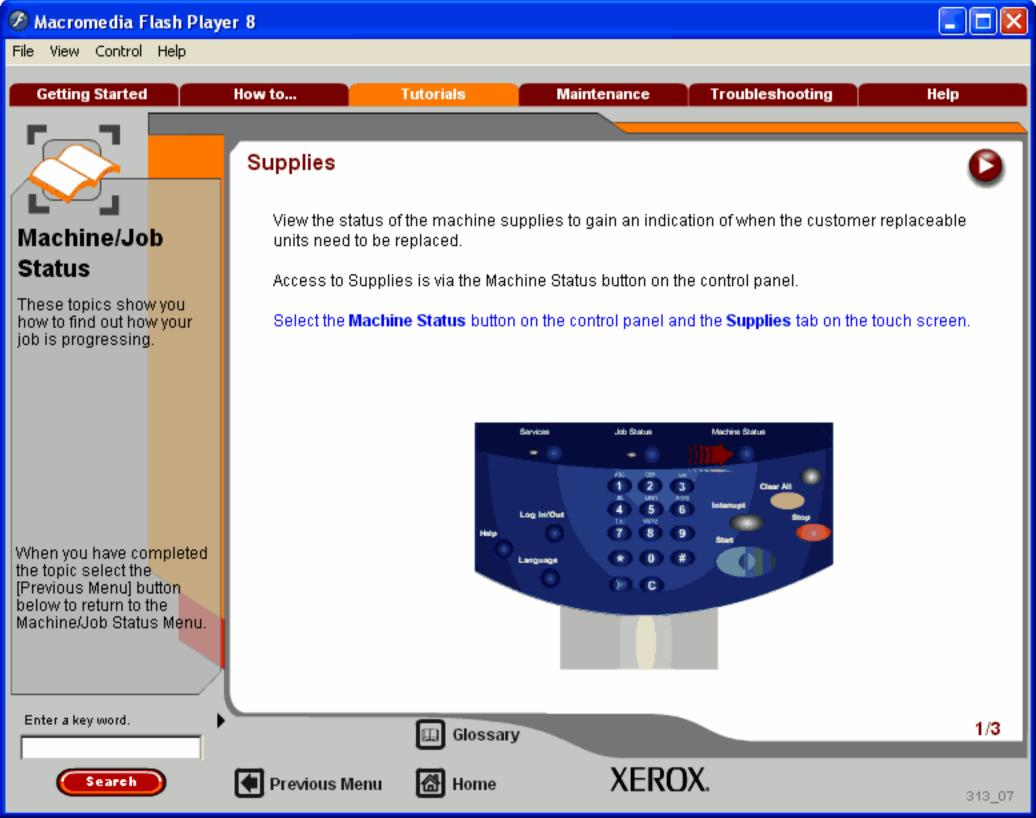








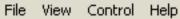


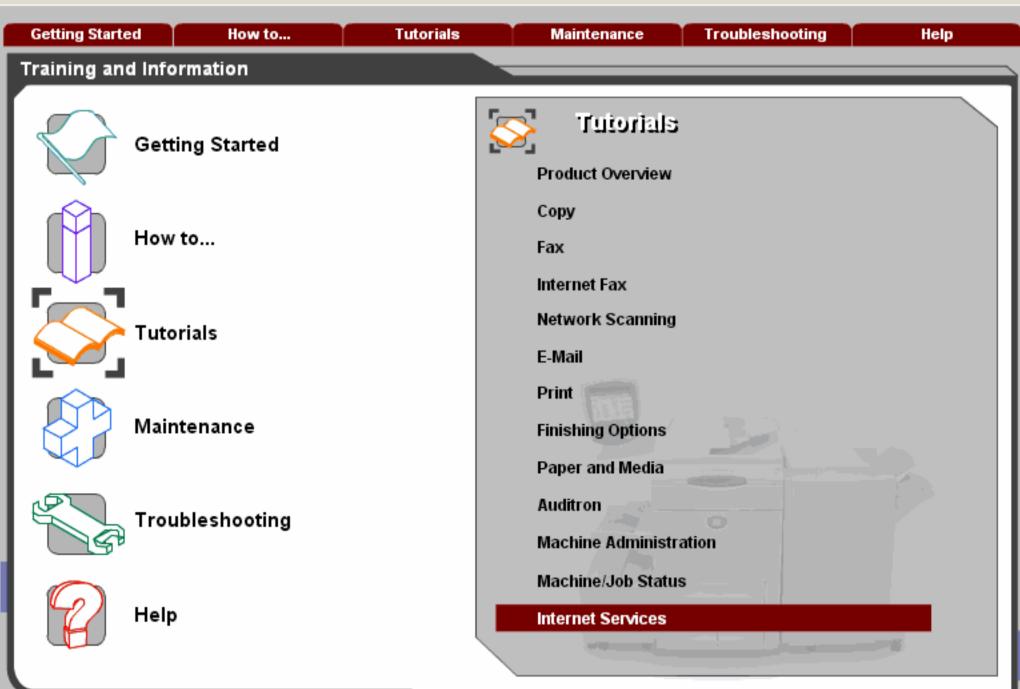












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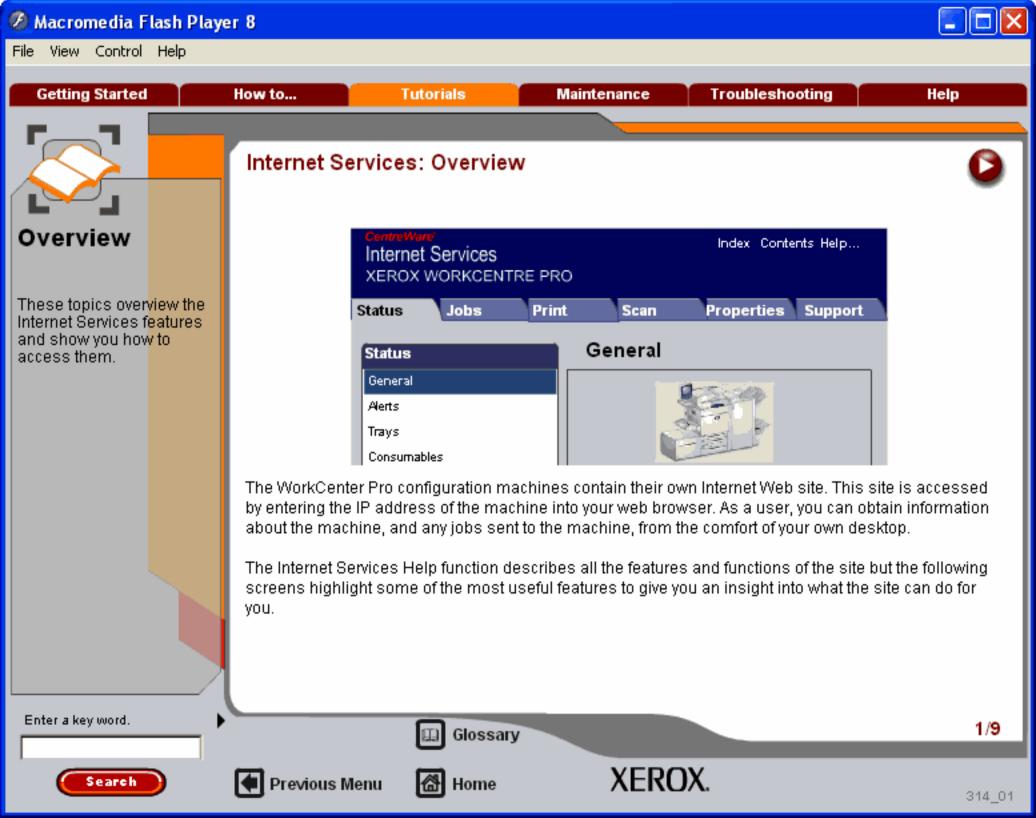
## Internet Services

These tutorials introduce you to the features and functions of Xerox Internet Services. The topics below will show you what Internet Services can do for you and how to access it. However, for detailed information about Internet Services you will be instructed to view the inbuilt Help screens.

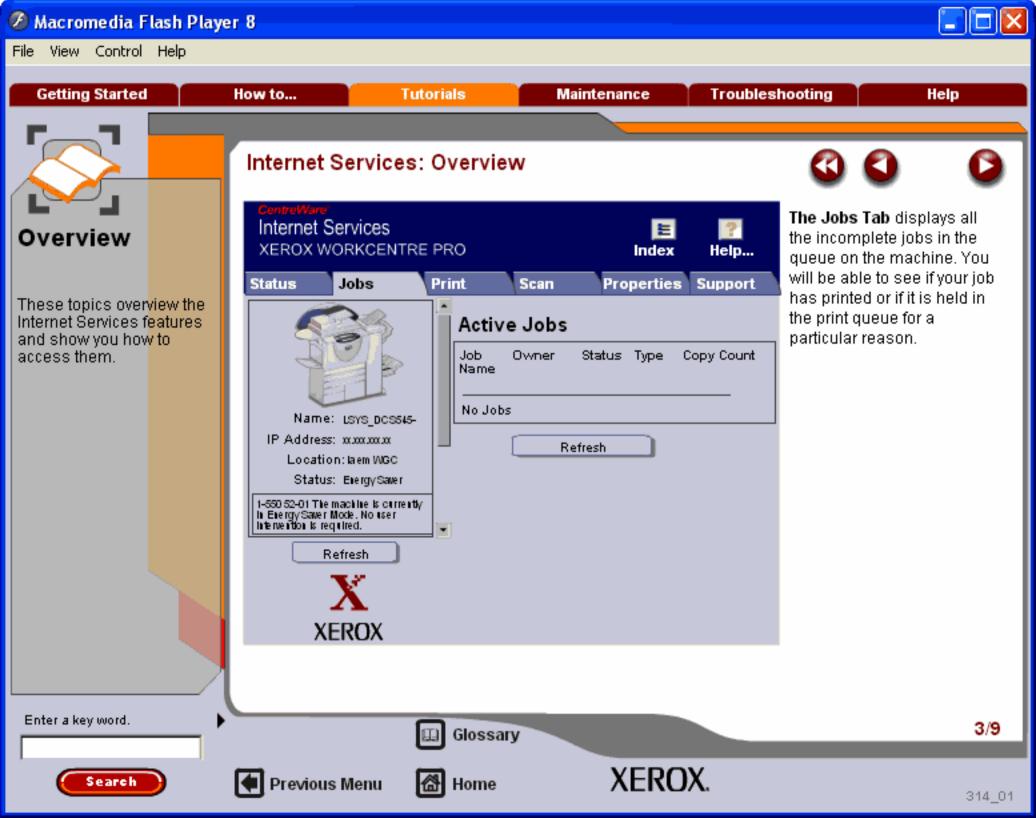
## Overview

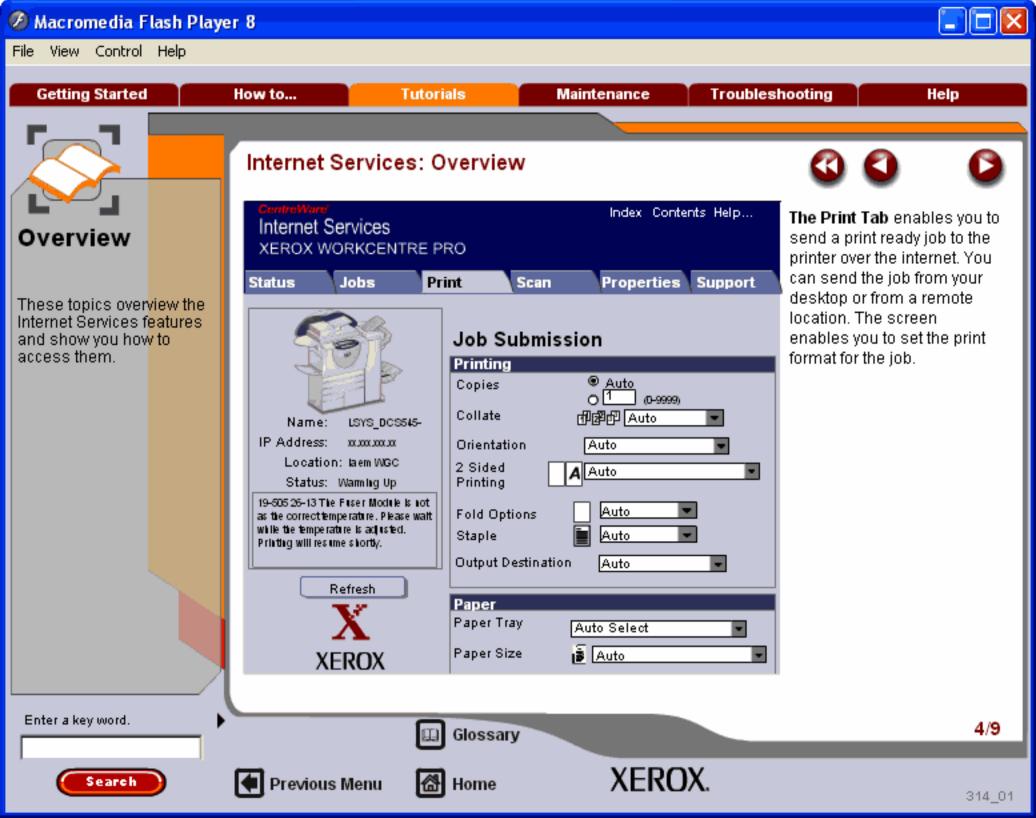
How to Access Internet Services

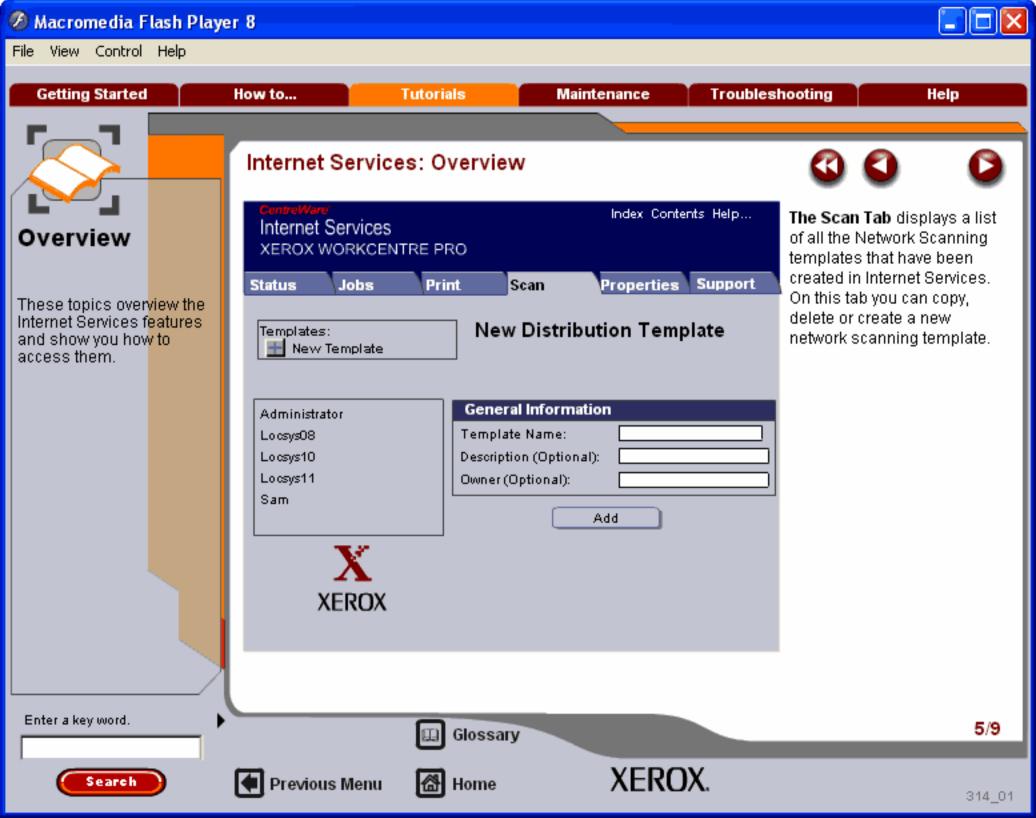




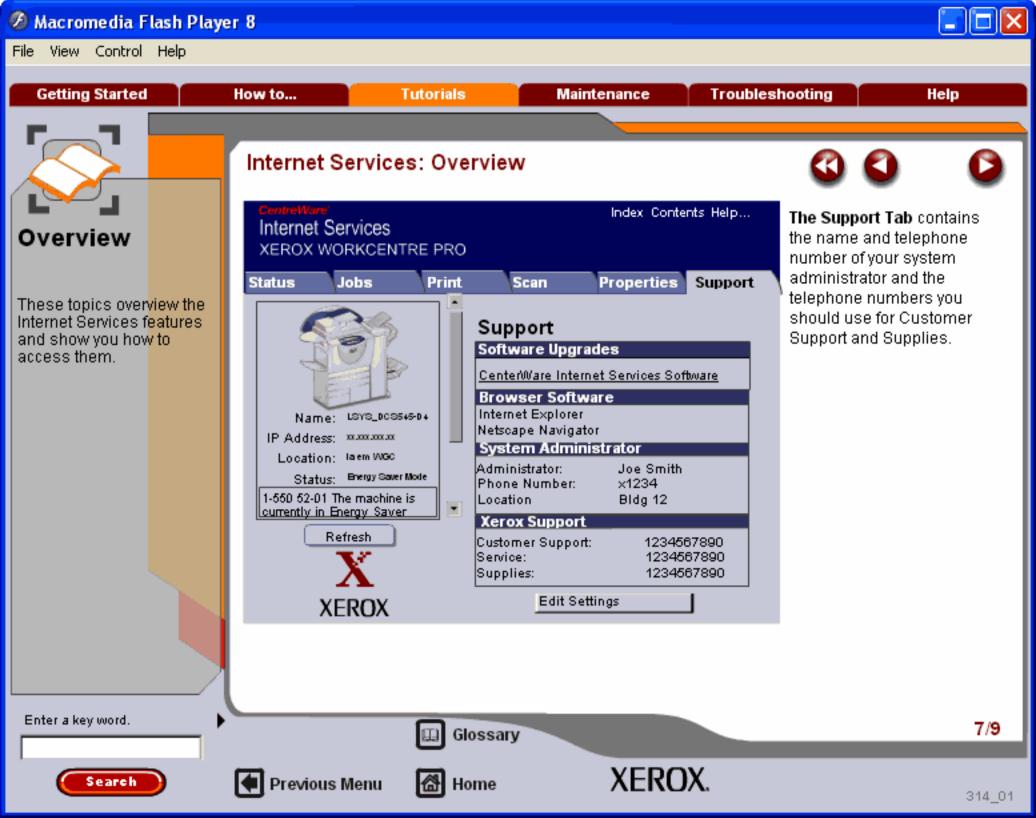




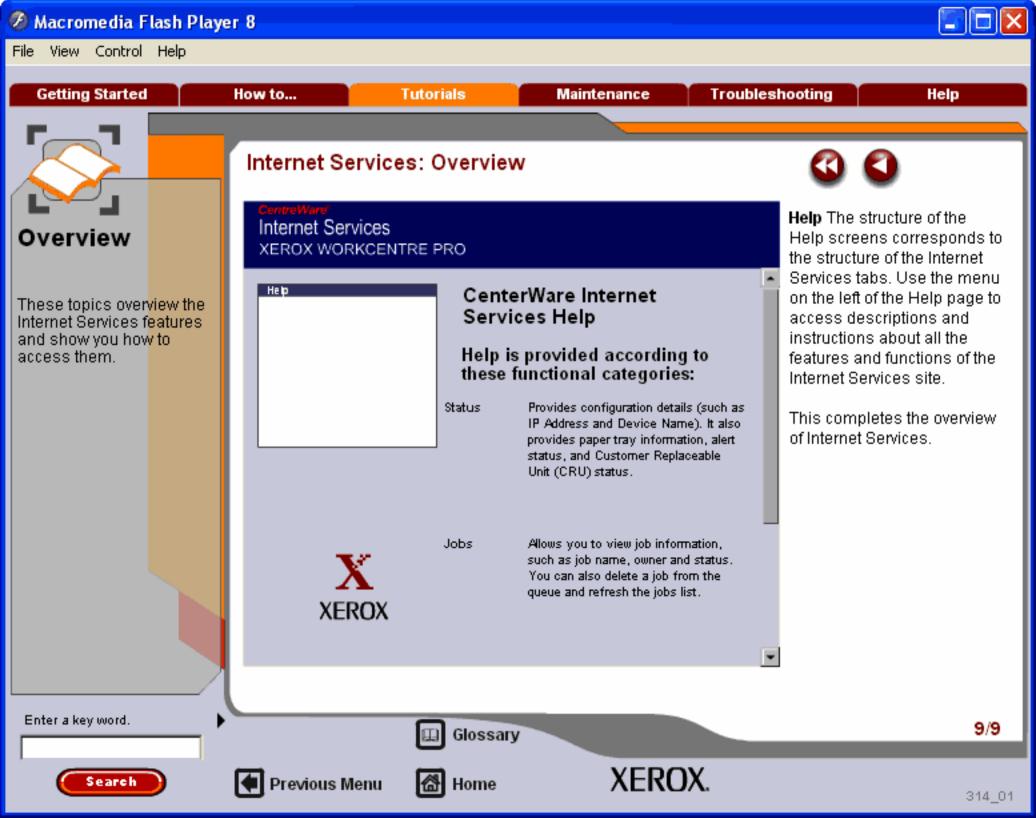


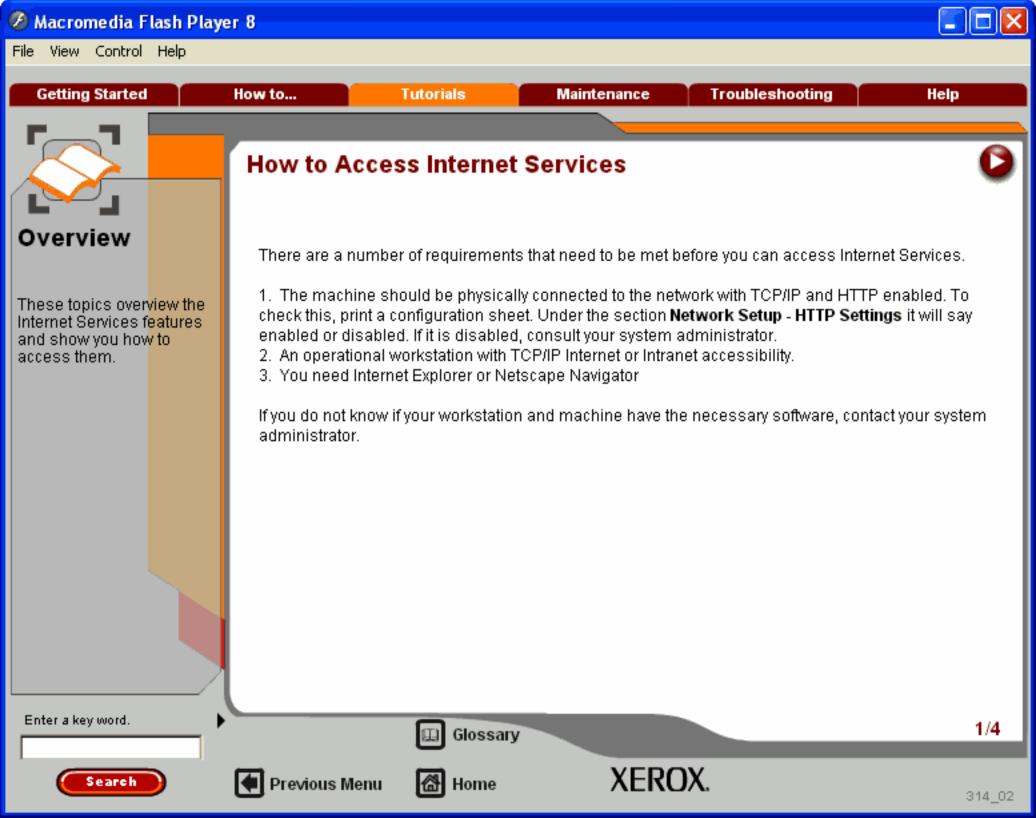
















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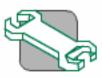
How to...



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Troubleshooting



Help



# Maintenance

Locating the Serial Number

Billing Information/Usage Counters

**Ordering Supplies** 

Cleaning your machine

Adjusting Trays 3 and 4

Loading Paper and Media

**Loading Staples** 

Emptying the Hole Punch Waste Container

**Customer Replaceable Units** 



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**Getting Started** 



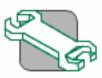
How to...



Tutorials



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Help



## Maintenance

## Locating the Serial Number

Billing Information/Usage Counters

**Ordering Supplies** 

Cleaning your machine

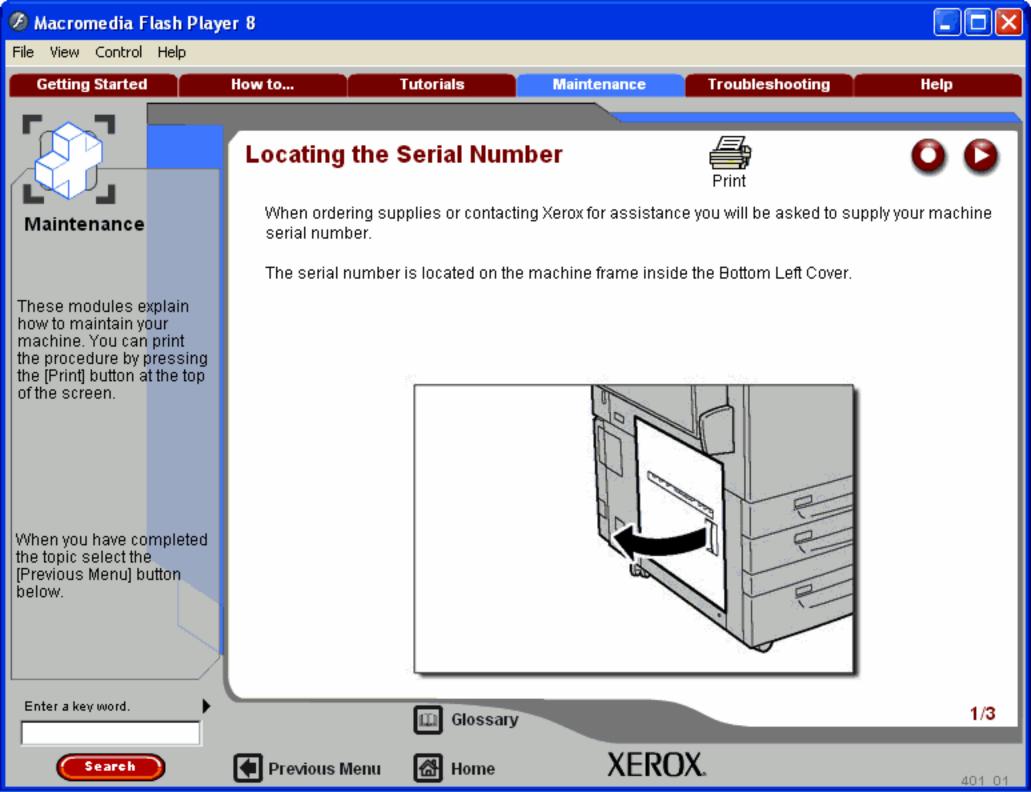
Adjusting Trays 3 and 4

Loading Paper and Media

**Loading Staples** 

Emptying the Hole Punch Waste Container

**Customer Replaceable Units** 









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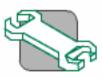
How to...



Tutorials



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# Maintenance

Locating the Serial Number

## Billing Information/Usage Counters

Ordering Supplies

Cleaning your machine

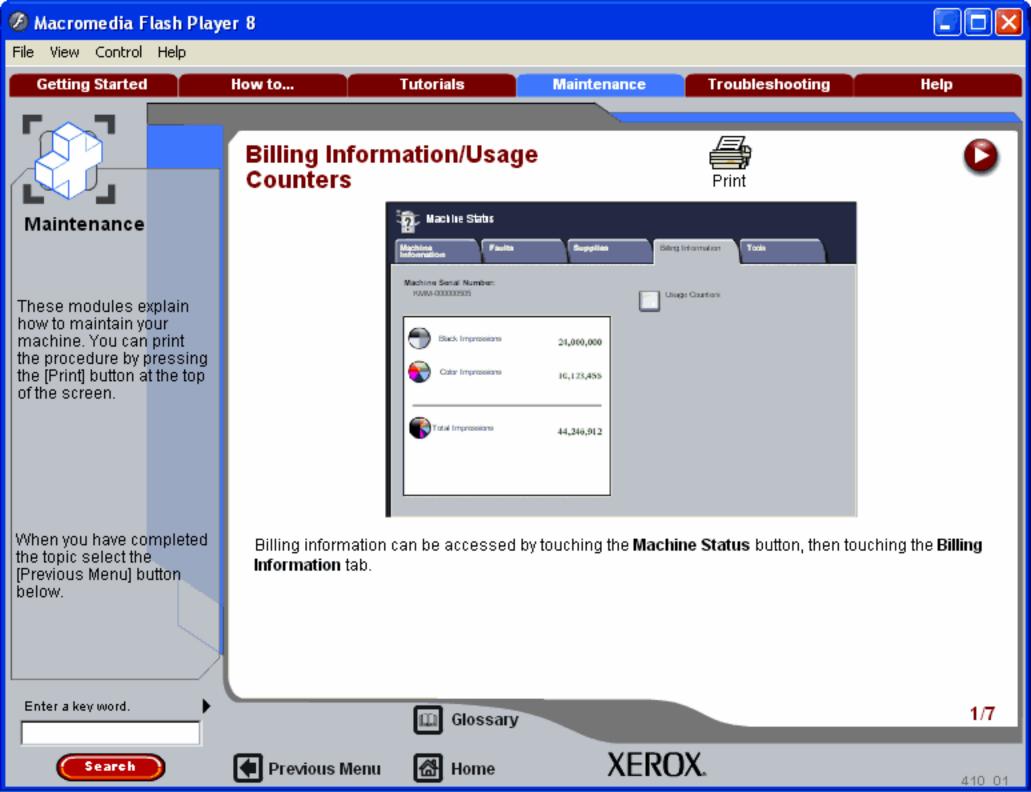
Adjusting Trays 3 and 4

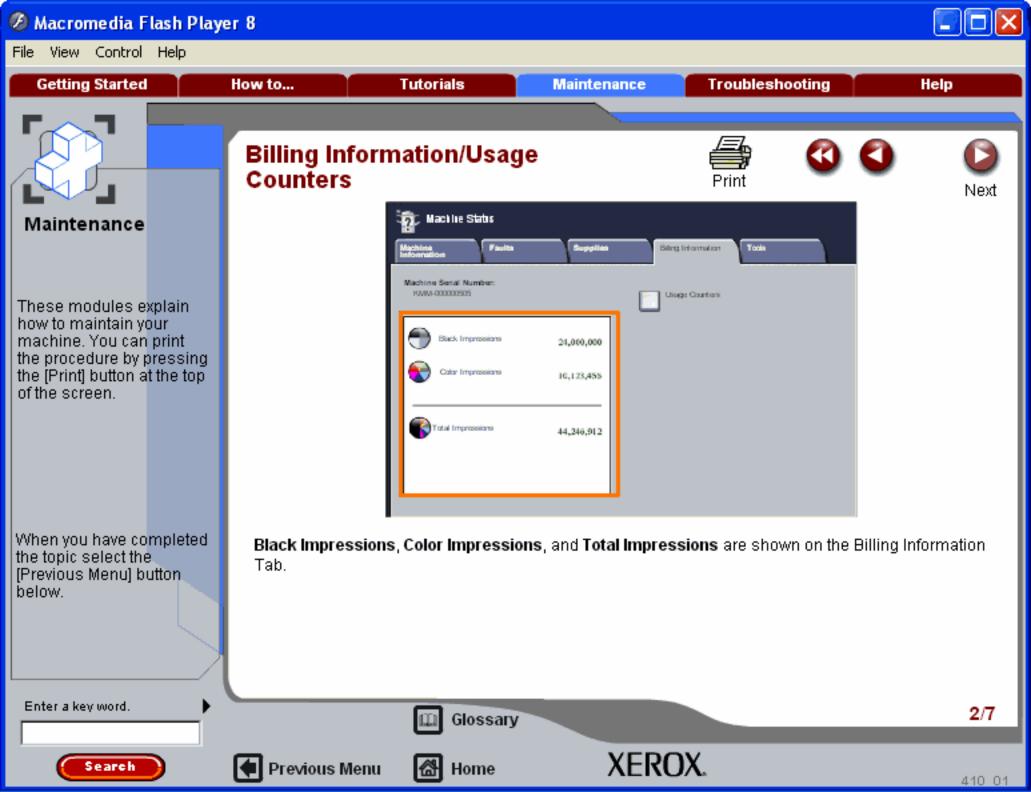
Loading Paper and Media

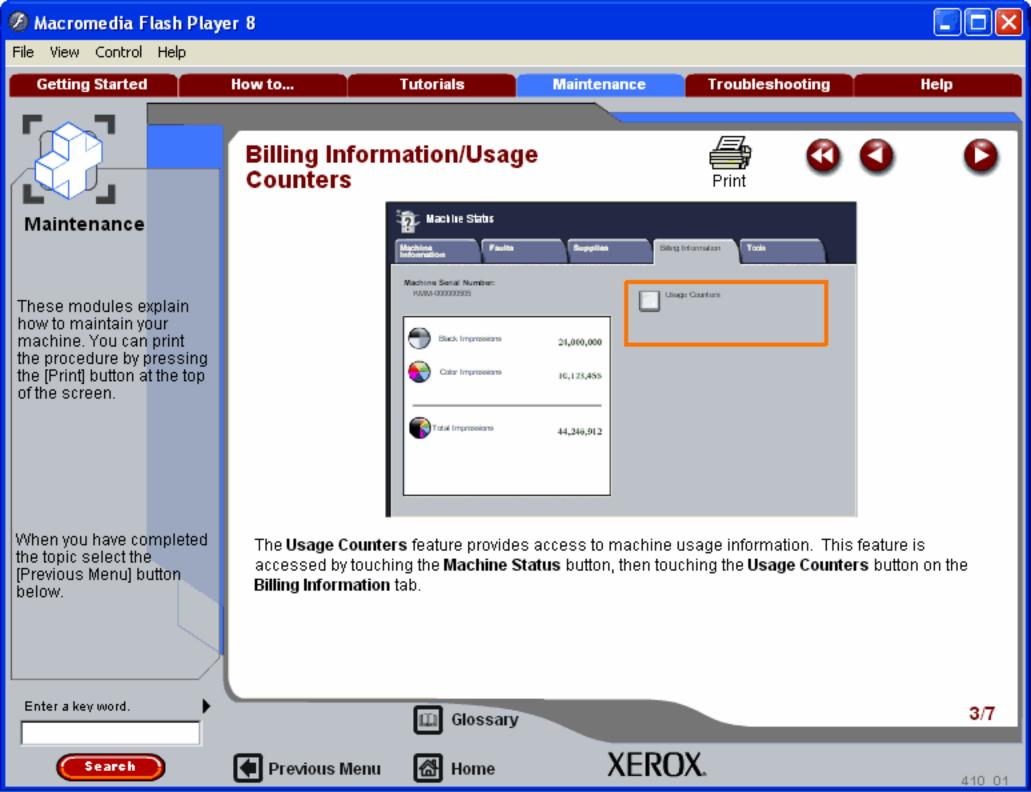
Loading Staples

Emptying the Hole Punch Waste Container

**Customer Replaceable Units** 

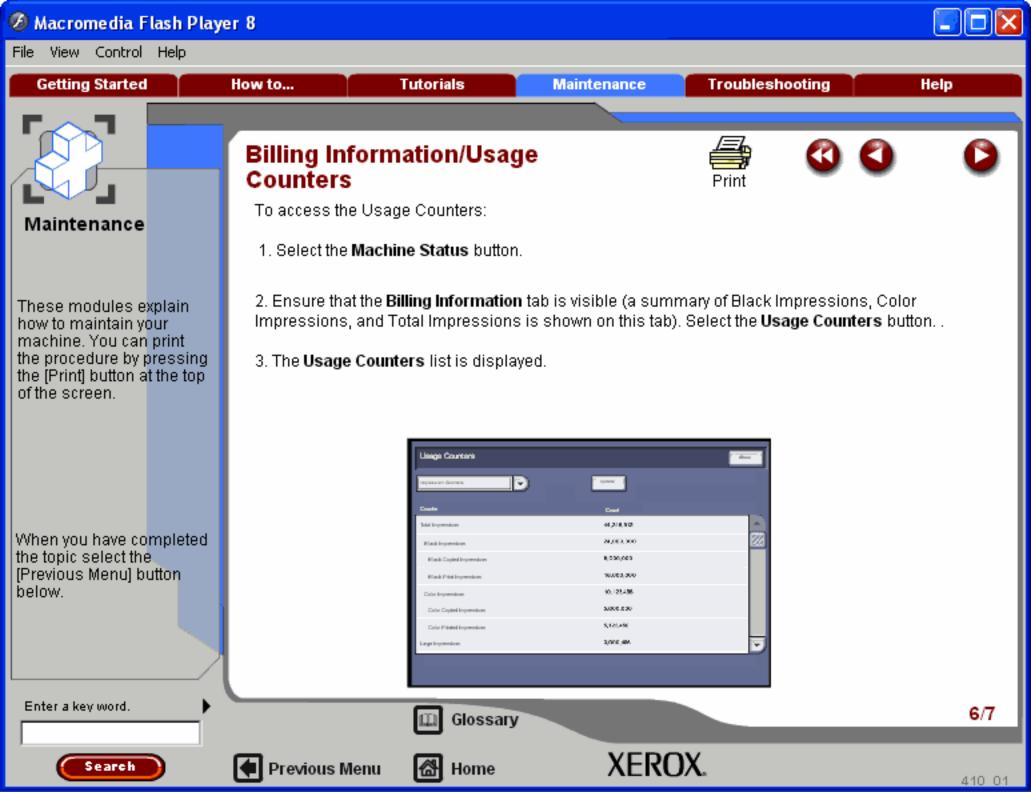














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#### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

# Ordering Supplies







#### The following information is for US Customers Only.

**Tutorials** 

#### Cost per Copy Customers

US Customers should contact the Metered Customer Support Center at 1-800-599-2198 to order Toner Cartridges (black, cyan, magenta and yellow) and Staples if they are included as part of your Xerox Agreement. Contact the Welcome Center at 1-800-821-2797 to order Drum Cartridge A1, Drum Cartridge A2, Drum Cartridge A4, Waste Toner Container, and the Fuser.

Customers who purchase supplies and have a Xerox Maintenance Agreement (NOT Cost Per Copy)

US Customers should call the Xerox Supplies Teleweb Center at 1-800-822-2200 to order Toner Cartridges (black, cyan, magenta and yellow) and Staples. Contact the Welcome Center at 1-800-821-2797 to order Drum Cartridge A1, Drum Cartridge A2, Drum Cartridge A3, Drum Cartridge A4, Waste Toner Container, and the Fuser.

Customers on Time and Materials Service (no Xerox Service Agreement)

US Customers should call the Xerox Supplies Teleweb Center at 1-800-822-2200 to order Toner Cartridges (black, cyan, magenta and yellow) and Staples. Contact the Customer Parts Center at 1-800-828-5881 to purchase Drum Cartridge A1, Drum Cartridge A2, Drum Cartridge A3, Drum Cartridge A4, the Waste Toner Container, and the Fuser.

Enter a key word.



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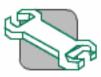
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# Maintenance

Locating the Serial Number

Billing Information/Usage Counters

**Ordering Supplies** 

### Cleaning your machine

Adjusting Trays 3 and 4

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**Emptying the Hole Punch Waste Container** 

**Customer Replaceable Units** 





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## Cleaning your Machine

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

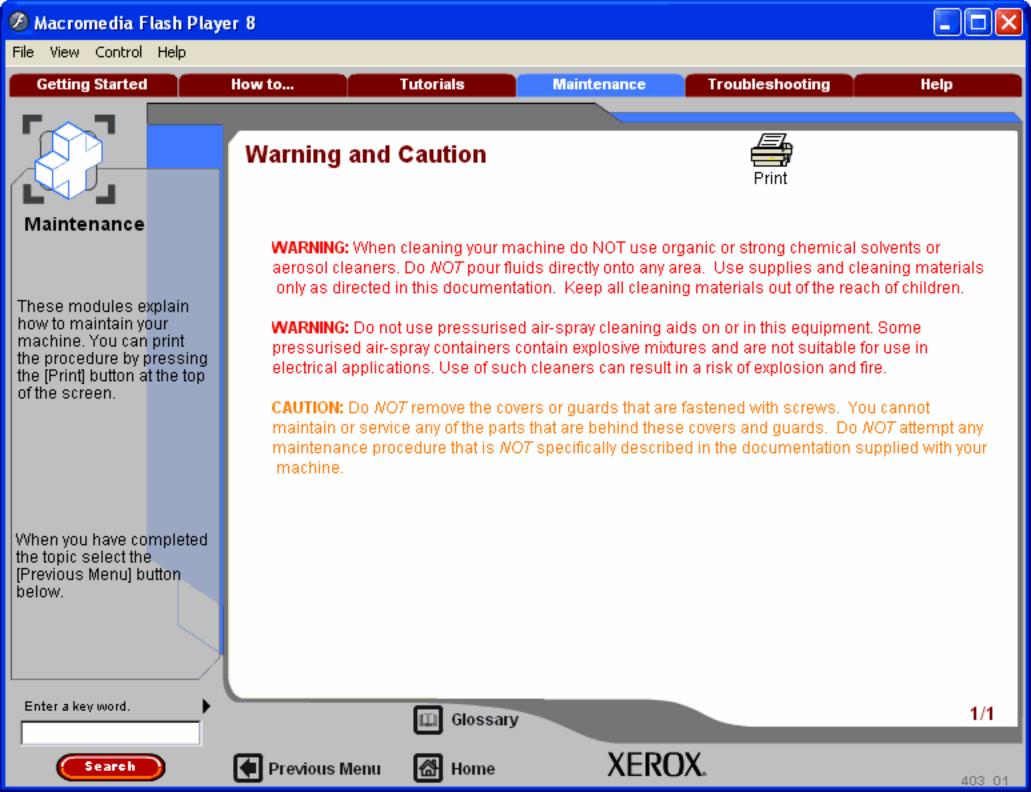
Warning and Caution

The Document Glass

The Control Panel, Touch Screen, Document Handler and Output Trays

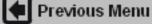
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Search





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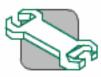
How to...



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# Maintenance

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**Ordering Supplies** 

Cleaning your machine

Adjusting Trays 3 and 4

## Loading Paper and Media

Loading Staples

Emptying the Hole Punch Waste Container

Customer Replaceable Units

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## Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

Loading paper trays 1 and 2

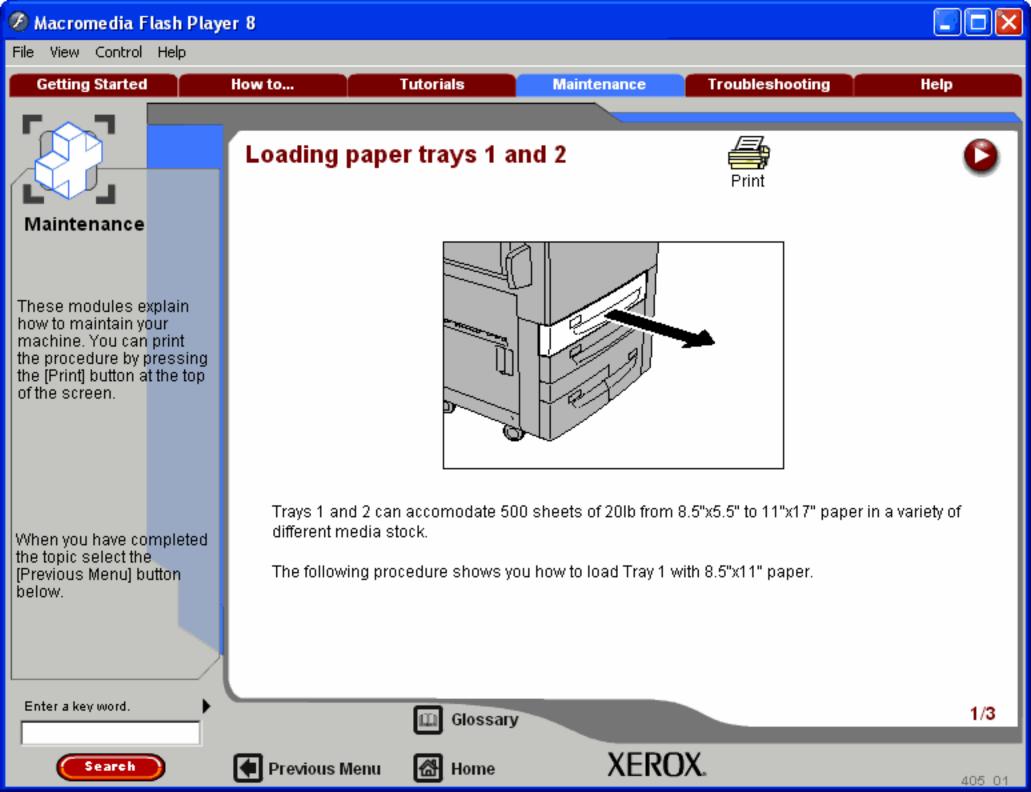
Loading paper trays 3 and 4

Loading paper in the bypass tray

Loading paper in the High Capacity Feeder

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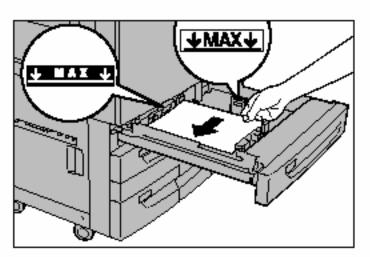
Troubleshooting











Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen

Maintenance

When you have completed the topic select the [Previous Menu] button below.

Fan the sheets before loading them into the tray. Register the stack of paper against the left side of the tray. Paper must not be loaded above the maximum fill line.

Move the right guide to touch the paper stack.

Move the front and rear guides to just touch the edges of the paper stack.

Enter a key word.



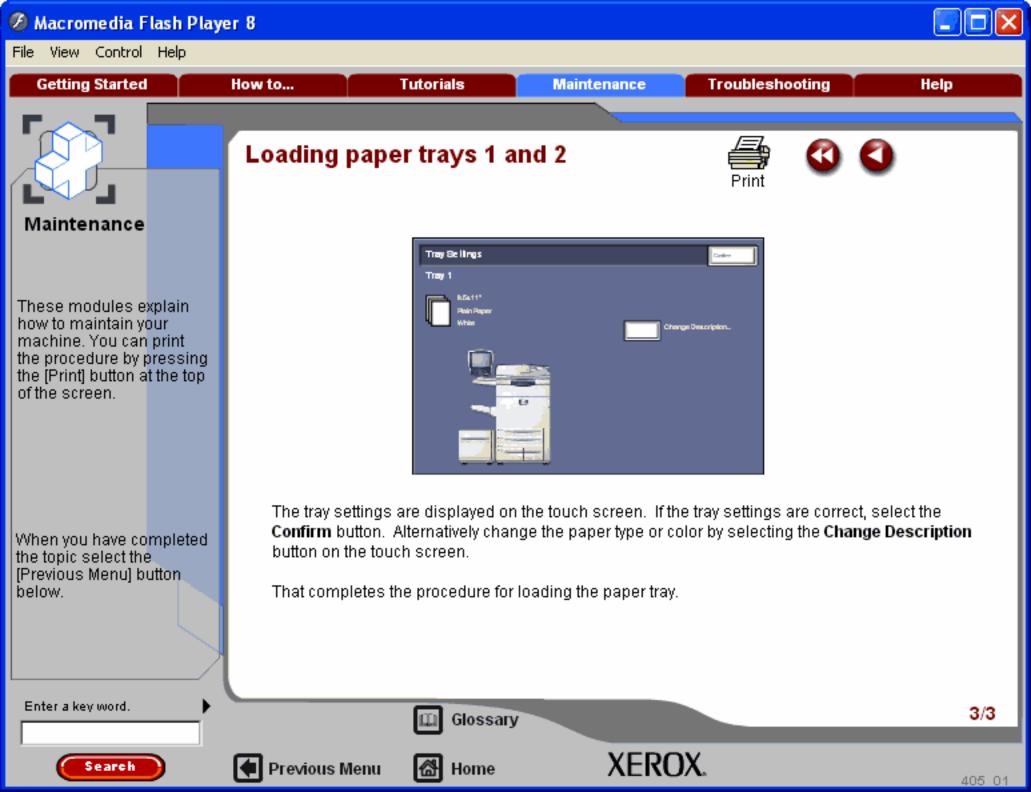


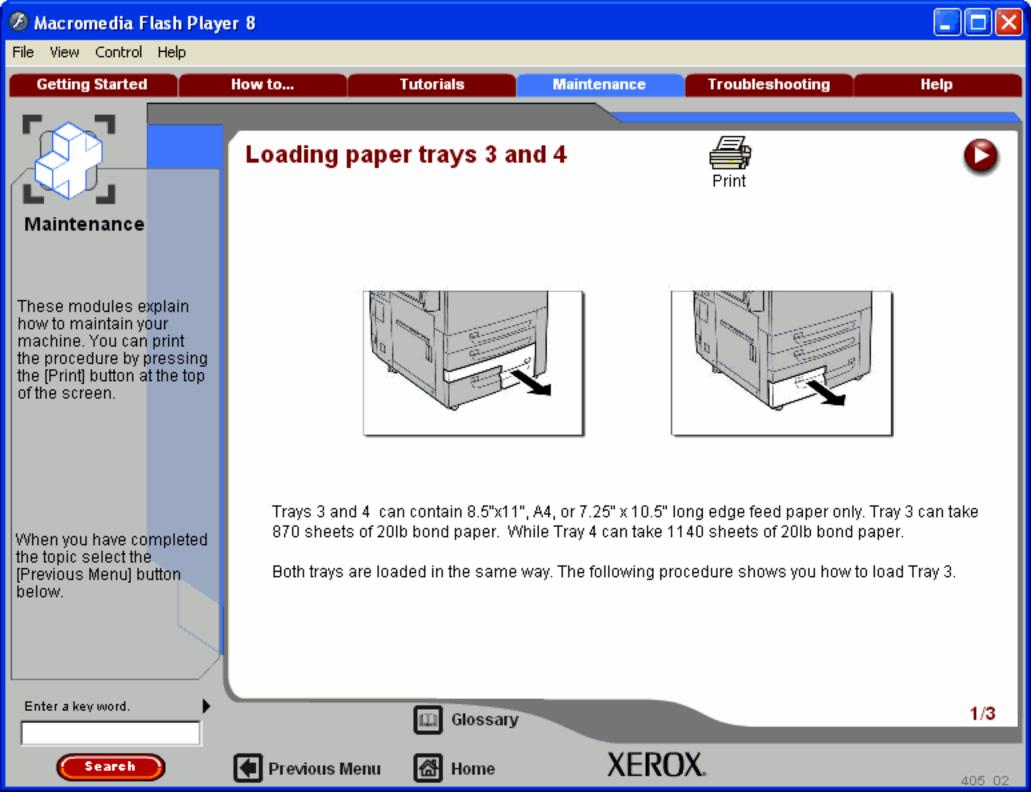


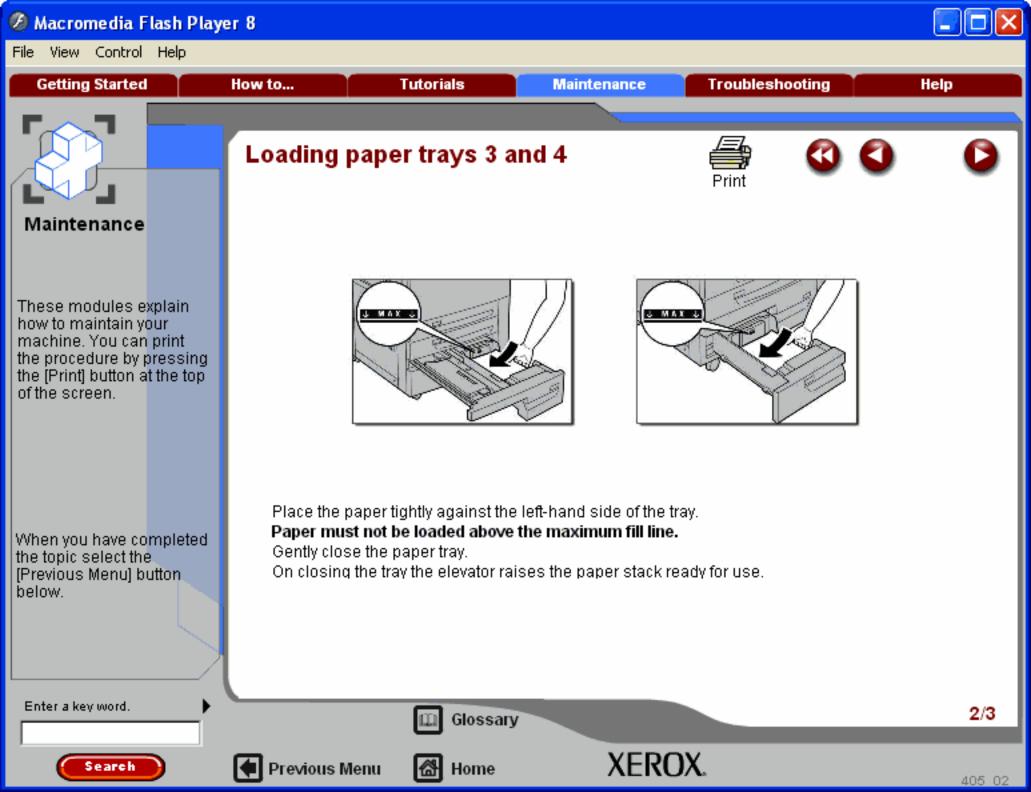


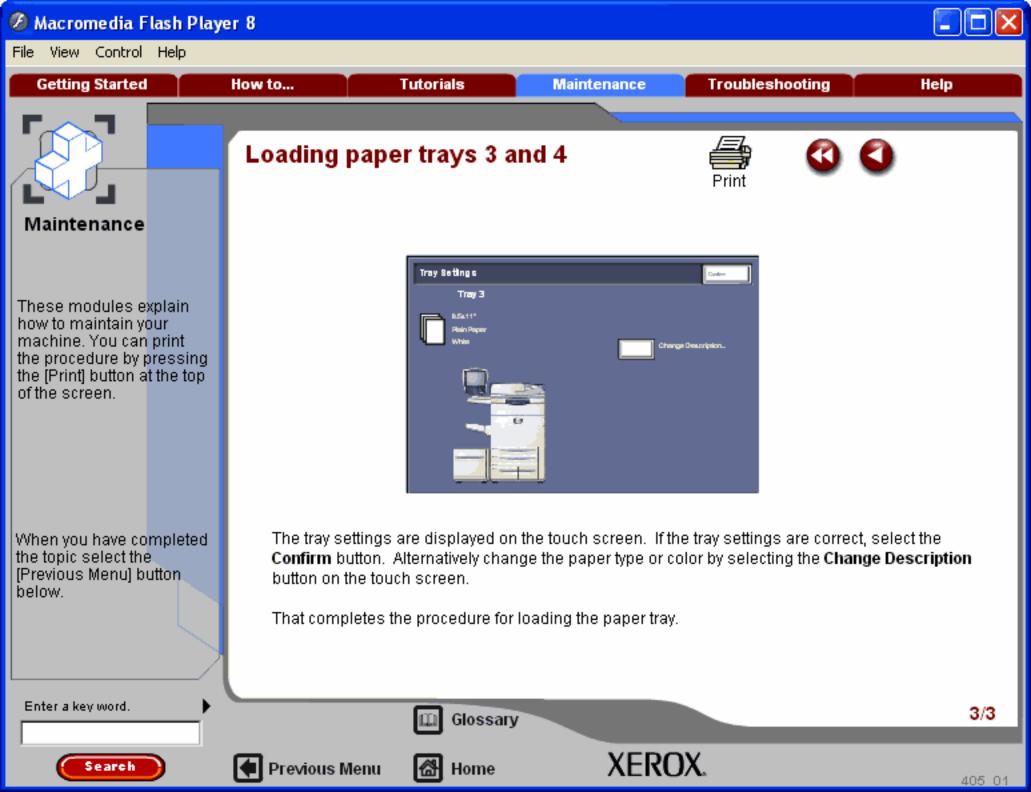
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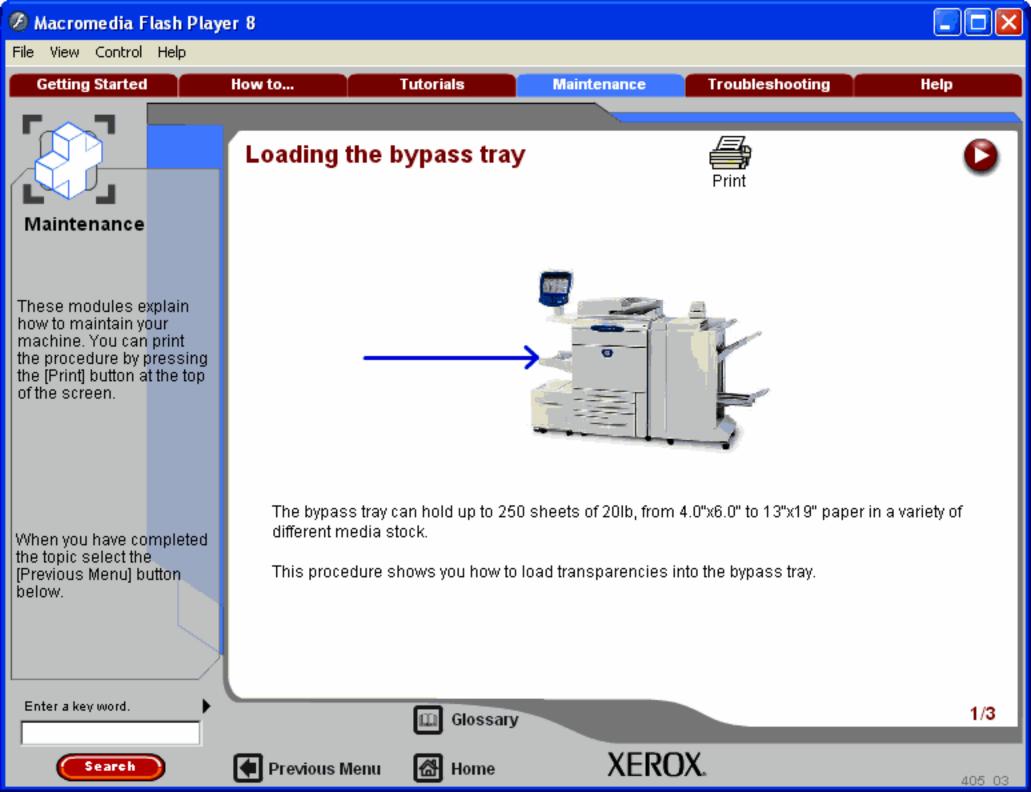
















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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

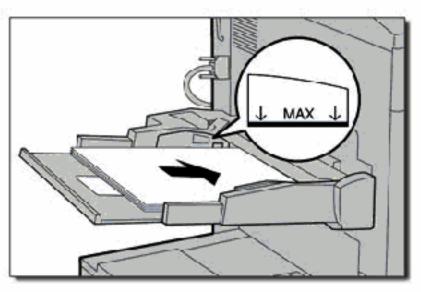












Register the stack of paper or media against the front right hand corner of the tray. The paper or media must not be loaded above the maximum fill line.

Move the front and rear guides to just touch the edges of the stack.

Enter a key word.



Glossary

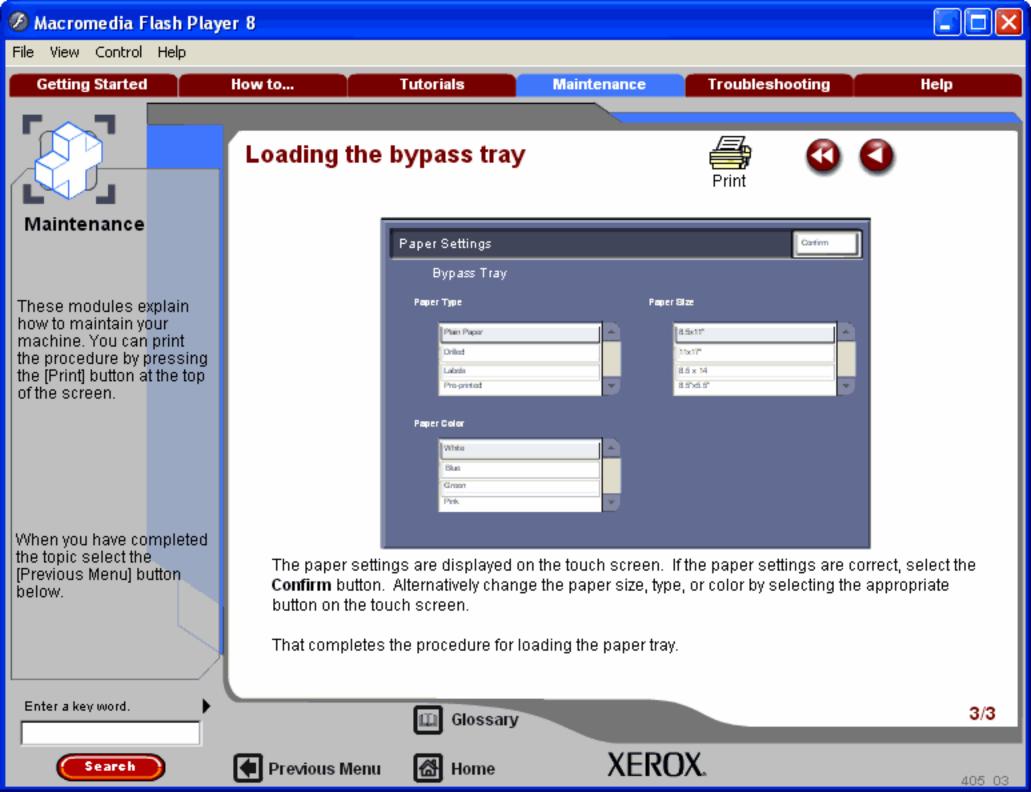


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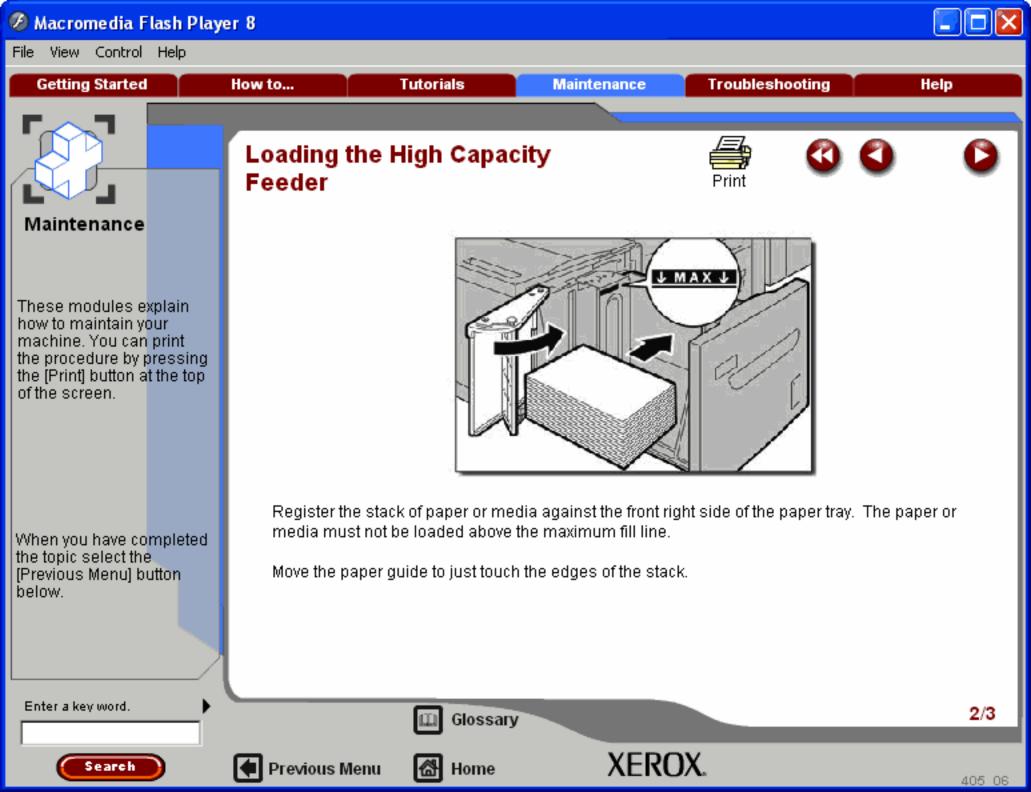


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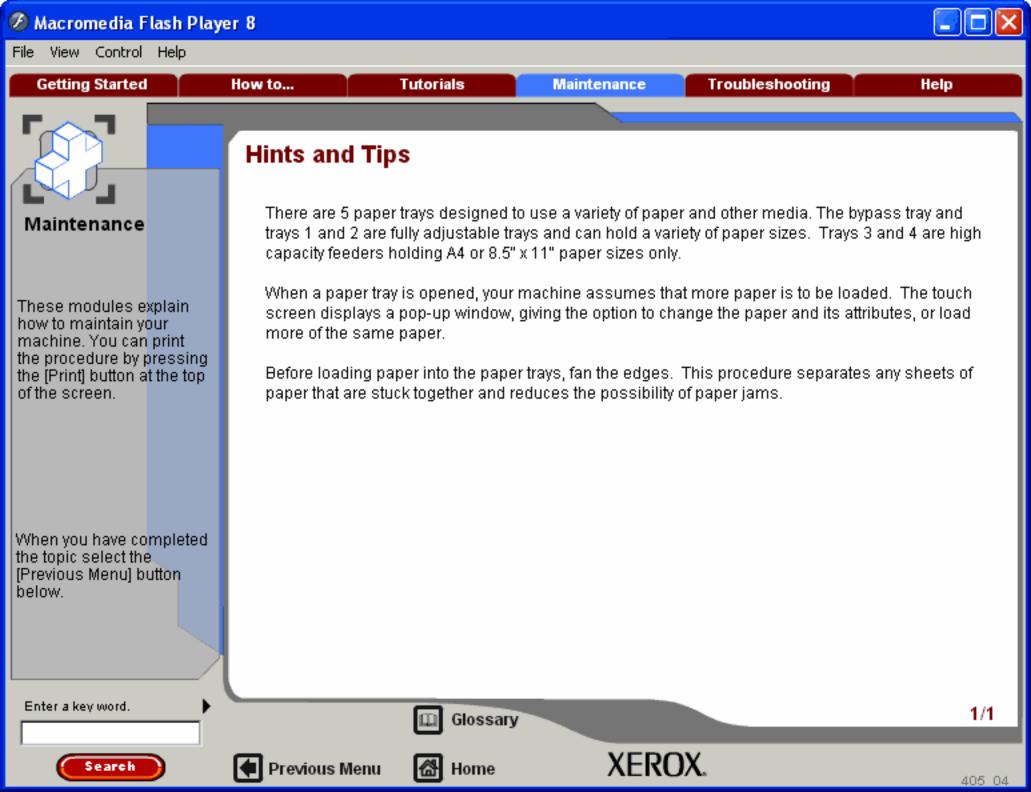














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### **Loading Staples**

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

Loading Staples - Advanced Office Finisher

Loading Staples - Professional Finisher Booklet Maker

Loading Staples - Convenience Stapler

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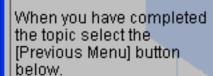
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#### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.



# Loading Staples - Advanced Office Finisher









Unpack the new staple cartridge. Insert the new staple cartridge while gripping the orange lever until you hear it click into place. Close the front cover of the finisher.

The use of staple cartridges not recommended by Xerox may impair quality and performance. Use only staple cartridges recommended for the machine.

Enter a key word.





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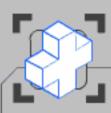
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#### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen

When you have completed the topic select the [Previous Menu] button below.

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# Loading Staples - Professional Finisher



The Professional Finisher contains 2 staplers, the finisher stapler and the booklet maker stapler. The finisher stapler delivers the stapled copies to the stacker tray. The booklet maker stapler delivers stapled booklets to the booklet output tray. The machine will tell you when you need to install a new cartridge and which stapler.

Click on the picture above to see how to load a staple cartridge in each of the Professional Finisher staplers.

Enter a key word.



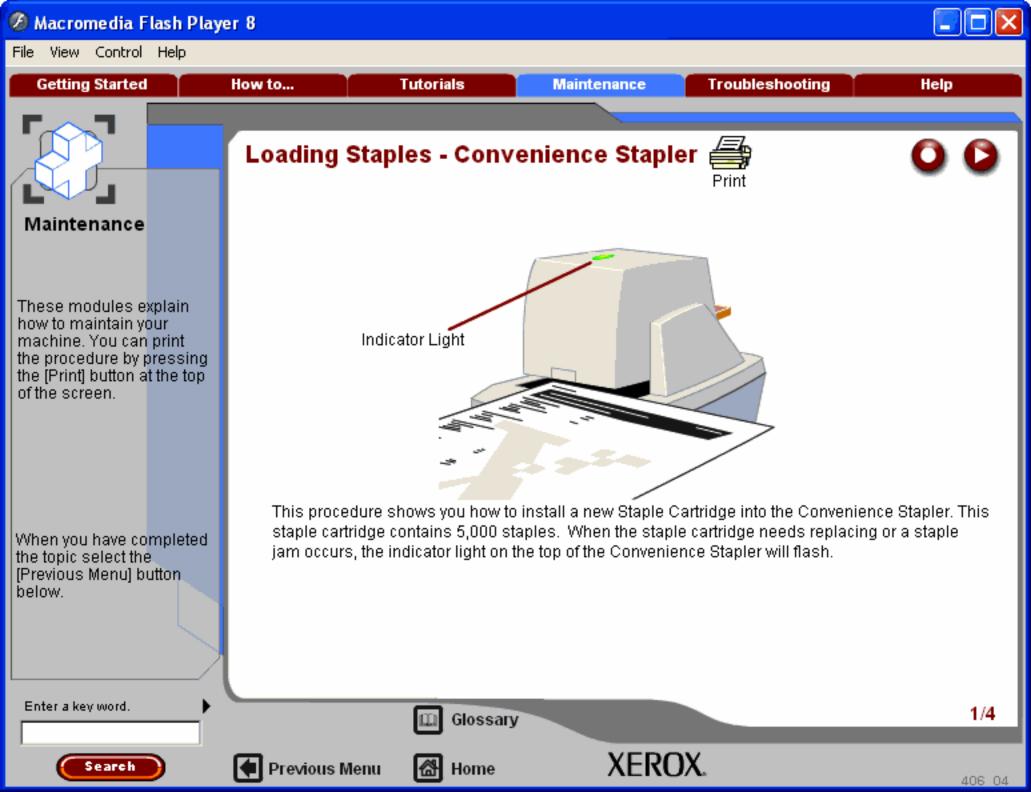






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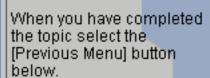
Print

Help



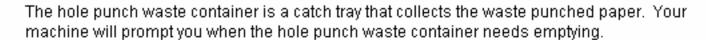
#### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.



# Emptying the Hole Punch Waste Container





This procedure shows you how to empty the hole punch waste container.

Enter a key word.



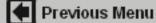
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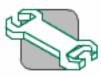
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### **Customer Replaceable Units**

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

Replacing the Drum Cartridges

Replacing the Toner Cartridges

Replacing the Fuser

Replacing the Charge Corotron

Replacing the Waste Toner Container

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#### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.















This procedure shows you how to remove a used Drum Cartridge and replace it with a new Drum Cartridge. The machine will tell you when you need to order a new cartridge and when to install it. The Drum Cartridges can be recycled so please follow the disposal instructions you receive with the new items.

CAUTION: Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent. lighting for more than two minutes. Image quality may deteriorate when the drum cartridges are exposed to light.

Enter a key word.



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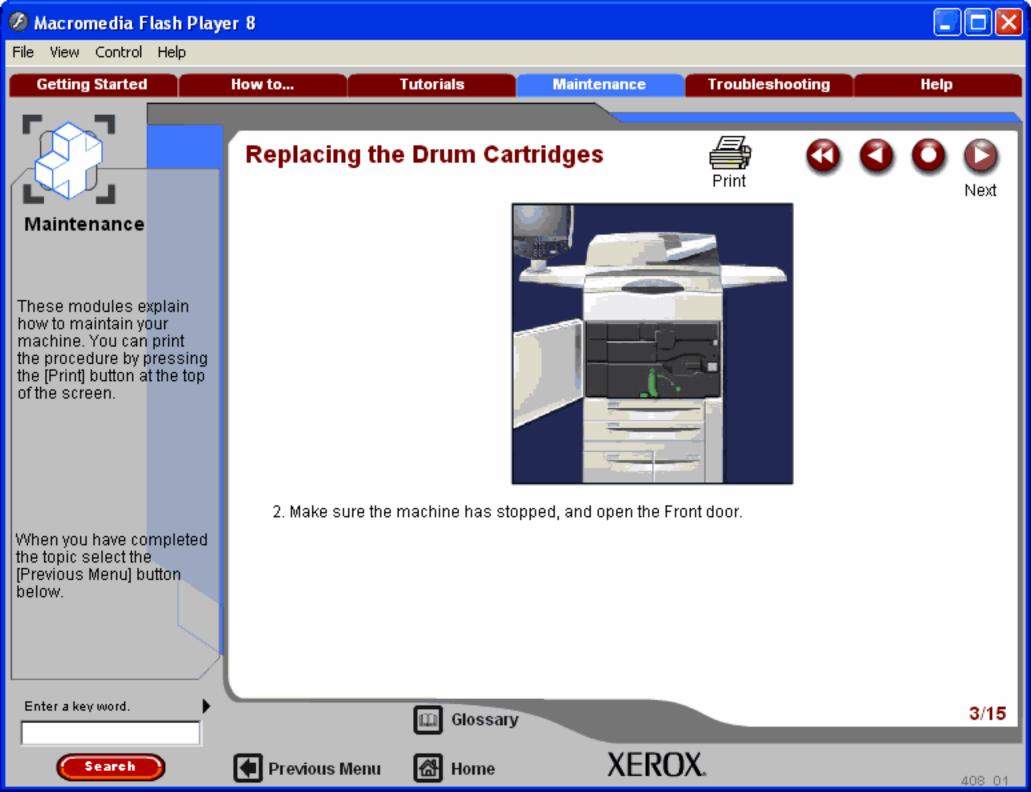
Previous Menu

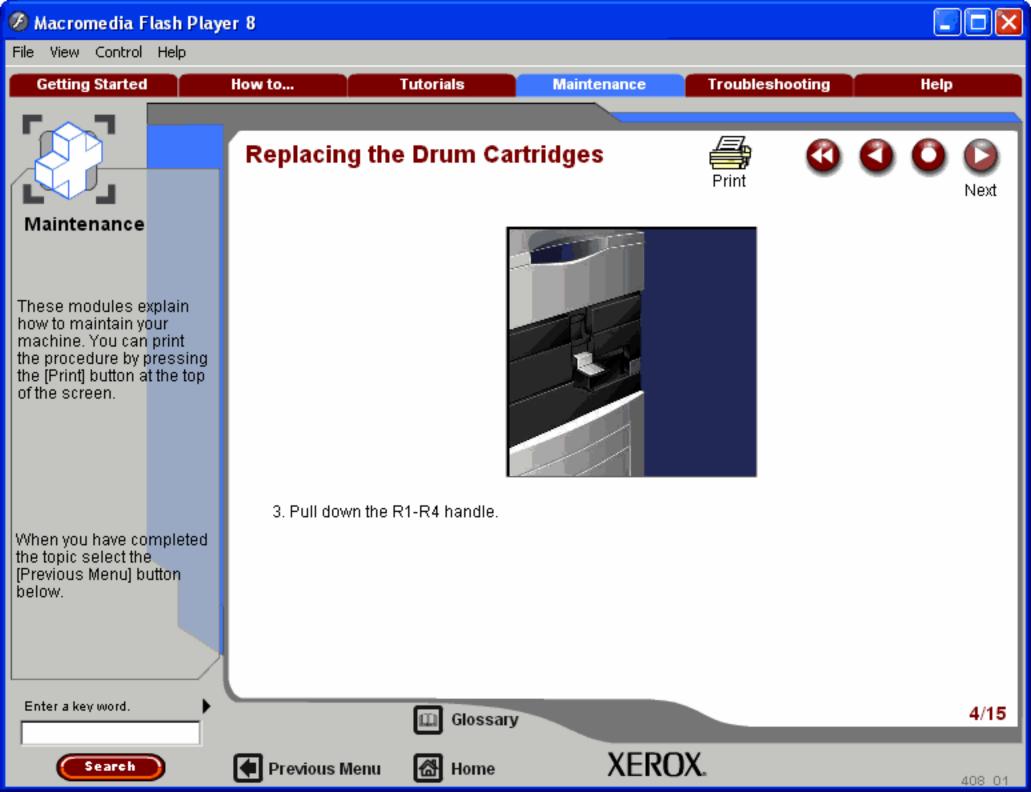


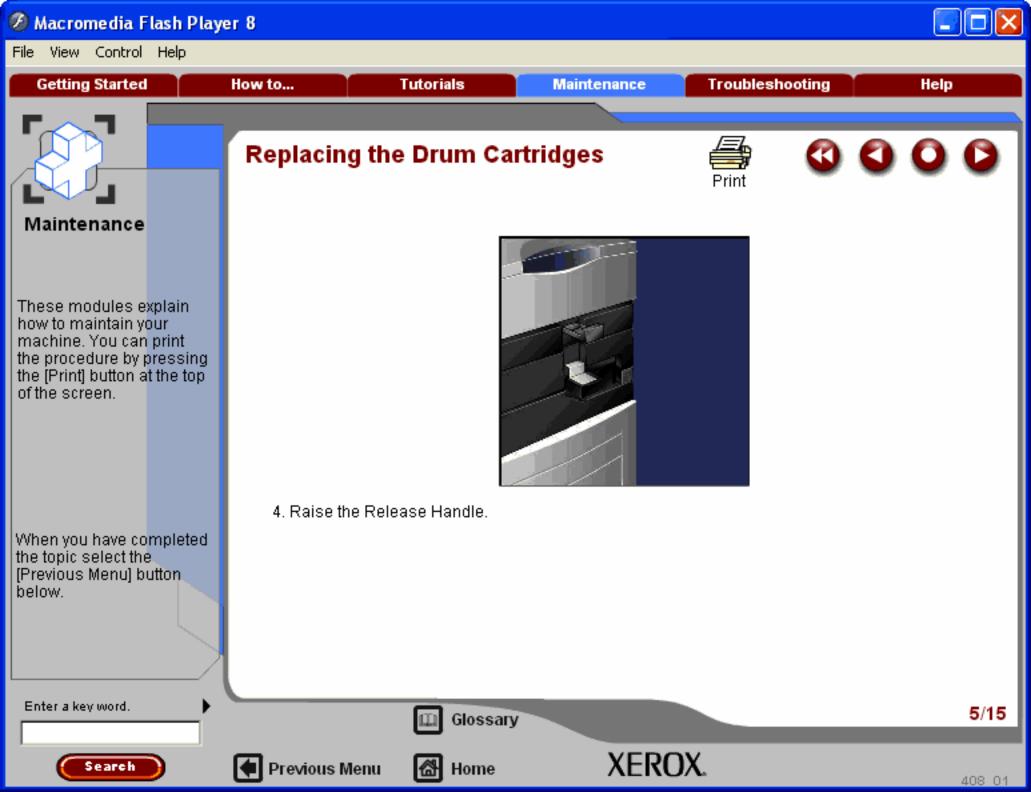
Home

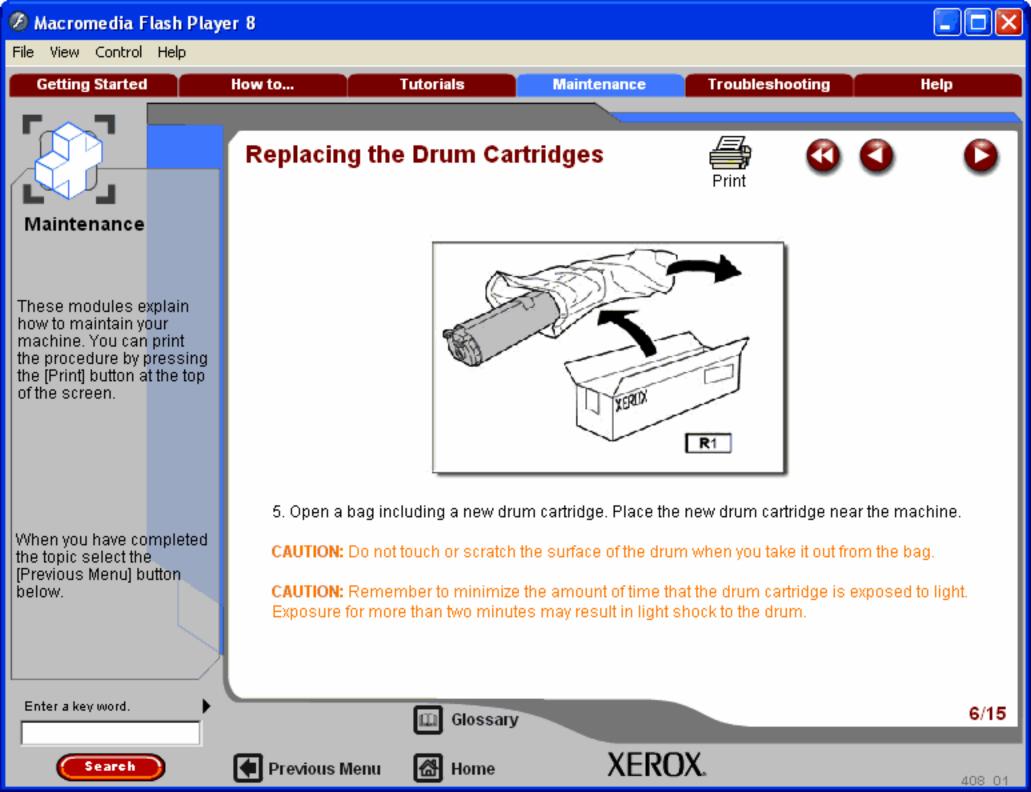
XEROX.



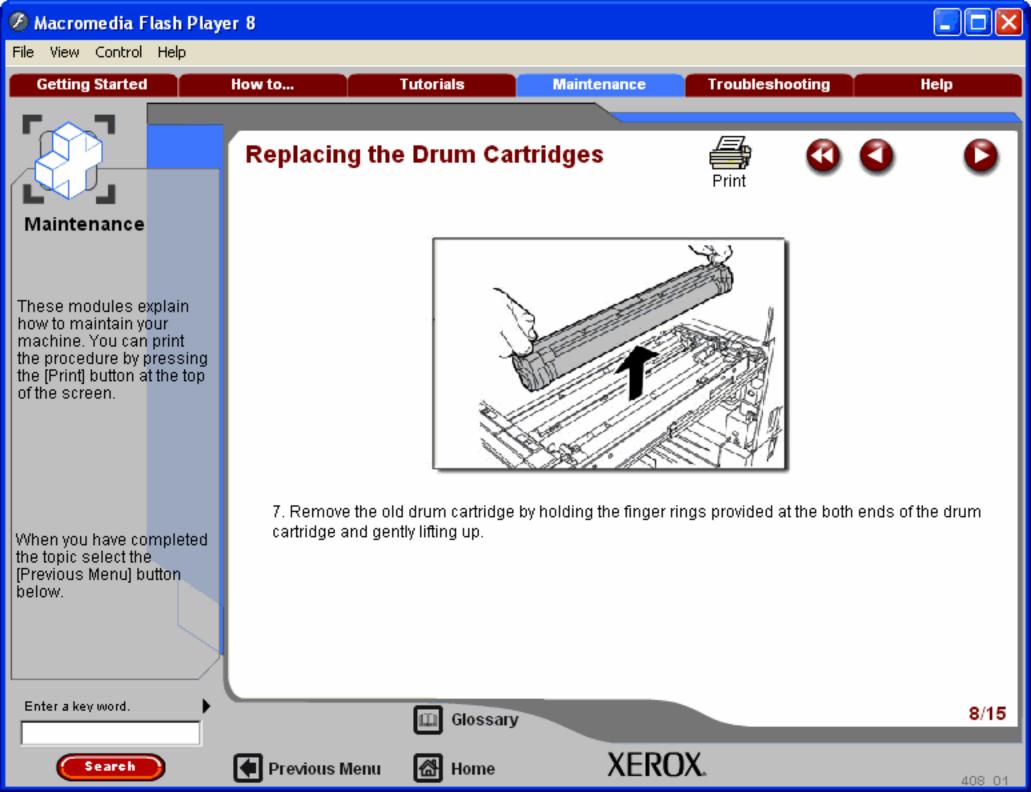


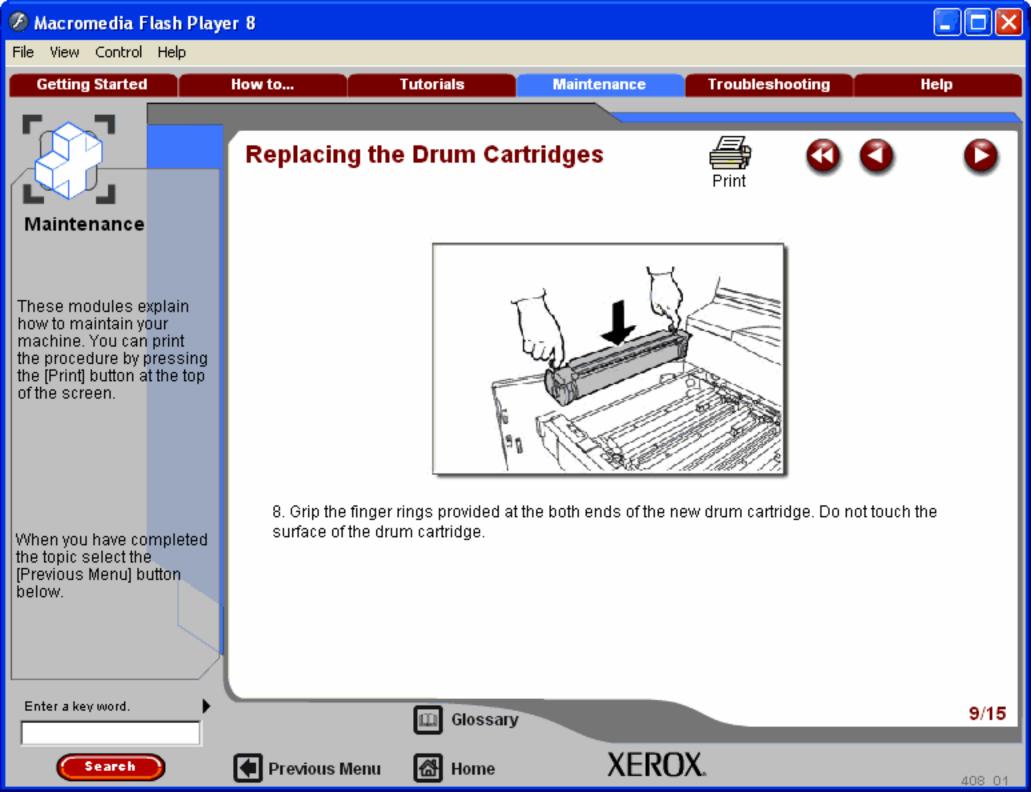


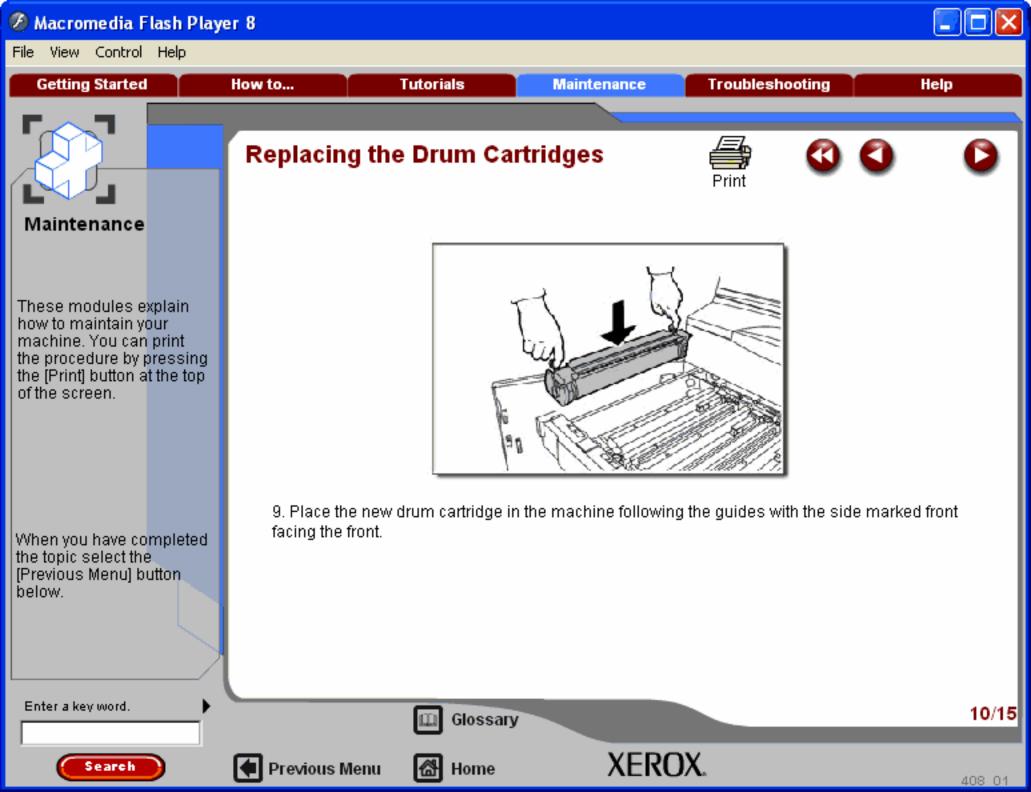


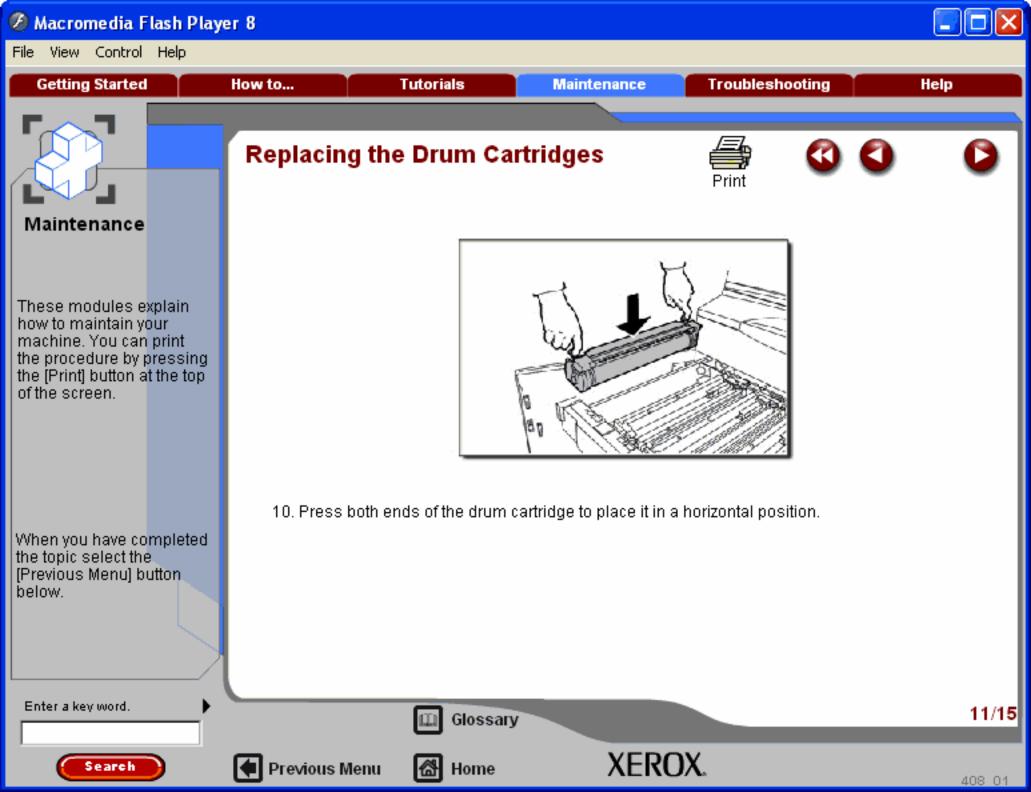




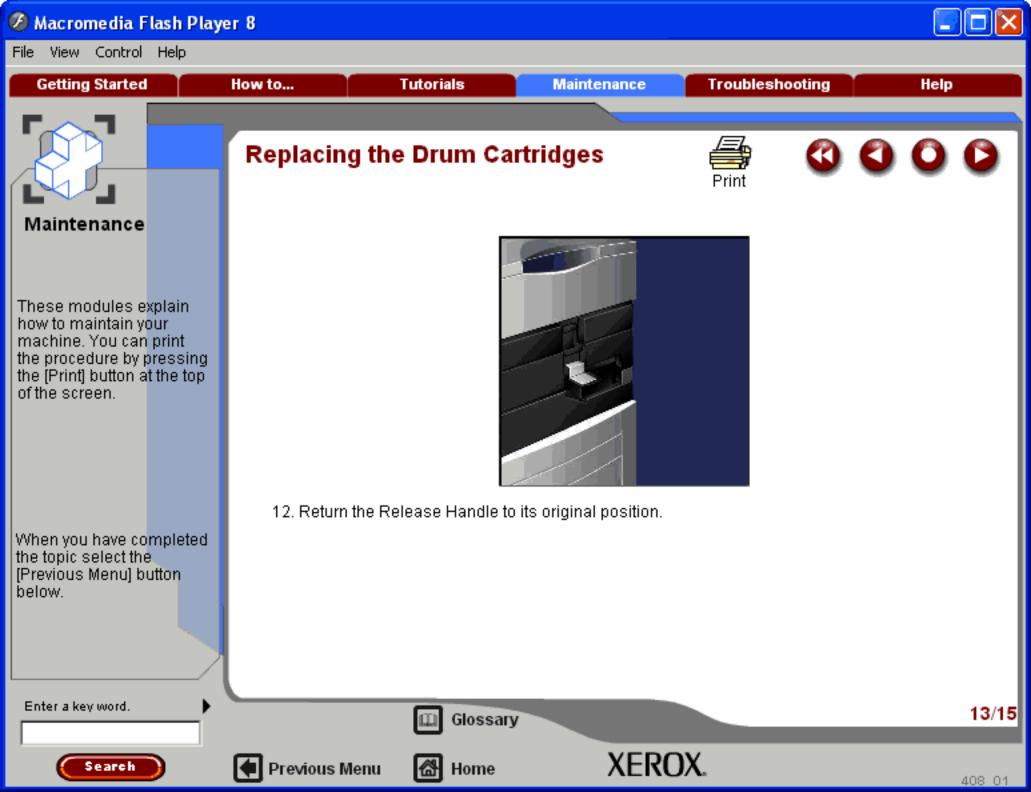


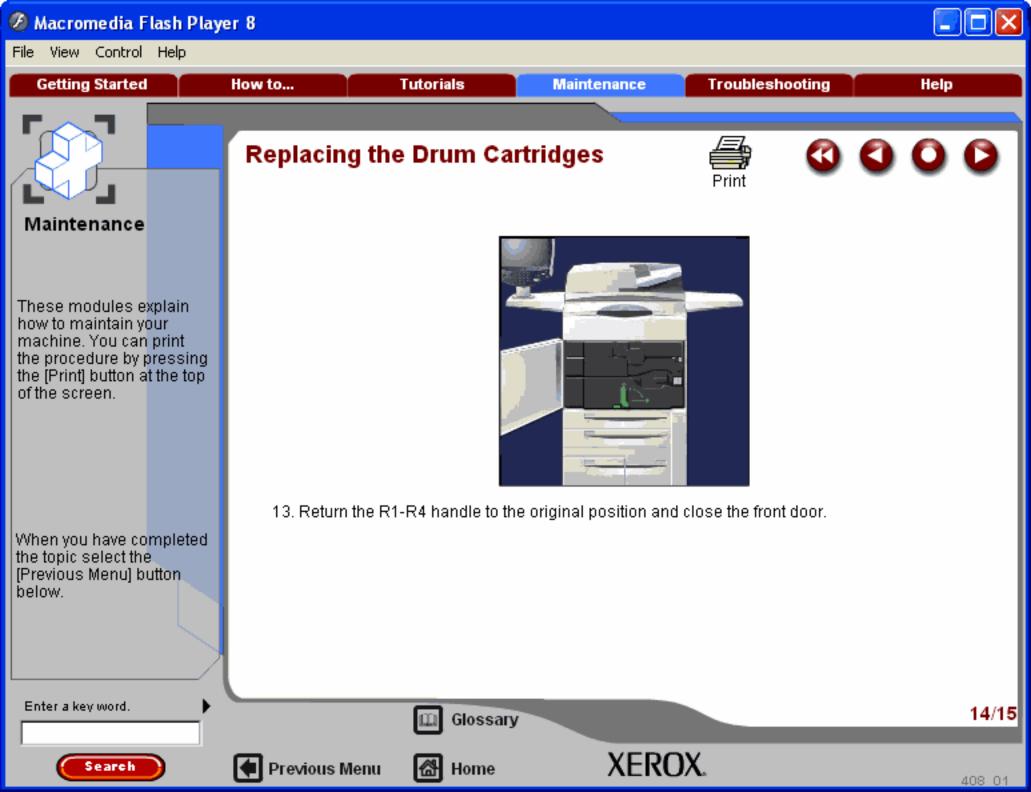






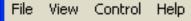












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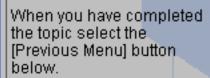
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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

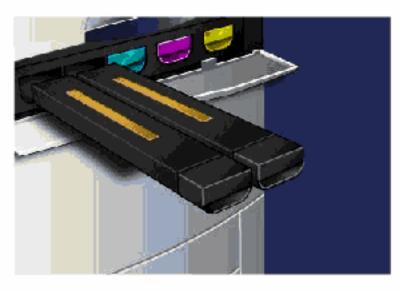












This procedure shows you how to remove a used toner cartridge and replace it with a new toner cartridge. The machine will notify you when a new toner cartridge is needed, and when installation is to occur. If you continue copying or printing without replacing the toner cartridge, a message will appear and the machine will stop after copying or printing around 1,800 pages for Black, or around 1200 pages for Cyan, Magenta and Yellow.

Follow the disposal instructions for the old cartridge when you receive with the new cartridge.

Enter a key word.



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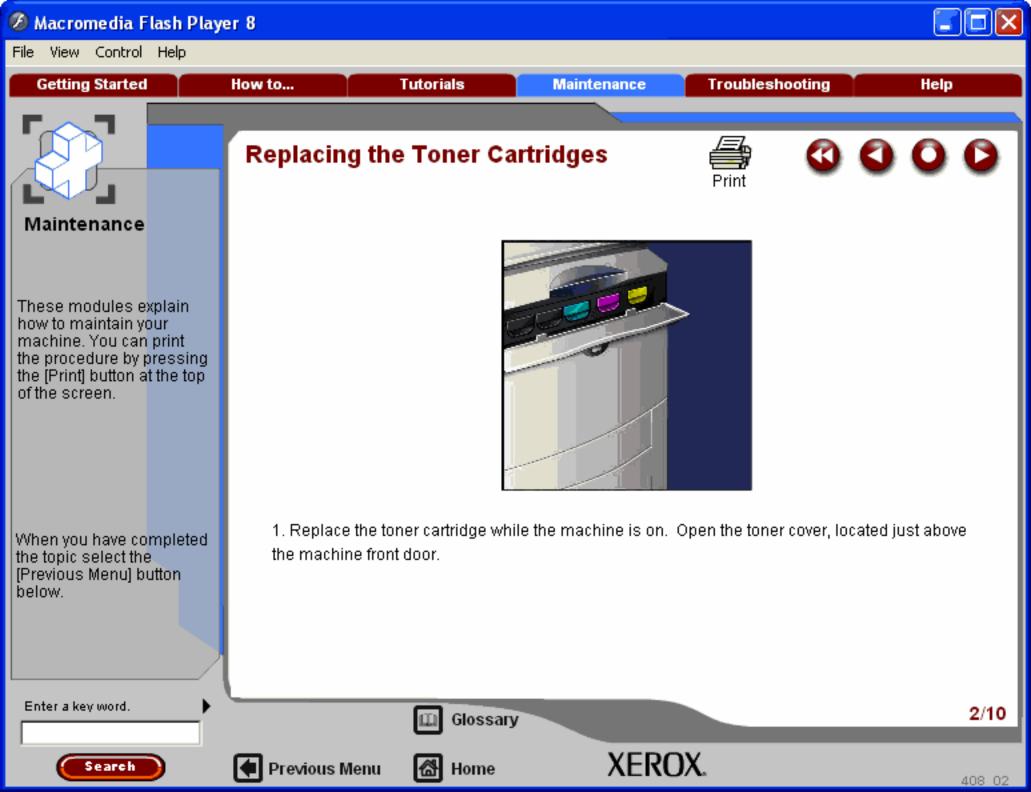


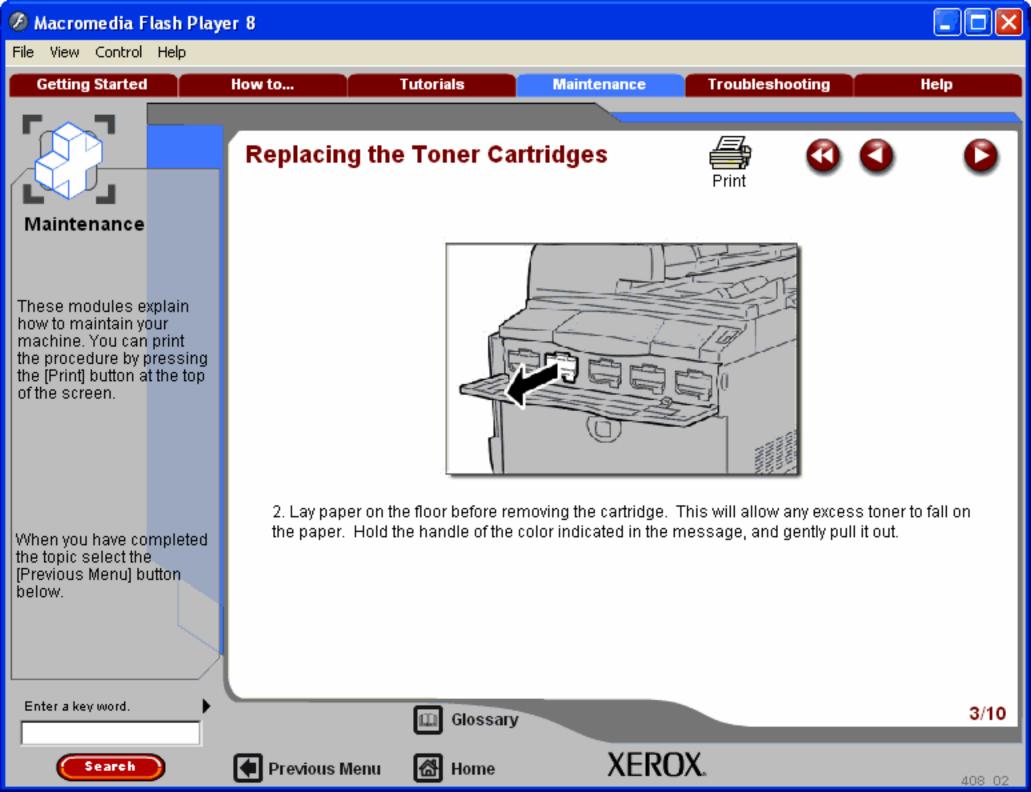


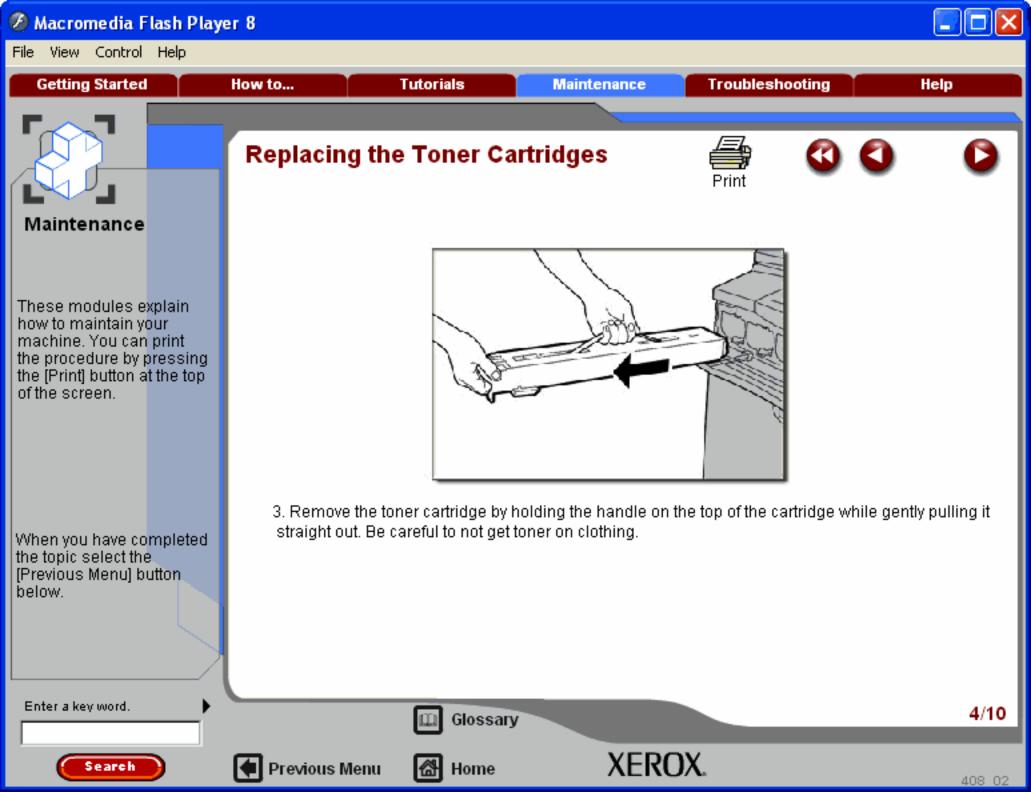


Home

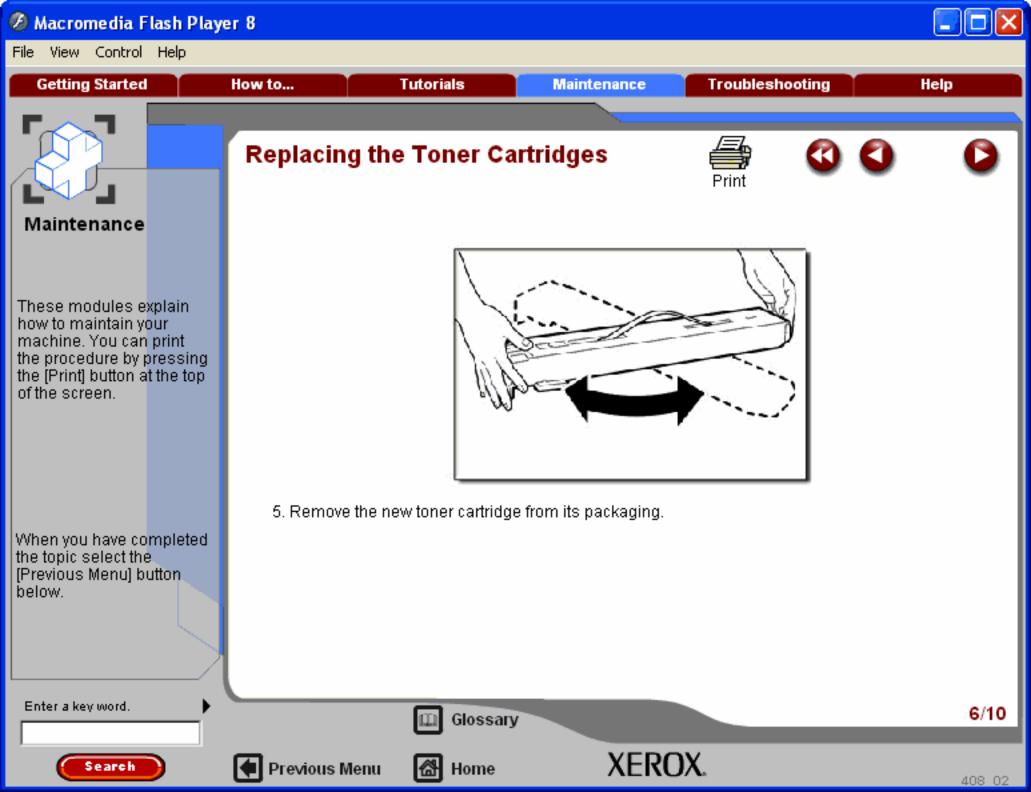
XEROX.

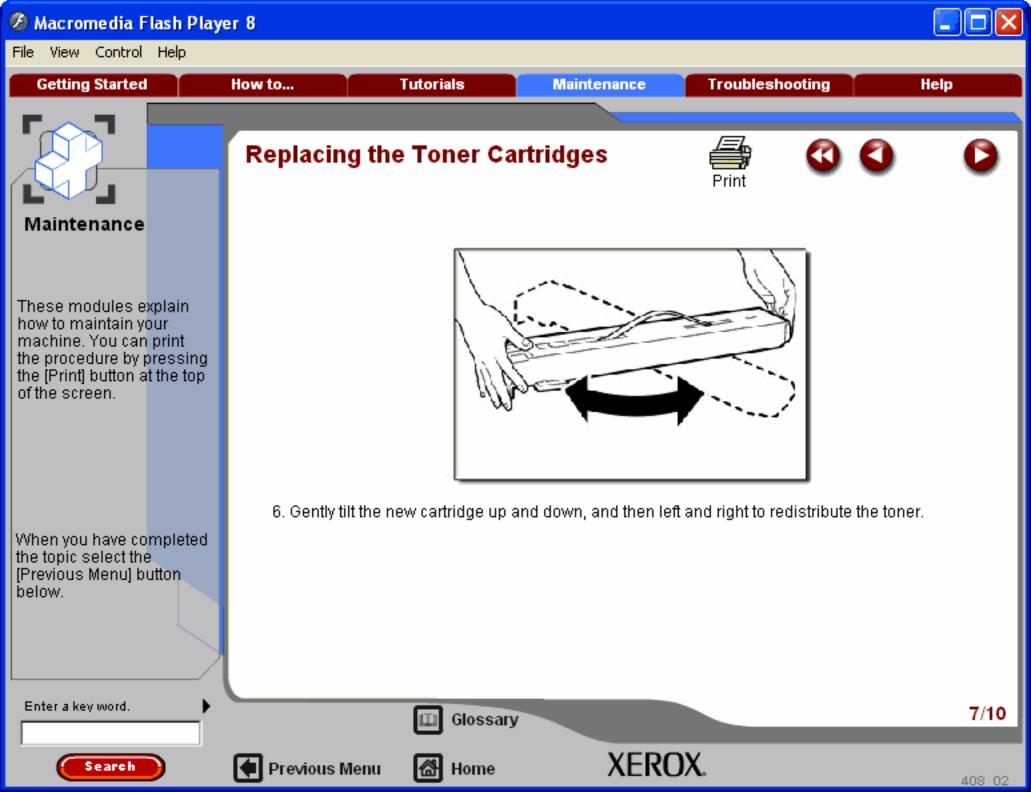


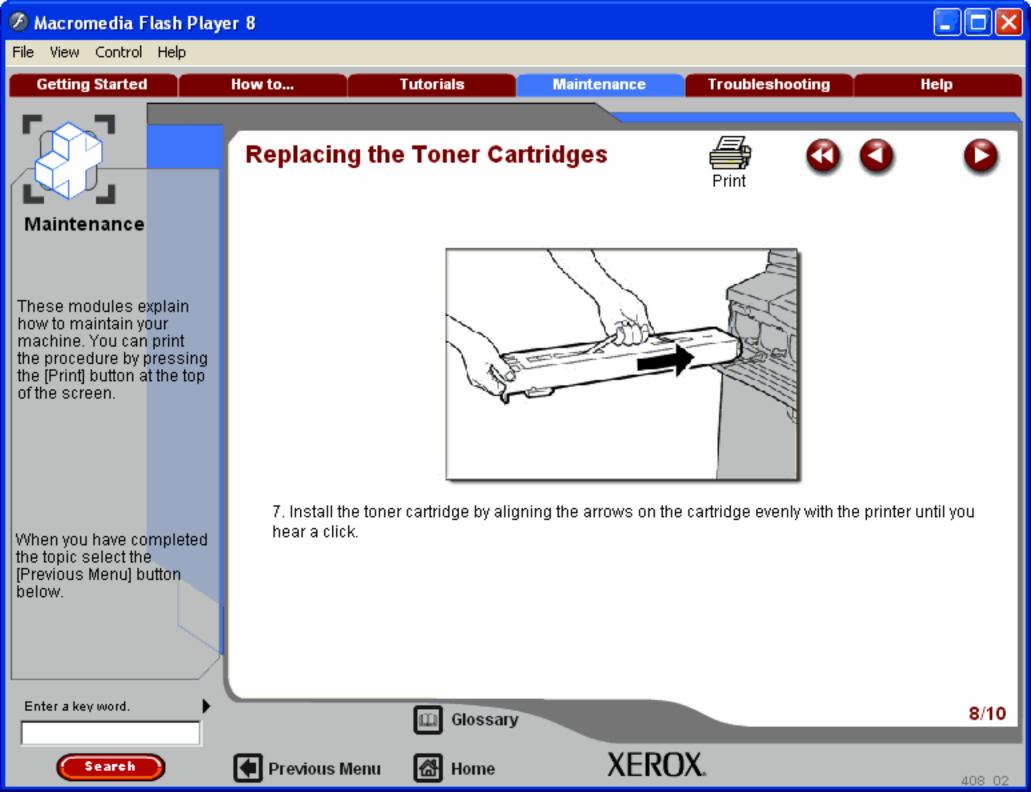


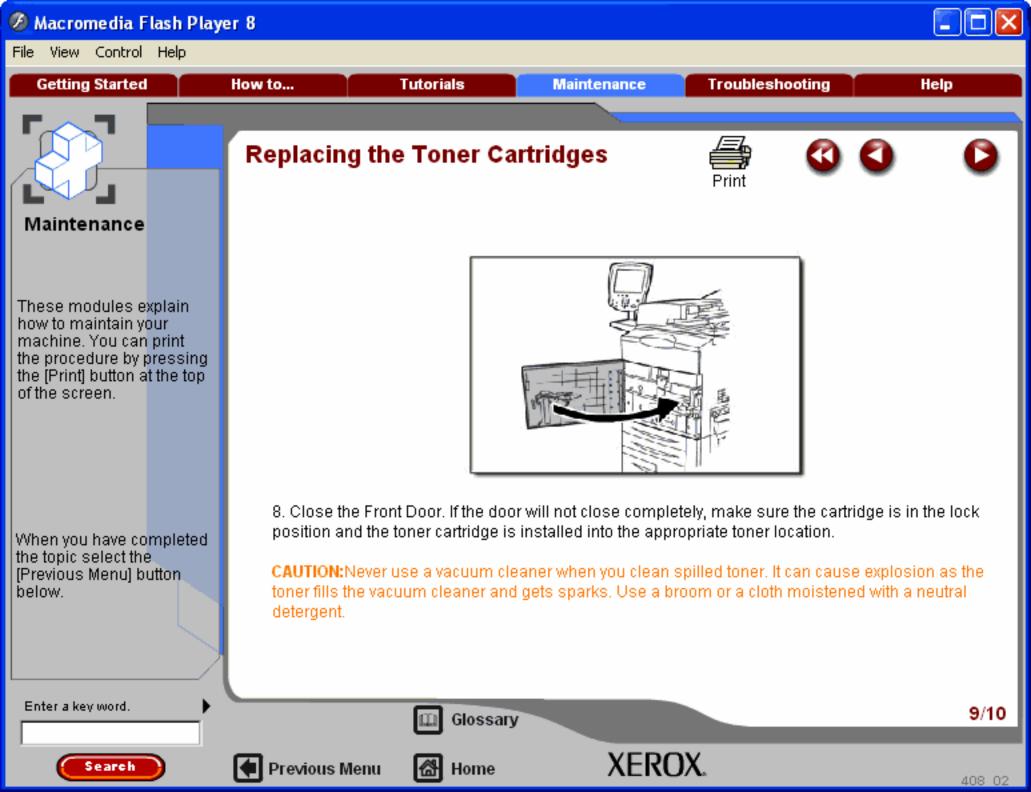


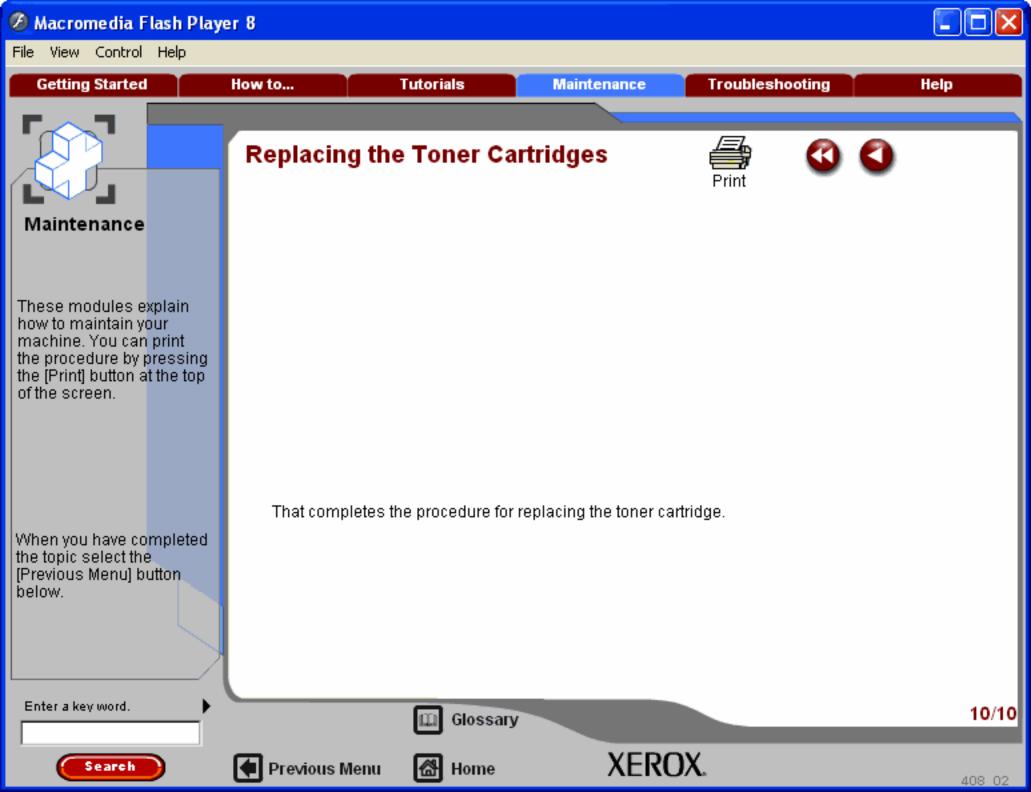




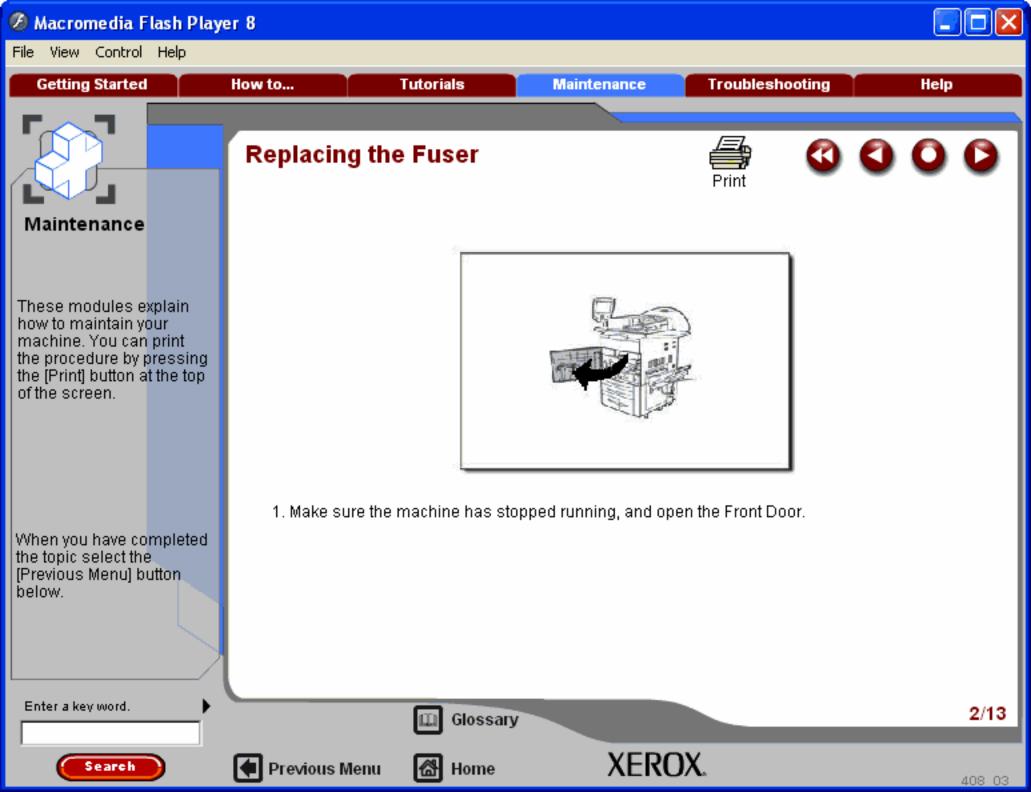


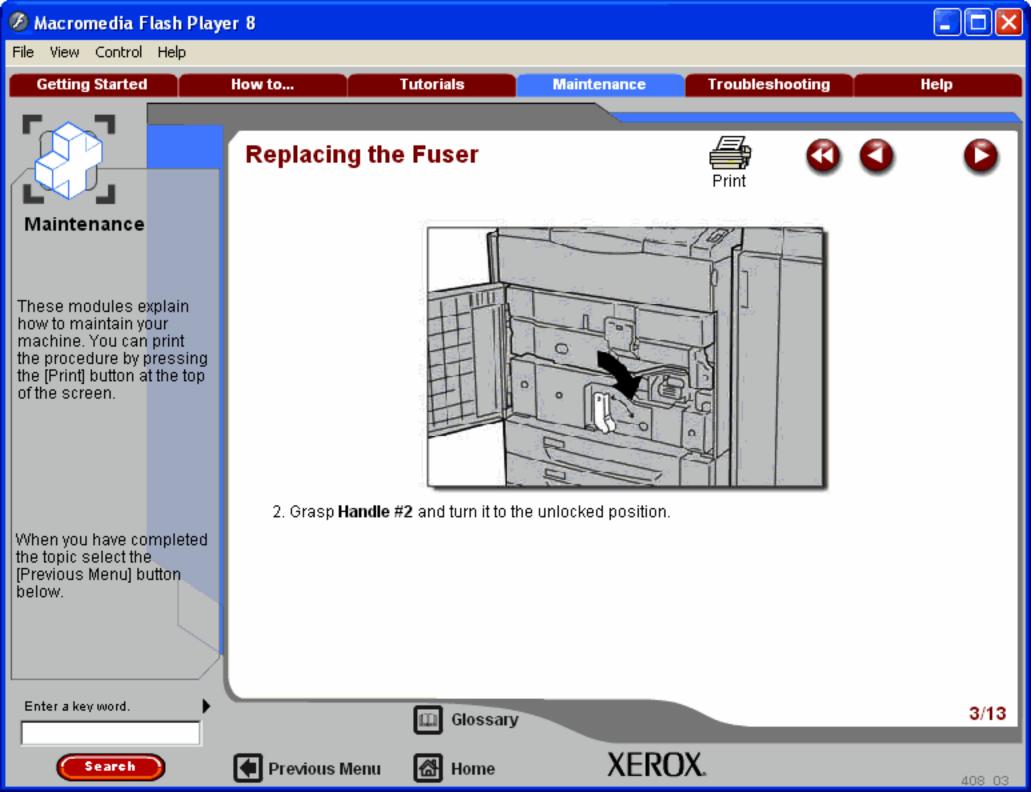


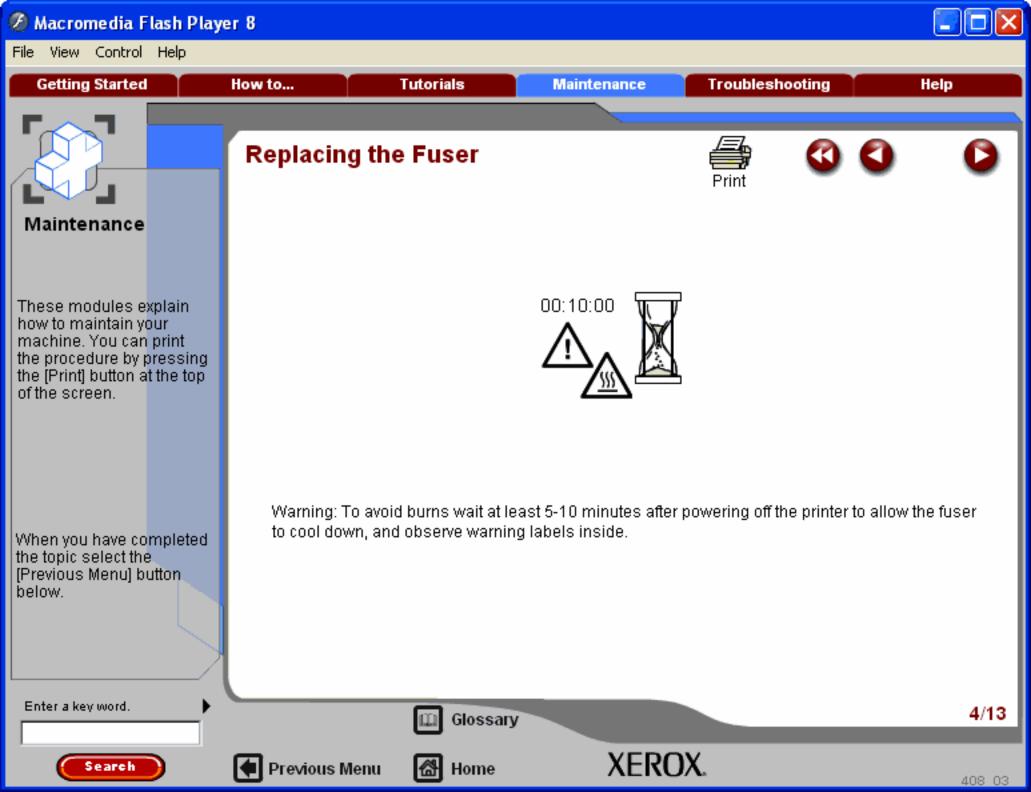


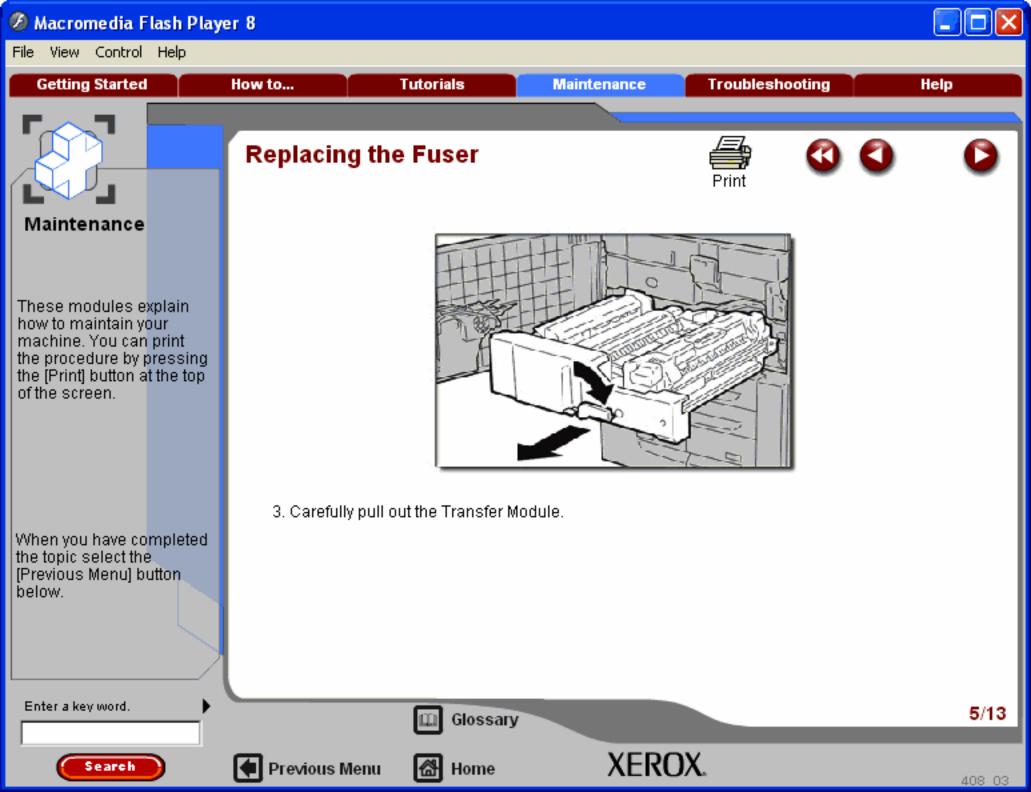


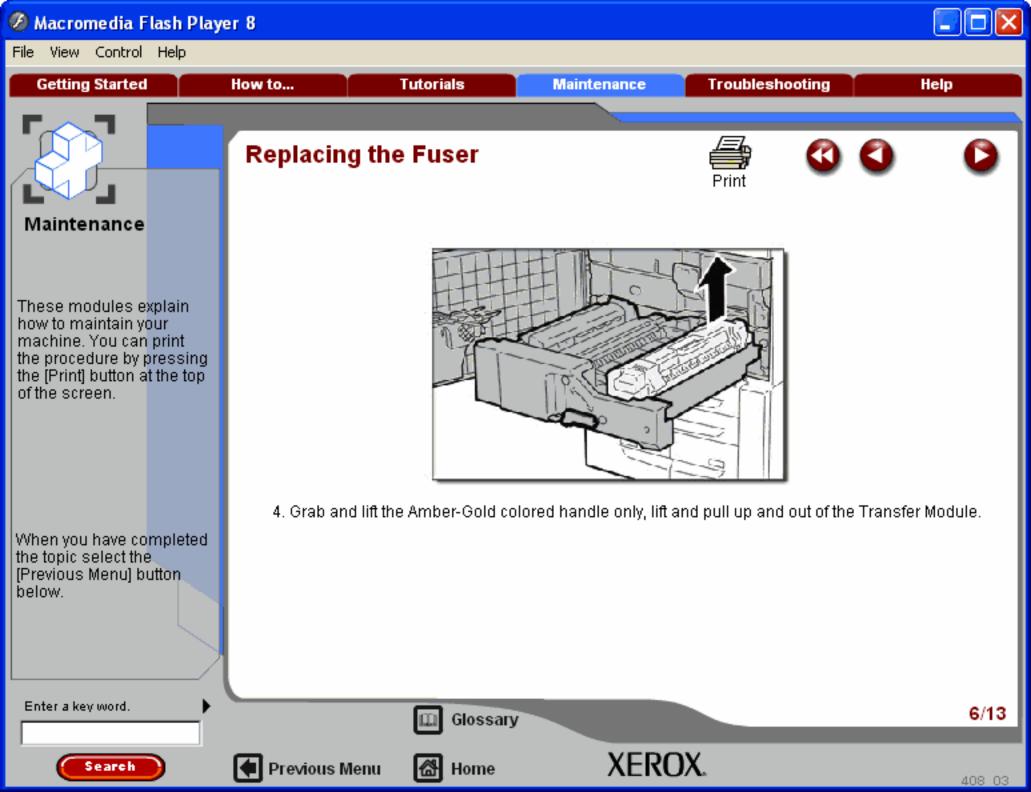




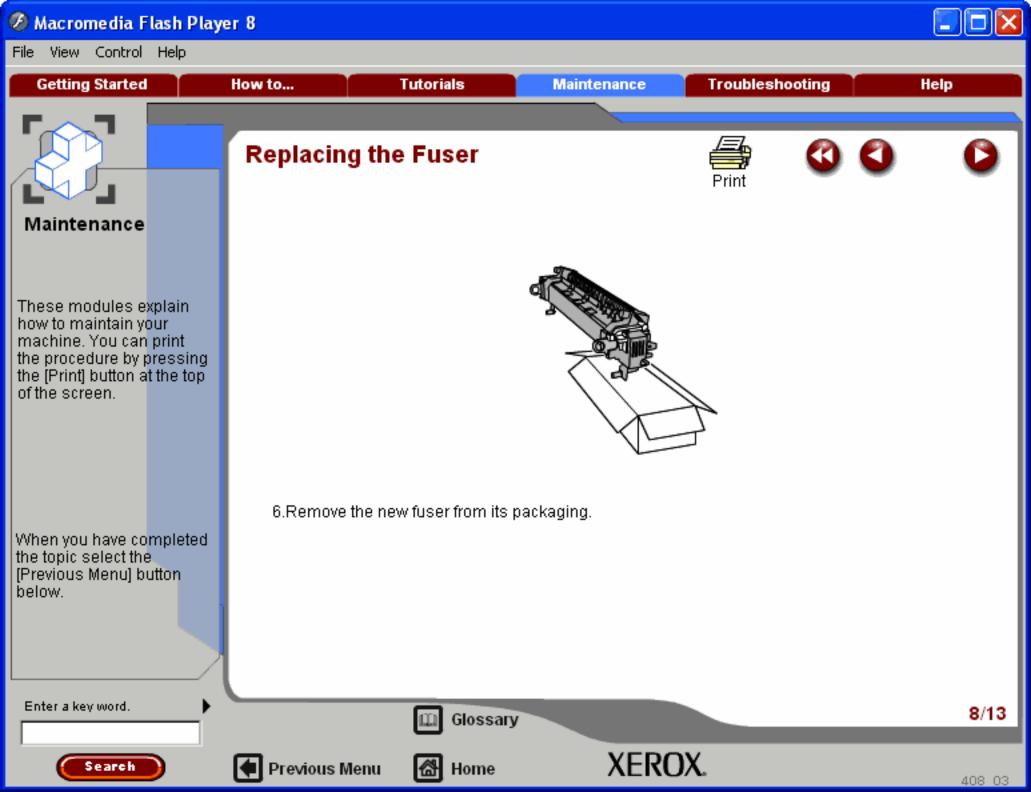


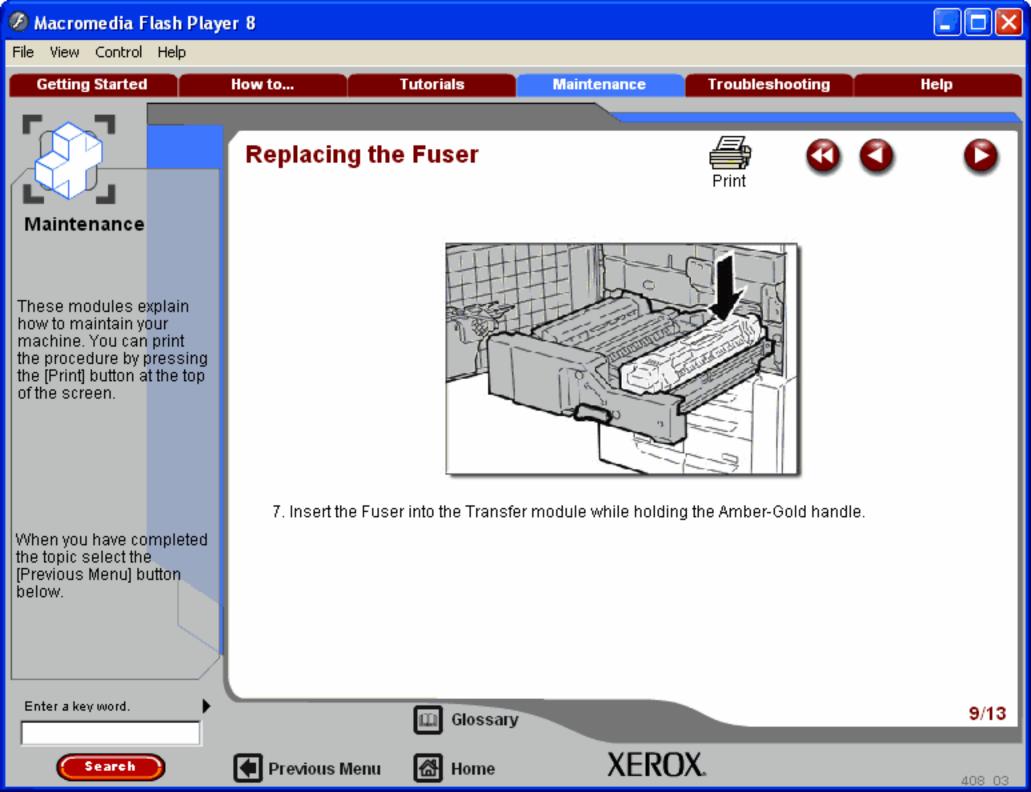


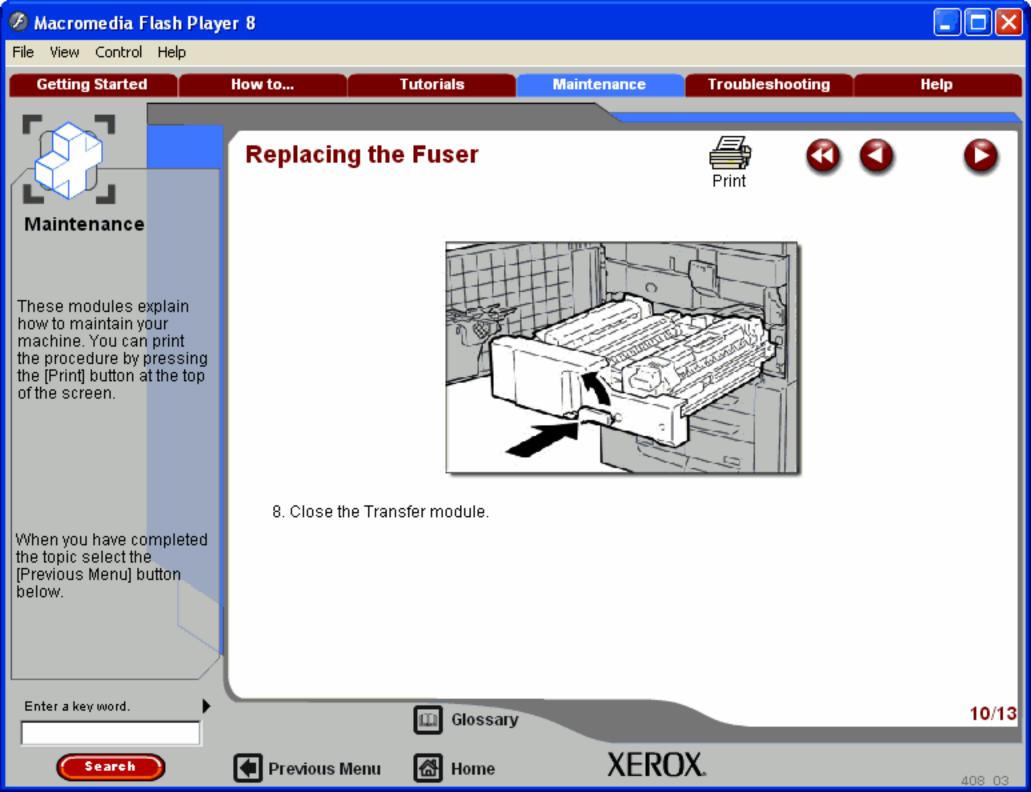


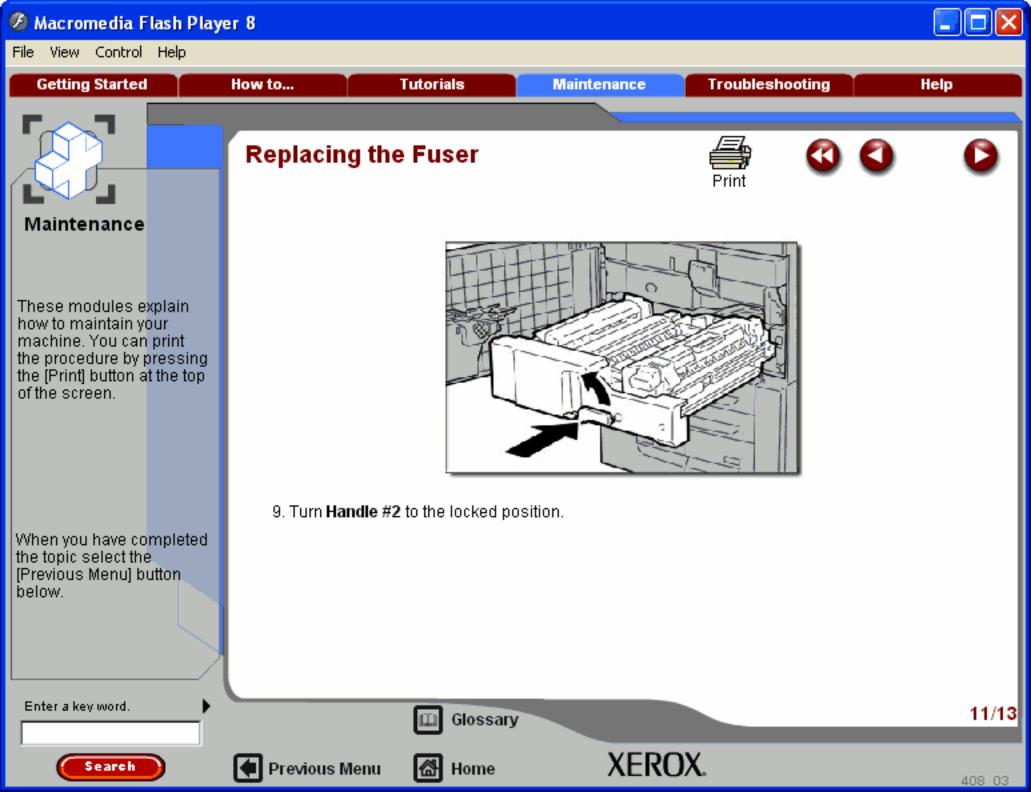


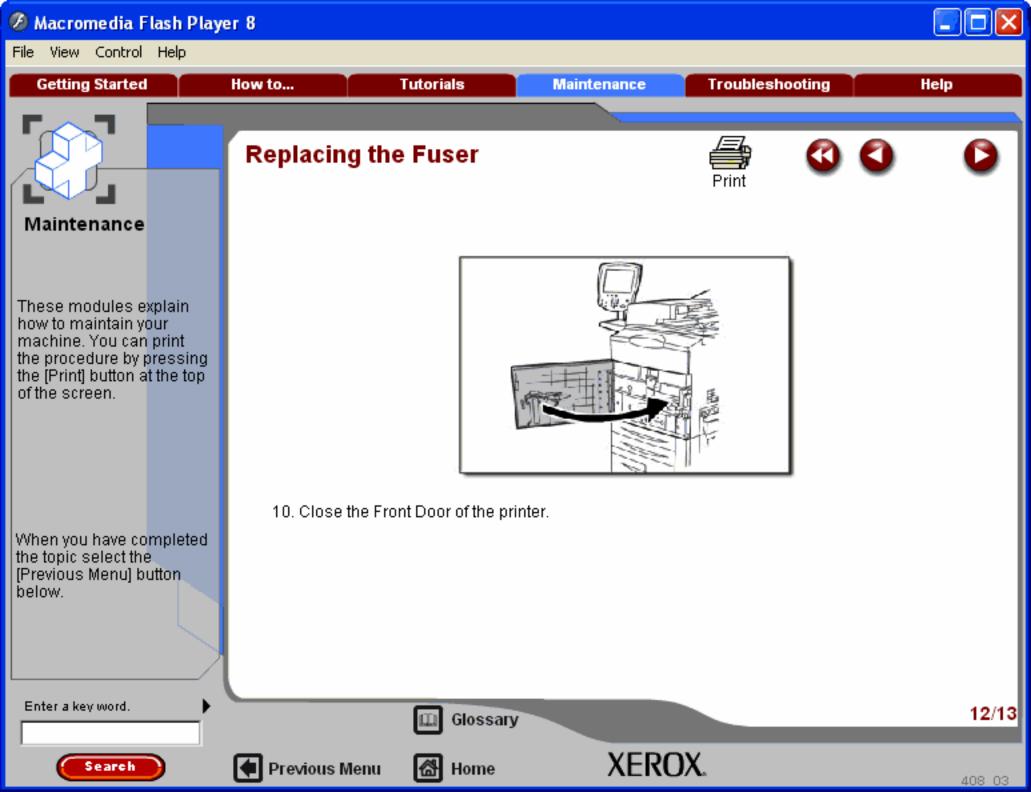


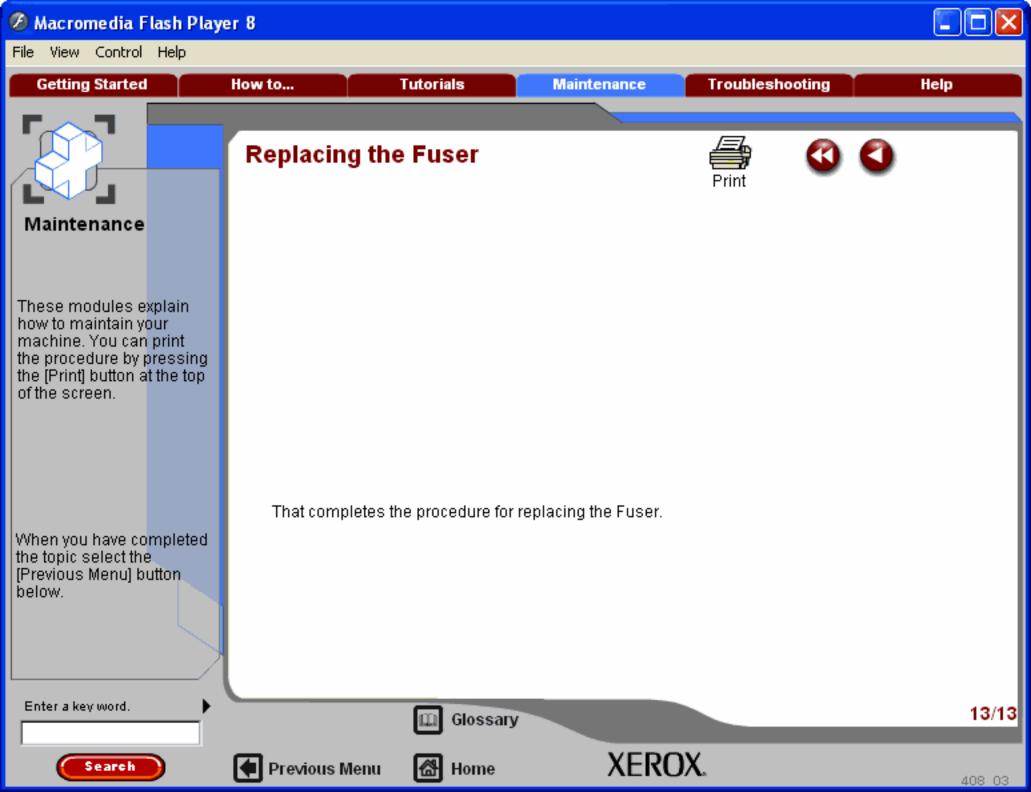




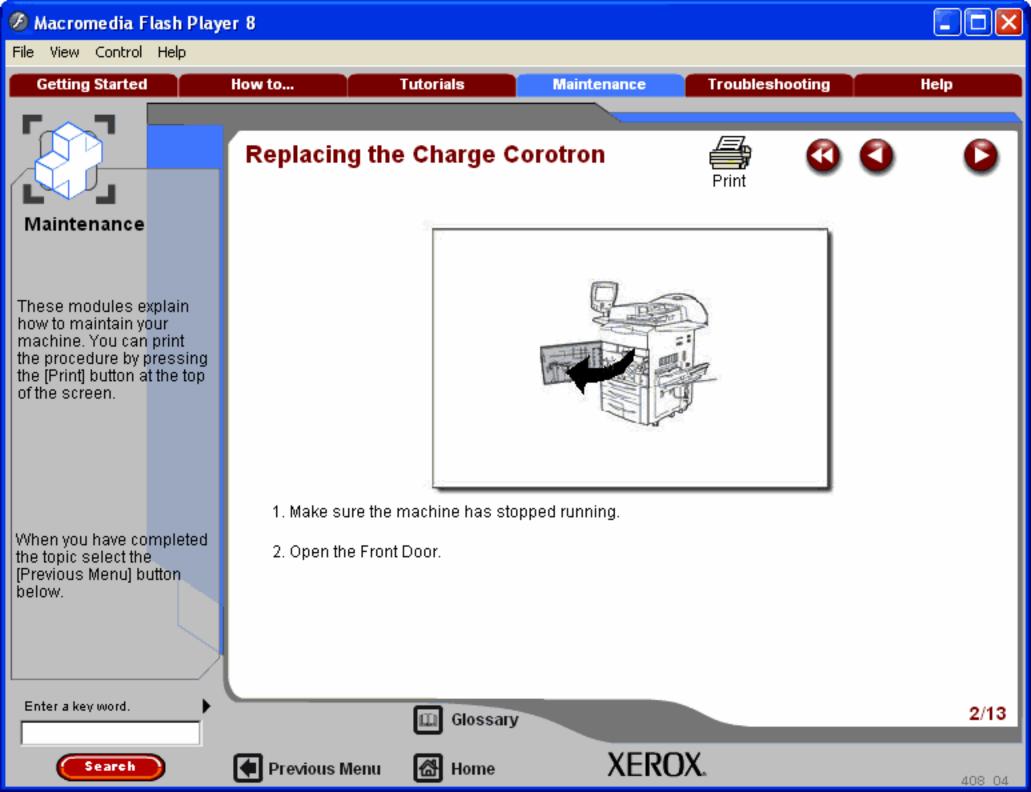


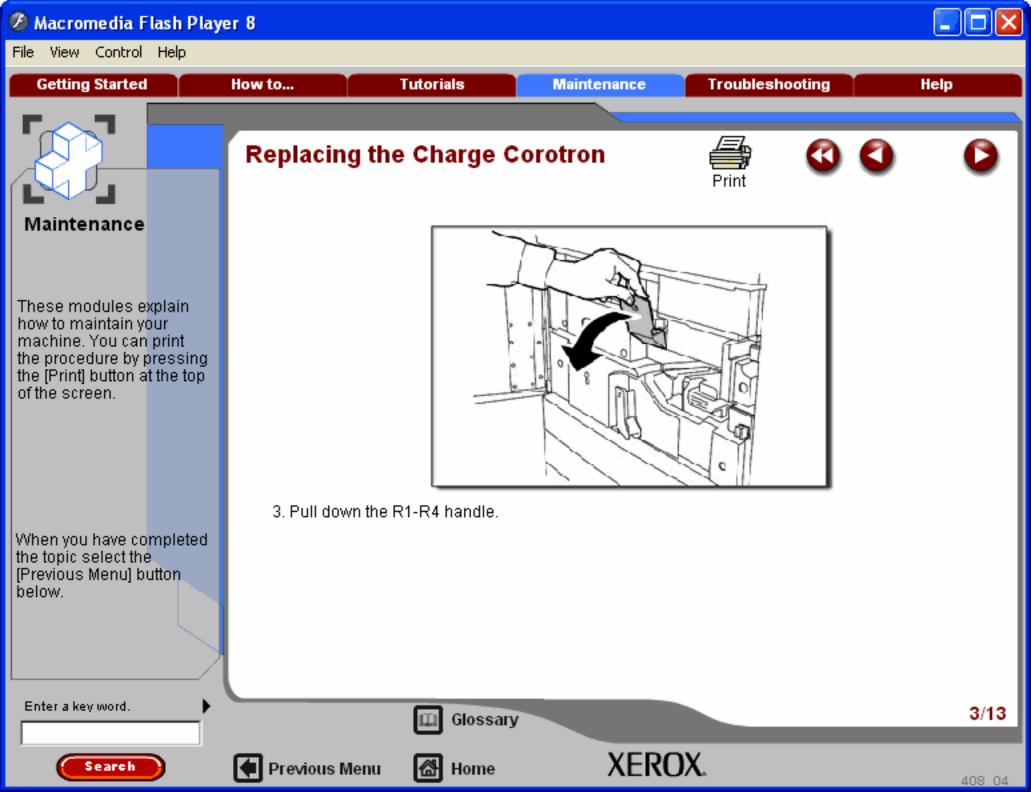


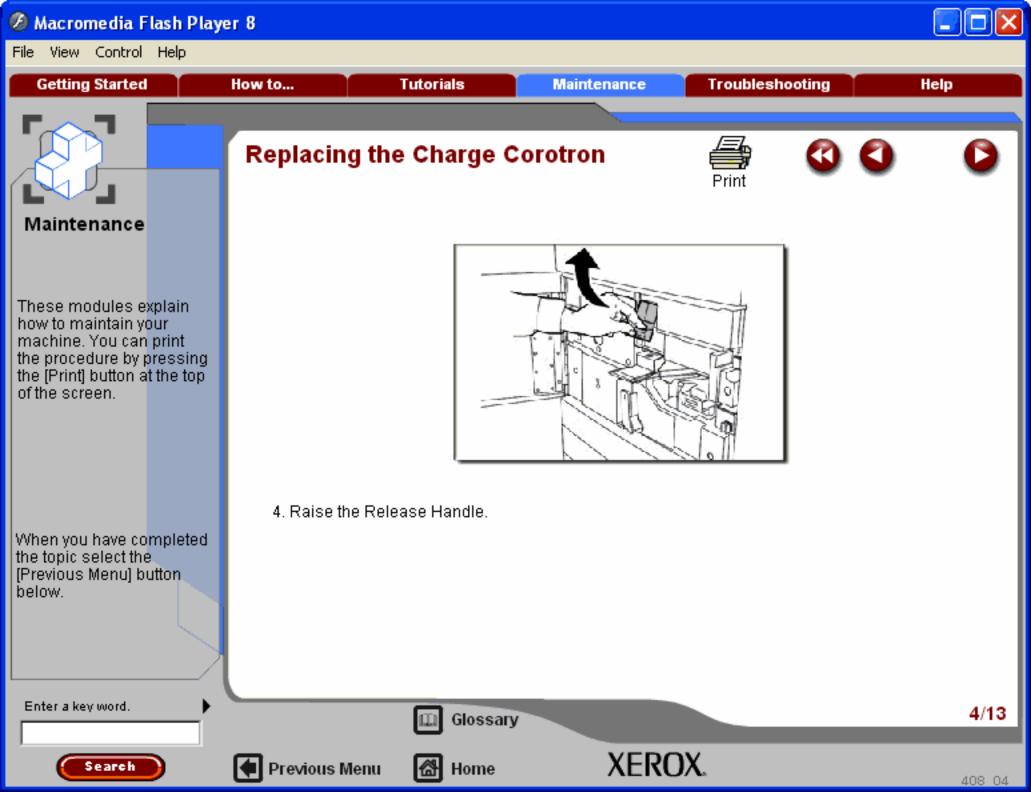


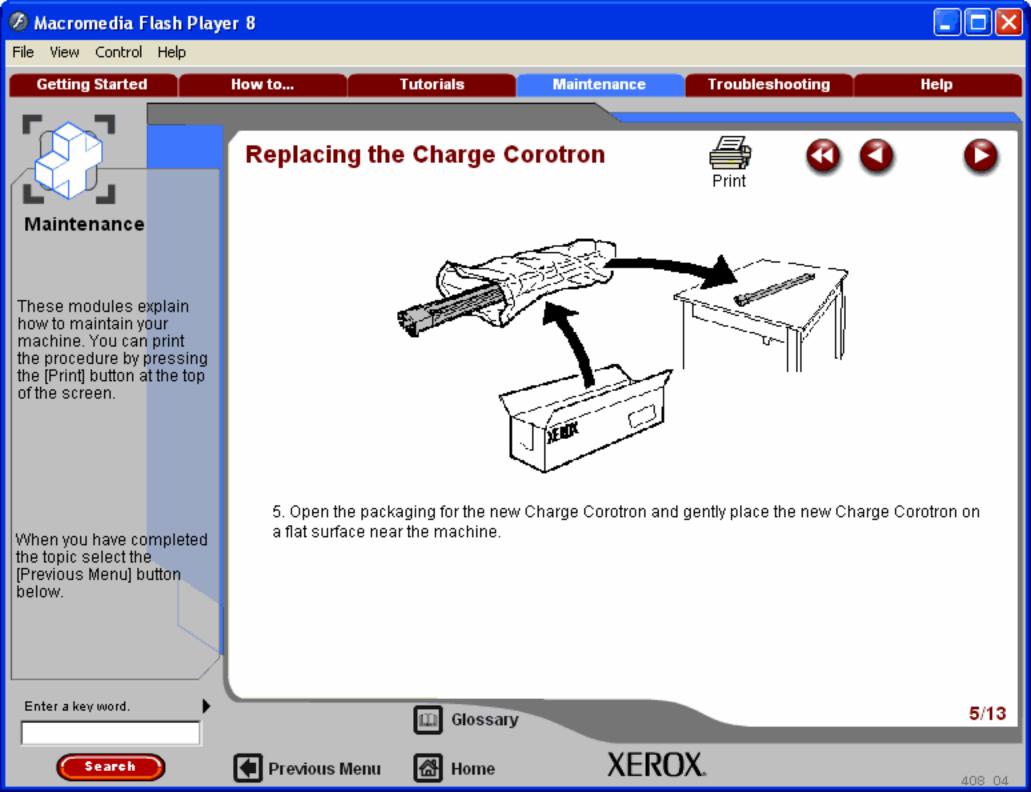


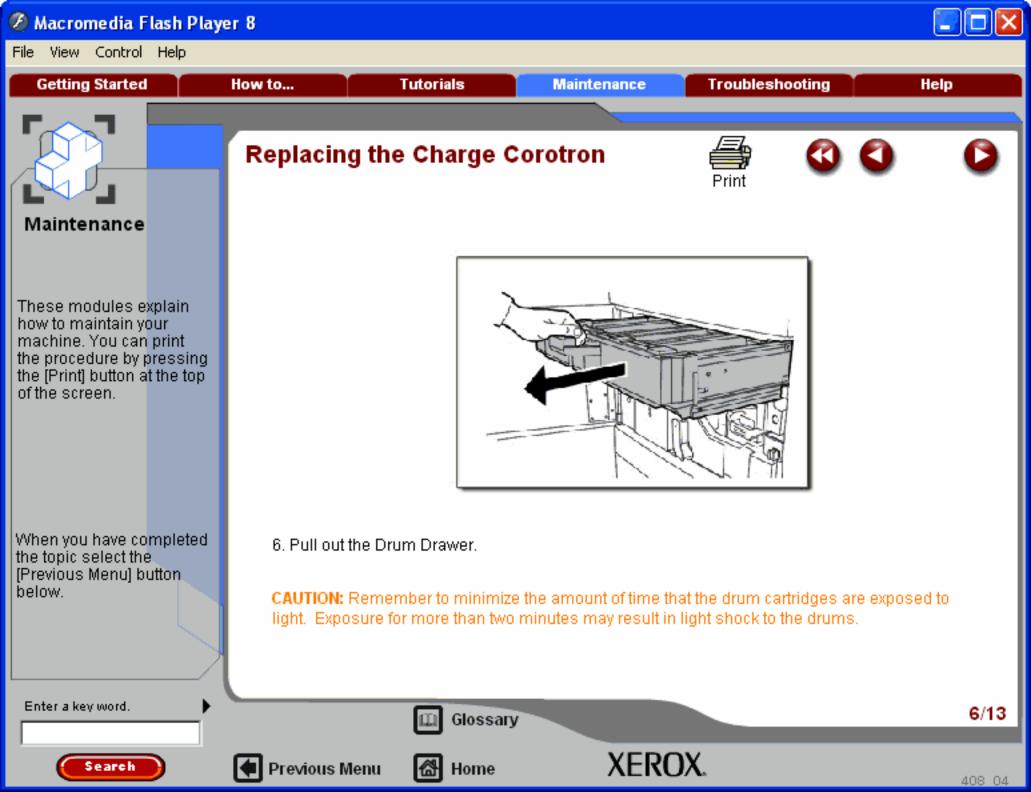




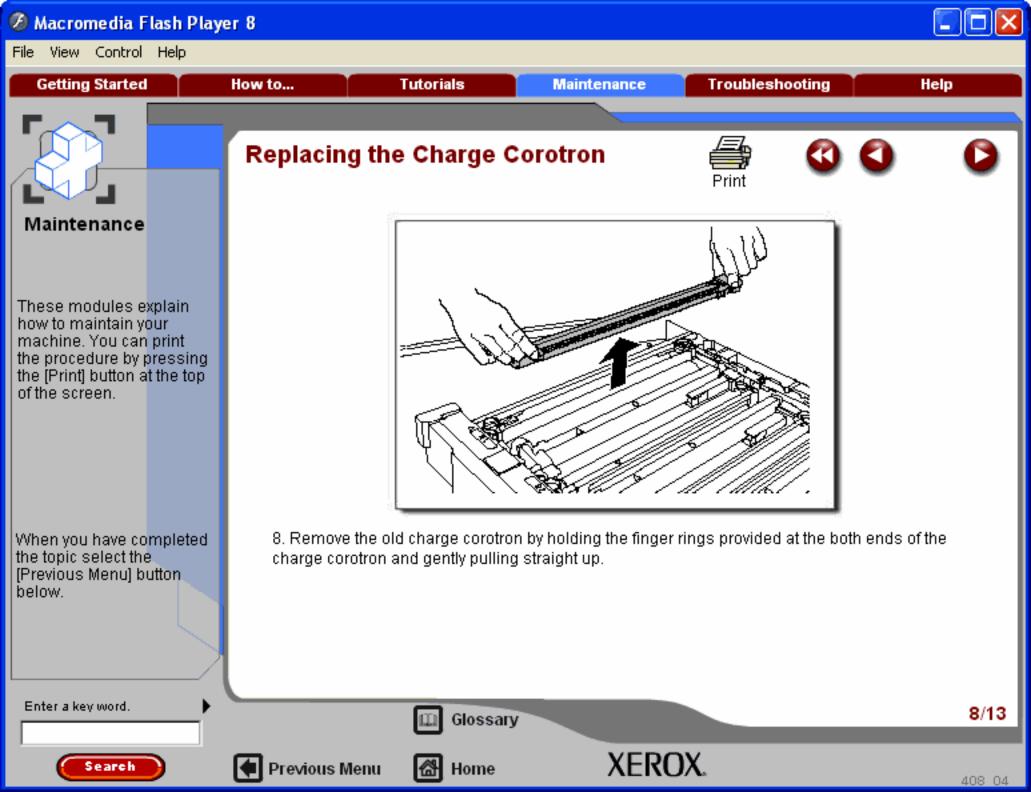


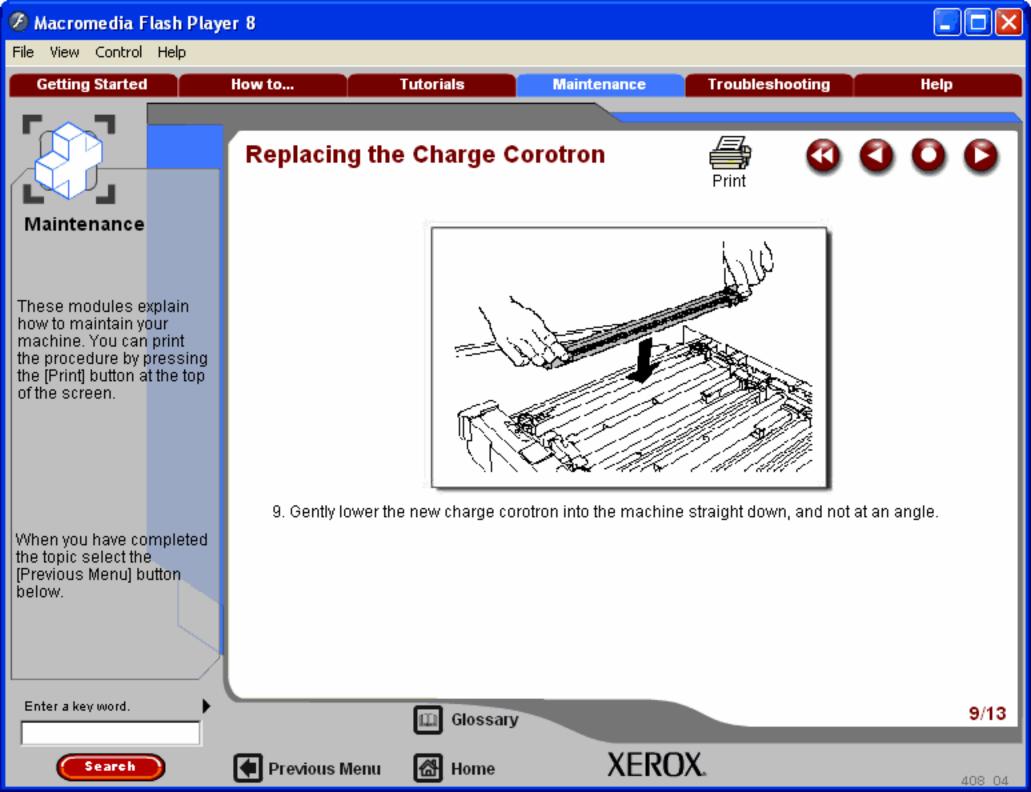


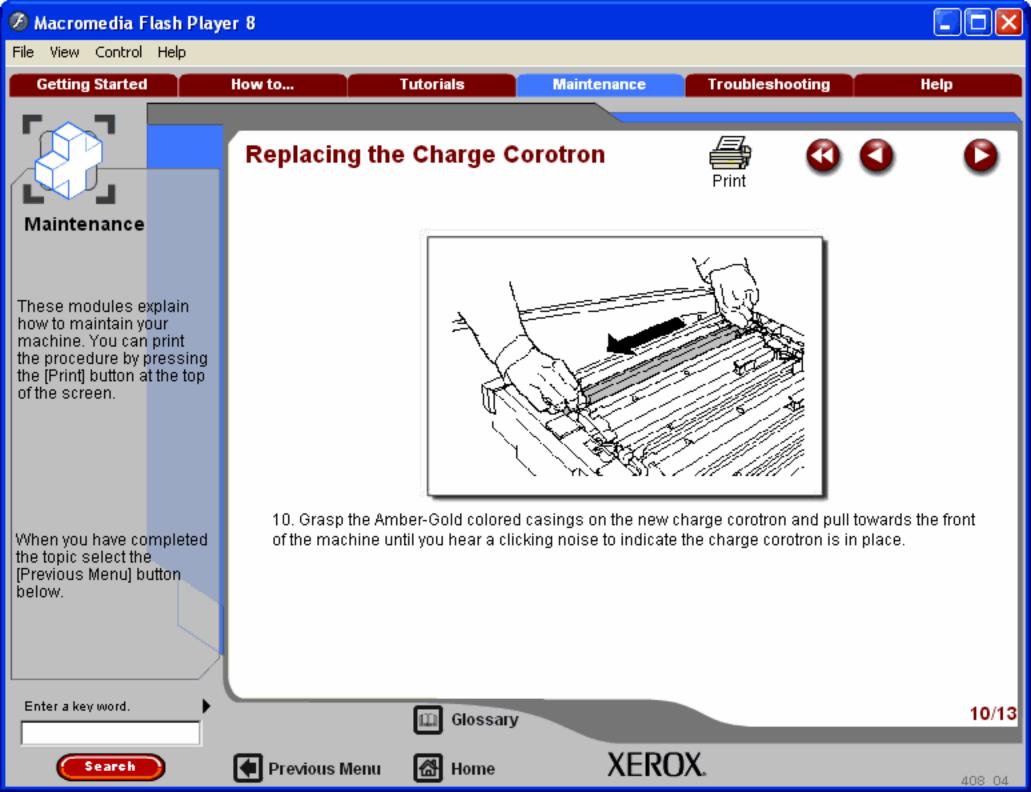




















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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

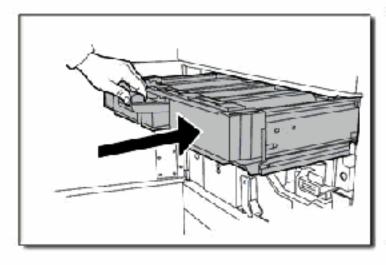


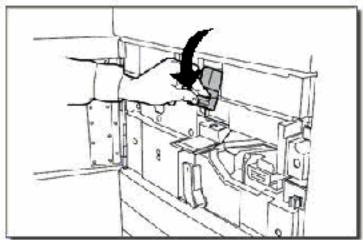












11. Push in the Drum Drawer completely. Return the Release Handle to its original position.

When you have completed the topic select the [Previous Menu] button below.

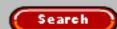
CAUTION: Remember to close the Drum Drawer - Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent, lighting. Do not touch or scratch the surface of the drum. Doing so may result in unsatisfactory printing.

Enter a key word.



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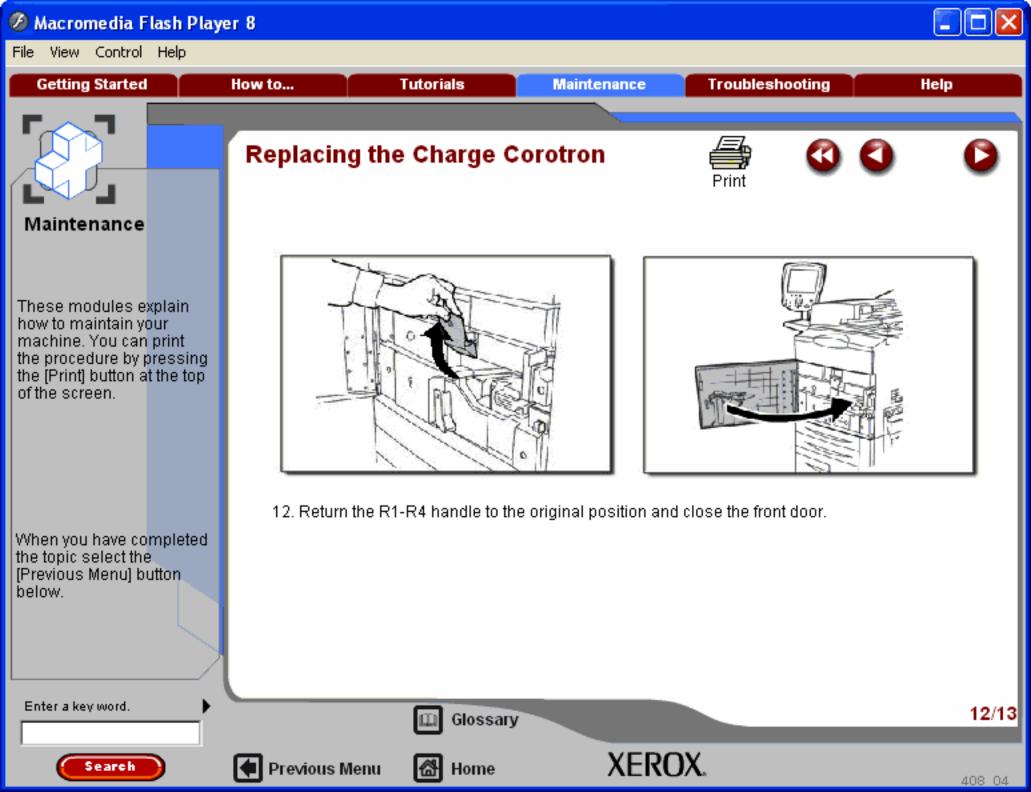


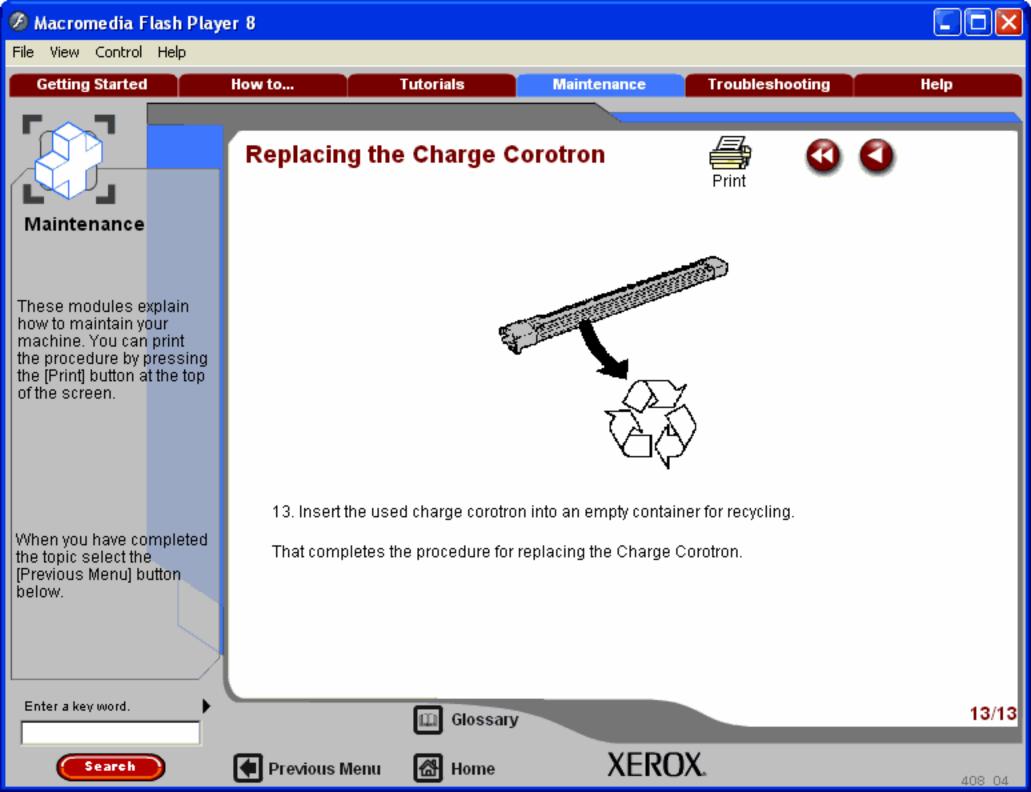
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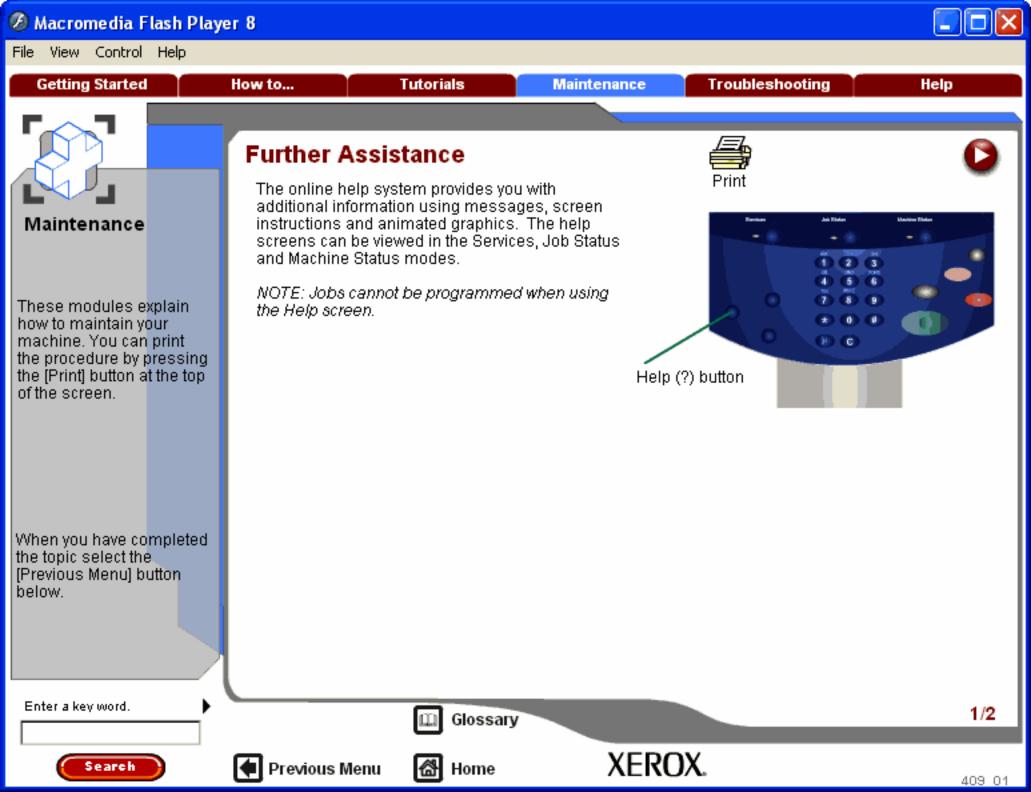
Loading Paper and Media

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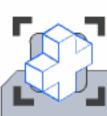
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#### Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

# **Further Assistance**

For additional help visit our Customer Web Site at www.xerox.com or contact the Xerox Welcome and Support Center quoting the machine serial number.

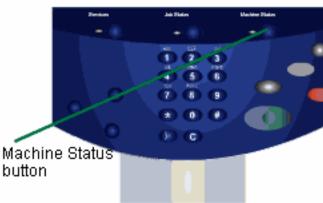
The customer support number and machine serial number can be viewed by:

- Selecting the Machine Status button on the control panel.
- 2. Selecting the Machine Information tab.











Enter a key word.



**□** Glossary



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# Troubleshooting

**Problem Solving Procedure** 

**Faults Overview** 

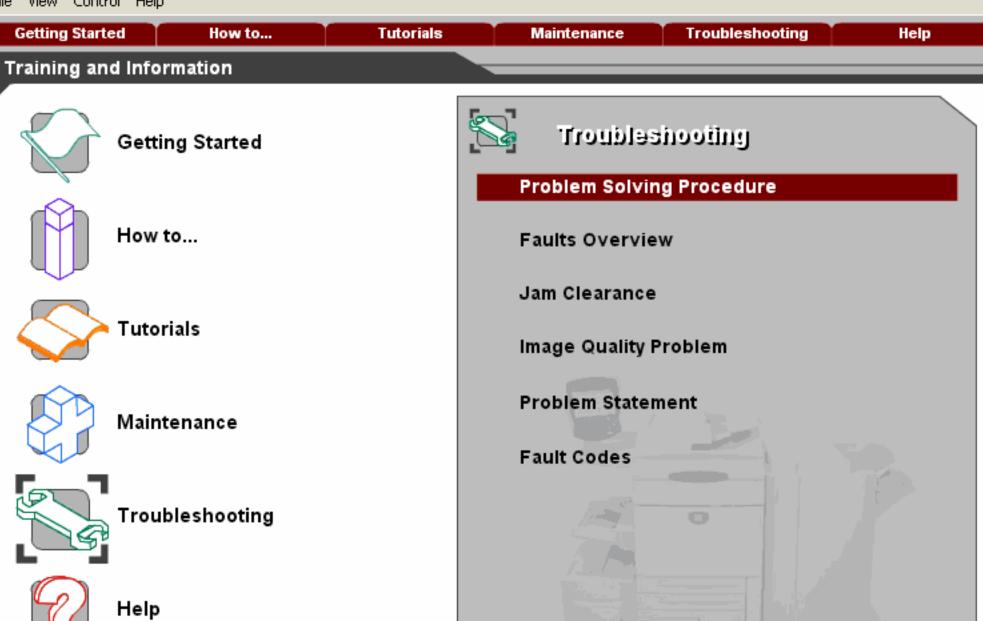
Jam Clearance

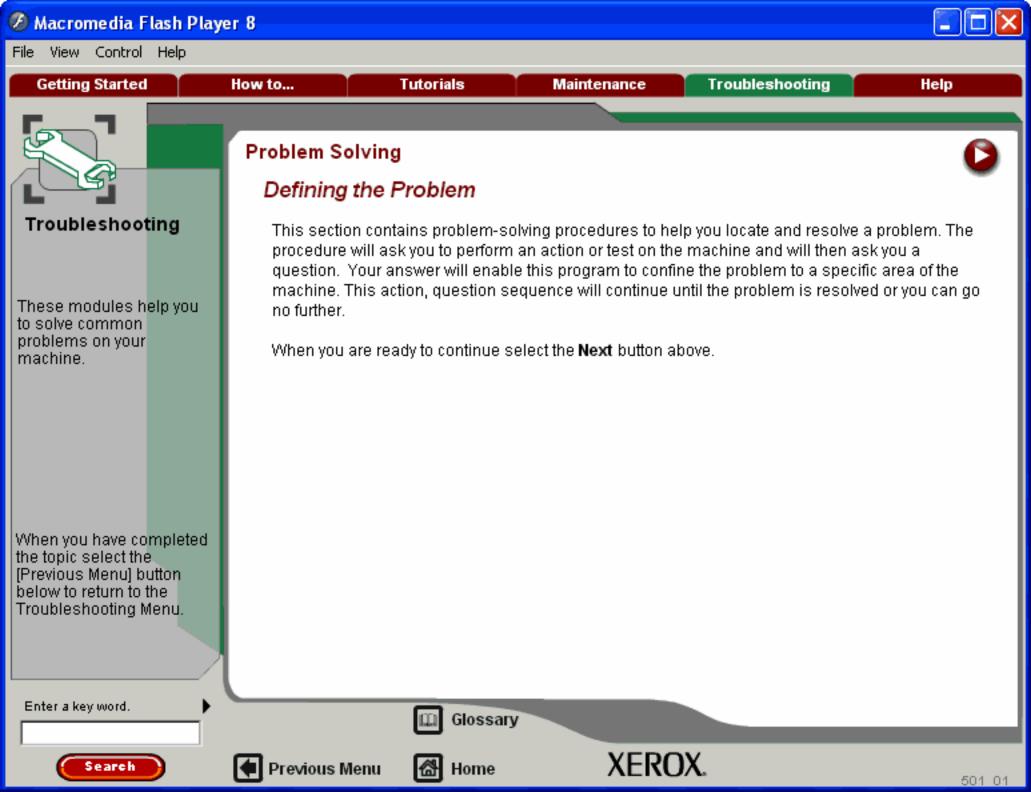
Image Quality Problem

**Problem Statement** 

**Fault Codes** 









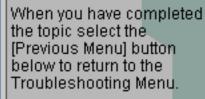


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### Troubleshooting

These modules help you to solve common problems on your machine.



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## Problem Solving

### Defining the Problem

Some problems can be resolved by rebooting your machine. Power the machine OFF and ON using the ON/OFF switch at the front of your machine.

CAUTION: Wait approximately two minutes before turning the machine back ON

Be aware that any incomplete copy jobs in the queue will be lost.

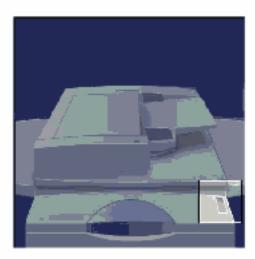
WARNING: Use only the ON/OFF switch to reboot your machine. Damage may occur to your machine if power is removed by other means.

If after rebooting your machine, the problem has not been resolved select the **Next** button.









Enter a key word.



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## **Faults Overview**

This section explains what happens when a fault occurs on your machine and how to use the fault messages and indications to clear the problem.

Faults Overview

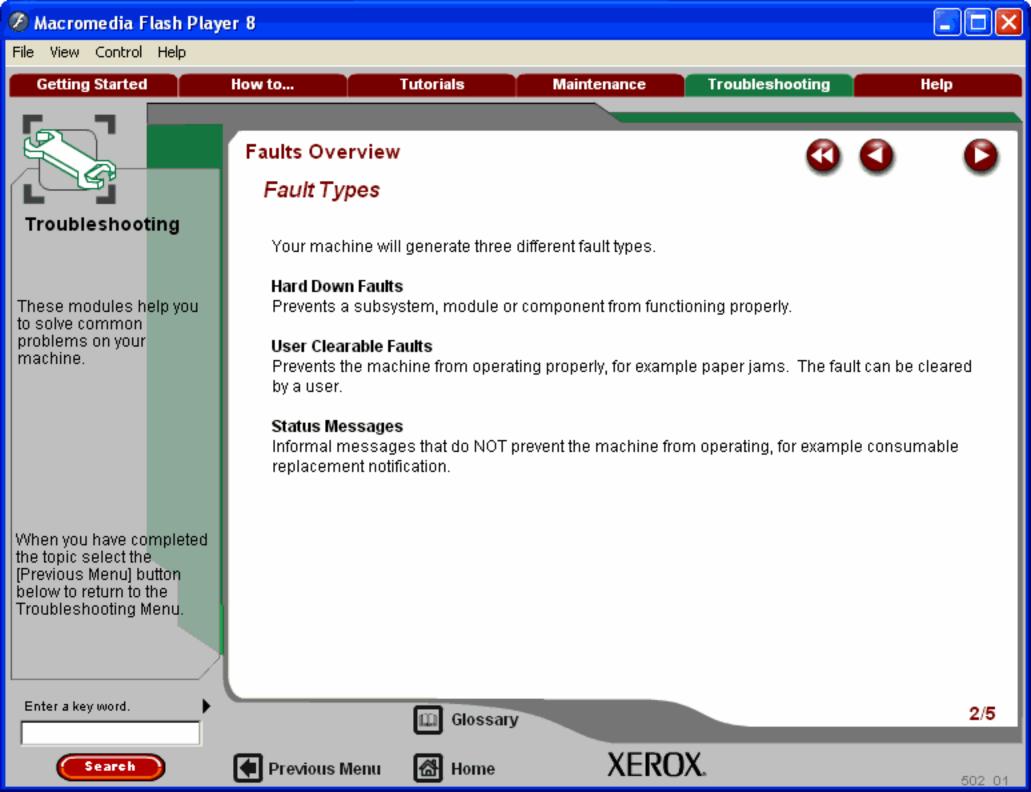
Fault Types

Fault Displays

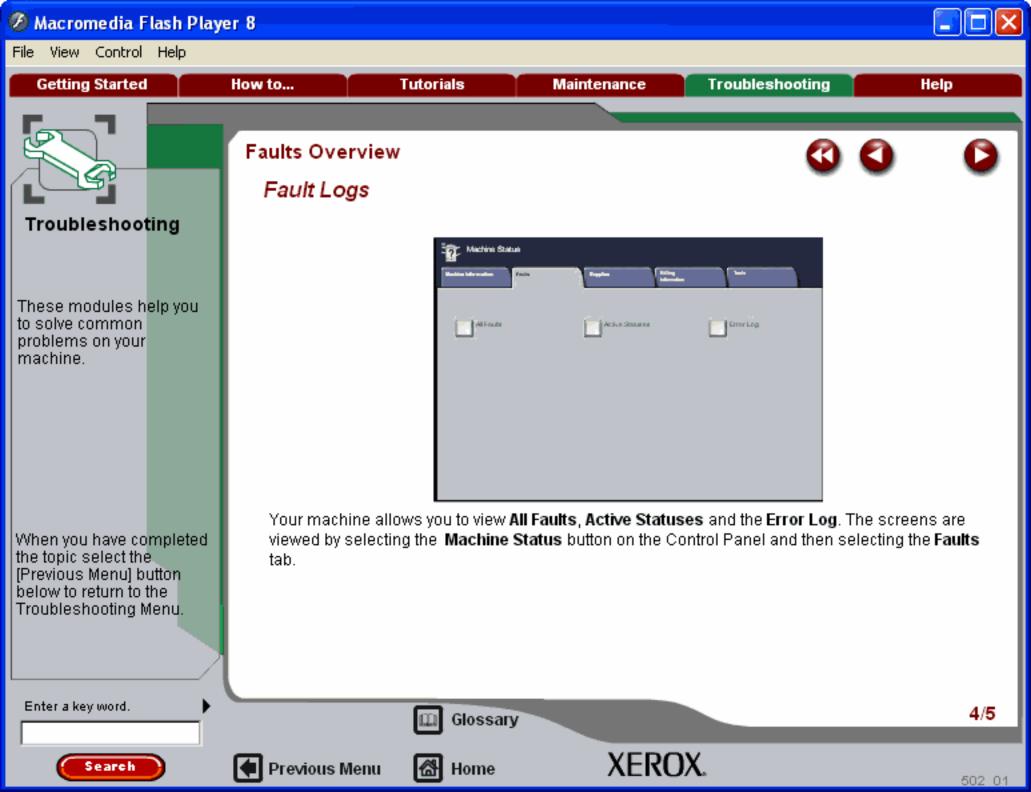
Fault Logs

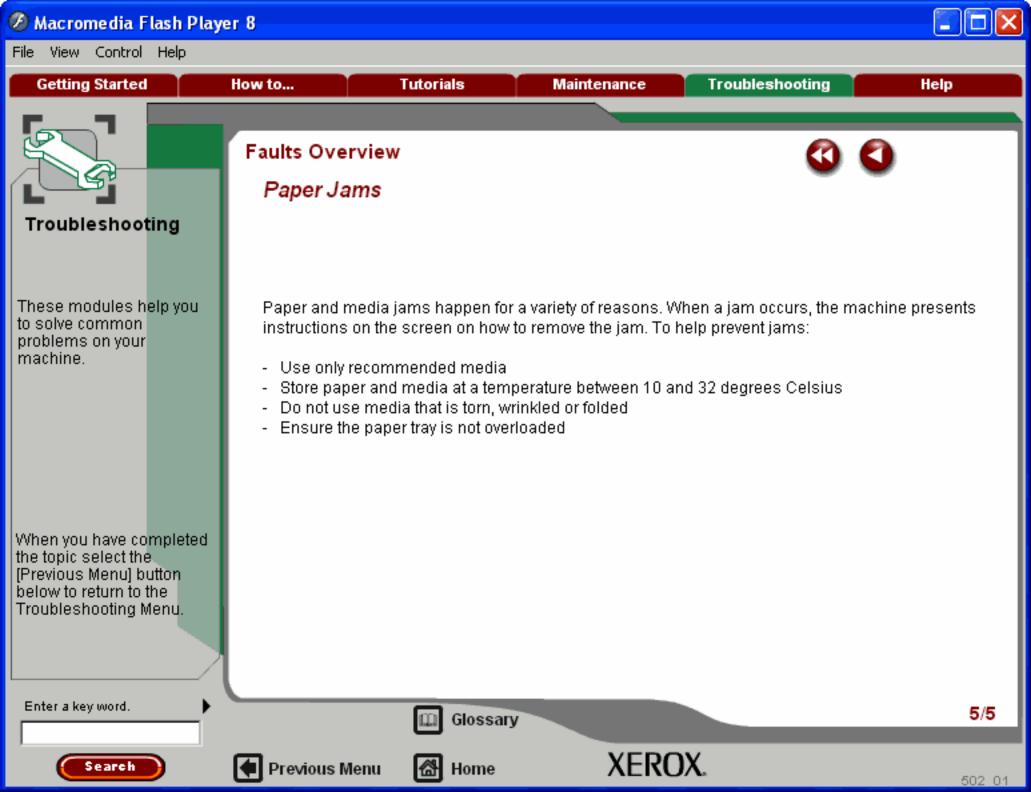
Search

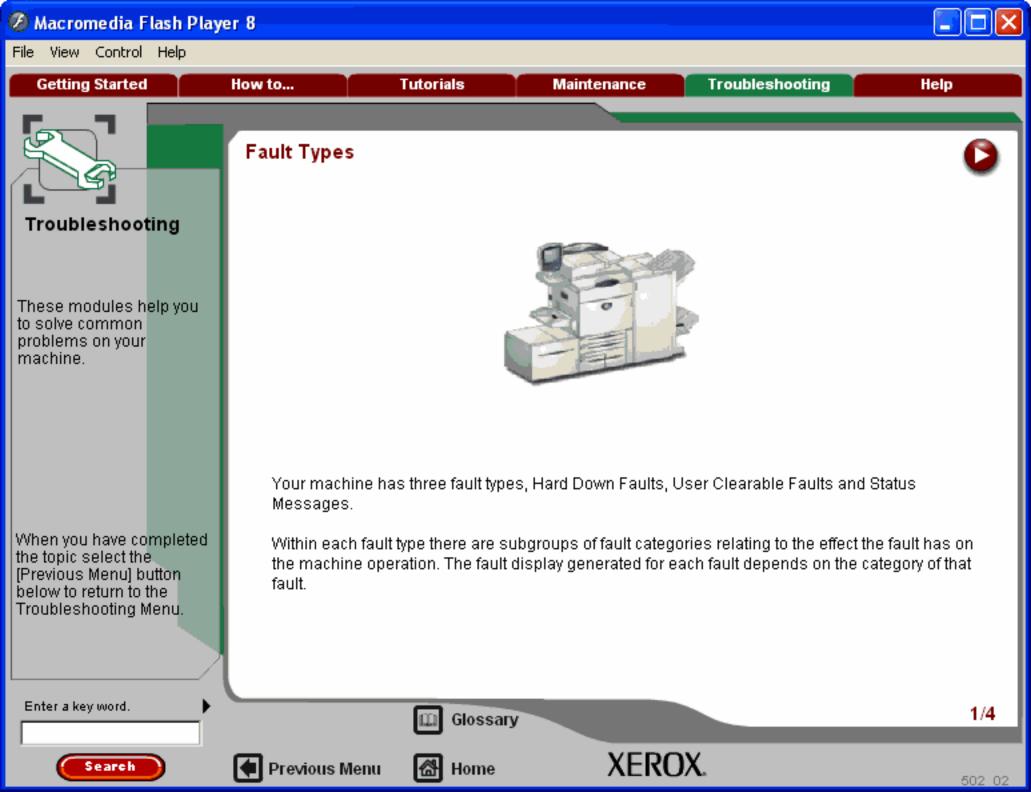


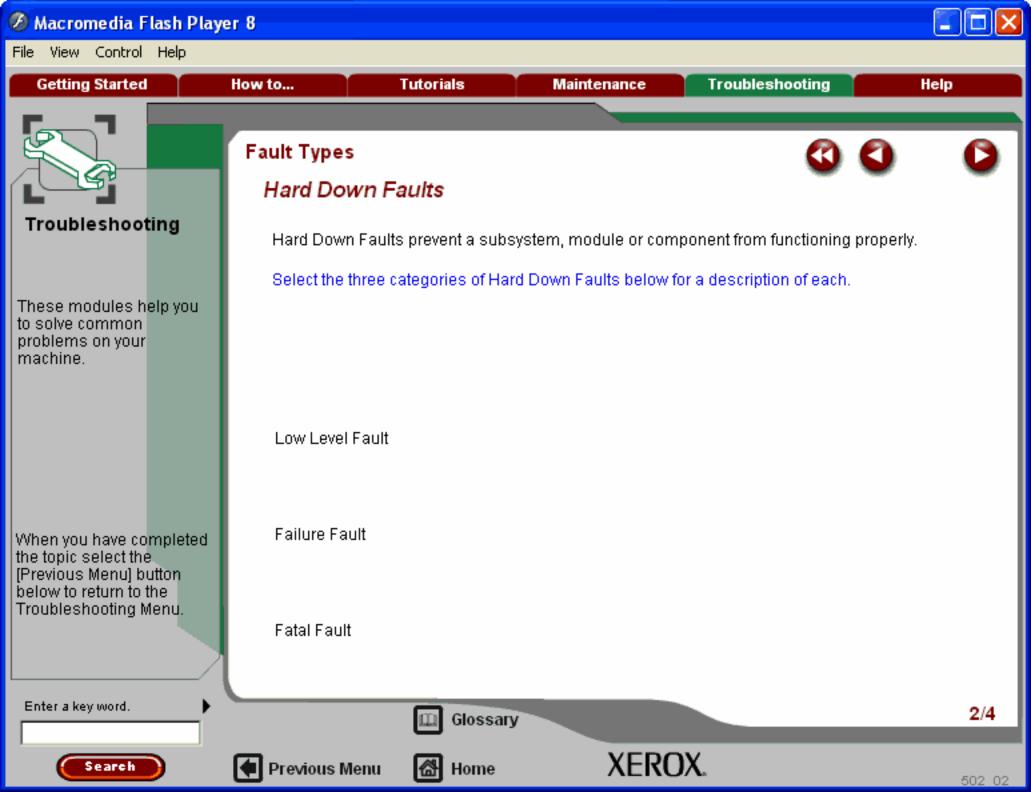


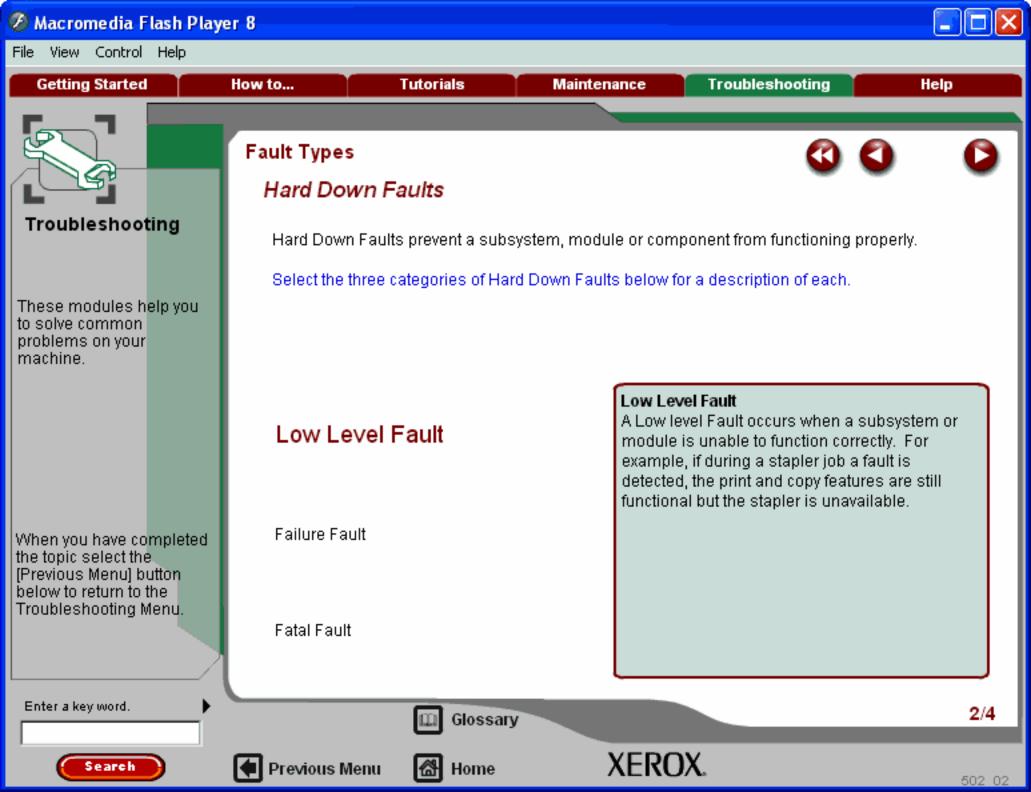


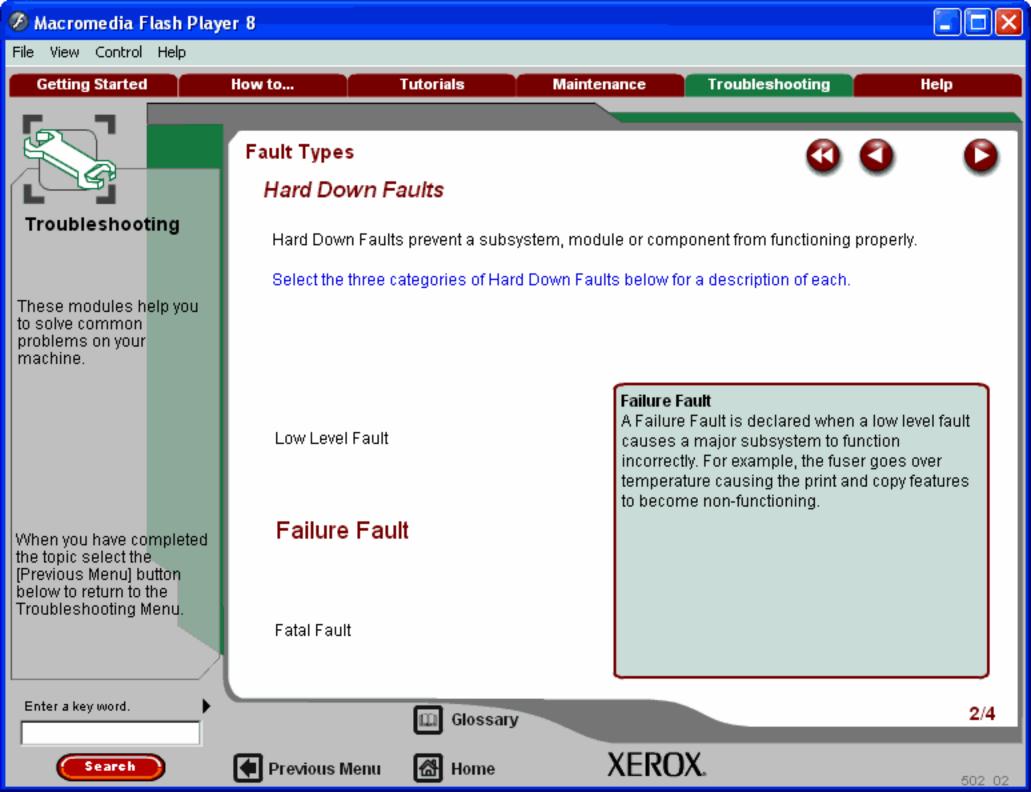


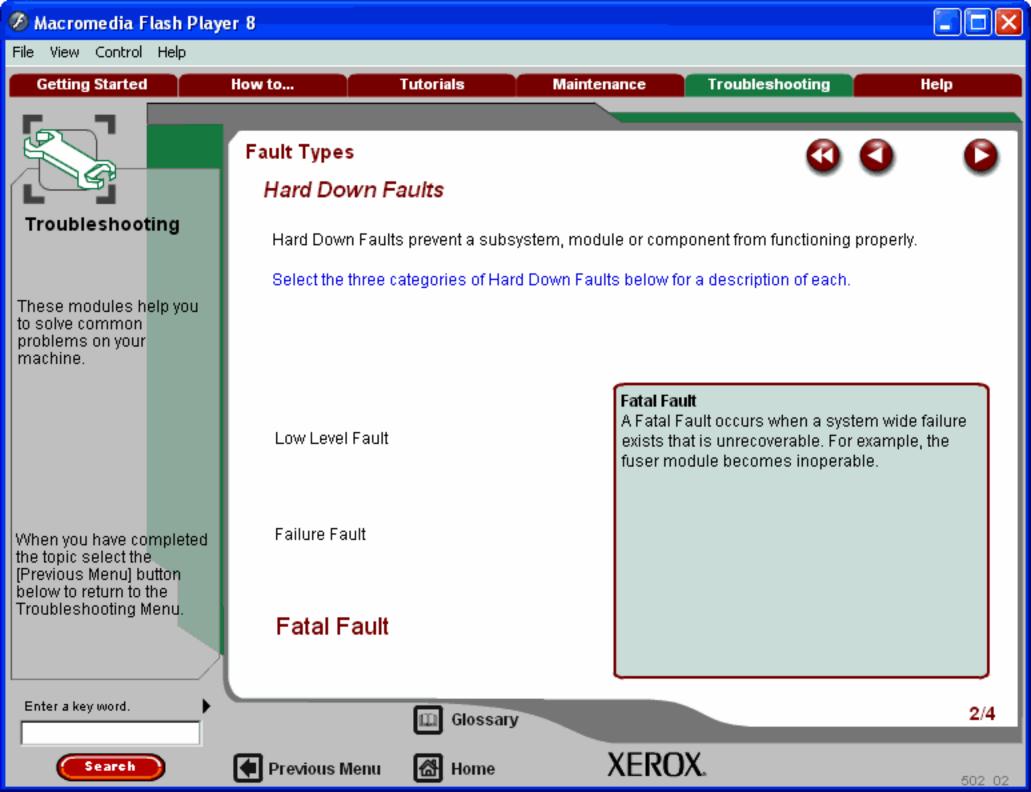


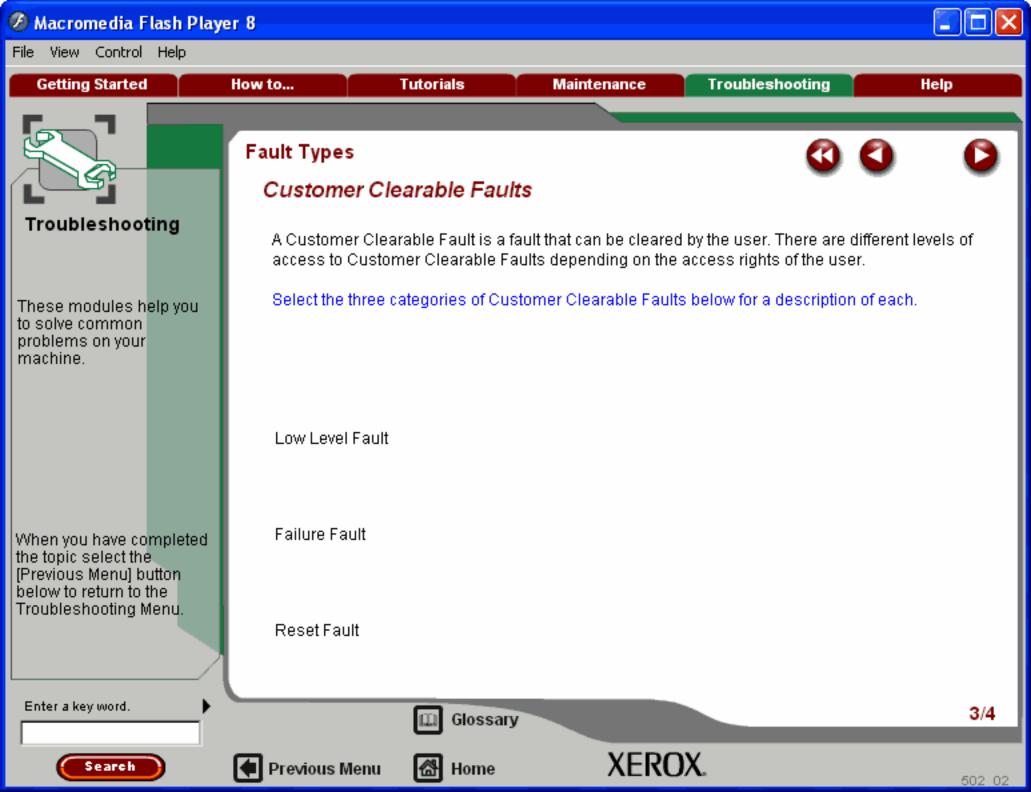


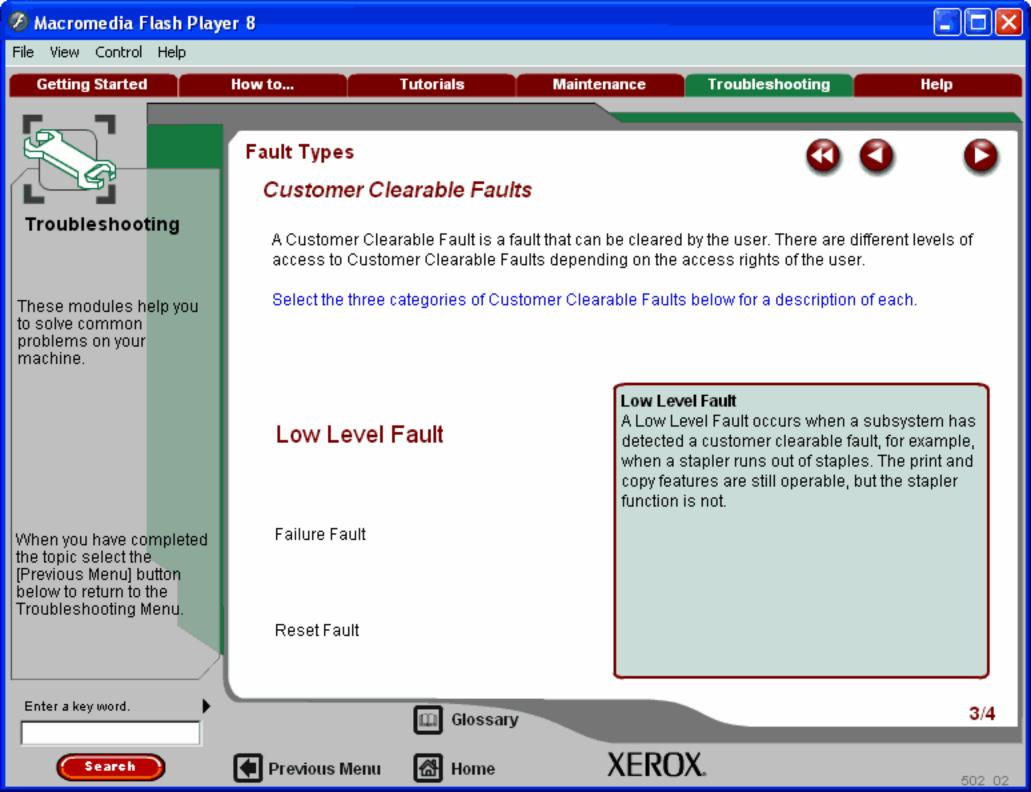


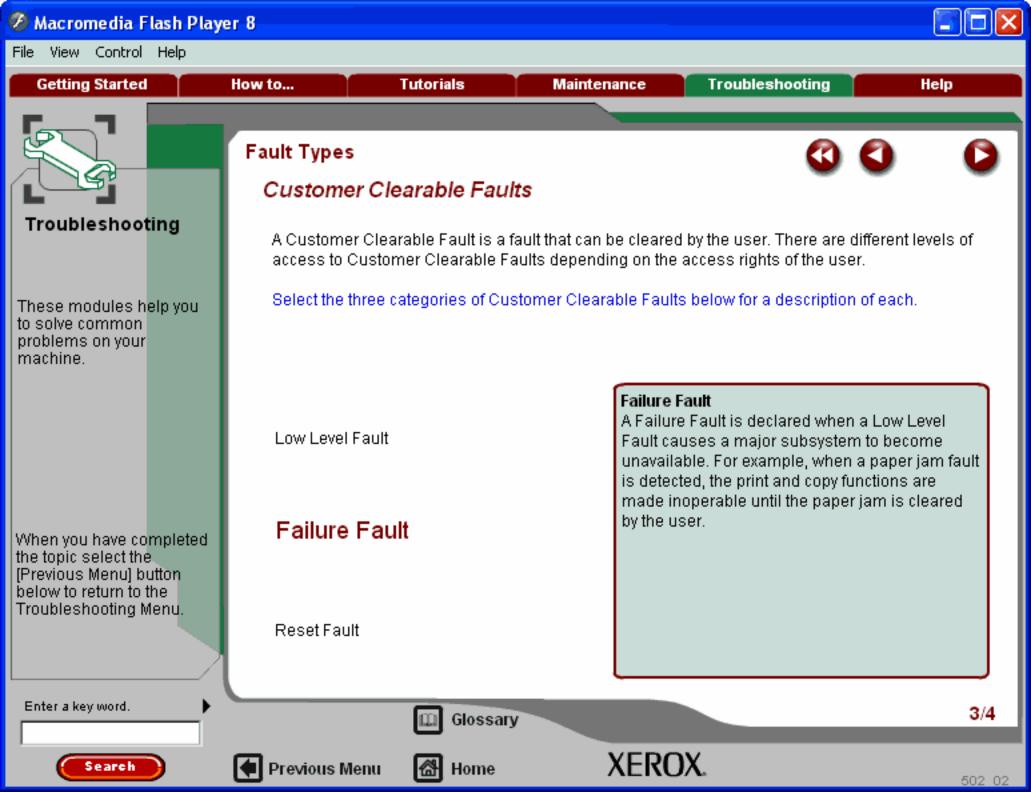


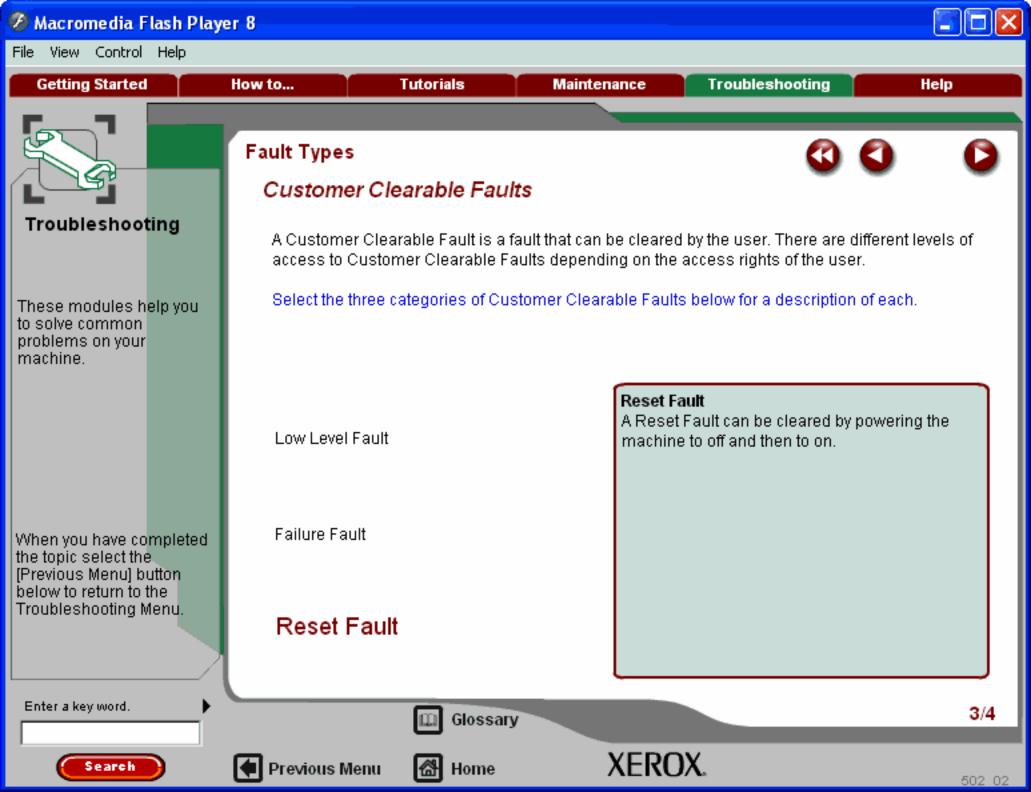








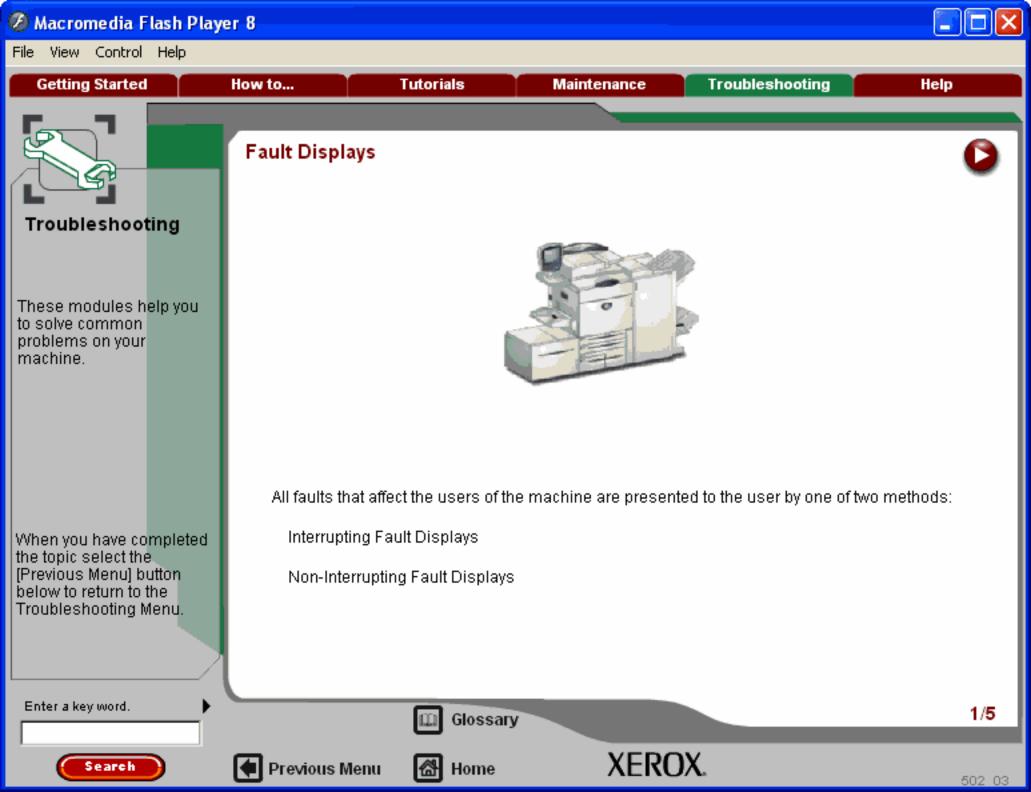


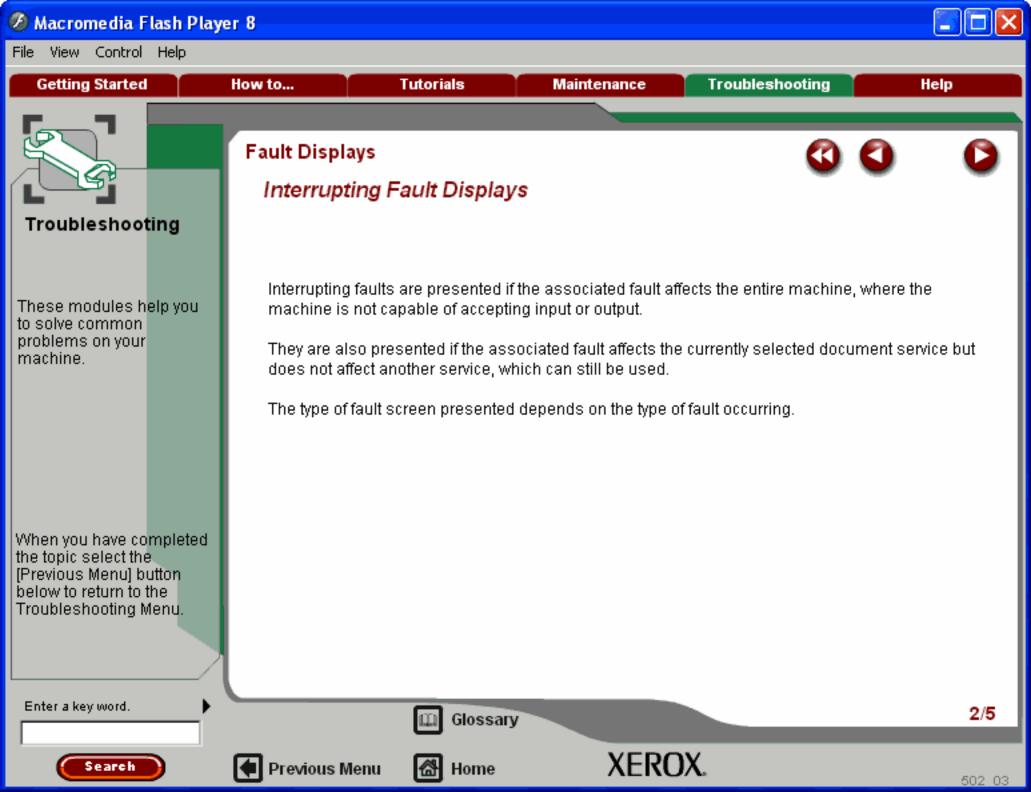


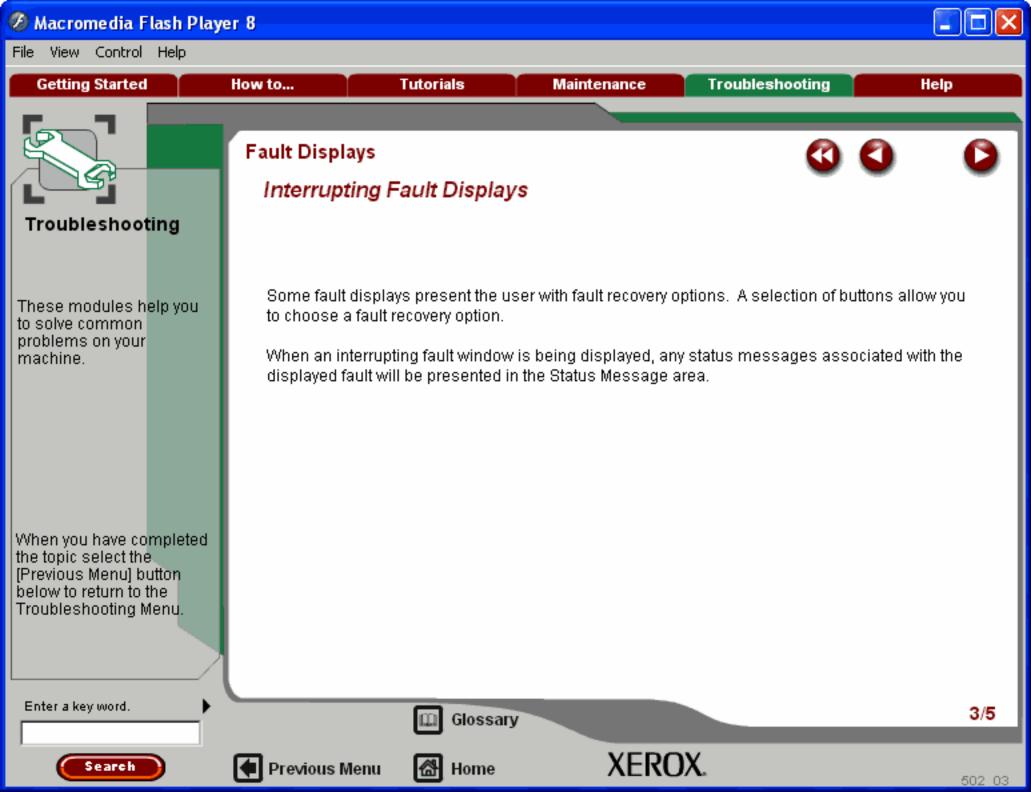


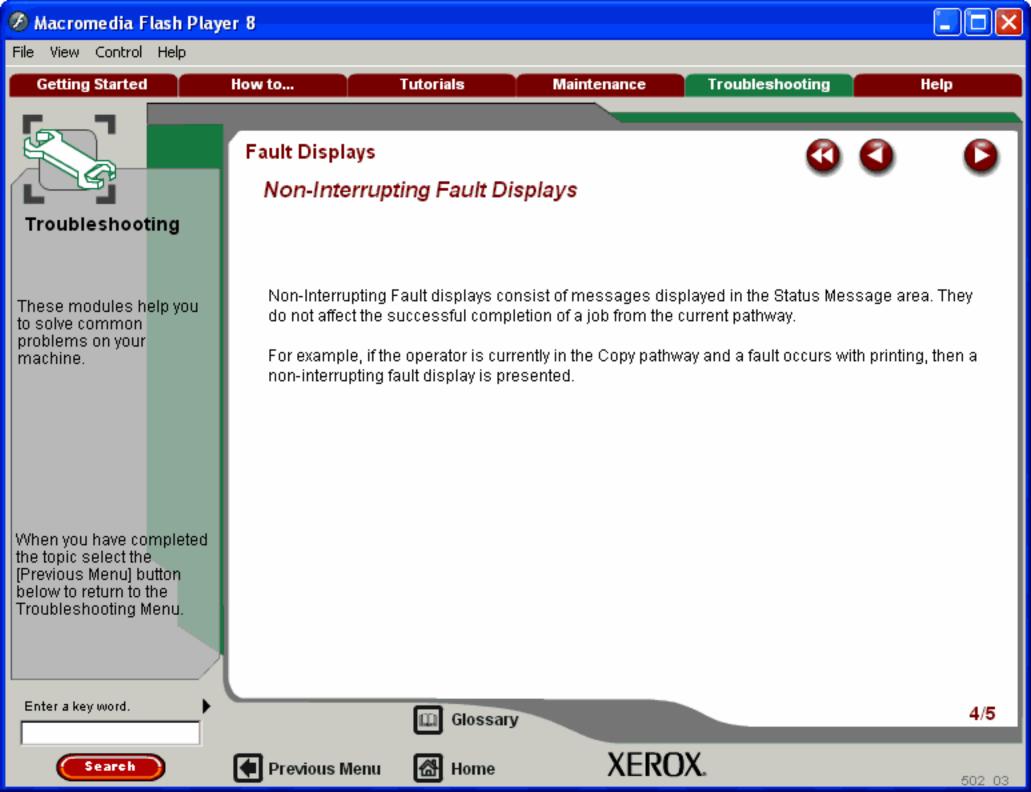


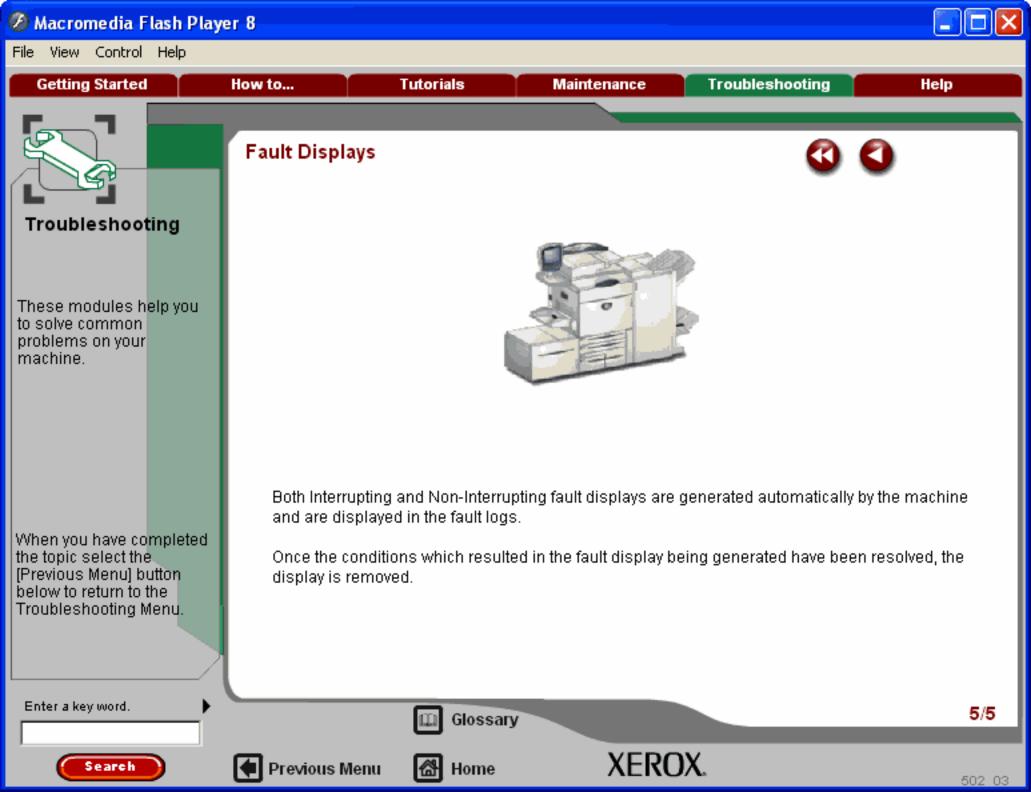


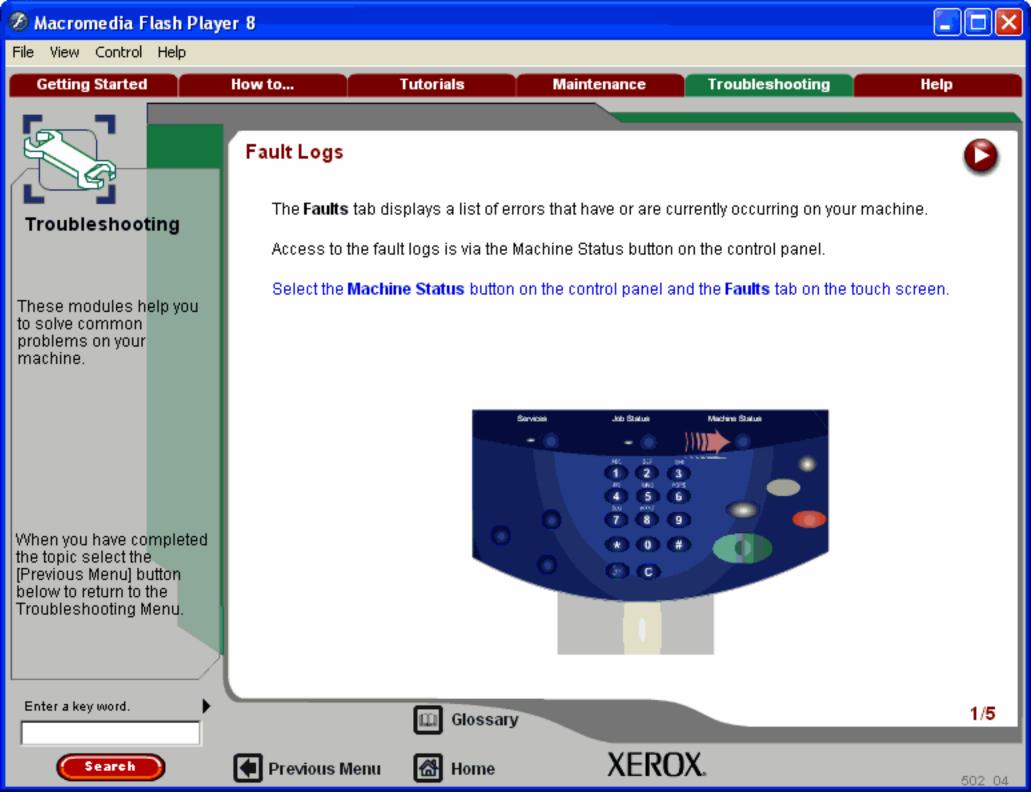




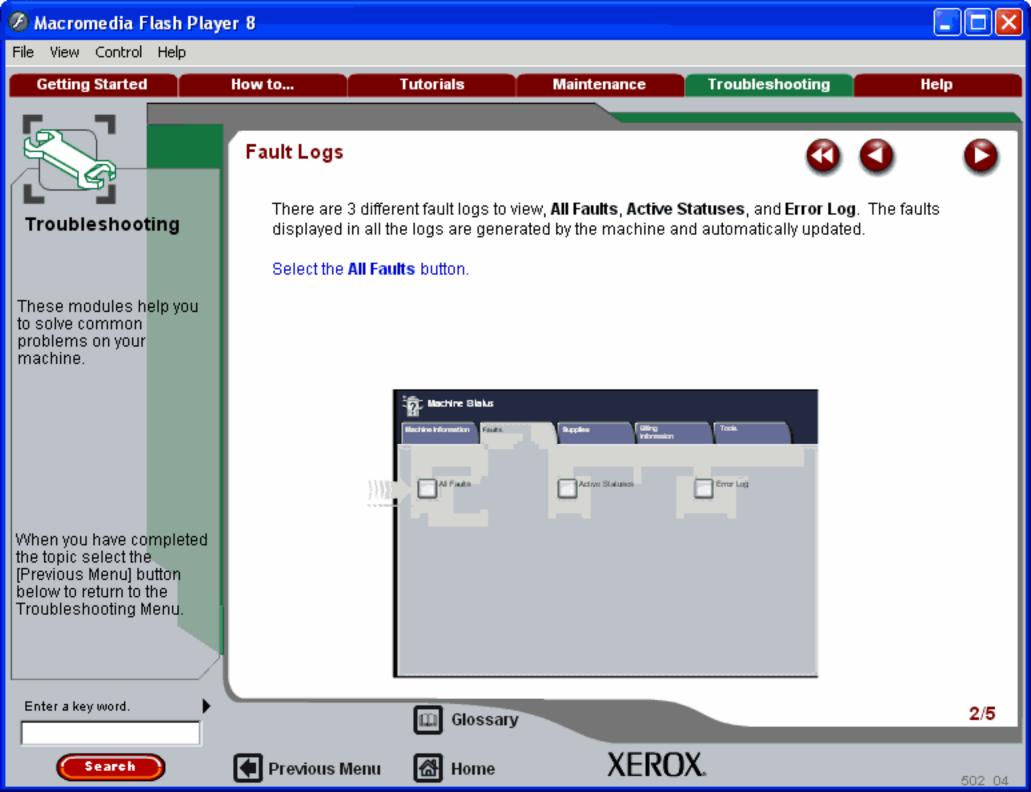


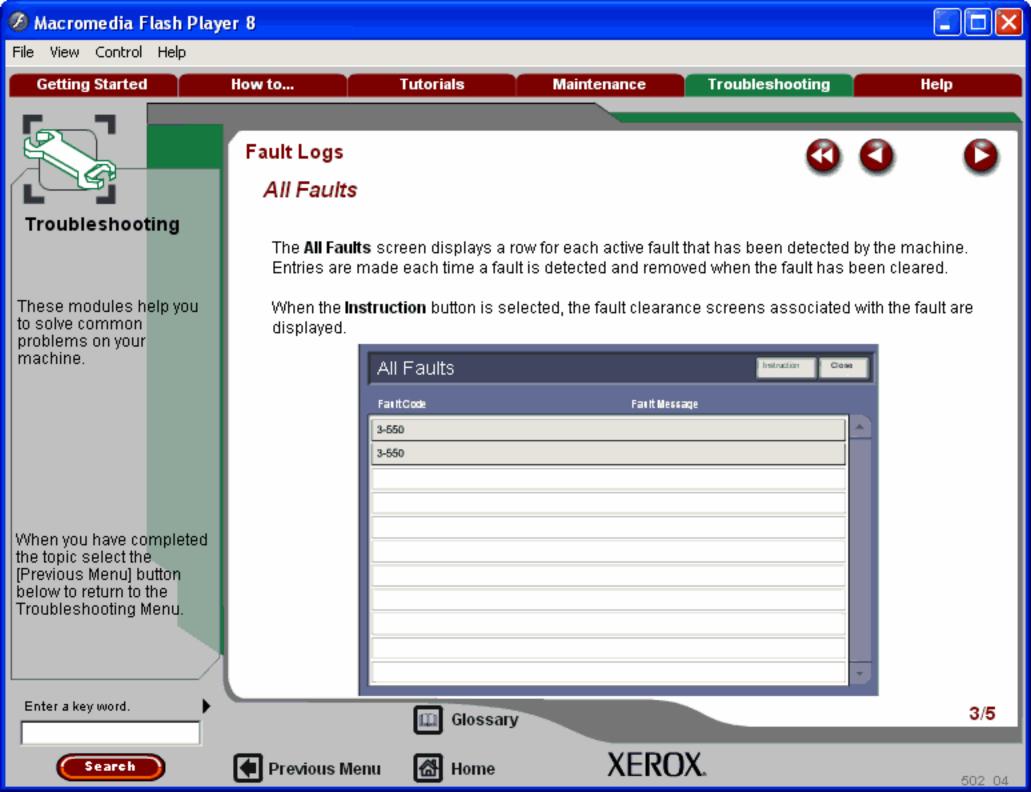


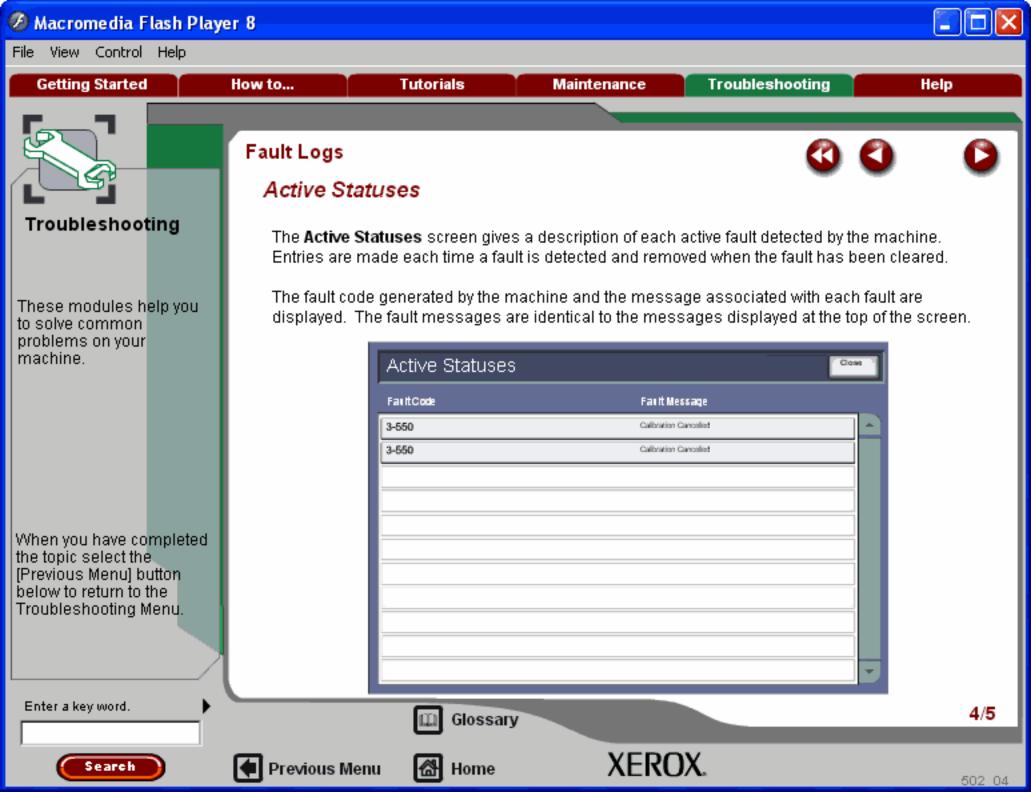




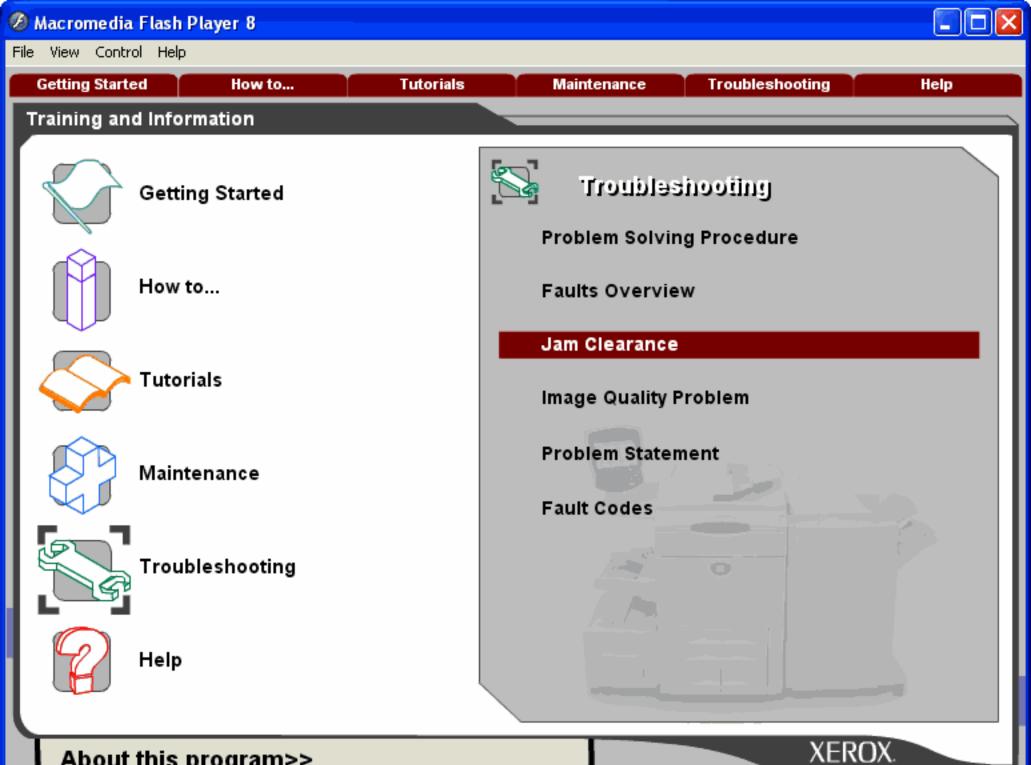












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## Jam Clearance

On the rare occasion that a jam or misfeed occurs in your machine, use the topics below to help you clear the problem.

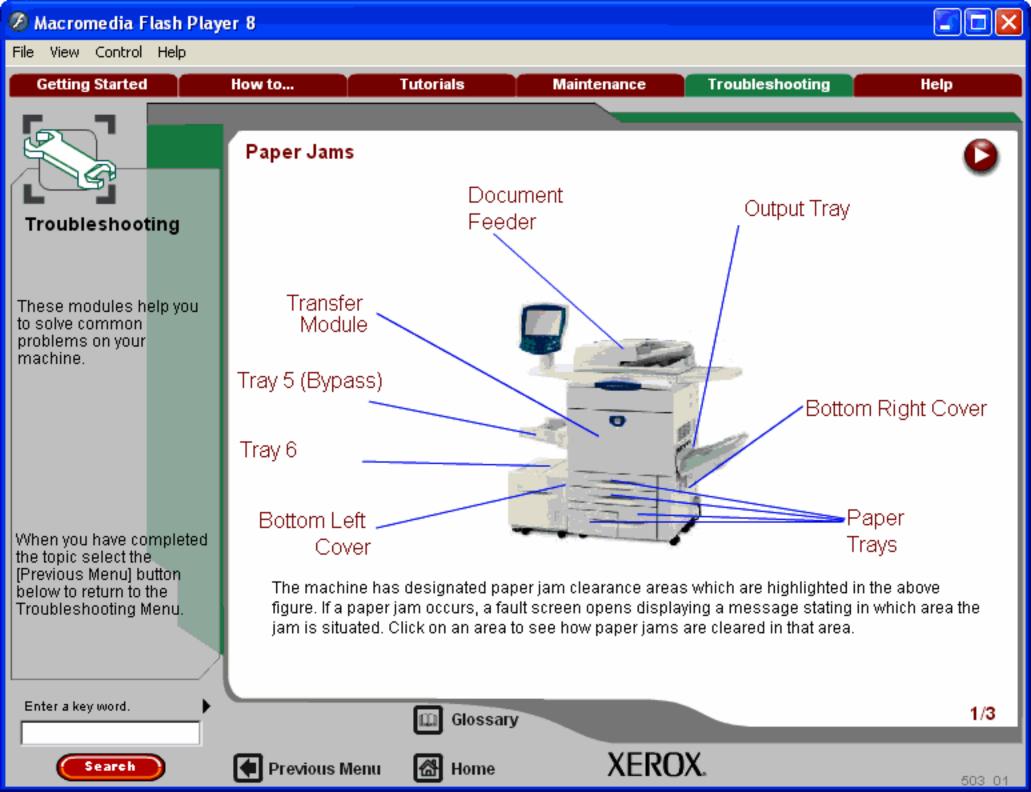
Paper Jams

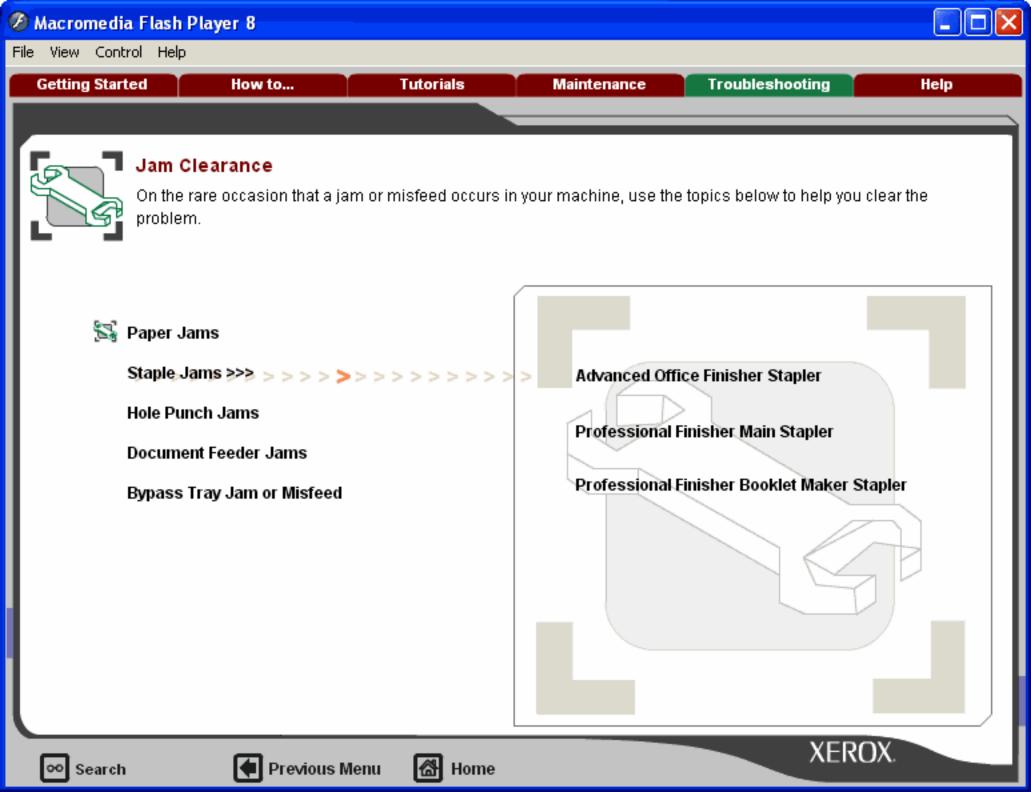
Staple Jams >>>

**Hole Punch Jams** 

**Document Feeder Jams** 

Bypass Tray Jam or Misfeed



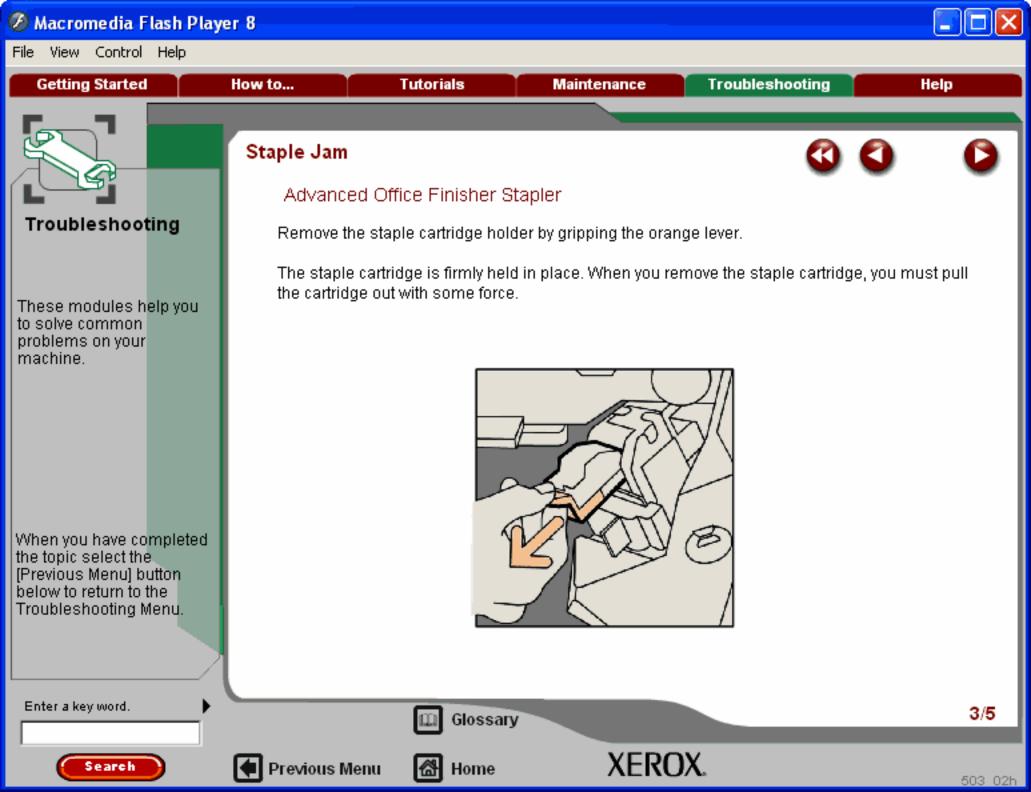


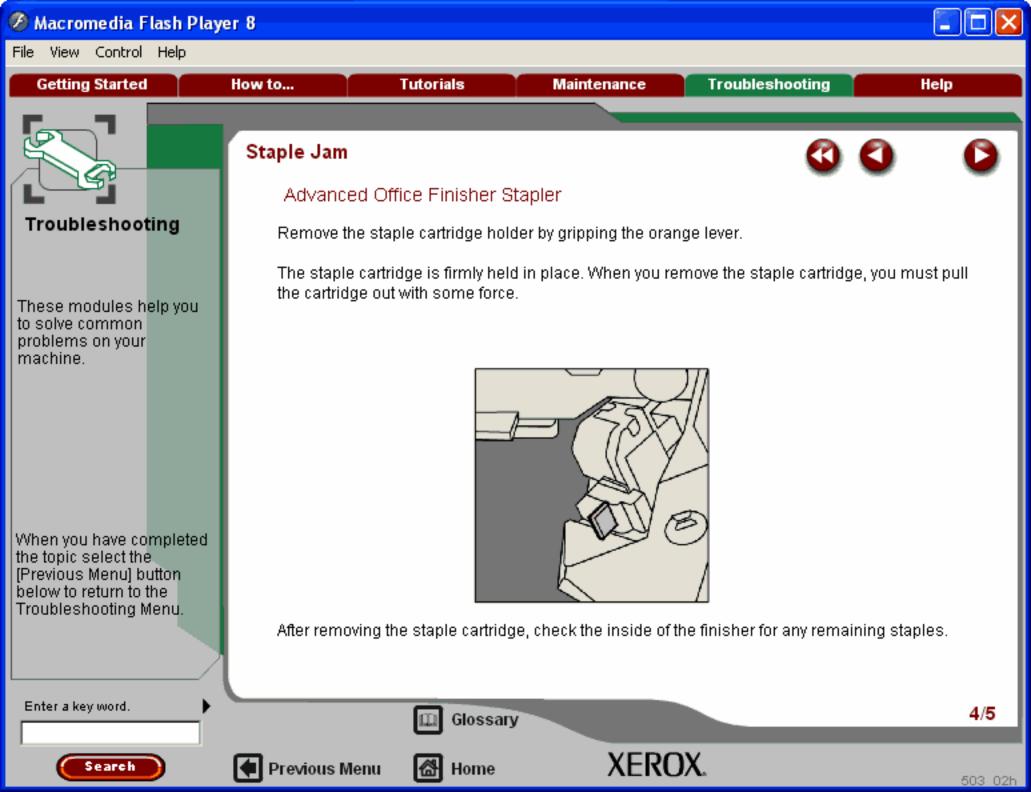
















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## Troubleshooting

These modules help you to solve common problems on your machine.

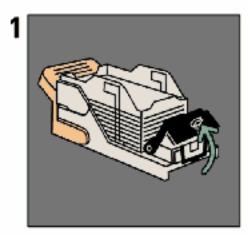
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

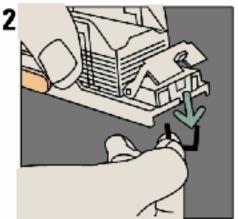
Search

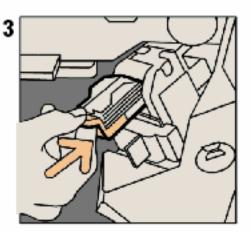




Pull up the metal part of the staple cartridge. Remove the jammed staples, and return the metal part pulled up in the previous step, to the original position.







Insert the staple cartridge while gripping the orange lever until you hear it click into place.

Enter a key word.



Glossary



Previous Menu



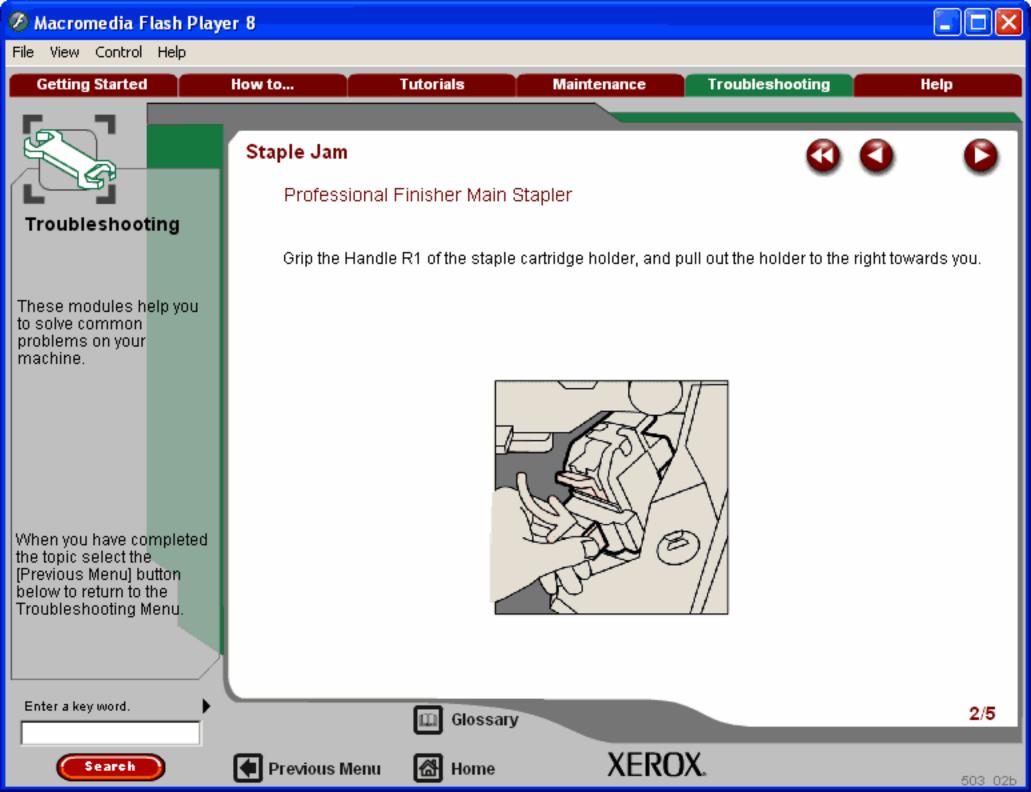
Home

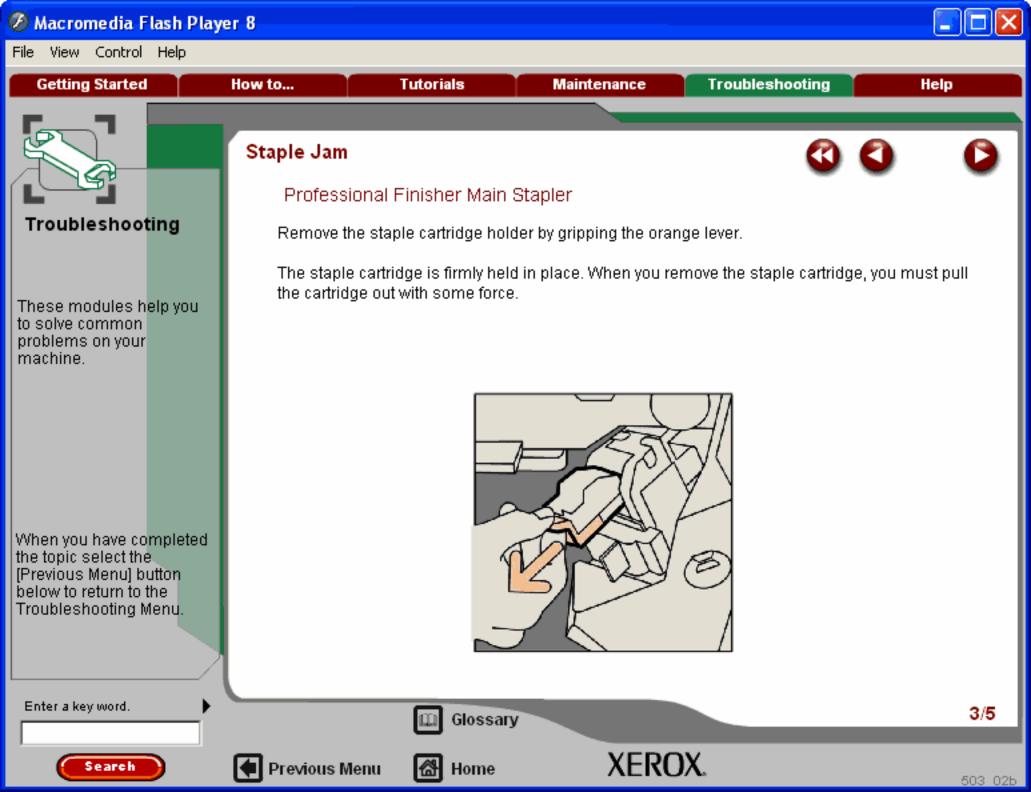
XEROX.

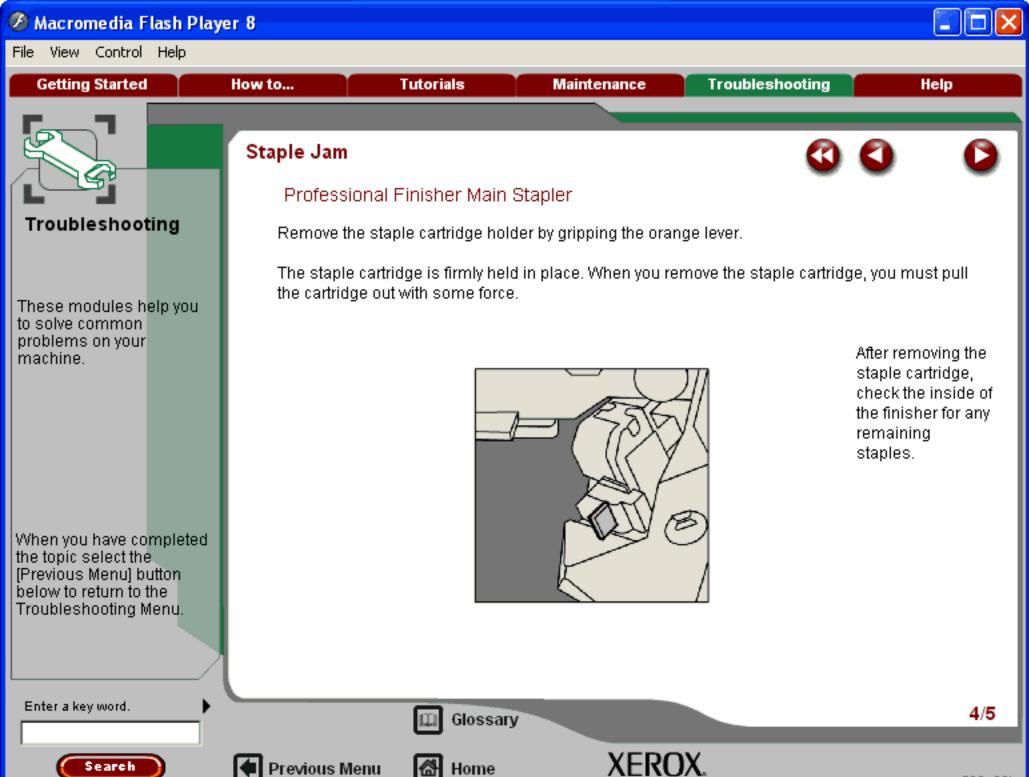
5/5

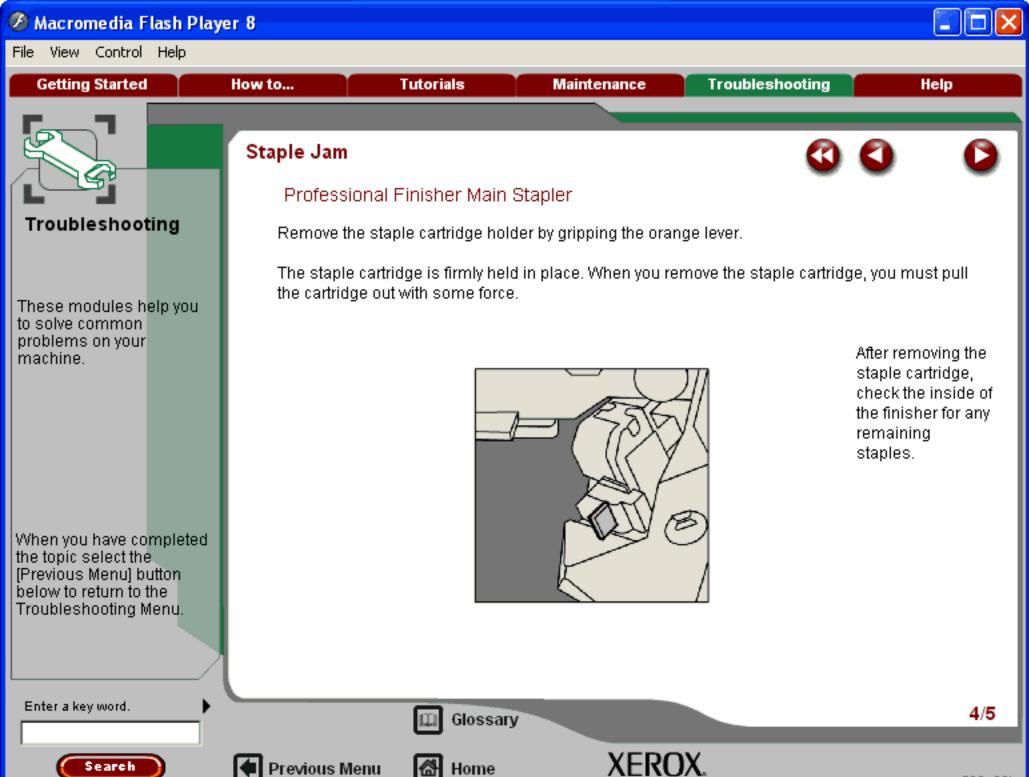
















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## Troubleshooting

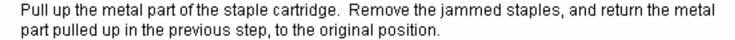
These modules help you to solve common problems on your machine.

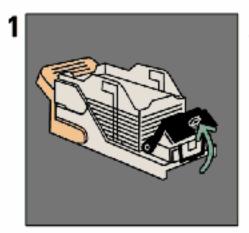
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

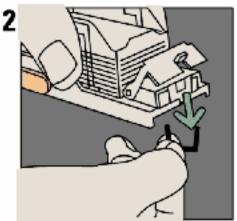
Search

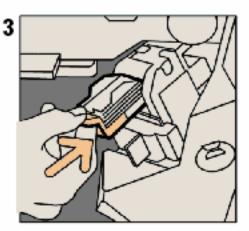












Insert the staple cartridge while gripping the orange lever until you hear it click into place.

Enter a key word.







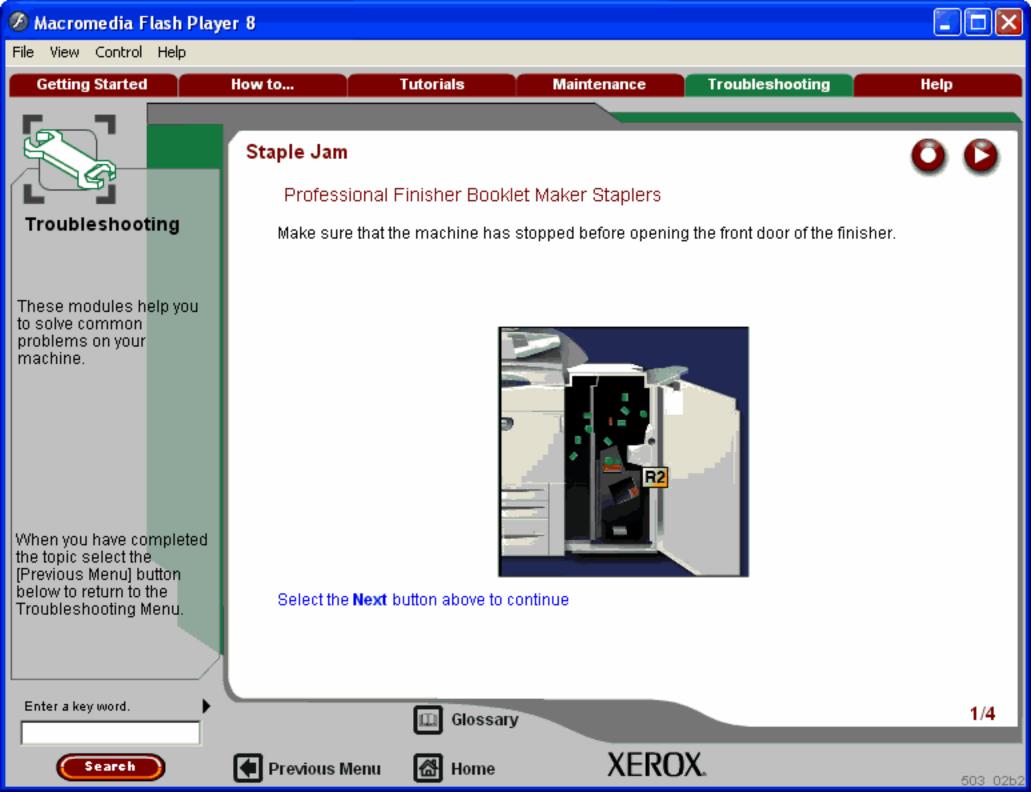
Previous Menu



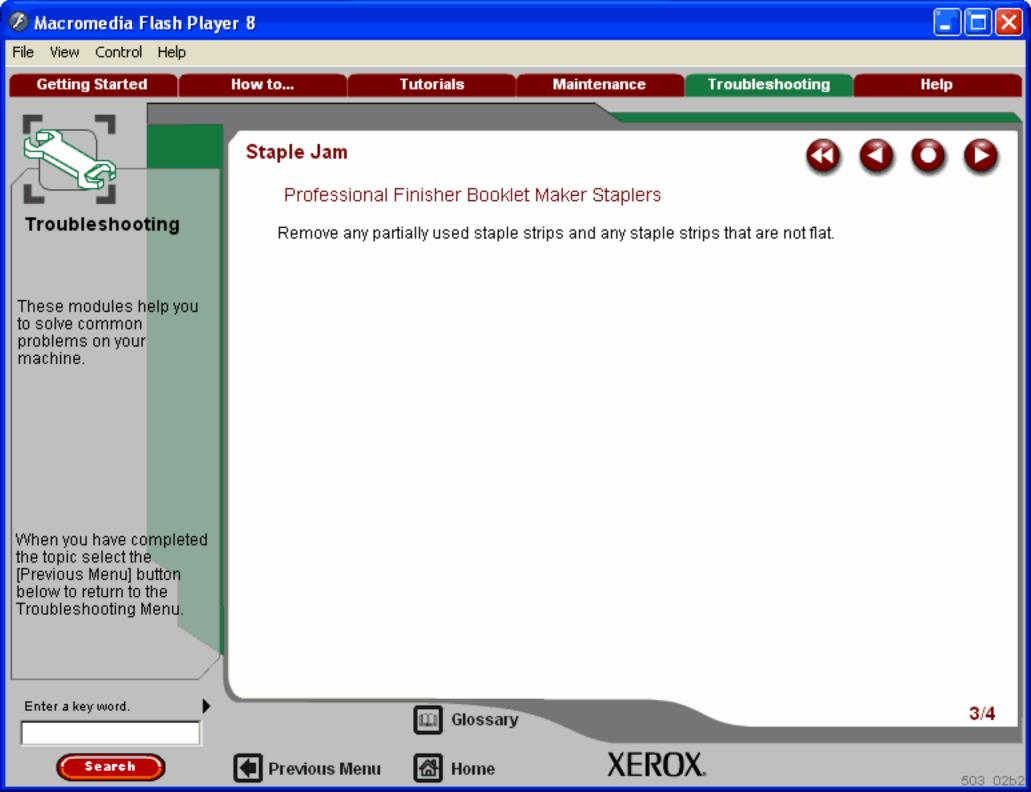
Home

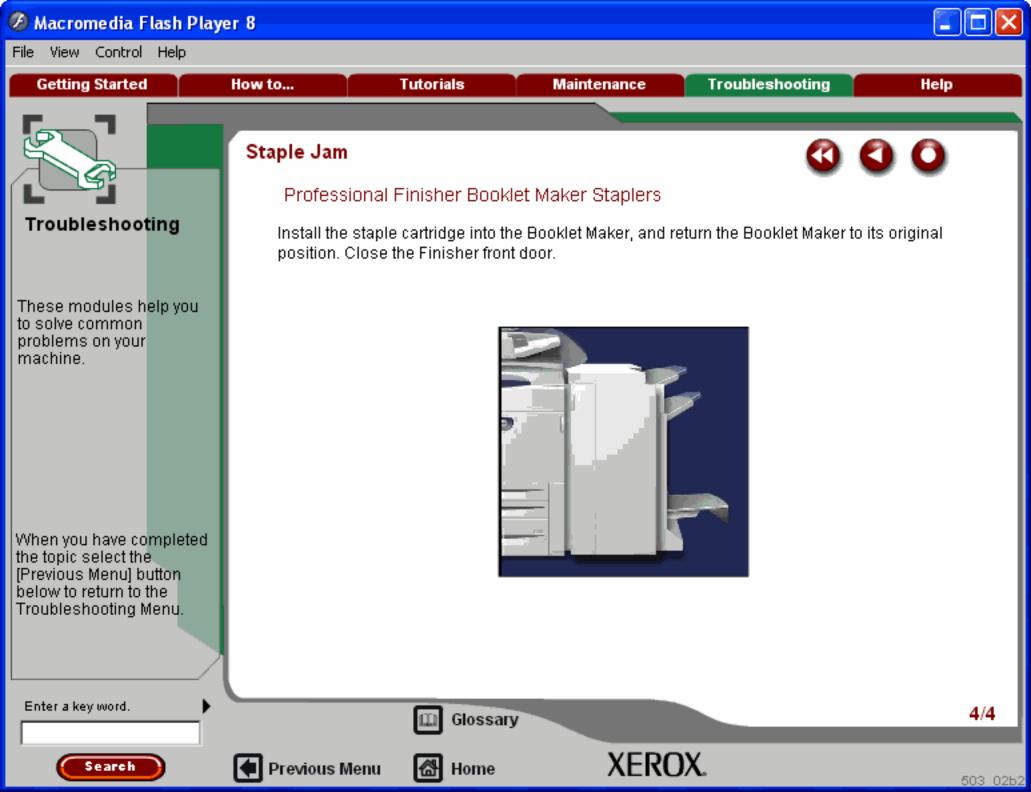


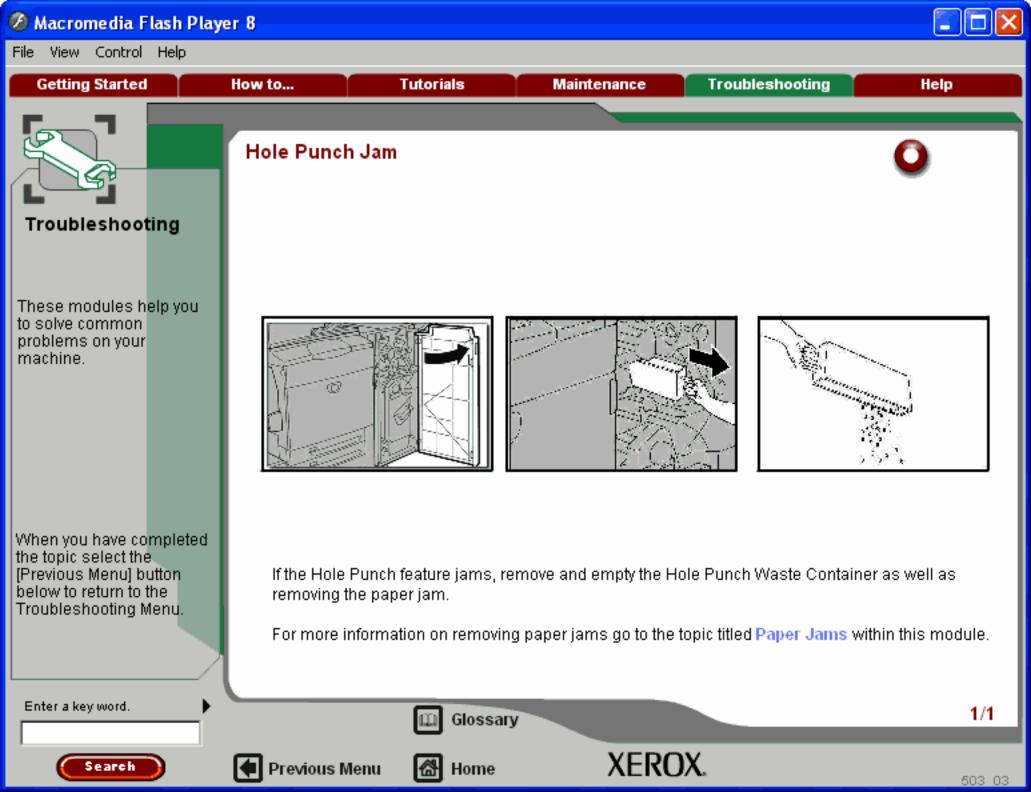
5/5





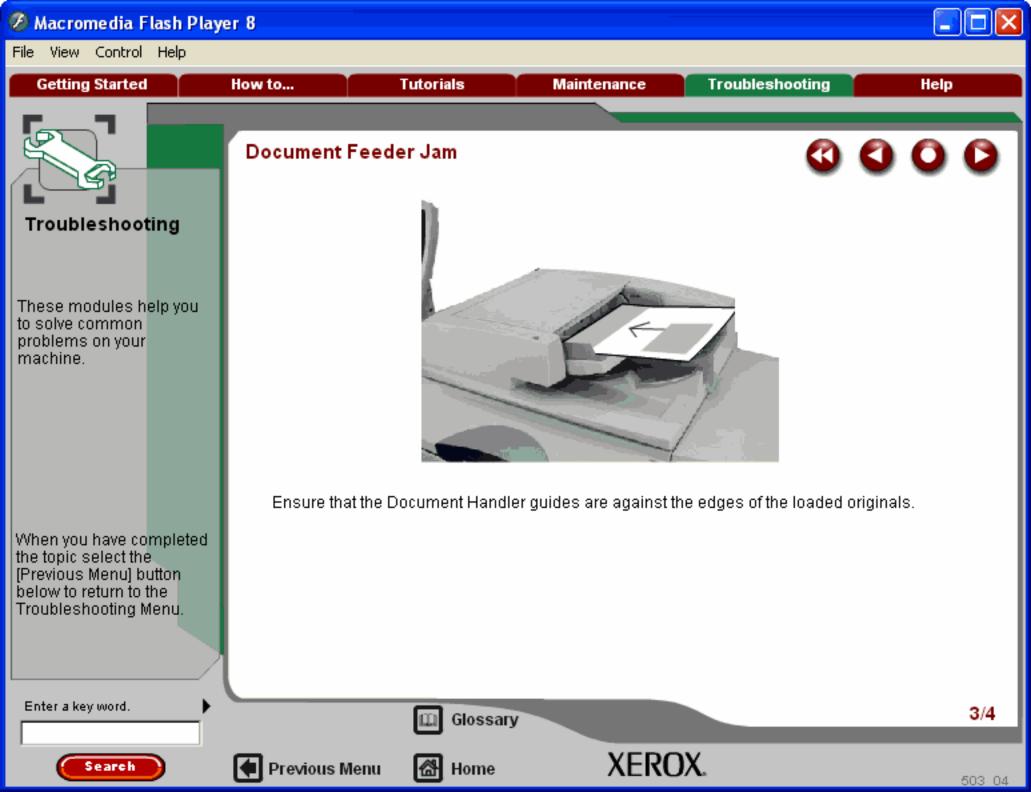


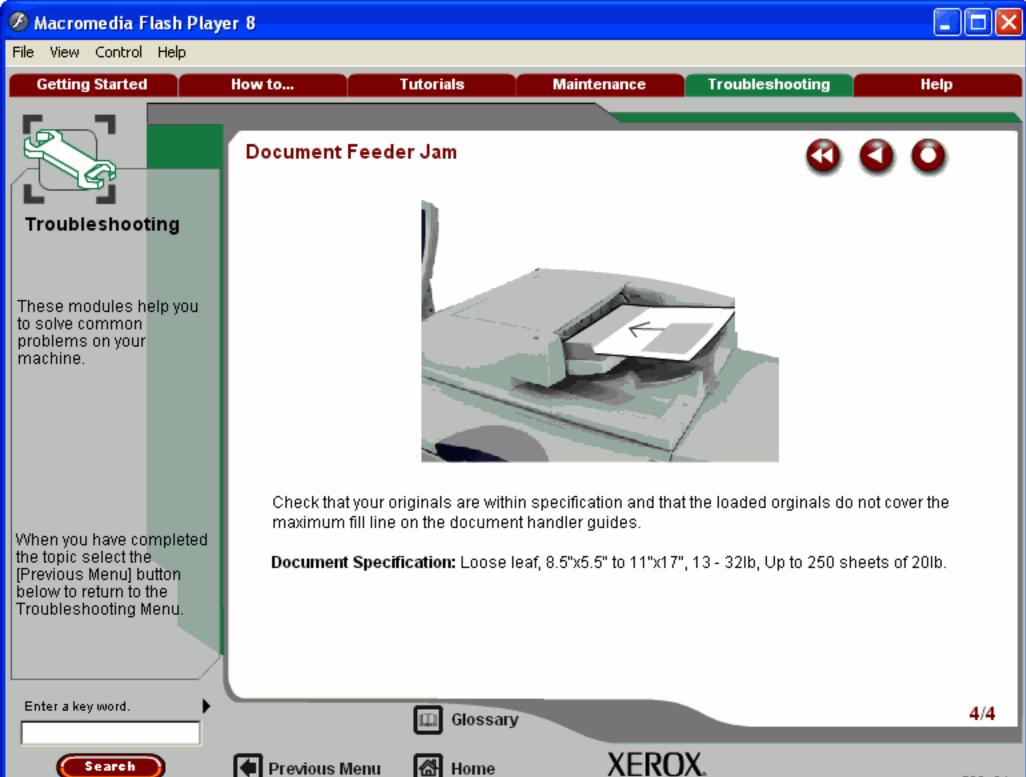












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## Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

# Tray 5 (Bypass) Jam or Misfeed



Tray 5 (Bypass) Jams occur in the paper path clearance areas. The machine will display a message indicating the clearance area.

For more information on removing paper jams from these areas go to the topic titled Paper Jams within this module.

If after clearing the jam, the Tray 5 feeder jams or misfeeds again follow the steps on the following pages.

Enter a key word.

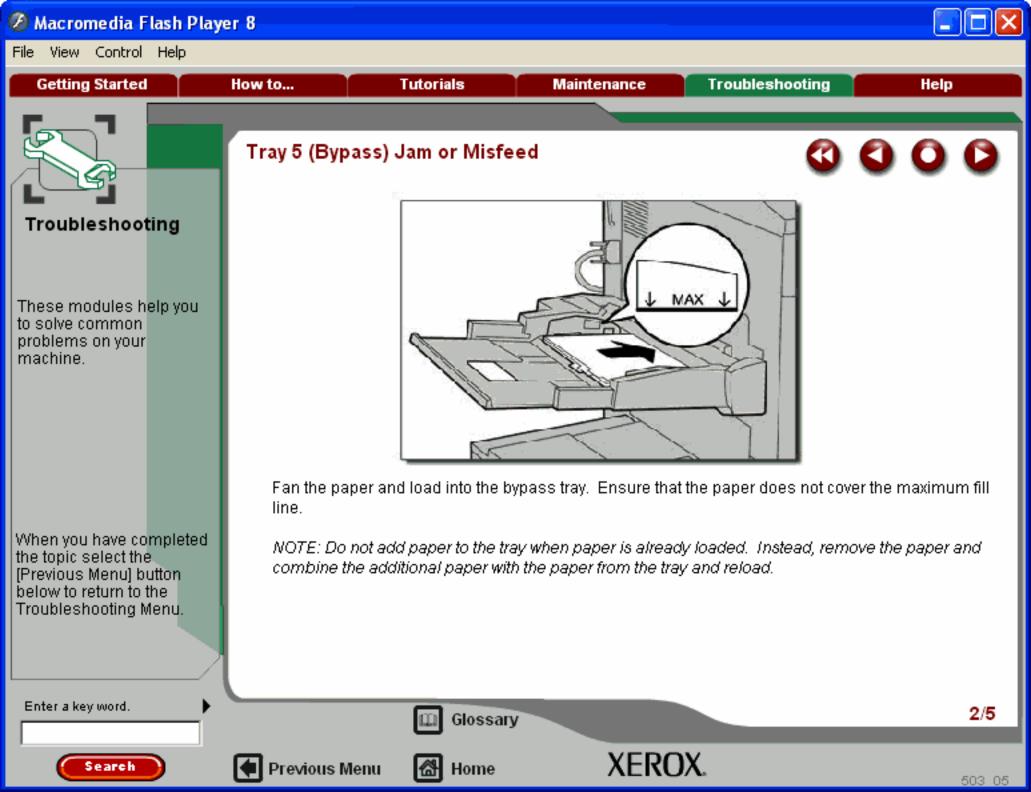


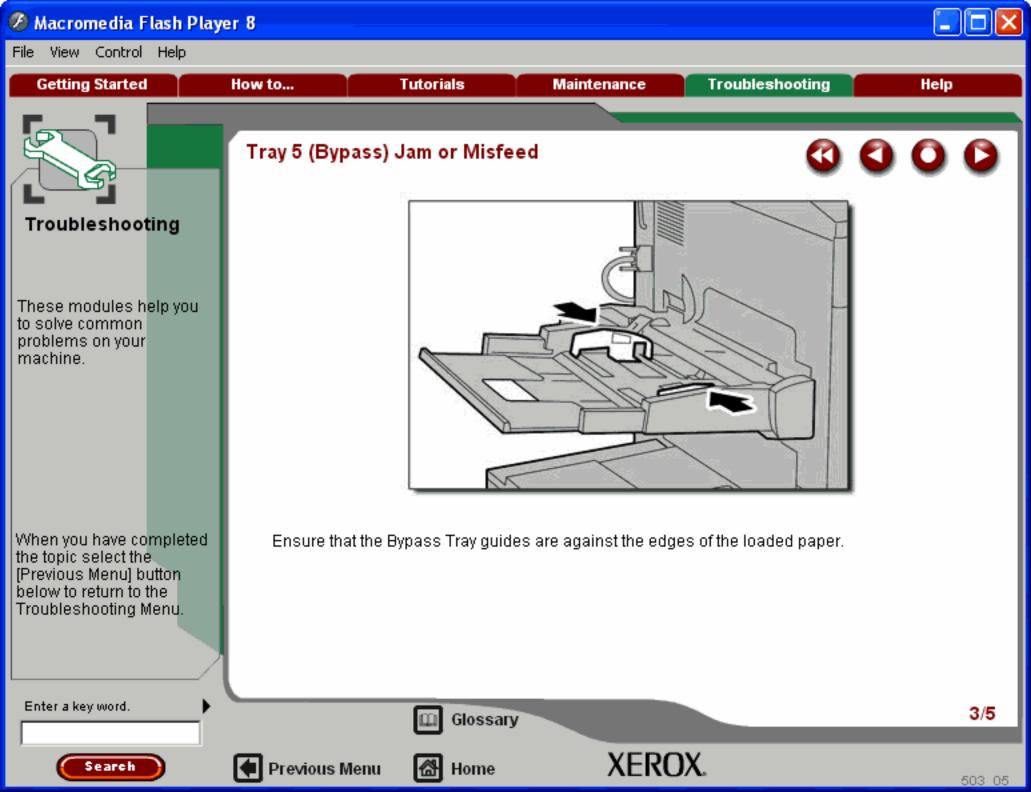


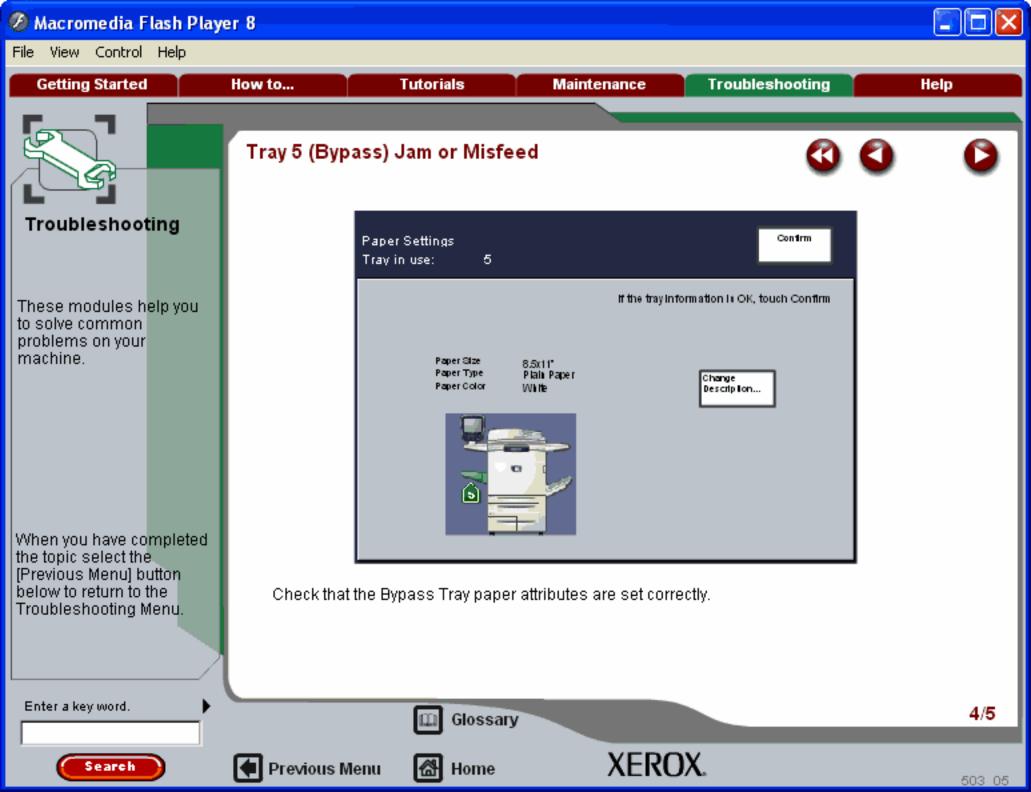


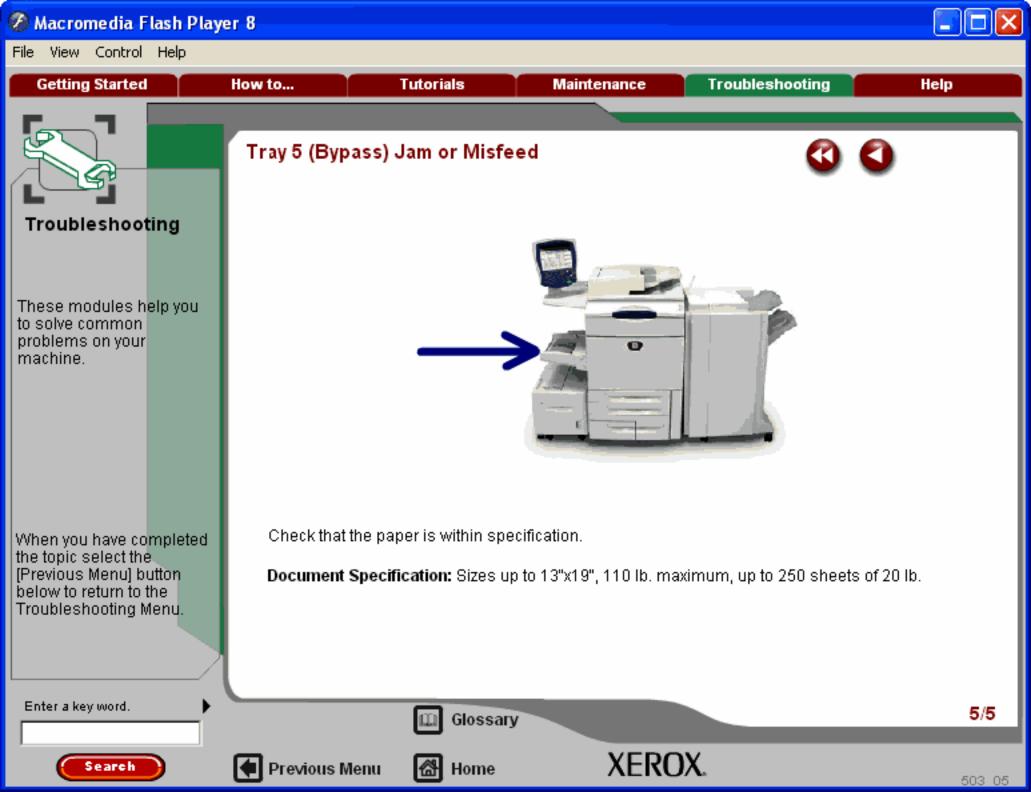


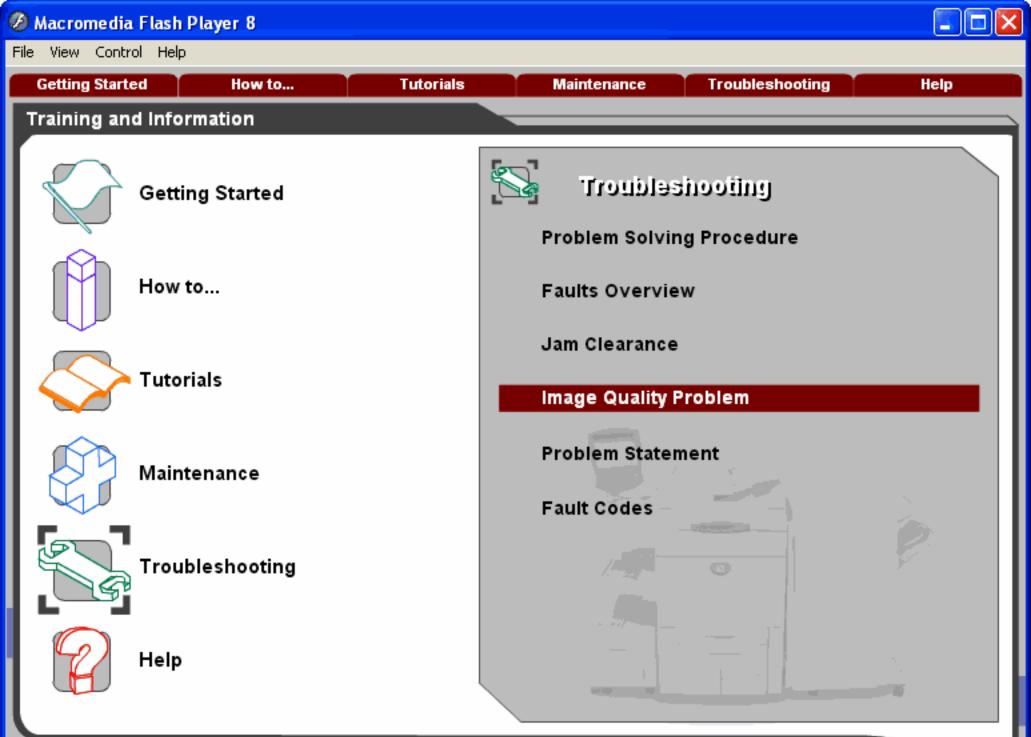
1/5





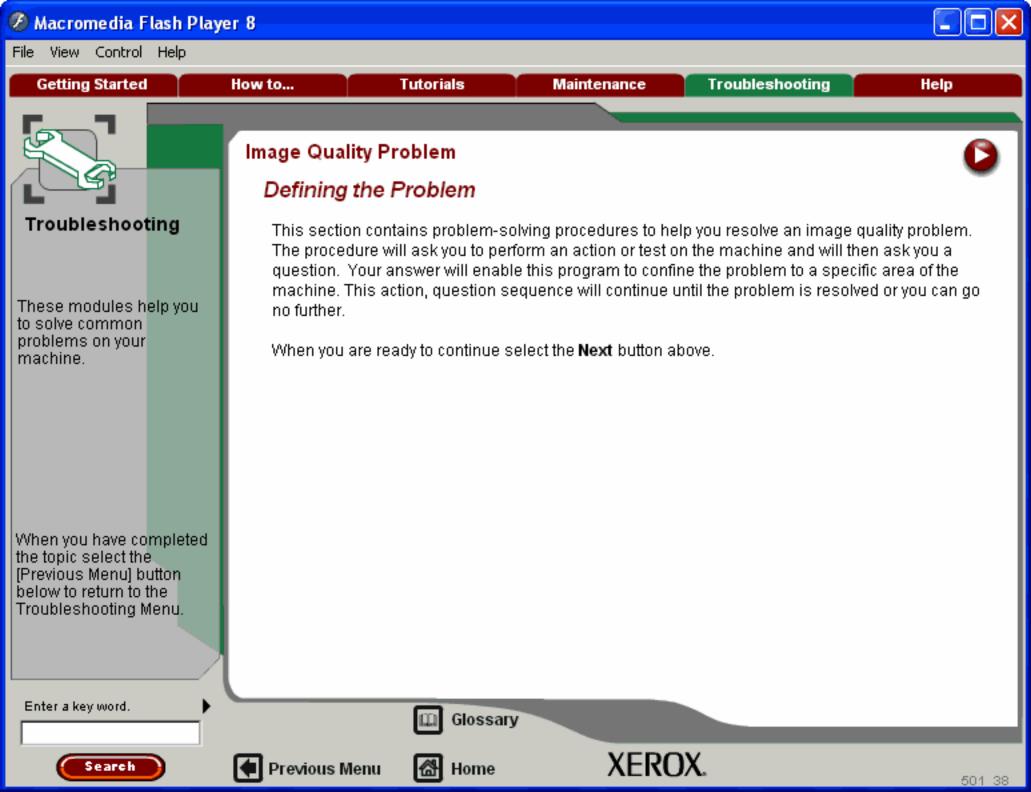






About this program>>

XEROX.





Help



**Getting Started** 

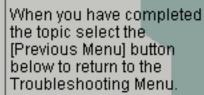
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## Troubleshooting

These modules help you to solve common problems on your machine.



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# Image Quality Problem

# Defining the Problem

Some problems can be resolved by rebooting your machine. Power the machine OFF and ON using the ON/OFF switch at the front of your machine.

CAUTION: Wait approximately two minutes before turning the machine back ON

Be aware that any incomplete copy jobs in the queue will be lost.

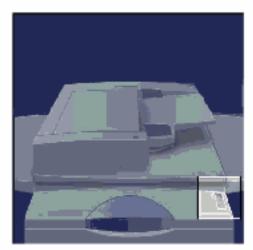
WARNING: Use only the ON/OFF switch to reboot your machine. Damage may occur to your machine if power is removed by other means.

If after rebooting your machine, the problem has not been resolved select the **Next** button.









Enter a key word.



Glossary



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## **Problem Statements**

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

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#### Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

# Message will not clear

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

#### Message will not clear

- If the fault is a paper jam, ensure that all paper is removed from the appropriate area and that there are no hidden or small pieces of paper left behind.
- Reboot your machine by powering Off and ON using the On/Off button at the side of your machine.

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# **Problem Statements**

Previous Menu

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

	8.5x11" original was not enlarged onto an 11x17" page	
Message will not clear	Deformed transparencies	
Dutput >>>	Inserts have images printed on them	
Fax >>>		
Touch Screen >>>	Output does not reflect the selections made	
Power / Memory >>>	Output is not stacked correctly	
Documents will not feed correctly	Pages in the set are not stapled or drilled	
Miscellaneous >>>	Paper sometimes falls out of the stacker tray	
	Drilled paper holes are on the wrong side	

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#### Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

>8.5x11" original was not enlarged onto an 11x17" page

Deformed transparencies

Output >>>

Inserts have images printed on them

Fax >>>

Touch Screen >>>

Output does not reflect the selections made

Power / Memory >>>

Output is not stacked correctly

Documents will not feed correctly

Pages in the set are not stapled or drilled

Miscellaneous >>>

Paper sometimes falls out of the stacker tray

Drilled paper holes are on the wrong side

8.5x11" original was not enlarged onto an 11x17" page

Select a percentage for enlargement, or select the required paper tray and Auto % Reduce/Enlarge.

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8.5x11" original was not enlarged





### **Problem Statements**

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

	onto an 11x17" page	
Message will not clear	<b>▶</b> Deformed transparencies	
Dutput >>>		
Fax >>>	Inserts have images printed on then	
Touch Screen >>>	Output does not reflect the selections made	
Power / Memory >>>	Output is not stacked correctly	
Documents will not feed correctly	Pages in the set are not stapled or drilled	
Miscellaneous >>>	Paper sometimes falls out of the stacker tray	
	Drilled paper holes are on the wrong side	

#### Deformed transparencies

- Transparencies can only be loaded into the Bypass Tray.
- Check to see if Transparencies is selected on the touch screen. The machine automatically adjusts for different types of media, paper can tolerate more heat than transparencies.





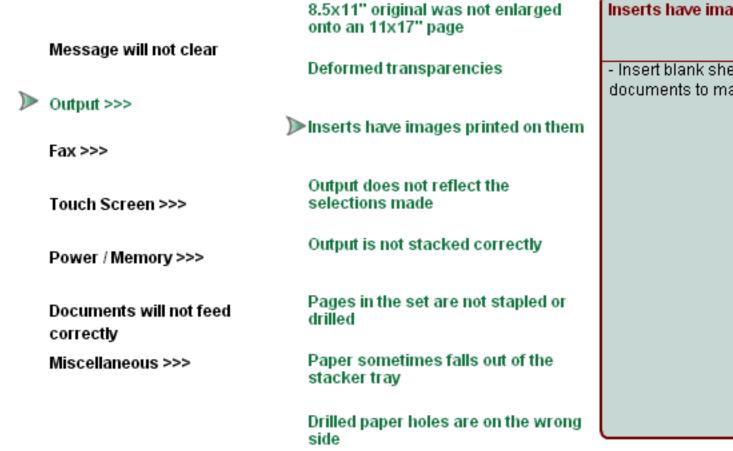


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#### Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.



Inserts have images printed on them

- Insert blank sheets of paper with the documents to mark each location for an insert.





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#### Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

8.5x11" original was not enlarged onto an 11x17" page Message will not clear Deformed transparencies Output >>> Inserts have images printed on them Fax >>> DOUTPUT does not reflect the selections made Touch Screen >>> Output is not stacked correctly Power / Memory >>> Pages in the set are not stapled or Documents will not feed drilled correctly Paper sometimes falls out of the Miscellaneous >>> stacker tray Drilled paper holes are on the wrong side

Output does not reflect the selections made

 Select the Save button, if appropriate, after each selection on the touch screen.







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#### Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

8.5x11" original was not enlarged onto an 11x17" page Message will not clear Deformed transparencies Output >>> Inserts have images printed on them Fax >>> Output does not reflect the selections made Touch Screen >>> Output is not stacked correctly. Power / Memory >>> Pages in the set are not stapled or Documents will not feed drilled correctly Paper sometimes falls out of the Miscellaneous >>> stacker tray Drilled paper holes are on the wrong side

Output is not stacked correctly

- Ensure that the paper tray guides are locked in position against the paper.





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# **Problem Statements**

Previous Menu

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

		8.5x11" original was not enlarged onto an 11x17" page	Pages in the set are not stapled or drilled
	Message will not clear	Deformed transparencies	- Check to see if the paper tray guides are
$\triangleright$	Output >>>	Inserts have images printed on them	locked into position against the paper Select the option on the touch screen Charlet there are stanled in the stanle.
	Fax >>>	inserts have images printed on them	- Check that there are staples in the staple cartridge - Empty the hole punch waste container.
	Touch Screen >>>	Output does not reflect the selections made	Emply the note patien waste container.
	Power / Memory >>>	Output is not stacked correctly	
	Documents will not feed correctly	▶Pages in the set are not stapled or drilled	
	Miscellaneous >>>	Paper sometimes falls out of the stacker tray	
		Drilled paper holes are on the wrong side	

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#### Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

8.5x11" original was not enlarged onto an 11x17" page Message will not clear Deformed transparencies Output >>> Inserts have images printed on them Fax >>> Output does not reflect the selections made Touch Screen >>> Output is not stacked correctly Power / Memory >>> Pages in the set are not stapled or Documents will not feed drilled correctly Paper sometimes falls out of the Miscellaneous >>> stacker tray Drilled paper holes are on the wrong side

Paper sometimes falls out of the stacker trav

 When using large paper (11x17"), empty the stacker tray before commencing your job.





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8.5x11" original was not enlarged



# **Problem Statements**

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

	onto an 11x17" page
Message will not clear	Deformed transparencies
Dutput >>>	
Fax >>>	Inserts have images printed on them
Touch Screen >>>	Output does not reflect the selections made
Power / Memory >>>	Output is not stacked correctly
Documents will not feed correctly	Pages in the set are not stapled or drilled
Miscellaneous >>>	Paper sometimes falls out of the stacker tray
	▶Drilled paper holes are on the wrong side

#### Drilled paper holes are on the wrong side

- Ensure that the drilled paper is loaded correctly in the paper tray. The holes should be on the leading edge for Trays 1, 2, 3, 4, and 6, and on the trailing edge for the bypass tray.

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# **Problem Statements**

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

An image is reduced on a transmission

Output >>>

Fax >>>

The machine answers calls, but will not accept incoming data

Touch Screen >>>

Power / Memory >>>

The machine will not answer incoming calls

Documents will not feed correctly

Miscellaneous >>>



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#### **Problem Statements**

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

An image is reduced on a transmission

The machine answers calls, but will not accept incoming data

The machine will not answer incoming calls

#### An image is reduced on a transmission

Confirm the original size of the documents.
 Documents might be reduced based on the available paper supply at the receiving fax machine.







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#### **Problem Statements**

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

An image is reduced on a transmission

The machine answers calls, but will not accept incoming data

The machine will not answer incoming calls

#### An image is reduced on a transmission

Confirm the original size of the documents.
 Documents might be reduced based on the available paper supply at the receiving fax machine.







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#### Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

An image is reduced on a transmission

The machine answers calls, but will not accept incoming data

The machine will not answer incoming calls

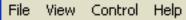
# The machine answers calls, but will not accept incoming data

- If the job contains several graphics, the machine might not have enough memory. The machine will not answer if memory is low.
- Remove stored documents and jobs and wait for existing jobs to complete. This will increase available memory.









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#### Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

An image is reduced on a transmission

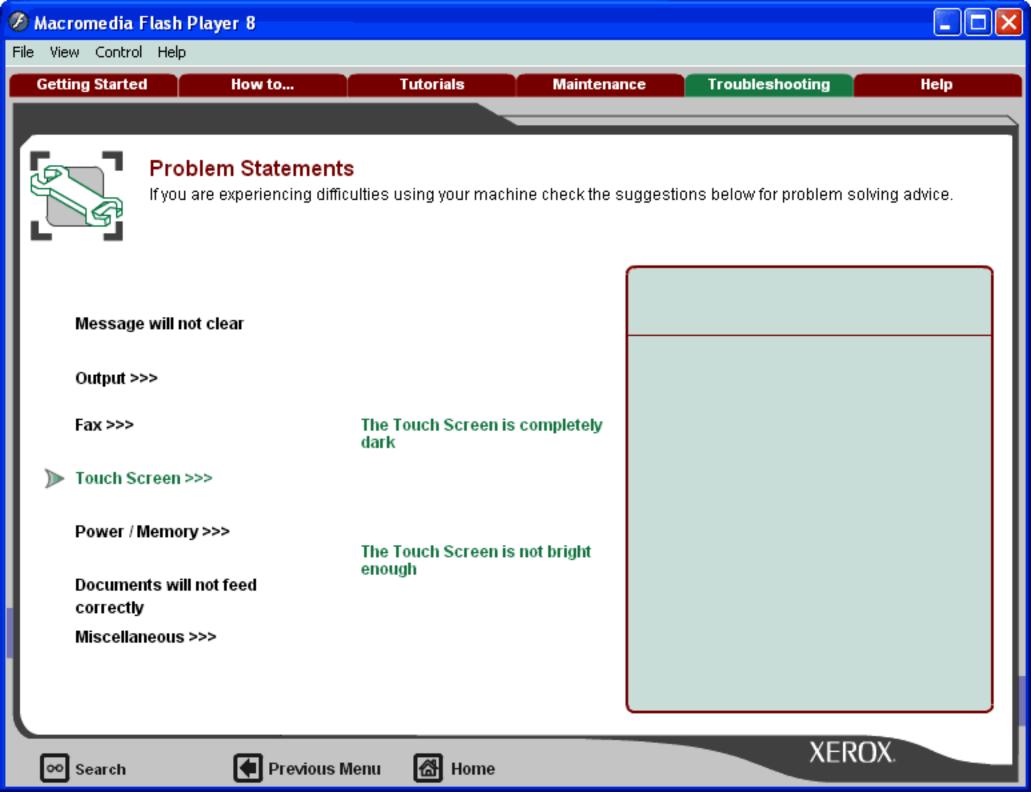
The machine answers calls, but will not accept incoming data

The machine will not answer incoming calls

The machine will not answer incoming calls

- Set the machine Auto Answer Delay to 0 seconds.









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#### **Problem Statements**

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Fax >>>

The Touch Screen is completely dark

Touch Screen >>>

Power / Memory >>>

The Touch Screen is not bright enough

Documents will not feed correctly

Miscellaneous >>>

The Touch Screen is completely dark

 Check to see if the machine is in Energy Saver mode. Press the Energy Saver button on the control panel.





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#### **Problem Statements**

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Fax >>>

The Touch Screen is completely dark

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

The Touch Screen is not bright enough

 Use the Brightness Dial on the left side of the control panel to adjust the brightness of the Touch Screen.

The Touch Screen is not bright enough





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#### Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

The machine will not power ON

Documents will not feed correctly

Miscellaneous >>>

The machine will not power ON

- Check the power cord installation.
- Firmly press the ON/OFF button.
- Check to see if the AC outlet is receiving voltage. (Connect another appliance to the outlet to verify voltage.)



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#### **Problem Statements**

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

### Documents will not feed correctly

- If you are experiencing problems feeding certain types of document ensure that the document media is suitable for the Document Handler. Check the **Document Specifications** in the **Getting Started** section of this program.
- Alternatively you can place the documents on the Document Glass.



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### Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

A fax or print document will not print, it is marked as Held in the queue

Output >>>

Received fax and report Fax >>> documents will not print

Touch Screen >>>

With an external control device connected, the machine appears ready, but users cannot Power / Memory >>> log in

Documents will not feed correctly

Miscellaneous >>>

When printing to the professional finisher, booklet tray, the banner sheet is printed to the top tray.



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### **Problem Statements**

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

A fax or print document will not print, it is marked as Held in the queue

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

Received fax and report documents will not print

With an external control device connected, the machine appears ready, but users cannot log in

When printing to the professional finisher, booklet tray, the banner sheet is printed to the top tray. A fax or print document will not print, it is marked as Held in the queue

- Check the required resource is available. You might need to ask the machine administrator to change the settings.
- If the print document is a proof or secure print select the Release button.



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### **Problem Statements**

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

print, it is marked as Held in the queue

A fax or print document will not

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

Received fax and report documents will not print

With an external control device connected, the machine appears ready, but users cannot log in

When printing to the professional finisher, booklet tray, the banner sheet is printed to the top tray. Received fax and report documents will not print

- Check the fax enabled trays in **Machine Status**. You might need to ask the machine administrator to change the settings. For example, if you want a fax to print on blue paper and the machine administrator has disabled fax printing on blue paper, you cannot use it unless the machine administrator enables fax printing on that specific type of paper.
- Contact the machine administrator and ensure that the **Junk Fax** feature is not enabled in the Fax Setups.

Search





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### **Problem Statements**

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

A fax or print document will not print, it is marked as Held in the queue

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

Received fax and report documents will not print

With an external control device connected, the machine appears ready, but users cannot log in

When printing to the professional finisher, booklet tray, the banner sheet is printed to the top tray.

Home

With an external control device connected, the machine appears ready, but users cannot log in

 Check the external device to ensure that it is properly connected and powered on.

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### **Problem Statements**

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

A fax or print document will not print, it is marked as Held in the queue

Output >>>

Fax >>>

Received fax and report documents will not print

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

With an external control device connected, the machine appears ready, but users cannot log in

When printing to the professional finisher, booklet tray, the banner sheet is printed to the top tray.

Home

When printing to the professional finisher, booklet tray, the banner sheet is printed to the top tray.

- To print the banner sheet along with your booklets, the banner sheet must be loaded short edge feed in the paper tray.











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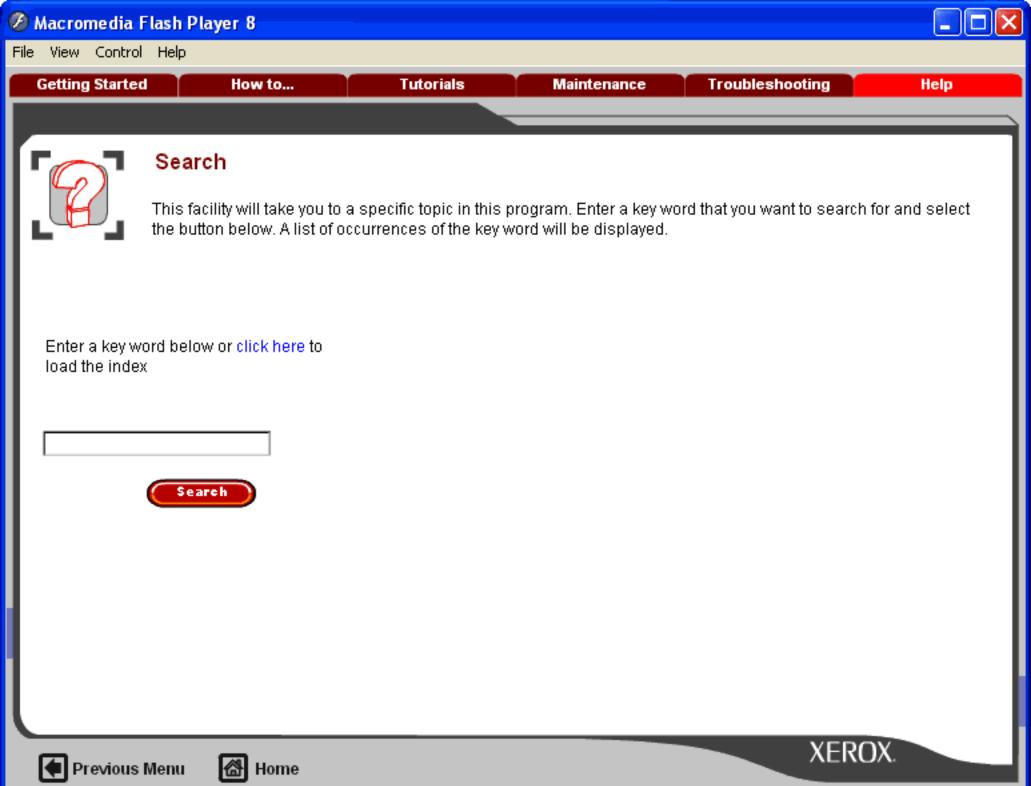
### Fault Codes

If a fault occurs on your machine, a fault code is generated and displayed in the All Faults list accessed through the Machine Status button.









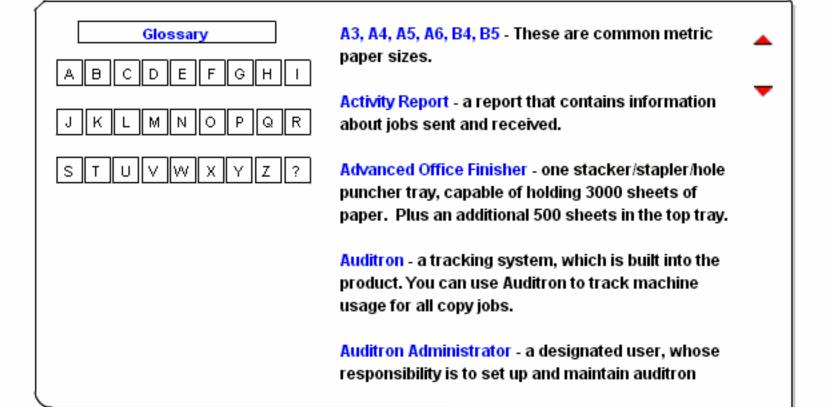


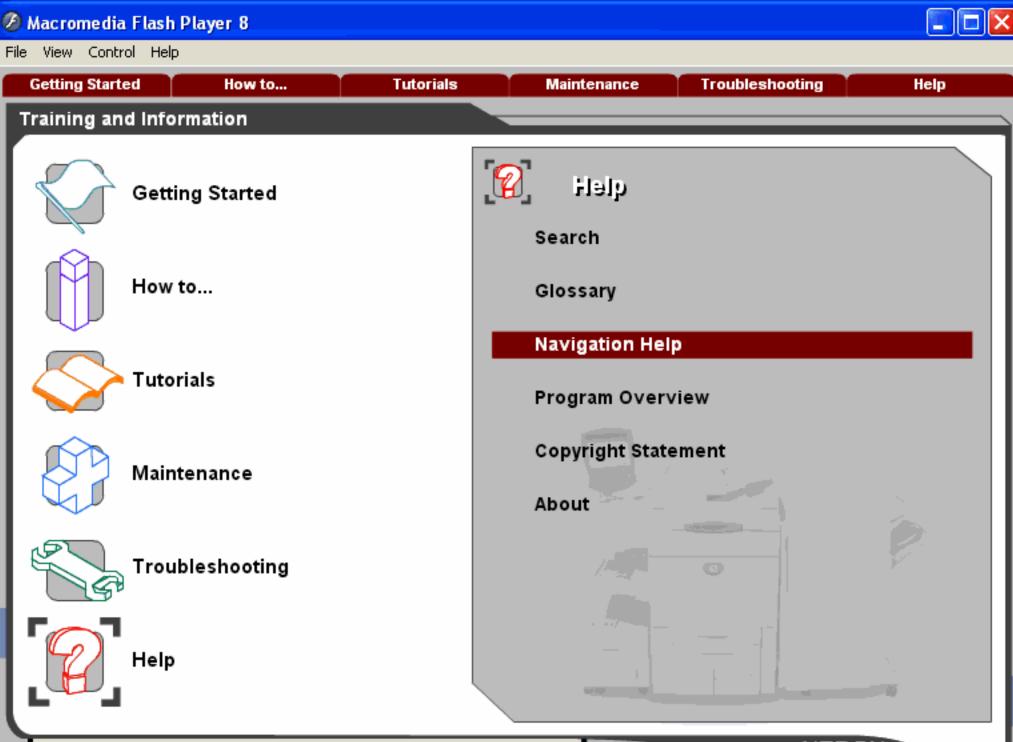
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### Glossary

The Glossary explains terms and abbreviations that are used in this program. Select the first letter of the word or phrase and then use the scroll buttons on the right of the screen to scroll through the list.









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# **Navigation Help**





Access the modules by using:

the navigation tabs along the top of the screen. The navigation tabs can be accessed at anytime, from anywhere within this interactive program.

the navigation icons on the home page.









**Getting Started** 

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# **Program Overview**





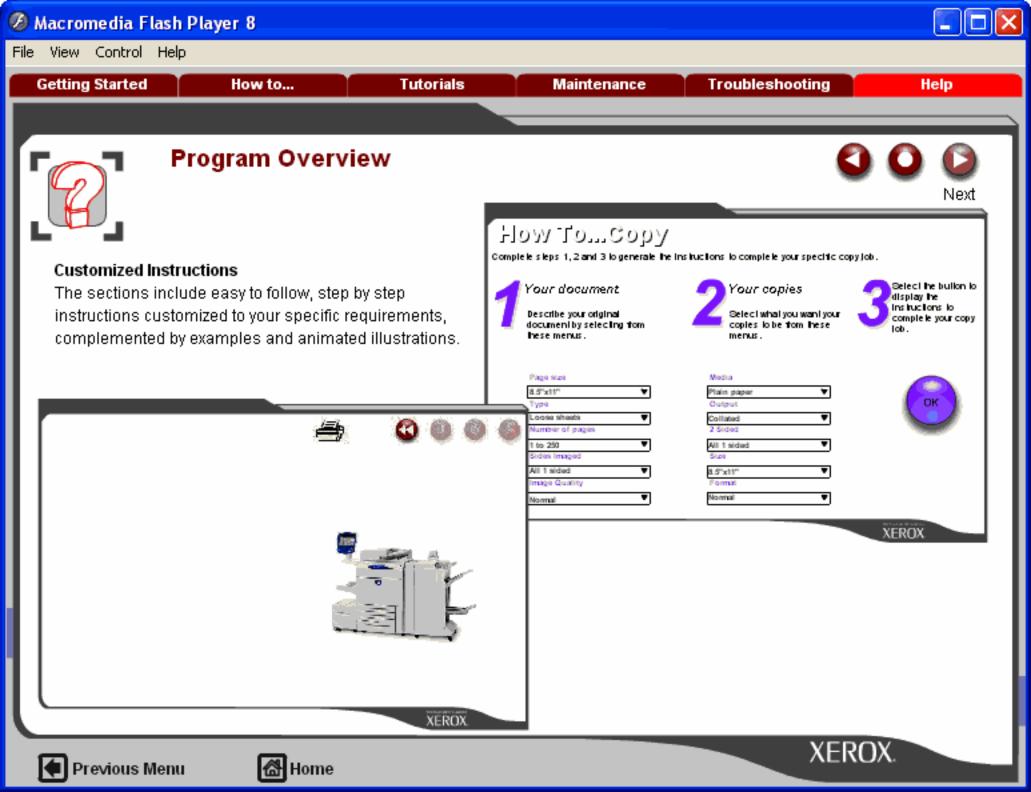


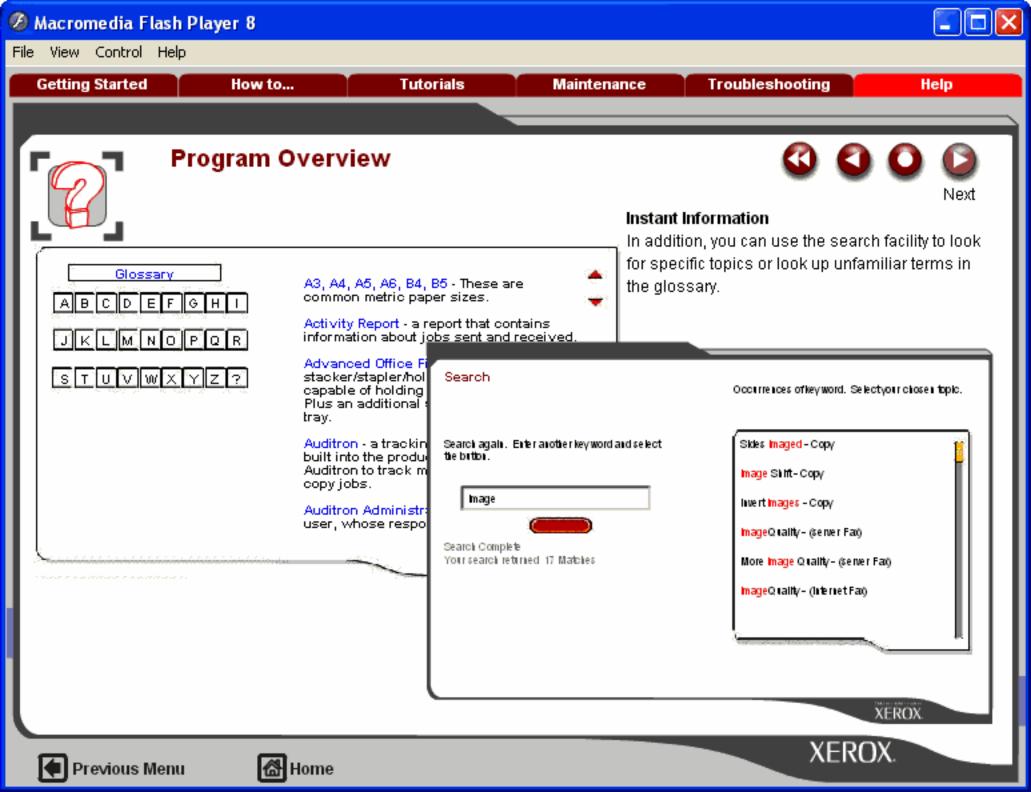


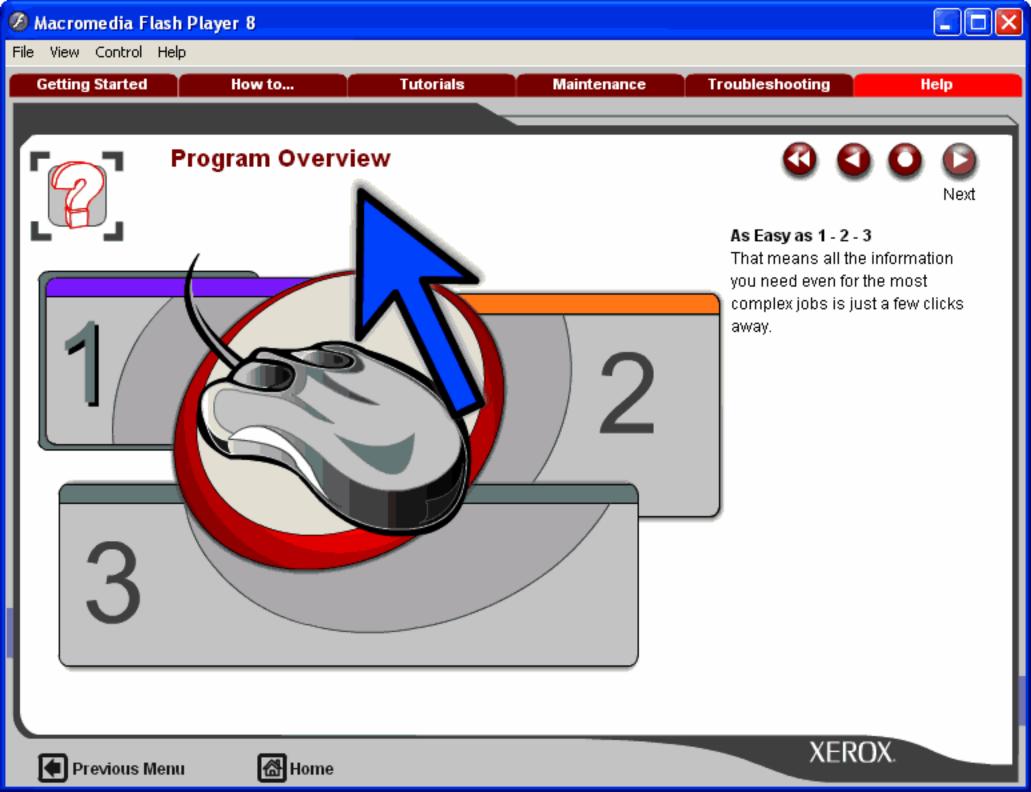
### Welcome to the Training and Information program for this machine.

This interactive guide is designed to help you become familiar with the your new machine.

This comprehensive program delivers everything from configuring your machine, to making the most of its features and functions, allowing you to take productivity to the next level.











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## **Program Overview**



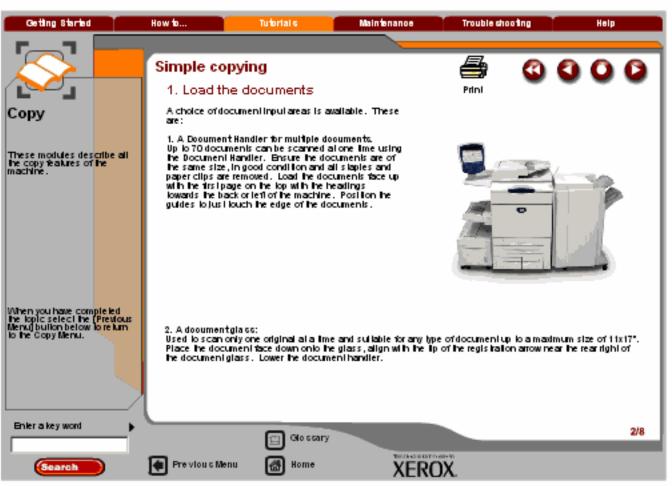






### Navigation by Icons

You can use the navigation icons found on the home screen to view the topics.





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## **Program Overview**



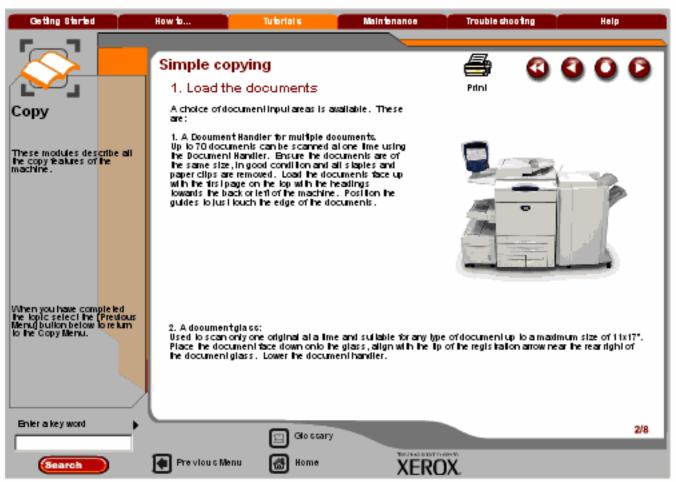






### Navigation by Tabs

Alternatively, you can click on the navigation tabs on the top of the screen to browse across the topics from anywhere within the guide.







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# **Program Overview**





You have completed the Program Overview. Please take a moment to explore the guide.







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