Xerox WorkCentre C226 System Administration Guide

Warranty

While every effort has been made to make this operation manual as accurate and helpful as possible, Xerox Corporation makes no warranty of any kind with regard to its content. All information included herein is subject to change without notice. Xerox is not responsible for any loss or damages, direct or indirect, arising from or related to the use of this operation manual.

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Introduction

Safety Notes

Read these safety notes carefully before using this product to ensure you operate the equipment safely.

Your Xerox product and recommended supplies have been designed and tested to meet strict safety requirements. These include safety agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product.

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

WARNING: **Any unauthorized alternation, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your authorized local dealer for more information.**

Warning Markings

All warning instructions marked on or supplied with the product should be followed.

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

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

Electrical Supply

This product shall be operated from the type of electrical supply indicted on the product 's data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.

WARNING

This product must be connected to a protective earth circuit.

This product is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use an earthed adapter plug to connect the product to an electrical outlet that lacks an earth connection terminal.

Operator Accessible Areas

This equipment has been designed to restrict operator access to safe areas only. Operator access to hazardous areas is restricted with covers or guards, which would require a tool to remove. Never remove these covers or guards.

Maintenance

Any operator product maintenance procedures will be described in the user documentation supplied with the product. Do not to carry out any maintenance on this product, which is not described in the customer documentation.

Cleaning Your Product

Before cleaning this product, unplug the product from the electrical outlet. Always use materials specifically designated for this product, the use of other materials may result in poor performance and may create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain circumstances.

WARNING - Electrical Safety Information

- Use only power cord supplied with this equipment.
- Plug the power cord directly into a grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.

- This equipment is to be operated from the type of electrical supply indicated on the product data plate label. If this machine needs to be moved to a different location, contact a Xerox service representative or your authorized local representative or service support organization.
- Improper connection of the equipment-grounding conductor can result in electrical shock.

- Do not place this equipment where people might step on or trip on the power cord.
- Do not place objects on the power cord.
- Do not override or disable electrical or mechanical interlocks.
- Do not obstruct the ventilation openings.
- Never push objects of any kind into slots or openings on this equipment

- If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet. Call an authorized local service representative to correct the problem.
  - The equipment emits unusual noise or odors.
  - The power cord is damaged or frayed.
  - A wall panel circuit breaker, fuse, or other safety device has been tripped.
  - Liquid is spilled into the copier/printer.
  - The equipment is exposed to water.
  - Any part of the equipment is damaged.

Disconnect Device

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

Operational Safety Information

To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times.

Do These:

- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.

- This equipment must be connected to a protective earth circuit.

  This equipment is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.

  - Always follow all warnings and instructions that are marked on or supplied with the equipment.
  - Always exercise care when moving or relocating equipment. Please contact your local Xerox Service Department, or your local support organization to arrange relocation of the product to a location outside of your building.
  - Always locate the equipment in an area that has adequate ventilation, and the room for servicing. See Install guide for minimum dimensions.
  - Always use materials and supplies specifically designed for your Xerox equipment. Use of unsuitable materials may result in poor performance.
  - Always unplug this equipment from the electrical outlet before cleaning.

Do Not Do These:

- Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.
- Never attempt any maintenance function that is not specifically described in this documentation.
- This equipment should not be placed in a built-in installation unless proper ventilation is provided, please contact your Authorized local dealer for further information.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the equipment near a radiator or any other heat source.
- Never push objects of any kind into the ventilation openings.
- Never override or "cheat" any of the electrical or mechanical interlock devices.
- Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and contact your local Xerox Service Representative or Service Provider immediately.

Maintenance Information

Do not attempt any maintenance procedure that is not specifically described in the documentation that is supplied with your copier/printer.

- Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could create a dangerous condition.
- Use supplies and cleaning materials only as directed in this manual. Keep all of these materials out of the reach of children.
- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.
- Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the user manuals.

Ozone Safety Information

This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Providing the correct environmental parameters as specified in the Xerox installation procedure will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada. In other markets please contact your authorized local dealer or Service Provider.

For Consumables

Store all consumables in accordance with the instructions given on the package or container.

- Keep all consumables away from the reach of children.
- Never throw toner, toner cartridges or toner containers into an open flame

Radio Frequency Emissions

United States, Canada, Europe

Note: This equipment has been tested and found to comply with the limits for a class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment a residential area is likely to cause harmful interference in which case the user will required to correct the interference at his own expense.

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

Shielded interface cables must be used with this equipment to maintain compliance with worldwide EMC regulations."

Product Safety Certification

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

Agency	Standard
Underwriters Laboratories Inc.	UL60950 3rd Edition (USA/Canada)
NEMKO	IEC60950 3rd Edition (1999)

This product was manufactured under a registered ISO9001 Quality system.

Regulatory Information for Fax Function

CE Mark

The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995: Council Directive 72/23/EEC amended by Council directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

March 9, 1999: Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your Authorized local dealer.

WARNING: In order to allow this equipment to operate in proximity to Industrial Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken.

WARNING: This is a Class A product. In a domestic environment the product may cause radio frequency interference, in which case the user may be required to take adequate measures.

USA

FAX Send Header Requirements:

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your FAX machine refer to "Own number and name set" in the "Fax Unit" section of your Xerox WorkCentre C226 System Administration Guide and follow the steps provided.

Data Coupler Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:XRXMM07BZSA1. If requested, this number must be provided to the Telephone Company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA.

A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant.

WARNING: **Ask your local Telephone Company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage Telephone Company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.**

You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit.

The Ringer Equivalence Number (or REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:XRXMM07BZSA1. The digits 07 are the REN without a decimal point (e.g., 07 is a REN of 0.7). For earlier products, the REN is separately shown on the label.

If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the Xerox Welcome Center telephone number 800-821-2797. If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved.

Repairs to the machine should be made only by a Xerox representative or an authorized Xerox service agency. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your office has specially wired alarm equipment connected to the telephone line, ensure the installation of this Xerox equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer.

Canada

This product meets the applicable Industry Canada technical specifications.

'The Ringer Equivalence Number (REN) is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

The REN value may be found on the label located on the rear of the equipment.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION: *Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority or electrician, as appropriate.*

Europe

Certification to 1999/5/EC Radio Equipment & Telecommunications Terminal Equipment Directive

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

The product has been designed to work with the national PSTNs and compatible PBXs of the following countries:

Austria	Germany	Luxembourg	Sweden
Belgium	Greece	Netherlands	Switzerland
Denmark	Iceland	Norway	United Kingdom
France	Ireland	Portugal	Finland
Italy	Spain	Czech Republic	Poland
Bulgaria	Romania		

In the event of problems, you should contact your local Xerox representative in the first instance.

This product has been tested to and is compliant with TBR21, a technical specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area.

The product may be configured to be compatible with other country networks. Please contact your Xerox representative if it needs to be reconnected to another country's network. There are no user-adjustable settings in the product.

NOTE: *Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup.*

Modification, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

Environmental Compliance

USA - Energy Star

As an ENERGY STAR partner, Xerox Corporation has determined that (the basic configuration of) this product meets the ENERGY STAR guidelines for energy efficiency.

The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks.

The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory to enter a "low power" state and/or shut off completely after a specified period of use. These energy-saving features can reduce product energy consumption in half when compared to conventional equipment.

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.

Europe - Energy

Xerox Corporation has designed and tested this product to meet the energy restrictions required to establish Group for Efficient Appliances (GEA) compliance and have notified the registration authorities.

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USA

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

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    Certificates of Indebtedness National Bank Currency

Coupons from Bonds	Federal Reserve Bank Notes
Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes
Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

    Bonds and Obligations of certain agencies of the government, such as FHA, etc.

    Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

    Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

    Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.)

    Postal money Orders.

    Bills, Checks, or Draft of money drawn by or upon authorized officers of the United States.

    Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.

3. Obligations or Securities of any Foreign Government, Bank, or Corporation.

4. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)

6. Passports. (Foreign Passports may be photographed.)

7. Immigration Papers.

8. Draft Registration Cards.

9. Selective Service Induction Papers that bear any of the following Registrant's information:

    Earnings or Income   Dependency Status

    Court Record   Previous military service

    Physical or mental condition

    Exception: United States military discharge certificates may be photographed.

10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head or such department or bureau.)

    Reproducing the following is also prohibited in certain states:

    Automobile Licenses - Drivers' Licenses - Automobile Certificates of Title.

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Current bank notes or current paper money.

2. Obligations or securities of a government or bank.

3. Exchequer bill paper or revenue paper.

4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.

5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).

6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.

7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.

8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.

9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness accuracy. In case of doubt, consult your solicitor.

Other countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

- Currency notes
- Bank notes and cheques
- Band and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Product Recycling and Disposal

Xerox operates a worldwide 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.

If you are managing the disposal of your Xerox product, please note that the product contains lead other materials whose disposal may be regulated due to environmental considerations. The presence of Lead is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: www.eiae.org."

1 Printer Installation

Introduction

This section explains how to install the printer driver and utilities required for the printer function. To use the printer function, please read the following sections.

Printer Installation (this section)

Explains the contents of the Xerox WorkCentre C226 PCL Print Drivers and Printer/ Network Setting Utilities CD-ROM that is included with the product and the procedure for installing the software.

For use of the printer function refer to your Xerox WorkCentre C226 User Guide.

This contains information on using the printer function, including printer settings, how to print, printing from the operation panel of the machine, troubleshooting, and key operator programs for the printer function.

Help files installed with the software in the Xerox WorkCentre C226 PCL Print Drivers and Printer/Network Setting Utilities CD-ROM

* Xerox Print Status Monitor Help file
* Xerox Printer Administration Utility Help file

Software Licence

The SOFTWARE LICENCE will appear when you install the software from the CD-ROM. By using all or any portion of the software on the CD-ROM or in the machine, you are agreeing to be bound by the terms of the SOFTWARE LICENCE.

About the CD-ROM

This product includes the WorkCentre C226 PCL Print Drivers and Printer/Network Setting Utilities CD-ROM. This CD-ROM contains the software indicated below.

Integrated wizard-type installer for the utilities below

This CD-ROM contains a wizard-type installer for installation of the following utilities, and online manuals.

PCL5c Printer Driver:

The printer driver that is required for use of this product.

Xerox Printer Administration Utility:

When using the printer in a network environment, this administration utility makes it possible to configure printer settings and monitor the printer from a computer. (This utility is for use by system administrators.)

Xerox Print Status Monitor:

When using the printer in a network environment, this provides messages and displays that allow you to monitor the status of the printer.

NICManager

Use this program to configure and check the IP address when the machine is connected to a network.

Acrobat Reader 5.0

This program is used to view the online manuals on your computer screen.

* To use the Xerox Print Status Monitor and the Xerox Printer Administration Utility, the machine must be connected to a network.

Setup utilities and manuals for use of the machine as a network printer

Please read before using (Readme):

Contains information on using the utilities, viewing the online manuals, and restrictions.

Quick Network Setup Instructions:

Print Server Card Quick Setup:

This is a wizard-type utility for Windows 95, Windows 98, Windows Me, Windows NT 4.0, Windows 2000, Windows XP and Windows Server 2003 that allows you to conveniently configure the print server.

Print Server Card Standard Setup:

This installs and launches "NICManager", which enables administration and configuration of advanced print server settings.

SC-Print2000 Install:

This installs software for direct printing from Windows 95, Windows 98 and Windows Me to the machine. LPR (only for this machine) or IPP can be selected.

Installing the Printer Driver and Utilities (Software Installation)

The procedures for installing the printer driver and utilities (hereafter called "software") required for use of the machine as a printer are explained in this section. There are two ways of installing the printer driver: using the installer in the WorkCentre C226 PCL Print Drivers and Printer/Network Setting Utilities CD-ROM, and using the "Add printer wizard".

To print from a Macintosh environment, the optional PS Kit is required.

Installation using the installer

The software programs installed and the steps for installation vary depending on the version of Windows you are running and the type of connection to your computer. Refer to the table below and select the installation method that matches your environment.

Windows version Type of connection to printer	Windows XP[1]/ Server 2003[1]	Windows NT 4.0[1]/ 2000[1]	Windows Me	Windows 95/98
LAN cable connection[2]	Installation method 1			
USB cable connection[3]	Installation method 2	Installation method 3		
Parallel cable connection		Installation method 4		

Installation method 1   Follow the procedure beginning on page 1-5.

Installation method 2   Follow the procedure beginning on page 1-14.

Installation method 3   Follow the procedure beginning on page 1-16.

Installation method 4   Follow the procedure beginning on page 1-19.

To install the software from the CD-ROM, you must have administrator rights.

Windows 95 and Windows NT 4.0 are not supported.

Installation of the printer driver using the "Add printer wizard"

Installation of the printer driver using the "Add printer wizard" is performed using basic Windows procedures.

To install the printer driver by this method, see page 1-5.

In case of upgrading the version of currently installed printer driver, delete the currently installed printer driver first and then install the new printer driver.

To uninstall the printer driver, see page 1-22.

About network environments

There are several types of network environments. The explanations in this manual assume that your operating system is Windows and that TCP/IP protocol is used in your network environment.

Installation method 1

Use this procedure to install the software in the following environments:

- Printer connected by LAN cable
- Windows version: Windows 95/98/Me/NT 4.0/2000/XP/Server 2003

The following procedure uses Windows XP as an example. Follow the same steps to install the software on other operating systems.

Before installing the software, make sure that the machine is connected to the network with a network cable.

About network environments

There are several types of network environments. Typical environments include the following:

- Windows network environment
- NetWare network environment
- UNIX network environment
- Macintosh network environment

This section explains peer-to-peer and server-client network connections in a Windows environment.

Network connection examples

Peer-to-peer

Computer running Windows

Computer running Windows

Computer running Windows

Server-client

Example: Windows Server 2003 environment

To configure server settings when the machine is used on a server-client type network, see the WorkCentre C226 User Guide.

Computer running Windows

Computer running Windows

Computer running Windows

■ ■ ■ ■ ■ ■ ■ ■ **TCP/IP protocol**
━━━━━━━━━━━ **Microsoft Printing Protocol**
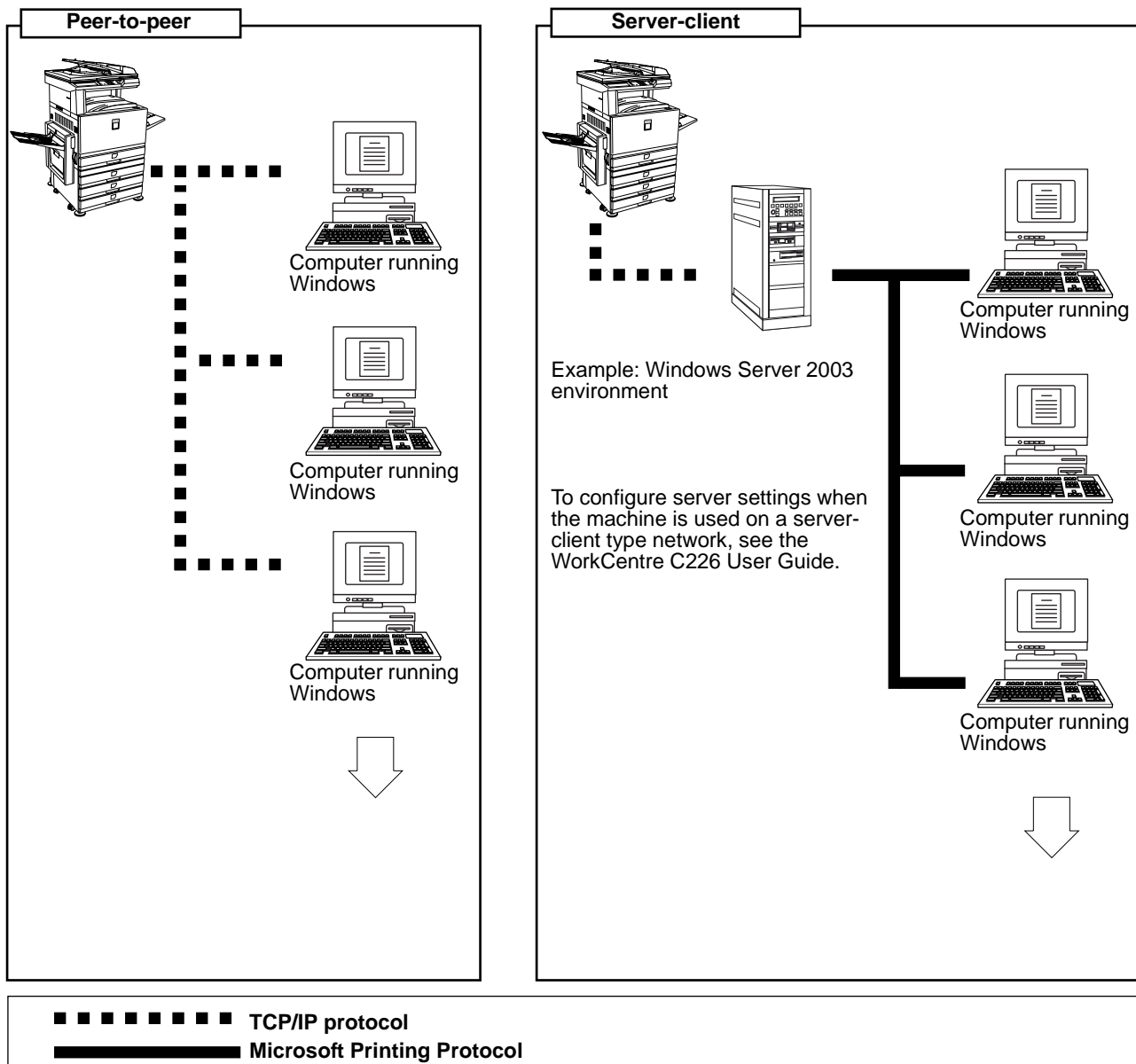
Set the IP address of the machine

Before installing the printer driver, set the IP address of the machine using the appropriate key operator program. For this procedure, see Chapter 2, "Key Operator Programs". The factory default setting for the IP address is "DHCP", which means that the IP address is set automatically.

If you are not using the machine in a DHCP environment, ask your network administrator for the IP address, Subnet mask, and Default gateway to be used for the machine, and then input this information into the key operator program.

NOTE: *If DHCP is used, the IP address assigned to the machine may be changed automatically on occasion. If this happens, printing will not be possible.*

To use DHCP on this machine, please configure a DHCP reservation. Or, if you configure a fixed IP address setting, the problem will be resolved.

Installing the printer driver (standard installation)

The procedure for a standard installation of the printer driver is explained below. This procedure is normally used when the printer driver will be used with a network connection.

To use the machine as a network printer in Windows NT 4.0, "TCP/IP Protocol" must be installed on your computer. Make sure these are installed. If either is not installed, install as explained in Windows NT 4.0 Help.

NOTE: *When installing the printer driver, if you wish to install a display font or specify the IP address of the machine by direct entry, select [Custom installation] (page 1-10).*

1. Insert the WorkCentre C226 PCL Print Drivers and Printer/Network Setting Utilities CD-ROM that accompanied the machine into your CD-ROM drive.

2. Click the [start] button, click [My Computer], and then double-click the CD-ROM icon.

   In Windows 95/98/Me/NT 4.0/2000, double-click [My Computer], and then double-click the CD-ROM icon.

3. Double-click the [SETUP] icon.

4. The Licence Agreement window will appear. Make sure that you understand the contents of the licence agreement, and then click the [Yes] button.

5. After confirming the message in the "Welcome" window, click the [Next] button.

6. Click the [Printer Driver] button.

To view detailed information on the software, click the [Display Readme] button.

- If you wish to install the Xerox Print Status Monitor, click the [Printer Status Monitor] button and follow the on-screen instructions.
- If you wish to install the Xerox Printer Administration Utility, click the [Administrator Tools] button in this window and then click the [Printer Administration Utility] button and follow the on-screen instructions.

7. Click the [Next] button.

8. Click the [Standard installation] button.

9. The printers that are connected to the network are found. Select the machine and click the [Next] button.

If the machine is not found, make sure that the machine is powered on and connected to the network and then search again. If the machine is still not found, use the custom installation procedure to directly specify the IP address (page 1-10).

10. A confirmation window will appear. Read the contents and click the [Next] button.

11. Select the printer driver being installed as the default printer and click the [Next] button.

12. Check the contents of the window and click the [Next] button.

    Installation of the printer driver begins.

NOTE: ***When you are using Windows 2000/XP/Server 2003***

If a warning message regarding the Windows logo test or digital signature appears, be sure to click the [Continue Anyway] or [Yes] button.

13. When the finish setup window appears, click the [OK] button.

14. Click the [Close] button.

NOTE: *A message prompting you to restart your computer may appear after installation is finished. If this message appears, click [Yes] to restart your computer.*

This completes the installation.

Installing the printer driver (custom installation)

The procedure for a custom installation of the printer driver is explained here. Select [Custom installation] if you wish to install a display font or directly specify the IP address of the machine.

1. Insert the WorkCentre C226 PCL Print Drivers and Printer/Network Setting Utilities CD-ROM that accompanied the machine into your CD-ROM drive.

2. Click the [start] button, click [My Computer], and then double-click the CD-ROM icon.

    In Windows 95/98/Me/NT 4.0/2000, double-click [My Computer], and then double-click the CD-ROM icon.
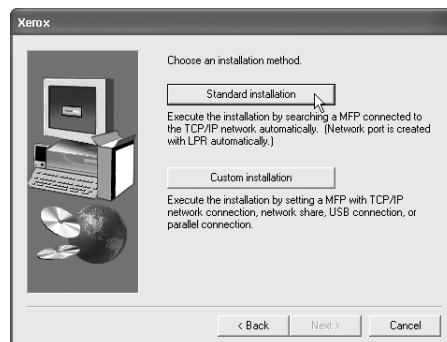
3. Double-click the [SETUP] icon.

4. The Licence Agreement window will appear. Make sure that you understand the contents of the licence agreement, and then click the [Yes] button.

5. After confirming the message in the "Welcome" window, click the [Next] button.
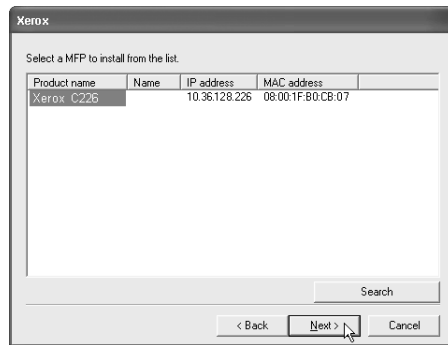
6. Click the [Printer Driver] button.

    To view detailed information on the software, click the [Display Readme] button.

- If you wish to install the Xerox Print Status Monitor, click the [Printer Status Monitor] button and follow the on-screen instructions.
- If you wish to install the Xerox Printer Administration Utility, click the [Administrator Tools] button in this window and then click the [Printer Administration Utility] button and follow the on-screen instructions.

7. Click the [Next] button.

8. Click the [Custom installation] button.

9. Select the [LPR Direct Print] and click the [Next] button.

10. The printers that are connected to the network are found. Select the machine and click the [Next] button.

If you wish to directly specify the IP address, click the [Specify Address] button, enter the IP address, and click the [Search] button.

Be sure to ask your network administrator for the correct IP address to be entered.

11. A confirmation window will appear. Read the contents and click the [Next] button.

12. Select the printer driver being installed as the default printer and click the [Next] button.

13. When the printer name window appears, click the [Next] button.

If you wish to change the printer name, enter the desired name.

14. When you are asked if you wish to install the display font, select an answer and click the [Next] button.

15. Check the contents of the window and click the [Next] button.

    Installation of the printer driver begins.

NOTE: ***When you are using Windows 2000/XP/Server 2003***

If a warning message regarding the Windows logo test or digital signature appears, be sure to click the [Continue Anyway] or [Yes] button.

16. When the finish setup window appears, click the [OK] button.

17. Click the [Close] button.

NOTE: *A message prompting you to restart your computer may appear after installation is finished. If this message appears, click [Yes] to restart your computer.*

This completes the installation.

Using the machine as a shared printer via a server

If the printer server in a Windows NT server environment, NetWare server environment, or other environment is configured to share the printer (the machine), follow the steps below to install the printer driver in each client computer.

Ask your network administrator for the server name and printer name of the machine on the network.

NOTE: *For the procedure for configuring settings in the printer server, see the Xerox WorkCentre C226 User Guide. The "printer server" explained here is a computer that is connected to the machine, and "clients" are other computers connected to the same network as the printer server.*

1. Perform steps 1 through 8 of "Installing the printer driver (custom installation)" beginning on page 1-10.

2. Select the [Shared Printer] and click the [Next] button.

3. When you are asked to select the printer port to be used, click the [Add Network Port] button.

4. Select the network printer that is shared and click the [OK] button.

    Ask your network administrator for the server name and printer name of the machine on the network.
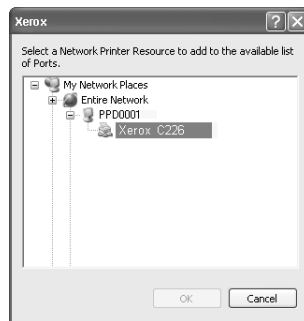
5. In the printer port selection window, verify the network printer that is shared and click the [Next] button.

6. When you are asked to select the model name, select the model that you are using and click the [Next] button.

7. Perform step 12 through 17 of "Installing the printer driver (custom installation)" on page 1-11.

This completes the installation.

Installation method 2

Use this procedure to install the software in the following environments:

The printer is connected by USB cable or parallel cable.

Windows version: Windows XP/Server 2003

NOTE: *To install this software, you must have administrator's rights.*

Installing the software in Windows XP/Server 2003 (USB/parallel interface)

Install the software as follows.

Before starting the installation, make sure the USB or parallel interface cable is not connected to the machine.

1. Insert the WorkCentre C226 PCL Print Drivers and Printer/Network Setting Utilities CD-ROM that accompanied the machine into your CD-ROM drive.

2. Click the [start] button, select [My Computer], and then double-click the CD-ROM icon.

3. Double-click the [SETUP] icon.

4. The Licence Agreement window will appear. Make sure that you understand the contents of the licence agreement, and then click the [Yes] button.

5. After confirming the message in the "Welcome" window, click the [Next] button.

6. Click the [Printer Driver] button.

   To view detailed information on the software, click the [Display Readme] button.

7. Click the [Next] button.

8. Click the [Custom installation] button.

9. Click the [Connected to this computer] and click the [Next] button.

10. When you are asked if you wish to install the display font, select an answer and click the [Next] button.

11. Follow the on-screen instructions to install the printer driver.

    If a warning message regarding the Windows logo test appears while the printer driver files are being copied (the warning message may appear several times), be sure to click the [Continue Anyway] button.

12. When the finish setup window appears, click the [OK] button.

13. When the finish installation window appears, click the [Close] button.

    When the message "Now connect the interface cable to the PC. This will finalize the driver's installation and settings." appears, click the [OK] button.

NOTE: *A message prompting you to restart your computer may appear after installation is finished. If this message appears, click [Yes] to restart your computer.*

14. Connect the machine to your computer an interface cable (page 1-26).

- If you are using a USB cable, make sure the machine power is turned on and then connect the cable.

- If you are using a parallel cable, turn off both the machine power and the computer power and then connect the cable. Turn the machine power on first and then turn on your computer.

    The machine is found and a plug and play window appears.

15. Installation of the printer driver begins.

    The printer name will appear in the "Found New Hardware Wizard". Select "Install the software automatically (Recommended)" and click the [Next] button. Follow the on-screen instructions to install the printer driver.

This completes the installation.

Installation method 3

Use this procedure to install the software in the following environments:

- The printer is connected by USB cable.

- Windows version: Windows 98/Me/2000*[1]

NOTE: *1 To install the software using the installer, you must have administrator's rights.

Installing the software in Windows 98/Me or Windows 2000 (USB/ interface)

Install the software as follows.

Before starting the installation, make sure the USB interface cable is not connected to the machine.

The procedure for installing the printer driver is explained here using Windows Me as an example.
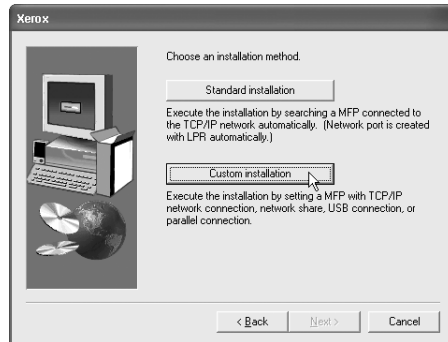
1. Insert the WorkCentre C226 PCL Print Drivers and Printer/Network Setting Utilities CD-ROM that accompanied the machine into your CD-ROM drive.

2. Double-click [My Computer], and then double-click the CD-ROM icon.

3. Double-click the [SETUP] icon.

4. The Licence Agreement window will appear. Make sure that you understand the contents of the licence agreement, and then click the [Yes] button.

5. After confirming the message in the "Welcome" window, click the [Next] button.

6. Follow the on-screen instructions.

7. Click the [Printer Driver] button.

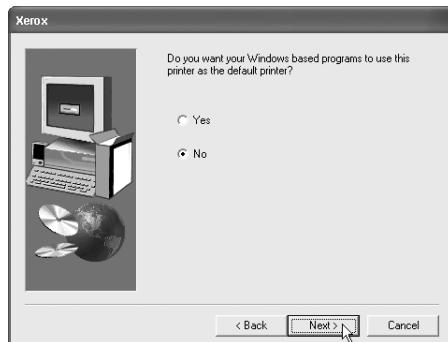   To view detailed information on the software, click the [Display Readme] button.

8. Click the [Next] button.

9. Click the [Custom installation] button.

10. Click the [Connected to this computer] and click the [Next] button.

11. When you are asked to select the interface, select [USB] and click the [Next] button.

12. When you are asked if you wish to install the display font, select an answer and click the [Next] button.

13. Follow the on-screen instructions to install the printer driver.

    If you are using Windows 2000 and a warning message regarding the digital signature appears while the printer driver files are being copied (the warning message may appear several times), be sure to click the [Continue Anyway] button.

14. When the finish setup window appears, click the [OK] button.

15. When the finish installation window appears, click the [Close] button.

    When the message "Now connect the interface cable to the PC. This will finalize the driver's installation and settings." appears, click the [OK] button.

NOTE: *A message prompting you to restart your computer may appear after installation is finished. If this message appears, click [Yes] to restart your computer.*

16. Make sure that the machine power is turned on and connect the machine to your computer with a USB cable (page 1-25).

    The machine is found and a plug and play window appears.

17. Follow the instructions in the plug and play window to install the printer driver.

    This completes the installation.

Installation method 4

Use this procedure to install the software in the following environments:

- The printer is connected by parallel cable.
- Windows version: Windows 95/98/Me/NT 4.0*1/2000*[1]

NOTE: *1 To install the software using the installer, you must have administrator's rights.

Installing the software in Windows 95/98/Me or Windows NT 4.0/2000 (Parallel interface)

Install the software as follows.

Before starting the installation, make sure the parallel interface cable is not connected to the machine.

The procedure for installing the printer driver is explained here using Windows Me as an example.
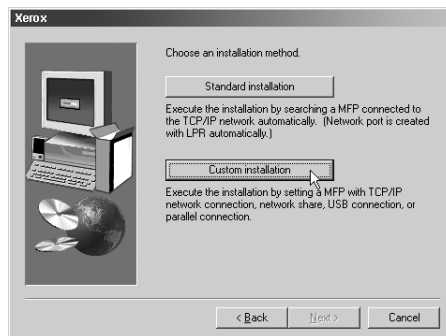
1. Insert the WorkCentre C226 PCL Print Drivers and Printer/Network Setting Utilities CD-ROM that accompanied the machine into your CD-ROM drive.

2. Double-click [My Computer], and then double-click the CD-ROM icon.

3. Double-click the [SETUP] icon.

4. The Licence Agreement window will appear. Make sure that you understand the contents of the licence agreement, and then click the [Yes] button.

5. After confirming the message in the "Welcome" window, click the [Next] button.

6. Click the [Printer Driver] button.

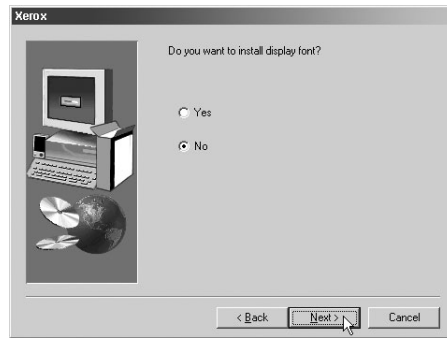   To view detailed information on the software, click the [Display Readme] button.

7. Click the [Next] button.

8. Click the [Custom installation] button.

9. Click the [Connected to this computer] and click the [Next] button.

10. When you are asked to select the interface, select [Parallel] and click the [Next] button.

11. Select the printer port and click the [Next] button.

    Select [LPT1] for the printer port.

12. When you are asked to select the model name, select the model that you are using and click the [Next] button.

13. Check the contents of the window and click the [Next] button.

    Installation of the printer driver begins.

NOTE: ***When you are using Windows 2000/XP/Server 2003***

If a warning message regarding the Windows logo test or digital signature appears, be sure to click the [Continue Anyway] or [Yes] button.

14. Select the printer driver being installed as the default printer and click the [Next] button.

15. When the printer name window appears, click the [Next] button.

    If you wish to change the printer name, enter the desired name.

16. When you are asked if you wish to install the display font, select an answer and click the [Next] button.

17. Follow the on-screen instructions to install the printer driver.

18. When the finish setup window appears, click the [OK] button.

19. When the finish installation window appears, click the [Close] button.

    When the message "Now connect the interface cable to the PC. This will finalize the driver's installation and settings." appears, click the [OK] button.

NOTE: *A message prompting you to restart your computer may appear after installation is finished. If this message appears, click [Yes] to restart your computer.*

20. Turn off both the machine power and the computer power and then connect the parallel cable (page 1-26).

    After connecting the cable, turn the machine power on first and then turn on your computer.

    This completes the installation.

Uninstalling Printer Drivers and Printer Utilities

When uninstalling a printer driver that has been installed from the Add Printer wizard, right-click the printer to be deleted from "Printers" of "Control Panel" and select [Delete]. When uninstalling a printer driver that has been installed using the installer, the Xerox Printer Administration Utility or the Xerox Print Status Monitor, use "Add/ Remove Programs" of "Control Panel". Use the Windows standard operation for each case.

Installing Printer Drivers Using the "Add Printer Wizard"

Before installation

Before installing the printer drivers, check the following items.

Ensure that your computer system meets the following requirements.

Computer type:

- IBM PC/AT or compatible computer
- Hardware requirements of the operating system must be satisfied.

Operating system:

- Microsoft Windows 95
- Microsoft Windows 98
- Microsoft Windows Me
- Microsoft Windows 2000 Server/Professional
- Microsoft Windows NT 4.0 (Service Pack 3 or later)
- Microsoft Windows XP Professional/Home Edition
- Microsoft Windows Server 2003

When using the "Add Printer Wizard" to install printer drivers, enter the directory name indicated below as a source directory.
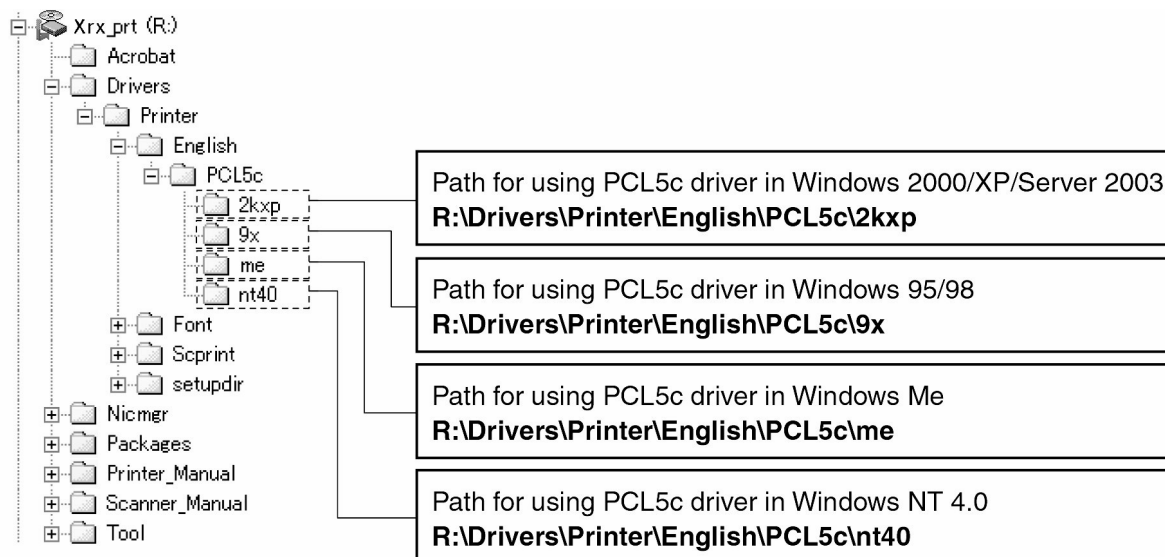
```
☐ 🖴 Xrx_prt (R:)
    ┈ 📁 Acrobat
    ☐ 📁 Drivers
        ☐ 📁 Printer
            ☐ 📁 English
                ☐ 📁 PCL5c
                    ┊📁 2kxp
                    ┊📁 9x
                    ┊📁 me
                    ┊📁 nt40
                ⊞ 📁 Font
                ⊞ 📁 Scprint
                ⊞ 📁 setupdir
        ⊞ 📁 Nicmgr
        ⊞ 📁 Packages
        ⊞ 📁 Printer_Manual
        ⊞ 📁 Scanner_Manual
        ⊞ 📁 Tool
```

Path for using PCL5c driver in Windows 2000/XP/Server 2003
R:\Drivers\Printer\English\PCL5c\2kxp

Path for using PCL5c driver in Windows 95/98
R:\Drivers\Printer\English\PCL5c\9x

Path for using PCL5c driver in Windows Me
R:\Drivers\Printer\English\PCL5c\me

Path for using PCL5c driver in Windows NT 4.0
R:\Drivers\Printer\English\PCL5c\nt40

Example of installation of a printer driver using the "Add Printer Wizard" in Windows XP

The method for installing a printer driver using the "Add Printer Wizard" in Windows XP is shown below.

The installation example assumes that the printer is connected as a local printer (see"Connecting the Machine to Your Computer" on page 1-25) and that the CD-ROM drive is drive "R". The procedure may differ depending on the system environment.

1. Start Windows XP.

2. Insert the supplied CD-ROM into the CD-ROM drive.

3. Click the [start] button, click [Control Panel], click [Printers and Other Hardware], and then click [Printers and Faxes].

4. Click [Add a printer] in [Printer Tasks].

5. Follow the on-screen instructions.

    To specify the printer driver path, enter the following path:

    R:\Drivers\Printer\English\PCL5c\2kxp

Installing PCL Display Fonts

The PCL display fonts are fonts displayed on your computer screen. The WorkCentre C226 PCL Print Drivers and Printer/Network Setting Utilities CD-ROM contains the PCL display fonts that correspond to the resident fonts in the machine. These display fonts can be installed to your computer (Windows 95/98/Me/NT 4.0/2000/XP/Server 2003) from the installer. When installing the PCL display fonts using the Windows installation procedure instead of the installer ([Start] - [Settings] - [Control Panel] - [Fonts] - [Install] - [New Font]), specify the following path.

R:\Drivers\Printer\Font\PCLFont (Where "R" represents the letter of your CD-ROM driver.)

Connecting the Machine to Your Computer

Connection with a network connector

Use a network cable that is shielded.
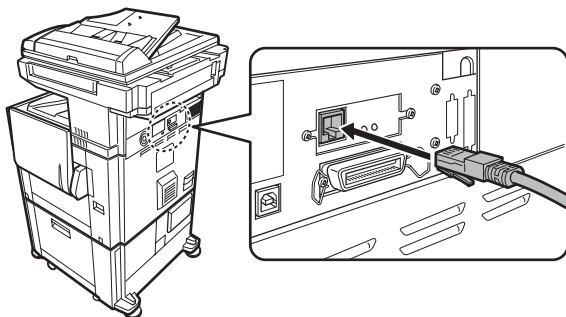
Connection with a USB cable

Please purchase a USB cable (shielded) that complies with the following standard.

The USB interface on the machine complies with the USB1.1 standards.
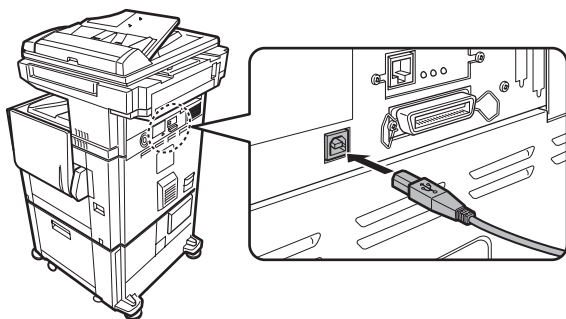
Connection with a parallel interface cable

Please purchase a Centronics cable (shielded) that complies with the following standard.

The parallel interface on the machine complies with IEEE-STD-1284-1994 ECP.
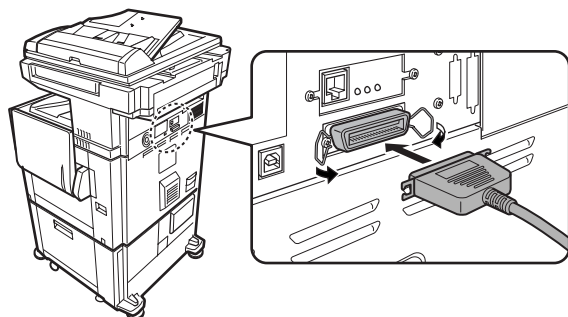
Connector type (on machine):

36-pin DDK 57LE-40360-730B (D29) female connector

2 Key Operator Programs

Purpose of the Key Operator Programs

The key operator programs are used by the administrator of the machine to enable or disable functions to suit the needs of your workplace.

This section explains only the key operator programs that are common to all the functions of the machine, (copy, fax, printer and network scanner functions), as well as key operator programs that are specifically for the copy function. For programs that are specifically for the fax function, printer function, or network scanner function, see the following chapters:

Fax   "Fax Unit", Chapter 6

Printer   "Printer Operation" in the Xerox WorkCentre C226 User Guide

Network scanner   "Network Scanner Operation" in the Xerox WorkCentre C226 User Guide

Key operator programs can only be accessed after a key operator code number has been entered.

Programs related to all functions of the machine (copy, fax, printer, and network scanner functions)

These programs are used to enable auditing mode, adjust power consumption, and manage peripheral devices.

Programs for the copy function

These programs are used to change the factory default copy settings to settings that better suit the needs of your workplace.

Programming a key operator code

The key operator code is a 5-digit number that must be entered in order to access the key operator programs. The key operator (administrator of the machine) should change the default key operator code that was set at the factory to a new 5-digit number. Be sure to remember the new key operator code, as it must be entered each time the key operator programs are subsequently used. (Only one key operator code can be programmed.)

The key operator code is initially set to "00000" at the factory.

To change the key operator code, see "Using the Key Operator Programs" on page 2-5.

Key Operator Program List

The following list shows programs that are common to all functions of the machine (copy, fax, printer, and network scanner functions) and programs that are specifically for the copy function.

Key operator programs can only be accessed after a key operator code number has been entered.

NOTE: *The key operator programs that can be accessed depend on the optional equipment that is installed.*

General Programs

Program name	Page
Account control	
Auditing mode	2-11
Total pages per account	2-13
Resetting account	2-14
Account limit setting	2-16
Account number control	2-17
Account number security	2-17
Cancel jobs of invalid accounts	2-17
Energy save	
Toner save in B/W printer mode	2-18
Toner save in B/W copy mode	2-18
Auto power shut-off timer	2-19
Auto power shut-off	2-19
Preheat mode setting	2-19
Operation settings	
Keys touch sound	2-20
Auto clear setting	2-21
Display language setting	2-21
Message time setting	2-21
Key operation setting	2-21
Device control	
Original size detector setting	2-23
Disabling of DADF*	2-23
Disabling of duplex	2-24
Disabling of inverter	2-24
Disabling of stapler	2-24
Disabling of optional paper drawer	2-24
Disabling of high capacity feeder	2-24
Disabling of shifter	2-24
Disabling of finisher	2-25
Saddle stitch position adjust	2-25

* Duplex Automatic Document Handler

Programs for Copy Mode

Using the Key Operator Programs

The procedure for configuring the key operator programs is explained below using the "Key operator code change" program as an example. Follow the same steps to configure the programs that are explained beginning on page 6.

1. Press the [CUSTOM SETTINGS] key.
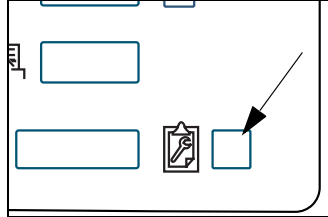
2. Touch the [KEY OPERATOR PROGRAMS] key.
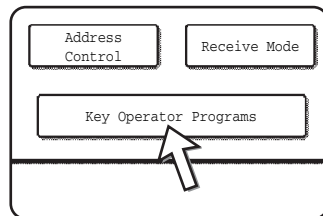
3. Use the numeric keys to enter the five-digit key operator code.
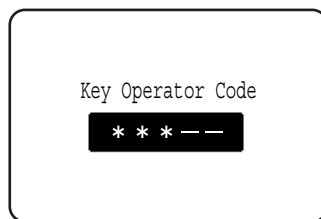
    Each time a number is entered, the dashes (-) in the display will change to asterisks (). The factory default setting for the key operator code number is 00000.

    Key Operator Code

    $* * * — —$

4. Touch the [KEY OPERATOR CODE CHANGE] key .
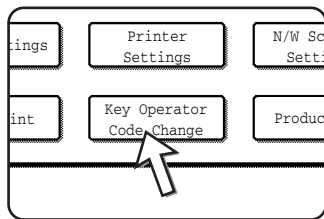
If you wish to configure a different program, select the program in this step.

A setting screen for the selected program will appear. See the explanation of the program on page 2-10.

5.Use the numeric keys to enter the new 5-digit key operator code.
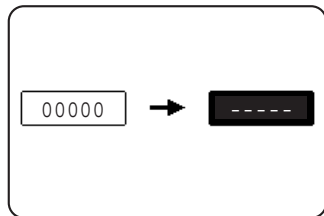
Use a number for the key operator code that has not been programmed as an account number for auditing mode (a number that has been programmed as an account number cannot be used). The entered number will be the new key operator code. Be sure to remember this number.

6. Touch the [OK] key. You will return to the screen of step 4.
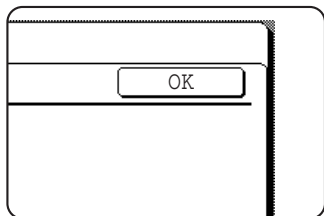
This completes the procedure for changing the key operator code. If you wish to configure another program, touch the key of the desired program in the screen of step 4.

7. Press the [CA] key to exit the program.
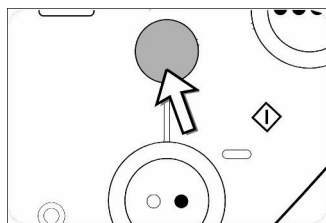
You will exit the key operator programs and return to the main screen.

Supplementary explanation of key operation for key operator programs

These keys and indicator are available on setting screens that require the entry of numerical values.

```
Key Operator Programs
Device Control                                    OK

(A) — Original Size Detector Setting    ☑ Disabling Of Document      1/3
                                          Feeder
    ☑ Disabling Of Duplex               ☑ Disabling Of Inverter      ⬆
                                                                     ⬇ — (C)
(B) — ☑ Disabling Of Stapler            ☑ Disabling Of Optional
                                          Paper Drawer
```

```
          20  (1-999)
              SEC.

          ▼      ▲

(D)        (E)
```
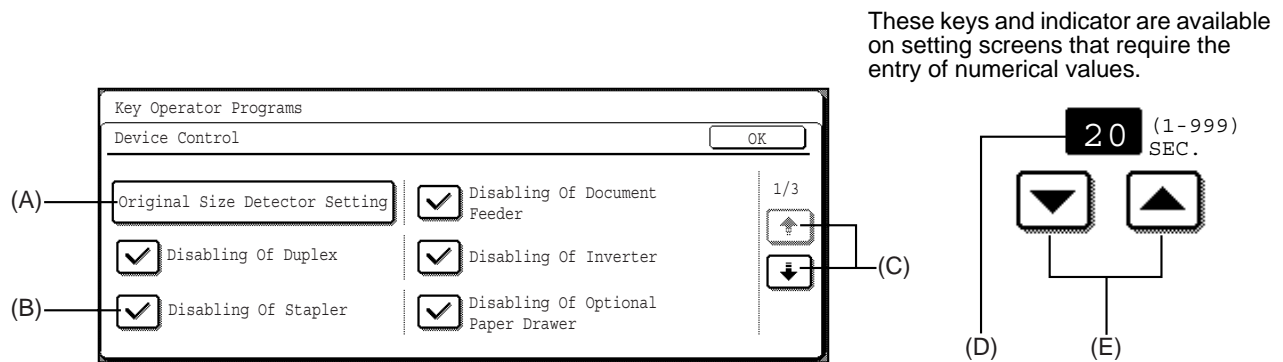
(A) The name of the program category or particular item to be set will appear on the touch key. The displayed item is selected by touching the key.

(B) Check mark boxes are touch keys that show the status of selections. A box with a check mark means the function is "on" (enabled) and an unchecked box means the function is "off" (disabled). The on/off status changes each time the box is touched.

(C) If the settings continue on the following screen(s), touch the [⬆] and [⬇] keys to move back and forth through the screens. To return to the category selection screen, touch the [OK] key.

(D) The currently set numerical value is displayed.

(E) Numerical values can be set by touching the [▲] and [▼] keys.

Key operator program menu

The key operator programs are arranged in the following menu.

Refer to this menu when enabling or disabling the settings that are explained beginning on page 2-10.

* Some programs contain an additional level of settings (setting screen).

Level 1	Level 2	Level 3

ACCOUNT CONTROL
- AUDITING MODE
- TOTAL PAGES PER ACCOUNT
- RESETTING ACCOUNT
- ACCOUNT LIMIT SETTING
- ACCOUNT NUMBER CONTROL
- ACCOUNT NUMBER SECURITY
- CANCEL JOBS OF INVALID ACCOUNTS

ENERGY SAVE
- TONER SAVE IN B/W PRINTER MODE
- TONER SAVE IN B/W COPY MODE
- AUTO POWER SHUT-OFF TIMER
- AUTO POWER SHUT-OFF
- PREHEAT MODE SETTING

OPERATION SETTINGS
- KEYS TOUCH SOUND
- AUTO CLEAR SETTING
- DISPLAY LANGUAGE SETTING
- MESSAGE TIME SETTING
- KEY OPERATION SETTING

DEVICE CONTROL
- ORIGINAL SIZE DETECTOR SETTING
- DISABLING OF DOCUMENT FEEDER
- DISABLING OF DUPLEX
- DISABLING OF INVERTER
- DISABLING OF STAPLER
- DISABLING OF OPTIONAL PAPER DRAWER
- DISABLING OF LARGE CAPACITY CASSETTE
- DISABLING OF SHIFTER
- DISABLING OF FINISHER
- SADDLE STITCH POSITION ADJUST
- STREAM FEEDING MODE
- AUTO PAPER SELECTION SETTING
- REGISTRATION ADJUSTMENT
- RETURN FROM COPY MODE TIMING

LIST PRINT

KEY OPERATOR CODE CHANGE

PRODUCT KEY
- E-MAIL ALERT AND STATUS
- SCAN KIT
- SERIAL NUMBER

COPY SETTINGS
- OTHER FUNCTION SETTINGS
- ENABLE/DISABLE SETTINGS

Level 3 (from OTHER FUNCTION SETTINGS):
- INITIAL STATUS SETTINGS
- EXPOSURE ADJUSTMENT
- ROTATION COPY SETTING
- ADD OR CHANGE EXTRA PRESET RATIOS
- INITIAL MARGIN SHIFT SETTING
- ERASE WIDTH ADJUSTMENT
- SETTING A MAXIMUM NUMBER OF COPIES
- INITIAL COLOUR BALANCE SETTING
- AUTO COLOUR CALIBRATION
- B/W 600DPI SCANNING MODE FOR DOCUMENT FEEDER

Level 3 (from ENABLE/DISABLE SETTINGS):
- DISABLING DELETION OF JOB PROGRAMS
- DISABLING OF BYPASS-TRAY IN DUPLEX COPY
- DISABLING OF COVERS MODE
- DISABLING OF AUTO PAPER SELECTION

● For the following settings, see the indicated manuals.
- Printer settings → Operation manual (for printer)
- Fax settings → Operation manual (for facsimile)
- Network scanner settings → Operation manual (for network scanner)

Enter Key Operator Code

General Programs

This section explains key operator programs that are related to all functions of the machine (copy, fax, printer, and network scanner functions).

Account control

"Account control" consists of the following programs.

- Auditing mode
- Total pages per account
- Resetting account
- Account limit setting
- Account number control
- Account number security
- Cancel jobs of invalid accounts

Auditing mode

When AUDITING MODE is enabled, a count is kept of the pages printed (or transmitted) by each account. Up to 200 accounts can be established. The counts can be totaled and displayed as needed and usage limits can be established.

• Auditing mode can be enabled separately for the copy function, printer function, fax function, and network scanner function. When auditing mode is enabled, one of the programmed 5-digit account numbers must be entered to use the copy function, fax function, or network scanner function. (The functions can only be used if a valid account number is entered.)

  When auditing mode is enabled for the printer function, an account number must be entered at the computer when the print command is selected. (For the print function, it is possible to change a setting to allow printing even if a valid account number is not entered. This must be kept in mind when managing account page counts.)

Touch the [AUDITING MODE] key to display the following screen.

```
Key Operator Programs
Auditing Mode                                           [  OK  ]

                        Copies   Prints   Scan   Fax Send
    ┌──────────────┐      ┌─┐      ┌─┐     ┌─┐      ┌─┐
    │ Colour & B/W │      │✓│      │✓│     │✓│      │✓│
    └──────────────┘      └─┘      └─┘     └─┘      └─┘
                                                  (B/W Only)
    ┌──────────────┐
    │ Colour Only  │
    └──────────────┘

    ┌──────────────┐
    │   Disable    │
    └──────────────┘
```

• When the [COLOUR & B/W] key or the [COLOUR ONLY] key is touched, the key is highlighted and checkmarks automatically appear in the checkboxes on the right-hand side of the screen (this is the factory default setting). The fax function of the machine does not support colour, and thus even if the [COLOUR & B/W] key is touched, audit mode for the fax function will operate only for black and white.

• Auditing mode is enabled for functions that have checkmarks in the checkboxes on the right-hand side of the screen. If you need to disable auditing mode for a function, touch its checkbox to remove the checkmark.

- If you wish to disable auditing mode for all functions, touch the [DISABLE] key. The checkmarks will be removed from the checkboxes on the right and the checkboxes will be greyed out.

NOTE: *To enable Auditing mode, program an account number as explained in "Account number control" on page 2-17.*

The following functions cannot be used unless auditing mode is enabled and an account number is programmed.

- Total pages per account
- Resetting account
- Account limit setting

When using the copy function, fax function, or network scanner function, the original cannot be scanned unless an account number is entered.

NOTE: ***Display when [COLOUR & B/W] is selected***

In the screens shown from here through to page 7 that are used in the explanations of the programs for resetting account and total pages per account, the [COLOUR & B/W] setting in [AUDITING MODE (shown left)] is selected. The account numbers appear in ascending order, with one account number (showing the total pages and limit of the account) appearing per screen. When [COLOUR ONLY] is selected, two account numbers appear per screen.)

When the ▲ key or ▼ key is displayed, you can touch either key to display the following account groups.

Total pages per account

This program is used to display or print the total number of prints of each account. Mis-fed paper is not counted.

When using the network scanner feature and fax feature, the number of transmitted pages can also be displayed or printed.

Touch the [TOTAL PAGES PER ACCOUNT] key to display the following screen.

```
┌─────────────────────────────────────────────────────────────┐
│ Key Operator Programs                                         │
│ Total Pages Per Account                          ┌──────┐     │
│                                                  │  OK  │     │
│ Account                                          └──────┘ 100 │
│ Number       Copies  S.Colour  Prints   Scan   Fax Send   ⁄200│
│                                                         ┌───┐ │
│ 12345   B/W   654,321          654,321 654,321 654,321  │ ↑ │ │
│        (Maximum) (666,666)    (666,666)(666,666)(666,666)└───┘ │
│                                                         ┌───┐ │
│        Colour  654,321 654,321 654,321 654,321          │ ↓ │ │
│        (Maximum)(666,666)(666,666)(666,666)(666,666)    └───┘ │
│ ┌────────────────┐                              ┌──────────┐  │
│ │ Account Search │                              │  Print   │  │
│ └────────────────┘                              └──────────┘  │
└─────────────────────────────────────────────────────────────┘
```

Printing out all accounts

Touch the [PRINT] key to print out the total pages of all accounts. If the [CANCEL] key appears, this key can be touched to cancel printing.

Displaying only selected accounts

Touch the [ACCOUNT SEARCH] key to display the following screen.

```
┌─────────────────────────────────────────────────────────────┐
│ Key Operator Programs                                         │
│ Total Pages Per Account / Account Search Mode    ┌──────┐     │
│                                                  │  OK  │     │
│ Account                                          └──────┘     │
│ Number       Copies  S.Colour  Prints   Scan   Fax Send       │
│              Input Account Number.                            │
│ ┌─────┐ B/W    0               0        0        0            │
│ └─────┘(Maximum)(---,---)    (---,---)(---,---)(---,---)       │
│                                                               │
│        Colour    0      0       0        0                    │
│        (Maximum)(---,---)(---,---)(---,---)(---,---)           │
│ ┌──────────────┐                                              │
│ │ Next Search  │                                              │
│ └──────────────┘                                              │
└─────────────────────────────────────────────────────────────┘
```

Use the numeric keys to enter the number of the desired account. The total pages used by the account will appear.

If you enter an incorrect account number or wish to view the total pages of another account, touch the [NEXT SEARCH] key to enter a new account number.

When finished, touch the [OK] key.

NOTE: *Limits*

You can set a limit for the number of pages that an account can use in printer mode and in the other modes. Limits are set using the [ACCOUNT LIMIT SETTING] (page 2-16). When the displayed limit setting is "- - -,- - -", a limit is not set.

Resetting account

This program is used to reset either all or individual audit accounts.

When using the fax function or network scanner function, this program is used to reset the original transmission count to "0".

Touch the [RESETTING ACCOUNT] key to display the following screen.

```
Key Operator Programs
Resetting Account                                            OK
Account
Number       Copies   S.Colour   Prints    Scan    Fax Send  100/200

12345   B/W       654,321              654,321  654,321  654,321    ↥
        (Maximum)  (666,666)            (666,666)(666,666)(666,666)
        Colour    654,321  654,321   654,321  654,321              ↧
        (Maximum) (666,666)(666,666)  (666,666)(666,666)
    Account Search                                    Reset
```

Resetting one account at a time

- Touch the [B/W] key or the [COLOUR] key, and then select [YES] in the screen that appears to confirm the reset. If the account that you want to reset is not displayed, touch the ⬆ or ⬇ key to scroll through the screens until the desired account appears. When finished, touch the [OK] key.
- If there are a large number of accounts and it takes time to scroll through the screens to locate the desired account, you can also directly enter the account number to reset the account. (See below)

Resetting one account at a time by entering the account number

Touch the [ACCOUNT SEARCH] key to display the following screen.

```
Key Operator Programs
Resetting Account / Account Search Mode                    [ OK ]
Account
Number        Copies  S.Colour   Prints    Scan    Fax Send
              Input Account Number.
 -----  [ B/W ]      0                      0        0         0
        (Maximum)  (---,---)           (---,---) (---,---) (---,---)
        [ Colour ]   0       0            0        0
        (Maximum)  (---,---)(---,---)  (---,---) (---,---)
   [  Next Search  ]
```

Use the numeric keys to enter the number of the account that you want to reset, touch the [B/W] key or the [COLOUR] key, and then select [YES] in the screen that appears to confirm the reset.

If you enter an incorrect account number or wish to reset another account, click the [NEXT SEARCH] key to enter a new account number.

When finished, touch the [OK] key.

Resetting all accounts

Touch the [RESET] key and then select [YES].

When finished, touch the [OK] key.

Account limit setting

This program is used to set the maximum number of copies which can be made against a registered account number. Any number up to 999,999 can be entered for the maximum number of copies.

Touch the [ACCOUNT LIMIT SETTING] key to display the following screen.

```
┌─────────────────────────────────────────────────────────┐
│ Key Operator Programs                                     │
│ Account Limit Setting                          ┌────────┐ │
│                                                │   OK   │ │
│ Account                                        └────────┘ │
│ Number      Copies  S.Colour  Prints   Scan   Fax Send    │
│              Input Account Number.                        │
│ ┌─────┐   B/W                                             │
│ │─────│ (Maximum)  ┌─────┐    ┌─────┐ ┌─────┐ ┌─────┐      │
│ └─────┘            └─────┘    └─────┘ └─────┘ └─────┘      │
│           Colour                                          │
│          (Maximum)  ┌─────┐┌─────┐  ┌─────┐ ┌─────┐       │
│                     └─────┘└─────┘  └─────┘ └─────┘       │
│ ┌──────────┐                          ┌──────────┐        │
│ │  Limit   │                          │  Enter   │        │
│ └──────────┘                          └──────────┘        │
└─────────────────────────────────────────────────────────┘
```

Limiting the number of copies per account

To limit the number of copies that can be made by an account, enter the account number with the numeric keys and then enter the limits for each of the copy modes in order (black and white, colour, single colour, etc.). Touch the [ENTER] key after entering each limit.

If you enter the number of an account that already has a limit set, the limit will appear in the limit display. Press the [C] key to change the limit to a hyphen (-), and then enter a new limit.

When finished, touch the [OK] key to exit.

Limiting the number of copies of all accounts

Touch the [LIMIT] key. [ALL] appears in the account number entry screen.

The limits for all accounts are entered in the same way as the limits for the individual accounts.

When finished, touch the [OK] key to exit.

Account number control

This program is used to set, delete, and edit account numbers used for copy and other modes, as well as print a list of the set account numbers. Up to 200 account numbers can be set.

- Each account number has five digits. When you have finished setting one account number, you can continue setting other account numbers.
- Two methods are available for deleting account numbers: deleting an individual account number, and deleting all account numbers at once.
- To change an account number, enter the account number to be changed and then enter a new account number. After an account number is changed, another account number can be selected to be changed. Changes for unregistered account numbers will not be registered.

Account number security

This program is used to prevent users from gaining access to accounts by entering code numbers through trial and error. If this program is selected and an operator enters three successive invalid account numbers, the copier will not accept another number for one minute and the message "PLEASE SEE YOUR KEY OPERATOR FOR ASSISTANCE." will appear.

Cancel jobs of invalid accounts

If this program is set in the auditing mode, and an invalid account number is entered or no account number is entered on the computer, printing will not be done. If this program is not set, printing will be done and the number of prints will be accumulated as "OTHERS" in the print total.

Energy save

"Energy save" provides the following the programs to help reduce your power costs. From an environmental perspective, these programs also help conserve natural resources and reduce pollution.

- Toner save in B/W printer mode
- Toner save in B/W copy mode
- Auto power shut-off timer
- Auto power shut-off
- Preheat mode setting

Toner save in B/W printer mode

Printing in the toner save mode will reduce black toner consumption. If toner save is set, black solid areas will be printed as halftone. (This setting is effective only for printing without use of the printer driver. If the printer driver is used, the printer driver setting will override the setting of this program.)
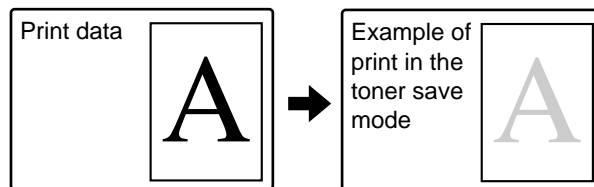
Toner save in B/W copy mode

This program is used to save toner in copy mode. This program functions the same way as toner save in B/W printer mode.

Auto power shut-off timer

When a programmed length of time has elapsed without any operation after printing is complete, the printer will enter the auto power shut-off mode to save the maximum amount of energy.

The time until auto power shut-off occurs can be set in 1 minute increments up to 240 minutes.

NOTES: • *We suggest you set the most appropriate time according to your usage pattern.*
• *If you use the program "Auto power shut-off" (described below) to disable the auto power shut-off mode, the time set with this program will be ignored.*

Auto power shut-off

When a programmed length of time has elapsed without any operation after printing is complete, the printer enters the auto power shut-off mode to save the maximum amount of energy. If it becomes impractical to use the shut-off feature, this program can be used to disable the feature. If disabled, the auto power shut-off time setting (described above) will be ignored.

NOTE: *Rather than disabling the auto power shut-off mode, we suggest that you first try lengthening the time setting of the auto power shut-off timer. In most cases a suitable timer setting will allow work to proceed with minimal delay and still enable you to enjoy the benefits of power conservation.*

Preheat mode setting

The printer will enter the preheat mode after a programmed length of time has elapsed without any operation after printing is complete. We suggest you set the most appropriate time according to your usage pattern.

The time until the unit enters the preheat mode can be set in 1 minute increments up to 240 minutes. Note that this function cannot be disabled.
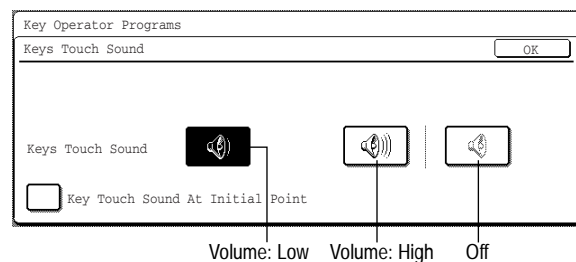
Operation settings

The "Operation settings" are related to basic operation of the machine and consist of the following programs:

- Keys touch sound
- Auto clear setting
- Display language setting
- Message time setting
- Key operation setting

Keys touch sound

This program is used to adjust (or turn off) the volume of the beep that sounds when you touch a key. You can also have three beeps sound at base values when setting the ratio in copy mode or adjusting the exposure in any mode.

```
Key Operator Programs
Keys Touch Sound                                    [   OK   ]



Keys Touch Sound        [ ◁) ]      [ ◁)) ]     [ ◁ ]

[ ] Key Touch Sound At Initial Point
```

                      Volume: Low   Volume: High   Off

To change the volume, touch the desired volume key.

When "KEY TOUCH SOUND AT INITIAL POINT" is selected, three beeps will sound at the base setting values indicated below.

Screen in which setting is effective	Base value
Ratio setting screen in main screen of copy mode	Ratio = 100%
Exposure adjustment screen in main screen of copy mode	Exposure level 3 (middle level)
Exposure adjustment screen in main screen of fax, and network scanner modes	

Auto clear setting

After a programmed length has elapsed without any operation after a copy job is complete or while detailed status information is being displayed, the auto clear function will return the screen to the copy main screen or the job status screen. The auto clear time can be set in 10 second increments up to 240 seconds. The auto clear function can be disabled for copier functions.

Display language setting

This program is used to select the display language.

Message time setting

This program is used to set the length of time that messages appear in the display (this applies to messages that appear for a certain length of time and then automatically disappear.)

The time can be set to as long as 12 seconds in increments of one second.

Key operation setting

These programs are used to set the length of time a key in the touch panel must be touched before the key input is registered, and to prevent repeated key input when a key is touched continuously.

- Time until key input is registered

    The time can be set from 0 seconds to 2 seconds in increments of 0.5 seconds. Normally the time is set to 0 seconds so that key input is immediately registered when a key is touched. By lengthening the time setting, key input can be prevented when a key is touched accidentally. Keep in mind, however, that when a longer setting is selected more care is required when touching keys to ensure that key input is registered.

- Prohibit key repeat

    The touch panel contains keys such as the zoom keys (for setting the ratio) that can be touched continuously to make a value change until it reaches a desired value.

    This feature whereby a value changes continuously while a key is touched is called key repeat.

    Key repeat is normally enabled. If you wish to prohibit key repeat, select the "DISABLE AUTO KEY REPEAT" checkbox.

Device control

Use these programs when a peripheral device on the machine has failed or when you wish to temporarily disable a device. The programs can also be used to change the function setting of a device as required by your conditions of use.

"Device control" consists of the following programs:

- Original size detector setting
- Disabling of DADF
- Disabling of duplex
- Disabling of inverter
- Disabling of stapler
- Disabling of optional paper drawer
- Disabling of high capacity feeder
- Disabling of shifter
- Disabling of finisher
- Saddle stitch position adjust
- Stream feeding mode
- Auto paper selection setting
- Registration adjustment
- Return from copy mode timing

Original size detector setting

This program is used to select the standard original sizes that can be detected by the original size detection function. Select one of the four groups indicated below. The factory default setting is "AB-1 (INCH-1)". Original size detection by the document glass can also be disabled (CANCEL DETECTION AT DOCUMENT GLASS).

	Group	Detectable original sizes
		DADF tray (for reversing single pass feeding) or document glass
1	INCH - 1	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"*
2	INCH - 2	11" x 17", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"*
3	AB - 1	A3, A4, A4R, A5, B4, B5, B5R
4	AB - 2	A3, A4, A4R, A5, B5, B5R, 8-1/2" x 13"

* When the DADF is used, these sizes are only supported for one-sided originals.

If "CANCEL DETECTION AT DOCUMENT GLASS" is set, originals will be regarded as EXTRA for all copier functions and no original size will be displayed.

Disabling of DADF

This program is used to prevent use of the DADF when it malfunctions. In this case, scanning can still be performed using the document glass.

Disabling of duplex

This program is used to disable duplex printing when the duplex module malfunctions. If this program is set, only one-sided printing can be performed.

Disabling of inverter

Use this program when you need to prohibit the inverter function or when the duplex bypass/inverter unit has failed. When the program is turned on, pages are only output face-down to the centre tray of the machine. Duplex printing is also not possible (only one-sided printing is possible).

Disabling of stapler

This program is used to disable stapling when the stapler unit of the saddle stitch finisher malfunctions.

Disabling of optional paper drawer

This program is used to disable use of the stand/1 tray unit, stand/3 tray unit or duplex module/2-tray unit when it malfunctions.

NOTE: *If the duplex module/2-tray unit is disabled, automatic two-sided printing cannot be performed.*

Disabling of high capacity feeder

Use this program when you wish to prohibit use of the high capacity feeder or when it has failed.

Disabling of shifter

Use this program when you need to prohibit the shifter function in the centre tray or when the shifter has failed. When the program is turned on, the offset feature that offsets sets of copies or printed pages in the centre tray will not function.

Disabling of finisher

This program is used to disable use of the saddle stitch finisher when it malfunctions.

Saddle stitch position adjust

This program is used to adjust the stapling position (folding position) when using the saddle stitch function of the optional saddle stitch finisher.

The value can be adjusted in 0.1 mm increments within ±3.0 mm from the reference position for each paper size.
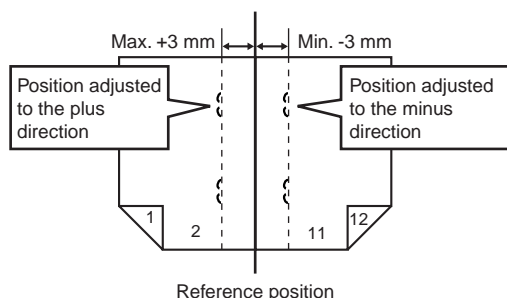
[AUTOMATIC SADDLE STITCH] checkmark

The saddle stitch print function can normally be divided into the following three general steps.

1. The pages of the original are automatically reordered to allow saddle stitch binding (saddle stitch function).

2. The pages are folded at the centre.

3. The paper is stapled at the centre in two places (saddle stitch stapling).

The [AUTOMATIC SADDLE STITCH] checkbox is selected by default.

Selection of the checkbox assumes the use of the above saddle stitch printing function (three steps).

Saddle stitch stapling exceptions

Depending on the purpose of saddle stitch stapling, it may be necessary to perform saddle stitch stapling on printed matter that has already been bound by saddle stitching. In this case, it is necessary to disable step 1 above. If you frequently perform this type of exceptional saddle stitch stapling that requires disabling step 1, remove the checkmark from the [AUTOMATIC SADDLE STITCH] checkbox.

Stream feeding mode

This program is used to enable the stream feeding mode of the DADF. When the stream feeding mode is enabled, additional originals which are set in the DADF tray within 5 seconds after the previous original was fed will be fed and copied automatically.

NOTE: *The stream feeding mode will not function when the covers mode has been selected.*

Auto paper selection setting

Use this program to select the paper type* for which the automatic paper selection function operates. Selections are "Plain paper", "Plain paper and recycle paper", and "Recycle paper".

* The paper type set for each paper tray in the paper tray settings of the user settings (see your Xerox WorkCentre C226 User Guide).

Registration adjustment

Use this program when the colour of characters and lines in colour printing is off. Registration adjustment can be performed in two ways: manually and automatically. Normally [AUTO ADJUSTMENT] should be used.

[AUTO ADJUSTMENT]

Touch this key to have registration adjustment performed automatically.

After touching this key, touch the [EXECUTE] key. A message appears when automatic registration adjustment is completed. Touch the [EXIT] key to exit.

[MANUAL ADJUSTMENT]

Touch this key to perform registration adjustment manually.

Use this key when you require a higher level of precision than can be obtained with [AUTO ADJUSTMENT]. See page 13 for the procedure for manual registration adjustment.

Manually adjusting the registration

The procedure for manually adjusting the registration is explained here. This procedure is used when you select manual adjustment in the [Registration adjustment] key operator program explained on page 12.

Touch the [MANUAL ADJUSTMENT] key and then the [EXECUTE] key to print the adjustment pattern for manual registration adjustment. This pattern consists of scales that show how much each of the colours C (cyan), M (magenta), and Y (yellow) are off. If a colour deviates greatly from the reference value, it can be corrected by entering the deviation value from the touch panel. Follow the steps below to manually adjust the registration.

Understanding the adjustment pattern

The amount of deviation is given within a range of -60 to 60, where 60 represents the maximum value and "0" represents minimal deviation. (See the enlarged view of scale B.)

As shown in the diagrams, the scales indicating the range of deviation appear in pairs for each colour, with one scale showing the x1 component of the deviation, and the other scale showing the x10 component.

Adjustment pattern

Example: Adjusting cyan (deviation in the primary scanning direction)

Registration adjustment pattern of cyan in the primary scanning direction

Identify the peak of the distribution

Registration adjustment pattern of cyan in the secondary scanning direction

Scale A   Scale B

(Enlarged view of scale B)
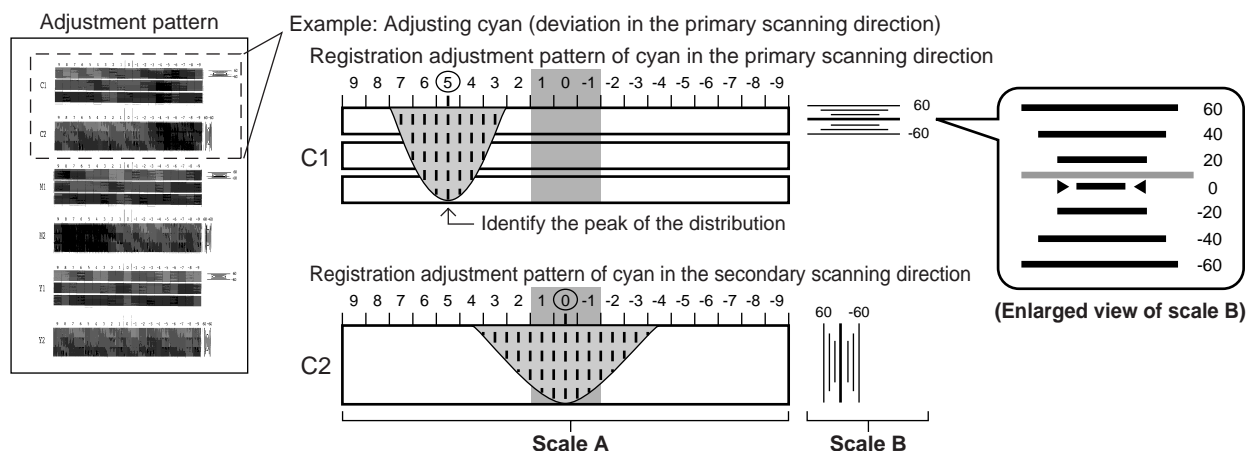
Scale A consists of two scales for each colour (C1, M1, Y1 and C2, M2, Y2), and the peak value of the distribution range of each colour on the scale is the x1 component of the deviation.

Adjustment is performed by entering the deviation, which is the total value of scale A and scale B. However, in most cases adjustment is possible using just the deviation value from scale A. Follow these steps to perform adjustment.

1. In the manual registration adjustment screen of the touch panel, touch the key of the colour you wish to correct ([C1], [M1], [Y1], [C2], [M2], or [Y2] key).

2. Use the ▲ or ▼ key to enter the scale A (x1) value of the key selected in step 1.

*   Repeat steps 1 and 2 to adjust the other colours.
*   If the printed adjustment pattern is similar to the example of C2 shown above (the peak in scale A is between -1 and 1 and the value of scale B overlaps "0"), correction is not necessary.

3. To print an adjustment pattern showing the results of your entries, touch the [PRINT] key.

4. In the adjustment pattern printed in step 3, verify that the peak of the distribution in scale A is between -1 and 1 for each colour, and that the scale B value overlaps "0". If this is the case for all colours, respond to the display messages by touching the [YES] key and end adjustment.

    *   If the scale B value of one (or more) of the colours does not overlap "0", touch the [NO] key to return to the screen of step 1.
    *   If a scale B value of a colour does not overlap "0", the value overlaps 20, 40, 60, -20, -40, or -60 as shown above. In step 2, enter the number that the value overlaps as a multiple of 10.

5. Repeat steps 1 to 4 to complete adjustment.

    *   You can touch the [OK] key at any time during the adjustment procedure to store the correction values entered to that point and end manual registration.
    *   To cancel all corrections entered to that point and return to the previous screen (before manual registration was executed), touch the [CANCEL] key.

Return from copy mode timing

After printing ends in copy mode, this program is used to set the amount of time until the mode is changed and printing begins of a job waiting in printer mode or fax mode. The amount of time can be set from 0 second to 60 seconds in increments of 1 second.

List print

This program is used to print lists of key operator programs.

Lists of key operator programs for copier, fax, printer and network scanner features are available.

Key operator code change

This program is used to change the key operator code.

The key operator must register a key operator code number and use the number to gain access to key operator programs. Only one key operator code number can be registered. The factory has registered "00000" as the code number to allow initial access to the programs. It is recommended that the key operator use the factory number for initial entry into the programs and then choose and enter another number by this program.

Product key

Use these programs to input data required to activate the following systems.

E-mail alert and status

This program cannot be used now. This program is reserved for future customer support through a network.

Scan kit

This program must be used to activate the scan kit. For the password to be entered, contact your dealer.

Serial number

Use this program to check the serial number of the machine. This is necessary to obtain product keys for "E-mail alert and status" and the scan kit.

Programs for Copy Mode

This chapter explains the key operator programs that are used for copy mode.

Copy settings

Other Function Settings

"Other function settings" consists of the following programs:

- Initial status settings
- Exposure adjustment
- Rotation copy setting
- Add or change extra preset ratios
- Initial margin shift setting
- Erase width adjustment
- Setting a maximum number of copies
- Initial colour balance setting
- Auto colour calibration
- B/W 600dpi scanning mode for DADF

Initial status settings

The copier settings will be reset when the main switch is turned off, when the [CA] key is pressed, or when the auto clear interval has elapsed. Use this program to establish new initial settings or to return the initial settings to the factory default settings. Paper tray, exposure mode, copy ratio, duplex mode, and output mode default settings can be selected.

NOTE: *Even if the default state of the two-sided function has been set to other than one-sided to one-sided copy mode using this program, in the event that the two-sided function of the optional duplex module/2-tray unit or the DADF has failed or has been prohibited* from use, the default state will revert to one-sided to one-sided copy mode.*

* Disabling of DADF (page 2-23)

Disabling of duplex (page 2-24)

Disabling of inverter (page 2-24)

Disabling of optional paper drawer (page 2-24)

Exposure adjustment

Use this program to lighten or darken copies in the automatic exposure mode. The factory setting is "5". "1" indicates lighter density and "9" indicates darker density on the touch panel.

Rotation copy setting

If this program is set, the image of originals will rotate when the orientation of the originals does not match that of the copy paper.

(Rotation copy will function only if the auto paper select or auto image mode has been selected.)

NOTE: *For copying from A5 or 5-1/2" x 8-1/2" size originals onto A5R or 5-1/2" x 8-1/2"R paper, this program must be set.*

Add or change extra preset ratios

When using AB sizes, there are normally five preset enlargement ratios and five preset reduction ratios. When using inch sizes, there are normally four preset enlargement ratios and four preset reduction ratios.

This program allows you to add two more preset enlargement ratios and two more preset reduction ratios. This program also allows you to change a preset ratio.

NOTE: *Only an added preset ratio can be changed.*

Initial margin shift setting

Set the initial margin shift value with this program.

The value can be set from 0 mm to 20 mm in 1 mm increments or from 0" to 1" in 1/8" increments.

If an optional duplex module/2-tray unit and duplex bypass/inverter unit are not installed, the value for the reverse side (side 2) is not displayed.

Erase width adjustment

Set the initial setting of the amount of the erase area with this program.

The values can be set from 0 mm to 20 mm in 1 mm increments or from 0" to 1" in 1/8" increments.

Setting a maximum number of copies

Use this program to limit the maximum number of copies per copy run which can be input in the copy quantity display.

A number from 1 to 999 can be set.

Initial colour balance setting

Colour balance settings that have been adjusted using the special "Colour Balance" function can be called up and set as initial colour balance settings* by storing them ahead of time in a job program. Use this feature when you want to repeatedly use settings for a favorite colour or for correction when a change occurs in the colour balance.

* Preset values displayed when you select the special "Colour Balance" function. The factory default settings are the "0" position for all eight levels of each colour.

When the [INITIAL COLOUR BALANCE SETTING] key is touched, the following display will appear.

```
Key Operator Programs
Initial Colour Balance Setting                            [   OK   ]
Press Program Number In Which Colour Balance Program Is Registered.

        [   1   ]  [   2   ]  [   3   ]  [   4   ]  [   5   ]

        [   6   ]  [   7   ]  [   8   ]  [   9   ]  [  10   ]
                     [ Return To The Factory Default ]
                     [          Settings.            ]
```

If a job program number key is touched that does not have colour balance settings, a warning message will appear.

To return colour balance settings that have been stored as initial settings to the factory default settings (the "0" position for all eight levels of each colour), touch the [RETURN TO THE FACTORY DEFAULT SETTINGS.] key.

Auto colour calibration

The Auto Colour Calibration program enables automatic colour gradation correction when the colour reproduction is incorrect.

NOTE: *The colour gradation may not be sufficiently corrected after one correction cycle. If so, execute the program again.*

When the [AUTO COLOUR CALIBRATION] key is touched, the following display will appear.

```
Key Operator Programs

Auto Colour Calibration                                    OK

Use 11"X17" Or A3 Paper For This Adjustment.
Press [Execute] To Print The Test Patch.




                                                       Execute
```
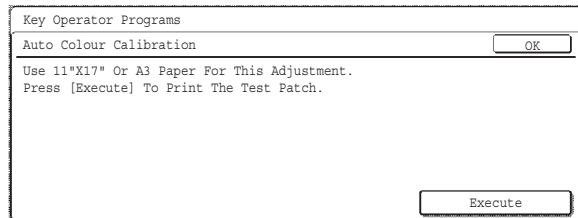
After the [EXECUTE] key is touched and a test patch printed, a message appears asking you to begin automatic adjustment. Place the test patch on the document glass as shown below and touch the [EXECUTE] key.
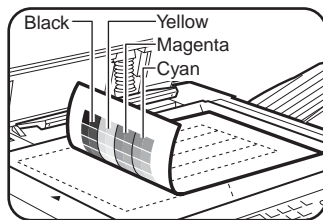
NOTE: *Lay approximately five sheets of copy paper that are the same size as the test patch on top of the set test patch, and gently close the document cover.*

When a message appears informing you that auto colour calibration is completed, touch the [OK] key to end the procedure.

NOTE: *Before executing this program, check to see if the registration adjustment is correct. If not, execute [AUTO ADJUSTMENT] in [Registration adjustment] on page 12.*

B/W 600dpi scanning mode for DADF

The resolution for copying in black and white from the DADF can be changed from 600 x 300 dpi to 600 x 600 dpi (high quality mode). When high quality mode is used, fine print and thin lines are reproduced with greater clarity, however, the scanning speed is slower. If you prefer a faster scanning speed, do not enable high quality mode.

When high quality mode is not selected, the following conditions must be satisfied in order to scan at 600 x 300 dpi and attain the fastest speed.

Conditions for fast job speed (all must be satisfied):

* The copy ratio must be set to 100%
* AUTO, TEXT, TEXT/PRTD.PHOTO, or TEXT/PHOTO must be selected for the exposure, and neither "COPY OF COPY" nor "COLOUR TONE ENHANCEMENT" are selected.
* When using a special function, only the following special functions can be used with 600 x 300 dpi resolution:

    MARGIN SHIFT, ERASE, CENTRING, TRANSPARENCY INSERTS, COVERS, MIRROR IMAGE, EXTRA SIZE

Enable/Disable Settings

"Enable/Disable settings" consists of the following programs:

- Disabling deletion of job programs
- Disabling of bypass-tray in duplex copy
- Disabling of covers mode
- Disabling of auto paper selection

Disabling deletion of job programs

This program is used to prevent stored programs from being replaced or deleted. When this program is set, storing of job programs is also disabled.

Disabling of bypass-tray in duplex copy

(Only when an optional duplex module/2-tray unit is installed)

This program is used to disable the use of the bypass tray when making duplex copies.

The bypass tray is sometimes used to feed heavy paper. Loading heavy paper in the duplex module/2-tray unit may cause a misfeed or failure. If heavy paper is frequently used, it is recommended that you enable this program.

Disabling of covers mode

This program is used to prevent selection of the COVERS mode.

Disabling of auto paper selection

This program is used to prevent automatic paper selection. When automatic paper selection is disabled, the copier will not automatically select a paper tray containing paper that matches the size of the original placed on the document glass or in the DADF.

3   PostScript Kit

Introduction

The PS Kit allows the machine to be used as a PostScript-compatible printer.

PostScript compatibility makes it possible to use the machine not only as a printer in Windows, but also as a printer for the Macintosh. Note that printing from the Macintosh is only possible via a network connection (parallel and USB connections are not available on the Macintosh).

This section explains how to install the PS printer driver that comes with the PS Kit.

Installing the PS printer driver

The PS printer driver is installed from the WorkCentre C226 PostScript Drivers CD-ROM in the PS Kit.

- To install the printer driver in Windows, see pages 3-2 to 3-20.
- To install the printer driver in Macintosh, see pages 3-21 to 3-29.

CAUTION To use the PS Kit, additional memory (256 MB x 2) and the optional hard disk are required. (If the machine equipment meets the above requirements, installation of the options is not necessary.)

Software licence

The SOFTWARE LICENCE will appear when you install the software from the CD-ROM. By using all or any portion of the software on the CD-ROM or in the machine, you are agreeing to be bound by the terms of the SOFTWARE LICENCE.

Requirements for Windows

(For Macintosh requirements, see page 3-21.)

To use the machine as a PostScript-compatible printer in Windows, the PostScript printer driver or PPD file (PostScript printer description file) must be installed in your computer. These are installed from the WorkCentre C226 PostScript Drivers CD-ROM that comes with the PS Kit.

Installing the PostScript printer driver

Insert the PS Kit WorkCentre C226 PostScript Drivers CD-ROM into the CD-ROM drive of your computer.

The software programs installed and the steps for installation vary depending on the version of Windows you are running and the type of connection to your computer. Refer to the table below and select the installation method that matches your environment.

Windows version / Type of connection to printer	Windows XP[1]/ Server 2003[1]	Windows NT 4.0[1]/ 2000[1]	Windows Me	Windows 95/98
LAN cable connection[2]	Installation method 1			
USB cable connection[3]	Installation method 2	Installation method 3		
Parallel cable connection		Installation method 4		

Installation method 1   Follow the procedure beginning on page 3-3.

Installation method 2   Follow the procedure beginning on page 3-10.

Installation method 3   Follow the procedure beginning on page 3-13.

Installation method 4   Follow the procedure beginning on page 3-15.

[1] To install the software from the CD-ROM, you must have administrator rights.

[2] These instructions assume that the PCL5c printer driver has been installed and that the machine is ready for use in a network environment.

[3] Windows 95 and Windows NT 4.0 are not supported.

Installation of the printer driver using the "Add printer wizard"

Installation of the printer driver using the "Add printer wizard" is performed using basic Windows procedures.

To install the printer driver by this method, see page 3-18.

In case of upgrading the version of currently installed printer driver, delete the currently installed printer driver first and then install the new printer driver.

To uninstall the printer driver, see page 3-18.

About network environments

There are several types of network environments. The explanations in this manual assume that your operating system is Windows and that TCP/IP protocol is used in your network environment.

Installation method 1

Use this procedure to install the software in the following environments:

- Printer connected by LAN cable
- Windows version: Windows 95/98/Me/NT4.0/2000/XP/Server 2003

The following procedure uses Windows XP as an example. Follow the same steps to install the software on other operating systems.

Before installing the software, make sure that the machine is connected to the network with a network cable.

About network environments

There are several types of network environments. Typical environments include the following:

- Windows network environment
- NetWare network environment
- UNIX network environment
- Macintosh network environment

This manual explains peer-to-peer and server-client network connections in a Windows environment.

Network connection examples

Peer-to-peer	Server-client

Computer running Windows

Computer running Windows

Computer running Windows

Example: Windows Server 2003 environment

To configure server settings when the machine is used on a server-client type network, see the WorkCentre C226 User Guide.

Computer running Windows

Computer running Windows

Computer running Windows

■ ■ ■ ■ ■ ■ ■ ■ **TCP/IP protocol**
▬▬▬▬▬▬▬▬▬ **Microsoft Printing Protocol**
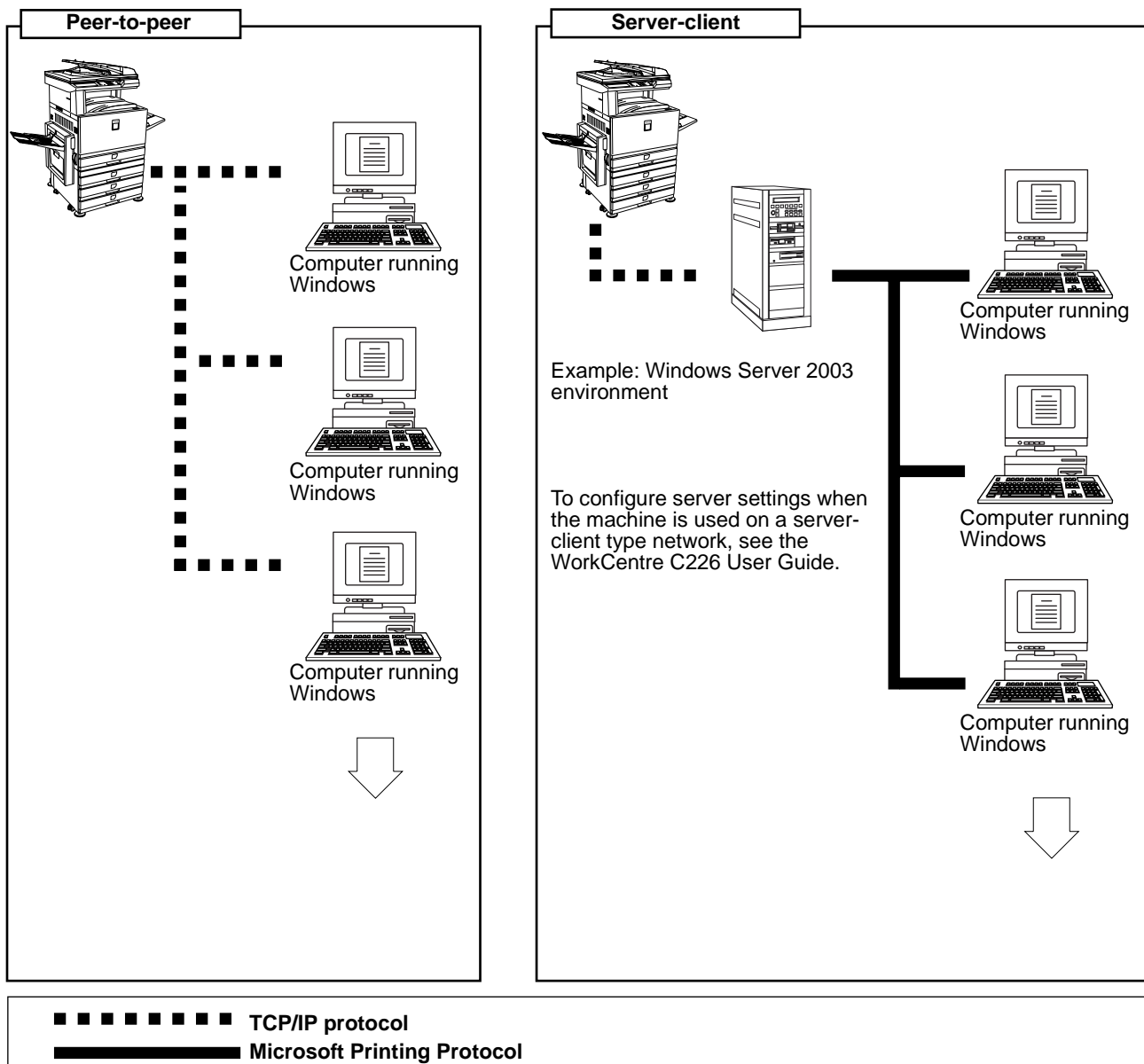
Installing the printer driver (standard installation)

The procedure for a standard installation of the printer driver is explained below. This procedure is normally used when the printer driver will be used with a network connection.

To use the machine as a network printer in Windows NT 4.0, "TCP/IP Protocol" and "Microsoft TCP/IP Printing" must be installed on your computer. Make sure these are installed. If either is not installed, install as explained in Windows NT 4.0 Help.

NOTE: *When installing the printer driver, if you wish to install a display font or specify the IP address of the machine by direct entry, select [Custom installation] (page 3-7).*

1. Insert the WorkCentre C226 PostScript Drivers CD-ROM that accompanied the machine into your CD-ROM drive.

2. Click the [start] button, click [My Computer], and then double-click the CD-ROM icon.

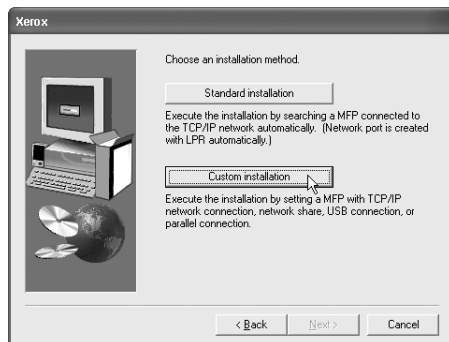   In Windows 95/98/Me/NT 4.0/2000, double-click [My Computer], and then double-click the CD-ROM icon.

3. Double-click the [SETUP] icon.

4. The Licence Agreement window will appear. Make sure that you understand the contents of the licence agreement, and then click the [Yes] button.

5. After confirming the message in the "Welcome" window, click the [Next] button.

6. Click the [Printer Driver] button.

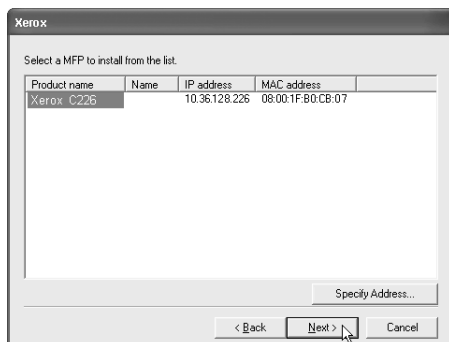To view detailed information on the software, click the [Display Readme] button.

7. Click the [Next] button.

8. Click the [Standard installation] button.

9. The printers that are connected to the network are found. Select the machine and click the [Next] button.

If the machine is not found, make sure that the machine is powered on and connected to your computer and then search again. If the machine is still not found, use the custom installation procedure to directly specify the IP address (page 3-8).

10. A confirmation window will appear. Read the contents and click the [Next] button.

11. Select the printer driver being installed as the default printer and click the [Next] button.

12. Check the contents of the window and click the [Next] button.

    Installation of the printer driver begins.

NOTE: ***When you are using Windows 2000/XP/Server 2003***

If a warning message regarding the Windows logo test or digital signature appears, be sure to click the [Continue Anyway] or [Yes] button.

13. When the finish setup window appears, click the [OK] button.

14. Click the [Close] button.

NOTE: *A message prompting you to restart your computer may appear after installation is finished. If this message appears, click [Yes] to restart your computer.*

This completes the installation.

Installing the printer driver (custom installation)
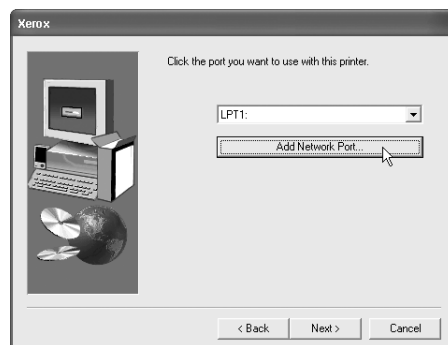
The procedure for a custom installation of the printer driver is explained here. Select [Custom installation] if you wish to install a display font or directly specify the IP address of the machine.

1. Insert the WorkCentre C226 PostScript Drivers CD-ROM that accompanied the machine into your CD-ROM drive.

2. Click the [start] button, click [My Computer], and then double-click the CD-ROM icon.

    In Windows 95/98/Me/NT 4.0/2000, double-click [My Computer], and then double-click the CD-ROM icon.

3. Double-click the [SETUP] icon.

4. The Licence Agreement window will appear. Make sure that you understand the contents of the licence agreement, and then click the [Yes] button.

5. After confirming the message in the "Welcome" window, click the [Next] button.

6. Click the [Printer Driver] button.

    To view detailed information on the software, click the [Display Readme] button.

7. Click the [Next] button.

8. Click the [Custom installation] button.

9. Select the [LPR Direct Print] and click the [Next] button.

10. The printers that are connected to the network are found. Select the machine and click the [Next] button.

If you wish to directly specify the IP address, click the [Specify Address] button, enter the IP address, and click the [Search] button.

Be sure to ask your network administrator for the correct IP address to be entered.

11. A confirmation window will appear. Read the contents and click the [Next] button.

12. Select the printer driver being installed as the default printer and click the [Next] button.

13. When the printer name window appears, click the [Next] button.

If you wish to change the printer name, enter the desired name.

14. When you are asked if you wish to install the display font, select an answer and click the [Next] button.

15. Check the contents of the window and click the [Next] button.

Installation of the printer driver begins.

NOTE: ***When you are using Windows 2000/XP/Server 2003***

If a warning message regarding the Windows logo test or digital signature appears, be sure to click the [Continue Anyway] or [Yes] button.

16. When the finish setup window appears, click the [OK] button.

17. Click the [Close] button.

NOTE: *A message prompting you to restart your computer may appear after installation is finished. If this message appears, click [Yes] to restart your computer.*

This completes the installation.

Using the machine as a shared printer via a server

If the printer server in a Windows NT server environment, NetWare server environment, or other environment is configured to share the printer (the machine), follow the steps below to install the printer driver in each client computer.

Ask your network administrator for the server name and printer name of the machine on the network.

NOTE: *The "printer server" explained here is a computer that is connected to the machine, and "clients" are other computers connected to the same network as the printer server.*

1. Perform steps 1 through 8 of "Installing the printer driver (custom installation)" on page 3-7.

2. Select the [Shared Printer] and click the [Next] button.

3.   When you are asked to select the printer port to be used, click the [Add Network Port] button.

4.   Select the network printer that is shared and click the [OK] button.

Ask your network administrator for the server name and printer name of the machine on the network.

5.   In the printer port selection window, verify the network printer that is shared and click the [Next] button.

6.   When you are asked to select the model name, select the model that you are using and click the [Next] button.

7.   Perform step 12 through 17 of"Installing the printer driver (custom installation)" on page 3-7.

This completes the installation.

Installation method 2

Use this procedure to install the software in the following environments:

*   The printer is connected by USB cable or parallel cable.
*   Windows version: Windows XP/Server 2003

NOTE: *To install this software, you must have administrator's rights.*

Installing the software in Windows XP/Server 2003 (USB/parallel interface)

Install the software as follows.

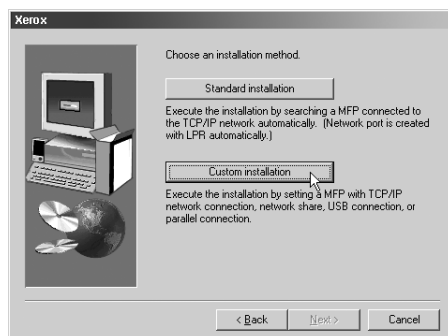Before starting the installation, make sure the USB or parallel interface cable is not connected to the machine.

1. Insert the WorkCentre C226 PostScript Drivers CD-ROM that accompanied the machine into your CD-ROM drive.

2. Click the [start] button, select [My Computer], and then double-click the CD-ROM icon.

3. Double-click the [SETUP] icon.

4. The Licence Agreement window will appear. Make sure that you understand the contents of the licence agreement, and then click the [Yes] button.

5. After confirming the message in the "Welcome" window, click the [Next] button.

6. Click the [Printer Driver] button.

    To view detailed information on the software, click the [Display Readme] button.
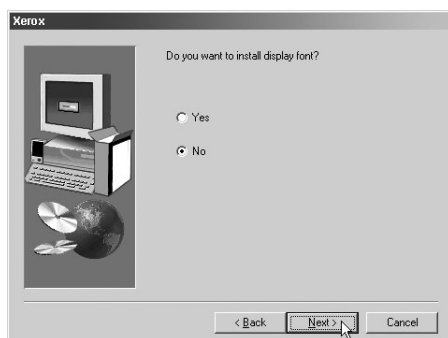

7. Click the [Next] button.

8. Click the [Custom installation] button.

9. Click the [Connected to this computer] and click the [Next] button.

10. When you are asked if you wish to install the display font, select an answer and click the [Next] button.

11. Follow the on-screen instructions to install the printer driver.

    If a warning message regarding the Windows logo test appears while the printer driver files are being copied (the warning message may appear several times), be sure to click the [Continue Anyway] button.

12. When the finish setup window appears, click the [OK] button.

13. When the finish installation window appears, click the [Close] button.

    When the message "Now connect the interface cable to the PC. This will finalize the driver's installation and settings." appears, click the [OK] button.

NOTE: *A message prompting you to restart your computer may appear after installation is finished. If this message appears, click [Yes] to restart your computer.*

14. Connect the machine to your computer an interface cable.

    • If you are using a USB cable, make sure the machine power is turned on and then connect the cable.

    • If you are using a parallel cable, turn off both the machine power and the computer power and then connect the cable. Turn the machine power on first and then turn on your computer. The machine is found and a plug and play window appears.

15. Installation of the printer driver begins.

    The printer name will appear in the "Found New Hardware Wizard". Select "Install the software automatically (Recommended)" and click the [Next] button. Follow the on-screen instructions to install the printer driver.

    This completes the installation.

Installation method 3

Use this procedure to install the software in the following environments:

*   The printer is connected by USB cable.
*   Windows version: Windows 98/Me/2000

NOTE: *To install the software using the installer, you must have administrator's rights.*

Installing the software in Windows 98/Me or Windows 2000 (USB/ interface)

Install the software as follows.

Before starting the installation, make sure the USB interface cable is not connected to the machine.

The procedure for installing the printer driver is explained here using Windows Me as an example.
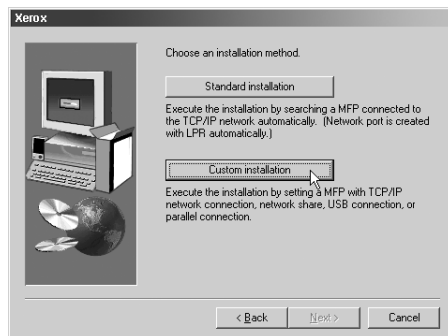
1. Insert the WorkCentre C226 PostScript Drivers CD-ROM that accompanied the machine into your CD-ROM drive.

2. Double-click [My Computer], and then double-click the CD-ROM icon.

3. Double-click the [SETUP] icon.

4. The Licence Agreement window will appear. Make sure that you understand the contents of the licence agreement, and then click the [Yes] button.

5. After confirming the message in the "Welcome" window, click the [Next] button.

6. Follow the on-screen instructions.

7. Click the [Printer Driver] button.

    To view detailed information on the software, click the [Display Readme] button.

8. Click the [Next] button.

9. Click the [Custom installation] button.

10. Click the [Connected to this computer] and click the [Next] button.

11. When you are asked to select the interface, select [USB] and click the [Next] button.

12. When you are asked if you wish to install the display font, select an answer and click the [Next] button.

13. Follow the on-screen instructions to install the printer driver.

    If you are using Windows 2000 and a warning message regarding the digital signature appears while the printer driver files are being copied (the warning message may appear several times), be sure to click the [Continue Anyway] button.

14. When the finish setup window appears, click the [OK] button.

15. When the finish installation window appears, click the [Close] button.

    When the message "Now connect the interface cable to the PC. This will finalize the driver's installation and settings." appears, click the [OK] button.

NOTE: *A message prompting you to restart your computer may appear after installation is finished. If this message appears, click [Yes] to restart your computer.*

16. Make sure that the machine power is turned on and connect the machine to your computer with a USB cable.

    The machine is found and a plug and play window appears.

17. Follow the instructions in the plug and play window to install the printer driver.

    This completes the installation.

Installation method 4

Use this procedure to install the software in the following environments:

- The printer is connected by parallel cable.
- Windows version: Windows 95/98/Me/NT 4.0*1/2000

NOTE: *To install the software using the installer, you must have administrator's rights.*

Installing the software in Windows 95/98/Me or Windows NT 4.0/ 2000 (Parallel interface)

Install the software as follows.

Before starting the installation, make sure the parallel interface cable is not connected to the machine.

The procedure for installing the printer driver is explained here using Windows Me as an example.

1. Insert the WorkCentre C226 PostScript Drivers CD-ROM that accompanied the machine into your CD-ROM drive.

2. Double-click [My Computer], and then double-click the CD-ROM icon.

3. Double-click the [SETUP] icon.

4. The Licence Agreement window will appear. Make sure that you understand the contents of the licence agreement, and then click the [Yes] button.

5. After confirming the message in the "Welcome" window, click the [Next] button.
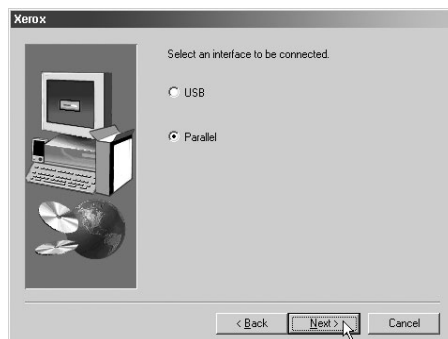
6. Click the [Printer Driver] button.

    To view detailed information on the software, click the [Display Readme] button.

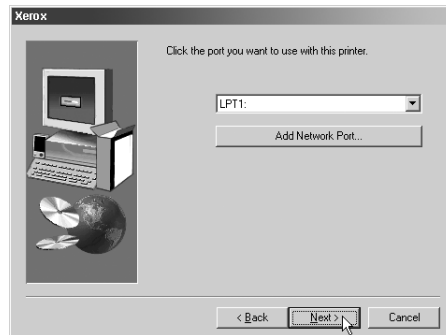7. Click the [Next] button.

8. Click the [Custom installation] button.

9. Click the [Connected to this computer] and click the [Next] button.

10. When you are asked to select the interface, select [Parallel] and click the [Next] button.

11. Select the printer port and click the [Next] button.

    Select [LPT1] for the printer port.

12. When you are asked to select the model name, select the model that you are using and click the [Next] button.

13. Check the contents of the window and click the [Next] button.

    Installation of the printer driver begins.

NOTE: ***When you are using Windows 2000/XP/Server 2003***

If a warning message regarding the Windows logo test or digital signature appears, be sure to click the [Continue Anyway] or [Yes] button.

14. Select the printer driver being installed as the default printer and click the [Next] button.

15. When the printer name window appears, click the [Next] button.

    If you wish to change the printer name, enter the desired name.

16. When you are asked if you wish to install the display font, select an answer and click the [Next] button.

17. Follow the on-screen instructions to install the printer driver.

18. When the finish setup window appears, click the [OK] button.

19. When the finish installation window appears, click the [Close] button.

   When the message "Now connect the interface cable to the PC. This will finalize the driver's installation and settings." appears, click the [OK] button.

NOTE: *A message prompting you to restart your computer may appear after installation is finished. If this message appears, click [Yes] to restart your computer.*

20. Turn off both the machine power and the computer power and then connect the parallel cable.

   After connecting the cable, turn the machine power on first and then turn on your computer.

This completes the installation.

Uninstalling Printer Drivers and Printer Utilities

When uninstalling a printer driver that has been installed from the Add Printer wizard, right-click the printer to be deleted from "Printers" of "Control Panel" and select [Delete]. When uninstalling a printer driver that has been installed using the installer, the Xerox Printer Administration Utility or the Xerox Print Status Monitor, use "Add/Remove Programs" of "Control Panel". Use the Windows standard operation for each case.

Installing Printer Drivers Using the "Add Printer Wizard"

Before installation

Before installing the printer drivers, check the following items.

Ensure that your computer system meets the following requirements.

Computer type:

IBM PC/AT or compatible computer

Hardware requirements of the operating system must be satisfied.

Operating system:

Microsoft Windows 95

Microsoft Windows 98

Microsoft Windows Me

Microsoft Windows 2000 Server/Professional

Microsoft Windows NT 4.0 (Service Pack 3 or later)

Microsoft Windows XP Professional/Home Edition

Microsoft Windows Server 2003

If you use the Add Printer wizard to install the PostScript printer driver instead of the installer, or use the PPD file (PostScript printer description file), specify the following directory as the location from which the files are to be copied.

PostScript Drivers CD-ROM directory information

(Example: "R" is the CD-ROM drive)

Paths for using PPD files

- Windows 2000/XPServer 2003

   R:\Drivers\Printer\English\Ppd\2kxp

- Windows 95/98/Me

   R:\Drivers\Printer\English\Ppd\9xMe

- Windows NT 4.0

   R:\Drivers\Printer\English\Ppd\Nt40

Paths for using PS Driver

- Windows 2000/XPServer 2003

   R:\Drivers\Printer\English\Ps\2kxp

- Windows 95/98

   R:\Drivers\Printer\English\Ps\9x

- Windows Me

   R:\Drivers\Printer\English\Ps\Me

- Windows NT 4.0

   R:\Drivers\Printer\English\Ps\Nt40

Example of installation of a printer driver using the "Add Printer Wizard" in Windows XP

The method for installing a printer driver using the "Add Printer Wizard" in Windows XP is shown below.

The installation example assumes that the printer is connected as a local printer and that the CD-ROM drive is drive "R". The procedure may differ depending on the system environment.

1. Start Windows XP.

2. Insert the supplied CD-ROM into the CD-ROM drive.

3. Click the [start] button, click [Control Panel], click [Printers and Other Hardware], and then click [Printers and Faxes].

4. Click [Add a printer] in [Printer Tasks].

5. Follow the on-screen instructions.

    To specify the printer driver path, enter the following path:

    R:\Drivers\Printer\English\Ppd\2kxp

    R:\Drivers\Printer\English\Ps\2kxp

Requirements for Macintosh

(For Windows requirements, see page 3-2.)

To use the machine as a PostScript-compatible printer for the Macintosh, the PPD file (PostScript printer description file) must be installed in your computer. This is installed from the WorkCentre C226 PostScript Drivers CD-ROM in the PS Kit. Note that printing is only possible in a Macintosh environment via a network connection. Your Macintosh must be connected to a network by means of an Ethernet port to use the machine as a printer (parallel and USB connections are not available on the Macintosh).

NOTES:
- *If this printer is connected to the computer via a cross cable, be sure to turn on the Macintosh computer before turning on the printer. If not, the printer will not be recognized as a network printer.*
- *Make sure that "Enable EtherTalk" in "Network settings" in the key operator programs is enabled (a checkmark appears).*

The WorkCentre C226 PostScript Drivers CD-ROM contains the following software.

- PPD file

  The PPD file for Macintosh is the file which a Macintosh computer refers to when using its LaserWriter printer driver for printing.

- Screen fonts

  The WorkCentre C226 PostScript Drivers CD-ROM contains the screen fonts for Macintosh. If you use the PPD file, install the screen fonts as needed.

Before installing the PPD file

Before installing the PPD file, check the hardware and software requirements.

- Operating system: Mac OS 8.6 to 9.2.2, 10.1.5, 10.2 to 10.2.8 (excluding 10.2.2), 10.3 to 10.3.3
- For other conditions such as CPU and RAM capacity, the requirements of the operating system must be satisfied.

NOTE: *If you are using Mac OS 8.6 to 9.2.2, make sure that LaserWriter8 has been installed and that the "LaserWriter8" checkbox is selected (☒) in "Extensions Manager" in "Control Panels". If not, install it from the system CD-ROM supplied with your Macintosh computer.*

Installing the PPD file

In order to print from a Macintosh, the PPD file must be installed. To install the PPD file in your Macintosh computer, follow the procedure below.

Installation in Mac OS X

1. Insert the WorkCentre C226 PostScript Drivers CD-ROM into your computer's CD-ROM drive.

2. Double-click the CD-ROM icon on the desktop.

3. Double-click the [MacOSX] folder.

4. Double-click the folder of the operating system version you are using.

   - In Mac OS X v10.1.5, double-click the [Version 10.1] folder.
   - In Mac OS X v10.2 to 10.2.8 (excluding 10.2.2), double-click the [Version 10.2] folder.
   - In Mac OS X v10.3 to 10.3.3, double-click the [Version 10.3] folder.

5. Double-click the appropriate icon.

   The installer window will appear.

NOTE: *When the "Authenticate" window appears, enter the password and click the "OK" button.*

6. Click the [Continue] button.

7. The Software Licence Agreement window will appear. Make sure that you understand the contents of the licence agreement, and then click the [Continue] button.

   A message will appear asking you if you agree to the terms of the licence. Click the [Agree] button.

8. Select the hard disk in which you wish to install the PPD file, and click the [Continue] button.

   Be sure to select the hard disk in which your operating system is installed.

9. Click the [Install] button.

   Begin installation of the PPD file.

10. When the message "The software was successfully installed" appears in the installation window, click the [Close] button.

This completes the installation of the PPD file.

Installation in Mac OS 8.6 - 9.2.2

1. Insert the WorkCentre C226 PostScript Drivers CD-ROM into your computer's CD-ROM drive.

2. Double-click the CD-ROM icon on the desktop.

3. Double-click the [MacOS] folder.

4. Double-click the [Installer] icon.

   The installer window will appear.

5. Click the [Install] button.

6. The Software Licence Agreement window will appear. Make sure that you understand the contents of the licence agreement, and then click the [Yes] button.

7. Read the message in the window that appears and click the [Continue] button.

   Begin installation of the PPD file.

   After the installation, a message prompting you to restart your computer will appear. Click the [OK] button and restart your computer.

This completes the installation of the PPD file.

Installing the screen fonts in Mac OS 8.6 - 9.2.2

The screen fonts for Mac OS 8.6 to 9.2.2 are contained in the [Font] folder of the Work-Centre C226 PostScript Drivers CD-ROM. Install the screen fonts as needed. To install the screen fonts, copy the required screen font suitcase folders to the [Fonts] folder under the [System Folder] of your computer.

NOTE: *If any malfunction occurs due to the installation of screen fonts, delete the fonts from the system.*

Configuring the printer driver

Follow the steps below to configure the machine's printer driver.

Mac OS X v10.2-10.3.3

1. Make sure that the machine is powered on.

2. Select [Applications] from the [Go] menu.

3. Double-click the [Utilities] folder.

4. Double-click the [Print Center] icon.

   - In Mac OS X v10.3 to 10.3.3, double-click the [Printer Setup Utility] icon.
   - The "Printer List" window appears.

NOTE: *If this is the first time you are installing a printer driver on your computer, a confirmation message will appear. Click the [Add] button.*

5. Click [Add].
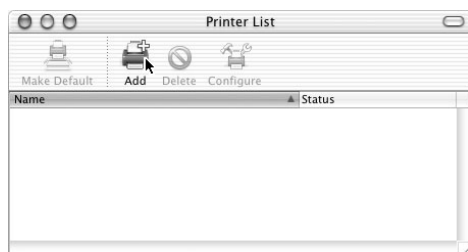
6. Select [AppleTalk] in the menu at the top of the window.

   A list of printers connected to the network will appear.

NOTE: *If multiple AppleTalk zones are displayed, select the zone which includes the printer.*

7. Click the machine's model name in the list.

    The name of the machine that appears is the name that was entered in the AppleTalk settings when the network settings were configured ("xxxxxx" is a sequence of characters that varies depending on your machine).

8. Select [Xerox] in the [Printer Model] menu.

    The PPD file selection window appears.
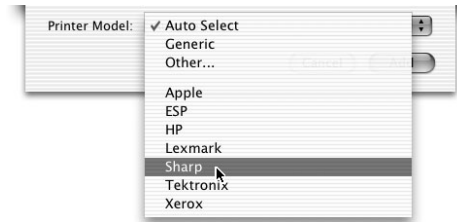
9. Select the PPD file of the machine.

10. Click the [Add] button.

    The machine is added to the list of printers.

11. Click the name of the machine in the "Printer List" window, and select [Show Info] from the [Printers] menu.

    The "Printer info" window will appear.
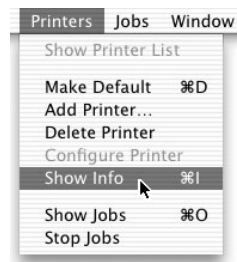
12. Select [Installable Options] in the menu.
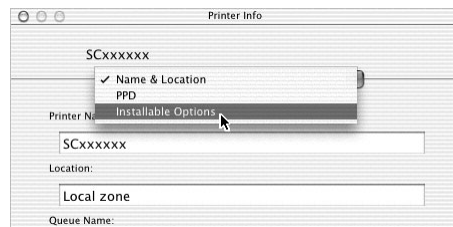
13. Set the printer configuration based on the options that have been installed, and then click the [Apply Changes] button.

14. Close the window.

This completes the configuration of the printer driver.

Mac OS X v10.1.5

1. Make sure that the machine is powered on.

2. Select [Applications] from the [Go] menu.

3. Double-click the [Utilities] folder.

4. Double-click the [Print Center] icon.

    The "Printer List" window appears.

NOTE: *If this is the first time you are installing a printer driver on your computer, a confirmation message will appear. Click the [Add] button.*

5. Click the [Add Printer] button.

6. Select [AppleTalk] in the menu at the top of the window.

    A list of printers connected to the network will appear.

NOTE: *If multiple AppleTalk zones are displayed, select the zone which includes the printer.*

7. Click the machine's model name in the list.

    The name of the machine that appears is the name that was entered in the AppleTalk settings when the network settings were configured ("xxxxxx" is a sequence of characters that varies depending on your machine).

8. Click the [Printer Model] menu and select [Other] in the list of PPD files.

    The PPD file selection window will appear.

9. Click the startup disk name, [Library], [Printers], [PPDs], [Contents], [Resources], [en.lproj]], and select the PPD file with your model name.

10. Click the [Choose] button.

11. Click the [Add] button.

    This completes the configuration of the printer driver.

Mac OS 8.6 - 9.2.2

1. Select [Chooser] from the Apple Menu.

2. Click the [LaserWriter 8] icon.

   • The model name of your network-connected machine appears in the "Select a PostScript Printer" list on the right.

     The name of the machine that appears is the name that was entered in the AppleTalk settings when the network settings were configured ("xxxxxx" is a sequence of characters that varies depending on your machine).

   • If multiple AppleTalk zones are displayed, select the zone which includes the printer.

3. Click the machine's model name in the "Select a PostScript Printer" list.

4. Click the [Create] button.

   If the "Select a PostScript™ Printer Description File" dialog box appears, select the PPD file of the machine, and then click the [Select] button.

   If the "Select a PostScript™ Printer Description File" dialog box does not appear, follow these steps to select the PPD file manually when you return to the Chooser dialog box.

   1) Verify that the machine is selected in the "Select a PostScript Printer" list, and then click the [Setup] button and the [Select PPD] button.

   2) Select the PPD file of the machine, and then click the [Open] (or [Select]) button.

   3) Click the [OK] button.

5. Verify that the machine is selected in the "Select a PostScript Printer" list, and then click the [Setup] button and the [Configure] button.

6. Set the printer configuration based on the options that have been installed, and then click the [OK] button.

7. Click the [OK] button to close the dialog box.

8. Click the Close box to close the Chooser.

This completes the configuration of the printer driver.

Configuring the print settings

Paper settings

Before printing, configure the paper settings in the printer driver.

The File menu of the software application is used to open the settings. The settings and selections vary depending on the OS version and software application.

1. Select [Page Setup] from the [File] menu of the application.

    The following window will appear. (The window varies depending on the operating system version, printer driver version, and software application.)

2. Adjust each setting.

    Paper size, reduction/enlargement, and orientation can be configured.

3. Click the [OK] button.

Print condition settings

1. Select [Print] from the [File] menu of the application.

    The following window will appear. (The window varies depending on the operating system version, printer driver version, and software application.)

2. Adjust the settings.
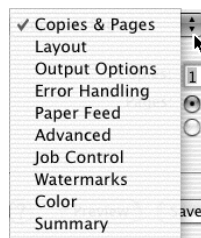
    Click ⬍ next to [Copies & Pages] ([General] in Mac OS 8.6 to 9.2.2) and select the settings that you wish to configure from the pull-down menu. The corresponding setting screen will appear.

NOTES:
*   *The items that appear in this menu will vary depending on the operating system version and software application.*
*   *To print when auditing mode is enabled, enter your 5-digit account number in [Account Number] in the [Job Control] menu.*

    When auditing mode is enabled, a print job may not be printed if an account number is not entered or an incorrect account number is entered. This depends on the key operator program settings.

3. Click the [Print] button.

Uninstalling the PPD file

Mac OS 8.6 - 9.2.2

1. Insert the WorkCentre C226 PostScript Drivers CD-ROM into your computer's CD-ROM drive.

2. Double-click the CD-ROM icon on the desktop and double-click the [MacOS] folder.

3. Double-click the [Installer] icon.

4. Select [Remove] from the Install menu and then click the [Remove] button.

NOTE: *There is no remove tool for Mac OS X. The PPD file for Mac OS X has been copied to the following folder in the startup disk. To delete the PPD file, move it to the Trash.*

[Library] - [Printers] - [PPDs] - [Contents] - [Resources] - [en.lproj] folder

Delete the PPD file from this folder.

4   Data Security Kit

Introduction

The Data Security Kit adds a security function to the Digital Copier/Printer. When the copy function of a Digital Copier/Printer with the security function is used, data held in memory for the copy job is erased as soon as the job is finished. In addition, when the printer, the network scanner or fax function is used, the data of each job is erased from memory or the hard disk as soon as the job is finished.

When the security kit is installed

When the security kit is installed, the following icon appears on the touch panel.
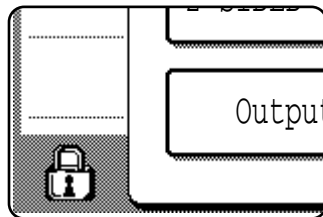
NOTE:

Touch the icon (🔒) to view information on the security kit version.

When the security kit is installed, data remaining in the unit is automatically erased after each copy, print, scan, and fax job.

When clearing of the data on the built-in hard disk drive begins, the following message appears for 6 seconds*.

Note that if more than 6 seconds* is required to clear the data, the message will be displayed until data clearing is finished.

Data Is Being Cleared.

0%   50%   100%
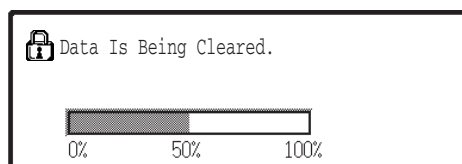
* The duration of the message display can be changed with the key operator program, "MESSAGE TIME SETTING".

NOTES: ***Using the printer function***

- *After a normal print job in printer mode is completed, the data is automatically cleared from memory and the hard disk. Please note, however, that when the job retention function is used for printing, the data is retained on the hard disk. The retained data can be erased by displaying the Print hold job list on the touch panel and deleting the job from the list.*
- *When the security kit is installed, the "DELETE THE PRINT HOLD DATA" key operator program cannot be used. To erase all retained data, use the "Clear All*

Memory" (page 4-6).

- *If the unit power is turned off while image data is being cleared from the hard disk drive or before jobs are finished, the data may not be completely erased. If you do not wish to leave partially cleared data when the power is turned off, it is recommended that you use the key operator program, "Clear All Memory" (page 4-6), to complete data clearing before turning off the power.*

NOTE: *To ensure that the data security function of the machine provides maximum security, observe the following:*

- *The key operator plays an important role in maintaining security. Exercise appropriate care in selecting the person that will assume the job of key operator.*
- *Always keep "Power Up Auto Clear" (page 4-7) enabled.*
- *Be sure to change the key operator code immediately each time a new person takes over as key operator.*
- *Change the key operator code on a regular basis (at least once every 60 days).*
- *During the procedure for changing the key operator code, the current key operator code and new key operator code appear in the display. Be sure to complete the procedure promptly.*
- *Do not select a number for the key operator code that can be easily guessed.*
- *The key operator programs are very important for security management. The administrator of the machine should inform users that they are not to access the key operator programs without permission.*
- *If the administrator and users of the machine are to be out of the office, security measures such as locking the machine should be taken to prevent unauthorized access.*
- *The customer bears responsibility for control of copies of documents made on the machine and faxes received on the machine.*
- *Even when the data security kit is installed, note that fax data in the public memory box used by the facsimile expansion kit can be read.*

CAUTION *When "Power Up Auto Clear" (page 4-7) is enabled, the wait time when the machine is powered on may occasionally be very long.*

Key Operator Programs

This section explains the key operator programs in the unit that are related to the security function.

Key Operator Program List

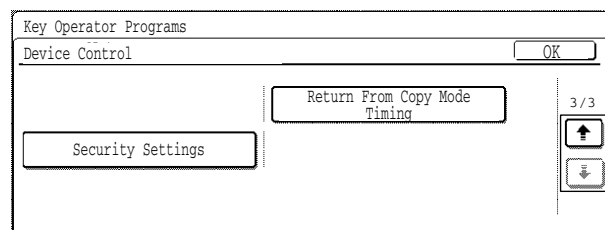| Program name	Page
DEVICE CONTROL	
SECURITY SETTINGS	
Clear All Memory	4-6
Number of Times Clear All Memory Program Is Repeated	4-7
Power Up Auto Clear	4-7
Disable Printing of Sending Address List	4-8
PRODUCT KEY	
Data Security Kit	4-8

Using the key operator programs

Follow the procedure on page 2-5 to configure the settings in the key operator programs.

For explanations of each of the settings, see the following pages.

Security settings

When the security kit is installed, the "SECURITY SETTINGS" key is added to the "DEVICE CONTROL" screen of the key operator programs. Touch this key to display the menu screen for the security setting programs.

```
Key Operator Programs
Device Control                                    [ OK ]

                            ┌─────────────────────┐   3/3
                            │ Return From Copy Mode│
                            │       Timing         │   [ ↑ ]
        ┌──────────────────┐└─────────────────────┘   [ ↓ ]
        │ Security Settings│
        └──────────────────┘
```

Third "Device Control" Screen

When the "SECURITY SETTINGS" key is touched, the following screen appears.

```
Key Operator Programs
Security Settings                                 [ OK ]

                                    ┌─────────────────────┐
        ┌──────────────────┐        │ Number Of Times Clear All│ 1
1-(1) ──│ Clear All Memory │        │ Memory Program Is Repeated│      ── 1-(2)
        └──────────────────┘        └─────────────────────┘
        ┌─┐                         ┌─────────────────────┐
2    ───│ │ Power Up Auto Clear     │   Disable Printing Of│      ── 3
        └─┘                         │  Sending Address List│
                                    └─────────────────────┘
```
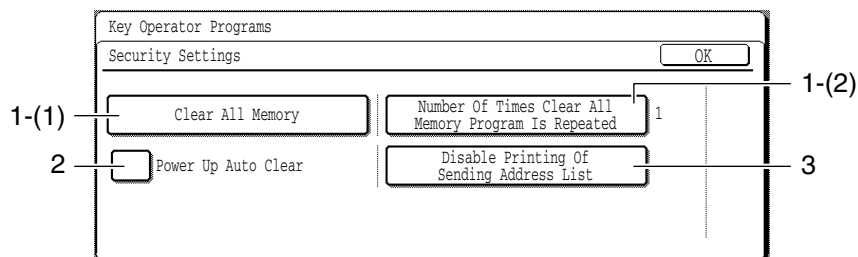
* The number of display screens and layout of the keys may differ slightly from the above depending on the peripheral devices installed on your machine.

Clear All Memory

Use this setting when you wish to manually clear data stored in the unit's memory and on the hard disk.

NOTE: *We recommend that you execute this program before turning off the power.*

Touch the [CLEAR ALL MEMORY] key. The following screen appears to confirm your selection.

[Clear screen 1]

```
┌─────────────────────────────────────┐
│ 🔒 Clear All Memory?                 │
│    (Reserved Job Data Will Be Cleared.) │
│                                      │
│              ┌─────┐  ┌─────┐        │
│              │ No  │  │ Yes │        │
│              └─────┘  └─────┘        │
└─────────────────────────────────────┘
```
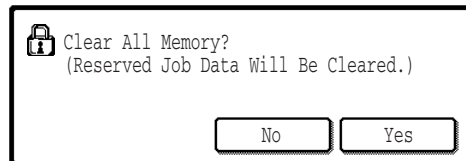
- To return to the "SECURITY SET-TINGS" screen, touch the [NO] key.
- When the [YES] key is touched, the following screen appears.

[Clear screen 2]

Example: When the hard disk drive is installed.

```
┌─────────────────────────────────────┐
│ 🔒 Clearing All Memory. Auto Reboot Is │
│    Implemented After Clearing.       │
│                                      │
│    ┌──────────────────┐              │
│    │████████          │              │
│    └──────────────────┘              │
│    Progress Status                   │
│    ┌──────────────────┐  ┌────────┐  │
│    │████████          │  │ Cancel │  │
│    └──────────────────┘  └────────┘  │
│    0%      50%     100%              │
└─────────────────────────────────────┘
```
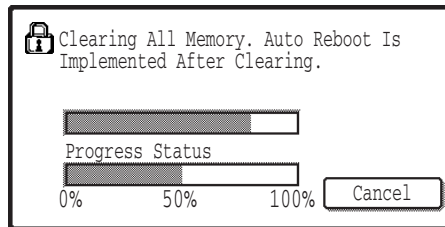
- Each time the top bar reaches all the way to the right, the bottom bar, which indicates data clearing progress, advances 1%. (When the bottom bar reaches 100%, data clearing is finished.)
- When the data has been cleared, the power briefly turns off and then automatically turns on again.

NOTE: ***If you wish to cancel after data clearing has begun***

Touch the [CANCEL] key. When the [CANCEL] key is touched, the key operator code entry screen appears. Enter your key operator code with the numeric keys. Note that data that has already been cleared at the time you enter your 5-digit key operator code will not be restored. Data already cleared will be lost. When data clearing is canceled, the machine will power off temporarily and then automatically power back on.

Number of Times Clear All Memory Program Is Repeated

This program is used to enhance the security function. The repeat count for "CLEAR ALL MEMORY" can be set to any number from 1 to 7. The factory setting is 1.

Touch the [NUMBER OF TIMES CLEAR ALL MEMORY PROGRAM IS REPEATED] key, and set the desired number of times with the ▼ or ▲ key.

When finished, touch the [OK] key.

(See "About the repeat count setting" on page 4-7.)

About the repeat count setting

When the repeat count is increased to enhance the security function, the time required for data clearing will increase. It is recommended that "NUMBER OF TIMES CLEAR ALL MEMORY PROGRAM IS REPEATED" be set to the most suitable number for your security requirements.

Power Up Auto Clear

This program automatically clears all data stored in the unit when the main switch is turned on.

To enable "POWER UP AUTO CLEAR", touch the checkbox so that a checkmark appears and then touch the [OK] key.

By default, a checkmark does not appear.

NOTE: ***Note for models that have the fax function installed***

Fax data not yet printed such as faxes received at night will not be cleared.

NOTE: *Print hold data that is stored on the hard disk will not be cleared.*

NOTE: ***If you wish to cancel after data clearing has begun***

See the explanations in "[Clear screen 2]" and "NOTE" in "Clear All Memory" on page 4-6.

Disable Printing of Sending Address List

This program is used to disable printing of the following lists, which are printed using "LIST PRINT" in the user settings.

"SENDING ADDRESS LIST(FAX)"[1], "SENDING ADDRESS LIST(SCANNER)"[2]

[1] This list can be printed when the fax function is enabled.

[2] This list can be printed when the network scanner function is enabled.

Touch the checkbox of the list or lists that you wish to disable so that a checkmark appears and then touch the [OK] key.

By default, a checkmark does not appear.

Product key

Data Security Kit

To initially enable the security function, you must use a key operator program to enter the product key (password). The name of the key operator program used for this purpose is "DATA SECURITY KIT". Please ask your dealer for the product key.

* After using this program to enter the product key, be sure to power off and then power on the machine.

5   Scan Kit

Introduction

The Scan Kit adds network scanner functionality to your Digital Copier/Printer.

A Digital Copier/Printer with the network scanner functionality can scan a paper document, photograph, or other printed information into a data file, and send the file to a file server or personal computer over a corporate network (intranet) or the Internet.

This section explains only the network scanner functions of the product. For information on loading paper, replacing toner cartridges, clearing paper misfeeds, handling peripheral units, and other copier-related information, please refer to your Xerox WorkCentre C226 User Guide.

To enable the network scanner function of this machine, a product key (password) must be entered using a key operator program. This is only required once. Use the Scan Kit program to enter the product key. If you do not know your product key, please ask your dealer. (For information on using key operator programs, refer to Chapter 2, "Key Operator Programs".)

NOTES:
- *Before using the network scanner feature, several settings must be established from the Web page. These settings are explained from page 5-3 on. The settings must be established by the network administrator. Such settings must be effected by the system administrator who has the special network related backgrounds.*
- *The explanations in this section assume that the person who will install the product and the users of the product have a working knowledge of Microsoft Windows.*
- *For information on the operating system, please refer to your operating system section or the online Help function.*
- *This manual assumes that several options have been installed.*

Options required to use the network scanner function

- Scan kit
- Memory

  To use the network scanner function in colour up to 300 dpi or B/W mode up to 600 dpi

    For printer controller: Add one 256-MB module

  To use the network scanner function in colour or B/W modes up to 600 dpi

    For printer controller: Add one 256-MB module and one 128-MB module, or two 256-MB modules

    For image memory: Add one 128-MB module*, or one 256-MB module

    * This memory configuration enables scanning of standard size originals without restriction. However, it may not be possible to scan non-standard size originals when all of the following conditions are met:

    (1) The X dimension of the original is greater than 422 mm (16-3/8 inches) and the Y dimension of the original is greater than 289 mm (11-3/8 inches).

    (2) The resolution is 600 x 600 dpi.

    (3) Full colour scanning.

To scan using the above conditions, increase the image memory from 128 MB to 256 MB.

About the Network Scanner Function

The Scan Kit adds network scanner functionality to your machine. A machine with the network scanner functionality can scan a paper document, photograph, or other printed information into a data file, and send the file to a file server or personal computer over a corporate network (intranet) or the Internet.

You can select from the following two transmission methods, depending on where you wish to send the scanned image data.

1. The scanned information can be sent to a memory storage device on a network (a designated directory on an FTP server, hereafter referred to as "Scan to FTP" in this section).

    When sending scanned information to an F"TP server, an e-mail message can also be sent to a preset e-mail address to inform the recipient of the location of the scanned image data (hereafter referred to as "Scan to FTP (Hyperlink)" in this section).

2. The scanned information can be sent to an e-mail recipient (hereafter referred to as "Scan to E-mail" in this section).

Settings and Programming Required for the Network Scanner Feature

To use the Network Scanner feature, settings for the E-mail server, DNS server, and destination addresses must be established.

To establish the settings, use a computer that is connected to the same network as the machine to access the machine's Web page. The Web page can be displayed with your Web browser (Internet Explorer 5.5 or later (Windows)/5.1 or later (Macintosh), or Netscape Navigator 6.0 or later).

Accessing Web Pages

Use the following procedure to access the Web pages.

1. Open the Web browser on your computer.

   Supported browsers:

   • Internet Explorer 5.5 or later (Windows)/5.1 or later (Macintosh)
   • Netscape Navigator 6.0 or later

2. In the "Address" field of your Web browser, enter the IP address of the machine as a URL.
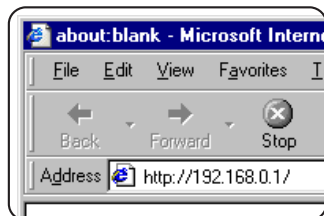
Input the IP address previously specified for this product.

If you do not know the IP address, see the "Network Scanner Operation" section of the WorkCentre C226 User Guide.

When the connection is completed, the following Web page will appear in your Web browser.

About the Web Page

When you access the Web page in the machine, the following page will appear in your browser.

A menu frame appears on the left side of the page. When you click an item in the menu, a screen appears in the right frame that allows you to establish settings for that item.

For overviews of each of the menu items, refer to the "Printer Operation" section of the WorkCentre C226 User Guide.

For detailed explanations of the procedures for establishing settings, click "Help" in the menu frame.

Menu Frame
Click the menu items displayed here to configure the coresponding settings.

Edit and delete stored transmission destinations.

Store various types of transmission destinations.

Store the sender's name and E-mail address for Scan to E-mail.

Configure basic settings for the network scanner function.

Some transmission methods require that the E-mail server and DNS server settings be configured.

Configure settings required for Global Address Search.
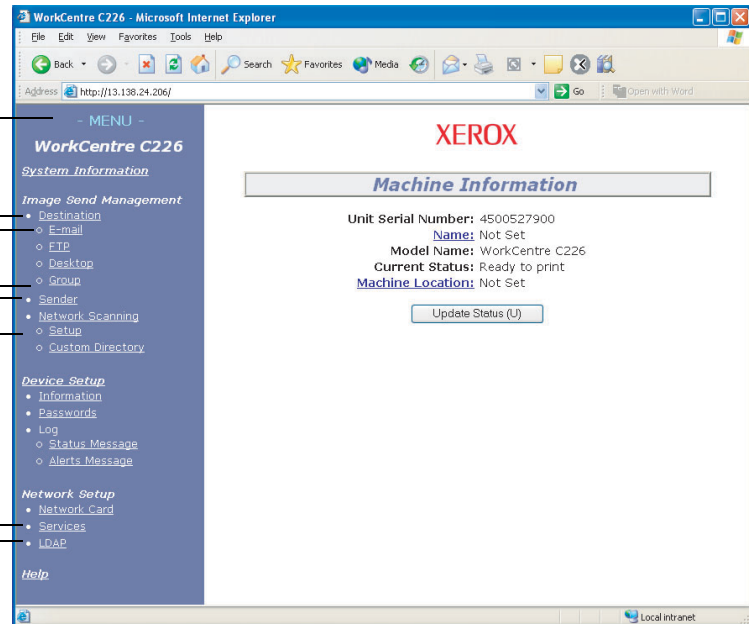
Web Page

To use the network scanner function, you must configure basic network scanner settings (pages 5-6 to 5-9), store transmission destinations (pages 5-10 to 5-16), and program your sender's name (page 5-16).

Basic Settings for Network Scanning

Click "Network Scanning" in the menu frame, and then establish the required settings. These settings should only be established by the network administrator. After entering the settings, be sure to click "Submit" to store them. For detailed information on setting procedures, refer to "Help".

Click here.
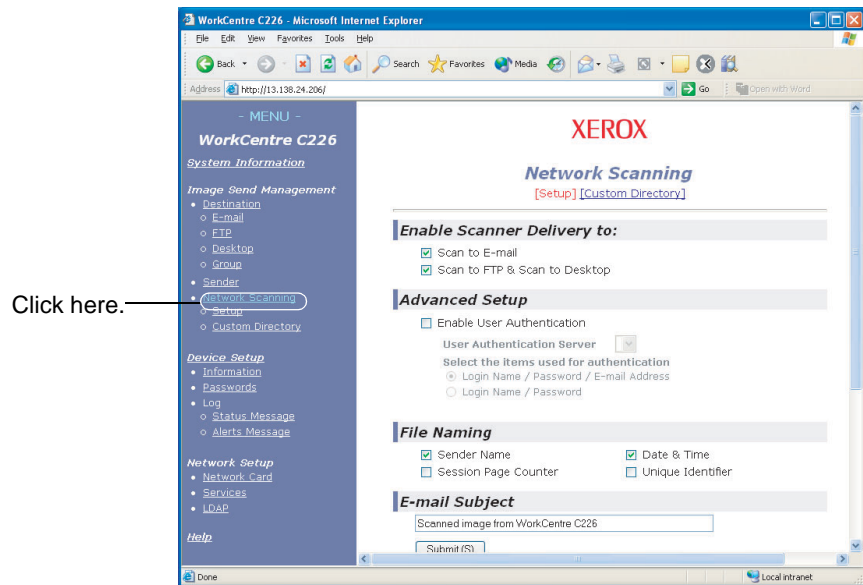
Network Scanning Setup screen

Enable scanner delivery methods ("Enable Scanner Delivery to")

Select the scanner delivery methods that you want to use. In the "Enable Scanner Delivery to:" field, click the checkbox next to each method that you want to use so that a checkmark appears in the checkbox.

"Scan to E-mail" and "Scan to FTP" are both initially selected.

Enabling user authentication ("Advanced Setup")

Select the authentication server and items used for authentication. In the screen that appears after you click "LDAP" in the menu frame, the authentication server is selected from the servers that have been stored in the Global Address Books List .

Select the method for assigning a file name to a scanned image ("File Naming")

Select the method for assigning a file name to a scanned image. In "File Naming", click the items that you wish to use in the file name. "Sender Name" and "Date & Time" are initially selected. If you are going to send images to the same recipient more than once, we recommend that you also select "Session Page Counter" or "Unique Identifier" to prevent sending multiple files with the same name, which would result in each successive file overwriting the previous file.

Selecting an e-mail subject ("E-mail Subject": only used for Scan to E-mail)

This setting is not necessary if you will not be using Scan to E-mail. The setting is used to enter the subject that appears in the recipient's e-mail program when you perform Scan to E-mail.

Enter a subject when using Scan to E-mail within 80 characters. Only one subject can be entered. If nothing is entered, "Scanned image from <Device Name>" will appear.

*The name that appears in <Device Name> is the name stored in "Name" in the screen that appears when you click "Information" in the menu frame. If a name has not been stored, the product name will appear.

E-mail Server and DNS Server Settings

Scan to E-mail and Scan to FTP (Hyperlink) use SMTP to transmit e-mail, therefore your SMTP server settings must be configured.

When configuring your SMTP server settings, your DNS server settings will also be necessary if you entered a host name in the "Hostname or IP Address" box when storing destinations for Scan to FTP.

To configure your e-mail server and DNS server settings, click "SMTP Setup" or "DNS Setup" in the Network Scanning Setup screen (see "Network Scanning Setup screen" on page 5-6), or click "Services" in the menu frame.

When you have completed all of the entries, click "Submit". The entries will be stored.
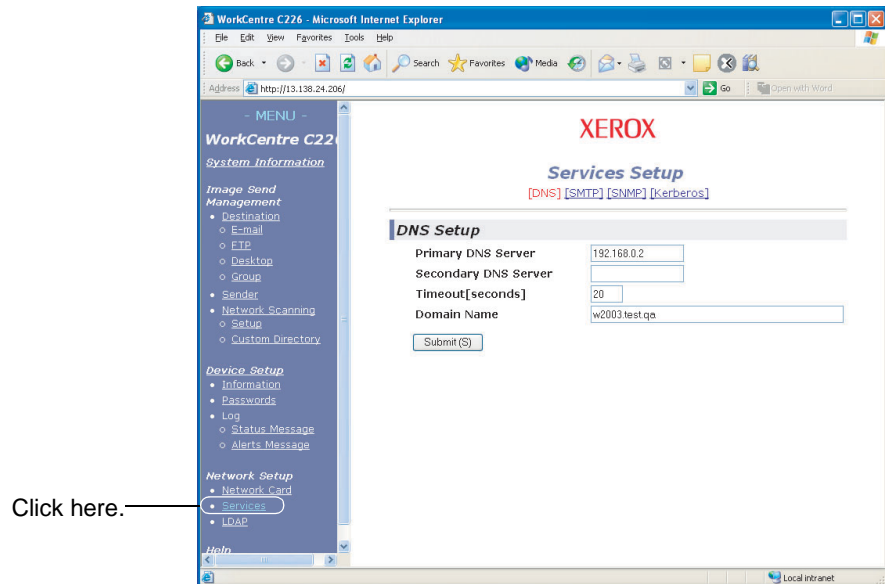
SMTP Setup

Item	Description
Primary SMTP Server	Enter an IP address for the primary e-mail server or a host name*. (If you will be using Scan to E-mail, be sure to enter this information.)
Secondary SMTP Server	Enter an IP address for the secondary e-mail server or a host name. No need to enter if a secondary e-mail server is not set up.
Port Number	Enter a Port Number for SMTP. The default is 25.
Timeout [seconds]	Enter a time out period, from 0-60 seconds, that the system will wait for as it attempts to connect to the primary server. The default is 20 seconds. If no connection is made, the system will then look for the secondary server if it has been set up. If not, the system will stop attempting to connect.
Reply E-mail Address	Enter an e-mail address to which the machine returns an unsuccessful delivery message when the distribution has failed. Only 1 e-mail address can be entered. The entered e-mail address is also used for the sender e-mail address.
Time Zone	Select the time zone of the place to use this Network Scanning System. A specific time zone is set after the selection.
SMTP Authentication	Select this checkbox if an SMTP server that authenticates users during SMTP authentication will be used. After selecting the checkbox, the User Name and Password text boxes under the checkbox are enabled. Enter the information necessary for authentication in these text boxes.

Item	Description
POP before SMTP	Select this checkbox if an SMTP server that authenticates users during the "POP before SMTP" procedure will be used. After selecting the checkbox, the POP3 Server, Port Number, APOP, User Name, and Password text boxes under the checkbox can be entered. Enter the information necessary for authentication in these text boxes.

* If you are entering a host name, be sure to enter the IP address of your DNS server in the DNS settings below.

DNS Setup

Item	Description
Primary DNS Server	Enter the IP address of your primary DNS server here if required.
Secondary DNS Server	Enter the IP address of your secondary DNS server here if required.
Timeout [seconds]	Enter a time out period, from 0-60 seconds, that the system will wait for as it attempts to connect to the primary server. The default is 20 seconds. If no connection is made, the system will then look for the secondary server if it has been set up. If not, the system will stop attempting to connect.
Domain Name	Enter the Domain Name of the DNS Server to be used to search for host names within 64 characters.

Setting Up Destination Information

To store the name and address of a destination as a one-touch key, click "Destination" or one of the transmission methods in the Web page menu frame. "Destination" can also be used to edit or clear stored destinations. (Refer to page 5-15.)

A total of 500 destinations can be stored, including E-mail, FTP, and Group destinations. Among these, a combined total of 100 Scan to FTP destinations can be stored.

The stored destinations appear as one-touch keys in the touch panel of the machine when you send an image, allowing you to select the destination.

E-mail: Refer to page 5-10.

FTP: Refer to page 5-12.

Group: Refer to page 5-14.

For detailed information on setting up, editing, and deleting destinations, refer to "Help".

Storing destinations for Scan to E-mail

Click "E-mail" in the menu frame of the Web page to store destinations. Use this screen to enter the e-mail addresses of destinations for Scan to E-mail.

When you have completed all of the entries, click "Submit". The entries will be stored.

Item	Description
Full Name (Required)	Enter the full name of the destination (up to 36 characters).
Initial (Optional)	Enter the initial character of the stored destination name. This initial is used to place the destination in the ABC index of the machine's address directory screen.
Custom Directory	**Drop down list:** Select one custom directory for this destination. **Check box for Frequently-Used:** The destination is set as Frequently-Used when checked on.
E-mail Address (Required)	Enter one address as an e-mail destination (up to 64 characters). If Global Address Search can be used, you can click "Global Address Search" to select an e-mail address from the Global Address Book.
Display Name (Optional)	Enter a key name (no more than 18 characters) for the destination. The key name will appear in the machine's touch panel. If you don't enter a key name, the initial 18 characters of the "Full Name" will be stored as the key name.
File Format for Colour	Select the file format and compression mode for transmission of images scanned in colour. "PDF Middle compression" is initially selected. The selections are as follows: PDF High compression/PDF Middle compression/PDF Low compression/ JPEG High compression/JPEG Middle compression/JPEG Low compression
File Format for B/W	Select the file format and compression mode for transmission of images scanned in black and white. "PDF G4" is initially selected. The selections are as follows: PDF uncompressed/PDF G3/PDF G4/TIFF uncompressed/TIFF G3/TIFF G4

Scan to E-mail destinations can also be stored, edited, and cleared from the touch panel of the machine.

To perform Scan to E-mail, the e-mail server settings must first be established. (Refer to page 5-7.)

Storing destinations for Scan to FTP

Click "FTP" in the menu frame of the Web page to store destinations.

Configure the settings for the destination FTP server for Scan to FTP in this screen.

When you have completed all of the entries, click "Submit". The entries will be stored.

Item	Description
Full Name (Required)	Enter the full name of the destination (up to 36 characters).
Initial (Optional)	Enter the initial character of the stored destination name. This initial is used to place the destination in the ABC index of the machine's address directory screen. (page 5-21)
Custom Directory	**Drop down list:** Select one custom directory for this destination. **Check box for Frequently-Used:** The destination is set as Frequently-Used when checked on.
Hostname or IP Address (Required)[1]	Enter the IP address of the FTP file server or the host name (maximum of 255 characters).
Display Name (Optional)	Enter a key name (within 18 characters) for the destination. The key name will appear in the machine's touch panel. If you don't enter a key name, the initial 18 characters of the "Full Name" will be stored as the key name.
File Format for Colour	Select the file format and compression mode for transmission of images scanned in colour. "PDF Middle compression" is initially selected. The selections are as follows: PDF High compression/PDF Middle compression/PDF Low compression/ JPEG High compression/JPEG Middle compression/JPEG Low compression
File Format for B/W	Select the file format and compression mode for transmission of images scanned in black and white. "TIFF G4" is initially selected. The selections are as follows: PDF uncompressed/PDF G3/PDF G4/TIFF uncompressed/TIFF G3/TIFF G4

Item	Description
FTP User Name (Optional)	Character field for the FTP user name within 50 characters.
Password (Optional)	Character field for the FTP password within 50 characters.
Directory (Optional)	Character field to specify a directory on the FTP server within 200 characters.
Enable Hyperlink to FTP server to be e-mailed (Checkbox)*2	When you send a scanned file to an FTP server, you can have a transmission notification automatically sent to the file recipient by e-mail. To have transmission notifications sent, select the checkbox. The FTP server name will appear in the transmission notification as a hyperlink.
E-mail Destination	Select the recipient that you wish to notify of the file transmission to the FTP server. To select a recipient here, the recipient's e-mail address must have been previously stored. (page 5-12)

*1 If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server settings. (Refer to page 5-10.)

*2 To perform Scan to FTP (Hyperlink), you must also enter the settings under "SMTP Setup" for the e-mail server.

If you select the "Enable Hyperlink to FTP server to be e-mailed" checkbox and select a previously stored recipient (page 5-10) from "E-mail Destination", you are able to have an e-mail sent to the recipient informing them of the file format and location of the scanned image data. A hyperlink to the file server to which the scanned image data was sent appears in the e-mail, and the recipient can click the hyperlink to go directly to the location where the image data is stored.

Storing Groups (Scan to E-mail)

If you are using Scan to E-mail, a scanned image can be sent to multiple destinations in a single operation. To use this function, you must first store the destinations in a group. Click "Group" and then select the Scan to E-mail destinations that you wish to store in the group. Up to 300 destinations can be stored in one group. Only destinations for E-mail can be stored in a group. Note that multiple destinations cannot be entered manually when sending an image.

When you have completed all of the entries, click "Submit". The entries will be stored.

Item	Description
Full Group Name (Required)	Enter the full group name of the destination (up to 36 characters).
Initial (Optional)	Enter the initial character of the stored destination name. This initial is used to place the destination in the ABC index of the machine's address directory screen. (page 5-21)
Custom Directory	**Drop down list:** Select one custom directory for this destination. **Check box for Frequently-Used:** The destination is set as Frequently-Used when checked on.
Address(es) (Required)	Select the address of the destination from the e-mail list box. Programmed e-mail destinations appear in each of the destination lists. To select multiple destinations, click each address while holding down the [Ctrl] key on the keyboard. If you need to cancel an address that has been selected, click the address again while holding down the [Ctrl] key. Up to 300 addresses can be programmed.
Display Name (Optional)	Enter a key name (within 18 characters) for the destination. The key name will appear in the machine's touch panel. If you don't enter a key name, the initial 18 characters of the "Full Group Name" will be stored as the key name.

Editing and deleting programmed transmission destinations

To edit or delete programmed destinations, click "Destination" in the menu frame of the Web page.

1. Click "Destination" in the menu frame of the Web page.

2. In the Destinations List, click the button of the destination that you want to edit or delete.
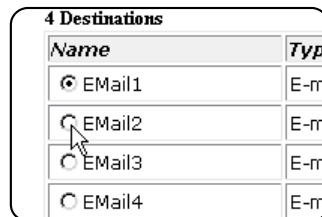
3. To edit the selected destination, click "Edit" under the Destinations List.
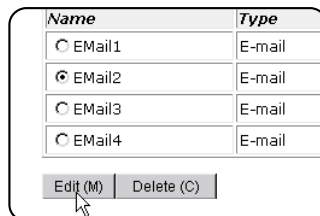
    The programming screen of the destination selected in step 2 appears. Edit the information in the same way as you initially stored it.

    When finished, be sure to click "Submit" to save your changes.

    To delete the selected destination, click "Delete" under the Destinations List.
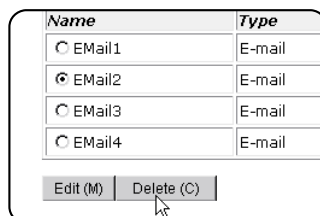
    A message appears asking you to confirm the deletion. Click "Yes" to delete.

NOTE: *If you attempt to edit or delete a programmed destination in the following situation, a warning message will appear and editing/deletion will not be possible.*

The destination is included in a group.

If the destination is being used for a current transmission, cancel the transmission or wait until it is completed and then edit or delete the destination. If the destination is included in a group, delete the destination from the group and then edit or delete the destination.

Storing Sender Information (Scan to E-mail)

To store the sender information (Sender Name, E-mail Address) that is displayed when the recipient receives your e-mail, click "Sender" in the menu frame and then click "Add". Information for up to 20 different senders can be stored. Select a sender from the stored senders using the touch panel of the machine when you send an image. The selected sender appears in the sender column of the recipient's e-mail software program.

NOTE: *If you do not select a sender when sending an image, the default sender information stored with the key operator program "Default sender set" is automatically sent.*

1. Click "Sender" in the menu frame of the Web page.

2. Click "Add" under "New Sender".
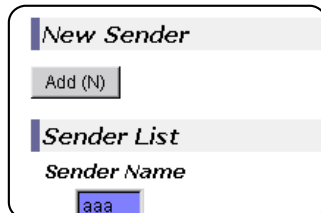
The sender programming screen appears.

Enter the name and e-mail address of the new sender. Be sure to click "Submit" after entering this information.

Editing and deleting programmed sender's information

1. Click "Sender" in the menu frame of the Web page.

2. Click the sender that you wish to edit or delete from the "Sender List" menu so that it is highlighted, and then click "Edit" or "Delete".
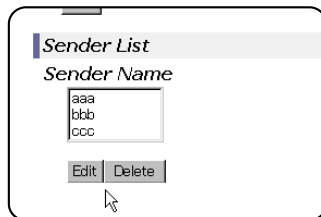
If you clicked "Edit", edit the information in the same way that you initially programmed it and then click "Add" to save your changes. If you clicked "Delete", a message will appear asking you to confirm the deletion. Click "Yes" to delete.

Storing a Custom Directory

Programmed destinations appear as one-touch keys in the Address directory screen of the touch panel (page 5-21), and are normally included in the ABC index. Two types of indexes are available: the ABC index and group indexes (custom directories). Group indexes allow you to assign any index name to the destination for easy searching. Six group indexes are available, and a name up to six characters long can be assigned to each.

Click "Custom Directory" in the menu frame of the Web page to display the following screen. Group index names can be programmed and edited in this screen. Enter names for indexes 1 through to 6 and then click "Submit". If you wish to change a previously programmed name, enter the new name and save it.

For information on grouping destinations in a group index, see the appropriate pages for programming the transmission methods. For information on switching between the ABC index and group indexes, see page 5-22.

NOTE: *You can also store indexes in the Custom Directory from the touch panel of the machine.*

Protecting Information Programmed in the Web Page ("Passwords")

Passwords can be set to restrict Web page access and protect settings. Note that it is not necessary to set passwords; the network scanner functionality can also be used without passwords.

A password can be set for the administrator and passwords can be set for each user. If you use a user password to access the Web page, you will be able to establish, edit, and delete destinations in the Scanner Destination Management menu; however, you will not be able to establish settings in the Setup menu.

The passwords for "user" and "admin" are both initially set to "Xerox". If you wish to change the passwords when first establishing the settings, enter "Xerox" in "Old Admin Password" before you establish the settings. A password must consist of alphanumeric characters and be no more than seven characters long. Passwords are case sensitive. After entering a password, click "Submit" to set it. After setting the password, turn the machine power off and then back on.

When a password is set, you will be prompted for the password when you attempt to access a Web page with protected settings. For the "User name", enter "user" if you are accessing the page as a user, or "admin" if you are accessing the page as an administrator. For detailed information on setting passwords, refer to "Help".

Condition Setting Screen of Scanner Mode

The condition setting screen of scanner mode is displayed by pressing the [SCAN/ FAX] key while the print mode, copy mode, or job status screen appears in the touch panel*1. In the explanations that follow, it is assumed that the initial screen that appears after pressing the [SCAN/FAX] key is the condition setting screen (shown below). If you have set the display to show the address directory (page 5-21) when the [SCAN/FAX] key is pressed, touch the [CONDITION SETTINGS] key in the address directory to display the condition setting screen.

The key operator program "Default display settings" can be used to set the display to show either the condition setting screen (shown below) or the Address directory screen (page 5-21) when the [SCAN/FAX] key is pressed.

*1 When the optional facsimile expansion kit is installed, you will return to the condition setting screen of fax mode or scan/fax mode, depending on which mode was last selected. If the condition setting screen of fax mode appears, touch the key to switch to the base screen of scan/fax mode.

NOTE: *For information on the parts of the unit and the operation panel that are used for network scanning, refer to the "General Information" section of the WorkCentre C226 User Guide. For parts that are used for both network scanning and printing, refer to the "Printer Operation" section of the WorkCentre C226 User Guide.*

Condition setting screen

The display is initially set (factory setting) to show the following condition setting screen as the initial screen.
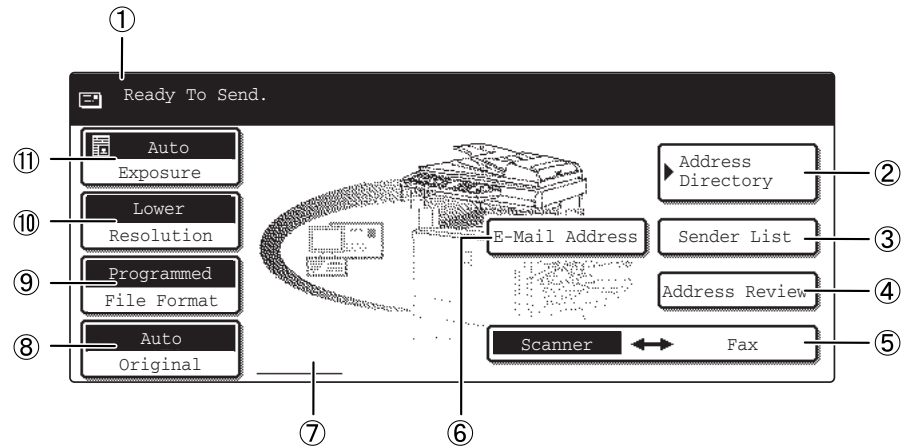
① **Message display** — Messages appear here to indicate the current status of the machine.

② **[ADDRESS DIRECTORY] key** — This displays the Address Directory screen (page 5-21). Touch this key when you wish to use a one-touch key that has a destination (or group) programmed in it.

③ **[SENDER LIST] key** — Touch this key to select the sender when sending an image.

④ **[ADDRESS REVIEW] key** — When performing Scan to E-mail broadcast transmission, touch this key to check your selected destinations. Your selected destinations will appear as a list, and the list can be edited.

⑤ Scanner ◄► Fax **key** — When the optional facsimile expansion kit is installed, touch this key to switch between scanner mode and fax mode.

⑥ **[E-MAIL ADDRESS] key** — When performing Scan to E-mail, touch this key if you wish to enter the e-mail address of the recipient manually instead of using an one-touch key.

⑦ **Two-sided scanning icon display** — Icons appear here when you touch the [ORIGINAL] key and select two-sided scanning. The icons can be touched to open function selection screens.

⑧ **[ORIGINAL] key** — Touch this key when you wish to manually set the size of the original to be scanned or scan both sides of the original.

⑨ **[FILE FORMAT] key**   Touch this key to set the file format of scan images that you transmit. The selected file format setting will be highlighted above the key. The initial factory setting is "PRO-GRAMMED".

⑩ **[RESOLUTION] key**   Touch this key to change the resolution setting for the original to be scanned. The selected resolution setting will be highlighted above the key. The initial factory setting is "LOWER".

⑪ **[EXPOSURE] key**   Touch this key to change the exposure setting for the original to be scanned. The selected exposure setting will be highlighted above the key. The initial factory setting is "AUTO".

Address directory screen

Touch the [ADDRESS DIRECTORY] key in the Condition setting screen (page 5-20) to display the screen shown below at right.

If you have set the initial screen to the address directory screen using the key operator program, the initial screen will appear as follows.

Destinations stored using the Web page are grouped in indexes (⑨) according to the letter entered in "Initial" for each destination, and the name entered in "Display Name" is displayed in the one-touch key (④).

E-mail Destination Management page
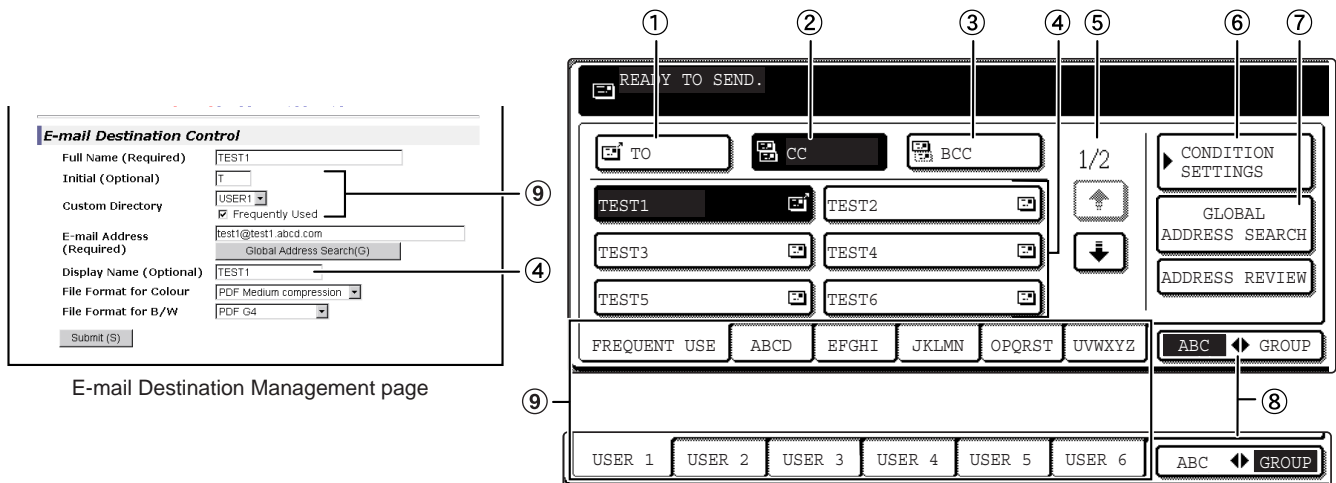
① **[TO] key**   When selecting a destination for Scan to E-mail, make sure this key is highlighted. (If the key is not highlighted, touch it so that it is highlighted.)

② **[CC] key**   If you wish to send "CC" ("Carbon Copy") copies of a Scan to E-mail transmission to other recipients in addition to the main recipient, touch this key so that it is highlighted and then select the "CC" destinations.

③ **[BCC] key**   If you wish to send "BCC" ("Blind Carbon Copy") copies of a Scan to E-mail transmission to other recipients in addition to the main recipient, touch this key so that it is highlighted and then select the "BCC" destinations. Other recipients will not be informed that a copy was sent to the "BCC" recipients.

④ **One-touch key display**   This shows the one-touch keys that have been stored on the selected "index card". The key type is indicated by the icon at the right.

       📧 : Scan to E-mail (TO)

       🖳 : Scan to E-mail (CC)

       🖳 : Scan to E-mail (BCC)

       🖥 : Scan to FTP

       This can be changed to 6 ,8, or 12 using the key operator program, "The number of direct address keys displayed setting".

NOTE: *If desired, you can use the key operator program, "Default display settings", to set the default screen to the group address directory.*

⑤ **Display switching keys**   In cases where the one-touch keys cannot all be displayed on one screen, this shows how many screens are left. Touch the " 🔼 " " 🔽 " keys to move through the screens.

⑥ **[CONDITION SETTINGS] key**   This displays the Condition setting screen (page 5-20), which is used to set various conditions.

⑦ **[GLOBAL ADDRESS SEARCH] key**   This feature makes it possible to search for an e-mail address in an Internet or intranet directory database.

       To use this function, the IP address (or network name) of the LDAP server must be set, as well as an account name and password. These settings are configured by accessing the Web server in the machine from a computer. Click "LDAP" in the Web page menu frame to display the LDAP Setup screen.

⑧ **[ABC ◀▶ GROUP] key**   Touch this key to switch between the alphabetical index and the group index.

⑨ **Index keys**   One-touch key destinations are stored on each of these index cards (alphabetical index or group index). Touch an index key to display the card.

       Group indexes make it possible to store one-touch keys by group with an assigned name for easy reference. This is done with the custom settings (refer to page 5-17). Frequently used one-touch key destinations can be stored on the FREQUENT USE card for convenient access.

6   Fax Unit

This section explains the Fax functions of the product. For safety precautions and general information on using the machine such as loading paper, clearing misfeeds, handling peripheral units, and other functions, see the WorkCentre C226 User Guide.

The explanations in this section assume that certain peripheral units are installed.

A Look at the Operation Panel
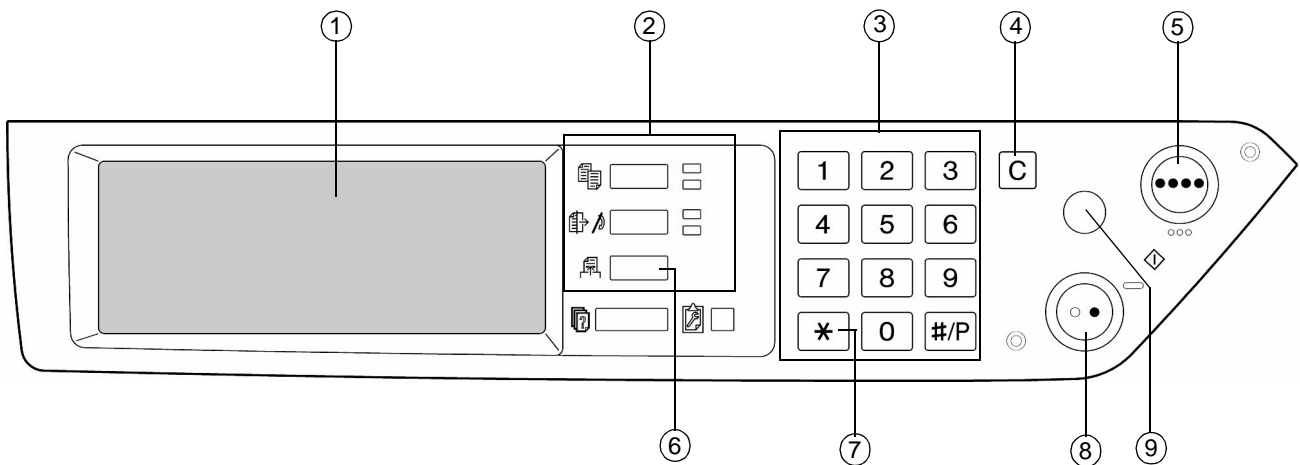
① **Touch panel**
- Messages and keys appear on the touch panel. Key input is accomplished by touching the keys.
- When a key in the touch panel is touched, a beep sounds and the key is highlighted.
- Keys that cannot be selected in a screen are greyed out. If touched, a double-beep will sound to alert you that the key cannot be selected.

② **Mode select keys**
Use these keys to change modes.

③ **Numeric keys**   Use to enter fax numbers, sub-addresses, passcodes, and numerical settings.

On the model for Singapore, alphabets are described on each numeric key.

④ **[C] Clear**   Use to clear a mistake when entering fax numbers, sub-addresses, passcodes, and numerical settings. One digit is cleared each time you press the key.

When an original is being scanned, this key can also be used to cancel scanning.

⑤ **[COLOR COPY START]**   Not used when using the machine as a fax machine. (For information on this key, see "General Information" in the WorkCentre C226 User Guide.)

⑥ **[IMAGE SEND]**   Press to switch to fax mode. The initial screen of fax mode will appear.

When the network scanner option is installed, touch this key to return to the initial screen of fax mode or scanner mode, whichever mode was selected last. (Pressing the [IMAGE SEND] key in a copy screen or printer screen returns you to the initial screen of fax mode.) To switch to the initial screen of fax mode from the initial screen of scanner mode, touch the [SCANNER/FAX] key (see page 6-5).

⑦ **[✳]**   This is used to produce tone signals when you are on a pulse dial line.

⑧ **[BLACK COPY START]**   Press to begin scanning an original for fax transmission.

⑨ **[CA] Clear All**   Use to cancel a transmission or programming operation. When this key is pressed, the operation is cancelled and you return to the initial screen described on the page 6-3.

This key is also used to cancel a resolution, paper size, or special function setting that was selected when sending a fax.

NOTE: *For the names and functions of the parts of the machine, see the "General Information" section in the WorkCentre C226 User Guide.*

Fax Mode (Condition Settings Screen)

The condition settings screen of fax mode is displayed by pressing the [IMAGE SEND] key while the print mode, copy mode, or job status screen appears in the touch panel. In the explanations that follow, it is assumed that the initial screen that appears after pressing the [IMAGE SEND] key is the condition settings screen (page 6-4). If you have set the display to show the address directory screen (page 6-6) when the [IMAGE SEND] key is pressed, touch the [CONDITION SETTINGS] key in the address directory screen to display the condition settings screen.

"Default display settings" on page 6-50 in the key operator programs can be used to select whether the condition settings screen appears or the address directory screen appears as the initial screen when the [IMAGE SEND] key is pressed.

NOTE: *When the network scanner option is installed, you will return to the initial screen of fax mode or scanner mode, whichever mode was selected last. (Pressing the [IMAGE SEND] key in a copy screen or printer screen returns you to the initial screen of fax mode.)*

Condition settings screen

The display is initially set (factory setting) to show the following condition settings screen as the initial screen.
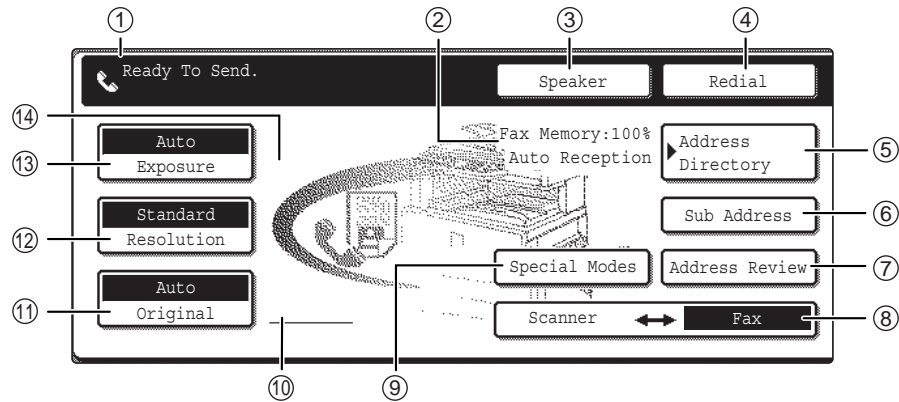
① **Message display**   Messages appear here to indicate the current status of the machine. The icon at left (📞) indicates fax mode.

② **Memory and reception mode display**   This shows the amount of fax memory that is free and the currently selected reception mode.

③ **[SPEAKER]**   Touch the [SPEAKER] key to dial and transmit a fax manually.

     During dialing it changes into the [PAUSE] key, and after touching the [SUB ADDRESS] key it changes into the [SPACE] key.

④ **[REDIAL]**   Touch this key to redial the number most recently dialed with the numeric keys or a one-touch key. After dialing, this key changes into the [NEXT ADDRESS] key.

⑤ **[ADDRESS DIRECTORY]**   Touch this key to display the address directory screen. Touch this key when you want to use an auto-dial number (one-touch dialing or group dialing).

⑥ **[SUB ADDRESS]**   Touch this key to enter a sub-address and passcode when using F-code transmission.

⑦ **[ADDRESS REVIEW]**   When performing a broadcast transmission, touch this key to check your selected destinations. The selected destinations will appear and any unneeded destinations can be deleted.

⑧ **[SCANNER/FAX]**   This key appears when the network scanner option is installed. Touch the key to switch between the scanner screen and the fax screen. When the fax screen appears, "FAX" is highlighted. When the scanner screen appears, "SCANNER" is highlighted.

⑨ **[SPECIAL MODES]**   Touch this key to set one of the following special functions:
- Timer transmission
- Polling
- Dual page scan
- Program
- Memory box

⑩ **Two-sided original icon display**   Icons appear here when you touch the [ORIGINAL] key and select two-sided scanning. The icons can be touched to open function selection screens.

⑪ **[ORIGINAL]**   Touch this key when you wish to manually set the size of the original to be scanned or scan both sides of the original.

⑫ **[RESOLUTION]**   Touch this key to change the resolution setting for the original to be scanned. The selected resolution setting will be highlighted above the key. The initial factory setting is [STANDARD].

⑬ **[EXPOSURE]**   Touch this key to change the exposure setting for the original to be scanned. The selected exposure setting will be highlighted above the key. The initial factory setting is [AUTO].

⑭ **Special function icon display**   When a special function such as polling or dual page scan is selected, a special function icon appears here. (For more information refer to your Xerox WorkCentre C226 User Guide.)

Address directory screen (alphabetically ordered)

The screen below appears initially when the address directory is set as the initial screen using "Default display settings" on page 6-50 in the key operator programs.
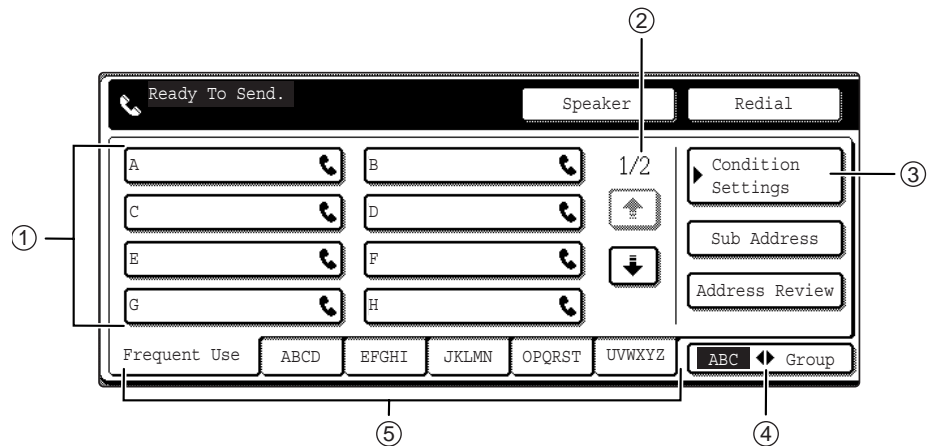
① **One-touch key display**
This shows the one-touch keys that have been stored on the selected "index card". The key type is indicated by the icon at the right. One-touch keys in which a fax number is stored are indicated by a "📞" icon. The display is initially set to show 8 keys. This can be changed to 6 or 12 using the key operator program. (See "The number of direct address keys displayed setting" on page 6-50.)

② **Display switching keys**
In cases where the one-touch keys cannot all be displayed on one screen, this shows how many screens are left. Touch the ⬆ ⬇ keys to move through the screens.

③ **[CONDITION SETTINGS]**   This displays the condition settings screen, which is used to set various conditions.

④ **[ABC GROUP]**   Touch this key to switch between the alphabetical index and the group index.

⑤ **Index keys**   One-touch key destinations are stored on each of these index cards (alphabetical index or group index). Touch this key to switch between the indexes.

Group indexes make it possible to store one-touch keys by group with an assigned name for easy reference. This is done with the custom settings (refer to pages 6-11 and 6-19). Frequently used one-touch key destinations can be stored on the [FRE-QUENT USE] card for convenient access.

NOTE: *The screen shown above is the alphabetical address directory. If desired, the initial screen can be set to the group address directory (refer to "Default display settings" on page 6-50).*

Programming

This section explains the procedures for programming and the information programmed in auto dial keys (one-touch and group keys), programs, user indexes, and memory boxes.

Auto dial keys (one-touch keys and group keys), user indexes, and memory boxes are stored, edited and deleted at the operation panel of the machine. This chapter explains the procedures for storing, editing, and deleting using the operation panel.

Storing, Editing, and Deleting Auto Dial Keys and Programs

This section explains the procedures for storing, editing, and deleting auto-dial keys (one-touch keys and group keys) and programs, which simplify the transmission procedure. (The procedure for using one-touch keys and group keys is explained in "Transmission by Auto-Dialing (One-Touch Dialing and Group Dialing)" in the Work-Centre C226 User Guide and the procedure for using programs is explained in the "Fax Unit" section of the WorkCentre C226 User Guide.)

A combined total of 500 one-touch keys and group keys can be stored, and eight programs can be stored. If you attempt to store more than this, a warning message will appear. In this case, delete any auto-dial keys or programs that are no longer needed (one-touch keys: page 6-17; group keys: page 6-21; programs: page 6-26), and then store the new auto-dial key or program.

NOTE: *To cancel a storing, editing, or deleting operation, press the [CA] key. You will return to the initial screen.*

To store, edit, or delete an auto-dial key (one-touch key or group key) or program, first follow steps 1 through 4 below. In the screen of step 4, touch the appropriate key for storing, editing, or deleting.
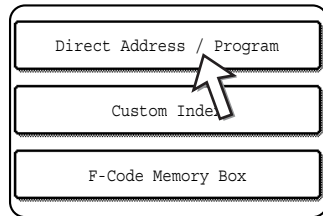
1. Press the [CUSTOM SETTINGS] key.
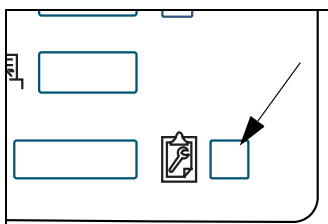
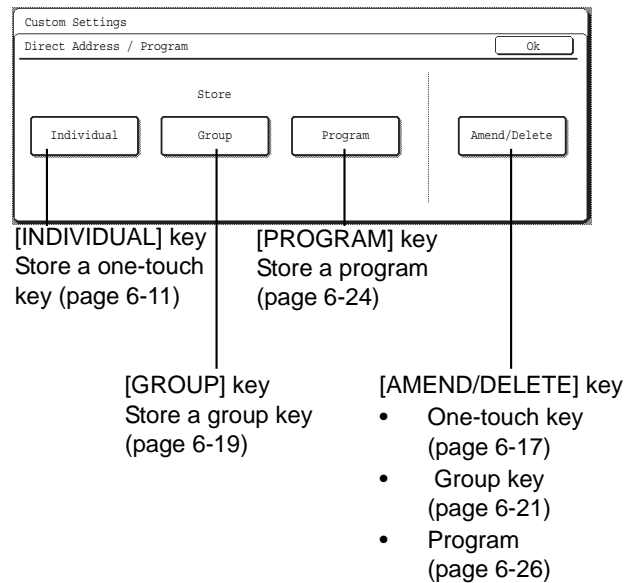2. Touch the [ADDRESS CONTROL] key.
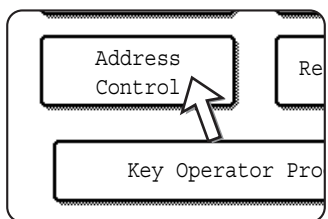
3. Touch the [DIRECT ADDRESS / PROGRAM] key.

```
┌─────────────────────────────────────┐
│                                       │
│   Direct Address / Program            │
│                                       │
│   Custom Index                        │
│                                       │
│   F-Code Memory Box                   │
│                                       │
└─────────────────────────────────────┘
```

The direct address / program menu appears.

4. Touch the desired key and perform the programming operation.

   Refer to the pages indicated below for the operation you wish to perform.

```
┌────────────────────────────────────────────────────────┐
│ Custom Settings                                          │
│ Direct Address / Program                      [  Ok  ]   │
│                                                          │
│                   Store                                  │
│  [ Individual ]  [ Group ]  [ Program ]  │ [ Amend/Delete ]│
│                                                          │
└────────────────────────────────────────────────────────┘
```

[INDIVIDUAL] key
Store a one-touch
key (page 6-11)

[PROGRAM] key
Store a program
(page 6-24)

[GROUP] key
Store a group key
(page 6-19)

[AMEND/DELETE] key
• One-touch key
  (page 6-17)
• Group key
  (page 6-21)
• Program
  (page 6-26)

NOTE: *One-touch keys are used to select destinations for group dialing and programs. If no one-touch keys have been stored, the [GROUP] key and [PROGRAM] key will be greyed out and it will not be possible to store a group or a program.*

Storing One-Touch Keys

Follow the steps below to store a one-touch key after you have completed steps 1 through 4 beginning on page 6-9.

1. Touch the [NAME] key.

```
Direct Address / Individual

 No.001

     Name

     Index              Fax

     Key Name
```

The "No." that automatically appears is the lowest number from 001 to 500 that has not yet been programmed. When [NAME] is touched, the letter-entry screen appears. Enter up to 36 characters for the name.
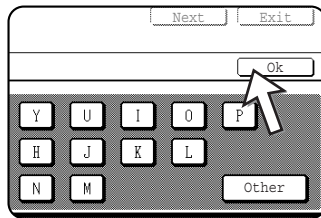
2. Touch the [INITIAL] key.

```
                Initial




Mode
```

3. Touch a letter key.

```
Direct Address / Individual
 No.001
 Initial

 Q   W   E   R   T   Y
 A   S   D   F   G   H
 Z   X   C   V   B   N
```

The first letter (initial) of the name entered in step 1 is initially selected and is highlighted. If you wish to change the letter, touch a different letter key.

NOTE: *The initial you enter here determines the position of the one-touch key in the ABC index. For information on the ABC index, refer to ⑤ Index keys on page 6-7.*

4. Touch the [OK] key.

```
                       Next      Exit

                                    Ok

     Y    U    I    O    P

     H    J    K    L

     N    M                      Other
```

5. Touch the [INDEX] key.

```
No.001

      Name      Xerox Corporation

      Index               _____   Fax N

      Key Name _____
```

6. Touch an index key.

```
  Direct Address / Individual            Next      Exit
    No.001
      Index                                          Ok
  Select The Custom Index Where You Register This Address.
   User 1   User 2   User 3   User 4   User 5   User 6

  Do You Register This Address At The [Frequent Use], Too?
                           Yes         No
```
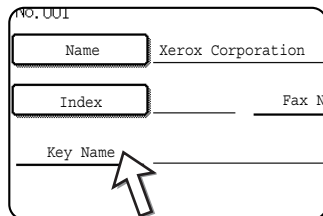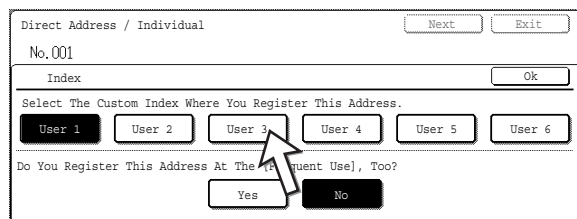
-   Select one of the upper row of keys ([USER 1] through [USER 6]) to deter-
    mine the location of the one-touch key when the GROUP index is displayed
    instead of the ABC index (refer to page 6-7).
-   The lower keys are for selecting whether to include the one-touch key in the
    [FREQUENT USE] index.
-   If you touch the wrong key, simply touch the correct key.

7. Touch the [OK] key.

8. Touch the [FAX No.] key.
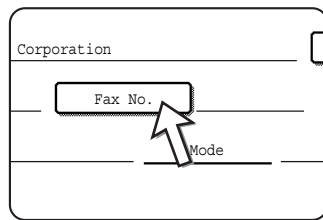
The fax number entry screen appears.

9. Use the numeric keys to enter the fax number.
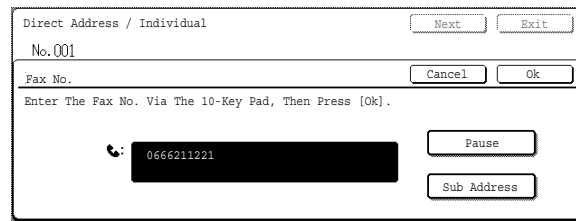
To insert a pause between digits of the number, touch the [PAUSE] key. The pause appears as a hyphen "-". Refer to "Pause time setting" on page 6-52 to set the duration of the pause.

If you make a mistake, press the [C] key to clear one digit at a time, and then enter the correct digit(s).

If you are not going to enter a sub-address and passcode after the fax number, proceed to step 12.

NOTES:
- *For information on sub-addresses and passcodes, see the "Fax Unit" section of the WorkCentre C226 User Guide.*
- *A maximum of 64 digits can be entered, including the fax number, sub-address, passcode, any pauses (hyphens), and slashes "/" (to separate the sub-address and passcode).*

10. If you need to enter a sub-address, touch the [SUB ADDRESS] key and then enter the sub-address with the numeric keys.

| Cancel | Ok |

Press [Ok].

Pause
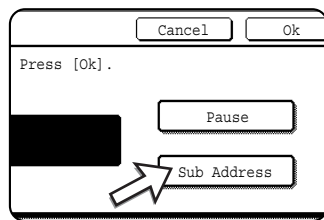
Sub Address

When you touch the [SUB ADDRESS] key, a slash is entered after the fax number. Continue by entering the sub-address (max. 20 digits).

If you do not wish to enter a passcode, proceed to step 12.

11. If you wish to enter a passcode, touch the [SUB ADDRESS] key once again and enter the passcode with the numeric keys.

o. Via The 10-Key Pad, Then Press [Ok

0666211221/3456/
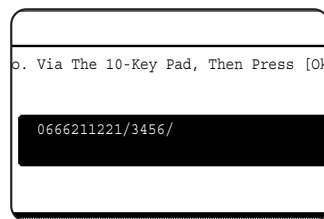
When you touch the [SUB ADDRESS] key, a slash is entered after the sub-address. Continue by entering the passcode (max. 20 digits).

12. Touch the [OK] key.

You will return to the one-touch key programming screen. "REGISTRATION IS COMPLETED" will appear highlighted to the right of "No.".

NOTE: *The "FAX No." line only shows 32 digits, regardless of how many digits actually programmed.*

13. Check the key name.

    The characters appearing next to the [KEY NAME] key will be displayed in the key. Only the first 18 characters of the name entered in step 1 will be displayed. If you need to change the name that will be displayed in the key, touch the [KEY NAME] key.

No.001 Registration Is Completed.

Name | Xerox Corporation

Index | User 3 | Fax No

Key Name | Xerox Corporation

If you do not wish to change the name, this step is not necessary.

14. Check the transmission settings.

    The initial transmission settings are "TRANSMISSION SPEED: 33.6 kbps" and "INTERNATIONAL CORRESPONDENCE MODE: NONE". To change either of the settings, touch the [MODE] key.

ation | Initial

FAX No. | 0666211221/3456/987654

Mode | 33.6 kbps/None

ation

If you do not wish to change the settings, this step is not necessary.

After touching the [MODE] key, you can change either of the two settings. When finished, touch the [OK] key.

Transmission speed

Speed selections are 33.6 kbps, 14.4 kbps, 9.6 kbps, and 4.8 kbps. The higher the number, the faster the transmission speed.
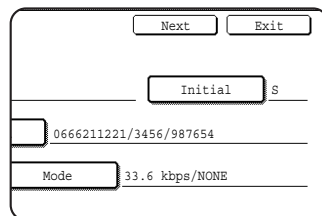
NOTE: *Set the transmission speed only when you know what speed is most suitable, such as when you are sending a fax to a foreign country and telephone line conditions are bad. If you do not know the line condition, do not change this setting.*

International correspondence mode

Selections are NONE, MODE 1, MODE 2, and MODE 3.

NOTES:
- *When sending a fax to a foreign country, telephone line conditions can sometimes distort the fax or interrupt the transmission. Selecting the right international correspondence mode can help alleviate these problems.*
- *If errors frequently occur when sending a fax to a foreign country, try each of modes 1 to 3 and select the mode that enables the best transmission.*

15. When you have finished programming the one-touch key, touch the [EXIT] key. If you wish to program another one-touch key, touch the [NEXT] key.

Touching the [EXIT] key returns you to the screen of step 2 on page 6-9.

Touching the [NEXT] key returns you to the screen of step 1 on page 6-11.

```
  ┌─────────────────────────────┐
  │   [ Next ]    [ Exit ]       │
  │                              │
  │        [  Initial  ] S       │
  │  ┌                           │
  │  │ 0666211221/3456/987654    │
  │  [ Mode ]  33.6 kbps/NONE    │
  │                              │
  └─────────────────────────────┘
```

Editing and Deleting One-Touch Keys

If you wish to delete a one-touch key or change the fax number, name, or other information programmed in a one-touch key, follow steps 1 through 3 beginning on page 6-9 and then perform the following procedure.

1. Touch the [AMEND/DELETE] key.
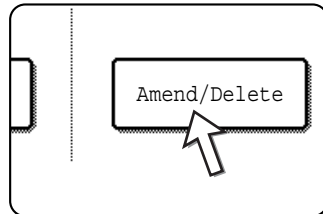
2. Touch the one-touch key that you wish to edit or delete.

*   To edit a one-touch key, follow steps 3 and 4.
*   To delete a one-touch key, follow steps 5 and 6.
*   When you have finished editing or deleting, touch the [EXIT] key.

3. Touch the key corresponding to the information you wish to change (change the information in the same way as you stored the information on page 6-11).

4. Make sure that your changes are correct, and then touch the [EXIT] key.

```
┌─────────────────────────┐
│ ┌─────────┐ ┌───────┐   │
│ │ Delete  │ │ Exit  │   │
│ └─────────┘ └───────┘   │
│                         │
│                         │
│    ┌──────────────┐     │
│    │   Initial    │  S  │
│    └──────────────┘     │
│                         │
└─────────────────────────┘
```
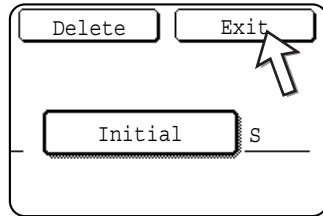
You will return to the screen of step 2.

If you wish to change another one-touch key, repeat steps 2 through 4.

5. Touch the [DELETE] key.

```
┌─────────────────────────┐
│ ┌─────────┐ ┌───────┐   │
│ │ Delete  │ │ Exit  │   │
│ └─────────┘ └───────┘   │
│                         │
│                         │
│    ┌──────────────┐     │
│    │   Initial    │  S  │
│    └──────────────┘     │
│                         │
└─────────────────────────┘
```

6. Touch the [YES] key.

```
┌─────────────────────────┐
│                         │
│ Delete The Address?     │
│                         │
│ Xerox Group             │
│          ┌────┐ ┌─────┐ │
│          │ No │ │ Yes │ │
│          └────┘ └─────┘ │
│                         │
└─────────────────────────┘
```
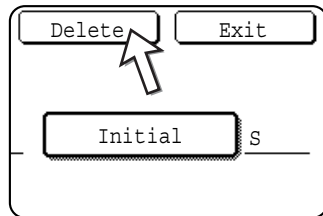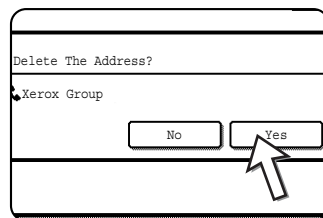
You will return to the screen of step 2.

If you wish to delete another one-touch key, repeat steps 2, 5, and 6.

NOTES: ***If you cannot edit or delete a one-touch key***

If you attempt to edit or delete a one-touch key in the following situations, a warning message will appear and editing/deletion will not be possible.

- *The one-touch key you wish to edit or delete is currently being used for transmission or is used in a currently stored transmission job (including a timer transmission).*
- *The one-touch key is included in a group key. (See "Editing and Deleting Group Keys" on page 6-21.)*
- *The one-touch key is included in a group of end receiving machines for an F-code relay broadcast operation. (See "Editing and Deleting a Memory Box" on page 6-37.)*
- *The one-touch key is included in a program. (See "Editing and Deleting Programs" on page 6-26.)*
- *If the key is being used for a transmission currently in progress or a stored transmission, cancel the transmission or wait until it is completed and then change or delete the key. If the key is included in a group, delete the key from the group and then change or delete it.*

Storing a Group Key

Up to 100 destinations can be stored in a group key.

To program a group key, follow steps 1 through 3 beginning on page 6-9, touch the [GROUP] key in step 4, and then follow these steps.

NOTE: *Only one-touch key destinations can be stored in a group key. If you wish to store a destination that is not programmed in a one-touch key, first program the destination in a one-touch key and then store it in the group key.*

1. Follow the same steps 1 through 7 of "Storing One-Touch Keys" (page 6-11) to enter a [GROUP NAME], [INITIAL], and [INDEX].
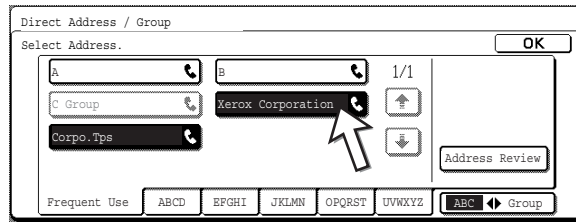
    * In step 1 on page 6-11, touch the [GROUP NAME] key instead of the [NAME] key.

2. Touch the [ADDRESS] key.

3. Touch one-touch keys of the destinations that you wish to store in the group.

   Touch index keys and the ⬆ ⬇ keys as needed.

```
┌─────────────────────────────────────────────────────────┐
│ Direct Address / Group                                    │
│ Select Address.                              ┌────────┐   │
│                                              │   OK   │   │
│ ┌─────────────────┐📞 ┌─────────────────┐📞  └────────┘   │
│ │A                │   │B                │  1/1            │
│ ┌─────────────────┐📞 ┌─────────────────┐📞 ┌───┐         │
│ │C Group          │   │Xerox Corporation│  │ ⬆ │         │
│ ┌─────────────────┐📞                       └───┘         │
│ │Corpo.Tps        │                       ┌───┐           │
│ └─────────────────┘                       │ ⬇ │          │
│                                            └───┘ ┌────────────┐│
│                                                  │Address Review││
│ Frequent Use │ABCD│EFGHI│JKLMN│OPQRST│UVWXYZ│ ABC ◀▶ Group  ││
└─────────────────────────────────────────────────────────┘
```

- One-touch keys that have been touched are highlighted.
- If you touch the wrong key, simply touch it again to cancel the highlighting and remove the destination from the group.

NOTE: *Keys that are greyed out are group keys. Group keys cannot be selected.*

- To check the destinations that you have stored in the group, touch the [ADDRESS REVIEW] key.

```
┌─────────────────────┐
│              OK      │
│ 📞  1/1              │
│     ┌───┐            │
│ N 📞│ ⬆ │            │
│     └───┘            │
│     ┌───┐            │
│     │ ⬇ │            │
│     └───┘┌──────────┐│
│          │Address Review││
│OPQRST│UVWXYZ│ ABC ◀▶ Group││
└─────────────────────┘
```
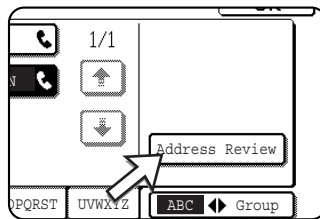
A list of the destinations appears.

To delete a destination, touch the key of the destination and then touch the [YES] key in the message that appears.

4. Touch the [OK] key in the screen of step 3.

   You will return to the screen of step 2. The number of selected destinations will appear next to the [ADDRESS] key.

5. Check the name of the key (refer to step 13 on page 6-15).

   The characters appearing next to the [KEY NAME] key will be displayed in the group key. To change these characters, touch the [KEY NAME] key. This step is not necessary if you do not wish to change the characters.

6. Touch the [EXIT] key when you have finished programming the group key.

   If you wish to program another group key, touch the [NEXT] key.

   When you touch the [EXIT] key, you will return to the screen of step 4 on page 6-10.

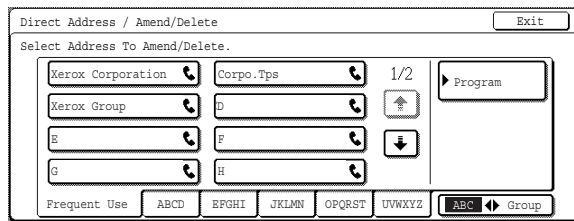   To store another group, touch the [NEXT] key.

Editing and Deleting Group Keys

If you need to delete a group key or change its name or a one of its stored destinations in a group key, first follow steps 1 through 3 beginning on page 6-9, and then perform the following procedure.

1. Touch the [AMEND/DELETE] key.
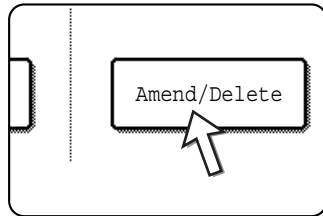
2. Touch the group key that you wish to edit or delete.

*   To edit a group key, follow steps 3 and 4.
*   To delete a group key, follow steps 5 and 6.
*   When you have finished editing or deleting, touch the [EXIT] key.

3. Touch the key of the item you wish to change (to edit the item, follow the same steps as for one-touch keys on page 6-17).

```
Direct Address / Amend/Delete                    [ Delete ] [ Exit ]
 No. 002
   [ Group Name ]  Xerox Group                   [ Initial  ] S
   [   Index    ]  User 2   [ Address ]  2 Addresses
   [  Key Name  ]  Xerox Group
```

• To edit the destinations stored in the group key, touch the [ADDRESS] key. The following screen appears.

```
Direct Address / Group
Select Address.                                  [  OK  ]
   [ A              ☎]  [ B              ☎]  1/1
   [ C Group        ☎]  [ Xerox Corporation ☎] [ ⬆ ]
   [ Corpo.Tps      ☎]                      [ ⬇ ]   [ Address Review ]
   Frequent Use | ABCD | EFGHI | JKLMN | OPQRST | UVWXYZ | [ ABC ◀▶ Group ]
```

• The one-touch keys stored in the group are highlighted. To add another one-touch key to the group, touch the key to highlight it.
• To delete a one-touch key from the group, touch the key so that it is no longer highlighted.
• To show a list of the destinations stored in the group key, touch the [ADDRESS REVIEW] key.

4. When you have finished editing the group key, touch the [EXIT] key in the screen of step 3.

```
[ Delete ]    [ Exit ]

          [ Initial ] S

S
```

If you wish to edit another group key, repeat steps 2 through 4.

Deleting a group key

5. Touch the [DELETE] key.

```
┌─────────────────────────────┐
│ ┌──────────┐  ┌──────────┐  │
│ │ Delete   │  │  Exit    │  │
│ └──────────┘  └──────────┘  │
│      ┌────────────────┐     │
│      │   Initial      │S    │
│      └────────────────┘     │
│                             │
│ S                           │
└─────────────────────────────┘
```

6. Touch the [YES] key.

```
┌─────────────────────────────┐
│                             │
│                             │
│ Delete The Address?         │
│                             │
│ Xerox Group                 │
│        ┌──────┐  ┌──────┐   │
│        │  No  │  │  Yes │   │
│        └──────┘  └──────┘   │
│                             │
│                             │
└─────────────────────────────┘
```
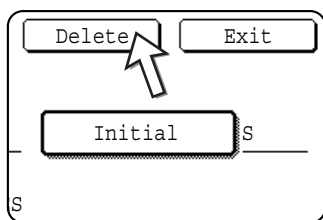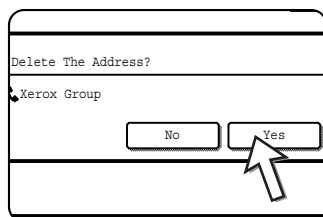
If you wish to delete another group key, repeat steps 2, 5, and 6.

NOTE: *If you cannot edit or delete a group key*

If you attempt to edit or delete a group key in the following situations, a warning message will appear and editing/deletion will not be possible.

If the group is being used for a transmission currently in progress or a stored transmission, cancel the transmission or wait until it is completed and then change or delete the group. If the group is included in a group of end receiving machines for the F-code relay broadcast function or a program, delete the group from the end receiving machines or the program and then change or delete it.

- *The one-touch key you wish to change or delete is currently being used for transmission or is used in a currently stored transmission job (including a timer transmission).*
- *The group key is included in the end receiving machines for an F-code relay broadcast operation. (See "Editing and Deleting a Memory Box" on page 6-37.)*
- *The group key is included in a program. (See "Editing and Deleting Programs" on page 6-26.)*

Storing a Program
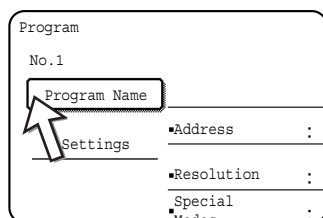
You can store a destination fax number, polling, dual page scan, and resolution and exposure settings in a program. This enables you to call up the program and perform the transmission by means of a simplified operation.

To store a program, follow steps 1 through 3 beginning on page 6-9, touch the [PRO-GRAM] key in step 4, and then follow these steps.

NOTE: *A timer setting cannot be included in a program.*

When storing a program for an F-Code operation, one touch keys for destinations must include sub-addresses.

1. Touch the [PROGRAM NAME] key.

The "No." that automatically appears is the lowest number from 1 to 8 that has not yet been programmed. When the [PROGRAM NAME] key is touched, the letter-entry screen appears. Enter up to 18 characters for the name.

2. Touch the [SETTINGS] key.

3. Touch the keys as appropriate to store the frequently used settings.
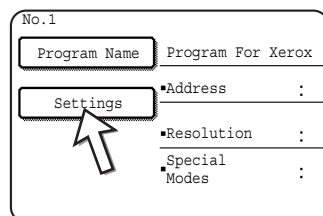
```
Enter Program You Require.                    Cancel        Ok

   Auto                                    Address
  Exposure                                 Directory

  Standard
 Resolution                        Special Modes   Address Review
```
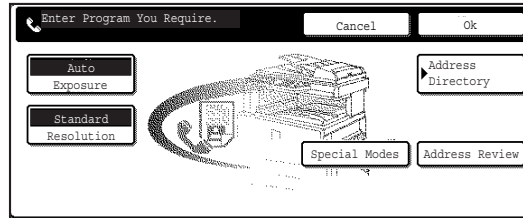
For the detailed procedures for each of the settings, refer to the explanations of those features on the following pages.

- • [RESOLUTION]
- • [EXPOSURE]
- • [ADDRESS DIRECTORY]
- • [SPECIAL MODES]
- • POLLING
- • DUAL PAGE SCAN

NOTE: *Up to 100 destinations can be stored in a program. However, you cannot directly enter fax numbers with the numeric keys. A destination must be programmed in an auto dial key (one-touch key or group key) before it can be stored in a program.*

4. Touch the [OK] key.

Your settings are displayed. Make sure they are correct.

```
Program                              Next       Exit

No.1    Registration Is Completed.

 Program Name   Program For Xerox

              ▪Address        :2 Addresses
   Settings
                                              Dark
              ▪Resolution     :Fine    ▪Exposure  :Original
              ▪Special       Dual Page
               Modes         :Scan
```
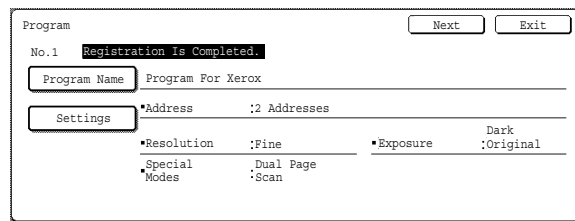
5. When you are finished, touch the [EXIT] key.

If you wish to store another program, touch the [NEXT] key.

Touching the [EXIT] key returns you to the screen of step 4 on page 6-10.

Touching the [NEXT] key returns you to the screen of step 1.

Editing and Deleting Programs

To edit or delete a previously stored program, follow steps 1 to 3 beginning on page 6-9, touch the [AMEND/DELETE] key in the screen of step 4, and then follow these steps.

1. Touch the [PROGRAM] key.

    ```
    ┌─────────────────────[ Exit ]──┐
    │                                │
    │  [📞]  1/2   │▶ Program  │     │
    │  [📞]  [⬆]   │           │     │
    │  [📞]  [⬇]   │    ⬀      │     │
    │  [📞]        │           │     │
    └────────────────────────────────┘
    ```
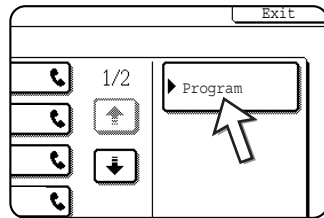
2. Touch the program you wish to edit or delete.

    ```
    ┌───────────────────────────────────────────────┐
    │ Direct Address / Amend/Delete        [ Exit ]  │
    │ Select Program To Amend/Delete.                │
    │  ┌─Program──────────────────────┐ │▶Address    │
    │  │ Program For Xerox 📞│ Email News Group 📞│  Directory │
    │  │ Abys Fax Format    │         │ │            │
    │  │         ⬀                    │ │            │
    │  └──────────────────────────────┘ │            │
    └───────────────────────────────────────────────┘
    ```
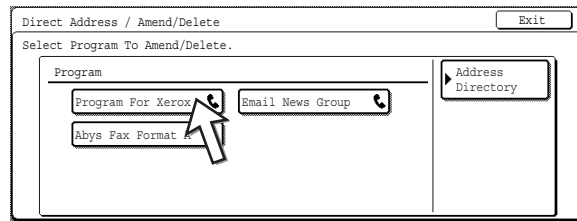
    *   When you touch the program name, the edit/delete screen for the selected program appears.
    *   Touching the [ADDRESS DIRECTORY] key returns you to the screen of step 1.

3. To edit the program, follow the same procedure as for storing the program. To delete the program, touch the [DELETE] key and then touch the [YES] key in the confirmation screen that appears.

Storing a Group Index

Auto dial keys (one-touch keys and group keys) are normally stored in the ABC index. To make auto dial keys more convenient to use, you can store a group of auto dial keys in a group index and assign a name to that index. When you switch to the group indexes, [USER 1], [USER 2], [USER 3], [USER 4], [USER 5], and [USER 6] appear. You can assign any name up to 6 characters long to each of the USER indexes.

The procedure for storing auto dial numbers in a group index is explained in step 6 on page 6-12, and the procedure for switching between the ABC index and the group indexes is explained on page 6-7.

1. Press the [CUSTOM SETTINGS] key, and then touch the [ADDRESS CONTROL] key (refer to steps 1 and 2 on page 6-9).

2. Touch the [CUSTOM INDEX] key.


```
┌─────────────────────────────────┐
│  Direct Address / Program       │
├─────────────────────────────────┤
│        Custom Index             │
├─────────────────────────────────┤
│     F-Code Memory Box           │
└─────────────────────────────────┘
```
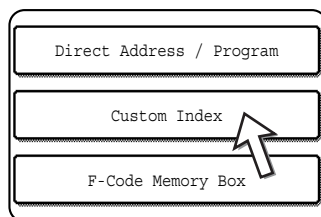
3. Touch an index key ([USER 1] to [USER 6]).

   You can enter a name for the selected index.


```
┌──────────────────────────────────────────────────┐
│ Custom Settings                                    │
│ Custom Index                              [ Ok ]   │
│ Select The Key To Be Custom Named.                 │
│                                                    │
│ [User 1] [User 2] [User 3] [User 4] [User 5] [User 6] │
│                                                    │
└──────────────────────────────────────────────────┘
```
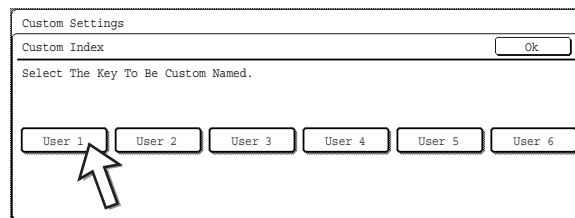
When touched, the letter entry screen appears.

4. Enter a maximum of 6 characters for the index name.

   Use the ⬅ key to clear the displayed name and then enter the desired name.

   When finished, touch the [OK] key. The new name appears in the screen of step 3.

5. If you wish to program another index name, repeat steps 3 and 4.

   When finished, touch the [OK] key.

   To change a user index name, re-enter the name as explained in steps 3 and 4.

Programming, Editing, and Deleting F-Code Memory Boxes

The procedure for programming a memory box for F-code transmission is explained here. There are three types of F-code memory boxes: F-code polling memory, F-code confidential transmission, and F-code relay broadcast. Memory boxes are programmed, edited, and deleted as follows.

Programming an F-Code Memory Box

A box name, sub-address/passcode, and function must be programmed in a memory box.

NOTES:
- *When programming a new memory box, a sub-address that is being used for another box cannot be used. The passcode, however, can be the same as a passcode used in another box.*
- *A passcode can be omitted.*
- *Up to 50 F-code memory boxes can be programmed. If 50 F-code memory boxes have already been programmed, a warning message will appear and you will not be able to program a new box. First delete an unused F-code memory box (page 6-37) and then program the new box.*

1. Press the [CUSTOM SETTINGS] key and then touch the [ADDRESS CONTROL] key (refer to steps 1 and 2 on page 6-9).

2. Touch the [F-CODE MEMORY BOX] key.
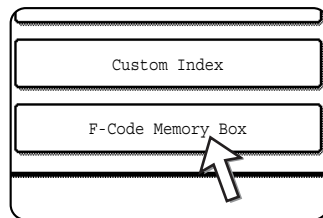
3. Touch one of the memory box keys ([POLLING MEMORY], [CONFIDENTIAL], or [RELAY BROADCAST]) on the store (upper) line.

```
Custom Settings
F-Code Memory Box                                          Ok

   Store      Polling Memory    Confidential      Relay
                                                Broadcast

   Amend/Delete  Polling Memory   Confidential     Relay
                                                 Broadcast
```
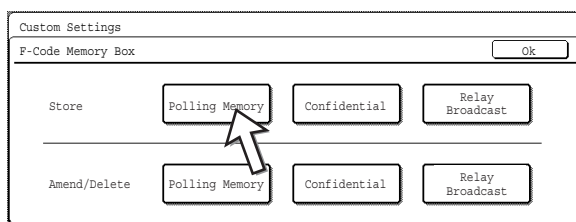
([POLLING MEMORY] is touched in the example here.)

The F-code memory box programming screen appears.

4. Touch the [BOX NAME] key.

```
F-Code Memory Box / Polling Memory

  No.001

   Box Name

  Sub Address

  POLLING TIMES
```
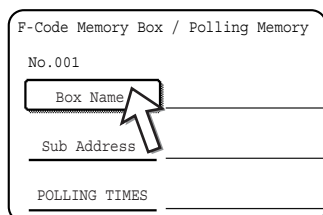
The "No." that automatically appears is the lowest number from 001 to 050 that has not yet been programmed. When the [BOX NAME] key is touched, the letter-entry screen appears. Enter up to 18 characters for the name.

5. Touch the [SUB ADDRESS] key.

```
F-Code Memory Box / Polling Memory

  No.001

   Box Name     Marketing Group

  Sub Address

  Polling Times
```
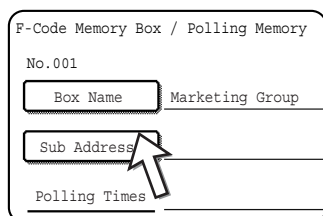
The sub-address/passcode entry screen appears.

6. Use the numeric keys (0 through 9) to enter a sub-address (max. 20 digits).

```
┌─────────────────────────────────────────────────────────┐
│ F-Code Memory Box / Polling Memory        [  Next  ] [ Exit ] │
│  No.001                                                    │
│ Sub Address / Pass Code                   [ Cancel ] [  Ok  ] │
│ Enter The Sub Address / Pass Code Via The 10-Key Pad,Then Press [Ok]. │
│                                                            │
│          ☎:  ███214341434█████████████                    │
│                                                            │
│                                         [  Pass Code  ]    │
└─────────────────────────────────────────────────────────┘
```

- The characters " ✱ " and "#" cannot be used in a sub-address.
- If you enter an incorrect digit, press the [C] key and re-enter the correct digit.
- If you do not wish to enter a passcode, proceed to step 9.

7. To set a passcode, touch the [PASS CODE] key.

```
┌──────────────────────────────────┐
│      [ Cancel ]  [  Ok  ]         │
│                                    │
│ 10-Key Pad,Then Press [Ok].        │
│                                    │
│ ████████████████                   │
│            ➲ [  Pass Code  ]       │
└──────────────────────────────────┘
```

A slash (/) appears after the sub-address.

If you enter an incorrect digit, press the [C] key and re-enter the correct digit.

8. Use the numeric keys to enter a passcode (max. 20 digits).

```
┌─────────────────────────────────────────────────────────┐
│ F-Code Memory Box / Polling Memory        [  Next  ] [ Exit ] │
│  No.001                                                    │
│ Sub Address / Pass CodE                   [ Cancel ] [  Ok  ] │
│ Enter The Sub Address / Pass Code Via The 10-Key Pad,Then Press [Ok]. │
│                                                            │
│        ☎:  ███214341434/351212████████                    │
│                                                            │
│                                         [  Pass Code  ]    │
└─────────────────────────────────────────────────────────┘
```

- In addition to numbers, the characters " ✱ " and "#" can be used in a pass-code.
- If you make a mistake, press the [C] key to clear the mistake and re-enter the correct digits.

9.   Touch the [OK] key.
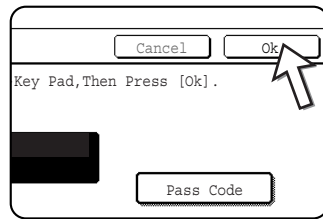
You will return to the memory box programming screen. The entered sub-address and passcode are displayed. "REGISTRATION IS COMPLETED." appears to the right of the box number. (Only for F-Code polling memory.)

Continue programming the settings that are particular to each type of memory box. Go to the appropriate page below:

*   F-code polling memory (Polling times: page 6-32)
*   F-code confidential transmission (Print PIN: page 6-34)
*   F-code relay broadcast transmission (Recipient: page 6-35)

Setting for F-Code Polling Memory Boxes (Polling Times)

You can select whether to have document data that was scanned into an F-code polling memory box automatically cleared after one transmission, or to leave the document data in the box and allow an unlimited number of transmissions when polled. (The initial setting is "ONCE". Change the setting as needed.)

1.   Touch the [POLLING MEMORY] key in step 3 of "Programming an F-Code Memory Box" on page 6-29 and store a box name, sub-address, and passcode.

2.   Touch the [POLLING TIMES] key.
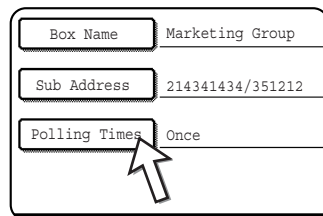
3. Touch the key for the desired polling times.

   If you do not wish to erase the document after polling takes place, touch the [UNLIMITED] key so that it is highlighted.

```
┌──────────────────────────────────────────────────────────┐
│  F-Code Memory Box / Polling Memory      [ Next ]  [ Exit ]│
│   No.001                                                   │
│  Polling Times                                    [  Ok  ] │
│                                                            │
│              ┌──────────────────────────┐                 │
│              │          Once            │                 │
│              ├──────────────────────────┤                 │
│              │        Unlimited         │                 │
│              └──────────────────────────┘                 │
│                                                            │
└──────────────────────────────────────────────────────────┘
```
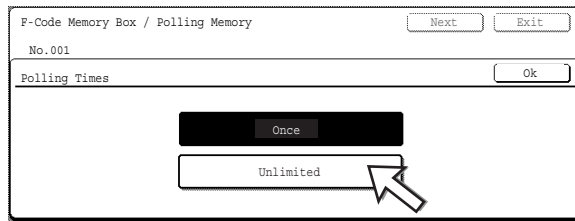
4. Touch the [OK] key.

   You will return to the screen of step 2 and the selected polling times will appear.

5. To exit, touch the [EXIT] key.
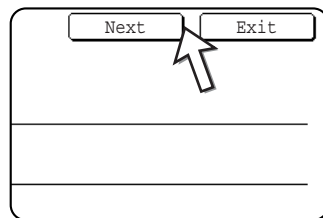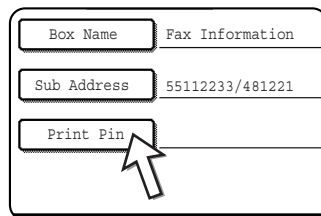
   To program another memory box, touch the [NEXT] key.

```
┌─────────────────────────┐
│  [  Next  ]  [  Exit  ]  │
│                          │
│                          │
│ ──────────────────────── │
│                          │
│ ──────────────────────── │
│                          │
└─────────────────────────┘
```

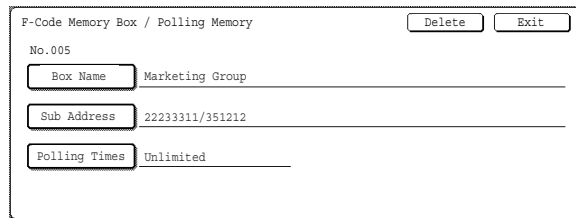Touching the [EXIT] key returns you to the screen of step 3 on page 6-30.

Touching the [NEXT] key returns you to the screen for programming a new memory box (the screen of step 4 on page 6-30).

Setting for F-Code Confidential Transmission Memory Boxes (Print PIN)
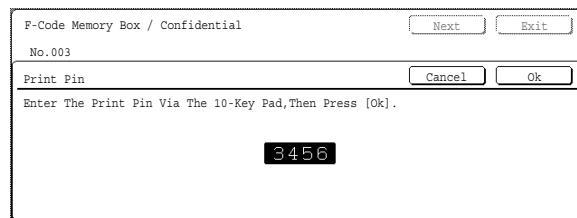
Program the print PIN (Personal Identification Number) that is used to print a document that has been received to an F-code confidential memory box. For information on using a print PIN, refer to the "Fax Unit" section in the WorkCentre C226 User Guide.

NOTES:
- *Program a 4-digit number for the print PIN. The characters " ✳ " and "#" cannot be used.*
- *The print PIN can not be omitted.*
- *Take care not to forget the print PIN that you have programmed. If you forget the passcode, consult your dealer.*

1. Touch the [CONFIDENTIAL] key in step 3 of "Programming an F-Code Memory Box" on page 6-29 and store a box name, sub-address, and passcode.

2. Touch the [PRINT PIN] key.

```
┌─────────────────────────────────────┐
│  ┌──────────┐                        │
│  │ Box Name │  Fax Information       │
│  └──────────┘                        │
│  ┌──────────┐                        │
│  │Sub Address│  55112233/481221      │
│  └──────────┘                        │
│  ┌──────────┐                        │
│  │ Print Pin │                       │
│  └──────────┘                        │
│                                      │
└─────────────────────────────────────┘
```

3. Use the numeric keys to enter a 4-digit number.

```
┌──────────────────────────────────────────────────────┐
│ F-Code Memory Box / Confidential       [ Next ] [ Exit ]│
│  No.003                                                │
│ Print Pin                             [ Cancel ] [ Ok ] │
│ Enter The Print Pin Via The 10-Key Pad,Then Press [Ok].│
│                                                        │
│                    ▮3456▮                              │
│                                                        │
└──────────────────────────────────────────────────────┘
```

- If you make a mistake, press the [C] key. All digits will be cleared, so you will need to re-enter the number from the first digit.
- To cancel entry of the print PIN, touch the [CANCEL] key. You will return to the screen of step 2 without programming a print PIN.

4. Touch the [OK] key.

    You will return to screen of step 2 and the entered print PIN will appear.

5. To exit, touch the [EXIT] key.
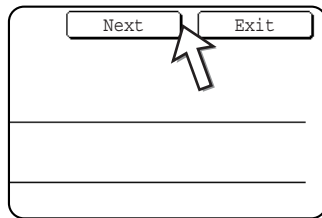
    To program another memory box, touch the [NEXT] key.

Touching the [EXIT] key returns you to the screen of step 3 on page 6-30.

Touching the [NEXT] key returns you to the screen for programming a new memory box (the screen of step 4 on page 6-30).

Setting for F-Code Relay Broadcast Memory Boxes (Recipient)

Program the end receiving machines to which document data received in the F-code relay broadcast memory box will be transmitted when your machine is a relay machine.

NOTES: •   *Up to 30 end receiving machines (30 one-touch keys or group keys) can be programmed. If you attempt to program more than this number, a message will appear and programming will not be possible.*

•   *Only destinations that have been programmed in auto dial keys (one-touch keys or group keys) can be selected. If you need to include a destination that has not been programmed in an auto dial key, first program it in a one-touch key (page 6-11) and then program the destination as an end receiving machine.*

1. Touch the [RELAY BROADCAST] key in step 3 of "Programming an F-Code Memory Box" on page 6-29 and store a box name, sub-address, and passcode.

2. Touch the [RECIPIENT] key.
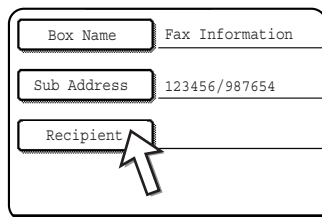
The address selection screen appears.

3. Touch the one-touch keys you wish to include as end receiving machines.

    Touch indexes and the ⬆ ⬇ keys as needed.

```
Direct Address / Group
Select Address.                                    [  OK  ]
A                      ☎  B                   ☎  1/1
C Group                ☎  Xerox Corporation   ☎  ⬆
Corpo.Tps              ☎                          ⬇          Address Review

Frequent Use  ABCD  EFGHI  JKLMN  OPQRST  UVWXYZ   ABC ◀▶ Group
```
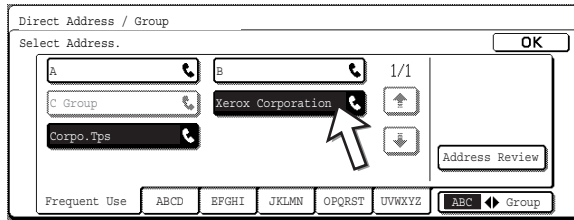
*   The selected one-touch keys are highlighted and programmed as end receiving machines.
*   If you touch an incorrect key, touch the key again to remove the highlighting and delete the destination.

4. To check the destinations that have been selected as end receiving machines, touch the [ADDRESS REVIEW] key.

```
              OK
    ☎  1/1
N   ☎      ⬆
           ⬇
               Address Review

OPQRST  UVWXYZ    ABC ◀▶ Group
```
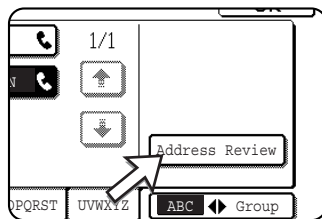
You can delete a destination from the list of end receiving machines by touching it. When the confirmation message appears, touch the [YES] key to confirm the deletion.

5. Touch the [OK] key in the screen of step 3.

    You will return to the screen of step 2 and the number of stored as end receiving machines will appear.

6. To exit, touch the [EXIT] key. To program another memory box, touch the [NEXT] key.

    Touching the [EXIT] key returns you to the screen of step 3 on page 6-30.

    Touching the [NEXT] key returns you to the screen for programming a new memory box (the screen of step 4 on page 6-30).

Editing and Deleting a Memory Box

1. Press the [CUSTOM SETTINGS] key and then touch the [ADDRESS CONTROL] key (refer to steps 1 and 2 on page 6-9).

2. Touch the [F-CODE MEMORY BOX] key (refer to step 2 on page 6-29).

3. Touch one of the memory box keys ([POLLING MEMORY], [CONFIDENTIAL], or [RELAY BROADCAST]) on the amend/delete line (lower line) (see step 3 on page 6-30).

4. Touch the memory box key that you wish to edit or delete.

```
Memory Box / Amend/Delete                        [ Exit ]
Select Memory Box To Amend/Delete.
  Polling Memory

       Marketing Group     Fax Information  🗐    1/1
                                                       ⬆
                                                       ⬇
```
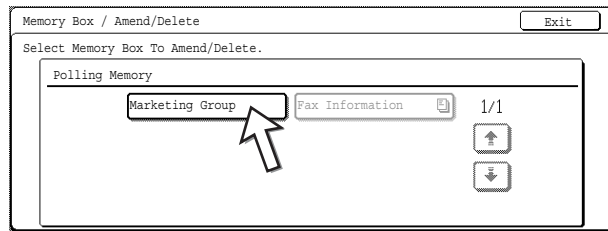
*   The memory box edit/delete screen appears.
*   (🗐) mark indicates that data has been stored.
*   A memory box cannot be edited or deleted when data is stored in the box.

5. Touch the keys as needed to edit or delete the information.

```
F-Code Memory Box / Polling Memory       [ Delete ]  [ Exit ]
  No.005
  [ Box Name ]      Marketing Group

  [ Sub Address ]   22233311/351212

  [ Polling Times ] Unlimited
```

*   Edit a memory box in the same way as you programmed it.
*   To delete a memory box, touch the [DELETE] key at the upper right of the screen (a message will appear asking you to confirm the deletion).
*   The print PIN must be entered to edit or delete a confidential memory box.
*   A memory box cannot be edited or cleared while it is being used for transmission.

Printing Programmed Information

You can print out lists of the One-touch keys, Group keys, Programs, Memory boxes that have been stored in the machine.

1. Press the [CUSTOM SETTINGS] key.
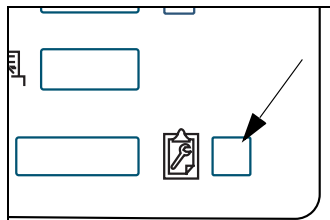
2. Touch the [LIST PRINT] key.
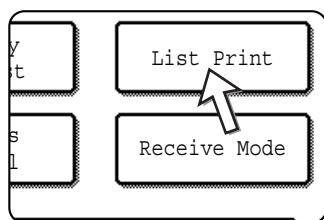
3. Touch the [SENDING ADDRESS LIST (FAX)] key.
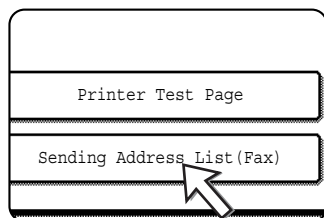
4. Touch the key of the list you wish to print.
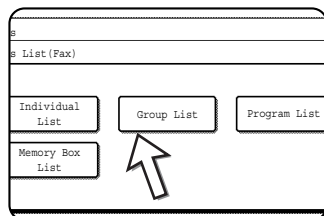
   Printing begins.

   To cancel printing after it has begun, touch the [CANCEL] key in the message screen.

NOTE: *If you attempt to print a list when no data exists, a warning message will appear.*
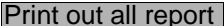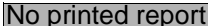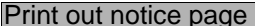
Troubleshooting

This chapter contains information to help you make efficient use of the fax features of the machine, including solutions to common problems.

When a Transaction Report Is Printed

The machine has been set to automatically print a Transaction Report when a transmission is not successful or when the Broadcast transmission function is used. The Transaction Report informs you of the result of the operation. When the machine prints a Transaction Report, be sure to check the contents.
The initial settings (factory settings) for printing Transaction Reports are indicated by shading ▒▒▒ below. You can use the key operator program to change the settings (See "Transaction report print select setting" on page 6-53).

- Single sending: Print out all report / Print out error report only / No printed report

- Broadcasting: Print out all report / Print out error report only / No printed report

- Receiving: Print out all report / Print out error report only / No printed report

- Confidential reception: Print out notice page / Not print out notice page

The Transaction Report shows the date of transmission, the time transmission began, the other party's name, the duration of the operation, the number of pages, and the result.

NOTES:
- *The list count appears in the "#" column of the Transaction Report and a serial number appears in the FILE column. (These numbers are not related to the transaction.)*
- *If desired, you can have part of the document printed on the transaction report. This setting is enabled in the key operator programs. (See "Original print on transaction report" on page 6-52.)*

Information appearing in the TYPE/NOTE column

Information such as the type of transmission and type of error appears in the TYPE/ NOTE column of the Transaction Report or Activity Report. The following notes may appear.

Note	Explanation
OK	The transaction was completed normally.
G3	Communication took place in G3 mode.
ECM	Communication took place in G3 ECM mode.
SG3	Communication took place in Super G3 mode.
FW.	The received data was forwarded.
NO RESPONSE	No response from the receiving party.
BUSY	Transmission was not possible because the other party was already using the line.
CANCEL	A transmission was cancelled while in progress, or a stored transmission job was cancelled.
MEMORY OVER	The memory became full during quick on-line transmission.
MEM. FULL	The memory became full during reception.
LENGTH OVER	The transmitted document was over 1500 mm (59") long and therefore could not be received.
ORIGINAL ERROR	Manual transmission was not successful because a jam occurred.
PASS# NG	The connection was broken because the polling passcode was not correct.
NO RX POLL	The machine that was polled does not have a polling function.
RX POLL FAIL	The other machine refused the polling operation, or your machine broke the connection when polled because no data was in memory.
NO F-CODE POLL	The other machine refused an F-code polling operation, or your machine broke the connection when polled because no data was in its F-code memory polling box.
RX POLL# NG	Your machine broke the connection because the other machine specified an F-code polling sub-address that does not exist in your machine.
F PASS# NG	Your machine broke the connection because an incorrect passcode was sent for an F-code transmission.
BOX NO. NG	Your machine broke the connection because the specified sub-address for an F-code memory box does not exist.
F POLL PASS# NG	Your machine broke the connection because the other machine sent an incorrect passcode for F-code polling.
RX NO F-CODE POLL	F-code polling was attempted, however, the other machine did not have an F-code polling memory box.

Note	Explanation
NO F FUNC	F-code transmission was attempted, however, the other machine does not support F-code communication.
NO F-CODE	An F-code transmission was refused by the other machine because of an incorrect sub-address or other reason.
M. BOX: [xxxxxx] ∗ ∗ ∗ ∗ ∗ ∗	Data was received to a confidential or relay broadcast memory box, or data was sent from a memory polling box. The name of the memory box appears in [xxxxxx], and the type of F-code operation (relay request reception, polling memory transmission, or confidential reception) appears in ∗ ∗ ∗ ∗ ∗ ∗.
FAIL xx(xxxx)	The communication handshake signals or image signals were distorted due to line conditions or other reasons, and communication was not successful. First two digits of communication error number: Error code from 00 to 31 appears. Last four digits of communication error number: Codes for use by service technicians.
REJECTED	A fax was sent from a party that has been blocked by the anti junk fax function.

Viewing the Communication Activity Report

Your machine keeps a record of the most recent 50 transactions (both transmissions and receptions) that were performed. The record includes the date of the transaction, the other party's name, the duration, and result. You can have the report automatically printed when the number of transactions exceeds 50, or at a specified time. This allows you to check the machine's activity at regular intervals.

The machine is initially set (factory setting) to not print the report. To have the report printed, change the setting with the key operator program (See "Activity report print select setting" on page 6-54).

NOTES:
- *After printing, the data is cleared from memory, so the report cannot be printed a second time.*
- *Refer to the table in "When a Transaction Report is printed" on the previous page for the notes that appear in the TYPE/NOTE column.*

When an Alarm Sounds and a Warning Message Is Displayed

When an error occurs during a transaction, an alarm will sound and a message will appear in the display. Take action as explained in the following table.

Message screen (Alarm)	Meaning of message	Action	Page/Guide
ADD xxxxxxxx PAPER.	A received fax cannot be printed because there is no suitable paper.	Add the indicated paper.	"General Information" in the WorkCentre C226 User Guide
CHANGE THE TONER CARTRIDGE.	The machine is out of toner and the received document cannot be printed.	Replace the toner cartridge.	"General Information" in the WorkCentre C226 User Guide
PLEASE RETURN xx ORIGINALS TO THE DOCUMENT FEEDER, THEN PRESS [START].	An original misfeed occurred in the DADF during scanning.	Reload the indicated original.	"General Information" in the WorkCentre C226 User Guide
THE MEMORY BECOMES FULL. SEND SCANNED DATA? OR CANCEL THE JOB?	The memory became full while the original was being scanned.	Send only the pages that were already scanned, or cancel the entire transmission.	"Scanner Operation" in the WorkCentre C226 User Guide
POLLING IS NOT POSSIBLE WITH THE AVAILABLE MEMORY.	Polling is not possible because there is not enough space in memory.	Try polling again after currently stored jobs are completed.	"Fax Unit" in the WorkCentre C226 User Guide

Message screen (Alarm)	Meaning of message	Action	Page/Guide
MANUAL RECEIVE IS DISABLED. DUE TO OUT OF MEMORY.	Manual reception was not possible because there was not enough free space in memory.	Try manual reception again after currently stored jobs have been completed.	_
CLOSE THE xxxx COVER. CLOSE THE DOCUMENT FEEDER. CLOSE THE LOWER RIGHT SIDE COVER.	The indicated cover is open.	Close the indicated cover.	_
CALL FOR SERVICE. CODE:xx-xx FAX FUNCTION TROUBLE.	The self-diagnosis function has activated and automatically stopped operation. An error code appears in xx-xx.	Turn off the power and then turn it back on. If the same message still appears, contact your dealer.	_

Problems and Solutions

If you experience a problem with the fax function, first check the following table. If you cannot solve the problem using the following table, see your Xerox WorkCentre C226 User Guide.

Problem	Check	Solution	Page
The machine does not operate.	Is the fax power switch turned on?	Turn on the fax power switch.	"Fax Unit" in the Work-Centre C226 User Guide
Dialing is not possible.	Is the telephone line properly connected?	Check the connections.	"Fax Unit" in the Work-Centre C226 User Guide
	Is the machine power switch turned on?	Turn the machine power switch on.	"Fax Unit" in the Work-Centre C226 User Guide
	Is the machine in fax mode?	Press the [IMAGE SEND] key to set the machine to fax mode.	"Basic Procedure for Sending Faxes" in the "Fax Unit" section of the WorkCentre C226 User Guide
The receiving machine does not receive your fax.	Does the receiving fax machine have paper?	Check with the operator of the receiving machine.	_
	Does the receiving machine support G3 transmission?		
	Are the sub-address and passcode correct?		
	Is the receiving machine ready to receive?		
	Was the original size detected correctly?	Check the transmittable sizes.	"Checking the Size of a Loaded Original" in the "Fax Unit" section of the WorkCentre C226 User Guide
The transmitted image prints out blank at the receiving side.	Was the original placed so that the correct side is scanned?	Make sure the original is placed so that the correct side is scanned.	"Loading a Document" in the "Fax Unit" section of the WorkCentre C226 User Guide
	If the receiving machine is using thermal paper, was the thermal paper loaded with the wrong side out?	Check with the operator of the other machine.	_

Problem	Check	Solution	Page
The transmitted image is distorted.	Were line conditions poor due to thunder or another reason?	Try the transmission again.	_
	Were the resolution and exposure settings suitable?	Check the resolution and exposure settings.	"Selecting Resolution and Exposure Settings" in the "Fax Unit" section of the WorkCentre C226 User Guide
Transmission does not take place at the specified time.	Is the machine's clock set to the correct time?	Set the clock to the correct time.	"General Information" in the WorkCentre C226 User Guide
Printing does not take place after reception.	Does a message appear in the display instructing you to add toner or paper? (Printing is not possible.)	Restore printing capability as instructed by the display message. Printing will begin	"When an Alarm Sounds and a Warning Message Is Displayed" on page 6-42
A received image prints out blank.	Was the wrong side of the original scanned in the transmitting machine?	Check with the operator of the transmitting machine.	_
The received image is faint.	Is the original faint?	Ask the other party to re-send the document using a suitable exposure setting.	_
The received image is distorted.	Were line conditions poor due to thunder or another reason?	Ask the other party to send the document again.	_
White or black lines appear in the transmitted image.	Is the document glass dirty?	Clean the document glass .	"Copier Operation" in the WorkCentre C226 User Guide
Telephone — A dial tone is not heard through the speaker.	Is the volume set to "low"?	Set the speaker volume to "medium" or "high".	"Speaker volume setting" on page 6-52
A ringing sound is not made.	Has the ringer volume been turned off?	Set the ringer volume to "low", "medium", or "high".	"Speaker volume setting" on page 6-52

Key Operator Programs

This section explains the key operator programs for the fax function that are used by the administrator of the machine. The administrator of the machine should read this chapter carefully to ensure correct use of the programs.

NOTE: *You may not be able to use all of the programs in the key operator program list. Programs that you can use will depend on what peripheral devices are installed on the machine.*

Key Operator Program List

Using the Key Operator Programs

Follow these steps to configure the settings in the key operator programs.

1. Press the [CUSTOM SETTINGS] key.
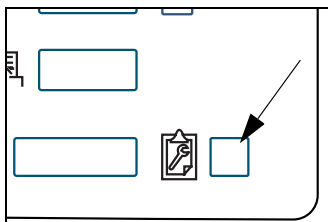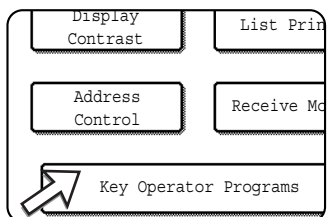
2. Touch the [KEY OPERATOR PROGRAMS] key.

3. Use the numeric keys to enter the five-digit key operator code number.
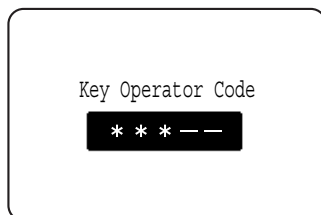
For the factory default setting for the key operator code number, see your Xerox WorkCentre C226 User Guide.

4. Touch the [FAX SETTINGS] key.
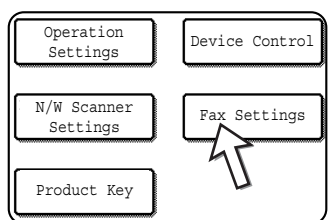
5. Select the desired program and configure the setting.

   Page 6-46 shows the programs that can be selected.

   The settings for each of the programs are explained on the following pages.

6. Press the [CA] key to exit the program.

Supplementary explanation of key operation for key operator programs
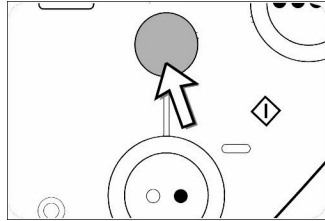
The following types of entry keys may appear in the screens.
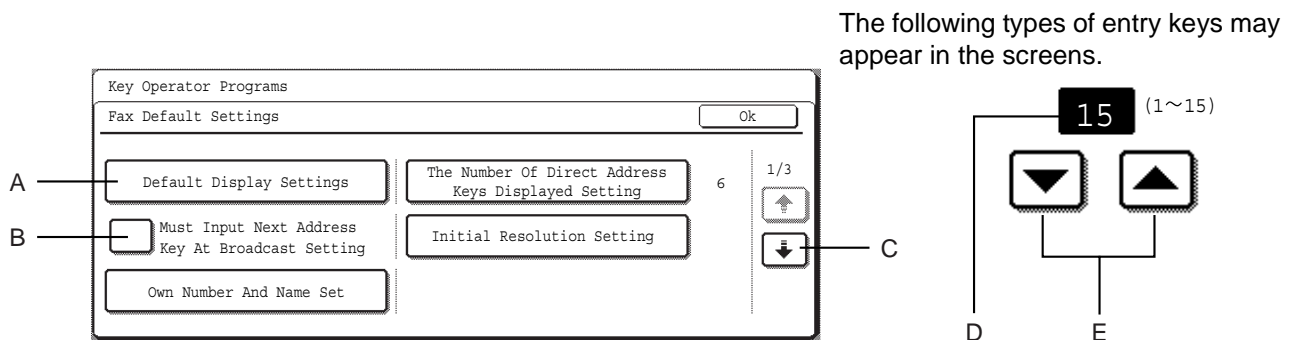
A   When a key that appears in the form [XXX] is touched, the setting screen of that key will appear.

B   Check mark boxes are touch keys that show the status of selections. A box with a check mark means the function is "on" (enabled) and an unchecked box means the function is "off" (disabled). The on/off status changes each time the box is touched.

C   If the settings continue on the following screen(s), touch the ⬆ and ⬇ keys to move back and forth through the screens. To return to the category selection screen, touch the [OK] key.

D   The currently set numerical value is displayed.

E   Numerical values can be set by touching the ▼ and ▲ keys.

Explanation of Setting Programs

The key operator programs for the fax function of the machine are explained here.

For key operator programs that are related to the copy function and general use of the machine, see the key operator's guide. For programs related to the printer and network scanner functions, see the corresponding manuals.

NOTE: *Settings established with the key operator programs can be verified by printing them out (page 6-63).*

Fax Settings

Fax default settings

The default fax settings can be changed as needed to better suit the needs of your workplace.

The "Fax default settings" are as follows:

- Default display settings
- The number of direct address keys displayed setting
- Must input next address key at broadcast setting
- Initial resolution setting
- Own number and name set
- Auto wake up print
- Pause time setting
- Original print on transaction report
- Speaker volume setting
- Transaction report print select setting
- Remote reception number setting (only when extension phone is connected)
- ECM (This setting is only effective if the other machine is a G3 machine that supports ECM)
- Activity report print select setting
- Default exposure settings
- Distinctive ring detection
- Disable of fax number direct entry

Default display settings

You can select the initial display that appears when you press the [IMAGE SEND] key to change to fax mode or when you press the [CA] key in fax mode. Normally the initial display is set to the condition settings screen.

- Condition settings screen
- Address directory (ABC)
- Address directory (Group)

When an address directory (ABC or Group) is selected, the selected index of that address directory screen is set as the initial screen.

The number of direct address keys displayed setting

The number of one-touch keys displayed in each address directory screen can be changed from 8 (the normal setting) to 6 or 12.

Touch 6, 8, or 12 to select the desired number.

NOTE: *For the key name that appears in each one-touch key, a maximum of 18 characters can appear when the number of one-touch keys displayed is set to 6 or 8. A maximum of 10 characters can appear when the number of one-touch keys displayed is set to 12.*

Must input next address key at broadcast setting

You can select whether the [NEXT ADDRESS] key must be touched before entering the next destination when performing a broadcast transmission. Normally the machine is set so that touching the [NEXT ADDRESS] key can be omitted except when the numeric keys are used to enter one full fax number after another full fax number.

Example: Normal setting (factory setting)

XXXX (NEXT ADDRESS) (One-touch) (NEXT ADDRESS) (One-touch)

Dial ↑ ↑

           Can be omitted   Can be omitted

XXXX (NEXT ADDRESS) XXXX

Dial ↑ Dial

         Cannot be omitted.
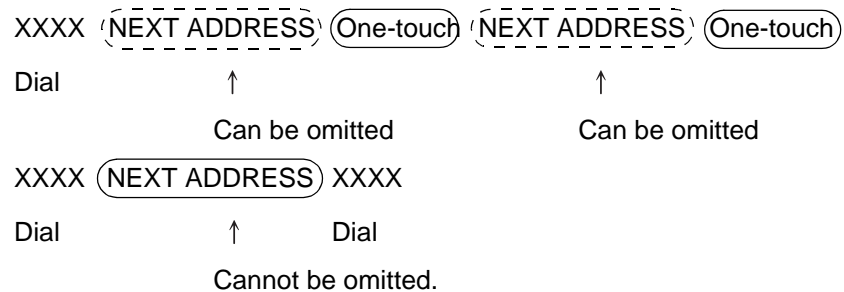
If the box is checked, it will no longer be possible to omit the [NEXT ADDRESS] key as shown in the above example. Even if the next destination to be entered is a one-touch key, the [NEXT ADDRESS] key must be touched before the one-touch key can be entered. If an operator attempts to enter the next destination without touching the [NEXT ADDRESS] key, a double-beep alarm will sound and the entry will be rejected.

Initial resolution setting

This setting is used to change the default resolution setting for fax mode from "STAN-DARD" to "FINE", "SUPER FINE", or "ULTRA FINE". "HALF TONE" can also be selected for the latter three resolution settings. "STANDARD" is normally selected for the initial resolution setting. If you wish to select "HALF TONE" for the selected resolution setting, touch the [HALF TONE] key to highlight it.

NOTES:
- *"HALF TONE" cannot be selected for "STANDARD" resolution.*
- *For more information on each of the resolution settings, refer to your Xerox WorkCentre C226 User Guide.*

Own number and name set

Use this setting to enter the fax number of the machine and the name of the user. The entered name and number are printed at the top of each fax page you send. The number is also used as a passcode when performing polling reception.

You can check your entries by printing out the Sender List. Refer to page 6-63.

1. Touch the [NAME] key and enter the name.

    The name entry screen appears.

    Up to 20 characters can be entered for the name.

    Refer to your Xerox WorkCentre C226 User Guide for the procedure for entering characters.

2. Touch the [FAX No.] key and enter the fax number.

    Enter up to 20 digits for the number using the numeric keys.

    To enter a "+", press the "✳" key.

    To enter a hyphen, touch the [PAUSE] key. To enter a space, touch the [SPACE] key.

    If you make a mistake, press the [C] key and re-enter the correct digit.

NOTE: *If a hyphen is entered, it will be changed to a space at the time of transmission.*

3. Touch the [OK] key.

    You will return to the OWN NUMBER AND NAME SET screen. The number you entered appears. Make sure it is correct.

Auto wake up print

Use this setting to select how the machine responds if a fax is received when the machine power switch is turned off (the fax power switch is turned on).

Auto wake up print is normally turned on, which means that the machine automatically activates and prints the received fax. If you turn off this setting, received faxes will not be printed until the machine power switch is turned on.

Pause time setting

This setting is used to select the duration of pauses that are inserted in destination fax numbers. Normally the setting is 2 seconds, which means that each time the [PAUSE] key is touched when dialing or storing a fax number, a pause of 2 seconds is inserted.

The pause time can be set to any number of seconds from 1 to 15.

Original print on transaction report

This program is used to have part of the first page of the fax printed on the transaction report . This program is used in conjunction with the transaction report print select setting (next page), and is not effective when printing of the transaction report is disabled.

This program is normally configured so that part of the fax is printed on the transaction report when a transmission is not successful.

Speaker volume setting

This program is used to adjust the volume of the six following sounds that are emitted from the speaker: 1.speaker, 2. ringer volume, 3. line monitor, 4. fax receive signal, 5. Fax communication error signal, 6. scan complete sound.
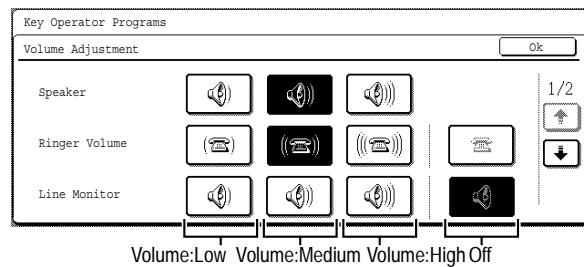
To change the volume, touch the desired volume key. Factory default setting varies with destinations.

Transaction report print select setting

This program is used to select the condition for printing a transaction report. The condition is set separately for normal transmission, broadcast transmission, reception, and confidential reception.

SINGLE SENDING	BROADCASTING
PRINT OUT ALL REPORT	PRINT OUT ALL REPORT
PRINT OUT ERROR REPORT ONLY	PRINT OUT ERROR REPORT ONLY
NO PRINTED REPORT	NO PRINTED REPORT

Touch the ⬇ key to display the next two settings. Select the print conditions for receptions and confidential receptions.

RECEIVING	CONFIDENTIAL RECEPTION
PRINT OUT ALL REPORT	PRINT OUT NOTICE PAGE
PRINT OUT ERROR REPORT ONLY	NOT PRINT OUT NOTICE PAGE
NO PRINTED REPORT	

The normal settings are indicated by shading [＿＿＿] above.

Remote reception number setting

(only when extension phone is connected)

When a call is received (not made) on an extension phone connected to the machine, fax reception can be activated by entering a one-digit number and pressing "" twice on the phone's keypad. This number is called the remote reception number, and you can set it to any number from "0" to "9". The number is normally set to "5".

ECM

(This setting is only effective if the other machine is a G3 machine that supports ECM)

Line conditions can sometimes distort a transmitted fax image. When ECM (Error Correction Mode) is turned on, pages that are distorted are automatically re-transmitted. This setting is initially turned on. If turned off, distorted images will be transmitted without being corrected.

NOTE: *If the other machine supports Super G3, ECM will function regardless of the setting.*

Activity report print select setting

This program is used to have the activity report stored in the machine's memory printed out at regular intervals.

You can choose to have the report automatically printed each time the number of stored transactions exceeds 50, or have the report printed at a specified time every day (only once per day).

The report is normally set to not print out. Select "AUTO PRINT AT MEMORY FULL" to have the report automatically printed when the number of stored transactions (the combined total of transmissions and receptions) exceeds 50.

If you select the "PRINT DAILY AT DESIGNATED TIME" checkbox, "HOUR" and "MINUTE" keys will appear to the right to let you specify the time.
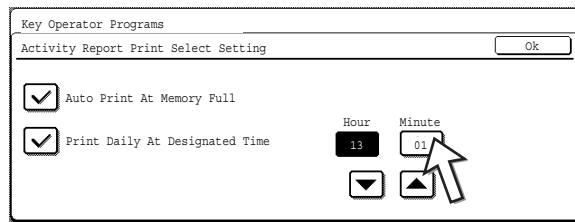
Touch the "HOUR" and "MINUTE" keys and then set the hour by touching the ▼ and ▲ keys. Set the minute in the same way. When finished, touch the [OK] key.

NOTES:
- *If you only select the "PRINT DAILY AT DESIGNATED TIME" setting and the number of recorded transactions exceeds 50 before the specified time, each new transaction will delete the oldest transaction (the oldest transaction will not be printed).*
- *The activity report can also be printed out manually (see "Printing Out Settings" on page 6-63).*

Default exposure settings

This program is used to set the default exposure level for scanning originals in fax / image send mode.

This program is initially set to "AUTO". If changed to "MANUAL", the exposure level can be adjusted to five levels. Level 1 is the lightest level and level 5 is the darkest level.

Distinctive ring detection

This program can only be activated in Australia, and New Zealand.

If multiple telephone numbers have been assigned to your telephone line, the number called can be identified by its ringing pattern. By using one number for voice calls and another number for faxes, you can tell which type of call you are receiving by the ringing pattern. You can set your machine to automatically receive faxes when your fax number is called by setting the pattern that corresponds to your fax number. Normally OFF is selected.

Disabling fax number direct entry

When the fax function is enabled, this program is used to prohibit dialing of a destination fax number by direct entry with the numeric keys. To prohibit dialing by direct entry with the numeric keys, touch the checkbox to select it. When this is done, faxes can only be sent to destinations that have been stored, and thus this program can be used to restrict fax destinations and prevent accidental transmission to an incorrect number. The following operations are also prohibited:

*   Storing, amending or deleting one-touch dial numbers
*   Storing, amending or deleting a group

Fax send settings

The fax send settings can be used to enable or disable fax transmission functions as needed for your workplace.

The "Fax send settings" are as follows:

*   Auto reduction sending setting
*   Rotation sending setting
*   Printing page number at receiver
*   Call timer at memory sending
*   Date/own number print position setting
*   Quick on line sending
*   Recall in case of line busy
*   Recall in case of communication error

Auto reduction sending setting

This setting lets you select whether to have a transmitted document reduced to match the size of the other machine's printing paper. Auto reduction is normally turned on. If the setting is turned off, documents are sent in their original size. Because the size is not adjusted to match the size of the printing paper, part of the received document may be cut off.

Rotation sending setting

When transmitting a document, this setting allows you to rotate a vertically oriented A4 (8-1/2"x11") document to a horizontal orientation (A4R (8-1/2"x11"R)), rotate a B5R document to B5, or rotate a A5R (5-1/2"x8-1/2R") document to A5 (5-1/2"x8-1/2"). The setting is normally turned on, and documents are rotated clockwise. (A4R (8-1/2"x11"R) documents are not rotated.)

```
Key Operator Programs
Rotation Sending Setting                              [  Ok  ]

                                     Sending
                      Original       Direction
                  [✓]  A4       ➡    A4R
                       8½X11     ➡    8½X11R
                  [✓]  B5R      ➡    B5
                  [✓]  A5R      ➡    A5
                       5½X8½R    ➡    5½X8½
```
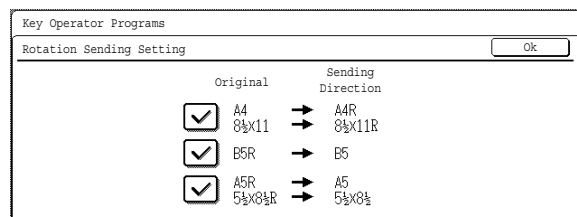
Rotation settings can be separately established for different document sizes. To turn off a rotation setting, touch the checkbox of the appropriate setting to remove the checkmark.

Printing page number at receiver

This setting lets you select whether page numbers are printed at the top of fax pages by the receiving machine. The normal setting is to have page numbers printed.

Call timer at memory sending

When sending a fax by automatic transmission, this setting lets you select the amount of time that the machine waits before breaking the connection when the other machine does not respond to your machine's calling tone. If the other machine does not respond within this set time, your machine will automatically break the connection. Time selections are 30 seconds, 45 seconds, and 60 seconds. This setting is normally set to 45 seconds.

Date/own number print position setting

This setting lets you select the position (inside or outside the original image) of the sender's name and number that are printed at the top of each fax page you send. Normally [OUTSIDE THE ORIGINAL IMAGE] is selected. To have your name and number printed inside the original image, select [INSIDE THE ORIGINAL IMAGE] key. For more detailed information on the position of each setting, refer to your Xerox WorkCentre C226 User Guide.

Quick On-line sending

When this setting is turned on, the machine will call the other machine and start transmitting the document as soon as the first page is scanned. Transmission therefore takes place at the same time as any further pages are being scanned. Normally this setting is turned on.

If you turn the setting off, transmission will not begin until all pages of the document have been scanned. Note that this setting does not apply to manual transmission.

Recall in case of line busy

When sending a document, this setting is used to select whether your machine will automatically re-attempt the call when the other machine fails to answer or the line is busy.

Normally the machine is set to make 2 recall attempts at intervals of 3 minutes.

The number of recall attempts and the interval between attempts that can be set in each country are shown in the following table.

Country Differentiation Table

	United Kingdom	Australia, New Zealand and Singapore
The number of recall attempts	1 to 10	1 to 9
The interval between attempts	any number of minutes from 1 to 15	

If you do not want recalling to take place, touch the [TURN OFF RECALL] checkbox so that a checkmark appears.

NOTE: *Even if this setting is turned on, your machine will not re-attempt the call when a document is sent by manual transmission. (See "Sending a Fax after Talking (Manual Transmission)" in your Xerox WorkCentre C226 User Guide.)*

Recall in case of communication error

When sending a document, this setting is used to select whether your machine will re-attempt the call if the transmission fails.

Normally the machine is set to make 1* recall attempt at intervals of 1 minute.

* Note that in Singapore, the machine is normally set to make 2 recall attempts.

The number of recall attempts and the interval between attempts that can be set in each country are shown in the following table.

Country Differentiation Table

	United Kingdom	Australia, New Zealand and Singapore
The number of recall attempts	1 to 5	1 to 9
The interval between attempts	any number of minutes from 1 to 15	

If you do not want recalling to take place, touch the [TURN OFF RECALL] checkbox so that a checkmark appears.

NOTE: *Even if this setting is turned on, your machine will not re-attempt the call when a document is sent by manual transmission. (See "Sending a Fax after Talking (Manual Transmission)" in your Xerox WorkCentre C226 User Guide.)*

Fax receive settings

The receive settings allow you to adjust certain parameters for receiving faxes to better suit your needs.

Settings that can be adjusted depend on the peripheral devices installed.

The "Fax receive settings" are as follows:

- Auto receive reduce setting
- Number of calls in auto reception
- Duplex reception setting (only when the duplex module option is installed)
- Print style setting
- Set the telephone number for data forwarding
- Output tray setting
- Anti junk fax setting

Auto receive reduce setting

When you receive a fax that includes the sender's name, sender's number, and other printed information, the received image will be slightly larger than the standard size*. This setting lets you select whether or not the received image is automatically reduced before printing to fit the standard size. Normally automatic reduction is enabled.

NOTE: *If auto receive reduce is disabled, an image larger than the standard size will be cut off. However, the image is clearer because it is printed at the same size as the original.*

* Standard sizes are sizes such as A4 and B5 (8-1/2"x11" and 8-1/2"x5-1/2").

Number of calls in auto reception

This setting is used to select the number of rings on which the machine automatically receives a call and begins fax reception when the reception mode is set to auto. Normally this setting is selected to "2".

The number of rings that can be set in each country are shown in the following table.

Country Differentiation Table

United Kingdom	Australia and New Zealand	Singapore
0 to 9	2 to 4	0 to 3

NOTE: *If you select "0" for the number of rings, the machine will immediately answer and begin fax reception without ringing in auto reception mode.*

However, do not select "0" when an extension phone is connected to the machine.

When "0" is selected, the extension phone cannot be used to make a call.

Duplex reception setting

(only when the duplex module option is installed)

When the duplex module is installed, you can use this setting to select whether received documents are printed on both sides of the paper. Normally this setting is turned off. If turned on, received documents will be printed on both sides of the paper whenever the received document consists of two or more pages of the same paper size.

Print style setting

This setting determines the selection condition for paper when printing received documents. Select one of the three conditions below. AUTO SIZE SELECT is normally selected.

- PRINT ACTUAL SIZE CUT OFF DISABLED

  The received fax image is printed at its actual size (without dividing it onto multiple sheets of paper). If the same size of paper or larger paper is not loaded, the fax will be received in memory and will not be printed until a suitable size of paper is loaded.

- PRINT ACTUAL SIZE CUT OFF ENABLED

  Each received image is printed at actual size. If necessary, the image is split onto multiple sheets of paper.

- AUTO SIZE SELECT

  Each received image is printed at actual size when possible. When not possible, the image is automatically reduced before printing.

Set the telephone number for data forwarding

When a problem prevents the machine from printing a received fax, the transfer function can be used to forward the received fax to another fax machine. Use this setting to program the fax number of the destination fax machine. Only one fax number can be programmed (maximum of 64 digits).

If you wish to specify an F-code confidential memory box in the destination machine, touch the [SUB ADDRESS] key after entering the fax number to enter a slash "/", and then enter the sub-address. Enter a passcode as well if needed. (See "Storing One-Touch Keys" in your Xerox WorkCentre C226 User Guide.)

Output tray setting

This setting is used to select the output tray for received faxes. The trays that can be selected will vary depending on what peripheral devices have been installed.

Anti junk fax setting

This program is used to enter fax numbers from which you wish to block fax reception. Up to 50 numbers can be entered.

This program is normally disabled.

To block reception from the entered fax numbers, touch the [VALID] key.

Entering anti junk fax numbers

1. Touch the [ENTER] key.

   The fax number entry screen appears.

   ```
   Key Operator Programs
   Anti Junk Fax Setting


          Enter


          Delete
   ```
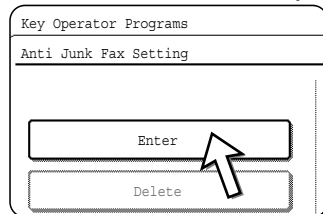
2. Enter the fax number with the numeric keys.

   Up to 20 digits can be entered.

   When you have finished entering the number, touch the [NEXT] key to store the number. A new number entry screen will appear. Enter the next number with the numeric keys.

3. Touch the [OK] key.

Deleting an anti junk fax number

1. Touch the [DELETE] key.

   The deletion screen will appear.

2. Touch the number key that you wish to delete.

   A message will appear. Touch the [YES] key to delete the number.

   To cancel the deletion, touch the [NO] key.

Fax polling security

These settings are for using the Public Box for polling memory. Note that they do not apply to F-code polling memory.

The "Fax polling security" are as follows:

- Polling security setting
- Passcode number setting
- Set number of times public box may be polled

Polling security setting

When performing polling memory, this setting is used to select whether any machine will be allowed to poll your machine, or only machines that have been programmed in your machine. Polling security setting is normally turned on (a checkmark appears in the box).

To allow any machine to poll your machine, touch the box to remove the checkmark.

NOTE: *If polling security setting is enabled, enter the numbers of the fax machines to be allowed to poll your machine in "Passcode number setting" below.*

Passcode number setting

When the polling security setting is turned on, use this setting to program (or delete) the fax numbers of the machines that are allowed to poll your machine. Programmed fax numbers are called passcodes. Up to 10 fax numbers can be programmed.

Programming passcode numbers

1. Touch the [ENTER] key.

   The passcode entry screen appears.
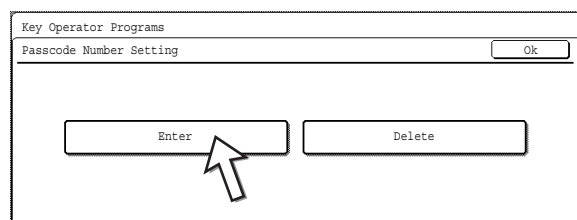
2. Touch a blank key (a key in which no number appears).

```
Key Operator Programs
Passcode Number Setting
Enter                                    Cancel      Ok

                                                     1/2
                             0743535521              ⬆
          0666211221

                                                     ⬇
```
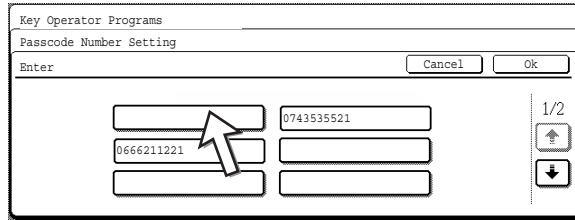
Keys with numbers cannot be touched.

If numbers have been stored in all of the keys, a message will appear and no further numbers can be stored. First delete a number that is no longer needed and then store the new number.

3. Press the numeric keys to store the fax number.

Up to 20 digits can be entered.

To enter a "+", press the " ✳ " key.

To enter a hyphen, touch the [PAUSE] key. To enter a space, touch the [SPACE] key.

If you make a mistake, press the [C] key and re-enter the correct digit.

4. Touch the [OK] key.

You will return to the screen of step 2 and the stored fax number will appear. To store another number, repeat steps 2 through 4.

Deleting a passcode

1. Touch the [DELETE] key.

The passcode delete screen appears.

2. Touch the key of the number you wish to delete.

Touch the [YES] key in the message that appears to delete the number. If you touch the [NO] key, you will return to the passcode delete screen without deleting the number.

Set number of times public box may be polled

This setting is used to select whether the document stored in the Public Box is automatically cleared after one polling transmission, or whether the document is left in the Public Box to allow polling an unlimited number of times.

Normally the machine is set to automatically clear the document after transmission (the [ONCE] key is highlighted), so that polling can only take place once.

To allow polling to take place an unlimited number of times, select the [UNLIMITED] key.

Printing Out Settings

Settings established with the key operator programs can be verified by printing them out.

1. Press the [CUSTOM SETTINGS] key.
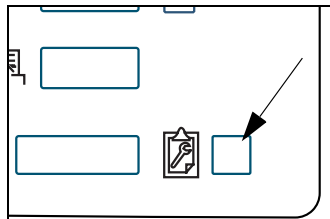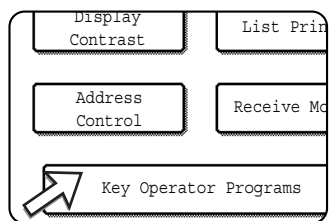
2. Touch the [KEY OPERATOR PROGRAMS] key.

3. Use the numeric keys to enter the five-digit key operator code number.
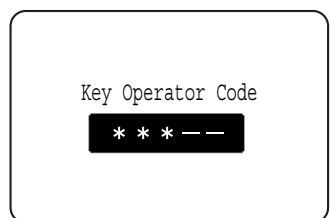
    For the factory default setting for the key operator code number, see your Xerox WorkCentre C226 User Guide.

    Key Operator Code

    ＊ ＊ ＊ — —

4. Touch the [LIST PRINT] key.
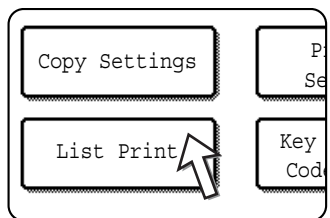
5. Touch the [ALL KEY OPERATOR PROGRAMS LIST] key.

```
Operator Programs
 Print

  All Key Operator Programs List

      Sender List (Fax)

  Image Sending Activity Report    Anti Junk Fax
```
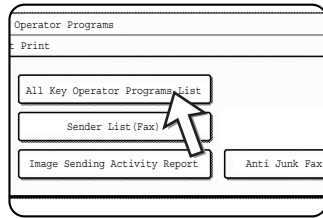
"PROCESSING PRINT DATA." appears in the message screen and printing begins.

To cancel printing, touch the [CANCEL] key.

NOTES:

- *In the screen of step 5, you can touch the [SENDER LIST (FAX)] key to print the Sender List. This allows you to check the name and fax number you programmed in "Own number and name set" on page 6-51.*

- *In the screen of step 5, you can touch the [IMAGE SENDING ACTIVITY REPORT] key to print an activity report (transmissions and receptions). Print this list when you wish to check the activity record. (see "Activity report print select setting" on page 6-54)*

- *In the screen of step 5, you can touch the [ANTI JUNK FAX NUMBER LIST] key to print the anti junk fax number list.*

  This allows you to check the fax numbers that have been programmed in "Anti junk fax setting" on page 6-60.

Appendix

This chapter contains reference information regarding the fax features of the machine.

Specifications

For information on power requirements, power consumption, dimensions, weight, and other specifications that are common to all features of the machine, refer to your Xerox WorkCentre C226 User Guide.

Applicable telephone line	Public switched telephone network
Compression method	MH, MR, MMR, JBIG
Transmission modes	Super G3, G3 (the machine can only send faxes to and receive faxes from machines that support G3 or Super G3)
Scanning method	CCD flatbed scanning
Scanning resolution (Supports ITU-T standards)	8 x 3.85 lines/mm (Standard) 8 x 7.7 lines/mm (Fine, Fine-Halftone) 8 x 15.4 lines/mm (Super Fine, Super Fine - Halftone) 16 x 15.4 lines/mm (Ultra Fine, Ultra Fine - Halftone)
Printing method	Electrophotographic system (LED head system)
Transmission speed	33.6 kbps 2.4 kbps Automatic fallback
Transmission time *[1]	2 seconds (Super G3 mode / 33.6 kbps, JBIG), 6 seconds (G3 ECM mode / 14.4 kbps, MMR)
Paper sizes	A3, B4, A4, B5, A5, 11"x17" to 5-1/2"x8-1/2"
Effective print width	293 mm max. (A3 printing) or 11.5" max. (11"x17" printing)
Input document size	A3 to A5 or 11"x17" to 5-1/2"x8-1/2" (A5 or 5-1/2"x8-1/2": Vertically-oriented feeding)
Effective scanning width	297 mm (11.7") maximum
Halftone transmission	Yes (256 levels)
Contrast adjustment	Automatic (5 levels by manual adjustment)
Extension telephone connection	Possible (1 telephone)
Auto dialing	Combined total of 500 one-touch and group keys, redialing (automatic)

Timer transmission	Yes
Program function	Yes (8 programs)
F-code support	Yes (can transmit and receive SUB/SEP (sub-address) and SID/PWD (passcode) signals)
Image memory	2 MB *[2]
Error Correction Mode (ECM)	Yes

*[1]   Transmission speed is for an A4 or 8-1/2"x11" document with approximately 700 characters at standard resolution (8x3.85 lines/mm) sent in high speed mode (33.6 kbps (JBIG) or 14.4 kbps (MMR)). This is only the time required to transmit the image information; the time required to send protocol signals is not included. Actual transmission times will vary depending on the contents of the document, the receiving machine type, and telephone line conditions.

*[2]   Image memory can be expanded by installing the optional fax expansion memory.

Some discrepancies may exist in the illustrations and content due to improvements to the machine.

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