

THE DOCUMENT COMPANY

**XEROX**<sup>®</sup>

# CopyCentre/ WorkCentre Pro at a Glance

The system offers some distinct advantages  
that will help you get your job done.



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1 ... Use the Document Feeder to rapidly scan originals or lift the cover to use the glass.

2 ... The Top Tray receives single sheets and unstapled output.

3 ... The Main Tray receives collated and stapled output.

4 ... Power On/Off button.

5 ... The Bottom Tray receives output from the Booklet Maker.

6 ... Paper Trays hold different sizes and types of stock.

7 ... Use Tray 6 for large jobs.

8 ... Use Tray 5 to feed special stock.

9 ... Identifies installed optional features.

# Making Copies

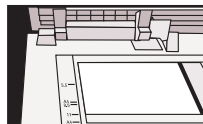
No waiting. You can program and scan your job while another is processing.



**1** Load 1- or 2-sided originals

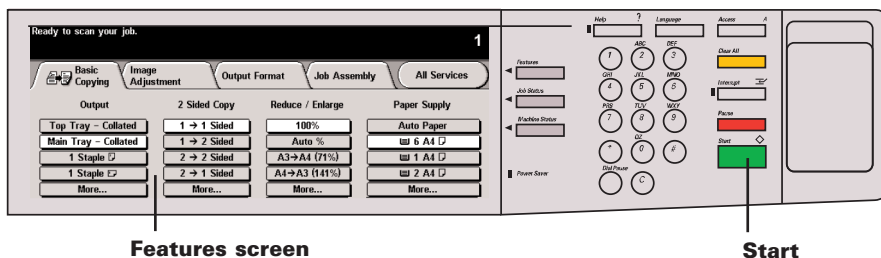


or



The Touch screen display will change to the Features screen.

**2** Make your selections



Features screen

Start

- The **Basic Copying** tab will be displayed.
- Touch the screen to make selections.
- Press other tabs for more advanced copy options.

**3** Press Start

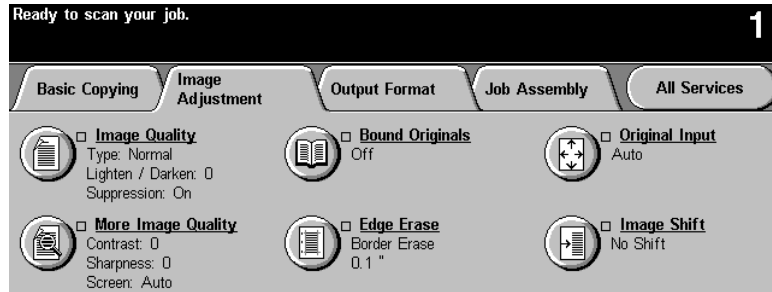


# Advanced Copy Job Options

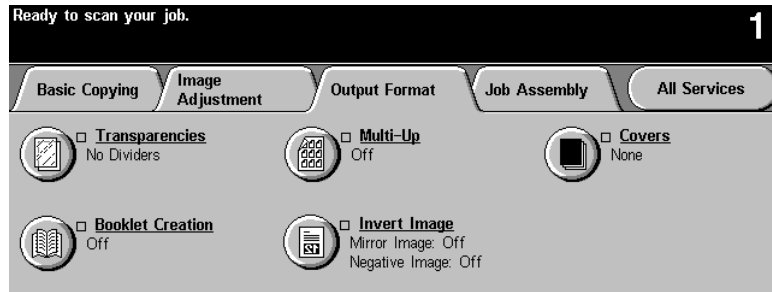
- Copy pages from books.
- Make brochures and booklets.
- Add covers.
- Use Build Job to apply different programming within a stack of originals.
- Erase edges and borders.
- Insert dividers into transparencies.
- Create sample sets.
- Copy mixed size originals.

## Use these tabs to access the advanced copy feature:

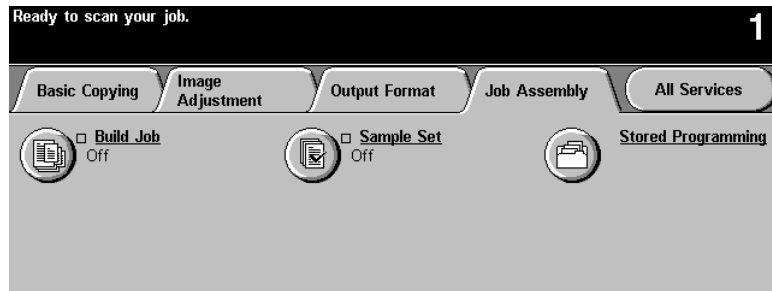
These features refine the appearance of the finished output.



These features produce different options for the finished output.

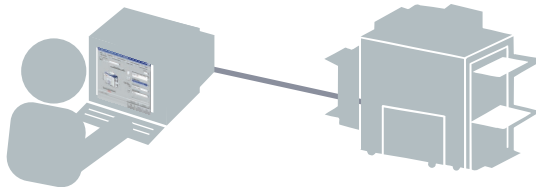


These features produce different options to allow you to program, proof, and store jobs.



# Print Driver

You can print to your system after you are connected through a computer network and have the correct CentreWare® Print Driver loaded.

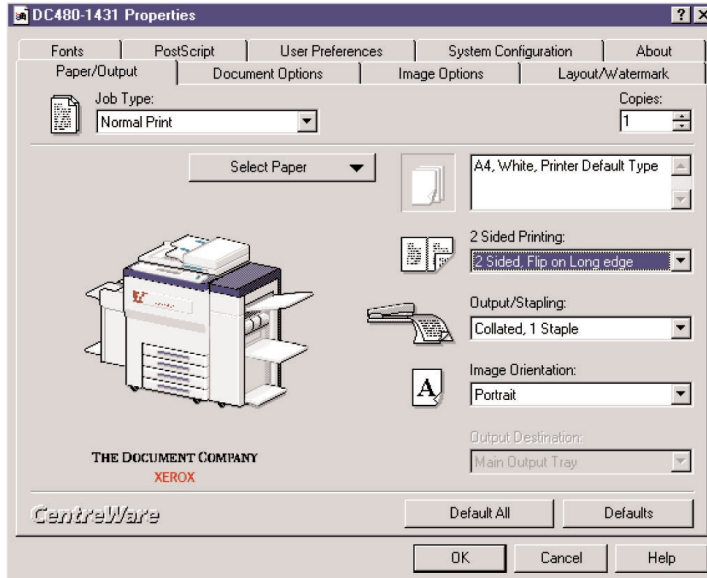


**1** *Select Print in your application*

**2** *Select your printer*

**3** *Select Properties to bring up the Print Driver. Make your selections*

**4** *Click OK*



## CentreWare® screen Printer Properties

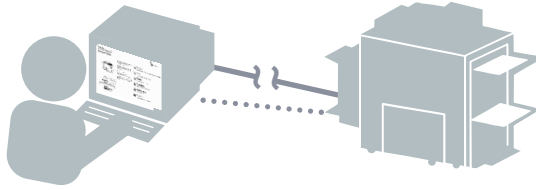
Most of what you need is on this tab. Explore the features on the other tabs.

### Print Job options:

- Print 1-sided or 2-sided.
- Print stapled sets if you have a Finisher.
- Print resolutions up to 1800 x 1800 dpi.
- Add watermarks.
- Print your confidential document after you get to the printer with Secure Printing.
- Create a proof set to review with Sample Print before you print multiple sets.
- Add covers.
- Print multiple images on a page.
- Make a booklet.
- Simultaneously print transparencies and transparency separators.

# Embedded Web Browser

You can print a document when your print driver is not available or if working in a remote office location.



**1** Type the machine's Internet Protocol address in your browser

**2** Select the Services button to submit print-ready jobs

**3** Make your Job Submission Selections

**4** Browse to select your file

**5** Select Submit Job

A screenshot of the CentreWare Internet Services web interface. The page title is "Document Centre". On the left, there is a detailed illustration of a printer. Below the printer, the following information is displayed: Name: Machine Name, Location: Machine Location, IP Address: 11.222.333.444, Status: Idle. There is a "Refresh Status" button with a circular arrow icon. On the right side of the page, there are five menu items, each with a small icon: "Services" (submit print ready jobs and program distribution template), "Jobs" (view and delete jobs in print queue), "Status" (current device configuration), "Properties" (view and set device parameters), and "Maintenance" (font list and test page). At the bottom right, there is a "Support" link for local contacts and Xerox contacts. The top right corner has an "Index" link with a document icon. The top left corner shows the "CentreWare Internet Services" logo.

CentreWare® Internet Services screen.

- Internet Services supports print-ready file formats only. All files must be submitted in formats such as PDF and PostScript.
- If you don't know the IP address, ask your Administrator.



# Finisher

The Finisher is available in 3 different configurations as illustrated below.

All finishing options are selectable from the local user interface on the device, from the network using print drivers, and from the embedded web server when submitting print ready files.



## ***Professional Finisher***

### **Features**

- Booklet Making
- 2 Letter size Tri-Fold options: C and Z shapes
- 100 Sheet Staple capacity, sizes 8.5 x14" or 215 x 330mm and smaller
- 50 Sheet Staple capacity sizes over 8.5 x 14" or 215 x 330mm



## ***Advanced Office Finisher***

### **Features**

- 100 Sheet Staple capacity, sizes 8.5 x14" or 215 x 330mm and smaller
- 50 Sheet Staple capacity sizes over 8.5 x 14" or 215 x 330mm



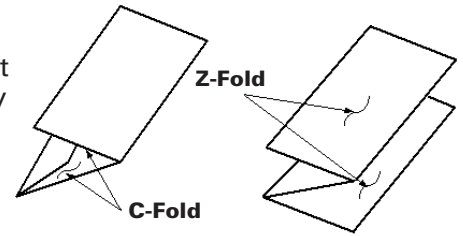
## ***Office Finisher***

### **Features**

- 100 Sheet Staple capacity, sizes 8.5 x14" or 215 x 330mm and smaller
- 50 Sheet Stapling capacity

# Tri-Fold Option *Available on the Professional Finisher only.*

- You must load the originals in the Document Feeder in Short Edge Feed (SEF) orientation.
- You must select SEF Paper Supply.
- Tri-Fold option produces single sheet letter size output only (8.5 x 11" or A4).



**1** Load originals

**2** On the Basic Copying tab select SEF Paper Supply then select More under the Output column

**3** Select Folding Options

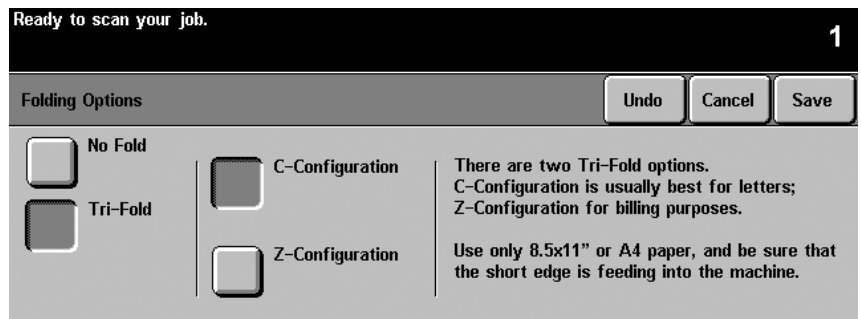
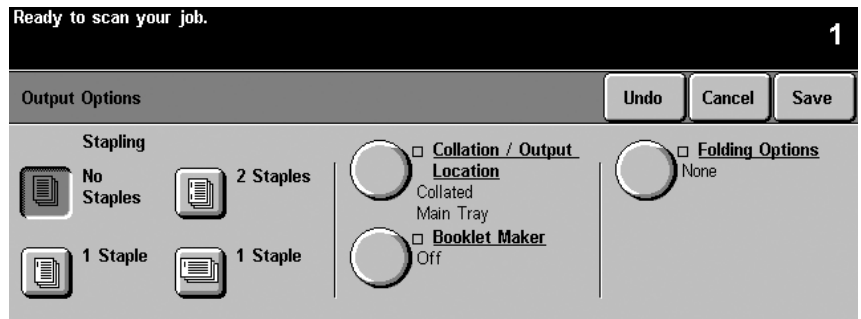
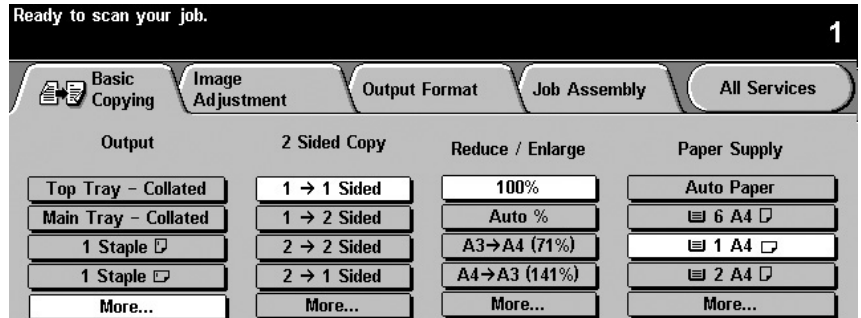
**4** Select Tri-Fold > Z-Configuration > Save

**5** Select Save to confirm fold settings

**6** Enter the copy count on the keypad

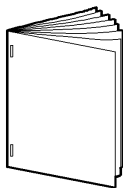
**7** Press the Start button

You can also make 2 Sided Copy and Reduce/Enlarge selections as required.

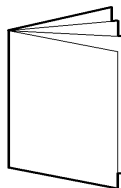




# Booklet Maker *Available on the Professional Finisher only.*



**Folded and Stapled Booklet**  
2–15 sheets



**Folded Only Booklet**  
1–5 sheets

## Booklet Overview

- Load the originals into the Document Feeder in Long Edge Feed orientation.
- Use an even number of originals to avoid blank sheets in your booklet.
- You must select SEF Paper Supply.

The table illustrates sample booklet sheet count.

Number of Originals Scanned	=	Number of Sheets in the Booklet
4–20	=	1–5
24–40	=	6–10
44–60	=	11–15

### Example:

4 original pages scanned will produce 1 finished booklet sheet.

**1** Place the originals face up in the Document Feeder, Long Edge Feed orientation

**2** Select a Paper Tray loaded with Short Edge Feed stock

**3** On the Output Format tab, select Booklet Creation

**4** Select On > 1 or 2 Sided Originals > Save

**5** On the Basic Copying tab Output column, select More... > Booklet Maker

**6** Select Folded and Stapled > Save

**7** Select Save to confirm your Booklet Maker selections

**8** Enter the copy quantity on the keypad

**9** Press the Start button

# Using Network Scanning

## Ever want to...

- Fax a newspaper article to someone without making a copy first?
- Send a paper document to both Fax and e-mail addresses at the same time?

- Convert a hard copy original into an editable electronic format without retyping the document?
- Share handwritten meeting notes quickly?

With network scanning you can do all these and more.

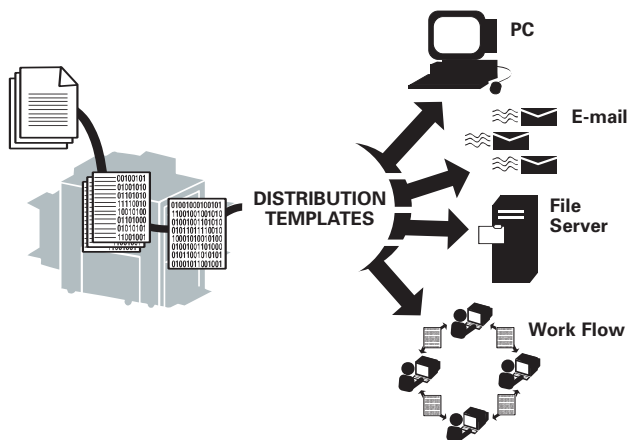
## Scanning Overview

Authentication Access Control is a scanning feature. The Administrator can configure the system to limit access until a login sequence is completed.

The system creates a **TIFF or PDF** file from a hard copy original. The file is sent to locations specified in the selected Distribution Template. Once your file is digital, with the correct software you can do almost anything.

**Transfer it, E-mail it, OCR it, Edit it.**

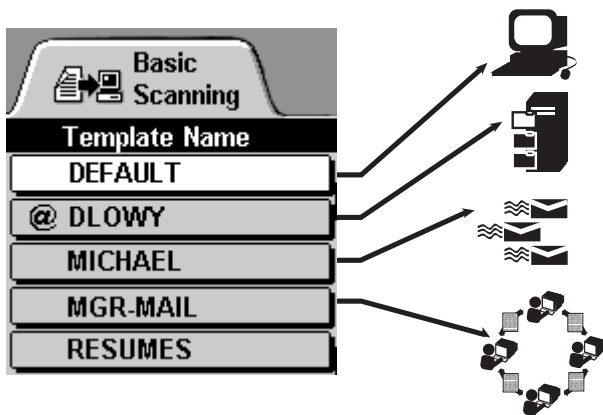
What you need is a system with network scanning enabled, and basic knowledge of a template. Start with your Administrator to get connected.



## Distribution Template Basics

**Templates** are files stored at the machine that tell it how **to create your scan file** and **where to send it** after it is created. Your organization may provide you with a standard template or you can create your own.

For detailed information, see the *CentreWare Network Scanning Services Guide* or your Administrator.



# Scanning Your Originals *Optional Feature*

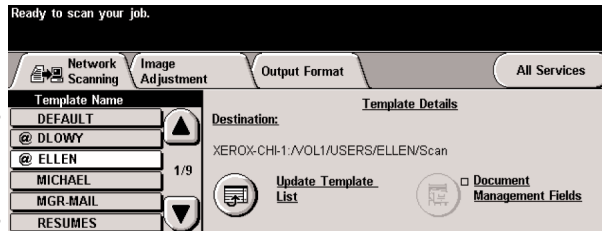


**1** Load originals and press the Network Scanning button



**2** Select a Distribution Template

Templates



Modify the template Feature settings if necessary.

- Sides Scanned
- Image Quality
- Resolution (*On the Image Adjustment tab*)

**3** Press Start



The file is on its way to wherever you sent it. If you sent the file back to your workstation, go back and retrieve the file you just created.

# Sending E-mail

## Optional Feature

You can send an e-mail message much the way that you can at your personal computer.



### E-mail Overview

If enabled, Network Scan to E-mail allows you to scan a document and distribute it via Simple Mail Transfer Protocol (SMTP). What you need is a network enabled system with Network Scanning and Network E-mail options installed.

This optional feature allows you to send electronic mail without the use of a template.

The system creates an electronic file such as **TIFF** or **PDF** from a hard copy original document. You can create an Address List of recipients using an Address Book configured by your Administrator.

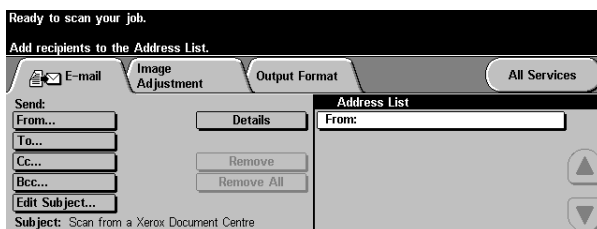
For detailed information see your Administrator.

- 1** Load originals and press the E-mail button



- 2** Press the To, Cc, or Bcc button. Use the keyboard to type a recipient name

When sending to multiple recipients enter name then press **Add to Address List** – repeat until all names are entered.



- 3** Select any additional features

Additional features you can change

- Resolution
- Sides Scanned
- Anything under the **More...** button

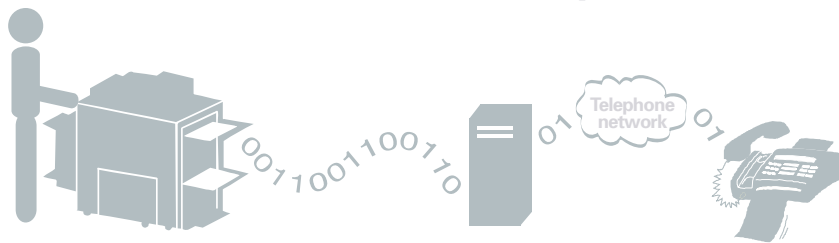
- 4** Press Start



# Sending a Fax

Fax a copy of your original, anytime anywhere.

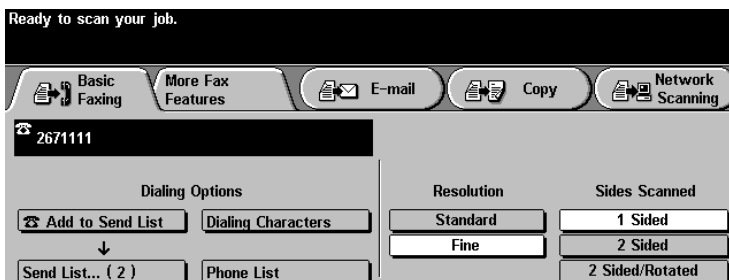
*Optional Feature*



**1** Load originals and press the Fax button



**2** Enter a number



Use the keypad to enter a Fax number. To access stored numbers, press the Phone List button.

If sending to multiple numbers, use the keypad to enter a Fax number, then press Add to Send List – repeat until all numbers are entered.

**3** Select any additional features

**Change:**

- Resolution
- Sides Scanned
- Anything else under the **More Fax Features** tab

**4** Press Start



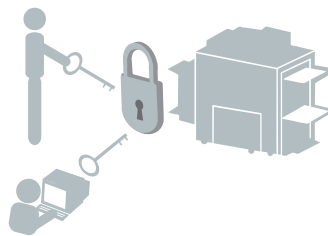
# Internal Auditoron

*Optional Feature*

If your organization is using a tracking feature, you will have to log in to the system before using it.

See your administrator for more information.

The Auditoron feature is used to keep track of copier use by User ID and expense account number. User ID is not needed for print jobs.



## Logging In at the Machine:

- 1** *Enter a valid Password.*
- 2** *Press Enter.*
- 3** *Depending on your configuration, press the User Pathway button and start your job.*



Internal Auditoron Login screen

## Logging Out:

*Don't forget to log out.*

- 1** *Press the Access or Clear All button above the keypad.*
- 2** *Press the Logout button.*

## Accessing General Accounts

Your administrator may also provide access to a second level of tracking known as General Accounts.

- 1** *Enter the User Number. Then press Enter.*
- 2** *Press the General Accounts button.*
- 3** *Enter a General Account number and press Enter. Quantity of copies made will be recorded in the General Account.*



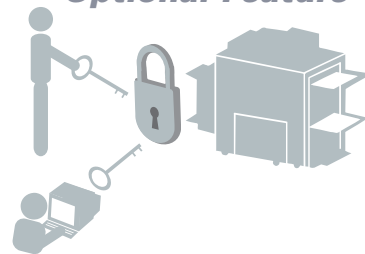
# Network Accounting

If your organization is using a tracking feature, you will have to log in to the system before using it.

See your administrator for more information.

This option requires a user to enter a valid User ID and Account ID to access all the machine functions, including printing.

## Optional Feature



## Logging In at the Machine:

- 1** Press User ID, enter your User ID, and press Save.
- 2** Press Account ID, enter your Account ID, and press Save.
- 3** Press Enter.
- 4** Start your job.

A screenshot of a printer's login screen. At the top, it says "Ready to scan your job." and "1". Below that is a "Login" section with the instruction "Please input your User and Account IDs". There are two input fields: "User ID" and "Account ID", each with a keypad icon to its left. An "Enter" button is located to the right of the "Account ID" field.

Machine Login screen

## Logging In from Your PC:

- 1** When you send a print job, the Print Login screen appears before the job is sent to the printer.
- 2** Enter your User ID and Account ID and click OK.

A screenshot of a "CentreWare Accounting" dialog box. It has a title bar with a question mark and a close button. Inside, there are two text input fields labeled "User ID:" and "Account ID:". Below the fields are three buttons: "OK", "Cancel", and "Help". At the bottom, the "CentreWare" logo and "THE DOCUMENT COMPANY XEROX" are displayed.

Print Login screen

## Logging Out:

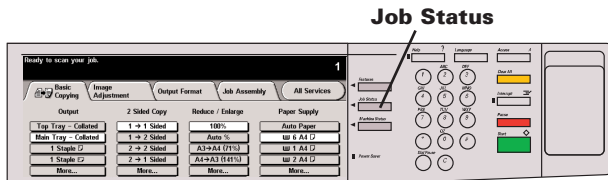
Don't forget to log out.

- 1** Press the Access or Clear All button above the keypad.
- 2** Press the Logout button.

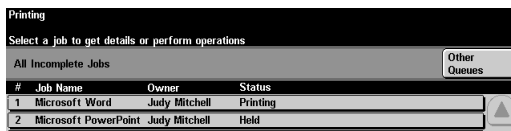
# Hints and Tips

## To access the Job Queue:

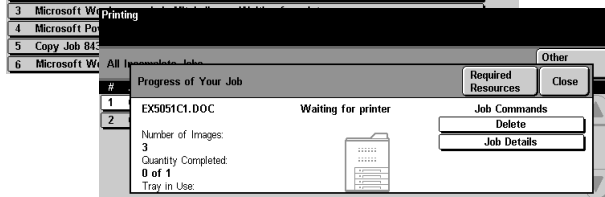
**1** Press **Job Status** to see a list of jobs the machine is currently processing.



**2** Touch a job for access to more options.



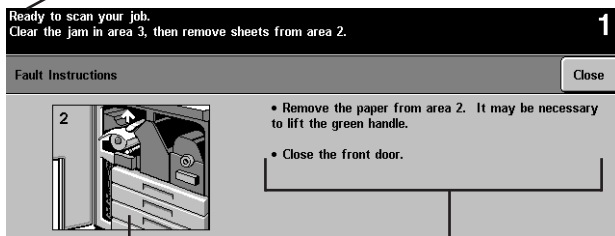
**3** You can promote, delete, release or view additional details about a job.



## If there is a problem...

Messages, screen instructions and animated graphics provide additional information.

### Messages

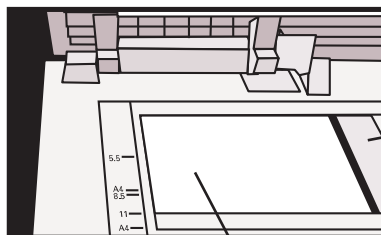


Animated Graphics

Instructions

## If streaks or spots appear on your copies...

Clean the Document Glass. See the Reference Guide for additional information.



Clean this area if streaks appear

Clean the glass if spots appear

