

Quick Reference Guide

604P08792



Xerox CopyCentre/WorkCentre 118
Quick Reference Guide
604P08792

MAXIMIZE YOUR PRODUCTIVITY...

...by taking advantage of all the capabilities of your device. A customer documentation CD was supplied with your product. The CD provides a User Guide including full instructions for optional configurations such as Fax. It also includes a System Administration Guide with instructions to connect the machine to a network. Load the CD on your hard drive for further information.

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1 Before Using the Machine

Welcome to the Xerox family of CopyCentre/WorkCentre products.

This guide provides detailed information, technical specifications and procedures for using the integral features of the machine.

Xerox Welcome Center

If you need assistance during or after product installation, visit the Xerox web site for on-line solutions and support.

www.xerox.com

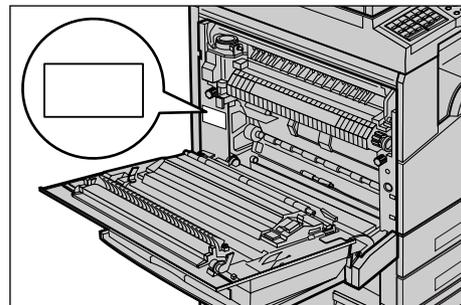
If you require further assistance, contact our experts at the Xerox Welcome Center. A local representative telephone number may have been provided when the product was installed. For convenience and future reference, please record the telephone number in the space below.

Welcome Center 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)

When you call the Welcome Center you will need the serial number which is located on the left side of the machine behind Cover A, as shown in the diagram.



For your convenience, record the serial number in the space below.

Serial Number:

Keep a record of any error messages. This information helps us solve problems faster.

Conventions

This section describes the conventions used throughout this guide. In this guide, you will find that some terms are used interchangeably:

- Paper is synonymous with media.
- Document is synonymous with original.
- Xerox CopyCentre/WorkCentre 118 is synonymous with the machine.

Key Operator

Key Operator describes the person who is responsible for hardware maintenance.

Orientation

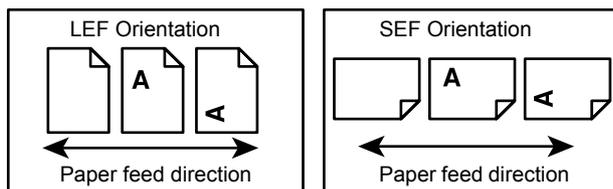
Orientation is used to mean the direction of images on the page. When the image is upright, the paper (or other media) can be either long edge feed or short edge feed.

Long Edge Feed (LEF)

When loading documents long edge feed into the document feeder, load with one of the long edges facing into the document feeder. The short edges appear at the top and bottom of the paper, facing the front and back of the document feeder. When loading paper long edge feed into a paper tray, place the paper with one of the long edges on the left-hand side and one of the short edges toward the front of the tray.

Short Edge Feed (SEF)

When loading documents short edge feed into the document feeder, load with one of the short edges facing into the document feeder. The long edges appear on the top and bottom of the paper, facing the front and back of the document feeder. When loading paper short edge feed into a paper tray, place the paper with one of the short edges on the left-hand side and one of the long edges toward the front of the tray.



Text in [Square Brackets]

Indicate that these are names of the screens, tabs, buttons, features and option categories on the screen. They are also used when referring to file and folder names on a PC.

For example:

- Select [Original Type] on the [Image Quality] screen.
- Select [Save].

Text in <Angle Brackets>

Indicate that these are names of the hard buttons, numeric or symbol buttons, lights on the control panel or symbols on the power switch label.

For example:

- Press the <Job Status> button to display the Job Status screen.
- Press the <C> button on the control panel to clear the suspended job.

Italic Typeface

The Italic Typeface is used to indicate references to other sections and chapters.

For example:

- For information about cleaning the document glass, refer to *the Maintenance chapter on page 77*.
- *Paper Supply – page 50*.

Warnings

Warnings are statements that alert you to the possibility of personal harm.

For example:

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

Cautions

Cautions are statements that suggest the possibility of mechanical damage as a result of an action.

For example:

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

Notes

Notes are statements that provide additional information.

For example:

NOTE: If the document feeder is not fitted to the machine, this feature is not available.

Related Information Sources

The following additional sources of information are available for the machine.

- Xerox CopyCentre/WorkCentre 118 User Guide
- Xerox CopyCentre/WorkCentre 118 System Administration Guide
- The On-line Help system (Print Drivers and CentreWare Utilities)
- The CentreWare Utilities Documentation (HTML)

NOTE: The screens shown in this guide apply to a fully configured machine, so they may not exactly represent the configuration in use.

Safety Notes

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

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

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

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

Warning Markings

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



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



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

Electrical Supply

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



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

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

Operator Accessible Areas

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

Maintenance

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

Cleaning Your Product

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

WARNING - Electrical Safety Information

- ▷ Only use the power cord supplied with this equipment.
- ▷ Plug the power cord directly into a grounded electrical outlet easily accessible. Do not use an extension cord. If you do not know whether an outlet is grounded, consult a qualified electrician.
- ▷ This equipment is to be used on a branch circuit that has larger capacity than rated ampere and voltage of this machine. See data plate on the rear panel for the rated ampere and voltage of this equipment. If the machine needs to be moved to a different location, contact a Xerox Service Representative or your authorized local representative or service support organization.
- ▷ Improper connection of the equipment-grounding conductor can result in an electric shock.
 - ▶ Do not place this equipment where people might step on or trip over the power cord.
 - ▶ Do not place objects on the power cord.
 - ▶ Do not override or disable electrical or mechanical interlocks.
 - ▶ Do not obstruct the ventilation openings.
 - ▶ Never push objects of any kind into slots or openings on the equipment.

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

Disconnect Device

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

Laser Safety Information

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

With specific regard to laser safety, the equipment complies with performance standards for laser products set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

Operational Safety Information

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

Do These:

- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.
- ▷ This equipment must be connected to a protective earth circuit.

This equipment is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.
- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- Always exercise care when moving or relocating equipment. Please contact your local Xerox/Fuji Xerox Service Department, or your local support organization to arrange relocation of the product to a location outside of your building.

- Always locate the equipment in an area that has adequate ventilation, and space for servicing. See installation instructions for minimum dimensions.
- Always use materials and supplies specifically designed for your Xerox/Fuji Xerox equipment. Use of unsuitable materials may result in poor performance.
- Always unplug this equipment from the electrical outlet before cleaning.

Do Not Do These:

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

Maintenance Information

Do not attempt any maintenance procedures that are not specifically described in the customer documentation supplied with your machine.

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

Ozone Safety Information

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

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

For Consumables

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

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

Radio Frequency Emissions

United States, Canada, Europe, Australia/New Zealand

NOTE: This equipment has been tested and found to comply with the limits for a class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the customer documentation, 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 is required to correct the interference at their own expense.

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

Shielded interface cables must be used with this equipment to maintain compliance with FCC regulations in the United States and the Radiocommunications Act 1992 in Australia/New Zealand as applicable.

Product Safety Certification

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

<u>Agency</u>	<u>Standard</u>
Underwriters Laboratories Inc.	UL60950-1 1st (2003) (USA/Canada)
NEMKO	IEC60950-1 Edition 1 (2001)

This product was manufactured under a registered ISO9001 Quality system.

Regulatory Information

CE Mark

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

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

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

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

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

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

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

WARNING: Shielded interface cables must be used with this product to maintain compliance with Council Directive 89/336/EEC.

WARNING: Use AWG26 or thicker telephone line to this equipment.

For FAX Function

USA

FAX Send Header Requirements:

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

In order to program this information into your machine, refer to customer documentation and follow the steps provided.

Data Coupler Information:

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

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

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

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

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

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

If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the User Guide. If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved.

Repairs to the machine should be made only by a Xerox Service Representative or an authorized Xerox Service Provider. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void. This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

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

CANADA

NOTE: The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users must make sure 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. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

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

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

NOTE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalent Numbers of all of the devices does not exceed 5. The Canadian REN value of this equipment is 0.3.

EUROPE

Radio Equipment & Telecommunications Terminal Equipment Directive:

This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the following countries:

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

In the event of a problem you should contact your authorized local dealer in the first instance. This product has been tested to and is compliant with TBR21, a 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 countries' networks. Please contact your authorized local dealer if it needs to be reconnected to another country's network. There are no user-adjustable settings in the product.

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

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

Regulatory Information for RFID

This product generates 13.56 MHz using an Inductive Loop System as a radio frequency identification system device (RFID). This system is certified in compliance with European Council Directive 99/5/EC and applicable local laws or regulations as applicable.

Environmental Compliance

USA

Energy Star®



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

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

The ENERGY STAR® Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog,

acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

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

Recovery times from low power mode: 25 sec.

Recommended types of recycled paper: Type 3R91165

Canada

Environmental Choice^M



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

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

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

Europe

Energy



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

About License

JPEG Code

Our printer software uses some of the codes defined by the Independent JPEG Group.

Heimdahl

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The implementation was written so as to conform with Netscapes SSL.

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Earnings or Income	Dependency Status
Court Record	Previous military service
Physical or mental condition	

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3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.

5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
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If your product is not part of the Xerox program and you are managing its disposal, please note that the product may contain lead and other materials whose disposal may be regulated due to environmental considerations. The presence of lead is fully consistent with global regulations applicable at the time that this product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: www.eiae.org.

2 Product Overview

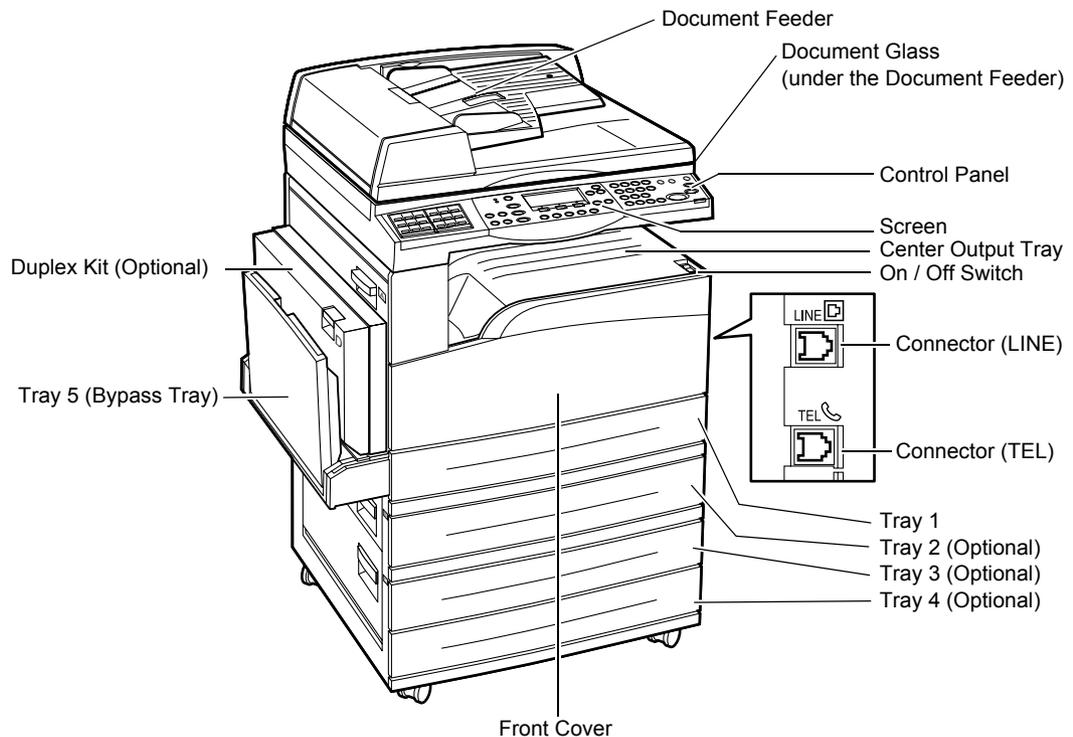
This machine is not simply a conventional copier but a digital device capable of copying, faxing, printing and scanning, depending on the configuration.

The appearance of the screen on your machine may differ slightly depending on the model and configuration. However, feature descriptions and functionality described here remain the same.

For information about available options not described here, visit the Xerox web site or contact your Xerox Sales Representative.

Identifying the Machine Components

The following diagram shows the standard and optional components of the machine. Configuration may vary depending on the model.



NOTE: Depending on the configuration, the Document Glass Cover is attached instead of the Document Feeder. A maximum of three optional paper trays can be attached.

Connector (LINE)

Located on the right-hand side of the machine. Connect a telephone cable to this jack. Then connect the other end to the wall jack.

Connector (TEL)

Located on the right-hand side of the machine. Connect a telephone to this jack if required.

Document Feeder

There are two types of document feeder for the machine. One type is the ADF (Automatic Document Feeder) which provides single-sided scanning, the other type is the DADF (Duplex Automatic Document Feeder) which enables both sides of the document to be scanned automatically.

Duplex Kit

Allows you to make double-sided copies.

For more information on how to make double-sided copies, refer to *2 Sided in the Copy chapter on page 54*.

Tray 1 to 4

Tray 1 is standard equipment and can hold a maximum of 250 sheets of 80 g/m² (20lb) paper. Tray 2, 3, and 4 are options and similar to Tray 1. These trays can hold a maximum of 500 sheets of 80 g/m² (20lb) paper. Tray 2 is required to install Tray 3 and 4.

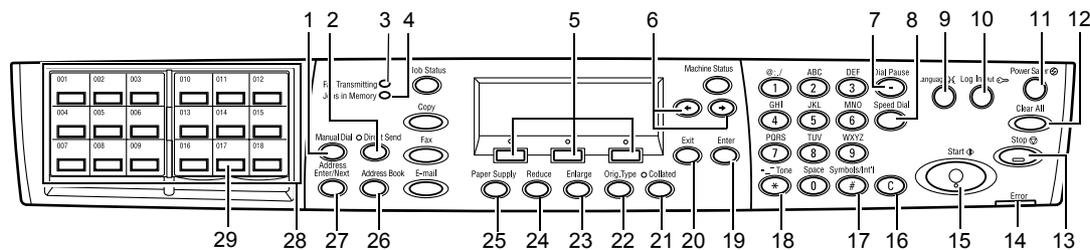
Center Output Tray

Delivers the printouts face down in this tray.

Tray 5 (Bypass Tray)

Allows you to load custom size paper as well as standard paper. Also load other types of sheets in this tray, such as transparencies and labels that cannot be loaded in Tray 1. To load paper manually, open Tray 5 (bypass tray).

System Controls



	Button/Indicator	Function
1	<Manual Dial>	Allows you to send and receive documents manually. This button works only for faxing with the document feeder; When the document is loaded into the feeder, you can press the button only for sending. When the document is not loaded into the feeder, you can press the button only for receiving. NOTE: Press the <Manual Dial> button before setting the recipient or functions. Pressing the <Manual Dial> button resets the specified recipient and set functions.
2	<Direct Send>	Allows you to use the direct send feature. Refer to Direct Send in the Fax chapter on User Guide.
3	<Fax Transmitting>	Indicates that data is being transmitted or received.
4	<Jobs in Memory>	Indicates there is data stored in the machine.
5	<Select>	Allows you to select options displayed on the screen. Each press of the <Select> button moves you up one option.
6	<<>><>>	Use these buttons to switch between screens. You can also use them to move the cursor in the entry field.
7	<Dial Pause>	Enters a pause in a telephone number when transmitting a fax.
8	<Speed Dial>	Allows you to specify the fax number or e-mail address using Speed Dial codes.
9	<Language>	Changes the language displayed on the screen.
10	<Log In/Out>	Allows you to log in to the machine as the Key Operator, and change the default settings. You can also register a destination in the Address Book, a Fax Program, or a bulletin board. Refer to Setups chapter on User Guide.
11	<Power Saver> (Green light)	Indicates whether the machine is in the power saver mode. Also allows you to cancel this mode.

	Button/Indicator	Function
12	<Clear All>	Restores the default settings and resume to the first screen of Copy or Fax.
13	<Stop>	Temporarily stops a job.
14	<Error>	Indicates that an error occurred.
15	<Start>	Starts or resumes a job.
16	<C>	Deletes a numeric value or the last letter and symbol entered.
17	<# (hash)>	Shows the symbols entered.
18	<*(asterisk)>	Used when you switch the machine to tone.
19	<Enter>	Determines any changed settings or entered values.
20	<Exit>	Returns to the previous screen without acquiring any changed settings or entered values.
21	<Collated>	Provides a quick way of using the sort feature.
22	<Orig. Type>	Provides a quick way of selecting the document type.
23	<Enlarge>	Provides a quick way of specifying the enlarge ratio.
24	<Reduce>	Provides a quick way of specifying the reduction ratio.
25	<Paper Supply>	Provides a quick way of selecting the paper tray.
26	<Address Book>	Allows you to select the destination registered in the Address Book or the program registered in the Fax Program.
27	<Address Enter/Next>	Allows you to send a fax or e-mail to multiple destinations at the same time.
28	One Touch panels	Displays the number of One Touch buttons. Flip the panel to access page 1 (001 to 018), page 2 (019 to 036), or page 3 (p01 to p18 for Fax Program).
29	One Touch buttons	Specifies Speed Dial or the Fax Program at a single touch.

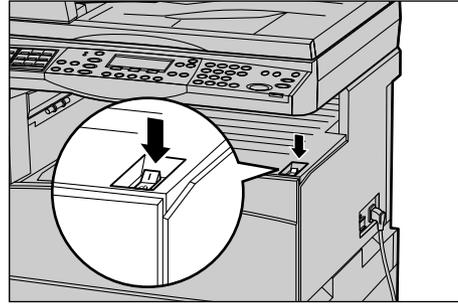
Power On/Off

Powering On

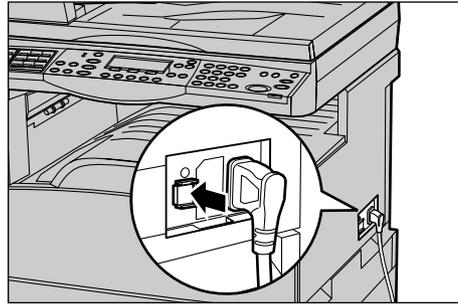
Ensure that the machine is connected to a suitable power supply and that the power plug is firmly connected to the electrical outlet. For more information, refer to Electrical Specifications in the Specifications chapter on User Guide.

The machine is ready to make copies about 25 seconds after the power is switched on.

1. Press the power switch to the <I> position.



NOTE: If the machine does not start up, check that the <RESET> button on the side of the machine is in the reset position.



Powering Off

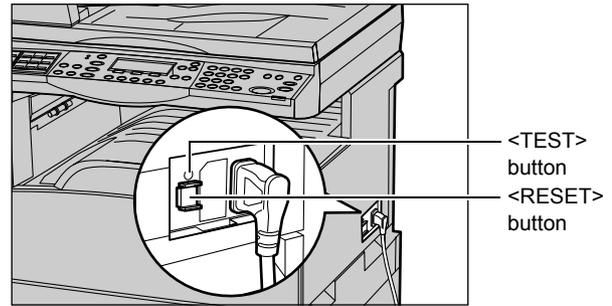
If the Fax option is installed, make sure that the <Jobs in Memory> indicator on the control panel is off before you switch off the machine. If you switch off the machine while the <Jobs in Memory> indicator is lit for more than hour, all stored documents will be deleted. After charging for 30 hours, the machine is able to keep stored documents for an hour.

NOTE: Wait at least 20 seconds between powering the system off and on. Failure to do so could cause damage to the disk.

Ground Fault Interrupter (GFI)

If a fault is detected in the power supply to the machine, a Ground Fault Interrupter (GFI) device on the machine automatically cuts all electrical power. If power is interrupted, locate the <RESET> button on the side of the machine. If the GFI has been triggered, the <RESET> button will be in the tripped position. To restore power to the machine, press the <RESET> button.

Before using the machine, press the <TEST> button. If the GFI is working properly, the <RESET> button should pop up. If it does, press the <RESET> button.

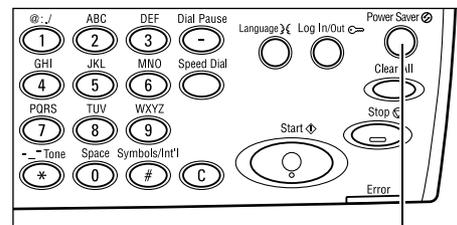


NOTE: If the <RESET> button pops back up when you press it, or if power is not restored by this procedure, contact the Xerox Welcome Center.

Power Saver Modes

The machine has energy saving features that significantly reduce the power consumption during inactivity. The <Power Saver> button is located on the upper-right position of the control panel, and lights up when the power saving feature is enabled. The power saving feature operates in the following two modes.

- Low Power Mode
- Sleep Mode



<Power Saver> light/button

NOTE: If the active tray runs out of paper when printing and remains untouched, or the tray is pulled out from the machine and remains out, the power saving feature does not operate.

Low Power Mode

The machine automatically switches into the Low Power Mode after a specified period of time from the last copy, fax, scan, or print operation. In this mode, the screen is turned off, and the Power Saver light is on. The Low Power Mode is canceled when the <Power Saver> button on the control panel is pressed, or a fax or print job is received by the machine. The factory default setting of 14 minutes is customer changeable within the range of 1 to 60 minutes.

For more information, refer to Power Saver in the Setups chapter on User Guide.

Sleep Mode

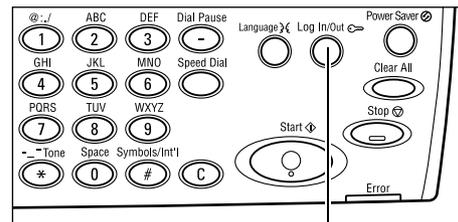
The machine automatically switches to the Sleep Mode after the Low Power Mode continues for a specified period of time. The Sleep Mode has a reduced power consumption compared to the Low Power Mode. In this mode, the screen is turned off, and the Power Saver light is on. The Sleep Mode is cancelled when the <Power Saver> button is pressed, or a fax or print job is received by the machine. The factory default setting of 1 minute is customer changeable within the range of 1 to 239 minutes.

For more information, refer to Power Saver in the Setups chapter on User Guide.

Changing the Default Time Settings

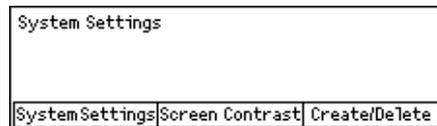
This section describes how to change the default time settings such as Auto Clear, Power Saver, and Scanning Timer. For more information, refer to Timer Settings in the Setups chapter on User Guide.

1. Press the <Log In/Out> button on the control panel.



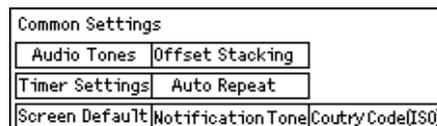
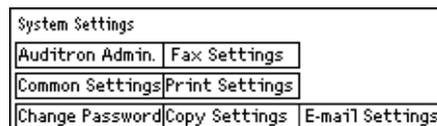
<Log In/Out> button

2. Select [System Settings] using the <Select> button.
3. Enter the Key Operator password using the numeric keypad on the control panel.

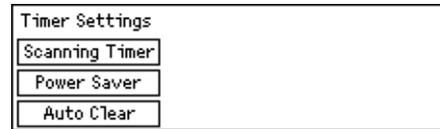


NOTE: The default Key Operator password is "11111".

4. Select [Confirm] using the <Select> button, or press the <Enter> button.
5. Select [Common Settings] on the [System Settings] screen using the <Select> button.
6. Press the <Enter> button.
7. Select [Timer Settings] on the [Common Settings] screen using the <Select> button.
8. Press the <Enter> button.



9. Select the required option.
10. Enter the value using the numeric keypad.



NOTE: You may have to delete the existing value (by choosing <C> on the control panel) before entering the new value.

11. Press the <Enter> button.

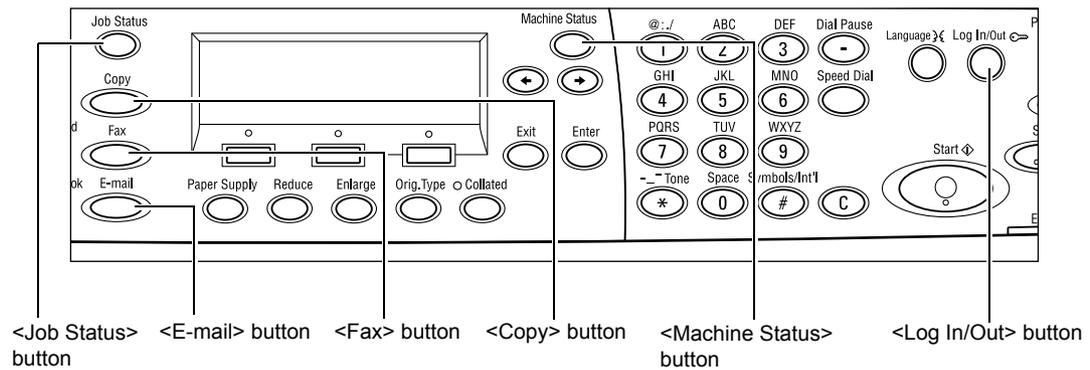
Modes

The mode buttons are used to access the screens which allow you to select features, monitor the status of jobs and obtain general information about the machine.

There are six mode buttons on the machine:

- Copy
- Fax
- E-Mail
- Log In/Out
- Job Status
- Machine Status

NOTE: Depending on the configuration, there may be three mode buttons on the machine: <Log In/Out>, <Job Status> and <Machine Status> buttons.



Copy

Use this button to access the Copy function which is used to make copies. The Copy mode contains three screens which provide access to the many Copy features.

Features such as Reduce/Enlarge, Multiple-Up and Mixed Size Originals are available to support all of your copying requirements.

1. Press the <Copy> button on the control panel.
2. Press the <<-> or <->> button to switch between screens.
3. To exit the Copy mode, press another mode button.



For more information about Copy features, refer to *Copy chapter on page 45*.

Fax

Use this button to access the optional Fax function which is used to send faxes and access functions such as Mailbox and Polling. The Fax mode contains seven screens used to access features such as Resolution, Delayed Start and Priority Send.

1. Press the <Fax> button on the control panel.
2. Press the <<-> or <->> button to switch between screens.
3. To exit the Fax mode, press another mode button.



For more information about Fax features, refer to *Fax chapter on page 57*.

E-mail

Use this button to access the optional E-mail function used for sending e-mails. The E-mail mode contains three screens which provide access to the E-mail features.

Features such as Lighten/Darken, Scan Size and 2 Sided Originals are available to support all of your e-mail requirements.

1. Press the <E-mail> button on the control panel.
2. Press the <<-> or <->> button to switch between screens.
3. To exit the E-mail mode, press another mode button.



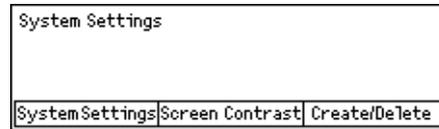
For more information about E-mail features, refer to *E-mail chapter on page 63*.

Log In/Out

Use this button to log in to the machine as the Key Operator. You can change the various default settings and register a destination in the Address book, a Fax Program, a Mailbox, or a Bulletin Board.

When the Auditor feature is enabled, enter the password for the account displayed on the screen after you press the <Log In/Out> button.

1. Press the <Log In/Out> button on the control panel.
2. Select the required option.



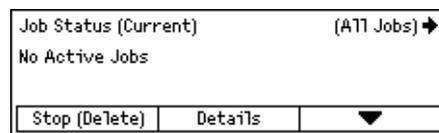
NOTE: To select System Settings, the Key Operator password is required. The default Key Operator password is “11111”.

For more information, refer to Setups Procedure in the Setups chapter on User Guide.

Job Status

Use this button to view the progress of a job and if necessary, stop and delete the job. It can also display the log and detailed information about completed jobs. The latest job will be at the top of the list.

1. Press the <Job Status> button on the control panel.
2. Press the <<-> or <->> button to switch between screens.
3. Press the <Job Status> button at any time to exit.



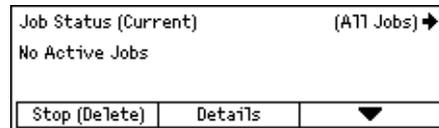
For more information, refer to the following.

Current – page 36

All Jobs – page 36

Current

Displays the jobs in progress. You can view the job attributes or delete jobs from this screen. Use the <Select> button on the control panel to select a job. If there is no job in progress, the following message displays: “No Active Jobs”.



Stop (Delete)

Stops the job in progress and deletes it from the queue.

Details

Displays the job attributes. The contents of each screen may differ depending on the type or status of the job.

All Jobs

Displays the jobs waiting or suspended, and all finished jobs in the system.

The contents of each screen may differ depending on the type or status of the job.

1. Press the <-> button on the control panel.
2. Select the required option.



Fax/E-mail

You can select either [Send] or [Receive] for a fax job, and [Send] for an e-mail job.

- Send – Displays the fax and e-mail out-going jobs. Select a job from the list using the <Select> buttons and select [Details] to view the job attributes on the next screen.
- Receive – Displays the fax in-coming jobs. Select a job from the list using the <Select> buttons and select [Details] to view the job attributes on the next screen.

Print Job

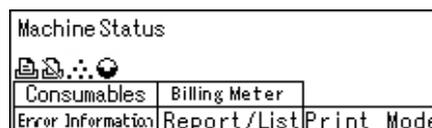
Displays the print jobs. The suspended and completed jobs are not displayed. Select a job from the list using the <Select> buttons and select [Details] to view the job attributes on the next screen.

- Details – Displays the job attributes. You can cancel or eject the job from each screen using the [Cancel] or [Eject] options.

Machine Status

Use this button to display information about the machine. This button allows you to view the billing meter, print lists/reports, check the paper supply, and review the status of faults.

1. Press the <Machine Status> button on the control panel.
Press the <Machine Status> button at any time to exit.



The following icons show the status of print jobs or consumables.

- Shows the print job in progress.
- Shows the error in the print jobs.
- Shows the toner cartridge needs to be replaced soon.
- Shows the drum cartridge needs to be replaced soon.

For more information, refer to the following.

Error Information – page 37

Consumables – page 38

Report/List (Non-print Jobs) – page 38

Report/List (Print Jobs) – page 39

Billing Meter – page 41

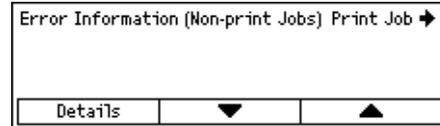
Print Mode – page 41

Error Information

This screen allows you to view the date and time of the errors, the error codes and the status of each error.

The contents of each screen may differ depending on the type or status of the job.

1. Select [Error Information] on the [Machine Status] screen using the <Select> button.
2. Press the <Enter> button.
3. Press the <←> or <→> button to switch between screens.



Non-print

Displays the error information for all jobs except print jobs. Select a job from the list using the <Select> buttons and select [Details] to view the job attributes on the next screen.

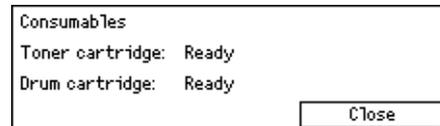
Print Job

Displays the error information of print jobs. Select a job from the list using the <Select> buttons and select [Details] to view the job attributes on the next screen.

Consumables

This screen allows you to check the status of cartridges.

1. Select [Consumables] on the [Machine Status] screen using the <Select> button.
2. Press the <Enter> button.



Toner Cartridge

Displays what remains of the toner cartridge in three levels.

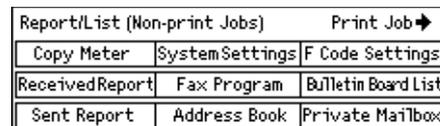
Drum Cartridge

Displays what remains of the drum cartridge in three levels.

Report/List (Non-print Jobs)

This screen allows you to print various reports and lists for each non-print job.

1. Select [Report/List] on the [Machine Status] screen using the <Select> button.
2. Press the <Enter> button.
3. Select the required option.
4. To print the selected report or list, press the <Enter> button, and then press the <Start> button.



Sent Report

Prints a Sent Report which provides information about the last 50 fax transmissions and e-mail sendings. The detailed information reported for each job includes: the recipient name, the transmission time, the modes, and the transmission result.

Received Report

Prints a Received Report which provides information about the last 50 faxes received. The detailed information reported for each job includes: the sender name, the reception time, the modes, and the result.

Copy Meter

Confirm the account data, such as the account name, the limit set for the account, and the total number of copies, for each account.

Address Book

Confirm the contents of Address Book. The contents are printed as a list with recipient names, fax numbers and F Code for fax, as well as e-mail addresses for e-mail, in numerical order of Speed Dial code.

Fax Program

Prints detailed information for each Fax Program. The list includes the program name, the setting for each feature, the recipient name, and the Speed Dial code.

System Settings

Confirm the status of settings on this machine. Prints out contents of the serial number, Auditron details, and Copy/Fax/e-mail settings as a report in list form.

Mailbox

Confirm a list of registered mailboxes. Prints out the box names, F Code, etc. in numerical order by box number.

Bulletin Board List

Prints out a report as a list of registered bulletin boards. The list shows titles of registered documents, date and time of document registration, etc., in numerical order of bulletin board.

F Code Settings

Prints a report detailing information about the F Code receive settings for the mailboxes registered. The list includes reception information such as the F Code or password, or information about the forwarding destination.

Report/List (Print Jobs)

This screen allows you to print various reports and lists for print jobs.

1. Select [Report/List] on the [Machine Status] screen using the <Select> button.
2. Press the <Enter> button.
3. Press the <=>> button to display the Print Jobs screen.
4. Select the required option by selecting [▼] or [▲] using the <Select> button.
5. To print out the selected report or list, press the <Enter> button, and then press the <Start> button.



Job History Report

Prints information on printing results, such as whether data from the PC has been printed correctly. The status of up to 50 jobs can be printed on the report.

Descriptions of jobs with errors are printed in the [Job Status] column. For details on the error description, refer to *Fault Codes in the Problem Solving chapter on page 95*.

Error History Report

Prints information of up to the latest 50 errors that occurred in the machine. For Error code, refer to *Fault Codes in the Problem Solving chapter on page 95*.

Print Meter

Prints information about the total printed pages and total number of sheets used in the machine according to different PC or job owners. The [Print Meter Report] counts pages from the point where data has been initialized.

System Settings

Prints the status of the machine such as hardware configuration and network information. Print this report to check whether optional accessories have been correctly installed.

Fonts List

Prints a list of fonts that can be used on the machine.

PS Fonts List

Prints a list of PostScript fonts that can be used on the machine when the PostScript Kit is installed.

Print Language

Allows you to print a report or a list of the following print language information.

Press the <Enter> button, and then select the required option by selecting [▼] or [▲] using the <Select> button.

- PCL Form List – Prints a list of the registered PCL form.
- PS Logical – Prints a list of printers created in PostScript when the PostScript kit has been installed. Allows you to check the settings for up to 10 registered logical printers.
- PDF Settings – Prints a report which provides the various settings in the PDF print mode.
- PCL Settings – Prints a report which provides the various settings in the PCL print mode.

Billing Meter

Allows you to view the total number of prints made on the machine. You can also view the machine Serial Number.

1. Select [Billing Meter] on the [Machine Status] screen using the <Select> button.
2. Press the <Enter> button.

Serial No.	XXXXXXXXXX
Total:	9999999
Print Jobs:	9999999
Non-print Jobs:	9999999

Serial No.

Displays the Serial Number of the machine.

Total

Indicates the total number of prints made on the machine.

Print Jobs

Indicates the total number of pages used for print jobs.

Non-print Jobs

Indicates the total number of pages used for all jobs except print jobs.

Print Mode

Allows you to change the default printer mode and change printer language settings.

1. Select [Print Mode] on the [Machine Status] screen using the <Select> button.
2. Press the <Enter> button.



On-line

Sets the printer mode to online.

Off-line

Sets the printer mode to offline. When offline, the machine cannot receive data or process printing.

Emulation

Sets the Emulation mode of PDF or PCL.

PDF

- Quantity – Specify the copies to be printed between 1 to 999.
- 2 Sided Print – Specify whether or not to do double-sided printing. When double-sided printing is enabled, select which edge of the paper is to be bound: [Flip on long edge] or [Flip on short edge].
- Print Mode – Select the print mode from [Normal], [High Quality], or [High Speed].
- Password – If a password has been set for a PDF file, then specify the password here in advance. Printing of the PDF file will be performed only when the file password matches the password specified here.
- Collated – Select this to set whether to collate multiple copies of the printout by sets (sorted in the order of page 1, 2, 3, ... 1, 2, 3...).
- Paper Size – Select the paper size from [A4] or [Auto].
Select [Auto] to print on a paper size that is automatically determined according to the size and settings of the PDF file to be printed.

PCL

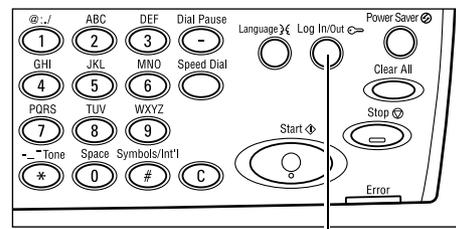
- Paper Tray – Select the paper tray to use for printing.
- Paper Size – Select the paper size for printing.
- Bypass Size – Select the paper size for Tray 5 (bypass tray).
- Orientation – Select the print orientation: [Portrait] or [Landscape].
- 2 Sided Print – Specify whether or not to do double-sided printing. When [On] is selected, select which edge of the paper is to be bound: [Flip on long edge] or [Flip on short edge].
- Font – Specify the font used.
- Symbol Set – Specify the font symbols.
- Font Size – Specify the font size. You can specify a value between 4.00 and 50.00 in increments of 0.25.
- Font Pitch – Specify the character spacing. You can specify a value between 6.00 and 24.00 in increments of 0.01.
- Form Lines – Specify the form line (the number of lines per form). You can specify a value between 5 and 128 in increments of 1.
- Quantity – Specify the copies to be printed between 1 to 999.
- Image Enhancement – Select whether to perform image enhancement. Image enhancement is a feature that makes the boundary line between black and white smoother to decrease jags and enhance the visual appearance.

- HexDump – Specify whether to print the data sent from a PC in the ASCII code corresponding to the hexadecimal notation format so the data contents can be checked.
- Draft Mode – Specify whether or not to print in draft mode.
- Line Termination – Select the line termination: [Off], [Add-LF] (appends a line feed to carriage return), [Add-CR] (appends a carriage return to line feed and form feed), or [CR-XX] (appends a carriage return to line feed and form feed, and a line feed to a carriage return).

Auditron Access Screen

This feature electronically records the number of copies or prints made for each user account, and controls access and use of the machine. To enable this feature, you need to log in as the Key Operator and change the default setting of [Auditron Mode] from [Off] to [On]. The Key Operator can change the password or account limits for copy/print jobs. For more information, refer to Auditron Administration in the Setups chapter on User Guide.

1. Press the <Log In/Out> button on the control panel.
2. Select [System Settings] using the <Select> button.



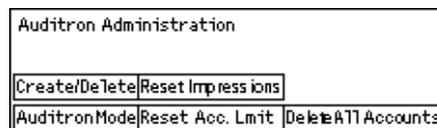
<Log In/Out> button

3. Enter the Key Operator password using numeric keypad.

NOTE: The default Key Operator password is “11111”.

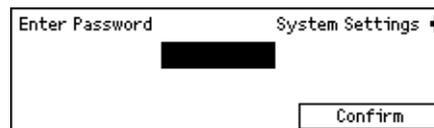


4. Select [Confirm] using the <Select> button, or press the <Enter> button.
5. Select [Auditron Admin.] on the [System Settings] screen using the <Select> button.
6. Press the <Enter> button.
7. Select the required option.
8. Press the <Enter> button.
9. Change the settings as required.
10. Press the <Enter> button.



If the Auditron feature is enabled, enter a registered password for each account before using the machine.

1. Enter the password of each registered account using the alphanumeric keypad on the control panel.
2. Press the <Enter> button.



The screenshot shows a rectangular control panel interface. At the top left, it says "Enter Password". In the center, there is a blacked-out rectangular area representing the password input. At the top right, it says "System Settings" followed by a right-pointing arrow. At the bottom right, there is a button labeled "Confirm".

Recycled Paper

The use of recycled paper in the machine benefits the environment with no degradation in performance. Xerox recommends recycled paper with 20% post consumer content which can be obtained both through Xerox and other office suppliers. Contact your Xerox representative or go to www.xerox.com for more information on other types of recycled paper.

3 Copy

This chapter describes how to use the copy features.

Copying Procedure

This section describes the basic copy procedure. Before making copies on the machine, identify what is to be copied and the number of copies required. Follow the steps below.

1. *Load the Documents – page 45*
2. *Select the Features – page 47*
3. *Enter the Quantity – page 48*
4. *Start the Copy Job – page 48*
5. *Confirm the Copy Job in the Job Status – page 49*
Stop the Copy Job – page 49

NOTE: If the Auditron feature is enabled, you may need a registered password for each account before using the machine. To get the password, contact the Key Operator. For information on how to enter a password, refer to *Auditron Access Screen in the Product Overview chapter on page 43*.

1. Load the Documents

Document input areas are as follows.

- Document feeder for single or multiple documents
- Document glass for single documents or bound originals

NOTE: The document glass cover will be fitted in the non-document feeder configuration.

NOTE: The machine automatically detects standard document sizes. For more information on paper sizes to be detected, refer to *When Using the Copy Feature in the Specifications chapter on User Guide*. Before loading the documents of non-standard size, you need to select the paper tray. If the document size cannot be detected, the machine will prompt you to select the paper tray. For information on how to select the paper tray, refer to *Paper Supply on page 50*.

Document Feeder

There are two types of document feeder for the machine. One type is the Automatic Document Feeder (ADF) and is used for single-sided scanning, the other types is the Duplex Automatic Document Feeder (DADF) and can scan both sides of a document automatically. The document feeder can hold up to 50 sheets of 81.4 g/m² (20lb) paper.

NOTE: The document feeder (ADF/DADF) is optional.

The available document sizes are as follows:

ADF: 128 (W) × 100 mm to 307 × 1000 mm

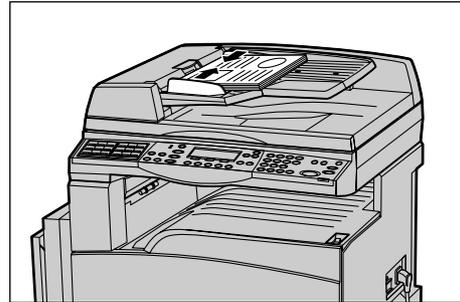
DADF: 128 (W) × 140 mm to 307 × 1000 mm or 307 × 432 mm in double-sided mode

The document feeder is capable of sequentially scanning mixed size documents. Align the documents against the inner corner of the document feeder. This feature is available only when the documents are standard sizes with the same width and different lengths. When the documents are non-standard sizes or standard sizes with the different widths, this feature is not available. Use the document glass instead of the document feeder.

NOTE: To reduce the risk of document feeder jams, use the document glass to copy folded or creased documents. Replace folded or creased documents with a new copy.

For more information on how to copy mixed size originals using the document feeder, refer to *Mixed Size Originals on page 56*.

1. Before loading the documents into the document feeder, ensure they are in good condition and remove all staples and paper clips.
2. Insert the documents 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.
3. Place the stack in the middle of the guides aligning the left edge with the document feeder tray, and position the guides to just touch the edge of the documents.



When [Paper Supply] is set to [Auto], the machine automatically selects an appropriate tray according to the document size and orientation. If there is no appropriate tray, an error occurs.

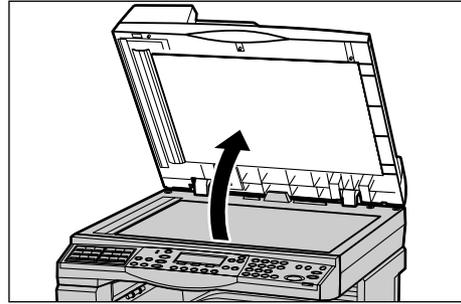
For more information about the tray selection, refer to *Paper Supply on page 50*.

Document Glass

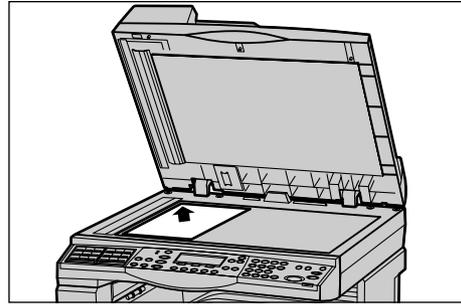
The document glass is used for a single page or bound document of 301 mm (11 inches) for width and 431.8 mm (17 inches) for length.

If you have more than one stack of documents to scan, select [Next Originals] while the current stack of documents is being scanned. This allows you to copy multiple or mixed side documents as one set of data. Also you can change the copy settings for each page.

1. Raise the document feeder or the document glass cover.

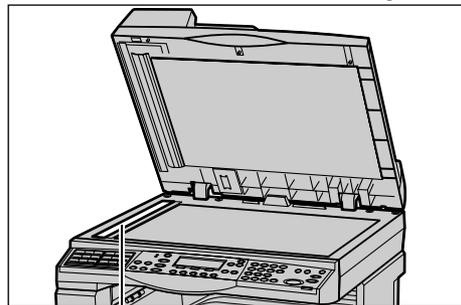


2. Place the document face down on the document glass, aligned with the tip of the registration arrow near the top left of the document glass.
3. Lower the document feeder or the document glass cover.



Constant Velocity Transport Glass

The Constant Velocity Transport (CVT) glass is the narrow strip of glass located at the left-hand side of the document glass. When documents are fed from the document feeder, they pass over the CVT glass to scan the images into memory automatically. The CVT glass is not used when documents are placed on the document glass.



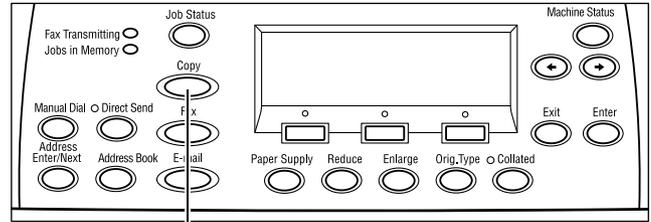
Constant Velocity Transport Glass

2. Select the Features

Various copy features can be selected for your copy job.

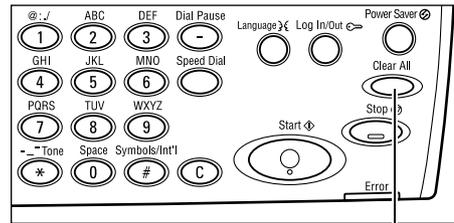
NOTE: If the machine remains idle for a set time (determined by the Key Operator), the settings will be reset. For more information, refer to Auto Clear in the Setups chapter on User Guide.

1. Press the <Copy> button on the control panel. Ensure that the Copy screen is displayed.



<Copy> button

2. Press the <Clear All> button once on the control panel to cancel any previous selections.
3. Select an option for the required feature.



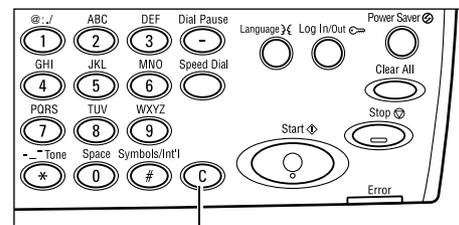
<Clear All> button

If necessary press the <<-> or <->> button to switch between screens, and configure the copy settings. For more information about available Copy features, refer to *Copying Features on page 50*.

3. Enter the Quantity

The maximum copy quantity is 99.

1. Use the numeric keypad on the control panel to enter the number of copies required. The number entered is displayed in the upper right-hand corner of the screen.

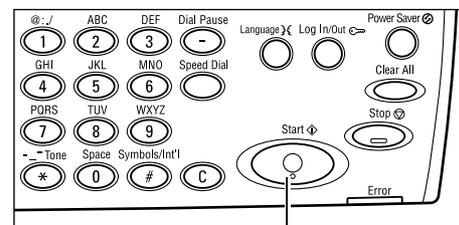


<C> button

NOTE: To cancel an incorrect entry, press the <C> button and enter the correct quantity.

4. Start the Copy Job

1. Press the <Start> button. Each document is scanned only once. The number of copies remaining is displayed in the upper right-hand corner of the screen.



<Start> button

NOTE: If a problem, such as a document jam or memory full error, occurs while scanning multiple documents, the job is canceled and the scanned data deleted. To resume the same operation, load all the documents again and press the <Start> button.

NOTE: If the memory full error occurs, delete unnecessary files.

5. Confirm the Copy Job in the Job Status

1. Press the <Job Status> button on the control panel to display the Job Status screen.

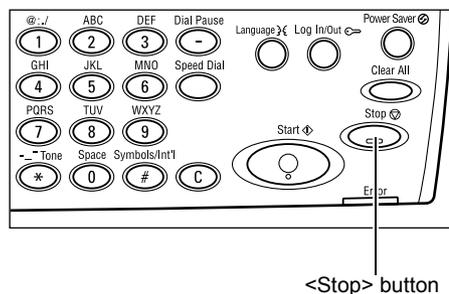


The queued copy job will be displayed. If there is no copy job in progress, the following message is displayed: “No Active Jobs”.

Stop the Copy Job

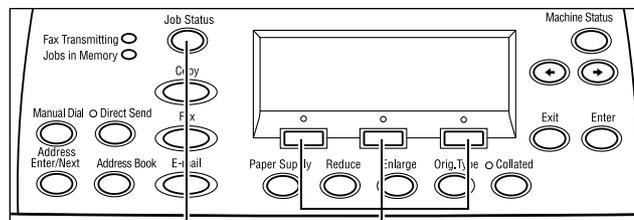
Follow the steps below to manually cancel an activated copy job.

1. Press the <Stop> button on the control panel to cancel the current copy job.



<Stop> button

2. If required, press the <Job Status> button on the control panel to display the Job Status screen. To exit the Job Status screen, press the <Job Status> button.



<Job Status> button

<Select> button

3. Select [Stop (Delete)] using the <Select> button to clear the suspended job.



Copying Features

This section describes the various features available for a copy job. For more information about the features available, refer to the following.

Paper Supply – page 50

Reduce/Enlarge – page 52

Lighten/Darken – page 52

Original Type – page 53

Multiple-Up – page 53

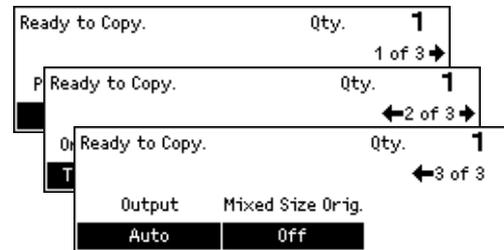
2 Sided – page 54

Output – page 55

Mixed Size Originals – page 56

1. Press the <Copy> button on the control panel.
2. Press the <<-> or <->> button to switch between screens.
3. Select the required features.

NOTE: Some features may not be available depending on the machine configuration.



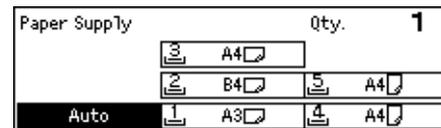
Paper Supply

Use this feature to select the paper tray containing the paper required for the job. The available paper trays are displayed on the screen together with the media size and the orientation preset for each tray. When the paper tray is selected, the paper type in the tray is displayed on the screen.

When changing the type of media in trays 2, 3 and 4, the tray must be reprogrammed by the Key Operator to match the media being loaded. For more information on reprogramming the tray, contact the Key Operator or refer to Paper Type in the Setups chapter on User Guide.

For information on the sizes and types of media supported for the machine, refer to *Supported Paper Sizes and Types in the Paper and Other Media chapter on page 72.*

1. Press the <<-> or <->> button to display [Paper Supply] on the Copy screen.
2. Select [Paper Supply] using the <Select> button.
3. Select the required option.
4. Press the <Enter> button.



NOTE: The <Paper Supply> button on the control panel provides a quick way of using this feature.

Auto

Selects an appropriate tray automatically according to the document size, amount of reduction or enlargement.

Presets

Select a paper tray from Tray 1 to 5, depending on the trays available on the machine.

When Tray 5 (bypass tray) is selected, the [Paper Size] screen is displayed. After selecting the paper size, the [Paper Type] screen is displayed.

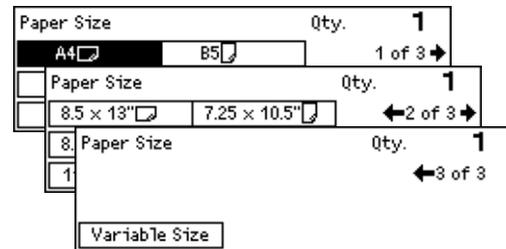
[Paper Size] screen

This screen is displayed automatically when loading paper other than envelopes in Tray 5 (bypass tray).

Use this screen to select a paper size for Tray 5 (bypass tray). You can also enter a custom paper size using the [Variable Size] screen.

You can change the order of screens between the AB series screen including the A4 size and the Inches screen including the Letter size. For more information, refer to Common Settings in the Setups chapter on User Guide.

1. Set the paper in Tray 5 (bypass tray).
2. Press the <<-> or <-> button to switch between screens to display the required paper size.
3. Select the required option.
4. Press the <Enter> button.

**Presets**

Allows you to select a paper size for Tray 5 (bypass tray). After you have selected one of the presets, press the <Enter> button to display the [Paper Type] screen.

Variable Size

Displays the [Variable Size] screen. Use this screen to enter a custom paper size for Tray 5 (bypass tray) using the numeric keypad on the control panel. The sizes can be entered within the range of 89–297 mm (3.5–11.7 inches) for width and 98–432 mm (3.9–17.0 inches) for the length in 1 mm (0.1 inch) increment. If you select [Next] using the <Select> button, you can switch [X] and [Y] to enter the value. After you have entered the values, press the <Enter> button to display the [Paper Type] screen.

You can change the unit of paper size on the [Variable Size] screen between millimeters and inches. For more information, refer to Millimeters/Inches in the Setups chapter on User Guide.

[Paper Type] screen

Use this screen to select a paper type for Tray 5 (bypass tray). For more information on the paper types, refer to Paper Type in the Setups chapter on User Guide.

1. After selecting the paper size on the [Paper Size] screen, press the <Enter> button.
2. Select the required option.
3. Press the <Enter> button.

Paper Type		Qty. 1
Heavyweight 2	Labels	Custom 3
Heavyweight 1	Transparency	Custom 2
Plain	Lightweight	Custom 1

Reduce/Enlarge

In addition to 100% size for copies, reduced or enlarged copies within the range of 50–200% can be produced by selecting one of the [Reduce/Enlarge] options.

1. Press the <<-> or <->> button to display [Reduce/Enlarge] on the Copy screen.
2. Select [Reduce/Enlarge] using the <Select> button.
3. Select the required option.
4. Press the <Enter> button.

Reducer/Enlarge		← 100% →+ Qty. 1
100%	86% A3→B4	141% A4→A3
Auto %	81% B4→A4	122% A4→B4
100%	70% A3→A4	115% B4→A3

NOTE: The <Enlarge> or <Reduce> button on the control panel provides a quick way of using this feature.

100%

Makes copies the same size as the document.

Auto %

Automatically reduces/enlarges the image of the document to fit on the paper size selected.

Presets

Allows you to select a reduction/enlargement ratio using the <Select> button. The one preset ratio can be set up by the Key Operator.

Manual Entry

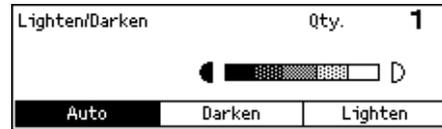
There are two methods of manual entry for the reduction/enlargement ratio.

- Select [100%], and then pressing the <<-> or <->> button to change the value in increments of 1%.
- Select an option other than [Auto] and press the <C> button on the control panel, and then enter the reduction/enlargement ratio directly using numeric keypad on the control panel.

Lighten/Darken

This feature allows you to adjust the density for copying documents in five levels. Use the <Select> buttons to lighten or darken the density.

1. Press the <<=> or <=>> button to display [Lighten/Darken] on the Copy screen.
2. Select [Lighten/Darken] using the <Select> button.
3. Select [Auto] or move ▼ on the screen by selecting [Darken] or [Lighten] using the <Select> button to select the density level.
4. Press the <Enter> button.



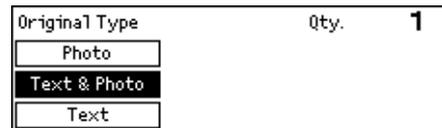
Auto

Automatically selects the density level for copying documents.

Original Type

This feature allows you to copy at the optimum image quality by selecting the original document type.

1. Press the <<=> or <=>> button to display [Original Type] on the Copy screen.
2. Select [Original Type] using the <Select> button.
3. Select the required option.
4. Press the <Enter> button.



NOTE: The <Orig. Type> button on the control panel provides a quick way of using this feature.

Text

Use this option to copy documents that contain text only.

Text & Photo

Use this option to copy documents with a mixture of text and photographs.

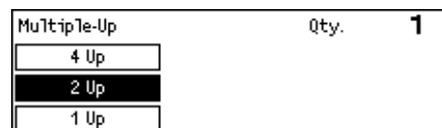
Photo

Use this option to copy documents that contain photographs only.

Multiple-Up

This feature allows you to copy two or four independent documents onto one sheet of paper. The machine automatically reduces/enlarges the images as needed to print them on one page.

1. Press the <<=> or <=>> button to display [Multiple-Up] on the Copy screen.
2. Select [Multiple-Up] using the <Select> button.



3. Select the required option.
4. Press the <Enter> button.

1 Up

Disables the feature.

2 Up

Copies two documents onto one page.

4 Up

Copies four documents onto one page. If you select the option and press the <Enter> button to display the 4 Up screen, you can select either [Z] (Left Start Horizontal) or [V] (Left Start Vertical) for the layout of the images.

NOTE: For [2 Up], images are always placed from left to right or top to bottom on the copy page.

2 Sided

This feature allows you to automatically make double-sided copies from single-sided or double-sided documents.

NOTE: The double-sided copy option can only be used with the Plain paper type.

1. Press the <<-> or <->> button to display [2 Sided] on the Copy screen.
2. Select [2 Sided] using the <Select> button.
3. Select the required option.
4. Press the <Enter> button.

2 Sided		Qty.	1
1→2 Sided	2→2 Sided		
1→1 Sided	2→1 Sided		

1→1 Sided

Produces single-sided copies from single-sided documents.

1→2 Sided

Produces double-sided copies from single-sided documents. Press the <Enter> button to display the [Copies] screen. Select either [Rotate Side 2 Off] or [Rotate Side 2 On] to specify the orientation for the output images.

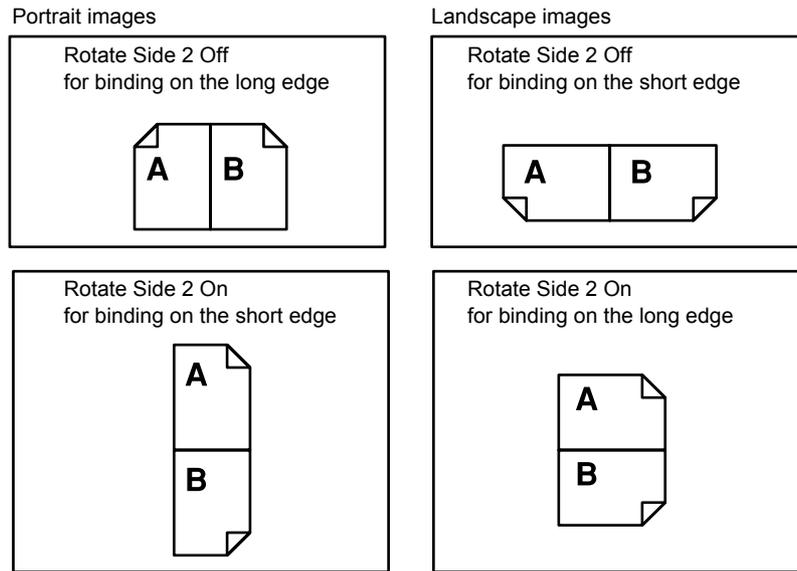
2→1 Sided

Produces single-sided copies from double-sided documents. Press the <Enter> button to display the [Originals] screen. Select either [Rotate Side 2 Off] or [Rotate Side 2 On] to specify the orientation of the originals.

2→2 Sided

Produces double-sided copies from double-sided documents.

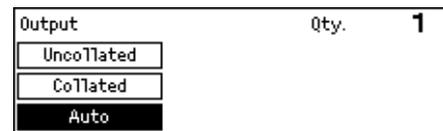
The following illustrations show [Rotate Side 2 Off] and [Rotate Side 2 On] orientations.



Output

This feature allows you to sort copy outputs when you make multiple sets of copies.

1. Press the <<-> or <->> button to display [Output] on the Copy screen.
2. Select [Output] using the <Select> button.
3. Select the required option.
4. Press the <Enter> button.



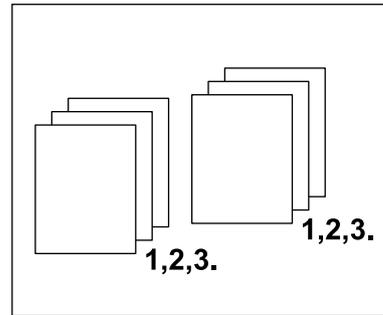
NOTE: The <Collated> button on the control panel provides a quick way of using this feature.

Auto

Automatically applies either [Collated] or [Uncollated] for sorting copy output. The [Collated] option is applied when you use the document feeder. When you use the document glass, [Uncollated] is applied.

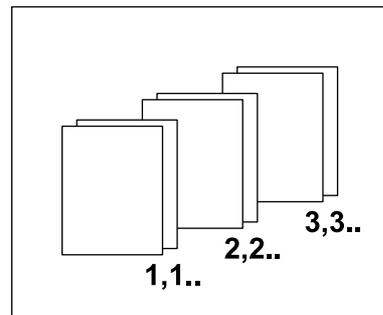
Collated

Delivers the specified number of copy sets in the same order as the documents. For example, two copies of a three page document are delivered in the order 1-2-3, 1-2-3.



Uncollated

Delivers the copies in stacks based on the number of copies requested for each document. For example, two copies of a three page document are delivered in the order 1-1, 2-2, 3-3.



Mixed Size Originals

This feature allows you to load different size documents in the document feeder. The document feeder must be used for this feature.

NOTE: When you use this feature, the width of the documents must be the same. If you make copies of the originals with mixed width, the width of the first page will be the size for the copies.

1. Press the <<-> or <->> button to display [Mixed Size Orig.] on the Copy screen.
2. Select [Mixed Size Orig.] using the <Select> button.
3. Select [On] to enable the feature.



If you disable this feature and make copies of the mixed size originals, the size of the first page will be the size for all copies.

4 Fax

This chapter contains information about using the optional fax features, which are dependent on your machine configuration. In addition to regular fax features, the Direct Fax feature is available when the optional Printer Kit is installed. Direct Fax allows you to transmit faxes directly from the PC client.

For more information about Direct Fax, refer to PCL driver On-Line Help.

Fax Procedure

This section describes the basic procedure for sending faxes. Follow the steps below.

1. *Load the Documents – page 57*
 2. *Select the Features – page 58*
 3. *Specify the Destination – page 59*
 4. *Start the Fax Job – page 60*
 5. *Confirm the Fax Job in the Job Status – page 60*
- Stop the Fax Job – page 60*

NOTE: If the Auditron feature is enabled, you may need a password before you can use the machine. To get a password or for more information, contact the Key Operator.

1. Load the Documents

The following steps explain how to load documents using the document feeder or document glass. When scanning a document in the form of sheet or multiple documents as a stack, use the document feeder. When scanning a document that is relatively heavy such as brochures or booklets, use the document glass.

- Document Feeder

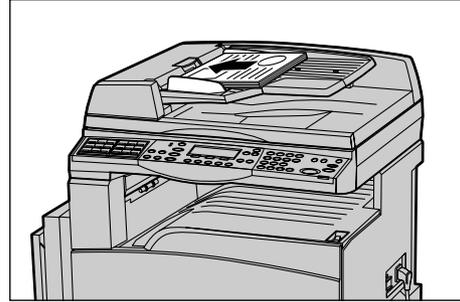
Mixed size documents can be scanned as a stack when selecting [Auto Detect] on the [Scan Size] screen. This feature is available only when the documents have the same width. Use the document glass to scan mixed size documents with different width. Otherwise, image loss may occur for the width of the first page will be the size for all the scanned documents. All the documents are scanned at a time, therefore you can not change the settings such as [Resolution], [Lighten/Darken], or [Reduce/Enlarge]. When you want to change the settings for each page, use the document glass.

- Document Glass

If you have more than one stack of documents to scan, select [Next Originals] using the <Select> button while the current stack of documents is being scanned. This allows you to transmit multiple or mixed size documents as one set of data. Also, you can change the fax settings for each page.

1. Load documents face up into the document feeder or face down on the document glass.

For more information on how to load the documents, refer to *1. Load the Documents in the Copy* on page 45.



Scan the Documents

There are two methods of scanning the documents.

- Auto Detect

Standard size documents can be automatically detected. If the document is not a standard size, or the size cannot be detected, the machine will automatically choose the size to prevent image loss. For more information about sizes to be detected or replaced automatically, refer to *When Using the Fax Feature* in the *Specifications* chapter on *User Guide*.

- Select the Scan Size

You can select the scan size from the preset sizes. For more information on how to select the scan size, refer to *Scan Size* on *User Guide*.

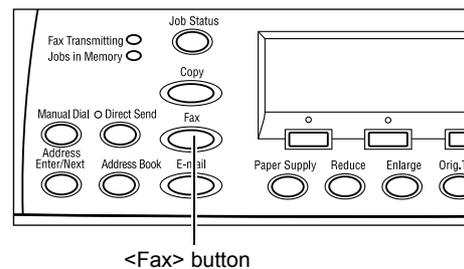
NOTE: The long page scan feature is only available when using the document feeder. This feature allows you to scan up to 1000 mm (39.4 inches) in length in simplex mode, 432 mm (17.0 inches) in duplex mode. For receiving, the Key Operator can select either to cut off or reduce the image. The ranges are 0–24 mm (0.0–0.9 inches) for cutting off and, 60–100% for reducing. If the document length cannot be reduced or cut off, the image is automatically divided. For more information, refer to *Long Size Originals* in the *Setups* chapter on *User Guide*.

2. Select the Features

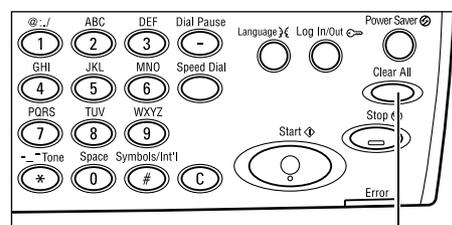
Only those features relevant to the machine configuration will be available.

NOTE: If the machine remains idle for a set time (determined by the Key Operator), the settings will be reset. For more information, refer to *Auto Clear* in the *Setups* chapter on *User Guide*.

1. Press the <Fax> button on the control panel. Ensure that the Fax screen is displayed.



2. Press the <Clear All> button on the control panel once to cancel any previous selections.
3. Select an option for the required feature.



<Clear All> button

If necessary, press the <<-> or <->> button to switch between screens, and configure the fax settings. For more information about Fax features available, refer to Fax Features on User Guide.

3. Specify the Destination

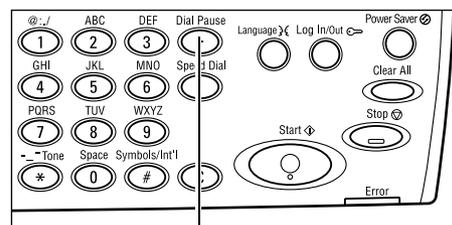
The following explains how to specify a destination. The machine provides the following dialing methods for fax numbers.

NOTE: Before sending a document, check your entries to make sure you specified correct destinations.

- Using the numeric keypad on the control panel
- Using Address Book (refer to Address Book on User Guide)
- Using Speed Dial (refer to Speed Dial on User Guide)
- Using One Touch Dial (refer to One Touch Dial on User Guide)

1. Enter the fax number using the numeric keypad on the control panel.

You can send a fax to multiple destinations in a single operation. For more information, refer to Address Enter/Next on User Guide.

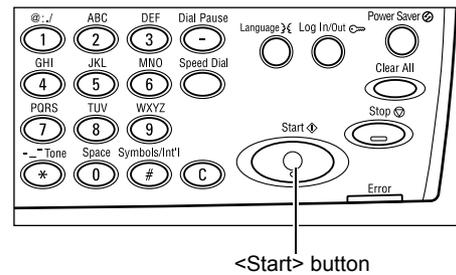


<Dial Pause> button

If a character is usually dialed before the telephone number, for example 9 for an external line, a pause is required after this character. Press the <Dial Pause> button on the control panel before continuing to enter the fax number. When you dial manually, Dial Pause is not required; instead wait for the external dial tone before proceeding.

4. Start the Fax Job

1. Press the <Start> button on the control panel to scan and send the documents.



NOTE: If a problem, such as a document jam or memory full error, occurs while scanning multiple documents, the job is canceled and the scanned data deleted. To resume the same operation, load all the documents again and press the <Start> button.

NOTE: If the memory full error occurs, delete unnecessary files.

NOTE: If the machine is restarted during a fax transmission due to a loss of power or machine malfunction, the machine will start sending the document all over again when the machine is switched on. All pages of the document will be transmitted regardless of how many pages have already been sent to the destination before the power loss. For example, if the transmission of a 7-page document is interrupted when the sixth page of the document is being sent, the machine sends all seven pages when the power is restored, including the first five pages that had already been sent before the interruption.

5. Confirm the Fax Job in the Job Status

Follow the steps below to confirm the fax job you started.

1. Press the <Job Status> button on the control panel to display the Job Status screen.



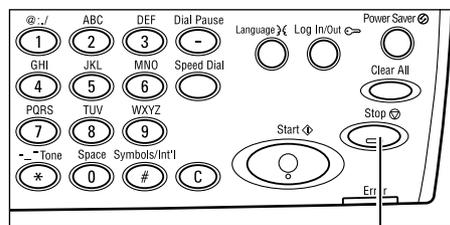
The job being processed will be displayed on the Current screen.

2. If required, press the <<-> or <->> button to display the All Jobs screen.
 3. Select [Fax/E-mail] using the <Select> button.
 4. Select [Send] using the <Select> button. The job will be displayed on the screen.
- For more information, refer to *Job Status in the Product Overview chapter on page 36*.

Stop the Fax Job

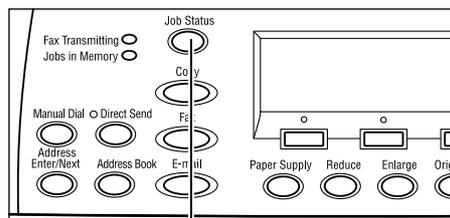
Follow step 1 to manually cancel a fax job during document scanning. After scanning the document, follow steps 2 through 3.

1. Press the <Stop> button on the control panel to cancel the current fax job.



<Stop> button

2. If required, press the <Job Status> button on the control panel to display the Job Status screen. To exit the Job Status screen, press the <Exit> or <Job Status> button.



<Job Status> button

3. If the job to be canceled is displayed on the Current screen, select [Stop (Delete)] using the <Select> button. If not, go to step 4.



4. Press the <=>> button to display the All Jobs screen.
5. Select [Fax/E-mail] using the <Select> button.
6. Select [Send] using the <Select> button.
7. Select the job to be canceled by selecting [▼] or [▲].
8. Select [Details] using the <Select> button.
9. Select [Stop (Delete)] using the <Select> button.

5 E-mail

This chapter contains information about using the optional E-mail features, which are dependent on your machine configuration. To use these features, additional Memory (for Printer), Fax Kit, Printer Kit, and Scan to Email Kit must be installed. With this feature, documents are scanned and sent to specified destinations as e-mail attachments. You can specify destination addresses by using Speed Dial, One Touch Dial, the alphanumeric keypad on the control panel, or by selecting from Address Book.

NOTE: Various settings are required to use the E-mail features. For more information, refer to the System Administration Guide.

E-mail Procedure

This section describes how to scan documents to send them as e-mail attachments.

1. *Load the Documents – page 63*
 2. *Select the Features – page 64*
 3. *Specify the Destination – page 65*
 4. *Start the E-mail Job – page 65*
 5. *Confirm the E-mail Job in the Job Status – page 66*
- Stop the E-mail Job – page 66*

1. Load the Documents

The following steps explain how to load documents using the document feeder or document glass. When scanning a document in the form of sheet or multiple documents as a stack, use the document feeder. When scanning a document that is relatively heavy such as brochures or booklets, use the document glass.

- Document Feeder

Mixed size documents can be scanned as a stack when selecting [Auto Detect] on the [Scan Size] screen. This feature is available only when the documents have the same width. Use the document glass to scan mixed size documents with different width.

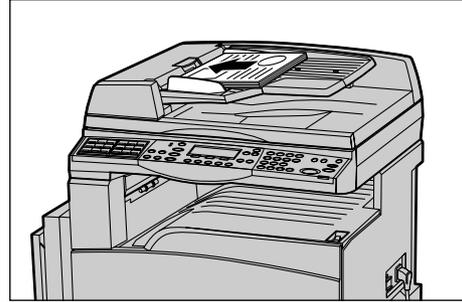
Otherwise, image loss may occur for the width of the first page will be the size for all the scanned documents. All the documents are scanned at a time, therefore you can not change the settings such as [Resolution], [Lighten/Darken], or [Reduce/Enlarge]. When you want to change the settings for each page, use the document glass.

- Document Glass

If you have more than one stack of documents to scan, select [Next Originals] using the <Select> button while the current stack of documents is being scanned. This allows you to scan multiple or mixed size documents as one set of data. Also, you can change the scan settings for each page.

1. Load documents face up into the document feeder or face down on the document glass.

For more information on how to load the documents, refer to *1. Load the Documents in the Copy chapter on page 45.*



Scan the Documents

There are two methods of scanning the documents.

- Auto Detect

Standard size documents can be automatically detected. If the document is not a standard size, or the size cannot be detected, the machine will automatically choose the standard size to prevent image loss. For more information about sizes to be detected or replaced automatically, refer to *When Using the E-mail Feature in the Specifications chapter on User Guide.*

NOTE: The document glass cannot automatically detect the document width less than A4 SEF (202 mm), such as post card and A5 SEF. When you load a document with a width less than A4 SEF, select a size close to the document size before scanning. For more information on how to select the scan size, refer to *Scan Size on User Guide.*

- Select the Scan Size

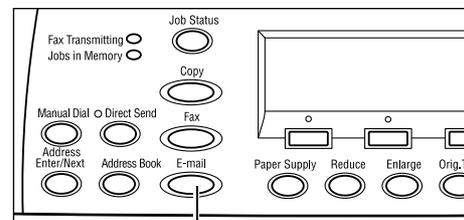
You can select the scan size from the preset sizes. For more information on how to select the scan size, refer to *Scan Size on User Guide.*

2. Select the Features

Only those features relevant to the machine configuration will be available.

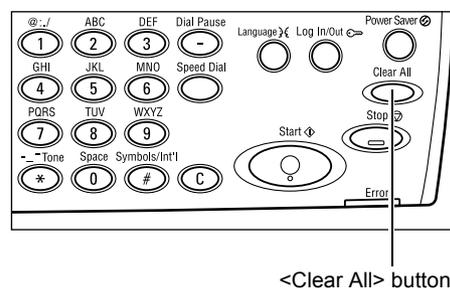
NOTE: If the machine remains idle for a set time (determined by the Key Operator), the settings will be reset. For more information, refer to *Auto Clear in the Setups chapter on User Guide.*

1. Press the <E-mail> button on the control panel. Ensure that the E-mail screen is displayed.



<E-mail> button

- Press the <Clear All> button once on the control panel to cancel any previous selections.
- Select an option for the required feature.



If necessary, press the <<-> or <->> button to switch between screens to configure the e-mail settings. For more information, refer to E-mail Features on User Guide.

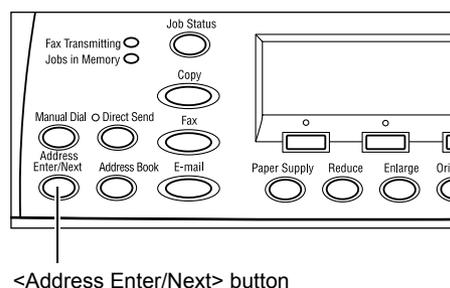
3. Specify the Destination

To specify an e-mail destination, the machine provides the following methods:

- Using the alphanumeric keypad on the control panel
- Using Address Book (refer to Address Book on User Guide)
- Using Speed Dial (refer to Speed Dial on User Guide)
- Using One Touch Dial (refer to One Touch Dial on User Guide)

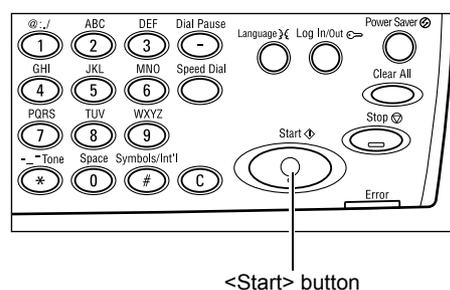
- Specify e-mail destinations by entering addresses using the alphanumeric keypad on the control panel.

You can send a document as an e-mail attachment to multiple destinations in a single operation. For more information, refer to Address Enter/Next on User Guide.



4. Start the E-mail Job

- Press the <Start> button on the control panel to scan and send the documents.



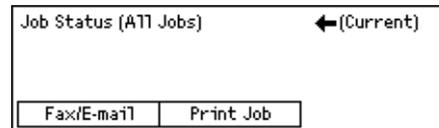
NOTE: If the trouble, such as document jam or memory full, is occurred while scanning multiple documents, the job is canceled and the scanned data are deleted. To resume the same operation, load all the documents again and press the <Start> button.

NOTE: If the memory full error occurs, delete unnecessary files.

5. Confirm the E-mail Job in the Job Status

Follow the steps below to confirm the e-mail job you started.

1. Press the <Job Status> button on the control panel to display the Job Status screen.



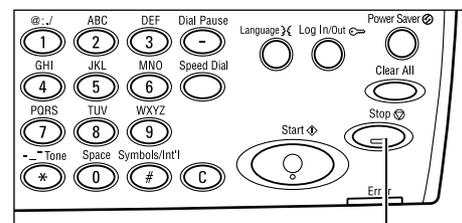
The job being processed will be displayed on the Current screen.

2. If required, press the <<-> or <->> button to display the All Jobs screen.
 3. Select [Fax/E-mail] using the <Select> button.
 4. Select [Send] using the <Select> button. The job will be displayed on the screen.
- For more information, refer to *Job Status in the Product Overview chapter on page 36*.

Stop the E-mail Job

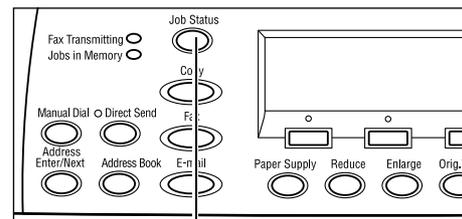
Follow the steps below to manually cancel an activated e-mail job.

1. Press the <Stop> button on the control panel to cancel the current e-mail job.



<Stop> button

2. If required, press the <Job Status> button on the control panel to display the Job Status screen. To exit the Job Status screen, press the <Job Status> button.



<Job Status> button

3. If the job to be canceled is displayed on the Current screen, select [Stop (Delete)] using the <Select> button. If not, go to step 4.



4. Press the <->> button to display the All Jobs screen.
5. Select [Fax/E-mail] using the <Select> button.
6. Select [Send] using the <Select> button.
7. Select the job to be canceled by selecting [▼] or [▲] using the <Select> button.
8. Select [Details] using the <Select> button.
9. Select [Stop (Delete)] using the <Select> button.

6 Print

This chapter contains information about using the optional print features, which are dependent on your machine configuration. With this feature, you send printing jobs from a PC directly to the machine.

You can also send a PDF file directly to the machine for printing without using the print driver. This is called PDF Direct Printing. PDF Direct Printing is available when you install the PostScript Kit. For more information about PDF Direct Printing, refer to the documentation in the PostScript Driver Library CD-ROM.

Print Driver Features

In order to print from your PC, a print driver must be installed on the PC. If you have installed an earlier version of the printer driver, uninstall it first before installing the new version.

For instructions on installing the print driver, refer to the documentation in the CentreWare CD-ROM.

When you select the machine as the printer, the associated print screen is displayed on the PC. Select the [Print] menu from the toolbar to display the print screen.

For more information, refer to PCL driver On-line Help.

NOTE: Only those features relevant to the machine configuration will be available.

Job Type

- FAX - Select this to send faxes from your PC via the machine. You can specify the destination.
- Normal - Select this for normal printing.

Multiple Up

Prints two, four, or eight independent documents onto one sheet of paper. The machine automatically reduces/enlarges the images as needed to print them on one page.

Poster

Divides and enlarges a document, and prints each divided part onto multiple sheets of paper. You can paste them all together to make one large poster.

Booklet Creation

Creates a document with the pages in the correct order to make a booklet when the document is folded.

Transparency Separator

Inserts a divider page after each printed transparency.

Skip Blank Pages

Does not print blank pages when printing documents that contain blank pages.

Draft Mode

Prints the text and graphics in gray rather than black, thus reducing the amount of toner used.

UNIX and Macintosh

Information about print features for UNIX and Macintosh computers is provided separately. Refer to the following documentation for procedures on sending print jobs.

- UNIX - System Administration Guide
- Macintosh - PostScript User Guide

7 Paper and Other Media

The machine is designed to use a variety of paper types and other media. This chapter provides information about loading paper and other types of media into the machine.

Loading Paper

This section provides information on how to load paper into trays.

NOTE: Make sure the side and rear paper guides on the trays are properly positioned to match the size of paper loaded. If there is a gap between the paper stack and the guides, paper may not be fed to the machine properly, or paper jams may occur.

For information on configurable paper sizes and media types for each tray, refer to *Supported Paper Sizes on page 73* and *Supported Paper Types on page 75*.

For information on the acceptable range of paper sizes and capacity for each tray, refer to Paper Supply in the Specifications chapter on User Guide.

Preparing Paper for Loading

Before loading paper into the paper trays, fan the edges. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

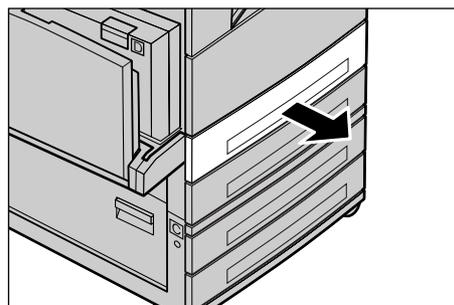
NOTE: To avoid paper jams and misfeeds, do not remove paper from its packaging until required.

Loading Paper into the Paper Trays

Depending on the machine configuration, up to four paper trays will be available excluding Tray 5 (bypass tray).

NOTE: If the machine is processing a job, do not open the active paper tray.

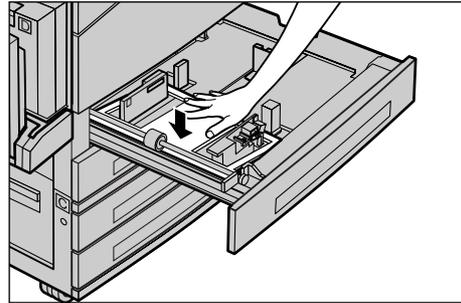
1. Pull out the paper tray towards you.



NOTE: To avoid jams and misfeeds, do not load paper on top of any remaining paper in the tray. Remove the paper, and reload it on top of the new stock loaded.

2. When loading paper into Tray 1, push the metal plate down until it clicks.

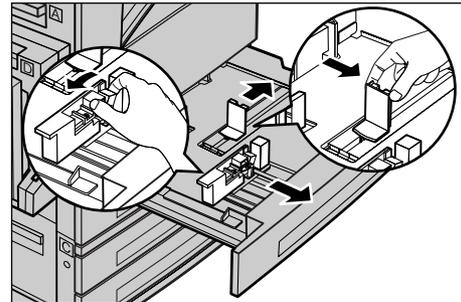
To load paper into Tray 2, 3, and 4, go to step 3.



3. If required, move the paper tray guides further out to load the new stock.

To adjust the side and rear guides, pinch the guide lever on each guide and slide the guides to their new position.

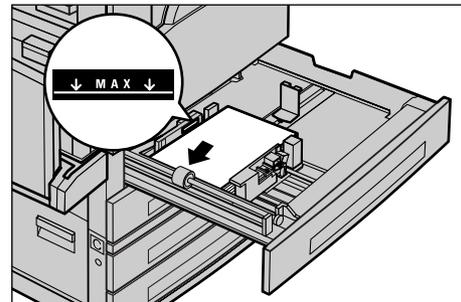
To secure the guides in position, release the levers.



NOTE: Tray 1 can only be loaded with plain paper. Tray 2,3, and 4 can be loaded with a variety of different media stock. When changing the type of stock in the tray, refer to *Supported Paper Types on page 75*. For more information about reprogramming the paper type, contact the Key Operator.

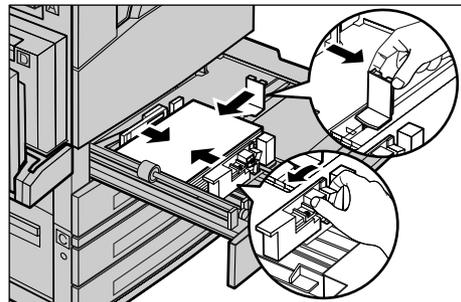
4. Load the paper neatly and tightly against the left-hand side of the tray with the print side facing upward. Tray 1 can hold up to a 27 mm (1.1 inches) stack of paper. Tray 2, 3, or 4 can hold up to a 54 mm (2.1 inches) stack of paper.

NOTE: Do not load paper above the maximum fill line.



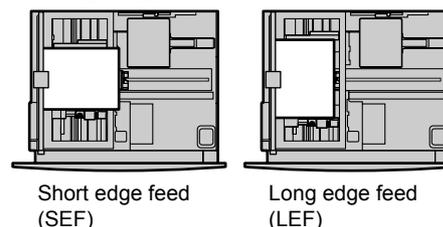
NOTE: When making single/double sided copies on perforated paper, load the paper to feed the opposite side of the perforated side edge first. Feeding the perforated side edge first might cause paper jams

5. If the paper guides have been moved, slide the guides to just touch the edge of the paper.



6. Close the paper tray.

Paper can be loaded either short edge feed or long edge feed.



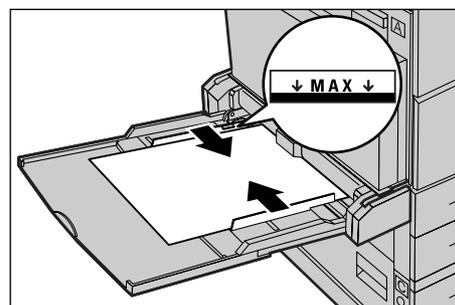
Tray 5 (Bypass Tray)

Tray 5 (bypass tray) allows you to use a variety of paper sizes and types, including envelopes. Tray 5 (bypass tray) is located on the left-hand side of the machine. A tray extension is provided to accommodate larger sized paper. After loading paper stock other than envelopes in Tray 5 (bypass tray), the screen that allows you to select paper size and type is displayed. Specify the paper size and type to match the size and type of stock loaded. If they do not match, reprogramming is required. For more information about programming Tray 5 (bypass tray), refer to *[Paper Size] screen in the Copy chapter on page 51*.

NOTE: To reduce unnecessary fuser and paper jams, it is important that the programmed paper size and type is identical to the paper stock loaded.

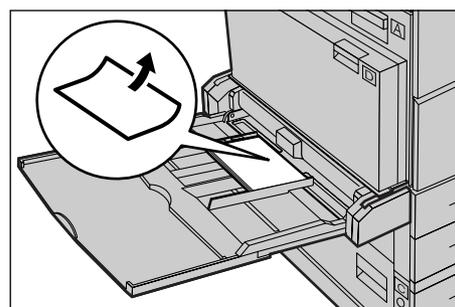
1. Load the paper neatly into Tray 5 (bypass tray), making sure that the paper stack is in the center of the tray, and that the print side is facing downward. Tray 5 (bypass tray) can hold up to a 10 mm stack of paper.

NOTE: Do not load paper above the maximum fill line.



NOTE: When making single/double sided copies on perforated paper, load the paper to feed the opposite side of the perforated side edge first. Feeding the perforated side edge first might cause paper jams.

NOTE: When making copies or printing on thick-stock paper and the paper is not fed into the machine, apply a curl to the leading edge of the paper as shown in the figure on the right. Note, however, that excessively bending or folder the paper might cause paper jams.



NOTE: When loading envelopes, make sure the flaps are closed, and that the envelopes are oriented on the tray so that the flaps are face up and will enter the machine first. However, when loading C5-size envelopes, set the LEF so that the edge with the flaps is facing toward you.

2. Slide the side guides towards the paper until they are just touching the edge of the stack.

Auto Tray Switching

The machine automatically switches from one tray to another under the following condition.

- When printing and the active tray runs out of paper.
- When the paper size sensed differs from the previously determined size.
- When paper feeding starts and the selected tray is open.
- When paper feeding starts and the selected tray malfunctions.

When [Paper Supply] is not set to [Auto] or no other target tray contains paper the same size, type and orientation, the machine stops printing and message “Tray X is out of paper” displays.

NOTE: Tray 5 (bypass tray) cannot be used with Auto Tray.

NOTE: Key Operator access must be set to [On] for [Auto Tray], and target trays and priorities must be specified. For more information, refer to Auto Tray and Tray Priority in the Setups chapter on User Guide.

When not in use, the paper trays can be opened and paper can be loaded while the machine is running. However, do not open the active tray. This will cause the machine to stop.

Storing and Handling Paper

Always use high-quality, xerographic-grade paper in the machine. Damaged, curled, or damp paper can cause jams and image quality problems. Follow these simple rules to store paper:

- Store paper in dry conditions, away from extreme heat or cold, such as radiators or open windows.
- Store paper flat on a shelf or pallet above floor level.
- Leave the paper wrapped and boxed until ready to be used.
- Re-wrap partly used packages of paper.

NOTE: Paper should not be stored in the paper trays.

Supported Paper Sizes and Types

This section lists the sizes and types of paper that can be used with the machine.

Supported Paper Sizes

The following table lists the paper sizes supported for each paper tray and duplex kit.

NOTE: For the capacity of each tray, refer to Paper Supply in the Specifications chapter on User Guide.

Standard Sizes

Paper Size			Latin American Countries			European Countries, the Middle and Near East Countries			Canada and the United States		
Size	Width (mm)	Length (mm)	Tray 1-4	Tray 5 (Bypass Tray)	Duplex Kit	Tray 1-4	Tray 5 (Bypass Tray)	Duplex Kit	Tray 1-4	Tray 5 (Bypass Tray)	Duplex Kit
A6 SEF	105	148	X	O	X	X	O	X	X	O	X
A6 LEF	148	105	X	O	X	X	O	X	X	O	X
B6 SEF	128.5	182	X	O	X	X	O	X	X	O	X
5.5 × 8.5" SEF	139.7	215.9	X	O	O	X	O	O	O	O	O
5.5 × 8.5" LEF	215.9	139.7	X	O	X	X	O	X	X	O	X
A5 SEF	148	210	O	O	O	O	O	O	X	O	O
A5 LEF	210	148	X	O	X	X	O	X	X	O	X
B5 SEF	182	257	O	O	O	O	O	O	O	O	O
B5 LEF	257	182	X	O	O	X	O	O	X	O	O
A4 SEF	210	297	O	O	O	O	O	O	O	O	O
A4 LEF	297	210	O	O	O	O	O	O	O	O	O
8.5 × 11" SEF (Letter)	215.9	279.4	O	O	O	O	O	O	O	O	O
8.5 × 11" LEF (Letter)	279.4	215.9	O	O	O	O	O	O	O	O	O
8.5 × 13" SEF (Legal)	215.9	330.2	O	O	O	O	O	O	O	O	O
8.5 × 14" SEF (Legal)	215.9	355.6	O	O	O	O	O	O	O	O	O
B4 SEF	257	364	O	O	O	O	O	O	O	O	O
Executive SEF	184.2	266.7	X	O	X	X	O	X	X	O	X
Executive LEF	266.7	184.2	O	O	O	O	O	O	O	O	O
11 × 17" SEF	279.4	431.8	O	O	O	O	O	O	O	O	O
A3 SEF	297	420	O	O	O	O	O	O	O	O	O
3.5 × 5.5" SEF	88.9	139.7	X	O	X	X	O	X	X	O	X
Post Card LEF	152.4	101.6	X	O	X	X	O	X	X	O	X

Paper Size			Latin American Countries			European Countries, the Middle and Near East Countries			Canada and the United States		
Size	Width (mm)	Length (mm)	Tray 1-4	Tray 5 (Bypass Tray)	Duplex Kit	Tray 1-4	Tray 5 (Bypass Tray)	Duplex Kit	Tray 1-4	Tray 5 (Bypass Tray)	Duplex Kit
Monarch Envelope LEF	190.5	98.4	X	O	X	X	O	X	X	O	X
DL Envelope LEF	220	110	X	O	X	X	O	X	X	O	X
C4 Envelope SEF	229	324	X	O	X	X	O	X	X	O	X
C5 Envelope LEF	229	162	X	O	X	X	O	X	X	O	X
Commercial 10 Envelope LEF	241.3	104.8	X	O	X	X	O	X	X	O	X

O: Available

X: Not available

LEF: Long Edge Feed

SEF: Short Edge Feed

Non-standard Sizes

Paper Size	Tray 1-4	Tray 5 (Bypass Tray)	Duplex Kit
Width	Not available	89 to 297 mm 3.5 to 11.7"	Not available
Length		98 to 432 mm 3.9 to 17.0"	

Supported Paper Types

The following table lists the paper types supported for each paper tray and duplex kit.

Paper Type	Tray 1	Tray 2, 3, 4	Tray 5 (Bypass Tray)	Duplex Kit
Plain	O	O	O	O
Transparency	X	O	O	X
Label	X	O	O	X
Lightweight	X	O	O	X
Heavyweight 1 (90–169 g/m ²)	X	O	O	X
Heavyweight 2 (170–216 g/m ²)	X	O	O	X

O: Available

X: Not available

- When using Arjo Wiggins Conqueror High Speed Laser Laid CON90F (64010283), the paper type is set to Heavyweight 1.
- If you select [Lightweight], the machine lowers the temperature of the fuser unit when printing. Select this option when paper curls or other printing problems occur due to high temperature in the fuser unit when it sets toner on the paper.
- If you select [Label], [Heavyweight 1] or [Heavyweight 2], load the paper LEF. If loading the paper SEF, the paper may not feed correctly, and print quality may be affected.
- Depending on the operating environment, certain types of Heavyweight 2 paper may not feed into the machine properly or print quality may be negatively affected.

8 Maintenance

Sometimes the machine will require maintenance. Information contained in this chapter will assist with these tasks.

Ordering Supplies

The drum cartridge and the toner cartridge are available for the machine.

To obtain supplies, contact your Xerox Sales Representative, giving your company name, the product number and its serial number.

Use the space below to record the telephone number.

Supplies Telephone Number:

NOTE: If you are not using the drum/toner cartridge recommended by our company, the performance of the machine may not be at its optimum level. Use the drum/toner cartridge recommended for this product.

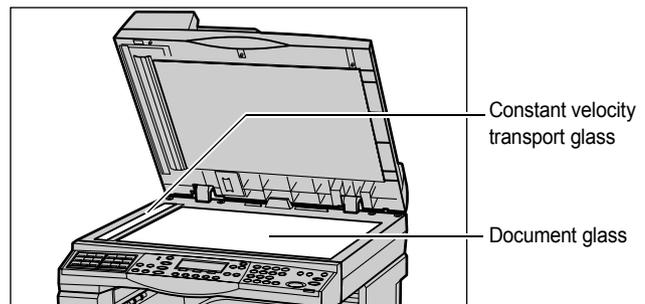
Cleaning the Machine

Proper maintenance is important for the smooth operation of any equipment.

The Document Glass and Constant Velocity Transport Glass

To ensure optimum print quality at all times, clean the document glass and constant velocity transport glass monthly, or more often if needed. This helps avoid streaks, smears and other marks on the printed output.

1. To clean the glass areas, use a lint-free cloth, lightly dampened with water or Xerox Lens and Mirror Cleaner.
2. Clean the white tabs, located on the under side of the document glass cover and in the document feeder, to remove dry ink smudges and other marks.



The Control Panel and Screen

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

NOTE: The machine should be powered off before cleaning the control panel to prevent unintended operation.

The Document Feeder and Output Trays

Use a cloth moistened with water to clean the document feeder, output trays, paper trays and the outside areas of the machine.

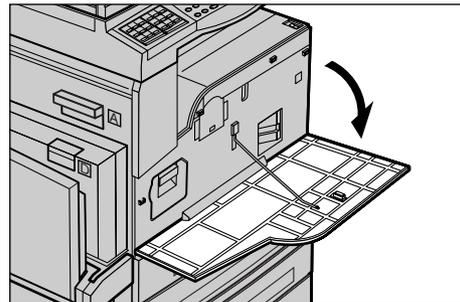
Replacing the Drum Cartridge

The drum cartridge is a customer replaceable unit. After approximately 55,000 copies/prints, the machine will display a warning message before the drum reaches the end of life. Order a replacement cartridge now to insure continuous operation.

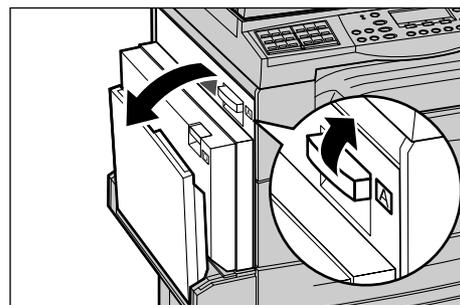
Country	Part Number
All countries	13R589

Removing the Old Drum Cartridge

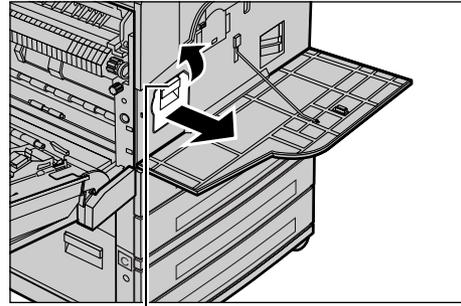
1. Pull the front cover towards you to open it.



2. Open Tray 5 (bypass tray) if necessary, and then open Cover A while lifting up the release lever.

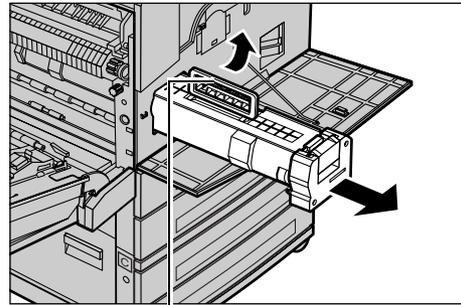


3. Lift up the colored lever, and slide the drum cartridge out until you can lift the handle on top of the cartridge.



Lever

4. Hold the handle and remove the cartridge from the machine.



Handle

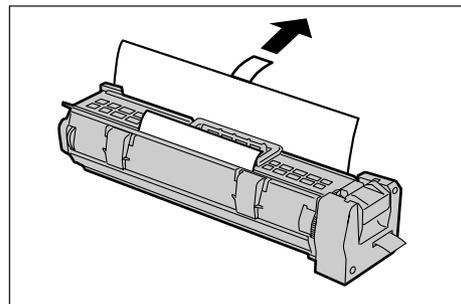
NOTE: When replacing the drum cartridge, make sure that the new cartridge is the correct one specified for the machine.

Recycling the Drum Cartridge

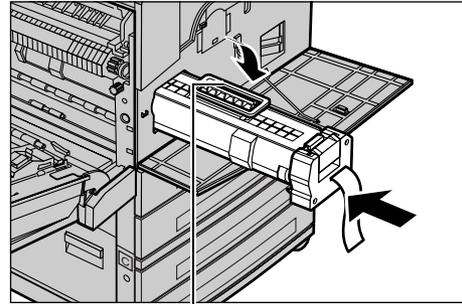
The drum cartridge is designed to be re-manufactured. To recycle used drum cartridges, return them to Xerox in the original packaging. Return labels are included with each new cartridge.

Inserting the New Drum Cartridge

1. Remove the new drum cartridge from the box.
2. Undo the sealing tape and carefully pull out in the direction of the arrow to remove the black protective sheet from the cartridge.

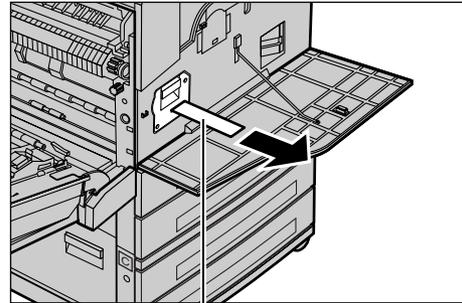


3. Place the cartridge in position as shown and, using the handle, slide it into the machine until it clicks.



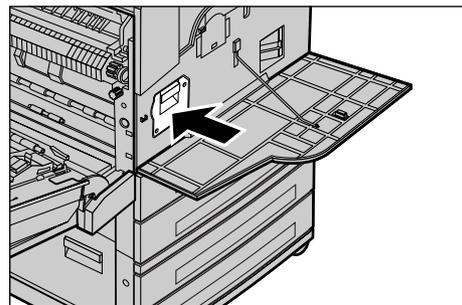
Handle

4. Pull out the cartridge tape completely without breaking it.

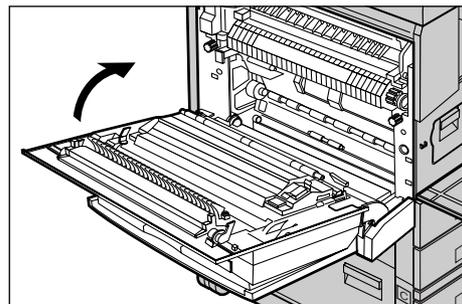


Tape

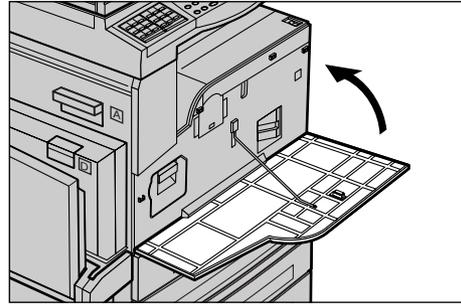
5. Push the cartridge again so that it is correctly placed.



6. Close Cover A until it latches and then close Tray 5 (bypass tray).



7. Close the front cover.



Replacing the Toner Cartridge

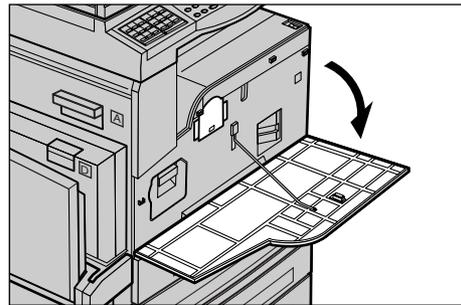
The toner cartridge is a customer replaceable unit. When the remaining number of copies/prints that can be printed reaches 1,000 pages, the screen will display a message stating that the cartridge needs to be replaced.

When ordering a new cartridge, use the following table to determine the correct reorder code for your machine.

Country	Part Number
All countries	6R1179

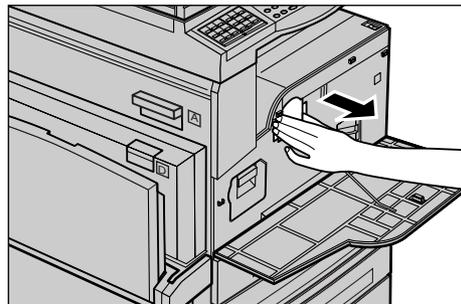
Removing the Old Toner Cartridge

1. Pull the front cover towards you to open it.



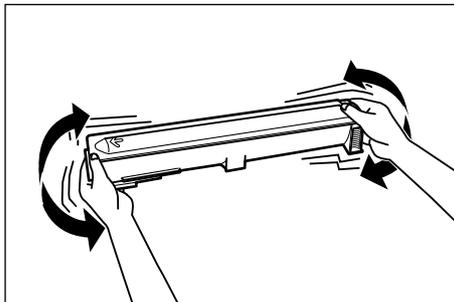
2. Hold the toner cartridge and pull it out slowly.

NOTE: Hold the empty cartridge away from you to avoid spilling any toner residue.

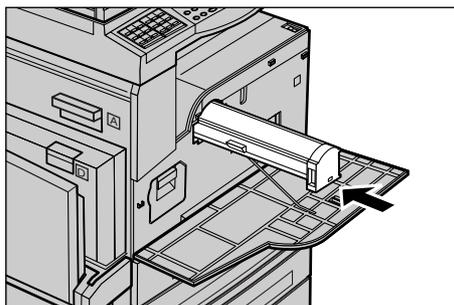


Inserting the New Toner Cartridge

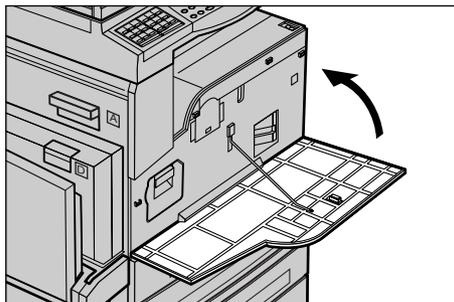
1. Remove the new toner cartridge from the box.
2. Shake the cartridge up and down about 5 times gently to loosen up the toner inside.



3. Place the cartridge in position as shown and slide it into the machine until it clicks.



4. Close the front cover.



9 Problem Solving

The machine has built-in information to help identify and manage error messages and problems. It also contains troubleshooting steps to help resolve problems.

Refer to the information contained in this chapter to resolve any problem solving issues.

In addition, the Online Support Assistant (used by Xerox Customer Support staff) offers solutions for issues, such as error codes, print quality, software installation, and more.

Go to:

www.xerox.com/office/CopyCentreC118support

www.xerox.com/office/WorkCentreM118support

www.xerox.com/office/WorkCentreM118isupport

Fault Clearance Procedure

If a fault or problem occurs, there are several ways in which you can identify the type of fault. Once a fault or problem is identified, establish the probable cause, and then apply the appropriate solution.

- If a fault occurs, first refer to the screen messages and clear the fault in the order specified.
- If the problem is not solved by following the screen messages, refer to *Troubleshooting Tables on page 93* and apply the appropriate solution as described.
- Also refer to the fault codes displayed on the screen in the Machine Status mode. Refer to *Fault Codes on page 98* for an explanation of some of the fault codes and corresponding corrective actions.
- Alternatively, contact the Key Operator for assistance.
- In some cases, it may be necessary to switch the machine off and on. Refer to *Power On/Off in the Product Overview chapter on page 30*.

NOTE: Wait at least 20 seconds between powering the machine on and off.

- If the problem persists, or a message indicates that you should call for service, refer to *Xerox Welcome Center on page 108*.

NOTE: If fax jobs are queued in the machine and a loss of power occurs, the machine will print a Power Off Report when the machine is switched on. This will show a list of the fax jobs lost. Refer to Power Off Report in the Setups chapter on User Guide.

NOTE: If the machine is restarted during a fax reception due to a loss of power or machine malfunction, neither the pages already received nor the page being received at the time of restart will be printed. For example, if the reception of a 7-page document is interrupted when the sixth page of the document was being received, the

machine does not print any page in the document, even though the first five pages were already received. You can use the Power Off Report to check the unprinted pages from such interruptions. Refer to Report Settings in the Setups chapter on User Guide.

NOTE: If the sender's fax number is not set on the machine of the sender, the Recipient column of the Power Off Report may be blank.

Paper Jams

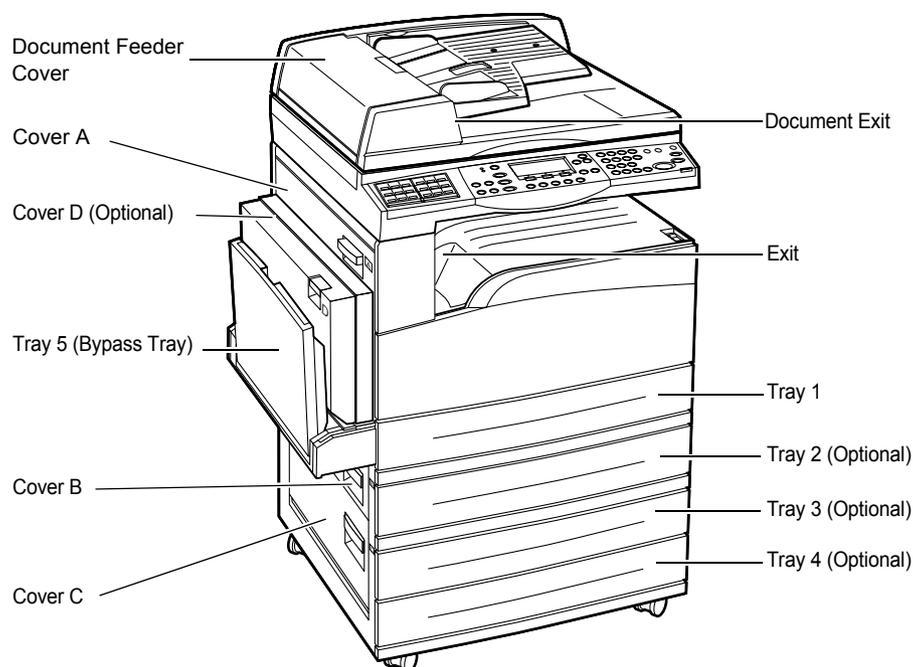
When paper jams inside the machine, the machine stops, sounds an alarm, and displays a message on the screen. Follow the instructions on the display and remove the jammed paper.

Gently remove the paper taking care not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside. If a paper jam message is displayed again, paper is probably jammed at another location. Clear this by following the message on the screen.

When you have finished clearing a paper jam, printing automatically resumes from the point before the paper jam occurred.

NOTE: When removing jammed paper, make sure that no bits of paper are left in the machine, since they could cause more jams or overheat the paper. If a piece of paper is stuck in a hidden area or wrapped around the fuser unit or rollers, do not remove it forcibly; you could get injured or burned. Switch off the machine immediately, and contact the Xerox Welcome Center.

This section describes how to clear paper jams in the following locations.



Paper Jams in Cover A – page 86

Paper Jams in Cover B – page 88

Paper Jams in Cover C – page 88

Paper Jams in Cover D – page 89

Paper Jams in Exit – page 89

Paper Jams in Trays 1, 2, 3, and 4 (2–4 are Optional) – page 90

Paper Jams in Tray 5 (Bypass Tray) – page 90

Media jams happen for a variety of reasons. Check the guidelines below to reduce the potential for jams in the machine.

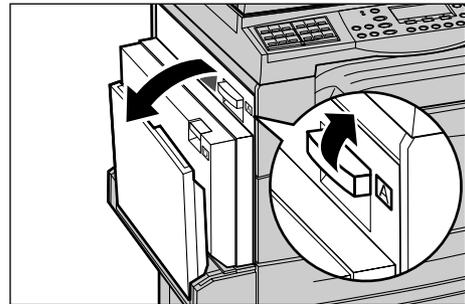
- Use only recommended media. Refer to *Supported Paper Sizes and Types in the Paper and Other Media chapter on page 72* and *Machine Specifications in the Specifications chapter on User Guide*.
- Protect unused media by storing it in its wrapper on a flat surface.
- The orientation of the media in the paper tray must match the orientation of the documents.
- Check the maximum fill line in the tray to make sure the paper tray is not overloaded.
- Do not use media that is torn, wrinkled, or folded.

Paper Jams in Cover A

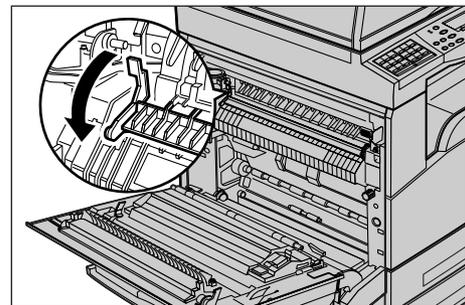
Follow the steps below to clear paper jams in Cover A using green levers A1 and A2. Follow the messages on the screen and remove jammed paper from the specified location.

Green Lever A1

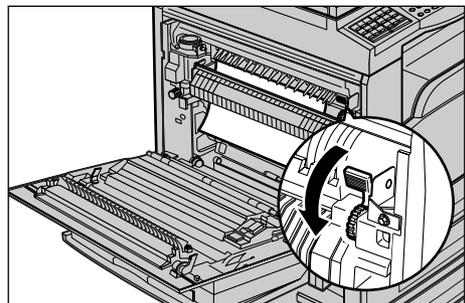
1. Open Tray 5 (bypass tray) if necessary, and then open Cover A while lifting up the release lever.



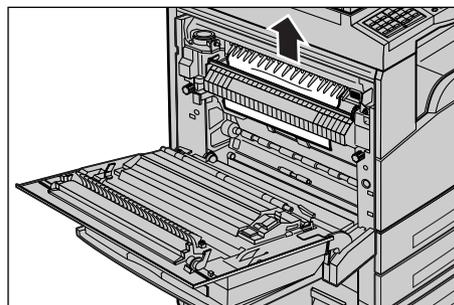
2. If the jammed paper is inside the fuser unit, lower the green lever A2 in the direction of the arrow to open the fuser unit cover.



3. Rotate the green lever A1 in the direction of the arrow to feed the paper from the top of the fuser unit.

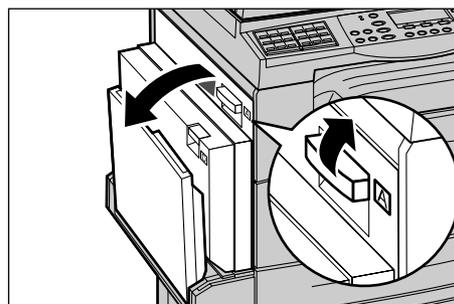


4. Pull out the paper from the machine in the direction of the arrow.
5. Close Cover A until it latches, and then close Tray 5 (bypass tray).

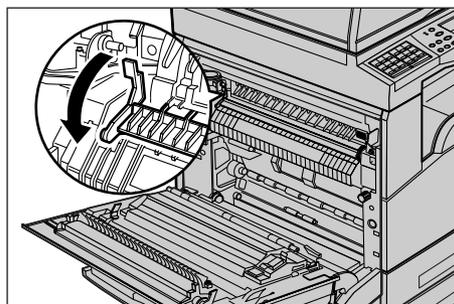


Green Lever A2

1. Open Tray 5 (bypass tray) if necessary, and then open Cover A while lifting up the release lever.



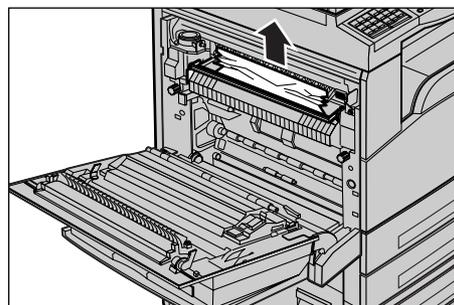
2. If the jammed paper is inside the fuser unit, lower the green lever A2 in the direction of the arrow to open the fuser unit cover.



3. If the jammed paper is found in the fuser unit, carefully remove it from the machine while holding down the green lever A2.

NOTE: Do not touch the fuser unit because it may be hot.

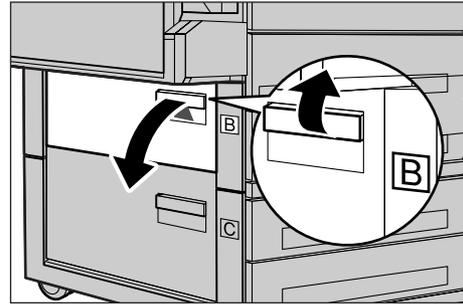
4. Close the Cover A until it latches, and then close Tray 5 (bypass tray).



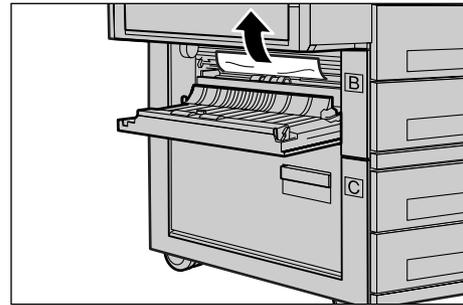
Paper Jams in Cover B

Follow the steps below to rectify paper jams in Cover B.

1. Open Cover B while lifting up the release lever.



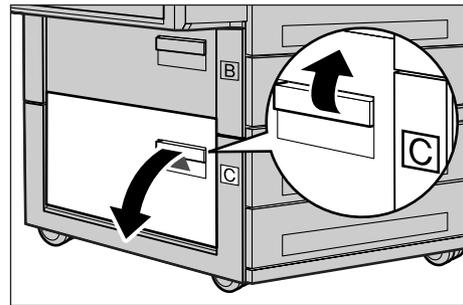
2. Remove the jammed paper.
 3. Close Cover B until it latches.
- NOTE:** Firmly press the center of the cover when closing it.



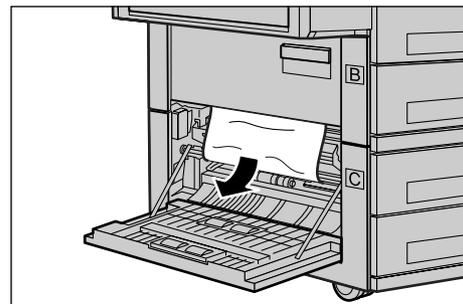
Paper Jams in Cover C

Follow the steps below to clear paper jams in Cover C.

1. Open Cover C while lifting up the release lever.



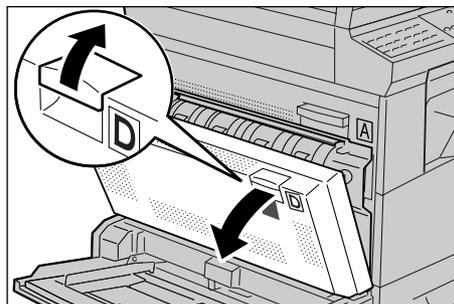
2. Remove the jammed paper.
3. Close Cover C until it latches.



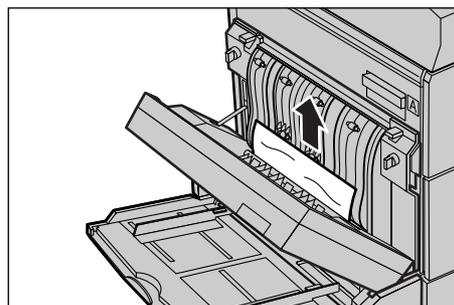
Paper Jams in Cover D

Follow the steps below to clear paper jams in the duplex kit.

1. Open Tray 5 (bypass tray), if necessary.
2. Open Cover D while lifting up the release lever.



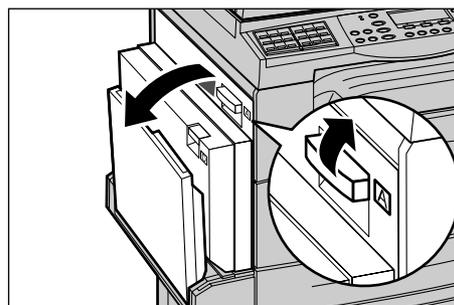
3. Remove the jammed paper inside the duplex kit.
4. Close Cover D until it latches.
5. Close Tray 5 (bypass tray).



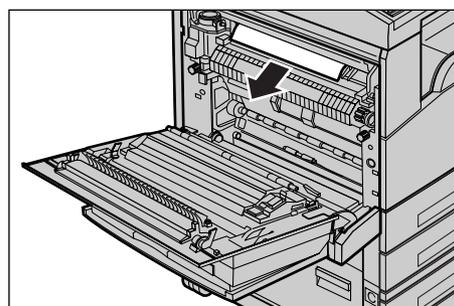
Paper Jams in Exit

Follow the steps below to clear paper jams in exit.

1. Open Tray 5 (bypass tray) if necessary, and then open Cover A while lifting up the release lever.



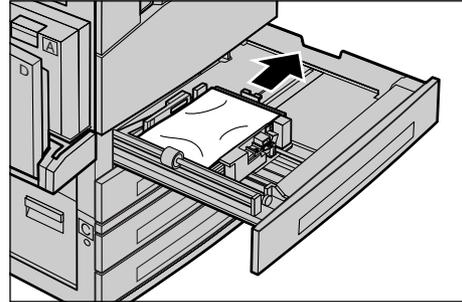
2. Remove the jammed paper.
3. Close Cover A until it latches, and then close Tray 5 (bypass tray).



Paper Jams in Trays 1, 2, 3, and 4 (2–4 are Optional)

Follow the steps below to clear paper jams in Trays 1 to 4.

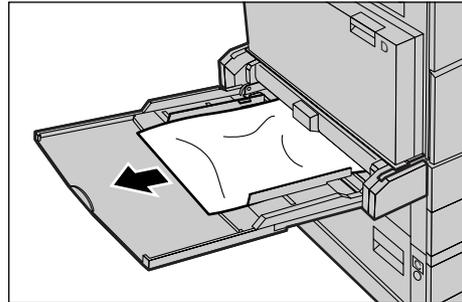
1. Pull out the Tray 1, 2, 3, or 4 towards you.
2. Remove the jammed paper.
3. Close the paper tray.



Paper Jams in Tray 5 (Bypass Tray)

Follow the steps below to clear paper jams in Tray 5 (bypass tray).

1. Remove the jammed paper in Tray 5 (bypass tray).

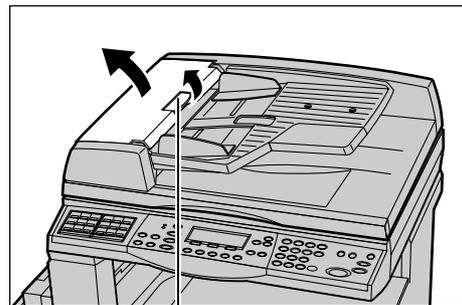


Document Jams

If a document jams in the document feeder, the machine stops, and an error message is displayed on the screen. Clear the document jam according to the instructions displayed, and then reload the document in the document feeder.

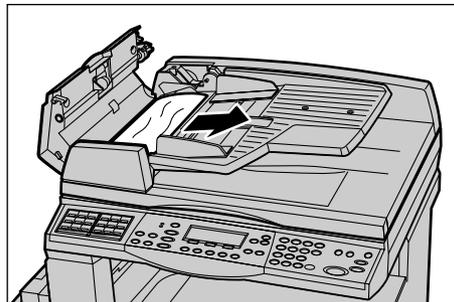
Paper Jams in the Document Feeder Cover

1. Pull up the knob to open the document feeder cover completely.

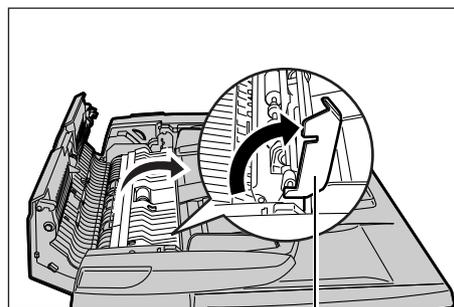


Knob

2. Remove the jammed document slowly. When the document jams tightly in the document feeder roller and cannot be pulled out, pull it out from under the document feeder tray. Refer to *Paper Jams in the Document Exit* on page 91.

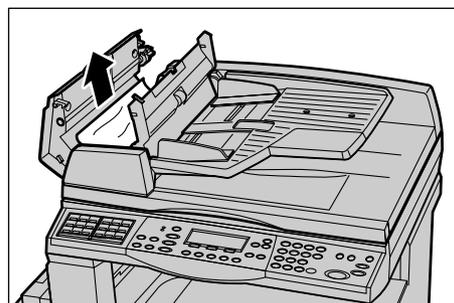


3. If a document jams under the inner cover while using the DADF, pull up the lever to open the inner cover.



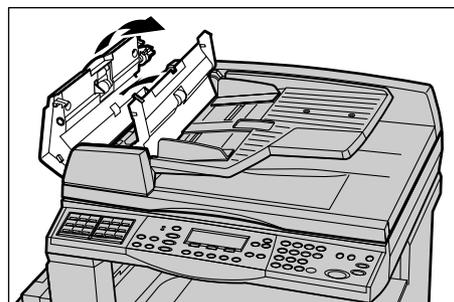
Lever

4. Remove the jammed document slowly while holding the inner cover.



5. Close the inner cover, and then close the document feeder cover.

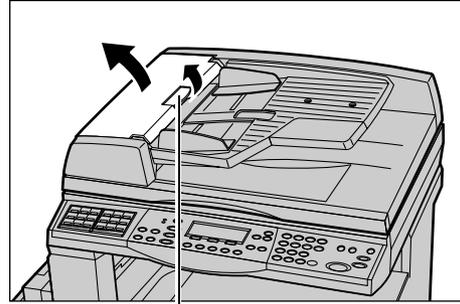
6. If the jam is still not cleared, lift the entire document feeder to inspect underneath.



Paper Jams in the Document Exit

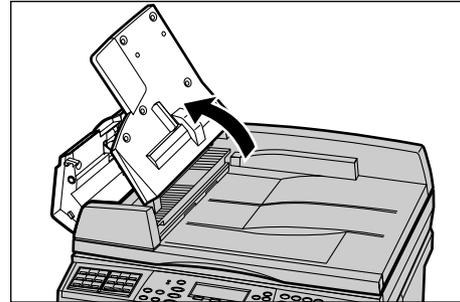
Follow the steps below to clear document jams in the exit.

1. Pull up the knob to open the document feeder cover completely.

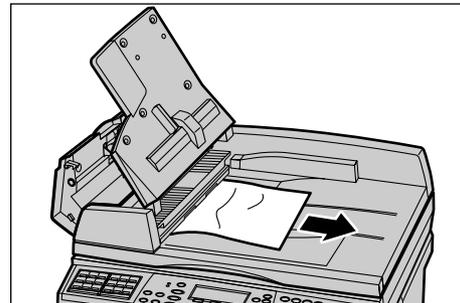


Knob

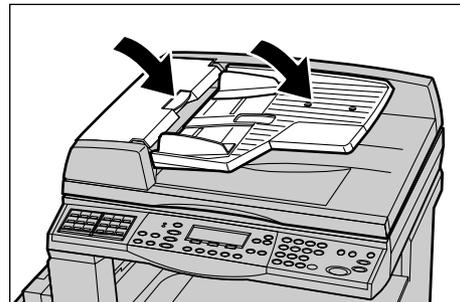
2. Lift up the document feeder tray in the direction as shown.



3. Remove the jammed document slowly while holding the document feeder tray.



4. Close the document feeder tray, and then close the document feeder cover.



Troubleshooting Tables

If you are experiencing difficulties using the machine, check the suggestions in the following tables for advice. If this does not remedy the problem, refer to *Fault Clearance Procedure* on page 83.

Symptom	Recommendation
The machine will not power on.	<ul style="list-style-type: none"> • Check the power cord. • Check that the power switch is pressed to the <I> position. • Check that the AC outlet is supplying voltage. Connect another appliance to the outlet to verify the voltage supply. • Check that the <RESET> button on the right-hand side of the machine is not in the tripped (popped up) position. Push the button to reset.
The error indicator illuminates.	<ul style="list-style-type: none"> • Check whether a message is displayed on the screen. If a message is displayed, follow the instructions. If not, select [Error Information] on the [Machine Status] screen after pressing the <Machine Status> button on the control panel, and check the contents displayed on the screen.
The machine makes a squealing noise after it powers off.	<ul style="list-style-type: none"> • Between 3 to 5 minutes after powering off, the machine may make a squealing noise. This is not cause for concern, since various components within the machine are still powering off.
The document will not feed through the document feeder.	<ul style="list-style-type: none"> • Check that the document feeder is not overloaded. The document feeder can hold a maximum of 50 sheets. • Check that the document is fully inserted into the document feeder. • Using a lint-free cloth, lightly wipe the platen cushion on the underside of the platen cover. • Set the documents, and then check that the side guides are not too tight.
The machine does not display one of the paper trays as one of the Paper Supply selections.	<ul style="list-style-type: none"> • Check that no paper trays are open. If a tray is ajar, the machine cannot sense its connection. • Open and close each paper tray. If this does not rectify the problem, then power the machine off and then on.

Symptom	Recommendation
The machine does not accept documents into memory.	<ul style="list-style-type: none"> • Check with the Key Operator about available memory. • If the memory is almost full, print and delete unnecessary files.
The machine displays a memory full error message.	<ul style="list-style-type: none"> • Check with the Key Operator about available memory. • Divide the remaining pages of the job into several small jobs and run the job again. • Delete unnecessary documents to free up some memory.
While scanning the document, the machine displays a message that prompts you to load paper.	<p>The sizes of paper currently loaded in the trays are not suitable for the reduction/enlargement ratio and document size specified.</p> <ul style="list-style-type: none"> • Select a required paper tray. Any scanned data is discarded, so load the document on the document feeder again, specify the copy settings if necessary, and press the <Start> button to restart the job. • Load the correct sized paper in the selected tray. Any scanned data is discarded, so load the document on the document feeder, specify the copy settings if necessary, and press the <Start> button to restart the job.
While outputting a copy job, the machine displays a message that prompts you to load paper.	<p>Load the correct sized paper in the selected tray. The scanned pages before the message is displayed will be printed out. Load the remaining pages on the document feeder and press the <Start> button.</p>
When you place a document on the document glass, the machine displays a message that prompts you to load paper.	<p>The sizes of paper currently loaded in the trays are not suitable for the reduction/enlargement ratio and document size specified.</p> <ul style="list-style-type: none"> • Select a required paper tray. To restart the job, specify the copy settings if necessary, and press the <Start> button. • Load the correct sized paper in the selected tray. To restart the job, press the <Start> button.

Symptom	Recommendation
The machine displays a tray fault.	<ul style="list-style-type: none"> • Follow the steps below 1. Open the paper tray. 2. Move the paper tray guides away from the paper. 3. Move the paper tray guides against the paper so that they are just touching the paper. 4. Close the paper tray. 5. Power the machine off and then on.
Deformed transparencies	<ul style="list-style-type: none"> • Check that [Transparencies] is selected on the screen. The machine automatically adjusts for different types of media. Transparencies tolerate less heat than paper. • Transparencies can be loaded only in Tray 2–4 (optional) or Tray 5 (bypass tray).
Blank output	<ul style="list-style-type: none"> • Check that the document is loaded face up in the document feeder. • Check that the document is loaded face down on the document glass. • If the toner cartridge is new, the toner may not be dispensed. Repeat the job. • Check that the seal tape has been removed from the new drum cartridge. • Reinstall the drum cartridge and the toner cartridge. • Replace the drum cartridge. • Replace the toner cartridge if the screen message for replacement is displayed.
Streaks, solid or dotted lines, or spots	<ul style="list-style-type: none"> • Clean the document glass, CVT glass (the narrow strip of glass located at the left hand side of the document glass), the areas under the document glass cover, the document feeder, and the paper guides. • Check the quality of the document. • Run the job using the document glass. • If the machine has been idle for an extended period of time, or if the toner or drum cartridge is new, begin the job again. • Load fresh paper. • Check the humidity of the machine location. • Replace the drum cartridge.
Paper delivered to an output tray is not properly stacked up.	<ul style="list-style-type: none"> • Flip over the paper stack in the paper tray, or rotate it head to toe.

Symptom	Recommendation
Output is too light or too dark.	<ul style="list-style-type: none"> • Set the [Lighten/Darken] feature to a lighter or darker setting. • Check the quality of the document. • Load fresh paper. • Run off more prints until the copy quality improves. • Replace the drum cartridge.
Output is too light.	<ul style="list-style-type: none"> • Set the [Lighten/Darken] feature to a darker setting. • If the toner cartridge is new, the toner may not be dispensed. Repeat the job. • Remove toner cartridge and shake gently (away from clothing or carpet).
Uneven print	<ul style="list-style-type: none"> • Load fresh paper. • Replace the drum cartridge. • Replace the toner cartridge.
Blurred images	<ul style="list-style-type: none"> • Load fresh paper. • Replace the drum cartridge. • Replace the toner cartridge.
Missing characters	<ul style="list-style-type: none"> • Load fresh paper. • Replace the drum cartridge. • Replace the toner cartridge.
Gloss variations (coining)	<ul style="list-style-type: none"> • Check the quality of the documents. • If the document has large areas of solid density, adjust the [Lighter/Darken] feature for the contrast.
Light copies when scanning glossy, shiny, or coated documents through the document feeder	<ul style="list-style-type: none"> • Use the document glass instead of the document feeder.
Ghosting (residual images)	<ul style="list-style-type: none"> • Check the quality of the documents. • If transparencies are used, select a paper type of [Transparency] on the screen. The machine automatically adjusts the quality for transparencies. • Feed the document SEF. • Replace the toner cartridge.
Washout	<ul style="list-style-type: none"> • Check the quality of the documents. • If the image is lighter near the borders, set the [Lighten/Darken] feature to a darker setting. • Replace the drum cartridge.

Symptom	Recommendation
Solid density variations	<ul style="list-style-type: none"> • Load fresh paper. • Check the quality of the documents. • Set the [Lighten/Darken] feature to a lighter or darker setting. • Replace the drum cartridge.
Image loss	<ul style="list-style-type: none"> • When copying a document from a larger paper size to a smaller size, reduce the image to fit onto the smaller paper size. • Set a slightly smaller document size (for example, copy 90% instead of 100%). • Select [Auto] on the [Paper Supply] screen.
Misfeeds in the Tray 5 (bypass tray)	<ul style="list-style-type: none"> • Remove the paper and reload the tray. Do not add paper to the tray when paper is already loaded. Instead, remove the paper, combine the additional paper with the paper from the tray and then reload the tray. • Check that paper tray guides are locked into position against the paper. • Check that the settings for Tray 5 (bypass tray) are correct and match the paper size and type on the screen.
Jams in the document feeder	<ul style="list-style-type: none"> • Open the document feeder and check that no paper or objects are inside. • Check that the document feeder cover on the document feeder is firmly closed. • Refer to <i>Document Jams on page 90</i> for procedures.
Paper jams	<ul style="list-style-type: none"> • Use only recommended media. • Check that the paper is loaded correctly. • Flip the paper over in the paper tray. • Check that the paper tray guides are locked into position. • Do not use media that is torn, wrinkled, or folded. • Load fresh paper. • Refer to <i>Paper Jams on page 85</i> for procedures.

Symptom	Recommendation
Paper curls	<ul style="list-style-type: none"> • Check that the paper is loaded correctly. Load paper in Trays 1, 2, 3 and 4 seam side up. • Load paper in Tray 5 (bypass tray) seam side down. • Load custom media in the Tray 5 (bypass tray). • Refer to <i>the Paper and Other Media chapter</i> for procedures.
Paper delivered to an output tray is not properly stacked up.	<ul style="list-style-type: none"> • Flip over the paper stack in the paper tray, or rotate it head to toe.
Envelope jams	<ul style="list-style-type: none"> • Refer to <i>Paper Jams on page 85</i> for procedures. • The envelope can only be loaded in Tray 5 (bypass tray).
Cannot store a document when using [Doc.for Polling] due to full memory.	<ul style="list-style-type: none"> • Cancel the operation and try again after additional memory becomes available from deleting and printing the stored job.
The fax communication finishes with an error message.	<ul style="list-style-type: none"> • Press the <Machine Status> button and select the [Error Information] to check the error status. • Refer to <i>Fault Codes on page 98</i>.
The machine will not answer incoming calls.	<ul style="list-style-type: none"> • Select [Auto Receive] on the [Fax Receiving] Mode screen. • Refer to Fax Receiving Mode in the Setups chapter on User Guide.
The machine answers calls, but will not accept incoming data.	<ul style="list-style-type: none"> • If the job contains several diagrams, the machine may not have enough memory. • Clear memory by printing then deleting the stored data.
An image is reduced on a fax transmission.	<ul style="list-style-type: none"> • Check the original size of the documents. Documents may be reduced based on the paper specification at the receiving machine.
Received fax and report documents will not print.	<ul style="list-style-type: none"> • Check the Received Settings in the Fax features. The received data is set to print a paper loaded in the non-use tray. • Refer to Receive Settings in the Setups chapter on User Guide

Fault Codes

When a fault occurs, the screen displays a message on how to clear the fault.

Some faults indicate customer maintenance, while others require the attention of the Key Operator. The following table represents some of the fault codes and their corresponding corrective actions. These may display in the [Error Information] available in the Machine Status mode.

Code	Description and Corrective Action
00xxxx	Reload and send the document again or the remote machine sent a polling request when it should have sent a document. Ask the other party to set the document on their machine and send it to your machine.
01xxxx	The document you set in the document feeder is too short, or the document has been pulled out of the feeder. Check and reload the document.
02FFFF	<ul style="list-style-type: none"> • An e-mail address is specified as the Speed Dial number for the forwarding destination or the number has been changed to an e-mail address, in the Administrator Transfer settings. The Administrator Transfer feature is compatible only with fax sending. Set a fax number for the forwarding destination. • The content of the Speed Dial number set for the fax sending destination has been changed from a fax number to an e-mail address, or the content of the Speed Dial number set for the E-mail destination has been changed from an e-mail address to a fax number. Check the content and specify the destination that corresponds to the type of sending.
02xxxx	The characters you entered (* and #) are not supported for pulse dialing. Check that the line type is set to [PB] in Local Terminal Information, or that the fax numbers registered for speed dialing do not contain any of these characters.
09xxxx	Incompatibility errors. For example, if you are retrieving a document from a remote machine, the document may not be ready. Ask the other party to set the document for polling.
10xxxx	An error occurred during F Code transmission. Check the status of the remote machine.
11xxxx	An error occurred during F Code reception. Check the status of the remote machine.
33xxxx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
45xxxx	The machine's memory is full. Delete unnecessary data and ask the other party to send the document again.
46xxxx	A document jam occurred. Remove the jammed document and reload the documents. Refer to <i>Paper Jams on page 85</i> .
47xxxx	The machine has ran out of paper, or the left cover of the machine is open during receiving data. Load new paper or close the left cover.

Code		Description and Corrective Action
70xxxx	700002	Check the remote machine or the telephone line. If an error cannot be resolved, contact the Xerox Welcome Center.
	700005	
	700008	
	7001xx	
71xxxx	7101xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	7103xx	
72xxxx	7201xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	7203xx	
74xxxx	7403xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
76xxxx	7603xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	7604xx	
	7605xx	
	7607xx	
	7608xx	
	7609xx	
77xxxx	7704xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	7705xx	
78xxxx	7804xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	7805xx	
79xxxx	7904xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	7905xx	
	790Bxx	
7Axxxx	7A04xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	7A05xx	
7Cxxxx	7C01xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	7C03xx	
	7C04xx	
	7C05xx	

Code		Description and Corrective Action
7Dxxxx	7D01xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	7D03xx	
	7D04xx	
	7D05xx	
7Fxxxx	7F01xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	7F03xx	
8Fxxxx	8F04xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	8F05xx	
	8F0Bxx	
91xxxx	9102xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	9107xx	
92xxxx	9201xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	9202xx	
	9207xx	
	9208xx	
	9209xx	
95xxxx	9508xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	9509xx	
96xxxx	9608xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
97xxxx	9708xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	9709xx	
98xxxx	9808xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	9809xx	
99xxxx	9908xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	9909xx	
9Axxxx	9A09xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
9Cxxxx	9C02xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	9C07xx	

Code		Description and Corrective Action
9Dxxxx	9D02xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
	9D07xx	
	9D08xx	
	9D09xx	
9Fxxxx	9F09xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Xerox Welcome Center.
B0xxxx		Turn the power off and on. If the error cannot be resolved, contact the Xerox Welcome Center.
B2xxxx	B202xx	Turn the power off and on. If the error cannot be resolved, contact the Xerox Welcome Center.
	B203xx	
	B204xx	
	B205xx	
	B207xx	
B4xxxx	B401xx	Turn the power off and on. If the error cannot be resolved, contact the Xerox Welcome Center.
	B402xx	
	B403xx	
	B404xx	
	B405xx	
	B407xx	
	B408xx	
	B409xx	
B5xxxx	B501xx	Turn the power off and on. If the error cannot be resolved, contact the Xerox Welcome Center.
B6xxxx	B602xx	Turn the power off and on. If the error cannot be resolved, contact the Xerox Welcome Center.
B7xxxx		Turn the power off and on. If the error cannot be resolved, contact the Xerox Welcome Center.
E1xxxx		Turn the power off and on. If the error cannot be resolved, contact the Xerox Welcome Center.
E2xxxx		Turn the power off and on. If the error cannot be resolved, contact the Xerox Welcome Center.

Code		Description and Corrective Action
EPxxxx	EP0000	Turn the power off and on. If the error cannot be resolved, contact the Xerox Welcome Center.
	EP0001	
	EP0002	
	EP0003	
	EP0004	
	EP0005	
FFF0xx		Job successful.
FFFCxx		Job failed.
S10000		Turn the power off and on. If the error cannot be resolved, contact the Xerox Welcome Center.
S10001		During document scanning, the document feeder cover opened. Close the document feeder cover.
S10010		The document has jammed. Open the document feeder cover and remove the documents.
S10011		The document has jammed. Open the document feeder cover and remove the documents.
S10012		The long page document has jammed. Open the document feeder cover and remove the documents.
S10013		The short page document has jammed. Open the document feeder cover, remove the documents.
S10014		The document has jammed. Open the document feeder cover and remove the documents.
S10015		The document glass cover opened during document scanning. Open the document feeder cover and remove the documents.
S10016		During document scanning, the document feeder cover opened. Close the document feeder cover.
S10020		The document has jammed. Open the document feeder cover and remove the documents.
S10021		The document has jammed. Open the document feeder cover and remove the documents.
S10022		The long page document has jammed. Open the document feeder cover, remove the documents.
S10023		The short page document has jammed. Open the document feeder cover, remove the documents.
S10024		The document has jammed. Open the document feeder cover and remove the documents.

Code	Description and Corrective Action
S10025	The document has jammed. Open the document feeder cover and remove the documents.
S10026	During document scanning, the document glass cover opened. Open the document feeder cover and remove the documents.
S10027	During document scanning, the document feeder cover opened. Close the document feeder cover.
Z-10	Turn the power off and on. If the error cannot be resolved, contact the Xerox Welcome Center.
003-747, 016-799	The print parameter combination was wrong. Check the print data.
016-500	SMTP server name is not set correctly when reply mail was transmitted. Check if the SMTP server was set correctly.
016-501	POP3 server name is not set correctly when using POP3 protocol. Check if the POP3 server was set correctly.
016-502	Failed to login to POP3 server when using POP3 protocol. Check if the user name and password used for the POP3 server are set correctly.
016-503	SMTP server name is not set correctly when e-mail was transmitted. Check if the SMTP server was set correctly. Also, check that the DNS server is set correctly.
016-504	POP3 server name is not set correctly when e-mail was transmitted. Check if the POP3 server was set correctly. Also, check that the DNS server is set correctly.
016-505	Failed to login to POP3 server when transmitting e-mail. Check if the user name and password used for the POP3 server are set correctly.
016-701	PCL print data could not be processed because of insufficient memory. Lower the resolution, or process without setting double-sided or Multiple-Up printing.
016-702	PCL print data could not be processed because of insufficient print page buffer. Take one of the following actions. <ul style="list-style-type: none"> • Lower the resolution the printer driver. • Increase the size of the print page buffer. • Add on memory.
016-709	An error occurred while ART EX processing. Instruct the machine to print again.
016-719	There is insufficient memory used for PCL. Increase the memory.
016-720	A PCL command error occurred. Check the print settings, or correct the PCL command.
016-721	An error occurred while printing job. Instruct the machine to print again. If an error cannot be resolved, contact the Xerox Welcome Center.
016-726	The print language could not be selected. Select print language.

Code	Description and Corrective Action
016-730	An unsupported command was detected. To print again, check the print data and delete the command that caused the error.
016-732	The form specified in the emulation setting is not registered in the host computer. Resend the form data.
016-744	The machine could not print the PDF file because it contains features not supported in the machine. Open the file in Adobe Reader and select [Print] from the [File] menu to print it.
016-749	A PjL command syntax error occurred. Check the print settings, or correct the PjL command.
016-751	The machine could not print the PDF file using ContentsBridge Utility. Open the file in Adobe Reader and select [Print] from the [File] menu to print it.
016-752	The machine could not print the PDF file using the ContentsBridge utility because of insufficient memory. Change the print mode in ContentsBridge as follows and try again. <ul style="list-style-type: none"> • If the high quality mode is selected, change it to the standard mode. • If the standard mode is selected, change it to the high speed mode.
016-753	A password entered for the direct print is incorrect. Enter a password correctly.
016-754	The machine could not print the PDF file because it contains objects that are compressed using the LZW algorithm. Print the file using the following methods. <ul style="list-style-type: none"> • Open the file in Adobe Reader and select [Print] from the [File] menu. • Use the PostScript feature.
016-755	The machine could not print the PDF file because it does not allow printing. Open the file in Adobe Acrobat (not Adobe Reader) and deselect the [No Printing] check box in the document security settings, and print again.
016-757	The password entered is incorrect. Enter the correct password.
016-758	The account is not authorized for copying. Contact the Key Operator.
016-759	The maximum number of copies has been reached. Contact the Key Operator.
016-760	An error occurred during PostScript processing. Take one of the following actions. <ul style="list-style-type: none"> • Set for optimized speed in the print driver. • Increase the size of the print page buffer. • Increase PostScript memory.
016-761	An error occurred during image processing. Set for optimized speed in the print driver and try again. If this does not fix the problem, set for highest compatibility to ensure printing and try again.

Code	Description and Corrective Action
016-762	An unsupported print language was specified. Specify the print language in [Print Mode].
016-764	Could not connect to the SMTP server. Contact the Key Operator.
016-765	Could not send e-mail because the SMTP server was full. Contact the Key Operator.
016-766	An error occurred on the SMTP server. Contact the Key Operator.
016-767	Could not send e-mail as the e-mail address was wrong. Verify that the e-mail address is correct, and try sending the e-mail again.
016-768	Could not connect to the SMTP server because the e-mail address of the machine was incorrect. Check the e-mail address of the machine.
016-769	The SMTP server does not support delivery confirmation (DSN). Send e-mail without setting confirmation.
016-790	Insufficient memory for e-mail. Do the following: <ul style="list-style-type: none"> • Reduce scanning resolution. • Decrease the scanning area. • Add memory to print.
081-702	A fax transmission parameter was wrong. Check the settings of the print driver.
081-703	Insufficient memory while transmitting a fax. Split the document, lower the resolution, or delete the unnecessary data in memory.
081-704	User canceled the job process.
081-705	The feature specified is not available. Check the status of the machine.
081-706,707	An error occurred while using the Fax feature. Turn the power off. Once the screen on the control panel is off, then turn the power back on.
081-709	A transmission error occurred while using the fax feature. Check the telephone line and send the document again.
081-720,722	An error occurred in the machine. Turn the power off, and then back on after the screen on the control panel is off.
081-721	User canceled the job process.
C1-3, C2-2, C2-3, C3-1, C3-2, C3-3, C4-0, C4-1, C4-2, C4-3	Paper jam is occurred in the paper tray. Refer to <i>Paper Jams on page 85</i> .
C6-1, C6-2	Paper jam is occurred in the duplex kit. Refer to <i>Paper Jams on page 85</i> .
C8-2, C8-3, C8-4	Paper jam is occurred in the paper tray. Refer to <i>Paper Jams on page 85</i> .

Code	Description and Corrective Action
C8-6	Paper jam is occurred in the duplex kit. Refer to <i>Paper Jams on page 85</i> .
C9-3	Paper jam is occurred in Tray 5 (bypass tray). Refer to <i>Paper Jams on page 85</i> .
E1-6	Paper jam is occurred in the inner of the machine. Refer to <i>Paper Jams on page 85</i> .
E1-1, E1-2, E3-1	Paper jam is occurred in the exit. Refer to <i>Paper Jams on page 85</i> .
E3-6	Paper jam is occurred in the exit. Refer to <i>Paper Jams on page 85</i> .
E8-2	Paper jam is occurred in the duplex kit. Refer to <i>Paper Jams on page 85</i> .
H1-2, H1-3, H1-4, H2-7, H3-1, H4-1, H4-2, H4-3, H4-4, H7-3, H7-4, H7-7, H8-1, H8-2, H8-3, H8-4, H9-3, H9-4	Turn the power off and on. If the error cannot be resolved, contact the Xerox Welcome Center.
J1-2	The toner is run out. Refer to <i>Replacing the Toner Cartridge on page 81</i> .
J3-1	The drum cartridge is not set correctly. Set the drum cartridge correctly.
J4-1, J6-1, J7-1, J7-2, J7-3	Replace the drum cartridge. Refer to <i>Replacing the Drum Cartridge on page 78</i> .
J8-1, J8-2, J8-3	Replace the toner cartridge. Refer to <i>Replacing the Toner Cartridge on page 81</i> .
U0-1, U0-2, U1-1, U3-5, U4-1, U4-2, U4-3, U4-9, U5-1, U6-2, U6-3, U6-4, U6-5, U6-6	Turn the power off and on. If the error cannot be resolved, contact the Xerox Welcome Center.

Output Quality

Various situations can affect the quality of the output. Check the following conditions to ensure optimum copy performance. If you still cannot resolve the problem, contact the Key Operator.

- Do not locate the machine in direct sunlight or near a radiator.
- Follow regular maintenance schedules for cleaning areas, such as the document glass, CVT glass and output trays. Refer to *the Maintenance chapter on page 77*.

Xerox Welcome Center

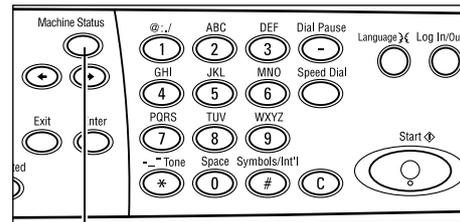
For additional help. If you need any additional help on using your CopyCentre copier or WorkCentre copier/printer, you can:

- 1) Refer to this guide.
- 2) Contact the Key Operator.
- 3) Visit our Customer Web Site at www.xerox.com or contact the Xerox Welcome Center.

Please have your serial number at hand when contacting Xerox.

The Welcome Center will want to know the following information: the nature of the problem, the serial number of the machine, the fault code (if any), as well as the name and location of your company. Follow the steps below to look up the serial number of the machine.

1. Press the <Machine Status> button on the control panel.

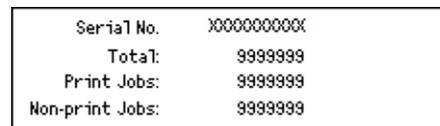


<Machine Status> button

2. Select [Billing Meter] on the [Machine Status] screen using the <Select> button, and press the <Enter> button.



3. The Serial Number will be displayed.



NOTE: The serial number is also found on the metal plate on the left side of the machine behind Cover A. For more information, refer to *Xerox Welcome Center in the Before Using the Machine* chapter on page 7.

10 Appendix

Country Code

You may be required to change the country code to set the followings.

- Paper size
- Daylight savings
- Date and time format
- Fax connection approvals

For more information on the country code, refer to Country Code (ISO) in the Setups chapter on User Guide.

Cautions and Limitations

Document Jams, Paper Jams, and Paper Out during Copying

Follow the steps below if document jams, paper jams, or paper out occur during copying when [Uncollated] is set for [Output].

Document Jams

1. Remove the jammed document according to the displayed message.
2. Sort the output and remove white papers if they exist.
3. Check the number of output printed last.

If the number of output is lacking, reload only the relevant pages, specify the number of output, and start copying.

4. Reload all of the unscanned pages.
5. Check the copy settings and start copying.

Paper Jams

1. Remove the jammed paper according to the displayed message.

The machine automatically starts copying when the jammed paper is removed.

Paper Out

1. Supply papers according to the displayed message.

The machine automatically starts copying when papers are supplied.

Registered Data such as Forms

Registered data such as forms are stored in volatile memory. Therefore, the data will be lost if the power supply to the machine is interrupted.

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