Version 1.0
12/09

Xerox® Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790

User Guide

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Document Version1.0: December 2009

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12/09

Xerox® WorkCentre 5735/5740/5745/5755/5765/5775/5790

Getting Started

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Introduction

Your new device is not simply a conventional copier, it is a digital device capable of copying, faxing, printing and scanning, dependent on your model and configuration.

There are two configurations available:

- **WorkCentre Copier/Printer** - A multi-functional digital device capable of copying, printing, faxing (optional), e-mailing and network scanning (optional).
- **WorkCentre Copier/Printer/Scanner** - An advanced multi-functional device offering a high specification of features and functions. This model is capable of copying, printing, scanning, e-mailing and faxing (optional).

Each model has seven configurations available which provide either 35, 40, 45, 55, 65, 75 or 90 copies/prints a minute. All configurations are fully upgradable so as to meet any future requirements you may have. Please contact your local Xerox representative for further information.

For further assistance in identifying your model, configuration and the additional options available please refer to Device Overview on page 5.

All features and functions described within the User Guide relate to a fully configured WorkCentre and may not be available on your device. If you require further information on any of the optional components, or information on any of the other device configurations please contact your local Xerox representative.

Support

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

If you require further assistance, call our experts at the *Xerox Support 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:

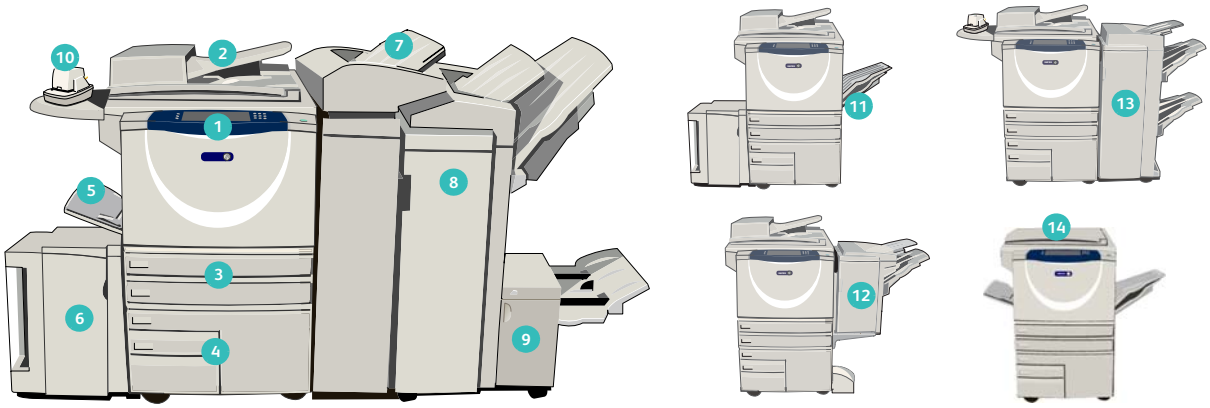
_____

To access the serial number open the front door. The serial number is located on a label above the toner cartridge. The *Xerox Support Center* or local representative telephone number is provided when the device is installed. For convenience and future reference, please record the telephone number in the space below:

Xerox Support Center or local representative telephone number:

_____

Device Overview



1. **Control Panel:** Touch Screen and Numeric Keypad.
2. **Document Feeder and Document Glass:** Used for scanning single or multiple documents. The *document glass* can be used for scanning single, bound, custom size or damaged documents.
3. **Paper Trays 1 and 2:** These trays are standard on all models. Trays 1 and 2 are fully adjustable and can be used for media sizes 5.5x8.5" to 11x17"(A5 to A3).
4. **Paper Trays 3 and 4:** These trays are high capacity paper trays. Trays 3 and 4 are dedicated trays used for 8.5x11" or A4 size media.
5. **Bypass Tray:** Used for non-standard printing media.
6. **Paper Tray 5:** This is an optional high capacity paper tray. It is a dedicated tray used for 8.5x11" or A4 long edge feed size media. Optional kits are available to accommodate 11x17", A3, 8.5x14", 8.5x11" or A4 Short Edge Feed (SEF) media.
7. **Tray 6 (Inserter):** An optional paper tray for use with the High Volume Finisher. It is used to insert pre-printed sheets into copy sets. It is not part of the printing process and cannot be used for imaging.
8. **High Volume Finisher:** This optional finisher collates, offsets, stacks and staples your output. Booklet Maker, Tri-fold and Hole Punch kits can be installed with this finisher.
9. **Booklet Maker and Trifolder:** These are optional devices which can be installed with the High Volume Finisher to staple and fold booklets or leaflets.
10. **Convenience Stapler:** This optional device provides manual stapling of up to 50 sheets. The Convenience Shelf must also be fitted.
11. **Offset Catch Tray:** Delivers output collated or uncollated. Each set or stack will be offset from the previous to enable easy separation.
12. **Basic Office Finisher:** This optional device stacks, collates, staples and offsets your output.
13. **Advanced Office Finisher:** This optional device stacks, collates, staples and offsets your output. Hole punch kits are also available for this finisher.
14. **Document Glass Cover**: This is a flat hinged cover for the *document glass*. It is fitted instead of the *document feeder* and is standard on some configurations.

Services and Options

There are a number of services and options available for use with your device. Many services are provided as standard and simply require enabling or configuring with additional third party hardware. Optional functions and kits are also available and can be purchased and installed. The options available are dependent on your WorkCentre model.

WorkCentre Copier/Printer Models

Key:

- ● Standard
- ○ Optional
- - Not Available

Description	WorkCentre						
	35	40	45	55	65	75	90
Document Glass Cover a flat hinged cover for the *document glass*. Fitted instead of the *document feeder*.	●	-	-	-	-	-	-
Document Feeder feeds 75 (35 model only) or 100 single or double sided documents. Documents from A5 to A3 (5.5"x8.5" to 11"x17") can be fed. Fitted instead of the *document glass cover*.	○	●	●	●	●	●	●
Paper Trays 3 and 4 high capacity paper trays.	○	○	○	○	●	●	●
Paper Tray 5 high capacity platform feed paper tray.	○	○	○	○	○	○	○
Paper Tray 6 (Post Process Inserter) optional insert tray which can be fitted with the High Volume Finisher.	-	○	○	○	○	○	○
Envelope Tray this tray is fitted instead of paper tray 2 to enable envelope printing. Up to 55 #10 Envelope s (4.1"x9.5") can be loaded in the tray.	○	○	○	○	○	○	○
Offset Catch Tray delivers collated or uncollated output.	○	○	○	○	-	-	-
Basic Office Finisher stacks, collates, staples and offsets your output.	○	○	○	-	-	-	-
Advanced Office Finisher stacks, collates, staples and offsets your output. Hole punch kits are also available for this finisher.	○	○	○	○	○	○	-
High Volume Finisher collates, offsets, stacks and staples your output. Booklet Maker, Trifold and Hole Punch kits can be installed with this finisher.	-	○	○	○	○	○	○
Hole Punch Kits available with the Advanced Office Finisher and the High Volume Finisher. The kits available are 2 Hole, 2 Hole Legal, 3 Hole, 4 Hole or Swedish 4 Hole. Only one kit can be fitted at one time.	○	○	○	○	○	○	○

Description	WorkCentre						
	35	40	45	55	65	75	90
Convenience Stapler for manual stapling. The Convenience Shelf must be installed.	○	○	○	○	○	○	○
Convenience Shelf a shelf which can be installed on the left side of the device.	●	●	●	●	●	●	●
Stand a storage area which is fitted instead of trays 3 and 4.	●	●	●	●	-	-	-
Basic Fax Kit (Embedded) this kit enables a single fax line connection.	○	○	○	○	○	○	○
Extended Fax Kit (Embedded) this kit enables two fax lines to be connected.	○	○	○	○	○	○	○
LAN Fax[a] enables users to send faxes directly from their PC using the print and fax drivers.	○	○	○	○	○	○	○
Server Fax[b] enables users to send and receive hard copy faxes via a fax server.	○	○	○	○	○	○	○
Internet Fax allows users to send or receive faxes over the internet or intranet.	○	○	○	○	○	○	○
Network Scanning Kit enables E-Mail and Workflow Scanning services. The mono-scanner is provided as standard.	○	○	○	○	○	○	○
Security kit provides additional security features, such as image overwrite options.	●	●	●	●	●	●	●
Xerox Secure Access provides a card reading device to restrict access to the device.	○	○	○	○	○	○	○
Color Scanner used to scan in color (factory fit).	○	○	○	○	-	-	-
Color Scanning Enablement kit a pin code is provided which enables color scanning capabilities.	-	-	-	-	○	○	○
Network Accounting enables the tracking of device usage for Print, Copy and Scan jobs from multiple devices over the network.	○	○	○	○	○	○	○
Xerox Standard Accounting is an accounting tool which tracks the number of Copy, Print, Workflow Scanning, Server Fax and Fax jobs for each user.	●	●	●	●	●	●	●
Foreign Interface Device enables the attachment of a third party access and accounting device, such as a card swipe or coin operated unit.	○	○	○	○	○	○	○

a. Requires the Basic or Extended Fax Kit or a Third Party Fax Server to be configured and installed.
b. Requires a Third Party Fax Server to be configured and installed.

WorkCentre Copier/Printer/Scanner Models

Key:

● Standard ○ Optional - Not Available

Description	WorkCentre						
	35	40	45	55	65	75	90
Document Feeder feeds 75 (35 model only) or 100 single or double sided documents. Documents from A5 to A3 (5.5"x8.5" to 11"x17") can be fed. Fitted instead of the *document glass cover*.	●	●	●	●	●	●	●
Paper Trays 3 and 4 high capacity paper trays.	●	●	●	●	●	●	●
Paper Tray 5 high capacity platform feed paper tray.	○	○	○	○	○	○	○
Paper Tray 6 (Post Process Inserter) optional insert tray which can be fitted with the High Volume Finisher.	-	○	○	○	○	○	○
Envelope Tray this tray is fitted instead of paper tray 2 to enable envelope printing. Up to 55 #10 Envelopes (4.1"x9.5") can be loaded in the tray.	○	○	○	○	○	○	○
Offset Catch Tray delivers collated or uncollated output.	○	○	○	○	-	-	-
Basic Office Finisher stacks, collates, staples and offsets your output.	○	○	○	-	-	-	-
Advanced Office Finisher stacks, collates, staples and offsets your output. Hole punch kits are also available for this finisher.	○	○	○	○	○	○	-
High Volume Finisher collates, offsets, stacks and staples your output. Booklet Maker, Trifold and Hole Punch kits can be installed with this finisher.	-	○	○	○	○	○	○
Hole Punch Kits available with the Advanced Office Finisher and the High Volume Finisher. The kits available are 2 Hole, 2 Hole Legal, 3 Hole, 4 Hole or Swedish 4 Hole. Only one kit can be fitted at one time.	○	○	○	○	○	○	○
Convenience Stapler for manual stapling. The Convenience Shelf must be installed.	○	○	○	○	○	○	○
Convenience Shelf a shelf which can be installed on the left side of the device.	●	●	●	●	●	●	●
Basic Fax Kit (Embedded) this kit enables a single fax line connection.	○	○	○	○	○	○	○
Extended Fax Kit (Embedded) this kit enables two fax lines to be connected.	○	○	○	○	○	○	○
LAN Fax[a] enables users to send faxes directly from their PC using the print and fax drivers.	○	○	○	○	○	○	○
Server Fax[b] enables users to send and receive hard copy faxes via a fax server.	●	●	●	●	●	●	●

Description	WorkCentre						
	35	40	45	55	65	75	90
Internet Fax allows users to send or receive faxes over the internet or intranet.	●	●	●	●	●	●	●
Network Scanning Kit enables E-Mail and Workflow Scanning services. The mono-scanner is provided as standard.	●	●	●	●	●	●	●
Security kit provides additional security features, such as image overwrite options.	●	●	●	●	●	●	●
Xerox Secure Access provides a card reading device to restrict access to the device.	○	○	○	○	○	○	○
Color Scanner used to scan in color (factory fit).	○	○	○	○	-	-	-
Color Scanning Enablement kit a pin code is provided which enables color scanning capabilities.	-	-	-	-	○	○	○
Network Accounting enables the tracking of device usage for Print, Copy and Scan jobs from multiple devices over the network.	○	○	○	○	○	○	○
Xerox Standard Accounting is an accounting tool which tracks the number of Copy, Print, Workflow Scanning, Server Fax and Fax jobs for each user.	●	●	●	●	●	●	●
Foreign Interface Device enables the attachment of a third party access and accounting device, such as a card swipe or coin operated unit.	○	○	○	○	○	○	○

a. Requires the Basic or Extended Fax Kit or a Third Party Fax Server to be configured and installed.
b. Requires a Third Party Fax Server to be configured and installed.

Control Panel Overview

1. **Services Home:** Provides access to the services available on the device.
2. **Services:** Returns the display to the previous copy, fax, or scan feature screen when the Job Status screen or Machine Status screen is displayed.
3. **Job Status:** Use to check the progress of active jobs, or display detailed information about completed jobs.
4. **Machine Status:** Use to check the device status, the billing meters, the status of consumables, or print the user documentation and reports. Use this button also when accessing the Tools mode.
5. **Touch Screen:** Use to select programing features and display fault clearance procedures and general device information.
6. **Log In/Out:** Use to enter log in details, and to log out.
7. **Numeric Keypad:** Use to enter alphanumeric characters.
8. **Help:** Displays help messages for device features.
9. **Interrupt Printing:** Use to pause the job which is currently printing, to run a more urgent copy job.
10. **Start:** Use to start a job.
11. **Clear All:** Press once to clear a current entry. Press twice to return to default settings.
12. **Stop:** Stops the job in progress.
13. **Energy Saver:** Use to select energy saver mode, perform a quick restart or to power down the device.
14. **Language:** Use to select a different language for the touch screen options.
15. **Dial Pause:** Use to insert a pause when dialing a fax number.
16. **'C' Cancel Entry:** Cancels the previous entry made on the Numeric Keypad.

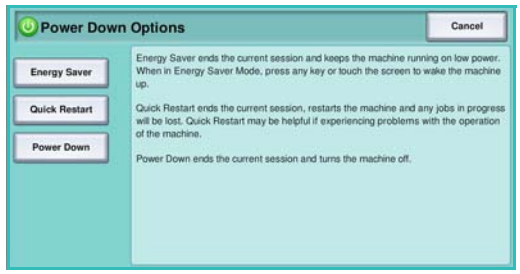
Power On and Off

Power On

1. Ensure that your device is connected to a suitable power supply and that the power cord is fully plugged in to the electrical outlet of the device.
2. Press the **Power** switch. The entire powering on process (to power on all installed options) takes less than 3 minutes.

Power Off

1. Press the **Power** switch. The **Power Down** options are displayed:



   - If **Energy Saver** is selected, the device will immediately enter the *Power Saver Mode* appropriate to its configuration.
   - If **Quick Restart** is selected and confirmed the device will restart. Any copy jobs in the job list will be deleted, print jobs in the job list are recovered.
   - If **Power Down** is selected and confirmed the device is powered down.
   - If **Cancel** is selected the power down options will be cancelled and the device will be available for use.
2. Select **Power Down**. A confirmation screen displays a warning that data may be lost if the device is powered down.

   Note: Confirming power down will result in the deletion of any jobs currently in the queue.
3. Select the **Confirm** button to power off the device.

   The device will begin a controlled power down sequence. It remains on for approximately 45 seconds before switching off.

Energy Saver

The device is designed to be energy efficient and automatically reduces its power consumption after periods of inactivity. The System Administrator can set up *Energy Saver* options. The *Energy Saver* button on the control panel causes the *Power Down* options to be displayed. To activate *Energy Saver* mode use the instructions below:

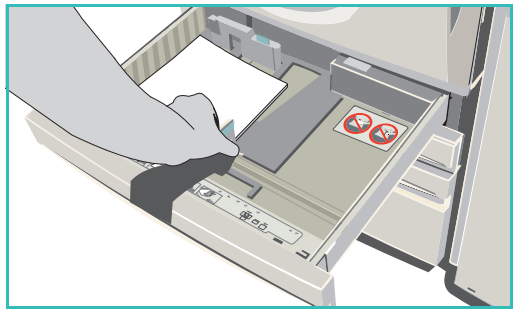
1. Press the **Energy Saver** button on the control panel.
   The **Power Down** options are displayed.
2. Select **Energy Saver**. The device will immediately enter *Low Power* mode.
   If *Sleep* mode has been configured, the device will then enter *Sleep* mode after a specified period of time.
   The **Energy Saver** button is illuminated when the device is in *Energy Saver* mode. A steady light indicates the device is in *Low Power* mode. A flashing light indicates the device is in *Sleep* Mode.
3. To re-activate the device when in *Low Power* or *Sleep* mode, touch a button on the touch screen or control panel. The device takes longer to recover from *Sleep* mode.

For information about setting up the **Energy Saver** options, refer to the System Administrator Guide.

Loading Paper

1. Open the required paper tray.
   - **Paper Trays 1 and 2** are fully adjustable for all media sizes between A5 and A3 (5.5x8.5" and 11x17").
   - **Paper Trays 3 and 4** are dedicated paper trays which are set to hold either A4 or 8.5 x11" LEF paper.
   - **Paper Tray 5** is an optional high capacity paper source. The standard tray has a single tray which is set to A4 or 8.5x11" LEF. Two optional kits are available to allow Tray 5 to feed A3 or 11x17" SEF and A4 or 8.5x11" SEF.
   - **Bypass Tray** accommodates most types of media in a range of sizes between A6 and A3 SEF (4.25x5.5" and 11x17" SEF).

   Note: LEF = Long Edge Feed and SEF = Short Edge Feed.
2. Load paper. Paper must not be loaded above the maximum fill line.

   If loading trays 1 or 2, make sure that the paper guides are in the correct position for the paper size. Adjust each guide by squeezing the clamp mechanism and sliding the guide to just touch the edge of the media.

   If loading the Bypass Tray, locate the media against the front of the tray and move the rear guide to touch the rear of the stack.

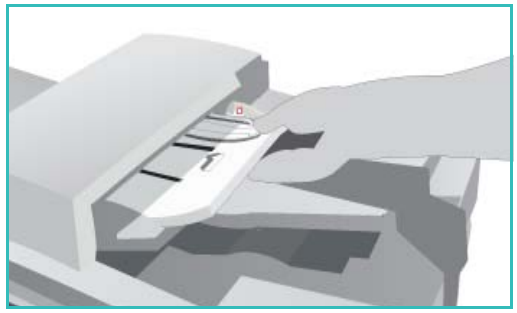
   If loading Tray 5, press the button to open the door. Wait for the paper tray to lower. The media required is displayed on the screen. Place the media in the tray. Media must be positioned against the right side of the tray.
3. Close the paper tray or tray door as required. The Bypass Tray remains open.
4. If the *Paper Settings* screen is displayed, select the size, type and color of the paper you have loaded and select **Confirm**.

   If the tray is a *Dedicated* tray the paper size and type specified on the touch screen must be loaded and the *Paper Settings* screen is not displayed.

For information about loading special media, refer to Media Types on page 225 of Paper and Media. Specification information for the Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790 is provided at www.xerox.com.

Loading Documents

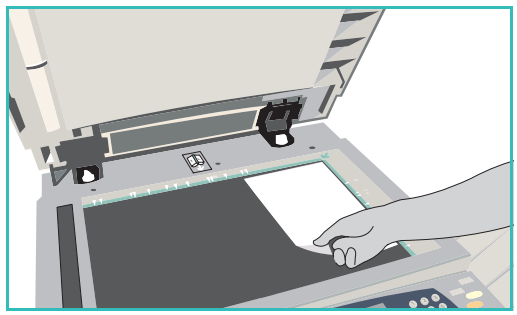
Original documents can be loaded either into the *document feeder* or onto the *document glass*.



1. Load your documents face up in the *document feeder input tray*.

   Adjust the guide to just touch the documents.

   Or.....



2. Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.

   Note: Original documents are only scanned once even when several copies are selected.

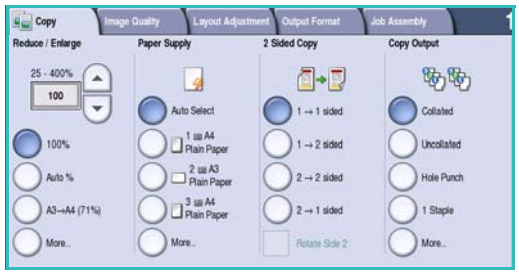
Specification information for the Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790 is provided at www.xerox.com.

Making Copies

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to just touch the documents.

   Or.....

   Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.
3. Press the **Services Home** button and select the **Copy** option.
   The *Copy* features are displayed.



4. Select the required features using the touch screen:

   Reduce / Enlarge can be used to reduce or enlarge the image by 25 % to 400 % .

   Paper Supply is used to select the required tray and size of paper for the copy output.

   2-Sided Copy is used to produce 1 or 2-sided copy output.

   Copy Output is used to select collate, staple or fold options (depending on the finishing device available).
5. Enter the copy quantity using the numeric keypad and press **Start** to scan the originals.
6. Remove the originals from the *document feeder* or *document glass* when scanning has completed.

   Note: The Copy job enters the job list ready for printing.
7. Select **Job Status** to view the job list and check the status of your job.

   If your job is held in the list it requires additional resources to print. To identify the resources required, select the job and select **Job Details**. Once the resources are available the job will print.

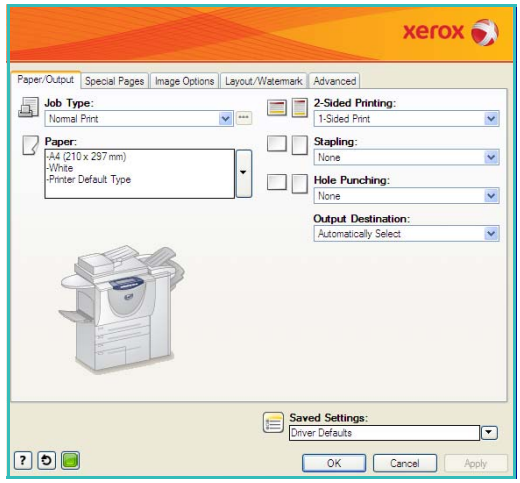
For information about additional *Copy* features, refer to Copy Options on page 38 of Copy.

For information about copying an ID card, refer to Copying an ID Card on page 195 of ID Card Copy.

Printing a Document

1. Ensure that the correct Xerox print driver has been installed on your PC. To install the print drivers refer to the System Administrator Guide.
2. Open the document to be printed. From your application, select **File > Print** and select the Xerox device from the list of printers displayed.
3. To change the default printing properties click **Properties**.

   The print driver has various tabs that contain options and properties.

   - Use the **Paper/Output** tab to choose the type of media, size and color and output choices such as 2-sided prints.
   - The **Special Pages** tab allows you to add covers, inserts and exceptions.
   - The **Image Options** tab enables you to adjust the image quality.
   - The **Layout/Watermark** tab has various options to add watermarks to pages, change image orientation (landscape or portrait) and enable booklet and multi-up printing.
   - The **Advanced** tab contains various font, document and printing options.

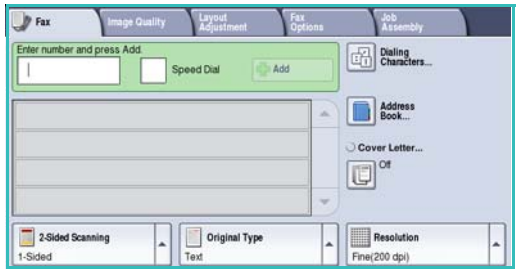
   Choose the options required for your printing job and click **OK** to print the document.
4. The print job will be sent to the device and will appear in the *Active Jobs* list. To view the list at the device, press the **Job Status** button on the control panel.

   If your job is held in the list it requires additional resources or a passcode to print. To identify the resources required, select the job and select **Resources Required**. Once the resources are available the job will print. If a passcode is required, select **Release** and enter the secure passcode.

For information about additional *Print* features, refer to Printing a Document on page 144 of Print.

Sending a Fax

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to touch the documents.
   Or.....
   Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.
3. Press the **Services Home** button and select the **Fax** option. The *Fax* features are displayed.



4. Enter the recipient's fax number by:
   - **Keypad Dial** - select the Enter Number area on the touch screen and enter the number using the numeric keypad.
   - **Manual Dial** - if a telephone handset is attached to the device, select the Manual Dial key and dial the number using the handset or the numeric keypad.
   - **Speed Dial** - select the Enter Number area and enter the 3 digit speed dial number, then select the **Speed Dial** option.
   - **Address Book** - select the **Address Book** button to access the fax address book. Select an entry from the Address Book to add to the Recipient list. Continue adding recipients as required and select **Close** to return to the previous screen.
5. If required, select **Add** to add the number entered to the Recipient list. Enter additional numbers as required. The fax will be sent to all the numbers in the Recipient list.
6. Select the required features for your fax job using the touch screen:

   Dialing Characters are alphanumeric characters which have a specific fax function and can be entered as part of the fax number.

   Cover Letter allows you to send a fax with a covering letter.

   2-Sided Scanning is used to select whether your originals are 1-sided or 2-sided.

   Original Type is used to define the original document as text, text and photo, photo or halftone photo.

   Resolution can be used to optimize the resolution settings.

7. Press **Start** to scan the originals and process the fax job. Remove the originals from the *document feeder* or *document glass* when scanning has completed.

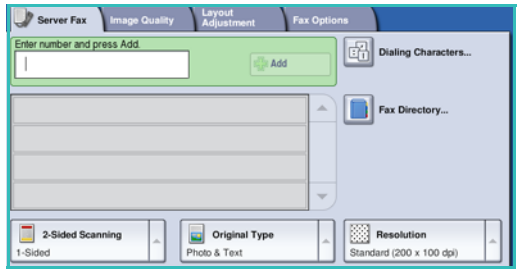
   Note: The *Fax* job enters the job list ready for sending.

8. Select **Job Status** to view the job list and check the status of your job.

For information about additional *Fax* features, refer to Sending a Fax on page 66 of Fax.

Server Fax

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to touch the documents.
   Or.....
   Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.
3. Press the **Services Home** button and select the **Server Fax** option. The *Server Fax* features are displayed.
4. Enter the recipient's fax number by:
   - **Keypad Dial** - select the Enter Number area on the touch screen and enter the number using the numeric keypad.
   - **Fax Directory** - Touch the **Fax Directory** button, select an entry from the Fax Directory to add to the Recipient list.



5. Select **Add** to add the number to the Recipient list.
6. Select the required features for your fax job using the touch screen:

   Dialing Characters are alphanumeric characters which have a specific fax function and can be entered as part of the fax number.

   2-Sided Scanning is used to select whether your originals are 1-sided or 2-sided.

   Original Type is used to define the original document as text, text and photo, or photo.

   Resolution can be used to optimize the resolution settings.

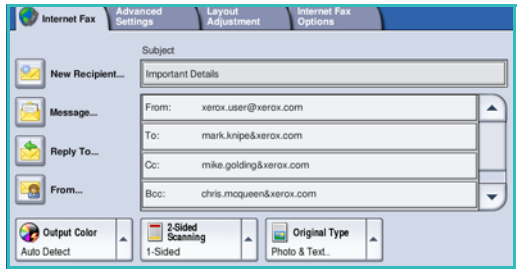
7. Press **Start** to scan the originals and process the *Server Fax* job.
   Remove the originals from the *document feeder* or *document glass* when scanning has completed.

   Note: The *Server Fax* job enters the job list ready for sending.
8. Select **Job Status** to view the job list and check the status of your job.

For information about additional *Server Fax* features, refer to Sending a Server Fax on page 84 of Fax.

Internet Fax

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to touch the documents.
   Or.....
   Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.
3. Press the **Services Home** button and select the **Internet Fax** option. The *Internet Fax* features are displayed.



4. Select **New Recipients**.
5. Select **To** or **Cc** for the recipient using the drop-down menu to the left of the entry box.
6. Using the keyboard, enter the e-mail address.
   - Up to 128 alphanumeric characters can be entered.
   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
   - Use the **Keyboards...** button to access additional language keyboards.

   Select **Add** to add the e-mail address to the Recipient list. Continue adding e-mail addresses until all the recipients have been added to the list, then select **Save**. All the recipients are displayed in the Recipient list.

   If an address book has been setup, enter the name of the recipient and select **Search**. A list of matching recipients is displayed. Select the e-mail address required and select **Add (To:)** or **Add (Cc:)** from the drop-down menu. The e-mail address is added to the recipient list. Multiple recipients can be added to the Recipient list in this way. Select **Close** to exit.
7. Enter the **Message**, **Reply To**, **From** and **Subject** details as required.
8. Select the required features for your fax job using the touch screen:

   Output Color is used to replicate the original colors or to change the output to black and white, grayscale or color.

   Note: This feature may not be available on your device.

   2-Sided Scanning is used to select whether your originals are 1-sided or 2-sided.

   Original Type is used to define the original document as text, text and photo, or photo.

9. Press **Start** to scan the originals and process the *Internet Fax* job. Remove the originals from the *document feeder* or *document glass* when scanning has completed.

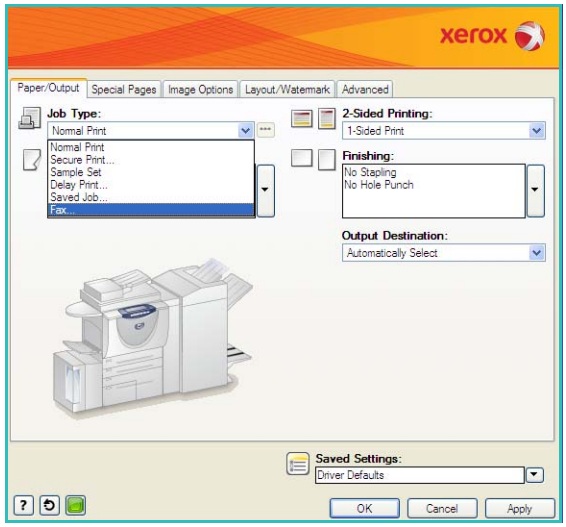
   Note: The *Internet Fax* job enters the job list ready for sending.
10. Select **Job Status** to view the job list and check the status of your job.

For information about additional *Internet Fax* features, refer to Sending an Internet Fax on page 92 of Fax.

Sending a Fax from the PC

1. Ensure that the correct Xerox print driver has been installed on your PC and the Fax from PC option is available. To install the print drivers refer to the System Administrator Guide.
2. Open the document to be faxed. Click **File > Print** and select the Xerox device from the list of printers displayed.
3. Select the **Properties** button to display the print driver printing preferences.
4. Select **Fax** as the **Job Type** on the *Paper/Output* screen of the print driver.

   The *Fax* screen will automatically open. This screen displays the recipients for the current fax. You can now *Add Fax Recipients* or *Add From Phonebook*.

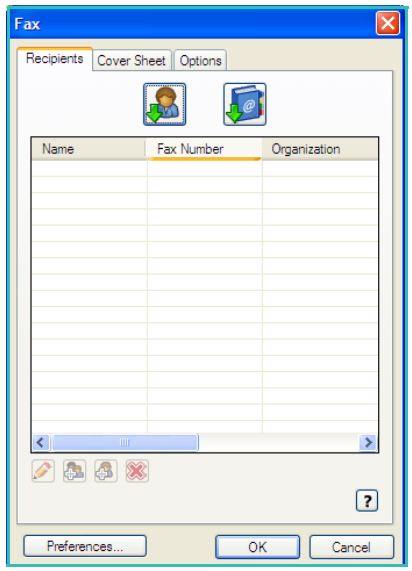


5. To add a new recipient select the **Add Recipient** button.
6. Input the name and fax number of the recipient. Complete the additional information.

   Select the **Save to Personal Phonebook** option if you want to add the recipient to your Personal Phonebook.

   The Fax window has various tabs that contain options and properties.

   - Use the **Cover Sheet** tab to add a covering letter to your fax.
   - Use the **Options** tab to enable a confirmation sheet, choose a specific send speed or select the resolution for the fax. You can also select the *Send Time* option to enter a specific time to transmit the fax.
7. Choose the options required for your fax job and click **OK** to send the document. Your fax will be submitted to the device job list ready to be transmitted.

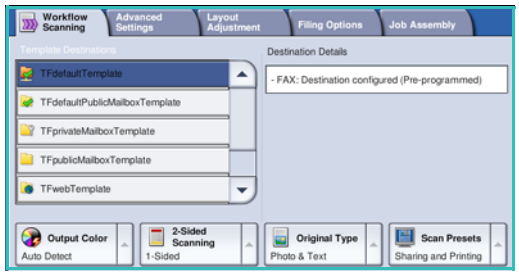


For information about additional *Fax from PC* features, refer to Fax from PC Options on page 103 of Fax.

Workflow Scanning

Workflow Scanning allows the user to scan a hard copy original and convert it into an electronic file. The file is placed into a specified filing location on a networked server, workstation or the device hard drive. The settings used for scanning the original are stored in a template.

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to touch the documents.
   Or.....
   Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.
3. Press the **Services Home** button and select the **Workflow Scanning** option. The *Workflow Scanning* features are displayed.
4. Select a Template for the job from the templates displayed in the list.
   All the current settings are changed to the settings in the template.



5. Select the required features for your scanning job using the touch screen.
   If required, modify the template settings from the options on the *Workflow Scanning*, *Advanced Settings*, *Layout Adjustment* and *Filing Options* tabs:

   Output Color is used to replicate the original colors or to change the output to black and white, grayscale or color.

   Note: This feature may not be available on your device.

   2-Sided Scanning is used to select whether your originals are 1-sided or 2-sided. The second side can be rotated.

   Original Type is used to define the original document as text, text and photo, or photo.

   Scan Presets is used to set the scan settings to suit how the scanned image will be used.

6. Press **Start** to scan the originals and process the *Workflow Scanning* job. Remove the originals from the *document feeder* or *document glass* when scanning has completed. The *Workflow Scanning* job enters the job list ready for filing. The scanned images are then filed to the location specified on the template ready for retrieval by the user.

For information about additional *Workflow Scanning* features, refer to Workflow Scanning Options on page 115 of Workflow Scanning.

Sending an E-mail

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to touch the documents.
   Or.....
   Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.
3. Press the **Services Home** button and select the **E-mail** option. The *E-mail* features are displayed.

4. Select **New Recipients**.
5. Select **To**, **Cc** or **Bcc** for the recipient using the drop-down menu to the left of the entry box.
   Using the keyboard, enter the e-mail address.
   - Up to 128 alphanumeric characters can be entered.
   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
   - Use the **Keyboards...** button to access additional language keyboards.

   Select **Add** to add the e-mail address to the Recipient list. Continue adding e-mail addresses until all the recipients have been added to the list, then select **Save**.
   All the recipients are displayed in the Recipient list.
   If an address book has been setup, enter the name of the recipient and select **Search**. A list of matching recipients is displayed. Select the e-mail address required and select **Add (To:)**, **Add (Cc:)** or **Add (Bcc:)** from the drop-down menu. The e-mail address is added to the recipient list. Multiple recipients can be added to the Recipient list in this way. Select **Close** to exit.
6. Enter the **Message**, **Reply To**, **From** and **Subject** details as required.
7. Select the required features for your e-mail using the touch screen:

   Output Color is used to replicate the original colors or to change the output to black and white, grayscale or color.
   Note: This feature may not be available on your device.

   2-Sided Scanning is used to select whether your originals are 1-sided or 2-sided. The second side can be rotated.

   Original Type is used to define the original document as text, text and photo, or photo.

   Scan Presets is used to set the scan settings to suit how the scanned image will be used.

8. Press **Start** to scan your originals and process the *E-mail* job. Remove the originals from the *document feeder* or *document glass* when scanning has completed.
   Note: The *E-mail* job enters the job list ready for sending.
9. Select **Job Status** to view the job list and check the status of your job.

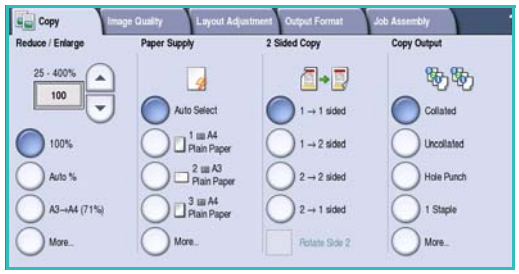
For information about additional *E-mail* features, refer to Sending an E-mail on page 163 of E-mail.

Saving Jobs for Reprinting

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to just touch the documents.

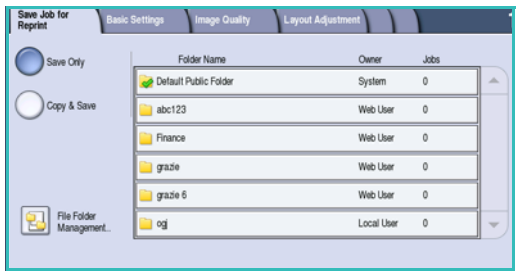
   Or.....

   Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.
3. Press the **Services Home** button and select the **Copy** option.
   The *Copy* features are displayed.
4. Program the required job features.



5. Select the **Job Assembly** tab, and then **Save Job for Reprint**.
6. Select the option required:
   - **Copy & Save** is used to store the job and print a copy of the job.
   - **Save Only** stores the job without printing.
7. Select a folder location to store the job.
8. Select **New Job Name** and enter a name for the job using the keyboard.

   Select **Save** to save the job name and return to the previous screen.



9. Press **Start** to run the job.
10. The job is scanned and saved with the name entered, in the folder selected. If **Copy & Save** was selected, a copy of the job is also printed.

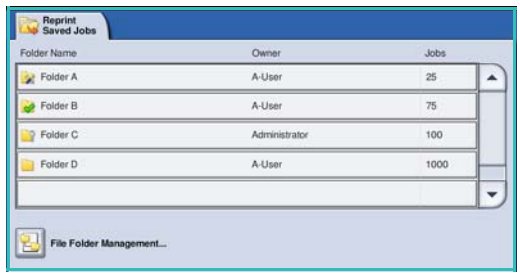
Jobs can also be saved using the print driver options or Internet Services. For additional information about *Saving Jobs for Reprint*, refer to Saving a Job on page 181 of Save and Reprint Jobs.

Reprinting Saved Jobs

1. Press the **Services Home** button.
2. Select the **Reprint Saved Jobs** option.

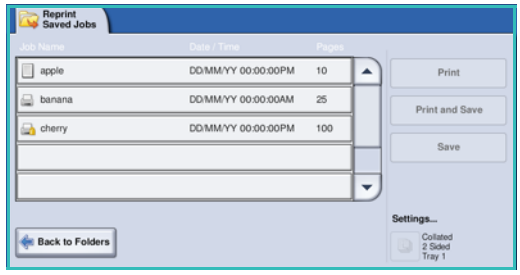
   Folders containing the saved jobs are displayed.
3. Select the folder required. If necessary, use the scroll bar to access all the folders.

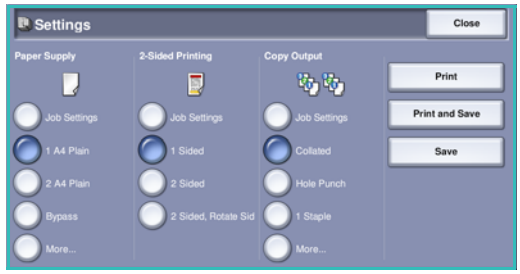
   A list of the jobs in the folder is displayed.



4. Select the job and select the print or save option required:
   - **Print** is used to print the selected job using the currently saved print settings.
   - If print settings are changed from those stored with the original print job, **Print and Save** is used to print and then store the selected job with the new settings.
   - **Save** is used to save the selected job without printing. The job will be saved in place of the original job with any new settings selected.

   If the job settings require changing prior to printing the job, select the **Settings** option. Select the options required and then select **Print**, **Print and Save** or **Save**.





5. If the job is a secure job, enter the passcode required and select **Print Job**.
6. Select **Job Status** to view all the job lists and check the status of your job. For further information, refer to Job Status on page 233 of Machine and Job Status.

Jobs can also be reprinted using Internet Services. For additional information about *Reprint Saved Jobs* features, refer to Reprinting Saved Jobs on page 184 of Save and Reprint Jobs.

Log In / Out

If *Authentication or Accounting* has been enabled on the device, you may need to log in before using some or all of the services. A picture of a lock on a button indicates that you must log in to use that service.

1. To log in select the **Log In/Out** button on the control panel. Selecting a locked service will also prompt you to enter a log in name and password.
2. Use the keyboard to enter your **User Name**.

   If a password is required, select the **Next** button and use the keyboard to enter your **Password**.

   Select the **Enter** button.
3. If an accounting system is in use on the device, you may also need to enter additional information, for example a User ID or Account ID. If a *Foreign Device Interface* (FDI) is installed, you are prompted to access via the device installed, for example a card reader or coin slot.

   Your user details display in the User Details area on the right side of the message display.
4. To log out, select the **Log In/Out** button again or select the User Details area and select **Log Out** from the drop-down menu.
5. A confirmation screen is displayed, select **Log Out** or **Cancel**.

Enhance Productivity

Your device is a powerful multi-functional device with many digital functions integrated into one sleek system. It is designed to support large workgroups in different office environments. You can do more with less and streamline your workflow with these productivity enhancing features, for example:

- Online address books
- Customization to meet own work processes
- Powerful documentation features for example, *Booklet Creation*, *Special Pages*, *Build Job* and *Annotations*

To maximize job productivity, use the **Job Status** button to access the *Active* jobs list and manage your jobs. If a job is urgent, use the **Promote** option to prioritize your jobs.

If a job is **Held** in the list, it may require additional resources or a secure code to print. The reason for the held status is displayed on the *Job Progress* screen. Once the requirement has been met or the correct secure code entered, the job is released for printing.

For further information about customizing or using your device refer to Tools on page 244 of Administration and Accounting.

Maintenance and Consumables

There are several consumables on the device 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.

For information about locating the serial number, please refer to Machine Information on page 236 of Machine and Job Status.

Customer Replaceable Units

There are 5 replaceable units on the device:

- Xerographic Module
- Toner Cartridge
- Fuser Module
- Ozone Filter
- Waste Toner bottle

The device will display a message on the touch screen when any of the units need 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 Customer Replaceable Unit, follow the instructions on the touch screen or use the instructions provided with the consumable.

Staple Cartridges and Hole Punch Waste

If your device is equipped with a finisher, or a convenience stapler, you will be required to replace the staple cartridge or cartridges when the device displays a message instructing you to do so. If your finisher has the optional hole punch unit, you will also be required to empty the hole punch waste container when prompted by the device.

Cleaning Tasks

Performing regular cleaning activities ensures the device is kept free of dust and debris. The device covers, control panel and touch screen should all be cleaned using a soft lint-free cloth, lightly dampened with water. Xerox Cleaning Fluid or Anti-Static Cleaner can be used to clean the *document glass*, but must be applied using a cloth and not poured directly on the *document glass*. Remove any residue with a clean cloth or paper towel.

For further information on maintenance tasks, refer to General Care on page 276 of General Care and Troubleshooting.

Troubleshooting

A variety of situations can affect the quality of your output. The animations and fault messages on the device help you to locate and resolve a problem easily. Some problems can be resolved by restarting your device. If after rebooting your device the problem has not been resolved, have a look at some of the areas below to identify solutions.

Problem	Solution
The device will not power on	• Check to see that the device is not in Energy Saver Mode as indicated by the green light on the control panel. Touch the user interface screen to re-activate. • Check to see that the power cord is correctly inserted.
Documents will not feed through the *document feeder*	• Ensure that you have selected the correct service e.g. Copy, Fax, Workflow Scanning. • Ensure that all staples or paper clips have been removed from the originals. • Ensure the *document feeder* is not overloaded, a maximum of 75 documents (35 model) or 100 documents (other models) can be loaded. • Ensure that the edge guides are adjusted to touch the sides of the originals.
The device will not print from a workstation	• Make sure that an active network cable is connected to the workstation. • Check that the Network Setup is correct. For further information refer to the System Administrator Guide.
Cannot send an E-mail	• Check if the device is connected on the network. • Check that *E-mail* is enabled. For further information, refer to the System Administrator Guide.
Avoiding paper jams	• If the paper curls excessively, flip the paper over in the applicable paper tray. • Use paper from a fresh package.
Cannot fax a document	• Ensure the *Fax* service is enabled. • Ensure your device is connected to a telephone socket if using *Fax*, or the network for other fax services.
The job has been scanned or sent from the PC but does not print	• Select the **Job Status** button and check the status. • If the job is *Held*, select the job in the list and use the **Required Resources** option to identify the resources required to enable the job to print. • If the job is a *Secure Print* job, select **Release** and enter the passcode required.

For further information about problem solving, refer to Troubleshooting on page 280 of General Care and Troubleshooting.

Jam Clearance

Paper and media jams happen for a variety of reasons. When a jam occurs, the device presents instructions on the screen explaining how to remove the jam.

Paper Jams

Any printed sheets removed will automatically reprint once the paper jam is cleared.

1. The fault screen will indicate the location of the jam. Use the green handles and knobs indicated in the instructions displayed on the screen to remove the jammed paper.
2. Ensure that all jam clearance handles and levers are returned to their correct positions. The red flashes behind the jam clearance handles and levers should not be visible.

   Note: Jam Clearance areas vary depending on your device model and configuration.

Document Jams

1. Remove all the documents from the *document feeder* and *document glass* as instructed.
2. Re-order the documents as at the start of the job and reload. The documents will be recycled automatically to recover the job.

For further information and help refer to Troubleshooting on page 280 of General Care and Troubleshooting.

Help

When using your device, detailed and timely help is available at your fingertips. You can access Help information and tips from a variety of sources.

On the Device

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

Information Pages

The user documentation and various reports can be accessed and printed at the device.

1. Press the **Machine Status** button and select **Machine Information**.
2. Select **Information Pages**.
   A list of the reports and documentation available is displayed.
3. Select the report or document required and select **Print**.

Documentation

Most answers to your questions will be provided by the documentation that is supplied with the device.

- **User Guide** - the user guide is divided into several sections and provides instructions and information about all the features on the device.
- **Posters** - the posters overview all the basic functions of the device and can be printed and displayed next to your device.
- **System Administrator Guide** - provides detailed instructions and information about connecting your device to the network and installing optional features.

The user documentation can be accessed and printed at the device, as described above. Other documents are either provided on disc or can be downloaded from the Xerox website.

Faults

Faults on the device can be accessed at the device. The screen displays fault listings, and the device error logs. The fault page is separated into three options:

- **All Faults**
- **Active Messages**
- **Event Log**

To access the Faults page: Press the **Machine Status** button, touch **Faults** and select the required option.

On the Print Driver

Click **?** on the print driver screen or press [F1] on the PC keyboard for information on the displayed print driver screen.

On Internet Services

To access *Internet Services*, open the web browser from your workstation. In the URL field, enter http:// followed by the IP Address of the device and press **Enter** to view the Home page.

Click **Index** to view the contents of the *Internet Services* site.

Click **Help** to take you to the Xerox online support web site.

> Note: To find out the IP Address of your device, print a configuration report. For instructions, refer to Print Reports on page 236 of Machine and Job Status.

Further Assistance

For any additional help visit our customer web site at www.xerox.com or contact the *Xerox Support Center* quoting the machine serial number.

To locate the machine serial number and contact information, press the **Machine Status** button on the control panel. The Customer Support information and the Machine Serial Number are displayed on the **Machine Information** tab.

Version 1.0
12/09

Xerox® WorkCentre 5735/5740/5745/5755/5765/5775/5790

Copy

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 1.0: December 2009

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Introduction

This section describes the copying features of the device, including options for *Reduce/Enlarge*, *2-Sided Copy*, *Layout Adjustments*, *Image Quality*, *Output Formats*, *Job Assembly*, and other copy functions.

When **Start** is pressed from within the copy service, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

1. To select the **Copy** service, press the **Services Home** button.
2. Select the **Copy** option. Additional options and features are displayed.

For instructions on using the basic *Copy* features refer to Making Copies on page 37.

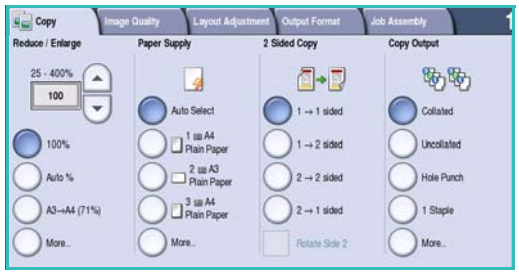
If Authentication or Accounting has been enabled on your device you may have to enter log in details to access the features. Refer to Log In / Out on page 25 of Getting Started.

Making Copies

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to just touch the documents.

   Or.....

   Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.
3. Press the **Services Home** button and select the **Copy** option.
   The *Copy* features are displayed.



4. Select the required features using the touch screen:

   Reduce / Enlarge can be used to reduce or enlarge the image by 25 % to 400 % .

   Paper Supply is used to select the required tray and size of paper for the copy output.

   2 Sided Copy is used to produce 1 or 2-sided copy output.

   Copy Output is used to select collate, staple or fold options (depending on the finishing device available).

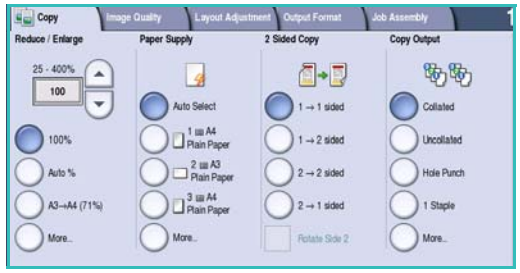
5. Enter the copy quantity using the numeric keypad and press **Start** to scan the originals.
6. Remove the originals from the *document feeder* or *document glass* when scanning has completed.

   Note: The Copy job enters the job list ready for printing.
7. Select **Job Status** to view the job list and check the status of your job.

If your job is held in the list it requires additional resources to print. To identify the resources required, select the job and select **Job Details**. Once the resources are available the job will print.

Copy Options

The *Copy* tab includes basic copying selections such as *Reduce/Enlarge*, *Paper Supply*, *2-Sided Copy* and *Copy Output*. Each option is described in detail below.



Reduce/Enlarge

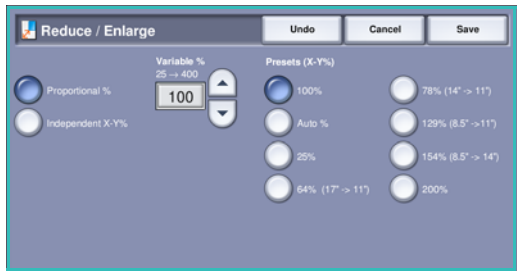
A variety of options are available on your device to enable you to reduce or enlarge the output from your original, including selecting a specific ratio - either proportionately or independently - and choosing from a selection of pre-defined preset buttons. For convenience, easy access to ratio selections can be found on the *Copy* tab *in the Reduce/Enlarge* area. Use the **More...** button to access further options not on the main screen.

Images from originals placed on the *document glass* can be enlarged or reduced by any ratio between 400 % and 25 %. Images from originals fed through the *document feeder* can be enlarged or reduced by any ratio between 200 % and 25 %.

- Use the *arrow* buttons on the *Copy* screen to select the required reduction or enlargement percentage.
- Alternatively, select the **ratio** button 100 and use the numeric keypad to type in the ratio required.
- Set the ratio window to 100 % if you want your output image to be the same size as your original.
- Other options are listed below including A3 to A4 reduction, **Auto** and **More**.

Proportional %

Selections made on this screen will reduce or enlarge the image by the same ratio in both directions so that the image gets bigger or smaller, but the proportions remain the same.

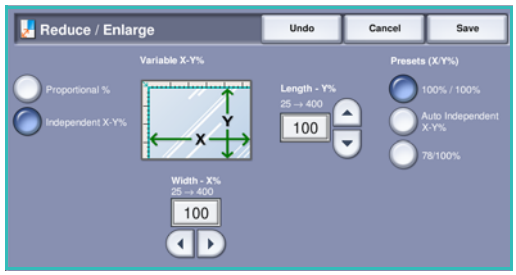


- Select the **Variable %** button 100 and use the numeric keypad or the *arrow* buttons to enter the ratio required.
- Use the **Presets** buttons to select **100%**, **Auto %** or commonly used ratios which can be set up by your Administrator. The selected proportional ratios in percentages are shown next to the button.

  When **Auto %** is selected, the device chooses the best ratio to reduce or enlarge the original onto the selected paper size. You must specify a paper tray before using this option.

Independent X-Y%

This selection enables you to set different reduction or enlargement ratios for the **X** (width) and the **Y** (length) of the image. This will produce a distorted copy of your original.



- Select the **Variable X-Y%** buttons 100 and use the numeric keypad or the *arrow* buttons to enter the **Width - X%** and **Length - Y%** ratios required.
- Use the **Presets (X/Y%)** buttons to select **100%/100%**, **Auto Independent X-Y%** or commonly used ratios which can be set up by your Administrator. The selected X and Y ratios in percentages are shown next to the button.

  Use **100% / 100%** to produce an image the same size as your original.

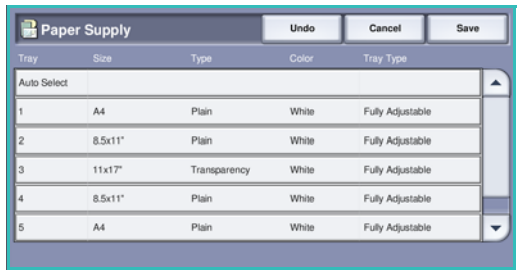
  Auto Independent X-Y% automatically fits the image of your original onto the paper you have selected. The reduction or enlargement may not be proportional, the device will distort the image so that it will fit onto the paper. You must specify a paper tray before using this option or select **Auto Select** on the *Paper Supply* screen.

Select **Save** to save your selections and exit.

Paper Supply

On the *Paper Supply* section of the *Copy* tab you have the option to select one of the paper trays, or **Auto Select**. Use **More...** to access all the options.

- **Auto Select** automatically selects the appropriate paper size for each original based on the size of the original and any directly selected magnification ratios.
- Alternatively, you can select a paper tray that contains the size and type of paper you require. The size and type of media loaded in each tray is displayed.



When the **More...** button is selected, the *Paper Supply* screen is displayed showing all the trays and the size, color and type of media loaded in each tray.

- A user can select which tray to use from this list. The chosen tray is highlighted in blue.
- If the *Auto Tray Switching* feature has been enabled by your System Administrator and the same size, color and type of media is loaded in more than one other tray, the device will automatically switch from the active tray to another if media in the active tray runs out.

Select **Save** to save your selections and exit.

2 Sided Copy

The device provides options to make one or two-sided copies from one or two-sided originals using either the *document feeder* or the *document glass*. The options are:

- **1 > 1 sided** use this option if your originals are printed on one side and you want single-sided copies.
- **1 > 2 sided** use this option if your originals are printed on one side and you want 2-sided copies. You can also select the **Rotate Side 2** button to have the second page rotated by 180°.
- **2 > 2 sided** use this option if you want to make two sided copies from two-sided originals. You can also select the **Rotate Side 2** button to have the second side(s) rotated by 180°.
- **2 > 1 sided** this option will make one-sided copies from two-sided originals.

  Note: If using the *document glass* to scan originals, the device displays a message when ready to scan side 2. Continue scanning until all sides have been scanned.

Copy Output

The most commonly used *Copy Output* options are selected directly from the *Copy* tab. The options available are dependent on the finishing device and kits installed. For further information, refer to Finishing Devices on page 42.

Use **More...** to access all the options. When you have finished programing your options, select **Save** to save your selections and exit.

None

This option is selected if no finishing is required for the copy output.

Collation

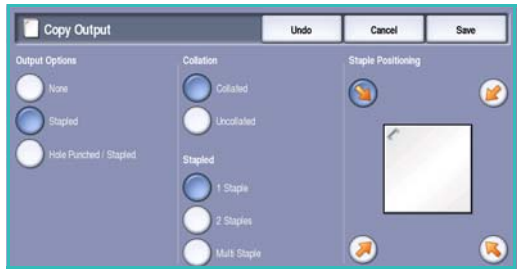
Select the *Collation* option required. The options are:

- **Collated** sorts your copies into sets 1,2,3 1,2,3 1,2,3.
- **Uncollated** sorts your copies into stacks 1,1,1 2,2,2 3,3,3.

Stapled

The stapling options available are dependent on the finishing device available and the configuration setup. For information about the available options, refer to Services and Options on page 6 of Getting Started.

- **1 Staple** select this option and then select the corner required for the staple. A single staple will be positioned in the corner selected.
- **2 Staple** select this option and then select the edge required for the staples. Two staples will be positioned along the edge selected.



- **Multi Staple** when this option is selected, depending on the size of your media, either three or four staples will be positioned on the edge selected. For example:
  - 4 Staples = A4 LEF, A3, 8.5x11" LEF, 11x17", 8x10" LEF.
  - 3 Staples = 8x10" SEF, 8.5x11" SEF, 8.5x5.5" LEF, A4 SEF, A5 LEF, 8.5x14" SEF, B5 SEF.

  Note: SEF is Short Edge Feed and LEF is Long Edge Feed.

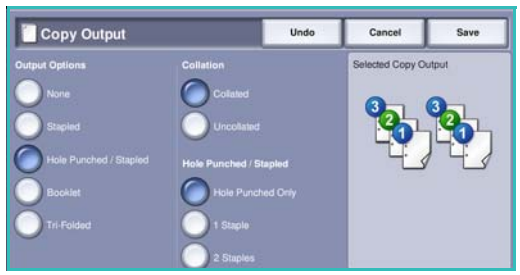
  Note: For some staple selections the device will rotate the image. If you are unable to staple, ensure that Image Rotation is **On** in Tools. Refer to Auto Image Rotation on page 264 of Administration and Accounting.

Hole Punched/Stapled

The *Hole Punched/Stapled* options available are dependent on the finishing device and Hole Punch Kit available. For information about the available options, refer to Services and Options on page 6 of Getting Started.

This option is selected if you require your output to be hole punched or hole punched and stapled. Each sheet will be punched individually so there is no limit to the number of pages in the set. Hole punching can only be selected for A4 LEF and A3 (8.5x11" LEF and 11x17") paper. Select the *Collation* option required prior to selecting the required *Hole Punched/Stapled* option. The options are:

- **Hole Punched Only** select this option to hole punch your sets or stacks on the left edge.
- **1 Staple** select this option to hole punch your sets and add a single staple. Select the location required for the staple.
- **2 Staples** select this option to hole punch your sets or stacks and add two staples. Select the edge required for the staples.



Booklet

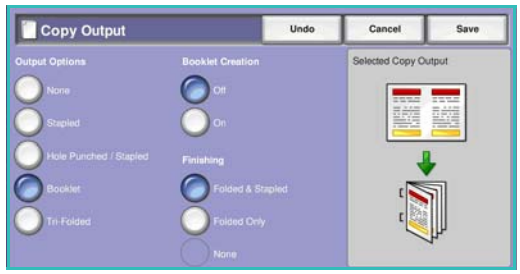
If your device is fitted with the High Volume Finisher with Booklet Maker, you can use the *Booklet* feature to automatically produce folded and stapled booklets. The following Booklet Maker specifications apply:

- Paper Sizes A3, 11x17", A4, 8.5x11", 8.5x13" and 8.5x14".
- Paper weight 60 to 216 gsm (16 to 57 lb).
- All media must be Short Edge Feed (SEF).
- Booklet thickness:
  - For *Folded and Stapled* booklets a maximum of 15 sheets of 80 gsm (20 lb) or equivalent thickness. For example you can have 13 sheets of 80 gsm (20 lb) and a cover sheet of 160 gsm (43 lb).
  - For *Folded Only* booklets a maximum of 5 sheets of 80 gsm (20 lb) or equivalent thickness. For example you can have 3 sheets of 80 gsm (20 lb) and a cover sheet of 200 gsm (53 lb).

Using the *Booklet Creation - On* option the device will scan your originals and automatically reduce and arrange the images in the correct sequence on your selected media, so that a booklet is created when the copy set is folded in half. A cover can be inserted onto the booklet automatically, refer to Covers on page 50.

The options are:

Booklet Creation



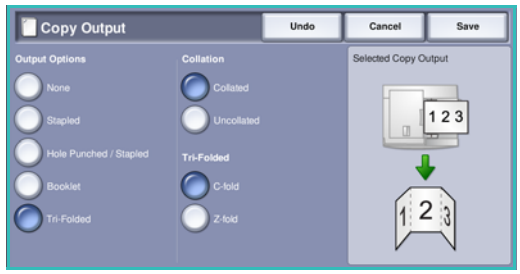
- **Off** select this option if you want your output layout to match your originals. For example, if your originals are already in a booklet layout.
- **On** select this option if you want the device to automatically reduce and arrange the images to create a booklet layout.

Finishing

- **Folded & Stapled** will staple and fold the output along the center margin to produce booklets.
- **Fold Only** will fold the output along the center margin to produce booklets.
- **None** select this option if you do not want the device to fold and staple your output.

Tri-Folded

If the optional Tri-fold Module is installed on your device, a single sheet of A4 or 8.5x11" media in a weight range of 60 to 120 gsm (16 to 32 lb) can be folded in a C Fold or Z Fold. Originals must always be loaded Short Edge Feed (SEF).



- **C Fold** the page will be folded as shown. Select **Collated** for sets or **Uncollated** for stacks.
- **Z Fold** the page will be folded as shown. Select **Collated** for sets or **Uncollated** for stacks.

Finishing Devices

Finishing Device	Description
Basic Office Finisher	• Holds up to 250 sheets of paper in the Top Tray, and up to 1000 sheets in the Stacker Tray. • Paper weight 60 to 216 gsm (16 to 57 lb). • The Stacker can collate, stack and staple your output, depending on the features selected. It staples between 2 and 30 sheets of 80 gsm (20 lb) paper, less if using heavyweight paper or tabs. • The staple cartridge for the Basic Office Finisher contains 3000 staples. Note: Double Staple is not available with the Basic Office Finisher.

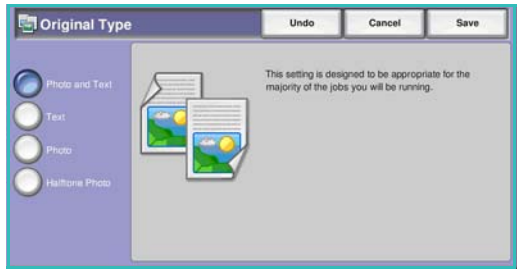
Finishing Device	Description
Advanced Office Finisher	• Holds up to 250 sheets of paper in the Top Tray, and up to 1500 sheets in the Stacker Tray. • Paper weight 60 to 216 gsm (16 to 57 lb). • The Advanced Office Finisher can collate, stack, staple and hole punch (if available) your output depending on the features selected. It staples between 2 and 50 sheets of 80 gsm (20 lb) paper, less if using heavyweight paper or tabs. • Use the **Pause** button on the top of the finisher to pause printing and unload the output tray. Press the button again to resume. • The finisher stapler has 1 staple cartridge containing 5000 staples. • This finisher can be fitted with the optional 2, 3 or 4 Hole-Punch kit.
High Volume Finisher	• Holds up to 250 sheets of paper in the Top Tray, and up to 3000 sheets in the Stacker Tray. • Paper weight 60 to 216 gsm (16 to 57 lb). • The High Volume Finisher can collate, stack, staple and hole punch (if available) your output depending on the features selected. It staples between 2 and 100 sheets of 80 gsm (20 lb) paper, less if using heavyweight paper or tabs. • Use the **Pause** button on the top of the finisher to pause printing and unload the output tray. Press the button again to resume. • This finisher can be fitted with the optional 2, 3 or 4 Hole-Punch kit and the Tray 6 (Post Process Inserter) kit. • The High Volume Finisher is also available with a Booklet Maker which enables booklets to be folded and stapled. Folded sheets and booklets are delivered to the booklet tray which can hold between 10 and 30 booklets, depending upon the number of pages. If the flap on the right of the tray is folded down, an unlimited number of booklets can be collected in a suitable container. • If you have a High Volume Finisher with Booklet Maker, a Tri-fold module can also be fitted. This enables your device to produce tri-folded output. With the Tri-fold module fitted, the capacity of the finisher stacker tray is reduced to 2000 sheets and a maximum paper weight of 120 gsm (32lb).

Image Quality

Your device can enhance the quality of your output using the *Image Quality* features. This section describes the options available and when they would usually be used. This includes features such as setting the device to suit the type of input and controlling the lightness, darkness, sharpness and contrast of the image.

Original Type

This feature provides a convenient way to enhance the copy quality of your output based on the type of original images you are copying and how they were produced.



- **Photo and Text** is recommended for text and line art originals.
- **Text** produces sharper edges and is recommended for text and line art.
- **Photo** is used specifically for originals containing photos or continuous tones without any text or line art. Produces the best quality for photos but reduced quality text and line art.
- **Halftone Photo** is used if your original is from a magazine or newspaper that contains photographs or text.

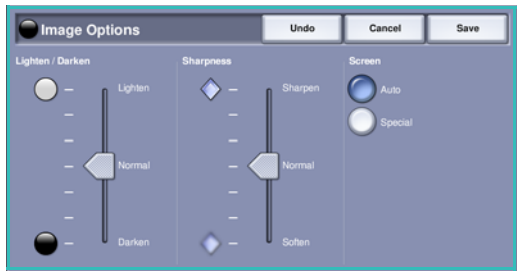
Select **Save** to save your selections and exit.

Image Options

Image Options provides options for changing the appearance of the copy output. The options are:

Lighten/Darken

This provides manual control to adjust the lightness or darkness of the scanned images.



- Move the indicator down to darken the scanned image, for light originals such as pencil images.
- Move the indicator up to lighten the scanned image, for dark originals such as halftones or originals with colored backgrounds.

Sharpness

This provides manual control to adjust the sharpness of the scanned images.

- Move the indicator up to sharpen the scanned image.
- Move the indicator down to soften the scanned image.

Screen

This option is available with *Photo and Text*, *Text* and *Halftone Photo* Original Type options. The *Screen* options are as follows:

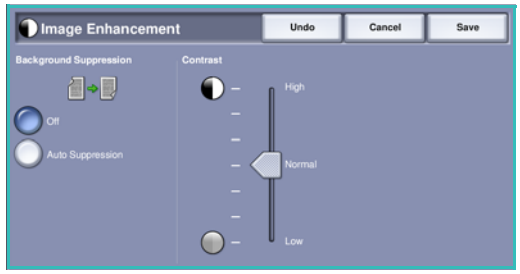
- **Auto** reduces the risk of blotches or small areas that have a different texture or pattern appearance than the surrounding area.
- **Special** enhances continuous tone photographs or high frequency halftone images. It is used to create smoother, less grainy output for continuous tone and halftone images.

Select **Save** to save your selections and exit.

Image Enhancement

Image Enhancement provides options for improving the quality of the output, by reducing the background or adjusting the contrast. The options are:

Background Suppression



This enhances originals that have colored backgrounds, by reducing or eliminating the background on the output copy. This option is useful when your original is on colored paper.

- Select **Auto Suppression** to automatically suppress unwanted background.
- Select **Off** to turn the Background Suppression feature off, particularly when:
  - The *Darken* adjustment does not produce a satisfactory output from light originals.
  - The original has a gray or colored border, such as a certificate.
  - You want to bring out fine detail that was lost due to a dark edge when using bound originals.

Contrast

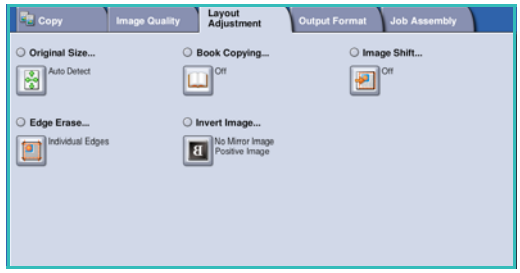
This feature controls the image density on the output and compensates for an original that has too much or too little contrast on the image.

- Move the indicator towards **high** to reproduce more vivid blacks and whites for sharper text and lines but less detail in pictures.
- Move the indicator towards **low** to reproduce more detail in light and dark areas of the original.

Select **Save** to save your selections and exit.

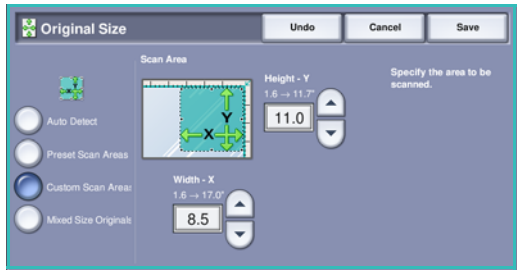
Layout Adjustment

Using the *Layout Adjustment* features you can change the appearance of your output image. This includes shifting the image, producing a mirror image, deleting an area from any or all of the edges of the original and copying from bound originals.



Original Size

Original Size allows you to specify automatic size detection of the originals, mixed size originals, or the specific size of the image to be scanned. The options are:



- **Auto Detect** is the default setting and enables automatic size sensing. The size detected is matched to a standard size paper.
- **Preset Scan Areas** allows you to define the size of your original from a list of preset, standard original sizes. You can view the list by using the scroll bar.
- **Custom Scan Areas** is used to enter a specific area for scanning. Measure the area to be scanned on the original and enter the X and Y axis measurements into the fields provided. Only the area specified is scanned.
- **Mixed Size Originals** allows you scan documents containing different size pages. The pages must be the same width, like A4 LEF and A3 SEF (8.5x11" LEF and 11x17" SEF), other combinations are shown on the screen. The device detects the size of the documents and can produce the following output:
  - If **Auto Reduce/Enlarge** and a specific **Paper Supply** is selected, all the images are reduced or enlarged and copied onto the same size paper.
  - If **Auto Paper** supply is selected, the images are copied size for size and a mix of paper sizes will be output.

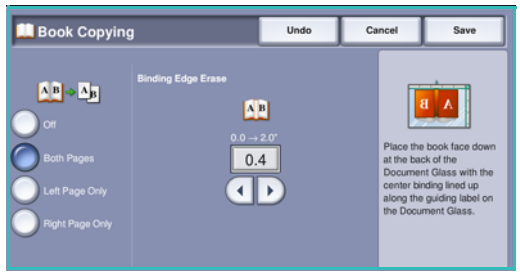
Select **Save** to save your selections and exit.

Book Copying

⚠ **CAUTION: Do Not** close the *document feeder* when scanning bound originals.

This feature enables you to specify which page or pages of a book are to be scanned. The book original is placed face down on the *document glass* with the spine of the book lined up with the marker at the centre of the rear edge of the *document glass*. Align the top of the bound original against the rear edge of the *document glass*.

The device will identify the size of the original during scanning. If the pages have a black or dark colored border the device will assume that the pages are smaller than they really are. To overcome this use the **Custom Scan Areas** feature in **Original Size** to enter the exact size of the page. Refer to Original Size on page 46 for more information.



- **Both Pages** use to scan both pages, the left page of the book first will be scanned first. Use the *arrow* buttons to specify an amount from 0 to 50 mm (0 to 2”) to be deleted from the center of the book in order to delete unwanted marks reproduced from the gutter of the book.
- **Left then Right** or **Right then Left** is used to scan both pages, but the pages will be scanned in the order specified. These options replace the **Both Pages** option and will not be displayed unless enabled in **Tools**. Refer to Display Options on page 253 of Administration and Accounting.
- **Left Page Only** use to scan the left page only. Use the *arrow* buttons to specify an amount from 0 to 25mm (0 to 1”) to be deleted from the right side of the page in order to delete unwanted marks reproduced from the gutter of the book.
- **Right Page Only** use to scan the right page only. Use the *arrow* buttons to specify an amount from 0 to 25mm (0 to 1”) to be deleted from the left side of the page in order to delete unwanted marks reproduced from the gutter of the book.

Select **Save** to save your selections and exit.

Image Shift

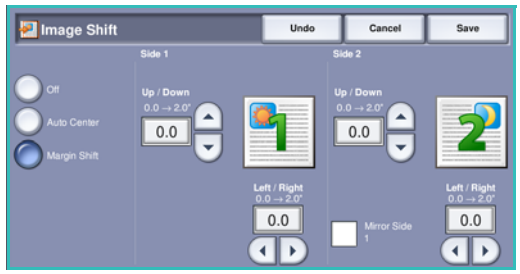
Image Shift allows you to move the position of the image on the output page. The options are:

- **Auto Center** automatically centers the scanned image on the output paper. To work effectively, the original should be smaller than the selected output media or alternatively, the image should be reduced.
- **Margin Shift** moves the image up / down or left / right on the page to give a bigger or smaller margins. Enter the shift required by selecting a field or use the *arrow* buttons.

  The amount of shift is in 1 mm (0.1”) increments up to 50 mm (2.0”).

  When copying 2-sided there are two options:

  - Adjust the margin of side two independently of side one.
  - Use **Mirror Side 1** for side two to mirror the image shift set for side one if a binding margin is required.

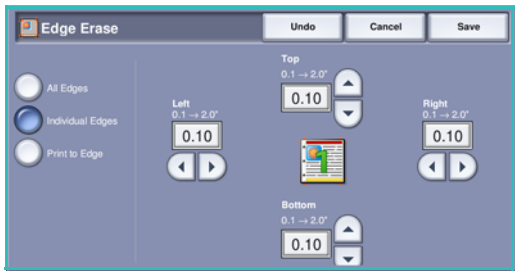


Select **Save** to save your selections and exit.

Edge Erase

Edge Erase enables you to specify how much of the image to erase around the edges of your document. For example, you can remove the marks caused by punched holes or staples in your original. The options are:

- **All Edges** is used to erase an equal amount from all the edges. Use the *arrow* buttons to adjust the amount to be erased from 3 mm to 50 mm (0.1" to 2.0") or select the entry field and enter the amount required. All marks or defects within the measurement set are deleted.
- **Individual Edges** enables an individual amount to be erased from each of the edges, on both the first and second sides. Use the *arrow* buttons to adjust the amount to be erased from 3 mm to 50 mm (0.1" to 2.0") or select the appropriate entry field and enter the amount required.
- **Print to Edge** is used to print to the edge of the output documents.

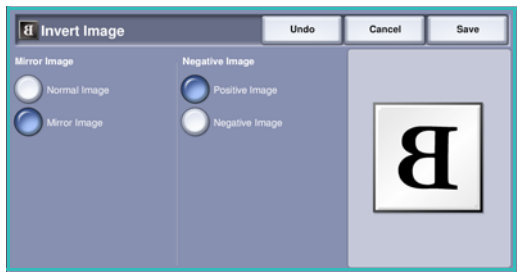


Note: This option may reduce the ability of the system to clean itself and can cause defects on the output if used excessively.

Select **Save** to save your selections and exit.

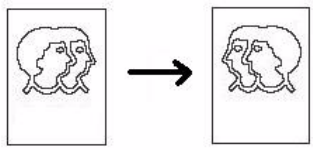
Invert Image

Invert Image allows you to reverse the image or create a negative. This feature is useful for originals that have a substantial amount of dark background or light text and images, saving on toner usage.

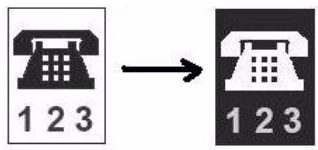


The options are:

- **Mirror Image** reverses the original image creating a mirror of the original.



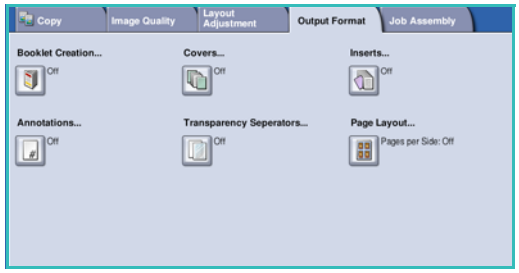
- **Negative Image** converts the dark image areas in the original to light, and the light image areas to dark.



Select **Save** to save your selections and exit.

Output Format

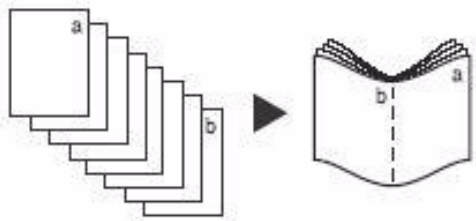
The output options allow you to manipulate the copied images and enhance the appearance and style of your copy jobs. For example, you can add covers or annotations to your copies, create booklets, combine several images onto one page and interleave transparencies.



Booklet Creation

Booklet Creation enables the production of booklets from 1 or 2 sided originals. The device will scan your originals and automatically reduce and arrange the images in the correct sequence on your selected copy paper, so that a booklet is created when the copy set is folded in half.

A cover can be inserted onto the booklet automatically. Refer to Covers on page 50 for more information.



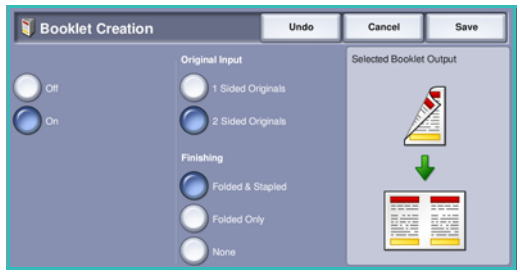
If your device is fitted with the High Volume Finisher with Booklet Maker you can use the *Booklet Creation* feature to automatically produce folded and stapled booklets. The following Booklet Maker specifications apply:

- Paper Sizes A3, 11x17”, A4, 8.5x11”, 8.5x13” and 8.5x14”.
- Paper weight 60 to 216 gsm (16 to 57 lb).
- All media must be Short Edge Feed (SEF).
- Booklet thickness:
  - For *Folded and Stapled* booklets a maximum of 15 sheets of 80 gsm (20 lb) or equivalent thickness. For example you can have 13 sheets of 80 gsm (20 lb) and a cover sheet of 160 gsm (43 lb).
  - For *Folded Only* booklets a maximum of 5 sheets of 80 gsm (20 lb) or equivalent thickness. For example you can have 3 sheets of 80 gsm (20 lb) and a cover sheet of 200 gsm (53 lb).

To create a booklet:

1. On the *Copy* tab, select the **Paper Supply** required for the job. If stapling and/or folding is required a Short Edge Feed (SEF) paper supply must be selected.

   Note: *Booklet Creation* is not available if **Auto Paper** is selected.



2. Select the **On** button on the *Booklet Creation* screen.
3. If the High Volume Finisher with Booklet Maker is installed, select the finishing option required:
   - **Folded & Stapled** will staple and fold the output along the center margin to produce booklets.
   - **Fold Only** will fold the output along the center margin to produce booklets.
4. Select the *Original Input*, either **1 Sided Originals** or **2 Sided Originals** depending on the originals being scanned.
5. Select the *Reading Order* required for the finished output, either **Left to Right** or **Right to Left**.

   Note: This option will not be displayed if it has not been enabled in **Tools**. Refer to Set Copy Defaults on page 255 of Administration and Accounting.
6. Select **Save** to confirm your selections.
7. Load your originals into the *document feeder* and select **Start** to run the job.

Covers

Covers enables blank or printed pages to be added to the front, back or front and back of your set. This option is also used to add a cover to a booklet. The covers can be a different media to the rest of your job.

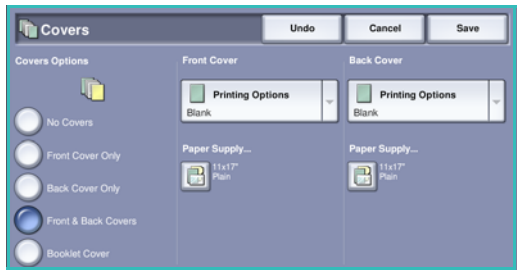
Note: **Covers** cannot be used with **Auto Paper Supply**, a paper supply must be specified.

Use the following instructions to program **Covers**:

1. On the *Copy* tab, select the paper you want to use for the main body of the job.
2. Load the media to be used for the covers into another paper tray, ensuring that it is in the same size and orientation as the paper you are using for the main body of your job.

   Note: For further information about loading media, refer to Paper and Media on page 211.

   Update the *Paper Settings* screen and **Confirm** your selections.
3. Select **Covers** from the **Output Format** tab.
4. Select the *Covers Option* required:
   - **No Covers**
   - **Front Cover Only** adds a blank or printed cover to the front of the document.
   - **Back Cover Only** adds a blank or printed cover to the back of the document.
   - **Front & Back Covers** adds a blank or printed cover to the front and back of the document. The printing and paper supply options can be programmed individually for each cover.
   - **Booklet Cover** used to add a cover to a booklet if using the *Booklet Creation* option.
5. Select the **Printing Options** required for the selected covers:
   - **Blank** provides a blank sheet as the cover.
   - **1 Sided** prints an image on one side of the cover.



- **2 Sided** prints an image on both sides of the cover.
- **2 Sided, Rotate Side 2** prints an image on both sides of the cover. The image on the second side is rotated to change the read orientation.

6. Select the **Paper Supply** required for the selected covers.
7. Select **Save** to confirm your selections.
8. Load your originals into the *document feeder* and select **Start** to run the job.

Inserts

Inserts enables blank pages on a different media to be inserted into your document, or for specified pages to be printed on a different media. Up to two sources of media can be used for the inserts. If inserting blank pages, a blank sheet must be inserted in the appropriate place in your original document prior to scanning.

If you have a High Volume Finisher and the optional Tray 6 (Inserter) installed, you can feed the inserts from this tray. Media loaded into Tray 6 (Inserter) is not part of the printing process, therefore blank pages do not need to be added to your original document. When entering the insert page numbers, the insert sheets are counted as a page.

Note: **Inserts** cannot be used with **Auto Paper Supply**, a paper supply must be specified.

Use the following instructions to program **Inserts**.

1. On the *Copy* tab, select the paper you want to use for the main body of the job.
2. Load the media to be used for the inserts into another paper tray, ensuring that it is in the same orientation as the paper you are using for the main body of your job.

   Note: For further information about loading media, refer to Paper and Media on page 211.

   Update the *Paper Settings* screen and **Confirm** your selections.
3. If blank inserts are required, add blank sheets to your set of originals where the inserts are to be placed.
4. Select **Inserts** from the **Output Format** tab.
5. Select **On** to enable inserts.
6. Enter the page number of the insert. The page numbers are the physical page numbers and not the page numbers which may already be printed on the document.

   For copying 2-sided to 2-sided, each page of your document has 2 page numbers, so you need to count each side of your document.

   If using the optional Tray 6 (Inserter) each insert counts as 1 page, and the page numbers entered for remaining inserts must take this into account. Use the **Tray 6 Supply** option if using the inserter to feed the inserts.

   Use the *arrow* buttons or select the entry box and use the numeric keypad to enter the page number.

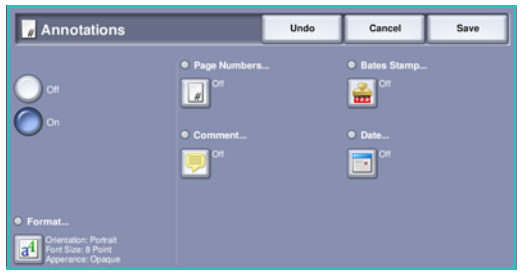
7. Select the **Paper Supply** required for the insert using the **Paper Supply 1** or **Paper Supply 2** options.

   If a tab insert is required, ensure the paper tray containing the tabs is selected. For instructions on loading tabs, select the **Tab Loading Instructions** option. Ensure the correct tab sequence and number of tabs are loaded for the job. If printing on the tabs, use the **Tab Shift** option to enter the amount of shift required to ensure the tab image prints correctly on the tab.
8. Select **Add Insert** to add the insert to the list.

   A summary of the inserts using each paper supply is displayed.

   To delete the last insert entry, use the **Delete Last Insert** option.
9. Continue programing the inserts required.
10. Select **Save** to confirm the selections.
11. Load your originals into the *document feeder* and select **Start** to run the job.

Annotations



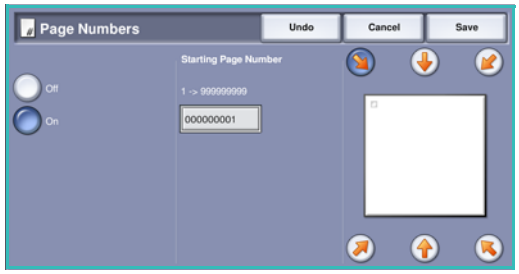
The **Annotations** feature enables you to automatically add a comment, page number, today's date or *Bates Stamp* to your copy output. You can select any or all of these annotation options and specify where on the copy output they should appear. You can also select the appearance of the annotations such as the font size.

The options are:

- **Page Numbers** to automatically print a page number in a specified position on the page. Page numbers are automatically increased by one. For 2 sided copy output the page number is printed on both sides and counts as two pages.
- **Comment** to add up to 50 alphanumeric characters in a specified position on the page. An existing comment can be amended, or a new comment can be created and edited.
- **Date** to add today's date in a specified format and position on the page. The date printed is the date set on your device.
- **Bates Stamp** to add a selected Bates Stamp in a specified position on the page. Bates Stamping is used primarily in the legal and business fields and consists of a set prefix (such as a case number or client reference) together with a page number applied to a document as it is being processed. The prefix can contain up to 8 alphanumeric characters. You can add a new prefix or choose an existing one from the list provided.

Page Numbers

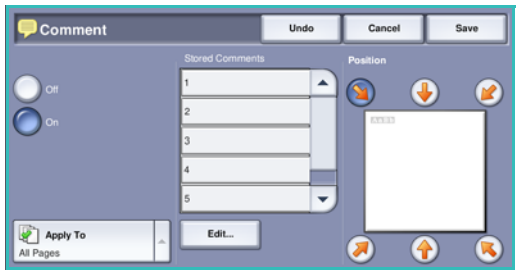
Use the following instructions to program *Page Numbers*:



1. Select **Output Format**, then **Annotations** and the **Page Numbers** button. Select the **On** button.
2. Select one of the *arrow* buttons to determine the position of the page number on the page.
3. Select the **Starting Page Number** input box and use the numeric keypad to enter the first page number you want printed on your first copy output sheet.
4. Select **Save** to store your selections and return to the *Annotations* screen. Program additional annotations as required.
5. Program the **Format** options required for your *Annotations*. Refer to Format and Style on page 55 for instructions.
6. Select **Save** to confirm your selections.
7. Load your originals into the *document feeder* and select **Start** to run the job.

Comment

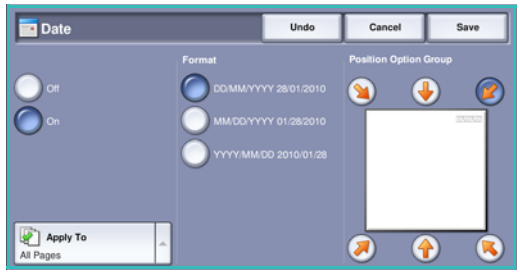
Use the following instructions to add a *Comment*:



1. Select **Output Format**, then **Annotations** and the **Comment** button. Select the **On** button.
2. Select one of the *arrow* buttons to determine the position of the comment on the page.
3. Specify whether you want the comment to appear on **All Pages**, **First Page Only** or **All Pages Except First**.
4. Use the *scroll bar* to browse the list of available comments and select the comment you require.
5. To add a new comment to the list, highlight an empty entry and use the keyboard to enter up to 50 alphanumeric characters. To edit an existing comment, highlight the comment in the list and select the **Edit** button. Use the keyboard to edit the entry, then select **Save** to close the keyboard.
6. Select **Save** to store your selections and return to the *Annotations* screen. Program additional *Annotations* as required.
7. Program the **Format** options required for your *Annotations*. Refer to Format and Style on page 55 for instructions.
8. Select **Save** to confirm your selections.
9. Load your originals into the *document feeder* and select **Start** to run the job.

Date

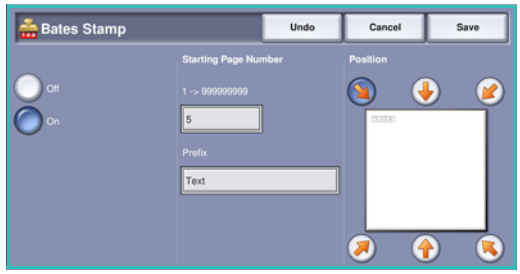
Use the following instructions to add the *Date*:



1. Select **Output Format**, then **Annotations** and the **Date** button. Select the **On** button.
2. Select one of the *arrow* buttons to determine the position of the date on the page.
3. Specify the date format by selecting the **DD/MM/YYYY**, the **MM/DD/YYYY** or the **YYYY/MM/DD** button.
4. Specify whether you want the date to appear on **All Pages**, **First Page Only** or **All Pages Except First**
5. Select **Save** to store your selections and return to the *Annotations* screen. Program additional *Annotations* as required.
6. Program the **Format** options required for your *Annotations*. Refer to Format and Style on page 55 for instructions.
7. Select **Save** to confirm your selections.
8. Load your originals into the *document feeder* and select **Start** to run the job.

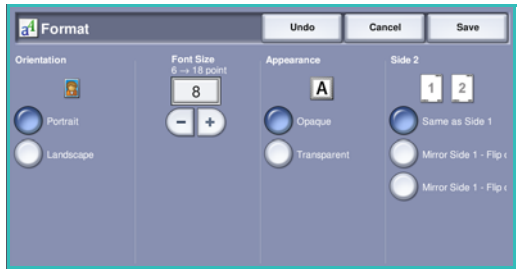
Bates Stamp

Use the following instructions to program a *Bates Stamp*:



1. Select **Output Format**, then **Annotations** and the **Bates Stamp** button. Select the **On** button.
2. Select one of the *arrow* buttons to determine the position of the *Bates Stamp* on the page.
3. Select the **Starting Page Number** box and use the numeric keypad to enter a starting page number. Leading zeros may be entered to set the starting page number length, for example 000000001.
4. Select the **Prefix** option and use the keyboard to enter a prefix. Up to eight alphanumeric characters can be entered. Select **Save** to close the keyboard.
5. Select **Save** to store your selections and return to the *Annotations* screen. Program additional *Annotations* as required.
6. Program the **Format** options required for your *Annotations*. Refer to Format and Style on page 55 for instructions.
7. Select **Save** to confirm your selections.
8. Load your originals into the *document feeder* and select **Start** to run the job.

Format and Style



To specify the orientation, style and printing requirements for the selected annotations, select the **Format** option:

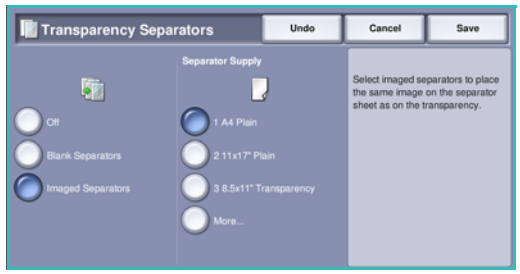
- **Orientation** use to specify if the annotation is printed Portrait or Landscape.
- **Font Size** use the **-/+** buttons to select a font size for the annotation, or select the entry box and enter the size required using the numeric keypad.
- **Appearance** is used to specify if the annotated text is **Opaque** or **Transparent**. *Opaque* text is placed on top of the copy output and no image is visible under the annotated text. *Transparent* text allows the copy image to remain visible under the annotated text.
- **Side 2** options are used to specify the printing requirements if the output is 2-sided.
  - **Same as Side 1** settings will apply to both Side 1 and Side 2 of your output.
  - **Mirror Side 1 Flip on Long Edge** output will open from right to left like a book, with the binding edge on the left. The position of the annotation on Side 2 will mirror Side 1. For example, if a page number is positioned in the bottom left corner of Side 1, it will appear in the bottom right corner of Side 2.
  - **Mirror Side 1 Flip on Short Edge** output will open from bottom to top like a calendar, with the binding edge at the top. The position of the annotation on Side 2 will mirror Side 1. For example, if a page number is positioned in the bottom left corner of Side 1, it will appear in the top left corner of Side 2.

Select **Save** to save your selections and exit.

Transparency Separators

Use *Transparency Separators* to interleave each printed transparency with a blank or printed sheet of paper from a specified paper tray.

1. Select the **Transparency Separators** button on the **Output Format** tab.
2. Select the *Transparency Separators* option required:
   - **Off**
   - **Blank Separators** adds a blank sheet to each transparency.
   - **Imaged Separators** adds a copy of each transparency.
3. Select the paper tray containing the paper for the separators. The selected paper should match the size and orientation of the transparencies. If necessary, select **More...** to access all the paper tray options.
4. Select **Save** to confirm the selections.
5. Load your originals into the *document feeder* and select **Start** to run the job.



For instructions on loading transparencies into the paper tray, refer to Media Types on page 225 of Paper and Media.

Page Layout

The *Page Layout* feature is ideal for handouts, story boards or for archival purposes. It allows up to 36 images to fit onto one sheet of paper. Your device will reduce or enlarge the images as needed, to display them either in landscape or portrait orientation on one page, based on the paper supply selected. The options are:

Note: Some features cannot be used with the *Page Layout* feature and will be grayed out on the touch screen.

The examples shown here are typical outputs that can be produced when using the *Page Layout* feature.

Note: The practical limit is for 16 images on A4 (8.5x11") paper.

4 Originals using 2 rows and 2 columns

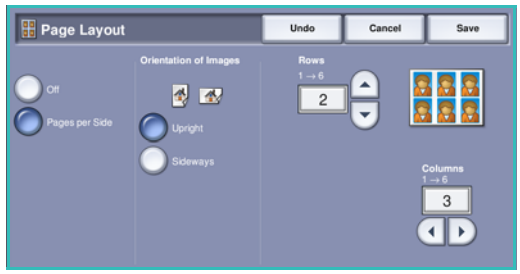
6 Originals using 3 rows and 2 columns

2 Originals using 2 rows and 1 column

1. Select the tray that contains the paper you want to use.

   Note: *Page Layout* is not available if *Auto Paper* is selected.

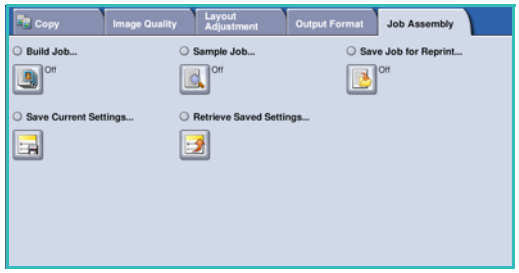
2. Select the **Page Layout** button on the **Output Format** tab.
3. Select the **Pages per Side** to enable the Page Layout option.
4. Select the **Orientation of Images**, **Upright** for portrait images or **Sideways** for landscape images.



5. Enter the number of **Rows** and **Columns** required using the *arrow* buttons, between 1 and 6.
6. Select **Save** to confirm the selections.
7. Load your originals into the *document feeder* and select **Start** to run the job.

Job Assembly

Use the productivity features available on the *Job Assembly* tab to program a job that requires individual selections for specific pages or sections, produce a *Sample Job* before printing the whole job or for storing and retrieving frequently run job settings.



Build Job

Use this feature to build a job that requires different settings for each page, or a segment of pages.

You can select the appropriate settings to be applied to individual pages or segments of a completed job. First split the originals into sections for individual programing.

Some pages with text and some with photos

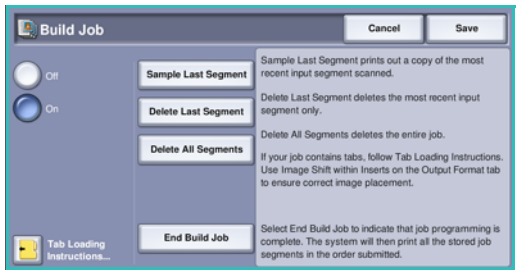
Some pages 2 sided and some 1 sided

Various sized originals

More than 100 pages

1. Select **Build Job** on the **Job Assembly** tab.
2. Switch on *Build Job* by selecting the **On** button and select **Save**.
3. Select the features required for the first segment of the job.

   If using *Build Job* for a job with tabs, ensure the tabs are loaded correctly and select the tray containing the tabs. For loading instructions, select the **Tab Loading Instructions...** option.



   Note: If tab media is selected, the image will be shifted 13mm (0.5”) to the right automatically if the tab original is A4 or 8.5x11” size.

4. Load the first segment originals and press **Start**.
5. Remove the first segment originals after they have been scanned. The *Build Job* screen displays the first segment in the list. The following options can be applied to any segment:
   - **Sample Last Segment** produces a proof print of the last segment scanned. The proof is delivered to the output module. If you are satisfied with the proof you can continue programing the *Build Job*.
   - **Delete Last Segment** deletes the last segment scanned. You can continue programing the *Build Job*.
   - **Delete All Segments** deletes the current *Build Job* and returns you to the main *Build Job* screen.
6. Select the options required for the second segment.

7. Load the second segment originals and press **Start**.
8. Repeat these steps until all segments of your job have been programmed and scanned.
9. After the last segment has been scanned, select **End Build Job** to indicate you have finished scanning and the job will be processed and printed.

Sample Job

When copying a large number of sets, use the *Sample Job* feature to review a proof copy to ensure that all the print settings are correct before printing the remaining sets.

1. Select the **Sample Job** button on the **Job Assembly** tab.
2. Select the **On** button and the **Save** button.
3. Load the originals in the *document feeder* and program the job requirements. Enter the total quantity required and press the **Start** button.

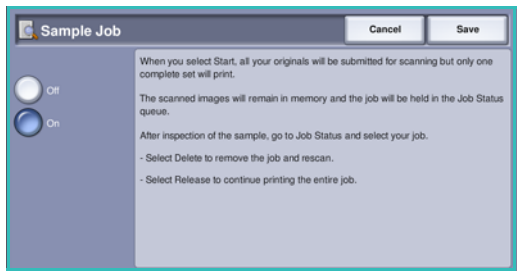
   One copy set of the job, the *Sample Job*, is printed.

   The whole job is held in the *Job List*.
4. Access your job by selecting the **Job Status** button.

   The job has the status *Held: Sample Made*.
5. Select the job in the list.

   If the *Sample Job* is acceptable, select **Release**. The programmed number of sets will be produced.

   If the *Sample Job* is unacceptable, select **Delete** and **Delete Job** to confirm. Your job will be deleted from the list.

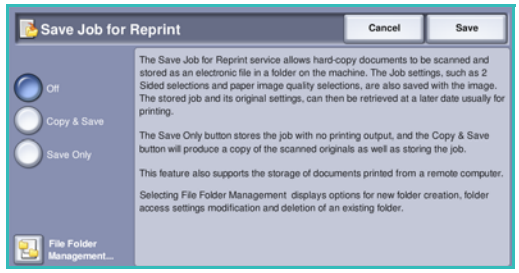


Save Job for Reprint

The **Save Job For Reprint** feature allows you to scan hard-copy documents as an electronic file (or Job) and place it into a folder located on the device. The job settings, such as 2-sided and image quality selections, are also stored with the image.

Once stored you can select and output that job as many times as you need. Many of the job settings that were applied when the document was originally stored are also recalled and displayed to the user when the job is selected. These settings can be modified and will be applied to the output job.

To store a job for reprinting:



1. Program the required job features.
2. Select the **Save Job For Reprint** button on the **Job Assembly** tab.
3. Select the **Save Job for Reprint** option required:
   - **Copy & Save** is used to store the job and print a copy of the job.
   - **Save Only** stores the job without printing.
4. Select a folder location to store the job.
5. Select **New Job Name** and enter a name for the job using the keyboard.

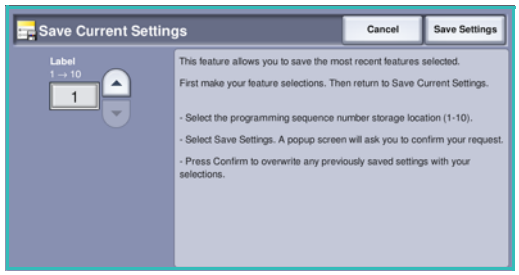
   Select **Save** to save the job name and return to the previous screen.
6. Load your originals into the *document feeder* and select **Start** to run the job.

   The job is scanned and saved with the name entered, in the folder selected. If **Copy & Save** was selected, a copy of the job is also printed.

For information about File Folder Management, refer to Managing Folders on page 186 of Save and Reprint Jobs.

Save Current Settings

Up to ten combinations of commonly used feature selections can be retained in the device memory as *Saved Settings*. The device stores only the programing of the job, NOT the image. Each time *Saved Settings* are retrieved and used, the image must be scanned. To save the current settings:



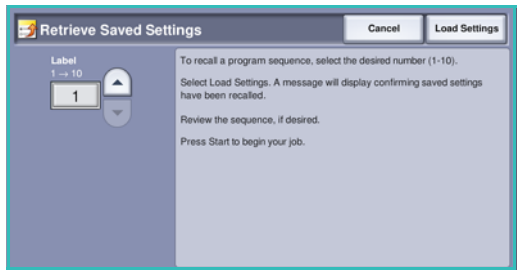
1. Program the required job features.
2. Select the **Save Current Settings** button on the **Job Assembly** tab.
3. Use the *arrow* buttons to enter a number for the saved settings.

   If a number has already been used to store settings previously a confirmation message is displayed. Select **Overwrite** to replace the stored settings or **Cancel** to cancel the *Save Current Settings* operation.
4. Select **Save Settings.**

   The settings are stored and can be accessed using the *Retrieve Saved Settings* feature.

Retrieve Saved Settings

This feature enables you to *Retrieve Saved Settings* from the device memory and apply them to the current job. Changes can be made to the retrieved settings, but these will not be stored with the saved settings. To retrieve saved settings:



1. Select the **Retrieve Saved Settings** button on the **Job Assembly** tab.
2. Use the *arrow* buttons to enter the number for the saved settings.
3. Select the **Load Settings** button, to retrieve the programing information.

   The recalled programing features become active.
4. You can modify the features further. These additional modifications are not saved with the saved settings. Modify the selections as required.
5. Load your originals and press the **Start** button to run the job.

Version 1.0
12/09

Xerox® WorkCentre 5735/5740/5745/5755/5765/5775/5790

Fax

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 1.0: December 2009

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Fax Overview

There are several Fax services which can be installed or enabled on your device. These are as follows:

Fax

If *Fax* is installed, your device is connected directly to a telephone line and therefore gives you direct control over your fax transmissions. This type of fax travels over normal telephone lines and will therefore be charged at telephone rates.

Using *Fax* enables you to scan your documents and send them to most types of fax machines that are connected to the telephone network.

Received faxes can be setup to print at the device automatically, held in the job list until a secure passcode is entered or sent to an e-mail address using the *Fax Forward* feature. Refer to Receiving a Fax on page 108 for further information.

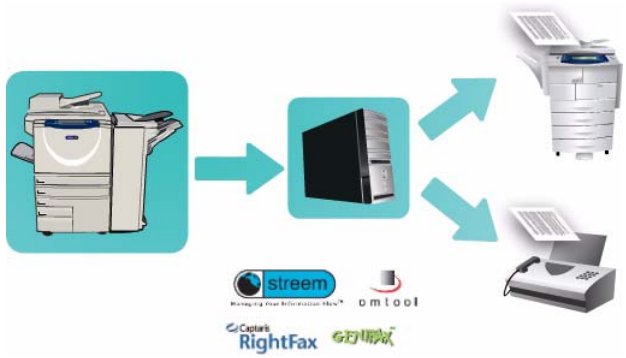
The standard *Fax* option has the ability to connect to one telephone. An Extended Fax option is also available which utilizes two telephone lines. Using two telephone lines provides the capability to simultaneously send to 2 destinations, receive from 2 destinations, or send and receive.

For instructions on using the *Fax* service features, refer to Fax on page 66.

> Note: If *Fax* and *Server Fax* are installed on your device, only one of these services can be active at a time. Each service remains on the device, but one is enabled and one is disabled.

Server Fax

Server Fax scans your documents and sends them to any type of fax machine that is connected to a telephone network. Your images are sent from your device to a Third Party fax server, which relays them over the telephone network to the fax number of your choice.



This means that your fax transmissions are controlled by the server, which may limit your faxing options. For example, the server may be set-up to collect and send all faxes at off peak times.

For instructions on using the *Server Fax* service features, refer to Server Fax on page 84.

> Note: If *Fax* and *Server Fax* are installed on your device, only one of these services can be active at a time. Each service remains on the device, but one is enabled and one is disabled.

Internet Fax

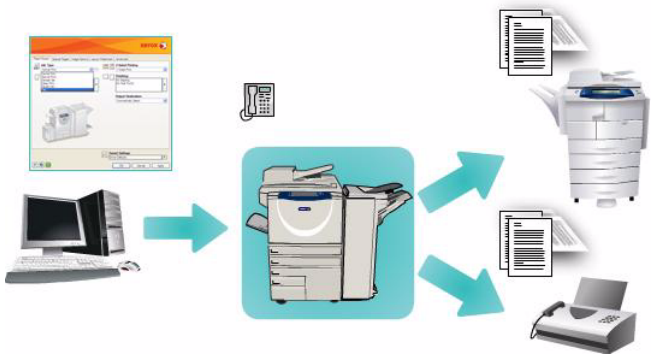
Internet Fax enables the creation of an electronic image file by scanning an original hard copy document. The scanned image is converted into e-mail format to transmit over the internet or intranet.

Recipients are selected from an address book or entered manually using the keyboard. Received *Internet Faxes* are automatically sent from the server to the device as print jobs.

For instructions on using the *Internet Fax* service features, refer to Internet Fax on page 92.

Fax from PC

The **Fax from PC** service on the Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790 Print Driver enables you to send a fax to any fax machine over the telephone network from your PC or workstation. The great advantage of this feature is that you do not have to print your document before you send it as a fax, and you can accomplish the complete task without leaving your workstation.



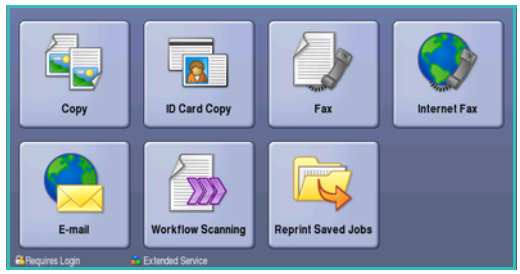
The 2 requirements for this option are:

- A connected printer configuration.
- Fax must be enabled on the device.

For instructions on using the *Fax from PC* service features, refer to Fax from PC on page 101.

Fax

If Authentication or Accounting has been enabled on your device you may have to enter log in details to access the features. Refer to Log In / Out on page 25 of Getting Started.



1. To select the **Fax** service, press the **Services Home** button.
2. Select the **Fax** option.

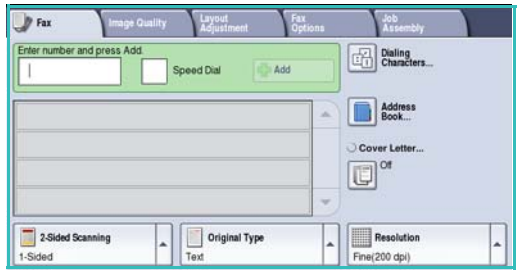
   When a service is selected on the device, additional options and features are displayed. Most feature screens include the following buttons to confirm or cancel your choices.

   - **Undo** resets the current screen to the values that were displayed when the screen was opened.
   - **Cancel** resets the screen and returns to the previous screen.
   - **Save** saves the selections made and returns to the previous screen.
   - **Close** closes the screen and returns to the previous screen.

   If an option is not required, use the **Off** option to disable a feature.

Sending a Fax

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to touch the documents.
   Or.....
   Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.
3. Press the **Services Home** button and select the **Fax** option. The *Fax* features are displayed.
4. Enter the recipient's fax number by:



   - **Keypad Dial** - select the Enter Number area on the touch screen and enter the number using the numeric keypad.
   - **Manual Dial** - if a telephone handset is attached to the device, select the Manual Dial key and dial the number using the handset or the numeric keypad.
   - **Speed Dial** - select the Enter Number area and enter the 3 digit speed dial number, then select the **Speed Dial** option.
   - **Address Book** - select the **Address Book** button to access the fax address book. Select an entry from the Address Book to add to the Recipient list. Continue adding recipients as required and select **Close** to return to the previous screen.

   Note: To use the *Batch Send* feature to send multiple faxes to the same destination in one transmission, refer to Batch Send on page 69 for instructions.

5. If required, select **Add** to add the number entered to the Recipient list. Enter additional numbers as required. The fax will be sent to all the numbers in the Recipient list.
6. Select the required features for your fax job using the touch screen:

Dialing Characters are alphanumeric characters which have a specific fax function and can be entered as part of the fax number.

Cover Letter allows you to send a fax with a covering letter.

2-Sided Scanning is used to select whether your originals are 1-sided or 2-sided.

Original Type is used to define the original document as text, text and photo, photo or halftone photo.

Resolution can be used to optimize the resolution settings.

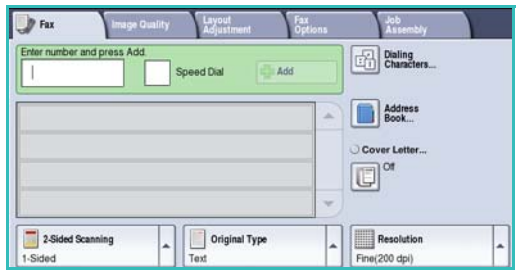
7. Press **Start** to scan the originals and process the fax job. Remove the originals from the *document feeder* or *document glass* when scanning has completed.

   Note: The *Fax* job enters the job list ready for sending.
8. Select **Job Status** to view the job list and check the status of your job.

Dialing Options

The dialing options enable you to enter the destination fax number or numbers. Select the appropriate dialing option for your fax job.

Manual Dialing

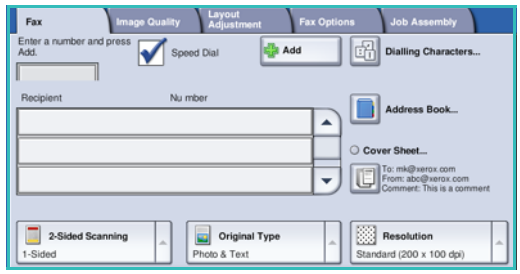


1. Select the fax number field and enter the fax number required using the numeric keypad.
2. If special characters are required, use the **Dialing Characters** option to enter the number plus additional dialing characters. Refer to Dialing Characters on page 68 for further information.
3. Select **Add** to add the number to the Recipient list. Enter additional numbers as required.
4. To amend the Recipient list:
   - Select the entry in the list. If necessary, use the *scroll bar* to access all the entries.
   - Use **Edit** to amend the entry. Use **Remove** to delete the entry from the list, or **Remove All** to delete all entries.

   The fax will be sent to all the numbers in the Recipient list.

Speed Dialing

If numbers have been entered into the *Address Book* they can be accessed via a **Speed Dial** number. Each entry in the *Address Book* is allocated a 3-digit *Speed Dial* number, shown next to the entry. For information about the Address Book, refer to Address Book on page 71.

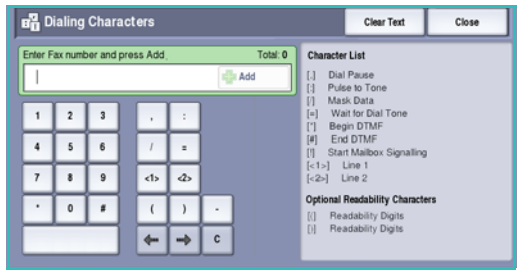


1. Select the **Speed Dial** option.
2. Select the fax number entry field and enter the 3-digit speed dial number.
3. Select **Add** to add the number to the Recipient list.
4. Enter additional numbers as required.

Speed Dialing can be combined with *Manual Dialing* to build the Recipient list.

Dialing Characters

Additional dialing characters can be accessed by selecting the **Dialing Characters** button. Use this option to enter the fax number if special characters are required. To enter a fax number using the dialing characters:



1. Select the **Dialing Characters** button.
2. Use the numeric keypad to enter the number plus additional dialing characters.

   The following characters are available:

   - **Dial Pause [,]** use to pause between numbers. For additional pause time, add multiple pauses. If you are using charge code numbers, enter a pause after the fax number but before the charge code number.
   - **Pulse to Tone [:]** use to switch between pulse and tone dialing.
   - **Mask Data [/]** use to protect confidential information. For example, if a special charge code or credit card number is required for a call, simply use the *Mask Data* character. Select the / character before entering confidential numbers. After the last confidential numbers, select / again to turn the mask data off. Characters between the / symbols will appear as *.
   - **Wait for Dial Tone [=]** suspends dialing until an expected network tone is detected. It can also be used to detect a specific tone when accessing an outside line or other service.
   - **Begin DTMF [*]** Starts a sequence of DTMF (Dual Tone Multi-frequency) characters.
   - **End DTMF [#]** Ends a sequence of DTMF (Dual Tone Multi-frequency) characters.
   - **Start Mailbox Signalling [!]** pauses regular fax dialing and starts DTMF (Dual Tone Multi-frequency) procedure for the fax mailbox.
   - **Optional Readability Characters [Space ( ) -]** these are used for readability purposes but do not affect the number entered. For example, if you wish to identify the area code of a fax number, use the *Readability Characters* (1234) 567890.

   If more than one fax line is available, the following characters are also available:

- **Line 1 [<1>]** selects line 1 to dial the number. Using the line selection identifier temporarily overwrites the fax settings and is for the current job only.
- **Line 2 [<2>]** selects line 2 to dial the number. Using the line selection identifier temporarily overwrites the fax settings and is for the current job only.

3. When you have entered the fax number and dialing characters required, select **Add** to add the number to the Recipient list.
4. Select **Close** to return to the fax options.

Batch Send

The *Batch Send* feature allows several fax jobs to be sent to the same destination fax machine during one transmission. This reduces the connection time and provides a reduced call connection charge. *Batch Send* is enabled from Tools. For more information about enabling the *Batch Send* feature refer to Batch Send on page 259 of Administration and Accounting.

Once *Batch Send* has been enabled, it applies to all fax transmissions. Once *Batch Send* has been enabled, program your fax job settings as required. To allow other fax jobs to be transmitted with your job add a delay to the transmission time. For more information refer to Delay Send on page 78.

Enter the destination fax number and select the **Start** button. Your job is submitted to the job list, ready for transmission. When a new fax job is submitted that has the same destination as the held fax job, a pop-up message is displayed.

When the delayed time has elapsed, all faxes to the same destination are linked together and transmitted. All individual fax job settings are maintained, except the communication speed which uses the speed of the first fax job for the remaining jobs.

> Note: If *Batch Send* is enabled and a delay send job is programmed, any subsequent fax jobs programmed to send to the same destination will automatically be added to the batch and delayed until the scheduled time.

2-Sided Scanning

The *2-Sided Scanning* option allows you to set whether 1 or 2 sides of your original document are scanned. Documents must first be loaded in the *document feeder* to enable the *2 Sided* option. The options are:

- **1-Sided** is used if your originals are single-sided.
- **2-Sided** is used if your originals are double-sided. The *document feeder* must be used to scan your originals with this option.
- **2-Sided, Rotate Side 2** select if your original is double-sided and opens up like a calendar.

Original Type

Use this option to define the type of original being used for scanning. Making the correct selection enhances the quality of your output image. The options are:

- **Photo & Text** is recommended for originals containing high quality photographs and halftones. Using this setting the scanned image will contain high quality pictures though the sharpness of text and line art is slightly reduced.

- **Photo** is used specifically for originals containing photos or continuous tones without any text or line art. Produces the best quality for photos but reduced quality text and line art.
- **Text** produces sharper edges and is recommended for text and line art. This option requires less communication time.
- **Halftone Photo** is used if your original is from a magazine or newspaper that contains photographs or text.

Resolution

The *Resolution* affects the appearance of the fax at the receiving fax terminal. A higher resolution produces a better quality image. A lower resolution reduces communication time. The options are:

- **Standard (200x100 dpi)** is recommended for text originals. It requires less communication time but does not produce the best image quality for graphics and photos.
- **Fine (200 dpi)** is recommended for line art and photos. This is the best choice in most cases.
- **Superfine (600 dpi)** is recommended for photos and halftones, or images that have gray tones. It requires more communication time, but produces the best image quality.

Cover Letter

The *Cover Letter* feature attaches a cover letter to the document being transmitted. Using the cover letter feature replaces the routine of manually sending a cover letter each time you send a document.

The *Cover Letter* includes the following information:

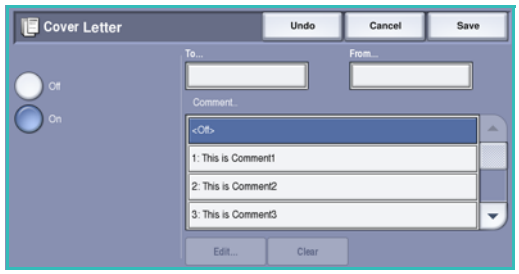
- **To** the recipients name, can be entered at the device.
- **From** the sender's name, as entered at the device.
- **Comment** the comment as specified from the comment list.
- **Start Time** the date and time of the fax transmission. Depending on the setup, the time is displayed as a 12 or 24 hour clock. This information is added automatically to the cover letter.
- **Pages** the page count, excluding the cover page. This information is added automatically to the cover letter.
- **Fax number** the number of the sending fax device. This information is added automatically to the cover letter.

To select a *Cover Letter*:

1. Select the **Cover Letter** button and select **On**.
2. Select the **To...** field and enter the name of the recipient using the keyboard.
   - Up to 30 alphanumeric characters can be entered.
   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
   - Use the **Keyboards...** button to access additional language keyboards.
3. Select the **From...** field and enter the name of the sender using the keyboard.

4. Select the comment required from the list.

   If a customized comment is required, select a spare comment slot and select **Edit**. Enter the text required using the keyboard, then select **Save**.
5. To delete a comment from the list, select the comment and select **Clear**. A confirmation screen is displayed, select **Clear**.
6. Select **Save** to save your selections and exit.



Address Book

The *Address Book* is used to store individual fax numbers or groups of fax numbers which are used frequently. Up to 200 individual entries and 40 Group entries can be stored. For each number stored, transmission settings can also be set. The *Address Book* can be accessed from all screens where a fax number requires entering. Use the following instructions to set up and use *Individual* or *Group* entries.

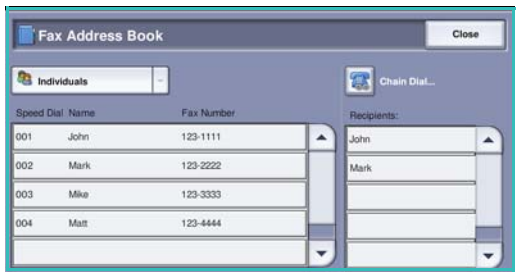
Using the Address Book

If numbers have been entered into the *Address Book* they can be accessed via the **Address Book** button.

1. Select the **Address Book** button.

   A list of individuals entered in the *Address Book* is displayed.
2. Select the required recipient and select **Add to Recipients** from the drop-down menu. The number is added to the Recipient list.

   Continue adding recipients as required.



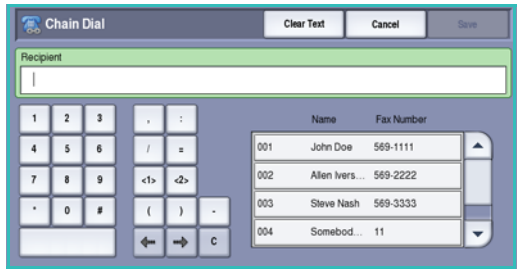
3. To add a *Group* entry to the list, select the **Individuals** drop-down menu and select **Groups**. The available *Groups* are displayed. Select the *Group* required and select **Add to Recipients** from the drop-down menu.

   The *Group* is added to the Recipient list.
4. To edit an existing entry, select the entry from the list and select the **Edit Details** button. Edit the entry as required and select **Save**.
5. To clear an entry from the list, select the entry requiring deletion and select **Clear Entry** from the drop-down menu. A confirmation screen is displayed, select **Clear Entry**.
6. Select **Close** to return to the fax options screen.

The fax will be sent to all the numbers in the Recipient list.

Using Chain Dial

The *Chain Dial* feature allows you to create a single fax recipient by adding 2 or more fax numbers together. For example, an area code may be stored separately to the telephone number. Chain dialing combines these 2 entries into a single fax number.



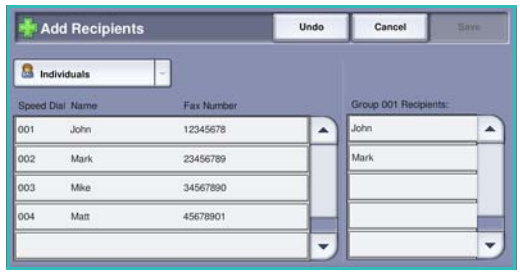
1. Select **Address Book** and then the **Chain Dial** button.
2. If numbers or special dialing characters are required before the fax number, use the numeric keypad to enter the numbers and characters required.
3. Select the *Address Book* entry required and select **Add to Recipient**.
4. The fax number is added to the number in the *Recipient* entry box.

   Continue adding numbers using the numeric keypad or *Address Book* until the number is complete.
5. Select **Save** to save your number and return to the *Address Book* screen.
6. Select **Close** to return to the fax options.

The number displays in the Recipient list.

Setting up the Address Book

Individuals



1. Select the **Fax** tab and the **Address Book** button.
2. Select the **Individuals** button from the drop-down menu.
3. Select an empty slot from the list of entries. If necessary, use the *scroll bar*.

4. Select the **Individual Name...** field and enter the name of the recipient using the keyboard.

   To delete a character use the backspace key, or to clear the entire entry select the **X** button.

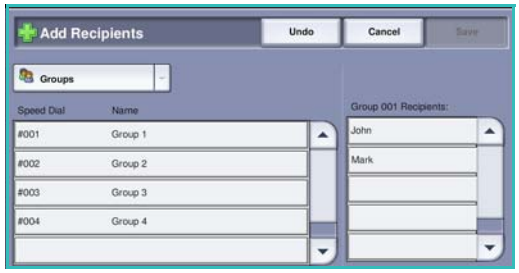
   Select **Save**.
5. Select the **Fax Number** field and enter the fax number of the recipient using the keypad. Use the **Dialing Characters** button to enter the number if special characters are required. Refer to Dialing Characters on page 68 for further information.
6. Select a **Starting Rate** for the recipient. Use the drop-down menu to select a speed for the option selected. Refer to Starting Rate on page 77 for further information.
7. Select **Cover Letter** and select **On** to include a covering note for the recipient. Complete the details required, refer to Cover Letter on page 70 for further information.

8. Select the **Save** button. The new entry is displayed in the list.
9. To amend an entry, select the entry and use the **Edit Details** option.

Groups

Group entries allow you to group individual entries under one number, for regularly used broadcast transmissions. When transmitting a fax you only have to enter the one group number to send to multiple destinations. Fax numbers can only be added to a group if they are entered as an individual entry.

1. To add a *Group* entry, select the **Fax** tab and the **Address Book** button.
2. Select the **Groups** option from the drop-down menu.
3. Select an empty slot from the list of entries. If necessary, use the *scroll bar*.



4. Select the **Group Name...** field and enter the name of the *Group* using the keyboard.

   To delete a character use the backspace key, or to clear the entire entry select the **X** button.

   Select **Save**.
5. Select the **Add Recipients** button to add recipients to the *Group*.
6. *Individual* or *Group* recipients can be added to a Group:
   - To add an individual entry, select **Individuals** from the drop-down menu. Select the entry required and select **Add to Group**.
   - To add a group entry to the new group, select **Group** from the drop-down menu. Select the group entry required and select **Add to Group**.
7. Continue adding individuals and groups until all the recipients have been added.
8. Use **Remove** to delete any unwanted entries from the Group.
9. Select **Save** when you have finished adding recipients. The recipients display in the list.
10. Select **Close** to return to the *Address Book* screen. The new *Group* has been created.
11. To amend a *Group* entry, use the **Edit Details** option.

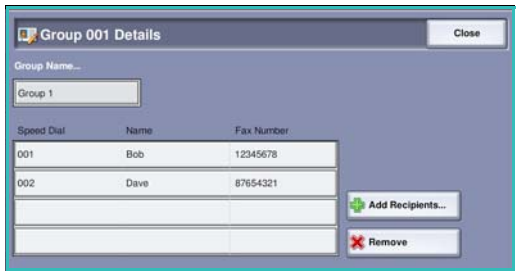


Image Quality

The *Image Quality* options provide access to the features which enhance the image quality or output quality. To access the *Image Quality* options, select **Services Home** and **Fax**. Then select the **Image Quality** tab.

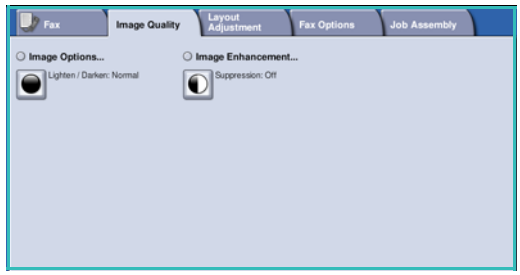
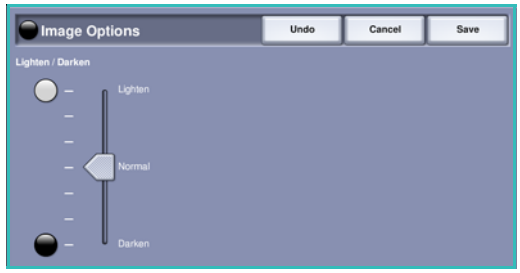


Image Options

Lighten / Darken

This provides manual control to adjust the lightness or darkness of the scanned images.



- Move the indicator down to darken the scanned image, for light originals such as pencil images.
- Move the indicator up to lighten the scanned image, for dark originals such as halftones or originals with colored backgrounds.

Image Enhancement

Background Suppression

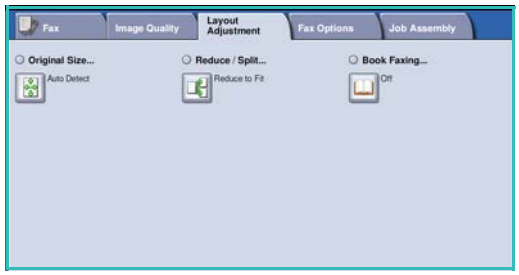
This enhances originals that have colored backgrounds, by reducing or eliminating the background on the output. This option is useful when your original is on colored paper.

- Select **Auto Suppression** to automatically suppress unwanted background.
- Select **Off** to turn the Background Suppression feature off, particularly when:
  - The *Darken* adjustment does not produce a satisfactory output from light originals.
  - The original has a gray or colored border, such as a certificate.
  - You want to bring out fine detail that was lost due to a dark edge when using bound originals.

Select **Save** to save your selections and exit.

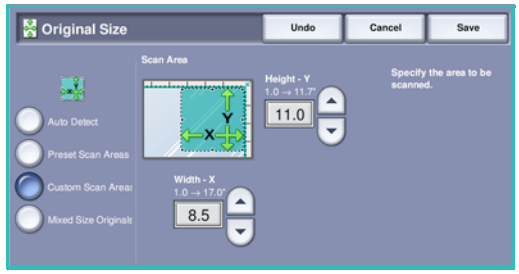
Layout Adjustment

The *Layout Adjustment* options allow you to specify the type and size of document for scanning, for example a custom size or book original. You can also specify how to process documents that are too big for the receiving fax machine. To access the *Layout Adjustment* options, select **Services Home** and **Fax**. Then select the **Layout Adjustment** tab.



Original Size

Select **Original Size** to enter the size of your document when scanning from the *document glass* or the *document feeder*. Your device uses this information to calculate the size of your original and the scanned image. You can also select **Auto Detect** for automatic size detection, or **Mixed Size Originals** if scanning a mix of sizes. The options are:

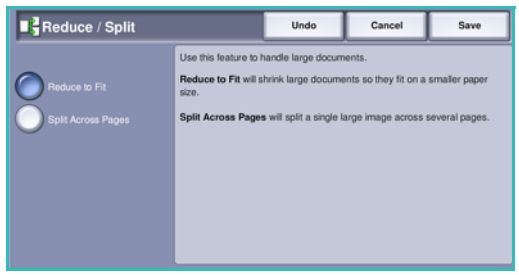


- **Auto Detect** is the default setting and enables automatic size sensing. The size detected is matched to a standard size paper.
- **Pre-set Scan Areas** allows you to define the size of your original from a list of pre-set, standard document sizes. You can view the list by using the scroll bar.
- **Custom Scan Areas** is used to enter a specific area for scanning. Measure the area to be scanned on the original and enter the X and Y axis measurements into the fields provided. Only the area specified is scanned.
- **Mixed Size Originals** allows you scan documents containing different size pages. The pages must be the same width, like A4 LEF and A3 SEF (8.5x11" LEF and 11x17" SEF), other combinations are shown on the screen. The device will detect the size of the documents and determine whether the receiving fax machine can support the various paper sizes. If the receiving fax cannot support the page sizes, the image is reduced or enlarged to fit.

Select **Save** to save your selections and exit.

Reduce/Split

Select **Reduce/Split** to specify how your faxed document is printed if your document paper size is larger than the receiving fax machine's capabilities. The options are:



- **Reduce to Fit** this option reduces the image to fit the paper size of the receiving fax machine.
- **Split Across Pages** this option splits the document into 2 equal parts, or the majority of the image is put on to 1 page and the remainder on the next page.

Select **Save** to save your selections and exit.

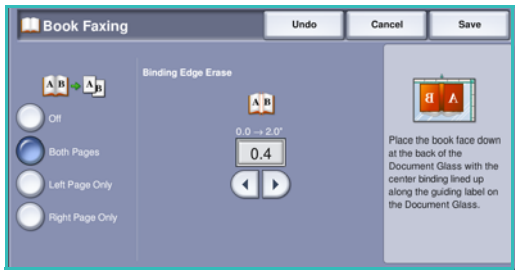
Book Faxing

CAUTION: Do not close the *document feeder* when scanning bound originals.

Select **Book Faxing** to specify which page or pages of a book are to be scanned. The book original is placed face down on the *document glass* with the spine of the book lined up with the marker on the rear edge of the *document glass*. Align the top of the bound original against the rear edge of the *document glass*.

The device will identify the size of the original during scanning. If the pages have a black or dark colored border the device will assume that the pages are smaller than they really are. To overcome this use the **Custom Scan Areas** feature in **Original Size** to enter the exact size of the page. Refer to Original Size on page 75 for more information.

The options are:



- **Both Pages** use to scan both pages, the left page of the book first will be scanned first. Use the *arrow* buttons to specify an amount from 0 to 50 mm (0 to 2”) to be deleted from the center of the book in order to delete unwanted marks reproduced from the gutter of the book.
- **Left then Right** or **Right then Left** is used to scan both pages, but the pages will be scanned in the order specified. These options replace the **Both Pages** option and will not be displayed unless enabled in **Tools**. Refer to Display Options on page 253 of Administration and Accounting.
- **Left Page Only** use to scan the left page only. Use the *arrow* buttons to specify an amount from 0 to 25mm (0 to 1”) to be deleted from the right side of the page in order to delete unwanted marks reproduced from the gutter of the book.
- **Right Page Only** use to scan the right page only. Use the *arrow* buttons to specify an amount from 0 to 25mm (0 to 1”) to be deleted from the left side of the page in order to delete unwanted marks reproduced from the gutter of the book.

Select **Save** to save your selections and exit.

Several pages of a bound document can be faxed using the *Build Job* feature. Refer to Build Job on page 83 for more information.

Fax Options

The *Fax Options* allow you to specify how your fax document is transmitted and how it is printed at the receiving fax machine. To access the *Fax Options*, select **Services Home** and **Fax**. Then select the **Fax Options** tab.

Confirmation Report

Select **Confirmation Report** to print a broadcast report to identify the success or failure of a fax job. The options displayed depend on the settings enabled in *Tools*. Refer to the System Administrator Guide for more information.

The options are:

Print Confirmation

- Use to print a transmission report containing details about the fax, together with a reduced copy of the first faxed page.
- The *Confirmation* report is printed after every transmission.
- When sending a fax to multiple recipients, one report is printed listing all of the recipients.

Print On Error Only

- Select this option to print the *Confirmation* report only if an error occurs with the transmission.

Select **Save** to save your selections and exit.

Starting Rate

Use **Starting Rate** to select the top transmission speed of your fax job. The actual transmission speed will depend on the receiving fax machine. The options are:

Super G3 (33.6 Kbps)

- The fastest fax transmission rates and the default option.
- Determines the transmission rate to be used based on the maximum capabilities of the receiving fax machine.
- This rate minimizes transmission errors by using *Error Correction Mode (ECM)*. Initial transmission speed is 33,600 Bits Per Second (bps).

G3 (14.4 Kbps)

- The standard Group 3 fax transmission rates. These are used in fax environments where there is existing noise or stress on the phone network which prevents higher speed fax transmissions working well.
- Selects the transmission rate based on the maximum capabilities of the receiving fax machine.

- Initial transmission speed is 14,400 Bits Per Second (bps). This rate minimizes transmission errors by using *Error Correction Mode (ECM)*.

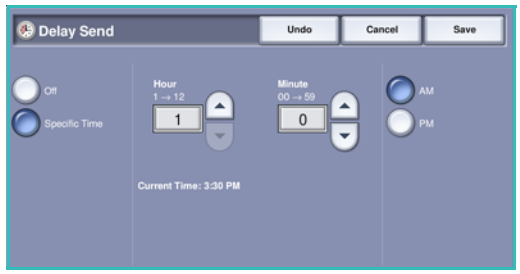
Forced (4800 bps)

- Used in areas of low quality communication, when experiencing telephone noise, or when fax connections are susceptible to errors.
- Forced (4800 bps) is a slower transmission rate but is less susceptible to errors. In some regional areas the use of Forced (4800 bps) is restricted.

Select **Save** to save your selections and exit.

Delay Send

Select **Delay Send** to specify the time within the next 24 hours that you want the fax to be transmitted. Use this feature to transmit faxes during off-peak hours or when sending to another country or time zone. *Delay Send* can also be used with *Mailbox* and *Polling* options.



1. Select **Specified Time** and select either the **Hour** or the **Minute** field to enter a time to send your fax.
2. Use the *arrow* buttons or numeric keypad to enter the hours and minutes.

   If the device is set up to display the time using a 12 hour clock, you must also select either the **AM** or **PM** button.
3. Select **Save** to save your selections and exit.

Once scanned, the fax will be stored in memory and sent at the specified time.

> Note: *Delay Send* can be used for *Batch Send* fax jobs. For more info refer to Batch Send on page 69.

Send Header Text

This feature allows you to add header text information when sending the fax. This is in addition to the standard header text. The information is printed in the header at the top of each page of the fax transmission. The information included is displayed on the screen and can be customized using Tools. Refer to the System Administrator Guide for more information.

Select **On** then **Save** to enable the *Send Header Text* to print on the fax output.

Mailboxes

Mailboxes are areas of device memory where incoming faxes are stored or from which outgoing faxes can be polled. Mailboxes enable you to store all received fax documents until it is convenient to retrieve them. Conversely, storing fax documents in a mailbox for *Polling* allows a remote user or users to retrieve the fax on demand.

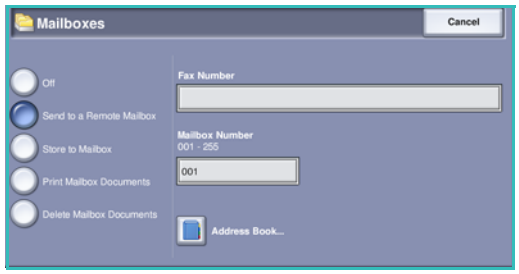
Mailboxes must be set up by the System Administrator before fax documents can be stored in them. The device can contain up to 200 electronic mailboxes within its memory. To allow a remote user to fax to your mailbox they must know your mailbox number. To retrieve a document from your mailbox the remote user must know your mailbox number and if, appropriate, your passcode.

The mailbox passcode ensures that the fax documents held in the mailbox are secure and can only be accessed by an authorized user. The passcode is a 4 digit number. If the mailbox has been setup with a passcode of 0000 then any combination of numbers, including no numbers, can be entered as the passcode to gain access to the mailbox.

Select the **Mailboxes** button. The options are:

Send to a Remote Mailbox

This feature enables you to send a fax directly to an individual's private mailbox on a remote machine. The remote machine must have mailbox capabilities.



1. Select **Send to a Remote Mailbox**.
2. Select the **Fax Number** entry field and enter the recipient's fax number using the numeric keypad. Alternatively, select the **Address Book** option and select the recipient from the directory.

   To send to a remote mailbox you must know the recipients mailbox number.
3. Select the **Mailbox Number** entry field and enter the mailbox number, between 001 and 255.
4. Select **Save** to save your selections and exit.
5. If required, use **Delay Send** to program a specific time to send the fax. Refer to Delay Send on page 78 for more information.
6. Load the originals and select **Start** on the control panel to send the fax to the recipient's mailbox.

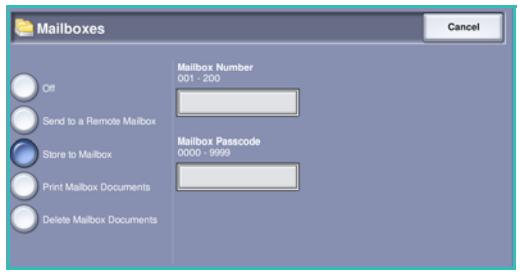
   A *Store to Remote Mailbox* message is displayed for information.

If enabled by your System Administrator, a report is printed once the documents are sent to the remote mailbox.

Store to Local Mailbox

This feature allows you to store documents to be polled. The document is stored in your mailbox and automatically sent to a remote fax machine when requested.

1. Select the **Store to Mailbox** button.
2. Select the **Mailbox Number** entry field and enter the mailbox number, between 001 and 200.
3. Select the **Mailbox Passcode** entry field and enter the 4-digit mailbox passcode.
4. Load the originals and select **Start**.

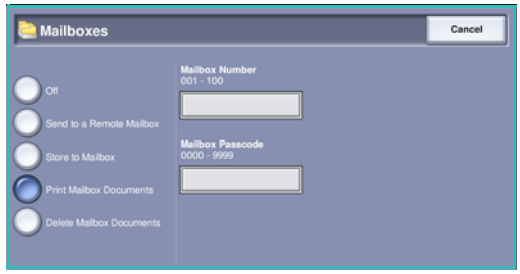


Your fax job is scanned and stored in the mailbox and the *Mailboxes* screen returns.

Print Mailbox Documents

Faxes stored in your mailbox can be printed.

1. Select the **Print Mailbox Documents** button.
2. Select the **Mailbox Number** entry field and enter the mailbox number, between 001 and 200.
3. Select the **Mailbox Passcode** entry field and enter the 4-digit mailbox passcode.
4. Select **Start** to print the contents of the mailbox.



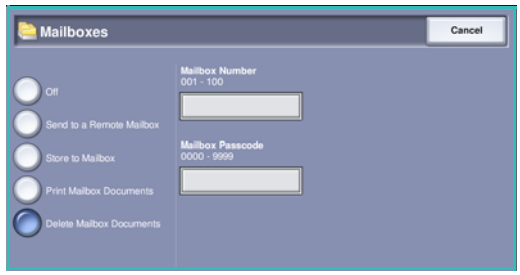
The documents may be deleted after printing, depending on the *Mailbox & Polling Policies* set.

Delete Mailbox Documents

All the faxes stored in your mailbox can be deleted. *Mailbox Documents* are faxes you have stored ready for *Polling* and faxes that you have received in your mailbox.

1. Select the **Delete Mailbox Documents** button.
2. Select the **Mailbox Number** entry field and enter the mailbox number, between 001 and 200.
3. Select the **Mailbox Passcode** entry field and enter the 4-digit mailbox passcode.
4. Select **Start** to delete the contents of the mailbox.

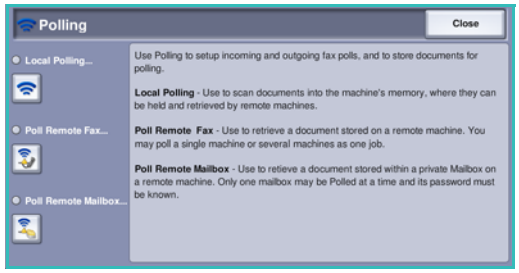
   Note: The storage time for faxes is set up by the System Administrator.



A confirmation screen is displayed prior to deleting the faxes stored in the selected mailbox.

Polling

Using the Polling function, documents stored on a remote fax machine can be retrieved and printed on your device. Alternatively, documents stored on your device can be polled by a remote fax machine. Polling is a useful way of constantly providing access to updated information without having to re-distribute it.



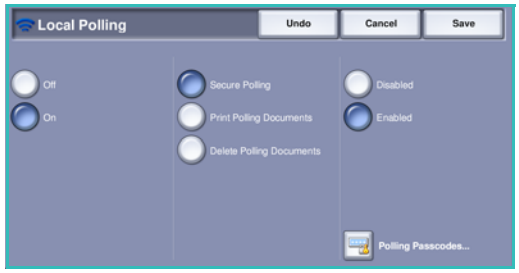
Local Polling

The *Local Polling* feature allows a fax document to be left in the memory of your device to be retrieved by another fax machine. If the fax document is in memory it may be polled once and deleted, or polled several times, depending on the *Mailbox & Polling Policies* set.

Select the **Local Polling** button and then **On** to enable *Local Polling*. The options are:

- **Secure Polling** is used for sensitive documents. Access is only granted if the fax numbers of the retrieving devices have been entered, or if the **Allow All Address Book numbers access** option is selected.
  a. Select the **Secure Polling** button and then **Enabled**.
  b. Select the **Polling Passcodes** button and add the fax numbers of the devices retrieving the document. Alternatively, select **Allow All Address Book numbers access** to enable all fax numbers stored in the Address Book access to the document.
  c. Use **Add** to add more than one number to the list. To delete a number from the list, select the entry and select **Delete**.
  d. Select **Close** to exit.
  e. Load the originals to be stored for polling and press **Start**.

  The originals are scanned and stored in memory ready to be polled.

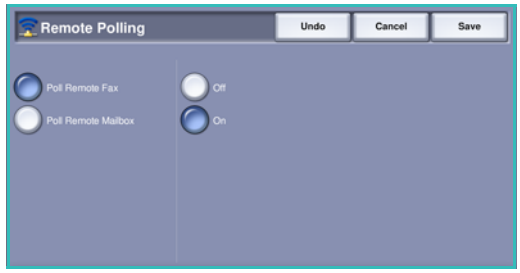


- **Print Polling Documents** prints the documents stored in memory.
- **Delete Polling Documents** deletes all stored documents. A confirmation screen is displayed, select **Delete All** or **Cancel**.

Select **Save** to save your selections and exit.

Poll Remote Fax

The *Poll a Remote Fax* feature allows you to call a remote fax machine. The call locates and retrieves faxes stored at the remote machine. Remote Polling allows you to poll a remote machine immediately or at a specified time. More than one remote machine can be polled at a time.



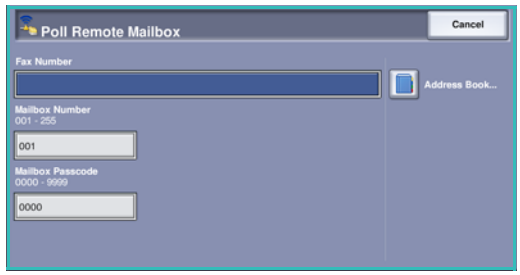
1. Select the **Poll a Remote Fax** button and select **On**. Then select **Save**.
2. Enter the fax numbers of the devices which are being polled. Use **Add** to add more than one number to the list.

   Use the **Speed Dial** or **Address Book** option to add a specific number from the directory.
3. If required, use **Delay Send** to program a specific time to poll the remote machine. Refer to Delay Send on page 78 for more information.
4. Select **Start** to commence polling.

The remote device is polled and the retrieved document printed.

Poll Remote Mailbox

The *Poll Remote Mailbox* feature allows you to call a remote machine which has a mailbox setup. The call locates and retrieves the faxes stored within the mailbox. The mailbox number and passcode must be known.



1. Select the **Poll a Remote Mailbox** button.
2. Select the **Fax Number** entry field and enter the fax number of the device being polled using the numeric keypad. Use the **Address Book** option to add the number if required.

   Use the **Dialing Characters** option to enter the number if special characters are required. Refer to Dialing Characters on page 68 for more information.
3. Select the **Mailbox Number** entry field and enter the mailbox number, between 001 and 200.
4. Select the **Mailbox Passcode** entry field and enter the 4-digit mailbox passcode.
5. Select **Start** to commence polling the mailbox.

The remote device mailbox is polled and the retrieved document printed.

Fax Reports

Various fax reports are available for printing on your device. Select one of the following reports to print:

- **Activity Report** prints details of the last 50 fax transactions.
- **Address Book Individuals Report** prints details of all entries in the individual directory.
- **Address Book Group Report** prints details of all groups in the group directory.
- **Options Report** prints details of the fax card configuration.

- **Pending Jobs Report** prints information about jobs currently queued in the device memory and details of available memory.

Select **Print Report** to print the selected report.

Job Assembly

This tab provides access to the *Build Job* feature for compiling jobs which have different originals or programing requirements within a job. To access the *Job Assembly* options, select **Services Home** and **Fax**. Then select the **Job Assembly** tab.

Build Job

Use this feature to build a job that requires different settings for each page, or a segment of pages.

You can select the appropriate settings to be applied to individual pages or segments of a completed job. First split the originals into sections for individual programing.

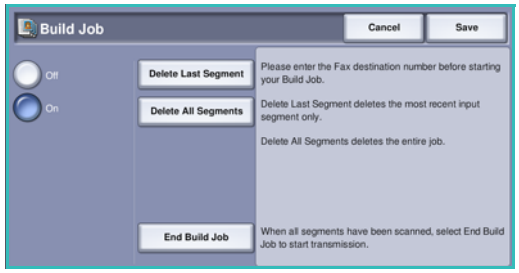
Some pages with text and some with photos

Some pages 2 sided and some 1 sided

Various sized originals

More than 100 pages

1. Select **Build Job** on the **Job Assembly** tab.
2. Switch on *Build Job* by selecting the **On** button and select **Save**.
3. Select the options required for the first segment of the job.
4. Load the first segment originals and press **Start**.
5. Remove the first segment originals. The *Build Job* screen displays the first segment in the list. The following options can be applied:



   - **Delete Last Segment** deletes the last segment scanned. You can continue programing the *Build Job*.
   - **Delete All Segments** deletes the current *Build Job* and returns you to the main *Build Job* screen.
6. Select the options required for the second segment.
7. Load the second segment originals and press **Start**.
8. Repeat these steps until all segments of your job have been programmed and scanned.
9. After the last segment has been scanned, select **End Build Job** to indicate you have finished scanning and the job can be processed and completed.

Server Fax

If Authentication or Accounting has been enabled on your device you may have to enter log in details to access the features. Refer to Log In / Out on page 25 of Getting Started.

1. To select the **Server Fax** service, press the **Services Home** button.
2. Select the **Server Fax** option.

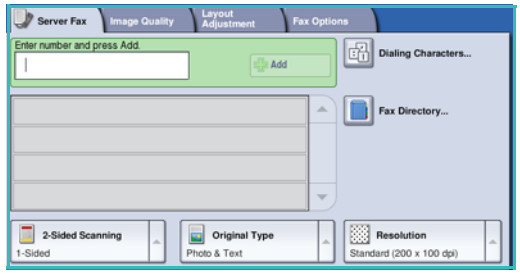
   When a service is selected on the device, additional options and features are displayed. Most feature screens include the following buttons to confirm or cancel your choices.

   - **Undo** resets the current screen to the values that were displayed when the screen was opened.
   - **Cancel** resets the screen and returns to the previous screen.
   - **Save** saves the selections made and returns to the previous screen.
   - **Close** closes the screen and returns to the previous screen.

   If an option is not required, use the **Off** option to disable a feature.

Sending a Server Fax

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to touch the documents.
   Or.....
   Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.
3. Press the **Services Home** button and select the **Server Fax** option. The *Server Fax* features are displayed.



4. Enter the recipient's fax number by:
   - **Keypad Dial** - select the Enter Number area on the touch screen and enter the number using the numeric keypad.
   - **Fax Directory** - Touch the **Fax Directory** button, select an entry from the Fax Directory to add to the Recipient list.
5. Select **Add** to add the number to the Recipient list.

6. Select the required features for your fax job using the touch screen:

   Dialing Characters are alphanumeric characters which have a specific fax function and can be entered as part of the fax number.

   2-Sided Scanning is used to select whether your originals are 1-sided or 2-sided.

   Original Type is used to define the original document as text, text and photo, or photo.

   Resolution can be used to optimize the resolution settings.

7. Press **Start** to scan the originals and process the *Server Fax* job.
   Remove the originals from the *document feeder* or *document glass* when scanning has completed.

   Note: The *Server Fax* job enters the job list ready for sending.

8. Select **Job Status** to view the job list and check the status of your job.

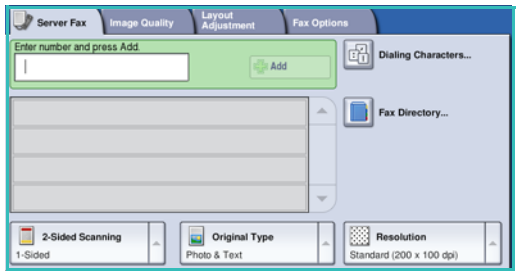
Dialing Options

The dialing options enable you to enter the destination fax number or numbers. Select the appropriate dialing option for your fax job.

To access the *Dialing Options*, select **Services Home** and **Server Fax**.

Manual Dialing

1. Select the fax number field and enter the fax number required using the numeric keypad.
2. If special characters are required, use the **Dialing Characters** option to enter the number plus additional dialing characters. Refer to Image Quality on page 74 for further information.
3. Select **Add** to add the number to the Recipient list. Enter additional numbers as required.



The fax will be sent to all the numbers in the Recipient list.

Dialing Characters

Additional dialing characters can be accessed by selecting the **Dialing Characters** button. Use this option to enter the fax number if special characters are required. To enter a fax number using the dialing characters:

1. Select the **Dialing Characters** button.
2. Use the numeric keypad to enter the number plus additional dialing characters.

   The following characters are available:

   - **Dial Pause [,]** use to pause between numbers. The pause allows time to switch from an inside to an outside line during automatic dialing. For additional pause time, add multiple pauses. If you are using charge code numbers, enter a pause after the fax number but before the charge code number.
   - **Long Pause [,]** use to enter a long pause between numbers.
   - **Mask Data [/]** use to protect confidential information. For example, if a special charge code or credit card number is required for a call, simply use the *Mask Data* character. Select the / character before entering confidential numbers. After the last confidential numbers, select / again to turn the mask data off. Characters between the / symbols will appear as *.
   - **Group Dial [\]** use to add another fax number to the entry if the fax is being transmitted to multiple recipients.
   - **Pulse to Tone [:]** use to switch between pulse and tone dialing.
   - **Password Check [S]** use for remote terminal identification. This character verifies that the correct number has been dialled.
   - **Wait for Network Tone [W]** suspends dialing until an expected network tone is detected. It can also be used to detect a specific tone when accessing an outside line or other service.
   - **Optional Readability Characters [+]** and **[ ]** these characters are used for readability purposes and do not affect the number entered. For example, if you wish to identify the area code of a fax number, you can use the space readability character 01234 567890.
3. When you have entered the fax number and dialing characters required, select **Add** to add the number to the Recipient list.
4. Select **Close** to return to the fax options.

2-Sided Scanning

The *2-Sided Scanning* option allows you to set whether 1 or 2 sides of your original document are scanned. Documents must first be loaded in the *document feeder* to enable the *2 Sided* option. The options are:

- **1 Sided** is used if your original documents are single-sided.
- **2 Sided** is used if your original documents are double-sided. The *document feeder* must be used to scan your originals with this option.
- **2-Sided, Rotate Side 2** select if your original opens up like a calendar.

Original Type

Use this option to define the type of original being used for scanning. Making the correct selection enhances the quality of your output image. The options are:

- **Photo & Text** is recommended for originals containing high quality photographs and halftones. Using this setting the scanned image will contain high quality pictures though the sharpness of text and line art is slightly reduced.
- **Photo** is used specifically for originals containing photos or continuous tones without any text or line art. Produces the best quality for photos but reduced quality text and line art.
- **Text** produces sharper edges and is recommended for text and line art. This option requires less communication time.

Resolution

The *Resolution* affects the appearance of the fax at the receiving fax terminal. A higher resolution produces a better quality image. A lower resolution reduces communication time. The options are:

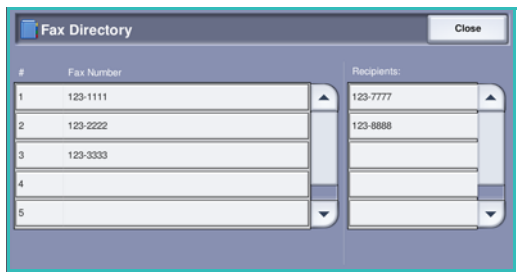
- **Standard (200x100 dpi)** is recommended for text documents. It requires less communication time but does not produce the best image quality for graphics and photos.
- **Fine (200 dpi)** is recommended for line art and photos. This is the best choice in most cases.

Fax Directory

The *Fax Directory* is used to store individual fax numbers which are used frequently. The *Fax Directory* can be accessed from all screens where a fax number requires entering. Up to 29 entries can be added.

Using the Fax Directory

If numbers have been entered into the *Fax Directory* they can be accessed via the **Fax Directory** button.



1. Select the **Fax Directory** button.

   A list of fax numbers entered in the *Fax Directory* is displayed.
2. Select the required number and select **Add to Recipients** from the drop-down menu. The number is added to the Recipient list.

   Continue adding recipients as required.
3. To edit an entry, select it in the list and select the **Edit** button.

   Edit the entry as required and select **Save**.
4. To clear an entry from the list, select the entry requiring deletion and select **Clear Entry** from the drop-down menu. A confirmation screen is displayed, select **Clear Entry**.
5. Select **Close** to return to the fax options.

The fax will be sent to all the numbers in the Recipient list.

Setting up the Fax Directory

1. Select the **Server Fax** tab and the **Fax Directory** button.
2. Select an empty slot from the list of entries. If necessary, use the *scroll bar*.
3. Enter the fax number in the **Edit Fax Number** field.
   Use the **C** button to delete an incorrect entry, or to clear the entire entry select the **X** button.
   Select **Save**.
   The new entry is displayed in the list.
4. To use the entry for the current job, select the entry in the list and select **Add To Recipients**.
   The number is added to the Recipient list.
5. To edit an entry, select it in the list and select the **Edit** button.
   Edit the entry as required and select **Save**.
6. To exit from the *Fax Directory*, select **Close**.

Image Quality

The *Image Quality* options provide access to the features which enhance the image quality or output. To access the *Image Quality* options, select **Services Home** and **Server Fax**. Then select the **Image Quality** tab.

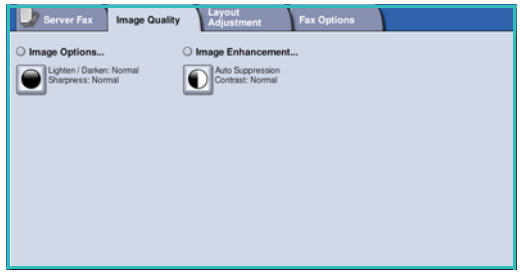


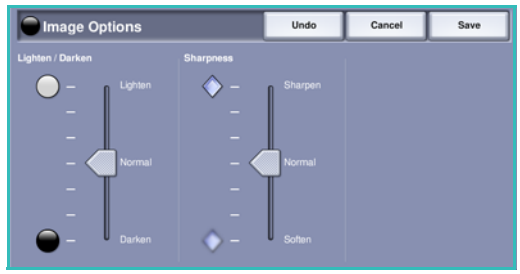
Image Options

Select **Image Options** to adjust the lightness and darkness of the image, and to sharpen the image. The options are:

Lighten/Darken

Provides a manual control to adjust the lightness or darkness of the scanned images.

- Move the indicator down to darken the scanned image, for light originals such as pencil images.
- Move the indicator up to lighten the scanned image, for dark originals such as halftones or originals with colored backgrounds.



Sharpness

This provides manual control to adjust the sharpness of the scanned images.

- Move the indicator up to sharpen the scanned image.
- Move the indicator down to soften the scanned image.

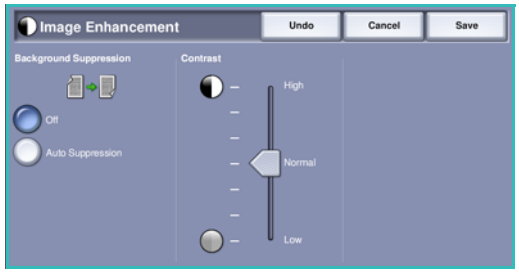
Select **Save** to save your selections and exit.

Image Enhancement

Select **Image Enhancement** to reduce background and adjust the image

. The options are:

Background Suppression



This enhances originals that have colored backgrounds, by reducing or eliminating the background from your original. This option is useful when your original is on colored paper.

- Select **Auto Suppression** to automatically suppress unwanted background.
- Select **Off** to turn the Background Suppression feature off, particularly when:
  - The **Darken** adjustment does not produce a satisfactory output from light originals.
  - The original has a gray or colored border, such as a certificate.
  - You want to bring out fine detail that was lost due to a dark edge when using bound originals.

Contrast

The *Contrast* feature controls the image density on the output and compensates for an original that has too much or too little contrast on the image.

- Select **Manual Contrast** to set the level of contrast yourself. Move the indicator towards the **High** setting to reproduce more vivid blacks and whites for sharper text and lines but less detail in pictures. Move the indicator towards the **Low** setting to reproduce more detail in light and dark areas of the original.

Select **Save** to save your selections and exit.

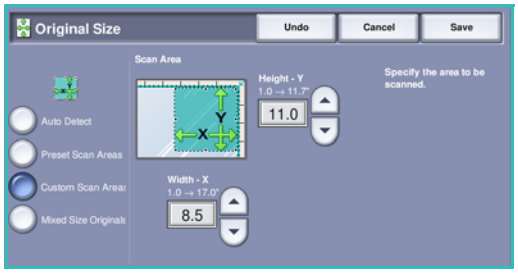
Layout Adjustment

The *Layout Adjustment* options allow you to specify the original size or mixed size originals for scanning. To access the *Layout Adjustment* options, select **Services Home** and **Server Fax**. Then select the **Layout Adjustment** tab.

Original Size

Select **Original Size** to enter the size of your document when scanning from the *document glass* or the *document feeder*. Your device uses this information to calculate the size of your original and the scanned image. You can also select **Auto Detect** for automatic size detection, or **Mixed Size Originals** if scanning a mix of sizes. The options are:

- **Auto Detect** is the default setting and enables automatic size sensing. The size detected is matched to a standard size paper.
- **Pre-set Scan Areas** allows you to define the size of your original from a list of pre-set, standard document sizes. You can view the list by using the scroll bar.
- **Custom Scan Areas** is used to enter a specific area for scanning. Measure the area to be scanned on the original and enter the X and Y axis measurements into the fields provided. Only the area specified is scanned.
- **Mixed Size Originals** allows you scan documents containing different size pages. The pages must be the same width, like A4 LEF and A3 SEF (8.5x11" LEF and 11x17" SEF), other combinations are shown on the screen.



The device will detect the size of the documents and determine whether the receiving fax machine can support the various paper sizes. If the receiving fax cannot support the page sizes, the image is reduced or enlarged to fit.

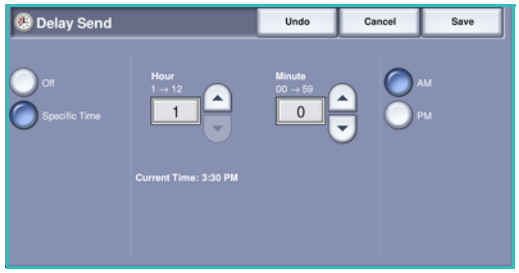
Select **Save** to save your selections and exit.

Fax Options

The *Fax Options* allow you to specify a specific time for sending your fax. To access the *Fax Options*, select **Services Home** and **Server Fax**. Then select the **Fax Options** tab.

Delay Send

Select **Delay Send** to specify the time within the next 24 hours that you want the fax to be transmitted. Use this feature to transmit faxes during off-peak hours or when sending to another country or time zone. *Delay Send* can also be used with Mailbox and Polling options.



1. Select **Specified Time** and select either the **Hour** or the **Minute** field to enter a time to send your fax.
2. Use the *arrow* buttons or numeric keypad to enter the hours and minutes.

   If the device is set up to display the time using a 12 hour clock, you must also select either the **AM** or **PM** button.
3. Select **Save** and program and scan the fax job.

The fax will be stored in memory and sent at the specified time.

Internet Fax

If Authentication or Accounting has been enabled on your device you may have to enter log in details to access the features. Refer to Log In / Out on page 25 of Getting Started.

1. To select the **Internet Fax** service, press the **Services Home** button.
2. Select the **Internet Fax** option.

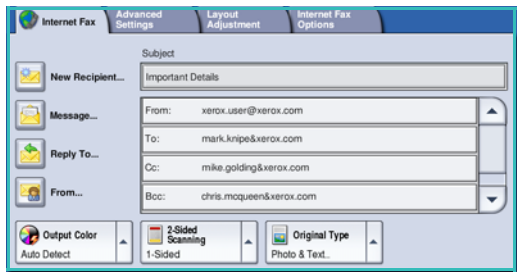
   When a service is selected on the device, additional options and features are displayed. Most feature screens include the following buttons to confirm or cancel your choices.

   - **Undo** resets the current screen to the values that were displayed when the screen was opened.
   - **Cancel** resets the screen and returns to the previous screen.
   - **Save** saves the selections made and returns to the previous screen.
   - **Close** closes the screen and returns to the previous screen.

   If an option is not required, use the **Off** option to disable a feature.

Sending an Internet Fax

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to touch the documents.
   Or.....
   Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.
3. Press the **Services Home** button and select the **Internet Fax** option. The *Internet Fax* features are displayed.
4. Select **New Recipients**.
5. Select **To** or **Cc** for the recipient using the drop-down menu to the left of the entry box.
6. Using the keyboard, enter the e-mail address.



   - Up to 128 alphanumeric characters can be entered.
   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
   - Use the **Keyboards...** button to access additional language keyboards.

   Select **Add** to add the e-mail address to the Recipient list. Continue adding e-mail addresses until all the recipients have been added to the list, then select **Save**.

   All the recipients are displayed in the Recipient list.

If an address book has been setup, enter the name of the recipient and select **Search**. A list of matching recipients is displayed. Select the e-mail address required and select **Add (To:)** or **Add (Cc:)** from the drop-down menu. The e-mail address is added to the recipient list. Multiple recipients can be added to the Recipient list in this way. Select **Close** to exit.

7. Enter the **Message**, **Reply To**, **From** and **Subject** details as required.
8. Select the required features for your fax job using the touch screen:

Output Color is used to replicate the original colors or to change the output to black and white, grayscale or color.

Note: This feature may not be available on your device.

2-Sided Scanning is used to select whether your originals are 1-sided or 2-sided.

Original Type is used to define the original document as text, text and photo, or photo.

9. Press **Start** to scan the originals and process the *Internet Fax* job. Remove the originals from the *document feeder* or *document glass* when scanning has completed.

   Note: The *Internet Fax* job enters the job list ready for sending.
10. Select **Job Status** to view the job list and check the status of your job.

New Recipient

Use this option to enter details of all the recipients of the internet fax. To enter the recipient details:

1. Select **New Recipients**.
2. Select **To** or **Cc** for the recipient using the drop-down menu to the left of the entry box.
3. Using the keyboard, enter the e-mail address.
   - Up to 128 alphanumeric characters can be entered.
   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
   - Use the **Keyboards...** button to access additional language keyboards.

4. Select **Add** to add the e-mail address to the Recipient list.
5. Continue adding e-mail addresses until all the recipients have been added to the list.

   Select **Close**.

All the recipients are displayed in the Recipient list.

If an *Address Book* has been setup the **Search** option can be used to search for e-mail addresses. Refer to Address Book on page 96.

Message:

This option is used to enter a message for the internet fax. The message is the text contained within the internet fax and not the subject line.

1. Using the keyboard, enter the message required.
   - Up to 128 alphanumeric characters can be entered.
   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
   - Use the **Keyboards...** button to access additional language keyboards.
2. Select **Save** to save your selections and exit.

Reply To

The **Reply To** feature enables you to include an e-mail address you want the recipient to reply to. For example you can enter your personal e-mail address. If you logged in through authentication and your details are available in the *Address Book*, your e-mail address is displayed.

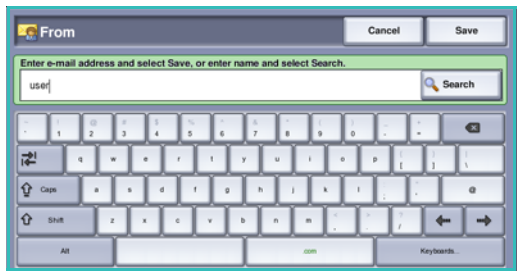
1. Using the keyboard, enter the message required.
   - Up to 128 alphanumeric characters can be entered.
   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
   - Use the **Keyboards...** button to access additional language keyboards.

   If an address book has been setup, enter the name required and select **Search**. A list of matching names is displayed. Select the e-mail address required and select **Save**.
2. If required, select **Save** to save your selections and exit.

The e-mail address entered is displayed in the **Reply To** field.

From:

To enter or edit the sender's name:



1. Select **From**.
2. If a default name is displayed, select the **X** button to delete the entry.
3. Using the keyboard, enter the e-mail address of the sender.
   - Up to 128 alphanumeric characters can be entered.
   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
   - Use the **Keyboards...** button to access additional language keyboards.

   If an address book has been setup, enter the name required and select **Search**. A list of matching names is displayed. Select the e-mail address required and select **Save**.

4. If required, select **Save** to save and return to the previous screen, or **Cancel** to exit.

The e-mail address entered is displayed in the **From** field.

Subject:

To enter a subject for the internet fax:

1. Select the **Subject** field.
2. Using the keyboard, enter the subject of the internet fax.
   - Up to 128 alphanumeric characters can be entered.
   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
   - Use the **Keyboards...** button to access additional language keyboards.
3. Select **Save** to save and return to the previous screen, or **Cancel** to exit.

The subject entered is displayed in the **Subject** field.

Output Color

Select the Auto Detect option in Output Color to automatically detect and match the color of your original and produce black and white, grayscale or color output from your original. The options are:

- **Auto Detect** to select output that matches your original.
- **Black & White** to select black and white output regardless of the color of your original.
- **Grayscale** to use gray scales instead of color.
- **Color** to select color output from your original.

  Note: This feature may not be available on your device.

2-Sided Scanning

The *2-Sided Scanning* option allows you to set whether 1 or 2 sides of your original document are scanned. Documents must first be loaded in the *document feeder* to enable the *2 Sided* option. The options are:

- **1 Sided** is used if your original documents are single-sided.
- **2 Sided** is used if your original documents are double-sided. The *document feeder* must be used to scan your originals with this option.
- **2-Sided, Rotate Side 2** select if your original opens up like a calendar.

Original Type

Use this option to define the type of original being used for scanning. Making the correct selection enhances the quality of your output image. The options are:

- **Photo & Text** is recommended for originals containing high quality photographs and halftones. Using this setting the scanned image will contain high quality pictures though the sharpness of text and line art is slightly reduced.
- **Text** produces sharper edges and is recommended for text and line art.
- **Photo** is used specifically for originals containing photos or continuous tones without any text or line art. Produces the best quality for photos but reduced quality text and line art.

Address Book

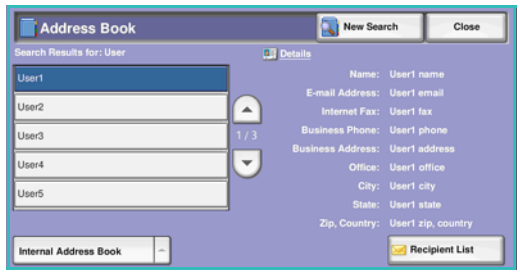
If the device has been setup to access the Network and Internal Address Books, you can use them to select recipients. For information about setting up address books, refer to the System Administrator Guide.

1. Select **New Recipients**.
2. Enter the name of the recipient and select **Search**.

   The matching entries are displayed.
3. Select the e-mail address required. The recipient details are displayed to the right of the list.
4. Select **Add (To:)** or **Add (Cc:)** from the drop-down menu.

   The e-mail address is added to the recipient list.

   Continue adding e-mail addresses as required.



5. To search different address books select the **Internal Address Book** option. Select the *Address Book* required using the drop-down menu and search using the same method described.
6. Select **Recipient List** to view the current Recipient list. To remove an entry from the list, select the entry and select **Remove** from the drop-down menu. The recipient is removed from the list.
7. Select **New Search** to continue adding recipients or **Close** to exit.

The *Address Book* **Search** option can also be used when entering a *Reply To* or *From* e-mail address.

Advanced Settings

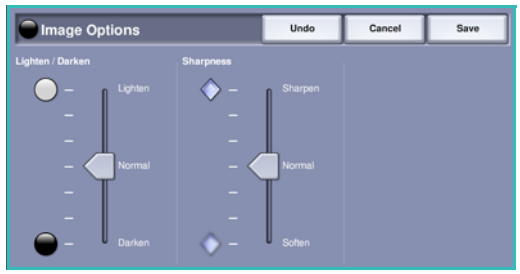
The *Advanced Settings* provide access to the features which enhance the image quality or output quality. To access the *Advanced Settings*, select **Services Home** and **Internet Fax**. Then select the **Advanced Settings** tab.

Image Options

Select **Image Options** to adjust the lightness and darkness of the image, and to sharpen the image. The options are:

Lighten/Darken

Provides a manual control to adjust the lightness or darkness of the scanned images.



- Move the indicator down to darken the scanned image, for light originals such as pencil images.
- Move the indicator up to lighten the scanned image, for dark originals such as halftones or originals with colored backgrounds.

Sharpness

This provides manual control to adjust the sharpness of the scanned images.

- Move the indicator up to sharpen the scanned image.
- Move the indicator down to soften the scanned image.

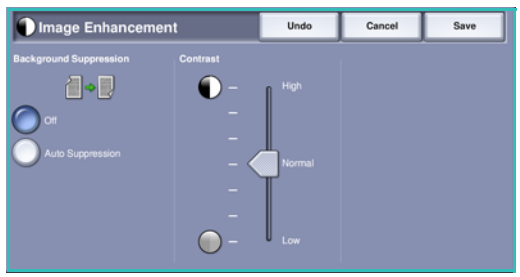
Select **Save** to save your selections and exit.

Image Enhancement

Select **Image Enhancement** to reduce background and adjust the image contrast. The options are:

Background Suppression

This enhances originals that have colored backgrounds, by reducing or eliminating the background from your original. This option is useful when your original is on colored paper.



- Select **Auto Suppression** to automatically suppress unwanted background.
- Select **Off** to turn the *Background Suppression* feature off, particularly when:
  - The Darken adjustment does not produce a satisfactory output from light originals.
  - The original has a gray or colored border, such as a certificate.
  - You want to bring out fine detail that was lost due to a dark edge when using bound originals.

Contrast

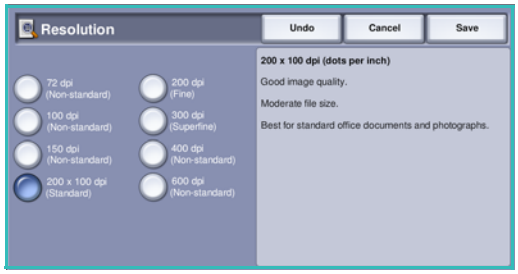
The *Contrast* feature controls the image density on the output and compensates for an original that has too much or too little contrast on the image.

- Select **Manual Contrast** to set the level of contrast yourself. Move the indicator towards the **High** setting to reproduce more vivid blacks and whites for sharper text and lines but less detail in pictures. Move the indicator towards the **Low** setting to reproduce more detail in light and dark areas of the original.

Select **Save** to save your selections and exit.

Resolution

The *Resolution* affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time. The options are:



- **72 dpi** recommended for output displayed on a computer. It produces the smallest file size.
- **100 dpi** recommended for output that delivers low quality text documents.
- **150 dpi** recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics.
- **200 x 100 dpi** recommended for standard office documents and photographs.
- **200 dpi** recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics.
- **300 dpi** recommended for high quality text documents that are to pass through *OCR* applications. Also recommended for high quality line art or medium quality photos and graphics. This is the best choice in most cases.
- **400 dpi** recommended for photos and graphics. It produces average image quality for photos and graphics.
- **600 dpi** recommended for high quality photos and graphics. It produces the largest image file size, but delivers the best image quality.

Select **Save** to save your selections and exit.

Quality / File Size

The **Quality / File Size** settings allow you to choose between scan image quality and file size. These settings allow you to deliver the highest quality or make smaller files. A small file size delivers slightly reduced image quality but is better when sharing the file over a network. A larger file size delivers improved image quality but requires more time when transmitting over the network. The options are:

- **Normal/Small** produces small files by using advanced compression techniques. Image quality is acceptable but some quality degradation and character substitution errors may occur with some originals.
- **Higher/Larger** produces larger files with better image quality.

- **Highest/Largest** produces the largest files with the maximum image quality. Large files are not ideal for sharing and transmitting over the network.

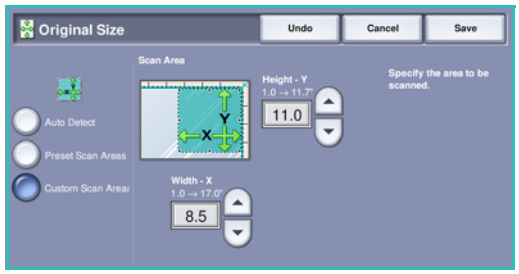
Select **Save** to save your selections and exit.

Layout Adjustment

The *Layout Adjustment* options allow you to manipulate the scanned image and enhance the appearance and style of your faxed document. To access the *Layout Adjustment* options, select **Services Home** and **Internet Fax**. Then select the **Layout Adjustment** tab.

Original Size

Select **Original Size** to enter the size of your document when scanning from the *document glass* or the *document feeder*. Your device uses this information to calculate the size of your original and the scanned image. You can also select **Auto Detect** for automatic size detection. The options are:

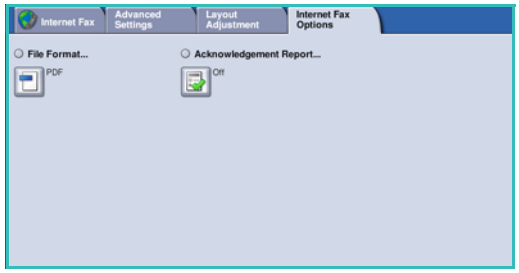


- **Auto Detect** is the default setting and enables automatic size sensing. The size detected is matched to a standard size paper.
- **Pre-set Scan Areas** allows you to define the size of your original from a list of pre-set, standard document sizes. You can view the list by using the scroll bar.
- **Custom Scan Areas** is used to enter a specific area for scanning. Measure the area to be scanned on the original and enter the X and Y axis measurements into the fields provided. Only the area specified is scanned.

Select **Save** to save your selections and exit.

Internet Fax Options

The *Internet Fax Options* allow you to temporarily change the format of the image file, set a *Reply To* address and add a brief message. The *Acknowledgement Report* can also be enabled. To access the *Internet Fax Options*, select **Services Home** and **Internet Fax**. Then select the **Internet Fax Options** tab.



File Format

File Format determines the type of file created and can be temporarily changed for the current job. You can select the file format you wish to use for your scanned image. The options are:

Multi-Page TIFF (Tagged Image File Format)

- This format produces a single TIFF file containing several pages of scanned images.
- A more specialized software is required to open this type of file format.

PDF Image Only (Portable Document Format)

- This allows recipients with the right software to view, print or edit the *Internet Fax* file, no matter what their computer platform.

  Note: Depending on the receiving device, the **PDF** selection may not be compatible when the resolution is set to **200 dpi**.

Select **Save** to save your selections and exit.

Acknowledgement Report

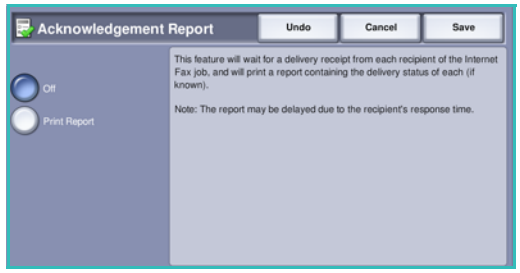
Using this feature a confirmation report is printed indicating the delivery status of the internet fax job. Each internet fax recipient provides a delivery receipt when the job is received. Once the receipt is received by the device, the report is compiled and printed.

Note: The report may be delayed depending on how quickly the recipients respond.

Print Report

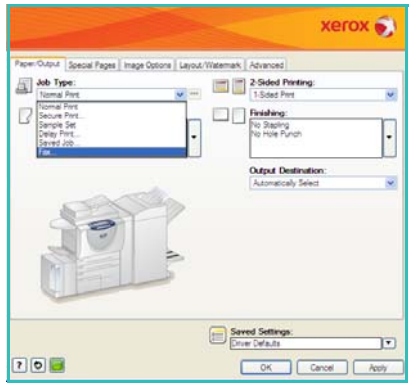
- The device requests a receipt from each of the recipients when the Internet Fax is sent.
- Once the recipients acknowledge receipt, the report is compiled and printed automatically.

Select **Save** to save your selections and exit.



Fax from PC

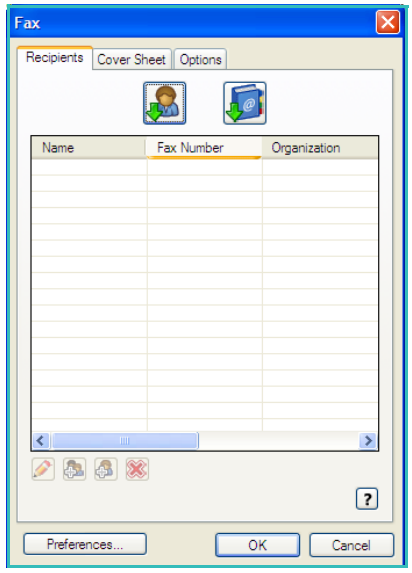
To fax your job, the fax option must be installed on your printer and fax must be enabled in the *Installable Options* screen.



1. Select or create a document on your PC.
2. With your document open in your application, select **Print**, then select your Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790 printer.

   If the printer is not available in the menu it may have not been installed correctly, contact your System Administrator for advice.
3. Select the **Properties** button to display the print driver printing preferences.
4. Select **Fax** as the **Job Type** on the Paper/Output screen of the print driver.

   The Fax Recipients screen will automatically open. This screen displays the recipients for the current fax.

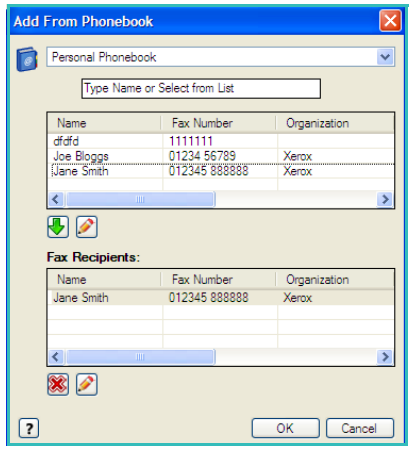


5. You can now *Add Fax Recipients* or *Add From Phonebook*.

   Select the **Add Recipient** button. Input the name and fax number of the recipient. Complete the additional information. Select the **Save to Personal Phonebook** option if you want to add the recipient to your Personal Phonebook.

   To enter a recipient from a phonebook select the **Add From Phonebook** button. Select the phonebook required. The system retrieves the phonebook information and the entries are displayed.

   - Type a name or select the name required from the list.
   - Use the green arrow to add a recipient to the list from the phonebook.
   - Use the **Edit** button to edit the entry in the Recipient list.



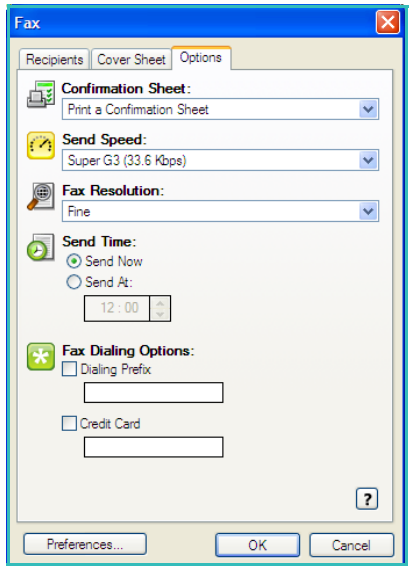
- Use the **Delete** button to delete an entry from the list.

When you have selected all the options you require, select **OK** to continue making selections for the job.

6. If you require a *Cover Sheet* to be sent with your fax document, select **Print a Cover Sheet** in the *Cover Sheet* tab. The *Cover Sheet* options window will display automatically, allowing you to customize the page to your requirements. Refer to Cover Sheet on page 105 for more information.

   When you have selected all the options you require, select **OK**.

7. Select the **Options** tab to program the following options:



   - **Confirmation Sheet** is used to print a confirmation sheet on the device containing details of the transmission.
   - **Send Speed** is used to select the top transmission speed of your fax job. The actual transmission speed will also depend on the speed capability of the receiving fax machine. Select either **Super G3 (33.6 Kbps)**, **G3 (14.4Kbps)** or **Forced (4800 bps)**.
   - **Resolution** affects the appearance of the fax at the receiving fax terminal. A higher resolution produces a better quality image. A lower resolution reduces communication time. Select **Standard**, **Fine** or **Superfine**.
   - **Send Time** is used to specify when to send the fax. **Send Now** will send the fax immediately, or **Send At** allows you to enter the time to send the fax within the next 24 hours.
   - **Fax Dialing Options** are used to enter a dialing prefix to add to the fax number, or a credit card number if a billing system is in use.

   When you have selected all the options you require, select **OK**.

8. Select **OK** on the print driver screen and **OK** on the *Print* screen. The *Fax Confirmation* screen will appear with the list of recipients you have chosen.
9. If you wish to make any changes, edit the details by selecting the button with a pencil icon. If the details are correct, select the **OK** button and your fax will be submitted to the device job list ready to be transmitted.
10. Select the **Job Status** button on the control panel to display the job list.Your job will be displayed in the list. If there are no other jobs in the list your job may have already been processed. For further information, refer to Job Status on page 233 of Machine and Job Status.

Fax from PC Options

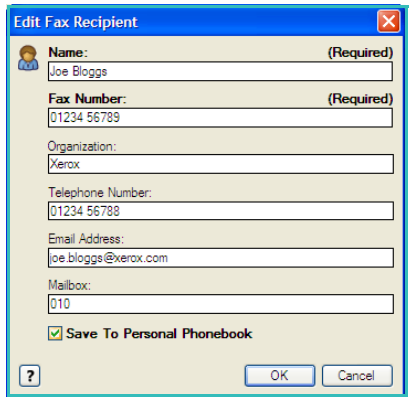
Recipients

Use the *Recipients* option to enter a recipient or group of recipients for your fax.

1. Select **Fax** as the *Job Type* on the *Paper/Output* screen of the print driver.

   The *Fax Recipients* screen will automatically open.

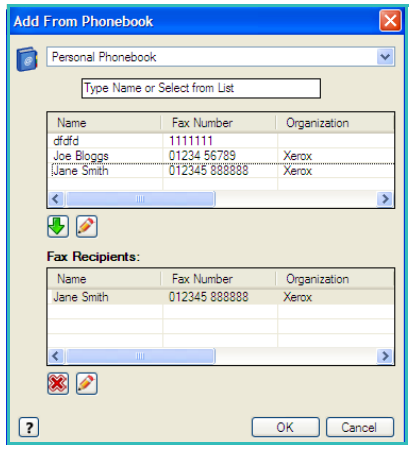
   This screen displays the recipients for the current fax. It will normally be empty. To add a new recipient select the **Add Recipient** button.



2. Enter the following information for the recipient:
   - Name
   - Fax Number
   - Organization
   - Telephone Number
   - E-mail Address
   - Mailbox
3. Select the **Save to Personal Phonebook** if you want to add the recipient to your Personal Phonebook. Select **OK** to confirm your entry.

   Your entry has been added to the Recipient list.

4. To enter a recipient from a phonebook select the **Add From Phonebook** button.



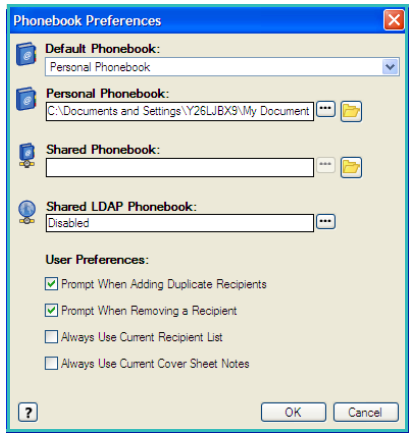
   You can choose from 3 Phonebooks, Personal, Shared and Shared LDAP. The Personal and Shared phonebook information is stored in data files. The file for your Personal phonebook will be located on your PC or personal file space. The file for the Shared phonebook will be located on a server and can be shared with other people. The Shared LDAP option will be linked to your company phonebook if you have one.

   Select the phonebook required. The system retrieves the phonebook information and the entries are displayed.
   - Type a name or select the name required from the list.
   - Use the green arrow to add a recipient to the list from the phonebook.
   - Use the **Edit** button to edit the entry in the Recipient list.
   - Use the **Delete** button to delete an entry from the list.
5. When you have selected all the options you require, select **OK** to continue making selections for the job.

Preferences

The *Preferences* screen enables you to set up your Phonebooks and display preferences to suit your own requirements.

Phonebook Preferences



Select **Fax** as the *Job Type* on the *Paper/Output* screen of the print driver. The *Fax Recipients* screen will automatically open.

Select the **Preferences** button at the bottom of the *Fax Recipients* screen to access the *Phonebook Preferences* screen.

- **Personal Phonebook** information is stored in files with a suffix of .pb or .xpd. You can create numerous files of this type and select them as your personal phonebook. They will then appear as phonebook options on the *Add From Phonebook* screen. You can create a personal or shared phonebook using this option or you can import a comma-separate value (.CSV) file (Windows only). You can store up to 1,000 entries phonebook.
- **Shared Phonebook** shows the location of a shared phonebook, which is accessed by many users and is typically located on a network server. You can copy information from the shared phonebook to a personal phonebook, but shared phonebooks are generally set to read-only mode.
- **Shared LDAP Phonebook** shows the location of a shared LDAP (Lightweight Directory Access Protocol) phonebook (if enabled). LDAP is a protocol that is often used for corporate address books. This phonebook is located on a network server and accessed by many users. You can copy information from the LDAP phonebook to a personal phonebook. To access an LDAP phonebook, bi-directional communication must be set-up and the phonebook must be configured on the device using Internet Services.

Refer to **Help** on the *Preferences* screen in your print driver for more information about importing, exporting and creating Phonebooks.

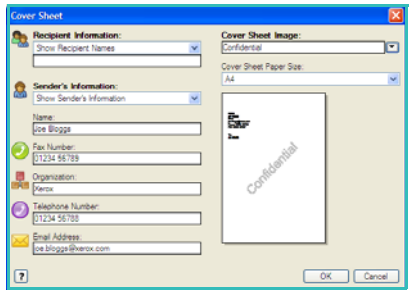
User Preferences

Select the *User Preferences* required:

- **Prompt When Adding Duplicate Recipients** provides a warning if the same recipient will be added twice.
- **Prompt When Removing a Recipient** provides a warning if deleting a recipient from the Fax Recipient list.
- **Always Use Current Recipient List** is used if you always send faxes to the same recipients. This option eliminates the need to create a Recipient list each time you send a fax.
- **Always Use Current Cover Sheet Notes** always send faxes with the same message on the fax cover sheet. This option eliminates the need to create a cover sheet message each time you send a fax.

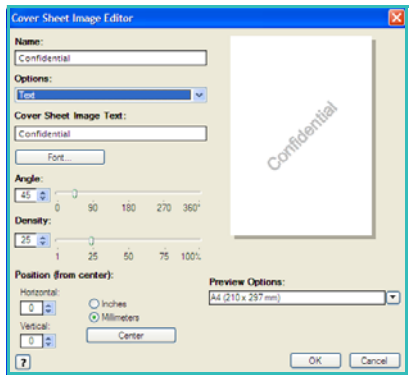
Cover Sheet

The *Cover Sheet* option enables you to add a cover sheet to your fax.

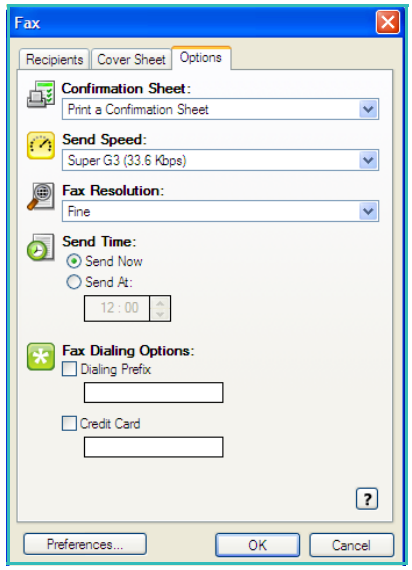


Select **Print a Cover Sheet** to send a cover sheet with your job. The cover sheet options are displayed.

- Select the *Recipient Information* to print:
  - Use **Show Recipient Names** to print the names of the recipients on the cover sheet.
  - Use **Hide Recipient Names** if you do not want the recipient names to print on the cover sheet.
  - Use **Show Custom Text** to customize the cover sheet with your own information.
- Select the *Sender's Information* to print:
  - Use **Show Sender's Information** to print the sender's information on the cover sheet.
  - Use **Hide Sender's Information** if you do not want the sender's information to print on the cover sheet.
- Enter the details of the sender to include on the cover sheet:
  - Fax Number
  - Organization
  - Telephone Number
  - E-mail Address
- Use **Cover Sheet Image** to select an image or text to include on the cover sheet. Select **New** to import an image to include or to create your own text.
- Use **Cover Sheet Paper Size** to select the paper size for the cover sheet.



Options



On this screen there are 5 fax transmission options that you may use to customize the transmission of your fax.

Confirmation Sheet

Here you can choose to print a *Confirmation Sheet* that will confirm the success or failure of the transmission.

Select **Print a Confirmation Sheet** using the drop-down menu.

Send Speed

You can choose one of 3 transmission speeds. Select *Send Speed* to select the transmission speed. The options are:

- **Super G3 (33.6 Kbps)** uses the fastest fax transmission rates and is the default option. Determines the transmission rate to be used based on the maximum capabilities of the receiving fax machine. This rate minimizes transmission errors by using *Error Correction Mode (ECM)*. Initial transmission speed is 33,600 Bits Per Second (bps).
- **G3 (14.4 Kbps)** uses the standard Group 3 fax transmission rates. These are used in fax environments where there is existing noise or stress on the phone network which prevents higher speed fax transmissions working well. Selects the transmission rate based on the maximum capabilities of the receiving fax machine. Initial transmission speed is 14,400 Bits Per Second (bps). This rate minimizes transmission errors by using *Error Correction Mode (ECM)*.
- **Forced (4800 bps)** is used in areas of low quality communication, when experiencing telephone noise, or when fax connections are susceptible to errors. *Forced (4800 bps)* is a slower transmission rate but is less susceptible to errors. In some regional areas the use of *Forced (4800 bps)* is restricted.

Fax Resolution

You can choose one of 3 image resolutions depending on the type of documents being sent. The higher the resolution you choose the better the received image will be but it will take longer to transmit. The options are:

- **Standard (200 x 100 dpi)** is recommended for text originals. It requires less communication time but does not produce the best image quality for graphics and photos.
- **Fine (200 dpi)** is recommended for line art and photos. This is the best choice in most cases.
- **Superfine (600 dpi)** is recommended for photos and halftones, or images that have gray tones. It requires more communication time, but produces the best image quality.

Send Time

This is sometimes called *Delayed Send*. Use this feature to transmit faxes during off-peak hours or when sending to another country or time zone. The default setting will send the fax immediately.

To send the fax at a specific time in the next 24 hours, select **Send At** and either type in or use the *arrow* buttons to choose the local time that you want the fax sent.

Fax Dialing Options

Use if you need to add an external access number, a country code or an area code to the recipient number or if a credit card number is required.

- Select **Dialing Prefix** if you need to add, for example, an external access number, a country code or an area code to the recipient number you have selected on the recipients screen.
- Select **Credit Card** if you want to bill the call to a credit card.

Receiving a Fax

All incoming faxes are submitted to the *Active Jobs* list as fax jobs and can be set-up to print immediately or be held in the job list until a secure passcode is entered. If the Fax service is available on your device, you can also configure received faxes to be forwarded to an e-mail address or file repository using the *Fax Forward* feature.

Secure Faxes

If the administrator has switched on the **Secure Receive** feature, all incoming faxes require a passcode in order to release them for printing.

1. To release a *Secure Fax* for printing, press the **Job Status** button and select the held fax job in the list.
2. To release a fax for printing, select the **Release** button.

3. Use the numeric keypad to enter the passcode and select the **Release Job** button.

The secure fax job is released for printing.

Fax Forward

This feature enables the device to send incoming fax jobs to one or more e-mail addresses, a repository, or a combination of both.

> Note: In order to enable the Fax Forwarding feature the device must have either Workflow Scanning or E-mail enabled and Fax must be installed and enabled.

Fax Forward is set-up by the System Administrator using Internet Services. The incoming fax jobs which require forwarding are specified using their fax number. An e-mail address and/or repository is then entered as the forwarding address for the fax jobs specified.

- **Fax Forward to E-mail** - the fax job is forwarded to an e-mail address as an attachment. Information to include in the e-mail, such as the subject or a message can also be entered during set-up. When the user receives a forwarded fax in their e-mail, it will be either a single e-mail or multiple e-mails depending upon the size of the job.
- **Fax Forward to a Repository** - the fax job is forwarded to an SMB file share repository. The fax job is stored using the parameters specified by the System Administrator. An e-mail notification can be set-up to notify the user that the fax job has been stored and is ready for retrieval. The user then accesses the file server to retrieve the stored forwarded fax document.

The System Administrator specifies the file format type to use for the fax job, the supported types are:

- Image only PDF
- Searchable PDF
- Multiple page TIFF
- Image only XPS
- Searchable XPS

The feature can also be set-up to print a copy of the fax at the device prior to forwarding.

If the forwarded fax job fails to reach its destination, the device can be set-up to print a copy of the received document or notify the user the job has failed.

Version 1.0
12/09

Xerox® WorkCentre 5735/5740/5745/5755/5765/5775/5790

Workflow Scanning

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 1.0: December 2009

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Introduction

Workflow Scanning enables the creation of an electronic image file by scanning an original hard copy document. Use *Workflow Scanning* when both your device and your computer have access to the same specified filing location. The scanned file is placed in a network filing location known as a repository, as specified by the template selected on the device.

The standard *Workflow Scanning* option enables the electronic images to be stored and retrieved from a server or workstation on the network. Two further options are available:

- *Scan to Mailbox* will store the image on the device hard disk and the user can retrieve the files using *Internet Services*. For further information, refer to Scan to Mailbox on page 134.
- *Scan to Home* allows the user to send the files to a location on the network specified as their *Home* destination. For further information, refer to Scan to Home on page 137.

Workflow Scanning is set up by a System Administrator using *Internet Services*. Users can use *Internet Services* to create templates and folders once the relevant scanning function has been set up and enabled.

Repositories

Repositories are directories or filing locations setup on a server, where your scanned files are saved to and held. The *Repositories* are set up using *Internet Services*. Before you can use *Workflow Scanning*, your System Administrator must set up the repositories available to your device. Selecting a template identifies the repository / location your scanned job is filed to. *Repositories* are validated by *Internet Services* when defined by the System Administrator as a scanning destination. Up to 5 *Repositories* (1 default and 4 additional) can be defined. After the *Repositories* are setup, they are available to you as choices when modifying templates.

Templates

Templates are used for scanning and faxing jobs at your device via the *Workflow Scanning* service. They define the parameters of your scan or fax job. Information such as the final destination of your job (the repository) and the image quality settings are defined within the template, along with the template name. The template name is displayed within the template list, accessed on the device touch screen.

You can select an existing template 'as is' or use *Internet Services* to create a brand new one or modify an existing one. To successfully complete a *Workflow Scanning* job you must select a template from the device touch screen.

Template operations can either be performed using *Internet Services*, or *FreeFlow™ SMARTsend™*. For information about *FreeFlow™ SMARTsend™* templates refer to the *FreeFlow™ SMARTsend™* User Guide. This guide is included with the *FreeFlow™* software documentation that accompanied your device.

Workflow Scanning Options

1. To select the **Workflow Scanning** service, press the **Services Home** button.
2. Select the **Workflow Scanning** option. Additional options and features are displayed.

   Most feature screens include the following buttons to confirm or cancel your choices.

   - **Undo** resets the current screen to the values that were displayed when the screen was opened.
   - **Cancel** resets the screen and returns to the previous screen.
   - **Save** saves the selections made and returns to the previous screen.
   - **Close** closes the screen and returns to the previous screen.

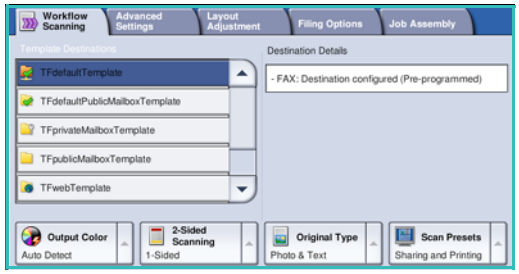
   If an option is not required, use the **Off** option to disable a feature.

If Authentication or Accounting has been enabled on your device you may have to enter log in details to access the features. Refer to Log In / Out on page 25 of Getting Started.

Workflow Scanning allows the user to scan a hard copy original and convert it into an electronic file. The file is placed into a specified filing location on a networked server, workstation or the device hard drive. The settings used for scanning the original are stored in a template.

Using Workflow Scanning

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to touch the documents.
   Or.....
   Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.
3. Press the **Services Home** button and select the **Workflow Scanning** option. The *Workflow Scanning* features are displayed.
4. Select a Template for the job from the templates displayed in the list.
   All the current settings are changed to the settings in the template.
5. Select the required features for your scanning job using the touch screen.



If required, modify the template settings from the options on the *Workflow Scanning*, *Advanced Settings*, *Layout Adjustment* and *Filing Options* tabs:

Output Color is used to replicate the original colors or to change the output to black and white, grayscale or color.

Note: This feature may not be available on your device.

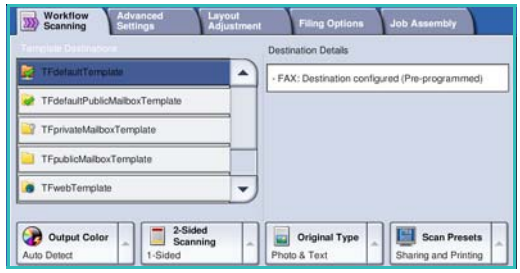
2-Sided Scanning is used to select whether your originals are 1-sided or 2-sided. The second side can be rotated.

Original Type is used to define the original document as text, text and photo, or photo.

Scan Presets is used to set the scan settings to suit how the scanned image will be used.

6. Press **Start** to scan the originals and process the *Workflow Scanning* job. Remove the originals from the *document feeder* or *document glass* when scanning has completed. The *Workflow Scanning* job enters the job list ready for filing. The scanned images are then filed to the location specified on the template ready for retrieval by the user.

Selecting a Template



To use a template, select the template required from the *Template Destinations* list. To ensure the latest templates are available, select **Update Templates** from the **Advanced Settings** tab. Use the scroll bar to access templates not shown in the list. There are several types of template available:

- **Default Template** this is the template supplied with your device software and is always available at the top of the list. Once your System Administrator has set up the file repository they define the parameters of the *Default* template. Any user can select the *Default* template, make the programing selections required for their individual job and scan their originals.
- **Local Public or Private Templates** are created using *Internet Services*. Users can create a new template, delete an existing template or copy and then modify an existing template.
- **Network Templates** are advanced network scanning templates and workflows which have been created using optional scanning applications.
- **Home Template** this is the *Scan to Home* template and is available if you have entered your authentication log in details into the device. Images are scanned to a destination specific to the logged in user.
- **Public/Private Mailbox Templates** enable users to scan images to public or private mailboxes which have been setup on the device using *Internet Services*. You must give the mailbox folder a name and private mailboxes may also require a secure password.

Output Color

Select the *Auto Detect* option in Output Color to automatically detect and match the color of your original and produce black and white, grayscale or color output from your original. The options are:

- **Auto Detect** to select output that matches your original.
- **Black & White** to select black and white output regardless of the color of your original.
- **Grayscale** to use gray scales instead of color.
- **Color** to select color output from your original.

  Note: This feature may not be available on your device.

2-Sided Scanning

The *2-Sided Scanning* option allows you to set whether 1 or 2 sides of your original document are scanned. The options are:

- **1-Sided** is used if your original documents are single-sided.
- **2-Sided** is used if your original documents are double-sided. The *document feeder* must be used to scan your originals with this option.
- **2-Sided, Rotate Side 2** select if your original opens up like a calendar. The *document feeder* must be used to scan your originals with this option.

Original Type

Use this option to define the type of original being used for scanning. Making the correct selection enhances the quality of your output image. The options are:

- **Photo & Text** is recommended for originals containing high quality photographs and halftones. Using this setting the scanned image will contain high quality pictures though the sharpness of text and line art is slightly reduced.
- **Text** produces sharper edges and is recommended for text and line art.
- **Photo** is used specifically for originals containing photos or continuous tones without any text or line art. Produces the best quality for photos but reduced quality text and line art.

Scan Presets

Use **Scan Presets** to optimize scan settings to match the intended purpose of the scanned documents. The options are:

- **Sharing & Printing** is used for sharing files that are going to be viewed on-screen and for printing most standard business documents. This setting results in a small file size and normal image quality.
- **Archival - Small File Size** is best for standard business documents that are stored electronically for record keeping purposes. This setting results in the smallest file sizes and normal image quality.
- **Simple Scan** is used for faster processing but may result in excessively large file sizes. Using this setting applies only minimal image processing and compression.
- **OCR** is best for documents that are going to be processed by Optical Character Recognition (OCR) software. This setting results in large file sizes and the highest image quality.
- **High Quality Printing** is best for business documents containing detailed graphics and photos. This setting results in large file sizes and the highest image quality.
- **More...** is used to access all the *Scan Presets* options available. If using this option, select **Save** to save your selections and exit.

Advanced Settings

The *Advanced Settings* provide access to the features which enhance the image quality or output quality. To access the *Advanced Settings*, select **Services Home** and **Workflow Scanning**. Then select the **Advanced Settings** tab.

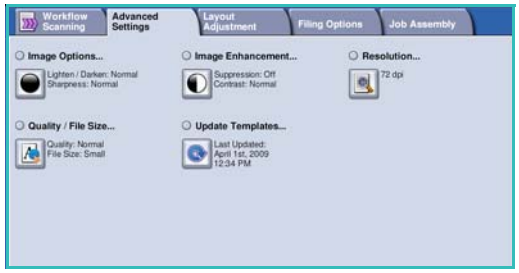
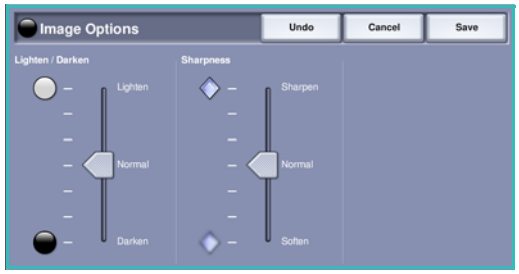


Image Options

Select **Image Options** to adjust the lightness and darkness of the image, and to sharpen the image. The options are:

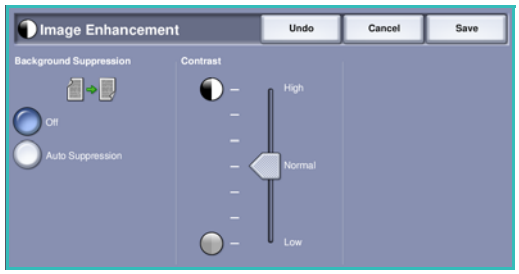


- **Lighten/Darken** provides a manual control to adjust the lightness or darkness of the scanned images.
  - Move the indicator down to darken the scanned image, for light originals such as pencil images.
  - Move the indicator up to lighten the scanned image, for dark originals such as halftones or originals with colored backgrounds.
- **Sharpness** provides manual control to adjust the sharpness of the scanned images.
  - Move the indicator up to sharpen the scanned image.
  - Move the indicator down to soften the scanned image.

Select **Save** to save your selections and exit.

Image Enhancement

Select **Image Enhancement** to reduce background and adjust the image contrast. The options are:

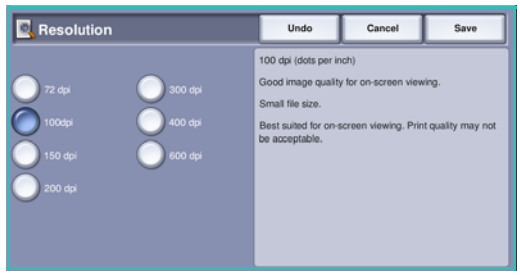


- **Background Suppression** enhances originals that have colored backgrounds, by reducing or eliminating the background from your original. This option is useful when your original is on colored paper.
  - Select **Auto Suppression** to automatically suppress unwanted background.
  - Select **Off** to turn the *Background Suppression* feature off, particularly when:
    - The Darken adjustment does not produce a satisfactory output from light originals.
    - The original has a gray or colored border, such as a certificate.
    - You want to bring out fine detail that was lost due to a dark edge when using bound originals.

- **Contrast** controls the image density on the output and compensates for an original that has too much or too little contrast on the image.
  - Move the indicator up to reproduce more vivid blacks and whites for sharper text and lines but less detail in pictures.
  - Move the indicator down to reproduce more detail in light and dark areas of the original.

Select **Save** to save your selections and exit.

Resolution

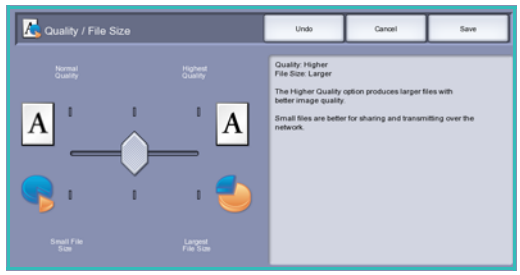


The **Resolution** affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network. The options are:

- **72 dpi** recommended for output displayed on a computer. It produces the smallest file size.
- **100 dpi** recommended for output that delivers low quality text documents.
- **150 dpi** recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics.
- **200 dpi** recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics.
- **300 dpi** recommended for high quality text documents that are to pass through *OCR* applications. Also recommended for high quality line art or medium quality photos and graphics. This is the default resolution and the best choice in most cases.
- **400 dpi** recommended for photos and graphics. It produces average image quality for photos and graphics.
- **600 dpi** recommended for high quality photos and graphics. It produces the largest image file size, but delivers the best image quality.

Select **Save** to save your selections and exit.

Quality / File Size



The **Quality / File Size** settings allow you to choose between scan image quality and file size. These settings allow you to deliver the highest quality or make smaller files. A small file size delivers slightly reduced image quality but is better when sharing the file over a network. A larger file size delivers improved image quality but requires more time when transmitting over the network. The options are:

- **Normal/Small** produces small files by using advanced compression techniques. Image quality is acceptable but some quality degradation and character substitution errors may occur with some originals.
- **Higher/Larger** produces larger files with better image quality.

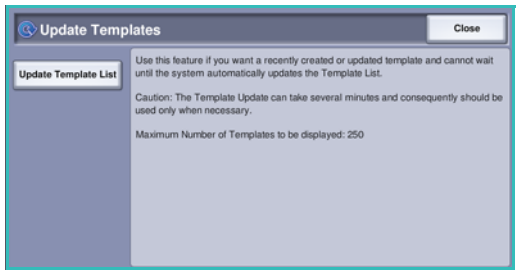
- **Highest/Largest** produces the largest files with the maximum image quality. Large files are not ideal for sharing and transmitting over the network.

Select **Save** to save your selections and exit.

Note: If you change the **Quality / File Size** option you may affect the settings in the **Scan Presets** options on the *Workflow Scanning* tab.

Update Templates

The **Update Templates** feature retrieves new or updated templates or workflows and removes outdated items from the list.



1. Select **Update Template List** to retrieve updated template information immediately.
2. Select the **Update List** option to confirm an update is required.
3. Select **Close**.

Note: Selecting this option may cause a delay and the Workflow Scanning service will be unavailable for several minutes. The delay does not affect the other services available on the device.

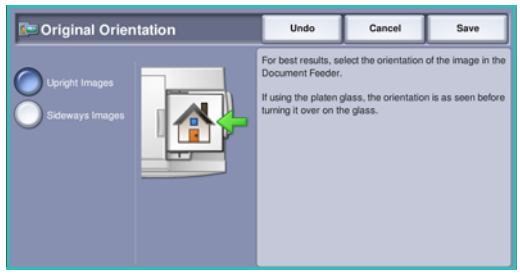
Layout Adjustment

The *Layout Adjustment* options allow you to manipulate the scanned image and enhance the appearance and style of your output. To access the *Layout Adjustment* options, select **Services Home** and **Workflow Scanning**. Then select the **Layout Adjustment** tab.

Original Orientation

Use to specify the orientation of the originals being scanned. The orientation of the images on the originals must match the orientation selected. The device uses this information to identify if the images require rotating to produce the required output.

- **Upright Images** the images on the originals are in a portrait orientation. A graphical representation of the image orientation is shown when the option is selected.
- **Sideways Images** the images on the originals are in a landscape orientation. A graphical representation of the image orientation is shown when the option is selected.

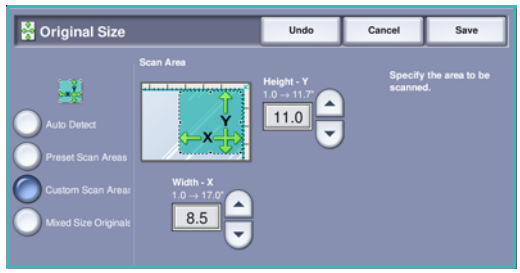


Select **Save** to save your selections and exit.

Original Size

Original Size allows you to specify automatic size detection of the originals, mixed size originals, or the specific size of the image to be scanned. The options are:

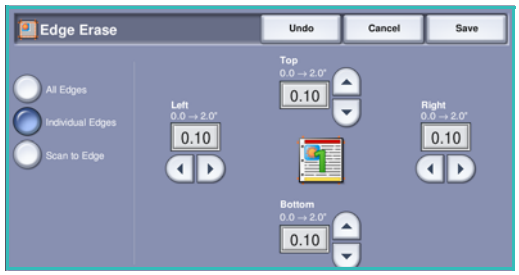
- **Auto Detect** is the default setting and enables automatic size sensing. The size detected is matched to a standard size paper.
- **Preset Scan Areas** allows you to define the size of your original from a list of pre-set, standard original sizes. You can view the list by using the scroll bar.
- **Custom Scan Areas** is used to enter a specific area for scanning. Measure the area to be scanned on the original and enter the X and Y axis measurements into the fields provided. Only the area specified is scanned.
- **Mixed Size Originals** allows you scan documents containing different size pages. The pages must be the same width, like A4 LEF and A3 SEF (8.5x11" LEF and 11x17" SEF), other combinations are shown on the screen.



Select **Save** to save your selections and exit.

Edge Erase

Edge Erase enables you to specify how much of the image to erase around the edges of your document. For example, you can remove the marks caused by punched holes or staples in your original. The options are:



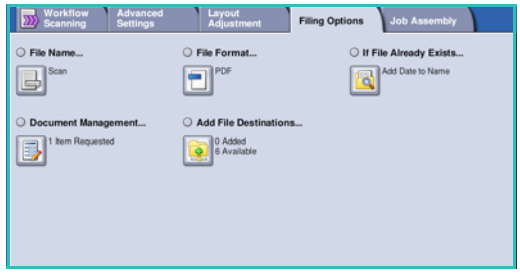
- **All Edges** is used to erase an equal amount from all the edges. Use the *arrow* buttons to adjust the amount to be erased from 1 mm to 50 mm (0.1” to 2.0”). All marks or defects within the measurement set are deleted.
- **Individual Edges** enables an individual amount to be erased from each of the edges, on both the first and second sides.

  Use the *arrow* buttons to adjust the amount for each edge, from 1 mm to 50 mm (0.1” to 2.0”).
- **Scan to Edge** use this option to scan to the edge of the image.

Select **Save** to save your selections and exit.

Filing Options

Use the filing options to specify details about the scanned images to be stored, for example the file name, the file format and the overwrite conditions. To access the *Filing Options*, select **Services Home** and **Workflow Scanning**. Then select the **Filing Options** tab.



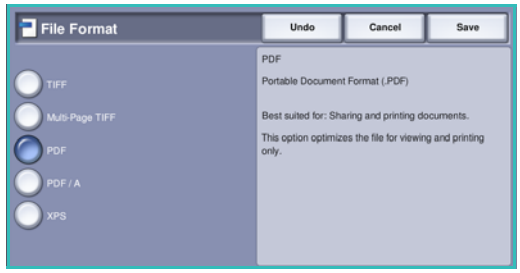
File Name

This feature enables you to name the file that is stored.

1. Using the keyboard, enter the name of the file.
   - Up to 50 alphanumeric characters can be entered.
   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
   - Use the **Keyboards...** button to access additional language keyboards.
2. Select **Save** to save your selections and exit.

File Format

The *File Format* determines the type of file created and can be temporarily changed for the current job. You can select the file format you wish to use for your scanned image.

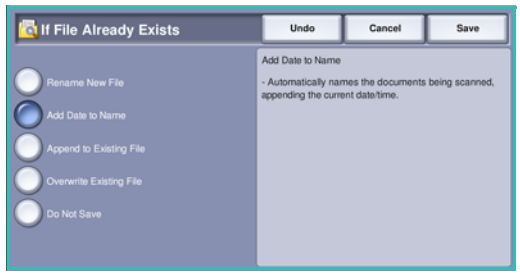


- **TIFF (Tagged Image File Format)** produces a graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned.
- **Multi-Page TIFF** produces a single TIFF file containing several pages of scanned images. A more specialized software is required to open this type of file format.
- **PDF (Portable Document Format)** allows recipients with the right software to view, print or edit the electronic file, no matter what their computer platform.

  Note: Depending on the receiving device, the **PDF** selection may not be compatible when the resolution is set to **200 dpi**.
- **PDF/A** is an industry standard format for long term document preservation based on the PDF format. The **Advanced Settings** may need checking to ensure they are appropriate for extended use.
- **XPS (XML Paper Specification)** given the right software the recipient of the scanned image can view, print or edit the file, no matter what their computer platform.

Select **Save** to save your selections and exit.

If File Already Exists



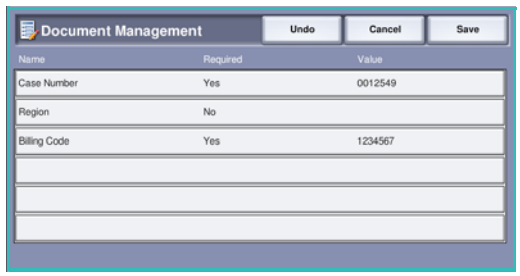
This option is used to determine how the device handles duplicate filenames.

- **Rename New File** use this option when you want the device to name the new file (or folder) with a unique name.
- **Add Date To Name** this option appends a date and time stamp to the filename.
- **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.

  Note: This option is not available with Multi-Page Tiff and PDF file format options.
- **Overwrite Existing File** the new file overwrites the existing file with the same name.
- **Do Not Save** the scanned images are not saved if a file with the same name exists.

Select **Save** to save your selections and exit.

Document Management



The *Document Management* feature enables users to assign descriptive data to a scanned job. The descriptive data can be accessed by other software applications to assist in searching, indexing and the automated processing of scanned documents.

The *Document Management* data requirements are individually defined and programmed within the workflow scanning template.

The *Document Management* data fields can be either mandatory or optional. If the data is mandatory, the user is prompted to enter the data before scanning is allowed. Once the required data is entered, the user can commence scanning the job. If the data is optional, the user is prompted to enter the data, but can complete the job without the data if required.

Add File Destinations

This option allows you to select additional network locations as filing destinations for your scanned documents. These additional filing destinations must be set up by the System Administrator using *Internet Services*.

1. Select the destination required from the list.
2. To view information about the destination, select **View Details**.
3. Select **Save** to save your selections and exit.

The destination filing path and information is displayed.

Job Assembly

This tab provides access to the *Build Job* feature for compiling jobs which have different originals or programing requirements within a job. To access the *Job Assembly* options, select **Services Home** and **Workflow Scanning**. Then select the **Job Assembly** tab.

Build Job

Use this feature to build a job that requires different settings for each page, or a segment of pages.

You can select the appropriate settings to be applied to individual pages or segments of a completed job. First split the originals into sections for individual programing.

Some pages with text and some with photos

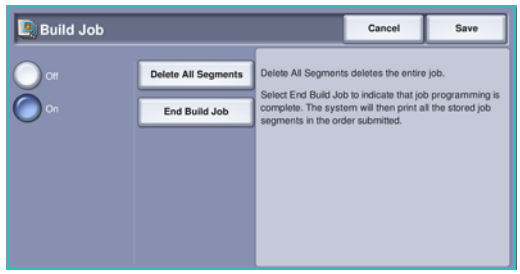
Some pages 2 sided and some 1 sided

Various sized originals

More than 100 pages

1. Select **Build Job** on the **Job Assembly** tab.
2. Switch on *Build Job* by selecting the **On** button and select **Save**.
3. Select the options required for the first segment of the job.
4. Load the first segment originals and press **Start**.
5. Remove the first segment originals. The *Build Job* screen displays the first segment in the list.

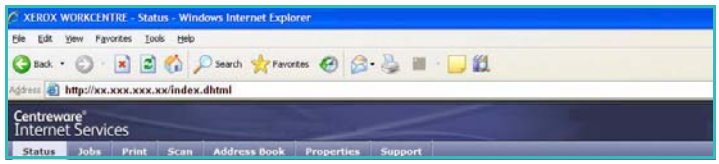
   Delete All Segments deletes the current *Build Job* and returns you to the main *Build Job* screen.
6. Select the options required for the second segment.
7. Load the second segment originals and press **Start**.
8. Repeat these steps until all segments of your job have been programmed and scanned.
9. After the last segment has been scanned, select **End Build Job** to indicate you have finished scanning and the job can be processed and completed.



Creating Templates

Templates can be created, modified and deleted using the *Internet Services* option on your device. Template operations can only be performed once your System Administrator has defined the repositories and the *Default* template. This operation is performed within *Internet Services*. To access *Internet Services*:

1. Open the web browser from your Workstation.
2. In the URL field, enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field: http://192.168.100.100.



3. Press **Enter** to view the Home page.

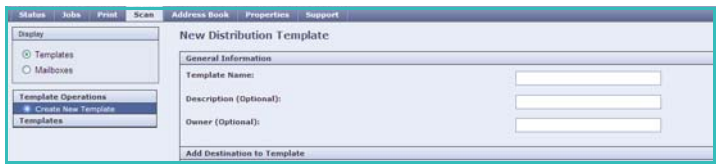
   The *Internet Services* options for your device are displayed.

   Note: To find out the IP Address of your device, print a configuration report. For instructions, refer to Print Reports on page 236 of Machine and Job Status.

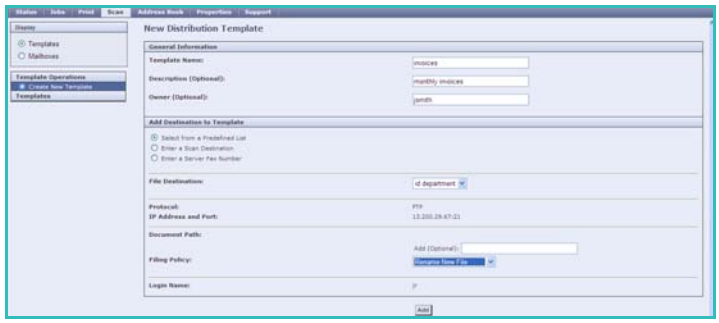
New Templates

1. To create a new template, select the *Scan* option and select **Create New Template**.

   Note: A *New Distribution Template* General Information window is displayed.



2. Enter the name that you want to appear as the template name on the device.
3. Complete the *Description* and *Owner* fields, if required.
4. Select the **Add Destination to Template** options required:

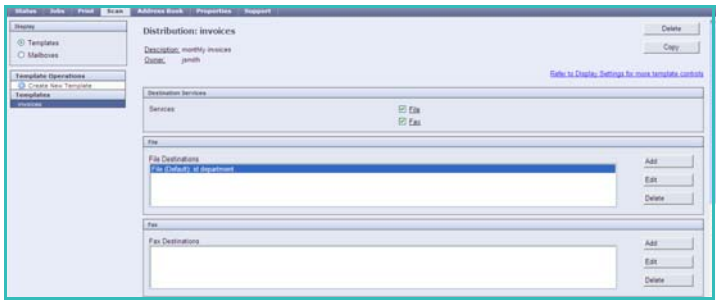


   - **Select from a Predefined List** is selected if the file destination required is available in the drop-down menu.
   - **Enter a Scan Destination** is selected if you need to enter a new file destination for the scanned images.
   - **Enter a Server Fax Number** use this option to enter a telephone number if the images are to be sent to a server fax.
   - **File Destination** select the file destination required from the drop-down menu.
   - **Friendly Name** use to enter an appropriate name for the file destination.

- **Protocol, IP Address and Port** if entering a new destination for the scanned images, select the protocol type and enter the address details.
- **Document Path** use to specify a path to the destination selected, if required.
- **Filing Policy** use this option to determine how the device handles duplicate filenames.
  - **Rename New File** use this option when you want the device 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 and PDF file format options.
  - **Overwrite Existing File** the new file overwrites the existing file with the same name.
  - **Do Not Save** the scanned images are not saved if a file with the same name exists.
  - **Add Date To Name** this option appends a date and time stamp to the filename.
- **Login Name** or **Login Credentials** are used to enter any login details the device requires to access the file destination.

5. Select the **Add** button to create the template.

   The new template name is added to the list on the left of the screen. The new template is populated with the same settings as the *Default* template.



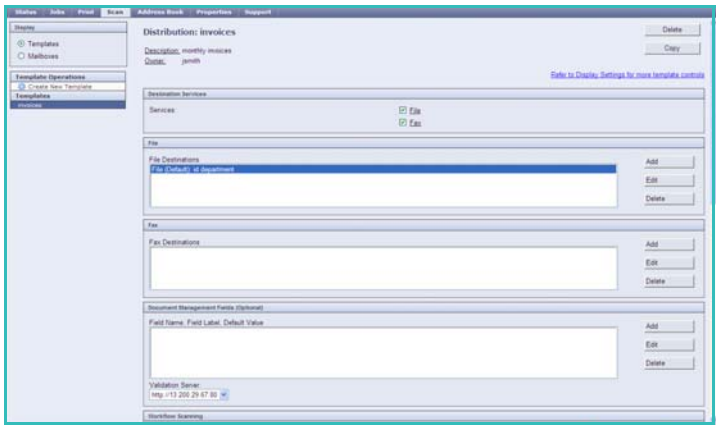
You can now modify the settings as required.

Modifying a Template

Existing templates can be modified using *Internet Services*.

1. To modify a template, select the *Internet Services Scan* option.
2. Select the required template from the list on the left of the screen.

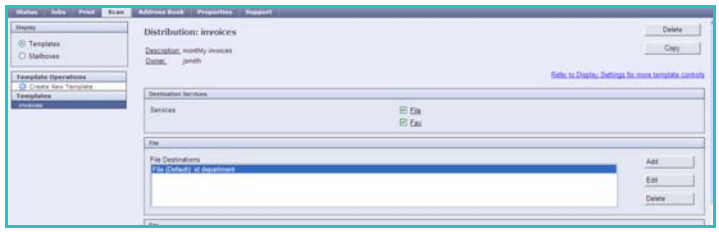
   The template settings are displayed. Refer to Template Options on page 129 for information about the available settings.
3. Select **Edit** to change the options required.
4. Select **Apply** to save the selections and exit.



Copying a Template

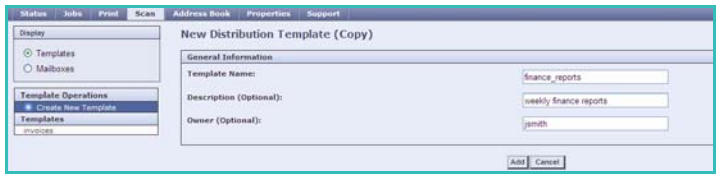
A template can be copied and used as a base for a new template using *Internet Services*.

1. To copy a template, select the *Internet Services Scan* option.
2. Select the required template from the list on the left of the screen.
3. Select the **Copy** button.



4. Enter the new template name and the template description and owner if required.

   If the name is not changed, “Copy” is appended to the template name.



5. Select **Add**.

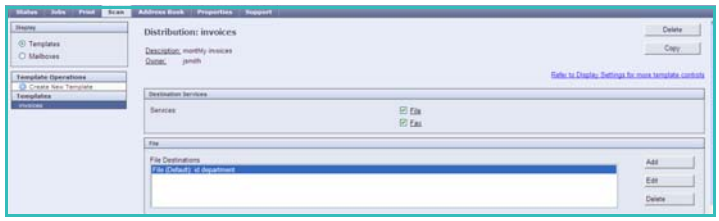
   An exact copy of the original template is displayed with the new name.
6. Select the copied template and make any changes required.

Deleting a Template

Templates can be deleted using *Internet Services*.

1. To delete a template, select the *Internet Services Scan* option.
2. Select the required template from the list on the left of the screen.
3. Select the **Delete** button.

   The template is deleted from the list on the left of the screen.

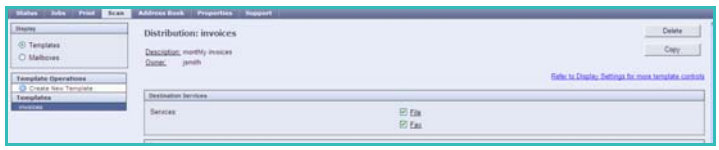


Note: The *Default* template cannot be deleted.

Template Options

Destination Services

This option is used to select whether the template is for filing and/or faxing.



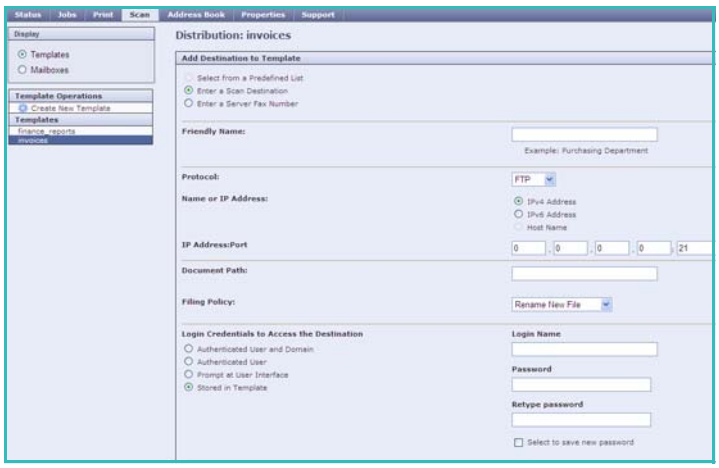
- **File** is selected if you only require your originals to be scanned and stored in the designated filing location.
- **Fax** is selected if you also require your scanned images to be faxed to a remote fax destination. If this is selected the fax destination must also be entered.

File

This option is used to select the filing location required for your scanned images.

A default filing destination is always available. If additional locations have been defined by the System Administrator, these can also be added to the template.

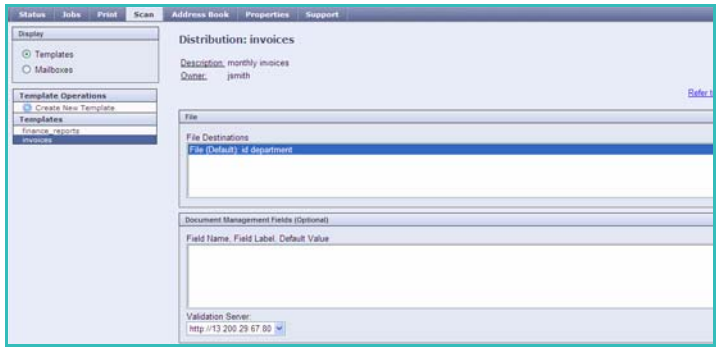
1. To add a new destination, select **Add**. The **Filing Destination** options are displayed.
2. Select the destination options required:
   - **Select from a Predefined List** is selected if the file destination required is available in the drop-down menu.
   - **Enter a Scan Destination** is selected if you need to enter a new file destination for the scanned images.



   - **Enter a Server Fax Number** use this option to enter a telephone number if the images are to be sent to a server fax.
   - **File Destination** select the file destination required from the drop-down menu.
   - **Friendly Name** use to enter an appropriate name for the file destination.
   - **Protocol, IP Address and Port** if entering a new destination for the scanned images, select the protocol type and enter the address details.
   - **Document Path** use to specify a path to the destination selected, if required.
   - **Filing Policy** use this option to determine how the device handles duplicate filenames.
     - **Rename New File** use this option when you want the device 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 and PDF file format options.
     - **Overwrite Existing File** the new file overwrites the existing file with the same name.
     - **Do Not Save** the scanned images are not saved if a file with the same name exists.
     - **Add Date To Name** this option appends a date and time stamp to the filename.
   - **Login Name** or **Login Credentials** are used to enter any login details the device requires to access the file destination.
3. Select **Apply** to add the new destination and exit the screen. The destination is listed.

Document Management Fields

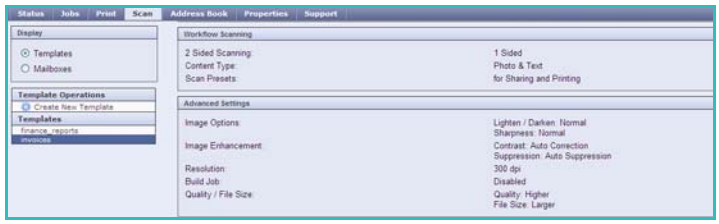
This option enables users to assign descriptive data to a scanned job.The descriptive data can be accessed by other software applications to assist in searching, indexing and the automated processing of scanned documents.



1. To add a field, select **Add** and enter the data required.
2. Select **Editable** if the user is required to enter data at the time of scanning. Select **Not Editable** to include fixed data.
3. Enter a field label and a default value if required. If user input is required select **User Input Required**. Select **Mask User Input** if the data entered is confidential, such as a passcode. If details of the entry must be added to the log, select **Record User Input to Job Log**.
4. Select **Apply** to save the field entry.

Workflow Scanning

These options are used to set the basic options for a job. The options are:



- **Output Color** use to automatically detect and match the color of your original or produce black and white, grayscale or color output from your original.

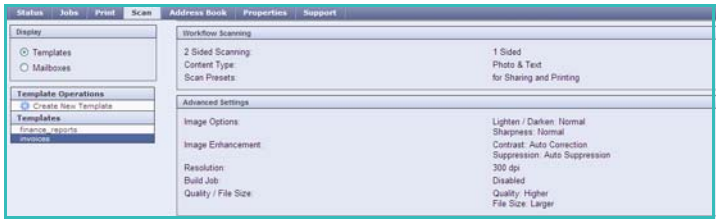
  Note: This feature may not be available on your device.

- **2-Sided Scanning** allows you to set whether 1 or 2 sides of your original document will be scanned and then filed.
- **Content Type** is used to define the type of original being used for scanning.
- **How Original was Produced** is used to select the production method of the original.
- **Scan Presets** are used to optimize scan settings to match the intended purpose of the scanned documents.

Advanced Settings

These settings provide advanced scanning options used to adjust image quality, select the file size and enhance the image.

The following options are available:



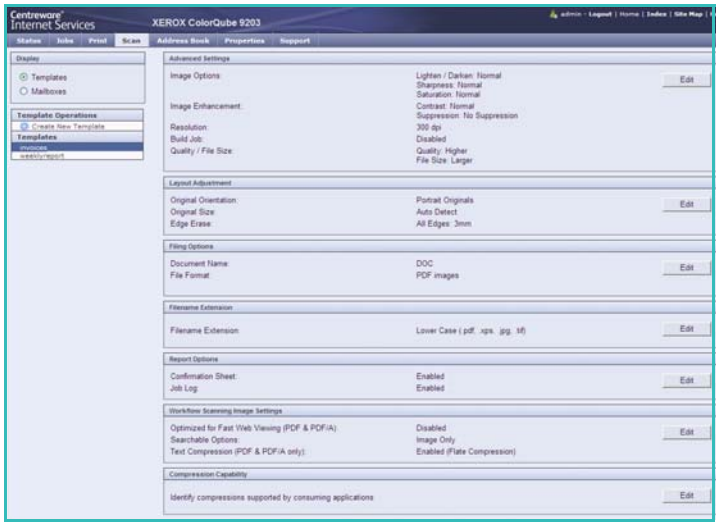
- **Image Options** are used to adjust the image quality applied to the scanned document.
- **Image Enhancement** is used to select an image quality setting appropriate for your originals.
- **Resolution** is used to define the resolution to use for scanning the original. The higher the scanning resolution, the better the image quality, although a larger image file is created.
- **Build Job** allows you to build a job that requires different settings for each page, or a segment of pages or has more originals that can be scanned in the *document feeder* at one time.
- **Quality / File Size** allows you to choose between scan image quality and file size. These settings allow you to deliver the highest quality or make smaller files. A small file size delivers slightly reduced image quality but is better when sharing the file over a network. A larger file size delivers improved image quality but requires more time when transmitting over the network.

Select **Edit** to change the options. Select **Apply** to save the selections and exit.

Layout Adjustment

These options allow you to manipulate the scanned image and enhance the appearance and style of your filed image.

The following options are available:



- **Original Orientation** is used to specify the orientation of the originals being scanned.
- **Original Size** is used to enter the size of your document when scanning from the *document glass* or the *document feeder*. Your device uses this information to calculate the size of your original and the scanned image.
- **Edge Erase** is used to erase spots, unwanted lines, marks and punched holes that appear on your original but are not required on the scanned image.

Filing Options

These options are used to specify the document name and file format used to store the scanned images. The following options are available:

- **Document Name** enables you to name the file that will be stored.
- **File Format** determines the type of file created and can be temporarily changed for the current job.

Report Options

These options are used to enable the confirmation sheet and job log.

- **Confirmation Sheet** provides information about the success of the scanning job and prints at the device when the job has completed.
- **Job Log** allows you to print a list of the last jobs that the system has completed processing.

Workflow Scanning Image Settings

These settings are used to set the image optimization, the searchable options and the compression settings. The following options are available:

- **Optimized for Fast Web Viewing** these options are used to set the device to optimize the image file for viewing on a website.
- **Searchable Options** are used to select if the file content is searchable, and the language options required.
- **Text Compression** allows you to enable the text to be compressed if the file format output is PDF or PDF/A.

Compression Capability

Use to choose PDF compression for the media type that is most frequently sent to your Xerox device. The device is capable of optimizing for mixed text and images, or for uniform text or images.

- **CCITT Group 4 (G4 MMR)** provides lossless compression. This format is widely supported, but some document types may not compress significantly.
- **JBIG2** this compression is usually used for text and halftone documents. This compression format requires Acrobat 5 with PDF version 1.4 or greater.
- **Flate Compression** used for bi-level or color images, or for general data. It is a lossless compression format that combines LZ77 and adaptive Huffman encoding (RFC 1951).
- **MRC Compression** enables you to customize the compression that will be applied to images that contain Mixed Raster Content.

Scan to Mailbox

Scan to Mailbox allows you to scan hard copy originals and store them on the device for later retrieval. To use *Scan to Mailbox* you can use a default public folder or create a private folder using *Internet Services*. If creating a private folder, you must enter folder a name and may be required to enter a secure password.

The default public folder and any private folders which have been setup are displayed on the device under the templates list. To store images in a folder, select the folder required and scan your images. If a private folder is selected, a password may be requested.

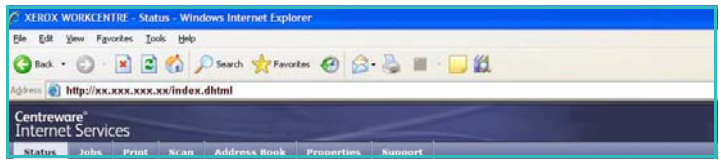
The scanned images can then be retrieved at your PC by accessing *Internet Services* and selecting the folder required. If a private folder is selected, a password may be required. You can then print your scanned documents or download them to your PC.

The *Workflow Scanning* option needs to be installed before this feature can be used but it is NOT necessary for the *Workflow Scanning* repositories and templates to be configured.

Creating a Private Folder

To create a private folder:

1. Open the web browser from your Workstation.
2. In the URL field, enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field: http://192.168.100.100.



3. Press **Enter** to view the Home page.

   The *Internet Services* options for your device are displayed.

   Note: To find out the IP Address of your device, print a configuration report. For instructions, refer to Print Reports on page 236 of Machine and Job Status.

4. Select **Scan** and select **Mailboxes** from the display options.

   The *Scan to Mailbox* options are displayed.

5. Select **Create Folder** and enter the folder name, a password and password confirmation (if required).
6. Select **Apply**.

   The new folder is created and is displayed in the folder list.
7. To access the private folder and customize the options, select the folder. If required, enter the folder password.

   Select **Personalize Settings** to customize the scanning selections using the **Edit** option. Select **Apply** after customizing each option.

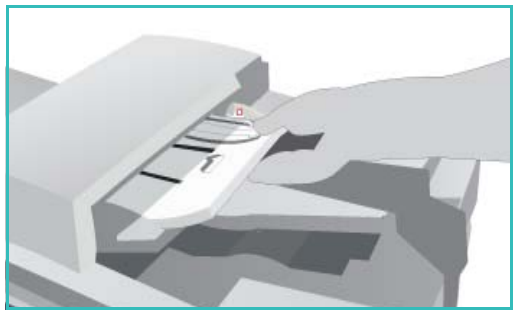
   When you have finished customizing your scanning options, select **Back** to return to the *Folder Contents* screen.
8. To change your folder password or delete the folder, use the **Modify Folder** option.

Your private folder is now set up and will display in the templates list when *Workflow Scanning* is selected on the device.

Using Scan to Mailbox

1. Load the original documents in the *document feeder* or on the *document glass*.
2. Press the **Clear All** (AC) button twice and then **Confirm** to cancel any previous screen programing selections.
3. Press the **Services Home** button and select the **Workflow Scanning** option.

   The *Workflow Scanning* features are displayed.



4. Select the folder template required from the Template Destination list. If you select a private folder, a password may be requested. Enter the folder password using the keyboard.
5. Make programing changes to **Output Color** (if available), **2-Sided Scanning**, **Original Type** and **Scan Presets** as required.

   Refer to Workflow Scanning Options on page 115 for more information.
6. Additional *Workflow Scanning* options are provided on each of the tabs. Refer to the following sections for further information:
   - Advanced Settings on page 119
   - Layout Adjustment on page 122
   - Filing Options on page 124
   - Job Assembly on page 126
7. Press **Start** to scan the originals and process the *Workflow Scanning* job.

   Remove the originals from the *document feeder* or *document glass* when scanning has completed.

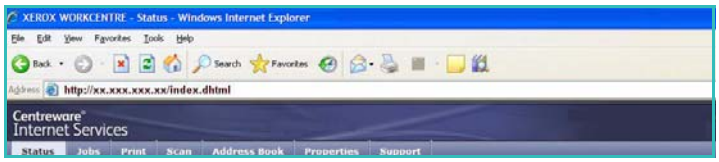
   The *Workflow Scanning* job enters the job list ready for filing.
8. Select **Job Status** to view all the job lists and check the status of your job. For more information, refer to Job Status on page 233 of Machine and Job Status.

   The scanned images are filed in the selected folder and can be accessed using *Internet Services*.

Accessing Jobs in a Mailbox

1. To access *Internet Services*, open the web browser from your workstation.

   In the URL field, enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field: http://192.168.100.100.

   Press **Enter** to view the Home page.

   The *Internet Services* options for your device are displayed.

   Note: To find out the IP Address of your device, print a configuration report. For instructions, refer to Print Reports on page 236 of Machine and Job Status.

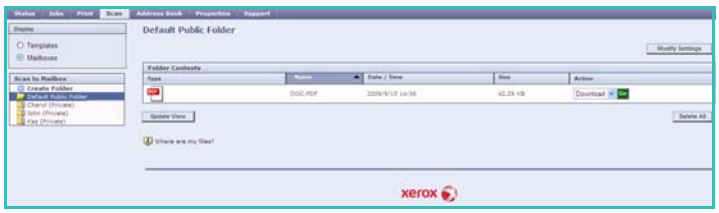
2. Select **Scan** and select **Mailboxes** from the display options.
3. Select the folder required. If it is a private folder, a password may be requested. Enter the folder password and select **OK**.

   A list of the folder contents is displayed. If necessary, use the **Update View** option to update the list of contents.

   Modify Settings or **Modify Folder** is used to update the folder settings or delete the folder from the device.

   Delete All is used to delete all the jobs from the folder.

4. Select the file required. The following options are available:

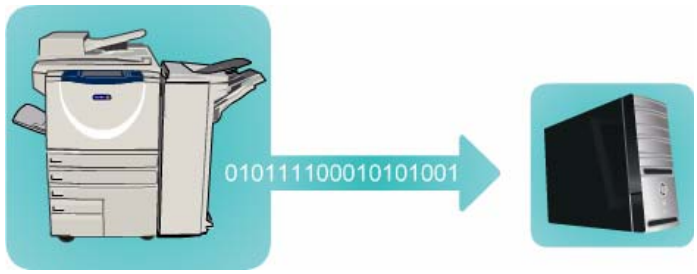
   - **Download** is used to save a copy of the file to a specified location. If Download is selected you will need to select **Save** and specify a file location.
   - **Reprint** can be used to print the file on the device. The job is sent to the device immediately and printed.
   - **Delete** is used to permanently remove the file from the folder and from the device.

   Select the option required from the drop-down menu and select **Go**.

Scan to Home

Scan to Home allows you to scan hard copy originals at the Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790 and send them to a destination on the network which is specified as your "Home" destination.

You enter your Network Authentication log in at the device. The device displays one *Scan to Home* template. When you scan a document the authentication server provides the information as to who is logged in at the device.



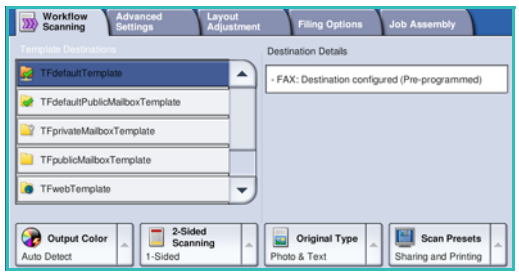
The *Workflow Scanning* option needs to be installed before this feature can be used but it is NOT necessary for the *Workflow Scanning* repositories and templates to be configured.

Your System Administrator enables the *Scan to Home* option in *Internet Services*. Your System Administrator also needs to enable Network Authentication for this feature to be available. *Lightweight Directory Application Protocol (LDAP)* connectivity may also be used.

Using Scan to Home

The *Scan to Home* option must be enabled and set up by the System Administrator in order for the *Scan to Home* template to be available on the device. You must also be logged in on the device using Network Authentication to use this option.

1. Load the original documents in the *document feeder* or on the *document glass*.
2. Press the **Clear All** (AC) button twice and then **Confirm** to cancel any previous screen programing selections.
3. To log in select the **Log In/Out** button on the control panel.
4. Use the keyboard to enter your **User Name**, then select the **Next** button.
   Use the keyboard to enter your **Password**, then select the **Enter** button.
5. Press the **Services Home** button and select the **Workflow Scanning** option.
   The *Workflow Scanning* features are displayed.
6. Select the **Scan To Home** template from the Template Destination list.



7. Make programing changes to **Output Color** (if available), **2-Sided Scanning**, **Original Type** and **Scan Presets** as required.

   Additional *Workflow Scanning* options are provided on each of the tabs. Refer to the following sections for further information:

   - Advanced Settings on page 119
   - Layout Adjustment on page 122
   - Filing Options on page 124
   - Job Assembly on page 126

8. Press **Start** to scan the originals and process the *Scan to Home* job.

   Remove the originals from the *document feeder* or *document glass* when scanning has completed.

   The job enters the job list ready for filing to the home location specified.

9. Select **Job Status** to view all the job lists and check the status of your job. For more information, refer to Job Status on page 233 of Machine and Job Status.

   The scanned images are filed to the location specified on the template ready for retrieval by the user.

Version 1.0
12/09

Xerox® WorkCentre 5735/5740/5745/5755/5765/5775/5790

Print

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 1.0: December 2009

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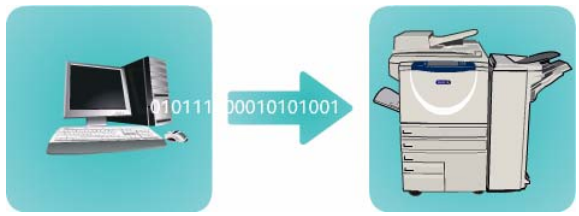
Introduction

The Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790 will produce high quality prints from your electronic documents. The advanced print features of this device will enable you to create professionally finished documents at the click of a mouse button.

You access the printer from your PC application in the normal way through a print driver. A print driver converts the code contained in an electronic document into a language that the printer can understand. While you can use generic print drivers on this printer they will not enable all the features.This is why you should use the print drivers that accompany this printer.



For instructions on using the basic *Print* features refer to Printing a Document on page 144.

There are numerous print drivers for this device to enable it to be used on all the popular computer operating systems. They are provided on a disc with your device or you can download the latest versions from the Xerox website www.xerox.com.

Instructions for installing the Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790 and print drivers are provided in the System Administrator Guide.

Print and Fax Drivers

For Windows users there several drivers available. Your System Administrator may have loaded specific drivers on your PC. However, if the choice of driver is yours, the following information will help you decide which driver is most suited to your workstation.

The print drivers available for your device are PostScript, PCL, PCL6 and PPD.

- **PostScript** gives you greater ability to scale and manipulate images; it offers more precision with high-end graphics. PostScript also provides you with different types of error-handling and font substitution options.
- **PCL** (Printer Command Language) generally has fewer advanced features than PostScript. However, using PCL enables you to process most jobs faster.
- **PPD Driver** a PostScript Printer Description (PPD) file which is a readable text file that provides a uniform approach to specifying special features for print drivers that interpret PostScript. Xerox provides PostScript PPDs for use with generic Windows XP / Server 2003 / Vista PostScript print drivers.

You also have the option of using the Global Print Driver or the Mobile Express Driver.

- **Global Print Driver** this driver is available for PS, PCL or PCL6 printer description languages, the same as the device specific drivers mentioned above. This GPD manages Xerox and non-Xerox printers on your network with a single, easy-to-use interface. It simplifies enterprise printer management, making it easy to add and update printers without changing drivers.
- **Mobile Express Driver** this driver lets you find and print to any PostScript printer in any location from a single, easy-to-use interface, without driver downloads and installations.

Once you have decided upon the most appropriate print driver, install it on your workstation in the usual way. If you do not know how to install drivers refer to the System Administrator Guide or consult your System Administrator.

Note: You can load more than one print driver for the device on your workstation. Then, when you send a job to print, you can choose the most appropriate print driver for the job.

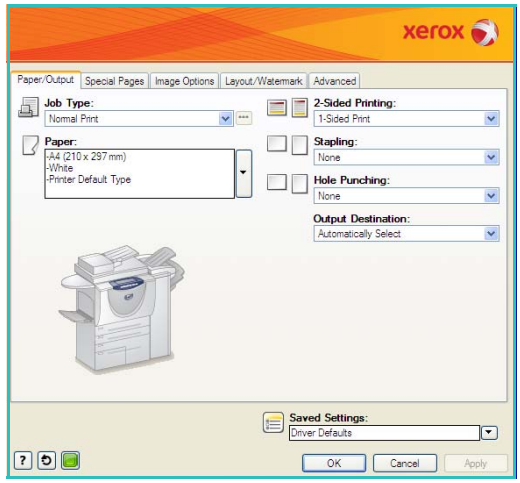
Print and Fax Driver Information

The **Help** system is the primary source for information about using the print drivers. You can access the Help system through the Help buttons in the driver. Included in the Help system are feature descriptions, step-by-step procedures, Xerox system information, problem-solving information, and support information.

Printing a Document

1. Ensure that the correct Xerox print driver has been installed on your PC. To install the print drivers refer to the System Administrator Guide.
2. Open the document to be printed. From your application, select **File > Print** and select the Xerox device from the list of printers displayed.
3. To change the default printing properties click **Properties**.

   The print driver has various tabs that contain options and properties.

   - Use the **Paper/Output** tab to choose the type of media, size and color and output choices such as 2-sided prints.
   - The **Special Pages** tab allows you to add covers, inserts and exceptions.
   - The **Image Options** tab enables you to adjust the image quality.
   - The **Layout/Watermark** tab has various options to add watermarks to pages, change image orientation (landscape or portrait) and enable booklet and multi-up printing.
   - The **Advanced** tab contains various font, document and printing options.

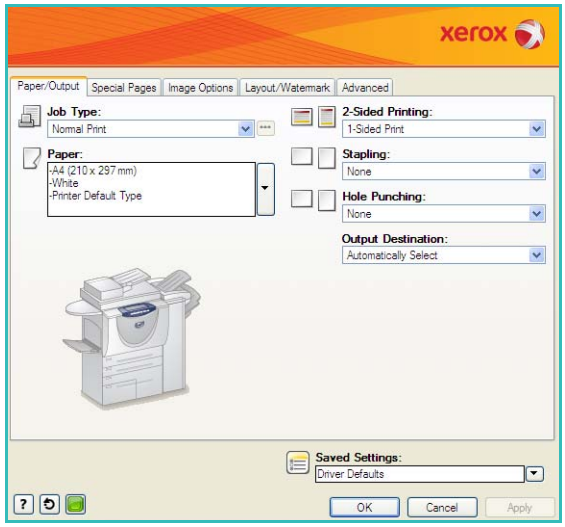
   Choose the options required for your printing job and click **OK** to print the document.
4. The print job will be sent to the device and will appear in the *Active Jobs* list. To view the list at the device, press the **Job Status** button on the control panel.

   If your job is held in the list it requires additional resources or a passcode to print. To identify the resources required, select the job and select **Required Resources**. Once the resources are available the job will print. If a passcode is required, select **Release** and enter the secure passcode.

Paper/Output

Use the *Paper/Output* tab to select the basic printing requirements for your job. Identify the type of job being submitted, the paper, sides printed, finishing and quality requirements.

Note: Some features are only supported by specific printer configurations, operating systems, or driver types. You may see more features or options listed than your specific device supports.



Job Type

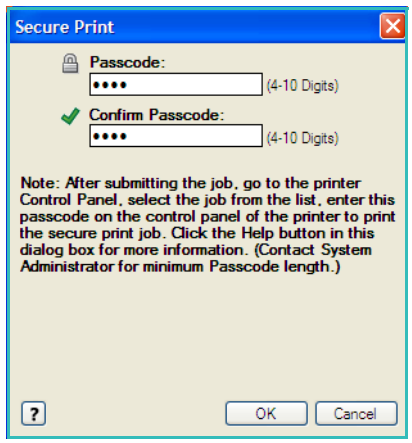
Use this option to select the type of job being submitted to the printer.

- **Normal Print** prints the job immediately without requiring a passcode.
- **Secure Print** is used for confidential or sensitive jobs. The job is held at the device until a passcode is entered to release the job for printing.

  When you select this job type, the *Secure Print* screen is displayed for you to enter a unique passcode.

  When the job arrives at the printer it is held in the job list until you release the job using the same passcode entered when the job was submitted.

  Note: If multiple secure jobs are held in the list and require the same secure code, they will all be released for printing.

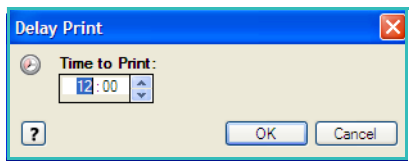


- **Sample Set** prints one copy of the job as a sample and holds the remaining copies in the job list at the printer.

  Once you have checked the sample set you can release the remaining sets for printing, or delete the job if no longer required.

- **Delay Print** use this option to enter a specific time to print the job. This is useful for large jobs or if you want all your jobs to print at the same time. When you select this job type, the *Delay Print* screen is displayed.

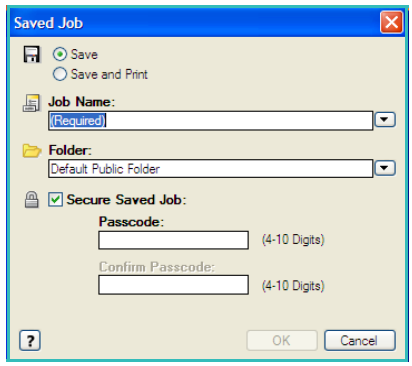
  Enter the time required and submit the job. The job remains in the job list until the specified time for printing.



- **Saved Job** stores the job on the printer's hard drive so that it can then be printed on demand when required or printed from Internet Services.

  The job is assigned a name and **Save only** or **Save and Print** can be selected. The *Folder* for storing the job is also specified. This determines whether the job is available to other users or in a private folder.

  If the job requires a passcode, select **Secure Saved Job** and enter the passcode required. This passcode is required to print the job.



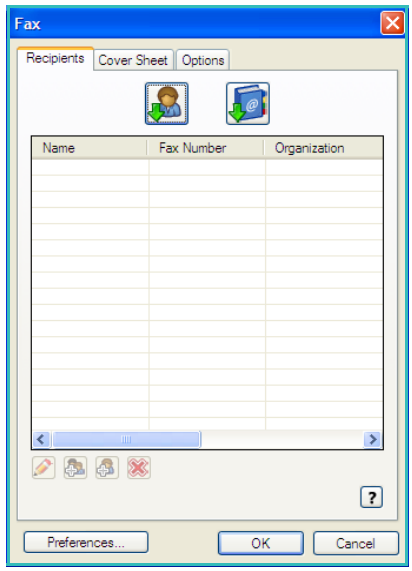
  Note: To save jobs on the printer, Job Storage must be enabled in the Installable Options screen.

- **Fax** use this option to send the current job as a Fax from PC job. The job is sent from the PC to the printer over the network, then faxed over a telephone line to the specified fax destination.

  When you select this job type, the *Fax* screen is displayed so you can specify the fax recipients and specify other fax settings.

  For more information, refer to Fax from PC on page 101 of Fax.

  Note: To fax your job, the fax option must be installed on your printer and fax must be enabled in the *Installable Options* screen.

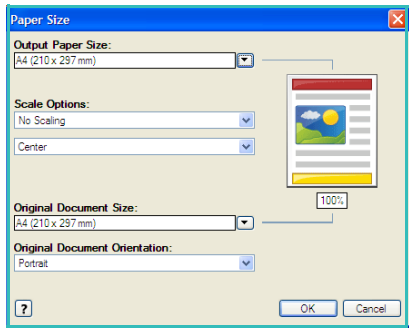


Paper

This option displays information about the paper to use for the print job, such as size and type.

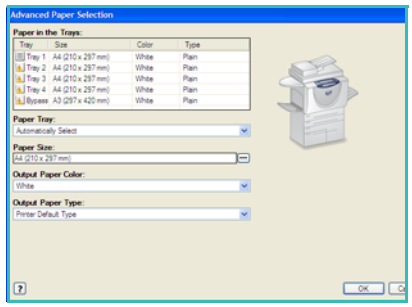
To change the paper to use for printing, select the Paper drop-down menu. The options are:

- **Other Size** select this option to display the *Paper Size* screen. Select the paper size and scaling amount required.
- **Other Color** use this option to select a paper color for the print job. Select a color from the drop-down menu. Use **Automatically Select** to enable the printer to select a paper color.
- **Other Type** use this option to select a type of paper or media to use for the print job. Use **Automatically Select** to enable the printer to select a type.



- **Select by Tray** use this option to select a specific tray for printing the job. The printer only uses the paper in the selected tray, even when more than one tray contains the same paper size and type. Use **Automatically Select** to enable the printer to select a tray loaded with the size and type of paper selected for the job.

Advanced Paper Selection



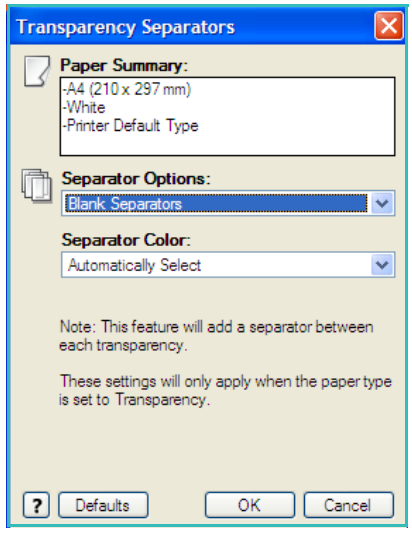
Select this option to display the *Advanced Paper Selection* screen. If there is a bi-directional connection to the printer, the media loaded in each of the trays is shown.

Select the paper tray, size, color and type to use for printing.

If **Pre-Cut Tab** is selected as the paper type, the image will be shifted 13mm (0.5”) to the right automatically. Ensure the correct tab sequence and number of tabs are loaded for the job.

> Note: For information about loading different media, refer to Media Types on page 225 of Paper and Media.

Transparency Separators



Select this option to display the *Transparency Separators* screen. If this option is selected, a blank or printed sheet is placed after each transparency. The paper type for your job must be set to **Transparency** using the **Other Type** menu option.

- Select **Blank Separators** or **Printed Separators** using the *Separator Options* drop-down menu.
- Select the *Separator Color*.

2-Sided Printing

You can have your job automatically printed on both sides of a sheet of paper.

- **1-Sided Print** prints on one side of the paper or transparency. Use this option when printing on transparencies, envelopes, or labels.
- **2-Sided Print** prints on both sides of a sheet of paper. The images are printed so the job can be bound on the long edge of the sheet.
- **2-Sided Print, Flip on Short Edge** prints on both sides of a sheet of paper. The images are printed so the job can be bound on the short edge of the sheet.

> Note: Some media types, sizes, and weights cannot be automatically printed on both sides. Refer to www.xerox.com for specifications information.

Finishing

Use to select the finishing options for the print job, such as stapling or hole punching. To change the finishing options, select the button to the right of the summary to display the finishing selection drop-down menu.

Stapling

- Select the number or location of staples required to staple each set.
- Select **No Stapling** to switch off stapling.

  Note: The stapling options vary depending on the type of finisher.

Hole Punching

- Select **Hole Punch** to punch the paper.
- Select **No Hole Punching** to switch off hole punching.

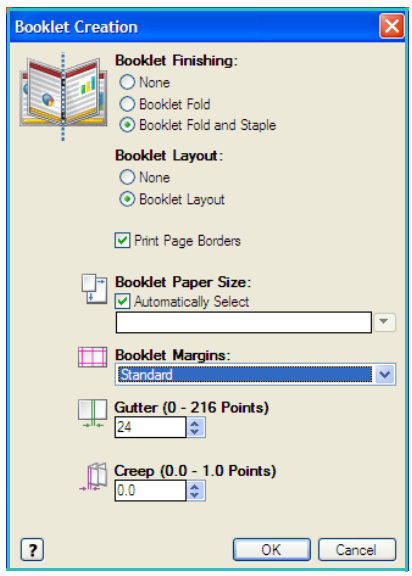
  Note: The number of holes punched and their location depend on the hole punch unit in the finisher.

Folding

- **Bi Fold** folds the output in the middle, creating two sides.
- **C Tri Fold** folds the output to create three sides, with the outer flap folded over the inner flap.
- **Z Tri Fold** folds the output to create three sides in a Z effect.
- Select **No Folding** to switch off folding.

Booklet Creation

Select this menu item to display the *Booklet Creation* screen to select booklet layout and booklet finishing options.



Booklet Finishing

- Select **Booklet Fold** to fold the booklet
- Select **Booklet Fold and Staple** to staple the booklet in the center and then fold.

Booklet Layout

- Using the option, the document pages are rearranged into the correct sequence to create the booklet.
- Use **Print Page Borders** to place a border around the images or text on each page.

Booklet Paper Size

- Use **Automatically Select** to enable the printer to select the paper size for the job.
- To select a paper size for the job, deselect the checkbox and use the drop-down menu.

Booklet Margins

- Booklet Margins control whether the Booklet Layout feature fits the virtual pages into the printable area of the sheet, or into the full physical size of the sheet.
  - **Standard** ensures the entire image fits on two pages per sheet, even if the original document has little or no white space around the edges.
  - **None** assumes the original document has enough white space around all the borders to fit two pages per sheet, for example if printing two 8.5x11" images on 11x17" paper (or two A4 images on A3 paper).

Gutter

- Use this option to shift the images to create a center margin for the booklet.
- This option provides space for the booklet center fold.
- Specify the horizontal distance (in points) between the page images. (A point is 1/72" or .35 mm.)

Creep

- This option gradually shifts the images throughout the document, providing less shift in the center of the booklet and more shift to the outer pages of the booklet. This is useful for booklets with more than 10 pages.
- Setting the **Creep** compensates for the thickness of the folded paper, which otherwise might cause the page images to shift slightly outward when folded.
- Specify how much the page images are shifted outward (in 10ths of a point).

  Note: Some media types, sizes, and weights cannot be stapled, punched, or folded. Refer to www.xerox.com for specifications information.

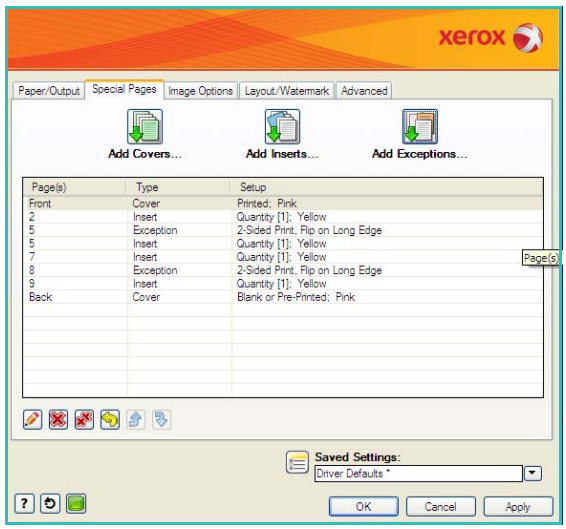
Output Destination

- Use this option to select the destination for your output from the tray choices in the drop-down menu.
- Use **Automatically Select** to send the printed output to a destination based on the paper size.

  Note: If a destination appears in gray text, it may not be available due to other settings that you have selected.

Special Pages

The *Special Pages* tab enables you to add, modify, or delete cover pages, inserts, or exception pages.



The table provides a summary of the special pages for your print job. Up to 250 inserts and exception pages can be included in the table. You can change the width of the columns in the table.

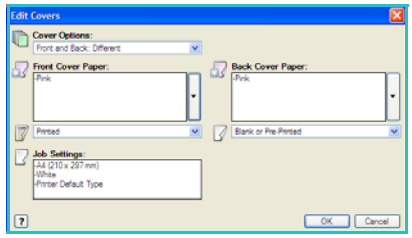
To edit, delete or move an entry in the table use the following buttons:

- **Edit** you can select single or multiple entries and use this button to change the properties for the selected entries.
- **Delete** is used to delete an individual entry or a selection of entries.
- **Delete All** is used to delete all the entries in the table.
- **Undo** is used to undo the last actions if you make an error.
- **Up** and **Down** are used to move the entries up or down in the table.

Some features are only supported by specific printer configurations, operating systems, or driver types. You may see more features or options listed than your specific device supports.

Add Covers

Use this option to add blank or printed covers to your printed document.



1. To add a cover select the **Add Covers** button above the table.
2. Select the *Cover Options* required:
   - **Front Only** provides a front cover.
   - **Back Only** provides a back cover.
   - **Front and Back: Same** provides a front and back cover with the same settings, on the same media.
   - **Front and Back: Different** provides a front and back cover with individual programing requirements and on different media if required.
3. Select the *Paper Settings* for the selected cover options.
4. Select the printing options:
   - **Blank or Preprinted** inserts a blank or pre-printed sheet and does not print an image.
   - **Printed** uses the first page of the document to print the front cover (if selected), and the last page to print the back cover (if selected).
5. Select **OK** to save your selections and exit.

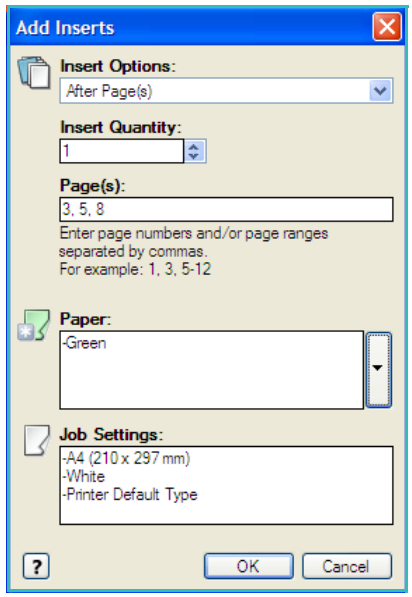
   The cover details display in the table.

Add Inserts

Use this option to add blank or pre-printed inserts to your printed document. To program the inserts, you enter the page number of the page before the insert. If an insert is required as your first page, **Before Page 1** can be specified. It is recommended that you work through your document and identify the page numbers where inserts are required prior to programing.

This option is also used if pre-printed or blank tabs are required in the job. For further information about loading tabs, refer to Media Types on page 225 of Paper and Media.

To add an insert select the **Add Inserts** button above the table.



6. Using the *Inserts Options* drop-down menu, select whether the insert is to be placed **Before Page 1** or select **After Page(s)** to place inserts after the specified page numbers.

   Note: To add an insert to the front of your document, use the **Before Page 1** option.

7. Select the number of insert sheets required.
8. Specify the page number before each insert. If multiple inserts are required it is recommended you enter all the page numbers, separated by a comma or enter a page range separated by a dash.
9. Select the *Paper* requirements for the inserts and select **OK**.

   If using tab media for your insert, ensure the correct tab sequence and number of tabs are loaded for the job.

   Note: If using tab media for your blank or pre-printed inserts, refer to Media Types on page 225 of Paper and Media.

   All the inserts programed display in the table.
10. If any inserts have individual programing, such as a different paper color or a different number of inserts, select the entry required and use the **Edit** button to change the programing.

Add Exceptions

Use this option to specify the characteristics of any pages in the print job that differ from the settings used for the majority of the job. For example, your print job may contain 30 pages that print on standard-sized paper and two pages that print on a different size of paper. Use this option to indicate these two exception pages and select the alternate paper size to use.

This option is also used if printed tabs are required in the job. For further information about loading tabs, refer to Media Types on page 225 of Paper and Media.

To add *Exceptions* select the **Add Exceptions** button above the table.

1. Enter the page number the exception programing applies to. If multiple exceptions are required it is recommended you enter all the page numbers, separated by a comma or enter a page range separated by a dash.

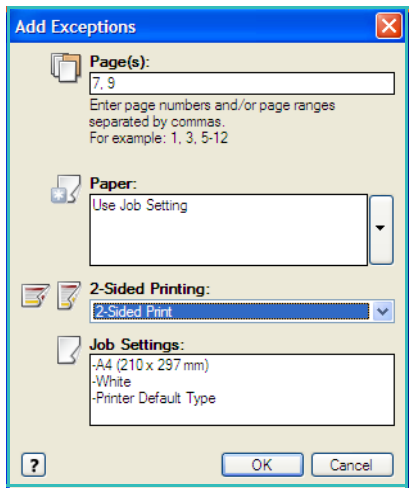
   If individual programing is required for some of the exceptions, the entry can be edited from the table.
2. Select the *Paper* requirements for the exceptions and select **OK**.

   If **Pre-Cut Tab** is selected as the paper type, the image will be shifted 13mm (0.5”) to the right automatically. Ensure the correct tab sequence and number of tabs are loaded for the job.

   If **Use Job Setting** is displayed, the same paper as the main job is used.

   Note: If adding tabs to your job, refer to Media Types on page 225 of Paper and Media.
3. Select the *2-Sided Printing* requirements for the exceptions:
   - **Use Job Setting** uses the same programing applied to the main job.
   - **1-Sided Print** prints the exception pages on one side only.
   - **2-Sided Print** prints the exception pages on both sides of the sheet of paper with the images printed so the job can be bound along the long edge of the sheet.
   - **2-Sided Print, Flip on Short Edge** prints the exception pages on both sides of the sheet of paper with the images printed so the job can be bound along the short edge of the sheet.

   Job Settings displays the paper requirements specified for the main job.



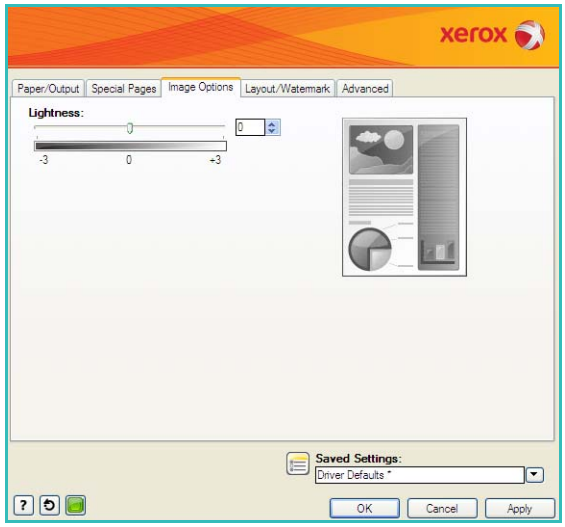
4. Select **OK** to save your selections and exit.

   All the exceptions programed display in the table.
5. If any exceptions pages require individual programing, such as a different paper color or a different number of inserts, select the entry and use the **Edit** button to change the programing.

Image Options

The *Image Options* tab enables you to adjust the lightness or darkness of the image.

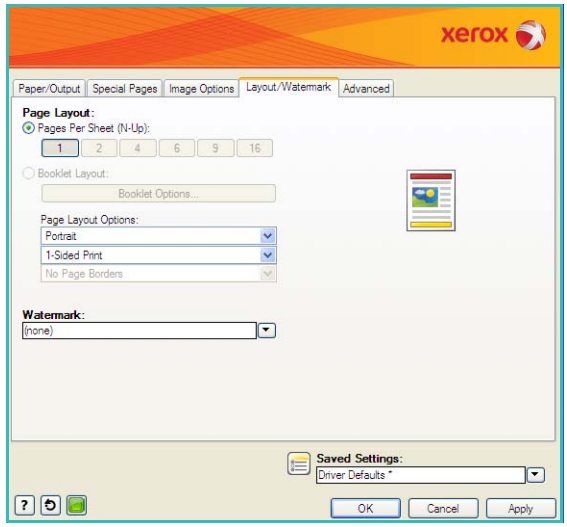
Move the slider to the left to darken the image or to the right to lighten the image. A graphical representation of the adjustment is shown.



Layout/Watermark

The *Layout/Watermark* tab contains settings for selecting page layout, booklet layout and watermark options.

Some features are only supported by specific printer configurations, operating systems, or driver types. You may see more features or options listed than your specific device supports.



Page Layout

Pages Per Sheet (N-Up)

Select this option to print 1, 2, 4, 6, 9, or 16 pages on each side of a sheet of paper. Selecting multiple pages per sheet saves paper and is useful when you want to review the layout of the document.

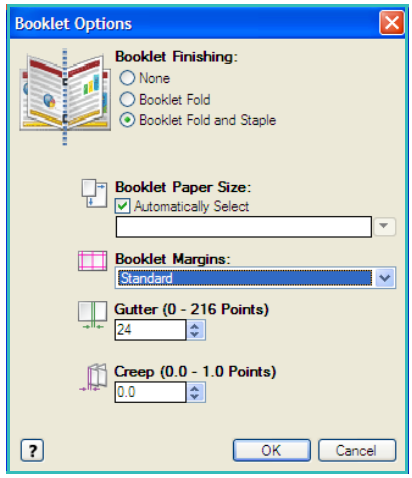
Booklet Layout

Automatically prints 2 pages on each side of each sheet of paper.

The print driver changes the order of the pages so that they can be folded and stapled to create a booklet.

To program additional booklet settings, select the *Booklet Options* button.

- **Booklet Fold** folds the booklet.
- **Booklet Fold and Staple** staples the booklet in the center and then folds.
- **Booklet Paper Size** use **Automatically Select** to enable the printer to select the paper size for the job. To select a paper size for the job, deselect the checkbox and use the drop-down menu.



- **Booklet Margins** control whether the Booklet Layout feature fits the virtual pages into the printable area of the sheet, or into the full physical size of the sheet. **Standard** ensures the entire image fits on two pages per sheet, even if the original document has little or no white space around the edges. **None** assumes the original document has enough white space around all the borders to fit two pages per sheet, for example if printing two 8.5x11" images on 11x17" paper (or two A4 images on A3 paper).
- **Gutter** use this option to shift the images to create a center margin for the booklet. This option provides space for the booklet center fold. Specify the horizontal distance (in points) between the page images. (A point is 1/72" or .35 mm.)
- **Creep** this option gradually shifts the images throughout the document, providing less shift in the center of the booklet and more shift to the outer pages of the booklet. This is useful for booklets with more than 10 pages. Specify how much the page images are shifted outward (in 10ths of a point).

  Note: Some media types, sizes, and weights cannot be stapled, punched, or folded. Refer to www.xerox.com for specifications information. If your document is already formatted as a booklet, do not select **Booklet Layou**t.

Page Layout Options

If the orientation is not already set in your application, select the orientation from the first drop-down menu.

- **Portrait** prints the text and images across the shortest dimension of the paper.
- **Landscape** prints the text and images across the longest dimension of the paper.
- **Rotated Landscape** places the landscape text and image upside down (rotates the text and image 180 degrees).

Select the sides printed option required from the second drop-down menu.

- **1-Sided Print** prints on one side of the paper or transparency. Use this option when printing on transparencies, envelopes, or labels.
- **2-Sided Print** prints on both sides of a sheet of paper with the images printed so the job can be bound on the long edge of the sheet.
- **2-Sided Print, Flip on Short Edge** prints on both sides of a sheet of paper with the images printed so the job can be bound on the short edge of the sheet.

  Note: You can also select these options on the Paper/Output tab for 2-Sided Printing.

If you select multiple pages per sheet for *Pages Per Sheet* or *Booklet Layout* select one of the following options from the third drop-down menu.

- **No Page Borders** does not print a border around each page.
- **Draw Page Borders** prints a border around each page.

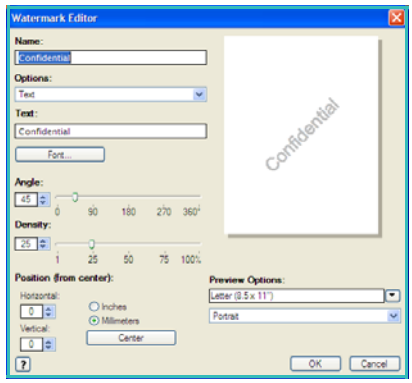
Watermark

A watermark is a picture or text (independent of that provided by the application) that is printed on every page or the first page of the job.

The watermark options are provided in the drop-down menu. There are pre-set watermarks listed available, **Draft**, **Confidential** and **Copy**.

Once a watermark is selected, use the *Options* menu to select whether to print the watermark in the background, in the foreground, or blend with the job. Also select whether to print the watermark on all pages or on the first page only.

Additional watermarks can be created using the **New** option. The *Watermark Editor* screen is displayed with options for creating a new watermark.



- **Name** is used to enter a name for the watermark. The name appears in the watermark selection menu under the *Layout/Watermark* tab. When creating a new watermark, type a name that is no more than 255 characters.
- The **Options** pull down menu allows you to choose the type of watermark to create. Select one of the following options:
  - **Text** uses the characters that you type in the *Text* field. This is displayed in the document as the watermark.
  - **Time Stamp** uses a time stamp as the watermark. Select whether to include the weekday, date, time, and/or time zone in the **Time Stamp Format** drop-down list.
  - **Picture** uses a picture as the watermark. The picture can be in Bitmap, GIF or JPG format. Specify the file name in the *File Name* field or select the *Choose File* button to browse to the picture that you want to use.
- **Font** if you selected **Text** or **Time Stamp**, select this option to access the *Font* screen to change the font family, style, and size to use for the text.
- **Angle** if you selected **Text** or **Time Stamp**, either specify an angle or move the slider to select the angle of the text on the page. The default angle is 45 degrees.
- **Scale** if you selected **Picture**, either specify the percentage or move the slider to select the percentage to scale the picture.
- **Density** either specify a density for the watermark or move the slider to select the density. The default density is 25 percent.
- Use **Position (from center)** to select the number of inches or millimeters to shift the watermark from the center of the page or select the **Center** option to center the watermark.
- **Preview Options** selects the paper size and orientation to use for the preview image of the watermark.

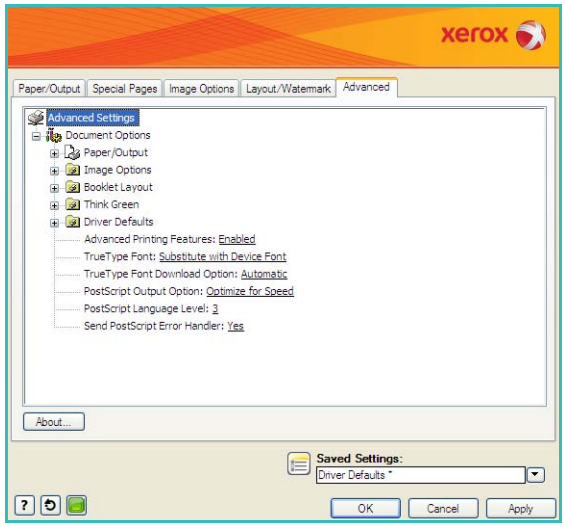
Use the **Edit** option to change an existing watermark. To delete the selected watermark, select **Delete** from the drop-down menu.

Note: Not all applications support watermark printing.

Advanced

The *Advanced* tab enables you to select advanced printing options that are rarely changed.

Note: Some features are only supported by specific printer configurations, operating systems, or driver types. You may see more features or options listed than your specific device supports.



Version 1.0
12/09

Xerox® WorkCentre 5735/5740/5745/5755/5765/5775/5790

E-mail

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 1.0: December 2009

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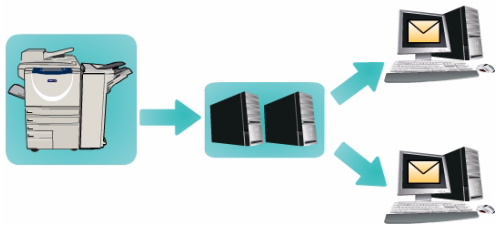
Introduction

E-mail enables the creation of an electronic image file by scanning an original hard copy document. The scanned image is e-mailed to the specified e-mail recipient or recipients over the internet or intranet.



Using the *E-mail* feature allows you to add and remove recipients and edit the subject line of the e-mail message.

1. To select the **E-mail** service, press the **Services Home** button.
2. Select the **E-mail** option. Additional options and features are displayed.

   Most feature screens include the following buttons to confirm or cancel your choices.

   - **Undo** resets the current screen to the values that were displayed when the screen was opened.
   - **Cancel** resets the screen and returns to the previous screen.
   - **Save** saves the selections made and returns to the previous screen.
   - **Close** closes the screen and returns to the previous screen.

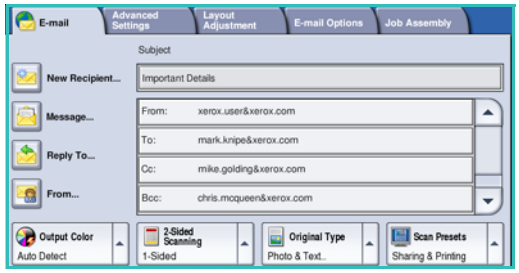
   If an option is not required, use the **Off** option to disable a feature.

For instructions on using the basic *E-mail* features refer to Sending an E-mail on page 163.

If Authentication or Accounting has been enabled on your device you may have to enter log in details to access the features. Refer to Log In / Out on page 25 of Getting Started.

Sending an E-mail

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to touch the documents.
   Or.....
   Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.
3. Press the **Services Home** button and select the **E-mail** option. The *E-mail* features are displayed.



4. Select **New Recipients**.
5. Select **To**, **Cc** or **Bcc** for the recipient using the drop-down menu to the left of the entry box.
   Using the keyboard, enter the e-mail address.
   - Up to 128 alphanumeric characters can be entered.
   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
   - Use the **Keyboards...** button to access additional language keyboards.

   Select **Add** to add the e-mail address to the Recipient list. Continue adding e-mail addresses until all the recipients have been added to the list, then select **Save**.
   All the recipients are displayed in the Recipient list.
   If an address book has been setup, enter the name of the recipient and select **Search**. A list of matching recipients is displayed. Select the e-mail address required and select **Add (To:)**, **Add (Cc:)** or **Add (Bcc:)** from the drop-down menu. The e-mail address is added to the recipient list. Multiple recipients can be added to the Recipient list in this way. Select **Close** to exit.
6. Enter the **Message**, **Reply To**, **From** and **Subject** details as required.
7. Select the required features for your e-mail using the touch screen:

   Output Color is used to replicate the original colors or to change the output to black and white, grayscale or color.
   Note: This feature may not be available on your device.

   2-Sided Scanning is used to select whether your originals are 1-sided or 2-sided. The second side can be rotated.

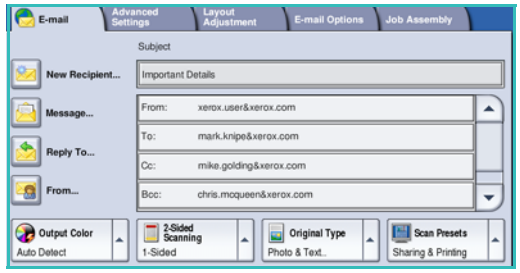
   Original Type is used to define the original document as text, text and photo, or photo.

   Scan Presets is used to set the scan settings to suit how the scanned image will be used.

8. Press **Start** to scan your originals and process the *E-mail* job. Remove the originals from the *document feeder* or *document glass* when scanning has completed.
   Note: The *E-mail* job enters the job list ready for sending.
9. Select **Job Status** to view the job list and check the status of your job.

E-mail

These *E-mail* options provide access to features which are required for programing basic e-mail jobs. Details such as the recipients addresses, *Reply To* information and the subject are entered here.



New Recipient

Use this option to enter details of all the recipients of the E-mail. To enter the recipient details:

1. Select **New Recipients**.
2. Select **To**, **Cc** or **Bcc** for the recipient using the drop-down menu to the left of the entry box.
3. Using the keyboard, enter the e-mail address.
   - Up to 128 alphanumeric characters can be entered.
   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
   - Use the **Keyboards...** button to access additional language keyboards.

4. Select **Add** to add the e-mail address to the Recipient list.
5. Continue adding e-mail addresses until all the recipients have been added to the list.
   Select **Close**.

All the recipients are displayed in the Recipient list.

If an *Address Book* has been setup the **Search** option can be used to search for e-mail addresses. Refer to Address Book on page 167.

Message:

This option is used to enter a message for the e-mail. The message is the text contained within the e-mail and not the e-mail subject line.

1. Using the keyboard, enter the message required.
   - Up to 128 alphanumeric characters can be entered.
   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
   - Use the **Keyboards...** button to access additional language keyboards.

2. Select **Save** to save your selections and exit.

Reply To

The **Reply To** feature enables you to include an e-mail address you want the recipient to reply to. For example you can enter your personal e-mail address. If you logged in through authentication and your details are available in the *Address Book*, your e-mail address is displayed.

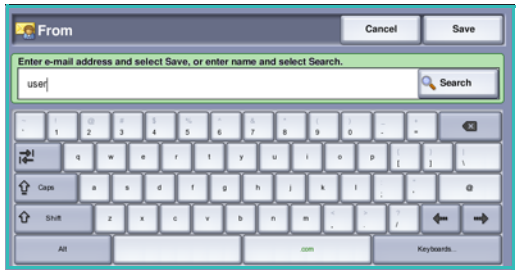
1. Using the keyboard, enter the message required.
   - Up to 128 alphanumeric characters can be entered.
   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
   - Use the **Keyboards...** button to access additional language keyboards.

   If an address book has been setup, enter the name required and select **Search**. A list of matching names is displayed. Select the e-mail address required and select **Save**.
2. If required, select **Save** to save your selections and exit.

The e-mail address entered is displayed in the **Reply To** field.

From:

To enter or edit the sender's name:



1. Select **From**.
2. If a default name is displayed, select the **X** button to delete the entry.
3. Using the keyboard, enter the e-mail address of the sender.
   - Up to 128 alphanumeric characters can be entered.
   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
   - Use the **Keyboards...** button to access additional language keyboards.

   If an address book has been setup, enter the name required and select **Search**. A list of matching names is displayed. Select the e-mail address required and select **Save**.
4. If required, select **Save** to save and return to the previous screen, or **Cancel** to exit.

The e-mail address entered is displayed in the **From** field.

Subject:

To enter a subject for the e-mail:

1. Select the **Subject** field.
2. Using the keyboard, enter the subject of the e-mail.
   - Up to 128 alphanumeric characters can be entered.
   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
   - Use the **Keyboards...** button to access additional language keyboards.
3. Select **Save** to save and return to the previous screen, or **Cancel** to exit.

The subject entered is displayed in the **Subject** field.

Output Color

Select the Auto Detect option in Output Color to automatically detect and match the color of your original and produce black and white, grayscale or color output from your original. The options are:

- **Auto Detect** to select output that matches your original.
- **Black & White** to select black and white output regardless of the color of your original.
- **Grayscale** to use gray scales instead of color.
- **Color** to select color output from your original.

  Note: This feature may not be available on your device.

2-Sided Scanning

The *2-Sided Scanning* option allows you to set whether 1 or 2 sides of your original document are scanned. Documents must first be loaded in the *document feeder* to enable the *2 Sided* option. The options are:

- **1 Sided** is used if your original documents are single-sided.
- **2 Sided** is used if your original documents are double-sided. The *document feeder* must be used to scan your originals with this option.
- **2-Sided, Rotate Side 2** select if your original opens up like a calendar.

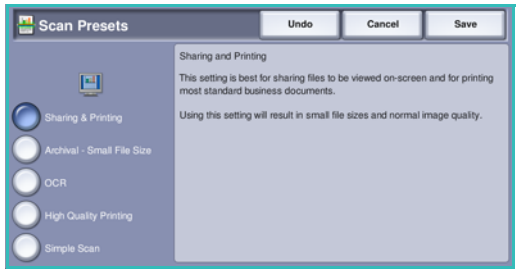
Original Type

Use this option to define the type of original being used for scanning. Making the correct selection enhances the quality of your output image. The options are:

- **Photo & Text** is recommended for originals containing high quality photographs and halftones. Using this setting the scanned image will contain high quality pictures though the sharpness of text and line art is slightly reduced.
- **Text** produces sharper edges and is recommended for text and line art.
- **Photo** is used specifically for originals containing photos or continuous tones without any text or line art. Produces the best quality for photos but reduced quality text and line art.

Scan Presets

Use **Scan Presets** to optimize scan settings to match the intended purpose of the scanned documents. The options are:



- **Sharing & Printing** is used for sharing files that are going to be viewed on-screen and for printing most standard business documents. This setting results in a small file size and normal image quality.
- **Archival - Small File Size** is best for standard business documents that are stored electronically for record keeping purposes. This setting results in the smallest file sizes and normal image quality.
- **OCR** is best for documents that are going to be processed by Optical Character Recognition (OCR) software. This setting results in large file sizes and the highest image quality.
- **High Quality Printing** is best for business documents containing detailed graphics and photos. This setting results in large file sizes and the highest image quality.
- **Simple Scan** is used for faster processing but may result in excessively large file sizes. Using this setting applies only minimal image processing and compression.

More... is used to access all the *Scan Presets* options available. If using this option, select **Save** to save your selections and exit.

Address Book

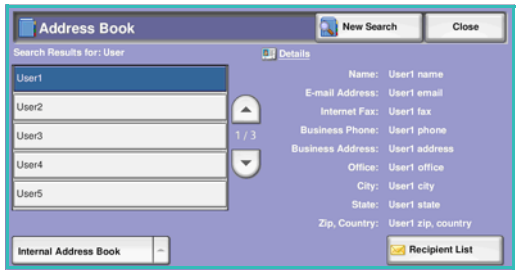
If the device has been setup to access the Network and Internal Address Books, you can use them to select recipients. For information about setting up address books, refer to the System Administrator Guide.

1. Select **New Recipients**.
2. Enter the name of the recipient and select **Search**.

   The matching entries are displayed.
3. Select the e-mail address required. The recipient details are displayed to the right of the list.
4. Select **Add (To:)**, **Add (Cc:)** or **Add (Bcc:)** from the drop-down menu.

   The e-mail address is added to the recipient list.

   Continue adding e-mail addresses as required.



5. To search different address books select the **Internal Address Book** option. Select the *Address Book* required using the drop-down menu and search using the same method described.
6. Select **Recipient List** to view the current Recipient list. To remove an entry from the list, select the entry and select **Remove** from the drop-down menu. The recipient is removed from the list.
7. Select **New Search** to continue adding recipients or **Close** to exit.

The *Address Book* **Search** option can also be used when entering a *Reply To* or *From* e-mail address.

Advanced Settings

The *Advanced Settings* provide access to the features which enhance the image quality or output quality. To access the *Advanced Settings*, select **Services Home** and **E-mail**. Then select the **Advanced Settings** tab.

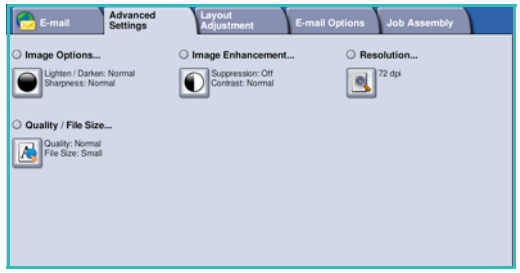
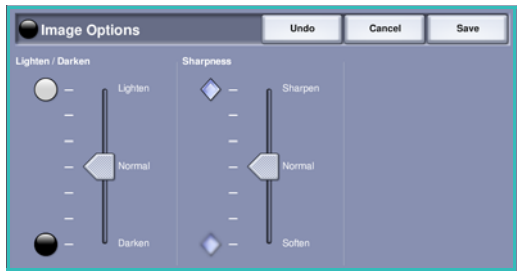


Image Options

Select **Image Options** to adjust the lightness and darkness of the image, and to sharpen the image. The options are:

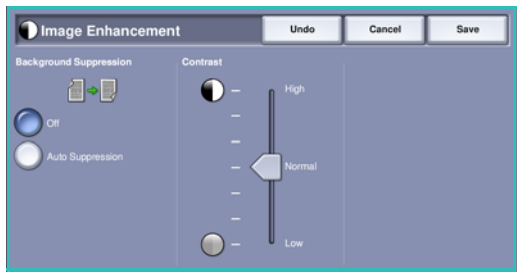


- **Lighten/Darken** provides a manual control to adjust the lightness or darkness of the scanned images.
  - Move the indicator down to darken the scanned image, for light originals such as pencil images.
  - Move the indicator up to lighten the scanned image, for dark originals such as halftones or originals with colored backgrounds.
- **Sharpness** provides manual control to adjust the sharpness of the scanned images.
  - Move the indicator up to sharpen the scanned image.
  - Move the indicator down to soften the scanned image.

Select **Save** to save your selections and exit.

Image Enhancement

Select **Image Enhancement** to reduce background and adjust the image contrast. The options are:

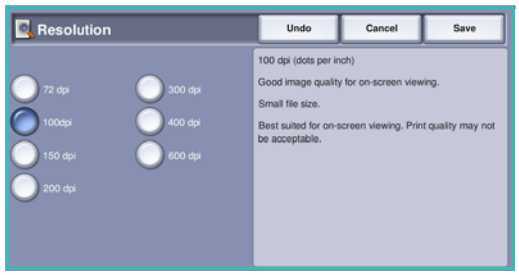


- **Background Suppression** enhances originals that have colored backgrounds, by reducing or eliminating the background from your original. This option is useful when your original is on colored paper.
  - Select **Auto Suppression** to automatically suppress unwanted background.
  - Select **Off** to turn the *Background Suppression* feature off, particularly when:
    - The Darken adjustment does not produce a satisfactory output from light originals.
    - The original has a gray or colored border, such as a certificate.
    - You want to bring out fine detail that was lost due to a dark edge when using bound originals.

- **Contrast** controls the image density on the output and compensates for an original that has too much or too little contrast on the image.
  - Move the indicator up to reproduce more vivid blacks and whites for sharper text and lines but less detail in pictures.
  - Move the indicator down to reproduce more detail in light and dark areas of the original.

Select **Save** to save your selections and exit.

Resolution

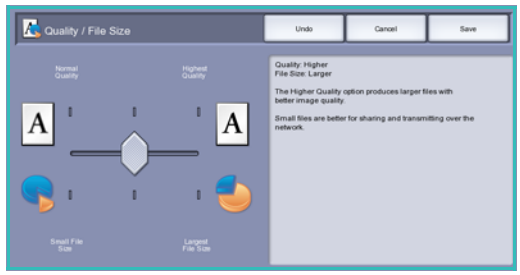


The **Resolution** affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network. The options are:

- **72 dpi** recommended for output displayed on a computer. It produces the smallest file size.
- **100 dpi** recommended for output that delivers low quality text documents.
- **150 dpi** recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics.
- **200 dpi** recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics.
- **300 dpi** recommended for high quality text documents that are to pass through *OCR* applications. Also recommended for high quality line art or medium quality photos and graphics. This is the default resolution and the best choice in most cases.
- **400 dpi** recommended for photos and graphics. It produces average image quality for photos and graphics.
- **600 dpi** recommended for high quality photos and graphics. It produces the largest image file size, but delivers the best image quality.

Select **Save** to save your selections and exit.

Quality / File Size



The **Quality / File Size** settings allow you to choose between scan image quality and file size. These settings allow you to deliver the highest quality or make smaller files. A small file size delivers slightly reduced image quality but is better when sharing the file over a network. A larger file size delivers improved image quality but requires more time when transmitting over the network. The options are:

- **Normal/Small** produces small files by using advanced compression techniques. Image quality is acceptable but some quality degradation and character substitution errors may occur with some originals.
- **Higher/Larger** produces larger files with better image quality.
- **Highest/Largest** produces the largest files with the maximum image quality. Large files are not ideal for sharing and transmitting over the network.

Select **Save** to save your selections and exit.

Note: If you change the **Quality / File Size** option you may affect the settings in the **Scan Presets** options on the *E-mail* tab.

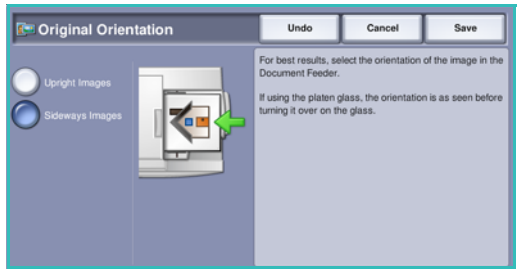
Layout Adjustment

The *Layout Adjustment* options allow you to manipulate the scanned image and enhance the appearance and style of your output. To access the *Layout Adjustment* options, select **Services Home** and **E-mail**. Then select the **Layout Adjustment** tab.

Original Orientation

Use to specify the orientation of the originals being scanned. The options are:

- **Upright Images** refers to the direction the images are loaded in the *document feeder*. Use this option if your images are in the orientation matching the image shown when loaded in the *document feeder*.
- **Sideways Images** refers to the direction the images are loaded in the *document feeder*. Use this option if your images are in the orientation matching the image shown when loaded in the *document feeder*.

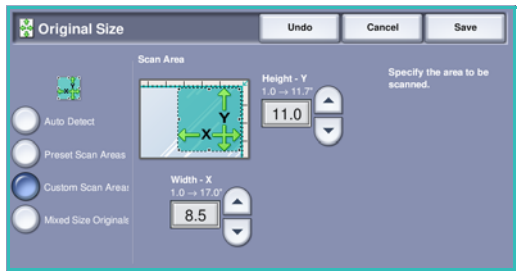


Select **Save** to save your selections and exit.

Original Size

Original Size allows you to specify automatic size detection of the originals, mixed size originals, or the specific size of the image to be scanned. The options are:

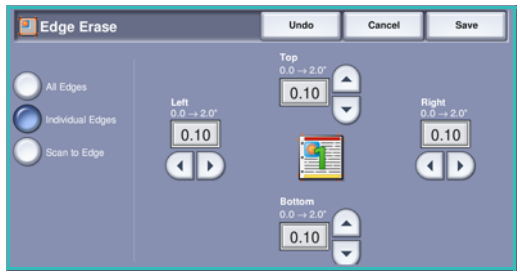
- **Auto Detect** is the default setting and enables automatic size sensing. The size detected is matched to a standard size paper.
- **Preset Scan Areas** allows you to define the size of your original from a list of preset, standard original sizes. You can view the list by using the scroll bar.
- **Custom Scan Areas** is used to enter a specific area for scanning. Measure the area to be scanned on the original and enter the X and Y axis measurements into the fields provided. Only the area specified is scanned.
- **Mixed Size Originals** allows you to scan documents containing different size pages. The pages must be the same width, like A4 LEF and A3 SEF (8.5x11" LEF and 11x17" SEF). Other combinations are shown on the screen.



Select **Save** to save your selections and exit.

Edge Erase

Edge Erase enables you to specify how much of the image to erase around the edges of your document. For example, you can remove the marks caused by punched holes or staples in your original. The options are:



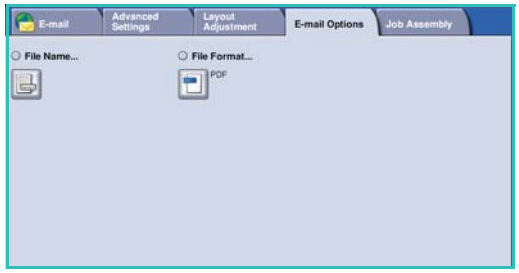
- **All Edges** is used to erase an equal amount from all the edges. Use the *arrow* buttons to adjust the amount to be erased from 1 mm to 50 mm (0.1” to 2.0”). All marks or defects within the measurement set are deleted.
- **Individual Edges** enables an individual amount to be erased from each of the edges.

  Use the *arrow* buttons to adjust the amount for each edge, from 0 mm to 50 mm (0” to 2.0”).
- **Scan to Edge** use this option to scan to the edge of the image.

Select **Save** to save your selections and exit.

E-mail Options

The *E-mail Options* allow you to temporarily change the format of the e-mail image file, set a *Reply To* address and add a brief message. To access the *E-mail Options*, select **Services Home** and **E-mail**. Then select the **E-mail Options** tab.



File Name

This feature enables you to name the file that is sent by E-mail.

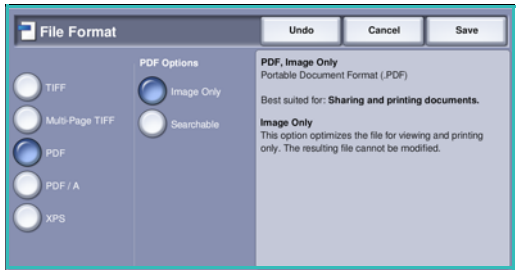
1. Using the keyboard, enter the name of the file.
   - Up to 50 alphanumeric characters can be entered.
   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
   - Use the **Keyboards...** button to access additional language keyboards.
2. Select **Save** to save your selections and exit.

File Format

The **File Format** determines the type of file created. You can select the file format you wish to use for your scanned image. The options are:

- **PDF (Portable Document Format)** allows recipients with the right software to view, print or edit the file, no matter what their computer platform.
  - **Image Only** optimizes the file for viewing and printing and cannot be modified.
  - **Searchable** runs the file through an *Optical Character Recognition (OCR)* process. This can take a few minutes but allows the text in the file to be searchable and editable. If **Searchable** is selected, the **Document Language** menu becomes available. Select the appropriate language from the menu.

  Depending on the receiving device, the **PDF** selection may not be compatible when the resolution is set to **200 dpi**.
- **PDF/A** is an industry standard format for long term document preservation based on the PDF format. The **Advanced Settings** may need checking to ensure they are appropriate for extended use.
  - **Image Only** optimizes the file for viewing and printing and cannot be modified.
  - **Searchable** runs the file through an *Optical Character Recognition (OCR)* process. This can take a few minutes but allows the text in the file to be searchable and editable. If **Searchable** is selected, the **Document Language** menu becomes available. Select the appropriate language from the menu.

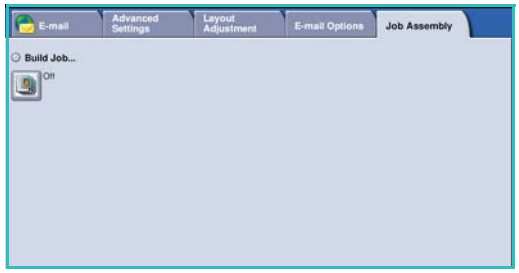


- **XPS (XML Paper Specification)** is a is a Microsoft proprietary format similar to PDF.
  - **Image Only** optimizes the file for viewing and printing and cannot be modified.
  - **Searchable** runs the file through an *Optical Character Recognition (OCR)* process. This can take a few minutes but allows the text in the file to be searchable and editable. If **Searchable** is selected, the **Document Language** menu becomes available. Select the appropriate language from the menu.
- **Multi-Page TIFF (Tagged Image File Format)** produces a single TIFF file containing several pages of scanned images. A more specialized software is required to open this type of file format.
- **TIFF (1 File per Page)** produces a graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned.
- **JPEG (1 File per Page) (Joint Photographic Experts Group)** produces a compressed graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned.

Select **Save** to save your selections and exit.

Job Assembly

This tab provides access to the *Build Job* feature for compiling jobs which have different originals or programing requirements within a job. To access the *Job Assembly* options, select **Services Home** and **E-mail**. Then select the **Job Assembly** tab.



Build Job

Use this feature to build a job that requires different settings for each page, or a segment of pages.

Some pages with text and some with photos

Some pages 2 sided and some 1 sided

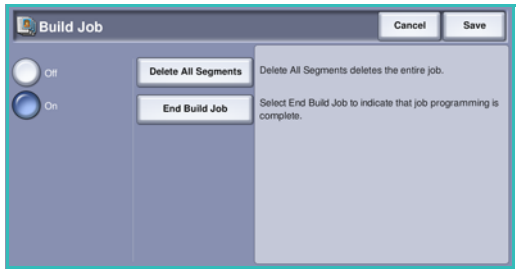
Various sized originals

More than 100 pages

You can select the appropriate settings to be applied to individual pages or segments of a completed job. First split the originals into sections for individual programing.

1. Select **Build Job** on the **Job Assembly** tab.
2. Switch on *Build Job* by selecting the **On** button and select **Save**.
3. Select the options required for the first segment of the job.
4. Load the first segment originals and press **Start**.
5. Remove the first segment originals. The *Build Job* screen displays the first segment in the list.

   Delete All Segments deletes the current *Build Job* and returns you to the main *Build Job* screen.



6. Select the options required for the second segment.
7. Load the second segment originals and press **Start**.
8. Repeat these steps until all segments of your job have been programmed and scanned.
9. After the last segment has been scanned, select **End Build Job** to indicate you have finished scanning and the job can be processed and completed.

Version 1.0
12/09

Xerox® WorkCentre 5735/5740/5745/5755/5765/5775/5790

Save and Reprint Jobs

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 1.0: December 2009

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Introduction

Reprint Saved Jobs is a standard feature that can be enabled on your device. It enables you to retrieve jobs which have been stored on the device using the *Store Job* feature of the *Copy* service, the print driver or the *Internet Services* P*rint Submission* option.

Prior to using the *Reprint Saved Jobs* option, a job must be saved to a folder on the device. For instructions on using the basic *Save Job for Reprint* features refer to Saving a Job on page 181.

Jobs are placed into a folder located on the device and can be accessed and retrieved for printing at later date. Jobs can be recalled and printed as many times as you need.

1. To select the **Reprint Saved Jobs** service, press the **Services Home** button.
2. Select the **Reprint Saved Jobs** option. Additional options and features are displayed.

   Most feature screens include the following buttons to confirm or cancel your choices.

   - **Undo** resets the current screen to the values that were displayed when the screen was opened.
   - **Cancel** resets the screen and returns to the previous screen.
   - **Save** saves the selections made and returns to the previous screen.
   - **Close** closes the screen and returns to the previous screen.

For instructions on using the basic *Reprint Saved Jobs* features refer to Reprinting Saved Jobs on page 184.

If Authentication or Accounting has been enabled on your device you may have to enter log in details to access the features. Refer to Log In / Out on page 25 of Getting Started.

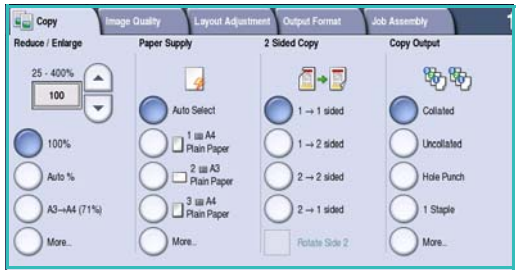
Saving a Job

Prior to using the *Reprint Saved Jobs* option, a job must be saved to a folder on the device. Jobs can be saved using the Copy service at the device, or at your PC using the print driver or Internet Services.

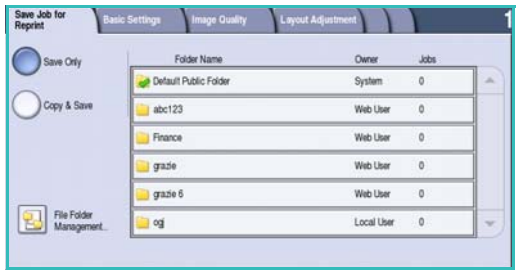
Using the Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790

To store a job using the device:

1. Press the **Services Home** button.
2. Select the **Copy** option. Additional options and features are displayed.
3. Program the required job features.



4. Select the **Save Job for Reprint** button on the **Job Assembly** tab.
5. Select the **Save Job for Reprint** option required:
   - **Copy & Save** is used to store the job and print a copy of the job.
   - **Save Only** stores the job without printing.
6. Select a folder location to store the job.



7. Select **New Job Name** and enter a name for the job using the keyboard.
   Select **Save** to save the job name and return to the previous screen.
8. Load your originals into the *document feeder* and select **Start** to run the job.
9. The job is scanned and saved with the name entered, in the folder selected. If **Copy & Save** was selected, a copy of the job is also printed.

For information about File Folder Management, refer to Managing Folders on page 186.

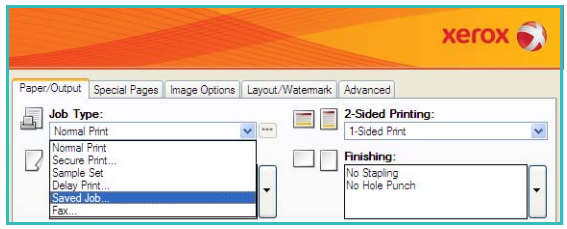
Using the Print Driver

To store a job using the print driver:

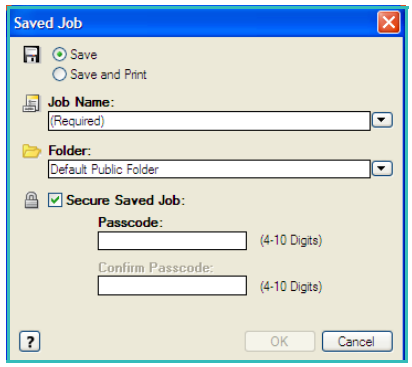
1. Open your document and select **Print** from the application's *File* menu. The application Print window is displayed.
2. Select the *Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790* printer from the *Printer Name* drop-down menu.
3. Select **Properties** to access the print settings for the job.

4. Select the *Job Type* drop-down menu and select **Saved Job.**

   The *Saved Job* options are displayed.



5. Program the Saved Job options as required:
   - Select **Save** to store the job only or **Save and Print** to store and print the job.
   - **Job Name** is used to enter a name for the job or select Use Document Name to use the filename of the document being submitted.
   - **Folder** is used to select a location to store the job. The *Default Public Folder* is available to all users, other folders may have restricted access.
   - **Secure Saved Job** is used to add a passcode to the job. The job can only be accessed and printed using the passcode entered here.



6. Select **OK** to save the settings and exit the Saved Job options.

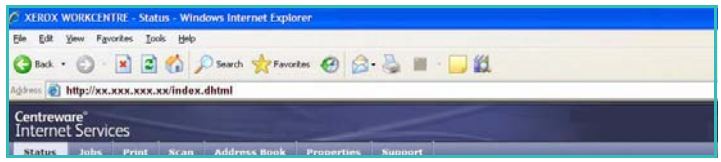
   Program the print features required for the saved job.
7. The **Help** option provides an explanation of all the options.
8. Select **OK** to save the print settings.
9. Select **OK** on the Print dialogue window to send the job.

   The job is processed and sent to the device for saving or saving and printing, depending on the selection.

Using Internet Services

The **Print** option within *Internet Services* can also be used to create a Saved Job. The job file submitted must be a print ready file, such as a PDF or PostScript file.

1. Open the web browser from your Workstation.
2. In the URL field, enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field: http://192.168.100.100.



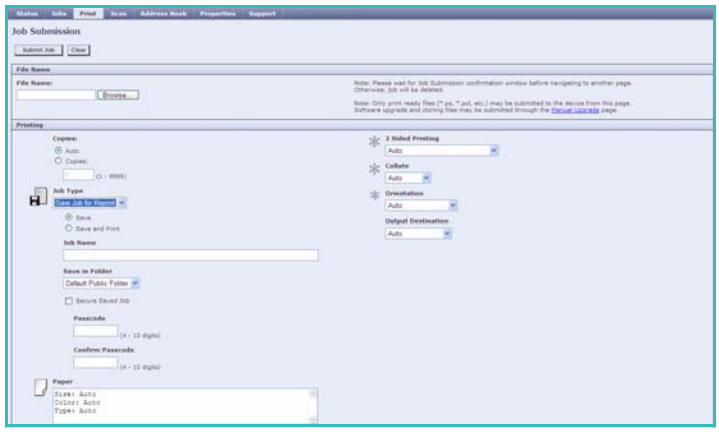
3. Press **Enter** to view the Home page.

   The *Internet Services* options for your device are displayed.

   Note: To find out the IP Address of your device, print a configuration report. For instructions, refer to Print Reports on page 236 of Machine and Job Status.

4. Select **Print** to access the *Job Submission* options.
5. Enter the file name of the job requiring saving, or use the **Browse** option to locate the file.
6. Select the *Job Type* drop-down menu and select **Save Job for Reprint**.

   The **Saved Job** options are displayed.



   - Select **Save** to store the job only or **Save and Print** to store and print the job.
   - **Job Name** is used to enter a name for the job.
   - **Folder** is used to select a location to store the job. The *Default Public Folder* is available to all users, other folders may have restricted access.
   - **Secure Saved Job** is used to add a passcode to the job. The job can only be accessed and printed using the passcode entered here.
   - Program the **Paper**, **2-Sided Printing**, **Collate**, **Orientation**, **Output Destination** and the finishing options as required.
7. Select **Submit Job** at the top of the page to send the job to the device over the internet.

   The job is processed and sent to the device for saving or saving and printing, depending on the selection.

Reprinting Saved Jobs

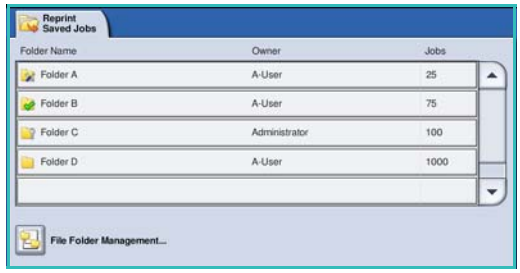
Saved Jobs can be reprinted using the device touch screen or from *Internet Services*.

Using the Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790

1. Press the **Services Home** button.
2. Select the **Reprint Saved Jobs** option.

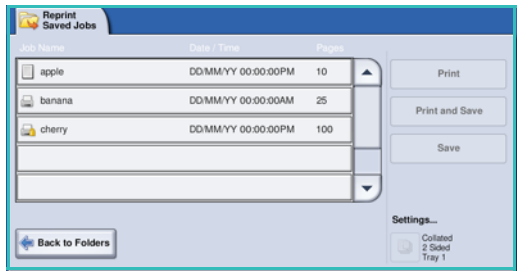
   Folders containing the saved jobs are displayed.
3. Select the folder required. If necessary, use the scroll bar to access all the folders.

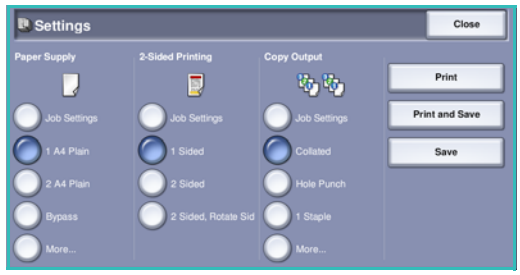
   A list of the jobs in the folder is displayed.



4. Select the job and select the print or save option required:
   - **Print** is used to print the selected job using the currently saved print settings.
   - If print settings are changed from those stored with the original print job, **Print and Save** is used to print and then store the selected job with the new settings.
   - **Save** is used to save the selected job without printing. The job will be saved in place of the original job with any new settings selected.

   If the job settings require changing prior to printing the job, select the **Settings** option. Select the options required and then select **Print**, **Print and Save** or **Save**.



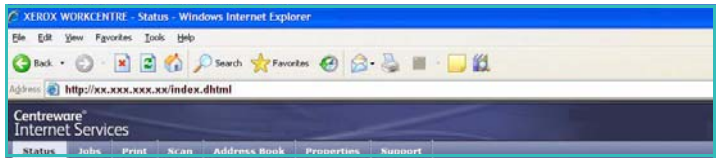


5. If the job is a secure job, enter the passcode required and select **Print Job**.
6. Select **Job Status** to view all the job lists and check the status of your job. For further information, refer to Job Status on page 233 of Machine and Job Status.

Using Internet Services

You can reprint your saved jobs using *Internet Services*:

1. Open the web browser from your Workstation.
2. In the URL field, enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field: http://192.168.100.100.



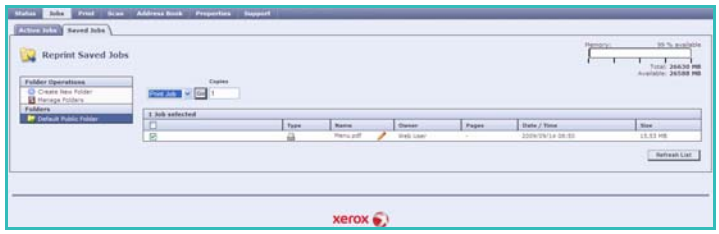
3. Press **Enter** to view the Home page.

   The *Internet Services* options for your device are displayed.

   Note: To find out the IP Address of your device, print a configuration report. For instructions, refer to Print Reports on page 236 of Machine and Job Status.

4. Select the **Jobs** tab.

   This screen shows the jobs currently in the device list.



5. To access the list of *Saved Jobs*, select the **Saved Jobs** tab.
6. Select the folder that contains the job you want to print.
7. Select the check box next to the job you want to print.

   You may choose several jobs and specify how many copies you would like.
8. Select **Print Job** from the drop-down menu and then select **Go**.
9. Your selected job or jobs are printed at the device using the saved print setting for each job.

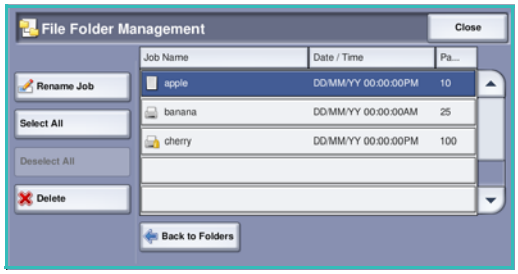
Managing Folders

The folders are set up by the System Administrator using *Internet Services* and can be managed by the users. Folder management tasks can be performed at the device, using the *Reprint Saved Jobs* service, or at your PC using *Internet Services*.

Using the Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790

1. Press the **Services Home** button.
2. Select the **Reprint Saved Jobs** option.

   Folders containing the saved jobs are displayed.
3. Select the **File Folder Management** option. The Manage Folders options are as follows



   - **Open Folder** opens the selected folder.
   - **New Folder** is used to create a new folder. Enter the folder name and select the access options required.
   - **Modify Folder** is used to edit the folder name or access details.
   - **Delete** is used to delete a folder and its contents.

   Within each folder, the options are as follows:
   - **Back to Folders** is used to return to the folder list.
   - **Rename Job** is used to rename selected job.
   - **Select All** is used to select all the jobs within the folder.
   - **Deselect All** is used to deselect any jobs selected.
   - **Delete** is used to delete the selected file(s).
4. Select **Close** to exit the File Folder Management option.

Using Internet Services

Create New Folder

Folders and the files saved within them can be managed using *Internet Services*.

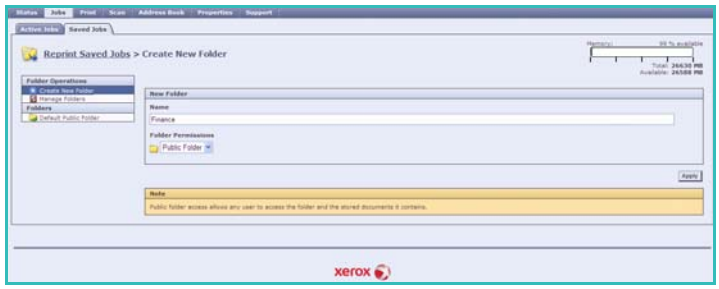
1. Open the web browser from your Workstation.
2. In the URL field, enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field: http://192.168.100.100.
3. Press **Enter** to view the Home page.

   The *Internet Services* options for your device are displayed.

   Note: To find out the IP Address of your device, print a configuration report. For instructions, refer to Print Reports on page 236 of Machine and Job Status.

4. Select the **Jobs** option.
5. Select the **Saved Jobs** tab to access the folder options.
6. Select **Create New Folder**.
7. Input the name for the folder in the **Name** field.

   As a normal user you are only able to create *Public* folders. These are the other kind of folders you may see.



   - The **Public** folder has been created by a user. It can be used by any user and has no access authority limitations. Any user can access, modify and delete the documents in this folder.
   - The **Read Only** folder is created by the System Administrator or a user as a *Read Only Public* folder. Any user can print from the folder but documents cannot be deleted or modified.
   - The **Private** folder is created by a user only when the device is in *Authentication* mode. The User marks the folder as *Private* and the folder is only visible to the Owner and the System Administrator.

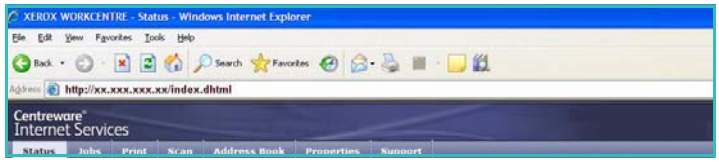
8. When you have selected the appropriate Permissions, select **Apply**.

   The Folder is displayed in the *Folders List*.

Modify or Delete Folder

You can modify or delete existing folders that contain *Saved Jobs* using *Internet Services*.

1. Open the web browser from your Workstation.
2. In the URL field, enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field: http://192.168.100.100.



3. Press **Enter** to view the Home page.

   The *Internet Services* options for your device are displayed.

   Note: To find out the IP Address of your device, print a configuration report. For instructions, refer to Print Reports on page 236 of Machine and Job Status.

4. Select the **Jobs** option.
5. Select **Saved Jobs** tab to access the folder options.
6. Select **Manage Folders**.

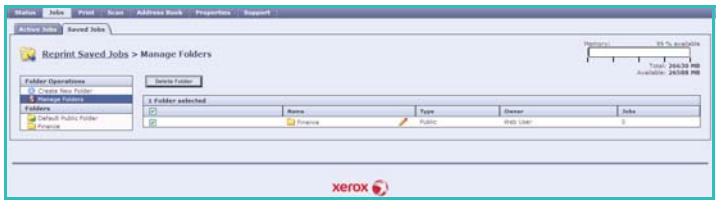
   The window displays all the *Public* folders and any *Private* folders belonging to you.

   Check the box next to the folder you want to modify.

7. Select options required for the folder.

   The folder can be deleted by selecting the **Delete Folder** button.

   The folder and the contents of the folder are deleted from the list on this screen and the list of available folders at the device.



Version 1.0
12/09

Xerox® WorkCentre 5735/5740/5745/5755/5765/5775/5790

ID Card Copy

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Introduction

ID Card Copy enables you to scan each side of an ID card onto one side of a single sheet of paper. The ID card is placed on the *document glass* and the first side is scanned. When prompted, the card is turned over and the other side is scanned. You can also set different image quality settings for side 1 and side 2.

1. To select the **ID Card Copy** service, press the **Services Home** button.
2. Select the **ID Card Copy** option. Additional options and features are displayed.

   Most feature screens include the following buttons to confirm or cancel your choices.

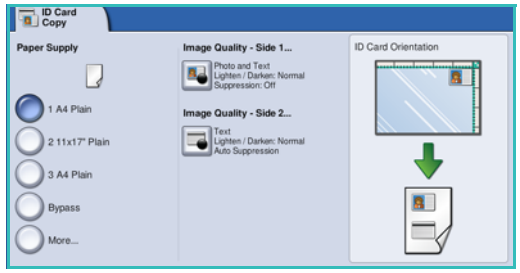
   - **Undo** resets the current screen to the values that were displayed when the screen was opened.
   - **Cancel** resets the screen and returns to the previous screen.
   - **Save** saves the selections made and returns to the previous screen.
   - **Close** closes the screen and returns to the previous screen.

   If an option is not required, use the **Off** option to disable a feature.

If Authentication or Accounting has been enabled on your device you may have to enter log in details to access the features. Refer to Log In / Out on page 25 of Getting Started.

ID Card Copy

The *ID Card Copy* tab includes Paper Supply options and Image Quality options for Side 1 and Side 2. Each option is described in detail below.



Paper Supply

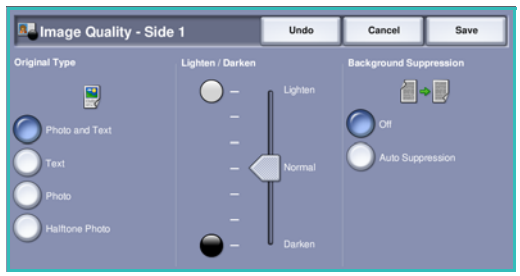
Use the *Paper Supply* options to select the paper tray for the job. The options are:

- **Tray 1** use this option to select the paper loaded in Tray 1.
- **Tray 2** use this option to select the paper loaded in Tray 2.
- **Tray 3** use this option to select the paper loaded in Tray 3.
- **Tray 4** use this option to select the paper loaded in Tray 4.
- **Bypass** use this option when feeding individual types of media.
- **More...** provides access to all the tray options.

Select a long edge feed or short edge feed media, depending on the output orientation required. When a paper supply option is selected, the screen graphic illustrates the orientation of the image on the output.

Image Quality - Side 1 and Image Quality - Side 2

Use these features to enhance the image quality of your output. Individual settings can be selected for Side 1 and Side 2. The options are:



Original Type

- **Photo and Text** is recommended for text and line art originals.
- **Text** produces sharper edges and is recommended for text and line art.
- **Photo** is used specifically for originals containing photos or continuous tones without any text or line art. Produces the best quality for photos but reduced quality text and line art.
- **Halftone Photo** is used if your original is from a magazine or newspaper that contains photographs or text.

Lighten/Darken

This provides manual control to adjust the lightness or darkness of the scanned images.

- Move the indicator down to darken the scanned image, for light originals such as pencil images.
- Move the indicator up to lighten the scanned image, for dark originals such as halftones or originals with colored backgrounds.

Background Suppression

This enhances originals that have colored backgrounds, by reducing or eliminating the background on the output copy. This option is useful when your original is on colored paper.

- Select **Auto Suppression** to automatically suppress unwanted background.
- Select **Off** to turn the Background Suppression feature off, particularly when:
  - The *Darken* adjustment does not produce a satisfactory output from light originals.
  - The original has a gray or colored border, such as a certificate.
  - You want to bring out fine detail that was lost due to a dark edge when using bound originals.

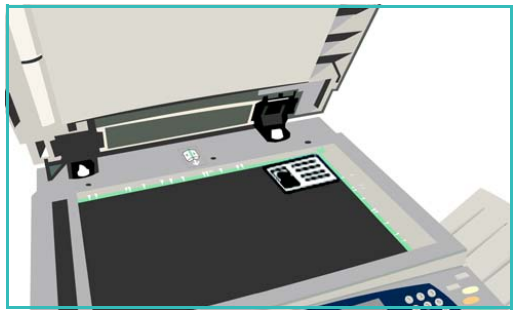
Select **Save** to save your selections and exit.

Copying an ID Card

1. Lift up the *document feeder*. Place the ID card face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.
3. Press the **Services Home** button and select the **ID Card Copy** option.
   The *ID Card Copy* features are displayed.
4. Select the paper tray required for the job. The graphic on the screen changes to reflect the orientation of the output paper.
5. Select the **Side 1 - Image Quality** option and program the features required for side 1.

   Select the **Side 2- Image Quality** option and program the features required for side 2.
6. Enter the copy quantity using the numeric keypad and press **Start** to scan side 1 of the ID card.
7. Lift up the *document feeder* and turn over the ID card to enable side 2 to be scanned. Close the *document feeder*.
8. Press **Start** to scan side 2 of the ID card.

   The job is processed and printed. Retrieve your copies from the output tray.



If your job is held in the list it requires additional resources to print. To identify the resources required, select the **Job Status** button. Select your job in the list and select **Job Details**. Once the resources are available the job will print.

Version 1.0
12/09

Xerox® WorkCentre 5735/5740/5745/5755/5765/5775/5790

Internet Services

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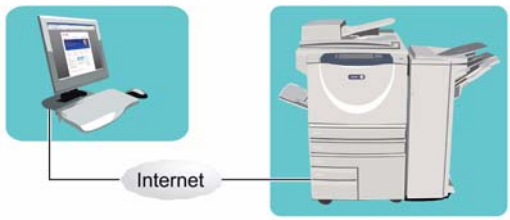
Introduction

Internet Services uses the embedded HTTP Server on the device. This allows you to communicate with the Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790 through a web browser.



Entering the IP Address of the device as the URL (Universal Resource Locator) in the browser provides direct access to the device over the internet or intranet.

Internet Services enables users to perform many functions, including:

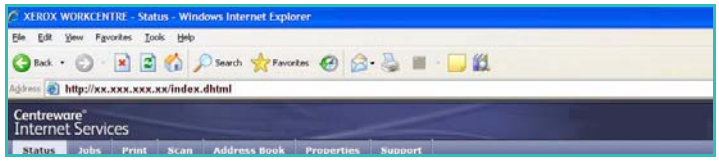
- Checking machine status, billing information and consumable status.
- Submitting print jobs over the internet or intranet.
- Setting up the Public Address Book by importing an existing address book, or by adding entries individually.
- Creating, modifying and deleting Workflow Scanning templates.
- Customizing the device settings such as Energy Saver, Paper Trays and Timeout Settings.

The Internet Services Help function describes all the features and functions available.

Using Internet Services

Prior to connecting to Internet Services the device must be physically connected to the network with TCP/IP and HTTP enabled. An operational workstation with *TCP/IP Internet* or *Intranet* accessibility is also required. To access Internet Services:

1. Open the web browser from your Workstation.
2. In the URL field, enter http:// followed by the IP Address of the device. For example: If the IP Address is 192.168.100.100, enter the following into the URL field: http://192.168.100.100.



3. Press **Enter** to view the Home page.

   The Internet Services options for your device are displayed.

   Note: To find out the IP Address of your device, print a configuration report. For instructions, refer to Print Reports on page 236 of Machine and Job Status.

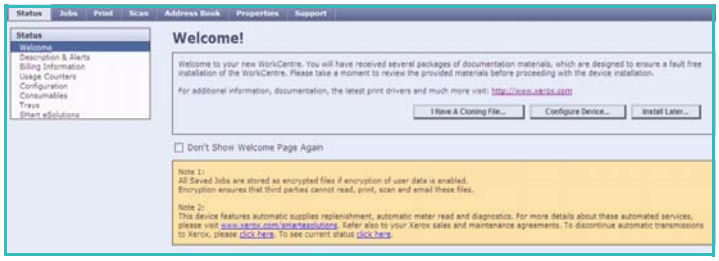
Status

The *Status* option provides information about the device.

Welcome

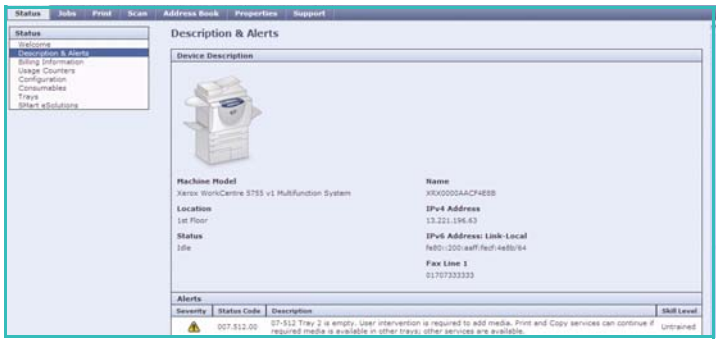
The Welcome page provides information about setting up and installing your device.

Once you have reviewed this page it can be switched off using the **Don't Show Welcome Page again** option.



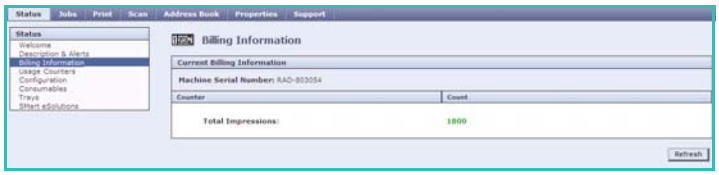
Description & Alerts

A description of any problems or *Alerts* on the device.



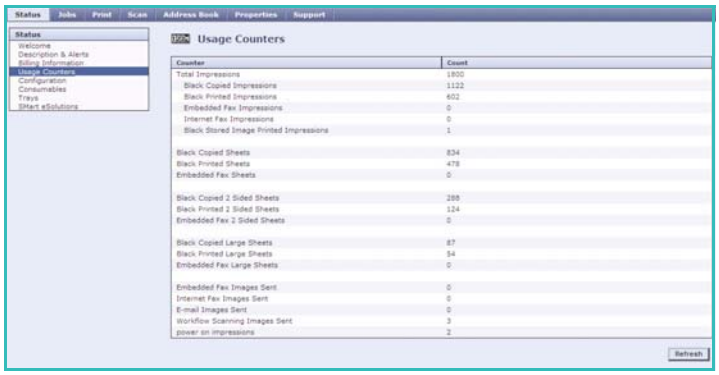
Billing Information

Provides the machine serial number, the number of black impressions and the number of color impressions made.



Usage Counters

Provides more detailed information on device usage, such as number of copied sheets, number of printed sheets, number of faxes and number of large sheets.

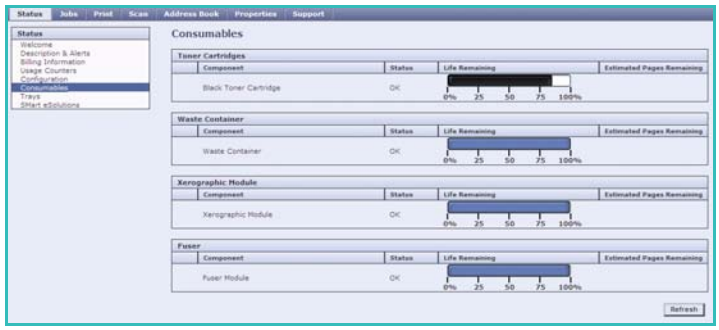


Configuration

This section displays the configuration of the device and the option to print a configuration report.

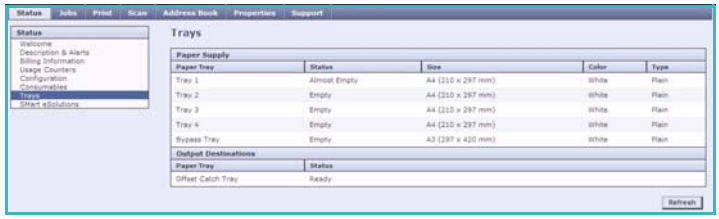
Consumables

This option provides information on the life of the device consumables, such as the Toner Cartridge and Xerographic Module.



Trays

This area displays status information about all the paper trays. It also provides information about the tray media and settings.



Information Pages

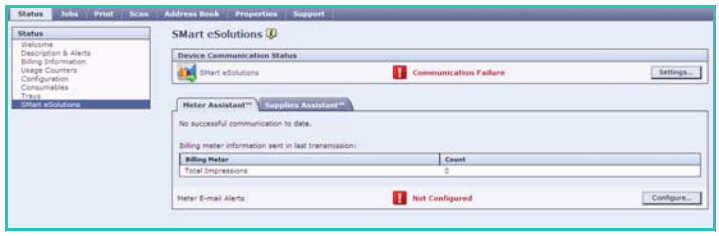
Using this option, individual guides can be printed which provide information about the Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790 services and features.

It also provides sampler pages which are used for checking the quality and color settings.

Select the guide or sampler page required and select **Print**.

SMart eSolutions

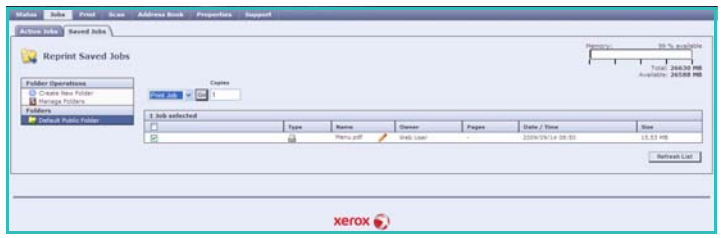
This option provides information about the SMart eSolutions enabled on the device. SMart eSolutions is a hassle free, hands free, secure way to manage your device via automatic meter reading, automatic supplies replenishment and remote diagnostics.



Jobs

The *Jobs* option provides information about the all the incomplete jobs in the *Job List* on the device and the Saved Jobs.

Active Jobs



Use this option to check the status of your job. The *Active Jobs* list displays a list of the current jobs and the status of each job.

Saved Jobs

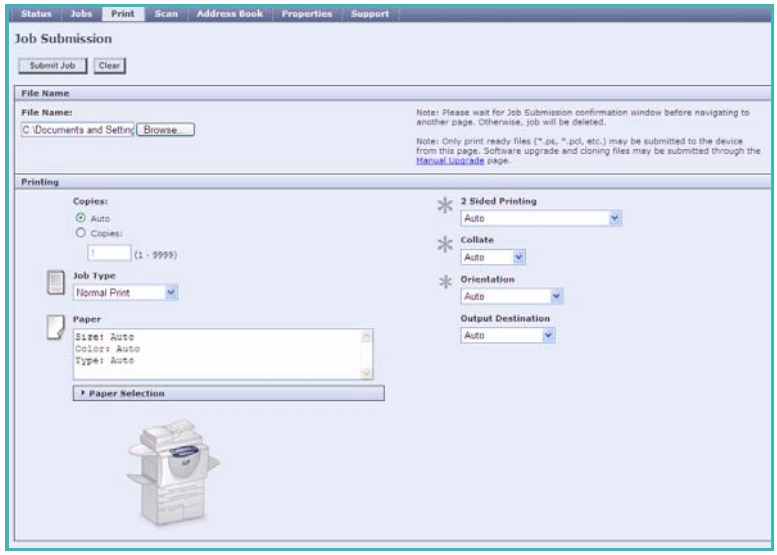
Jobs which have been saved to the device memory can be accessed using the *Saved Jobs* option. A *Saved Job* can be selected and printed, deleted, copied or moved.

Print

The *Print* option enables you to send a print ready job such as a PDF or PostScript file to the printer over the internet. You can send the job from your desktop or from a remote location.

To use the *Job Submission* option:

- Enter the file name of the job requiring printing, or use the **Browse** option to locate the file.
- Program the printing options required.
- Select **Submit Job** to send the job to the printer over the internet.

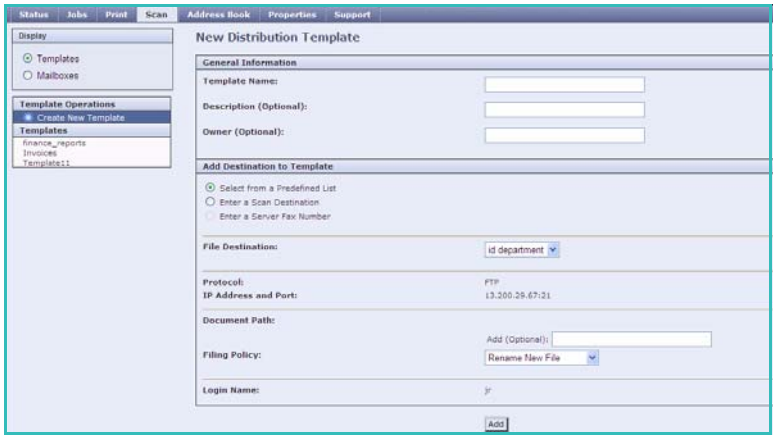


Scan

The *Scan* option displays a list of all the *Workflow Scanning* templates that have been created using Internet Services.

Use the Scan options to create, modify, copy or delete Workflow Scanning templates.

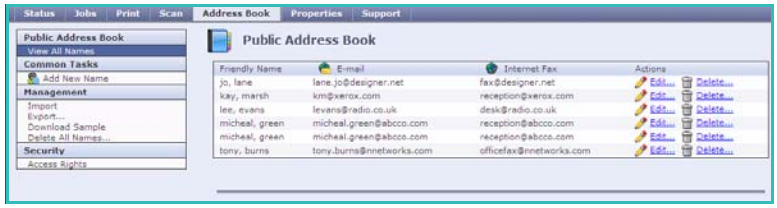
For more information about the Scan options, refer to Workflow Scanning Options on page 115 of Workflow Scanning.



Address Book

The device supports two types of address book:

- Internal - A global address book provided by LDAP (Lightweight Directory Access Protocol) services.
- Public - An address book created from a list of names and addresses saved in a CSV file (Comma Separated Values) format.

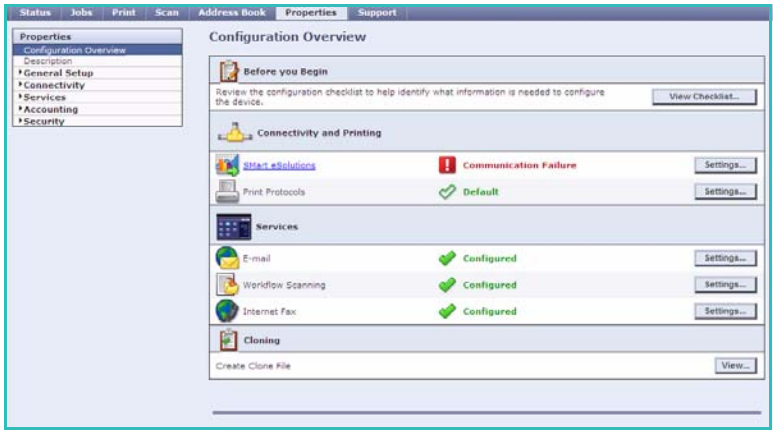


The *Address Book* tab is used to setup and manage a Public Address Book. The file must be in a CSV (Comma Separated Values) format for the device to be able to read the file contents. The device can have access to both an LDAP server and a Public Address Book. If both are configured the user will be presented with the choice to use either address book to select email recipients.

Refer to the System Administrator Guide for further information about Address Books.

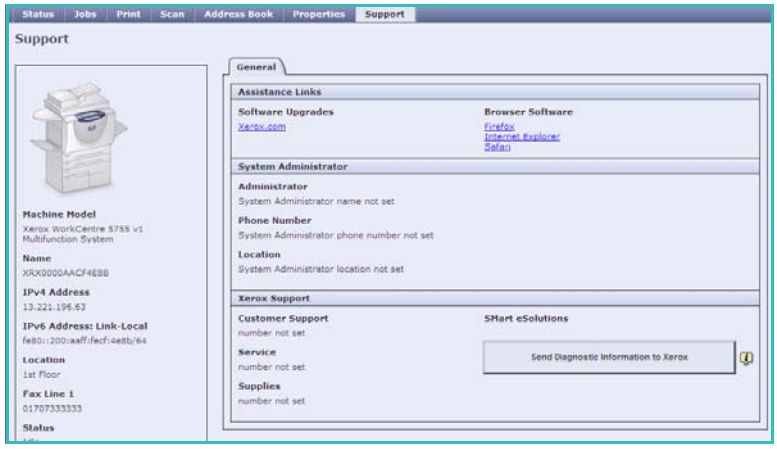
Properties

The *Properties* option contains all the settings, setups and default values for installing and setting up the device. These are protected by a user name and password and should only be changed by your System Administrator.



Support

The *Support* option contains the name and telephone number of your System Administrator and the telephone numbers you should use for *Customer Support* and *Supplies*.



Help

Select the **Help** button to display the *Help* screens.

The structure of the *Help* screens corresponds to the structure of the Internet Services options.

Use the menu on the left of the *Help* page to access descriptions and instructions about all the features and functions of Internet Services.

Version 1.0
12/09

Xerox® WorkCentre 5735/5740/5745/5755/5765/5775/5790

Paper and Media

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 1.0: December 2009

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Introduction

This guide describes the different types of media that can be used in your device, the paper trays available and the types and sizes of media that can be loaded and fed from each tray. It also identifies the orientation the media can be loaded, Long Edge Feed (LEF) or Short Edge Feed (SEF).

Detailed media specifications for this device are provided at www.xerox.com.

1. **Paper Tray 1:** This tray is standard on the device. It is a fully adjustable tray and is used for media sizes A5 LEF to A3 SEF (5.5x8.5" LEF to 11x17" SEF). The capacity for this tray is 500 sheets of 75 gsm or 20 lb paper.
2. **Paper Tray 2:** This tray is standard on the device. It is a fully adjustable tray and is used for media sizes A5 LEF to A3 SEF (5.5x8.5" LEF to 11x17" SEF). The capacity for this tray is 500 sheets of 75 gsm or 20 lb paper.
3. **Paper Tray 3:** This tray is standard on the device. It is a dedicated tray and is set to a fixed size, either A4 or 8.5x11". The capacity for this tray is 2000 sheets of 75 gsm or 20 lb paper.
4. **Paper Tray 4:** This tray is standard on the device. It is a dedicated tray and is set to a fixed size, either A4 or 8.5x11". The capacity for this tray is 1600 sheets of 75 gsm or 20 lb paper.
5. **Tray 5:** An optional high capacity paper source which feeds A4 or 8.5x11" Long Edge Feed (LEF) media as standard. Optional kits are available to accommodate 11x17", A3, 8.5x14", 8.5x11" or A4 Short Edge Feed (SEF) media. The capacity for this tray is 4000 sheets of 75 gsm or 20 lb paper (A4 or 8.5x11" LEF), up to 2000 sheets of 75 gsm or 20 lb paper (optional kits).
6. **Tray 6 (Post Process Inserter):** An optional paper tray for use with the High Volume Finisher. It is used to insert pre-printed sheets into copy sets. The device cannot print on sheets fed from this tray. The capacity for this tray is 250 sheets of 75 gsm or 20 lb paper.
7. **Bypass Tray:** This tray is also standard on the device and is used for non-standard printing media. It can be used for media sizes in the range A6 SEF to A3 SEF (4.25x5.5" SEF to 11x17" SEF). The capacity for this tray is 100 sheets of 75 gsm or 20 lb paper.

The trays automatically detect *low media* and *out of media* conditions. A warning message is displayed on the screen when a tray requires loading.

Always use the information labels in each of the trays for guidance on loading orientations and maximum fill information.

Trays 1 and 2

Trays 1 and 2 are located on the front of the device and feed the majority of media sizes. Media can be loaded Long Edge Feed (LEF) or Short Edge Feed (SEF). Your device uses a system of programable settings to manage the trays and media. These settings are established by your System Administrator who can set Trays 1 and 2 to **Fully Adjustable** or **Dedicated.**

- **Fully Adjustable** if this option is set, the paper settings screen is displayed each time the tray is opened and closed. The drop-down menus are used to change the size, type and color of the media loaded. The guides automatically detect the size of media loaded and the device gives a warning if the guides are not set correctly or a non-standard media size is used.
- **Dedicated** when a tray is opened a screen is displayed identifying the media that should be loaded in the tray. If the wrong size of media is loaded, or the tray guides are set incorrectly, the device gives a warning to adjust the guides.

  Note: Only the System Administrator can change the media attributes for a dedicated tray.

If a non-standard size media is loaded, or the tray guides are set incorrectly, the device displays a screen showing *Unknown size* and asking you to confirm or change the settings.

If set to *Adjustable*, the following media can be loaded in Trays 1 and 2:

- Up to 500 sheets of 75 gsm or 20 lb paper.
- Weights from 60 to 200 gsm (16 to 53 lb).

  Note: For 80 gsm paper capacities are slightly lower then specified.

- Media sizes in the range A5 LEF to A3 SEF (5.5x8.5” LEF to 11x17” SEF). Custom sizes are also supported.
- Media types:
  - Plain, Bond and Recycled
  - Punched
  - Letterhead and Pre-printed
  - Heavyweight
  - Pre-cut tabs
  - Rough Surface

Trays 1 and 2 must not be used to feed labels, transparencies or envelopes. The Bypass Tray can be used for these media types. The optional Envelope Tray can be used in place of Tray 2 for envelopes.

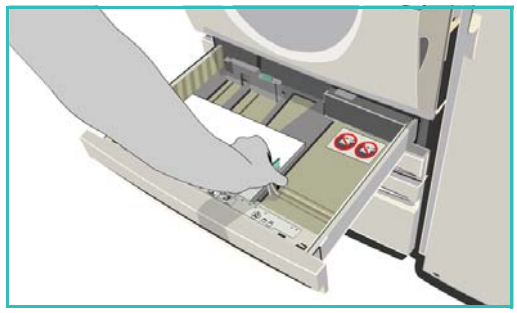
Loading Trays 1 and 2

If Tray 1 or Tray 2 is set as a *Dedicated* tray, the media requested must be loaded in the tray and the settings cannot be adjusted.

CAUTION: A problem will occur if a tray is opened while it is being used to feed media. Do not open Tray 1 if Tray 2 is open.

1. Open the tray.
2. Place the media in the tray. Media must be positioned against the left side of the tray.
   - Load pre-printed paper face-down and with the top towards the front of the device.
   - Load hole punched paper with the holes on the left edge.

   Paper must not be loaded above the maximum fill line.



3. Make sure that the paper guides just touch the paper.
   - To position the right side guide, squeeze the clamp mechanism and slide the guide to touch the right edge of the media.
   - To position the rear guide, squeeze the clamp mechanism and slide the guide to touch the rear edge of the media.
4. Close the paper tray.

   The paper settings for the tray are displayed on the touch screen.
5. **Confirm** or change the settings, as required.

Trays 3 and 4

Trays 3 and 4 are optional high capacity paper trays. They are intended to be the primary feeders for the most commonly used media. They are set as dedicated trays and feed only A4 or 8.5x11" LEF sized media. The following media can be loaded in each tray:

- Tray 3:
  - Up to 2000 sheets of 75 gsm or 20 lb paper.
  - Weights from 60 to 200 gsm (16 to 53 lb).
- Tray 4:
  - Up to 1600 sheets of 75 gsm or 20 lb paper.
  - Weights from 60 to 200 gsm (16 to 53 lb).

  Note: For 80 gsm paper capacities are slightly lower then specified.
- Media types which can be used in either tray:
  - Plain, Bond and Recycled
  - Punched
  - Letterhead and Pre-printed
  - Heavyweight
  - Pre-cut tabs
  - Rough Surface

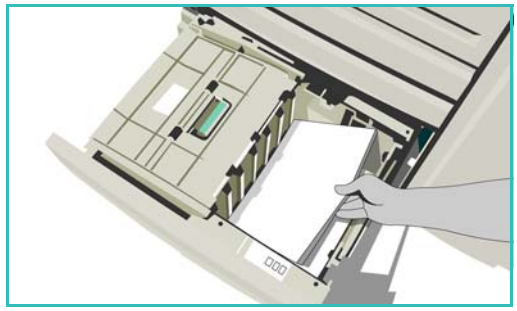
Trays 3 and 4 must not be used to feed labels, transparencies, envelopes or tabs. The Bypass Tray can be used for these media types.

Loading Trays 3 and 4

Only A4 or 8.5x11" LEF sized media can be loaded. The media size and type requested must be loaded in the tray and the settings cannot be adjusted by the user.

Note: Your device does not warn you if the wrong sized media is loaded.

CAUTION: A problem may occur if a tray is opened while it is being used to feed media.



1. Opening the tray automatically lowers an elevator in the base of the tray.
2. The media required is displayed on the screen. Ensure the correct media is loaded.
3. Place the media in the tray. Media must be positioned against the left side of the tray.
   - Load pre-printed paper face-down and with the top towards the front of the device.
   - Load hole punched paper with the holes on the left edge.

   Paper must not be loaded above the maximum fill line.
4. Close the paper tray. When the tray is closed the elevator rises to feed the media.

Bypass Tray

The Bypass Tray is a paper tray on the left hand side of your device and can be folded away when not in use. It is primarily intended for use as a small quantity, special materials feeder and accommodates media of all types including transparencies (non-paper backed), envelopes and tabs.

When media is detected in the Bypass Tray a paper settings screen is displayed. The drop-down menus are used to change the size, type and color of the media loaded. The guides automatically detect the size of media loaded and the device gives a warning if the guides are not set correctly or a non-standard media size is used. The following media can be loaded in the Bypass Tray:

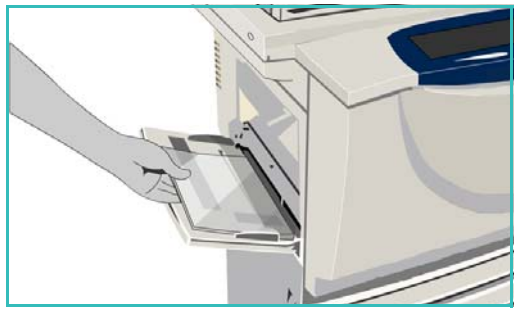
- Up to 100 sheets of 75 gsm or 20 lb paper.
- Weights from 60 to 216 gsm (16 to 56 lb).

  Note: For 80 gsm paper capacities are slightly lower then specified.
- Media sizes in the range A6 SEF to A3 SEF (4.25x5.5” SEF to 11x17” SEF). Envelope sizes DL to C4 (#10 to 9x12”), all envelopes must be fed Short Edge Feed (SEF).
- Media types:
  - Plain, Bond and Recycled
  - Punched
  - Letterhead and Pre-printed
  - Heavyweight
  - Transparency
  - Labels
  - Pre-cut tabs
  - Envelopes
  - Rough Surface

  Note: Labels can only be printed 1-sided.

Loading the Bypass Tray

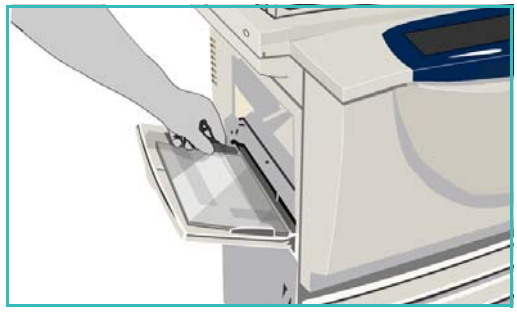
Your device alerts you if the Bypass Tray is selected for a job and the media requested does not match the media currently loaded. It also warns you if the tray runs out of paper during a job.



1. Make sure the tray is in the down position. For larger media, use the tray extension.
2. Place the media on the tray. Locate the media to the right edge.
   - Load pre-printed paper and labels face-up and with the top towards the front of the device.
   - Load hole punched paper with the holes on the right.
   - Load transparencies face-up with the white strip on the right.

   For information about loading tabs, refer to Media Types on page 225.

   Paper must not be loaded above the maximum fill line.



3. Make sure that the guides just touch the paper.

   The paper settings for the tray are displayed on the touch screen.

   The tray detects the position of the side guide to determine the size of the media.
4. **Confirm** or change the settings, as required.

Tray 5

Tray 5 is an optional high capacity paper source. When installed, Tray 5 takes priority as the primary paper feeder. This tray is a dedicated tray and as standard feeds A4 or 8.5x11" Long Edge Feed (LEF) media. Optional kits are available to accommodate 11x17", A3, 8.5x14", 8.5x11" or A4 Short Edge Feed (SEF) media. The following media can be loaded in Tray 5:

- Up to 4000 sheets of 75 gsm or 20 lb paper (A4 or 8.5x11" LEF), up to 2000 sheets of 75 gsm or 20 lb paper (optional kits).
- Weights from 60 to 216 gsm (16 to 56 lb).

  Note: For 80 gsm paper capacities are slightly lower then specified.
- Media types:
  - Plain, Bond and Recycled
  - Punched
  - Letterhead and Pre-printed
  - Heavyweight
  - Rough Surface

Tray 5 must not be used to feed labels, transparencies, envelopes or tabs. The Bypass Tray can be used for these media types.

Loading Tray 5

The media size and type requested must be loaded in the tray and the settings cannot be adjusted by the user.

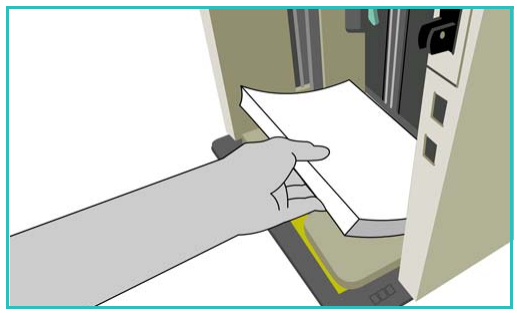
Note: Your device does not warn you if the wrong sized media is loaded.

CAUTION: A problem may occur if a tray is opened while it is being used to feed media.

1. Press the button to open the door.

   Opening the tray automatically lowers an elevator in the base of the tray. Wait for the paper tray to lower.
2. The media required is displayed on the screen. Ensure the correct media is loaded.
3. Place the media in the tray. Media must be positioned against the right side of the tray.
   - Load pre-printed paper face-up and with the top towards the front of the device.
   - Load hole punched paper with the holes on the right edge.

   Paper must not be loaded above the maximum fill line.



4. Close the door.

   When the door is closed the elevator rises to feed the media.

Tray 6 (Inserter)

Tray 6 (Inserter) is an optional paper tray for use with the High Volume Finisher and is used for inserting post process sheets in the set. This tray provides a very convenient and efficient way of adding pre-printed covers or inserts to a job. The following media can be loaded in Tray 6 (Inserter):

- Up to 250 sheets of 75 gsm or 20 lb paper.
- Weights from 60 to 216 gsm (16 to 56 lb).

  Note: For 80 gsm paper capacities are slightly lower then specified.

- Media sizes:
  - A4 or 8.5x11" SEF or LEF
  - 8.5x13" SEF
  - 8.5x14" SEF
  - A3 or 11x17" SEF
- Media types:
  - Plain, Bond or Recycled
  - Punched
  - Letterhead
  - Pre-printed

Tray 6 (Inserter) must not be used to feed labels, envelopes, tabs or carbonless paper. The Bypass Tray can be used for these media types.

Loading Tray 6 (Inserter)

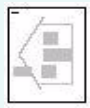
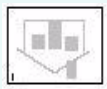
A4 or 8.5x11" media may be loaded either long edge feed or short edge feed. Media sizes larger than A4 or 8.5x11" must be loaded short edge feed.

1. Place the media in the correct orientation for the job.

   The labels on the top of Tray 6 (Inserter) provide instructions for input and output orientations. Refer to Orientation of Pre-printed Media on page 224.
2. The paper is registered to the left edge of the tray. Paper must not be loaded above the maximum fill line.
3. Make sure that the guides just touch the paper.

Orientation of Pre-printed Media

It is important to load the media in the correct orientation so that it matches the output. The table below compares the various original orientations and how the pre-printed media should be loaded in each case.

Paper Size and Orientation	Output Required	Original Orientation	Output Tray Orientation	Inserter Orientation (to match output)
A4, 8.5x11" LEF	Long Edge Feed Stapled Top Left or Non-stapled			
A4, 8.5x11" SEF	Short Edge Feed Stapled Top Left or Non-stapled			
A4, 8.5x11" SEF	Short Edge Feed Staple Bottom Left or Non-stapled			
A4, 8.5x11" SEF	Short Edge Feed Stapled Top Left or Non-stapled			
A4, 8.5x11" LEF	Booklets from A4/8.5x11" Long Edge Feed Originals			
A3/A4 11x17"/8.5x11" SEF	Booklets from A4/A3 or 11x17"/8.5x11" SEF Originals In Booklet Format			

Media Types

This section describes the different types of media which can be loaded in your device. For further information about media types and specifications, refer to www.xerox.com.

The *Type* can be selected from a drop-down menu for the adjustable trays. It is important to select the correct *Type* setting for the media loaded in each tray. The device can detect different types of media as it travels through the paper path and will halt a job if a mismatch occurs.

The following table identifies the media types available, a description of each type and the tray loading instructions.

Media Type	Description	Loading Instructions
Plain, Recycled and Bond	The device supports media that has been designed for laser devices, such as Xerox Recycled paper.	Plain, Recycled and Bond paper can be loaded in any tray. Carbonless paper can also be used with this media type, instructions for use are provided with the paper.
Punched	Used for hole punched and perforated media which has two or more holes along one edge for use in ring binders and notebooks.	Before loading hole punched media make sure that any plugs (the round pieces cut out of the paper to create the holes) do not remain in the stack. Fan the media to separate the individual sheets. **Trays 1, 2, 3 and 4:** • Load paper face-down with the holes on the left edge. **Tray 5 and Bypass Tray:** • Load paper face-up with the holes on the right.
Transparency	Used to create images that can be projected on to a screen for presentations, or as covers. Transparencies are made of polyester film coated with a chemical substance. Clear transparencies allow maximum presentation space.	**Bypass Tray only:** • Load paper-backed transparencies face-up with the adhesive side to the right. • Load transparencies which have a white strip along one edge with the strip to the right and on the underside of the transparencies. • Load transparencies on top of a small stack of same-size paper and fan transparencies to stop them sticking together. • If a coating of oil remains on the transparency after printing, remove it with a lint free cloth.
Letterhead and Pre-printed	Used for pre-printed, forms and letterhead paper.	**Trays 1, 2, 3 and 4:** • Load pre-printed paper face-down with the top to the front of the device. **Tray 5 and Bypass Tray:** • Load pre-printed paper face-up with the top to the front of the device.

Media Type	Description	Loading Instructions
Labels	Labels that have been designed for laser devices, such as Xerox Labels are supported. The adhesives are designed to withstand the higher temperatures of these devices without bleeding and causing spotting or damage to the internal components. Note: Dry gum labels can cause dry particles of glue to detach from the backing and should not be used.	Labels should be left in the printing environment for 72 hours before being used in the printer to allow them to adjust to the ambient temperature. Leave labels sealed in their plastic wrapping until they are ready to be loaded into the printer. **Bypass Tray:** • Load labels face-up in the Bypass Tray with the top towards the front of the device. Note: Do not fan the label sheets before use unless the package instructs you to do so. If jamming or multi-sheet feeding occurs shuffle the labels before loading. Labels can only be printed 1-sided.
Pre-Cut Tabs	Tabs are used as dividers in documents. Your device can accommodate tabs with 1 to 10 tabs and weights of up to 200 gsm (53 lb bond). Note: Do not use tabs with bent corners. They can cause feeding related problems. If a tab is bent, remove it from the set and replace it with an undamaged tab in the same position.	**Trays 1and 2:** • Load pre-cut tabs in the tray with the tab edge to the right (on the trailing edge) with the top tab to the front of the tray. **Bypass Tray:** • Load pre-cut tabs in the Bypass Tray with the tab edge to the left (on the trailing edge) with the top tab to the front of the tray. Ensure the tab sequence and number of tab sets is correct for the document being copied or printed, and the quantity required. For information about programing a tab job, refer to Build Job on page 57 for copy jobs and Add Exceptions on page 152 for print jobs.
Heavyweight	Use this media type for feeding heavyweight paper and card. The maximum weight which can be fed is 216 gsm (56 lb bond).	**Trays 1, 2, 3 and 4:** • Load up to 200 gsm (53 lb bond) paper. **Tray 5 and Bypass Tray:** • Load up to 216 gsm (56 lb bond) paper or card. Paper capacities are reduced for heavyweight paper, ensure the paper does not exceed the maximum fill line in each tray.
Rough Surface (optional on some configurations)	Use this media type for paper which has a rough surface.	Rough Surface paper can be loaded in any tray.

Media Type	Description	Loading Instructions
Envelopes	The device supports diamond/banker, pocket and wallet envelopes. Lightweight and medium weight are acceptable and envelope seals can be gummed or press and seal. The following envelope sizes are supported: • DL (Wallet) and C5 (Wallet and Pocket) • Monarch and #10 (Wallet) • Custom Sizes (less reliable feed and image quality) Note: Do not feed window, board backed, gusset type, padded or peal and seal envelopes, or envelopes with triangular flaps.	**Bypass Tray:** • Load envelopes face-up. The flaps should always be open and on the trailing edge. **Optional Envelope Tray:** • The optional envelope tray is installed instead of Tray 2. • Load envelopes into the envelope tray face-down with the long edge of the envelope along the left side of the tray. • Place wallet type envelopes (flap on the long side) with the flap open and facing to the right of the tray. Place pocket type envelopes (flap on short side) with the flap either open or closed and facing to the rear of the tray. • Move the rear guide so that it just touches the envelopes. Move the right side guide so that the tip of the guide just touches the envelopes. • Ensure the maximum fill line is visible or that there are no more than 50 envelopes in the tray.

Storage and Handling

It is important for optimum printing that paper is stored correctly. Take note of the following when storing media:

- Store at ambient temperature. Damp paper may cause problems or poor image quality.
- Do not open reams of paper until they are required for use. The ream wrapper contains an inner lining that protects the paper from moisture.
- Store on a flat surface to prevent the paper from folding or curling.
- Stack reams of paper carefully on top of one another to avoid crushing the edges. Do not stack more than five reams on top of each other.

For problem free printing and copying, observe the following when loading paper into the paper trays:

- Do not use folded or wrinkled papers.
- Do not load paper of varied sizes into the tray.
- If feed problems occur, fan the media or shuffle labels before loading.

Version 1.0
12/09

Xerox® WorkCentre 5735/5740/5745/5755/5765/5775/5790

Machine and Job Status

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Document Version 1.0: December 2009

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Introduction

This section explains how to use the *Machine Status* and *Job Status* functions. These are both accessed by buttons on the control panel.

- **Job Status** displays all the jobs in the job list waiting to be processed, and the completed jobs. Each list can be viewed by selecting the relevant tab.
- **Machine Status** provides information about the installed options on your device, the status of the paper trays and consumables, user documentation and fault information.

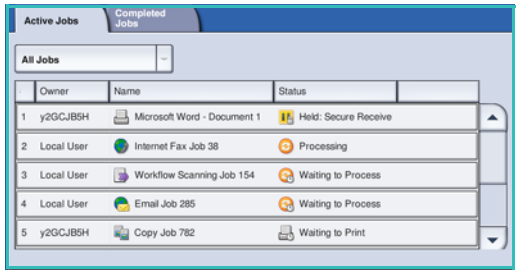
  The serial number and device details are also provided, along with usage information such as the number of impressions and number of scanned images.

Job Status

The job lists can be accessed by pressing the **Job Status** button. Information about current jobs and completed jobs is displayed.

Active Jobs

This screen displays all the jobs currently in the list waiting to be processed. Each job is identified with the following information *Owner, Name* and *Status*. The *Active Jobs* list displays up to 150 jobs.



- Select the **Job Status** button on the control panel.

  The *Active Jobs* list is displayed.

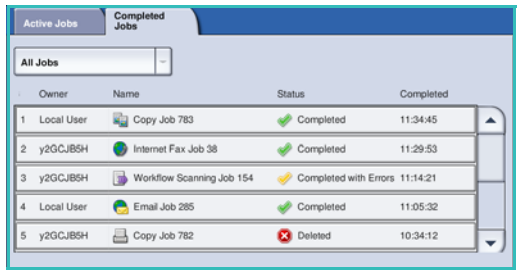
  Use the *scroll bar* to access all the jobs in the list.

  The most recently submitted job is displayed at the bottom of the list.
- The sequence of jobs can be altered by promoting or deleting jobs in the list.
- The *Status* is updated as the jobs are processed and printed. The following Status information can be shown:
  - *Printing* the device is currently printing the job.
  - *Scheduling* the job has been converted into the appropriate format and is being scheduled to print.
  - *Pending* the job has been scanned, but is awaiting the resources to be formatted.
  - *Paused* the active job was paused. The pause can be initiated using the *Stop* button on the control panel, by selecting Pause from the print queue screen on your computer or due to a system fault during the running of the job. The job is not deleted from the list and can be resumed.
  - *Interrupted* the job was interrupted because a task at the device is being carried out. Once the task has been completed the interrupted job automatically continues.
  - *Sending* the device is sending the job through a network transmission.
  - *Completed* the job was successfully completed without errors.
  - *Waiting for Printer* the job is ready to print and is waiting for the current job to finish printing and the required resources to become available.
  - *Formatting* the job is being converted into the appropriate format. For print tasks the job is decompressed, for fax, internet fax, scan and e-mail tasks the job is compressed.
  - *Scanning* the device is currently scanning the image for this job, ready for formatting.
  - *Held* the job has been temporarily stopped from printing. The job remains in the job list and continues to proceed up the list as prior jobs are printed. If a held job is at the top of the list all subsequent jobs continue to be processed and printed, a held job does not hold up other jobs in the list. There are various reasons why a job might be held, for example the job is a secure print or the required resources are not available. The reason for the held status is displayed on the *Job Progress* screen.
  - *Receiving* the device is receiving the job through a network transmission.
  - *Deleted* the job has been deleted from the job list.

- *Completed with Errors* the job was completed with errors.
- Select **All Jobs** and use the drop-down list to filter the jobs and display only **Copy, Print and Fax Received Jobs** or **Scan Jobs and Fax Sent Jobs** which are active on the device.

Completed Jobs

This option displays the jobs which have been completed on the device. Up to 150 jobs can be displayed. The *Owner*, *Name* and *Status* of each job is shown.



- Select the **Job Status** button on the control panel.

  The *Active Jobs* list is displayed.
- Select **Completed Jobs**.

  The list of completed jobs is displayed.

  Use the *scroll bar* to access all the jobs in the list.
- To view the details of a completed job, select the job.

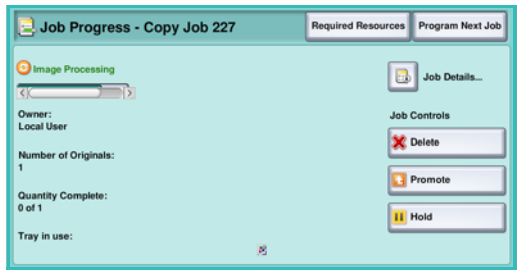
  The job details are displayed.

  Select **Close** to exit the *Job Details* screen.
- Select **All Jobs** to filter the jobs and display only **Copy, Print and Fax Received Jobs** or **Scan Jobs and Fax Sent Jobs** that have been completed.

Managing Jobs

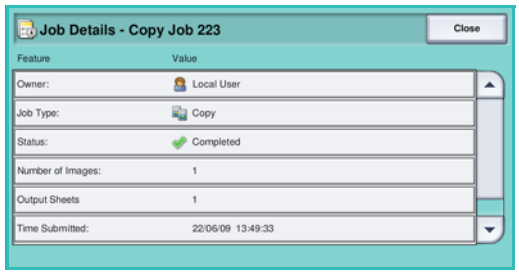
Job Progress

When a job is processing or a job in the Active Jobs list is selected, the *Job Progress* screen is displayed. The *Job Progress* screen provides information about the job and provides Job Control options. You can also view the Job Details and the Required Resources to complete the job.



- **Required Resources** displays the resources needed to complete the job, for example special paper or staples.
- **Program Next Job** is used to select the service and features required for the next job while the current job is in progress.
- **Job Controls** the following job controls are available:
  - **Delete** removes the selected job from the list. Any job can be deleted using the feature, regardless of the job originator.
  - **Promote** is used to move a job to the top of the list. It will be completed after the current job.
  - **Hold** pauses the job until it is released or deleted.
  - **Release** is selected if a *Secure Print* job has been held in the list and a passcode is required or if a job has been held.

- **Job Details** provides information about the job depending on the type of job, for example the submission time, image quality settings, the owner, finishing options, sender's e-mail address.



Held Jobs

If a job is *Held* in the list it requires additional resources or a passcode to print.

1. Select the job in the list.
2. If the job requires additional resources to print, select **Required Resources** to find out the resource required.

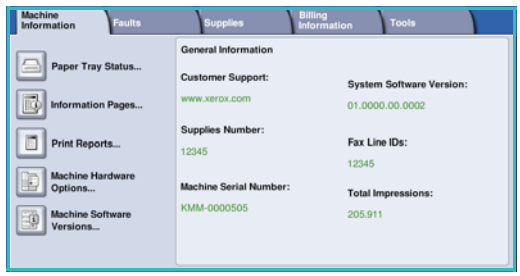
   If the job is a *Secure Print* or a *Secure Receive* job a passcode is required to release the job for printing.
3. Ensure the job resources are available in order for the job to print, or select **Release** and enter the passcode. If the passcode is valid, the job is released for printing.

Machine Status

When the **Machine Status** button is selected, information about the device is displayed.

Machine Information

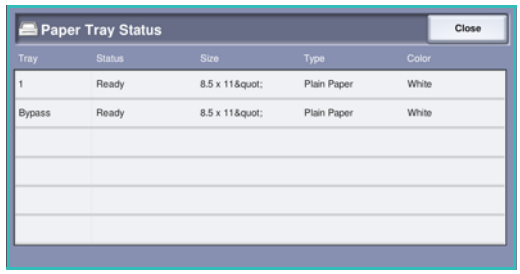
General Information about the device is displayed on the right, providing customer support and supplies contact details, the machine serial number and the software version number. If installed, the *Fax Line ID* is also displayed.



The following options are also available:

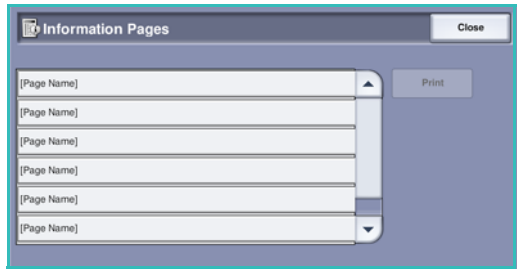
Paper Tray Status

Information about each of the trays, including the Bypass Tray is displayed. The paper Size, Type and Color are the attributes set when loading the trays.



Information Pages

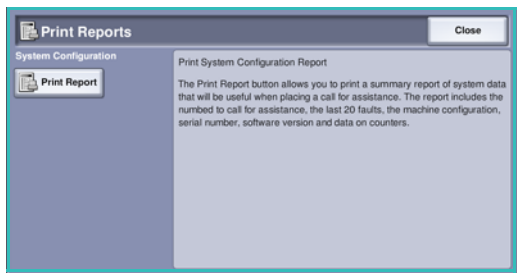
This option provides access to individual guides and posters which can be selected and printed on your device. The guides provide information about the setup, functions and features of your Xerox WorkCentre 5735/5740/5745/5755/5765/5775/5790.



Select the document required and select **Print**.

Print Reports

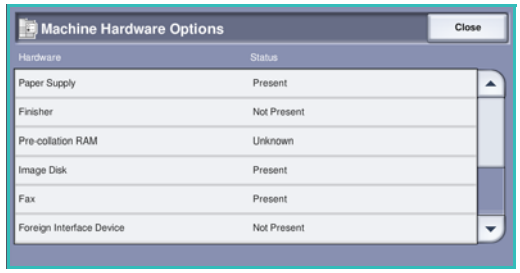
Using this option, a *System Configuration* report can be printed. This provides information about your device, including the serial number, IP Address, device configuration and the software version. It also provides details of the last 20 faults and the number to call for assistance.



Select **Print Report** to print the *System Configuration* report. The report is sent to the job list, processed and printed.

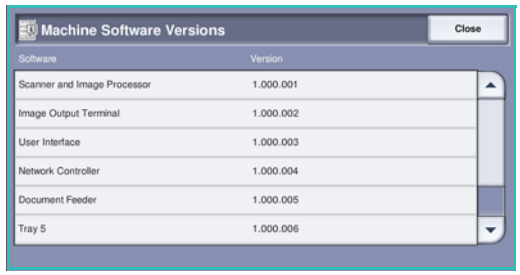
Machine Hardware Options

This option displays a list of the *Services* or additional solutions which have been installed on your device. Use the scroll bar to access the entire list.



Machine Software Versions

This option displays the software version of each of the device components. This information may be required by a Xerox Representative for trouble-shooting purposes or when software upgrades are performed.



Faults

The **Faults** tab displays fault listings and the device error logs.

The faults are separated into All Faults, Active Messages and Event Log.

All Faults

This option displays a list of current faults on the device. Each fault can be selected for further information. Select **Instructions** for fault clearance instructions.

Active Messages

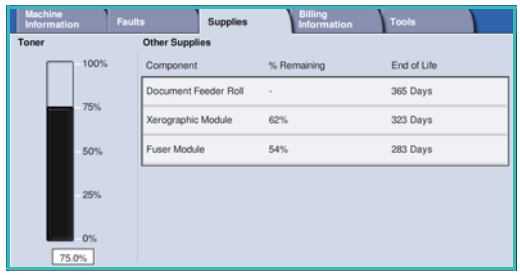
This option displays a list of all the current fault messages. The message and the code associated with the message is displayed.

Event Log

The *Event Log* is a log of all the device errors. A fault code and the date and time of the fault is displayed. If the fault occurred during a job, the image count and the paper size of the job is also provided.

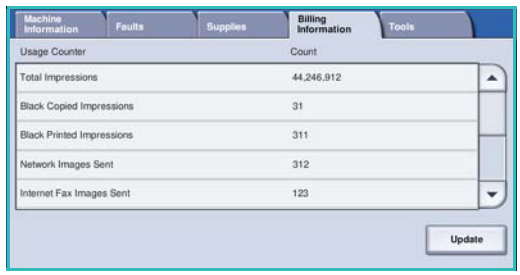
Supplies

The **Supplies** tab provides status information about the device consumables. The percentage remaining is displayed for toner and customer replaceable units. The projected number of days remaining for the document feed roller, xerographic module and fuser module is also shown.



Billing Information

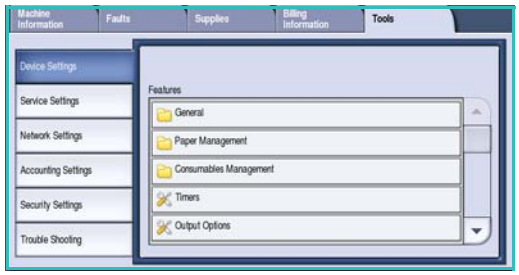
The **Billing Information** tab provides the usage counters for all the services.



- **Total Impressions** displays the total number of print and copy impressions the device has made. This is the counter used for billing purposes.
- **Black Copied Impressions** displays the total number of impressions made using Copy.
- **Black Printed Impressions** displays the total number of impressions made using Print.
- **Network Images Sent** displays the number of images sent from the device using the Workflow Scanning option.
- **Internet Fax Images Sent** displays the number of images sent from the device using the Internet Fax option.
- **E-mail Images Sent** displays the number of images sent from the device using the E-mail option.
- **Server Fax Impressions** displays the number of images sent from the device using the Server Fax option.
- **Internet Fax Impressions** displays the number of prints which have been made using the Internet Fax option.
- **Embedded Fax Impressions** displays the number of prints which have been made using the Fax option.
- **Embedded Fax Images Sent** displays the number of images which have been sent from the device using the Fax option.
- **Black Stored Image Printed Impressions** displays the number of prints made from black and white images stored on the device.
- **Colored Stored Image Printed Impressions** displays the number of prints made from color images stored on the device.

Tools

Tools provides access to the administrative and maintenance tools for the device. Access to the entire Tools options is restricted. General users are permitted to access options such as *Display Brightness*, *Xerographic Module Cleaning*, *Option Enablement* and *Configuration Report*.



Note: Information about the *Tools* option is provided in the Administration and Accounting guide, and the System Administration Guide. Contact your System Administrator for more details.

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12/09

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Administration and Accounting

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Tools

The settings on the device can be setup via two options, Internet Services or **Tools**. This guide explains the options available in **Tools**. For information about the settings available in Internet Services, refer to the System Administrator Guide.

These options should be setup and customized by the System Administrator. Therefore access to the **Tools** options is passcode protected. Entry to the **Tools** pathway is via the **Machine Status** button on the control panel.

Accessing Tools

1. Press the **Machine Status** button.
2. Select the **Tools** tab.

   To have access to all the **Tools** options you must be logged in as an Administrator.
3. To log in select the **Log In/Out** button on the control panel.
4. Use the keyboard to enter your **User Name**, then select the **Next** button.

   Use the keyboard to enter your **Password**, then select the **Enter** button.

   Note: The default user name and password are: admin and 1111.

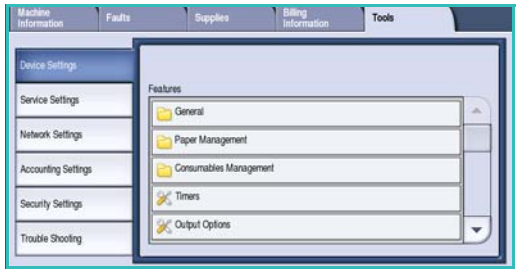
   The **Tools** options are displayed.

   Most **Tools** screens include the following buttons to confirm or cancel your choices:

   - **Undo** resets the current screen to the values that were displayed when the screen was opened.
   - **Cancel** resets the screen and returns to the previous screen.
   - **Save** saves the selections made and returns to the previous screen.
   - **Close** closes the screen and returns to the previous screen.

Device Settings

The *Device Settings* are used to customize options which are specific to the device, such as *Energy Saver* and *Paper Tray* settings.



General

Select the **General** option to access the following settings:

- Energy Saver on page 245
- Date & Time on page 246
- Audio Tones on page 246
- Screen Defaults on page 246
- Measurements on page 247

Energy Saver

The device is designed to be energy efficient and automatically reduces its power consumption after periods of inactivity. This utility enables the Administrator to modify the time the device spends between standby, low power and sleep modes.

- **Intelligent Ready** wakes up and sleeps automatically based on previous usage.
- **Job Activated** wakes up the device when activity is detected. There are two modes, *Low Power Mode* and *Sleep Mode*. Enter the minutes required for each option or use one of the *Auto Presets* options.
  - **From Standby Mode to Low Power Mode** enter a time between 1 and 120 minutes.
  - **From Low Power Mode to Sleep Mode** enter a time between 10 and 120 minutes.
  - **Auto Presets** these presets have been setup with recommended settings that comply with energy saving regulations. To use one of the preset options, select the option required. The settings for the option are displayed in the entry boxes.

Date & Time

Some features and functions on the device require the local date and time, such as *Annotations*, *Delay Send* or the *Configuration* report. This utility enables you to set and change the local date and time on the device.

- **Date** select the *Format* required and enter the *Month*, *Day* and *Year*.
- **Time** enter the correct *Hour* and *Minutes* and select **PM** or **AM**. If a 24 hour clock is required, select the **24 hour clock** option and enter the *Hour* and *Minutes* using the 24 hour clock format.
- **GMT Offset (Time Zone)** use this option to set the difference between your local time and *Greenwich Mean Time*. Enter the *GMT Offset* time between **-12.0** and **14.0** hours using the arrow buttons.
- Select **Reboot** to save and reboot the device, or **Cancel** to exit without saving.

Audio Tones

The device generates three types of audio tones to notify the user of an event that has occurred at the device. Use this feature to switch off or adjust the volume of each of the tones.

- **Fault Tone** sounds when there is a fault on the device. Select **High**, **Medium**, **Low** or **Off**. Use the **Test** option to hear the tone selected.
- **Conflict Tone** sounds when an incorrect touch screen selection has been made. Select **High**, **Medium**, **Low** or **Off**. Use the **Test** option to hear the tone selected.
- **Selection Tone** sounds when the device accepts your selection or when you touch a button on the touch screen. Select **High**, **Medium**, **Low** or **Off**. Use the **Test** option to hear the tone selected.

Screen Defaults

Selecting **Screen Defaults** allows you to choose the initial screen that users will see at the device, display either the Active or Completed jobs list, or change the default language displayed on the touch screen.

The options are:

- **Entry Screen Default** this feature enables the Administrator to set which screen the user sees first, *Services*, *Job Status* or *Machine Status*.
- **Job Status Default** this feature controls which jobs list and types of jobs appear on the screen when the *Job Status* button is pressed.
- **Language Default** this feature is used to select the language that is displayed when the device is switched on.
- **Services Default** this feature allows the Administrator to select the *Service* that is displayed as the default service, or to select the *Services Home* screen as the default. Use the **Promote** and **Demote** buttons to place the services into the order required.

Measurements

This utility enables you to set the device to display measurements either in millimeters or inches, and the numeric separator as a period (full stop) or a comma.

- **Units** is used to select **Inches** or **mm** (millimeters) as the unit of measure.
- **Numeric Separator** is used to define which character is used to separate numbers, select **Comma** or **Period.**

Paper Management

Select the **Paper Management** option to access the following settings:

- Paper Settings on page 247
- Tray Settings on page 247
- Default Paper Settings on page 248
- Standard Size Required on page 248
- Paper Substitution on page 248
- Tray Information Timeout on page 248

Paper Settings

Use to specify the size, type and color of the media in a tray that has been designated as a dedicated tray. For information about setting up a dedicated tray, refer to Tray Settings below.

- Select a tray designated as a dedicated tray.
  - **Change Size** is used to select the size required for the tray. Select the size of media loaded in the tray and select **Save**.
  - **Change Description** is used to specify the paper type and color. It is important this setting matches the paper type and color loaded in the device. Select the appropriate *Paper Type* and *Color* setting and select **Save**.
- Repeat the process for each of the trays as required.

Tray Settings

Use to apply attributes to each paper tray so they operate productively in your own working environment. You can assign trays as dedicated to a specific paper size and type, and setup *Auto Selection* and the selection *Priority* of each tray.

- Select the tray required and select **Change Settings**.
- Select the **Tray Type** required:
  - **Dedicated** is set to contain one size and type of media only and cannot be adjusted by the user.
  - **Fully Adjustable** is selected if the tray can be adjusted by the user to contain any media within specification. This option may not be available for all trays.
- **Tray Priority** is used to indicate which tray is selected if trays contain the same media, it also determines in which order the trays are displayed on the Copy tab. Set the **Tray Priority** between 1 - 99. 1 is the highest priority and 99 is the lowest.

- **Auto Selection** enables the device to choose the best media for the job. This setting also enables the device to automatically switch from one tray to another when a tray runs out of paper and another tray is available with the same media loaded. Select **Enable** or **Disable**.
- Repeat the process for each of the trays as required.

Default Paper Settings

This option allows you to set the default media type and color. This is the most common media that will be used in the device and is the media that the device will feed if a specific media type is not selected.

- **Paper Type** select the default media type required from the list shown.
- **Paper Color** select the default media color required from the list shown.

Standard Size Required

This feature determines which paper sizes are selected when *Auto Paper* is used during a copy job and the required paper size is not available.

- **Enable** allows the device to select the best match for the job when the required paper is not available, plus or minus 5mm of the standard size.
- **Disable** allows the system to use the closest paper size that accommodates the entire image. If this is not available, the job is held by the system.

Paper Substitution

Enables the device to automatically substitute common US and metric paper sizes when printing.

- **Nearest Match** select **Enable** to allow the device to automatically substitute the paper sizes shown on the screen e.g. if an A4 document is received for printing and only 8.5x11" paper is available, the device substitutes 8.5x11" for A4. Select **Disable** to ensure the device does not substitute the sizes shown. In this instance, a job would be held in the job list until the correct paper size is loaded.

  Note: Substituting paper sizes may result in image loss.

- **Reduce Size** when this feature is enabled, the device will substitute A3 or 11x17" for a job requesting 8.5x14" media.

Tray Information Timeout

When Tray 1 or 2 are opened and closed the Tray Information screen is displayed asking the user to confirm the size and type of the paper loaded in the tray. This feature enables the Administrator to set the length of time the Tray Information screen is displayed.

- **Enable** allows you to specify the length of time that Tray Information screen is displayed.
- **Timeout** select the timeout period required, 0, 20 or 40 seconds.
- **Disable** when this option is selected, the Tray Information screen will be displayed until the user selects **Confirm**.

Consumables Management

Select the **Consumables Management** option to access the following settings:

- Service Plan on page 249
- Feed Roll Replacement on page 249
- Ozone Filter Replacement on page 249
- Xerographic Reordering on page 249
- Fuser Module Replacement on page 249
- Toner Cartridge Reordering on page 250

Service Plan

This option is used to change your Xerox Service Plan. To change the plan, contact the *Xerox Support Center* with your machine serial number. Xerox will provide you with a Service Plan Authorization Number. Enter the number and select the **Enter** button.

Feed Roll Replacement

This option provides notification of how many days the Document Feed Roll has until it reaches the end of its life.

Ozone Filter Replacement

The Ozone Filter is a customer replaceable unit. This option provides notification of how many days the Ozone Filter has until it reaches the end of its life. The Ozone Filter has the same life as the Fuser Module and is supplied with the Fuser Module. Always replace the Ozone Filter at the same time as the Fuser Module.

Xerographic Reordering

The Xerographic Module has a specific life expectancy and will occasionally need to be replaced to maintain good image quality. This option is used to set the interval in days between the appearance of the "Re-order" message and the day that the new module should be installed.

- **Reorder Notification** enter the number of days notification required between 1 and 25.
- **Cancel Current Notifications** once the re-order message has appeared and you have placed your order for a new module, you can switch the message off by selecting this button.

Fuser Module Replacement

The Fuser Module has a specific life expectancy and will occasionally need to be replaced to maintain good image quality. This option is used to set the interval in days between the appearance of the "Re-order" message and the day that the new module should be installed.

- **Reorder Notification** enter the number of days notification required between 1 and 25.
- **Cancel Current Message(s)** once the re-order message has appeared and you have placed your order for a new module, you can switch the message off by selecting this button.

Toner Cartridge Reordering

Toner usage depends on the type and the number of images printed. The device calculates how long the toner will last according to your usage and displays the information on the *Machine Status Supplies* screen. It also uses this information to inform you when to order a new Toner Cartridge and when to install it. This option allows you to control how the toner usage monitoring system works.

- **Reorder Notification** enter the number of days notification required between 1 and 25.
- **Toner Cartridge Status** when this option is **Enabled**, the device will analyse the toner usage, predict the % toner remaining and the estimated number of days remaining. When this option is Disabled, the device will not predict the toner usage and you will not receive a re-order reminder.
- **Cancel Current Notification** once the re-order message has appeared and you have placed your order for a new module, you can switch the message off by selecting this button.
- **Confirm Toner Replacement** if you replace the toner cartridge when instructed to do so by the message on the display, the device resets the toner usage counters. If you choose to install a new toner cartridge before the message is displayed, you will have to reset the toner usage counters manually by selecting this option.

  Note: Selecting this option when you haven't replaced a toner cartridge will disable the toner re-order message for this toner cartridge.

Timers

Select the **Timers** option to access the following settings:

- **System Timeout** use to set whether the device should return to the default screen and feature settings after a set period of time.
  - **Enable** instructs the device to timeout after the specified period of time. Select the period of time between 1 and 10 minutes using the slide bar.
  - **Disable** should be selected if you do not want the device to automatically return to the default settings after a set period of time.
- **Auto Resume Timer** if the device is stopped during a job, this feature determines if the device automatically resumes the job after a set period of time or whether it waits for user intervention to resume the job. This can prevent a user leaving the device in a stopped or paused state.
  - **Auto Resume** is selected to automatically resume stopped operations at the time designated. Select the period of time the device waits before resuming using the *arrow* buttons, between **15** and **120** seconds.
  - **Wait for User** instructs the system to remain stopped until a user selects **Resume** or **Cancel**.
- **Incomplete Scan** if a job is scanning using the *document feeder* it can be interrupted by pressing the Stop button on the control panel before all the documents have been scanned. If the documents are removed from the *document feeder*, this timer determines the time before the partially scanned job is deleted from memory. This prevents the memory from storing partially scanned jobs.
  - **Enable** instructs the device to timeout after the specified period of time. Select the period of time between **1** and **10** minutes using the slide bar.
  - **Disable** if this option is selected the device will not delete partially scanned jobs from memory.

- **Held Job Timeout** use this option to enable the device to delete jobs which have been held in the job list for a specified period of time and have not been cleared by a user. E-mail, workflow scanning, incoming server fax, embedded fax and internet fax jobs are not affected by this setting.
  - **Enable** instructs the device to automatically delete held jobs after the specified period of time. Select the period of time between **1** and **120** hours and **0** and **59** minutes.
  - **Disable** if this option is selected the device will not delete held jobs from memory.

Output Options

Select the Output option to access the following settings:

- Output Location on page 251
- Out of Staples Options on page 251
- Within Job Offsetting on page 251
- Staple Productivity Mode on page 252

Output Location

If your device has a finisher, this utility enables you to specify which output tray receives specific types of jobs within the limitations of the finisher and the finishing requirements. The Output Location options you have depend upon the finishing options selected.

- **Non-Stapled and Non-Punched Jobs** select the output location for non-finished *Copy Jobs*, *Fax Jobs*, *Print Jobs* and *Reports*.
- **Punched and Stapled Jobs** select the output location for hole punched and stapled *Copy Jobs*, *Fax Jobs*, *Print Jobs* and *Reports*.
- **Stapled Jobs** select the output location for all stapled *Copy Jobs*, *Fax Jobs*, *Print Jobs* and *Reports*.
- **Punched Jobs** select the output location for all hole punched *Copy Jobs*, *Fax Jobs*, *Print Jobs* and *Reports*.

Out of Staples Options

If your device has a finisher you can set how the device handles a stapling job when the stapler runs out of staples.

- **Complete Job Without Stapling** instructs the device to continue the job without stapling.
- **Fault/Hold Job** instructs the device to hold the job in the job list for the user. If a job has already started and the staples run out, a fault is declared.

Within Job Offsetting

The device offsets every set from the previous set, making it easier to separate the sets. There maybe occasions when you require the job to stack without offsetting. Use this feature to enable or disable the offsetting.

- **Enable** instructs the device to offset each printed set.
- **Disable** instructs the device to stack the sets without offsetting.

Output Performance

This feature enables the Administrator to optimize the performance of the finisher for either speed or improved stacking alignment. The feature is only available if your device is fitted with a High Volume Finisher.

Note: This setting does not apply to stapled jobs.

- **Optimum Speed** this option produces well stacked jobs at the maximum operating speed of the device.
- **Optimum Stacking** with this option selected the output prints will be collated every 10 pages. This will produce better alignment of the finished stack but will reduce the output speed of the device.

Staple Productivity Mode

This feature enables the Administrator to improve productivity when stapling long edge feed, landscape jobs. The feature is only available if your device is fitted with a High Volume Finisher.

- **Enable** delivers landscape documents stapled in the top right corner.
- **Disable** delivers landscape documents stapled in the top left corner.

Display Brightness

Enables you to adjust the brightness of the touch screen to suit the ambient light levels.

- Adjust the brightness as required using the indicator.

Xerographic Module Cleaning

This option is used to initiate the Xerographic Module Cleaning cycle. This will help prolong the life of the Xerographic Module and maintain image quality.

- Select the **Clean** button. A message is displayed stating that Xerographic Module cleaning is in progress.
- When the message disappears the cleaning cycle is complete.

Option Enablement

If you have been instructed to enter an enablement code by the *Xerox Support Center*, use this option to enter the code.

- Select the entry box and enter the code using the numeric keypad.
- Select **Enter**.

Contention Management

The device is capable of processing several jobs at the same time, such as scanning, sending a fax, and printing a job. At times, 2 jobs may require the same resource and the contention management system decides which job has priority. This device enables you to change the priority of print and copy jobs.

- **Priority** enables you to choose which jobs have priority, Copy or Print jobs. Use the *arrow* buttons to set the priority for the *Copy Jobs* and *Print Jobs*. Number 1 has the highest priority.
- **First In, First Out** instructs the device to process jobs based on when they are received. The jobs are processed in the order they enter the job list.

Job Operation Rights

To delete a job from the *Active Jobs* list, you must have permission. The feature enables the Administrator to set the delete permissions.

- Select the **All Users** button to give all users the right to delete any job in the jobs list.
- Select the System Administrator only button to give just the System Administrator rights to delete jobs from the jobs list.

Configuration Report

Provides various options for printing the configuration report when the device is powered on.

- **Print Report** prints the configuration report on power up.
- **Do Not Print Report** prevents the configuration report from printing on power up.
- **Print Now** prints the configuration report immediately.

Altitude Adjustment

The xerographic process used in your device to make prints is affected by air pressure. Air pressure is determined by the height of the device above sea level. The device will automatically compensate for differences in air pressure if you input the approximate height of the device above sea level. The adjustment can be set in meters or feet.

Display Options

The *Book Copying*, *Book Faxing* and *Booklet Creation* features in their default modes assume that the books and booklets have a reading order of left to right. In some countries the reading order is from right to left. This utility provides additional options for both features to enable the user to select the appropriate reading order.

- **Book Scan Order** if set to **On** the user of the *Book Copying or Book Faxing* feature will be able to choose to scan both pages of a bound original, either left page then right page or right page then left page.
- **Booklet Print Order** if set to **On** the user of the *Booklet Creation* feature will be able to choose to print the booklet so that the pages can be read from left to right or from right to left.

Document Feeder Size Sensing

The Document Feeder automatically senses the size of the documents being fed from the input tray so that features such as Auto Paper selection can be used. It can automatically detect 18 different sizes of document which includes all the standard sizes the user is likely to use. This feature enables you to set up the *document feeder* so that it will detect a different or custom size of document that you may use regularly.

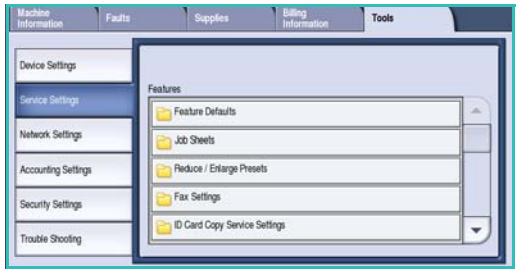
- To customize the *Document Feeder Size Sensing*, place the document in the *document feeder* in the correct orientation and adjust the guides.
- Select the **Document Feeder Size Sensing** feature.

  The screen displays the default document size detected.
- To change the document size select the size you require from the list. If the size required is not available, select the **Custom Size** button and enter the size required. When you have entered the size of the document, select **Save**.

  Remove the document from the *document feeder* and then place it back in again. The device should detect the size of your document and display it on the screen.

Service Settings

The *Service Settings* are used to customize options which are specific to individual services, such as Copy, Fax or Print.



Feature Defaults

Select the **Feature Defaults** option to access the following settings:

- Set Fax Defaults on page 255
- Set Copy Defaults on page 255
- Set ID Card Copy Defaults on page 255

Set Fax Defaults

Use to select the default settings for each programing feature within the *Fax* service, such as *2-Sided Scanning*, *Original Type* and *Resolution*.

- Select the default required for each feature in each of the programing tabs.
- Select **End Defaults**. The settings selected become the default settings for each *Fax* job.
- A confirmation screen is displayed, select **Done** to return to the previous screen.

Set Copy Defaults

Use to select the default settings for each programing feature within the *Copy* service, such as *Paper Supply*, *Copy Output* and *2-Sided Copy*.

- Select the default required for each feature in each of the programing tabs.
- Select **End Defaults**. The settings selected become the default settings for each *Copy* job.
- A confirmation screen is displayed, select **Done** to return to the previous screen.

Set ID Card Copy Defaults

Use to select the default settings for each programing feature within the *ID Card Copy* service, such as *Paper Supply*, *Image Quality - Side 1* and *Image Quality - Side 2*.

- Select the default required for each feature.
- Select **End Defaults**. The settings selected become the default settings for each *ID Card Copy* job.
- A confirmation screen is displayed, select **Done** to return to the previous screen.

Job Sheets

Select the **Job Sheets** option to access the following settings:

- Banner Sheets on page 256
- Output Error Sheets on page 256
- Scan Status Sheet on page 256
- Paper Type & Color on page 256
- Server Fax Status Sheet on page 256

Banner Sheets

With this option the device can print a banner sheet with every print job. If enabled, you can still choose not to print the banner sheet from the print driver for specific jobs.

- **Print Banner Sheets** select **Enable** to print a banner sheet or **Disable** to switch off the banner sheet option.
- **Print Driver Override** select **Enable** to allow the print driver to produce *Banner Sheets* if required, or **Disable** to only use the device setting.

Output Error Sheets

Enables the device to print an error report if an error occurs during a print job.

- **Enable** is selected to print an *Output Error Sheet*.
- **Disable** switches off the *Output Error Sheet* option.

Scan Status Sheet

This feature enables the device to print a status sheet when a *Workflow Scanning* job is completed.

- **Enable** is selected to print a *Scan Status Sheet*.
- **Disable** switches off the *Scan Status Sheet*.
- **Errors Only** prints a *Scan Status Sheet* if an error occurred during the job.

Paper Type & Color

Allows you to select the type and color of media used to print the job sheets.

- Select the required *Paper Type* and *Paper Color*.

Server Fax Status Sheet

This feature enables the device to print a status sheet when a *Server Fax* job is completed.

- **Enable** is selected to print a *Server Fax Status Sheet*.
- **Disable** switches off the *Server Fax Status Sheet*.
- **Errors Only** prints a *Server Fax Status Sheet* if an error occurred during the job.

Reduce/Enlarge Presets

Select the **Reduce/Enlarge Presets** option to access the following settings:

- Reduce/Enlarge Presets on page 257
- Basic Copy Presets on page 257

Reduce/Enlarge Presets

Use to set the 6 reduction or enlargement ratios that are displayed when you select More on the Reduce/Enlarge panel of the Copy screen.

- **Normal** these ratios produce a proportional reduction or enlargement of the image. To change one of the preset ratios, select the appropriate preset window and use the numeric keypad to type in the required value.
- **Custom** enables the user to reduce or enlarge the image disproportionately, that is with a different ratio for the X and Y axis. To change a setting, select the required axis window, X or Y and use the numeric keypad to type in the required value.

Basic Copy Presets

When the Basic Copy Presets window opens, 2 lists each containing the 6 Reduce/Enlarge presets are displayed. The current Reduce/Enlarge presets that are displayed on the basic copying screen are highlighted. If you want different preset ratios displayed, select your preferred ratio in each list.

Fax Settings

Select the **Fax Settings** option to access the following settings:

- Fax Transmission Defaults on page 258
- Fax Country Setting on page 259
- Incoming Fax Defaults on page 260
- File Management on page 261
- Line Setup on page 262
- Fax Report Options on page 263

Fax Transmission Defaults

Use these options to set the fax sending defaults.

Automatic Redial Setup

If the device cannot make contact with the destination fax machine, it automatically waits and redials later. Use this setting to specify the interval between unsuccessful attempts and the number of times the device redials.

- **Redial Time Interval** is used to specify the time interval between redials for a failed transmission. Between **1** and **25** minutes can be entered.
- **Automatic Redial Attempts** instructs the device how many times to redial the remote fax machine before rejecting the job. Between **0** and **14** attempts can be entered.

Automatic Resend

If the device connects to the receiving fax machine but the fax transmission is unsuccessful the device automatically attempts to resend the fax. Use this setting to specify how may attempts should be made to resend the fax, and which pages should be resent.

- **Number of Resends** is used to specify how many times the fax is resent. Between **0** and **5** can be selected.
- **Failed page(s) without a Cover Page** is selected to resend the failed pages but not the cover page again.
- **Failed page(s) with a Cover Page** is selected if only the failed pages should be resent with a cover page.
- **Whole Job without a Cover Page** is selected if the entire job should be resent but not the cover page.
- **Whole Job with Cover Page** is selected if the whole job, including the cover page should be resent.

Audio Line Monitor

When the device is transmitting a fax the dialing, handshake and digital data creates audible beeps and buzzing sounds. The audio line monitor allows a user to listen to the call progress and hear the number dialled and the beginning of the handshake.

- **Enable** allows the transmission tones to be heard. Select **High**, **Medium** or **Low**. Set the **Line Monitor Duration** between **1** and **25** Seconds.
- **Disable** deactivates the sounds.

Transmission Header Text

When a fax is sent it includes the telephone number, name, date, time and page number at the top of each page of the fax. You can add personalized sentence to the header of all the fax pages using this option.

- Enter the text required on the *Header*. Up to 30 characters can be entered. Use the backspace key to delete an incorrect character entry, or use **Clear Text** to delete the entire entry.

Batch Send

Use this feature to enable a user to send several fax jobs to the same destination in one transmission using the *Delay Send* option. For information about using *Batch Send*, refer to Batch Send on page 69 of Fax.

- **Disable** switches off the function.
- **Enable** activates the *Batch Send* option.

  Note: If *Batch Send* is enabled and a delay send job is programmed, any subsequent fax jobs programmed to send to the same destination will automatically be added to the batch and delayed until the scheduled time.

Fax Country Setting

Use this option to select the country the device is located in. Reboot the device after setting this option.

- Select the *Country* required from the options shown.

Incoming Fax Defaults

This setting allows you to select the default options for incoming faxes.

Auto Answer Delay

This setting allows you to set a time delay before the device responds to a call. This is particularly useful if the device is attached to a shared telephone line.

- Enter the time delay required, between **0** and **15** seconds.

Junk Fax Prevention

This setting enables you to prevent the receipt of unwanted (junk) faxes. This is done by only allowing the receipt of faxes from numbers held in the individual directory.

- **Disabled** switches off the Junk Fax Prevention option.
- **Enabled** allows only faxes sent from numbers held in the individual directory to be received.

  Note: Faxes sent from numbers not entered into the individual directory will not be received.

Receive Printing Mode

The feature determines whether an incoming fax is printed onto media that is selected automatically by the device according to the parameters of the fax, or specified manually within this feature.

- **Automatic** an incoming fax will be printed on paper that most closely matches the attributes of the fax.
- **Manual** use this option to control the media used for printing incoming faxes. There are 4 parameters that you can set, *Paper Size*, *Stock Defaults*, *Page Margin* and *Receive Header*.

Ring Volume

This setting enables the user to hear a ringing tone from the device when an incoming fax is being received.

- **Disabled** deactivates the tone.
- **Enabled** instructs the device to sound the tone when a fax is received. Select **High**, **Medium** or **Low**.

Secure Receive

If this option is enabled, a 4 digit passcode is requested. The passcode is then required in order to print any incoming fax.

- **Disable** enables all incoming faxes to print without the passcode.
- **Enable** activates Secure Receive, enter a 4-digit passcode to be used to release incoming fax jobs for printing.

Default Output Options

If your device is fitted with a finisher you are able to staple, 2 hole punch or 2-side your incoming faxes. This utility is used to specify the output options you require for all your incoming faxes.

- **Stapled** staples all incoming fax output if enabled.
- **Punched** prints all incoming faxes on 2 hole punched media if enabled.
- **Duplex** prints all incoming faxes 2-sided if enabled.

Advanced Capabilities

This feature allows the device to use the full capabilities of the fax card to improve document transmission speed and resolution.

Note: Enabling this option may prevent faxes being received from older fax machines.

- **Disable** switches off the option.
- **Enable** switches on the option.

File Management

Use the File Management options to identify how long fax documents will be held on the device and setup Mailboxes.

Mailbox & Polling Policies

Use this option to specify how long the system keeps documents received or stored in mailboxes before deleting.

- **Documents Received in Mailbox** is used to specify the policy for documents received from remote machines.
  - **Delete On Print** deletes the document after printing.
  - **Keep 1 - 72 Hours** allows you to specify between **1** and **72** hours before deleting the document.
  - **Keep Forever** keeps the document until manually deleted. A confirmation screen is displayed as this can cause the memory to become full very quickly.
- **Documents Stored for Polling** is used to specify the policy for documents stored in the device for polling.
  - **Delete On Poll** deletes the document after it has been polled.
  - **Keep 1 - 72 Hours** allows you to specify between **1** and **72** hours before deleting the document.
  - **Keep Forever** keeps the document until manually deleted. A confirmation screen is displayed as this can cause the memory to become full very quickly.

Mailbox Setup

Incoming Faxes can be stored in mailboxes prior to printing for convenience or added security. Users can print the faxes in their mailboxes at anytime. This option enables you to create, edit and delete mailboxes. There is also a facility to print a list of all 200 mailboxes.

The *Mailbox List* displays the list of mailboxes available on the system. If a mailbox has already been setup and assigned a user a name, the name is displayed next to the mailbox number.

- **Edit Mailbox...** is used to setup or amend an individual mailbox. Select the mailbox required from the *Mailbox List* and select **Edit**.
  - **Mailbox Passcode** is used to enter a 4-digit passcode required to access the mailbox.
  - **Mailbox Name** is used to enter a name for the mailbox, e.g. the owner, department or group. Use the backspace key to delete an incorrect character entry or **Delete Text** to delete the entire entry.
  - **Mailbox Notification** is enabled to provide notification of faxes received into the mailbox. If disabled, no notification is provided.
- **Delete Mailbox** is used to delete a mailbox which has already be setup. A confirmation screen displays a warning that the mailbox and its contents are deleted if **Confirm** is selected.
- **Print Mailbox List** is used to print a list of all the mailboxes available on the system.

Line Setup

The standard fax option supports one analogue telephone line. If the Extended Fax option is installed the device can support two analogue fax lines. This option enables you to set up each line.

- **Line Setup** is used to select the line being setup.
- **Fax Number** is the number of the phone line your system is attached to. Enter the number for Line 1 using the numeric keypad.
- **Fax Name** is a friendly name to logically identify the system. Enter the name using the keyboard provided. Use the backspace key to delete an incorrect character, or use the **X** button to delete the entire entry. Select **Save**.
- **Options** determine whether the line is able to **Send and Receive, Send Only** or **Receive Only**. Select the required option for the fax line.
- **Dial Type** select **Tone** or **Pulse** for the dial type.
- **Uninstall Line** is used to remove a fax line from the device.

Fax Report Options

There are 3 fax reports available, *Activity Report*, *Broadcast and MultiPoll Report* and *Transmission Report*. This option enables you to specify the appearance and printing behavior of these reports.

- **Activity Report** provide information on the fax activities which have occurred on the device:
  - **Auto Print** is used to print an Activity automatically.
  - **Disable** is selected if the *Activity Report* is not required.
- **Broadcast & Multipoll Report** provides a report when there is broadcast or multi-poll fax activity.
  - **Always Print** prints a report after each broadcast or multipoll fax transmission.
  - **Print on Error** is selected if the report is required only when an error occurs.
  - **Disable** switches off the report.
- **Transmission/Broadcast Report Appearance** is used to add an image of the front page of the fax to your report:
  - **Reduced Image** is used to add the image.
  - **No Image** is selected if an image is not required.
- **Transmission Report** provides information on an individual transmission.
  - **Always Print** prints a report after each fax transmission.
  - **Print on Error** is selected if the report is required only when an error occurs.
  - **Disable** switches off the report.
- Select **Close** to return to the previous screen.

Optional Services

This option is used to setup the optional services available on the device. To enable a service select Enable. Some services require a PIN code to activate the service. The PIN code is provided when the service is purchased. The following services are available.

- ID Card Copy
- Workflow Scanning
- Color Scanning
- E-Mail
- Internet Fax
- Image Overwrite Security
- Network Accounting
- Immediate Image Overwrite
- Server Fax
- Embedded Fax
- Save Job for Reprint
- Searchable File Formats
- Common Access Card

Once a service has been enabled, it may require configuring using Internet Services. For further instructions, refer to the System Administration Guide.

Note: Some services will require a Reboot to activate them on the device.

Auto Image Rotation

This feature enables the use of the Auto % reduction or enlargement and Auto paper selections for both print and copy. It also enables the automatic rotation of the image to fit the required paper size, even if the paper is a different orientation to the original.

- **Auto %** if this option is enabled the user will be able to automatically reduce or enlarge the image of the original onto a specified size of paper.
- **Auto Paper** if this option is enabled the device will automatically select paper from a tray that will produce the "best fit" available.

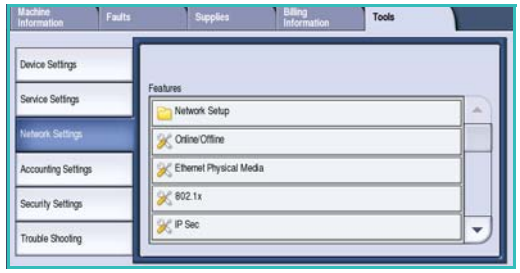
In addition to the basic functions, when both these features are enabled the device will:

- Automatically rotate images when using the *Booklet Creation* feature.
- Enable the *2-Sided, Rotate Side 2* feature for calendar format output.
- Select the appropriate size of paper irrespective of orientation.

Network Settings

These settings are used to enter the network parameters for the system. This section provides an overview of the options available.

Detailed instructions for network installation are provided in the System Administrator Guide.



Network Setup

These options are used by the System Administrator to configure the network settings. Network settings for TCP/IP, Microsoft Network, Apple Talk and Netware can be configured.

Online/Offline

Use to disconnect the device from the network temporarily. Selecting **Offline** disconnects the device from all networks. Any job entering the system is held. Any current outgoing jobs are not completed while the system is offline.

Select **Online** reconnect the device to the network.

Ethernet Physical Media

The Ethernet Physical Media option is used to set the speed of your network. The device supports the following selectable speeds:

- Auto
- 10Mbps Half-Duplex
- 10Mbps Full-Duplex
- 100 Mbps Half-Duplex
- 100 Mbps Full-Duplex
- 1 Gbps Half-Duplex.
- 1 Gbps Full-Duplex

802.1x

The device supports 802.1x authentication based on the Extensible Application Protocol (EAP). 802.1x Port Based Network Access Control is used to ensure that devices that are connected to the network have the proper authorization. The 802.1X configuration is used to authenticate the device rather than an individual user. After the device has been authenticated, it will be accessible to users on the network.

IP Sec

IP Sec is a security protocol enabled using Internet Services. To disable IP Sec on the device, select the **Disable** IP Sec option.

USB Printer Port

This option is used to enable the device to be connected to a workstation via a USB cable. There are two modes of use for this option:

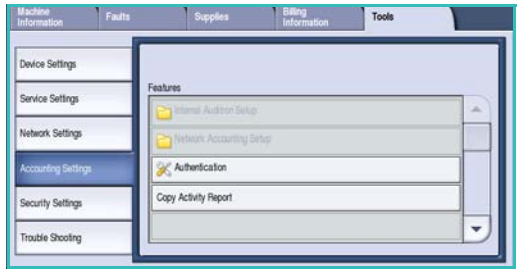
- **Software Tools** is used to connect the Xerox Copier Assistant, Customer Utilities or a Portable Workstation for service call purposes.
- **Direct Printing via Driver** is used to connect the device directly to a workstation for printing via a printer driver, instead of being installed on a network.

  Note: Printing from USB memory sticks is not supported on this device.

Accounting

The *Accounting* settings are used to configure the accounting options. Accounting options are used to record device usage by different groups or departments and can also be used to restrict access to different services.

Detailed instructions for Accounting Setups are provided in the System Administrator Guide.



Authentication

Use this option to select the authentication and accounting mode required:

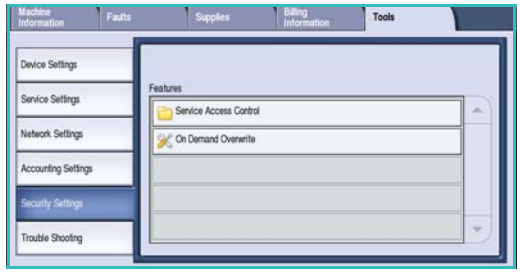
- **Xerox Standard Accounting** is an accounting system setup using the Internet Services user interface. Once enabled, the IP Address of the device is entered and *Xerox Standard Accounting* can be setup.
- **Network Accounting** is a feature of the device which automatically tracks print, scan, server fax and copy usage for each user. Network Accounting is run over a network and the accounting functions are performed remotely via third party software.
- **Foreign Interface Device** is used if a third party device is installed on the device for accounting purposes. For example, card activated or coin activated devices can be installed.

Select **On** to enable the authentication and accounting mode required.

For information about setting up Xerox Standard Accounting, Network Accounting and Foreign Interface Device options, refer to the System Administrator Guide.

Security Settings

The Security Settings are used to manage the security features of the device. Image Overwrite Settings can be configured.



Detailed instructions for Security Settings are provided in the System Administrator Guide.

On Demand Image Overwrite

If you have sent print jobs to the device that are confidential or sensitive, you can delete any data that is stored on the hard disk after the job has been printed. This is done using the *On Demand Overwrite* option.

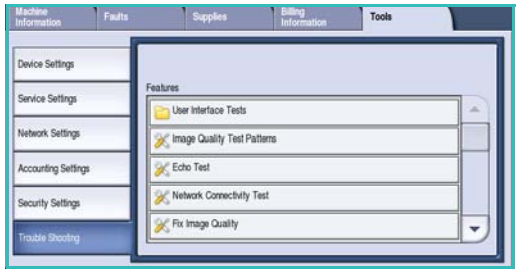
There are two types of *Overwrite* available, **Standard** or **Full**. *Standard Overwrite* takes approximately 20 minutes and excludes:

- Print file directories
- Scan to mailbox jobs
- Fax dial directories
- Mailbox contents

A *Full Overwrite* takes approximately 60 minutes and includes all data. Select the *Overwrite* option required and select **Start Image Overwrite** to run the overwrite process.

Troubleshooting

These settings are used to troubleshoot any problems that maybe occurring on the device. They provide various tests to check the functionality of the system and identify performance levels.



User Interface Tests

Use this option to run tests on the User Interface that will help you diagnose screen problems. The following tests are available:

- **User Interface Button Test** enables the user to test the operation of all the hard buttons on the control panel.
- **Audio Tone Test** enables the user to verify that the audible tone created by the user interface is operating correctly.
- **LED Indicator Test** enables the user to verify that the lights on the user interface are operating correctly.
- **Touch Area Test** enables the user to verify that the touch screen is operating correctly.
- **Display Pixel Test** enables the user to check that all the pixels that make up the display screen are operating.
- **Video Memory Test** verifies that the memory used by the video controller on the user interface is functioning correctly. Symptoms of memory failure are corrupted or non-functional screens on the display.
- **Communications Self Test** tests the communication between the user interface and the main control functions of the device. A communication failure will manifest itself as a corrupt or blank display or an inoperative control panel.
- **Reset UI to Factory Settings** provides the facility to reboot or restart the software that controls the user interface. Once the device has rebooted, the display will return to the default screen.
- **Application Checksum Verification** checks that the software used in the user interface is not corrupt. Corrupt software may result in the user interface operating incorrectly.

To run each test, select **Start Test** and follow the instructions provided on the screen.

Image Quality Test Patterns

This feature enables you to print test prints that will help you and the Xerox Support Center diagnose image quality problems. Each test pattern checks parts of the printing process.

There are 19 test patterns resident in the device memory that are used to test the functionality of the printing system.

1. Select **1 Sided** or **2 Sided** for the test pattern.
2. Select the **Stock Size** required for the test pattern.
3. Select the *up/down* buttons to select the required test pattern.
4. Select the **Start Test** button to start the test. The appropriate test pattern is submitted to the print queue.

Echo test

The *Echo Test* allows you to test the network connectivity.

1. Select the appropriate protocol for the *Echo Test*.
   - **TCP/IP**
   - **Novell (R) or IPX**
   - **NetBIOS/NetBEUI**
   - **AppleTalk**
2. Select the **Start Test** button to run the *Echo Test*.

Network Connectivity Test

The *Network Connectivity Test* collects network connectivity data and displays the results on the screen.

1. Select the appropriate protocol for the *Network Connectivity Test*.
   - **TCP/IP**
   - **Novell (R) or IPX**
   - **NetBIOS/NetBEUI**
   - **AppleTalk**
2. Select the **Start Test** button to run the *Network Connectivity Test*.

Image Quality Adjustment

Use this option to print test patterns which are then scanned and used by the device to adjust the image quality settings.

1. Ensure 8.5x11" or A4 white paper is loaded and select **Print Test Pattern**.
2. Place the test pattern in the document feeder or on the document glass, long edge feed.
3. Select the **Start Test** button to scan the test pattern and start the test.
   The device will scan the test pattern and automatically make any adjustments required.
4. If the adjustment is successful, select **Close** to return to *Tools*.
   If the adjustment is unsuccessful the reasons are provided on the screen. Select **Close** and run the test again.

Xerox Customer Support

Use to enter your Xerox Support and Supplies Telephone numbers which are displayed on the device.

- **Customer Support Number** is selected to enter the Xerox Support Center number supplied with your device. Enter the number using the keyboard and select **Save**. To delete an incorrect character entry use the backspace key, or to delete the entire entry select the **X** button.
- **Supplies Number** is selected to enter the telephone number you call to obtain supplies for your device. Enter the number using the keyboard and select **Save**. To delete an incorrect character entry use the backspace key, or to delete the entire entry select the **X** button.

Select **Save** to save the entry and exit.

Software Reset

This utility provides the facility to reset the device software without switching off and switching on the device.

- **Reset System Software** resets the copier system software.
- **Network Software** resets the network controller software.
- **Reset Both** resets the whole system software.

Version 1.0
12/09

Xerox® WorkCentre 5735/5740/5745/5755/5765/5775/5790

General Care and Troubleshooting

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 1.0: December 2009

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General Care

There are several consumables on the device 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.

For information about locating the serial number, please refer to Machine Information on page 236 of Machine and Job Status.

Customer Replaceable Units

There are 5 replaceable units on the device:

- Xerographic Module
- Toner Cartridge
- Fuser Module
- Ozone Filter
- Waste Toner bottle

The device will display a message on the touch screen when any of the units need 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 Customer Replaceable Unit, follow the instructions on the touch screen or use the instructions provided with the consumable.

WARNING: 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 device.

Staple Cartridges and Hole Punch Waste

If your device is equipped with a finisher, or a convenience stapler, you will be required to replace the staple cartridge or cartridges when the device displays a message instructing you to do so. If your finisher has the optional hole punch unit, you will also be required to empty the hole punch waste container when prompted by the device.

The staple cartridge for the Basic Office Finisher contains 3000 staples. The Advanced Office Finisher and High Volume Finisher staple cartridges hold 5000 staples each. The High Volume Finisher with Booklet Maker has 2 additional staple cartridges located within the Booklet Maker, each of these cartridges holds 2000 staples. To replace a staple cartridge, follow the instructions provided with the new staple cartridge.

The hole punch waste container is a catch tray that collects the waste punched paper. Your device will prompt you when the hole punch waste container needs emptying.

1. Open the finisher door and locate the hole punch waste container.
2. Slide the hole punch waste container out of the finisher. Dispose of the waste punched paper in the waste bin.
3. Install the emptied hole punch waste container, ensuring that the container is inserted correctly.

Cleaning the Device

WARNING: When cleaning the device 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.

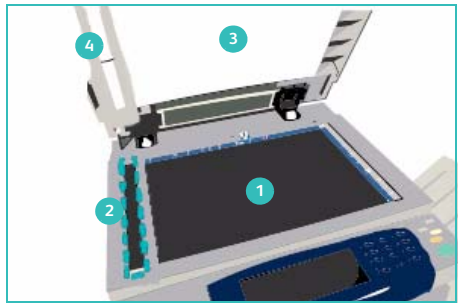
WARNING: Do not use pressurized air-spray cleaning aids on or in this equipment. Some pressurized air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

Document Glass and Constant Velocity Transport Glass

To ensure optimum print quality at all times, regularly clean the glass areas of your device. This helps avoid output with streaks, smears and other marks that may transfer from the glass area when scanning documents.

When you use the *document feeder*, your documents will pass over the stationary scanner using the Constant Velocity Transport glass. Any dirt or marks on this piece of glass will cause lines or streaks on your copies, faxes or scanned images. Also, any marks or dirt on the Constant Velocity Transport roll may show through the document and appear on your scanned images.

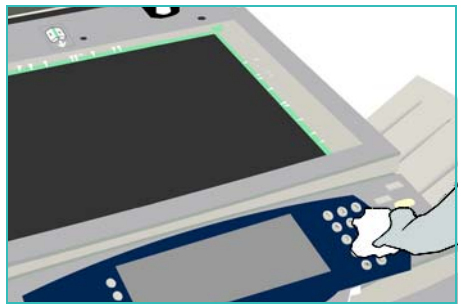
1. Use a lint-free cloth, lightly dampened with Xerox Anti-Static or general cleaning fluid or another suitable non-abrasive glass cleaner to clean the *document glass* 1 and the Constant Velocity Transport glass 2.
2. Wipe away any residue with a clean cloth or paper towel.
3. Use a lint-free cloth, lightly dampened with water, Xerox cleaning fluid or Xerox film remove to clean the under side of the document cover or *document feeder* 3 and the complete circumference of the Constant Velocity Transport roll 4.



Control Panel, Touch Screen, Document Feeder and Output Trays

Regular cleaning keeps the touch screen, control panel and other device areas free from dust and dirt.

1. Use a soft, lint-free cloth, lightly dampened with water.
2. Wipe clean the entire area of the control panel, including the touch screen.
3. Wipe clean the *document feeder*, output trays, paper trays and other outside areas of your device.
4. Remove any residue with a clean cloth or paper towel.



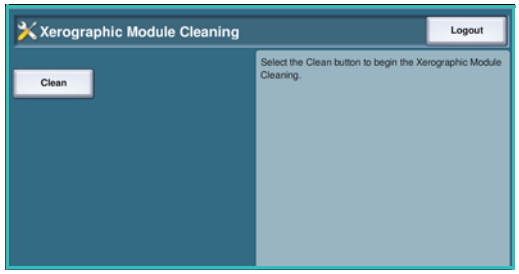
Xerographic Module Maintenance

At regular intervals, depending on device usage, this message will be displayed requesting that you perform the Xerographic Module Maintenance procedures. When you open the front door further messages will tell you what to do.

Note: You cannot use the device for printing or copying until you have completed this procedure.

Follow the instructions provided on the touch screen to complete the Xerographic Module maintenance tasks. If problems occur, you may be required to initiate a Xerographic Module Cleaning cycle using the following instructions.

1. Press the **Machine Status** button.
2. Select the **Tools** tab.
3. Select **Device Settings** and **Xerographic Module Cleaning**.
4. Select **Clean** to initiate the cleaning cycle.
5. Exit **Tools**.



Paper and Media Storage

It is important for optimum printing that paper is stored correctly. Take note of the following when storing media:

- Store at ambient temperature. Damp paper may cause problems or poor image quality.
- Do not open reams of paper until they are required for use. The ream wrapper contains an inner lining that protects the paper from moisture.
- Store on a flat surface to prevent the paper from folding or curling.
- Stack reams of paper carefully on top of one another to avoid crushing the edges. Do not stack more than five reams on top of each other.

For problem free printing and copying, observe the following when loading paper into the paper trays:

- Do not use folded or wrinkled papers.
- Do not load paper of varied sizes into the tray.
- If feed problems occur, fan the media or shuffle labels before loading.

Troubleshooting

A variety of situations can affect the quality of your output. For optimal performance, ensure the following guidelines are followed:

- Do not position the device in direct sunlight or near a heat source such as a radiator.
- Avoid sudden changes in the environment surrounding the device. When a change occurs, allow the device 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 device.

Defining the Problem

This section contains problem-solving procedures to help you locate and resolve a problem.

Some problems can be resolved by rebooting your device. Refer to General Care on page 276 for instructions about power procedures.

If rebooting the device does not resolve the problem, use the instructions contained in this section to identify and solve the problem. If you still cannot fix the problem, contact the *Xerox Support Center* for advice.

Faults

There are different categories of faults that can occur on your device and different ways in which they are identified depending on the type of fault occurring. This section gives an overview of the different types of faults and the way that faults are displayed and recorded.

Your device has three fault types, *Hard Down* faults, *User Clearable* faults and *Status Messages*. Within each fault type there are subgroups of fault categories relating to the effect the fault has on the device operation. The fault display generated for each fault depends on the category of that fault.

Hard Down Faults

Hard Down faults prevent a subsystem, module or component from functioning properly. There are three categories of *Hard Down* faults.

- **Low Level Fault** this occurs when a subsystem or module is unable to function correctly. For example, if during a stapler job a fault is detected, other features are still functional but the stapler is unavailable.
- **Failure Fault** this is declared when a low level fault causes a major subsystem to function incorrectly. For example if a fault occurs with the Xerographic Module causing the print and copy features to become non-functioning.
- **Fatal Fault** this occurs when a system wide failure exists that is unrecoverable. For example a power fault occurs causing the device to be inoperable.

Customer Clearable Faults

A *Customer Clearable* fault is a fault that can be cleared by the user. There are three categories of Customer Clearable faults:

- **Low Level Fault** this occurs when a subsystem has detected a customer clearable fault, for example, when a stapler runs out of staples. The print and copy features are still operable, but the stapler function is not.
- **Failure Fault** this is declared when a Low Level Fault causes a major subsystem to become unavailable. For example, when a paper misfeed is detected, the print and copy functions are made inoperable until the paper is cleared by the user.
- **Reset Fault** this can be cleared by powering the device off then on again.

Status Messages

Status Messages are informal messages that do not impact the device from functioning properly. There are two categories of *Status Messages*:

- **Warning Messages** are informational and usually have to do with replacing consumables. The messages warn the local user of impending problems, or actions, that need to be taken to avoid a fault occurring. For example, if the Xerographic Module is close to the end of its life, the device displays a warning message that the unit needs to be replaced soon. At this time the system sets a pre-defined limit until a *Customer Clearable* fault is declared to change the Xerographic Module.
- **Job Fault Messages** indicate a fault with the job, for example the required paper is unavailable. If a job is paused because of a fault, the user is required to take action to correct the condition, or to delete the job.

Fault Displays

All faults that affect the users of the device are presented to the user by one of two methods:

Interrupting Fault

Interrupting faults are presented if the associated fault affects the entire device, where the device is not capable of accepting input or output. They are also presented if the associated fault affects the currently selected document service but does not affect another service, which can still be used.

The type of fault screen presented depends on the type of fault occurring. Some fault displays present the user with fault recovery options. A selection of buttons allow you to choose a fault recovery option.

When an interrupting fault window is displayed, any status messages associated with the displayed fault are presented in the *Status Message* area.

Non-Interrupting Fault

Non-Interrupting fault displays consist of messages displayed in the *Status Message* area. They do not affect the successful completion of a job from the current pathway. For example, if the user is running a Copy job and a fault occurs with faxing, then a non-interrupting fault display is presented.

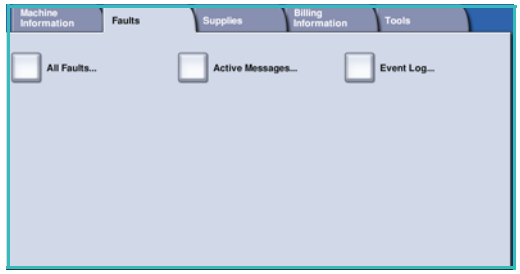
Both *Interrupting* and *Non-Interrupting* fault displays are generated automatically by the device and are displayed in the fault logs. Once the conditions which resulted in the fault display being generated have been resolved, the display is removed.

Fault Logs

Fault information can be accessed using the **Machine Status** button.

Machine Status provides information about the device, the status of the paper trays, consumables and any current faults. Usage counters are also available.

The *Faults* tab displays fault listings and the device error logs.



The faults are separated into **All Faults**, **Active Messages** and **Event Log**.

- **All Faults** this option displays a list of any current faults on the device. Each fault can be selected for further information and instructions.
- **Active Messages** this option displays a list of all the current fault messages associated with the current device status and faults.
- **Event Log** this is a log of the last 20 faults occurring on the device. The fault code associated with each fault and the date and time a fault occurred is displayed. It also displays the device image count at the time each fault occurred and any relevant paper or document size information.

Fault Clearance

When a fault occurs, a fault screen displays which provides recovery instructions. Follow these instructions to clear the fault.

Paper Jams

Any printed sheets removed will automatically be reprinted once the paper jam is cleared.

1. The fault screen will indicate the location of the jam. Use the green handles and knobs indicated in the instructions displayed on the screen to remove the jammed paper.
2. Ensure that all jam clearance handles and levers are returned to their correct positions. The red flashes behind the jam clearance handles and levers should not be visible.

   Note: Jam Clearance areas vary depending on your device model and configuration.

Document Jams

1. Remove all the documents from the *document feeder* and *document glass* as instructed.
2. Re-order the documents as at the start of the job and reload. The documents will be recycled automatically to recover the job.
3. If you are unable to clear the fault, refer to Troubleshooting Tips on page 284 for further information.

If you are still unable to resolve the problem, refer to Further Assistance on page 288 for instructions on how to contact the *Xerox Support Center*.

Troubleshooting Tips

If you are experiencing difficulties using your device, check the suggestions below for problem solving advice:

Problem	Potential Solution
The device will not power on	• Check to see that the device is not in *Energy Saver* mode as indicated by the green light on the control panel. Touch the User Interface screen to re-activate. • Press the **ON/OFF** button. • Check to see if the power cord is correctly installed.
Documents will not feed through the *document feeder*	• Ensure that all staples or paper clips have been removed from the originals. • Ensure the *document feeder* is not overloaded. The *document feeder* can hold 75 sheets (35 model only) or 100 sheets (all other models) of 80 gsm (20 lb) paper. Use *Build Job* if you have more originals than this. • Check to see if the document set is fully inserted into the *document feeder*. • Ensure that the edge guides are adjusted to touch the sides of the originals. • Ensure that the *document feeder* Feed Head is installed correctly. Open the top cover and push feed head down into position. • Check for obstructions or paper debris in the *document feeder*. • Ensure that the *document feeder* cover is closed. • Check that the device is *Ready* as indicated by a message on the touch screen.
Repeated paper jams, misfeeds or multisheet feeds	• Ensure that the correct paper size is displayed on the touch screen. • Ensure that the paper tray is not filled above the MAX line. • Ensure that the edge guides are adjusted to touch the sides of the paper. • If the problem is not resolved, check for obstructions where paper enters the device.
Paper Jams inside the device	• Check the Paper Path for obstructions. • Ensure all the handles and levers are in the correct (home) position. The red flashes behind the jam clearance handles and levers should not be visible. Follow the instructions displayed on the touch screen. • Flip the paper over in the paper tray. • Check the paper tray Edge Guides to see if they are against the edges of the paper. • Check that the touch screen is displaying the correct size for the paper in use. • Load fresh paper.
Repeated Check Tray messages on the touch screen and the paper is loaded in the tray	• Adjust the edge guides against the stack of paper in the tray. • If the edge guides were not set against the paper in the tray when Start was selected, delete the job in the job queue and begin again.

Problem	Potential Solution
Paper Curls	• Load the paper in the paper trays with the seam side of the paper up. Load the paper in the Bypass Tray with the seam side down. • Load non-standard media in the Bypass Tray. • If the paper curls excessively, flip the paper over in the applicable paper tray.
The Finisher does not stack the output correctly	• Unload the finisher tray frequently. • Do not remove stapled sets while the finisher is compiling. • Check the paper tray guides are locked into position against the paper. • When using large paper, remove any output contained in the Stacker Tray. • Load the paper in the paper trays with the seam side of the paper up. Load the paper in the Bypass Tray with the seam side down. • Load non-standard media in the Bypass Tray. • If the paper curls excessively, flip the paper over in the applicable paper tray. • Check the correct paper size has been selected for the paper loaded in the tray.
The Finisher does not staple or hole punch correctly	• To correct stapling problems, ensure the maximum number of sheets is not exceeded for the finisher being used. • The maximum number of sheets when stapling heavyweight paper is determined by the finisher type. The Basic Office Finisher staples 12 sheets of heavyweight paper, the Advanced Office Finisher staples 20 sheets of heavyweight paper, and the High Volume Finisher staples 30 sheets. • Check the correct option has been selected on the touch screen. • Check the touch screen for a fault message indicating no staples. Replace the staple cartridge. • When using large paper, remove any output contained in the Stacker Tray. • Check that the Chad Bin is not full. The Chad Bin collects waste from the hole punch. • Check the correct paper size has been selected for the paper loaded in the tray. • Check the paper tray guides are locked into position against the paper.
Stray marks or black marks from hole punched originals are not removed	• Use the *Edge Erase* option to erase the edge with the punched holes. Refer to Edge Erase on page 48 of Copy. • Copy from the *document glass* with the document cover or *document feeder* down.
Images are out of sequence or upside down when the Booklet Creation feature is used	• Ensure that the originals are in the correct sequence. • Feed LEF originals to SEF orientated paper. • Enable the display options for *Booklet Creation* and ensure that the correct sequence is selected (i.e. Left to Right or Right to Left).
The output is blank	• Ensure the originals are loaded either face up in the *document feeder* or face down on the *document glass* in the top right position.

Problem	Potential Solution
Streaks, lines, spots, solid lines or dotted lines on the prints	• Clean the *document glass* and, if using the *document feeder*, also clean the Constant Velocity Transport glass (the thin strip of glass to the left of the *document glass*), especially near the plastic ramp on the glass. • Clean the white underside of the *document feeder/document cover*. • Clean the *document feeder* roller. • Clean the halo guide. • Clean the Charge Scorotron and Transfer Corotron, if available on your device. • Check the paper tray guides are against the paper stack. • Run the job from the *document glass*. • Check the quality of the original. Use *Edge Erase* to remove lines from the edges of the document, refer to Edge Erase on page 48 of Copy. • Use the Background Suppression feature, refer to Background Suppression on page 45 of Copy. • Load fresh paper. • Do not use heavily embossed paper.
Image Loss	• When copying a document from a larger paper size to a smaller size, use *Auto%* to reduce the image onto the smaller size, refer to Reduce/Enlarge on page 38 of Copy. • Use reduction i.e. copy at 90% instead of 100%. • Use the *Auto Center* feature and run the job again. Refer to Image Shift on page 47 of Copy. • If scanning from the *document glass* use *Original Size* to define the document size, refer to Original Size on page 46 of Copy. Register the document in the right rear corner and copy with the cover down. • Do not use heavily embossed paper.
Blurred images on output	• Load fresh paper. • If copying from the *document glass*, check the quality of the originals, close the cover and try again. Ensure that the original is entirely flat against the *document glass*. • Use *Original Size* to specify the size of the original, refer to Original Size on page 46 of Copy. • Clean the *Charge Scorotron* and *Transfer Corotron*, if available on your device. Refer to Xerographic Module Maintenance on page 279. • Clean the *document glass* and if using the *document feeder* also clean the Constant Velocity Transport Glass (the thin strip of glass to the left of the *document glass*), especially near the plastic ramp on the glass. Refer to Document Glass and Constant Velocity Transport Glass on page 278.
Missing characters on output	• Load fresh paper. • Try using a smoother paper. • Select darken if the original is light or the font is colored.
Gloss variations (coining)	• Check the quality of the original. • If the original has large areas of solid density, adjust the contrast.

Problem	Potential Solution
Double image or show through (ghosting)	• Check the quality of the original. • Clean the *document glass*, if it is being used. • Rotate the original 180 degrees and try the job again.
The device cannot sense the size of the original on the glass	• Use *Original Size* to specify the size of the original, refer to Original Size on page 46 of Copy. • Rescan the original, leaving the cover raised.
Jobs scan but do not print	• Some jobs require image processing before printing. This may take as long as 2 seconds per page. • Press the Job *Status* button and check the *Active Jobs* list to determine if a job is processing. There may be a job in the list with a status of "paused". Delete this job if it remains in the state over 3 minutes. • This may possibly be a result of an incorrect feature combination. The software may need to be reset. Refer to Software Reset on page 271 of Administration and Accounting.
Output does not reflect the selections made on the touch screen	• Press *Clear All* between jobs. • If a *Save* button displays on the touch screen, ensure *Save* is selected after each selection.
The image is reduced on a transmission	• Confirm the original size of the documents. Documents may be reduced on the available paper supply at the receiving fax machine.
The device does not answer incoming fax calls	• Change the *Auto Answer Delay* setting to 0 seconds. Refer to Auto Answer Delay on page 260 of Administration and Accounting.
The device answers incoming fax calls but does not accept incoming data	• If the job contains several graphics, the device may not have enough memory. The device will not answer if memory is low. • Remove stored documents and jobs and wait for existing jobs to complete. This will increase the available memory.
Fault messages will not clear	• There may be occasions when a fault is cleared but the message will not clear. Reboot your device by powering OFF and ON using the ON/OFF switch at the side of the device. • Wait approximately 20 seconds before turning the device back ON. Any incomplete jobs in the jobs list will be lost. • Use only the ON/OFF switch to reboot your device. Damage may occur to your device if power is removed by other means.

Further Assistance

For any additional help visit our customer web site at www.xerox.com or contact the *Xerox Support Center* quoting the machine serial number.

Xerox Support Center

If a fault cannot be resolved by following the touch screen instructions, check the Troubleshooting Tips on page 284 - they may help to solve the problem quickly. If the difficulty persists, contact the *Xerox Support Center*. The *Xerox Support Center* will want to know the nature of the problem, the machine serial number, the fault code (if any) plus the name and location of your company.

Locating the Serial Number

Press the **Machine Status** button on the control panel. The *Machine Information* screen displays the serial number.

The serial number can also be found inside the front door.

Version 1.0
12/09

Xerox® WorkCentre 5735/5740/5745/5755/5765/5775/5790

Safety and Regulations

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Document Version 1.0: December 2009

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Notices and Safety

Please read the following instructions carefully before operating the device. Refer to them as needed to ensure the continued safe operation of your device.

Your Xerox device and supplies have been designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

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

WARNING: Unauthorized alterations, which may include the addition of new functions or connection of external devices, may impact the device certification. Please contact your Xerox representative for more information.

Safety Labels and Symbols

All warnings and instructions marked on or supplied with the device should be followed.

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

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

Operational Safety Information

Your Xerox device 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 device, follow these safety guidelines at all times:

Electrical Supply

This section provides important electrical supply safety information that you should read before installing or using the device.

Read the information in the following sections:

- Power Outlet Electrical Safety on page 293.
- Power Cord Electrical Safety on page 293.
- Laser Safety Information on page 294.
- Device Safety on page 294.
- Emergency Power Off on page 295.
- Disconnect Device on page 295.

Power Outlet Electrical Safety

This device must be operated from the type of electrical supply indicated on the data plate label located on the rear cover of the device. If you are not sure that your electrical supply meets the requirements, please consult your local power company or a licensed electrician for advice.

The electrical supply outlet should be installed near the device and should be easily accessible.

WARNING: This device must be connected to a protective earth circuit. This device 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. Always connect the device to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician. Improper connection of the device-grounding conductor can result in electrical shock.

Power Cord Electrical Safety

- Use only the power cord supplied with this device.
- Plug the power cord directly into a grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.
- Do not place this device where people might step on or trip on the power cord.
- Do not place objects on the power cord.

Laser Safety Information

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

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

Device Safety

This device 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 the covers or guards that protect hazardous areas.

Device Safety - Do These

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

- Always follow all warnings and instructions that are marked on or supplied with the device.
- Before cleaning this device, unplug the device from the electrical outlet. Always use materials specifically designated for this device, the use of other materials may result in poor performance and create a hazardous situation.
- Always exercise care when moving or relocating the device. Please contact your local Xerox dealer to arrange relocation of the device to a location outside of your building.
- Always locate the device on a solid support surface (not on plush carpet) that has adequate strength to support the weight of the machine.
- Always locate the device in an area that has adequate ventilation and room for servicing.
- Always unplug this device from the electrical outlet before cleaning.

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

Device Safety - Do Not Do These

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

- Never use a ground adapter plug to connect the device 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 device where people might step on or trip on the power cord.
- This device should not be placed in a room unless proper ventilation is provided.

Please contact your local Authorized dealer for further information.

Emergency Power Off

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

- The device emits unusual odors 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 device is damaged.

Disconnect Device

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

Ozone Safety Information

This device 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.

Maintenance Information

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

- Any operator device maintenance procedures will be described in the user documentation supplied with the device.
- Do not carry out any maintenance on this device which is not described in the customer documentation.
- Use supplies and cleaning materials only as directed in the user documentation.
- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

Consumables Information

- Store all consumables in accordance with the instructions given on the package or container.
- Keep all consumables away from the reach of children.
- Never throw toner, toner cartridges or toner containers into an open flame.

Product Safety Certification

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

Agency	Standard
Underwriters Laboratories Inc.	UL60950-1 1st Edition (USA/Canada)
	IEC/EN60950-1 1st Edition

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

Basic Regulations

Xerox has tested this device to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this device in a typical office environment.

United States (FCC Regulations)

This device 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 in a commercial environment. This device generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with these instructions, it may cause harmful interference to radio communications. Operation of this device in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

If this device does cause harmful interference to radio or television reception, which can be determined by turning the device off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiver.
- Increase the separation between the device and receiver.
- Connect the device into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television technician for help.

Any changes or modifications not expressly approved by Xerox could void the user's authority to operate the device. To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Canada (Regulations)

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

European Union

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

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

- December 12, 2006: Low Voltage Directive 2006/95/EC. Approximation of the laws of the member states related to low voltage equipment.
- December 15, 2004: Electromagnetic Compatibility Directive 2004/108/EC. Approximation of the laws of the member states related to electromagnetic compatibility.
- March 9, 1999: Radio & Telecommunications Terminal Equipment Directive 1999/5/EC.

This device, if used properly in accordance with the user's instructions, is neither dangerous for the consumer nor for the environment.

To ensure compliance with European Union regulations, use shielded interface cables.

A signed copy of the Declaration of Conformity for this device can be obtained from Xerox.

Turkey RoHS Regulation

In compliance with Article 7 (d). We hereby certify

"It is compliant with the EEE Regulation."

"EEE yönetmeliğine uygundur"

Copy Regulations

United States

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

1. Obligations or Securities of the United States Government, such as:
   - Certificates of Indebtedness
   - National Bank Currency
   - Coupons from Bonds
   - Federal Reserve Bank Notes
   - Silver Certificates
   - Gold Certificates
   - United States Bonds
   - Treasury Notes
   - Federal Reserve Notes
   - Fractional Notes
   - Certificates of Deposit
   - Paper Money
   - Bonds and Obligations of certain agencies of the government, such as FHA, etc.
   - Bonds (U.S. 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 reproduce a legal document on which there is a canceled 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 in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.
   - Postal Money Orders.
   - Bills, Checks, or Draft of money drawn by or upon authorized officers of the United States.
   - Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
4. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the “fair use” or library reproduction rights provisions of the copyright law.

   Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.5.

5. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.
6. Passports. Foreign Passports may be photographed.
7. Immigration papers.
8. Draft Registration Cards.
9. Selective Service Induction papers that bear any of the following Registrant's information:
   - Earnings or Income
   - Court Record
   - Physical or mental condition
   - Dependency Status
   - Previous military service

   Exception: United States military discharge certificates may be photographed.
10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasure, etc. (Unless photograph is ordered by the head of such department or bureau.)

    Reproducing the following is also prohibited in certain states:
    - Automobile Licenses
    - Drivers' Licenses
    - Automobile Certificates of Title

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

Canada

Parliament, by stature, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions:

- Currency notes
- Bank notes and cheques
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Fax Regulations

United States

Fax Send Header Requirements

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

Data Coupler Information

This device complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the cover of this device is a label that contains, among other information, a device 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 device 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 device. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

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

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN for this device is part of the device 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.

To order the correct service from the local telephone company, you may also have to quote the codes listed below:

- Facility Interface Code (FIC) = 02LS2
- Service Order Code (SOC) = 9.0Y

WARNING: Ask your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

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

The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the device. 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 device, 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 device is causing harm to the telephone network, the Telephone Company may request that you disconnect the device until the problem is resolved.

Repairs to the machine should be made only by a Xerox Service Representative or an authorized Xerox Service provider. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

This device must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your office has specially wired alarm equipment connected to the telephone line, make sure that the installation of this Xerox device does not disable your alarm equipment.

If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer.

Canada

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

Before installing this device, users must make sure that it is permissible to be connected to the facilities of the local telecommunications company. The device must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

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

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

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

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

Europe

Radio Equipment & Telecommunications Terminal Equipment Directive

The Facsimile has been approved in accordance with the Council Decision 1999/5/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of a problem you should contact your authorized local dealer in the first instance.

This device has been tested to and is compliant with ES 203 021-1, -2, -3, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. This device provides a user-adjustable setting of the country code. Refer to the customer documentation for this procedure. Country codes should be set prior to connecting this device to the network.

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

South Africa

This modem must be used in conjunction with an approved surge protection device.

Material Safety Data

For Material Safety Data information regarding your printer, go to:

North America: www.xerox.com/msds

European Union: www.xerox.com/environment_europe

For the Customer Support Center phone numbers, go to www.xerox.com/office/worldcontacts.

Product Recycling and Disposal

USA & Canada

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 device is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment.html.

If you are managing the disposal of your Xerox device, please note that the device may contain lead, mercury, 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 device 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/.

European Union

WEEE Directive 2002/96/EC

Some equipment may be used in both a domestic/household and a professional/business application.

Professional/Business Environment

Application of this symbol on your device is confirmation that you must dispose of this device 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 device is confirmation that you should not dispose of the device 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 device, your local retailer may be required to take back your old device 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.

Energy Program Compliance

All Markets

ENERGY STAR

As an ENERGY STAR® partner, Xerox Corporation has determined that this device 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 devices, personal computers, and monitors. Reducing device energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity. Xerox ENERGY STAR equipment is preset at the factory, to switch to Power Save Mode after a preset time following the last copy/print out. A more detailed description of this feature can be found in the User Guide.

Canada

Environmental Choice

Terra Choice of Canada has verified that this device conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact to the environment. As a participant in the Environmental Choice program, Xerox Corporation has determined that this device meets the Environmental Choice guidelines for energy efficiency. Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies.

EH&S Contact Information

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

USA: 1-800 828-6571

Canada: 1-800 828-6571

Europe: +44 1707 353 434

Device safety information is also available on the Xerox website:

www.xerox.com/about-xerox/environment

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