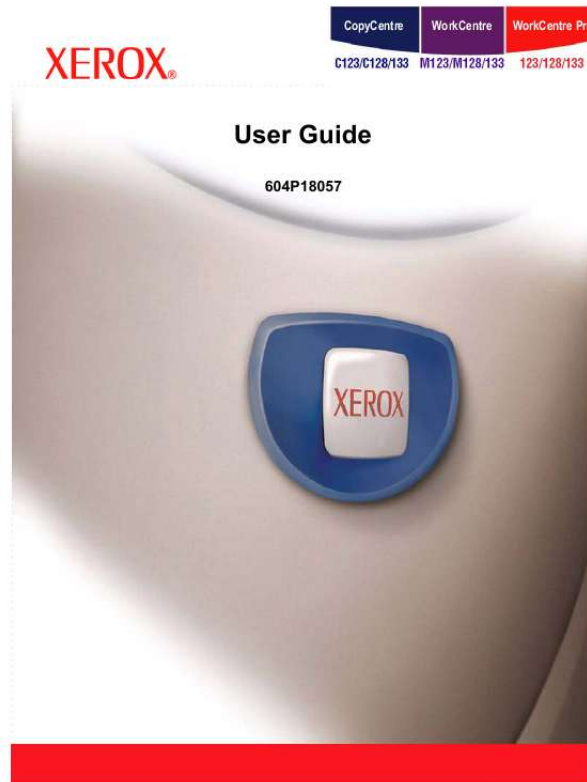




# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX COPYCENTRE C128. You'll find the answers to all your questions on the XEROX COPYCENTRE C128 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual XEROX COPYCENTRE C128**  
**User guide XEROX COPYCENTRE C128**  
**Operating instructions XEROX COPYCENTRE C128**  
**Instructions for use XEROX COPYCENTRE C128**  
**Instruction manual XEROX COPYCENTRE C128**



[You're reading an excerpt. Click here to read official XEROX COPYCENTRE C128 user guide](http://yourpdfguides.com/dref/3683759)  
<http://yourpdfguides.com/dref/3683759>



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*CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide Conventions paper short edge feed into a paper tray, place the paper with one of the short edges on the left-hand side and one of the long edges toward the front of the tray. LEF Orientation SEF Orientation Paper feed direction Paper feed direction Text in [Square Brackets] Indicate that these are names of the screens, tabs, buttons, features and option categories on the screen. They are also used when referring to file and folder names on a PC.*

*For example: · Select [Original Type] on the [Image Quality] screen. · Select [Save]. Text in <Angle Brackets> Indicate that these are names of the hard buttons, numeric or symbol buttons, lights on the control panel or symbols on the power switch label. For example: · Press the <Machine Status> button to display the [Machine Status] screen. · Press the <C> button on the control panel to clear the suspended job. Italic Typeface The Italic typeface is used to indicate references to other sections and chapters. For example: · For information on cleaning the document glass, refer to the Maintenance chapter on page 305. · Paper Supply page 51. Warnings Warnings are statements that alert you to the possibility of personal harm. For example: WARNING: This product must be connected to a protective earth circuit.*

*Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide 15 1 Before Using the Machine Cautions Cautions are statements that suggest the possibility of mechanical damage as a result of an action. For example: CAUTION: Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure. Notes Notes are statements that provide additional information. For example: NOTE: If the document feeder is not fitted to the machine, this feature is not available. Related Information Sources The following additional sources of information are available for the machine.*

*· Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 Quick Reference Guide · Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 System Administration Guide · The On-line Help systems (Print Drivers and CentreWare Utilities) · The CentreWare Utilities Documentation (HTML) NOTE: Please note that the screens shown in this User Guide apply to a fully configured machine and therefore may not exactly represent the configuration being used. Cautions and Limitations This section describes the cautions and limitations to observe when using this machine.*



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· When moving the machine, hold the middle part of the machine, and not the control panel or document feeder area. Excessive pressure on the document feeder may cause machine malfunction. Safety Notes Read these safety notes carefully before using this product to make sure you operate the equipment safely.

Your Xerox/Fuji Xerox product and recommended supplies have been designed and tested to meet strict safety requirements. These include safety agency approval, and 16 Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide Safety Notes compliance to established environmental standards.

Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product. The safety and environment testing and performance of this product have been verified using Xerox materials only. WARNING: Any unauthorized alteration, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your authorized Service Provider for more information. Warning Markings All warning instructions marked on or supplied with the product should be followed.

Warning This WARNING alerts users to areas of the product where there is the possibility of personal injury. This WARNING alerts users to areas of the product where there are heated surfaces, which should not be touched. Warning Electrical Supply This product shall be operated from the type of electrical supply indicated on the product's data plate label.

If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice. WARNING: This product must be connected to a protective earth circuit. This product is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use an earthed adapter plug to connect the product to an electrical outlet that lacks an earth connection terminal. Operator Accessible Areas This equipment has been designed to restrict operator access to safe areas only. Operator access to hazardous areas is restricted with covers or guards, which would require a tool to remove. Never remove these covers or guards.

Maintenance Any operator product maintenance procedures will be described in the customer documentation supplied with the product. Do not carry out any maintenance procedures on this product which are not described in the customer documentation. Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide 17 1 Before Using the Machine Cleaning Your Product Before cleaning this product, unplug the product from the electrical outlet.

Always use materials specified for this product. The use of other materials may result in poor performance and may create a hazardous situation.

Do not use aerosol cleaners, they may be explosive and flammable under certain circumstances. WARNING - Electrical Safety Information Only use the power cord supplied with the equipment. Plug the power cord directly into a grounded electrical outlet easily accessible. Do not use an extension cord. If you do not know whether an outlet is grounded, consult a qualified electrician.

This equipment is to be used on a branch circuit that has larger capacity than rated ampere and voltage of this machine. See data plate on the rear panel for the rated ampere and voltage of this equipment. If the machine needs to be moved to a different location, contact a Xerox Service Representative or your authorized local representative or service support organization. Improper connection of the equipment-grounding conductor can result in an electric shock.

Do not place this equipment where people might step on or trip over the power cord. Do not place objects on the power cord. Do not override or disable electrical or mechanical interlocks. Do not obstruct the ventilation openings. Never push objects of any kind into slots or openings on the equipment. If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet.

Call an authorized local service representative to correct the problem. The equipment emits unusual noises or odors. The power cord is damaged or frayed.

A wall panel circuit breaker, fuse, or other safety device has been tripped. Liquid has spilled into the equipment. The equipment is exposed to water. Any part of the equipment is damaged. Disconnect Device The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.

Laser Safety Information CAUTION: Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure. 18 Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide Safety Notes With specific regard to laser safety, the equipment 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. Operational Safety Information To ensure the continued safe operation of your Xerox/Fuji Xerox equipment, follow these safety guidelines at all times. Do These: · Always connect equipment to a correctly grounded power outlet.

If in doubt, have the outlet checked by a qualified electrician. This equipment must be connected to a protective earth circuit. This equipment is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature.

To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet. · Always follow all warnings and instructions that are marked on or supplied with the equipment. · Always exercise care when moving or relocating equipment. Please contact your local Xerox/Fuji Xerox Service Department, or your local support organization to arrange relocation of the product to a location outside of your building. · Always locate the equipment in an area that has adequate ventilation, and space for servicing. See installation instructions for minimum dimensions. · Always use materials and supplies specifically designed for your Xerox/Fuji Xerox equipment. Use of unsuitable materials may result in poor performance. · Always unplug this equipment from the electrical outlet before cleaning.



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*Do Not Do These:* · Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet. · Never attempt any maintenance procedures that are not specifically described in the customer documentation. · This equipment should not be placed in a built-in unit unless proper ventilation is provided. Please contact your authorized local dealer for further information. · Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers. · Never locate the equipment 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. Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide 19 1 Before Using the Machine · Never operate the equipment if you notice unusual noises or odors.

Disconnect the power cord from the electrical outlet and contact your local Xerox/Fuji Xerox Service Representative or Service Provider immediately. Maintenance Information Do not attempt any maintenance procedures that are not specifically described in the customer documentation supplied with your machine. · Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could create a dangerous condition. · Use supplies and cleaning materials only as directed in the customer documentation.

Keep all these materials out of the reach of children. · Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service. · Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the customer documentation. Ozone Safety Information This product will produce ozone during normal operation.

The ozone produced is heavier than air and is dependent on copy volume. Adhering to the correct environmental conditions as specified in the installation instructions 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 Service Provider. For Consumables Store all consumables in accordance with the instructions given on the package or container. Keep all consumables away from the reach of children. Never throw toner, toner cartridges or toner containers into an open flame. Radio Frequency Emissions United States, Canada, Europe, Australia/New Zealand NOTE: This equipment has been tested and found to comply with the limits for a class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the 20 Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide Regulatory Information customer documentation, may cause harmful interference to radio communications.

Operation of this equipment in a residential area is likely to cause harmful interference in which case the user is required to correct the interference at their own expense. Changes and modifications to this equipment not specifically approved by Xerox/Fuji Xerox may void the user's authority to operate this equipment. Shielded interface cables must be used with this equipment to maintain compliance with FCC regulations in the United States and the Radiocommunications Act 1992 in Australia/New Zealand as applicable. Product Safety Certification This product is certified by the following Agency using the Safety standards listed. Agency Underwriters Laboratories Inc. NEMKO Standard UL60950-1 1st (2003) (USA/Canada) IEC60950-1 Edition 1 (2001) This product was manufactured under a registered ISO9001 Quality system. Regulatory Information CE Mark The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated: January 1, 1995: Council Directive 72/23/EEC amended by Council directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment. January 1, 1996: Council directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility. March 9, 1999: Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity. A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your authorized local dealer.

WARNING: In order to allow this equipment to operate in proximity to Industrial Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken. WARNING: This is a Class A product. In a domestic environment the product may cause radio frequency interference, in which case the user may be required to take adequate measures. WARNING: Shielded interface cables must be used with this product to maintain compliance with Council Directive 89/336/EEC. Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide 21 1 Before Using the Machine For FAX Function USA 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 customer documentation and follow the steps provided. Data Coupler Information: This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:AAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.

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



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A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details. You may safely connect the machine to the following standard modular jack: USOC RJ11C 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 product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label. If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. 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 equipment. If this happens, the 22 Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide Regulatory Information Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service. If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the User Guide.

If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved. Repairs to the machine should be made only by a Xerox 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 equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

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

NOTE: The Industry Canada label identifies certified equipment. This certification means that the equipment 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 equipment, users must make sure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. 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 equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

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. NOTE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalent Numbers of all of the devices does not exceed 5. The Canadian REN value of this equipment is 0.1. Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide 23 1 Before Using the Machine EUROPE Radio Equipment & Telecommunications Terminal Equipment Directive: This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the following countries: Austria Belgium Denmark France Italy Germany Greece Iceland Ireland Spain Luxembourg Netherlands Norway Portugal Sweden Switzerland United Kingdom Finland In the event of a problem you should contact your authorized local dealer in the first instance. This product has been tested to and is compliant with TBR21, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area.

This product provides an user-adjustable setting of the country code. Refer to the customer documentation for this procedure. Country codes should be set prior to connecting this product to the network. NOTE: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup.

Modification of this product, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

Regulatory Information for RFID This product generates 13.56 MHz using an Inductive Loop System as a radio frequency identification system device (RFID). This system is certified in compliance with European Council Directive 99/5/EC and applicable local laws or regulations as applicable.

Environmental Compliance USA Energy Star® As an ENERGY STAR® partner, Xerox Corporation/Fuji Xerox has determined that the basic configuration of this product meets the ENERGY STAR® guidelines for energy efficiency.

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The ENERGY STAR® Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal 24 Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide About License computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity. Xerox ENERGY STAR® equipment is preset at the factory to enter a "low power" state and/or shut off completely after a specified period of use. These energy-saving features can reduce product energy consumption by half when compared to conventional equipment. Recovery times from low power mode: Recommended types of recycled paper: 12 sec. Type 3R91165 Canada Environmental ChoiceM Terra Choice Environmental Services, Inc. of Canada has verified that this product conforms to all applicable Environmental ChoiceM EcoLogoM requirements for minimized impact to the environment.

As a participant in the Environmental ChoiceM program, Xerox Corporation has determined that this product meets the Environmental ChoiceM guidelines for energy efficiency. Environment Canada established the Environmental ChoiceM 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. Currently, Environmental ChoiceM has more than 1600 approved products and 140 licenses. Xerox has been a leader in offering EcoLogoM approved products. Europe Energy Xerox Corporation has designed and tested this product to meet the energy restrictions required to establish Group for Energy Efficient Appliances (GEEA) compliance and has notified the registration authorities. About License JPEG Code Our printer software uses some of the codes defined by the Independent JPEG Group. Heimdal Copyright © 2000 Kungliga Tekniska Högskolan (Royal Institute of Technology, Stockholm, Sweden). All rights reserved. Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide 25 1 Before Using the Machine Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met: 1. Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer. 2. Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution. 3. Neither the name of the Institute nor the names of its contributors may be used to endorse or promote products derived from this software without specific prior written permission.

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**Document Feeder Document Glass (under the Document Feeder) Control Panel Touch Screen On / Off Switch Center Output Tray Front Cover Duplex Module (Optional) Tray 5 (Bypass Tray) Tray 1 Tray 2 Two Tray Module (Optional) Tray 3 Tray 4 NOTE:** Depending on the configuration, the Document Glass Cover is attached instead of the Document Feeder. Two optional paper trays can be attached. Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide 33 2 Product Overview Finisher Tray Finisher (Optional) Tray 4 Tray 3 Tandem Tray Module (Optional) TEL Located on the back of the machine. Connect a telephone to this jack if required. LINE 1 Located on the back of the machine. Connect a telephone cable to this jack. Then connect the other end to the wall jack. Finisher Allows you to staple or sort copies automatically. The Finisher Tray can hold 1,000 sheets of 20 lb bond or 80 g/m2 paper in Letter/A4 size or smaller. Duplex Module Allows you to make double-sided copies. The Duplex Module can be used when paper is supplied from Tray 1, 2, 3, or 4. For more information, refer to 2 Sided in the Copy chapter on page 53. Trays 3 & 4 At the base of the machine, the following optional trays will be available, depending on the configuration. · Two Tray Module Can be added to the standard 2-tray configuration. Each tray can hold 500 sheets of 20 lb bond or 80 g/m2 paper.

· Tandem Tray Module Can be added to the standard 2-tray configuration to provide high volume paper sources. Tray 3 can hold a maximum of 800 sheets of 20 lb bond or 80 g/m2 paper in Letter or A4 size, long edge feed. Tray 4 can hold 1,200 sheets of 20 lb bond or 80 g/m2 paper in Letter or A4 size. The Tandem Tray Module is referred to as "TTM" in this manual. 34 Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide System Controls System Controls The following diagram shows the names and functions of the buttons on the control panel. 1 2 3 4 13 5 6 7 12 8 11 10 9 Button 1 <Log In/Out> Function Displays the log-in screen to enter the [System Administrator Menu] screen, or when the Authentication feature is enabled. DO NOT press this button again, after you have logged in. This will log you out immediately. This button is non-functional on this machine. Changes the languages displayed on the touch screen.

NOTE: Certain characters may be garbled when you change languages. 2 3 <Help> <Language> 4 5 6 7 <Power Saver> (green light) <Clear All> <Interrupt> <Stop> Indicates whether the machine is in power saver mode. Also cancels Low Power Mode or Sleep Mode. Resets to the default settings and displays the first screen for the current pathway. Temporarily interrupts a job for programming a priority job. Suspends or cancels a job depending on the job type. When multiple jobs are being processed, all the jobs will be suspended or cancelled. Selecting [Stop] on the [Job Status] screen stops only the selected job. Starts or resumes a job. Enters speed dial codes.

Deletes a numeric value or the last digit entered, and replaces the current value with a default value. Also cancels suspended jobs. Inserts a pause while dialing a fax number. 8 9 10 11 <Start> <Speed Dial> <C> <Dial Pause> Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide 35 2 Product Overview Button 12 <\*(asterisk)> Function Indicates the special character used in a fax number and designates a group code. Also allows you to specify an F Code or a password.



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Displays the [All Services] screen for selection of all the available services on the machine. 13 <All Services> Button names and icons used on the control panel may differ depending on the country of purchase. Services and Features The machine has various features and provides valuable services. The following description outlines the features and explains the options on the <All Services> screen. NOTE: The arrangement of icons for the services and features displayed on the screen can be changed by the Key Operator.

1. Press the <All Services> button on the control panel. between screens. 2. Use the scroll buttons to switch 3. Select the required service. Copy Allows you to copy documents in various ways. For example, you can produce output which has been reduced or enlarged to a different size, or copy two or four independent documents onto one sheet of paper. For more information, refer to the Copy chapter. E-mail Allows you to send scanned documents by e-mail in various ways.

For example, you can set the density for scanning, or specify the file format for saving the documents. For more information, refer to the Scan/E-mail chapter. 36 Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide Services and Features Fax/Internet Fax Allows you to fax documents in various ways. For example, you can send documents in a reduced or enlarged format, or specify destinations using the Address Book or speed dialing features.

Internet Fax allows you to send and receive faxes over the Internet or intranet.

Internet Fax provides reduced cost of transmissions compared to the use of a conventional phone line. After scanning documents, you can send scanned data by e-mail, and can also receive scanned data in an e-mail attachment sent from an Internet Fax compatible machine. For more information, refer to the Fax/Internet Fax chapter. Network Scanning Allows you to scan documents and store them as electronic documents on a file server on the network by selecting a job template which has various assigned parameters. You can retrieve the stored electronic documents by accessing the file server from a PC. For more information, refer to Job Templates - Network Scanning in the Scan/Email chapter on page 116, and Services in the CentreWare Internet Services chapter on page 151. Scan to Mailbox Enables the confidential mailbox or polling feature by storing the scanned documents to private mailboxes. For more information, refer to Save in: - Scan to Mailbox in the Scan/E-mail chapter on page 115. Scan to FTP/SMB Allows you to scan and store documents to specified destinations using the FTP or SMB protocol. For more information, refer to Save in: - Scan to FTP/SMB in the Scan/ E-mail chapter on page 117. Check Mailbox Allows you to confirm, print, or delete the documents in a mailbox. It also allows you to change or release linkage with a job flow sheet and execute the linked job flow sheets. For more information, refer to the Check Mailbox chapter. Stored Programming Allows you to store programming for a job to a job number using the Stored Programming feature. For more information, refer to the Stored Programming chapter.

Setup Menu Allows you to set or change the following features from this screen: Mailbox, Stored Programming, Job Flow Sheets, Address Book, Group Send, Comment, and Paper Type. For more information, refer to the Setups chapter and the Stored Programming chapter. Xerox

CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide 37 2 Product Overview Power On/Off Powering On Ensure that the machine is connected to a suitable power supply and that the power plug is firmly connected to the electrical outlet. The machine is ready to make copies about 12 seconds after powering on (varies with machine configuration). For more information, refer to Machine Specifications in the Specifications chapter on page 341. 1. Press the power switch to the <I> position. NOTE: If the machine does not start up, check that the RESET button on the back of the machine is in the reset position (depressed). Powering Off When you switch off the machine, if it is equipped with the optional hard disk, it remains on for approximately 10 seconds while it stores files and prepares for shutdown. The machine then shuts down completely.

CAUTION: Wait at least 20 seconds between powering the system on and off. Failure to do this could cause damage to the hard disk. Ground Fault Interrupter (GFI) If a fault is detected in the power supply to the machine, a Ground Fault Interrupter (GFI) device on the machine automatically cuts all electrical power. If power is interrupted, locate the RESET button on the back of the machine. If the GFI has been triggered, the RESET button will be in the tripped position.

To restore power to the machine, press the RESET button. 38 Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide Power Saver Modes Before using the machine, press the TEST button. If the GFI is working properly, the RESET button should pop up. If it does, press the RESET button. RESET button TEST button NOTE: If the RESET button pops back up when you press it, or if power is not restored by this procedure, contact the Xerox Welcome Center.

Power Saver Modes The machine has energy saving features that significantly reduce power consumption during inactivity. The <Power Saver> button is located on the upper-right portion of the control panel, and lights up when the power saving feature is enabled. The power saving feature operates in the following two modes. · Low Power Mode · Sleep Mode <Power Saver> light/button Low Power Mode The machine automatically switches to the Low Power Mode after a certain period of time from the last copy, fax, scan, or print operation. In this mode, the touch screen is turned off, and the Power Saver light is on. The Low Power Mode is cancelled when the <Power Saver> button on the control panel is pressed, or a fax or print job is received by the machine. The factory default setting of 15 minutes is customer changeable within the range of 2 to 60 minutes. For more information, refer to Auto Power Saver in the Setups chapter on page 192. Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128/133 User Guide 39 2 Product Overview Sleep Mode The machine automatically switches to the Sleep Mode after the Low Power Mode continues for a certain period of time. The Sleep Mode has a reduced power consumption compared to Low Power Mode.

In this mode, the touch screen is turned off, and the Power Saver light is on. The Sleep Mode is cancelled when the <Power Saver> button is pressed, or a fax or print job is received by the machine. The factory default setting of 15 minutes is customer changeable within the range of 2 to 60 minutes. The time specified for entering the Sleep Mode will be counted from when the machine enters the Low Power Mode. For more information, refer to Auto Power Saver in the Setups chapter on page 192.



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