XEROX®

Xerox Phaser 3635MFP
User Guide

Version 3.7.21.02.08

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1 Welcome

Thank you for choosing the Xerox Phaser 3635MFP. This product has been designed for ease of use, but to use your machine to its fullest potential, take some time to read this User Guide.

The User Guide provides you with an overview of the features and options that may be available on your machine. To help you familiarize yourself with your new machine please refer to:

- Chapter 2 Getting Started.
- Chapter 11 Setups.

Further chapters within this guide offer additional information on the features and options available. For additional assistance at the machine, press the Help button. If your machine is connected to the network, use the CentreWare Help system or click on the Help button in the Printer Driver.

NOTE: The graphic representations of the touch screen displayed throughout this User Guide may differ slightly according to the configuration. However, feature descriptions and functionality as described remain the same.

Introduction

The Xerox Phaser 3635MFP is a digital device capable of being used for copying, printing, faxing, and scanning. The features and functions available on your machine depend on the model purchased:

Xerox Phaser 3635MFP/S

This model provides digital copying, printing and scanning. The device supports scanning to and printing from a USB thumb drive and has the capability of storing print, copy and scan files on the device. It copies and prints at 35 pages per minute. A Document Feeder, Paper Tray and Bypass Tray are also provided and 2-sided copying and printing are supported. An additional Paper Tray, Stand, Foreign Interface Device and Memory Upgrade are available as options.

Xerox Phaser 3635MFP/X

This model has digital copying, printing, scanning and faxing capabilities. The device supports scanning to and printing from a USB thumb drive and has the capability of storing print, copy and scan files on the device. It copies and prints at 35 pages per minute. A Document Feeder, Convenience Stapler and Paper Tray are supplied as standard, and 2 Sided capability is also supported. Additional Paper Tray, Stand, Foreign Interface Device and Memory Upgrade are available as options.

About This Guide

Throughout this User Guide some terms are used interchangeably:

- Paper is synonymous with media.
- Document is synonymous with original.
- Xerox Phaser 3635MFP/S and Phaser 3635MFP/X is synonymous with the machine / device.

The following table offers further information about the conventions used within this Guide.

Convention	Description	Example
Italic TypeFace	Used to denote screen or tab titles. In addition, references to other publications are displayed in Italic typeface.	*Basic Copy Features. Please refer to chapter 3, page 42.*
Notes	Used to provide additional or useful information about a function or feature.	**NOTE:** The machine automatically detects standard document sizes.
Information	Offers more in-depth specification information relating to the machine.	ⓘ *Up to 50 sheets of 20 lb (80 g/m²) bond paper can be loaded.*
Warning	Used to alert users to the possibility of personal injury.	**WARNING: This product must be connected to a protective earthing circuit.**
Caution	Cautions are statements that suggest mechanical damage as a result of an action.	**CAUTION: DO NOT use organic or strong chemical solvents or aerosol cleaners or pour fluids directly onto any area.**

Most option screens include three buttons to confirm or cancel your choices.
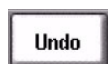
- **Undo** — The **Undo** button resets the current screen to the values that were displayed when the screen was opened.
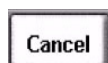
- **Cancel** — The **Cancel** button resets the screen and returns to the previous screen.
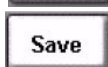
- **Save** — The **Save** button saves the selections made and returns to the previous screen.

Related Information Sources

Information on this family of products can be found in:

1. This *User Guide*
2. The *Quick Use Guide*
3. The *System Administration CD*
4. The Xerox website *http://www.xerox.com*

Customer Support

If you need assistance during or after product installation, please visit the Xerox website for online solutions and support:

http://www.xerox.com

If you require further assistance, call our experts at the Xerox Welcome Center, or contact 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 a panel at the rear of the machine and on the inside of the front door. The Xerox Welcome Center or local representative telephone number is provided when the machine is installed.

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

Xerox Welcome Center or local representative telephone number:

_____

Safety

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

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 symbol indicates a Laser is being used in the equipment and alerts the user to refer to the appropriate safety information.**

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

Operator Accessible Areas

This equipment has been designed to provide operator access to safe areas only. Operator access to hazardous areas is restricted using covers or guards, which require a tool to enable removal. Never remove these covers or guards.

Maintenance Information

1. Any operator product maintenance procedures will be described in the user documentation supplied with the product.

2. Do not carry out any maintenance on this product which is not described in the customer documentation

WARNING: **Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.**

3. Use supplies and cleaning materials only as directed in the Operator section of this manual.

4. Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

Operational Safety Information

Your Xerox equipment and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

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

Do These

- Always follow all warnings and instructions that are marked on or supplied with the equipment.

- Before cleaning this product, unplug the product from the electrical outlet. Always use materials specifically designated for this product, the use of other materials may result in poor performance and create a hazardous situation.

⚠️ **WARNING: Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment**

- Always exercise care when moving or relocating equipment. Please contact your local Xerox Service Department to arrange relocation of the copier to a location outside of your building.

- Always locate the machine on a solid support surface (not on plush carpet) that has adequate strength to support the weight of the machine.

- Always locate the machine in an area that has adequate ventilation and room for servicing.

- Always unplug this equipment from the electrical outlet before cleaning.

NOTE: Your Xerox machine is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.

⚠️ **WARNING: The metallic surfaces in the fuser area are hot. Please use caution when removing paper jams from this area and avoid touching any metallic surfaces**

Do Not Do These

- Never use a ground adapter plug to connect the equipment to a power outlet that lacks a ground connection terminal.

- Never attempt any maintenance function that is not specifically described in this documentation.

- Never obstruct ventilation openings. They are provided to prevent overheating.

- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.

- Never locate the machine near a radiator or any other heat source.

- Never push objects of any kind into the ventilation openings.

- Never override or "cheat" any of the electrical or mechanical interlock devices.

- Never place this equipment where people might step on or trip on the power cord.

- This equipment should not be placed in a room unless proper ventilation is provided. Please contact your local Authorized dealer for further information.

Electrical Safety Information

1. The power receptacle for the machine must meet the requirements stated on the data plate on the rear of the machine. If you are not sure that your electrical supply meets the requirements, please consult your local power company or an electrician for advice.

2. The socket outlet shall be installed near the equipment and shall be easily accessible.

3. Use the power cable that is supplied with your machine. Do not use an extension cord or remove or modify the power cord plug.

4. Plug the power cable directly into a correctly grounded electrical outlet. If you are not sure whether or not an outlet is correctly grounded, consult an electrician.

5. Do not use an adapter to connect any Xerox equipment to an electrical outlet that lacks a ground connection terminal.

6. Do not place this equipment where people might step or trip on the power cable.

7. Do not place objects on the power cable.

8. Do not override or disable electrical or mechanical interlock devices.

9. Do not push objects into slots or openings on the machine. Electrical shock or fire may result.

10. Do not obstruct ventilation openings. These openings are used to provide proper cooling to the Xerox machine.

Electrical Supply

1. This product shall be operated from the type of electrical supply indicted on the product's data plate label. If you are not sure that your electrical

supply meets the requirements, please consult a licensed electrician for advice.

WARNING: This equipment must be connected to a protective earth circuit. This equipment is supplied with a plug that has a protective earth pin. This plug will only fit into an earthed electrical outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact a licensed electrician to replace the outlet.

2. Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.

Disconnect Device

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

Emergency Power Off

If any of the following conditions occur, turn off the machine immediately and disconnect the power cable(s) from the electrical outlet(s). Contact an authorized Xerox Service Representative to correct the problem:

The equipment emits unusual odours or makes unusual noises.

The power cable is damaged or frayed.

A wall panel circuit breaker, fuse, or other safety device has been tripped.

Liquid is spilled into the machine.

The machine is exposed to water.

Any part of the machine is damaged

CAUTION: Risk of explosion if battery is replaced by an incorrect type. Dispose of used batteries according to the instruction.

Quality Standards

The product is manufactured under a registered ISO9002 Quality system.

If you need additional safety information concerning this XEROX product or XEROX supplied materials you may call the following number:

EUROPE: **+44 (0) 1707 353434**

USA/CANADA: **1 800 928 6571**

Safety Standards

EUROPE: This XEROX product is certified by the following Agency using the Safety Standards listed.

Agency: TUV Rheinland

Standard: IEC60950-1, 2001

USA/CANADA: This XEROX product is certified by the following Agency using the Safety Standards listed.

Agency: UNDERWRITERS LABORATORIES

Standard: UL60950-1, 2003 Edition. Certification is based on reciprocity agreements, which include requirements for Canada.

Laser Safety Information

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

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

WARNING: Do not stare into the light source if the platen cover is in the up position.

Ozone Safety Information

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

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

For Consumables

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

- Keep all consumables away from the reach of children.

- Never throw print cartridges or toner containers into an open flame.

- Cartridges: When handling cartridges, for example ink, fuser, etc, avoid skin or eye contact. Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge. This can increase the risk of skin or eye contact.

Product Safety Certification

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

Agency	Standard
Underwriters Laboratories Inc	UL60950-1 1st (2003) (USA/Canada)
	IEC60950-1 Edition 1 (2001)

This product has been manufactured under a registered ISO9001 Quality system.

CE Mark

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

December 12, 2006:

Council Directive 2006/95/EC as amended. Approximation of the laws of the member states related to low voltage equipment.

December 15, 2004:

Council Directive 2004/108/EC as amended. Approximation of the laws of the member states related to electromagnetic compatibility.

March 9, 1999

Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of the conformity.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your XEROX Limited representative.

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

NOTE: Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

WARNING: Shielded cables must be used with this equipment to maintain compliance with Council Directive 2004/108/EC.

EMC 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 equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interferences at their own expense.

NOTE: Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

WARNING: Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

US Regulatory Information for the Fax Kit option (Phaser 3635MFP/X only)

Model Number: XRX-FAXKIT

FAX Send Header Requirements:

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

In order to program this information into your FAX machine refer to Setting the Machine and follow the steps provided.

Data Coupler Information:

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

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and

requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

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

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

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

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

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

Repairs to the machine should be made only by a Xerox 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. This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

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

Canadian Regulatory Information for the Fax Kit option (Phaser 3635MFP/X only)

Model Number:
XRX-FAXKIT

This product meets the applicable Industry Canada technical specifications

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

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

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

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

European Regulatory Information for the Fax Kit option (Phaser 3635MFP/X only)

Radio Equipment & Telecommunications Terminal Equipment Directive

This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC.

The product has been designed to work with the national PSTNs and compatible PBXs of the following countries:

Austria	Belgium	Bulgaria	Cyprus
Czech Republic	Denmark	Estonia	Finland
France	Germany	Greece	Hungary
Iceland	Ireland	Italy	Latvia
Liechtenstein	Lithuania	Luxembourg	Malta
Netherlands	Norway	Poland	Portugal
Romania	Slovakia	Slovenia	Spain

Sweden   Switzerland   United Kingdom

In the event of problems, you should contact your local Xerox representative in the first instance.

This product has been tested to and is compliant with TBR21 or ES 103 021-1/2/3 or ES 203 021-1/2/3, technical specifications for terminal equipment for use on analogue-switched telephone networks in the European Economic Area.

The product may be configured to be compatible with other country networks. Please contact your Xerox representative if it needs to be reconnected to another country's network.

NOTE: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup. Modification, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

Illegal Copying

Congress, by statute, has forbidden the copying of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such copies.

*   Obligations or Securities of the United States Government, such as:

    Certificates of Indebtedness

    Coupons from Bonds

    Silver Certificates

    United States Bonds

    Federal Reserve Notes

    Certificates of Deposit

    National Bank currency

    Federal Reserve Bank Notes

    Gold Certificates

    Treasure Notes

    Fractional Notes

    Paper money

    Bonds and obligations of certain agencies of the government, such as FHA

    Bonds (US Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps (If it is necessary to copy a legal document on which there is a cancelled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

Postage Stamps, canceled or uncanceled (For philatelic purposes, postage stamps may be photographed provided the reproduction is black and white and less than 3/4 or more than 11/2 times the linear dimensions of the original).

Postal Money Orders

Bills, checks, or drafts for money drawn by or on authorized officers of the United States

Stamps and other representatives of value, of whatever denomination, which may be or have been issued under any Act of Congress

- Adjusted compensation Certificates for veterans of the World Wars.

- Obligations or Securities of any foreign government, bank, or corporation.

- Copyrighted material (unless permission of the copyright owner has been obtained or the copying falls within the "fair use" or library reproduction provisions of the copyright law). Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, DC 20559 (circular R21).

- Certificates of Citizenship or Naturalization (foreign naturalization certificates may be photographed).

- Passports (foreign passports may be photographed).

- Immigration papers.

- Draft Registration cards.

- Selective Service Induction papers which bear any of the following information:

    Registrant's earnings or income

    Registrant's dependency status

    Registrant's court record

    Registrant's previous military service

    Registrant's physical or mental condition

NOTE: Exception: US Army and Navy discharge certificates may be photographed.

- Badges, identification cards, passes or insignias carried by military or Naval personnel, or by members of the various Federal Departments and Bureaus, such as the FBI and Treasury (unless the photograph is ordered by the head of such Department or Bureau).

> ⚠ **WARNING: Copying of the following is also prohibited in certain states: automobile licences, driver's licenses, and automobile Certificates of Title. This list is not all-inclusive. In case of doubt, consult your attorney.**

Cyprus	*Hungary*	*Lithuania*	*Slovakia*
Czech Republic	*Italy*	*Malta*	*Slovenia*
Estonia	*Latvia*	*Poland*	*Spain*

Environmental Compliance

USA

Energy Star

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

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

The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory. Your machine will be delivered with the timer for switching to Power Save Mode from the last copy/print out, set at 60 minutes. A more detailed description of this feature can be found in the Machine Setup Section of this guide.

Product Recycling and Disposal

Professional/Business Environment

Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Domestic/Household Environment
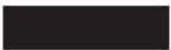
Application of this symbol on your equipment is confirmation that you should

not dispose of the equipment in the normal household waste stream. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask you retailer for information.

Prior to disposal, please contact your local dealer or Xerox representative for end of life takeback information.

North America

Xerox operates a worldwide equipment take back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit http://www.xerox.com/environment.

If you are managing the disposal of your Xerox product, please note that the product contains lamp(s) with mercury, and may contain lead, Perchlorate and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: *http://www.eiae.org/.*

> **WARNING: Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see *http://www.dtsc.ca.gov/hazardouswaste/perchlorate/***

Other Countries

Please contact your local waste authorities and request disposal guidance.

EH&S Contact Information

For more information on Environment, Health and Safety in relation to this Xerox product and supplies, please contact the following customer help lines:

USA: 1-800 828-6571

Canada: 1-800 828-6571

Europe: +44 1707 353 434

Product Safety information for US

www.xerox.com/about-xerox/environment/enus.html

Product Safety information for EU

www.xerox.com/about-xerox/environment/eneu.html

2 Getting Started

Before you use your machine, take some time to familiarize yourself with the various features and options.

Machine Overview

Component Location

Document Feeder, Paper Trays and Output Tray

Document Feeder

Control Panel

USB Port

Convenience Stapler

Output Tray

Paper Tray 1

Bypass Tray

Paper Tray 2

Document Glass, User Interface and Control Panel

Document Registration Point

Document Glass / Platen

User Interface (UI) Touch Screen

Numeric Keypad

Control Panel
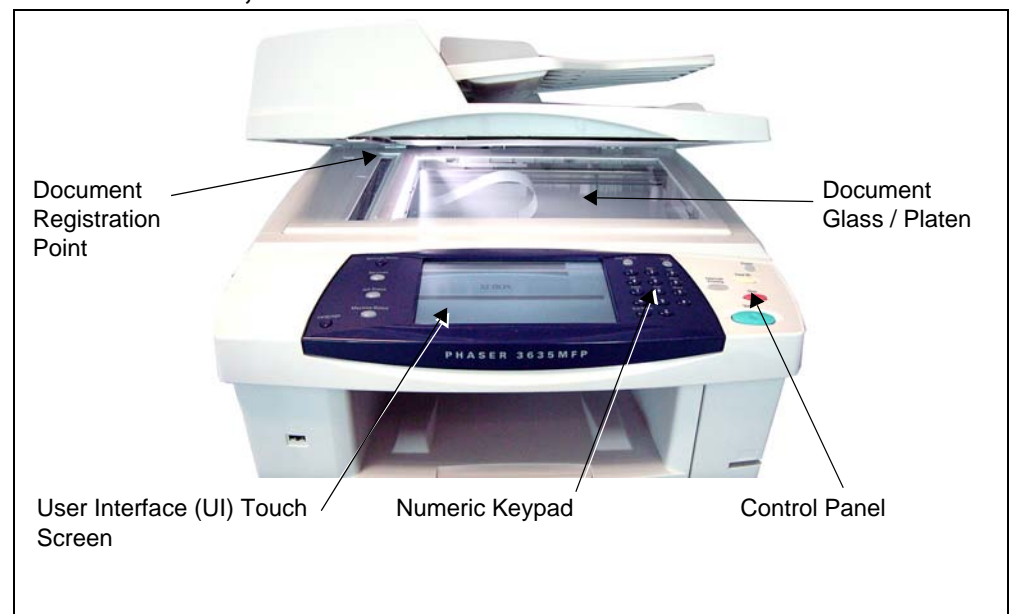
Models and Components

	Phaser 3635MFP/S	Phaser 3635MFP/X
50-sheet DADF	Standard	Standard
Paper Tray 1 & Bypass Tray	Standard	Standard
Digital Copying	Standard	Standard
Network Printing	Standard	Standard
Scan to E-mail	Standard	Standard
Embedded Fax	-	Standard
USB Thumbdrive	Standard	Standard
256 MB Memory Configuration	Option	Option
500 Sheet Paper Tray 2	Option	Option
Stand	Option	Option
20 Sheet Convenience Stapler	-	Standard
Foreign Interface	Option	Option

Control Panel Overview
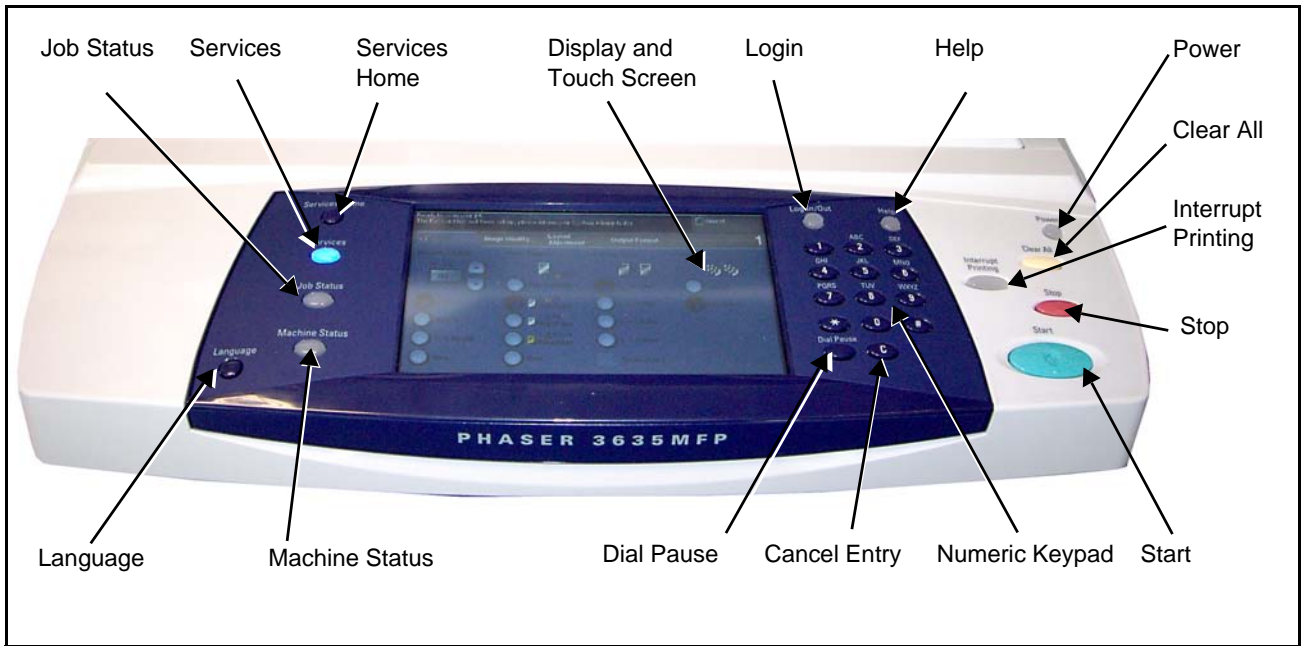
Feature	Description
Services	Displays the default feature on the touch screen.
Services Home	Displays the available features on the touch screen.
Job Status	Displays job progress information.
Machine Status	Displays the current status of the machine.
Display and Touch Screen	Displays and selects all the available programming features, plus fault clearance procedures and general machine information.
Help	Accesses additional information.
Language	Changes text displayed on the screen to an alternative language.
Login/out	Accesses Tools, used to adjust the defaults of the machine, and to access locked services.
Numeric Keypad	Use to enter numeric characters.
Cancel Entry	Press to cancel the entry made on the numeric keypad.

Feature	Description
Power	Displays when the machine is in energy saver mode. Touch any button or the touch screen to wake up the machine. Touching the power button will bring up energy saver options on the touch screen.
Clear All (AC)	Press to reset to normal feature defaults.
Interrupt Printing	Press to insert a local job.
Stop	Press to cancel current job.
Start	Press to begin local job.
Dial Pause	Enters a pause in a telephone number when transmitting a fax.

Powering on the Machine

The On/Off switch and the power outlet are at the rear of the machine.

1. Connect the **AC Power Cord** to the machine and a power outlet. The power cord must be plugged into a grounded power socket.

2. Press the **ON/OFF** switch to the ON (**I**) position.

3. To power OFF, press the **ON/OFF** switch again to the (**O**) position.

ON/OFF switch

AC Power Outlet
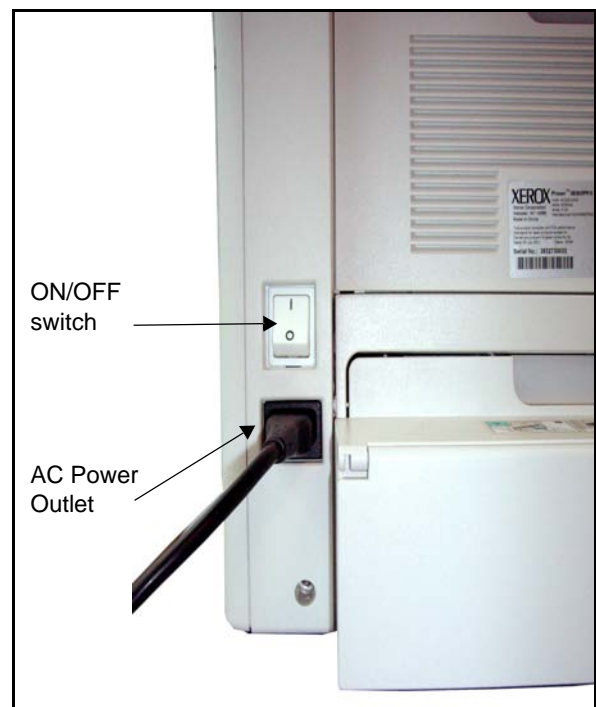
Loading Paper

An additional paper tray is available as an option. The instructions for loading all paper trays are the same.

1. Carefully pull open the paper tray.

Rear Guide
N.b. This is the max fill line for 20lb or less paper

Side Guides

Maximum Fill Line
N.b. This is the max fill line for 20lb-28lb (80 g/m² - 105 g/m²) paper
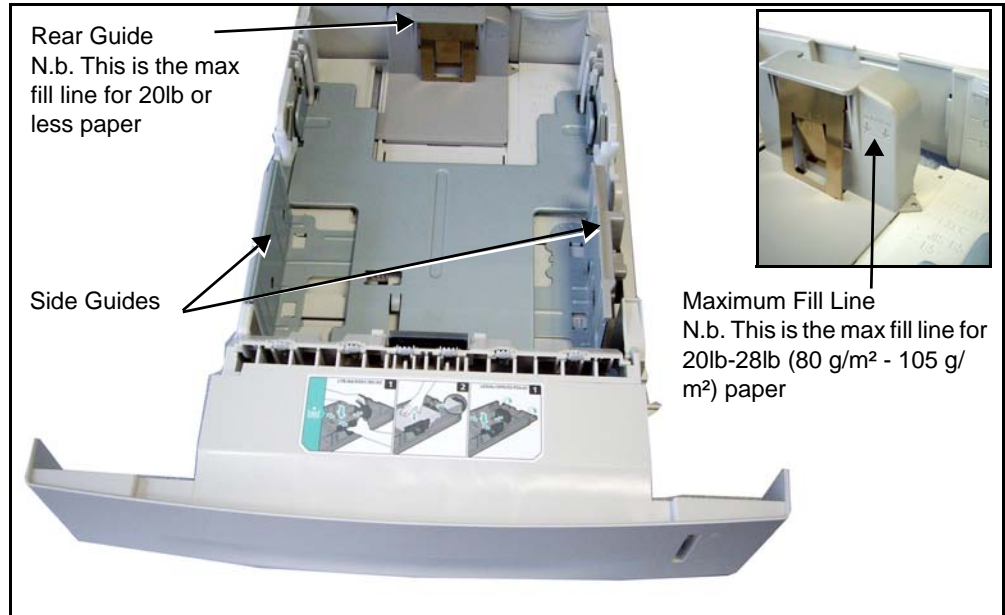
NOTE: Take care not to let the tray fall when removing it from the device.

2. Fan the paper and insert it into the tray. Do not fill above the top edge of the rear guide for up to 20lb (80 g/m²) paper OR the Maximum Fill line for 20 - 28lb (80 - 105 g/m²) paper.

3. If necessary, open the back of the paper tray to allow for paper sizes such as Legal, Oficio and Folio.
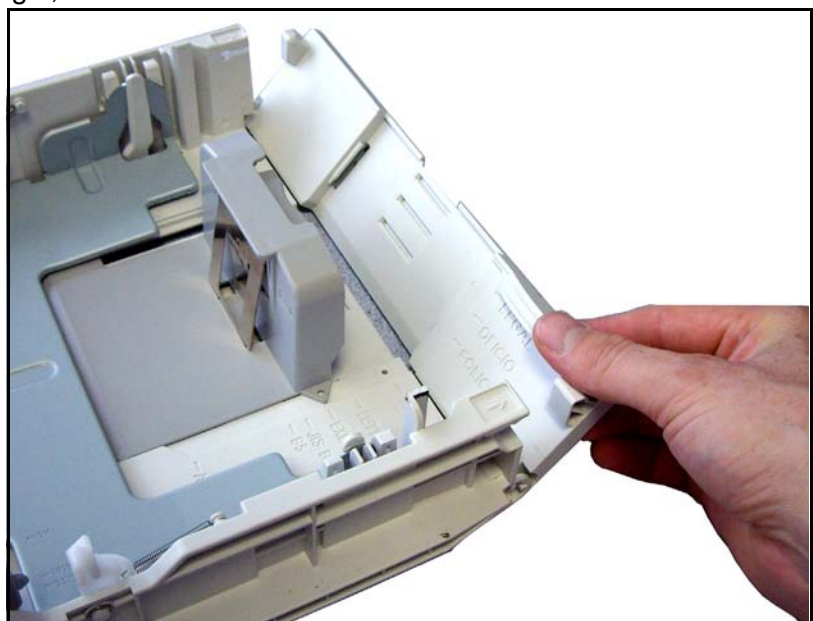
4. Move the guides so they just touch the paper stack. The guides must lightly touch the edge of the stack, neither too tight nor too loose.

5. Close the tray.

6. Follow the instructions on the Touch Screen to confirm the stock size, type and color.

NOTE: For more information on loading paper, please refer to *Loading the Paper Trays in the Paper and other Media chapter on page 155.*

Login /Out

The System Administrator may choose to enable certain local and network authentication and accounting features which require the users to authenticate themselves before using the device. Contact your System Administrator for more information. For more information on authentication and accounting features, such as Network Accounting, refer to *Accounting on page 187*.

1. When Network Accounting has been enabled, enter a valid User ID and Account ID and select **Enter**.

Ready to scan your job.	? Guest

Login	Cancel

Please enter your password and touch Enter

****

Enter
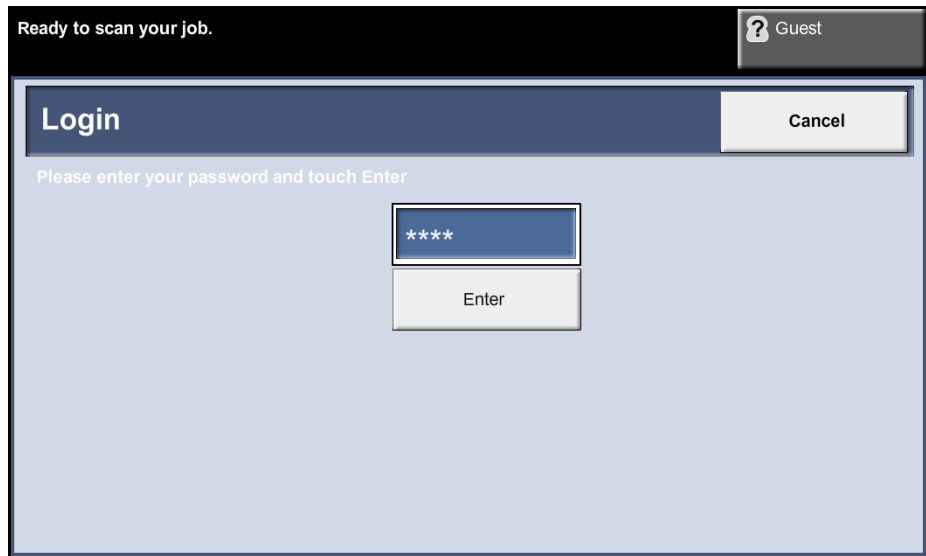
2. Complete your job.
3. To Log Off, select the **Login/Out** button on the touch screen.

Machine Status

The Machine Status feature displays the following:

- Machine Information
- Faults
- Service Information

Select the Machine Status button to the left of the User Interface.

Machine Status
button

Machine Information

The *Machine Information* tab displays the following information:
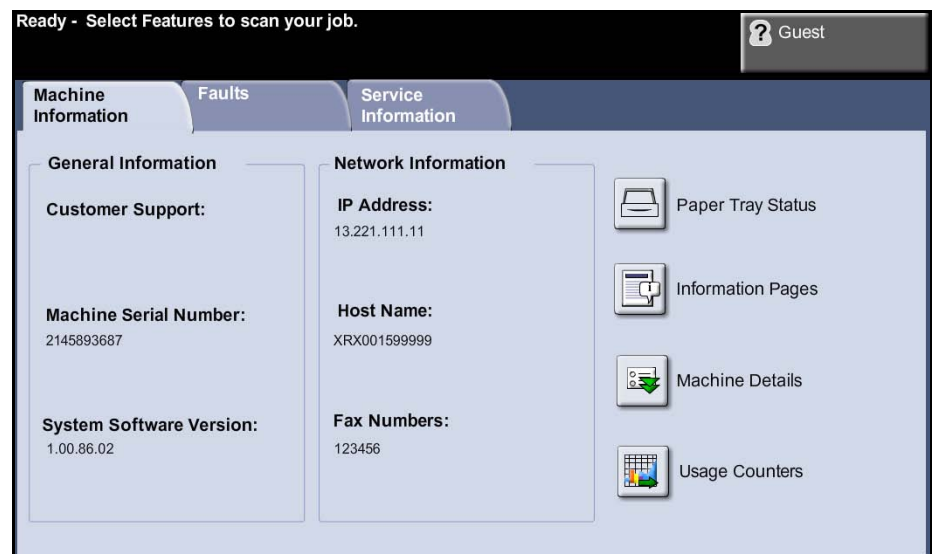
Serial Number Serial number of machine. Use this when contacting Xerox support.

Machine Details   Select the Machine Details button to view useful information set by the System Administrator:

- Customer Support details

- Supplies telephone number

- Machine serial number

- Customer asset tag number

- Xerox asset tag number

- System Software Version

For information on how to set up this screen, refer to *Customer Support and Supplies Numbers in the Setups chapter on page 194.*

The Machine Details screen also shows:

Machine Hardware Options Configuration: This screen displays which hardware options, e.g. paper trays, finisher, fax, etc are installed on the machine.

Machine Software Version: This screen displays the current software versions of features such as the main controller, image output terminal, user interface and tray firmware.

Paper Tray Status   Displays the following information about each paper tray:

Status

- Size, e.g. A4 (as preset by the System Administrator)

- Type, e.g. punched, plain (as preset by the System Administrator)

- Color (as preset by the System Administrator)

Usage Counters   Displays overall total of images made. It also displays the number of images made by each machine feature:

- Copy

- Print

- Fax

- E-mail

- Network Scanning

- Total Impressions

Information Pages   Allows the user to print the following reports:

Report	Description
Call For Assistance	Displays the error and fault log for the machine.

Report	Description
Help List	Displays a list of control panel buttons, factory defaults and available options.
Error Messages	Displays machine error list.
Last 40 Error Messages	Displays 40 most recent machine error messages.
System Configuration	Displays the current hardware and software configuration of the machine.
E-mail Send	Displays list of E-mail transmissions.
User Authentication	Displays User login ids and addresses.
Local Address Book Members	Displays numbers stored in the Local Address Book.
Group Address Book Members	Displays numbers stored in the Group Address Book
All Above Reports	Prints all the reports listed above.
Fax Phone Book	Displays stored numbers in the Speed Dial List, the Group Dial List and Mailboxes.
Fax Confirmation	Displays confirmation of Fax completion status, e.g. CP: completed, FA: Fail, TS: Terminated by System.
Fax Transmission	Displays the last 50 faxes sent by the machine.
Fax Receive	Displays the last 50 fax jobs received on the machine.
Fax Broadcast	Reports on the success or failure of a specific fax job which includes more than one destination.
Fax Protocol	Displays low level communication details for the last fax transmitted or received.
Fax Multipoll	Reports on the success or failure of a specific polling fax job which includes more than one destination.
Junk Fax List	Displays the fax numbers defined as junk fax numbers by the System Administrator.
Pending Jobs	Displays the fax jobs in the machine's memory waiting to be sent or printed. This report also gives a percentage of available memory on the machine.
Fax Options	Lists current Fax Option settings, e.g. ring volume, redial count, date format, etc.

Faults

The Faults tab displays information on machine errors and faults.

All Faults   Displays the fault description and instructions on how to resolve the fault.

Active Messages   Displays the list of active error messages.

Event Log   Displays all fault messages and when they occurred. The fault messages can be ordered by time or by error code.

Service Information

Supply	Measure	Count
Print Cartridge	Image Count:	84
Fuser	Image Count:	0
Feed Roller - Tray 1	Feed Count:	77
Feed Roller - Tray 2	Feed Count:	77
Feed Roller - Bypass Tray	Feed Count:	0
BTR	Feed Count:	0

Ready - Select Features to scan your job. Guest

Machine Information | Faults | Service Information

The Services Information tab displays the current status of customer replaceable and engineer replaceable consumables.

Print Cartridge   Displays the remaining percentage of toner life.

Fuser   Displays the number of images made with the current fuser.

Tray(s) Feed Roller   Displays the number of images made with the current tray rollers.

Bias Transfer Roll (BTR)   Displays the number of images made with the current BTR.

Select the **Services** button to the left of the User Interface to return to the *Services* default screen.

Supplies

Displays the supplies notification message settings and counters.

Tools

Allows access to the Tools menu to configure the device settings.

Customizing Your Machine

Your machine can be customized to suit your working environment and practices. The Tools menu enables your System or Machine Administrator to set-up, customize and maintain the machine.

After your machine is installed, it is recommended that the settings and options are customized to fully meet the requirements of the Users. Please discuss your requirements with your System or Machine Administrator to ensure you get optimum performance from your machine.

The Tools facility is accessed using the **Log In/Out** button on the control panel. Some of the settings within Tools are critical to the operation of the machine, therefore the screens are password protected so they cannot be accidentally changed or corrupted.

For full instructions on accessing and customizing your machine, refer to *Setups chapter on page 165.*

The Tools menu options include:

Device Settings

Paper Tray Management

User Interface

Connectivity and Network Setup

Accounting

Security Settings

For Further Assistance

Access the Online Help: Press Help at any time to access the online help screens. Messages, screen instructions and graphics provide additional information.

For additional Help   If you need any additional help on using your machine you can:

1) Refer to the **Quick Use Guide** or the **System Administration CD**, contained in the CD Pack delivered with your machine.

2) Contact your System and/or Machine Administrator.

3) Visit our Customer Web Site at **www.xerox.com** or contact the Xerox Welcome and Support Centre quoting the machine serial number. Press the **Machine Status** button on the control panel.

NOTE: The serial number can also be found at the rear of the machine.

3 Copy

This chapter contains information on the copy screen and the copy features available.

Copy Procedure

This section describes the basic procedure for making copies. Follow the steps below.

Load the Documents – page 38

Select the Features – page 39

Enter the Quantity – page 41

Start the Copy Job – page 41

Job Status Screen – page 41

Stop the Copy Job – page 43

NOTE: If an authentication feature is enabled, you may need an account before using the device. To get an account, or for more information, contact the System Administrator.

1 Load the Documents

You can load the documents to be copied either on the Document Glass or through the Document Feeder.

For information on setting up the paper trays, refer to *Setting up Paper Trays in the Setups chapter on page 178.*

Document Feeder:

The following steps explain how to load documents using the document feeder:

1. Before loading the documents into the document feeder, ensure they are in good condition and remove all staples and paper clips.

2. Insert the documents neatly into the document feeder, face up. The first page should be on top with the headings towards the left of the machine.
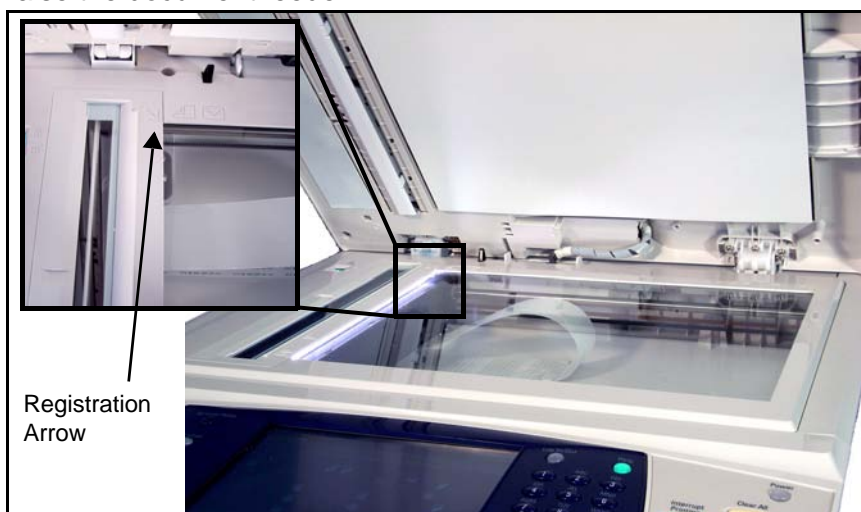
ⓘ Up to 50 sheets of 20 lb (80 g/m²) bond paper can be loaded. Weight ranges from 12.5 lb to 28 lb (50 - 120 g/m²) - refer to Machine Specifications in the Specifications chapter on page 204 for full Document Feeder Specifications.

3. Place the stack in between the guides aligning the left edge with the document feeder tray, and position the guides to just touch the edge of the documents.

4. When **Paper Supply** is set to **Auto**, the machine automatically selects an appropriate tray.

Document Glass:

The following steps explain how to load documents using the document glass:

1. Raise the document feeder.

Registration Arrow

2. Place the document face down on the document glass, aligned with the tip of the registration arrow near the top left of the document glass.

3. Lower the document feeder.

2 Select the Features

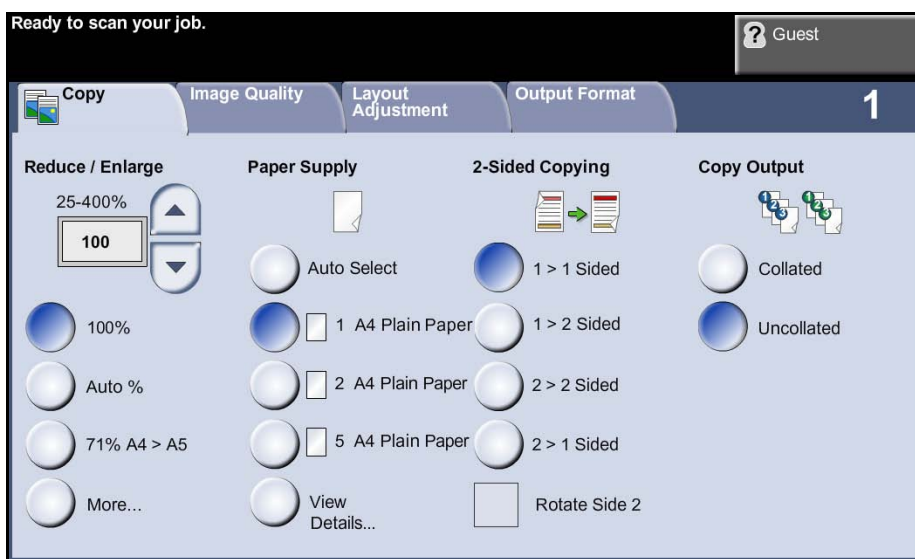By default, the *Copy* screen is the first screen displayed on the machine. If the screen displays *Job Status* or *Machine Status*, press the **Services Home** button. If the touch screen displays other options like Fax or E-mail, press the **Services Home** button and select **Copy** from the displayed items.

Various copy features can be selected for your copy job. The most common features are displayed on the **Copy** screen.

1. Press the **Services Home** button on the control panel.

Services Home button

2. Select **Copy** on the touch screen. Ensure that the **Copy** screen is displayed.

Ready to scan your job.

Guest

| Copy | Image Quality | Layout Adjustment | Output Format | 1 |

Reduce / Enlarge

25-400%

100

- 100%
- Auto %
- 71% A4 > A5
- More...

Paper Supply

- Auto Select
- 1 A4 Plain Paper
- 2 A4 Plain Paper
- 5 A4 Plain Paper
- View Details...

2-Sided Copying

- 1 > 1 Sided
- 1 > 2 Sided
- 2 > 2 Sided
- 2 > 1 Sided
- Rotate Side 2

Copy Output

- Collated
- Uncollated

3. Press the **Clear All** button once on the control panel to cancel any previous selections. The control panel returns to the default entry screen.

4. Select the button for the feature required.

Feature	Description
Copy	Use this tab to select the standard options for a copy job, e.g. reduce/enlarge, 2 sided copying, etc.
Image Quality	Use this tab to adjust the appearance of the copy output, e.g. lighten/darken, background suppression, etc.
Layout Adjustment	Use this tab to adjust the layout of the copy output, e.g. original size, edge erase, etc.
Output Format	Use this tab to produce different options for the finished output, e.g. booklet creation, covers, etc.

If necessary, press one of the tabs and configure the copy settings. For information on the individual tabs, refer to the following:

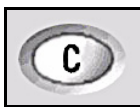*Basic Copying - page 45*

Image Quality - page 48

Layout Adjustment - page 50

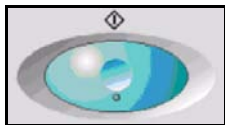*Output Format- page 54*

3 Enter the Quantity

The maximum copy quantity is 999.

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

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

4 Start the Copy Job

Press the **Start** button. Each document is scanned only once. The number of copies requested is displayed in the upper right-hand corner of the screen.

5 Job Status Screen

1. Press the **Job Status** button on the control panel to display the *Job Status* screen.
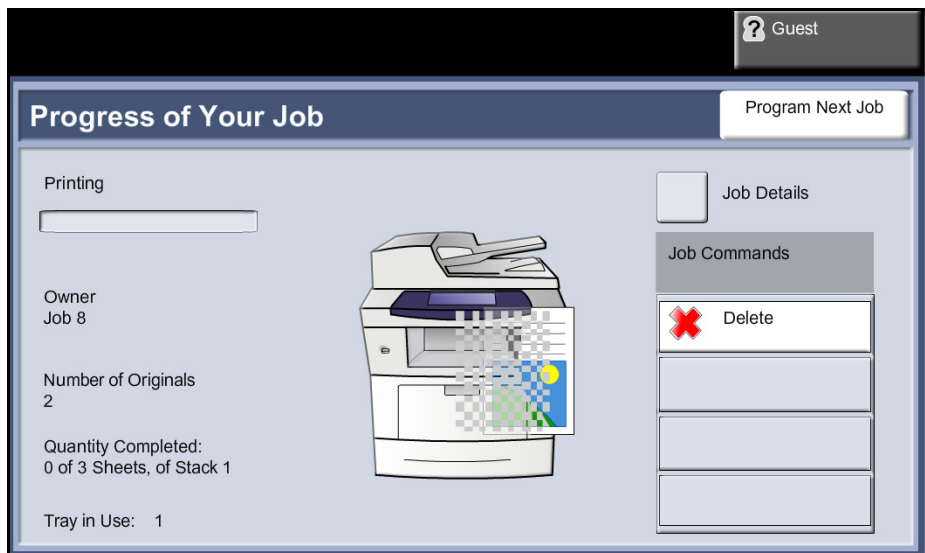
The default *Job Status* screen displays all active jobs, including the queued copy job.

Ready - Select Features to scan your job.			Guest

Active Jobs | **Completed Jobs**

All Jobs ▼

All Jobs	**Status**
Copy, Print and Fax Receiving Jobs	
Scan and Fax Send Jobs	

2. Select from one of the following options:

Queue	Description
All Jobs	Displays all queued jobs.
Copy, Print and Fax Receiving Jobs	Displays all active copy, print and fax receiving jobs.
Scan and Fax Send Jobs	Displays all active scan and fax send jobs.

3. Select the required job to view the *Progress of Your Job* screen. The *Progress of Your Job* screen displays the number of originals scanned and the number of images completed so far.

	Guest
Progress of Your Job	Program Next Job
Printing	Job Details
	Job Commands
Owner	✖ Delete
Job 8	
Number of Originals	
2	
Quantity Completed:	
0 of 3 Sheets, of Stack 1	
Tray in Use: 1	

- The **Delete** button allows the user to delete the selected job from the active job queue.

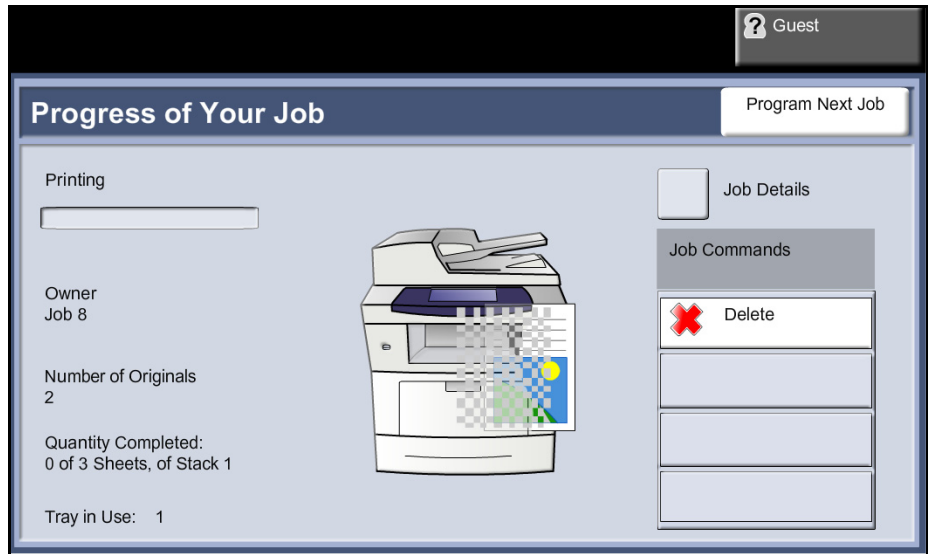The **Job Details** button displays information such as owner, status, job type, time submitted, etc.

Ready to scan your job		Guest
		Close

Job Settings | Required Resources

Feature	Value
Submission Time:	12/01/07 06:00:01
Status:	Printing
Output:	Uncollated
2 Sided:	1 to 1 Sided

4. Select **Close** to return to the *Progress of Your Job* screen. For information on how to set the Default View, refer to *Job Status Default in the Setups chapter on page 182*.
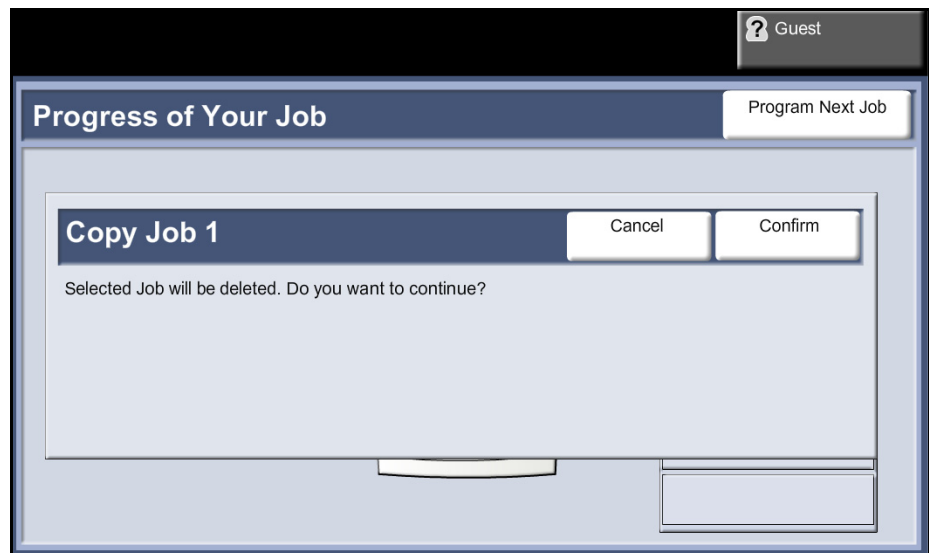
6 Stop the Copy Job

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

1) Press the **Stop** button on the control panel to cancel the current copy job.

2) To cancel a queued job press the **Job Status** button on the control panel to display the *Incomplete Printing Jobs* screen.

3) Select the appropriate job from the queue to view the *Progress of your Job* screen.

4) Select **Delete** from the Job Commands list.

	Guest
Progress of Your Job	Program Next Job

Printing

Job Details

Owner
Job 8

Job Commands

❌ Delete

Number of Originals
2

Quantity Completed:
0 of 3 Sheets, of Stack 1

Tray in Use: 1

5) Select **Confirm** to delete the job or **Cancel** to return to previous screen.

	Guest
Progress of Your Job	Program Next Job

Copy Job 1   Cancel   Confirm

Selected Job will be deleted. Do you want to continue?

Copy

The tabs available for selecting the various Copy features are:

1) Copy

2) Image Quality

3) Layout Adjustment

4) Output Format

Depending on the options enabled and how your machine has been configured, you may have to press the **Services Home** button and **Copy** to display the *Copy* feature tabs.

Copy Tab

The Copy tab is the default Copy screen. Use this tab to select the standard options for a copy job.
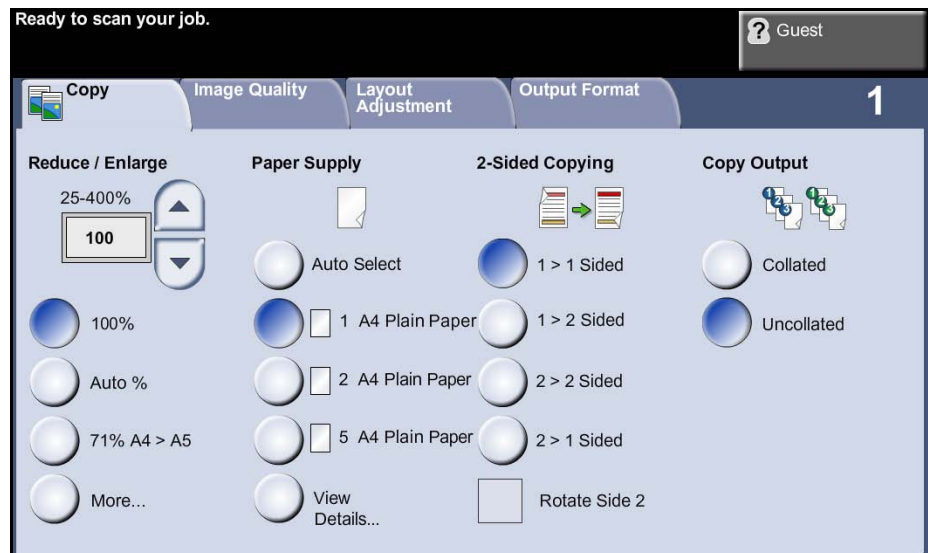
The options can be selected by touching the appropriate button in each column.

To view all the choices for each option, select the **More...** button.

Reduce/Enlarge

Using this option, originals can be reduced or enlarged between 25% and 400%.

100%: Produces an image on the copies the same size as the image on the original.

Auto%: Proportionally reduces or enlarges the image on the copies based on the size of the original and the size of the selected output paper.

Preset Options: The most commonly used reduce/enlarge percentages have been provided as preset options. These preset options can be customized by your System or Machine Administrator to meet individual needs.

Press the **More...** button to display all the Reduce/Enlarge options. Select a custom percentage of reduction or enlargement required. Use the **up/down scroll** buttons to adjust the reduce/enlarge percentage, in 1% increments.

Paper Supply

Use the Paper Supply options to select a paper tray for the copy job.

Auto Select: With this option selected, the machine chooses the correct paper for the copy job based on the size of the originals being scanned.

ⓘ Tray 1 & 2 hold 520 sheets of 20lb paper. Weight ranges from 60-105 g/sm. Sizes range from A4(SEF) to Legal.

Tray 1: Use this option to select the paper loaded in Tray 1.

Tray 2 (Optional): Use this option to select the paper loaded in Tray 2.

Bypass Tray: Use this option when feeding individual types of stock, for example letterhead or labels for one-off jobs. The Bypass Tray holds up to 50 sheets of Universal 20lb (Xerox 4200) paper or up to 5 transparency sheets or up to 5 envelopes.

For more information, refer to *Media Specifications in the Paper and other Media chapter on page 163*.

2-Sided Copying

Double-sided copies can be made automatically from one or two-sided originals.

1→ 1 Sided: Use this option for 1 sided originals when 1 sided copies are required.

1→ 2 Sided: Use this option for 1 sided originals when 2 sided copies are required.

1→ 2 Sided, Rotate Side 2: This option produces 2-sided copies from 1 sided originals and rotates 180 degrees every second side image. Use this option to create documents which can be read in a "head to toe" manner, for example a calendar.

2→ 2 Sided: Use this option for 2 sided originals when 2 sided copies are required.

2→ 1 Sided: Use this option for 2 sided originals when 1 sided copies are required.

2→ 1 Sided, Rotate Side 2: This option produces 1 sided copies from 2 sided originals and rotates 180 degrees every second side image. The "read" orientation for this option varies depending on the input originals. For example, if "head to head" orientation originals are scanned, the output will be "head to toe". If "head to toe" orientation originals are scanned, the output produced will be "head to head".

2→ 2 Sided, Rotate Side 2: This option produces 2 sided copies from 2 sided originals and rotates 180 degrees every second sided image.

Output

Output is used to select the finishing requirements for the job. The options will depend on the finishing output device installed.

Collated: Select **Collated** for output stacked in sets to match the sequence of the originals, i.e. (1,2,3 / 1,2,3).

Uncollated: Select **Uncollated** for output sorted into stacks of individual pages, i.e. (1,1,1 / 2,2,2 / 3,3,3).

Image Quality

The **Image Quality** tab provides copy features used for adjusting the appearance of the copy output.
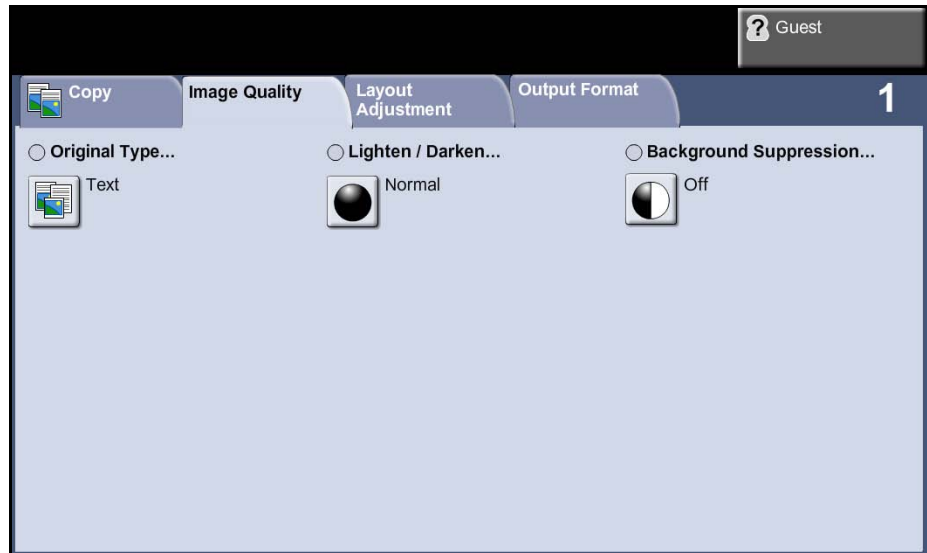
Touch any of the top level buttons to select a feature. To view all the options for a feature, select the option required. Multiple options can be selected for each copy job if required.

Original Type

Use this feature to enhance the quality of your output.

The **Original Type** option is used to enhance the copy quality of the output based on the type of original being scanned.

| Type	Description
Text	Use for originals containing text or line art.
Photo	Use for continuous tone photographs or printed half-tone originals.
Photo and Text	Use for high quality lithographic images or continuous tone photos with text and/or graphics.

Lighten / Darken

Adjusts the lightness or darkness of the output. To darken the output, select the scroll down button. To lighten the output, select the scroll up button.

Background Suppression

Use to automatically reduce or eliminate the dark background resulting from copying colored paper or newspaper originals.

Layout Adjustment

The **Layout Adjustment** tab provides copy features used for adjusting the layout of the copy output.
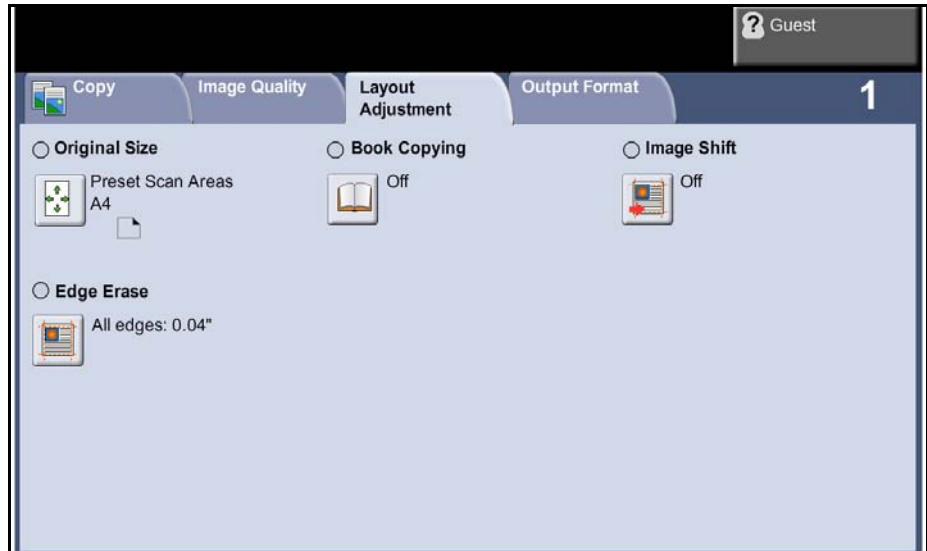
Book Copying

Use when copying bound documents and books. Place the original document at the back, center of the document glass. If the document is too thick, lift the machine cover off the hinges slightly and then re-close the cover.

Off: Use to deactivate the feature.

**Left Page:** Use to scan and copy the left page of a bound document.

Right Page: Use to scan and copy the right page of a bound document.

Both Pages: Use to scan and copy both pages of a bound document.

Book Binding and Edges Erase: Use to erase shadows of a binding or book edge from the left and right edge of the document.

Original Size

Use this option to program the size of the originals being scanned or enable the machine to recognize the size of the originals.
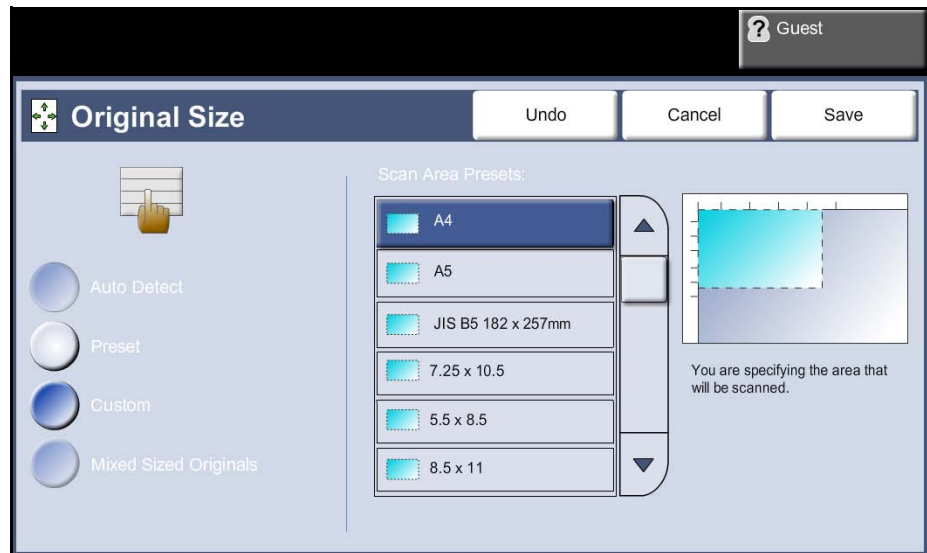
Auto Detect: Use this option to allow the machine to automatically recognize the size of the originals being fed through the document feeder.

**NOTE:** Auto Detect is only available when there are originals detected on DADF.

Preset Scan Areas: Use this option to specify the dimensions of the document scanning region when scanning from the document glass. There are several standard size dimensions that correspond to common document sizes and orientations.

Custom Scan Areas: Use this option to manually adjust the scanning dimensions using the scroll buttons.

Mixed Size Originals: Use this feature to copy a document containing mixed size originals. The originals must be the same width, for example 8.5 x 11" and 8.5 x 14". Load documents in the document feeder when using this feature.

Edge Erase

Use this feature to "refresh" the quality of an original that has become torn or frayed at the edges, or that has hole punch, staple or other marks.
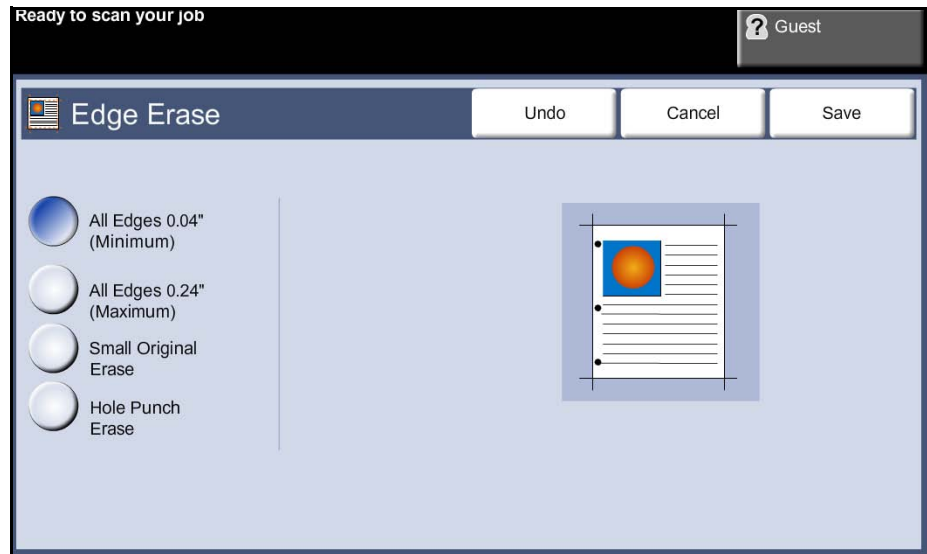
**All Edges (minimum):** Erases equal amounts on all edges of the copies (minimum 0.04").

All Edges (maximum): Erases equal amounts on all edges of the copies (maximum 0.24").

Small Original Erase: Use to erase 0.24" (6 mm) from the edge of the document when the original is smaller than the selected copy paper size.

Hole Punch Erase: Use to erase hole punch marks from the left and right edge of the document.

Image Shift

This feature enables the position of the image on the page to be adjusted.
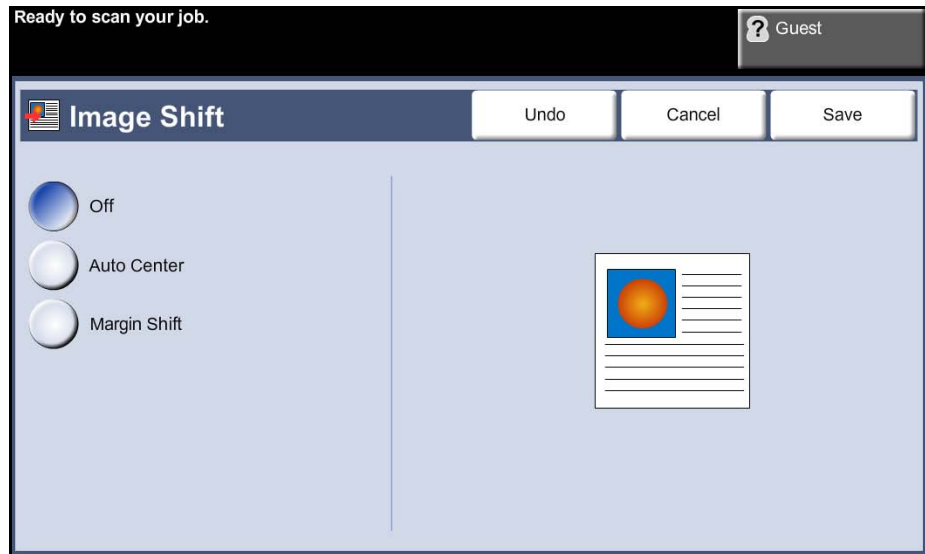
Off: The image position is not adjusted.

Auto Center: Automatically centres the scanned image on the output paper.

Margin Shift: Creates a binding edge for the document. The image can be adjusted up or down on the page or shifted to the right or left. Use the **up/down** and **left/right** scroll buttons to adjust the amount of shift. The image can be shifted between 0 and 0.80", in 0.1" increments.

Output Format

The *Output Format* tab is used to produce different options for the finished output.
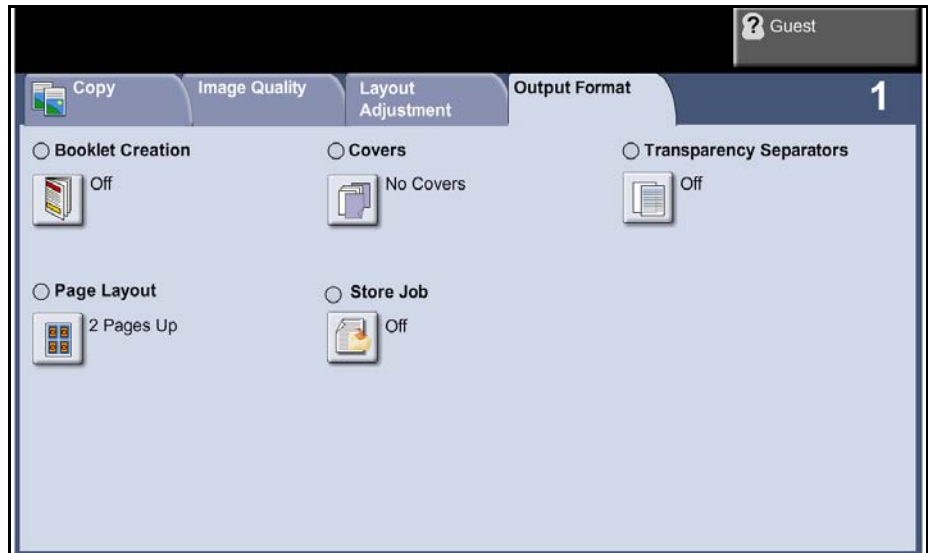
Booklet Creation

Use this feature to create booklets from a sequential set of either single-sided or double-sided originals. The machine prints 2-sided automatically, which, when folded, produces a booklet with all the pages in the correct sequence. The machine will also reduce and correctly position each image to fit on the selected paper.
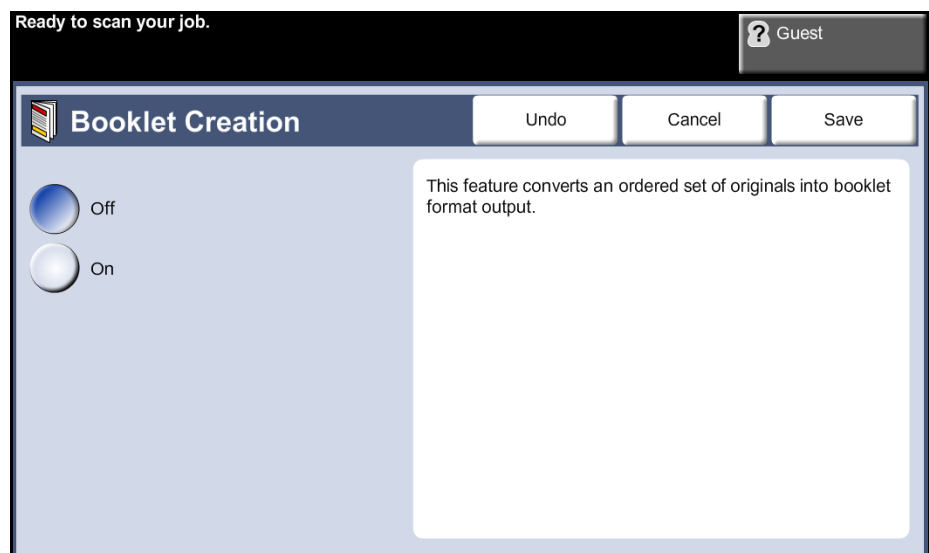
NOTE: Feed the originals from the document feeder, and ensure that the *Original Size* settings on the *Image Adjustment* tab is set to Auto-detect.

Off: The feature is switched off.

On: Use this option to enable the *Booklet Creation* feature. There are two further options available, when *Booklet Creation* is enabled.

Option	Description
1 Sided Originals	Select this option if the originals are single-sided.
2 Sided Originals	Select this option if the originals are double-sided.

Covers

Use this feature to automatically add covers to your copied set using stock taken from a different tray than the copies. Covers must be the same size and orientation as the main body of the job.

No Covers: The feature is switched off.

Front Only: Use this option to add a front cover to the copies.

Back Only: Use this option to add a back cover to the copies.

Front and Back: Use this option to add both a front and back cover to the copies.

Transparency Separators

Use this feature to add either a blank or printed divider between each transparency within a set. Always load transparencies in the Bypass Tray.

Transparency jobs will be delivered single-sided, and collated with no finishing. The quantity can only be set to 1 for this feature.
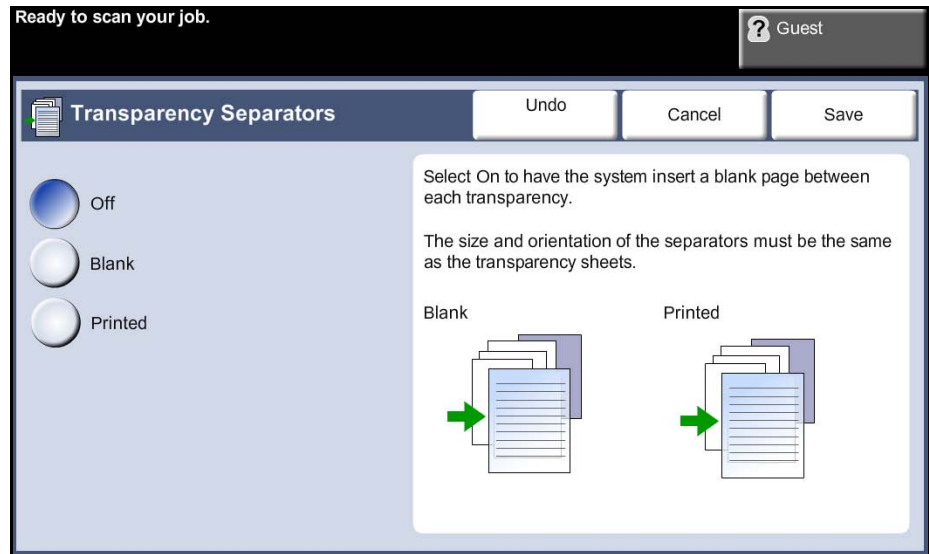
Transparency Supply: Select this button to specify the tray from which the machine needs to use the transparency stock.

Separator Supply: Select this button to specify the tray from which the machine needs to use the separator stock.

Page Layout

This feature is used to copy two or more documents, in a reduced size, onto one sheet of paper. It is ideal for creating handouts, storyboards or documents used for archival purposes.
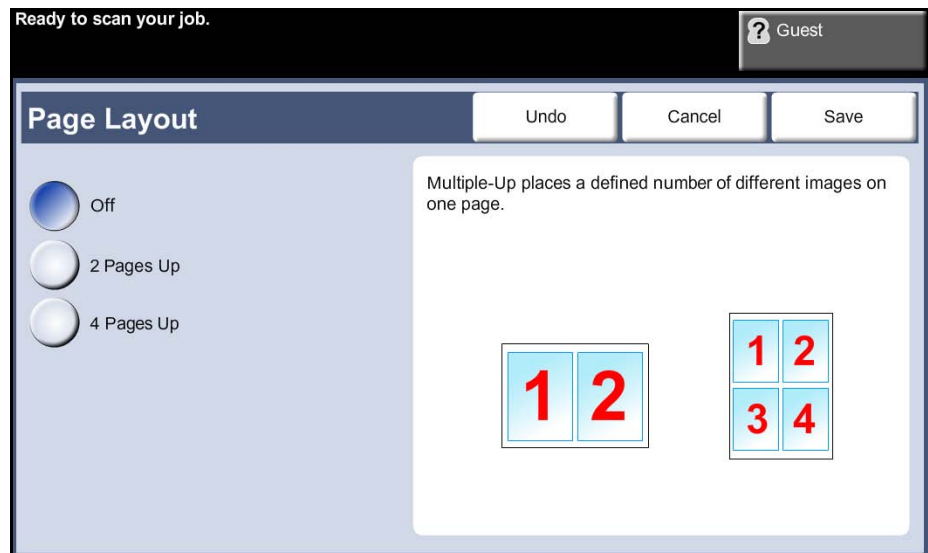
NOTE: Originals must be loaded in the document feeder when using this feature.

1 Page Up: Copies an original onto one sheet of paper.

2 Pages Up: Copies two separate originals onto one sheet of paper.

4 Pages Up: Copies four separate originals onto one sheet of paper.

NOTE: For landscape originals, place the top of the document at the back of the feeder. For portrait originals, place the top of the document to the left.

Store Job

Use this feature to store files and job settings.
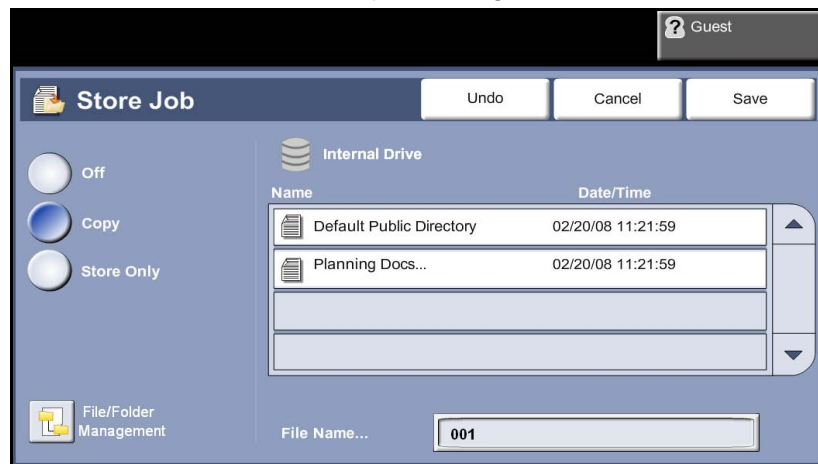

Off: The feature is switched off.

Copy & Save: Use this option to copy the original documents and store in the device memory for retrieval later.

NOTE: Save Only: Store the originals in the device memory for retrieval later. No hard copy output is produced.

ID Card Copy

Use this feature to copy both sides of an ID document, e.g. a driver's license, onto one side of paper.

1. Select **Services Home** to display the *Services Home* screen.

2. Select **ID Card Copy** to display the *ID Card Copy* screen.
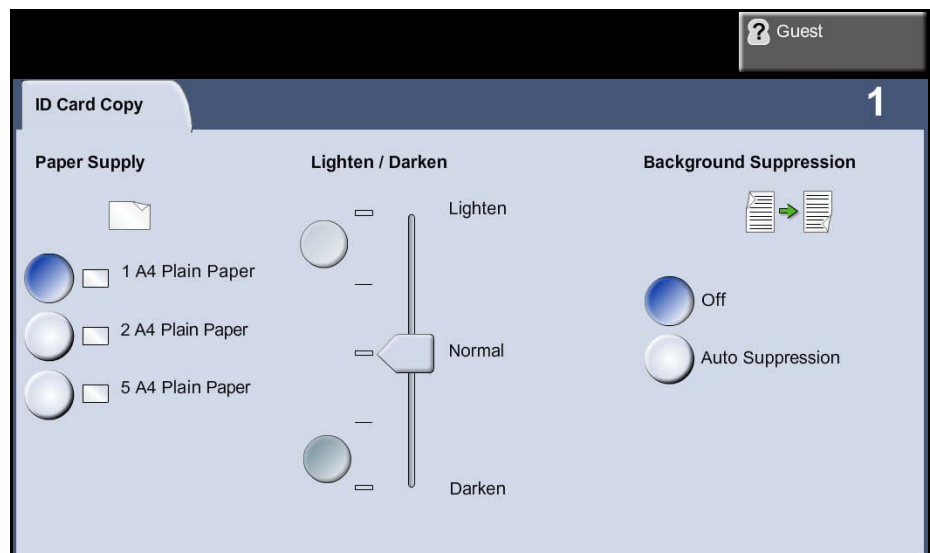
3. Configure the output to improve the quality of the copy.

   Paper Supply: Use the Paper Supply options to select a paper tray for the copy job.

   Lighten / Darken: Adjusts the lightness or darkness of the output. To darken the output, select the **scroll down** button. To lighten the output, select the **scroll up** button.

   Background Suppression: Use to automatically reduce or eliminate the dark background resulting from copying colored backgrounds.

4. Place one corner of the ID card into the back left-hand corner of the document glass.

5. Press **Start** to copy side 1.

6. Turn the ID card over to scan the second side.

7. Press **Start** to copy side 2. Both sides of the ID card print on the same side of the output copy.

4 Fax

The Fax feature may not be available on your machine, depending on your configuration. There are two types of Fax service - Embedded Fax and Server Fax. Although both fax services can be installed, only one fax service can be enabled.

Your System Administrator will set up the default fax service. This chapter contains information about the options available within both fax services.

NOTE: Embedded Fax is the default service when both fax services are installed.

Embedded Fax

Once enabled on your machine, you will be able to transmit and receive hard copy fax jobs over the telephone network directly to and from another fax machine. Your images are sent from your machine directly to the fax number entered. This type of fax travels over normal telephone lines and will therefore be charged at telephone rates.

Server Fax

Once enabled on your machine, you will be able to transmit and receive hard copy faxes without a dedicated telephone line on the machine. Your images are sent from your machine, via your network, to a fax server which forwards them on to the fax number you entered.

Access to the Fax features is gained using the **Services Home** button on the touch screen and **Fax** to display the *Fax* feature tabs.

Fax Procedure

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

Load the Documents – page 60
Select the Features – page 61
Color Faxing – page 63
Dial the Number - page 64
Start the Fax Job – page 64
Job Status Screen – page 64
Stop the Fax Job – page 64

NOTE: If the authentication feature is enabled, you may need an account number before using the machine. To get an account number, or for more information, contact the System Administrator.

1 Load the Documents

You can load the documents to be faxed either on the Document Glass or through the Document Feeder.

For information on setting up the paper trays, refer to *Setting up Paper Trays in the Setups chapter on page 178*.

Document Feeder:

The following steps explain how to load documents using the document feeder:

1. Before loading the documents into the document feeder, ensure they are in good condition and remove all staples and paper clips.

2. Insert the documents neatly into the document feeder, face up. The first page should be on top with the headings towards the left of the machine.
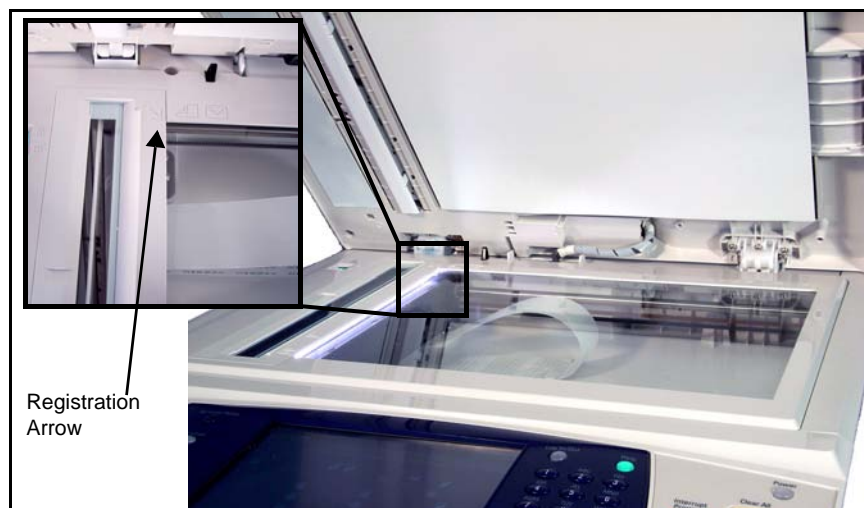
Up to 50 sheets of 20 lb (80 g/m²) bond paper can be loaded. Weight ranges from 12.5 lb to 28 lb (50 - 120 g/m²) - refer to Machine Specifications in the Specifications chapter on page 204 for full Document Feeder Specifications.

3. Place the stack in between the guides aligning the left edge with the document feeder tray, and position the guides to just touch the edge of the documents.

4. When **Paper Supply** is set to **Auto**, the machine automatically selects an appropriate tray.

Document Glass:

The following steps explain how to load documents using the document glass:

1. Raise the document feeder.

Registration Arrow

2. Place the document face down on the document glass, aligned with the tip of the registration arrow near the top left of the document glass.

3. Lower the document feeder.

2 Select the Features

If the screen displays *Job Status* or *Machine Status*, press the **Services Home** button. If the touch screen displays other options, e.g. E-mail, select **Services Home** and select **Fax** from the displayed items.

Various fax features can be selected for your fax job. The most common features are displayed on the **Fax** screen.
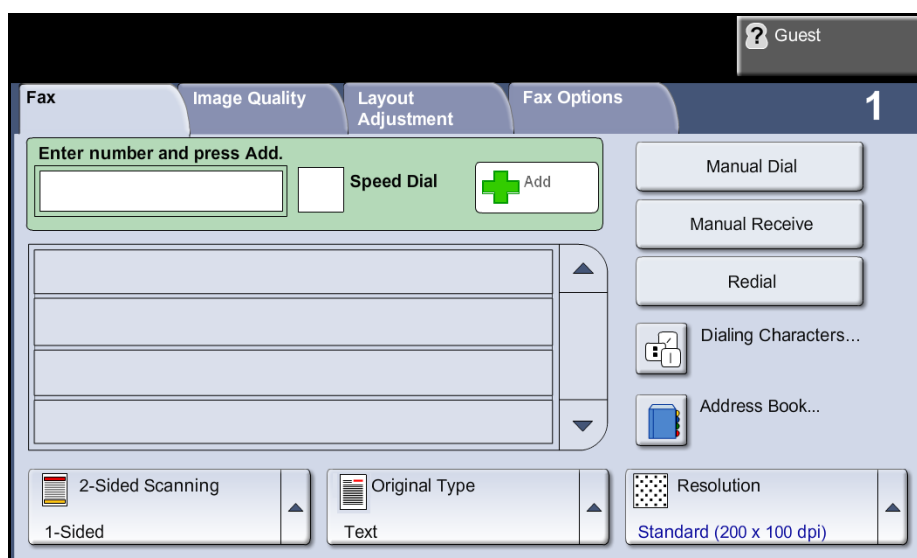
NOTE: The Fax screen is not the same for Embedded and Server Fax. Embedded Fax has more features than Server Fax.

1. Press the **Services Home** button on the control panel.

Services Home button

2. Select **Fax** on the touch screen. Ensure that the **Fax** screen is displayed

NOTE: The image below shows the Embedded Fax screen.

3. Press the **Clear All** button once on the control panel to cancel any previous selections, if needed. The control panel returns to the default *Entry* screen.

4. Select the button for the feature required.

Embedded Fax

Feature	Description
Basic Faxing	Use this tab to select the standard options for a fax job, e.g. dial options, resolution, sides scanned, etc.
Image Quality	Use this tab to adjust the appearance of the copy output, e.g. image quality, etc.

Feature	Description
Layout Adjustment	Use this tab to adjust the layout of the copy output, e.g. original size, edge erase, etc.
Fax Options	Use this tab to access the advance fax features, e.g. reports, mailboxes, poll settings, etc.

If necessary, press one of the tabs and configure the fax settings. For information on the individual tabs, refer to the following:

- *Embedded Fax on page 66.*
- *Embedded Fax Image Quality on page 71.*
- *Embedded Fax Layout Adjustment on page 73.*
- *Embedded Fax Options on page 74.*

Server Fax

Feature	Description
Basic Faxing	Use this tab to select the standard options for a fax job, e.g. dial options, resolution, sides scanned, etc.
Image Quality	Use this tab to adjust the appearance of the copy output, e.g. image quality, color mode, etc.
Layout Adjustment	Use this tab to adjust the layout of the copy output, i.e. original size.
Fax Options	Use this tab to access the Delay Send features.

If necessary, press one of the tabs and configure the fax settings. For information on the individual tabs, refer to the following:

- *Server Fax on page 80.*
- *Server Fax Image Quality on page 81.*
- *Server Fax Layout Adjustment on page 82.*
- *Server Fax Options on page 83.*

3 Color Faxing

NOTE: Color Faxing is only available with Embedded Fax.

Follow the steps below to send a color fax job.

1. For color faxing, select **Color Mode** on the *Image Quality* tab.
2. Select **Full Color**, then **Save** to confirm the settings.

4 Dial the Number

Select a dialing option to enter the fax number.

Option	Description
Keypad Dial	Use this option to enter the number using the numeric keypad.
Manual Dial	Allows you to get the dial tone before entering the fax number.
Speed Dial	Quickly select stored numbers from the Individual Directory/Address Book.
Redial	Allows you to place a call to the last number or list of numbers dialed.
Send List	Used for multiple destinations.

For more information on dialing options, refer to *Dialing Options in the Fax chapter on page 66.*

5 Start the Fax Job
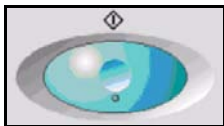
Press the **Start** button. The machine scans the originals, dials the entered number and attempts to connect with the remote fax machine. Once connected, the local machine sends the fax job. To print a confirmation or error report, refer to *Fax Report in the Setups chapter on page 176.*

6 Job Status Screen

To follow the progress of your fax job, press the **Job Status** button on the control panel to display the *Job Status* screen.

The default *Job Status* screen displays all incomplete jobs, including the queued fax job. If there are no incomplete jobs in progress, the message "No Active Jobs" is displayed. For more information on the *Job Status* screen, refer to *Job Status Screen in the Copy chapter on page 41.*


7 Stop the Fax Job

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

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

2. To cancel a queued job press the **Job Status** button on the control panel to display the *Active Jobs* screen.

3. Select the appropriate job from the queue to view the *Progress of your Job* screen.

4. Select **Delete** from the Job Commands list.

5. Select **Confirm** to delete the job or **Cancel** to return to previous screen.

Embedded Fax

Use the options available on the Fax tab to enter the recipient telephone number and to select the standard features for your fax job.
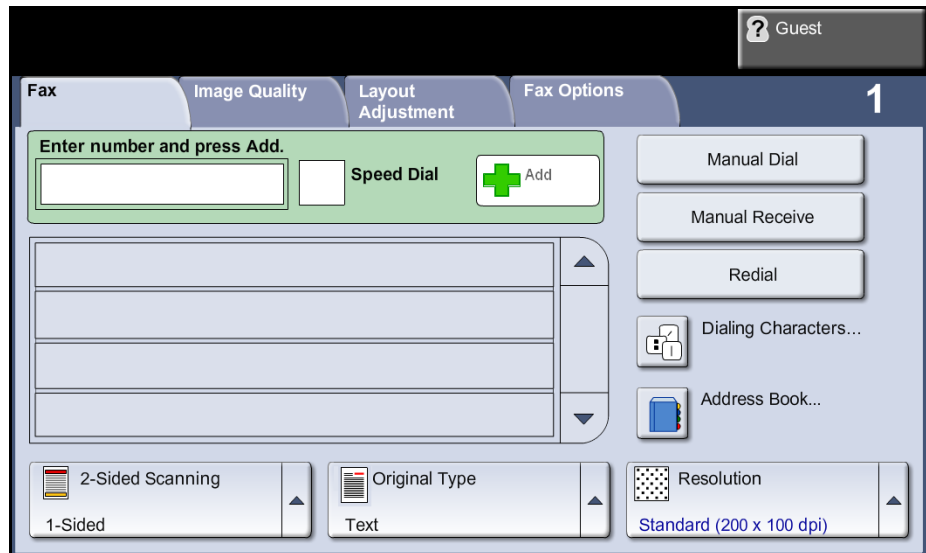
Dialing Options

Use the Dialing Options to enter the destination fax number or numbers for the fax job. Individual fax numbers can be entered using the keypad or an attached telephone handset, using the Speed Dial function or selected from the Directory.

The Directory is a listing of Individual or Group numbers which have been previously set up and stored. The Directory is accessible when the Send List option is selected. Individual numbers can also be accessed from the Directory using the Speed Dial function.

Keypad Dial Use this option to enter the number using the numeric keypad. The number entered appears in the fax window. If an incorrect entry is made, use the **C** button to delete the number and then enter the correct number.

Use the **Keypad Dial** option to return to using the keypad to enter fax numbers after using alternative methods.

Manual Dial Allows you to get the dial tone before entering the fax number. Used when sharing a fax and phone line. The **Manual Dial** mode must be used for color faxing.

Manual Receive   Allows you to receive a fax if a handset is attached.

Speed Dial   Speed Dial numbers are automatically created when a fax number is stored in the Individual Directory. Using the Speed Dial number saves time typing the complete fax destination number. To use Speed Dial, enter the 3 digit Speed Dial number required.

To find out the Speed Dial number for an entry in the Individual Directory, select the **Send List** option and scroll through the Individual Directory to view the numbers assigned.

Redial   Redial allows you to place a call to the last number or list of numbers dialed.

Send List   The Send List is used when the fax is being sent to multiple destinations. Fax numbers can be entered into the Send List manually using the keypad, using Speed Dial or by using the Address Book. The Address Book stores and displays the fax recipient details. Information includes the recipient's name, fax number and transmission preferences, as well as the resolution and communication mode. Individual and Group entries are stored in the Directory.

The Current Send List displays a list of all the recipients for the fax. The list holds up to 200 locations (46 digits allowed per entry).

To send a fax to multiple destinations, the **Send List** option is used. Destination numbers for the fax can be added to the Current Send List using any of the dialing methods available.

Dialing Characters   Special dialing characters can be added to your fax number using the **Dialing Characters** option. Dialing characters are special characters used for entering fax numbers. They are entered as part of the telephone number.

Character	Description
Pause [,]	Gives the machine time to switch from an inside line to an outside line during automatic dialing. For charge code numbers, enter a pause after the fax number but before the charge code number.
Private Data Delimiter [/]	Protects confidential information. For example, if a special charge code or credit card number is required for a call. The / character should be selected before and after entering confidential numbers. The numbers and characters entered between this character will appear as asterisks (*).
Pulse to Tone Switch [:]	Used to switch from pulse dialing to DTMF (tone or one-touch) dialing. After switching from pulse to tone, you cannot switch back to the original mode during the fax procedure.

To select the required character:

1. Enter the fax number via the hard keypad to the right of the touch screen.
2. If required, select a Dialing Character from the touch screen.
3. Select the **Add Character** button.
4. Repeat as necessary and select the **Save** button when complete.
5. Press the **Start** button to send the fax.

Address Book

The Address Book contains a list of addresses, numbers and details that are relevant to your company and/or you. Use the **up/down** scroll buttons to locate the recipient. Highlight the recipient in the list and select the **Add to Recipients** button. Continue this process until you have added all the required recipients. On completion select the **Done** button. The entered e-mail addresses will be shown in the **Recipients** list.

Address Book Setup

Use this feature to store destination names, fax numbers and transmission settings in your device. Entries stored here will be available for selection within the Send List feature on the *Fax* tab. Dialing Groups can also be set up, comprising of many individual entries.

ⓘ *This feature saves time when sending faxes to frequently used destinations.*

Address Book Setup

From the *Fax* tab, select the **Address Book** button to create a new Individual Directory entry, or to edit an existing one:

1. From the *Individual Directory Setup* screen, enter a Directory number or select one from the directory list.
2. Select the **Edit** button.
3. Touch the *Entry Name* field and enter the Directory name (maximum of 20 characters).
4. Select the **Save** button to confirm entries.
5. Touch the *Fax Number* field and enter the fax number (including any Dialing Characters) using the number keypad.
6. Select the **Save** button to confirm entries.
7. Select the **Save** button again to save your entry to the Directory and return to the *Setup* screen. You can save up to 200 entries.

Group Directory Setup
From the *Fax* tab, select the **Address Book** button to create a new Group Directory entry, or to edit an existing one:

1. Select *Groups* from the drop-down menu.

2. From the *Group Directory Setup* screen, enter a Directory number or select one from the directory list.

3. Select the **Edit** button.

4. Touch the *Group Name* field and enter a unique Group number (maximum 20 characters).

5. Select the **Save** button to confirm entry.

6. Select the **Add Recipients** button.

7. Select the required entry from Individual Directory to add to your Group. Either choose from the list, using the scroll buttons, or key in the Directory Location number using the keypad.

8. Select the **Add to Group** button to add the Individual number to the Group. Continue selecting and adding as required.

9. Select the **Save** button to save your entries and return to the *Setup* screen.

2-Sided Scanning

This is used to specify whether the originals are single-sided or two-sided.

1 Sided: Use this option for originals that are printed on one side only.

2 Sided: Use this option for originals that are printed on both sides.

2 Sided - Rotate Side 2: Use this option for originals that are printed on both sides and the second side has been rotated. For example, if you are scanning a calendar which uses a "head to toe" format.

Original Type

NOTE: Original Type is only available with Embedded Fax.

Use this option to enhance the quality of the fax based on the type of original being scanned.

The options available are:

Option	Description
Text	Use for originals containing text or line art.
Photo and Text	Use for high quality lithographic images or continuous tone photos with text.
Photo	Use for continuous tone photographs.

Resolution

The Resolution affects the appearance of the fax at the receiving fax terminal. A higher resolution produces better quality for photos. However, a lower resolution reduces communication time.

Standard 200 x 100 dpi - Recommended for text documents. It requires less communication time, but does not produce the best image quality for graphics and photos.

Fine 200 x 200 dpi - Recommended for line art and photos. This is the default resolution and the best choice in most cases.

NOTE: SuperFine resolution is only available with Embedded Fax.

SuperFine 400 x 400 dpi - Recommended for average quality photos and graphics. It produces good quality images and a smaller file size than the 600x600 resolution.

SuperFine 600 x 600 dpi - Recommended for use with high quality photos and graphics. It produces the largest image file size, but delivers the best image quality.

Embedded Fax Image Quality

The *Image Quality* tab contains options that help you to enhance the appearance and style of your faxed document.
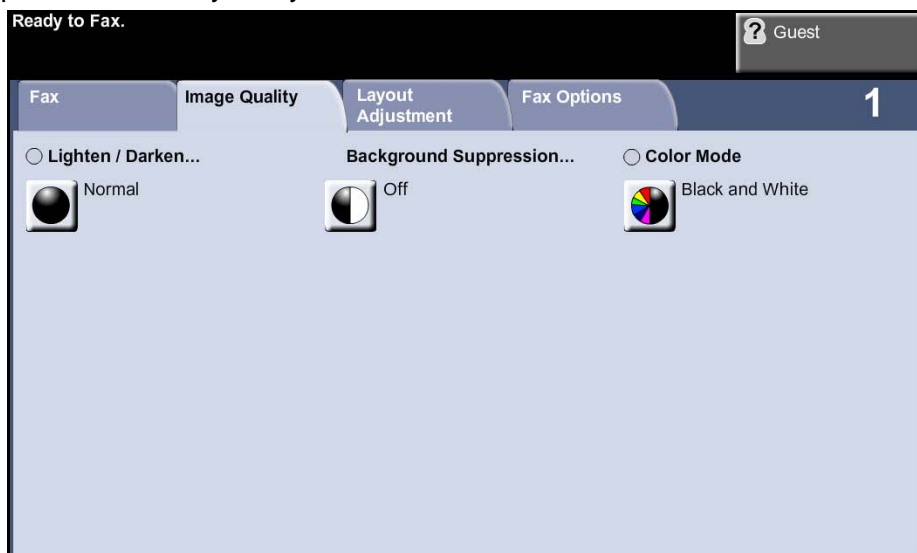
Lighten / Darken

Adjusts the lightness or darkness of the fax. To darken the fax, select the **scroll down** button. To lighten the fax, select the **scroll up** button.

Background Suppression

Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper originals. Background Suppression is on by default.

NOTE: Background Suppression is disabled if the Original Type is Photo.

When **Off** is selected, Background Suppression is deactivated.

Color Mode

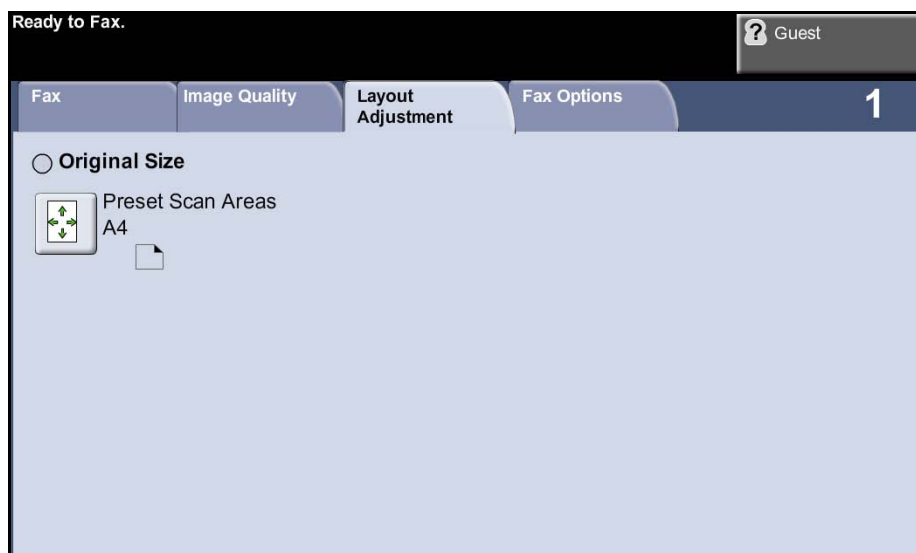Use to transmit the fax in mono or color.

Option	Description
Black & White	Transmits a Black & White image.
Full Color	Transmits a Color image.

Select the **Save** button to confirm Color Mode selection.

NOTE: The receiving device must support color faxing for incoming jobs to receive fax jobs in color.

Embedded Fax Layout Adjustment

The *Layout Adjustment* tab contains the Fax Sending Features allowing you to set the Priority Send options.


Original Size

Use this option to select the size of the originals being scanned. The machine can determine the size of the originals automatically, or a size can be entered manually.

Option	Description
Auto-Detect	Use this option to allow the machine to determine the size of the originals being fed through the document feeder.
Presets	Presets allow you to quickly define scan area using standard paper size dimensions. There are several dimensions that correspond to common document sizes and orientations.
Custom Size	Custom Size allows you to enter a non-standard size for your documents.
Mixed Size Originals	Mixed Sized Originals allow you to scan originals of different sizes at one time without any additional user intervention.

Embedded Fax Options

The *Fax Options* tab available with Embedded Fax provides further fax features which can be used when transmitting faxes. To view all the options for a feature, select the feature required. Multiple options can be selected for each fax job if required.
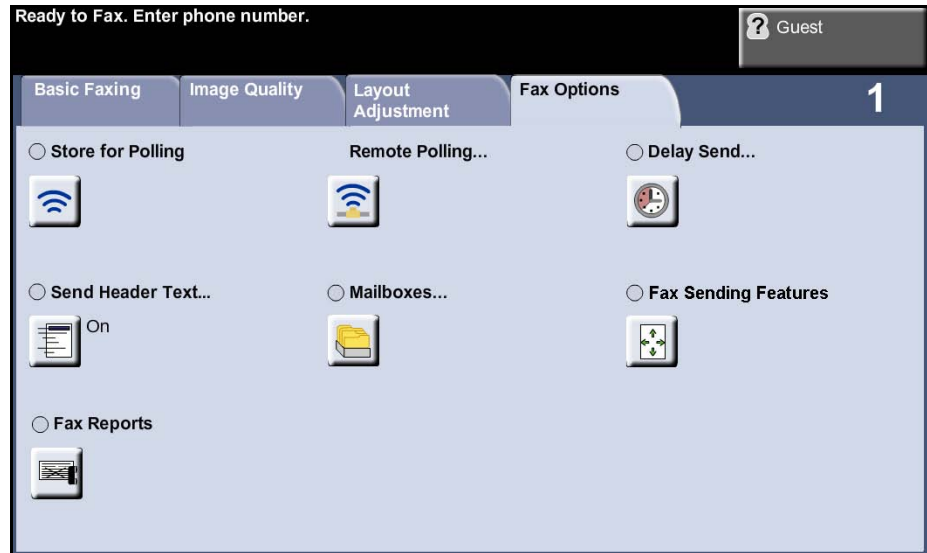
Polling

Polling enables you to store fax documents into the machine's memory for retrieval by another remote fax machine, or to poll a remote fax machine or mailbox to retrieve information.

Store for Polling

This option allows users to scan documents and store them. When remote machines poll the device, they are able to retrieve the scanned document(s). Passcodes can be set up to control which machines have access to the documents stored.

Store for Polling

Stored documents will not be deleted after a successful poll.

Print Polling Documents

To print documents stored for polling.

Delete Polling Documents

All documents stored for polling will be deleted.

Remote Polling

Poll Remote Fax

This option allows users to contact a remote fax machine to locate and receive faxes stored by the remote machine. More than one remote machine can be polled at a time. Enable this feature by selecting **Poll Remote Fax** and selecting **On**.

Enter the number of the remote machine you wish to poll. Poll more than one remote machine by using the **Send List**.

Use the *Delayed Send* feature to poll at a specific time. This allows you to poll the remote machine when the line is less congested or when a cheaper rate applies. Only one delayed polling job is allowed at a time.

Once you have entered the number of the remote machine and, if required, the time you wish to poll, press the **Start** button on the control panel to begin polling the remote machine or to store the polling command.

All documents that have been successfully polled from the remote machine are printed on your machine.

Poll Remote Mailbox

This option allows users to contact a remote mailbox which is set up on a remote fax machine. When contact has been made, the remote machine sends the faxes stored within the mailbox. To use this option, you need to know the remote mailbox number and passcode.

Enter the remote machine's fax number using the control panel, or select the **Send List** button to select the required number from the directory. Group Directory is not available when using the poll remote mailbox feature, as only one telephone number can be entered at a time.

To poll a remote mailbox you must know the mailbox number. Use the keypad to enter the number of the mailbox you wish to poll in the *Mailbox Number* input field.

If the remote mailbox is protected with a passcode, use the keypad to enter the passcode in the *Passcode* input field. If the passcode does not match the remote mailbox passcode, the poll will fail.

NOTE: If the Passcode input field is left blank, the default passcode 0000 is used.

Once you have entered the number and details of the remote machine mailbox you wish to poll, press the **Start** button on the control panel to begin polling remote machine mailbox.

All fax documents that have been successfully polled from the remote mailbox are printed on your machine.

Delay Send

Delayed Send enables you to specify the time of a fax transmission or poll. This option can be used to delay transmission of a fax job for a minimum period of 15 minutes and a maximum period of 23hrs 59mins, by specifying the time at which the fax is to be sent.

Select **Off** to send the fax immediately.

Select **Specific Time** to enter the time you wish the fax to be sent. Enter the hours and minutes separately and press **AM** or **PM** to denote if you want the fax to be sent in the morning or the evening.

Send Header Text

Select **On** to enable transmission header details on outgoing faxes. To format Transmission Header details, refer to *Transmission Header Text in the Setups chapter on page 173*.

Mailboxes

Mailboxes are areas of machine memory where incoming faxes are stored or from which outgoing faxes can be polled (see Polling – page 74). The System Administrator can set up to 20 mailboxes on your machine.

You can use a mailbox located on the same machine you are using (local mailbox), or a mailbox set up on a remote machine (remote mailbox).

Local mailboxes can contain both stored or received documents. Stored documents are placed in the local mailbox by the user standing at the device; received documents are placed in the local mailbox by a remote fax device. The local mailbox may be password protected and a local user can delete or print the contents of the mailbox.

Documents held within the local mailbox are recognized as stored for polling, printing or deleting by the user. To access a mailbox you must enter the 3 digit mailbox number and, if applicable, a 4 digit mailbox passcode. Please contact your System Administrator for more information.

NOTE: The storage time for faxes is set up by your System Administrator.

Store to Mailbox   Allows users to scan and store fax documents for polling. Documents are stored in your mailbox and automatically sent to a remote fax machine when requested.

1. Enter Mailbox number (max 20 digits).

2. Enter Mailbox passcode (4 digit code).

3. Press **Start**.

Print Mailbox Documents	Allows you to print a hard copy of the documents stored in a mailbox.

1. Enter Mailbox number (max 20 digits).

2. Enter Mailbox passcode (4 digit code).

3. Press **Start**.

Delete Mailbox Documents	Allows you to delete all the documents stored within a mailbox.

NOTE: If the Delete Mailbox Documents or Print Mailbox Documents button is selected then both received and stored documents within the selected mailbox will be printed or deleted.

1. Enter Mailbox number (max 20 digits).

2. Enter Mailbox passcode (4 digit code).

3. Press **Start**.

Send to a Remote Mailbox	Allows you to send a fax document directly to an individual's private mailbox on a remote machine.

NOTE: This feature will only be available when the remote machine has mailbox capability and when the user sending the document knows the mailbox number of the recipient.

Enter the recipient's fax number using the control panel, or select the **Send List** button and select the recipient from the directory. Group Directory is not available when using the send to a remote mailbox feature, as only one telephone number can be entered at a time.

If enabled, a confirmation report is printed once the documents are sent to the remote mailbox.

Original Size

Use this option to select the size of the originals being scanned. The machine can determine the size of the originals automatically, or a size can be entered manually..

Option	Description
Auto-Detect	Use this option to allow the machine to determine the size of the originals being fed through the document feeder.
Presets	Presets allow you to quickly define scan area using standard paper size dimensions. There are several dimensions that correspond to common document sizes and orientations.

Option	Description
Custom Size	Custom Size allows you to enter a non-standard size for your documents.
Mixed Size Originals	Mixed Sized Originals allow you to scan originals of different sizes at one time without any additional user intervention.

Fax Sending Features

Select this feature to access the options which enable you to apply additional transmission features to your fax job.

Priority Send Priority Send enables you to send a fax job ahead of all other fax jobs in memory. It will not interrupt a currently active fax job.

Select **On** to enable this option. The job chosen under Priority Send will be displayed in the job status queue as the highest priority job (except for the job currently in process).

Fax Reports

This feature enables you to obtain information about the status of the fax feature on your machine.
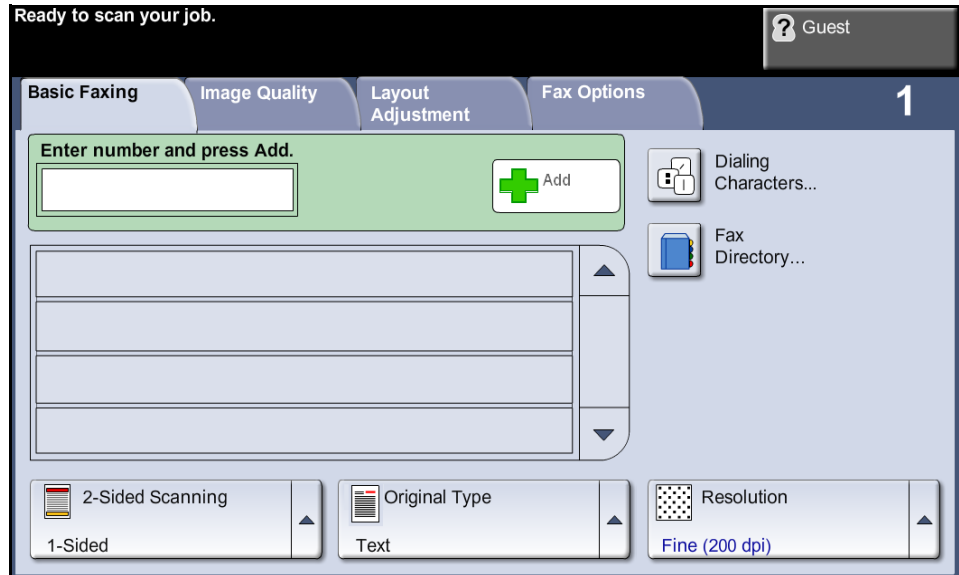
The various reports available are:

Report	Description
Fax Phone Book	Displays stored numbers in the Speed Dial List, the Group Dial List and Mailboxes.
Fax Confirmation	Displays confirmation of Fax completion status, e.g. CP: completed, FA: Fail, TS: Terminated by System.
Fax Transmission	Displays the last 50 faxes sent by the machine.
Fax Receive	Displays the last 50 fax jobs received on the machine.
Fax Broadcast	Reports on the success or failure of a specific fax job which includes more than one destination.
Fax Protocol	Displays low level communication details for the last fax transmitted or received.
Fax Multipoll	Reports on the success or failure of a specific polling fax job which includes more than one destination.
Junk Fax List	Displays the fax numbers defined as junk fax numbers by the System Administrator.

Report	Description
Pending Jobs	Displays the fax jobs in the machine's memory waiting to be sent or printed. This report also gives a percentage of available memory on the machine.
Fax Options	Lists current Fax Option settings, e.g. ring volume, redial count, date format, etc.

Select the required report (use the scroll keys to review complete list) and then select the **Print Report** button.

Server Fax

Use the options available on the Fax tab to enter the recipient telephone number and to select the standard features for your fax job.

Ready to scan your job.				❓ Guest
Basic Faxing	Image Quality	Layout Adjustment	Fax Options	**1**

Enter number and press Add.

[input field] ➕ Add

📇 Dialing Characters...

📘 Fax Directory...

▲
▼

2-Sided Scanning	Original Type	Resolution
1-Sided	Text	Fine (200 dpi)

For information on the features available, please refer to *Embedded Fax in the Fax chapter on page 66.*

Server Fax Image Quality

The *Image Quality* tab available with Server Fax provides further fax features which can be used when transmitting faxes. To view all the options for a feature, select the feature required. Multiple options can be selected for each fax job if required.
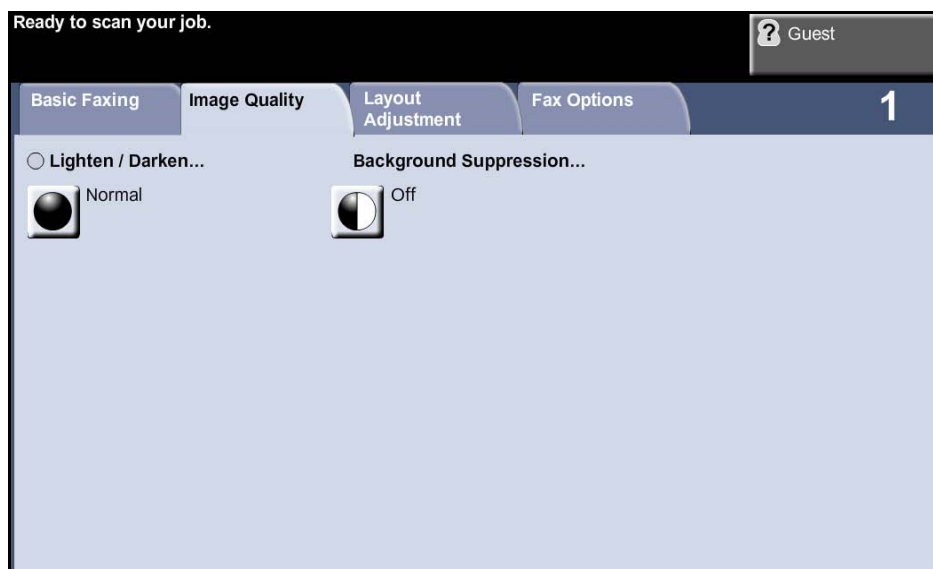
Lighten/Darken

Adjusts the lightness or darkness of the fax. To darken the fax, select the **scroll down** button. To lighten the fax, select the **scroll up** button.
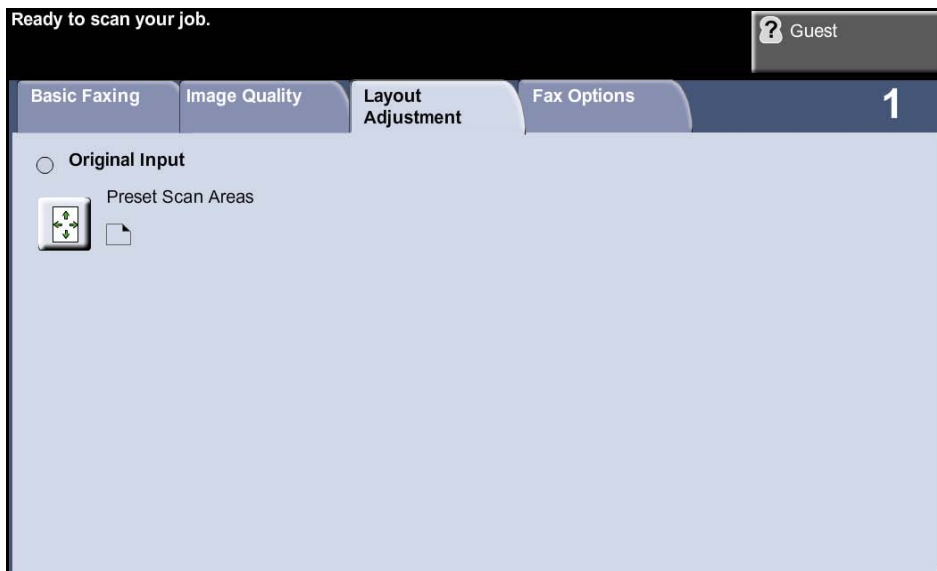
Background Suppression

Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper originals. Background Suppression is on by default.

When **Off** is selected, Background Suppression is deactivated.

Server Fax Layout Adjustment

The *Layout Adjustment* tab available with Server Fax allows the user to program the size of the originals being scanned or enable the machine to recognize the size of the originals.

Original Size

Use this option to select the size of the originals being scanned. The machine can determine the size of the originals automatically, or a size can be entered manually.

Option	Description
Auto-Detect	Use this option to allow the machine to determine the size of the originals being fed through the document feeder.
Presets	Presets allow you to quickly define scan area using standard paper size dimensions. There are several dimensions that correspond to common document sizes and orientations.
Custom Size	Custom Size allows you to enter a non-standard size for your documents.
Mixed Size Originals	Mixed Sized Originals allow you to scan originals of different sizes at one time without any additional user intervention.

Server Fax Options

The *Fax Options* tab available with Server Fax allows the user to send a fax at a pre-specified time to avoid peak charging times.

Delay Send

Delay Send enables you to specify the time of a fax transmission or poll. This option can be used to delay transmission of a fax job for a minimum period of 15 minutes and a maximum period of 23hrs 59mins, by specifying the time at which the fax is to be sent.

Select **Off** to send the fax immediately.

Select **Specific Time** to enter the time you wish the fax to be sent. Enter the hours and minutes separately and press **AM** or **PM** to denote if you want the fax to be sent in the morning or the evening.

Forward to Fax/E-mail Features

The *Forward to Fax / E-mail* feature allows incoming or outgoing faxes to be automatically forwarded to either another fax number or e-mail address. The System Administrator configures the feature via the Web UI. The System Administrator can also enable the *Print Local Copy* option to print a local copy of the forwarded or received fax or e-mail.

For more information about this feature, consult the *System Administrator Guide*, or contact your System Administrator.

Forward to Fax

This feature allows incoming or outgoing faxes to be automatically forwarded to an anonymous fax recipient.

You can choose to forward the following:

- Transmitted Faxes
- Received Faxes
- All Faxes

Forward to Email

This feature allows incoming or outgoing faxes to be automatically forwarded to another e-mail recipient.

You can choose to forward the following:

- Transmitted Faxes
- Received Faxes
- All Faxes

When forwarding to an email recipient, you can select one of these output formats:

- Portable Document Format - PDF
- Tagged Image File Format - TIFF

5 Network Scanning

This chapter contains information about the options available within Network Scanning. Network Scanning is a standard feature on the Phaser 3635MFP.

Network Scanning enables the creation of an electronic image file.

If Network Scanning has been enabled, an electronic file can be created from a hard copy original. The electronic file can be filed, faxed, or distributed through e-mail.

Scan Procedure

This section describes the basic procedure for scanning. Follow the steps below.

NOTE: If an authentication feature is enabled, you may need an account before using the device. To get an account, or for more information, contact the System Administrator.

1 Load the Documents

You can load the documents to be scanned either on the Document Glass or through the Document Feeder.

Document Feeder:

The following steps explain how to load documents using the document feeder:

1. Before loading the documents into the document feeder, ensure they are in good condition and remove all staples and paper clips.

2. Insert the documents neatly into the document feeder, face up. The first page should be on top with the headings towards the left of the machine.

3. Place the stack in the middle of the guides aligning the left edge with the document feeder tray, and position the guides to just touch the edge of the documents.

Document Glass:

The following steps explain how to load documents using the document glass:

1. Raise the document feeder.

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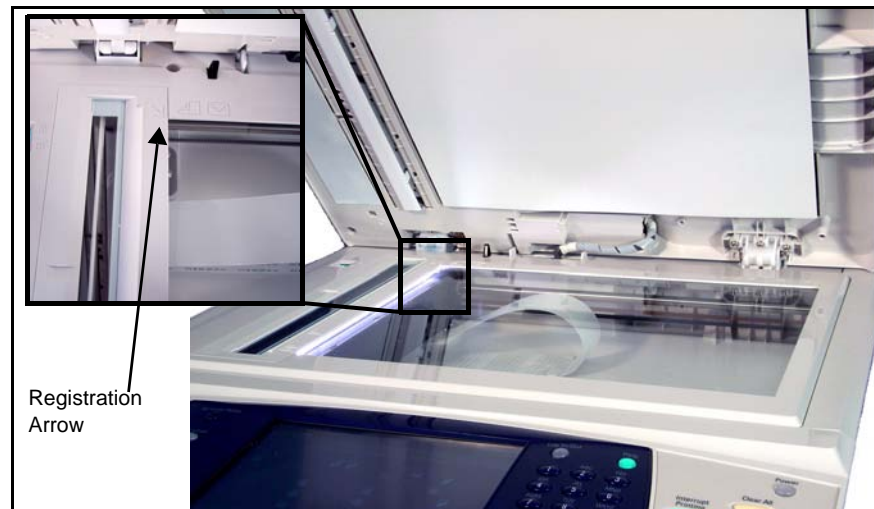
2. Place the document face down on the document glass, aligned with the tip of the registration arrow near the top left of the document glass.
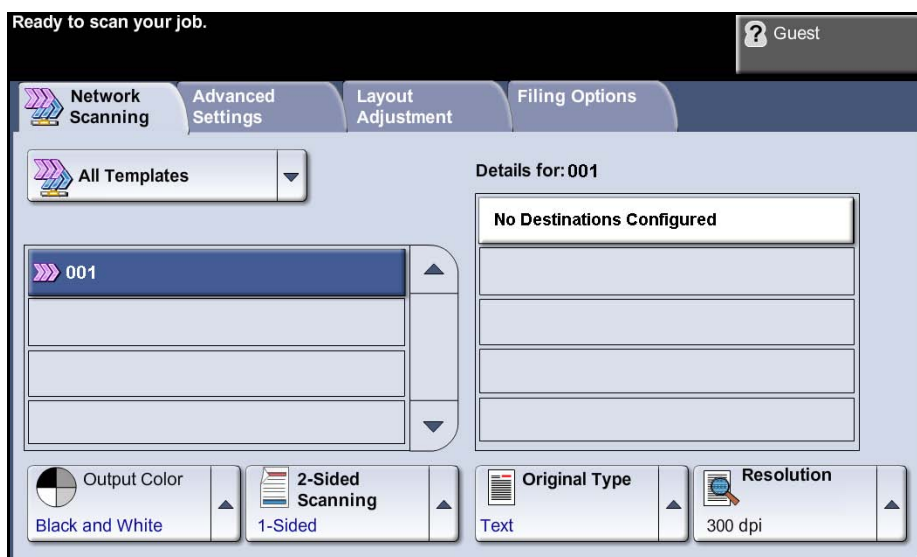
3. Lower the document feeder.

2 Select Network Scanning

Press the **Services Home** button and select **Network Scanning** from the displayed items.

1. Press the **Services Home** button on the control panel.

Services Home
button

2. Select **Network Scanning** on the touch screen. Ensure that the **Network Scanning** screen is displayed.

NOTE: If an authentication feature is enabled, you may need an account number before using the machine. To get an account number, or for more information, contact the System Administrator.

3 Select Network Scanning Template

Network Scanning uses preset templates created by the System Administrator. These templates already contain feature settings customized to the user. Use the **up/down** scroll buttons located to the right of the Template List on the *Network Scanning* tab to move through the list and select a Template.

To get quickly to a specific page in the Template list, use the number keypad to identify the page number then select the pound **(#)** key. The counter will display the page location.

For more information on Network Scanning templates, refer to *Network Scanning on page 92*.

4 Change Feature Settings

To temporarily change the template settings, perform the following:

1. Press the **Clear All** button once on the control panel to cancel any previous selections. The control panel returns to the default *Entry* screen.

2. Select one of the following tabs for the feature required.

Feature	Description
Network Scanning	Use the features on this tab to select the required template. Use this feature also to temporarily change the information relating to your original, e.g. color scanning, 2 sided originals, etc.
Advanced Settings	Use the features on this tab to update recently created templates or temporarily change the scan settings affecting appearance and style, e.g. image quality, resolution, file size, etc.
Layout Adjustment	Use the features on this tab to temporarily change the information relating to your original, e.g. size of scanned original, scan to edge.
Filing Options	Use the features on this tab to manage the file destinations, formats and metadata.

If necessary, press one of the tabs and configure the network scan settings. For information on the individual tabs, refer to the following:

Network Scanning - page 92

Advanced Settings - page 96

Layout Adjustment - page 100

Filing Options - page 100

5 Start the Network Scanning Job
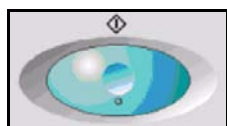
Press the **Start** button. The machine scans the originals and transfers them to the scan repository identified by the selected template.

6 Job Status Screen

To follow the progress of your scanning job, press the **Job Status** button on the control panel to display the *Job Status* screen

The default *Job Status* screen displays all incomplete jobs, including the queued network scan job. If there are no incomplete jobs in progress, the message "No Active Jobs" is displayed. For more information on the *Job Status* screen, refer to *Job Status Screen in the Copy chapter on page 41.*

7 Stop the Network Scanning Job

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

1. Press the **Stop** button on the control panel to cancel the current scanning job.

2. To cancel a queued job press the **Job Status** button on the control panel to display the *Active Jobs* screen.

3. Select the appropriate job from the queue.

4. Select **Delete** from the Job Commands list.

5. Select **Confirm** to delete the job or **Cancel** to return to previous screen.

Network Scanning Resources

Additional scanning software can be added to the machine's scanning capabilities:

FreeFlow™ SMARTsend™ Enables the installation, set up and management of Network Scanning on the network. FreeFlow™ SMARTsend™ is composed of several different elements that work together to create and deliver the scanned document to its final destination. For more information, contact your Xerox sales representative.

Network Scanning

There are two important areas of information under the *Network Scanning* tab: *Template List* and *Template Details*.

For more information on templates, refer to *Template Overview on page 93* and *Repositories on page 93*.
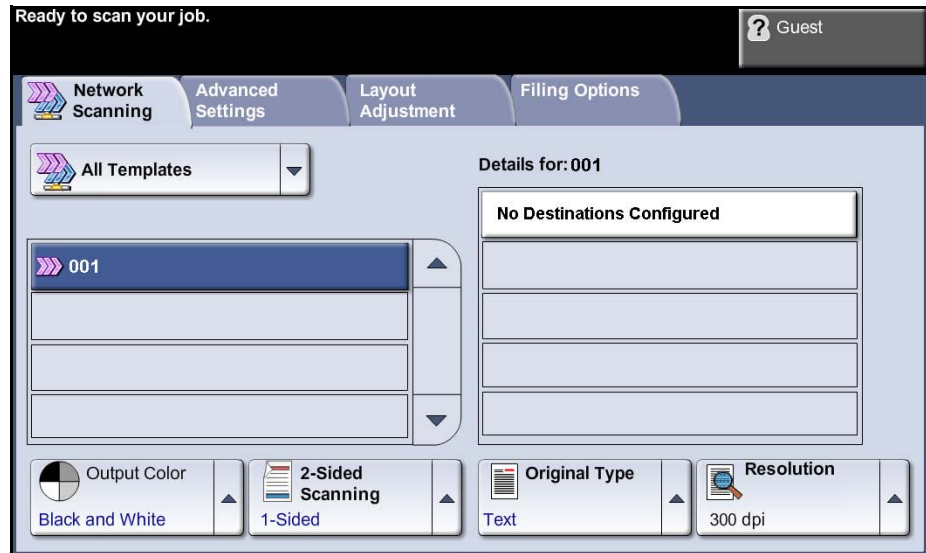
Templates

Templates currently available to the user are listed on the screen. On installation, the factory default template 'DEFAULT', in upper case, displays in the template list. The default template appears at the top of the list and is selected automatically. All other templates follow in alpha-numeric order. There is a maximum of 250 templates.

The template list contains two types of templates:

- Network templates - these are templates stored in a remote template pool repository, and created using software such as FreeFlow, SMARTsend.

- Local templates - these are templates stored locally on the device and created using CentreWare Internet Services, WIA or TWAIN drivers.

ⓘ A default template can also be created using FreeFlow™ SMARTsend™ Software. The word 'default' will be displayed in lower case.

Details

The Details section on the right side of the screen displays information about the selected template. Each time you select another template file, this area will update to display information associated with the selected template.

NOTE: Any changes made to the template at the machine are temporary. Permanent changes must be made with the same utility that created the template.

Template Overview

Successful scanning requires selecting a template at your machine. Templates contain pre-selected options which will be applied to the scanned original, for example, information about the final destination of your job (the repository) and the image quality settings are defined within the template, along with the template name.

Creating Templates
Refer to the System Administration CD for more information on creating templates.

NOTE: Template names are limited to 20 characters. Template names containing more than 20 characters will be shortened to the first 20 characters. Remember this when searching for existing templates or assigning template names.

Selecting a template
Select a template based on where the file is required to be sent. Normally, the System Administrator will have established a template for use by each user.

Changing Preprogrammed Template Selections
After a template is selected, most of the pre-programmed settings like sides scanned, image quality and resolution, can be temporarily changed. The output destination assigned to the template cannot be changed at the machine, but an alternate destination can be added.

Repositories

Repositories are directories or filing locations set up on a server where your scanned files are held. Before you can use Network Scanning your System Administrator must set up the repositories available to your machine. The repositories are defined in the template and cannot be changed at the machine. Up to 5 repositories (1 default, 1 dedicated to the server fax and 3 additional) can be defined.

Output Color

Use this option to scan Mono, Grayscale or Full Color originals.

Option	Description
Full Color	Use this option to scan a color original.

Option	Description
Grayscale	Use this option to scan an original with multiple shades of gray.
Black & White	Use this option to scan a black and white original.

2 Sided Network Scanning

This is used to specify whether the originals are single-sided or double-sided.

Option	Description
1 Sided	Use this option for originals that are printed on one side only.
2 Sided	Use this option for originals that are printed on both sides.
2 Sided Original, Rotate Side 2	Use this option for originals that are printed on both sides. This option will rotate side 2.

Original Type

Use this feature to select the type of original being scanned.

Option	Description
Photo & Text	Use for originals containing photographs and text.
Photo	Use for continuous tone photographs or high quality printed half-tone originals.
Text	Use for originals containing text or line art.

Resolution

Resolution affects the appearance of the scanned image. The higher the scanning resolution (dpi - dots per inch) the better the image quality.

Resolution	Description
72 x 72 dpi	Produces the smallest image file size and is recommended for documents which are to be viewed electronically or archived.
100 x 100 dpi	Produces a small file size and is recommended for simple text documents.
200 x 200 dpi	Recommended for average quality text documents and line art.

Resolution	Description
300 x 300 dpi	Recommended for high quality text documents and line art. Can also be used for medium quality photos and graphics. This is the default resolution and the best choice for most documents.
400 x 400 dpi	Recommended for average quality photos and graphics. It produces good quality images and a smaller file size than the 600x600 resolution.
600 x 600 dpi	Recommended for use with high quality photos and graphics. It produces the largest image file size, but delivers the best image quality.

If Color mode is selected, the maximum resolution is 300 x 300 dpi.

Advanced Settings

The *Advanced Settings* tab allows you to update recently created network templates or to temporarily manipulate the scan template to enhance the appearance and style of your scanned image.
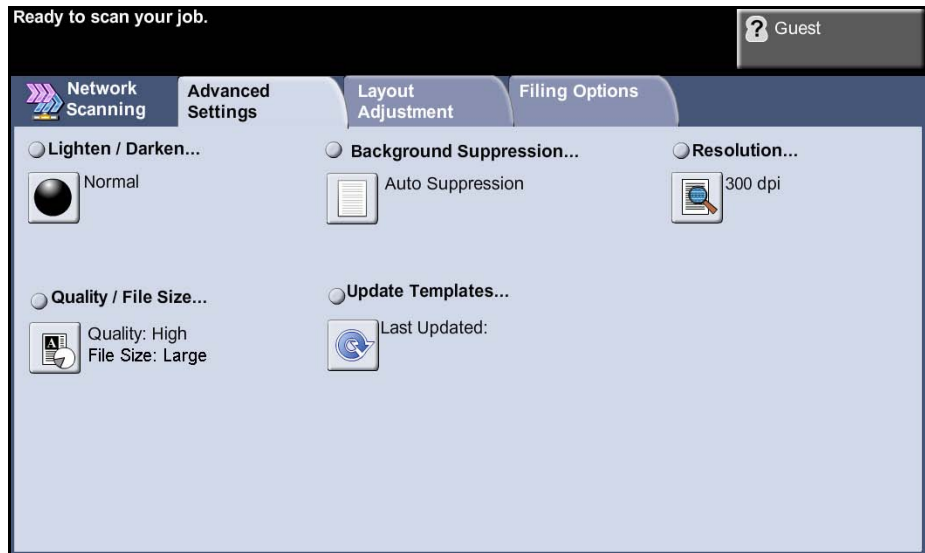
Lighten/Darken

Use this feature to enhance the quality of your scanned originals. Adjusts the lightness or darkness of the output. To darken the output, select the scroll down button. To lighten the output, select the scroll up button.

Background Suppression

Use to automatically reduce or eliminate the dark background resulting from copying colored paper or newspaper originals.

NOTE:

Quality / File Size

The Quality / File Size settings allow you to choose between scan image quality and file size.

Option	Description
Normal Quality	Use this option to produce good quality images and the smallest file size.

Option	Description
Higher Quality	Use this option produces high quality images and larger file sizes.
Maximum Quality	Use this option for the highest image quality and the largest file size.

NOTE: Large files are not ideal for sharing and transmitting over the network due to the high processing demands they place on system resources.
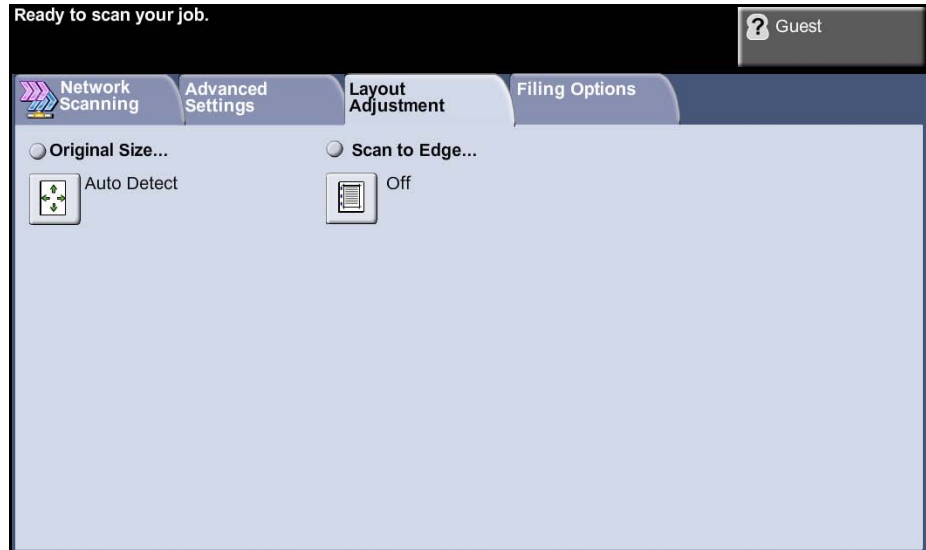
Update Templates

Use this feature if you want to update a recently created or updated Network template and cannot wait until the system automatically updates the system. Local template updates are immediate and automatic.

NOTE: The template update can take several minutes.

Layout Adjustment

Use this feature to temporarily change the information relating to your original.

Original Size

Use this option to select the size of the originals being scanned. The machine can determine the size of the originals automatically, or a size can be entered manually.

NOTE: If your machine does not show Mixed Size Originals, it is recommended that the originals used are of the same size.

Option	Description
Auto-Detect	Use this option to allow the machine to determine the size of the originals being fed through the document feeder.
Manual Size Input	Use this option to specify the dimensions of the document scanning region when scanning from the document glass. There are several dimensions that correspond to common document sizes and orientations. Select a standard size or use **Custom** to manually adjust the scanning dimensions.

Scan to Edge

Use this feature to "refresh" the quality of an original that has become torn or frayed at the edges, or that has hole punch, staple or other marks.

When **Scan to Edge** is set to **On**, the device will scan the image to the edges of the original.

When **Scan to Edge** is set to **Off**, a small blank border will be added around the scan edges to prevent uneven lines around the edges.

Filing Options

Use this feature to manage the file destinations, formats and metadata.
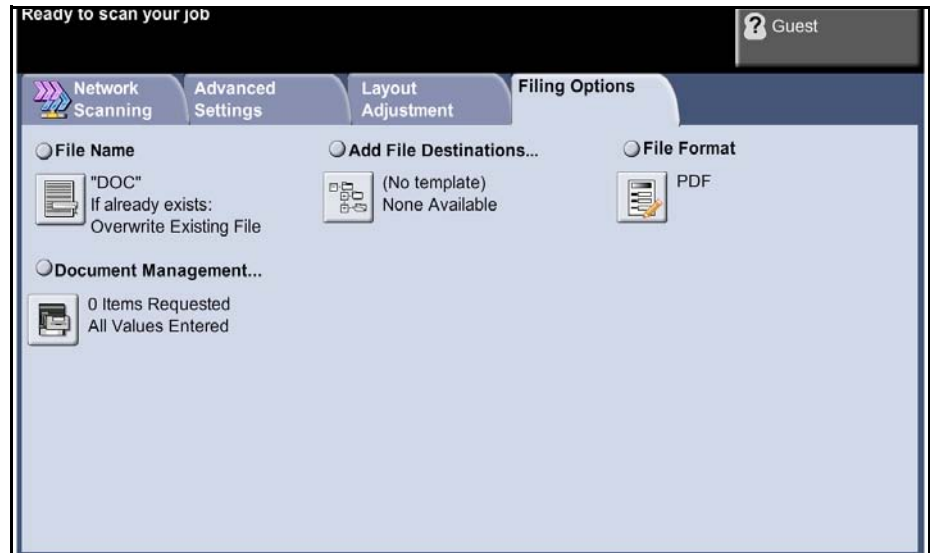
File Name

Use this option to change the Document Name from the template default. Type your document name using the soft touch screen keypad, then select the **Save** button.

Use the following options to configure the policy if the file name already exists:

Option	Description
Rename New File	Use this option when you want the machine to name the new file (or folder) with a unique name.
Append to Existing File	Use this option to add the newly created scanned image file to an existing document with the same name as the document being scanned. *This option is not available with Multi-Page Tiff, XPS and PDF file format options.*
Overwrite Existing file	Use this option to replace the existing file that has the same filename as the newly created scanned image file.
Do Not Save	Use this option to cancel the scanning operation if a file with the same name as the newly created scanned image file is detected.

Option	Description
Add Date to Name	Use this option when you want the machine to name the new file (or folder) with a unique name, along with the current date and time.

File Format

Use the File Format option when the job is to be sent with a different file format than that set as the template default.

Option	Description
PDF	Portable Document Format. Given the right software the recipient of the scanned image can view or print the file, no matter what their computer platform. PDF files usually open with Adobe Acrobat Readers.
Multi-Page TIFF	Tagged-Image File Format. A graphic file that can be opened in a variety of graphic software packages across a variety of computer platforms.
Single-Page TIFF	Tagged-Image File Format. A graphic file that can be opened in a variety of graphic software packages across a variety of computer platforms.
JPEG	JPEG formats are graphic files, that can be accessed with all graphics or image editing applications. **NOTE:** JPEG option is available only in Color and Grayscale mode.
XPS	XML Paper Specification. Provides a page-by-page view of the document's content as it would be printed..

Document Management Fields

Document Management Fields provide information which is filed with your scanned documents in the Job Log.

Third party applications can be used to search, file and distribute jobs based on their Job Log information.

Add File Destinations

The System Administrator can set up multiple Network Scanning destinations on the machine. Once configured, a user can add any of these destinations to their existing template.

6 E-mail

Scan to E-mail is a standard feature on the Phaser 3635MFP. This chapter contains information about the options available within E-mail.

When enabled, scanned images can be sent as an e-mail attachment to a specified e-mail recipient or recipients. Access to the E-mail features is gained using the **Services Home** button on the control panel.

The tabs available for selecting E-mail features are:

- *E-mail - page 111*
- *Advanced Settings - page 114*
- *Layout Adjustment - page 116*
- *E-mail Options - page 117*

E-mail Procedure

This section describes the basic procedure for sending e-mails from the machine. Follow the steps below:

Load the Documents – page 104

Select the Features – page 105

Enter the Address Details - page 107

Start the E-mail Job – page 109

Job Status Screen – page 110

Stop the E-mail Job – page 110

NOTE: If an authentication feature is enabled, you may need an account before using the device. To get an account, or for more information, contact the System Administrator.

1 Load the Documents

You can load the documents to be e-mailed either on the Document Glass or through the Document Feeder.

For information on setting up the paper trays, refer to *Setting up Paper Trays in the Setups chapter on page 178*.

Document Feeder:

The following steps explain how to load documents using the document feeder:

1. Before loading the documents into the document feeder, ensure they are in good condition and remove all staples and paper clips.

2. Insert the documents neatly into the document feeder, face up. The first page should be on top with the headings towards the left of the machine.

Up to 50 sheets of 20 lb (80 g/m²) bond paper can be loaded. Weight ranges from 12.5 lb to 28 lb (50 - 120 g/m²) - refer to Machine Specifications in the Specifications chapter on page 204 for full Document Feeder Specifications.

3. Place the stack in the middle of the guides aligning the left edge with the document feeder tray, and position the guides to just touch the edge of the documents.

Document Glass:

The following steps explain how to load documents using the document glass:

1. Raise the document feeder.

Registration Arrow

2. Place the document face down on the document glass, aligned with the tip of the registration arrow near the top left of the document glass.

3. Lower the document feeder.

2 Select the Features

Press the **Services Home** button and select **E-mail** from the displayed items.

Various e-mail features can be selected for your e-mail job. The most common features are displayed on the **E-mail** screen.

1. Press the **Services Home** button on the control panel.

Services Home button

2. Select **E-mail** on the touch screen. Ensure that the **E-mail** screen is displayed.
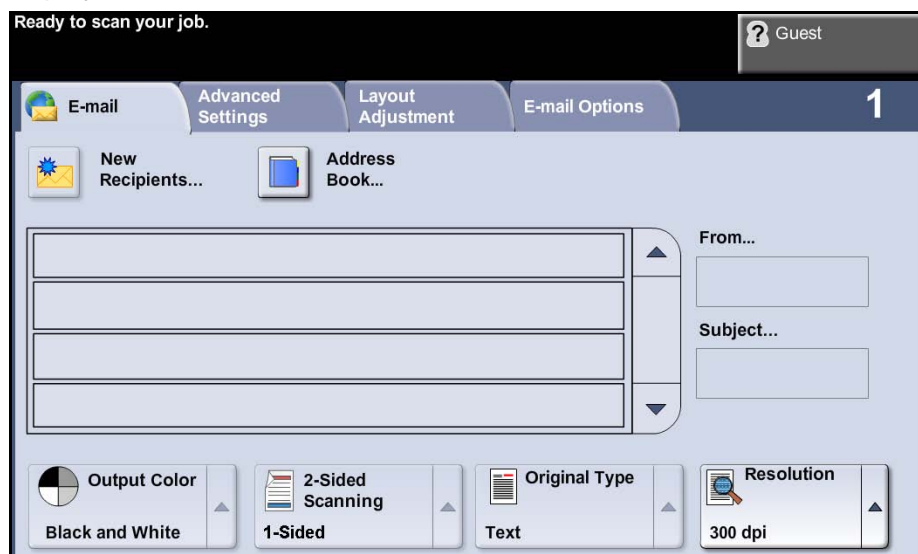
Ready to scan your job.				? Guest
E-mail	Advanced Settings	Layout Adjustment	E-mail Options	1

New Recipients...   Address Book...

From...

Subject...

Output Color	2-Sided Scanning	Original Type	Resolution
Black and White	1-Sided	Text	300 dpi

NOTE: If an authentication feature is enabled, you may need an account before using the device. To get an account, or for more information, contact the System Administrator.

3. Press the **Clear All** button once on the control panel to cancel any previous selections. The control panel returns to the default *Entry* screen.

4. Select the **From:** field on the touch screen. The *Keypad* screen will display.

5. Enter your email address as the Sender and select **Save**.

NOTE: If the E-mail feature is accessed via **Authentication Mode**, the sender's e-mail address will be auto-filled. The sender may also search for their e-mail address via the Address Book.

6. Select the one of the following tabs for the feature required.

Feature	Description
E-mail	Use the features on this tab the standard options for an e-mail job, e.g. address fields, subject lines, message body, etc. Use this tab to enter the settings of the e-mail originals, e.g. color scanning, 2 sided originals, type, etc.
Advanced Settings	Use the features on this tab to access the advanced e-mail settings, e.g. image options, resolution, file format, etc.
Layout Adjustment	Use the features on this tab to adjust the layout, e.g. original size, scan to edge, etc.

Feature	Description
E-mail Options	Use the features on this tab to select the file format, add a Reply To address or add an e-mail message.

If necessary, press one of the tabs and configure the e-mail settings. For information on the individual tabs, refer to the following:

E-mail - page 111

Advanced Settings - page 114

Layout Adjustment - page 116

E-mail Options - page 117

3 Enter the Address Details

There are three methods to enter an e-mail address destination:

- Manually enter the e-mail address.

- Use the Address Book option to enter an e-mail address from the address book available on your machine. You do not need to enter the full name, and can search the address book on the first few letters.

- Use the **.com** key on the email keypad

To manually enter an e-mail address

1. From the *E-mail* screen choose the **New Recipient** button. The *New Recipient* keypad screen will appear.
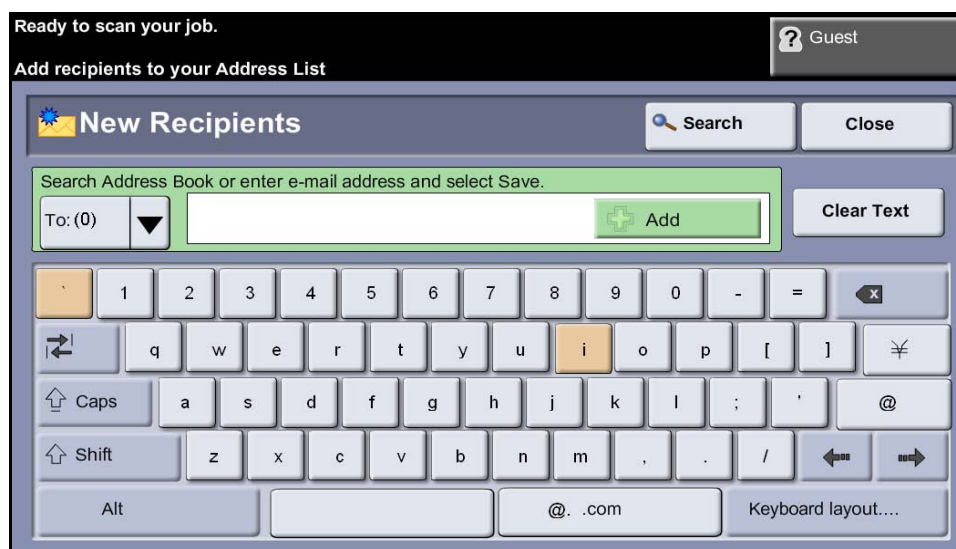
NOTE: To show upper or lower case, accented characters or numbers by selecting the **Shift** key on the Keypad screen. To change languages choose the **Keyboard Layout** key on the Keypad screen.

2. Type in a valid e-mail address and select the **Add** button.

3. To add more recipients, repeat the previous step.

4. To enter recipient address(es) as Copy (Cc:) or Blind Copy (Bcc:) addresses, select the **To:** button. Select either **Cc:** or **Bcc:** from the drop-down menu options.

5. When all recipient addresses have been added, select the **Close** button.

To enter a programmed recipient address using the .com key

The **.com** key is a programmable key that can hold full e-mail addresses (i.e. johndoe@xerox.com) or partial e-mail address (i.e. xerox.com).

1. From the *New Recipient* keypad screen select the **.com** key and select an address.

2. To add the address to the recipient list, select the **Add** button.

3. When all recipient addresses have been added, select the **Close** button.

To add recipient addresses using the Address Books

1. From the *E-mail* screen choose the **Address Book** button. The *New Recipient* keypad screen will appear.
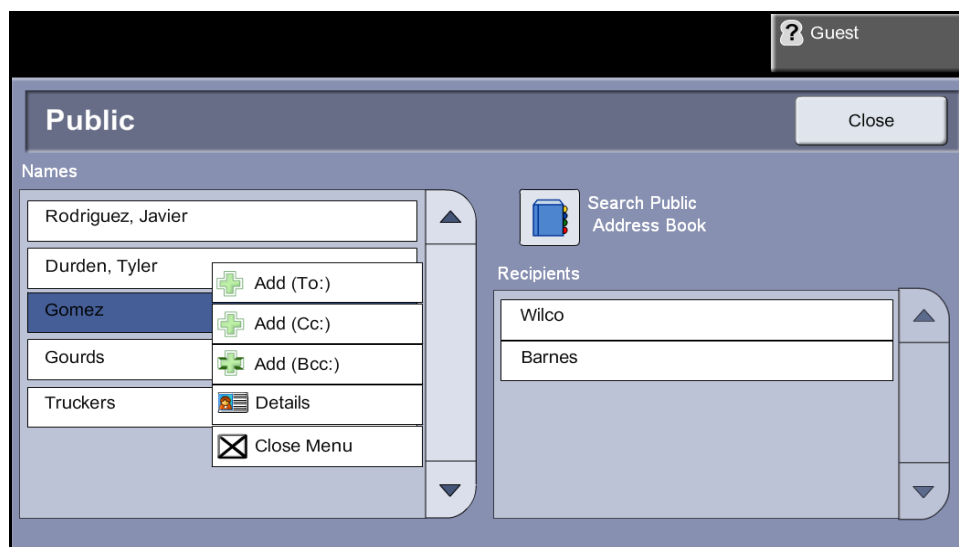
2. Enter the first few characters of the recipient's name or e-mail address and select the **Search** button. The Xerox device will return a list of names that match your entry.

3. Choose the desired recipient from the list returned and select the Add button.

4. When all recipient addresses have been added, select the **Close** button.

NOTE: If there are no matching entries:

1) Select the **Address Book** button to search the other address book. If one or more matches are found based on the search criteria, the matches display on the touch screen.

2) Use the **up/down** scroll buttons to locate the recipient.

3) Select the recipient in the list and select the **Add** button.

4) Repeat the above procedure to add more recipient addresses.

5) When all recipient addresses have been added, select the **Close** button. The entered e-mail addresses will be shown in the A*ddress List.*

Optional information

From the *E-mail* screen, select **Edit Subject** to add a subject line that will appear in the recipient's e-mail inbox. Use the touchscreen keypad to enter the text.

Select **Message Body** to add a short message to accompany the scanned original. Use the touchscreen keypad to enter the text.

4 Advanced settings

For information on the individual tabs, refer to the following:

Advanced Settings - page 114

Layout Adjustment - page 116

E-mail Options - page 117

5 Start the E-mail Job
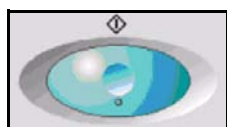
Press the **Start** button. Each document is scanned only once and the machine sends originals as an e-mail attachment.

6 Job Status Screen

To display the progress of your e-mail job, press the **Job Status** button on the control panel.

The default *Job Status* screen displays all incomplete jobs, including the queued scan to e-mail job. If there are no incomplete jobs in progress, the message "No Active Jobs" is displayed. For more information on the *Job Status* screen, refer to *Job Status Screen in the Copy chapter on page 41*.

7 Stop the E-mail Job

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

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

2. To cancel a queued job press the **Job Status** button on the control panel to display the *Active Jobs* screen.

3. Select the appropriate job from the queue.

4. Select **Delete** from the Job Commands list.

5. Select **Confirm** to delete the job or **Cancel** to return to previous screen.

E-mail

The *E-mail* screen contains the basic information needed to send a document as an e-mail attachment.

The *E-mail* screen allows you to temporarily change the information relating to your original. Changing these settings allows you to achieve optimum scanning quality for each E-mail original.
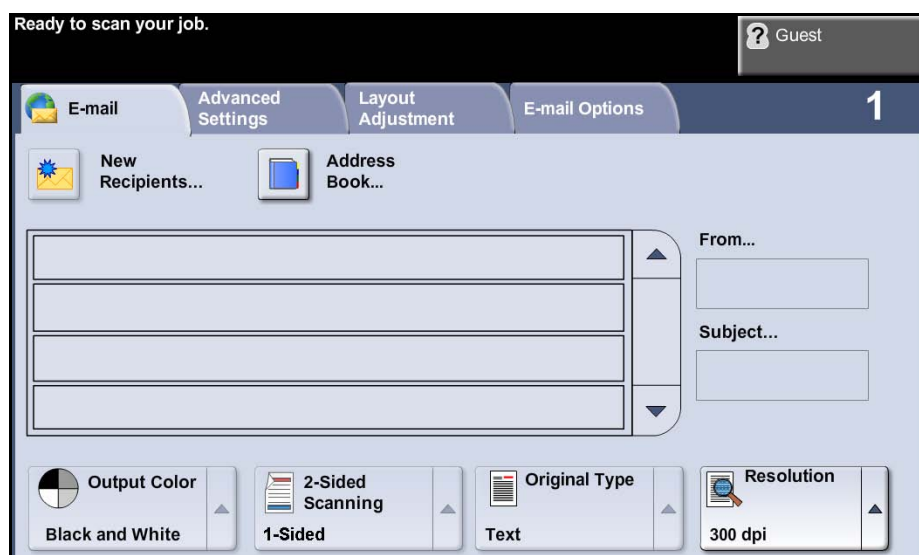
Use the following options to enter recipient information.

From   This button provides information about the sender including the sender's email address. Select the **From** button to display the e-mail keypad to enter an e-mail address.

NOTE: If E-mail is accessed via Authentication Mode, the information contained will be linked with the login name.

New Recipients   Select the **New Recipients** button to enter one or more recipients for the email attachment. Selecting the **New Recipients** button displays the e-mail keypad to enter an e-mail address.

Option	Description
To:	Use the keypad on the touch screen to enter the e-mail address of the recipient.
Cc:	Use the keypad on the touch screen to enter the e-mail address of the recipient you wish to be copied on the e-mail job.

Option	Description
Bcc:	Use the keypad on the touch screen to enter the e-mail address of the recipient you wish to be copied on the e-mail job, without their name being displayed on the e-mail.

Details   Use this option to view the details of the selected recipient. The information displayed is determined by how the address was originally added to the Address Book, either from the Internal or Public Address Book, or entered manually.

Address Book   The Address Book contains a list of e-mail addresses and details that are relevant to your company and/or you. If configured, your machine is able to support two types of e-mail address books - Network and Public. When an entry is made in **To...**, **Cc...** or **Bcc...** the Address Book displays search results for one or both configured address books.

Subject   Use this option to add a new subject or edit the default e-mail subject. The subject is the title of the e-mail and not the text contained within the e-mail. The subject line can contain up to 50 characters and displays on the touch screen under the **Subject** button.

Output Color

Use this option to scan Mono, Grayscale or Full Color originals.

Option	Description
Full Color	Use this option to scan a color original.
Grayscale	Use this option to scan an original with multiple shades of gray.
Black & White	Use this option to scan a black and white original.

2 Sided Scanning

This is used to specify whether 1 or 2 sides of your original will be scanned. You can also program the orientation for 2-sided originals.

Option	Description
1 Sided Original	Use this option for originals that are printed on one side only.
2 Sided Original	Use this option for originals that are printed on both sides.

Option	Description
2 Sided Original, Rotate Side 2	Use this option for originals that are printed on both sides and the second side has been rotated. For example, if you are scanning a calendar which uses a "head-to-toe" format.

Original Type

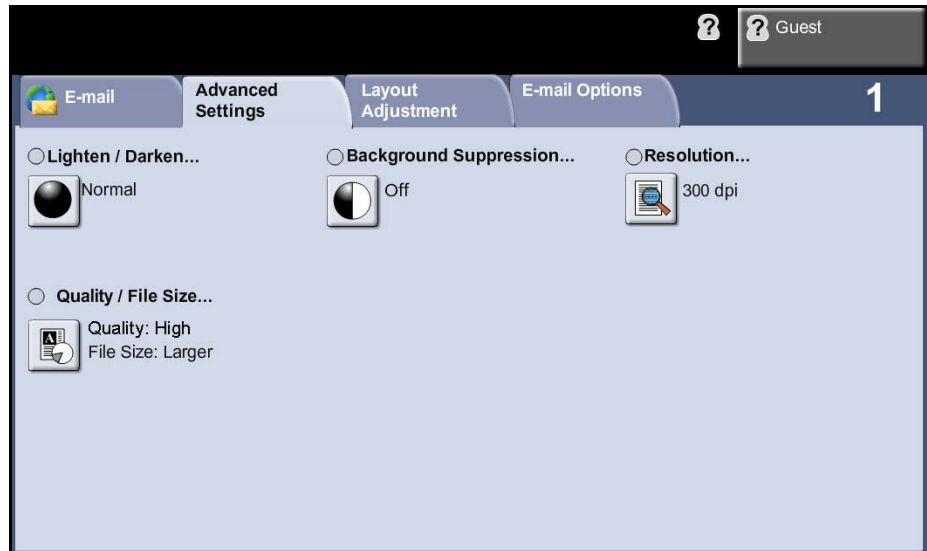Use this feature to select the style of original being scanned.

Option	Description
Photo and Text	Use for originals containing photographs and text.
Photo	Use for continuous tone photographs or high quality printed half-tone originals.
Text	Use for originals containing text or line art.

Address List

Displays all the recipient addresses entered for the current scan to e-mail job.

Up to 128 recipient addresses can be entered in the list.

Advanced Settings

The *Advanced Settings* tab allows you to temporarily manipulate the scan template to enhance the appearance and style of your scanned e-mail image.

Lighten/Darken

Use this feature to enhance the quality of your scanned originals. Adjusts the lightness or darkness of the output. To darken the output, select the scroll down button. To lighten the output, select the scroll up button

Background Suppression

Use to automatically reduce or eliminate the dark background resulting from copying colored paper or newspaper originals.

Resolution

Resolution affects the appearance of the scanned image. The higher the scanning resolution, the better the image quality. The current resolution setting is shown under the **Resolution** button on the *Advanced Settings* screen.

Resolution	Description
72 x 72 dpi	Produces the smallest image file size and is recommended for documents which are to be viewed electronically or archived.
100 x 100 dpi	Produces a small file size and is recommended for simple text documents.

Resolution	Description
200 x 200 dpi	Recommended for average quality text documents and line art.
300 x 300 dpi	Recommended for high quality text documents and line art. Can also be used for medium quality photos and graphics. This is the default resolution and the best choice for most documents.
400 x 400 dpi	Recommended for average quality photos and graphics. It produces good quality images and a smaller file size than the 600x600 resolution.
600 x 600 dpi	Recommended for use with high quality photos and graphics. It produces the largest image file size, but delivers the best image quality.

NOTE: If Color mode is selected, the maximum resolution is 300 x 300.

Quality / File Size

The Quality / File Size settings allow you to choose between scan image quality and file size.

A small file size delivers slightly reduced image quality but is the best option when sharing the file over a network. A larger file size delivers improved image quality, but requires more time to be transmitted over the network.

Option	Description
Normal Quality	Use this option to produce good quality images and the smallest file size.
Higher Quality	Use this option produces high quality images and larger file sizes.
Maximum Quality	Use this option for the highest image quality and the largest file size.

Layout Adjustment

The *Layout Adjustment* tab allows you to temporarily manipulate the scan template to enhance the layout and style of your scanned e-mail image.
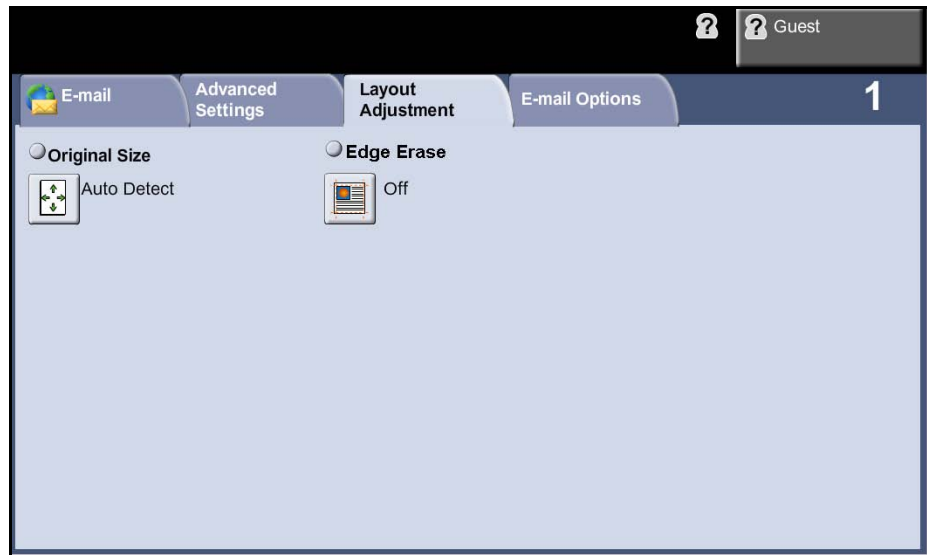
Original Size

Use this option to either enter the size of your original document, or allow the machine to determine the size of the originals and the scanned document automatically.

Auto Detect   Use this option to allow the machine to recognize the size of the originals being fed through the document feeder.

Manual Size Input   Use this option to specify the dimensions of the document scanning region when scanning from the document glass. There are several dimensions that correspond to common document sizes and orientations. Select a standard size or select **Custom** to manually adjust the scanning dimensions.

Scan to Edge

Use this option to produce an edge-to-edge scan of the original. You can opt to switch this option **On** or **Off**.

When **Scan to Edge** is switched **Off**, a blank border is automatically added around the edges.

E-mail Options

Use this feature to change the Reply To e-mail address and to identify the file format required for the e-mail scanned image.
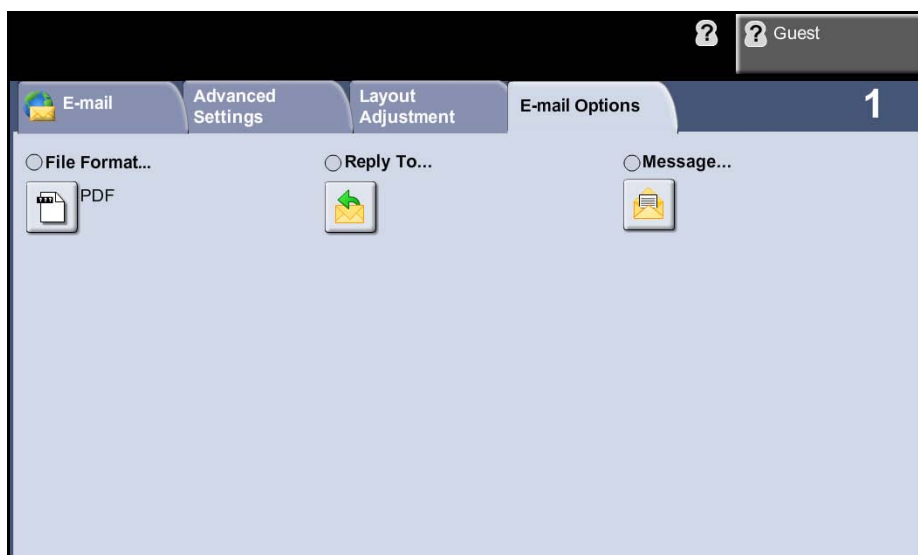
File Format

Use to set the file format of the scanned image.

Option	Description
PDF	Portable Document Format. Given the right software the recipient of the scanned image can view or print the file, no matter what their computer platform. PDF files usually open with Adobe Acrobat Readers.
Multi-Page TIFF	Tagged-Image File Format. A graphic file that can be opened in a variety of graphic software packages across a variety of computer platforms.
Single-Page TIFF	Tagged-Image File Format. A graphic file that can be opened in a variety of graphic software packages across a variety of computer platforms.
JPEG	JPEG formats are graphic files, that can be accessed with all graphics or image editing applications. **NOTE:** JPEG option is available only in Color and Grayscale mode.
XPS	XML Paper Specification. Provides a page-by-page view of the document's content as it would be printed..

Reply To

Use the Reply To feature to alter the default e-mail reply address.

Message

Use this option to add new body text. The body text can contain up to 80 characters and displays on the touch screen under the *Message* field.

7 Store to USB

The Store to USB feature allows you to scan hardcopy documents as an electronic file and place them into a folder located on a USB thumbdrive. The stored job can then be retrieved at a later date for printing and sharing from the USB thumbdrive. The Store to USB feature allows you to store a job in the following formats: PDF, TIFF, Multi-page TIFF, JPEG and XPS.

Store Files from the Machine

1 Load the Documents

You can load the documents to be scanned either on the Document Glass or through the Document Feeder.

For information on setting up the paper trays, refer to *Setting up Paper Trays in the Setups chapter on page 178*.

Document Feeder:

The following steps explain how to load documents using the document feeder:

1. Before loading the documents into the document feeder, ensure they are in good condition and remove all staples and paper clips.

2. Insert the documents neatly into the document feeder, face up.

ⓘ *Up to 50 sheets of 20 lb (80 g/m²) bond paper can be loaded. Weight ranges from 12.5 lb to 28 lb (50 - 120 g/m²) - refer to Machine Specifications in the Specifications chapter on page 204 for full Document Feeder Specifications.*

3. Place the stack in the middle of the guides aligning the left edge with the document feeder tray, and position the guides to just touch the edge of the documents.

Document Glass:

The following steps explain how to load documents using the document glass:

1. Raise the document feeder.

Registration
Arrow

2. Place the document face down on the document glass, aligned with the tip of the registration arrow near the top left of the document glass.

3. Lower the document feeder.

2 Select the Store to USB Feature

Using a USB drive

1. Insert the USB drive into the front of the machine. The device recognises the thumbdrive.
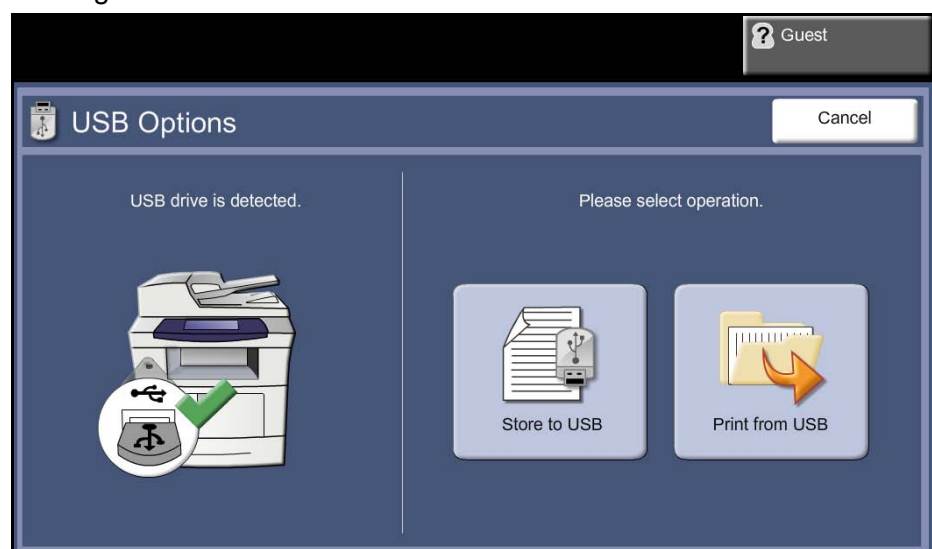
2. Select **Store to USB** to store files on the thumbdrive. For more information on printing from the thumbdrive, refer to *Print Files from the USB Drive in the Print Files chapter on page 138.*

3. The root directory on the USB is displayed.
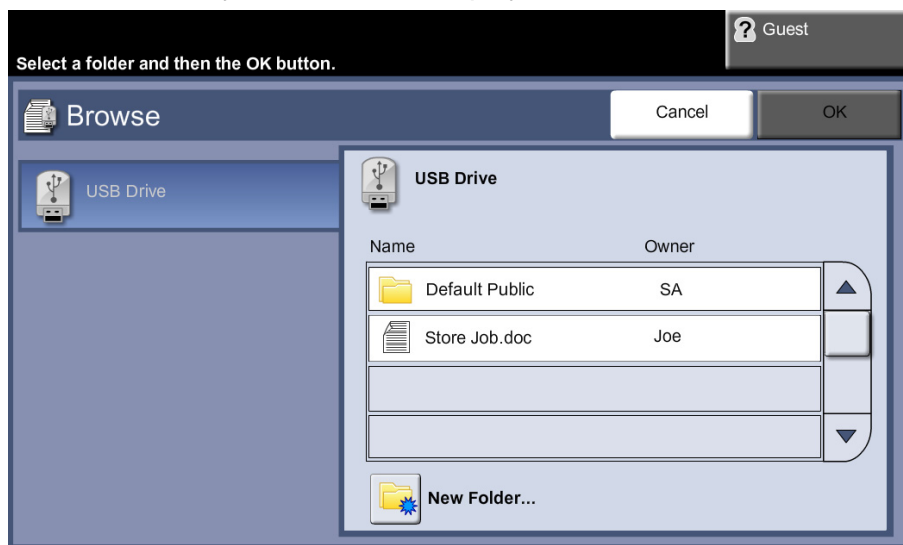
4. Select the required folder where you want your scan to be saved.

5. Select the **OK** button.

6. Change the **File Name...** if required. Use the onscreen touch pad to enter the new file name.

   NOTE: If file name matches another file in the selected folder, the system will automatically append information to the file name to prevent having two files with the same name or overwriting the existing file.

7. Select the **File Format...** button to change the format.

Option	Description
TIFF (1 File per Page)	Tagged-Image File Format. A graphic file that can be opened in a variety of graphic software packages across a variety of computer platforms.
PDF	Portable Document Format. Given the right software the recipient of the scanned image can view or print the file, no matter what their computer platform. PDF files usually open with Adobe Acrobat Readers. There are 3 additional options: - **Image Only** - **Searchable** - **Secure**
Multi-Page TIFF	Tagged-Image File Format. A graphic file that can be opened in a variety of graphic software packages across a variety of computer platforms.

Option	Description
JPEG (1 File per Page)	JPEG formats are graphic files, that can be accessed with all graphics or image editing applications. **NOTE:** JPEG option is available only in Color and Grayscale mode.
XPS	XML Paper Specification. Provides a page-by-page view of the document's content as it would be printed.

8. Select the **Output Color** button to access the options:

Option	Description
Full Color	Use this option to scan a color original.
Grayscale	Use this option to scan an original with multiple shades of gray.
Black & White	Use this option to scan a black and white original.

9. Select the **2-Sided Scanning** button to access the options:

Option	Description
1 Sided	Use this option for originals that are printed on one side only.
2 Sided	Use this option for originals that are printed on both sides.
2 Sided Original, Rotate Side 2	Use this option for originals that are printed on both sides. This option will rotate side 2.

10. Select the **Original Type** button to access the options:

NOTE: Use this feature to select the type of original being scanned.

Option	Description
Photo & Text	Use for originals containing photographs and text.
Photo	Use for continuous tone photographs or high quality printed half-tone originals.
Text	Use for originals containing text or line art.

11. Select the **Resolution** button to access the options:

NOTE: Resolution affects the appearance of the scanned image. The higher the scanning resolution (dpi - dots per inch) the better the image quality. If Color mode is selected, the maximum resolution is 300 x 300 dpi.

Resolution	Description
72 x 72 dpi	Produces the smallest image file size and is recommended for documents which are to be viewed electronically or archived.
100 x 100 dpi	Produces a small file size and is recommended for simple text documents.
200 x 200 dpi	Recommended for average quality text documents and line art.
300 x 300 dpi	Recommended for high quality text documents and line art. Can also be used for medium quality photos and graphics. This is the default resolution and the best choice for most documents.
400 x 400 dpi	Recommended for average quality photos and graphics. It produces good quality images and a smaller file size than the 600x600 resolution.
600 x 600 dpi	Recommended for use with high quality photos and graphics. It produces the largest image file size, but delivers the best image quality.

Using the Copy Service

1. Press the **Services Home** button and select **Copy** on the touch screen. Ensure that the *Copy* screen is displayed.
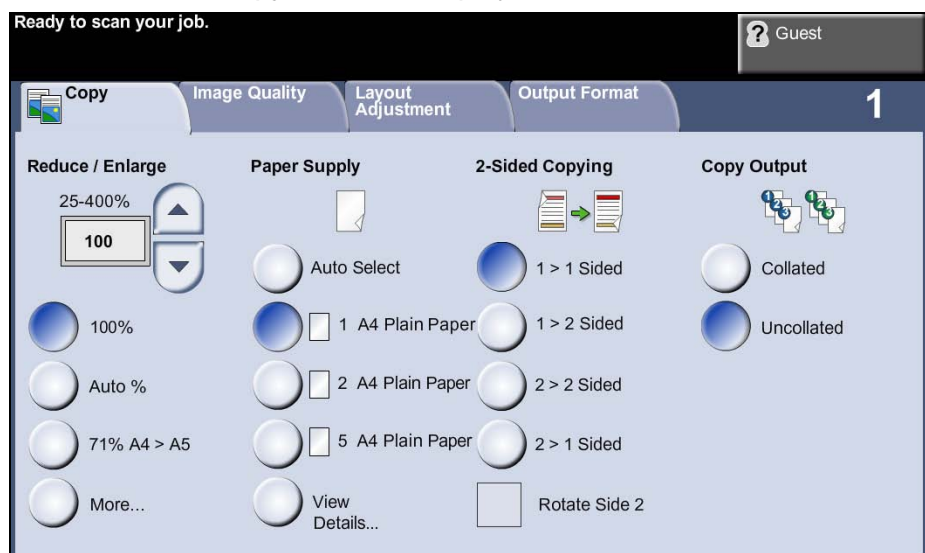
2. Select the **Output Format** tab.

3. Select the **Store Job...** button.

4. Select an option:

- **Copy and Save** - save your job into a folder and print your job
- **Save Only** - save your job into a folder for printing later
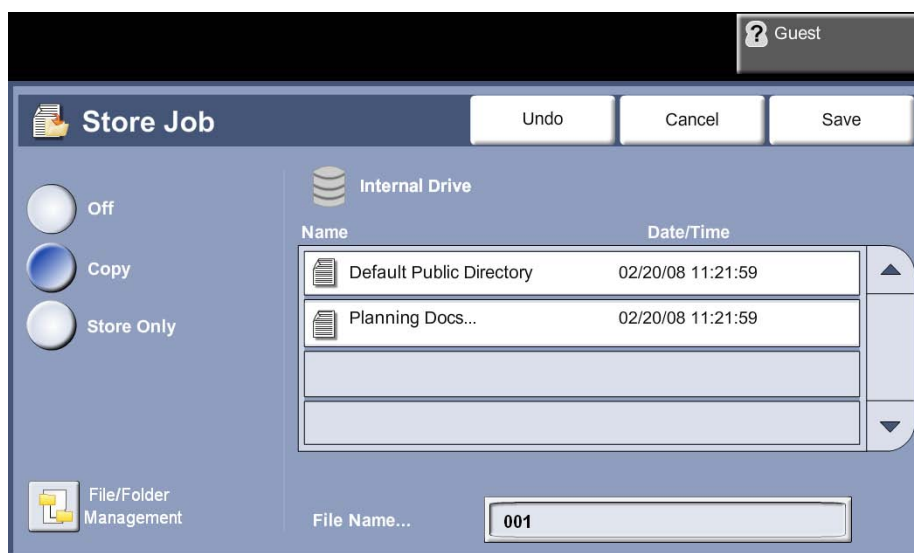
5. Select the file or folder where your document is stored.

6. Select the button for the feature required.Browse to the required folder.

7. Select the **Save** button when you are finished.

8. Select one of the other tabs for the feature required.

Feature	Description
Advanced Settings	Use the features on this tab to temporarily change the scan settings affecting appearance and style, e.g. image quality, resolution, file size, etc.

Feature	Description
Layout Adjustment	Use the features on this tab to temporarily change the information relating to your original, e.g. size of scanned original, scan to edge.

3 Store the Job

Press the **Start** button.
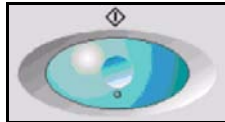
4 Job Status Screen

To follow the progress of your scanning job, press the **Job Status** button on the control panel to display the *Job Status* screen

The default *Job Status* screen displays all incomplete jobs, including the queued network scan job. If there are no incomplete jobs in progress, the message "No Active Jobs" is displayed. For more information on the *Job Status* screen, refer to *Job Status Screen in the Copy chapter on page 41*

5 Stop the Job(s)

Follow the steps below to manually cancel an activated job.

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

2. To cancel a queued job press the **Job Status** button on the control panel to display the *Active Jobs* screen.

3. Select the appropriate job from the queue to view the *Progress of your Job* screen.

4.   Select **Delete** from the Job Commands list.

5.   Select **Confirm** to delete the job or **Cancel** to return to previous screen.

Store Files from the Workstation

To the Internal Drive via the Print Driver

1. From your Workstation, open a document.

2. Select **File** and then **Print**.

3. Select the printer icon for your Xerox 3635MFP model.

4. Click on the **Properties** or **Preferences** button.

5. Click on the **Job Type** drop-down menu.

6. Select the **Saved Job...** option.

7. Select one of the following options:

   • **Save** - save your job into a folder to be printed later.

   • **Save and Print** - save your job into a folder and print a copy of it now

8. Enter a name for your job in the [Job Name] menu.

   NOTE: If you want the job name to be the name of the document, click the ⏷ button to open the drop-down menu and select [Use Document Name]

9. Select the folder where you want to save your job in the [Folder] list.

10. If you want to create a secure job, click on [Secure Saved Job] and enter a 4-10 digit Passcode

    NOTE: You will be required to enter this Passcode to print the job.

11. Click on the **OK** button.

Advanced Settings

The *Advanced Settings* tab allows you to enhance the appearance and style of your stored file.

Lighten/Darken

Use this feature to enhance the quality of your scanned originals. Adjusts the lightness or darkness of the output. To darken the output, select the scroll down button. To lighten the output, select the scroll up button.

Background Suppression

Use to automatically reduce or eliminate the dark background resulting from copying colored paper or newspaper originals.

Resolution

Resolution affects the appearance of the scanned image. The higher the scanning resolution (dpi - dots per inch) the better the image quality.

Resolution	Description
72 x 72 dpi	Produces the smallest image file size and is recommended for documents which are to be viewed electronically or archived.
100 x 100 dpi	Produces a small file size and is recommended for simple text documents.

Resolution	Description
200 x 200 dpi	Recommended for average quality text documents and line art.
300 x 300 dpi	Recommended for high quality text documents and line art. Can also be used for medium quality photos and graphics. This is the default resolution and the best choice for most documents.
400 x 400 dpi	Recommended for average quality photos and graphics. It produces good quality images and a smaller file size than the 600x600 resolution.
600 x 600 dpi	Recommended for use with high quality photos and graphics. It produces the largest image file size, but delivers the best image quality.

NOTE: If Color mode is selected, the maximum resolution is 300 x 300 dpi.

Quality / File Size

The Quality / File Size settings allow you to choose between scan image quality and file size.

Option	Description
Normal Quality	Use this option to produce good quality images and the smallest file size.
Higher Quality	Use this option produces high quality images and larger file sizes.
Maximum Quality	Use this option for the highest image quality and the largest file size.

Large files are not ideal for sharing and transmitting over the network due to the high processing demands they place on system resources.

Layout Adjustment

Use this tab to change the information relating to your original.

Original Size

Use this option to select the size of the originals being scanned. The machine can determine the size of the originals automatically, or a size can be entered manually.

NOTE: If your machine does not show Mixed Size Originals, it is recommended that the originals used are of the same size.

Option	Description
Auto-Detect	Use this option to allow the machine to determine the size of the originals being fed through the document feeder.
Presets	Presets allow you to quickly define scan area using standard paper size dimensions. There are several dimensions that correspond to common document sizes and orientations.
Custom Size	Custom Size allows you to enter a non-standard size for your documents.

Scan to Edge

Use this feature to "refresh" the quality of an original that has become torn or frayed at the edges, or that has hole punch, staple or other marks.

When **Scan to Edge** is set to **On**, the device will scan the image to the edges of the original.

When **Scan to Edge** is set to **Off**, a small blank border will be added around the scan edges to prevent uneven lines around the edges.

File/Folder Management

Use this tab to manage the files and folders stored on the USB thumbdrive.
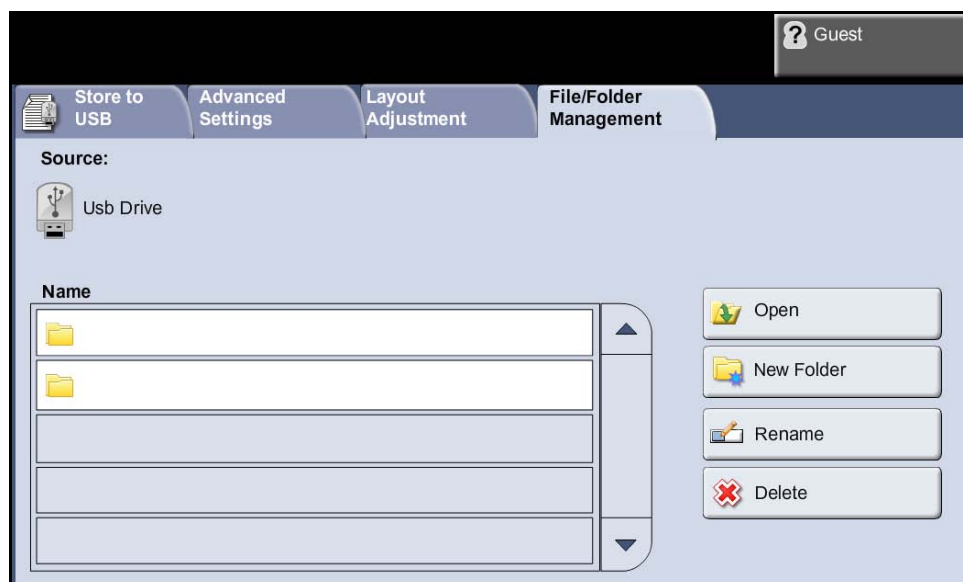
Choose one of the following options:

Option	Description
Open	Use this option to open a selected file or folder.
New Folder	Use this option to create a new folder.
Rename	Use this option to rename a file or folder.
Delete	Use this option to delete selected folder or file.

8 Print Files

The Print Files feature allows you to select and output pre-stored jobs as many times as you need.

Print Files from the Internal Drive

1 Select the Print Files Feature

1. Press the **Services Home** button and select **Print Files** to display the *Print Files* feature.

2. Select the folder or file that you wish to print. If you have touched a folder, it will open to allow you to select your file(s) to print.
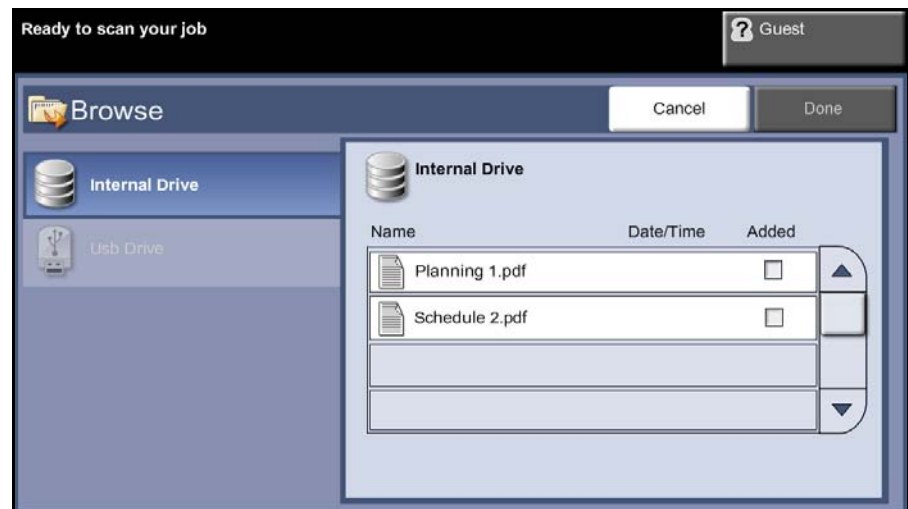
3. Select the saved job title to add the document to the print list.
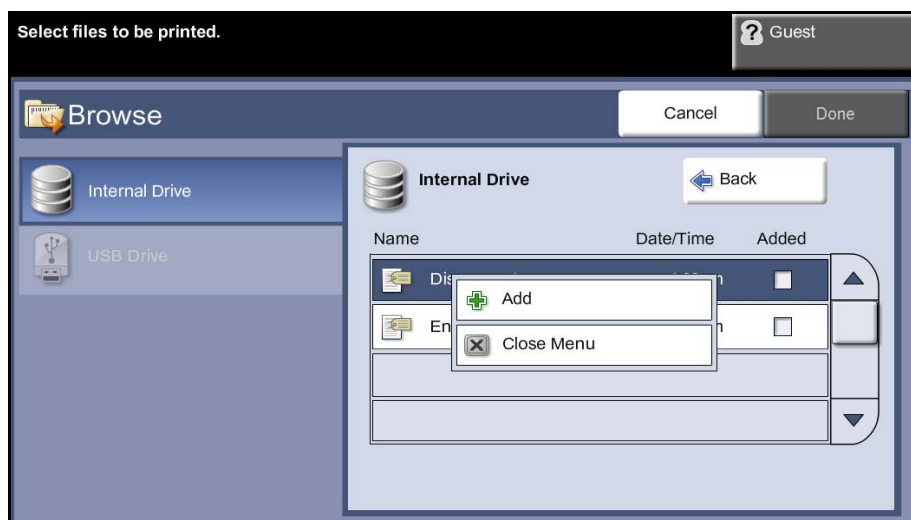
4. Select **Add** to add the job to the print list.

5. Repeat the above steps to add more jobs to the print list.

6. Select **Done** when the required jobs have been added to the print list.

7. Select the **Job Quantity** (number of copies) required, if necessary.

8. If necessary, modify the quantity required.

Print Files from the USB Drive

1. Insert the USB drive into the USB port on the front of the device.

USB Port
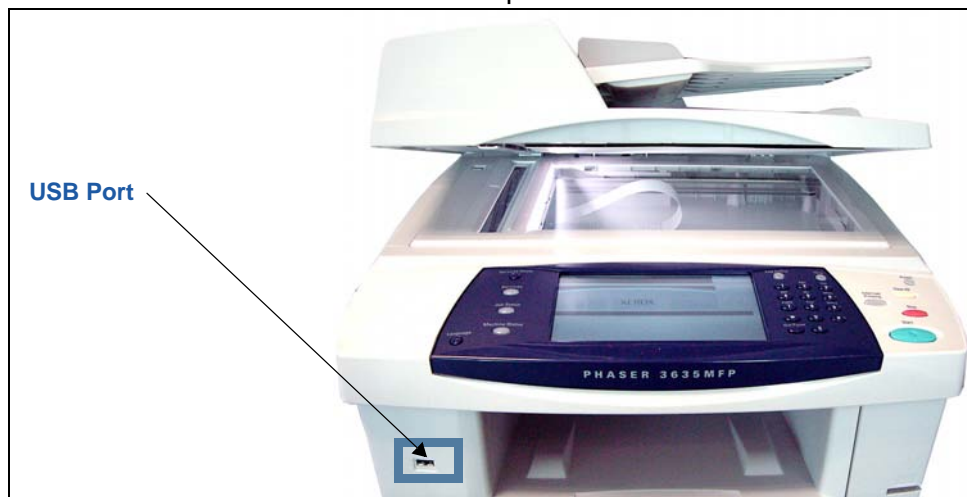
2. Select the **Print from USB** button on the **USB Options** screen.
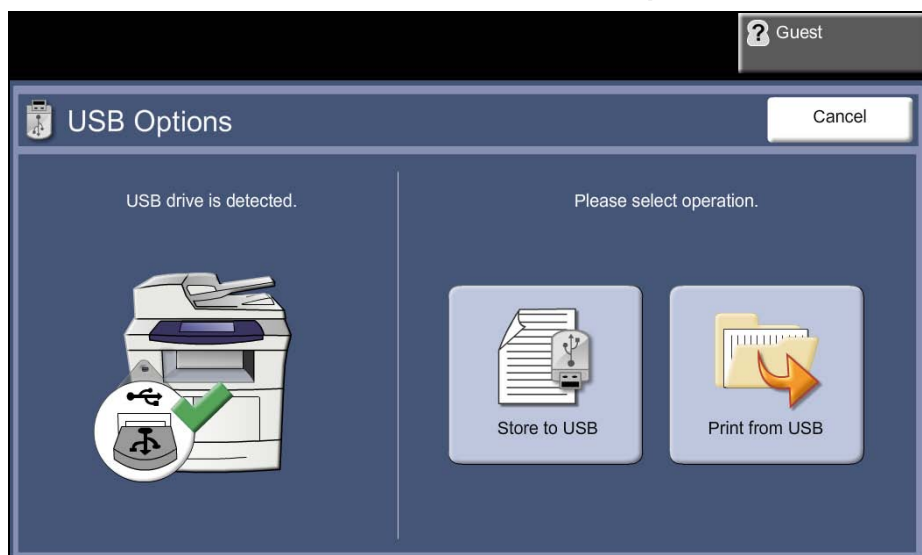
3. Select the folder or file that you wish to print. If you have touched a folder, it will open to allow you to select your file(s) to print.
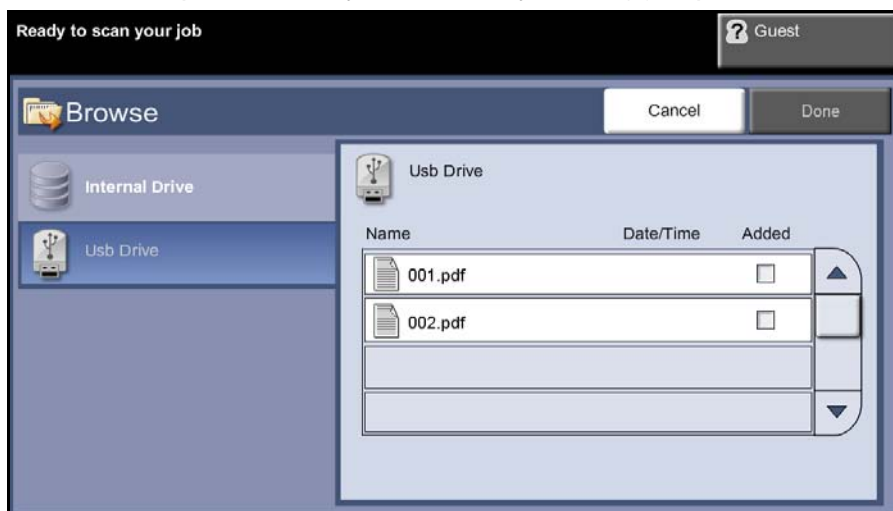
4. Select the saved job title to add the document to the print list.
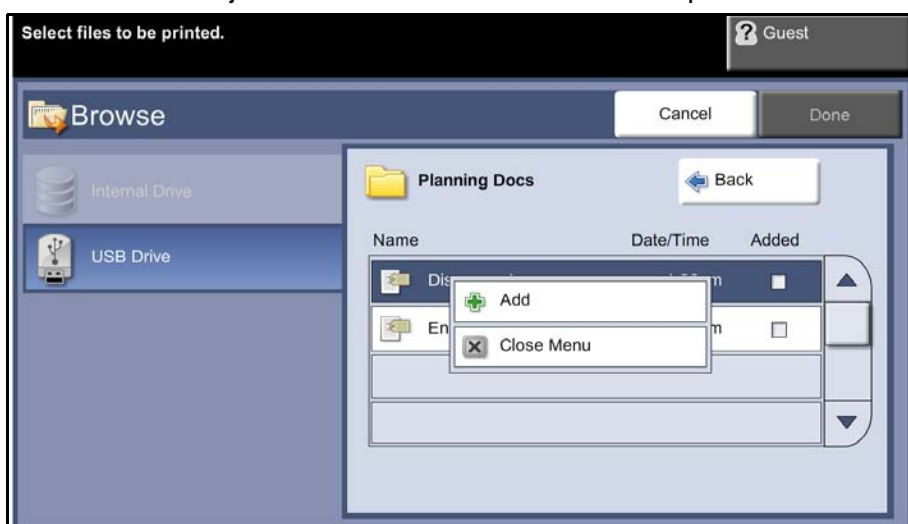
5. Select **Add** to add the job to the print list.

6. Repeat the above steps to add more jobs to the print list.

7. Select **Done** when the required jobs have been added to the print list.

8. Select the **Job Quantity** (number of copies) required, if necessary.

9. If necessary, modify the quantity required.

NOTE: Do not remove the USB drive from the device until printing has completed.
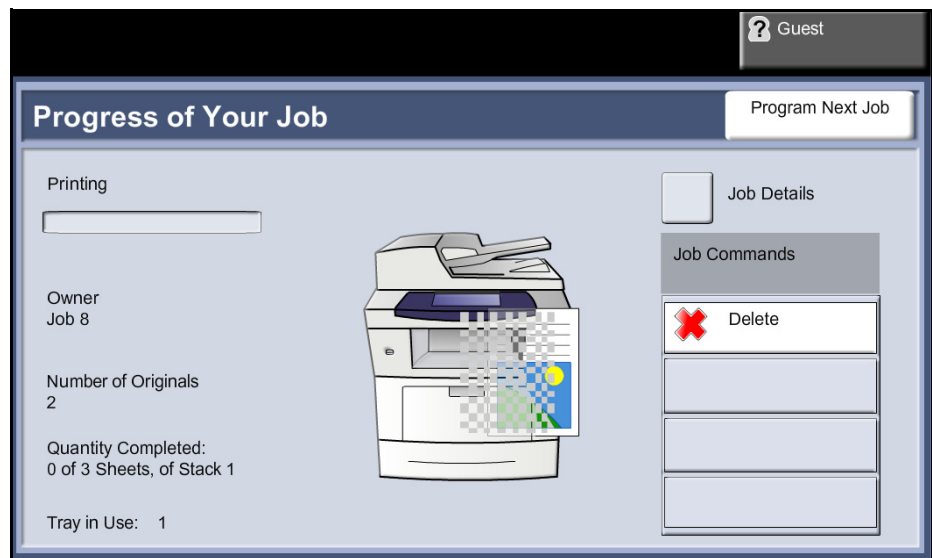
2 Print the Job(s)

Press the **Start** button.

3 Job Status Screen

To follow the progress of your scanning job, press the **Job Status** button on the control panel to display the *Job Status* screen

The default *Job Status* screen displays all incomplete jobs, including the queued network scan job. If there are no incomplete jobs in progress, the message "No Active Jobs" is displayed. For more information on the *Job Status* screen, refer to *Job Status Screen in the Copy chapter on page 41*

4 Stop the Job

Follow the steps below to manually cancel an activated job.

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

2. To cancel a queued job press the **Job Status** button on the control panel to display the *Active Jobs* screen.

3. Select the appropriate job from the queue to view the *Progress of your Job* screen.

4. Select **Delete** from the Job Commands list.
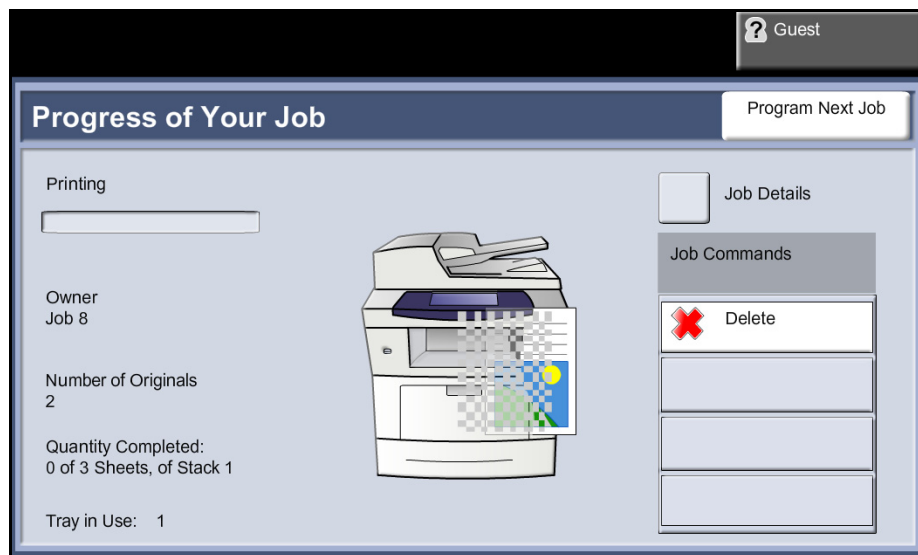
5. Select **Confirm** to delete the job or **Cancel** to return to previous screen.

9 Print

The Xerox Phaser 3635MFP printer produces high quality prints from electronic documents. You can access the printer from your PC by installing the appropriate printer driver.

A printer driver converts the code within the electronic document into a language that the printer can understand.

NOTE: More detailed information about printing is contained either in the printer driver screens or in the electronic user guides that accompany the printer drivers.

To access the many printer drivers which can be used with your machine, refer to the Drivers CD or download the latest versions from the Xerox website at www.xerox.com.

The following pages contain an overview of the Windows printer driver options for the Phaser 3635MFP compatible with Adobe$^®$ PostScript$^®$ 3^{TM}. The PCL printer driver screens are similar to those shown but with a reduced selection of options.

Print Procedure

This section describes the basic procedure for printing.

NOTE: If an authentication feature is enabled, you may need an account before using the device. To get an account, or for more information, contact the System Administrator.

Documents can be printed from your PC using the print drivers supplied. The print driver must be loaded on each PC which uses the machine for printing.

Select Print from Your PC

1. Select Print in your application.

2. Select your machine as the printer.
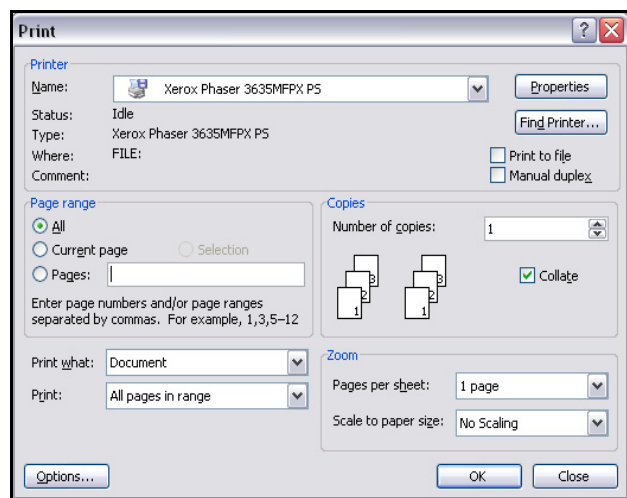
Select the Features

1. Select Properties to make your print selections. For information on the individual tabs, refer to the following:
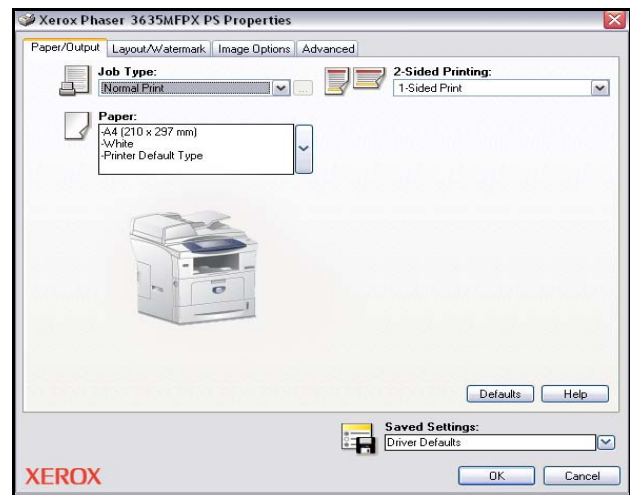
Paper / Output - page 149
Image Options - page 150
Layout / Watermark - page 151
Advanced - page 152

2. Click **OK** to confirm your selections.

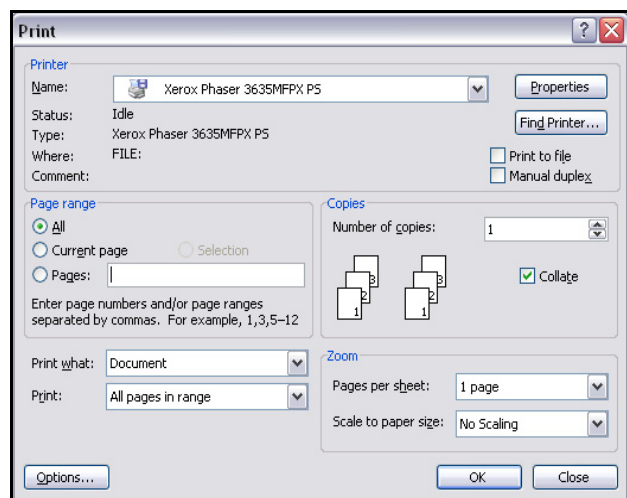**3.** Click **OK** to print your document.

Custom Size Printing

This section describes the procedure for printing on custom size media.

1 Load Custom Size Media

1. Load custom size media into your machine.

2. Follow the touchscreen prompts to confirm paper size and type.

Select Print from Your PC

1. Select Print in your application.

2. Select your machine as the printer.

Select the Custom Size

1. Select Properties to make your print selections.

2. Select the Paper/Output tab and select the paper drop down menu.

3. Select Other Size.

4. From the Original Document Size drop down menu, select New.

5. Rename as needed and change to the appropriate width. Select OK to confirm changes.

6. Your new Customer Paper Size is displayed. Select OK.

7. On the Paper/Output tab, your new custom size is ready to select as needed.

NOTE: Always ensure that the appropriate media is loaded in your machine. Banner sheets will continue to print on the default paper size unless disabled.

Print Your Document

1. Click **OK** to confirm your selections.

2. Click **OK** to print your document.
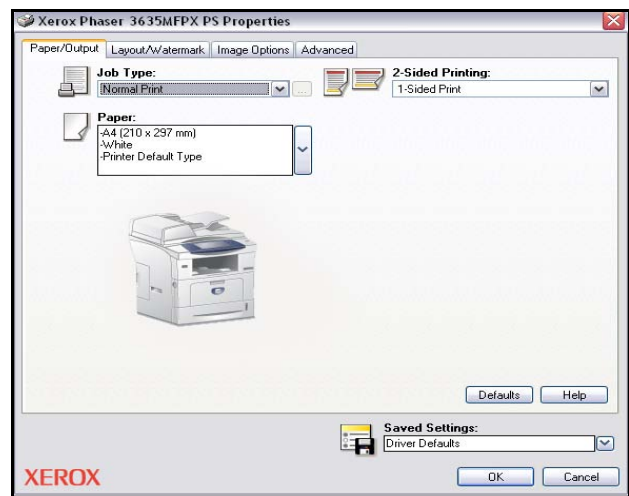
Printer Drivers

The following provides an overview of the features available on the Windows printer driver - the appearance of other printer drivers may vary. For more information about a specific feature, please refer to the online Help facility provided as part of the printer driver software.

Control Options

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

Option	Description
OK	Saves all the new settings and closes the driver or dialog. These new settings remain in effect until changed or until the software application is closed and the printer driver options revert to the default settings.
Cancel	Closes the dialog and returns all settings in the tabs to the values that were in place before the dialog was opened. Any changes made are lost.
Defaults	Resets the current tab and all its settings to the system default values. The action of this button applies only to the current tab. All other tabs remain unchanged.
Help	Select **Help** in the bottom right of the printer driver screen or **F1** on the PC keyboard for information on the displayed printer driver screen. If the tip of the mouse pointer is rested on top of a control, Microsoft Windows will display a brief Help Tip about that control. If the right mouse button selects a control, the Help system provides more detailed information.

Paper / Output

Used to select options such as the job type and the media requirements. The choices available are based on the options enabled on your machine. Click on the arrow scroll button for the option or click on the **Option** icon to change any of the choices displayed.
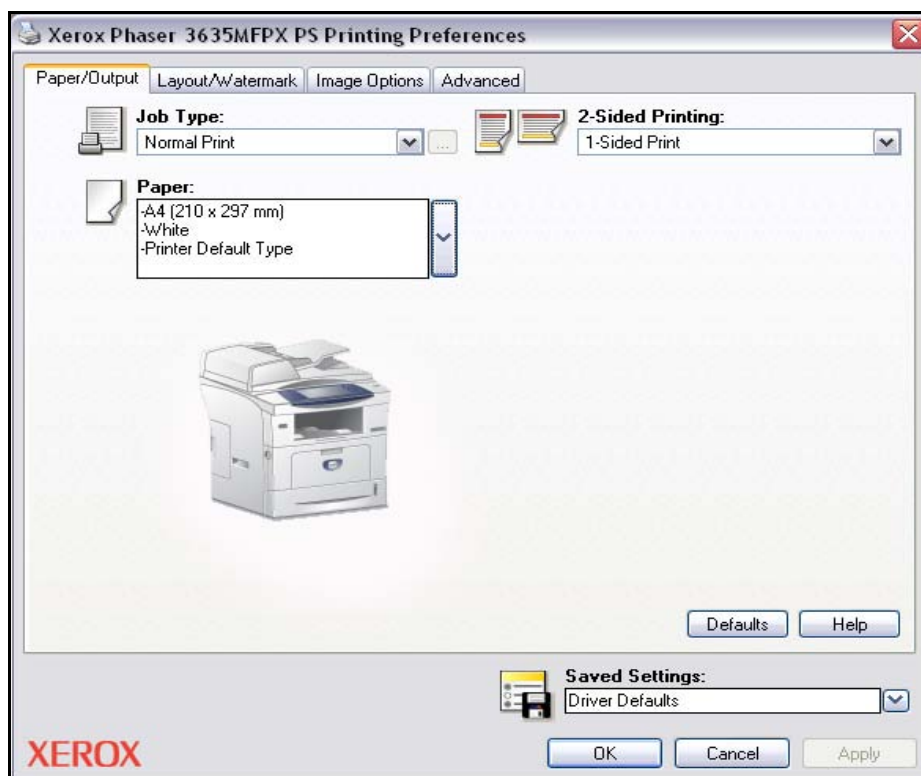

Select from the following job types:

Queue	Description
Normal Print	Prints the job immediately without requiring a passcode.
Secure Print	Prints the job only after you enter your passcode on the printer's control panel. When you select this job type, the Secure Print dialog box appears so you can save your passcode.
Sample Set	Prints one copy of the job as a sample and holds the remaining copies of the job at the printer until you release them from the printer's control panel.
Delay Print	Prints the job at the time you specify. When you select this job type, the Delay Print dialog box appears so you can specify the time to print.

Image Options

Use the options available in this tab to modify the appearance of your print job. This feature can also be used to print draft versions by choosing the *Toner Saver* option.
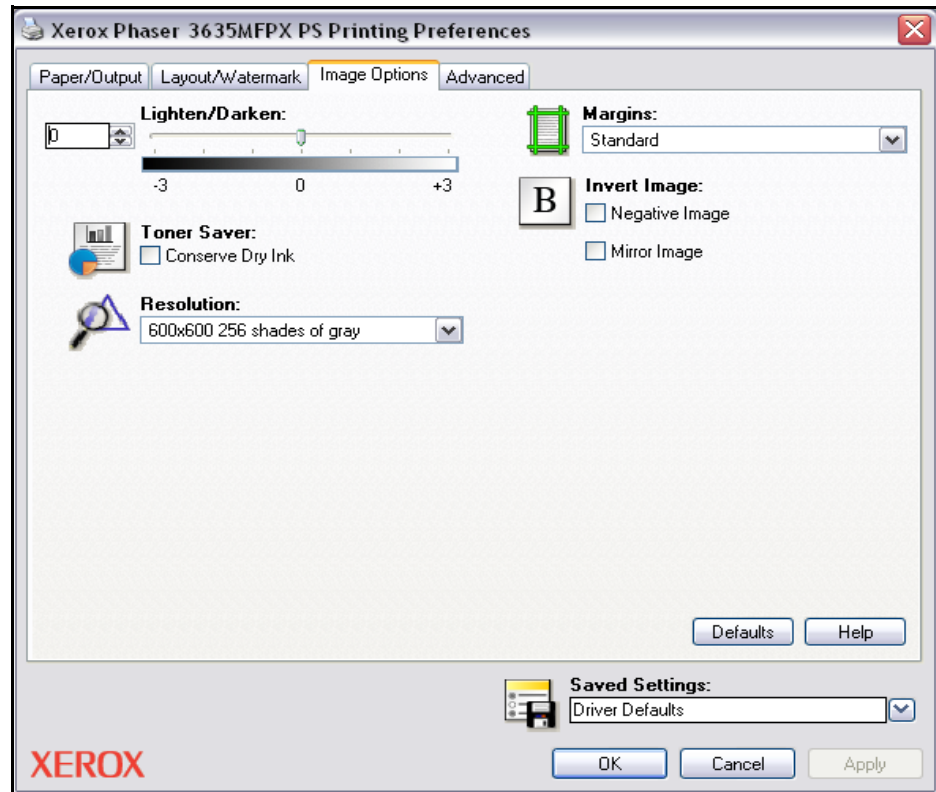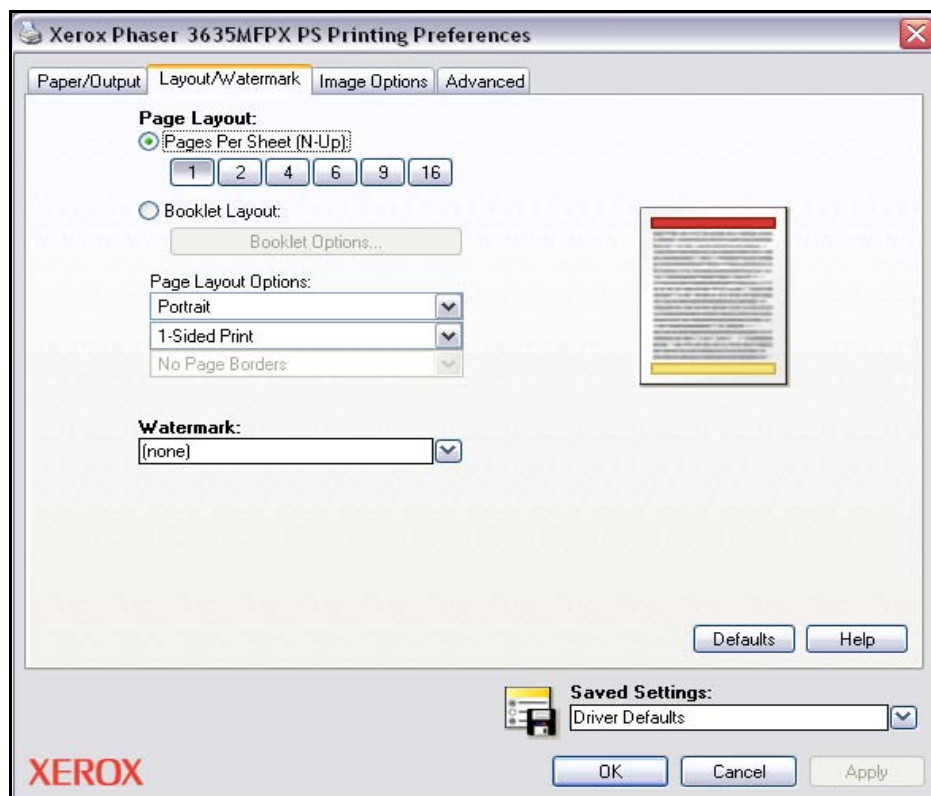
Layout / Watermark

Used to change the layout of a document and add watermarks.

Multiple documents can be printed on one page from 2-Up to 16-Up.

Booklets can also be created.

Use the **Watermark** option to display, for example, the word DRAFT or CONFIDENTIAL across each page. This feature also adjusts the size and location of the watermark.

Advanced

Select this tab to access the options compatible with Adobe® PostScript® 3™ and advanced programming features for your print job. Use the scroll arrows to move through the options. Clicking on a plus symbol will display further choices.
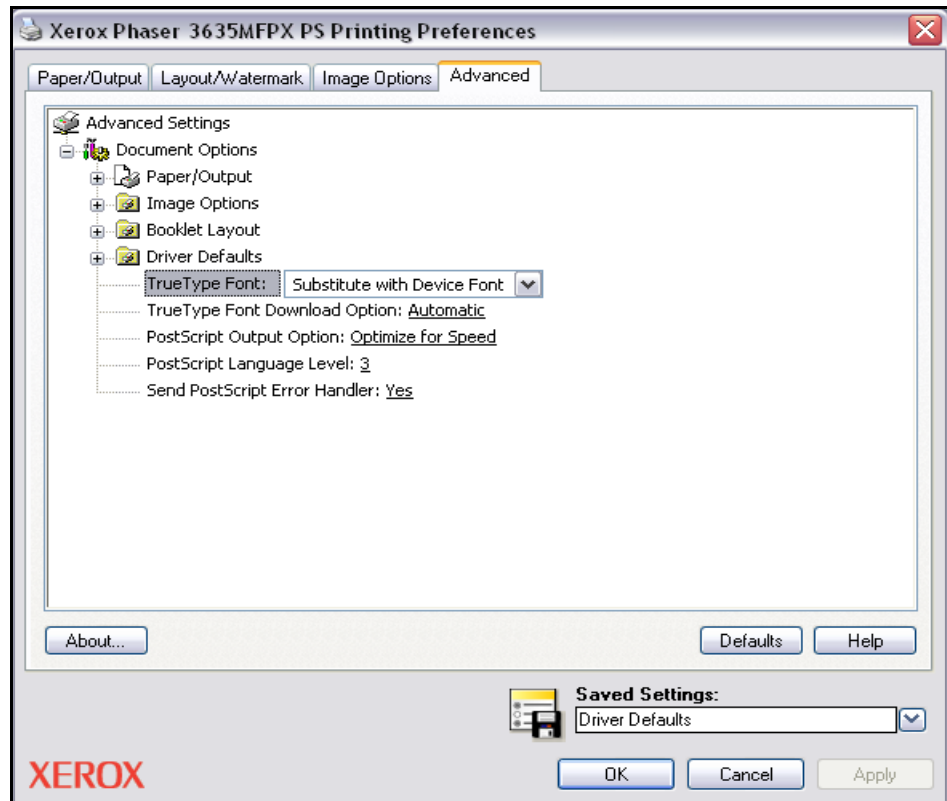
10 Paper and other Media

In this chapter, you will learn about the different types of stock and stock sizes that can be used on your machine, available paper trays and the types of stock and sizes supported by each tray.

There is one paper tray and a bypass tray as standard on the Xerox Phaser 3635MFP/S. A second paper tray is available to purchase as an option.

There are two paper trays and a bypass tray as standard on the Xerox Phaser 3635MFP/X.

	Phaser 3635MFP/S	**Phaser 3635MFP/X**
Tray 1	Standard	Standard
Bypass Tray	Standard	Standard
Tray 2	Option	Option

Various media sizes and types can be used in the trays. For more media specifications, refer to *Paper Supply in the Specifications chapter on page 204.*

Loading Paper

Preparing Paper for Loading

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

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

Loading the Paper Trays

Using the instructions provided below, load paper into the machine. Up to three paper trays are available, depending on your machine configuration.

1. To load paper, carefully pull out the paper tray.
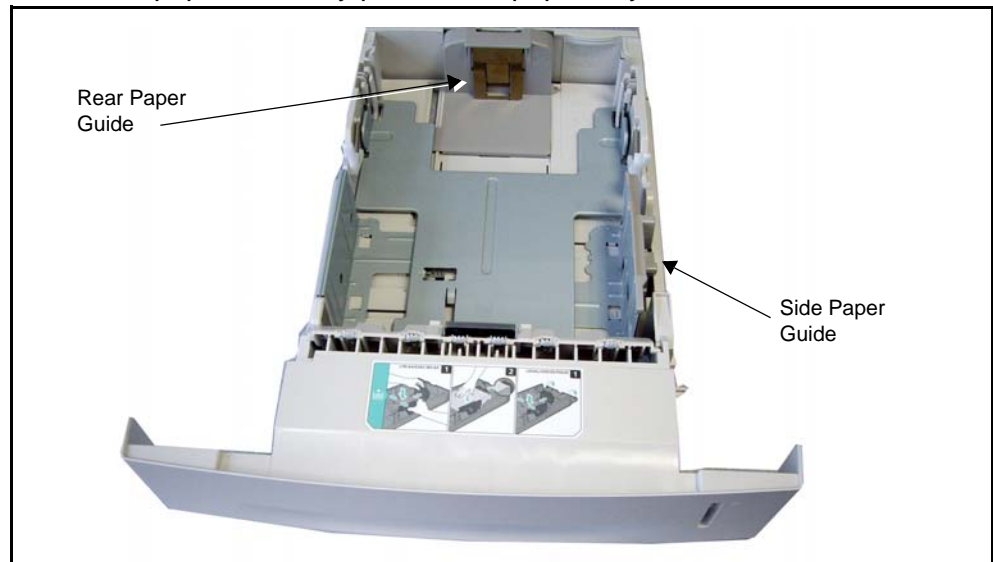
NOTE: Take care not to let the tray fall when removing it from the device.

2. Adjust the rear paper guide to the required paper length. It is preset to A4 or Letter size depending on country. To load another size, squeeze the rear guide and move from the current position and into the required position. The guides should be neither too loose, nor too tight.

*The paper trays can hold a maximum of 520 sheets of 20 lb (80 g/m²) bond paper.*

3. If necessary, open the back of the paper tray to allow for paper sizes such as Legal, Oficio and Folio. Adjust the rear guide.

Rear Paper Guide
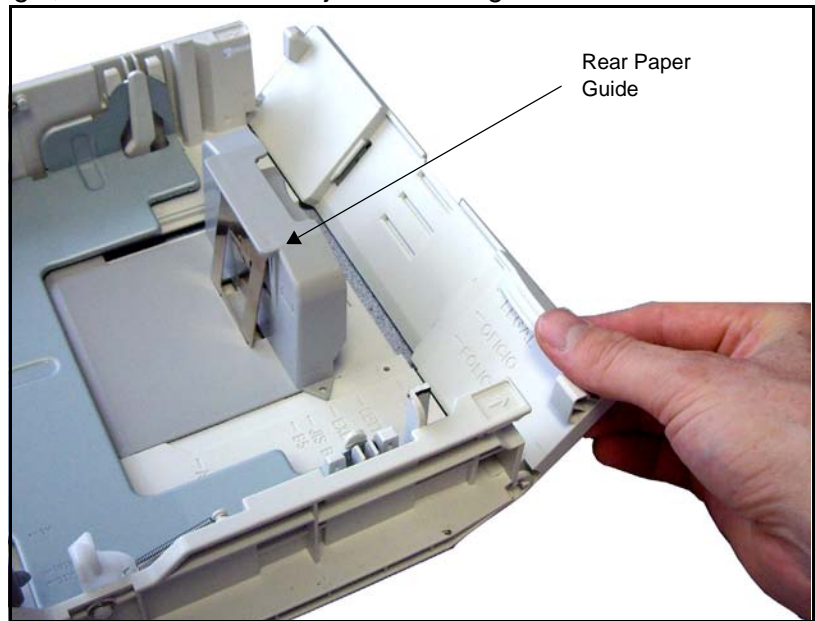
4. Fan the paper and insert it into the tray. If loading Letterhead, ensure the design is face-up and the top edge of the sheet is placed at the right side.

CAUTION: Do not fill above the *Maximum Fill Line*.

5. Position the side guide by squeezing the lever and sliding it towards 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.
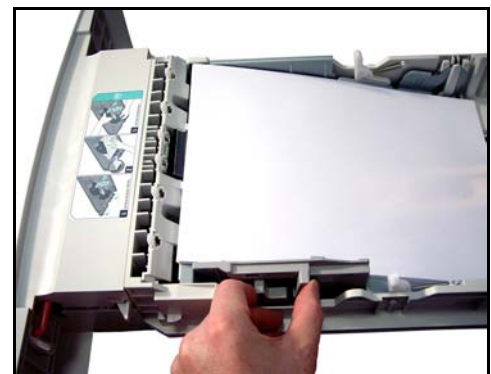
6. Press the tray down into place.

7. Insert the paper tray.

*When printing from your PC, ensure you select the **Select Paper** button to specify the correct paper size, color and type. Not confirming the paper details may result in printing delays.*

8. The UI screen shows the current paper supply settings for Tray 1 on the left hand side. Press the **Size** button and/or the **Type** or **Color** button to change the settings if necessary. If the settings are correct, press the **Confirm** button. Please refer to *Setting the Paper Size in the Paper and other Media chapter on page 162*.
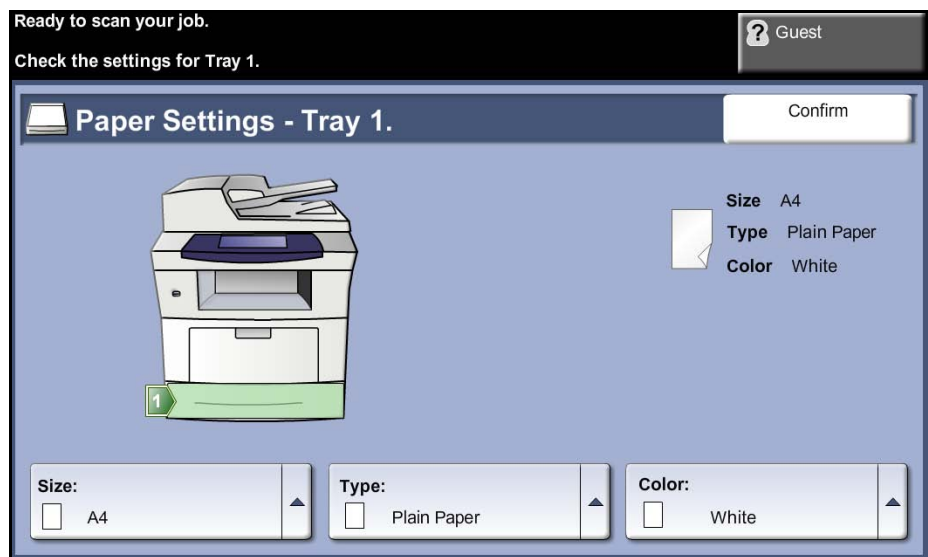
Using the Bypass Tray

The bypass tray is located on the front of your machine. It can be closed when not in use, making the product 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 tray. Acceptable print media is plain paper from 3.8" x 5.8" to 8.5" x 14" Legal (98 mm x 148 mm to 216 mm x 356 mm) and weighing between 16 lb and 24 lb (60 g/m² and 90 g/m²).
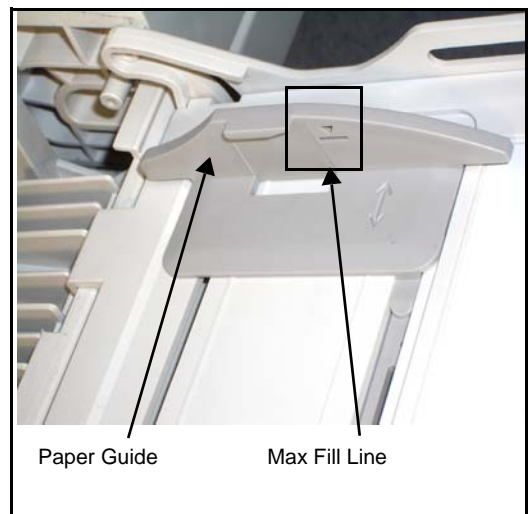
Loading the Bypass Tray

Remove any curl on postcards and labels before loading them into the Bypass Tray.

1. Lower the bypass tray, located on the front of the product and unfold the paper support extension.

2. Prepare a stack of paper for loading by flexing or fanning them back and forth. Straighten the edges on a level surface.

3. Load the print material with the print side facing down and against the right edge of the tray.

NOTE: Hold transparencies by the edges and avoid touching the print side.

Bypass Tray

4. Adjust the paper guide to the width of the stack of print material. Ensure you have not loaded too much print media. The stack should be under the Max. Fill Line.

Paper Guide   Max Fill Line

5. The UI screen shows the current paper supply settings for the Bypass Tray on the left hand side. Press the **Size** button and/or the **Type** or **Color** button to change the settings if necessary. If the settings are correct, press the **Confirm** button. Please refer to *Setting the Paper Size in the Paper and other Media chapter on page 162*.

Envelope Mode

1. Lower the bypass tray, located on the front of the product and unfold the paper support extension.

ⓘ Remove any curl on envelopes before loading them into the Bypass Tray.

2. Prepare a stack of envelopes for loading by flexing or fanning them back and forth. Straighten the edges on a level surface.

3. Load the print material with the print side facing down and against the right edge of the tray.


Bypass Tray

4. Adjust the paper guide to the width of the stack of print material. Ensure you have not loaded too much print media. The stack should be under the Max. Fill Line.


Paper Guide   Max Fill Line
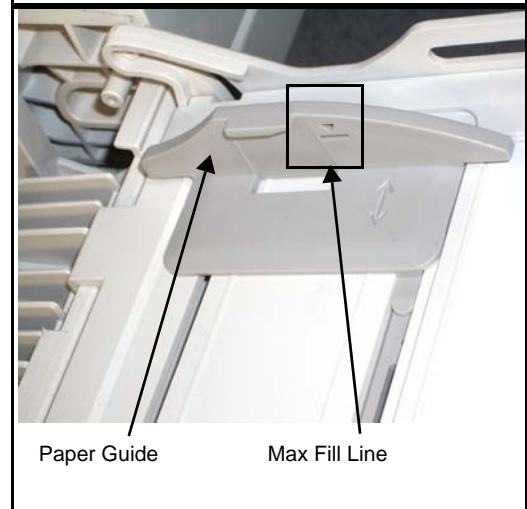
The UI screen shows the current paper supply settings for the Bypass Tray on the left hand side. Press the **Size** button and/or the **Type** or **Color** button to change the settings if necessary. If the settings are correct, press the **Confirm** button. Please refer to *Setting the Paper Size in the Paper and other Media chapter on page 162*.

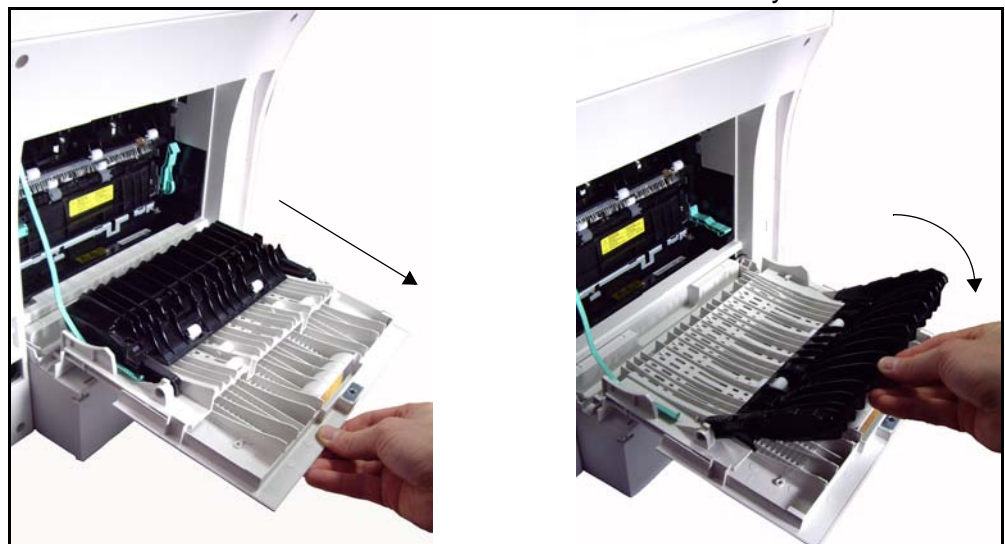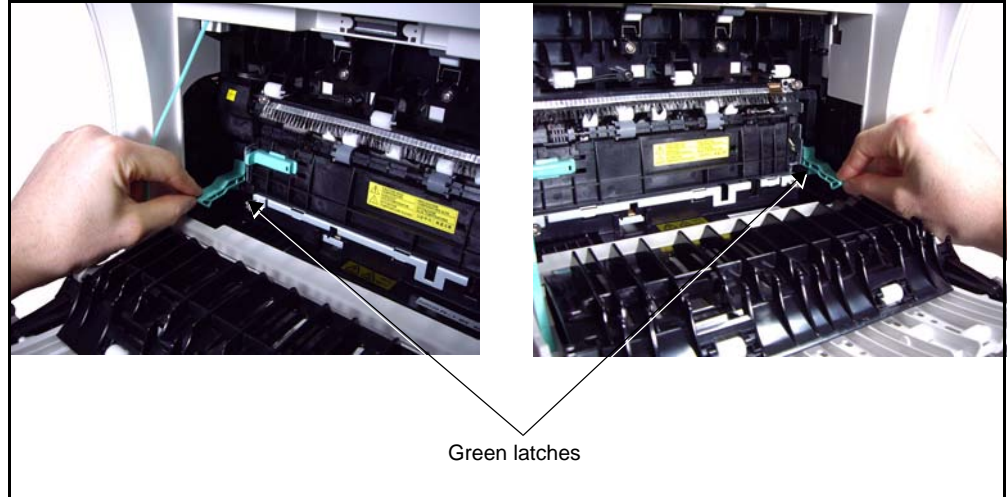**5.** Open the rear cover of the machine.
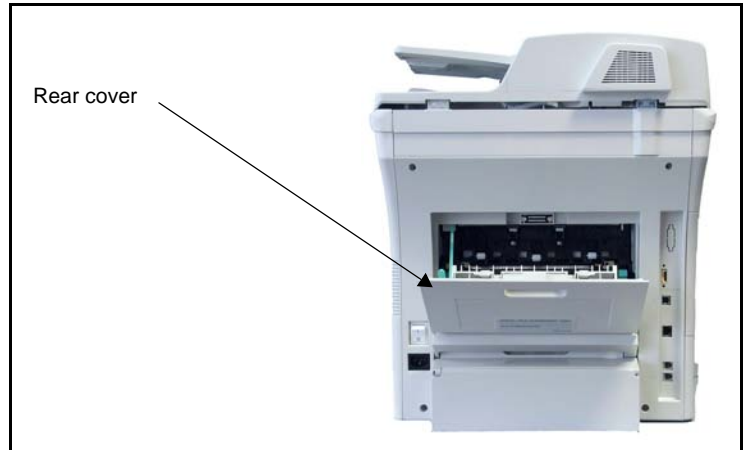
Rear cover

6. Release the cover restraint.

Cover restraint
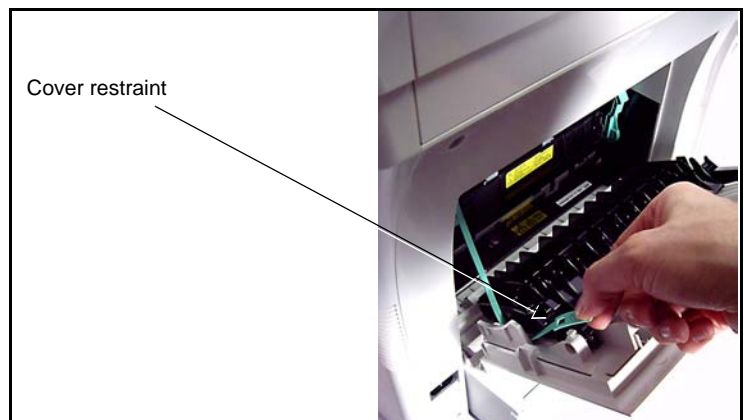
**7.** Lower and extend the rear cover to act as the catch tray.

8. Lower the green latches on the left and right hand sides.

Green latches

Setting the Paper Size

Each time you load new paper into the paper trays, the Tray Information screen appears on the UI.

NOTE: The paper tray information screen for each tray can be switched off using the Tools settings. By default, each tray is configured to display the paper settings screen.
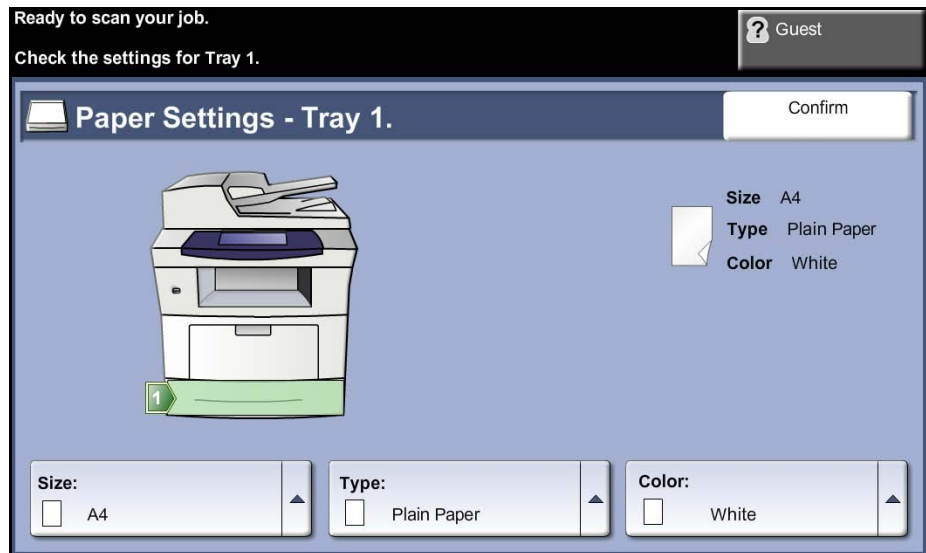
The current tray settings are displayed on the left hand side of the UI.

Size Select up arrow to choose from the list of paper size options. Save your selection to return to the *Tray Information* screen.

Type Select up arrow to choose from the list of paper type options. Save your selection to return to the *Tray Information* screen.

Color Select up arrow to choose from the list of paper color options. Save your selection to return to the *Tray Information* screen.

Confirm Press the **Confirm** button when the tray settings on the UI are correct to go to the default feature screen.

NOTE: Failure to confirm the new correct paper size and type may cause problems when using the printing feature. The printer drivers select the paper tray based on the available information on paper size and type, and printing errors may occur if this is not set correctly at the machine.

Media Specifications

Media Guidelines

When selecting or loading paper, envelopes or other special media please adhere to 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 the specifications detailed in *Paper Supply on page 204.*

- 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.

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

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

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

- Do not leave the special media in the bypass tray for long periods of time. Dust and dirt may accumulate on them resulting in spotty printing.

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

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

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

- When loading paper, do not fill above the *Maximum Fill Line*.

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

- Ensure that there is no exposed adhesive material between labels.

CAUTION: Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to machine components.

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

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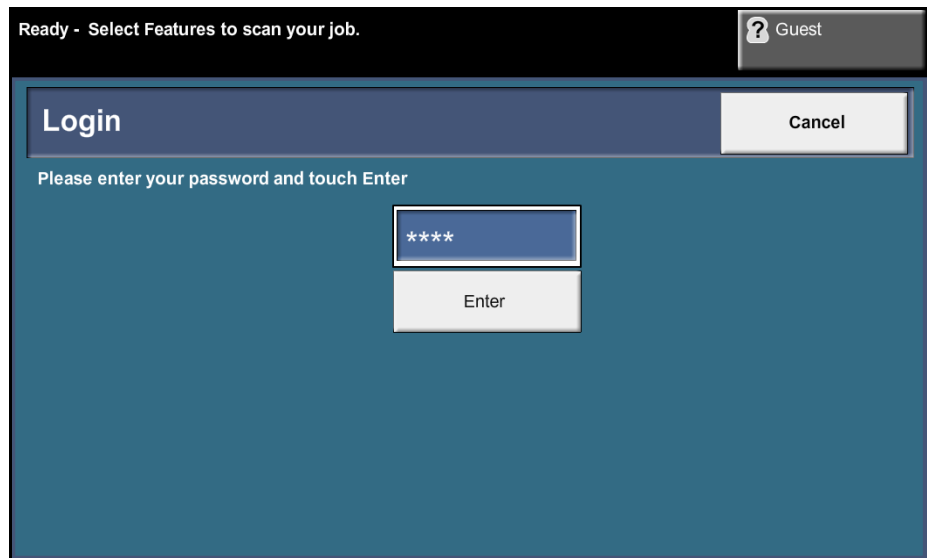
11 Setups

This chapter identifies some of the key settings that you can customize to meet your requirements. It is aimed primarily at the System Administrator of the machine.

Changing these settings is easy and will save you time when using the machine.

Accessing Tools

All the machine setup features are in the **Tools** menu, accessed through the **Log In/Out** and **Machine Status** buttons on the control panel.

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

2. Use the number keypad to enter the default password - **1111**. Select **Enter** on the touch screen.

3. Press the **Machine Status** button.

4. Select the *Tools* tab.

```
Ready -  Select Features to scan your job.                    ? Guest

Login                                               Cancel

Please enter your password and touch Enter

                                    ****

                                    Enter
```

NOTE: **1111** is the factory set default password. It is recommended that you change this password. For information on changing passwords, select the **Help** button on the machine keypad.

Tools Menu Overview

According to your machine setup, some or all of the following options are accessible from the *Tools Mode* screen:

Feature	Feature Options	Feature Options Sub-menu
Device Settings	General	*Energy Saver* *Set Date & Time* *GMT Offset* *Language Default* *Xerox Customer Support* *System Administrator Reports* *Altitude Adjustment* *Contention Management*
	Tests & Resets	*Image Quality Test Patterns* User Interface Button Test Audio Tone Test LED Indicator Test Touch Area Test Display Pixel Test Video Memory Test Reset User Interface Application Checksum Verification Software Reset
	Timers	*System Timeout* *Incomplete Scan* *Held Job Timeout*
	Supplies	*Print Cartridge Reorder Notification* *Feed Rollers Counter Reset* *Fuser Counter Reset* *Bias Transfer Roller Counter Reset*
Paper Tray Management	Paper Setting	*Default Stock* *Paper Substitution* *Default Paper Size*
	Tray Settings	*Auto Tray* *Tray Confirmation Message*
User Interface	General	*Measurements* *Audio Tones* *Screen Defaults* *SFO (Special Feature Option Enablement)*
	Job Sheets	*Banner Sheets* *Error Sheets* *Scan Status Sheets* *Stock Choice*

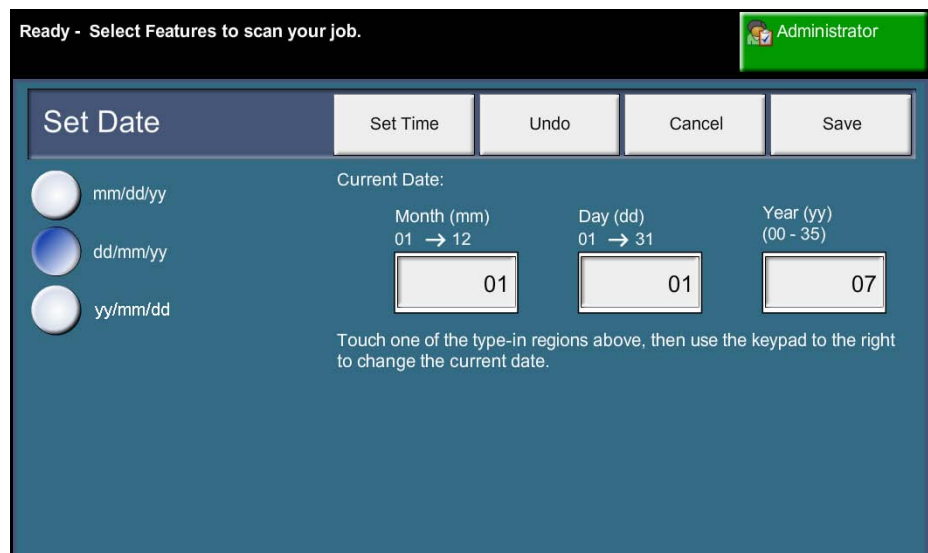| Feature	Feature Options	Feature Options Sub-menu
	Feature Defaults	*Set Fax Defaults* *Set Copy Defaults*
	Service Enablements	*E-mail* *Network Scanning* *Network Accounting* *Embedded Fax* *Server Fax* *On Demand Overwrite*
	Copy Service Settings	*Reduce/Enlarge Preset* *Basic Copy Preset*
	Fax Service Settings	*Fax Country Settings* *Line Configuration* *Incoming Fax Defaults* *Transmission Defaults* *Mailbox Setup* *Document Received in Mailbox* *Fax Report* *Error Correction Mode*
Connectivity & Network Setup	General	*Physical Media* *Software Upgrade*
	Advanced	*Network Setting*
Accounting	Accounting Enablement	*Authentication Mode* *Network Accounting Setup* *Foreign Interface Device Setup*
Security Settings	Authentication	*Job Operation Right*
	Image Overwrite Security	*Image Overwrite* *On Demand Overwrite*

Localization

Before using your new machine, the localization settings below will have been set using the machine installation wizard. As your requirements change, you may need to reset or adjust these settings.

Set Date and Time

Some features and functions on the machine require the local date and time such as the header on a fax and the configuration sheet. This utility enables you to set and change the local date and time on the machine.

Tools > Device Settings > General > Set Date & Time

Set the date in either mm/dd/yy or dd/mm/yy or yy/mm/dd format, and enter the correct date.

Set the correct time using either the 12 or 24 hour clock. Enter the time in the Hour and Minutes fields and choose AM and PM as relevant, if it's a 12 hour clock.

NOTE: Any changes made to time or date will require the machine to be rebooted before taking effect.

Greenwich Mean Time Offset

Select the required offset using the increase and decrease buttons to the left and select **Save** when complete. Information for the GMT offset setting can be found in the *Quick Use Guide*.

Tools > Device Settings > General > GMT Offset
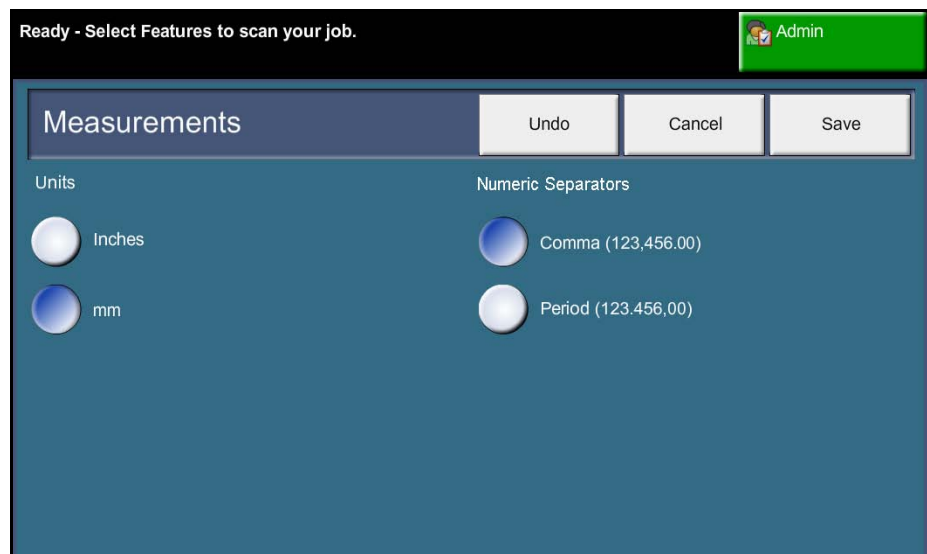
Ready - Select Features to scan your job.   Administrator

| Set Greenwich Mean Time Offset | Undo | Cancel | Save |

GMT Offset

Select the required Offset using the buttons to the left and select Save. Information for the GMT Offset setting can be found in the Installation manual.

-12 to 14.0
Hours

0,0
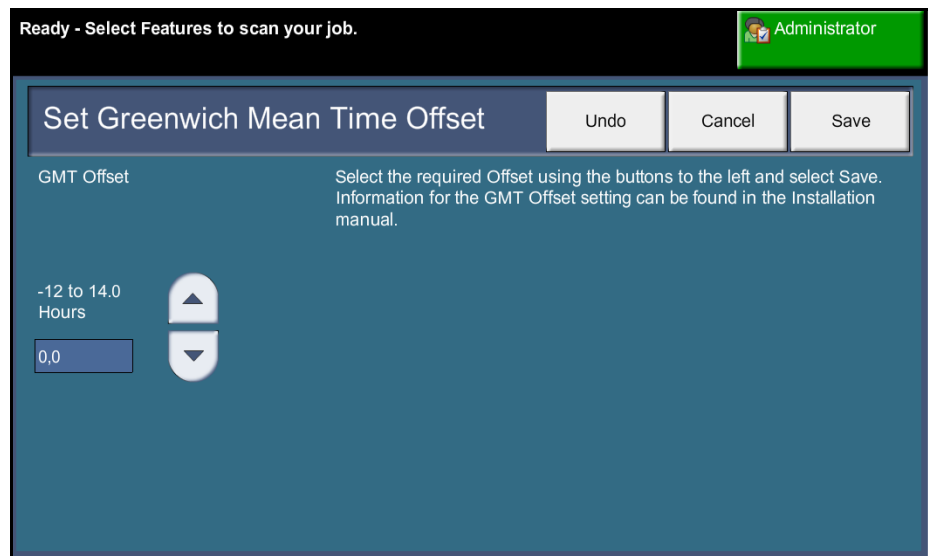
Set Measurements

The measurements that are displayed on the touch screen can be set to either inches or mm. You can also set the decimal point (*Numeric Separator*) to either a period (e.g. 12.3) or a comma (e.g. 12,3).

Tools > User Interface > General > Measurements

Ready - Select Features to scan your job.   Admin

| Measurements | Undo | Cancel | Save |

Units

Inches

mm

Numeric Separators

Comma (123,456.00)

Period (123.456,00)

Set Altitude

The xerographic process used in your machine to make prints is affected by air pressure. Air pressure is determined by the height of the machine above

sea level. The machine will automatically compensate for differences in air pressure if you enable the feature.

Tools > Device Settings > General > Altitude Adjustment
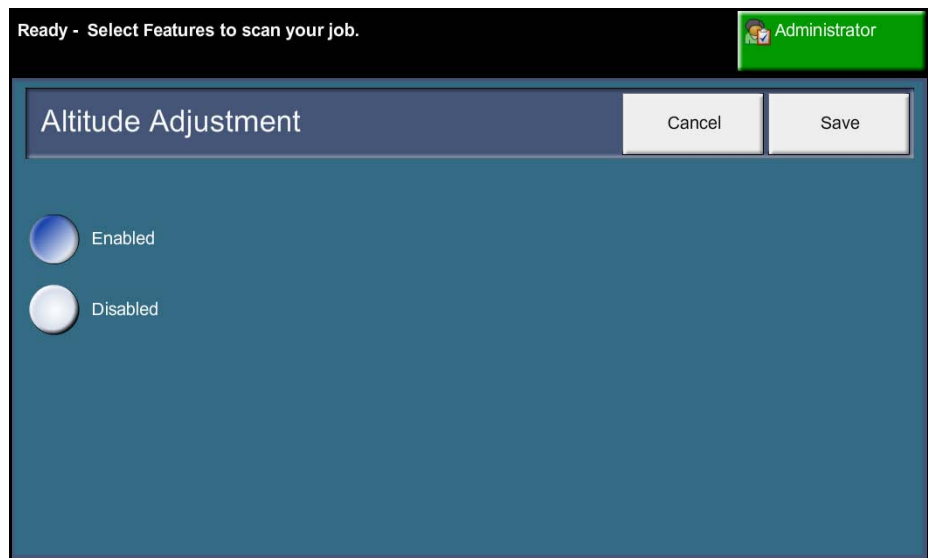
Setting the altitude enables the machine to operate effectively and maximises performance.

Fax Setup

The Fax Service Settings allow you to customize the fax settings.

Tools > User Interface > Fax Service Settings

Fax Transmission Defaults

The transmission defaults allow you to customize the fax transmission settings.

Tools > User Interface > Fax Service Settings > Transmission Defaults

Automatic Redial Setup If the machine cannot make contact with the destination fax machine, it will automatically wait and redial later. This option enables you to specify the interval between unsuccessful attempts (in minutes) and the number of times the machine will redial.

Audio Line Monitor When the machine is transmitting a fax the dialing, handshake and digital data create audible beeps and buzzing sounds on the phone line. Normally this cannot be heard. However, the *Audio Line Monitor* allows a user to listen to the call progress and hear the number dialed and the beginning of the handshake. This is often known as "listen to dial".

If you want to hear the fax audio monitor, select the **On** button.

Select **Save** to confirm the setting. The dialing and handshake tones will now be audible every time a fax is sent.

Prefix Dial The *Prefix Dial* allows you to enter a frequently used dial code that can be used for all outgoing faxes. This code usually includes country dial codes or extensions inside the workplace. Use a maximum of 5 digits.

Toll Save The *Toll Save* feature allows you to set a low rate period to send stored faxes to take advantage of cheaper, off-peak rates.

Select **On** to enable this feature. Set the Send Start date and time (in mm/dd/yy hrs/mins AM/PM format) and then set the End date and time (in mm/dd/yy hrs/mins AM/PM format).

Select **Off** to disable this feature.

Batch Send The *Batch Send* feature allows the user to send several fax jobs to the same destination fax machine during one transmission. This reduces the connection time and provides an economy rate for call connection charges.

Select the **On** button to enable this feature.

Select the **Off** button to disable the feature.

If this feature is enabled, you will receive a popup while faxing a document, requiring you to confirm if you want the fax sent immediately.

Dial Tone Volume   When the *Audio Line Monitor* has been enabled, the dial tones are audible when faxing. Use the **scroll** buttons on the *Dial Tone Volume* screen to select a dial tone volume setting (from 1 - 7).

Transmission Header Text   The Transmission Header Text screen allows you to input details that will appear on the header of all outgoing faxes.

Fax Country Setting

From a list of options, select the country in which the machine is installed. This enables the fax modem settings to match the telephone system of the country.

Tools > User Interface > Fax Service Settings > Fax Country Setting

Receive Defaults

The various options in the Receive Defaults section enable you to customize the way faxed documents are received.

Tools > User Interface > Fax Service Settings > Incoming Fax Defaults

Auto Answer Delay   This tool enables the machine administrator to set a delay time before the machine responds to a call. This is particularly useful if the machine is attached to a shared phone line.

The default answer delay is 1 ring. To delay the pick-up, enter a number between 1 ring and 7 rings using the keypad. Select the **Save** button to save the setting.

Ring Volume   This feature enables the user to hear a ringing tone from the machine when an incoming fax is being received.

If you do not want to hear a ringing tone when the machine receives an incoming fax, select the **Off** button. If you want to hear a ringing tone when the machine receives an incoming fax, select the **On** button. When the feature is on, you can adjust the volume of the ringing tone by selecting a High, Medium or Low setting.

Auto Reduction   When receiving a fax that is longer than the selected paper, the machine can automatically reduce the document to fit the paper. To do this, the *Auto Reduction* feature must be enabled. Select **On** or **Off** as needed.

If *Auto Reduction* is off, when receiving a document that is longer than the selected paper, any image at the bottom of the paper will be discarded according to the Discard Size setting. The Discard Size can be set between 0-30mm.

Receive Header   Select **Enable** to have a time stamp, page number and number of the sending fax machine printed at the top of all received fax jobs.

Fax Receive Tray   Select from either Tray 1, Tray 2 or the Bypass Tray to use for incoming fax transmissions.

Default Output Options   Depending on the output device fitted, you will be able to duplex your incoming faxes. This utility is used to enable the output options you require for all your incoming faxes.

Select the **Duplex** button, then select the **On** button.

E-mail / Fax forward   This feature allows incoming or outgoing faxes to be automatically forwarded to another recipient, either fax or e-mail. More Fax Forward features are available via CentreWare Internet Services.

Forward to E-mail

Select either **Forward Transmitted Faxes** or **Forward Received Faxes**.

Select either **Output Format pdf** or **Output Format TIFF**.

Enter forwarding E-mail address and **Save** settings.

Forward to Fax

Select either **Forward Transmitted Faxes**, **Forward Received Faxes** or **Forward All Faxes**.

Enter forwarding fax number and **Save** settings.

Secure Receive   For added security, this feature enables the machine administrator to control when and how your incoming faxes are printed.

To print a fax on receipt, the *Secure Receive* feature must be **Off**. Select the **On** button to hold the incoming fax until a passcode is used. *Print on Passcode* settings can be changed using the number keypad. Touch **Save** to confirm changes.

When a fax is received, the screen will prompt you to insert a four digit passcode number (the default setting is **1111**). This number will then be used by the user to release incoming faxes from the print queue.

Junk Fax Prevention   This tool enables the machine administrator to prevent the receipt of unwanted (junk) faxes.

The default selection for *Junk Fax Prevention* is **Off** so there is no filtering of incoming faxes. Select the **On** button to switch on the feature. With the feature switched on, the machine will block ALL incoming faxes listed in the Junk Fax Numbers list.

Junk Fax Numbers List

To add a number to the list touch an empty list location to highlight it and then touch the **Edit List** button.

Input the last 7 digits of the number you wish to block using the keypad and then select the **Save** button.

Repeat this process for all the numbers you want to block up to a maximum of 10 numbers and then select the **Save** button.

To delete a number from this directory, touch the line number to highlight it, then select the **Edit List** button. Press **C** (Clear) on the keypad to clear the number and then select the **Save** button.

Receive Mode This feature allows you to switch between Telephone, Answering Machine/ Fax and Fax receive options.

Telephone

Use to operate in manual mode. When a call is received, pick up the external phone handset. If a fax tone can be heard, press **Start** and replace the handset.

Fax

The machine answers the incoming call and immediately switches to fax receive mode.

Answering Machine/Fax

Use if attaching an answering machine to the machine. If the machine detects a fax tone, it switches to fax mode automatically.

Remote Code When enabled, enter the external phone key (0-9) to start the fax receive.

Secure Polling The machine can be programmed to send documents in the user's absence when polled. When enabled, a *Polling Passcode* is required to access the documents stored for *Secure Polling*.

Add, **Delete** or **Save** passcodes to the *Polling Passcodes* list.

Retained Documents Policy

Tools > User Interface > Fax Service Settings > Documents Received in Mailbox

The *Retained Documents Policy* feature allows the machine administrator to specify the period of time that faxes will be held in the machine memory once they have been printed from a mailbox or sent to a polling recipient.

A different time period may be specified for documents received in mailboxes and for documents stored for polling (whether in general memory or a private mailbox). Choose the appropriate option and select whether to **Delete on Print** or **Keep**.

Mailbox Setup

Tools > User Interface > Fax Service Settings > Mailbox Setup

The *Mailbox Setup* feature allows the System Administrator to edit the mailbox id, passcode and name. The System Administrator can also enable or disable the *Mailbox Notification* feature that sets whether a user receives fax notification or not.

Line Configuration

The fax option supports one analogue telephone line. This feature enables the System Administrator to configure the fax lines for PSTN (Public Switching Telephone Network) systems. Set the dial type of the line to either Tone or Pulse. Enter the Fax Number and Machine Name (a friendly or easy-to-remember fax name).

Tools > User Interface > Fax Service Settings > Line Configuration

Fax Report

This facility allows you to enable the **Always Print** and **Print on Error** features for the reports below. An **Auto-Print** feature can be used for the **Transmission/Receive Report**.

Tools > User Interface > Fax Service Settings > Fax Report

- **Transmission/Receive Report:** Reports details on recently transmitted or received faxes.

- **Confirmation Report:** Reports transmission status and can be printed after every transmission or only when a transmission error occurs.

- **Broadcast Report:** Reports the success or failure of a fax sent to several destinations and can be printed after every transmission or only when a transmission error occurs.

- **Multipoll Report:** Reports the success or failure of a polled fax to several destinations and can be printed after every transmission or only when a transmission error occurs.

Error Correction Mode

This mode compensates for poor line quality and ensures accurate, error-free transmission with any other Error Correction Mode equipped fax machine. However, if the line quality is poor, the transmission time may be increased when this mode is enabled.

Tools > User Interface > Fax Service Settings > Error Correction Mode

Setting up Paper Trays

Paper Settings

Default Stock

The *Default Stock* settings allows the programming of the default paper type and color. Typically, this is the most common stock that will be used in the machine and is the stock that the machine will feed if a specific stock type is not selected.

Tools > Paper Tray Management > Paper Setting > Default Stock

Paper Substitution

This feature enables the machine to automatically substitute common US and metric paper sizes when printing.

If the feature has been turned off, the machine will hold the job and indicate that the appropriate paper size should be loaded. If this feature is set to **On**, the machine will automatically substitute the sizes shown on the screen below.

Tools > Paper Tray Management > Paper Setting > Paper Substitution
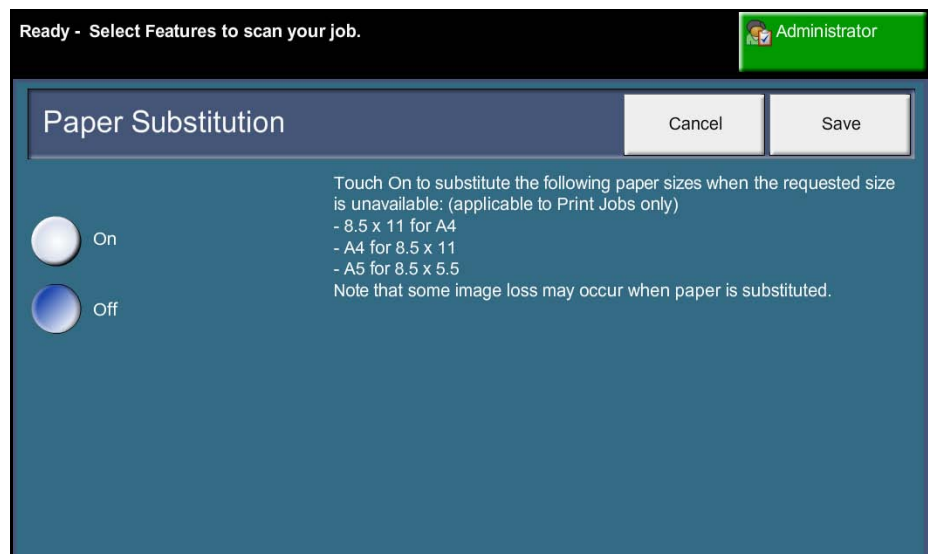
Default Paper Size

The *Default Paper Size* settings allows the programming of the default paper size. Set the default size to either 8.5 x 11" (refers to Letter and Legal sizes) or A4 (297 x 210mm).

Tools > Paper Tray Management > Paper Setting > Default Stock

Tray Settings

Auto Tray

When the **On** button is selected, the *Auto Tray* feature automatically selects the paper tray loaded with the paper size closest to the original document. This can be overridden on the *Basic Copy* screen by manually selecting the required tray.

When the **Off** button is selected, the **Auto Tray** button is disabled on the *Copy* screen. The tray selection defaults to Tray 1.

Tray Confirmation Messages

This feature enables the *Tray Confirmation* message on the display screen. The *Tray Confirmation* message appears when new stock is loaded into the paper trays. The user must confirm the paper size and paper type of the new stock.

Tools > Paper Tray Management > Tray Setting > Tray Confirmation Messages

Machine Presets

Basic Copying Presets

This feature defines the 2 default reduction or enlargement ratios (refer to the *Reduce/Enlarge Presets* topic) that appear in the *Reduce/Enlarge* panel of the *Copy* screen.

Tools > User Interface > Copy Service Settings > Basic Copy Preset

Ready - Select Features to scan your job.		Administrator
Basic Copy Presets	Undo	Cancel	Save
25%	25%
50%	50%
71%	71%
141%	141%
200%	200%

Reduce/Enlarge Presets

This feature enables the machine administrator to set the 6 default reduction or enlargement ratios.

When the *Reduce/Enlarge Presets* window opens, the default reduction and enlargement ratios are displayed. These ratios produce a proportional reduction or enlargement of the image. To change one of the preset ratios, touch the appropriate preset window and use the keypad to type in the required value.

The common values show the most frequently used presets depending on the market region. For example, in the image below, the values used in the UK market are depicted.

Tools > User Interface > Copy Service Settings > Reduce/Enlarge Preset

Ready - Select Features to scan your job.   Administrator

Reduce/Enlarge Presets   Undo   Cancel   Save

25   141   Common Values

                                                 A4 to A5 - 71%
50   200   A5 to A4 - 141%

71   400
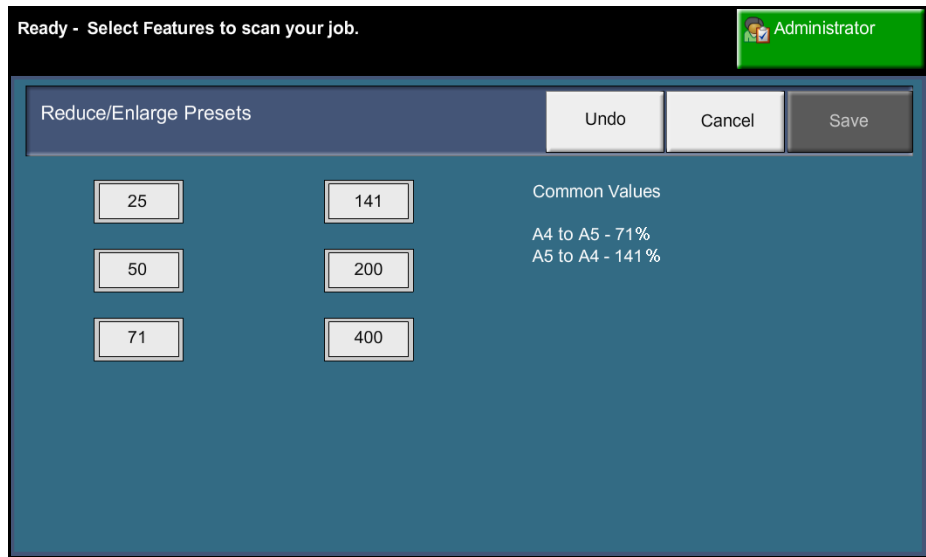
Change Default Settings

Changing the user defaults to reflect the needs of the users will make the machine more user-friendly, increasing effectiveness and productivity.

Set (Power Save) Duration Times

This utility enables the System Administrator to modify the default 30 minutes the machine will spend between standby and low power modes.

The machine is designed to be energy efficient and will automatically reduce its power consumption after periods of inactivity.

- To change the elapsed time for the machine to go from *Standby Mode* to *Low Power Mode*, select the appropriate time frame, e.g. after 5 minutes duration, after 45 minutes duration, etc.

Select the **Save** button to confirm the change.

Tools > Device Settings > General > Energy Saver

Entry Screen Default

This feature enables the machine administrator to set which screen the user sees first.

The *Entry Screen* appears when the machine resets selections after a user has completed a job, or after the **Clear All** button is pressed. The available options are **Features**, **Job Status**, **Machine Status** and **All Services**. To set one of the options, touch the appropriate button and then select **Save**.

Tools > User Interface > General > Screen Defaults > Entry Screen Default

Job Status Default

Use this feature to set the default screen when the user presses the Job Status button to the left of the UI. For a full list of available screens, refer to *Job Status Screen in the Copy chapter on page 41.*

Tools > User Interface > General > Screen Defaults > Job Status Default

Feature Default and Priority

Use this feature to change the priority of the Copy, ID Card Copy, Fax and Email features.

The highest priority service will be displayed as the default service on the machine. The next two services will be displayed as buttons in the Features

pathway. Any remaining services will be accessible through the **Services Home** button.

Tools > User Interface > General > Screen Defaults > Feature Default and Priority

Language Default

Use this feature to set the User Interface language.

Tools > Device Settings > General >Language > Default and Priority

Audio Tones

Use this feature to enable or disable one of the following audio tones:

Tone	Description
Fault Tone	Sounds when there is a fault on the machine.
Conflict Tone	Sounds when there is a system setting conflict.
Selection Tone	Sounds when a button is selected.

When enabled, the tones can be set to either low, medium or high. Press the **Test** button to test the tone volume. Select **Save** to confirm the settings.

Tools > User Interface > General > Audio Tones

Software

Software Reset

This utility provides the facility to reset the machine software without switching off and switching on the machine.

Tools > Device Settings > Tests & Resets > Software Reset

This facility allows you to reset the System Software. Select the **Reset System Software** button. A pop-up window will appear warning you that jobs in the system may be lost and asking you to confirm that you wish to continue. If you confirm this message the machine will reboot the system software.

CRU Replacement Defaults

Customer Replaceable Units (CRUs) are modules within the workings of the machine that you can replace when needed. The machine monitors the number of copies made for service information purposes. This information helps maintain the machine's productivity and image quality.

When a module is nearing the end of its life, a message displays advising you to order a new module.

When a module reaches the end of its life, a message displays advising you to replace the module.

To easily identify the Customer Replaceable Units the latches are colored orange.

Print Cartridge Reorder Notification

Toner usage depends on the type and the number of images printed. The machine calculates how long the toner will last according to your usage of the machine and displays the information on the *Machine Status - Service Information* screen. It also uses this information to tell you when to order a new Print Cartridge and when to install it. This facility allows you to control how the toner usage monitoring system works.

Select the *Supplies* tab and select the **Print Cartridge Reorder Notification** button.

With the Print Cartridge Status **Enabled**, the machine will analyze the toner usage to predict the percentage of toner remaining and display the information on the *Machine Status - Service Information* screen. When the percentage of toner remaining equals the number set in the window on this screen, a message will be displayed telling you to order a new Print Cartridge. You can set the percentage level the message displays using the scroll buttons.

When the Print Cartridge Reorder Notification threshold is reached a message will be displayed. Once you have a new Print Cartridge you can turn the message off by selecting the **Cancel Current Re-order Message(s)** button. The machine will display a message when it is time to install the new Print Cartridge.

When the Print Cartridge Status is **Disabled,** the machine will not predict the toner usage and you will not receive a re-order reminder. The *Machine Status - Service Information* screen will say that the toner monitoring function is disabled. When the machine has run out of toner you will be told to replace the Print Cartridge.

If you replace the Print Cartridge when instructed to do so by the message on the display, the machine will assume that you have installed a new Print Cartridge and reset the toner usage counters. However, if you choose to install a new Print Cartridge before the message is displayed you will have to reset

the toner usage counters manually by selecting the **Confirm New Print Cartridge Has Been Installed** button.

Counter Resets

Other replaceable units within the machine also track the number of images made as a measure of their life expectancy. These include:

• Fuser Counter

• Bias Transfer Roller Counter

• Feed Rollers Counter

• Document Feeder Friction Pad Counter

At the end of life, these units continue running without re-order notification messages. On replacement, select the *Supplies* tab and use the **Counter Reset** buttons to reset the counters to zero.

Accounting

Accounting allows the System Administrator to track the use of the machine and control access to the features. There are three accounting options:

- Network Accounting
- Xerox Standard Accounting
- Foreign Device Interface

Tools > Accounting > Accounting Enablement

Network Accounting

Network Accounting provides the System Administrator with the ability to track the use of the device per job per account. Users must enter their User ID and Account ID to access the machine and information about the jobs performed are stored in a job log.

Copy, Print, inbound and outbound Embedded Fax, outbound Server Fax, E-mail and Network Scanning jobs are tracked (if these options are installed on the device).

The machine requires the Network Accounting Kit to be installed and network access to a Xerox approved External Accounting System.

Xerox Standard Accounting (XSA)

XSA tracks the numbers of Copy, Print, Networking Scanning, E-mail, Server Fax and Embedded Fax jobs (when these features are installed on the machine), for each user. Usage limits can also be applied to users to restrict the total numbers of copy, print, fax and scan jobs that a user can perform. System Administrators can print a report which contains all XSA data.

XSA is set up via CentreWare Internet Services, the machine's embedded web browser. System Administrators create accounts and specify limits before users are authorized to access the machine.

XSA is standard on the device and requires no additional software.

When XSA is set up, users must enter their account IDs at the machine to use the device. When they have finished their job, their XSA allocation is reduced by the number of prints, copies or scans performed.

The XSA feature is mutually exclusive from any other accounting feature. If XSA is enabled at the device, you cannot enable Foreign Device Interface or Network Accounting.

Foreign Device Interface

The Xerox Foreign Device Interface (FDI) is an interface to third-party access control devices, coin machines and card readers. These can be added to charge for usage. Copy and print services can be set to charge at the foreign device.

Print Job Control enables charging for print jobs. Print jobs sent when it is enabled will be held in the job queue and can be manually released when credits are available at the foreign device.

The services available at the machine can be set using Inhibit Services. Choosing Copy Only will require credits at the foreign device for copying but allow access to other services. Inhibiting **All Services** will require credits to access any service that requires paper.

This option is only available if a Foreign Interface Device Kit is installed on the machine.

Security Settings

Image Overwrite Security protects against unauthorized retrieval of confidential data from the machine by removing image data that is left when jobs are processed.

Tools > Security Settings

Authentication

Enable *Job Operation Rights* for **All Users** or **System Administrator** only with this feature. This sets permissions to allow general users or Systems Administrators to delete jobs from the device print queue.

Immediate Image Overwrite

Immediate Image Overwrite is a security measure for customers who are concerned about unauthorized access and duplication of classified or private documents.

The *Immediate Image Overwrite* feature erases all residual image data from the machine immediately after each job has been processed without requiring the machine to be taken offline.

The feature overwrites the following jobs:

- Print

- Scanning

- Server Fax send (when an Embedded Fax card is also fitted and enabled)

When the Embedded Fax card and *Immediate Image Overwrite* are enabled, the feature overwrites the following jobs:

- Embedded Fax receive

- Embedded Fax send

- Server Fax send (when a Network Controller is fitted)

- Embedded Fax report

On Demand Image Overwrite

On Demand Image Overwrite is a security measure for customers who are concerned about unauthorized access and duplication of classified or private documents.

The *On Demand Image Overwrite* feature provides an on-demand facility for a System Administrator to erase all residual image data from the memory of the machine. The standard overwrite process takes approximately 15 minutes. A full overwrite process takes approximately 60 minutes.

Press **Start** to begin the overwrite.

All existing jobs will be deleted regardless of their status and all job submissions will be prohibited for the duration of the overwrite.

Machine Tests

Should you need to report any faults to the machine, the Xerox Welcome Center support may talk you through the following machine tests to verify the performance of the machine and user interface (UI) screen.

Image Quality Test Patterns

Use the scroll buttons to select one of the 19 available test patterns.

Select the **Feature** button to test either 1 sided or 2 sided printing from the available trays.

Select the **Start Test** button to begin the test.

Tools > Device Settings > Tests & Resets > Image Quality Test Patterns

User Interface Tests

User Interface Button Test

The UI Button Test verifies that all of the buttons on the panel are functioning properly.

1. Ensure that the selection audio tones are enabled - refer to *Audio Tones in the Setups chapter on page 183.*

2. Select **Start Test** to begin the test.

3. Press each button on the panel to the right of the touch screen. A short audio tone will be generated if the button is functioning properly.

4. Select **End Test** to end the test. The *Test Pass/Fail* screen displays.

5. Select the **Passed** button if all the buttons on the User Interface are functioning properly. Select the **Failed** button if any of the buttons on the UI are not functioning properly.

Tools > Device Settings > Tests & Resets > User Interface Button Test

Touch Area Test

The Touch Area Test verifies that all touch areas on the display are responding.

1. Select **Start Test** to begin the test. Then touch the display. If the display is functioning properly, the selectable area will toggle between white and black each time the area is touched.

2. Press **1** on the keypad to indicate the test was successful. Press **2** on the keypad to indicate the test was not successful.

Audio Tone Test

The Audio Tones Test verifies that the Audio Tone on the UI is functioning properly.

1. Select **Start Test** to begin the test. The Audio Tone will activate if it is functioning properly.

2. Select **End Test** to end the test. The *Test Pass/Fail* screen displays.

3. Select the **Passed** button if the audio tones have sounded correctly. Select the **Failed** button if any of the audio tones are not functioning properly.

Display Pixel Test

The Display Pixel Test verifies that each pixel on the display is functioning properly.

1. Select **Start Test** to begin the test. The display will turn white.

2. Press **2** on the keypad to toggle the display between white and black. If the display is not all the same color, then the test was not successful.

3. Press **1** on the keypad to conclude the test.

4. Select the **Passed** button if all the screen on the User Interface changed color from black to white, otherwise, select the **Failed** button.

LED Indicator Test

The LED Indicator test verifies that all of the lights on the control panel are functioning properly.

1. Select **Start Test** to begin the test. Each light will light for a short period of time if it is functioning properly. The lights will continue to cycle until the test is ended.

2. Select **End Test** to end the test. The *Test Pass/Fail* screen displays.

3. Select the **Passed** button if all the LEDs on the control panel are functioning properly. Select the **Failed** button if any of the LEDs on the control panel are not functioning properly.

Video Memory Test

The Video Memory Test verifies that the memory used by the video controller on the User Interface is functioning properly.

1. Select **Start Test** to begin the test. A message will be displayed indicating whether or not the test was completed successfully.

Reset User Interface

Rebooting / Restarting the User Interface will cause the Power On Self-Test cycle to begin. The User Interface will pause for several seconds before starting the Reboot process.

Application Checksum Verification

The User Interface Application Checksum Verification checks that the UI software is up-to-date and running correctly.

Select **Start Test** to begin the test. A message will be displayed indicating that the test in progress. A second message will then be displayed indicating whether or not the test was completed successfully.

Customer Support and Supplies Numbers

Customer support and supplies numbers can be set to give users access to numbers and details vital to maintain the machine uptime.

Tools > Device Settings > General > Xerox Customer Support

This utility allows you to set the following numbers:

Customer Support Telephone Number

Supplies Telephone Number

Customer Asset Tag Number

Xerox Asset Tag Number.

Select the **[-]** hyphen button if needed as part of the number.

Optional Services

Depending on your machine configuration, you may have access to the following services. This utility allows you to enable or disable options at any time, where installed. In most cases no reboot is necessary.

Tools > User Interface > Service Enablements

Network Scanning

For information on Network Scanning, refer to *Network Scanning on page 92*.

E-Mail

For information on E-mail, refer to *E-mail on page 103*.

Network Accounting

To enable this option, set the authentication mode in *Access and Network Accounting* to **Network Accounting**.

To disable this option, set the authentication mode in *Access and Network Accounting* to something other than **Network Accounting**. For more information, please refer to the System Administration CD.

Foreign Device Interface

The Foreign Interface Device is a card that is fitted inside the machine to allow a third party device such as a coin operated device or a card reader to be attached to the machine. The coin operated device or card reader allows you to provide pay-for-print services on your machine.

Embedded Fax

For information on the Embedded Fax feature, refer to *Fax on page 59*.

Server Fax

For information on the Server Fax feature, refer to *Fax on page 59*.

12 Maintenance

Performing routine maintenance tasks enables your machine to continue running at optimum performance levels. Instructions are provided in this chapter for all the maintenance tasks required.

Consumables

Consumables are items on the machine that need replenishing or replacing, such as paper, staples and customer replaceable units. To place an order for Xerox consumables, please contact your local Xerox Representative giving your company name, product number and the machine serial number.

NOTE: For information about locating the serial number, please refer to *Customer Support on page 5*.

> ⚠ **CAUTION: When replacing consumables, 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 your machine.**

Customer Replaceable Units

The Print Cartridge and Staple Cartridge are Customer Replaceable Units (CRUs) on the machine.

The machine will display a message on the touch screen when it needs to be reordered. This message is a warning that the unit is nearing the end of its life. Only replace the unit when a message actually instructs you to do so.

To replace a CRU, follow the instructions on the User Interface or refer to the relevant sections below.

> ⚠ **CAUTION: When replacing consumables, 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 unless specifically described in the documentation supplied with your machine.**

Print Cartridge

This procedure shows you how to remove a used Print Cartridge and replace it with a new Print Cartridge.

New Print Cartridges have a capacity of approximately 20,000 images with an average area coverage of 5%. The machine will indicate the percentage of toner used and the number of days remaining. When the notification message is enabled, the machine will tell you when you will need to order a new cartridge and when to fit it. For information on setting the notification message, please refer to *Print Cartridge Reorder Notification in the Setups chapter on page 185.*

If the feature is enabled, a message will appear on the display screen advising you to replace the Print Cartridge. If you want to replace the Print Cartridge

now, open the front door. The instructions on the screen will tell you how to fit a new cartridge.

If you do not want to replace the Print Cartridge now you can select the **Abort** button. The machine will continue to operate but will NOT make copies or prints.

1. Press on both the front cover latches on the sides of the machine to open the front cover.
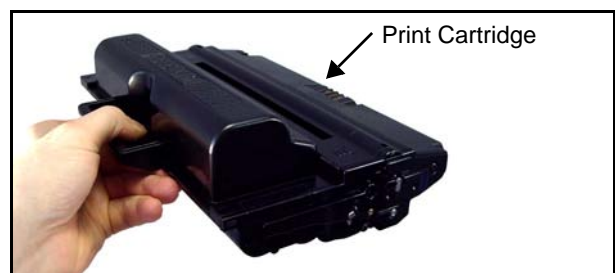

Front cover latches
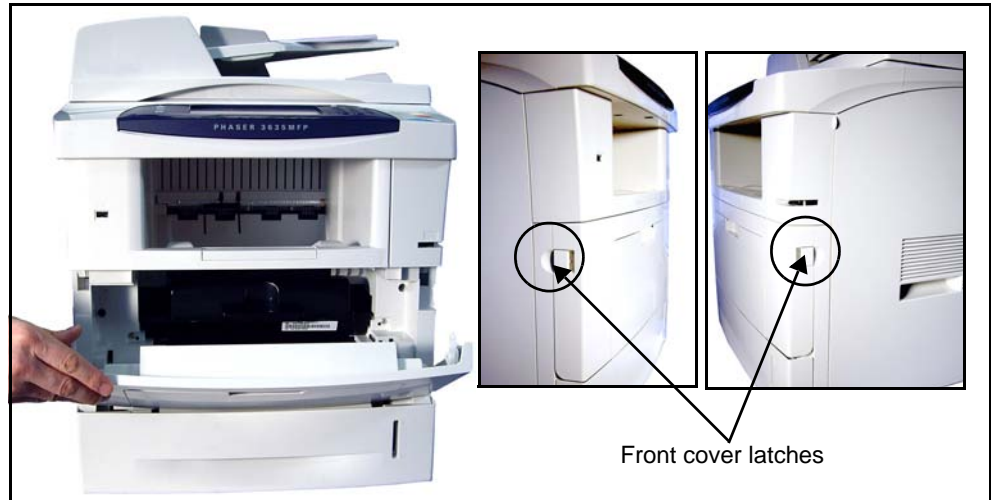
2. Remove the Print Cartridge.

The instructions that are packed with the new Print Cartridge will tell you how to dispose of the used Print Cartridge.

Print Cartridge

WARNING: **Only install the correct Xerox Print Cartridge in the machine.**
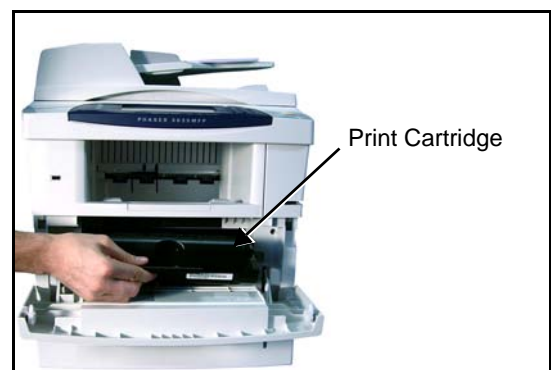
3. Before unpacking the new Print Cartridge, shake well to distribute the toner. Remove from packaging.

4. To fit the new Print Cartridge, make sure the toner is facing the correct way up.

5. Insert the Print Cartridge.

6. Close the front cover.

Print Cartridge

7. Press the **Confirm** button on the machine display.

If you have replaced the Print Cartridge as a result of a "Replace the Print Cartridge" message on the machine display, the machine will assume that you have fitted a new cartridge and reset the toner usage counters and messages. If, however, you have fitted a new Print Cartridge without being instructed to do so by the machine display, the toner usage counters will need to be reset manually. This is done in the Access tools mode using the *Supplies Management - Print Cartridge Re-order Notification* feature.

Staple Cartridge

This procedure shows you how to remove a used Staple Cartridge and replace it with a new Staple Cartridge.

1. Open the Staple Cartridge cover at the front of the machine.

Convenience stapler

Staple Cartridge cover
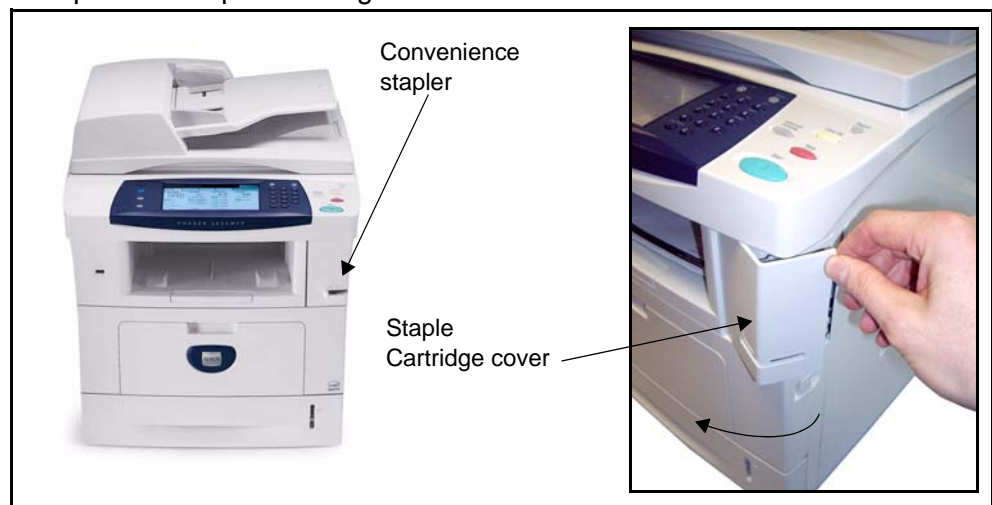
2. Pull on the blue handle to remove the empty Staple Cartridge.

3. Remove the used Staple Cartridge from the cartridge holder.

4. Dispose of the used Staple Cartridge.

5. Remove the new Staple Cartridge from its packaging.

6. Make sure that the staple strips on top of the stack are complete and flat. Remove any partial strips and any strips that are bent.

7. Insert the new Staple Cartridge into the cartridge holder, and push the Staple Cartridge in firmly until it clicks into position.

8. Close the Staple Cover door.
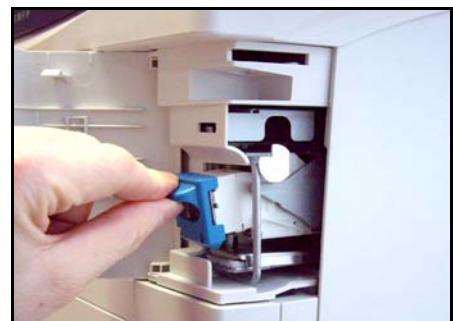
Cleaning the Machine

⚠️ **WARNING: When cleaning your machine DO NOT use organic or strong chemical solvents or aerosol cleaners. DO NOT pour fluids directly onto any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.**

⚠️ **WARNING: DO NOT use pressurised air-spray cleaning aids on or in this equipment. Some pressurised air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.**

⚠️ **CAUTION: 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 your machine.**

Document Glass and Constant Velocity Transport (CVT) Glass

1. Use a soft, lint-free cloth, lightly dampened with water. Liquid should never be poured directly onto the glass.

2. Wipe clean the entire glass area.

3. Wipe away any residue with a clean cloth or paper towel.
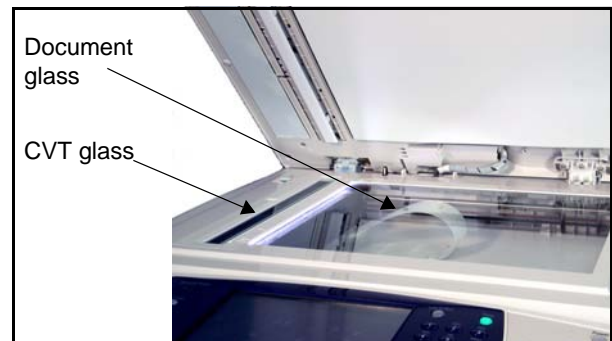
NOTE: Spots or marks on the glass will be reproduced on the prints when copying from the document glass. Spots on the Constant Velocity Transport Glass will show up as streaks on the prints when copying from the document feeder.

The Control Panel and Touch Screen

Regular cleaning keeps the touch screen and control panel free from dust and dirt. To remove finger prints and smudges, clean the touch screen and control panel as below:

1. Use a soft, lint-free cloth, lightly dampened with water.

2. Wipe clean the entire area, including the touch screen.

3. Remove any residue with a clean cloth or paper towel.

Duplexing Automatic Document Feeder and Output Tray

Regular cleaning keeps the document feeder and output tray free from dust and dirt.

1. Use a soft, lint-free cloth, lightly dampened with water.

2. Wipe clean the document feeder and output tray, including the paper trays and outside areas of your machine.

3. Remove any residue with a clean cloth or paper towel.

13 Specifications

This chapter contains the specifications for the machine. Use the specifications listed below to identify the capabilities of the machine. The machine 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. Note that improvements in specifications and the appearance of the product may be made without prior notice.

For more information on the specifications, contact your Xerox Representative.

Machine Specifications

Machine Configurations

Feature	Specification
Hardware Configuration	Processor DADF or Document Glass Cover 1-2 Paper trays and Bypass tray
Machine Size	Base configuration: width 18.6 x depth 18.8 x height 21.4" (W 472 x D 478 x H 543 mm)
Machine Weight	Approx 41.9 lb (19 kg) without Tray 2 57.3 lb (26 kg) with Tray 2
Access	From the front and back
Copier Speed	From paper tray 1: 35 cpm one-sided Letter (33 cpm A4)
First Copy Out Time	Document Glass from Paper Tray 1 to top tray: less than 10 seconds Document Feeder from Paper Tray 1: less than 13 seconds
Warm Up Time	Cold Start: Ready to copy in less than 30 seconds From Power Save: Ready to copy in less than 25 seconds

Paper Supply

Trays 1 & 2

Feature	Specification
Capacity	520 sheets 20 lb (80 g/m²) bond paper per tray
Paper Weights	16 lb - 28 lb (60 to 105 g/m²)

Feature	Specification
Paper Sizes	Length min 8.3 - max 14" (210 - 356 mm) Width min 5.8 - max 8.5" (148 - 216 mm) 8.5 x 11" 8.5 x 14" 8.5 x 13" ISO B5 176 x 250mm ISO B5 182 x 257mm Oficio A4 A5 7.25 x 10.5"

Bypass Tray

Feature	Specification
Capacity	50 sheets 20 lb (80 g/m²) bond paper per tray 5 sheets transparencies 5 envelopes
Paper Weights	16 lb - 43 lb (60 to 163 g/m²)
Paper Range	Length min 5.8 - max 14" (148 - 356 mm) Width min 3.9 - max 8.5" (99 - 216 mm)

NOTE: The paper stack height must not exceed 0.4" (10 mm)

Document Feeder

Feature	Specification
Capacity	Approximately 50 sheets of 20 lb (80 g/m²) bond paper
Paper Weights	12 lb - 28 lb (50 to 120 g/m²)
Paper Sizes	A4(SEF) to 8.5 x 14" (210 mm x 297 mm to 216 mm x 356 mm)
Mixed Sizes	Yes - when selected on the User Interface and the lead edges have the same dimensions
Document Feeder speed (A4)	1-1: 33 ipm 1-2: 23 ipm 2:2 collated: 12 ipm

Output Modules

Output Tray

Feature	Specification
Capacity	250 sheets of 20 lb (80 g/m²) bond paper

Electrical Specifications

Feature	Specification
Frequency	50/60 Hz
Electrical Voltage	110 - 127 VAC & 220 - 240 VAC
Average Power Consumption	Power Save mode: 35 Watts Stand By mode: 100 Watts Printing Simplex: 750 Watts Printing Duplex: 750 Watts

Feature Specifications

Fax Feature

Feature	Specification
Fax Transmission Speed	33.6 Kbps
Telephone Line Type	Standard public analogue switched telephone line or equivalent
Communication Standard	Super G3, IYU G3
Maximum Resolution Capability	406 x 392 dpi
Standard Fax Memory	Stored on HDD = 80G
Effective Scanning Width	8.2" (208 mm)
Maximum Print Width	8.5" (216 mm)
Connection Approvals	EU/EEA: certified to TBR21 USA: approved to FCC Pt 68 Canada: approved to DOC CS-03 Other countries: certified to national PTT standards

Print Feature

Feature	Specification
Compatibility	IBM PC / MAC / Linux
Speed	35 ppm one-sided (Letter) / 33 ppm (A4)
Max Print Area	8.5" x 14" US Legal (216 mm x 356 mm)
Enhanced Resolution	1200 dpi
Yield	5 000 and 10 000 prints
Standard or Normal Resolution	600 x 600 dpi
Standard Printer Memory	256 MB
PDL / PCL	PCL6, PS/3-clone

Scan Feature

Feature	Specification
Max scan width	8.5" (216 mm)
Effective scan width	8.2" (208 mm)
Maximum Resolution	600 x 600 dpi
TWAIN / ISIS Compatible	Network Twain / WIA
Image Compression	MH, MMR, LZW, JPEG, Flate, PNG
Scan mode	Mono, grayscale and color
Gray scale	256 levels

14 **Troubleshooting**

A variety of situations can affect the quality of your output. For optimal performance, ensure these guidelines are followed:

- Do not position the machine in direct sunlight or near a heat source such as a radiator.

- Avoid sudden changes in the environment surrounding the machine. When a change occurs, allow the machine at least two hours to adjust to its new environment, depending on the extent of the change.

- Follow routine maintenance schedules for cleaning areas such as the document glass and touch screen.

- Always set the Edge Guides in the paper trays to the size of the media in the tray and ensure the screen is displaying the correct size.

- Ensure paper clips and paper debris do not contaminate the machine.

NOTE: For additional Troubleshooting information please refer to the System Administration CD.

Fault Clearance

When a fault occurs, the display screen provides recovery instructions.

Follow on-screen instructions to clear the fault

NOTE: Any printed sheets removed will automatically be reprinted once the paper jam is cleared.

Paper Jams

The display screen will indicate the location of the jam. Jam Clearance areas vary depending on your machine model and configuration.

Front

Front cover area

Rear cover (Duplex) area

Rear
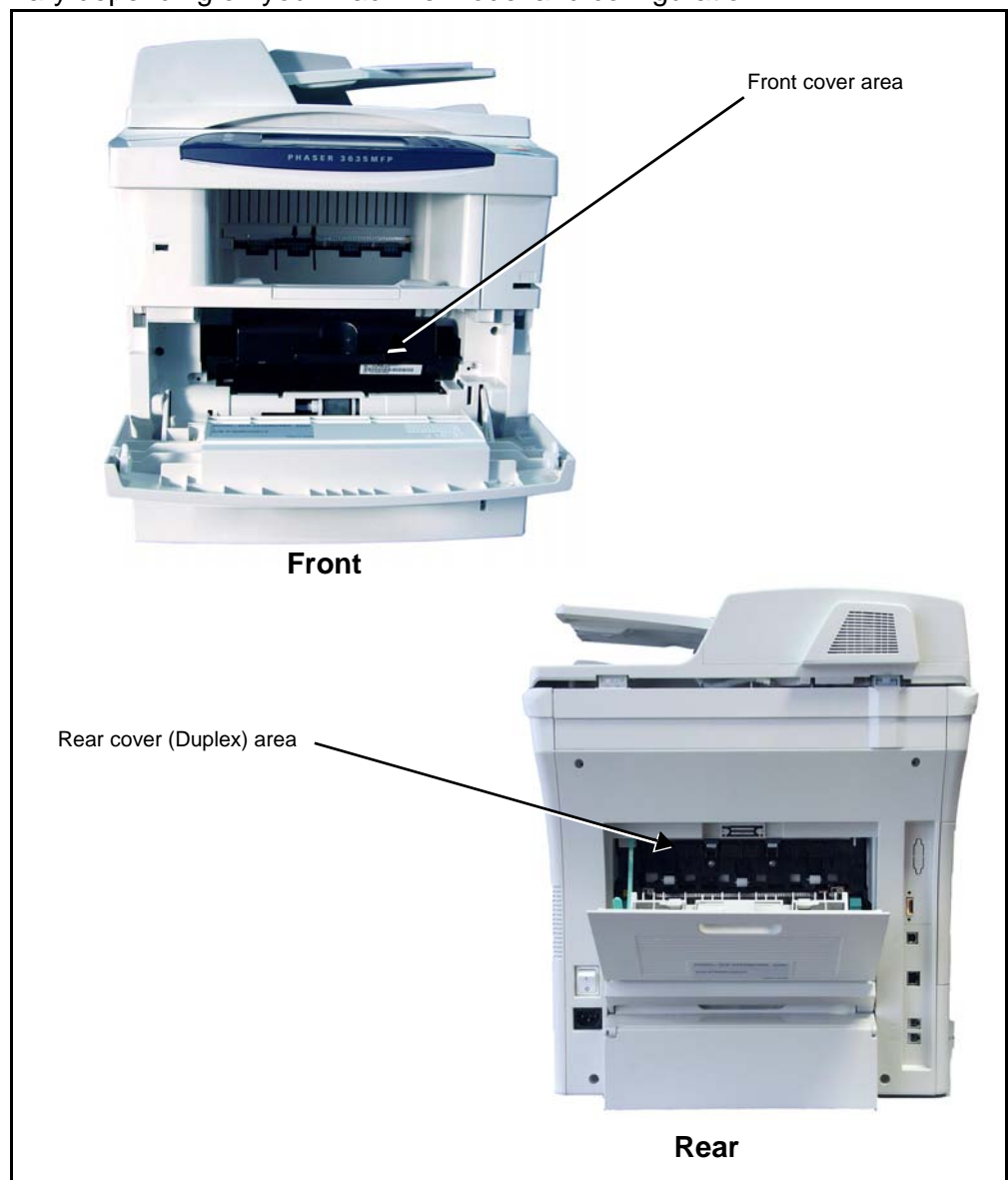
Front Cover Area Jams

1. Press on both the front cover latches on the sides of the machine to open the front cover.

Front cover latches
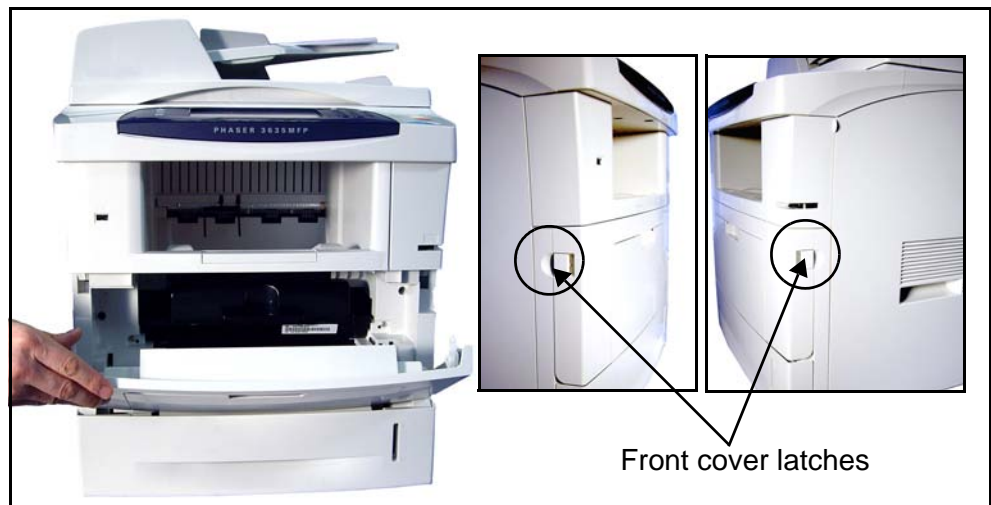
2. Remove the print cartridge (refer to *Print Cartridge on page 198*) and remove any jammed paper.

3. Replace the print cartridge and close the front cover door.

4. Open the paper trays and remove any jammed paper.

5. Close the paper tray.

Rear Cover Area (Duplex Area) Jams

1. Open the machine rear covers and release the green rear cover support. Remove any jammed paper in the duplex area.
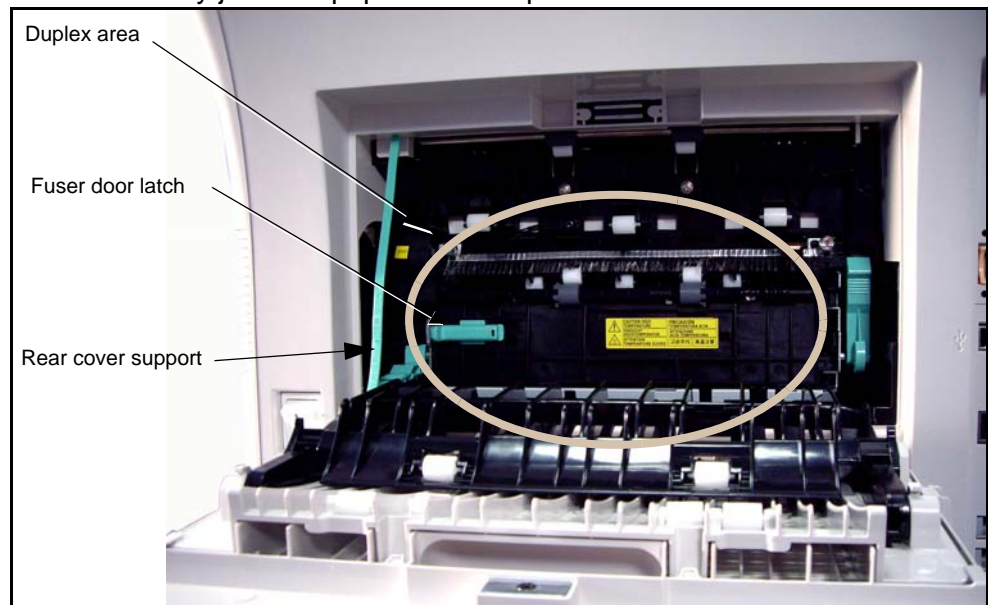
Duplex area

Fuser door latch

Rear cover support

⚠️ **WARNING: The metallic surfaces in the fuser area are hot. Please use caution when removing paper jams from this area and avoid touching any metallic surfaces**

2. Slide the green fuser door latch to the right and open the fuser door to gain access to the inside of the fuser module. Remove any jammed paper.

3. Carefully close the fuser door. Ensure there is an audible click as the fuser door latch slides back into position.

4. Close the rear cover door.

Document Jams

1. Remove all the documents from the document feeder and document glass.

2. Lift the document handler cover and remover any jammed paper.

3. Close the document handler cover.

4. Re-order the documents as at the start of the job and reload. The documents will be recycled automatically to recover the job integrity.

NOTE: If the paper is fed from the bypass tray, refer to *Front Cover Area Jams on page 213* for clearance instructions.

NOTE: If you are unable to clear the fault, contact your local Xerox Welcome and Support Centre for assistance (refer to *Customer Support and Supplies Numbers in the Setups chapter on page 194.*).

Error and Fault Codes

If an abnormal condition arises in the machine or an incorrect operation is performed, a message indicating the nature of the error is displayed on the User Interface screen.

Follow the on-screen prompts to correct the error.

If the fault persists, Power Off / Power On.

If the problem persists, call for service.

	Errors & Faults	Description	Solution
Paper Feeder	Door Open	The back cover or front covers are not securely latched.	Close the covers until they lock into place. If fault persists, call service.
	Tray Paper Low	Paper supply in tray has run low (fewer than 50 sheets).	Load paper in the tray indicated by the warning message.
	Paper Empty at Tray	The copy paper in the paper tray has run out.	Load paper in the tray indicated by the warning message.
	Paper Empty at Bypass Tray	The copy paper in the bypass tray has run out.	Load paper in the bypass tray.
	Tray Cassette Out	Paper tray is not securely closed.	Close the paper tray until it locks into place.
	Jam from Tray	Copy paper has jammed in the paper tray.	Open the indicated tray and remove the jammed paper. Open back and front covers and remove jam. Ensure the tray is properly loaded as overfilling can cause further jams.
	Duplex Jam	Copy paper has jammed in the side cover.	Open the back covers and remove the jammed paper.
	Out Bin Full	Output tray is more than 90% full.	Remove printed material from page output area.
CRU	Toner Low	Print cartridge is almost empty.	Open front cover. Remove print cartridge and gently shake it. By doing this, printing operations can be temporarily resumed. Reinstall print cartridge. Close front cover. Reorder print cartridge.
	Toner Empty	Print cartridge is empty.	Open front cover. Replace with new print cartridge.

	Errors & Faults	Description	Solution
	Print cartridge Not Installed	The print cartridge is not installed, or is not installed correctly.	Install the print cartridge. If already installed, check it has been installed correctly. If problem persists, call for service.
	Toner Supplying Error	Toner is not being supplied correctly.	Check the print cartridge is installed securely.
	Invalid Toner Cartridge	The installed print cartridge is not a valid Xerox cartridge.	Check the print cartridge and install a valid Xerox cartridge if necessary. If problem persists, call for service.
Output	Full Stack	Output tray full.	Remove printed material from Output tray.
	Staple Cartridge Not Installed	Staple cartridge not installed.	Install staple cartridge.
	Stapler Fault	Stapler unit does not work.	Open stapler door and check the stapler. Close stapler door. If the fault persists, Power Off / Power On. If the problem persists, call for service.
DADF	DADF Jam	The loaded document has jammed in the DADF.	Open DADF cover and remove jammed media.
	Load Document	You have attempted to set up a job with document not loaded or incorrectly loaded in the DADF.	Load document in DADF. If already loaded, remove and reload.

15 Appendix A

This appendix contains instructions to peform the following:

Disable the Banner Sheet in the Print Driver on page 218.

Disable the Banner Sheet at the Printer on page 218.

Enable/Disable Banner Sheet

Disable the Banner Sheet in the Print Driver

Use the following instructions to disable the banner sheet from your device print driver on your PC.

1. At your PC, select the **Start** menu, then select **Printers and Faxes**.
2. Right click the the required printer.
3. Select **Printing Preferences**.
4. Select the **Advanced** tab.
5. Select **Paper/Output** and click on the **+** sign to expand the menu.
6. Select **Disabled** from the Banner Sheet options.
7. Select **Apply**.
8. Select **OK**.

Disable the Banner Sheet at the Printer

Use the following instructions to disable the banner sheet at the device.

1. Select the **Log In/Out** button on the device control panel.
2. Enter the administrator password and select **Enter**.
3. Press the **Machine Status** button on the control button.
4. Select the **Tools** tab.
5. Select **User Interface** then select **Job Sheets**.
6. Select **Banner Sheets**.
7. Select **Disabled**.
8. Select **Save**.
9. Press the green Administrator button on the control panel.
10. Select **Log Out**.

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