Pro 16fx User Guide

ENERGY STAR

As an ENERGY STAR® Partner, Xerox Corporation has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

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Information

To get answers for any other questions you might have regarding your WorkCentre Pro 16fx, to register your warranty by phone, or for assistance with the installation of your Pro 16fx, you may call your dealer. If your dealer is not a service provider call: 1 – 800 – TEAM – XRX (1 – 800 – 832 – 6979).

Supplies

To order supplies for your WorkCentre Pro 16fx, contact your Xerox Authorized Dealer.

Toner Cartridge: 6R972

Drum Cartridge: 13R563

Service

To obtain service call your dealer. If your dealer is not a service provider call:
1 – 800 – TEAM – XRX (1 – 800 – 832 – 6979).

The following information will be needed when you call Xerox:

Machine Type: <u>WorkCentre Pro 16fx</u>

Machine serial number: <u>L Y 9</u>   and the   __ __ __ __ __ __.
                                (Product Code)   (Serial number)

The serial number is located on the back cover of the Pro 16fx, to the left of the power cord.
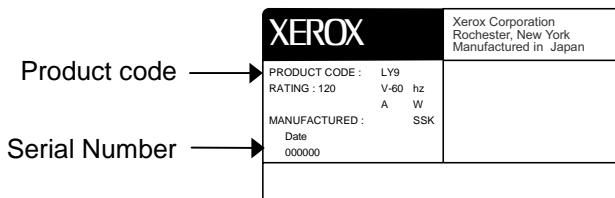
Visit the Xerox Web site at: http://www.teamxrx.com

Information

How to obtain a French User Guide

Au Canada et aux États-Unis, pour obtenir la version française du présent guide d´utilisation, veuillez composer:

    1 – 800 – TEAM – XRX (1 – 800 – 832 – 6979)

À l´extérieur des États-Unis et du Canada, veuillez communiquer avec votre représentant Xerox.

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
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Preface

Safety Notes

Your Pro 16fx and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination and approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the Pro 16fx and refer to them as needed to ensure the continued safe operation of your Pro 16fx.

Follow all warnings and instructions marked on or supplied with the product.

Symbology: ⚡= High Voltage, ♨ = Heated Surface, ⚠ = Warning

☀ = **Laser Caution** use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Unplug this Pro 16fx from the wall outlet before cleaning. Always use materials specifically designated for this Pro 16fx. Use of other materials may result in poor performance and could create a hazardous situation.

Do not use aerosol cleaners. Follow the instructions in this User Guide for proper cleaning methods.

Never use supplies or cleaning materials for purposes other than what they were intended. Keep all supplies and materials out of reach of children.

Do not use this Pro 16fx near water, wet locations, or outdoors.

Do not place this Pro 16fx on an unstable cart, stand, or table. The Pro 16fx may fall, causing personal injury or serious damage to the Pro 16fx.

This product is equipped with a 3-wire grounding type plug (e.g., a plug having a third grounding pin). This plug will fit only into a grounding-type power outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet. Never use a grounding adapter plug to connect the Pro 16fx to a power source receptacle that lacks a ground connection terminal.

Safety Notes

This Pro 16fx should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your local power company.

Do not allow anything to rest on the power cord. Do not locate the Pro 16fx where persons will step on the cord.

The power supply cord is the disconnect device for this equipment. Insure that installation is near the outlet and is easily accessible.

Your machine is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.

Slots and Openings in the cabinet and in the back and sides of the Pro 16fx are provided for ventilation. To ensure reliable operation of the Pro 16fx and to protect it from overheating, these openings must not be blocked or covered. The Pro 16fx should never be located near or over a radiator or heat register. This Pro 16fx should not be placed in a built-in installation unless proper ventilation is provided.

Never push objects of any kind into the slots of the Pro 16fx as they may touch dangerous voltage points or short out parts which could result in a fire or electric shock.

Never spill liquid of any kind on the Pro 16fx.

Never remove covers or guards that require a tool for removal. There are no casual operator serviceable areas within these covers.

Never defeat interlock switches. Machines are designed to restrict operator access to unsafe areas. Covers, guards, and interlock switches are provided to ensure that the machine will not operate with covers opened.

Use of an extension cord with this Pro 16fx is not recommended or authorized.

Avoid direct viewing of the document lights. The lamps are bright and, while not harmful, they may cause an annoying afterimage. Always keep the document cover closed during operation and storage.

Avoid exposing the drum cartridge to light for extended periods of time.

Safety Notes

Do not touch the green photoreceptor. Scratches or smudges that appear on the photoreceptor will result in poor copy quality and may shorten the service life.

Do not put your hands into the fuser area, as you may be burned.

Ozone: This product produces ozone during normal operation. The ozone produced is dependent on copy volume and is heavier than air. Providing the correct environmental parameter, as specified in the Xerox installation procedures, ensure that concentration levels meet safe limits.

If you need additional safety information concerning the Pro 16fx or Xerox supplied materials, you may call the following toll-free number.

In the United States or Canada: **1 – 800 – 828 – 6571**

Helpful Hints

Care of your Pro 16fx

- Do not place heavy objects on any surface of the Pro 16fx.
- Take care not to place liquids on or near the Pro 16fx.
- Avoid placing clips or staples on any Pro 16fx surface.

Maintenance

- Clean the Document Glass daily and as required.
- Do not apply cleaning liquids or sprays directly to the Pro 16fx; apply to the cloth first.
- Store paper in a dry area, on a flat surface, and in a closed cabinet.
- Wrap partially-used reams of paper tightly.

Pro 16fx location

For reliable Pro 16fx operation and copy quality, Xerox recommends:

- Place your Pro 16fx in a well-ventilated room.
- Recommended environment:
    - Temperature: 50° to 90°F / 10° to 32°C.
    - Humidity: 20% to 85%.
- Place the Pro 16fx on a flat, level surface.
- Avoid locations that subject the Pro 16fx to:
    - Direct sunlight.
    - Extreme changes in temperature or humidity.

Installation

This chapter illustrates the contents of the packing carton and the components of the WorkCentre Pro 16fx. It also describes the steps needed to set up the WorkCentre Pro 16fx properly. The following topics are included:

Installation

As you unpack the Pro 16fx, familiarize yourself with its contents. After the Pro 16fx is installed, and the Ready Indicator is lit, the Pro 16fx is ready to make copies.

IMPORTANT: Save the carton and packing materials. They should be used to repack the Pro 16fx if it has to be shipped for servicing or in case you move.

Packing material

User documentation/
Installation CD

Power cord

Telephone cord

IEEE-1284
Parallel Cable *

Drum cartridge
(installed in the
machine)

Starter toner
cartridge
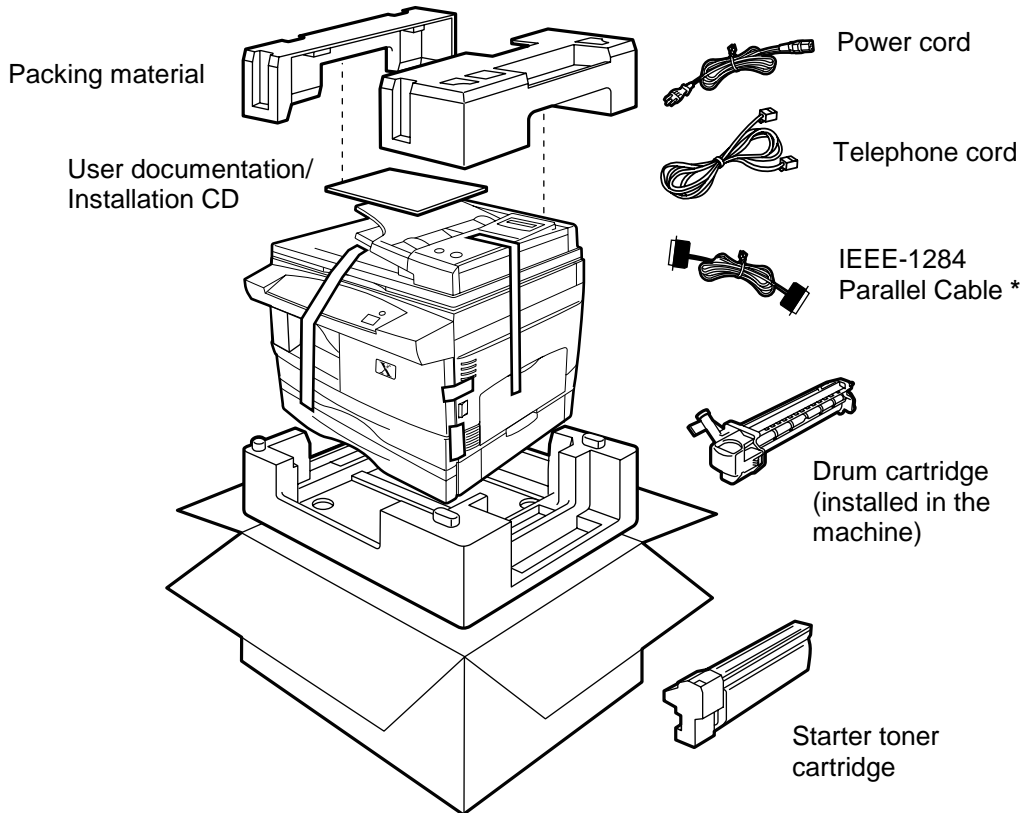
* Note: To ensure reliability of the Pro 16fx use the IEEE-1284 compliant parallel cable that is supplied with the machine. Only cables labeled "IEEE-1284" can be used with your Pro 16fx.

Getting to Know Your WorkCentre Pro 16fx

Document feeder guides

Original feeder tray

Original exit area

Fax control panel

Single Pass Feeder (SPF)

Document cover

Copier control panel

Document glass

Exit tray

Paper tray 1

Paper tray 2

Alternate paper tray paper guides

Alternate paper tray

Front cover

Side cover

Release latch

Telephone line connection

Exit tray

TEL

LINE

USB port

Parallel port

Serial number

Power connection

Power switch

Lift area

Installation *(continued)*

Set up your Xerox Pro 16fx.
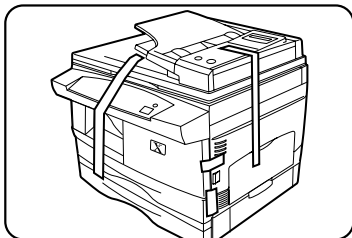
1. Remove the bag from the Pro 16fx.

2. Remove the pieces of tape and the packing material.
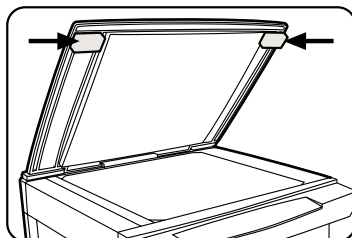
3. Open the Single Pass Feeder (SPF) and remove the packing materials shown.
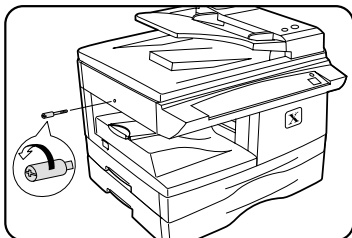
4. Unscrew and remove the shipping screw from the left side of the Pro 16fx.

CAUTION: The Pro 16fx will malfunction if the shipping screw is not removed.
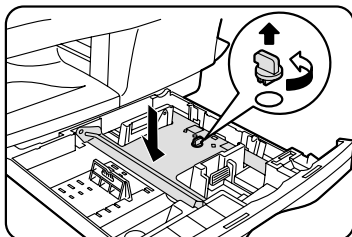
5. Lift and pull open the paper tray. Turn and remove the paper tray button.

CAUTION: Paper will misfeed if the paper tray button is not removed.

Note: Be sure to remove the pressure plate lock from both paper trays.

Installation (continued)
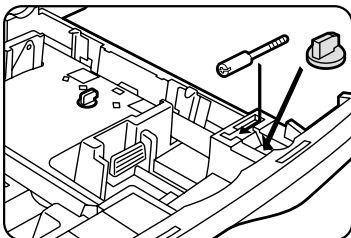
6. Secure the paper tray button and the shipping screw in the locations shown.

   • Turn the paper tray button to secure its storage position.

Note: Save the paper tray button and the shipping screw. They will be needed if the Pro 16fx has to be moved.
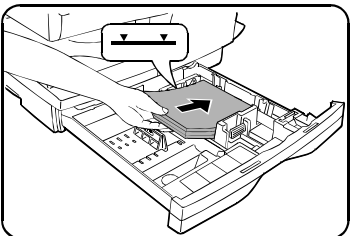
7. Load paper into the tray.

   • Refer to the **Loading Paper** section for additional information.

   • Do not fill above the max line.

8. Push the paper tray firmly back into the Pro 16fx.
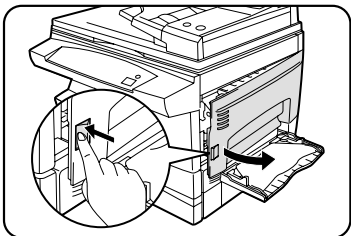
Note: Ensure that the alternate paper tray is lowered.

9. Press the release lever to open the side cover.
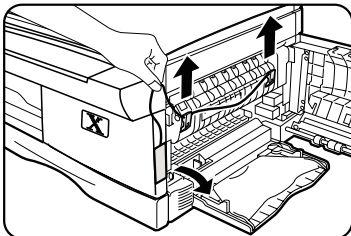
10. Remove the Caution tape from the cover.

11. Remove the two red fuser pins by pulling the string upward one pin at a time.

   • Discard the fuser pins.

Note: Misfeeds will occur if the fuser pins are not removed.
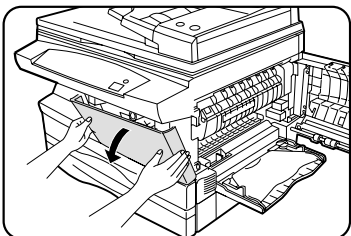
CAUTION: Ensure that the side cover is always open before opening the front cover.

12. Press the front cover release buttons to open the front cover.

Installation (continued)
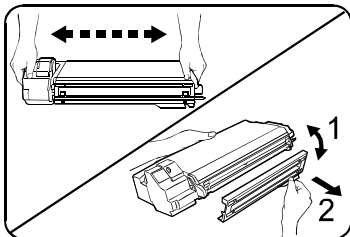
13. Remove the starter toner cartridge from the silver bag. Vigorously shake the cartridge to loosen the toner.

- Thoroughly shaking the cartridge will assure maximum copies per cartridge.

- Xerox has included a Starter Toner Cartridge. Purchased replacement toner cartridges will yield approximately three times the number of copies.

14. Remove the toner cartridge cover.
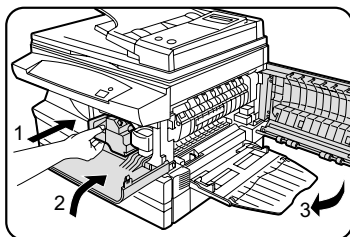
15. Slide the toner cartridge into the Pro 16fx until it locks into place.

16. Close the front cover and the side cover.

Skip to the Printer Driver Software Installation section in this User Guide to set up the Pro 16fx for printing.
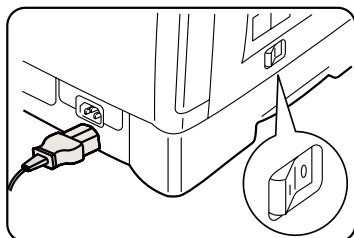
17. Plug the power cord into the Pro 16fx and then into a grounded outlet.

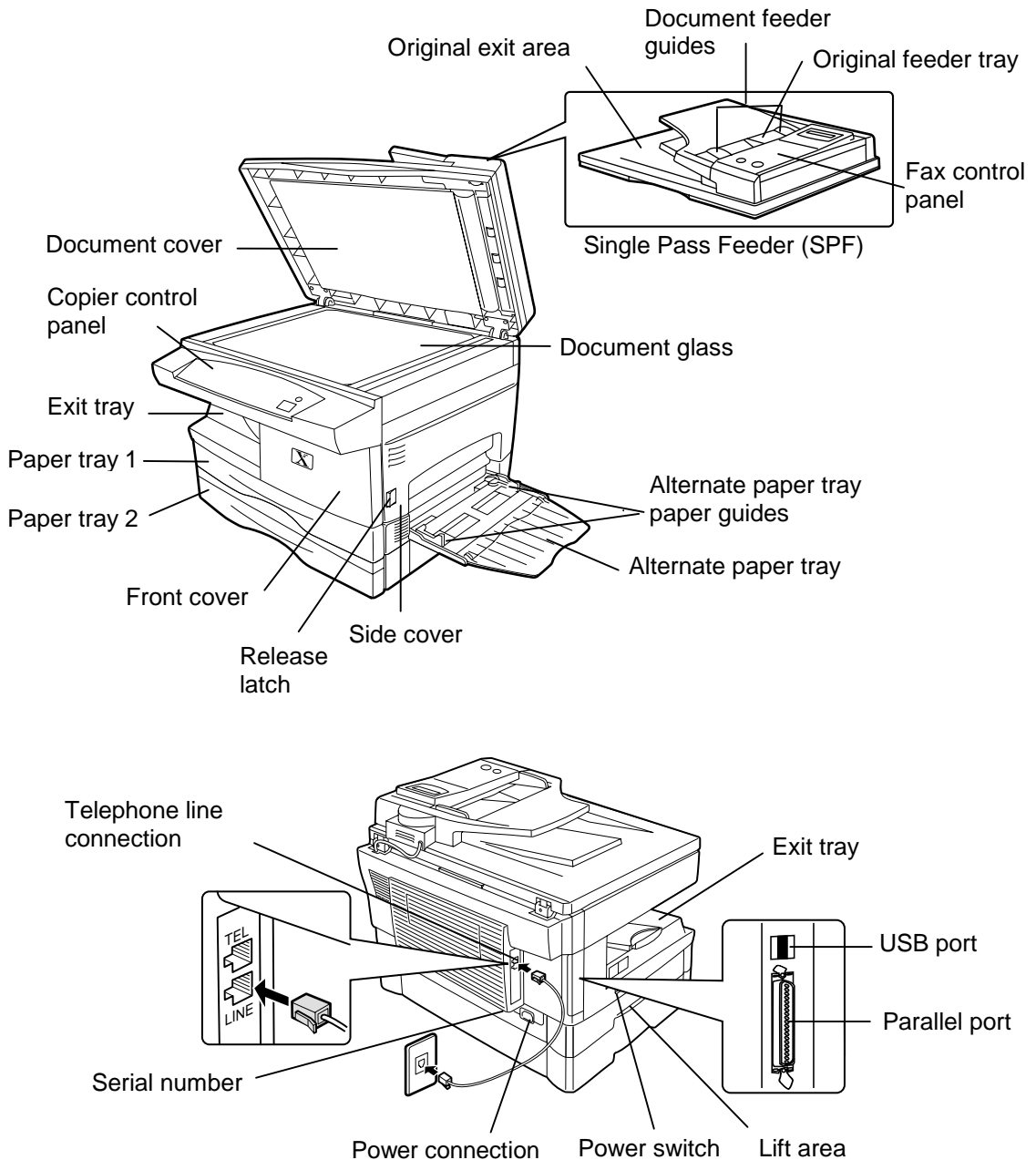18. Turn on the power switch. In approximately two seconds the ready indicator will light. Copying is now possible.

Note: Save the carton and packing materials. They should be used to repack the Pro 16fx if it has to be shipped for servicing or moved.
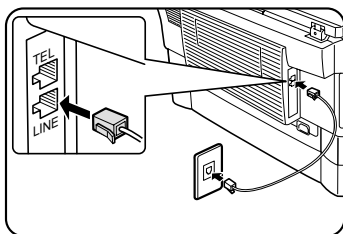
19. Plug one end of the telephone line into the jack marked "LINE". Plug the other end into a standard (RJ11c) single-line telephone wall jack. Be sure not to plug this cord into the "TEL" jack. The "TEL" jack is used to attach an extension telephone or answering machine to the unit.

Note: If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines.

Copying

This chapter describes the copier operation and care of the WorkCentre Pro 16fx. The following topics are included:

Copier Control Panel

The control panel has keys and lights that are used to control and display the conditions of the Pro 16fx.

1. **Image Quality Mode:** The image quality mode is used to maximize copy quality.

    Auto– for originals with a colored background or mixed text and graphics.

    Text – for originals that contain mainly text.

    Photo – for copying photographs.

    Toner Save – decreases the overall copy density.

2. **Copy Contrast:** Press the contrast keys to lighten or darken copies while in the Text, Photo, or Toner Save settings. Refer to the **Image Quality** section for detailed information.

3. **Preset Reduction/Enlargement:** Press this key to select any of the preset reductions or enlargements.
    - The ❒❒❒ (customer settable) percentage has been set at the factory for 50%. Refer to **Customizing Your Pro 16fx** for information about changing this percentage.

4. **Percentage Indicator:** The indicator will light when any reduction or enlargement setting is selected.

Copier Control Panel

5. **Variable Percentage:** Press the **down** key to **decrease** the percentage. Press the **up** key to **increase** the percentage. Any percentage from 50% to 200% may be selected.

6. **%:** Press this key to display the reduction/enlargement percentage selected.

7. **Display Window:** Copy quantity, reduction/enlargement settings, and status codes appear in this area.

8. **Quantity Keys:** Select up to 100 copies. Press the **1** key to increase the quantity by one. Press the **10** key to increase the quantity by 10.
   - To display the number of copies requested during the copy run press the 10 key.
   - Press the Clear key to clear the selected quantity.

9. **Pro 16fx Diagram:** Helps you locate areas that require your attention. The indicators will flash in the area requiring attention. For additional information refer to the **Problem Solving** section.

10. **Paper Supply Selection:** Press to change the selected paper supply. The selected paper supply location will be indicated by a green light on the Pro 16fx diagram.

11. **SPF Misfeed Indicator:** This indicator will light when a misfeed occurs in the SPF.

12. **On-line/Off-line Key:** Press this button to alternate between On-line and Off-line status. When the light is lit, the printer is On-line.

13. **Ready Indicator:** When the light is ON (not flashing), the Pro 16fx is ready to make copies. When the light is flashing after the Start key is pressed, the Pro 16fx is warming up and the copy cycle will begin automatically.

14. **Start:** Press this key to begin copying. The display will change to 1 and increases by 1 as each copy is made.

15. **Clear/Stop:** Press this key to stop the Pro 16fx while making copies or to clear copy quantity. If the key is pressed twice quickly, all programming will be cleared.

Power Reduction / Auto Clear

Power Reduction Modes automatically reduce power consumed by the Pro 16fx when the Pro 16fx has not been used for a set period of time. There are two modes of power reduction; **Power Save**, and **Power Shut-off**.

Power Save Mode – The Ready Indicator will flash and the other indicators will remain on. To copy from the Power Save mode select the desired features and press Start. The copies will be made automatically.

Power Shut-Off Mode – When the Pro 16fx enters the power shut-off mode the Ready Indicator will flash and the other indicators will turn off. To copy from the power shut-off mode, press the Start button, then, select the desired features and press Start again. The copies will be made automatically.

Auto Clear – This Pro 16fx is enabled at the factory to return to the Normal Copy Mode approximately one minute after a job is completed. Unless otherwise programmed, the Normal copy Mode settings are as follows:

- Copy Quality – Auto
- Copy Lighter/Darker – Normal
- Priority Tray – Tray 1
- Priority Magnification – 100%
- Quantity Selected – 1

Note: Time periods for the Power Shut-Off, Power Save, and Auto Clear modes can be modified to meet your specific copying needs. Refer to **Customizing Your Pro 16fx** section of this User Guide for information about changing these settings.

Auto Copy Function

This function provides the ability to program a copy job while the copier is warming up, or to pause a print job to enable copying.

1. Program the copy job.
2. Press Start.
   - The current page will be completed if printing is in process.
3. When the copy job is completed, press the On-line/Off-line button to immediately return to the print job.

Paper Specifications

Paper Storage

Note: Paper affected by humidity, and curled paper can cause jams and copy quality problems.

For reliable copier operation and good copy quality, Xerox recommends that paper be stored:

- on a flat surface.
- in a closed container.
- in a low humidity area.
- tightly wrapped, if the ream is partially used.

The Specifications Chart below provides information about the types of paper that can be used at each of the paper input areas.

Paper Input	Paper Tray 1 and 2	Alternate Paper Tray
Paper Sizes	5.5×8.5" to 8.5×14" / A5 to 216×356mm	3.5×5.5" to 8.5×14" / A6 to 216×356mm
Paper Weights Optimum Range	 20 lb / 80 gsm 15 – 24 lb / 56 – 90 gsm	 20 lb / 80 gsm 14 – 34 lb / 52 – 130 gsm
Paper Capacities Copy, letterhead, and predrilled	20 lb / 80 gsm 2×250 sheets	20 lb / 80 gsm 50 sheets
Labels, Envelopes, and Transparencies *	No	Yes (1 at a time)

* Use labels, envelopes, and transparencies specifically designed for copiers and laser printers (high temperatures).

⊡ *Loading Paper*

⊡ will flash in the copy quantity display and the green indicator in the copier diagram will flash when:

- a paper tray is empty.
- paper misfeeds: paper has **not** fed all the way into the copier.
- a paper tray is not closed properly.

If the paper has misfed, open the paper tray indicated by the flashing green light on the copier diagram and remove the misfed paper.

- Do not reuse the misfed paper.
- Ensure that the paper is under the corner snubbers.
- Close the paper tray.
- If copying, press the Start key to make the remaining copies.
- If printing, the job will automatically resume when paper is added.
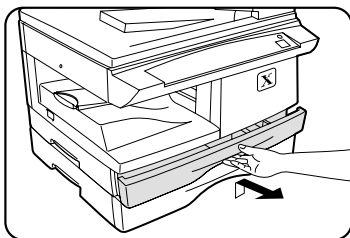
1. Lift and pull open the paper tray.
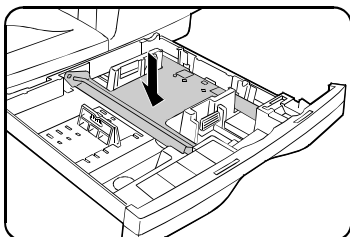
2. Push down on the pressure plate until it locks in position.

Note: The procedures for loading paper into tray 1 and tray 2 are identical.
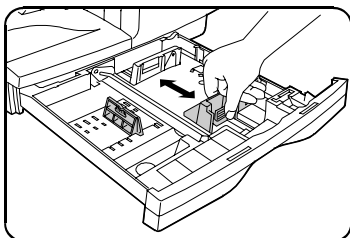
3. Adjust the paper guides to the desired paper size.
    - Squeeze the side guide.
    - Lift and insert the rear guide.
    - When adding paper larger than 8.5×11/A4, remove the rear guide and store it in the pocket in front of the side guide.

P *Loading Paper*
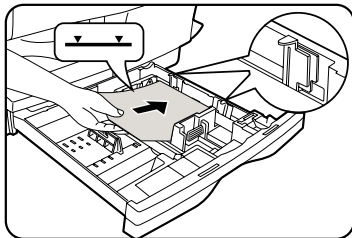
4. Fan the paper and insert it into the tray.

   - Ensure that the paper corners are under the corner snubbers.
   - Do not fill above the max fill line.

5. Close the paper tray.

6. If copying, press Start to continue. If printing, the job will automatically resume.

   - To cancel the flashing *P* without restarting copying, press the Clear button.

Flashing P

When the Alternate Paper Tray runs out of paper, or the paper misfeeds, the *P* will flash in the display and the green indicator in the copier diagram will flash.
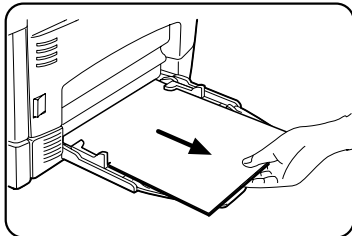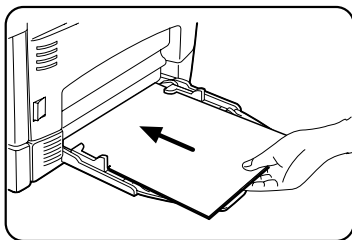
1. Add paper if the Alternate Paper Tray is empty.

2. If paper has misfed, remove it by carefully pulling the edge of the paper in the direction of the arrow.

3. If copying, press the Start key to continue.

   If printing, press the On-line/Off-line key to continue.

Making Copies on the Document Glass
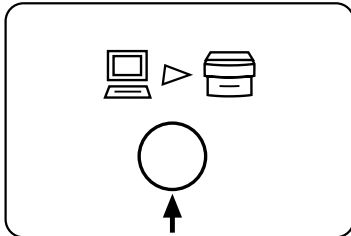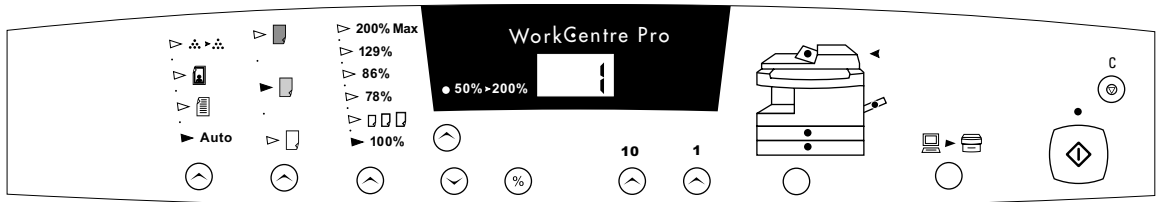
1. Ensure that the Pro 16fx is Off-line.
   - The light between the two icons will be **off**.
2. Select the desired copy features from the control panel.
3. Select the number of copies.

   - Press the **10** to increase the quantity by 10. Press the **1** key to increase the quantity by 1.
   - To clear the selected quantity, press the Clear key.
4. Lift the Document Cover.
5. Place the original **face down** and align it with the registration guide on the document glass.
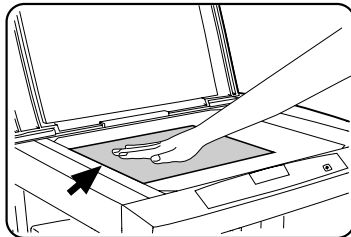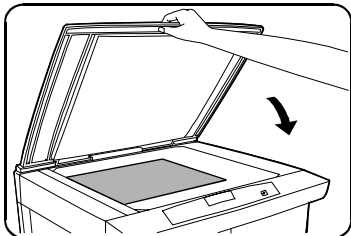
6. Close the Document Cover.

Note: Leaving the cover open while copying will affect copy quality and toner consumption.

7. Press Start to begin copying.
   - The number in the display window returns to 1 and advances as each copy is made.

Making Copies on the Single Pass Feeder

Use the Single Pass Feeder(SPF) to make one collated copy of originals or multiple uncollated copies of one set of originals. The SPF holds up to 30 originals (20 lb/80 gsm) in one job. Ensure originals are in good condition, and that all staples and paper clips have been removed. Use the document glass to make copies from transparencies, facsimile paper, or originals having other unusual characteristics. For reliable copying operation, use originals within the following ranges:

Paper weight range: 16 to 24 lb/60 to 90 gsm

Paper size range: 5.5×8.5"/A5, 8.5×11"/A4 and 8.5×14"/216×353 mm
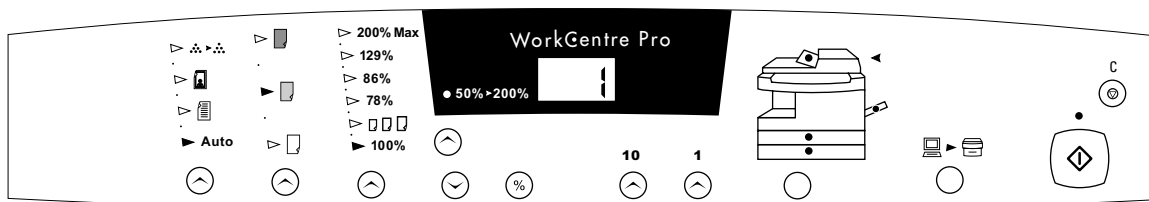
1. Select the required paper tray.

2. Select the desired copy features from the control panel.

3. Adjust the paper guide to the original size.
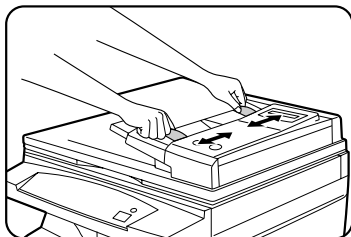
Note: Writing that is very close to the leading or trailing edge of the original may not copy. Turning the original around in the SPF may help.
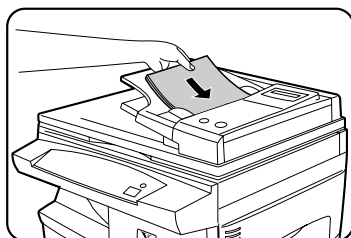
4. Insert up to 30 originals **face up** into the SPF until the green SPF light on the copier diagram comes on.

5. Press Start.

   • The number in the display window returns to 1 and advances as each copy is made.

Image Quality

The image quality features described on this page can be used to improve copies of documents printed on colored paper, photographs, or are of poor quality.

Toner Save ——• ▷ ⸪ ▸⸪
Photo ——• ▷ 🖼
Text ——• ▷ 📄
Auto ——• ▷ **Auto**

⌃
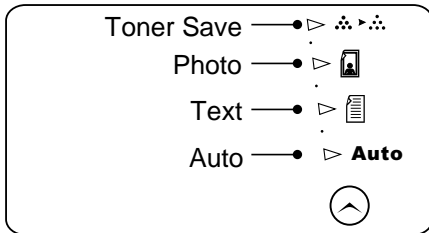
Auto: Use Auto when copying from originals with a colored background or mixed text and graphics.

Note: When Auto is selected, the copier automatically varies the contrast of your copies. Lighter/Darker settings are not available.

Text: Use Text to copy documents containing mostly text.

Photo: Use Photo when the originals are photographs.

Toner Save: Toner Save mode lowers overall copy density on each page. This feature can be used when making draft copies.

Copy Contrast

Lightest ——• ▷ ▉

⌖

Darkest ——• ▷ ▢

⌃
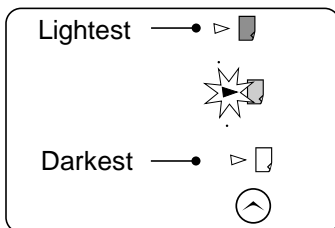
You can vary the copy contrast of your copies in small increments when Text, Photo, or Toner Save settings are selected.

Note: When Auto is selected the copy contrast settings are not available.

Press the copy contrast key to lighten or darken copies while in the Text, Photo, or Toner Save settings.

There are 5 contrast settings represented by 3 indicator lights. The indicators light up one or two at a time to represent the selected setting. Successive pushes of the key will change the indicators in successive order. Darkest, normal and lightest settings are depicted by one indicator. When 2 indicators are lit, the copy contrast will be mid point between the darker setting and the lighter setting.

Reduction/Enlargement
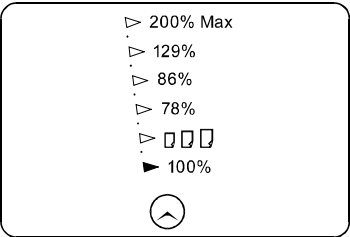
Preset Reduction/Enlargement

Press the Preset Reduction/Enlargement key to quickly select one of the 6 preset percentages. The customer settable percentage (⧠⧠⧠) has been set at the factory for 50%. Refer to **Customizing Your Pro 16fx** for information about changing the default percentage.
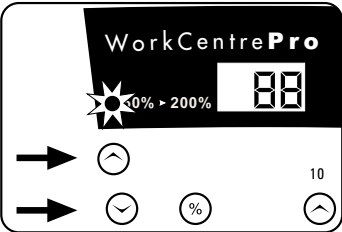
Variable Percentage

Press the Variable Percentage key to increase or decrease the reduction or enlargement by 1% increments. You may select any percentage from 50 – 200%. Press the % key to display the current percentage. When any reduction or enlargement is selected the variable percent indicator will light.
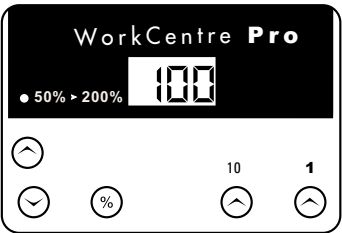
Display Window

Preset or variable reduction/enlargement percentages appear in the Display Window at the time selections are made. After a few seconds, the reduction/enlargement percent is replaced with the number of copies selected. Press the % key to recall the current reduction/enlargement ratio.

Reduction/Enlargement Reference Table

Original Size	Copy Size	% To Use
5.5×8.5	8.5×14	154%
5.5×8.5	8.5×11	129%
8.5×14	8.5×11	78%
8.5×11	5.5×8.5	64%
A4	A3	141%
B4	A4	81%
A4/ A3	A5/ A4	71%

Alternate Paper Tray

The alternate paper tray can be used to feed multiple sheets of standard paper, or it can be used to feed single sheets of special or heavy papers such as note cards, transparencies, and labels.

The alternate paper tray holds up to 50 sheets of 20 lb/ 80 gsm paper ranging in size from 3.5×5.5" to 8.5×14"/ A6 to 216×356mm.

Load special stock as follows:

Predrilled paper: holes toward the rear of the copier.

Letterhead paper: face down with the top toward the left.

Envelopes: flap side up and toward the rear, one at a time.

Labels: face down, one at a time.

Transparencies: removable stripe face up and toward the rear, one at a time.

- Use labels, transparencies, and envelopes specifically designed for copiers (high temperatures).
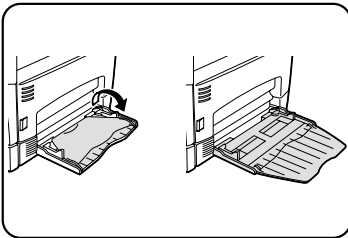
1. Place the original **face down** and align it with the registration guide on the document glass.
2. Lower the alternate paper tray, located on the right side of the copier.
3. Unfold the paper support extension as shown.
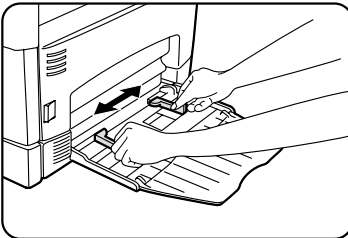
4. Adjust the guides to the width of the copy paper.
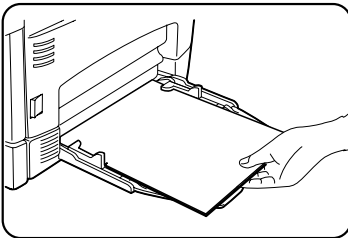
5. Insert the copy paper all the way into the alternate paper tray until it stops (do not force).
   - 50 sheets max.

Note: When loading envelopes, labels, or transparencies insert one at a time.

6. Press the **Paper Supply** button to select the alternate paper tray.
7. Select other required features.
8. Press the Start button.

Two-Sided Copying
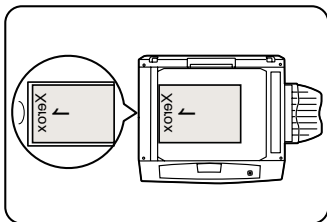
1. Place side 1 original **face down** on the Document Glass, with the **TOP** toward the **LEFT**. Lower the document cover.

Note: 16 lb / 60 grams per square meter copy paper is not recommended for two-sided copying.

2. Select quantity required.

3. Press Start to make side 1 copies.
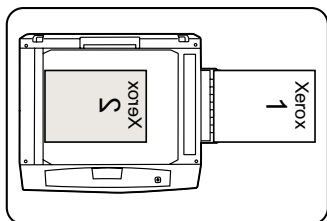
4. Remove the first original and place the second original **face down** on the Document Glass with the **TOP** toward the **RIGHT**, and lower the document cover.

5. Remove the Side 1 copies from the output tray and insert the copies **face up**, **TOP** toward the **RIGHT**, into the alternate paper tray.

6. Select the alternate paper tray.

7. Press Start.

Envelopes

Various types and sizes of envelopes can be printed/copied on the Pro 16fx using the bypass tray or alternate paper tray.

Selecting Envelopes

The construction of envelopes is critical to printing performance and varies widely. Use high-quality envelopes that are thin and sharply creased. Test a few envelopes before you purchase large quantities.

Sizes: Minimum: 3 x 5" / 76 x 127mm
Maximum 8.5 x 14" / 216 x 356mm

Hints: Try to avoid printing over the area where the envelope's three back flaps meet.

Printing/Copying on an envelope: ←✉

1. Load one envelope at a time into the alternate paper tray.

   - Make sure that the leading edge of the envelope is straight and firmly creased.
   - For the best print quality, position margins no closer than .5"/ 13mm from the edges of the envelope.
2. Slide the envelope into the bypass, flap side up and toward the rear.

Caution: The types of envelopes described below can severely damage your machine.

   - Never use envelopes with clasps, snaps, windows, coated linings, exposed self-stick adhesives, or other synthetic materials.
   - Never use envelopes with glues, inks, and adhesives that could discolor, scorch, or melt when heat is applied.
   - Never try to print on both sides of an envelope. Jamming and damage can result.

Envelope Storage:

Proper storage of envelopes helps ensure successful feeding and printing.
   - Envelopes should be protected from moisture. Excessive moisture can cause wrinkles and sealed flaps.

Envelopes should be stored flat. Air can become entrapped during printing and cause creases to form. Flat storage helps prevent air entrap

Customizing Your Pro 16fx

Programmable Features

The default settings for various machine features may be changed to suit your individual needs. All of these features remain set until this process is repeated.

Each of the programmable features, along with its program number and options are contained in the chart below. The procedure to change the default settings follows the chart.

Note: The procedures written in this manual are based on the factory default settings.

Feature	Program Number	Option Number * Factory Setting
Priority Tray: This feature allows you to set the default paper tray. At power on or auto clear, the copier will return to the selected priority paper tray.	0	0 – Main paper tray * 1 – Alternate paper tray 2 - Second paper tray
Auto Clear Time Out: This feature allows you to select the time it takes for the copier to return to the normal copy mode after a copy cycle is complete.	1	0 – Off 1 – 30 seconds 2 – 60 seconds * 3 – 90 seconds 4 – 120 seconds
Time Out to Power Save: When enabled, this feature automatically reduces power used by the copier if the copier has not been used for the set period of time.	2	0 – Off 1 – 45 seconds 2 – 90 seconds * 3 – 2 minutes 4 – 5 minutes
Time Out to Power Shut-Off: When enabled, this feature significantly reduces power used by the copier if the copier has not been used for the set period of time.	3	0 – 2 minutes 1 – 5 minutes * 2 – 15 minutes 3 – 30 minutes 4 – 60 minutes 5 – 120 minutes 6 – Off
Default Magnification: This feature allows you to make copies slightly larger or smaller than the original, or the same size.	4	0 – 100% * 1 – 99% 2 – 101%

Feature	Program Number	Option Number * Factory Setting
Default Image Quality: This feature allows you to select the default Image Quality mode.	5	0 – Auto Exposure * 1 – Text 2 – Photo
Auto Contrast Adjustment: The copy contrast range may be adjusted when the copy image is consistently too light or too dark in the Auto Image Quality mode.	6	0 – Lightest 1 – Lighter 2 – Normal * 3 – Darker 4 – Darkest
Paper Trail Edge Deletion: The trail edge deletion can be turned **Off** to accommodate originals that have print to the very bottom edge. When Off, another 4 mm will copy, however the image quality may deteriorate as it gets closer to the bottom edge. When this feature is **On** each time the paper tray is opened edge deletion is disabled for the first copy. Edge deletion is enabled for the following copies.	7	0 – On * 1 – Off
Reduction/Enlargement Preset: This feature allows you to set a specific preset reduction or enlargement setting for the ▯▯▯ key.	10	50 – 200% Default 50% *
Auto Paper Tray Switching: When enabled, the copier will automatically switch to another paper tray when the selected tray runs out of paper.	11	0 – On 1 – Off *
Single Pass Feeder Contrast Adjustment/Automatic Document Feeder: The copy exposure range may be adjusted when the copy image is consistently too light or too dark.	12	0 – lightest 1 – lighter 2 – Normal * 3 – darker 4 – darkest
Return to Print Mode: This feature allows you to select the time it takes for the copier to return to the print mode after a copy job is complete.	14	0 – 60 seconds * 1 – 90 seconds 2 – 120 seconds 3 – 150 seconds 4 – 180 seconds 5 – Off - no time out

Programmable Feature Settings 0 – 7 and 11 – 14

To change the programmable features, find the Program Number and the desired Option Number in the Programmable features chart on the previous pages. Follow the instructions below.

Note: The Pro 16fx must be off-line and in the Ready mode.
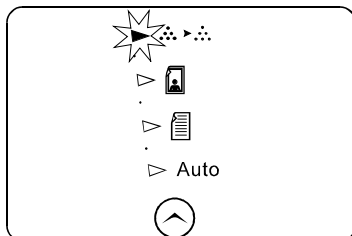
1. Select the Toner Saver mode.
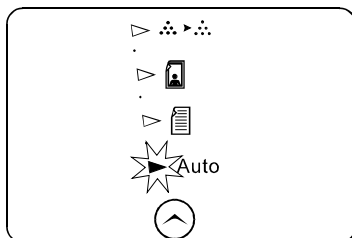
2. Press again and hold the Image Quality key for approximately 4 to 6 seconds.
   - The light next to Auto mode will light.
   - The lights within the Pro 16fx Diagram will flash.
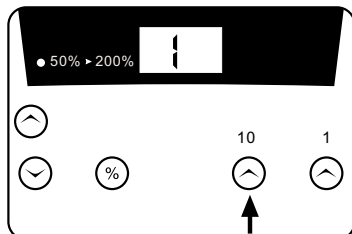
3. Press the 10 key to select the Program Number of the feature to be changed.
   - You will not be given the choice to change an option if your machine does not have the feature.
4. Press Start.
   - The current setting for that program will flash.
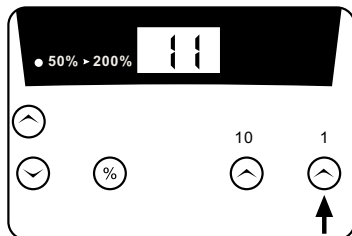
5. Press the 1 key until the option number you want is displayed.

6. Press Start to store the selection.

7. Press the Clear key to continue making other changes. Press the Image Quality key to return to the copy mode.

Programmable Feature Setting 10

Use the following procedure to change the preset Reduction/Enlargement default setting (ꝺꝺꝺ). This feature allows you to set a specific preset reduction or enlargement between 50 – 200%.
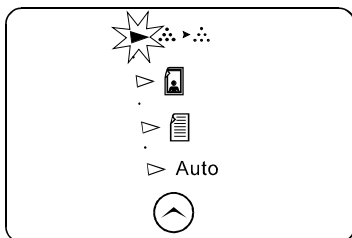
1. Select the Toner Saver mode.
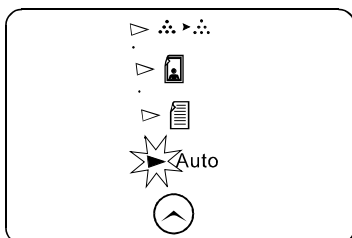
2. Press again and hold the Image Quality key for approximately 4 to 6 seconds.

   - The light next to Auto mode will light.
   - The lights within the Pro 16fx Diagram will flash.
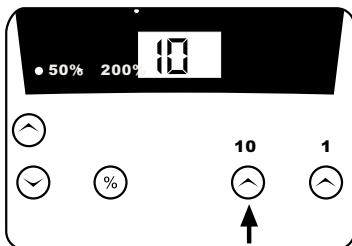
3. Press the 10 key until the number 10 is displayed.

4. Press Start.

   - The current reduction/enlargement setting will flash.
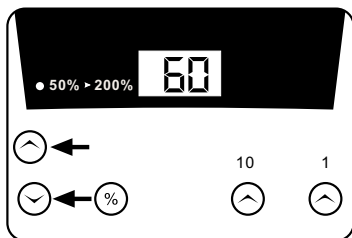
5. Press the variable percentage keys until the desired percentage is displayed.

6. Press Start to store the selection.

7. Press the Clear key to continue making other changes. Press the Image Quality key to return to the copy mode.

Pro 16fx Care

Cleaning the Document Glass and Cover

Keeping the document glass clean helps ensure the best possible copies. Xerox suggests that you clean the document glass at the start of each day and during the day as needed.

CAUTION: Do not pour or spray water directly onto any part of the copier.
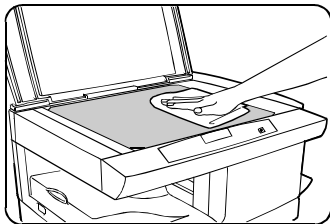
1. Slightly dampen a soft lint-free cloth or paper towel with water.
2. Wipe the surface of the document glass until it is clean and dry.
3. Wipe the underside of the white document cover until it is clean and dry.
4. Close the document cover.

Cleaning the Corotron Wire

If copies start getting streaks or blotches, the corotron wire may be dirty.
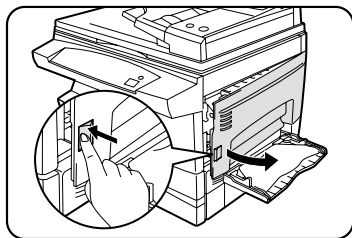
Note: Ensure that the alternate paper tray is lowered.

1. Press the release latch to open the side cover.
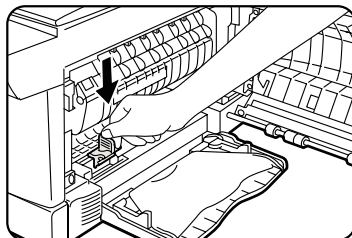
2. Remove the green corotron wire cleaner from inside the copier (near the front corner of the machine).
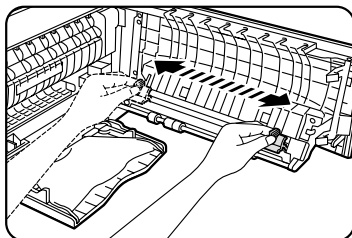
3. Insert the corotron cleaner into the corotron wire unit.
4. Wipe the corotron wire with the corotron cleaning tool as shown.
5. Replace the cleaner and close the side cover.

Fax Control Panel

This chapter provides an illustration of the WorkCentre Pro 16fx fax control panel and describes the various functions you can perform from it. The following topics are included:

A Look at the Fax Control Panel
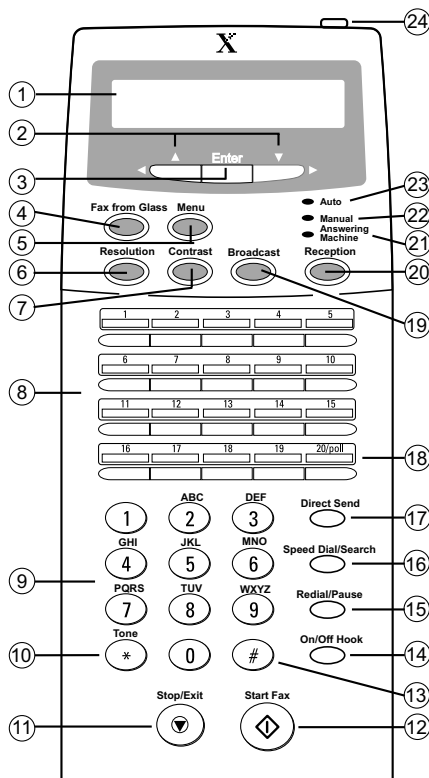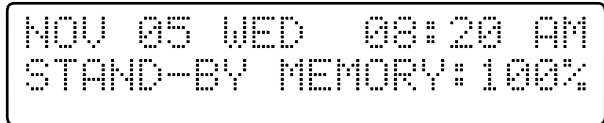
1	**Liquid Crystal Display (LCD)**	Displays fax operation and programming messages.
2	**Arrow keys**	Press these keys to scroll through menus. During input mode, these keys are also sometimes used to move the cursor.
3	**Enter key**	Press this key to store alphanumeric characters you have typed in or to select menu items.
4	**Fax from Glass**	Press this key to initiate faxing from the document glass.
5	**Menu key**	Press this key to enter menu mode.
6	**Resolution key**	Press this key to adjust the resolution before sending faxes.
7	**Contrast key**	Press this key to adjust the contrast before sending faxes.
8	**Rapid keys**	Press one or more of these keys to dial a fax or telephone number automatically. Press the 20/poll rapid to start polling.

9	Number keys	Press these keys to dial numbers and to enter characters during number/name storing procedures.
10/13	* / #	Press these keys to enter symbols during the name storing procedure. Press the * (Tone) key to change from pulse dialing to tone dialing mode.
11	Stop/Exit key	Press this key to stop an operation before it is completed, or to delete the number that was last input. This key is also used to close the line when manually dialing.
12	Start Fax key	Press this key to begin sending a fax or manually receiving a fax.
14	On/Off Hook key	Press this key to connect to your telephone line to begin manual dialing. To close the line, press the key again.
15	Redial/Pause key	Press this key to automatically redial the last fax number you dialed or to insert a pause when entering numbers.
16	Speed Dial/Search key	Press this key to dial a two-digit speed dial number. During character input use this key to delete an incorrect entry. Press this key twice to search for a previously stored number.
17	Direct Send key	Press this key to transmit one page at a time. This mode is used when the internal memory can not hold the entire set of documents to be transmitted. Very large and complex documents can be transmitted using this mode.
18	20/poll Key	This key can be configured as a rapid key or as the polling key. When configured as a Rapid key, it will operate like the other Rapid keys. When configured as polling key, press it to start polling.
19	Broadcast key	Press this key to send documents to multiple (up to 50) receiving fax machines.
20	Reception key	Press this key to select the mode (auto, manual or answering machine) for receiving faxes.
21	Answering Machine light	This light indicates the answering machine will answer if the line is properly connected.
22	Manual light	This light indicates the machine must be answered manually.
23	Auto light	This light indicates the machine will answer automatically.
24	LCD contrast dial	Turn this dial to adjust the contrast level of the LCD.

About the Liquid Crystal Display

The Pro 16fx is equipped with a two-line liquid crystal display (LCD) on the fax control panel for displaying various messages and settings during operation. This LCD can display up to 20 characters on each line. When the unit is idle, the LCD shows the date, time, and the stand-by memory available.

Below is an example of the LCD.

```
NOV 05 WED   08:20 AM
STAND-BY MEMORY:100%
```

A dial located at the top of the fax control panel controls the contrast of the display. Turning the dial to the right darkens the LCD. Turning the dial to the left lightens the LCD.

Using the Arrow Keys

The left and right arrow keys on the fax control panel are very useful for scrolling through the various function lists and settings. Once you have pressed the **Menu** key, you can scroll through the menu functions as desired. Pressing the **Enter** key then chooses the displayed function. For many of the menu lists, you can use the arrow keys again to scroll through the settings.

The arrow keys also allow you to move the cursor forward and backward when entering alphanumeric characters. See **Entering Characters** in this chapter.

Entering Characters

You can enter letters, numbers, and symbols by using the fax keypad. The keypad is shown below.

```
        ABC        DEF
  ( 1 )  ( 2 )     ( 3 )
  GHI     JKL       MNO
  ( 4 )  ( 5 )     ( 6 )
  PQRS    TUV      WXYZ
  ( 7 )  ( 8 )     ( 9 )

  ( * )  ( 0 )     ( # )
```
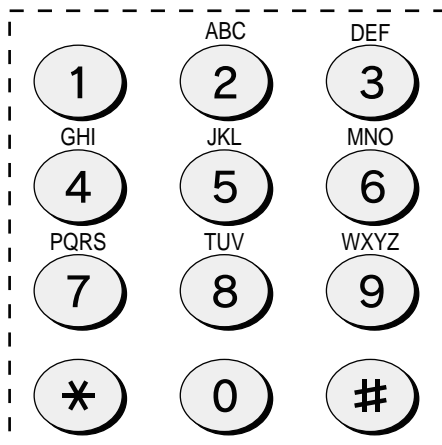
Entering Letters

Letters are marked above each of the number keys "**2**" through "**9**." To enter a letter, press the appropriate key repeatedly until the desired letter appears. The number of the key appears first, followed by letters in the order marked above the key. For example, pressing the 2 key once displays "2," twice displays "A," three times displays "B," and four times displays "C." A fifth press of the 2 key begins the cycle again with "2."

Entering Symbols

Symbols can be entered by pressing the "**#**" and "✳" keys. The chart below shows the sequence of symbols that will display. Press the "**#**" key to move forward through the sequence. Press the "✳" key to move backward.

#→																											**←***
.	**/**	**!**	**"**	**#**	**$**	**%**	**&**	**'**	**(**	**)**	*****	**+**	**,**	**-**	**:**	**;**	**<**	**=**	**>**	**?**	**@**	**[¥]**	**^**	**_**	**`**	**{l}**	**→ ←**

Selecting Characters

When the desired letter, number or symbol is displayed, press the right arrow key to select that character and move the cursor to the next position to the right. To move the cursor to the previous position, press the left arrow key. Press the **Enter** key to complete the entry of the string of characters.

Notes:

- To enter two characters that require using the same key in succession, press the **right arrow** key once after entering the first character and then enter the second character.

- To change one individual character to another, use the **left or right arrow** key to move the cursor to the character you want to change. Use the keypad to select the appropriate replacement character and press the **Enter** key to confirm your selection. The new character will replace the old one.

- To enter a space between letters, press the "**1**" key.

- To switch between upper and lower case letters, press the **Redial/Pause** key.

- To delete a character, use the left or right arrow key to move the cursor to the character you want to delete. Then press the **Speed Dial/Search** key.

- To backspace and delete one character at a time, press the **Stop/Exit** key.

Fax Setup

This chapter describes the procedures for setting up your WorkCentre fax machine. This includes explaining how to enter your name and fax number and how to set the date and time. It also includes instructions for setting the paper size, dial mode, number of redial times and interval, fine resolution priority, and beep and ringing volume. Additionally, it provides the procedures for storing numbers. The following topics are included:

Entering Your Name and Fax Number

Note: You can view all of the items in the menu display by pressing the **Menu** key, then using the **left and right arrow** keys to scroll through the function list. Pressing the **Enter** key chooses the displayed function.

To have your name and fax number printed at the top of every transmitted page, program them by pressing the operation panel keys as described below.

- You must program your name and number in order to comply with the Consumer Protection Act of 1991.

- If you enter an incorrect character, press the **left arrow** key to move the cursor back to the mistake or the **Speed Dial/Search** key to delete, then enter the correct character. To move the cursor forward, press the **right arrow** key.

Use the following procedure to enter your name and fax number:

Step	Press these keys	Comments
1	*Menu* then *3*	Display = "ENTRY MODE"
2	*3*	Display = "ENTER YOUR FAX #"
3	Example: *18008326979*	Enter your own fax number (maximum 20 digits) by pressing the number keys. To insert a space between digits, press the "*" key. To insert a "+" press the "**#**" key.
4	*Enter*	Display = "ENTER YOUR NAME"
5	Example: Xerox **999** = x **333** = e **7777** = r **6666** = o **999** = x	Enter your name by pressing the appropriate number keys as shown on the left. Press each key repeatedly until the desired letter appears in the display (maximum of 24 characters). To enter a space, press the **1** key twice. To switch between lower case and capital letters, press the **Redial/Pause** key once. See **Entering Characters** in the **Fax Control Panel** section.
6	*Enter*	Display = "STORED"
7	*Stop/Exit* twice	

Setting the Date and Time

The date and time that appear in the display are printed at the top of every transmitted page. Set the date and time by pressing the keys on the operation panel as shown below. To correct a mistake, press the **Stop/Exit** key to move the cursor back to the mistake and then enter the correct number.

Note: The machine supports millennial dates (those from the year 2000 on). To program such a date, enter the last two digits. For example, the year 2000 is programmed by entering "00".

Use the following procedure to set the date and time:

Step	Press these keys	Comments
1	*Menu* then *3*	Display = "ENTRY MODE"
2	*2*	Display = "ENTER YEAR"
3	Example: 1999 *99*	Enter the last two digits of the year. Display ="ENTER MONTH"
4	Example: July *07*	Enter the month (2 digits: "01" for January, "02" for February, "12" for December, etc.). Display = "ENTER DATE"
5	Example: the fifth *05*	Enter the day of the month (2 digits: "01" to "31"). Display = "PRESS ENTER KEY"
6	*Enter*	Display = "ENTER TIME"
7	Example: *05*	Enter the hour (2 digits: "01" to "12").
8	Example: *20*	Enter the minute (2 digits: "00" to "59").
9	* or #	Press "*" to select A.M., or "#" to select P.M. Display = "PRESS ENTER KEY"
10	*Enter*	The clock starts when you press this button. Display = "STORED"
11	*Stop/Exit* twice	

Setting the Tray Paper Size

You must program the size of paper you have loaded in the machine so that Receive Reduce functions can properly adjust the size of documents printed out. Follow the steps below.

Note: If you are using letter-size paper, you do not need to make any changes, as this is the factory setting.

Step	Press these keys	Comments
1	*Menu* then *4*	Display = "OPTION SETTING"
2	*0* then *2*	Display = "MAIN CASSETTE"
3	*1* or *2* or *3* or *4*	Select the paper size for paper tray 1: 1 = letter (default) 2 = legal 3 = A4 4 = other Display = "STORED" and then "SECOND CASSETTE"
4	*1* or *2* or *3* or *4*	Select the paper size for paper tray 2: 1 = letter (default) 2 = legal 3 = A4 4 = other Display = "STORED"
5	*Stop/Exit* twice	

Notes:

If the machine runs out of paper while receiving a fax:

- If paper of the same size is available in another paper tray, the machine automatically switches to the other tray and prints the fax.

- If the same size paper is loaded in both main cassette and the second cassette, select 4 = "Other" for the tray that you do not want to use.

- If the same size paper is not available in the other tray, the error message "PAPER OUT (XX)" appears on the display. The received fax is saved in memory and printed when you add paper of the proper size.

Selecting the Reception Paper Size

On the Control Panel, you can select the paper size that you want received faxes to be printed on (AUTO, A4, Letter, Legal). If you select the AUTO setting, the machine automatically prints the fax on the most appropriate size paper. Follow the procedure below.

Step	Press these keys	Comments
1	*Menu* then *4*	Display = "OPTION SETTING"
2	*0* then *1*	Display = "PRINT PAPER SIZE"
3	*1* or *2* or *3* or *4*	Select the paper size for received faxes: 1 = letter 2 = legal 3 = A4 size paper 4 = auto (default) Display = "STORED"
4	*Stop/Exit* twice	

Note: If the size setting on the Control Panel differs from the size actually in the paper trays, the error message "PAPER OUT (XX)" appears on the display (for example, if you have set A4 on the control panel and the paper trays contain letter-size and legal-size paper). When this happens, the received fax is saved in memory and printed when you do one of the following:

- Correct the setting on the Control Panel.

OR

- Put paper of the selected size in the paper tray and program the paper size. Refer **to Setting the Tray Paper Size**.

Setting the Dial Mode

The machine can be used with both touch-tone and pulse telephone lines. Touch-tone lines use tones of different pitches for each number key, while pulse lines use a series of pulses. Your machine must be set to match the kind of telephone line you are using: touch-tone or pulse.

Step	Press these keys			Comments
1	*Menu*	then	*4*	Display = "OPTION SETTING"
2	*1*	then	*9*	Display = "DIAL MODE"
3	*1*	or	*2*	Select the dial mode:
				1 = touch-tone (default) 2 = pulse
				Display = "STORED"
4	*Stop/Exit*	twice		

Setting the Number of Redial Times

You can select the number of times the machine will try to redial a busy number. If you enter 00, the machine will not try to redial. Follow this procedure:

Step	Press these keys	Comments
1	*Menu* then *4*	Display = "OPTION SETTING"
2	*0* then *8*	Display = "REDIAL TIMES"
3	*00* to *14*	Enter the number of redial times ("**00**" to "**14**"). 02 = default
4	*Enter*	Display = "STORED"
5	*Stop/Exit* twice	

Setting the Redial Interval

The redial interval (the time the machine waits in between attempts to re-send a fax to a busy number), can be set from 1 to 15 minutes. Follow this procedure:

Step	Press these keys	Comments
1	*Menu* then *4*	Display = "OPTION SETTING"
2	*0* then *9*	Display = "REDIAL INTERVAL"
3	*01* to *15*	Enter the redial interval minutes ("**01**" to "**15**"). 05 = default
4	*Enter*	Display = "STORED"
5	*Stop/Exit* twice	

Setting Fine Resolution Priority

For most fax jobs, you will most likely want to specify the fax image resolution. However, you can also set a default resolution when no setting is made using the **Resolution** key. When Fine Resolution Priority is turned on, all faxes will be sent in Fine Mode unless otherwise specified. When Fine Resolution Priority is turned off, all faxes will be sent in the Standard Mode unless otherwise specified. To turn on this function, follow the procedure below:

Step	Press these keys	Comments
1	*Menu* then *4*	Display = "OPTION SETTING"
2	*0* then *3*	Display = "FINE PRIORITY"
3	*1* or *2*	1 = on 2 = off (default)
4	*Stop/Exit* twice	

Adjusting the Beep Volume

Adjust the volume of both key beeps and alarm beeps (emitted at the end of transmission and reception) using the procedure below.

Step	Press these keys		Comments
1	***Menu*** then ***4***		Display = "OPTION SETTING"
2	***1*** then ***6***		Display = "BEEP VOLUME"
3	***Left Arrow*** or	***Right Arrow***	Press the left or right arrow key to lower or raise the volume to the desired level. 1 = max 2 = high 3 = med (default) 4 = low 5 = min 6 = off
4	***Enter***		Display = "STORED"
5	***Stop/Exit*** twice		

Setting the Length of Alarm Beeps

You can select the length in seconds of the alarm beeps by following the procedure below.

Step	Press these keys		Comments
1	*Menu* then *4*		Display = "OPTION SETTING"
2	*1* then *5*		Display = "BEEP LENGTH"
3	*Left Arrow* or	*Right Arrow*	Press the left or right arrow key to set the alarm beeps to the desired length or to turn them off. 1 = 3 seconds (default) 2 = 1 second 3 = no beep
4	*Enter*		Display = "STORED"
5	*Stop/Exit* twice		

Turning Key Beeps Off

You can choose to turn the key beeps off by following the procedure below.

Step	Press these keys		Comments
1	*Menu* then *4*		Display = "OPTION SETTING"
2	*1* then *7*		Display = "KEY BEEPS"
3	*1* or *2*		1 = on (default) 2 = off
4	*Stop/Exit* three times		

Adjusting the Ringing Volume

You can adjust the ringing volume of the machine using the procedure below.

Step	Press these keys		Comments
1	*Menu* then *4*		Display = "OPTION SETTING"
2	*1* then *8*		Display = "RINGING VOLUME"
3	*Left Arrow* or	*Right Arrow*	Press the left or right arrow key to raise or lower the volume to the desired level. 1 = max 2 = high 3 = med (default) 4 = low 5 = min 6 = off
4	*Enter*		Display = "STORED"
5	*Stop/Exit* three times		

Storing Numbers for Automatic Dialing

Automatic Dialing is a quick and convenient way to dial by using only a Rapid key (Rapid Key Dialing), or pressing the **Speed Dial/Search** key and entering a two-digit number (Speed Dialing).

Storing Numbers

To use Automatic Dialing, you must first store the full telephone number. The way you store it depends on whether you want to use it for Rapid Key Dialing or Speed Dialing:

Use the following procedure to store numbers for Rapid Key Dialing or Speed Dialing:

Step	Press these keys	Comments
1	*Menu* then *3*	Display = "ENTRY MODE"
2	*1*	Display = "FAX NUMBER MODE"
3	*1*	Display = "FAX NUMBER SET"
4	Example: Rapid Key 01 01 Example: Speed Dial 75 *75*	To store a Rapid key number, press a Rapid key. To store a Speed Dial number, press two number keys ("00" to "99"). Display = "PRESS ENTER KEY"
5	*Enter*	Display = "ENTER FAX NUMBER"
6	Example: *8005551234*	Enter the fax telephone number (maximum of 20 digits including pauses) using the number keys.
7	*Enter*	Display = "ENTER NAME"
8	Example: Xerox **999** = x **333** = e **7777** = r **6666** = o **999** = x	Enter the name of the location or party by pressing number keys as described in **Entering Characters** in the **Fax Control Panel** chapter. If you do not want to enter a name, skip this step.
9	*Enter*	Display = "CHAIN DIAL"
10	*1* or *2*	Press "**1**" if you want to specify the number as a Chain Dialing number (refer to **Chain Dialing** in the **Sending a Fax** section). Otherwise, press "**2**".

Storing Numbers for Automatic Dialing *(continued)*

| 11 | **Step 4**
or
Stop/Exit . . . | Return to Step 4 to store another number, or press the **Stop/Exit** key a number of times until you exit. If the number is a Rapid key number, you can write the name on the label above the appropriate Rapid key. |

Note: You may need to add a pause between certain digits in the number to allow time for connection. For example, if you are on a PBX telephone system that requires an access number, such as "9", to be dialed to access an outside line, you will need to enter a pause between the access number and the fax number of the other party. Pauses are entered by pressing the **Redial/Pause** key (2 seconds per pause). If necessary, several pauses can be entered in a row.

Clearing Numbers

Use the following procedure to clear numbers:

Step	Press these keys	Comments
1	**Menu** then **3**	Display = "ENTRY MODE"
2	**1**	Display = "FAX NUMBER MODE"
3	**2**	Select CLEAR. Display = "FAX NUMBER CLEAR"
4	Example: Rapid Key 01 ⌷01⌷ ⌷____⌷ Example: Speed Dial 75 **75**	To clear a Rapid key number, press the appropriate Rapid key. To clear a Speed Dial number, enter the 2-digit number with the number keys. Display = "PRESS ENTER KEY" If there is no number stored under that Rapid key or Speed Dial number, "NO NUMBER STORED" will appear in the display.
5	**Enter**	Display = "CLEARED"
6	**Step 4** or **Stop/Exit** . . .	Return to Step 4 to clear another number, or press the **Stop/Exit** key a number of times until you exit.

Storing Numbers Under Group Keys

Group keys allow you to dial a group of fax numbers by simply pressing the appropriate Group key once. They are convenient for the Broadcasting function, which is used to transmit a document to a group of fax machines.

All Rapid keys can be programmed as Group keys. To program or clear a group key, follow the steps below. Note that one key cannot be programmed as both a Rapid key and a Group key at the same time.

• Up to 50 fax numbers can be stored in one Group key.

• Only Rapid keys and Speed Dial numbers can be stored in a Group key. No full numbers can be stored.

Use the following procedure to store numbers under Group keys:

Step	Press these keys	Comments
1	*Menu* then *5*	Display = "GROUP ENTRY MODE"
2	*1* or *2*	Press "**1**" (SET) to program a Group key, or "**2**" (CLEAR) to clear a Group key.
3	Example: Rapid Key 01	**Setting:** Press the Rapid key you wish to use as a Group key. Display = "GROUP #=XX" followed by "DIAL #=" **Clearing:** Press the Group key you wish to clear, and then go to Step 7.
4	Example: Rapid Key 01 Example: Speed Dial 75 *75*	Enter fax numbers using one or both of the following methods: • Press one or more Rapid keys. • Enter one or more Speed Dial numbers with the number keys.
5	*Enter*	Display = "ENTER GROUP NAME"
6	Example: Xerox **999** = x **333** = e **7777** = r **6666** = o **999** = x	Enter the name of the group by pressing number keys as described in **Entering Characters** in the **Fax Control Panel** section. If you do not want to enter a name, skip this step.

Storing Numbers Under Group Keys (continued)

7	*Enter*	**Setting:** Display = "GROUP SET" will appear in the display. **Clearing:** Display = "GROUP #=XX CLEARED"
8	*Step 3* or *Stop/Exit* . . .	Return to Step 3 to program/clear another Group key or press the **Stop/Exit** key a number of times until you exit.

Sending a Fax

This chapter describes the procedure for sending a fax document. This includes choosing suitable media, setting the document, including a cover sheet, setting the resolution and contrast, and dialing and transmitting. The following topics are included:

Choosing Suitable Media

Make sure that the documents to be faxed meet the specifications and guidelines listed in this section.

Size and Weight when using the SPF

The size of documents that you can load in the SPF depends on whether you load one sheet at a time or several sheets at once.

Parameter	Minimum	Maximum
Paper Size (one sheet at a time)	5.5 x 8.5 inches (140 mm x 216 mm)	10.1 x 19.7 inches (257 mm x 50 cm)
Paper Size (several sheets at once)	5.5 x 8.5 inches (140 mm x 216 mm)	10.1 x 14.3 inches (257 mm x 364 mm)
Paper Weight	14 lbs (52 g/m^2)	23 lbs (85 g/m^2)

Note: When feeding in a long document, grasp the document at the edges to guide it into the SPF.

Size when using the document glass

Parameter	Minimum	Maximum
Paper Size	not applicable	10.1 x 14.3 inches (257 mm x 364 mm)

Note:

When you are using the SPF, your documents (originals) are being scanned through the machine. The area of a document that is scanned by the machine while faxing is slightly smaller than the actual document (original) size. Any text or graphics outside this area will not be scanned.

Scanning width: 8.2 inches
Scanning length: the length of the sheet minus 0.16 inch from both the top and bottom edges.

Choosing Suitable Media

General Guidelines

- All clips, staples, and pins should be removed from originals before they are used. If these are not removed, they may damage the machine.

- Ink, glue, and correction fluid on originals must be completely dry before using the documents with the machine.

- Originals that are in some way dangerous to the internal mechanisms of the machine should not be used.

- When faxing, any writing on the originals that is yellow, yellowish-green, or light blue cannot be transmitted. Copy the original onto white paper first.

- The following kinds of originals should not be used:

  - Originals with a glossy coating

  - Originals with static electricity

  - Originals with tears, folds, or curls

  - Originals that have become stuck together and cannot be easily separated

  - Originals with holes, windows, or perforations

  - Transparency films, tracing paper, or other transparencies

  - Originals with plastic or metallic coatings

Notes:

- Xerox does not accept responsibility for the loss or damage of originals.

- It is a good idea to copy valuable originals on a flat-bed copier before using them with the machine.

Setting the Document

This section describes setting documents in the SPF or on the document glass.

When using the SPF:
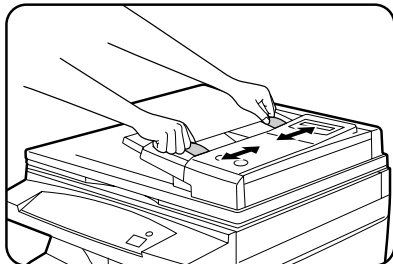
1. Confirm that there are no documents on the document glass and that copying is not in progress.

2. Adjust the original guides to the width of your document.
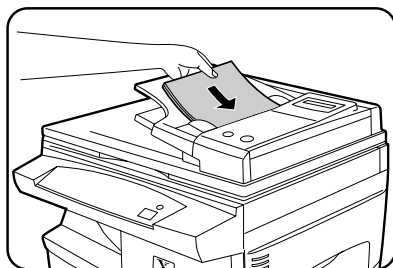
3. Place the document face up and push it gently into the original feeder tray. The top edge of the document should enter the fax first.

Direct Send
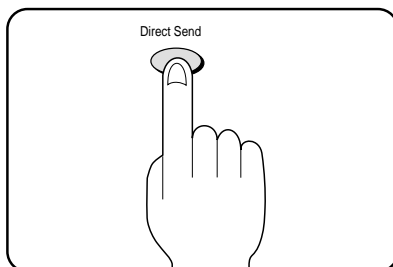
4. There are two ways to send the fax:

   - To scan the document into memory, then dial and transmit, continue with the **Dialing and Transmitting** section.

   - To dial and transmit the document directly without first scanning it into memory, press the **Direct Send** key. "DIRECT SEND" will appear in the display. Continue with the **Dialing and Transmitting** section.

Setting the Document

When placing the original on the document glass:
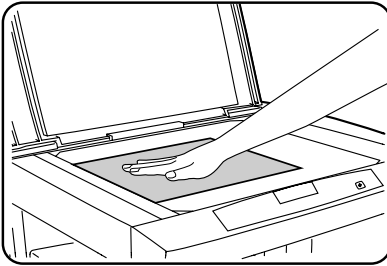
1. Confirm that there are no documents in the SPF.

2. Place the document **face down** and align it with the registration guide.

3. Close the document cover.

Note: When using the document glass, do not place documents in the SPF.
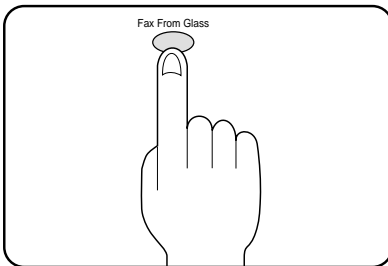
4. Press the **Fax From Glass** key to scan the page into memory.

5. Select the document size from those displayed.
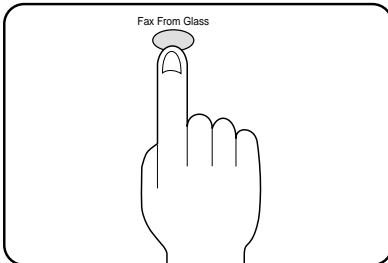
6. Press the **Fax From Glass** key. If you have more than one document to read into memory, place the next page, and press the **Fax From Glass** key to read each page.

Refer to **Dialing and Transmitting** in this section for information on dialing and transmitting the fax.

Including a Cover Sheet

If you wish to include a cover sheet with your fax, you can either create one manually or program your fax to generate one for you. Programmed cover sheets can be on a per-fax basis or generated automatically every time you send a fax.

Cover Sheet

You can generate a cover sheet on a per-fax basis. You can have your fax generate a cover sheet and send it as the last page of the transmission. The cover sheet includes the sending date and time, the sender's name and number, and the receiver's name and number if an automatic dialing number is used. The total number of pages sent is indicated on the bottom.

To include a cover sheet with a transmission, follow these steps:

Step	Press these keys	Comments
1	*Menu* then *7*	Display = "COVER SHEET MODE"
2	*1* or *2*	1 = on 2 = off (default)
3	Example: Press **2** for URGENT	If you pressed "**1**" in the previous step, select a message by entering a number from 2 to 6 as shown below, or enter 1 if you do not want to include a message. 1: NO MESSAGE 2: URGENT 3: IMPORTANT 4: CONFIDENTIAL 5: PLS. DISTRIBUTE 6: PLS. CALL BACK

Note: The receiver's name must be programmed in either the Rapid Key or Speed Dial function for it to appear on the Cover Sheet.

Including a Cover Sheet

Auto Cover Sheet

If you want to send a cover sheet with your fax transmissions regularly, this function is very useful. This function differs from the Cover Sheet function in two ways. First, the Cover Sheet function must be programmed before every fax you want to use it with; the Auto Cover Sheet function will send a cover sheet with every fax transmission unless you turn it off. Second, no message is included on the cover sheets generated by the Auto Cover Sheet function.

Note: the Cover Sheet function is the dominant of the two. An ideal way to use the two functions together is to always leave Auto Cover Sheet on, then use the Cover Sheet function to attach messages or not attach a cover sheet to certain transmissions.

Use the procedure below to turn the Auto Cover Sheet function on or off:

Step	Press these keys	Comments
1	*Menu* then *4*	Display = "OPTION SETTING"
2	*1* then *3*	Display = "AUTO COVER SHEET"
3	*1* or *2*	1 = on 2 = off (default)
4	*Stop/Exit* twice	

Note: The receiver's name must be programmed in either the Rapid Key or Speed Dial function for it to appear on the Auto Cover Sheet.

Setting the Resolution

The Resolution key allows you to select the resolution of documents being sent. To set the Resolution, press the **Resolution** key until the desired resolution appears in the LCD.

Your machine has the following resolution settings:

HALFTONE

Use Halftone for photographs and illustrations. The original will be reproduced in 64 shades of gray.

Note: If the document is B4 size, you cannot use the Halftone setting in the following situations:

> – With the memory function
> – For a broadcast operation
> – For a timer operation
> – For sending from the document glass
> – With the memory polling function

STANDARD

Use Standard for ordinary documents. This setting gives you the fastest transmission. It is the default setting. If you do not change the setting, the document will automatically be sent in Standard mode.

FINE

Use Fine for improved reproduction, especially with documents containing small letters or fine drawings.

S. FINE

Use Super Fine when you need the highest quality of reproduction.

Setting the Contrast

The Contrast key allows you to select the contrast of the documents being sent. To set the contrast, press the **Contrast** key until the desired contrast appears in the LCD. The three contrast levels are LIGHT, MEDIUM, and DARK.

Dialing and Transmitting

Once you have set the document in the SPF or have scanned the document into memory from the document glass and have made any desired transmission settings, you are ready to dial the number of the receiving fax machine and transmit the document. You can choose from one of several dialing methods to best suit your needs.

Direct Keypad Dialing

If the number of the fax you want to reach is not a Rapid key or Speed Dial number, use Direct Keypad Dialing to manually enter it using the following procedure:
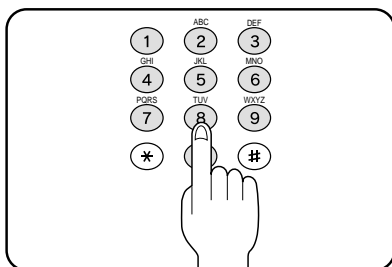
1. Confirm that you have correctly placed the document in the SPF or scanned the document into memory from the document glass. See **Setting the Document** in this section.

2. Enter the number of the fax machine you want to send to by pressing the number keys.
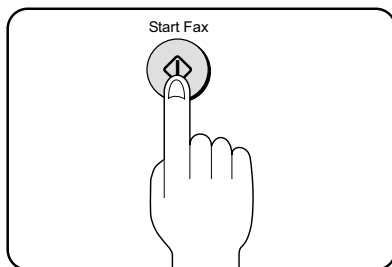
3. Check the display. If the number of the receiving machine is shown correctly, press the **Start Fax** key.
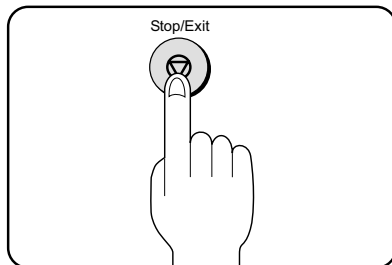
- If it is not correct, press the **Stop/Exit** key to backspace and clear one digit at a time and then enter the correct number.

Dialing and Transmitting

Direct Sending

The Direct Send function provides the ability to send documents to a remote fax machine one page at a time. It is used when the internal memory of the Pro 16fx cannot hold the entire set of documents to be transmitted. Since the job is scanned and transmitted one page at a time, the Pro 16fx can send very large and complex jobs.

Note: Direct Send does not allow Group, Broadcast or Redial dialing or Fax From Glass.

To direct send a document, follow these steps:
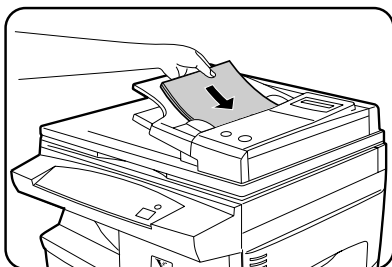
1. Confirm that you have loaded the documents into the SPF.
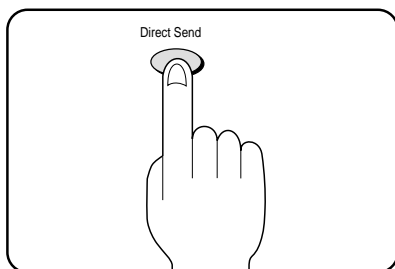
2. Press the **Direct Send** key.
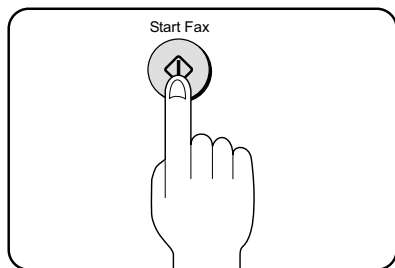
3. Dial the number using Direct Send, Rapid Key, Speed Dial, or Search Dial method.

4. Press **Start Fax** key if needed.

Each page will be scanned and transmitted one at a time until all pages have been transmitted

Dialing and Transmitting

Manual Dialing

Manual dialing provides the ability to dial phone numbers directly from the control panel to the phone line. This can be used to navigate phone menus prior to sending the fax.

To manually dial a phone number, follow these steps:
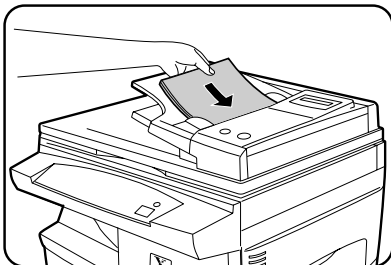
1. Confirm that you have loaded the documents into the SPF or scanned the documents into memory from the document glass.
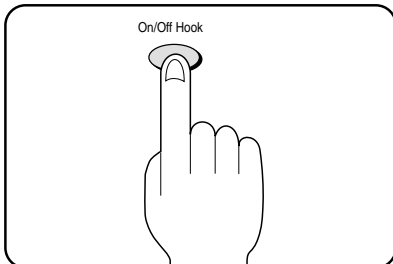
2. Press the **On/Off Hook Key**.
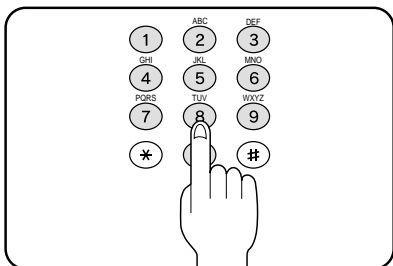
3. Enter the number of the fax machine you want to send to by pressing the number keys.
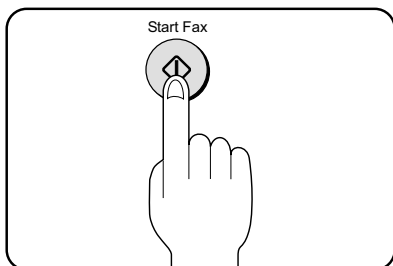
4. Press the **Start Fax** key.

Dialing and Transmitting

For Rapid Key dialing or Group Key dialing, confirm that you have set the document in the SPF, or scanned the document into memory from the document glass.

Rapid Key Dialing

If the number you want to dial has been stored as a Rapid key number (**see Storing Numbers for Automatic Dialing** in the **Fax Setup** section), you can dial it by pressing the appropriate Rapid key as shown:
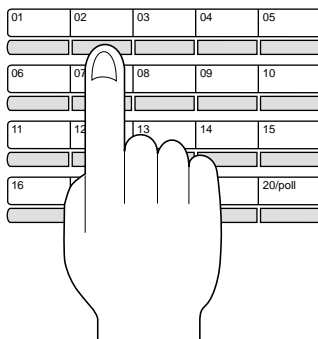
Group Key Dialing

If the group of numbers you want to dial have been stored as a Group number (see **Storing Numbers for Automatic Dialing** in the **Fax Setup** section), you can dial them by pressing the appropriate Group key as shown:
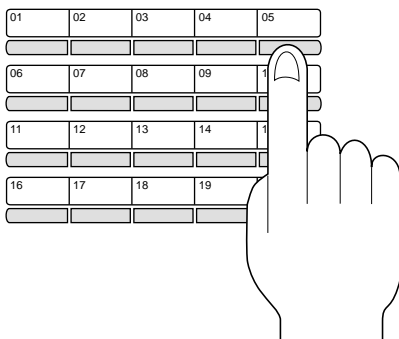
Note: A Group key can be made up of Rapid Keys and Speed Numbers. A Group key cannot use the same key as a Rapid Key.

Dialing and Transmitting

Speed Dialing

If the number you want to dial has been stored as a Speed Dial number, you can dial it using the following procedure:
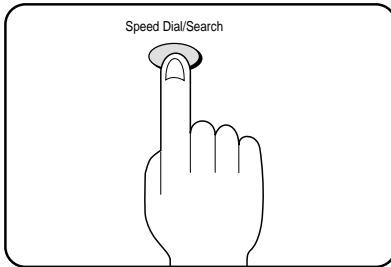
1. Confirm that you have set the document in the SPF, or scanned the document into memory from the document glass.

2. Press the **Speed Dial/Search** key.
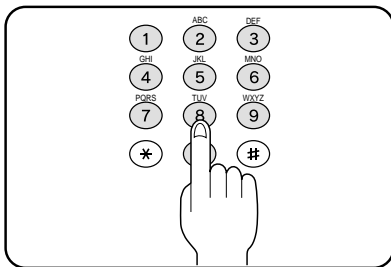
3. Enter the 2-digit number by pressing the number keys. See **Storing Numbers for Automatic Dialing** in the **Fax Setup** section.
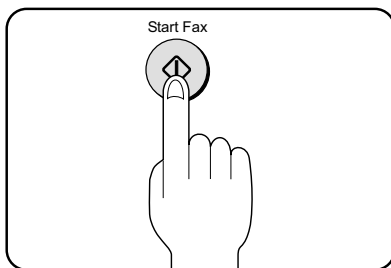
4. Check the display. If the name or number shown is correct, press the **Start Fax** key.
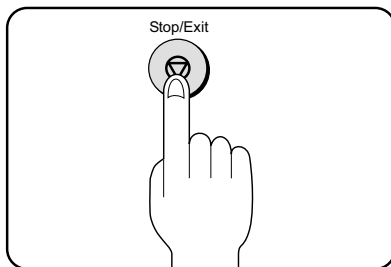
- If it is not correct, press the **Stop/Exit** key and then repeat Step 1.

Dialing and Transmitting

Using the Speed Dial/Search Key

If you do not remember the Rapid key or Speed Dial number in which you have stored a particular fax number, you can search for the number by following the steps below:
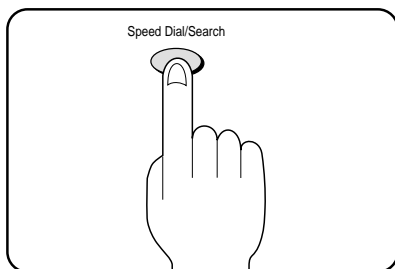
1. Press the **Speed Dial/Search** key twice.
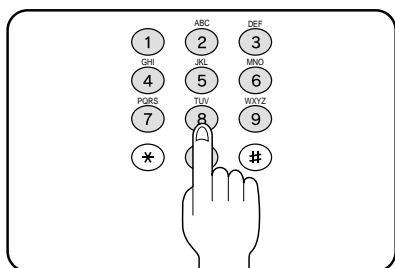
2. Enter the first letter of the stored name by pressing the appropriate number key (the key below the marked letter) until the letter appears in the display. If the name begins with a special character or number, press "1".

   - If you do not remember the first letter, go to Step 3 and scroll through the list from the beginning.
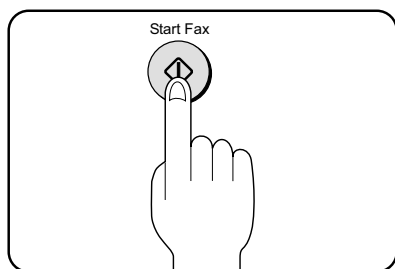
3. Press the ⬅ or ➡ (left and right arrow keys) to scroll through the names (numbers if you pressed "0"). Stop when the desired name appears in the display.

4. Press the **Start Fax** key. The document will be automatically transmitted once the telephone connection is made.

Dialing and Transmitting

Redialing

You can send a fax to the number you last dialed by following the steps below.
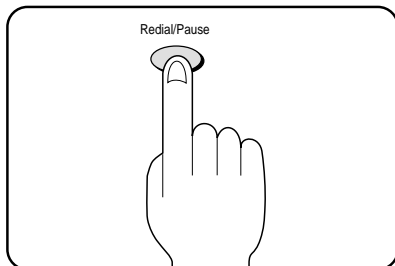
1. Press the **Redial/Pause** key.
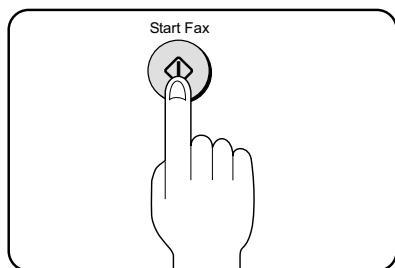
2. Press the **Start Fax** key.

Dialing and Transmitting

Chain Dialing

The maximum number of digits that may be entered when storing a fax phone number is 20. If you need to store a number that is longer than 20 digits, use Chain Dialing. Rapid key or speed dial numbers are designated as "Chain Dial" numbers when they are stored.

The Chain Dialing function allows you to combine an Automatic Dialing number set for Chain Dialing (see **Fax Setup/Storing Numbers for Automatic Dialing**) with another Automatic Dialing number or digits entered manually with the number keys to dial one phone number up to 50 digits long. In addition to being convenient for storing long numbers, it allows you to store an area code or access code as an Automatic dialing number.

The following are some examples of how this can be done:

- Enter Speed Dial numbers that you have programmed for Chain Dialing. For example, to store a 36-digit number for Automatic dialing, you can break it into two parts. Store the first part of a fax number in Speed dial number 22, then press "1" in step 10 of that procedure to specify it as a Chain Dial number. Store the second half in Speed dial number 27 and press "2" in step 10 to specify that it is not a Chain Dial number. To dial, press **Speed Dial/Search** and "22", then **press Speed Dial/Search** and "27". Press **Start Fax** to begin transmission.

- Press a Rapid key that is set for Chain Dialing and then manually enter a number by pressing the appropriate number keys. Press the **Start Fax** key after the final number key to begin transmission. You can use this method, for example, when you have stored a long distance access code into a Rapid key, and want to dial this in combination with a number that is not stored as an automatic dialing number. You can also store a long distance number into a Rapid key, and dial this in combination with an access code not stored as an automatic dialing number.

- Store long distance numbers as Chain Dial numbers, and store a calling card number or access code as a non-chain number. Dial this combination to make a long distance call.

Dialing and Transmitting

External Phone Dialing

The fax machine provides the ability to connect an external phone to the "TEL" connector on the back of the machine. The connected telephone can be used to initiate the phone call to transmit the fax.

To use external phone dialing to send documents, follow these steps:
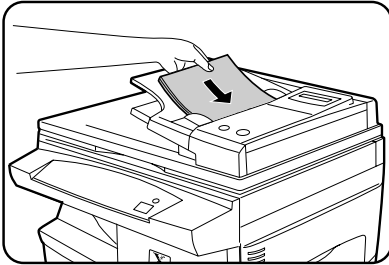
1. Confirm that you have set the documents in the SPF, or scanned the documents into memory from the document glass.
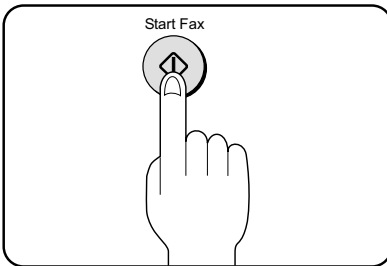
2. Dial the remote fax machine using your external phone.

3. After the remote fax answers, press **Start Fax**.

4. The documents will be scanned and transmitted.

Receiving Faxes

This chapter describes the procedure for receiving a fax on your WorkCentre. This includes three modes of reception and two optional settings for reducing the size of faxes that are larger than the paper you have loaded, and printing a footer showing the sending fax machine ID information. The following topics are included:

Selecting the Reception Mode

Your Pro 16fx has three modes for receiving incoming calls and faxes. A light for each mode is located above the Reception key on the fax control panel. To select the reception mode, press the **Reception** key until the light next to the desired mode comes on.

Below are descriptions of the three reception modes:

Auto mode

Select this mode when you only want to receive faxes on your telephone line. The machine will automatically answer all calls and receive incoming faxes.

Manual mode

This is the most convenient mode for receiving phone calls if you have an external phone. To have true manual mode, the machine must be set not to answer while in Manual mode (see **Setting the Number of Rings for Manual Reception** in this section). You can also receive faxes; however, all calls must first be answered by picking up the receiver on the external phone or telephone connected to the same line.

Answering Machine mode

Select this mode when an answering machine is connected to the unit and you want the answering machine to answer all calls. This allows you to receive both voice messages and faxes while you are out.

Note: If you are using distinctive ringing as described in **Distinctive Ringing** in this section, you must set the reception mode to Auto. This is also true if you are using an answering machine with distinctive ringing. In this case, the answering machine must be connected to a separate wall jack, not to your machine.

Setting the Number of Rings for Auto Reception

You can set the number of rings before the machine answers in Auto mode using the procedure below.

Step	Press these keys		Comments
1	*Menu* then *4*		Display = "OPTION SETTING"
2	*0* then *4*		Display = "# OF RINGS(AUTO)"
3	*0* to *9*		Select the number of rings you would like to use (**0** to **9**).
			2 = default
4	*Enter*		Display = "STORED"
5	*Stop/Exit* twice		

Note: If an external telephone is connected, the external telephone rings once regardless whether the number of rings is set to 0.

Setting the Number of Rings for Manual Reception

The number of rings before the machine answers in Manual mode can also be set. If you do not want the machine to answer at all in Manual mode, select "0" in Step 3 below.

Step	Press these keys	Comments
1	*Menu* then *4*	Display = "OPTION SETTING"
2	*0* then *5*	Display = "# OF RINGS(MAN.)"
3	*0* to *9*	Select the number of rings you would like to use (**0** to **9**). 0 = off (default)
4	*Enter*	Display = "STORED"
5	*Stop/Exit* twice	

Using the Machine with an Answering Machine

Quiet Detect Time

Quiet Detect Time is the function that enables the machine to be used along with an answering machine for both phone messages and faxes. After the answering machine has answered, any duration of silence longer than a certain threshold time will prompt the machine to take over the line and prepare to receive a fax. The Quiet Detect Time can be set from 00 to 10 seconds, following the procedure below.

Step	Press these keys			Comments
1	*Menu*	then	*8*	Display = "A.M. MODE"
2	*1*			Display = "QUIET DETECT TIME"
3	*00*	to	*10*	Enter the Quiet Detect Time in seconds, from **00** to **10**. Setting "00" turns off Quiet Detect Time. 5 = default
4	*Enter*			Display = "STORED"
5	*Stop/Exit*	twice		

Notes:

- The machine has been set at the factory for a Quiet Detect Time of 5 seconds, which gives the best performance for most answering machines. However, you may have to adjust the Quiet Detect Time depending on your answering machine's disconnect time (the time before the machine disconnects the line after a period of silence). If your machine has a short disconnect time, you may have to shorten the Quiet Detect Time. However, if the machine is interrupting callers in the middle of messages, you should set a longer Quiet Detect Time.

- If there is a pause at the end of your answering machine message, make sure that the Quiet Detect Time is longer than this pause.

- Setting Quiet Detect Time to 00 turns the function off. However, the machine will not be able to receive faxes sent using manual dialing unless the sender follows the next procedure, **If Quiet Detect Time is not working properly…**.

Using the Machine with an Answering Machine

If Quiet Detect Time is not working properly...

With some answering machines, there is simply no Quiet Detect Time that will allow both reception of faxes and uninterrupted voice messages. Even in this case, however, you can set up the machine to receive both phone and fax messages from callers on touch-tone lines. Follow this procedure:

1. Set the Quiet Detect Time to **00**.

2. Alter your phone message to tell callers that they can send a fax by pressing the Remote Reception Number (factory set to 5), followed by the "*****" key twice, and then the **Start Fax** key of their fax machine.

Answering Machine Backup

There may be times when the tape on your answering machine becomes full, or when the answering machine itself malfunctions. It is still possible to receive faxes under these conditions by turning on the Auto Receive function. The machine will automatically answer all calls after five rings. To use this function, follow the procedure below.

Step	Press these keys	Comments
1	*Menu* then *8*	Display = "A.M. MODE"
2	*2*	Display = "SELECT AUTO RECEIVE"
3	*1* or *2*	1 = on 2 = off (default)
4	*Stop/Exit* twice	

Note: If you are using Auto Receive, make sure that your answering machine is set to answer on four rings or less. Otherwise, the machine will take over all calls, preventing callers from leaving voice messages.

Using the Remote Reception Function

The machine's Remote Reception feature is designed to allow you to activate fax reception from an external telephone or a telephone connected directly to the machine. The Remote Reception function operates even when the Fax Signal Receive function is turned off. Refer to **Using with a PC Modem** for more details.

Follow the procedure below to activate this feature.

Turning on Remote Reception:

Step	Press these keys		Comments
1	*Menu* then *4*		Display = "OPTION SETTING"
2	*1*	twice	Display = "REMOTE RECEPTION"
3	*1* or *2*		1 = on (default) 2 = off
4	*Stop/Exit*	twice	

If you want to receive a fax while you are on an external telephone, when you hear a fax tone, press the one-digit Fax Remote Number (factory setting: 5) and * *. To ensure proper fax reception, hang up the external phone only after you have confirmed that fax reception has begun. Confirm that fax reception has begun as follows:

Notes:

- If documents are set in the SPF, the machine does not respond to pressing Fax Remote Number and * *.

- If you are not using a PC modem on the same line as your machine, and have not turned off the Fax Signal Receive function, you do not need to make any changes to the Remote Reception function. Simply use the factory settings. The machine will automatically take over the line if you answer from the external phone and a fax tone is detected.

- If the external telephone is connected directly to the fax, there is no sound when fax reception begins.

- If the external telephone shares the telephone line with the fax but is not directly connected, you hear a continuous tone when fax reception begins. If you cannot hear this tone, try pressing the one-digit FAX Remote Number and * * again.

Using with a PC Modem

The fax machine is set up to automatically begin reception if you pick up from an external telephone and a fax tone is heard. However, if you have a PC modem on the same telephone line as your fax machine, you must turn on the Remote Reception function, and deactivate the Fax Signal Receive function. Otherwise, the fax machine will mistakenly attempt to receive the transmission from your PC. Refer to **Using the Remote Reception Function** for more details.

To turn off the Fax Signal Receive function:

Step	Press these keys	Comments
1	*Menu* then *4*	Display = "OPTION SETTING"
2	*1* then *2*	Display = "FAX SIGNAL RECEIVE"
3	*2*	1 = on (default) 2 = off
4	*Stop/Exit* twice	

Receive Reduce

You may on occasion receive faxes that are larger than the paper loaded in the machine. To ensure that you do not lose any part of the original, you should use the Receive Reduce function, which scales the fax to the printing paper size. To use this feature, follow this procedure:

Step	Press these keys		Comments
1	***Menu*** then ***4***		Display = "OPTION SETTING"
2	***1*** then ***4***		Display = "RECEIVE REDUCE"
3	***1*** or ***2***		Select one of the reduction settings listed below by pushing the corresponding number key: 1 = Auto Reduction (default) Automatic reduction depending on size of original and printing paper. 2 = No Reduction Display = "STORED"
4	***Stop/Exit*** twice		

Footer Printing

You can choose whether or not to have a footer printed out with the ID information (name, number, etc.) of the sending machine. To use this function, follow this procedure:

Step	Press these keys	Comments
1	*Menu* then *4*	Display = "OPTION SETTING"
2	*2* then *1*	Display = "FOOTER PRINT"
3	*1* or *2*	1 = on 2 = off (default)
4	*Stop/Exit* twice	

Footer example:

```
OCT-14-1999 SAT  5:00 PM     FROM:8005551234     TO:XEROX CORPORATION     PAGE 1
```

Setting the Index Function

You can print an index mark along the edge of the pages in each job. This makes it easy to separate different jobs on the output tray.

Separate faxes with index marks.
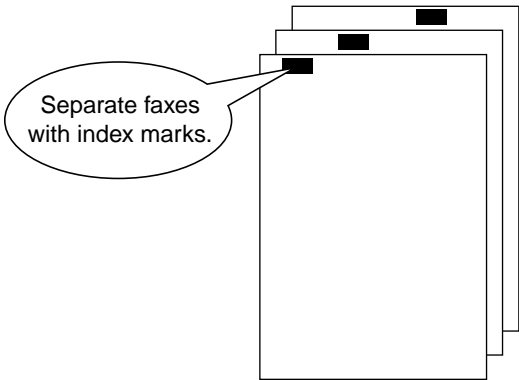
Use the following procedure to set the index function:

Step	Press these keys		Comments
1	*Menu* then *4*		Display = "OPTION SETTING"
2	*2*	twice	Display = "BATCH INDEXING"
3	*1* or *2*		1 = on (default) 2 = off
4	*Stop/Exit*	twice	

Anti Junk Fax

You can avoid wasting fax paper by using the Anti Junk Fax function. This function prevents the reception of faxes from up to ten specified parties.

Turning Anti Junk Fax On and Off

To turn the Anti Junk Fax feature on and off, use the following procedure:

Step	Press these keys	Comments
1	*Menu* then *6*	Display = "ANTI JUNK FAX"
2	*Right Arrow* then *Enter*	Display = "ANTI JUNK SELECT"
3	*1* or *2*	1 = on 2 = off
4	*Stop/Exit* twice	

Storing Junk Fax Numbers

To store junk fax numbers, use the following procedure:

Step	Press these keys	Comments
1	*Menu* then *6*	Display = "ANTI JUNK FAX"
2	*Left Arrow* then *Enter*	Display = "JUNK FAX # MODE"
3	*1* then *Enter*	Display = "ENTER JUNK FAX #"
4	Example: *5552062*	Enter the fax number (maximum of 20 digits)
5	*Enter*	Display = "STORED"
6	*Step 3* or *Stop/Exit* . . .	Return to Step 3 to enter another number or press the **Stop/Exit** key a number of times until you exit.

Anti Junk Fax

Clearing Junk Fax Numbers

To clear junk fax numbers, use the following procedure:

Step	Press these keys	Comments
1	*Menu* then *6*	Display = "ANTI JUNK FAX"
2	*Left Arrow* then *Enter*	Display = "JUNK FAX # MODE"
3	*2*	Display = "JUNK FAX # CLEAR"
4	Example: *01* then *Enter*	Enter the number of the fax number to clear. Display = "CLEARED"
5	*Step 4* or *Stop/Exit* . . .	Return to Step 4 to clear another number or press the **Stop/Exit** key a number of times until you exit.

Distinctive Ringing

Distinctive ringing is a service offered by some telephone companies that allows you to use up to four different telephone numbers, each with a distinctive ringing pattern, on your regular single line. If you subscribe to a distinctive ringing service, you can set your fax to automatically answer when it detects one of these ringing patterns, and use the number corresponding to that pattern as an exclusive fax number.

Important: To use distinctive ringing, you must subscribe to your phone company's distinctive ringing service. Do not use this setting if you do not subscribe to a distinctive ringing service.

When using this feature, you must set the reception mode of your machine to Auto (see **Selecting the Reception Mode** in this section). When your designated fax number is dialed, the machine will automatically answer and begin reception. Note that other devices you have connected on the same line will also ring until the machine answers. If one of your other numbers is dialed, the machine will ring, but will not answer.

To use distinctive ringing, select the ringing pattern to which you want your machine to answer, as shown below. The selections for ringing are:

1. RING PATTERN 1 : Two short rings

2. RING PATTERN 2 : One short, one long, and one short ring

3. RING PATTERN 3 : Two short rings and one long ring

4. RING PATTERN 4 : Three rings

5. RING PATTERN 5 : Two rings

6. STANDARD RING : Your machine's normal ringing pattern

7. OFF : Answers all ringing patterns (This turns distinctive ringing off.)

Distinctive Ringing

Use the following procedure to change the ringing pattern:

Step	Press these keys	Comments
1	*Menu* then *4*	Display = "OPTION SETTING"
2	*2* then *0*	Display = "DISTINCTIVE RING"
3	*Left or Right Arrow* then *Enter*	Select a ringing pattern by scrolling through them with the arrow keys in the order of the above list. Display = "STORED" 7 = off (default)
4	*Stop/Exit* twice	

Fax Special Functions

This chapter describes the fax special functions such as use of memory, data transfer, transmission reservation, broadcasting, polling, timer operations and anti junk fax. The following topics are included:

Memory

Your machine has a memory area that can be used to store both incoming and outgoing documents.

Approximately 120 pages of average content can be held in memory for transmission. Fewer pages can be held if any of the pages were scanned using fine or superfine resolution, or if document content is greater than average.

Memory Backup

The machine uses a lithium-ion battery to keep automatic dialing numbers and other programmed data in memory when the power is turned off (when the machine is unplugged). Battery power is consumed primarily when the power is turned off. With the power kept continuously off, the life of the battery is about 5 years. If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.

When documents are stored in memory, do not turn the power off (by unplugging the power cable). If power to the machine is cut off due to a power shortage or other causes, the fax memory data will be kept for approximately one hour. However, if power to the machine is cut off within 10 minutes of it being turned on, fax memory data may not be saved.

Substitute Reception into Memory

This is a back-up function that is automatically activated if your machine runs out of paper, the toner cartridge needs replacement, or the paper jams.

The message "FAX RX IN MEMORY" will only appear in the display at the time the document is initially received into memory. After reception is complete, one of the following messages, "REPLACE TONER," or "PAPER JAM" will appear in the display. When you add paper (and set the paper size), replace the toner cartridge, or clear the jam, the stored documents will automatically be printed out.

If you received documents in memory because the machine ran out of paper, be sure to add paper which is the same size as the paper previously used. If not, the document print-out size may not match the size of the printing paper.

Caution: If documents received in memory are lost due to a power failure or other interruption in the power supply, a POWER FAIL REPORT will be printed out when the power is restored. This gives available information about the faxes lost, including the fax numbers of the transmitting machines.

Canceling a Reserved Job

This function allows you to cancel a reserved job. Doing so does not affect the current job. If there is no reserved fax job in queue, this procedure will not work.

To cancel a reserved job:
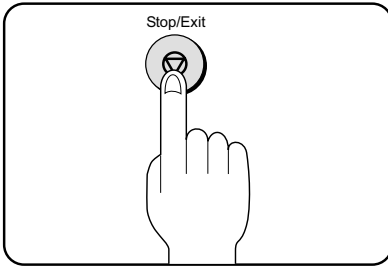
1. Press the **Stop/Exit** key to cancel the reserved job.

    • If more than one job is reserved in memory, press the ⮜ or ⮞ (left or right arrow key) to scroll through the reserved menu.

2. Press the **Enter** key to select the reserved job.

3. Press **Yes** to cancel the reserved job. Press **No** to leave the selected job in memory.

4. Press the **Stop/Exit** key again to cancel the active fax job.
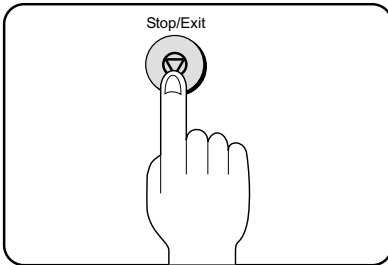
If you wish to cancel another job reserved in memory, repeat steps 1 through 3.

Broadcast Dialing

This function allows you to send the same document to as many as 50 different locations with just one operation. Once the document is loaded, it is scanned and stored in memory. The fax numbers you have entered are then automatically dialed in succession, and the document is transmitted to each location.

To enter the fax numbers of the receiving machines, you must use Rapid keys, Speed Dial numbers or Group keys. No fax numbers can be entered manually.
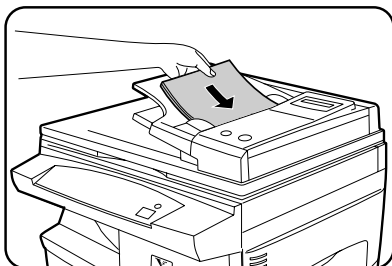
1. Place the document face up and push it gently into the SPF, or scan to memory from the document glass.

   • Adjust the resolution and/or contrast settings if desired.
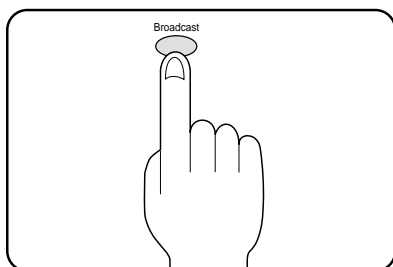
2. Press the Broadcast key.
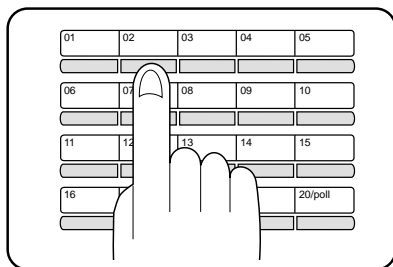
3. Dial the numbers of the receiving machines using one or more Rapid and/or Group keys.

Broadcast Dialing (continued)
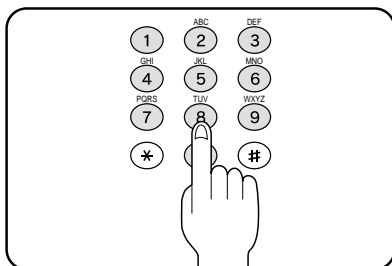
- Enter Speed Dial numbers with the number keys, (for example Speed Dial numbers **01**, **02**, through to **09**).
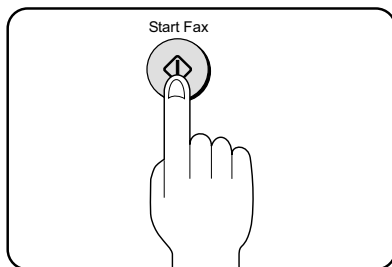
4. Press the **Start Fax** key. Transmission will begin.

Broadcasting using a Group key

If the fax machines to which you want to broadcast have all been programmed into one Group key, you can perform the broadcasting operation using the following simplified procedure. Refer to "Storing Numbers Under Group Keys" in the "Fax Setup" chapter.
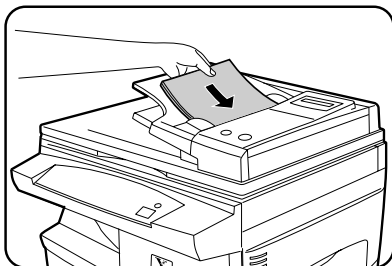
1. Place the document face up and push it gently into the SPF, or scan to memory from the document glass.

   • Adjust the resolution and/or contrast settings if desired.
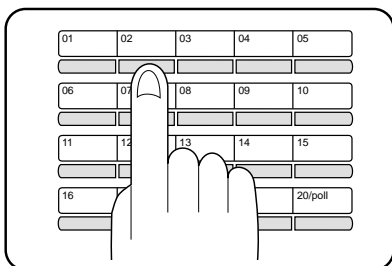
2. Press the appropriate Group key. Transmission will begin.

   • If the memory becomes full while the document is being scanned, "MEMORY FULL" will appear in the display.
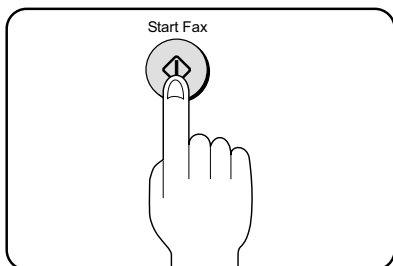
3. Press the **Start Fax** key to transmit the pages that have been stored up to that point in memory.

OR

   Press the **Stop/Exit** key to cancel the entire transmission.

Transmission Reservation

When your machine is busy receiving a document or transmitting a document from memory, you can "reserve" a transmission by setting the document on the document glass, reading it into memory, and entering the fax number. Once the current operation is completed, your machine will automatically dial the number and transmit the document saving you from having to wait.

When using the SPF:
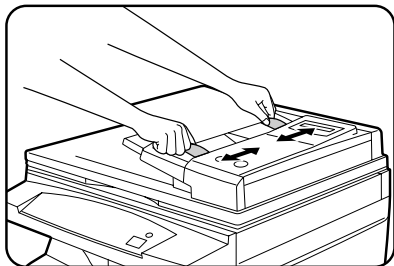
1. Confirm that there are no documents on the document glass and that copying is not in progress.

2. Adjust the original guides to the width of your document.
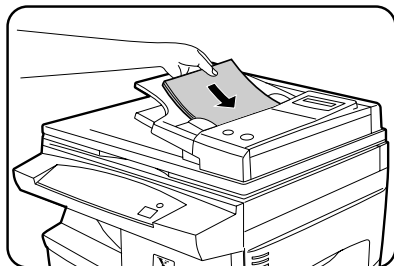
3. Place the document face up and push it gently into the SPF. The top edge of the document should enter the fax first.

   - Adjust the resolution and/or contrast settings if desired.
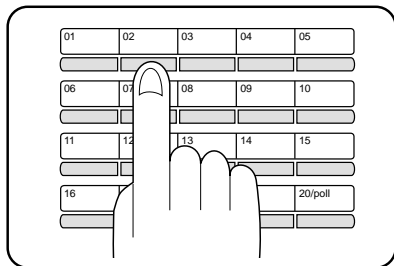
4. Enter the number of the receiving machine using one of the following methods:

   - Press a Rapid key.

   OR

Transmission Reservation *(continued)*
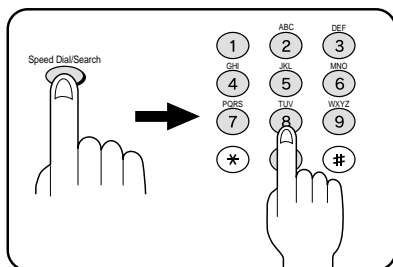
- Press the **Speed Dial/Search** key and enter a Speed Dial number.

OR
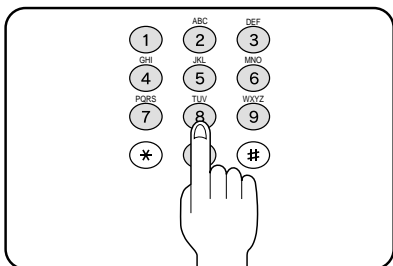
- Enter a full number with the number keys.
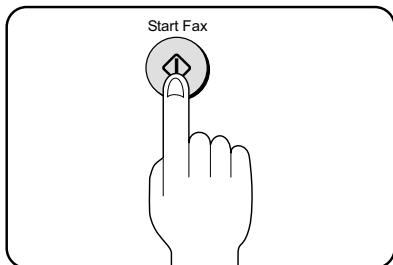
5. Press the **Start Fax** key if you entered a Speed Dial number or a full number.

- The number will be dialed once the current operation is completed, and transmission will begin once the connection is made.

Note: If the document is removed from the SPF after a transmission reservation is set, the reservation will be canceled.

Transmission Reservation

When using the document glass:
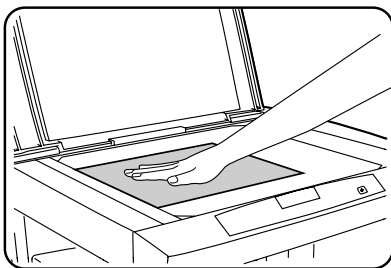
1. Confirm that there are no documents in the SPF and open the document cover.

2. Place the document face down and align it with the registration guide on the document glass.

   • Adjust the resolution and/or contrast settings if desired.

3. Gently close the document cover.

Note: When using the document glass, do not set documents in the SPF.
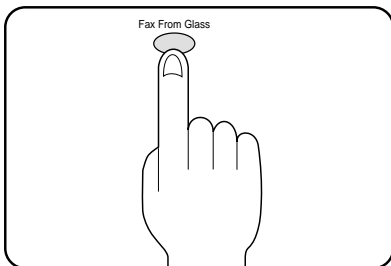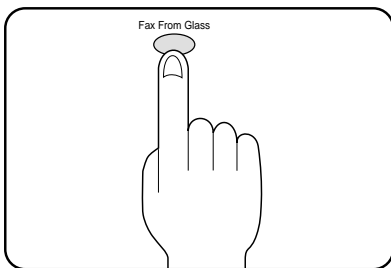
4. Press the **Fax From Glass** key to scan the page into memory.

5. Select the document size from those displayed.

6. Press the **Fax From Glass** key. If you have more than one sheet to read into memory, place the next page, and press the **Fax From Glass** key to read each page.

7. Continue with steps 4 and 5 in the previous section titled *When Using the SPF.*

Polling

Polling allows you to request another fax machine to send a document to your fax machine. In other words, the receiving fax machine, not the transmitting fax machine, activates the transmission. You can use your fax to both poll and be polled by others.

Setting the Polling Key

To use the polling function, you must first set Rapid key **20/poll** for use as a polling key. This is done by following the procedure shown below.

Note: The polling key cannot be used for both Rapid Key Dialing and Polling. If it has already been programmed for Rapid Key Dialing, you must clear it first as described in Storing Numbers for Automatic Dialing in the Fax Setup chapter.

Step	Press these keys	Comments
1	*Menu* then *3*	Display = "ENTRY MODE"
2	*4*	Display = "POLLING FUNCTION"
3	*1* or *2*	1 = on 2 = off (default)
4	*Stop/Exit* twice	

Polling

Polling Others
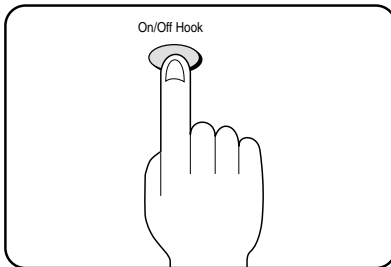
1. Dial the number of the fax machine you want to poll using one of the following methods:

    • Press the On/Off Hook key and dial the full number. Wait for the fax answer-back tone.

    OR
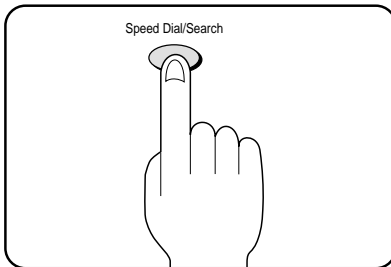
    • Press the **Speed Dial/Search** key and enter a 2-digit Speed Dial number.

    OR
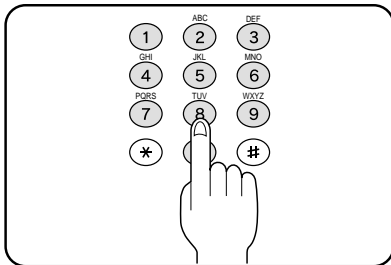
    • Enter the full number using the number keys.

2. Press the Rapid key **20/poll**.

Being Polled (Memory Polling)

To allow multiple fax machines to poll your fax, or in cases where you want to free up the Document Tray for other operations, use Memory Polling instead of Polling Standby.

Programming a Memory Polling Operation

You can choose whether to allow polling only once, or an unlimited number of times. In the later case, your fax machine can be used as an electronic "bulletin board".

- Only one document can be stored at a time for memory polling. However, you can store multiple page documents.

- If you allow polling only one time (1 TIME), the document will be automatically cleared from memory after polling. If you allow polling to repeat an unlimited number of times (REPEAT), the document will remain in memory until you clear it using the procedure described in the **Clearing Documents** section which follows.

- If you have a document stored in memory for polling, and you want to add to it, follow the procedure described in the **Adding to Documents** section.

To program a Memory Polling operation, either load the document in the SPF or use the document glass as described below. Then set the reception mode to AUTO (Press the **Reception** key until the AUTO light comes on).

Step	Press these keys	Comments
1	*Menu* then *9*	Display = "MEMORY POLL MODE" (first line) Display = "1: 1 TIME 2: REPEAT" (second line)
2	*1*	Display = "SET RESOLUTION & CONTRAST THEN ENTER"
3	*Resolution* or *Contrast*	Adjust the resolution and/or contrast settings if desired.
4	*Enter*	**If faxing from the SPF:** • If the document has already been set in the SPF, then it will scan automatically. • If the document has not yet been set in the SPF, then place the document in the SPF and press the **Start Fax** key. or **If faxing from the document glass:** • Place the document on the document glass and press the **Fax From Glass** key and follow the instructions on the LCD.
5	*Stop/Exit* twice	

Adding to Documents

If you have a document stored in memory for polling, and you want to add pages to it, use the following procedure.

If you allow polling only once, the document will be automatically cleared from memory after polling. If you allow polling an unlimited number of times, the document will remain in memory until you clear it using the **Clearing Documents** procedure below:

Step	Press these keys			Comments
1	*Menu*	then	*9*	Display = "MEMORY POLL MODE" (first line) Display = "1: ADD 2:CLEAR" (second line)
2	*1*	then	*Enter*	Continue with step 2 in the "Programming a Memory Polling Operation" section.

Clearing Documents

Step	Press these keys			Comments
1	*Menu*	then	*9*	Display = "MEMORY POLL MODE" (first line) Display = "1: ADD 2:CLEAR" (second line)
2	*2*	then	*Enter*	The date and time will return to the display.

Timer Operations

The timer function allows you to set a transmission or polling operation to be performed automatically at a time you specify. Up to three transmission operations or polling operations can be set at any one time, and the times they will be performed can be specified up to a week in advance.

You can use this function, for example, to take advantage of lower nighttime telephone rates without having to be there when the operation is performed.

- For a timer transmission, scan the document into memory when you set the transmission. Scanning the document into memory is convenient because you do not have to worry about document mix-ups or forgetting to load the document.

- If the memory becomes full while the document is being scanned, "MEMORY FULL" will appear in the display.

    - Press **Start Fax** to transmit the pages that have been stored up to that point in memory.

    - Press **Stop/Exit** to cancel the entire transmission.

- Code numbers are used to specify each day of the week. Refer to the table below when making time settings which include a specified day.

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Code	0	1	2	3	4	5	6

To set a timer operation:

Step	Press these keys	Comments
1	*Menu* then *1*	Display = "TIMER MODE 1: SET 2: CLEAR"
2	*1*	Display = "TIMER COMM. #=1" **Note:** Up to three different events may be programmed.
3	*Left or right arrow* then *Enter*	Select "SEND MODE" or "POLLING MODE".
4	Example: *0320*	Enter the time of the operation (2 digits for the hour and 2 digits for the minute).
5	* or #	Press "*" to select A.M. or "#" to select P.M.
6	Example: *2* or *Enter*	Enter the code for the day of the operation. If the operation will be performed within 24 hours, just press **Enter**.
7	*Enter*	Display = "ENTER NUMBER"
8	Example: Rapid Key 01 ⌷01⌷ ⎯⎯⎯ Example: Speed Dial 75 *75*	Enter the fax number of the other machine using one of the following methods: • Press a Rapid key. • Enter a Speed Dial number with the number keys. For a polling operation, go to Step 12.
9	*Enter*	Display = "SET RESOLUTION & CONTRAST THEN ENTER"
10	*Resolution* or *Contrast*	If this is a transmission operation, adjust the resolution and/or contrast if desired. Otherwise, skip this step.
11	*Enter*	The document will scan automatically if it has already been set in the SPF. If the document has not yet been set in the SPF: a.) place the document in the SPF and press the **Start Fax** key or, b.) place the document on the document glass and press the **Fax From Glass** key and follow the instructions on the LCD.
12	*Stop/Exit* . . .	Press **Stop/Exit** a number of times until you exit.

To cancel a timer operation:

If you need to cancel a timer operation after it has been set, follow the steps below:

If the timer operation is a transmission operation, you will need to know the number assigned to it. If you do not remember the number (it appears in the display when you set the operation), print out the Timer List.   Refer to the **Fax Reporting** section for details on how to print out the Timer List.

Step	Press these keys	Comments
1	*Menu* then *1*	Display = "TIMER MODE"
2	*2*	Display = "Select "CLEAR". "ENTER # (1-3)"
3	Example: *1*	Enter the 1-digit number assigned to the operation.
4	*Enter*	Display = "CLEARED"
5	*Stop/Exit* twice	

Data Transfer

If there is a problem with the machine, you can use the Data Transfer function to have received faxes read into memory and then sent to a different fax machine for printing. This function is used when you cannot use the fax function, for example when the machine runs out of toner, or a misfeed occurs.

Step	Press these keys	Comments
1	*Menu* then *0*	Display = "RX DATA TRANSFER"
2	*2*	Display = "FAX NUMBER"
3	Example: **18002874278**	Enter the transferring fax number (maximum 20 digits) by pressing the number keys.
4	*Enter*	Display = "RX DATA TRANSFER"
5	*1*	Display = "TRANSFER?"
6	*1* or *2* then *Stop/Exit*	1 = on 2 = off (default)

Fax Reporting

This chapter provides instructions for printing out a variety of WorkCentre fax activity and settings reports. The following topics are included:

Printing Out Reports by Request

The machine is capable of printing a range of reports by request from Menu mode. These include reports on faxing activities as well as various settings you have made. The reports are described below.

1. Transmissions Activity Report:

Faxes sent from the machine.

```
ACTIVITY REPORT(SENDING)
                                   Oct-22-1999 Wed  1:07 AM
-----------------------------------------------------------
 #   DATE      START      RECEIVER       TX TIME  PAGES TYPE    NOTE
-----------------------------------------------------------
 01  Jul-30    03:56 PM     79680           47"      1   SEND    OK
 02   Oct-7    03:18 PM     79680           59"    300   SEND    OK
 03  Oct-12    11:24 PM     79680           44"     29   SEND    OK
-----------------------------------------------------------
                               TOTAL : 2'30    330
```

2. Receptions Activity Report:

Faxes received by the machine.

```
ACTIVITY REPORT(RECEIVING)
                                   Oct-22-1999 Wed  3:25 PM
-----------------------------------------------------------
 #    DATE     START      SENDER        RX TIME  PAGES   TYPE      NOTE
-----------------------------------------------------------
 01    Oct-7   10:26 PM                    37"      1   RECEIVE  CANCEL
 02            09:28 AM                   137"      1   RECEIVE  POWER FAIL
-----------------------------------------------------------
                               TOTAL : 174"    2
```

Printing Out Reports by Request (continued)

3. Timer List:

ID numbers for timer operations.

```
                        TIMER LIST
                                            Oct-22-1999 Wed  3:15 PM

   TIMER OPERATION
        #      RESERVED TIME  TYPE    RESOLUTION PAGES  RECEIVER
_____
        1
        2
        3
_____
```

4. Fax Number List:

Telephone numbers stored in the machine as either Rapid key or Speed Dial numbers.

```
                  FAX  NUMBER  LIST
                                            Oct-22-1999 Wed  3:48 PM
_____
   RAPID/
   SPEED #        NAME              FAX NUMBER            CHAIN DIAL
_____
    R01           GED               FAX7775551234
    R02           MBU               FAX79686
    R03           GROUP             GROUP STORED
    R04           J248              FAX5875
    R06           A5                FAX58742
    R11           Wayne             GROUP STORED
_____
```

Printing Out Reports by Request *(continued)*

5. Optional Settings List:

Currently activated optional settings.

```
               OPTIONAL  SETTING  LIST
                                         Oct-22-1999 Wed  5:23 PM
   ------------------------------------------------------------------
              SW #         ITEM                 SETTING
   ------------------------------------------------------------------
              01      PRINT PAPER SIZE          AUTO
              02      PAPER SIZE(MAIN CASETTE)  LETTER
                             (SECOND CASETTE)   LETTER
              03      FINE PRIORITY             OFF
              04      # OF RINGS AUTO RX        2 RING(S)
              05      # OF RINGS MANUAL RX      0 RING(S)
              06      AUTO LISTING              OFF
              07      PRINT SELECTION           ERROR ONLY
              08      RECALL TIMES              2 TIME(S)
              09      RECALL INTERVAL           6 MINUTES(S)
              10      FAX REMOTE NUMBER         5
              11      REMOTE RECEPTION           ON
              12      FAX SIGNAL RECEIVE        ON
              13      AUTO COVER SHEET          OFF
              14      RECEIVE REDUCE            AUTO
              15      BEEP LENGTH               3 SECOND(S)
              16      BEEP VOLUME               MEDIUM
              17      KEY BEEPS                 ON
              18      INCOMING RING VOLUME      MEDIUM
              19      DIAL MODE                 TONE
              20      DISTINCTIVE RING          Tone
              21      FOOTER PRINT              ON
              22      BATCH INDEXING            OFF


   ------------------------------------------------------------------
          Name  SUSAN
          No.  18005554242
   ------------------------------------------------------------------
```

Printing Out Reports by Request (continued)

6. Group List:

Fax numbers stored under Group keys.

```
                      GROUP LIST
                                     Oct-22-1999 Wed  7:07 PM
  ------------------------------------------------------------
   #    NAME                REMOTE STATION ID #
  ------------------------------------------------------------
   G03  GROUP               R06, R02, R01
   G11  090                 R01, R02, G03

  ------------------------------------------------------------
```

7. Anti Junk Fax Number List:

Fax numbers designated as Anti Junk Fax numbers.

```
               ANTI JUNK FAX NUMBER LIST
                                     Oct-22-1999 Wed  8:53 PM
  ------------------------------------------------------------
          #                  ANTI-JUNK FAX NUMBER
  ------------------------------------------------------------
```

Use the following procedure to print out reports by request:

Step	Press these keys	Comments
1	***Menu*** then ***2***	Display = "LISTING MODE"
2	***1*** to ***7***	The machine will then automatically print out the selected report, as described above.

Activity Report Auto Listing

It is also possible to have the machine automatically print out Transmissions and Receptions
Activity Reports for the last 30 operations. To do this, follow this procedure:

Step	Press these keys		Comments
1	*Menu* then *4*		Display = "OPTION SETTING"
2	*0* then *6*		Display = "AUTO LISTING"
3	*1* to *5*		1 = every day 2 = every 2 days 3 = every 4 days 4 = every week 5 = off
4	*Stop/Exit* twice		

Printing Transaction Reports

You can choose to have various Transaction Reports printed out automatically after certain activities on the machine: transmission, reception, or error. Below is an illustration of a Transaction Report.

```
                    TRANSACTION REPORT
                                          Oct-22-1999 Wed  1:07 AM
 RECEIVE
 DATE       START        SENDER              RX Time    PAGES  TYPE      NOTE

 Jul-30     05:58 PM                          26"        1     RECEIVE   OK
```

To use this feature, follow this procedure:

Step	Press these keys			Comments
1	*Menu*	then	*4*	Display = "OPTION SETTING"
2	*0*	then	*7*	Display = "TRANSACTION LIST SELECT CONDITION"
3	*1*	to	*5*	Select the report setting: 1 (ALWAYS PRINT): After each transmission, reception, or error. 2 (ERROR/TIMER): After an error or timer operation only. 3 (SEND ONLY): After a transmission only. 4 (NEVER PRINT): Never prints. 5 (ERROR ONLY): After an error only. Display = "STORED"
4	*Stop/Exit*	twice		

Printer Driver

This chapter explains how to install the WorkCentre Pro 16fx printer driver software, how to access and use the printer driver options, and how to create a set of printer driver installation diskettes. It also contains a section on enabling high speed printer communications. The following topics are included:

Printer Driver Software Installation

The printer driver software is the program that runs the printer. It converts the data in the file you want to print into information that the printer can understand. It also controls communication between the printer and PC as the data is printed.

You will need the following PC hardware and software in order to use the printer driver:

	WorkCentre Pro 16fx
Computer type	IBM PC/AT or Compatible Computer
Operating system	Windows 3.1x, Windows 95/98, Windows NT 4.0
CPU	486DX 66 MHz or better
RAM	8 MB or more
Connection	
IEEE-1284 parallel cable (supplied)	To ensure reliability, use the IEEE-1284 compliant parallel cable supplied with the machine. Use only cables labeled "IEEE-1284" with your Pro 16fx.
*USB Cable ** (not supplied) (Windows 98 only)*	To ensure reliability, use a USB compliant cable purchased from your local vendor.

** Do not use the parallel and USB ports at the same time. The USB port is assigned a higher priority. Once the USB cable is disconnected, parallel port priority will resume.

Note: If you are using some of the computer's memory as a RAM drive, the printer driver may not be able to allocate the correct amount of memory. In such a case, reduce the size of the RAM disk, or do not use a RAM disk.

If your PC does not have a CD-ROM Drive:

There are several options available to you to obtain a set of Pro 16fx installation diskettes.
1. If you have access to an alternate PC with a CD-ROM drive and a diskette drive, the WorkCentre Pro Series CD-ROM has a program to create a set of installation diskettes. Refer to **Creating Pro 16fx Floppy Disk Installation Diskettes** section in this User Guide for instructions on making your own floppy diskettes.
2. Refer to the order sheet that is packaged with the Pro 16fx. This sheet explains how you can:
   - order floppy diskettes from Xerox.
   - download the necessary software from the Xerox driver support internet website.

Installation Notes:

The Printer Driver Installation software cannot be installed using the **Control Panel/Printers** for Win 3.1x or the **Add Printer Wizard** for Win 95/98/NT4.0. Please use one of the following methods depending on your operating system.

Printer Driver Software Installation

IEEE 1284 Parallel Connection
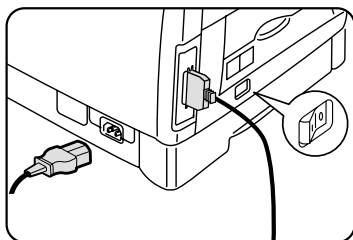
1. Ensure that the computer and the Pro 16fx are turned off.

2. Plug the supplied IEEE-1284 cable into the parallel port on the Pro 16fx.

3. Plug the other end of the IEEE-1284 cable into the computer.

4. Ensure that the power cord is plugged into the Pro 16fx and then into a grounded outlet.
   - Do not attach your Pro 16fx to a pass-through port of another device (scanner, CD-ROM drive, tape drive, Zip™ drive or external disk).
5. Turn on the PC.
6. Start Windows on your computer.
7. Insert the WorkCentre Pro Series CD-ROM into the CD-ROM Drive.

Note: For Windows 3.1x, 95, NT 4.0, go to step 8 of the Installation procedure on the next page for the software version that you are running. For Windows 98, go to the Plug-n-Play driver installation on the next page.

USB Connection with Windows 98
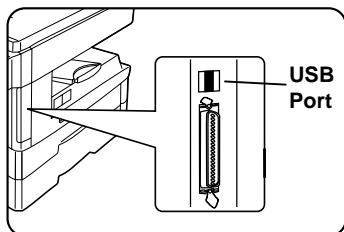
1. Turn off the computer and the Pro 16fx.

2. Plug the USB cable into the Pro 16fx USB port.

3. Plug the other end of the USB cable into the PC USB port.

4. Ensure that the power cord is plugged into the Pro 16fx and then into a grounded outlet.

4. Turn on the Pro 16fx and the PC, and wait for Windows 98 to start.
5. When the Add New Hardware Wizard screen appears, insert the WorkCentre Pro Software CD-ROM into the CD-ROM drive.
6. Follow the Wizard instructions to install the USB driver.

Note: Go to the Plug-n-Play driver installation on the next page.

Installation for Windows 3.1x *(continued from step 7)*

8. Choose **File** from the menu bar in Program Manager, and then choose the **Run…** command.

9. Type **D:\SETUP** (or the appropriate drive letter depending on your CD-ROM Drive) in the command line box. Click on the **OK** button to proceed.

10. Follow the on-screen instructions.

11. When the install is complete, restart Windows and turn on the Pro 16fx.

Installation for Windows NT 4.0 or 95/98 *(continued from step 7)*

8. Click on the **Start** button and then choose the **Run** menu option.

9. Type **D:\SETUP** (or the appropriate drive letter depending on your CD-ROM Drive) in the command line box. Click on the **OK** button to proceed.

10. Turn on the Pro 16fx.

11. Follow the on-screen instructions.
   - If you wish to print a test page, ensure paper is loaded and then click **Yes**.

Plug-n-Play (PnP) Printer Driver Installation

1. If Your PC operating system is set to identify PnP devices, the new WorkCentre will be detected through the PC connection port. At the "Add New Hardware" dialog, click **Next** to proceed. The PnP installation will start SETUP.EXE from the Xerox software CD-ROM.

2. Follow the on-screen instructions for installing the print driver.

3. The WorkCentre Pro PnP print driver will be installed on your PC.

Pro 16fx Properties (Printer Driver)

The purpose of this section is to provide information about how to access and use the options in the WorkCentre Pro Series Printer Driver Properties dialog. Use the WorkCentre Pro Series Properties dialog to change the settings used for printing.

There are several ways to display the Printer Driver dialog, including:

- Displaying the Driver Properties dialog from an application
- Displaying the Properties dialog from the Start Menu
- Displaying the Properties dialog from the Xerox Printer Services Program (Status Monitor)

Displaying the Driver Properties dialog from an application

Control of the driver settings is provided from the WorkCentre Pro Series Properties (Printer Driver) dialog box. The new driver settings will be active while the application is open. The driver settings will return to the prior values when the application is exited.

Access to the Properties dialog will vary depending upon the application that is in use.

Note: The application may override any options that are selected using the Properties Dialog.

Windows 95/98 and NT:

1. Click **Print** on the application's **File** menu
2. If not selected, select the **Xerox WorkCentre Pro Series** printer
3. Click the **Properties** button
4. Change the print options and click **OK**

Windows 3.1x:

1. Click **Print** on the application's **File** menu
2. Click the **Printer Setup** button
3. If not selected, select the **Xerox WorkCentre Pro Series** printer
4. Click the **Options** button
5. Change the print options and click **OK**

Pro 16fx Properties (Printer Driver)

Displaying the Properties dialog from the Start Menu

Windows 95/98 and NT

1. On the **Start** Menu, click **Settings**. On the Settings submenu, click **Printers**.

2. Right click on the **XEROX WorkCentre Pro Series** printer icon and click **Properties**, or click **Properties** from the File menu.

Windows 3.1x

1. Double click **Main Program Group**

2. Double click **Control Panel Program Group**

3. Double click **Printers Program**

4. Select **Xerox WorkCentre Pro Series**

5. Press **Setup**

Displaying the Properties dialog from the Xerox Printer Services Program (Status Monitor)

Windows 95/98 and NT

1. Click on the **Properties** button in the Xerox Printer Services window

Windows 3.1x

1. Click on the **Properties** button in the Xerox Printer Services window

2. This will display the Windows **Printer Program**

3. Select **Xerox WorkCentre Pro Series**

4. Press **Setup**

Pro 16fx Properties (Printer Driver)

Properties Tabs

The WorkCentre Pro Series Printer Driver Properties dialog contains four tabs from which you can make selections that best suits your printing requirements. Below is a brief description of each tab.

Note: Refer to On-line Help for detailed information.

Paper/Output — to select desired paper source (tray), number of copies, paper size, document orientation (portrait or landscape), image shift, and output collation.

Image Quality — to change the output type (Normal, Photograph, Text, Advanced), Lighten/Darken, contrast and resolution.

DOS Emulation — to configure the host-based DOS emulation control parameters. This is used to support printing for DOS applications running in a Windows environment.

About — to display the driver version and copyright information.

On-Line Help

The WorkCentre Pro Series Printer Driver includes a comprehensive on-line help system, designed to answer all your questions about using the Xerox WorkCentre Pro Series Properties dialog.

The help system is your on-line user guide, providing complete introductory and reference information. It also provides troubleshooting information, in case you should run into any problems.

When you have a question simply click on the Help button on the Xerox WorkCentre Pro Series Properties dialog.

The main Help Topics window will be displayed.

? Printer Driver Help (Windows 95/98 and NT)

To view an explanation of any field or button in the dialog window:

1. Click the ? icon located in the upper right corner of the dialog window, and release the mouse button.
   - The cursor will change to a question mark.
2. Place the question mark on the field or button that you want defined, and release the mouse button.
   - The on-line Help file will display information on the selected subject.

Creating Pro 16fx Floppy Disk Installation Diskettes

If floppy diskettes are required to install the WorkCentre Pro Series Printer Driver Software, the user can order floppy diskettes or create a set of diskettes from CD-ROM.

To create a set of WorkCentre Pro Series Printer Driver floppy Diskettes, find a PC that has a floppy diskette drive with a CD-ROM drive and follow the procedure below. Four or five blank high density diskettes will be required.

Windows 3.1x:

1. Insert the **WorkCentre Pro Series CD-ROM** into the CD-ROM Drive.

2. Choose **File** from the menu bar in Program Manager, and then choose the **Run…** command.

3. Type **D:\MAKEDISK\MAKEDISK.EXE** (or the appropriate drive letter depending on your CD-ROM Drive) in the command line box. Click on the **OK** button to proceed.

4. Follow the on-screen instructions.

Windows 95/98 and Windows NT 4.0:

1. Insert the **WorkCentre Pro Series CD** into the CD-ROM Drive.

2. Click on the **Start** button and then choose the **Run** menu option.

3. Type **D:\MAKEDISK\MAKEDISK.EXE** (or the appropriate drive letter depending on your CD-ROM Drive) in the command line box. Click on the **OK** button to proceed.

4. Follow the on-screen instructions.

To use the Floppy Disk Installation Disks created, follow the same procedure for your operating system but refer to the floppy disk drive (A: B:) rather than the CD-ROM drive (D:).

Enabling High Speed Printer Communications

Your Xerox WorkCentre Pro Series Digital Copier/Printer has been designed to provide excellent copy and print quality with high productivity. To ensure the highest print performance, the Xerox WorkCentre Pro Series Digital Copier/Printer was designed to take advantage of high speed parallel port communications between your personal computer and your Xerox WorkCentre Pro Series Digital Copier/Printer. This can be accomplished by enabling the **Extended Capabilities Port (ECP)** mode for your personal computer parallel port (LPT1, LPT2 etc.).

What is ECP?

ECP is a particular type of personal computer interface for printers established by the IEEE-1284 standard. Personal computers with this type of printer interface can enable printing up to four times faster than personal computers without ECP.

How do you know if ECP is enabled on your computer?

Many computers will give a status of the printer port settings through the Windows™ control panel and printer settings folders. Others may give the status by special software on the personal computer to view BIOS settings or CMOS settings. When you install the Xerox WorkCentre Pro Series Digital Copier/Printer driver software on your personal computer, the install software will automatically check your personal computer for you. If your personal computer is not running in ECP mode, the driver software will remind you that higher printing performance would be achieved if ECP were enabled.

How will your printing performance be affected if you do not have an ECP compatible personal computer, or if you do not enable ECP mode?

Since the rated print speed of the Xerox WorkCentre Pro Series Digital Copier/Printer has been verified with ECP mode, the only effect you may notice is a slight reduction in the print speed.

Are there any other requirements for ECP mode?

Always use an approved IEEE-1284 compliant cable (as the one supplied with your Xerox WorkCentre Pro Series Digital Copier/Printer). Never use (scanners, CD devices, tape drives, switch boxes, etc.) attached to the same port as the Pro 16fx. Each device should be on a separate parallel port (LPT1, LPT2 etc.) for the greatest reliability.

What can you do if your personal computer does not appear to have ECP mode enabled?

1) Check your personal computer documentation for a description of this feature. Particularly look for BIOS and/or CMOS settings, etc.

2) Call your personal computer's manufacturer. Be prepared with the model number and serial number.

3) Contact a computer sales or service near you, and inquire about an ECP board option for your personal computer that will allow your personal computer to operate in this mode.

Problem Solving

This chapter provides instructions for clearing WorkCentre Pro 16fx paper path misfeeds and for replacing the toner and drum cartridges. It also contains tables and charts to help you resolve problems and error conditions with your Pro 16fx. Refer to these procedures and tables when you have questions or problems concerning your Pro 16fx. The following topics are included:

A1-A2 *Single Pass Feeder Misfeed*

When a misfeed occurs in the feeder, the red SPF misfeed indicator flashes on the Copier Diagram, and an A1 or A2 status code will flash in the display window. The status code indicates the number of originals that must be returned to the feeder after clearing the misfeed.

      A1 status code- refeed the last original.

      A2 status code- refeed the last 2 originals.

This code will disappear when copying is resumed or the clear key is pressed.

Details for clearing the three types of feeder misfeeds are given below.

Input Misfeed
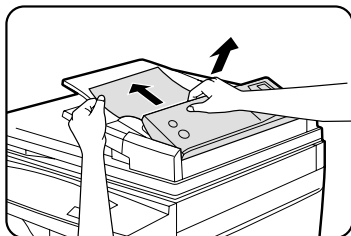
1. Open the feeding roller cover and pull the original gently to the left and out of the document feeder tray.

2. Close the feeding roller cover.

3. Open and close the document cover to clear the misfeed indicator.

4. Press Start to continue copying.

Exit Misfeed
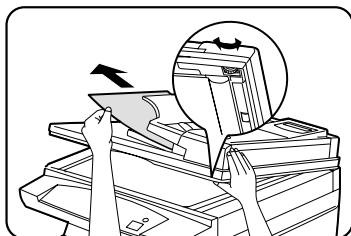
1. Open the document cover and turn the roller knob to remove the misfed original from the exit area.

If paper cannot be easily removed, skip to the Roller Misfeed.

2. Close the document cover.

3. Press Start to continue copying.

Roller Misfeed
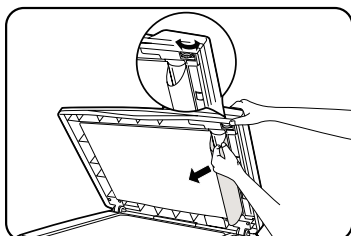
1. Open the document cover and turn the roller knob to remove the misfed original from the document feeder tray or the exit area. If the original is difficult to remove, gently remove it from under the feeding roller.

2. Close the document cover.

3. Press Start to continue copying.

⚙ – E2 Clearing the Paper Path

When a paper misfeed occurs the red misfeed indicator flashes on the copier diagram, and an E2 status code will flash in the display window. Paper misfeeds may occur in the areas shown below. Follow the steps below to locate and clear the misfeed.
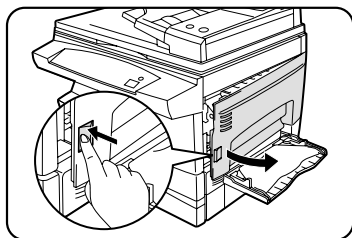
Fuser Area

Exit Area

Paper Feed Area

Paper Feed Area

Note: Ensure that the alternate paper tray is lowered.

1. Press the release lever to open the side cover.
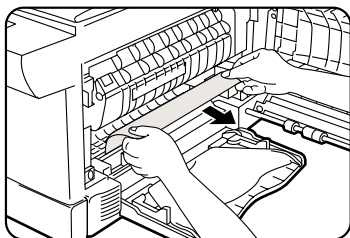
Caution: Do not touch the shiny drum cartridge surface. Scratches or smudges will result in poor copy quality.

Do not remove paper through the bypass. Unfused toner may adhere in the area, resulting in smudged copies.

2. Carefully remove the misfed paper in the direction shown.

Fuser Area

Warning: The fuser area is hot. Take care when removing paper from the fuser area.

Note: Ensure that the alternate paper tray is lowered.

1. Press the release lever to open the side cover.
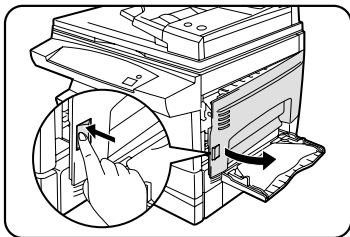
2. Pull down on the fuser lever.
   • This will release pressure on the paper.

   If paper is not seen in this area skip to the Exit Area.
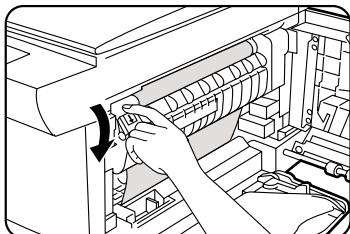
Caution: Do not pull paper up through the fusing unit. Unfused toner may adhere in the area, resulting in smudged copies.

3. Remove the sheet of paper, in the direction shown.
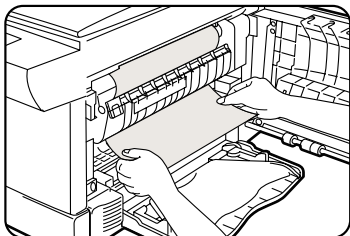
4. Push up on the fuser lever.
5. Close the side cover.
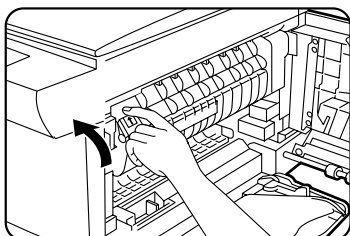
⊙⋀ – E2 Clearing the Paper Path *(continued)*

Exit Area
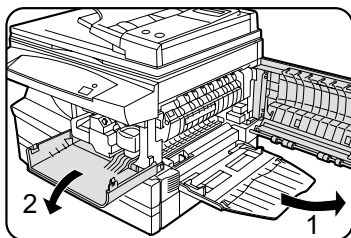
Note: Ensure that the alternate paper tray is lowered.

1. Press the release lever to open the side cover.

2. Press the front cover release buttons to open the front cover.
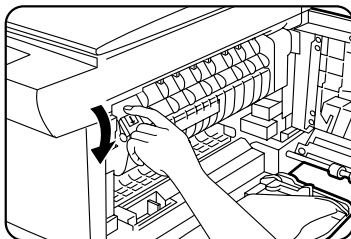
3. Pull down on the fuser lever.
   - This will release pressure on the paper.
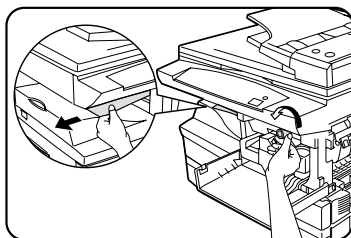
4. Turn the knob in the direction of the arrow to move the paper to the exit area.

5. Gently pull the paper out through the exit area.
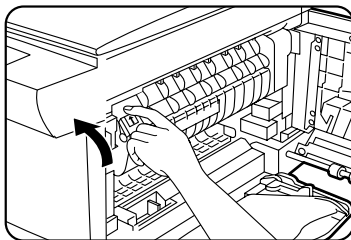
6. Push up on the fuser lever.

7. Close the front cover and side cover.

Toner Cartridge Replacement

The toner indicator on the copier diagram will light when the toner supply is low. Approximately 10 more copies can be made, but you should have a replacement cartridge in stock. When the J1 status code is displayed, the machine will stop operating until the toner cartridge is replaced.
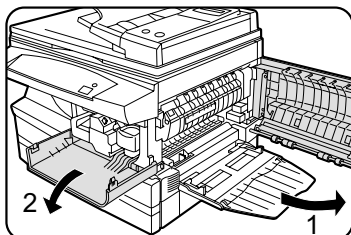
Note: Ensure that the alternate paper tray is lowered.

1. Press the release lever to open the side cover.

2. Press the front cover release buttons to open the front cover.
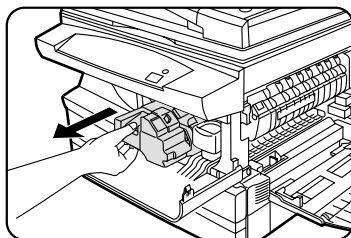
3. Press down on the green lever on the front of the old toner cartridge and pull the cartridge out.

Note: Help the environment by recycling your used toner cartridge. Refer to the recycling brochure packed with the Toner Cartridge for details.
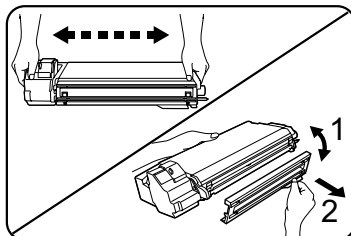
4. Shake the new toner cartridge horizontally four or five times and then remove the cover.
   - Save the box and the cover for shipping.
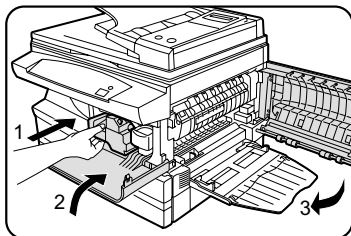
5. Slide the new toner cartridge in until it locks in place.
6. Close the front cover and the side cover.
   - Wait for the ready indicator to light.

⬤ *J2 Drum Cartridge Replacement*

The useful life of the drum cartridge is approximately 18,000 copies. The drum cartridge indicator on the machine diagram lights when the drum is near the end of life. Approximately 1,000 more copies can be made, but you should have a replacement cartridge in stock. When the J2 Status Code is displayed, the machine will stop operating until the drum cartridge is replaced.
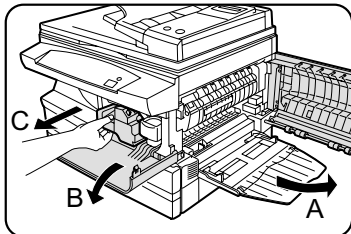
Note: Ensure that the alternate paper tray is lowered.

1. Press the release lever to open the side cover (**A**).
2. Press the front cover release buttons to open the front cover (**B**).
3. Press the green button (**C**) on the front of the toner cartridge and pull out the cartridge.

Note: The toner cartridge must be removed before removing the drum cartridge.

4. Pull out the drum cartridge.

Note: Help the environment by recycling your used drum cartridge. Refer to the recycling brochure packed with the drum cartridge for details.
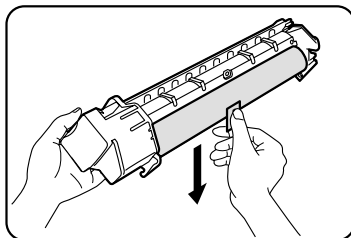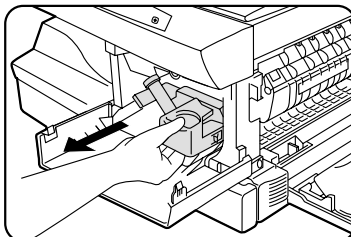
5. Remove the cover from the new drum cartridge.

CAUTION: Do not touch the shiny surface of the drum.
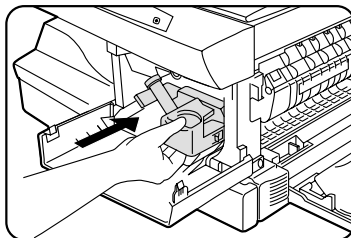
6. Slide the new drum cartridge in place, making sure not to touch the surface of the drum.

7. Reinstall the toner cartridge.

8. Close the front cover and the side cover.

Counter access

Total copies/prints remaining on the drum cartridge

This counter displays the total number of copies/prints remaining on the drum in the machine. The count can be used to determine when to reorder a new drum cartridge.

The count will be displayed in the display window as a sequence of 2 - 3 digit values.

Example 1: 10,145 copies/prints will be displayed as 010 followed by 145

Example 2: 361 copies/prints will be displayed as 000 followed by 361
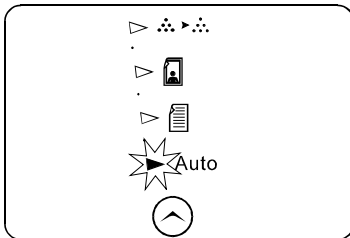
1. Select the Toner Saver mode.
2. Press again and hold the Image Quality key for approximately 4 to 6 seconds.
   - The light next to Auto mode will light.
   - The lights within the Pro 16fx Diagram will flash.
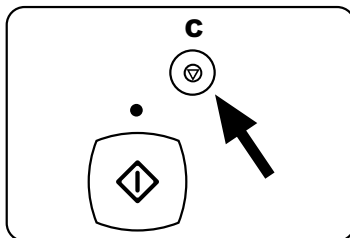
3. Press and hold the Clear key for 5 seconds.
   - The count will continually be displayed until the Clear key is released. There will be a slight pause at the end, before displaying the count again.
4. Press the Image Quality key to return to the copy mode.

Copier Problem Solving

Copier Problem Solving Chart

The following chart lists some conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. Refer to the Status Code Chart in this section for status code information. If the problem persists, please refer to the **Information** section for the appropriate telephone numbers.

Condition	Suggested solutions
Ready indicator does not light.	Check that the Pro 16fx is plugged into an electrical receptacle.
	Ensure that there is power to the receptacle and that the Pro 16fx power switch is in the ON position.
Copies are too light or too dark.	If the original is light, select the lower copy contrast position to darken the background of the copies.
	If the original is dark, select the upper copy contrast position to lighten the background of the copies.
Smears, lines, marks, or spots on copies.	If defects are on the original, press the copy contrast key to lighten the background of your copies.
	If no defects are on the original, clean the document glass and underside of the document cover. (Refer to **Pro 16fx Care**.)
	If the above solutions do not help, clean the corotron wire. (Refer to **Pro 16fx Care**.)
Copy image is skewed.	Ensure that original is positioned correctly on document glass.
	Check that copy paper is loaded correctly.
Blank copies.	Ensure that the original is face down on the document glass.
	Check for a broken corotron wire. Refer to **Pro 16fx Care** section for the location of the corotron wire.

Copier Problem Solving (continued)

Condition	Suggested solutions
Image rubs off the copy easily.	Replace the paper in the tray with paper from a new package.
	In high humidity areas do not leave paper in the Pro 16fx for extended periods of time.
Frequent copy paper jams.	Fan the stack of paper, then turn it over in the tray.
	Replace paper in paper tray with a fresh supply.
	Check/adjust paper guides.
	Ensure that the paper is the proper paper weight. 20 lb / 80 gsm bond paper is recommended.
	Check for copy paper or pieces of copy paper remaining in the Pro 16fx after a paper jam has been cleared. (Refer to **Clearing the Paper Path**.)
The three trouble indicators are lit in the Pro 16fx diagram.	The machine is in the program mode. Press the Image Quality key to exit.
Toner yield is lower than expected and the Toner Indicator is on.	Toner may be lodged in the cartridge. Remove the toner cartridge. Shake the toner cartridge and tap along the top of the toner cartridge over a waste receptacle. Take care not to touch the exposed toner on the left side of the cartridge.
Fewer copies from the Toner Cartridge than expected.	Originals contain pictures, solids, or heavy lines.
	Originals are forms, newsletters, books etc.
	The Pro 16fx is being turned on and off frequently.
	The document cover is being left open while copies are being made.

Copier Problem Solving *(continued)*

Copier Status Code Chart

Status Code	Suggested Solution
P	Ensure that there is paper in the selected paper tray. Ensure that the Paper Tray is closed properly.
	Paper may not have fed all the way into the Pro 16fx. (Refer to **Loading Paper and Flashing *P*.**)
E2	Copy paper has misfed. (Refer to **Clearing the Paper Path**.)
J1	The toner indicator on the copier diagram will light when the toner supply is low. Approximately 10 more copies can be made, but you should have a replacement cartridge in stock. When the J1 status code is displayed, the machine will stop operating until the toner cartridge is replaced.
J2	The drum cartridge indicator on the machine diagram lights when the drum is near the end of life. Approximately 1,000 more copies can be made, but you should have a replacement cartridge in stock. When the J2 status code is displayed, the machine will stop operating until the drum cartridge is replaced.
J3	The toner cartridge is invalid. Install a valid toner cartridge.
C1	The front or side cover is open. Close the cover.
CH	Install the toner cartridge.
A1 – A2	Remove misfed paper from the Single Pass Feeder. Refer to **A1 – A2 Single Pass Feeder Misfeed** for detailed instructions.
L1	Ensure that the shipping screw is removed.
E7 F6 H2 – H4 L3 – L5 U2 – U5	Switch OFF the Main Power. Wait approximately 5 seconds. Switch ON the Main Power. If the status code continues, call for service.

Fax Problem Solving

Memory Full Error Handling

During the scanning of documents to memory, the possibility exists where the number of scanned documents can exceed the capacity of the machine memory. You must decide how to handle that condition.

There are three conditions for sending and fax scanning during the Memory Full condition:

1. In Direct Send mode, the document can still be sent when memory is full. While the document is being sent, the LCD does not show any Memory Full condition, and the scan speed is reduced during a Memory Full condition. If you press **Stop** and there is no reserved job, the LCD displays:

    > CANCEL JOB
    >
    > 1=YES 2=NO

    If there are reserved jobs, the LCD displays:

    > SELECT JOB (<- ->)
    >
    > 1=YES 2=NO

    Select the job to be cancelled. Press **Enter**. The LCD displays:

    > CANCEL?   1=YES 2=NO
    >
    > JOB INFORMATION

2. In MEMORY SENDING mode, the LCD displays Memory Full while memory is full. In this mode, the document will continue to be sent while memory is full. However, scanning will continue in reduced speed mode. The next part of the document can be scanned only when a part of the document has been sent. The LCD displays:

    > MEMORY FULL
    >
    > STOP: SCAN ABORT

    If you press **Stop**, the scanning is cancelled. Sending from memory is continued until all documents stored in memory are sent.

3. In the Timer Operation/Broadcast/Fax from Glass/Polling modes, if memory gets full at the first page of the job, the LCD displays "MEMORY FULL" for 2 seconds. The job is cancelled automatically.

    If memory gets full during or after the scanning of the second page or later pages, the LCD displays "MEMORY FULL". You can press **Start Fax**, and sending is continued for the pages scanned up to that point. If you press **Stop**, the job is cancelled.

Fax Problem Solving (continued)

Fax Problem Solving Table

Problem	*Check and Remedy*
Dialing cannot be done.	Make sure that the telephone line is properly connected to both the unit and the wall jack.
No transmission takes place	Check the display for possible error messages.
	Make sure that the receiving machine has not run out of printing paper.
	Make sure that the receiving machine is G3 compatible. (This information should be included in the machine's documentation.)
Nothing is printed at the receiving end.	Make sure that the document you are sending is fed into the unit in the correct way.
	Make sure that the receiving machine is in working order.
A distorted image is received at the other end.	Noise on the telephone line may cause distortion. Try sending the document again.
	Make a copy of the document on the unit. If the copy is also distorted, the unit may have a problem.
The received document is faint.	Ask the other party to send higher contrast documents. If the contrast is still too low, make a copy with the unit to check it.
Received images are distorted.	Noise on the telephone line may cause distortion. Have the sending party send the document again.
	The drum cartridge may need replacement.
COPY SERVICE ERROR	The copier will not function. Turn the power switch off, remove the power cord from the outlet, and contact your Xerox dealer.
FAX SERVICE ERROR (#)	Switch OFF the Main Power. Wait approximately 5 seconds. Switch ON the Main Power. If the message persists, contact your Xerox dealer.

Note: If your problem cannot be solved by carrying out the instructions in the Check and Remedy column above, call 1-800-TEAM-XRX.

Fax Problem Solving *(continued)*

Fax Messages and Signals

Display Messages

Message	Meaning
COVER OPEN	The front cover or SPF is open. Close it.
DOCUMENT JAM	The original document is jammed.
FAX RX IN MEMORY	A fax has been received in memory because the imaging cartridge needs replacement, the fax machine has run out of printing paper, or the paper is jammed. The fax will be printed out automatically once the problem is fixed.
LINE ERROR	Fax transmission or reception was not successful. Press the **Stop** key to clear the message, and then try again.
MEMORY FULL	The memory is full. See **Memory** in the **Fax Special Functions** chapter.
PAPER JAM	The printing paper is jammed.
PAPER SIZE ERROR SET XXX SIZE PAPER	The setting for the printing paper size is incorrect. Set it correctly. In the area labeled "XXX," "LTR," "LGL," or "A4" will appear.
CAN NOT PRINT	Copy cartridge empty.
	Copy cartridge not inserted.
	Copy cartridge or drum cartridge life expired.
	Front cover open.
PAPER OUT (###)	The paper has run out and the data is read into memory.
LOAD DOCUMENT(S)	Set the document(s) in the unit.
NO RESPONSE	Line error
	No answer from the receiver.
RETURN ORG. ## SHEET(S)	Paper jam in the SPF. When memory is full and there is a line error, the display alternates between the RETURN ORG. and MEMORY FULL messages.

Fax Audible Signals

Sound Type	Duration	Meaning
Continuous tone	3 seconds	Indicates the end of transmission, reception, or line error.
Continuous tone	1 second	Key operation warning tone.

Printer Problem Solving

Printing Solution Chart

Problem	Probable Cause	Remedy
The Pro 16fx does not print	The IEEE-1284 parallel cable or UBS cable is not connected properly.	Check the cable connection.
	The IEEE-1284 parallel cable or UBS cable is defective.	Check the cable with a computer and printer that work. If printing is still not possible, replace the cable.
	The port setting is incorrect.	Check the printer settings in the Windows Control Panel to make sure that the print job is being sent to the correct port. (For Example: LPT1.)
	The toner and drum cartridges are not installed properly.	Check that the toner and drum cartridges are installed properly.
	The printer driver may not be installed properly.	Reinstall the Pro 16fx printing software.
	The parallel port cable specifications may not be correct.	Use the IEEE-1284 parallel port cable supplied with the machine or replace it with an IEEE-1284 compliant cable.
Half of the page is blank	The page layout is too complex.	Reduce the resolution setting from 600 dpi to 300 dpi. Install more RAM in the computer.
	The page orientation may be incorrect.	Change the page orientation in the printer setup dialog.
	There may be too many applications open.	Try closing other applications before printing. Reduce resolution from 600 dpi to 300 dpi. Install more RAM in the computer.
	The computer CPU specification may be incorrect.	Check that the computer meets the minimum specification.

Printer Problem Solving (continued)

Problem	Probable Cause	Remedy
Printing is too slow	The computer parallel port may not be set for high speed communications.	If your computer is equipped with an ECP parallel port, enable this mode of operation. Refer to the **Enabling High Speed Printer Communications** section and your PC's user guide.
	If using Windows 3.1x, the background printing item in the options menu of print manager may be set incorrectly.	Select Background Printing from the options menu of print manger.
	If using Windows 95, the spool setting may be set incorrectly.	Point to the Start Task bar and then click Settings then Printers. Click the Xerox WorkCentre Pro16fx with the right mouse button. Click Properties and then spool settings on the details tab. Select the desired setting from the available choices.
	Computer may not have enough memory (RAM).	Install more RAM in your computer.
	Print Job to large	Reduce resolution from 600 dpi to 300 dpi.
Irregular faded patches of print	There is a paper quality problem.	Use only paper that meets the specifications required by the printer.
	Toner may be unevenly distributed.	Remove the toner cartridge and shake it gently to evenly distribute the toner. Then reinstall the toner cartridge.
Black staining	There is a paper quality problem.	Use only paper that meets the specifications required by the Pro 16fx.

Printer Problem Solving (continued)

Problem	Probable Cause	Remedy
Character voids	The paper may be too dry.	Try printing with a different batch of paper.
Background scatter	The paper may be too damp.	Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture from the air.
	Printing over uneven surfaces.	If printing onto envelopes, change your printing layout to avoid printing over areas that have overlapping seams on the reverse side.
Missing characters	The paper may be too damp.	Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture from the air.
Back of printout is dirty	The transfer roller may be dirty.	Print a few blank pages to clean the transfer roller.
Incorrect fonts	TrueType fonts may be disabled.	Use the Fonts dialog box in the Control Panel to enable TrueType fonts.
Faded graphics	Toner may be low.	Remove the toner cartridge and shake it gently to evenly distribute the toner. Then reinstall the toner cartridge. Ensure that you have a spare toner cartridge.

Appendix

This appendix contains technical data and FCC compliance information regarding your WorkCentre Pro 16fx. It also contains an operation contention table that describes machine behavior during concurrent operations. The following topics are included:

Hardware Specifications

Original Size: Maximum 10×14" / B4

Copy Ratio Percentages:1:1 ± 1%
      Preset: 50*, 78, 86,100,129, 200 customer settable
      Zoom: 50 – 200

Paper Size and Weight
 Tray 1 and Tray 2
   5.5×8.5 to 8.5×14"/ A5 to 216×356mm
   15 - 24 lb. / 56 - 90 gsm
 Paper Tray Bypass
   3.5×5.5" to 8.5×14"/ A6 to 216×356mm
   14 – 34 lb. / 52 – 130 gsm

Copy Rate (8.5×11" / A4 and smaller)   15 copies/minute
Print Rate (8.5×11" / A4 and smaller): 8 prints/minute
Paper Tray Capacity   Paper Tray   Paper Tray Bypass   2×250   50
First copy output time: 9 seconds (warm)   23 seconds (cold)
Electrical Requirements: AC 120V ± 10%, 50/60 Hz, 9.5A
Machine Dimensions   Width × Depth × Height   20.4 × 19.3 × 18.3"/ 51.8 × 49.1 × 46.4cm
Machine Weight (Includes Drum and Toner Cartridge)   57.2 lbs. / 26kg
Power Consumption: Max: 1.0kW   Shut off mode: 20 Watts

Fax Specifications

Compatibility: ....ITU-T G3
Telephone line: ....PSTN
Dial mode: ....Pulse (10 pps), tone
Distinctive ringing: ....6 different patterns available
Modem rate: ....14,400 bps with automatic fallback to 12,000, 9,600,7,200, 4,800, or 2,400 bps
Compression method: ....MH, MR, MMR
Transmission time: ....Approximately 6 seconds
Memory: ....2 megabytes of RAM
Sending document size: ....Maximum B4, minimum invoice
Recording paper size: ....A4, Letter, or Legal
SPF: ....30 sheets
Resolution in Text mode: ....Standard: 203.2 x 97.8 dpi
Fine: 203.2 x 195.6 dpi
Super Fine: 203.2 x 391.2 dpi
Resolution in Half tone mode: ......203.2 x 195.6 dpi
Grayscale method (halftone):........Error diffusion
Grayscale level (halftone):.............265 levels
Contrast: ....Light, Medium, Dark
Quick scan: ....14 pages per minute
Broadcasting: ....Destination: maximum of 50 different locations
Destinations: Selected from Rapid key, Speed Dial numbers, or Group keys
Polling: ....Modes: Polling Others, Polling from memory
Delayed faxing: ....3 types selectable: Standard, Memory Transmission, or Polling Others
Anti Junk Fax: ....Up to 10 numbers
Auto Cover Sheet: ....6 message types selectable: "Urgent," "Important," "Confidential," "Pls. Distribute," "Pls. Call Back," and no message
Report: ....Transaction, power fail, activity (send/receive)
Printable setting lists: ....Anti Junk Fax numbers, timer, group, phone number, optional setting

FCC Compliance in the USA

WARNING: This equipment has been tested and found to comply with the limits for a Class B digital device pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a different circuit than the receiver.

Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the authority granted by the FCC to operate this equipment.

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

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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Phone: (716) 422-4120
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    800 Phillips Road
    Webster, New York 14580
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USA

United States of America
Federal Communication Commission
Part 68 rules
Telephone Line Connection

The Xerox WorkCentre Pro 16fx facsimile system contains an internal data coupler. Its use is restricted by the FCC. To comply with the FCC rules, you must carefully read and follow the instructions listed below.

This equipment complies with Part 68 of the FCC rules. On the rear of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.

WARNING: An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network for premises wiring using a compatible modular jack which is Part 68 compliant. You may safety connect the system to the following standard modular jack: USOC RJ-11C. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this system to a non-compliant jack.

The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive RENs on the telephone line may result in the devices not ringing in response to the incoming call. In most, but not all areas, the sum of the 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.

If this Pro 16fx unit 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 this 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 the Pro 16fx, for repair or warranty information, please call 1-800-TEAM XRX. This applies at any time during and after the service warranty period. No parts of this unit are considered to be user repairable. If unauthorized repair is performed, the remainder of the warranty period is null and void.

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. It is recommended that you immediately disconnect the Pro 16fx from the telephone line if damage occurs to the telephone line.

Do not connect this system to a party or coin operated phone line.

Machine ID requirements

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax system 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 of the sending system or such business, other entity, or individual. In order to program this information into your fax system, you should refer to the **Fax Setup** section in this User Guide.

Canada

Industry Canada (formerly Dept. of Communications [DoC]) Telephone Line Connection

The Industry Canada label on this system identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational, and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord).

The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be 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.

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

NOTICE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum numbers of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

Copy Print Fax Multiple Operation Table

This WorkCentre provides the capability of performing concurrent operations. The device is capable of suspending the current operation to allow a second operation to be performed, then resume with the suspended operation.

Since all operations cannot be suspended, the following table illustrates the machine behavior when attempting to interrupt an operation with a second operation. The left column describes the current operation in-progress. The right heading describes the next requested operation. The intersection of the row and column describes the machine behavior.

Current Operation ▼	Next Operation								
	▼		Fax Send		▼	Fax Receive		▼	
	Copy	Print	Direct Send	Fax scan	Memory send	Direct receive	Print from memory	Memory receive	Phone
Copy	N	Y	N	N	Y	N	N	Y	Y
Print	Y	Y	Y^1	Y^1	Y	N	N	Y	Y
Direct Send	N	N	N	N	N	N	N	N	N
Fax scan	N	N^5	N	N	Y	N	N	Y	Y
Memory send	Y	Y	N	Y	N	N	Y	N	N
Direct receive	Y^4	N	N	Y^4	N	N	N	N	N
Fax print	Y	N	Y^3	Y^3	Y	Y	Y	Y	Y
Memory receive	Y	Y	N	Y	N	N	Y	N	N
Phone	A	A	A^2	NA	NA	NA	A	NA	NA

Key: Y=Yes, the two operations can occur with one paused.
N=No, the two operations cannot be done at the same time.
A=Available
NA=Not Available
1=Pause print operation to perform the fax operation.
2=Available only if there is the same phone connection.
3=Fax print can be suspended so Direct Send can cut in.
4=Interrupt the fax operation, switch to Memory receive.
5=Printing is suspended while scanning is in progress.