



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX DOCUCOLOR 2240. You'll find the answers to all your questions on the XEROX DOCUCOLOR 2240 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual XEROX DOCUCOLOR 2240**  
**User guide XEROX DOCUCOLOR 2240**  
**Operating instructions XEROX DOCUCOLOR 2240**  
**Instructions for use XEROX DOCUCOLOR 2240**  
**Instruction manual XEROX DOCUCOLOR 2240**

## Copying User Guide



**DocuColor 2240/1632  
Printer/Copier**



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**Manual abstract:**

@@@ Location where originals are fed onto platen glass for copying. Original return area. Used to program the copier for individual jobs. Output delivered here face down. Powers machine On/Off. Access for consumables replacement. Adjustable paper trays: 5.5x8.5 in. through 11x17 in. (A5 through A3) holding up to 520 sheets based on paper weight. @@(A4 and B5) based on paper weight. For specialty papers (i.e. Transparencies, Heavyweight, and non-standard sizes) which cannot be loaded in Trays 1 - 4.

Lockable casters for mobility and safety. Push the release lever up to access the paper path. Open this cover to access paper path. Access to paper path. Access to paper path.

Workspace for copies, prints, or originals. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 13 USER GUIDE (COPIER) USER GUIDE (COPIER) Control Panel Contrast Dial Touch Screen Numeric Keypad The Control Panel is used to program individual jobs. . . . The Numeric Keypad is used to enter copy quantity or other numeric information. The Contrast Dial adjusts the brightness of the touch screen. The Touch Screen is where you make selections for the jobs you are programming. Access Use this feature to change machine default settings, and to create or modify user access numbers. Power Saver Lights up green and is initiated automatically if the machine is left idle for a specific amount of time. @@@@ When the Clear All button is selected in Interrupt mode, default settings are applied only to the interrupting job. Stop Pressing Stop will halt the copy job in process at the completion of the current activity. A message asking if you want to press Start to continue the job or Clear All to cancel the job is displayed on the Touch Screen.

Start Initiates a job or continues the copying process. Clear Clears an incorrect numeric entry. 15 USER GUIDE (COPIER) Interrupt Stops the printer/copier during the current job. This allows another job to be run. There are two indications that the job has been interrupted: USER GUIDE (COPIER) Job Memory Indicator lights when data is stored in the machine's memory. Online Indicator lights when data is being received from a client. Features Allows you to alternate between scanning and copying feature screens. Job Status Allows you to check or cancel jobs currently executing, or to check or print saved documents. Machine Status Allows you to check the machine status, meters, the state of consumables, and output reports. 16 USER GUIDE (COPIER) Touch Screen Tab Message Area Selection Buttons Quantity The Touch Screen is used to select features on the User Interface.

Press the buttons and tabs displayed in the Touch Screen to set features or to instruct operations on screens. The selected buttons are highlighted to indicate activation. Buttons that do not have three-dimensional shadows are not active, and cannot be selected. Message Area Unused Memory Quantity Tab Selection Buttons Messages such as machine status and operation instructions are displayed here The amount of memory remaining to store a scanned original is displayed prior to output. The copy quantity is entered using the keypad, and appears in the upper right corner of the message area.

Select between 1 - 999. Feature Tabs displayed on the Touch Screen contain the programmable selections available for each feature. Allow for the selection of feature / functions required for the desired output. Buttons identified, as More..

. have additional features, which will be displayed when this button is selected. 17 USER GUIDE (COPIER) Unused Memory USER GUIDE (COPIER) Power Switch The power switch is located on the right top corner of the machine. Press the switch to the ( | ) position to turn the power on. Ground Fault Protector Located at the rear of the machine where the power cord attaches. The Ground Fault Protector removes all power from the machine if a fault is detected in the power to the printer/copier. To reset the GFI, press the switch in. Audio Tones Tone volume may be adjusted or turned off in System Settings mode. Three types of Audio Tones are available to assist the operator in selecting features and functions. Single Tone Double Tone Triple Tone Acknowledges when a feature is selected, or a job has been completed.

Acknowledges an alert, such as a paper jam or consumable replacement. Acknowledges an improper selection or an error in button selection has occurred. Duplex Automatic Document Feeder (DADF) Automatically feeds up to 50 documents onto the glass for copying. Documents must be placed face up into the Document Handler. Document Glass When using the Document Glass the original document must be placed face down and in the upper left-hand corner of the Document Glass. NOTE: The DADF must be closed for the Auto Color option to function 18 USER GUIDE (COPIER) Paper Trays Trays 1,2,3 and 4 are located at the lower front of the printer/ copier. Tray 5 (Bypass) is located on the left side of the printer/ copier. Trays 1 and 2 Trays 3 and 4 Tray 5 (Bypass) Adjustable from 5.5x8.5 in.

through 11x17 in. (A5 through A3), and can accommodate up to 520 sheets based on paper weight. High capacity paper trays accommodating a total of 2000 sheets, 8.5x11 in. (A4 and B5) based on paper weight.

Feeds specialty papers i.e. Transparencies, Extra Heavyweight and non-standard sizes and 12x18 in. Trays 1 - 4 can feed paper weights 64 to 105 gsm. The machine automatically detects the size and orientation of loaded paper.

The paper type however must be set on the control panel. Bond paper is the default setting. Plain or Recycled paper in trays must be identified on the control panel for maximum efficiency and image quality. This is set in System Settings mode. Output Trays The Center Output Tray delivers output face down, and holds up to 400 sheets. The Center Output Tray holds up to 200 sheets when the Finisher (optional accessory) is installed. The Finisher Tray (optional accessory) holds up to 1000 sheets, and can staple dual and single staples. NOTE: The DocuColor printer/copier should not be moved after it has been installed. Moving may damage the equipment, carpet or floor. If equipment must be moved, please contact your Xerox representative for assistance.

19 USER GUIDE (COPIER) USER GUIDE (COPIER) Power Saver Mode Power Saver Mode automatically cuts off the electricity to the machine if it is left unused for a certain duration. The Power Saver feature has two modes, a Low Power mode and Sleep mode. The machine enters the Low Power mode after the preset time has elapsed if the machine is left unused for a fixed period of time. The machine then enters the Sleep mode if a further preset time elapses. . Low Power mode In this mode, the power to the control panel and fuser unit is lowered to save power. The display goes out, and the Power Saver button on the control panel lights. To use the machine, press the Power Saver button.



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Power Saver goes out to indicate that the Power Saver feature is canceled. The default is 15 minutes. · Sleep mode In this mode, the power is lowered more than in the Low Power mode.

The display goes out, and the Power Saver button on the control panel lights. To use the machine, press the Power Saver button. Power Saver goes out to indicate that the Power Saver feature is canceled. The Sleep mode default is 45 minutes after Low Power mode is engaged. For more information on setting Power Saver mode timers, refer to the User Guide (Machine Administrator).

Exiting the Power Saver Mode The Power Saver mode can be exited in two ways: · · By pressing the Power Saver button By receiving a print job 110 USER GUIDE (COPIER) Quick Start Guide to Copying USER GUIDE (COPIER) This section will lead you quickly through a number of features and steps used in making copies. For more information about copy features, refer to the section entitled Copier Features, in this chapter. Making Copies Using the Duplex Automatic Document Feeder 1 2 3 4 5 Place original in the Original Input Area face up. A stack of up to 50 originals may be placed in the tray. Slide the documents forward until the green indicator lights, indicating the document is inserted correctly.

Adjust the side guide to the size of the paper. The guide should just touch the side of the document. Press the Start button. Remove the copies from the output tray. Remove the originals from the Original Catch Tray of the DADF. lect Original Type to display the Original Type screen. · Press an option for Original Type if a setting other than the default is desired. Press the Save button to return to the Image Quality screen. 9 10 If other features are desired, select the appropriate feature tab and feature button on the Touch Screen. Perform one of the following: · If you use the Duplex Automatic Document Feeder, place the document face up into the Original Input Area.

The Document Feeder Lamp lights when the document is in the correct position. Ensure that the paper guide is against the original document. Raise the Duplex Automatic Document Feeder (DADF) and place the document face down on the Document Glass. · · Ensure that the document lies against the registration area at the left rear corner of the glass. Lower the Duplex Automatic Document Feeder (DADF). · 11 12 Press the Start button. When copying is completed, perform the following: · · Remove the copies from the Center Output Tray or Finisher Tray on the right side of the printer/copier. Remove the original document(s) from the Document Glass or Original Catch Tray. 115 USER GUIDE (COPIER) Loading Paper This section contains basic information about loading paper and transparencies, and about using paper trays. It also includes some paper usage guidelines for the DocuColor Series.

For more information about the materials you can use, refer to the Recommended Materials for the DocuColor Series. Trays 1, 2, 3, and 4 Trays 1,2,3 and 4 hold the paper supply for the DocuColor printer/ copier. Trays 1 and 2 can accommodate an assortment of standard paper sizes, from 5.5x8.5 through 11x17 inch, and A3 through B5.

Trays 1 and 2 have width and length adjustment guides that can be adjusted if the paper size in the tray needs to be changed. Trays 3 and 4 can accommodate 8.5x11 inch, A4 or B5 paper. Tray 5 (Bypass) Tray 5 (Bypass) is located on the left side of the printer/copier. Tray 5 (Bypass) can accommodate transparencies and other specified paper stocks, and various paper sizes up to 12x18 in.

Tray 5 (Bypass) has the capacity to hold up to 100 sheets. 116 USER GUIDE (COPIER) Auto Size Detect for Tray 5 (Bypass) Certain standard paper sizes can be automatically detected in Tray 5 (Bypass) by selecting Auto Size Detect on the Tray 5 programming screen. The following paper sizes can be used with the Auto Size Detect feature: · · US/Canada - 5.5x8.5 in. LEF/SEF, 8x10 in. LEF, 8.5x11 in. LEF/SEF, 8.5x13 in.

SEF, 8.5x14 in. SEF, 11x17 in. SEF. Europe - A5 LEF/SEF, A4 LEF/SEF, A3 LEF/SEF, B5 LEF/ SEF, B4, Postcard (100 x 148mm). All other paper sizes must be specified using the selections under Standard Size, or by inputting the size under Non-standard size. For example, you must specify 12x18 inch when using that paper size. NOTE: A paper size mismatch message will be displayed if you try a job with Auto Size Detect selected and a paper size that is not included in the list above. Auto Tray Switching The Auto Tray Switching feature enables the printer/copier to automatically switch to another tray when a tray runs out of paper. The trays must be loaded with the same size paper in the same orientation (long edge feed or short edge feed).

Auto Tray Switching must be enabled in System Settings mode, with the same paper type assigned to two or more trays. Auto Tray Switching may be enabled only for Trays 1, 2, 3, and 4. Tray 5y above the fill line. 3 4 Adjust the paper guides if necessary, until they lightly touch the paper. Push the tray in gently until it comes to a stop.

Loading Stock into Tray 5 (Bypass) The number of sheets that can be loaded in Tray 5 (Bypass) varies with the weight of the stock. NOTE: Paper stocks which exhibit difficulties when fed from Trays 1,2,3 and 4 may be fed more reliably from Tray 5 (Bypass). Do not add paper during a copying job. Do not interleave transparencies with paper in Tray 5 (Bypass). NOTE: Make sure to select the appropriate paper type (i.

e. transparencies, heavyweight paper). This will ensure that the images are fused properly in the printing/copying process. 1 2 Open Tray 5 (Bypass) by grasping the tray and gently pushing it away and down from the printer/copier. Check the position of the front edge paper guide for Tray 5 (Bypass). NOTE: The guide should only be set to the 12 inch position for papers wider than A3 (297 mm), such as 12x18 inches. 121 USER GUIDE (COPIER) USER GUIDE (COPIER) 3 4 5 6 Fan the paper and load paper with the side to be copied or printed on facing down. Insert the paper lightly along the paper guide on the front side of the machine until it comes to a stop. Adjust the back edge paper guide until it lightly touches the paper. NOTE: Do not load mixed size paper into the tray.

Do not load materials above the fill line located on the paper guide Select the appropriate size and type for the paper you have loaded. Remove all stock from Tray 5 (Bypass) after the job is complete. Dust and moisture can cause copy quality defects. Loading 12 x 18 inch Paper Use Tray 5 (Bypass) for 12x18 inch (305 x 457 mm) paper. 1 2 3 4 5 6 Open Tray 5 (Bypass) by grasping the tray and gently pushing it away and down from the printer/copier. Adjust the front edge paper guide for Tray 5 (Bypass) to the 12x18 position. Load up to 100 sheets of 12x18 inch (305 x 457 mm) 20 lb. paper into Tray 5 (Bypass). Load paper with the side to be copied or printed on facing down.



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Adjust the back edge guide until it lightly touches the paper.

Select 12x18 in. under Standard Size, and select the appropriate type for the paper you have loaded. When the job is complete, return the paper guides for Tray 5 (Bypass) to their normal position. 122 USER GUIDE (COPIER) Loading SRA3 Paper into Tray 5 (Bypass) 1 2 3 4 Open Tray 5 (Bypass) by grasping the tray and gently pushing it away and down from the printer/copier. Adjust the front edge paper guide to the closest position forward beyond the 12x18 in. position. Load the SRA3 paper into Tray 5 (Bypass). Load the paper with the side to be printed on facing down. Adjust the back edge guide until it lightly touches the paper. NOTE: SRA3 paper is not recommended for copy jobs.

Performance using this paper size may vary. The maximum image area is 303 x 476.6mm with a guaranteed area of 297 x 476.6mm. CAUTION: Do not place any objects or materials other than the appropriate stock on Tray 5 (Bypass). Printer/copier damage may occur. 123 USER GUIDE (COPIER) USER GUIDE (COPIER) Copier Features Basic Copying Tab Below is a brief description of each feature available on the Basic Copying tab. Each feature is explained in detail on the following pages. Output Color 2 Sided Reduce/Enlarge Allows you to select the colors to be used for copying. Allows you to select one or two-sided originals, with options for one or two-sided output.

Allows you to select the size of the output image from automatic reduction/enlargement, preset values, or variable independent ratios for the image length and width. Allows you to select the tray that contains the correct output paper size and type. Paper Supply 124 USER GUIDE (COPIER) Output Color The Output Color feature allows you to select the desired output color. The following options are available: Auto The Auto Color option enables the copier to determine if the document is black and white or color. If the document is black and white, the Black option is selected automatically. If the document is colored, the Full Color option is selected. The DADF must be closed for the Auto Color option to function. In order for the scanner to accurately sense color on a document, the color area must be greater than 50 mm2 (approximately 2 inches2). If the color area is less, select the Full Color option. Also some very dark colors may be sensed as black.

In this case, select the Full Color option as well. NOTE: With Auto selected, the printer/copier runs at the speed for color copying, even if the originals are B/W. NOTE: The sensitivity of Auto for detecting color vs. B/W can be adjusted in System Settings mode under Output Color Recognition. Full Color Black Enables the copier to make copies using all four toner colors: Yellow, Magenta, Cyan and Black.

The Black option should be selected when the desired output is a black and white copy. Black and white copies can be made from any original. With Black selected only Black toner is used. The Dual Color option enables the copier to make copies in two preset colors. The color of colored areas and black areas of the document can be specified.

The color setting Red, Green, Blue, Yellow, Magenta, or Cyan can be selected. NOTE: Custom colors can be programmed in System Settings mode under Setting Custom Colors. Dual Color Single Color 125 USER GUIDE (COPIER) USER GUIDE (COPIER) You can select several Output Color options from the Basic Copying tab or select the More... button to get a complete set of options. 1 2 On the Basic Copying tab select More... under Output Color to display the Output Color screen.

Select the desired option: . . . . Auto Full Color Black Dual Color Single Color 3 Select Start to make copies or Save to select additional features. NOTE: Dual Color cannot be used with Negative Image. NOTE: When Single Color or Dual Color is selected, Original Type cannot be selected. 126 USER GUIDE (COPIER) 2 Sided Use the 2-Sided feature to select one or two-sided originals, with options for one or two-sided output. The following options are available: 1 to 1 Sided 1 to 2 Sided 2 to 2 Sided 2 to 1 Sided Makes one-sided copies from one-sided input. This is the default setting. Makes two-sided copies from one-sided input. Makes two-sided copies from two-sided input. Makes one-sided copies from two-sided input. 127 USER GUIDE (COPIER) USER GUIDE (COPIER) You can select several 2 Sided options from the Basic Copying tab or use the Added Features tab.

1 2 On the Basic Copying tab select More... under 2 Sided. Select the desired option: . . 1 to 1 Sided 1 to 2 Sided . . Select Head to Head for two-sided, head-to-head output, as for books.

Select Head to Toe for two-sided, head-to-toe output, as for calendars. 128 USER GUIDE (COPIER) . 2 to 2 Sided Select the option for your Originals USER GUIDE (COPIER) . . . . Head to Head if your originals are two-sided, head-to-head. Head to Toe if your originals are two-sided, head-to-toe. Head to Head for two-sided, head-to-head output, as for books. Head to Toe for two-sided, head-to-toe output, as for calendars.

Select the option for your Copies . 2 to 1 Sided . . Select Head to Head if your originals are two-sided, head-to-head. Select Head to Toe if your originals are two-sided, head-to-toe. 3 4 Select the icon that most closely resembles the Original Orientation for the loaded document(s). Select Start to make copies or Close to select additional features. NOTE: 1 to 2 Sided or 2 to 2 Sided cannot be selected when using Auto Size Detect for Tray 5 (Bypass), Repeat Image, Book Duplex, Transparency Separators, Poster, or Booklet Creation. 129 USER GUIDE (COPIER) Reduce/Enlarge The Reduce/Enlarge feature allows you to copy the image at different magnifications. Copies may be reduced to 25% or enlarged to 400%, in 1% increments. The following options are available: 100% Auto% Copies are the same size as the original. This is the default setting. This option automatically reduces or enlarges the copy, based on the size and orientation of the document and the paper supply selected.

This option is applied only to standard size documents. The copy image will be reduced or enlarged in the same proportions for X (horizontal) and Y (vertical) directions. Auto Paper selection is not available when Auto% is selected. Presets% There are 7 preset percentages to choose from. The selected percentage displays in the value box on the Reduce/Enlarge screen. These presets can be changed in System Settings mode. Select the Variable% option to enter the desired percentage for Reduce/Enlarge. Use either the up and down arrows or the number buttons that display on the Touch Screen. Copies may be reduced to 25% or enlarged to 400%. Selections can be made in 1% increments.

Select the Independent X-Y% option to copy the image at different, independent magnifications from 25% to 400% for the X and Y directions.



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For example, you can enlarge the image to 129% in the X direction and reduce it to 64% in the Y direction by using the Touch Screen arrows. Independent X-Y% Auto The Auto option automatically calculates the reduction and enlargement based on the original document size and on the output paper size when using Independent X-Y%. The copy image will be reduced or enlarged in the different proportions for X and Y directions. Variable% Independent X-Y% 130 USER GUIDE (COPIER) You can select several Reduce/Enlarge options from the Basic Copying tab or select the More.

.. button to get a complete set of options. Using Presets% 1 2 3 4 On the Basic Copying tab select More.. under Reduce/Enlarge. On the Reduce/Enlarge screen, select the Presets% option. Select 100%, Auto%, or the desired preset percentage. Select Start to make copies or Save to select additional features. Using Variable% 1 2 Under Reduce/Enlarge on the Basic Copying tab select More... On the Reduce/Enlarge screen, select the Variable% option. 3 Perform one of the following: · · · Press the up arrow to increase the percentage value in increments of 1.

Press the down arrow to decrease the percentage value in decrements of 1. Use the Numeric Keypad on the Touch Screen to enter a specific percentage from 25 through 400. Press the Clear (C) button to clear the value entered. 4 Select Start to make copies or Save to select additional features. 131 USER GUIDE (COPIER) USER GUIDE (COPIER) Using Independent X-Y% 1 2 Under Reduce/Enlarge on the Basic Copying tab select More... On the Reduce/Enlarge screen, select the Independent X-Y% option. 3 Perform one of the following: · · · Press the up arrow to increase the percentage value for X, X&Y, or Y in increments of 1. Press the down arrow to decrease the percentage value for X, X&Y or Y in decrements of 1.

Press Auto. 4 Select Start to make copies or Save to select additional features. 132 USER GUIDE (COPIER) Paper Supply The Paper Supply option enables you to select output paper size and type. The Basic Copying tab displays the Auto Paper selection feature. This option enables the copier to automatically detect the original document size and select the same standard size paper from Trays 1,2, 3, or 4.

The Basic Copying tab also displays the contents of three other trays enabling you to specify your selection for output size. The Paper Supply More... button enables you to access the Paper Supply screen.

The paper size displayed for Trays 1, 2, 3, and 4 is set when you adjust the paper guides as part of the process of loading paper. The paper type for the trays can be set in System Settings mode. You may select both the paper size and paper type on the detail screen when loading paper into Tray 5 (Bypass). 1 On the Basic Copying tab under Paper Supply, select one of the following: · · Select Auto to enable the copier to automatically select the appropriate paper. Select More... to display the Paper Supply screen. 2 3 If More..

· is selected, select the tray that displays the desired paper. Select Start to make copies or Save to select additional features. 133 USER GUIDE (COPIER) USER GUIDE (COPIER) Programming the Paper Supply for Tray 5 (Bypass) You must select the paper size and paper type when loading paper into Tray 5 (Bypass). Auto Size Detect can be used with standard size paper. 1 2 3 On the Basic Copying tab select More... under Paper Supply. Select Tray 5 (Bypass) to display the Tray 5 (Bypass) screen.

Perform one of the following to select Paper Size: · · Select Auto Size Detect. Select Standard Size. · · Select the paper size from the list. Use the up and down arrows to see more selections. Select Non-standard Size and enter in the X (width) and Y (length) dimensions by using the arrows.

· · Press the left or right arrows to decrease or increase the X dimension (140-483mm). Press the up or down arrows to increase or decrease the Y dimension (100-305mm). 4 5 6 Select the appropriate Paper Type using the up and down arrow buttons. You can select Plain, Bond, Recycled, Transparency, and Lightweight - Extra Heavyweight paper. Select Save to return to the Paper Supply screen.

Select Start to make copies or Save to select additional features. NOTE: Paper Tray 5 cannot be used with the following features: Auto Size Detect with 1 to 2-Sided and 2 to 2-Sided, Auto Reduction/Enlargement, Auto Center, Corner Shift, Negative Image, Mirror Image, Book Duplex, Booklet Creation, Multiple Up, Repeat Image, Bound Originals and Poster. 134 USER GUIDE (COPIER) Added Features Tab Below is a brief description of each feature available on the Added Features tab. Each feature is explained in detail on the following pages. 2 Sided Output Margin Shift Border Erase Allows you to select one or two-sided originals, with options for one or two-sided output. Enables you to select the desired output order and destination of the output. Enables you to center a document image, shift the image to one edge or move the image to a specified edge of the output copy. Allows you to erase any undesired images around the border or center of a document. 135 USER GUIDE (COPIER) USER GUIDE (COPIER) 2 Sided Use the 2 Sided feature to select one or two-sided originals, with options for one or two-sided output. The following options are available: 1 to 1 Sided 1 to 2 Sided 2 to 2 Sided 2 to 1 Sided Makes one-sided copies from one-sided input.

This is the default setting. Makes two-sided copies from one-sided input. Makes two-sided copies from two-sided input. Makes one-sided copies from two-sided input. 136 USER GUIDE (COPIER) You can select several 2 Sided options from the Basic Copying tab or the Added Features tab. USER GUIDE (COPIER) 1 2 On the Added Features tab select 2 Sided. Select the desired option: · · 1 to 1 Sided 1 to 2 Sided · · Select Head to Head for two-sided, head-to-head output, as for books. Select Head to Toe for two-sided, head-to-toe output, as for calendars. 137 USER GUIDE (COPIER) · 2 to 2 Sided Select the option for your Originals · · · Head to Head if your originals are two-sided, head-to-head. Head to Toe if your originals are two-sided, head-to-toe.

Head to Head for two-sided, head-to-head output, as for books. Head to Toe for two-sided, head-to-toe output, as for calendars. Select the option for your Copies · 2 to 1 Sided · · Select Head to Head if your originals are two-sided, headto-head. Select Head to Toe if your originals are two-sided, headto-toe. 3 4 Select the icon that most closely resembles the Original Orientation for the loaded document(s).

Select Start to make copies or Close to select additional features. NOTE: 1 to 2-Sided or 2 to 2-Sided cannot be selected when using Auto Size Detect for Tray 5 (Bypass), Repeat Image, Transparency Separators, Poster, or Booklet Creation.



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138 USER GUIDE (COPIER) Output The Output feature enables you to select the destination of the output and determine whether it will be collated or uncollated. The following options are available: Auto Collated Uncollated The copier automatically determines which output mode (collated or uncollated) for the job and delivers the copies to the output tray. Collated sets are delivered to the output tray.

Uncollated sets are delivered to the output tray. Collated refers to copies that are delivered as sets. Each copy set is in the order in which the originals were placed in the DADF. For example, if the originals are placed in the DADF in 1, 2, 3 order and you want to make 3 copies, the copy sets will output in 1, 2, 3 order. Uncollated refers to copies that are delivered in the order in which they were copied. For example, if the originals are placed in the DADF in 1, 2, 3 order and you want to make 3 copies, the copy sets will output in 1, 1, 1, 2, 2, 2, 3, 3, 3 order. 139 USER GUIDE (COPIER) USER GUIDE (COPIER) 1 2 On the Added Features tab select Output. Select the desired option: · · Auto Collated Uncollated 3 If you have a Finisher (optional accessory), select the desired Output Destination: · · Center Output Tray Finisher Tray 4 Select Start to make copies or Save to select additional features. 140 USER GUIDE (COPIER) Stapling This section describes the procedure for programming the Output feature to staple output. You must have a Finisher (optional accessory) to staple output.

1 On the Added Features tab select Output. 2 3 Select Collated/Stapling. Select Stapling. The Stapling screen is displayed. 4 5 Select the desired stapling position. The Finisher Tray is automatically selected as the Output Destination. Select the desired Original Orientation: · · Head to Top Head to Left Select Save. 6 Select Start to make copies or Save to select additional features. 141 USER GUIDE (COPIER) USER GUIDE (COPIER) Margin Shift The Margin Shift feature allows you to shift the position of the image on the copy. The image can be centered on the copy or moved to the top, bottom, left or right. When copying both sides, different settings can be set for Side 1 and Side 2. The following types of Margin Shift are available: No Shift Auto Center Copies are made without shifting the original. This is the default setting. Select this to center an image on the copy when the original and copy paper are a different size. It may also be used to center a reduced or enlarged image on the output paper. Select this to move your image to a specified corner. Select this to move your image up, down, left or right by entering in a value. The range is from 0 to 50mm in 1mm increments. Corner Shift Variable Shift Using the Auto Center Feature 1 2 On the Added Features tab select Margin Shift. Select Auto Center. 3 Select Start to make copies or Save to select additional features. 142 USER GUIDE (COPIER) Using the Margin Shift/Variable Shift Feature 1 2 3 On the Added Features tab select Margin Shift. Select Margin Shift/Variable Shift. Select the desired option: · · Side 1 Side 2 4 Select the desired shift option: · · No Shift Auto Center Corner Shift · · Press the arrow icon that illustrates the desired location of the image on the output copy. Press the left arrow to shift the image toward the left edge. Press the right arrow to shift the image toward the right edge. Press the up arrow to shift the image toward the top edge. Press the down arrow to shift the image toward the bottom edge. Variable Shift · · 5 6 Select the icon that most closely resembles the Original Orientation for the original. Select Start to make copies or Save to select additional features.

143 USER GUIDE (COPIER) USER GUIDE (COPIER) Border Erase The Border Erase feature enables you to eliminate unwanted marks near the edges of the original from the output copy. The range for Border Erase is 0 through 50mm in 1mm increments. Border Erase offers the following options which can be used individually or combined together: Top & Bottom Left & Right Center For Normal the default is 2mm. For Variable Erase the default is 5mm. For Normal the default is 2mm. For Variable Erase the default is 5mm. The default is 0mm. The selected settings are applied to both the front and back of 2sided copies. When the image is reduced or enlarged, the selected percentage will be applied to the Border Erase. For example, if Variable Erase is set to 30mm, a 50% reduction will result in 15mm of border erase on the output.

When making copies the copier always automatically adds a Border Erase of 2mm to the top, bottom, left and right. This cannot be eliminated. 1 2 3 4 5 On the Added Features tab select Border Erase. Select Variable Erase. Press the up or down arrows to increase or decrease the Border Erase amount(s) for Top & Bottom, Left & Right, and Center.

Select the icon that most closely resembles the Original Orientation for the loaded document(s). Select Start to make copies or Save to select additional features. 144 USER GUIDE (COPIER) Image Quality Tab Below is a brief description of each feature available on the Image Quality tab. Each feature is explained in detail on the following pages. Original Type Auto Exposure Lighter/Darker/Contrast Sharpness/Color Saturation Color Shift Color Balance Image Quality Presets Enables you to select the type of original document you wish to copy to ensure optimum copy quality.

Prevents the background color of an original from appearing on the output copies. Allows you to adjust the lightness, darkness and contrast of the output copy. Allows you to adjust the amount of edge definition and the overall richness of the color of the output copy Allows you to shift all of the copy colors toward the adjacent hue. @@@@NOTE: This is the default setting. Originals do not have to contain photographs and text. @@@@Selecting this option suppresses background color. Use for photographs or lithographs. @@@@Select On. @@Contrast allows you to adjust the clearness of the image. @@If you decrease the Contrast, the copy is softer and renders more uniformly using mid-tones.

@@Press the up and down arrows to Lighten or Darken the original. Press the up and down arrows to adjust the Contrast the original.

@@@@@@@@@@Select Start to make copies or Save to select additional features. @@@@@@@@@@@@Select Start to make copies or Save to select additional features. @@@@@Select the button for the color you want to adjust. @@@@@@This is the default setting. @@Produces a sharp, clear image on the copy. @@@@@Produces a strong, clear blue tone on the copy. @@@@@Adjusts brightness and saturation to produce clearer looking images. Lively Bright Warm Cool Background Suppression Auto Contrast 1 2 3 On the Image Quality tab select Image Quality Presets.



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Press the button for the desired option. Select Start to make copies or Save to select additional features. 153 USER GUIDE (COPIER) USER GUIDE (COPIER) Output Format Tab Below is a brief description of each feature available on the Output Format tab. Each feature is explained in detail on the following pages. Multiple Up Transparency Separators Allows you to copy 2 or 4 images from multiple originals onto a single page.

Allows you to insert blank paper separators between transparencies. Also copy sets can be made in conjunction with the transparencies. Allows you to add covers to your copied sets using paper drawn from a different tray than your copies. Allows you to copy a single image multiple times onto one page. Allows you to create a poster size reproduction of the original document by creating multiple images that can be trimmed and joined together after.

Enables you to create negative, mirror or negative mirror images on your output copy. Covers Repeat Image Poster Mirror Image/Negative Image 154 USER GUIDE (COPIER) Multiple Up The Multiple Up feature enables you to copy 2 or 4 images from multiple originals onto a single page. NOTE:When using this feature place the originals in the DADF. NOTE:Depending on the size of the original, some image loss might occur along the edge of the image. The following options are available: 1 Up 2 Up 4 Up Copies one image on each output copy. Copies two images on each output copy. Copies four images on each output copy. 155 USER GUIDE (COPIER) USER GUIDE (COPIER) 1 2 On the Output Format tab select Multiple Up. Select the desired option: · · 1 Up 2 Up Select the desired Image Order: · · · Left to Right Right to Left Top to Bottom 156 USER GUIDE (COPIER) · 4 Up Select the desired Image Order: · · · Horizontally from the upper right corner Vertically from the upper left corner Vertically from the upper right corner USER GUIDE (COPIER) · Horizontally from the upper left corner 3 4 Select the icon that most closely resembles the Original Orientation for the loaded documents. Select Start to make copies or Save to select additional features.

NOTE:Multiple Up cannot be used with the following features: Auto Paper Tray Selection, Bound Originals, Book Duplex, Poster, Repeat Image, Booklet Creation, and Mixed Size Originals. NOTE:When Border Erase or Margin Shift is used with Multiple Up, the erase or shift amount is reflected on each original document. 157 USER GUIDE (COPIER) Transparency Separators When the Transparency Separators feature is used, the copier automatically inserts a blank sheet of paper between the transparency copies. In addition to the transparency set, you may also select copy sets. The following options are available: Off Blank Separators Separators + N Sets Copies are made without transparency separators. A blank sheet of paper is inserted between every transparency. Only one set can be made. A blank sheet of paper is inserted between every transparency. In addition the quantity selected determines how many copy sets (N sets) will also be made as part of the job. A transparency set is made without blank separators.

In addition the quantity selected determines how many copy sets (N sets) will also be made as part of the job. NOTE:When using this feature, load transparencies into Paper Tray 5. Make sure that there is paper of the same size and orientation in another tray for the separators and/or copy sets. NOTE:Separators are blank sheets of paper and are not added to the Meter count. No Separators + N Sets 158 USER GUIDE (COPIER) Selecting Blank Separators 1 2 On the Output Format tab select Transparency Separators.

Select Blank Separators. 3 Select Paper Tray Settings. 4 5 6 Select the size/orientation of the transparencies loaded in Tray 5 (Bypass). Select the paper tray to use for the Blank Separators. Select Start to make copies or Save to select additional features.

159 USER GUIDE (COPIER) USER GUIDE (COPIER) Selecting Separators + N Sets 1 2 On the Output Format tab select Transparency Separators. Select Separators + N Sets. 3 Select Paper Tray Settings. 4 5 6 7 Select the size/orientation of the transparencies loaded in Paper Tray 5. Select the paper tray to use for the Separators and N sets. Select Save. Select Start to make copies or Save to select additional features. NOTE:Transparency Separators cannot be used with the following features: Uncollated, Reduce/Enlarge, Covers, Booklet Creation, Book Duplex, and 2-Sided output. 160 USER GUIDE (COPIER) Covers This feature allows you to add covers to your copied sets, using paper drawn from a different tray than your copies. You can have blank or printed covers.

@@@This is the default setting. A Front Cover is added to the copy set with or without an image. @@@@Select Save. Select Start to make copies or Save to select additional features. @@@@The range is from 1 through 33. @@The range is from 1 through 23. · 3 For Auto Repeat and Variable Repeat select the Image Layout for the output copy. · · Even: Centers all the images on the output copy. Bias: Places the images one after the other on the output copy. 4 Select Start to make copies or Save to select additional features.

NOTE:Repeat Image cannot be used with the following features: Auto Paper selection, Multiple Up, Bound Originals, Poster, Book Duplex, Covers, and Booklet Creation. 164 USER GUIDE (COPIER) Poster This feature allows you to create a poster size reproduction of the original document by creating multiple images that can be trimmed and joined together after. There will be a 10mm image overlap on the copies to allow for the trimming and joining required to assemble the copies into a poster. When using this feature place the original on the Document Glass in the same orientation as the orientation of the paper loaded in the selected paper tray. The DADF cannot be used.

The following options are available: 2x2 3x3 4x4 The document is copied and divided onto a total of four sheets, two in the X direction and two in the Y direction. The document is copied and divided onto a total of nine sheets, three in the X direction and three in the Y direction. The document is copied and divided onto a total of sixteen sheets, four in the X direction and four in the Y direction. 165 USER GUIDE (COPIER) USER GUIDE (COPIER) 1 2 On the Output Format tab select Poster. Select the desired option: · · · 2x2 3x3 4x4 3 4 Select the desired Paper Tray.

Select Start to make copies or Save to select additional features. NOTE:Poster cannot be used with the following features: Tray 5 (Bypass), Auto Paper Tray selection, 1 to 2 Sided, 2 to 2 Sided, Multiple Up, Collated, Repeat Image, Bound Originals, Covers, Book Duplex, Transparency Separators, Booklet Creation, and Build Job.



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166 USER GUIDE (COPIER) Mirror Image/Negative Image When the Mirror Image feature is selected, the output copy appears as a mirror image reflection of the original document. The Negative Image feature reverses the colors of the whole document image. NOTE:Negative Image cannot be used with Dual Color. NOTE:When Negative Image is used with Border Erase, the Border Erase area becomes white. 1 2 3 On the Output Format tab select Mirror Image/Negative Image. Select the desired options: · · Select On or Off for Mirror Image. Select On or Off for Negative Image. Select Start to make copies or Save to select additional features.

167 USER GUIDE (COPIER) USER GUIDE (COPIER) Scan Options Tab Below is a brief description of each feature available on the Scan Options tab. Each feature is explained in detail on the following pages. Original Size Mixed Size Originals Bound Originals Image Rotation Original Orientation Book Duplex Enables you to specify the size of the original document to be copied. Allows you to place documents of mixed sizes into the DADF for copying. Automatically scans two adjoining pages of a bound document and copies them onto two separate sheets of paper. Automatically rotates the image to match the copy output paper when the original orientation and the copy paper are different. Allows you to indicate the top of the original so that your output will be oriented as desired. Allows you to make two-sided copies from a bound original. 168 USER GUIDE (COPIER) Original Size Use the Original Size feature to specify the original document size. The following options are available: Auto Detect The copier automatically recognizes the size of standard documents in the DADF or on the Document Glass.

This is the default setting. Select the document size from one of the 11 preset sizes. These presets can be changed in System Settings mode. You must place the original on the Document Glass. Allows you to manually enter the size of the document placed on the Document Glass.

Standard Sizes Non-standard Sizes 1 2 On the Scan Options tab select Original Size. Perform one of the following: · · · Select Auto Size Detect to have the copier identify the size of the original document. Select the appropriate size of the document from one of the preset size buttons. Enter the width (X) and length (Y) dimensions of the original document. · Press the left or right arrows to decrease or increase the X dimension.

X dimensions range from 15 to 432mm in 1 mm increments. Press the up or down arrows to increase or decrease the Y dimension. Y dimensions range from 15 to 297mm in 1 mm increments. · 3 Select Start to make copies or Save to select additional features. 169 USER GUIDE (COPIER) USER GUIDE (COPIER) Mixed Size Originals This option allows you to place documents of standard mixed sizes into the DADF for copying. When the Mixed Size Originals feature and Auto Paper selection are selected, the copier automatically identifies each document size and selects the appropriate paper tray. You can also specify a paper tray so that all copies are made on the same size paper. 1 2 3 4 5 On the Scan Options tab select Mixed Size Originals. Select the desired option: · · Off: when documents are all the same size. On: when documents are different sizes.

Load the mixed size originals with one edge of every sheet aligned evenly against the top left corner of the DADF to avoid misfeeds. Select the icon that most closely resembles the Original Orientation for the loaded documents. Select Start to make copies or Save to select additional features. NOTE:Mixed Size Originals cannot be used with the following features: Covers, Transparency Separators, Multiple Up, Auto Repeat Image, and Booklet Creation. 170 USER GUIDE (COPIER) Bound Originals The Bound Originals feature enables you to copy a bound document such as books, magazines, notebooks, or stapled sets. When this feature is selected, each page is copied onto a separate sheet of paper. You must place your bound document face down in the upper left corner of the Document Glass. The DADF cannot be used. The following options are available: Off Left Page then Right Right Page then Left Top Page then Bottom This is the default. Copies are made starting from the left page of a bound document.

Copies are made starting from the right page of a bound document. Copies are made starting from the top page of a bound document. Along with the Bound Originals feature, Center Erase is offered. This option allows you to remove the shadow caused by the center binding of bound documents when they are copied. This corresponds to the Center Erase feature under Margin Shift.

171 USER GUIDE (COPIER) USER GUIDE (COPIER) 1 2 On the Scan Options tab select Bound Originals. Select the desired format: · · · Left Page then Right Right Page then Left Top Page then Bottom 3 Select which pages are to be copied: · · · Both Pages Left Page Only Right Page Only 4 5 Press the left and right arrows to decrease or increase the Center Erase amount from 0 to 50mm. Select Start to make copies or Save to select additional features.

NOTE:Bound Originals cannot be used with the following features: Auto Size Detect for Tray 5, Multiple Up, Repeat Image, Book Duplex, and Poster. 172 USER GUIDE (COPIER) Image Rotation This feature allows the machine to automatically rotate the image so that the orientation of the document matches the output paper.

The following options are available: Off Always On On during Auto The copier will not rotate the image even if the orientation differs from the output paper. The copier will automatically rotate the image if the orientation differs from the output paper. The copier will automatically rotate the image if the orientation differs from the output paper only when Auto Paper selection is selected, or Auto % is selected in Reduce/Enlarge. If a specific paper tray is selected without Auto %, image rotation will not occur. 1 2 On the Scan Options tab select Image Rotation. Select the desired option: · · · Off Always On On during Auto 3 If using Mixed Size Originals, select Rotation Direction. Select the desired option: · · Portrait Original - Left Edge Portrait Original - Right Edge 173 USER GUIDE (COPIER) USER GUIDE (COPIER) 4 Select Start to make copies or Save to select additional features. NOTE:Image Rotation cannot be used with the following features: Auto Size Detect for Paper Tray 5, Repeat Image and Poster. NOTE:When Booklet Creation is selected, Image Rotation occurs automatically regardless of the Image Rotation setting. Original Orientation The document orientation must be set to indicate the top of the original when using the following features: 2-Sided, Margin Shift, Border Erase, Multiple Up, Repeat Image, Mixed Size Originals, and Independent X-Y%.



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Original Orientation is designed as follows: Head to Top Head to Left Select this when placing the top of the document at the top of the DADF or Document Glass. Select this when placing the top of the document towards the left of the DADF or Document Glass. 174 USER GUIDE (COPIER) Book Duplex The Book Duplex feature enables you to make 2 Sided copies of a bound document such as books, magazines, notebooks, or stapled sets. You must place your bound document face down in the upper left corner of the Document Glass. The DADF cannot be used. The following options are available: Left Page then Right Right Page then Left Top Page then Bottom Copies are made starting from the left page of a bound document. Copies are made starting from the right page of a bound document. Copies are made starting from the top page of a bound document. Along with the Book Duplex feature, Center Erase is offered.

This option allows you to remove the shadow caused by the center binding of bound documents when they are copied.

This corresponds to the Center Erase feature under Margin Shift. 1 2 On the Scan Options tab select Book Duplex. Select the desired format: . . . Left Page then Right Right Page then Left Top Page then Bottom 3 4 5 Select Start Page & End Page and select the desired options. Press Save to return to the Book Duplex screen. Press the left and right arrows to decrease or increase the Center Erase amount from 0 to 50mm.

Select Start to make copies or Save to select additional features. 175 USER GUIDE (COPIER) USER GUIDE (COPIER) Job Assembly Tab Below is a brief description of each feature available on the Job Assembly tab. Each feature is explained in detail on the following pages. Stored Jobs Build Job Booklet Creation Allows you to program various feature settings in the built-in copier memory as a single job. Allows you to build a job using different settings for each page or segment of a job.

Automatically copies your originals such that the output set can be folded into a booklet. 176 USER GUIDE (COPIER) Stored Jobs The Stored Jobs feature allows you to program various feature settings in the built-in copier memory as a single job. Up to 8 jobs can be stored and up to 18 characters can be entered for each job name. This feature is especially helpful for complex jobs that you run frequently. You can retrieve stored jobs and apply their programming features to a new copy job. Deleting stored jobs frees that memory position for storing different jobs. Storing a Job 1 2 3 4 5 6 7 8 Program the features and options you want to save for future use. On the Job Assembly tab select Stored Jobs. Select Store. Select the desired icon to identify the job number.

Select Enter/Change Name to name the job. Select the job number. Enter a name up to 18 characters long for the stored job and select Save. Select Close. 177 USER GUIDE (COPIER) USER GUIDE (COPIER) Deleting a Job 1 2 3 4 5 On the Job Assembly tab select Stored Jobs. Select Delete. Select the job number you want to delete. Select the desired option: . . Yes: to confirm the deletion. No: to cancel the deletion. Select Close.

You can now store a new job in place of the job you deleted. Retrieving a Job 1 2 3 4 On the Job Assembly tab select Stored Jobs. Select the job number you want to retrieve. Select Close. Select Start to make copies.

178 USER GUIDE (COPIER) Build Job Build Job enables you to program, scan, and store individual job segments of a large or complex job, and then print all the segments as one complete job. 1 2 3 4 5 6 On the Job Assembly tab, select Build Job. Select On. To make a sample set of your originals, select On for Sample Set. Select Save.

Load your originals for the first segment of the job. Set the desired features for the job and press Start. Check that Next Original is selected while the document is being copied. 179 USER GUIDE (COPIER) USER GUIDE (COPIER) 7 Load the next segment of the job, and set the desired features. . . Chapter Division - If you select Chapter Division, the next document will be copied onto Side 1, if 2 Sided is selected. Change Settings - Select Change Settings to change job features for the next segment of the job. When you select Change Settings, the Basic Copying screen is displayed. Select the desired features. 8 9 Select Start. Repeat steps 5 through 7 for each job segment.

Select Last Original after the last segment is scanned. . . Sample Set Off - If you selected Off for Sample Set, the entire job will be output. Sample Set On - If you selected On for Sample Set, one copy of the job will be output. . Check the sample set, and select whether or not to output the remaining number of copies. Select Start. 180 USER GUIDE (COPIER) Booklet Creation This feature copies your originals to make a booklet. Two images are copied on one page, side by side, on both sides of each page. When you fold the pages in half to make a booklet, the pages are in the correct order. The maximum number of originals that can be used is 100. If the number of originals is not a multiple of four, blank pages will be automatically added.

The following options are available to indicate binding location: Left Bind / Top Bind Right Bind Use this for a booklet that will be bound in a left to right format or top to bottom format, such as a calendar. Use this for output that will be bound in a right to left format. 1 2 3 4 5 6 On the Job Assembly tab select Booklet Creation. Select the required binding location. . . Left Bind/Top Bind Right Bind Select Gutter if you want to add space in the center of your output for a gutter ranging from 0 to 50mm.

Select Covers if you want to add a cover to the job. Select Originals to specify 1 or 2 Sided originals and their orientation. Select Start to make copies or Save to select additional features. NOTE:Booklet Creation cannot be used with Auto Paper selection, Mixed Size Originals, 2 Sided, Uncollated, Multiple Up, Repeat Image, Poster, Covers, and Transparency Separators. 181 USER GUIDE (COPIER) USER GUIDE (COPIER) Duplex Automatic Document Feeder (DADF) This section describes the Duplex Automatic Document Feeder (DADF) for the DocuColor Series printer/copier.

The DADF automatically feeds up to 50 sheets of the same size documents or mixed size documents, one at a time, onto the Document Glass, feeding the top sheet first. Documents are delivered to the Original Catch Tray after they have been copied. NOTE: If the DADF belt is dirty and the original is a thin or transparent document, background may appear on the output. This may also occur when copies are made using the Document Glass. Place a white sheet of paper of the same size on top of the document being copied to eliminate background until the belt is cleaned. Component Names and Functions The following items are the principal components of the Duplex Automatic Document Feeder.



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*Document Feed Lamp* This lamp displays a green arrow when a document is inserted correctly into the feeder. This light can also indicate a document jam. Documents are delivered to this tray. Place documents here to start copying.

*Original Catch Tray Original Input Area* 182 *USER GUIDE (COPIER) Document Specifications* Always use the recommended types of input documents so that the Duplex Automatic Document Feeder operates within the design specifications. Documents jams may occur if non-standard documents are used, resulting in damaged documents. Standard DADF document specifications Weight Size The document should be 16 lb. to 32 lb. (64 to 128 gsm) North and South America: 8.5x5.5 in., 8.5x11 in., 8.

5x14 in., 11x17 in., A4 European market: A5, A4, A3, 8.5x13 in., 8.

5x14 in., 8.5x11 in., 11x17 in. If the DADF senses non-standard size documents in the feeder, a message is displayed and the printer/copier stops.

Place such non-standard documents on the Document Glass, or enter the document size using the Original Size feature on the Scan Output tab. For more information about Original Size, refer to the section entitled Scan Output Tab in this chapter. If the input document is slightly smaller or larger than a standard size document, the Duplex Automatic Document Feeder may detect it as a standard size document. Dark areas or an image loss along the edges may occur. Enter the document size using the Original Size feature, or use the Border Erase feature on the Added Features tab. For more information about Border Erase, refer to the section entitled Added Features Tab, in this chapter. 183 *USER GUIDE (COPIER) USER GUIDE (COPIER) Documents Not Recommended* The following document types cause document jams or malfunction of the printer/copier. Make copies of these documents by placing them directly onto the Document Glass. . . . . Book, pamphlet, and booklet documents Broken, creased, or paste-up documents Documents with clips and staples Transparent documents (the document size cannot be detected automatically, or the DADF belt is copied) Coated paper or carbon-backed documents Documents smaller than A5 size (8.5 x 5.

5 inches) Documents with glossy surfaces such as photographs Loading the Documents Placing Documents on the Document Glass 1 2 3 Open the DADF. Place the document face down, and align it against the inside left cover of the Document Glass. Close the DADF. 184 *USER GUIDE (COPIER) Loading Documents in the DADF* You can load up to 50 documents from 16 lb. to 32 lb. (64 to 128 gsm) into the DADF. 1 2 Remove any paper clips or staples from the documents. Align the documents. Place the documents face up in the Original Input Area of the DADF. Slide the documents to the left until the green Document Feed Lamp lights.

If the lamp does not light, readjust the alignment and or the placement of the documents until the lamp lights. 3 Slide the document guide toward the stack of documents until the guide lightly touches the side edges of the documents. If the document guide is set too tight, the documents may not feed or may become damaged. If the guide is set too loose, the documents may skew as they feed, which could cause a document jam. Extend the DADF Original Catch Tray to accommodate the size of the documents.

Press the Start button. The documents automatically feed one by one, onto the Document Glass. The feeding begins from the top of the stack of documents. 4 5 185 *USER GUIDE (COPIER) USER GUIDE (COPIER) Finisher (Optional Accessory)* The DocuColor printer/copier may be equipped with an optional Finisher. The Finisher contains the following components: Finisher Cover Button Finisher Tray Finisher Front Door Staple Cartridge Finisher Stand Finisher Interface Center Tray Exit Cover Provides access to the Finisher paper path.

Completed jobs are delivered to this tray. Provides access to the Stapler area. Load a new staple pack when needed. Supports the Finisher and may be used for storage. Delivers the copies to the Finisher. Provides access to the paper path. WARNING: Never cheat the safety interlock switch. Injury or a document jam may occur. This switch shuts off the Finisher power when you open the front door or when you move the Finisher to the right to clear a paper jam. Using the Finisher The Finisher can staple from 2 to 50 sheets (50-sheet maximum applies to up to 24lb / 90 gsm paper.

) You can staple both portrait and landscape documents with single or dual staples. Output to the Finisher Tray is delivered face down. The Finisher Tray can hold up to 1000 sheets. . . Jobs containing more than 50 sheets will not be stapled. Tray 5 (Bypass) cannot be selected as the paper source for a job going to the Finisher. 186 *USER GUIDE (COPIER) Stapling Options* Stapling options are selected from the UI or from your printer driver and depend on the paper selected. The table below shows the acceptable paper sizes and stapling options. Copying Paper Orientation LEF Paper Size B5, A4, 8.5x11 in. One Left Two Left Two Up One Right Two Right SEF A4, 8x10 in. , 8.5x11 in., 8.5x13 in., 8.

5x14 in. SEF B4, A3, 11x17 in. 187 *USER GUIDE (COPIER) USER GUIDE (COPIER) Printing Paper Orientation LEF Paper Size B5, A4, 8.5x11 in. One Left Two Left Two Up One Right Two Right SEF A4, 8x10 in.*

, 8.5x11 in., 8.5x13 in., 8.5x14 in. SEF B4, A3, 11x17 in. 188 *USER GUIDE (COPIER) Job Status USER GUIDE (COPIER)* This section describes how to check currently copying, printing, queued, or completed jobs. It also describes how to change print schedules to cancel print jobs, or to change the print priority of queued jobs. Checking Current Jobs This section describes the procedure for checking currently copying, printing or queued jobs.

1 2 Select the Job Status button on the Control Panel. The Job Status screen is displayed. Select Current and Pending Jobs. The Current and Pending Jobs screen is displayed. A job list is displayed if jobs are stored to memory. The list displays currently printing or queued jobs and documents stored to memory. It also displays the current status of each job. 3 Display the desired job using the up and down arrow buttons, and select the desired item from the list. The screen for checking the job status is displayed. 189 *USER GUIDE (COPIER)* 4 Check the status of the selected job.

. . . To cancel a job select Stop. This cancels processing of the currently printing, copying, or queued job. You can change the print priority when there are two or more queued jobs. To change the print priority: . Select Promote Job. The print order will be changed so that the job you instructed higher print priority to will be printed after the current job.

NOTE: If you continue to change the print priority again after changing the print order in the print schedule, priority will be given to the job that you last instructed.



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