FaxCentre F12

User Guide

602E95500

Table of Contents

1   About This Guide

Thank you for purchasing the *FaxCentre F12*. The *FaxCentre F12* is designed for ease of use, but to use your machine to its fullest potential, take some time to read the User Documentation.

Finding Information in the User Guide

The User Guide contains the following sections:

- Table of Contents

  Use the Table of Contents to find topics easily.

- About this Guide - Chapter 1

  Describes the information in this User Guide.

- Product Overview - Chapter 2

  Describes the system and hardware features of the machine and provides instructions for unpacking and setting up your new machine ready for use.

- Copy - Chapter 3

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

- Print - Chapter 4

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

- Fax - Chapter 5

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

- Scan - Chapter 6

  Describes the procedures for using the Scan function available on your machine.

- Maintaining the Product - Chapter 7

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

- Basic Troubleshooting - Chapter 8

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

- System Setup - Chapter 9

  Provides instructions for programming the default system settings available on the machine. Also provides information about setting up and using ControlCentre 5.0.

- Safety Notes - Appendix A

  Provides safety procedures and approval certification information for the product.

- Specifications - Appendix B

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

- Index

  Refer to the Index to locate specific information.

Customer Support

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

_____

The serial number is located on the machine, behind the front door. To access the serial number, open the side cover [2] using the release latch [1] and then open the front door.
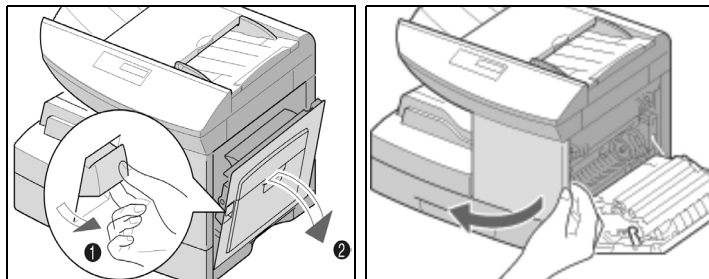
You will be provided with the Xerox Welcome Centre or local representative telephone number when the *FaxCentre F12* is installed. For convenience and future reference, please record the telephone number in the space below:

Welcome Centre or local representative Telephone Number:

_____

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

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

Conventions

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

➢ *Document* is synonymous with *original.*

➢ *Button* is synonymous with *key.*

➢ *Page* is synonymous with *sheet*.

➢ *FaxCentre F12* is synonymous with *the machine*.

Orientation

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

Image Orientation

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

Portrait

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

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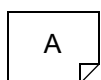
The image is landscape when vertically aligned with the shortest edge of the paper.

Feed Orientation

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

There are two types of feed orientation:

Long Edge Feed (LEF)

When observed from the front of the machine, originals or media with the long edges to the left and right of the document feeder or paper tray.
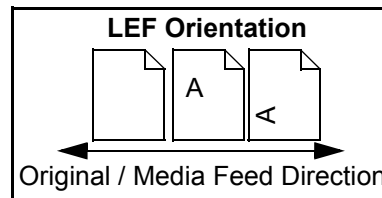
Short Edge Feed (SEF)

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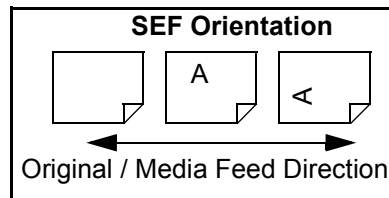
Bracket Text Typeface

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

➢ Press [Menu/Exit] on the control panel. The display shows menu with the first menu item; 1:2-UP COPY indicated.

Italic Typeface

The *Italic* typeface is used to emphasize a word or phrase. For example:

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

- There are several fax dialing methods available on your *FaxCentre F12*.

Quick Pathway

Quick Pathway

➢ Press the Copy Key.
➢ Load the Originals.
➢ Choose the Paper Supply.
➢ Choose the Copy features required.
➢ Enter the copy quantity required.
➢ Press [Start].

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

Notes

Notes are statements that provide additional information. For example:

NOTE: You cannot include one group dial number in another group dial number.

Hints

Hints help users perform a task. For example:

HINT: *For information about automatic dialing methods available, refer to the section "Automatic Dialing" on page 5-18.*

Cautions

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

CAUTION: **When cleaning the *FaxCentre F12*, do not use organic solvents or aerosol cleaners.**

Warnings

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

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

Related Information Sources

Information available for the *FaxCentre F12* consists of:

- This *User Guide*

- The *Installation Sheet*

2   Product Overview

Thank you for purchasing the *FaxCentre F12*. This product provides printing, copying, faxing and scanning functionality.

This chapter provides an overview of your *FaxCentre F12* and step-by-step instructions for setting up your machine and installing the software.

This chapter includes:

- Unpacking

- Identifying the Machine Components

- Control Panel Components and Keys

- Making Connections

- Installing Drum and Toner Cartridges

- Loading Paper

- Setting the Language

- Setting the Local ID and Name

- Setting the Date and Time

- Installing Software

Unpacking

Using the instructions provided in this section, unpack your Xerox *FaxCentre F12*.

➢ Remove the plastic film from the LCD. Remove all tapes and packing materials from your *FaxCentre F12*.

➢ Pull open the paper cassette and remove the packing material from the paper cassette.

Tape

LCD
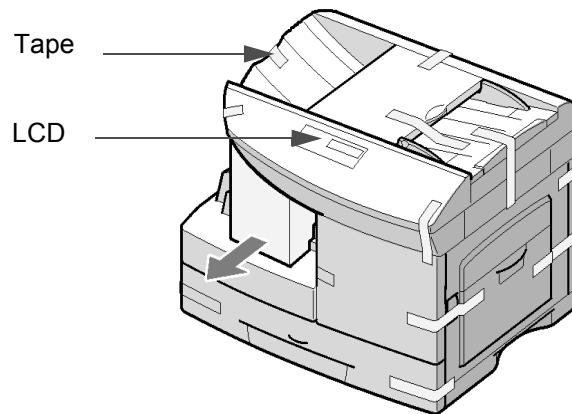
➢ Ensure that you have the following components:
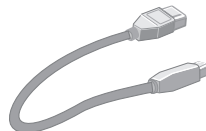
USB Cable

AC Power Cord

Telephone Line Cord

Software
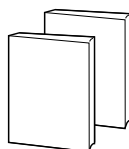
User Documentation
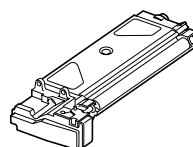
Starter Toner Cartridge
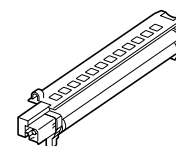
Drum Cartridge

NOTE: The *FaxCentre F12* is equipped with a USB port and a parallel port for use with IBM Compatible computers with a 100MHz Pentium or higher equivalent processor.

NOTE: You must be running Windows 98, Windows 2000, Windows Me or Windows Xp to use the USB cable. Otherwise, use a parallel cable. (Parallel or USB cables are not required for standalone features.)

HINT: If using a parallel cable, ensure that it meets IEEE standard 1284 specifications and is not longer than twelve feet.

Identifying the Machine Components

Use the illustrations in this section, identify your *FaxCentre F12* components and their location.

Front View

Document Output Tray

Automatic Document Feeder

Control Panel

Document Input Tray

Document Guides

Side Cover

Bypass tray

Paper Cassette 1

Front Cover

Release Lever

Paper Cassette 2

Rear View

Automatic
Document feeder

Document Input
Support

Document
Output Support

Printer Cable
Connector

Telephone
Connections

AC Power Cord
Connector

Paper
Output Tray

ON/OFF Switch

Paper Output
Support
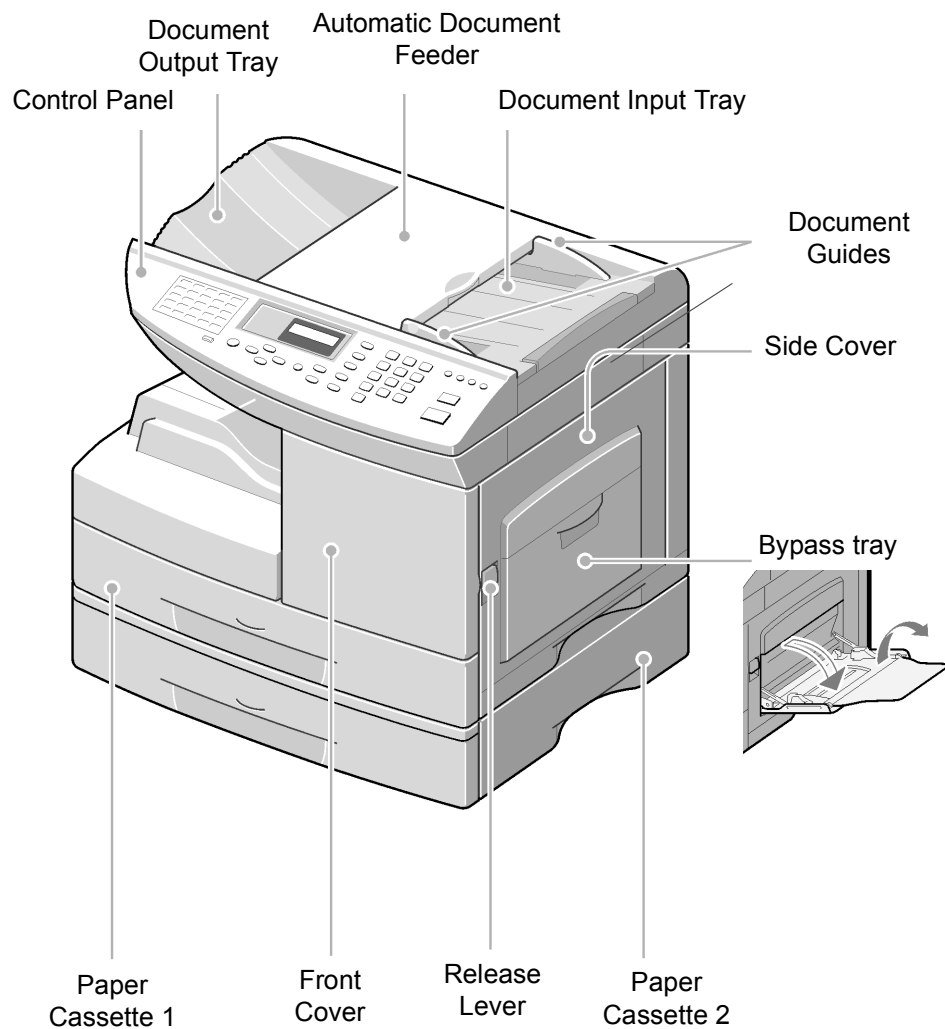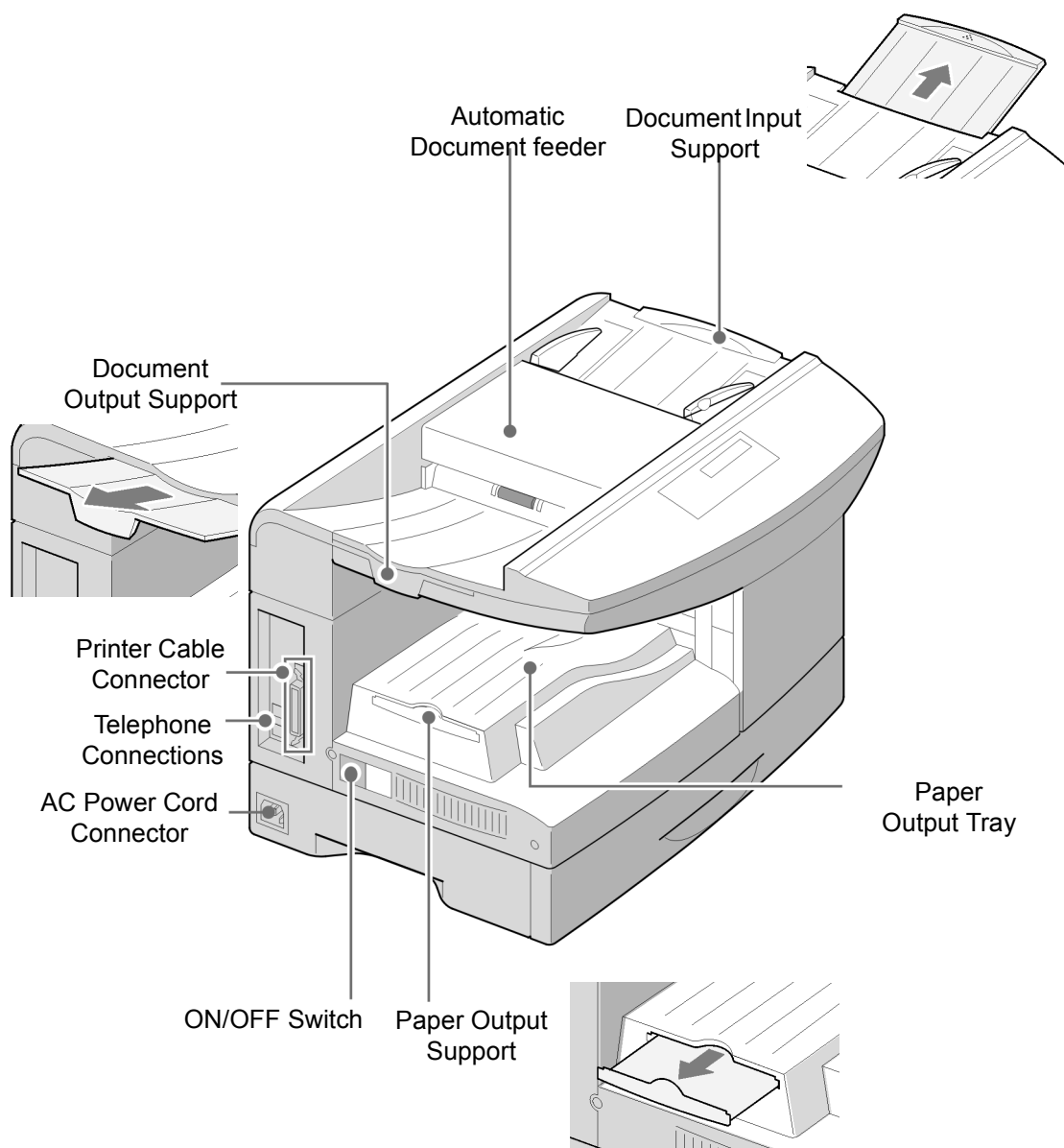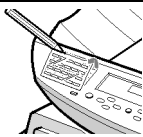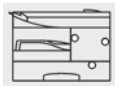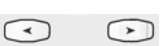
Control Panel Components and Keys

Use the illustration below to identify the components and keys of your *FaxCentre F12* control panel.

1		Use to store frequently dialled fax number and dial them at the touch of a button.
	26-50	Allows you to access locations 26 through 50.
2	 (status map)	When an error occurs, the lamp in the corresponding location on the Status map turns on as well as the error indicator. An the error message appears on the display so that you can locate the problem. For details on the meaning of the error messages, see *"LCD Error Messages" on page 8-12*. ▲ ex) The paper is jammed in the exit area.

2	(Error indicators)	Turns on when a paper jam occurs. To clear the jam, see *"Paper Jams" on page 8-3*.
		Turns on when the toner or drum almost runs out. To replace the toner or drum cartridge, see *"Toner Cartridge" on page 7-5* and *Refer to "Drum Cartridge" on page 7-11*.
		Turns on when the input tray you are using is empty. To load paper, see *"Loading Media" on page 7-15*.
		Turns on when an error occurs on the system.
3		Displays the current status and prompts during operation.
4	Resolution	Adjust the resolution of the documents for the current job.
	Lighten/Darken	Use to adjust the contrast of the documents for the current job.
	Original Type	Use to select the text type for the current job.
	Search/Delete	Use to search for number in memory. Also use to delete digit in the edit mode.
	Speed Dial	Use to store frequently dialled fax number and dial them using the speed number. Also use to display alternatively the currently active and pending jobs.
	Redial/Pause	Redials the last number in Standby mode or insert a pause into a fax number in the edit mode.
	Job Status	Use to perform a switch-hook operation such as call waiting.
5		Use to dial a number or enter alphanumeric characters.

6	Copy ○	Allows you to use the FaxCentre as a copier.
	Collate ○	Allows you copy collated sets (available in the Copy mode only).
	1-2 Sided ○	Allows you to save paper by printing on both sides of a single sheet of paper (available in the Copy mode only).
	Paper Supply ○	Allows you to switch between paper supplies.
7	Menu/Exit ○	Enters the menu functions in conjunction with the one-touch buttons. Also backs you up to the previous menu level or exits the menu.
8*	▲ ▼	Scrolls though the menu items.
	◄ ►	Scrolls though the option available for the selected menu item. In the Copy mode, ◄ allows you to change the zoom rate and ► to change the number of copies.
9	Enter ○	Confirms the selection on the display.
10	Manual Dial	Engages the telephone line.
11	Start ◇	Use to start a job. In copy mode, this will cause the display to show the copy options after loading a document.
12	Stop / Clear ⊘	Use to stop an operation at any time.

HINT: By default the system will timeout back to the default copy state after 30 seconds. To change this see Page 9-3.

Entering Characters Using the Numeric Keypad

Product Overview

As you perform various tasks, you'll need to enter names and numbers. For example, when you set up your machine you enter your name (or your company's name) and telephone number. When you store Speed dial or Group dial numbers, you may also enter the corresponding names.

Use the instructions below to enter alphanumeric characters.

➢ When prompted to enter a letter, locate the button labeled with the character you want.

➢ Press the button repeatedly until the correct letter appears in the display.

For example, to enter the letter O, press 6, (labeled MNO). Each time you press 6, the display shows a different letter, first M, then N and O, and finally 6.
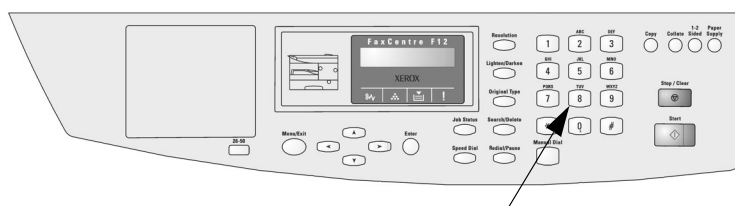
Numeric Keypad

➢ You can enter special characters (space, plus sign, etc.). *"Keypad Character Assignment" on page 2-10*

➢ To enter additional letters, repeat the procedure.

➢ If the next letter is printed on the same button, move the cursor by pressing ➤ , then press the button labeled with the letter you want.

The cursor moves to the right and the next letter appears in the display.

➢ When you have finished entering letters, press [Enter].

Keypad Character Assignment

Key	Assigned Numbers, Letters or Characters
1	1
2	A > B> C > 2
3	D > E > F > 3
4	G > H > I > 4
5	J > K > L > 5
6	M > N > O > 6
7	P > Q > R > S > 7
8	T > U > V > 8
9	W > X > Y > Z > 9
0	+ > - > , > . > ' > / > * > # > & > 0

Editing Numbers or Names

If you make a mistake, move the cursor under the wrong character by pressing ◄ or ► . Press the correct number to overwrite the incorrect character. If you press [Search/Delete], all the characters are deleted.

Inserting a Pause

With some telephone systems, you must dial an access code (9 for example) and listen for a second dial tone. In such cases, you must insert a pause in the telephone number. You can insert a pause while you are setting up a Speed dial number.

To insert a pause, press [Pause/Redial] at the appropriate place while entering the telephone number. A "-" will appear in the display at the corresponding location.

Making Connections

Use the following instructions to make the necessary connections required to install your *Xerox FaxCentre F12*.

➢ If required, connect your answering machine and/or telephone to the EXT jack.

➢ Connect the Telephone Line Cord from the wall jack to the LINE jack.
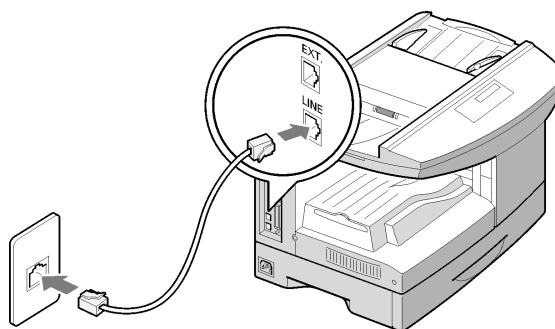
➢ Connect the USB Cable directly to your computer.

      OR

USB Cable
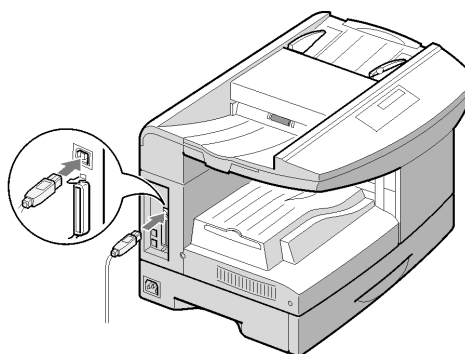
CAUTION: Shut down your computer before connecting the cable.

➢ Connect a Parallel Port Cable (sold separately).

Parallel Port Cable
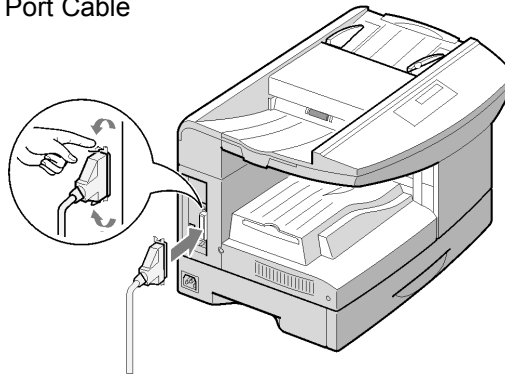
NOTE: Use only the Parallel cable or the USB cable. You must be running Windows 98, Windows 2000, Windows Me or Windows XP to use the USB cable. Otherwise, use a parallel cable. (Parallel or USB cables are not required for standalone features.)

HINT: If using a parallel cable, ensure that it meets IEEE standard 1284 specifications and is not longer than twelve feet.

➢ Connect the AC Power Cord to your machine and a power outlet.

➢ Switch the *FaxCentre F12* power ON/OFF switch to on.

Power ON/OFF switch
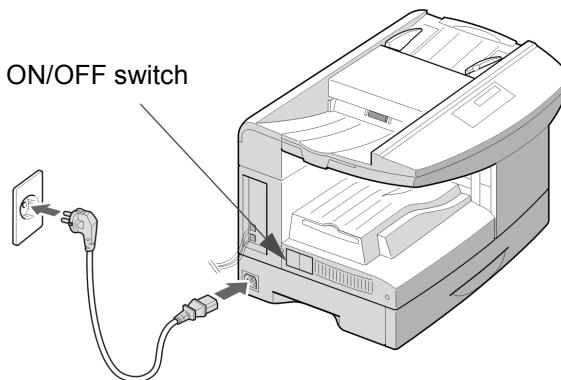
Installing Drum and Toner Cartridges

Using the instructions provided, install the Drum and Toner cartridges.

➢ Pull the release latch [1] to open the side cover [2].
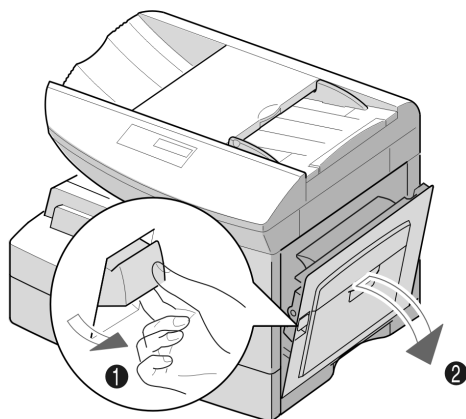
CAUTION: Ensure that the side cover is always open before opening the front cover.

➢ Open the front cover.

➢ Turn the toner locking lever upwards to unlock the toner cartridge, then pull the toner cartridge out.
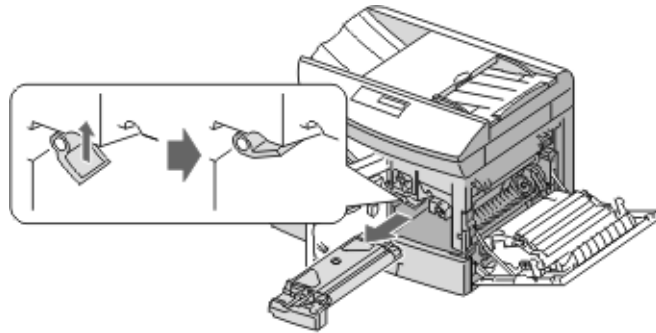
➢ Remove the drum cartridge from its packaging and slide it into the *FaxCentre F12* until it locks into place.
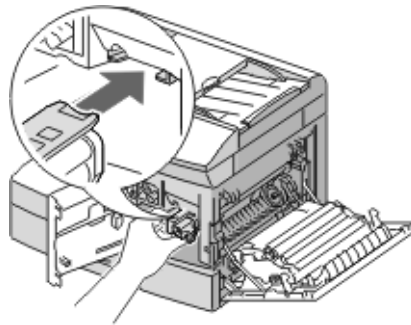
➢ Remove the starter toner cartridge from its packaging.

➢ Gently shake the cartridge to loosen the toner.

Shaking the cartridge will assure maximum copies per cartridge.

Xerox has included a Starter Toner Cartridge. Purchased replacement toner cartridges will yield approximately two times the number of copies.
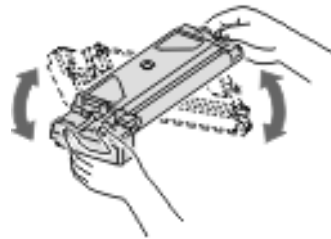
➢ Slide the toner cartridge into
   the *FaxCentre F12* until it
   locks into place.
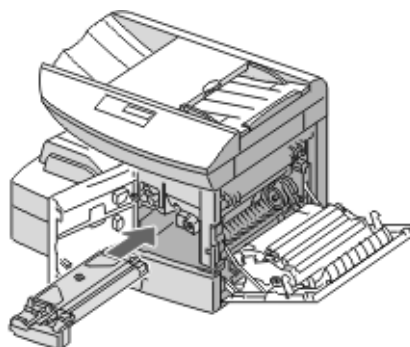
➢ Turn the toner lever
   downwards until it locks into
   place.
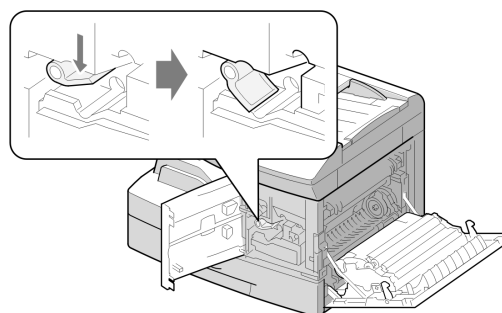
➢ Close the front cover [1] and
   the side cover [2].
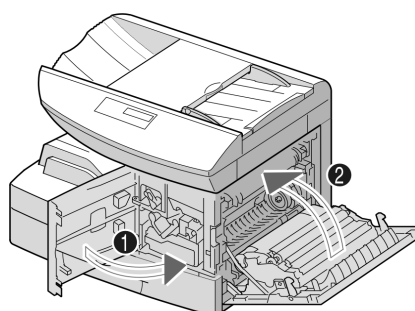
Loading Paper

Using the instructions provided, load paper into your *Xerox FaxCentre F12*. The paper cassette can hold a maximum of 550 sheets of 80 g/m^2 (20 lb) plain paper.

➢ Pull open the paper cassette.
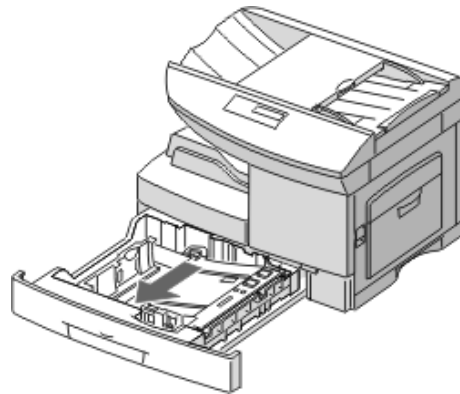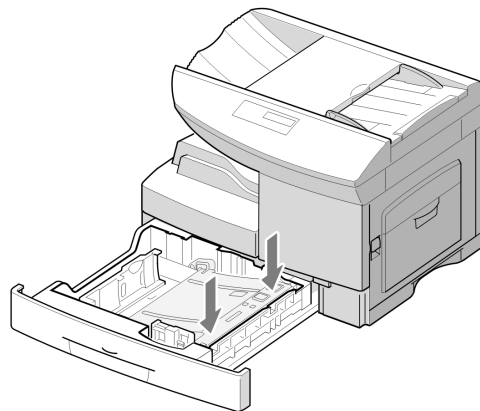
➢ Push down on the pressure plate until it locks in position.

➢ Adjust the rear paper guide to the required paper length.

It is preset to A4 or 8.5 x 11 inch size depending on country.

➢ To load another size, lift and insert the rear guide into the corresponding position.
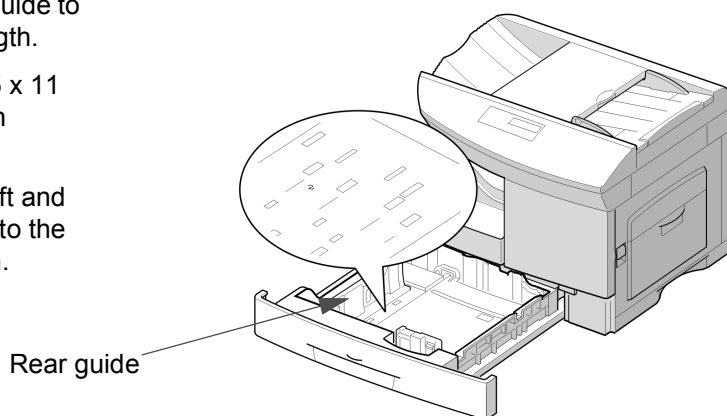
Rear guide

➢ To remove and insert the rear guide, turn it slightly to your right side then lift it. While holding the rear guide at 70° angle, insert it into the corresponding position and push it to your left side until it stands up completely.
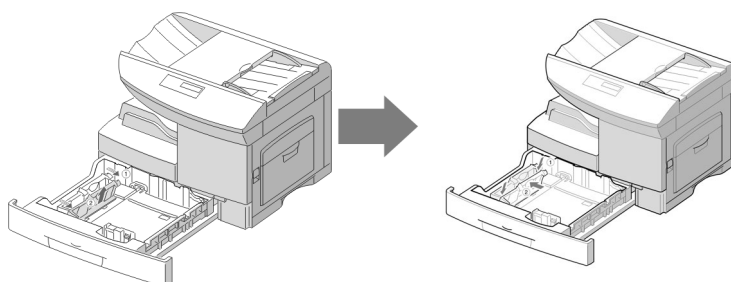
➢ Fan the paper and insert it into the cassette.

➢ Ensure that the paper is positioned under the snubbers.
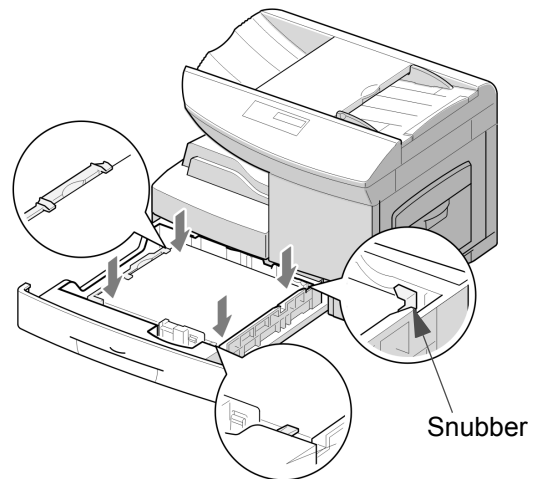
Snubber

Do not fill above the max fill line.

Max Fill Line
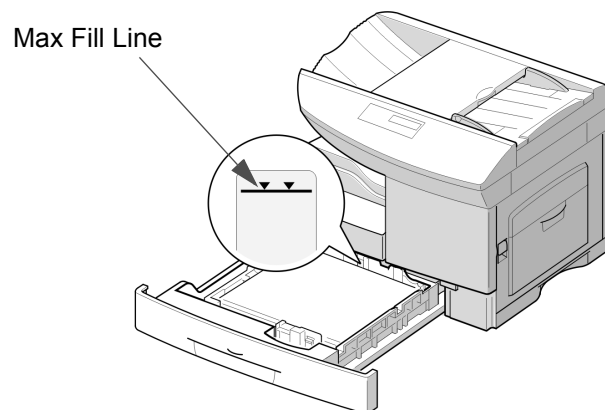
➢ While squeezing the side guide as shown, move it toward the stack of paper until it gently touches the side of the stack.

   Do not allow the guide to press against the edge of the paper tightly; the guide may bend the paper.

➢ Close the paper cassette.
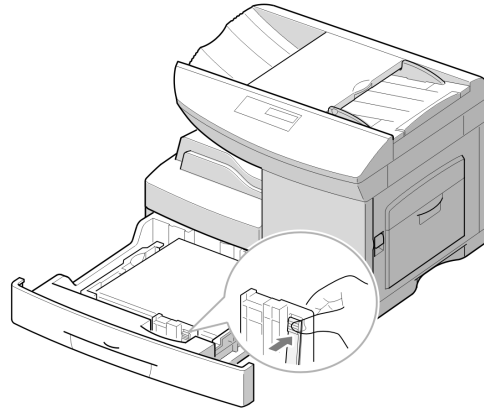
Setting the Language

If the machine language requires changing, follow the instructions below to change the Enter Language setting.

➢ Press [Menu/Exit] on the control panel. The display shows menu with the first menu item; 1:2-UP COPY indicated.

➢ Press ▼ until '6:MACHINE SETUP' is indicated, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'LANGUAGE' is displayed then press [Enter].

➢ Using the ◄ or ► navigation keys, to display the required language option and press [Enter].

The language will change to the required setting.

➢ Press [Stop/Clear] to exit.

Setting the Local ID and Name

In some countries you are required by law to indicate your fax number on any fax you send. The System ID, containing your telephone number and name (or company name), will be printed at the top of each page sent from your machine. Follow the instructions below to enter your machine's System ID.

NOTE: In some countries access to the local ID by the user is not permitted due to local regulations.

➢ Press [Menu/Exit] on the control panel. The display shows menu with the first menu item; 1:2-UP COPY indicated.

➢ Press ▼ until '6:MACHINE SETUP' is indicated, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'MACHINE ID' is displayed then press [Enter].

The displays asks you to enter the fax number. If there is a number already entered the number displays.

➢ Enter your fax telephone number. You can include + symbol in the phone number by pressing the ＊ key, and insert a space by pressing the # key.

➢ If you make a mistake, move the cursor under the wrong character by pressing ◄ or ► . Press the correct number to overwrite the incorrect number. If you press [Search/Delete], all the characters are deleted.

➢ Press [Enter] when the number on the display is correct.

The display asks you to enter the ID.

➢ Enter your name or company name by using the numeric keypad.

You can enter alphanumeric characters using the numeric keypad, and include special symbols by pressing 0 repeatedly.

HINT: *For details on how to use the numeric keypad to enter alphanumeric characters, refer to "Entering Characters Using the Numeric Keypad" on page 2-9*

If you want to enter the same letter or number in succession (e.g. SS, AA, 777), enter one digit, then move the cursor by pressing the ➤ button, and enter the next digit.

If you want to insert a space in the name, you can also use the ➤ button to move the cursor to skip the position.

➢ Press [Enter] when the name on the display is correct.

You have now entered the System ID for your machine.

➢ Press Stop/Clear to return to standby mode.

Setting the Date and Time

The current time and date are shown on the display when the machine is on and ready for faxing (Standby mode). The time and date are printed on all faxes you send.

➢ Press [Menu/Exit] on the control panel. The display shows menu with the first menu item; 1:2-UP COPY indicated.

➢ Press ▼ until '6:MACHINE SETUP' is indicated, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'DATE & TIME' appears, then press [Enter].

➢ Enter the correct date and time using the numeric keypad:

Day	=	01 ~ 31	
Month	=	01 ~ 12	
Year	=	00 ~ 99	
Hour	=	00 ~ 23	(24-hour mode)
	=	01 ~ 12	(12-hour mode)
Minute	=	00 ~ 59	

The date and time is entered and displayed in the following order:

MM	=	Month
DD	=	Day
YY	=	Year
HH:	=	Hour
MM	=	Minute

You can also use ◄ or ► to move the cursor under the digit you want to correct, then enter a new number.

➢ To Enter AM or PM for 12-hour format, press ▼ or ▲ .

➢ Press [Enter] when the time and date on the display is correct.

If you enter an invalid number, the machine beeps and does not proceed to the next step. If this happens, just re-enter the correct number.

The display shows the time and date you have set, then returns to Standby mode.

Installing Software

You are now ready to install the drivers and other software that will enable PC printing and scanning.

NOTE: Ensure the *FaxCentre F12* is plugged in and connected to your computer's parallel or USB port before installing software from the CD. Windows 95 and Windows NT 4.0 do not support USB connection.

➢ Switch on your PC, and start Windows.

NOTE: If a window appears concerning New Hardware, Enter Cancel.

➢ Insert the Setup CD into the CD-ROM drive of your PC. If the Xerox screen appears automatically, ignore the next step.

➢ From the Start menu, Enter [Run]. Type D:\XINSTALL.EXE (Where "D" is the letter of your CD-ROM drive), then click [OK].

➢ Follow the on-screen instructions to complete the software installation.

➢ After installing all of your software, reboot your PC. For Windows 95/98, upon restart, eject the CD.

Congratulations! Your machine is now set up and fully operational.

NOTE: For more information about printing and scanning, refer to the "Print" and "Scan" chapters of this Guide.

3   *Copy*

This chapter provides step-by-step instructions for copying documents.

This chapter includes:

- Copying Procedure

- Standard Copy Features

Copying Procedure

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

1. Press the Copy Key

> Ensure that the LCD displays 'READY TO COPY'.

> If not, press the [Copy] key on the control panel.

Copy Key
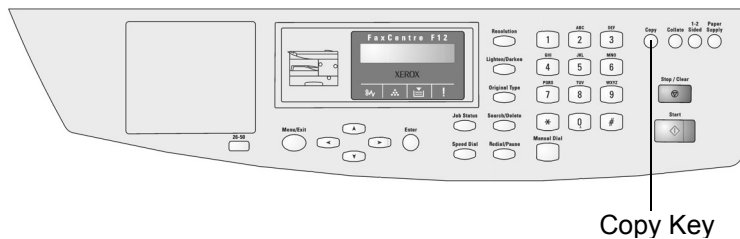
2. Enter the Paper Supply

You can copy to a size of media as large as a sheet of legal size (216 x 356 mm / 8.5 x 14 inch) paper. For full media specifications, refer to Appendix B - Specifications.

NOTE: In Copy mode, you are not able to use the FaxCentre F12 to copy onto media smaller than A4/Letter size.

The instructions for loading this media are the same whether you are printing, faxing, or copying.

HINT: For instructions on how to load media, refer to Chapter 7 - Maintaining the Product, page 7-15.

➢ Press [Paper Supply] to choose the required paper supply source.

➢ Press the the [Paper Supply] keys repeatedly to scroll through the options displayed on the LCD.

➢ Press [Enter] to save the required Selection.

NOTE: When feeding media through the Bypass Tray the paper size option in System Data Settings must be set to the correct size. If feeding media smaller than A4/Letter, the setting can remain set at A4, Letter or Legal size. Refer to *"Machine Setup Options" on page 9-2* for instructions.

3. Load the Originals

Documents are loaded using the automatic document feeder (ADF).

Automatic Document Feeder (ADF)

Using the Automatic Document Feeder (ADF), you can load up to 50 documents in one job. Ensure documents are in good condition, and that all staples and paper clips have been removed. Ensure any glue, ink or correction fluid on the paper is completely dry before loading the documents.

Originals should be between 45 g/m^2 and 105 g/m^2 (12.5 lb and 28 lb), and between B5 (182 x 257 mm / 7 x 10 inch) and Legal size (216 x 356 mm / 8.5 x 14 inch).

Do not attempt to feed the following types of documents into the Automatic Document Feeder:

- carbon-paper or carbon-backed paper

- coated paper

- onion skin or thin paper

- wrinkled or creased paper

- curled or rolled paper

- torn paper

Do not load documents containing different sizes or weights of paper.

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

➢ If necessary, adjust the sliding document guides to the size required

➢ Insert the originals neatly into the document feeder, face down.

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

➢ Align the stack to the left and against the rear edge of the document feeder tray. Adjust the guides to just touch the edges of the originals.

Document guides
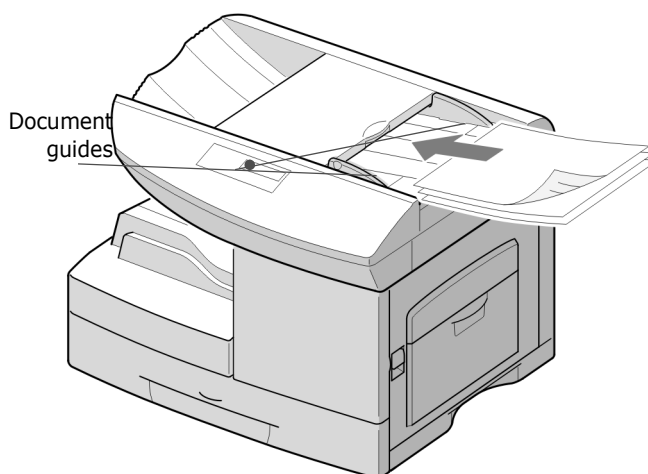
4. Enter the Copy Features

There are four standard features available using keys located on the Control Panel. A fifth copy feature, Reduce/Enlarge, is accessed through the menu system.

If you do not adjust any setting, the machine will make a copy with the following features:

- Lighten/Darken – Normal

- Original Type – Text

- 1-2 Sided Copy – OFF

- Collated – OFF

- Reduce/Enlarge – 100%

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

- 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*

5. Enter the Quantity

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

➢ Use the numeric keypad to enter the number of copies required.

➢ If necessary, press [Stop/Clear] on the control panel to clear the Entered quantity and enter a new quantity.
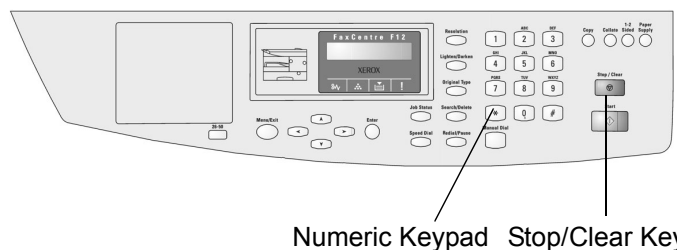
Numeric Keypad   Stop/Clear Key

6. Press Start

➢ Press [Start] to begin copying.

The LCD displays copy processing.

Start Key

Standard Copy Features

You can set the following standard features for Copy. Use the feature buttons on the control panel to change feature settings before pressing the Start button to begin copying.

Lighten/Darken

The Lighten/Darken key can adjust the contrast for a document containing faint markings or dark images.

➢ Press [Lighten/Darken] on the control panel to display the current setting.

➢ Press [Lighten/Darken] repeatedly to scroll through the choices.

You can choose from 5 contrast settings. Each time you press the key, the Selection block on the LCD moves to the left or the right. As the Selection block moves to the right, the contrast becomes darker.

➢ Press [Enter] to save the Selection.

Original Type

The Original Type setting can be used to improve copies of different documents by specifying the type of document being loaded.

➢ Press [Original Type] on the control panel to display the current setting.

➢ Press [Original Type] repeatedly to change the setting.

➢ Press [Enter] to save the Selection.

Original Type Options

Text Use to copy documents containing mostly text. This is the default setting.

Mixed Use to copy documents with mixed text and graphics.

Photo Use when the originals are photographs.

Color Use when sending a color fax.

1-2 Sided Copy

Use the 1-2 Sided Copy option to produce 2-sided copies from 1-sided originals.

➢ Press [1-2 Sided] repeatedly until the required Selection displays.

➢ Press [Enter] to save the Selection.

➢ Press [Start].

1-2 Sided Copy Options

Long Edge

Produces copies with the binding orientation along the long edge of the paper as in a magazine.

Short Edge
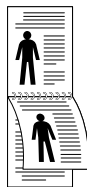
Produces copies with the binding orientation along the short edge of the paper as in a calendar.

Collated

When the Collated feature is On, the machine collates the copy job into sets. For example, 2 copies of a 3 page job will print one complete document followed by the second complete document (e.g. 1, 2, 3 then 1, 2, 3).

➢ Press [Collate] on the control panel to display the current setting.

➢ Press [Collate] to Enter 'ON'.

➢ Press [Enter] to save the setting.

Reduce/Enlarge

You can reduce or enlarge the size of a copied image from 25% to 200%.

➢ Press [Menu/Exit] on the control panel. The display shows menu with the first menu item; 1:2-UP COPY indicated.

➢ Press ▾ until '2:REDUCE/ENLARGE' is indicated, then press [Enter].

➢ Enter the required percentage using the numeric keypad.

NOTE: Use leading zero's to ensure three digits are entered e.g. enter 050 to program a 50% reduction.

If you press [Stop/Clear], the Entered percentage returns to 100%.

➢ Press [Enter] to save the Selection.

Resetting the Machine to the Factory Settings

You can reset all the Copy and Fax feature selections you have made back to the factory default status. After resetting the machine will be in Fax mode.

➢ Press [Stop/Clear] on the control panel twice.

The LCD displays the time and date and that it is in Fax mode.
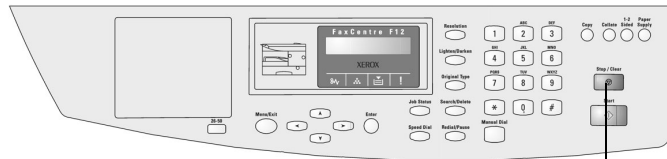
Stop/Clear Key

4   Print

This section describes printing from your PC to your *Xerox FaxCentre F12*.

This chapter includes:

- Printing a Document from an Application

- Printer Settings

Printing a Document from an Application

This procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to your software application's documentation for the exact printing procedure.

The following steps describe the typical process to print from a Windows environment:

➢ Ensure that your *FaxCentre F12* is properly connected to the computer, the machine is powered on, and there is paper in one of the paper trays.

➢ Verify that you have installed the printer driver software for your machine. For instructions, refer to Chapter 2 - Product Overview, page *2-24*.

➢ Start the program you are using to create the document, and create or open the document you want to print.

➢ Choose [Print] or [Page Setup] from the File menu. Ensure the *FaxCentre F12* is Entered as your default printer. Click [Properties] or [Setup] if you want to make any adjustments that are appropriate for printing your document.

HINT: For instructions refer to the next section "Printer Settings".

➢ Click [OK] to close the Properties dialog box.

➢ After making any necessary changes to the printing parameters, click [OK] to start the print job.

Printer Settings

You can use your machine with all your Windows 95/98/2000/
Me/XP or Windows NT 4.0 applications. Ensure you have set
the *FaxCentre F12* as the default printer for all your Windows
operations.

Most Windows software applications allow you to make
changes to the printer settings. This includes settings that
determine how a print job looks such as paper size, paper
orientation, and margins. Settings made in the application to
create the document will usually override settings made in the
printer driver.

NOTE: You do not need to use any of the control panel keys
to use the machine as a PC printer. For example, if you want
to adjust the printing contrast you do not have to press
Lighten/Darken on the control panel. The control panel keys
are used primarily for copying, faxing and scanning.

Accessing Printer Settings

You can access printer settings by using either of these
methods.

Windows 95/98/Me

➢ Choose File > Print > Properties or File > Page Setup
command from within any Windows application.

   Or

➢ Choose the Xerox FaxCentre printer from the Printers
folder, then Enter File > Properties (or Enter the printer icon
in the Printers folder, and click the right mouse button).

Windows NT 4.0

➢ Choose File > Print > Properties or File > Page Setup command from within any Windows application.

Or

➢ Choose the Xerox FaxCentre printer from the Printers folder, click the right mouse button, then Enter Document Defaults from the drop-down list.

Windows 2000/XP

➢ Choose File > Print or File > Page Setup command from within any Windows application.

Or

➢ Choose the Xerox FaxCentre printer from the Printers folder, click the right mouse button, then Enter Printing Preferences from the drop-down list.

Printer Properties Tabs

When the Printer Properties are displayed, you can review and change settings for your print job.

Your printer's Properties window consists of 5 tabs:

- Paper

- Image Quality

- Page Layout

- Watermark

- About

If you access the Printer Properties through the Printers folder, you can view more Windows-based tabs, as well as these 5 tabs.

For information on the Windows-based tabs, refer to your Windows User Guide.
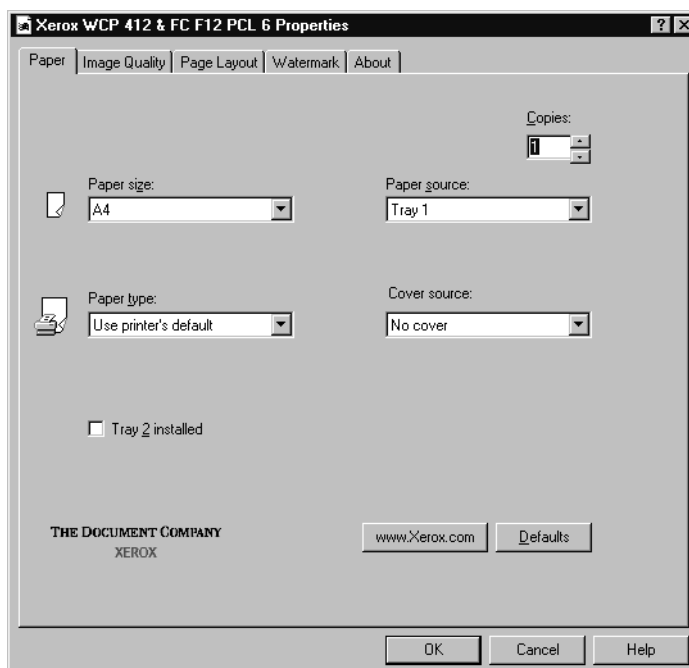
For details on the printer settings available on each tab, please refer to the printer driver on-line help.

NOTE: If you access the Printer Properties through the Printers folder, any settings made will become the default settings for the printer. Settings made when the Printer Properties are accessed through an application **File** menu and **Print** or **Page Setup** will remain active until the application you are printing from is closed.

Printer Properties Buttons and Icons

➢ Click [OK] when you have finished reviewing or making changes.

➢ Click [Cancel] if you want to exit the tab menus without applying any changes.

➢ Click [Help] to view the online Help feature and tab menu details.

➢ Click the [?] icon in the title bar. Position the [?] pointer over the parameter in question and click to see a pop up window explaining that parameter.

➢ Click the [Defaults] button to reset the parameter values for current tab to their default settings (i.e., before you made any pending changes).

5 Fax

This chapter contains information about the *Fax* function and the features available. It gives step by step instructions on how to send and receive faxes using all the features and functions available.

The following topics are included:

- Sending a Fax

- Receiving a Fax

- Automatic Dialing

- Mailbox Faxing

- Other Ways To Fax

- Additional Features

Sending a Fax

The procedures for sending a fax are as follows:

➢ Preparing Documents for Faxing

➢ How to Send a Fax

➢ Adjusting Document Settings

➢ Sending a Fax Automatically

➢ Sending a Fax Manually

➢ Confirming Transmission

➢ Using Toll Save Transmission

Preparing Documents for Faxing

Use the following guidelines to prepare your documents for faxing:

➢ Do not attempt to feed the following types of documents into the Automatic Document Feeder:

- carbon-paper or carbon-backed paper

- coated paper

- onion skin or thin paper

- wrinkled or creased paper

- curled or rolled paper

- torn paper

➢ Remove all staples and paper clips before feeding the document.

➢ Make sure any glue, ink or correction fluid on the paper is completely dry before loading the document.

➢ Do not load documents containing different sizes or weights of paper.

How to Send a Fax

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

> Adjust the document guide on the ADF to match the width of the document

If necessary, pull out this support.

Document guides
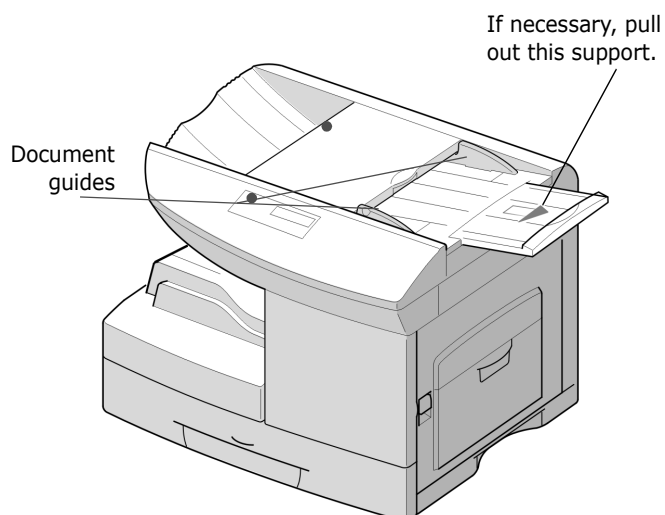
> Insert the originals neatly into the document feeder, face down.

  You can insert up to 50 sheets at a time.

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

> Align the stack to the left and against the rear edge of the document feeder tray. Adjust the guides to just touch the edges of the originals.
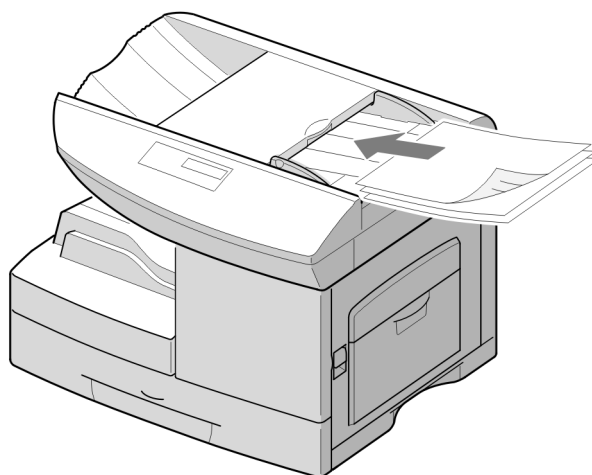
➢ You can adjust the following document settings to suit your fax needs (see *5-5*):

• Resolution – to select resolution.

• Lighten/Darken – to adjust contrast.

• Original Type – to suit the type of original you are sending.

➢ Use the numeric keypad to dial the number of the remote fax machine.

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*.

➢ Press [Start].

Numeric Keypad   Start Key
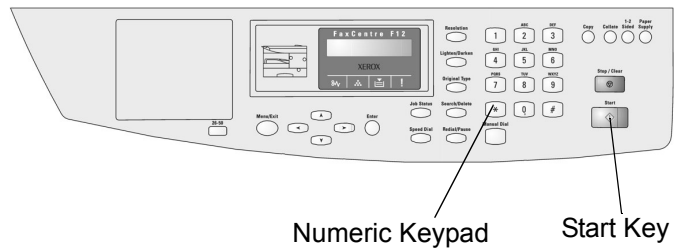
Adjusting Document Settings

When sending typical text based documents, the default document settings produce good results.

However, if you send documents that are of poor quality, or contain photographs, you can adjust the following features to ensure a higher quality.

Resolution

➢ Make sure that a document is loaded in the ADF.

➢ Press [Resolution] to increase sharpness and clarity.

By pressing [Resolution] repeatedly or using the navigation buttons, you can choose between STANDARD, FINE, and SUPER FINE.

➢ Press [Enter].
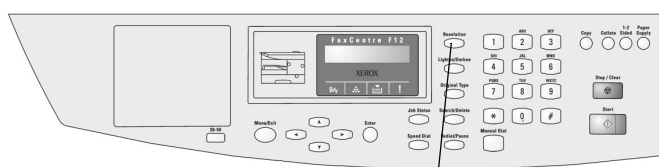
Resolution Key

Mode	Recommended for:
STANDARD	Documents with normal sized characters.
FINE	Documents containing small characters or thin lines, or for sending documents printed using a dot-matrix printer.
SUPER FINE	Documents containing extremely fine detail. Super Fine mode is enabled only if the remote machine also supports Super Fine resolution. (See the Note below.)

NOTE: The SUPER FINE resolution is not available if the SEND FROM MEM option is set to 'ON'. If the SEND FROM MEM option is set to 'ON', the SUPER FINE resolution is automatically converted to the FINE resolution when the document is scanned into memory.
If the FaxCentre is set to the SUPER FINE resolution and the remote fax machine does not support the SUPER FINE resolution, your FaxCentre will transmit using the highest resolution mode supported by the remote fax machine.

Lighten/Darken

> Make sure that a document is loaded in the ADF.

> Press [Lighten/Darken] to compensate for the brightness or darkness of your faxed document.

  By pressing [Lighten/Darken] repeatedly or using the navigation buttons, you can choose from 5 contrast levels.

  Set to darker mode when the document contains faint pencil markings or light print.

  Set to lighter mode for dark print.

> Press [Enter].

Lighten/Darken Key

Original Type

Original Type setting is used to select the text type for the current copy or fax job. To select the image type, take the following steps:
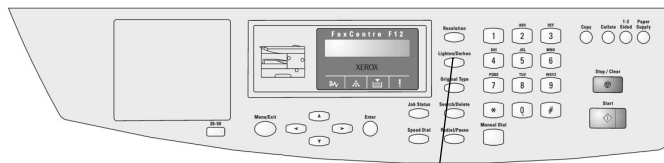
> Make sure that a document is loaded in the ADF.

> Press [Original Type]. You can see the current setting on the bottom line of the display.

  By pressing [Original Type] repeatedly or using the navigation buttons, you can choose from:

  TEXT: Use for documents containing mostly text.

  MIXED: Use for documents with mixed text and graphics.

  PHOTO: Use when the originals are photographs.

  COLOR: Use when sending a color fax.

> Press [Enter].

Original Type Key

Sending a Fax Automatically

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

➢ Adjust the document guide on the ADF to match the width of the document

If necessary, pull out this support.

Document guides

➢ Insert the originals neatly into the document feeder, face down.

You can insert up to 50 sheets at a time.

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

➢ Align the stack to the left and against the rear edge of the document feeder tray. Adjust the guides to just touch the edges of the originals.

➢ Adjust the document settings if necessary.

➢ Enter the remote fax phone number using the number keypad.

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*.

➢ Press [Start].

NOTE: You do not need to press [Start] if you are using a one-touch button to enter the number.

Numeric Keypad   Start Key
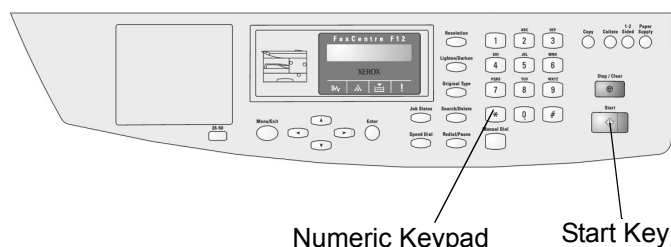
If the SEND FROM MEM feature is set to ON (default setting), the document is scanned into memory and the display shows the memory capacity and the number of pages being stored in memory.

NOTE: If you want to cancel the fax, press [Stop/Clear] at any time during the transmission. The display will show:
START=RESUME
STOP=CANCEL
Press [Start] to cancel the fax. This may take several seconds to complete.

Sending a Fax Manually

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

➢ Adjust the document guide on the ADF to match the width of the document

If necessary, pull out this support.

Document guides
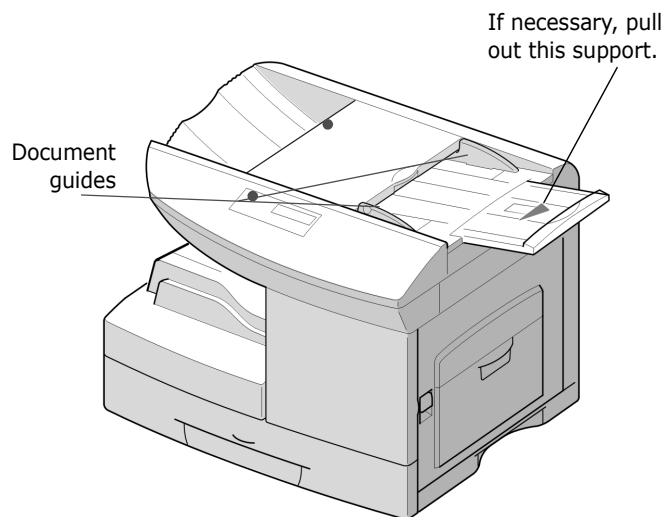
➢ Insert the originals neatly into the document feeder, face down.

You can insert up to 50 sheets at a time.

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

➢ Align the stack to the left and against the rear edge of the document feeder tray. Adjust the guides to just touch the edges of the originals.

➢ Adjust the document settings if necessary.
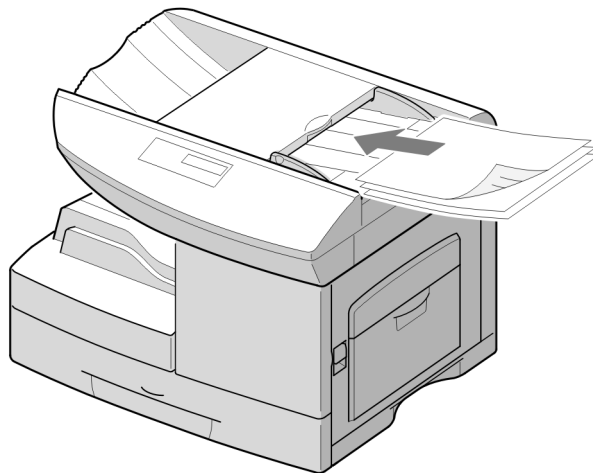
> Press [Manual Dial] on the control panel. You hear a dial tone if the telephone line is correctly connected.

> Enter the remote fax phone number using the number keypad.

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*.

> When you hear the high-pitched fax signal of the other party's fax machine, press [Start] or [Enter].
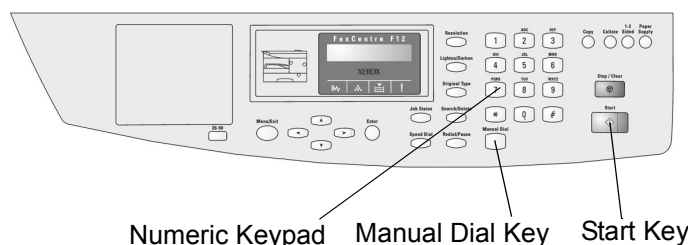
Numeric Keypad   Manual Dial Key   Start Key

NOTE: If you want to cancel the fax, press [Stop/Clear] at any time during the transmission. The display will show:
START=RESUME
STOP=CANCEL
Press [Start] to cancel the fax. This may take several seconds to complete.

Confirming Transmission

When the last page of your document has been sent successfully, the FaxCentre beeps and returns to Standby mode.

If something went wrong during your fax transmission, an error message appears on the LCD display. For a listing of error messages and their meanings, see *"LCD Error Messages" on page 8-12*. If you receive an error message, press [Stop/Clear] to clear the message and try to send the document again.

Using Toll Save Transmission

If you have set a specific toll save time, you can quickly set your document(s) to be sent at the preset time using the TOLL SAVE feature. Using this feature, you can take advantage of lower long distance rates at night, for example.

The toll save end time is fixed to midnight (12:00 PM). Therefore the toll save time slot is determined by the start time you specify. If you have set 9:00 PM for the start time, the document you set to use the toll save feature will be transmitted during the toll save time slot (9:00PM-12:00PM).

To set the Toll save start time:

➢ Press [Menu/Exit] on the control panel. The display shows the menu with the first menu item; 1:2-UP COPY indicated.

➢ Press ▼ until '3:FAX FEATURE' is indicated, then press [Enter].

➢ Press the ◄ or ▬ navigation keys repeatedly until 'TOLL SAVER' is displayed then press [Enter].

➢ Press either the ◄ or the ▬ navigation keys to switch between 'ON' and 'OFF' is then press [Enter].

➢ Enter the 'TOLL SAVE TIME'.

➢ Enter the specific start time using the number keypad, then press [Enter] to save the setting.

NOTE: Press ▼ to switch between 'AM' and 'PM'.

➢ Load the document(s) face down into the ADF until 'DOCUMENT READY' appears in the display.

➢ You can adjust the resolution and the contrast to suit your fax needs. For details, see *"Adjusting Document Settings" on page 5-5*.

➢ Enter the number of the remote fax machine using the number keypad.

You can also use a one-touch button or press [Speed Dial] then use a speed dial number.

➢ Press [Enter] to confirm the number.

Receiving a Fax

The procedures for receiving a fax are as follows:

➢ About Receive Mode

➢ Receiving Automatically in FAX Mode

➢ Receiving Automatically in ANS/FAX Mode

➢ Receiving Manually in TEL Mode

➢ Receiving Fax in Memory

About Receive Mode

Your FaxCentre has three reception modes:

 ➢ In FAX mode, the FaxCentre answers an incoming call and immediately goes into fax receive mode.

 ➢ In TEL mode, you can receive a fax by pressing [Manual Dial] when the ringer sounds and then pressing [Start] on the control panel of your FaxCentre when you hear the fax sounds.

 ➢ In ANS/FAX mode, the answering machine answers an incoming call, and the caller can leave a message on the answering machine. If the fax machine senses a fax tone on the line, the call automatically switches to Fax mode.

NOTE: To use the ANS/FAX mode, attach an answering machine to the EXT jack on the back of your FaxCentre.

The current receive mode is displayed when the FaxCentre is in Standby mode.

```
MAR-20-2002 100%
09:00AM   FAX
```
Current receive mode

If you seldom use the fax line for voice conversations, set your FaxCentre to receive a fax automatically by selecting the FAX mode.

Receiving Automatically in FAX Mode

Your FaxCentre is preset to FAX mode at the factory. If you have changed the fax mode, take the following steps to receive faxes automatically:

➤ Press [Menu/Exit] and then ▼ repeatedly until '7:FAX SETUP' appears on the display, then press [Enter].

➤ Press the ◀ or ▶ navigation keys repeatedly until 'RECEIVE MODE' is displayed on the lower line, then press [Enter].

➤ Press the ◀ or ▶ navigation keys repeatedly until 'FAX' is displayed on the lower line, then press [Enter].

When you receive a call, the FaxCentre answers the call on a specified number of rings and receives a fax automatically. To change the number of rings, see "System Setup" on page 9-2.

Receiving Automatically in ANS/FAX Mode

For this mode, you must attach an answering machine to the EXT jack on the back of your FaxCentre.

➢ Press [Menu/Exit] and then ▾ repeatedly until '7:FAX SETUP' appears on the display, then press [Enter].

➢ Press the ◀ or ▶ navigation keys repeatedly until 'RECEIVE MODE' is displayed on the lower line, then press [Enter].

➢ Press the ◀ or ▶ navigation keys repeatedly until ''ANS/FAX' is displayed on the lower line, then press [Enter].

When you receive a call, the answering machine will answer.

If the caller leaves a message, the answering machine stores the message as it would normally. If your FaxCentre hears a fax tone on the line, it automatically starts to receive fax.

NOTE: If you have set your FaxCentre to ANS/FAX mode and your answering machine is switched off, or no answering machine is connected to your FaxCentre, your FaxCentre will automatically go into FAX mode after a predefined number of rings.

NOTE: If your answering machine has a 'user-selectable ring counter', set the FaxCentre to answer incoming calls within 1 ring.

Receiving Manually in TEL Mode

➢ Press [Menu/Exit] and then ▼ repeatedly until '7:FAX SETUP' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'RECEIVE MODE' is displayed on the lower line, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until ''TEL' is displayed on the lower line, then press [Enter].

➢ When the ringer sounds, press [Manual Dial].

➢ If you hear a fax tone, press [Start]. The FaxCentre begins receiving a fax.

Receiving Fax in Memory

Since your FaxCentre is a multitasking device, it can receive faxes while you are making copies or printing. If you receive a fax while you are copying or printing, your FaxCentre stores the incoming fax in memory. Then, as soon as you finish copying or printing, the FaxCentre automatically prints the fax.

Automatic Dialing

The are four features enabling you to use automatic dialing. These are:

➢ One-Touch Dialing

➢ Speed Dialing

➢ Group Dialing

➢ Searching for a Number in the Memory

One-Touch Dialing

The 25 one-touch buttons on the control panel lets you store frequently used fax numbers and automatically dial a number with one touch of a button.

Using the **[26-50]** button, you can store up to 50 fax numbers on the one-touch buttons.

Storing a Number for One-Touch Dialing

➢ Press and hold one of the one-touch dial buttons for about 2 seconds.

If you want to use one-touch dial buttons from 26 to 50, press [26-50] then press and hold the one-touch dial buttons for about 2 seconds.

The LCD display asks you to enter the fax number.

```
Txx:_
```
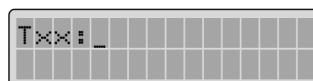
'T' signifies you are assigning a one-touch number and 'xx' designates the selected one-touch button.

If a number is already stored in the location you chose, the LCD display shows the number to allow you to change the number. To start over with another one-touch button, press [Stop/Clear].

➢ Enter the number you want to store by using the number keypad and then press [Enter].

To insert a pause between numbers, press [Redial/Pause] and a '–' appears on the LCD display.

If you make a mistake while entering a number, press [Search/Delete] and re-enter the correct number.

➢ To assign a name to the number, enter the desired name. For details on how to enter names, see "Entering Characters Using the Numeric Keypad" on page 2-9.

Or,

If you do not want to assign a name, skip this step.

> Press [Enter] when the name appears correctly or simply without entering a name.

> To store more telephone numbers, press the desired one-touch button and repeat the steps.

Or

To return to Standby mode, press [Stop/Clear].

Sending a Fax using a One-Touch Number

> Feed the document(s) face down into the ADF.

> If necessary adjust the resolution and the contrast to suit your fax needs. For details, see "Adjusting Document Settings" on page 5-5.

> Press the one-touch button where you stored a number. The document scans into memory.

> The fax number stored in the one-touch dial location will be automatically dialled and then the document will be sent when the remote fax machine answers.

Using the One-Touch Sheet

A one-touch sheet is included with your FaxCentre. Once you store numbers in one-touch dial buttons, make a note of the numbers on the sheet to remind you which number is stored in each button.

> Remove the clear cover and label.

> Write information on the sheet and replace the sheet and cover.

You may want to use pencil in case you wish to change these numbers later.

> Replace the label and clear cover.
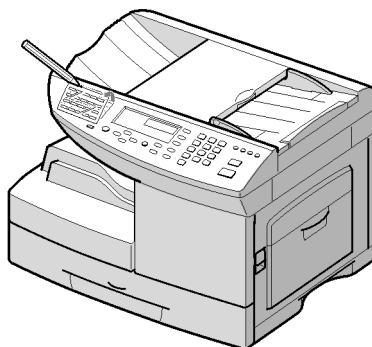
Speed Dialing

You can store up to 200 numbers in Speed Dial locations (1-200).

Storing a Number for Speed Dialing

➢ Press [Menu/Exit] and then ▼ repeatedly until '7:FAX SETUP' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'SPEED DIALS' is displayed on the lower line, then press [Enter].

➢ Enter a speed dial number by using the number keypad and press [Enter].

   If a number is already stored in the location you chose, the LCD display shows that number you are going to change. To start over with another speed-dial number, press [Stop/Clear].

➢ Enter the number you want to store by using the number keypad and then press [Enter].

   To insert a pause between numbers, press [Redial/Pause] and a '–' appears on the LCD display.

   If you make a mistake while entering a number, press [Search/Delete] and re-enter the correct number.

➢ To assign a name to the number, enter the desired name. For details on how to enter names, see "Entering Characters Using the Numeric Keypad" on page 2-9.

   Or,

   If you do not want to assign a name, skip this step.

➢ Press [Enter] when the name appears correctly or without entering a name.

➢ To store more telephone numbers, repeat the steps.

   Or

   To return to Standby mode, press [Stop/Clear].

Sending a Fax using a Speed Number

➢ Feed the document(s) face down into the ADF.

➢ Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 5-5.

➢ Press [Speed Dial] on the control panel.

➢ Enter the speed dial number.

➢ When the desired number appears on the LCD display, press [Enter]. The document scans into memory.

The fax number stored in the speed dial location will be automatically dialled, then the document will be sent when the remote fax machine answers.

Group Dialing

If you frequently send the same document to several destinations, you can create a group of these destinations and set them under a group dial location. This enables you to use a single speed dialing to send the same document to all the destinations in the group.

Setting Group Dial

➢ Press [Menu/Exit] and then ▼ repeatedly until '3:FAX FEATURE' appears on the display, then press [Enter].

➢ Press the ◄ or ▶ navigation keys repeatedly until 'GROUP DIAL' is displayed on the lower line, then press [Enter].

➢ Press [Enter] to access 'NEW'.

➢ Enter the desired group number using the speed dial location numbers from 1 to 200, and press [Enter].

NOTE: If the number is already used for group dial, 'DELETE? Gxxx: ID' (where 'xxx' designates the selected group dial number) appears on the LCD display. Press [Enter] to delete the contents in the selected number and continue, or [Menu/Exit] to keep the old number and start over with a different number.

➢ The LCD display asks you to enter one-touch or speed dial number. Press a one-touch button or enter the speed dial number you want to include in the group.

➢ Press [Enter]. Repeat to enter other one-touch or speed dial numbers into the group.

➢ Press [Menu/Exit] when you have entered all the desired numbers. The LCD display asks you to enter ID.

➢ To assign a name to the group, enter the desired name.

Or

If you do not want to assign a name, skip this procedure.

➢ Press [Enter] when the name appears correctly or simply without entering a name.

➢ If you want to assign another group, repeat the procedure

Or

To return to Standby mode, press [Stop/Clear].

NOTE: You cannot include one group dial number in another group dial number.

Editing Group Dial Numbers

You can delete a specific one-touch or speed dial number from a selected group or add a new number to the selected group.

➢ Press [Menu/Exit] and then ▼ repeatedly until '3:FAX FEATURE' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'GROUP DIAL' is displayed on the lower line, then press [Enter].

➢ Press the ► navigation key to change the lower part of the display to 'EDIT' and then press [Enter].

➢ Enter the group number you want to edit, and press [Enter]. The LCD display prompts you to enter a one-touch or speed dial number.

If you want to delete a specific speed dial number or one-touch dial number from the group, enter the speed dial number or press the one-touch button (If necessary, press

[26-50] and one-touch button.) The LCD display shows 'DELETE?'.

If you want to add a new speed dial number or one-touch dial number, enter the desired speed dial number or press the one-touch button (If necessary, press [26-50] and one-touch button.) The LCD display shows 'ADD?'.

➢ Press [Enter]. Repeat the steps to complete the edition.

➢ Press [Menu/Exit] when you finish editing. If there is a name assigned to the group, the name appears on the upper line of the LCD display. Change the name if necessary, and press [Enter].

➢ To return to Standby mode, press [Stop/Clear].

Sending a Fax Using Group Dialing (Multi-Address Transmission)

You can send to a group simply by following the procedure for Sending a Fax using a speed number (see "Speed Dialing" on page 5-21.) and dialing the number of the group.

You can use Group Dialing for Memory transmission, or Delayed transmission.

Follow the procedure of the desired operation (Memory transmission - see "Memory Transmission" on page 5-35., Delayed transmission - see "Delayed Transmission" on page 5-33.). When you come to a step in which the LCD display requests you to enter the remote fax number, press [Speed Dial] and enter the group dial number. You can use only one group number for one operation (you can enter additional individual numbers but any group must be the first entry). Then continue the procedure to complete the desired operation.

Your FaxCentre automatically scans the document loaded in the document tray into the memory, and the FaxCentre will dial each of the numbers included in the Group.

Searching for a Number in the Memory

There are two ways to search for a number in the memory. You can either scan from A to Z sequentially. Or you can search using the first letter of the name associated with the number.

Searching Sequentially through the Memory

➢ Press [Search/Delete].

➢ Press ▼ or ▲ to scroll through the memory until you see the name and number you want to dial. You can search downward or upward through the entire memory in alphabetical order (from A to Z).

While searching through the FaxCentre's memory, you will see that each entry is preceded by one of three letters: 'T' for one-touch dial, 'S' for speed, or 'G' for group dial number. These letters tell you how the number is stored.

➢ When the name and number you want appears on the LCD display, press **Start** or **Enter** to dial.

Searching with a Particular First Letter

➢ Press [Search/Delete].

➢ Press the button labelled with the letter you want to search for. A name beginning with the letter appears on the LCD display.

➢ For example, if you want to find the name 'MOBILE', press the **6** button, which is labelled with 'MNO'.

➢ Press ▲ or ▼ to display the next name in the list.

➢ When the name and number you want appears on the LCD display, press [Start] or [Enter] to dial.

Mailbox Faxing

The FaxCentre provides mailbox communications with any compatible remote machine using ITU-T standards. ITU-T is an international fax industry standards organization.

Using the Confidential Faxing function requires that the mailbox numbers be setup on the mailbox station before a document can be stored at that station. The ITU-T mailbox numbers are also used as the FaxCentre Sub address.

Documents can be stored in mailboxes on your local machine or remote machines to be retrieved by others.

Depending on the type of mailbox you choose, you can control the number of times a document can be polled and by whom.

The following types of mailboxes are available:

➢ **Confidential Mailbox** — Once a document is polled or printed from the box, it is cleared. If a document is stored with the same box number where another document is already present, the new document is added to the old one. A password can be entered for secure transmissions. A password is required for local and remote Secure Polling operations.

➢ **Bulletin Mailbox** — A document is not cleared when it is polled or printed from the box. If another document is stored with the same box number where another document is already present, it replaces that document. A password can be entered for secure polling operations. A password is required for local and remote secure transmissions and receptions.

Transmitting to a Remote Mailbox

A document can be transmitted confidentially by using a mailbox that is established in memory of the FaxCentre.

The transmitted mail will not be printed immediately, but will be stored in memory of the remote fax machine until being accessed by someone who has the proper security code for that mailbox.

➢ Feed the document(s) face down into the ADF.

➢ Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 5-5.

➢ Press [Menu/Exit] and then ▼ repeatedly until '3:FAX FEATURE' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'MAILBOX TX' is displayed on the lower line, then press [Enter].

➢ The fax machine prompts you to enter a mailbox number. Enter the mailbox number using the number keypad and press [Enter].

➢ The fax machine prompts you to enter a password. Enter the password using the number keypad and press [Enter].

➢ Dial the remote fax number using the number keypad.

To enter the number, you can also press a one-touch button, or press [Speed Dial] and enter a speed dial number and press [Enter].

➢ If you want to send it at a later time, enter the time you want your FaxCentre to send the document.

If not, press [Enter] without entering the time. The FaxCentre dials and sends the document immediately after being scanned into memory.

Press [Enter], then the document will be scanned into the memory. The FaxCentre returns to Standby mode.

NOTE: Confidential transmission feature is a non-standard feature, dependent on the remote machine's capability.

Receiving to a Mailbox

Before receiving documents to a mailbox, you have to set up the following

➢ Confidential or Bulletin Board mailboxes. You can have up to 10 mailboxes in total.

➢ The password for each mailbox.

➢ The names for each mailbox. If you do not want to assign the name, you can skip this setup.

Setting up a Mailbox

➢ Press [Menu/Exit] and then ▼ repeatedly until '4:MAILBOX' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'SET-UP' is displayed on the lower line, then press [Enter].

➢ Press [1] to create a mailbox.

➢ Press the ◄ or ► navigation keys repeatedly to choose the type of mailbox, then press [Enter].

A Confidential box will display 'SET_CONF_MBX' on the lower line. A Bulletin mailbox will display 'SET_BULL_MBX' on the lower line.

The LCD prompts you to enter a number for the mailbox.

➢ Enter a number for the mailbox using the number keypad, then press [Enter].

If you enter a box number which has already been registered, the machine displays 'MBOX EXISTS'.

You will then be asked if you want to apply password security to the mailbox.

➢ Press the ◄ or ► navigation keys to choose 'YES' if you want password security applied to the mailbox or 'NO' if not.

The LCD prompts you to enter a password.

➢ Enter a numeric security password.

After you enter the password, it cannot be verified. Write it down and keep it in a secure location for your reference. To

change the password, delete the mailbox and setup a new mailbox with a new password.

This password must be used to print the confidential documents.

➢ Press [Enter] when the password number appears correctly. The LCD prompts you to enter a mailbox name.

➢ To assign an ID to the mailbox, enter the name. If not, skip over this step.

➢ Press [Enter].

You can then choose to set up another mailbox or not.

➢ Enter [1] to create another mailbox or [2] to exit.

If you choose to exit, the LCD returns to Standby mode.

Deleting a Mailbox

NOTE: You cannot delete a mailbox with something in it.

➢ Press [Menu/Exit] and then ▼ repeatedly until '4:MAILBOX' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'SET-UP' is displayed on the lower line, then press [Enter].

➢ Press [2] to delete a mailbox.

The LCD prompts you to enter a number for the mailbox.

➢ Enter a number for the mailbox using the number keypad, then press [Enter].

➢ If the mailbox has been password protected, enter the security password, then press [Enter].

➢ Enter [1] to confirm the deletion or [2] to exit.

If you choose to exit, the LCD returns to Standby mode.

Storing Documents in your Mailbox

You can scan documents on the FaxCentre and store them in a mailbox. When you store a mailbox document, the fax machine displays 'MAIL', total number received, and the mailbox name in the lower line of the display.

When the document has been stored in the machine, the LCD will display the total memory usage before returning to the mailbox menu.

➢ Feed the document(s) face down into the ADF.

➢ Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 5-5.

➢ Press [Menu/Exit] and then ▼ repeatedly until '4:MAILBOX' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'STORE' is displayed on the lower line, then press [Enter].

The LCD prompts you to enter the mailbox number.

➢ Enter the desired number using the number keypad.

The document is scanned and stored in the chosen mailbox.

You can store another document by pressing [Enter] or you can return to the stand by mode by pressing [Stop/Clear].

Printing Documents in your Mailbox

You can print the contents of your mailbox. When you receive a mailbox document, the fax machine displays 'MAIL', total number received, and the mailbox name in the lower line of the display.

NOTE: Documents stored in a mailbox will be deleted after printing. Documents stored in a bulletin board mailbox will remain in memory after printing.

➢ Press [Menu/Exit] and then ▾ repeatedly until '4:MAILBOX' appears on the display, then press [Enter].

➢ Press the ◄ or ▸ navigation keys repeatedly until 'PRINT' is displayed on the lower line, then press [Enter].

The LCD prompts you to enter the mailbox number.

➢ Enter the desired number using the number keypad. The LCD prompts you to enter the password, then press [Enter].

➢ Enter the password using the number keypad, then press [Enter].

If the password is correct, the machine will start printing.

If you enter a wrong password, the LCD asks to enter the password again.

Deleting Documents in your Mailbox

You can delete all documents stored in a mailbox.

➢ Press [Menu/Exit] and then ▾ repeatedly until '4:MAILBOX' appears on the display, then press [Enter].

➢ Press the ◄ or ▸ navigation keys repeatedly until 'DELETE' is displayed on the lower line, then press [Enter].

The LCD prompts you to enter the mailbox number.

➢ Enter the desired number using the number keypad. The LCD prompts you to enter the password, then press [Enter].

➢ Enter the password using the number keypad, then press [Enter].

All documents are deleted from the chosen mailbox.

Other Ways To Fax

The following additional methods of faxing are available:

➢ Redial

➢ Delayed Transmission

➢ Memory Transmission

➢ Fax Fowarding

➢ Priority Transmission

➢ Polling

➢ Monitoring a Dual Job Status

➢ Department Control Mode

Redial

To redial the number last called:

➢ Press [Redial/Pause] briefly.

If a document is loaded in the ADF, the FaxCentre automatically begins to send.

To search through Redial memory:

➢ Press and hold [Redial/Pause] for about 2 seconds.

The Redial memory in your FaxCentre retains the last 10 numbers called. If you have dialled the same number multiple times, the FaxCentre does not count the duplicates.

➢ Press ⋀ or ⋁ to search through the memory until you see the number you want on the LCD display.

➢ Press [Start] or [Enter] to dial. If a document is loaded in the ADF, the FaxCentre automatically begins to send.

Delayed Transmission

You can set your FaxCentre to send a fax at a later time when you will not be present.

➢ Feed the document(s) face down into the ADF.

➢ Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 5-5.

➢ Press [Menu/Exit] and then ⋁ repeatedly until '3:FAX FEATURE' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'DELAY TX' is displayed on the lower line, then press [Enter].

➢ Enter the number of the remote machine using the number keypad.

To enter the number, you can also press a one-touch button, or press [Speed Dial] and enter a speed dial number (this could include a single group dial number).

➢ Press [Enter] to confirm the number on the LCD display. The display asks you to enter another fax number to send the document.

➢ Press the ◄ or ► navigation keys to display 'YES' or 'NO' appropriately and press [Enter]. You can add up to 25 destinations.

➢ The LCD display asks you to enter a name. If you want to assign a name to the transmission, enter the name. If not, skip over this step.

For details on how to enter the name using the number keypad, see "Entering Characters Using the Numeric Keypad" on page 2-9.

➢ Press [Enter]. The display shows the current time and asks you to enter the start time when the fax is to be sent.

➢ Enter the specific start time using the number keypad, then press [Enter] to save the setting.

NOTE: Press ▼ to switch between 'AM' and 'PM'.

➢ The document will be scanned into the memory before transmission. The display shows the memory capacity and the number of pages being stored in the memory.

➢ The FaxCentre returns to Standby mode and the LCD display reminds you that you are in Standby mode and that Delayed Transmission is set.

Memory Transmission

Documents are automatically stored in memory and sent to a remote station. Use this feature to send your documents to multiple locations. After transmission, the documents are automatically erased from the memory.

➢ Feed the document(s) face down into the ADF.

➢ Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 5-5.

➢ Press [Menu/Exit] and then ▼ repeatedly until '3:FAX FEATURE' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'MEMORY TX' is displayed on the lower line, then press [Enter].

➢ Enter the number of the remote machine using the number keypad.

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.

➢ Press [Enter] to confirm the number. The display asks you to enter another fax number to send the document.

NOTE: A single broadcast (sending to multiple destinations) is available for your FaxCentre, so the 'ANOTHER NO.' prompt does not appear if any broadcast is currently set up and is not completed.

➢ Press the ◄ or ► navigation keys to display 'YES' or 'NO' appropriately and press [Enter]. You can add up to 25 destinations.

NOTE: If use a group dial number, you can use only one, and it must be the first entry.

The document will be scanned into the memory before transmission. The LCD display shows the memory capacity and the number of pages being stored in the memory.

The FaxCentre begins sending the document in order of the numbers you entered.

Fax Fowarding

You can forward all faxes which you receive during a specified date and time period to a specified remote station. This can be useful when you are away from your FaxCentre and want to receive your faxes at another workstation. This is referred to as Receive Forwarding (RX FORWARD).

You can also forward all transmitted faxes to a specified remote station. This can be useful if you want to keep an archive of all sent faxes at a remote location. This is referred to as Transmit Forwarding (TX FORWARD).

Setting up RX FORWARD

➢ Press [Menu/Exit] and then ▼ repeatedly until '3:FAX FEATURE' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'RX FORWARD' is displayed on the lower line, then press [Enter].

➢ Press the or ► navigation key to display ON on the lower line, then press [Enter].

➢ Enter the number of the remote machine using the number keypad.

➢ Choose YES to enter a different number or NO to retain the existing number, then press [Enter].

If you entered YES then repeat the previous step.

'START TIME' is displayed on the lower line.

➢ Enter the correct start date and time using the numeric keypad.

The date and time is entered and displayed in the following order:

MM	=	Month
DD	=	Day
YY	=	Year
HH:	=	Hour
MM	=	Minute

You can also use ◄ or ► to move the cursor under the digit you want to correct, then enter a new number.

➢ To Enter AM or PM for 12-hour format, press ▼ or ▲ .

'END TIME' is displayed on the lower line.

➢ Press [Enter] when the time and date on the display is correct.

➢ Using the same procedure used for START TIME, enter the correct end date and time using the numeric keypad.

➢ Choose YES to print the forwarded fax at the local machine as well as at the remote machine or NO to print the fax at the remote machine only, then press [Enter].

Setting up TX FORWARD

➢ Press [Menu/Exit] and then ▼ repeatedly until '3:FAX FEATURE' appears on the display, then press [Enter].

➢ Press the ◄ or ▶ navigation keys repeatedly until 'TX FORWARD' is displayed on the lower line, then press [Enter].

➢ Press the or ▶ navigation key to display ON on the lower line, then press [Enter].

➢ Enter the number of the remote machine using the number keypad.

➢ Choose YES to enter a different number or NO to retain the existing number, then press [Enter].

If you entered YES then repeat the previous step.

Priority Transmission

When the Priority Transmission is enabled, a high priority document can be transmitted ahead of reserved operations. The document is scanned into the memory, and transmitted when the current operation is concluded. In addition, the Priority Send will interrupt a broadcast operation between stations (i.e., when transmission to station A ends, before transmission to station B begins) or between redial attempts.

➢ Feed the document(s) face down into the ADF.

➢ Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 5-5.

➢ Press [Menu/Exit] and then ▼ repeatedly until '3:FAX FEATURE' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'PRIORITY TX' is displayed on the lower line, then press [Enter].

➢ Enter the number of the remote machine using the number keypad.

To enter the number, you can also press a one-touch button, or press [Speed Dial] and enter a speed dial number.

➢ Press [Enter] to confirm the number. The display asks you to enter a name.

➢ If you want to assign a name to the transmission, enter the name. If not, skip over this step.

For details on how to enter a name using the number keypad, see "Entering Characters Using the Numeric Keypad" on page 2-9.

➢ Press [Enter].

The document will be scanned into the memory before transmission. The display shows the memory capacity and the number of pages being stored in the memory.

➢ The FaxCentre shows the number being dialled and the total pages of the document, and begins sending the document.

Polling

What is Polling?

Polling is used when one fax machine requests another to send a document. This is useful when the person with the original document to be sent is not in the office. The person who wants to receive the document calls the machine holding the original and requests that the document be sent. In other words, it 'polls' the machine holding the original.

TX Poll

You can program your FaxCentre to send documents in your absence when polled by a remote fax machine. It is possible to use a poll code to prevent unauthorized polling of your fax machine. When you secure your FaxCentre in this manner, only those who know the poll code can poll your FaxCentre.

➢ Feed the document(s) face down into the ADF.

➢ Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 5-5.

➢ Press [Menu/Exit] and then ▼ repeatedly until '3:FAX FEATURE' appears on the display, then press [Enter].

➢ Press the ◄ or ▶ navigation keys repeatedly until 'POLLING' is displayed on the lower line, then press [Enter].

➢ Press the ▶ navigation key to display 'TX POLL' on the LCD display, then press [Enter].

The LCD display asks you to enter a 4-digit TX poll code. The poll code is preset to 0000 at the factory, which represents no poll code.

```
TX-POLL CODE
   [0000]
```
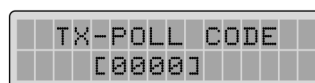
➢ If you want to use a poll code, enter the desired 4-digit code (except for 0000), and press [Enter].

Or

If you do not want to secure the transmission with a poll code, press [Enter] when the display shows '0000' for the poll code, or enter **0000**.

➢ The display asks you to store the document in the FaxCentre's bulletin memory.

➢ Press the ▶ navigation key to switch between 'ON' or 'OFF'. Then press [Enter].

Select 'ON' if you want store the document in the bulletin board memory. More than one remote station can poll that document from your FaxCentre.

If not, select 'OFF'. The document will be automatically erased after being polled by a remote machine.

The FaxCentre stores the document in the memory. The display counts the number of pages being stored in the memory and the memory capacity remaining.

The LCD display shows that the machine has a Poll sending job and returns to Standby mode.

NOTE: If you have previously set the receive mode to other than FAX mode, the FaxCentre automatically switches to FAX mode (automatic receiving) when set to be polled.

Delay RX Poll

You can set your FaxCentre to automatically receive documents from the unattended remote fax machine now, or at a later time. This feature permits unattended polling in the evening hours when telephone rates are lower.

NOTE: The remote machine must be ready for polling.

➢ Press [Menu/Exit] and then ▼ repeatedly until '3:FAX FEATURE' appears on the display, then press [Enter].

➢ Press the ◀ or ▶ navigation keys repeatedly until 'POLLING' is displayed on the lower line, then press [Enter].

➢ Press the ▶ navigation key to display 'DELAY RX POLL' on the LCD display, then press [Enter].

The LCD display asks you to enter the number of the remote fax machine.

➢ Enter the number of the remote fax machine using the number keypad.

To enter the number, you can also press a one-touch button, or press [Speed Dial] and enter a speed dial number.

➢ Press [Enter] to confirm the number. The display asks you to enter another fax number to receive the document.

NOTE: A single broadcast (sending to multiple destinations) is available for your FaxCentre, so the 'ANOTHER NO.' prompt does not appear if any broadcast is currently set up and is not completed.

➢ Press the ◄ or ► navigation keys to display 'YES' or 'NO' appropriately and press [Enter]. You can add up to 25 destinations.

NOTE: If use a group dial number, you can use only one, and it must be the first entry.

The display asks you to enter the time when your FaxCentre calls the remote machine.

➢ Enter the specific start time using the number keypad, then press [Enter] to save the setting.

NOTE: Press ▼ to switch between 'AM' and 'PM'.

If you set a time earlier than the current time, your FaxCentre will call the number at that time on the following day.

Or

To call the remote machine(s) immediately, skip this step.

➢ Press [Enter] when the time appears correctly on the display or without entering the time. The display asks you to enter a 4-digit code. Poll code '0000' represents no code.

If the remote machine is secured with a Poll code, you must enter the correct code, and press [Enter].

Or

If the remote machine is not secured with a Poll code, press [Enter] to accept '0000' which represents no code, or enter **0000**.

> ➢ If you have entered a specific start time, the FaxCentre will dial, and receive a document from the remote machine at the time.

> If not, the FaxCentre dials the remote machine immediately.

Monitoring a Dual Job Status

Your FaxCentre can perform more than one of many functions simultaneously. For example, you can:

➢ Receive a fax into the memory while making a copy.

➢ Store a fax document for later transmission while printing an incoming fax.

While the FaxCentre performs dual tasks, press [Job Status] to see the current status on the display of the other operation. Each time you press [Job Status], the current status of the two operations displays alternatively.

Department Control Mode

For usage management, your FaxCentre is equipped with Department Control Mode. This is a security function, and can restrict use with Department Codes. If codes do not match, this mode prevents operation. You can also find out how long and by which department the FaxCentre was used.

Setting Department

Before using the department control mode, you have to register the master code, and the department code and ID name for each department who will share the FaxCentre.

➢ **Master code**: 5-digit security code for the master who manages to control all departments registered.

➢ **Department number**: a number that identifies a department.

➢ **Department code**: 1 to 8 digit number for the department. Unless correct department code is entered, fax machine's operation can not be accessed with the exception of automatic receiving.

➢ Press [Menu/Exit] and then ▼ repeatedly until '7:FAX SETUP' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'DEPARTMENT' is displayed on the lower line, then press [Enter].

➢ Press the ◄ or ► navigation keys to switch to 'YES' in order to set the department code.

Choose 'NO' if you do not want to set a department code.

➢ Enter the desired master code using the number keypad. Press [Enter] then re-enter the master code to confirm the code is correct.

If you enter the wrong code, the LCD prompts you to enter the Master code again.

➢ Press the ◄ or ► navigation keys to display 'SET' on the lower line of the display, press [Enter].

➢ Enter the desired department number(1-50) using the number keypad, then press [Enter].

If the department number already exists in your memory, the LCD displays 'DEPARTMENT NO. ALREADY EXISTS!' and prompts you to enter the department number again.

➢ Enter a name for the department, then press [Enter].

➢ For details on how to enter names, see "Entering Characters Using the Numeric Keypad" on page 2-9.

Or,

If you do not want to assign a name, skip this step.

➢ Enter 8-digit password (Department code), and press [Enter]. The department code will be used to access the machine's operation when executing the department control mode.

➢ To return to standby mode, press [Stop/Clear].

Printing a Department Journal

You can confirm the contents of the department registration with the Department Code list, and the contents of the department management with the Department Journal. To print the lists, do the following:

➢ Press [Menu/Exit] and then ⱴ repeatedly until '7:FAX SETUP' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'DEPARTMENT' is displayed on the lower line, then press [Enter].

➢ Press the ◄ or ► navigation keys to switch to 'YES' in order to enter the department code.

➢ Enter the master code using the number keypad, then press [Enter].

If you enter wrong code, 'CODE MISMATCH! TRY AGAIN' appears in the display. Try again with the correct code.

➢ Press ◄ or ► repeatedly until 'PRINT' appears on the display, and press [Enter].

If you want to print the Department Code list, press [Enter]

when 'DEPT. CODE' is displayed on the lower line.

The Department Code list shows all the Department codes and names. After printing, the machine returns to Standby mode.

If you want to print Department Journal list, press [Enter] when 'DEPT. JOURNAL' is displayed on the lower line.

The Department Journal list shows the total elapsed transmission time, total page numbers sent or copied, and distribution ratio for each department.

➢ To return to standby mode, press [Stop/Clear].

Managing Department

Turning the Department Mode On or Off

You can select to enable or disable the department control mode. When the department control mode is executed, only one who enters correct Department code can use the machine.

➢ Press [Menu/Exit] and then ▾ repeatedly until '7:FAX SETUP' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'DEPARTMENT' is displayed on the lower line, then press [Enter].

➢ Press the ◄ or ► navigation keys to switch to 'YES' in order to enter the department code.

➢ Enter the master code using the number keypad, then press [Enter].

If you enter wrong code, 'CODE MISMATCH! TRY AGAIN' appears in the display. Try again with the correct code.

➢ Press ◄ or ► repeatedly until 'MANAGEMENT' appears on the display, and press [Enter].

➢ To enable the department control mode, press [1]. To disable the department control mode, press [2].

➢ To return to Standby mode, press [Stop/Clear].

Or

To clear department information continue:

- ➢ Press [Enter]. 'CLEAR DEPARTMENT' is displayed.

- ➢ Press [1] to clear the department journal. Press [2] to clear the department code.

  If you pressed [2], the LCD prompts you to select one between 'ALL' and 'EACH'.

  If you select 'ALL', all of the department codes is cleared. If you select 'EACH', the LCD prompts you to enter the desired Department code number. When you enter the number and press [Enter], the number is cleared.

  When the department control mode is enabled, the Standby display shows:

```
ENTER DEPARTMENT
CODE=>
```

  Unless you enter the correct department code, you cannot use any feature except receiving.

- ➢ To return to Standby mode, press [Stop/Clear].

  Or

  To Change the Master Code continue:

- ➢ Press [Enter]. 'M. CODE : xxxxx' is displayed.

- ➢ Select one between '1.DEL' and '2.CHANGE'.

  If you press [1], the master code is deleted. If you press [2], the LCD prompts you to enter new master code.

- ➢ Enter new master code, and press [Enter].

  The LCD prompts you to enter the code again. Enter the code again.

- ➢ Press [Enter], and the master code is changed.

- ➢ To return to Standby mode, press [Stop/Clear].

Additional Features

This section covers fax maintenance procedures. These are:

➢ Printing Reports

➢ System Data Settings

➢ Setting Prefix Dial Number

➢ Setting Fax Duplex

➢ Clearing Memory

Printing Reports

Your FaxCentre can print reports containing useful information – System Data for example. The following reports are available:

> Phone Book

> Transmission Report (TX)

> Reception Report (RX)

> Help List

> System Data

> Message Confirmation

> Multi-Communication Report

> Power Failure Report

See "Reports" on page 9-9. for details of these reports and how they are printed.

System Data Settings

Your FaxCentre has various user-selectable system data options. These options are preset at the factory, but you may need to change them. To find out how the options are currently set, print the System list. For details on printing the list, see "Reports" on page 9-9.

Setting Prefix Dial Number

You can set the prefix dial number up to 5 digits. This dial number is to dial first before any autodial number is started. It is useful to access PABX exchange.

➢ Press [Menu/Exit] and then ▼ repeatedly until '7:FAX SETUP' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'PREFIX DIAL NO' is displayed on the lower line, then press [Enter].

➢ Enter the desired number using the number keypad, then press [Enter].

➢ To return to Standby mode, press [Stop/Clear].

Setting Fax Duplex

With this option enabled, you can print 2-sided fax pages. You can select LONG EDGE or SHORT EDGE according to the desired binding orientation. Setting OFF turns the feature off.

➢ Press [Menu/Exit] and then ▼ repeatedly until '7:FAX SETUP' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'FAX DUPLEX' is displayed on the lower line, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly to select the desired status, then press [Enter] to save the selection.

You can choose to turn duplex OFF or to duplex on the LONG EDGE or the SHORT EDGE of the paper

➢ To return to Standby mode, press [Stop/Clear].

Clearing Memory

You can selectively clear information stored in your FaxCentre's memory. *See "Clearing Memory" on page 9-11.*

6   *Scan*

Your *FaxCentre F12* is equipped with a True Color Quality Scanner capable of reproducing color charts, photographs, graphics or printed text.

This chapter includes:

- The FaxCentre F12 TWAIN Scanner Program

- Scanning Procedure

The FaxCentre F12 TWAIN Scanner Program

The *FaxCentre F12* TWAIN Scanner program is used to scan documents and photographs. You can decide what portion of a document you want to scan, adjust the brightness and contrast, color balance, resolution, and many other scanner settings.

These settings are fully described in the Scanner Program's Help.

Scanning Procedure

This section explains advanced scanning with a Twain compliant application program.

NOTE: Refer to the documentation provided by the application manufacturer to see how to scan acquire a scanned image.

➢ Load the Originals

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

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

➢ Insert the originals neatly into the document feeder, face down.

Document guides

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

➢ Align the stack to the left and against the rear edge of the document feeder tray. Adjust the guides to just touch the edges of the originals.

You can load up to 50 documents in one job. Ensure documents are in good condition, and that all staples and paper clips have been removed. Ensure any glue, ink or correction fluid on the paper is completely dry before loading the documents.

Originals should be between 45 g/m^2 and 105 g/m^2 (12.5 lb and 28 lb), and between B5 (182 x 257 mm / 7 x 10 inch) and Legal size (216 x 356 mm / 8.5 x 14 inch).

Do not attempt to feed the following types of documents into the Automatic Document Feeder:

- carbon-paper or carbon-backed paper
- coated paper
- onion skin or thin paper
- wrinkled or creased paper
- curled or rolled paper
- torn paper

Do not load documents containing different sizes or weights of paper.

➢ Start your scan application program.

➢ Follow the instructions provided with the application program to scan the document to your PC.

7 Maintaining the FaxCentre

There will be times when the machine will require maintenance tasks to be carried out. This chapter provides step by step instructions for maintaining the machine and replacing consumables.

This chapter includes:

- Cleaning

- Ordering Supplies

- Customer Replaceable Units

- Loading Media

Cleaning

Cleaning the FaxCentre F12

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

CAUTION: When cleaning the *FaxCentre F12*, do *not* use organic or strong chemical solvents or aerosol cleaners. Do *not* pour fluids directly onto any area. Avoid supplies that are not specifically listed as approved in this documentation. They can cause poor performance and create a dangerous condition. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

WARNING:Do *not* remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. Do *not* attempt any maintenance procedure that is not specifically described in the documentation supplied with the *FaxCentre F12*.

Cleaning the CVT Glass

Keeping the Constant Velocity Transport (CVT) glass clean helps ensure the best possible copies. It is recommended that you clean the CVT glass at the start of each day and during the day as needed.

> ➢ Slightly dampen a soft lint-free cloth or paper towel with water.

> ➢ Open the ADF top cover.

> ➢ Wipe the surface of the CVT glass until it is clean and dry.

> ➢ Close the ADF top cover.

ADF top cover

CVT Glass
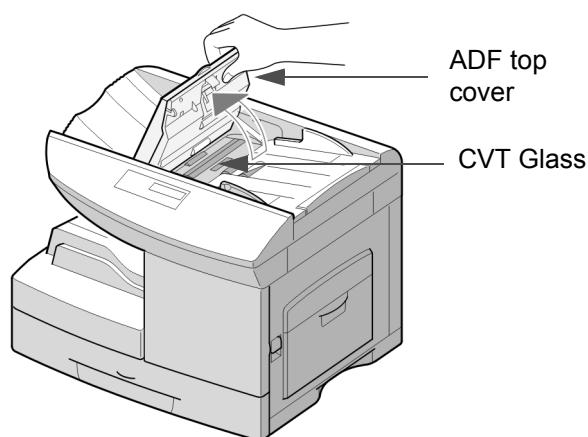
Control Panel and LCD Display

Regular cleaning keeps the Control Panel and LCD Display free from dust and dirt. To remove finger prints and smudges, clean the control panel and LCD screen with a soft, lint-free cloth, lightly dampened with water.

Document Feeder and Collate Tray

Use a cloth moistened with water to clean the Document Feeder, Collate Tray, Paper Cassette and the outside areas of the *FaxCentre F12*.

Ordering Supplies

The Toner Cartridge and the Drum Cartridge are available as customer replaceable units.

The customer replaceable unit part numbers are listed below:

Customer Replaceable Unit	Part Number
Toner Cartridge	106R584
Drum Cartridge	113R506

To obtain supplies, contact your local Xerox office, giving your company name, the FaxCentre number and its serial number.

Use the space below to keep a record of the telephone number.

Supplies Telephone Number:

     # _____

Customer Replaceable Units

Toner Cartridge

Expected Cartridge Life

The life of your toner cartridge depends on the amount of toner used in each printed job. For instance, when you print a typical business letter with about 5% page coverage, you can expect a toner cartridge life of approximately 6,000 pages (3,000 pages only for the toner cartridge shipped with your machine). The actual number may vary according to the print density of the page you print. If you print a lot of graphics, you may need to change the cartridge more often.

Toner Save Mode

You can extend the life of your toner cartridge by using Toner Save mode. The Toner Save mode uses less toner than normal printing. The printed image is much lighter, and is adequate for printing drafts or proofs.

Use the instructions below to activate Toner Save mode.

➢ Press [Menu/Exit] and then ▾ repeatedly until '6:MACHINE SETUP' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'TONER SAVE' is displayed on the lower line, then press [Enter].

➢ Press the ◄ or ► navigation keys to select 'ON', then press [Enter] to save the selection.

➢ Press [Enter] to save the setting.

Replacing the Toner Cartridge

When the toner cartridge is near the end of its life, white streaks or hue change will occur. The LCD displays warning message 'TONER LOW'.

When the 'TONER LOW' message appears, you can remove the toner cartridge and gently shake it to temporarily re-establish the print quality. Shaking the cartridge re-distributes the remaining toner in the cartridge. This procedure can only be performed once prior to changing the Toner Cartridge.

> **CAUTION: When ordering a new Toner Cartridge make sure the correct cartridge is ordered for the *FaxCentre F12*. For assistance, the FaxCentre number is displayed on the cartridge box.**

> **CAUTION: Do not shake an empty cartridge or hold it close to you. Some toner residue might accidentally spill. Do not shake the empty Toner Cartridge and return it to the machine to extend its use.**

➢ Pull the release latch [1] to open the side cover [2].
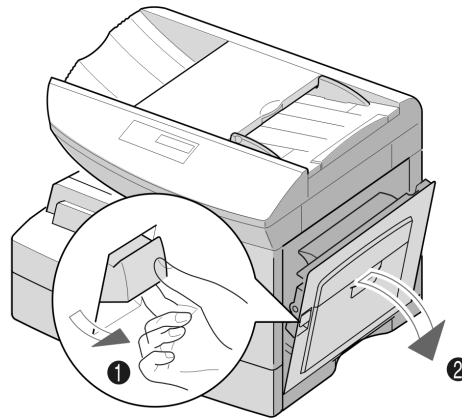
➢ Open the front cover.

➢ Turn the toner locking lever upwards to release the toner cartridge.

➢ Remove the toner cartridge from the machine.
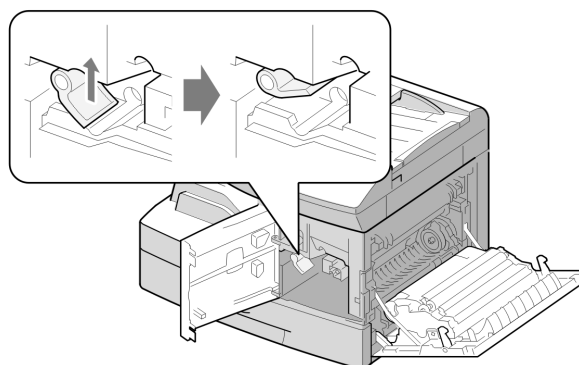
To Re-distribute the Toner:

> Gently shake the cartridge to distribute the toner evenly inside the cartridge.

> Reinstall the toner cartridge, then lock the lever.

> Close the front cover, then the side cover.

The FaxCentre returns to Standby mode.
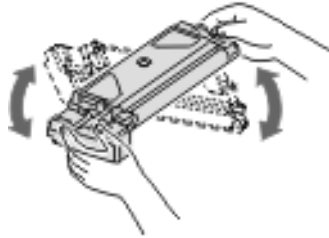
NOTE: If the toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.

Replacing the Toner Cartridge:

When the toner eventually runs out, only blank pages will print when a job is printed. At this stage, the toner cartridge needs to be replaced. The LCD displays warning message 'TONER EMPTY'.

> Open the side cover, then the front cover. The side cover must be open to open the front cover.

> Turn the toner locking lever upwards to release the toner cartridge.
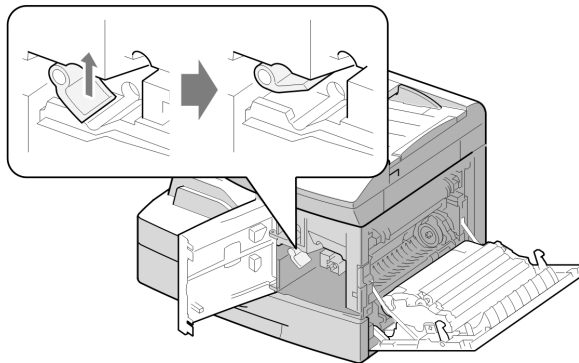
➢ Pull the used cartridge out.

.
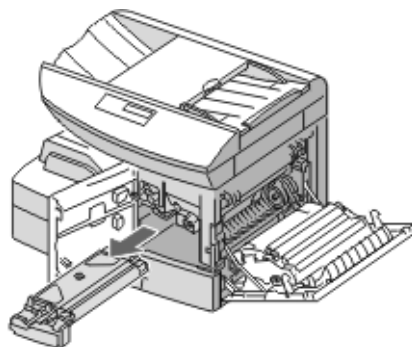
➢ Shake the new toner cartridge horizontally four or five times. Save the box and the cover for shipping.

➢ Slide the new toner cartridge in until it locks in place.

➢ Turn the toner locking lever downwards until it locks in place.

➢ Close the front cover, then the side cover.

   The FaxCentre returns to Standby mode.

If the machine was displaying "Toner Low" or "Toner Empty" you will be asked whether or not you have replaced the toner cartridge. Answer YES if you have installed a new toner cartridge in the machine.

Setting Your FaxCentre to Send Toner Low Information

If you set the Notify Toner menu option to ON, when the toner cartridge needs to be replaced, your machine automatically sends a fax to your service company or the dealer to notify them that your machine requires a new toner cartridge. This feature will be activated only when the phone number of the service company or the dealer is stored in your machine's memory.

Use the instructions below to activate this process.

➢ Press [Menu/Exit] and then ⍗ repeatedly until '9. MAINTENANCE' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until 'NOTIFY TONER' is displayed on the lower line, then press [Enter].

➢ Press the ◄ or ► navigation keys to select 'ON', then press [Enter].

➢ Enter the your customer number (up to 20 digits) then press [Enter].

➢ Enter the your customer name (up to 40 characters) then press [Enter].

➢ Enter the service fax number to which your FaxCentre sends the Notification fax message, then press [Enter].

➢ Enter the serial number of your FaxCentre, then press [Enter].

NOTE: The FaxCentre serial number is located on the machine, behind the front door. Refer to Chapter 1 - About this Guide, page *1-4* for further information.

Drum Cartridge

The Drum Cartridge requires replacement when the Drum life warning is displayed, after approximately 15,000 copies.

If you are experiencing streaks or spots on your prints there is an option for cleaning the drum.

CAUTION: Do not expose the green drum to light for an extended period. Never expose the drum to direct sunlight or touch the drum surface. Damage or poor image quality may result.

Cleaning the Drum

If you are getting streaks or spots on your print, you may set the FaxCentre to clean the drum cartridge.

➢ Ensure that paper is loaded.

➢ Press [Menu/Exit] and then ▼ repeatedly until '9. MAINTENANCE' appears on the display, then press [Enter].

➢ Press the ◄ or ➤ navigation keys repeatedly until 'CLEAN DRUM' is displayed on the lower line, then press [Enter].

➢ Press the ◄ or ➤ navigation keys to display 'YES' then press [Enter].

The LCD displays 'PRINTING...PLEASE WAIT'

The machine automatically pulls in a sheet of paper, and prints it out. The toner particles on the drum surface are fixed to the paper.

Replacing the Drum Cartridge

The useful life of the drum cartridge is approximately 15,000 copies/prints in Simplex mode. A high rate of Duplex copying/printing reduces the overall life of a drum. The LCD displays 'DRUM WARNING' when the drum is near the end of life. Approximately 1,000 more copies can be made, but you should have a replacement cartridge in stock. Replace the drum cartridge when copy/print quality is degraded.

➢ Open the side cover, then the front cover. The side cover must be open to open the front cover.
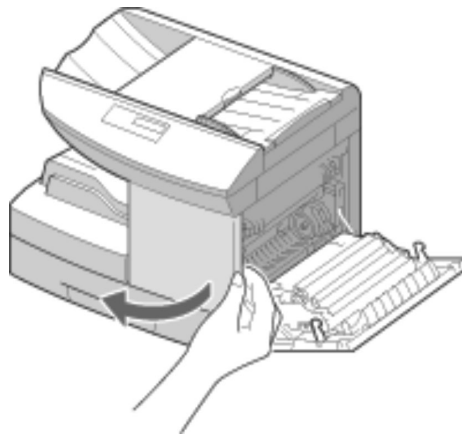
➢ Turn the toner locking lever upwards to unlock the toner cartridge, then pull the toner cartridge out.
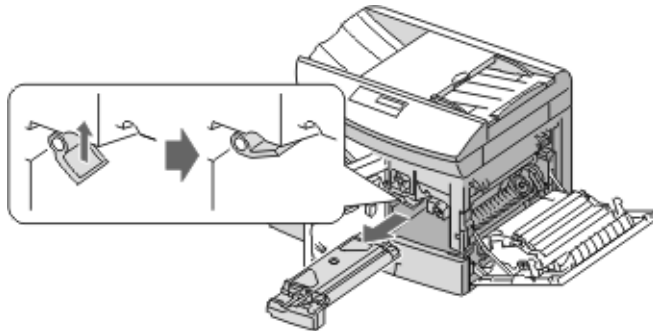
NOTE: The toner cartridge must be removed to replace the drum cartridge.

➢ Pull the used drum cartridge.
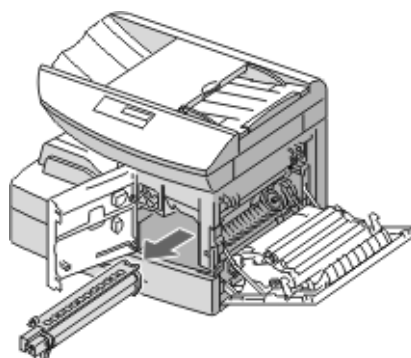
➢ Unpack the new drum cartridge and slide it in place, making sure not to touch the surface of the drum.
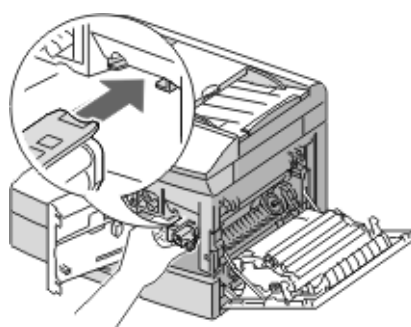
- ➤ Reinstall the toner cartridge, then lock the lever.

- ➤ Close the front cover and the side cover.The LCD displays 'NEW DRUM?1.YES 2.NO'.

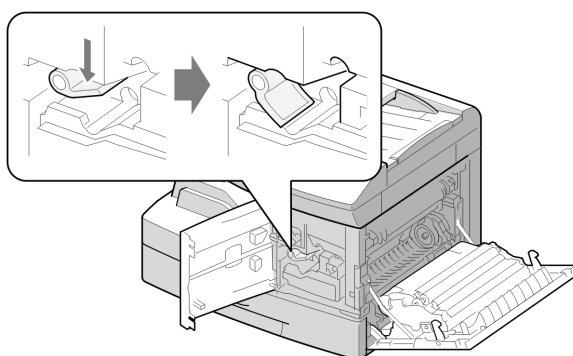- ➤ Select 'YES'. The FaxCentre returns to Standby mode.

  If the drum cartridge is replaced and the 'NEW DRUM?1.YES 2.NO' message is not displayed, replace the drum cartridge as described above, then take the following steps to reset the drum counter:

- ➤ Press [Menu/Exit] and then ▼ repeatedly until '9. MAINTENANCE' appears on the display, then press [Enter].

- ➤ Press the ◄ or ► navigation keys repeatedly until 'NEW DRUM' is displayed on the lower line, then press [Enter].

- ➤ Press the ◄ or ► navigation keys to display 'YES' then press [Enter].

NOTE: If you do not reset the counter, 'Drum Warning' may appear before the new drum reaches it's maximum life.
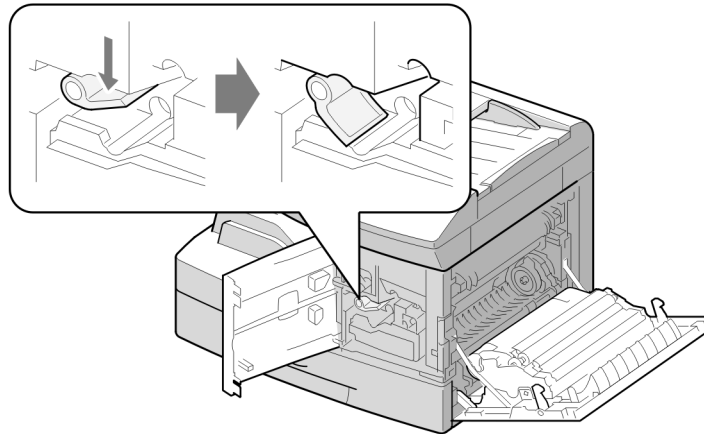
Loading Media

Always use print media that meets the guidelines for use with this FaxCentre. Using a print media that is not recommended may cause paper jams or print quality problems.

Media can be loaded in the Paper Cassette or in the Bypass Tray.

The table below identifies the Media Sizes which can be used in the Paper Cassette and Bypass Tray, and the capacities which can be loaded.

Media Size	Input Source Capacity[a]		
	Paper Cassette 1	**Paper Cassette 2**	**Bypass Tray**
Plain paper Letter (8.5 x 11 inch) Legal (8.5 x 14 inch) Executive (7.25 x 10.5 inch) A4 (210 x 297 mm) B5 (182 x 257 mm) A5 (148 x 210 mm)	YES/550 YES/550 NO/0 YES/550 NO/0 NO/0	YES/550 YES/550 NO/0 YES/550 NO/0 NO/0	YES/100 YES/100 YES/100 YES/100 YES/100 YES/100
Envelopes No. 9 (8.5 x 11 inch) No. 10 (8.5 x 14 inch) C5 (6.38 x 9.37 inch) DL (110 x 220 mm)	NO/0 NO/0 NO/0 NO/0	NO/0 NO/0 NO/0 NO/0	YES/10 YES/10 YES/10 YES/10
Labels[b] Letter (8.5 x 11 inch) A4 (210 x 297 mm)	NO/0 NO/0	NO/0 NO/0	YES/10 YES/10
Transparency films[b] Letter (8.5 x 11 inch) A4 (210 x 297 mm)	NO/0 NO/0	NO/0 NO/0	YES/30 YES/30
Card stocks[b] A6 (105 x 148.5) Post Card (4 x 6 inch) Hagaki (5.83 x 8.27 inch)	NO/0 NO/0 NO/0	NO/0 NO/0 NO/0	YES/10 YES/10 YES/10

a. Depending on paper thickness, maximum capacity may be reduced.

b. If you are experiencing excessive jamming, feed one sheet at a time through the Bypass Tray.

Using the Paper Cassette

The paper cassette can hold a maximum of 550 sheets of 80 g/m^2 (20 lb) plain paper.

Acceptable print media is plain paper with sizes ranging from A4 or 8.5 x 11 inch to Legal (216 x 356 mm / 8.5 x 14 inch) and weighing between 60 g/m^2 and 90 g/m^2 (16 lb and 24 lb).

NOTE: When using the paper cassette, the paper size option in System Data Settings must be set to the correct size. Refer to Chapter 9 - System Setup, page *"Machine Setup Options" on page 9-2* for instructions.

Loading the Paper Cassette

➢ Pull open the paper cassette.
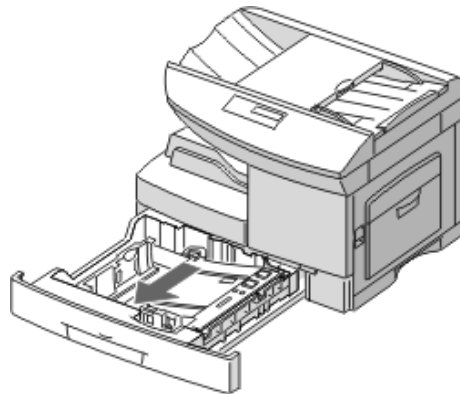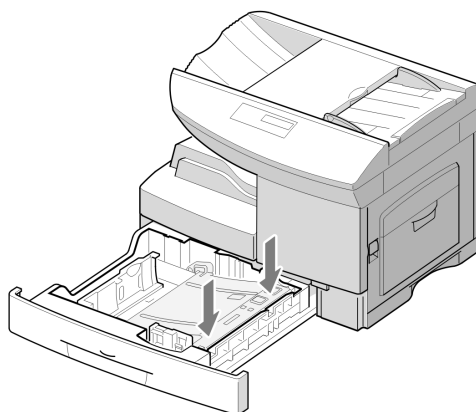
➢ Push down on the pressure
   plate until it locks in position.

➢ Adjust the rear paper guide to
   the required paper length.

   It is preset to A4 or 8.5 x 11
   inch size depending on
   country.

➢ To load another size, lift and
   insert the rear guide into the
   corresponding position.
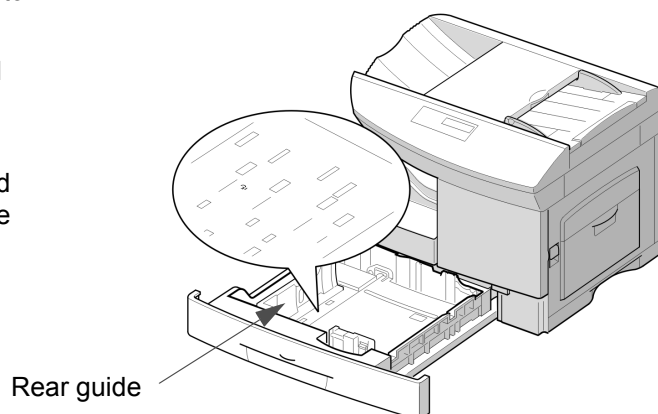
Rear guide

➢ To remove and insert the rear guide, turn it slightly to your right side then lift it. While holding the rear guide at 70° angle, insert it into the corresponding position and push it to your left side until it stands up completely.
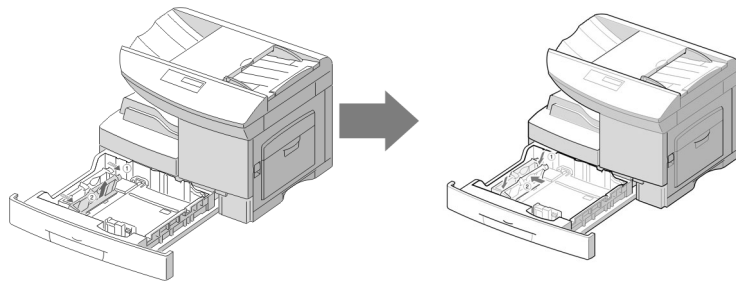
➢ Fan the paper and insert it into the cassette.
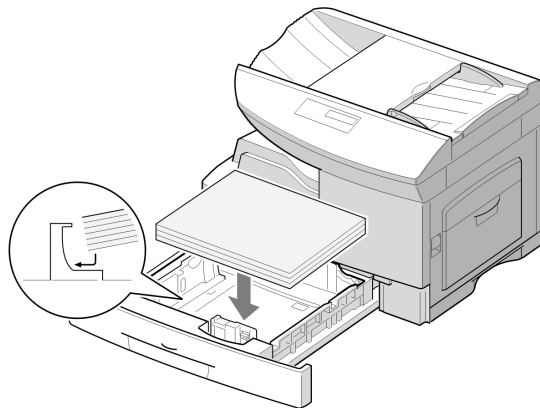
➤ If loading letterhead paper, load with the design side facing up. The top edge of the sheet with the logo should be placed at the right side.
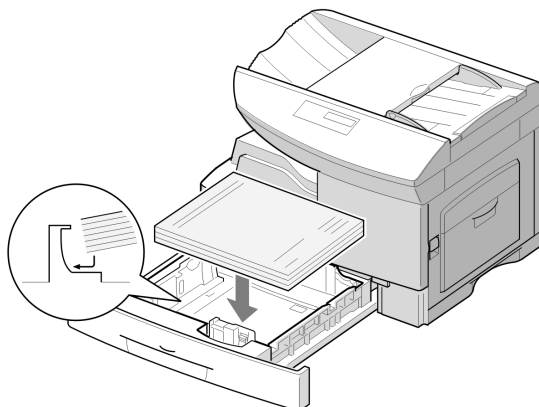
➤ Ensure that the paper is positioned under the snubbers.
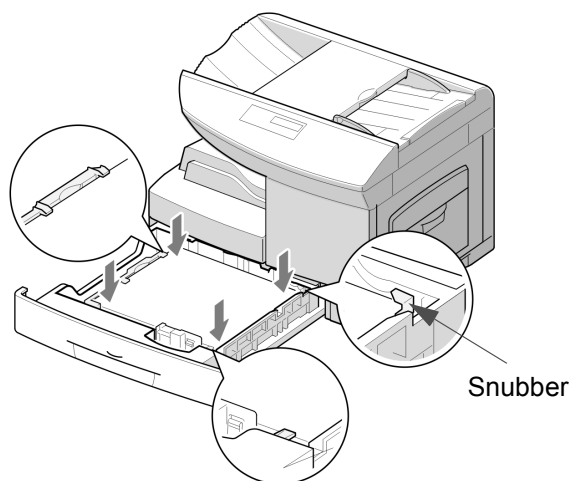
Snubber

Do not fill above the max fill line.

Max Fill Line
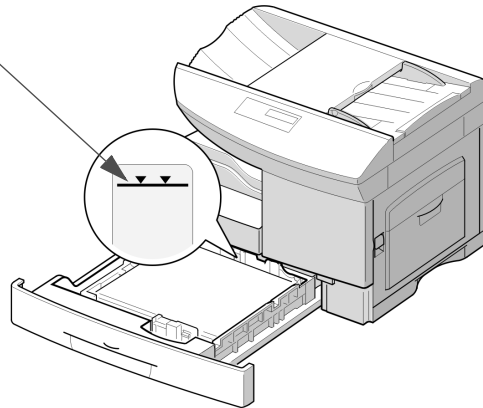
> While squeezing the side guide as shown, move it toward the stack of paper until it lightly touches the side of the stack.

Do not allow the guide to press against the edge of the paper tightly; the guide may bend the paper.

> Close the paper cassette.
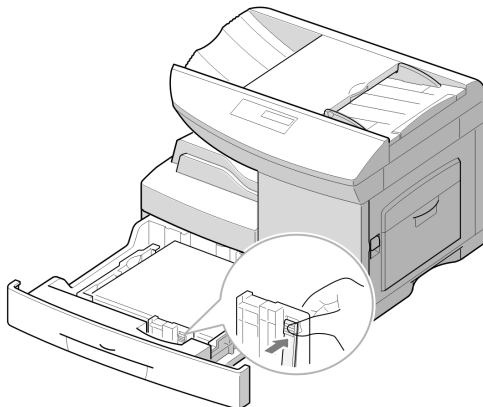
NOTE: When you print a file from your PC using the paper cassette, make sure that you Enter the source and the correct paper size from your software application before starting your print job.

HINT: If you experience problems feeding paper, place the paper into the Bypass tray.

Using the Bypass Tray

The Bypass tray is located on the right side of your FaxCentre. It can be closed when you are not using it, making the FaxCentre more compact.

Use the bypass tray to print transparencies, labels, envelopes or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the paper cassette.

Acceptable print media is plain paper with sizes ranging from 98 x 148 mm (3.86 x 5.83 inch), to Legal size (216 x 356 mm / 8.5 x 14 inch) and weighing between 60 g/m^2 and 160 g/m^2 (16 lb and 43 lb).

NOTE: When feeding media through the Bypass Tray the paper size option in System Data Settings must be set to the correct size. If feeding media smaller than A4/Letter, the setting can remain set at A4, Letter or Legal size. Refer to Chapter 9 - System Setup, page *"Machine Setup Options" on page 9-2* for instructions.

The following table summarizes the print media allowed as well as their stacking height limit.

Paper Type	Stacking Height Limit
Plain Paper	100 sheets or 9 mm (0.35 inch) max[a]
Envelope	10 envelopes or 9 mm (035 inch) max[a]
Transparency	30 sheets or 9 mm (0.35 inch) max[a]
Label	10 sheets or 9 mm (0.35 inch) max[a]
Cardstock	10 sheets or 9 mm (0.35 inch) max[a]

a. The height is measured with the stack of sheets laid, without being touched by hands, on a flat surface.

NOTE: Always load only the print media specified in Appendix B - Specifications to avoid paper jams and print quality problems.

NOTE: Do not hit the bypass tray or rest your hands on it; otherwise the tray may be damaged or detached from the FaxCentre.

NOTE: Remove any curl on postcards, envelopes, and labels before loading them into the bypass tray.

Loading the Bypass Tray

> Lower the Bypass tray, located on the right side of the FaxCentre.

> Unfold the paper support extension as shown

Paper Support

Bypass Tray
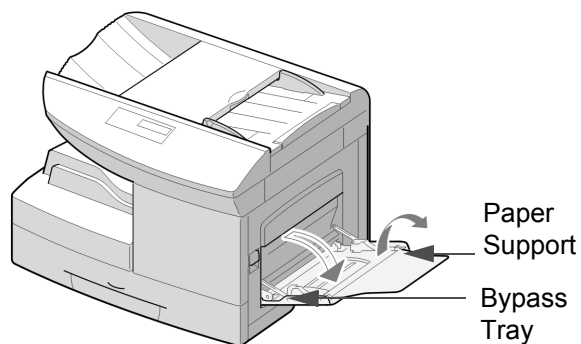
> Prepare a stack of paper or envelope for loading by flexing or fanning them back and forth. Straighten the edges on a level surface.
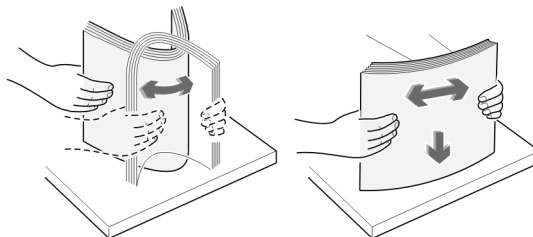
HINT: For transparencies hold the transparencies by the edges and avoid touching the print side. Oils from your fingers that are deposited on the transparency can cause print quality problems.

➢ Load the print material with the print side facing down and against the right edge of the tray.
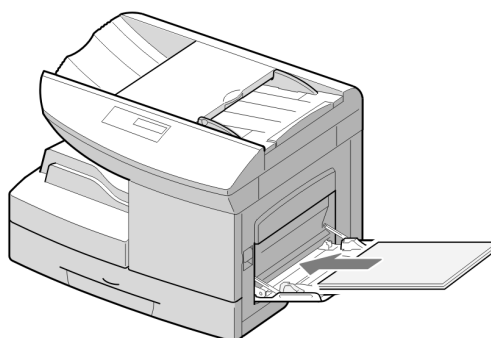
➢ Adjust the paper guide to the width of the stack of print material.

➢ Ensure that you have not loaded too much print media. The stack should be under the stack height limit mark. The print media buckles if you load a stack that is too deep, or push it in too far.

➢ If copying, press [Paper Supply] on the control panel to Enter 'BYPASS'.

   If printing, you must Enter the correct paper source from your software application.
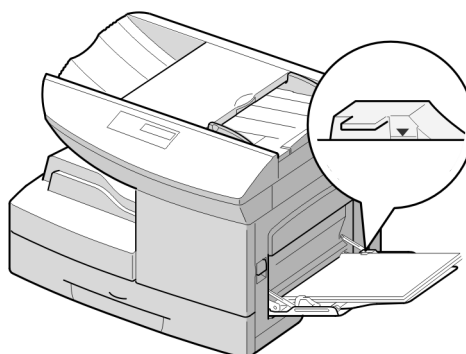
Media Guidelines

When Entering or loading paper, envelopes, or other special media, consider these guidelines:

- Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.

- Use only high quality copier grade paper. Avoid paper with embossed lettering, perforations, or texture that is too smooth or too rough.

- Store paper in its ream wrapper until ready to use. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture, or other conditions that can cause it to wrinkle or curl.

- During storage, moisture-proof wrap (any plastic container or bag) should be used to prevent dust and moisture from contaminating your paper.

- Always use paper and other media that conform with specifications. Refer to Appendix B - Specifications.

- Use only well-constructed envelopes with sharp, well creased folds.

- DO NOT use envelopes with clasps and snaps.

- DO NOT use envelopes with windows, coated lining, self-adhesive seals, or other synthetic materials.

- DO NOT use damaged or poorly made envelopes.

Guidelines for Special Media

Ensure you read any instructions that come with your special paper. These instructions provide important information regarding how to achieve the highest print quality with these papers.

- It is recommended that you feed special paper types one sheet at a time.

- Only use the special media recommended for use in laser printers.

- To prevent special media such as transparencies and label sheet sticking together, remove them from the exit tray as they are printed.

- Place transparencies on a flat surface after removing them from the FaxCentre.

- Do not leave the film in the paper tray for long periods of time. Dust and dirt may accumulate on the film resulting in spotty printing.

- To avoid smudging caused by fingerprints, handle transparency film and coated paper carefully.

- To avoid fading, do not expose the printed film to prolonged sunlight.

- Store unused media flat. Do not remove papers from their protective packaging until you are ready to use them.

- Store unused media at temperatures between 15 to 30 degrees centigrade (59 and 86 degrees fahrenheit). The relative humidity should be between 10% and 70%.

- Do not load more than 10 sheets of special media into the Bypass Tray at a time.

- Verify that the labels' adhesive material can tolerate fusing temperature of 200°C (392°F) for 0.1 second.

- Make sure that there is no exposed adhesive material between the labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to FaxCentre components.

- Do not feed a sheet of labels through the FaxCentre more than once. The adhesive backing is designed for one pass through the FaxCentre.

- Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

8 Basic Troubleshooting

This chapter provides information for solving problems which may occur with your *FaxCentre F12*. Tables listing Error Messages and Codes, problems and possible solutions are provided.

This chapter includes:

- Document Jams

- Paper Jams

- Calling for Service

- LCD Error Messages

- Solving Problems

Document Jams

If a document jams while it is feeding through the ADF, 'DOCUMENT JAM' appears in the display.

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

Input Misfeed

➢ Open the ADF top cover.
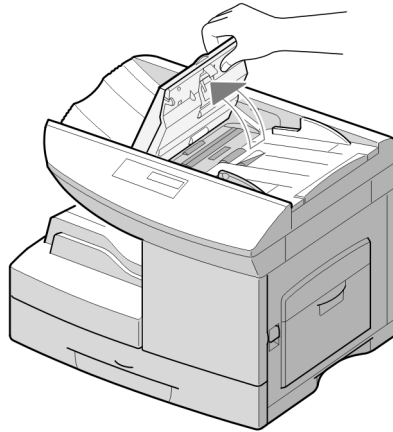
➢ Pull the document gently to the right and out of the ADF.

➢ Close the ADF top cover.

➢ Feed the documents back into the ADF.
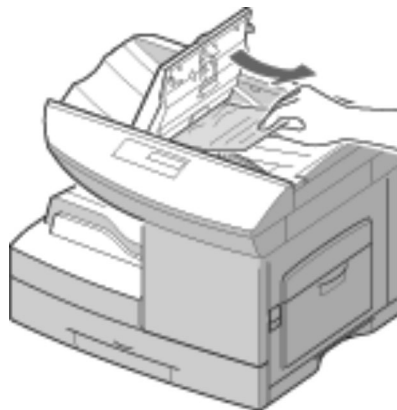
Paper Jams

If paper jams occur, 'PAPER JAM' appears in the display. Follow the steps below to clear jam. To avoid tearing paper, pull the jammed paper out gently and slowly.

Paper Feed Area

If jammed in the paper feed area, 'PAPER JAM 0' appears in the display.

➢ Remove the paper cassette.

➢ After you pull it out completely, lift the front part of the cassette slightly up to release the cassette from the machine.
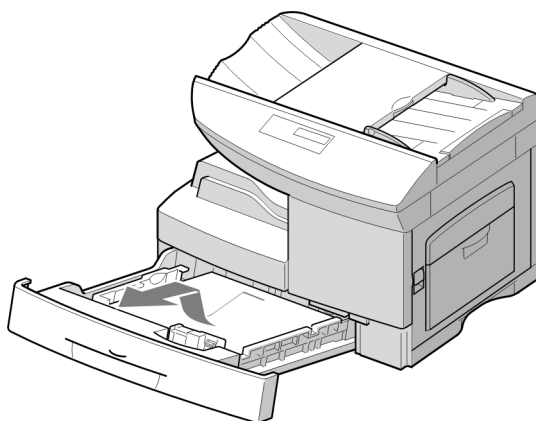
➢ Remove the jammed paper by gently pulling it straight out.

If there is any resistance, and the paper does not move immediately when you pull, stop pulling and go to the next step.
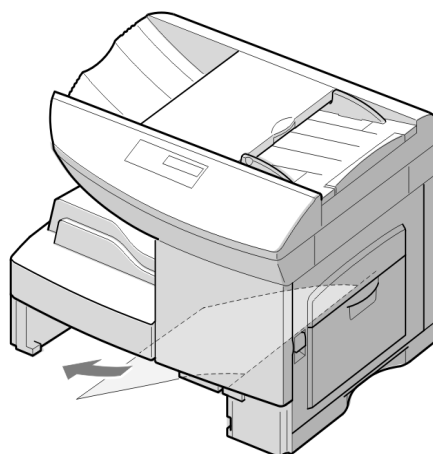
NOTE: If you remove the jammed paper here, open the side cover then close it to clear the 'PAPER JAM' message on the LCD.

➢ If the paper does not move immediately when you pull, pull the release latch [1] to open the side cover [2].
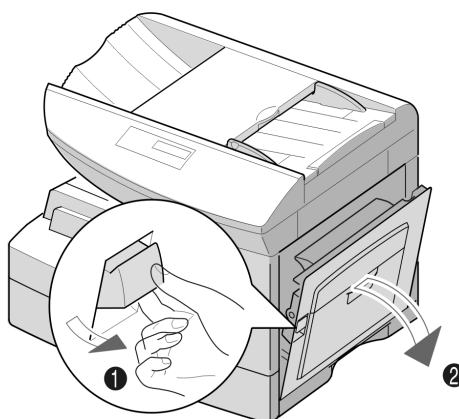
CAUTION: Do not touch the shiny drum cartridge surface. Scratches or smudges will result in poor copy quality

➢ Carefully remove the misfeed paper in the direction shown.
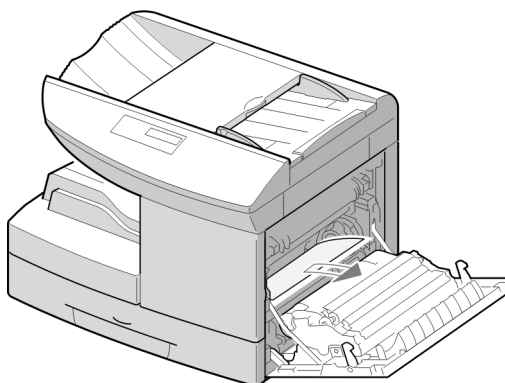
➢ Insert the paper cassette. Lower the rear part of the cassette to align the rear edge to the corresponding slot of the machine, then insert it completely.
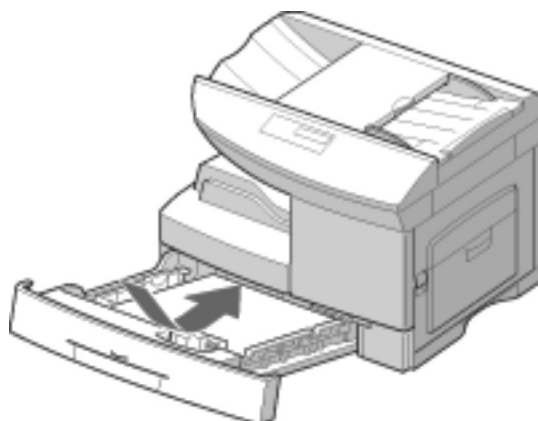
Fuser Area

If jammed in the fuser area, 'PAPER JAM 1' appears in the display.

⚠️ **WARNING: The fuser area is hot. Take care when removing paper from the machine.**

➢ Press the release latch to open the side cover.

➢ Pull down on the fuser lever as shown below. This will release pressure on the paper.

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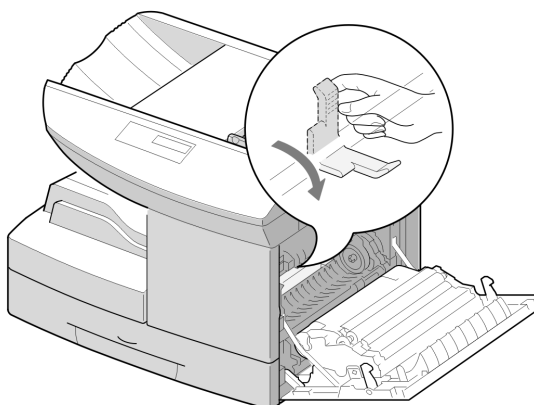
🛈 **CAUTION: Do not pull paper up through the fusing unit. Unfused toner may adhere in the area, resulting in smudged copies.**

➢ Remove the jammed paper, in the direction shown.
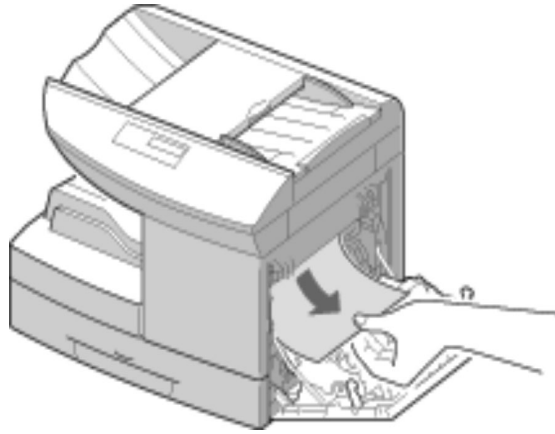
➢ Push up on the fuser lever, then close the side cover.
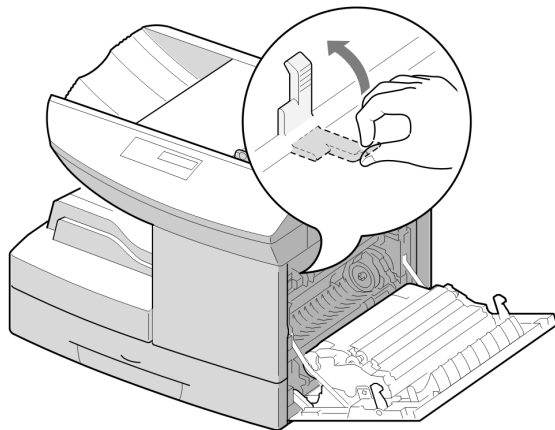
Paper Exit Area

If jammed in the paper exit area, 'PAPER JAM 2' appears in the display.

➢ Press the release latch to open the side cover.

➢ Open the front cover.

➢ Pull down on the fuser lever. This will release pressure on the paper.
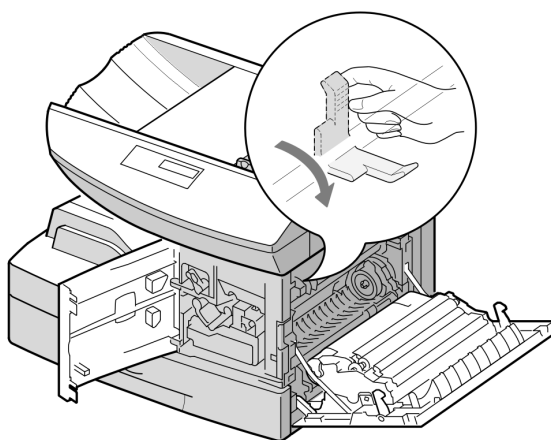
> Turn the jam remove lever in the direction of the arrow to move the paper to the exit area, then gently pull the paper out through the exit area.
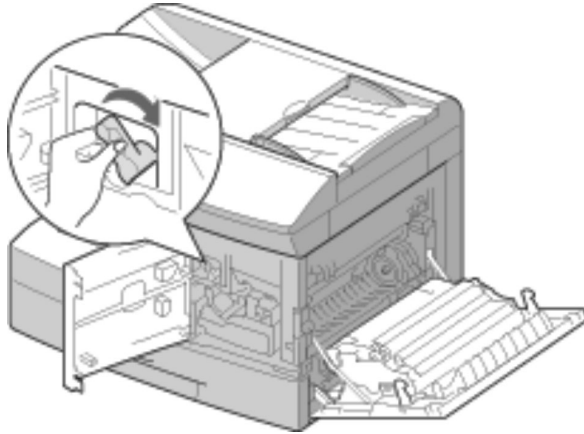
> Push up on the fuser lever.
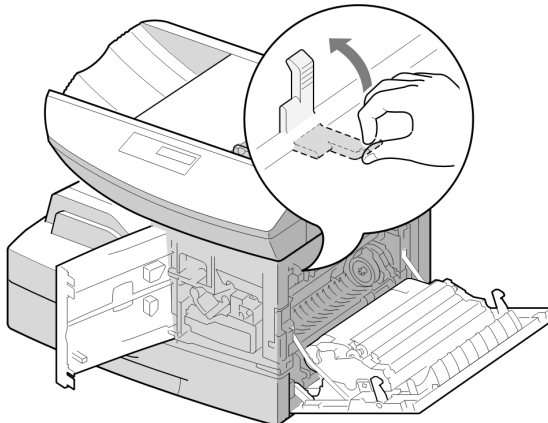
➢ Turn the jam remove lever
back to the original position.
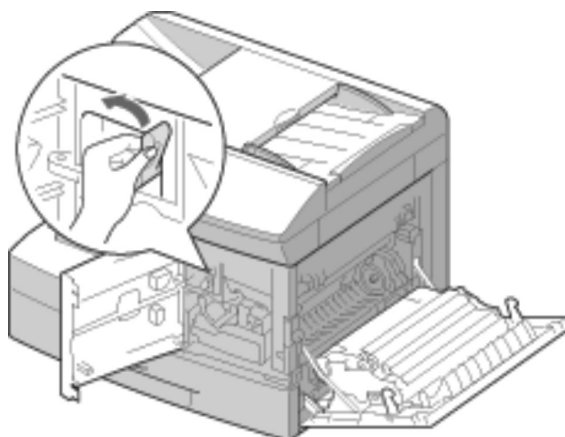
➢ Close the front cover [1] and
the side cover [2].
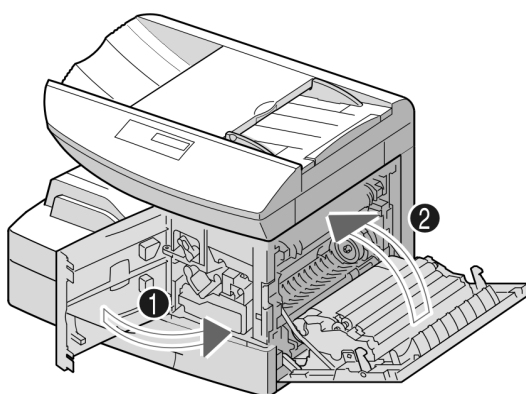
Duplex Jam

If paper jam occurs in the duplexer, 'DUPLEX JAM' appears in the display.

➢ Press the release latch to open the side cover.

➢ Remove the jammed paper.

➢ Close the side cover.

Bypass Jam

'BYPASS JAM' appears in the display when the machine does not detect paper in the bypass tray due to no paper or improper paper loading when you try to print using the bypass tray.

'BYPASS JAM' also may occur when the paper is not properly fed into the machine through the bypass tray.

➢ If 'BYPASS JAM' displays and paper is loaded in the Bypass Tray, pull the paper out of the machine and re-load.
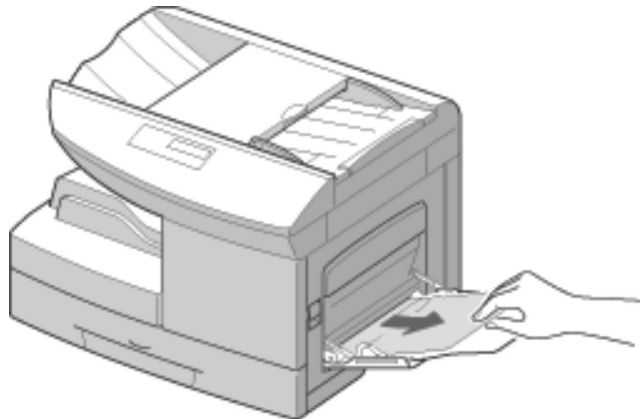
Calling for Service

If the problem persists, contact the Xerox Welcome Centre or your local representative. The serial number of the machine will be required, together with any relevant error codes

For information on locating the serial number, please refer to "Customer Support" on page *1-4*.

Customer Support Telephone Number

The telephone number of the Xerox Welcome Centre or your local representative is provided at the time of product installation. For your convenience and future reference please record the telephone number in the space below:

Welcome Centre or Local Representative Telephone Number:

\# _____

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

Xerox Canada Welcome Center: 1-800-93-XEROX

(1-800-939-3769)

LCD Error Messages

If an abnormal condition arises in the machine or an incorrect operation is performed, a message indicating the nature of the error is displayed. If this happens, take the corrective action listed in the following table.

Display	Meaning	Solution
BYPASS JAM	The machine detects non feeding from the bypass tray.	Load paper in the bypass tray.
DOCUMENT JAM	The loaded document has jammed in the ADF.	Clear the document jam. Refer to page *8-2*.
DOOR OPEN	The side cover is not securely latched.	Close the side cover until it locks into place.
DRUM WARNING	The drum cartridge is near the end of life.	You should have a replacement cartridge in stock. Replace the Drum cartridge when copy/print quality is degraded. This may show up as dark marks on the edge of the page. Refer to page 7-11.
DUPLEX JAM	Paper has jammed in the middle of 2-sided printing.	Clear the jam. Refer to page *8-3*.
FUSER ERROR	There is a problem in the fuser unit.	Unplug the power cord and plug it back in. If the problem still persists, please call for service.
LSU ERROR	A problem has occurred in the LSU (Laser Scanning Unit).	Unplug the power cord and plug it back in. If the problem still persists, please call for service.
NO DEVELOPER CARTRIDGE	The toner cartridge is not installed.	Install the toner cartridge. Refer to page *7-5*.
NO PAPER	The recording paper in the paper cassette has run out.	Load the recording paper in the paper cassette.
PAPER JAM 0	Paper has jammed in the paper feeding area.	Clear the jam. Refer to page *8-3*.

Display	Meaning	Solution
PAPER JAM 1	Paper has jammed in the fuser area.	Clear the jam. Refer to page *8-5*.
PAPER JAM 2	Paper has jammed in the paper exit area.	Clear the jam.Refer to page *8-7*.
TONER EMPTY	The toner cartridge has run out. The machine stops.	Replace with a new toner cartridge. Refer to page *7-6*.
TONER LOW	The toner is almost empty.	Take out the toner cartridge and gently shake it. By doing this, you can temporarily re-establish printing operations.
RETRY REDIAL	The machine is waiting for the programmed interval to automatically redial.	You can press [Start] to immediately redial, or [Stop] to cancel the redial operation.
COMM. ERROR	A problem with the fax communications has occurred.	Try resending the fax.
GROUP NOT AVAILABLE	You have tried to Enter a group location where only a single location number can be used, such as when adding locations for a multi-dial operation.	Try again, check location for group.
LINE ERROR	Your unit cannot connect with the remote machine, or has lost contact because of a problem on the phone line.	Try resending the fax. If failure persists, wait an hour or more for the line to clear then try again.
FUNCTION FULL	The memory has become full.	Either delete unnecessary documents, or retransmit after more memory becomes available. You can also split the transmission into more than one operation if it is a large job.
NO ANSWER	The remote machine was not answered after all the redial attempts.	Try resending the fax. Ensure the remote machine is functioning correctly.

Display	Meaning	Solution
NO. NOT ASSIGNED	The speed dial location you tried to use has no number assigned to it.	Dial the number manually with the numeric keypad or assign the number to a speed dial location.
POLLING ERROR	When setting up to poll another fax machine you have used an incorrect poll code.	Enter the correct poll code.
	The remote fax machine you want to poll is not ready to respond to your poll request.	The remote operator should know in advance that you are polling and have their fax unit loaded with the original document.
LINE BUSY	The remote fax didn't answer	Try resending the fax.

Solving Problems

The following chart lists some conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. If the problem persists, please call for service.

Copier Problems Solution Chart

Condition	Suggested Solution
The LCD does not turn on	Check that the product is plugged into an electrical receptacle and ensure that there is power to the receptacle.
Copies are too light or too dark	If the original is light, use the Lighten/Darken button to darken the background of the copies. If the original is dark, use the Lighten/Darken button to lighten the background of the copies.
Smears, lines, marks, or spots on copies	If defects are on the original, press the Lighten/Darken button to lighten the background of your copies. If no defects are on the original, clean the CVT glass.
Copy image is skewed	Check that copy paper is loaded correctly.
Blank copies	Ensure that the original is face down in the ADF.
Image rubs off the copy easily	Replace the paper in the cassette with paper from a new package. In high humidity areas do not leave paper in the product for extended periods of time.

Condition	Suggested Solution
Frequent copy paper jams	Fan the stack of paper, then turn it over in the cassette. Replace paper in paper cassette with a fresh supply. Check/adjust paper guides. Ensure that the paper is the proper paper weight 80 g/m^2 (20 lb) bond paper is recommended. Check for copy paper or pieces of copy paper remaining in the product after a paper jam has been cleared.
Toner yield is lower than expected and TONER LOW message appears in the LCD	Toner may be lodged in the cartridge. Remove the toner cartridge. Shake the toner cartridge and tap along the top of the toner cartridge over a waste receptacle. Take care not to touch the exposed toner on the left side of the cartridge.
Fewer copies from the Toner Cartridge than expected	Originals contain pictures, solids, or heavy lines. Originals are forms, newsletters, books etc. The product is being powered on and off frequently.

Printing Problems Solution Chart

Problem	Probable Cause	Suggested Solution
Your product does not print	The IEEE-1284 parallel cable or USB cable is not connected properly.	Check the cable connection.
	The IEEE-1284 parallel cable or USB cable is defective.	Check the cable with a computer and printer that work. If printing is still not possible, replace the cable.
	The port setting is incorrect.	Check the printer settings in the Windows Control Panel to ensure that the print job is being sent to the correct port. (For Example: LPT1.)
	The toner and drum cartridges are not installed properly.	Check that the toner and drum cartridges are installed properly.
	The printer driver may not be installed properly.	Reinstall the software.
	The parallel port cable specifications may not be correct.	Use the IEEE-1284 parallel port cable supplied with the machine or replace it with an IEEE-1284 compliant cable.
Half of the page is blank	The page layout is too complex.	Reduce the resolution setting from 600 dpi to 300 dpi. Install more RAM in the computer.
	The page orientation may be incorrect.	Change the page orientation in the printer setup dialog.

Problem	Probable Cause	Suggested Solution
Printing is too slow	The computer parallel port may not be set for high speed communications.	If your computer is equipped with an ECP parallel port, enable this mode of operation. Refer to the Enabling High Speed Printer Communications section of your PC's user guide.
	If using Windows 95, the spool setting may be set incorrectly.	Point to the Start Task bar and then click Settings, then Printers. Click your product icon with the right mouse button. Click Properties and then spool settings on the Details tab. Enter the required setting from the available choices.
	Computer may not have enough memory (RAM).	Install more RAM in your computer.
	Print job is too large	Reduce resolution from 600 dpi to 300 dpi.
Irregular faded patches of print	There is a paper quality problem.	Use only paper that meets the specifications required by the product.
	Toner may be unevenly distributed.	Remove the toner cartridge and shake it gently to distribute the toner evenly. Then reinstall the toner cartridge.
Black staining	There is a paper quality problem.	Use only paper that meets the specifications required by your product.
Character voids	The paper may be too dry.	Try printing with a different batch of paper.

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

Faxing Problems Solution Chart

Problem	Suggested Solution
Originals are fed diagonally (skewed)	Ensure the Document Guides are adjusted to the width of the original that you are sending. Check the original meets the conditions established for use with this device.
The original is not being printed on the paper of the remote FAX even though it is being sent	Ensure the originals were placed face down in the document feeder.
Originals are not sent even if operations are carried out normally	Check that the remote FAX is compatible with your machine. This machine supports G3 communications but not G4 communications.
Originals cannot be received even if [Start] is pressed	Ensure you wait for the bell to ring before picking up the handset. Ensure you do not replace the handset before you press [Start]. When you answer a call using the handset to receive a FAX, do not replace the handset until you press [Start] and you hear the phone line switch to the machine. Check the telephone cord has not been disconnected. Check the power plug has not been unplugged from the power outlet. Check with the party trying to send the original that there are no problems with the remote fax.
Paper is not collated	Ensure the machine has paper loaded. Check if a paper jam has occurred.
The received original is printed dark and is illegible or black stripes are printed on the original	Check with the party sending the original that the original is a clean copy. Check with the party sending the original that the problem is not due to a fault or operator error at the remote FAX. For example, dirty scan glass or dirty scan lamp. If the same problem occurs even if you make a copy on your machine, clean the drum using the instructions located on page *7-11*.

Problem	Suggested Solution
Paper is collated but not printed.	Ensure there enough toner. Check with the party sending the fax that the original was placed correctly when scanned at the remote FAX.

Resetting the Machine

If you are experience problems or the machine locks up you may need to reset the machine. Use the following instructions to reset and reboot the machine:

NOTE: This programming sequence must be performed within 1.5 seconds.

➤ Press the [Stop/Clear] key.

➤ Press the ⏶ navigation key.

➤ Press the [Stop/Clear] key again.

➤ Press the ⏷ navigation key.

9 *System Setup*

There are various system settings which require setting up prior to using your *FaxCentre F12* machine. Also ControlCentre 5.0 is available for setting up the machine remotely, at your PC or Workstation.

The following topics are included:

- System Setup

- Adjusting Speaker Volume

- Reports

- Clearing Memory

- ControlCentre 5.0

System Setup

You can change various settings on the machine through the Machine Setup or Fax Setup menus.

Machine Setup Options

Option	Description
TRAY 1 SIZE	The printing paper size for fax reception you are loading in the tray – LTR (letter), A4, or LGL (legal).
TRAY 2 SIZE* (*Available only if you install an optional tray)	The printing paper size for fax reception you are loading in the optional tray – LTR (letter), A4, or LGL (legal).
BYPASS SIZE	The printing paper size for fax reception you are loading in the bypass tray – LTR (letter), A4, or LGL (legal). NOTE: If feeding media smaller than A4/Letter through the bypass tray, the setting can remain set at A4, Letter or Legal size.
AUTO JOURNAL	A report with detailed information about the previous 50 communications operations, including time and dates. Optional settings are ON or OFF.
RECEIVE CODE	The Receive Code allows you to initiate fax reception from an extension phone plugged into the EXT jack on the back of the FaxCentre. If you pick up the extension phone and hear fax tones, enter the Receive Code. The Receive Code is preset to *9* at the factory. Settings range from 0 to 9.
POWER SAVE	The power save menu item lets you reduce power usage when the FaxCentre is idle. The LCD display prompts you to choose the length of time the FaxCentre waits after a job is printed before it switches to a reduced power state. The time can be 5, 10, 15, 30 or 45 minutes. Select OFF to turn this feature off. It keeps the FaxCentre ready to print with minimum warm-up time.
ECM MODE	Error Correction Mode compensates for poor line quality. Options are ON or OFF. If the line quality is poor, transmission time may be increased when ECM is enabled.

Option	Description
REDIAL INTERVAL	*FaxCentre F12* can automatically redial a remote fax machine if it was busy. Intervals from 1 to 15 minutes can be entered.
TIMEOUT	With this option, you can set the timeout value for the machine to return to a default state, by following these steps: ➢ Select the required default state on the control panel (for example copy mode, 5 copies) ➢ Select the System Setup menu option and scroll to timeout. ➢ Select a Timeout value for 15, 30, 60, 180 seconds or OFF. ➢ Exit the menu system.
REDIALS	Specifies the number of redial attempts (from 0 to 9) the *FaxCentre F12* will attempt.
ANSWER ON RINGS	Specifies the number of times *FaxCentre F12* rings (1 – 7) before answering an incoming call.
SEND FROM MEM	When enabled, all fax transmission documents are automatically scanned into memory. It will not be necessary to wait until documents in the Automatic Document Feeder are sent before you can send or store other fax jobs.
LOCAL ID	When enabled, the *FaxCentre F12* automatically prints the page number and date and time of reception at the bottom of each page of a received document.
RINGER VOLUME	You can set the required ringer volume. There are 10 levels available. You'll hear the Entered volume and the display will show the level. Setting to the left end turns the ringer off. The machine will work normally even if the ringer is set to off.
ALARM SOUND	With this option set to ON, the alarm tone sounds when an error occurs or fax communication ends.
KEY SOUND	With this option set to ON, a key tone sounds each time any key is pressed.
SPK CONTROL	You can set the speaker to ON, OFF or COM. With this option set to COM, the speaker is on until the remote machine answers.
LANGUAGE	You can choose which language to display on the LCD. The options available are English and French.

Option	Description
USB MODE	USB mode Selections are FAST and SLOW. FAST is the default mode. Some PC users may experience poor USB implementation in the default mode. If this occurs, Enter the SLOW mode in order to achieve successful results.
MACHINE ID	You can print your fax number and an identity name at the top of all sent faxes.
DATE & TIME	Used to set the date and time for the FaxCentre.
CLOCK MODE	You can configure your machine to display time using either a 12-hour or 24-hour format.
TONER SAVE	With this option set to ON, you can preserve the toner supply.

Changing the Machine Setup Options

Use the following instructions to display or change the default System Setup options:

➢ Press [Menu/Exit] on the control panel. The display shows menu with the first menu; 1:2-UP COPY indicated.

➢ Press ▼ until '6:MACHINE SETUP' is indicated, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until the option required is displayed is displayed then press [Enter].

The default setting for your Selection will be displayed in the lower line of the LCD.

➢ Press the ◄ or ► navigation keys to display the setting options for the feature you have Entered.

➢ Press [Enter] to save the Selection. The next System Setup option appears.

➢ Repeat the procedure to continue changing settings.

➢ Press [Menu/Exit] to exit and return to the previous menu level. To return to Standby mode, press [Stop/Clear].

Fax Setup Options

Option	Description
PAPER SUPPLY	Used to determine the paper tray to be used to print received faxes.
FAX DUPLEX	With this option enabled, you can print 2-sided fax pages. You can Enter LONG EDGE or SHORT EDGE according to the required binding orientation. Setting OFF turns the feature off.
SPEED DIALS	Used to set up speed dial numbers.
ONE TOUCH KEYS	Alternative method for setting up the one touch keys.
DISCARD SIZE	When receiving a document as long as or longer than the paper installed in your machine, you can set the fax machine to discard any excess at the bottom of the page. If the received page is outside the margin you set, it will print on two sheets of paper at the actual size. If the document is within the margin, and the Auto Reduction feature is turned ON, it will be reduced to fit into the appropriate size paper (discard does occur). If the Auto Reduction feature is turned OFF or fails, the data within the margin will be discarded. Settings range from 0 to 30 mm.
MESSAGE CONF.	A report showing whether the transmission was successful, how many pages were sent, and more. Options are ON, OFF or ERR (prints only when a transmission is not successful).
RX REDUCTION	When receiving a document as long as or longer than the paper installed in your machine, the machine can reduce the size of the document to fit the paper size in the *FaxCentre F12*. Use this feature if you want to automatically reduce an incoming page. If the *FaxCentre F12* cannot reduce the document to fit onto one page, the document is divided and printed at actual size on two or more pages. With Horizontal Reduction enabled, the machine reduces an incoming document along the vertical axis only.

Option	Description
RECEIVE MODE	Your product is set to automatically receive a fax. There are several other receive modes available: **TEL:** In TEL mode, automatic fax answering and reception is turned off. To receive a fax manually, pick up the external phone handset or press Manual Dial to accept the call. You can hear voice or fax tone from the remote machine. Then press [Start] and replace the handset. **FAX:** The machine answers an incoming call and immediately goes into fax receive mode. **ANS/FAX:** Use if attaching an answering machine to the Xerox *FaxCentre F12*. If the machine senses a fax tone, it automatically switches to FAX mode.
PREFIX DIAL NO.	You can set the prefix dial number up to 5 digits. This dial number will be dialed first, before any autodial number is started. It is useful to access PABX exchange.
DEPARTMENT	Used to determine whether department codes will be used to use this FaxCentre and, if so, to set up the department codes.

Changing the Fax Setup Options

Use the following instructions to display or change the default System Setup options:

➢ Press [Menu/Exit] on the control panel. The display shows menu with the first menu; 1:2-UP COPY indicated.

➢ Press ▾ until '7:FAX SETUP' is indicated, then press [Enter].

➢ Press the ◄ or ▸ navigation keys repeatedly until the option required is displayed is displayed then press [Enter].

The default setting for your Selection will be displayed in the lower line of the LCD.

➢ Press the ◄ or ▸ navigation keys to display the setting options for the feature you have Entered.

➢ Press [Enter] to save the Selection. The next Fax Setup option appears.

➢ Repeat the procedure to continue changing settings.

➢ Press [Menu/Exit] to exit and return to the previous menu level. To return to Standby mode, press [Stop/Clear].

Adjusting Speaker Volume

Use the following instructions to adjust the loudness of the speaker.

➢ Ensure that the LCD displays date and time (Fax Standby mode).

   If not, press [Copy] until FAX displays, then press [Enter].

➢ Press [Manual Dial]. You'll hear a dial tone.

➢ Press the ◄ or ► navigation keys repeatedly until you find the required loudness. The display shows the current volume level.

➢ Press [Stop/Clear] to save the setting and return to Standby mode.

Reports

Various Reports and Lists are available on your machine. The reports help you to monitor your machine and fax activity – System Data for example.

Reports can be set up to include specific information or to print automatically.

Phone Book

This report shows all of the numbers currently stored in the FaxCentre's memory as one-touch dial, speed dial, group dial numbers, and mail box.

Transmission Report

This report shows information concerning transmission activities recently made.

Reception Report

This report shows information concerning reception activities recently made.

Help List

This report shows the FaxCentre's basic functions and commands to use as a quick reference guide.

Your FaxCentre automatically prints out the following pages to report some conditions:

System Data

This list shows the status of the user-selectable options. After you change any setting, print this list to confirm your changes.

Message Confirmation

This report shows the fax number, the number of pages, elapsed time of the operation, the communication mode, and the communication results.

You can set up your FaxCentre to print the message confirmation report in one of the following ways:

➢ Automatically after each transmission (ON).

➢ Automatically only if an error occurs during transmission (ERR).

➢ No report printed at all (OFF). You can print this report manually at any time you want.

Printing a Report

➢ Press [Menu/Exit] and then ▾ repeatedly until '5:REPORTS' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until the required report is displayed on the lower line.

The reports are:

• PHONE BOOK: Phone book Report

• TX REPORT: Transmission Journal

• RX REPORT: Reception Journal

• HELP LIST: Help Report

• SYSTEM DATA: System Data Report

• MSG CONFIRM: Message Confirmation

• SCHEDULED JOB: Shows currently stored document.

➢ Press [Enter]. The selected report prints out.

Clearing Memory

You can selectively clear information stored in your FaxCentre's memory.

➢ Press [Menu/Exit] and then ▼ repeatedly until '8:MEMORY CLEAR' appears on the display, then press [Enter].

➢ Press the ◄ or ► navigation keys repeatedly until you see the item you want to clear.

- MACHINE ID: your fax number and name are cleared from the FaxCentre's memory.

- MACHINE SETUP: restores all the user-selectable options to the factory default.

- PHONEBOOK: clears the speed dial or group dial numbers stored in the memory.

- TX-RX REPORT: clears all records of transmissions and receptions.

➢ Press [Enter]. The selected memory is cleared, and the display asks you to continue clearing the next item.

➢ Repeat the steps to clear another item.

Or

To exit and return to Standby mode, press [Stop/Clear].

ControlCentre 5.0

Using the *Xerox FaxCentre F12* ControlCentre 5.0, you can set up fax system data options, create and edit phonebook entries, or view the information of your *FaxCentre F12* machine on your desktop computer.

After setting up fax data options or creating phonebooks, just click [Apply] on the ControlCentre 5.0 screen to download the new settings to your *FaxCentre F12* machine.

Installing ControlCentre 5.0

When you install *Xerox FaxCentre F12* software, *Xerox FaxCentre F12* ControlCentre 5.0 utility is automatically installed.

HINT: For information on installing FaxCentre F12 software, please refer to Chapter 2 - Product Overview.

Running ControlCentre 5.0

Use the following instructions to run ControlCentre 5.0:

➢ Start your Windows software.

➢ Click the [Start] button on your desktop computer.

➢ From Programs, Enter [Xerox FaxCentre F12], then [ControlCentre 5.0].

The *Xerox FaxCentre F12* ControlCentre 5.0 screen appears.

Using ControlCentre 5.0

The ControlCentre 5.0 screen provides five tabs:

- Settings

- Advanced

- Phonebook

- Information

- Firmware Update

To exit ControlCentre 5.0, click the [Exit] button in the bottom of each tab screen.

For further details, click the [Help] button in the bottom of each tab screen.

NOTE: When you change the settings on ControlCentre 5.0, or when you run ControlCentre 5.0, the settings on the machine and on ControlCentre 5.0 will be automatically updated to the latest settings you have made either on the machine or on ControlCentre 5.0.

Settings Tab

Click on the [Settings] tab to configure Fax System Data settings.

Reads the current settings in the *FaxCentre F12* machine then refreshes ControlCentre 5.0 with the machine's current setting.
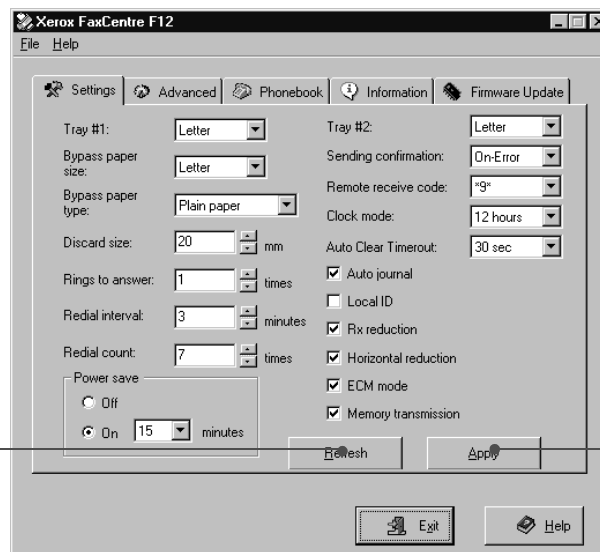
Downloads the settings made in ControlCentre 5.0 to the *FaxCentre F12* machine.

HINT: For details on the System Data Setting options, please refer to "Machine Setup Options" on page 9-2.

Advanced Tab

Click on the [Advanced] tab to change the default Fax System Setup options.

HINT: For details on the System Setup options, please refer to "System Setup" on page 9-2.

Phonebook Tab

Click on the [Phonebook] tab to create and edit phonebook entries.

Reads the phonebook entries from the *FaxCentre F12* machine to ControlCentre 5.0.

Allows you to download the phonebook entries from ControlCentre 5.0 to the *FaxCentre F12* machine.

Allows you to edit a Entered phonebook entry in a separate Edit dialog box.

Phonebook entries.

Used to manage Group Dial options.

Deletes a Entered phonebook entry.

Deletes all phonebook entries.
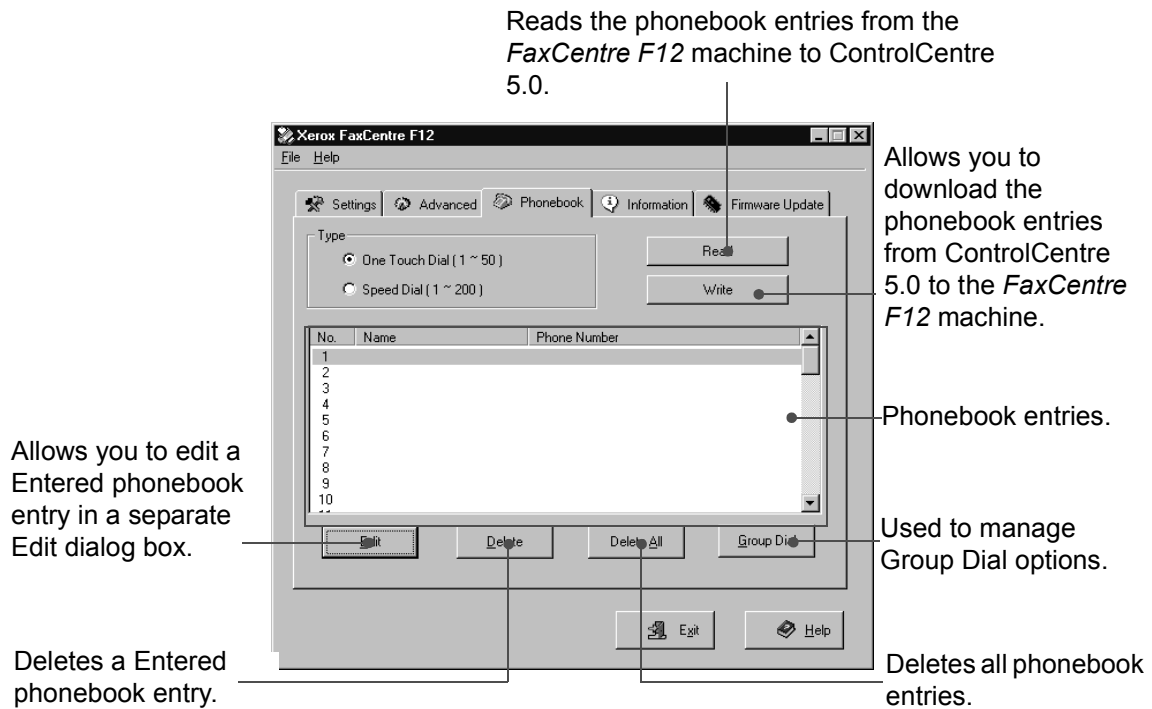
Group Dial Options

Lets you enter a name for the group.

Press to remove the
highlighted name
from the Included
numbers list.

Press to add the
highlighted name to
the Included
numbers list.

Group Dial

Name:

Included numbers: Remove (>>)   Add (<<)   Available numbers:

| No. | Name | Phone Num |

Type: Speed di

| No. | Name | Phone Nur |

OK   Cancel

Choose the dialing
type list to display.

Information Tab

Click on the [Information] tab to view the software version information and various counters. The counters allow you to check how many scans and prints have been made, and how many jams have occurred on your machine.

Number of prints performed by the machine.

Number of jams in the ADF.

Number of scans using the ADF.

Number of prints using the drum.

Number of jams during printing.
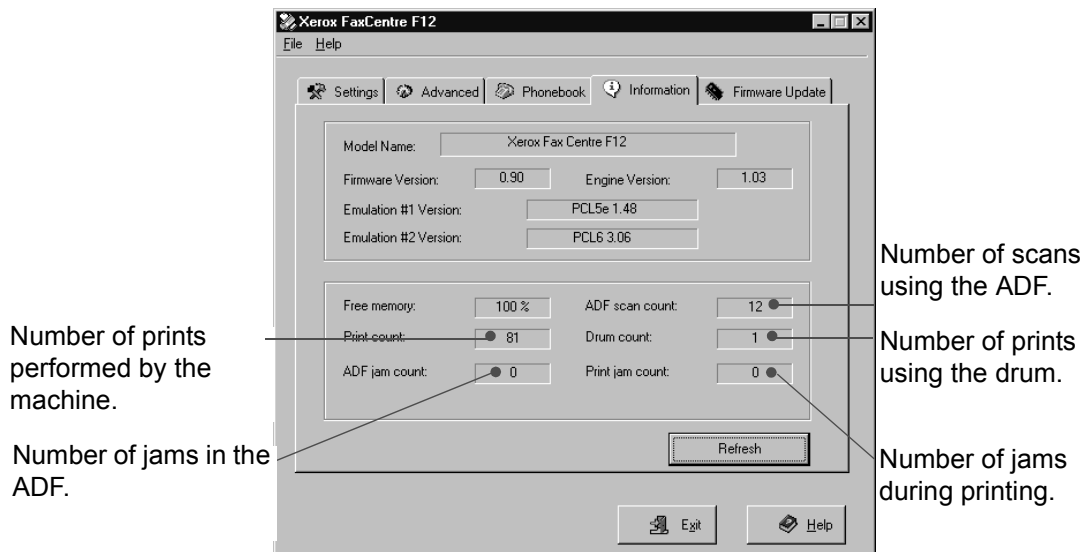
Firmware Update Tab

Click on the [Firmware Update] tab to update the firmware of your machine.

NOTE: This feature should be used by a Xerox Service Representative. Please contact your local Xerox representative or authorized dealer for further information.
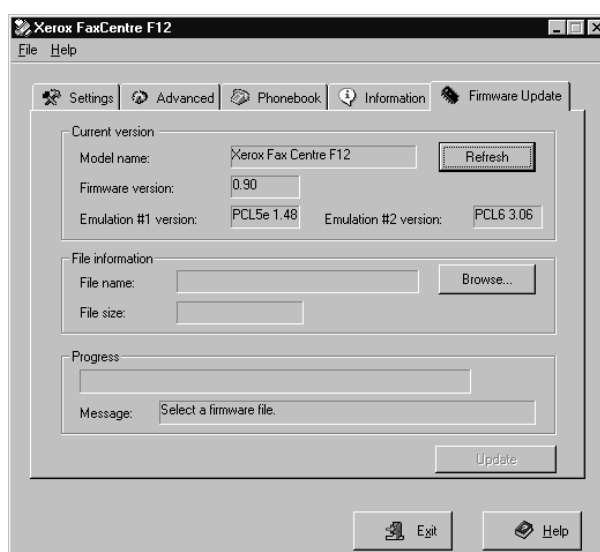
Appendix A - Safety Notes

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

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

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

This WARNING Mark alerts users to the possibility of personal injury.

This WARNING Mark alerts users to heated surfaces.

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

This product is equipped with a 3-wire type plug, provided with a protective earthing pin. This plug will fit only into an earthed power outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet. Never use an earthed adapter plug to connect the product to a power source receptacle that lacks an earth connection terminal.

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

Do not allow anything to rest on the power cord. Do not locate the product where persons will step or trip on the cord.

Use of an extension cord with this product is not recommended or authorized. Users should check building codes and insurance requirements if a properly earthed extension cord is to be used. Ensure that the total ampere ratings of the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total amperage of all products plugged into the wall outlets does not exceed the outlet rating.

Disconnect Device for this product is the power cord. To remove all electrical power to the product, disconnect the power cord from the power receptacle.

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

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

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

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

Do not use this product near water, wet locations, or outdoors.

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

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

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

Never spill liquid of any kind on the product.

Never remove covers or guards that require a tool for removal, unless directed to do so in a Xerox approved maintenance kit.

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

Do not put your hands into the fuser area, located just inside the exit tray area, as you may be burned.

Quality Standards: The product is manufactured under a registered ISO9002 Quality system.

If you need additional safety information concerning this XEROX product or XEROX supplied materials you may call the following number:

USA/CANADA 1 800 928 6571

Safety Standards

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

Agency: UNDERWRITERS LABORATORIES

Standard: UL 1950 3rd Edition. Certification is based on reciprocity agreements, which include requirements for Canada.

Regulatory Information

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

Reference CFR 47 Part 15 Section 15.21 Changes or modifications to this equipment not specifically approved by the XEROX Corporation may void the user's authority to operate this equipment.

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

Laser Safety

WARNING:Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

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

FCC Regulations

Send Header Requirements

Federal Communications Commission (FCC) regulations require all persons within the United States who send any message via a facsimile machine to include an identifying message in the transmission. The message must clearly contain an identifier and telephone number for the entity (business or individual) sending the message.

This facsimile machine provides the local ID and name features required for the FCC regulation. To satisfy the FCC regulation, the telephone number and name must be included with the printed document. To comply with the FCC rules, carefully read and follow the instructions listed in this document to program the local ID and name.

Data Coupler Information

This Xerox machine contains an internal data coupler. Its use is restricted by the FCC (Federal Communications Commission). To comply with the FCC rules, you must carefully read and follow the instructions listed below.

This equipment complies with Part 68 of the FCC rules. On the rear of this equipment is a label that contains, among other information, the FCC registration number and Ringer Equivalence Number (REN). If requested, provide this information to your telephone company.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. In most, but not all areas, the sum of the RENs of all devices should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

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

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

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant.

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

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

If you find the telephone line is damaged or the telephone company notifies you that your machine is causing damage, disconnect the machine from the telephone line and call for service. Do not reconnect the machine until necessary repairs are made.

The telephone company will, where practical, notify you when they need to temporarily disconnect service. However, if action is reasonable and necessary, but prior notice is not practical, they may still temporarily disconnect your service. In such cases they must:

- Immediately notify you of their temporary action.

- Reconnect service when the source of damage is removed.

- Inform you of your rights to bring a complaint to the FCC under FCC rules.

The telephone company may make changes to its communications facilities, equipment, operations, or procedures. Such action must be reasonable, required in the operation of their business, and consistent with FCC rules. They must give you prior written notification if the changes can:

- Make your machine incompatible with their equipment.

- Require modification or alteration of the machine.

- Otherwise physically affect performance of the machine.

WARNING:When programming emergency numbers and/or making test calls to emergency numbers:
Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
Perform such activities in the off-peak hours, such as early morning hours or late evenings.

Canadian Certification

Notice: The Industry Canada Label on the machine identifies certified equipment. This certification means that the equipment meets certain telecommunications networks protective, operational and safety requirements. Industry Canada does not guarantee the equipment will operate to the user's satisfaction.

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

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

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

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

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

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

Environmental Compliance

Energy Star®

XEROX Corporation designed this product to comply with the guidelines of the ENERGY STAR® program of the Environmental Protection Agency. As an ENERGY STAR® Partner, XEROX has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

Appendix B - Specifications

The *FaxCentre F12* adheres to strict specifications, approvals and certifications. These specifications are designed to provide for the safety of users and to ensure that the machine operates in a fully functional state. Use the specifications listed in this chapter to quickly identify the capabilities of the machine.

This chapter includes:

- Printer Specification

- Fax Specification

- Scanner and Copier Specification

- General Specification

- Paper Specification

If further specification information is required please contact your local Xerox Representative or authorized Xerox dealer.

Printer Specification

Item	Description
Emulation	PCL6
Resolution	True 600 x 600 dpi, 1200 dpi class
Printing speed	12 ppm (for A4 / letter size)
Effective printing width	208 mm (8.2 inches) for letter / legal (216 x 356 mm / 8.5 x 14 inch) 202 mm (8 inches) for A4
First print out time	13 seconds (warm up)

Fax Specification

Item	Description
Applicable line	G3 PSTN (Public Switched Telephone Network)
Compatibility	ITU Group 3
Resolution	Standard: 203 x 98 dpi Fine: 203 x 196 dpi Super Fine: 300 x 300 dpi
Data coding	MH/MR/MMR/JPEG/JBIG
Maximum modem speed	33.6 kbps
Transmission speed	3.5 seconds (Standard resolution, MMR, 33.6 kbps)
Memory	6.5 Mbytes
Printing speed	12 ppm (for A4 / letter size)
Effective scanning width	208 mm (8.2 inches)
Effective printing width	208 mm (8.2 inches) for letter / legal (216 x 356 mm / 8.5 x 14) 202 mm (8 inches) for A4
Document width and weight	ADF: 176 ~ 216 mm (7 ~ 8.5 inches) 45 ~ 105 g/m^2 (12.5 ~ 28 lb)
Input paper tray capacity	Cassette: 550 sheets 75 g/m^2 (20 lb)
Document feeder	ADF: Up to 50 pages 75 g/m^2 (20 lb)

Scanner and Copier Specification

Item	Description
Scanning method	Compact Image Sensor (CIS), ADF
Scan speed	ADF (SDMP): 12 cpm ADF (MDSP): 6.6 cpm at Text/Mixed 3.3 cpm at Photo
Scan resolution	300 x 300 dpi
Scan mode	True color, 256 gray, Black and white
Copy mode	Black and white
Effective scanning width	208 mm (8.2 inches)
Maximum document width	216 mm (8.5 inches)
Multi copy range	1 ~ 999
Reduction & Enlargement	25% ~ 200% in 1% increments
Maximum print edge margin	Top, Bottom, Each side 4 mm (0.16 inch)

General Specification

Item	Description
Input paper tray capacity	Cassette: 550 sheets 75 g/m^2 (20 lb) Bypass tray: 100 sheets 75 g/m^2 (20 lb)
Output tray capacity	250 sheets 75 g/m^2 (20 lb)
Toner cartridge life	6,000 pages (for Starter, 3,000 pages), 5% coverage
Drum life	15,000 pages (5% coverage)
Operating Environment	Temperature: 10 - 32° C / 50 - 90° F (20 ~ 80% RH)
Paper size and weight	Cassette: A4, Letter, Folio, Legal (216 x 356 mm / 8.5 x 14 inch) 60 ~ 90 g/m^2 (16 ~ 24 lb) Bypass tray: A6 ~ Legal (216 x 356 mm / 8.5 x 14 mm) 60 ~ 160 g/m^2 (16 ~ 43 lb) Duplex: A4, Letter, Folio, Legal (216 x 356 mm / 8.5 x 14 inch) 80 ~ 90 g/m^2 (20 ~ 24 lb)
Original document width and weight	ADF: 176 ~ 216 mm (7 ~ 8.5 inches), 45 ~ 105 g/m^2 (12.5 lb ~ 28 lb)
ADF capacity	50 sheets 75 g/m^2 (20 lb)
Power rating	AC100 ~ 127V (US, Canada), 50/60 Hz
Power consumption	19 W in Power save mode 80 W in Standby mode 320 W during operation
Weight	22. 5 kg / 49.5 lb (Drum and Toner cartridges included)
Dimensions (WxDxH)	560 x 433 x 459 mm (22 x 17 x 18 inches)

Paper Specification

Item	Description		
Paper types available	Plain paper, OHP film, Label, Envelope, Card, Postcard		
Paper sizes	**Paper Type**	**W x L (mm)**	**W x L (Inch)**
	Letter	215.9 x 279	8.5 x 11
	Legal	215.9 x 355.6	8.5 X 14
	JIS B5	182 x 257	7.17 x 10.12
	A4	210x 297	8.27 x 11.69
	Executive	184.2 x 266.7	7.25 x 10.5
	A5	148.5 x 210	5.85 x 8.27
	A6 card	105 x 148.5	4.13 x 5.85
	Post Card 4x6	101.6 x 152.4	4 x 6
	HagaKi	100 x 148	3.94 x 5.83
	Envelope 7-3/4	98.4 x 190.5	3.88 x 7.5
	Envelope COM-10	105 x 241	4.12 x 9.5
	Envelope DL	110 x 220	4.33 x 8.66
	Envelope C5	162 x 229	6.38 x 9.02
	Custom	98 x 148 ~ 215.9 x 355.6	3.86 x 5.83 ~ 8.5 x 14

Item	Description			
	Source	**Media Types**	**Sizes**	**Thickness**
Input Source	Paper Cassette	Plain Paper	A4, Letter, Legal, Folio	60 ~ 90 g/m^2 (16lb ~ 24lb)
	Bypass Cassette	Plain Paper, Envelop, Transparency, Label, Cardstock	A4, Letter, Legal, Folio, Executive, A5, B5, A6, Monarch (7 3/4), COM10, #9, C5, DL, Custom	60 ~ 160 g/m^2 (16lb ~ 43lb)
	Duplex	Plain Paper	A4, Letter, Folio, Legal	80 ~ 90 g/m^2 (20lb ~ 24lb)

	B5 means JIS and ISO
	    Transparency film thickness: 150 μm (see core media list)
	    Paper Label thickness: 140 μm (see core media list)			

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