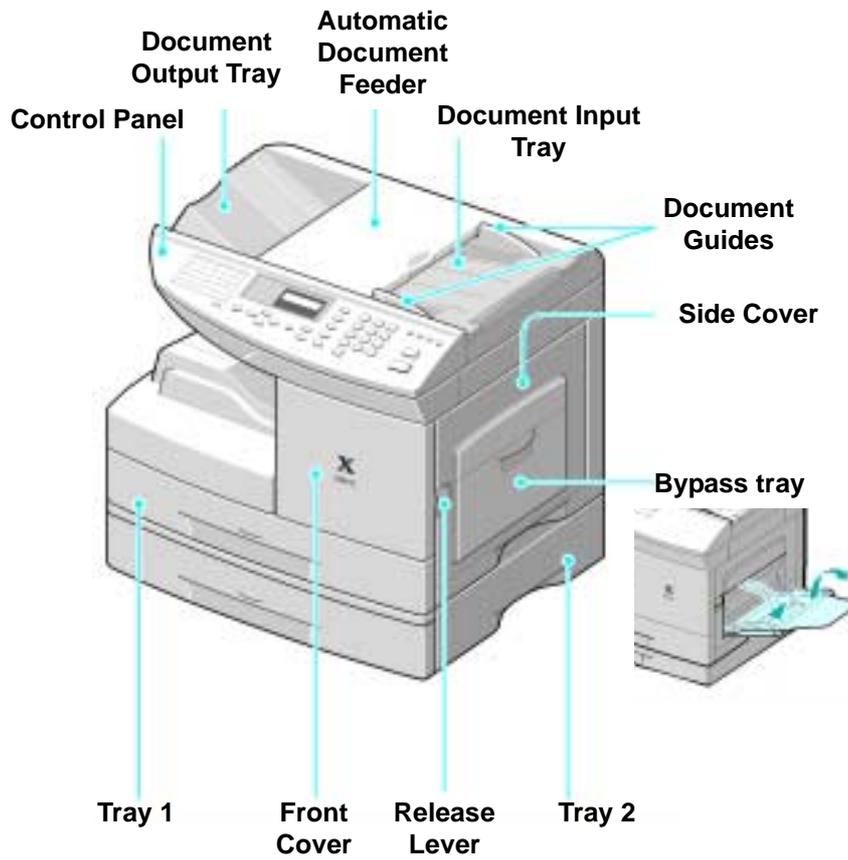


# Xerox FaxCentre F12 Quick Start Guide

602E97930



# Welcome to your FaxCentre F12....

**Thank you for choosing the Xerox FaxCentre F12.**

*To support the delivery of your new machine please refer to the following:*

- *Quick Start Guide*
- *Installation Sheet*
- *User Guide*

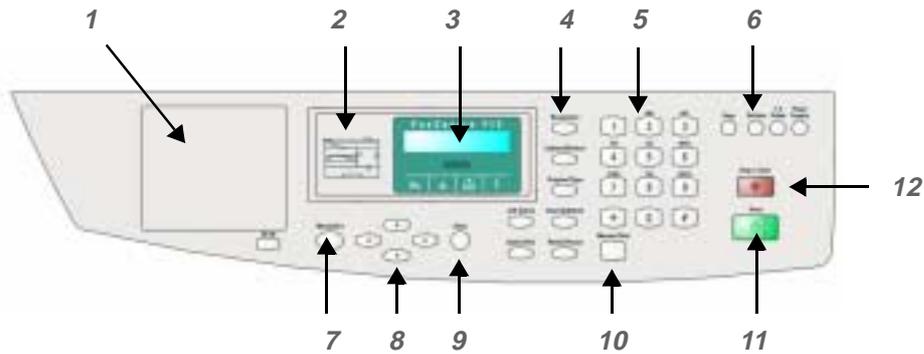
*The following pages contain an overview of the main features to help you get started. If you require more detailed information about any of the features available on your FaxCentre F12, please refer to the User Guide which explains and identifies all the features and functions available on your machine.*

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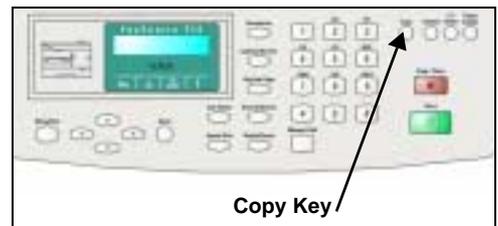
## Working around the control panel....



	<i>Key</i>	<i>User Guide Page</i>
<b>1</b>	<b>One Touch Keys</b>	Page 5-19
<b>2</b>	<b>Status Map</b>	Page 2-6
<b>3</b>	<b>LCD Display</b>	Page 2-7, 8-12
<b>4</b>	<b>Function Keys:</b> <ul style="list-style-type: none"> <li>- Resolution</li> <li>- Lighten/Darken</li> <li>- Original Type</li> <li>- Search/Delete</li> <li>- Speed Dial</li> <li>- Redial/Pause</li> <li>- Job Status</li> </ul>	<i>Page 5-5 (Fax Only)</i> <i>Page 3-8 (Copy), 5-6 (Fax)</i> <i>Page 3-9 (Copy), 5-7 (Fax)</i> <i>Page 5-25 (Fax Only)</i> <i>Page 5-21 (Fax Only)</i> <i>Page 2-7 (Fax Only)</i> <i>Page 2-7</i>
<b>5</b>	<b>Alpha/Numerical Keys</b>	Page 2-10
<b>6</b>	<b>Copy Functions:</b> <ul style="list-style-type: none"> <li>- Copy</li> <li>- Collate</li> <li>- 1-2 Sided</li> <li>- Paper Supply</li> </ul>	<i>Page 3-2 (Copy Only)</i> <i>Page 3-11 (Copy Only)</i> <i>Page 3-10 (Copy Only)</i> <i>Page 3-3 (Copy Only)</i>
<b>7</b>	<b>Menu/Exit</b>	Page 2-8, 9-1
<b>8</b>	<b>Cursor Keys</b>	Page 2-8
<b>9</b>	<b>Enter</b>	Page 2-8
<b>10</b>	<b>Manual Dial</b>	Page 5-10
<b>11</b>	<b>Start</b>	Page 2-8
<b>12</b>	<b>Stop/Clear</b>	Page 2-8

## Making copies....

- 1** Ensure the LCD displays 'READY TO COPY'.  
If not, press the [Copy] Key on the control panel.



- 2** Insert the originals into the document feeder, face down. Up to 50 sheets can be inserted at a time.

The first page should be at the bottom with the headings towards the left or back.

Align the stack to the left and against the rear edge of the document feeder tray and adjust the guides if necessary.

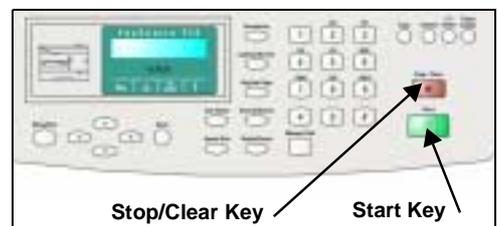


- 3** Enter Copy features and the copy quantity required, up to 999 copies can be selected.

Press [Start]. The LCD displays copy processing.

Copying can be stopped at any time by pressing [Stop/Clear].

Press [Stop/Clear] to return to the default fax mode.



For a more detailed explanation of the standard Copy features, please refer to the following pages of the User Guide....

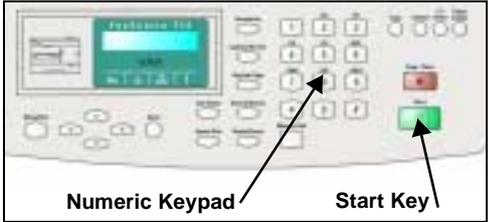
- |                  |   |           |
|------------------|---|-----------|
| ➤ Lighten/Darken | - | page 3-8  |
| ➤ Original Type  | - | page 3-9  |
| ➤ 1-2 Sided Copy | - | page 3-10 |
| ➤ Collated       | - | page 3-11 |
| ➤ Reduce/Enlarge | - | page 3-11 |

# Sending a fax manually....

- 1** Insert the originals into the document feeder, face down.  
Up to 50 sheets can be inserted at a time.  
The first page should be at the bottom with the headings towards the left or back.  
Align the stack to the left and against the rear edge of the document feeder tray and adjust the guides if necessary.



- 2** Use the numeric keypad to dial the number of the remote fax machine.  
Press [Start] to send the fax.  
To enter the number, you can also press a one-touch button or press [Speed Dial] and enter a speed dial number including a group dial number.



For details, see "Automatic Dialing" on page 5-18 of the User Guide.  
Press [Stop/Clear] to return to the default fax mode.

For a more detailed explanation of the Fax features, please refer to the following pages of the User Guide....

> Resolution	-	page 5-5
> Lighten/Darken	-	page 5-6
> Original Type	-	page 5-7
> Toll Save	-	page 5-12
> One Touch Dialing	-	page 5-19
> Speed Dialing	-	page 5-21
> Group Dialing	-	page 5-22

## Advanced fax features overview....

### Setting the Date & Time

1. Press [Menu/Exit] then press ▼ until '6:MACHINE SETUP' is displayed, then press [Enter].
2. Press ► until 'DATE & TIME' is displayed then press [Enter].
3. Enter the date in the following format MM-DD-YYYY e.g. 08-12-2002.
4. Enter the time in the following format HH-MM. If AM or PM is shown then the clock is set for 12 Hour and you will need to choose one or the other using the ▼ cursor key.
5. Press [Stop/Clear] to return to Standby Mode.

*For further information about Setting the Date & Time, refer to page 2-23 of the User Guide.*

### Setting the Fax ID

1. Press [Menu/Exit] then press ▼ until '6:MACHINE SETUP' is displayed, then press [Enter].
2. Press ► until 'MACHINE ID' is displayed then press [Enter].
3. Press [Enter] to select 'FAX NO.', then enter your fax number and press [Enter] when completed to write the number to the machine's memory.
4. Press [Enter], then press ► until 'ID' is displayed and then press [Enter] to select the entry.
5. Enter the name of the Company using the numeric keypad.

*Refer to the User Guide page 2-10 for further information about the numeric keypad.*

6. When complete press [Enter] to write the name to the machine's memory.
7. Press [Stop/Clear] to return to Standby mode.

*For further information about Setting the Fax ID, refer to page 2-21 of the User Guide.*

### Setting Up the Fax Message Confirmation Sheet

1. Press [Menu/Exit] then press ▼ until '7:FAX SETUP' is displayed, then press [Enter].
2. Press ► until 'MESSAGE CONF.' is displayed then press [Enter].
3. Press ► until 'ON' is displayed then press [Enter].
4. Press [Stop/Clear] to return to Standby Mode.

*For further information about Setting up the Fax Message Confirmation Sheet, refer to page 9-6 of the User Guide.*

### Setting Up a Mailbox

1. Press [Menu/Exit] then press ▼ until '4:MAILBOX' is displayed, then press [Enter].
2. Press ► until 'SETUP' is displayed then press [Enter].
3. Press [Enter] to create a mailbox.
4. Press ► until the required mailbox is selected, then press [Enter].
5. Enter a number ID for the mailbox and press [Enter].
6. Press 1 to select 'YES' or press 2 to select 'NO' for password security. If you choose NO, go to step 8.
7. Enter a numeric security password and press [Enter].
8. Enter a name ID for the mailbox and press [Enter].
9. Press 1 to create another mailbox or 2 to return to Standby Mode.

*For further information about Setting Up a Mailbox, refer to page 5-28 of the User Guide.*

## Reference information....

To find out more about the following functions, please refer to the User Guide pages listed below:

<b>Basic Fax Functions</b>	<ul style="list-style-type: none"><li>• <i>Redial</i> <i>Page 5-33</i></li><li>• <i>Delayed Transmission</i> <i>Page 5-33</i></li><li>• <i>Memory Transmission</i> <i>Page 5-35</i></li><li>• <i>Toll Save</i> <i>Page 5-12</i></li><li>• <i>One Touch Dialing</i> <i>Page 5-19</i></li><li>• <i>Speed Dialing</i> <i>Page 5-21</i></li><li>• <i>Group Dialing</i> <i>Page 5-22</i></li></ul>
<b>Fax Forwarding</b>	<ul style="list-style-type: none"><li>• <i>Setup RX Forwarding</i> <i>Page 5-36</i></li><li>• <i>Setup TX Forwarding</i> <i>Page 5-37</i></li><li>• <i>Priority Transmission</i> <i>Page 5-38</i></li></ul>
<b>Polling</b>	<ul style="list-style-type: none"><li>• <i>TX Poll</i> <i>Page 5-39</i></li><li>• <i>Delay RX Poll</i> <i>Page 5-40</i></li></ul>
<b>Mailbox</b>	<ul style="list-style-type: none"><li>• <i>Transmitting</i> <i>Page 5-27</i></li><li>• <i>Receiving</i> <i>Page 5-28</i></li><li>• <i>Setting Up</i> <i>Page 5-28</i></li><li>• <i>Delete</i> <i>Page 5-29</i></li><li>• <i>Storing Documents</i> <i>Page 5-30</i></li><li>• <i>Printing Documents</i> <i>Page 5-31</i></li><li>• <i>Delete Documents</i> <i>Page 5-31</i></li></ul>
<b>Department Control Mode</b>	<ul style="list-style-type: none"><li>• <i>Setting Department Control</i> <i>Page 5-43</i></li><li>• <i>Printing a Department Journal</i> <i>Page 5-44</i></li><li>• <i>Managing Departments</i> <i>Page 5-45</i></li></ul>
<b>Other Functions</b>	<ul style="list-style-type: none"><li>• <i>Printing System Reports</i> <i>Page 5-48</i></li><li>• <i>Setting Prefix Dial Numbers</i> <i>Page 5-49</i></li><li>• <i>Setting Fax Duplex</i> <i>Page 5-49</i></li><li>• <i>Clearing Memory</i> <i>Page 5-49</i></li><li>• <i>Errors &amp; Solutions</i> <i>Page 8-12 to 8-22</i></li></ul>

## **For further assistance....**

*If after product installation further assistance is required, please call our experts at the Xerox Welcome Centre or your local representative.*

*When telephoning the Welcome Centre, please quote the machine serial number. The serial number is located on the machine, behind the front door.*

*Prior to telephoning the Welcome Centre, it is recommended that you print a System Data report. This list shows the status of the user-selectable options and may help to identify a problem. For instructions on printing the System Data report and for further information about all the reports available, refer to page 9-9 of the User Guide.*

*You will be provided with the Xerox Welcome Centre or local representative telephone number when the FaxCentre F12 is installed.*

*For convenience and future reference, please record the telephone number in the space below:*

*Xerox Welcome Centre / Local Representative:*

#

*Xerox US Welcome Center:*

**1-800-821-2797**

*Xerox Canada Welcome Center:*

**1-800-93-XEROX (1-800-939-3769)**

