XEROX

# WorkCentre Pro 416

## User Guide

604P07500

THE DOCUMENT COMPANY
XEROX

# *Table of Contents*

# 1   *About This Guide*

Thank you for purchasing the *WorkCentre Pro 416*. The *WorkCentre Pro 416* is designed for ease of use, but to use your machine to its fullest potential, take some time to read the User Documentation.

# Finding Information in the User Guide

The User Guide contains the following sections:

- Table of Contents

  Use the Table of Contents to find topics easily.

- About this Guide - Chapter 1

  Describes the information in this User Guide.

- Product Overview - Chapter 2

  Describes the system and hardware features of the machine and provides an overview of how the machine operates. Each key on the Control Panel is also described.

- Copy - Chapter 3

  Describes the procedures for loading and copying originals. It also includes instructions for using the copy features available.

- Print - Chapter 4

  Describes the procedure for printing from a PC and an overview of the printer driver features.

- Fax - Chapter 5

  Describes the procedures for sending and receiving faxes. It also includes instructions for using all the fax features and functions available.

- Internet Fax and Scan to Email - Chapter 6

  Describes the procedures for using the Internet Fax and Scan to Email functions available on your machine.

- Phonebook - Chapter 7

  This chapter provides instructions for planning, setting up and using the machine's internal Phonebook. The Phonebook is used for the Fax, Internet Fax and Scan to Email functions.

- Maintaining the Product - Chapter 8

  Provides maintenance and cleaning procedures necessary to ensure optimum product performance. Includes instructions for ordering and replacing consumables.

- Basic Troubleshooting - Chapter 9

  Guides the user through problem solving and provides a list of error codes, messages and recommended corrective actions.

- Machine Defaults and Setups - Chapter 10

  Gives step by step instructions on how to access machine setups and change the machine defaults.

- Safety Notes - Appendix A

  Provides safety procedures and approval certification information for the product.

- Specifications - Appendix B

  Provides information on the machine specifications. Use this chapter to ensure all materials being used are within specification.

- Index

  Refer to the Index to locate specific information.

# Customer Support

If after product installation further assistance is required, please call our experts at the Xerox Welcome Centre or your local representative. When telephoning please quote the machine serial number. Use the space below to make a note of the machine serial number:

**#** _____

The serial number is located inside the front door.



Serial Number Plate

You will be provided with the Xerox Welcome Centre or local representative telephone number when the *WorkCentre Pro 416* is installed. For convenience and future reference, please record the telephone number in the space below:

Welcome Centre or local representative Telephone Number:

**#** _____

Xerox US Welcome Center: 1-800-821-2797

Xerox Canada Welcome Center: 1-800-93-XEROX (1-800-939-3769)

# Conventions

Throughout this *User Guide*, there are some terms that are used interchangeably:

➢ *Document* is synonymous with *original.*

➢ *Button* is synonymous with *key.*

➢ *Page* is synonymous with *sheet.*

➢ *WorkCentre Pro 416* is synonymous with *the machine*.

# Orientation

There are two types of orientation referred to in this guide, Image Orientation and Feed Orientation.

## Image Orientation

Image Orientation describes the direction of the image on the page. There are two types of image orientation:

**Portrait**

The image is portrait when vertically aligned with the longest edge of the paper.

**Landscape**

The image is landscape when vertically aligned with the shortest edge of the paper.

## Feed Orientation

Feed Orientation describes the direction the originals and the media is fed through the machine. It is recommended the feed orientation of the originals matches that of the media.

There are two types of feed orientation:

### Long Edge Feed (LEF)

When observed from the front of the machine, originals or media with the long edges to the left and right of the document feeder or paper tray.
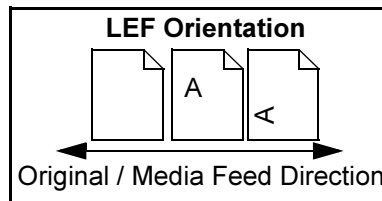


### Short Edge Feed (SEF)

When observed from the front of the machine, originals or media with the short edges to the left and right of the document feeder or paper tray.
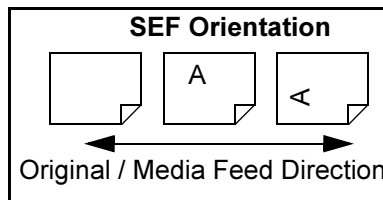
# Bracket Text Typeface

The [Bracket Text] typeface is used to emphasize the selection of a feature or key. For example:

➢ Select [Reduce/Enlarge].

➢ Select the required setting.

➢ Press [Enter]**.**

# Italic Typeface

The *Italic* typeface is used to emphasize a word or phrase. In addition, references to other chapters and publications are displayed in *Italic typeface*. For example:

- *Always* follow safety procedures when operating the equipment.

- Refer to *"Document Glass and Constant Velocity Transport Glass" on page 8-3,* for information about cleaning the document glass.

- For more information about the network options available, refer to the *System Administrator Guide*.

# Quick Pathway

```
    Quick Pathway

➢ Load originals.
➢ Press [Features].
➢ Select the Copy features
  required.
➢ Press [Start].
```

In addition to the step by step instructions available throughout this User Guide, a summary of the steps is contained in the Quick Pathway at the beginning of a chapter or section. After becoming familiar with the procedures for a particular feature, the Quick Pathway is a useful reminder of the steps required to access a particular feature.

# Notes

Notes are statements that provide additional information. For example:

NOTE: Under normal conditions the machine should be powered on 24 hours a day.

# Hints

Hints help users perform a task. For example:

HINT: *Before loading paper into the paper tray fan the edges. This separates any sheets of paper that may be stuck together and reduces the possibility of paper jams.*

# Cautions

Cautions are statements that suggest *mechanical* damage may be the result of an action. For example:

**CAUTION: When cleaning the *WorkCentre Pro 416*, do not use organic solvents or aerosol cleaners.**

# Warnings

Warnings are statements that alert users to the possibility of personal injury. For example:

**WARNING:This product must be connected to a protective earthing circuit.**

# Related Information Sources

Information available for the *WorkCentre Pro 416* consists of:

- This *User Guide*

- The *Customer Training CD*

- The *System Administrator Guide*

# 2   *Product Overview*

This chapter provides an overview of the *WorkCentre Pro 416's* hardware features and operation. The Control Panel is discussed and each key is defined.

# System Overview

The *WorkCentre Pro 416* is a digital device capable of copying, printing, faxing, internet faxing and scanning to email, depending on the configuration purchased.

When you switch on the power and the system has warmed up, the machine is in the Ready mode and is ready to use.

Ready mode is where the LCD screen is visible and ready to be programmed for a job. The message displays "Ready to copy", "Enter fax number" or "Enter E-mail address", depending on the default walk-up screen:

**Copy Walk-up Screen**

| Ready to copy | | | 1 |
|---|---|---|---|
| Paper : Auto | | L/D : Auto | |
| Output : Collated | | R/E : 100% | |
| **Added Features** | | | ▼ |

**Fax Walk-up Screen:**

| Enter fax number (128max) : | |
|---|---|
| Apr01 - 2001  11:30am  M  :  100% | |
| Resolution : Standard   L/D : Auto | |
| **Added Features** | ▼ |

**Scan Walk-up Screen:**

| Enter E-mail address (256max) : | |
|---|---|
| Apr01 - 2001  11:30am  M  :  100% | |
| Resolution : 200dpi      L/D : Auto | |
| **Added Features** | ▼ |

When an action completes successfully, the machine returns to Ready mode.

You can change the default settings of the machine by pressing the Machine Status key.

*HINT: For detailed instructions on how to change these setups please refer to Chapter 10 - Machine Defaults and Setups.*

**NOTE:** Depending on your machine configuration some features and functions may not be available. The following pages give specific configuration information.

# Using Department Codes

If the Department Code function has been enabled and individual Department Codes have been setup, the Ready mode screens prompt users to enter a Department Code before access to the Copy, Fax, Internet Fax and Scan to Email functions is allowed.

➢ Press the [Features] key.

➢ Using the numeric keypad, enter your Department Code.

```
Enter department code                    1
Paper  :   Auto          L/D  :  Auto
Output :   Collated       R/E  :  100%
Added Features                           ▼
```

Each digit entered is displayed as an asterisk on the screen.

➢ Press [Enter].

If the code is correct access to the function is provided. If the code is incorrect the "Enter department code" message returns.

➢ Select either the Copy, Fax/Internet Fax or Scan to Email key, if required.

```
*****                                    1
Paper  :   Auto          L/D  :  Auto
Output :   Collated       R/E  :  100%
Added Features                           ▼
```

# Identifying the Machine Configurations and Components

The following pages provide illustrations and descriptions of the *WorkCentre Pro 416* configurations and components.

Use the illustrations to identify your *WorkCentre Pro 416* configuration and the functions available for your machine.

## WorkCentre Pro 416

This is a basic simplex digital copier with a document glass, a single paper tray, a bypass tray and a stand.

Additional Memory can be purchased as an option.
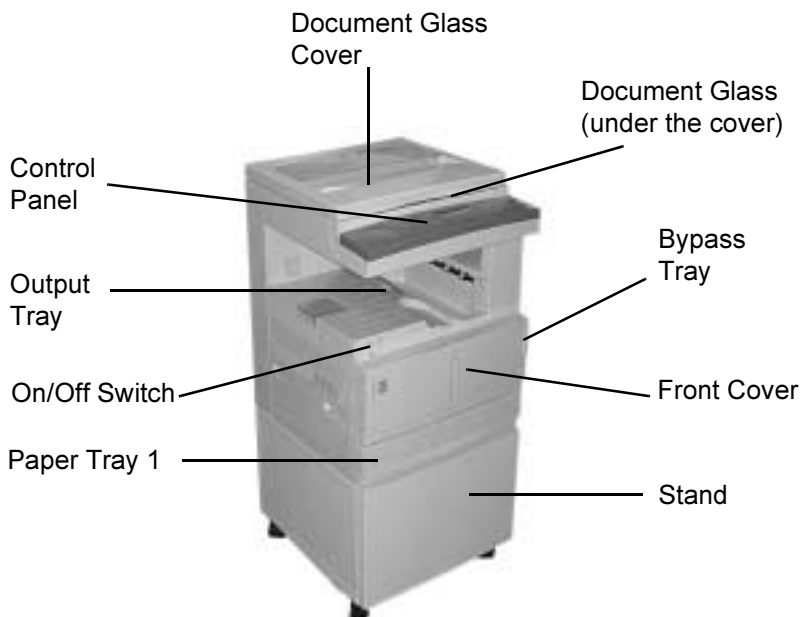


Figure 1

# WorkCentre Pro 416DC

This is a basic simplex digital copier with an automatic document feeder, three paper trays and a bypass tray.

Additional Memory can be purchased as an option.

Control Panel

Automatic Document Feeder (ADF)

Document Glass (under ADF)

Constant Velocity Transport Glass (under ADF)

Output Tray

On/Off Switch

Bypass Tray

Paper Tray 1

Paper Tray 2

Paper Tray 3

Front Cover
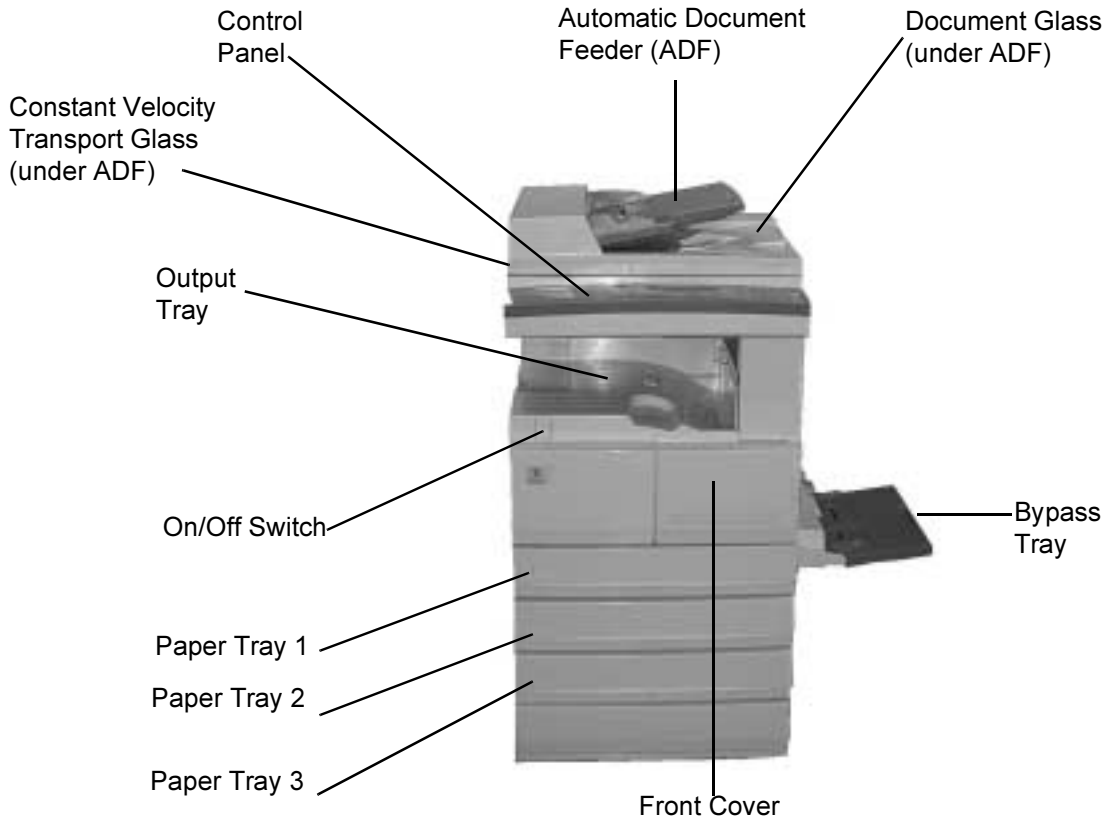
Figure 2

# WorkCentre Pro 416Pi

This is a digital copier and printer with an automatic duplex unit, an offset catch tray, a duplex automatic document feeder, three paper trays and a bypass tray.

Additional Memory can be purchased as an option.

Constant Velocity Transport Glass (under DADF)

Duplex Automatic Document Feeder (DADF)

Document Glass (under DADF)

Control Panel

Offset Catch Tray

Auto Duplex Unit

On/Off Switch

Bypass Tray

Paper Tray 1

Paper Tray 2

Paper Tray 3

Front Cover
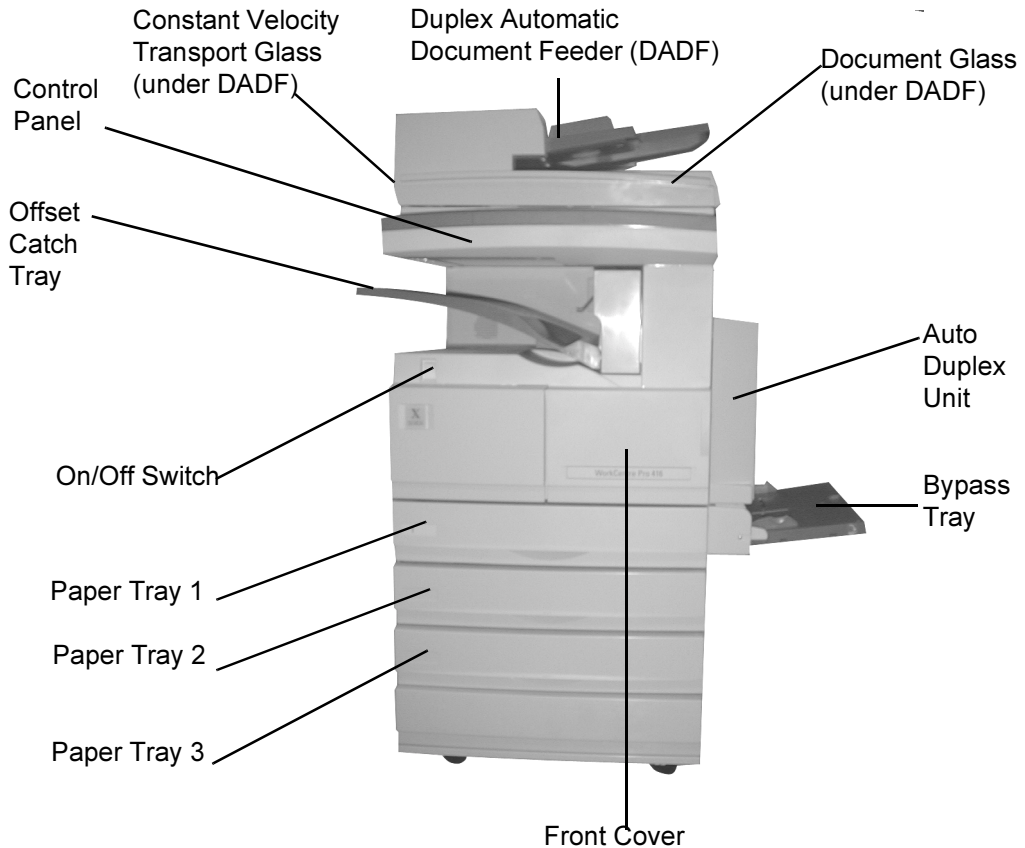
Figure 3

# WorkCentre Pro 416Si

This is a digital copier, printer, fax with internet fax and scan to email capability, with an automatic duplex unit, an offset catch tray, a duplex automatic document feeder, three paper trays, a bypass tray and a convenience stapler.

Additional Memory can be purchased as an option.

Constant Velocity Transport Glass (under DADF)

Duplex Automatic Document Feeder (DADF)

Document Glass (under DADF)

Control Panel

Convenience Stapler

Offset Catch Tray

Auto Duplex Unit

On/Off Switch

Bypass Tray

Paper Tray 1

Paper Tray 2

Paper Tray 3

Front Cover
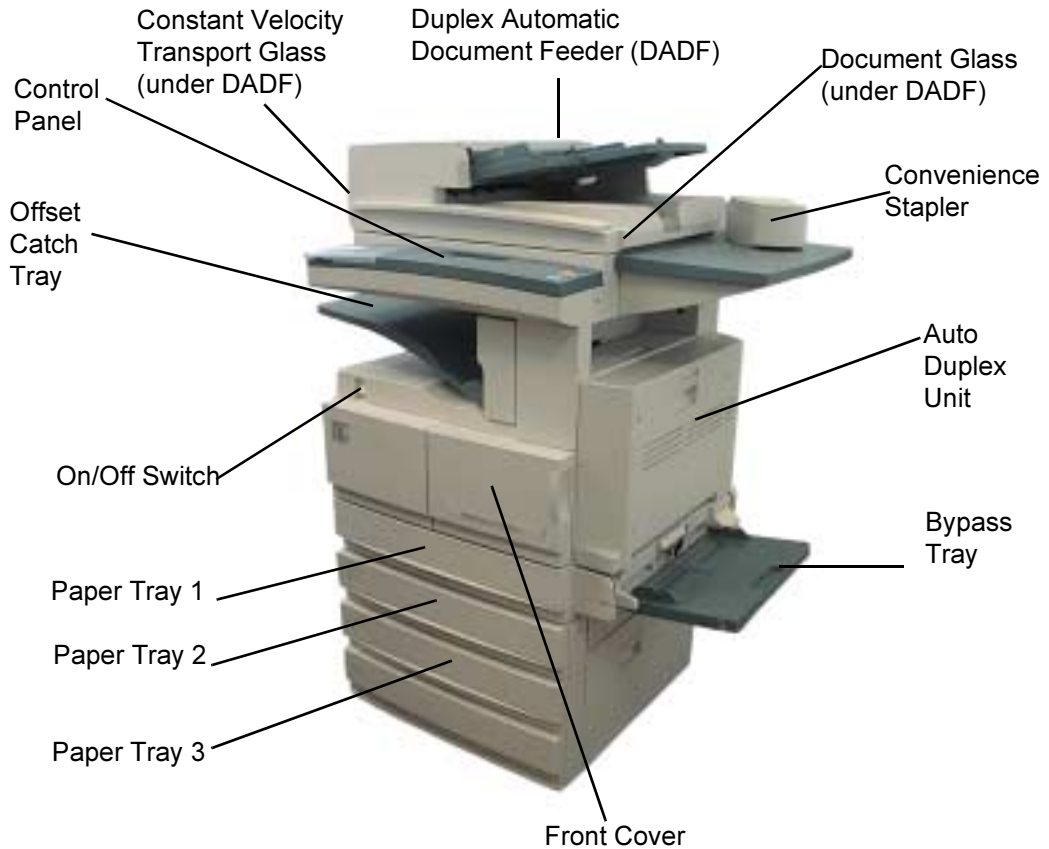
Figure 4

# Components

### Automatic Document Feeder (ADF)

The ADF automatically separates and feeds originals from the input tray.

### Duplex Automatic Document Feeder (DADF)

The DADF automatically separates and feeds originals from its input tray. When scanning two-sided originals, after scanning the first side, the original is inverted to enable the second side to be scanned.

### Constant Velocity Transport (CVT) Glass

The Constant Velocity Transport (CVT) glass is the narrow strip of glass located at the left side of the document glass. When originals are fed from the document feeder (ADF or DADF), the CVT glass automatically scans the images into memory. This does not apply to originals placed on the document glass.

### Auto Duplex Unit (ADU)

Makes two-sided copies from one-sided and/or two-sided originals.

### Offset Catch Tray (OCT)

The Offset Catch Tray separates jobs for easy retrieval. The tray holds a maximum of 250 sheets of 80 $g/m^2$ (20lb) paper.

### Paper Trays 1, 2 and 3

Located at the front of the machine these trays can each hold a maximum of 550 sheets of 80 $g/m^2$ (20lb) paper.

*HINT: Refer to Appendix B - Specifications for more information about approved media.*

## Bypass Tray

The Bypass Tray is for loading special paper, transparencies, labels and cardstock. There is an extension tray that can be pulled out to enable larger size paper to be fed.

*HINT: Refer to Appendix B - Specifications for more information about approved media.*

## Optional Additional Memory

Two extra memory cards are available with 64mb on each. There is a door on the back of the machine that provides access to the memory card slots.

Use the following procedure to insert additional memory cards into the memory slots:

**CAUTION: Switch off the power and disconnect the power cord from the outlet prior to installing additional memory. These components may be susceptible to Electro-Static Discharge (ESD). Observe all ESD procedures to avoid damage.**

➢ Switch off the power and disconnect the power cord from the outlet.

➢ Locate the Memory Card slot cover at the rear of the machine and open the cover.

➢ Remove any protective packaging from the memory cards and slide each card into a Memory Card slot.

➢ Close the Memory Card slot cover.

➢ Reconnect the power cord and switch on the machine.

Memory cards are inserted into these slots

Memory Card slots cover
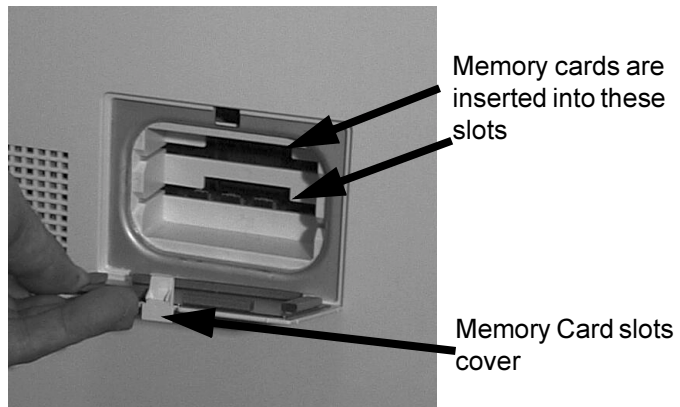
# Control Panel Components and Function Keys

The Control Panel keys and functions available depend on your *WorkCentre Pro 416* configuration.
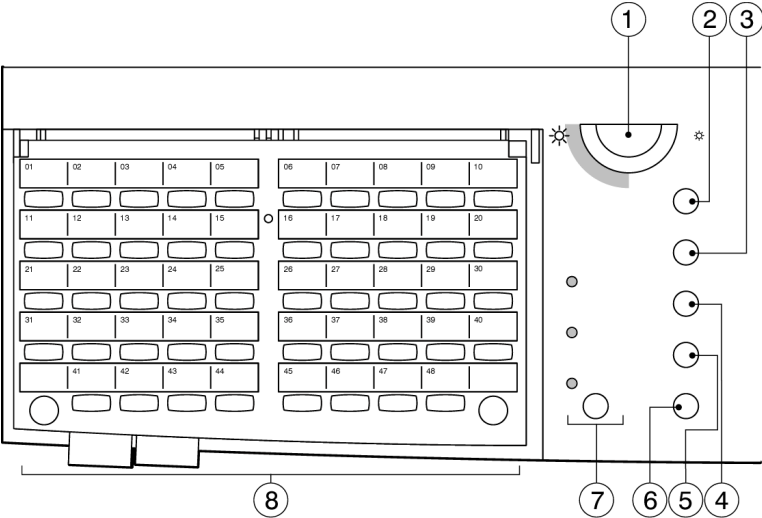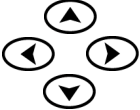


| Item | Description | Function |
|------|-------------|----------|
| 1 | Contrast Adjuster | Adjusts the brightness and darkness of the LCD display. When it is turned clockwise, the LCD becomes lighter and turned anticlockwise, the LCD becomes darker. |
| 2 | Resolution | Changes the scanning resolution for Fax, Internet Fax and Scan to Email functions.<br>**NOTE:** *Available on the WorkCentre Pro 416Si only.* |
| 3 | Output | Use to select collated or uncollated output for Copy jobs.<br>**NOTE:** *Available on the WorkCentre Pro 416Si only.* |
| 4 | Lighten/Darken | Select to adjust the image contrast. |
| 5 | Reduce/Enlarge | Select to reduce or enlarge the original image on the copy paper. |
| 6 | Paper Supply | Select to change the paper tray you want to use. |
| 7 | Original Type | Select the type of original to be scanned to improve image quality. |

| Item | Description | Function |
|------|-------------|----------|
| 8 | Flip panels providing access to:<br>- One Touch Keys (1-82)<br>- Direct Access Keys<br>- Keyboard | **One Touch Keys (Flip panel 1):** Used to select user programmed fax numbers or email addresses by simply pressing these keys.<br>**Direct Access Keys (Flip panel 2):** Use to select commonly used Fax, Internet Fax and Scan to Email functions.<br>**Keyboard (Flip panel 3):** Use to enter characters for features and settings.<br>**NOTE:** Available on the *WorkCentre Pro 416Si* only. |
| 9 | LCD Display | Displays the status of the machine, operation process, various instructions and messages. |
| 10 | Features | Select for additional features available in the Copy, Fax, Internet Fax and Scan to Email functions. |
| 11 | Job Status | Use to identify the status of a fax job or cancel a fax job.<br>**NOTE:** Available on the *WorkCentre Pro 416Si* only. |
| 12 | Machine Status | Select to change or view the various default settings of the machine and paper trays. Printer defaults are also accessible via Machine Status. To exit Machine Status press Features. |
| 13 | Numeric Keys (0 to 9, *, #) | Use these keys to enter a fax number and to enter numeric values when programming features and settings. |

| Item | Description | Function |
|------|-------------|----------|
| 14 | Energy Saver | Press to enter the Sleep Mode. Once selected, the light next to the key is illuminated. To exit Sleep Mode press the key again. |
| 15 | Interrupt | Press to suspend the current job so that another job can be performed. During the job interruption, the light next to the key is illuminated. When the key is pressed again, the interrupted job proceeds. If this key is pressed again during a print job, the print job will pause to allow a copy or fax job to be run. |
| 16 | Clear All CA | Press once to clear the number of copies or the fax number entered. Press twice to clear all features selected in the Copy, Fax, Internet Fax and Scan to Email functions. |
| 17 | Stop | This key affects any active job displayed on the LCD. When pressed during copying the job is paused. Press [Start] to resume or [CA] to cancel. When this key is pressed during a fax or email transmission, the job is canceled. |
| 18 | Start | Press this key to commence a job and start scanning the originals. |
| 19 | Manual Dial | Used for interactive dialing. Digits are dialed as the key is pressed. The line monitor automatically turns on. NOTE: Available on the *WorkCentre Pro 416Si* only. |
| 20 | Phonebook Dial | Used to access programmed Speed Dial, Alpha, and/or Groups. Pressing this key displays the Phonebook menu and provides access to the Phonebook. NOTE: Available on the *WorkCentre Pro 416Si* only. |
| 21 | Redial/Pause | During on-hook or off-hook dialing, this key is used to redial the last number dialed. Pressing Redial/Pause displays the jobs waiting to be redialed. Pressing the Enter or Start key forces an immediate redial. When entering a fax number, pressing this key enters a pause in the fax number sequence. NOTE: Available on the *WorkCentre Pro 416Si* only. |
| 22 | Insert | Use to insert a character between existing characters. Also used to exit the Insert mode. NOTE: Available on the *WorkCentre Pro 416Si* only. |

| Item | Description | Function |
|------|-------------|----------|
| 23 | Delete | Deletes an existing character entry.<br>**NOTE:** Available on the *WorkCentre Pro 416Si* only. |
| 24 | Enter key | Enters or saves the selected value displayed on the LCD screen. |
| 25 | Exit | Exits to the previous screen without saving any changes made to the current screen. |
| 26 | Scroll Keys | Use these keys to scroll through the selectable choices and features on the LCD. |
| 27 | Fax/Internet Fax | Press this key to switch from another function to the Fax function. Press the key twice to use the Internet Fax function.<br>**NOTE:** Available on the *WorkCentre Pro 416Si* only. |
| 28 | Scan to Email | Used to switch to the Scan to Email function.<br>**NOTE:** Available on the *WorkCentre Pro 416Si* only. |
| 29 | PC LED | Illuminates when data received from a PC is being processed. |
| 30 | Alarm LED | Illuminates when the machine has an error, jam or needs consumables. |
| 31 | Line LED | Illuminates when a fax communication is in progress.<br>**NOTE:** Available on the *WorkCentre Pro 416Si* only. |
| 32 | Copy | Press this key to switch from the other functions to the Copy function. |

## Flip Panel

The flip panels are located to the left of the LCD and are accessed by lifting the cover. The functions provided by the flip panels are for use with the Fax, Internet Fax and Scan to Email functions.

Select either the Fax, Internet Fax or Scan to Email function key on the Control Panel prior to using the flip panel features.

There are three flip panels available:
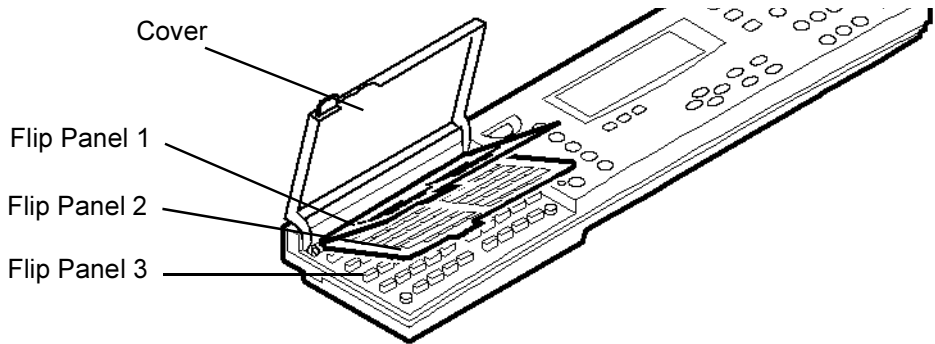


**Flip Panel 1:** Use to access the One Touch keys. One Touch keys are used for sending Faxes and E-mails.

**Flip Panel 2:** Use to access the Direct Access Keys. These keys are used for common tasks performed in the Fax, Internet Fax and Scan to Email functions.

**Flip Panel 3:** Provides access to the Keyboard. The Keyboard is used for entering data such as passwords, E-mail addresses and many default settings.

## Character Entries

On the *WorkCentre Pro 416Si*, when programming your Machine ID or names and E-mail addresses assigned to Speed Dial numbers and One Touch Keys, characters are entered. Also, many settings programmed in Machine Status require text entries.

The following components and keys are used when entering characters:
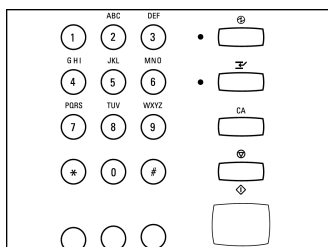
**Numeric Keypad:**

Provides the user interface for entering numeric characters.

**Scroll Keys:**

Moves the cursor to the left.

Moves the cursor to the right.

**Insert and Delete Keys:**

Insert    Inserts a character between existing characters. Also used to exit the insert mode.

Delete    Deletes an existing character.
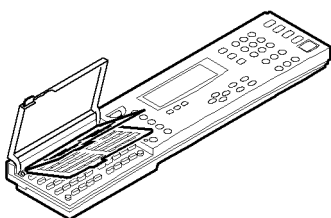
**Keyboard:**

The keyboard is located to the left of the LCD, on flip panel 3. It provides the user interface for entering alpha and special characters.
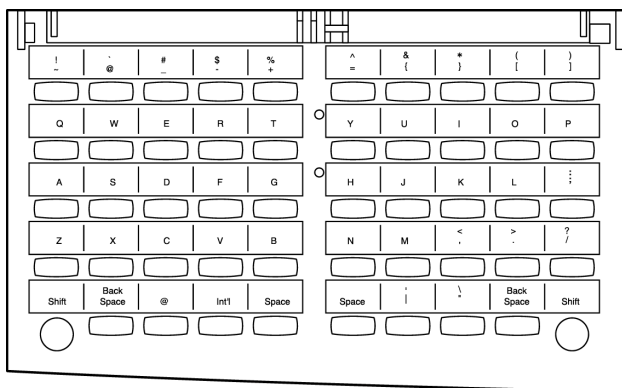
**Character Code Table:**

The Character Code Table lists special characters that can be entered when programming the *WorkCentre Pro 416Si*.

The table lists the alpha keys in the left column and the characters that correspond to each key in the right column.

Lowercase characters can be entered by pressing the alpha key. Uppercase characters can be entered by pressing the alpha key while holding down the [SHIFT] key. Lowercase special characters can be selected by pressing the alpha key after the [Int'l] key is pressed.

Select your required character by using ⬅ or ➡ key and press [Enter].

Uppercase special characters can be selected by pressing the alpha key while holding down [Shift] key after [Int'l] key is pressed.

| Key | [ALTERNATE] key | [SHIFT] key |
|-----|-----------------|-------------|
| A | à á â ã ä å æ ą ă ª | À Á Â Ã Ä Å Æ Ą Ă |
| C | ç ¿ ć č | Ć Ç Č |
| D | ď đ | Ď Đ |
| E | è é ê ę ë ě | È É Ê Ę Ë Ě € |
| I | ì í î ï | Ì Í Î Ï |
| L | ł ľ ĺ | Ł Ľ Ĺ |
| N | ñ ń ň | Ñ Ń Ň |
| O | œ ° ð ò ó ô õ ö ő ø | Ò Ó Ô Õ Ö Ø Œ Ő |
| P | þ | |
| R | ŕ ř | Ŕ Ř |
| S | š ś ş | ß Š Ś Ş |
| T | ť ţ | Ť Ţ |
| U | ù ú û ü ů ű | Ù Ú Û Ü Ů Ű |
| Y | ý ÿ | Ý Ÿ |
| Z | ž ź ż | Ž Ź Ż |

**Correcting Characters:**

> Using the scroll keys ⦗◀⦘ or ⦗▶⦘, position the cursor at the character to be corrected.

```
Speed dial                              001
- - - - - - - - - - - - - - - - - - - - -
Enter name (20 max)

XER█X
```

> Enter the required character.

```
Speed dial                              001
- - - - - - - - - - - - - - - - - - - - -
Enter name (20 max)

XER█X
```

**Deleting or Inserting Characters**:

> To insert a character use the scroll keys ⦗◀⦘ or ⦗▶⦘, to position the cursor before insertion.

```
Speed dial                              001
- - - - - - - - - - - - - - - - - - - - -
Enter name (20 max)

XE█X
```

> Press [Insert].

```
Speed dial                              001
- - - - - - - - - - - - - - - - - - - - -
Enter name (20 max)
                            [Insert]
XE█X
```

> To insert, enter the correct character(s).

> Press [Insert] again to exit the Insert Mode.

```
Speed dial                              001
- - - - - - - - - - - - - - - - - - - - -
Enter name (20 max)
                            [Insert]
XER█X
```

> To delete an additional character use the ◄ or ► key and position the cursor at the character to be deleted.

| Speed dial | 001 |
| --- | --- |
| Enter name (20 max) | |
| XE█ROX | |

> Press [Delete].

| Speed dial | 001 |
| --- | --- |
| Enter name (20 max) | |
| XE█OX | |

# Power ON/OFF

## Powering On

Ensure that the machine is connected to a suitable power supply and that the power cord is fully plugged into the electrical outlet.

**NOTE:** For voltage information refer to Appendix B - Specifications.

The machine will begin to warm up when the switch is powered on. The power switch is located on the front of the machine.

➢ Locate the ON/OFF switch.

➢ Press **I** to power on the machine.
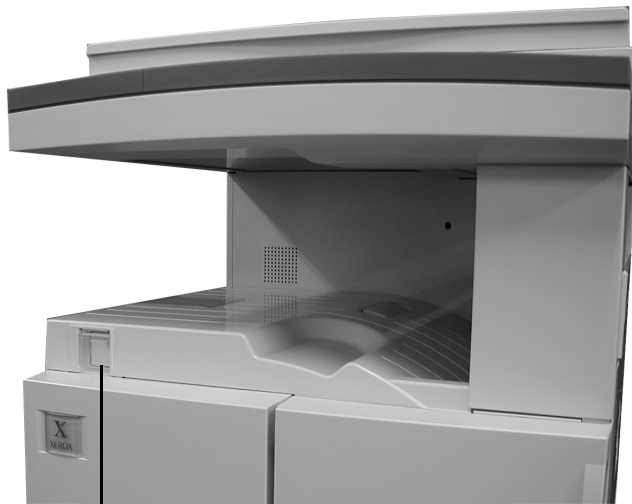


Power Switch

## Powering Off

The power is switched off as soon as the on/off switch is pressed to off.

For optimum performance the machine should be powered on 24 hours a day.

# Power Save

The machine has a Power Save feature which significantly reduces the power consumption during periods of inactivity. The Power Save feature operates in two modes:

- Standby Mode

- Sleep Mode (Energy Saver)

The Energy Saver light illuminates when the Sleep Mode (Energy Saver) has been selected.



Energy Saver Light                    Energy Saver Key

# Standby Mode

As delivered, the machine automatically switches into Standby Mode 15 minutes after the last activity. In this mode, the LCD screen is visible and the message "Standby mode" is shown on the LCD screen when the *WorkCentre Pro 416* is in Features Mode. To activate the machine, press any key on the control panel or open the document glass cover or document feeder. The machine responds within 1 second and all the features are available within 30 seconds.

*HINT: The factory default setting of 15 minutes is customer changeable within the range of 1 to 240 minutes. For more information refer to "Changing the Default Time Setting" on page 10-5.*

# Sleep Mode (Energy Saver)

As delivered, the machine automatically switches into Sleep Mode 15 minutes after the machine enters the Standby Mode.

*HINT: The factory default setting is customer changeable within the range of 3 to 240 minutes, for more information refer to "Changing the Default Time Setting" on page 10-5.*

Alternatively, pressing the Energy Saver key on the control panel, also puts the machine into Sleep Mode (Energy Saver). To reactivate the machine, press the Energy Saver key again.

*NOTE: Energy Saver is not selectable if a job has not been completed or if there is a fault such as a paper jam on the machine.*

# Modes

There are three modes available on the machine:

**Features**

This key gives access to the screens which enable users to programme features.

**Job Status**

This key is used to identify the status of the current job and to cancel a job.

**NOTE:** Job Status is available on the *WorkCentre Pro 416Si* model only.

**Machine Status**

This key gives access to information such as paper tray size settings, machine defaults, printer defaults and machine information about the *WorkCentre Pro 416*.

Features key

Job Status key                Machine Status key
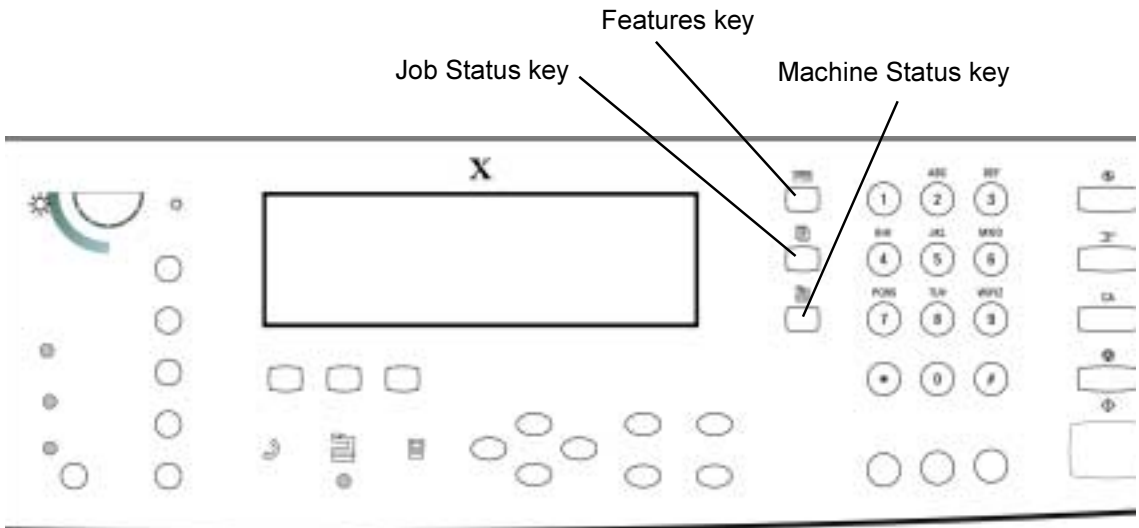
# Features Key

Use the Features key to select programmable features in the Copy, Fax, Internet Fax and Scan to Email functions.

**NOTE:** The functions available depend on the configuration of your machine.

➢ Press [Features] on the control panel to display Ready screen.

| Ready to copy | | | | 1 |
|---|---|---|---|---|
| Paper : | Auto | L/D | : | Auto |
| Output : | Collated | R/E | : | 100% |
| **Added Features** | | | | ▼ |

**NOTE:** This screen is the default setting on delivery. The default Walkup Screen can be changed using Machine Status, refer to Chapter 10 - Machine Defaults and Setups.

# Job Status Key

A list of the sending and pending fax jobs can be viewed on the display and cancelled if required. When you press the Job Status key, the jobs currently spooled are displayed.

➢ Press [Job Status] on the control panel to display the sending and pending jobs screen.

| 03334567 | Sending | ▲ |
|---|---|---|
| 650-845-11 | Pending | |
| Xerox | Pending | ▼ |
| Delete | ◄ ► | Detail |

**NOTE:** For instructions on using the Job Status key to manage your fax jobs, refer to "Chapter 5 - Fax", page *5-11*.

# Machine Status Key

Displays information about the *WorkCentre Pro 416*. Machine default values and various setups may be changed.

> Press the [Machine Status] key to access the settings available.

> To exit [Machine Status], press the [Features] key.

```
Machine status
01. Default settings                          ▲
02. Print report
03. Initial setup                             ▼
        04. Menu map
        05. Self test
        06. Customer support number
        07. Machine serial number
        08. Xerox supply number
        09. Total print counter
        10. Machine revisions
```

## Machine Status Options

The options available in Machine Status are:

**NOTE:** The options available may vary depending on your machine configuration.

**Default settings**    Contains the default values of the machine. Changeable options available are:

- Machine defaults

- Copy defaults

- Fax defaults

- Printer defaults

- E-mail defaults

- Report Defaults

- Remote service

**Print Report**     Allows reports to be printed. Report options are:

- Department code

- Settings report

- Supplies order report

**Initial setup**     Contains the default options which should be setup when the machine is first installed:

- Date & Time

- Localization

- Language

- Machine ID

- Machine serial number

- Customer support

- Network

**Menu map**     Use to print a list of all the options available in Machine Status.

HINT: *For easy reference print out a Menu Map and keep it next to the machine.*

**Self test**     Allows access to machine tests which can be run to identify problem areas of the machine. Test results can printed.

- Auto test

- Individual test

- Print test result

**Customer support number**     Call this telephone number if you have any questions or problems with your *WorkCentre Pro 416*.

**Machine serial number**     This is where you find the serial number of the machine. It can also be found inside the front right cover. You will need this number when ordering supplies and calling for service.

**Xerox supply number**     Displays the telephone number you should call to order supplies for your *WorkCentre Pro 416*.

**Total print counter**   Displays the total number of prints made by the *WorkCentre Pro 416*.

**Machine revisions**   Displays the revisions which are included on your machine. You may be asked for these if you have to call for service.

*HINT: For detailed instructions on how to change these setups please refer to Chapter 10 - Machine Defaults and Setups.*

# Multi Access Communications

Using the built-in memory, many operations can be programmed whilst other operations are being carried out for maximum equipment utilization and efficiency. For example, you can store a document to memory while the machine is receiving a document.

Refer to the Multi Access Function Tables that follow.

"X" indicates that the functions can be performed at the same time.

## Multi Access Function Table - Local

| | 1st Access \ 2nd Access | Local | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | Single Copy | Sort Copy | Print Report (man.) | Print Report (auto) | Print Transmission Report | Mailbox Input | Mailbox Output | Print Received File |
| **Local** | Single Copy | | | | | | | | |
| | Sort Copy (Scan & Print) | | | | | | | | |
| | Print Report (Manual) | | | | | | | | |
| | Print Report (Auto) | | | | | | | | |
| | Print Transmission Report | | | | | | X | | |
| | Mailbox Input | | | | X | X | | | X |
| | Mailbox Output | | | | | | | | |
| | Print Received File | | | | | | | | |
| **Comm** | Direct Send | | | | | | | | X |
| | Memory Send | X | X | X | X | X | X | X | X |
| | Print Memory Transmission Report | X | X | | | | X | X | X |
| | Receive to Printer | | | | | | X | | |
| | Receive to Memory | X | X | X | X | X | X * | X * | X |
| **PC** | PC Printing | | | | | | X * | | |

\* Not available when box type and number are the same

## Multi Access Function Table - Fax Communication

| 2nd Access / 1st Access | | Fax Communication | | | | | |
|---|---|---|---|---|---|---|---|
| | | Direct Send | Transmit Reservation | Memory Send | Print Memory Transmission Report | Receive to Printer | Receive to Memory |
| Local | Single Copy | | | X | X | | X |
| | Sort Copy (Scan & Print) | | | X | X | | X |
| | Print Report (Manual) | X | X | X | | | X |
| | Print Report (Auto) | X | X | X | | | X |
| | Print Transmission Report | X | X | X | | | X |
| | Mailbox Input | | | X | X | X | X * |
| | Mailbox Output | X | X | X | X | | X * |
| | Print Received File | X | X | X | X | | X |
| Comm | Direct Send | | | | | | |
| | Memory Send | | X | | | | |
| | Print Memory Transmission Report | | X | | | | |
| | Receive to Printer | | X | | | | |
| | Receive to Memory | | X | | | | |
| PC | PC Printing | X | X | X | X | | X |

\* Not available when box type and number are the same

## Multi Access Function Table - PC

| | 2nd Access | PC |
|---|---|---|
| | **1st Access** | **PC Printing** |
| **Local** | Single Copy | |
| | Sort Copy (Scan & Print) | |
| | Print Report (Manual) | |
| | Print Report (Auto) | |
| | Print Transmission Report | |
| | Mailbox Input | X |
| | Mailbox Output | |
| | Print Received File | |
| **Comm** | Direct Send | X |
| | Memory Send | X |
| | Print Memory Transmission Report | X |
| | Receive to Printer | |
| | Receive to Memory | X |
| **PC** | PC Printing | |

\* Not available when box type and number are the same

# *3   Copy*

This chapter contains information about the *Copy* function and the features available. It provides step by step instructions for programming and running a copy job.

As delivered the machine will have the factory default copy settings. These copy settings are customer changeable. This chapter also gives step by step instructions on how to change the default copy settings.

## Standard Features

**Output**
- Collated
- Collated/offset
- Uncollated
- Uncollated/offset

**Lighten/Darken**
- Auto
- Manual
- Toner Saver

**Reduce/Enlarge**
- 100%
- Auto%
- Preset%
- Variable%
- Whole image

**Paper Supply**
- Trays 1 to 3
- Bypass tray
- Auto Paper

**Original type**
- Photo
- Text/Photo
- Text

# Copying Procedure

Before making copies identify what is to be copied, the number of copies required and any special programming requirements. Use the following steps to make a copy.

**NOTE:** Press [CA] twice to clear or cancel any previous programming selections before starting.

---

**Quick Pathway**

➢ **Load originals.**

➢ **Select quantity required.**

➢ **Choose the Copy features required.**

➢ **Press [Start].**

---

## 1. Load the Originals

A choice of document input areas is available. These are:

- An automatic document feeder (ADF) for multiple single sided originals.

- A duplex automatic document feeder (DADF) for multiple single or double sided originals.

- A document glass for single originals or bound originals.

### Automatic Document Feeder (ADF) and Duplex Automatic Document Feeder (DADF)

Up to 50 originals can be scanned at one time using the document feeder. Ensure the originals are of the same size, in good condition and all staples or paper clips removed. Originals should be 60 - 120g/m$^2$ (16 - 32 lb) and A4 (8.5 x 11 inch) long edge feed or A5 to A3 (5.5 x 8.5 to 11 x 17 inch) short edge feed.

> Remove all staples and paper clips before placing the originals into the document feeder.

> If necessary, adjust the sliding guides to the paper size required.

> Insert the originals neatly into the document feeder, face up.

  The first page should be on top with the headings towards the back or left of the machine.

> Align the stack with the left and rear edges of the document feeder tray and adjust the guides to just touch the front and rear edges of the originals.

Sliding guides
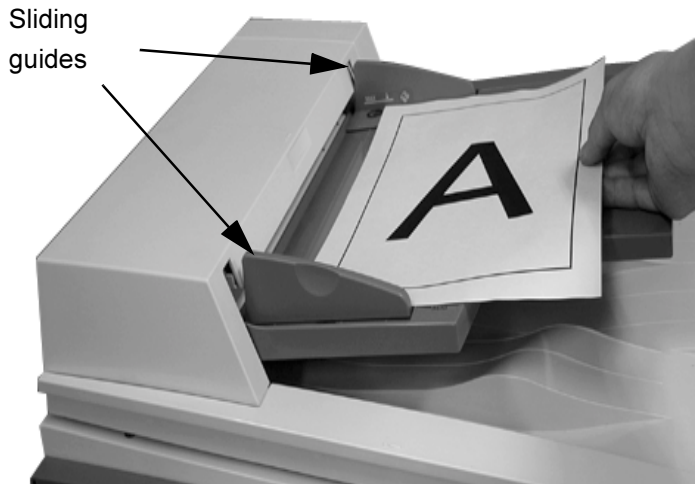
When *Auto Paper* is selected, the document feeder senses the size and orientation of the originals, it then checks the paper trays to find one that corresponds.

**NOTE:** Auto Paper is used with standard original sizes. For non-standard sizes, manually select the paper tray required.

## Document Glass

The document glass should be used for single pages or bound originals up to a maximum size of A3 (11 x 17 inch).

➢ Raise the document feeder or the document glass cover if fitted.

➢ Position the original face down on the document glass. Align it with the registration arrow in the rear left corner.

➢ Lower the document feeder or document glass cover.

**NOTE:** On completion of a copy job ensure the document glass cover is fully closed.

See page *3-12* if you are making collated copies from the document glass.

Registration Corner
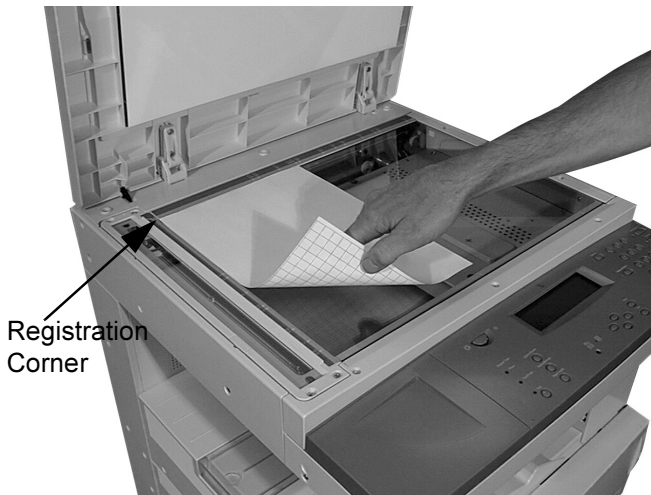
# 2. Press the Features Key

> Press [Features].

> If available, press the [Copy] key.



Copy Key                              Features Key
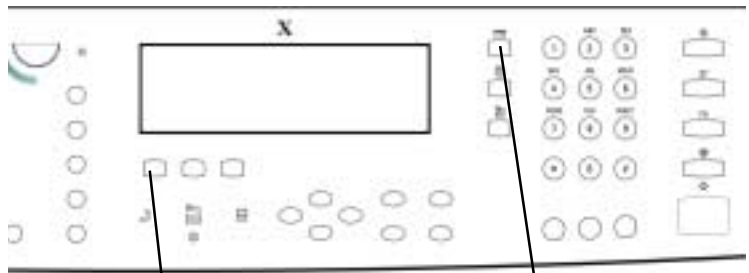
> Ensure that the Ready to Copy screen is displayed.

| Ready to copy | | 1 |
|---|---|---|
| Paper   :   Auto | L/D   :   Auto | |
| Output :   Collated | R/E   :   100% | |
| **Added Features** | | ▼ |

# 3. Select the Copy Features

There are five standard features available. The keys are located to the left of the LCD screen.

For most of the standard features, when the keys are pressed the LCD screen displays the choices which apply to each feature. Using the scroll keys, select the option required and press [Enter]. The initial Copy screen displays the new selection.

For the Original Type feature, the options available are displayed on the Control Panel with an illuminated LED identifying which option is selected.

**NOTE:** Only those features relevant to the machine configuration will be available. The features not available in the menu are greyed-out.

For a more detailed explanation of the standard Copy features available, please refer to the following pages:

- Output - page *3-11*

- Lighten/Darken - page *3-13*

- Reduce/Enlarge - page *3-15*

- Paper Supply - page *3-17*

- Original Type - page *3-18*

**NOTE:** On some configurations the Output option is accessed via the Added Features pathway.

# 4. Enter the Quantity

Up to 999 copies can be entered using the numeric keypad.

> Use the numeric keypad to enter the number of copies required. The quantity entered is displayed in the top right corner of the LCD screen.

The default copy quantity is 1.

> To cancel an incorrect entry, press [CA] once and enter the correct quantity.
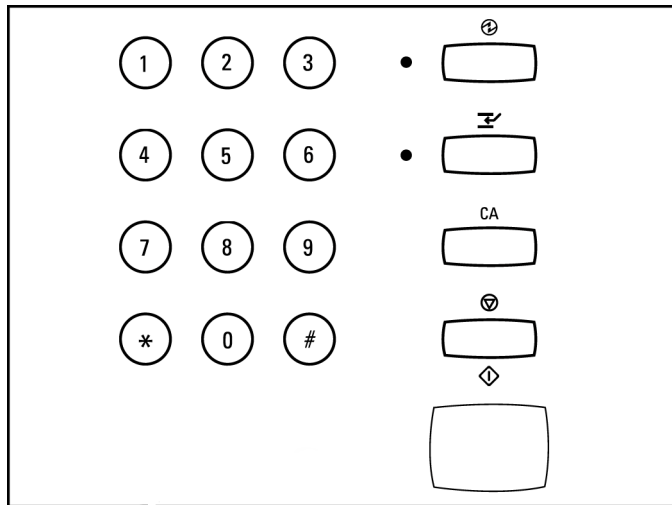
# 5. Press Start

➢ Press [Start]. Each original is scanned once only.

NOTE: See page *3-12* if you are making collated copies from the document glass.

If a resource problem or programming conflict prevents the job completing, a message will be displayed. Follow the message to resolve the problem.

➢ On completion, remove the scanned originals from under the document feeder or from the document glass.

Start key
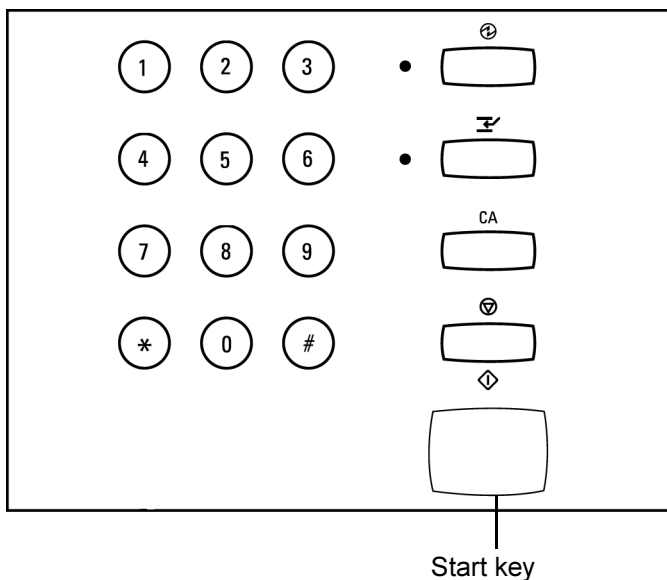
# Convenience Stapler

The Convenience Stapler comes as standard on the *WorkCentre Pro 416Si*. It attaches to the right side of the machine and is positioned so that documents can be stapled straight or at an angle.

The Convenience Stapler can staple sets of 2 to 50 sheets of 80 g/m$^2$ (20 lb) paper. The staple cartridge holds 5000 staples.

The green light indicates the stapler is working.

➢ With the documents face up and aligning the document to the instructional graphics, slide the corner to be stapled into the stapler.

The stapler automatically staples the documents.

# Using Job Interrupt

If the machine is in the process of copying it is possible to pause the current job to make a convenience copy.

> Press ⤶ [Job interrupt].The light next to the Job interrupt key will illuminate. All the current job settings will be stored.

| Ready to copy | | | 1 |
|---|---|---|---|
| Paper : Auto | | L/D : Auto | |
| Output : Collated | | R/E : 100% | |
| **Added Features** | | | ▼ |

The Ready to Copy screen will display.

> Remove any existing originals from the document glass or the document feeder.

> Place your new original(s) on the document glass or in the document feeder.

> Select the quantity and program any features you may require from the following: Lighten/ Darken, Reduce/Enlarge, Paper Supply, Output, Original Type, Image Shift and Edge Erase.

> When your convenience copy job has finished press ⤶ [Job interrupt] again. The previous job settings will be redisplayed on the LCD.

> Reload the previous originals in the document feeder or place on the document glass and press [Start] to resume the previous copy job.
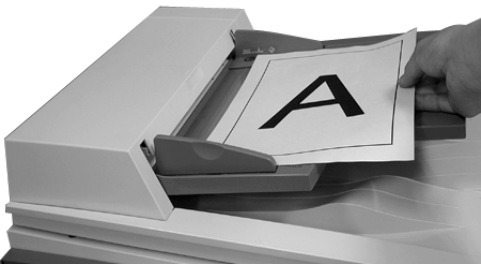
# Standard Copy Features

The standard Copy features are selected by using the keys located on the control panel.

**NOTE:** Some options are not available in all Markets and for every machine configuration.

## Output

> **Quick Pathway**
>
> ➢**Output**
> > ➢ *Collated*
> > ➢ *Collated/offset*
> > ➢ *Uncollated*
> > ➢ *Uncollated/offset*

Use this feature to produce the copied output as collated or uncollated sets. The machine default setting is collated.

**NOTE:** On some configurations, the Output option is access using the Added Features pathway.

➢ Load originals.

➢ Press the [Output] key.

➢ Select the output option required for the job using the scroll keys.

➢ Press [Start].

| Ready to copy | 1 |
|---|---|
| Output: | Collated |
| | Collated/Offset ▲ |
| | Uncollated |
| | Uncollated ▼ |
| | /Offset |
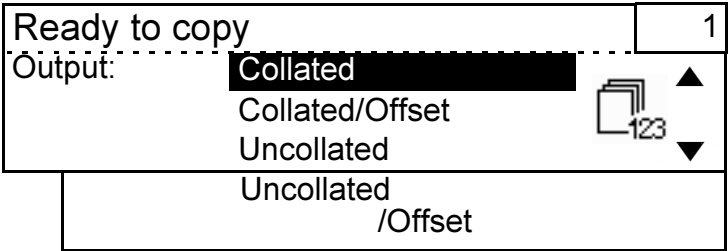
### Output Options

**NOTE:** Only Printer configuration machines have the offset feature.

**Collated**  This option delivers the specified number of copy sets to the tray in the same order as the originals. If selecting two copies of a three-page document, the order of the output will be pages 1-2-3, 1-2-3.

**Collated/offset**  This option collates the copy sets (see above), and separates them from each other for easy retrieval.

| **Uncollated** | This option delivers the copies to the tray in the order based on the total number of copies for each original. The order of the output for two copies of a three-page document will be 1-1, 2-2, 3-3. |
| --- | --- |
| **Uncollated/offset** | This option delivers the copies uncollated (see above), and separates the copy sets from each other for easy retrieval. |

## Making Collated Sets from the Document Glass

When you make copies from the document glass, the machine will scan each original. When you select Done the machine then prints the number of collated sets requested.

> Program the features required.

> Press [Output] and select [Collated].

> Place the first original on the document glass and press [Start].



> Remove the original and place the second original on the document glass.

> Ensure [Scan next original] is selected and press [Start].

> Repeat this for each original.

```
Press start to resume           3
Scan next original              ▲
Done

                                ▼
```

.
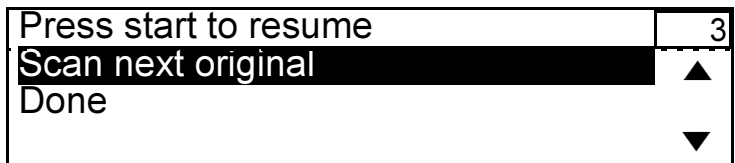
> After the last original has been scanned, use the scroll key ⊙ to select [Done] and press [Start].

> Your job will be printed and delivered collated to the output tray.

| Press start to resume | 3 |
|---|---|
| Scan next original | ▲ |
| Done | |
| | ▼ |

## Lighten/Darken

**Quick Pathway**

> **Lighten/Darken**
>> *Auto*
>> *Manual*
>> *Toner Saver*

Use the lighten/darken settings to adjust the contrast of the output.

> Load originals.

> Press the [Lighten/Darken] key.

> Select the Lighten/Darken option required for the job using the scroll keys.

> Press [Start].

| Ready to copy | | 1 |
|---|---|---|
| Lighten/ | Auto | ▲ |
| Darken: | Manual | |
| | Toner Saver | ▼ |

## Lighten/Darken Options

**Auto**         The machine automatically adjusts the image quality of the output.

**Manual**       Allows manual adjustment to be made to the image quality of the output. There are 7 levels of lightness and darkness that can be set, press [<] or [>] to change these levels.

**Toner Saver**  Produces a lower standard of image quality output which uses less toner. Ideal for draft and plain text documents.

# Reduce/Enlarge

**Quick Pathway**

➢ **Reduce/Enlarge**
  ➢ *100%*
  ➢ *Auto%*
  ➢ *Preset%*
  ➢ *Variable%*
  ➢ *Whole Image*

In addition to 100% size for size copies, reduced or enlarged copies can be produced by choosing one of the Reduce/Enlarge options.

➢ Load originals.

➢ Press the [Reduce/Enlarge] key.

➢ Select the Reduce/Enlarge option required for the job using the scroll keys.

➢ Press [Start].

| Ready to copy | | 1 |
|---|---|---|
| Reduce/ Enlarge: | **100%** | ▲ |
| | Auto% | |
| | Preset% | ▼ |
| | Variable% | |
| | Whole Image | |

## Reduce/Enlarge Options

**100%**  Size for size copies.

**Auto%**  Automatically reduces/enlarges an image to fit on the paper size selected.

**Preset%**  Displays the most frequently used preset reduce/enlarge settings.

The preset Reduce/Enlarge settings for Europe are:

| 71% | - | A3 to A4 |
|---|---|---|
| 94% | - | A4 to 8.5 x 11 inch |
| 97% | - | 8.5 x 11 inch to A4 |
| 141% | - | A4 to A3 |
| 200% | | |

For the Americas and Canada the preset Reduce/Enlarge settings are:

| | | |
|---|---|---|
| 65% | - | 11 x 17 to 8.5 x 11 inch and 8.5 x 11 to 5.5 x 8.5 inch |
| 78% | - | 8.5 x 14 to 8.5 x 11 inch |
| 97% | - | 8.5 x 11 inch to A4 |
| 129% | - | 8.5 x 11 to 11 x 17 inch and 5.5 x 8.5 to 8.5 x 11 inch |
| 154% | - | 5.5 x 8.5 to 8.5 x 14 inch |

**Variable%**    Used to specify a reduction or enlargement (50 - 200%) that is not listed. Use the scroll key to choose a specific reduction or enlargement in 1% increments. If you keep the scroll key pressed down you can select 10% increments at a time.

**Whole Image**    Reduces the whole image by 97% so that the entire image fits on the copy paper.

**NOTE:** When using the Whole Image feature always select the same size paper as your original using the Paper Supply option. Do not select [Auto] in the Paper Supply menu. The reduced image needs to be copied onto paper the same size as the original and is copied onto the centre of the page.

# Paper Supply

**Quick Pathway**

➤ **Paper Supply**
  ➤ *Tray 1*
  ➤ *Tray 2*
  ➤ *Tray 3*
  ➤ *Bypass tray*
  ➤ *Auto Paper*

Use the Paper Supply options to select the paper tray required for the job. Using Auto Paper allows the machine to select the paper tray based on the default setting or the size of original being copied.

The machine does not automatically detect the size of the paper in the trays. The user must program the size of paper in each tray using the Paper Trays option in Machine Defaults.

*HINT: For information about loading paper, refer to "Loading Paper" on page 8-25. Paper size and orientation assigned to each paper tray (also bypass tray), should be setup in using Machine Status, refer to page 10-3 for instructions.*

➤ Load originals.

➤ Press the [Paper Supply] key.

➤ Select the Paper Supply option required for the job using the scroll keys.

➤ Press [Start].

```
Ready to copy                          1
Paper      ▤1    :A4      ▯        ▲
 Supply:   ▤2    :A4      ▱
           ▤3    :A3      ▱        ▼
           ⬅    :A4      ▱
           Auto Paper
```

## Paper Supply Options

▤  Use to select an individual paper tray. Paper size and orientation is displayed on the right side of the illustration.

⬅  Use to select the bypass tray. Paper size and orientation is displayed on the right side of the illustration.

**Auto Paper**  Accepts the default setting for the paper supply. If a specific paper size is not selected, the *WorkCentre Pro 416* defaults to the size it senses from the original and selects the appropriate tray.

# Original Type

Use the Original Type settings to define the type of images being scanned to enable the machine to produce the best image quality output available.

➢ Load originals.

➢ Press the [Original Type] key until the selection appropriate for your originals is illuminated.

➢ Press [Start].
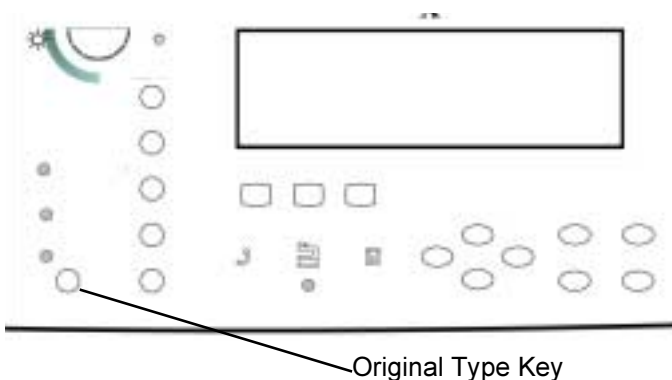
Original Type Key

## Original Type Options

**Text**    Used for scanning text, solids, line art and halftones.

**Text/Photo**    Automatically adjusts the image quality based on the attributes of the original. Text/Photo can also be used to make copies of originals that contain halftones and different images.

**Photo**    Used for scanning continuous-tone photographs and high-quality, high-frequency halftones.

# Added Features

Added Features contains features appropriate for your more advanced copy jobs.

Use the instructions below to access and program the Added Features.

**NOTE:** When certain features are selected other features may become unavailable and will appear on the screen lighter or "greyed out".  Some options are not available in all Markets and for every machine configuration.

➢ To view the Copy Added Features menu select [Copy] if available, and press the scroll key ⓥ.

The Added Features menu displays each feature and its current setting.

| Ready to copy | | | | 1 |
|---|---|---|---|---|
| Paper : | Auto | L/D | : | Auto |
| Output : | Collated | R/E | : | 100% |
| **Added Features** | | | | ▼ |

➢ To program a feature, use the scroll keys ⓥ ⓐ  to select the required feature and press [Enter].

| Ready to copy | | 1 |
|---|---|---|
| 2-sided | : 1 > 1 sided | ▲ |
| Bound Original | : Off | |
| Image Shift | : Off | ▼ |

➢ Use the scroll key ⓥ to select your preferred choice e.g. [1>2 sided].

➢ Press [Enter] to save the selection and return to the previous screen.

➢ Press [Start] to initiate the copying process.

| 2-sided | | 1 |
|---|---|---|
| Original > Copy | | ▲ |
| 1 > 1 sided | 1̲2̲ | |
| 1 > 2 sided | | ▼ |
| 2 > 2 sided | | |
| 2 > 1 sided | | |

# 2-Sided

If your *WorkCentre Pro 416* is configured with a duplex unit, up to 50 double-sided copies ranging in size from A5 to A3 (8.5 x 5.5 to 11 x 17 inch) can be made automatically from one or two-sided originals.

➢ Load originals.

➢ Use the scroll key ⊙ to select [Added features].

➢ Use the scroll key ⊙ to select [2-sided] and press [Enter].

➢ Use the scroll key ⊙ to select the option required and press [Enter].

➢ Press [Start] to initiate the copying process.

| 2-sided | 1 |
|---|---|
| Original > Copy | ▲ |
| 1 > 1 sided | |
| 1 > 2 sided | ▼ |
| 2 > 2 sided | |
| 2 > 1 sided | |
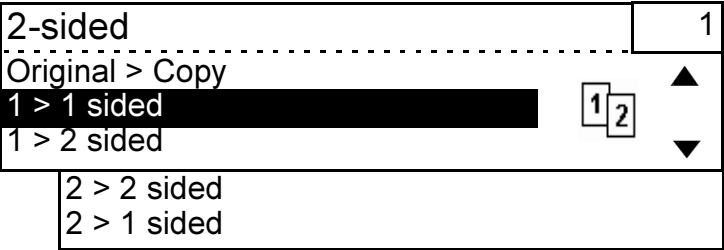
## 2-Sided Options

**1>1 Sided**   Single-sided copies from single-sided originals.

**1>2 Sided**   Double-sided copies from single-sided originals.

**2>2 Sided**   Double-sided copies from double-sided originals.

**2>1 Sided**   Single-sided copies from double-sided originals.

# Bound Original

Select Bound Original to make copies of pages from bound originals or magazines using the Document Glass.

**NOTE:** There are a number of features which are not available with Bound Original. Any features not available will be greyed-out.

> Place the bound original face down on to the document glass.

> Close the cover until it rests on the bound original. Do not force it shut.

> Use the scroll key ⊙ to select [Added features].

> Ensure [Bound Original] is selected and press [Enter].

> Use the scroll key ⊙ to select the option required and press [Enter].

> Press [Start] to initiate the copying process.

| Bound Original | 1 |
|---|---|
| Off | ▲ |
| On (Both pages) | |
| On (Binder Erase) | ▼ |

**NOTE:** On completion of copying a bound original ensure the document glass cover is fully closed.

## Bound Original Options

**Off**    The feature is unavailable.

**On (Both Pages)**    Copies both pages of an open bound document and places each page on a separate sheet of paper.

**On (Binder Erase)**    Erases between 4 and 30 mm (0.16 and 1.2 inches) from the centre (binder area) of a bound document. Default is 15 mm (0.60 inches).

# Image Shift

Use this feature to change the position of the image on a page.

---

**NOTE:** Ensure that the originals are in the same orientation as the media loaded in the paper tray.

---

➢ Load originals.

➢ Use the scroll key ⊙ to select [Added features].

➢ Use the scroll key ⊙ to select [Image Shift] and press [Enter].

➢ Select the option required and press [Enter].

➢ Press [Start] to initiate the copying process.

| Image Shift | 1 |
|---|---|
| **Off** | ▲ |
| Left Margin | |
| Right Margin | ▼ |

## Image Shift Options

---

**Off**        The feature is unavailable.

**Left Margin**    Shifts the image to the right. The image can be shifted between 4 and 15 mm (0.16 and 0.6 inches), default is 7mm (0.28 inches).

**Right Margin**    Shifts the image to the left. The image can be shifted between 4 and 15 mm (0.16 and 0.6 inches), default is 7mm (0.28 inches).

---

# Edge Erase

Use this feature to erase unwanted marks such as hole punch impressions from the edge of the copy.

**NOTE:** There are a number of features which are not available with Edge Erase. Any features not available will be greyed-out.

**NOTE:** Ensure that the originals are in the same orientation as the media loaded in the paper tray.

➢ Load originals.

➢ Use the scroll key ⬇ to select [Added Features].

➢ Use the scroll key ⬇ to select [Edge Erase] and press [Enter].

➢ Select the option required and press [Enter].

➢ Press [Start] to initiate the copying process.

```
┌─────────────────────────────────────────────┐
│ Edge Erase                              1     │
│ Off                                     ▲     │
│ On                                            │
│                                         ▼     │
└─────────────────────────────────────────────┘
```
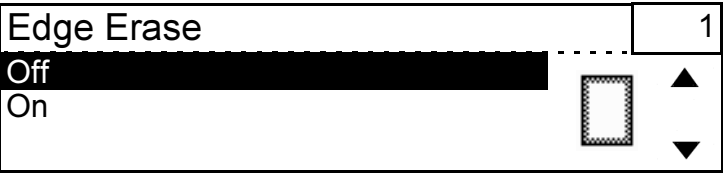
## Edge Erase Options

**Off**  The feature is unavailable.

**On**  Erases a specific amount from each edge of the copy. Erases between 4 and 20 mm (0.16 and 0.8 inches) from each edge. Default is 10 mm (0.4 inches).

# 2-Up

This feature prints the images from two independent originals onto one sheet of paper. The *WorkCentre Pro 416* reduces/ enlarges the images as needed to print them in landscape orientation on one page based on the paper supply selected.

**NOTE:** Originals must be loaded long edge feed in the document feeder.

> Load originals.

> Select [Paper Supply] and the paper size required and press [Enter].

> Use the scroll key ⊙ to select [Added features].

> Use the scroll key ⊙ to select [2-Up] and press [Enter].

> Select the option required and press [Enter].

> Press [Start] to initiate the copying process.

| 2-Up | 1 |
|------|---|
| Off | ▲ |
| On | ▼ |

## 2-Up Options

**Off** The feature is unavailable.

**On** With this option the 2-Up feature is enabled. Select 1>1 for single-sided output or 1>2 for double-sided output.

# Booklet

If your *WorkCentre Pro 416* is configured with a duplex unit, it can be used to produce booklets from both A3 and A4 (11 x 17 and 8.5 x 11 inch) originals.

A3 (11 x 17 inch) originals are automatically reduced to A5 (8.5 x 5.5 inch) image size and placed 2-up on both sides of A4 (8.5 x 11 inch) copy paper.

A4 (8.5 x 11 inch) originals are automatically reduced to A5 or A6 (8.5 x 5.5 or 5.5 x 4.25 inch) size according to the size of the paper in the selected paper tray. Using A4 (8.5 x 11 inch) copy paper will reduce the images to A5 (8.5 x 5.5 inch) size and using A5 (8.5 x 5.5 inch) copy paper will reduce the images to A6 size (5.5 x 4.25 inch).

The images are automatically placed on the paper in the correct order to produce a booklet.

**NOTE:** There are a number of features which are not available with Booklet. Any features not available will be greyed-out.

## To Produce a Booklet

**NOTE:** You can place the originals directly on the glass. A3 (11 x 17 inch) portrait originals should be placed face down with the bottom edge to the left of the machine.

➢ A3 (11 x 17 inch) portrait originals should be placed with the bottom edge to the left of the machine.

A4 (8.5 x 11 inch) portrait originals should be placed with the bottom edge to the front of the machine.

➢ Use the scroll key (▼) to select [Added features].

➢ Use the scroll key (▼) to select [Booklet] and press [Enter].

```
Ready to copy                        1
- - - - - - - - - - - - - - - - - - - - - -
2-sided          : 1 > 1 sided      ▲
Bound Original   : Off
Image Shift      : Off              ▼
    Edge Erase      : Off
    2-Up            : Off
    Booklet         : Off
```

➢ Use the scroll key (▼) to select [On] and press [Enter].

➢ Press [Start] to initiate the copying process.

```
Booklet                              1
- - - - - - - - - - - - - - - - - - - - - -
Off                                 ▲
On                           📖
                                    ▼
```

**NOTE:** For originals copied directly from the glass, you will need to select [Done] when you have finished scanning.

# Annotation

Use this feature to add the date, time and page numbers to the copy output.

**NOTE:** There are a number of features which are not available with Annotation. Any features not available will be greyed-out.

> Load originals.

> Use the scroll key ⬇ to select [Added features].

> Use the scroll key ⬇ to select [Annotation] and press [Enter].

> Select the option required and press [Enter].

> Press [Start].

| Annotation | 1 |
|---|---|
| **Off** | ▲ |
| Page number (#) | |
| Page # + Date & Time | ▼ |

**NOTE:** If using this feature with reduce or enlarge settings other than 100% size for size copying, you may experience some edge deletion on the page number and date & time text.

## Annotation Options

**Off**   The feature is unavailable.

**Page number (#)**   Prints page numbers on the feed edge of the paper on the right.

**Page # Date & Time**   Prints the page number, current date and the time based on the machine settings. The date and time is printed on the left and the page number is printed on the right.

*HINT: Date and Time can be set up in using Machine Status, refer to page 10-37 for instructions.*

# Build Job

Use this feature to build a job that has mixed type originals, different settings may be required for different pages. For example, if a set of originals consists of some pages with text and some with photos, you can select appropriate settings to be applied to individual pages or sections of a complete job. This feature is also useful for scanning jobs with more than 50 originals.

By default, Build Job is set to Off.

**NOTE:** There are a number of features which are not available with Build Job. Any features not available will be greyed-out.

> Load only the first page/section into the document feeder or place the original on the glass.

> Use the scroll key ⟨▼⟩ to select [Added Features].

> Use the scroll key ⟨▼⟩ to select [Build Job] and press [Enter].

> Use the scroll key ⟨▼⟩ to select [On] and press [Start].
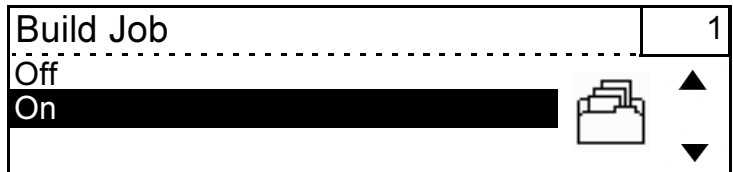
| Build Job | 1 |
|---|---|
| Off | ▲ |
| On | ▼ |

**IMPORTANT: On document glass configuration machines a job can consist of up to five pages.**

**IMPORTANT: Depending on the machine memory, ADF or DADF configuration machines can build jobs of up to five sets of multiple page originals (maximum 50 pages in each set).**

➢ On document glass configuration machines use the scroll key ⊙ to select the original size and press [Start].

```
Select original size                    1
- - - - - - - - - - - - - - - - - - - - -
A3                                      ▲
A4
A5                                      ▼
```

**NOTE:** If using an ADF or DADF this screen will not be displayed. Paper size is automatically detected.

**NOTE:** If more than one set of each section has been selected, depending on the features programmed, the machine will copy just one set of each section. At the end of the job the remaining sets will be copied.

➢ This message will appear when the first page or section of the document is being scanned.

➢ When the first page or section of the document has finished scanning remove the original(s).

```
Scanning into memory                    1
- - - - - - - - - - - - - - - - - - - - -
                                        ▲
Scanning page          :001
                                        ▼
```

➢ Load the next page/section.

➢ Use the scroll key ⊙ to select [Change current settings] if necessary and press [Enter].

```
Build Job                               1
- - - - - - - - - - - - - - - - - - - - -
Scan next page                          ▲
End build job
Change current settings                 ▼
```

➢ Use the scroll key ⌄ to select the setting you wish to change and press [Enter].

➢ Select the changes required and press [Enter].

➢ The [Setting] screen is displayed again. Use the scroll key ⌄ to select [Done] and press [Enter].

➢ Repeat the steps above for each section of the job.

| Setting | 1 |
|---|---|
| Done | ▲ |
| Lighten/Darken : Auto | |
| Edge Erase : Off | ▼ |

➢ After the last page/section has been scanned, use the scroll key ⌄ to select [End build job] and press [Enter].

➢ Enter the quantity required and press [Start].

The machine will complete the quantity selected.

| Build Job | 1 |
|---|---|
| Scan next page | ▲ |
| End build job | |
| Change current settings | ▼ |

# Stored Job

Up to four combinations of feature selections can be retained in the machine's memory as stored jobs. The machine stores only the programming for the job, not the image. Each time a stored job is retrieved, the image must be scanned. The Stored Job screen displays a list of all stored jobs.

NOTE: There are a number of features which are not available with Stored Job. Any features not available will be greyed-out.

## To Store a Job

> Program the job features which require storing.

> Use the scroll key ⊙ to select [Added Features].

> Use the scroll key ⊙ to select [Stored Job] and press [Enter].

> Use the scroll key to select [Store] and press [Enter].

```
Stored Job                        1
- - - - - - - - - - - - - - - - - - - -
Retrieve                        ▲
Store
                                ▼
```
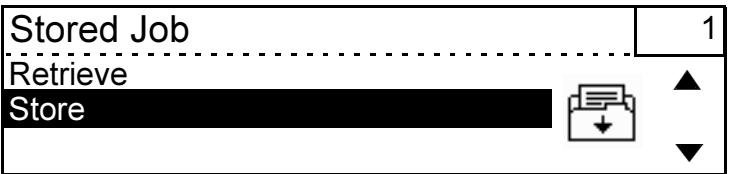
> Use the scroll key to select [Store] and press [Enter].

> Use the scroll key ⊙ to select the job number you want to use and press [Enter].

> Press the [Exit] key to return to the Ready to Copy screen.

```
Store                             1
- - - - - - - - - - - - - - - - - - - -
Job1                            ▲
Job2
Job3                            ▼
```
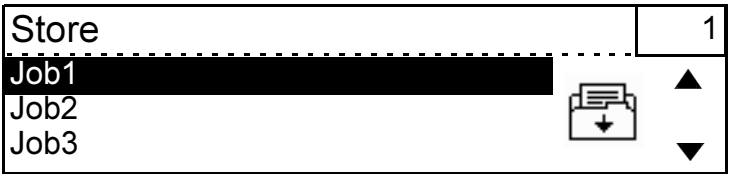
## To Retrieve a Stored Job

➢ Use the scroll key ⌄ to select [Added Features].

➢ Ensure [Stored Job] is selected and press [Enter].

➢ Ensure [Retrieve] is selected and press [Enter].

➢ Select the required job in the list and press [Enter].

➢ Press the [Exit] key to return to the Ready to Copy screen.

➢ Load your originals and press [Start].

| Stored Job | 1 |
|---|---|
| **Retrieve** | ▲ |
| Store | ▼ |

| Retrieve | 1 |
|---|---|
| **Job1** | ▲ |
| Job2 | |
| Job3 | ▼ |

# Paper Type (Bypass Tray Only)

This feature enables copying information onto transparencies and heavyweight stock such as labels or cardstock.

 ➢ Load the media in the bypass tray.

 ➢ Use the scroll key ⬇ to select [Added Features].

 ➢ Use the scroll key ⬇ to select [Paper Type] and press [Enter].

 ➢ Select the required option and press [Enter].

 ➢ Program additional options, load originals and press [Start].

| Paper Type | 1 |
|---|---|
| Off | ▲ |
| Transparency | |
| Heavyweight | ▼ |

## Paper Type Options

**Off**   Select for feeding standard 80g/m$^2$ (20 lb) paper through the Bypass Tray (100 sheets maximum).

**Transparency**   Select for feeding transparencies through the Bypass Tray (20 maximum).

**Heavyweight**   Select for feeding cardstock or labels through the Bypass Tray (maximum 1 sheet).

NOTE: To avoid overheated or distorted transparencies do not copy onto transparencies without selecting Transparency as the Paper Type.

NOTE: When copying labels ensure the sheet is loaded face down in the Bypass tray and that Heavyweight is selected as the Paper Type.

# Menu Map

The Menu Map is a list of all machine features and settings in a report format.

➢ Use the scroll key ▼ to select [Added Features].

➢ Use the scroll key ▼ to select [Menu map] and press [Enter].

| Ready to copy | | 1 |
|---|---|---|
| 2-sided | : 1 > 1 sided | ▲ |
| Bound Original | : Off | |
| Image Shift | : Off | ▼ |

| Edge Erase | : Off |
|---|---|
| 2-Up | : Off |
| Booklet | : Off |
| Annotation | : Off |
| Build Job | : Off |
| Stored Job | |
| Paper Type | : Off |
| **Menu map** | |

The machine prints the menu map.

Menu map

Printing accepted

# Changing Copy Defaults

During manufacture, certain settings for features and functions of the *WorkCentre Pro 416* are programmed into the machine. Once the machine is installed, Machine Status can be used to change these settings to meet your individual requirements.

Using the instructions below and the Copy Defaults table provided on the following pages, customize the Copy default settings to meet your copying needs.

**NOTE:** Some options are not available in all Markets and for every machine configuration.

➢ To access the Copy defaults menu while in the Ready mode, press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the default options.



| Machine status |  |
|---|---|
| 01. Default settings | ▲ |
| 02. Print report | |
| 03. Initial setup | ▼ |

➢ Ensure [Default settings] is selected and press [Enter].

| Machine status |  |
|---|---|
| 01. Default settings | ▲ |
| 02. Print report | |
| 03. Initial setup | ▼ |

➢ Use the scroll key ⊙ to select [Copy defaults] and press [Enter].

| Default settings |  |
|---|---|
| 01. Machine defaults | ▲ |
| 02. Copy defaults | |
| 03. Fax defaults | ▼ |

> Use the scroll key ⬇ to select the option required and press [Enter].

> Use the Copy Defaults table below to identify the settings available, select the setting required and press [Enter].

  The setting selected will become the default setting.

| Copy defaults |
|---|
| 01. Reduce/Enlarge                      ▲ |
| 02. Original type |
| 03. Lighten/Darken                      ⬇ |
| 04. Output |
| 05. Sides imaged |

> When you have finished customizing the settings, press the [Features] key to return to Ready mode.

| Default settings |
|---|
| 01. Machine defaults                    ▲ |
| 02. Copy defaults |
| 03. Fax defaults                        ⬇ |

## Copy Defaults

The following table lists each Copy default option, the settings available for each option and a description of each setting.

| Copy Default Option | Settings | Description |
|---|---|---|
| **Reduce/Enlarge** | 1.  100% | Size for size copies. |
|  | 2.  Auto% | Automatically reduces/enlarges a document to fit on the paper size selected. |
|  | 3.  Whole image | Reduces the whole image by 97% so that the entire image fits onto the copy paper. |

| Copy Default Option | Settings | Description |
|---|---|---|
| **Original Type** | 1.  Photo | Used for scanning continuous-tone photographs and high quality, high frequency halftones. |
| | 2.  Text/Photo | Automatically adjusts the image quality based on the attributes of the original. Also used for originals that contain halftones and different images. |
| | 3.  Text | Used for scanning text, solids, line art and halftones. |
| **Lighten/Darken** | 1.  Auto | Allows automatic adjustment to be made to the image quality of the output. |
| | 2.  Manual | Allows manual adjustment to be made to the image quality of the output. |
| | 3.  Toner Saver | Produces a lower standard of image quality output which uses less toner. |
| **Output** | 1.  Collated | Delivers the specified number of copy sets to the tray in the same order as the documents. |
| | 2.  Collated/offset | Delivers the copies collated and separates them from each other for easy retrieval. |
| | 3.  Uncollated | Delivers the copies to the tray in the order based on the total number of copies for each document. |
| | 4.  Uncollated/offset | Delivers the copies uncollated and separates them from each other for easy retrieval. |

| Copy Default Option | Settings | Description |
|---|---|---|
| **Sides Imaged** | 1.   1>1 | Produces one-sided copies from one-sided originals. |
| | 2.   1>2 | Produces two-sided copies from one-sided originals. |
| | 3.   2>2 | Produces two-sided copies from two-sided originals. |
| | 4.   2>1 | Produces one-sided output from two-sided originals. |

# 4 Print

When the *WorkCentre Pro 416* is connected to the network, electronic jobs that require printing can be sent from a workstation directly to the machine.

The CentreWare printer drivers enable printing from a workstation to a *WorkCentre Pro 416* on a network. The CentreWare drivers contain a variety of feature options which enable you to customize your print jobs.

This chapter provides instructions for printing to the *WorkCentre Pro 416* and an overview of the features and functions available for printing.

The *WorkCentre Pro 416Pi* and *416Si* have the ability to allow copying without corrupting a print job.

# Printing Procedure

Before the printing function can be used on the *WorkCentre Pro 416* the machine must be configured and setup on your network.

Once the *WorkCentre Pro 416* is configured and network connected, your PC or Workstation can be setup to print using the customized Xerox CentreWare Printer Drivers which are provided with the machine.

**NOTE:** If you require your PC or Workstation configuring to print to the *WorkCentre Pro 416* or experience any difficulties printing, please contact your System Administrator for assistance.

## 1. Create the Document

Documents for printing are created on your PC or Workstation using a software application. For example, MicroSoft Word and MicroSoft PowerPoint are widely used document creation applications.

**NOTE:** If your print requirements involve printing particularly large print jobs you may need to purchase additional memory cards for your *WorkCentre Pro 416*.

# 2. Select Print

> Select [Print] from the [File] menu in your application.

  The application Print window displays.

> Select the *WorkCentre Pro 416* as your printer.

**Print**    ? ☒

**Printer**

| | |
|---|---|
| Name: | Xerox WorkCentre Pro 416 PCL6 ▼   Properties |
| Status: | Idle |
| Type: | Xerox WorkCentre Pro 416 PCL6 |
| Where: | |
| Comment: | ☐ Print to file |

**Page range**

○ All
○ Current page    ○ Selection
○ Pages: [ ]

Enter page numbers and/or page ranges separated by commas. For example, 1,3,5–12

**Copies**

Number of copies: [1] ⬍

☑ Collate

Print what: [Document ▼]    Print: [All pages in range ▼]

[Options...]    [ OK ] [ Close ]
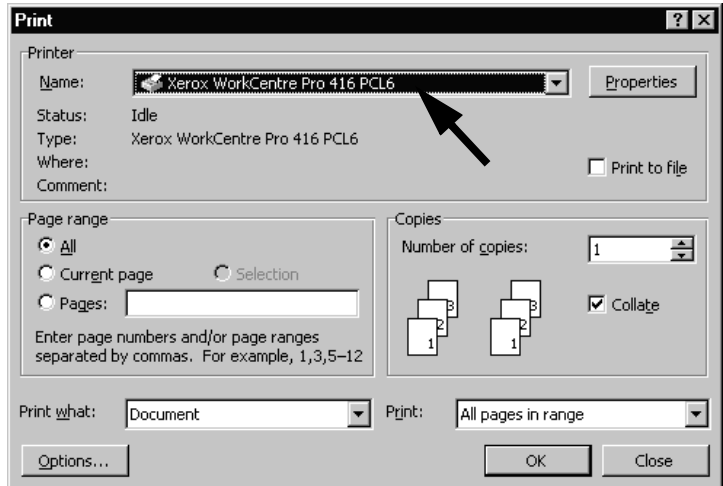
# 3. Select the Printer Driver Features

➤ Select [Properties] from the application Print window.

**NOTE:** In some applications, the Printer Driver features may be accessed via a Setup option.
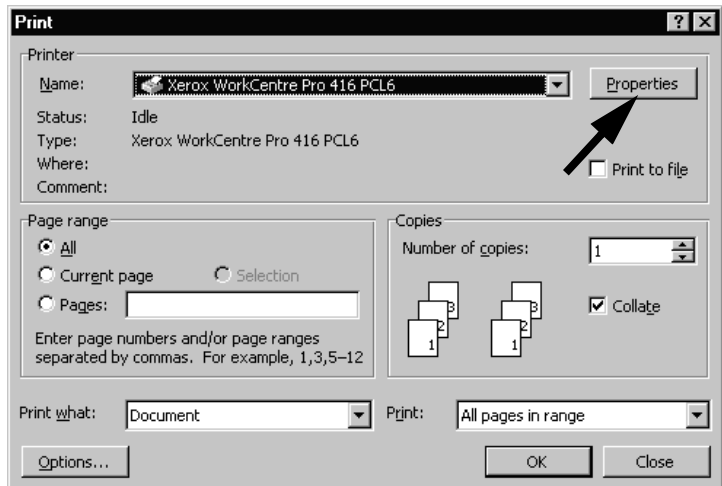


➤ The printer driver features are displayed in the Properties window.

➤ Select the features required for the print job using the pull down options and check boxes provided in each tabbed folder.

*HINT: An overview of the features available is provided in the next section.*
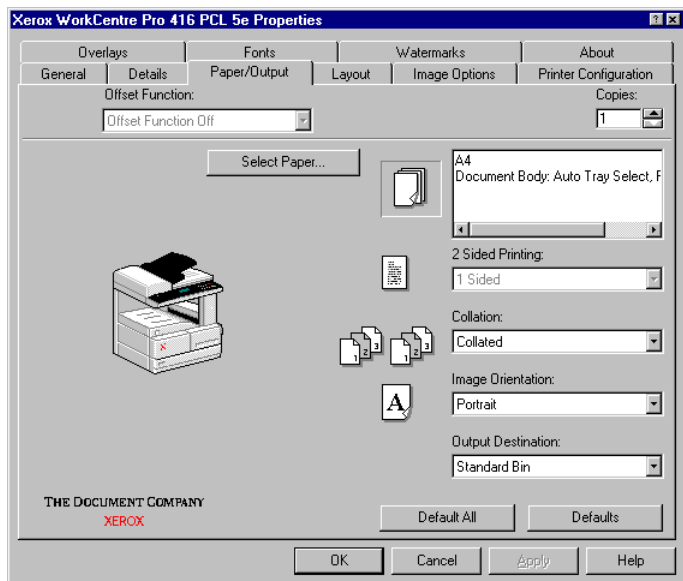
# 4. Print the Job

➢ When all the required features have been programmed, select [OK].

The Properties window closes and the application Print window displays.
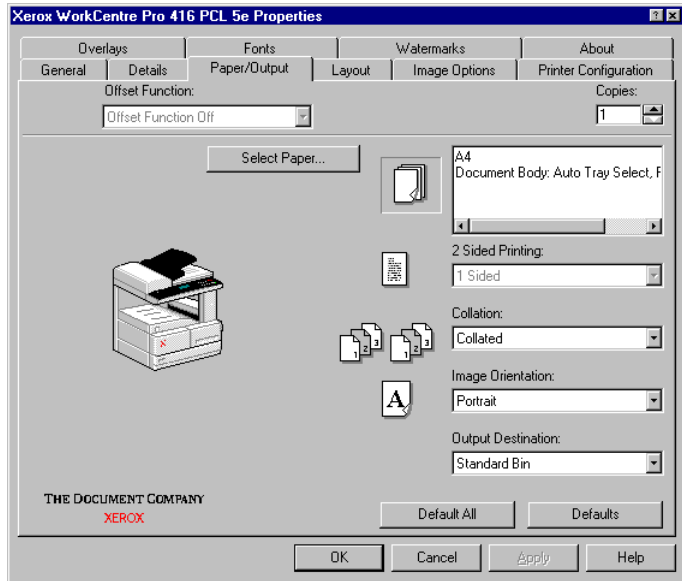
➢ To send the job for printing, select [OK] in the application Print window.

To exit the Print option without sending the job for printing, select [Close].

➢ When OK is selected, the job is processed, a print file is created and sent via the network to the *WorkCentre Pro 416*.
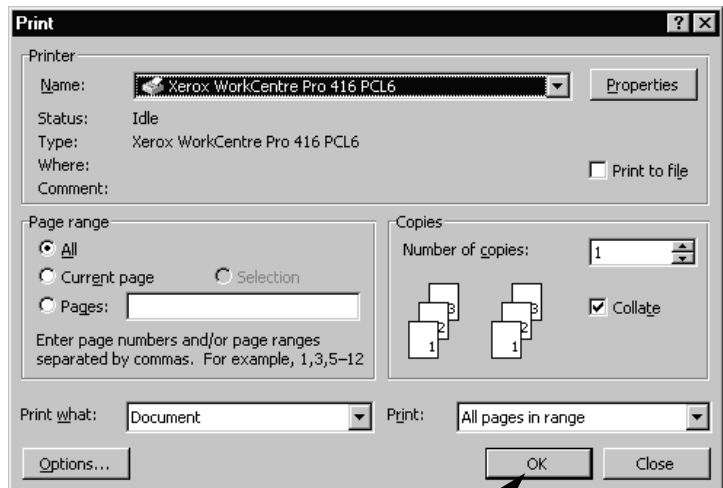
# 5. Retrieve the Print Job

The print file is received by the *WorkCentre Pro 416*, processed and interpreted and then printed. Your print job will be delivered to the output area selected on the printer driver when the job was sent.

At the Printer the LCD may, on occasion, display the following messages:

➢ If this message is displayed it is necessary to wait for the job to finish processing and be printed before you can use the *WorkCentre Pro 416* again.

| Job processing...wait | | | | 1 |
|---|---|---|---|---|
| Paper : | Auto | L/D | : Auto | |
| Output : | Collated | R/E | : 100% | |
| **Added Features** | | | | ▼ |

➢ If this message is displayed your job is too large to print all at once. The job will be divided into smaller sections and printed one section at a time.

| Job exceeds memory...wait | | | | 1 |
|---|---|---|---|---|
| Paper : | Auto | L/D | : Auto | |
| Output : | Collated | R/E | : 100% | |
| **Added Features** | | | | ▼ |

**NOTE:** If you have this message and you have selected two or more sets, only one set will print out. You will need to resend the job for another set or make copies.

# 6. Managing Print Jobs

If a problem occurs with your print job, or if you need to cancel your print job use the Printer Default settings accessed via the Machine Status key.

## Accessing Printer Defaults

Use the instructions provided below to access the Print Default settings:

➢ Press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➢ Ensure [Default settings] is selected and press [Enter].

Machine status
--------------------------------
01. Default settings                          ▲
02. Print report
03. Initial setup                             ▼

➢ Use the scroll key ⬇ to select [Printer defaults] and press [Enter].

**NOTE:** On some configurations, Printer defaults is located in position 03.

Default settings
--------------------------------
01. Machine defaults                          ▲
02. Copy defaults
03. Fax defaults                              ▼

04. Printer defaults
05. E-mail defaults
06. Report defaults
07. Remote service

## Cancelling a Print job

If the print job has been sent in error or if there is a problem with the job, use the Cancel Current Job printer default setting to cancel the job.

**NOTE:** You must only delete your own jobs from the Print Queue. If there is a problem with another user's job, contact your System Administrator for assistance.

➢ Select [Cancel current job] and press [Enter].

| Printer defaults |   |
| --- | --- |
| 01. Cancel current job | ▲ |
| 02. Force feed |   |
| 03. Form feed | ▼ |

➢ Select [Yes] to cancel the job or [No] to retain the job and press the [Enter] key.

➢ Press the [Features] key to return to Ready mode.

| Cancel current job? |   |
| --- | --- |
| 1. Yes | ▲ |
| 2. No |   |
|   | ▼ |

## Setting up Force Feed

The Force Feed printer default setting is used to forcibly print a print job which is suspended due to the paper size mismatch when Detect Paper Mismatch is Enabled. If your print job is suspended due to paper size mismatch, use these instructions to clear it from the machine.

➢ Select [Force feed] and press [Enter].

```
Printer defaults
01. Cancel current job              ▲
02. Force feed
03. Form feed                       ▼
```
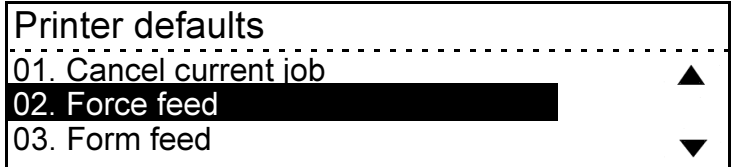
➢ Press the [Features] key to return to Ready mode.

## Forcing a Form Feed

If a job is cancelled from the PC, data may remain in the *WorkCentre Pro 416* memory and will require clearing using the Form Feed printer default setting.

Use the instructions below to forcibly print the data remaining in the memory of the printer when a job has been cancelled from the PC.

➢ Select [Form feed] and press [Enter].

```
Printer defaults
-----------------------------------------
01. Cancel current job            ▲
02. Force feed
03. Form feed                     ▼
```

➢ Select [Yes] to force a form feed or [No] and press the [Enter] key.

➢ Press the [Features] key to return to Ready mode.

```
Forced form feed?
-----------------------------------------
1. Yes                            ▲
2. No
                                  ▼
```

# Using Job Interrupt

If the machine is in the process of printing a job it is possible to programme features for a copy job which will then automatically start when the print job has finished.

➢ Press ⤶ [Job interrupt].The light next to the Job interrupt button will illuminate.

➢ Place your original/s on the document glass or in the document feeder.

➢ Select the quantity and choose any programming features you may require from the following: Lighten/Darken, Reduce/ Enlarge, Paper Supply, Original Type, Image Shift and Edge Erase.

➢ Press [Start]. The Ready to Copy screen will display Auto Start and show any features you have selected.
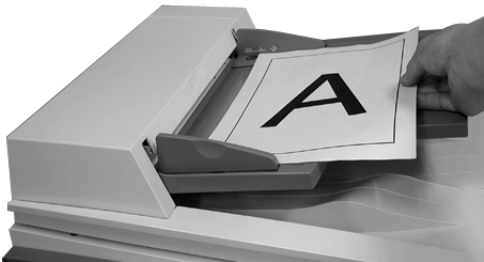
When the print job has finished your copy job will automatically start.

➢ When your copy job has finished press ⤶ [Job interrupt] again to return the machine to the Ready mode.

| Auto Start | | | 1 |
|---|---|---|---|
| Paper : Auto | | L/D : Auto | |
| Output : Collated | | R/E : 100% | |
| **Added Features** | | | ▼ |

# Printer Driver Features

There are a number of Printer Drivers available for the *WorkCentre Pro 416*. The features available depends on the printer driver being used. The following feature descriptions are an overview of the typical features provided by the *WorkCentre Pro 416* Printer Drivers.

For information about a specific Printer Driver feature, please refer to the online Help facility provided as part of the Printer Driver software.

## Control Options

There are a number of options which appear on all of the printer driver screens:

**OK**   Saves all the new settings and closes the driver or dialog. These new settings remain in effect until you change them.

**Cancel**   Closes the dialog and returns all settings in the tabs to the values that were in place before you opened the dialog. Any changes you have made are lost.

**Apply**   Saves all the changes you have made without closing the driver.

**Defaults**   Resets the current tab and all its settings to the system default values. The action of this button applies only to the current tab. All other tabs remain unchanged.

**Default All**   Resets options to default system values on the Paper Output, Layout, and Image Options tabs. Other features and tabs may not have specific default settings and will not be affected by this button.

**Help**   Select the [Help] button in the bottom right of the printer driver screen or [F1] on the PC keyboard for information on the displayed printer driver screen.

If you rest the mouse pointer on top of a control, Microsoft Windows will show you a brief Help Tip about that control. If you select the right mouse button on a control, the Help system will give you more detailed information.

The following buttons are available on all Help screens:

- **Contents**
  Displays the main Table of Contents for the Help System.

- **Search**
  Lets you enter a word or phrase for which to search.

- **Back**
  Takes you back to the previous topic screen.

- **File-Exit**
  The Exit item under the File menu closes the Help window.

# Printer Configuration

The Printer Configuration dialog allows you update the printer driver to interact with the optional attachments installed on your printer.

Once you have installed an optional printer device, select the relevant checkbox in the Installable Options list to update the printer driver. Selecting these options enables various features and options on other printer driver tabs. The printer graphic and the relevant drop-down lists on the Paper/Output tab change to show the new options.
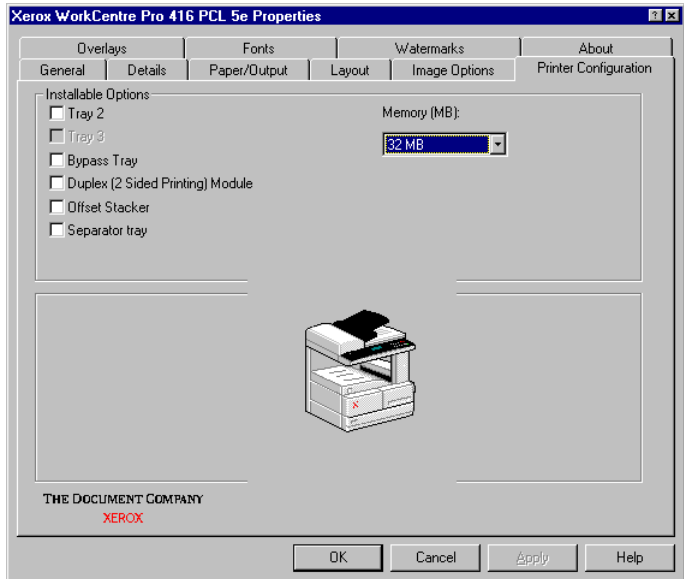
## Installable Options

**Optional Trays 2 and 3**  A set of additional paper trays that can be installed under the main printer.

**Bypass Tray**  A paper feed unit which is typically used for one-time or intermittent jobs requiring non-standard paper sizes.

**Duplex (2 Sided Printing) Module**  An optional attachment which gives you the ability to print on both sides of the paper.

**Offset Catch Tray**  A unit that can be added on to the printer to so that each print job will be slightly offset from one another in the catch tray.

**Job Separator Tray**  An optional tray that which divides the output tray into two sections, upper and lower.

**NOTE:** The Offset Catch Tray and Job Separator Tray cannot be installed at the same time.

## Memory (MB)

**Memory**  If you have installed additional memory in the printer, specify the total amount installed.

# Paper/Output

Allows the selection of Paper Size, Paper Orientation, Paper Source, Media Type and the number of copies for the job (1-999).
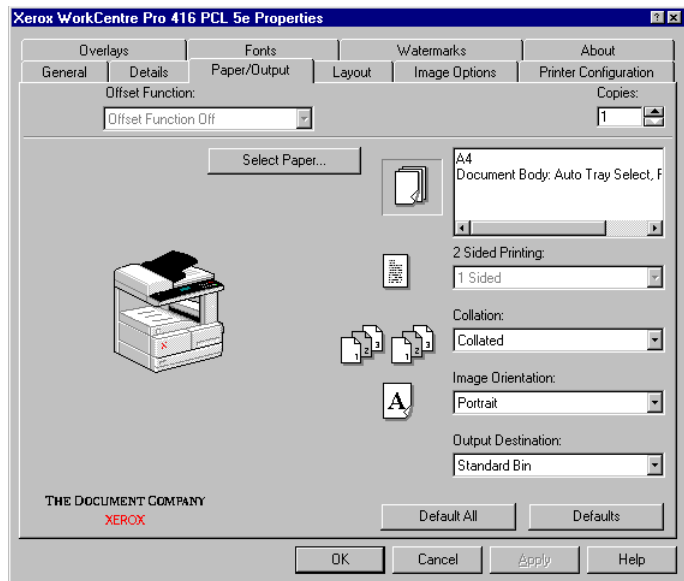
## Offset Function

Select 'Offset Function On' if you want each set of a multiple copy print job to be slightly offset from one another in the Offset Catch Tray. Enabling this option often makes it easier to sort and handle documents when you are printing several copies.

The offset function can be used only if the Offset Catch Tray is installed and the option is selected on the Printer Configuration tab.

## Copies

Use the Copies box to indicate how many document sets you want to print.

**NOTE:** This setting is independent of the Copies selection within your software application's print menu. Do not use the driver's Copies setting and the application's Copies setting simultaneously. It is best to set the number of copies in the driver to '1' and set the number of copies you want to print in the application.

## Select Paper

Select Paper lets you specify the paper to use for your print job. Any paper specifications appear in the paper summary box on the Paper/Output tab.

The Select Paper dialog contains three tabs: Document Body, Front Cover, and Separators.

By selecting each tab, you can set the paper size, type of paper, and paper source to be used for each part of the document:

**Document Body**  Enables you to specify the size and source of paper to use for your overall print job.

-   **Size**
    Size enables you to set the paper size for your job. The Size list box includes all the paper sizes supported by the printer. The default paper size is 'Letter' or 'A4' depending on locale.

**NOTE:** Your Windows application software may override this setting. Check the paper size you have selected in the application.

-   **Type**
    Type enables you to select paper for your print job by media type rather than by paper tray. You must first use the Tray Menu feature on the printer console to program a paper type for each paper tray. Then, in the driver, select the paper type to be used for the print job and the printer automatically uses the correct paper tray.

- **Paper Tray**
  Select the paper tray containing the type of paper you want to use for the document cover, body, and separators, if any. Not all paper trays accept all paper sizes. Only source locations which accept the specified paper size are shown. Auto Tray Select is the default option.
  If you select a paper tray and then select a paper size not supported by that tray, the paper tray option will default to 'Auto Select Tray'.

**NOTE:** Paper Tray settings selected in the application will override those selected in the printer driver.

**Front Cover**
The Front Cover tab enables you to use different paper (such as letterhead) for the first sheet of paper in your print job.

To enable the media type and paper tray settings, select Front Cover Different. The settings you specify appear in the Paper Summary Box on the Paper/Output dialog.

The settings you select on this tab will override any front cover settings in the application.

You cannot change Paper Size on this tab. To do so, select the Document Body tab.

**NOTE:** This feature is not available with 2 sided printing.

**Separators**
Separators enable you to put a page divider between each printed page of a document and after the final page. This is useful when you print items such as transparencies and want a blank sheet of plain paper between each transparency sheet.

To use separators, you must enable collation and single-sided printing on the Paper/Output tab.

To modify any of the settings, select Use Separators. Doing so will enable the media Type and Paper Tray drop-down boxes. The settings you choose appear in the Paper Summary Box on the Paper/Output dialog.

**NOTE:** The Separators driver settings will override the Separators settings in the application.

## 2 Sided Printing

*HINT: If your machine configuration supports this feature you must select the duplex option on the Printer Configuration dialog to activate 2 Sided printing.*

Two-sided Printing enables you to print on both sides of a page.

**1 Sided**  Single sided printing. (This is the default.)

**2 Sided, Flip on Short Edge**  Double sided printing aligned to the shortest edge of the paper.

**2 Sided, Flip on Long Edge**  Double sided printing aligned to the longest edge of the paper.

If duplex hardware is installed on your printer, you must activate duplex printing in the driver by selecting Duplex on the Printer Configuration tab. Only then will you be able to select 2 Sided Printing in the Paper/Output dialog.

## Collation

The Collation field enables you to specify whether multi-page documents should be printed collated or uncollated.

**Uncollated**  Two or more copies of a document are printed in separate sets of each page.

**Collated**  Two or more copies of a document are printed in sequential page order and delivered as separate document sets.

Collated output may vary based on the amount of memory in the printer, the optional equipment installed on the printer, and the complexity of your print jobs.

The Collate setting in some applications may conflict with the Collate setting in your Xerox printer drivers. To avoid conflicts, turn collation ON in your printer driver and OFF in your application print dialog. Do NOT select collation in both the application and the printer driver.

**NOTE:** If Collated is selected in the Printer Driver, ensure it is not selected in the application print window.

## Image Orientation

Orientation refers to the relative directions of the long and short edges of the paper. Your printer can print in either portrait or landscape orientation.

**Portrait orientation**  Prints an image that is taller than it is wide.

**Landscape orientation**  Prints an image that is wider than it is tall.

## Output Destination

Select the printer output location to which you wish to print your document. The list box shows all of the valid options for your printer. You can make a selection from the drop-down list or by selecting the printer.

The names of any output devices installed on the printer must be selected on the Printer Configuration tab before they will appear in the Output Destination list.

**NOTE:** The Offset Catch Tray and Job Separator Tray cannot be installed at the same time.

# Layout

The Document Options dialog enables you to print documents in booklet form or to print multiple page images on one side of a page. Each page can be printed with or without a page border.

Choose between Normal and Multiple-up page formats.
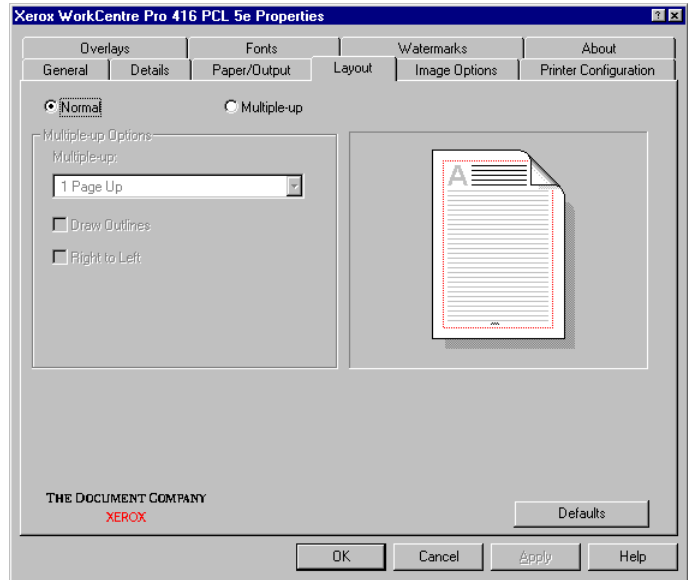
## Normal

Prints a standard page. Normal is the default.

## Multiple-up

Prints more than one page image on a single sheet of paper. Indicate the required number of page images per side in the Multiple-up list box.

**Multiple-up**
- 1 Page up
- 2 Pages up
- 4 Pages up
- 6 Pages up
- 8 Pages up
- 16 Pages up

**Draw Outlines**  Prints black borders around each page image.

**Right to Left**  Prints pages from right to left.

# Image Options

The Image Options dialog enables you to set different visual and graphic characteristics for your print job. It also lets you choose whether to download your application TrueType or bitmap fonts to the printer or to print them as graphics and device fonts.



---

**Quick Pathway**

> **Image Options**
>   > *Grayscale*
>   > *Truetype Fonts*
>   > *Graphics*
>   > *Resolution*
>   > *Print Quality*

---
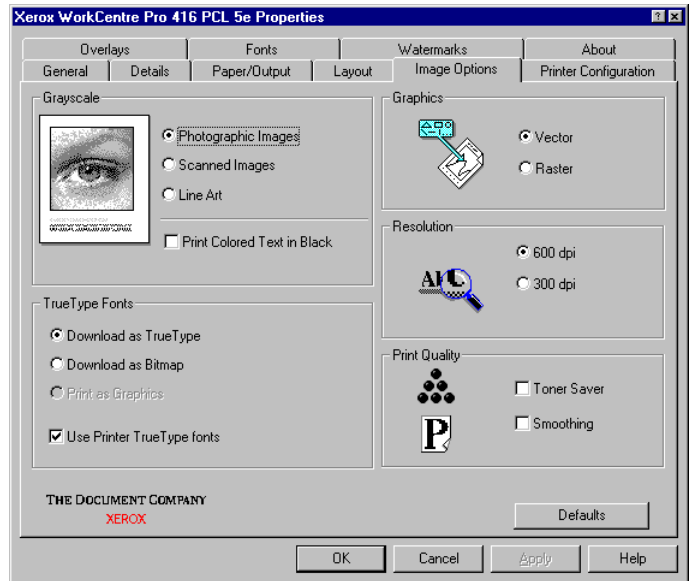
## Grayscale

**Photographic Images**    Choose this setting for images that you want to have a smooth, realistic and photographic appearance. The Photographic Images setting provides soft contrasts between various shades of gray. This setting also works well for images originally designed with color.

Changes made will be reflected in the graphic of an eye on the dialog.

**Scanned Images**    The scanned images setting is specially tuned to provide exceptional quality and clarity to printed images originally scanned with a scanner.

| | |
|---|---|
| **Line Art** | Choose this setting for graphic images with intricate lines and fine detail, for example clip art. This setting provides solid lines and sharp contrasts between shaded areas. |
| **Print Colored Text in Black** | This setting prints all colored text as black instead of gray. |

## True Type Fonts

These selections allow you to choose whether to download your fonts to the printer as True Type or Bitmap fonts or whether to use the printer fonts resident on the printer.

| | |
|---|---|
| **Download As TrueType** | Use this option if you have a small number of TrueType fonts on your page and you want to optimize text-printing performance. |
| **Download as Bitmap** | This option sends each TrueType character to the printer as an individual bitmap. Use this option if you have a large number of TrueType fonts on a printed page. |
| **Print as Graphics** | This option enables you to print graphic images over TrueType text. As TrueType text is always sent to the printer last, it usually appears on top of graphics. Selecting this option sends your TrueType images to the printer as graphics. |

**NOTE:** This option is only available when 'Raster' is selected as the graphics mode.

| | |
|---|---|
| **Use Printer True Type Fonts** | Select this option to use the TrueType fonts residing in the printer. If you do not wish to use printer-resident fonts, leave the box unchecked. When the box is unchecked, all required fonts will be downloaded to the printer for each print job. |

_Print_

## Graphics

This selection specifies how graphics are sent to the printer. The options available are:

**Vector** This option allows you to send graphics to the printer as a mixture of vector and raster images. Vector graphics typically print more quickly than rasterized graphics.

Vector graphics are composed of distinct shapes (lines, circles, ellipses, and boxes) that can be scaled and edited independently. Vector graphics do not become distorted when they are resized.

**Raster** This option sends graphics to the printer as bitmap images. Bitmaps typically print more slowly than vector images and become distorted when scaled.

## Resolution

The resolution setting affects the amount of detail that is reproduced on graphic images. Graphics resolution is measured in dots per inch (dpi). Therefore, a 600 dpi setting renders images using 600 dots (pixels) per every inch of the image.

The image quality of printed documents typically increases with higher resolution (dpi) and bits per pixel settings, but it often results in slower print speed and increased toner consumption.

**600 dpi** The images will be printed using 600 x 600 dots per inch (dpi). Use this option if quality is more important than speed.

**300 dpi** The images will be printed using 300 x 300 dots per inch (dpi). Use this option for text only jobs or where speed is more important than quality.

## Print Quality

**Toner Saver**  Turn Toner Saver 'ON' to conserve the amount of toner used to print a document. The print quality is reduced but the print speed may be enhanced. This setting is recommended for verifying document content and layout.

**Smoothing**  Turn Smoothing 'ON' to soften the appearance of jagged edges on images in a print job.

# Overlays

The Overlay dialog allows you to create, load, or delete simple page overlays for your printer.

A Page Overlay is a group of user-created PCL commands and/or data that is downloaded and stored in the printer. Page overlays can be used repeatedly for printing portions of documents that are used frequently. For example, company letterhead can be created as a page overlay and stored in the printer. Whenever a letter is printed, the page overlay command for the letterhead can be sent to the printer, and the letterhead will be printed on each page.

**Quick Pathway**

➢**Overlays**

   ➢ *Overlays*

   ➢ *Selected Overlay Status*

   ➢ *Overlay Creation Status*
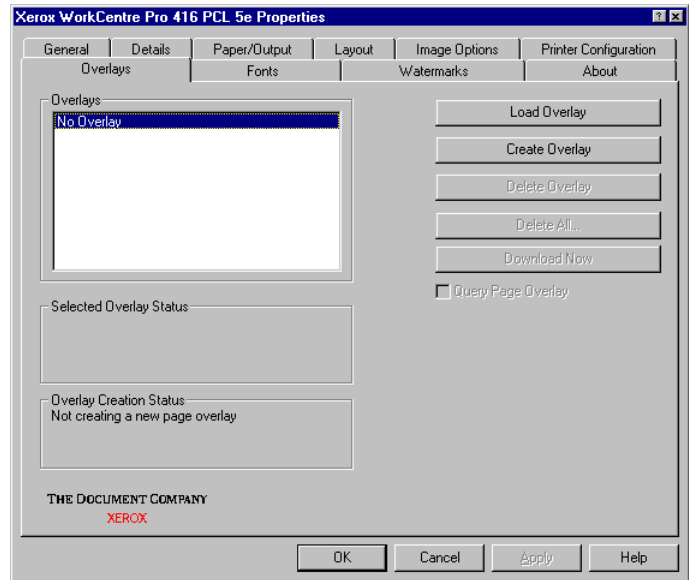


## Overlays

**Load Overlay**  Load Overlay enables you to use an external .OVP file as an overlay. When you select the Load Overlay button, an Open dialog appears. Browse to the file you want to load and use as an overlay. The file must be in a printable format.

**Create Overlay**    Before you can use an external file as an overlay, you must format it as an overlay. Overlays must be created within the application (such as Microsoft Word).

To create a page overlay:

- Open the file containing your logo or image that you want to use as an overlay and select Print.

- Open the printer driver Properties/Setup dialog, and select the Overlays tab.

- Select Create Overlay to open the Create Page Overlay dialog.

- Type a name (up to eight characters) in the File Name box.

- Select the path name from the directory box and select OK.

- Select Yes to create the page overlay.
Print the file you want to use as an overlay. The file will not actually be printed, it will be stored as an overlay file (.OVP) in the default page overlay directory on your computer.

- Select Yes to confirm that you want to create an overlay. The file will appear in the Overlays list the next time you view the Overlays tab.

**Delete Overlay**    This option enables you to delete overlays. If the overlay is resident on a printer, it will be removed from the printer but not from your local hard disk. If the overlay is only resident on your hard disk, you will be prompted to delete the file from your hard disk.

Once an overlay has been deleted from your hard disk, you may only restore it by creating a new overlay.

**Delete All**    Choosing this option allows you to delete all overlays from any or all of the destinations.

**Download Now**    Download Now enables you to permanently download overlays to the printer. Using overlays resident on the printer may improve print performance.

To download an overlay to the printer:

- Open a document and select the Print option.

- Open the printer driver Properties dialog and select the Overlays tab.

- Select the overlay you want to download from the overlays list.

- Select the Download Now button, and select the destination.

- Select the OK button. A status box will confirm that the overlay has been downloaded.

**Query Page Overlay**  Selecting this option causes you to be prompted to confirm that you want to download a page overlay each time an overlay is sent to the printer.

If the option is unchecked, the selected page overlay file will always be sent to the printer.

**NOTE:** This option is not enabled if No Overlay is enabled or if the selected overlay has been permanently downloaded to the printer.

## Selected Overlay Status

This box provides status information for the selected overlay.

## Overlay Creation Status

This box provide status information during the overlay creation process.

# Fonts

The Fonts dialog enables you to add, remove, or change the fonts installed on the printer.

---

**Quick Pathway**

➢**Fonts**

  ➢*Installed Fonts*

  ➢*Add Fonts....*

  ➢*Copy Fonts to New Port....*

  ➢*Print Font Listing*

  ➢*Status*

---
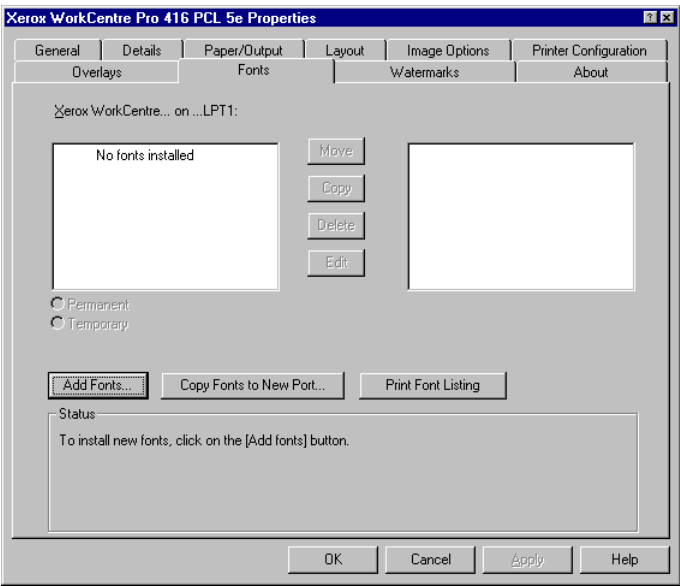
## Installed Fonts

| | |
|---|---|
| **Available fonts** | This box shows the PCL 5C fonts currently available on the computer. |
| **Move** | Move enables you to move the selected fonts to the printer port. |
| **Copy** | Copy enables you to copy one or more of the fonts from the Available Fonts list to the Installed Fonts list, or vice versa. The copy button becomes active when you select one or more fonts in the list. |
| **Delete** | Delete enables you to remove fonts you no longer use from the printer. |

|   | |
|---|---|
| **Edit** | Edit enables you to change disk-based font names and attributes. |
| | If you purchase a disk-based font that has the same name as a font you are already using, you should change the name of the font with the Font Installer. You cannot change the name of a printer-resident font. |
| **Permanent** | Permanent enables you to save fonts on the printer disk. The fonts will be retained on the printer until they are deleted. |
| **Temporary** | Select Temporary if you want to save fonts in the printer memory (RAM). If you choose this option, fonts are discarded when the printer is restarted. |

## Add Fonts....

Add Fonts enables you to select and load scalable typefaces, fonts, or font support files for your printer. The button opens a dialog on which you must specify the drive/path where the files you want to load are located.

## Copy Fonts to New Port....

If you are using more than one printer, or if you change the port your printer is on, select this button to move or copy your installed fonts to the other printer or printer port. A list of available ports is displayed.

## Print Font Listing

Select Print Font Listing to print the font summary sheet.

## Status

The status box shows a sample of the font select.

# Watermarks

The Watermark feature prints text in the background or foreground of a document. A few predefined watermarks come with the driver. You can change the existing ones or add new ones to the list. To print a document with a watermark, you must first select the watermark from the list. All subsequent documents will print with the same watermark until you select (None) from the list.
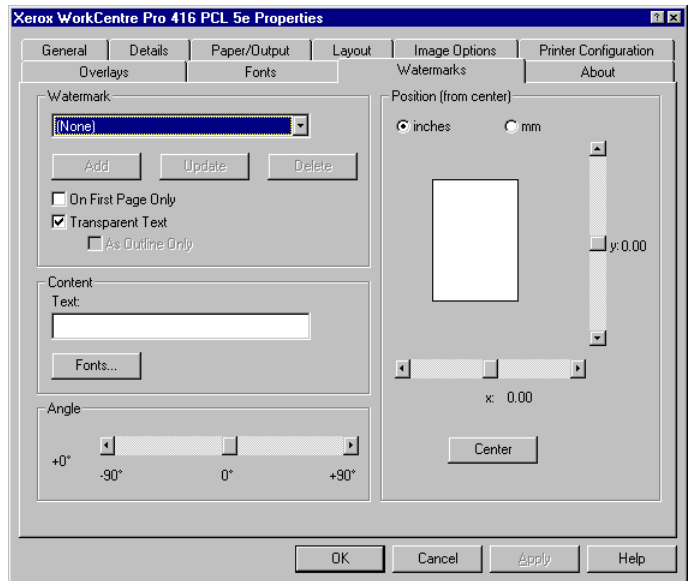
## Watermark

**Add**    Type the required watermark text in the Content Text box, and select Add to create a new watermark.

If you are creating several watermarks at once, you must edit the watermark text before you select Add. Otherwise, a duplicate watermark will be added to the watermark list.

**Update**    Select Update to modify an existing watermark.

| | |
|---|---|
| **Delete** | Delete enables you to remove a selected watermark from the list of available watermarks. Select the watermark in the list, select Delete and then OK to confirm you want to delete this watermark. |
| **On First Page Only** | On First Page Only prints a watermark only on the first page of a document.<br><br>When this checkbox is enabled, it affects all watermarks in the watermark list. |
| **Transparent Text** | Transparent Text allows the document to show through a watermark.<br><br>When this checkbox is enabled, it affects all watermarks in the watermark list. |
| **As Outline Only** | Select this option to print watermark characters as "hollow" outlines. Only the perimeter or outline of the watermark text characters will be printed.<br><br>When this checkbox is enabled, it affects all watermarks in the watermark list. |

## Content

| | |
|---|---|
| **Text** | Type the words you want to use for a watermark in the text box. The text will appear in the preview window. Use the Fonts, Color, and Angle options to modify the watermark.<br><br>If you are creating several watermarks at once, you must edit the watermark text before you select Add. Otherwise, a duplicate watermark will be added to the watermark list. |
| **Fonts** | Select Fonts to change the font, size, and style of the watermark text. The Choose Font dialog appears. |
| **Grayscale** | Grayscale prints any colors in the watermark in black, white, or shades or gray. Use the scroll bar to modify the appearance of the grayscale text. |

## Angle

Use the Angle scroll bar to rotate the watermark text on the page in a range from -90 degrees to +90 degrees.

### Position (from center)

**Position (from center)**   Use the vertical and horizontal scroll bars to modify the watermark's center position on the page. You can choose to measure in inches or millimeters (mm).

**Center**   Select Center to reset the position to the center of the paper.

## About

Provides the driver version information, copyright information, product logo and driver vendor logo.

# Changing Printer Defaults

**Quick Pathway**

➢ Press [Machine Status].

➢ Select [Default settings] and press [Enter].

➢ Select [Printer defaults] and press [Enter].

➢ Select the required setting and customize to meet your requirements.

During manufacture, certain settings for features and functions of the *WorkCentre Pro 416* are programmed into the machine. Once the machine is installed, Machine Status can be used to change these settings to meet your individual requirements.

Using the instructions below and the Printer Defaults table provided on the following pages, customize the Printer default settings to meet your printing needs.

➢ To access the Printer defaults menu while in the Ready to Copy screen, press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➢ Ensure [Default settings] is selected and press [Enter].

```
Machine status
------------------------------------
01. Default settings                    ▲
02. Print report
03. Initial setup                       ▼
```

➢ Use the scroll key ⓥ to select [Printer defaults] and press [Enter].

```
Default settings
------------------------------------
01. Machine defaults                    ▲
02. Copy defaults
03. Fax defaults                        ▼
        04. Printer defaults
        05. E-mail defaults
        06. Report defaults
        07. Remote service
```

➢ Use the scroll key ⊙ to select the option required and press [Enter].

➢ Use the Printer Defaults table below to identify the settings available, select the setting required and press [Enter].

The setting selected will become the default setting.

```
Printer defaults
01. Cancel current job          ▲
02. Force feed
03. Form feed                   ▼
        04. Test print
        05. Detect paper mismatch
        06. Restore factory settings
```

➢ When you have finished customizing the settings, press the [Features] key to return to Ready mode.

```
Default settings
01. Machine defaults            ▲
02. Copy defaults
03. Fax defaults                ▼
        04. Printer defaults
        05. E-mail defaults
        06. Report defaults
        07. Remote service
```

## Printer Defaults

The following table lists each Printer default option, the settings available for each option and a description of each setting.

| Printer Default Option | Settings | | Description |
|---|---|---|---|
| **Cancel current job** | 1. | Yes | This feature can be used to cancel any print job held in the print queue. |
| | 2. | No | |
| **Force feed** | | | Force feed is used to forcibly print a print job which is suspended due to the paper size mismatch when Paper Size Detection is Enabled. |

| Printer Default Option | Settings | | Description |
|---|---|---|---|
| **Form feed** | 1. | Yes | This feature can be used to forcibly print the data remaining in the memory of the printer when the job which is being printed is canceled at the PC or Workstation. |
| | 2. | No | |
| **Test print** | 1. | Status print | Used by the System Administrator to identify the status of the machine. |
| | 2. | Demonstration page | This option produces a test page which can be used to demonstrate printing capability. |
| | 3. | PCL font print | The Printer Unit is equipped with 90 internal PCL fonts. Use this feature to see examples and a list of the resident PCL fonts. |
| | 4. | PS font print | The Printer Unit is equipped with 80 internal Postscript fonts. Use this feature to see examples and a list of the resident Postscript fonts. |
| | 5. | Event log list | A list of all the printing errors which the machine has logged is printed. |
| | 6. | NIC status print | Used by the System Administrator to identify the status of the Network Interface Card (NIC). |
| **Detect paper mismatch** | 1. | Off | Use this feature to automatically detect the paper size for the print job and choose the appropriate paper tray. When Paper Size detection is set to ON and Auto Tray Selection is set to OFF, the printing job is suspended if the paper size set in the tray selected by user is different from that requested for the print job. |
| | 2. | On | |
| **Restore factory settings** | | | This feature will change any printer settings back to the factory defaults. |

# 5 Fax

This chapter contains information about the *Fax* function and the features available. It gives step by step instructions on how to send and receive faxes using all the features and functions available. As delivered the machine will have the factory default fax settings which are customer changeable. This chapter also provides information on changing the fax default settings.

## Standard Features

**Resolution**
- Standard
- Fine
- Superfine

**Lighten/Darken**
- Auto
- Manual

**Original type**
- Photo
- Text/Photo
- Text

# Faxing Procedure

<div style="border:1px solid;">

**Quick Pathway**

&gt; **Load the Originals.**

&gt; **Choose the Fax features required.**

&gt; **Enter the fax telephone number.**

&gt; **Press [Start].**

</div>

Before sending a fax identify what is to be faxed, the fax number and any special programming requirements. Use the following steps to send a fax.

**NOTE:** Press [CA] twice to clear or cancel any previous programming selections before starting.

## 1. Load the Originals

A choice of document input areas is available. These are:

- An automatic document feeder (ADF) and a duplex automatic document feeder (DADF) for multiple single sided originals.

- A document glass for single or bound originals.

### Automatic Document Feeder (ADF) and Duplex Automatic Document Feeder (DADF)

Up to 50 originals can be scanned at one time using the document feeder. Ensure the originals are of the same size, in good condition and all staples or paper clips removed. Originals should be 60 - 120g/m$^2$ (16 - 32 lb) and A4 (8.5 x 11 inch) long edge feed or A5 to A3 (5.5 x 8.5 to 11 x 17 inch) short edge feed.

The effective scanning width is 216mm (8.5 inches)

- ➢ Remove all staples and paper clips before placing the originals into the document feeder.

- ➢ If necessary, adjust the sliding guides to the paper size required.

- ➢ Insert the originals neatly into the document feeder, face up.

  The first page should be on top with the headings towards the back or left of the machine.

- ➢ Align the stack with the left and rear edges of the document feeder tray and adjust the guides to just touch the front and rear edges of the originals.

Sliding guides

## Document Glass

The document glass should be used for single documents. Documents should be 50 - 120g/m$^2$ (14 - 32 lb) and up to a maximum size of A3 (11 x 17 inch).

The effective scanning width is 216mm (8.5 inches).

When loading the document on the document glass, the original paper size must be designated.

| For European Version | For North America |
|---|---|
| A4 (Portrait) | Letter (8.5 x 11) |
| A4R (Landscape) | Letter (8.5 x 11R) |
| A3R (Landscape) | Legal (8.5 x 14R) |
| A5R (Landscape) | Ledger (11 x 17R) |
| Letter (Portrait 8.5 x 11) | Statement (5.5 x 8.5R) |
| Letter (Landscape 8.5 x 11R) | Computer (10.125 x 14) |
| A4 (Portrait) | A4R (Landscape) |

Avoid the following types of documents which can cause jams:

- Torn, wrinkled, curled, or folded sheets
- Sheets with punched holes
- Transparencies
- Sheets with paper notes attached
- Coated or shiny sheets
- Carbon or carbon backed sheets

> Raise the document feeder or the document glass cover if fitted.

> Position the document face down on the document glass. Align it with the registration arrow in the rear left corner.

> Lower the document feeder or document glass cover.

  On completion of the fax job ensure the document glass cover is fully closed.

**NOTE:** For instructions on scanning multiple originals using the document glass, refer to "Building a Fax Job" on page *5-15*.

Registration
Corner
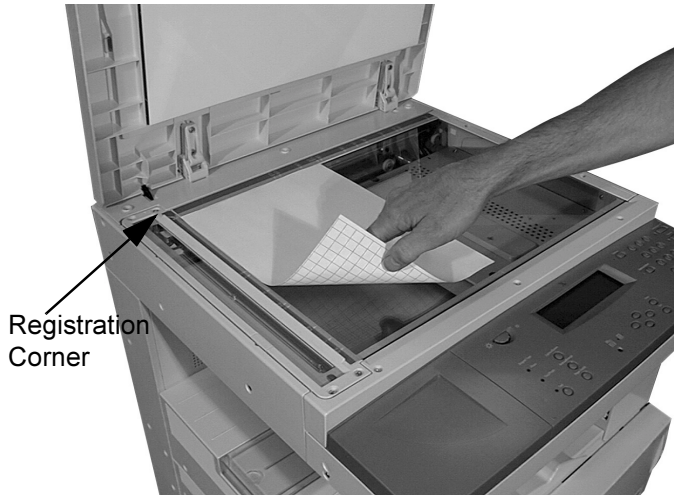
# 2. Press the Features Key

> Press [Features].

> Press the [Fax/Internet Fax] key.

*HINT: Pressing the [Fax/Internet Fax] key twice selects the Internet Fax function.*

Fax/Internet Fax Key          Features Key
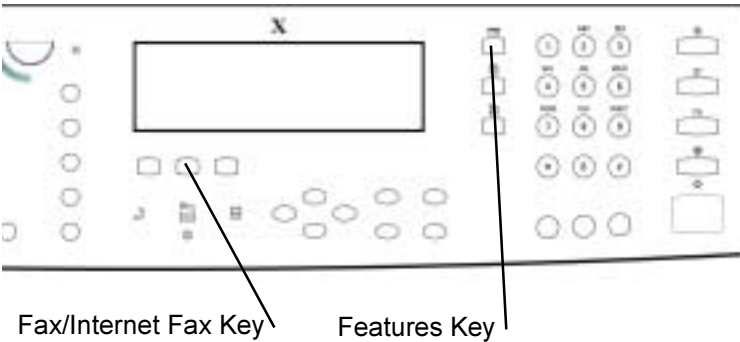
> Ensure that the "Enter fax number" screen is displayed.

```
Enter fax number (128max) :
Apr01 - 2001  11:30am  M  :   100%
Resolution  :  Standard   L/D :  Auto

Added Features                        ▼
```

# 3. Select the Fax Features

There are three standard features available. The keys are located to the left of the LCD screen.

For most of the standard features, when the keys are pressed the LCD screen displays the choices which apply to each feature. Using the scroll keys, select the option required and press [Enter]. The initial Fax screen displays the new selection.

For the Original Type feature, the options available are displayed on the Control Panel with an illuminated LED identifying which option is selected.

**NOTE:** Only those features relevant to the machine configuration will be available. The features not available in the menu are greyed-out.

For a more detailed explanation of the standard features available on the LCD screen please refer to the following pages:

# 4. Enter the Fax Number

Enter the fax number of the remote machine using the Numeric Keypad.

> Use the numeric keypad to enter the telephone number of the remote fax machine.

> If a character is normally dialed before the telephone number, for example 9 for an outside line, a pause will need to be entered after this character.

> Use the [Redial/Pause] key on the control panel to enter a pause if necessary.

> To delete an incorrect entry, use the scroll key ◁ to highlight the digit and press [Delete].
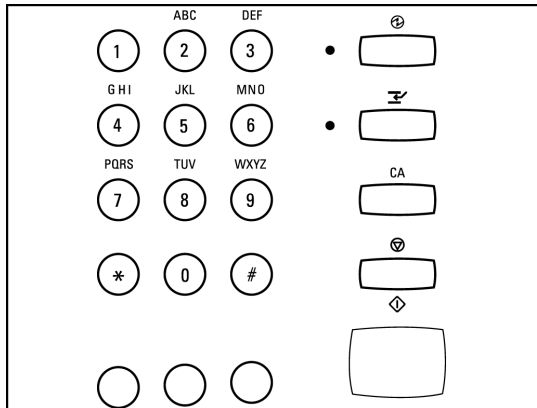


```
☎ : 03334567
Apr01 - 2001  11:30am  M  :  100%
Resolution  :  Standard  L/D :  Auto
```

There are several methods available for entering the remote fax number, including functions such as Speed dialing and One Touch dialing.

*HINT: For information about all the dialing methods available, refer to the section "Dialing Methods" on page 5-17. For information about setting up Speed Dial numbers and One Touch keys refer to "Chapter 7 - Phonebook".*

# 5. Press Start

➢ Press [Start].

Start key
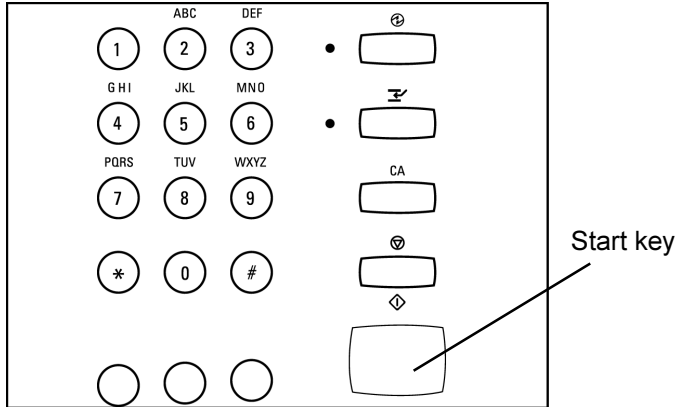
➢ If the default setting Account Code has been enabled, you will be prompted to enter an Account Code for the fax job. Use the numeric keypad to enter the required code.

```
Account code
- - - - - - - - - - - - - - - - - - - - - -
Enter account code :


                                    ▮▮▮▮
```

➢ Press [Enter].

➢ Each document is scanned once only.

Depending on default settings and the dialing method used, the machine uses Memory Send or Direct Send to send the job.

➢ Using Memory Send, the machine assigns a job number and scans the document into memory.

The machine then dials the number, confirms the connection and sends the fax.

```
┌─────────────────────────────────────────┐
│ Scanning into memory                     │
│ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ │
│ Job number              : 022            │
│ Scanning page           : 001            │
│ Memory remaining        : 092%           │
└─────────────────────────────────────────┘
```

➢ Using Direct Send, the machine assigns a job number, dials the number and scans the pages as they are transmitted.

If a resource problem or programming conflict prevents the job completing, a message will be displayed. Follow the message to resolve the problem.

```
┌─────────────────────────────────────────┐
│ Dialing                                  │
│ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ │
│ Job number:                      022     │
│                                          │
│ 03334567                                 │
└─────────────────────────────────────────┘
```

➢ On completion, remove the scanned originals from under the document feeder or from the document glass.

# 6. Managing Fax Jobs

All documents are transmitted as Memory Send jobs unless you use the Direct Send transmission mode. If no other jobs are pending, the machine begins dialing. When the line connects, the transmission begins. You can set the machine to redial up to 14 times if a busy signal is detected.

**NOTE:** The Redial feature may not be available in all markets.

If using the Direct Send transmission mode, the machine transmits the document without storing the images in a memory file. If the call does not complete successfully, the machine does not retransmit the document.

If a communication error occurs during the transmission and the document is stored in memory, the machine resends beginning with the first page that did not transmit successfully. When the transmission completes successfully, the machine disconnects and returns to the Standby Mode.

If the Confirmation Report feature is enabled, the machine automatically prints a report after each transmission.

## Automatic Redialing

When the line of the number you are calling is busy, the machine automatically redials the number according to the redial interval selected.

If the line is not connected after the redial attempts, the machine goes into a Transmission Error mode, and you must repeat the transmission procedure.

If the Resend Stored Fax feature is active, the documents are retained in memory and can be resent.

*HINT: For instructions on setting up the Redial and Resend Stored Fax options refer to "Changing Fax Defaults" on page 5-105.*

## Manual Redial

This redial function enables you to transmit a document to a one of the five numbers last dialed by the operator using the machine.

> Ensure the originals have been loaded and the job features programmed.

> Press [Manual dial] or if a telephone is connected, lift the handset.

> Press the [Redial/Pause] key.

Redial/Pause key          Manual Dial Key
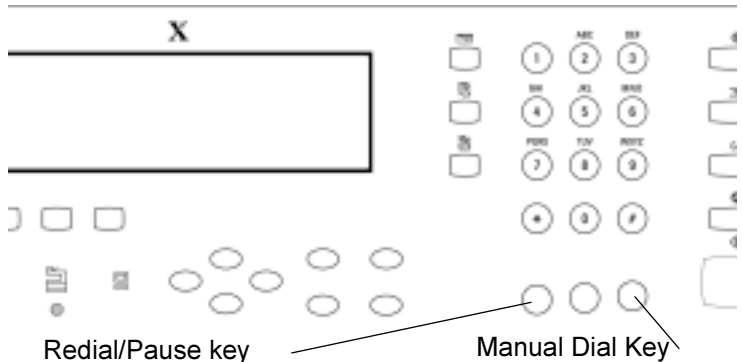
> Using the scroll keys ⊽ ⊼ select the number you want to redial.

> When the required Number is displayed, press [Start].

The machine dials the number. If the connection is confirmed the document is sent. If the line is still busy, the job remains in the pending job list.

```
Redial
1. 03334567                          ▲
2. 104400-12501-12014
3. Xerox Supplies                    ▼
```
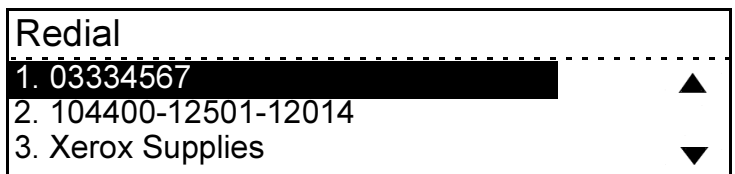
## Memory

As the machine scans documents into memory, the available Free Memory is reduced. As documents in memory are transmitted the Free Memory is recovered. The number of pages that can be stored in memory is dependent on the size of your Memory Module.

## Job Numbers

Job numbers are assigned to communications that have been scanned into memory. A Job Number is used to identify the communication if there is a need to cancel a pending transmission.

```
Scanning into memory
Job number             : 022
Scanning page          : 001
Memory remaining       : 092%
```

## Cancelling a Fax Job

### Stop Key:

Use this procedure only if the document is in the process of being transmitted in the Direct Send mode. If the Direct Send job is in the Redial Mode the job is a pending job.

*HINT: Refer to "Job Status Key" for information on canceling a pending job.*

The Stop key is used to eject the document from the scanner during scanning, and to cancel Direct Send jobs.

### Job Status Key:

The sending/pending jobs can be monitored in the display and canceled if required. When you press the Job Status key, the jobs currently spooled are displayed.

➢ Press [Job Status] key.

➢ Select the job to be monitored or deleted using the scroll keys.

| | | |
|---|---|---|
| 03334567 | Sending | ▲ |
| 650-845-11 | Pending | |
| Xerox | Pending | ▼ |
| Delete | ◄  ► | Detail |

➢ To view the job details, select [Detail] using the scroll key.

The job details are displayed.

➢ To retain the job, select [Resume].

| | | |
|---|---|---|
| Sending to: | | ▲ |
| 03334567 | | |
| Job no: 022 | Apr01 11:30am | ▼ |
| Delete | ◄  ► | Resume |

➢ To delete the job, select [Delete] using the scroll key ◁.

The confirmation screen is displayed.

➢ Press [Enter] to delete the job.

| | |
|---|---|
| Delete this job? | |
| 03334567 | |
| 1. Yes | ▲ |
| 2. No | ▼ |

The "Job canceled" message is displayed. After a few seconds, the machine returns to the Job Status Initial Screen.

Job canceled
3334567

# Building a Job

Use this feature to build a job that has multiple originals which require scanning using the document glass, or for jobs containing originals which require different programming settings for each page. For example, if a set of originals consists of some pages with text and some with photos and some pages from a bound document, you can select appropriate settings to be applied to individual pages or sections of a complete job.

> Program the job and place the first original on the document glass.

> Press [Start].



**IMPORTANT: On document glass configuration machines a job can consist of up to five pages.**

> Use the scroll key ⊙ to select the original size and press [Start].

```
Select original size
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
A4        ▪                                        ▲
A4        ▱
A3        ▱                                        ▼
```

> When the first original has finished scanning remove the original.

> Use the scroll key ⊙ to select [Change current settings] if necessary and press [Enter].

> Use the scroll key ⊙ to select the setting you wish to change and press [Enter].

> Select the changes required and press [Enter].

> The [Setting] screen is displayed again. Use the scroll key ⊙ to select [Done] and press [Enter].

```
Build Fax Job
-------------------------------------
Scan next original                  ▲
Change current settings
Done                                ▼
```

```
Setting
-------------------------------------
1. Done                             ▲
2. Resolution        : Standard
3. Lighten/Darken    : Auto         ▼
    4. Original Size     : A4 📄
```

> Place the next original on the document glass, select [Scan next original] and press [Enter].

> Repeat the steps above for each original.

```
Build Fax Job
-------------------------------------
Scan next original                  ▲
Change current settings
Done                                ▼
```

> After the last original has been scanned, use the scroll key ⊙ to select [Done] and press [Enter].

The machine will transmit the fax.

```
Build Fax Job
-------------------------------------
Scan next original                  ▲
Change current settings
Done                                ▼
```

# Dialing Methods

There are several fax dialing methods available on your *WorkCentre Pro 416*.

## Keypad Dialing

Using keypad dialing allows you to dial your destination by entering the number using the Numeric Keypad.

> ➢ Use the numeric keypad to enter the telephone number of the remote fax machine.

> ➢ Use the [Redial/Pause] on the control panel to enter a pause.

> ➢ To delete an incorrect entry, use the scroll key ⬅ to highlight the digit and press [Delete].
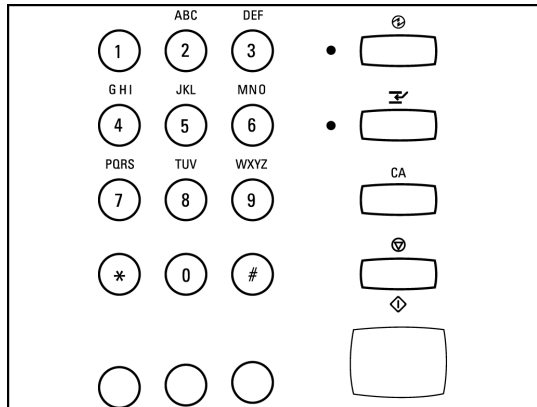


## Using the Phonebook

Remote fax numbers and E-mail addresses can be stored in the electronic Phonebook and assigned to Speed Dial numbers and/or One Touch keys. The numbers and addresses are used for Alpha Dialing, Speed Dialing, One Touch Dialing, Chain Dialing, Group Dialing and Polling Operations.

Once preset, these features allow you to send documents or make a telephone call to frequently used numbers by pressing a few keys.

Information about the phonebook and instructions for setting up and using Speed Dial numbers, One Touch keys and Group numbers is provided in Chapter 7 - Phonebook.

# Manual Dial (On-hook and Off-hook Dialing)

To initiate On-hook dialing press the Manual Dial key, dial the number and listen for a facsimile tone, then press the Start key to initiate a transmission.

If you have a telephone connected you can initiate Off-hook dialing. Lift the telephone handset, dial the number and listen for a fax tone, then press the Start key to initiate a transmission.

You can perform all the dialing methods in this mode.

➢ Ensure the originals have been loaded and the job features programmed.

➢ Press [Manual dial] or if a telephone is connected, lift the handset.

Redial/Pause key          Manual Dial Key
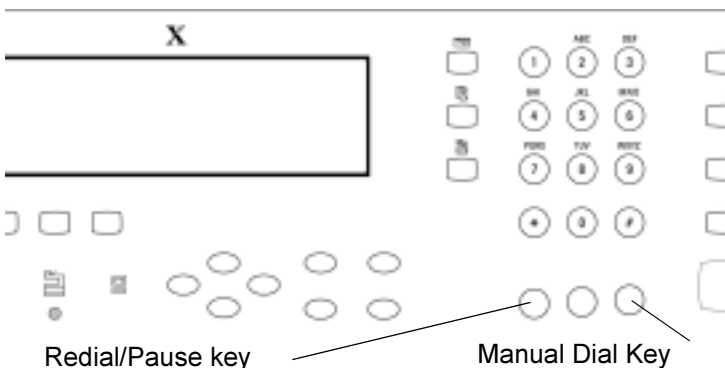
➢ Enter the fax phone number then press [Start],

➢ If necessary, enter a pause, using the [Pause] key or enter a Charge Code using the [Charge Code] key.

```
Dial fax number:
Apr01 - 2001  11:30am  M  :   100%
Resolution  :  Standard   L/D :   Auto
```

➢ Select the Communicating setting, [Send] or [Receive] and press [Enter].

```
Communicating setting
1. Send                         ▲
2. Receive

                                ▼
```

The machine dials the number and connects with the remote machine.

> When you hear the fax tones press the [Enter] or [Start] key.

> If you are using On Hook dialing and a handset is available, if the remote operator answers you can talk. When you have finished talking you can still send a document by requesting a fax tone and pressing the [Start] key.

> Replace the handset.

The machine sends the fax and returns to the Ready mode.

| Communicating | |
|---|---|
| Job number: | 022 |
| 03334567 | |

# Receiving a Fax

The default answer mode is Auto answer. When the remote machine calls to send you a document, your *WorkCentre Pro 416* automatically receives and prints the document.

Various features are available for customizing your document receiving operation. You can specify a reduction mode for use when oversized documents are received, collate received documents or receive to memory.

The following receiving modes and options are available:

| Receiving Mode | Description | Sequence of Operation |
|---|---|---|
| Auto Receive | Use when the machine is connected to a dedicated telephone line for facsimile use only. | Upon receiving a call, the machine answers and receives a document automatically.<br><br>The default Answer Mode is Auto.<br><br>Use the Auto Answer mode if you have a dedicated phone line. |
| Manual Receive | Use when the machine is connected to a line that is primarily used for voice communication. | Upon receiving an incoming call, pick up the telephone handset to talk with the remote caller before starting any fax communication.<br>You can receive the fax by pressing the [Start] key.<br>Use the Manual Answer mode if you have a single line for fax and voice communications. |

| Receiving Mode | Description | Sequence of Operation |
|---|---|---|
| Receive to Memory | User selectable option. Use when the machine is out of paper or a paper jam has occurred and during a copying operation. | When enabled, the machine automatically receives documents to memory if the printer becomes unavailable. If this feature is disabled, the machine does not answer the phone.<br>A receive to memory operation occurs if the paper tray is empty or the paper is jammed. The machine automatically prints when the problem is corrected.<br>If the memory becomes full while the machine is receiving a document, the machine terminates the operation but retains the pages it received successfully. |
| Secure Receive | User selectable option. Use for Secure Receptions. | The Secure Receive feature allows you to set specified times when documents can be received to memory. All documents are received to memory during the specified time. The user can print the received documents by entering the Security Code.<br><br>There are two modes of Secure Receive, Automatic and Manual. Use the Automatic mode to set regular periods for receiving secure data and use the manual mode to set a secure receive at any time during the day. |
| Reduce Receive | Fax Selects whether to reduce or divide long documents. | This function allows a reduction of the received image. When this feature is set to On and defined size copy paper is installed, the machine reduces longer size documents to fit on the paper.<br><br>If Off is selected the longer size document prints on 2 pages. |

| Receiving Mode | Description | Sequence of Operation |
|---|---|---|
| Discard Extra | When enabled, discards up to 10 mm (0.4 inches) of the lower portion of a long document. | When the Discard Extra Setting feature is enabled, any portion of the document, up to 10 mm (0.4 inches), that is longer than the recording area is discarded. If the excess portion is greater than 10 mm (0.4 inches), the document is printed on 2 pages. In some cases the lower part of the document data may be lost. |

*HINT: Refer to the section "Changing Fax Defaults" page 5-105 for instructions on customizing the receive settings to meet your individual requirements.*

# Standard Fax Features

The standard fax features are selected by using the Keys located on the control panel, to the left of the LCD.

**NOTE:** Some options are not available in all Markets and for every machine configuration.

## Resolution

> **Quick Pathway**
>
> ➢ **Resolution**
>   ➢ *Standard*
>   ➢ *Fine*
>   ➢ *Superfine*

The Resolution key selects the scanning resolution for transmitting a facsimile. The scan resolution can be set to one of three settings based on the type of image you are scanning.

➢ Load originals.

➢ Press the [Resolution] key.

➢ Select the resolution option required for the job.

➢ Enter the fax number and press [Start].

```
Enter fax number (128max) :
Resolution:      Standard                      ▲
                 Fine
                 Superfine                      ▼
```

### Resolution options

**Standard**  Recommended for text documents. It requires less communication time, but does not produce the best image quality for graphics and photos.

**Fine**  Recommended for line art or fine text. It produces with a resolution between superfine and standard.

**Superfine**  Recommended for photos and halftones, or images that have grey tones. It requires more communication time, but produces the best image quality.

# Lighten/Darken

Use this feature to select the contrast of document being scanned for transmission.

➢ Load originals.

➢ Press the [Lighten/Darken] key.

➢ Select the Lighten/Darken option required for the job.

➢ Enter the fax number and press [Start].

```
Enter fax number (128max) :
Lighten/          Auto                    ▲
  Darken:         Manual
                                          ▼
```

## Lighten/Darken Options

**Auto**      Allows automatic adjustment to be made to the scanning contrast.

**Manual**    Allows manual adjustment to be made to the contrast for scanning. There are 7 levels of lightness and darkness that can be set; press [<] or [>] to change these levels.

# Original Type

**Quick Pathway**

➢ **Original Type**
  ➢ *Text*
  ➢ *Text/Photo*
  ➢ *Photo*

Use this feature to identify the type of document being scanned for transmission.

➢ Load originals.

➢ Press the [Original Type] key until the selection appropriate for your originals is illuminated.

➢ Enter the fax number and press [Start].
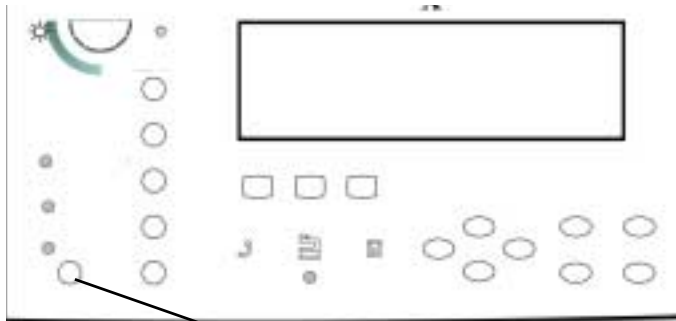


Original Type Key

## Original Type Options

**Text**     Use this setting for text, line art and documents with large solid areas. It produces text images, but might reduce the quality of halftone or photographic images.

**Text/Photo**     Senses the image and automatically selects the best text or photo option. Use this setting for combination of text and photos, or text and graphics.

**Photo**     Use this setting for photographs and images that have a continuous tone. However, it might reduce the sharpness of the text.

# Direct Access Keys

The 14 Direct Access Keys are located to the left of the Control Panel, on flip panel 2. To access the flip panels, lift the panel cover:

Flip Panel Cover



Direct Access Keys - Flip Panel 2

The Direct Access Keys can only be used if the Fax, Internet Fax or Scan to Email functions are selected. They are used to program some of the most frequently used features automatically.

**NOTE:** Some options are not available in all Markets and for every machine configuration.

Some of the features have additional options which are programmed using the LCD.

Direct Access Keys

# Activity Report

The Activity Report contains the details of send and receive communications and can be set to print automatically everytime a communication takes place or following every 150 communications.

To manually print an Activity Report, press the Activity key.

> Press the [Fax/Internet Fax] key.

> Press the [Activity] direct access key on flip panel 2.

> Select the Activity Report option required, then press [Enter].

```
Print number
1. 1-50      (1 page)        ▲
2. 1-100     (2 pages)
3. 1-150     (3 pages)       ▼
```
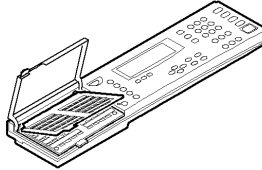
## Activity Report Options

**1 - 50**   Select this option to obtain a one page report showing the send and receive communications numbered 1 to 50.

**1 - 100**   Select this option to receive a two page report showing the send and receive communications numbered 1 to 100.

**1 - 150**   Select this option to receive a three page report showing the send and receive communications numbered 1 to 150.

# Phonebook Report

Individual Phonebook reports can be printed alphabetically or by Speed Dial, One Touch or Group function. You can also print Speed Dial, One Touch and Group Phonebooks in a single operation by selecting All Reports.

## All Reports

To print the Speed Dial, One Touch and Group Phonebook Reports altogether:

➢ Press the [Fax/Internet Fax] key.

➢ Press the [Phonebook] direct access key on flip panel 2.



➢ Select [All reports] and press [Enter].

The Phonebook Reports print, then the machine returns to Ready mode.

```
Phone book report
------------------------------------
1. By name                        ▲
2. Speed dials
3. Groups                         ▼
      4. One touch keys
      5. All reports
```

## By Name Phonebook Report

The Alphabetical order Phonebook Report prints a list of all Remote Station names assigned to Speed Dial numbers, One Touch Keys, and Groups in alphabetical order.

The following information is printed on the By Name Report.

| Item | Description |
|------|-------------|
| Name | Names assigned to Speed Dial numbers, One Touch keys, or Groups. |
| Location | Numbers of Speed Dial numbers, One Touch Keys, or Groups. |
| Fax number / E-mail address | Fax numbers assigned to Speed Dial numbers, One Touch keys, or Groups ("◆" indicates an alternate number, SUB, SEP, PWD indicates a type of sub address). If entered, the registered E-mail address is also printed ("▮" indicates an E-mail address). |

To print the By Name Phonebook Report:

➢ Press the [Fax/Internet Fax] key.

➢ Press the [Phonebook] direct access key on flip panel 2.

➢ Select [By name] and press [Enter].

The Phonebook Report prints, then the machine returns to Ready mode.

```
Phone book report
1. By name                                    ▲
2. Speed dials
3. Groups                                     ▼
```

# Speed Dial Phonebook Report

The Speed Dial Phonebook Report prints a list of all Remote Station dialing numbers assigned to Speed Dial numbers.

The following information is printed on the Speed Dial Phonebook Report.

| Item | Description |
|---|---|
| S.D. nbr | Speed Dial number. |
| Name | Remote ID. |
| Fax number / E-mail address | Fax numbers assigned to Speed Dial numbers, One Touch keys, or Groups ("◆" indicates an alternate number, SUB, SEP, PWD indicates a type of sub address). <br> If entered, the registered E-mail address is also printed ("▮" indicates an E-mail address). |
| Time | Delay Start time. <br> Both telephone and E-mail. |
| MON. | Line monitoring On/Off status. <br> Blank is indicated as Off status. |
| BPS | Communication speed limit (x 100). <br> Blank is indicated as no limit. |
| Report | Confirmation report On/Off status. <br> Both telephone and E-mail. |
| Mail mode | Resolution and Compression Support Symbol set on the E-mail address. <br> Resolution: 200 x 100, 200 x 200, 300 x 300, 200 x 400, 400 x 400. <br> Compression Support Symbol: MH, MR, MM, MMR, JB (JBIG). |

To print the Speed Dial Phonebook Report:

➢ Press the [Fax/Internet Fax] key.

➢ Press the [Phonebook] direct access key on flip panel 2.

➢ Select [Speed dials] and press [Enter].

The Phonebook Report prints, then the machine returns to the Ready mode.

```
Phone book report
1. By name                              ▲
2. Speed dials
3. Groups                               ▼
```
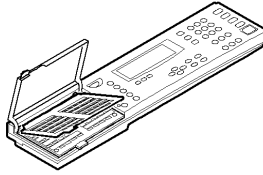
## One Touch Phonebook Report

The One Touch Phonebook Report prints a list of all Remote Station dialing numbers assigned to One Touch Keys.

The following information is printed on the One Touch Phonebook Report.

| Item | Description |
|------|-------------|
| O.T. nbr | One Touch key number. |
| Name/Operation | The remote name, or the Speed Dial or Group name assigned to a One Touch Key. |
| S. D. / Fax number & E-mail | Speed Dial / Group or Fax number assigned to a One Touch key ("◆" indicates an alternate number, SUB, SEP, or PWD indicates type of sub address). If entered, the registered E-mail address is also printed ("▮" indicates an E-mail address). |
| Time | Delay Start time. Both telephone and E-mail. |

| Item | Description |
|------|-------------|
| MON. | Line monitoring On/Off status.<br>Blank is indicated as Off status. |
| BPS | Communication speed limit (x 100).<br>Blank is indicated as no limit. |
| Report | Confirmation report On/Off status.<br>Both telephone and E-mail. |
| Mail mode | Resolution and Compression Support Symbol set on the E-mail address.<br>Resolution: 200 x 100, 200 x 200, 300 x 300, 200 x 400, 400 x 400.<br>Compression Support Symbol: MH, MR, MM, MMR, JB (JBIG). |

To print the One Touch Phonebook Report:

➢ Press the [Fax/Internet Fax] key.

➢ Press the [Phonebook] direct access key on flip panel 2.

➢ Select [One touch keys] and press [Enter].

The Phonebook Report prints, then the machine returns to Ready mode.

Phone book report
1. By name ▲
2. Speed dials
3. Groups ▼
4. One touch keys
5. All reports

## Group Phonebook Report

The Group Phonebook Report prints a list of all One Touch keys or Speed Dial numbers registered as Group numbers.

The following information is printed on the Group Phonebook Report.

| Item | Description |
|------|-------------|
| Group number | Group number. |
| Name | Group name. |
| One Touch / Speed Dial Number | One Touch or Speed Dial numbers assigned to the group.<br>OT = One Touch Keys.<br>SD = Speed Dial numbers. |

To print the Group Phonebook Report:

> Press the [Fax/Internet Fax] key.

> Press the [Phonebook] direct access key on flip panel 2.

> Select [Groups] and press [Enter].

  The Phonebook Report prints, then the machine returns to Ready mode.

```
Phone book report
. . . . . . . . . . . . . . . . . . . . . . . . . .
1. By name                              ▲
2. Speed dials
3. Groups
                                        ▼
```

# Confirmation Report

A Confirmation Report can be set up to be printed automatically following each transmission or only when an error occurs. To request a confirmation report for an individual job, use the Confirm direct access key.
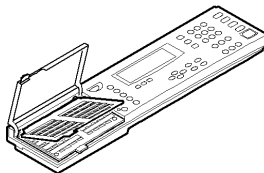
➢ Press the [Fax/Internet Fax] key.

➢ Ensure the originals have been loaded and the job features programmed.

➢ Press the [Confirm] direct access key on flip panel 2.

➢ Select the Confirmation Report option required, then press [Enter].

➢ Using one of the dialing methods, enter the fax number and press [Start] if required.

```
Confirmation report
1. Always                          ▲
2. Errors only
3. Off                             ▼
```

## Confirmation Report Options

**Always**    Use this option to print a confirmation report after the transmission.

**Errors only**    Use this option to print a confirmation report only if an error occurs during the transmission.

**Off**    The confirmation report is not printed.

# Tone Dial

With this option you can temporarily switch from pulse to tone dial (DTMF). The Tone Dial direct access key can be pressed at the appropriate point when you are entering the remote fax number.

➢ Press the [Fax/Internet Fax] key.

➢ Ensure the originals have been loaded and the job features programmed.

➢ Using the Numeric Keypad, manually enter the remote fax number.

```
☎ : 0333
Apr01 - 2001   11:30am   M   :   100%
Resolution   :   Standard   L/D :   Auto
```

➢ Press the [Tone Dial] direct access key on flip panel 2 when you require the machine to switch to tone dialing.
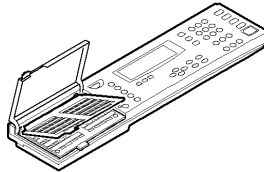
A "T" character indicates the switch to tone dialing.

The machine will switch to tone dial at the appropriate point when dialing the remote fax number.

➢ Press [Start].



```
☎ : 0333T4567
Apr01 - 2001   11:30am   M   :   100%
Resolution   :   Standard   L/D :   Auto
```

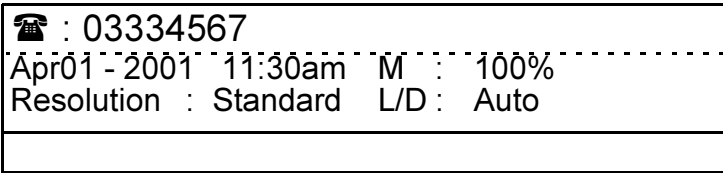# Charge Code

The Charge Code function key is used to enter a charge code in a fax number.

Charge codes can be entered manually during Keypad dialing or stored in the Speed Dial and One Touch keys for dialing numbers that always require this feature.

*HINT: Refer to Chapter 7 - Phonebook, for instructions on storing the charge code with the Speed Dial numbers or One Touch keys.*

➢ Press the [Fax/Internet Fax] key.

➢ Ensure the originals have been loaded and the job features programmed.

➢ Using the Numeric Keypad, manually enter the remote fax number.

```
☎ : 03334567
Apr01 - 2001  11:30am  M  :  100%
Resolution  :  Standard   L/D :  Auto
```

➢ Press the [Charge Code] direct access key on flip panel 2.

The machine places a "+" character in the phone number to indicate that a Charge Code is to follow.
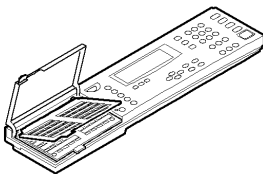
➢ Enter the Charge Code.

The Charge Code is entered and hidden with "$" symbols displayed in place of the code.

➢ Press [Start].

```
☎ : 03334567+$$$$
Apr01 - 2001  11:30am  M  :  100%
Resolution  :  Standard   L/D :  Auto
```

# Chain Dial

Chain Dialing allows you to dial numbers that may require building from One Touch keys, Speed Dial numbers and Keypad dialing. For example, if you send faxes to the same company but lots of different dep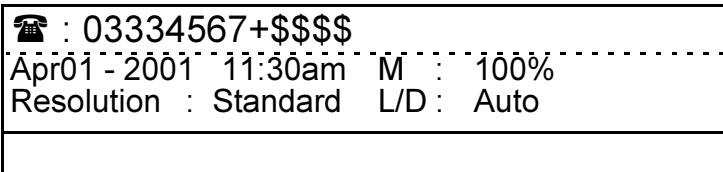artments you can store the company number in one Speed Dial number and the individual department extensions in other locations.

You can combine sets of numbers (Speed Dialing, One Touch Dialing, Alpha Dialing, and Keypad Dialing) and pauses by first pressing the Chain Dial key.

➢ Press the [Fax/Internet Fax] key.

➢ Ensure the originals have been loaded and the job features programmed.

➢ Press the [Chain Dial] direct access key on flip panel 2.
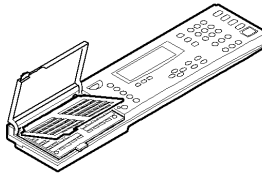
➢ Using one of the dialing methods, enter the first number.

If the number is entered using a One Touch key, do not press [Enter]. If the number is entered using Keypad Dialing, you must press [Enter].

```
Chain dial
- - - - - - - - - - - - - - - - - - - - - - - - - - -
Enter fax number or,
press Phonebook
or One touch key
```

```
Chain dial
- - - - - - - - - - - - - - - - - - - - - - - - - - -
☎ : 03334567
```

> Continue to enter numbers until all the numbers have been entered.

**NOTE:** Press the [Redial/ Pause] key to enter a pause between numbers.

> When all numbers have been entered, press [Start].

The machine dials the number, confirms the connection and sends the document.

**NOTE:** The maximum number of digits in a Chain Dial is 128 (including pauses).

```
Chain dial
- - - - - - - - - - - - - - - - - - - - - - - - - - - -
Enter fax number or,
press Phonebook
or One touch key
```
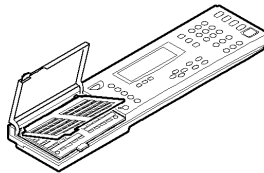
# Delay Send

Transmitting a document at a programmed time is known as a Delay Send. You can set up a job to begin one month in advance.

This feature permits cost savings by scheduling jobs during periods when telephone rates are lower.

> Press the [Fax/Internet Fax] key.

> Ensure the originals have been loaded and the job features programmed.

> Press the [Delay Send] direct access key on flip panel 2.

> Use the Numeric Keypad and the scroll keys to enter the time and date you want the job to start, then press [Enter].

```
Delay send
Time      :     HH : MM      DD
               08 : ▮▮ pm ▲▼  ▮▮
                    ◀ ▶
```

**NOTE:** If the 12 hour format is selected, use the [<] or [>] key to select am or pm.

**NOTE:** If a number above 31 is entered for the month, the job is started on the first day of the following month.

> Using one of the dialing methods, enter the fax number and if necessary, press [Start].

> The job will be held in memory and transmitted at the time specified.

```
Enter fax number (128max) :
Apr01 - 2001  11:30am  M  :   100%
Resolution  :  Standard   L/D :  Auto
Added Features                        ▼
```

## Delay Send Options

**Time**  Use the HH option to enter the hour and the MM option to enter minute you want the job to commence. Use the DD option to enter the day of the current month you want the job to be sent.

# Manual Group

The machine can send a document to multiple fax numbers that you dial manually. You do not need to program the numbers as a group for this procedure. Enter the fax numbers using the Numeric Keypad, One Touch keys, or Speed Dial numbers.

➤ Press the [Fax/Internet Fax] key.

➤ Ensure the originals have been loaded and the job features programmed.

➤ Press the [Manual Group] direct access key on flip panel 2.
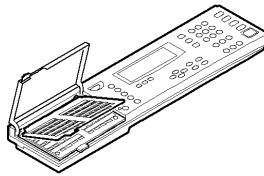


➤ Using one of the dialing methods, enter the first number.

If the number is entered using a One Touch key, do not press [Enter]. If the number is entered using Keypad Dialing, you must press [Enter].

| Manual group | 001 |
| --- | --- |
| Enter fax number or, press Phonebook or One touch key | |

| Manual group | 001 |
| --- | --- |
| ☎ : 03334567 | |

- ➢ To enter the next number select [Next destination] and press [Enter].
- ➢ Continue to enter numbers until all the destinations have been entered.

```
Manual group                  001
- - - - - - - - - - - - - - - - - - -
Next destination              ▲
Review list
Done                          ▼
```

- ➢ To review a list of the numbers entered select [Review list] and press [Enter].

  A list of the numbers entered displays.

- ➢ If a telephone number requires correcting select the destination in the list using the scroll keys and select [Modify].

```
Manual group                  001
- - - - - - - - - - - - - - - - - - -
Next destination              ▲
Review list
Done                          ▼
```

```
003. 03334567                 ▲
002. 650-845-11
001. Xerox                    ▼
   Delete        ◄   ►   Modify
```

- ➢ Using the scroll keys, position the cursor over the first digit and type in the correct telephone number.
- ➢ Press [Enter].

```
Manual group                  001
- - - - - - - - - - - - - - - - - - -
☎ : ■3334567
```

> To delete a destination from the list, select the destination using the scroll keys and select [Delete].

   The entry is deleted.

> Press [Exit] to return to the previous screen.

```
003. 03334567                        ▲
002. 650-845-11
001. Xerox                           ▼
┌──────────┐  ◄   ►  ┌──────────┐
│  Delete  │         │  Modify  │
└──────────┘         └──────────┘
```

> When you have entered all the numbers, select [Done] and press [Start].

   The machine dials each number in the group and sends the document.

```
Manual group                    001
- - - - - - - - - - - - - - - - - -
Next destination                 ▲
Review list
Done                             ▼
```
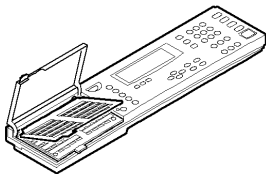
# Direct Send

When free memory becomes 0% due to many job reservations, a Direct Send transmission can be performed manually even when the default transmission mode is set to "Memory Send".

➢ Press the [Fax/Internet Fax] key.

➢ Ensure the originals have been loaded and the job features programmed.

➢ Press the [Direct Send] direct access key on flip panel 2.



➢ Select the required Direct Send option, then press [Enter].

➢ Using one of the dialing methods, enter the fax number and press [Start] if required.

```
Direct send
1. Yes                          ▲
2. No
                                ▼
```

## Direct Send Options

**Yes**   Select Yes to use the Direct send mode.

**No**   Select No to return to the previous screen without selecting Direct send.

NOTE: If Direct Send is enabled, the original remains on the Document Glass or in the Document Feeder (ADF or DADF) until the document is transmitted.

# Priority

Use this procedure to send a document immediately, even when other jobs are reserved in memory.

> **NOTE:** Only one transmission can be Priority Reserved.

> ➢ Press the [Fax/Internet Fax] key.

> ➢ Ensure the originals have been loaded and the job features programmed.

> ➢ Press the [Priority] direct access key on flip panel 2.
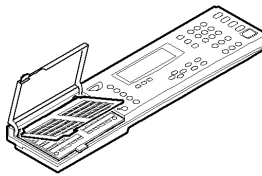
> ➢ Using one of the dialing methods, enter the fax number and press [Start] if required.
>
> The document is transmitted immediately or immediately following the operation in progress.

```
Priority fax
- - - - - - - - - - - - - - - - - - - - - - - - - - - -
Enter fax number or,
press Phonebook
or One touch key
```

# Resend

When the Resend Stored Fax feature is enabled, any document that exceeds the number of allowed redials is not cleared, but saved in memory for a specified length of time. Use this procedure to resend a fax that is stored for resending.

If the fax number you dialed was not correct, you can change the number before resending the document. Each time this procedure is performed, the number of redials counter is reset.

➢ Press the [Fax/Internet Fax] key.

➢ Press the [Resend] direct access key on flip panel 2.
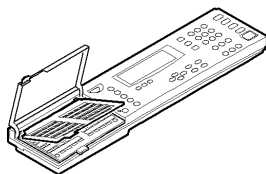
➢ Use the scroll keys ⊙ ⊙ to select the job stored for resending.

➢ Select [Detail] using the scroll key ⊙ to view the job details.

```
03334567                              ▲
650-845-11
                                      ▼
   Delete        ◄   ►      Detail
```

➢ If the original job was dialed using the keypad you can press [Enter] to change the telephone number if required.

```
Sending to:
03334567
Apr01-2001  11:30am
Job number                     :    022
```

➢ To initiate the Resend, press [Start].

```
Sending
Job number                     :    022
```

# Mailbox

The Mailbox function key provides mailbox communications with any compatible remote machine using ITU-T standards. ITU-T is an international fax industry standards organization.

Using the Mailbox ITU-T function requires that the mailbox numbers be setup on the mailbox station before a document can be stored at that station. The ITU-T mailbox numbers allow a remote machine to communicate with your *WorkCentre Pro 416*, you must provide your subaddress (mailbox number) and password (if required) to the remote user.

On the *WorkCentre Pro 416*, you can transmit and poll normal and secure documents to the ITU-T mailboxes. The password requirements are the same as for ITU-T mailboxing.

Documents can be stored in mailboxes on your local machine or remote machines to be retrieved by others.

Depending on the type of mailbox you choose, you can control the number of times a document can be polled and by whom.

The following types of mailboxes are available:

**Confidential Box**  Once a document is polled or printed from the box, it is cleared. If a document is stored with the same box number where another document is already present, the new document is added to the old one, with no loss of data to the previously stored document. A password can be entered for secure transmissions. A password is required for local and remote secure polling operations.

**Bulletin Board Box**  A document is not cleared when it is polled or printed from a Bulletin Board box. If another document is stored with the same box number where another document is already present, it overwrites that document. A password can be entered for secure polling operations. A password is required for local and remote secure transmissions and receptions.

NOTE: For instructions on setting up a Relay mailbox for ITU-T relay transmissions, refer to the section "ITU-T Relay Communications" on page *5-97*.

## Creating a Local Mailbox

Once you preset the ITU-T mailbox numbers on your own machine, you can store documents in them for others to retrieve.

The number of users that can access your documents and the required security is dependent on the type of box you store the document in, and the security setup for that box.

Before documents can be stored, the mailbox number must be setup in your mailbox station.

> Press the [Fax/Internet Fax] key.
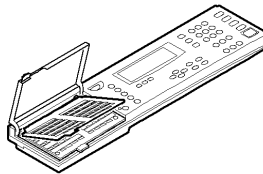
> Press the [Mailbox] direct access key on flip panel 2.



> Select [Mailbox setup] and press [Enter].

```
Mailbox
1. Confidential
2. Bulletin board          ▲
3. Relay
                           ▼
    4. Mailbox setup
```

> Select [Mailbox setup] and press [Enter].

```
Mailbox setup
1. Done                    ▲
2. Mailbox setup
3. Mailbox delete          ▼
```

> Select the type of Mailbox you want to create:

To create a Confidential Mailbox, select [Confidential].

To create a Bulletin Board Mailbox, select [Bulletin Board].

> Press [Enter].

**Mailbox setup**
1. Confidential ▲
2. Bulletin board
3. Relay ▼

**NOTE:** For instructions on setting up a mailbox for ITU-T relay transmissions, refer to the section "ITU-T Relay Communications" on page *5-97*.

> Using the Numeric Keypad enter a mailbox number, then press [Enter].

**Mailbox setup (Confidential)**
Enter mailbox new #
Mailbox number (20 max) :
█

**NOTE:** A password is required to transmit or receive to a Bulletin Board Mailbox, or to poll a Confidential Mailbox.

> To assign a password, select [Yes] and use the Numeric Keypad to enter the password you want to assign to this box.

> If you do not want to assign a password, select [No].
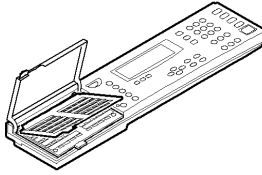
> Press [Enter].

The display will return to the mailbox setup screen. You may add additional mailboxes or exit the Mailbox setup by selecting [Done].

**Mailbox setup (Confidential)**
Setup password ▲
1. Yes
2. No ▼

**Mailbox setup (Confidential)**
Password (20 max) :

█

## Deleting a Local Mailbox

➢ Press the [Fax/Internet Fax] key.

➢ Press the [Mailbox] direct access key on flip panel 2.

➢ Select [Mailbox setup] and press [Enter].

```
Mailbox
- - - - - - - - - - - - - - - - - - - - - - - -
1. Confidential                          ▲
2. Bulletin board
3. Relay                                 ▼
      4. Mailbox setup
```

➢ Select [Mailbox delete] and press [Enter].

```
Mailbox setup
- - - - - - - - - - - - - - - - - - - - - - - -
1. Done                                  ▲
2. Mailbox setup
3. Mailbox delete                        ▼
```

➢ Using the Numeric Keypad, enter the box number you want to delete, then press [Enter].

```
Delete mailbox number
- - - - - - - - - - - - - - - - - - - - - - - -
Mailbox number (20 max) :

█
```

➢ If required, enter the mailbox password.

```
Delete mailbox number
- - - - - - - - - - - - - - - - - - - - - - - -
Password (20 max) :

█
```

The mailbox is deleted and the mailbox setup screen redisplays.

```
Delete mailbox number
-------------------------------------------

Mailbox deleted
```

## Storing a Document in a Local Mailbox

> Ensure the originals have been loaded and the job features programmed.

> Press the [Fax/Internet Fax] key.

> Press the [Mailbox] direct access key on flip panel 2.
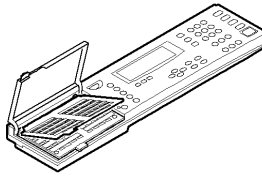
> Select the type of mailbox in which to store the document:

  To store in a Confidential mailbox, select [Confidential].

  To store in a Bulletin Board mailbox, select [Bulletin board].

> Press [Enter].

```
Mailbox
-----------------------------------------
1. Confidential                          ▲
2. Bulletin board
3. Relay                                 ▼
```

➢ To store the document, select [Store to mailbox].

```
Confidential
- - - - - - - - - - - - - - - - - - - - - - - - - -
1. Print mailbox                              ▲
2. Send to mailbox
3. Poll from mailbox                          ▼
    ┌──────────────────────────────────────┐
    │ 4. Store to mailbox                  │
    │ 5. Delete contents                   │
    └──────────────────────────────────────┘
```

➢ Using the Numeric Keypad, enter number of the mailbox you want to use, then press [Enter].

➢ Enter a password if required, then press [Enter].

```
Store (Confidential)
- - - - - - - - - - - - - - - - - - - - - - - - - -
Mailbox number (20 max) :

█
```

---

**NOTE:** If you selected Bulletin Board and entered a password when creating this mailbox, you must enter the same password to store the document.

---

The document is stored in the mailbox you selected.

```
Scanning into memory
- - - - - - - - - - - - - - - - - - - - - - - - - -
Job number              : 022
Scanning page           : 001
Memory remaining        : 092%
```

---

*HINT: To print a list of all documents in your mailboxes, use the Added Feature "Print report", refer to page 5-78 for instructions.*

---

*HINT: Your WorkCentre Pro 416 can be set to automatically print a report whenever a document is stored in one of its ITU-T mailboxes, either by a remote user or locally. Refer to "Changing Reports Defaults" on page 5-124.*

---

## Printing a Document Stored in a Local Mailbox

You need to know the type of mailbox and mailbox number the document was stored in. If the document is stored in a Confidential Mailbox with a password, you also need to know the password.

> ➢ Press the [Fax/Internet Fax] key.

> ➢ Press the [Mailbox] direct access key on flip panel 2.
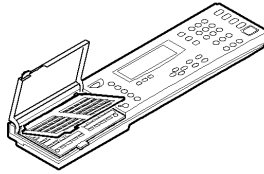
> ➢ Select the type of mailbox you want to print the document from:
>
> Select [Confidential] to access a confidential mailbox.
>
> Select [Bulletin board] to access a bulletin board mailbox.

> ➢ Press [Enter].

> ➢ To print the document, select [Print mailbox].

```
Mailbox
1. Confidential                          ▲
2. Bulletin board
3. Relay                                 ▼
```

```
Confidential
1. Print mailbox                         ▲
2. Send to mailbox
3. Poll from mailbox                     ▼
```

➤ Using the Numeric Keypad, enter number of the mailbox you want to use, then press [Enter].

➤ If necessary, enter the password, then press [Enter].

```
Print (Confidential)
Mailbox number (20 max) :

█
```

```
Print (Confidential)
Password (20 max) :

█
```

**NOTE:** If you selected Confidential mailbox and entered a password when creating mailbox, you must enter the same password to print the document.

The *WorkCentre Pro 416* prints the document from the mailbox you selected, then returns to the Ready mode.

```
Enter fax number (128max) :
Printing
Resolution  :  Standard    L/D :   Auto
 Added Features                             ▼
```

*HINT: To print a list of all documents in your mailboxes, use the Added Feature "Print report", refer to page 5-78 for instructions.*

## Deleting a Document Stored in a Local Mailbox

To delete documents stored in ITU-T mailboxes on your machine, you must know the type of mailbox, the box number and the password, if required.

➤ Press the [Fax/Internet Fax] key.

➤ Press the [Mailbox] direct access key on flip panel 2.
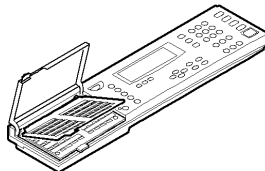
➢ Select the type of mailbox you want to delete from:

Select [Confidential] to delete a document from a confidential mailbox.

Select [Bulletin board] to delete a document from a bulletin board mailbox.

➢ Press [Enter].

```
Mailbox
1. Confidential                          ▲
2. Bulletin board
3. Relay                                 ▼
```

➢ To delete a document from a mailbox, select [Delete contents].

```
Confidential
1. Print mailbox                         ▲
2. Send to mailbox
3. Poll from mailbox                     ▼
         4. Store to mailbox
         5. Delete contents
```

➢ Using the Numeric Keypad, enter the mailbox number, then press [Enter].

```
Delete (Confidential)
Mailbox number (20 max) :

█
```

➢ If you entered a password when creating this mailbox, enter the password, then press [Enter].

The document stored in the mailbox is deleted.

```
Delete (Confidential)
Password (20 max) :

█
```

## Sending to a Remote Mailbox

The Send to Mailbox feature allows you to send a document to an ITU-T Mailbox on a remote machine. You can transmit a document to either a confidential mailbox or a bulletin board mailbox. You need to know the mailbox type, the mailbox number and if required, the mailbox password.

**NOTE:** For Bulletin Board transmissions, the remote machine must be setup with a password.

➢ Press the [Fax/Internet Fax] key.

➢ Ensure the originals have been loaded and the job features programmed.

➢ Press the [Mailbox] direct access key on flip panel 2.
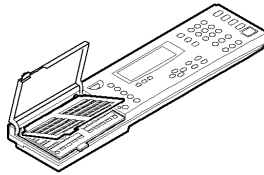


➢ Select the type of mailbox you want to send to:

To send to a Confidential mailbox, select [Confidential].

To send to a Bulletin Board mailbox, select [Bulletin board].

➢ Press [Enter].

```
Mailbox
1. Confidential                      ▲
2. Bulletin board
3. Relay                             ▼
```

> To send the document to a remote mailbox, select [Send to mailbox].

```
Confidential
1. Print mailbox                              ▲
2. Send to mailbox
3. Poll from mailbox                          ▼
```

> Using the Numeric Keypad, enter number of the mailbox you want to send to, then press [Enter].

> If you selected Bulletin Board, enter the password preset in the remote machine's Bulletin Board mailbox, then press [Enter].

```
Send (Confidential)
Mailbox number (20 max) :

█
```

> Using one of the dialing methods, enter the fax number of the remote mailbox station, then press [Enter] if necessary.

> The document is sent to the remote machine and stored in the box type you selected.

```
Send (Confidential)
Enter fax number or,
press Phonebook
or One touch key
```

## Polling a Remote Mailbox

To retrieve documents stored in an ITU-T mailbox of a remote machine, you need to know the type of box the document is stored in, and the mailbox number and if required, the mailbox password.

**NOTE:** When polling a remote Confidential mailbox, obtain the ITU-T mailbox number and password from the remote user.

➢ Press the [Fax/Internet Fax] key.

➢ Press the [Mailbox] direct access key on flip panel 2.
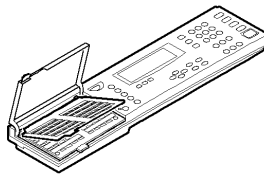
➢ Select the type of mailbox you want to Poll.

To poll a Confidential mailbox, select [Confidential].

To poll a Bulletin Board mailbox, select [Bulletin board].

➢ Press [Enter].

```
Mailbox
-----------------------------------
1. Confidential                    ▲
2. Bulletin board
3. Relay                           ▼
```

➢ To Poll the document from a remote mailbox, select [Poll from mailbox].

```
Confidential
-----------------------------------
1. Print mailbox                   ▲
2. Send to mailbox
3. Poll from mailbox               ▼
```

➢ Using the Numeric Keypad, enter number of the remote mailbox number you want to poll, then press [Enter].

> Poll (Confidential)
> ------------------------
> Mailbox number (20 max) :
>
> █

➢ If required, enter the password the remote mailbox you want to poll, then press [Enter].

> Poll (Confidential)
> ------------------------
> Password (20 max) :
>
> █

➢ Using one of the dialing methods, enter the fax number of the remote mailbox station you want to poll, then press [Enter] if necessary.

The remote machine is polled and the document retrieved from the mailbox specified.

> Poll (Confidential)
> ------------------------
> Enter fax number or,
> press Phonebook
> or One touch key

# Cover Sheet

The Cover Sheet feature attaches a cover sheet to the top of a document being transmitted. The cover sheet can include a unique image such as your company logo, as well as your station ID, the receiving station's ID and the page count. Using the Cover Sheet feature replaces the routine of manually sending a cover sheet each time you send a document.

**NOTE:** .To use the cover sheet option, the cover sheet feature must first be enabled and the cover sheet created using the default settings. Refer to "Changing the Fax Defaults" on page *5-105*.

Once you enable the Cover Sheet feature and create a Cover Sheet image (if required), perform the following steps when sending a document:

➢ Press the [Fax/Internet Fax] key.

➢ Ensure the originals have been loaded and the job features programmed.

➢ Press the [Cover Sheet] direct access key on flip panel 2.
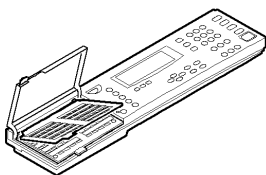
➢ Select the Cover Sheet option required.

➢ If [Send] is selected, use the Keyboard on flip panel 3 to enter the recipient's name and a sender's name, then press [Enter]. The document is transmitted with cover sheet.

➢ If [Print] is selected, the Cover Sheet is printed.

Cover sheet
1. Send
2. Print

### Cover Sheet Options

**Send** Use this option to attach a cover sheet when sending the documents. Enter the fax recipients details if required.

**Print** Use this option to print a cover sheet.

## Menu Map

The Menu Map is a list of all machine features and settings in a report format.

➢ Press the [Fax/Internet Fax] key.

➢ Press the [Menu Map] direct access key on flip panel 2.
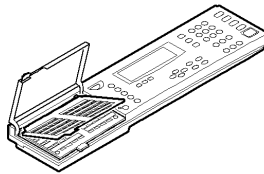
The Menu Map prints, then the machine returns to the Ready mode.

```
Enter fax number (128max) :
Printing
Resolution  :  Standard   L/D :   Auto

 Added Features                                    ▼
```

# Added Features

Added Features contains features appropriate for your more advanced fax jobs.

Use the instructions below to access and program the Added Features.

**NOTE:** When certain features are selected other features may become unavailable and will appear on the screen lighter or "greyed out". Some options are not available in all Markets and for every machine configuration, therefore feature numbering could vary.

➢ To view the Fax Added Features menu select [Fax/Internet Fax] and press the scroll key ⊙.

The Added Features menu displays each feature and its current setting.

```
Enter fax number (128max) :
Apr01 - 2001   11:30am   M   :   100%
Resolution   :   Standard   L/D :   Auto
Added Features                           ▼
```

➢ To program a feature, use the scroll keys ⊙ ⊙ to select the required feature and press [Enter].

```
1. Send options
2. Listen to dial tone          ▲
3. Number of pages
4. Secure receive               ▼
```

➢ Use the scroll key ⊙ to select your preferred choice e.g. [On].

➢ Press [Enter] to save the selection and return to the previous screen.

```
Listen to dial tone
1. Off                          ▲
2. On
                                ▼
```

# Send Options

There are five send options available:

- Secure Send

- Error correct - ECM

- Subaddress

- Send after scan

- Long original

## Secure Send

The Secure Send feature prevents your machine from sending to an incorrectly dialed number. With this function enabled, the dialed number is compared to the remote machine's ID telephone number.

The transmission is possible only when the numbers match.

**NOTE:** This feature is used for one operation. To set the secure send feature on all future transmissions, refer to "Changing the Fax Defaults" on page *5-105*.

➢ Use the scroll key ⬇ to select [Added Features].

➢ Use the scroll key ⬇ to select [Send options] and press [Enter].

➢ Use the scroll key ⬇ to select [Secure send] and press [Enter].

```
1. Send options
2. Listen to dial tone          ▲
3. Number of pages
4. Secure receive               ▼
```

```
1. Secure send      :  off
2. Error correct-ECM :  on     ▲
3. Subaddress       :  off
4. Send after scan  :  off     ▼
```

➢ Select the option required and press [Enter].

```
Secure send
1. Off                              ▲
2. On
                                    ▼
```

**Secure Send Options**

**Off**　　The feature is unavailable.

**On**　　Use this option to enable the Secure Send.

## Error Correct - ECM

This feature allows you to enable or disable the ECM mode for a single transmission, regardless of the Error Correct Mode default setting. Once that transmission is complete, the default status is regained.

➢ Ensure the originals have been loaded and the job features programmed.

➢ Use the scroll key ⌄ to select [Added Features].

➢ Use the scroll key ⌄ to select [Send options] and press [Enter].

➢ Use the scroll key ⌄ to select [Error correct-ECM] and press [Enter].

```
1. Send options
2. Listen to dial tone
3. Number of pages                  ▲
4. Secure receive
                                    ▼
```

```
1. Secure send      :  off
2. Error correct-ECM :  on
3. Subaddress       :  off           ▲
4. Send after scan  :  off
                                    ▼
```

➢ Select the option required and press [Enter].

| Error correct-ECM |
|---|
| 1. Off ▲ |
| 2. On ▼ |

**Error Correct - ECM Options**

**Off**    Use this option to switch off Error Correct Mode.

**On**    Use this option to send the document using Error Correct Mode.

## Subaddress

The Subaddress feature is used to send a document to a compatible remote fax machine and request that machine to forward the document to the final destination specified in the subaddress, normally on a Local Area Network (LAN). It is an alternate method to using remote mailboxes if you do not know whether there is a confidential or bulletin board mailbox on a remote *WorkCentre Pro 416* machine.

It can also be used to poll a document stored in a remote subaddress. This feature uses the ITU-T protocol and the subaddress to establish the routing request and works only with ITU-T compatible machines.

The following defines the SUB, SEP, and PWD subaddressing:

**Subaddress (SUB)**     Transmit a document to a remote subaddress.

**Selective Polling (SEP)**     Poll a document stored in a remote subaddress.

**Password (PWD)**     Add a password to SUB or SEP for secure communications.

**NOTE:** The subaddress can be up to 20 digits.

To communicate with a compatible ITU-T remote fax, you must obtain the subaddress and password (if required) from the remote user and include the information in this procedure.

The *WorkCentre Pro 416* uses the ITU-T mailbox number as the subaddress.

To communicate with a *WorkCentre Pro 416*, you must provide your subaddress and password (if required) to the remote user to access your mailbox. On the *WorkCentre Pro 416*, you can transmit and poll normal and secure documents to the ITU-T mailboxes. The password requirements are the same as for ITU-T mailboxing.

*HINT: The Mailbox direct access key is used to communicate with remote ITU-T mailboxes. Refer to page 5-47 for instructions.*

A subaddress can be stored with Speed Dial numbers and One Touch keys for remote users that require a subaddress every time.

*HINT: Refer to Chapter 7 - Phonebook, for information on storing subaddresses with Speed Dial numbers and One Touch keys. If you store the subaddress in the Speed Dial or One Touch setup, when dialing using this procedure the subaddress stored will be used.*

**Transmitting a Document to an ITU-T Subaddress:**

Use the following procedure to transmit a document to a subaddress

➢ Ensure the originals have been loaded and the job features programmed.

➢ Use the scroll key ⬇ to select [Added Features].

➢ Use the scroll key ⬇ to select [Send options] and press [Enter].

➢ Use the scroll key ⬇ to select [Subaddress] and press [Enter].

| 1. Send options |  |
| 2. Listen to dial tone | ▲ |
| 3. Number of pages |  |
| 4. Secure receive | ▼ |

| 1. Secure send | : | off |  |
| 2. Error correct-ECM | : | on |  |
| 3. Subaddress | : | off | ▲ |
| 4. Send after scan | : | off | ▼ |

➢ To communicate with a remote *WorkCentre Pro 416*, obtain and enter the remote ITU-T mailbox number. Select [Subaddress (SUB)] and press [Enter].

Subaddress
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
| 1. Done | ▲ |
| 2. Subaddress (SUB) |  |
| 3. Selective polling (SEP) | ▼ |

| 4. Password (PWD) |

➢ Use the Numeric Keypad to enter the remote subaddress and press [Enter].

```
Subaddress (SUB)
--------------------------------------
SUB (20 max) :


█
```

➢ To enter a password, select [Password (PWD)] and press [Enter].

```
Subaddress
--------------------------------------
1. Done                          ▲
2. Subaddress (SUB)
3. Selective polling (SEP)       ▼
        4. Password (PWD)
```

➢ Using the numeric keypad, enter the password required by the remote machine and press [Enter].

```
Password (PWD)
--------------------------------------
PWB (20 max) :


█
```

➢ To exit select [Done].

```
Subaddress
1. Done                          ▲
2. Subaddress (SUB)
3. Selective polling (SEP)       ▼
        4. Password (PWD)
```

➢ Using one of the dialing methods, enter the remote phone telephone number and press [Enter] and [Start] if necessary.

The document is sent to the remote fax machine and forwarded to the specified subaddress.

```
Enter fax number (128max) :
Apr01 - 2001  11:30am   M  :   100%
Resolution  :  Standard   L/D :   Auto
 Added Features                        ▼
```

**NOTE:** To transmit to a *WorkCentre Pro 416* ITU-T Bulletin Board Mailbox, the remote and local machines must have the same passwords.

**NOTE:** The sub address entered in this procedure overrides a subaddress programmed in a Speed Dial number or One Touch key.

**Polling a Document using a Subaddress:**

To communicate with a remote *WorkCentre Pro 416*, obtain and enter the remote ITU-T mailbox number. To poll a *WorkCentre Pro 416* ITU-T Confidential Mailbox, the remote and local machines must have the same password.

➢ Use the scroll key ⍒ to select [Added Features].

➢ Use the scroll key ⍒ to select [Send options] and press [Enter].

➢ Use the scroll key ⍒ to select [Subaddress] and press [Enter].

```
1. Send options
2. Listen to dial tone
3. Number of pages                     ▲
4. Secure receive
                                       ▼
```

```
1. Secure send      :   off
2. Error correct-ECM :  on            ▲
3. Subaddress       :   off
4. Send after scan  :   off           ▼
```

➤ Select [Selective polling (SEP)] and press [Enter].

```
Subaddress
- - - - - - - - - - - - - - - - - - - - - - - - - -
1. Done                                      ▲
2. Subaddress (SUB)
3. Selective polling (SEP)
                                             ▼
     4. Password (PWD)
```

➤ Use the Numeric Keypad to enter the remote subaddress and press [Enter].

```
Selective Polling (SEP)
- - - - - - - - - - - - - - - - - - - - - - - - - -
SEP (20 max) :


█
```

➤ To enter a password, select [Password (PWD)] and press [Enter].

```
Subaddress
- - - - - - - - - - - - - - - - - - - - - - - - - -
1. Done                                      ▲
2. Subaddress (SUB)
3. Selective polling (SEP)
                                             ▼
     4. Password (PWD)
```

➤ Using the numeric keypad, enter the password required by the remote machine and press [Enter].

```
Password (PWD)
- - - - - - - - - - - - - - - - - - - - - - - - - -
PWB (20 max) :


█
```

➤ To exit select [Done].

```
Subaddress
- - - - - - - - - - - - - - - - - - - - - - - - - -
1. Done                                      ▲
2. Subaddress (SUB)
3. Selective polling (SEP)
                                             ▼
     4. Password (PWD)
```

> Using one of the dialing methods, enter the remote phone telephone number and press [Enter] and [Start] if necessary.

The remote machine will be polled and the document retrieved.

```
Enter fax number (128max) :
Apr01 - 2001  11:30am   M  :   100%
Resolution  :  Standard   L/D :   Auto
 Added Features                        ▼
```

**NOTE:** The sub address entered in this procedure overrides a subaddress programmed in a Speed Dial number or One Touch key.

## Send After Scan

Once the Send After Scan Mode Default Setting is set to "OFF", this feature allows you enable the Send After Scan mode for a single transmission. Once that transmission is complete, the default status is reset.

> Ensure the originals have been loaded and the job features programmed.

> Use the scroll key ⊙ to select [Added Features].

> Use the scroll key ⊙ to select [Send options] and press [Enter].

> Use the scroll key ⊙ to select [Send after scan] and press [Enter].

```
1. Send options
2. Listen to dial tone
3. Number of pages              ▲
4. Secure receive               ▼
```

```
1. Secure send       :   off
2. Error correct-ECM :   on
3. Subaddress        :   off      ▲
4. Send after scan   :   off      ▼
```

➢ Select the option required
and press [Enter].

```
Send after scan
1. Off                                            ▲
2. On
                                                  ▼
```

**Send After Scan Options**

**Off**    The feature is unavailable.

**On**    Use this option to enable the Send After Scan feature.

Select the required Memory Full option:

- Delete Scan pages - select to delete the scanned pages if the memory becomes full.

- Send Scan pages - select to send the scanned pages if the memory becomes full.

## Long Original

When this function is turned on, a long original having a length of up to 1 metre (39.4 inches) can be transmitted.

➢ Ensure the originals have been loaded and the job features programmed.

➢ Use the scroll key ⊙ to select [Added Features].

➢ Use the scroll key ⊙ to select [Send options] and press [Enter].

➢ Use the scroll key ⊙ to select [Long original] and press [Enter].

```
1. Send options
2. Listen to dial tone          ▲
3. Number of pages
4. Secure receive               ▼
```

```
1. Secure send      :  off
2. Error correct-ECM :  on      ▲
3. Subaddress       :  off
4. Send after scan  :  off      ▼
        5. Long original    :   off
```

➢ Select the option required and press [Enter].

```
Long original
1. Off                          ▲
2. On
                                ▼
```

### Long Original Options

**Off**  The feature is unavailable.

**On**  Use this option to enable a long original to be transmitted.

> **NOTE:** The transmission of a long original is made only up to the length of 70 cm (27.5 inches), under the following conditions.
>
> This function is turned on and the direct transmission of the long original having the A3 (11 x 17 inch) width is attempted, to the receiving facsimile machine that is capable of receiving documents with the A4 (8.5 x 11 inch) width.
>
> When the transmission of a long original having a length exceeding 1 metre (39.4 inches) is attempted, a paper jam indication will result.
>
> When the Long original setting is on, transmission in the Superfine mode is disabled. In this case, transmission is always done in the fine mode even if Superfine is selected.

# Listen to Dial Tone

Enable this feature to listen to the fax tone during the send and polling operations for an individual job.

*HINT: To enable this feature for all send, receive, and polling operations, refer to Chapter 10 - Machine Setups & Defaults.*

➢ Ensure the originals have been loaded and the job features programmed.

➢ Use the scroll key ⊙ to select [Added Features].

➢ Use the scroll key ⊙ to select [Listen to dial tone] and press [Enter].

```
1. Send options
2. Listen to dial tone          ▲
3. Number of pages
4. Secure receive               ▼
```

➢ Select the option required and press [Enter].

```
Listen to dial tone
--------------------------------
1. Off                          ▲
2. On
                                ▼
```

## Listen to Dial Tone Options

**Off**   The feature is unavailable.

**On**   Select to hear the dial tone during a send or polling operation.

# Number of Pages

This feature allows you to set the total number of pages in a Direct Send job for the current job. You do not need to select this feature for Memory Send since the machine automatically totals the number of scanned images. If the incorrect number of pages is entered, the machine will notify the user that the page count is different.

The number of pages is printed in the header by the receiving machine.

**NOTE:** Ensure that the originals are in the same orientation as the media loaded in the paper tray.

➢ Use the scroll key ⬇ to select [Added Features].

➢ Use the scroll key ⬇ to select [Number of pages] and press [Enter].

➢ Using the Numeric Keypad, enter the total number of pages in the job, then press [Enter].

```
1. Send options
2. Listen to dial tone          ▲
3. Number of pages
4. Secure receive               ▼
```

```
Number of pages
- - - - - - - - - - - - - - - - - - - -
Pages (1-999) :
```

# Secure Receive (Manual)

The Secure Receive feature allows you to set specified times when documents can be received to memory. This feature is useful when private documents are expected. All documents are received to memory during the specified time, the user can then print the received documents by entering the 4-digit Security Code.

Once the Secure Receive mode is enabled you can enforce the Secure Receive mode at any time, even outside of the time period specified in the default setting.

*HINT: For instructions on enabling the Automatic Secure Receive option, refer to "Changing Fax Defaults" page 5-105.*

> Use the scroll key ⬇ to select [Added Features].

> Use the scroll key ⬇ to select [Secure Receive] and press [Enter].

> Select the option required and press [Enter].

```
1. Send options
2. Listen to dial tone          ▲
3. Number of pages
4. Secure receive               ▼
```

```
Secure receive
1. Start                        ▲
2. Stop
                                ▼
```

## Secure Receive Options

**Start**  Use this option to manually start a Secure Receive period.

**Stop**  Use this option to enter the 4-digit Secure Receive Security Code to terminate the Secure Receive mode for the current designated time period.

# Print Report

Use this option to print a report listing all the pending jobs or to print a mailbox report.

➢ Use the scroll key ⬇ to select [Added Features].

➢ Use the scroll key ⬇ to select [Print report] and press [Enter].

```
1. Send options
2. Listen to dial tone          ▲
3. Number of pages
4. Secure receive               ▼
    5. Print report
    6. Polling
    7. Menu map
```

➢ Select the option required and press [Enter].

```
Print report
- - - - - - - - - - - - - - - - -
1. Pending jobs                 ▲
2. Mailbox
                                ▼
```

## Print Report Options

**Pending jobs**    Use this option to print a list of all the jobs on the machine awaiting transmission.

**Mailbox**    Use this option to print a mailbox report.

# Polling

The Polling function allows you to poll a remote machine (Poll), set up a document to be polled by a remote machine (Scan to be polled), poll multiple remote machines during the same operation (Group poll), send a document to a remote machine and then retrieve a document from the machine (Send then poll) and poll remote machines at regular intervals (Continuous poll).

The Polling feature allows you to retrieve a document from a remote machine when you call that machine.

You can also transmit a document to a remote machine when the remote machine calls you.

## Poll

Use this procedure to poll a document from a remote machine. If the remote operator stored the document with a security code, you must enter that same security code to poll the document.

➤ Use the scroll key ⬇ to select [Added Features].

➤ Use the scroll key ⬇ to select [Polling] and press [Enter].

```
1. Send options
2. Listen to dial tone          ▲
3. Number of pages
4. Secure receive               ▼
        5. Print report
        6. Polling
        7. Menu map
```

➤ Use the scroll key ⬇ to select [Poll] and press [Enter].

```
Polling
- - - - - - - - - - - - - - - - -
1. Poll                         ▲
2. Scan to be polled
3. Send then poll               ▼
```

➢ If a security code is required, select [Yes] and press [Enter].

```
Poll
----------------------------------------
Add security code?                    ▲
1. Yes
2. No                                 ▼
```

➢ Enter the security code obtained from the remote operator and press [Enter].

➢ If no security code is required, press [No] and press [Enter].

```
Poll
----------------------------------------
Security code :


                                  ████
```
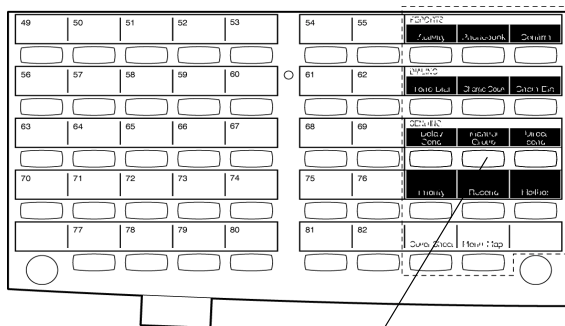
➢ Using one of the dialing methods, enter the fax number of the remote machine and press [Enter] and [Start] if necessary.

The machine dials the number and retrieves the document from the remote machine.

```
Poll
----------------------------------------
Enter fax number or,
press Phonebook
or One touch key
```

## Group Poll

Use this procedure to poll documents from multiple remote machines with one operation, using the Manual Group key or a preset Group Number.

A maximum of 50 groups can be preset for use with Multiple Polling Receptions.

*HINT: Group Polling can be initiated when a Group Number is set-up containing the Group Polling locations. Refer to Chapter 7 - Phonebook for instructions about setting up Group Numbers.*

.

➢ Use the scroll key ⬇ to select [Added Features].

➢ Use the scroll key ⬇ to select [Polling] and press [Enter].

```
1. Send options
2. Listen to dial tone          ▲
3. Number of pages
4. Secure receive               ▼
    5. Print report
    6. Polling
    7. Menu map
```

➢ Use the scroll key ⬇ to select [Poll] and press [Enter].

```
Polling
- - - - - - - - - - - - - - - - - - - -
1. Poll                         ▲
2. Scan to be polled
3. Send then poll               ▼
```

➢ If a security code is required, select [Yes] and press [Enter].

```
Poll
- - - - - - - - - - - - - - - - - - - -
Add security code?              ▲
1. Yes
2. No                           ▼
```

➢ Enter the security code obtained from the remote operator and press [Enter].

➢ If no security code is required, press [No] and press [Enter].

```
Poll
- - - - - - - - - - - - - - - - - - - -
Security code :


                          ▮▮▮▮
```

**NOTE:** All machines must use the same poll security code.

➢ If the Group numbers to be polled have been programmed as a Group in the phonebook, press Phonebook, select [Group] and enter the group number.

```
Poll
----------------------------------------
Enter fax number or,
press Phonebook
or One touch key
```

➢ If the Group has not been pre-programmed, press the [Manual Group] direct access key.



Direct Access Keys

➢ Using one of the dialing methods, enter the first number.

If the number is entered using a One Touch key, do not press [Enter]. If the number is entered using Keypad Dialing, you must press [Enter].

```
Manual group                         001
----------------------------------------
Enter fax number or,
press Phonebook
or One touch key
```

➤ To enter the next number select [Next destination] and press [Enter].

➤ Continue to enter numbers until all the Group Poll destinations have been entered.

| Manual Group | 001 |
|---|---|
| Next destination | ▲ |
| Review list | |
| Done | ▼ |

➤ Select [Done] and press [Start].

The machine dials each destination in turn to retrieve the documents waiting to be polled.

| Manual group | 001 |
|---|---|
| Next destination | ▲ |
| Review list | |
| Done | ▼ |

## Scan to be Polled

This feature stores documents in polling boxes on your machine to be retrieved by others. The following types of Polling boxes are available.

**Poll-once Box**    Documents stored in a poll-once box are cleared when they are polled. When storing a document to be polled, you can designate the following security options to be required by the polling machine when retrieving your documents.

- A 4-digit security code 0000 to 9999.

- The remote machine fax number.

- Both the remote machine fax number and a 4-digit security code.

Only one transmission can be reserved in a poll-once box without security options assigned.

If a document is stored in a Poll-once box (without security), you cannot store a document in a Multi-poll box.

**Multi-poll Box**    Documents stored in a multi-poll box are retained in memory regardless of how many times they are polled. No security options are available for multi-poll boxes.

Only one transmission can be reserved to a multi-poll box at a given time.

You can store a document to both a Poll-once box (with security) and a Multi-poll box.

**Storing a Document:**

This feature stores a document in a Poll-once box or a Multi-poll box and prepares your machine to be polled by a remote machine.

> ➤ Ensure the originals have been loaded and the job features programmed.

> ➤ Use the scroll key ⬇ to select [Added Features].

> ➤ Use the scroll key ⬇ to select [Polling] and press [Enter].

```
1. Send options
2. Listen to dial tone
3. Number of pages                    ▲
4. Secure receive
                                       ▼
        5. Print report
        6. Polling
        7. Menu map
```

> ➤ Use the scroll key ⬇ to select [Scan to be polled] and press [Enter].

```
Polling
1. Poll
                                       ▲
2. Scan to be polled
3. Send then poll
                                       ▼
```

> ➤ Select which type of box is required and press [Enter].

```
Scan to be polled
1. Poll-once box
                                       ▲
2. Multi-poll box
                                       ▼
```

- ➢ If [Poll-once box] is selected, select the security option required.

- ➢ To select no security, press [Done].

- ➢ To enter a security code, press [Security] and press [Enter].

- ➢ Enter a 4-digit security code using the numeric keypad and press [Enter].

*HINT: The remote user will required the security code to poll your machine.*

```
Poll-once box
1. Done                              ▲
2. Security            :   off
3. Secure fax number   :   off       ▼
```

```
Poll-once box
Security code :

                              ▮▮▮▮
```

- ➢ To enter the remote machine's fax number for added security, select [Secure fax number] and press [Enter].

- ➢ Using the numeric keypad enter the fax number (20 digits maximum) and press [Enter].

```
Poll-once box
1. Done                              ▲
2. Security            :   off
3. Secure fax number   :   off       ▼
```

```
Poll-once box
Secure fax number (20 max) :

```

NOTE: When the document is polled by the remote fax machine, the fax number is checked against the number entered here. If they match, the polling operation is allowed.

➢ Select [Done] and press [Enter].

➢ Select [Start] to scan the document to be polled.

  The document is scanned into memory and is waiting to be polled.

```
Poll-once box
1. Done                                    ▲
2. Security              :    off
3. Secure fax number  :   off              ▼
```

**NOTE:** If a document is already reserved in a Poll-once box and you select the same security features and numbers, or if a document is already reserved in a Multi-poll box, you are prompted to delete it, retain it or add the new document to it.

**To Replace or Add a Stored Document:**.

➢ Ensure the originals have been loaded and the job features programmed.

➢ Use the scroll key ⤓ to select [Added Features].

➢ Use the scroll key ⤓ to select [Polling] and press [Enter].

```
1. Send options
2. Listen to dial tone
3. Number of pages                         ▲
4. Secure receive                          ▼
         5. Print report
         6. Polling
         7. Menu map
```

➢ Use the scroll key ⤓ to select [Scan to be polled] and press [Enter].

```
Polling
1. Poll                                    ▲
2. Scan to be polled
3. Send then poll                          ▼
```

➢ Select which type of box is required and press [Enter].

```
Scan to be polled
1. Poll-once box                           ▲
2. Multi-poll box
                                           ▼
```

- If [Poll-once box] is selected, enter the same security details used previously.

- f [Multi-poll box] is selected, no security is required.

- Press [Enter].

```
Poll-once box
1. Done
2. Security          :     off
3. Secure fax number :     off
```

.

- Select the change option required:

  To delete and replace the stored document, select [Delete] and press [Enter]. The document is scanned.

  To add this document to the stored document select [Add] and press [Enter]. The document is scanned and assigned a job number.

```
Poll-once box
1. Delete
2. Add
3. Retain
```

```
Poll-once box
1. Delete
2. Add
3. Retain
```

.

  To retain the current stored document select [Retain], press [Enter] then press [Features].

  The machine returns to the Ready mode.

```
Poll-once box
1. Delete
2. Add
3. Retain
```

## Send then Poll

This feature performs two operations, transmit and poll, in a single operation. If the remote machine has a document set to be polled, the polling document is received after your document is sent, during the same call (this is a one time procedure).

➢ Ensure the originals have been loaded and the job features programmed.

➢ Use the scroll key ⓥ to select [Added Features].

➢ Use the scroll key ⓥ to select [Polling] and press [Enter].

```
1. Send options
2. Listen to dial tone
3. Number of pages          ▲
4. Secure receive           ▼
      5. Print report
      6. Polling
      7. Menu map
```

➢ Use the scroll key ⓥ to select [Send then poll] and press [Enter].

```
Polling
1. Poll                     ▲
2. Scan to be polled
3. Send then poll           ▼
```

➢ If a security code is required, select [Yes] and press [Enter].

```
Send then poll
Add security code?          ▲
1. Yes
2. No                       ▼
```

➢ Enter the security code obtained from the remote operator and press [Enter].

➢ If no security code is required, press [No] and press [Enter].

```
Send then poll
Security code :

                      ▮▮▮▮
```

➢ Select any additional fax options required for the job.

➢ Using one of the dialing methods, enter the fax number and press [Enter] and [Start] necessary.

The document is sent and the document set to poll at the remote machine is received. The machine then returns to Ready mode.

```
Enter fax number (128max) :
Apr01 - 2001  11:30am   M  :   100%
Resolution  :  Standard   L/D :  Auto

 Added Features                         ▼
```

## Continuous Polling

Use this procedure to poll the same machine or group of machines frequently, you can set up your machine to automatically perform this task on a regular schedule. When the Continuous Polling feature is active, your machine polls and receives documents from the designated machines, at the same time, on each day you have selected.

Only one Continuous Polling operation can be reserved at a time.

➢ Use the scroll key ⊙ to select [Added Features].

➢ Use the scroll key ⊙ to select [Polling] and press [Enter].
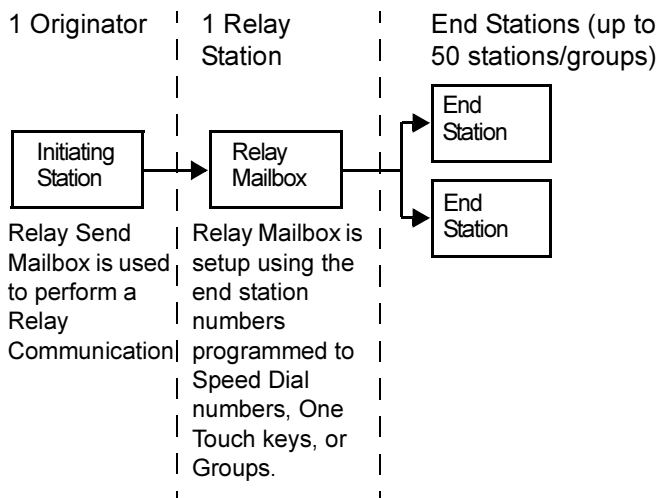
```
1. Send options
2. Listen to dial tone          ▲
3. Number of pages
4. Secure receive               ▼
        5. Print report
        6. Polling
        7. Menu map
```

➢ Use the scroll key ⊙ to select [Continuous polling] and press [Enter].

```
Polling
- - - - - - - - - - - - - - - - - - - - -
1. Poll                         ▲
2. Scan to be polled
3. Send then poll               ▼
        4. Continuous poll
```

➢ To select the start date and time for the continuous poll operation, select [Start] and press [Enter].

Continuous poll
- - - - - - - - - - - - - - - - - - - - - - - - - - - -
1. Clear current settings ▲
2. Enter fax number(s)
3. Start          : Mon 08:00am ▼
4. End            : Fri 05:00pm
5. Duration       : 9 Hours
6. Interval       : 10 min
7. Security       : off

➢ Using the scroll keys, select the day of the week and the time to start polling. Press [Enter].

Continuous poll
- - - - - - - - - - - - - - - - - - - - - - - - - - - -
Start Date & Time

Mon ⬍ 08:00 am ⬍

:

➢ To set the End Date, select [End] and press [Enter].

➢ Select the End Date using the scroll keys and press [Enter].

Continuous poll
- - - - - - - - - - - - - - - - - - - - - - - - - - - -
End Date

Fri ⬍

:

➢ Enter the duration of the continuous poll and the machine will calculate the end time automatically. Select [Duration] and press [Enter].

➢ Select the duration using the scroll keys and press [Enter].

Continuous poll
- - - - - - - - - - - - - - - - - - - - - - - - - - - -
Duration

09:00 ⬍

:

➢ Use the Interval option to set the length of time between polling calls. Select [Interval] and press [Enter].

```
Continuous poll
----------------------------------
Interval                        70min
 between call            :  10    ▲
                                10min
```

➢ Select the interval period required using the scroll keys. The period can be set between 10 and 70 minutes in 10 minute increments.

➢ Press [Enter].

➢ If a security code is required by the remote machine being polled, use the Security option. Select [Security] and press [Enter].

```
Continuous poll
----------------------------------
Enter security code :


                        ████
```

➢ Enter the 4-digit Security Code using the numeric keypad and press [Enter].

**NOTE:** If using a security code, all machines being polled must be set with the same code.

➢ To enter the fax numbers of the machines being polled, select [Enter fax number(s)] and press [Enter].

```
Poll (Confidential)
----------------------------------
Enter fax number or,
press Phonebook
or One touch key
```

➢ Using one the dialing methods enter the remote machines' fax numbers, and press [Enter] if necessary.

> Select [Add next number] to add another fax number.

> When you have finished entering all the fax numbers, select [Done] and press [Enter].

> Continuous Polling starts when the machine clock reaches the start time.

```
Continuous poll
1. Add next number          ▲
2. Done
                            ▼
```

**Deleting Continuous Poll Jobs:**

To modify the continuous poll operation, you must delete and re-enter the information.

➢ Use the scroll key ⬇ to select [Added Features].

➢ Use the scroll key ⬇ to select [Polling] and press [Enter].

```
1. Send options
2. Listen to dial tone
3. Number of pages                    ▲
4. Secure receive                     ▼
        5. Print report
        6. Polling
        7. Menu map
```

➢ Use the scroll key ⬇ to select [Continuous polling] and press [Enter].

```
Polling
1. Poll                               ▲
2. Scan to be polled
3. Send then poll                     ▼
        4. Continuous poll
```

➢ To clear the continuous poll settings entered, select [Clear current settings] and press [Enter].

```
Continuous poll
1. Clear current settings             ▲
2. Enter fax number(s)
3. Start          : Mon 08:00am       ▼
```

➢ Select [Yes] to clear the settings and press [Enter].

➢ To retain the continuous poll settings, select [No] and press [Enter].

```
Continuous poll
Clear current settings?               ▲
1. Yes
2. No                                 ▼
```

# Menu Map

The Menu Map is a printed list of all the machine features in a report format.

➢ Use the scroll key ⬇ to select [Added Features].

➢ Use the scroll key ⬇ to select [Menu map] and press [Enter].

```
1. Send options
2. Listen to dial tone
3. Number of pages          ▲
4. Secure receive           ▼
        5. Print report
        6. Polling
        7. Menu map
```

The menu map prints.

```
Menu map  . . . . . . . . . . . . . . . . . . . . . . . . .
                                    ▲

Printing accepted                   ▼
```

# ITU-T Relay Communications

Relay Communication allows you to send documents from your fax machine (initiating station) to one fax machine (relay station), which further sends them to additional fax machines (end stations). If you have several end stations in one or more regional areas you can save time and telephone expenses by setting up a relay system.

| 1 Originator | 1 Relay Station | End Stations (up to 50 stations/groups) |
|---|---|---|
| Initiating Station | Relay Mailbox | End Station |
| | | End Station |
| Relay Send Mailbox is used to perform a Relay Communication | Relay Mailbox is setup using the end station numbers programmed to Speed Dial numbers, One Touch keys, or Groups. | |

This section describes the procedure required for your machine to be used as the Initiating Station or the Relay Station.

# Sending a Relay Communication (Initiating Station)

Prior to sending a Relay Communication using your *WorkCentre Pro 416*, the remote machine being used as the Relay Station must be setup.

The relay station must program the end station fax numbers to Speed Dial numbers, One Touch keys or Group numbers. The relay station must provide any required passwords to the Initiating Station.

➢ Ensure the originals have been loaded and the job features programmed.

➢ Press the [Mailbox] direct access key.
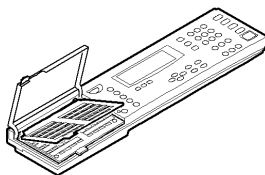
➢ Select [Relay] and press [Enter].

```
Mailbox
---------------------------------------------
1. Confidential                            ▲
2. Bulletin board
3. Relay                                   ▼
```

➢ Using the Numeric Keypad enter a relay box number, then press [Enter].

```
Send (Relay)
---------------------------------------------
Mailbox number (20 max) :

█
```

**NOTE:** A Password is required receive to a Relay Box.

> If a password is required, select [Yes] and press [Enter].

```
Send (Relay)
- - - - - - - - - - - - - - - - - - - - - - - - - - -
Setup password                              ▲
1. Yes
2. No                                       ▼
```

> Using the Numeric Keypad, enter the password, then press [Enter].

> If no password is required, select [No] and press enter.

```
Send (Relay)
- - - - - - - - - - - - - - - - - - - - - - - - - - -
Password (20 max) :

█
```

> Using one of the dialing methods, enter the fax number of the remote machine being used as the Relay Station. Press [Enter] and [Start] if required.

The document is sent to the Relay Station. The Relay Station will then retransmit the document to the specified End Stations.

```
Send (Relay)
- - - - - - - - - - - - - - - - - - - - - - - - - - -
Enter fax number or,
press Phonebook
or One touch key
```

# Setting up a Relay Station

To setup the *WorkCentre Pro 416* as a Relay Station, the end station fax numbers must be programmed into Speed Dial numbers, One Touch keys or a Group number.

NOTE: For instructions on setting up Speed Dial numbers, One Touch keys or Group numbers, refer to Chapter 7 - Phonebook, page *7-2*.

Once the fax numbers have been setup a Relay Mailbox is created. The end station numbers stored as Speed Dial numbers, One Touch keys or Group numbers are entered into the Relay Mailbox setup.

You can assign up to 100 Relay Mailboxes. Each relay box can contain up to 50 End Stations that are preset to Speed Dial numbers, One Touch keys or Groups.

➢ Press the [Mailbox] direct access key.
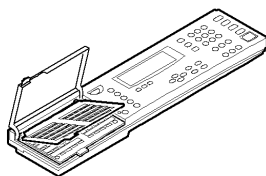
.

➢ Select [Mailbox setup] and press [Enter].

```
Mailbox
-------------------------------------
1. Confidential                    ▲
2. Bulletin board
3. Relay                           ▼
       4. Mailbox setup
```

➢ Select [Mailbox setup] and press [Enter].

```
Mailbox setup
-------------------------------------
1. Done                            ▲
2. Mailbox setup
3. Mailbox delete                  ▼
```

➢ Select the [Relay] as the type of Mailbox you want to create.

```
Mailbox setup
------------------------------------
1. Confidential                    ▲
2. Bulletin board
3. Relay                           ▼
```

➢ Using the Numeric Keypad enter a mailbox number, then press [Enter].

```
Mailbox setup (Relay)
------------------------------------
Enter mailbox new #
Mailbox number (20 max) :
█
```

➢ To assign a password, select [Yes] and press [Enter].

➢ Use the Numeric Keypad to enter the password you want to assign to this box.

➢ If you do not want to assign a password, select [No].

➢ Press [Enter].

```
Mailbox setup (Relay)
------------------------------------
Setup password                     ▲
1. Yes
2. No                              ▼
```

```
Mailbox setup (Relay)
------------------------------------
Password (20 max) :

█
```

The end station fax numbers can be entered using the Phonebook Dial key or the One Touch keys.

```
Relay end number
------------------------------------
Press Phonebook key
One touch key
```

➢ To use the phonebook, press the [Phonebook Dial] key and select Speed Dial, Alpha Dial or Group Dial and press [Enter].

➢ Enter the number or name required and press [Enter].

```
Phonebook
------------------------------------------------
1. Speed dial                                ▲
2. Alpha dial
3. Group dial                                ▼
```

```
Relay end number
------------------------------------------------
Speed dial (1-999) :

█
```

➢ To use the One Touch keys, press the One Touch key required.

```
Relay end number
------------------------------------------------
One touch key :                           22

Xerox
```

➢ To enter another end station fax number, select [Add next number] and press [Enter].

➢ Continue to enter the end station numbers until all the numbers have been entered.

```
Relay end number
------------------------------------------------
1. Add next number                           ▲
2. Done
                                             ▼
```

➢ When all the end station numbers have been entered, select [Done] and press [Enter].

```
Relay end number
------------------------------------------------
1. Add next number                           ▲
2. Done
                                             ▼
```

> To send a transmission report to an end station enter the fax number using one of the dialing methods and press [Enter] if necessary.

```
Relay transmission report
--------------------------------
Enter fax number or,
press Phonebook
or One touch key
```

> The mailbox setup screen displays. Select [Done] and press [Enter].

> To enable a remote machine to use your machine as a Relay Station, provide the mailbox number and password (if required) to the remote user.

```
Mailbox setup
--------------------------------
1. Done                          ▲
2. Mailbox setup
3. Mailbox delete                ▼
```

## Deleting a Relay Box

> Press the [Mailbox] direct access key.

➢ Select [Mailbox setup] and press [Enter].

```
Mailbox
- - - - - - - - - - - - - - - - - - - - - - - - - - -
1. Confidential                                    ▲
2. Bulletin board
3. Relay                                           ▼
     4. Mailbox setup
```

➢ Select [Mailbox delete] and press [Enter].

```
Mailbox setup
- - - - - - - - - - - - - - - - - - - - - - - - - - -
1. Done                                            ▲
2. Mailbox setup
3. Mailbox delete                                  ▼
```

➢ Using the Numeric Keypad, enter the box number you want to delete, then press [Enter].

```
Delete mailbox number
- - - - - - - - - - - - - - - - - - - - - - - - - - -
Mailbox number (20 max) :

█
```

➢ If required, enter the mailbox password.

```
Delete mailbox number
- - - - - - - - - - - - - - - - - - - - - - - - - - -
Password (20 max) :

█
```

The mailbox is deleted and the mailbox setup screen redisplays.

```
Delete mailbox number
- - - - - - - - - - - - - - - - - - - - - - - - - - -

Mailbox deleted
```

# Changing Fax Defaults

During manufacture, certain settings for features and functions of the *WorkCentre Pro 416* are programmed into the machine. Once the machine is installed, Machine Status can be used to change these settings to meet your individual requirements.

Using the instructions below and the settings table provided on the following pages, customize the Fax default settings to meet your faxing needs.

**NOTE:** Some options are not available in all Markets and for every machine configuration. Therefore, the feature numbers displayed could vary.

➢ To access the Fax defaults menu while in the Ready mode, press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➢ Ensure [Default settings] is selected and press [Enter].

Machine status
01. Default settings ▲
02. Print report
03. Initial setup ▼

➢ Use the scroll key ⊽ to select [Fax defaults] and press [Enter].

Default settings
01. Machine defaults ▲
02. Copy defaults
03. Fax defaults ▼

- ➢ Use the scroll key ⊙ to select the option required and press [Enter].

- ➢ Use the Fax Defaults table below to identify the settings available, select the setting required and press [Enter].

  The setting selected will become the default setting.

- ➢ When you have finished customizing the settings, press the [Features] key to return to Ready mode.

```
Fax defaults
--------------------------------
01. Phonebook setup           ▲
02. Line monitor
03. Receive interval          ▼
```

## Fax Defaults

The following table lists each Fax default option, the settings available for each option and a description of each setting.

**NOTE:** The default settings programmed in the factory are displayed in bold.

| Fax Default Option | Settings | Description |
|---|---|---|
| **Phonebook setup** | 01. Speed dials<br><br>02. Groups<br><br>03. One touch keys | Remote telephone numbers and e-mail addresses can be assigned to Speed Dial numbers and/or One Touch Keys using the Phonebook. The entries are used for Alpha Dialing, Speed Dialing, One Touch Dialing, Chain Dialing, Group Dialing and Polling Operations.<br><br>*HINT: Refer to Chapter 7 - Phonebook, for instructions on setting up and using the phonebook.* |

| Fax Default Option | Settings | Description |
|---|---|---|
| **Line monitor** | 01. Off<br><br>02. Always | Enable this feature to listen to the fax tone during the send and polling operations. |
| **Receive interval** | 01. Receive interval | Set the receive interval to between 0 and 15 minutes using the scroll keys. |
| **Error correct-ECM** | 01. Off<br><br>02. On | Error Correction Mode (ECM) is an internationally-recognized error correction system. It enables communications with clean images since it automatically re-sends any portion of the document affected by line noise or distortion.<br><br>Both the sender and the receiver must have the ECM feature to perform ECM communications.<br><br>**NOTE:** This feature cannot be accessed if a document is stored in memory. |

| Fax Default Option | Settings | Description |
|---|---|---|
| **Resolution** | 01. Standard | Recommended for text documents. It requires less communication time, but does not produce the best image quality for graphics and photos.<br><br>After selecting [Enter], program the Lighten/Darken default setting required. |
| | 02. Fine | Recommended for line art or fine text. It produces a resolution between superfine and standard.<br><br>After selecting [Enter], program the Lighten/Darken default setting required. |
| | 03. Superfine | Recommended for photos and halftones, or images that have grey tones. It requires more communication time, but produces the best image quality.<br><br>After selecting [Enter], program the Lighten/Darken default setting required. |
| **Lighten/Darken**<br>(accessed via 05. Resolution) | 01. Auto | Allows automatic adjustment to be made to the image quality of the output. |
| | 02. Manual | Allows you to select the image contrast level manually. |
| **Dial mode** | 01. Tone<br><br>02. Pulse | Your machine must be set to the dialing mode compatible with your telephone line requirements. The Dial Modes supported are tone and pulse. Pulse is sometimes referred to as rotary dial. If your machine is connected to a PBX system, you may need to enter a number to access the outside telephone line. |

| Fax Default Option | Settings | Description |
|---|---|---|
| **Redials** | 01.  Interval | When a document is reserved in memory and a job number is assigned, the machine automatically attempts to send the document according to the redial setting.<br><br>You can set the length of time between redial attempts. The redial interval range is from 1 to 15 minutes using the scroll keys.<br><br>**NOTE:** If the Resend Stored Fax feature is active and the machine exceeds the number of redials, your document is retained in memory. |
| | 02.  No. of redials | This option is used to set the number of times your machine redials a number.<br><br>Set the number of redial attempts between 0 and 14 using the scroll keys. |

| Fax Default Option | Settings | Description |
|---|---|---|
| **Answer mode** | 01. Auto answer | When the answer mode is set to Auto answer, the machine automatically answers and receives incoming fax calls. Use the Auto Answer mode if you have a dedicated phone line.<br>Select the number of times the phone must ring before the machine answers between 1 and 10 using the scroll keys. |
| | 02. Manual answer | Use the Manual Answer mode if you have a single line for fax and voice communications. The Manual Answer mode allows you to answer incoming calls manually. If an incoming call is a fax, you can receive the fax by pressing the [Start] key. |
| **Memory send** | 01. Off<br><br>02. On | With this option the machine first scans the document into memory, then dials the number and sends the fax. The Memory Send mode allows up to 100 jobs to be reserved and sent as the line becomes available. Any operation initiated using one of the dialing methods: One Touch, Speed Dial, Alpha, or Keypad Dialing is automatically performed as a Memory Send transmission. Set the Memory Send mode to [Off] to enable the Direct Send transmission mode. |

| Fax Default Option | Settings | Description |
|---|---|---|
| **Secure send** | 01. Off<br><br>02. On | When the Secure Send Mode is enabled, all transmissions are secure. The machine compares the number dialed to the remote machines ID telephone number and if the numbers match, the document is sent. |
| **Cover sheet** | 01. Off<br><br>02. On<br><br>03. On (Cover image) | The Cover Sheet feature attaches a cover sheet to the top of a document being transmitted.<br><br>To add an image to the cover sheet select the [On (Cover image)] option and when prompted, scan the image into the machine's memory.<br><br>The effective scanning image range is 150 mm (5.9 inches). Any image outside the specified range is discarded. This feature will store one image. If this procedure is repeated to store another image, a Delete or Retain prompt is displayed.<br><br>Once enabled the cover sheet is selected using the Cover Sheet direct access key. |
| **Resend stored fax** | 01. Off<br><br>02. On | With the Resend Stored Fax feature enabled, any document which exceeds the number of redials set is not cleared, but saved in memory for the specified length of time.<br><br>Enter the length of time to store the fax between 1 and 24 hours using the scroll keys.<br><br>*HINT: When the Resend Stored Fax feature is enabled, the stored time is recorded in the Pending Jobs Report.* |

| Fax Default Option | Settings | Description |
|---|---|---|
| **Send header** | 01. Off<br><br>02. Inside | When enabled, Send Header information is printed at the top of each page you send.<br><br>The Date, Start Time, Transmitting Station ID (department, name or telephone number), Transmission Serial Number, Page Number/Total Number of Pages and Receive Number is printed on each page. |
| **Send after scan** | 01. Dial while scan<br><br>02. Dial after scan | Enabling the Send After Scan Mode sets the machine to scan the originals into memory and then transmit from memory. The machine can dial the remote fax during or after scanning.<br>If the memory becomes full during the scanning, use the "When Memory Full" screen to set whether the machine should send the fax immediately or delete the scanned pages. |
| **Account code** | 01. Off<br><br>02. On | The Account Code feature allows you to enter an account number when transmitting documents to a remote machine. The account code is printed along with the transmission information on the Activity Report, allowing you to check the activity to that remote machine. |
| **Separator page** | 01. Off<br><br>02. On | Use this feature to print a separator page between each received fax. |

| Fax Default Option | Settings | Description |
|---|---|---|
| **Secure receive** | 01. Security Code<br><br>02. Security On/Off | The Secure Receive feature allows you to set specified times when documents can be received to memory. Users can print the received documents by entering the Security Code.<br><br>If using for the first time, enter a 4-digit security code when enabling the option. Make a note of the code somewhere safe.<br><br>To enable the Automatic Secure Receive Mode, enter a 4-digit security code and designate the day and time period for receiving documents to memory. To always receive documents to memory on designated days, use the All Day setting. |
| **Receive to memory** | 01. Off<br><br>02. On | If enabled, the machine automatically receives the document to memory if the printer is unavailable. If this feature is disabled, the machine does not answer the call if the printer is unavailable.<br><br>A receive to memory operation occurs if the paper tray is empty or the paper is jammed. The machine automatically prints the fax when the problem is corrected.<br><br>NOTE: If the memory becomes full while the machine is receiving a document, the machine terminates the operation but retains the pages it received successfully. |

| Fax Default Option | Settings | Description |
|---|---|---|
| **Reduce receive** | 01. Off<br>02. On | This function allows a reduction of the received image. When this feature is set to On and defined size copy paper is installed, the machine reduces longer size documents to fit on the paper.<br><br>If Off is selected the longer size document prints on two pages. |
| **Discard extra** | 01. Off<br>02. On | Using this feature, any portion of the document up to 10 mm (0.4 inches) that is longer than the recording area is discarded. If the excess portion is greater than 10 mm (0.4 inches), the document is printed on two pages.<br><br>In some cases the lower part of the document data may be lost. |
| **Refuse junk mail** | 01. Off<br>02. On | This feature prevents your machine from receiving documents from unknown senders. Documents are received only from those senders whose telephone numbers are programmed in your machine's phonebook.<br><br>**NOTE:** Refuse Junk Mail is effective only on incoming calls in the Auto Receive Mode. |
| **Receive header** | 01. Off<br>02. On | Using this option, a receive header is printed on each received page.<br>The Header Message ("RECEIVED"), Date, Start Time, Transmitting Station ID (Telephone number or Station name), Receiving Station ID (Telephone number or Station name) and Page Number (maximum 3-digits) are printed. |

# Fax Reports

Various Reports and Lists are available to help you confirm and monitor your fax activity. Reports can be set up to include specific information or to print automatically.

The following fax reports are available:

## Activity Report

The Activity Report contains the details of send and receive communications. Using the Activity Report Setup procedure, you can designate which reports are printed automatically and under what conditions.

The following information is printed on the Activity Report:

| Item | Description |
|------|-------------|
| Nbr. | Item number for each communication. |
| Job | File number of all communications. |
| Date/Time | Date and time when the communication started. |
| Duration | Length of communication time in minutes and seconds. |
| pgs | Number of pages sent or received (max. 999). |
| To | Remote name or facsimile number (mark is attached when the alternate number is used for sending.). |
| Dept. nbr | Department number that was entered for that job. |
| Account | Account number. |
| Mode | Communication mode*<br>EX: Exclusive Error Control Mode<br>G3: G3 Mode<br>EC: G3 Error Control Mode<br>ML: E-mail |

* The Code is displayed in 3 digits to the right of the Mode symbol.

CODE

G3 □□□

Encoded Data
Line Density Data
Transmission Speed

Example:

G3 5 0 2

MMR
8 pels/mm x 3.85/lines/mm
14400 bps
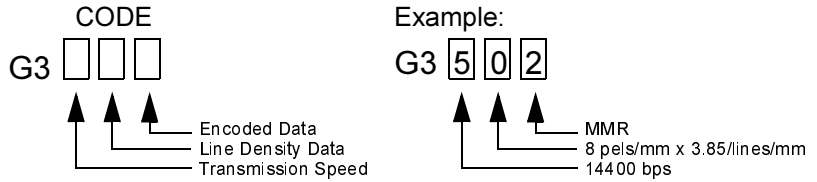
| Code | Transmission Speed | Code | Line Density | Code | Encoding |
|------|-------------------|------|--------------|------|----------|
| 0 | 2400 bps | 0 | 8 pels/mm x 3.85 lines/mm | 0 | MH |
| 1 | 4800 bps | 1 | 8 pels/mm x 7.7lines/mm | 1 | MR |
| 2 | 7200 bps | 2 | 8 pels/mm x 15.4 lines/mm | 2 | MMR |
| 3 | 9600 bps | 3 | — | 3 | JBIG |
| 4 | 12000 bps | 4 | 16 pels/mm x 15.4 lines/mm | | |
| 5 | 14400 bps | | | | |
| 6 | V.34 | | | | |

| Item | Description |
|------|-------------|
| Code | P Polling<br>R Relay<br>B Mailbox<br>BS ITU-T Mailbox |
| Status | Result status of communication and error codes.<br><br>OK - Successful<br><br>NG - Failure<br><br>2-digit error code<br><br>*HINT: Refer to Chapter 9 error code listings* |

# Fax/Poll/Relay Reports

## Confirmation Report

Confirmation Reports can automatically be printed by the *WorkCentre Pro 416* following each transmission, or only following transmissions where an error occurred. Using the setup procedure you can select which type of transmissions automatically print a Confirmation Report, and under which conditions the report is printed.

The Confirmation Report contains the same items as the Activity Report.

## Confirmation Report - Memory Send

The following information is printed on the Memory Send Confirmation Report:

| Item | Description |
|---|---|
| Job number | Job Number of transmission. |
| Date | Date and time that the job was accepted. |
| To | Remote name or facsimile number. |
| Number of pages | Number of pages of memory input. |
| Start time | Time when the transmission started. |
| End time | Time when the transmission ended (the time when a Resend Stored Fax transmission is designated and not transmitted). |
| Pages sent | Number of pages normally transmitted. |
| Status | "OK", or "NG" |
| Job Number | Job number and result status of communication. |

## Group Send Report

The following information is printed on the Group Send Report:

| Item | Description |
|---|---|
| Job number | Job Number of transmission. |
| Date | Date and time that the job was accepted. |
| Document pages | Number of pages of memory input. |
| Start time | Time when the transmission started. |
| End time (Resend until) | Time when the transmission ended (the time when a Resend Stored Fax transmission is designated and not transmitted.). |
| Successful nbrs. | List of Speed Dial or Group numbers where the transmission was sent. |
| Unsuccessful nbrs. | List of Speed Dial or Group numbers where an error occurred. Pages Sent - The number of pages normally transmitted. |

## Group Poll Report

The following information is printed on the Group Poll Confirmation Report:

| Item | Description |
| --- | --- |
| Job number | Job Number of transmission. |
| Date | Date and time that the job was accepted. |
| Start time | Time when the transmission started. |
| End time | Time when the transmission ended. |
| Successful nbrs. | List of Speed Dial or One Touch numbers where the transmission was sent. |
| Unsuccessful nbrs. | List of Speed Dial or One Touch numbers where an error occurred. |
| Not Available | Polling function is not available for E-mail communications.<br><br>When the E-mail address is included in a group, the address is printed. |

# Relay Originator Report

The following information is printed on the Relay Originator Confirmation Report:

| Item | Description |
|---|---|
| Job number | Job Number of transmission. |
| Date | Date and time that the job was accepted. |
| To | Name or facsimile number transmitted. |
| Relay Box | Relay box number |
| Number of pages | Number of pages transmitted. |
| Start time | Time when the transmission started. |
| End time | Time when the transmission ended. |
| Pages sent | Number of pages normally transmitted when the transmission error is occurred. |
| Status | "OK", or "NG" |
| Job number | Job number and result status of communication<br><br>Image — Data image data of first page is reduce print. |

# Relay Station Report

The following information is printed on the Relay Station Confirmation Report:

| Item | Description |
|------|-------------|
| Job number | Job Number of transmission. |
| Date | Date and time that the job was accepted. |
| Number of pages | Number of document pages. |
| From | Originating Station name or telephone number. |
| Start time | Time when the transmission started for End Terminal. |
| End time | Time when the transmission ended. |
| Relay box | Relay box number for relay transmission |
| Successful nbrs. | List of Speed Dial, One Touch, or Group numbers where the transmission was sent. |
| Unsuccessful nbrs. | List of Speed Dial or Group numbers where an error occurred.<br>Pages — Sent The number of pages normally sent. |

# Relay Destination Report

The following information is printed on the Relay Destination Confirmation Report:

| Item | Description |
|------|-------------|
| Job number | Job Number of transmission. |
| Date | Date and time that the job was accepted. |
| Number of pages | Number of pages of memory input. |
| From | Originating Station name or telephone number. |
| Start time | Time when the transmission started. |
| End time | Time when the transmission ended. |
| Successful nbrs. | List of Speed Dial, One Touch, or Group numbers where the transmission was sent. |
| Unsuccessful nbrs. | List of Speed Dial, One Touch, or Group numbers where an error occurred. Pages Sent — The number of pages sent. |

# Reception Reports

Reception Reports can automatically be printed by the machine whenever a document is received at the Relay Station or into a Mailbox.

The following information is printed on the Reception Reports:

| Item | Description |
|---|---|
| Job number | Job number. |
| Mailbox nbr | Mailbox number. |
| Mailbox type | Mailbox Type: Confidential box, Bulletin board |
| Number of pages | Number of document pages entered. |
| From | Station through which the mail document was entered. |

## Local to Mailbox Report

A reception list automatically prints when the machine receives/stores a document in a local Mailbox.

## Remote to Mailbox Report

A reception list automatically prints when the machine receives/stores a document into a Mailbox from a remote party.

## Relay Station Report

A reception list automatically prints following a Relay Station Reception.

# Changing Reports Defaults

Using the instructions below and the Report Settings table provided to customize the Report default settings to meet your individual needs.

➢ Press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➢ Ensure [Default settings] is selected and press [Enter].

Machine status
--------------------------------
01. Default settings ▲
02. Print report
03. Initial setup ▼

➢ Use the scroll key ▼ to select [Report defaults] and press [Enter].

Default settings
--------------------------------
01. Machine defaults ▲
02. Copy defaults
03. Fax defaults ▼

04. Printer defaults
05. E-mail defaults
06. Report defaults

➢ There are three categories of reports, select the category required and program the report settings to meet your individual requirements.

Report defaults
--------------------------------
01. Activity report ▲
02. Fax/poll/relay
03. Reception reports ▼

> There are three categories of Reports defaults. Use the scroll key ▼ to select the option required and press [Enter].

> Use the Fax Defaults table below to identify the settings available, select the setting required and press [Enter].

The setting selected will become the default setting.

> When you have finished customizing the settings, press the [Features] key to return to Ready mode.

```
Report defaults
- - - - - - - - - - - - - - - - - - - - - - -
01. Activity report                        ▲
02. Fax/poll/relay
03. Reception reports                      ▼
```

## Report Defaults

The following table lists each Report default option, the settings available for each option and a description of each setting.

| Fax Default Setting | Options | Description |
|---|---|---|
| **Activity report** | 01. Set report format | When [Set report format] is selected, you can choose which activity is printed on the activity report when the [Activity] key is pressed. The options are [Sent & Received], [Sent] or [Received]. |
| | 02. Auto print | When [Auto print] is selected the machine automatically prints an Activity Report of all transmit and receive communications after 150 communications occur. |

| Fax Default Setting | Options | Description |
|---|---|---|
| **Fax/poll/relay** | 01. Confirmation report | Prints transmission results for a Direct Send transmission. <br><br> ➢ To automatically print a report after a Direct Send, select [Always]. <br><br> ➢ To automatically print a report when an error occurs, select [Error only]. <br><br> ➢ To disable the report feature, select [Off]. |

| Fax Default Setting | Options | Description |
|---|---|---|
| | 02. Confirm. Memory send | Prints Memory Send Transmission results.<br><br>➢ To automatically print a report after a Memory Send, select [Always].<br><br>➢ To automatically print a report when an error occurs, select [Error only].<br><br>When [Always] or [Error only] is selected, you can use the [Show first fax image] option to print the first page of the fax on the report.<br><br>➢ To disable the report feature, select [Off]. |
| | 03. Group send report | Prints Group Transmission results.<br><br>➢ To automatically print a report after a Group Send, select [Always].<br><br>➢ To automatically print a report when an error occurs, select [Error only].<br><br>When [Always] or [Error only] is selected, you can use the [Show first fax image] option to print the first page of the fax on the report.<br><br>➢ To disable the report feature, select [Off]. |

| Fax Default Setting | Options | Description |
|---|---|---|
| | 04.  Group poll report | Prints Group Polling Transmission results. <br><br> ➢ To automatically print a report after a Group Poll, select [Always]. <br><br> ➢ To automatically print a report when an error occurs, select [Error only]. <br><br> ➢ To disable the report feature, select [Off]. |
| | 05.  Relay originator | Prints results for Relay Transmissions initiated by the Originator Station. <br><br> ➢ To automatically print a report after a Relay Transmission initiated by the Originator Station, select [Always]. <br><br> ➢ To automatically print a report when an error occurs, select [Error only]. <br><br> When [Always] or [Error only] is selected, you can use the [Show first fax image] option to print the first page of the fax on the report. <br><br> ➢ To disable the report feature, select [Off]. |

| Fax Default Setting | Options | Description |
|---|---|---|
| | 06.   Relay station | Prints results for Relay Transmissions initiated by the Relay Station. |
| | | ➤ To automatically print a report after a Relay Transmission initiated by the Relay Station, select [Always]. |
| | | ➤ To automatically print a report when an error occurs, select [Error only]. |
| | | When [Always] or [Error only] is selected, you can use the [Show first fax image] option to print the first page of the fax on the report. |
| | | ➤ To disable the report feature, select [Off]. |
| | 07.   Relay destination | Prints Relay Destination Station results sent from the Relay Station to the Originator Station, and printed by the Originator Station. |
| | | ➤ To automatically print a Relay Destination report, select [Always]. |
| | | ➤ To automatically print a report when an error occurs, select [Error only]. |
| | | When [Always] or [Error only] is selected, you can use the [Show first fax image] option to print the first page of the fax on the report. |
| | | ➤ To disable the report feature, select [Off]. |

| Fax Default Setting | Options | Description |
|---|---|---|
| **Reception reports** | 01. Local to mailbox | A reception list automatically prints when the machine receives/stores a document in a local Mailbox.<br><br>➢ To automatically print a Local Mailbox Reception Report, select [On] or to disable select [Off]. |
| | 02. Remote to mailbox | A reception list automatically prints when the machine receives/stores a document into a Mailbox from a remote party.<br><br>➢ To automatically print a Remote Mailbox Reception Report, select [On] or to disable select [Off]. |
| | 03. Relay station | A reception list automatically prints following a Relay Station Reception.<br><br>➢ To automatically print a Relay Station Reception Report, select [On] or to disable select [Off]. |

# 6 Internet Fax and Scan to Email

This chapter contains information about the *Internet Fax* and *Scan to Email* function and the features available. It gives step by step instructions on how to send and receive E-mails using Internet Fax and Scan to Email.

## Standard Features

**Resolution**
- Default
- Custom

**Lighten/Darken**
- Auto
- Manual

**Original type**
- Photo
- Text/Photo
- Text

# Overview

Internet Fax and Scan to Email enable you to send or receive documents and E-mail through the Internet instead of the public telephone line.

Using these functions you can:

- Send or receive documents between other *WorkCentre Pro* machines with the Internet Fax and Scan to Email capability over the internet.

- Send documents to E-mail addresses.

- Receive and print E-mail messages from PC's and workstations.

- Send documents to G3 fax machines through the Internet and another *WorkCentre Pro 416*.

**NOTE:** The capabilities vary according to the type of your Incoming E-mail server, the POP server or SMTP server.

To use the Internet Fax and Scan to Email functions, the E-mail account information and the default settings for E-mail need to be setup by your System Administrator.

# Internet Fax and Scan to Email Procedure

**Quick Pathway**

> Load the Originals.
> Choose the features required.
> Enter the E-mail address.
> Press [Start].

Before sending an internet fax or scanning to e-mail identify what is to be sent, the E-mail address and any special programming requirements. Use the following steps to send an e-mail.

**NOTE:** Press [CA] twice to clear or cancel any previous programming selections before starting.

## 1. Load the Originals

A choice of document input areas is available. These are:

- An automatic document feeder (ADF) and a duplex automatic document feeder (DADF) for multiple single sided originals.

- A document glass for single or bound originals.

### Automatic Document Feeder (ADF) and Duplex Automatic Document Feeder (DADF)

Up to 50 originals can be scanned at one time using the document feeder. Ensure the originals are of the same size, in good condition and all staples or paper clips removed. Originals should be 60 - 120g/m$^2$ (16 - 32 lb) and A4 (8.5 x 11 inch) long edge feed or A5 to A3 (5.5 x 8.5 to 11 x 17 inch) short edge feed.

The effective scanning width is 216mm (8.5 inches).

- ➢ Remove all staples and paper clips before placing the originals into the document feeder.

- ➢ If necessary, adjust the sliding guides to the paper size required.

- ➢ Insert the originals neatly into the document feeder, face up.

  The first page should be on top with the headings towards the back or left of the machine.

- ➢ Align the stack with the left and rear edges of the document feeder tray and adjust the guides to just touch the front and rear edges of the originals.

Sliding guides

## Document Glass

The document glass should be used for single originals. Originals should be 50 - 120g/m$^2$ (14 - 32 lb) and up to a maximum size of A3 (11 x 17 inch).

The effective scanning width is 216mm (8.5 inches).

When loading the original on the document glass, the original paper size must be designated.

| For European Version | For North America |
|---|---|
| A4 (Portrait) | Letter (8.5 x 11) |
| A4R (Landscape) | Letter (8.5 x 11R) |
| A3R (Landscape) | Legal (8.5 x 14R) |
| A5R (Landscape) | Ledger (11 x 17R) |
| Letter (Portrait 8.5 x 11) | Statement (5.5 x 8.5R) |
| Letter (Landscape 8.5 x 11R) | Computer (10.125 x 14) |
| A4 (Portrait) | A4R (Landscape) |

Avoid the following types of originals which can cause jams:

- Torn, wrinkled, curled, or folded sheets
- Sheets with punched holes
- Transparencies
- Sheets with paper notes attached
- Coated or shiny sheets
- Carbon or carbon backed sheets

➢ Raise the document feeder or the document glass cover if fitted.

➢ Position the original face down on the document glass. Align it with the registration arrow in the rear left corner.

➢ Lower the document feeder or document glass cover.

On completion of the internet fax job ensure the document glass cover is fully closed.

**NOTE:** For instructions on scanning multiple originals using the document glass, refer to "Building a Job" on page *6-11*.
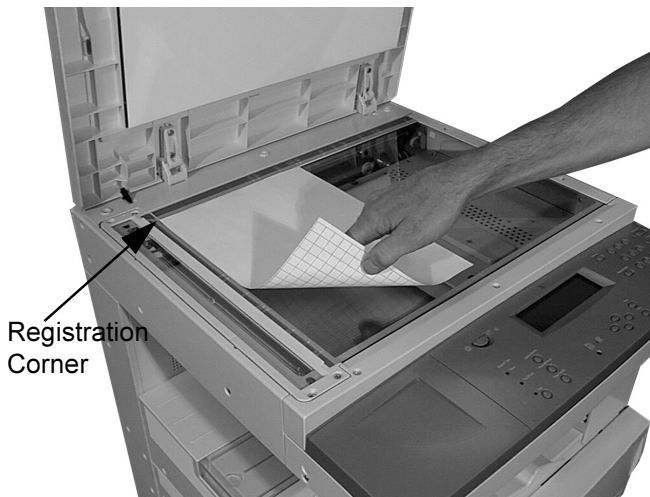
Registration Corner

# 2. Press the Features Key

➢ Press [Features].

➢ Press the [Fax/Internet Fax] key twice or press the [Scan to Email] key.

Fax/Internet Fax Key

Scan to Email Key
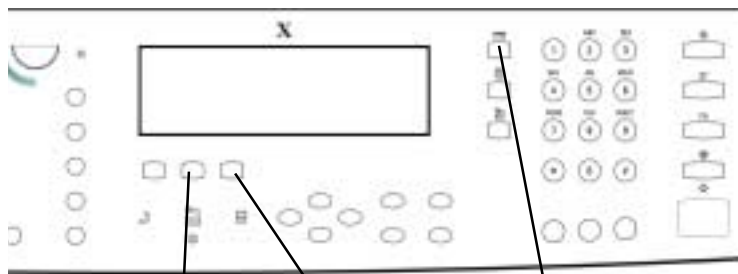
Features Key

➢ Ensure that the "Enter E-mail address" screen is displayed.

```
Enter E-mail address (256max) :
Apr01 - 2001  11:30am   M   :   100%
Resolution  :  200dpi      L/D :   Auto
Added Features                        ▼
```

# 3. Select the Features

There are three standard features available. The keys are located to the left of the LCD screen.

For most of the standard features, when the keys are pressed the LCD screen displays the choices which apply to each feature. Using the scroll keys, select the option required and press [Enter]. The initial screen displays the new selection.

For the Original Type feature, the options available are displayed on the Control Panel with an illuminated LED identifying which option is selected.

**NOTE:** Only those features relevant to the machine configuration will be available. The features not available in the menu are greyed-out.

For a more detailed explanation of the standard features available on the LCD screen please refer to the following pages:

- Resolution - page *6-15*

- Lighten/Darken - page *6-18*

- Original type - page *6-19*

# 4. Enter the E-mail Address

This feature allows you to enter the destination e-mail address by using the Keyboard (located on Flip Panel 3) and the Numeric Keypad.

➢ Use the Keyboard on flip panel 3 and the Numeric Keypad to enter the e-mail address of the recipient.
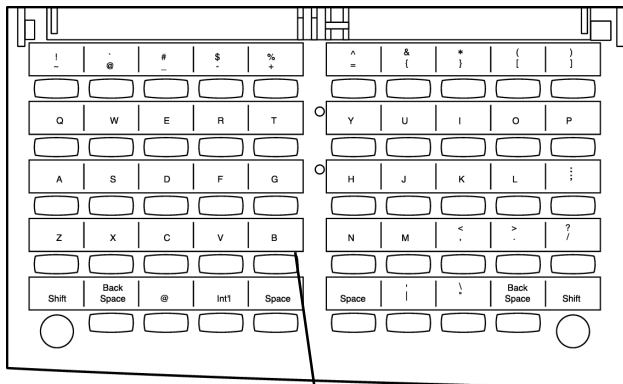
Keyboard - Flip Panel 3

```
jojo@xerox.com
Apr01 - 2001   11:30am   M  :   100%
Resolution  :  200dpi        L/D :   Auto
                                              ▼
```

There are several methods available for entering e-mail addresses, including using the Speed Dial number and One Touch key functions.

*HINT: For information about setting up Speed Dial numbers and One Touch keys refer to "Chapter 7 - Phonebook".*

# 5. Press Start

➢ Press [Start].

➢ Each original is scanned once only.

Start key
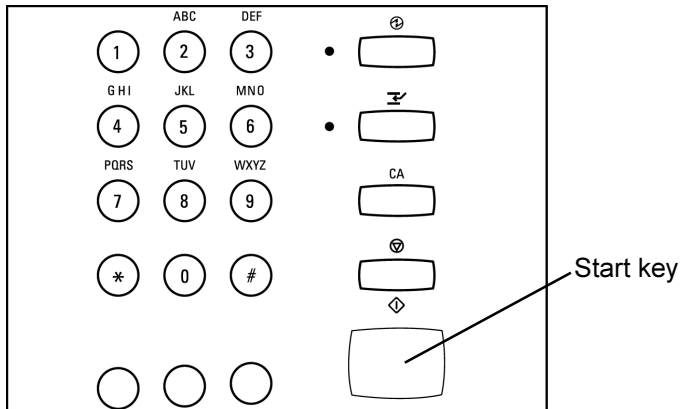
➢ If using the document glass, select the original size and press [Enter] or [Start].

The machine scans the originals and sends the e-mail.

Select original size

A4

A3

A4

# Building a Job

Use this feature to build a job that has multiple originals which require scanning using the document glass.

> ➤ Program the job and place the first original on the document glass.

> ➤ Press [Start].



**IMPORTANT: On document glass configuration machines a job can consist of up to five pages.**

> ➤ Use the scroll key ⊙ to select the original size and press [Start].

```
Select original size
- - - - - - - - - - - - - - - - - - - - - - - - - -
A4    ▯                              ▲
A4    ⬜
A3    ⬜                              ▼
```

> When the first original has finished scanning remove the original.

> To scan the next original, place it on the document glass and select [Yes] and press [Enter].

> Repeat the steps above for each original.

```
Scan next original
1. Yes                            ▲
2. No
                                  ▼
```

> After the last original has been scanned, use the scroll key (▼) to select [No] and press [Enter].

The machine will send the E-mail.

```
Scan next original
1. Yes                            ▲
2. No
                                  ▼
```

# Receiving an E-mail

The *WorkCentre Pro 416* can receive e-mails automatically or manually.

The following receiving modes are available:

| Receiving Mode | Description |
| --- | --- |
| Auto Receive | The machine accesses the E-mail server at regular intervals to check if any E-mails have been delivered. If an E-mail has been delivered, the machine automatically receives and prints out the E-mail. |
| Manual Receive | You can manually access the E-mail sever to check if any E-mails have been delivered. If an E-mail has been delivered, the machine receives and prints out the E-mail. |

## Auto Receive

To automatically receive e-mails from the E-mail server, set up the "Pop Time Setup".

**NOTE:** Instructions for the "Pop Time Setup" setup is provided in the System Administrator's guide.

## Manual Receive

To manually check if an e-mail has been received:

> ➤ Press the [Fax/Internet Fax] key twice.

> ➤ Select [Added Features] using the scroll key ⊙.

```
Enter E-mail address (256max) :
Apr01 - 2001   11:30am   M   :   100%
Resolution  :  200dpi        L/D :   Auto

 Added Features                              ▼
```

> ➤ Select [Check E-mail] and press [Enter].

```
1. Check E-mail
2. Menu map                                  ▲

                                             ▼
```

If an E-mail has been delivered to the E-mail server, the machine receives and prints out the E-mail.

# Standard Internet Fax and E-mail Features

The standard internet fax features are selected by using the Keys located on the control panel, to the left of the LCD.

**NOTE:** Some options are not available in all Markets and for every machine configuration, therefore feature numbering could vary.

## Resolution

```
         Quick Pathway

➢ Resolution
     ➢ Default
     ➢ Custom
```

Use the Resolution key to specify the Resolution, Compression and Paper size of the remote recipient of the E-mail.

➢ Press the [Resolution] key.

```
Enter E-mail address (256max) :
Apr01 - 2001   11:30am   M   :   100%
Resolution   :   200dpi       L/D :   Auto

 Added Features                              ▼
```

The default resolution is 200 x 200 dots per inch (dpi) for Internet Fax and 400 x 400 dpi for Scan to Email.

➢ If the resolution of the receiving machine is known, select the [Custom] option to change the setting and press [Enter].

➢ If the Receiver Resolution is known, select [Yes], if it is not known select [No] and press [Enter].

```
Resolution
Default (400 x 400)          ▲
Custom
                             ▼
```

```
Do you know the Receiver
resolution?
1. Yes                       ▲
2. No
                             ▼
```

➢ Select the Resolution of the Receiving machine and press [Enter].

```
Select Receiver resolution
1. 200 x 100                 ▲
2. 200 x 200
3. 200 x 400                 ▼
    4. 400 x 400
```

➢ If the Receiver Compression is known, select [Yes], if it is not select [No] and press [Enter].

➢ Select the appropriate Receiver Compression option and press [Enter].

```
Do you know the Receiver
compression?
1. Yes                       ▲
2. No
                             ▼
```

```
Select Receiver compression
1. MH                        ▲
2. MR
3. MMR                       ▼
    4. JBIG
```

➢ If the Receiver Paper Size is known, select [Yes], if it is not select [No] and press [Enter].

Do you know the Receiver paper size?
1. Yes ▲
2. No ▼

➢ Select the appropriate Paper Size option and press [Enter].

Select Receiver paper size
1. A4 ▲
2. B4
3. A3 ▼
4. 8.5 x 11
5. 8.5 x 14

# Lighten/Darken

Use this feature to adjust the image contrast of the original being scanned.

➢ Press the [Lighten/Darken] key.

➢ Using the scroll keys, select the Lighten/Darken option required for the job.

```
Enter E-mail address (256max) :
Lighten/        Auto                          ▲
  Darken:       Manual
                                              ▼
```

## Lighten/Darken Options

**Auto**　　Allows automatic adjustment to be made to the scanning contrast.

**Manual**　　Allows manual adjustment to be made to the contrast for scanning. There are 7 levels of lightness and darkness that can be set; press [<] or [>] to change these levels.

# Original Type

<div style="border: 1px solid; border-radius: 10px;">

**Quick Pathway**

➢ **Original Type**
  ➢ *Text*
  ➢ *Text/Photo*
  ➢ *Photo*

</div>

Use this feature to identify the type of document being scanned.

➢ Press the [Original Type] key until the selection appropriate for your originals is illuminated.
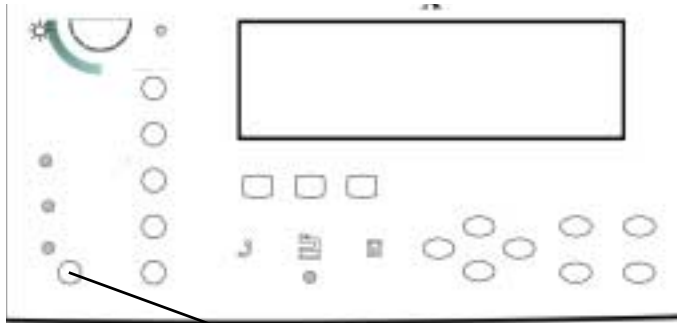


Original Type Key

## Original Type Options

**Text**  Use this setting for text, line art and originals with large solid areas. It produces text images, but might reduce the quality of halftone or photographic images.

**Text/Photo**  Senses the image and automatically selects the best text or photo option. Use this setting for combination of text and photos, or text and graphics.

**Photo**  Use this setting for photographs and images that have a continuous tone. However, it might reduce the sharpness of the text.

# Direct Access Keys

The 14 Direct Access Keys are located to the left of the Control Panel, on flip panel 2. To access the flip panels, lift the panel cover:

Flip Panel Cover

Direct Access Keys - Flip Panel 2

The Direct Access Keys can only be used if the Fax/Internet Fax or Scan to Email functions are selected. They are used to program some of the most frequently used Fax, Internet Fax and Scan to Email features automatically.

NOTE: Some options are not available in all Markets and for every machine configuration, therefore feature numbering could vary.

Some of the features have additional options which are programmed using the LCD.

Direct Access Keys
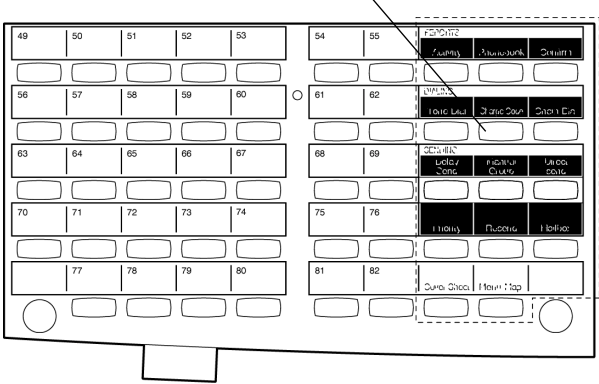


**NOTE:** If a feature is not available for Internet Fax or Scan to E-mail, a beep will sound when the option is pressed. An explanation of the available features is provided on the pages following.

# Activity Report

The Activity Report contains the details of send and receive communications and can be set to print automatically everytime a communication takes place or following every 150 communications.

To manually print an Activity Report:

➢ Press the [Fax/Internet Fax] key twice or press the [Scan to Email] key

➢ Press the [Activity] direct access key on flip panel 2.

➢ Select the Activity Report option required, then press [Enter].

```
Print number
------------------------------------
1. 1-50      (1 page)              ▲
2. 1-100     (2 pages)
3. 1-150     (3 pages)             ▼
```
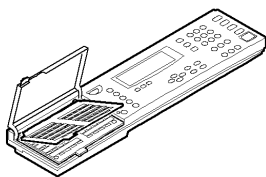
## Activity Report Options

**1 - 50**      Select this option to obtain a one page report showing the send and receive communications numbered 1 to 50.

**1 - 100**      Select this option receive a two page report showing the send and receive communications numbered 1 to 100.

**1 - 150**      Select this option o receive a three page report showing the send and receive communications numbered 1 to 150.

# Phonebook Report

Individual Phonebook reports can be printed alphabetically or by Speed Dial, One Touch or Group function. You can also print Speed Dial, One Touch and Group Phonebooks in a single operation by selecting All Reports.

## All Reports

To print all By Name, Speed Dial, One Touch and Group Phonebook Reports:

➢ Press the [Fax/Internet Fax] key twice or press the [Scan to Email] key.

➢ Press the [Phonebook] direct access key on flip panel 2.

➢ Select [All reports] and press [Enter].

The Phonebook Reports print, then the machine returns to Ready mode.

```
Phone book report
-------------------------------
1. By name                              ▲
2. Speed dials
3. Groups                               ▼
    4. One touch keys
    5. All reports
```
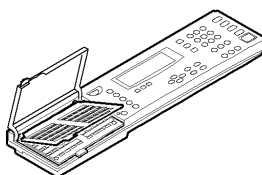
## By Name Phonebook Report

The Alphabetical order Phonebook Reports prints a list of all Remote Station names assigned to Speed Dial numbers, One Touch Keys, and Groups in alphabetical order.

The following information is printed on the By Name Report.

| Item | Description |
|---|---|
| Name | Names assigned to Speed Dial numbers, One Touch keys, or Groups. |
| Location | Numbers of Speed Dial numbers, One Touch Keys, or Groups. |
| Fax number / E-mail address | Fax numbers assigned to Speed Dial numbers, One Touch keys, or Groups ("◆" indicates an alternate number, SUB, SEP, PWD indicates a type of sub address). If entered, the registered E-mail address is also printed ("▮" indicates an E-mail address). |

To print the By Name Phonebook Report:

➢ Press the [Fax/Internet Fax] key twice or press the [Scan to Email] key.

➢ Press the [Phonebook] direct access key on flip panel 2.



➢ Select [By name] and press [Enter].

The Phonebook Report prints, then the machine returns to Ready mode.

```
Phone book report
1. By name                              ▲
2. Speed dials
3. Groups                               ▼
```

# Speed Dial Phonebook Report

The Speed Dial Phonebook Report prints a list of all Remote Station fax numbers or e-mail addresses assigned to Speed Dial numbers.

The following information is printed on the Speed Dial Phonebook Report.

| Item | Description |
|------|-------------|
| S.D. nbr | Speed Dial number. |
| Name | Remote ID. |
| Fax number / E-mail address | Fax numbers assigned to Speed Dial numbers, One Touch keys, or Groups ("◆" indicates an alternate number, SUB, SEP, PWD indicates a type of sub address).<br>If entered, the registered E-mail address is also printed ("▮" indicates an E-mail address). |
| Time | Delay Start time.<br>Both telephone and E-mail. |
| MON. | Line monitoring On/Off status.<br>Blank is indicated as Off status. |
| BPS | Communication speed limit (x 100).<br>Blank is indicated as no limit. |
| Report | Confirmation report On/Off status.<br>Both telephone and E-mail. |
| Mail mode | Resolution and Compression Support Symbol set on the E-mail address.<br>Resolution: 200 x 100, 200 x 200, 300 x 300, 200 x 400, 400 x 400.<br>Compression Support Symbol: MH, MR, MM, MMR, JB (JBIG). |

To print the Speed Dial Phonebook Report:

➤ Press the [Fax/Internet Fax] key twice or press the [Scan to Email] key.

➤ Press the [Phonebook] direct access key on flip panel 2.

➤ Select [Speed dials] and press [Enter].

The Phonebook Report prints, then the machine returns to the Ready mode.

```
Phone book report
1. By name                          ▲
2. Speed dials
3. Groups                           ▼
```

## One Touch Phonebook Report

The One Touch Phonebook Report prints a list of all Remote Station fax numbers or e-mail addresses assigned to One Touch Keys.

The following information is printed on the One Touch Phonebook Report.

| Item | Description |
|------|-------------|
| O.T. nbr | One Touch key number. |
| Name/Operation | The remote name, or the Speed Dial or Group name assigned to a One Touch Key. |
| S. D. / Fax number & E-mail | Speed Dial / Group or Fax number assigned to a One Touch key ("◆" indicates an alternate number, SUB, SEP, or PWD indicates type of sub address).<br>If entered, the registered E-mail address is also printed ("▮" indicates an E-mail address). |
| Time | Delay Start time.<br>Both telephone and E-mail. |

| Item | Description |
|------|-------------|
| MON. | Line monitoring On/Off status.<br>Blank is indicated as Off status. |
| BPS | Communication speed limit (x 100).<br>Blank is indicated as no limit. |
| Report | Confirmation report On/Off status.<br>Both telephone and E-mail. |
| Mail mode | Resolution and Compression Support Symbol set on the E-mail address.<br>Resolution: 200 x 100, 200 x 200, 300 x 300, 200 x 400, 400 x 400.<br>Compression Support Symbol: MH, MR, MM, MMR, JB (JBIG). |

To print the One Touch Phonebook Report:

➢ Press the [Fax/Internet Fax] key twice or press the [Scan to Email] key.

➢ Press the [Phonebook] direct access key on flip panel 2.



➢ Select [One touch keys] and press [Enter].

The Phonebook Report prints, then the machine returns to Ready mode.

```
Phone book report
- - - - - - - - - - - - - - - - - - - - - - - - - - - -
1. By name                               ▲
2. Speed dials
3. Groups                                ▼
     4. One touch keys
5. All reports
```

## Group Phonebook Report

The Group Phonebook Report prints a list of all One Touch keys or Speed Dial numbers registered as Group numbers.

The following information is printed on the Group Phonebook Report.

| Item | Description |
|---|---|
| Group number | Group number. |
| Name | Group name. |
| One Touch / Speed Dial Number | One Touch or Speed Dial numbers assigned to the group.<br>OT = One Touch Keys.<br>SD = Speed Dial numbers. |

To print the Group Phonebook Report:

➢ Press the [Fax/Internet Fax] key twice or press the [Scan to Email] key.

➢ Press the [Phonebook] direct access key on flip panel 2.

➢ Select [Groups] and press [Enter].

The Phonebook Report prints, then the machine returns to Ready mode.

```
Phone book report
1. By name                          ▲
2. Speed dials
3. Groups                           ▼
```

# Confirmation Report

A Confirmation Report can be set up to be printed automatically following each transmission or only when an error occurs. To request a confirmation report for an individual job, use the Confirm direct access key.

➢ Press the [Fax/Internet Fax] key twice or press the [Scan to Email] key.

➢ Ensure the originals have been loaded and the job features programmed.

➢ Press the [Confirm] direct access key on flip panel 2.

➢ Select the Confirmation Report option required, then press [Enter].

➢ Enter the E-mail address and press [Start] if required.
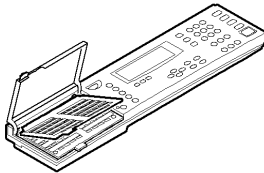
```
Confirmation report
1. Always                                 ▲
2. Errors only
3. Off                                    ▼
```

## Confirmation Report Options

**Always**    Use this option to print a confirmation report after the transmission.

**Errors only**    Use this option to print a confirmation report only if an error occurs during the transmission.

**Off**    The feature is unavailable.

# Manual Group

The machine can send a document to multiple E-mail addresses that you enter manually. You do not need to program the addresses as a group for this procedure. Enter addresses using the Keyboard (located on Flip Panel 3) and the Numeric Keypad, One Touch keys, or Speed Dial numbers.

➢ Press the [Fax/Internet Fax] key twice or press the [Scan to Email] key.

➢ Ensure the originals have been loaded and the job features programmed.

➢ Press the [Manual Group] direct access key on flip panel 2.
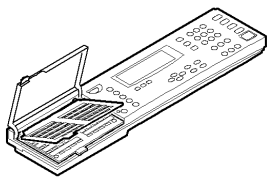
➢ Enter the first E-mail address using the Keyboard on flip panel 3, Phonebook Dial key or One Touch key.

If the address is entered using a One Touch key, do not press [Enter]. If the address is entered using the Keyboard on flip panel 3 or Keypad, you must press [Enter].

```
Manual group                      001
- - - - - - - - - - - - - - - - - - - -
Enter E-mail address or,
press Phonebook
or One touch key
```

➢ To enter the next address
  select [Next destination] and
  press [Enter].

➢ Continue to enter addresses
  until all the destinations have
  been entered.

| Manual group | 001 |
|---|---|
| **Next destination** | ▲ |
| Review list | |
| Done | ▼ |

➢ When you have entered all
  the addresses, select [Done]
  and press [Start].

| Manual group | 001 |
|---|---|
| Next destination | ▲ |
| Review list | |
| **Done** | ▼ |

# Added Features

Use the instructions below to access and program the Added Features.

**NOTE:** When certain features are selected other features may become unavailable and will appear on the screen lighter or "greyed out". Added Features are not available for the Scan to Email function. Some options are not available in all Markets and for every machine configuration, therefore feature numbering could vary.

➢ To view the Added Features menu select [Fax/Internet Fax] twice and press the scroll key ⊽.

The Added Features menu displays each feature and its current setting.

```
Enter E-mail address (256max) :
Apr01 - 2001   11:30am   M :   100%
Resolution   :  200dpi       L/D :   Auto
 Added Features                              ▼
```

➢ To program a feature, use the scroll keys ⊽ ⊼ to select the required feature and press [Enter].

```
1. Check E-mail
2. Menu map                                 ▲


                                            ▼
```

# Check E-mail

This option is used to manually check the E-mail server for received e-mails.

➢ Select [Added Features] using the scroll key ⬇.

```
Enter E-mail address (256max) :
Apr01 - 2001   11:30am   M  :   100%
Resolution   :  200 x 200  L/D :   Auto
Added features                          ▼
```

➢ Select [Check E-mail] and press [Enter].

```
1. Check E-mail
2. Menu map                             ▲

                                        ▼
```

If an E-mail has been delivered to the E-mail server, the machine receives and prints out the E-mail.

## Printing a Menu Map

The Menu Map is a list of all the machine features in a report format.

➢ Select [Added Features] using the scroll key ⬇.

```
Enter E-mail address (256max) :
Apr01 - 2001   11:30am   M  :   100%
Resolution   :  200dpi        L/D :   Auto
Added Features                          ▼
```

➢ Select [Menu map] and press [Enter].

The menu map prints.

```
1. Check E-mail
2. Menu map                             ▲

                                        ▼
```

# 7    *Phonebook*

Remote numbers and e-mail addresses can be assigned to Speed Dial numbers and/or One Touch Keys using the Phonebook.

This chapter provides instructions on planning, setting up and using the Phonebook for Fax, Internet Fax and Scan to Email functions.

# Setting up the Phonebook

Remote fax numbers and e-mail addresses can be assigned to Speed Dial numbers and/or One Touch Keys using the Phonebook. The numbers and addresses are used for Alpha Dialing, Speed Dialing, One Touch Dialing, Chain Dialing, Group Dialing and Polling Operations.

Once preset, these features allow you to send documents or make a telephone call to frequently used numbers by pressing a few keys.

To program a Group, each group member must first be assigned to a Speed Dial number or a One Touch key.

# Planning the Phonebook

When programming a remote fax number or e-mail address in a Speed Dial number or a One Touch key, you can include many fax options to use during the communication.

Use the following list as an aid in planning the Phonebook:

- Determine which fax numbers and addresses you want to assign to each One Touch key (up to 82 keys available) or Speed Dial number (up to 300 numbers available).

- Determine if a pause is required in the fax number. If your machine is connected to a PBX system, you may need to enter a pause so the system can connect to an outside line.
  To enter a 3 second pause, use the [Pause] key. Multiple 3 second pauses can be entered.

- Determine if you want to store a Charge Code. To enter and hide a charge code, press the [Charge Code] key after you have entered the fax number.

- Determine which Fax options and E-mail options you want to store with the One Touch key or Speed Dial number.

*HINT: Refer to page 7-18 for a list of the Fax options and page 7-20 for a list of the E-mail options available.*

- After programming the phonebook, print the Phonebook Reports to check the numbers and addresses have been entered correctly and keep a record of the entries made.
  Use the [Phonebook] key to access and print the required reports.

- Record the names associated with the One Touch keys on the One Touch label.

# Setting Up Speed Dial Numbers

Up to 300 numbers or E-mail addresses can be assigned to Speed Dial numbers 001 to 999.

An alternate fax number may be stored with the speed dial number. If the number dialed is busy, the alternate number is dialed after the redial attempts.

NOTE: The alternate number dialing function is not performed in Relay transmissions, polling receptions, or mailbox transmissions.

Once you assign a Speed Dial number and select options for that number, you can link the Speed Dial number to a One Touch key for faster programming. If you link the Speed Dial number to a One Touch key, you can use both methods to send the fax or e-mail.

## To Assign Speed Dial Numbers

➢ Press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➢ Ensure [Default settings] is selected and press [Enter].

```
Machine status
01. Default settings            ▲
02. Print report
03. Initial setup               ▼
```

➢ Use the scroll key ⊙ to select [Fax defaults] and press [Enter].

```
Default settings
01. Machine defaults            ▲
02. Copy defaults
03. Fax defaults                ▼
```

➢ Use the scroll key ⊙ to select [Phonebook setup] and press [Enter].

```
Fax defaults
01. Phonebook setup             ▲
02. Line monitor
03. Receive interval            ▼
```

➢ Use the scroll key ⊙ to select [Speed dials] and press [Enter].

```
Phonebook setup
01. Speed dials                 ▲
02. Groups
03. One touch keys              ▼
```

**Enter the Speed Dial Number:**

➢ Enter the required Speed Dial number (1 to 999), press [Enter].

```
Speed dial
Enter speed dial (1-999) :

                              █
```

**Enter the Speed Dial Name:**

➢ Select [Name] and press [Enter].

| Speed dial | 001 |
|---|---|
| 1. Done | ▲ |
| 2. Name | |
| 3. Fax number | ▼ |

4. Alternate fax number
5. Fax options
6. E-mail address
7. E-mail options

➢ Using the keyboard on flip panel 3, enter the name you want to assign to this Speed Dial number (20 characters maximum).
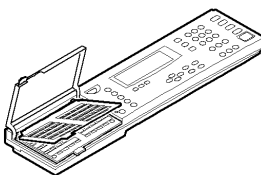
➢ Press [Enter].

Speed dial                                    001
Enter name (20 max) :

█

**Enter the Fax Number:**

➢ If this Speed Dial is to be used for sending faxes, select [Fax number] and press [Enter].

➢ Using the Numeric Keypad, enter the fax number you want to assign to the Speed Dial number (128 digits maximum)

➢ Press [Enter].

Speed dial                                    001
Enter fax number (128 max) :

█

**Enter the Alternate Fax Number:**

➢ Select [Alternate fax number] and press [Enter].

➢ Using the Numeric Keypad, enter the alternate number, then press [Enter].

```
Speed dial                              001
Enter alternate fax number :

█
```

**Select the Speed Dial Fax Options:**

➢ Select [Fax options], then press [Enter].

➢ Select [On] to enable Fax options if required and press [Enter].

The fax options menu displays. Refer to the Fax options table on page *7-18* and program the options required for the Speed Dial number.

➢ When you have finished programming the options required, select [Done] and press [Enter].

```
Fax options
1. Off                                    ▲
2. On
                                          ▼
```

```
Fax options
1. Done                                   ▲
2. Delay send
3. Confirmation report                    ▼
     4. Listen to dial
     5. Fax speed
     6. Subaddress
```

➢ If no Fax options are required, select [Off] and press [Enter].

```
Fax options
1. Off
2. On                          ▲

                               ▼
```

**Enter the E-mail Address:**

> If this Speed Dial is to be used for sending E-mails, select [E-mail address] and press [Enter].

> Enter the E-mail address you want to assign to the Speed Dial number (256 characters maximum) using the keyboard on flip panel 3 or the Phonebook Dial key.
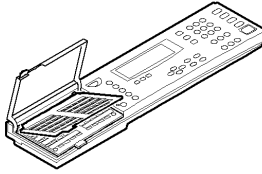
> Press [Enter].

```
Speed dial                    001
..................................
Enter E-mail address or
Press Phonebook key

```

**Select the Speed Dial E-mail Options:**

> Select [E-mail options], then press [Enter].

> Select [On] to enable E-mail options if required and press [Enter].

The E-mail options menu displays. Refer to the E-mail options table on page *7-20* and program the options required for the Speed Dial number.

> When you have finished programming the options required, select [Done] and press [Enter].

```
E-mail options
..................................
1. Off                          ▲
2. On
                                ▼
```

```
E-mail options
..................................
1. Done                         ▲
2. Confirmation report
3. Receiver capability          ▼
```

> If no E-mail options are required, select [Off] and press [Enter].

```
E-mail options
1. Off                              ▲
2. On
                                    ▼
```

> When you have finished setting up the Speed Dial number select [Done] then press [Enter].

```
Speed dial                      001
1. Done                             ▲
2. Name
3. Fax number                       ▼
      4. Alternate fax number
      5. Fax options
      6. E-mail address
      7. E-mail options
```

> To link this Speed Dial number to a One Touch key, press the required One Touch key.

  To exit without linking to a One Touch key press [Enter].

> Press the [Features] key to return to the Ready mode.

```
Speed dial                      001

Select one touch key or
Press ENTER if done
```

# Setting Up One Touch Keys

There are 82 One Touch keys which can be programmed with a single fax or E-mail destination, a Speed Dial number or a Group number.

An alternate fax number can be stored with the One Touch key. If the number dialed is busy, the alternate number is dialed after the redial attempts.

**NOTE:** The alternate number dialing function is not performed in Relay, Polling, or Mailbox communications.

## To Assign One Touch Keys

➢ Press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➢ Ensure [Default settings] is selected and press [Enter].

```
Machine status
01. Default settings          ▲
02. Print report
03. Initial setup             ▼
```

➢ Use the scroll key ⊙ to select [Fax defaults] and press [Enter].

```
Default settings
01. Machine defaults          ▲
02. Copy defaults
03. Fax defaults              ▼
```

➢ Use the scroll key ⊙ to select [Phonebook setup] and press [Enter].

```
Fax defaults
01. Phonebook setup           ▲
02. Line monitor
03. Receive interval          ▼
```

➤ Use the scroll key ⊙ to select [One touch keys] and press [Enter].

```
Phonebook setup
01. Speed dials                        ▲
02. Groups
03. One touch keys                     ▼
```

**Select the One Touch Key:**

➤ Press the required One Touch key (1 to 82).

```
One Touch key
Press One touch key :

```

**Enter the One Touch Name:**

➤ Select [Name] and press [Enter].

```
One Touch key                      03
1. Done                                ▲
2. Name
3. Fax number                          ▼
     4. Alternate fax number
     5. Fax options
     6. E-mail address
     7. E-mail options
```

➤ Using the keyboard on flip panel 3, enter the name you want to assign to this One Touch key (20 characters maximum).
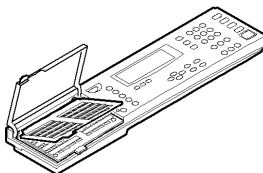
➤ Press [Enter].

```
One Touch key                      03
Enter name (20 max) :

█
```

**Enter the Fax Number:**

> ➢ If this One Touch key is to be used for sending faxes, select [Fax number] and press [Enter].

> ➢ Using the Numeric Keypad, enter the fax number you want to assign to the One Touch key (128 digits maximum).

> ➢ Press [Enter].

```
One Touch key                              03
------------------------------------------------
Enter fax number (128 max) :


█
```

---

*HINT: You can enter a pause or charge code in the primary and alternate fax numbers. To enter a pause, press the [Pause] key. To enter a charge code, press the [Charge Code] key after entering the fax number.*

---

**Enter the Alternate Fax Number:**

> ➢ Select [Alternate fax number] and press [Enter].

> ➢ Using the Numeric Keypad, enter the alternate number, then press [Enter].

```
One Touch key                              03
------------------------------------------------
Enter alternate fax number :
█
```

**Select the One Touch Fax Options:**

➤ Select [Fax options], then press [Enter].

➤ Select [On] to enable Fax options if required and press [Enter].

Fax options
1. Off ▲
2. On
▼

The fax options menu displays. Refer to the Fax options table on page *7-18* and program the options required for the One Touch number.

➤ When you have finished programming the options required, select [Done] and press [Enter].

Fax options
1. Done ▲
2. Delay send
3. Confirmation report ▼
4. Listen to dial
5. Fax speed
6. Subaddress

➤ If no Fax options are required, select [Off] and press [Enter].

Fax options
1. Off ▲
2. On
▼

**Enter the E-mail Address:**

➢ If this One Touch key is to be used for sending E-mails, select [E-mail address] and press [Enter].

➢ Enter the E-mail address you want to assign to the One Touch key (256 characters maximum) using the keyboard on flip panel 3 or the Phonebook Dial key.
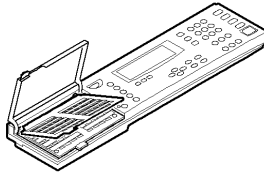
➢ Press [Enter].



```
One Touch key                    03
- - - - - - - - - - - - - - - - - - - - -
Enter E-mail address or
Press Phonebook key
```

**Select the One Touch E-mail Options:**

➢ Select [E-mail options], then press [Enter].

➢ Select [On] to enable E-mail options if required and press [Enter].

The E-mail options menu displays. Refer to the E-mail options table on page *7-20* and program the options required for the One Touch key.

➢ When you have finished programming the options required, select [Done] and press [Enter].

```
E-mail options
- - - - - - - - - - - - - - - - - - - - -
1. Off                            ▲
2. On
                                  ▼
```

```
E-mail options
- - - - - - - - - - - - - - - - - - - - -
1. Done                           ▲
2. Confirmation report
3. Receiver capability            ▼
```

➢ If no E-mail options are required, select [Off] and press [Enter].

```
E-mail options
1. Off                          ▲
2. On
                                ▼
```

➢ When you have finished setting up the One Touch key select [Done] then press [Enter].

```
One touch key              03
1. Done                         ▲
2. Name
3. Fax number                   ▼
      4. Alternate fax number
      5. Fax options
      6. E-mail address
      7. E-mail options
```

➢ To link this One Touch key to a Speed Dial number, enter the Speed Dial number required and press [Enter].

To exit without linking to a Speed Dial number press [Enter].

➢ Press the [Features] key to return to the Ready mode.

```
One touch key              03
Enter Speed dial number or
Press ENTER if done
```

## Modifying or Deleting Speed Dial or One Touch Settings

Use this procedure to change or delete a previously assigned Speed Dial number or One Touch key. When you select the number or key you want to change or delete, the "Already assigned" message displays.

➢ Press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➢ Ensure [Default settings] is selected and press [Enter].

```
Machine status
01. Default settings          ▲
02. Print report
03. Initial setup             ▼
```

➢ Use the scroll key ⊙ to select [Fax defaults] and press [Enter].

```
Default settings
01. Machine defaults          ▲
02. Copy defaults
03. Fax defaults              ▼
```

➢ Use the scroll key ⊙ to select [Phonebook setup] and press [Enter].

```
Fax defaults
01. Phonebook setup           ▲
02. Line monitor
03. Receive interval          ▼
```

➢ Use the scroll key ⏷ to select [Speed dials] or [One touch keys] and press [Enter].

➢ Enter the Speed Dial number or press the One Touch key which requires modifying or deleting.

```
Phonebook setup
01. Speed dials                    ▲
02. Groups
03. One touch keys                 ▼
```

➢ To delete the Speed Dial number or One Touch key, select [Delete] and press [Enter].

➢ To modify the information, select [Modify] and press [Enter].

Using the information in the previous section, modify the options as required.

➢ To retain the Speed Dial number or One Touch key information, select [Retain] and press [Enter].

➢ Press [Features] to return to the Ready mode.

```
Speed Dial                      001
1. Delete                          ▲
2. Modify
3. Retain                          ▼
```

**NOTE:** When modifying a Speed Dial number or One Touch key that has been linked, you do not have to re-apply the link. If you do, the machine prompts you to delete/modify/retain the original setting.

## Fax Options

Using the table below, identify the Fax Options required for the Speed Dial number or One Touch key and select the appropriate settings using the Fax Options menu.

| Fax Option | Options | Description |
|---|---|---|
| **Done** | 01.  Yes<br><br>02.  No | When you have selected all the required settings for the Speed Dial number or One Touch key, select Done to save the settings and return to the previous screen. |
| **Delay Send** | 01.  Time | Use Delay Send to enter a specific time to send the fax. Enter the time you want to start the job within 24 hours. For the 12 hours format select am/pm. |
| **Confirmation Report** | 01.  Off<br><br>02.  On | Select On to enable a confirmation report to print after a transmission using the Speed Dial number or One Touch key. |
| **Listen to Dial** | 01.  Off<br><br>02.  On | Select On to enable the dial tone to be heard during the transmission using the Speed Dial number or One Touch key. |
| **Fax Speed** | 01.  Fastest Possible | Select this option to send the fax using the fastest speed available. |
|  | 02.  14400 bps | This option sends the fax at 14400 bits per second. |
|  | 03.  9600 bps | This option sends the fax at 9600 bits per second. |
|  | 04.  4800 bps | Use this option to send the fax at the slowest speed of 4800 bits per second. This option is recommended for numbers which have regular transmission errors due to the poor line quality. |

| Fax Option | Options | Description |
|---|---|---|
| **Sub Address** | 01.  Done | Use Done to confirm the Sub Address selections entered and return to the previous screen. Is also used to skip the Sub Address feature if it is not required. |
| | 02.  Subaddress (SUB) | Use this option to send a document to a sub address location. Enter the numeric remote sub address when prompted (20 numeric digits maximum). |
| | 03.  Select Polling (SEP) | Use this option to poll a document from a sub address location. Enter the numeric remote sub address when prompted (20 numeric digits maximum). |
| | 04.  Password (PWB) | Use this option to add a password to the subaddress. Enter the numeric password when prompted (20 numeric digits maximum). |

## E-mail Options

Using the table below, identify the E-mail Options required for the Speed Dial number or One Touch key and select the appropriate settings using the E-mail Options menu.

| E-mail Option | Options | Description |
|---|---|---|
| **Done** | 01. Yes<br><br>02. No | When you have selected all the required settings for the Speed Dial number or One Touch key, select Done to save the settings and return to the previous screen. |
| **Confirmation Report** | 01. Off<br><br>02. On | Select On to enable a confirmation report to print after an E-mail is sent using the Speed Dial number or One Touch key. |
| **Receiver Capability** | 01. Resolution | Enter the resolution required for the E-mail receiver. Options are 200 x 100, 200 x 200, 200 x 400, and 400 x 400 dots per inch. |
| | 02. Compression | Enter the compression required for the E- mail receiver. Options are MH, MR, MMR and JBIG. |
| | 03. Paper size | Enter the paper size required for the receiver. |

# Setting Up Group Numbers

If you frequently send faxes or e-mails to the same group of recipients, you can assign their fax numbers or e-mail addresses to a Group. *Only Speed Dial or One Touch entries can be assigned to a Group*. Preset group numbers can also be used for polling.

It is a good idea to create the list of names and numbers or addresses required for the Group before you start programming the machine. The following table lists the information that will be requested and comments on each of the fields.

| Fields | Comments |
|---|---|
| Group Number | Any 50 numbers between 1 and 1999 (50 groups maximum). |
| Group Name | Maximum of 20 characters for each group. |
| Telephone Number/E-mail Address Designation | Designate fax numbers and E-mail addresses from those assigned to Speed Dial numbers or One keys. Maximum of 300 Speed Dial or 82 One Touch fax numbers or E-mail addresses can be entered in a group. |
| One Touch Key Assigning | Each group can be assigned to a One Touch key. |

## To Preset Numbers to a Group

Prior to setting up a Group, ensure all the group members have been already been programmed as a Speed Dial number or One Touch key.

**NOTE:** Instructions for programming Speed Dial numbers or One Touch keys start on page *7-3*.

➢ Press the [Machine Status] key located to the right of the LCD.

   The Machine Status menu displays the settings options.

➢ Ensure [Default settings] is selected and press [Enter].

Machine status
01. Default settings
02. Print report
03. Initial setup

➢ Use the scroll key ⊙ to select [Fax defaults] and press [Enter].

Default settings
01. Machine defaults
02. Copy defaults
03. Fax defaults

➢ Use the scroll key ⊙ to select [Phonebook setup] and press [Enter].

Fax defaults
01. Phonebook setup
02. Line monitor
03. Receive interval

➢ Use the scroll key ⊙ to select [Groups] and press [Enter].

Phonebook setup
01. Speed dials
02. Groups
03. One touch keys

- ➢ If the Group is to be used for sending Faxes, select [Fax number setup].

- ➢ If the Group is to be used for sending E-mails, select [E-mail address setup].

- ➢ Press [Enter].

```
Group
1. Fax number setup              ▲
2. E-mail address setup
                                 ▼
```

- ➢ Enter the required Group number (1 to 1999), press [Enter].

```
Group
Enter group number (1-1999) :

                                ▮
```

- ➢ Select [Name] and press [Enter].

```
Group                        0001
1. Done                          ▲
2. Name
3. Destinations                  ▼
```

- ➢ Using the keyboard on flip panel 3, enter the name you want to assign to this Group number (20 characters maximum).
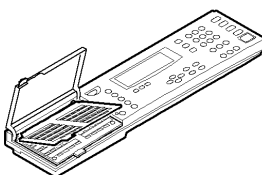
- ➢ Press [Enter].

```
Group                        0001
Enter name (20 max) :

▮
```

- ➢ Select [Destinations] and press [Enter].
- ➢ Press the One Touch key or enter the Speed Dial number you want to include in the group and press [Enter].

```
Group                        0001
............................................
Enter speed dial
or one touch key
```

- ➢ Select [Add next number] and press [Enter] add the next number to the group.
- ➢ Continue to add Speed Dial numbers and One Touch keys until all the entries have been made.
- ➢ When all the entries have been made, select [Done] and press [Enter].

```
Group                        0001
............................................
1. Add next number          ▲
2. Review list
3. Done                      ▼
```

```
Group                        0001
............................................
1. Add next number          ▲
2. Review list
3. Done                      ▼
```

- ➢ When you have finished programming the Group number, select [Done] and press [Enter].

```
Group                        0001
............................................
1. Done                      ▲
2. Name
3. Destinations              ▼
```

*HINT: Group transmissions are easier if a group is linked to a One Touch Key.*

➢ To assign this Group to a One Touch key, press the required One Touch key.

The Group setting initial screen redisplays.

To exit without assigning to a One Touch key press [Enter].

➢ Press [Features] to return to the Ready mode.

```
Group                          0001
- - - - - - - - - - - - - - - - - - - - -
Select one touch key or
Press ENTER if done

```

## Modifying or Deleting a Group Number

**NOTE:** When you enter the group number you want to change or delete, the "Already assigned" message displays.

➢ Press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➢ Ensure [Default settings] is selected and press [Enter].

```
Machine status
01. Default settings          ▲
02. Print report
03. Initial setup             ▼
```

➢ Use the scroll key ⬇ to select [Fax defaults] and press [Enter].

```
Default settings
01. Machine defaults          ▲
02. Copy defaults
03. Fax defaults              ▼
```

➢ Use the scroll key ⬇ to select [Phonebook setup] and press [Enter].

```
Fax defaults
01. Phonebook setup           ▲
02. Line monitor
03. Receive interval          ▼
```

➢ Use the scroll key ⬇ to select [Groups] and press [Enter].

```
Phonebook setup
01. Speed dials               ▲
02. Groups
03. One touch keys            ▼
```

➢ Select the type of Group to modify or delete, select [Fax number setup] or [E-mail address setup].

➢ Press [Enter].

```
Group
1. Fax number setup          ▲
2. E-mail address setup
                             ▼
```

**To Delete a Group:**

➢ Enter the Group number (1 to 1999), press [Enter].

```
Group
Enter group number (1-1999) :

                             ▮
```

➢ Select [Delete] and press [Enter].

The Group number is deleted.

```
Group                    0001
1. Delete                    ▲
2. Modify destinations
3. Retain                    ▼
```

**Modifying a Group:**

➢ Select [Modify destinations] and press [Enter].

```
Group                          0001
1. Delete                         ▲
2. Modify destinations
3. Retain                         ▼
```

➢ Using the scroll keys select the destination to be modified.

➢ Use the right scroll key to select [Modify] or the left scroll key to select [Delete].

```
002.        Sales Department        ▲
003.        Xerox Europe
004.        Xerox Supplies          ▼
  Delete        ◄   ►      Modify
```

➢ When you have completed the modifications, select the [Exit] key.

➢ Press the [Features] key to return to the Ready mode.

## Filling out the One Touch Label

As you assign phone numbers to the One Touch keys, use a pencil to fill in the location name on the One Touch Label.
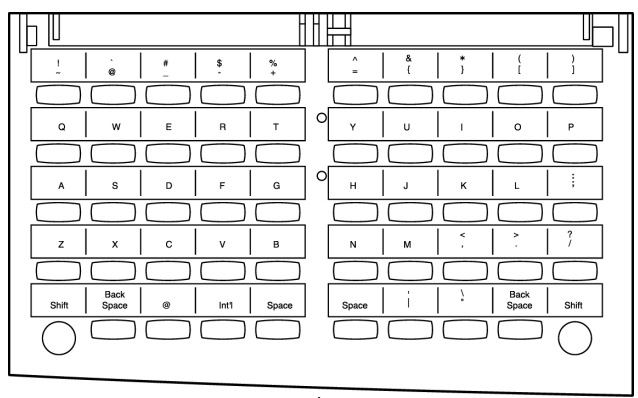
One Touch keys

# Using the Phonebook

There are several different methods which can be used to access the information stored in the phonebook.

- Speed Dialing

- Alpha Dialing

- Group Dialing

- One Touch Dialing

## Speed Dialing

Once you have assigned a destination fax number or e-mail address as a Speed Dial number, you can enter your destination by using the Speed Dial number (001 to 999).

*HINT: Refer to "Setting up the Phonebook" on page 7-2 to assign Speed Dial numbers, One Touch keys or Group numbers.*

### Using Speed Dialing

➢ Ensure the originals have been loaded and the job features programmed.

➢ Press the [Phonebook Dial] key.



Phonebook Dial Key
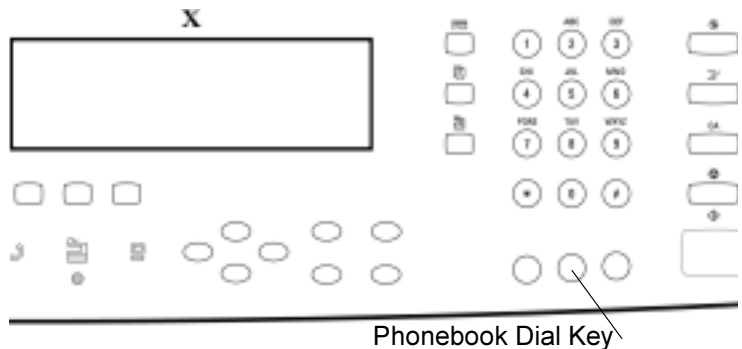
⮞ Select [Speed dial] and press [Enter].

> **Phonebook**
> ---
> 1. Speed dial ▲
> 2. Alpha dial
> 3. Group dial ▼

⮞ Using the Numeric Keypad, enter the Speed Dial number required, then press [Start].

> **Speed dial**
> ---
> Speed dial (1-999) :
>
> █

# Alpha Dialing

Alpha dialing is used to dial by searching for the first character of the name in the Speed Dial, One Touch key, and Group Phonebooks.

*HINT: Refer to "Setting up the Phonebook" on page 7-2 to assign Speed Dial numbers, One Touch keys or Group numbers.*

## Using Alpha Dialing

⮞ Ensure the originals have been loaded and the job features programmed.

⮞ Press the [Phonebook Dial] key.



Phonebook Dial Key
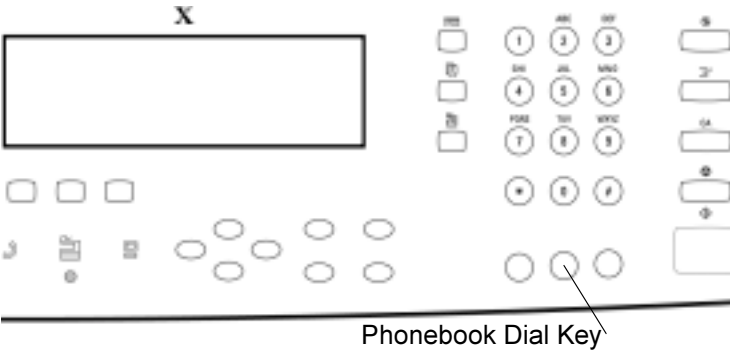
➢ Select [Alpha dial] and press [Enter].

| Phonebook | |
|---|---|
| 1. Speed dial | ▲ |
| **2. Alpha dial** | |
| 3. Group dial | ▼ |

➢ Enter the first letter(s) to search for using the keyboard on flip panel 3, then press [Enter].

Up to 20 characters can be entered.
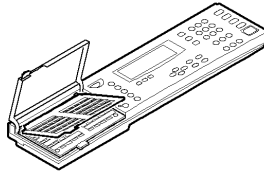


| Alpha dial |
|---|
| Search name (20 max) : |
| ▮ |

➢ After few seconds searching is complete. Using the scroll keys (▲) (▼), select the required entry and press [Start].

| Alpha dial |
|---|
| Sales |
| Sales Department |
| Supplies |

# Group Dialing

Once you have a Group number, you can enter your Group by using the Group number (1 to 1999).

*HINT: Refer to "Setting up the Phonebook" on page 7-2 to assign Speed Dial numbers, One Touch keys or Group numbers.*

## Using Group Dialing

➢ Ensure the originals have been loaded and the job features programmed.

➢ Press the [Phonebook Dial] key.



Phonebook Dial Key
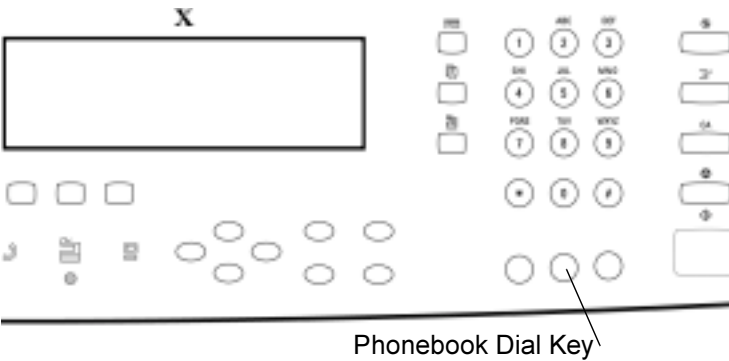
➢ Select [Group dial] and press [Enter].

Phonebook
1. Speed dial                                    ▲
2. Alpha dial
3. Group dial                                    ▼

➢ Using the Numeric Keypad, enter the Group number required, then press [Start].

Group dial
Group dial (1-1999) :

# One Touch Dialing

If you programmed a fax number or e-mail address to a One Touch key, you can use the number or address by pressing the corresponding One Touch key.

*HINT: Refer to "Setting up the Phonebook" on page 7-2 to assign Speed Dial, One Touch numbers or Group numbers.*

## Using One Touch Dialing

➢ Ensure the originals have been loaded and the job features programmed.

➢ Press the required [One Touch] key.
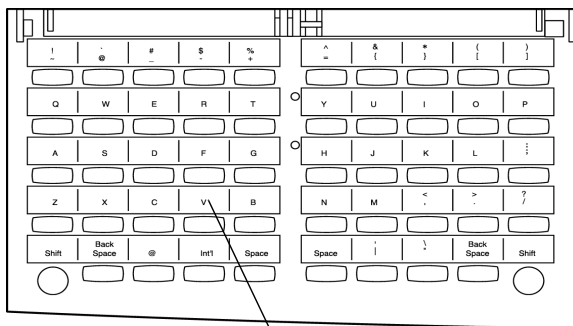


One Touch Keys

```
One touch dial
------------------------------------
One touch key :                    03

Xerox Europe
```

# 8 Maintaining the Product

There will be times when the machine will require maintenance tasks to be carried out. This chapter provides step by step instructions for maintaining the machine and replacing consumables.

# Cleaning

## Cleaning the WorkCentre Pro 416

Proper maintenance is important for the smooth operation of any equipment.

**CAUTION: When cleaning the *WorkCentre Pro 416*, do *not* use organic or strong chemical solvents or aerosol cleaners. Do *not* pour fluids directly onto any area. Avoid supplies that are not specifically listed as approved in this documentation. They can cause poor performance and create a dangerous condition. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.**

**WARNING:Do *not* remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. Do *not* attempt any maintenance procedure that is not specifically described in the documentation supplied with the *WorkCentre Pro 416*.**

# Document Glass and Constant Velocity Transport Glass

To ensure optimum image quality at all times, clean the document glass and constant velocity transport glass monthly, or more often if needed. This helps avoid output with streaks, smears and other marks that transfer from the glass area when scanning documents.

➢ To clean the glass areas, use a lint-free cloth, lightly dampened with water or Xerox Lens and Mirror Cleaner.
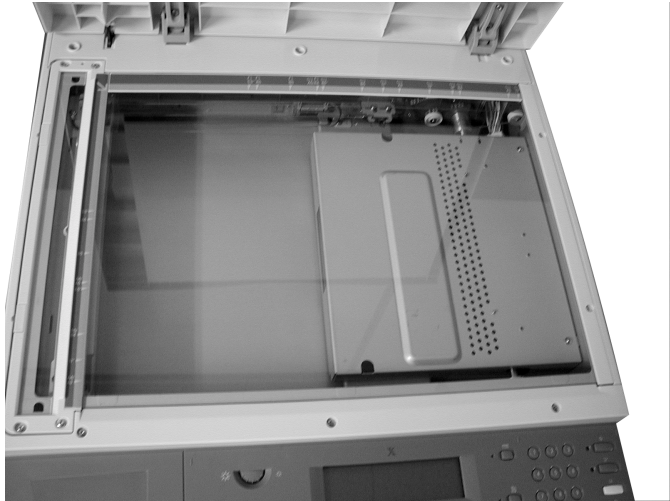


# Control Panel, Keyboard, LCD Display

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

# Document Feeder and Output Tray

Use a cloth moistened with water to clean the Document Feeder, Output Tray, Paper Trays and the outside areas of the *WorkCentre Pro 416*.

# Transfer Corotron Wire

If you have poor quality output with uneven, faint, degraded print or a white line appearing in the direction of the paper feed, the Transfer Corotron Wire may be dirty. Refer to the following steps for cleaning instructions.

➢ If installed, open the Auto Duplex Unit.
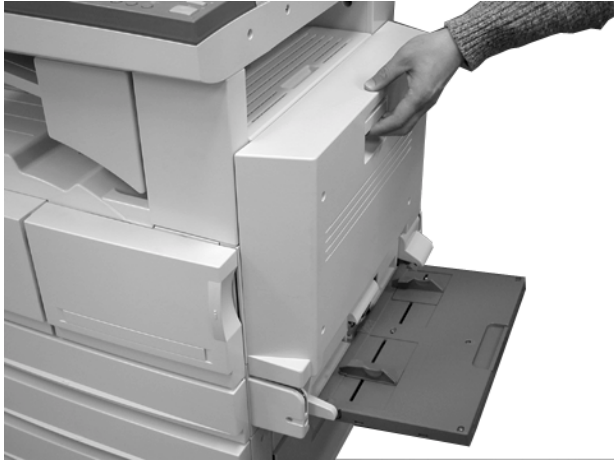
➢ Open the Side Cover.

➢ Remove the cleaning tool
from its storage space on the
machine.
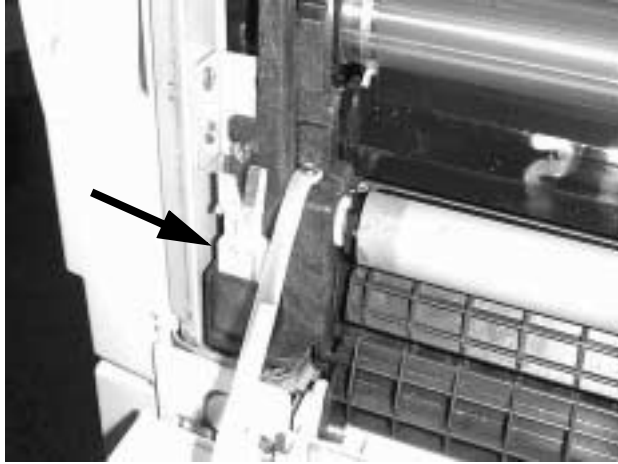


➢ The Transfer Corotron Wire
Cleaning Tool has two
shoulders.
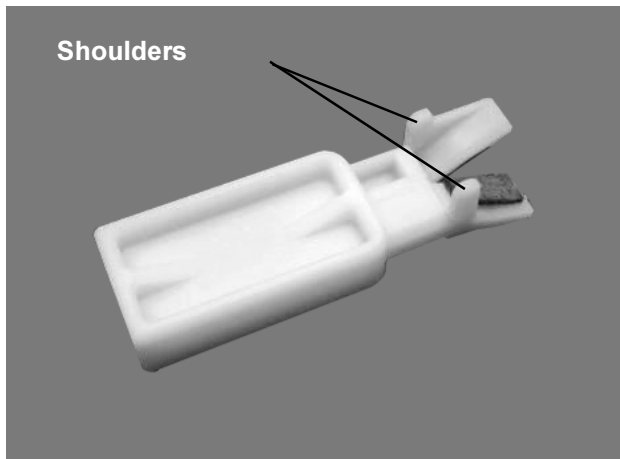


**Shoulders**

➢ When positioning the cleaning tool over the Transfer Corotron Wire ensure that the two shoulders are facing away from the machine.

- ➢ Ensure that the lip at the back of the cleaning tool is resting on the Transfer Corotron Wire casing. Ensure that the two shoulders are located under the plastic guard.

- ➢ Hold the cleaning tool upright and slide it along the Transfer Corotron Wire from left to right. If the cleaning tool is positioned correctly it will slide easily without any resistance.

- ➢ This action will remove any dust or dirt.

**Transfer Corotron Wire casing**

**Plastic guard**
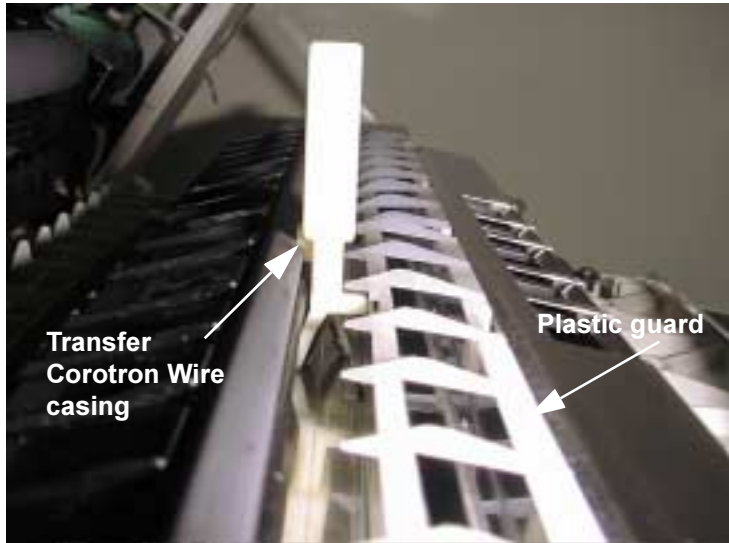
- ➢ Close the side cover.
- ➢ If installed, close the Auto Duplex Unit.

# Ordering Supplies

The Toner Cartridge, the Drum Cartridge and the Staple Cartridge are available as customer replaceable units.

The customer replaceable unit part numbers are listed below:

| Customer Replaceable Unit | Part Number | |
|---|---|---|
| | Europe | USA and Canada |
| Toner Cartridge | 106R00443 | 106R00445 |
| Drum Cartridge | 113R00473 | 113R00475 |
| Staple Cartridge | 8R07645 | 8R07644 |

To obtain supplies, contact your local Xerox office, giving your company name, the product number and its serial number.

Use the space below to keep a record of the telephone number.

**Supplies Telephone Number:**

# _____

# Customer Replaceable Units

## Replacing the Toner Cartridge

The Toner Cartridge is a customer replaceable unit. This assembly holds the toner for the *WorkCentre Pro 416*.

After approximately 5,000 copies the machine will display a message to replace the toner. When this message appears install a new toner cartridge.

⚠️ **WARNING:When ordering a new Toner Cartridge make sure the correct cartridge is ordered for the *WorkCentre Pro 416*. For assistance, the product number is displayed on the cartridge box.**

🛈 **CAUTION: Do not shake an empty cartridge or hold it close to you. Some toner residue might accidentally spill. Do not shake the empty Toner Cartridge and return it to the machine to extend its use.**

➢ Open the Front Cover.
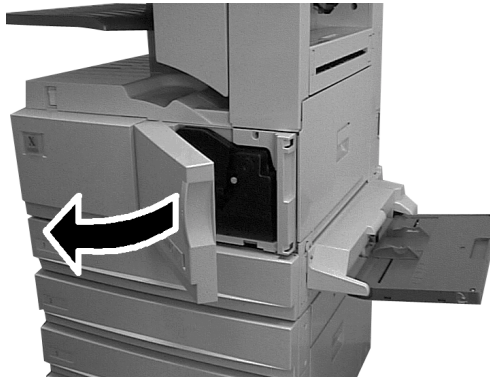
➢ Raise the catch to unlock and release the Toner Cartridge.
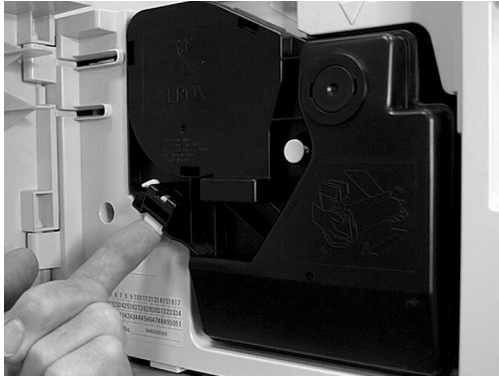
➢ Holding the cartridge, as shown, slide it out of the machine.

➢ The used Toner Cartridge should be recycled. Follow the instructions given in the cartridge return booklet enclosed with the new Toner Cartridge.
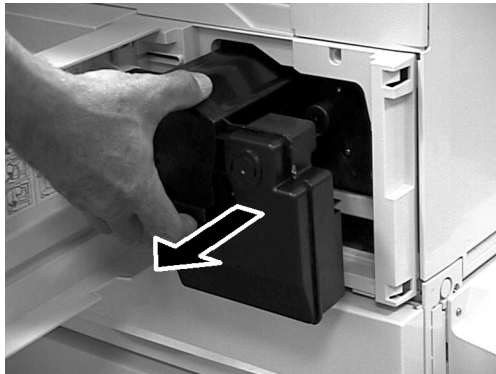
➢ Remove the new Toner Cartridge from the box and its wrapper. Vigorously shake the cartridge from side to side.
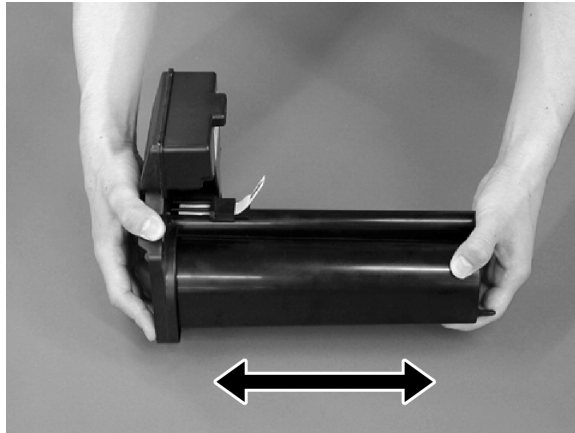
➢ Pull the tab to remove the sealing tape from the cartridge.
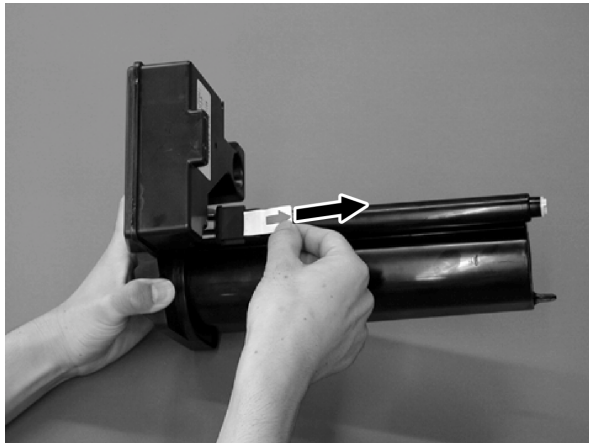
➢ Install the New Toner Cartridge into the machine until it clicks in place.
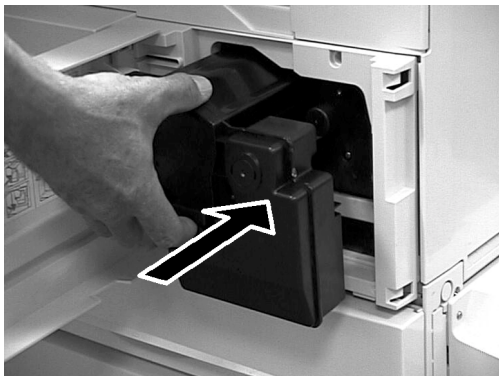
➢ After installing the Toner Cartridge, pull the Charger Wire Cleaning Lever out of the Drum Cartridge until it stops and then push it back in again several times. This process cleans the charger wire.
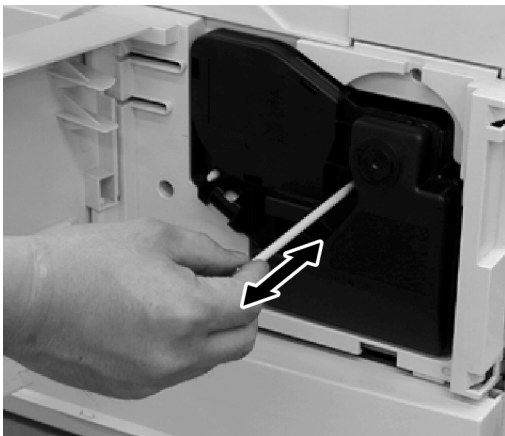
➢ Close the Front Cover.
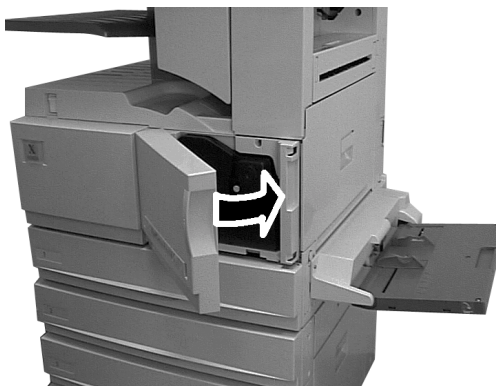
# Replacing the Drum Cartridge

The Drum Cartridge requires replacement when the Drum life warning is displayed, after approximately 26,000 copies. The kit contains a new Drum Cartridge and a new Ozone Filter.

**CAUTION: Do not expose the green drum to light for an extended period. Never expose the drum to direct sunlight or touch the drum surface. Damage or poor image quality may result.**

**NOTE:** If the *WorkCentre Pro 416* does not include the Auto Duplex Unit, skip the first step.

➢ To open the Auto Duplex Unit, release the lever located at the front of the Auto Duplex Unit.

➢ Release the handle to open the Side Cover.

➢ Remove the Toner Cartridge using the instructions "Replacing the Toner Cartridge" on page *8-9*.

**CAUTION: Always hold the Drum Cartridge by the coloured handles. Do not touch the green drum area. Do not leave the Drum Cartridge out of the machine for an extended period.**

➢ Lift the coloured handle and gently pull the Drum Cartridge from the machine.

➢ As you withdraw the Drum Cartridge, support it by holding the coloured handle on the top of the unit.

➢ The used Drum Cartridge should be recycled. Follow the instructions given in the cartridge return booklet enclosed with the new Drum Cartridge.
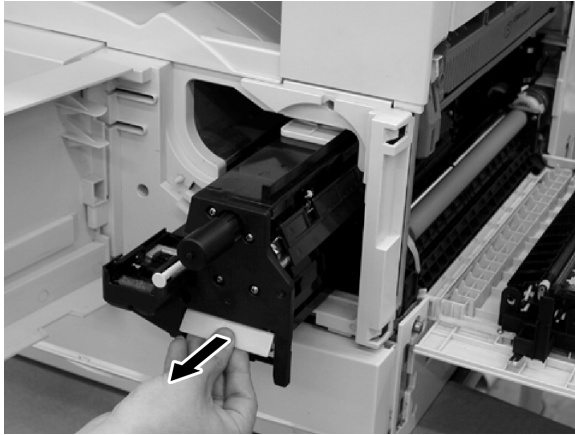
➢ Remove the new Drum
Cartridge from the box.

Back

Front          Right

Back

Left          Front
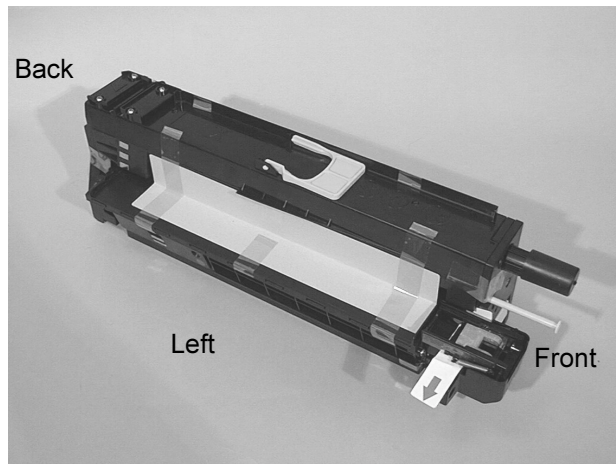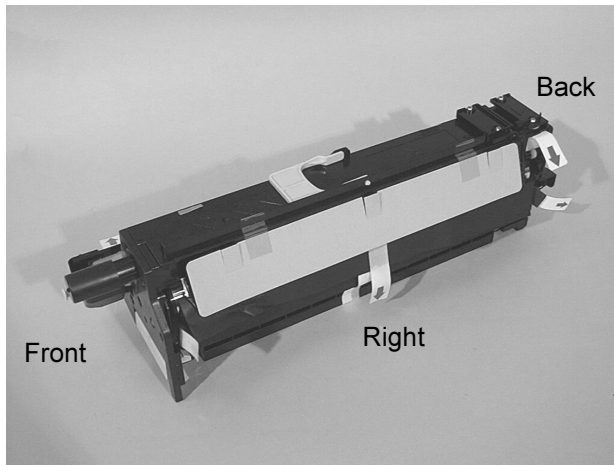
➢ Remove the protective packaging from the Drum Cartridge as shown in the following illustrations.

➢ Remove the card from the right of the Drum Cartridge.
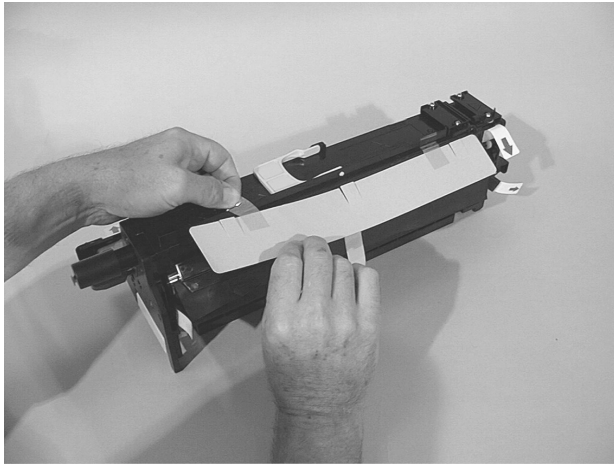


➢ Remove the card from the left of the Drum Cartridge.
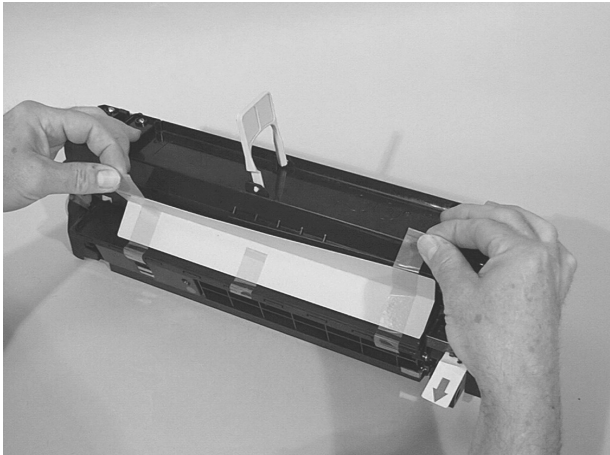
➢ Remove two pieces of tape.
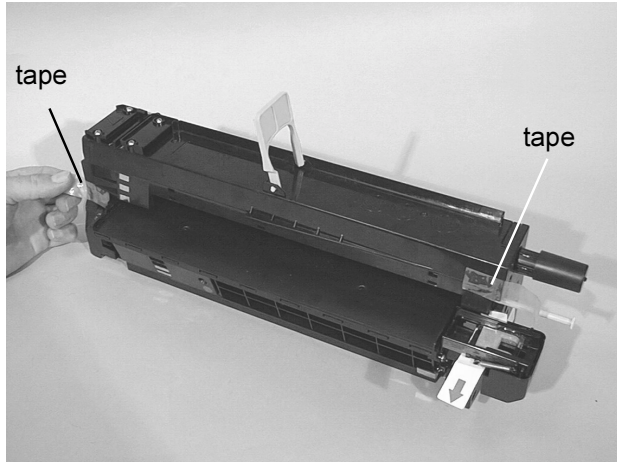
tape

tape

➢ Pull tabs numbered 1-3 to remove more protective material.

1

2

3
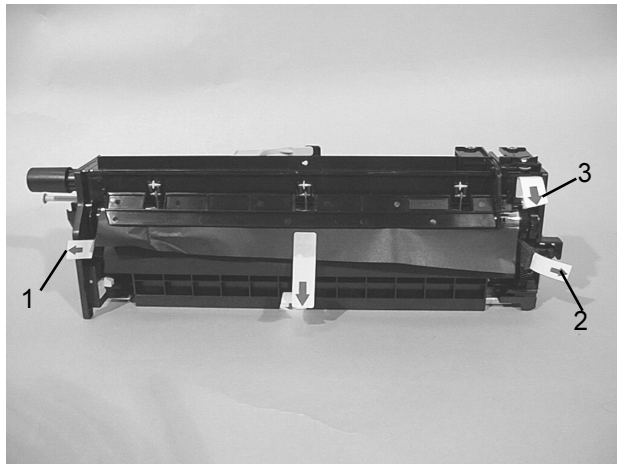
➢ Pull tab to unfold protective
   paper.
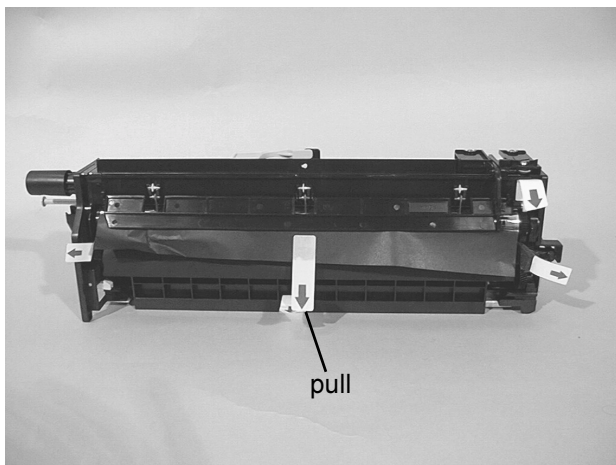


pull

➢ Completely remove all the
   paper and associated tape.
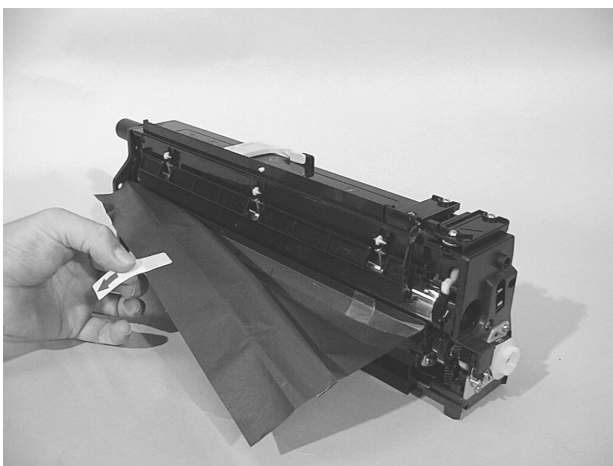
➢ Hold the handle and tilt the Drum Cartridge. Remove the plastic strip along the bottom.
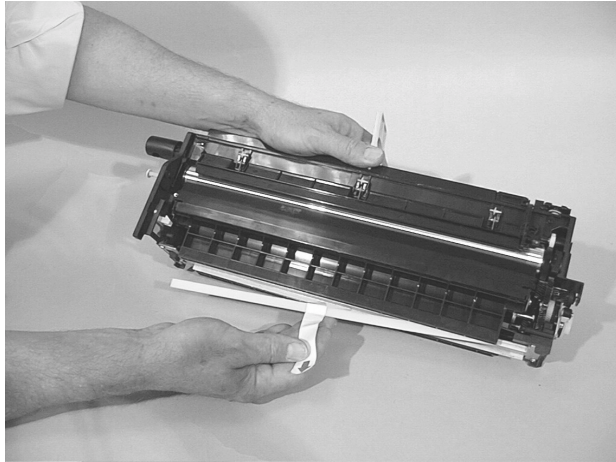


➢ Pull remaining tab on the left of the Drum Cartridge to remove the last piece of protective packaging.



left
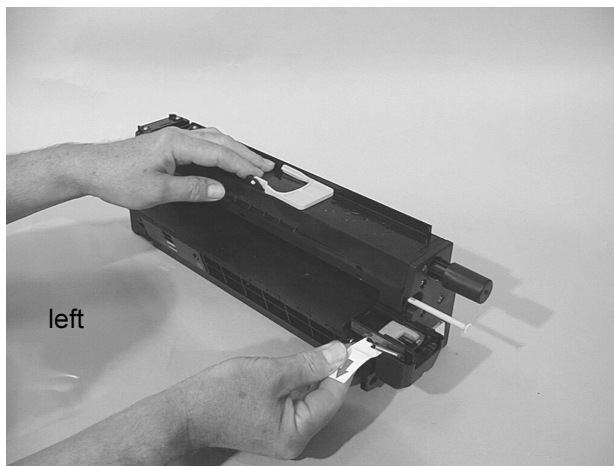
➢ Slide the new Drum Cartridge into the machine until it clicks into place.
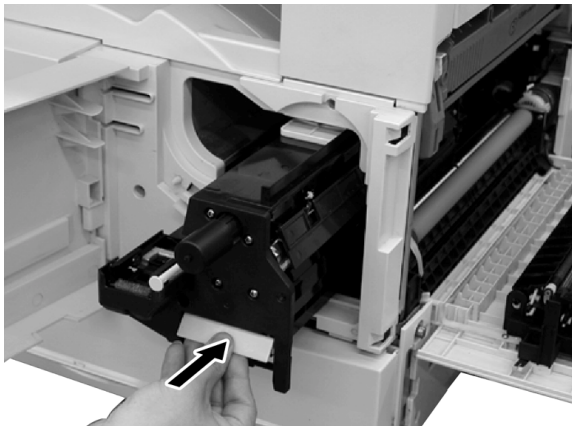
➢ Reinstall the Toner Cartridge using the instructions "Replacing the Toner Cartridge" on page *8-9*.
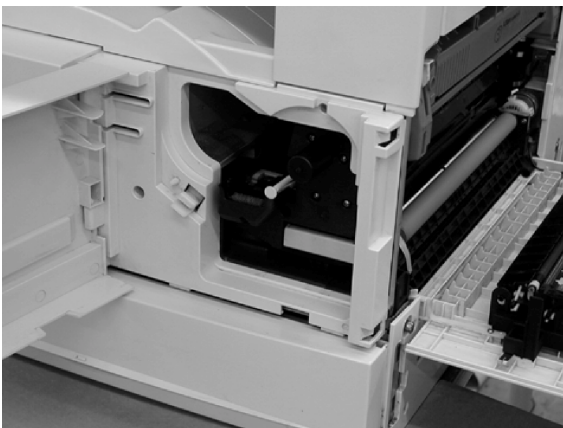
> After reinstalling the Toner Cartridge, pull the Charger Wire Cleaning Lever out of the Drum Cartridge until it stops and push it back in again several times. This process cleans the charger wire.

> Close all covers and doors.
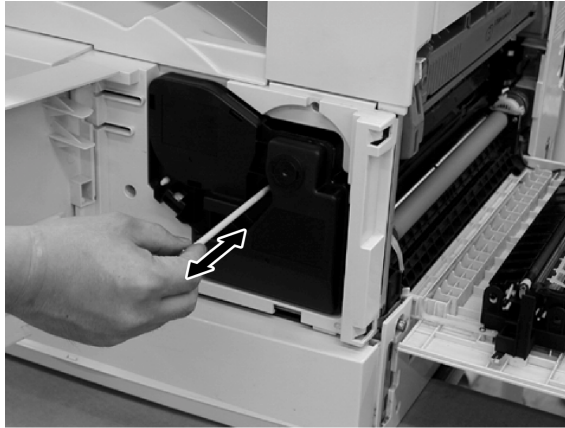
# Replacing the Ozone Filter

The Ozone Filter absorbs the ozone emitted by the machine. It is located in a slot in the middle of the centre output tray.To change the filter remove the Ozone Filter receptacle from the machine.

> Push out the existing used filter from the filter receptacle.

> Dispose of the old filter.

> Unpack the new filter and insert it into the Ozone Filter receptacle.

> Reinstall the Ozone filter receptacle in the machine.

# Replacing the Staple Cartridge

The Convenience Stapler is provided as standard on the *WorkCentre Pro 416Si*. Use the instructions below to replace the staple cartridge.

➢ Open the top cover of the convenience stapler unit.



➢ Following the replacement instruction labels on the underside of the top cover, grip the sides of the Staple Cartridge and lift it out of the stapler unit.

➢ Dispose of the used cartridge.

➢ Unpack the new cartridge.

➢ Gripping the sides of the Staple Cartridge, push the cartridge into the stapler unit.

➢ Close the top cover of the convenience stapler unit.



**NOTE:** Staple a couple of sheets of paper to check the Stapler operation. It may take several attempts before the staples are in the correct position for stapling.

# Loading Paper

## Loading the Paper Trays

Up to three paper trays can be installed on the *WorkCentre Pro 416*. The following steps show how to load paper in the paper trays. The paper size in each tray must be entered from the Control Panel, in the Machine Status menu.

*HINT: Before loading paper into the paper trays, fan the edges. This separates any sheets of paper that may be stuck together and reduces the possibility of paper jams.*

*HINT: To avoid jams and misfeeds do not load new paper on top of paper that may still be in the tray. Remove existing paper, stack it and reload on top of newly loaded stock.*

➢ Pull the paper tray out towards you.

➢ If you are loading the same size paper into the tray, load the paper into the tray so that it is against the right side of the tray.

➢ Close the tray, you are now ready to continue your job.

**NOTE:** If you want to load a different size paper or change the orientation of the paper continue on to the next step.
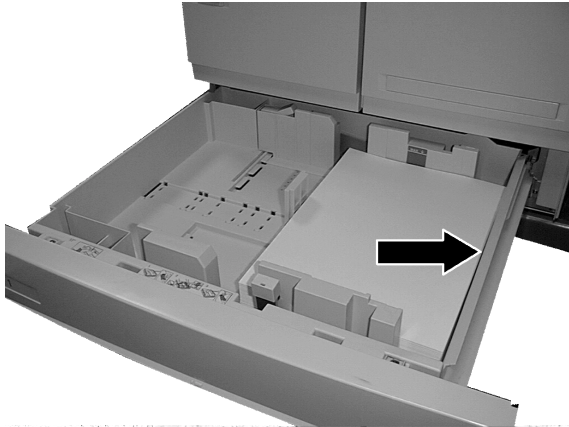


➢ If you wish to load paper of a different size or orientation you will need to change the position of the paper guides and input the new paper size and orientation under Machine Status in the Paper Supply menu.

**NOTE:** A4 (8.5 x 11 inch) paper can be loaded either short edge feed or long edge feed. Load A5 (8.5 x 5.5 inch) paper long edge feed only.
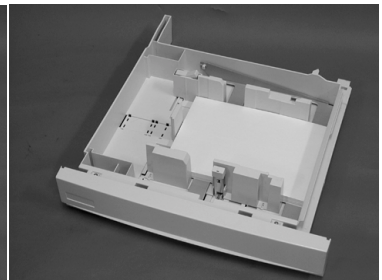
The three paper trays can take all standard sizes of paper from A5 (8.5 x 5.5 inch) to A3 (11 x 17 inch).



Long Edge Feed                    Short Edge Feed

To adjust the Front and Rear Guides:

> Locate the lever shown as 1 in the photo at the left rear of the tray. Press the lever down to the right to unlock the guides.

> To release the front guide, push down on the tab shown as 2 on the photo and slide the front and rear guides to their new position.
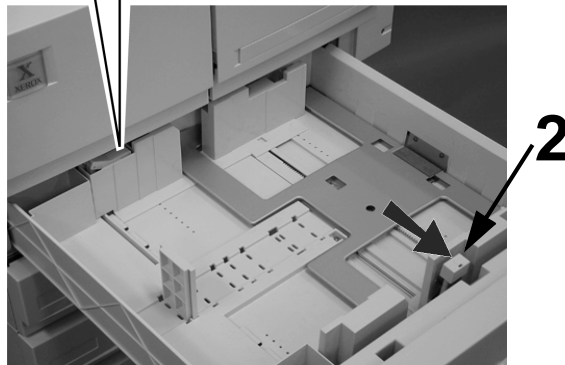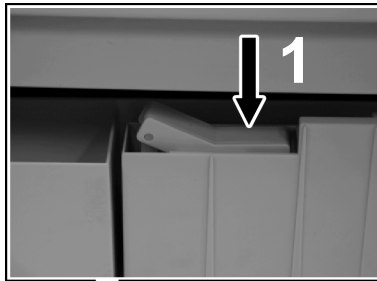
To adjust the Left Guide:

> Squeeze the lower sides of the guide and remove it from its existing position. Insert the guide into its new position.

Left Guide
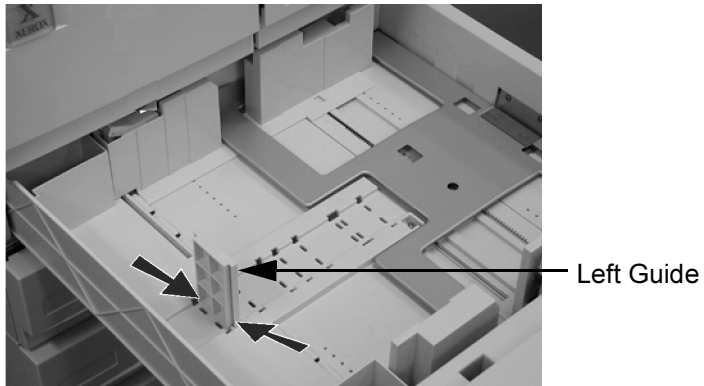
> Load the paper into the tray and make sure that the guides are correctly positioned for the paper size and are locked firmly in place.

> Press the lever at the back of the tray down to the left to lock the front and rear guides in position.

> Close the paper tray.
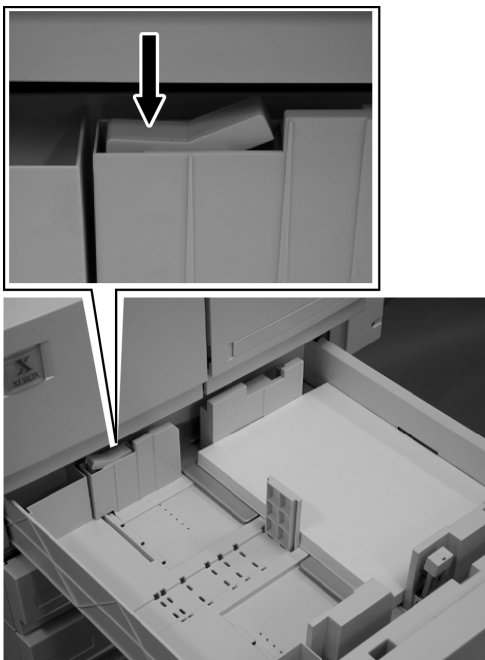


Machine status

> On the control panel, press the Machine Status key. Note the location of the other keys on this diagram as you will use them later.



Four way
directional arrows

Exit
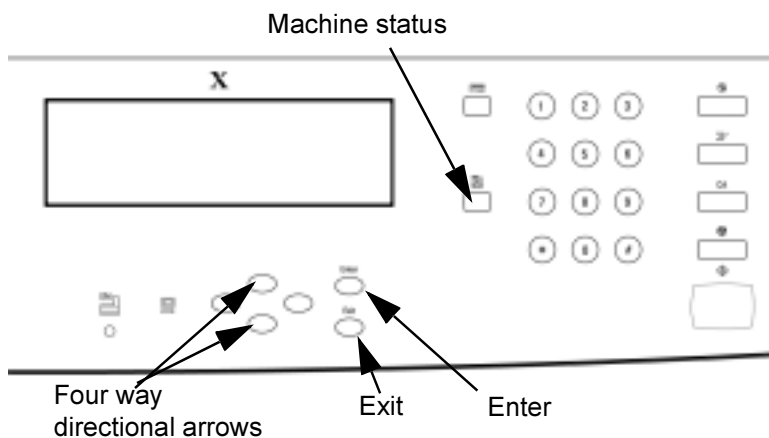
Enter

➢ Use the scroll key ⊙ to select [Default settings] and press the [Enter] key.

| Machine status |  |
| --- | --- |
| **01. Default settings** | ▲ |
| 02. Print report | |
| 03. Initial setup | ▼ |

➢ Use the scroll key ⊙ to select [Machine defaults] and press the [Enter] key.

| Default settings |  |
| --- | --- |
| **01. Machine defaults** | ▲ |
| 02. Copy defaults | |
| 03. Fax defaults | ▼ |

➢ Use the scroll key ⊙ to select [Paper trays] and press the [Enter] key.

| Machine defaults |  |
| --- | --- |
| **01. Paper trays** | ▲ |
| 02. Walkup screen | |
| 03. Timers | ▼ |

➢ Use the scroll keys ⊙ and ⊙ to select the tray you have changed, then press the [Enter] key.

| Paper trays |  |
| --- | --- |
| **01. Tray1** | ▲ |
| 02. Tray2 | |
| 03. Tray3 | ▼ |

| 04. Bypass |
| --- |

➢ Use the scroll keys ⊙ and ⊙ to select the paper size and orientation you have installed in the tray and then press the [Enter] key.

| Select paper size |  |
| --- | --- |
| **01. A4** | ▲ |
| 02. A4 ⊐ | |
| 03. A3 ⊐ | ▼ |

Features key

➢ Press the [Features] key to return to the Ready mode.

The tray is now set up correctly and ready to use.
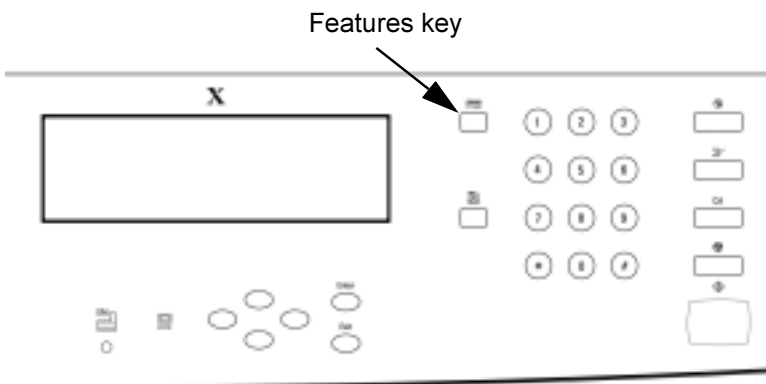
# Loading the Bypass Tray

The Bypass Tray can be used for a variety of different media.

It is located on the right side of the machine.

To change the paper size for the Bypass Tray, it must be selected from the Control Panel.

> Load the media in the Bypass tray.

> Slide the guide until it is just touching the edge of the stack.

**NOTE:** Ensure that the maximum fill line is not exceeded.
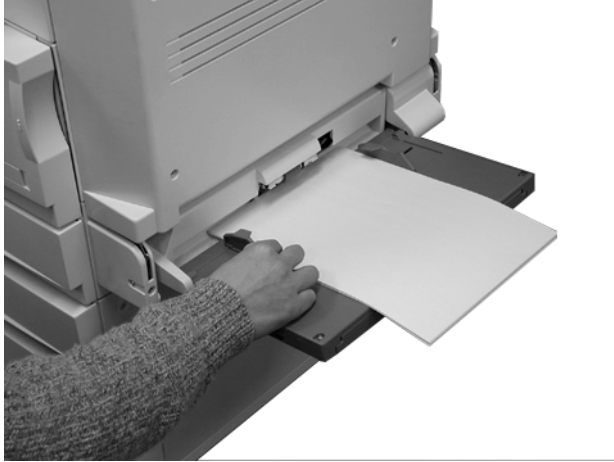


**NOTE:** The Bypass tray is extendable to accommodate short edge feed originals or larger paper sizes.
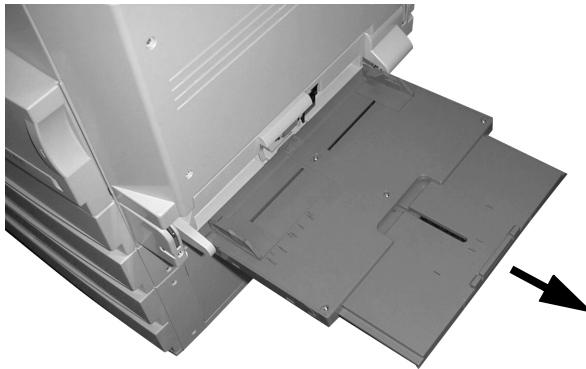
# 9  Basic Troubleshooting

This chapter provides information for solving problems which may occur with your *WorkCentre Pro 416*. Tables listing Error Messages and Codes, problems and possible solutions are provided.

# Jam Clearance

There are three types of jam:

- Document Feeder (ADF/DADF) jam

- Paper path Jam

- Convenience Stapler Jam

If a jam occurs during machine operation, refer to the messages displayed on the LCD.

**IMPORTANT: Follow the step by step procedures shown on the message display to clear the fault. Use the scroll key ⌄ to proceed to the next step and press [Enter].**

## Access Areas

The following diagram illustrates where the jam clearance access areas are on the machine.

ADH/DADH Jam Access Cover

Convenience Stapler top cover

DADH Lower Cover (Under DADH)

Right Side Cover (behind Duplex unit)

Duplex Unit
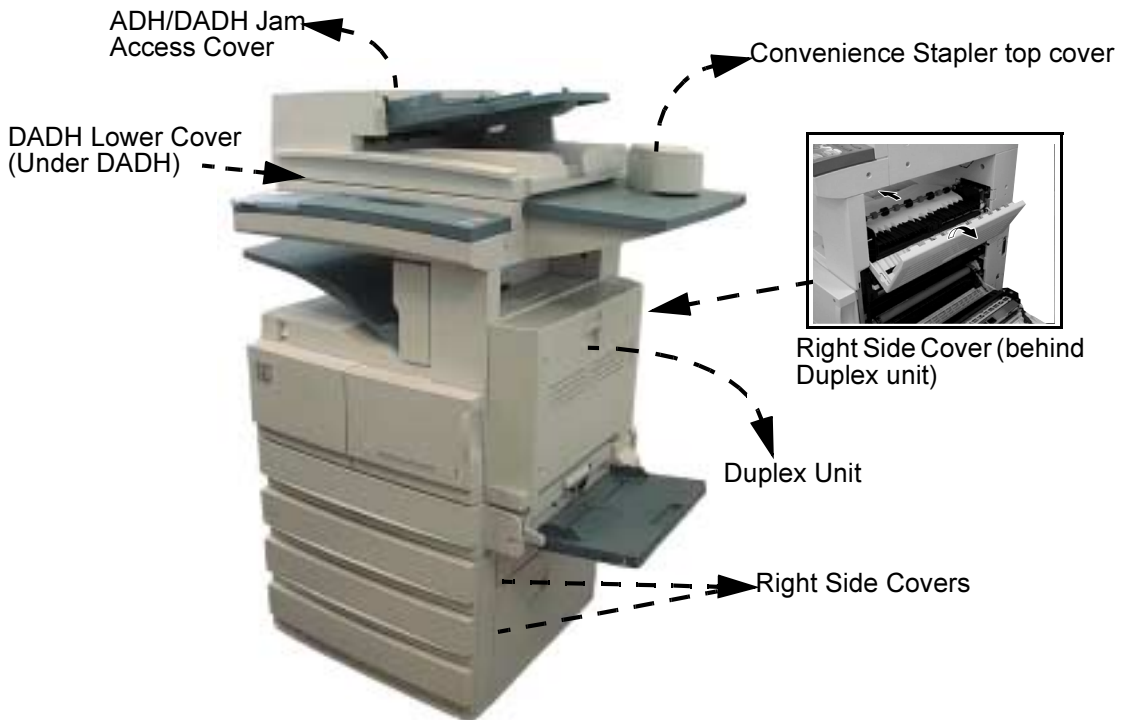
Right Side Covers

# Example of Paper Jam

See the following for an example of typical jam clearance messages.

> Clear paper jam
> Open side cover.
>
> 1/3  ▼

> Open the right side cover.

> Use the scroll key ⓥ to proceed to the next step and press [Enter].

> Remove any paper visible in this area.

> Clear paper jam
> Remove jammed ▲
> paper
> 2/3  ▼
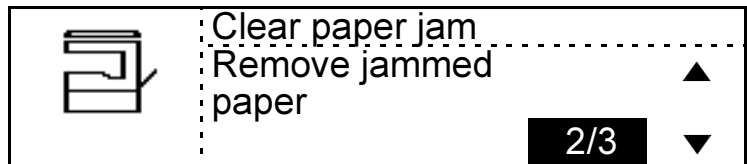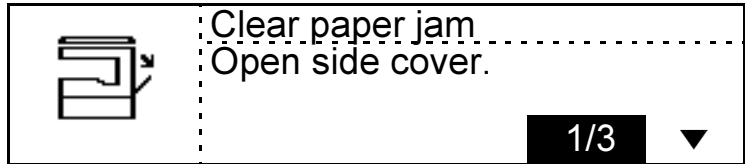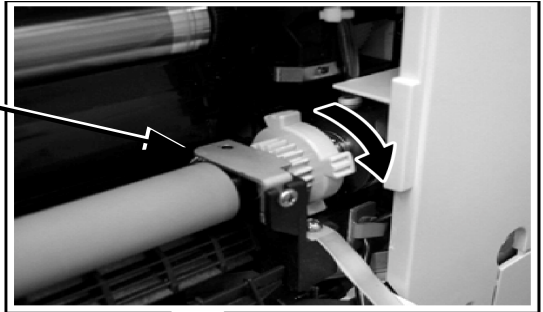
Green wheel

> Rotate the green wheel toward you and remove any jammed paper as it appears between the rollers.
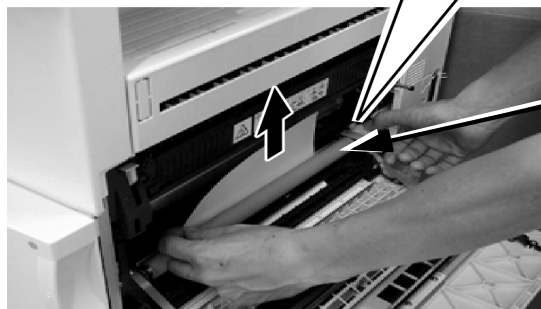
Remove paper

➢ Open the exit cover as shown here.

➢ Remove any jammed paper inside the exit unit.

➢ Use the scroll key ⌄ to proceed to the next step and press [Enter].

➢ Close the exit cover and the right hand side cover.



Clear paper jam
Close side cover ▲

3/3
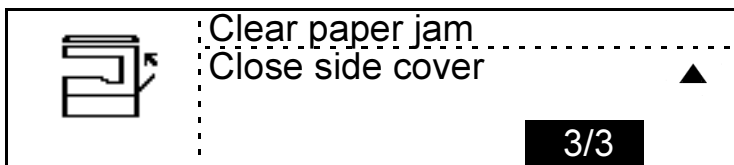
**NOTE:** The display instructions may vary depending on the options installed.

## Preventing Paper Jams

Paper jams happen for a variety of reasons. Use the following recommendations to reduce the potential for jams.

- Use only recommended paper. (Refer to Appendix B - Specifications).

- Store paper in dry conditions, away from extreme heat or cold. Protect unused paper by storing it in its wrapper, on a flat surface, until you are ready to use it.

- Paper must be loaded correctly in the tray you select for the job. The orientation of the paper in the paper tray must match the orientation of the originals. Check the fill line in the tray to make sure the paper tray is not overloaded.

- Do not use paper that is torn, wrinkled, or folded.

- Ensure that the paper size has been selected correctly for the relevant paper tray.

# Example of Document Feeder (ADF/DADF) Jam

Clear misfed original
Push jam access
button
▲
1/12 ▼

Clear misfed original
Open jam access
cover
▲
2/12 ▼
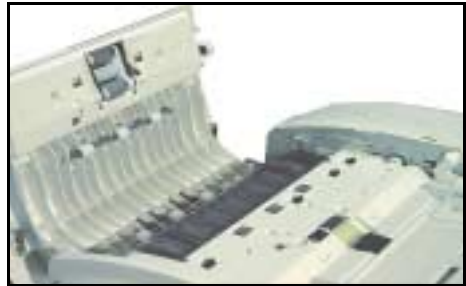
Clear misfed original
Open upper guide
▲
3/12 ▼

Clear misfed original
Turn green wheel
▲
4/12 ▼

Clear misfed original
Remove misfed
original
▲
5/12 ▼

# Example of Convenience Stapler Jam

➢ Open the top cover of the convenience stapler unit.

➢ Follow the jam clearance instruction labels on the underside of the top cover.



➢ After removing the jammed paper, the machine will warm up.

```
Warming up                              5
- - - - - - - - - - - - - - - - - - - - -
Paper  :    Auto          L/D  :  Auto
Output :    Collated       R/E  :  100%
─────────────────────────────────────
 Added Features                          ▼
```

➢ To complete the remaining pages, press [Start].

➢ To cancel the job, press [Clear].

```
Press start to resume                   5
- - - - - - - - - - - - - - - - - - - - -
Paper  :    Auto          L/D  :  Auto
Output :    Collated       R/E  :  100%
─────────────────────────────────────
 Added Features                          ▼
```

# Calling for Service

If the problem persists, contact the Xerox Welcome Centre or your local representative. The serial number of the machine will be required, together with any relevant error codes

For information on locating the serial number, please refer to *"Customer Support" on page 1-4*.

## Displaying Error Codes

Press the [Stop] and the number 8 key at the same time to display the Error Code.

The Error Code indicates the location of the fault - refer to page *9-11* in this section.

## Customer Support Telephone Number

The telephone number of the Xerox Welcome Centre or your local representative is provided at the time of product installation. For your convenience and future reference please record the telephone number in the space below:

Welcome Centre or Local Representative Telephone Number:

**#** _____

Xerox US Welcome Center:          1-800-821-2797
Xerox Canada Welcome Center:   1-800-93-XEROX
                                                     (1-800-939-3769)

# Error Messages and Codes

If an abnormal condition arises in the machine or an incorrect operation is performed, an alarm signal is generated for a few seconds and a message indicating the nature of the error is displayed. If this happens, take the corrective action listed in the following table. The problem may be identified further by accessing the error codes. To access the error codes when a machine problem is identified press [Stop] and 08.

## Error Messages

| Error Message | Description and Corrective Action |
|---|---|
| Drum life warning | The print counter has reached 26,000 pages. Order new drum cartridge. |
| Replace Drum | The Drum Cartridge has reached its end of life. Replace the Drum Cartridge. See "Replacing the Drum Cartridge". |
| Check Drum | The Drum Cartridge is not properly installed. Reinstall the Drum Cartridge. |
| Toner is low | The toner sensor detected toner low status. Order a new toner cartridge. |
| Toner empty | The toner sensor detected toner end status. Replace the toner cartridge. See "Replacing the Toner Cartridge". |
| Replace toner | The toner cartridge is not properly installed. Reinstall the toner cartridge. |
| Upper tray of the job separator is full | Remove the paper from the upper tray of the job separator. |
| Lower tray of the job separator is full | Remove the paper from the lower tray of the job separator. |
| Add Paper to Tray 1 | Load paper in Tray 1. |
| Add Paper to Tray 2 | Load paper in Tray 2. |
| Add Paper to Tray 3 | Load paper in Tray 3. |
| Tray 1 is not ready | Push Tray 1 into the machine. |

| Error Message | Description and Corrective Action |
|---|---|
| Tray 2 is not ready | Push Tray 2 into the machine. |
| Tray 3 is not ready | Push Tray 3 into the machine. |
| Memory error | Auto dial numbers and initial settings have been lost (due to a lengthy power failure, depleted battery, etc.).<br>Press [Clear] to restore the idle state. If this Error Message is repeatedly displayed machine programming has become corrupted. The machine must be reinitialized by a trained technician. Call for service. |
| Busy - no answer | A direct transmission was made to a remote fax that was busy.<br>Press [Clear] twice to restore the idle state. Retry the transmission. |
| Communication error - retry | A communication error occurred during a transmission.<br>Press [Clear] twice to restore the idle state. Retry the transmission. |
| Feature unavailable | Communication error resulting from a security code disagreement during a MAILBOX transmission.<br>Communication error resulting from a telephone number conflict during a security transmission.<br>Press [Clear] twice to restore the idle state. Confirm the security code or telephone number, and then retry the transmission. |
| Power failure | Reserved jobs or received image date were erased due to a lengthily power failure.<br>Press [Clear] twice to restore the idle state. Check the POWER FAILURE LIST that was output for information on any lost communication. |
| Memory is full | The memory became full during data entry into memory during a transmission or reception.<br>Press [Clear] twice to restore the idle state.<br><Memory full during transmission><br>Wait for the memory to become available and then retry memory transmission, or perform a direct transmission.<br><Memory full during reception><br>Contact the other party to re-transmit the document. |

| Error Message | Description and Corrective Action |
|---|---|
| Page count differ - check report | The designated number of pages in transmission did not agree with the number of pages actually scanned.<br>Press [Clear] twice to restore the idle state. Confirm the number of original pages. |
| Add paper | Paper has run out in all cassettes, or all cassettes have been removed.<br>Load paper, or insert the cassette firmly.<br>Memory reception may be performed. Do not switch off the power. |
| Tray 1 empty<br>Tray 2 empty<br>Tray 3 empty | Paper has run out in the designated cassette, or the cassette has been removed.<br>Load paper, or insert the cassette firmly.<br>Memory reception may be performed. Do not switch off the power. |
| Clear paper jam | A paper jam has occurred.<br>Remove the jammed paper. Memory reception may be performed. Do not switch off the power. |

# Error Codes

| Type | Error Code | Probable Cause | Corrective Action |
|---|---|---|---|
| CALL FOR SERVICE | C01 - 05 | | Call your local service representative. |
| Temporary paper supply mechanism error | C13 | Tray 1 error | Pull tray 1 out and push back in. If the problem persists call for service. |
| | C14 | Tray 2 error | Pull tray 2 out and push back in. If the problem persists call for service. |
| | C15 | Tray 3 error | Pull tray 3 out and push back in. If the problem persists call for service. |
| CALL FOR SERVICE | C21-C99 | | Call your local service representative. |
| CALL FOR SERVICE | CA1 CA2 | | Call your local service representative. |
| Transport jams in main body | E01 | Paper jam inside the machine. | Open the side cover and exit cover and remove any jammed paper. Also if you have a job separator or an offset catch tray open the cover and remove any jammed paper. Close all covers. |
| | E02 | Paper jam near the Fuser Unit. | Open the side cover of the copier and remove the jammed paper. Also if you have a job separator or an offset catch tray open the cover and remove any jammed paper. Close all covers. |

| Type | Error Code | Probable Cause | Corrective Action |
|---|---|---|---|
| Transport jams in main body | E03 | Paper remaining inside the machine at power on (except for ADF). | Open the side cover and exit cover and remove any jammed paper. Also if you have an ADU (Auto Duplex unit), a job separator, or an offset catch tray, open the cover and remove any jammed paper. Open the side cover of the Paper Feed Processor (trays 2 & 3) and remove any jammed paper. Close all covers. |
| | E08 | Transporting jam inside the ADU. | Open the side cover and exit cover of the copier and remove any jammed paper. Open the ADU (Auto Duplex unit) cover and remove any jammed paper. Close covers afterwards. |
| | E09 | Time out error at the paper feed sensor. | Open the side cover of the copier and remove any jammed paper. Close cover afterwards. |
| Paper Feed jam | E11 | Paper feed jam at the ADU. | Open the side cover of the copier and the ADU (Auto Duplex unit) cover and remove any jammed paper. Close covers afterwards. |
| | E12 | Paper feed jam at the Bypass Tray. | Remove stack of paper from the bypass tray, fan the edges and reload it. |
| | E13 | Tray 1 feed jam. | Open the copier side cover and remove any jammed paper. Close cover. |
| | E14 | Tray 2 feed jam. | Open the Tray 2 side cover and remove any jammed paper. Close cover. |
| | E15 | Tray 3 feed jam. | Open the Tray 3 side cover and remove any jammed paper. Close cover. |

| Type | Error Code | Probable Cause | Corrective Action |
|---|---|---|---|
| Optional Trays transport jams | E31 | Paper jam inside Main unit during Tray 2 feed (paper does not reach FDS1 sensor). | Open the copier side cover and remove any jammed paper. Open the Tray 2 side cover and remove any jammed paper. Close covers. |
| | E32 | Paper jam inside Main unit during Tray 3 feed (paper does not reach FDS1 sensor). | Open the copier side cover and remove any jammed paper. Open the Tray 2 side cover and Tray 3 side cover and remove any jammed paper. Close covers. |
| | E34 | Paper does not reach Tray 2 sensor from Tray 3. | Open Tray 2 and Tray 3 side covers and remove any jammed paper. Close covers. |
| Paper jam due to open cover | E41 | Copier front cover or side cover is opened during copying. | Open the side cover and exit cover and remove any jammed paper. Also if you have an ADU (Auto Duplex unit), a job separator or an offset catch tray, open the cover and remove any jammed paper. Open the side cover of the Paper Feed Processor (trays 2 & 3) and remove any jammed paper. Close all covers. |
| Paper jam due to open cover | E42 | Tray 2 or Tray 3 side cover is opened during copying. | Open Tray 2 and Tray 3 side covers and remove any jammed paper. Close covers. |
| | E43 | ADU (Auto Duplex Unit) is opened during copying. | Open the side cover and exit cover and remove any jammed paper. Also if you have an ADU (Auto Duplex unit), a job separator or an offset catch tray, open the cover and remove any jammed paper. Open the side cover of the Paper Feed Processor (trays 2 & 3) and remove any jammed paper. Close all covers. |
| ADF Paper transport jam | E71 E72 E73 E74 | ADF document jam. | Open the ADF cover and remove any jammed paper. Close cover. |

| Type | Error Code | Probable Cause | Corrective Action |
|---|---|---|---|
| Life end | | Drum Cartridge near end of life | Replace Drum Cartridge. |
| | | Toner is nearly empty | Replace toner cartridge |
| Miscellaneous | | No toner cartridge | Install toner cartridge |
| | | No Drum Cartridge | Install Drum Cartridge |
| | | Offset catch tray is full | Remove paper from tray |

# Image Quality Problems

Various situations can affect the quality of the output. Check the following conditions to ensure optimum copy and print performance.

If you still cannot resolve the problem, contact the Key Operator or a local service representative.

- Do not locate the *WorkCentre Pro 416* in direct sunlight or near a radiator.

- Avoid sudden temperature and humidity changes in the *WorkCentre Pro 416's* environment. When a change occurs, allow the *WorkCentre Pro 416* at least two hours to adjust its settings to the new environment, depending on the severity of the change.

- Follow regular maintenance schedules for cleaning areas, such as the Document Glass, CVT and output trays. Refer to *"Cleaning the WorkCentre Pro 416"* on Page *8-2*.

- If the copy quality is poor with uneven, faint, degraded print or a white line is visible in the direction of the paper feed, clean the Transfer Corotron Wire. Refer to *"Transfer Corotron Wire"* on Page *8-4*.

# Fax Problems

## Transmission Problems

Check the following points if you are having problems sending faxes. If you cannot rectify the problem by checking these points, or the problem is not listed below, contact your local service representative.

| Trouble | Check Point |
|---|---|
| "DIALING" or "COMMUNICATING" is not displayed even if [Start] Transmission Mode. | ➢ Did you press [Fax/internet Fax] before beginning the Direct Transmission operation?<br><br>➢ Did you replace the handset before you pressed [Start]? When you are making a call using a handset to send a FAX, do not replace the handset until after you press [Start] and you hear the phone line switch to the machine.<br><br>➢ Is the modular cord disconnected?<br><br>➢ Is the dial type set correctly?<br><br>➢ Can you receive telephone calls?<br><br>➢ Is there any problem at the remote fax? Check this with the party trying receive the original. |
| Originals are fed diagonally (skewed). | ➢ Are the slides adjusted to the width of the original that you are sending?<br><br>➢ Does the original meet the conditions established for use with this device? |
| Two originals are fed together. | ➢ Have you placed more than 50 sheets of A4 (8.5 x 11 inch) paper in the ADF or 100 sheets of A4 (8.5 x 11 inch) paper in the DADF? (50 or 100 is the maximum number of originals that can be placed at one time.)<br><br>➢ Does the original meet the conditions established for use with this device?<br><br>➢ Have you pushed in the originals too hard? |

| Trouble | Check Point |
|---------|-------------|
| The original is not being printed on the paper of the remote FAX even though it is being sent. | ➢ Ensure the originals were placed face-up in the document feeder or face-down on the document glass. |
| Originals are not sent even if operations are carried out normally. | ➢ Is the remote FAX compatible with your machine?<br><br>➢ This machine supports G3 communications but not G4 communications. |
| Cannot send overseas | ➢ Specify Low Speed (4800 bps) and resend. |

# Reception Problems

Check the following points if you are having problems receiving faxes.

If you cannot rectify the problem by checking these points, or the problem is not listed below, contact your local service representative.

| Trouble | Check Point |
|---|---|
| Originals cannot be received even if [Start] is pressed. | ➢ Did you wait for the bell to ring before you picked up the handset? |
| | ➢ Did you replace the handset before you pressed [Start]? When you answer a call using the handset to receive a FAX, do not replace the handset until you press [Start] and you hear the phone line switch to the machine. |
| | ➢ Is the modular cord disconnected? |
| | ➢ Is the power plug unplugged from the power outlet? |
| | ➢ Is there a problem at the remote fax? Check this with the party trying to send the original. |
| Paper is not output. | ➢ Is the copier out of paper? |
| | ➢ Has a "Misfeed in copier" occurred? |
| The "Cassette Empty" message does not disappear even if the copier is filled with paper. | ➢ Is the paper loaded correctly? |
| | ➢ Is the paper cassette properly inserted? |
| The received original is printed dark and is illegible or black stripes are printed on the original. | ➢ Is the original being sent a dirty copy? Check this with the party trying to send the original. |
| | ➢ Is the problem due to a fault or operator error at the remote FAX? For example, dirty scan glass or dirty scan lamp. Check this with the party trying to send the original. |
| | ➢ Does the same problem occur even if you make a copy on your machine? If yes, clean the recording unit of your copier. |

| Trouble | Check Point |
|---------|-------------|
| Paper is output but not printed. | ➢ Is there enough toner? <br><br> ➢ Was the original placed correctly when scanned at the remote FAX? <br> Check this with the party trying to send the original. |
| Paper often jams. | ➢ Is the paper cassette size setting correct? <br><br> ➢ Is the paper cassette properly inserted? <br><br> ➢ Is the specified paper type being use? <br><br> ➢ Is the paper being used within specification? <br><br> ➢ Has the paper been stored correctly? |

# Error Codes Printed on Reports

When an Error Code is printed as the status indication on Transmission Reports, etc., refer to the following description for the applicable Error Code to determine the cause.

| Error Code | Cause | How to Correct |
|------------|-------|----------------|
| 10 | Paper Empty | Load paper and set the paper cassette. |
| 11 | Paper Jam | Remove the jammed paper following the instructions on the screen. |
| 12 | Originals Jam | Remove the jammed originals following the instructions on the screen. |
| 13 | A cover was opened. | Close the cover, then retry. |
| 20 | Power Failure | Retry the transmission or ask the remote party to transmit the document again. |
| 21 | Error relating to the printer or memory. | Remove the cause of the error or the printer, if any. <br> Then ask the remote party to retry the transmission. If not corrected, call your local service representative. |

| Error Code | Cause | How to Correct |
|---|---|---|
| 30 | [Stop] was pressed during the communication. | Retry the transmission or ask the remote party to transmit the document again. |
| 32 | Page # mismatch | Check the actual document count. |
| 33 | Polling Error | Check polling options setup (security code, etc.), and check if the polling document exists. |
| 42 | During a memory transmission or a memory reception, the machine ran out of image memory. The machine's image memory was exhausted. | Divide the originals into several transmissions for memory transmission. For a memory reception, remove the cause of the error, then ask the remote party to retransmit the document. |
| 50 | Line Busy | Confirm the telephone number and then send the document again. |
| 53 | Security mismatch in Relay or Mailbox transmission. | Confirm the remote party's security code, system password, and modify the settings as necessary. |
| 80 82 83 85 86 | Signal Error or Line Condition Error | Retry the communication. Frequent failures may indicate a phone line problem. If possible, move the unit to another line and try the communications again. |

# 10 Machine Defaults & Setups

As delivered the machine has the factory default settings. This chapter lists the settings that are customer changeable and step by step instructions on how to change them.

# Changing Machine Defaults

Use the following instructions to access the Machine Default options. Instructions for customizing each Machine Default setting is then provided.

**NOTE:** Some options are not available in all Markets and for every machine configuration. Therefore, feature numbering can vary.

➢ To access the Machine Defaults menu while in the Ready mode, press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➢ Ensure [Default settings] is selected and press [Enter].

```
Machine status
01. Default settings            ▲
02. Print report
03. Initial setup               ▼
```

➢ Select [Machine defaults] and press [Enter].

```
Default settings
01. Machine defaults            ▲
02. Copy defaults
03. Fax defaults                ▼
```

The Machine Defaults options display.

```
Machine defaults
01. Paper trays                 ▲
02. Walkup screen
03. Timers                      ▼
```

# Paper Trays

Use the Paper Trays setting to select the paper size and orientation for each tray.

➢ Select [Paper trays] and press [Enter].

| Machine defaults | |
|---|---|
| 01. Paper trays | ▲ |
| 02. Walkup screen | |
| 03. Timers | ▼ |

➢ Use the scroll key ⊙ to select a tray and press [Enter].

| Paper trays | |
|---|---|
| 01. Tray1 | ▲ |
| 02. Tray2 | |
| 03. Tray3 | ▼ |
| 04. Bypass | |

➢ Use the scroll key ⊙ to select a combination of paper size and orientation, and press [Enter].

➢ Press [Features] key to return to the Ready mode.

| Select paper size | | |
|---|---|---|
| 01. A4 | | ▲ |
| 02. A4 | ▱ | |
| 03. A3 | ▱ | ▼ |

# Walkup Screen

Use the Walkup Screen option to set which function you want the machine to default to, Copy, Fax or Scan.

> Select [Walkup screen] and press [Enter].

```
Machine defaults
------------------------------------
01. Paper trays                    ▲
02. Walkup screen
03. Timers                         ▼
```

> Use the scroll key ⟨▼⟩ to select the Walkup screen required and then Press [Enter].

> Press [Features] key to return to the Ready mode.

```
Walkup screen
------------------------------------
1. Copy                            ▲
2. Fax
3. Scan                            ▼
```

# Timers

Use the Timers setting to set the default time for Time Out, Standby mode and Sleep mode.

➢ Use the scroll key ⦿ to select [Timers] and press [Enter].

```
Machine defaults
- - - - - - - - - - - - - - - - - - - - - - - - - - - -
01. Paper trays                                  ▲
02. Walkup screen
03. Timers                                       ▼
```

➢ Use the scroll key ⦿ to select [Time out] and then Press [Enter].

```
Timers
- - - - - - - - - - - - - - - - - - - - - - - - - - - -
1. Time out                                      ▲
2. Standby mode
3. Sleep mode                                    ▼
```

## Time Out

Time out clears any features that may have been selected and returns to the Standby mode.

The LCD screen displays the current Time out timer value.

```
Timers
- - - - - - - - - - - - - - - - - - - - - - - - - - - -
Time              300sec
  out :            60        ▲
                  15sec      ▼
```

➤ Use the scroll keys ⓥ or
  Ⓐ to select the required
  value between 15 - 300
  seconds.

  The following values are
  selectable: 15, 30, 45, 60, 75,
  90, 105, 120, 135, 150, 180,
  210, 240, 270 and 300
  seconds.

➤ Press [Enter].

➤ Press [Features] key to return
  to the Ready Mode.

```
Timers
----------------------------------------
Time              300sec
   out :           120      ▲
                  15sec     ▼
```

## Standby Mode

The default setting is to automatically switch into Standby
mode after remaining idle for 15 minutes. The LCD screen is
visible and the message 'Standby' is displayed. To activate the
machine, press any key on the control panel or open the
document glass cover or document feeder.

➤ Use the scroll key ⓥ to
  select [Standby mode] and
  Press [Enter].

```
Timers
----------------------------------------
1. Time out                        ▲
2. Standby mode
3. Sleep mode                      ▼
```

The LCD screen displays the
current Standby mode timer
value.

```
Timers
----------------------------------------
Standby          240min
   mode :          15       ▲
                 1min       ▼
```

➢ Use the scroll keys ⊙ or
   ⊙ to select the required
   value between 1 and 240
   minutes.

   The following values are
   selectable: 1, 2, 3, 4, 5, 10,
   15, 20, 25, 30, 35, 40, 45, 50,
   55, 60, 70, 80, 90, 100, 110,
   120, 150, 180, 210 and 240
   minutes.

➢ Press [Enter].

➢ Press [Features] key to return
   to the Ready mode.

```
Timers
- - - - - - - - - - - - - - - - - - - - - - - - -
Standby          240min
   mode :          30      ▲
                  1min     ▼
```

## Sleep Mode

The default setting is for the machine to automatically power
down 15 minutes after the machine enters Standby mode. To
activate the machine, press any key on the control panel or
open the document glass cover or document feeder.

➢ Use the scroll key ⊙ to
   select [Sleep mode] and
   Press [Enter].

```
Timers
- - - - - - - - - - - - - - - - - - - - - - - - -
1. Time out                          ▲
2. Standby mode
3. Sleep mode
                                     ▼
```
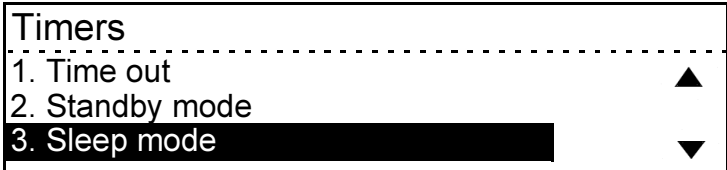
The LCD screen displays the
current Sleep mode timer
value.

```
Timers
- - - - - - - - - - - - - - - - - - - - - - - - -
Sleep            240min
   mode :          15      ▲
                  3min     ▼
```

➢ Use the scroll keys ⬇ or ⬆ to select the required value between 3 and 240 minutes.

The following values are selectable: 3, 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 70, 80, 90, 100, 110, 120, 150, 180, 210 and 240 minutes.

➢ Press [Enter].

➢ Press [Features] key to return to the Ready Mode.

```
Timers
- - - - - - - - - - - - - - - - - - - - - - - -
Sleep              240min
   mode :            30       ▲
                    3min      ▼
```

# Interrupt Key

Use the Interrupt Key option to enable or disable the Interrupt function.

> ➢ Select [Interrupt key] using the scroll key ⓥ and press [Enter].

```
Machine defaults
- - - - - - - - - - - - - - - - - - - - - - - - -
01. Paper trays                                  ▲
02. Walkup screen
03. Timers                                       ▼
        04. Interrupt key
        05. Speaker volume
        06. Department code
```

> ➢ Select [Enable] or [Disable] and press [Enter].
>
> ➢ Press [Features] key to return to the Ready mode.

```
Interrupt key
- - - - - - - - - - - - - - - - - - - - - - - - -
1. Enable                                        ▲
2. Disable
                                                 ▼
```

# Speaker Volume

There are four Speaker Volume selections available:

- **Alarm volume** - when the machine has an error an alarm rings to notify the user.

- **Key touch volume** - when you make any selection or touch any key on the control panel the machine bleeps.

- **Ringer volume** - use to set the volume of the telephone ring for incoming fax calls.

- **Monitor volume** - use to set the volume of the line monitor when dialing faxes.

➤ Select [Speaker volume] using the scroll key ⊽ and press [Enter].

```
Machine defaults
-----------------------------------
01. Paper trays                   ▲
02. Walkup screen
03. Timers                        ▼
     04. Interrupt key
     05. Speaker volume
     06. Department code
```

➤ Select the volume option required using the scroll key ⊽ and press [Enter].

```
Speaker volume
-----------------------------------
1. Alarm volume                   ▲
2. Key touch volume
3. Ringer volume                  ▼
     4. Monitor volume
```

➢ Use the scroll keys ⌄ or ⌃ to select the required value between 0 and 7.

Selecting 0 switches of the alarm and 7 is the loudest setting.

➢ Press [Enter].

➢ Press [Features] key to return to the Ready mode.

```
Speaker volume
volume :                    7            ◀《
                       3                 ▲
                       0            ▼    ◀《
```
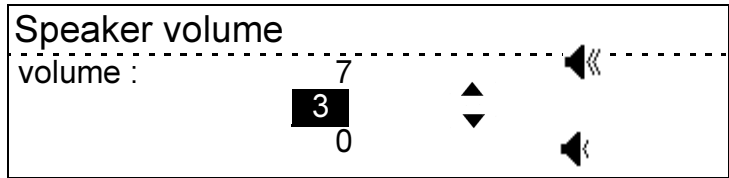
# Department Codes

Use of the machine can be limited to authorised personnel within a department by setting up Department Codes. Within the Department Codes function you can assign one Master Code for the administrator, and up to 98 Department Numbers and Codes for individual departments to use. The machine can then monitor each department's usage.

When the function is used for the first time, the administrator is prompted to enter a Master Code Name and a 5-digit Master Code. This name and code is then used to access the function for setting up individual Department Codes.

Each Department Code also has a 2 digit Department Number and a Department Name assigned. The Department Number assigned to the Master Code is preset as 01. During the setup procedure, you are prompted to enter a 2 digit Department Number, a Department Name and a 5 digit Department Code for each department.

It is recommended that you plan which numbers, names and codes should be assigned to each department prior to setting up Department Codes.

The individual Department Codes are used to access and operate the machine. As each department enters their assigned Department Code to access and operate the machine, the usage is recorded on the Department Code Report.

*HINT: For instructions on printing the Department Code Report, refer to page 10-31.*

## Setup of the Master Department Code

➢ Use the scroll key ⊙ to select [Department code], and then press [Enter].

```
Machine defaults
01. Paper trays                          ▲
02. Walkup screen
03. Timers                               ▼
```
```
    04. Interrupt key
    05. Speaker volume
    06. Department code
```

➢ To enable the Department code function, select [On] and press [Enter].

```
Department codes
1. On                                    ▲
2. Off
                                         ▼
```

The "Master code" screen displays.

```
Master code
Master code number:              01
Enter master code name (20 max) :

```

**NOTE:** Keep a note of the master code somewhere safe.

➢ Using the keyboard, enter a master code name and press [Enter].

```
Master code
Master code number:              01
Enter master code name (20 max) :
XEROX ADMIN
```

➢ Using the numeric keypad, enter a 5 digit master code and press [Enter].

```
Master code
Master code number:            01
Enter master code:

                            ■■■■■
```

The Master Code has been setup and you are now ready to setup individual Department Codes.

```
Department codes
Enter master code (1) or
Enter department code (2 - 99)
```

## Setup of individual Department Codes

➢ Use the scroll key ⓥ to select [Department code], and then press [Enter].

```
Machine defaults
01. Paper trays                    ▲
02. Walkup screen
03. Timers                         ▼
      04. Interrupt key
      05. Speaker volume
      06. Department code
```

➢ Select [On] and press [Enter] to access the setup screens.

```
Department codes
1. On                              ▲
2. Off
                                   ▼
```

➢ Select [Modify current codes]
to setup new Department
Codes or modify existing
codes.

➢ Press [Enter].

```
Department codes
1. Modify current codes          ▲
2. Delete all codes
3. Print all codes               ▼
```

**NOTE:** If you entered the Master Code to gain access to the
machine, you will not have to enter it again here.

➢ Enter the 5 digit Master Code
using the numeric keypad
and press [Enter].

If the code is correct, access
to the Department Code
setup screens is provided.

```
Master code
Enter master code :

                        ■■■■■
```

➢ Using the numeric keypad
enter the first 2 digit
Department Number you
want to setup, between 2 and
99.

➢ Press [Enter].

```
Department codes
Enter master code (1) or
Enter department code (2 - 99)

                              6■
```

➢ Using the keyboard, enter a
Department Name and press
[Enter].

```
Department codes
Department number:        06
Enter department name (20 max) :
■
```

> Using the numeric keypad, enter a 5 digit Department Code and press [Enter].

```
Department codes
Department number:            06
Enter master code:

                           ▮▮▮▮▮
```

> Using the numeric keypad enter the first 2 digit Department Number you want to setup, between 2 and 99.

> Press [Enter].

```
Department codes
Enter master code (1) or
Enter department code (2 - 99)

                               6▮
```

> Using the numeric keypad, enter a 5 digit master code and press [Enter].

```
Master code
Master code number:            01
Enter master code:

                           ▮▮▮▮▮
```

The first Department Code has now been setup. Follow the procedure to setup all the Department Codes required.

> When all the Department Codes have been setup, press the [Features] key to return to Ready mode.

```
Department codes
Enter master code (1) or
Enter department code (2-99)

```

## Modifying and Deleting Department Codes

➢ Use the scroll key ⦿ to select [Department code], and then press [Enter].

> **Machine defaults**
> - - - - - - - - - - - - - - - - - - - - -
> 01. Paper trays ▲
> 02. Walkup screen
> 03. Timers ▼
> > 04. Interrupt key
> > 05. Speaker volume
> > **06. Department code**

➢ Select [On] and press [Enter] to access the setup screens.

> **Department codes**
> - - - - - - - - - - - - - - - - - - - - -
> **1. On** ▲
> 2. Off
> ▼

➢ Select [Modify current codes] to modify existing codes.

➢ Press [Enter].

> **Department codes**
> - - - - - - - - - - - - - - - - - - - - -
> **1. Modify current codes** ▲
> 2. Delete all codes
> 3. Print all codes ▼

**NOTE:** If you entered the Master Code to gain access to the machine, you will not have to enter it again here.

➢ Enter the 5 digit Master Code using the numeric keypad and press [Enter].

If the code is correct, access to the Department Code setup screens is provided.

> **Master code**
> - - - - - - - - - - - - - - - - - - - - -
> Enter master code :
>
> ▐▌▐▌▐▌▐▌▐▌

> Using the numeric keypad enter the 2 digit Department Number you want to modify or delete.

> Enter [1] to modify the Master Code, or between [2] and [99] to modify the Individual Department Codes.

> Press [Enter].

```
Department codes
Enter master code (1) or
Enter department code (2 - 99)

                                6█
```

A message displays "Unavailable. Already assigned". The modify options then display.

```
Department codes
Department number:           06
SUPPLIES
Unavailable. Already assigned
```

> To delete the Department Code select [Delete] and press [Enter].

**NOTE:** The master code cannot be deleted, only modified.

```
Department codes
1. Delete                      ▲
2. Modify
3. Retain                      ▼
```

The code is deleted.

```
Department codes
Department number:           06

Deleted
```

➢ To change the code details, select [Modify] and press [Enter].

➢ Make the changes required and press [Enter].

> Department codes
> - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
> 1. Delete                                           ▲
> **2. Modify**
> 3. Retain                                           ▼

> Department codes
> - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
> Department number:                    06
> Enter department name (20 max) :
> SUPPLIES

➢ To exit without making any changes, select [Retain] and press [Enter].

> Department codes
> - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
> 1. Delete                                           ▲
> 2. Modify
> **3. Retain**                                       ▼

➢ Press the [Features] key to return to Ready mode.

> Department codes
> - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
> Enter master code (1) or
> Enter department code (2 - 99)
>                                                   ▮▮

## Using Department Codes

Once the Department Codes have been setup, the Ready mode screens prompt users to enter a Department Code before access to the Copy, Fax, Internet Fax and Scan to Email functions is allowed.

➢ Press the [Features] key.

➢ Using the numeric keypad, enter your Department Code.

```
┌─────────────────────────────────────────┬─────┐
│ Enter department code                    │  1  │
│ Paper   :   Auto          L/D  :  Auto   └─────┤
│ Output  :   Collated      R/E  :  100%        │
├───────────────────────────────────────────────┤
│  Added Features                              ▼ │
└───────────────────────────────────────────────┘
```

Each digit entered is displayed as an asterisk on the screen.

➢ Press [Enter].

If the code is correct, access to the function is provided. If the code is incorrect the "Enter department code" message returns.

➢ Select either the Copy, Fax/ Internet Fax or Scan to Email key, if required.

```
┌─────────────────────────────────────────┬─────┐
│ *****                                    │  1  │
│ Paper   :   Auto          L/D  :  Auto   └─────┤
│ Output  :   Collated      R/E  :  100%        │
├───────────────────────────────────────────────┤
│  Added Features                              ▼ │
└───────────────────────────────────────────────┘
```

*HINT: The Department Code Report can be printed to view the machine usage for each Department Code. For instructions on printing the Department Code Report refer to page 10-31.*

# Remote Service

---

**Quick Pathway**

➢ **Machine Status**
➢ **Default settings**
➢ **Remote service**

---

Use the following instructions to access the Remote Service options. This option allows remote access to your machine to enable facilities such as downloading firmware and ordering supplies.

**NOTE:** Some options are not available in all Markets and for every machine configuration. Therefore, feature numbering can vary.

➢ To access the Machine Defaults menu while in the Ready mode, press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➢ Ensure [Default settings] is selected and press [Enter].

```
Machine status
01. Default settings        ▲
02. Print report
03. Initial setup           ▼
```

➢ Select [Remote service] and press [Enter].

```
Default settings
01. Machine defaults        ▲
02. Copy defaults
03. Fax defaults            ▼
        04. Printer defaults
        05. E-mail defaults
        06. Report defaults
        07. Remote service
```

---

The Remote Service options display.

**Remote service**
| 01. Remote access | ▲ |
| 02. Download firmware | |
| 03. Remote password | ▼ |

04. Supplies order

## Remote Access

This feature allows a remote Xerox test facility or service centre to perform diagnostic tests on your machine.

➢ Use the scroll key ⊙ to select [Remote access], and then press [Enter].

**Remote service**
| 01. Remote access | ▲ |
| 02. Download firmware | |
| 03. Remote password | ▼ |

04. Supplies order

.

➢ Select [Off] to disable or [On] to enable Remote Access and press [Enter].

**Remote access**
| 1. Off | ▲ |
| 2. On | |
| | ▼ |

# Download Firmware

This selection is used to enable firmware to be downloaded to the machine. There are two Download firmware selections: No Job in Memory and Anytime.

➢ Use the scroll key ⊙ to select [Download firmware], and then press [Enter].

```
Remote service
01. Remote access          ▲
02. Download firmware
03. Remote password        ▼
     04. Supplies order
```

➢ To download the firmware when there is no job in memory select [No job in memory].

➢ To download the firmware at anytime press [Anytime].

➢ Press [Enter].

```
Download firmware
1. No job in memory        ▲
2. Anytime
                           ▼
```

# Remote Password

Allows you to password protect the machine from any unauthorized person dialing into the machine. This should be used as security to allow only Xerox authorized service persons to use Remote Diagnostics Centre (RDC) to dial into the machine to retrieve information.

➢ Use the scroll key ⊙ to select [Remote password], and then press [Enter].

```
Remote service
- - - - - - - - - - - - - - - - - - - - - - - - - - -
01. Remote access                              ▲
02. Download firmware
03. Remote password
                                               ▼
    04. Supplies order
```

➢ Using the Numeric Keypad, enter the password (20 digits maximum) and press [Enter].

```
Set remote password
- - - - - - - - - - - - - - - - - - - - - - - - - -
password (20 max) :

█
```

# Supplies Order

The Automatic Supplies Ordering feature allows you to have the machine automatically send a report to a specified fax number (usually a supplies centre) when the machine is out of toner or the drum life is low. This will ensure that supplies are available when needed and will minimize ordering time.

Supplies can be ordered through the customer's internal supplies centre, through a dealer or even through Xerox Supplies. This is determined when the order centre fax number is entered after the auto supplies order is activated.

Automatic Supplies Ordering is a three stage process, you need to setup details of the destination where the order will be sent, set up details of the supplies to be ordered and provide your ordering details. Once you have completed the process, you can print a copy of the order form.

## Setting up Destination.

➢ Use the scroll key ⦿ to select [Supplies order], and then press [Enter].

```
Remote service
------------------------------------
01. Remote access                    ▲
02. Download firmware
03. Remote password                  ▼
    04. Supplies order
```

➢ Preset the Supplies Centre telephone number or E-mail address as a Speed Dial number or One Touch key.

*HINT: Refer to Chapter 7 - Phonebook for instructions on setting up Speed Dial numbers and One Touch Keys.*

➢ Select [Destination setup], and press [Enter].

```
Supplies order
------------------------------------
01. Destination setup                ▲
02. Supplies
03. Other information                 ▼
```

➢ Enter the Speed Dial or One Touch key that you preset for the supplies centre, then press [Enter].

The destination has been programmed.

```
Destination setup
- - - - - - - - - - - - - - - - - - - - -
Enter fax number or
press E-mail, Phonebook,
or one touch key
```

## Entering Supplies Details

➢ Select [Supplies] and press [Enter].

```
Supplies order
- - - - - - - - - - - - - - - - - - - - -
01. Destination setup                ▲
02. Supplies
03. Other information                 ▼
```

➢ To order a Toner Cartridge select [Toner], to order a drum cartridge select [02. Drum].

➢ Press [Enter].

```
Select supplies
- - - - - - - - - - - - - - - - - - - - -
01. Toner                            ▲
02. Drum
                                      ▼
```

➢ Select [Select auto order] and press [Enter] to setup Automatic Ordering.

```
Toner ordering
- - - - - - - - - - - - - - - - - - - - -
01. Select auto order                ▲
02. Enter part number
03. Enter quantity                    ▼
```

➢ Select [Yes] to enable or [No] to disable and press [Enter].

```
Select auto order
- - - - - - - - - - - - - - - - - - - - -
01. Yes                              ▲
02. No
                                      ▼
```

➢ To enter the part number select [Enter part number] and press [Enter].

```
Toner ordering
-----------------------------------------------
01. Select auto order                        ▲
02. Enter part number
03. Enter quantity                           ▼
```

➢ Using the Numeric Keypad and Keyboard enter the part number of the toner or drum cartridge (20 alphanumeric maximum).

```
Enter part number
-----------------------------------------------
Part number (20 max) :

█
```

➢ To enter the quantity required, select [Enter quantity] and press [Enter].

```
Toner ordering
-----------------------------------------------
01. Select auto order                        ▲
02. Enter part number
03. Enter quantity                           ▼
```

➢ Using the Numeric Keypad enter the quantity required (1 to 99) and press [Enter].

```
Enter quantity
-----------------------------------------------
Quantity (1 - 99) :

                                             █
```

## Entering Order Details

> Select [Other information] and press [Enter].

```
Supplies order
--------------------------------------------
01. Destination setup                    ▲
02. Supplies
03. Other information                     ▼
```

> To enter your customer number select [Customer number] and press [Enter].

> To enter contact name select [Contact name] and press [Enter]

> To enter a contact telephone number select [Contact tel number] and press [Enter].

> To enter the name to whom the items should be dispatched, select [Ship to name] and press [Enter].

> To enter the shipping address for items, select [Ship to address] and press [Enter].

> Using the Numeric Keypad and Keyboard enter the information required.

```
Other information
--------------------------------------------
1. Customer number                       ▲
2. Contact name
3. Contact tel number                    ▼
      4. Ship to name
      5. Ship to address
```

## Printing the Supplies Form

➢ To access the Print Report menu while in the Ready to Copy or Fax screen, press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➢ Select [Print report] and press [Enter].

```
Machine status
- - - - - - - - - - - - - - - - - - - - - - - - - - - -
01. Default settings                    ▲
02. Print report
03. Initial setup                       ▼
```

➢ Select [Supplies order] and press [Enter].

```
Print report
- - - - - - - - - - - - - - - - - - - - - - - - - - - -
01. Department code                     ▲
02. Settings report
03. Supplies order report               ▼
```

The "Printing accepted" message is displayed and your report will be printed.

➢ Press [Features] key to return to the Ready mode.

```
Supplies order report
- - - - - - - - - - - - - - - - - - - - - - - - - - - -


Printing accepted
```

# Printing Reports

There are three reports that can be printed from the machine:

- Department code

- Setting report

- Supplies order report

**NOTE:** Some options are not available in all Markets and for every machine configuration. Therefore, feature numbering can vary.

➢ To access the Print Report menu while in the Ready mode, press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➢ Ensure [Print report] is selected and press [Enter].

```
Machine status
-------------------------------------------
01. Default settings                    ▲
02. Print report
03. Initial setup                       ▼
```

# Department Code Report

The Department Code report lists the Department Names and Codes.

The usage for each department is listed by number of pages sent, received and copied.

If you enter the master code, the report lists the master department code and all departments. If you enter a department code, the report prints information for only that user's department.

The following information is printed on the Department Code Report:

| Item | Description |
|------|-------------|
| Dept. nbr | Department Number. |
| Name | Department Name. |
| Dept. code | Department Code for operating the department. |
| Pgs. Sent | Number of pages transmitted by the department. |
| Pgs. Rcvd | Number of pages received by the depart-ment. |
| Pgs. Copied | Number of pages copied by the depart-ment. |
| E-mail sent | Number of pages transmitted by E-mail for the department |

## To Print the Department Code Report:

> Ensure [Department code] is selected and press [Enter].

```
Print report
- - - - - - - - - - - - - - - - - - - - - - - - - - - - -
01. Department code                                    ▲
02. Settings report
03. Supplies order report                              ▼
```

The "Printing accepted" message is displayed and your report will be printed.

➢ Press [Features] key to return to the Ready mode.

```
Department code
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .


Printing accepted
```

# Settings Report

The Settings Report prints a list of each machine function and the current settings.

| | |
|---|---|
| Keyboard type | Resend stored fax |
| Memory size |    Stored time |
| | |
| Machine defaults | Send header |
|    Paper tray | Send after scan |
|       tray1 | Account code |
|       tray2 | Separator page |
|       tray3 | Secure receive |
|       Bypass |    Start time |
|    Walkup screen |    End time |
|    Timers |    All day secure |
|       Time out |    Receive to memory |
|       Standby mode |    Reduce receive |
|       Sleep mode |    Discard extra |
|    Interrupt key |    Refuse junk mail |
|    Speaker volume |    Receive footer |
|       Alarm volume | Report Default |
|       Key touch volume |    Activity reports |
|       Ringer volume |       Set report format |
|       Monitor volume |       Auto print |
| | |
| Copy Default |    FAX/Poll/Relay Report |
|    Reduce/enlarge |       Confirmation report |
|    Original type |       Memory send |
|    Lighten/darken |       Group send |
|    Output |       Group poll |
|    Sides imaged |       Relay originator |
| |       Relay station |
| |       Relay designation |
| | |
| Fax default |    Reception reports |
|    Line monitor |       Local to mailbox |
|    Receive interval |       Remote to mailbox |
|    Error correct-ECM |       Relay station |
|    Resolution | Remote service |
|       Lighten/darken |    Remote access |
|    Dial mode |    Download firmware |
|    Redials |    RDC password |
|       Interval | Total pages |
|    Number of redials |    Scanned |
|    Answer mode |    Printed |
|       Rings to answer | |

| | |
|---|---|
| Memory send<br>Secure send<br>Cover sheet<br>Redials<br>    Interval<br>    Number of redials<br>Answer mode<br>    Rings to answer<br>Memory send<br>Secure send<br>Cover sheet | |

## To Print the Settings Report:

⮞ Select [Settings report] and press [Enter].

```
Print report
------------------------------------
01. Department code            ▲
02. Settings report
03. Supplies order report      ▼
```

The "Printing accepted" message is displayed and your report will be printed.

⮞ Press [Features] key to return to the Ready mode.

```
Settings report
------------------------------------


Printing accepted
```

**NOTE:** Total Pages represents the grand total for Scanned and Printed pages, it is not the same as Drum count that is found on the Activity Report.

**NOTE:** The firmware identification number is located at the top of the Settings Report. Refer to this number when calling for service.

# Supplies Order Report

The Supplies Order report can be setup and used to order supplies for your *WorkCentre Pro 416*.

For information on setting up the report refer to page *10-25*.

## To Print the Supplies Order Report:

➢ Select [Supplies order] and press [Enter].

```
Print report
----------------------------------
01. Department code                   ▲
02. Settings report
03. Supplies order report             ▼
```

The "Printing accepted" message is displayed and your report will be printed.

➢ Press [Features] key to return to the Ready mode.

```
Supplies order report
----------------------------------


Printing accepted
```

# Changing the Initial Setup

Initial setup allows the user to localise their machine and customize to meet their individual needs. The following are the setups available:

- Date & Time

- Localization

- Language

- Machine ID

- Machine Serial Number

- Customer Support

**NOTE:** Some options are not available in all Markets and for every machine configuration. Therefore, feature numbering can vary.

➢ To access the Initial Setup menu while in the Ready mode, press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➢ Select [Initial setup] and press [Enter].

```
Machine status
01. Default settings          ▲
02. Print report
03. Initial setup             ▼
```

# Date & Time

➢ Ensure [Date & Time] is selected and press [Enter].

```
Initial Setup
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
01. Date & Time                              ▲
02. Localization
03. Language                                 ▼
        04. Machine ID
        05. Machine serial number
        06. Customer support
        07. Network
```

## Setting

Setting allows users to view and edit the current Date & Time information.

➢ Ensure [Setting] is selected and press [Enter].

```
Date & Time
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
01. Setting                                  ▲
02. Time format
03. Date format                              ▼
        04. Month format
```

The LCD screen displays the current date and time information.

```
Setting
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
YYYY-MM-DD     day              HH: MM
2001-04-01     Tue      ⬍       11 : 30   pm
```

> Change the settings using the scroll keys and numeric keypad.

Use the scroll key ⊙ to select the digit/entry requiring change.

Enter a new digit using the numeric keypad or scroll to a new entry using the scroll keys ⊙ or ⊙ .

> When you have changed all the required settings, press [Enter].

```
Setting
................................................
YYYY-MM-DD     day          HH: MM
2001-04-01     Tue          11 : 30   pm
```

## Time Format

Use the Time Format setting to select a 12 hour or 24 hour clock.

> Select [Time Format] using the scroll key ⊙ and press [Enter].

```
Date & Time
................................................
01. Setting                              ▲
02. Time format
03. Date format                          ▼
      04. Month format
```

> Select [1. 24 hour] for a 24 hour clock or [2. 12 hour] for a 12 hour clock.

> Press [Enter].

```
Time format
................................................
1. 24 hour                               ▲
2. 12 hour
                                         ▼
```

## Date Format

Use the Date Format setting to select the date order, for example the year, the month, the day or the month, the day, the year etc.

➢ Select [Date Format] using the scroll key ⏷ and press [Enter].

> ### Date & Time
> - - - - - - - - - - - - - - - - - - - - - - - - -
> 01. Setting ▲
> 02. Time format
> 03. Date format ▼
>
> 04. Month format

➢ Select the format option required using the scroll key ⏷ and press [Enter].

> ### Date format
> - - - - - - - - - - - - - - - - - - - - - - - - -
> 1. YYYY-MM-DD ▲
> 2. MM-DD-YYYY
> 3. DD-MM-YYYY ▼
>
> 4. YY-MM-DD
> 5. MM-DD-YY
> 6. DD-MM-YY

## Month Format

Use the Month Format setting to choose whether to display the month using numeric digits or the month name.

➢ Select [Month Format] using the scroll key ⏷ and press [Enter].

> ### Date & Time
> - - - - - - - - - - - - - - - - - - - - - - - - -
> 01. Setting ▲
> 02. Time format
> 03. Date format ▼
>
> 04. Month format

➢ Select the option required using the scroll key ⊙ and press [Enter].

➢ Press [Features] key to return to the Features mode.

Month format
- - - - - - - - - - - - - - - - - - - - - - - - - - - -
1. Numeric                                         ▲
2. Name
                                                   ▼

# Localization

Use the localization setting to select whether to display measurements in inches or millimetres.

➢ Select [Localization] using the scroll key ▼ and press [Enter].

```
Initial Setup
------------------------------------
01. Date & Time                   ▲
02. Localization
03. Language                      ▼
        04. Machine ID
        05. Machine serial number
        06. Customer support
        07. Network
```

➢ Select the Localization option required using the scroll key ▼ and press [Enter].

```
Localization
------------------------------------
01. Inches                        ▲
02. Name
                                  ▼
```

# Language

Use the Language setting to select which language the screen will use.

> Select [Language] using the scroll key ▼ and press [Enter].

```
Initial Setup
----------------------------------
01. Date & Time                    ▲
02. Localization
03. Language                       ▼
        04. Machine ID
        05. Machine serial number
        06. Customer support
        07. Network
```

> Select the required Language using the scroll key ▼ and press [Enter].

> Press [Features] key to return to the Ready mode.

```
Language
----------------------------------
01. English                        ▲
02. Français
03. Español                        ▼
        04. Português brasileiro
        05. Português
        06. Italiano
        07. Deutsch
        08. Nederlands
        09. Dansk
        10. Norsk
        11. Svenska
        12. Suomi
```

# Machine ID

The Machine ID identifies your machine to the remote fax machine when they communicate. The Machine ID must identify the person or company that sends the documents and appear on each transmitted page.

**NOTE:** Refer to Chapter 2 - Product Overview, page *2-15* for information on entering characters.

**NOTE:** U.S. Regulations require that your fax transmittals include your name (business or individual), telephone number, date, and time.

➢ Select [Machine ID] using the scroll key ▼ and press [Enter].

```
Initial Setup
--------------------------------------------
01. Date & Time                          ▲
02. Localization
03. Language                             ▼
        04. Machine ID
        05. Machine serial number
        06. Customer support
        07. Network
```

➢ Using the Keyboard and the Numeric Keypad, enter your machine's identification name.

A maximum of 40 characters can be entered.

➢ Press [Enter].

```
Machine ID
--------------------------------------------
Name (40 max) :

█
```

> To enter a Country Code, select [Yes] and press [Enter].

```
Machine ID
- - - - - - - - - - - - - - - - - - - - - - - - - - -
Country code?                                      ▲
1. Yes
2. No                                              ▼
```

> After the "+" symbol enter the country code and the machine's fax number using the Numeric Keypad.

> If a Country code is not required, select [No] and press [Enter]. Enter the fax number without the country code.

> Press [Enter].

> Press [Features] key to return to the Ready mode.

```
Machine ID
- - - - - - - - - - - - - - - - - - - - - - - - - - -
Fax number (20 max) :

+█
```

**NOTE:** If the Country code option is selected, the "+" symbol is automatically displayed at the beginning of the fax telephone number indicating a Country Code can be entered. If a Country code is not entered, international communication can be entered manually when dialing.

# Machine Serial Number

For easy reference the machine serial number can be stored in the setups.

**NOTE:** To locate the machine serial number, refer to Chapter 1 - About This Guide, page *1-4*.

➤ Select [Machine serial number] using the scroll key ⊙ and press [Enter].

```
Initial Setup
- - - - - - - - - - - - - - - - - - - - - - - - - -
01. Date & Time                                    ▲
02. Localization
03. Language                                       ▼
              04. Machine ID
              05. Machine serial number
              06. Customer support
              07. Network
```

➤ The machine serial number is on a label located on the machine frame inside the front door. Use the Keyboard to enter the number.

➤ Press [Enter].

➤ Press [Features] key to return to the Ready mode.

```
Machine serial number
- - - - - - - - - - - - - - - - - - - - - - - - - -
Number (20 max) :

█
```

# Customer Support

Use this option to store the Xerox Customer Support telephone number and the Xerox Supplies telephone number.

➢ Select [Customer Support] using the scroll key ⬇ and press [Enter].

```
Initial Setup
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
01. Date & Time                                    ▲
02. Localization
03. Language                                       ▼
         04. Machine ID
         05. Machine serial number
         06. Customer support
         07. Network
```

➢ Ensure [Customer support number] is selected and press [Enter].

```
Customer support
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
01. Customer support number                        ▲
02. Xerox supply number

                                                   ▼
```

.

➢ Use the numeric keypad to enter the Customer Support telephone number and press [Enter].

➢ Press [Features] key to return to the Ready mode.

```
Customer support number
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
Number (20 max) :

█
```

**Xerox Supply Number**

> Select [Xerox supply number] using the scroll key ⊙ and press [Enter].

```
Customer support
------------------------------------
01. Customer support number          ▲
02. Xerox supply number

                                     ▼
```

.

> Use the numeric keypad to enter your Xerox supply telephone number and press [Enter].

> Press [Features] key to return to the Ready mode.

```
Xerox supply number
------------------------------------
Number (20 max) :

█
```

# Network

The network settings are used to install and configure the *WorkCentre Pro 416Pi* and *Si* on your network. This task must be performed by a trained System Administrator.

Instructions for configuring the network settings and installing the machine on a network are provided in the System Administrator's Guide.

```
Initial Setup
- - - - - - - - - - - - - - - - - - - - - - - - - -
01. Date & Time                              ▲
02. Localization
03. Language                                 ▼
```
```
           04. Machine ID
           05. Machine serial number
           06. Customer support
           07. Network
```

# Menu Map

**Quick Pathway**

➢ **Machine Status**

➢ **Menu map**

The menu map contains a list of all the settings provided in Machine Status.

**NOTE:** Some options are not available in all Markets and for every machine configuration. Therefore, feature numbering can vary.

➢ To access the Menu map while in the Ready to Copy or Fax screen, press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➢ Select [Menu map] using the scroll key ⏷ and press [Enter].

**Machine status**
01. Default settings ▲
02. Print report
03. Initial setup ▼

04. Menu map
05. Self test
06. Customer support number
07. Machine serial number
08. Xerox supply number
09. Total print counter
10. Machine revisions

The "printing accepted" message displays and a map of the menus available within Machine Status is printed.

➢ Press [Features] key to return to the Ready mode.

**Menu map**

Printing accepted

# Self Test

A series of machine tests can be carried out by the user to enable you to understand the performance of the machine and diagnose any problems it may have. Various tests are available from the self test option.

**NOTE:** Some options are not available in all Markets and for every machine configuration. Therefore, feature numbering can vary.

➢ To access the Menu map while in the Ready to Copy or Fax screen, press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➢ Select [Self test] using the scroll key ⮟ and press [Enter].

```
Machine status
------------------------------------
01. Default settings              ▲
02. Print report
03. Initial setup                 ▼
       04. Menu map
       05. Self test
       06. Customer support number
       07. Machine serial number
       08. Xerox supply number
       09. Total print counter
       10. Machine revisions
```

## Automatic Test

➢ Ensure [Auto test] is selected and press [Enter].

```
Self test
------------------------------------
01. Auto test                     ▲
02. Individual test
03. Print test result             ▼
```

The Auto test screen displays during testing.

> **Auto test**
>
> ------------------------------------------------
>
> ■------------------------------------------------
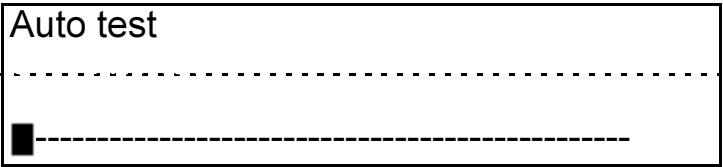
➢ The "Completed" message displays when the test is complete.

➢ Press [Features] key to return to the Standby Mode.

> **Auto test**
>
> ------------------------------------------------
>
> Completed
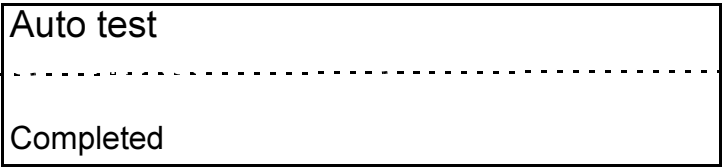
## Individual Test

➢ Use the scroll key ⊙ to select [Individual test]. Press [Enter].

> **Self test**
>
> ------------------------------------------------
> 01. Auto test                                   ▲
> 02. Individual test
> 03. Print test result                           ▼
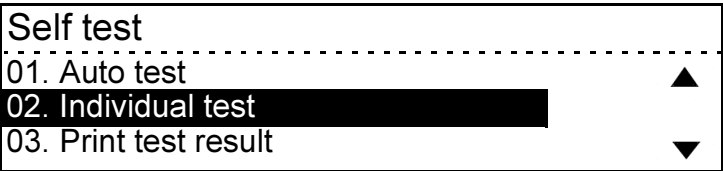
These individual tests are available.

➢ Using the scroll key ⊙ to select the test required and press [Enter].

Each Individual test will display unique instructions. Follow these instructions step by step to run the test.

> **Individual test**
>
> ------------------------------------------------
> 01. ADF test                                    ▲
> 02. Key test
> 03. LED test                                    ▼
> > 04. LCD test
> > 05. Speaker test
> > 06. Sensor test
> > 07. Print test
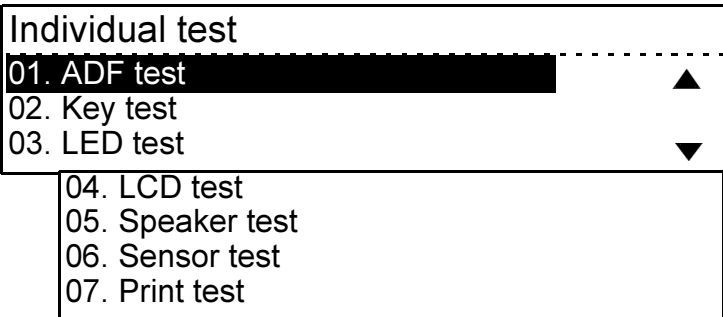
# Print Test Result

➢ Use the scroll key ⬇ to select [Print test result]. Press [Enter].

```
Self test
----------------------------------
01. Auto test                    ▲
02. Individual test
03. Print test result            ▼
```

➢ The "Printing accepted" message displays and the test results are printed.

➢ Press [Features] key to return to the Standby Mode.

```
Print test
----------------------------------

Printing accepted
```

# Customer Support Number

**Quick Pathway**

➢ **Machine Status**
➢ **Customer support number**

This option displays the customer support number entered using the Initial Setup options.

**NOTE:** Some options are not available in all Markets and for every machine configuration. Therefore, feature numbering can vary.

➢ To access this option while in the Ready to Copy or Fax screen, press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➢ Select [Customer support number] using the scroll key ⊽ and press [Enter].



Machine status
. . . . . . . . . . . . . . . . . . . . . . . . . .
01. Default settings ▲
02. Print report
03. Initial setup ▼

04. Menu map
05. Self test
06. Customer support number
07. Machine serial number
08. Xerox supply number
09. Total print counter
10. Machine revisions

Customer support number
. . . . . . . . . . . . . . . . . . . . . . . . . .

1 800 2000

# Machine Serial Number

This option displays the serial number of your machine.

NOTE: Some options are not available in all Markets and for every machine configuration. Therefore, feature numbering can vary.

➤ To access this option while in the Ready to Copy or Fax screen, press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➤ Select [Machine serial number] using the scroll key ⌄ and press [Enter].



Machine status
- - - - - - - - - - - - - - - - - - - - - - - - - -
01. Default settings        ▲
02. Print report
03. Initial setup           ▼

04. Menu map
05. Self test
06. Customer support number
07. Machine serial number
08. Xerox supply number
09. Total print counter
10. Machine revisions

Machine serial number
- - - - - - - - - - - - - - - - - - - - - - - - - -

34300021932

# Xerox Supply Number

**Quick Pathway**

➢ **Machine Status**
➢ **Xerox supply number**

This option displays the telephone number to call for ordering supplies from Xerox.

**NOTE:** Some options are not available in all Markets and for every machine configuration. Therefore, feature numbering can vary.

➢ To access this option while in the Ready to Copy or Fax screen, press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➢ Select [Xerox supply number] using the scroll key ⬇ and press [Enter].

Machine status

01. Default settings ▲
02. Print report
03. Initial setup ▼

04. Menu map
05. Self test
06. Customer support number
07. Machine serial number
08. Xerox supply number
09. Total print counter
10. Machine revisions

Xerox supply number

1 800 3000

# Total Print Counter

This option displays the total number of prints the machine has done.

**NOTE:** Some options are not available in all Markets and for every machine configuration. Therefore, feature numbering can vary.

➤ To access this option while in the Ready to Copy or Fax screen, press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➤ Select [Total print counter] using the scroll key ⊙ and press [Enter].

Machine status
01. Default settings                    ▲
02. Print report
03. Initial setup                       ▼
    04. Menu map
    05. Self test
    06. Customer support number
    07. Machine serial number
    08. Xerox supply number
    09. Total print counter
    10. Machine revisions

Total print counter

3980

# Machine Revisions

**Quick Pathway**

➤ **Machine Status**
➤ **Machine revisions**

Use this option to view a list of machine revisions.

**NOTE:** Some options are not available in all Markets and for every machine configuration. Therefore, feature numbering can vary.

➤ To access this option while in the Ready to Copy or Fax screen, press the [Machine Status] key located to the right of the LCD.

The Machine Status menu displays the settings options.

➤ Select [Machine revisions] using the scroll key ⊙ and press [Enter].



**Machine status**
01. Default settings ▲
02. Print report
03. Initial setup ▼

04. Menu map
05. Self test
06. Customer support number
07. Machine serial number
08. Xerox supply number
09. Total print counter
10. Machine revisions

**Machine revisions**
1XXWWXC1a ▲
2XXWWXC1a
3XXWWXC1a ▼

# Appendix A - Safety Notes

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

**The safety testing and performance of this product have been verified using XEROX materials only**.

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

This WARNING Mark alerts users to the possibility of personal injury.

This WARNING Mark alerts users to heated surfaces.

**WARNING: This product must be connected to a protective earthing circuit.**

**This product** is equipped with a 3-wire type plug, provided with a protective earthing pin. This plug will fit only into an earthed 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 an earthed adapter plug to connect the product to a power source receptacle that lacks an earth connection terminal.

**This product** 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 product where persons will step or trip on the cord.

**Use of an extension cord with this product is not recommended or authorized.** Users should check building codes and insurance requirements if a properly earthed extension cord is to be used. Ensure that the total ampere ratings of the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total amperage of all products plugged into the wall outlets does not exceed the outlet rating.

**Disconnect Device** for this product is the power cord. To remove all electrical power to the product, disconnect the power cord from the power receptacle.

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

**Unplug** this product from the wall outlet before cleaning. Always use materials specifically designated for this product. 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 those for which they were intended. Keep all supplies and materials out of reach of children.

**Do not** use this product near water, wet locations, or outdoors.

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

**Slots and Openings** in the cabinet and in the back and sides of the product are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The product should never be located near or over a radiator or heat register. This product 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 product 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 product.

**Never** remove covers or guards that require a tool for removal, unless directed to do so in a Xerox approved maintenance kit.

**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.

**Do not** put your hands into the fuser area, located just inside the exit tray area, as you may be burned.

**Quality Standards:** The product is manufactured under a registered ISO9002 Quality system.

If you need additional safety information concerning this XEROX product or XEROX supplied materials you may call the following number:

EUROPE +44 (0) 1707 353434

USA/CANADA 1 800 928 6571

# Safety Standards

**EUROPE**     This XEROX product is certified by the following Agency using the Safety Standards listed.

**Agency: SEMKO**

Standard: IEC60950 3rd Edition Amendments A1, A2, A3 and A4.

**USA/CANADA**     This XEROX product is certified by the following Agency using the Safety Standards listed.

Agency: UNDERWRITERS LABORATORIES

Standard: UL 1950 3rd Edition. Certification is based on reciprocity agreements, which include requirements for Canada.

# Regulatory Information

The CE marking applied to this product symbolizes Xerox Limited Declaration of Conformity with the following applicable Directives of the European Union as of the dates indicated:

**January 1, 1995:** Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

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

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

A full declaration, defining the relevant directives and referenced standards can be obtained from your Xerox representative or by contacting:

Environment, Health and Safety

Xerox Limited
PO Box 17
Bessemer Road
Welwyn Garden City
Herts
AL7 1HE
England
Tel Number +44 (0) 1707 353434

**WARNING:This product is certified manufactured and tested in compliance with strict safety and radio frequency interference regulations. Any unauthorized alteration which includes the addition of new functions or the connection of external devices may impact this certification. Please contact your local XEROX Limited representative for a list of approved accessories.**

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

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

⚠️ **WARNING:Shielded cables must be used with this equipment to maintain compliance with Council Directive 89/336/EEC.**

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

Changes or modifications to this equipment not specifically approved by the XEROX corporation may void the user's authority to operate this equipment.

**ICES-003**    This Class "A" digital apparatus complies with the Canadian ICES-003. Cet appareil numérique de la classe "A" est conforme à la norme NMB-003 du Canada.

# Laser Safety

> ⊘ **CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.**

With specific regard to lasers, the equipment complies with laser product performance standards set by governmental, national and international agencies as a Class 1 Laser Product. It does not emit hazardous radiation as the beam is totally enclosed during all phases of customer operation and maintenance.

# The Electricity at Work Regulations - UK ONLY

The Electricity at Work Regulation 1989 came into force in England and Wales on the 1 April 1990. This 1989 Regulation places a duty on all employers and self-employed persons to ensure the electrical system in their premises is constructed, maintained and operated in such a manner as to prevent, so far as reasonably practical, danger. This includes ensuring all electrical equipment connected to such electrical systems safely constructed, maintained and operated.

All Xerox equipment has been designed to exacting safety standards and has undergone a variety of stringent safety tests including earth bond, insulation resistance and electrical strength tests. Xerox Limited manufacturing plants have been awarded ISO 9000 quality certification and are subject to regular audits by the British Standards Institution or equivalent national standards body.

Xerox equipment which has been properly and regularly serviced and maintained should not have to undergo additional specific safety tests pursuant to the 1989 Regulation. Customers wishing to complete safety testing should contact Xerox Limited Technical Centre (*see page B-9*) for advice prior to any test implementation.

XEROX equipment should, however, be properly and regularly serviced and maintained at all times.

**QUESTION:**    **What is the Electricity at Work Regulation?**

**ANSWER:**    The Electricity at Work Regulation 1989 came into force in England and Wales on the 1 April 1990. This 1989 Regulation places a duty **on all employers and self-employed persons** to ensure the electrical systems in their premises are constructed, maintained and operated in such a manner as to prevent, so far as reasonably practicable, danger. This includes ensuring that all electrical products connected to such electrical systems are safely constructed, maintained and operated.

**QUESTION:**    **Does XEROX Limited comply with the Electricity at Work Regulation?**

**ANSWER:**    The regulation places a duty on **all employers and self-employed persons** to ensure the electrical systems in their premises are, effectively safe.

The regulation does not impose on, amongst others, **manufacturers or suppliers** of such electrical systems. However, rest assured that all XEROX equipment which XEROX Limited and its authorized distributors supplies to customers, conforms with all the relevant safety legislation and standards.

**QUESTION:**    **Is XEROX equipment safe?**

**ANSWER:**    All XEROX equipment supplied by XEROX Limited and their authorized distributors conforms to all relevant safety legislation and standards.

**QUESTION:**    **Is the XEROX equipment in my premises safe?**

**ANSWER:**    All XEROX equipment supplied by XEROX Limited and their authorized distributors conforms to all relevant safety legislation and standards. However, like all electrical equipment, they have to be regularly serviced and maintained by competent persons.

XEROX Limited Customer Service Engineers ensure XEROX equipment is serviced and maintained to exacting XEROX safety standards. If you would like your XEROX equipment to be serviced and maintained to such high standards, please contact your local XEROX Limited Customer Service Organization. They will be pleased to assist you.

**QUESTION:     Does the XEROX equipment in my premises comply with the Electricity at Work Regulations?**

**ANSWER:**       All employers and self-employed persons must ensure that the electrical systems in their premises are safe. This will include ensuring XEROX equipment in such premises is safe.

XEROX Limited's Product Safety function has prepared a guide which contains a list of tests which may be completed by your XEROX Limited Customer Service Organization. **THESE TESTS MUST BE CARRIED OUT ONLY BY PERSONS WHO POSSESS THE RELEVANT SKILL, KNOWLEDGE AND EXPERIENCE TO CARRY OUT SUCH TESTS.**

Please contact the XEROX Limited Customer Service Organization for further information.

THE USE OF INAPPROPRIATE TEST PROCEDURES AND TEST EQUIPMENT MAY PROVIDE MISLEADING RESULTS AND MAY CAUSE DEATH, PERSONAL INJURY AND/OR DAMAGE TO PROPERTY.

**QUESTION:     I would like to carry out my own safety tests on the XEROX equipment in my premises.**

**ANSWER:**       You may, of course, request such tests as you deem necessary to satisfy yourself that your XEROX equipment is safe. Your XEROX Limited Customer Support will be pleased to advise you on such testing.

**QUESTION:     I require records of all tests.**

**ANSWER:**       After safety testing, your XEROX Limited Customer Service Engineer will provide you with a certificate which details the results of all tests completed.

In the event of any defect being noted, the XEROX equipment will be switched off and disconnected from the supply until the defect has been corrected. You will be advised of such action to enable such defects to be corrected.

PLEASE NOTE: YOU MUST ENSURE THAT YOUR XEROX EQUIPMENT IS SAFE AT ALL TIMES.

Please contact us if you have any queries regarding the information provided in this document.

Environment, Health and Safety

XEROX Limited
PO Box 17
Bessemer Road
Welwyn Garden City
Herts
AL7 1HE
England
Tel Number +44 (0) 1707 353434

# Certification to 1999/5/EC

## Radio Equipment & Telecommunications Terminal Equipment Directive

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

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

| | | | |
|---|---|---|---|
| Austria | Germany | Luxembourg | Sweden |
| Belgium | Greece | Netherlands | Switzerland |
| Denmark | Iceland | Norway | United Kingdom |
| France | Ireland | Portugal | |
| Finland | Italy | Spain | |

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

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

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

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

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

# FCC Regulations

## Send Header Requirements

Federal Communications Commission (FCC) regulations require all persons within the United States who send any message via a facsimile machine to include an identifying message in the transmission. The message must clearly contain an identifier and telephone number for the entity (business or individual) sending the message.

This facsimile machine provides the local ID and name features required for the FCC regulation. To satisfy the FCC regulation, the telephone number and name must be included with the printed document. To comply with the FCC rules, carefully read and follow the instructions listed in this document to program the local ID and name.

## Data Coupler Information

This Xerox machine contains an internal data coupler. Its use is restricted by the FCC (Federal Communications Commission). 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). If requested, provide this information to your telephone company.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. In most, but not all areas, the sum of the RENs of all devices should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

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

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

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant.

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

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

If you find the telephone line is damaged or the telephone company notifies you that your machine is causing damage, disconnect the machine from the telephone line and call for service. Do not reconnect the machine until necessary repairs are made.

The telephone company will, where practical, notify you when they need to temporarily disconnect service. However, if action is reasonable and necessary, but prior notice is not practical, they may still temporarily disconnect your service. In such cases they must:

- Immediately notify you of their temporary action.

- Reconnect service when the source of damage is removed.

- Inform you of your rights to bring a complaint to the FCC under FCC rules.

The telephone company may make changes to its communications facilities, equipment, operations, or procedures. Such action must be reasonable, required in the operation of their business, and consistent with FCC rules. They must give you prior written notification if the changes can:

- Make your machine incompatible with their equipment.

- Require modification or alteration of the machine.

- Otherwise physically affect performance of the machine.

**WARNING:When programming emergency numbers and/
or making test calls to emergency numbers:
Remain on the line and briefly explain to the dispatcher
the reason for the call before hanging up.
Perform such activities in the off-peak hours, such as
early morning hours or late evenings.**

# Canadian Certification

**Notice:** The Industry Canada Label on the machine identifies certified equipment. This certification means that the equipment meets certain telecommunications networks protective, operational and safety requirements. Industry Canada 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.

**CAUTION: Users should not attempt to make such connections 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 number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

# Environmental Compliance

## Energy Star®

XEROX Corporation designed this product to comply with the guidelines of the ENERGY STAR® program of the Environmental Protection Agency. As an ENERGY STAR® Partner, XEROX has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

Your *WorkCentre Pro 416* will be delivered with the timer for switching to Low Power Mode (Standby) from the last copy/print out, set at 15 minutes. The time to switch to power save (auto off/sleep) mode is set at 30 minutes from the last copy/print out. A more detailed description of these modes together with instructions on changing the default times to suit your work pattern can be found in the *"Power Save" on page 2-21* of this User Guide.

# Appendix B - Specifications

The *WorkCentre Pro 416* adheres to strict specifications, approvals and certifications. These specifications are designed to provide for the safety of users and to ensure that the machine operates in a fully functional state. Use the specifications listed in this chapter to quickly identify the capabilities of the machine.

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

# Machine Specifications

## Hardware Configuration

| | |
|---|---|
| **WorkCentre Pro 416** | Simplex digital copier with a document glass, a single paper tray, a bypass tray and a stand. |
| **WorkCentre Pro 416DC** | Simplex digital copier with an automatic document feeder (ADF), three paper trays and a bypass tray. |
| **WorkCentre Pro 416Pi** | Digital copier and printer with an automatic duplex unit (ADU), an offset catch tray (OCT), a duplex automatic document feeder (DADF), three paper trays and a bypass tray. |
| **WorkCentre Pro 416Si** | Digital copier, printer, fax with internet fax and scan to e-mail capability, an automatic duplex unit (ADU), an offset catch tray (OCT), a duplex automatic document feeder (DADF), three paper trays, a bypass tray and a convenience stapler. |

## Machine Weight

Basic configuration approximately 62 kgs (137 lbs)

Fully Featured configuration approximately 92 kgs (203 lbs)

## Accessibility

From the front and sides.

## Space Requirements

Adequate space is required for ventilation, ease of operation, maintenance and replacement of consumables.

Base machine dimensions with stabiliser:

| | | | |
|---|---|---|---|
| Width | - | 800 mm | (31.5 inches) |
| Depth | - | 660 mm | (26 inches) |
| Height | - | 1041 mm | (41 inches) |

# Copy Speed

| | | |
|---|---|---|
| A4 | - | 16 cpm |
| A3 | - | 09 cpm |
| Letter (8.5 x 11) | - | 16 cpm |
| Legal (8.5 x 14) | - | 11 cpm |
| Ledger (11 x 17) | - | 09 cpm |

# Copy Magnifications

Zoom range 50% to 200% in 1% increments

Fixed Ratios:

| Europe | Americas |
|---|---|
| 71% | 65% |
| 94% | 78% |
| 97% | 97% |
| 141% | 129% |
| 200% | 154% |

# Warm-up Time

Less than 60 seconds.

# Automatic Document Feeder and
# Duplex Automatic Document Feeder

Capacity:       50 sheets
Paper sizes:    A5 to A3 (5.5 x 8.5 to 11 x 17 inch)
Paper Weights:  60 - 120 g/m$^2$ (16 - 32 lb)

# Paper Supply

**Trays 1, 2 & 3**

Capacity:       550 sheets of 80 g/m$^2$ (20 lb) per tray
Paper Weights:  60 - 90 g/m$^2$ (16-24 lbs)
Paper Sizes:    A5 to A3 (5.5 x 8.5 to 11 x 17 inch)

**Bypass Tray**

Capacity:       100 sheets of 80 g/m$^2$ (20 lb) per tray
                30 transparencies
                1 cardstock/labels
Paper Weights:  60 - 163 g/m$^2$ (16 - 100 lbs)
Paper Sizes:    A5 to A3 (5.5 x 8.5 to 11 x 17 inch)

## Approved Media

**Paper Trays 1, 2 and 3:**

A4: Xerox 3R91720

A3: Xerox 3R91721

Letter (8.5 x 11): Xerox 4024 3R721 (20lb) / HAMMER MILL TIDAL DP (20lb)

Legal (8.5 x 14): Xerox 4024 3R727 (20lb) / HAMMER MILL TIDAL DP (20lb)

Ledger (11 x 17): Xerox 4024 3R729

Recycled: Xerox 3R94565

**For Use in Bypass Tray Only:**

Transparency:  A4 Xerox 3R96019

                  Letter (8.5 x 11) Xerox 3R3028

Labels:          A4 XEROX 3R97400 (1 up)*

                  A4 XEROX 3R97408 (24 up)*

                  Letter (8.5 x 11) XEROX 3R4472 (8 up)*

                  Letter (8.5 x 11) XEROX 3R4469 (33 up)*

Cardstock:      A4 XEROX 3R91798*

                  Letter (8.5 x 11) XEROX 3R3004*

* There maybe some performance degradation when using these media types.

**NOTE:** All the Bypass Tray recommended media should only be fed from the Bypass Tray and not any other paper trays.

# Centre Tray

Stacking Capacity:  approximately 500 sheets

Delivery:             face down in order

# Electrical Specifications

## USA and Canada:

120 Volt (Range 104-127), 60 Hz, 9.7 amps

## Europe:

220 Volt (Range 196-244), 50 hz, 5.1 amps

230 Volt (Range 207-253), 50 hz, 5.1 amps

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